



Platform Tutorial

*This tutorial is dedicated to all HydroAsia participants – students, professors, lecturers. It aims to provide the basic **procedures to use the platform as a registered user**, to edit contents, upload a new file and publish pages.*

Every registered user belongs to a defined user group which is given specific properties/rights with regard to identified pages.

*Thus, the whole **website may be updated** steadily with relevant information and documentation (manuals, lecture notes, team coordination, results, reports...) throughout the duration of the program.*

HydroAsia intensive program relies on the online dissemination of working materials!

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Version 2007

How to start as a registered user?

1 – Enter the HydroAsia address on your web browser: www.hydroasia.org

HydroAsia:HydroAsia - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.hydroasia.org/jahia/jsp/index.jsp>

HYDROASIA

français

HydroAsia Concept Project Communication WorkSpace Login

HydroAsia

HydroAsia

Hydro-Asia is an Intensive Research Program within an academic framework, initiated by

- Tropical Marine Science Institute, National University of Singapore (Singapore)
- Incheon Regional Environmental Technology Development Center, University of Incheon (South Korea)
- Disaster Prevention Research Institute, Kyoto University (Japan)

The objective of Hydro-Asia is to promote, in a global Asian vision, the key concepts, methodologies, tools and good practices which are essential for a sustainable water management. Today, problems related to water have become more and more complex and the analysis requires global and holistic approaches.

The collaboration of the three universities, based on the use of the internet as a common working platform, aims to establish and share high quality teaching courses, and furthermore to strengthen links between students from the partner institutions in order to build up and spread the know-how of a sustainable water management in Asia. [see [Concept](#) for further details]

 NUS
National University of Singapore

 UNIVERSITY OF INCHEON

 Hydro-Asia is supported by the French Embassy in Singapore through the MERLION framework
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京都大学

News

How to be successful?

Links

- HydroEurope
- EuroAqua

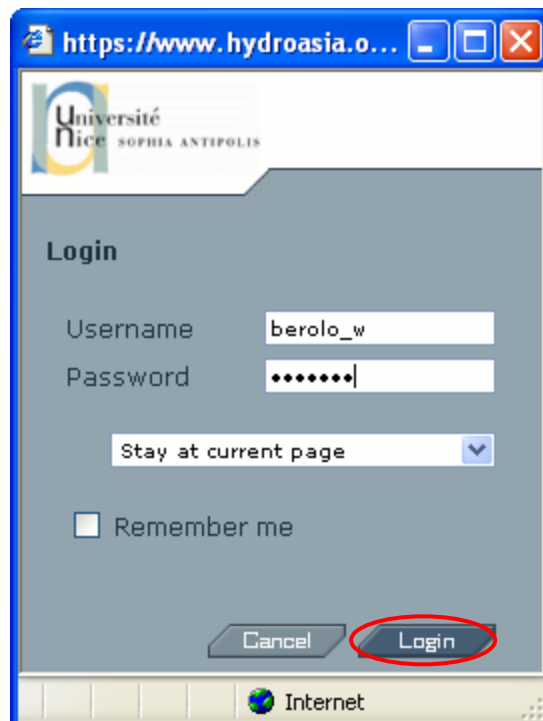
Contacts

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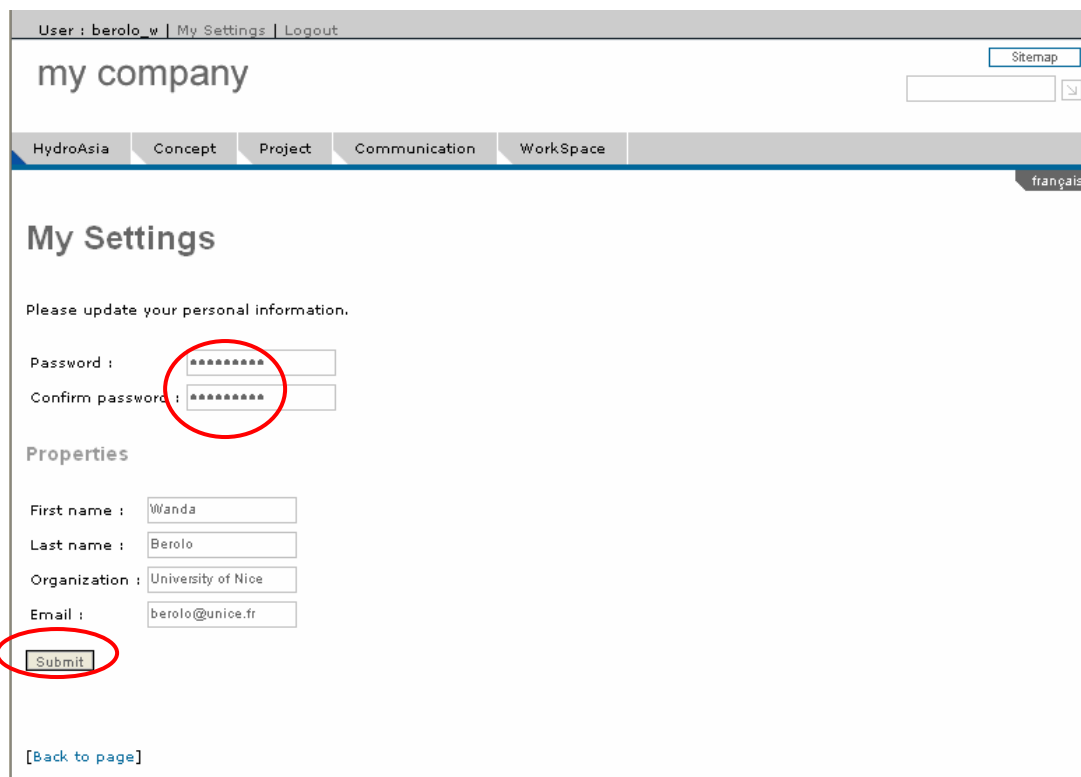
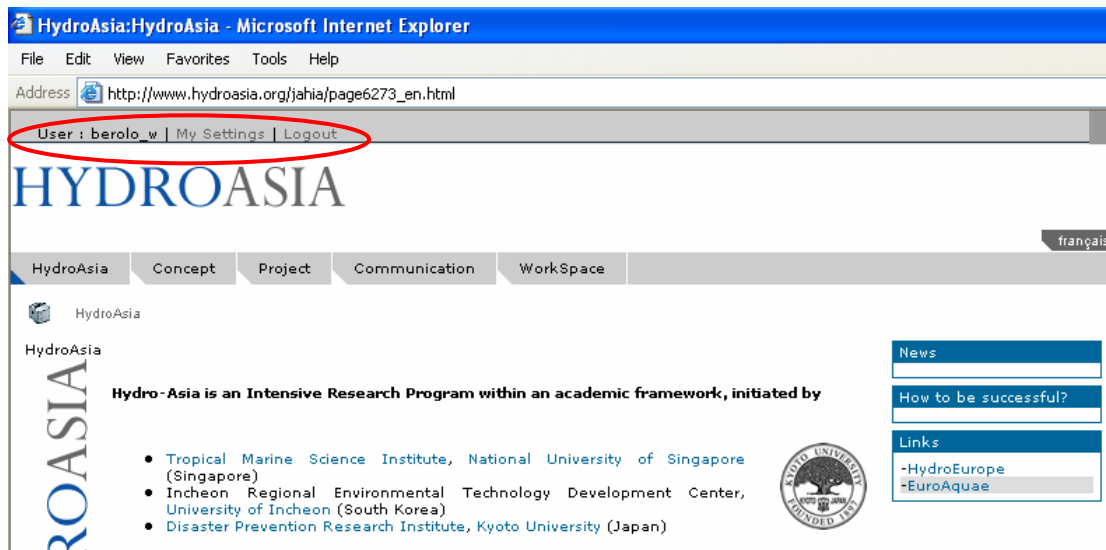
2 – Click on **Login** (at the top on the right side).



3 – The Login window opens. Type your personal **Username** and **Password** (provided by the HydroAsia webmaster in a previous mail). Click **Login**.



4 – You are now identified as a registered user. In **My Settings**, you can **change your password** (minimum 6 characters). Type your new **Password**, **Confirm password** and click **Submit**.

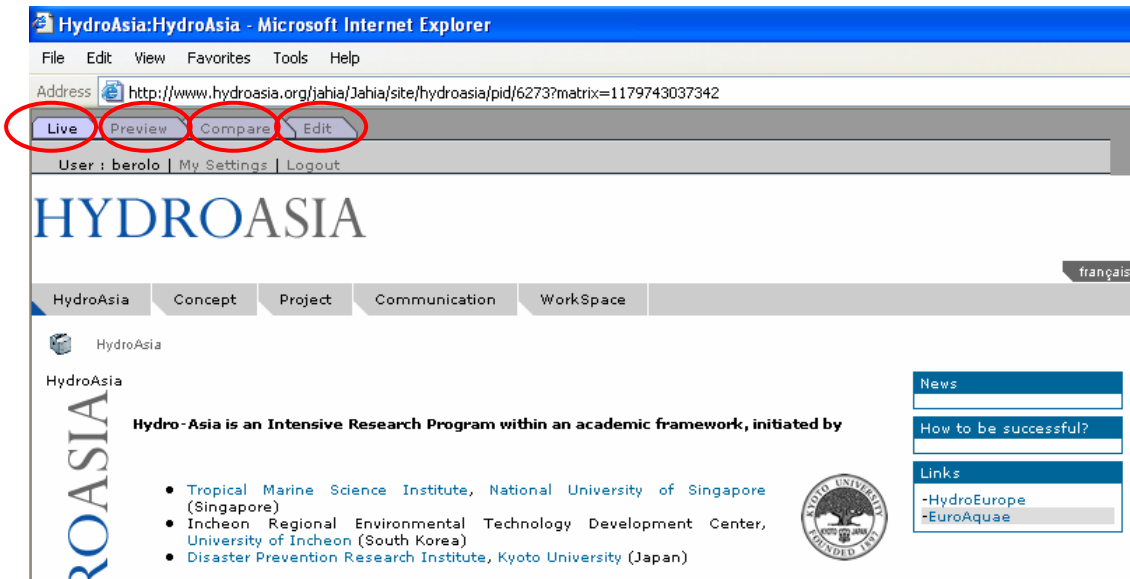


5 – Each registered user belongs to a **user group** which is given specific **rights** for each page of the platform. In order to check the permissions you and all HydroAsia participants are allowed, please consult the Excel file *HA_Rights.xls* on the platform at <http://www.hydroasia.org/jahia/Jahia/op/edit/lang/en/pid/6287> (login is compulsory because of restricted access to the file) by clicking on the link '**Which permissions for a registered user?**' (in the container on the right side). A tree view of the website is displayed on the five user groups sheets (note that a guest is an anonymous visitor, is not a user):

- The **'Read'** permission gives access to read the page and download documents (green cells);
- The **'Write'** permission allows to edit contents, upload documents..., and to notify completed pages to the administrator (blue cells);
- The **'Administration'** permission allows to approve pending pages and to publish them (red cells).


6 – According to your rights and the status of the page (unchanged, updated, added), four new tabs may be available at the top of the page:

- The **Live** window is the published status of the page as seen by guests/users;
- The **Edit** window allows updating contents, uploading files...;
- The **Compare** window shows the differences between the previous version of the page (its published status) and the updated version of the Edit window;
- The **Preview** window provides a 'true' overview of the updated page before publishing (layout of the page as if it were published).



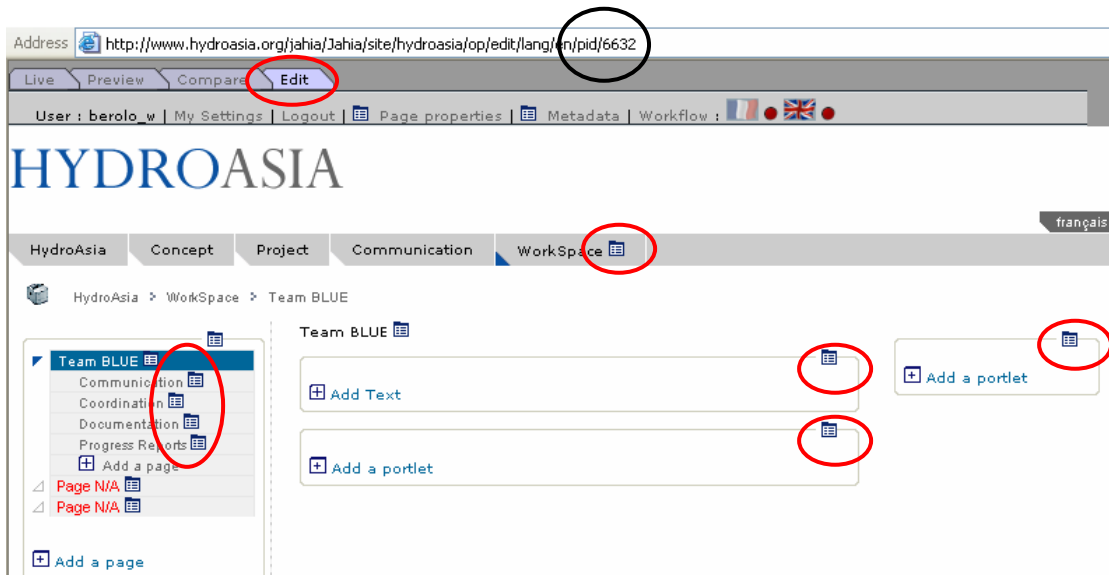
How to edit a content?

7 – Click on the **Edit tab** for a page you are permitted to edit or administrate: e.g. HydroAsia > WorkSpace > Team BLUE.

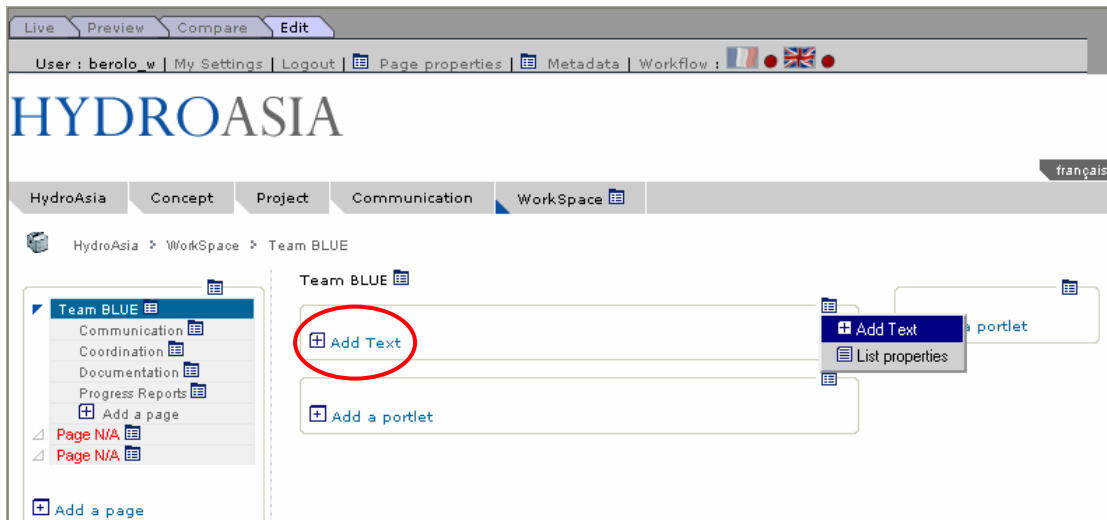
The **Operations icon**  is now available on the right side of each component related to the page - which **pid number** or unique identifier is 6632:

- its containers (Text, Portlet);
- its subpages (Communication,, Progress Reports);
- its parent page (WorkSpace).

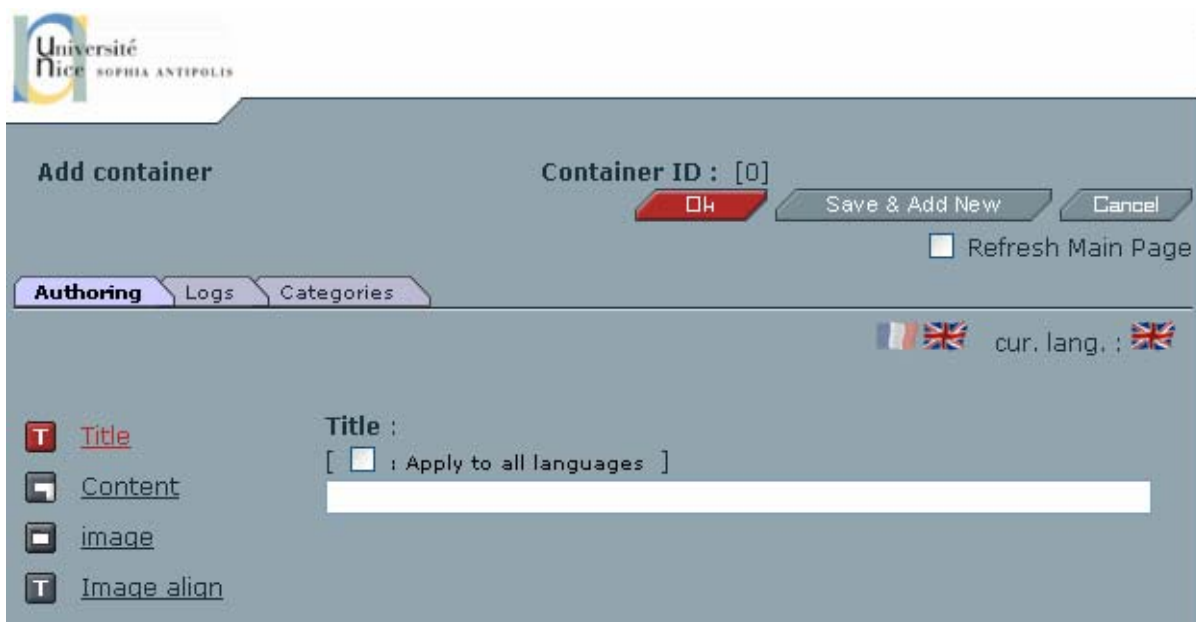
Note that the other teams' pages are labelled as **Page N/A** because you have not got the permission for editing these pages.



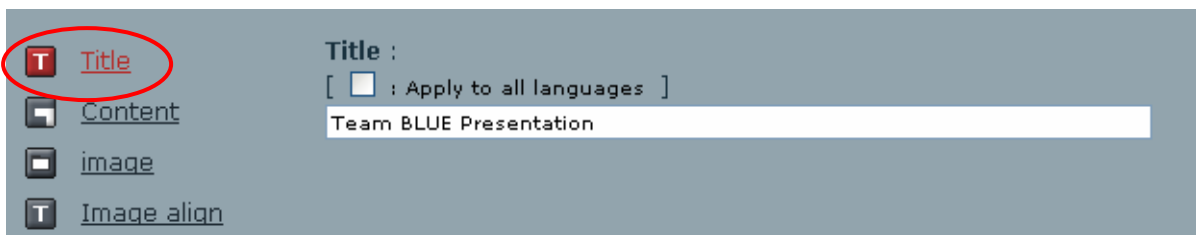
8 – For editing contents, click on  **Add Text** in the first main container below Team BLUE or click on the Operation icon associated to the component and select Add Text.



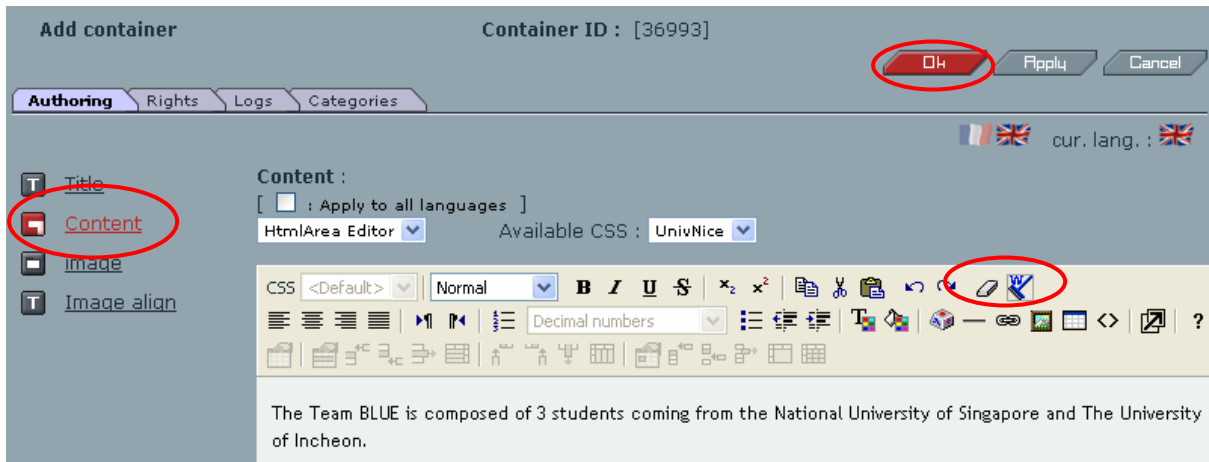
9 – The **Add container window** opens. It enables to give a **Title** to the Text container, to update the **Content** and to insert an **Image**. By default, all components are empty.



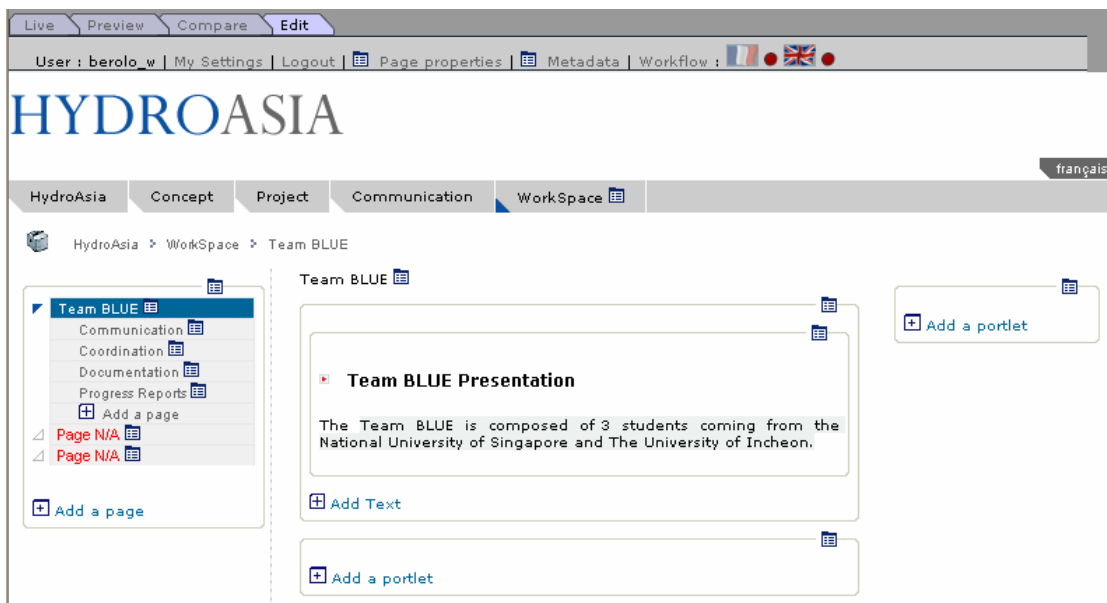
10 – When the Add container window opens, the **Title** section is displayed by default (font of its link in red color). Type the title of the container, for instance 'Team BLUE Presentation'.



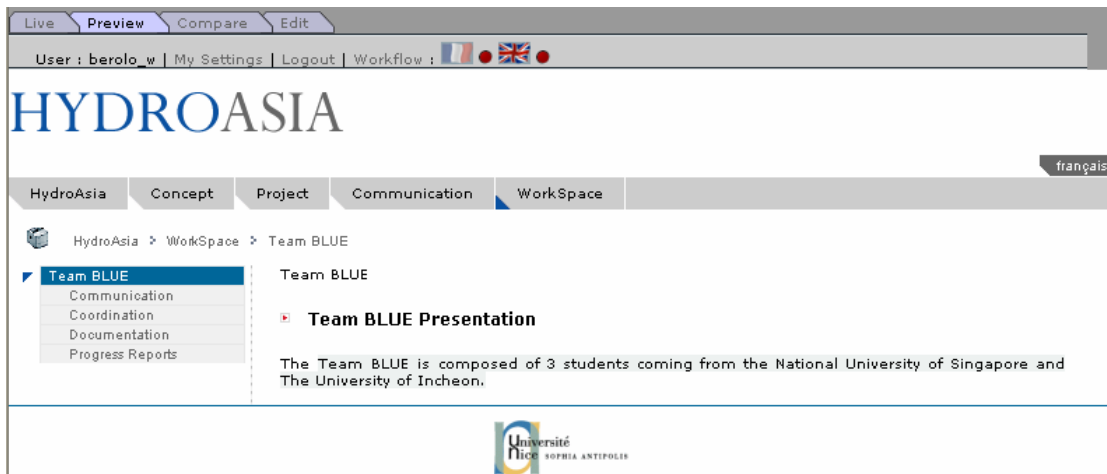
11 – Then, click on the **Content** link in order to access the Html Editor. When the Editor is loaded, you can enter your text without specifying any format in order to apply the predefined template of the page. Indeed, you can use the different available tools to create bullets, use italic or bold characters, modify the font color... You also can copy and paste some text from MS Word. However, if you do so, you have to clean your text (when pasted) with the Word clean tools (the two latter on the right side of the first toolbar) to be sure the format is compliant with the template. To validate the input, click **OK**.



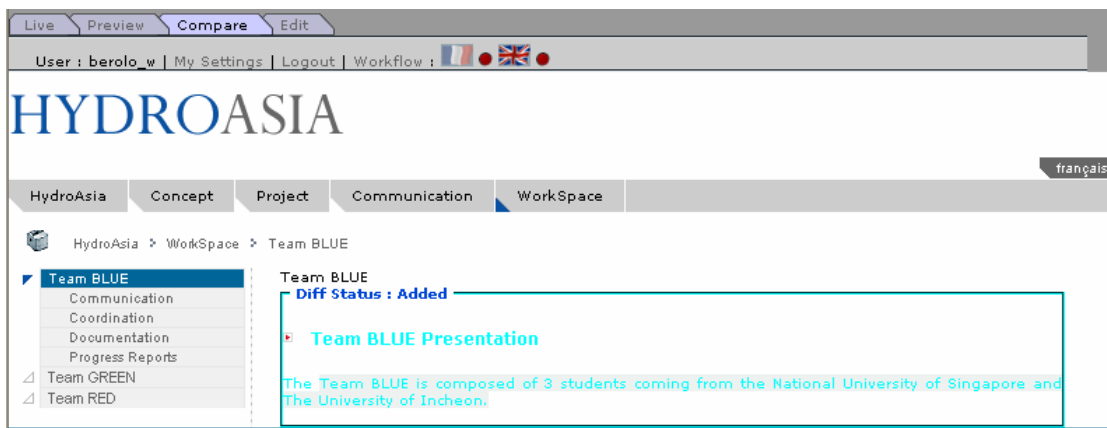
The container is now updated and the text is presented according to the existing template of the HydroAsia website.



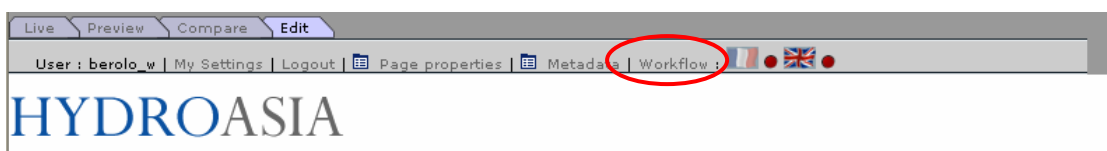
12 – The new version of the page can be checked by clicking the **Preview** tab.



13 – The **Compare** window indicates the differences between the updated version and the published one: **Diff Status : Added** in the present case.



14 – To validate and publish the updated page, click on the **Workflow** link.





15 – As a registered user, if your permission is to administrate the page, the Workflow window opens including the **Approve Pending Pages** tab. Approve the page by ticking the concerned box(es) in the 'Pages ready for publishing' list and click **OK**.

Workflow Site : www.hydroasia.org Site name : hydroasia

Notify Completed Pages **Approve Pending Pages**

Editing state
 Approval state
 Published state
 Accept pages and publish them
 Refuse pages
 *) Mandatory language(s)

Pages ready for publishing			Comments :
<input type="checkbox"/> Team BLUE	<input checked="" type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input checked="" type="radio"/>	
<input type="checkbox"/> Documentation	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Progress Reports	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Daily Reports	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Final Reports	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Weekly Reports	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Coordination	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Online Presence	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Work Plan	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Team Rules	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	
<input type="checkbox"/> Communication	<input type="checkbox"/> <input type="radio"/>	<input type="checkbox"/> <input type="radio"/>	

The page is now online.

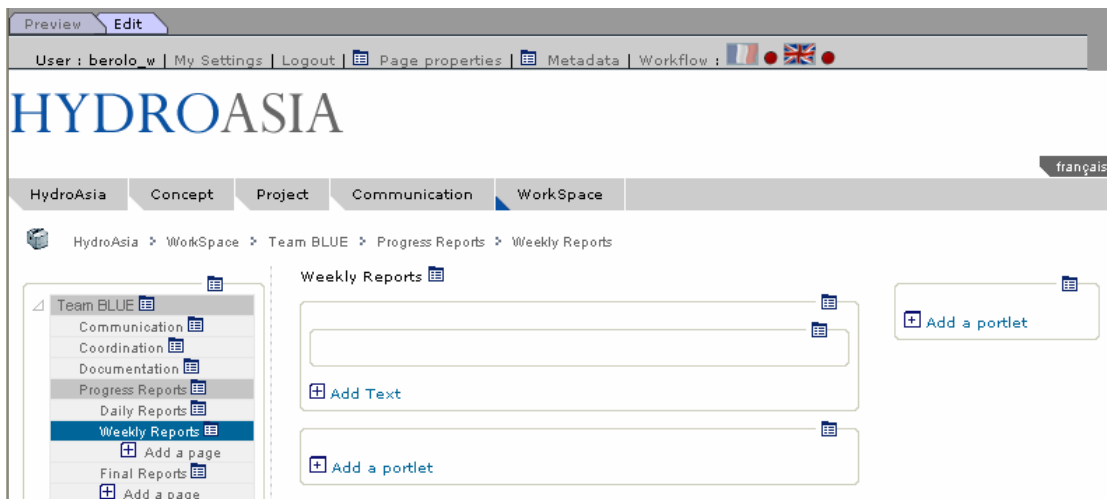
If your permission is only to edit the page, consequently only the **Notify Completed Pages** tab is available. In that case, the page is not published but notified for approval to the administrator. For further details, see Tip 7.

How to upload a document (file)?

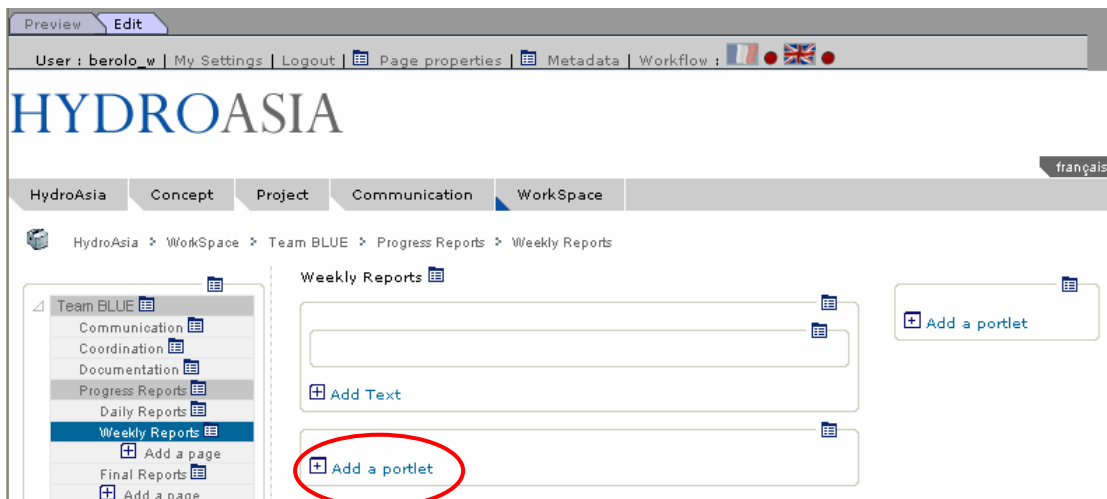
The HydroAsia platform enables to upload documents, as your progress or daily reports, into specific containers on the page. The procedure may be composed of the 3 following actions according to the existing build of the page:

- creating a 'portlet' container (if not already created);
- uploading a new file on the Server;
- editing the new file on the page.

16 – Select the page where you want to upload a file and select the **Edit tab**: e.g. HydroAsia > WorkSpace > Team BLUE > Progress Reports > Weekly Reports.



17 – Click on **Add a portlet** in the second main container.



18 – A new Add container window opens (different from the one in step 9). The **Title** must be defined (mandatory). Type 'Weekly Reports'. Choose the Content as **Files** to create the upload function. Concerning the layout format, choose **Colored background** (Title) and **Transparent** (Content) in order to keep the HydroAsia template. To validate the input, click **OK**.

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Add container Container ID : [0]

OK

Refresh Main Page

Authoring Logs Categories

cur. lang. :

T Title (mandatory):...

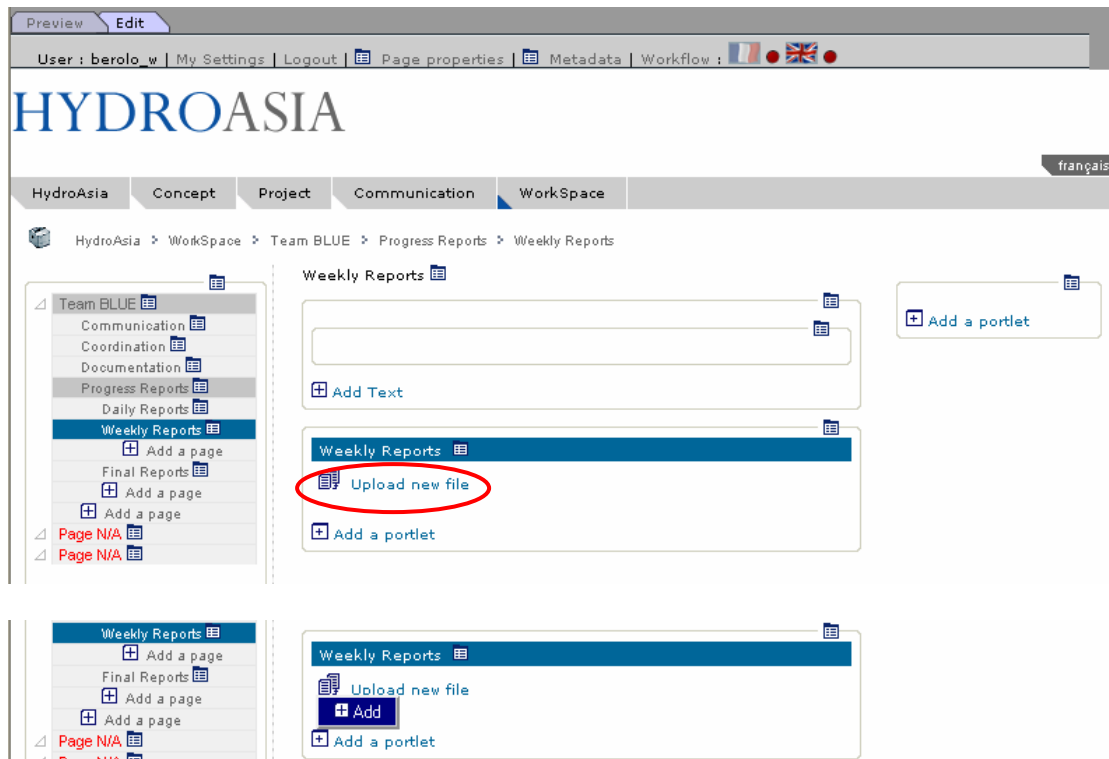
Title (mandatory) :
[: Apply to all languages]
Weekly Reports

Content :
[: Apply to all languages]
Files

Title Layout :
[: Apply to all languages]
Colored background

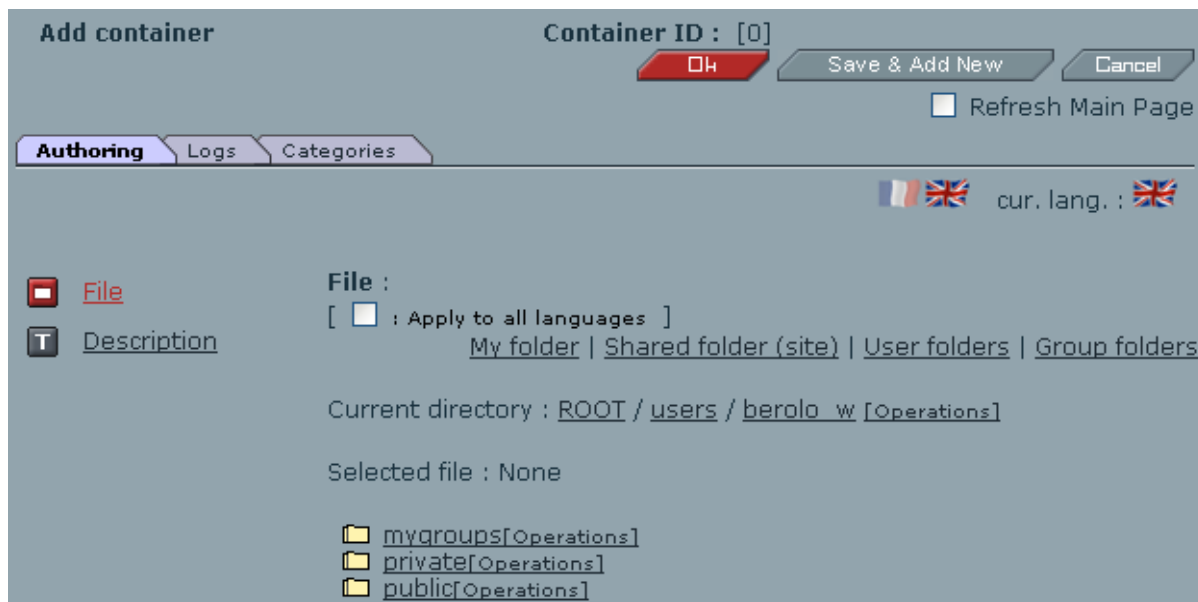
Content Layout :
[: Apply to all languages]
Transparent

19 – The new container is now created and is associated to a new function: **Upload new file**. Click on it, select **+Add**. A new window will appear.



20 – You are now in **your personal space on the Server**. You can upload there your documents (any file type) and organize them in different directories. The files included inside the different directories can be published – as links – on different pages or just be stored in this personal space. For any user, **3 directories** are available by default:

- **mygroups**
- **private**
- **public**



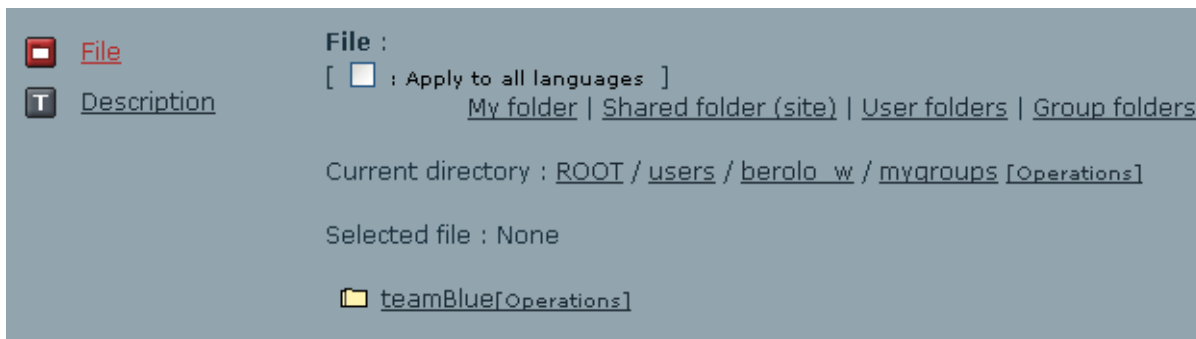
21 – Browse the 3 directories.

- Your personal **private** and **public** directories are empty.
- In the present case, **mygroups** directory comprises 1 directory named 'teamBlue' (a user could belong to several user groups in order to cumulate permissions on different pages), which comprises its own **private** and **public** directories.

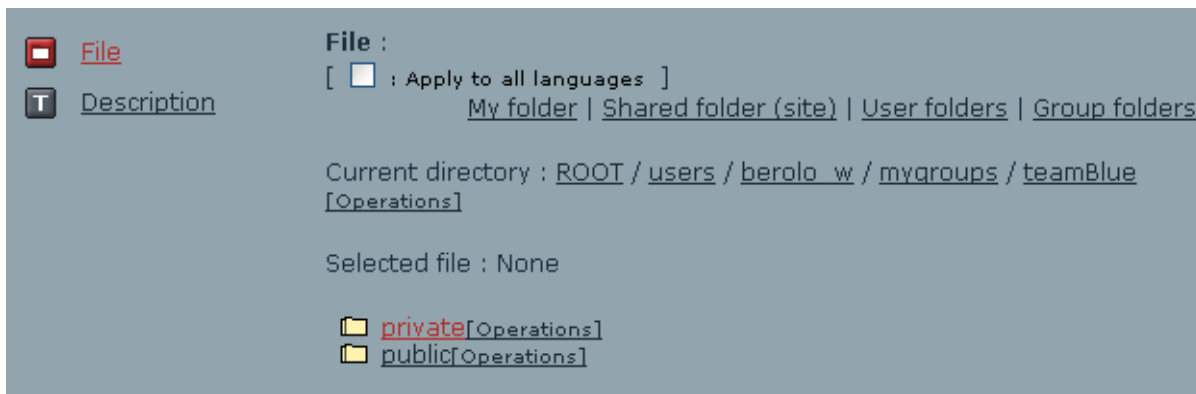
The 2 private directories ensure **security of storage** on the Server. Note that:

- The teamBlue private directory is accessible only by teamBlue members on the Server;
- Only yourself can access your personal private directory on the Server.

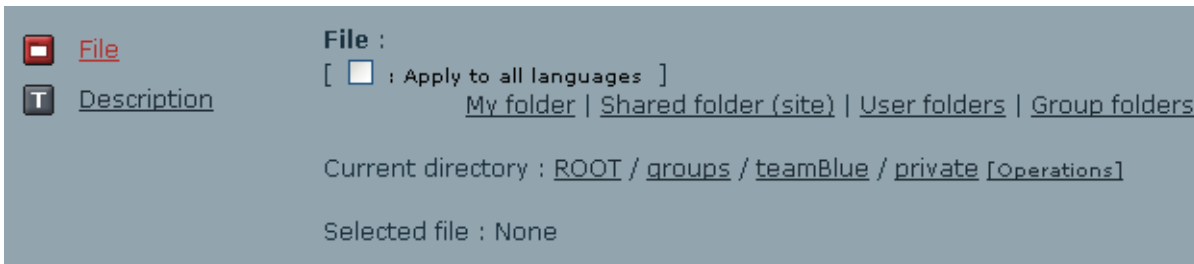
Warning: The access to the Server is distinct from the read access to the page. The latter will be granted in a further step.



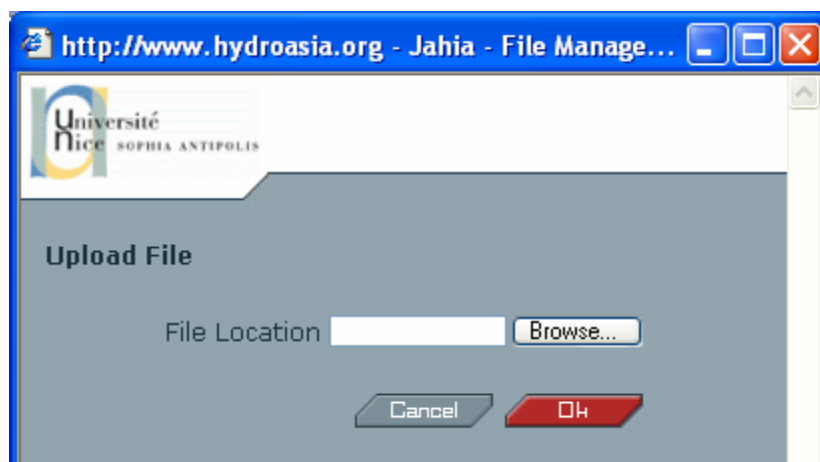
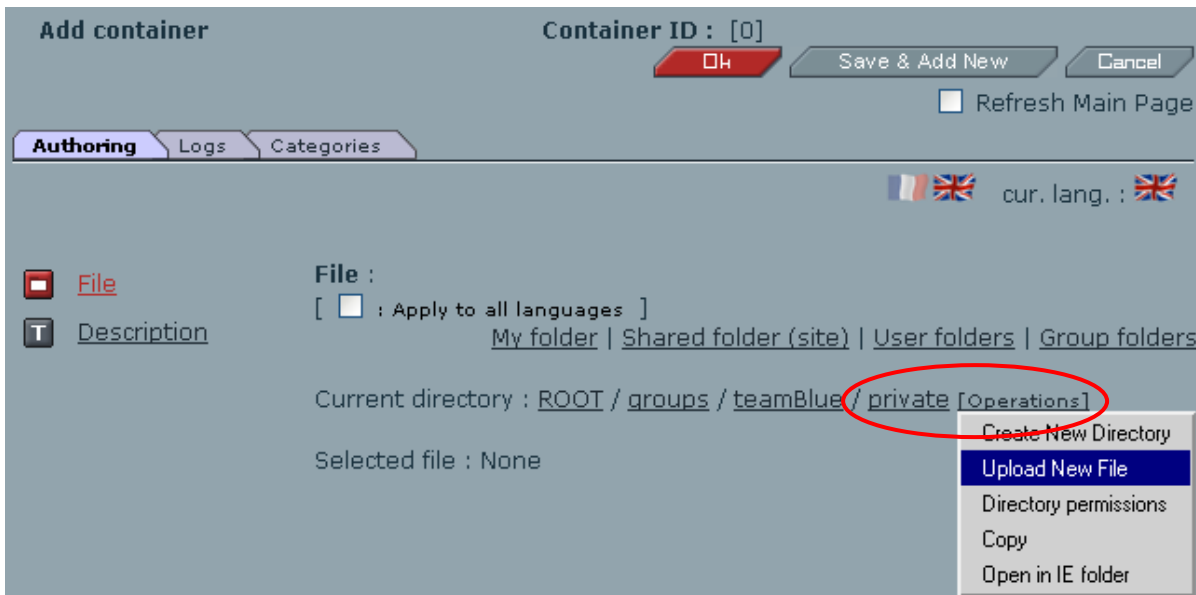
22 – To add a new file – e.g. a weekly report – click on teamBlue directory and **private** in order to access teamBlue secure directory.



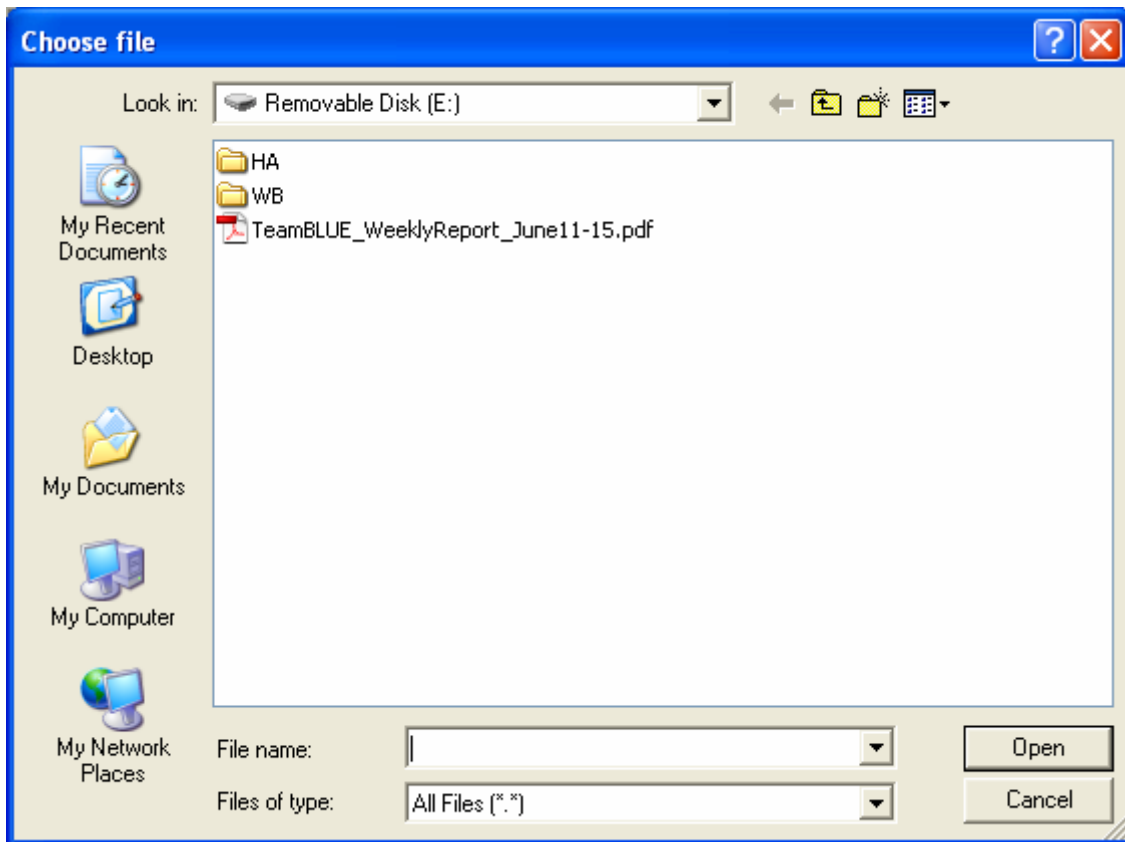
23 – The path to the active directory is indicated beside ‘Current directory’ and is always structured as: **ROOT/groups/yourgroupname/private** or **ROOT/users/yourusername/private** according to the secure location you choose.



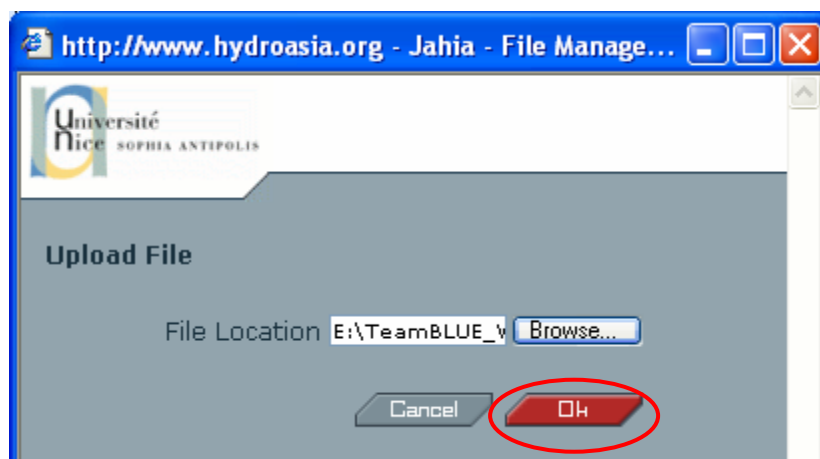
24 – To upload a new file, click on **[Operations]** and select **Upload New File**. A new window appears.



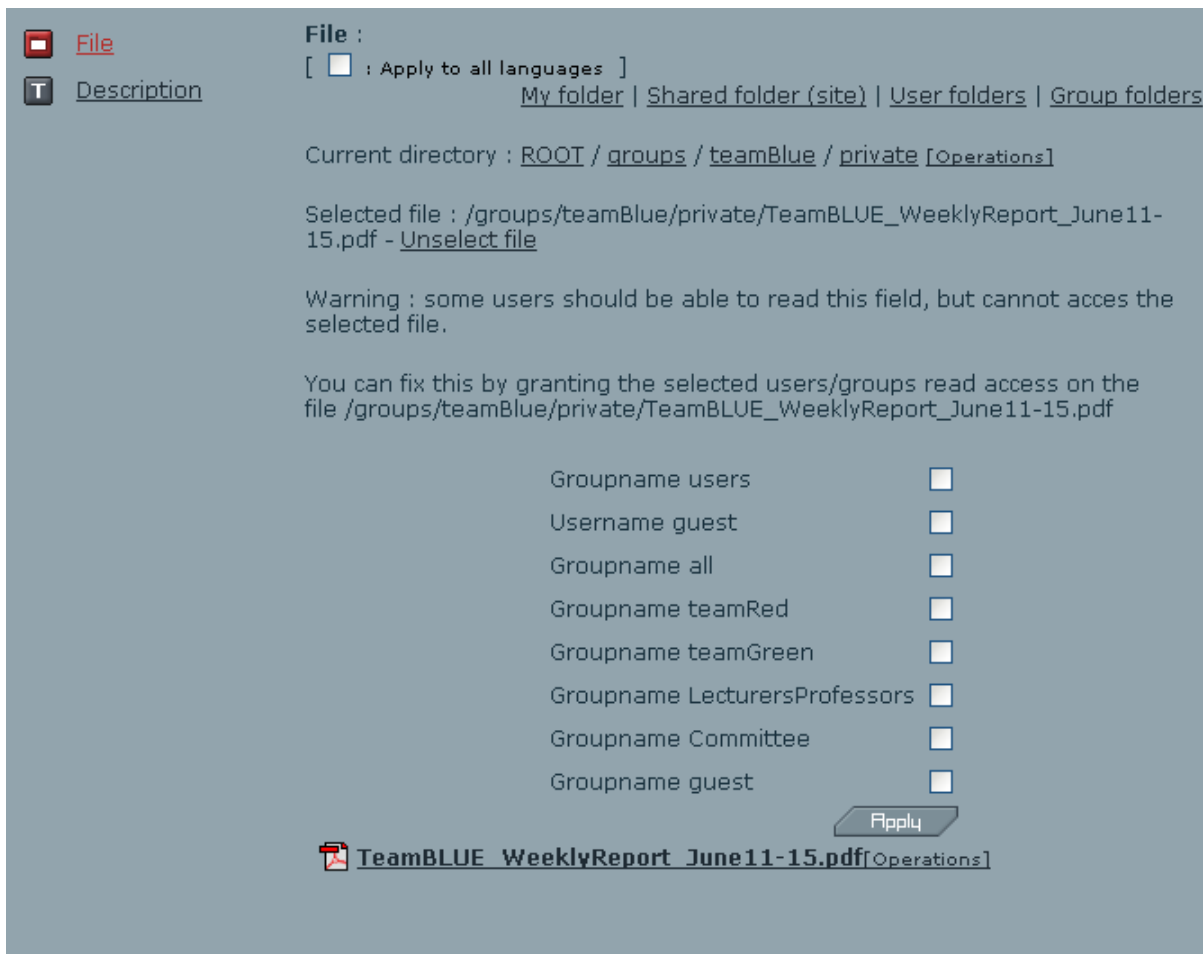
25 – Enter the path to the file to be uploaded or click **Browse...** to navigate in your local disk or in any connected devices.



26 – Select the file to be uploaded and click **OK**. Avoid special characters in your file name. They can prevent the file from being accessible when published.



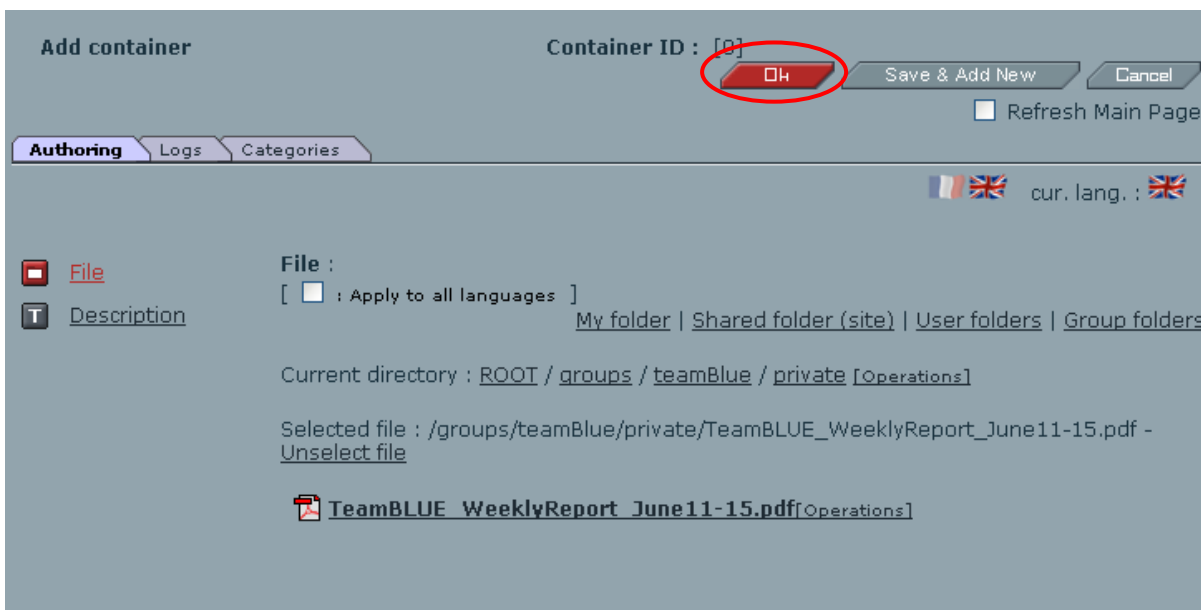
27 – The new file appears – its icon, title and extension – in the file list if some others were already uploaded, and is defined as a **Selected file**, i.e. in bold characters in the list and its path indicated below ‘Current directory’.



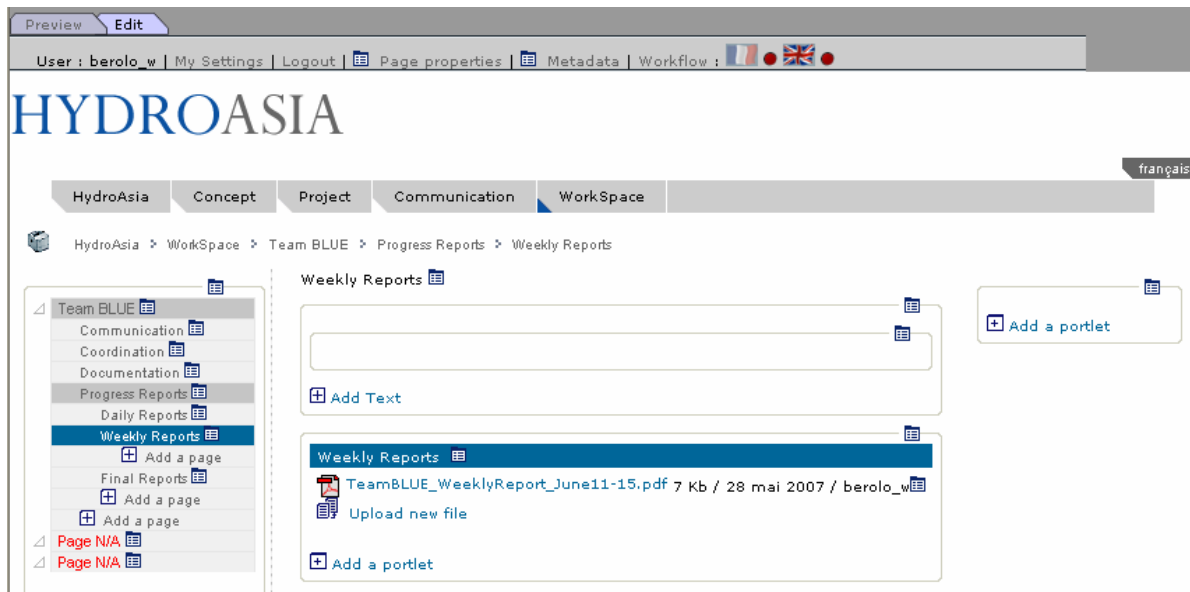
28 – Tick **ALL Groupname boxes** for granting all groups read access on the file. The groups that are displayed are those allowed to read the current page. Thus, since the page is defined without restricted access, the list comprises ‘Groupname guest’ and ‘Username guest’ which are related to anonymous. ‘Groupname all’ is a special group including the HydroAsia advisors. Lastly note that the ‘Groupname teamBlue’ does not appear because you are uploading into teamBlue directory. Press the **Apply** button.



29 – If you cancel the process just now (by pressing the Cancel button at the top of the window), the file is uploaded on the Server and given read access to all groups, but it is not added on the page. To upload the file on the page, be sure it is still selected (in bold characters) and click **OK**.




30 – The document is now visible in the container, on the page.

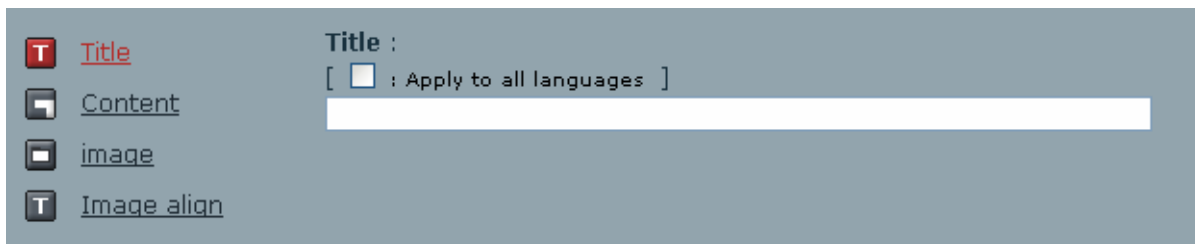


31 – You can check the display of the page in the Preview window and the document can be validated and published according to the procedure defined from **Steps 14 to 15**. When a document is published, the platform set up **a link** related to the file that can be viewed and used to create hyperlinks.

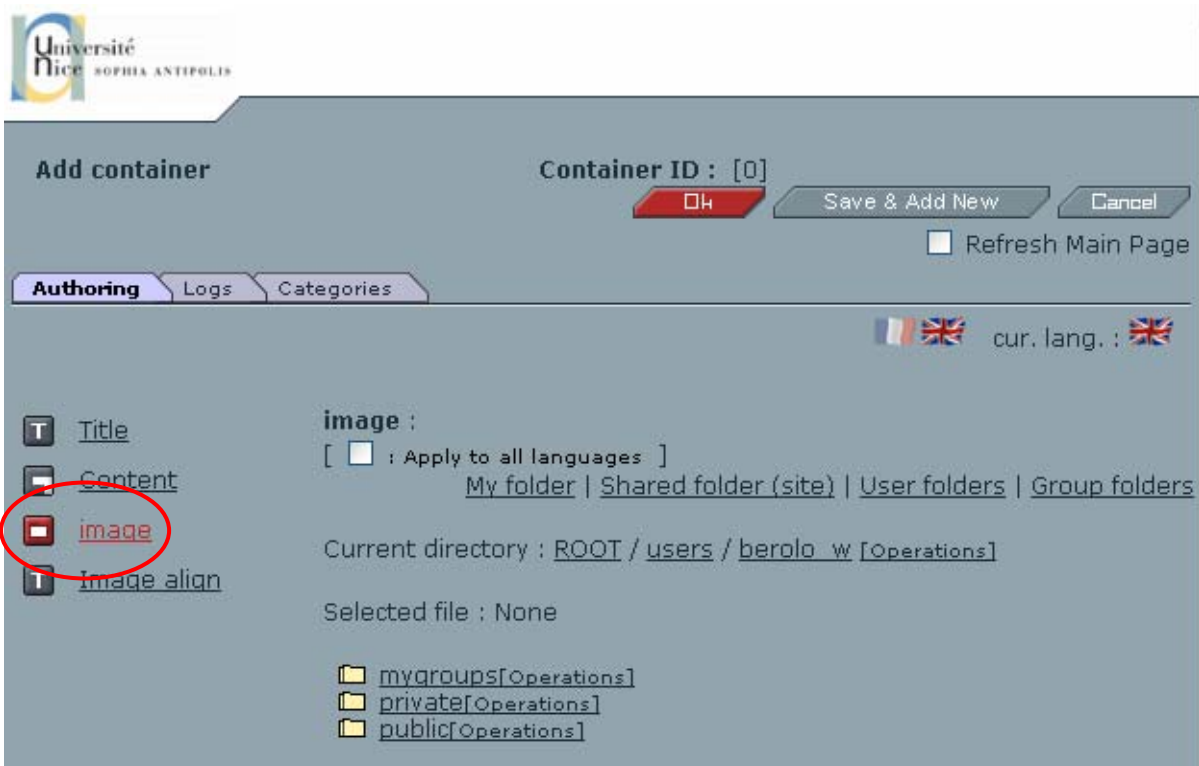


How to publish an image (jpg or gif format)?

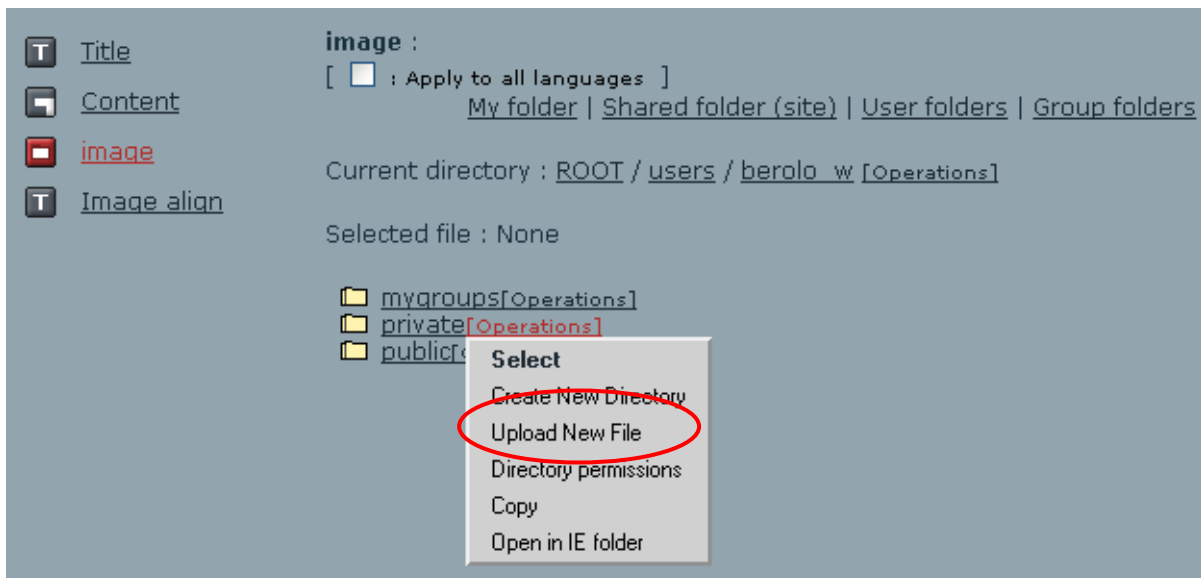
32 – Click the Edit tab and select the page you want to publish images or graphical documents, as JPG or GIF files. Click on  **Add Text**. The Add container window opens and the Title section appears by default.



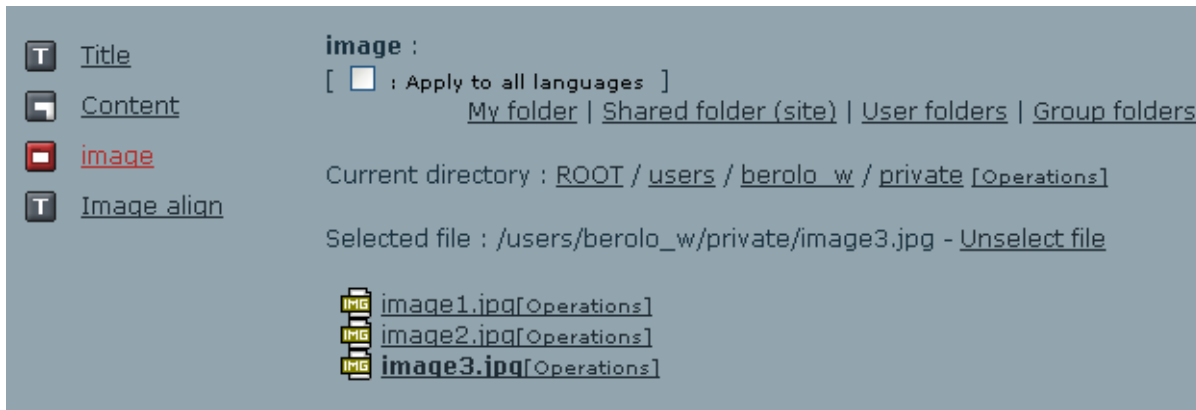
33 – Click on **Image** and you are in **your personal space on the Server**.



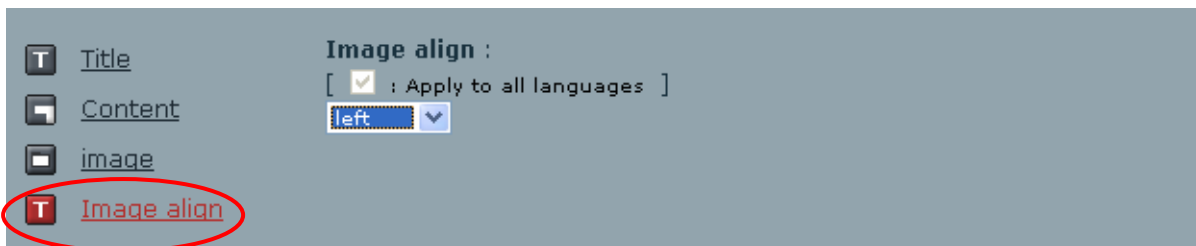
34 – **Upload New file** into your personal private directory by following the procedure described from **Steps 24 to 28**.



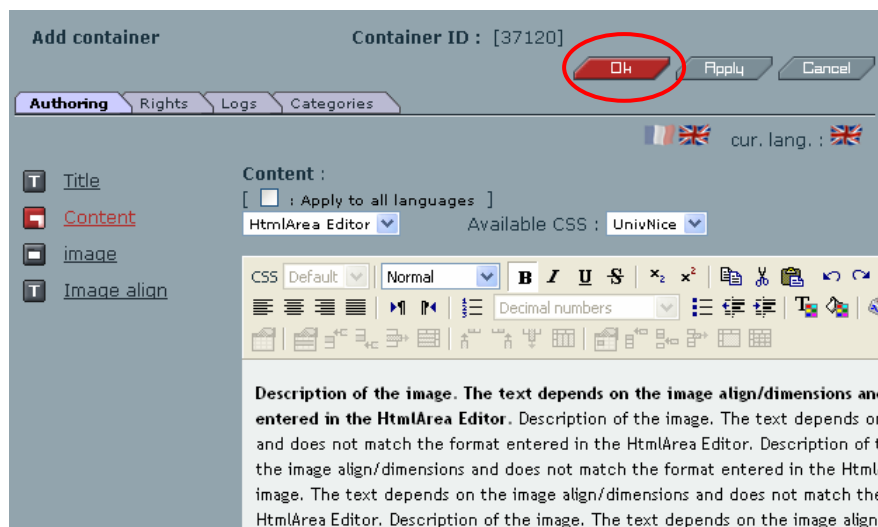
35 – **The image is now stored** in your private directory **and is selected**. From now, two options are available on the platform to insert an image on a page. **The FIRST OPTION** is to **keep your file selected**.



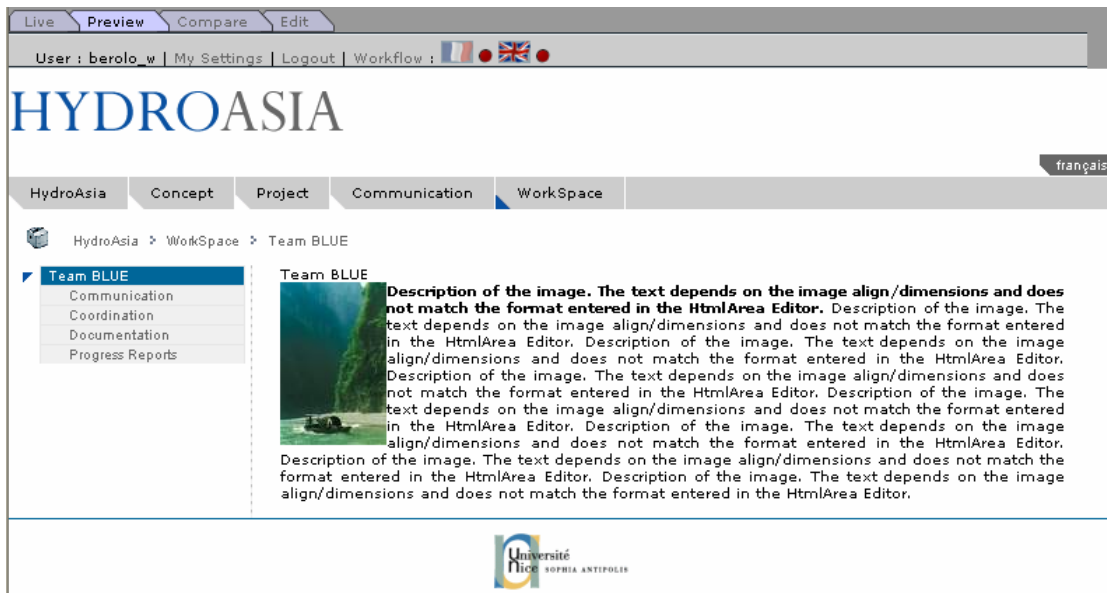
36 – Click on **Image align**. You can choose the left side.



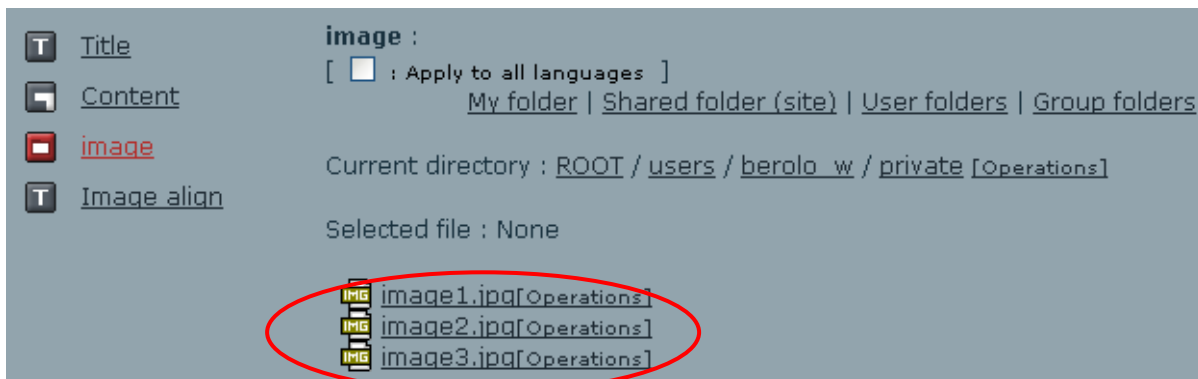
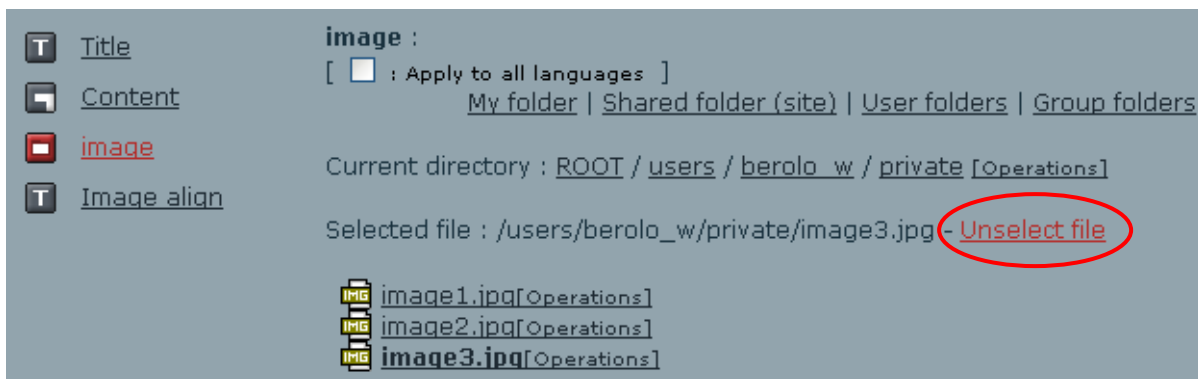
37 – You could press the OK button now. If you choose to insert a text giving a description of the image, click on **Content** to access the Html Editor, as described in Step 11. To validate the input, it is not necessary to click again on Image since the JPG file was kept selected in Step 35. Click **OK**.



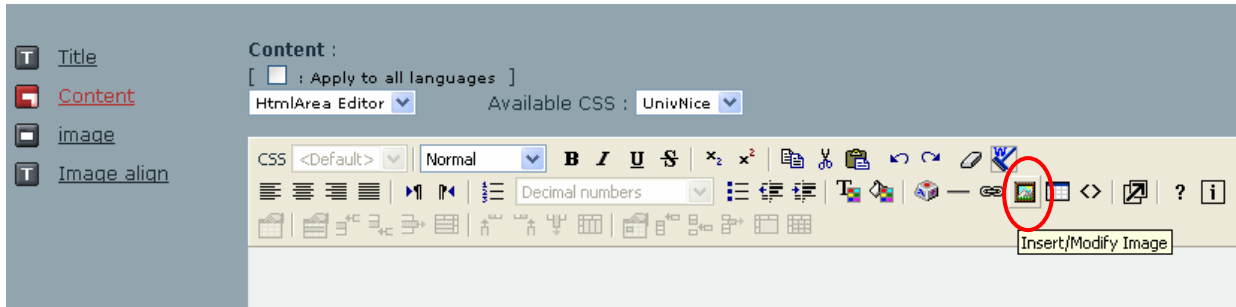
38 – The image and the text are edited on the page. Note that the text depends on the image align/dimensions and does not match the format entered in the HtmlArea Editor.



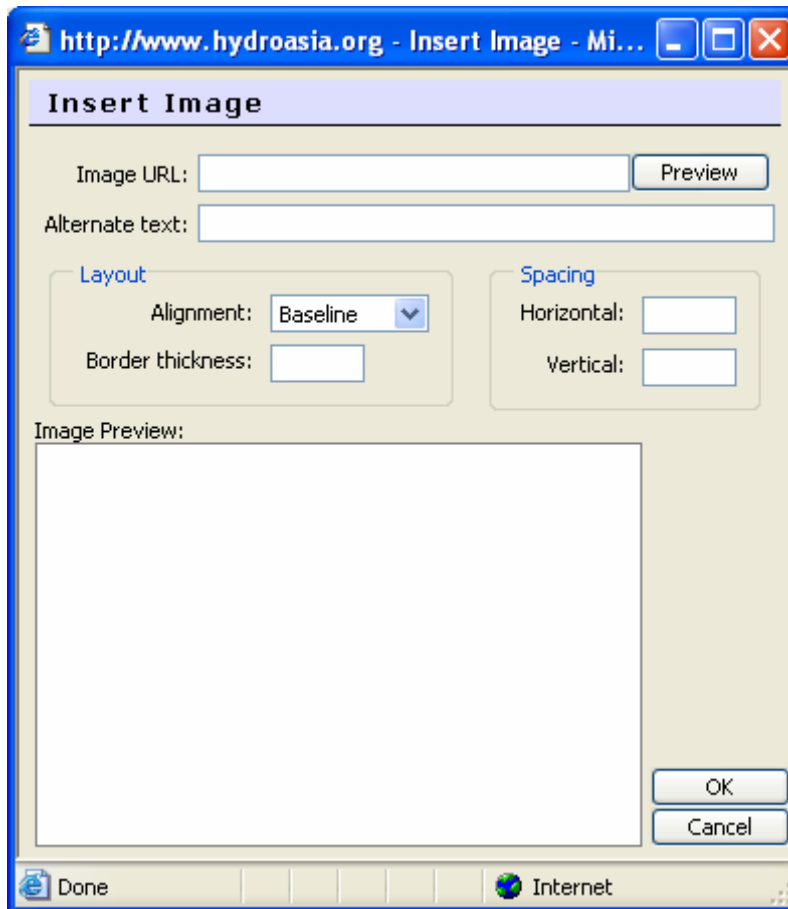
39 – The **SECOND OPTION** is to **unselect your file** after uploading on the Server, so that no file is selected.



40 – Select **Content** and wait for the Html Editor. You can introduce your image as a component into your editing window. Select the **Image icon** in the toolbar.



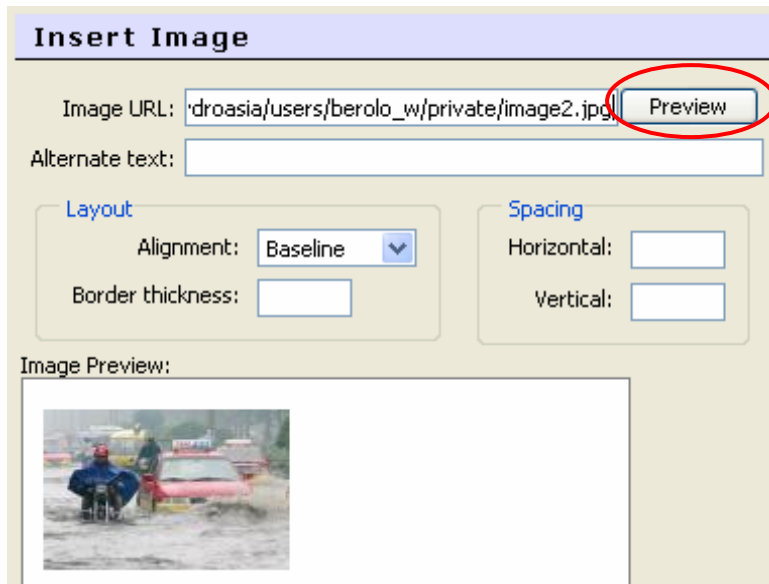
41 – A new window appears to insert the image in the editing area.



42 – The path to the Server, where your image is located, must be entered in the **Image URL** section. For example, the path to the **image2.jpg** file stored in your private directory is the following:

<http://www.hydroasia.org/jahia/webdav/site/hydroasia/users/yourusername/private/image2.jpg>

The same path structure is used for any picture stored in your private directory. By clicking on **Preview**, the image can be checked in the visualization part of the window.



Insert Image

Image URL:

Alternate text:

Layout

Alignment:


Border thickness:

Spacing

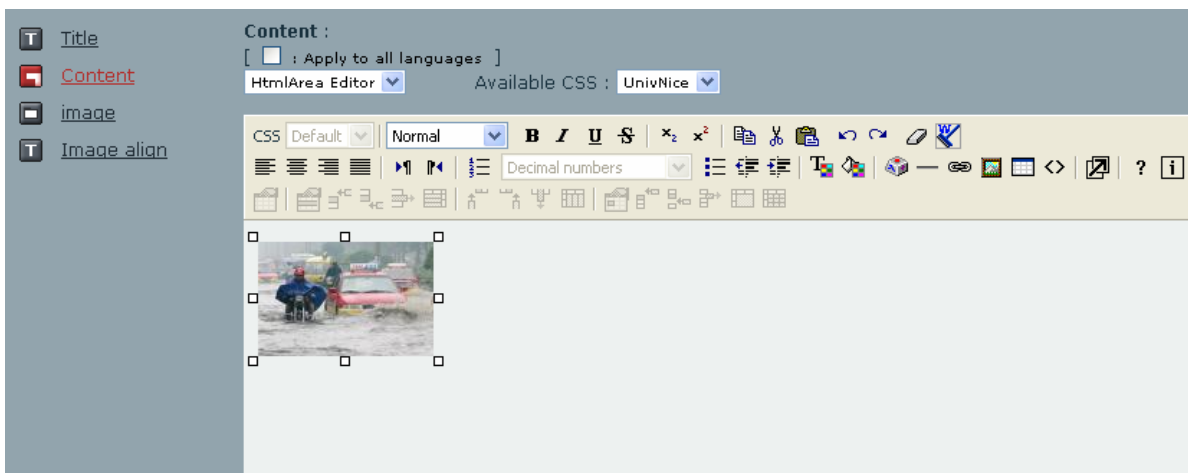
Horizontal:

Vertical:

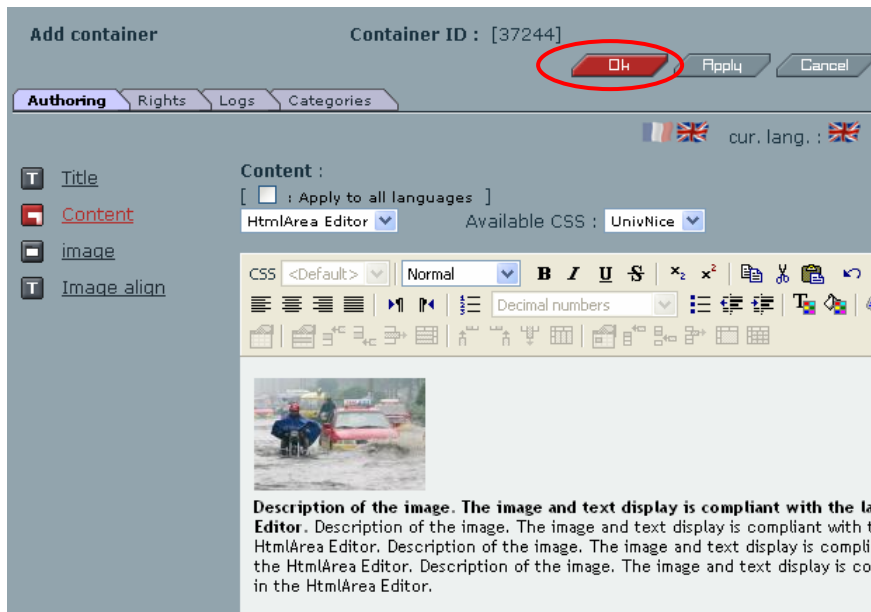
Image Preview:



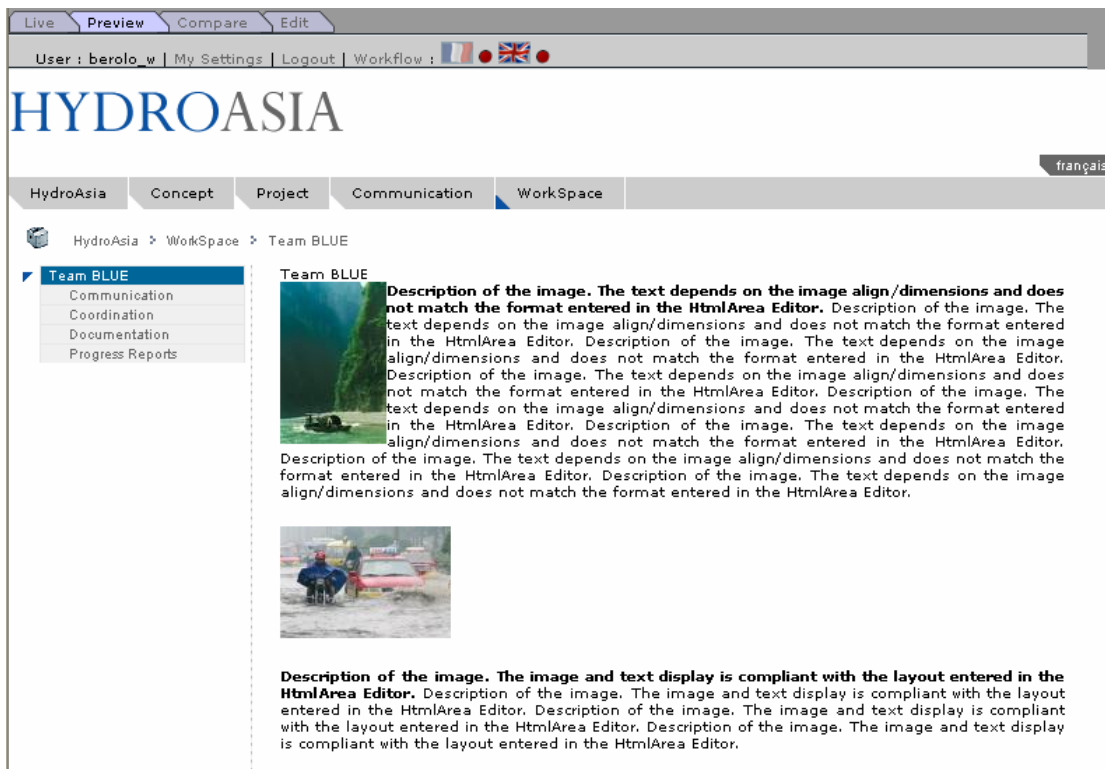
43 – Click **OK** and the image is displayed in the editing area of the Html Editor.



44 – The image can be modified and organized with text in the area. Enter the text of the container and organize the different elements. To validate the input, click **OK**.



45 – The image and the text are edited on the page. Note that they match the layout entered in the HtmlArea Editor.




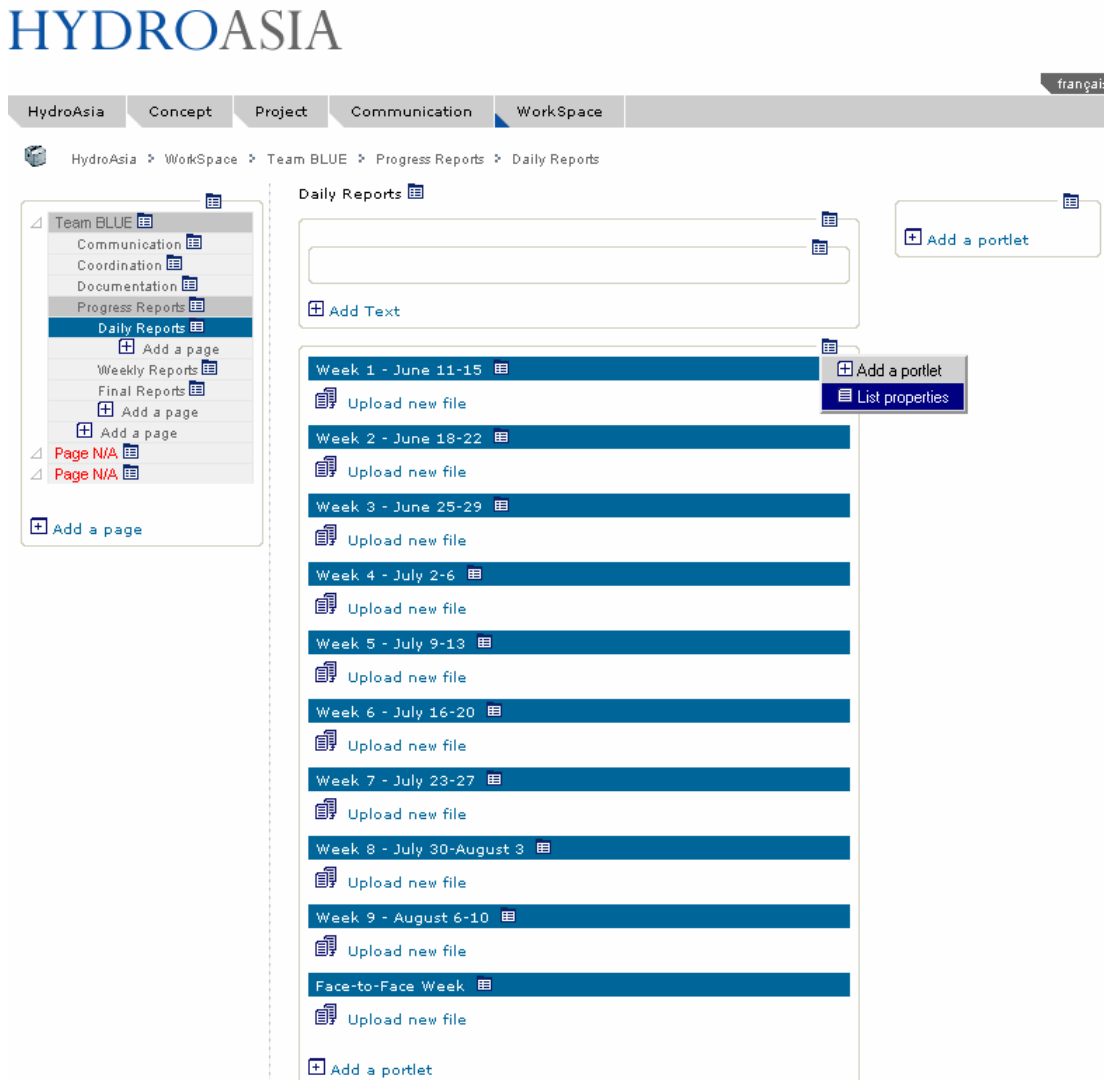
46 – The page can be published according to the procedure from **Steps 14 to 15**.

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Tip 1 – OPERATIONS ICONS

The **Operations icons**  available on the editing page enable to manage items, containers and pages, i.e. to **update**, **sort**, **delete**. For example:



The screenshot displays the HydroAsia web application interface. At the top, the logo "HYDROASIA" is visible. Below it, a navigation bar contains tabs for "HydroAsia", "Concept", "Project", "Communication", and "WorkSpace". A language selector "français" is located in the top right corner. The breadcrumb trail reads: "HydroAsia > WorkSpace > Team BLUE > Progress Reports > Daily Reports".

The main content area is titled "Daily Reports" and features a list of weekly reports. Each report entry includes a date range and an "Upload new file" button. A "List properties" button is overlaid on the first report entry. A "Add a portlet" button is located at the top right of the main content area. A "Add Text" button is located below the "Add a portlet" button.

The left sidebar contains a navigation menu with the following items: "Team BLUE", "Communication", "Coordination", "Documentation", "Progress Reports", "Daily Reports" (highlighted), "Add a page", "Weekly Reports", "Final Reports", "Add a page", "Page N/A", and "Page N/A". A "Add a page" button is located at the bottom of the sidebar.

Container list settings Title : Portlet Container
 Name : boxContainermain_1 ID : [16012]

OK Apply Cancel

Authoring Rights Field rights Logs Categories

Container list title : Portlet Container
 Cursor field : Title (mandatory) ▼

Automatic Ranking
 Sort by : Choose an automatic sort ▼

Manual Ranking
 Move a container up or down :

- Week 1 - June 11-15
- Week 2 - June 18-22
- Week 3 - June 25-29
- Week 4 - July 2-6
- Week 5 - July 9-13
- Week 6 - July 16-20
- Week 7 - July 23-27
- Week 8 - July 30-August 3
- Week 9 - August 6-10
- Face-to-Face Week

Container list settings Title : Portlet Container
 Name : boxContainermain_1 ID : [16012]

OK Apply Cancel

Authoring Rights Field rights Logs Categories

Container list title : Portlet Container
 Cursor field : Title (mandatory) ▼

Automatic Ranking
 Sort by : Choose an automatic sort ▼

- Choose an automatic sort
- Alphabetical, ascending
- Alphabetical, descending
- Insertion order, ascending
- Insertion order, descending
- Week 2 - June 18-22
- Week 3 - June 25-29
- Week 4 - July 2-6
- Week 5 - July 9-13
- Week 6 - July 16-20
- Week 7 - July 23-27
- Week 8 - July 30-August 3
- Week 9 - August 6-10
- Face-to-Face Week

Manual Ranking
 Move a container up or down :

Container list settings Title : Portlet Container
 Name : boxContainermain_1 ID : [16012]

OK Apply Cancel

Authoring Rights Field rights Logs Categories

Container list title : Portlet Container
 Cursor field : Title (mandatory) ▼

Automatic Ranking
 Sort by : Insertion order, descending ▼

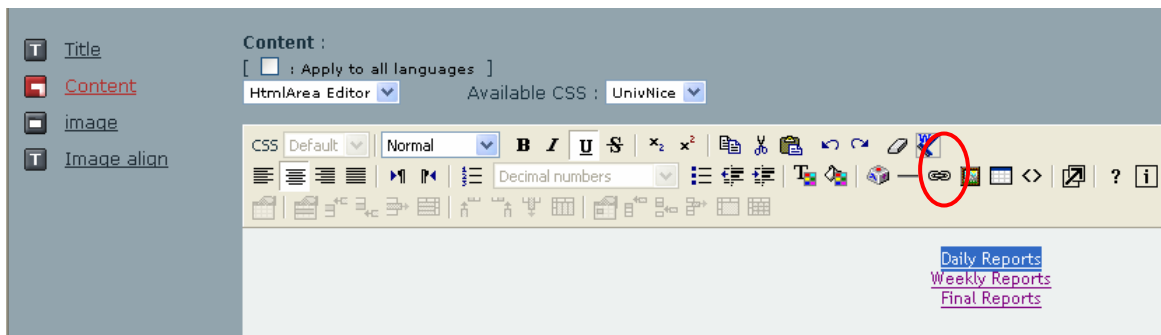
Manual Ranking
 Move a container up or down :

- Face-to-Face Week
- Week 9 - August 6-10
- Week 8 - July 30-August 3
- Week 7 - July 23-27
- Week 6 - July 16-20
- Week 5 - July 9-13
- Week 4 - July 2-6
- Week 3 - June 25-29
- Week 2 - June 18-22
- Week 1 - June 11-15

The Add icon  opens an Add container window straight.

Tip 2 – INSERT LINKS

To insert a link into the content, select the **text** and click the **Web Link icon**. In the **URL** section, enter the page address you want to reach – with its pid number. Note that the **Target** is set as 'None' for links to HydroAsia website pages, and as 'New window' for links to external website.



Insert/Modify Link

URL:

Title (tooltip):

Target:



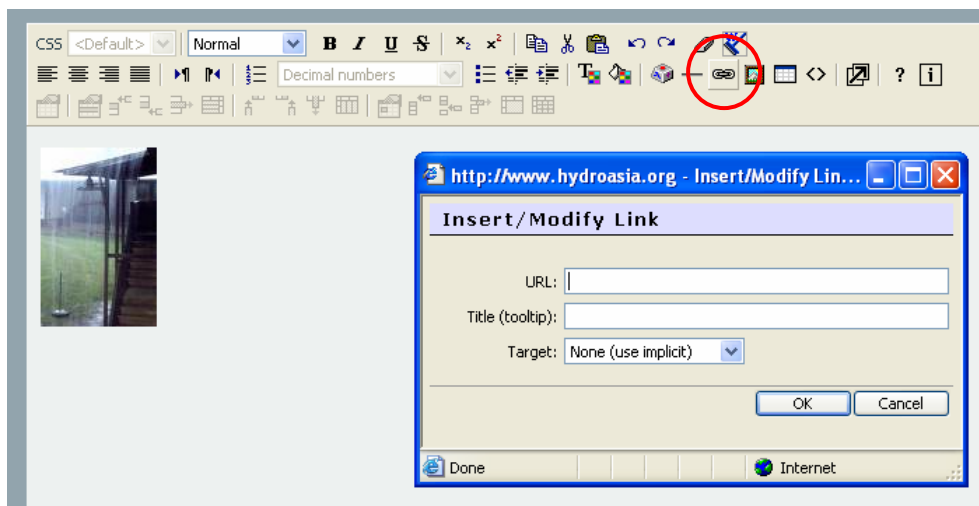
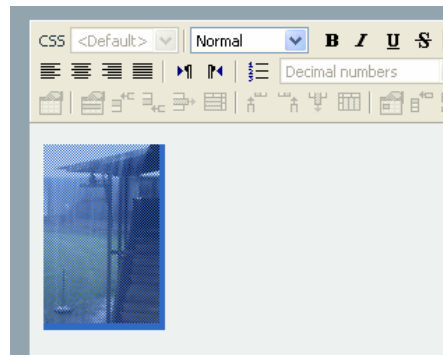
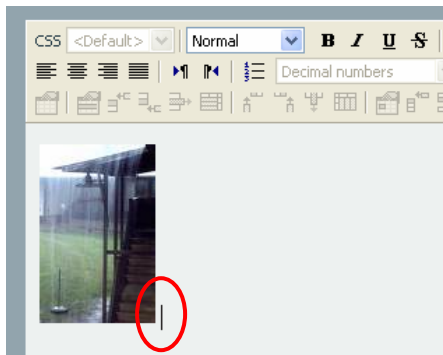
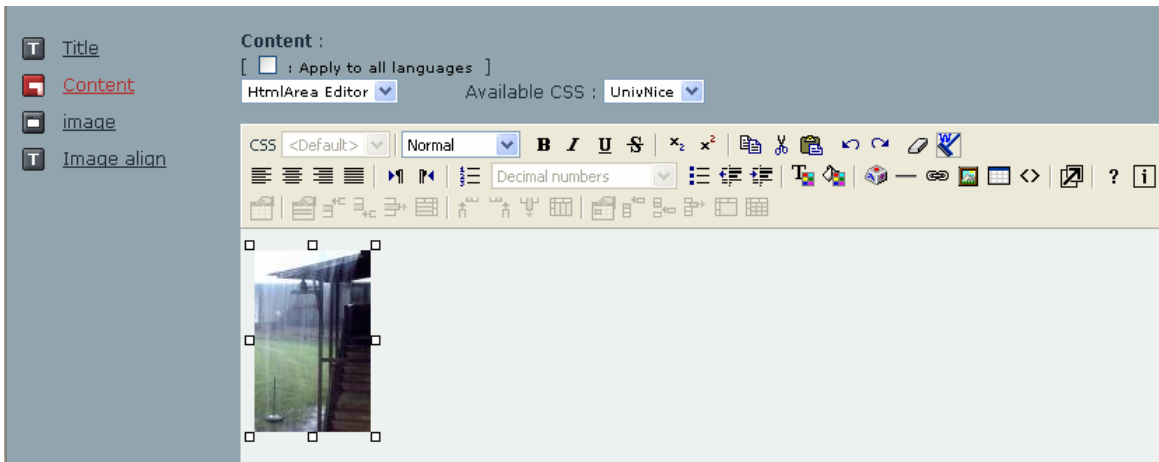
Insert/Modify Link

URL:

Title (tooltip):

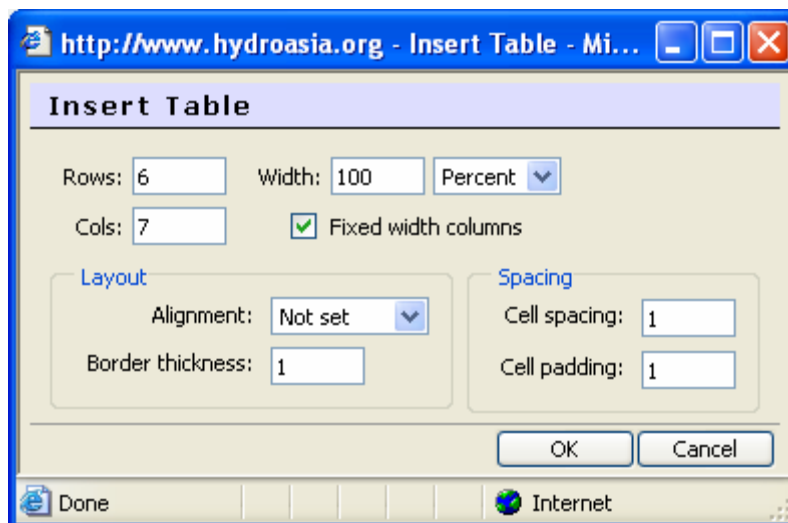
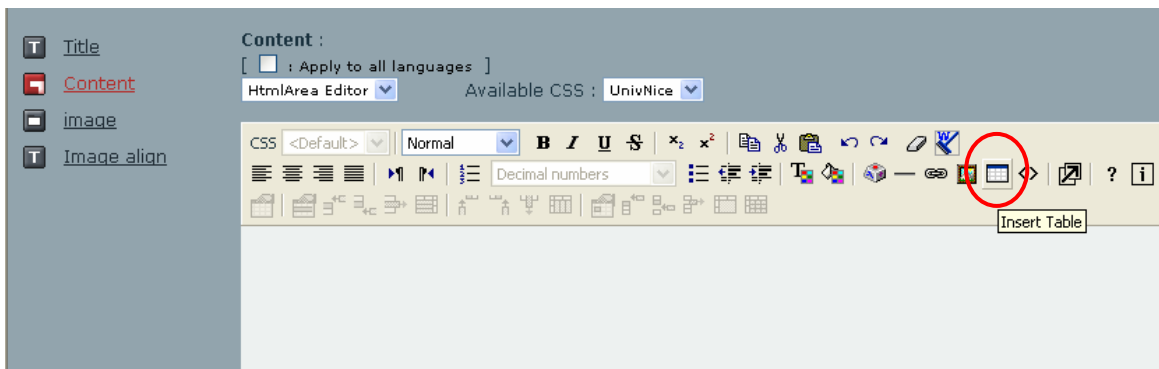
Target:

To create a link for an **image** loaded in the content, while selecting the picture, the Web Link icon is not available. Type a space after the image and select all. The Insert Link window will open.



Tip 3 – INSERT A TABLE

In the HtmlArea Editor, you can insert a table by clicking the **Insert Table icon**. Choose its properties – rows, columns, border thickness (could be 0)... When the table appears in the HtmlArea, click into one cell and its toolbar becomes available. Complete/modify the table. You can also modify its properties by pressing the **Toogle HTML Source** button that enables to be in **TEXT MODE**. For example you could change the width of the columns, or the width of the table with regard to the page. Note that TEXT MODE can be used for any content entered in the editing area.



Content :
 : Apply to all languages]
 HtmlArea Editor Available CSS : UnivNice

CSS Default Normal B I U S x₂ x² Decimal numbers

Surname First Name Home Country Current Institution Email

Content :
 : Apply to all languages]
 HtmlArea Editor Available CSS : UnivNice

CSS Default Normal B I U S x₂ x² Decimal numbers

Toggle HTML Source

Surname First Name Home Country Current Institution Email

Content :
 : Apply to all languages]
 HtmlArea Editor Available CSS : UnivNice

CSS <Default> Normal B I U S x₂ x² Decimal numbers

You are in TEXT MODE. Use the [<>] button to switch back to WYSIWYG.

```

<P>
<TABLE style="WIDTH: 100%" cellspacing=1 cellpadding=1 border=1>
<TBODY>
<TR>
<TD style="WIDTH: 14%">
<P align=center><STRONG>Surname</STRONG> </P></TD>
<TD style="WIDTH: 14%">
<P align=center><STRONG>First Name</STRONG> </P></TD>
<TD style="WIDTH: 14%">
<P align=center><STRONG>Home Country</STRONG> </P></TD>
<TD style="WIDTH: 14%">
<P align=center><STRONG>Current Institution</STRONG> </P></TD>
<TD style="WIDTH: 14%">
<P align=center><STRONG>Email</STRONG> </P></TD>
<TD style="WIDTH: 14%">
<P align=center><STRONG>MSN</STRONG> </P></TD>
<TD style="WIDTH: 14%">
<P align=center><STRONG>Skype</STRONG> </P></TD></TR>
<TR>
<TD style="WIDTH: 14%">&nbsp;</TD>
<TD style="WIDTH: 14%">&nbsp;</TD>
<TD style="WIDTH: 14%">&nbsp;</TD>

```

Tip 4 – THE COMPARE WINDOW

In the Compare window, note that the different status of the page components – container frames, elements of the text – are symbolized by different colors:

- Turquoise color: **Added**
- Green color: **Updated**
- Red color: **To be removed**

Live Preview **Compare** Edit

User : berolo | My Settings | Logout | Workflow :

HYDROASIA

français

HydroAsia Concept Project Communication WorkSpace

HydroAsia > Concept

Contacts

Diff Status : Updated

Course Concept

Hydro-Asia is an Intensive Research Program within an academic framework, initiated by

- Tropical Marine Science Institute, National University of Singapore (Singapore)
- Incheon Regional Environmental Technology Development Center, University of Incheon (South Korea)
- Disaster Prevention Research Institute, Kyoto University (Japan)

The objective of Hydro-Asia is to promote, in a global Asian vision, the key concepts, methodologies, tools and good practices which are essential for a sustainable water management. Today, problems related to water have become more and more complex and the analysis requires global and holistic approaches. Hydro-Asia collaborates closely with HydroEurope managed by the EuroAqua consortium, running the joint master of sciences on 'Hydroinformatics and Water Management' operated jointly by 5 European universities.

Today, Modern Information and Communication Technology (ICT) offer vast opportunities to explore and promote a new dimension in the engineering activity: a collaborative work of team-partners residing at different locations and working at different times using the internet as a common working and communication platform. Collaboration in this environment demands for new skills and a new 'technological culture'. This is a challenge for the Asian dimension where in future more and more experts and engineers from different countries with different languages, different cultures and mentalities as well as different specializations and professional experiences will have to collaborate in research, teaching and practice. Training of collaborations in such new environment is one of the great challenges of this endeavor/concept which by collaboration of the three Hydro-Asia partners will help to establish high quality university teaching courses and links between students from the partner institutions.

The three partners of Hydro-Asia have decided to introduce this new concept, wherever possible, into each individual university program. They complement academic teaching and collaboration on pre-defined project objectives through the internet; these activities will be concluded in a 5-day face-to-face meeting of all participating students and teachers at one place. At the face-to-face meeting, teaching of new technologies on runoff processes will be emphasized by related professors and works resulting from the participating students' internet interaction will be presented and discussed. During this time gained experience will be exchanged and personal contacts will be established and deepened.

Diff Status : Added

Quality Assurance

Objectives

The internal evaluation of Hydro-Asia Quality Assurance aims to outline the general quality assessment of the intensive research program and to measure the degree of satisfaction of all stakeholders.

Live Preview **Compare** Edit

User : berolo | My Settings | Logout | Workflow :

HYDROASIA

français

HydroAsia Concept **Project** Communication WorkSpace

HydroAsia > Project

Data
Manuals
Training Exercises
Lecture Notes
Field Excursion

Diff Status : To be removed

Course-Project

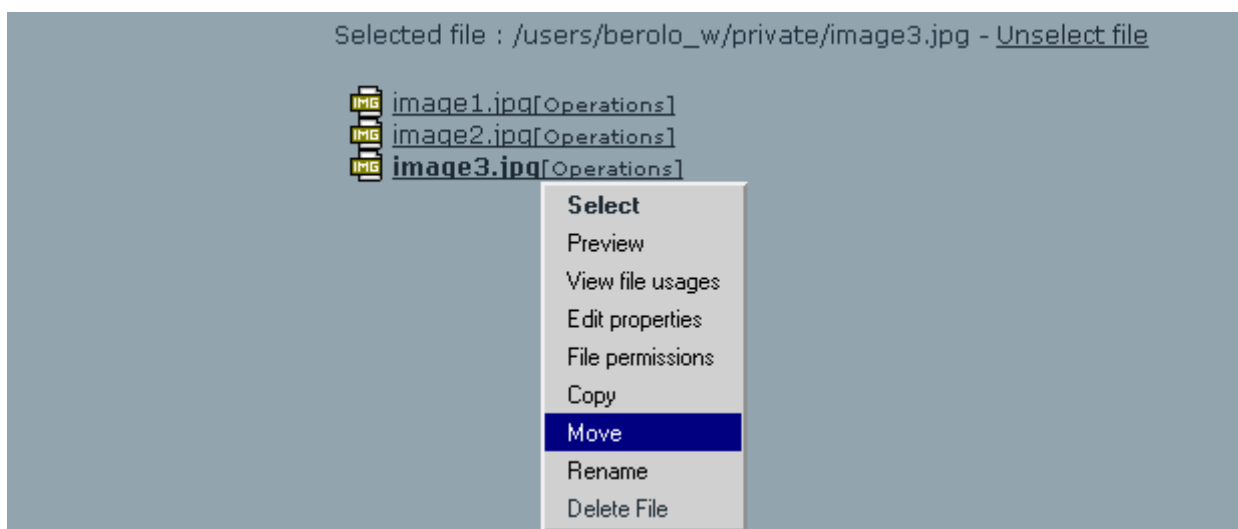
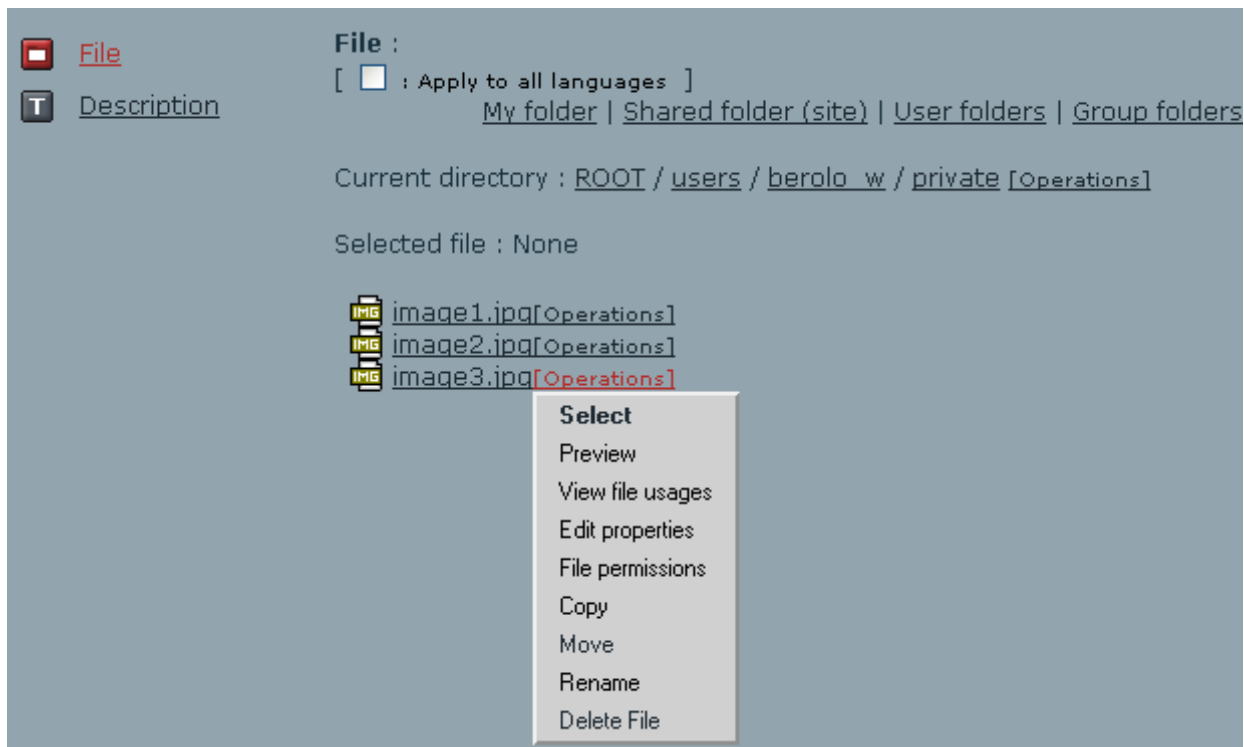
Help

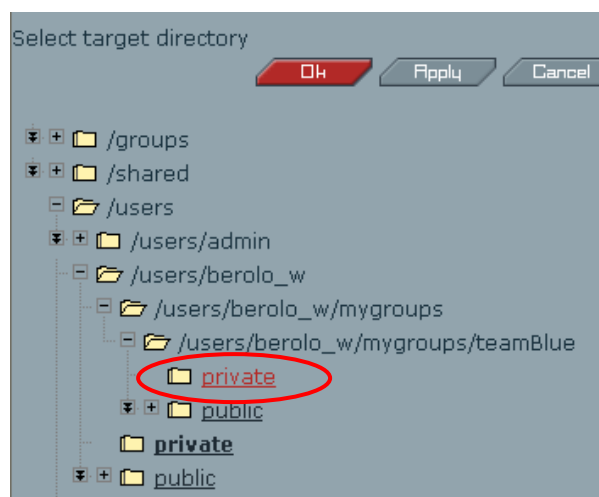
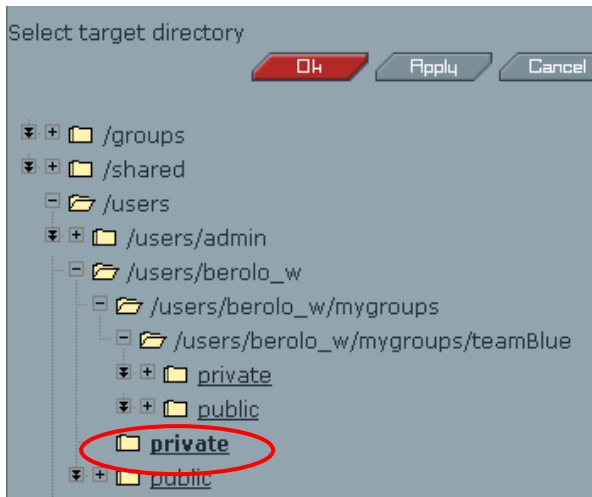
- How to use the platform?
- Which permissions for a registered user?

Tip 5 – OPERATIONS ON THE SERVER

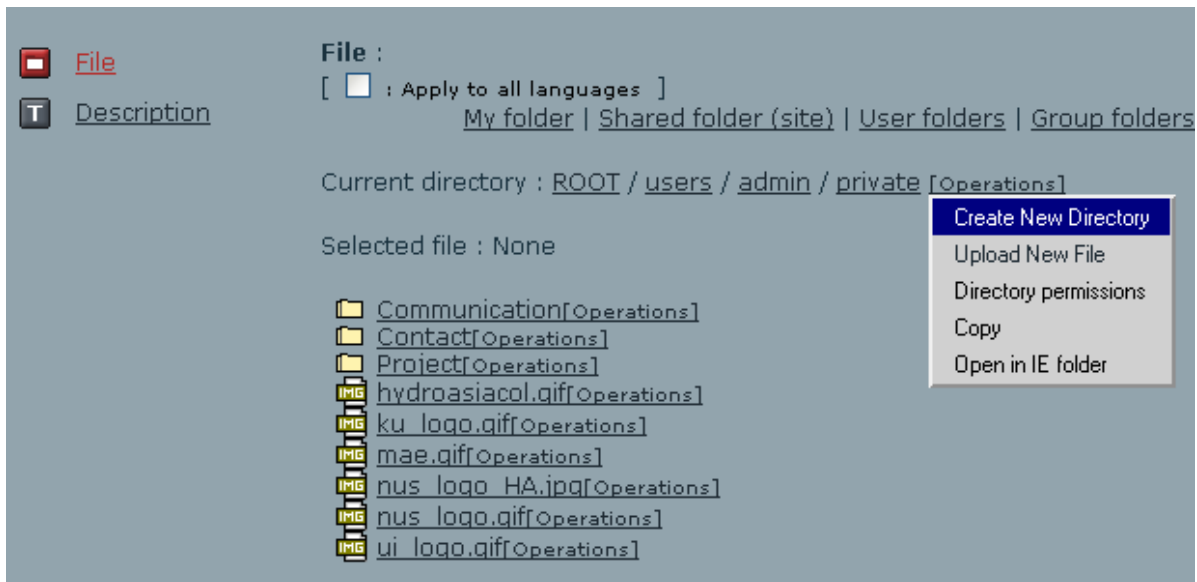
Different operations can be performed on files and directories stored on the Server. The **Operations list** for a **file** gives access to the following. For your purpose, the more useful operations are **Copy, Move, Rename, Delete File**. For example, you can move a file from your personal private directory to your team private directory.

Warning: Files have to be deleted from a published page before being moved, renamed or deleted. Moreover, check the possible links and the read access.





On the same way you can use the **Operations list** for a **directory** – private or team one – and **Create New Directory** in order to organize your files according to the scheme of your pages.



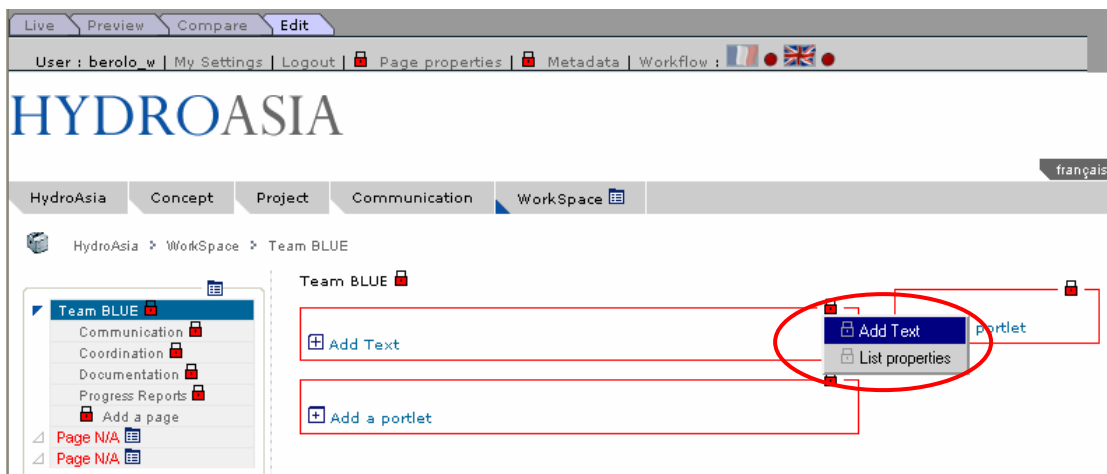
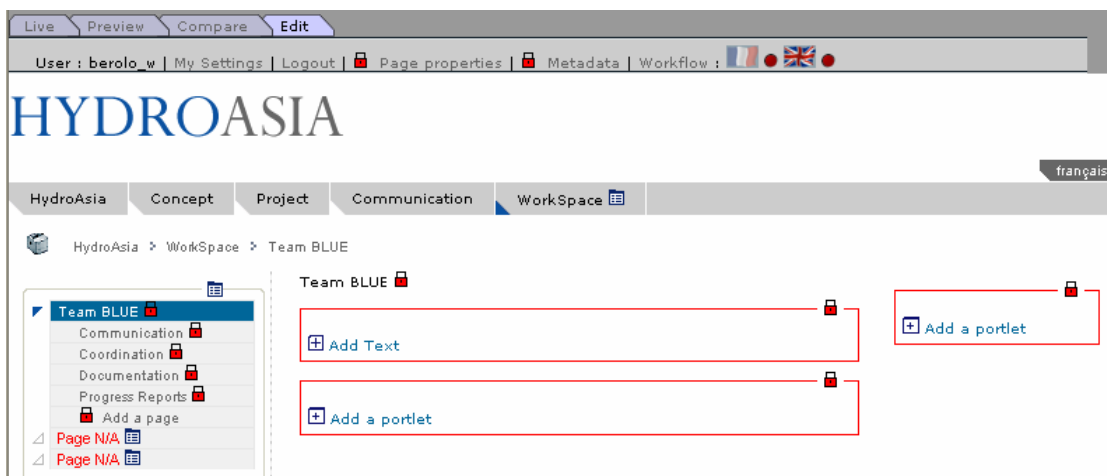
Tip 6 – LOCK ON EDITING

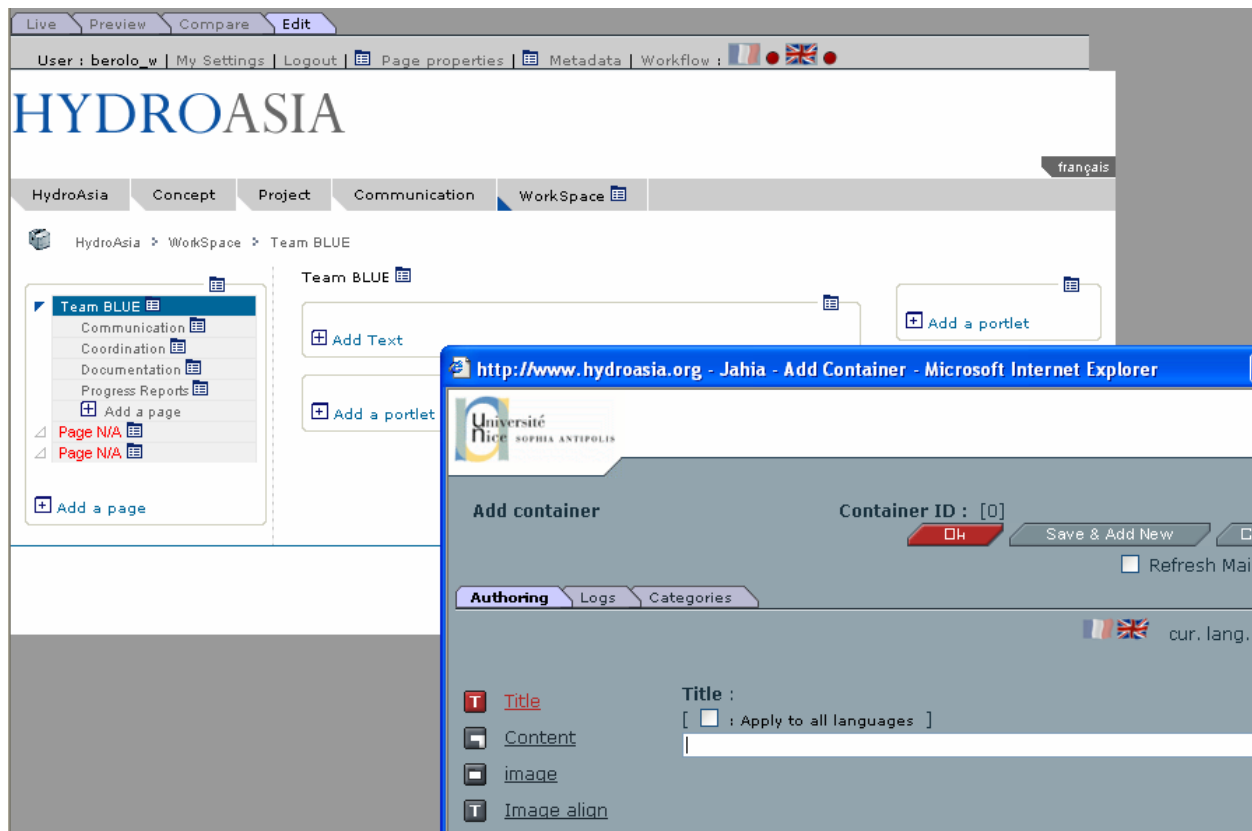
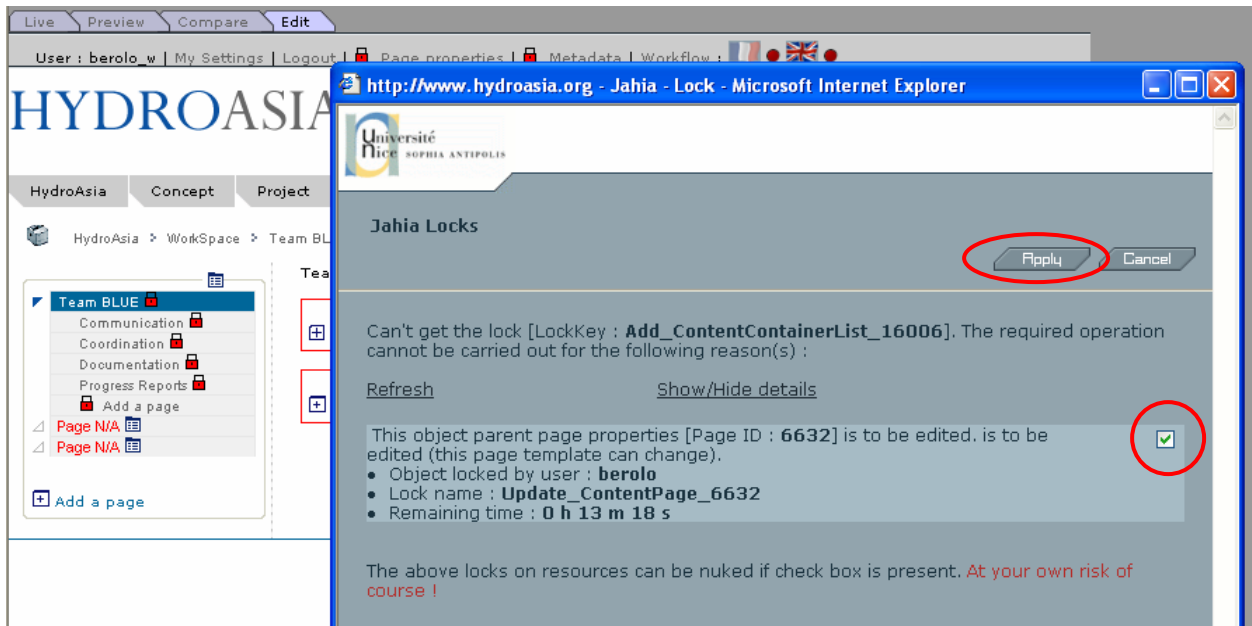
There are 2 possible reasons for lock on editing:

- Two users can not edit at the same time on the same page. The page and its containers are locked and no modification can be carried out;
- When a page is in an **approval state** (i.e. notification of the completed pages performed via the workflow), it is locked for any further modifications until approved or refused by the administrator.

The difference is that when a completed page is notified, the user has no access to unlock the page. Only the administrator when approving or refusing modifications will automatically unlock the page!

If lock on editing is due to **simultaneous editing**, click on Add Text or on List properties and a new window appears that enables to unlock by ticking the appropriate box and press the Apply button. Red frames and locks disappear and the Add container window becomes available.

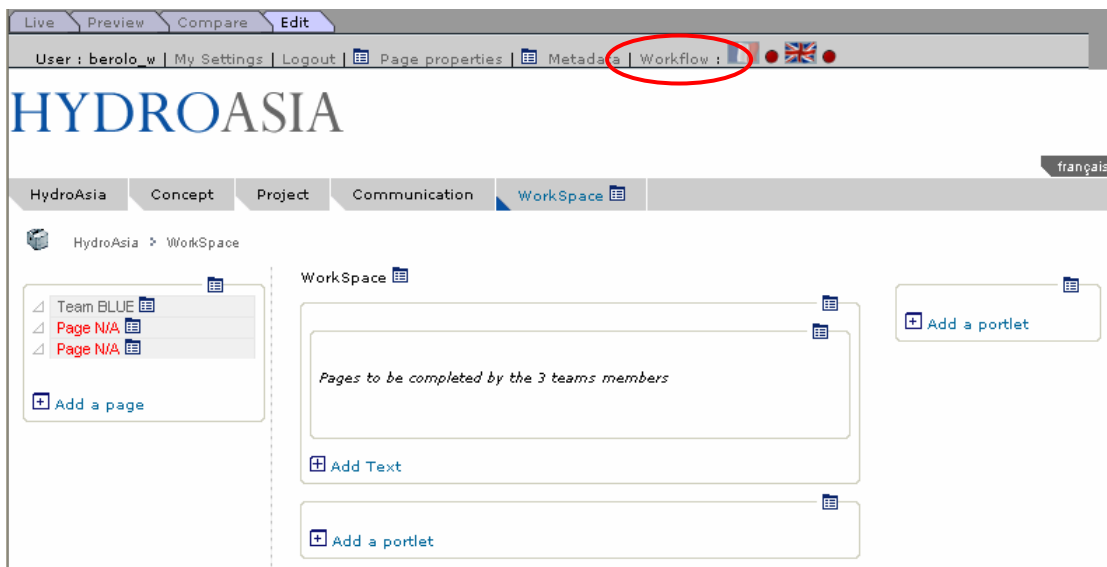




Tip 7 – EDIT PERMISSION ONLY AVAILABLE

If your permission is only to edit the page, the **Notify Completed Pages** tab is available by clicking on Workflow. Tick the concerned box(es) in the 'Pages ready for approval' list and click OK. The page is not published but notified for approval to the administrator.

Note that the marks located on the right side of Workflow are no more in a red color, but are changed into a yellow color – **Approval state** of the page. All containers are now locked on the page. If you click again on Workflow you can check that the ticked boxes and the Comments line are not available.



Live Preview Compare Edit

User : berolo_w | My Settings | Logout | Page properties | Metadata | Workflow :

HYDROASIA

français

HydroAsia Concept Project Communication Workspace

HydroAsia > Workspace

- Team BLUE
- Page N/A
- Page N/A

Add a page

Workspace

Pages to be completed

Add Text

Add a portlet

http://www.hydroasia.org - Jahia - Workflow - Microsoft Internet Explorer

Université Nice SOPHIA ANTIFOLIS

Workflow Site : www.hydroasia.org Site name : hydroasia

OK Apply Cancel

Notify Completed Pages

Editing state Approval state Published state
*) Mandatory language(s)

Pages ready for approval			Comments :
Workspace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Team BLUE	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Daily Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Final Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
Online Presence	<input type="checkbox"/>	<input type="checkbox"/>	
Work Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Team Rules	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	
Team GREEN	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
Team Rules	<input type="checkbox"/>	<input type="checkbox"/>	
Work Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Online Presence	<input type="checkbox"/>	<input type="checkbox"/>	

Live Preview Compare Edit

User : berolo_w | My Settings | Logout | Page properties | Metadata | Workflow :

HYDROASIA

français

HydroAsia Concept Project Communication Workspace

HydroAsia > Workspace

- Team BLUE
- Page N/A
- Page N/A

Add a page

Workspace

Pages to be completed by the 3 teams members

Add Text

Add a portlet

Live Preview Compare Edit

User : berolo_w | My Settings | Logout | Page properties | Metadata | Workflow :

HYDROASIA

français

HydroAsia Concept Project Communication Workspace

HydroAsia > Workspace

- Team BLUE
- Page N/A
- Page N/A

Add a page

Workspace

Pages to be c

Add Text

Add a port

http://www.hydroasia.org - Jahia - Workflow - Microsoft Internet Explorer

Université Nice SOPHIA ANTIPOLIS

Workflow Site : www.hydroasia.org Site name : hydroasia

Ok Apply Cancel

Notify Completed Pages

● Editing state ● Approval state ● Published state
*) Mandatory language(s)

Pages ready for approval			Comments :
Workspace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Team BLUE	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Daily Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Final Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
Online Presence	<input type="checkbox"/>	<input type="checkbox"/>	
Work Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Team Rules	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	
Team GREEN	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
Team Rules	<input type="checkbox"/>	<input type="checkbox"/>	
Work Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Online Presence	<input type="checkbox"/>	<input type="checkbox"/>	

Tip 8 – WORKFLOW AFTER NOTIFICATION

If you are allowed the administration permission, you can approve the pages notified by another user. Containers are displayed as locked on the page and the Notified Completed Pages tab (in the workflow window) gives no access to the box(es) marked in approval state. Click back to the **Approve Pending Pages**, some boxes are available for **accepting or refusing** the pages on the left and right sides of the yellow marks. Tick the appropriate box(es) and make Comments if needed. If pages are accepted, they are published and the workflow marks become green (the marks could remain red for a page which is a parent page of modified pages).

The screenshot displays the HydroAsia workflow interface. The top navigation bar includes 'Live', 'Preview', 'Compare', and 'Edit'. The user is identified as 'berolo'. The main content area shows the 'HYDROASIA' logo and a navigation menu with 'HydroAsia', 'Concept', 'Project', 'Communication', and 'WorkSpace'. The 'WorkSpace' section contains a list of teams: Team BLUE, Team GREEN, and Team RED, each with a lock icon. Below this list are buttons for 'Add a page', 'Add Text', and 'Add a portlet'. The right-hand side of the interface is a 'Workflow' window titled 'http://www.hydroasia.org - Jahia - Workflow - Microsoft Internet Explorer'. It shows the site name 'hydroasia' and a 'Workflow' section with 'Site : www.hydroasia.org'. The workflow window has two tabs: 'Notify Completed Pages' and 'Approve Pending Pages'. The 'Approve Pending Pages' tab is active, showing a table of pages ready for approval. The table has columns for 'Pages ready for approval', 'Comments', and a set of status icons (a red flag, a yellow circle, and a green circle). The 'WorkSpace' row is highlighted, and its status icons are circled in red. Below the table, there are expandable sections for 'Team BLUE', 'Team GREEN', and 'Team RED', each containing sub-items like 'Documentation', 'Progress Reports', 'Coordination', and 'Communication'. Each sub-item has its own set of status icons.

Pages ready for approval	Comments
<input type="checkbox"/> WorkSpace	
<input type="checkbox"/> Team BLUE	
<input type="checkbox"/> Documentation	
<input type="checkbox"/> Progress Reports	
<input type="checkbox"/> Coordination	
<input type="checkbox"/> Communication	
<input type="checkbox"/> Team GREEN	
<input type="checkbox"/> Communication	
<input type="checkbox"/> Coordination	
<input type="checkbox"/> Documentation	
<input type="checkbox"/> Progress Reports	
<input type="checkbox"/> Team RED	
<input type="checkbox"/> Communication	
<input type="checkbox"/> Coordination	
<input type="checkbox"/> Documentation	
<input type="checkbox"/> Progress Reports	

Live Preview Compare Edit

User : berolo | My Settings | Logout | Page properties | Metadata | Workflow :

HYDROASIA

français

HydroAsia Concept Project Communication Workspace

HydroAsia > WorkSpace

- Team BLUE
- Team GREEN
- Team RED

Add a page

WorkSpace

Pages to be comp

Add Text

Add a portlet

http://www.hydroasia.org - Jahia - Workflow - Microsoft Internet Explorer

Université NICE SOPHIA ANTIPOLIS

Workflow Site : www.hydroasia.org Site name : hydroasia

OK Apply Can

Notify Completed Pages Approve Pending Pages

Editing state
 Approval state
 Published state
 Accept pages and publish them
 Refuse pages
 *) Mandatory language(s)

Pages ready for publishing			Comments :
Workspace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Team BLUE	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	

Live Preview Compare Edit

User : berolo | My Settings | Logout | Page properties | Metadata | Workflow :

HYDROASIA

français

HydroAsia Concept Project Communication Workspace

HydroAsia > WorkSpace

- Team BLUE
- Team GREEN
- Team RED

Add a page

WorkSpace

Pages to be comp

Add Text

Add a portlet

http://www.hydroasia.org - Jahia - Workflow - Microsoft Internet Explorer

Université NICE SOPHIA ANTIPOLIS

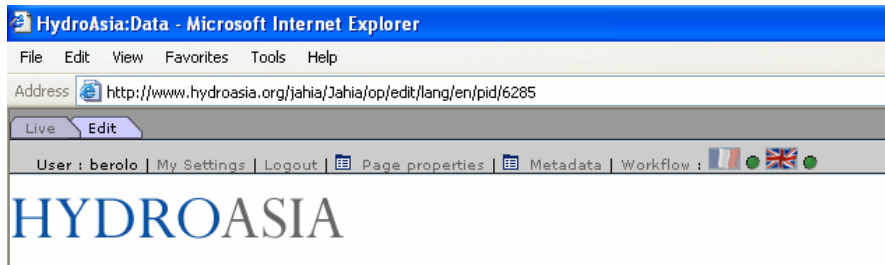
Workflow Site : www.hydroasia.org Site name : hydroasia

OK Apply Can

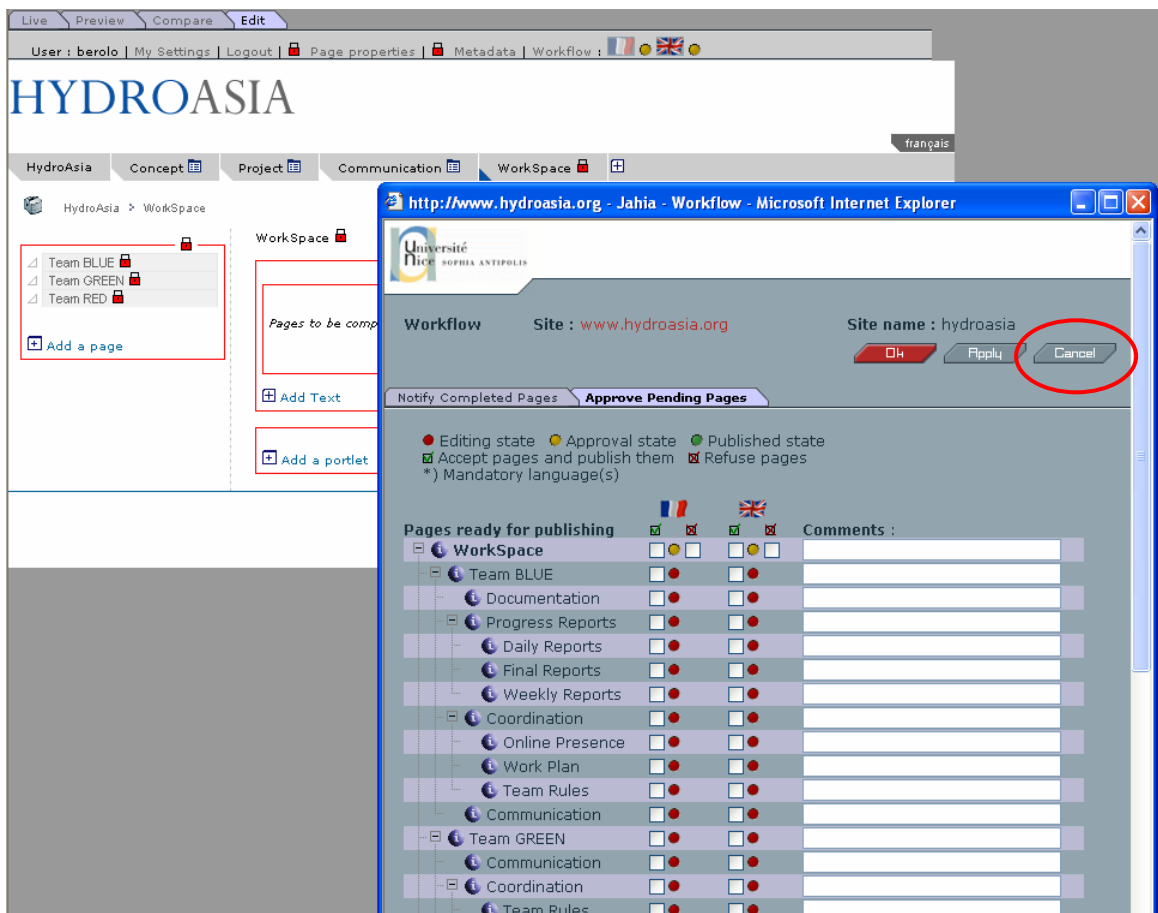
Notify Completed Pages Approve Pending Pages

Editing state
 Approval state
 Published state
 Accept pages and publish them
 Refuse pages
 *) Mandatory language(s)

Pages ready for publishing			Comments :
Workspace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Team BLUE	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	



Warning: If you choose to **postpone the control of the workflow** and close the workflow window instead of cancelling the procedure – even without ticking the boxes, this creates locks on the workflow (see Tip 9). The workflow must be cancelled.



Tip 9 – LOCK ON WORKFLOW

Approval or publishing can be locked by another administrator. In that case ALL boxes are locked (check the 2 tabs). On the Approve Pending Pages tab, the current administrator can only **disable the lock**, for the WorkSpace page in the present case. Note that the **Accept boxes are not available!**

Workflow Site : www.hydroasia.org Site name : hydroasia

Notify Completed Pages Approve Pending Pages

● Editing state ● Approval state ● Published state
*) Mandatory language(s)

Pages ready for approval	FR	EN	Comments :
[-] Workspace	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
[-] Team BLUE	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Communication	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Team GREEN	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Communication	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Team RED	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Communication	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Coordination	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Documentation	<input type="checkbox"/>	<input type="checkbox"/>	
[-] Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	

Live Preview Compare Edit

User : berolo | My Settings | Logout | Page properties | Metadata | Workflow :

HYDROASIA

français

HydroAsia | Concept | Project | Communication | Workspace

HydroAsia > Workspace

- Team BLUE
- Team GREEN
- Team RED

Add a page

Workspace

Pages to be comp.

Add Text

Add a portlet

http://www.hydroasia.org - Jahia - Workflow - Microsoft Internet Explorer

Université Nice SOPHIA ANTIPOLIS

Workflow Site : www.hydroasia.org Site name : hydroasia

Ok Apply Ca

Notify Completed Pages Approve Pending Pages

Editing state
 Approval state
 Published state
 Accept pages and publish them
 Refuse pages
 *) Mandatory language(s)

Pages ready for publishing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Comments :
Workspace	<input type="checkbox"/>	<input type="checkbox"/> disabled	<input type="checkbox"/> disabled	
Team BLUE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team GREEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Team RED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Done Internet

Tip 10 – MAIL NOTIFICATIONS

The e-mail address entered in your Settings is used for notification mails.

The **Workflow Mail notification** gives:

- Modifications performed by user xx
- State of the page: for approval or published
- Link to the page
- Comment (if any)

The **User properties** are:

- User with 'Read' Right => receives no workflow mail notification
- User with 'Write' Right => receives 'Approved and published' mail notification
- User with 'Administration' Right => receives 'Waiting for approval' mail notification and 'Approved and published' mail notification

Note that you can **control the workflow for several pages at once**. For this purpose, select the parent page of all the pages you want to publish. The 'Pages ready for publishing' list displays the considered page and all its subpages. You can validate all ready pages. This avoids receiving several notification mails, but only one listing all the pages modified. A light process for your mailing box!

```
Date: Mon, 21 May 2007 19:48:41 +0200 (CEST)
From: webmaster@unice.fr
To: web-hydroasia@unice.fr
Subject: [JAHIA] Workflow modification by user berolo_w on page(s) : fr=WorkSpace, en=WorkSpace

Jahia Workflow Mail notification.
Modifications performed by user berolo_w.

Waiting for approval:
-----
The following pages are now ready for publishing. Please accept or refuse to
publish them.

- Page "fr=WorkSpace, en=WorkSpace" (ID=6631)
Link on Jahia site : http://www.hydroasia.org/jahia/Jahia/pid/6631
Comment : no comment
```

Date: Mon, 21 May 2007 20:31:39 +0200 (CEST)
From: webmaster@unice.fr
To: berolo@unice.fr
Subject: [JAHIA] Workflow modification by user berolo on page(s) : fr=WorkSpace, en=WorkSpace

Jahia Workflow Mail notification.
Modifications performed by user berolo.

Approved and published:

The following pages are now published on the Jahia site :

- Page "fr=WorkSpace, en=WorkSpace" (ID=6631)
Link on Jahia site : <http://www.hydroasia.org/jahia/Jahia/pid/6631>
Comment : no comment