



DRAFT: Mambo Administrators' Manual

Table of Contents

<u>DRAFT: Mambo Administrators' Manual</u>	1
<u>Edited by</u>	1
<u>Michelle Bisson, Editor</u>	1
<u>Andrew Eddie, Lead Mambo Developer</u>	1
<u>Emir Sakic, Mambo Developer</u>	1
<u>Mitch Pirtle, Mambo Developer</u>	1
<u>Preface</u>	2
<u>Chapter 1. Introduction</u>	3
<u>Power in Simplicity</u>	3
<u>What is Mambo?</u>	3
<u>What is Open Source?</u>	3
<u>What can I use Mambo for?</u>	3
<u>What is Mambo's License?</u>	4
<u>Who is Mambo Copyright to?</u>	4
<u>Chapter 2. Overview</u>	5
<u>Administrator Login</u>	5
<u>Administrator Overview</u>	5
<u>User Groups and Access Control</u>	7
<u>Check Out – Check In</u>	8
<u>Chapter 3. Home</u>	9
<u>Control Panel</u>	9
<u>Messaging</u>	9
<u>Chapter 4. Site Management</u>	11
<u>Global Configuration</u>	11
<u>Language Manager</u>	11
<u>Statistics</u>	11
<u>Template Manager</u>	12
<u>Trash Manager</u>	12
<u>User Manager</u>	13
<u>User Groups</u>	13
<u>User Registration Activation</u>	14
<u>Mass Mail</u>	14
<u>Chapter 5. Menu Manager</u>	15
<u>Menu Manager</u>	15
<u>Chapter 6. Content</u>	17
<u>Sections</u>	17
<u>Example</u>	17
<u>Categories</u>	19
<u>The Add Category Form</u>	19
<u>The Edit Category Form</u>	20
<u>Content</u>	20

Table of Contents

Chapter 6. Content

<u>The Content Area</u>	22
<u>The Rich Text Editor</u>	22
<u>Mosbots</u>	24
<u>The Attributes Area</u>	24
<u>The Publishing Tab</u>	24
<u>The Images Tab</u>	25
<u>The Parameters Tab</u>	26
<u>The Meta Info Tab</u>	27

Chapter 7. Components.....29

<u>Overview</u>	29
<u>Installing and Removing</u>	29
<u>Bundled Components</u>	30
<u>Banners</u>	30
<u>Contact Manager</u>	31
<u>Frontpage</u>	31
<u>Media Manager</u>	32
<u>Newsfeeds</u>	33
<u>Newsflash</u>	33
<u>Polls</u>	33
<u>Weblinks</u>	34

Chapter 8. Modules.....35

<u>Bundled Modules</u>	35
<u>Archive</u>	35
<u>Browser Preferences</u>	35
<u>Hit Counter</u>	35
<u>Latest News</u>	35
<u>Login Module</u>	35
<u>Main Menu</u>	35
<u>Most Read</u>	36
<u>News Feeds</u>	36
<u>Newsflash</u>	36
<u>Online Users</u>	36
<u>Polls</u>	36
<u>Related Items</u>	36
<u>Syndicate</u>	37
<u>Sections</u>	37
<u>Statistics</u>	37
<u>Template Chooser</u>	37
<u>Who's Online</u>	37

Chapter 9. System Functions.....38

<u>Database</u>	38
<u>Backup</u>	38
<u>Restore</u>	38
<u>Global Checkin</u>	38

Table of Contents

<u>Chapter 9. System Functions</u>	
<u>System Info</u>	39
<u>Chapter 10. Parameters</u>	40
<u>Glossary</u>	42
<u>Mambo Glossary</u>	43
<u>Appendix A. What's New in 4.5.1</u>	45
<u>Overview</u>	45
<u>Questions About This Version</u>	45
<u>Change of Official Name</u>	45
<u>Home Menu</u>	46
<u>Configuration</u>	46
<u>Page Caching</u>	46
<u>Mail Settings</u>	46
<u>Miscellaneous</u>	46
<u>Preview</u>	47
<u>Templates</u>	47
<u>Administrator Templates</u>	47
<u>Assignable Site Templates</u>	47
<u>Template Positions</u>	47
<u>Trash Manager</u>	47
<u>User Manager</u>	47
<u>Registration</u>	47
<u>Use Unique Emails</u>	48
<u>Force Logout</u>	48
<u>Site Menus</u>	48
<u>Menu Manager</u>	48
<u>New Menu Item</u>	48
<u>Other Menu Changes</u>	48
<u>Content</u>	48
<u>Content List Page</u>	48
<u>Content Edit Page</u>	49
<u>Modules</u>	49
<u>New Features</u>	49
<u>New Modules</u>	49
<u>Deleted Modules</u>	49
<u>Administrator Modules</u>	49
<u>Quick Fix for Old Modules</u>	49
<u>Newsflash Changes</u>	50
<u>Contacts</u>	50
<u>Help System Changes</u>	50
<u>Installer Updates</u>	50
<u>Mambots</u>	50
<u>Editors</u>	51
<u>Site Search Component</u>	51

Table of Contents

<u>Appendix B. GNU General Public License</u>	52
<u>Preamble</u>	52
<u>TERMS AND CONDITIONS FOR COPYING, DISTRIBUTION AND MODIFICATION</u>	52
<u>Section 0</u>	52
<u>Section 1</u>	53
<u>Section 2</u>	53
<u>Section 3</u>	54
<u>Section 4</u>	54
<u>Section 5</u>	54
<u>Section 6</u>	54
<u>Section 7</u>	54
<u>Section 8</u>	55
<u>Section 9</u>	55
<u>Section 10</u>	55
<u>NO WARRANTY Section 11</u>	55
<u>Section 12</u>	56
<u>How to Apply These Terms to Your New Programs</u>	56
<u>Appendix C. License Guidelines</u>	58
<u>Mambo GNU GPL License Guidelines</u>	58
<u>Appendix D. WYSIWYG Editor – RTE</u>	61
<u>WYSIWYG Editor – RTE</u>	61
<u>Appendix E. Screen References</u>	62
<u>Home</u>	63
<u>Control Panel</u>	63
<u>Messages Configuration</u>	63
<u>Messages Inbox</u>	63
<u>Send Message</u>	63
<u>Global Configuration</u>	65
<u>Site Tab</u>	65
<u>Locale Tab</u>	65
<u>Content Tab</u>	66
<u>Database Tab</u>	66
<u>Server Tab</u>	67
<u>Metadata Tab</u>	67
<u>Mail Tab</u>	67
<u>Cache Tab</u>	68
<u>Statistics Tab</u>	68
<u>Statistics</u>	69
<u>Search Engine Text</u>	69

Table of Contents

<u>Language Manager</u>	70
<u>Installed Languages List</u>	70
<u>Trash Manager</u>	71
<u>Trash Manager</u>	71
<u>Template Manager</u>	72
<u>Installed Templates List</u>	72
<u>User Manager</u>	73
<u>User Manager List</u>	73
<u>Add or Edit User</u>	73
<u>Mass Mail Users</u>	74
<u>Menus</u>	75
<u>Menu Manager</u>	75
<u>Menu Items List</u>	75
<u>Adding Menus</u>	76
<u>Sections</u>	77
<u>Categories</u>	78
<u>Category Manager List</u>	78
<u>Add or Edit a Category</u>	78
<u>Content</u>	79
<u>Content List</u>	79
<u>Edit Content</u>	79
<u>Publishing Tab</u>	80
<u>Images Tab</u>	80
<u>Parameters Tab</u>	81
<u>Meta Info Tab</u>	81
<u>Copy or Move Content Items</u>	81
<u>Frontpage Item List</u>	82
<u>Media Manager</u>	83
<u>Components</u>	84
<u>Modules</u>	85
<u>System</u>	86
<u>Backup</u>	86
<u>Database Restore</u>	87
<u>System Information</u>	87

Table of Contents

<u>Install Mambo Element</u>	88
<u>Banners Component</u>	89
<u>Banner Manager List</u>	89
<u>Add or Edit Banner</u>	89
<u>Banners: Client List</u>	90
<u>Banners: Add or Edit Client</u>	90
<u>News Feeds</u>	91
<u>List News Feeds</u>	91
<u>Add or Edit News Feeds</u>	91
<u>Polls</u>	92
<u>Polls Manager List</u>	92
<u>Add or Edit a Poll</u>	92
<u>Weblinks</u>	93
<u>Web Links Manager List</u>	93
<u>Add or Edit a Web Link</u>	93

DRAFT: Mambo Administrators' Manual

Edited by

Michelle Bisson, Editor

Andrew Eddie, Lead Mambo Developer

Emir Sakic, Mambo Developer

Mitch Pirtle, Mambo Developer

Copyright © 2004 Mambo Project. All rights reserved, The information in this publication is furnished for informational use only, and should not be construed as a commitment by the Mambo Project. The Mambo Project reserves the right to update or modify the contents. The Mambo Project assumes no responsibility or liability for any errors or inaccuracies that may appear in this publication.

Revision History

Revision 3	26–Aug–2004	Revised by: aje
RC1 draft		
Revision 2	13–Aug–2004	Revised by: aje
Beta 4 draft		
Revision 1	11–Aug–2004	Revised by: aje
Beta 4 draft		
Revision \$Revision: 1.6 \$	\$Date: 2004/08/24 04:25:39 \$	
CVS		

List of Tables

2–1. [Common Toolbar Icons](#)

List of Figures

6–1. [Add Section Form](#)
6–2. [Add Category Form](#)
6–3. [Add Content Form](#)
6–4. [Rich Text Editor](#)
6–5. [The Publishing Tab](#)
6–6. [The Images Tab](#)
6–7. [The Parameters Tab](#)
6–8. [The Meta Info Tab](#)

Preface

The goal of this manual is to provide a basic explanation of all the basic administrative functions and features of Mambo 4.5. Some sections have not been included in this version, but is planned for future releases. For further research, you will find lists of support sites and resources in sections 9 and 10 of this document.

This is a draft manual. Download the latest copy from http://mamboforge.net/docman/?group_id=5. Raw DocBook files may be downloaded from the CVS at http://mamboforge.net/cgi-bin/cvsweb.cgi/mambo/4.5_manuals/english/.

If you who would like to submit corrections in spelling, grammar, syntax and/or content please use the bug tracker at MosForge at the following location: http://mamboforge.net/tracker/?group_id=17 You may also like to post comments on Mambo Forum at the following location: http://mamboforge.net/forum/forum.php?thread_id=2474&forum_id=30

Chapter 1. Introduction

Power in Simplicity

Mambo is one of the finest Open Source Web Content Management Systems available today. Mambo makes it easy to communicate and publish on the Web. Have you wanted to design and publish your own Web site with the ease of point and click, but never understood how to achieve this? Well, don't fear! Mambo is just the ticket for you!

Mambo takes the worry out of having to understand how to create a Web page with HTML, XML or DHTML languages. If you know how to use a standard word processor, like Microsoft Word or Open Office Writer, then you can manage Mambo! Through the Mambo Administrator Web Interface, just enter your content, add a picture and click the Publish button!

Simple... Quick... And easy!

What is Mambo?

Mambo is a simple and professional Open Source (OS) Content Management System (CMS) software where anyone can easily manage his or her own Web site. It is simple enough for small Web sites, yet powerful enough for large-scale commercial Web sites. These are some of the attractions to using Mambo:

Mambo: :

- is easy to set up and use
- has a simple and unique Administration interface to manage Web site content
- is flexible enough to create custom Web site designs using the template system
- makes it easy to add content and images
- is designed with simplicity and flexibility for everyone. From the non-technical Webmaster to the advanced Programmer, it is designed to make it simple to add content.

What is Open Source?

Open Source is a catchall term, describing several parts of the Free Software licence movement. Here are some organizations that have contributed to defining Open Source licences:

- The Free Software Foundation: <http://www.fsf.org/>
- The GNU Project (GNU's Not Unix): <http://www.gnu.org/>
- The Open Source Initiative: <http://www.opensource.org/>

What can I user Mambo for?

Mambo can be used for many different types of Web sites, such as:

- Portal
- Commercial Web sites
- Intranets Web sites
- Non-profit Web sites
- Personal Web sites
- Integrated Flash Web sites

The key feature is the ability to manage your content directly on the Web by any authorized Administrator or User of the Website. Multiple people can manage content within a Mambo Web site. They do not need to know any programming languages, such as HTML, to update their site because an 'online editor' WYSIWYG editor, ('What you see is what you get) is included for formatting the text and inserting images. There is no need to 'upload' your documents with hard to understand FTP (File Transfer Protocol) programs. Just Save, then publish your content and the Web page is online for everyone to see!

Mambo can be used for the following applications:

- Updating 'Home' and 'News' Web pages, with news, articles and images
- Creating your own dynamically created content menus like 'Products > Hardware >DVD Recorders
Products > Hardware > CD Recorders'
- Uploading MS Word, MS Excel and Acrobat PDF documents for online viewing
- Managing header, footer or side Banners (advertisement etc.)
- Creating Polls
- Managing Web links
- Managing FAQ (Frequently Asked Questions)
- Managing News Flashes
- Managing multi-media Flash, .jpg, gif, bmp and .png images
- Managing News Feeds, from different news source Web sites
- Managing contact and email form pages
- Managing Users with special access levels
- Managing Archive pages
- Managing 3rd party developer's Components, Modules and Templates. For example: E-commerce, forums, image galleries, calendar and agenda components, help desk etc.

What is Mambo's License?

Mambo is released under the GNU General Public license (GNU GPL). The GNU GPL provides for a person or persons to distribute Mambo for a fee, but not actually charging for the software itself, because Mambo is free. Mambo is free to share and modify, but if you do change it in anyway, can you also change the license and make the licence commercial? No! The whole GPL is devoted to ensuring this does not happen. Copyright, a much more refined and stringent law will prevent this as well.

So with regard to Mambo, the GPL and copyright:

You MAY distribute it and charge for that service. You MAY change it, add design and content to it and you MAY charge for that. You may NOT alter the license and you must NOT alter the copyright. You do NOT have to show a 'Powered by Mambo' graphic, as it not a copyright notice.

In other words, you must NOT pretend that Mambo is yours, and you must NOT charge people for Mambo.

Use Mambo to empower yourself and your clients by taking away the 'Black Magic' that surrounds putting content on the Internet. Charge for the value you add and not for the hard work that Miro, the Mambo Development Team and the Mambo community have put into it.

Who is Mambo Copyright to?

Miro International inc. holds the copyright to the source code of Mambo. Their Web site is found at <http://www.miro.com.au>.

Chapter 2. Overview

Administrator Login

A fresh installation of Mambo will have one user installed. This user is known as the Super Administrator. The Super Administrator has the login name of 'admin'. You will create a password during the Mambo installation for the Super Administrator. You can later rename the Super Administrator's login name.

In Mambo, each user is assigned to a group. There are currently three (3) groups of users that can login to the Administrator Backend: Manager, Administrator and Super Administrator. Each group is explained below:

Super Administrator: The Super Administrator Group has access to all of the Backend (Administrator) functions. Users in this group cannot be deleted and cannot be switched to another group.

Administrator: The Administrator Group has slightly restricted access to the Backend (Administrator) functions. A user in this group cannot:

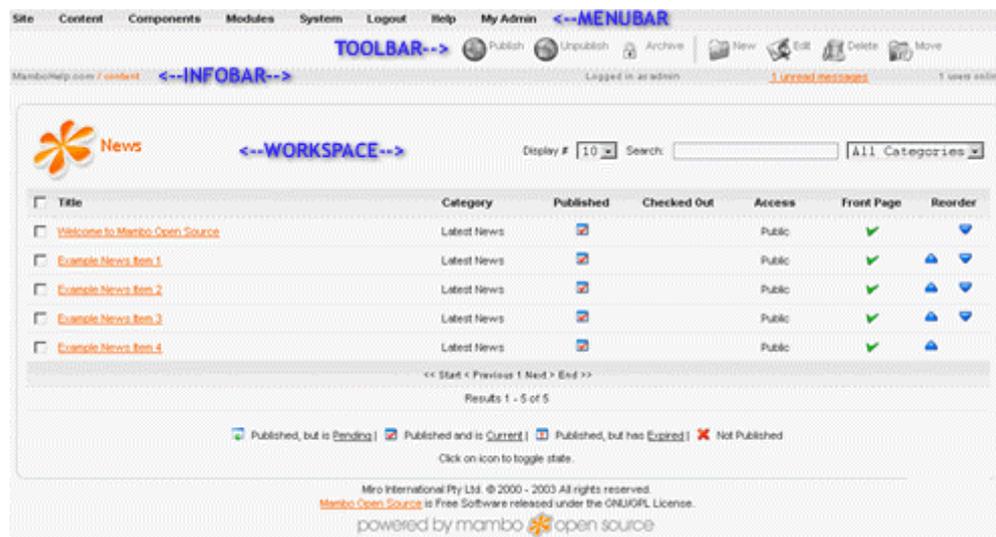
- Add or edit a user in the Super Administrator group
- Access the Global Configuration settings
- Access the Mass Mail function
- Manage/install Templates
- Manage/install Language files

Manager: The Manager Group is generally restricted to matters of content creation. A user in this group, in addition to the restrictions for an Administrator, cannot:

- Manage Users
- Install Modules
- Install Components
- Access some Components (as determined by the Super Administrator)

Administrator Overview

The Admin Section is the Administrative center of your Mambo Website. Site construction, editing, and publishing takes place through the Admin Section's elegant interface. The Admin Section is divided into four areas: the Menubar, Toolbar, Infobar, and Workspace.

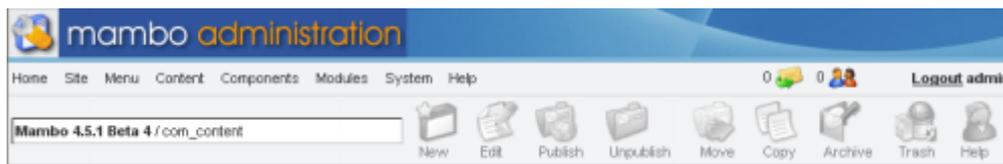


The screenshot displays the Mambo Administrator Backend interface. At the top, there is a navigation menu with items like Site, Content, Components, Modules, System, Logout, Help, and My Admin. Below this is a toolbar with icons for Publish, Unpublish, Archive, New, Edit, Delete, and Move. The main workspace area shows a table of news items. The table has columns for Title, Category, Published, Checked Out, Access, Front Page, and Reorder. The first row is 'Welcome to Mambo Open Source' in the 'Latest News' category. Below the table, there are pagination controls and a legend for the Published status icons.

Title	Category	Published	Checked Out	Access	Front Page	Reorder
Welcome to Mambo Open Source	Latest News			Public		
Example News Item 1	Latest News			Public		
Example News Item 2	Latest News			Public		
Example News Item 3	Latest News			Public		
Example News Item 4	Latest News			Public		

Menubar:

The Menubar is generally divided into eight sections: Home, Site, Menu, Content, Components, Modules, System and Help.



Each section has an associated drop down menu. The menu bar is your navigation center within the Admin Section.

Table 2–1. Common Toolbar Icons

	Publish – Click this icon to publish your category or items. The visitors of your web can view these items on your web site.
	Unpublish – Click this icon to unpublish a category or item. By unpublishing, Mambo does not delete the category or item. If you want to delete it, click on 'Delete' or 'Remove'.
	Archive – Click this icon to move an item to the Archive.
	Unarchive – Click this icon to move an item out of the Archive.
	New – Click this icon to add a new item, section, link, etc.
	Edit: Click this icon to edit a previously created item.
	Trash. Delete or Remove
	Restore – Typically restores content from the Trash Manager
	Copy
	Move – Click this icon to move an item to a new Section or Category.
	Save – Click this icon to save a newly created item or the results of the editing process.
	Cancel – Click this icon to cancel page creation or to cancel any unsaved modifications. NOTE: If you want to cancel creation or editing you must use this button and not the back button on your browser as this will lock your page for others to modify the page.
	Preview – Click this icon to show a preview of any changes you have made in a popup window. If your web browser is set up to block popup windows or you are using popup blocking software, you will need to change that setting or disable that software in order to see the preview.
	Upload – Click this icon to upload a file or image to your website.
	Help – Click this icon to open a contextual help page

NOTE: You must ensure you use the Cancel button and not back button of your browser when editing items.

Infobar

The Infobar is used to display the following information (in order):

1. This is the name of your website.
2. This is your current location within the Admin Section.
3. This is the name of the user logged in, i.e. 'Logged in as Admin'
4. This is the number of outstanding messages that you have from other appointed Administrators, using the messaging function in My Admin.
5. This is the number of users currently online.

Workspace

The Workspace is the area immediately below the Menubar and Toolbar that updates when you make a menu selection or use a tool from the toolbar.

User Groups and Access Control

Mambo has two main hierarchies for User Groups: one for access to the Frontend (so users can log in to the web site and view designated sections and pages) and one for Backend Administration access.

The default groups provided are:

```
Public Frontend
| - Registered
| - - Author
| - - - Editor
| - - - - Publisher
Public Backend
| - Manager
| - - Administrator
| - - - Super Administrator
```

Registered Group: These Users are able to login to the Frontend web site. Additional information (sections and pages) may be available to a user once logged in.

In general, access provided to a parent group (like Registered) is inherited by the child groups (like Author) unless specifically denied by the Super Administrator.

Author Group: These Users are given access to submit new content and edit their own content items/pages by logging into the Frontend.

Editor Group: These Users are given access to submit and edit any content by logging into the Frontend.

Publishers Group: These Users are given access to submit, edit and publish any content by logging into the Frontend.

For information on the Administration user groups, see the section on Administrator Login.

Content items, menu items, module and components can be assigned an access control parameter. At this stage there are only two available: Public and Registered. This means that anything assigned with Public access can be viewed or accessed by the anonymous web visitor. Anything assigned with Registered access can be view or accessed by anyone who has logged into the web site in the Frontend and is one of the following types of

Registered users: Author, Editor or Publisher.

Check Out – Check In

When a user edits a file after logging in, they 'Check It Out'. This prevents other Users from being able to edit the document at the same time, thus preventing loss of data upon saving.

When the User clicks Save or Cancel, the file should be checked back in. If there is a connection error, or the user presses the Back button in his or her browser, a file can stay checked out, meaning no one can edit it.

If you want to be able to edit the file, you can perform a Global Checkin. Be very careful in doing this. Anyone who is editing a document at that very moment can have his or her work lost.

To perform the Check In, click on System -> Global Check In from the menu bar in the Admin Section. You will get a list of all items and it will show you how many items, and from which tables, are Checked back in.

Chapter 3. Home

The Home menu bar item covers personal settings that relates to the current user/administrator.

Control Panel

The Control Panel provides an area to display useful information for the Site Administrator. The Control Panel is provided with an Administrator template that the administrator can customise to meet their needs.

Messaging

insert image

A basic system of Private Messaging is available to facilitate work flow events and also to send notes or messages to other Mambo Administrators. The number of unread messages you have is displayed on the right of the Infobar below the editing icons. Some Components also will use your inbox to notify you of events such as new content being submitted.

This will display as a link to your "Inbox" when the number of unread messages is greater than zero. There are two items in this menu: Configuration and Inbox.

Messages Configuration:

There are two configuration options available to your Administrator. Use the select box to choose your option: 'YES AND NO'

Lock Inbox:

This option allows you to prevent Administrators or System processes from sending you messages. If you are the only administrator or work with a small group of admins you may choose not to use this feature at all. It is a good idea to leave the box open while you are adding new components as it will help you be aware of system processes.

Mail me on new Message:

This option will result in an email being sent to you each time you receive a new message.

Messages Inbox:

This menu option displays your current Inbox.

To View a message, click the hyperlinked 'Subject' of the desired message. Details of the message will be shown. Click the 'Back' icon in the toolbar to return to your Inbox.

To Create a new message, click the 'New' icon in the toolbar. Select the Recipient from the list and enter the desired subject and Message. Click the 'Save' icon to send the message. Click the 'Cancel' icon to abort the operation.

To delete a message, select the checkbox next to the Subject of the message, (or multiple messages), that you want to delete. Click the 'Delete' icon in the toolbar. An alert box will ask you to confirm the operation.

Private messaging is only supported to or between users in a group that has access to the Admin Section.

Send Message:

This page allow you to send a message to a user.

–*To*: A list of the users for this Site

–*Subject*: The subject for the message.

–*Message*: The body of the message.

When you are ready to send your message, click the 'Save' icon or 'Cancel' to discard your changes.

NOTE: Users may choose to disable the receipt of messages.

Chapter 4. Site Management

Global Configuration

Global Configuration is the main configuration center in Mambo. Changes made in this area will update your configuration.php file. This file needs to be writable in order for you to be able to edit your configuration. To do this please follow the instructions at the bottom of this item.

Global Configuration provides the following 6 tabs for controlling your options:

Language Manager

The Language Manager allows you to maintain the installed language files for Mambo Open Source.

Installed Languages – This list shows all of the currently installed MOS Languages.

Statistics

*****insert image*****

There are three statistical analysis reports available:

Browser, OS, and Domain Statistics.

Browser statistics: These statistics are provided on the first tab. By default, the results are sorted by the browser name in ascending order.

*****insert image*****

Click the icon beside the column heading to toggle between ascending and descending order.

*****insert image*****

You may also sort by the relative percentage of the results. Click the icon next to the '%' column heading to toggle between ascending and descending order. To re-sort by the browser name, simply click again the icon next to the column heading.

Operating System statistics: These statistics are shown on the second tab. You may sort the results in a similar manner to that for the Browser statistics (either by Operating System name or by percentage).

Top Level Domain statistics: These statistics are shown on the third tab. You may sort the results in a similar manner to that for the Browser statistics (either by Domain name, or percentage).

Page Impressions: This report shows the most viewed Content Items.

Search Text: This report shows a list in ascending order of the Items submitted in the Frontend search feature that have been entered by users. Columns show the text, the number of times it has been searched for and the number of results that would be returned for that text or phrase.

Analysis of these results will allow you to tune your site to allow visitors to find possibly obscure or mis-categorised content. For example, misspelled or pluralized or singular words may be added to the Meta Data

(keywords or description) to supplement phrases or words in the body text of the Content Item.

It would be silly to write an article like 'We have the following job/jobs/job vacancies ...' Instead you can add 'jobs', 'job vacancies' or even 'job' (misspelled) to the Meta Data of the Content Item to improve the search characteristics of your site.

Template Manager

*****image goes here*****

The Template Manager provides a workbench for installing and manipulating templates. Administrators and Managers with special authorization to the Template Manager can edit the template. The initial view provides you with a list of the installed templates. A green 'tick' will be shown adjacent to the name of the currently published template. Some supplied information about each template is also shown (this is pulled from a supplied XML file called: templateDetails.xml).

Templates are also assignable to different parts of your site, much like modules are. If you have several templates installed on your Mambo system you can now take advantage of all of them. You are able to assign a template to a specific page (or pages) from Main Menu. This is done with "Assign" button in the Toolbar.

When you select a template to assign you will be shown a list of pages to choose from. You can select multiple pages from the menu and assign them to a template. When assigned, the template will appear when a user clicks on these pages. This will override the default template.

The "Template Manager" also allows you to switch the default template (using "Default" button) which will appear on all pages for which specific assignment has not been made. Note that both assigned and default template will get overridden by template selector module, if used.

The Administrator Templates can be switched by hitting the "Publish" button as before but are not assignable to pages in the Administrator.

Trash Manager

When you delete an item in the Item List view, using the renamed 'Remove' button, instead of something being permanently deleted right away, it is 'sent' to the Trash Manager. When you select the items for removal, you get a pop message asking if you are sure you want the items moved to the Trash Manager. This is for security purposes so that you don't accidentally permanently delete an item.

In the Trash Manager, you have 2 options: Restore or Delete.

Restore: You can restore any number of items in one go. Merely tick the items to be restored then click 'Restore'. You will then receive a prompt asking if you wish to continue. Click 'YES' and the item is restored to its original section and category as an unpublished item.

Delete: You can delete any number of items in one go. Merely tick the items to be deleted then click 'Delete'. This will take you to the 'Delete' confirmation page. Here you will see the number of items to be deleted and their item names. If you wish you can click 'Cancel' or press delete.

When you press delete, a final alert asks for confirmation and notifies you that the item is being deleted permanently.

User Manager

User Manager

*****insert image*****

The User Manager allows you to add, edit and delete users.

*****insert image*****

New User

There are two ways that Users can be created on your site. Your visitors can create their own account by registering via your Login Form, or you can add your own Users if you want a selected group to visit your site or selected content pages.

User Groups

The groups available are fixed but have different levels of access control. The 'Public Frontend' and 'Public Backend' groups are merely placeholders at this stage. They do not contribute to the access control system except that in the future, they will define the default access levels for anonymous users in the Frontend and backend systems.

There are four (4) Frontend groups available:

Registered – This group allows the user to login to the Frontend interface.

Author – This group allows a user to post content, usually via a link in the User Menu.

Editor – This group allows a user to post and edit any content item from the Frontend.

Publisher – This group allows a user to post, edit and publish any content item from the Frontend.

There are three (3) backend groups that allow access to the Mambo Administration section:

Manager – This group allows access to content creation and other system information.

Administrator – This group allows access to most administration functions.

Super Administrator – This group allows access to all administration functions.

How to Create Special Users:

You can create Special Users for the Users to whom you wish and give them access to submit news, articles, FAQ's and Web Links. These Special Users will be the only ones able to view the User Menu Module if you configure the User Menu Module to be viewable only by Special Users.

To configure this, go to the Administrator Menu (which is the admin control panel) and choose Modules on the menu bar, then click 'Manage Modules'. Then double click 'User Menu' to edit. Now choose access level: Special. The result of this configuration will be that only users whom you have defined as 'Special' can submit from the Frontend.

User Registration Activation

By default, when a visitor wants to register an account with your site, they are prompted for Name, Username, E-mail and Password.

When the visitor submit the registration request the account is created but user can not login until activated. An e-mail with the activation link is sent to the Email address provided by the visitor. When the mail is received, the user will click the activation link, the account will be activated and the user will now be able to log in.

The feature has several advantages:

1. It verifies that visitor exists and has a valid Email address.
2. It gives the user the ability to choose their password at registration.
3. It gives the Site Administrator a better overview of actived and non-activated accounts. A non-activated account will appear as blocked and never signed in. As such it is easy to track and delete.

The option for Registration Activation is found in Global Configuration under the Site tab. See the option for “Use New Account Activation”. If you disable user activation, visitors will be able to login immediately after they created an account.

There is also an option called “Require Unique Email”. When enabled, this option will assure that a single e-mail address can be registered only once.

Mass Mail

*****insert image*****

The Mass Mail menu item allows you to send a message to either: –all available users, or –a single group of users such as editors or –a group of users including any child groups (when the Mail to Child Groups checkbox is checked).

Only one selection can be made from the Group list box. Fill out the Subject and body of the Message as required. Click the 'Publish' icon in the toolbar to send the message. Click the 'Cancel' icon in the toolbar to abort the operation.

NOTE: Only a Super Administrator is permitted to use this feature.

Chapter 5. Menu Manager

Menu Manager

The Menu Manager is located in the dropdown menu item 'Site' on the Menu Bar. There are two sections: Main Menu and User Menu.

Main Menu: This section contains the 'Top-Level' items' and 'Sub-levels' items' in one list.

image goes here

To create a 'Top-Level' item or a 'Sub-level' item, click on the 'New ' icon from the Tool Bar. The 'Add Menu' item page consists of the following 10 types of menu items:

1. Mambo Component: These components are those that are already included with the core Mambo, as well as any 3rd Party Developer's Components that are installed on the system.
2. Content Category (Archives): This adds a link to the menu to archived items in a particular Content Category within a Section.
3. Content Section (Archives): This adds a link to the menu to archived items in a whole Content Section. The display can be modified via the same parameters used for the Content Category (Archives) (see above).
4. Content Blog Category: This adds a link to the menu that lists published items in a particular Content Category within a Section. The display can be modified via the same parameters used for the Content Category (Archives) (see above).
5. Content Blog Section: This adds a link to the menu that lists published items in a whole Content Section. The display can be modified via the same parameters used for the Content Category (Archives) (see above).
6. Content Category List: This adds a link to the menu that will display a tabular list of content items in a particular Section Category.
7. Content Section List: This adds a link to the menu that will display a list of the links to the categories in the selected section. The number of content items in the Category is displayed beside the Category name. Selecting the link to the Category will present a tabular list of content items in a particular Section Category.
8. Typed Content: This is how you create a new Typed Content Page:
 - After clicking on the Typed Content Page, you first choose the Parent Item, type in the Name of the Typed Content Page. This is the name that appears on the Main Menu.
 - Next type the name of the 'Title' that will appear as the Title of the Page your visitors will see in the Frontend.
 - Now, using the WYSIWYG editor you can add your content. This could be typed in or copy pasted from another document such as 'MS Word'.
 - To add an image, click on the tab called 'Images'. You can now insert images onto your page that you previously installed using the Media Manager menu.
 - Your publishing dates can be predetermined ahead of time by clicking on the 'Publishing' tab.

9. Separator: Adds a plain text separator to the menu. Default separator is: -----

10. URL Link: This creates a link to any web page that you choose, whether it is another page within your site or a web page on another web site.

User Menu: After a user logs into your site, this is the menu that they will see. Normally it would contain links for editing/checking content.

image goes here

Your Details – This menu shows the personal details of a logged-in user.

Submit News – The users with an account are allowed to submit their own news. If you don't want this feature, make this item unpublished.

Submit Weblink – The Registered users are allowed to submit their own links to your site. If you don't want this feature, make this item unpublished.

Check-In My items – This 'checks in' a user's files so that other users can edit them.

Chapter 6. Content

Sections

New to MOS 4.5 is the ability for you to manage your content with Sections and Categories. These are separate from the navigation of your site, which is managed in the Menu Manager.

Example

For this tutorial, we will create a section of the website called "Wine Reviews" and two categories. The first one is called "Wines" and the second category called "Books". The logical structure of that content would look like the following:

Wine Reviews

Wines

- ◇ Shadrach, by Grant Burge (1998)
- ◇ Cabernet Sauvignon, by Stag's Leap (1973)
- ◇ Amarone, by Corte Sant'Alda (1995)

Books

- ◇ The New Sotheby's Wine Encyclopedia, by Tom Stevenson (DK Publishing, Inc.)
- ◇ A Perfect Glass of Wine, by Brian St. Pierre (Chronicle Books)
- ◇ A Century of Wine, by Stephen Brook (Octopus Publishing Group)

Mambo sees this in the following structure:

Section

Category 1

- ◇ Content Item 1
- ◇ Content Item 2
- ◇ Content Item 3

Category 2

- ◇ Content Item 1
- ◇ Content Item 2
- ◇ Content Item 3

The 'Wine Reviews' would be mapped to the Section; the 'Wines' and 'Books' would be mapped to Categories, and the rest are content items.

In the Administration interface, please select Content > Add/Edit Sections from the menu. You will be able to view a list of all existing sections. Some sections are already configured into the core. This has been provided to help you get started. Select the "New" icon in the toolbar to start the process.

Click on the 'New' icon in the toolbar. This will open a new window and you will see the following information:

- The *Scope* shows that it is a content section being created.
- The *Title* is the name that is used for display in the Main Menu.
- The *Section Name* is the Heading for the list of Categories. This will be displayed in the content section of the Front End of your site.

- The *Image* can be selected from the image directory and will be displayed next to the description in the content section of the Frontend of your site.
- The *Image Position* allows you to select where your picture will show up on the Frontend.
- The *Ordering* selection allows you to select the order of your choice.
- The *Access level* selection provides the ability to make the content of the section viewable to the public or to registered users only.
- The *Description* input field is the description of your section. It will show up in the Frontend under the Title of the Section or Heading.

You also have the option of uploading files to your server. Use the upload button at the top to upload images to your site that you wish to include as content.

To see how we created the section called *Wine Reviews*, see the screenshot below.

Figure 6–1. Add Section Form

The screenshot shows a web form titled "Add Section / New Section". The form has several input fields and a rich text editor. The fields are:

- Scope: content
- Title: Wine Reviews
- Section Name: Wine Reviews
- Image: Select Image (dropdown)
- Image Position: left (dropdown)
- Ordering: 1 (Currently: News) (dropdown)
- Access Level: Public (dropdown)
- Published: No (radio), Yes (radio)
- Description: A rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and other text formatting options. The text inside the editor reads: "We have put a tremendous amount of effort into the labourious challenge of tasting and researching wine, and you will enjoy the benefits of our hard efforts here."

When you have finished filling out the required information, click on the Save icon to save your new section. You will be alerted if you have missed any mandatory fields. You will need to attend to these and then click on the Save icon again. The 'Cancel' icon returns you back to your section selection. You will be returned to the Section list where you should see the Section you just created.

You can edit your new Section, or any other section, by selecting the checkbox to the left of the section name and clicking on the Edit icon. Alternatively, just click the name of the Section (this is a hyperlink) to edit the section. You will now see your content item show up in your main menu. Hover your mouse over Content in the menubar.

You will see that your new Section has been added to the drop–down menu and that you can add new items and categories to that Section.

NOTE: You must also create at least one category before you can add a new content item. Hover your mouse over the name of your new Section (for example *Wine Reviews*) and select, for example, Wine Reviews Categories.

Categories

Categories are Content Categories within a Content Section. It is within these categories that your content will reside. It is now time to create the categories *Wines* and *Books* in the *Wine Reviews* section, and then we can start writing those reviews!

Get started by selecting Content > Wine Reviews > Add/Edit Wine Reviews Categories from the menu. The available toolbar options are as follows:

- *Publish* – This allows you to Publish a Category. You can have a menu item pointing to that Category, which will then display any Content Categories in a list.
- *Unpublish* – This allows you to Unpublish a Category. This means that the unpublished Category (and its content) will NOT appear in the list if you have a menu item pointing to that section.
- *New* – This allows you to create a New Content Category. The Add Category editing form will appear.
- *Edit* – This allows you to Edit a Content Category. The Edit Category editing form will appear.
- *Delete* – This allows you to Delete a Content Category. If you have Content items they must be deleted first before you can delete a Content Category. This is a safety precaution built into Mambo.

The Add Category Form

The available toolbar options are as follows:

Upload – This opens a popup window where you can Upload an image that will appear in the Category description.

Save – This allows you to Save the changes you have made.

Back – This takes you back to the Category list for that particular Content section.

The available form elements are as follows:

- *Category Title* – This is the Title for the Category.
- *Category Name* – This is the Name for the Category.
- *Image* – You can select an Image to use in the description of the Category.
- *Image Position* – You can select a position for the image in the Category description. Left or Right.
- *Ordering* – You can select the order within the available Categories.
- *Access Level* – You can set the access level for the Category: Public, Registered, or Special.
- *Published* – This is a convenience for you, allowing you to publish something as you create it. If it is not published, then it will not appear in the menus or content listings.
- *Description* – Using the Editor box, you can type in a description for the Category. Once completed, click 'Save' on the toolbar to save your changes.

For the tutorial scenario, create two Categories, one called *Wines* and another called *Books*. We will then use these Categories for entering content.

NOTE: One important thing to remember is that when you create the sections, make sure you toggle the button for *Published* and set it to *Yes*.

Figure 6–2. Add Category Form

The Edit Category Form

The *Add Category* form and the *Edit Category* form are exactly the same, therefore the processes are the same. The available toolbar options are as follows:

Unpublish – This allows you to Unpublish a Category.

Upload – This opens a popup window where you can Upload an image that will appear in the Category description.

Save – This allows you to Save the changes you have made.

Cancel – This cancels the edit and return to the Categories list for that particular section.

NOTE: In the Category listing, your categories should be in a published state, e.g. showing the green checkmark in the *Published* column. If it is a red 'X', simply click the 'X' and your category will be published. This also applies to any other items that are marked with a red 'X' throughout the Admin interface (content, sections, menu items, etc.).

Content

Now you are ready for writing some reviews. This section of the tutorial will show you how. From the Admin menu, select Content > Wine Reviews > Wine Reviews Items. You are then greeted with a list of existing content items in the *Wine Reviews* section. From the toolbar select the New button.

Figure 6–3. Add Content Form

Title: Category:

Title Alias:

Intro Text: (required)

[Style] [Font] [Size]

B *I* U | |

From one of Australia's most respected vintners, Shadrach is a meaty blend of Cabernet Sauvignon from two locations in Coonawarra.

View Source

Main Text: (optional)

[Style] [Font] [Size]

B *I* U | |

The Fruit

Coonawarra fruit is blended with material from the Barossa and a small portion of Adelaide Hills fruit to build up the pungent minty, green-leaf characters that Grant regards as essential in super-premium Cabernet.

The Winemaking

The fermenting juice initially spent seven days on skins and was pumped over three times daily prior to pressing at about 1° Baumé. The wine was matured in French oak for 18 months prior to bottling where it spent a further 20 months prior to release.

The Comments

The Grant Burge 1999 Shadrach Cabernet Sauvignon has deep crimson and

View Source

The Content forms have the following toolbar items:

- *Preview* – opens a new window to preview the content as you would in the Frontend of your site
- *Upload* – allows you to upload a file or image
- *Save* – saves the content
- *Cancel* – exits out of the Add Content page, deleting any information that you might have entered into the forms
- *Help* – online help for the Add Content form

The only difference between this toolbar and the one supplied for the Edit Content form is the *Unpublish button*, which simply changes the status of your content from published to not published.

The Content Area

The *Add Content* form is identical to the *Edit Content* form; and as such can be treated and used the same. As this screen contains a significant amount of information, we have broken it into two areas: the Content area, and the Attributes area.

The content area of this form is shown in the previous image, and includes the following fields:

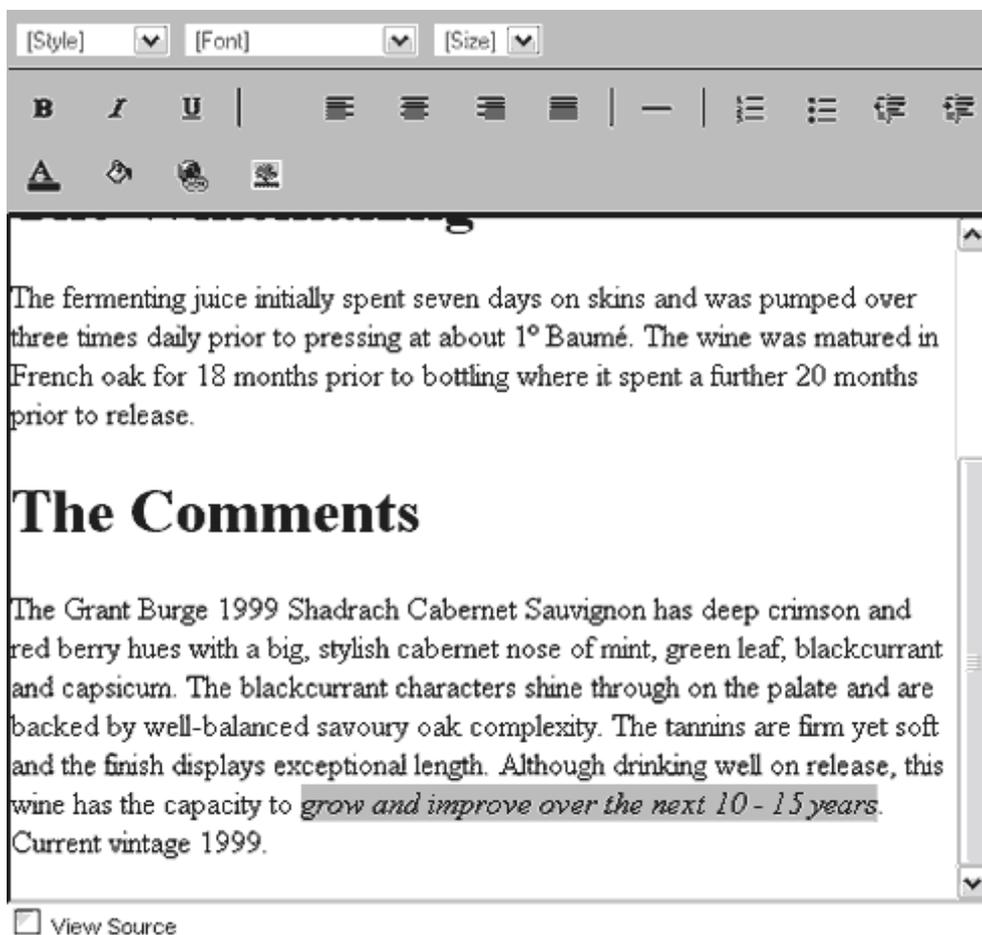
- *Title* – This is the title of the content. When you make a menu item, this is the title that appears in the menu.
- *Title Alias* – *This is the title that appears in the main content area of the Frontend, and I have absolutely no idea what it does.*
- *Category* – This determines what category in which the content is contained
- *Intro Text* – This is the introductory portion of the content, and is displayed in Blog Lists for both Categories and Sections. It can also be configured to be hidden when you view the content
- *Main Text* – This is the body of your content. It is only shown when viewing that content directly, and is not shown in Blog Lists

For the example below, we will create content with the Title of "Shadrach" and the Title Alias of "Shadrach (1998), Grant Burge". Select Wines as the Section and then enter some text into both the Intro Text and Main Text areas.

The Rich Text Editor

The default rich text editor for Mambo is RTE (for Rich Text Editor).

Figure 6–4. Rich Text Editor



You can use RTE to enter your content. You can also cut–n–paste from other common applications, including Web programming softwares and word processors. This simplifies the process of migrating content from documents to the Web.

The interface is relatively common to anyone familiar with popular office productivity software. The icons, in order, allow you to:

- *Bold* – make the selected text bold
- *Italic* – change the selected text to italics
- *Underline* – underline the selected text
- *Left Align* – align the current paragraph text to the left (default)
- *Center Align* – centers the selected paragraph
- *Right Align* – aligns the selected paragraph to the right
- *Justify* – spaces the selected paragraph so the lines appear "square", or uniform
- *Horizontal Rule* – inserts a horizontal line at the cursor's location
- *Ordered List* – creates a numbered list item
- *Unordered List* – creates a bulleted list item
- *Outdent* – moves the selected text one column to the left
- *Indent* – moves the selected text one column to the right
- *Text Color* – gives you the opportunity to change the color of the selected text
- *Background Color* – allows you to change the background of the selected text
- *Insert Link* – provides a handy window for you to turn the selected text to link to another web page or website
- *Add Image* – takes your URL and inserts the image into your content at this location
- *View Source* – allows you to work with the HTML source of your content

NOTE: This Add Image feature in RTE is not integrated with Mambo. You will see how to manage images later in this chapter.

Mosbots

Mosbots are special codes that you can put in your content that Mambo sees and performs a particular action or fonction. The two most popularly–used Mambots are:

- {mosimage} – used to tell Mambo where to place graphics in your content
- {mospagebreak} – instructs Mambo to creat a page break in your content. You can break your content into several pages if you like.

Some Rich Text Editors have been integrated into Mambo and include buttons for inserting these codes. You are also able to manually type it into your content. Remember that in order for your images to show in the content, you must insert the {mosimage} code snippet where you would like your image to be placed in your content.

NOTE: The images in the Intro Text can be hidden for Blog Lists. This is a configurable setting for that menu item. Also, this is a global setting that will affect your entire website as a default in Global Configurations. If you are having trouble getting images to display within the Intro Text and the problem keeps cropping up in Blog Lists, then make sure that the Parameters for MOSImages is set to Show for that menu entry.

The Attributes Area

The Attributes Area for content consists of four tabs: Publishing, Images, Parameters, and Meta Info.

The Publishing Tab

The Publishing Tab contains the following elements:

- *Show on Frontpage* – Select this if you want the content to be listed on the front page of your site.
- *Published* – Select this for your content to appear in Blog Lists for this Category or Section.
- *Access Level* – Choose who will be able to view this content, public, registered or special.
- *Author Alias* – You can publish the author's name for a piece of content. You can attribute either an author that does not have an account or content created by many authors as a group.
- *Change Creator* – This allows you to assign ownership of this content to someone else, e.g. when creating something as an Administrator you can publish it with ownership given to a standard, non–administrative User.
- *Ordering* – Select the order in which this content is listed with others in this Category or Section
- *Override Created Date* – This shows the created date for the content. You can change the date if necessary.
- *Start Publishing* – Select the date when this document is to be published on the website.
- *Finish Publishing* – If desired, you can set the date when your content is to be expired.
- *State* – This shows the current state of the document. It is not editable.
- *Hits* – This gives the number of times this content was viewed. The *Reset Hits Value* button allows you to reset the counter to zero.
- *Revised* – This shows the number of edits this content has undergone.
- *Created (date)* – This is the date this content item was created.
- *Created (by)* – This is the person that created the content item.
- *Last Modified (date)* – This is the date when this content item was last modified, if ever.
- *Last Modified (by)* – This is the date the person that last modified this content, if ever.

Figure 6–5. The Publishing Tab

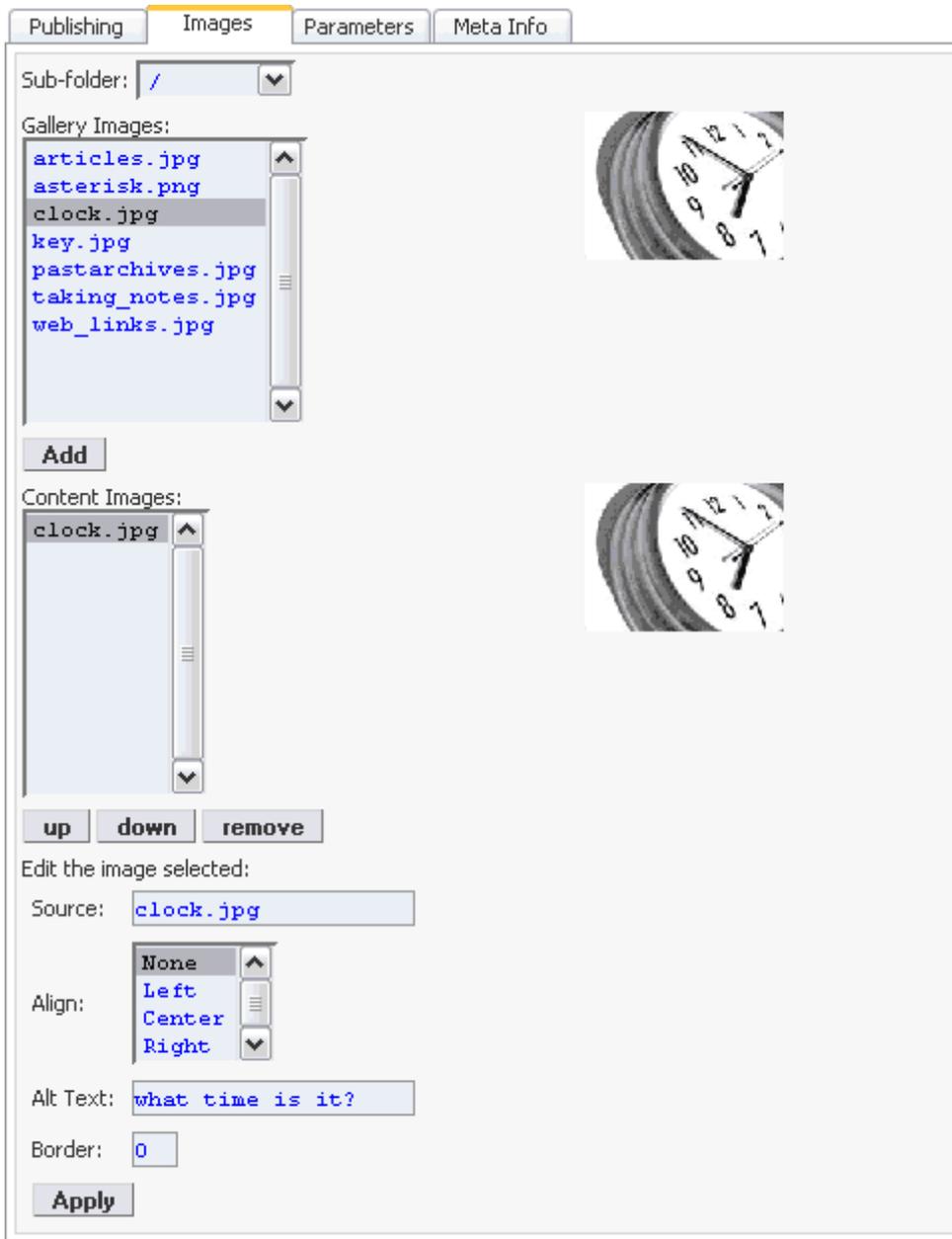
Publishing	Images	Parameters	Meta Info
Show on Frontpage:	<input type="checkbox"/>		
Published:	<input checked="" type="checkbox"/>		
Access Level:	Public	▼	
Author Alias:			
Change Creator:	Administrator	▼	
Ordering:	New items default to the last place		
Override Created Date		...	
Start Publishing:	2004-08-19	...	
Finish Publishing:	Never	...	
State:	Published		
Hits:	Reset Hits Value		
Revised:	0 times		
Created	New document		
Last Modified	Not modified		

The Images Tab

The Images Tab perhaps needs a little more explanation for each of the areas, as it is a three step process:

- Select the image that you want inserted into your content.
- Determine the order of images, if there are more than one for this page
- Assign any properties to the images (alignment, alternate text)

Figure 6–6. The Images Tab



The Parameters Tab

The parameters tab consists of the following elements:

- Page Class Suffix –
- Back Button –
- Page Title –
- Linked Titles –
- Intro Text –
- Section Name –
- Section Name Linkable –
- Category Name –
- Category Name Linkable –
- Item Rating –
- Author Names –
- Created Date and Time –
- Modified Date and Time –

- PDF Icon –
- Print Icon –
- Email Icon –

Figure 6–7. The Parameters Tab

Setting	Control	Info Icon
Page Class Suffix:	<input type="text"/>	Yes
Back Button:	<input type="button" value="Use Global"/>	Yes
Page Title:	<input type="radio"/> Hide <input checked="" type="radio"/> Show	Yes
Linked Titles:	<input type="button" value="Use Global"/>	Yes
Intro Text:	<input type="radio"/> Hide <input checked="" type="radio"/> Show	Yes
Section Name:	<input checked="" type="radio"/> Hide <input type="radio"/> Show	Yes
Section Name Linkable:	<input checked="" type="radio"/> No <input type="radio"/> Yes	Yes
Category Name:	<input checked="" type="radio"/> Hide <input type="radio"/> Show	Yes
Category Name Linkable:	<input checked="" type="radio"/> No <input type="radio"/> Yes	Yes
Item Rating:	<input type="button" value="Use Global"/>	Yes
Author Names:	<input type="button" value="Use Global"/>	Yes
Created Date and Time:	<input type="button" value="Use Global"/>	Yes
Modified Date and Time:	<input type="button" value="Use Global"/>	Yes
PDF Icon:	<input type="button" value="Use Global"/>	Yes
Print Icon:	<input type="button" value="Use Global"/>	Yes
Email Icon:	<input type="button" value="Use Global"/>	Yes

The Meta Info Tab

The Meta Info Tab includes two text areas for the following:

- *Description* – This information is inserted in the headers of your content. It is commonly used by search engines.
- *Keywords* – These keywords are also related to the header information provided for search engines, but also provide a much more important function. These keywords drive the *What's Related* Module that provides automatic links to other content items that shares a similar keyword.

The *Add Sect/Cat/Title* button is a convenient way to insert the content's information into the keywords field, including the content's title, section name, and category name.

Figure 6–8. The Meta Info Tab

Publishing

Images

Parameters

Meta Info

Description:

Wine review of Grant Burge's Shadrach
Cabernet Sauvignon, 1998 vintage.

Keywords:

wine review, grant burge, cabernet
sauvignon

Add Sect/Cat/Title

Chapter 7. Components

Overview

Components are complete content specialised elements or applications. Mambo includes some core components and supports the possibility to enhance its features with additional 3rd party components. The built-in components, which are included with Mambo, are part of the core features. You will find third party components at mamboforge.net, as well as at various third party developer and community sites.

Additional configuration and help is usually provided within the component itself.

Components are modular in nature, which makes it possible to enhance the features of Mambo in any direction.

A component is typically linked to a Menu item. Visitors and/or Users are able to view the content of the component by clicking on the link of this Menu item. It will be displayed in the main content area of the site.

Components that are included in with Mambo include:

- Banners
- Contacts
- A Frontpage Manager
- Media Manager
- Newsfeeds
- Newsflashes
- Polls
- Weblinks

Installing and Removing

Mambo includes a Package Management System (PMS). The PMS allows users to easily install Components, Modules, and Templates in a few simple steps. In order to take full advantage of this feature you need to have zlib support enabled in your PHP environment.

In the Administrator, select Components > Install / Uninstall from the menu. You will see a list of all the installed components on your site.

*****insert image*****

Installation of a new component

To install a new component you can either choose a package file located on your computer or you can specify the directory on the server from where you want to install the files.

Notes on package files

The package file is a ZIP compressed file directory, which includes all information for the installation. The main file is an XML document which describes the installation process.

In order to use this function for your installation, your web server must support the zlib extensions. You can check this in the Admin Section Menu item, System > System Info > System Information. After you have chosen the new component package on your local hard drive, click the Upload file button.

Installation from a directory on the web server

*****insert image*****

The module/component installer also provides a manual install.

Follow these simple steps:

1. Download module or component
2. Unzip locally
3. FTP all files to a directory on your server. A good place would be in the uploadfiles directory under Mambo root directory.
4. Go to install module or component and select Install from Directory
5. Enter absolute path to directory and .xml file e.g. /usr/local/www/data/MOS/uploadfiles/component.xml
6. Click the Install button

Please refer to the forums at <http://forum.mamboserver.com> (see the installation forum) about safe-mode installation and other manual installation alternatives.

Possible Problems during installation

If you get an error while installing the component and there is no obvious solution, then you should consult the forum <http://forum.mamboserver.com> or go to the site of the third party developer who created the component.

Uninstalling a component

The component developer usually provides an uninstall script. In order to uninstall a component, just check it in the main list and use the Delete button on the toolbar. The component will be uninstalled after a short confirmation.

NOTE: All component-related tables and files would normally be removed as well. To save this information you need to make a backup of your database before you delete the component.

File permissions and other possible problems

The installation process can sometimes cause file permission problems because of the problem that the web server is actually copying the files to the correct location on Unix based server systems. All files created by the web server will have the user and usergroups of the server and not the ftp user you are using.

NOTE: That is why you need to uninstall the components in the Admin Section in order to use the web server User again. You can also delete these uploaded files through a Cpanel, which deletes in an FTP viewable environment.

Bundled Components

The following describes the components bundled with Mambo.

Banners

This component allows you to display banners in rotation on your site. It also allows some advanced features such as impressions management and custom code. Banners can be displayed on your site by simply publishing the banner once it has been created through the process below. It is also necessary to note that banners can be turned off in the Global Configuration (enabled by default) and their location is dependent upon the template being used for your site.

Banner Management

In this section, you control the actual banners. These are the graphical advertisements or messages that appears in a certain parts of your Mambo site.

Client Management

This section allows you to set up accounts for clients that you are extending the privilege of banner placement to.

NOTE: Flash-type banners may have possible issues with the Mambo Banner Component.

Contact Manager

The Contact Manager component provides you with the ability to manage a list of contacts for your site. Visitors can find you or your organization's contact information including name, mailing address, telephone and fax number. They can contact you or your organization by filling out the simple contact form and clicking the 'Send' button.

You can have more than one contact item. Your visitors will select the contact from a drop down list when they are on the Contact Us page in the Frontend of your site. If you have only one contact then there is no drop down list.

Examples for different contacts would be to have separate contacts for sales, enquiries, or different departments within the organisation, therefore making the contacting process more efficient.

Management of Contacts

This Contact component can be found in the Admin Section by navigating to the menu item Components > Contact. This takes you to the Contact Manager screen.

Based on the standard list, you can manage all contacts within your database. Use the toolbar to create a New contact, Edit or Delete a contact. The information within the contact form is standardised. For each contact that has an email address, a contact form is automatically created. All published contacts will be shown in a dropdown list. You choose the default contact which will be first on the list in the dropdown list.

Frontpage

*****insert image*****

The FrontPage Component shows all the published content items from your site marked 'Show on FrontPage' (see Creating Items for more information). The FrontPage is similar to a blog content section with a special feature. The special feature is that you can display any content within your site on the FrontPage regardless of which section/category the content belongs. So you are not limited to only displaying one particular category on the front page e.g. News, but you can display items from any content section such as News, Articles, or anything else you have made.

Adding content to the FrontPage

To add content to the FrontPage you must set the corresponding flag within the content editing. To add the content to the FrontPage you either mark it in the overview table of your items or check the box for "Show on FrontPage" within the content editing form.

Management of your FrontPage

Select Components > FrontPage from the menu. This page shows you a list of the content items marked for the front page.

Manage Items: Within this overview you can Publish, Unpublish, Archive, sort your display order, and Delete the Content Items, that are located on the Frontpage.

Configuring the Frontpage

You may configure the display of the Frontpage by editing the menu item associated with it. You may configure:

- the total number of Items to display on the FrontPage
- the number of Items to display with the introduction text shown
- the number of Items to display with the introduction text shown
- the text to display as a header to all the of displayed Items
- the text to be displayed if there are no Items found to be displayed for the FrontPage
- the ordering of the FrontPage Items

Media Manager

The Media Manager's purpose is to allow the easy insertion of content other than text into your website.

*****image goes here*****

The Media Manager allows you to easily upload and manage many standard file types.

File types available include:

- .jpg – image files
- .png – image files
- .gif – image files
- .bmp – image files
- .swf – Shockwave Flash interactive media
- .doc – Microsoft Word documents
- .xls – Excel Spreadsheets
- .ppt – PowerPoint presentations
- .pdf – Adobe Acrobat documents

Uploading a file – To upload a file, either enter the files location on your hard drive into the text box, or click the browse button. The Browse button will open a new pop-up window from which you can navigate to the location of the file you want to upload.

Select the directory that you wish to upload the file to, and then click the Upload button. Your image or document will upload and thereafter be available in the Media Manager Gallery for that file type.

Creating a new directory – In the Create Directory text box enter a name for the new directory and then click the Create button on the toolbar. The directory will then be available to you for storing your files. This directory will be a subdirectory under the main directory, and will be shown as a folder in the Media Manager window.

NOTE: To create a new directory, your server must not be in Safe Mode. If it is, then you must create your directories using your FTP software. Your Internet Server Provider may be willing to turn off Safe Mode for your site if you ask them. If they are unwilling then you will need to create your directories using your FTP software or ask your Super Administrator to set up your directories.

You can delete this directory by clicking on the 'Trashcan' icon under the image of the folder. Clicking on the 'Folder' icon will switch to the contents of that directory. You can then delete the file or create the code for it as normal.

Working with files:

***** image goes here*****

There are various things you can do when working with files, for instance: Clicking on the image of the file in the Media Manager window will enter the hyperlink code in the Code textbox. This can then be used by copying and pasting the code into, for example, a news item, article, etc; This can be manipulated to suit.

The same effect can be achieved by clicking on the Pencil icon just under the image in the Media manager window.

To Delete a file, click on the Trashcan under the image of the file in the Media Manager window.

NOTE: Make sure your files have the correct file extension for their image or document type. This will help the Media Manager organize images or files into their appropriate galleries for you.

Newsfeeds

*****insert image*****

Newsfeeds are a way of sharing content between different sites. A growing number of content providers share parts of their content via RSS newsfeeds.

This sharing method is meant for creating a news introduction in the way the provider wants it and it normally has a link to the provider's web site. With some exceptions, such as moreover.com, you rarely have any control over how the newsfeeds will be displayed, links, colors etc, or where these links will go.

The Newsfeed component gives you the ability to manage the existing newsfeeds, place them into Categories, and also change the linking information required to receive the newsfeeds from the different providers.

To share the content of your site you can integrate the Newsfeeds module into your template which makes your own news available to others.

Newsflash

A Newsflash is a dynamic message displayed on your site. It is often displayed in a text box to attract attention on your Front page. It gives your visitors a small piece of information, such as important news. You can have one Newsflash item or several.

If you have several, the Newsflash component will randomly pick one every time a page is generated. You can only display one call to the Newsflash module in your template.

Polls

*****insert image*****

This component allows you to manage and create different polls for your visitors. The questions you ask can be useful for information purposes.

Displaying polls on your site

After publishing the poll you need to activate the Polls module. You can choose where you would like the poll to be published and on which page. The module will also provide a link to show the results of your poll.

Weblinks

The Weblinks component is a collection of links such as favourite links, Mambo links, or whatever you like. The component makes it possible to count the number of clicks for each link and registered users can submit new links from the frontend.

Management of Weblinks

To manage Weblinks in the Administrator menu, select Components > Web Links. The sub menu provides you with two options to manage the links, Items and Categories. For details on how to set this up, please check the information about setting up categories and items in the Content Section of this manual.

Weblink Items Weblink Categories

Displaying of Weblinks in the frontend

To display the Weblinks in the frontend you include the component in your menu structure. You must also ensure that it is published.

Chapter 8. Modules

Module management is structured with five central elements.

The management of the modules is always done in the Administrator (Admin Section), Modules>Module Manager. There you can Install / Uninstall a module and modify the common configuration, like the Name, the page/s it should appear on, the area it should be placed in, and the access level. From the list choose the module you want to configure.

NOTE: The Module Manager is at first set to display a certain number of modules. At the bottom of the list you may see a pagination feature, which will allow you to navigate to the next set of modules in the list. You can also set the number of modules displayed on a page by selecting the number in the drop down box on the right of the screen.

TODO: Explain copying and relationship of menu modules with the menu manager.

Bundled Modules

Archive

The Archive module shows a list of the calendar months, which contain Archived items. After you have changed the status of a Content Item to "Archived", this list will be automatically generated. A click on the month link will activate the Archive content overview.

Browser Preferences

The Browser Prefs show two links to "Add to Favorites", and to "Make Home Page". Your visitor to your site will be able to configure their browser with these links.

Hit Counter

The Hit Counter module displays the number of visitors to your web site.

Latest News

The Latest News module shows a list of the most recently published Items that are still current (some may have expired even though they are the most recent). Items that are displayed on the Front Page Component are not included in the list.

Login Module

The Login Form module displays a Username and Password login form. It also displays a link to retrieve a forgotten password. If user registration is enabled, (refer to the Global Configuration settings), then another link will be shown to invite users to self-register. If the user is logged in, the module displays a "Logout" link.

Main Menu

The Main Menu module is the main menu display. Multiple instances of this module are permitted, (for example, the User Menu is derived from the Main Menu Module).

To use another type of menu, (for example, the usermenu), you would add the configuration parameter `menutype=usermenu`.

The class suffix parameter is used to customise the look and feel of different menus if desired.

Two styles of menu are provided: the traditional 'Vertically Indented' style and a 'Horizontal Flat' style. The supported styles are defined by class methods in the `mos_mainmenu.class.php` file and by the style handler in `mod_mainmenu.php`

The Horizontal Flat style honors only the first level items and produces a horizontal collection of menu items separated by the pipe (|) character.

Tip: Using the Horizontal Flat style, you can create unlinked text items (like phone numbers, etc) by creating them as a separator and putting in regular text as the style of the separator.

Most Read

The Most Read module shows a list of the currently published Items that have been viewed the most.

News Feeds

The Newsfeeds module corresponds with the Newsfeeds Component. The module is used to show the feeds you have configured in the Component. All the published feeds and categories will be shown from the module.

NOTE: Mambo does not check to make sure that the Newsfeeds you create are valid. Some of the Newsfeeds that are distributed with Mambo 4.5 may no longer be valid, and are for example only. Please double check the Newsfeeds before setting them up.

Newsflash

The Newsflash module randomly selects one of the published newsflashes upon each page refresh. See the Component for information about managing Newsflashes.

Online Users

The Online Users module displays the login names of all users logged into the Frontend.

Polls

The Polls module corresponds with the Polls component. It is used to display the configured polls.

The module differs from other modules in as much as the Component supports linking between Menu Items and Polls. This means that the module shows only those Polls, which are configured for a certain Menu Item.

Related Items

The Related Items module displays other Content Items that are related to the Item currently displayed. These are based on the keywords Metadata. All the keywords of the current Content Item are searched against all the keywords of all other published items.

For example, you may have an Item on Breeding Parrots and you may have another on Hand Raising Black Cockatoos. If you include the keyword 'parrot' in both Items, then the Related Items module will list the Breeding

Parrots Item when viewing Hand Raising Black Cockatoos and vice-versa.

Syndicate

The Syndicate module will display a link whereby people can syndicate your site for all your latest news.

When you click on the RSS icon, you will be redirected to a new page that will list all the latest news in XML format. In order to use the Newsfeed in another Mambo site or a Newsfeed reader, you need to cut and paste the URL e.g. http://www.mamboserver.com/index2.php?option=mos_rss&no_html=1

Sections

The Section module shows a list of all Sections configured in your database. The Sections refer here to the Item Sections only. If the configuration "Show Unauthorized Links" is set, the list will be limited to the sections the user is allowed to see.

Statistics

The Statistics module shows information about your server installation and statistics on the web site users, number of contents in your database, and number of web links you provide. You can adapt the information only by editing the module script.

Template Chooser

The Template Chooser module allows the user (visitor) to change the template on the fly from the front-end via a drop down selection list.

Who's Online

The Who's Online module displays the number of anonymous (that is, Guests) users and Registered users, (those that are logged in) that are currently accessing the web site.

Chapter 9. System Functions

Database

Backup

To avoid loss of your data, which can be catastrophic to your site, it is vital to perform regular backups. Since all of the data for your pages in MOS are stored in the database, that is the most important thing to backup. Even if your web host performs backups, you should keep your own copy to make sure nothing happens in the event of data loss.

To backup your database, click on System > Database > Backup on the menu bar.

Restore

In the event that there is a loss of data on your host server or your database gets corrupted, you can Restore your data if you have a Backup of your database. You might want to do regular Backups, just in case...

To Restore your database from a backup, click on System > Database > Restore, and choose one of the following options.

If you have a backup stored on your web server, it will be listed.

Simply check the radio box next to the name, and then click Perform the Restore. You will get a successful message if your restore was successful.

If you have your backup on your hard drive or CDROM, click on the Browse button.

Browse to where you have the file stored, select the file, and click Open. Then, click Perform the Restore. You will then get a successful message if your restore was successful.

Global Checkin

When a User edits a file Mambo changes its status to, "Checked Out". In effect, the file is locked and only the User who has checked it out has permission to work with it. This is a security feature that prevents two Users from editing a document at the same time, thus preventing loss of data upon saving.

A file remains "Checked Out" until the User clicks "Save" or "Cancel", at which time the file is "Checked In". If, however, there's a connection error, the user presses the 'Back' button in his/her browser, or the User chooses another menu item without saving or canceling the work in progress, the file remains 'Checked Out' meaning no one can edit it. This is usually reported or experienced as Users being unable to edit or access items, and can be varified by looking in the column labeled "Checked Out" in the Section, Category, or Item file list .

Mambo has a protocol, called "Global Checkin" that allows an administrator to unlock all files that are currently Checked Out.

To perform the Global Check In select System > Global Check In from the Administrator menu bar

After performing the Global Checkin, Mambo returns a list showing how many items, and from which tables, were Checked back in.

NOTE: Be very careful in doing this as anyone who is editing a document at that very moment can have his or her

work lost.

System Info

The System Info page provides detailed information about the system that your Mambo site is deployed on.

This includes version information for the site OS, My SQL, PHP, Web server, and Mambo. It also includes the relevant PHP settings.

The information on this page is very useful to Mambo developers when they are trying to help you fix a bug with Mambo. For this reason, it is good practice to post this information along with bug reports or support requests to the Mambo forums.

The system information can be reached by either selecting 'System>System Info' option from the Administration menu or by clicking the 'System Info' Quick link in the Control Panel.

Chapter 10. Parameters

Parameters can be grouped into:

- Menu Params
- Content Params
- Module Params
- Global Params

=====

Module Params

Fairly self explanatory they only affect the modules that use them, so they have a localised affect.

Content Params

These are params that affect individual content items only – localised affect.

They are visible when you add/edit a content item.

Menu Params

Parameters that affect individual menu items only – localised affect. They are visible when you add/edit menu items.

Global Params

There are currently a set of 11 Global Params in the Content Tab. These params will affect their equivalent Content & Menu Params children.

Now the important thing, is where Menu & Content params have a Global parent, there are 3 options that can be selected.

- Use Global
- Hide
- Show

By default all Menu & Content Params that have a Global parent are set to 'Use Global' by default – the only exception is the frontpage, where PDF|Print|Email are set to hide by default.

This means that if you make a change to the Global param value, Menu & Content params will inherit this value.

So by default if you set PDF to hide in the Global Param. All PDF icons will be hidden.

Now if a user sets the Param to 'Show' for a particular Menu or Content item, it will overrule the Global setting.

=====

Summary

In other words, Global Params can be overridden at the Menu or Content item level. However by default Menu & Content Items will inherit the value of a Global Param.

Content params cannot inherit Menu param values and vice versa.

Glossary

Mambo Glossary

Mambo

Mambo is one of the finest Open Source Web Content Management System

Open Source (OS)

Open Source is a catchall term, describing several parts of the Free Software licence movement.

Content Management System (CMS)

CMS is a software for managing content on a Web site directly on the server.

Mambo Administrator

The Mambo administrator is an application for administering your Mambo web site directly on the server. It is sometime also referred to as the 'backend', 'admin section', 'administration section', or sometimes the 'control panel'.

Blogging

Blogging in the context of Mambo is the listing of records in a summary form. Example: by link only or showing just the introductory text with a link to the complete text. Often the 'News' page is written in Blog style.

Category

A Category is the name for a collection of items that are related in some way. Example: The category 'Fish' may contain the records 'Herring', 'Haddock' and 'Stickleback'.

Components

Components are Mambo's content elements that usually appear in the center of a three column Mambo layout or on the right of a two column Mambo layout. Components are core elements of Mambo functionality. Mambo core components include: Banners, Contact, News Feeds, Polls and Weblinks. The Mambo community is producing third party Mambo components on a continuous basis. They are available on www.mamboforge.net for free download.

Database

A database is an organized collection of information. It contains a collection of records that you can search, sort and analyze rapidly.

Site

The Mambo Site is the website displayed to your visitors or users, containing all the content added in the Administrator. It is sometime referred to as the 'frontend'.

Frontend

The Frontend is another name for the Web Site that your visitors (or members) see.

Backend

The Backend is another name for the Mambo Administrator where the Site Administrator manages the Web Site and it's content.

Item

An Item is a discrete piece of content within the Mambo hierarchy. An item can be: An article, a news article or a link.

Modules

Modules extend the capabilities of Mambo giving the software new functionality. Modules are the content usually appearing on either side of the component content area. Modules are very easy to install in the Admin Section. Mambo modules may include: Main Menu, Template Chooser, Polls, Newsflash, Hit Counter, etc. The Mambo community is producing third party Mambo modules on a continuous basis. They are available on www.mamboforge.net for free download.

Record

A Record is a generic term for a 'row' in the database, just like a card. A record very often represents a 'piece' of content. The dynamic functionality and much of the content of Mambo relies on a database in order to function.

Section

A Section is a collection of Categories that are related in some way. Think of it this way. A section might be called 'News', categories in this section might be 'Today's News', 'Yesterdays News' and 'Other News'.

Workspace

The Workspace is the section of the Mambo Admin Section where the business of configuration and content publishing takes place. The workspace dynamically updates as you select tools and menu options. The workspace can include: HTML editor, article and link management and several other features.

Appendix A. What's New in 4.5.1

Overview

Version 4.5.1 includes many improvements to make life easy for Site Administrators.

We have endeavoured to polish many features without the need to make changes to the database structure.

Questions About This Version

- 1.1. [*Is there printable documentation available?*](#)
- 1.2. [*Where are the Frontpage Settings?*](#)
- 1.3. [*How do I turn this 'new' feature off?*](#)
- 1.4. [*Some of my modules are showing errors. How do I fix them?*](#)
- 1.5. [*Where is the Newsflash Component in the Administrator?*](#)
- 1.6. [*Why does mosimage not work anymore?*](#)

1.1. Is there printable documentation available?

Yes, there are four Manuals available, one for Administrators, Developers, Documentation writers and one for the Installation of Mambo. Download the latest copy from http://mamboforge.net/docman/?group_id=5.

1.2. Where are the Frontpage Settings?

You can edit the Frontpage parameters from the 'Home' menu link and then click on the "Parameters" tab.

1.3. How do I turn this 'new' feature off?

There is likely a parameter to control anything new that you can see. Look first in Global Configuration, then look at the parameters for the Menu Item or for the Module in question.

1.4. Some of my modules are showing errors. How do I fix them?

There is a slight change to the way modules handle parameters. Contact the author of the module for assistance or look at the Developers' Manual for a temporary fix.

1.5. Where is the Newsflash Component in the Administrator?

The Newsflashes now work off content categories. Edit the Newsflash module and select a category to 'flash'. You also have several other options available (also shown below).

1.6. Why does mosimage not work anymore?

You need to delete from the `/mambots` directory the following files – `mosimage.*`, `moscode.*` and `mospaging.*`. These files have changed format and have moved into the `/mambots/content` directory.

Change of Official Name

After recent negotiations with Miro International Pty, we are pleased to inform the community that Mambo Open Source will be changing the name of the product to 'Mambo'. That's right, the REAL Mambo is called ... 'Mambo'.

While Miro's commercial version (and other Mambo flavours) are differentiated by extended names, we are now

able to use the name Mambo by itself.

A great strength of the 'Mambo' brand is in it's name, and this move will ensure our product is not diluted in any way. This will reduce the confusion for many when faced with Mambo, Mambo Open Source, MOS etc.

MOSForge has been rebranded as MamboForge. We will be leaving a redirect from MOSForge to MamboForge in place for the next few months.

Please make the necessary changes to your references, bookmarks, sites etc.

Home Menu

The new "Home" item in the menu bar replaces the "My Admin" menu item. While it references those items that were under "My Admin", it also has a link to the administrator's "Control Panel".

Configuration

Page Caching

A rudimentary system of caching content items has been provided. Benchmarking has shown that performance increases significantly.

In the Caching tab you are able to configure:

- if caching is enabled
- the directory where cache files are to be stored
- the maximum life of a cache file (in seconds)

Caching will be turned off by default.

The cache directory must be writable for this caching to be successfully implemented. Contact your Webmaster if you have any difficulties.

Mail Settings

New Mail options are available.

Miscellaneous

Several other new options are available. You may:

- set the default list length in the administrator lists
- now select "None" for the WYSIWYG editor
- turn off statistics collection

NOTE: When Statistics are not enabled, you will not be able to access some of the Statistics Menu Items.

The "Use Banner" configuration variable has been deleted from the configuration file since banner components are included by the template.

Preview

An inline preview window has been added. This is useful for quickly checking changes without swapping browser tabs or windows.

Templates

Administrator Templates

A template system has been introduced to the Administrator. Refer to the Developers' Manual for more information.

Part of the Administrator Templating system involves a separate file for the Control Panel. The Control Panel is an area to display useful information for the Site Administrator. This file may be customised to suit the requirements of your site.

Administrator Templates are installable in the usual manner. The xml setup file must include a `client="administrator"` attribute in the `mosinstall` tag.

Assignable Site Templates

A dynamic templating system has been incorporated. If you have several templates installed on your Mambo system you can now take advantage of all of them. This new system allows you to assign a template to a specific page (or pages) from main menu.

Template Positions

Template positions are now able to be maintained in the Administrator. A "description" field is also provided to allow for more meaningful position names to be displayed.

Trash Manager

Located under "Site", the Trash Manager shows you the items that have been send to trash. These items are no longer available to the Web Site but are still stored in the database. You may 'Restore' any items in the Trash Manager or you may 'Delete' them permanently from the database.

User Manager

Registration

An improved registration process is provided allowing for administrator activation of user accounts. See the "Use New Account Activation" option under the "Site" tab of Global Configuration.

The feature has several advantages. It verifies that the visitor exists and has a valid Email address. It gives the visitor the ability to choose their password. It also gives Administrator a better overview over active and non-activated accounts.

Use Unique Emails

There is a new option in Global Configuration called "Require Unique Email". When enabled, this option will ensure that a single e-mail address can be registered only once.

Force Logout

You have the option of force logout any user via the User Manager list.

Site Menus

Menus now has its own place in the Administrator Menu Bar. Under this item is a link to the Menu Manager followed by the available menus.

Menu Manager

Support for additional menus has been vastly improved. Menus displayed for editing are based on the number of variants of the Main Menu Module. The Menu Manager has been provided as a convenient way for adding and deleting menus. You can control the available menus in the Module Manager.

New Menu Item

A "Content Item Link" can now be added to a menu. This is a link to an existing item with the Section-Category hierarchy.

Other Menu Changes

A "Move" function is available allowing you to move menu items between defined menus. A "Copy" function allows you to duplicate whole menus.

The restriction for adding a component to a menu only once has been removed. You can now add any component to a menu any number of times.

Support of component parameters, as for modules, is now provided. Refer to the Developers' Manual for details on how to specify parameters for Components.

Content

"Frontpage" has been moved from the components menu. "Frontpage Settings" is now handled by editing the menu parameters which calls the Frontpage Component (usually the "Home" menu item in the Main Menu).

Content List Page

Two new icons appear on a content items list page:

- *Copy*: Allows you to copy and existing content item to another Section and Category.
- *Trash*: Replaces the "Delete" icon. Placing items in the Trash makes them unavailable for use on the Web Site, but does not remove them permanently from the database.

Content Edit Page

The Administrator content page has been reformatted slightly to eliminate an annoying behaviour whereby a WYSIWYG editor field will lock up if you use any other tab while editing.

A new "Parameters" tab allows you to configure the display of the content item, allowing you to override several globally set parameters (for example, Show Author).

NOTE:: You may disable WYSIWYG editor support in Global Configuration by setting the editor to 'None'.

Modules

New Features

The handling of Module parameters has been improved. You have the ability to define parameters for module allowing for the automatic display of edit boxes, select and radio lists. Refer to the Developers' Manual for details on how to specify parameters for Modules.

A Copy feature has been added to the Module Manager.

The Install Module Page also shows details from the XML file (eg, Author, Version, etc).

Administrator modules are now available and installable.

New Modules

A Search Box module (mod_search) has been added.

A Banner Module has been added.

Deleted Modules

The following modules have been removed from the Mambo distribution:

- mod_browser_prefs (was a very poor example of a module)
- mod_counter (has been merged with mod_statistics)
- mod_newsfeeds
- mod_online (has been merged with mod_whosonline)

Administrator Modules

Modules are supported in the administrator. There is a new option under the Modules menu to configure the Administrator Modules.

Quick Fix for Old Modules

Modules written for version 4.5 that use parameters will not work correctly in version 4.5.1 or later.

Developers are encouraged to upgrade the method of using parameters as it is very simple to do so. However, to get things running quickly you may insert the following code near the head of your module, before the parameters are used:

```
$params = mosParseParams( $module->params );
```

Newsflash Changes

The newsflash modules has been updated to select items from a content category. There are also other options available to manage the display of items.

NOTE: The Newsflash component has been dropped from the Administrator. To upgrade your existing newsflashes:

- Optionally create a new section for newsflashes
- Create a new category for your newsflashes
- Copy and paste your existing newsflashes into new content items in this new category.
- Edit the Newsflash module parameters, selecting the new category you have just created.

Contacts

A contact can be linked to a user, thereby allowing you to have an extended user profile. This information will appear in a "Profile" tab when editing a user.

Category support has also been added to contacts.

Help System Changes

The Help System has been completely revised. Most pages now include a "Help" icon in the toolbar which opens the Help Screen in a new window. Your browser must support XML in order to see this page. Most modern browsers do. However, if you cannot see this page it's likely you will need to upgrade your browser.

The Help Index has also been revised and includes the ability to search for a phrase.

Refer to the Documentation Manual for more information about writing Help files.

Installer Updates

The installer has been updated with a new XML library. This library is more fussy about installer XML files being well formed. If you are trying to install a Component, Module or Template in Mambo you may get an error like "Can't find the installer file". If you look in the Zip file and find there is one there you will need to contact the author so that they can fix this file.

Mambots

Mambots are changing format. The format for Mambo 4.5 is still supported but will be deprecated in the next version. See the chapter on Mambots in the *Developers' Manual* for more information on performance and feature enhancements for event driven Mambots.

NOTE: A new addition is that searching is now done via Mambots. This allows any component to craft their own search bot and have it added to the results of the search component.

Editors

Editors are now installable as Mambots.

Site Search Component

New options are available for the Site Search component to search for any or all words or an whole phrase. You are also given to option of sorting the result set.

Appendix B. GNU General Public License

Preamble

The licenses for most software are designed to take away your freedom to share and change it. By contrast, the GNU General Public License is intended to guarantee your freedom to share and change free software – to make sure the software is free for all its users. This General Public License applies to most of the Free Software Foundation's software and to any other program whose authors commit to using it. (Some other Free Software Foundation software is covered by the GNU Library General Public License instead.) You can apply it to your programs, too.

When we speak of free software, we are referring to freedom, not price. Our General Public Licenses are designed to make sure that you have the freedom to distribute copies of free software (and charge for this service if you wish), that you receive source code or can get it if you want it, that you can change the software or use pieces of it in new free programs; and that you know you can do these things.

To protect your rights, we need to make restrictions that forbid anyone to deny you these rights or to ask you to surrender the rights. These restrictions translate to certain responsibilities for you if you distribute copies of the software, or if you modify it.

For example, if you distribute copies of such a program, whether gratis or for a fee, you must give the recipients all the rights that you have. You must make sure that they, too, receive or can get the source code. And you must show them these terms so they know their rights.

We protect your rights with two steps:

1. copyright the software, and
2. offer you this license which gives you legal permission to copy, distribute and/or modify the software.

Also, for each author's protection and ours, we want to make certain that everyone understands that there is no warranty for this free software. If the software is modified by someone else and passed on, we want its recipients to know that what they have is not the original, so that any problems introduced by others will not reflect on the original authors' reputations.

Finally, any free program is threatened constantly by software patents. We wish to avoid the danger that redistributors of a free program will individually obtain patent licenses, in effect making the program proprietary. To prevent this, we have made it clear that any patent must be licensed for everyone's free use or not licensed at all.

The precise terms and conditions for copying, distribution and modification follow.

TERMS AND CONDITIONS FOR COPYING, DISTRIBUTION AND MODIFICATION

Section 0

This License applies to any program or other work which contains a notice placed by the copyright holder saying it may be distributed under the terms of this General Public License. The "Program", below, refers to any such program or work, and a "work based on the Program" means either the Program or any derivative work under copyright law: that is to say, a work containing the Program or a portion of it, either verbatim or with modifications and/or translated into another language. (Hereinafter, translation is included without limitation in the term "modification".) Each licensee is addressed as "you".

Activities other than copying, distribution and modification are not covered by this License; they are outside its scope. The act of running the Program is not restricted, and the output from the Program is covered only if its contents constitute a work based on the Program (independent of having been made by running the Program). Whether that is true depends on what the Program does.

Section 1

You may copy and distribute verbatim copies of the Program's source code as you receive it, in any medium, provided that you conspicuously and appropriately publish on each copy an appropriate copyright notice and disclaimer of warranty; keep intact all the notices that refer to this License and to the absence of any warranty; and give any other recipients of the Program a copy of this License along with the Program.

You may charge a fee for the physical act of transferring a copy, and you may at your option offer warranty protection in exchange for a fee.

Section 2

You may modify your copy or copies of the Program or any portion of it, thus forming a work based on the Program, and copy and distribute such modifications or work under the terms of [Section 1](#) above, provided that you also meet all of these conditions:

1. You must cause the modified files to carry prominent notices stating that you changed the files and the date of any change.
2. You must cause any work that you distribute or publish, that in whole or in part contains or is derived from the Program or any part thereof, to be licensed as a whole at no charge to all third parties under the terms of this License.
3. If the modified program normally reads commands interactively when run, you must cause it, when started running for such interactive use in the most ordinary way, to print or display an announcement including an appropriate copyright notice and a notice that there is no warranty (or else, saying that you provide a warranty) and that users may redistribute the program under these conditions, and telling the user how to view a copy of this License.



Exception:

If the Program itself is interactive but does not normally print such an announcement, your work based on the Program is not required to print an announcement.)

These requirements apply to the modified work as a whole. If identifiable sections of that work are not derived from the Program, and can be reasonably considered independent and separate works in themselves, then this License, and its terms, do not apply to those sections when you distribute them as separate works. But when you distribute the same sections as part of a whole which is a work based on the Program, the distribution of the whole must be on the terms of this License, whose permissions for other licensees extend to the entire whole, and thus to each and every part regardless of who wrote it.

Thus, it is not the intent of this section to claim rights or contest your rights to work written entirely by you; rather, the intent is to exercise the right to control the distribution of derivative or collective works based on the Program.

In addition, mere aggregation of another work not based on the Program with the Program (or with a work based on the Program) on a volume of a storage or distribution medium does not bring the other work under the scope of this License.

Section 3

You may copy and distribute the Program (or a work based on it, under [Section 2](#) in object code or executable form under the terms of [Sections 1](#) and [2](#) above provided that you also do one of the following:

1. Accompany it with the complete corresponding machine-readable source code, which must be distributed under the terms of Sections 1 and 2 above on a medium customarily used for software interchange; or,
2. Accompany it with a written offer, valid for at least three years, to give any third party, for a charge no more than your cost of physically performing source distribution, a complete machine-readable copy of the corresponding source code, to be distributed under the terms of Sections 1 and 2 above on a medium customarily used for software interchange; or,
3. Accompany it with the information you received as to the offer to distribute corresponding source code. (This alternative is allowed only for noncommercial distribution and only if you received the program in object code or executable form with such an offer, in accord with Subsection b above.)

The source code for a work means the preferred form of the work for making modifications to it. For an executable work, complete source code means all the source code for all modules it contains, plus any associated interface definition files, plus the scripts used to control compilation and installation of the executable. However, as a special exception, the source code distributed need not include anything that is normally distributed (in either source or binary form) with the major components (compiler, kernel, and so on) of the operating system on which the executable runs, unless that component itself accompanies the executable.

If distribution of executable or object code is made by offering access to copy from a designated place, then offering equivalent access to copy the source code from the same place counts as distribution of the source code, even though third parties are not compelled to copy the source along with the object code.

Section 4

You may not copy, modify, sublicense, or distribute the Program except as expressly provided under this License. Any attempt otherwise to copy, modify, sublicense or distribute the Program is void, and will automatically terminate your rights under this License. However, parties who have received copies, or rights, from you under this License will not have their licenses terminated so long as such parties remain in full compliance.

Section 5

You are not required to accept this License, since you have not signed it. However, nothing else grants you permission to modify or distribute the Program or its derivative works. These actions are prohibited by law if you do not accept this License. Therefore, by modifying or distributing the Program (or any work based on the Program), you indicate your acceptance of this License to do so, and all its terms and conditions for copying, distributing or modifying the Program or works based on it.

Section 6

Each time you redistribute the Program (or any work based on the Program), the recipient automatically receives a license from the original licensor to copy, distribute or modify the Program subject to these terms and conditions. You may not impose any further restrictions on the recipients' exercise of the rights granted herein. You are not responsible for enforcing compliance by third parties to this License.

Section 7

If, as a consequence of a court judgment or allegation of patent infringement or for any other reason (not limited to patent issues), conditions are imposed on you (whether by court order, agreement or otherwise) that contradict the

conditions of this License, they do not excuse you from the conditions of this License. If you cannot distribute so as to satisfy simultaneously your obligations under this License and any other pertinent obligations, then as a consequence you may not distribute the Program at all. For example, if a patent license would not permit royalty-free redistribution of the Program by all those who receive copies directly or indirectly through you, then the only way you could satisfy both it and this License would be to refrain entirely from distribution of the Program.

If any portion of this section is held invalid or unenforceable under any particular circumstance, the balance of the section is intended to apply and the section as a whole is intended to apply in other circumstances.

It is not the purpose of this section to induce you to infringe any patents or other property right claims or to contest validity of any such claims; this section has the sole purpose of protecting the integrity of the free software distribution system, which is implemented by public license practices. Many people have made generous contributions to the wide range of software distributed through that system in reliance on consistent application of that system; it is up to the author/donor to decide if he or she is willing to distribute software through any other system and a licensee cannot impose that choice.

This section is intended to make thoroughly clear what is believed to be a consequence of the rest of this License.

Section 8

If the distribution and/or use of the Program is restricted in certain countries either by patents or by copyrighted interfaces, the original copyright holder who places the Program under this License may add an explicit geographical distribution limitation excluding those countries, so that distribution is permitted only in or among countries not thus excluded. In such case, this License incorporates the limitation as if written in the body of this License.

Section 9

The Free Software Foundation may publish revised and/or new versions of the General Public License from time to time. Such new versions will be similar in spirit to the present version, but may differ in detail to address new problems or concerns.

Each version is given a distinguishing version number. If the Program specifies a version number of this License which applies to it and "any later version", you have the option of following the terms and conditions either of that version or of any later version published by the Free Software Foundation. If the Program does not specify a version number of this License, you may choose any version ever published by the Free Software Foundation.

Section 10

If you wish to incorporate parts of the Program into other free programs whose distribution conditions are different, write to the author to ask for permission. For software which is copyrighted by the Free Software Foundation, write to the Free Software Foundation; we sometimes make exceptions for this. Our decision will be guided by the two goals of preserving the free status of all derivatives of our free software and of promoting the sharing and reuse of software generally.

NO WARRANTY Section 11

BECAUSE THE PROGRAM IS LICENSED FREE OF CHARGE, THERE IS NO WARRANTY FOR THE PROGRAM, TO THE EXTENT PERMITTED BY APPLICABLE LAW. EXCEPT WHEN OTHERWISE STATED IN WRITING THE COPYRIGHT HOLDERS AND/OR OTHER PARTIES PROVIDE THE PROGRAM "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND

FITNESS FOR A PARTICULAR PURPOSE. THE ENTIRE RISK AS TO THE QUALITY AND PERFORMANCE OF THE PROGRAM IS WITH YOU. SHOULD THE PROGRAM PROVE DEFECTIVE, YOU ASSUME THE COST OF ALL NECESSARY SERVICING, REPAIR OR CORRECTION.

Section 12

IN NO EVENT UNLESS REQUIRED BY APPLICABLE LAW OR AGREED TO IN WRITING WILL ANY COPYRIGHT HOLDER, OR ANY OTHER PARTY WHO MAY MODIFY AND/OR REDISTRIBUTE THE PROGRAM AS PERMITTED ABOVE, BE LIABLE TO YOU FOR DAMAGES, INCLUDING ANY GENERAL, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE PROGRAM (INCLUDING BUT NOT LIMITED TO LOSS OF DATA OR DATA BEING RENDERED INACCURATE OR LOSSES SUSTAINED BY YOU OR THIRD PARTIES OR A FAILURE OF THE PROGRAM TO OPERATE WITH ANY OTHER PROGRAMS), EVEN IF SUCH HOLDER OR OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

END OF TERMS AND CONDITIONS

How to Apply These Terms to Your New Programs

If you develop a new program, and you want it to be of the greatest possible use to the public, the best way to achieve this is to make it free software which everyone can redistribute and change under these terms.

To do so, attach the following notices to the program. It is safest to attach them to the start of each source file to most effectively convey the exclusion of warranty; and each file should have at least the "copyright" line and a pointer to where the full notice is found.

<one line to give the program's name and a brief idea of what it does.> Copyright (C) <year> <name of author>

This program is free software; you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation; either version 2 of the License, or (at your option) any later version.

This program is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. See the GNU General Public License for more details.

You should have received a copy of the GNU General Public License along with this program; if not, write to the Free Software Foundation, Inc., 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA

Also add information on how to contact you by electronic and paper mail.

If the program is interactive, make it output a short notice like this when it starts in an interactive mode:

Gnomovision version 69, Copyright (C) year name of author Gnomovision comes with ABSOLUTELY NO WARRANTY; for details type `show w'. This is free software, and you are welcome to redistribute it under certain conditions; type `show c' for details.

The hypothetical commands `show w' and `show c' should show the appropriate parts of the General Public License. Of course, the commands you use may be called something other than `show w' and `show c'; they could even be mouse-clicks or menu items—whatever suits your program.

You should also get your employer (if you work as a programmer) or your school, if any, to sign a "copyright disclaimer" for the program, if necessary. Here is a sample; alter the names:

Yoyodyne, Inc., hereby disclaims all copyright interest in the program `Gnomovision' (which makes passes at compilers) written by James Hacker.

<signature of Ty Coon>, 1 April 1989 Ty Coon, President of Vice

This General Public License does not permit incorporating your program into proprietary programs. If your program is a subroutine library, you may consider it more useful to permit linking proprietary applications with the library. If this is what you want to do, use the GNU Library General Public License instead of this License.

Appendix C. License Guidelines

Mambo GNU GPL License Guidelines



Mambo is "free" software released under the GNU General Public License (GPL).

The word "free" has two legitimate general meanings; it can refer either to freedom or to price. When we speak of "free software", we're talking about freedom, not price. (Think of "free speech", not "free beer".)

Free software is a matter of the users' freedom to run, copy, distribute, study, change and improve the software. More precisely, it refers to four kinds of freedom for the users of the software:

- The freedom to run the program for any purpose (freedom 0).
- The freedom to study how the program works and adapt it to your needs (freedom 1). Access to the source code is a precondition for this.
- The freedom to redistribute copies so you can help your neighbour (freedom 2).
- The freedom to improve the program and release your improvements to the public, so that the whole community benefits (freedom 3). Access to the source code is a precondition for this.

1. What license is Mambo released under?

Mambo is released under the GNU GPL. A copy of this is included with your copy of Mambo and can also be found at <http://www.fsf.org/licenses/gpl.html>. Unofficial translations can also be found at <http://www.fsf.org/licenses/translations.html>.

2. Who owns the copyright to Mambo?

The copyright to Mambo is held by Miro International Pty Ltd. Miro was the original author of Mambo and continues to actively support the project.

3. Are there any restrictions to your use of Mambo?

The GNU GPL grants you the freedom to use the software for whatever purpose you see fit.

4. May I charge money for Mambo?

The GPL allows everyone the freedom to do this. The right to charge money to distribute Mambo is part of the definition of "free" software.

When people think of "selling software", they usually imagine doing it the way most companies do it, making the software 'proprietary' rather than free. So to avoid ambiguity, you may charge to distribute the software and any other service you provide along the way. You may not charge for the software itself.

Remember if someone pays your fee, the GPL also gives him or her the freedom to pass on the software with or without a fee.

5. May I remove "powered by Mambo, Copyright Miro etc" from the footer?

Yes you can, although, we would hope that you would retain it as a badge of honour.

6. May I remove the "copyright" statements from the source code to Mambo?

No, you must keep all copyright notices and credits in the source code.

7. Does the GPL mean that my website content is also GPL?

No. The copyright and license of Mambo does not cover the content that you create. Using Mambo does not place any restrictions, legally, on the license or copyright you use for the content of your website.

8. I have modified Mambo for my own web site. Do I have to release these modifications?

The GPL permits anyone to make a modified version for their own use without the requirement to distribute it or pass on those changes to others.

9. I have made a modification (hack) to the Mambo core code. Do I have to release it under the GPL?

If you chose to distribute your modifications to others it must be released under the same terms that you received the original code. So your modifications must be released under the GPL. You may of course in this case modify the headers for the source code to include your own copyright statement after the original copyright statements. If you do so, you must clearly annotate in the source code your amendments, changes or additions.

10. I have written a Component, Module, Template for Mambo. Do I have to release it under the GPL?

No. The GPL allows you to write your own extensions for Mambo and to release those extensions under whatever license you chose.

11. I have written a Component, Module, Template for Mambo and released it under the GPL and I charge a fee for it, but website X is giving it away for free.

If someone pays your fee, the GPL also gives him or her the freedom to pass on the software with or without a fee. Placing a restriction on someone's use of GPL licensed software is in breach of the GPL itself.

12. May I purchase a copy of Mambo, which has the copyright statements removed?

Although other GPL products may be available in this way, Mambo is not.

13. I believe person A is in breach of the GPL, what should I do?

You should report it. First check all the facts that you can and then report it by sending an e-mail to license-violation@mamboserver.com.

14. Who has the power to enforce the GNU GPL license of Mambo?

Only the copyright holder, Miro International Pty Ltd, has the power to do this. If the Mambo Development Team finds, or is made aware of, a breach of the GPL, they will report it to Miro for them to take any necessary action.

Miro takes copyright infringement very seriously and will prosecute to the full extent of the law.

15. Website X is using or offering my non-GPL Component, Module, Template without my permission, or in breach of its license, can you help me?

Whilst this is not within the remit or responsibility of Mambo, we are willing to act as intermediaries in this on your behalf. In most cases these situations arise out of simple misunderstandings and can be settled amicably. You should e-mail full details to license-violation@mamboserver.com.

DISCLAIMER

This document refers to the software program Mambo, Version 4.x and all subsequent versions, released under the GNU General Public License and copyrighted Miro International Pty Ltd.

This document is subject to additions, modifications and other changes at any time without notice.

A lawyer has not prepared this document. You should consult a lawyer experienced in copyright, licensing and intellectual property for clarification.

Document Rev. 1.3 – 5th July 2004

Appendix D. WYSIWYG Editor – RTE

WYSIWYG Editor – RTE

The default rich text editor for Mambo is RTE (for Rich Text Editor).

*****insert image*****

You can use RTE to enter your content. You can also cut–n–paste from other common applications, including Web programming softwares and word processors. This simplifies the process of migrating content from documents to the Web.

The interface is relatively common to anyone familiar with popular office productivity software. The icons, in order, allow you to:

–*Bold* – make the selected text bold

–*Italic* – change the selected text to italics

–*Underline* – underline the selected text

–*Left Align* – align the current paragraph text to the left (default)

–*Center Align* – centers the selected paragraph

–*Right Align* – aligns the selected paragraph to the right

–*Justify* – spaces the selected paragraph so the lines appear "square", or uniform

–*Horizontal Rule* – inserts a horizontal line at the cursor's location

–*Ordered List* – creates a numbered list item

–*Unordered List* – creates a bulleted list item

–*Outdent* – moves the selected text one column to the left

–*Indent* – moves the selected text one column to the right

–*Text Color* – gives you the opportunity to change the color of the selected text

–*Background Color* – allows you to change the background of the selected text

–*Insert Link* – provides a handy window for you to turn the selected text to link to another web page or website

–*Add Image* – takes your URL and inserts the image into your content at this location

–*View Source* – allows you to work with the HTML source of your content

NOTE: This Add Image feature in RTE is not integrated with Mambo. You will see how to manage images later in this chapter.

Appendix E. Screen References

Home

Control Panel

\$Date: 2004/08/11 04:56:17 \$

This page is a work-in-progress. It will show information that is useful for the Site Administrator to have at their finger tips.

Messages Configuration

\$Date: 2004/08/24 04:04:15 \$

There are two configuration options available to your Administrator. Use the select box to choose your option: 'YES AND NO'

Lock Inbox:

This option allows you to prevent Administrators or System processes from sending you messages. If you are the only administrator or work with a small group of admins you may choose not to use this feature at all. It is a good idea to leave the box open while you are adding new components as it will help you be aware of system processes.

Mail me on new Message:

This option will result in an email being sent to you each time you receive a new message.

Messages Inbox

\$Date: 2004/08/24 04:04:15 \$

This menu option displays your current Inbox.

To View a message, click the hyperlinked 'Subject' of the desired message. Details of the message will be shown. Click the 'Back' icon in the toolbar to return to your Inbox.

To Create a new message, click the 'New' icon in the toolbar. Select the Recipient from the list and enter the desired subject and Message. Click the 'Save' icon to send the message. Click the 'Cancel' icon to abort the operation.

To delete a message, select the checkbox next to the Subject of the message, (or multiple messages), that you want to delete. Click the 'Delete' icon in the toolbar. An alert box will ask you to confirm the operation.

Private messaging is only supported to or between users in a group that has access to the Admin Section.

Send Message

\$Date: 2004/08/24 04:04:15 \$

This page allow you to send a message to a user.

- *To*: A list of the users for this Site
- *Subject*: The subject for the message.

- *Message*: The body of the message.

When you are ready to send your message, click the 'Save' icon or 'Cancel' to discard your changes.

NOTE: Users may choose to disable the receipt of messages.

Global Configuration

\$Date: 2004/08/18 10:51:56 \$

Site Tab

Site Offline: With this you can effectively switch on and off your website front–end. You will most likely use this option if you are extensively updating your web site, and data, and do not wish to have users view the site until you have finished. Remember to turn this option back on again once you're done.

Offline Message: This is an offline message that users will see on the front–end. When the Site Offline switch is in the 'YES' position. It will display this.

System Error Message: This is message that is displayed when an error has occurred in Mambo (for example, it could not connect to the database). You should include a notice to contact the Web Master or System Administrator so that they can attend to the problem. This will distinguish this screen from the site being simply offline.

Site Name: This is the text that will be shown in the browser's title bar for your site. It can also be displayed in your template by inserting the following code statement into your template file [index.php] where you wish your Site Name to appear:

```
<?php echo $mosConfig_sitename; ?>
```

Search Engine Friendly URL's: This option allows for the generation of Search Engine Friendly URL's if supported by the web server. Generally you will need an Apache web server with mod re_write enabled. Your webhost should be able to help you with this.

Show Unauthorised Links: If Yes, allows anonymous site visitors to see links to registered content. It will not allow the user to see the content item until they are logged in. It is useful if you want visitors to know that an item exists but require them to register to see it.

Allow User Registration: Allows you to globally set whether anonymous users can register for a user account. If No, the link to the Registration page will not be displayed.

Email New User Password: If No, the user can create his or her own password. If Yes, the individual will have a randomly generated password emailed to them. The visitor will then be able to login and create a new password.

Debug Site: Allows you to view the error messages that are created by your site's php installation. It can be a useful tool for debugging, if you are having some problems, and also for reporting errors to your System Administrator or Webhost.

WYSIWYG Editor: You may select from the installed WYSIWYG editors or choose not to have an editor. Selecting 'None' may be useful to administer low bandwidth sites.

List Length: Sets the default length for lists in the Administrator. Please note that if you have previously visited a page with a list, changing this setting in Global Configuration will not be immediately visible. However, the setting you specify will be honoured as a default upon your next login.

Locale Tab

Language: Define the default language you would like to use on your site.

Time Offset: Define the time offset of the site, against GMT [Greenwich Mean Time, or UK time].

Country Locale: Define your country settings, depending on what country you are from, or based on your preference.

Content Tab

Linked Titles: In a Blog style list, the title of a content item will be hyperlinked rather than having a 'Read On...' link.

Item Rating/Voting: This option allows the rating of content items. If set to Yes, a 'Star Bar' will be shown on each content item as well as a form for submitting your rating (the rating form is not shown for articles in 'Blog' lists and the Star Bar is only shown for those items with Intro text).

Author Names: This option allows the Author's name to be hidden when a content item is displayed [top position].

Created Date and Time: This option allows the creation date and time to be hidden when a content item is displayed [top position].

Modified Date and Time: This option allows the last modified date and time to be hidden when a content item is displayed [bottom position].

PDF Icon: This option allows you to hide the PDF maker icon that is displayed when viewing a content item. NOTE, this will not display at all if your /media directory is not writeable.

Print Icon: This option allows you to hide the Printer Friendly Version icon that is displayed when viewing a content item.

Email Icon: This option allows you to hide the Email Page to Friend icon that is displayed when viewing a content item.

Table of Contents on multi-page items: This option will allow the generation of a Table of Content for multi-page content items (that is, those broken by page break mambots, for example, {mospagebreak} in the htmlarea editor).

Back Button: Hide or show a back button.

Content Item Navigation: Shows "Next" and "Previous" links when viewing content items in a category.

Database Tab

Warning: Very important settings. If your mambo website has been installed on your behalf do not alter these settings.

Hostname: Typically set to 'localhost'.

My SQL Username: The username used to access your Mambo database.

My SQL Password: The password used to access your Mambo database.

My SQL Database: The name of the database your Mambo installation uses.

My SQL Database Prefix: The prefix used for records in your Mambo database. Typically _mos by default.

Server Tab

The Absolute Path and Live Site variables are predefined during the installation and are not configurable through this tab. However, they are shown for reference.

Absolute Path: The Absolute Path is the directory information used by Mambo on the server that orientates it to it's surrounding system.

Live Site: This is the absolute URL (web address) for your installation of Mambo.

GZIP Page Compression: This option allows your web server to send compressed data if supported by the server itself and the client web browser. If enabled, this could significantly decrease the load time of your site for your visitors. *Show Unauthorized Links:* With this option turned on, it will allow the public or unregistered users to see the links that registered users would normally see. But with this option off it will only show links that are viewable by the public.

Login Session Lifetime: The default value is 43200 seconds; this is equivalent to 12 hours. Change this value as necessary.

Error Reporting: This has four options:

- System Default – Turns Error reporting to the system default according to php.ini on the server.
- None – Turns off error reporting.
- Simple – This turns error reporting to simple options using the following options: error_reporting (E_ERROR|E_WARNING|E_PARSE)
- Maximum – This turns error reporting to the Maximum level using the following options: error_reporting (E_ALL) WYSIWYG Editor: You can define what type of Text Editor you want to use, the default editor supplied with Mambo is htmlarea2.

Metadata Tab

Meta Description: This is a description of your website. You may want to limit your description to maybe twenty words or so, depending on the Search Engine your are targeting.

Make it concise and pertinent to your site's contents. You can include some of your keywords and key phrases here too. As some search engines read more than 20 words you can add one or two sentences. Please make sure that the most important part of your description is in the first 20 words.

Meta Keywords: The optimal number of characters for a keyword description is said to be between 300 and 500. Do not repeat words too often and either separate your keywords with a comma or a space, or group two or three words together. 'Mambo' would be an example of this.

The Description and Keyword Meta tags, may have a bearing on how Search Engines will index your site. Some Search Engines completely ignore Metadata altogether. You should do some research on Search Engine Optimisation if high rankings and Search Engine traffic are important to you.

Mail Tab

Mailer: Allows you to select the mail method for Mambo to use.

Mail From: todo

From Name: todo

SMTP Auth: Allows for authentication with a SMTP server.

SMTP User: The user name for the SMTP server.

SMTP Pass: The password for the user. Note, this password is not encrypted before it is stored.

SMTP Host: The name of the SMTP server.

Cache Tab

Caching: Allows for caching of certain elements within Mambo. This will generally improve the performance of your site.

Cache Folder: The folder or directory to store the cache files. This must be writable for this caching to be successfully implemented. Contact your Web Master if you have any difficulties.

Cache Time: The maximum length of time, in seconds, for a cache file to be stored before it is refreshed.

Statistics Tab

Statistics: If Yes, browser and visitor domain statistics will be collected on the basis of settings in the Content Tab. If No, browser and visitor statistics will not be collected. If your site experiences a slight 'delay' the first time a user visits the site you should set this to No.

Log Content Hits by Date: This option enables logging of the hits on content items, on a daily basis. There are currently no in-built analysis routines, to complement this logging feature. Be warned that this will tend to collect masses of data over time.

Log Search Strings: This option enables logging of the search text, entered by a user. Such logging facilitates the 'tuning' of your web site, giving you an insight into how your visitors are trying to find the information they seek. Analysis reporting is provided under Site>Statistics>Search Text.

Statistics

Search Engine Text

\$Date: 2004/08/18 10:51:56 \$

This page shows a list of the logged search text that visitors have used on your site. The list shows:

- *Search Text*: The string or phrase entered
- *Times Requested*: The number of times this text has been entered.
- *Results Returned*: The number search items that would be returned if you search 'now'.

Some results to look at are words or phrases that are commonly searched for but return no results. You should assess whether you have content that is applicable. If necessary, add meta keywords to the content item to help in locating it.

Other results to look for are misspelt words or related words. For example, if a common search word is "dark" but it is commonly misspelt as "drak" then you may consider putting "drak" in the meta keywords of related content. You may also have content about a waste facility where you may consider adding common alternative terms in the meta keywords such as "tip" or "dump".

You must enable the "Log Search Strings" option in the "Statistics" tab of Global Configuration for this data to be collected.

Language Manager

Installed Languages List

\$Date: 2004/08/24 04:04:15 \$

This page shows show a list of the Languages for the translation or corrected or modified text on your site.

- *Language*: The name of the language.
- *Published*: This column shows the acitve language.
- *Version*: This is the version of the language file.
- *Author*: This is the author of the language file.
- *Email*: This is author's email address if available.

To Publish a language, select the radio button next to the name of the template and click the 'Publish' icon.

Click the 'New' icon to upload/install a new language to your site.

Click the name of the category to Edit the details, or select the radio button next to the name and click the 'Edit' icon.

To delete a language, select the radio button next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the client or 'No' to cancel. The language files will be deleted from the server.

Trash Manager

Trash Manager

\$Date: 2004/08/24 04:04:15 \$

This page shows show a list of the Content Items that is in the 'trash bin'.

If your list is long, you may enter text in the "Filter" box to refine the list based on whether the text is found in the title of any item in the trash bin. Type in any text and press Enter.

- *Title*: The title of the trashed item
- *Section*: The section of the trashed item.
- *Category*: The category of the trashed item.
- *ID*: The ID of the trashed item.

To Restore one or more items, select the checkbox(es) next to the title of the item(s) and click the 'Restore' icon.

To delete an item PERMANENTLY from the database, select the check box next to the title and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the content item or 'No' to cancel.

Template Manager

Installed Templates List

\$Date: 2004/08/24 04:25:39 \$

This page allow you to publish and edit Templates.

- *Name*: This is the name of the template.
- *Published*: This is the template that is currently published as the site template (only one can be published at a time).
- *Assigned*: This tells us whether the template is dynamically assigned to one of the pages on the site.
- *Author*: This is the template's author.
- *Version*: This is the template version.
- *Date*: This is the creation date of the template.
- *Author Email*: This is the author's e-mail.
- *Author URL*: A URL provided by the author.

You may hover over the template name

To Publish a template, select the radio button next to the name of the template and click the 'Publish' icon. You can assign different templates for different menu items.

Click the 'New' icon to upload/install a new template to your site.

To Edit the HTML (index.php file) or the CSS stylesheet, select the radio button next to the name of the template and click either the "Edit HTML" or "Edit CSS" icon depending what you wish to do.

To delete a template, select the radio button next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the client or 'No' to cancel. The template will be deleted from the file system.

When you select a template to assign, you will be presented with a list of pages to choose from. You can select multiple pages from the menu and assign them to a template. When assigned, the template will appear when a user clicks these pages. This will override the default template. The "Template Manager" also allows you to choose the default template (using the "Default" icon) which will appear on all pages for which specific assignments has not been made.

NOTE: Both the assigned and the default template will get overridden by the template selector module in the Frontend, if used.

The Administrator Templates can be chosen by clicking the "Publish" icon. Administrator Templates are not assignable to any pages.

User Manager

User Manager List

\$Date: 2004/08/24 04:04:15 \$

This page shows show a list of the Users registered for your site.

- *Name*: This is the real or display name of user. Click the name to edit the User's information.
- *User ID*: This is the login name of the user.
- *Logged In*: This shows whether the user is logged in.
- *Group*: This is the group that the user is associated with.
- *Email*: This is the User's e-mail address.
- *Last Visit*: This is the date and time that the user last visited a page on the site while logged in.
- *Enable*: This shows whether the user is allowed to log in to the site. Click the icon to toggle the state of the user.

Toolbar Actions

You "select" items by clicking the checkbox at the start of each row.

New: Click the 'New' to create a new User.

Edit: Click the 'Edit' icon to edit a User's information. Clicking the linked name will also preform this function.

Force Logout: Click the 'Force Logout' icon to log a user out.

Delete: Clic the 'delete' icon to delete the user from the database. You can delete more than one user at a time.

Add or Edit User

\$Date: 2004/08/11 04:56:17 \$

This page allow you to edit the details for a User.

- *Name*: The real or display name for user.
- *Username*: The login name for the user.
- *Email*: An email address.
- *New password*: Enter the password only if changing the user.
- *Verify pasword*: Enter the password a second time only if changing the password.
- *Group*: Select a group for the user.
- *Block User*: Select Yes if you wish to prevent the user from logging in to your site.
- *Receive Submission Emails*: Select Yes if you want the user to receive emails on new items.

When you are finished your edits, click the Save icon or Cancel to discard your changes.

The user groups available are fixed but have different levels of access control. The 'Public Frontend' and 'Public Backend' groups are merely placeholders at this stage. They do not contribute to the access control system except that in the future, they will define the default access levels for anonymous users in the Frontend and backend systems.

There are four (4) Frontend groups available:

Registered – This group allows the user to login to the Frontend interface.

Author – This group allows a user to post content, usually via a link in the User Menu.

Editor – This group allows a user to post and edit any content item in your web site.

Publisher – This group allows a user to post, edit and publish any content item in your web site.

There are three (3) Administrator groups that allow access to the Mambo Administration section:

Manager – This group allows access to content creation and other system information.

Administrator – This group allows access to most administration functions, for example, changing templates, and adding Modules, and Components etc. They can administer lesser users (editors and users) but cannot create other Administrators.

Super Administrator – This group allows access to all administration functions. The Super Administrator can create any other user type (except another Super Administrator).

NOTE: You cannot assign a new or existing user to a group "higher" than yourself (for example, a user in the Administrator group cannot create or edit a user in the Super Administrator group). A user in the Super Administrator group cannot be removed from this group, nor can they be deleted. For an explanation of user groups, refer to An Overview of User Groups and Access Control and Administrator Login.

Mass Mail Users

\$Date: 2004/08/11 04:56:17 \$

This page allow you to send a mail a message to one or more groups of Users.

- *Group:* Make a selection from the list. Select "All User Groups" to mail the message to all users. Only one selection can be made from this list.
- *Mail to Child Groups:* Check this box to automatically include all of the child groups of the selected group. For example, if you select the "Editor" group and check this box, all users in the Publisher group will also be included in the mass mail.
- *Subject:* Type a subject for the message.
- *Message:* Type the body of the message

When you are finished, click the Publish icon to mail the message or Cancel to abort the mail.

NOTE: Only a user in the Super Administrator group is permitted to use this feature.

Menus

Menu Manager

\$Date: 2004/08/24 04:04:15 \$

This page shows show a list of the Menu groups on your site depending on the number of modules that are based on the Main Menu module.

- *Menu Type*: This is the menu type as defined in the module.
- *Module Name*: This is the name of the Module displaying this menu type.
- *Module ID*: This is the ID of the menu module.
- *Items*: This is the number of items in the menu.

Click the 'New' icon to add a new menu. This will be based on the Main Menu module without any of the menu items associated with the Main Menu.

To make a complete copy of a menu including all of it's menu items, click the radio button's name and click the 'Copy' icon.

To completely delete a menu and all it's menu items, select the radio button next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the menu or 'No' to cancel.

Menu Items List

\$Date: 2004/08/24 04:04:15 \$

This page shows show a list of the Menu Items for your the munu you have just choosen.

- *Menu Item*: This is the name of the menu item. Click the name to edit the menu item.
- *Section*: This is the type of menu item.
- *Published*: This is whether the item is published. See the legend below the list for an explanation of icon types.
- *Checked Out*: This is the name of a user if this menu item is checked out. You will not be able to edit an item if it is checked out by another user. This is to prevent accidently editing an item while another User is editing it.
- *Access*: This is the User access level.
- *Menu id*: This is the internal id number of the menu
- *Reorder*: Click the icons to move the item up or down in the list.

These are some other choices you can make::

- *Max Levels*: You may select the maximum number of levels deep that the menu tree is displayed.
- *Display #*: You may alter the number of rows displayed in the list.

NOTE: This setting will be held for all lists while you are in the Administrator. A default value for the list length is also configurable in Global Configuration.

- *Search*: You may search for text in a Menu name.

To Publish or Unpublish one or more Menu Items, select the checkbox(es) next to the name of the item and click either the Publish or Unpublish icon.

Click the 'New' icon to add a new category.

Click the name of the Menu item to Edit the details, or select the check box next to the name and click the 'Edit' icon.

To delete a Menu item, select the check box next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the menu item or 'No' to cancel.

Adding Menus

How do I add a new menu?

The number of menus available is related to the number of instances of the Main Menu module. There are two menus provided by default: Main Menu and the User Menu, but you may have many more menus on your site if you so desire.

The easiest way to add new menus is to use the Menu Manager.

Alternatively, to add a new menu manually, select Modules → Manage Modules from the Administrator menu.

Click the checkbox for one of the existing modules based on mod_mainmenu (either Main Menu or User Menu).

Click the 'Copy' icon in the toolbar.

You will see a new module in the list named "Copy of 'something'". Click on the name of this module to edit it. In the edit form, change the title of the menu (eg, to "Privacy Menu") and change the Menu Type in the Parameters group (eg, "privacy"). Click the Save icon when you are finished.

Now, hover over Menus and you should see that in the Menus dropdown you have a new menu called "Privacy Menu". You may repeat this procedure as many times as you like. There is no limit to the number of menus that you can have and to which menu items they are associated with.

Sections

Categories

Category Manager List

\$Date: 2004/08/24 04:04:15 \$

This page shows show a list of the Categories for your for a particular Section on your site.

- *Category Name*: This is the name of a category. Click the name to edit the category.
- *# of Records*: This is the number of content items in the category.
- *# Checked Out*: This is the number of content items 'checked out' in the category.
- *Checked Out*: This is the name of a user if this Category item is 'checked out'. You will not be able to edit an item if it is checked out by another user. It must be checked back by an administrator by going to Systems in the Menu bar-->Global Checkin. It can also be checked back in by the User who has checked the item out by clicking the 'Edit' icon of the category item and then clicking the the 'Save' or 'Cancel' icon.
- *Access*: This is the User access level.
- *Reorder*: Click the arrow icons to move the Category items up or down in the list.

To Publish or Unpublish one or more categories, select the checkbox(es) next to the name of the category(ies) and click either the 'Publish' or 'Unpublish' icon.

Click the 'New' icon to add a new category.

Click on the name of the category to Edit the details, or select the check box next to the name and click the 'Edit' icon.

To delete a category, select the check box next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the category item or 'No' to cancel.

Add or Edit a Category

\$Date: 2004/08/24 04:04:15 \$

This page allow you to edit the details for a Category.

- *Category Title*: This is a short name to appear in lists and menus.
- *Category Name*: This is the long name to be displayed in headings in the Frontend.
- *Image*: You can display an imageabove a category list in the Frontend.
- *Image Position*: This is the position to display the image associated with the category.
- *Ordering*: You can order the Category items.
- *Access Level*: Select from the list the user access level that should be able to view this Category.
- *Published*: This is whether the category is published or not.
- *Description*: This is the descriptive text that is displayed with the category list in the Frontend.

Click the 'Upload' icon to upload an image from your computer, via the pop-up screen.

When you are finished your edits, click the 'Save' icon or 'Cancel' to discard your changes.

Content

Content List

\$Date: 2004/08/25 04:03:54 \$

This page shows show a list of the Content items on your site for a particular Content Section.

You may enter text in the "Filter" box to refine the list based on whether the text is found in the title of any item. Type in any text and press Enter. You may also limit the list to a particular category by select one from the list.

- *Title*: This is the title of the Content item.
- *Category*: This is the Category that the Content item is in.
- *Published*: This shows whether the item is published. Hover over this icon to see a summary of the publishing information.
- *Checked Out*: The name of a user if this Content item is 'checked out'. You will not be able to edit an item if it is checked out by another user. It must be checked back by an administrator by going to Systems in the Menu bar-->Global Checkin. It can also be checked back in by the User who has checked the item out by clicking the 'Edit' icon of the category item and then clicking the the 'Save' or 'Cancel' icon.
- *Access*: This is the user access level.
- *Frontpage*: This is whether this item is to be published or is published on the Frontpage.
- *Reorder*: Click the icons to move the Content item up or down in the list.

Toolbar Actions

You "select" items by clicking the checkbox at the start of each row.

Publish and Unpublish: Click the 'Publish' or 'Unpublish' icon to publish or unpublish any number of selected Content items.

New: Click the 'New' icon to create a new Content item.

Edit: Click the 'Edit' icon to edit the Content item. Clicking the linked name will also preform this function.

Move: Click the 'Move' icon to move Content items to another Content Section or Cateory.

Copy: Click the 'Copy' icon to copy Content items into a Content Section or Content Category.

Archive: Click the 'Archive' icon to put Content items into an archvied state. They are still accessible to the Frontend of your site if in published mode.

Trash: Click the 'Trash' icon to put Content items in the trash bin. They are not completely removed but are not accessible from your site. You can restore this Content items in the Trash Manager.

Edit Content

\$Date: 2004/08/24 04:04:15 \$

This page allow you to edit a content item. The main form shows::

- *Title*: This is the name for the Content item.
- *Title Alias*: This is the name, generally shorter, that appears in lists and menus. This field is optional.

- *Category*: This is the item Category.
- *Intro Text*: This is the introductory (or complete) text for the item.
- *Main Text*: This is an additional text for the item. In blogs, for example, this text is shown when you click the "read more" link.
- *URL's*: ???

Toolbar Actions

Unpublish: Click this icon to unpublish a Content item.

Preview: Click this icon to open a Preview window of this item.

NOTE: Some of the Mambots may not be properly processed in the Preview screen. Alternatively, you can hover to the Site dropdown menu item and click the 'Preview' icon.'

Upload: Click this icon to open a window to upload an image.

NOTE: The image list is not refreshed when the file is uploaded.

Save: Click this icon to Save the item and returns you to the list. This also 'Checks In' the item.

Cancel: Click this icon to Returns to the list without saving. This also 'Checks In' the item.

Publishing Tab

The Publishing tab allows you to choose options relating to the publishing of your content items.

These options are as follows:

- *Show on Frontpage*: This marks the Content item to be shown on the Frontpage.
- *Hide Title*: You can choose to hide the title in the Frontend.
- *Published*: This shows if the Content item is published or not.
- *Access Level*: This sets the access level of the Content item. The available options are Public, Registered, and Special.
- *Author Alias*: This gives an alias name for the creator of the Content item.
- *Change Creator*: The drop down box contains the names of users with Publishing rights.
- *Ordering*: This changes the order of the Content item within it's Section.
- *Override Created Date*: This allows you to override the actual creation date of the item and insert your own date that you can select from the popup calendar box.
- *Start Publishing*: This sets the start date for Publishing the item that you can select from the popup calendar box.
- *Finish Publishing*: This sets the finishing date for Publishing the item that you can select from the popup calendar box. Typing in 'Never' will mean the item will always remain Published.

Images Tab

The Images tab allows you to add images to your Content item.

From the drop down Sub–folder box, select the directory that contains the image you require. The Gallery images box updates with all the images that are in that particular folder. If required you can Upload an image to the folder by clicking the 'Upload' icon on the toolbar.

Click the desired image and then click the 'Insert' icon. This places the image into the central box named Content Images.

You can reorder the images in this box so that when you add **{mosimage}** into your editor boxes, they are displayed in the order you have set. You can also remove the image from this box by selecting the 'Remove' icon.

Select the image in the middle Content Images box and you can change its attributes in the 'Edit the image selected:' box on the right of the screen.

The options you have are as follows:

- *Source*: This gives the source name of the image.
- *Align*: This allows you to set the image alignment to None, Left, Center and Right.
- *Alt Text*: This sets the alternative text for the image. This is useful for visitors to your site who have images turned off as well as, for placing keywords for Search Engine Optimisation.
- *Border*: This places a black border around the image of the size you specify in pixels. Generally this would be set to '0'.

Once you have made your changes, click the 'Apply' icon.

Parameters Tab

TODO

Meta Info Tab

In the Metadata section you can apply a Description and Keywords to the Content item. This will help with Search Engine Optimisation, the site search facility and the user experience.

The Related Items module also uses this information to connect Content items of similar content and then displays them in a useful manner. Therefore, it pays to think carefully about your description and keywords and how your items connect to each other.

By clicking the 'Add Sect / Cat / Title' icon, you will add the Section name, the Category name, and the Title of the item to the keywords box.

If you have completed all the tabs under the Content items section, click 'Save' on the toolbar to save your changes. You can always go back and Edit them later if you need to make changes.

Copy or Move Content Items

\$Date: 2004/08/11 04:56:17 \$

This page defines where you want to Copy or Move items to. The items you previously selected from the list are shown.

Select the desired Section–Category pair from the list. Click the "Save" icon to proceed or "Cancel" to go back to the list.

Frontpage Item List

\$Date: 2004/08/24 04:04:15 \$

This page shows a list of the Content items marked for the Frontpage on your site.

You may enter text in the "Filter" box to refine the list based on whether the text is found in the title of any Content item. Type in any text and press Enter.

- *Title*: This is the title of the Content item.
- *Category*: This is the category that the content item is in.
- *Published*: This shows whether the Content item is published. Hover over this icon to see a summary of the publishing information.
- *Checked Out*: This shows the name of a user if this Content item is checked out. You will not be able to edit a Content item if it is checked out by another user. It must be checked back by an administrator by going to Systems in the Menu bar—>Global Checkin. It can also be checked back in by the User who has checked the item out by clicking the 'Edit' icon of the Content item and then clicking the the 'Save' or 'Cancel' icon.
- *Access*: This is the user access level.
- *Reorder*: Click the arrow icons to move the record up or down in the list.
- *Order*: This is the order of the item. The order number in the Front Page is different to your normal order within your Sections. That is because the ordering of Front Page Items is separate and does not check the Section or Category ordering you have defined in the Content Section or Content Category sections in the Backend .

Toolbar Actions

You "select" Content items by clicking the checkbox at the start of each row.

Publish and Unpublish: Click the 'Publish' or 'Unpublish' icons to publish or unpublish the selected Content items on the Frontpage.

Archive: Click the 'Archive' icon to put the Content items into an archived state. They are still accessible to your Frontpage.

Remove: Click the 'Remove' icon to put Content items in the Trash. They are not completely removed but are not accessible in your Trash Manager to restore if necessary to your site.

Media Manager

\$Date: 2004/08/24 04:04:15 \$

Uploading a file:

To upload a file, either enter the files location on your hard drive into the text box, or click the 'Browse' icon. The 'Browse' icon will open a new pop-up window from which you can navigate to the location of the file on your hard drive that you want to upload.

Select the directory that you wish to upload the file to. Click the 'Upload' icon. Your image or document will upload and thereafter will be available in the Media Manager gallery for that file type.

Creating a new directory:

In the Create Directory text box, enter a name for the new directory, and then click the 'Create' icon on the toolbar. The directory will then be available to you for storing your files. This directory will be a sub-directory under the main directory. It will shown as a new folder in the Media Manager window.

NOTE: To create a new directory, your server must not be on Safe Mode. If it is, then you must create your directories using your FTP software. Your Internet Server Provider may be willing to turn off Safe Mode for your site if you ask them. If they are unwilling then you will need to create your directories using your FTP software or ask your Super Administrator to set up your directories.

You can delete this directory by clicking on the 'Trash Can' icon under the image of the folder. Clicking the 'Folder' icon will switch to the contents of that directory. You can then delete the file.

Working with files

There are various things you can do when working with files, for instance, 'clicking' on the image of the file in the Media Manager window will enter the hyperlink code in the 'Code' field'. This can then be used by copying and pasting the code into, for example, a news item, article, etc. This can be manipulated to suit.

The same effect can be achieved by clicking on the pencil icon just under the image in the Media manager window.

To Delete a file, click the 'Trash Can' icon under the image of the file in the Media Manager window.

NOTE: Make sure your files have the correct file extension for their image or document type. This will help the Media Manager organize images or files into their appropriate galleries for you.

Components

Modules

System

Backup

\$Date: 2004/08/24 03:34:36 \$

This page presents you with many options for backing up your data.

Where Would You Like To Backup Your Database Tables To?

- *Display results on the screen*: This will display a plain-text file in your browser window. You can then save to a text file on your hard drive.
- *Download to a file on my local computer*: This will create a file on your hard drive for you. (recommended).
- *Store the file in the backup directory on the server*: This will store the file in a directory on your server.

NOTE: Only useful if there is a problem with the database. This will not help you much in the case of data loss with your host server.

What do you want to backup?

- *Data only*: This option backs up the data in your database.
- *Structure Only*: This option backs up the structure of your database. This does not help in the event of data loss.
- *Data and Structure*: This option makes a complete backup of your database. (recommended).

What format would you like to save them as?

- *As a Zip file*: This creates a copy of the SQL document in a zip file for you. (recommended).
- *As a GZip file*: This creates a copy of the SQL document in a tar.gz file for you. Some hosts do not easily recognize these files.
- *As an SQL (plain text) file*: This gives you an uncompressed version of the SQL document.
- *As formatted HTML*: This provides a very simply formatted display of the selected tables in a grid format.
- *As a mosDBTable class (structure only for Developers)*: This is a tool useful to developers for generating a skeleton mosDBTable based class from a database table.

Which Database Tables would you like to back up?

If you know of a specific table you want to backup, if you are doing customisation of a specific module or component, you can select a specific table.

NOTE: Although you can choose specific tables to back up, it is very highly recommended that you select 'All Mambo Tables' when performing a backup as an extra safety measure.

Click *Backup* the *Selected* Tables.

Browse to where you want to save the backup on your hard drive and click 'Save'. Some people prefer to keep the two most recent backups on their hard drive at any given time. If your data is extremely important, you may want to back it up onto a CDROM and store in another location in case of numerous risks factors such as fire, theft or flood damage.

Database Restore

\$Date: 2004/08/24 03:34:36 \$

In the event that there is a loss of data on your host server or your database gets corrupted, you can Restore your data if you have a Backup of your database. You might want to do regular Backups, just in case...

To Restore your database from a backup, click on System > Database > Restore, and choose one of the following options.

If you have a backup stored on your web server, it will be listed.

Simply check the radio box next to the name, and then click Perform the Restore. You will get a successful message if your restore was successful.

If you have your backup on your hard drive or CDROM, click the 'Browse' icon.

Browse to where you have the file stored, select the file, and click 'Open'. Then, click 'Perform the Restore'. You will then get a successful message if your restore was successful.

System Information

\$Date: 2004/08/24 04:04:15 \$

The information is displayed in a tabbed format with three main sections of content.

System Tab:

This a broad snapshot of the server and versions of the current installation components of your Mambo site. Here you will find your PHP build and version, your MySQL database version along with the Mambo version and relevant settings that your server has set that might interfere with your current site installation.

Configuration:

This will display the content of your Mambo configuration.php file. This file is produced when you perform the installation of Mambo on your server, and is changed when you make changes to in the global configuration section of the Administration of Mambo. This file defines many of the global variables that Mambo uses to execute. You can not edit the file from here, but it does allow you to look at your current settings to find problems or to copy the information for a support post on the forum on www.mamboserver.com.

PHP:

PHP is the server side scripting language that Mambo runs on. This language is installed and executes on the server, and therefore all the settings are made on that server. Everything you ever wanted to know about the PHP installation on your Mambo server is listed here. How much control you have over changing this information depends on whether you own the server or if your server host is willing to work with you on needed changes. The PHP tab will allow you to look at all the settings and variables that define your PHP installation. It is a good practice to insure that you know what requirements are needed for any 'Third Party' Components that you plan to use with Mambo. You can then check for those requirements here.

Install Mambo Element

\$Date: 2004/08/24 03:34:36 \$

This page will show options for installing one of the following Mambo elements:

- Component
- Language
- Module
- Template

There are two ways to install an element:

Upload new ...

Providing you have GZip support with PHP, you will be able to upload a zipped package file that will be automatically installed to your server. Browse to the location of the package file on your PC or workstation. Then click the 'Upload File' icon.

Install from directory

If you don't have GZip support then you may upload an unpacked archive to your host's server. Type the location of this file (it must be the absolute location) then click the 'Instal' icon.

Banners Component

Banner Manager List

\$Date: 2004/08/24 03:34:36 \$

This page shows show a list of the Banners for your site.

- *Impressions Made*: This is the number of times the banner has been shown on your site.
- *Impressions Left*: This is the number of impressions left to display if a limit has been set while creating or editing a banner.
- *Clicks*: This is the number of times that particular banner has been clicked on by a user of the site.
- *% Clicks*: This is the number of clicks as a percentage ratio to the number of impressions that have been made. 1% would mean for example, that 1 in every 100 people had clicked on the banner.
- *Published*: This displays whether the banner is currently Published for display or not.

To Publish or Unpublish one or more banners, select the checkbox(es) next to the name of the banner(s) and click either the 'Publish' or 'Unpublish' icon.

Click the 'New' icon to add a new banner.

Click the name of the banner to Edit the details, or select the check box next to the name and click the 'Edit' icon.

To delete a client, select the check box next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the client or 'No' to cancel.

You will not be able to edit an item if it is checked out by another user. The name of the user that is editing the item will be shown in the table.

Add or Edit Banner

\$Date: 2004/08/24 03:34:36 \$

This page allow you to edit the details for a Banner.

- *Banner Name*: Name your banner for reference.
- *Client Name*: Select from the drop down list of names taken from the Banner Client Manager.
- *Impressions Purchased*: This sets the maximum number of impressions for the banner. Clicking the 'Unlimited' box will mean that the banner will always be shown in rotation.
- *Banner URL*: This is the URL of the banner file.
- *Click URL*: This is the web address to be taken to once the banner is clicked.
- *Custom banner code*: This enables you to enter specific banner code as supplied maybe by an affiliate program, etc.
- *Banner Image*: This displays a preview of the banner image file.

Click the 'Upload' icon to upload a banner image from your computer, via the pop-up screen.



Click 'Browse' and navigate to the file you want to upload. Then click the 'Upload' button in the pop to upload the file to the web site.

When you are finished your editing, click the 'Save' icon or 'Cancel' to discard your changes.

Banners: Client List

\$Date: 2004/08/25 04:03:54 \$

The page shows your list of Clients for your banners.

Click the 'New' icon to add a new client.

Click the name of the client to Edit their details, or select the check box next to the name and click the 'Edit' icon.

To delete a client, select the check box next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the client or 'No' to cancel.

You will not be able to edit an item if it is checked out by another user. The name of the user that is editing the item will be shown in the table. It must be checked back by an administrator by going to Systems in the Menu bar-->Global Checkin. It can also be checked back in by the User who has checked the item out by clicking the 'Edit' icon of the category item and then clicking the the 'Save' or 'Cancel' icon.

Banners: Add or Edit Client

\$Date: 2004/08/25 04:03:54 \$

This page allows you to add or edit Client details for your banners.

- *Client Name*: This is the name of your client.
- *Contact Name*: This is the name of the person to contact, or, for example, their position within the company.
- *Contact Email*: This is the contact email address for the client.
- *Extra Info*: You can add extra information to help you with managing this client.

When you are finished your editing, click the 'Save' icon or 'Cancel' to discard your changes.

News Feeds

List News Feeds

\$Date: 2004/08/11 04:56:17 \$

The management of News Feeds is based on the standard overview list of the Administration section. Within this overview you can reorder the news feeds.

To create, edit or delete a new News Feed, you use the Administration tool bar.

Add or Edit News Feeds

\$Date: 2004/08/11 04:56:17 \$

Within the Newsfeed Manager, you can input the information required to display the feed on your web page. To do this, select the check box next to the news feed you would like to change, and click Edit from the tool bar, or click directly on the news feed's name which is underlined.

The available options are as follows:

Category – You can select the Category that you would like the news feed to belong to.

Name – You can give your news feed an appropriate name, for example: Linux Today, BBC or UK News.

Link – You can include the link to the news feed suppliers file location, often an .rdf or .rss file.

File Name – [not sure what this does? GarethWhite /02.11.2003 07:58/ brynieman]..bump!!!! GarethWhite /31.12.2003 12:58/ Michelle Bisson Febuary 15, 2004

Number of Articles – You can change the number of articles to display from the news feed supplier.

Cache time – This is the number of seconds for the news feed to remain in the cache.

Ordering – This is the ordering of the current news feed items.

– Within a single XML file more than one news feed can be provided so this is why you have to define the number of articles and local caching time (in your database) for the actual news feed.

Once you have made your changes, click Save from the tool bar menu, or click Cancel to abort the changes made.

Reorder your news feeds as required and then ensure that you Publish them using the button on the tool bar.

NOTE: There are several providers on the Internet, that provide interesting and free of charge news services. If one link is not working, or you have problems receiving the news feed from a link, check out the corresponding site and watch out for an XMLRSS logo.

There are also some sites existing which list available news feeds in a directory like listing.

www.syndic8.com www.freenewsfeed.com news.yahoo.com/rss www.moreover.com

Polls

Polls Manager List

\$Date: 2004/08/26 01:35:02 \$

This page shows show a list of the Polls on your site.

- *Poll Title*: This is the name of the poll. Click the name to edit the category.
- *Options*: This is the number of options in the poll.
- *Published*: This shows whether the poll is published. Click the 'Publish' or 'Unpublish' icon to toggle the state of the poll.
- *Checked Out*: This shows the name of a user if this Poll item is 'checked out'. You will not be able to edit an item if it is checked out by another user. It must be checked back by an administrator by going to Systems in the Menu bar-->Global Checkin. It can also be checked back in by the User who has checked the item out by clicking the 'Edit' icon of the category item and then clicking the the 'Save' or 'Cancel' icon.

To Publish or Unpublish one or more polls, select the checkbox(es) next to the name of the poll(s) and click either the 'Publish' or 'Unpublish' icon.

Click the 'New' icon to add a new category.

Click the name of the poll to Edit the details, or select the check box next to the name and click the 'Edit' icon.

To delete a poll, select the check box next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the client or 'No' to cancel.

Add or Edit a Poll

\$Date: 2004/08/26 01:35:02 \$

This page allow you to edit the details for a Poll.

- *Show on menu items*: Select the page on which you want to display the poll, or select 'All' if you want the poll to appear on all pages.
- *Title*: This is the name of the poll.
- *Lag*: A time lag, in seconds, during which a visitor cannot vote again. The block is based on the recorded IP address for the user.
- *Options*: Enter up to twelve (12) options or questions for the poll.

Click the 'Preview' icon to see a preview of the poll.

When you are finished your editing, click the 'Save' icon or 'Cancel' to discard your changes.

NOTE: To display a poll you must have a Poll Module published. As modules can also be assigned to menu items, it is possible to produce combinations that allow different polls to be displayed on different pages of your site.

NOTE: It is very important that you have both the Poll component and the Poll module published so that the poll module is visible in the Frontend.

Weblinks

Web Links Manager List

\$Date: 2004/08/26 01:35:02 \$

This page shows show a list of the Web Links.

- *Title*: This is the name of the Web Link. Click the name to edit the Web Link.
- *Category*: This is the category that the Web Link is assigned to.
- *Hits*: This is the number of hits that the Web Link has received.
- *Checked Out*: This shows the name of a user if this Web Link item is 'Checked Out'. You will not be able to edit an item if it is checked out by another user. It must be checked back by an administrator by going to Systems in the Menu bar-->Global Checkin. It can also be checked back in by the User who has checked the item out by clicking the 'Edit' icon of the Web Link item and then clicking the the 'Save' or 'Cancel' icon.
- *Approved*: This is whether the Web Link has been approved for publication (eg, user submitted links are not automatically approved).
- *Reorder*: Click the icons to move the record up or down in the list.

To Publish or Unpublish one or more Web Links, select the checkbox(es) next to the name of the Web Link(s) and click either the 'Publish' or 'Unpublish' icon.

Click the 'New' icon to add a new category.

Click the name of the Web Link to edit the details, or select the check box next to the name and click the 'Edit' icon.

To delete a Web Link, select the check box next to the name and click the 'Delete' icon. You will be asked to confirm the delete operation. Select 'Yes' to delete the Web Link or 'No' to cancel.

Add or Edit a Web Link

\$Date: 2004/08/26 01:35:02 \$

This page allow you to edit the details for a Web Link.

- *Name*: This is the name for the Web Link.
- *Category*: Select the desired category.
- *URL*: Add the URL address of the Web Link.
- *Description*: Add a text description for the Web Link.
- *Ordering*: You can order of the category by clicking on the blue arrows.
- *Approved*: Select from the list the user access level that should be able to view this Web Link.
- *Published*: This is whether the Web Link is published or not.

When you are finished your editing, click the 'Save' icon or 'Cancel' to discard your changes.

Generated by the free version of [GemDoc](http://www.gemdoc.net). Purchase now at www.gemdoc.net/purchase
DocBook Made Easy – A single source, Windows based, multiple format solution for your document needs.