

Administrative Tasks

Eliminating Calendar from site:

Once logged into Plone as a site administrator, follow the `site setup' link:














From the resulting page, click on the “Zope Management Interface” link.

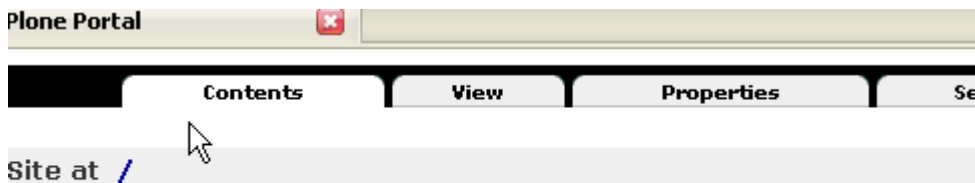
Site Setup

Configuration area for Plone and add-on Products.

Plone Configuration

-  Add/Remove Products
-  Error Log
-  Mail Settings
-  Navigation Settings
-  Placeful Workflow
-  Portal Settings
-  Search Settings
-  Skins
-  Smart Folder Settings
-  Users and Groups Administration
-  Zope Management Interface

Click on the “Properties” tab:



On the properties page there are text fields for left_slots and right_slots.



Plone Site at /

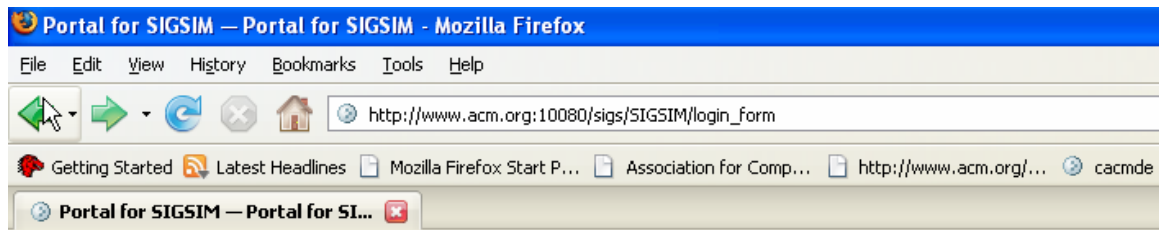
Properties allow you to assign simple values to Zope objects. To change property values, edit

Name	Value	Type
title	<input type="text" value="USACM Plone Portal"/>	string
description	<input type="text" value="USACM Plone Portal"/>	text
<input type="checkbox"/> selectable_views	<input type="text" value="folder_listing\nnews_listing"/>	lines
<input type="checkbox"/> email_from_address	<input type="text" value="postmaster@localhost"/>	string
<input type="checkbox"/> email_from_name	<input type="text" value="Portal Administrator"/>	string
<input type="checkbox"/> validate_email	<input checked="" type="checkbox"/>	boolean
<input type="checkbox"/> default_charset	<input type="text"/>	string
<input type="checkbox"/> enable_permalink	<input type="checkbox"/>	boolean
<input type="checkbox"/> left_slots	<input type="text" value="here/portlet_navigation/macros/portlet\nhere/portlet_login/macros/portlet\nhere/portlet_recent/macros/portlet\nhere/portlet_related/macros/portlet"/>	lines
<input type="checkbox"/> right_slots	<input type="text" value="here/portlet_review/macros/portlet\nhere/portlet_news/macros/portlet\nhere/portlet_events/macros/portlet\nhere/portlet_calendar/macros/portlet"/>	lines
<input type="checkbox"/> layout	<input type="text" value="folder_tabular_view"/>	string
<input type="checkbox"/> default_page	<input type="text" value="publicpolicy"/>	string

To remove the calendar from your site, remove the line in "right_slot" properties that reads:
here/portlet_calendar/macros/portlet
and click "Save Changes".

User, Role, and Group Management

1. Log in to Plone instance.



[home](#) [members](#) [news](#) [events](#) [welcome to sigsim: the special interest group on simulation](#)

you are here: [home](#)

Please log in

To access this part of the site, you need to log in with your user name and password.

If you do not have an account here, head over to the [registration form](#).

If you have forgotten your password, [click here to retrieve it](#).

Account details

Login Name

Login names are case sensitive, make sure the caps lock key is not enabled.

Password

Case sensitive, make sure caps lock is not enabled.

Please log out or exit your browser when you're done.

2. Click on Site Setup box at top

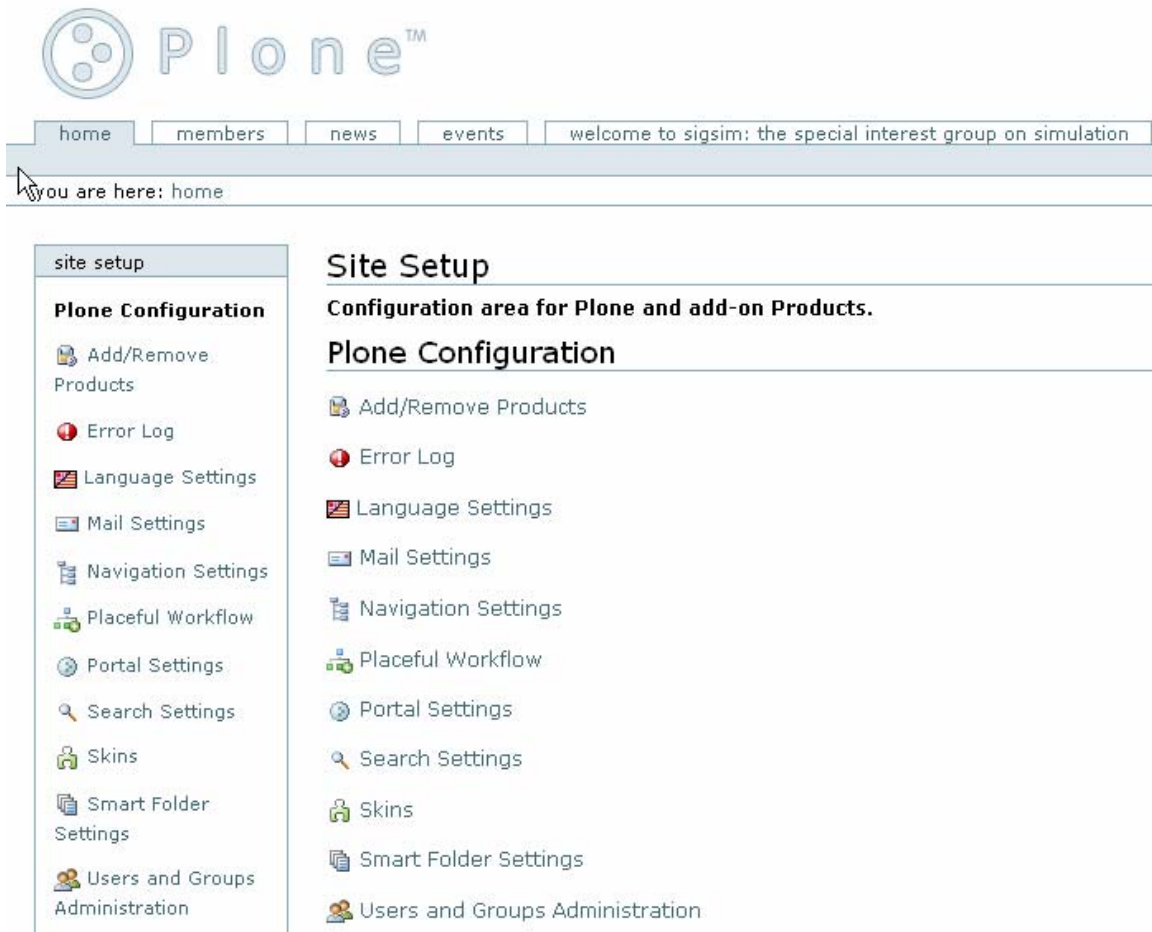


logged in

[tal for SIGSIM home page](#)

February 2008						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

3. On list, pick Users and Group Administration



The screenshot shows the Plone website interface. At the top left is the Plone logo. A navigation bar contains links for 'home', 'members', 'news', 'events', and a welcome message: 'welcome to sigsim: the special interest group on simulation'. Below the navigation bar, a breadcrumb trail reads 'you are here: home'. The main content area is titled 'Site Setup' and is described as the 'Configuration area for Plone and add-on Products.' It features a 'Plone Configuration' section with a list of settings: Add/Remove Products, Error Log, Language Settings, Mail Settings, Navigation Settings, Placeful Workflow, Portal Settings, Search Settings, Skins, Smart Folder Settings, and Users and Groups Administration. A sidebar on the left also lists these settings under the heading 'site setup'.

User Management

- Click on blue SHOW ALL box to view existing users

news events welcome to sigsim: the special interest group on simulation plone_user_doc welcome to sigs

users groups

Users Overview

▲ Up to Site Setup

Click the user's name to see and change the details of a specific user. Click the envelope icon to send a mail to the user and add/remove users.

Note that roles listed here apply directly to a user. They do not reflect additional roles users may have due to group membership.

[add new user](#)

user search: [search](#) [show all](#)

user name	e-mail address	roles			reset password	remove user
		member	reviewer	manager		
simon_taylor (Simon Taylor)	simon.taylor@b	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tufarolo (John Tufarolo)	jtufarolo@raythi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click on Groups to view all possible groups (departmental—on your site your default group is “Administrators”. to set up a new group, see below)

users groups

Groups Overview

▲ Up to Site Setup

Groups are logical collections of users, such as departments and business units. Groups let certain Groups have a particular role.

[add new group](#)

group search [search](#)

group name	roles			remove group
	member	reviewer	manager	
Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Drill down on “Administrators” to see members of the group:

news events welcome to sigsim: the special interest group on simulation



group members group properties

Members of the Administrators group

[▲ Up to Groups Overview](#)

You can add or remove groups and users from this particular group here. Note that

Current group members

<input type="checkbox"/>	group/user name	e-mail address
<input type="checkbox"/>	 simon_taylor	 simon.taylor@brunel.ac.uk

[: remove selected groups / users](#)

Search for new group members

quick search:

<input type="checkbox"/>	group/user name
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Enter a group or user name to search for or click 'Show All'.

7. Click on Add New User

news events welcome to sigsim: the special interest group on simulation

users groups

Users Overview

▲ Up to Site Setup

Click the user's name to see and change the details of a specific user. Click the and add/remove users.

Note that roles listed here apply directly to a user. They do not reflect additions

[add new user](#)

user search: [search](#) [show all](#)

Enter a username to search for, or click 'Show All'

8. Fill in user's full name, and ACM Web account user name (ask user to provide you with their ACM Web Account username; if they don't have one they can set up a ACM Web account at: <https://campus.acm.org/public/accounts/create.cfm>) and email address

news events welcome to sigsim: the special interest group on simulation plone_user_doc welcome to sigsim: the special interest group on simulation admin my folder pr

Registration Form

Personal Details

Full Name
Enter full name, eg. John Smith.

User Name ■
Enter a user name, usually something like 'jsmith'. No spaces or special characters. Usernames and passwords are case sensitive, make sure the caps lock key is not enabled. This is the name used to log in.

E-mail ■
Enter an email address. This is necessary in case the password is lost. We respect your privacy, and will not give the address away to any third parties or expose it anywhere.

A URL will be generated and e-mailed to you; follow the link to reach a page where you can change your password and complete the registration process.

[register](#)

This action will result in an email from your site's administrator to the new user, inviting them to come and set their password. The invitation is valid for 24 hours; if they do not respond within that time period, you may resend the email to them by checking the "reset password" box for that user and clicking on "apply changes":

users groups

Users Overview

▲ Up to Site Setup

Click the user's name to see and change the details of a specific user. Click the envelope icon to send a mail to the user and add/remove users.

Note that roles listed here apply directly to a user. They do not reflect additional roles users may have due to group membership.

[add new user](#)

user search: <input type="text"/>		search		show all		
user name	e-mail address	roles			reset password	remove user
		member	reviewer	manager		
simon_taylor (Simon Taylor)	simon.taylor@b	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tufarolo (John Tufarolo)	jtufarolo@rayth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[apply changes](#)

The default user role is "Member." -- this role is appropriate for all non-administrative users.

Group Management

To create a new group:

- From the "groups" tab, in "Users and Groups Administration", click on "add new group":

news events welcome to sigsim: the special interest group on simulation

users groups

Groups Overview

▲ Up to Site Setup

Groups are logical collections of users, such as departments and business units. Groups are let certain Groups have a particular role.

[add new group](#)

group search <input type="text"/>		search		
group name	roles			remove group
	member	reviewer	manager	
Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reviewers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[apply changes](#)

10. Fill out the required information (you can leave the email field blank) and "save":

news	events	welcome to sigsim: the special interest group on simulation
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group members	group properties
---------------	------------------

Create a Group

[▲ Up to Groups Overview](#)

Groups are logical collections of users, like departments and business units. They that - and let certain Groups have a particular role.

Group Properties

Name ■
A unique identifier for the group. Can not be changed after creation.

title

description

email

11. On "group members" page, you can assign users to the group by checking the box next to the user you'd like to add to the group:

news | events | welcome to sigsim: the special interest group on simulation

group members | group properties

Members of the Reviewers group

[▲ Up to Groups Overview](#)

You can add or remove groups and users from this particular group here. Note t

Current group members

There is no group or user attached to this group.

Search for new group members

quick search:

<input type="checkbox"/>	group/user name
<input type="checkbox"/>	simon_taylor
<input type="checkbox"/>	tufarolo

To give access to specific pages to each group:

12. go to the page you want to assign the group or person to. Click on the "sharing" tab. On this page you can "Add sharing permissions to users" or "Add sharing permissions to groups". This gives them "owner" privileges and they are free to edit that page. For example:

The screenshot shows a web application interface for managing sharing permissions. The breadcrumb trail is: home → welcome to sigsim: the special interest group on simulation → sigsim officers. The current page is titled "Current sharing permissions for SIGSIM Officers".

Attention! You are setting the sharing permissions for a Page. If you want to set the permissions for its container, click [here](#).

You can share the rights for both entire folders and single items. These users have privileges here:

Assigned Roles for SIGSIM Officers

<input type="checkbox"/>	name	type	inherited role(s)	local role(s)
<input type="checkbox"/>	simon_taylor (Simon Taylor)	User	Owner	Owner
<input type="checkbox"/>	admin	User	Owner	

Roles to assign to selected user(s)/group(s)

Manager Member Reviewer

[assign selected role\(s\) to selected user\(s\)/group\(s\)](#) [delete selected role\(s\) and user\(s\)/group\(s\)](#)

Add sharing permissions to users

Sharing is an easy way to allow others access to collaborate with you on your content. To share this item, search for the person's name or email address in the form below, and assign them an appropriate role. The most common use is to give people Manager permissions, which means they have full control of this item and its contents (if any).

Search Terms

Search by:

Search Term:

[perform search](#)

Add sharing permissions to groups

Groups are a convenient way to share items to a common set of users. Select one or more groups, and a role to assign.

Search Terms

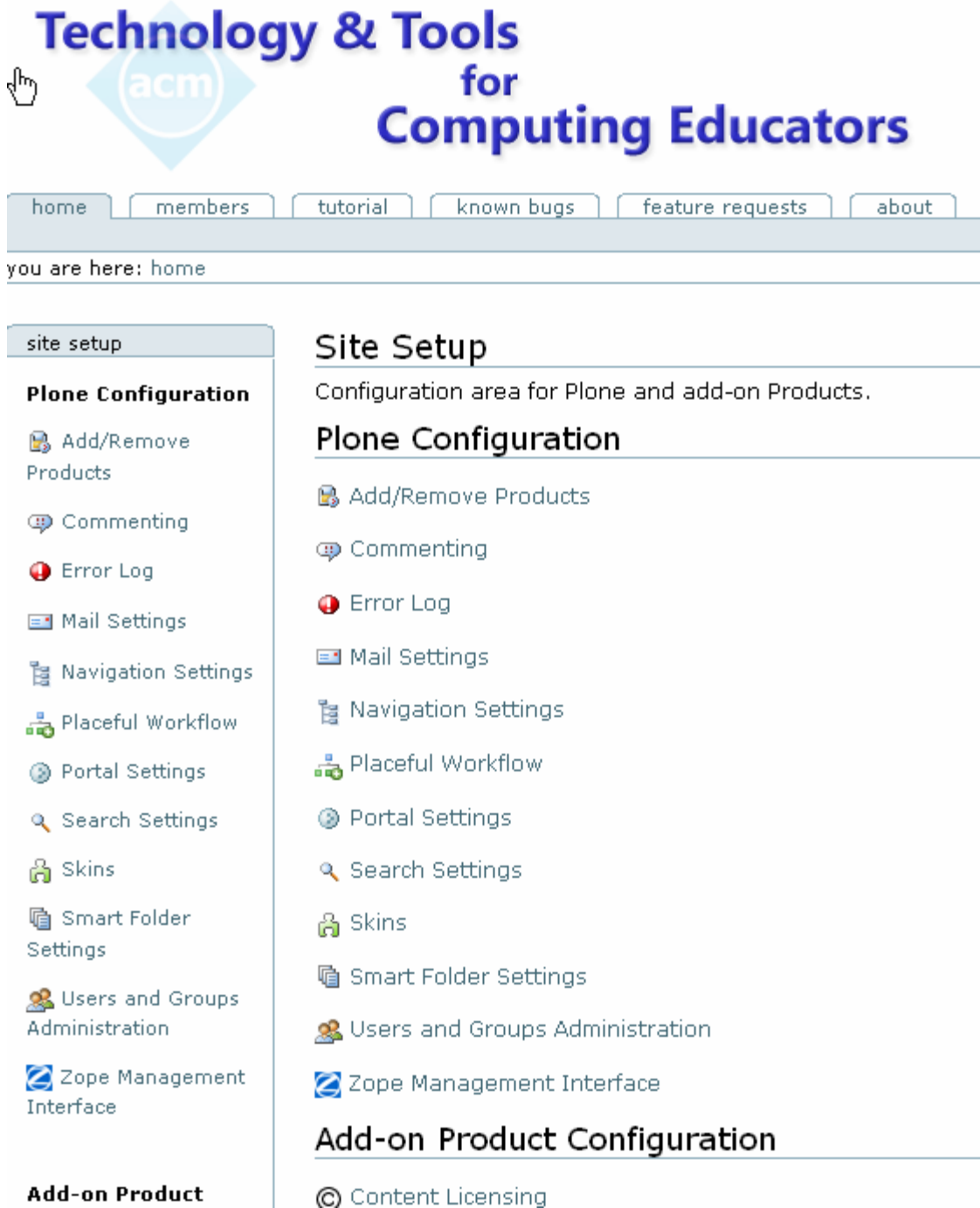
Search Term:

[perform search](#)

The interface also includes a sidebar with navigation links (Home, Members, News, Events, etc.), a top navigation bar, and a calendar for February 2008.

Setting the Site Email

Log in as administrator, and follow the “Site Setup” link. Then follow the “Portal Settings” link:



The screenshot shows the website's header with the logo "Technology & Tools for Computing Educators" and the acronym "acm". A navigation bar contains links for "home", "members", "tutorial", "known bugs", "feature requests", and "about". Below the navigation bar, a breadcrumb trail reads "you are here: home".

The main content area is divided into two columns. The left column is a sidebar menu titled "site setup" with a sub-section "Plone Configuration" containing the following items: Add/Remove Products, Commenting, Error Log, Mail Settings, Navigation Settings, Placeful Workflow, Portal Settings, Search Settings, Skins, Smart Folder Settings, Users and Groups Administration, and Zope Management Interface. Below this is another sub-section "Add-on Product" with the item "Content Licensing".

The right column displays the "Site Setup" page. It has a sub-section "Plone Configuration" which lists the same items as the sidebar menu. Below this is a sub-section "Add-on Product Configuration" which lists "Content Licensing".

Set the email in the “Site “From” address” field:

File Edit View History Bookmarks Tools Help

http://www.acm.org:8080/sigs/techtools/reconfig_form

Getting Started Latest Headlines Mozilla Firefox Start P... Association for Comp... http://www.acm.org/... cacmde - Association

Technology and Tools Portal - T...

Technology & Tools for Computing Educators

home members tutorial known bugs feature requests about

you are here: home

site setup

Plone Configuration

- Add/Remove Products
- Commenting
- Error Log
- Mail Settings
- Navigation Settings
- Placeful Workflow
- Portal Settings
- Search Settings
- Skins
- Smart Folder Settings
- Users and Groups Administration
- Zope Management Interface

Add-on Product Configuration

- Content Licensing

Site Setup

▲ Up to Site Setup

Site-wide settings.

Plone Details

Site title

The title of your Plone site.

Technology and Tools Portal

Portal description

The site description is available in syndicated content and elsewhere. Keep it brief.

Technology and Tools Portal

Site 'From' name

Plone generates e-mail using this name as the e-mail sender.

Portal Administrator

Site 'From' address

Plone generates e-mail using this address as the e-mail return address. It is also used as the de:

postmaster@localhost

Default Language

Specify the default language setting for newly created items.

English