EPiSERVER

RELATE+

A PRODUCT IN THE EPiSERVER RELATE+ PACKAGE

VERSION 1.0.0

Templates

EPiServer Relate+ contains a template package with a ready-to-use community that can be adapted to customer-specific needs. Learn how to use the templates.

User Guide

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EPiServer Relate+ Templates User Guide
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Introduction

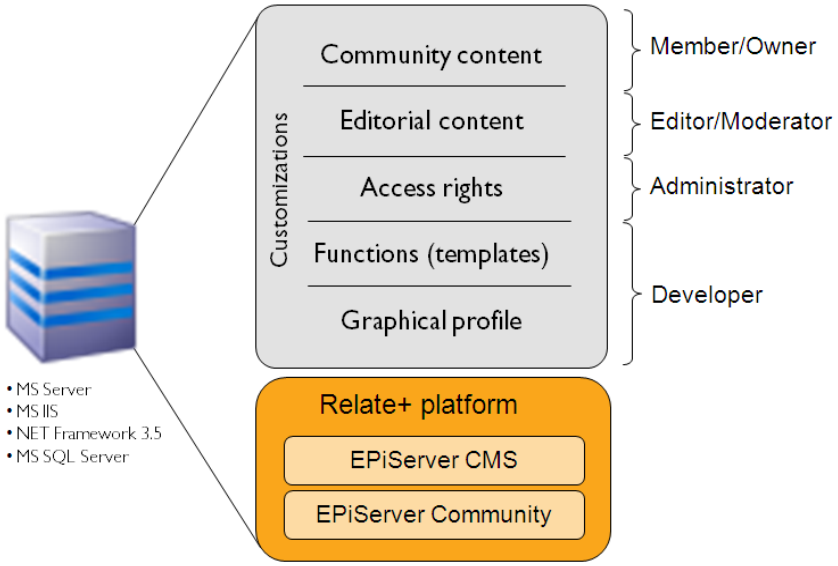
What is Relate+?

Relate+ provides a powerful solution for building collaborative Web sites. The *Relate+ product package* is based on products *EPiServer CMS*, *EPiServer Community*, *EPiServer Mail* and *EPiServer Connect for SharePoint*. The Relate+ templates, which are described in this manual, provide a set of templates for setting up an integrated community solution in the EPiServer CMS editor environment.

The Relate+ templates are examples to provide inspiration when setting up your integrated EPiServer CMS and community solution. To find out more about the other products included in the Relate+ product package, please refer to the documentation for each specific product, This is available on http://world.episerver.com.

How Do the Relate+ Templates Work?

The Relate+ templates consist of a set of EPiServer CMS page types and page templates for basic community functionality such as clubs, forums, image galleries and blogs. They are intended as examples of how to work with community functionality in an integrated EPiServer CMS environment. The buildup of an integrated Web site can be illustrated as in the image below.



Relate+ Platform

The base platform contains an installation of EPiServer CMS and EPiServer Community, together with the Relate+ template package. The Relate+ package also contains other products, but these are not described in this documentation. The base platform is then customized further, access rights are set and content is added to build the final Web site.

Graphical Profile

The graphical profile controls the layout and appearance of the Web site. The graphical profile consists of predefined fonts, colors etc. saved in a Cascading Style Sheet (CSS). The graphical profile is customized by a developer.

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Functions and Page Templates

The Relate+ templates are *page templates* (.aspx pages) that hold the functionality of the Web pages. Page templates are linked to *page types*, in which the editor enters the content of the Web page. The functionality in the page template decides what will happen with the content and how it will be displayed. Page templates are built and customized by a developer.

Access Rights

Access rights control what editors and moderators can do and what visitors to the Web site can see. Access rights in an integrated site are managed from the EPiServer CMS Admin and Edit mode, as well as from the EPiServer Community administration interface.

Editorial Content

Editors/Moderators enter information into the page types, and the information is then stored in the database. The Relate+ community templates contain few editor fields, since most of the functionality is built into the page templates. You can of course create editorial content using other EPiServer CMS page types just as you normally do in EPiServer CMS.

Community Content

Members create community content such as clubs, forum postings and blog entries. Community content is created and maintained from the EPiServer CMS View mode and stored in the database. Community Editors/Moderators will work in the EPiServer Community administration interface to moderate community content, just as you normally do in EPiServer Community.

Terminology

Roles

An integrated EPiServer CMS and EPiServer Community solution is based on certain roles with specific tasks and access rights. The content in this manual is based on these roles to make it easier to understand underlying work procedures. Each function is described from the perspective of these roles and the setup in this example.

Visitor

A *Visitor* is someone using a Web browser to visit the Web site and use available functions and services. Visitors cannot create content and will have limited access to community content.

Member

A *Member* is registered and logged on to the Web site. Community members will have access to community content, and can interact to create community content such as forum postings and comments.

Owner

An *Owner* is a community member who is the creator of community content, for instance an image gallery, a club or a forum posting. Owners can administer community content that they have created.

Editor/Moderator

The *Editor/Moderator* can belong to either roles but typically works with both editing of content in EPiServer CMS as well as moderating community content. The Editor/Moderator has access to the EPiServer CMS Edit mode as well as the EPiServer Community administration interface.

Administrator

The *Administrator* administers the Web site, works with access rights and adapts the platform to suit the needs of the organization. The Administrator has access to the EPiServer CMS Edit and Admin mode, as well as the EPiServer Community administration interface.

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Glossary

Explanations to specific terms and conventions used in this manual.

Admin mode

View in EPiServer CMS from which system administrators can modify settings for the Web site.

Edit mode

View in EPiServer CMS seen by editors when they log on to create and update Web site information.

Community administration interface

EPiServer Community interface for administering and moderating community members and content. Accessible through a separate tab in EPiServer CMS Edit mode.

View mode

The display in EPiServer CMS that visitors to the Web site will see.

Prerequisites

This documentation is intended for Web site editors, moderators and administrators working with an integrated solution of EPiServer CMS and EPiServer Community. Please be aware that your specific system may differ from what is described here, since your Web site is most likely customized and integrated with additional products.

In this manual you will learn about specific functions and features of the Relate+ templates. Prior knowledge of EPiServer CMS and EPiServer Community is required to fully understand what is described. To find out more about other EPiServer products in your solution, please refer to the documentation for each specific product available on http://world.episerver.com.

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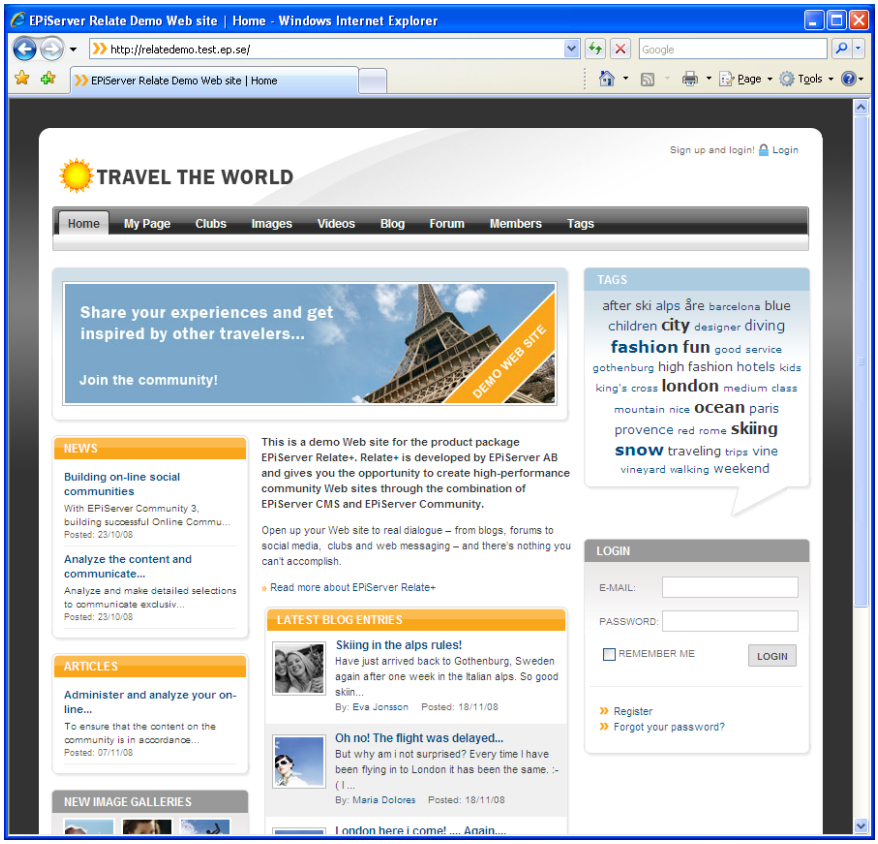
The Start Page

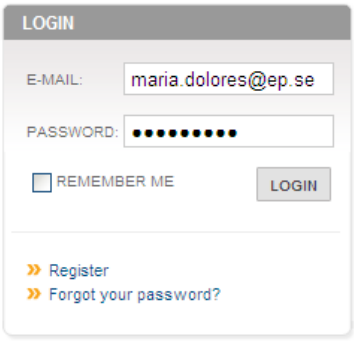
Start Page for Visitors

When opening the Web site in a Web browser, the start page will be displayed in what is known as the EPiServer CMS View mode. Visitors that are not registered and logged on, will see listings of the latest content such as news, articles and blog entries. Tags are used to display "hot topics" in the community.



Visitors are only allowed to read content. To be able to contribute to the community and add content, visitors must register and become members. In the right column there is a registration/ login area where visitors can register and log on to the site.

Logging On



The start page in this example has a login box area where you can register and enter your username and password to log on. Lost passwords can also be retrieved from here.

If you are an *Editor and/or a Moderator*, you can also access the EPiServer CMS Edit or Admin mode by entering the address of Web site followed by /xx/UI/edit or /xx/UI/admin respectively. Contact your system administrator to find out what address applies to your specific Web site.

In general, the main pages in these template examples will have an information area explaining the content you see, community content listed in the lower part of the page and related content listed in the right column. In an integrated site, the general information area will have content created in EPiServer CMS, whereas the community content will be managed from EPiServer Community.

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Start Page for Members

When you log on as a registered member the start page will change to display your personal page showing your member profile. This is also known as *My Page*. How to work with My Page is described in the *My Page section* of this manual.

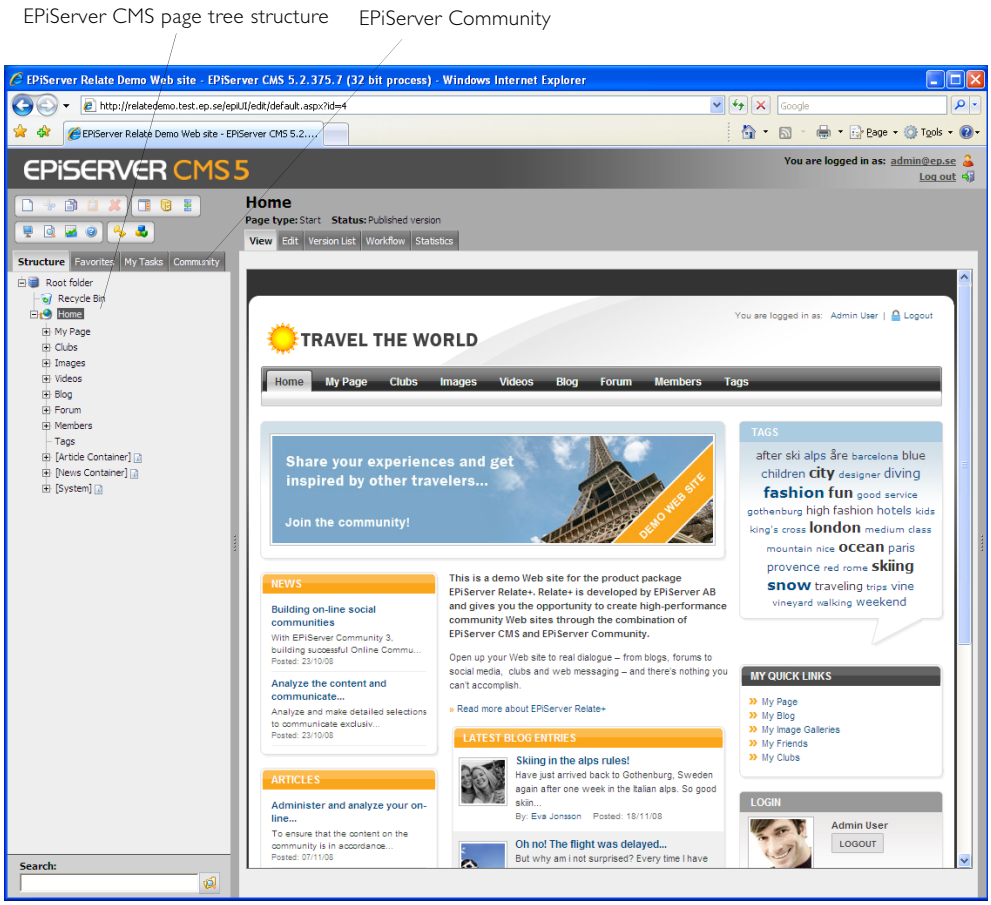
If you display the start page of the Web site as a logged on member, the login box will have changed to display your name and a personal image, if you have added one to your profile. You will also be given the option to log out from the Web site.

Start Page for Editors/Moderators

When you log on as a registered member with Editor/Moderator access rights, you will now be able to right-click and access the EPiServer CMS Edit mode.

Edit Mode Overview

You will see the EPiServer CMS editor interface and the page tree structure for the integrated Web site. In an integrated solution, there will be an additional tab from where the community moderator and administrator will access the EPiServer Community functions.



In this example, the various community parts such as *Clubs*, *Forums* and *Blogs*, are all EPiServer CMS pages. However, personal content that members add to the community will be stored in EPiServer Community, and not as EPiServer CMS pages. This means that if you want to maintain editorial content such as introduction text for instance on the "Forums" main page,

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this is done from the EPiServer CMS Edit mode. If you want to moderate individual forum postings, this is done from the EPiServer Community administration interface.

Most EPiServer CMS page types in these examples have very few editor fields. Typically there is a main body editor area where you can enter an introduction text. The rest of what is displayed on the page is built into the functionality of the page template. In the following each page type included in the template package is described in more detail.

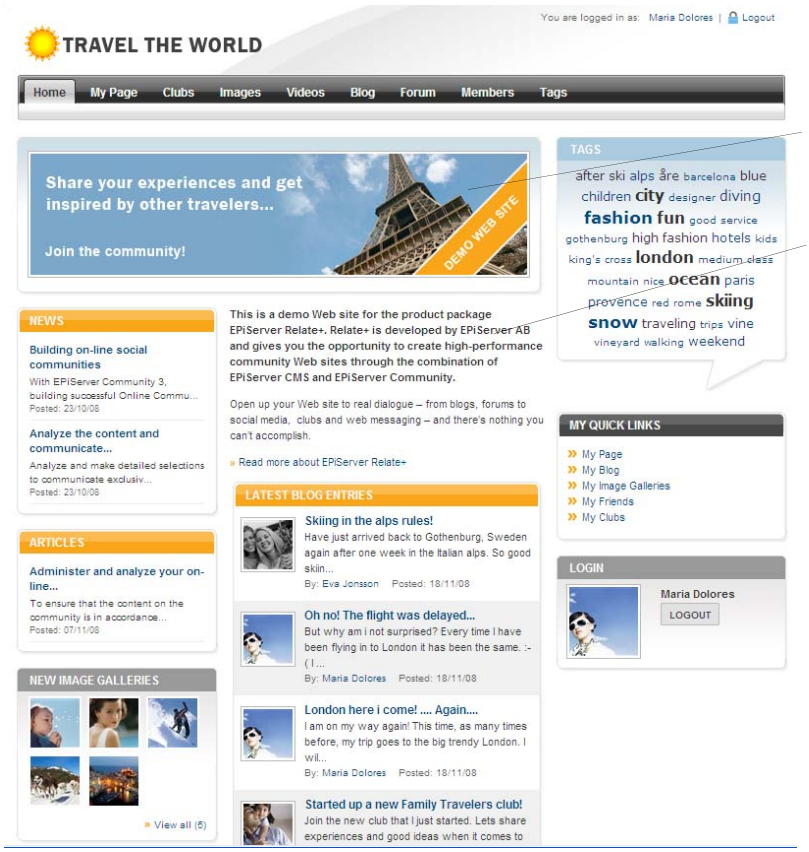
The example pages are based on standard EPiServer CMS page types. Note that only fields and features that are customized and differ from the standard page types, will be described here. Please refer to the *EPiServer CMS Editor´s Manual* for more information about basic EPiServer CMS functions.

Configuring and Editing the Start Page

The start page in this example is the entrance to the integrated EPiServer CMS and EPiServer Community Web site. From here, Web site visitors and community members can log on to the site to access community content.

The start page is built using an EPiServer CMS page type named *Start*. Most often the start page will already be set up and configured, and will not be updated very often. If needed, the Editor can make changes to the introduction text and start page configuration.

This example start page has an editorial area for entering introduction text which will be displayed in the middle of the page. On the top of the page there is an image banner area where the editor can link an image of choice into the Web page.



The rest of the start page is filled with sections for displaying community content blocks such as latest news, articles, image galleries, blog entries and tags. The right-column contains a login section. The display of the various blocks is built into the page template functionality, and the blocks are pointed out in the configuration of the start page.

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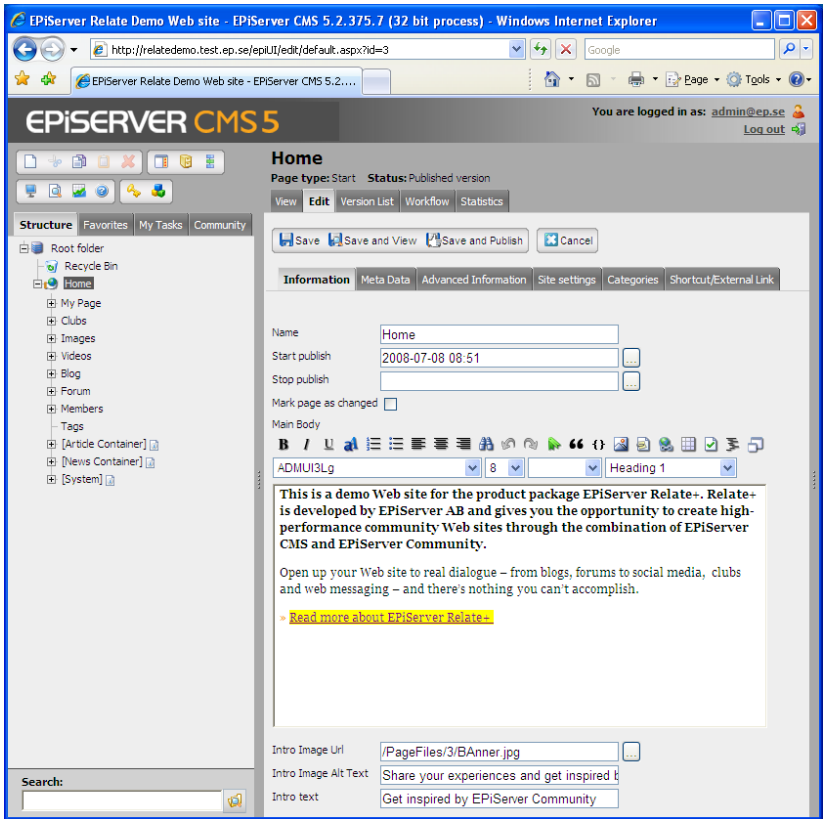
The text in the middle section of the start page is entered in Edit mode in the Main Body editor. The banner image is selected in the field *Intro Image Url*. An alternative text for the banner image can be entered in the field *Intro Image Alt Text*. The *Intro text* field is optional and is used for entering a title which will be displayed on top of the start page banner image.



Under the *Site settings* tab of the start page, the the various community sections are configured by selecting the corresponding community main pages in the tree structure in Edit mode.

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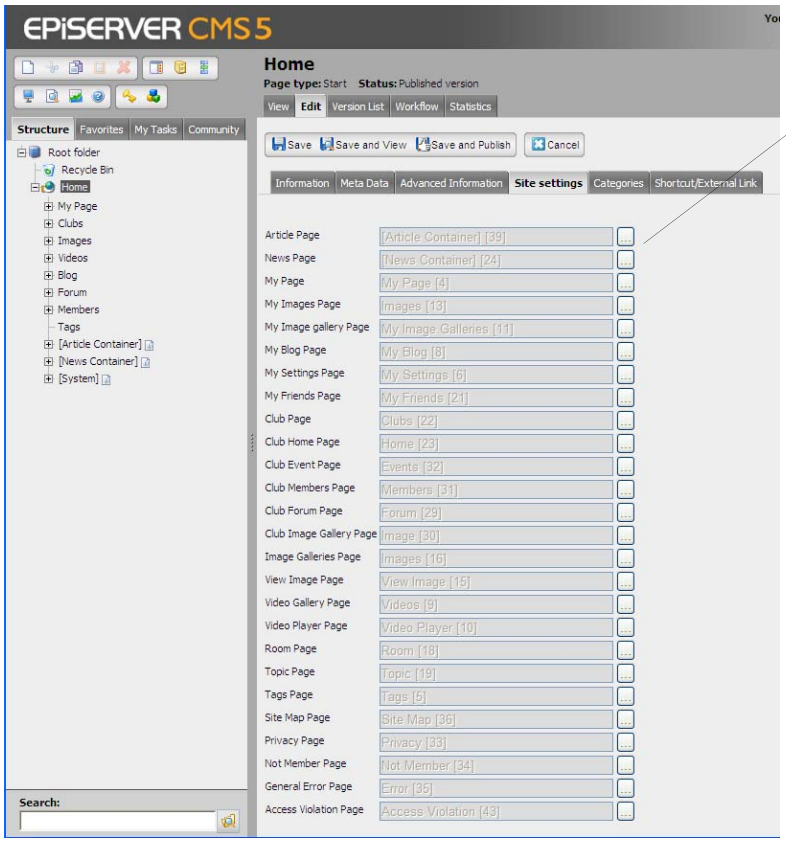

Configuration of main pages for community content in the EPiServer CMS page tree structure.

In the following parts of this manual each community section and their respective main pages and sub-pages are described in more detail.

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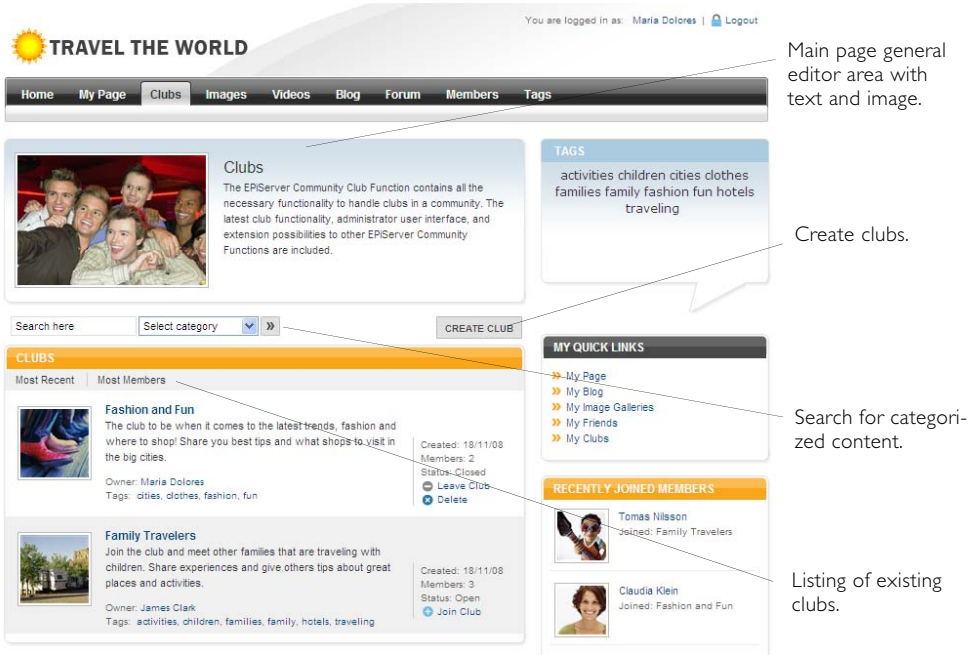
Clubs

Clubs is a community function making it possible for members to share a common interest. Community members can join various clubs within the community. Each club has an event calendar, forums, image galleries and a "wall" for members to post club related content.

Club Main Page

The *Club main page* in the EPiServer CMS View mode, shows an overview of existing clubs and member activities, in addition to the general area.



From the Club main page it is possible to search for categorized content in clubs. Content catgories are created by the community editor/moderator. Community members can create clubs of their own.

For the listed existing clubs on the main page, members of the community can apply for membership in clubs of their choice. Existing club members can choose to leave a club in which they are member.

Clubs can be open for any community member to join and view content, or closed. If a club is closed, the content of the club will not be visible to the community. Membership in closed clubs also has to be approved in advance by the club owner.

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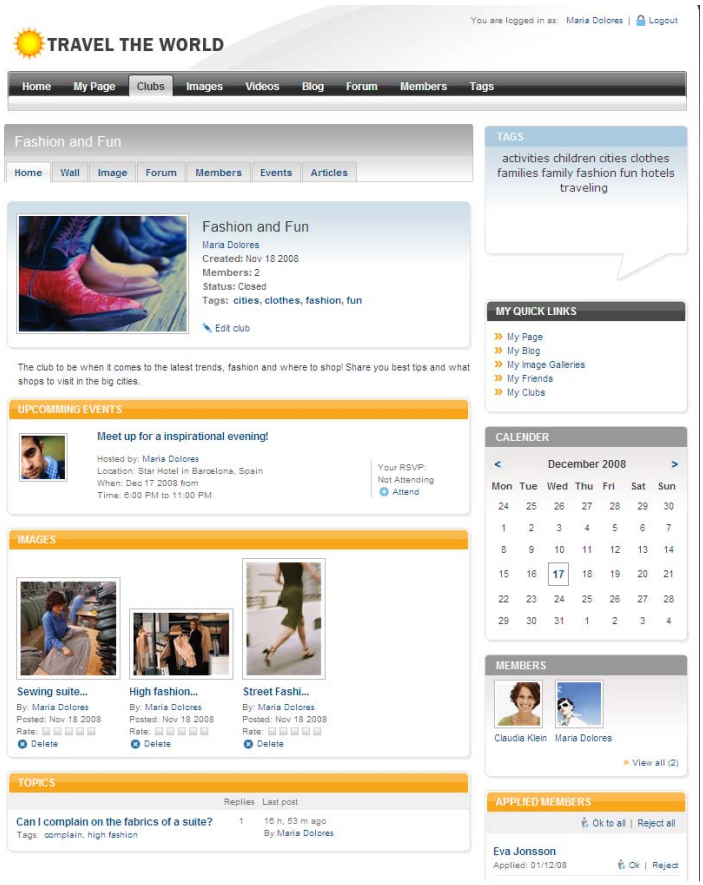
Club Home Page

Clicking on a club link will take you to the club home page where you will find tabs with club functions *Wall, Image, Forum, Members, Events and Articles*. You will also see club activity information such as calendar events, members, images and club topics. Club owners can administer membership applications to closed clubs from here.



Wall

Wall is a place where club members can post messages. These messages will be visible to other club members. Club members can reply to messages posted on the wall.

Image

Under *Image*, club members can share images related to club topics and content.

Forum

Under *Forum*, club members can participate in discussions concerning club related topics.

Members

Members provide an overview of club members. Members can be listed alphabetically or according to their membership date.

Events

Under *Events*, club events are listed. Events are managed by the club owner. Club members can view the event information, see the attendee list for the event and sign up to attend.

Articles

Under *Articles* you will find editorial articles (not member generated) published in the community and which are of interest to a specific club.

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Visitors

Visitors can view information on the Club main page. Visitors can also see certain information on home pages of open Clubs. Information that can be viewed is the home page information, member information and articles, the rest is only available to club members.

Members

Club members can also view information on the Club main page. Community members as well as club members can create new clubs as well join or requst membership in existing open or closed clubs owned by other community members. Members of a club can post images and forum messages and sign up for attending club events.

Owners

A club is owned by the community member that has created the club. Club owners can maintain their own clubs as described in the following section.

Edit Club Home Page

Club owners can edit information on the club home page, such as club name, presentation text and image, as well as club category and club tags.

Add Club Images

Club owners, as well as club members, can add images to the *Image* section of the club.

Create Club Forum Topics

Club owners, as well as club members, can add forum topics to the club.

Create and Edit Club Events

Club owners can create and update events in the event calendar of the club.

When creating or editing an event, you can enter the name of the event, the arranger, the location, event status open/closed, start and end time, registration start and end time, maximum registrations, as well as a description of the event and a presentation image.

You can also set a category and a tag for the event.

Editors/Moderators

The club functions are built up using these page types in a hierarchic page tree structure: *Clubs, ClubHome, ClubWall, ClubForum, ClubImageGallery, ClubMembers* and *ClubEvents*.

The page type *Clubs* is used for creating a Club main overview page with an introductory text and an page image. This page provides an interface in EPiServer CMS for community members creating clubs. The Club main page itself is maintained by the Editor from the Edit mode of EPiServer CMS.

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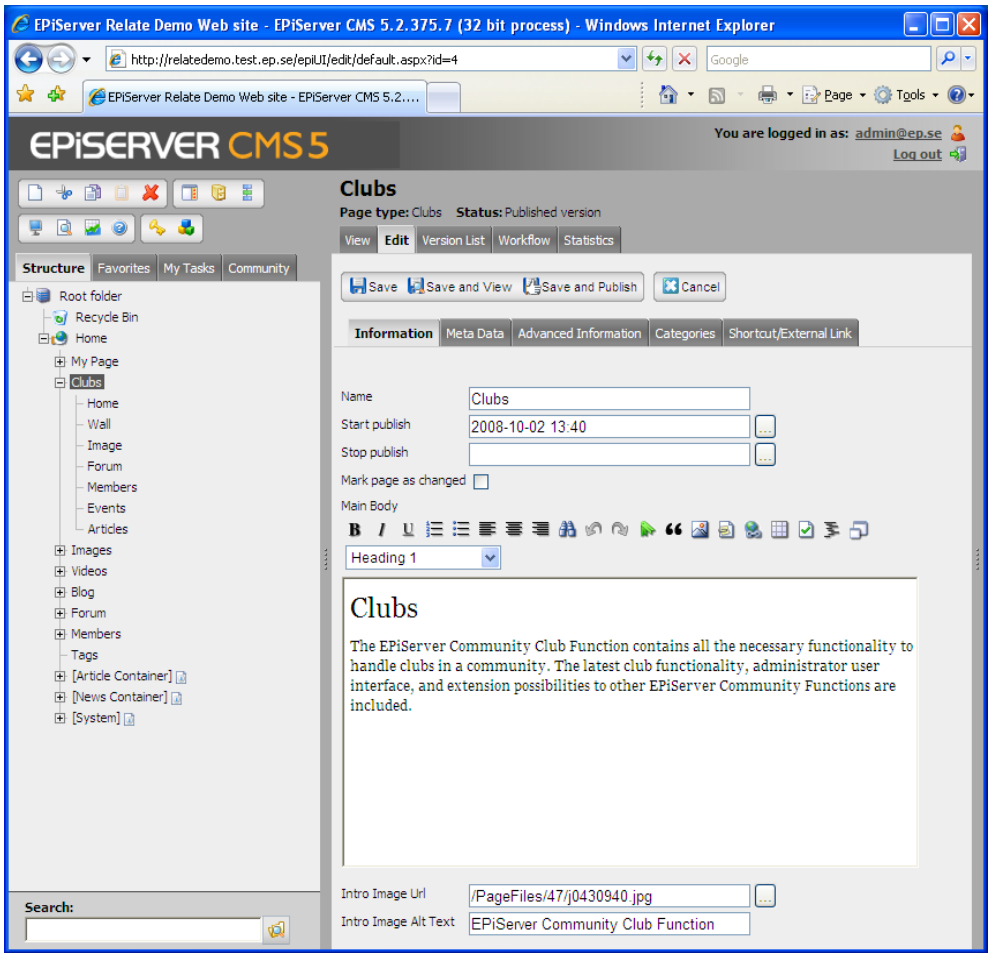
Creating and Editing a Club Main Page

1. Create a new page using the page type *Clubs*, in this example it will be placed under the start page (Home) of the Web site.
2. Give the page a name in the *Name* field.
3. Enter or edit the text in the *Main Body* editor area.
4. In the *Intro Image Url* field, select an image to be displayed on the Club main page.
5. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
6. Save and publish the page.



Other Club Page Types

When the Club main page has been created, you will need to create and configure container pages for each of the club sections *Home, Wall, Image, Forum, Members, Events and Articles* .

They all have their specific page types as mentioned earlier. These page types will make the various club functions appear as tabs in each club created in the community.

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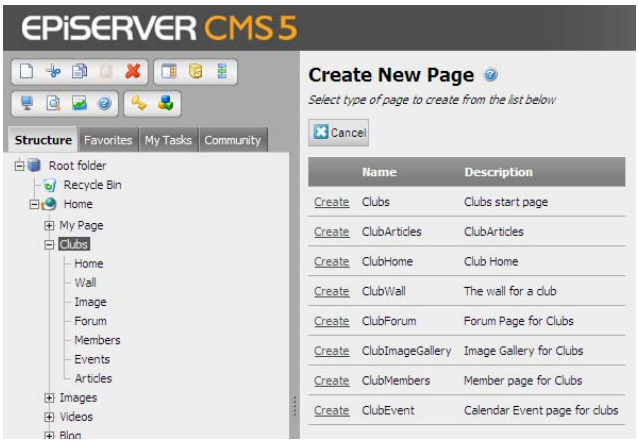
Right-click on the "Club" page to create the club functions. The specific club function page types will be displayed.

These page types contain no editor areas since they are only used as containers, and thus hold no information of their own. You only have to provide a name for the page and then save and publish it.



ClubHome

Provides a home link for the club.

ClubWall

Provides a wall for the club where members can add messages.

ClubImageGallery

Provides an image gallery for the club.

ClubForum

Provides a forum page for the club.

ClubMembers

Provides a member page for clubs.

ClubEvent

Provides a calendar events page for clubs.

ClubArticles

Provides an article section listing articles published in the community and related to the club.

Configuring Club Pages

All of the club pages except ClubArticles must be pointed out under *Site settings* in the start page configuration as described earlier. Remember that these pages are only for displaying community content in EPiServer CMS View mode. The content itself must be moderated and maintained from the EPiServer Community administration interface.

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Images and Image Galleries

With the image gallery functions community members can share images. Members can create their own image galleries which will be displayed under the *Images* section of the start page. Image galleries can be categorized and searched for from the images main page. Images are administered by members from the EPiServer CMS View mode.

Images Main Page

The *Images* section of the start page provides an entrance to exploring images of the community. The Image main page shows a selection of existing image galleries, in addition to the general image gallery information area. From here it is possible to search for categorized images.

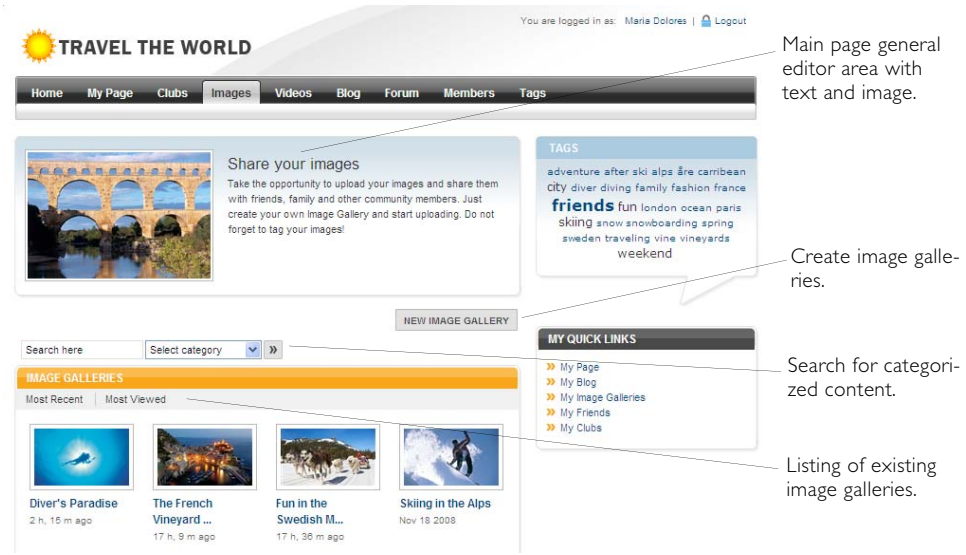

Image Gallery Page

Clicking on an image gallery link will take you to an image gallery page. Here the images in the gallery are displayed as well as information about the gallery and the gallery owner. From here the image gallery owner can edit the gallery information and upload images.

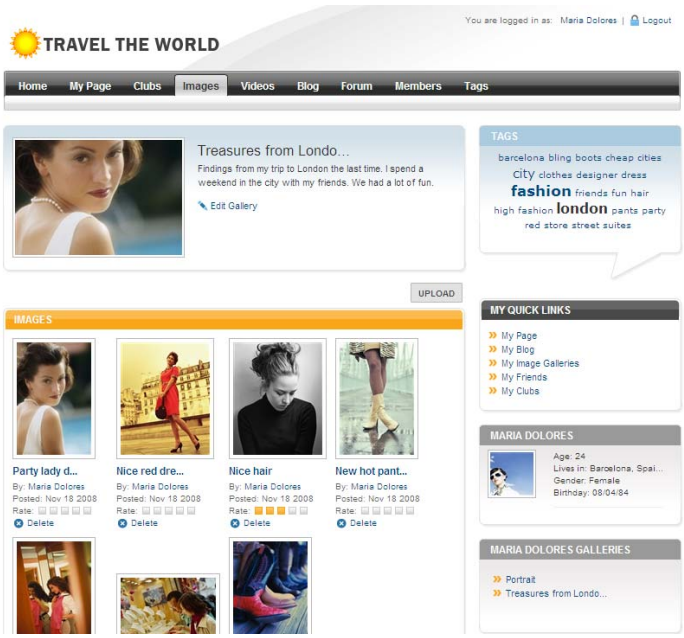

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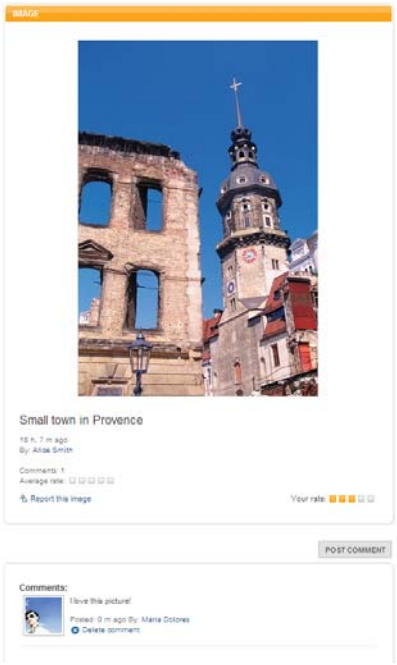
Image Page



Clicking on an image link will take you to an image page where the image is shown in larger size. Time of posting, name of poster, tags, comments and average rating is shown for the image.

The viewer (members only) of the image can rate the image and post a comment. Comments to the image will also be listed, as well as information about who has posted a comment.

It is also possible to report an image from here. Reporting information is managed by the community moderator from the EPiServer Community administration interface.

My Image Gallery

The *My Image Galleries* page displays image galleries for a specific community member. From this page the community member can also edit and create new image galleries. When creating a gallery you provide a name, a description and preferably a category and a tag to make it easier to find the images when searching the community.

Visitors

Visitors to image galleries and images can view the galleries and the images, but cannot rate or post comments to images.

Members

Community members can view galleries and images, as well as create new image galleries and upload images to these. Members can also rate images and post comments to images.

Owners

The uploader of the image becomes the owner. The image owner can edit the image information, and delete the image from the image gallery.

Editors/Moderators

The image gallery functions are built up using these page types in a hierarchic page tree structure: *ImageGalleries, MyImageGallery, Images* and *ViewImage*.

The page type *ImageGalleries* is used for creating the *Images main page* on the top level in the structure. The page functionality provides the main listing of image galleries. From the EPiServer CMS Edit mode, the Editor can add a text and an image to the images main page.

Creating and Editing an Image Gallery Main Page

1. Create a new page using the page type *ImageGalleries*, in this example it will be placed under the start page (Home) of the Web site.
2. Give the page a name in the *Name* field.
3. Enter or edit the text in the *Main Body* editor area.
4. In the *Intro Image Url* field, select an image to be displayed on the Images main page.

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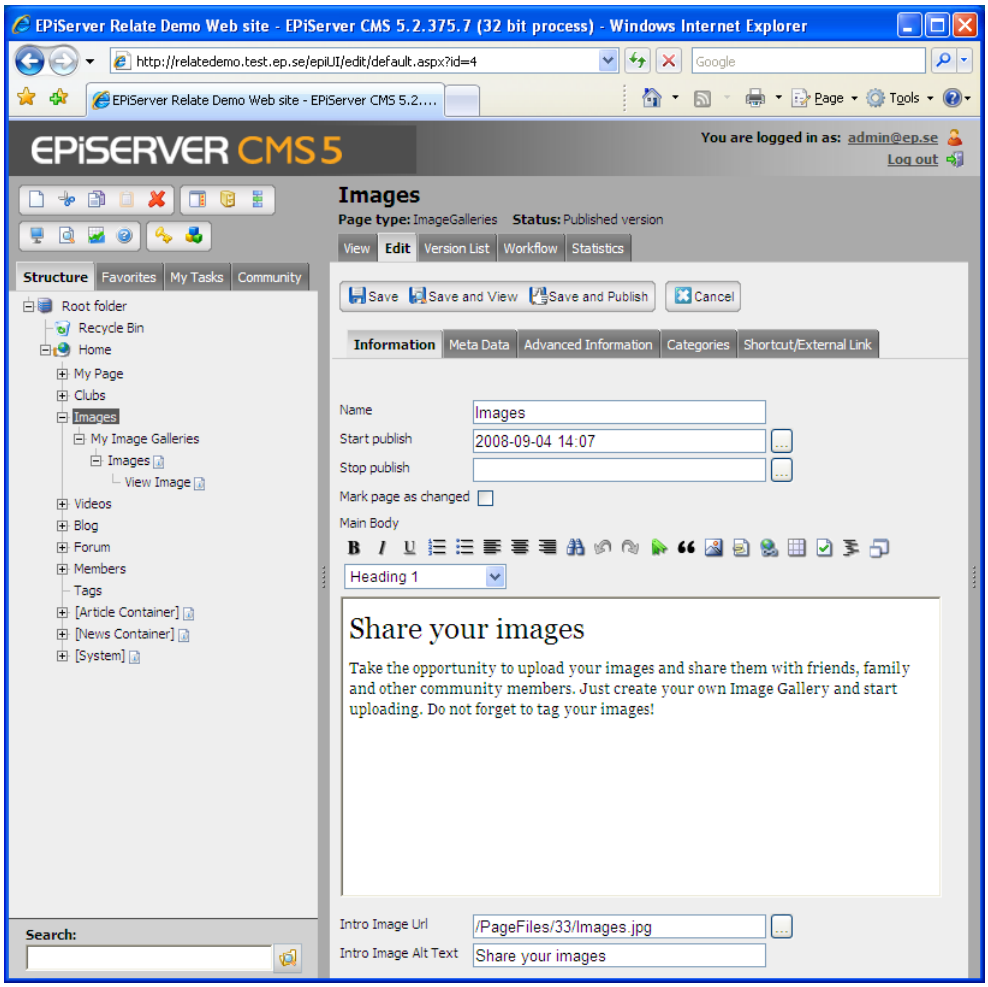
5. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
6. Save and publish the page.



Other Image Gallery Page Types

The remaining page types will provide an overview of a members image galleries, an overview of an image gallery, and a view of a single image in this gallery.

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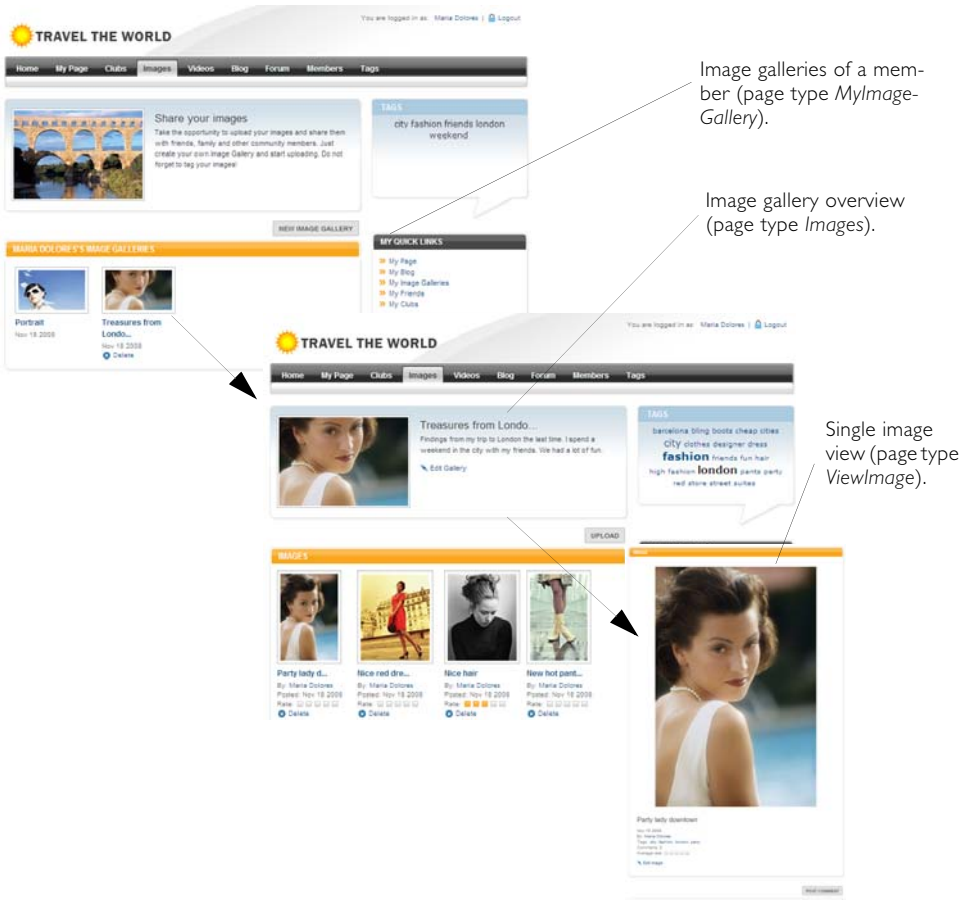

The page structure is set up using specific page types as described below. Each of these pages are then pointed out in the start page configuration.

MyImageGallery

Provides an overview and container page for image galleries of an individual community member. In this example, content in the main body area of the page is displayed as dynamic content from the main body of the image gallery main page. This means that if the text in the main body of the images main page is updated, it will also be reflected in the general area of the *My Image Gallery page*.

Creating and editing a MyImageGallery page:

1. Create a new page using the page type *MyImageGallery*, place it under the *ImageGalleries* page in the page tree structure.
2. Give the page a name in the *Name* field.
3. Enter or edit the text in the *Main Body* editor area. Only needed if you want to add text in addition to what is displayed through dynamic content.
4. In the *Intro Image Url* field, select an image to be displayed on the page.
5. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
6. Save and publish the page.

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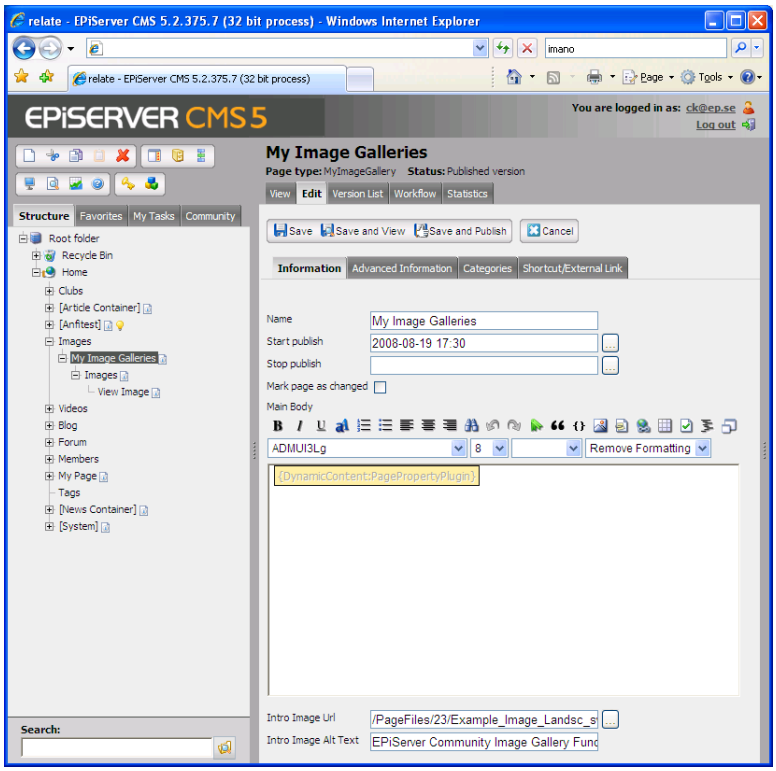
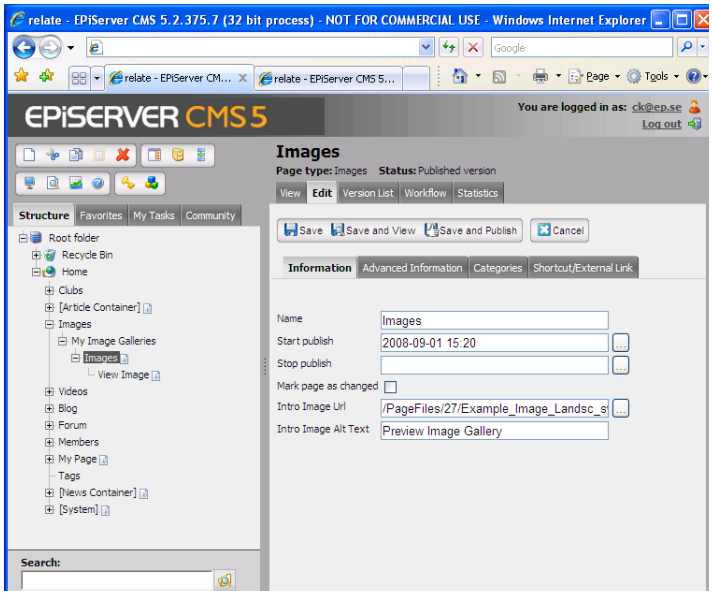


Images

Provides an image gallery overview.

Creating and editing an Images page:

1. Create a new page using the page type *Images*, place it under the *MyImageGallery* page in the page tree structure.
2. Give the page a name in the *Name* field.
3. In the *Intro Image Url* field, select an image to be displayed on the page. This image is only shown when the image gallery is empty, and will be replaced when images are uploaded.
4. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
5. Save and publish the page.



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ViewImage

Provides a view for a single image. The page contains no editorial information, it is only used for providing a display format for single images. You only have to provide a name for the page and then save and publish it.

Configuring Image Pages

Each of the image gallery pages created here must be pointed out under *Site settings* in the start page configuration as described earlier.

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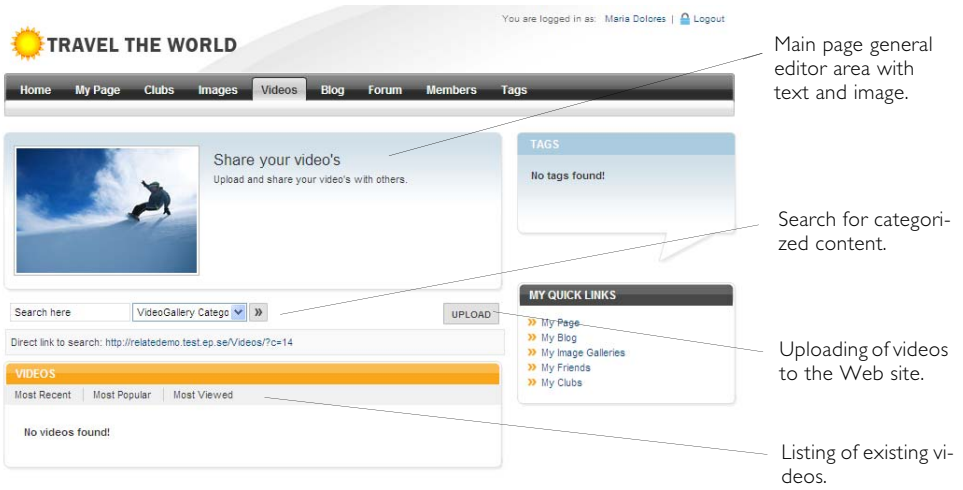
Videos

Under *Videos* on the start page, community members can share their videos in a Web friendly format. The functionality resembles that of the image galleries described earlier. Community members can upload videos, and other members can rate and comment the videos. Videos are administered by members from the EPiServer CMS View mode.

Videos Main Page

The *Videos main page* shows a selection of existing videos, in addition to the general video gallery information area. From here it is possible to search for categorized videos, as well as to upload new videos to the Web site.



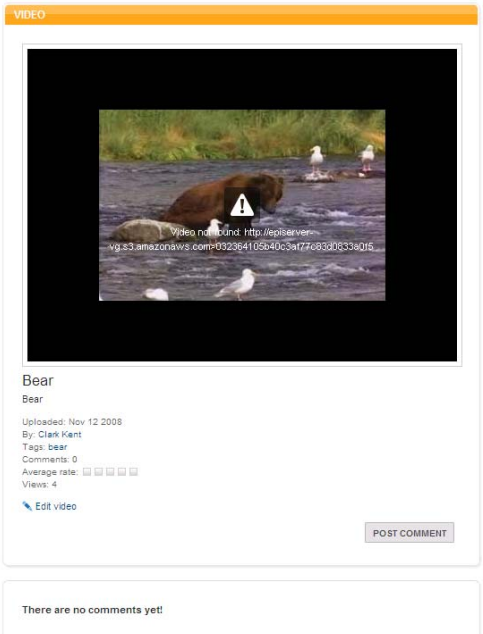
Video Page

Clicking on a video link will take you to a video page where the video can be played. Date for uploading, name of the uploader tags, comments and average rating is shown.

The viewer of the image can rate the image and post a comment. Comments to the image will also be listed, as well as information about who has posted the comments.

The uploader of the video can edit the video information from here.

It is also possible to report a video from here. Abuse reporting information is managed by the Editor/Moderator from the EPiServer Community administration interface.



Visitors

Visitors to the video gallery can play videos, but cannot rate or post comments to videos.

© EPiServer AB

Members

Community members can play videos, as well as upload new videos to the Web site. Members can also rate videos and post comments to videos.

Owners

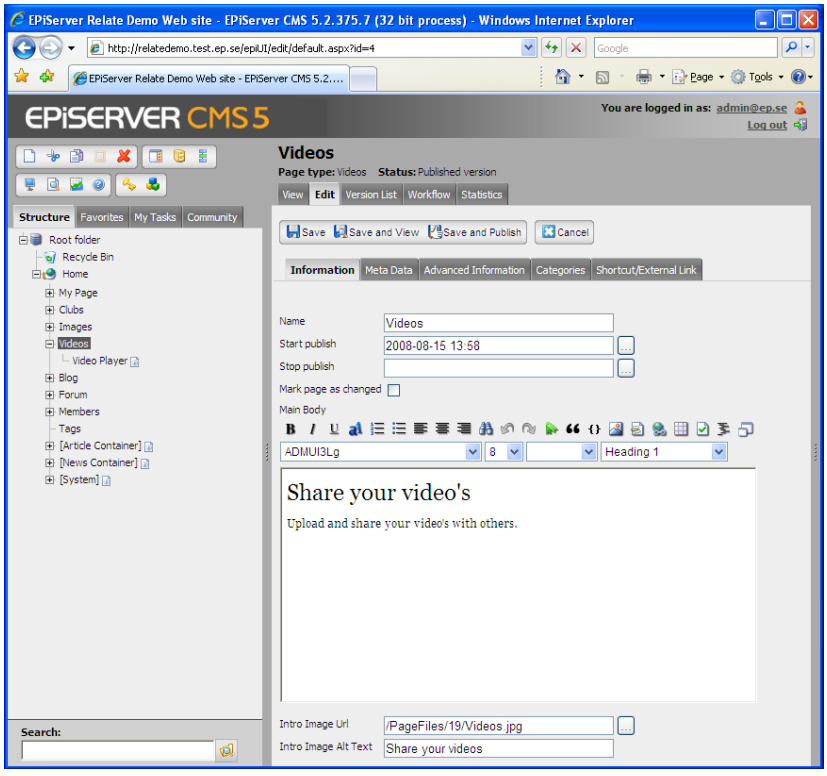
The uploader of the video becomes the owner. The video owner can edit the video information, and delete the video from the Web site.

Editors/Moderators

The video functions are built up using the page types *Videos* and *VideoPlayer*. The page type *Videos* is used for creating the viedo gallery and *Videos main page*. The page functionality provides a listing of videos. From here, community members can also upload videos to the video gallery. From Edit mode, the Editor can add a text and an image to the images main page. *VideoPlayer* is used for the idsplay of a single video.

Creating and Editing a Video Main Page

1. Create a new page using the page type *Videos*, in this example it will be placed under the start page (Home) of the Web site.
2. Give the page a name in the *Name* field.
3. Enter or edit the text in the *Main Body* editor area.
4. In the *Intro Image Url* field, select an image to be displayed on the Video main page.
5. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
6. Save and publish the page.



© EPiServer AB

Video Player Page

The page type *VideoPlayer* provides a view for a video. The page contains no editorial information, it is only used for providing a display format for single images. You only have to provide a name for the page and then save and publish it.

Configuring Video Pages

Each of the video gallery pages created here must be pointed out under *Site settings* in the start page configuration as described earlier.

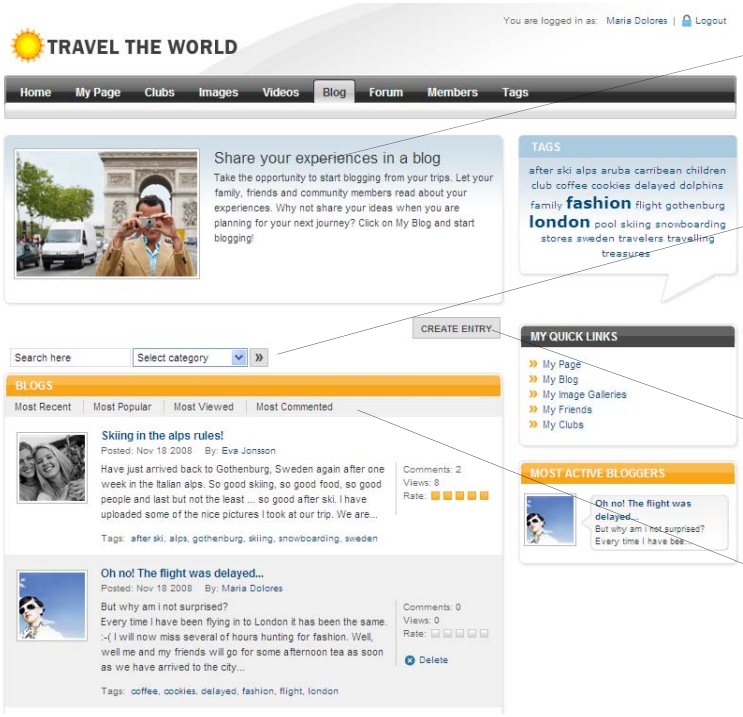
© EPiServer AB

Blogs

Under *Blogs* on the start page, community members can create their own blogs and view other members blogs. The blogger administers the blog from the EPiServer CMS View mode.

Blog Main Page

The *Blogs main page* shows most recent blogs entries and most active bloggers, in addition to the general blog information area. You can chose to view most popular, most viewed or most commented blog postings. You can also search for categorized content.



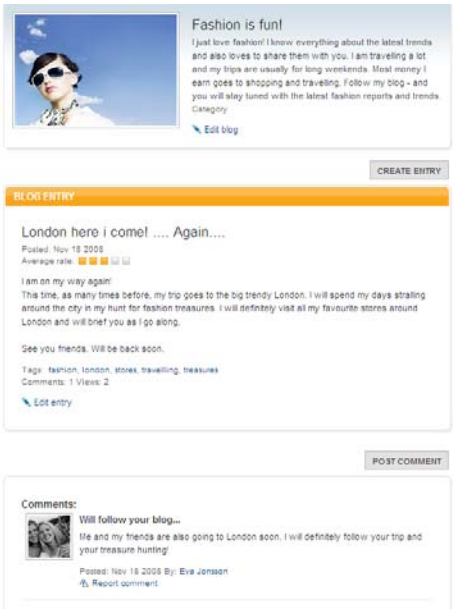
Blog Page

Clicking on a blog posting link will take you to the blog view page. From here you can read the full blog posting, rate it and add comments to it.

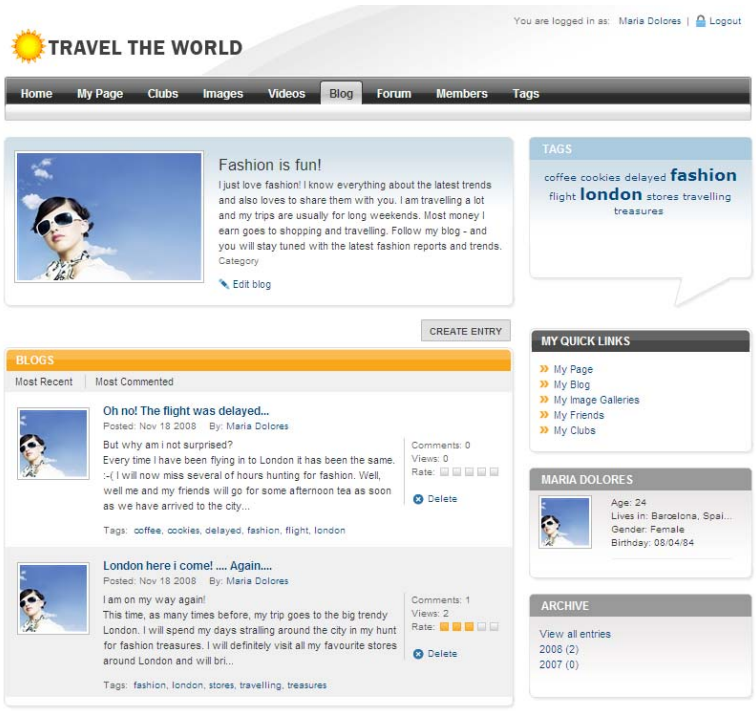
Other comments to the posting are also listed below the posting. From here it is possible to report the blog entry or a comment to it.

From the upper section of the blog page, the owner of the blog can edit the blog page and add a presentation text and image, as well as categorize the blog content for search purposes.

Clicking on *View all entries* under *Archives* in the left column will display all entries in the current blog, providing an overview of the blog. and access to other entries in the same blog.



© EPiServer AB



Visitors

Visitors to the blogs can read community members blog postings, but cannot rate or comment any blog postings.

Members

Community members can read blog postings of other members, and can rate the postings as well as add comments to postings and other members comments. Members can also report blog postings.

Owners

The creator of the blog is the owner. The blog owner can edit the blog page and add a presentation text and image, as well as categorize the blog content for search purposes. The owner can also create new blog postings.

Editors/Moderators

The blog functions are built up using the page types *Blog* and *MyBlog*. The page type *Blog* is used for creating the blog main page. The page functionality will provide the listing of blog entries in community member blogs. The blog entries can be displayed either based on posting date or most popular, commented or viewed. From the EPiServer CMS Edit mode, the Editor can add a text and an image to the blog main page.

Creating and Editing a Blog Main Page

1. Create a new page using the page type *Blog*, in this example it will be placed under the start page (Home) of the Web site.
2. Give the page a name in the *Name* field.
3. Enter or edit the text in the *Main Body* editor area.
4. In the *Intro Image Url* field, select an image to be displayed on the blog main page.

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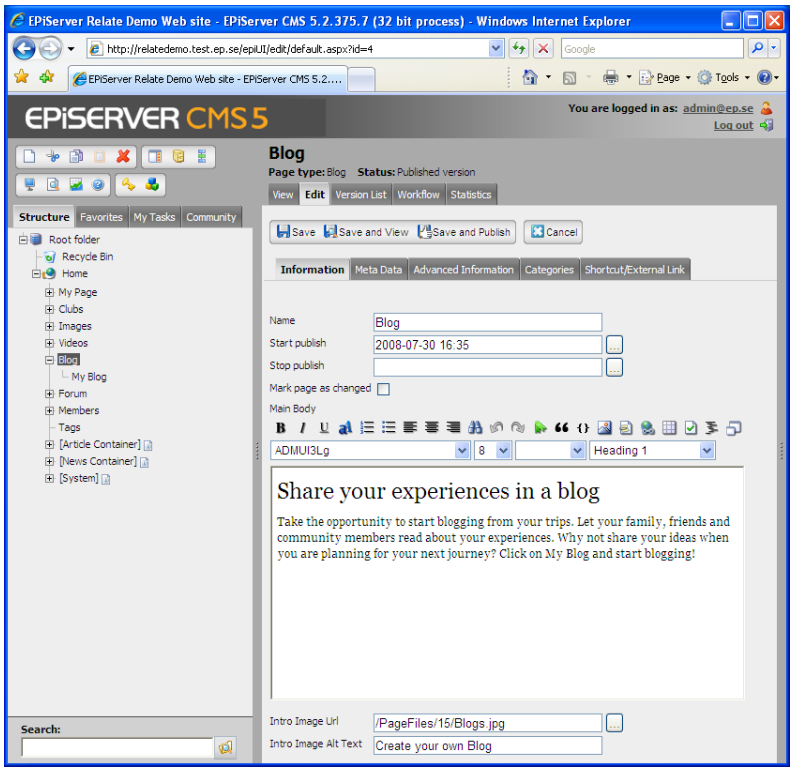
5. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
6. Save and publish the page.



My Blog Page

The page type *MyBlog* provides a view for a single blog. The page contains no editorial information, it is only used for providing a display format for single blogs. You only have to provide a name for the page and then save and publish it.

Configuring Blog Pages

The *My Blog* page created here must be pointed out under *Site settings* in the start page configuration as described earlier.

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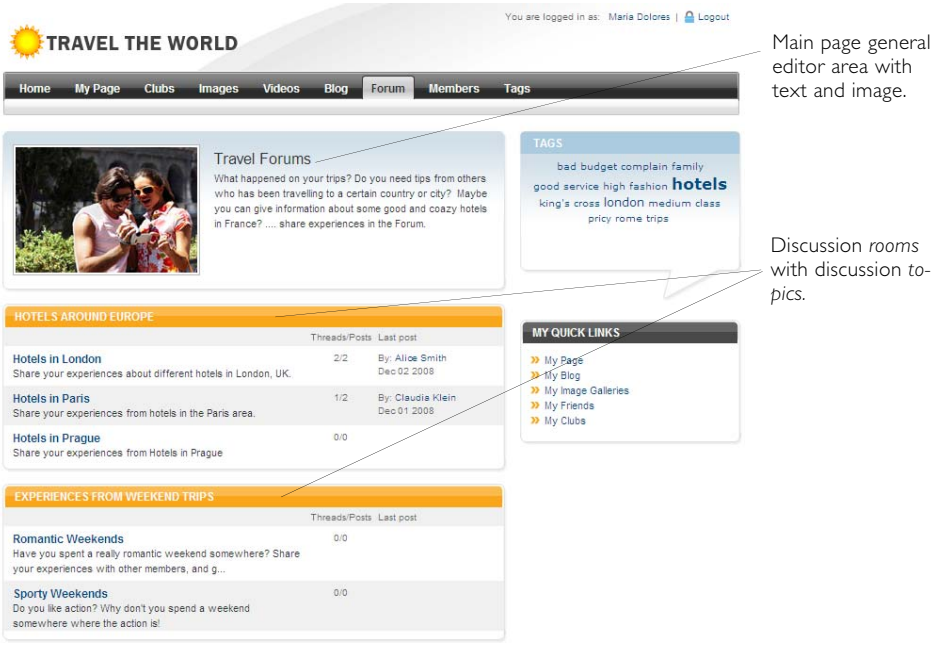
Forums

The functionality under *Forums* offers community members the possibility to discuss subjects of interest. In this example, the forum structure is set up and controlled by the Editor/Moderator. Community members can then post topics in the forums, but cannot create forums. The forum structure can be "flat" and/or "threaded" and forums can be open, closed or hidden. The functionality supports an unlimited number of forum levels and use of moderators.

Forum Main Page

In this example, the *Forum main page* has a general information area and a section displaying available discussion forums. The functionality is built in a hierarchic structure with *forums* on top followed by *rooms, topics* and *replies*. A forum can have several rooms, each holding their topics. A topic can have several replies. For each room on the forum main page, the number of threads and posts are displayed, as well as the date for the latest post and name of poster.



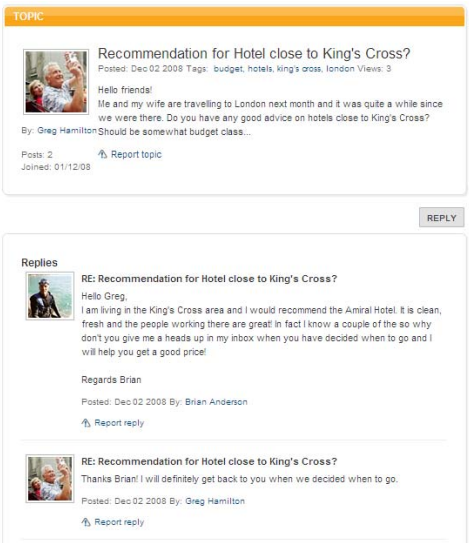
Room Page

Clicking on a forum discussion room link will take you to the view discussion room page. Available discussion topics are listed, together with number of replies and latest posting details. From here community members can create new topics within the discussion room.

© EPiServer AB

Topic Page

Clicking on a topic link will take you to the view topic page. Here details such as author and publishing time for the topic, are displayed.



Replies to the specific topic are listed below. From here, logged in community members can reply to topics. It is also possible to report topics or replies.

Visitors

Visitors to the community forum pages can read forum content but cannot post replies or report any postings.

Members

Community members can create topics in open discussion rooms, and can post replies to topics in these. Members can also report topics and replies posted by other members.

Owners

The creator of a forum topic or a reply becomes the "owner". Owners can edit their topics and they can edit or delete their own replies. Note that topics cannot be deleted from View mode, this can only be done from the community administration interface.

Editors/Moderators

The forum functionality is built up by page types *Forum*, *Room* and *Topic* placed in a hierarchic structure.

The page type *Forum* is used for creating the forum main page. The page functionality will provide the listing of available forum rooms in addition to the general area with its text and image. These can be updated from the EPiServer CMS Edit mode.

Creating and Editing a Forum Main Page

1. Create a new page using the page type *Forum*, in this example it will be placed under the start page (Home) of the Web site.
2. Give the page a name in the *Name* field.
3. Enter or edit the text in the *Main Body* editor area.
4. In the *Intro Image Url* field, select an image to be displayed on the forum main page.
5. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
6. Save and publish the page.

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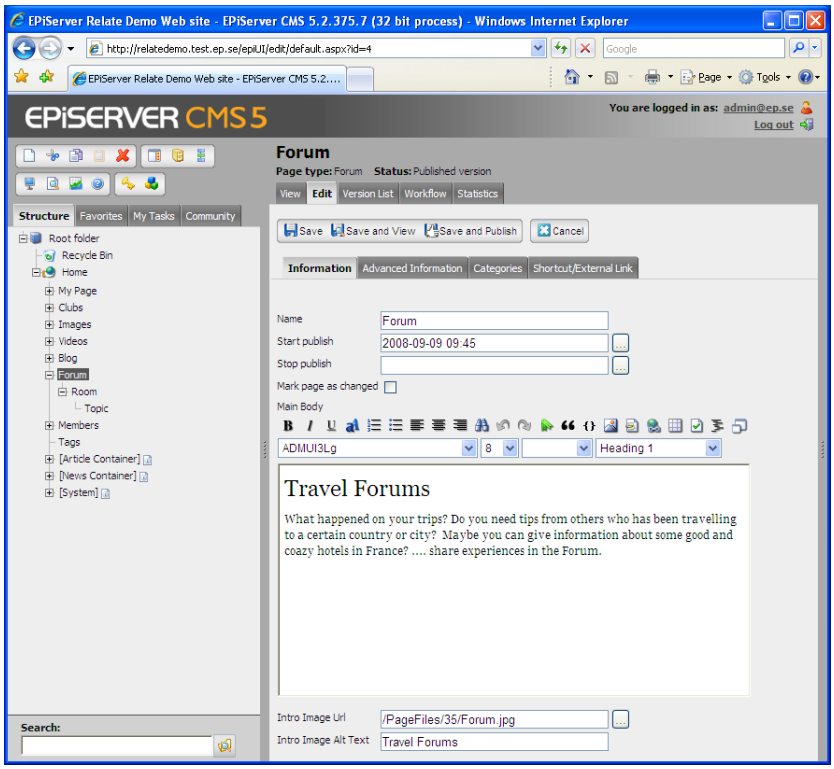

Room Page

The page type *Room* provides a view for a forum room page. The page contains no editorial information, it is only used for providing a display format for rooms. You only have to provide a name for the page and then save and publish it.

Topic Page

The page type *Topic* provides a view for a forum topic page. The page contains no editorial information, it is only used for providing a display format for topics. You only have to provide a name for the page and then save and publish it.

Configuring Forum Pages

The *Room* and *Topic* pages described here must be pointed out under *Site settings* in the start page configuration as described earlier.

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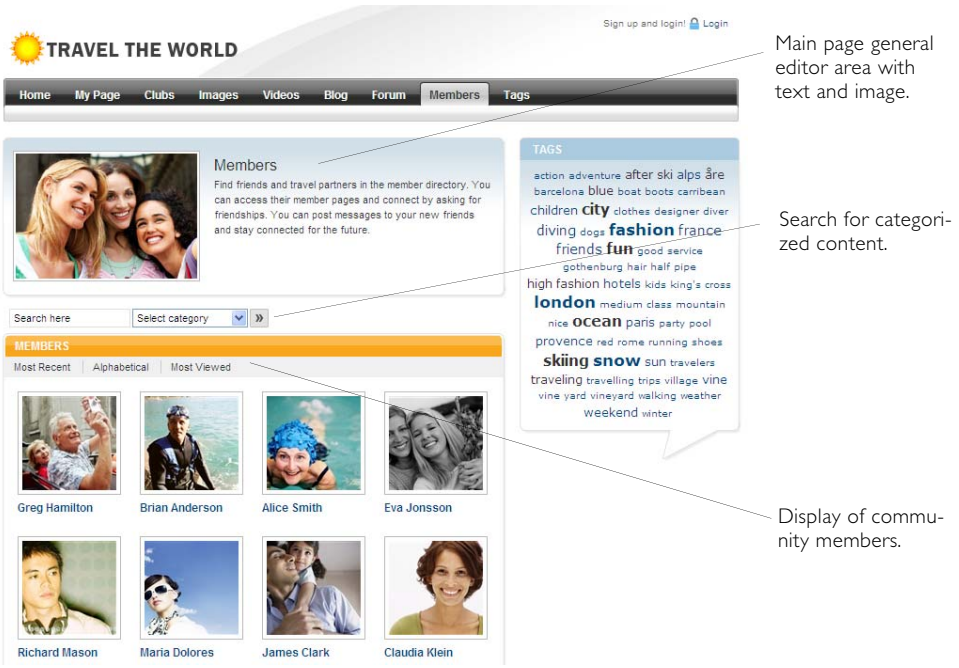
Members

The *Members* section displays information about members of the community. Here users can find other members and connect with them. The main page shows recent members and also provides possibility to view members alphabetically or find most viewed members of the community. You can also search for categorized member content.

Members Main Page

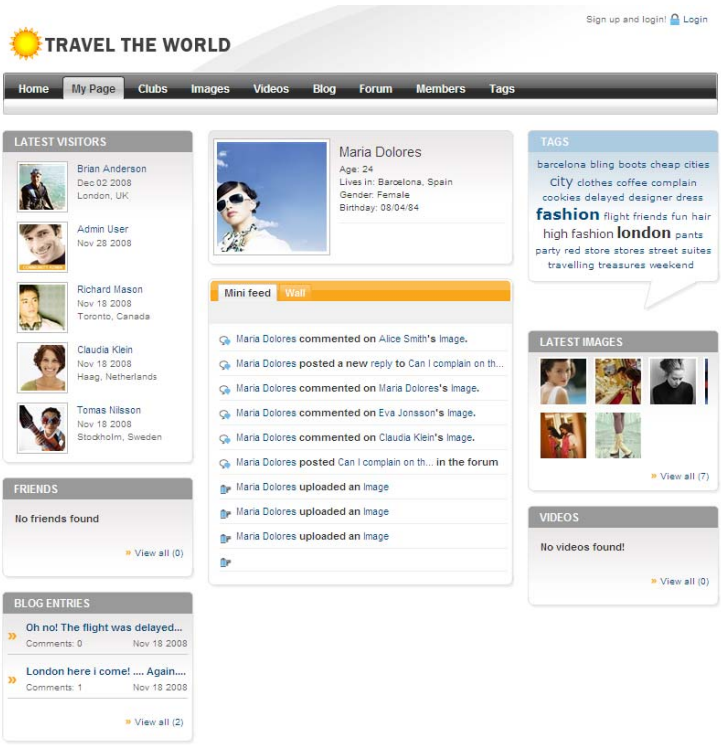
In this example, the *Members* main page has a general information area, a search section and a listing of community members underneath.



My Page

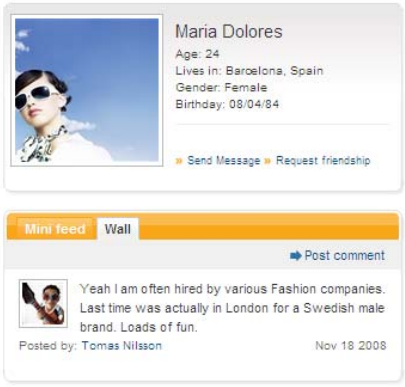
Clicking on a member name link will take you to the personal *My Page* view for a member. *My Page* displays personal details for the member together with other information such as latest visitors, friends, blog entries, images and videos. The tag cloud for tags associated with the member is also shown.

© EPiServer AB



The My Page center displays the "mini feed" area showing recent activities for this member. Under the *Wall* tab, other members can leave messages that will be visible to the community for reading. It is possible for members to delete their own wall entries.

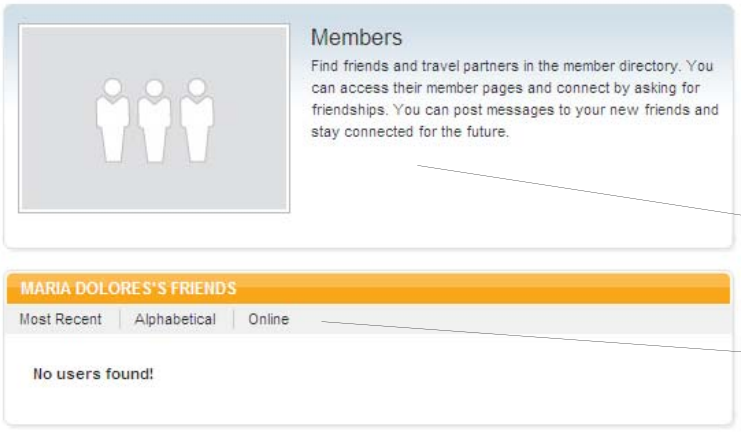
Community members can leave personal messages to eachother, and request friendship from a members My Page. You need to be registered and logged on to the community in order to request friendship and leave messages.



My Friends

Clicking on the *Friends* link for a member takes you to the *My Friends* page. This page displays information about the friends of a specific community member. It is also possible to list friends alphabetically, and to view friends that are online.

© EPiServer AB



Visitors

Visitors to the community member pages can read member content but cannot post messages or request friendship.

Members

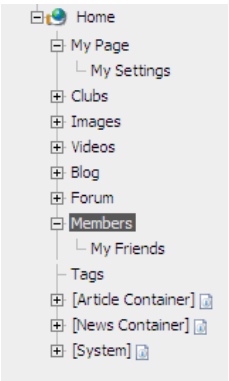
From the My Page for a member, community members can send messages to the owner of the page, as well as request frindeship and post messages on the wall.

Owners

My Page owners can maintain their personal information from the page by clicking **Edit Settings**. Information entered here will be presented in the community as profile information for the individual member.

Editors/Moderators

The *Members* section is built up with page types *Members, MyFriends, MyPage and MySettings*. These pages are arranged in the EPiServer CMS page tree as shown in the image.



These page types are used for displaying and grouping community member information and holds little information of their own. Instead, the personal member content is stored in the community database and managed from the community administration interface.

Creating and Editing a Members Main Page

1. Create a new page using the page type *Members*, in this example it will be placed under the start page (Home) of the Web site.
2. Give the page a name in the *Name* field.
3. Enter or edit the text in the *Main Body* editor area.
4. In the *Intro Image Url* field, select an image to be displayed on the forum main page.
5. In the *Intro Image Alt Text* field, enter an alternative text to be displayed for the image.
6. Save and publish the page.

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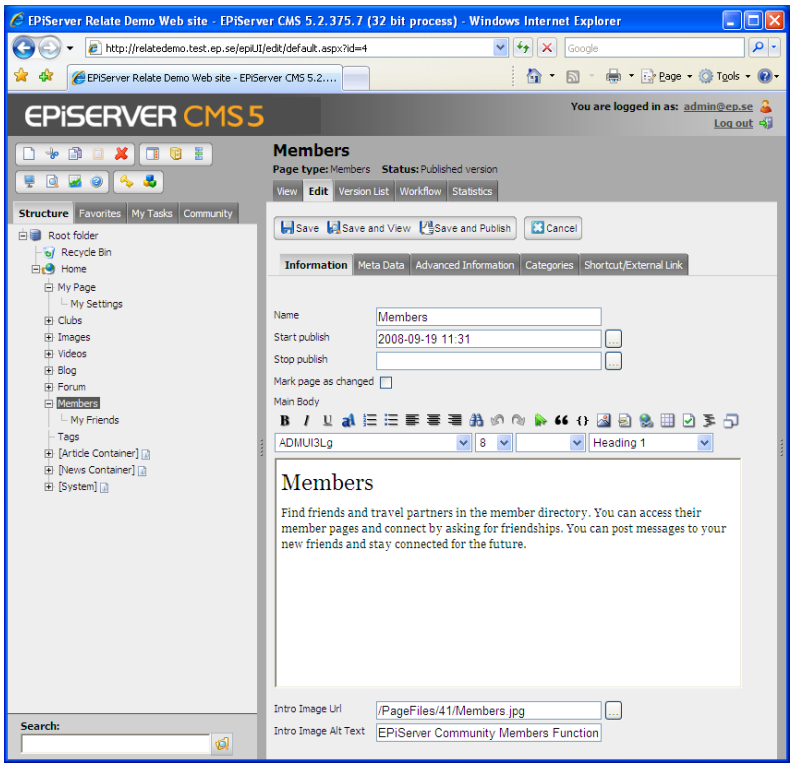
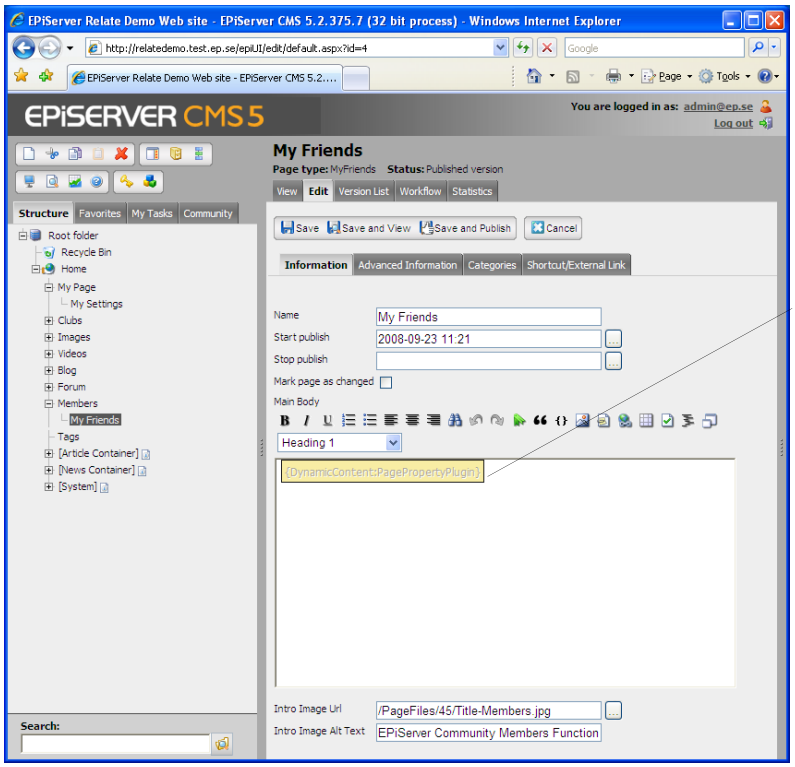


My Friends Page

The purpose of the *MyFriends* page type is to list friends connected to a community member, and to display the personal profile information of connected friends. The upper section of the page contains a general information area, and the page type has an editorial field where you can enter text and link to an image, just as for the members main page.

In this example, the information displayed in the upper section of the *My Friends* page will be the same as for the members main page. This is solved using dynamic content, which displays main body content from the members main page.

© EPiServer AB



Dynamic content from the members main page main body property.

My Page

The page type *MyPage* provides a view for a forum topic page. The page contains no editorial information, it is only used for providing a display format. You only have to provide a name for the page and then save and publish it.

My Settings Page

The page type *MySettings* provides a view for a forum topic page. The page contains no editorial information, it is only used for providing a display format. You only have to provide a name for the page and then save and publish it.

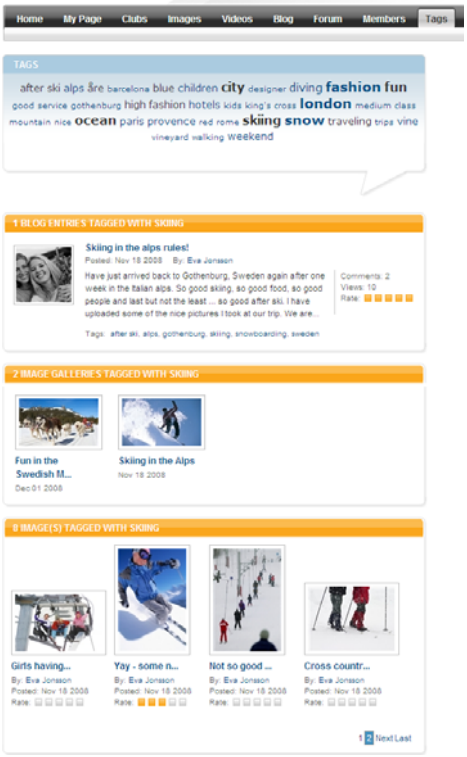
Configuring Members Pages

The *My Friends*, *My Page* and *My Settings* pages mentioned here must be pointed out under *Site settings* in the start page configuration as described earlier.

© EPiServer AB

Tags

Tags are user generated words describing the content of a Web site. A *tag cloud* is a visual depiction of tags. In a tag cloud the importance of a word is shown with font size or colour.



Each of the sections in this site example will have their own tag cloud. For instance there will be a tag cloud for images, blogs and forums, visualizing what are currently "hot words" in that particular section. The *Tags* section shows tags for the entire community, same as the start page tag cloud.

Tags are also hyperlinks and clicking on a tag will take you to a listing of community items, for instance blog entries, topics or images, associated with that tag. A tag can also be linked to the name of a community member, in which case content associated with that specific member will be listed.

Visitors

Visitors to the Web site can see tag clouds for all of the community sections, and can click on all tags to display associated content items.

Members

Community members that are logged on to the Web site, can add tags to the content they create in the various community sections. Tags are added using comma separation.

Owners

Content owners, that is the creator of the content item such as an image or a topic, can update tag information associated with a specific item.

Editors/Moderators

The page type *Tags* provides a display for tags. The page contains no editorial information, it is only used for providing a display format. You only have to provide a name for the page and then save and publish it.

Configuring the Tags Page

The tags page created here must be pointed out under *Site settings* in the start page configuration described earlier.

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Managing Editorial Content

The Relate+ Web site described in this documentation is an example of an integration between EPiServer CMS and EPiServer Community. EPiServer CMS is used for displaying community content and for managing editorial information from the EPiServer CMS Edit mode.

Working in EPiServer CMS Edit Mode

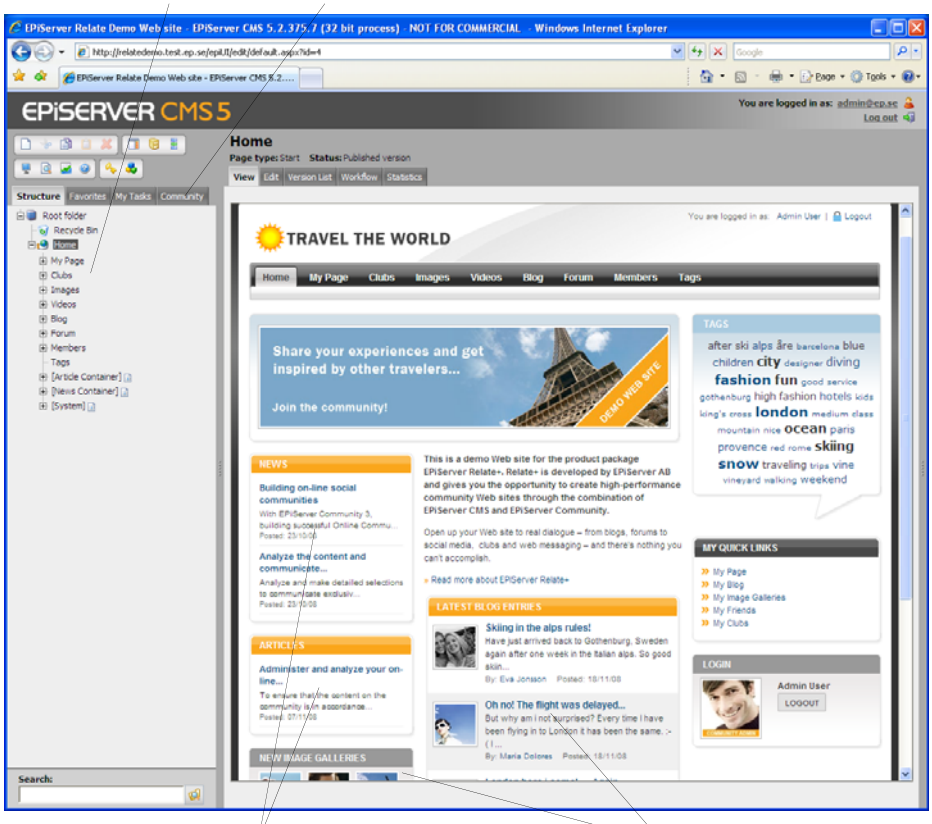
In an integrated site you can work with content other than the community generated, just as you normally do from the Edit mode in EPiServer CMS. The page tree structure works the same way as it does in EPiServer CMS, and you can create content using ordinary EPiServer CMS page types.

Most likely, your integrated Web site will be readily set up, meaning that you will not need to create any of the community related pages, and only occasionally will you need to update the existing information in these. It may also be that the community related page types will be hidden in your setup and will thus not be available in Edit mode when creating new pages.

In this example, the start page displays information that is both community generated and editor generated. For instance, latest blog entries and new image galleries are community member generated content, whereas news and articles are generated from the Edit mode.

The EPiServer CMS page tree structure in Edit mode.

Access to the EPiServer Community administration interface from the EPiServer CMS Edit mode.



Editor generated content.

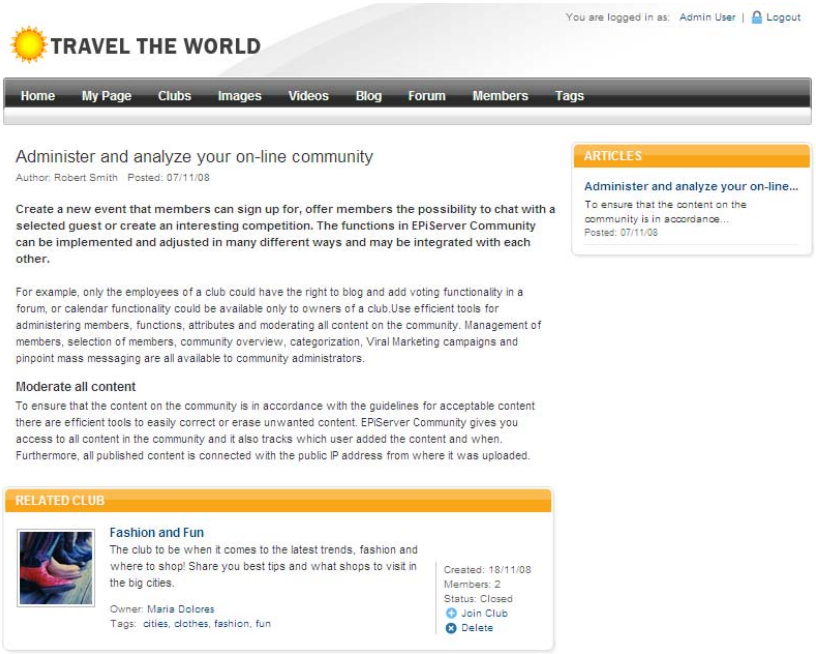
Member generated content.

Here we will provide a few examples of how you can work with content in the EPiServer CMS Edit mode, to be tagged and displayed in the integrated community site. In this example we have created a news function and an article section which will be displayed on the community start page. Both of these content types can be tagged an associated with related community objects such as clubs and forum rooms.

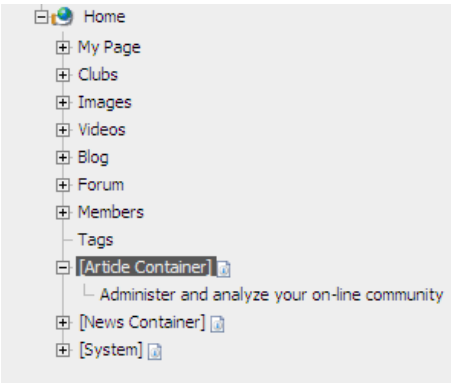
© EPiServer AB

Articles

Editorial content can be for instance articles created by editors or community members. In this example, articles are created by editors from the EPiServer CMS Edit mode, but it is also possible to create an interface making it possible for community members to submit articles for publishing in the community.



In this Relate+ Web site example, you will find an article container with articles as sub-pages underneath, all based on the page type *Article*. The functionality of this page type makes it possible to associate articles with clubs of related interests, so that related articles will be listed in the article section of a club. Also, related clubs of interest will be listed on the article page.



Recently published articles will also be listed on the community start page as well as in the right column of the article. EPiServer CMS will fetch the listing from the articles listed under the page named *[Article Container]*.

Creating an Article

1. Create a new page using the page type *Article*, in this example it will be placed under the *[Article Container]* page for the article listing to work.
2. Give the page a name in the *Name* field.
3. Enter an introduction in the *Introduction* field, this will be displayed in listings.
4. Select an associated club in the *Club Association* field. This will provide the linking to the article section of a community club.
5. Enter or edit the text in the *Main Body* editor area.
6. Provide a name for the author of the article in the *Author Name* field.
7. Save and publish the page.

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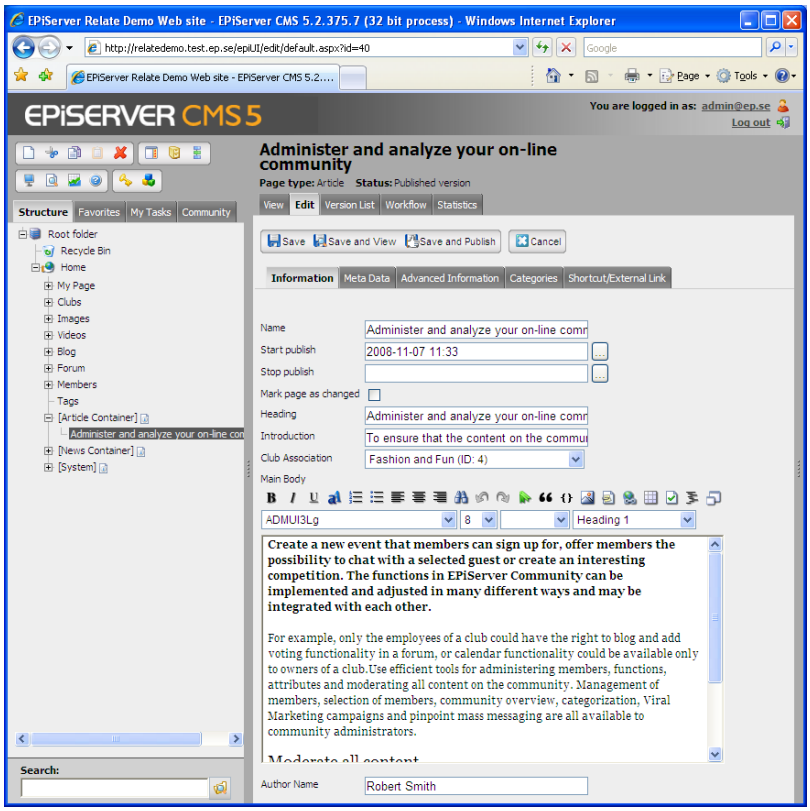
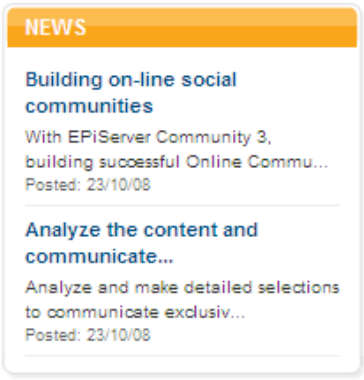


News

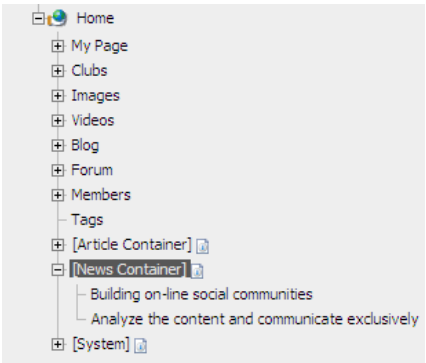
Editorial content can also be a news section where community editors can push news to the community. In this example, news are created by editors from the EPiServer CMS Edit mode, and are listed in the left column of the community start page.



Just as for the article section described previously, the news function is built up using a container page with sub-pages underneath. In this site example, you will find an news item container with news items as sub-pages, all based on the page type *News*. EPiServer CMS will fetch the listing from the news listed under the page named *[News Container]* as shown below.

Similar as for articles, the functionality of the *News* page type makes it possible to associate news with community objects. For news, it is possible to tag a news item with community tags, and to link a news item to a forum room.

Tagging the news item with a community tag will include the news item in the community tag cloud. Associating the news item with a forum room will make the news item appear in relation to the selected forum topic.



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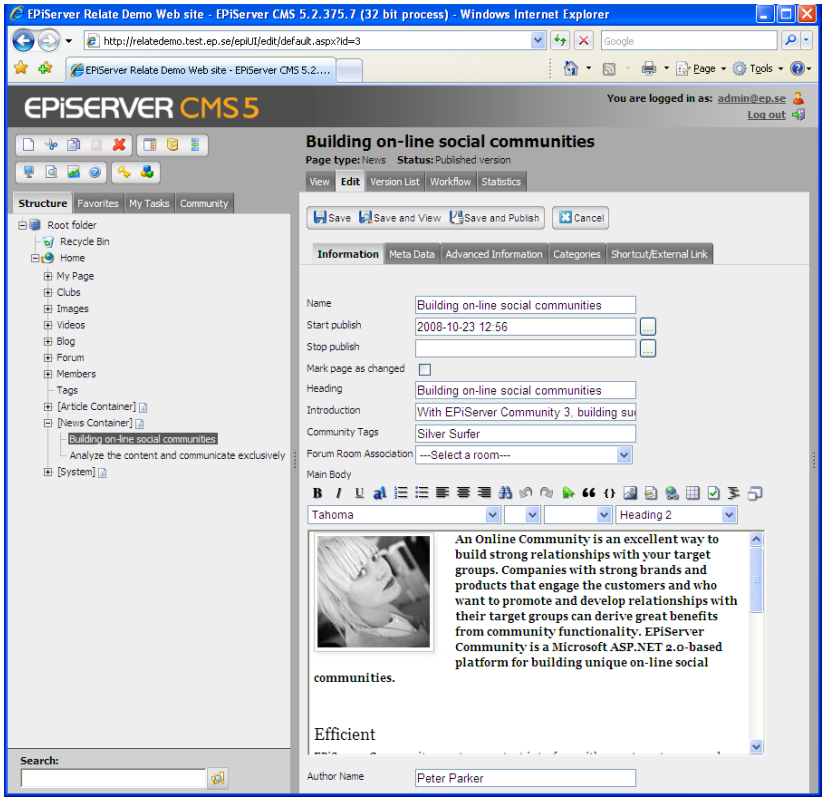
Creating a News Item

1. Create a new page using the page type *News*, in this example it will be placed under the *[News Container]* page for the news listing to work.
2. Give the page a name in the *Name* field.
3. Enter an introduction in the *Introduction* field, this will be displayed in listings.
4. Enter a tag in the *Community Tag* field. This will include the news item in the community tag cloud.
5. In the *Forum Room Association*, select a forum room to associate the news item with. This will make the news item appear in relation to a forum topic.
6. Enter the news item text in the *Main Body* editor area.
7. Provide a name for the author of the article in the *Author Name* field.
8. Save and publish the page.



Additional Tabs in Edit Mode

The page types in EPiServer CMS has a number of standard tabs in Edit mode. Standard tabs are described in the *EPiServer CMS Editor's Manual*. In addition to these you can add customized tabs. In this section we will describe additional customized tabs in the Relate+ templates.

Meta Data

Most of the page types in the Relate+ templates package will have an additional tab called *Meta Data* in Edit mode. This tab is used for entering information to be picked up and displayed by search engines.

Editors can enter information in the fields *Meta Title*, *Meta Keywords* (comma separated words) and *Meta Description*.

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More About EPiServer CMS

In this section you have been given a brief overview of how to create editorial content in this Relate+ example Web site. Please refer to the *EPiServer CMS Editor's Manual* for more information on how to work with content in EPiServer CMS.

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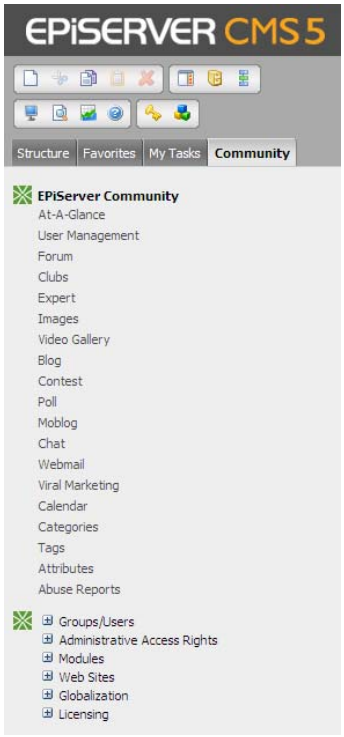
Managing Community Content

The Relate+ Web site described in this documentation is an example of an integration between EPiServer CMS and EPiServer Community. EPiServer Community is used for moderating and administering community member generated content.



As described earlier, member generated community content such as blog entries, forum postings and images, is created by community members from the EPiServer CMS View mode, and stored as items in the EPiServer Community database instead of as EPiServer CMS pages.

This means that community content will not be accessible in the EPiServer CMS page tree structure. Instead, community content is managed and moderated from the EPiServer Community administration interface.

In this example, the only community content that is maintained in EPiServer CMS Edit mode is the text and images on the community main pages. Editing of community main pages has been described in earlier sections of this manual. In the following you will find a brief overview of administration tasks in EPiServer Community.

Working in EPiServer Community Administration Interface

Community content can either be created from the EPiServer CMS View mode by community members, or by editors/moderators from inside the EPiServer Community administration interface, depending on what members are allowed to do in he community.

For instance, you can allow community members to create forum rooms, or you can restrict the creation of forum rooms. If this is the case, only editors/moderators can create forum rooms, and this is then done from the EPiServer Community administration interface.

Tasks in the EPiServer Community Administration Interface

Below is an overview of tasks that are handled from the EPiServer Community administration interface in this example of an integrated Web site.

Members

Members (users) and groups can be added and removed and access rights for various community objects can be set. The community moderator can view, approve, unpublish or remove member portrait images.

Forums

Forums and forum rooms can be created. Forum/room details such as description and style can be edited, access rights can be set and forums/rooms can be moderated from here.

Clubs

Clubs can be created and removed, and new clubs created by members can be approved prior to publishing. Clubs and member generated content in clubs can be moderated.

Images

Images uploaded by community members can be moderated and made unpublished, removed or hidden.

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Videos

Videos uploaded by community members can be moderated and made unpublished, removed or hidden.

Blogs

Blogs can be created and blog details and content can be moderated.

Tags

Tags that are predefined for the community are managed from here. Predefined tags can be added and removed.

Managing Users and User Groups

Just as in EPiServer CMS, it is possible to work with different sources for managing users and groups in an integrated solution using the *Providers* technology. In this Relate+ template example, the EPiServer Community role and membership provider is used.

The Relate+ template example has two predefined user groups, *Administrators* and *CommunityMembers*. *Administrators* is used for providing editors and moderators access to the EPiServer CMS Edit and Admin mode. *CommunityMembers* is used for managing community members.

Find out more about managing users and groups in the manuals *EPiServer CMS Administrator's Manual* and *EPiServer Community User's Manual*.

More About EPiServer Community

In the previous section you have been given a brief overview of community administration tasks in this Relate+ example Web site. Please refer to the *EPiServer Community User Manual* for more information on how to moderate and administer content in EPiServer Community.

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