Content Management with Joomla! 2.x & SEBLOD 2.x

Octopoos publishes software SEBLOD. SEBLOD is a wizard to create applications with a powerful Content Construction Kit or CCK. It runs on Joomla! 2.x

Version	3.0
Date	1er mars 2012
Reference	Guide_SEBLOD_Content_Management_by_Octopoos.pdf
Translation revision	Simon Dowdles (SEBLOD Community)

DOCUMENT

Title Content Management with Joomla! 2.x & SEBLOD 2.x

Type Documentation **Version** 3.0

Publication date 01/03/2012 **Page Number** 16

| DISTRIBUTION |
|---|
| The « Content Management with Joomla! 2.x & SEBLOD2.x » of Octopoos is under the licence « Creative Commons Attribution-NoDerivs 3.0 France License ».

You are free:

• **to Share** — to copy, distribute and transmit the work
• to make commercial use of the work

Under the following conditions:

• **Attribution** — You must attribute the work in the manner specified by the author or licensor (but not in any way that suggests that they endorse you or your use of the work).
• **No Derivative Works** — You may not alter, transform, or build upon this work.

With the understanding that:

• **Waiver** — Any of the above conditions can be waived if you get permission from the copyright holder.
• **Public Domain** — Where the work or any of its elements is in the public domain under applicable law, that status is in no way affected by the license.
• **Other Rights** — In no way are any of the following rights affected by the license:
   o Your fair dealing or fair use rights, or other applicable copyright exceptions and limitations;
   o The author's moral rights;
   o Rights other persons may have either in the work itself or in how the work is used, such as publicity or privacy rights.
• **Notice** — For any reuse or distribution, you must make clear to others the license terms of this work. The best way to do this is with a link to this web page http://creativecommons.org/licenses/by-nd/3.0/fr/. |

INDEX

I. Introduction

This guide includes a concise collection of topics for the management of content created with SEBLOD 2.x on Joomla 2.x. It is addressed to English-speaking users, from professionals to their clients. It was created with the aim of addressing the needs of developers and designers who have taken on a web application project using SEBLOD 2.x.

A site created by a professional developer or client must focus on content management in the centralized manager of articles and categories within Joomla.

II. Access the content manager

The management of content created via Seblod is directly accessible by the "Article Manager" of Joomla. Instead of "Article Management" we'll refer to "Content management" instead.
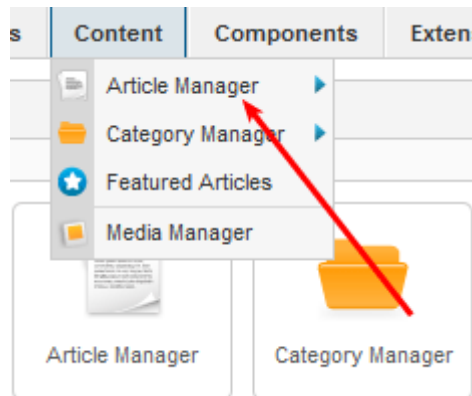
From the main menu of Joomla, click on "Content" link and then on "Article Manager".

You will know you are in the management area for items when you see the title "Article Manager: Articles" as well as the active tab "Articles".

On the control panel of Joomla, you will also find a shortcut to the Article Manager.

III. Structure of the content manager

The content management system includes four main areas:

- Toolbar

- Filter / Search

- List of contents, in tabular form

- Batch processing of content

The "Filter / Search" area is very important to understand as it allows you to filter a lot of content quickly.

IV. List the contents (List)

Reading individual list item information is very important, and has an easy approach. Move your mouse over a row to highlight the row and so correctly read all data from that row.

The items are listed by default in alphabetical order by title. Each header of a column of the list is clickable to sort the column, alphabetically for text, numerically for numbers, and temporal order for dates.

The column "date" refers to the date the content was created.

a. Shortcuts

- The titles are clickable to change the relevant content. The interface for editing content can either be a native "Joomla" interface or a native "SEBLOD" interface, according to the general configuration of the SEBLOD component as set out by your site provider.

- Aliases (in gray under the title) are clickable and when clicked will result in the content being edited within the native Joomla interface as opposed to the native SEBLOD interface.

- The status of a content item is directly editable from this list, and it's state can be toggled between "Published" and "Unpublished". Clicking on the green icon (Published) will result in the selected item being unpublished. Clicking on the red icon (Unpublished) will result in the selected item being published.

- Click the green icon ✔ (published) to unpublish a content item or click on the red icon 🔴 (unpublish) to publish content.

- To make a content item "Featured" is also possible directly from this list. Click the icon ⚪ to switch on featured article ⭐.

b. « Joomla » Order

The column "order" is useful only when at least two or more content items are using this order on your site. This order is often convenient because you sort manually the content within a category, exactly as you want it. This method is suitable for categories with low content counts (<20).

To enable the Ordering functions, click the "Ordering" column heading.

The blue buttons change the order in one step, and the "Disk" is clicked to save the new order defined by you. It is also possible to manually enter the order, very convenient in the case of a large number of content.

Caution! This order in the content management system makes sense only in relation to a Joomla category. This is about manually order the contents of a category. It is strongly recommended to filter only the contents of the category concerned before change ordering.

V. Filter / Search content (Filter)

This area offers search features and filters on content. It is in practice necessary to use this feature once your site has more than 20 content items. To reset the search, click the "Clear" button.

Ref : Guide_SEBLOD_Content_Management_by_Octopoos.pdf	Date : 1er mars 2012	Version : 3.0	Page : 7 de 16

Caution! If you think that all the contents are not listed, make sure the research is not used and the filters are on their initial value ("Select ...")!

a. Search

Enter characters in the search field and click the "Search" button to start searching through all your content.

The search is case insensitive (upper or lower case will return the same result).

The search is performed only in the titles and aliases.

To search according to the identifier (ID) of content, use the syntax "id:ID number", for example "id:2".

b. Filtrer

Select a value from the drop down list with a filter option to make use of a pre-defined filter condition.

On a multi-language site, the filter "language" is crucial and should be used routinely.

On a "multi-site" (system from SEBLOD must be activated), usually for administrators, to access the filter also filters content by site.

c. Filter by Category: category and max level

It is important to understand that you also have the ability to filter content by category.

The filter "Select Category" must be used in combination with the filter "Select Max levels.""Level" refers to the category level in the tree of categories defined in the category manager. It deals with notions of "parent category" and "subcategory" (or "category child").

☐	Realizations (Alias: realizations)	**Level 1**	✅	○ ○	3	Public	All	11
☐	⊢ Site e-commerce (Alias: site-e-commerce)	**Level 2**	✅	○	1	Public	All	14
☐	⊢ Intranet (Alias: intranet)	**Level 2**	✅	○	2	Public	All	15
☐	⊢ ⊢ Large companies (Alias: large-companies)	**Level 3**	✅		1	Public	All	16

In Article Manager, if you select only one category, all content, including those of parent categories, are listed like below:

If you select a max level, only the content in categories which have less than or equal to the selected level are listed.
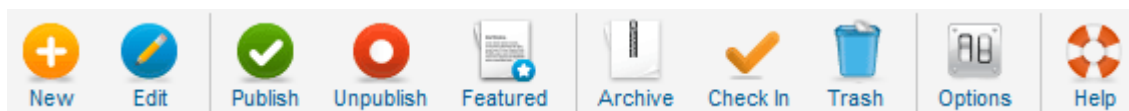
Examples :

By selecting a level, only the content belonging directly to the category "Achievements" are listed.

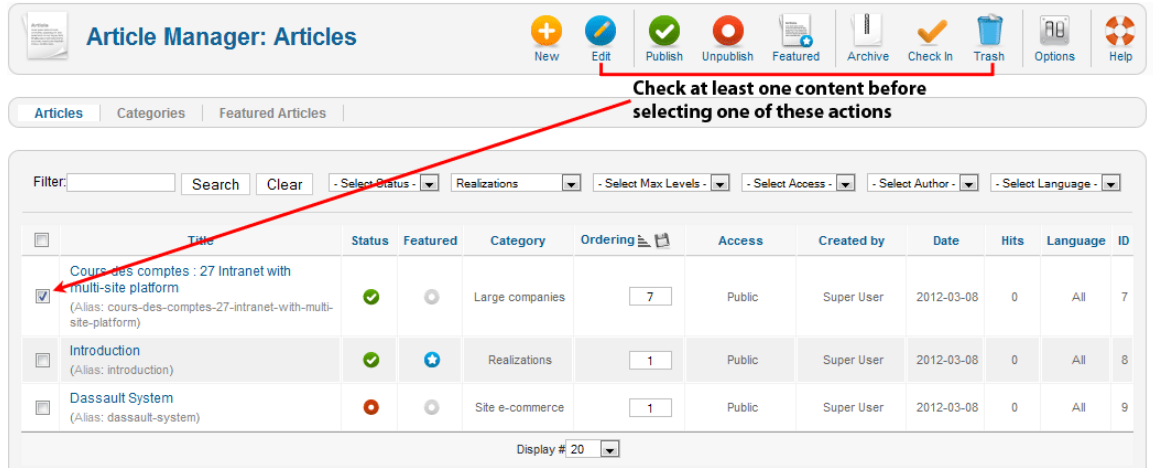By selecting the Level 2, the content-level categories 1 and 2 are listed.

VI. Actions on contents (Toolbar)

The buttons on the toolbar are subject to the permission management of Joomla. Depending on your membership in certain groups of users you grant access to certain

buttons or not. For example, the "Settings" button is reserved for administrators.

The buttons "New", "Settings" and "Help" are directly clickable; others require the selection of at least one content as shown in the image below.

The "Edit" button interacts with ONE content item (check one box), while others interact with one or more content(s) simultaneously.

Tip: Check the first box at the table header to automatically check all the boxes on the page, as below.

a. Add new content

To add new content, move your mouse over the button, a list of different content types will appear. Select a content type by clicking it. All types of content appearing here are managed by the SEBLOD component.

Caution! Content Types are subject to the permissions of Joomla!
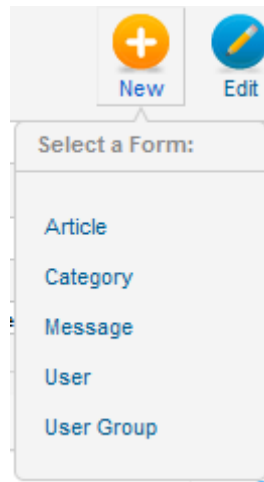
Clicking on a content type will open up the necessary form, allowing you to fill in the relevant fields and add content of this type to your web site.

By Default:

- You can create an "Article". This content type is dependent on the Joomla! article manager. It is similar to the Joomla Article content type but is managed by SEBLOD rather than Joomla.

- You can also create a "Category". This content type is dependent on the Joomla! category manager. It is similar to the Joomla category content type but is managed by SEBLOD rather than Joomla.

- Likewise for "Message", "User" (user), and "User Group" (user group), each one hasits own content manager that is handled by SEBLOD.

By clicking on the "New" button, you access either the Joomla! Article form or the SEBLOD Article form (as defined in SEBLOD general configuration).

These content types have been created by you or your site provider to meet your exact needs.

Example of a list of types for a web site based on the subject of food:
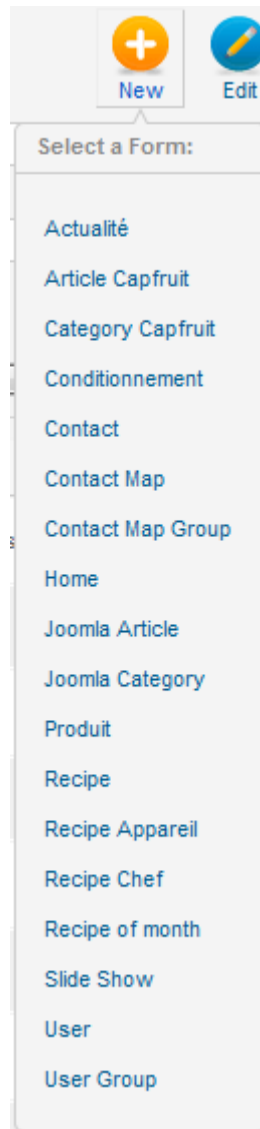
b. Edit Content

Select one or more content items and click the button.

To edit content, check the box next to the row of the relevant content item and click the "Edit" button.

You can also edit content directly by clicking on the title of the respective content.

c. Publish Content

Select one or more content items and click on Publish button.

This will make the selected content viewable on your site.

To publish content, check the box next to the row of the relevant content and click on "Publish" button. You may publish multiple items at the same time by selecting multiple checkboxes next to each row and clicking the publish button.

To publish content faster, identify the line of this content and click on the icon of the "Status" column: .

d. Unpublish Content

Select one or more content items and click on the Unpublish button.

Unpublished content is no longer visible on your site.

To unpublish content, check the box next to the relevant items row and then click on the "Unpublish" button. Select multiple content items to unpublish all selected content in one go!

To unpublish one content item quickly, identify the line of this content and click on the icon of the "Status" column: .

e. Feature Article (optionnal)

Select one or more content items and click on the Featured button.

Feature a content is used to highlight content on a specific page of your site. For this criteria to be used you must have lists of content on your site using this criteria. This is often the case on the home page, to display easily and quickly any content specifically marked as "Featured".

f. Archive Content (optionnal)

Select one or more content items and click on the Archive button.

Archived content is content that is published (ie visible on your site) but only if the archived articles are listed on your site by means of a specific menu item type.

To archive content, check the box next to the relevant row of content and then click on "Archive" button. Select multiple items using the checkboxes to archive all content selected!

g. Unlock Content

Select one or more content items and click on the **Check In** button.

Content is locked when it is being edited by a user, so that another user can not modify it simultaneously. The content must unlocked in order for another user to modify it.

When the user has finished editing the content, the action of clicking on one of four buttons in this interface, "Save," "Save & Close", "Save & New", "Close" unlocks the content concerned and opens is up for editing by others.

Caution! If the user clicks on one of four buttons to exit editing a content it remains locked, other users can not modify it.
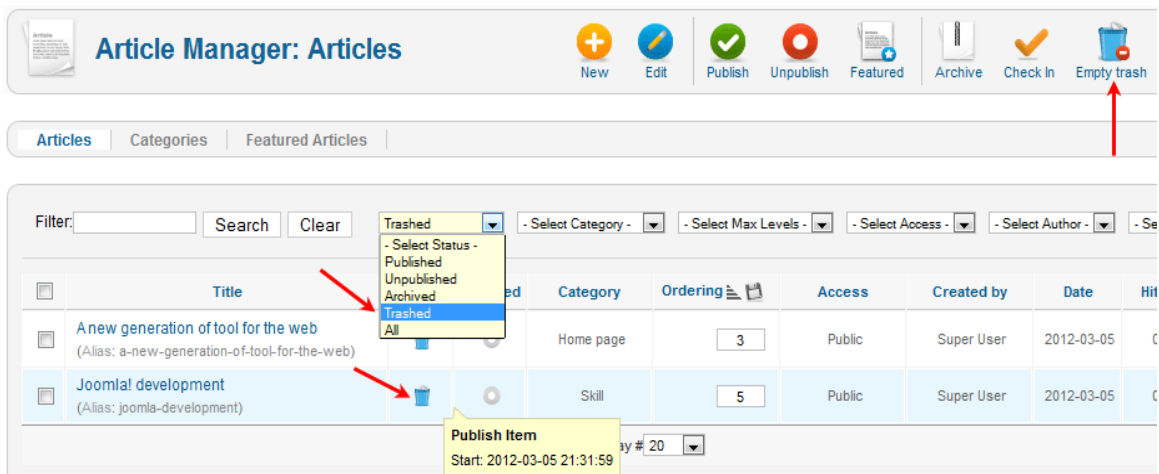
h. Remove Content (Trash)

Select one or more content items and click on the **Trash** button.

Content is totally inactive and deleted from the initial Artilce Manager view, but not permanently deleted from the database. It is in the trash (same concept as on your computer).
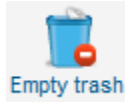
i. Management of trash

To republish this trashed content, go to the trash bin by clicking "Select Status" in the filter and selecting the "Trashed" option.

To republish content, click the Trash icon in the "Status" column.

Ref : Guide_SEBLOD_Content_Management_by_Octopoos.pdf	Date : 1er mars 2012	Version : 3.0	Page : 15 de 16

To permanently remove one or more content items from the trash, select one or more of

the items and click the Empty trash button.

VII. Batch process the selected articles (Batch)

Other actions are possible on multiple items. These actions are accumulative and can be performed concurrently, ultimately "batch" processing all the selected items based on the criteria selected by the user.

a. Modify the access level of several content

After checking the box in front of the title of one or more content items, select the new level of access you want to assign to the selected content.

To start processing, click the "Process" button.

b. Change the language of several content

After checking the box in front of the title of one or more content items, select the new language you want to assign to the selected items.

To start processing, click the "Process" button.

c. Move many contents into another category

After checking the box in front of the title of one or more content items, select the new category you want to assign to selected content.

To start processing, click the "Process" button.

Caution! At this point the copy of a content managed by Seblod is not operational. Thank you not to use it!