Oracle® Fusion Middleware

User's Guide for Oracle WebCenter

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Oracle Fusion Middleware User's Guide for Oracle WebCenter, 11*g* Release 1 (11.1.1)

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Preface

Welcome to Oracle Fusion Middleware User's Guide for Oracle WebCenter. This guide describes the runtime behavior of Oracle WebCenter: both WebCenter Spaces and custom WebCenter applications. It provides instructions for such tasks as creating personal and group spaces; creating, populating, and managing pages; setting application preferences; and working with services and portlets.

Audience

This document is intended for WebCenter application users who are interested in personalizing and customizing application pages and in creating online communities centering around a group project or a shared area of interest. It is also intended for business developers interested in creating enterprise mashups through runtime component wiring.

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Related Documents

For more information, see the following documents in the Oracle Fusion Middleware 11*g* Release 1 (11.1.1) documentation set:

- *Oracle Fusion Middleware Tutorial for Oracle WebCenter Spaces Users*
- *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*
- *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*

Conventions

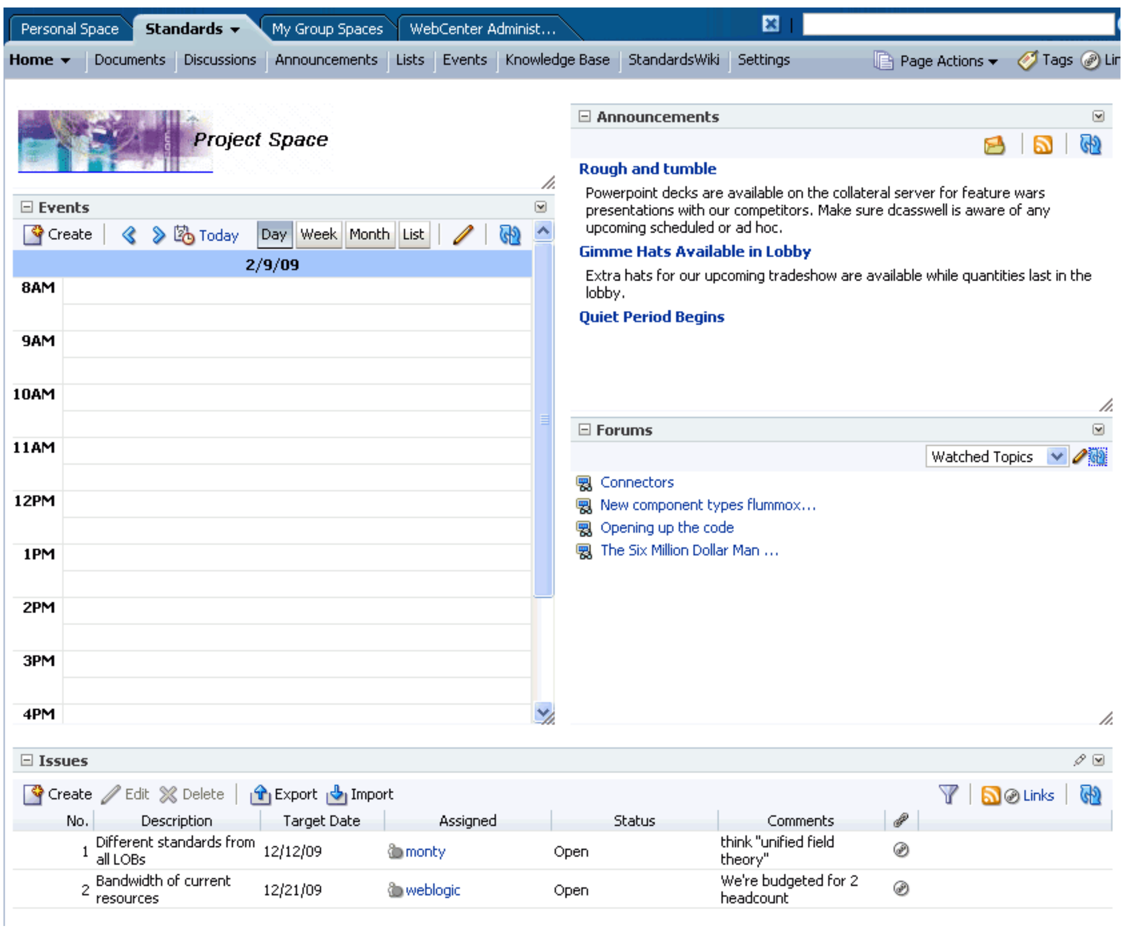
The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action.
italic	Italic type indicates book titles, emphasis, placeholder variables for which you supply particular values, or terms defined in text or the glossary.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1 Introducing WebCenter

Welcome to Oracle WebCenter!

Figure 1–1 A WebCenter Spaces Group Space



This chapter provides a high-level overview of the features and benefits of Oracle WebCenter Services and the WebCenter Spaces application. It includes the following sections:

- Introducing the WebCenter Spaces Application
- Introducing WebCenter Services
- A Day in the Life of WebCenter

Audience

This chapter is intended for users who want to understand what the WebCenter Spaces application and Oracle WebCenter Services are and what they have to offer. Additionally, it introduces Oracle Composer, the runtime editor available in the WebCenter Spaces application and in custom applications built with Oracle WebCenter Framework.

1.1 Introducing the WebCenter Spaces Application

This section explores WebCenter Spaces features and concepts and previews much of its functionality. It contains the following subsections:

1.1.1 Understanding the WebCenter Spaces Application

WebCenter Spaces is a Web-based application that offers the very latest technology for social networking, communication, collaboration, and personal productivity. Through a robust set of services and applications, WebCenter Spaces provides everything essential for exchanging ideas with others, interacting with your critical applications, and zeroing in on your own projects and interests—all within a single, integrated environment.

WebCenter Spaces exposes collaborative, social networking, and personal productivity features through *services*, which, in turn, expose subsets of their features and functionality through *task flows*. Services provide a wide variety of functionality in support of personal and team objectives. Task flows provide reusable functionality that may expose all or a subset of the features available from a particular service. See Section 1.2, "Introducing WebCenter Services."

A runtime page editor, Oracle Composer, provides an entry into the structural and configurable underpinnings of the WebCenter Spaces application. Use Oracle Composer to manipulate page layouts, add page content, and configure pages and content to suit your requirements. See Section 4.3, "Introducing Oracle Composer."

The WebCenter Spaces application provides the foundation for establishing social networks for organizing your work around specific projects and deliverables and locating experts to help in accomplishing project tasks. See Section 1.1.2, "Understanding the Sidebar and Personal and Group Spaces."

Most importantly, WebCenter Spaces provides the capability of including Enterprise Application content directly into a space to ensure that all the information essential to making informed decisions is within easy reach. WebCenter applications provide many pathways to application integration: You can integrate application data views, add portlets, bring in external task flows as portlets across a portlet bridge, publish a task flow as a link that is integrated with the Oracle Single Sign-On Server, add an application through an iframe that is integrated with the Oracle Single Sign-On Server, enter JavaScript using OmniPortlet or the HTML Markup layout component.

Note: For more information about OmniPortlet, see Chapter 32, "Working with OmniPortlet." For more information about the HTML Markup layout component, see Section 6.5.1.2, "Introducing the HTML Markup Layout Component." Other application integration scenarios are discussed in *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

In both personal and group spaces, authenticated users can create pages that mash up multiple services into, for example, a central access point for personal organization or group communication and project resources. Authorized users at all levels of technical expertise can easily add all kinds of resources to a page. Among these are Business-Intelligence charts, reports, portlets, business applications, Web 2.0 services, and other Application Development Framework (ADF) resources or views. Combining all this information into a location that is dedicated to a specific project creates that unique and useful creature: the Enterprise Mashup. See Chapter 7, "Working with Page Content."

1.1.2 Understanding the Sidebar and Personal and Group Spaces

Oracle WebCenter Spaces provides two work environments within a single application: *personal spaces* and *group spaces*. This section provides a brief overview of both environments. It contains the following subsections:

- Understanding the Sidebar
- Understanding Personal Spaces
- Understanding Group Spaces

1.1.2.1 Understanding the Sidebar

The Sidebar provides quick access to tools and information essential to your personal productivity. For example, in the Sidebar you can view notifications sent to you, personal mail messages, documents you've accessed recently, applications that you use frequently, and much more.

Although it is personal, the Sidebar is almost always present and easily accessible from anywhere in the WebCenter Spaces application.

Note: The Sidebar does not display when all Sidebar task flows are hidden. See Section 3.7.3, "Hiding and Showing Task Flows in the Sidebar."

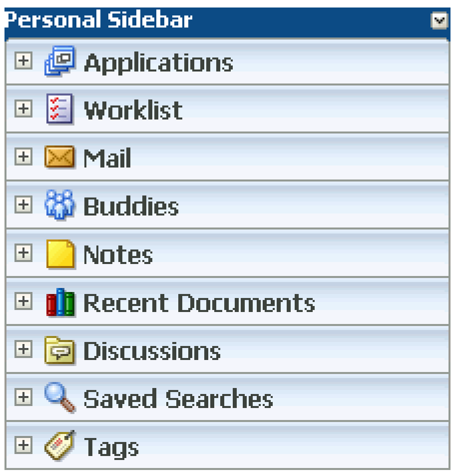
The Sidebar appears in three states: *icon*, *list*, and *hidden*:

- The *icon* state renders the Sidebar as a column of icons (Figure 1–2):

Figure 1–2 The Sidebar Displayed as Icons (Icon)

- The *list* state renders the Sidebar as a list of expandable panels (Figure 1–3).

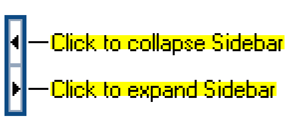
Figure 1–3 The Sidebar Displayed as Expandable Panels (List)



- The *hidden* state hides the Sidebar.

Enter or exit all three states using the Expand and Collapse icons displayed to the lower right of the Sidebar (Figure 1–4).

Figure 1–4 Collapse and Expand Sidebar Icons



For more information about the Sidebar, see Section 3.7, "Working with the WebCenter Spaces Sidebar."

1.1.2.2 Understanding Personal Spaces

Personal spaces provide each user with a private work area for storing personal content, keeping notes, viewing and responding to business process assignments, maintaining a list of online buddies, and performing many other tasks relevant to his or her unique working day. The focus of a personal space is on you and your personal productivity.

Figure 1–5 A Personal Space in a WebCenter Spaces Application

Everything in a personal space is personal: the documents you upload, the notes you write, the pages you create. You can share your personal space with other users, but sharing is entirely up to you. See Section 5.7, "Setting and Revoking Page Access Permissions."

Many of the features offered in a personal space assist you with making changes that affect your personal user experience. These include easy page creation and an easy, integrated tool set for writing personal notes and viewing and tracking information of particular interest to you. Additionally, your personal space provides useful, on-the-spot communication features, such as instant messaging and mail.

For all levels of users, personal spaces provide a rich set of useful features, such as:

- Personal Pages
- Business Role Pages

1.1.2.2.1 Personal Pages Your personal space includes both predefined pages and any personal pages you create. Additionally, it may include Business Role Pages, provided by the application administrator.

Predefined pages include a **Welcome** page, designed by your application administrator and a **Documents** page, where you can upload and manage your personal content. Additionally, you can create pages and have full privileges over them. With full page privileges, you can add and remove content, share the page with others, delete pages, and show or hide pages using the Manage Pages dialog box (see Chapter 5, "Working with the Manage Pages Dialog Box"). Many applications and services are available to assist you in all of these activities.

For more information about creating pages, see Chapter 6, "Creating, Editing, and Deleting Pages."

1.1.2.2.2 Business Role Pages Your personal space also displays all pages targeted to your professional role. These are called *business role pages*. A business role page is a page specifically provided for a given role in your organization.

For example, an administrator can create business role pages targeted to each line of business. When a sales person logs in and goes to his personal space, he'll see the **Sales** business role page. When an engineer logs in and goes to her personal space, she'll see the **Engineering** business role page. Information that is timely and relevant to a specific business role can be provided instantly, without the noise of irrelevant information from other lines of business.

For more information about business role pages, see the *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

Administrators can create business role pages and manage all pages from the WebCenter Spaces administration interface. Administrators can access this interface by clicking the **Administration** link at the top of the WebCenter Spaces application. The **Administration** link appears only to users who have logged in to the application using an administrator user name and password.

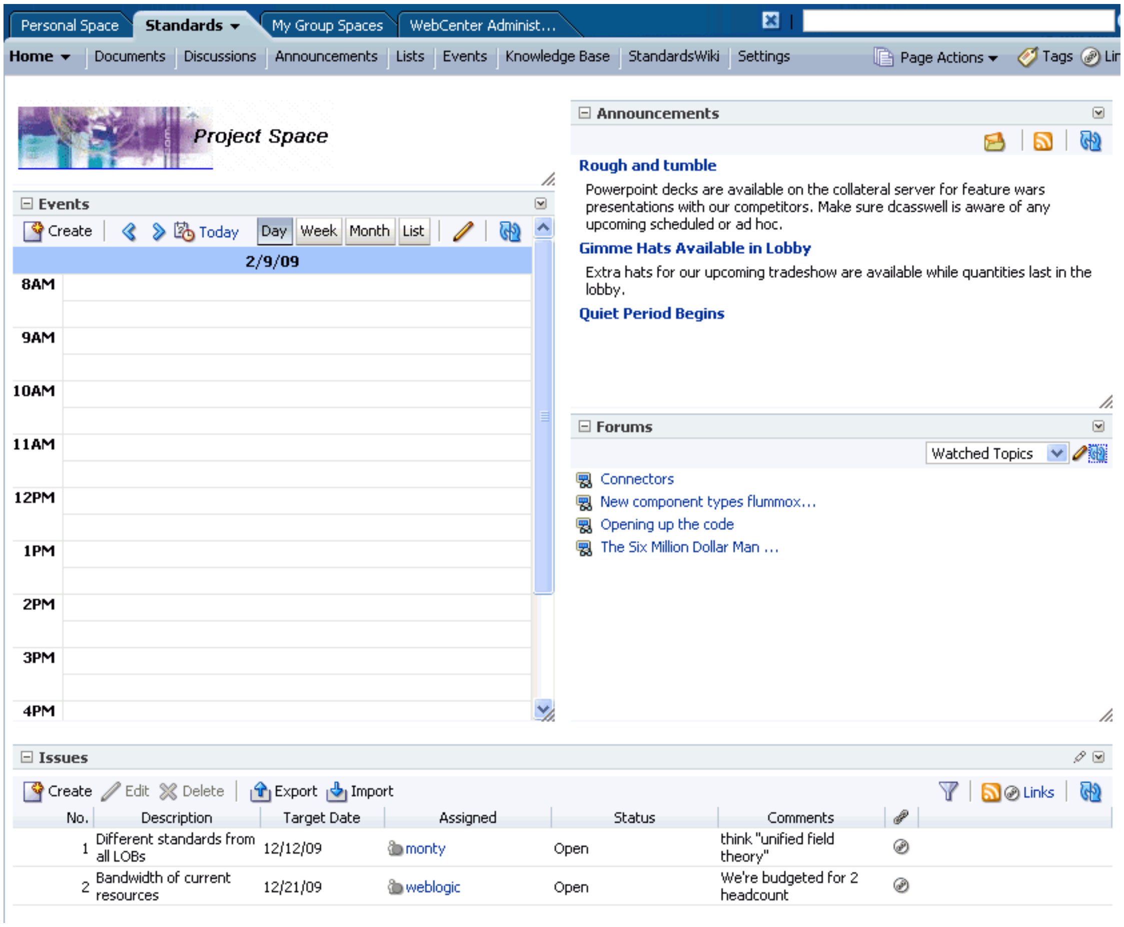
Additional administration interface features include user and role management, creation and management of business role pages, service configuration, Sidebar configuration, and management of group spaces.

For more information about administering WebCenter Spaces, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

1.1.2.3 Understanding Group Spaces

Group spaces support discrete communities of any size that are organized around an area of interest or a common goal (see Chapter 9, "Understanding Group Space Basics").

Figure 1–6 An Oracle WebCenter Spaces Group Space



You can create a blank group space or create a prepopulated group space using a template. WebCenter Spaces provides templates to suit a wide range of use cases out-of-the-box (see Chapter 10, "Building Group Spaces"). Additionally, you can create custom templates to fit any use case.

Out-of-the-box group space templates include Group Project, Community of Interest, and Blank. For information about these templates, see Section 10.2, "What You Should Know About Group Space Templates."

You can save duplication of effort by creating templates from your custom group spaces. Creating templates from custom group spaces gives other group space builders a quick start in setting up the support framework for their tasks or projects.

Creating templates is easy: simply create the group space you want to pattern other group spaces after, and save it as a template. Reusing group spaces in this way enables you to get up and running immediately, without losing time duplicating set-up, security, and other group space infrastructure (see Section 10.9, "Creating Your Own Group Space Templates").

Where personal spaces are personal, group spaces support the formation and collaboration of project teams and communities of interest. Group spaces provide a virtual environment for ongoing interaction and information sharing—in essence, for forming a social network.

Structurally, group spaces are comprised of pages, many of which are dedicated to a particular service. For example, a **Documents** page provides a central library for uploading, organizing, and managing group content (see Chapter 14, "Working with the Documents Service"). A **Lists** page provides the means of creating and publishing lists (Chapter 17, "Working with the Lists Service"). A **Search** page includes features for saving searches and managing search results (Chapter 29, "Working with the Search Service").

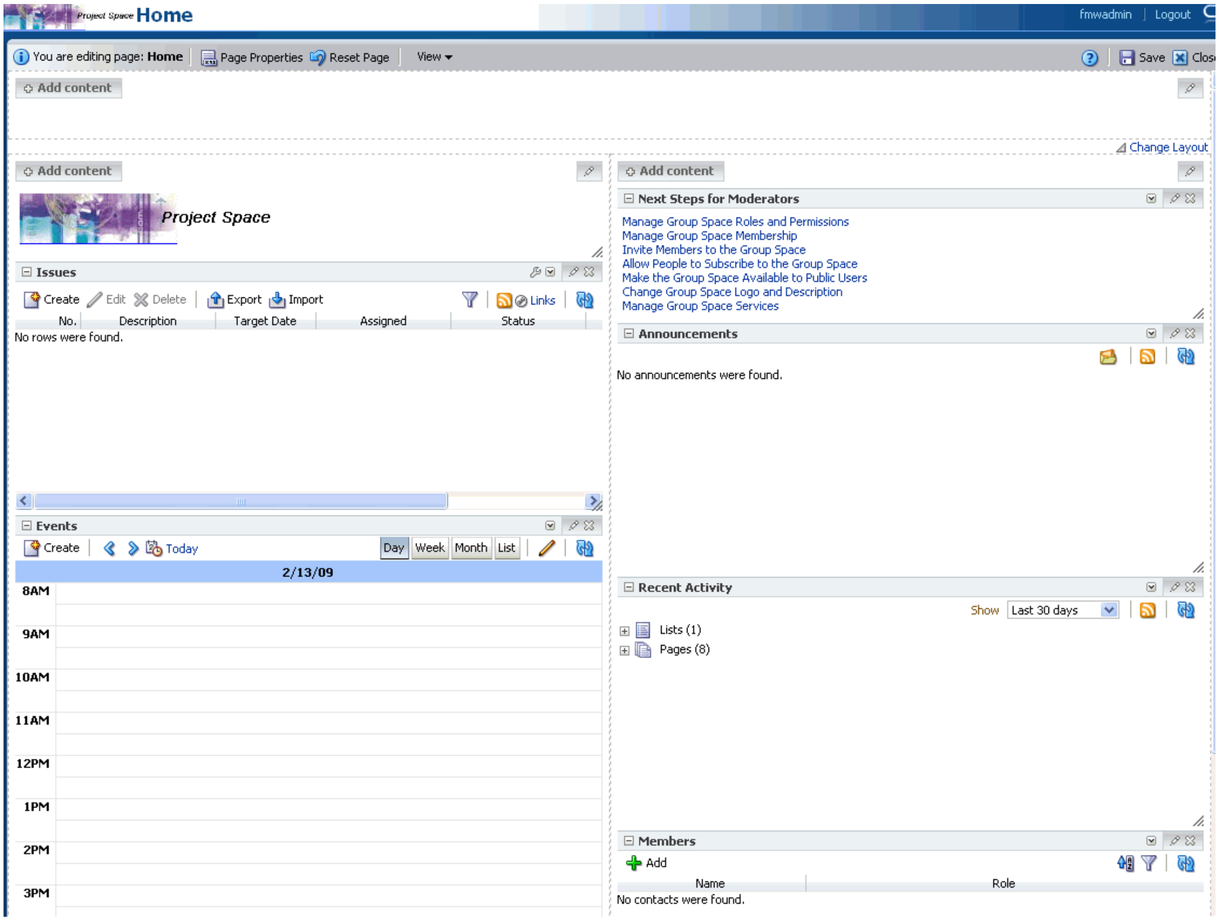
In addition to these and other default pages, a group space supports custom pages created by authorized users. Page creation is easy with a wide selection of predefined layouts. With little effort, you can provide pages neatly tailored to the unique needs of your team or community (see Chapter 6, "Creating, Editing, and Deleting Pages").

Group space administration is fully integrated into the WebCenter Spaces environment. For example, the person who creates a group space is automatically that group space's Moderator, and can grant any other user Moderator privileges. Users assigned the Moderator or equivalent role can add or remove group space members; invite new members; provide and update group space metadata, such as the group space display name, description, and search keywords; and manage the services available to the group space. Additionally, a moderator can configure a group space to allow self-registration of new members. Interested persons can navigate to the group space and fill out a preseeded self-registration form (see Chapter 12, "Managing Group Space Members and Roles").

For more information about group spaces, see Part III, "Working with WebCenter Spaces Group Spaces".

1.1.3 Understanding Oracle Composer

Figure 1–7 A Group Space Home Page Opened in Oracle Composer



Enterprise Mashups come to life in Oracle Composer, where you can add content to a page, define page properties, and extend and customize application views, called *task flows* (see Section 1.2, "Introducing WebCenter Services"). Use Oracle Composer to add multiple task flows to a page, access task flow properties, and wire pages and task flows to each other to create context-sensitive mashups.

When you first create a page, it opens in Oracle Composer, which operates transparently within the context of WebCenter Spaces. After creation, you can modify the page by rearranging components through drag and drop and by editing components in-place.

Note: Whether or not a component is editable is determined when the component is developed. If an edit control is built-in and enabled, it appears on the component's header or in a floating palette when you move your mouse pointer over the component. If an edit control is either not built-in or not enabled, an edit control is not shown.

Oracle Composer provides controls for tailoring your pages to your own business and personal requirements. These include:

- Catalog—The Catalog provides access to page content, such as task flows and portlets, and page layout components, such as images, content boxes, hyperlinks, and the like. See Section 4.3.3, "Introducing the Catalog."
- Design and Source views—Design view provides a WYSIWYG edit view of the page. Source view provides a selectable, hierarchical view of page components. See Section 4.3.2, "Introducing Design View and Source View."
- Page Templates—A wide variety of prebuilt page layouts and color schemes. See Section 6.4.1, "What You Should Know About Page Layouts, Styles, and Schemes."
- Page and Component Properties—Oracle Composer provides easy access to page properties for setting page display options, defining page security, and creating page parameters for wiring a page with its content. Additionally, every task flow includes a set of configurable properties that influence the behavior, content, and look-and-feel of a given task flow instance. You can access these properties through the Component Properties dialog box in Oracle Composer. See Section 4.3.4, "Introducing the Component Properties Dialog Box," and Section 4.3.5, "Introducing the Page Properties Dialog Box."
- Security—An enhanced security infrastructure enables you to specify access settings for a particular page. Pages support two security models: *role-based* and *custom*. WebCenter Spaces provides out-of-the-box user roles, which you can freight with specific sets of application permissions and assign to your user population. Additionally, you can use page security to set custom page access. Individual users can use page security settings to share a page in their personal space with others. Group space administrators can use page security settings to configure custom security on a page in a group space. See Section 5.7.1, "Setting Custom Page Access," Chapter 12, "Managing Group Space Members and Roles," and *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

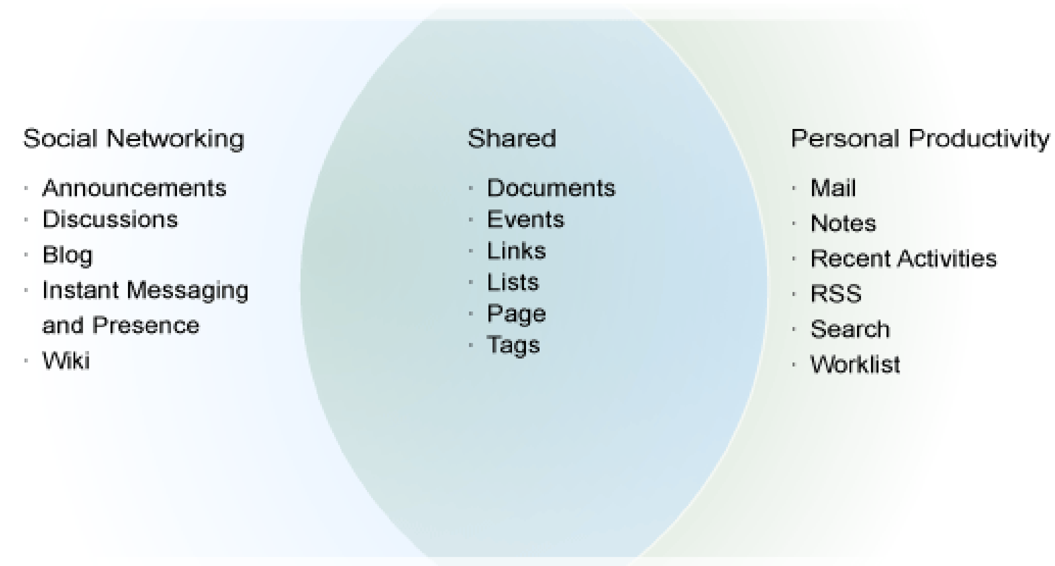
Note: For more information about Oracle Composer, see Section 4.3, "Introducing Oracle Composer."

1.2 Introducing WebCenter Services

WebCenter Spaces exposes collaborative, social networking, and personal productivity features through *services*, which, in turn, expose subsets of their features and functionality through *task flows*.

WebCenter services align under three groups: Social Networking Services; Personal Productivity Services; and Shared Services, which expose features relevant to the other two (Figure 1–8).

Figure 1–8 Services Available to WebCenter Applications



All services provide a wide variety of functionality in support of personal and team objectives. For example, a Documents service provides features for uploading and managing content. A Discussions service provides features for creating, managing, and participating in discussion forums.

Table 1–1 lists the services available to WebCenter applications and groups them into three classifications: social networking, personal productivity, and intersecting services, which combine the first two. Those services available only in the WebCenter Spaces application are marked with a footnote.

Table 1–1 WebCenter Services

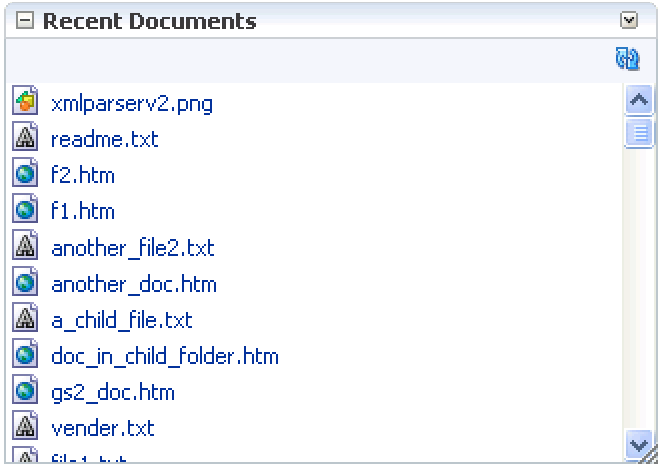
Personal Productivity	Intersecting	Social Networking
Mail	Documents	Announcements
Notes[1]	Events[1]	Discussions
Recent Activities	Links	Blog
RSS[2]	Lists[1]	Instant Messaging and Presence (IMP)
Search	Page	Wiki
Worklist	Tags	

1 WebCenter Spaces only.

2 RSS news feeds are available from WebCenter Spaces only. The RSS Viewer task flow is available in both WebCenter Spaces and custom WebCenter applications.

A task flow is a reusable piece of functionality that may expose all or a subset of the features available from a particular service. For example, a *Recent Documents* task flow provides a view of all documents that have recently been opened, added, or affected in some way (Figure 1–9).

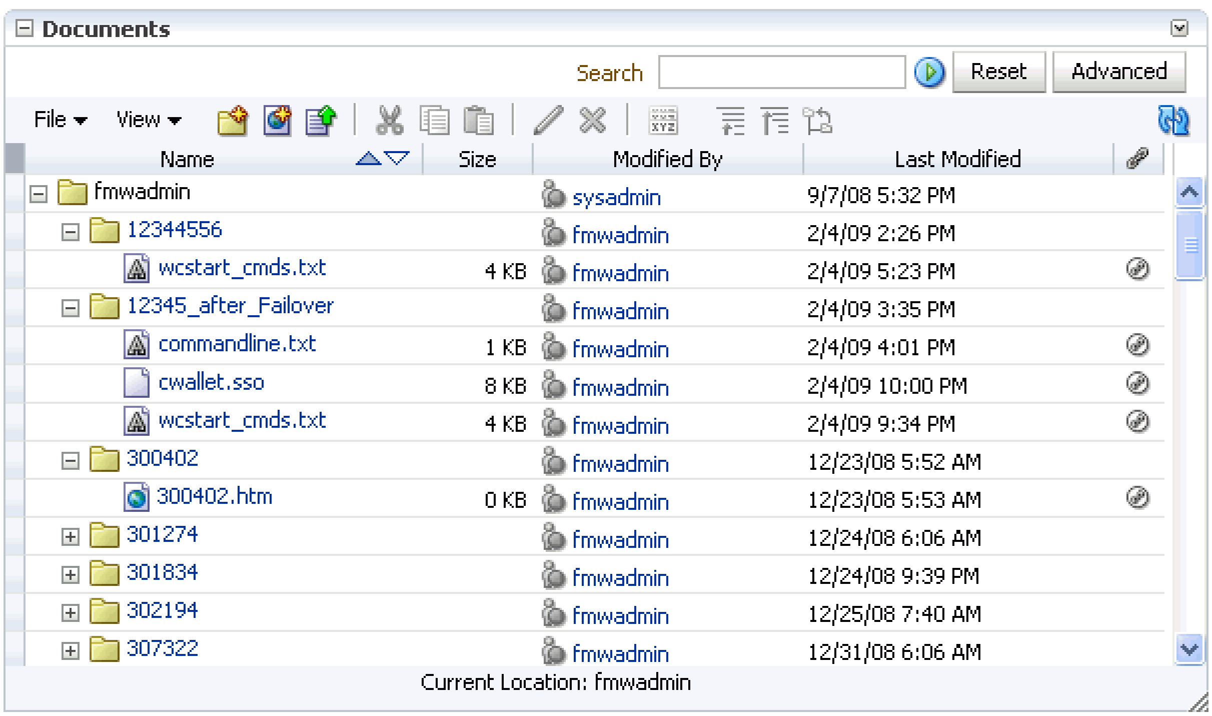
Figure 1–9 Recent Documents Task Flow



Users can open documents by clicking the document name in the task flow. The Recent Documents task flow provides a narrow subset of the functionality offered through the Documents service.

In contrast, the Documents service also provides the *Documents* task flow (Figure 1–10).

Figure 1–10 Documents Task Flow



The Documents task flow fully exposes all features and benefits of the Documents service.

In the WebCenter Spaces application, task flows provide a scoped view of your information. That is, personal and group spaces expose content that is unique to a given space. For example, imagine a WebCenter Spaces application that includes a

Finance group space and a *Photography* group space. The Documents task flow in the Finance group space displays only the documents and folders associated with the Finance group space. The same Documents task flow displays a completely different set of documents and folders when it is exposed in the Photography group space. Within the WebCenter Spaces application, many task flows respond to scope automatically, without users having to configure that information for themselves.

In custom applications created with the Oracle WebCenter Framework, task flows can expose information from the entire application and can be confined to a particular scope.

Many task flows provide configuration parameters that enable you to further customize the appearance and content of a task flow instance. This includes such customizations as controlling the look and feel of the presentation elements surrounding the task flow (that is, task flow *chrome*) and limiting the sources from which task flow content is rendered.

For more information about services and task flows, see:

- Chapter 13, "What You Should Know About Shared Services"
- Chapter 19, "What You Should Know About Social Networking Services"
- Chapter 24, "What You Should Know About Personal Productivity Services"

1.3 A Day in the Life of WebCenter

Now that you've had a look at the features and benefits of WebCenter applications, let's visit a typical user.

Lillian Regan is a Product Manager at OurCompany, Inc. She frequently interacts with all lines of business (LOB) to keep tabs on product development and the contributions from supporting groups, such as Quality Assurance, Marketing, Sales, and Documentation. Lillian is currently managing the OurProject effort.

In her WebCenter application, Lillian created the OurProject group space and invited representatives from each LOB to join. She set up the document library with a project plan folder, which in turn contained folders for project designs, functional specifications, collateral reviews, and other project-related documents. She added a Members task flow to the group space home page so all members had a continuously-refreshed view of, and easy access to, other project participants.

Lillian created a list of project deliverables and linked each list row to the deliverable’s associated plan, design, and specification documents. She posted the list on the OurProject home page along with a list view of the project plan folder from the document library.

Lillian had some ideas to present to the group. She created the OurProject discussion forum and posted an Ideas topic, asking for comments. Eager to know when responses came in, Lillian made Ideas one of her Watched Topics.

A short time later, Lillian checked the Sidebar for activity on her watched discussion topics, and noticed new replies. In his reply to Lillian's post, Bob Smith had an excellent suggestion for incorporating her ideas in half the time originally estimated. Lillian clicked Bob's user name, conveniently displayed next to his reply, and started an instant message session. They agreed to meet to discuss details that afternoon. Lillian opened the Events page in the OurProject group space and scheduled the meeting, sending Bob notice of where and when on the spot.

That afternoon, Lillian and Bob met to hash out the details of his suggestions. Lillian kept notes on the group space wiki page, and sent Bob a link to this when she was done. During the meeting, Bob mentioned his participation in the upcoming trade show. This reminded Lillian that she must also prepare for that show.

In the Sidebar, Lillian made a note to herself to preorder take-away items for the upcoming trade show. Earlier, Nalah Bhedi told Lillian she had uploaded the take-away catalog to their group space document library. Lillian didn't know the exact location, so she searched the library for "take-away." No luck. She searched again against Nalah's user name and found it right away. In the document library, she tagged the document "take-away" to make it easy to find the next time.

The Secure Enterprise Search portion of the results also included company guidelines on budgets and volume for trade-show take-away items. This spared Lillian the embarrassment of ordering too costly and too much. She saved the search to ensure she could readily find this document again.

Lillian created an announcement listing her three top picks for take-away items, and invited team members to contact her with their preferred selection. At the end of the day, armed with their responses, Lillian opened the Applications pane in the Sidebar and launched her company's procurement software. She placed her order, and then posted an announcement about her decision. She checked her Workflow pane in the Sidebar and opened a notification about the successful delivery of her purchase order to the Procurement order entry system.

Satisfied with her productive day, Lillian logged out and left to join her friends for dinner.

Part I

Fundamentals of the WebCenter Spaces Application

Part I of the User's Guide provides an orientation to the WebCenter Spaces application, including learning your way around it and setting it up to your liking. It contains the following chapters:

2

Learning Your Way Around WebCenter Applications

This chapter provides basic information to get you started using the WebCenter Spaces application. It includes the following sections:

- Registering Yourself with WebCenter Spaces
- Logging In and Out of a WebCenter Application
- Getting to Know Your Personal Space
- Hiding, Showing, Opening, and Closing Pages
- Initiating Actions from Tabs
- Accessing WebCenter Spaces Online Help
- Contacting Your Application Administrator

Audience

This chapter is intended for users who want to understand basic information about WebCenter Spaces self-registration, log in, personal space, page access, and online help.

2.1 Registering Yourself with WebCenter Spaces

Your WebCenter Spaces Administrator may provide the opportunity to self-register to WebCenter Spaces. Self-registration enables you to create your own login credentials and enter WebCenter Spaces from there-forward as an authenticated user. The privileges of authentication are many: your own personal space, access to other features based on your assigned user role, a broader range of available interactive features.

> **Note:** Whether self-registration is available depends on how your application administrator configures your WebCenter application. This feature may not be available.

To register yourself as a WebCenter Spaces user:

1. Open the WebCenter Spaces application.

   For example:

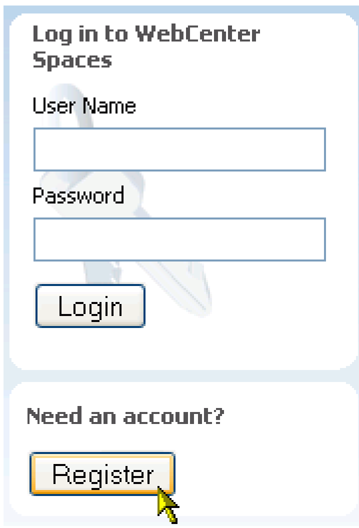
   ```
   http://<host>:<port>/webcenter
   ```

Where <host>:<port> refers to the host name and port number of the system where Oracle WebCenter is installed. By default, Oracle WebCenter is installed on port 8888.

2. Click the **Register** button on the application **Welcome** page (Figure 2–1).

> **Note:** Your WebCenter Administrator can customize the look and feel of the Login dialog box, but the information depicted in Figure 2–1 is essentially the same whatever the customization.

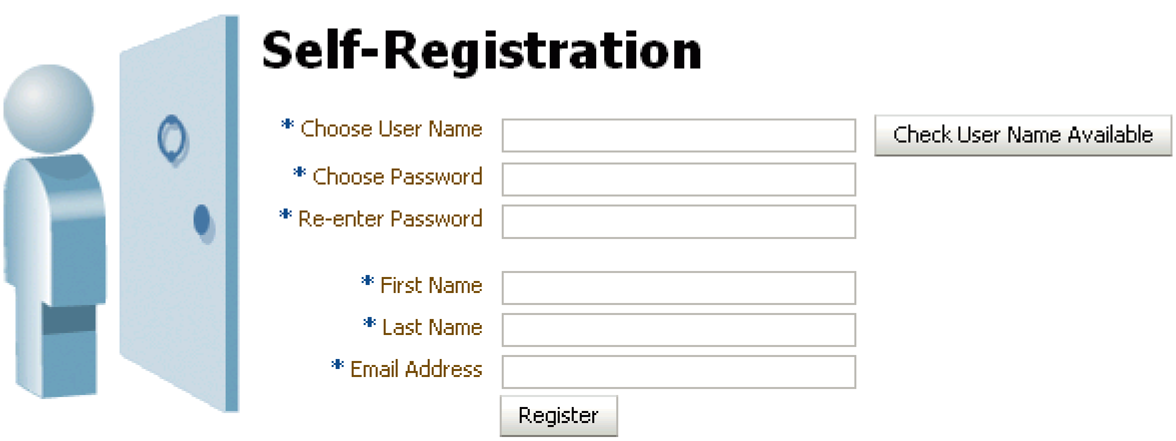
Figure 2–1 The Register Button on the Welcome Page



3. On the resulting **Self-Registration** page (Figure 2–2), enter your user information:

   Note that fields marked with an asterisk require a value.

Figure 2–2 WebCenter Spaces Self-Registration Page



   a. Enter your preferred user name in the **Choose User Name** field.

Note: The user-name policy is set by the underlying identity store. Your application administrator may customize the self-registration page to include information that explains your organization's user-name policy.

---

b. Click the **Check User Name Available** button to ensure the uniqueness of your chosen user name.

   If the name you entered is in use, provide another user name and test that. Continue this cycle until the check assures you that your entry is unique.

c. Provide a password in the **Choose Password** field.

Note: The password policy is set by the underlying identity store. Your application administrator may customize the self-registration page to include information that explains your organization's password policy.

---

d. Reenter the password in the **Re-enter Password** field.

e. Enter your first name in the **First Name** field.

f. Enter your last name (that is, your surname) in the **Last Name** field.

g. Enter your company e-mail address in the **Email Address** field.

Note: You can create only one user account per e-mail address.

---

4. Click the **Register** button.

   If the data you entered is accepted, a log-in dialog box opens, enabling you to log in to WebCenter Spaces.

Note: If a user name with the same mail ID exists, when you click Register a dialog box informing you that the mail ID exists opens. The dialog box includes a button for sending a message to the mail ID associated with the existing user name.

Because you are not yet authenticated, your message is sent to a public mail box, provided your application administrator has configured public mail credentials. For information about configuring public mail credentials, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

2.2 Logging In and Out of a WebCenter Application

This section describes how to log in and out of a WebCenter application. It makes some assumptions about, for example, the placement of Login and Logout links in the application user interface. Custom WebCenter applications may place such links in other than the default locations described here.

This section includes the following subsections:

- Logging In to a WebCenter Application

- Logging Out of a WebCenter Application

2.2.1 Logging In to a WebCenter Application

Some pages are public, and therefore available to users who are not logged in. But to take advantage of your user role assignment and the access that flows from that, you must log in. Logging in makes you an authenticated user. Authenticated users have a greater level of access to application pages and features.

Note: WebCenter applications do not support single-user concurrency. That is, one user cannot log in to the same WebCenter application at the same time more than once.

To log in to a WebCenter application:

1. Using your Web browser, navigate to your WebCenter application.
2. If necessary, click the **Login** link in the upper right corner of the application.

   The **Login** page opens.
3. On the **Login** page, enter your user name in the **User Name** field and your password in the **Password** field.
4. Click the **Login** button, or press **Enter**.

2.2.2 Logging Out of a WebCenter Application

To log out of a WebCenter application, click the **Logout** link at the top of the application.

2.3 Getting to Know Your Personal Space

If you have log-in credentials for the WebCenter Spaces application, you also have your own *personal space* (Figure 2–3).

Figure 2–3 A Personal Space in a WebCenter Spaces Application

In your personal space, you have all the privileges of an owner. That is, you can view, add, edit, and delete personal pages and content. Additionally, you can grant the same kinds of access to other users.

Note: A WebCenter Spaces administrator can view, add, edit, and delete any pages and content in the application, including pages in your personal space.

In Figure 2–3, The tab **Personal Space** identifies this as a personal space. Your personal space is easy to find because its tab is always on view (unless a page is in edit mode or a group space is configured to display in full screen mode, see Section 10.7.5, "Setting the Group Space Default Display Mode"). Your personal space may not always be the space that is displayed when you log in—that distinction is reserved for the last space you accessed. But it is always available (except as noted), and you can click it to bring your personal space forward.

Your personal space contains the personal pages you create and other content determined by your application administrator. A typical personal space provides a **Welcome** page and a **Documents** page (note the tabs under the **Personal Space** tab in Figure 2–4).

Figure 2–4 A Personal Space in a WebCenter Spaces Application

Additionally, your application administrator may have added business role pages that are targeted to your particular line of business. For example, if you are on the sales force, you may have a **Sales Force** business role page in your personal space that displays content relevant to you and other sales people in your organization.

Active tabs display a menu icon, which you click to access page actions. Access the menu on inactive tabs by right-clicking the tab.

For example, in Figure 2–5, both **Personal Space** and **Welcome** are active, in that they are both foremost in the application view. Note the menu icons on both tabs.

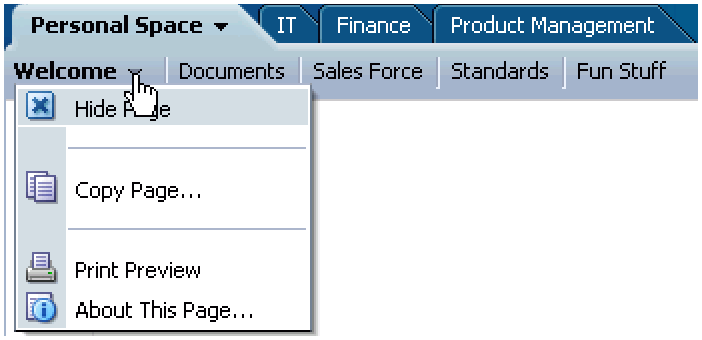
Figure 2–5 A Personal Space in a WebCenter Spaces Application

For a *personal space*, this menu provides the option to close all other top-level tabs (Figure 2–6).

Figure 2–6 Menu on an Active Personal Space

For a *page* in a personal space, this menu provides access to page actions (Figure 2–7).

Figure 2–7 Menu on an Active Tab



A page menu can include such actions as **Hide Page**, **Edit Page**, **Copy Page**, **Rename Page**, **Set Page Access**, **Delete Page**, **Print Preview**, and **About This Page** (see Section 2.5, "Initiating Actions from Tabs").

The options that display on the page actions menu vary according to the type of page you are viewing and the permissions you have of that page. For example, most users cannot edit or rename default pages, such as **Welcome** and **Documents**, nor business role pages. However you can edit, rename, and set access on any page that you create in your personal space.

2.4 Hiding, Showing, Opening, and Closing Pages

In a default installation, all WebCenter Spaces spaces are rendered as top-level tabs and all pages are rendered as subtabs. For example, in Figure 2–8 the **Personal Space** tab is a top-level tab, and its pages are subtabs.

Figure 2–8 Pages in a Personal Space

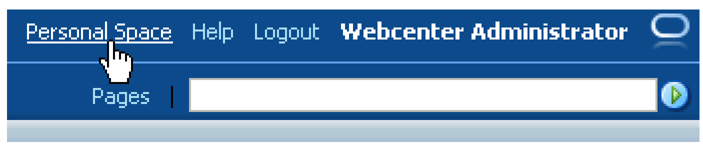
Note: It is possible that your WebCenter application is configured to show one or all group spaces in full-screen mode. When this is the case, a group space's pages are shown as top-level tabs. For more information, see Section 10.7.5, "Setting the Group Space Default Display Mode."

Additionally, some services provide dynamically-generated pages that are rendered as top-level tabs. For example, a global search generates a top-level tab for its search-results. The Tags service provides a dynamically-generated Tag Center, which also displays as a top-level tab. The Profile Viewer, which opens when you view your own or another user's profile, displays as a top-level tab.

Though you cannot close or hide a personal space, you can hide the pages in a personal space using either the page's actions menu or the **Show Page** check box in WebCenter Spaces Manage Pages dialog box. You can hide and show all group spaces, group space pages, and dynamically-generated top-level tabs in your own application view.

Note: Though you cannot actively hide a personal space, your personal space can be hidden when there are so many open spaces that your personal space is not openly on view. When your personal space is hidden, you can click the double arrows to the left of the top-level tab, and select **Personal Space** from the resulting menu.

Note, however, that a group space can be configured to display in full screen mode. In such circumstances, you can click the **Personal Space** link at the top of the application to access your personal space.



Showing and hiding tabs and pages is a *personalization* in that such changes affect only your view of the application. Pages and tabs are not simultaneously shown or hidden in other users' application views.

This section describes how to open, hide, and show pages, and how to close dynamically generated pages. It contains the following subsections:

- Opening Pages
- Hiding Pages
- Showing Hidden Pages
- Opening Group Spaces
- Closing Group Spaces and Other Top-Level Tabs

2.4.1 Opening Pages

There are a few ways to open a page. You can click its tab to bring it forward. If its tab is not shown, the page may be hidden or so many other page tabs may be open that the page you want—though available—is not currently shown.

This section describes how to open pages through the Manage Pages dialog box and through a dynamic icon that displays when a page is open but hidden. It contains the following subsections:

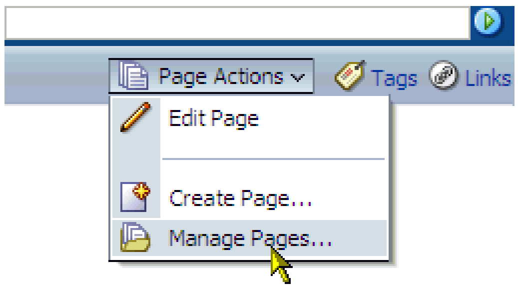
- Opening Pages Through the Manage Pages Dialog Box
- Accessing Pages that Are Open But Hidden

2.4.1.1 Opening Pages Through the Manage Pages Dialog Box

Within a given personal or group space, you can open hidden pages through the Manage Pages dialog box.

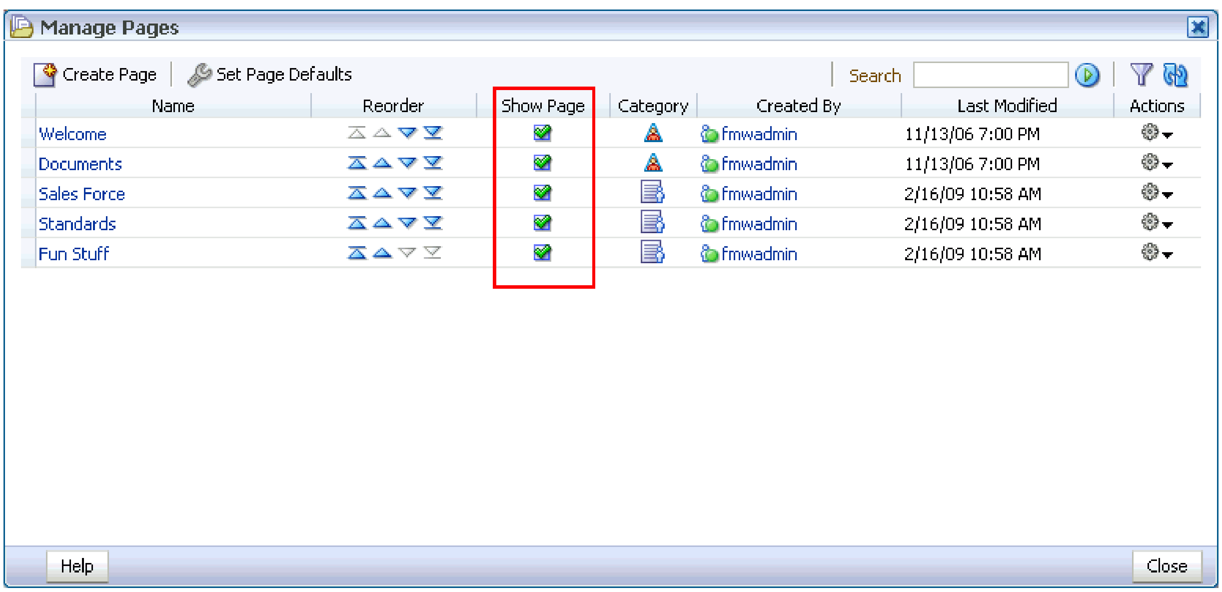
1. Select the **Manage Pages** command on the **Page Actions** menu (Figure 2–9).

Figure 2–9 The Manage Pages Command



2. Select the **Show Page** check box next to the page you want to open in the resulting Manage Pages dialog box (Figure 2–10).

Figure 2–10 Show Page Check Boxes in the Manage Pages Dialog Box



For more information, see Section 2.4.3, "Showing Hidden Pages."

Note: To learn more about the Manage Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

2.4.1.2 Accessing Pages that Are Open But Hidden

When so many tabs are displayed that you cannot see the page you want, dynamically-rendered icons appear, enabling you to select open-but-hidden pages from a pick list. This section describes how.

To access open-but-hidden pages:

1. Click the **Previous Page** or **Next Page** icons (Figure 2–11).

Figure 2–11 Next Page Icon and Resulting Page List

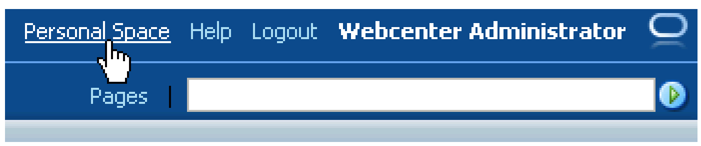
2. Select the page you want to view from the resulting pick list.

   In Figure 2–11, the page that displays on the pick list is the **Welcome** page.

The **Previous Page** and **Next Page** icons display dynamically, as needed.

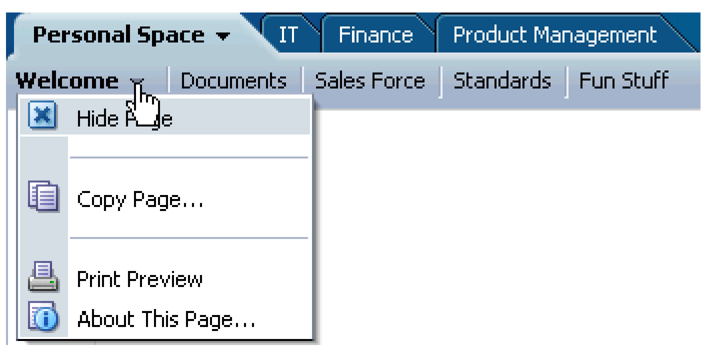
A group space may be configured to display by default in full-screen mode. In such a case, click the **Personal Space** link at the top of the application to go to your personal space (Figure 2–12).

Figure 2–12 Personal Space Link in the WebCenter Spaces Application



2.4.2 Hiding Pages

As you add pages to your personal space, it may become useful to hide some less-frequently-used pages. Once a page is hidden, it's easy to restore it to view (see Section 2.4.3, "Showing Hidden Pages").

> **Note:** Active pages provide access to an actions menu that includes a shortcut for hiding pages.
>
> 
>
>
> For more information, see Section 2.5, "Initiating Actions from Tabs."

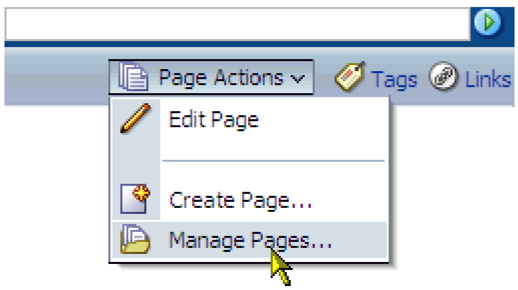
To hide a page:

1. Log in to WebCenter Spaces.

For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

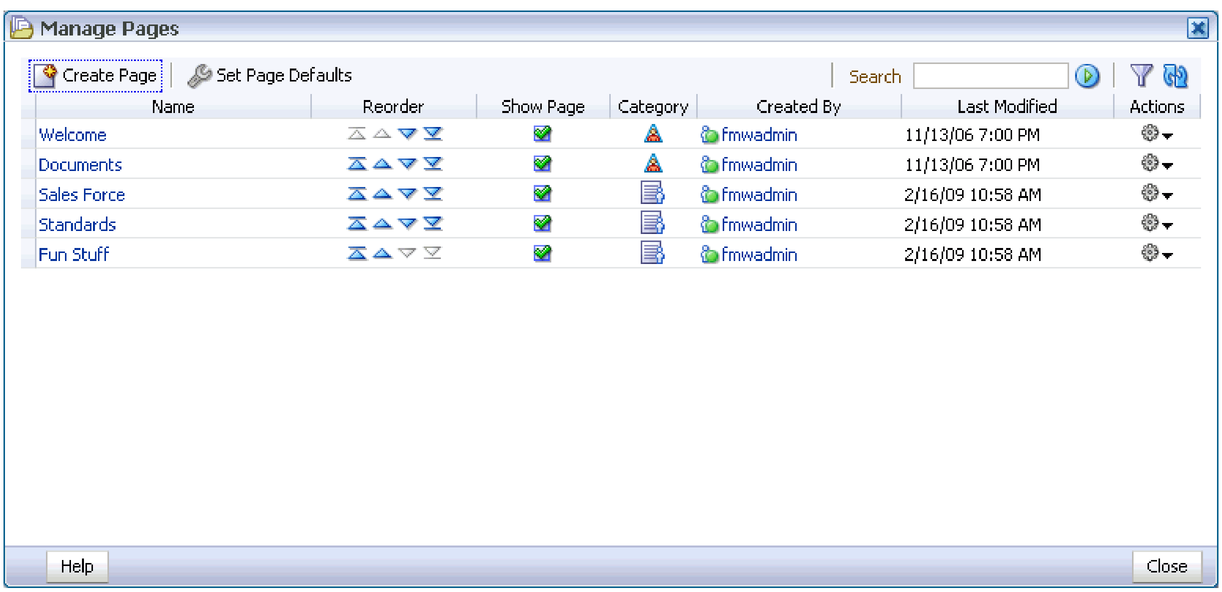
2. If necessary, click your **Personal Space** tab or a group space tab to bring it forward.
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 2–13).

Figure 2–13 The Manage Pages Command



The Manage Pages dialog box opens (Figure 2–14).

Figure 2–14 The Manage Pages Dialog Box



4. In the Manage Pages dialog box, go to the page you want to hide and clear its **Show Page** check box.

> **Note:** If you clear the **Show Page** check box for the current page, the Manage Pages dialog box closes and the current page is hidden.
>
> Within a particular scope, such as a personal or group space, one page must always be shown; therefore, you cannot hide all pages within a particular scope.

5. Click the **Close** button to exit the Manage Pages dialog box.

The page is now hidden.

Note: To learn more about the Manage Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

2.4.3 Showing Hidden Pages

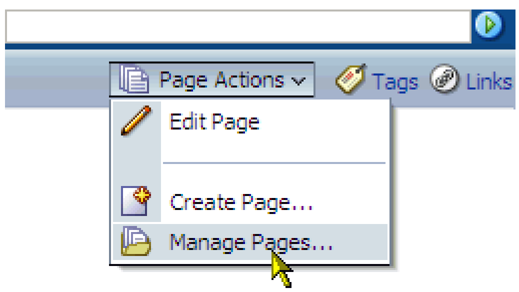
To show a hidden page:

Note: A page may not be on view for reasons other than that it is hidden. For more information, see Section 2.4.1, "Opening Pages."

1. Log in to WebCenter Spaces.

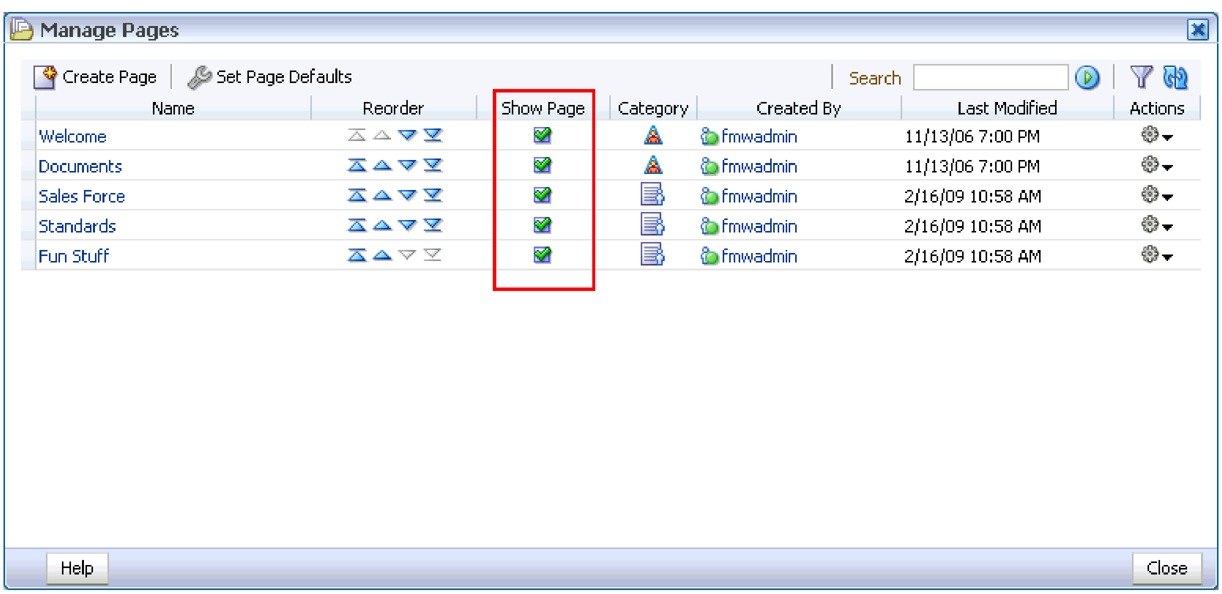
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. If necessary, click your **Personal Space** tab or a group space tab to bring it forward.
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 2–15).

Figure 2–15 The Manage Pages Command



The Manage Pages dialog box opens (Figure 2–16).

Figure 2–16 The Manage Pages Dialog Box



4. In the Manage Pages dialog box, go to the page you want to display and select its **Show Page** check box (see Figure 2–16).
5. Click the **Close** button to exit the Manage Pages dialog box.

   The hidden page now appears as a tab in your personal or group space.

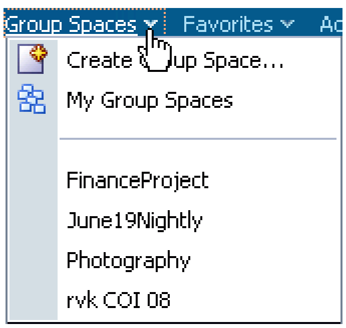
> **Note:** To learn more about the Manage Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

2.4.4 Opening Group Spaces

To open a group space:

1. Open the **Group Spaces** menu at the top of the application (Figure 2–17).

Figure 2–17 The Group Spaces Menu



2. Select the group space you want to open.

   The group space opens as a top-level application tab.

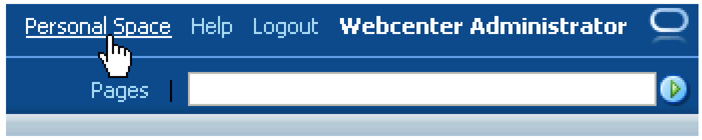
> **Note:** Another way to open a group space is to click its display name on the My Group Spaces page (see Section 9.2, "Viewing Available Group Spaces"). For more information about group spaces, see Part III, "Working with WebCenter Spaces Group Spaces".

2.4.5 Closing Group Spaces and Other Top-Level Tabs

Group spaces and dynamically-generated pages (that is, top-level tabs) do not display in the Manage Pages dialog box, so you'll need an alternate way to close them. This section tells you how.

Note that some group spaces may be configured to display in full-screen mode. In such cases, you cannot close them so much as navigate away from them. You can navigate away from a group space that is displayed in full-screen mode by clicking the **Personal Space** link at the top of the application (Figure 2–18).

Figure 2–18 Personal Space Link in the WebCenter Spaces Application



Doing so takes you to your own personal space. From there, you can select another group space from the **Group Spaces** menu at the top of the application.

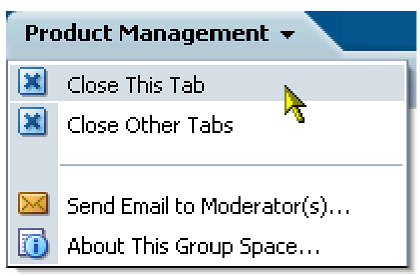
To close a top-level tab:

1. If necessary, click the top-level tab to bring it forward.
2. Click the **Close** button to the far right of all tabs (Figure 2–19).

Figure 2–19 The Close Button

Another way to close a top-level tab is to select the **Close This Tab** or the **Close Other Tabs** option from the group space's actions menu (Figure 2–20).

Figure 2–20 A Group Space's Actions Menu



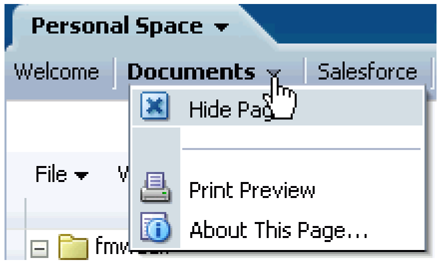
The **Close Other Tabs** option closes all top-level tabs except the current tab and the **Personal Space** tab.

> **Note:** Group spaces are discussed in detail in Part III, "Working with WebCenter Spaces Group Spaces". For information about closing a group space for all users, see Section 11.6, "Closing a Group Space."

2.5 Initiating Actions from Tabs

Personal space, group space, and page tabs all provide access to a shortcut menu with options for performing actions on the associated tab. To open the actions menu, click the menu icon on an active tab or right-click an inactive tab (Figure 2–21).

Figure 2–21 Actions Menu on a Personal Space Documents Page



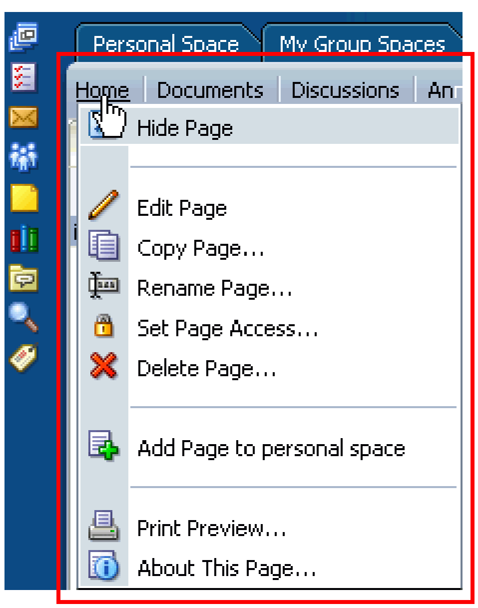
Most of the actions provided on space and page actions menus are described in other chapters in this guide. This section steps you through those options that are not described elsewhere. It contains the following subsections:

- What You Should Know About the Page Actions Menu
- Accessing a Space or Page Actions Menu
- Sending a Message to a Group Space's Moderator(s)
- Exposing a Group Space Page in Your Personal Space
- Renaming a Page
- Previewing and Printing an Application Page
- Viewing Space and Page Information
- Obtaining a Group Space's Internal ID or a Group Space or Page's Direct URL

2.5.1 What You Should Know About the Page Actions Menu

You can access an actions menu on page and space tabs by clicking an icon on active tabs and by right-clicking inactive tabs (Figure 2–22).

Figure 2–22 Accessing an Actions Menu from an Inactive Page

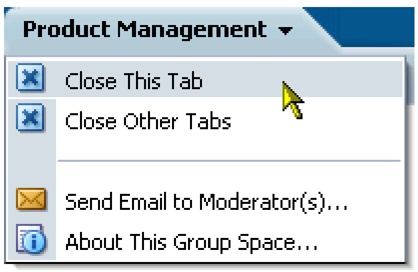


The menu that renders for top-level tabs differs from the one that renders for pages. Additionally, the options presented on the menu for one type of top-level tab differs from the options presented on another type. For example, a personal space actions menu simply provides the **Close Other Tabs** option (Figure 2–23).

Figure 2–23 Menu on an Active Personal Space

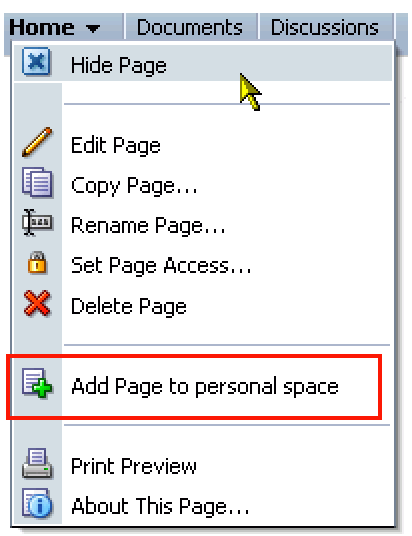
While a group space actions menu provides more options, including options to close the group space, to close all top-level tabs (except the current group space and the personal space), to send e-mail to the group space's moderator(s), and to view information about the current group space (Figure 2–24).

Figure 2–24 Menu on an Active Group Space



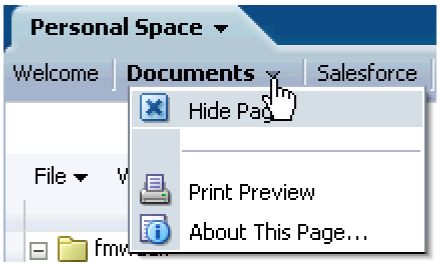
The actions that appear on page menus depend on whether the page is in a personal or group space and on the privileges you have on the page. For example, Figure 2–25 shows an actions menu on a page in a group space. Notice the option **Add Page to personal space**. This appears only on group space page actions menus.

Figure 2–25 Menu on an Active Page



The options on a personal space **Documents** page are more limited because you are not likely to have as many privileges on a default application page (Figure 2–26).

Figure 2–26 Actions Menu on a Personal Space Documents Page



Group space, personal space, and page actions menu icons appear only on active spaces and pages—that is, the actions menu icon appears only on the tabs of the space and page that are currently forward. You can access the actions menu from inactive tabs by right-clicking the tab.

2.5.2 Accessing a Space or Page Actions Menu

A space or page's actions menu icon appears on the space or page's tab whenever it is foremost in your application view.

To access a space or page actions menu:

1. Log in to Oracle WebCenter Spaces.

   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

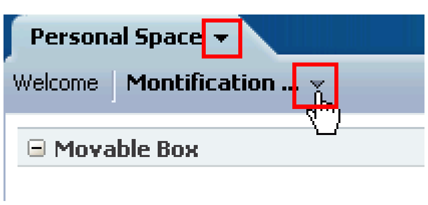
2. Go to your personal space or the group space where you want to access the actions menu.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. If necessary, click the tab of the page you are interested in to bring it forward.

4. On the tab, click the actions menu icon to the right of the space or page name (Figure 2–27).

   Figure 2–27 Actions Menu Indicators on Space and Page Tabs

   Menu options appear according to whether you access the menu from a space or a page and according to your privileges on the space or page. Menu options can include one or more of the following:

   - **Close This Tab**—This option appears on group space actions menus. Use it to close the current group space. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

- **Close Other Tabs—**This option appears on the menus associated with top-level tabs, such as personal space, group space, and dynamically-generated tabs. It provides an efficient way to close all other open top-level tabs, leaving only the personal space and the current top-level tab and its subpages on view. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."
- **Send Email to Moderator(s)—**This option appears on group space actions menus. Use it to send an e-mail to users assigned the moderator role on the associated group space. For more information, see Section 2.5.3, "Sending a Message to a Group Space's Moderator(s)."
- **About This Group Space—**This option appears on group space actions menus. Use it to access information about the current group space, including the group space's unique ID and URL. For more information, see Section 2.5.7, "Viewing Space and Page Information."
- **Hide Page—**This option appears on page actions menus. Use it to hide the page (along with its tab) from view. For information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."
- **Edit Page—**This option appears on page actions menus. Use it to open the page in Oracle Composer. For more information, see Chapter 6, "Creating, Editing, and Deleting Pages."
- **Copy Page—**This option appears on page actions menus. Use it to initiate a page copy. The process of copying a page from the actions menu is similar to copying a page from the Manage Pages dialog box. For more information, see Section 5.8, "Copying a Page Through the Manage Pages Dialog Box."
- **Rename Page—**This option appears on page actions menus. Use it to open a simple dialog box where you can specify a new name for the page. For more information, see Section 2.5.5, "Renaming a Page."
- **Set Page Access—**This option appears on page actions menus. Use it to define security settings for the selected page. Page access settings are like those you find through the Manage Pages dialog box. For more information, see Section 5.7, "Setting and Revoking Page Access Permissions."
- **Delete Page—**This option appears on page actions menus. Use it to delete the page. Select **Delete Page**, and click the **Delete** button in the confirmation dialog box. For more information, see Chapter 6, "Creating, Editing, and Deleting Pages."
- **Add Page to personal space—**This option appears on page actions menus (group spaces only). Use it to make the current page available in your personal space. For more information, see Section 2.5.4, "Exposing a Group Space Page in Your Personal Space."
- **Print Preview—**This option appears on page actions menus. Use it to preview a printed version of the selected page. The preview displays in a second browser window. Close this window to exit the preview. For more information, see Section 2.5.6, "Previewing and Printing an Application Page."
- **About This Page—**This option appears on page actions menus. Use it to view information about the page. This includes the page name, the name of the user who created the page, the dates the page was created and last modified, and the direct URL to the page, which, for example, you can share with other users or use as a value with various layout components. For more information, see Section 2.5.7, "Viewing Space and Page Information."

2.5.3 Sending a Message to a Group Space's Moderator(s)

The group space actions menu provides an efficient way to contact the people responsible for maintaining the group space, that is, its moderators. Use the **Send Email to Moderator(s)** option to open an mail **Compose** window with the **To** field pre-populated with those users assigned the moderator role on the current group space.

To send a message to group space moderators:

1. Log in to WebCenter Spaces.

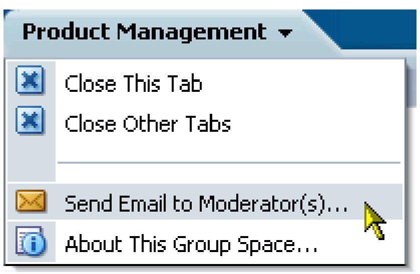
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space of interest.

   For information about opening a group space, see Section 2.4.4, "Opening Group Spaces."

3. Open the group space's actions menu, and select **Send Email to Moderator(s)** (Figure 2–28).

Figure 2–28 Send Email to Moderator(s) Option on a Group Space Actions Menu



   A Compose window opens, with the **To** field prepopulated with group space moderator mail addresses. For more information, see Section 25.2.5, "Composing and Sending Mail Messages."

2.5.4 Exposing a Group Space Page in Your Personal Space

WebCenter Spaces provides a means of exposing group space pages in your personal space. Use this feature to provide easy access to the group space pages you find most useful. As changes are made to such pages, they are reflected in your view of them in your personal space.

If you delete such a page from your personal space, it remains a part of its original group space. In other words, deleting it simply removes it from your view of your personal space; it does not actually delete the page. If the page is deleted from its group space, it is unavailable in your personal space, and to clear it from your view, you must refresh the page list in your personal space's Manage Pages dialog box.

> **Note:** To learn more about the Manage Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

To expose a group space page in your personal space:

1. Log in to WebCenter Spaces.

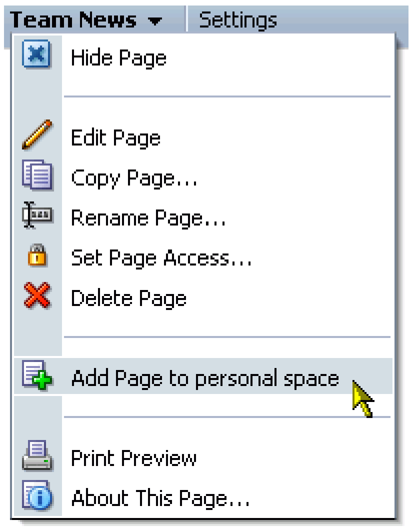
For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page of interest in its group space.

   For information about opening spaces and pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Open the page's actions menu, and select **Add Page to personal space** (Figure 2–29).

Figure 2–29 Add Page to Personal Space Option on a Group Space Page Actions Menu



The page is available for viewing and revising from within your personal space according to your permissions on the page. The group space name is prepended to the page name, so the *Sales* page in *My Group Space* becomes *My Group Space - Sales* in your personal space.

2.5.5 Renaming a Page

Some page actions menus provide a quick, convenient means of renaming a page on the spot. This section describes how.

To rename a page from a page actions menu:

1. Log in to WebCenter Spaces.

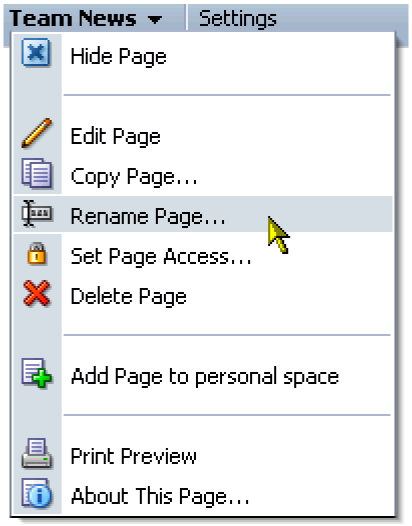
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page of interest in its group or personal space.

   For information about opening spaces and pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

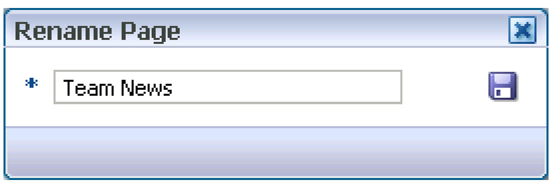
3. Open the page's actions menu, and select **Rename Page** (Figure 2–30).

Figure 2–30 Rename Page Option on a Page Actions Menu



The Rename Page dialog box opens (Figure 2–31).

Figure 2–31 Rename Page Dialog Box



4. Revise the page name, and click the Save icon to save your changes and exit the dialog box.

2.5.6 Previewing and Printing an Application Page

When you want to print an application page, page actions menus provide an option for doing so that includes a convenient print preview.

To preview and print an application page:

1. Log in to WebCenter Spaces.

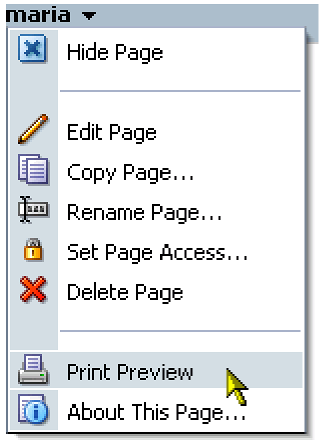
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page of interest in its group or personal space.

   For information about opening spaces and pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Open the page's actions menu, and select **Print Preview** (Figure 2–32).

Figure 2–32 Print Preview Option on a Page Actions Menu



Your printer dialog box opens, and a printable version of the page opens in a new browser window. Print the page, or close your printer dialog box and simply preview the page.

> **Tip:** If you close your printer dialog box, to reopen press **Ctrl-P**.

4. Close the preview window when you are finished.

2.5.7 Viewing Space and Page Information

Every group space and every page has associated information, called *metadata*. Group space metadata includes such information as display name, internal identification, description, your membership role, user name of the creator, date created, and a direct URL to the group space location. Page metadata includes such information as display name, user name of the creator, dates created and last modified, and a reusable, direct URL to the group space or page's location.

To access information about a group space or a page:

1. Log in to WebCenter Spaces.

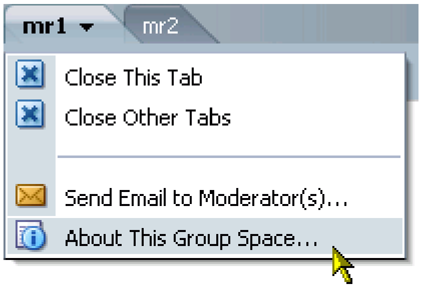
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space or page of interest.

   For information about opening group spaces and pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Open the group space or page's actions menu, and select **About This Space** or **About This Page**, whichever applies (Figure 2–33).

Figure 2–33 About This Group Space Option on a Group Space Actions Menu



A Page or Group Space Information dialog box opens (Figure 2–34 and Figure 2–35).

Figure 2–34 Group Space Information Dialog Box

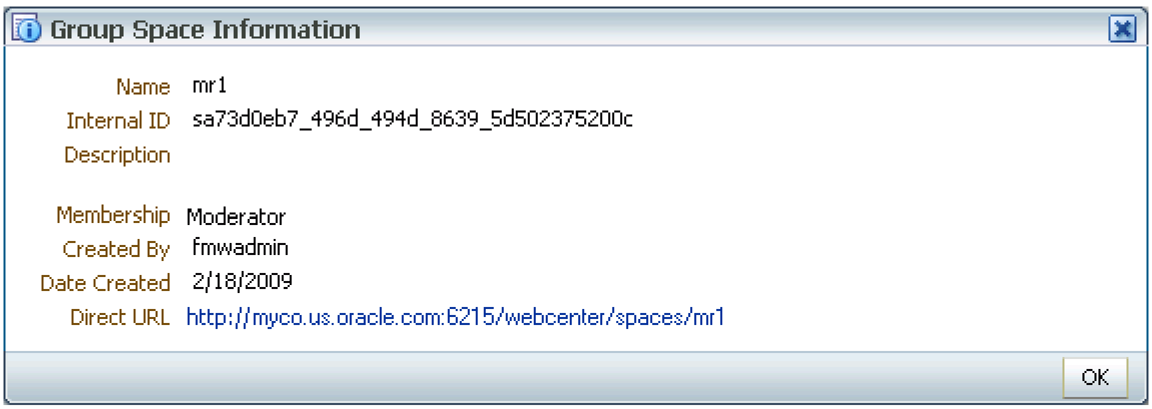


Figure 2–35 Page Information Dialog Box

4. Click **OK** when you are finished.

2.5.8 Obtaining a Group Space's Internal ID or a Group Space or Page's Direct URL

A group space internal ID is of use in operations that call for a unique identifier of a group space. The group space and page direct URLs are useful for publishing a particular group space or page to other users.

The process for obtaining these values is also described in Section 2.5.7, "Viewing Space and Page Information." This section covers this particular option to give it greater visibility.

To obtain a group space's internal ID or a group space or page's direct URl.:

1. Log in to WebCenter Spaces.

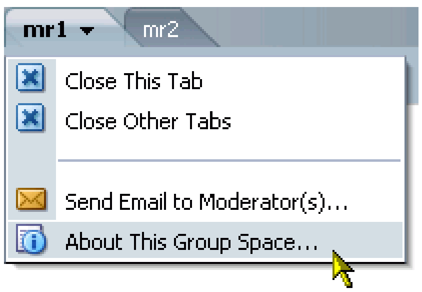
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space or page of interest.

   For information about opening group spaces and pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Open the group space or page's actions menu, and select **About This Space** or **About This Page**, whichever applies (Figure 2–36).

   Figure 2–36 About This Group Space Option on a Group Space Actions Menu

   A Page or Group Space Information dialog box opens (Figure 2–37 and Figure 2–38).

Figure 2–37 Group Space Information Dialog Box

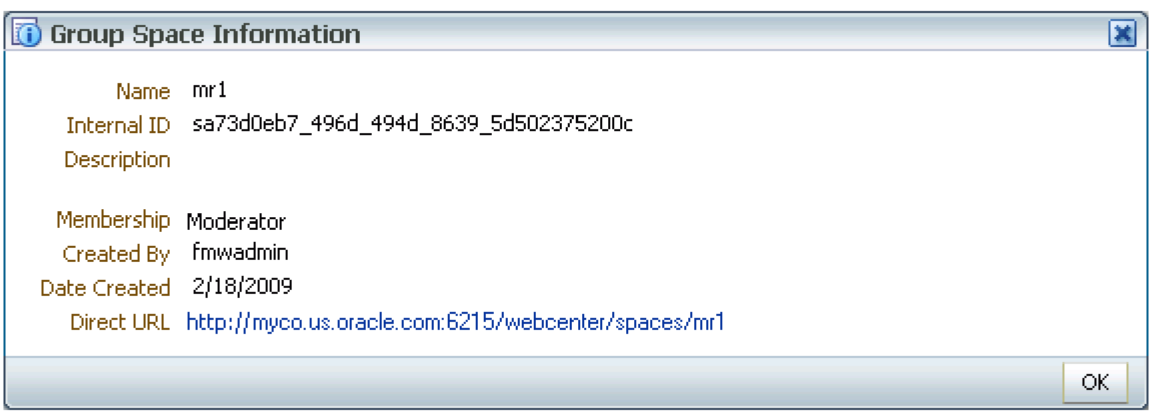
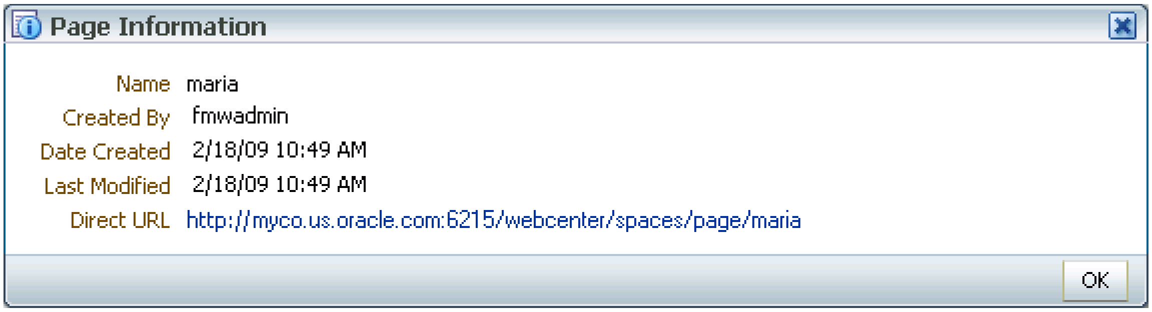


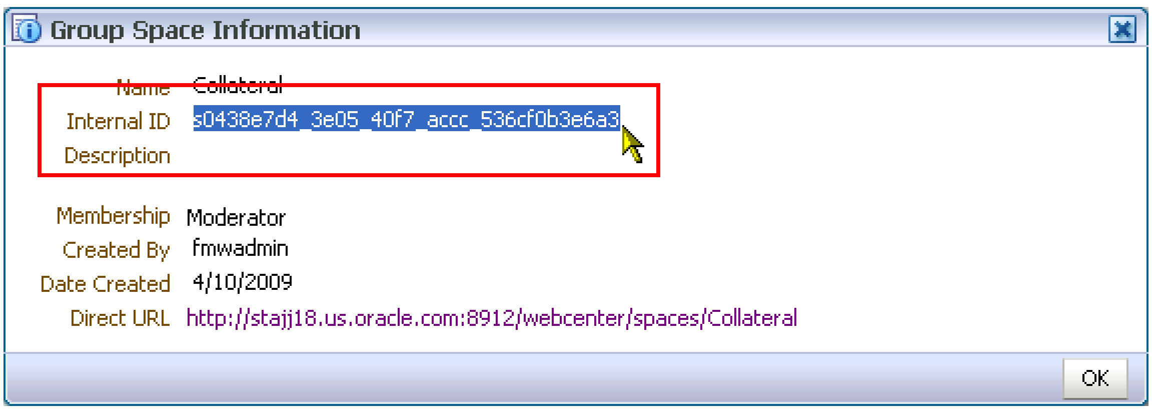
Figure 2–38 Page Information Dialog Box



4. The next step you take depends on whether you want to copy a group space internal ID or a group space or page direct—or *pretty*—URL:

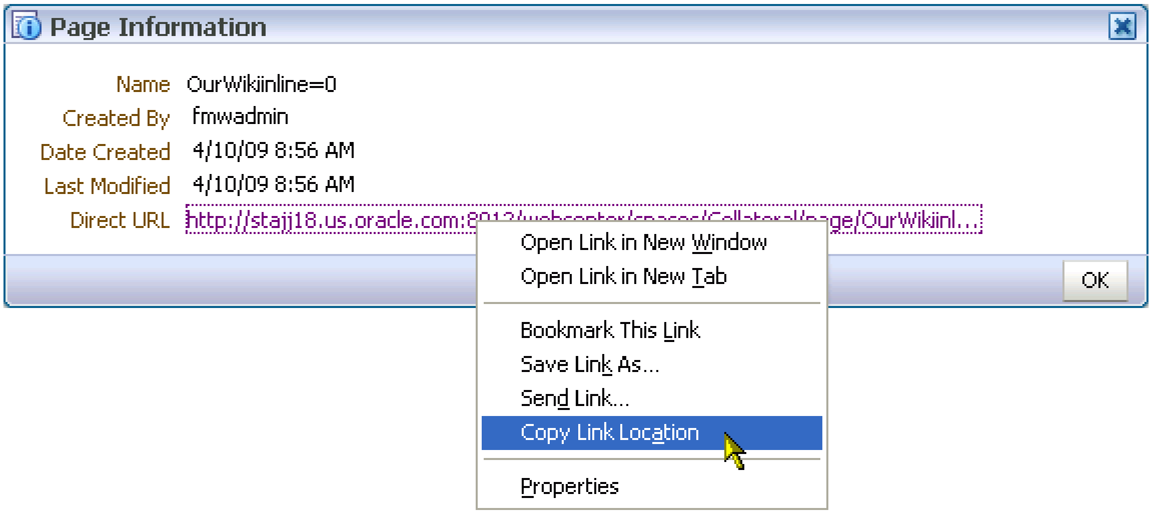
   - To copy a group space internal ID, highlight the value next to **Internal ID** and copy it (Figure 2–39)

Figure 2–39 A Group Space Internal ID



   - To copy a group space or page URL, right-click the value next to **Direct URL**, and select **Copy Link Location** or your browser's equivalent command (Figure 2–40).

Figure 2–40 Copying a Page's Direct URL



Note: Longer Direct URLs can be truncated. This is indicated by an ellipses (…) appended to the displayed URL. When you highlight and copy such a URL, the result is an incomplete URL. To avoid copying an incomplete URL, always use **Copy Link Location**, **Copy Shortcut**, or your browser's equivalent command, to copy a page's Direct URL.

---

5. Paste the value wherever you need it.
6. Click **OK** to close the dialog box.

2.6 Accessing WebCenter Spaces Online Help

Wherever you see a **Help** link or a **Help** button, click it to access context-sensitive help.

The **Help** link at the top of the application (Figure 2–41) opens the application's main help page. From there, you can navigate to topics of interest.

Figure 2–41 Help Link

Help buttons, located throughout the application, open context-specific help topics that describe what is currently shown.

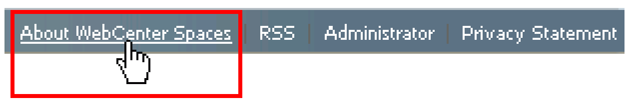
Figure 2–42 Help Button

Additionally, some pages expose help topics in topic boxes (Figure 2–43). Click a topic link to open the topic.

Figure 2–43 An Online Help Topic Box

The **About WebCenter Spaces** link at the bottom of the application (Figure 2–44) opens the WebCenter Spaces **About** popup.

Figure 2–44 The About WebCenter Spaces Link



The **About** popup provides application version and copyright information (Figure 2–45).

Figure 2–45 Example About Popup

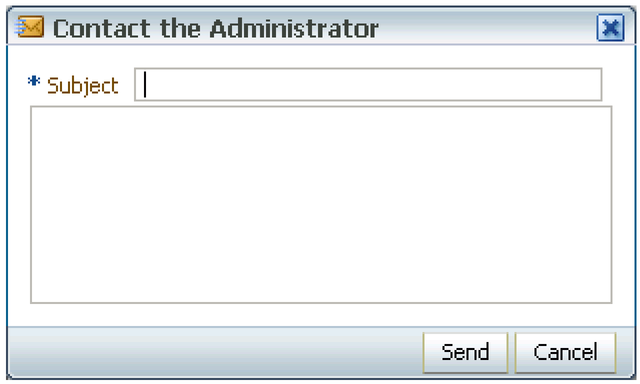
2.7 Contacting Your Application Administrator

WebCenter Spaces provides an easy link for launching a message window for sending an inquiry to your application administrator. Simply click the **Administrator** link at the bottom of the application (Figure 2–46).

Figure 2–46 The Administrator Link

A Contact the Administrator dialog box opens (Figure 2–47).

Figure 2–47 Contact the Administrator Dialog Box



Provide a subject in the **Subject** field, compose your message in the text box, and click **Send**. Your message is sent to the application administrator's Worklist (see Chapter 30, "Working with the Worklist Service").

3

Organizing Your WebCenter Spaces Environment

The WebCenter Spaces application provides many opportunities for changing its environment to suit your personal working style. These include changing the display language, managing your application password, and rearranging your view of page content. All of these options are *personalizations*, that is, they affect only your view of the application. All other users' views remain unchanged.

This chapter steps you through these and other personalizations. It contains the following sections:

Audience

This chapter is intended for users who want to optimize their WebCenter Spaces environment for their personal use. This includes selecting a display language, providing application login information, and arranging content on the page. This chapter is also intended for users who want a better understanding of the Sidebar.

The WebCenter Spaces application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

3.1 What You Should Know About Organizing Your Environment

Personalizations are yours and yours alone. That is, the personalizations you set through the procedures described in this chapter affect only your view of WebCenter Spaces. No other users are affected by your changes.

For example, when you specify a default language, the language you select applies only to your view of the application. Other users may select different preferred languages, and their selections do not affect your view—only their own.

Note: For more information about specifying a default language for your view of WebCenter Spaces, see Section 3.3.1, "Choosing Your Preferred Display Language."

3.2 Viewing and Revising Personal Profiles

Personal profiles contain useful information about WebCenter Spaces users, including where they work, what they do, and how to contact them. Information for personal profiles comes from the back-end identity store that provides your WebCenter application, and likely your other enterprise applications, with user information management.

Depending on access granted by your application administrator, part or all of your personal profile is editable. Potentially you can upload a profile picture and revise the personal and business information that is exposed through your personal profile. This section describes how. It contains the following subsections:

- Viewing Your Personal Profile
- Viewing Another User's Profile
- Editing Your Personal Profile
- Uploading and Updating a Personal Profile Picture

3.2.1 Viewing Your Personal Profile

To view your personal profile, click your user name at the top of the application (Figure 3–1).

Figure 3–1 A Linked User Name

Your personal profile page opens (Figure 3–2).

Figure 3–2 A Personal Profile Page

To close your profile, select **Close This Tab** from the page's actions menu (Figure 3–3).

Figure 3–3 Close This Tab Option on a Page Actions Menu

> **Note:** For information about the actions menu available on page tabs, see Section 2.5, "Initiating Actions from Tabs."

3.2.2 Viewing Another User's Profile

To view another user's profile:

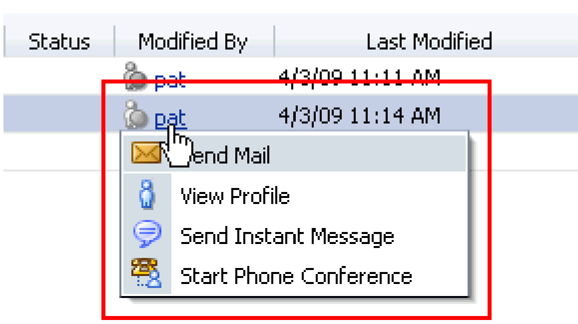
1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Within the application user interface, locate and click the user name or status icon of the user whose profile you want to view.

   This opens the presence context menu (Figure 3–4).

Figure 3–4 The Presence Context Menu

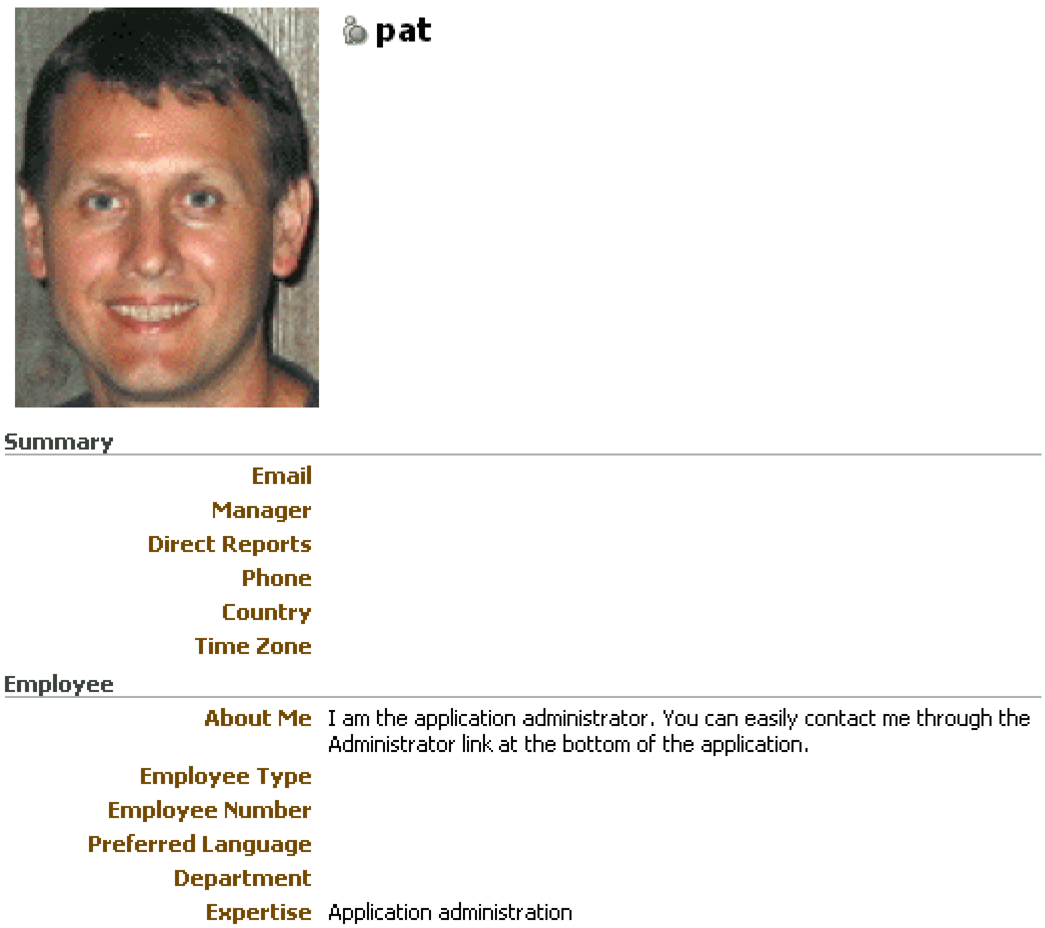


> **Note:** For more information about user status icons and the presence context menu, see Section 22.2.1, "Viewing the Status of Other Users."

3. Select **View Profile**.

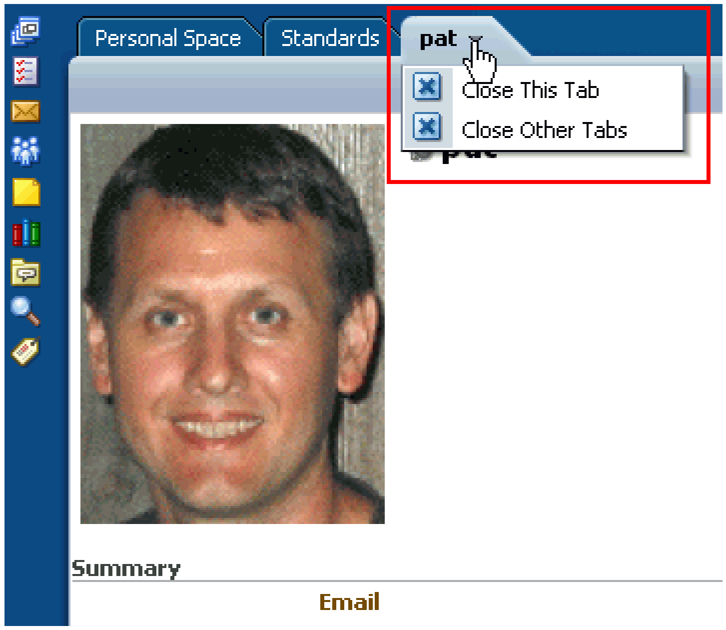
   The selected user's profile opens (Figure 3–5).

Figure 3–5 A Personal Profile Page



To close the profile, select **Close This Tab** from the page's actions menu (Figure 3–6).

Figure 3–6 Close This Tab Option on a Page Actions Menu



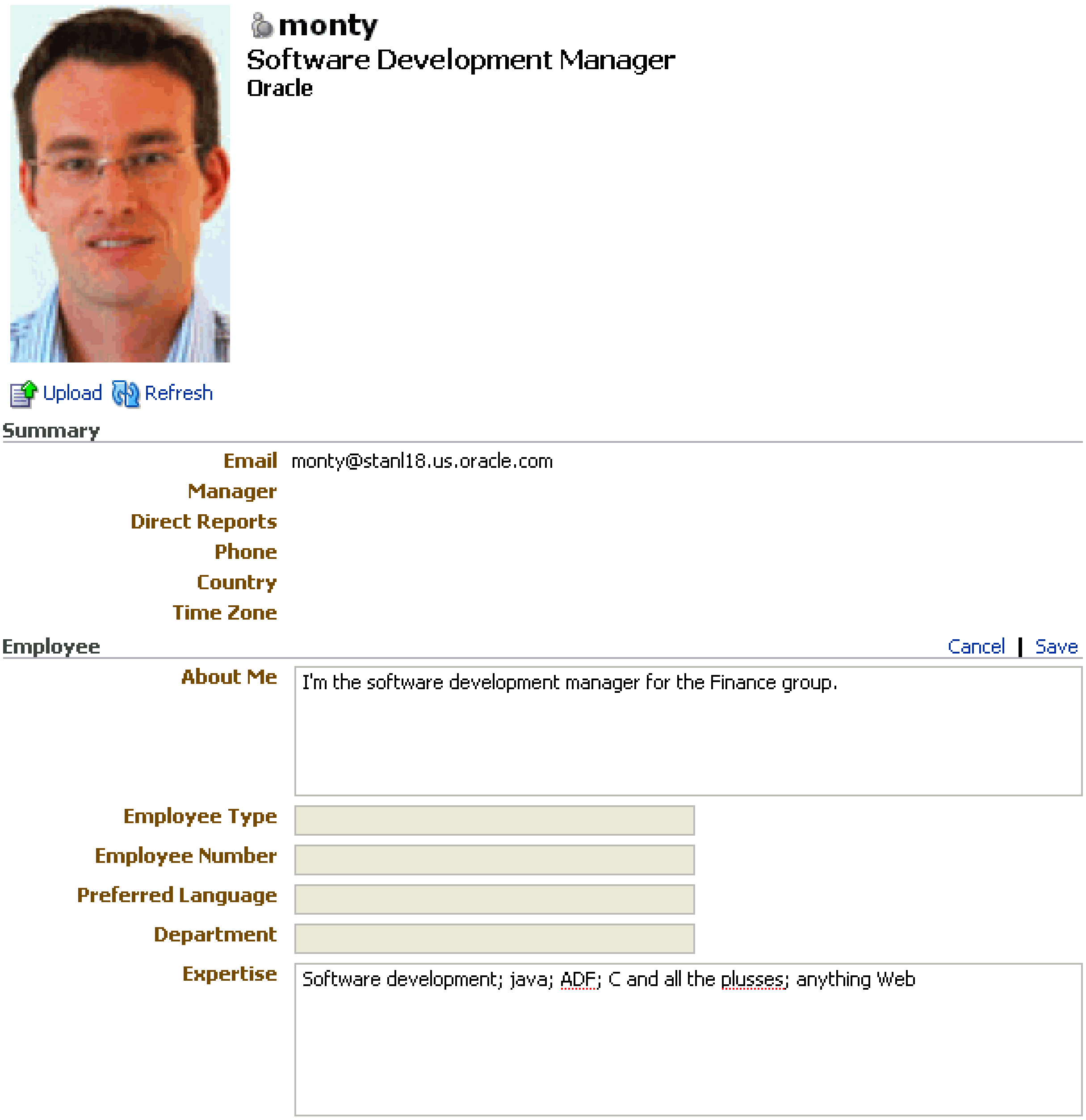
3.2.3 Editing Your Personal Profile

WebCenter Spaces gives your application administrator discretion over how much of your personal profile you may revise. Wherever you have permission to revise a profile section, an **Edit** link displays to the right of the section name (Figure 3–7).

Figure 3–7 Edit Link on a Personal Profile (In This Example, Only Employee Section Is Editable)

Click this link to open an edit view of your personal profile (Figure 3–8).

Figure 3–8 Edit View of a Personal Profile



Make your changes, and click **Save**.

To close the profile, select **Close This Tab** from the page's actions menu (Figure 3–9).

Figure 3–9 Close This Tab Option on a Page Actions Menu

3.2.4 Uploading and Updating a Personal Profile Picture

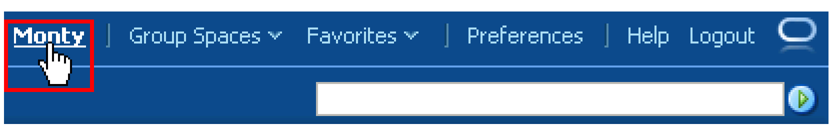
Any user with a personal profile can upload an image file to his or her own profile, or update an existing image. This section describes how.

Note: The file must have the mime-type *image*, and cannot have the extension `*.ico`.

To upload or update a personal profile image:

1. Click you user name at the top of the application (Figure 3–1).

Figure 3–10 A Linked User Name



Your personal profile page opens (Figure 3–11).

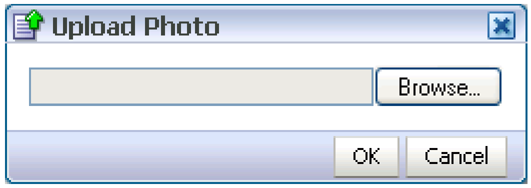
Figure 3–11 A Personal Profile Page

2. Click the **Upload** link in your personal profile (Figure 3–12).

Figure 3–12 An Upload Link on a Personal Profile Page

An Upload Photo dialog box opens (Figure 3–13).

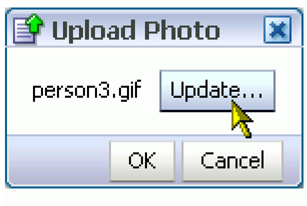
Figure 3–13 Upload Photo Dialog Box



3. Click the **Browse** button to locate and select a photo.
4. Click **OK** to compete the upload.

When you update your profile photo, additional dialog boxes come into play. When you click the **Upload** link, the Upload Photo dialog box opens, displaying the name of the current file along with an **Update** button (Figure 3–14).

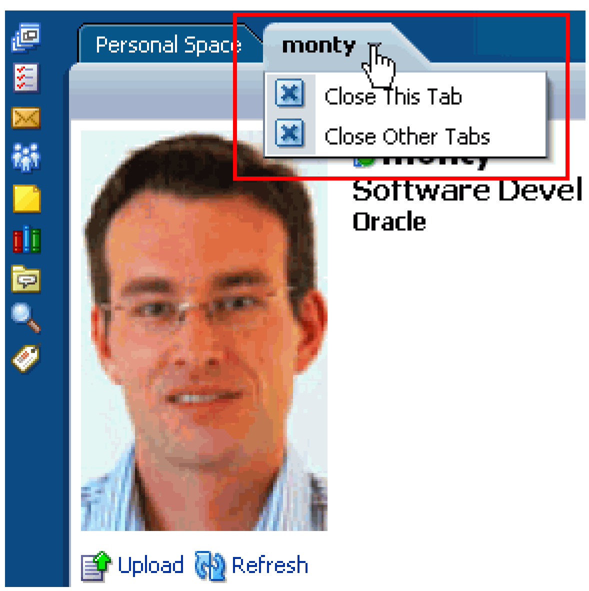
Figure 3–14 Update Button in an Upload Photo Dialog Box



Click **Update** to open the Upload Photo dialog box depicted in step 2. Follow steps 3 and 4, and then click **OK** in the Upload Photo (Update) dialog box.

To close your profile, select **Close This Tab** from the page's actions menu (Figure 3–3).

Figure 3–15 Close This Tab Option on a Page Actions Menu



3.3 Setting Personal Preferences

WebCenter Spaces Preferences provide easy configuration settings for tailoring your application environment to your particular working style. These include settings for your preferred application display language; your preferred application look and feel; your WebCenter Spaces password; the passwords you use to access additional applications, such as your mail or useful enterprise software; and your preferred order for search results. Additionally, WebCenter Spaces Preferences provide an accessibility setting to optimize the application user interface for use with a screen reader, such as JAWS.

Preferences settings affect your view of the entire WebCenter Spaces application. For example, the preferences you set for search results affect all searches, and not just the searches you run from a particular group space. The preferences you set for language affect all translated strings in the application user interface.

This section describes how to specify your personal WebCenter Spaces Preferences. It contains the following subsections:

- Choosing Your Preferred Display Language
- Setting Date and Time Preferences
- Enabling or Disabling Screen Reader Optimization
- Changing Your Application Look and Feel
- Changing Your WebCenter Password
- Providing Login Information for External Applications
- Setting Messaging Preferences
- Setting Preferences for WebCenter Spaces Search Results
- Selecting Your Preferred Mail Connection

3.3.1 Choosing Your Preferred Display Language

The application display language controls the language in which application user interface (UI) elements are rendered in your browser. UI elements include such things as button and field labels, application links, screen text, and the like.

On the Internet, your browser settings normally control the display language used for the various Web sites you visit. Browser settings additionally control the display language used the first time you visit your WebCenter Spaces application. Even as a public user—that is, a user who is not logged in to WebCenter Spaces—you have a choice between staying with your browser display language or using a session language that you specify.

In addition to a session-specific language, WebCenter Spaces provides controls for setting an application-level default display language and a personal, preference-based default display language. The order of precedence for display language settings determines the display language the application uses. The order of precedence of application display language settings from weakest to strongest is as follows:

- Browser setting
- Application-level setting
- Preference-level setting
- Session-level setting

You set browser-level language setting according to your browser requirements. Your WebCenter Spaces administrator sets the application-level language default. This section provides information about preference- and session-level language settings. It contains the following subsections:

- What You Should Know About Display Languages in WebCenter Spaces
- Setting a Session Display Language
- Setting a Default Display Language

3.3.1.1 What You Should Know About Display Languages in WebCenter Spaces

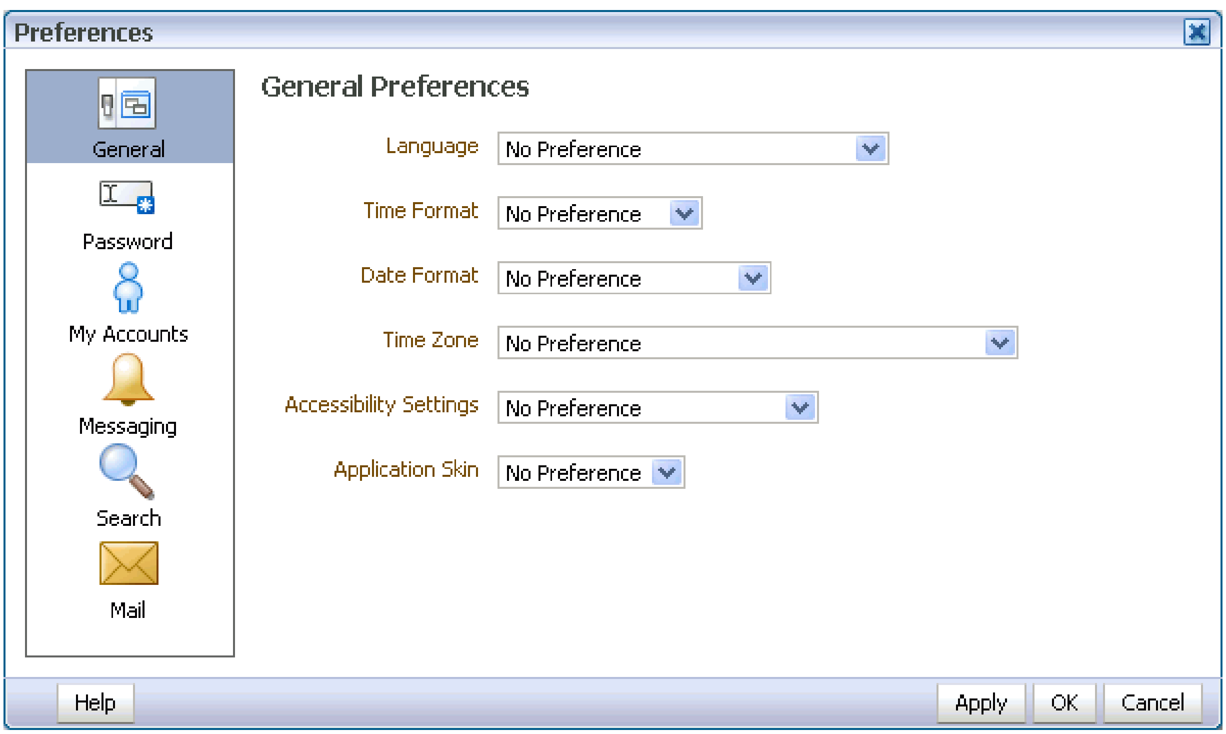
WebCenter Spaces provides two types of application display language: *default language* and *session language*. A session language is retained for the life of the session cookie that is generated after you make a selection. If you clear browser cookies, the session language is also cleared and the default language takes over or, absent a default language, the application display language selected by your WebCenter Spaces administrator.

In contrast, a default language selection lasts until you specify a different default language. It can be overridden by a session language, but returns as the default when the session cookie is purged or expires.

You specify default and session language selections from different locations:

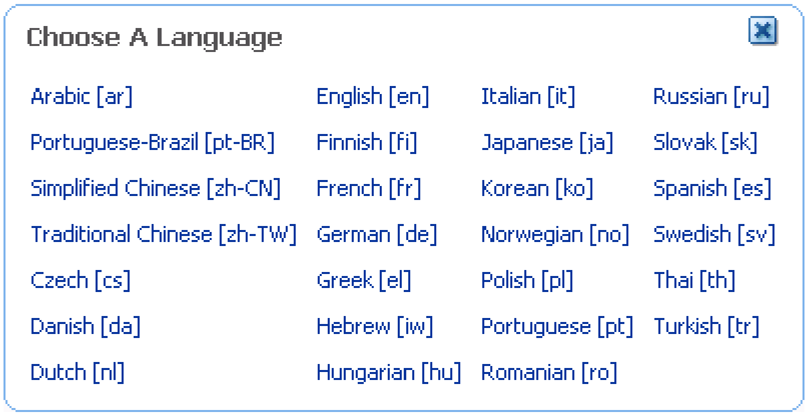
- Set a default language using the **General** panel in the Preferences dialog box (Figure 3–16).

Figure 3–16 General Panel in the Preferences Dialog Box



- Set a session language using the **Choose A Language** popup on the application Welcome page (Figure 3–17).

Figure 3–17 Choose A Language Pop-Up



The application Welcome page is on view when you first access WebCenter Spaces, before you log on.

When you set a language and your preferred locale in WebCenter Spaces, you are specifying the language and the locale to use for all elements of WebCenter Spaces' native user interface (UI). This includes application links, field labels, display text, message text, and dialog boxes.

WebCenter Spaces provides runtime translations for 27 languages and 100 different locales. For example, change your language to Arabic, and within that language group, select from 20 different locales, including Algeria, Bahrain, Djibouti, and so on. Table 3–1 lists the display language translations available for the WebCenter Spaces application.

Table 3–1 Display Language Translations Available for the WebCenter Spaces UI

A to Fi	Fr to No	Po to Tu
■ Arabic	■ French	■ Polish
■ Brazilian Portuguese	■ German	■ Portuguese
■ Chinese (Simplified)	■ Greek	■ Romanian
■ Chinese (Traditional)	■ Hebrew	■ Russian
■ Czech	■ Hungarian	■ Slovak
■ Danish	■ Italian	■ Spanish
■ Dutch	■ Japanese	■ Swedish
■ English	■ Korean	■ Thai
■ Finnish	■ Norwegian	■ Turkish

Note: The administrative tier that offers services to WebCenter Spaces, including such tools as Oracle Enterprise Manager, provides a subset of the languages available to WebCenter Spaces. These include:

- English
- Brazilian Portuguese
- Chinese (Simplified)
- Chinese (Traditional)
- French
- German
- Italian
- Japanese
- Korean
- Spanish

Out-of-the-box, the Jive application bundled with WebCenter supports English and Spanish. It does not support other languages listed in Table 3–1. However, Jive is open to your own translation files. For more information, see `http://www.jivesoftware.com/builds/docs/latest/documentation/developer-guide.html#i18n`. This applies to the Jive application user interface. Discussions task flow user interfaces are translated into the languages listed in Table 3–1

Information that users add to the WebCenter Spaces application—that is, information that is not a part of the native UI—appears in the language used by its author. Such information includes announcements, documents, discussion forum content, and the like.

3.3.1.2 Setting a Session Display Language

Opening your Web browser initiates a user session. When you select an application display language for your current user session, a session cookie is generated that keeps track of your selection.

The session language is retained for the life of the session cookie. If you clear browser cookies, the session language is also cleared and your default display language takes over or, absent a default, the application display language selected by your WebCenter Spaces administrator.

Note: For more information about default and session display languages, see Section 3.3.1.1, "What You Should Know About Display Languages in WebCenter Spaces."

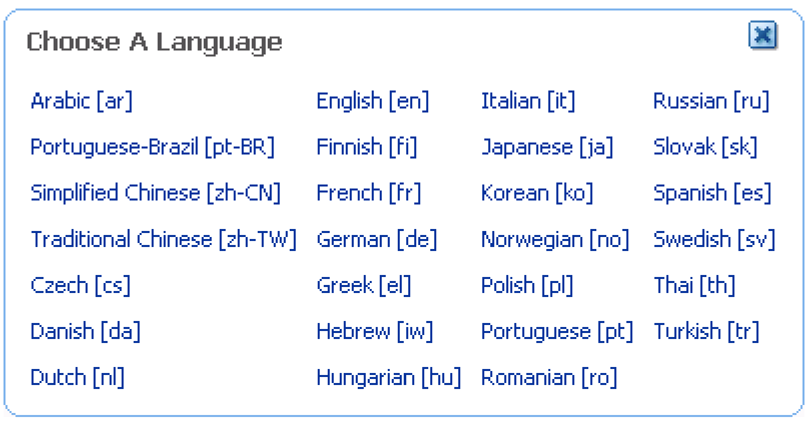
To set a session display language for your WebCenter Spaces application:

1. Open your WebCenter Spaces application.
2. On the application **Welcome** page, click the **Change Language** link (Figure 3–18).

Figure 3–18 The Change Language Link on an Application Welcome Page

3. Select a language from the **Choose A Language** pop-up (Figure 3–19).

Figure 3–19 Choose A Language Pop-Up



The application UI displays in the selected language for the life of the session cookie.

3.3.1.3 Setting a Default Display Language

Use WebCenter Spaces Preferences to select your preferred default display language. A default display language specified through WebCenter Spaces Preferences is retained across browser sessions. A default display language can be temporarily overridden by a **Change Language** selection, but a **Change Language** selection remains in effect only for the life of its associated session cookie.

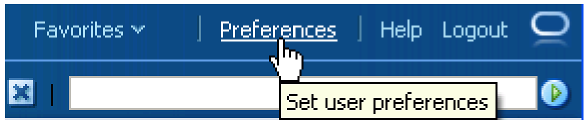
To set a default language selection through WebCenter Spaces application Preferences:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

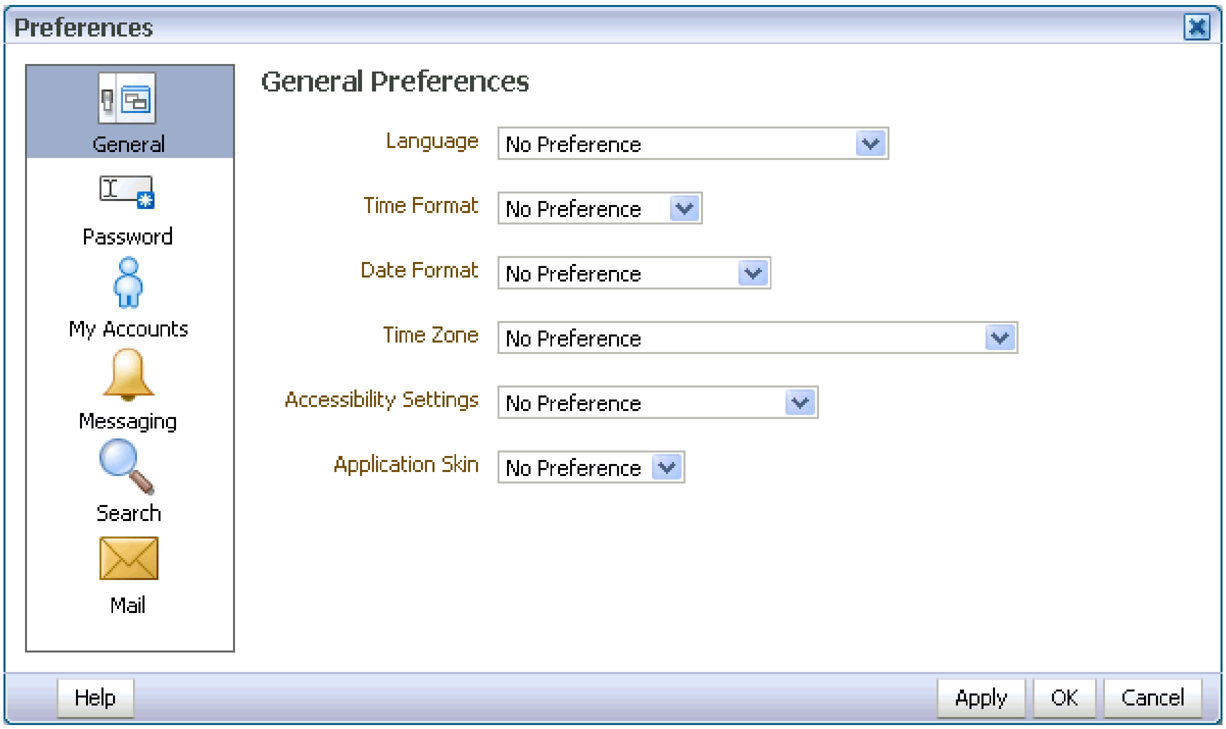
2. Click the **Preferences** link at the top of the application (Figure 3–20).

Figure 3–20 The Preferences Link



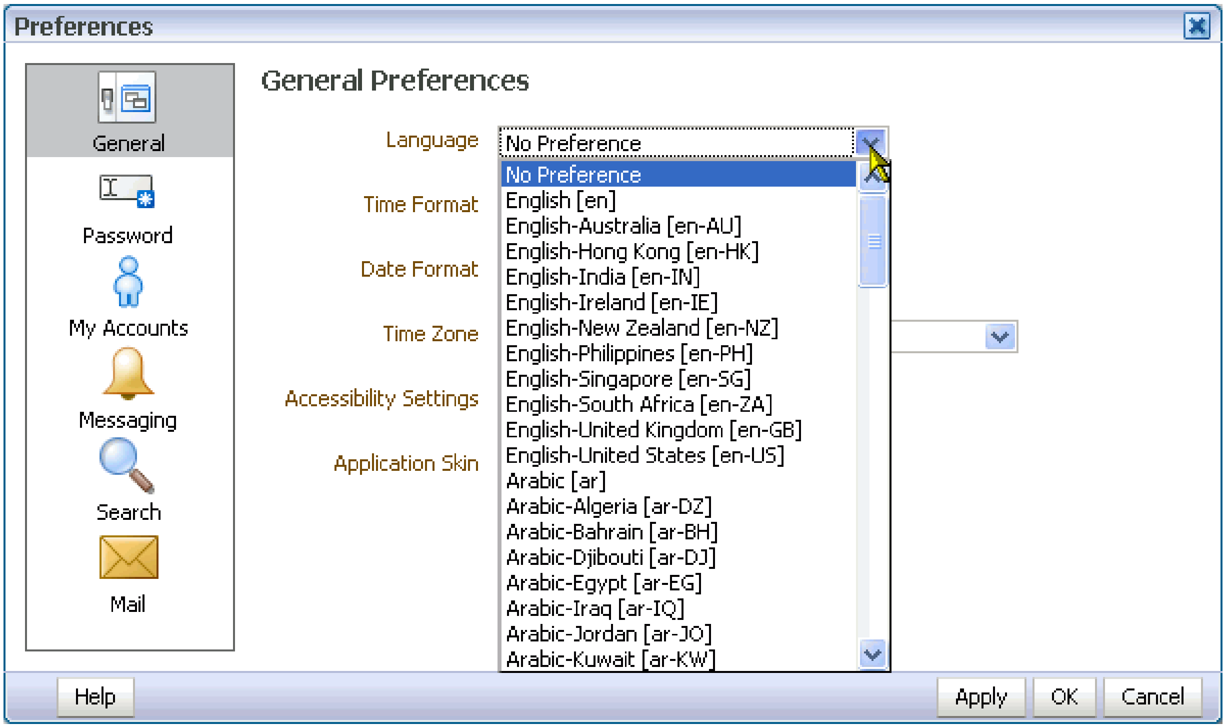
The Preferences dialog box opens (Figure 3–21).

Figure 3–21 The Preferences Dialog Box



3. Click **General** to access general preferences.
4. From the **Language** pick list (Figure 3–31), select your preferred display language-locale.

Figure 3–22 Language Pick List in Preferences Dialog Box



Alternatively, select **No Preference** to accept the application-level default set by your WebCenter Spaces Administrator.

Note: For information about setting the application-level default display language, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

---

5. Click **OK** to save your change and exit the Preferences dialog box, or click **Apply** to save your change without exiting.

   Your change takes effect when you click **OK**.

3.3.2 Setting Date and Time Preferences

One way to make the WebCenter Spaces application your own is to set it up to reflect your local time zone and your preferred date and time formats. This section describes how to set application date and time preferences. It contains the following subsections:

- Selecting Your Preferred Time Format
- Selecting Your Preferred Date Format
- Selecting Your Preferred Time Zone

3.3.2.1 Selecting Your Preferred Time Format

Use the time format setting to specify how you want time rendered in your view of WebCenter Spaces. Time is rendered in the Document Library, on the **Events** page, and in many other WebCenter Spaces locations.

Note: Some services may be developed with an intrinsic time display format. In such cases, these services are not influenced by your Preference selection.

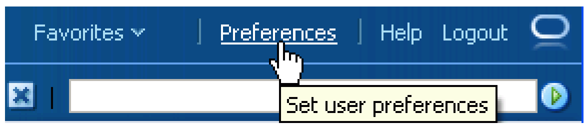
To set your preferred time format:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

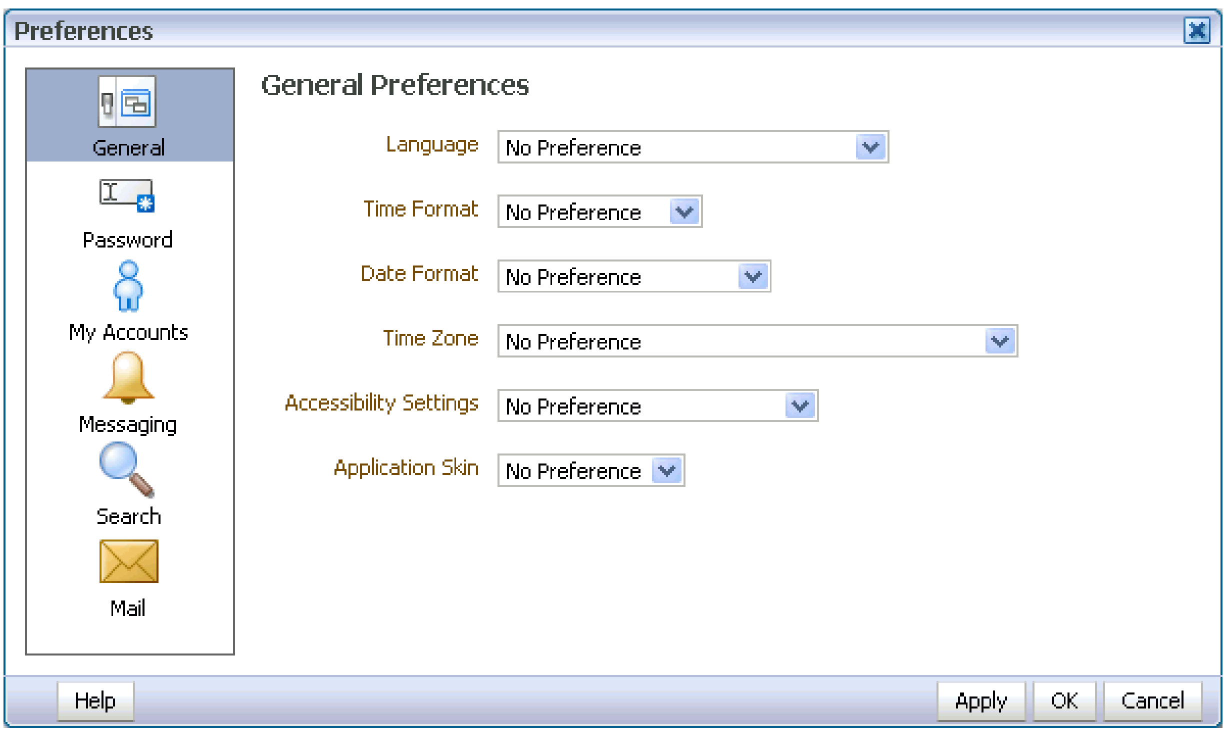
2. Click the **Preferences** link at the top of the application (Figure 3–23).

Figure 3–23 The Preferences Link



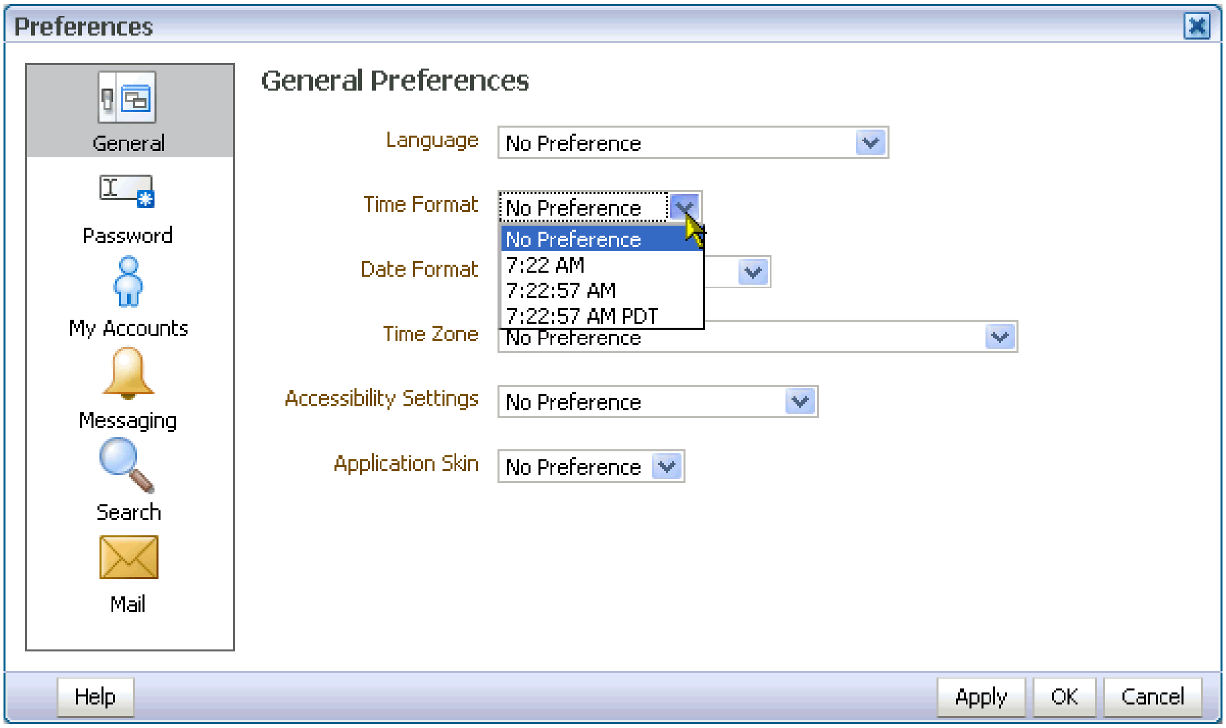
The Preferences dialog box opens (Figure 3–24).

Figure 3–24 The Preferences Dialog Box



3. Click **General** to access general preferences.
4. From the **Time Format** pick list (Figure 3–25), select your preferred time format.

Figure 3–25 Time Format Pick List



Choose from the following formats (actual values reflect the current time):

- **No Preference**—To display the default Time Format established by the WebCenter Spaces administrator
- **H:M AM/PM**—To display hour, minutes, and AM or PM
- **H:M:S AM/PM**—To display hour, minutes, seconds, and AM or PM
- **H:M:S AM/PM Time Zone**—To display hour, minutes, seconds, AM or PM, and the abbreviation of the specified time zone

5. Click **OK** to save your change and exit the Preferences dialog box, or click **Apply** to save your change without exiting.

   Alternatively, click **Cancel** to cancel your change and exit the Preferences dialog box.

3.3.2.2 Selecting Your Preferred Date Format

Wherever dates appear in the WebCenter Spaces user interface, the date format you select under Preferences is the format that is used. Dates appear in many task flows, for example Notes, Worklist assignments, Events, and the like.

Note: Some services may be developed with an intrinsic date display format. In such cases, these services are not influenced by your Preference selection.

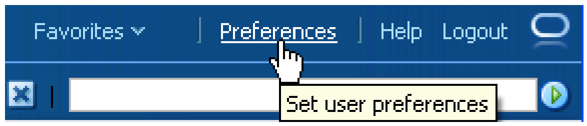
To set your preferred date format:

1. Log in to WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

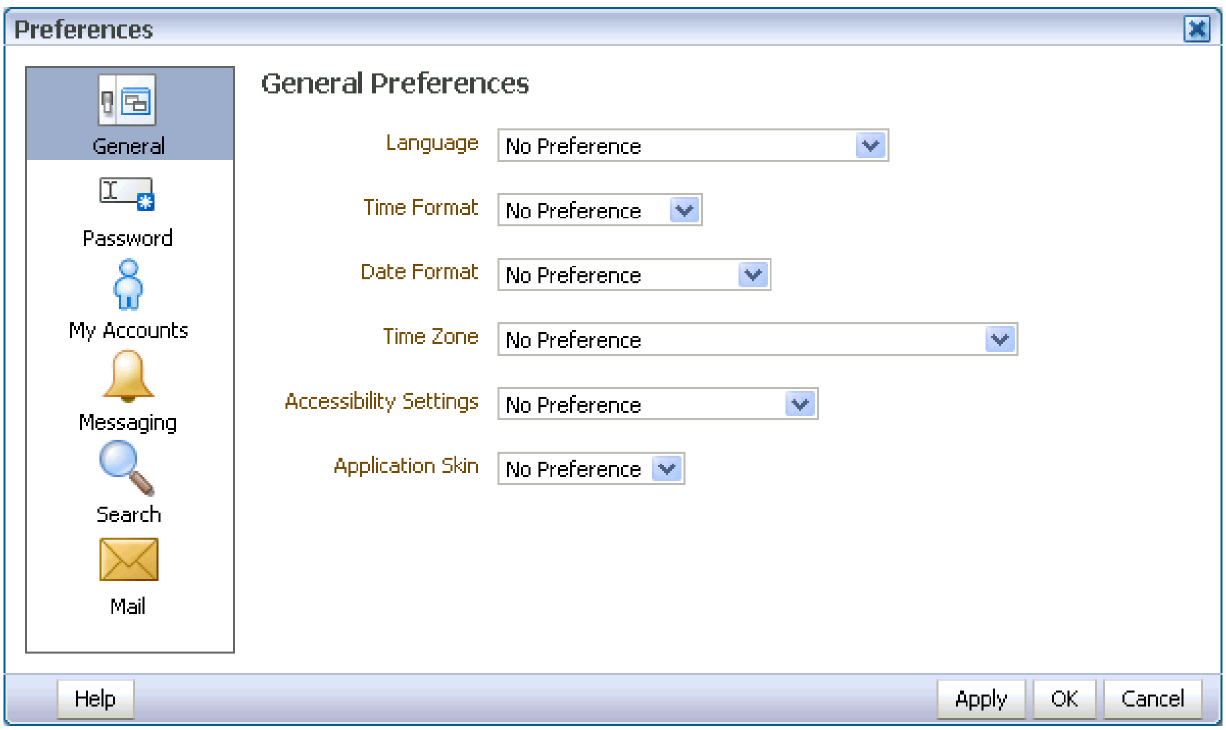
2. Click the **Preferences** link at the top of the application (Figure 3–26).

Figure 3–26 The Preferences Link



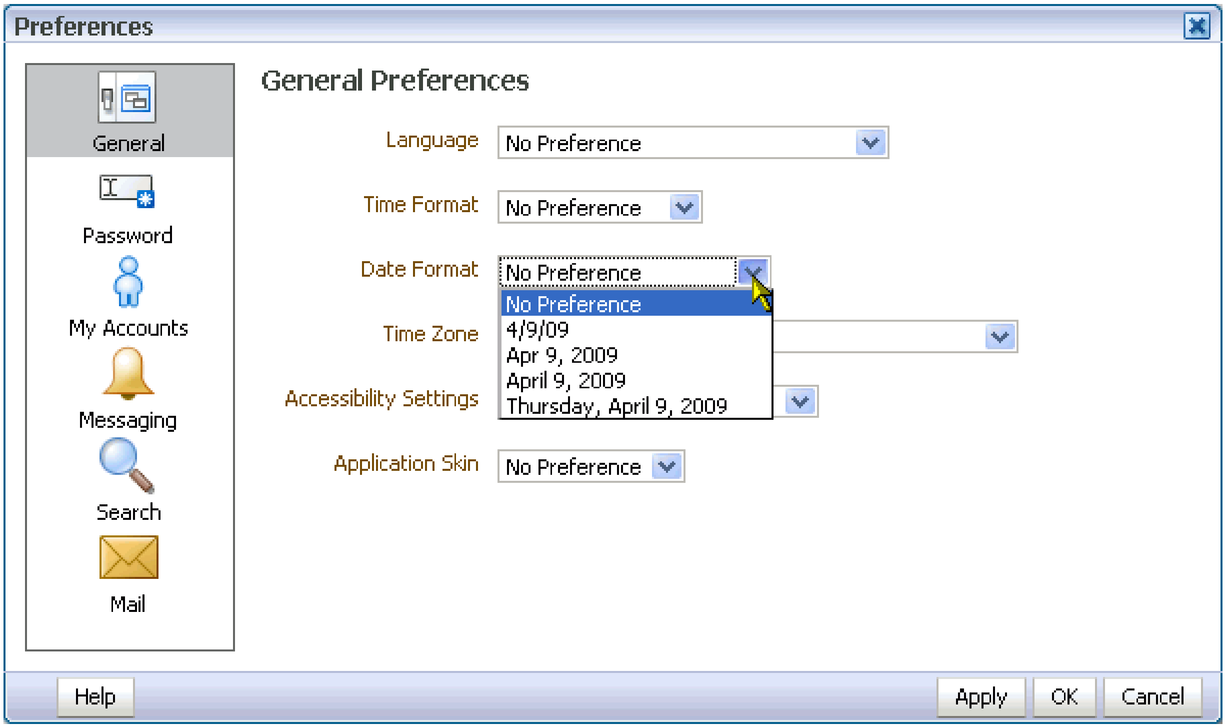
The Preferences dialog box opens (Figure 3–27).

Figure 3–27 The General Panel in the Preferences Dialog Box



3. Click **General** to access general preferences.
4. From the **Date Format** pick list (Figure 3–28), select your preferred date format.

Figure 3–28 Date Format Pick List



Choose from the following formats (values reflect the current date):

- **No Preference**—To use the default date format set by the WebCenter Spaces administrator
- **M/D/YY**—To use a number format
- **MON D, YYYY**—To use an abbreviation format and the full year
- **Month D, YYYY**—To display the full month name and the full year
- **DAY, MONTH D, YYYY**—To display the full month name, the full year, and include the day of the week,

5. Click **OK** to save your change and exit the Preferences dialog box, or click **Apply** to save your change without exiting.

   Alternatively, click **Cancel** to cancel your change and exit the Preferences dialog box.

3.3.2.3 Selecting Your Preferred Time Zone

Use the time zone preference to tell WebCenter Spaces where in the world you are and the time associated with that place.

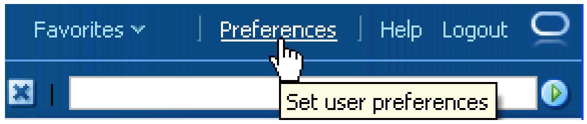
To set your preferred time zone:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

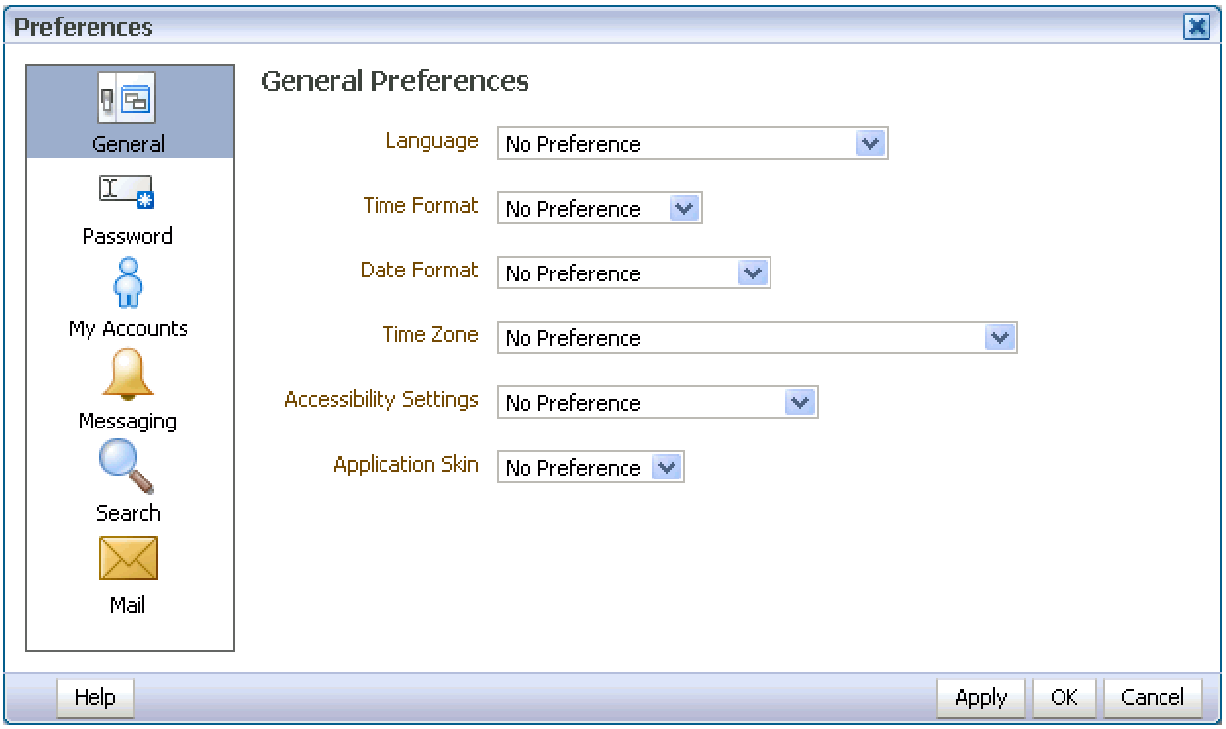
2. Click the **Preferences** link at the top of the application (Figure 3–29).

Figure 3–29 The Preferences Link



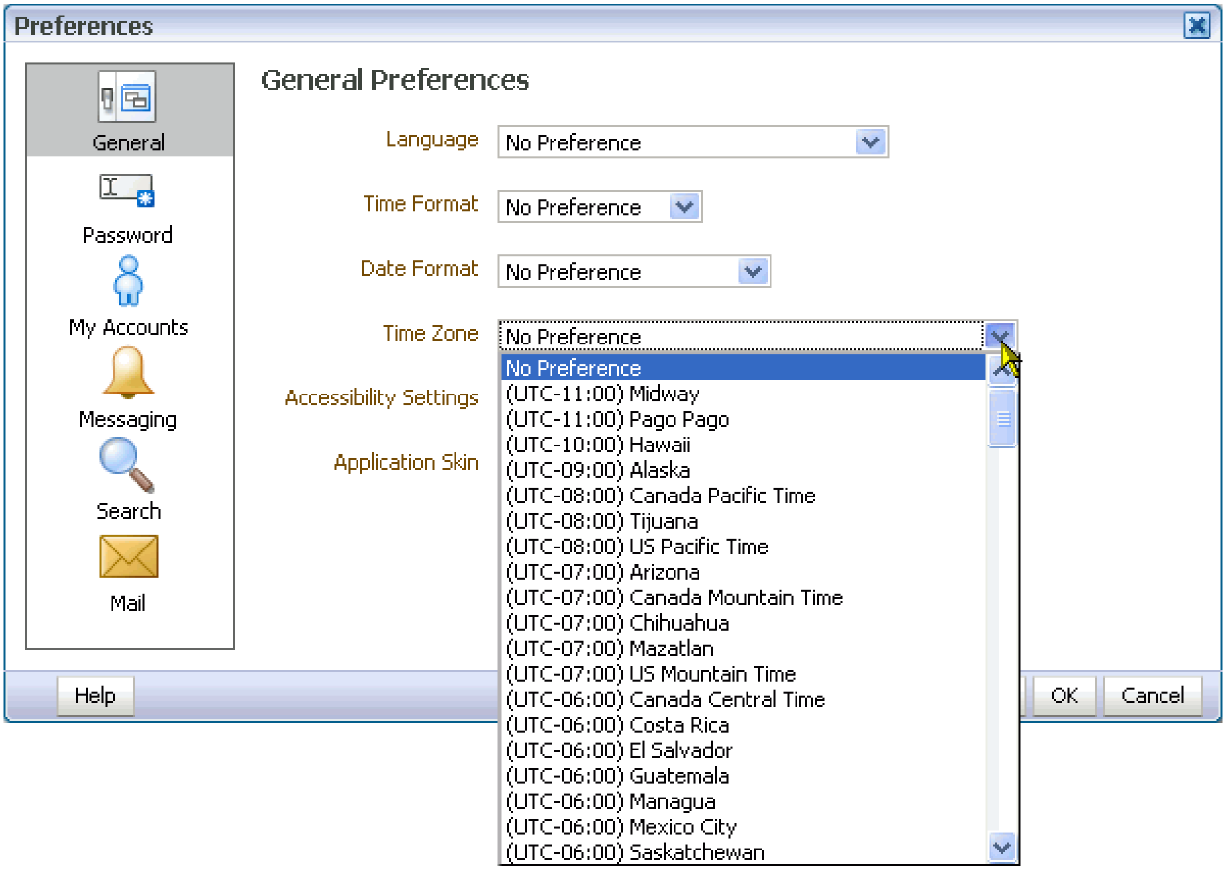
The Preferences dialog box opens (Figure 3–30).

Figure 3–30 The Preferences Dialog Box



3. Click **General** to access general preferences.
4. From the **Time Zone** pick list (Figure 3–31), select your preferred time zone.

Figure 3–31 The Time Zone Pick List



Alternatively select **No Preference** to accept the application-level default set by your WebCenter Spaces Administrator.

5. Click **OK** to save your change and exit the Preferences dialog box, or click **Apply** to save your change without exiting.

   Alternatively, click **Cancel** to cancel your change and exit the Preferences dialog box.

3.3.3 Enabling or Disabling Screen Reader Optimization

The **General** panel in the Preferences dialog box contains a list of options related to accessibility. You can use these options to optimize the application user interface (UI) for use with a screen-reader, such as JAWS. This section describes how to access accessibility options and explains the meaning of each option.

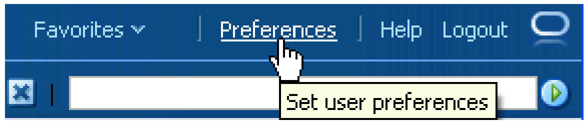
To optimize the application UI for use with a screen-reader:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

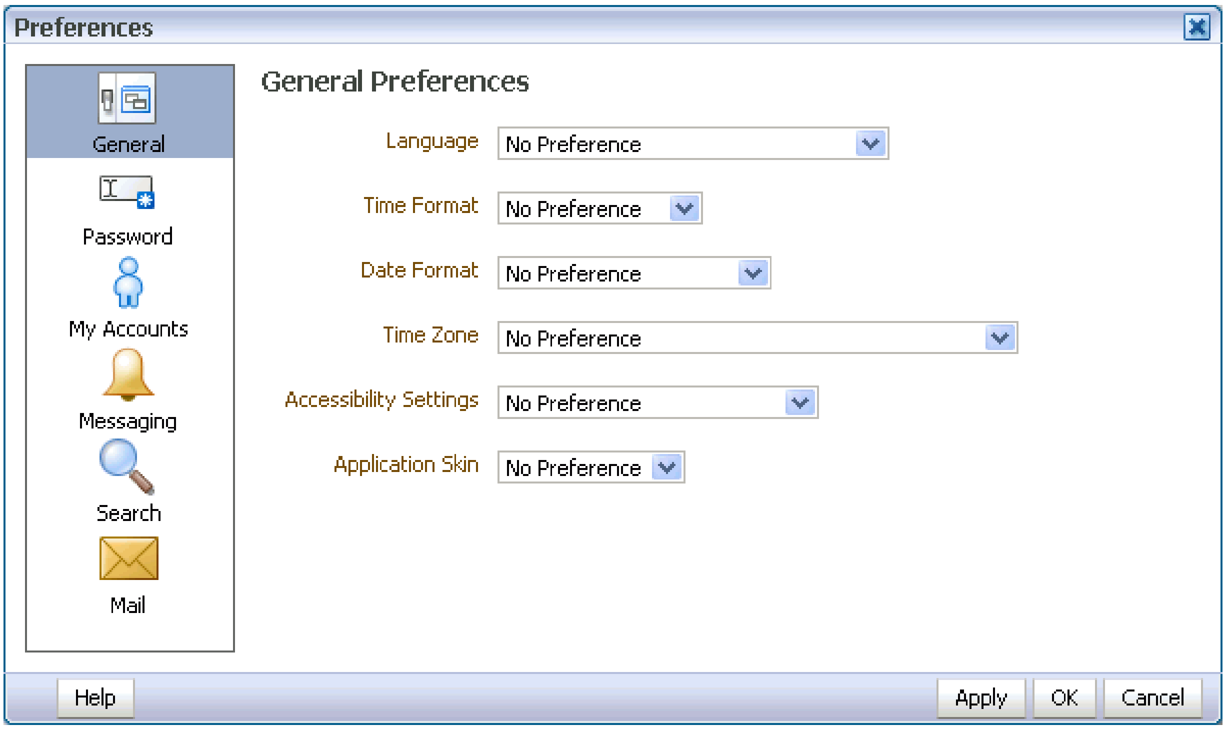
2. Click the **Preferences** link at the top of the application (Figure 3–32).

Figure 3–32 The Preferences Link



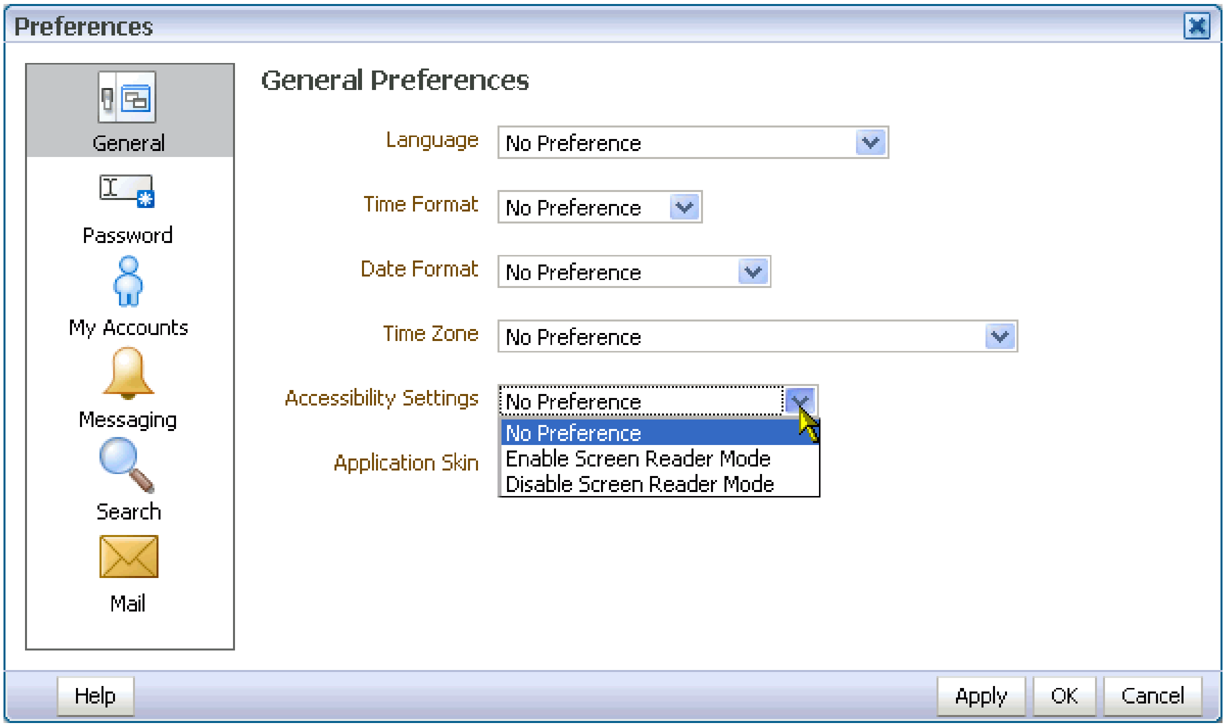
The Preferences dialog box opens (Figure 3–33).

Figure 3–33 The General Panel in the Preferences Dialog Box



3. Click **General** to access general preferences.
4. From the **Accessibility Settings** pick list (Figure 3–34), select your preferred accessibility setting.

Figure 3–34 Accessibility Setting Pick List



Choose from the following options:

- **No Preference**—The UI is not optimized for a screen reader. Screen readers can still process the WebCenter Spaces UI, but the UI is not optimized for screen readers.
- **Enable Screen Reader Mode**—The UI is optimized for screen readers.
- **Disable Screen Reader Mode**—The UI is not optimized for screen readers. Screen readers can still process the WebCenter Spaces UI, but the UI is not optimized for screen readers.

5. Click **OK** to save your change and exit the Preferences dialog box, or click **Apply** to save your change without exiting.

   Alternatively, click **Cancel** to cancel your change and exit the Preferences dialog box.

3.3.4 Changing Your Application Look and Feel

The **General** panel in the Preferences dialog box provides a pick-list of application skins for your WebCenter Spaces application. Application skins specify the application background color, screen fonts, and, with some skins, the shapes and images used for application buttons and icons.

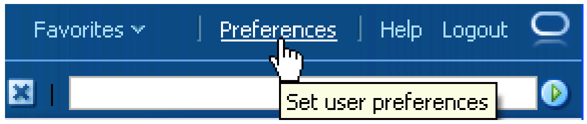
To change your application skin:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

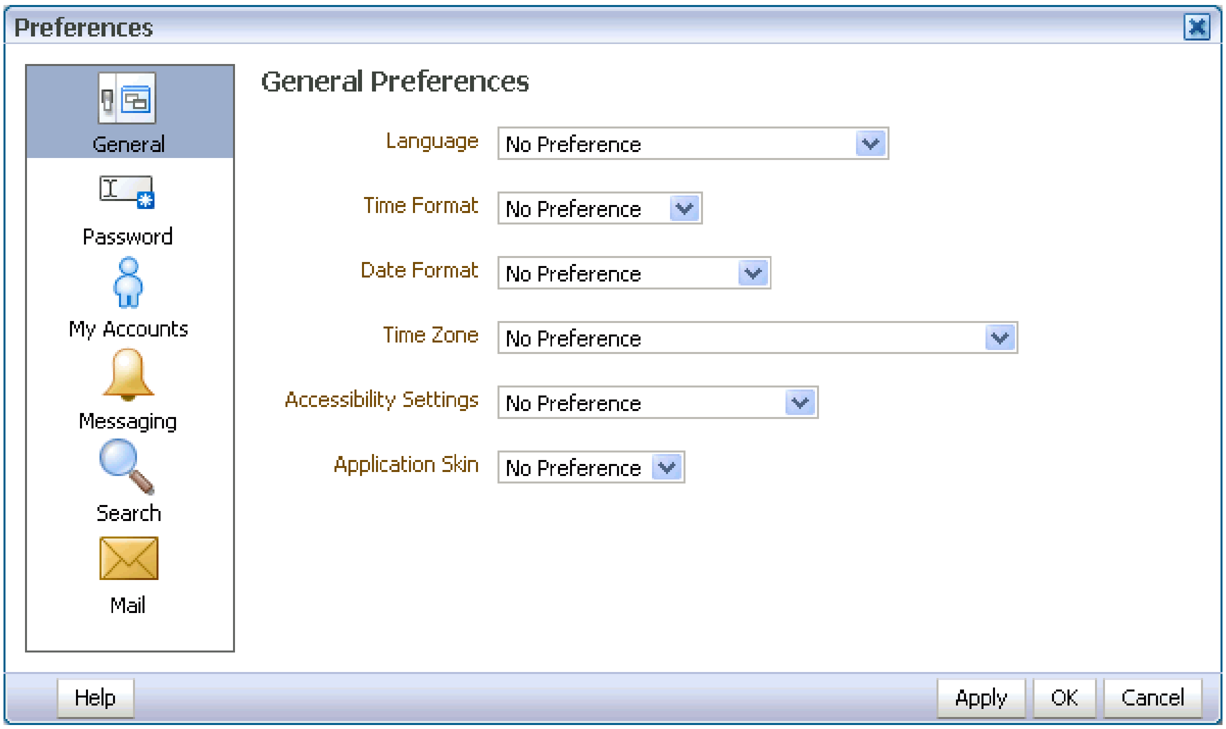
2. Click the **Preferences** link at the top of the application (Figure 3–35).

Figure 3–35 The Preferences Link



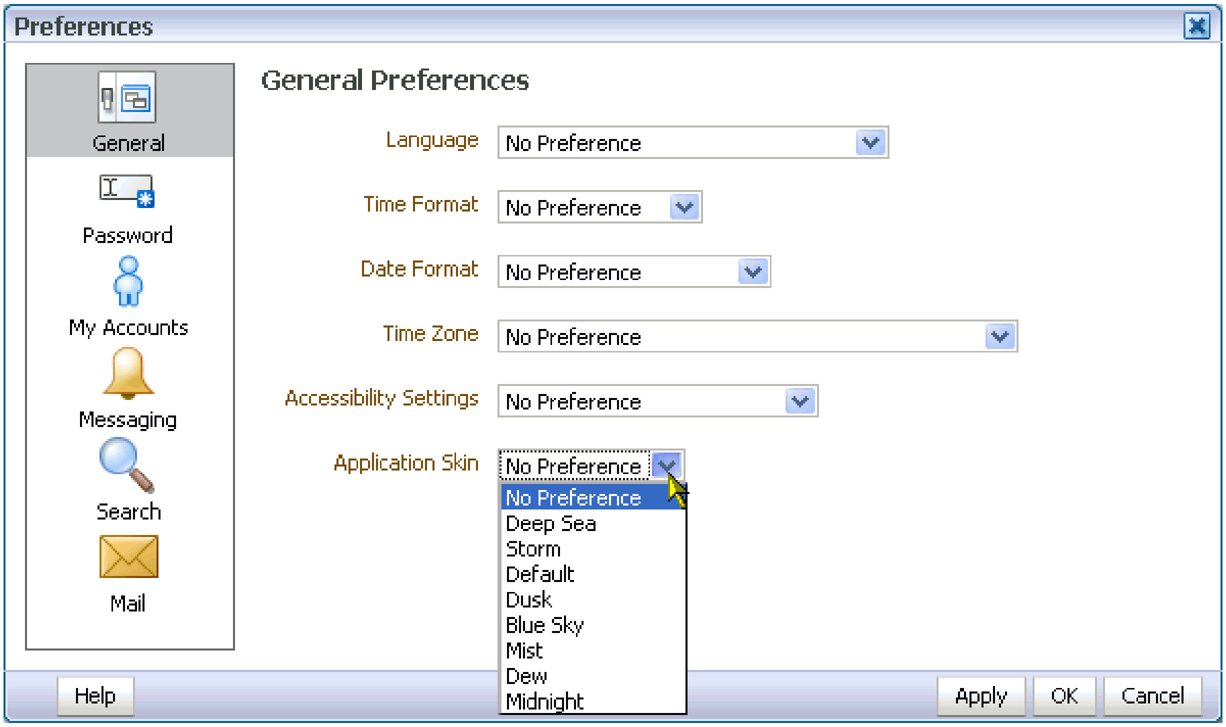
The Preferences dialog box opens (Figure 3–36).

Figure 3–36 The General Panel in the Preferences Dialog Box



3. Click **General** to access general preferences.
4. From the **Application Skin** pick list (Figure 3–34), select your preferred application skin.

Figure 3–37 Application Skin Pick List



Choose from the following options:

- **No Preference**—To defer to the application's configured skin setting
- **<Skin_Name>**—To select a predefined application skin from the list of skins available to you

5. Click **OK** to save your change and exit the Preferences dialog box, or click **Apply** to save your change without exiting.

   The application refreshes, using the skin you selected.

3.3.5 Changing Your WebCenter Password

Once you self-register or receive login credentials from the WebCenter administrator, you can change your password. Changing your password on a regular basis is one way you can participate directly in securing your application software. This section describes how.

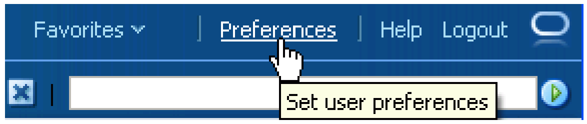
To change your WebCenter Spaces password:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

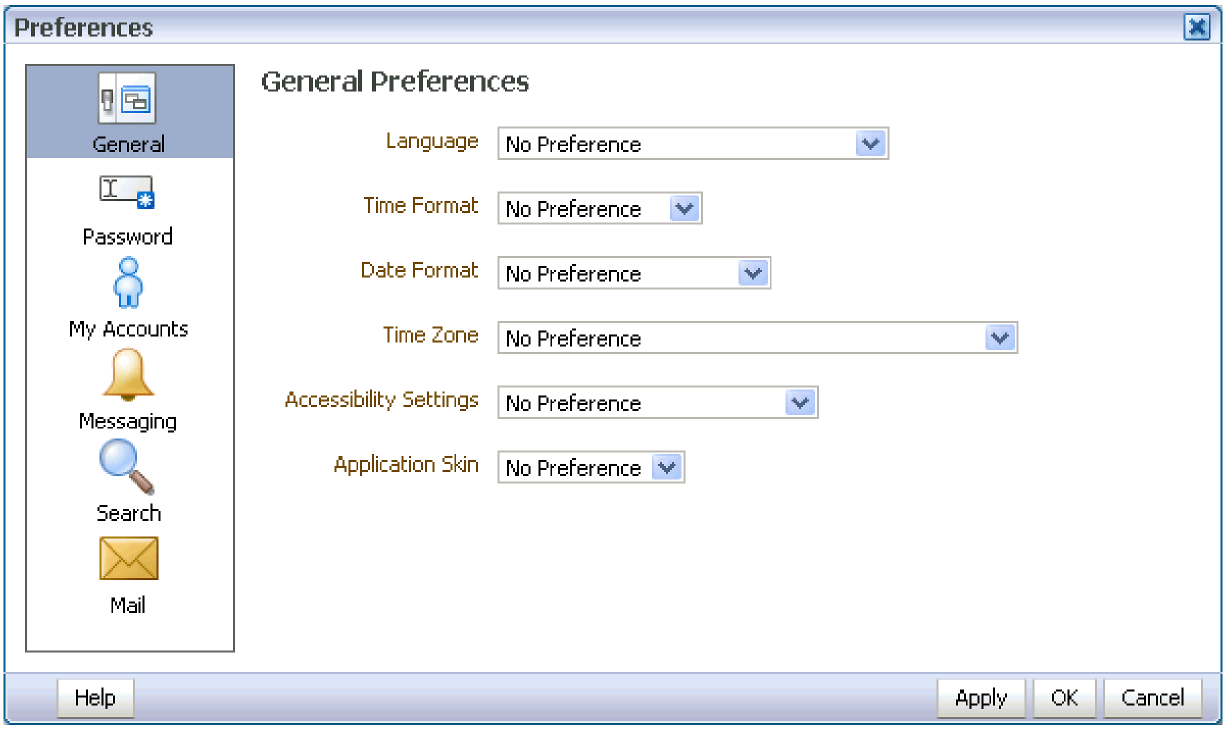
2. Click the **Preferences** link at the top of the application (Figure 3–38).

Figure 3–38 The Preferences Link



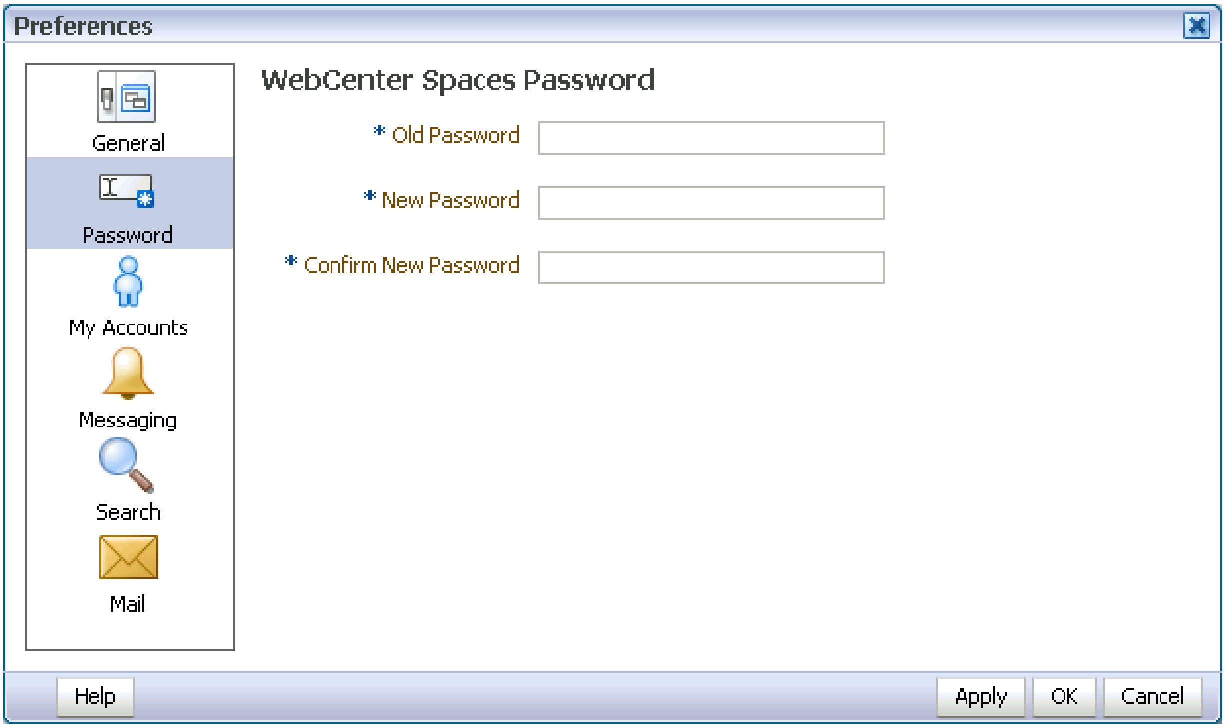
The Preferences dialog box opens (Figure 3–39).

Figure 3–39 The Preferences Dialog Box



3. Click **Password** to open the **Password** panel (Figure 3–40).

Figure 3–40 The Preferences Password Panel



4. In the **Old Password** field, enter your current password.
5. In the **New Password** field, enter your new password.

> **Note:** The requirements for this password are driven by the identity store that manages WebCenter Spaces application users. For password requirements and restrictions, contact your application administrator.

6. In the **Confirm New Password** field, enter your new password again.
7. Click **OK** to save your change and exit the Preferences dialog box, or click **Apply** to save your change without exiting.

   Alternatively, click **Cancel** to cancel your change and exit the Preferences dialog box.

3.3.6 Providing Login Information for External Applications

The **My Accounts** panel in the Preferences dialog box provides one-stop access to supply or revise credentials for all external applications in WebCenter Spaces. My Accounts provides a way to store application login credentials so that you provide them only once for the life of the credential. Once credentials are entered and stored, every time you access an external application within WebCenter Spaces the login credentials are provided automatically. This gives you a single-sign-on type of experience where one login (to WebCenter Spaces) provides access to multiple applications.

Note: If you change the login credentials for an application, you must enter them again into WebCenter Spaces Preferences as described in this section.

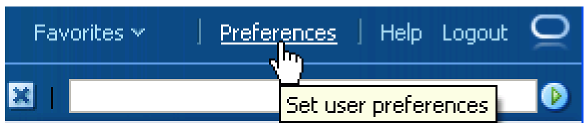
To provide login credentials for external applications:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

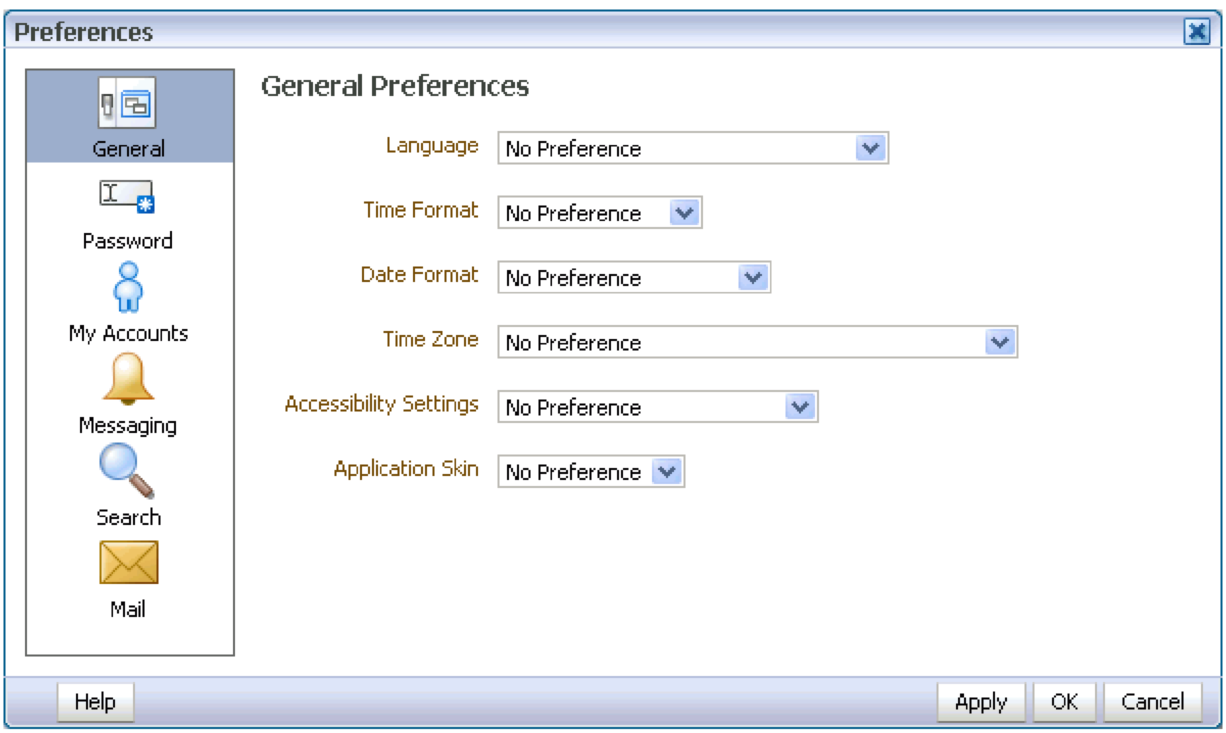
2. Click the **Preferences** link at the top of the application (Figure 3–41).

   Figure 3–41 The Preferences Link

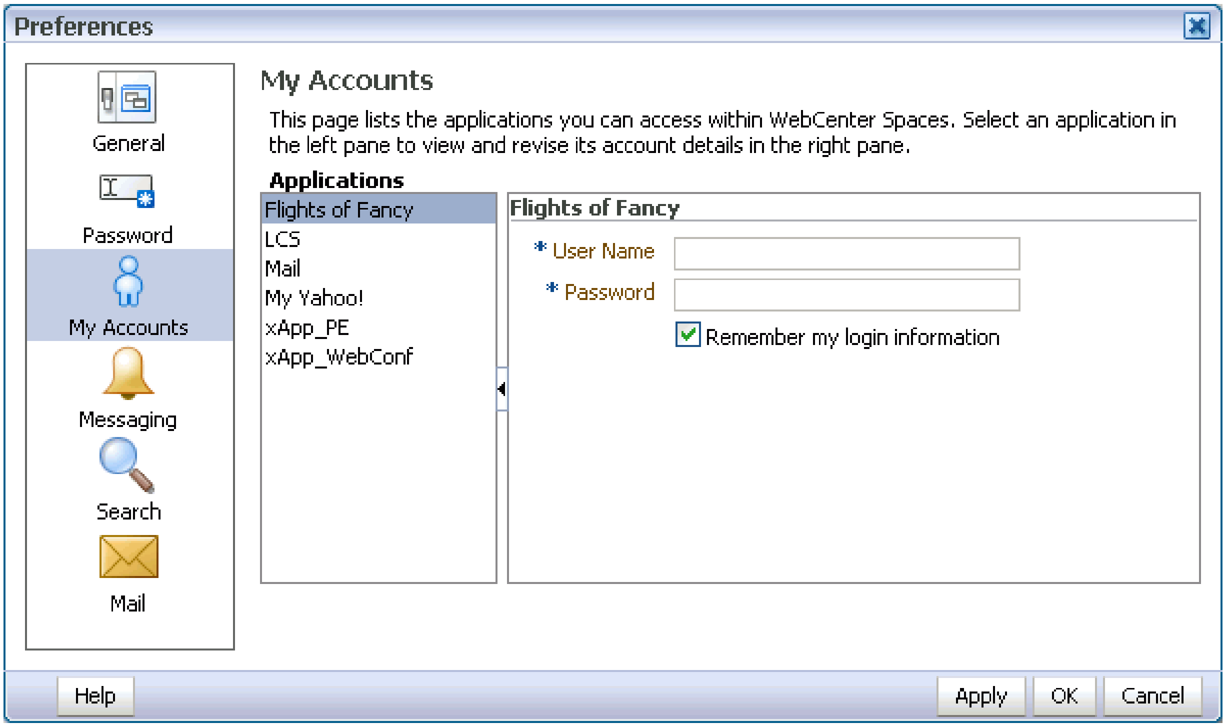
   The Preferences dialog box opens (Figure 3–42).

Figure 3–42 The Preferences Dialog Box



3. Click **My Accounts** to open the **My Accounts** panel (Figure 3–43).

Figure 3–43 The My Accounts Panel in the Preferences Dialog Box



4. In the left pane of the **My Accounts** panel, select an application.

   Log-in credential fields and check boxes display in the right pane.

5. Enter log-in credentials as required for the selected application.

   Login credentials vary from one application to another. For example, some applications may require user name and password, while others may require those values along with additional values, such as your mail address.

   Fields requiring values are marked with an asterisk (*).

6. Select **Remember My Login Information** to enable automatic authentication to the selected application every time you log in to WebCenter Spaces.

   When you do not select this option, the login information that you enter is used only for the current user session. The next time you log in to WebCenter Spaces, you must also log in to this application.

7. Click **Apply** to save your changes and remain in the Preferences dialog box.

   Click **OK** to save your changes and exit the Preferences dialog box.

3.3.7 Setting Messaging Preferences

The **Messaging** panel in the Preferences dialog box provides a means of configuring messaging channels and defining messaging filters.

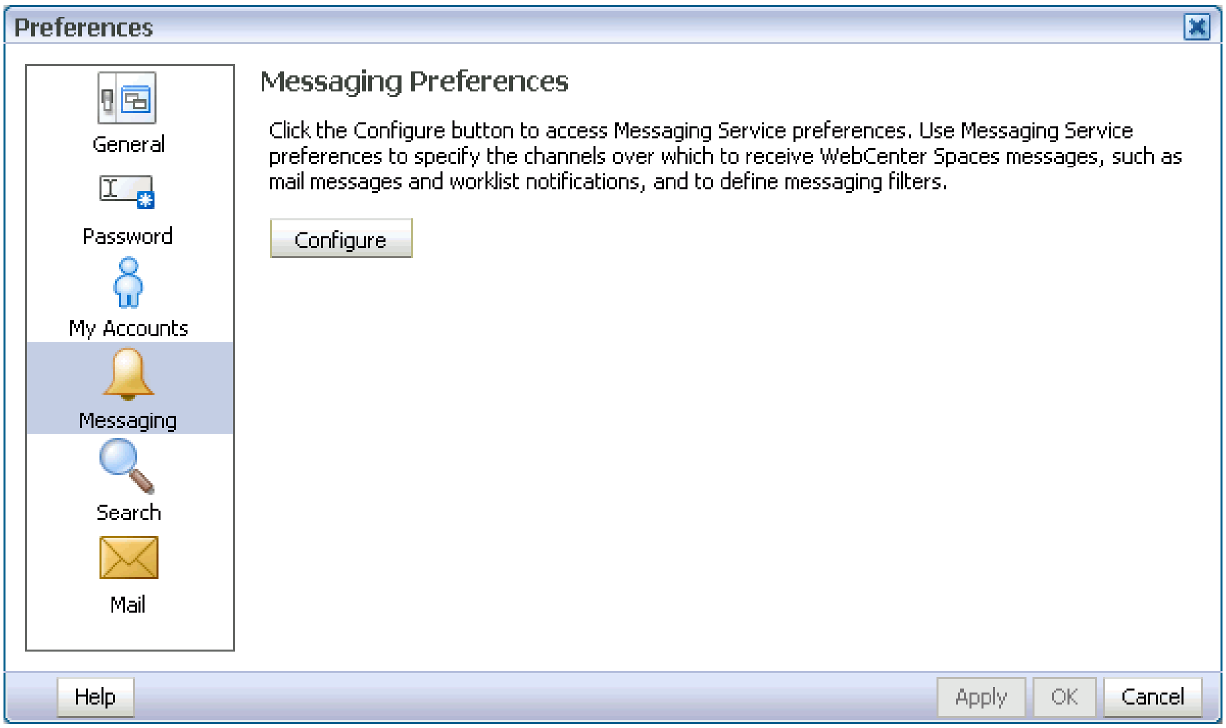
Messaging channels are the channels over which messages, notifications, and alerts are received. These include mail, voice over internet (VoIP), and the like. Messages, notifications, and alerts come from services registered with the Oracle User Messaging Service.

Messaging filters define sorting conditions for messages and specify the channels through which to send the messages that meet the conditions.

Messages, alerts, and notifications are sent to the Oracle User Messaging Service, which applies messaging filters, which in turn specify how messages, alerts, and notifications that meet different sets of conditions should be routed.

The **Messaging** panel in WebCenter Spaces Preferences (Figure 3–44) provides a **Configure** button for navigating to a messaging configuration page.

Figure 3–44 Messaging Panel in the Preferences Dialog Box



Click the **Configure** button to view the messaging tabs:

- **Messaging Channels**—Configure the messaging channels (such as mail, voice, and so on) over which to deliver your notifications and alerts.
- **Messaging Filters**—Define rules for filtering your notifications and alerts.

The online help available with the Oracle User Messaging Service provides configuration guidance. Additionally, see *Oracle Fusion Middleware Developer's Guide for Oracle SOA Suite*.

Note: In environments where multiple BPEL connections are registered against the WebCenter Worklist component, the messaging preferences repository is shared by all. When you set messaging preferences for one connection, you set them for all.

3.3.8 Setting Preferences for WebCenter Spaces Search Results

When you search content, you may find that the results from one service are more relevant to you than results from other services. Wouldn't it be useful to be able to exclude some services from a search and specify the order in which the results from selected services are listed?

WebCenter Spaces search preferences provide this capability. Use search preferences to select the services to search, specify the display order for search results, and choose the information you want to display with search results. This section describes how. It contains the following subsections:

- Selecting the Services to Search
- Specifying a Display Order for Search Results
- Specifying the Type and Order of Information to Show with Search Results

---

Note: For detailed information about searching in WebCenter Spaces, see Chapter 29, "Working with the Search Service." For information about a Document Library search, see Section 14.2.6, "Running Document Searches."

3.3.8.1 Selecting the Services to Search

Your WebCenter Spaces administrator makes services available to the WebCenter Spaces application. Some of these services, while quite useful, may not often provide particularly useful search results. For example, if you frequently search for mention of a particular type of technology, a search through personal contacts is not useful.

By configuring the WebCenter Spaces search engine to search only those services you select, you can prevent the services most likely to return irrelevant search results from being searched. This section describes how.

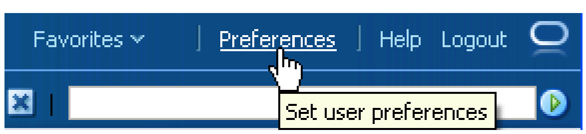
To select the services to be searched:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

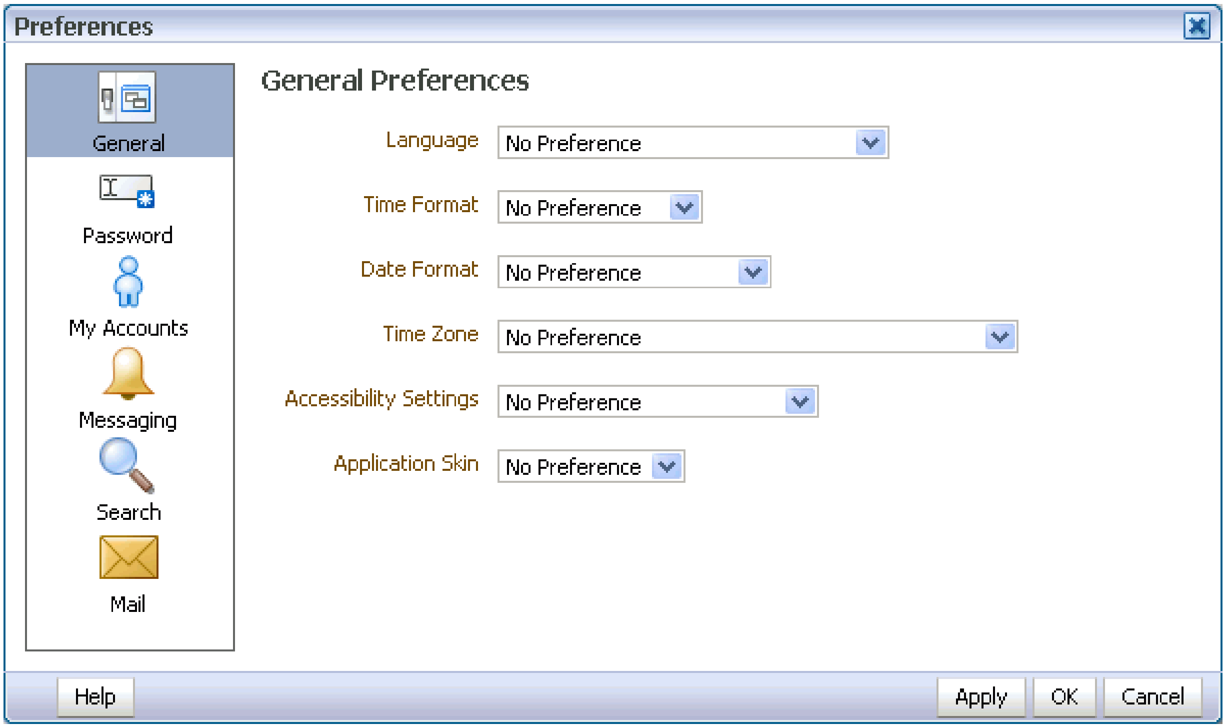
2. Click the **Preferences** link at the top of the application (Figure 3–45).

   Figure 3–45 The WebCenter Spaces Preferences Link

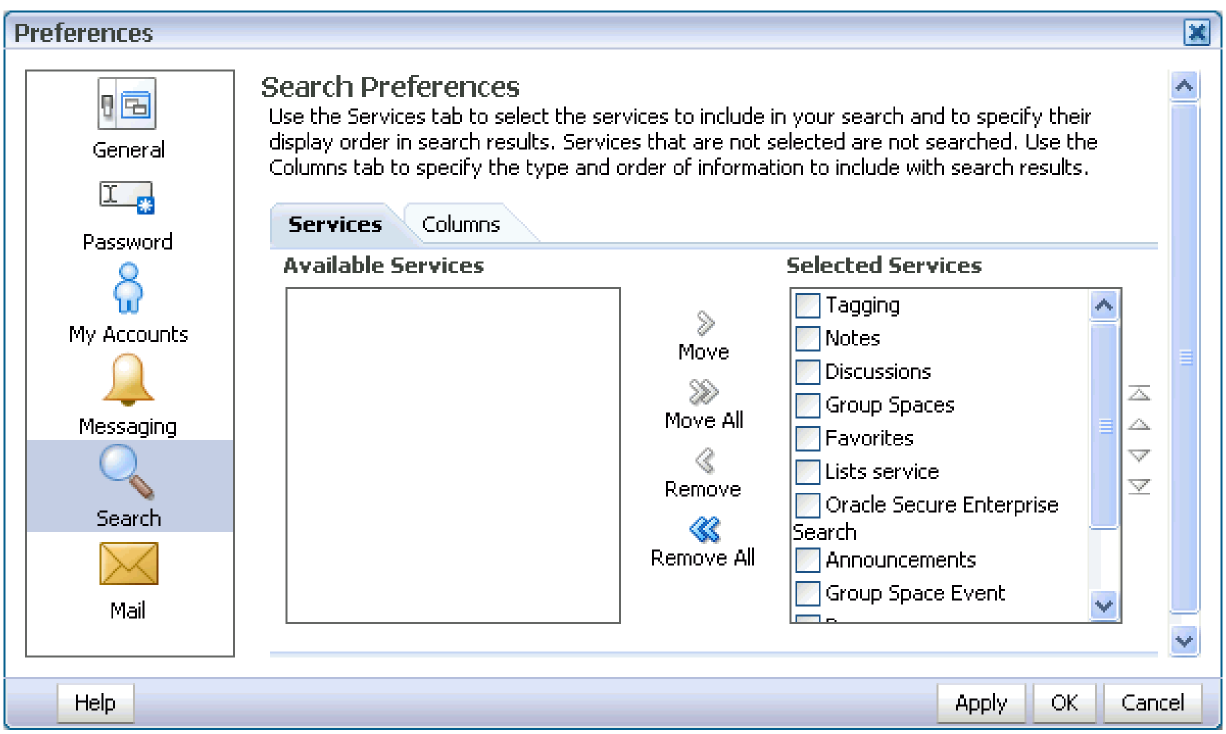
   The Preferences dialog box opens (Figure 3–46).

Figure 3–46 The Preferences Dialog Box



3. Click **Search** to open the **Search Preferences** panel (Figure 3–47).

Figure 3–47 The Search Preferences Panel



4. Select one or more services on the **Available Services** list by checking their check boxes, and then click the Move icon to move them to the **Selected Services** list.
5. Click **OK** to save your changes and exit the Preferences dialog box.

   Alternatively, click **Apply** to save your changes without exiting.

The services you add to the **Selected Services** list are included in future WebCenter Spaces searches. The services on the **Available Services** list are not searched.

3.3.8.2 Specifying a Display Order for Search Results

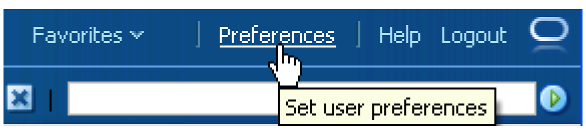
Of all the services you include in a WebCenter Spaces search, you may find that some services provide more relevant results than others. If this proves true, you can ensure that the results from those services display first. WebCenter Spaces Preferences provide controls for specifying the order in which services are listed in search results. This section describes how to use them.

To specify a display order for search results:

1. Log in to WebCenter Spaces.

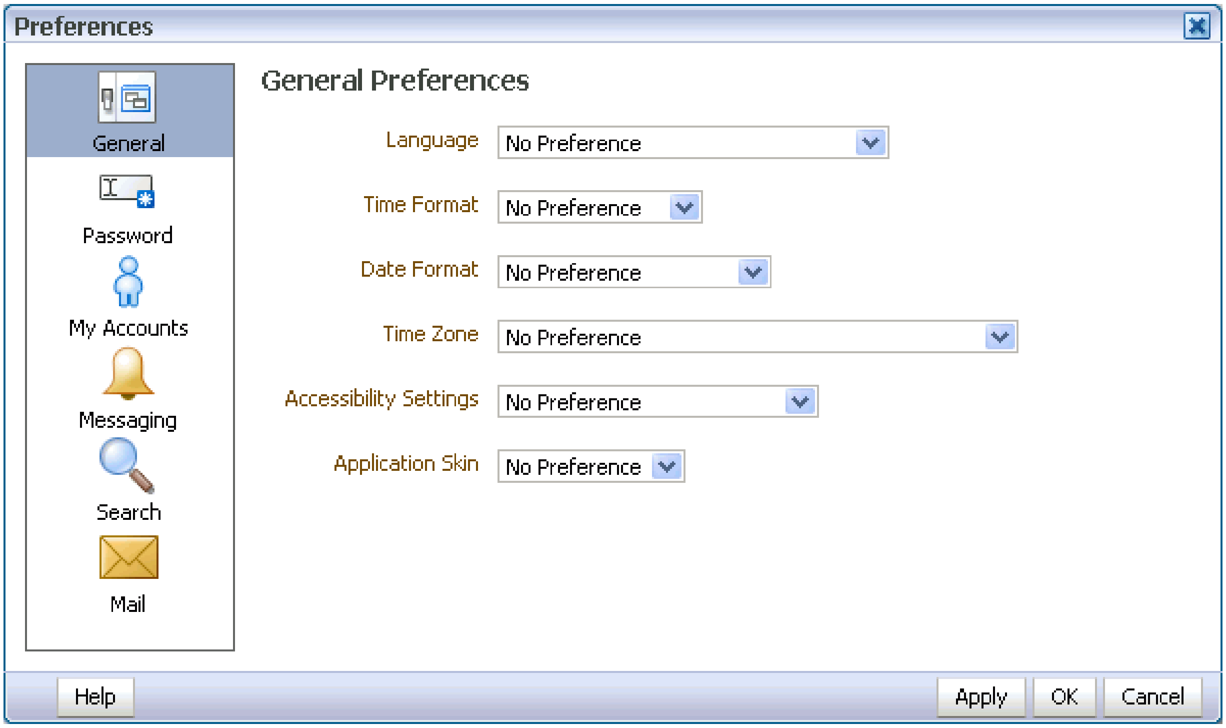
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Click the **Preferences** link at the top of the application (Figure 3–48).

Figure 3–48 The WebCenter Spaces Preferences Link



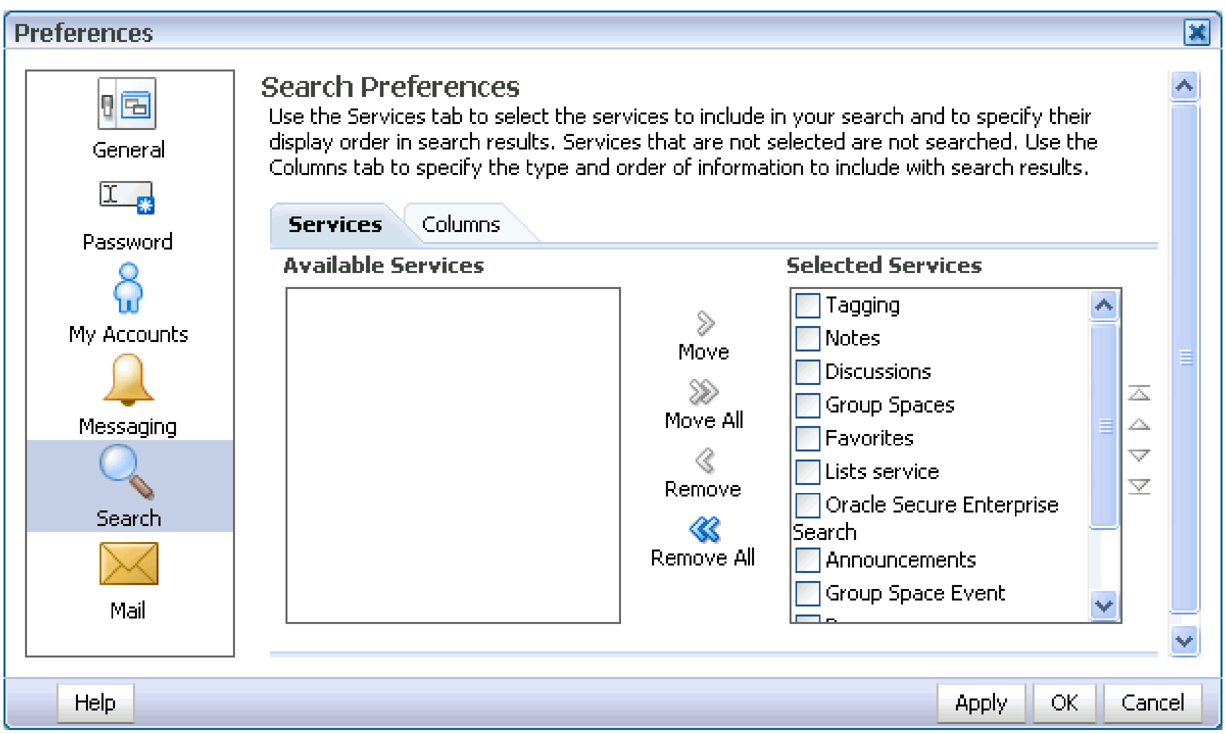
   The Preferences dialog box opens (Figure 3–49).

Figure 3–49 The Preferences Dialog Box



3. Click **Search** to open the **Search Preferences** panel (Figure 3–50).

Figure 3–50 The Search Preferences Panel



4. Select one or more services on the **Selected Services** list by checking their check boxes, and click the Move icons to the right of the list to move your selections higher or lower on the list.

   The order you specify here determines the order each service is listed in search results.

5. Click **OK** to save your changes and exit the Preferences dialog box.

   Alternatively, click **Apply** to save your changes without exiting.

3.3.8.3 Specifying the Type and Order of Information to Show with Search Results

You can use Search Preferences to specify the type of information to show with search results and the order in which that information is presented. Information types include *Icon*, *Title*, *Person*, *Size*, *Date*, and *Type*.

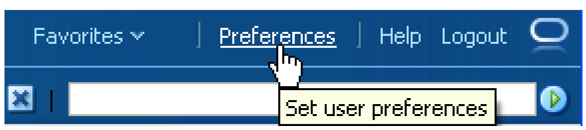
To specify the type and display order of information to show with search results:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

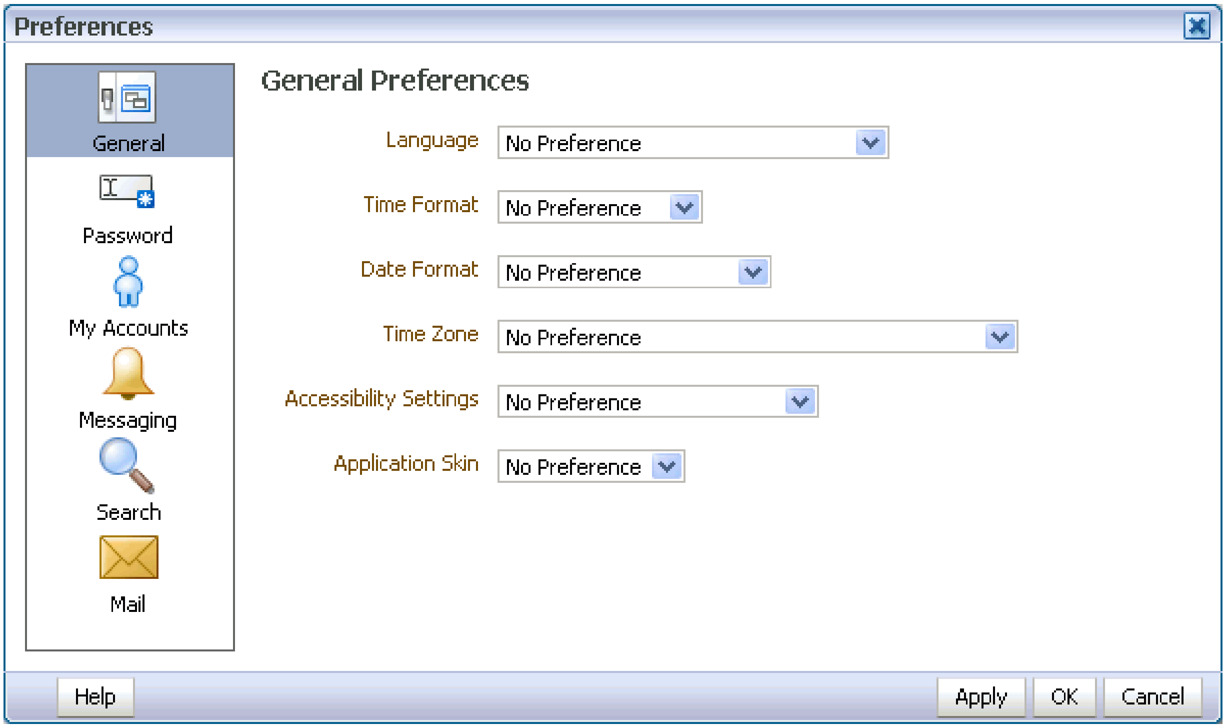
2. Click the **Preferences** link at the top of the application (Figure 3–51).

Figure 3–51 The WebCenter Spaces Preferences Link



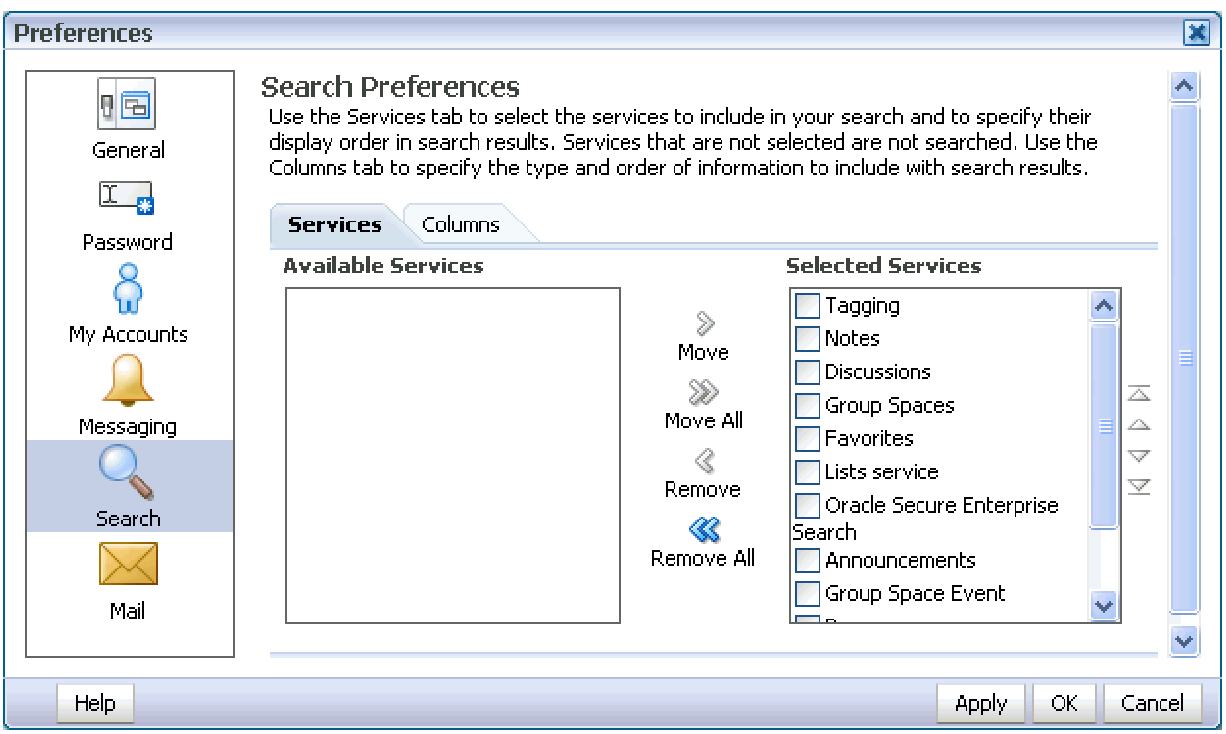
   The Preferences dialog box opens (Figure 3–52).

Figure 3–52 The Preferences Dialog Box



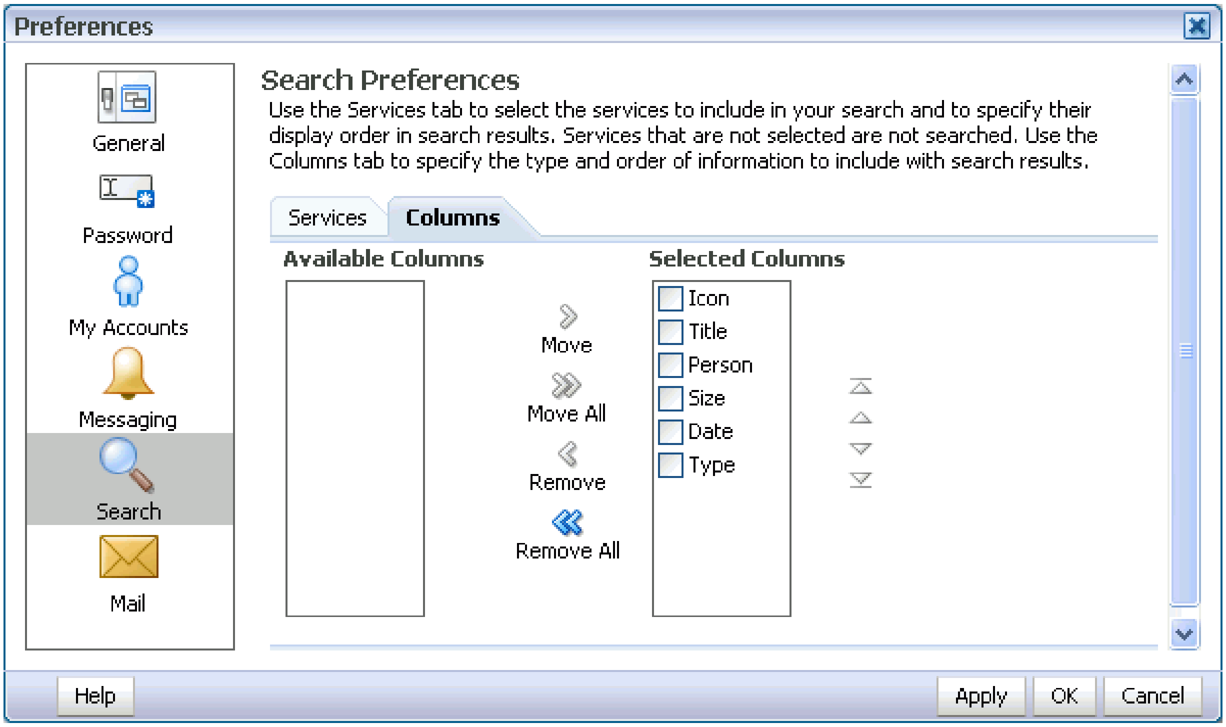
3. Click **Search** to open the Search Preferences panel (Figure 3–53).

Figure 3–53 The Search Preferences Panel



4. Click the **Columns** tab to bring it forward (Figure 3–54).

Figure 3–54 The Columns Tab in Search Preferences



5. To set the types of columns to display in search results, select one or more column titles on the **Available Columns** list by checking their check boxes and then click the Move icon to move your selections to the **Selected Columns** list.

   Choose from:

   - **Icon**—An icon representing a result's item type.
   - **Title**—The linked title of the search result. For a file, this is the file name. Click this link to navigate to the result.
   - **Person**—The person who owns the result. For a file, this is the user who uploaded or last modified the file. Right-click the person listed to access a context menu with options for contacting the person (for more information, see Chapter 22, "Working with the Instant Messaging and Presence Service (IMP)").
   - **Size**—The size of the result, for example, the file size.
   - **Date**—The date the result was added to WebCenter Spaces. For a file, this is the date it was uploaded or last modified.
   - **Type**—The object type of the result. For example, for a graphic this is the type *image*.

6. To set the order in which search result information is displayed, select the check box of one or more column names in the **Selected Columns** list and then click the Move icons to the right of the list to rearrange column titles into the display order you prefer.

7. Click **OK** to save your changes and exit the Preferences dialog box.

   Alternatively, click **Apply** to save your changes without exiting.

Search results display all of the information you specify here, in your preferred order.

3.3.9 Selecting Your Preferred Mail Connection

When your WebCenter Spaces application provides access to multiple mail connections, it also provides a way for you to select which connection to use. This section describes how.

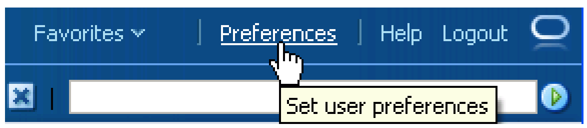
To select your preferred mail connection:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

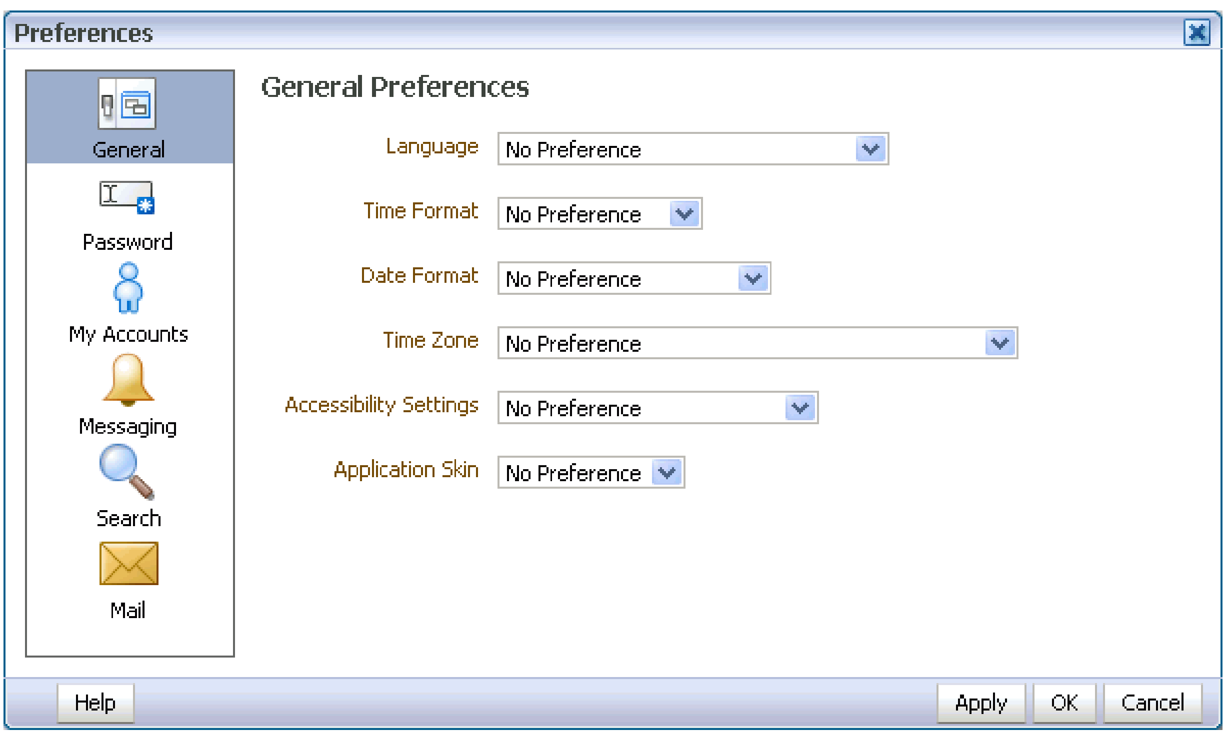
2. Click the **Preferences** link at the top of the application (Figure 3–55).

   Figure 3–55 The WebCenter Spaces Preferences Link

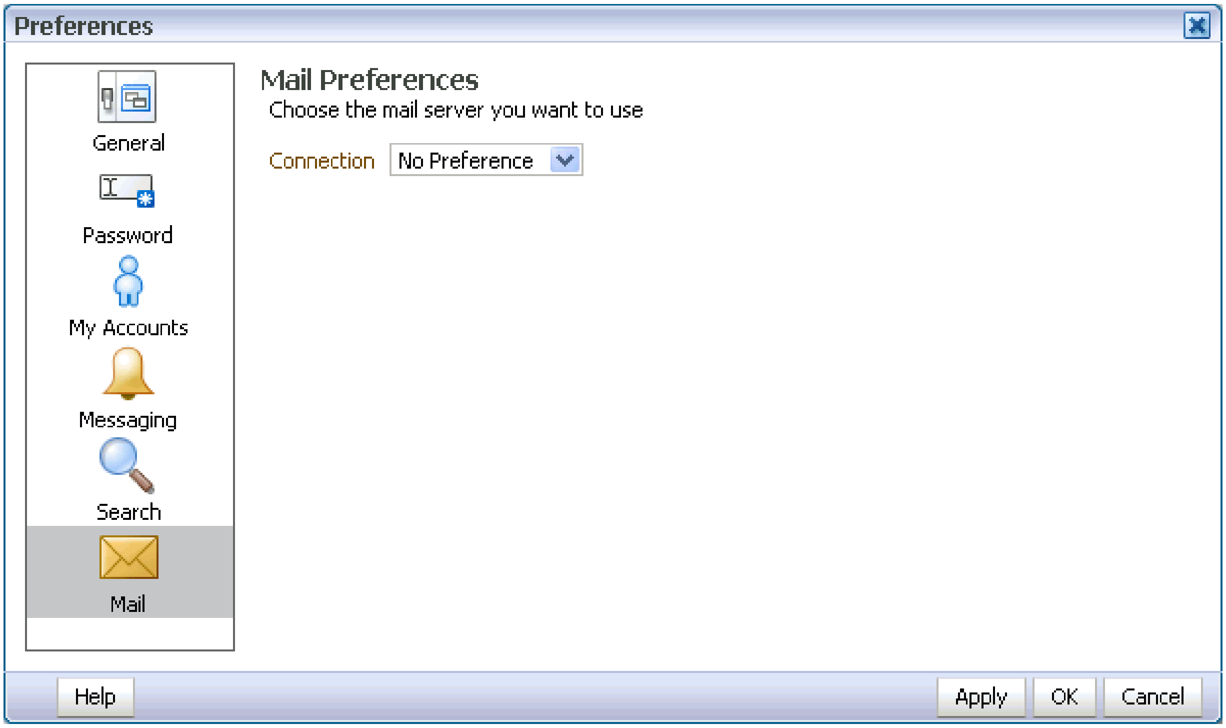
   The Preferences dialog box opens (Figure 3–56).

Figure 3–56 The Preferences Dialog Box



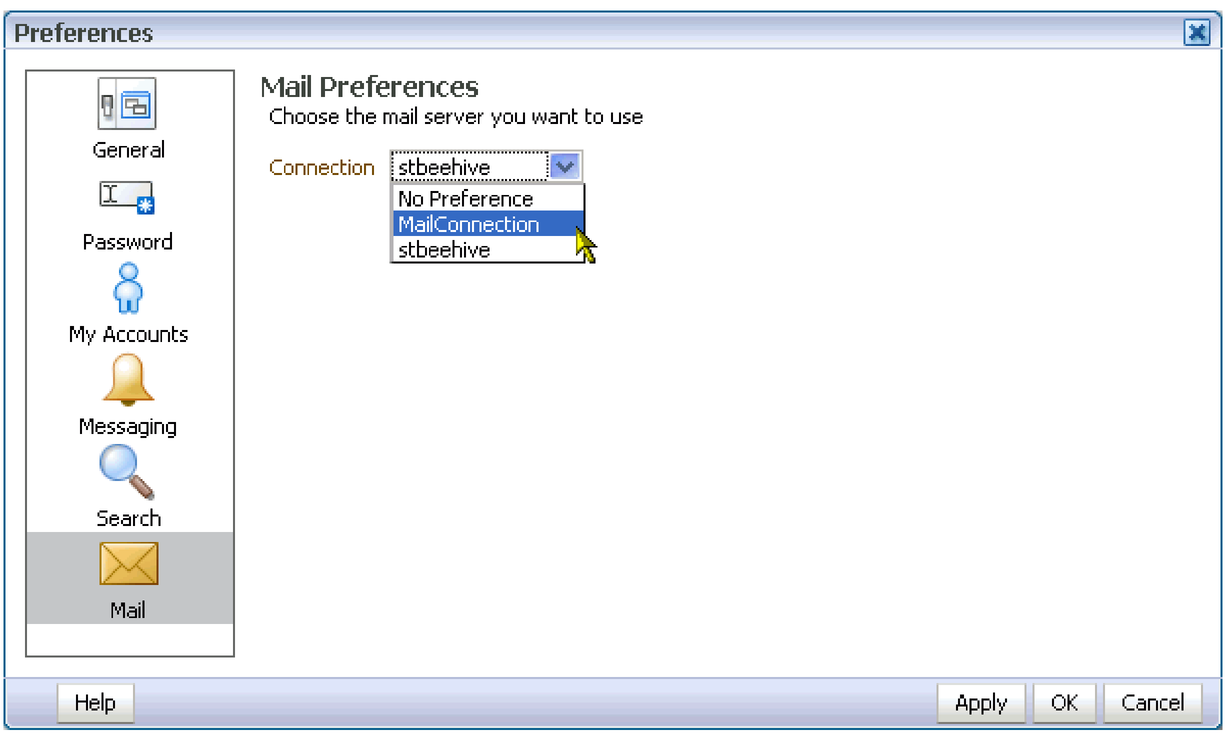
3. Click **Mail** to open the Mail Preferences panel (Figure 3–57).

Figure 3–57 The Mail Preferences Panel



4. From the **Connections** pick list, select the mail connection you want to use for accessing your mail through WebCenter Spaces (Figure 3–58).

Figure 3–58 The Connections Pick List in Mail Preferences



The options available on this list depend on the connections your system administrator makes available to your WebCenter Spaces application. The **No Preference** option uses your system-level active mail connection.

5. Click **OK** to save your change and exit the Preferences dialog box.
6. Log out of WebCenter Spaces.

   For information about logging out, see Section 2.2.2, "Logging Out of a WebCenter Application."
7. Log in to WebCenter Spaces.
8. If you previously saved your credentials for this mail connection to the WebCenter Spaces credential store, you are logged in to the new mail connection automatically.

   If you have not previously saved your credentials, log in to this mail connection using Preferences (see Section 3.3.6, "Providing Login Information for External Applications") or using the login link in a Mail task flow (see Section 25.2.1, "Logging in to Mail").

3.4 Personalizing Your Page View

You can personalize your page view many ways in page view mode. For example you can reposition components, change your page layout, remove components from your view of a page, resize a component's height, and collapse components to display just their headers. These actions are called *personalizations* because the changes you make when you personalize a page affect only your view of that page. No one else sees your personalizations.

Note: For more information about personalization, see Section 7.2, "Customizing and Personalizing Page Content."

Whether you can personalize a page depends on permissions granted to you or your user role and on how personalizations are configured. You can tell if you have such permissions by the presence or absence of the controls discussed in this section. If you do not see these controls, contact your application administrator to ask for a higher-level of access or for a configuration change. For information about contacting your application administrator, see Section 2.7, "Contacting Your Application Administrator."

Note: When you revise a component in page view mode while another user deletes the same component in page edit mode, a WebCenter error page opens. Simply navigate back to the original page. The deleted component does not appear, and you can continue working on other components.

This section describes how to perform the personalizations *rearrange*, *change layout*, *resize*, *minimize*, and *maximize*. It contains the following subsections:

- Rearranging Page Content
- Changing Your Page Layout
- Removing Components from Your View of a Page

- Resizing Components
- Collapsing and Expanding Components

3.4.1 Rearranging Page Content

Using drag-and-drop or a component's **Actions** menu (Figure 3–59 and Figure 3–60), you can rearrange the positions of components on a page.

Figure 3–59 Actions Menu on an Events Task Flow

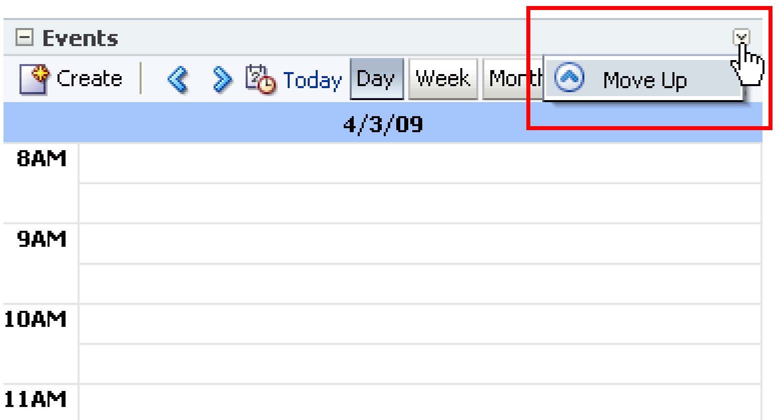
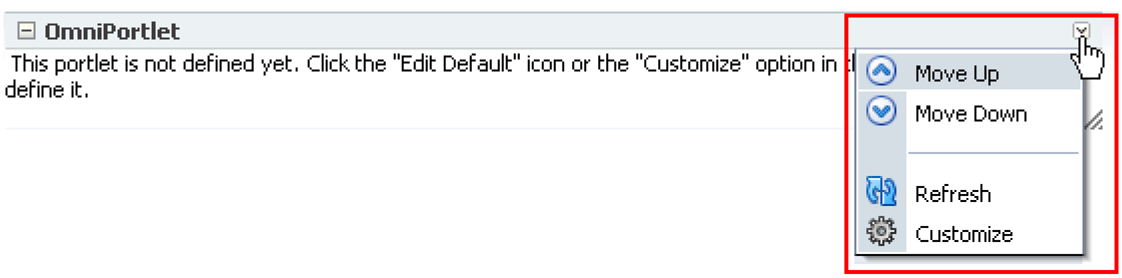


Figure 3–60 Actions Menu on an OmniPortlet



Components moved by drag-and-drop can be moved into any open position on a page. Components moved using their **Actions** menus can be moved within the layout box that contains them.

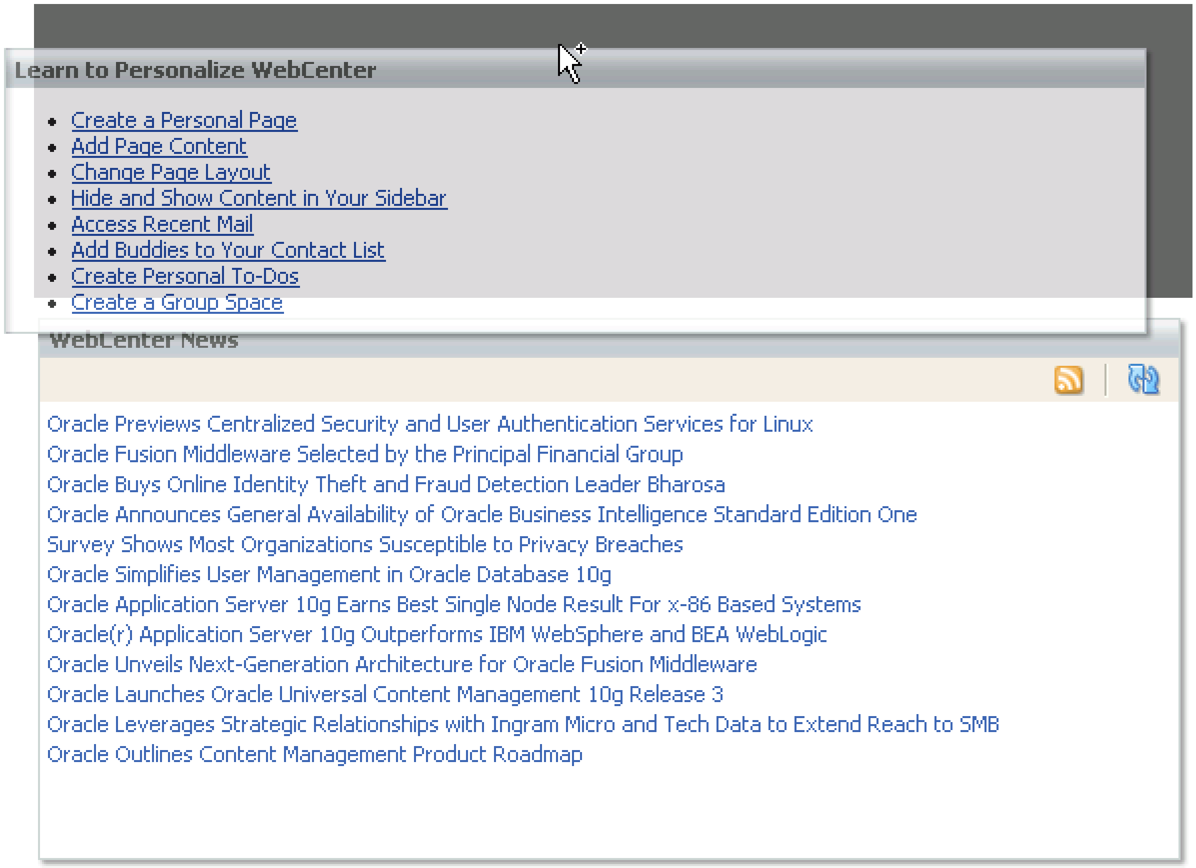
This section describes how to rearrange components on a page. It contains the following subsections:

- Rearranging Components by Dragging and Dropping
- Rearranging Components Using the Actions Menu

3.4.1.1 Rearranging Components by Dragging and Dropping

Dragging and dropping is arguably the easiest and least-restricted way to rearrange components on a page. Simply drag the component over the spot you want to place it. A solid box indicates a receptive drop location (Figure 3–61).

Figure 3–61 Solid Box Indicating a Receptive Drop Location



To rearrange components by dragging and dropping:

1. Log in to WebCenter Spaces.

   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

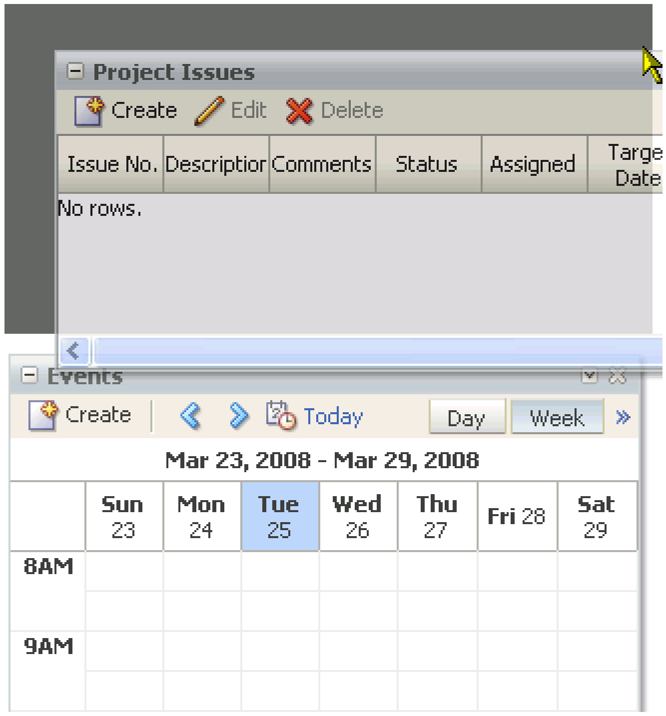
2. Go to the page where you want to rearrange components by dragging and dropping.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Click and hold on the header of the component you want rearrange, drag it to its target position, and drop it onto the page.

   A solid box indicates where the component is placed when you drop it (Figure 3–62).

Figure 3–62 Dragging an Issues List Above an Events Task Flow

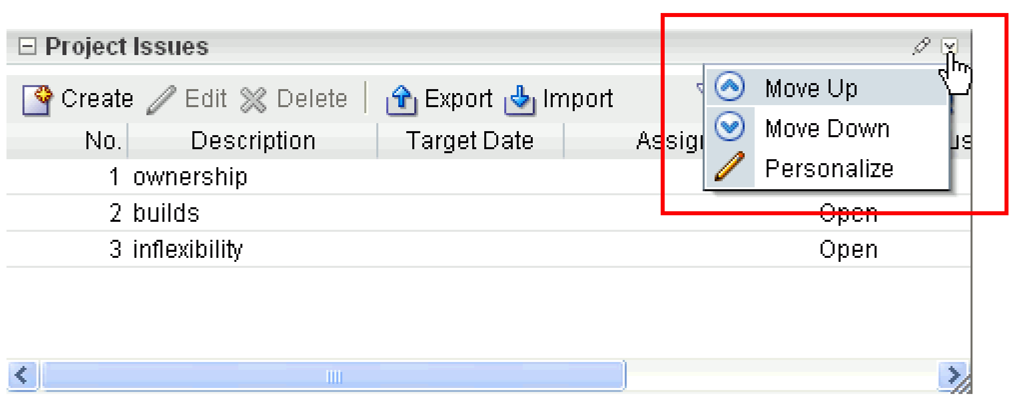


3.4.1.2 Rearranging Components Using the Actions Menu

Within a given layout box, the direction that components can move is determined by how the box is oriented. A box can be oriented vertically or horizontally. Vertical orientation allows for moving components higher or lower in the stack of components contained in the layout box. Horizontal orientation allows for moving components further left or right in the line of components contained in the layout box.

A component's **Actions** menu (Figure 3–63) provides a convenient way to reposition the component relative to other components contained in a given layout box. The **Actions** menu may display in the component header, or it may not display at all.

Figure 3–63 An Actions Menu Invoked from a Task Flow Header



A component may be configured to hide its **Actions** menu, in which case, you cannot reposition the component through the **Actions** menu—though you may be able to reposition other components relative to it, provided those other components display their **Actions** menus.

To rearrange components using a component's **Actions** menu:

1. Log in to WebCenter Spaces.

   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to rearrange components using the **Actions** menu.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Click the Actions icon on the menu bar in the component header.

4. Select a Move option:

   The moves available on a component **Actions** menu depend on how the layout box that contains the components is oriented (vertically for **Move Up**/**Move Down**; horizontally for **Move Left**/**Move Right**). Additionally, the available moves depend on whether the component has any components left, right, above, or below it.

   - **Move Up**—Reposition over the component immediately above.
   - **Move Down**—Reposition over the component immediately below.
   - **Move Right**—Reposition to the right of the component to the right.
   - **Move Left**—Reposition to the left of the component to the left.

3.4.2 Changing Your Page Layout

Page designers can make a layout switcher available in page view mode so that you can change your view of a page to a different page layout. If you see a Change Layout button or link on a page, you can personalize your page view by selecting a different layout model. This section tells you how.

To change to a different page layout:

1. Log in to WebCenter Spaces.

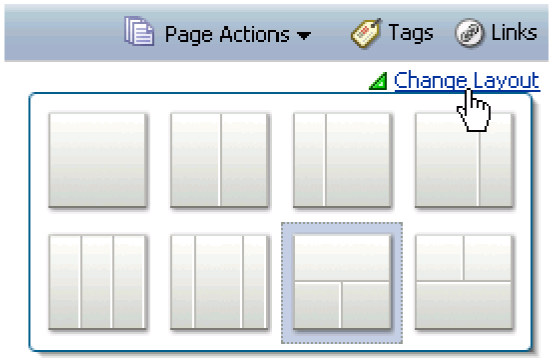
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to change your page layout.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Click the **Change Layout** link (Figure 3–64).

Figure 3–64 Change Layout Link

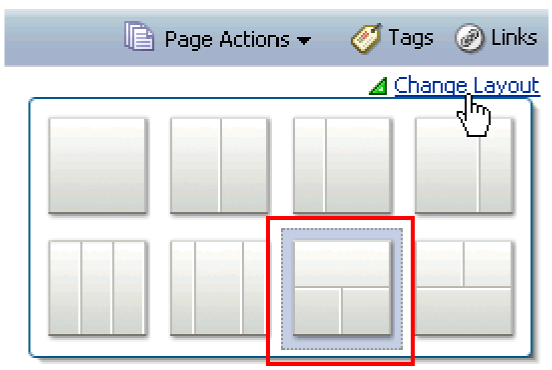


The link's default position is in the upper-right corner of the page. This may vary in your application. Page designers can hide this control, so it may not be available to you. Additionally, they can change the link label, so it may be something other than "Change Layout."

4. From the resulting pop-up, select a new page layout.

   The currently-selected layout is highlighted (Figure 3–65).

Figure 3–65 Current Selection in Change Layout Pop-Up



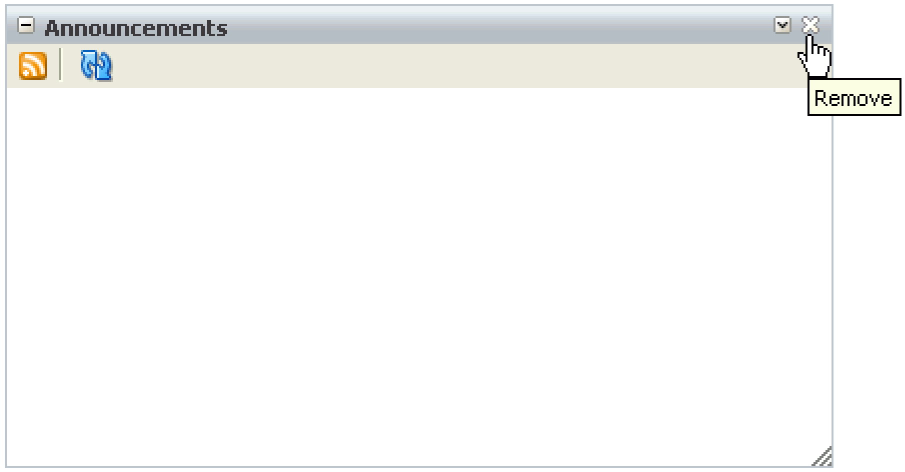
The page is rerendered using your selection for the new layout.

Note: For information about changing everyone's page layout, see Section 6.4.3, "Changing Everyone's Page Layout." For information about making the Change Layout link available in page view mode, see Section 6.5.3.9.3, "Working with Change Layout/Layout Customizable Properties."

3.4.3 Removing Components from Your View of a Page

If you find a component, such as a task flow or portlet, is not useful to you and the component displays a Remove icon (Figure 3–66), you can remove it from your view of the page.

Figure 3–66 Remove Icon on a Component Header



You can restore a removed component with the **Reset Layout** command on the **Page Actions** menu (see Section 3.5, "Removing Your Page Personalizations")—provided the component was seeded on the original page—and by editing the page and adding a new component instance (see Section 7.1, "Adding Content to a Page").

To remove a component from your view of a page:

1. Log in to WebCenter Spaces.

   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to remove a component from your page view.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

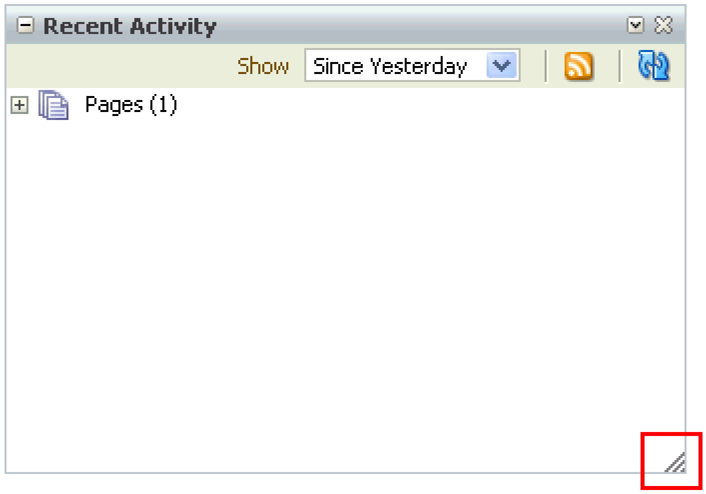
3. Click the Remove icon on the component header.

   The component is removed from your view of the page.

3.4.4 Resizing Components

The border and header surrounding a component, such as a task flow or a portlet, is also known as *chrome*. Chrome not only delineates the component, but also provides an access point for component actions, such as those on the **Actions** menu and those embedded in the chrome itself. In the latter case, the chrome includes a **Resize** handle you can use to increase or decrease the height of the component (Figure 3–67).

Figure 3–67 Resize Handle on Task Flow Chrome



Note: The position of the resize handle differs for bidirectionally displayed components. Those components displayed in a right-to-left orientation display the resize handle on the opposite side depicted in Figure 3–67.

To use this feature, click and hold the **Resize** handle and drag it up, to decrease the height of the component, or down to increase the height of the component.

3.4.5 Collapsing and Expanding Components

With one click, you can collapse some components, such as task flows or portlets, so that they roll up like a window shade, leaving only their headers in view (Figure 3–68).

Figure 3–68 A Collapsed/Minimized Task Flow

With another click, you can expand a collapsed component.

Collapsing is useful for removing the visual noise of an unused component from your application view. Collapse is available when a component has a header on view.

To collapse and expand components:

1. Log in to WebCenter Spaces.

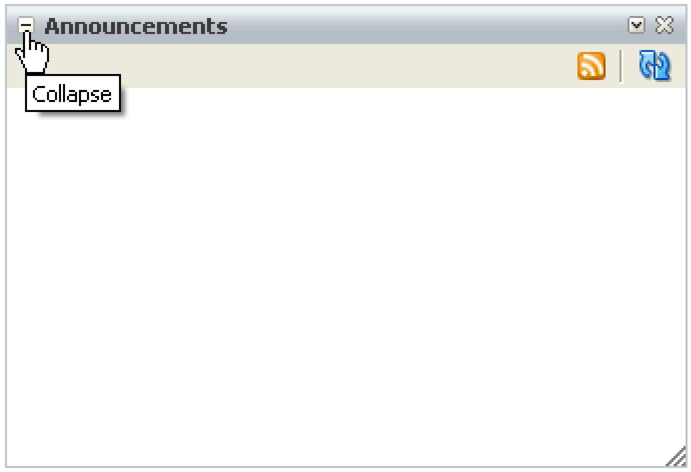
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page you want to personalize.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

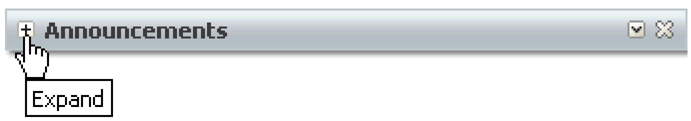
3. Click the Collapse icon on the component header to roll the component up like a window shade (Figure 3–69).

Figure 3–69 The Collapse Icon on a Task Flow Header



4. Click the Expand icon on the component header to restore the full component to view (Figure 3–70).

Figure 3–70 The Expand Icon on a Task Flow Header



3.5 Removing Your Page Personalizations

The **Reset Layout** command on the **Page Actions** menu removes all the personalizations you made to a page. Collapsed components are expanded; resized components are returned to their original dimensions; rearranged components are returned to their original positions; and removed components are restored to view.

Because personalizations are easy to do, resetting the page layout provides a safe, efficient way to undo try-outs, such as removing a rarely-used task flow or repositioning components for easier access. If a personalization does not work out, simply reset the page layout, and re-do the personalizations you like.

Caution: It is important to understand that **Reset Layout** removes all of your page personalizations in one operation. It does not back out of them one-by-one.

To reset a page layout:

1. Log in to WebCenter Spaces.

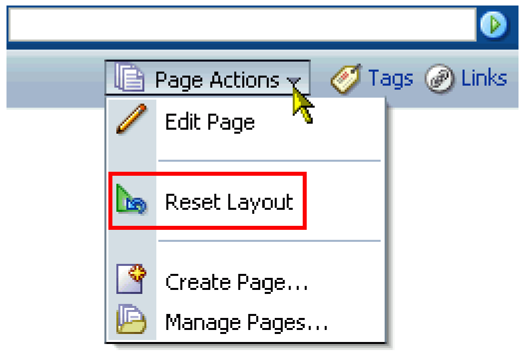
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to reset the page layout.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Reset Layout** (Figure 3–71).

Figure 3–71 Reset Layout Command on Page Actions Menu



> **Note:** If the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

4. In the resulting confirmation dialog box, click the **Reset** button.

   The page is refreshed with all of your personalizations removed.

3.6 Working with Favorites

Use Favorites to keep your own personal list of links to favorite WebCenter Spaces pages and to external Web sites. This section describes how to create, organize, and manage a list of personal favorites. It contains the following subsections:

- What You Should Know About Favorites
- Adding Favorites
- Adding Favorites Folders
- Managing Favorites

3.6.1 What You Should Know About Favorites

The great advantage to WebCenter Spaces Favorites is their portability. They are not dependent on a particular Web browser, so any browser you use to access your WebCenter Spaces application provides access to your WebCenter Spaces Favorites. You can create favorite links to sites internal or external to WebCenter Spaces. This makes WebCenter Spaces the best choice for managing and tracking your favorites list.

Favorites are personal. The favorites you see on the **Favorites** menu are the favorites you create. No other user sees your favorites, and you do not see any other user's favorites. If you like, though, you can share favorites with other users, by making one or more of them discoverable in a search.

Favorites are not associated with the space that was open when you created them. That is, when you move from your personal space to a group space or from one group space to another, the favorites on the **Favorites** menu stay the same.

WebCenter Spaces provides a **Manage Favorites** window, which you can use to further personalize your favorites. Use the **Manage Favorites** window to:

- Control the order of display of links on the **Favorites** menu

- Specify a method for opening a favorite target
- Create folders for organizing your favorites
- Create, edit, or delete favorite links and folders

For more information about the **Manage Favorites** window, see Section 3.6.4, "Managing Favorites."

3.6.2 Adding Favorites

Add favorite links for quick access to your most frequently used Web sites and to WebCenter Spaces pages. If you like, you can share favorites with other users, by making one or more of them discoverable in a search. This section describes how to add new favorites and how to share them with other users.

Note: This section describes how to add favorites through the **Favorites** menu. You can also add favorites through the **Manage Favorites** window. For more information, see Section 3.6.4.1, "Adding a Favorite Through the Manage Favorites Window."

To add a favorite:

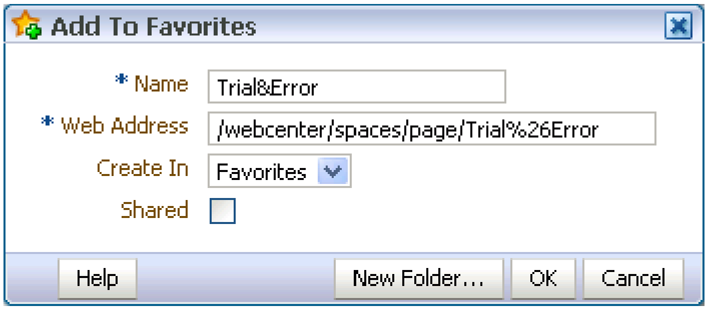
1. The way you obtain your favorite's URL differs depending on the circumstances:
   - For pages external to WebCenter Spaces, go to a favorite Web location and copy its URL.
   - For WebCenter Spaces pages, log in and go to the page you want to make a favorite. Skip step 2.
   - If you know the URL, enter it manually when the time comes.
2. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
3. From the **Favorites** menu at the top of the application, select **Add to Favorites** (Figure 3–72).

Figure 3–72 Add to Favorites on the Favorites Menu

4. In the **Name** field of the Add To Favorites dialog box (Figure 3–73), enter a name for the favorite.

Figure 3–73 Add To Favorites Dialog Box



The value you enter for **Name** becomes the favorite's link text. The name of the current page is provided by default. You can change this or leave it as is.

5. In the **Web Address** field, enter the target URL for the favorite.

   The default entry for this field is the URL of the current WebCenter Spaces page; you have three options:

   - Leave the default entry as is.
   - Paste the URL you copied in step 1.
   - Enter the URL manually.

6. From the **Create In** pick list, select the favorites folder in which to create the favorite.

   WebCenter provides one top-level default folder: **Favorites**. You can also create your own folders by clicking the **New Folder** button. For more information, see Section 3.6.3, "Adding Favorites Folders."

7. To allow this favorite to be discovered by other users during a search, select the **Shared** check box.

   Clear the **Shared** check box if you do not want other users to have any kind of access to this favorite.

8. Click **OK** to add the favorite to the **Favorites** menu and the **Manage Favorites** window.

3.6.3 Adding Favorites Folders

To keep your list of favorites manageable, you can organize them into folders. The folder hierarchy you create appears on the **Favorites** menu and in the **Manage Favorites** window. Because the favorite folders you create are personalizations, they display only in your application view and not in any other user's.

Note: This section describes one way to create favorites folders. You can also create them in the **Manage Favorites** window. For more information, see Section 3.6.4.3, "Editing Favorites and Favorites Folders."

To add a favorites folder:

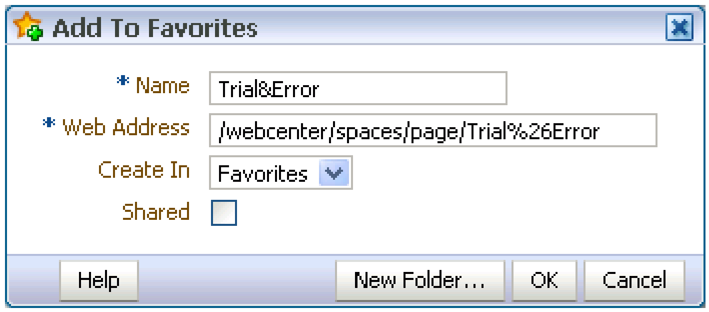
1. Log in to WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. From the **Favorites** menu at the top of the application, select **Add to Favorites**.

   The Add To Favorites dialog box opens (Figure 3–74).

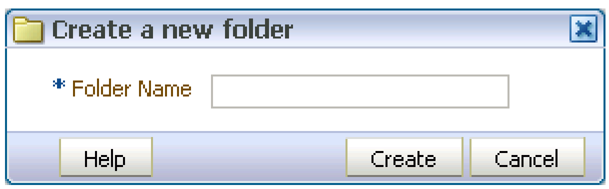
Figure 3–74 Add To Favorites Dialog Box



3. Click the **New Folder** button.

   The Create a new folder dialog box opens (Figure 3–75).

Figure 3–75 The Create a New Folder Dialog Box



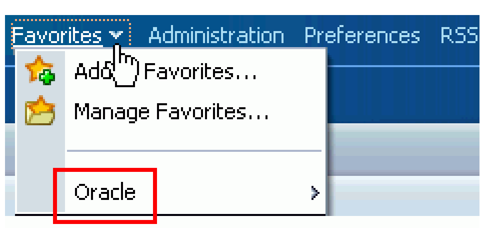
4. In the **Folder Name** field, enter a name for the new folder.
5. Click **OK** to save the new folder and close the Create a new folder dialog box.

   The new folder appears as a selection in the Add To Favorites dialog box on the **Create In** pick list.
6. Click **OK** to close the Add To Favorites dialog box.

   Alternatively, before exiting the Add To Favorites dialog box, add a new favorite to the new, selected folder. For more information, see Section 3.6.2, "Adding Favorites."

   The new folder now appears as a selection on the **Favorites** menu (Figure 3–76).

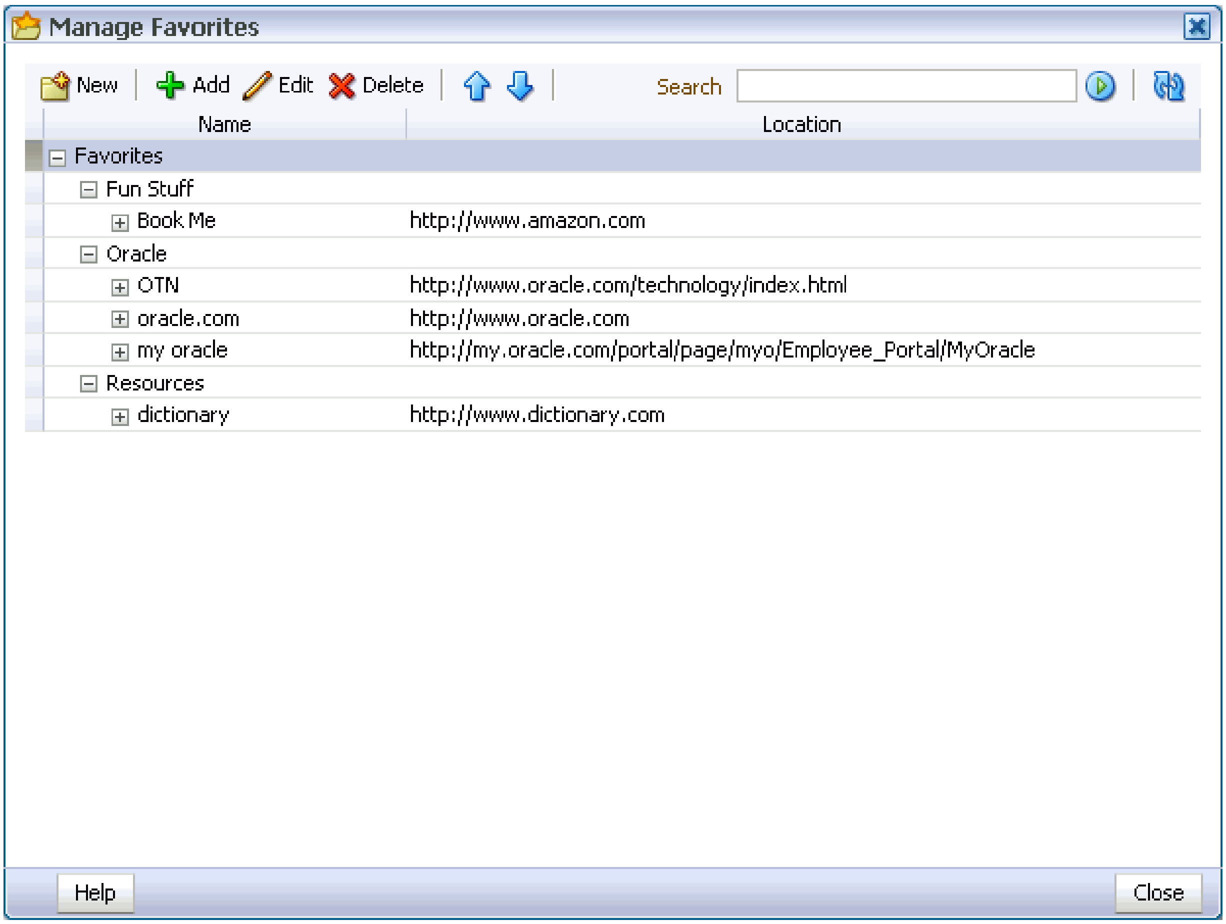
Figure 3–76 A New Folder (Oracle) on the Favorites Menu



3.6.4 Managing Favorites

The WebCenter Spaces **Manage Favorites** window (Figure 3–77) provides a convenient, one-stop location for creating, editing, and deleting favorite links and folders and rearranging their display order on the **Favorites** menu.

Figure 3–77 The Manage Favorites Window



This section describes how to use the controls available in the **Manage Favorites** window. It contains the following subsections:

- Adding a Favorite Through the Manage Favorites Window
- Adding a Favorites Folder Through the Manage Favorites Window
- Editing Favorites and Favorites Folders
- Rearranging Favorites and Favorites Folders
- Searching for Favorites
- Deleting Favorites and Favorites Folders

3.6.4.1 Adding a Favorite Through the Manage Favorites Window

When you want to add multiple favorites, the best place to do this is in the **Manage Favorites** window. This is because the **Manage Favorites** window remains open until you close it, saving you steps in the creation process.

To add favorites through the **Manage Favorites** window:

1. Go to the Web page you want to make a favorite, and copy its URL.

   You can skip this step if you plan to enter the URL manually.

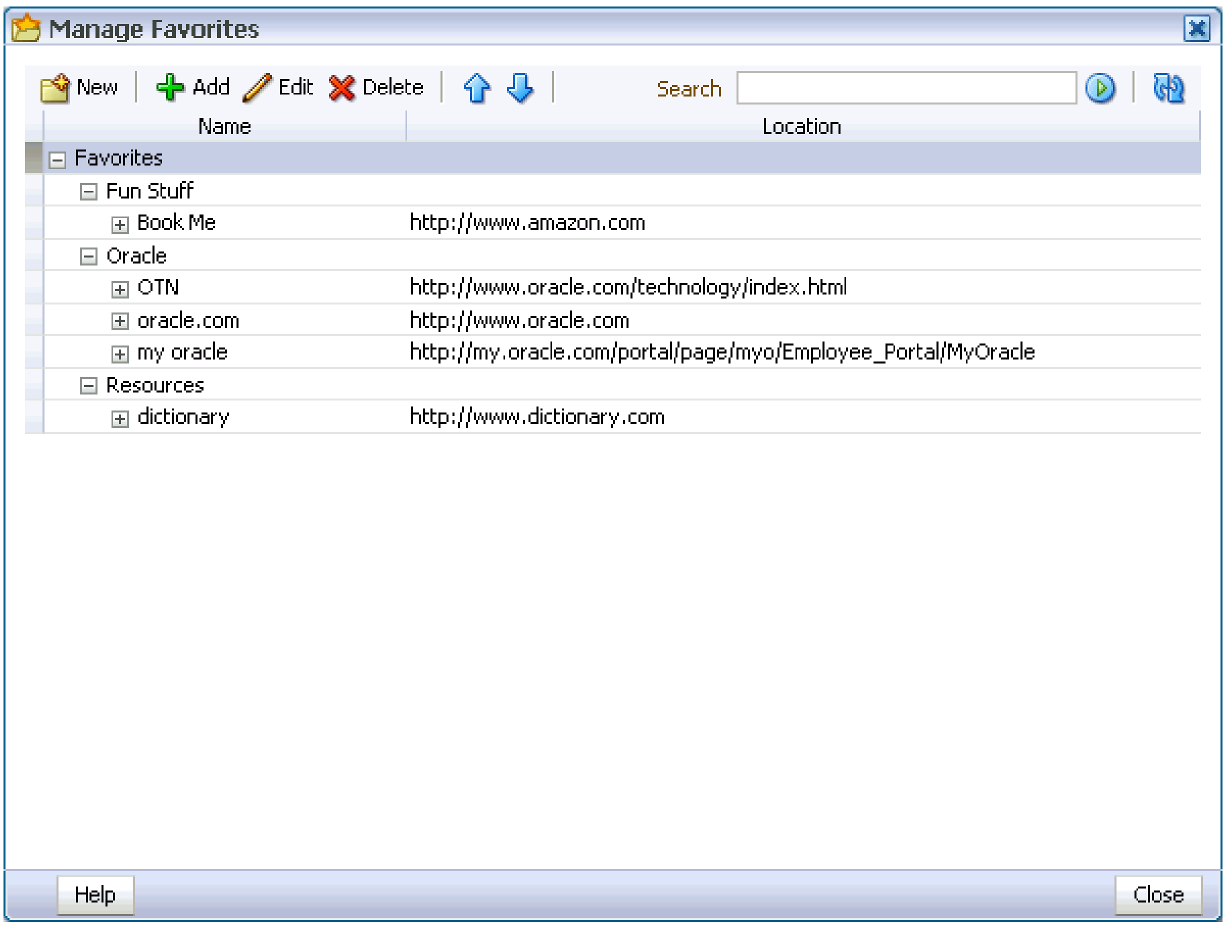
2. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

3. Open the **Favorites** menu at the top of the application, and select **Manage Favorites**.

   The **Manage Favorites** window opens (Figure 3–78).

Figure 3–78 The Manage Favorites Window

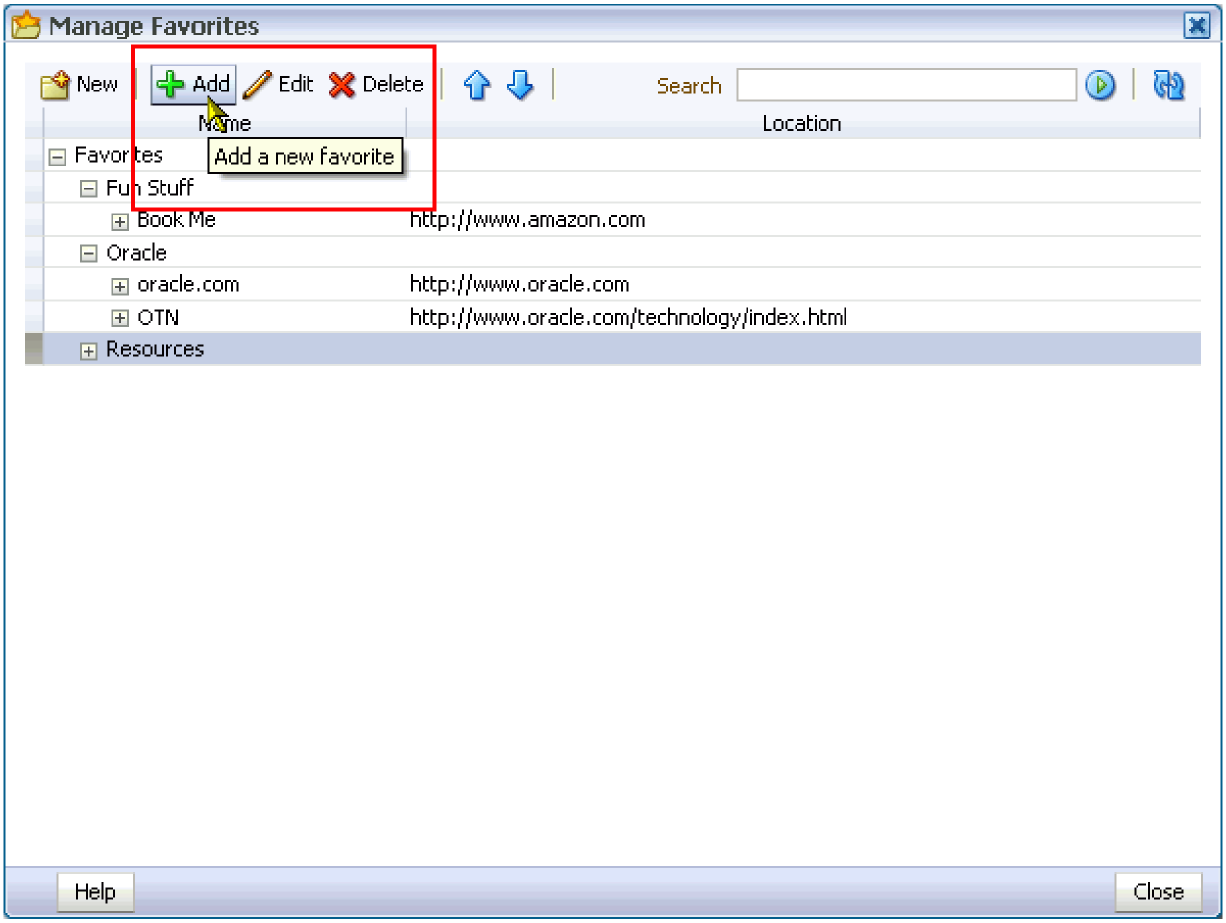


4. In the Manage Favorites window, select the folder where you want to add the favorite.

   Select a folder by clicking in its row.

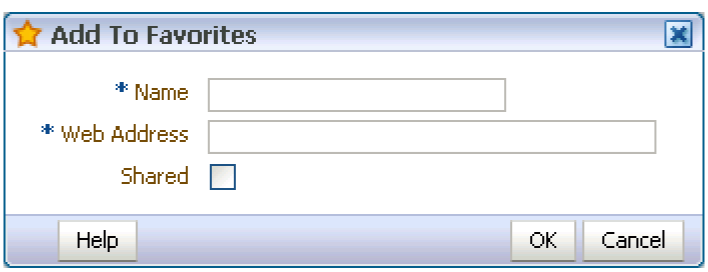
5. Click the **Add** button in the toolbar at the top of the window (Figure 3–79).

Figure 3–79 The Add Button in the Manage Favorites Window



The Add To Favorites dialog box opens (Figure 3–80).

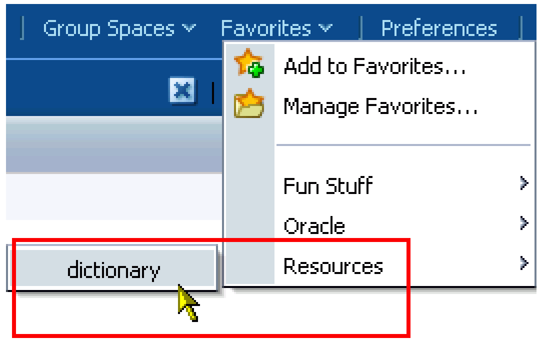
Figure 3–80 The Add To Favorites Dialog Box from the Manage Favorites Window



6. In the **Name** field, enter a display name for the favorite.
7. In the **Web Address** field, paste the URL you copied in step 1, or enter a URL manually.
8. To enable the sharing of this favorite in other users' search results, select **Shared**.
9. Click **OK**.

   The new favorite appears in the **Manage Favorites** window and on the **Favorites** menu (Figure 3–81).

Figure 3–81 New Favorite on Favorites Menu



10. Click **Close** to exit the **Manage Favorites** window.

3.6.4.2 Adding a Favorites Folder Through the Manage Favorites Window

To keep your list of favorites manageable, you can organize them into folders. The folder hierarchy you create appears on the **Favorites** menu and in the **Manage Favorites** window. Because the favorite folders you create are personalizations, they display only in your application view and not in any other user's.

In addition to adding favorites folders through the Add To Favorites dialog box (see Section 3.6.3, "Adding Favorites Folders") you can add them through the **Manage Favorites** window. This section describes how.

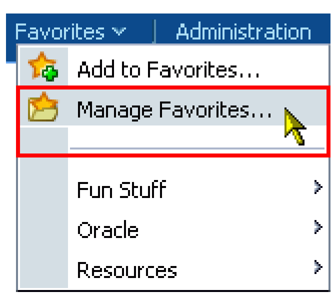
To add a favorites folder through the **Manage Favorites** window:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

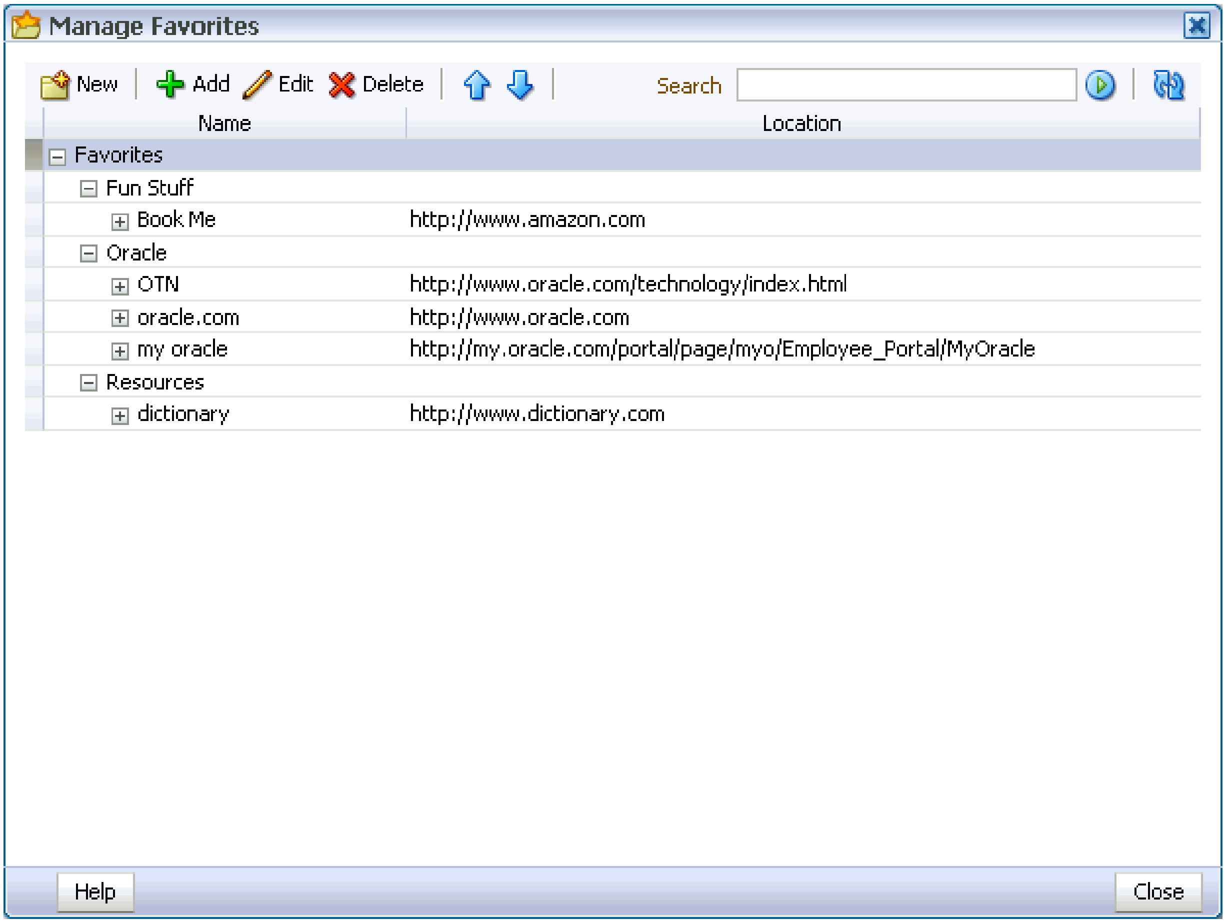
2. Open the **Favorites** menu at the top of the application, and select **Manage Favorites** (Figure 3–82).

Figure 3–82 Manage Favorites on the Favorites Menu



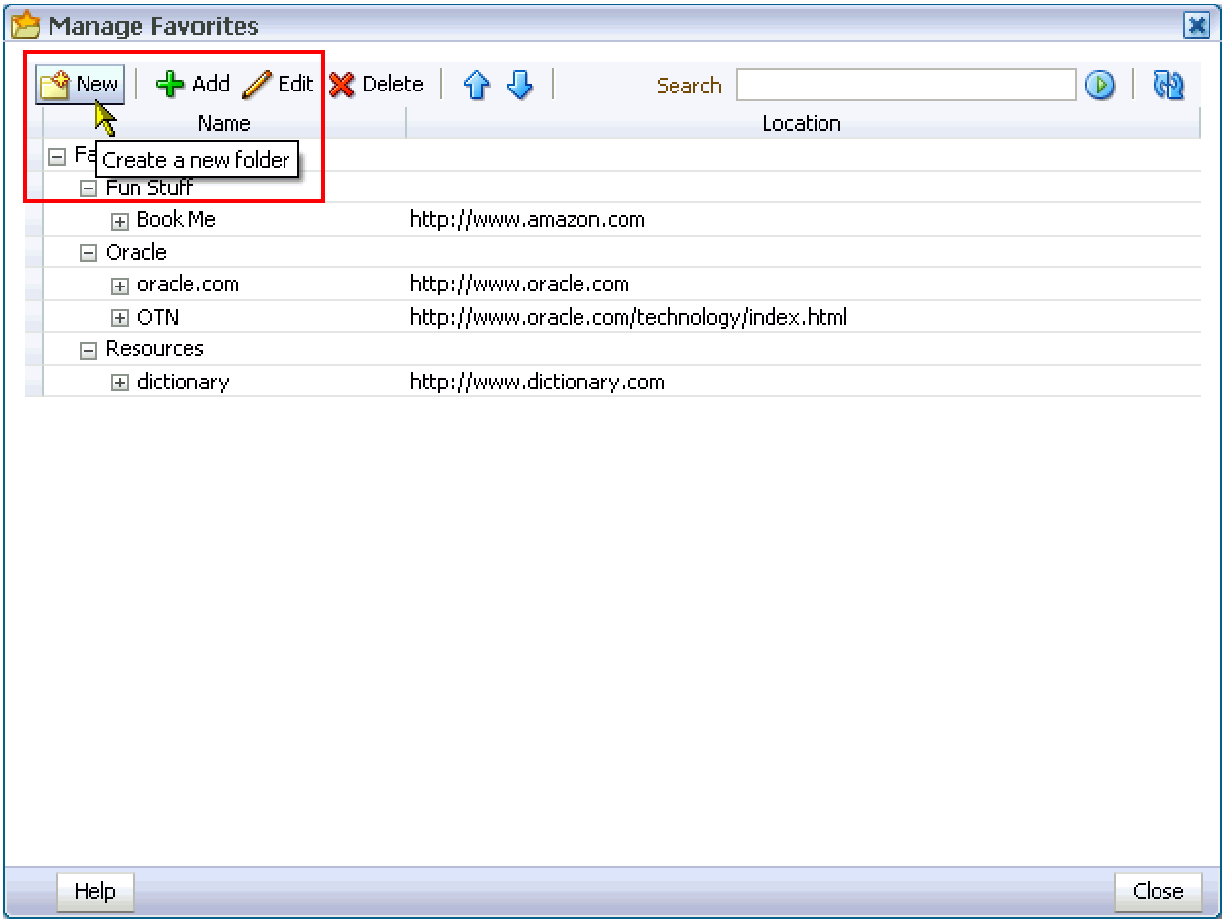
   The **Manage Favorites** window opens (Figure 3–83).

Figure 3–83 The Manage Favorites Window



3. Select the folder in which to create the new folder, and click the **New** button in the toolbar at the top of the window (Figure 3–84).

Figure 3–84 New (Favorite Folder) Button in the Manage Favorites Window



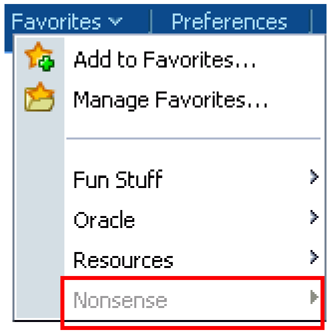
The Create a new folder dialog box opens (Figure 3–85).

Figure 3–85 The Create a New Folder Dialog Box from the Manage Favorites Window

4. In the **Folder Name** field, enter a display name for the favorite. folder
5. Click **Create**.

   The new folder appears in the **Manage Favorites** window and on the **Favorites** menu (Figure 3–86).

Figure 3–86 New Favorite Folder on the Favorites Menu



6. Click **Close** to exit the **Manage Favorites** window.

3.6.4.3 Editing Favorites and Favorites Folders

The **Manage Favorites** window provides controls for editing favorites and favorites folders. Use this feature to revise a folder or favorite name, a favorite target URL, or a favorite open behavior.

Open behavior determines how a favorite target URL opens from the **Favorites** menu or the Manage Favorites dialog box. Choose from opening a favorite target in the current browser window, in a new browser window, or on a new WebCenter Spaces tab.

> **Note:** The open behavior you specify for a Favorite does not apply to Favorites returned in a search. To control the open behavior of Favorites returned in a search, right-click the search result and select an open behavior from your browser's context menu.

To edit a favorite or favorite folder:

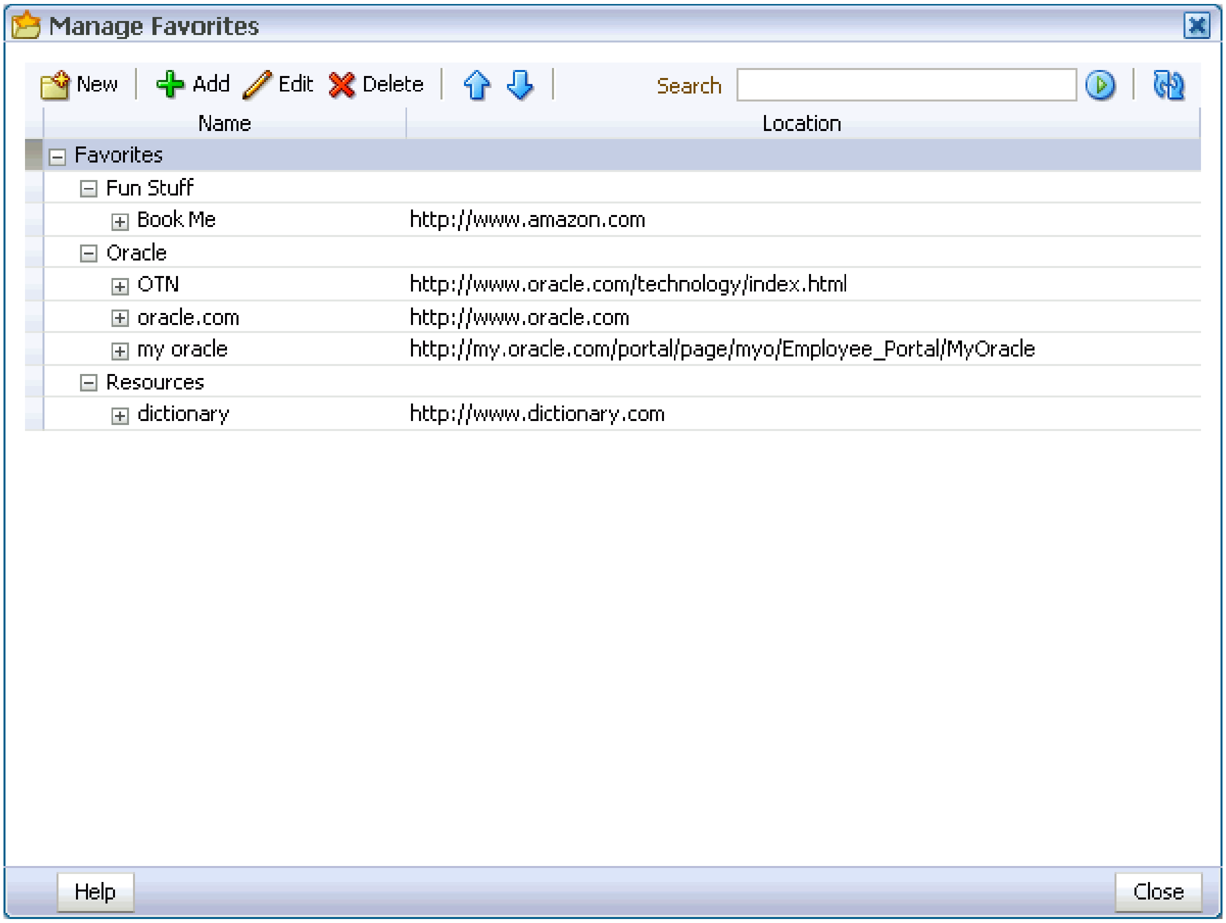
1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. From the **Favorites** menu at the top of the application select **Manage Favorites**.

   The **Manage Favorites** window opens (Figure 3–87).

Figure 3–87 The Manage Favorites Window



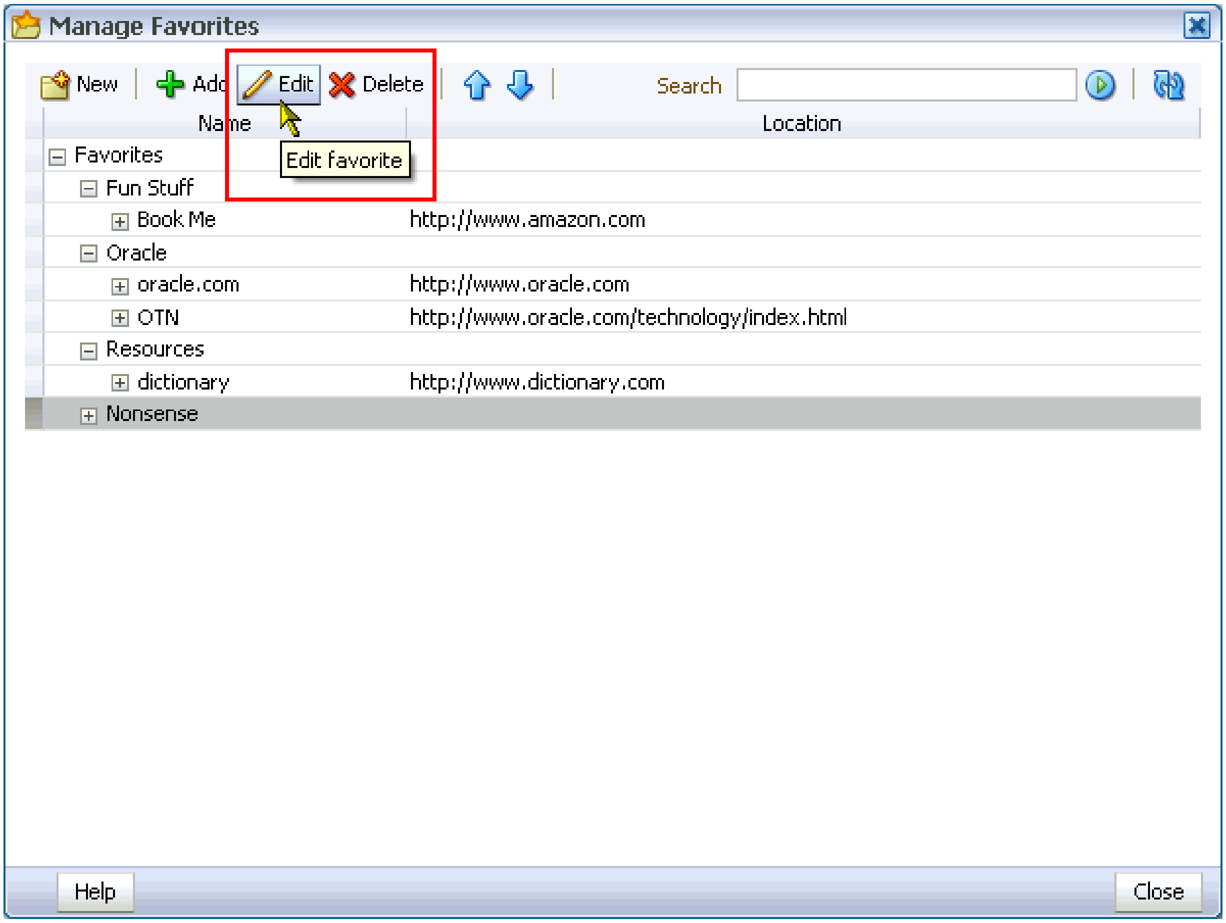
3. If necessary, expand favorites folders to access the favorite or folder you want to edit.

   To expand a folder, click the Expand icon to the left of the folder.

4. Select the favorite or favorite folder you want to edit, and click the **Edit** button in the toolbar (Figure 3–88).

   To select a favorite or a folder, click in its row.

Figure 3–88   The Edit Button in the Manage Favorites Window



Depending on your selection, the **Edit Folder** (Figure 3–89) or Edit Favorite (Figure 3–90) dialog box opens.

Figure 3–89   Edit Folder Dialog Box

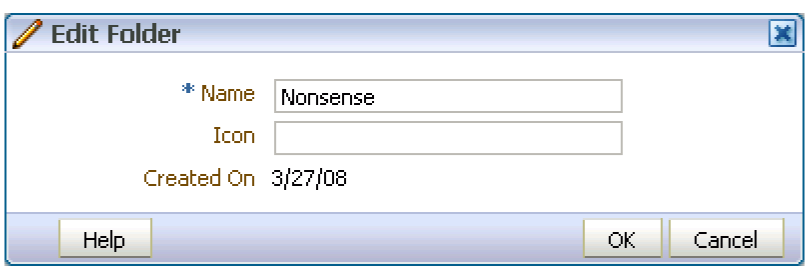


Figure 3–90 The Edit Favorite Dialog Box

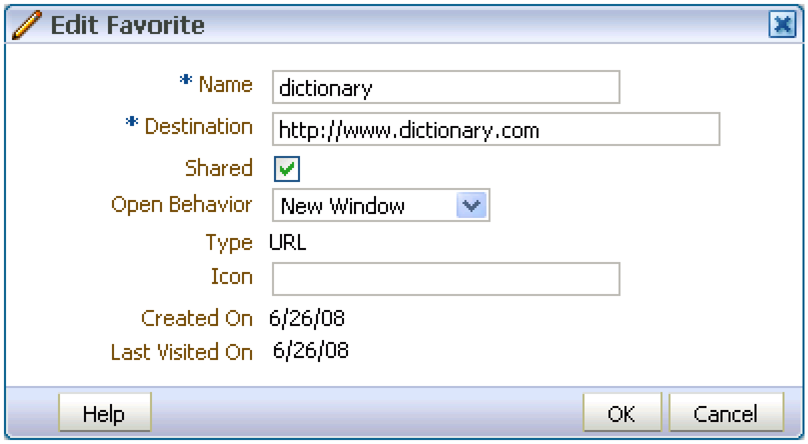


Table 3–2 lists and describes the types of values you can enter for either dialog box.

Table 3–2 Values Taken By Edit Favorite and Edit Folder Dialog Boxes

Label	Applies To	Value
Name	Favorite and Folder	The display name of the favorite or folder. This is the name that appears on the **Favorites** menu and in the **Manage Favorites** window. This field is editable.
Destination	Favorite	The favorite target URL. This field is editable
Shared	Favorite	Specify whether to allow other users to discover this favorite through their search results. Checked means yes, cleared means no. This check box is editable.
Open Behavior	Favorite	An option for specifying how a favorite opens. Choose from: ■ **New Window**—The favorite opens in a new browser window. ■ **WebCenter Tab**—The favorite opens on a new WebCenter Spaces tab. For information about how to close the tab, see Section 2.4.5, "Closing Group Spaces and Other Top-Level Tabs." ■ **Current Window**—The current browser window redraws, displaying the favorite target. This field is editable. **Note:** The open behavior you specify for a Favorite does not apply to Favorites returned in a search. To control the open behavior of a Favorite returned in a search, right click the search result and select an open behavior from your browser's context menu.
Type	Favorite	The link type, always URL. This field is read-only.

Table 3–2 (Cont.) Values Taken By Edit Favorite and Edit Folder Dialog Boxes

Label	Applies To	Value
Icon	Favorite and Folder	An option for providing an icon to display along with the display name shown in the **Favorites** menu. Enter the full URL to the icon. This field is editable.
Created On	Favorite and Folder	The date the favorite or folder was created. This field is read-only.
Last Visited On	Favorite	The date the favorite was last visited using the favorites link. This field is read-only.

5. Make your changes to the fields and pick lists.
6. Click **OK** to save your changes and close the window.

3.6.4.4 Rearranging Favorites and Favorites Folders

The **Manage Favorites** window provides controls for moving a favorite or a favorite folder higher or lower on the **Favorites** menu. You can accomplish a move by clicking icons or by dragging and dropping. Use this feature to arrange your view of the **Favorites** menu exactly to your liking.

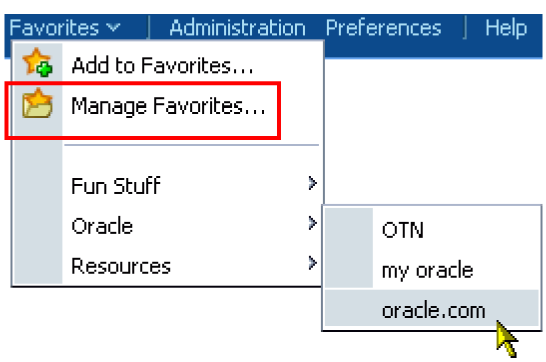
To rearrange favorites and favorites folders:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

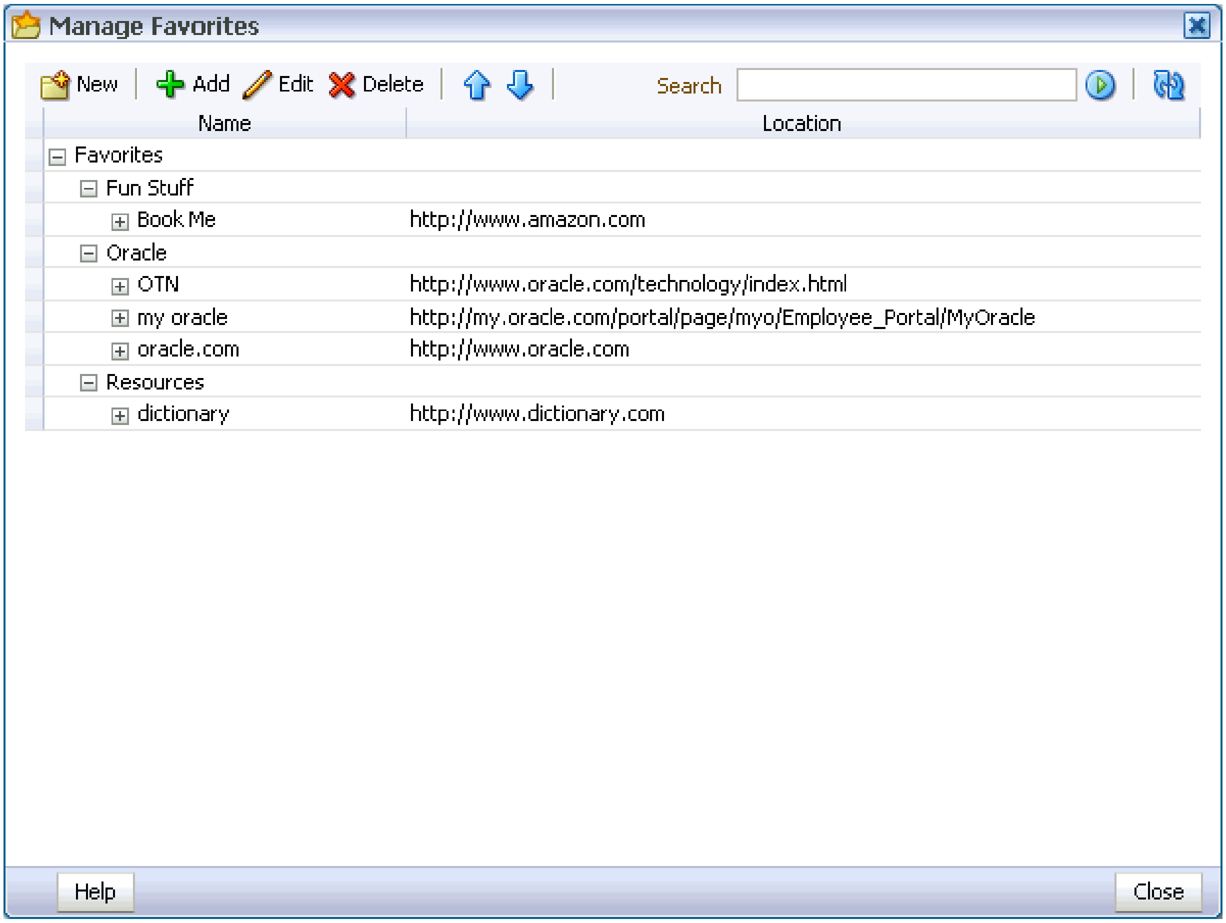
2. Open the **Favorites** menu at the top of the application, and select **Manage Favorites** (Figure 3–91).

Figure 3–91 The Favorites Menu (Before)



The **Manage Favorites** window opens (Figure 3–92).

Figure 3–92 The Manage Favorites Window

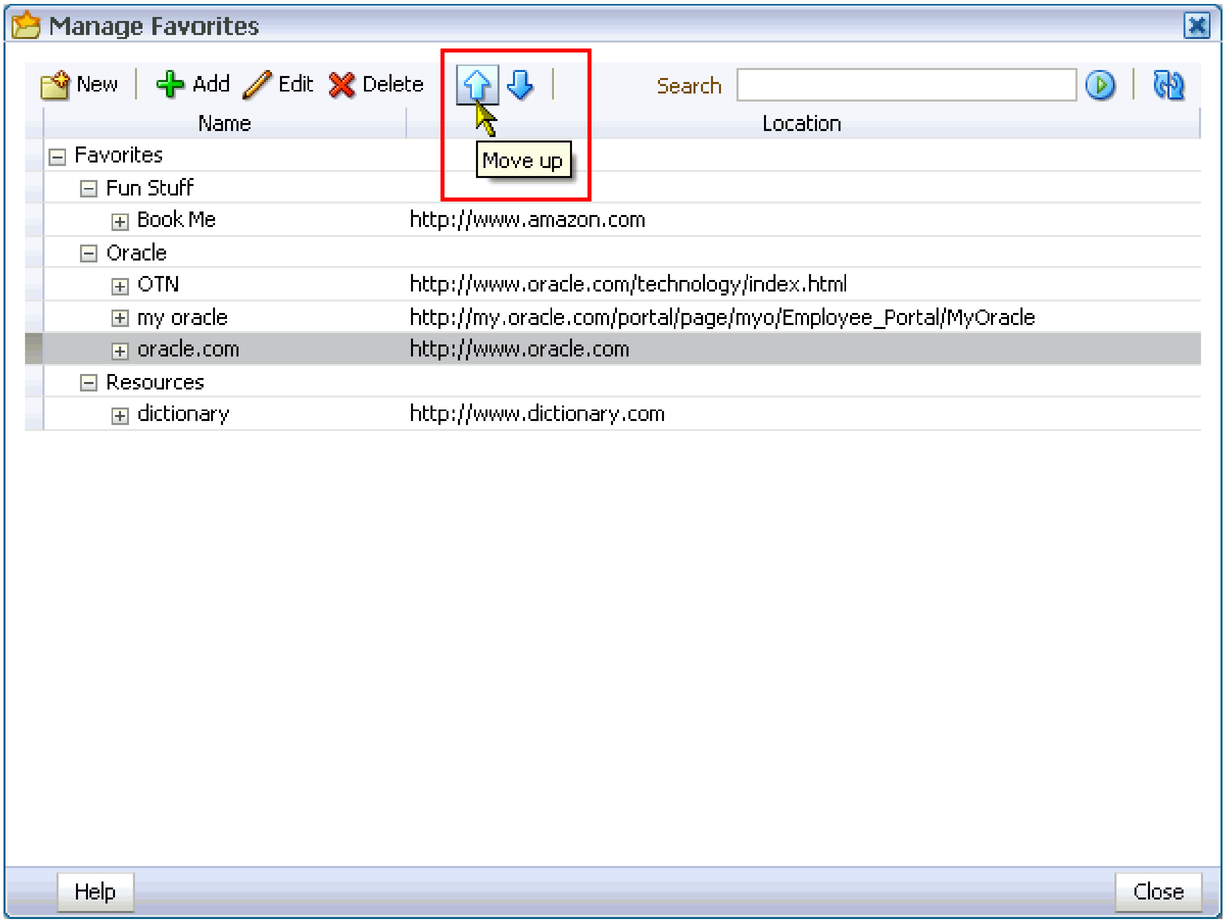


3. If necessary, expand favorites folders and then select the favorite or folder you want to rearrange.

   To select a favorite or a folder, click in its row.

4. Click the Move Up or Move Down icon in the Manage Favorites toolbar to rearrange the selected favorite or folder (Figure 3–93).

Figure 3–93 The Move Up and Down Icons on the Favorites Manager Toolbar

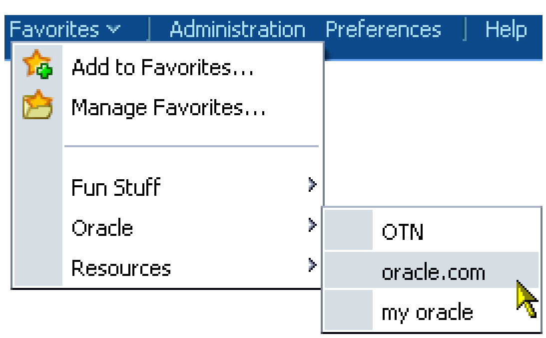


Alternatively, drag the favorite or folder to its target position.

5. Click **Close** to exit the **Manage Favorites** window.

   The favorite or folder is repositioned in the **Manage Favorites** window and on the **Favorites** menu (Figure 3–94).

Figure 3–94 The Favorites Menu (After)



3.6.4.5 Searching for Favorites

The **Manage Favorites** window includes a search feature that enables you to locate favorites. You can use the favorites search feature to search for favorite display names or target URLs. This search feature does not search for favorite folder names. Search results display in the **Manage Favorites** window.

Note: The open behavior you specify for a Favorite does not apply to Favorites returned in a search. To control the open behavior of Favorites returned in a search, right-click the search result and select an open behavior from your browser's context menu.

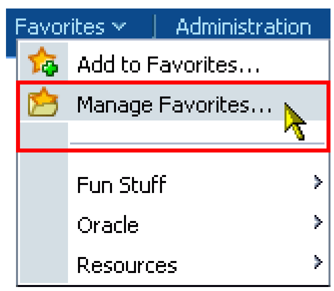
To search for favorites:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

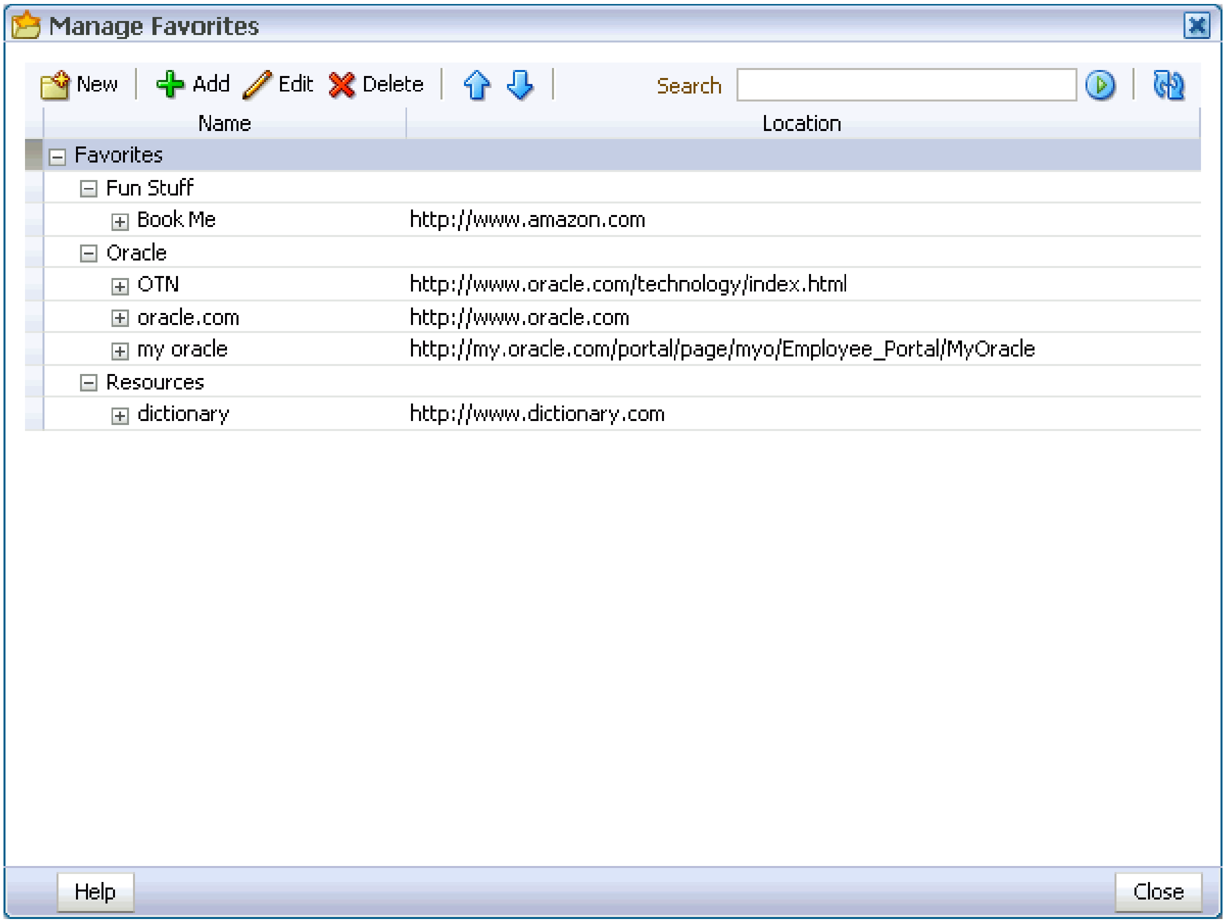
2. Open the **Favorites** menu at the top of the application, and select **Manage Favorites** (Figure 3–95).

Figure 3–95 The Favorites Menu



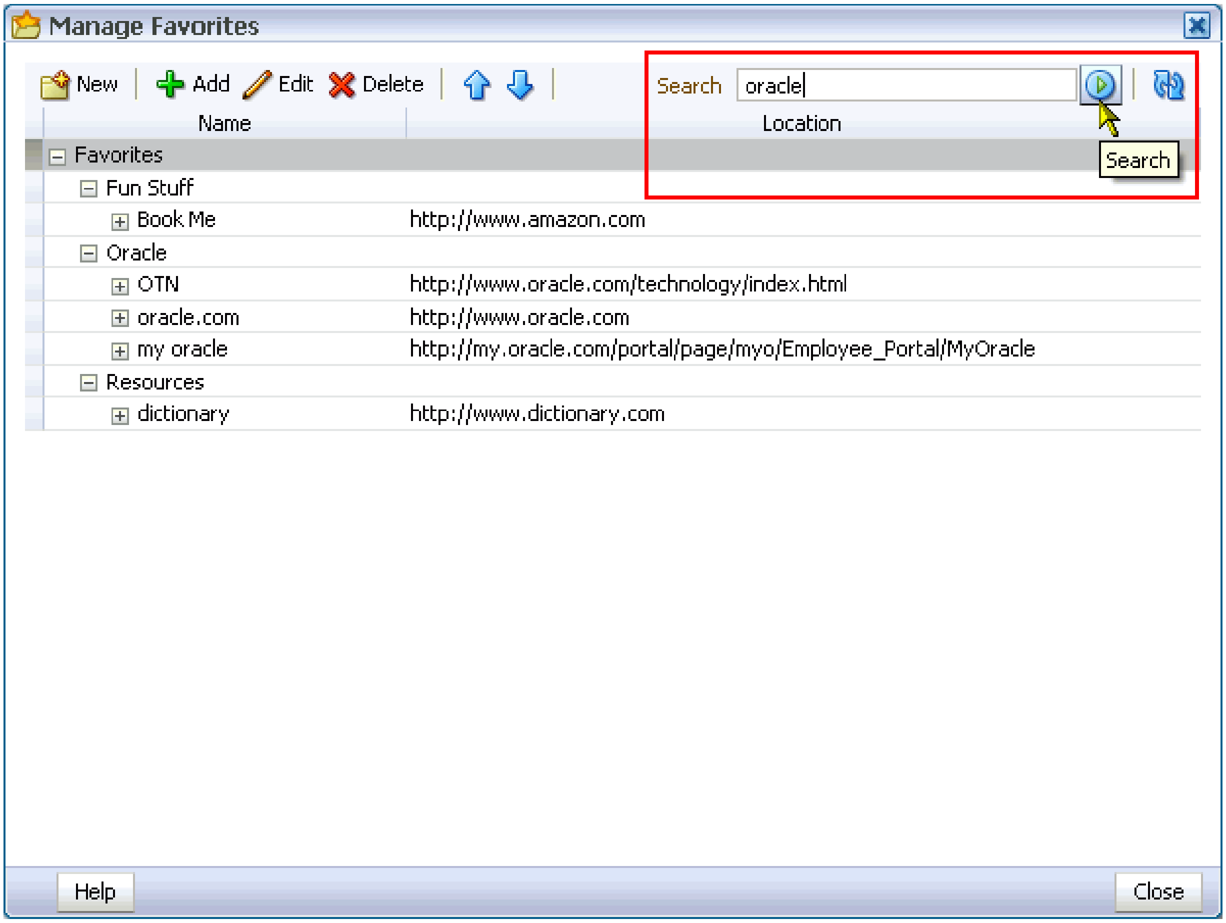
   The **Manage Favorites** dialog box opens (Figure 3–96).

Figure 3–96 The Manage Favorites Window



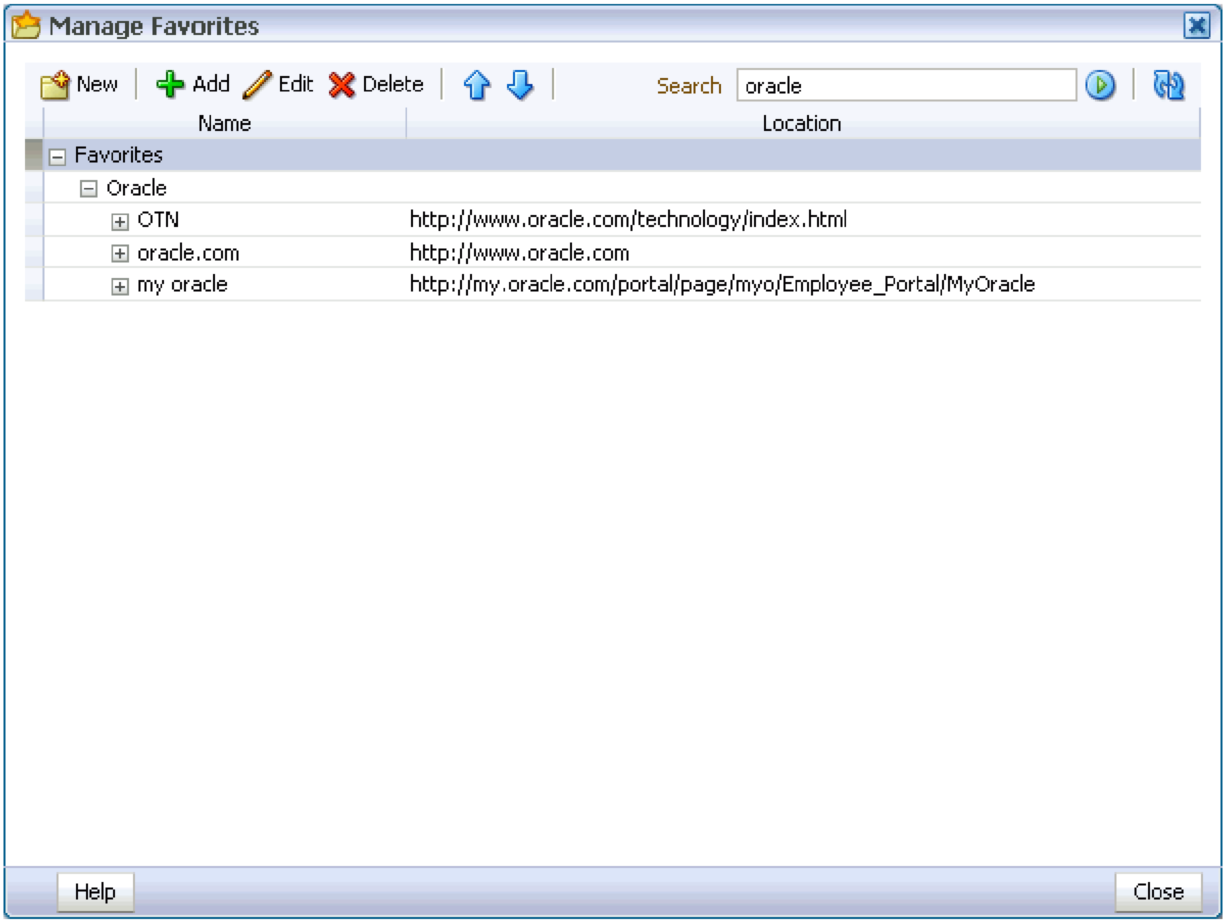
3. Enter a search term in the **Search** field, and click the Search icon (Figure 3–97).

Figure 3–97 The Favorites Search Field and Search Icon



Results display in the **Manage Favorites** dialog box (Figure 3–98).

Figure 3–98 Search Results in the Manage Favorites Dialog Box



To exit search results, you must exit the **Manage Favorites** window. Alternatively, you can delete the search term from the **Search** field and click the Search icon. A search without a search term returns the **Manage Favorites** window to its default view.

4. Click **Close** to close the **Manage Favorites** dialog box.

3.6.4.6 Deleting Favorites and Favorites Folders

When you delete a favorite or a favorites folder, it is permanently removed from both the **Favorites** menu and the **Manage Favorites** window. Additionally, when you delete a favorites folder all the favorites it contains are also deleted.

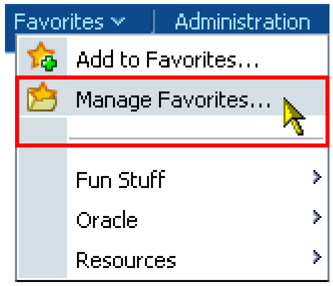
To delete favorites and favorites folders:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

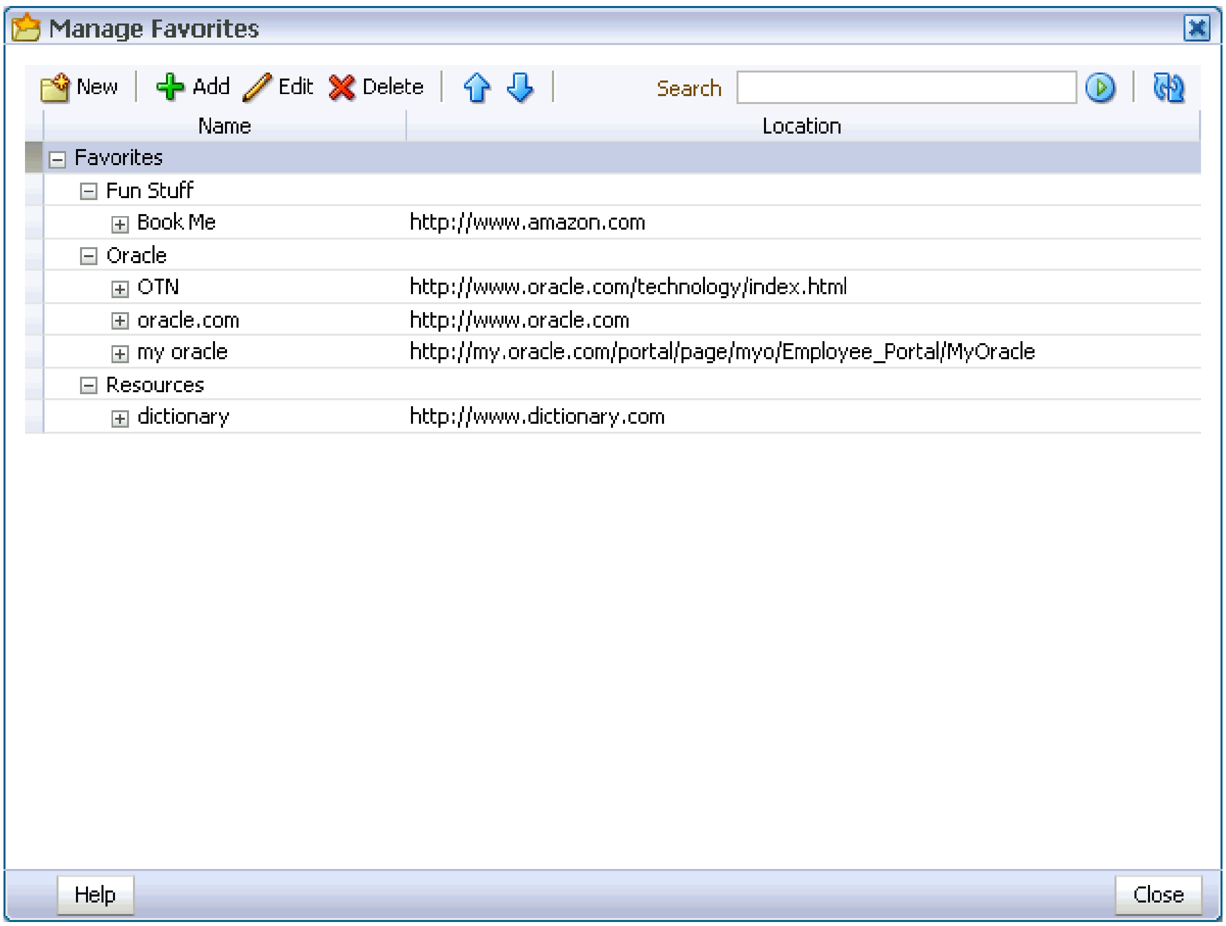
2. Open the **Favorites** menu at the top of the application (Figure 3–99), and select **Manage Favorites**.

Figure 3–99 The Favorites Menu



The **Manage Favorites** window opens (Figure 3–100).

Figure 3–100 The Manage Favorites Window

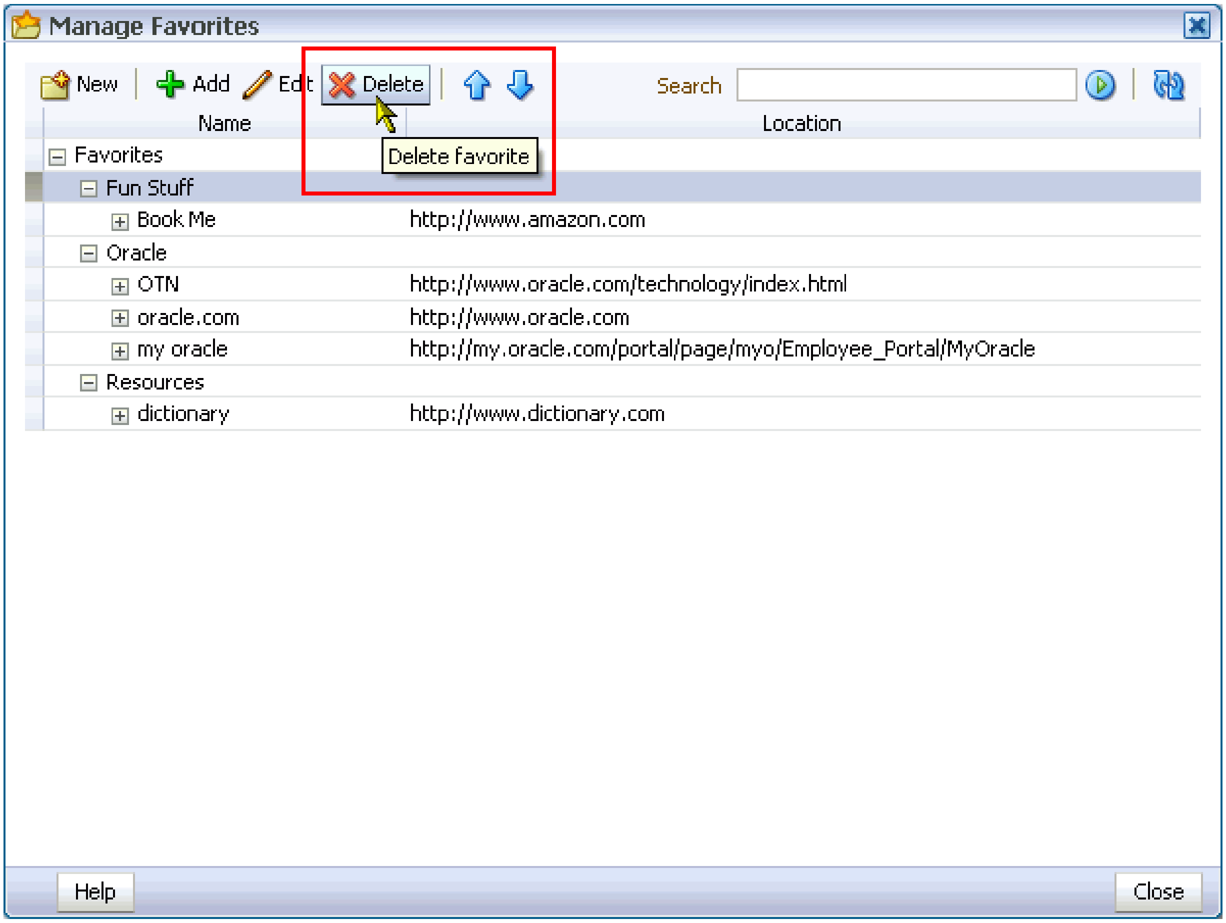


3. Select the favorite or favorite folder you want to delete.

   To select a favorite or favorite folder, click in its row.

4. Click the **Delete** button on the **Manage Favorites** toolbar (Figure 3–101).

Figure 3–101 The Delete Button on the Manage Favorites Toolbar



The selected favorite or favorite folder and any favorites the folder contained are permanently removed from the **Manage Favorites** window and the **Favorites** menu.

5. Click **Close** to close the **Manage Favorites** window.

3.7 Working with the WebCenter Spaces Sidebar

The WebCenter Spaces Sidebar provides easy access to many useful services. This section provides information about the Sidebar and describes what you can do with it and what it can do for you. It contains the following subsections:

- What You Should Know About the Sidebar
- Toggling Sidebar Views
- Hiding and Showing Task Flows in the Sidebar
- Opening Task Flows from the Sidebar
- Jumping to a Task Flow Main View from the Sidebar

3.7.1 What You Should Know About the Sidebar

The Sidebar offers quick access to your WebCenter Spaces mail, watched discussion topics and forums, worklist assignments, personal contacts, recent documents, enterprise applications, and other useful functions.

> **Note:** Your WebCenter Spaces administrator has control over what task flows display in the Sidebar and in what order. Accordingly, your view of the Sidebar may vary from the examples presented here.

Everything that appears in the WebCenter Spaces Sidebar is personal. Your view of the Sidebar is unique to you.

You can view the Sidebar as an expandable list of task flows or as a set of individual task flow icons (Figure 3–102). Additionally, you can hide the Sidebar from view (see Section 3.7.2, "Toggling Sidebar Views").

Figure 3–102 Sidebar List and Icon Views

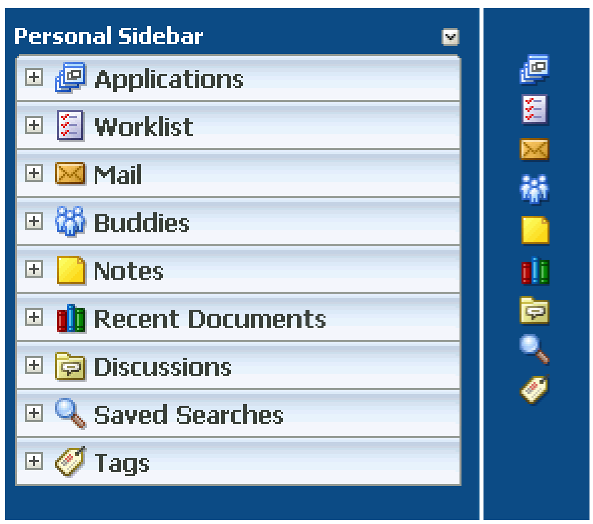


Table 3–3 lists the Sidebar icons and briefly describes the purpose of the task flow or application each icon represents.

Table 3–3 Sidebar Icons

Icon	Name	Provides Easy Access to ...
	Applications icon	External applications and custom task flows registered with WebCenter and accessible to you For more information about external applications, see Section 3.8, "Working with External Applications."
	Worklist icon	The Worklist, which contains notifications and action items assigned to you For more information about the Worklist, see Chapter 30, "Working with the Worklist Service."
	Personal mail inbox icon	Your e-mail For more information about WebCenter Mail, see Chapter 25, "Working with the Mail Service."

Table 3–3 (Cont.) Sidebar Icons

Icon	Name	Provides Easy Access to ...
	Personal contacts icon	Your personal contacts list (your chat buddies) For more information about the Buddies list, see Section 22.2.5, "Working with the Buddies List."
	Personal notes icon	Your personal notes, which are somewhat comparable to electronic post-it notes. For more information about Notes, see Chapter 26, "Working with the Notes Service."
	Recent documents icon	The last documents you accessed, created, or interacted with in some way Click a document link to open the document. For more information about the Document Library, see Chapter 14, "Working with the Documents Service."
	Discussion forums icon	The discussion forums and forum topics on your Watch List For more information about discussion forums and watch lists, see Chapter 21, "Working with the Discussions Service."
	Saved searches icon	Your saved searches For more information about WebCenter Search, see Chapter 29, "Working with the Search Service."
	Personal tags icon	Tags you have added or the items you have tagged For more information, see Chapter 18, "Working with the Tags Service."

The Sidebar is personal. How you choose to display the Sidebar (as a list, as icons, or hidden) stays the same from login to login. The information that appears in the panes of the different task flows is relevant to you and your personal working day. No one else shares the same view.

3.7.2 Toggling Sidebar Views

The WebCenter Spaces Sidebar provides three views: a list of expandable panes, a column of icons, and hidden. This section describes how to move between each of these views:

To toggle between the Sidebar list, Sidebar icons, and a hidden Sidebar:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Assuming you are starting with the Sidebar icon view (Figure 3–103), to the lower right of the Sidebar, click the Expand icon (Figure 3–104).

   Note: See Table 3–3 for more information about Sidebar icons.

Figure 3–103 Sidebar Icon View

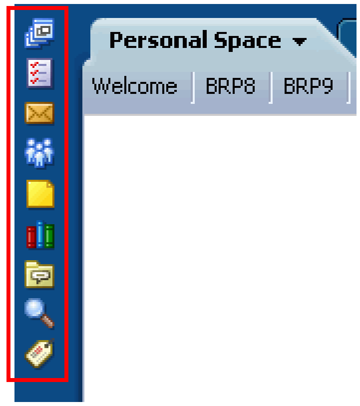
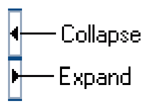
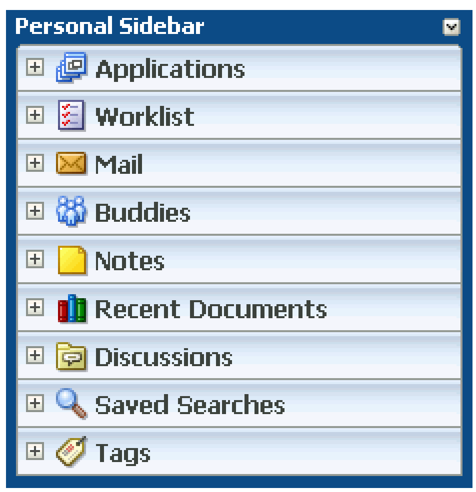


Figure 3–104 Collapse and Expand Icons



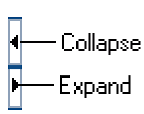
The Sidebar list appears instead of the Sidebar icons (Figure 3–105).

Figure 3–105 Sidebar List View



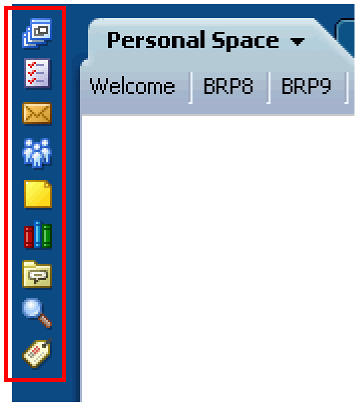
3. Click the Collapse icon to return to icon view.
4. Click the Collapse icon (Figure 3–106) to hide the Sidebar.

Figure 3–106 Collapse and Expand Icons



5. Click the Expand icon to return the Sidebar to icon view (Figure 3–107).

Figure 3–107 Sidebar Icon View

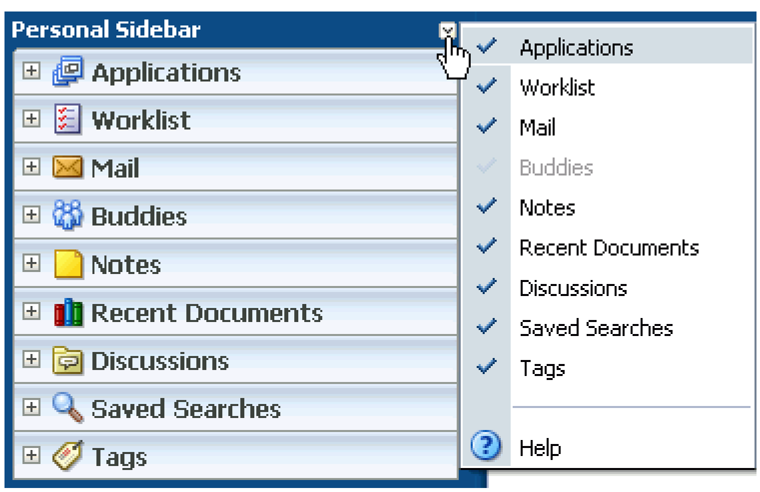


3.7.3 Hiding and Showing Task Flows in the Sidebar

Although your application administrator determines the task flows that appear by default in your Sidebar, you have the power to hide or show any task flow that is available to you. At different times, you may find some task flows more useful than others. WebCenter Spaces provides the means to place the ones that are not currently useful to you out of view.

It is easy to hide or show task flows in your Sidebar. Toggle to Sidebar list view (see Section 3.7.2, "Toggling Sidebar Views"), and select or deselect the task flows you want to hide or show from the **Hide or show Sidebar panels** list (Figure 3–108).

Figure 3–108 The Hide or Show Sidebar Panels List



When you toggle back to the Sidebar's icon view, the task flows you hid in list view remain hidden.

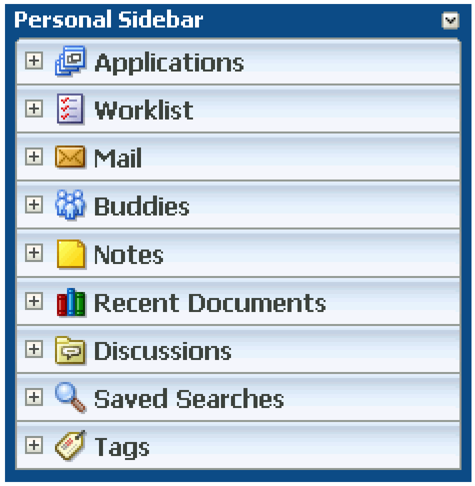
To hide or show task flows in the Sidebar:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Toggle the Sidebar to list view (Figure 3–109).

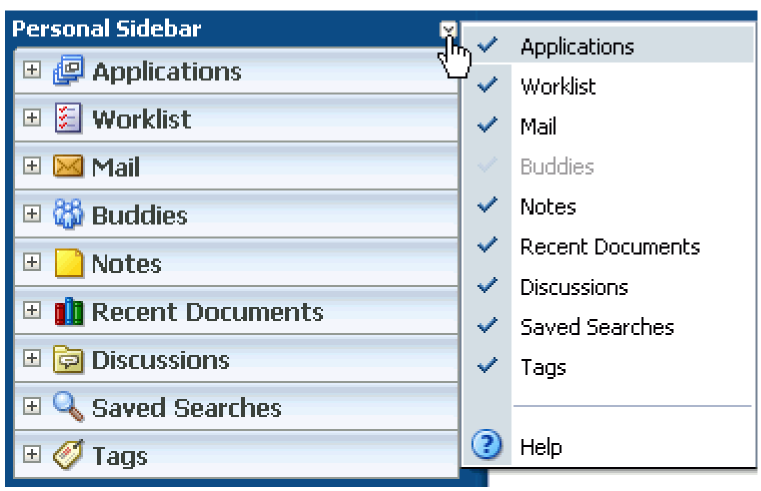
Figure 3–109 Sidebar List View



For more information about toggling to different Sidebar views, see Section 3.7.2, "Toggling Sidebar Views."

3. Expand the list of task flows at the top of the Sidebar (Figure 3–110), and click a task flow to select it for display (checked), or deselect it from display (unchecked).

Figure 3–110 The List of Sidebar Task Flows



3.7.4 Opening Task Flows from the Sidebar

The task flows that display in the Sidebar may be in a state that requires a simple step to move from closed to open. They might be collapsed, they might be displayed as icons, or they might be displaced by other open task flow panels. This section describes how to open a task flow from the Sidebar.

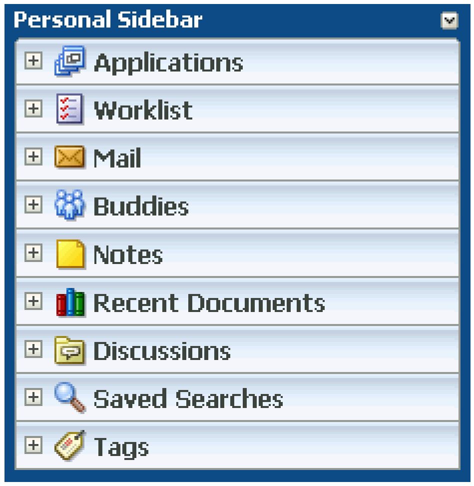
To open task flows from the Sidebar:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

   The Sidebar appears on the left side of the application (Figure 3–111).

Figure 3–111 Sidebar List View



Note: For more information about the WebCenter Spaces Sidebar, see Section 3.7.1, "What You Should Know About the Sidebar."

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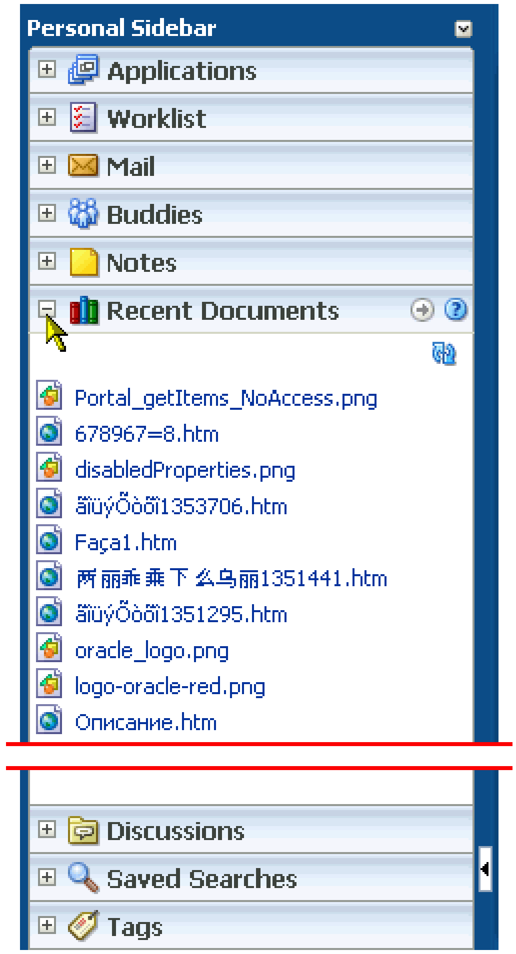
2. If the Sidebar is rendered as a list, go to the task flow you want to view, and, if necessary, expand it by clicking its Expand icon (Figure 3–112).

Figure 3–112 The Expand Icon

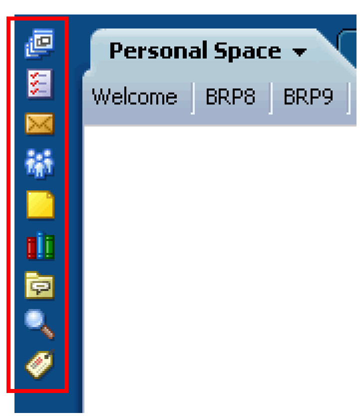
The task flow opens in the Sidebar (Figure 3–113).

Figure 3–113 The Documents Task Flow Opened in the Sidebar



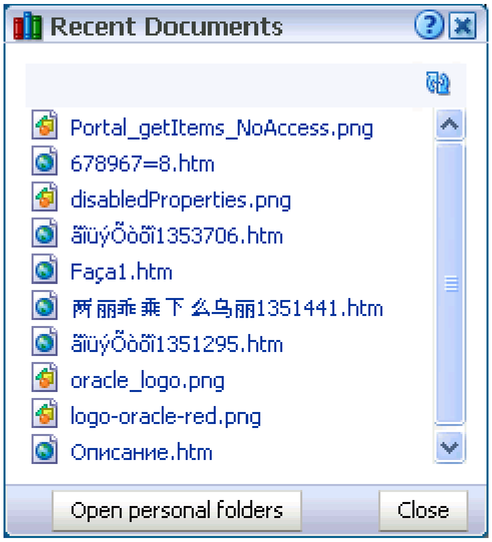
If the Sidebar is rendered as icons (Figure 3–114), click the icon associated with the task flow you want to view (for a description of task flow icons, see Table 3–3).

Figure 3–114 Sidebar Icons



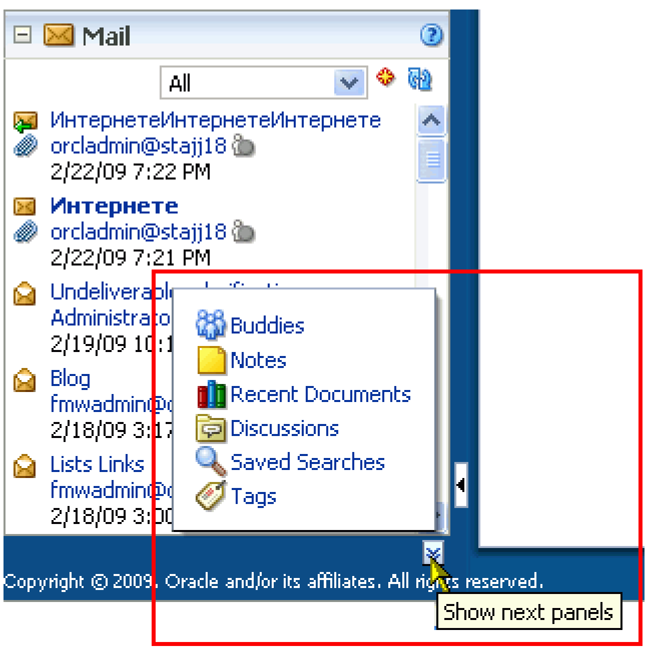
The task flow opens in its own, undocked view (Figure 3–115).

Figure 3–115   The Undocked View of the Documents Task Flow from the Sidebar



If the task flow is displaced by other open task flow panels, click the Show next panels icon to open and select from a list of displaced task flows (Figure 3–116).

Figure 3–116   Show Next Panels List

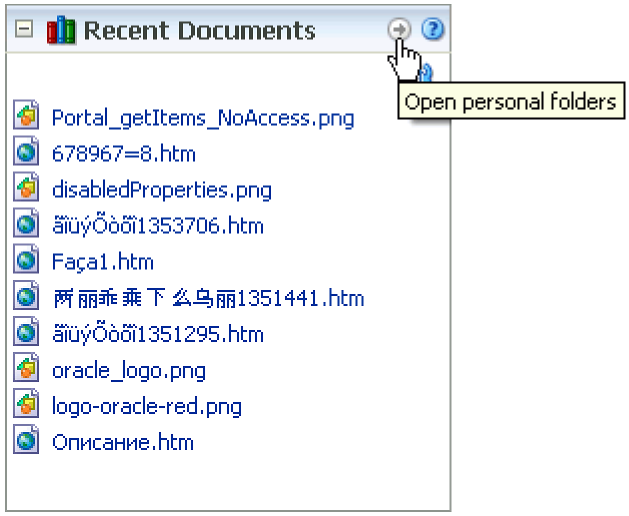


3.7.5 Jumping to a Task Flow Main View from the Sidebar

Some Sidebar task flows provide instant navigation to a main task flow view. When the Sidebar is shown as a list of expandable panels, an icon may appear in the header of an expanded panel. Click the icon to jump to a main view of the task flow.

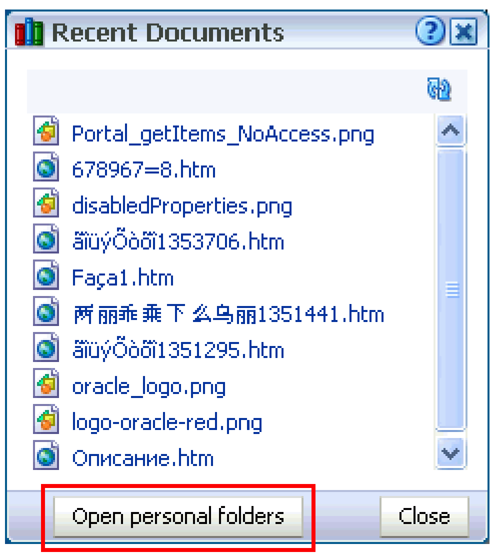
For example, Figure 3–117 shows the Open personal folders icon on the Recent Documents panel in the Sidebar.

Figure 3–117 The Open Personal Folders Icon on the Recent Documents Panel



With an undocked view of a Sidebar task flow, the navigation appears as a button (Figure 3–118).

Figure 3–118 The Open Personal Folders Button on the Recent Documents Panel



By default, the following task flows provide navigation to main task flow views from the Sidebar:

- Recent Documents—Navigates to the Documents page in your personal space.
- Saved Searches—Navigates to a dynamically-generated, top-level Search page.
- Tags—Navigates to the dynamically-generated, top-level Tag Center.

3.8 Working with External Applications

The WebCenter Spaces administrator may expose different enterprise applications in the Sidebar's Applications pane. This provides login management and convenient access through WebCenter Spaces to your frequently used enterprise applications.

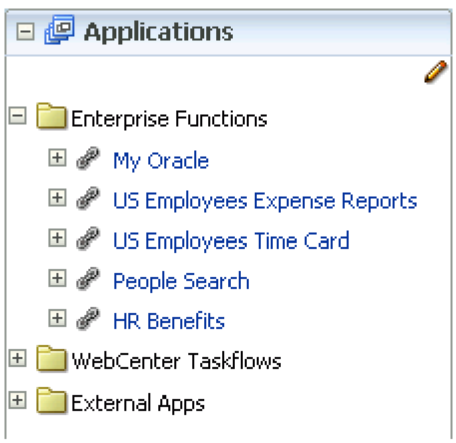
This section provides information about the Applications pane in the Sidebar. It contains the following subsections:

- What You Should Know About External Applications
- Logging In to an External Application
- Personalizing the Applications Pane
- Managing Your External Application Login Credentials

3.8.1 What You Should Know About External Applications

The **Applications** pane in the Sidebar (Figure 3–119) provides quick access to your most frequently-used enterprise applications.

Figure 3–119 The Applications Pane in the Sidebar



These can include such applications as your enterprise expense reporting system, human resources-related request applications, time-reporting, company directory, and the like.

The **Applications** pane is personal. The applications that display within the pane are applications you can access using an application login.

External applications require login credentials, such as your user name and password. You can supply login credentials each time you access an application, or you can let WebCenter Spaces store and manage your login credentials (see Section 3.3.6, "Providing Login Information for External Applications"). After your credentials for a particular application are stored, you are logged in to that application automatically when you log in to WebCenter Spaces.

Your WebCenter administrator manages the presentation and range of applications available in the **Applications** pane. If an application you access frequently is not listed, ask your WebCenter administrator to add it for you.

Note: For more information about adding applications to the Applications pane, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

For more in-depth information about external applications, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

For information about contacting your application administrator, see Section 2.7, "Contacting Your Application Administrator."

3.8.2 Logging In to an External Application

To access and log in to an external application:

Note: Due to browser limitations, automated login is not supported for external applications using BASIC authentication.

Login to external applications that do not support UTF8 encoding is not supported.

---

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. In the Sidebar, either expand the **Applications** pane or click the Applications icon (Figure 3–120).

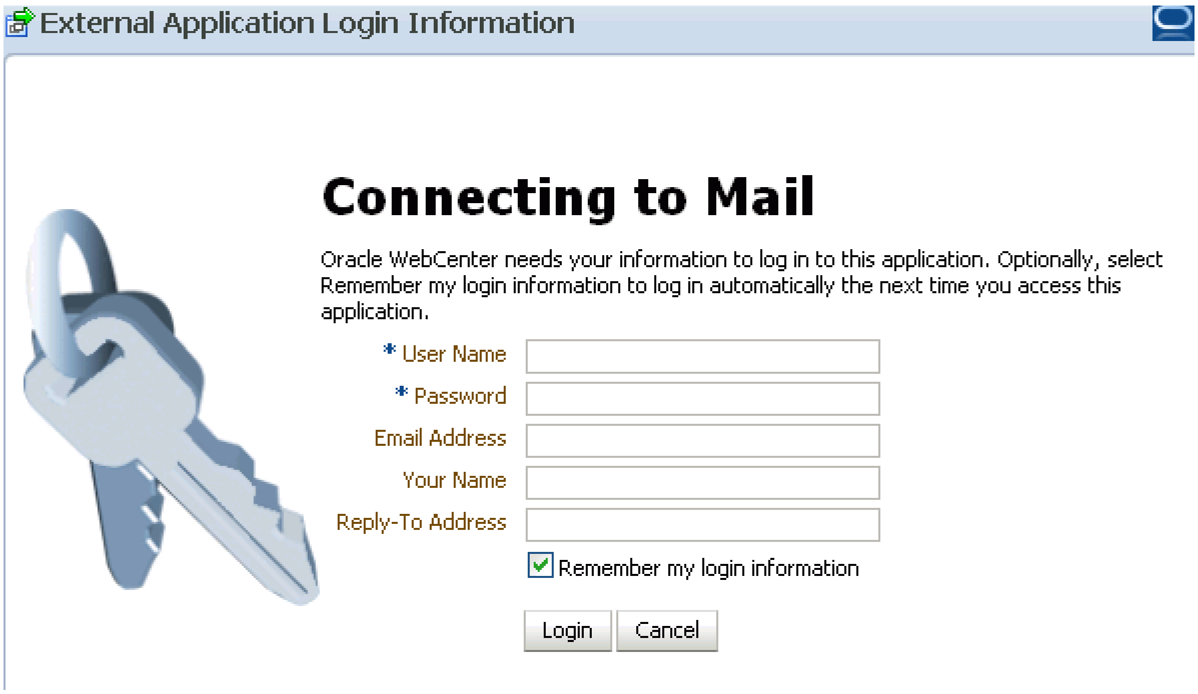
Figure 3–120 The Applications Icon

Note: For information about the Sidebar, see Section 3.7, "Working with the WebCenter Spaces Sidebar."

---

3. Click the application link you require.
4. If a login form opens (similar to that shown in Figure 3–121):

Figure 3–121 Logging in to External Applications



a. Enter your login credentials using the fields provided.

b. Select **Remember my login information** to save your user name, password, and any other login credentials you have entered.

   The next time you launch the application from the Applications pane you login automatically.

   If you do not select the option **Remember my login information**, the login information you enter here is used for this session only. The next time you access this application through the Applications pane, you'll be required to reenter your login credentials.

Note: If you change your application account information—for example, change your application password—you can update the login credentials you entered here through your WebCenter Spaces preferences. For more information, see Section 3.8.4, "Managing Your External Application Login Credentials."

---

c. Click **Login** to log in.

3.8.3 Personalizing the Applications Pane

You may not want to see all the task flows and applications offered through the **Applications** pane. If this is the case, you can personalize your view by showing only the applications you use and hiding the applications you do not use. This section describes how.

To personalize the **Applications** pane:

1. Log in to WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. In the Sidebar, either expand the **Applications** pane, or click the Applications icon (Figure 3–122).

Figure 3–122 The Sidebar Applications Icon

> **Note:** For information about the Sidebar, see Section 3.7, "Working with the WebCenter Spaces Sidebar."

3. In the **Applications** pane, click the Personalize icon (Figure 3–123) at the top of the pane.

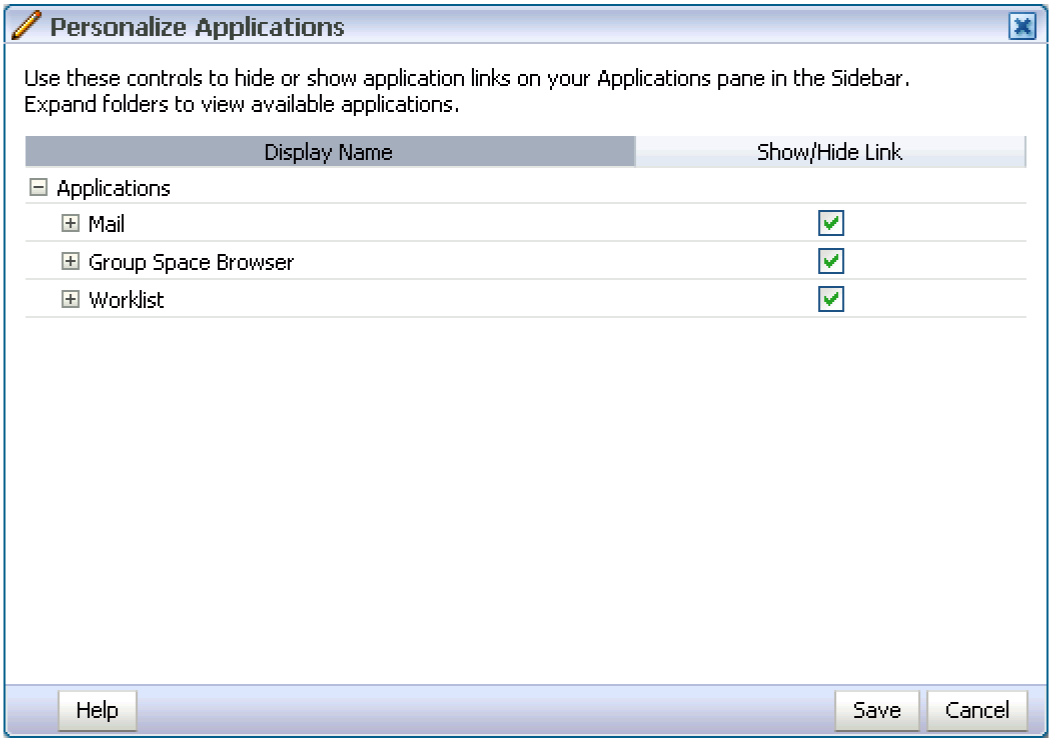
Figure 3–123 The Personalize Icon in the Applications Pane

If you accessed **Applications** with the Sidebar in icon view, select **Personalize applications** from the resulting menu (Figure 3–124).

Figure 3–124 The Personalize Applications Option

The **Personalize Applications** window opens, listing all external applications available to you (Figure 3–125).

Figure 3–125 The Personalize Applications Window



4. The next step you take depends on what you want to accomplish:
   - To hide an application link, clear its **Show/Hide Link** check box.
   - To show an application link, select its **Show/Hide Link** check box.

   Note: You cannot hide links to applications that your WebCenter administrator has *locked*. Locked applications always display, and their **Show/Hide Link** check boxes cannot be selected (they're grayed out).

   ---

5. Click **Save** to save your changes and return to the **Applications** pane.

   The applications you cleared no longer display. The applications you checked now display.

3.8.4 Managing Your External Application Login Credentials

WebCenter Spaces Preferences provide a central place for you to manage and store login credentials for all the enterprise applications you access through the WebCenter Spaces. You need only enter credentials for your password-protected applications once. WebCenter Spaces stores your login details; so the next time you access the application through the Sidebar, you login automatically.

If you prefer, you can provide login credentials before you ever launch the application in WebCenter Spaces. You can also change your stored login credentials if you change them in the original application.

For more information, see Section 3.3.6, "Providing Login Information for External Applications."

Part II

Working with WebCenter Pages

Part II of the User's Guide provides information about creating, populating, configuring, securing, and deleting pages in WebCenter applications. It contains the following chapters:

4

Introducing the Page Service and Oracle Composer

The WebCenter Page service provides a means of adding, managing, and securing application pages. It works with Oracle Composer, which provides personalization features in page view mode and customization features in page edit mode. Use Oracle Composer to edit application pages, add page components, configure pages and page components, and wire pages and components to each other.

In the WebCenter Spaces application, both the Page service and Oracle Composer are provided implicitly—that is, they are part of the application infrastructure. In custom WebCenter applications, the Page service and Oracle Composer are separate entities that must each be explicitly added to the application at design-time. For example, a custom WebCenter application might use Oracle Composer and not use the Page Service.

Page creation methods in WebCenter Spaces can match or vary widely from page creation methods in custom WebCenter applications. For example, WebCenter Spaces provides a consistent page creation user interface through the Create Page dialog box. Custom WebCenter applications may provide the Create Page dialog box, and they may instead provide some other page-creation mechanism that they constructed using Page service APIs.

This chapter provides an introduction to the WebCenter Page service, it takes a look at page creation and management in WebCenter Spaces and custom WebCenter applications. Additionally, it provides an overview of Oracle Composer, the WebCenter page editor. It contains the following sections:

- Understanding Pages and Page Management in WebCenter Spaces
- Understanding Pages and Page Management in Custom WebCenter Applications
- Introducing Oracle Composer

Audience

This chapter is for users seeking an understanding of WebCenter Spaces and custom WebCenter application page types, page-related features, and Oracle Composer.

4.1 Understanding Pages and Page Management in WebCenter Spaces

Out-of-the-box, WebCenter Spaces provides a variety of page types and page management tools that streamline the creation and management of application pages. This section provides a brief overview of these. It contains the following subsections:

- Understanding WebCenter Spaces Page Types

- Introducing the Page Actions Menu
- Introducing the Manage Pages Dialog Box
- Introducing Page Styles and Schemes

4.1.1 Understanding WebCenter Spaces Page Types

All WebCenter Spaces pages start out the same: Log on to WebCenter Spaces, and create a page (see Chapter 6, "Creating, Editing, and Deleting Pages"). The way you create different page types depends on the page style you select when you create the page or the actions you take after the page is created.

WebCenter Spaces includes the following types of pages:

- **Personal pages**

  Personal pages are exposed in your personal space and are viewable only by you and the people to whom you specifically grant access. All of the pages you create while in your personal space are personal pages.

  > **Note:** A shared personal page appears by default in the Manage Pages dialog box of the users with whom you have shared it. For more information about the Mange Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

  Personal pages can combine with other page types. For example, you can have a personal page that exposes a wiki service or a blog.

  For information about creating personal pages, see Chapter 6, "Creating, Editing, and Deleting Pages." For information about setting page creation defaults for your personal pages, see Section 5.5, "Setting Page Creation Defaults for Your Personal Pages." For information about sharing personal pages, see Section 5.7, "Setting and Revoking Page Access Permissions."

- **Secured application pages**

  Because the WebCenter Spaces application is secured, secured application pages are simply the pages you create in WebCenter Spaces. For a page not to be secured, that is, for a page to be public, you must override the default page security.

  Like personal pages, secured application pages can combine with other page types. For example, you can have a secured application page that exposes a wiki service or a blog.

  For information about creating a page, see Chapter 6, "Creating, Editing, and Deleting Pages."

- **Public pages**

  Public pages are pages that anyone can access without having to log on to the WebCenter Spaces application. Creating public pages is a simple operation, which can be performed by the application administrator or by you, through custom page access settings. For more information, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter* and Section 5.7, "Setting and Revoking Page Access Permissions."

- **Business role pages**

  Your personal space may provide pages targeted to your professional role. These are called *business role pages*. A business role page is a page specifically provided for a given role in your organization. After you create a business role page, it appears by default among the other pages provided in the targeted users' personal spaces.

For example, an administrator can create business role pages targeted to each line of business. When a sales person logs in and goes to his personal space, he sees the **Sales** business role page. When an engineer logs in and goes to her personal space, she sees the **Engineering** business role page. Information that is timely and relevant to a specific business role can be provided instantly, without the noise of irrelevant information from other lines of business.

For more information about business role pages, see the *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

- **Wiki pages**

  Wiki pages fully realize the potential of a collaborative environment by their absence of restrictions on content providers and editors. At runtime, all authorized users can create, populate, revise, and delete the same family of wiki pages. Group knowledge can be aggregated, vetted, published, and retained through wikis. Additionally, wiki pages are useful for publication of ad hoc documents that share vital information with its targeted group instantaneously.

  In WebCenter Spaces, wikis are simple to create: create a page using the Web Page style, and then provide wiki connection information—typically a URL to your wiki server.

  For information about creating wiki pages, see Chapter 23, "Working with Wikis and Blogs"

- **Blogs**

  Blog pages provide an opportunity to capture the expertise and lore of your enterprise subject matter experts and evangelists. Blog pages are exposed in WebCenter Spaces in the same way as wiki pages. That is, you create a page using the Web Page style, and then you provide the blog connection information.

  For information about creating blogs, see Chapter 23, "Working with Wikis and Blogs"

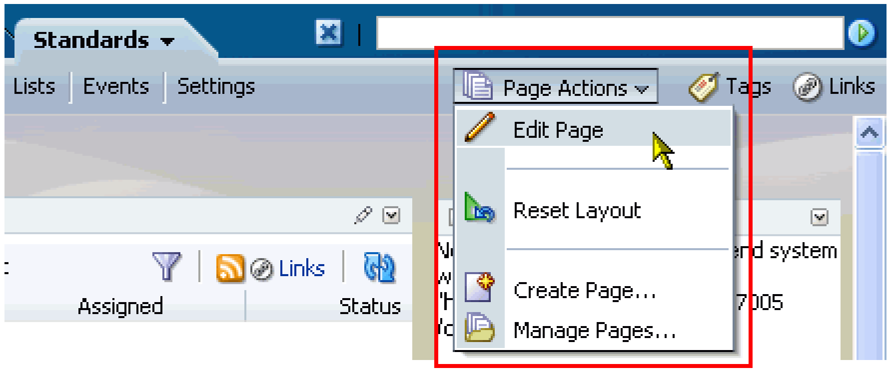
- **Dynamically generated pages**

  Dynamically-generated pages are pages that display as the result of a user action, such as a search or a mouse-click on a tag. Dynamically-generated pages are not stored anywhere; they display as needed, and when they are closed, they cannot be navigated to and re-opened. They can be regenerated, simply by taking the same action that caused the page to display in the first place. Dynamically-generated pages always display as top-level tabs.

4.1.2 Introducing the Page Actions Menu

The **Page Actions** menu provides access to a useful selection of actions you can perform on the current page (Figure 4–1).

Figure 4–1 Page Actions Menu



The options that appear on the menu depend on the level of permission you have on the current page. Table 4–1 lists and describes the full range of options that can appear on a **Page Actions** menu.

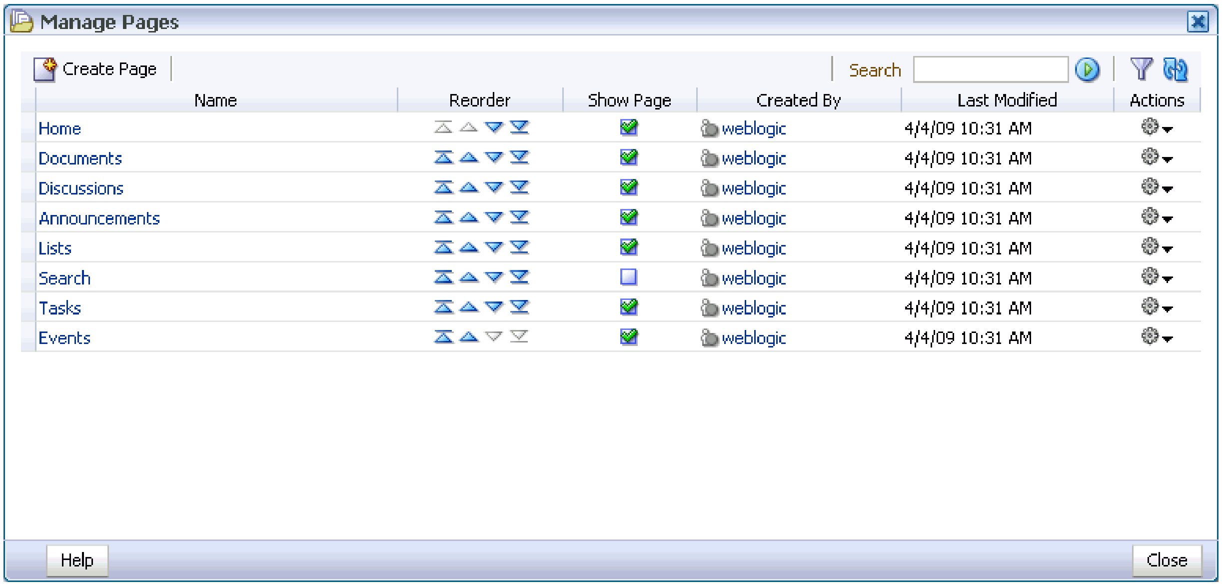
Table 4–1 Options on the Page Actions Menu

Option	Description
Edit Page	Opens the current page in Oracle Composer, the WebCenter Spaces page editor. See Section 4.3, "Introducing Oracle Composer."
Reset Layout	Removes all of the personalizations you have applied to the current page. See Section 3.5, "Removing Your Page Personalizations."
Create Page	Opens the Create Page dialog box. See Section 6.1, "Creating Pages."
Manage Pages	Opens the Manage Pages dialog box, which you can use to hide, show, rearrange, and perform many other actions on the pages in the current space. See Section 4.1.3, "Introducing the Manage Pages Dialog Box."

4.1.3 Introducing the Manage Pages Dialog Box

The Manage Pages dialog box (Figure 4–2), provides quick access to page information and enables you to perform a wide range of page-related tasks.

Figure 4–2 The Manage Pages Dialog Box



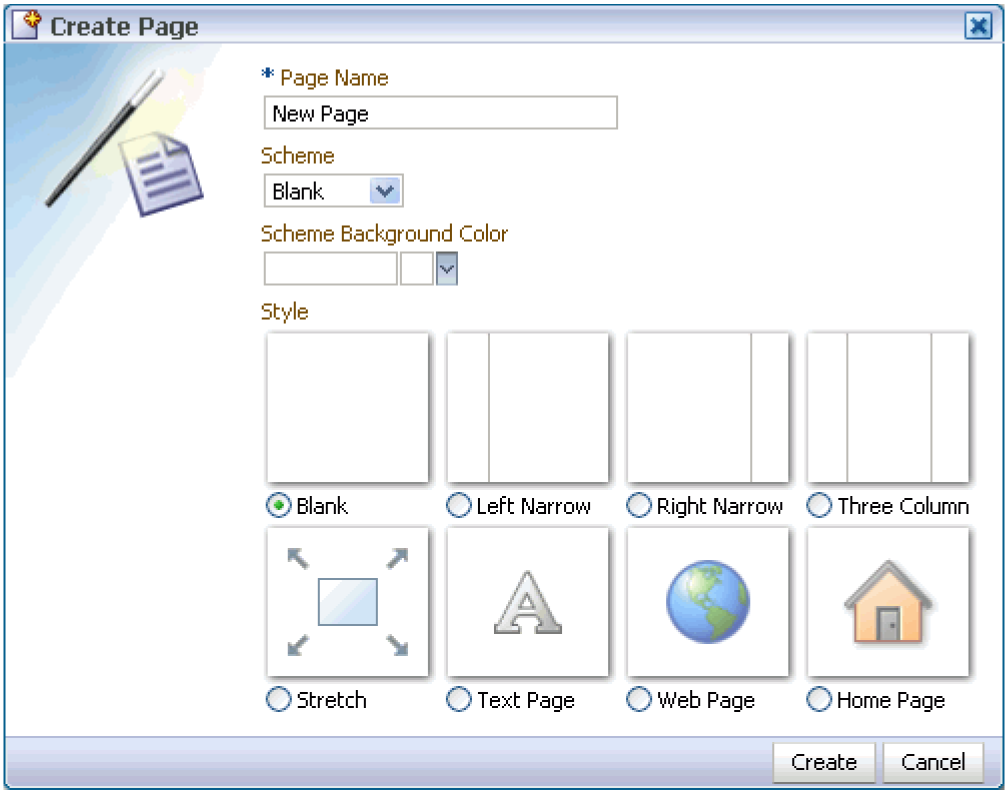
The Manage Pages dialog box provides controls for reordering the display of pages and hiding and showing pages within your view of the application. Additionally, it provides a set of **Actions** icons you can click to start the process of editing a page, copying a page, deleting a page, and setting page-level security.

For more information about the Manage Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

4.1.4 Introducing Page Styles and Schemes

Through the **Create Page** dialog box (Figure 4–3), WebCenter Spaces provides seeded page styles and schemes to enable rapid creation of stylish application pages.

Figure 4–3 The Page Style Selection in the Create Page Dialog Box



Page styles describe the positioning of content layout areas and the content flow. Out-of-the-box page styles include a style for text-heavy pages and a style for exposing Web content, such as wikis and blogs. Another style is provided to give you a jump start on your personal and group space home pages.

Page schemes define the color and image that render in the page background. If you want to promote company branding or you have your own ideas about a page's look and feel, you can ignore out-of-the-box schemes and provide your own.

For more information about page styles and schemes, see Chapter 6, "Creating, Editing, and Deleting Pages."

4.2 Understanding Pages and Page Management in Custom WebCenter Applications

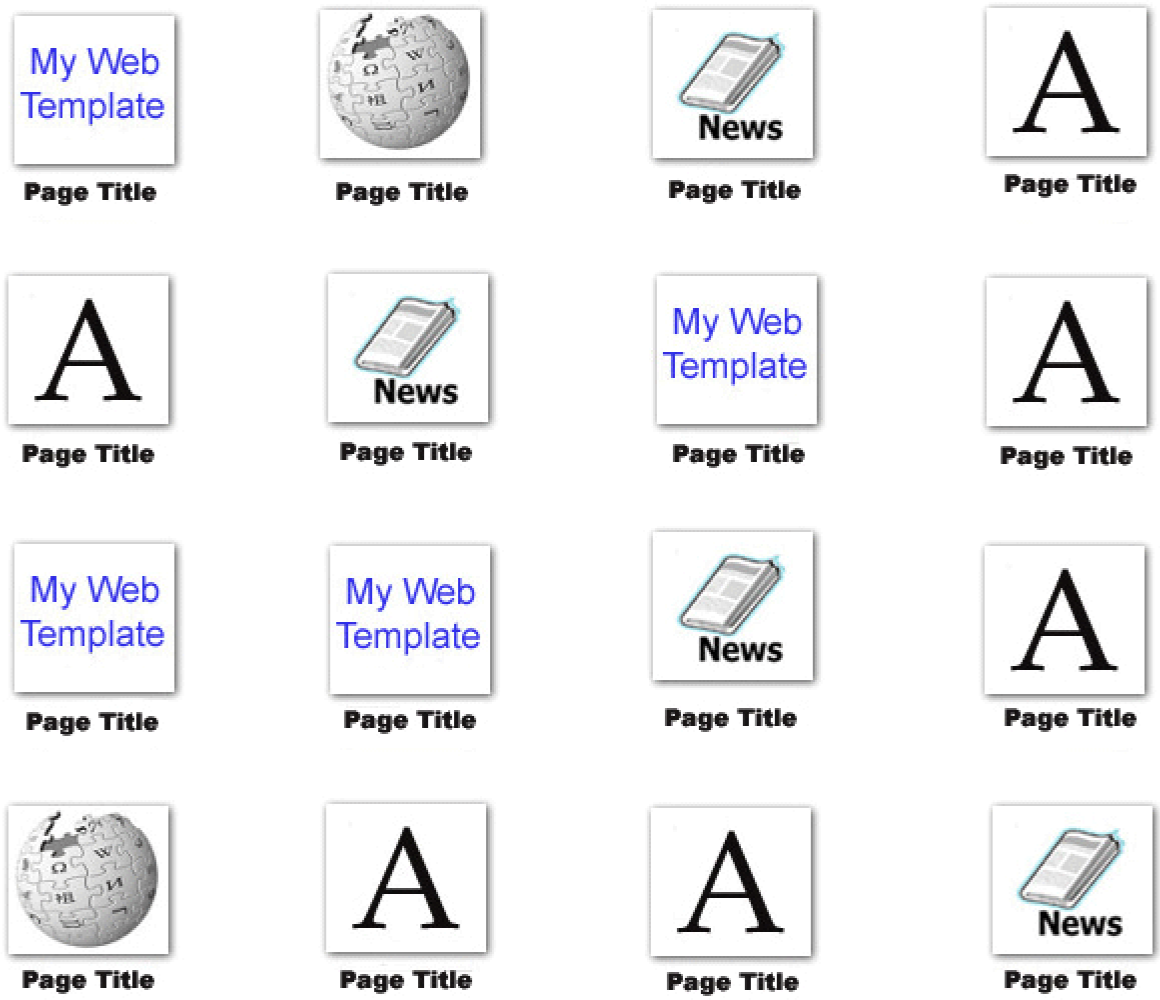
In custom WebCenter applications, the Page service provides different means for creating new pages in your application at runtime. At design time, developers can provide mechanisms that enable runtime page creation using either the Page - Create New task flow or Page service APIs. Consequently, how you create pages at runtime in your custom WebCenter application varies according to the controls put in place by your application development team at design time.

Users may be given the opportunity to create pages that render as tabs (Figure 4–4); links (Figure 4–5); or images (Figure 4–6), which provide access to full pages through a thumbnail view.

Figure 4–4 Pages Rendered as Tabs in a Custom WebCenter Application

Figure 4–5 Pages Rendered as a List of Links in a Custom WebCenter Application

Figure 4–6 Pages Rendered as Image Thumbnails in a Custom WebCenter Application



Users can view and manage application pages using the Page service data control or the Page service APIs. The APIs also provide a means of defining a *scope*. A scope is a work area within the application for categorizing custom pages that are of interest to a specific team or community (similar to a group space in WebCenter Spaces).

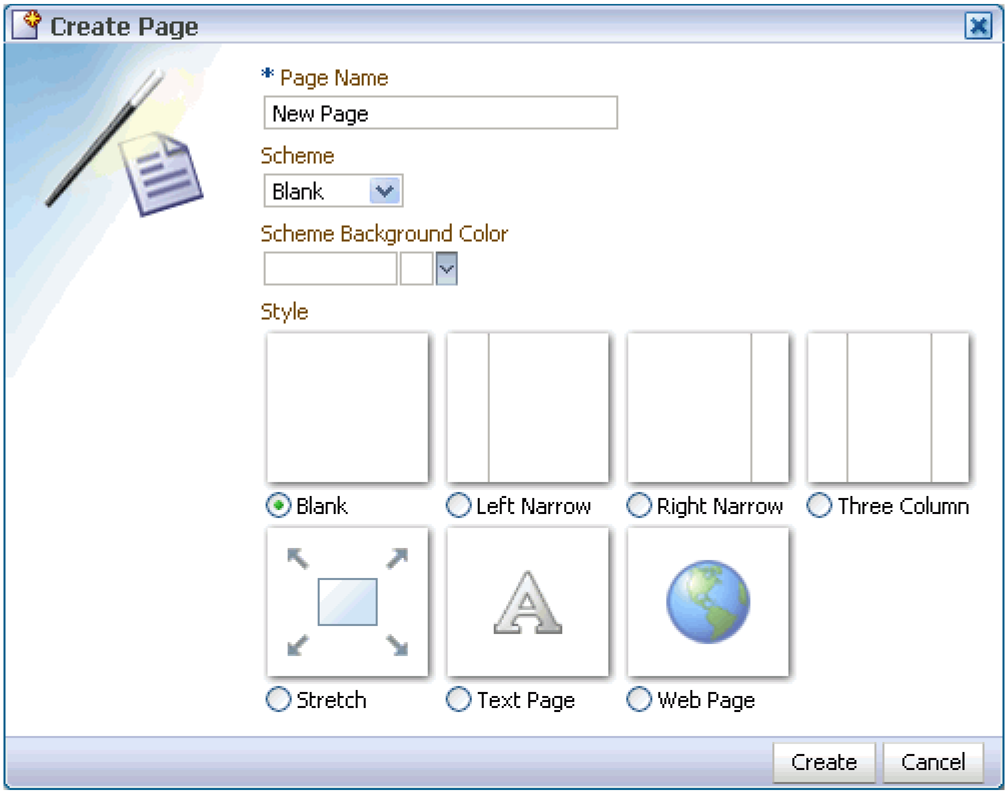
This section provides a brief overview of each of these Page service components. It contains the following subsections:

- Introducing the Page - Create New Task Flow
- Introducing Page Service APIs
- Introducing the Page Service Data Control

4.2.1 Introducing the Page - Create New Task Flow

The Page - Create New task flow provides a means of accessing the Create Page dialog box—either through a button or a link—which, in turn, enables users to create pages based on predefined styles and schemes (Figure 4–7).

Figure 4–7 The Create Page Dialog Box

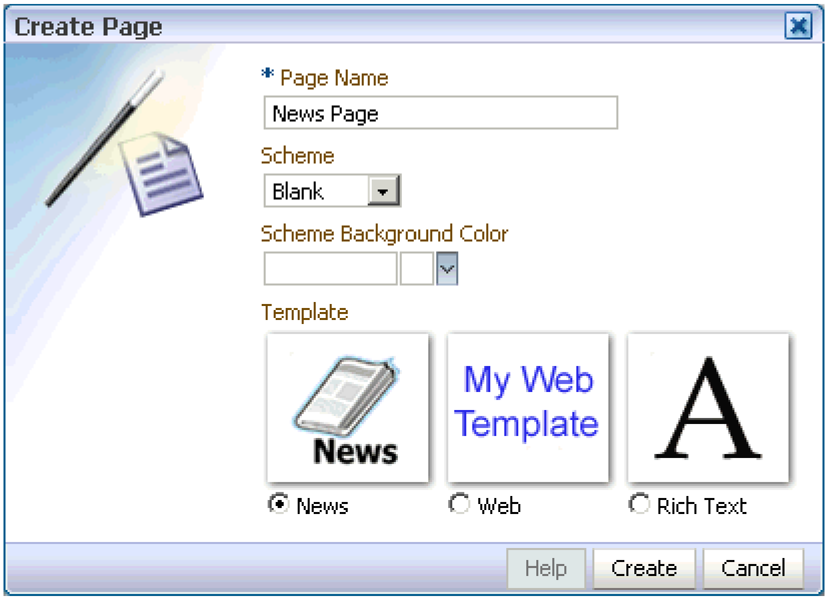


Page styles describe the positioning of content layout areas and the content flow. Out-of-the-box page styles include a style for text-heavy pages and a style for exposing Web content, such as wikis and blogs. Another style is provided to give you a jump start on your application or scope home page.

Page schemes define the color and image that render in the page background. If you want to promote company branding or you have your own ideas about a page's look and feel, you can ignore out-of-the-box schemes and provide your own.

Application developers may create custom page templates according to your enterprise's design requirements and associate out-of-the-box page styles with these templates. Additionally, they may restrict the style options in the Create Page dialog box or provide a different set of styles (Figure 4–8).

Figure 4–8 A Custom-Built Create Page Dialog Box



For more information, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

4.2.2 Introducing Page Service APIs

In lieu of adding a Create Page - New task flow to a custom WebCenter application, developers may instead create the entire page creation and management environment through Page service-related application programming interfaces (APIs). APIs provide the means of adding page-related functionality to the application, including page create, copy, delete, and hide. APIs are also available for creating and deleting *scopes*. Use scopes to group sets of pages that are relevant to a particular enterprise community or project team.

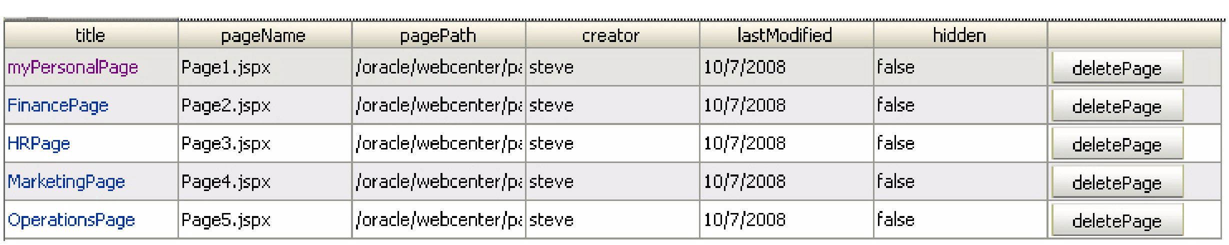
All of these options influence the final application you access to create and manage your custom WebCenter application pages.

For more information, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

4.2.3 Introducing the Page Service Data Control

At design time, developers may introduce a Page service data control in the application that provides a means of accessing pages, viewing page information, and deleting pages at runtime (Figure 4–9).

Figure 4–9 Sample Data Control Table



title	pageName	pagePath	creator	lastModified	hidden	
myPersonalPage	Page1.jspx	/oracle/webcenter/pa	steve	10/7/2008	false	deletePage
FinancePage	Page2.jspx	/oracle/webcenter/pa	steve	10/7/2008	false	deletePage
HRPage	Page3.jspx	/oracle/webcenter/pa	steve	10/7/2008	false	deletePage
MarketingPage	Page4.jspx	/oracle/webcenter/pa	steve	10/7/2008	false	deletePage
OperationsPage	Page5.jspx	/oracle/webcenter/pa	steve	10/7/2008	false	deletePage

For more information, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

4.3 Introducing Oracle Composer

One of the most powerful offerings in WebCenter Spaces and custom WebCenter applications is the ability to add and edit page content at application runtime. This capability is delivered through Oracle Composer—in WebCenter Spaces, a fully-integrated page editor for revising the layout and content of application pages; in custom WebCenter applications, an optional page editor for performing the same types of tasks.

Use Oracle Composer to change a page layout and to add task flows, portlets, documents, layout components, and other objects to a page. You can also use Oracle Composer to provide values for the properties associated with pages and the objects they contain and to wire pages, task flows, and portlets to each other.

This section provides an overview of Oracle Composer. It contains the following subsections:

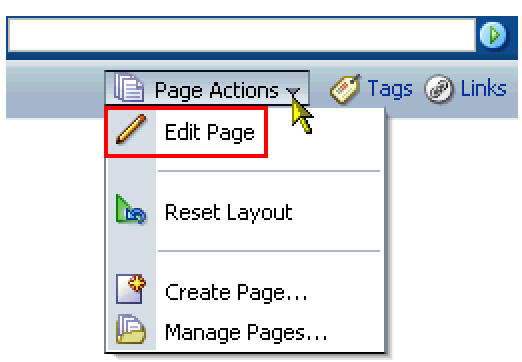
- Accessing Oracle Composer
- Introducing Design View and Source View
- Introducing the Catalog
- Introducing the Component Properties Dialog Box
- Introducing the Page Properties Dialog Box
- Introducing the Change Layout Feature
- Introducing the Reset Page Button
- Understanding the Sandbox in Custom WebCenter Applications

4.3.1 Accessing Oracle Composer

WebCenter applications provide many ways to enter Oracle Composer:

- When you first create a page (see Section 6.1, "Creating Pages")
- When you select **Edit Page** from the **Page Actions** menu (Figure 4–10)

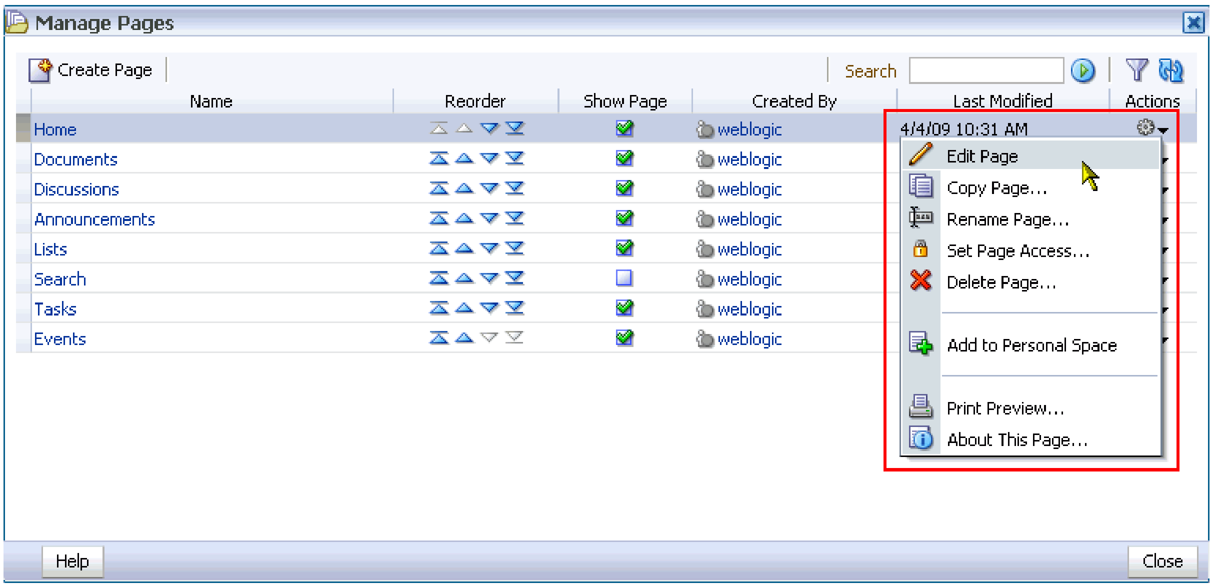
Figure 4–10 Edit Page Command on the Page Actions Menu



See Section 6.2.1, "Entering and Exiting Page Edit Mode."

- When you select the Edit Page option from the Actions menu in the Manage Pages dialog box (Figure 4–11)

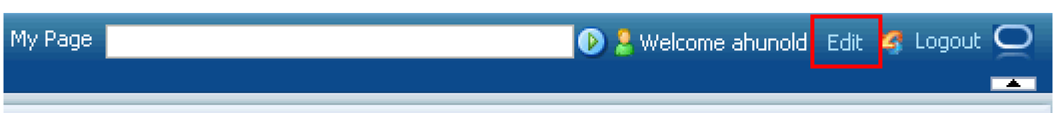
Figure 4–11 Edit Page Option on the Actions Menu in the Manage Pages Dialog Box



See Section 5.9, "Entering Edit Mode Through the Manage Pages Dialog Box."

- In custom WebCenter applications, how you enter Oracle Composer is determined by the controls that developers put in place at design time. For example, in the Fusion Order Demo for WebCenter, users open Oracle Composer using an **Edit** link at the top of the page (Figure 4–12).

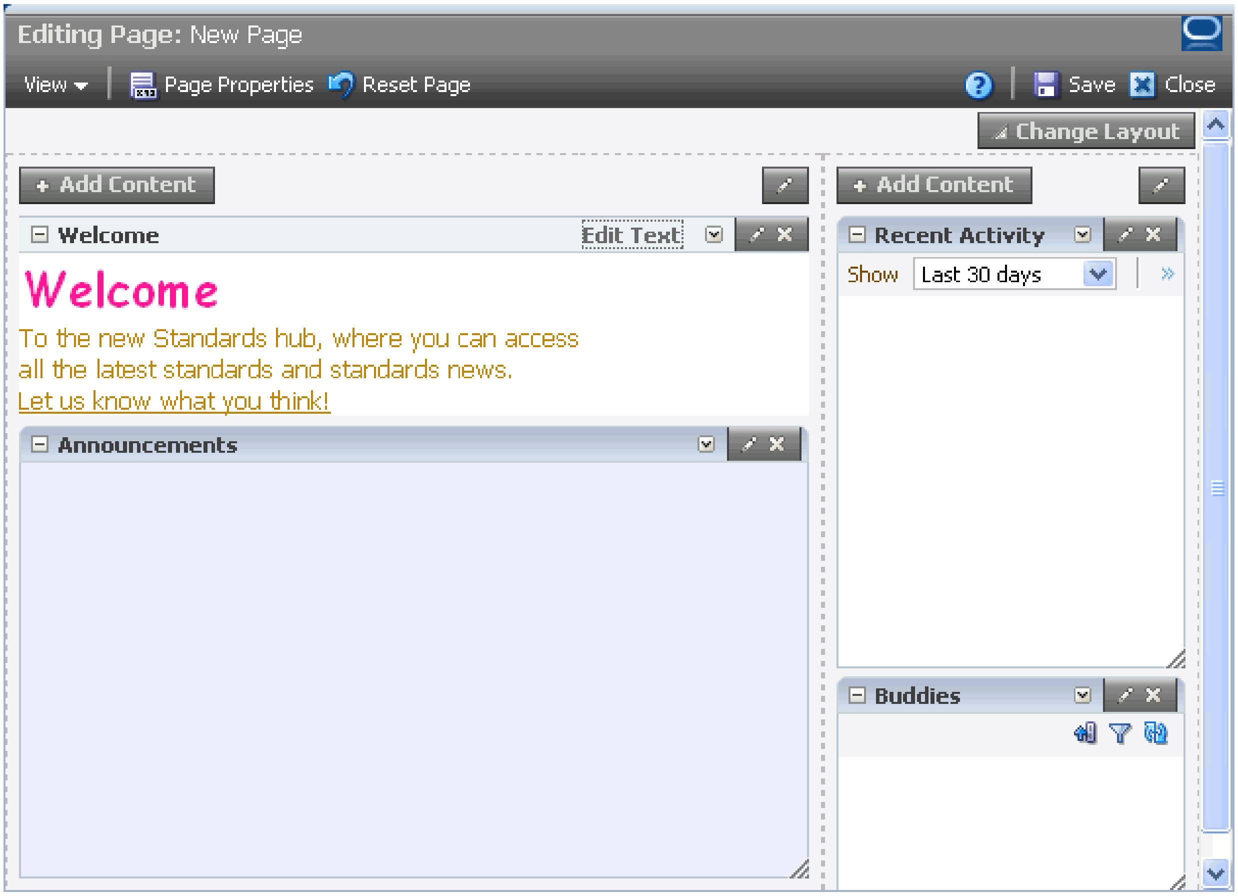
Figure 4–12 Edit Link in a Custom WebCenter Application



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

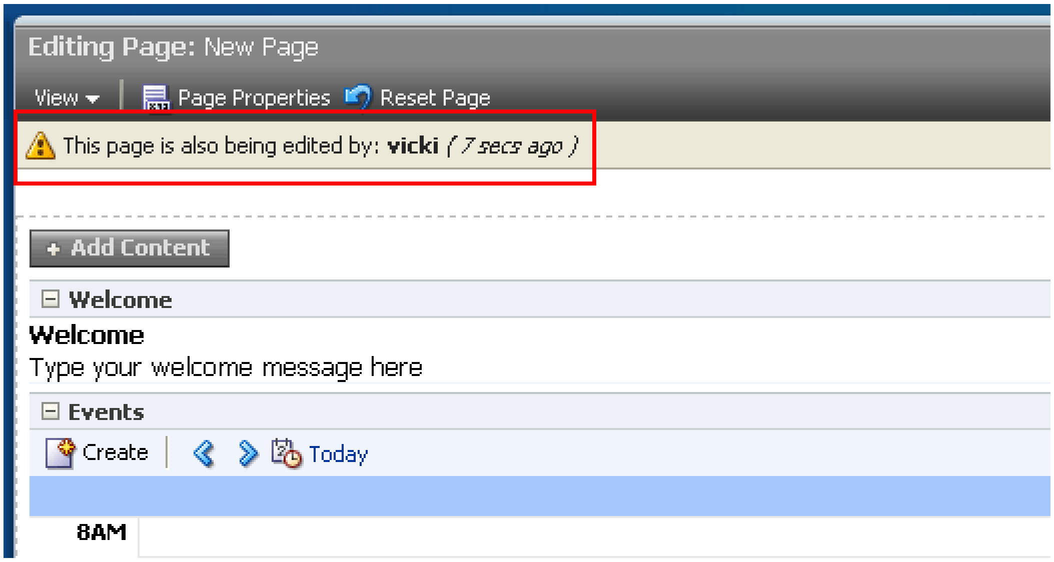
In page edit mode, page-related controls display across the top of the page, boundaries for content regions are indicated by dashed lines, **Add Content** buttons display on each content region, and **Edit** buttons display on each component (Figure 4–13).

Figure 4–13 A Page Opened in Design View in Oracle Composer



Because users access WebCenter applications from the Web, multiple users may attempt to edit the same page at the same time. In such cases, a concurrency warning appears in Oracle Composer that alerts each user to the others (Figure 4–14).

Figure 4–14 A Concurrency Warning in Oracle Composer



Note: Time duration is added to the concurrency message only when the first or a subsequent concurrent user has made (but not yet saved) a page customization

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The final state of the page is determined by the last user to save. That is, the last changes saved override the changes made by other concurrent users.

Note: WebCenter applications do not support single-user concurrency. That is, one user cannot log in to the same WebCenter application at the same time more than once.

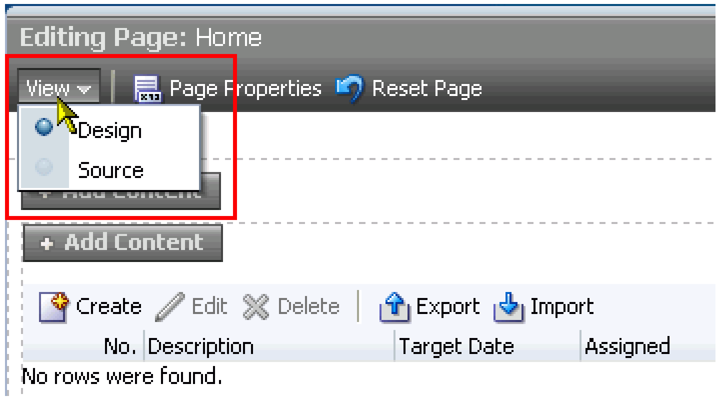
For more information about editing pages, see Section 6.2, "Editing Pages."

Note: When you revise a component in page view mode while another user deletes the same component in page edit mode, a WebCenter error page opens. Simply navigate back to the original page. The deleted component does not appear, and you can continue working on other components.

4.3.2 Introducing Design View and Source View

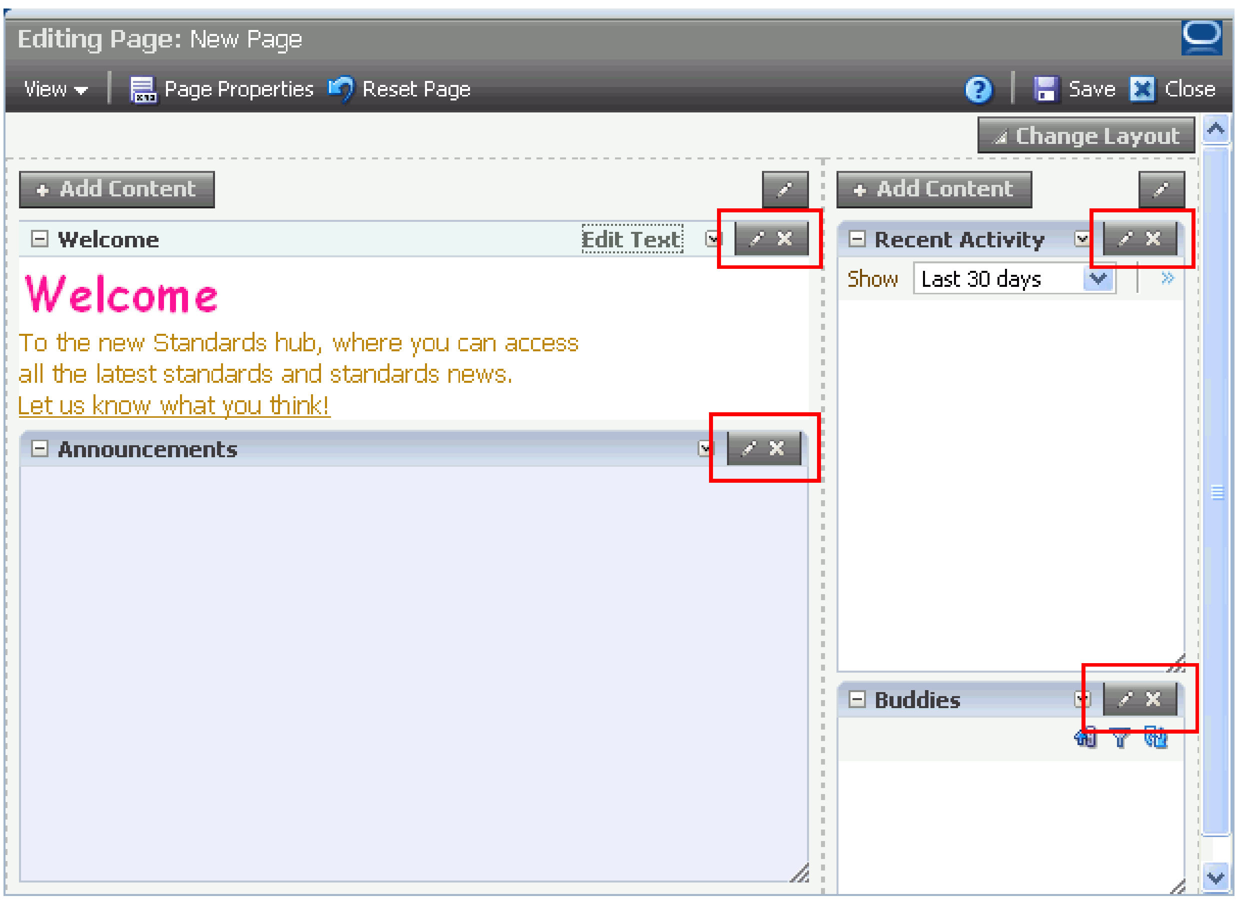
Oracle Composer provides two views for working with page content: Design view and Source view. To open either of these views, enter Oracle Composer, and select **Source** or **Design** from the **View** menu (Figure 4–15).

Figure 4–15 View Menu in Oracle Composer



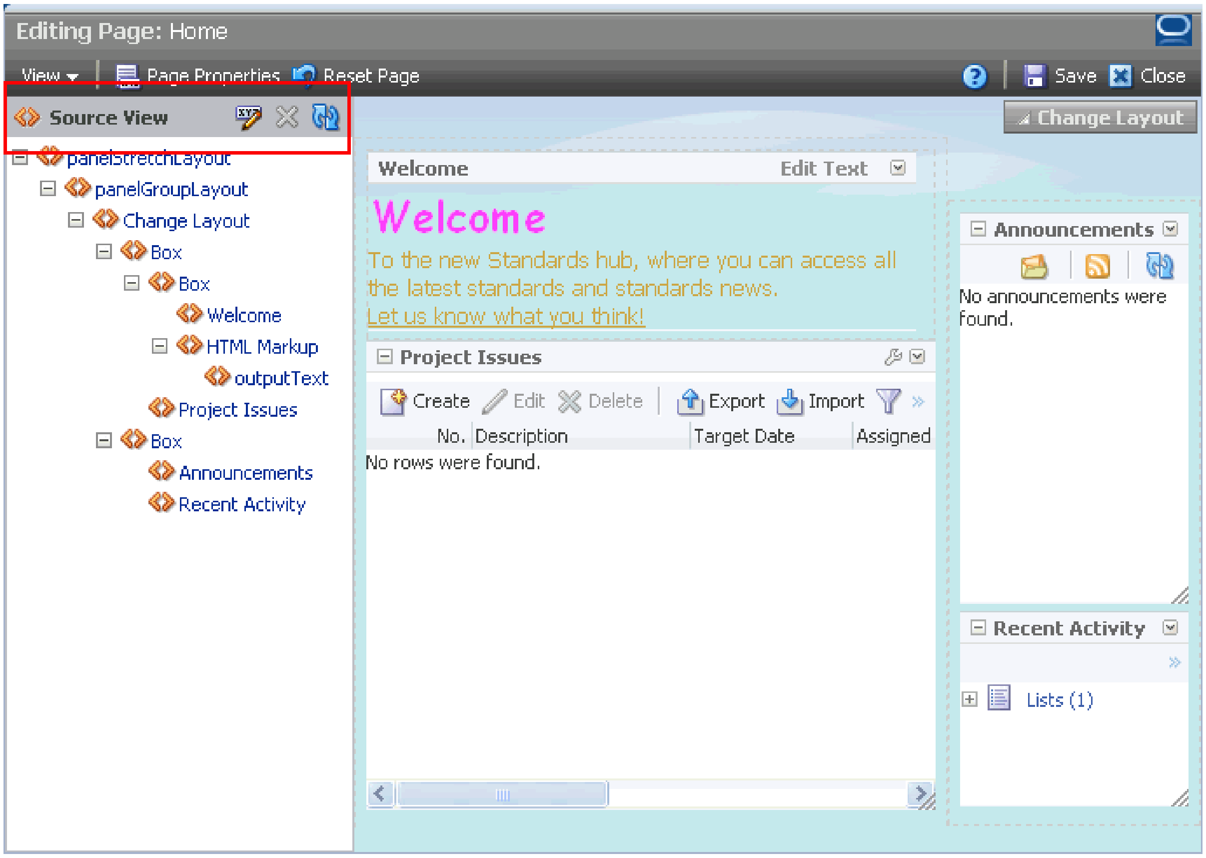
Design view provides a WYSIWYG rendering of the page and its content, where Edit and Delete controls are directly selectable on each component (Figure 4–16).

Figure 4–16 Edit and Delete Controls on Page Components in Oracle Composer



Source view provides both a WYSIWYG and a hierarchical rendering of page components, where Edit, Delete, and Refresh controls are available on the header of the hierarchical list (Figure 4–17).

Figure 4–17 A Page Opened in Source View in Oracle Composer

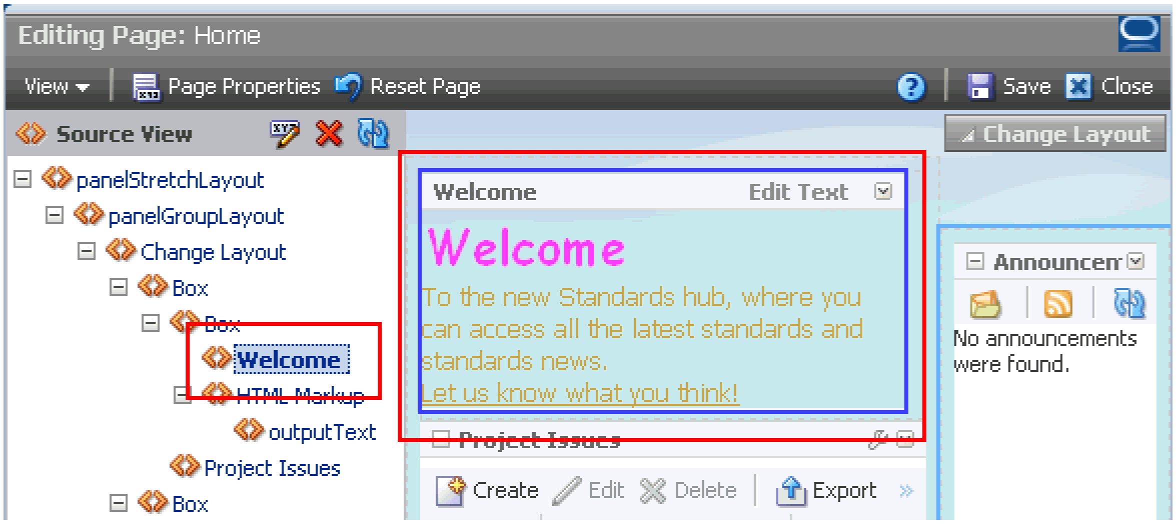


Note: No component actions, such as the Actions menu, the Collapse icon, or the Resizer, are active when the page editor is set to Source view.

Source view additionally provides access to page layout components that are otherwise not exposed on the page. Source view enables the selection and configuration of such components. For more information, see Section 6.5.1.8, "Introducing Hidden Layout Components."

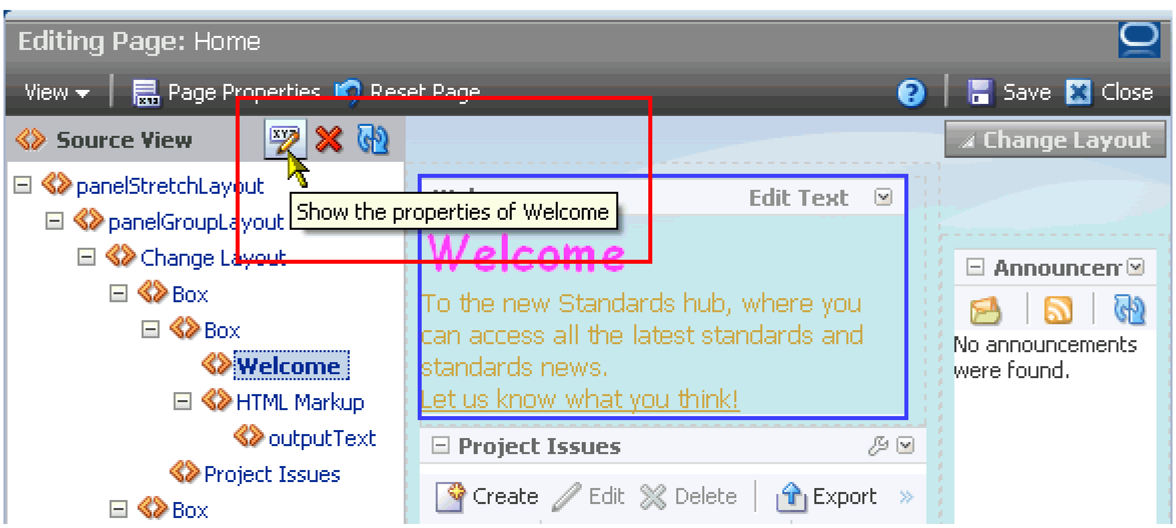
Select a component on the hierarchical list, and it is automatically selected on the page (Figure 4–18).

Figure 4–18 A Page Opened in Source View in Oracle Composer



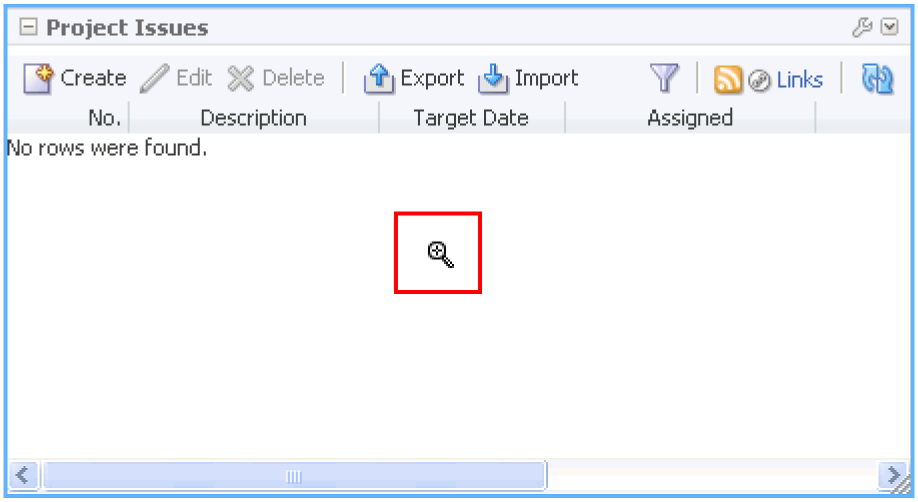
Component selection is indicated by a dark blue outline. Access the selected component's properties by clicking the Component Properties icon on the list header (Figure 4–19).

Figure 4–19 Component Properties Icon in Source View



You can also select components in Source view by clicking them directly on the page. In Source view your mouse cursor changes to a magnifying glass when you move it over selectable components (Figure 4–20).

Figure 4–20 Selection Cursor in Source View

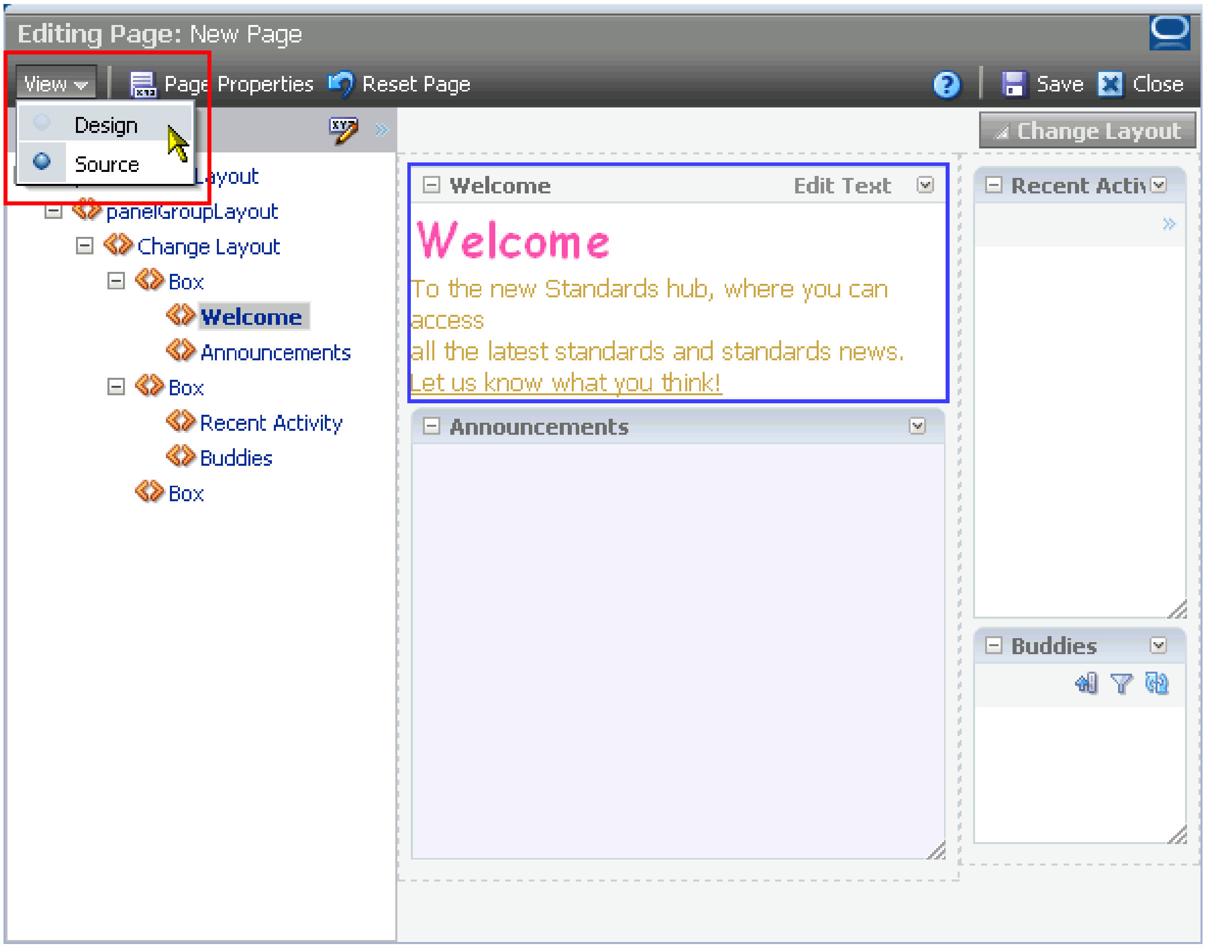


Note: If you use the Reset Page feature while in Source view, the selection cursor goes away. To get it back, simply click a component on the hierarchical list of components.

For information about the Reset Page feature, see Section 4.3.7, "Introducing the Reset Page Button."

You can access one view or the other by selecting them from the **View** menu, available at the top of the page (Figure 4–21).

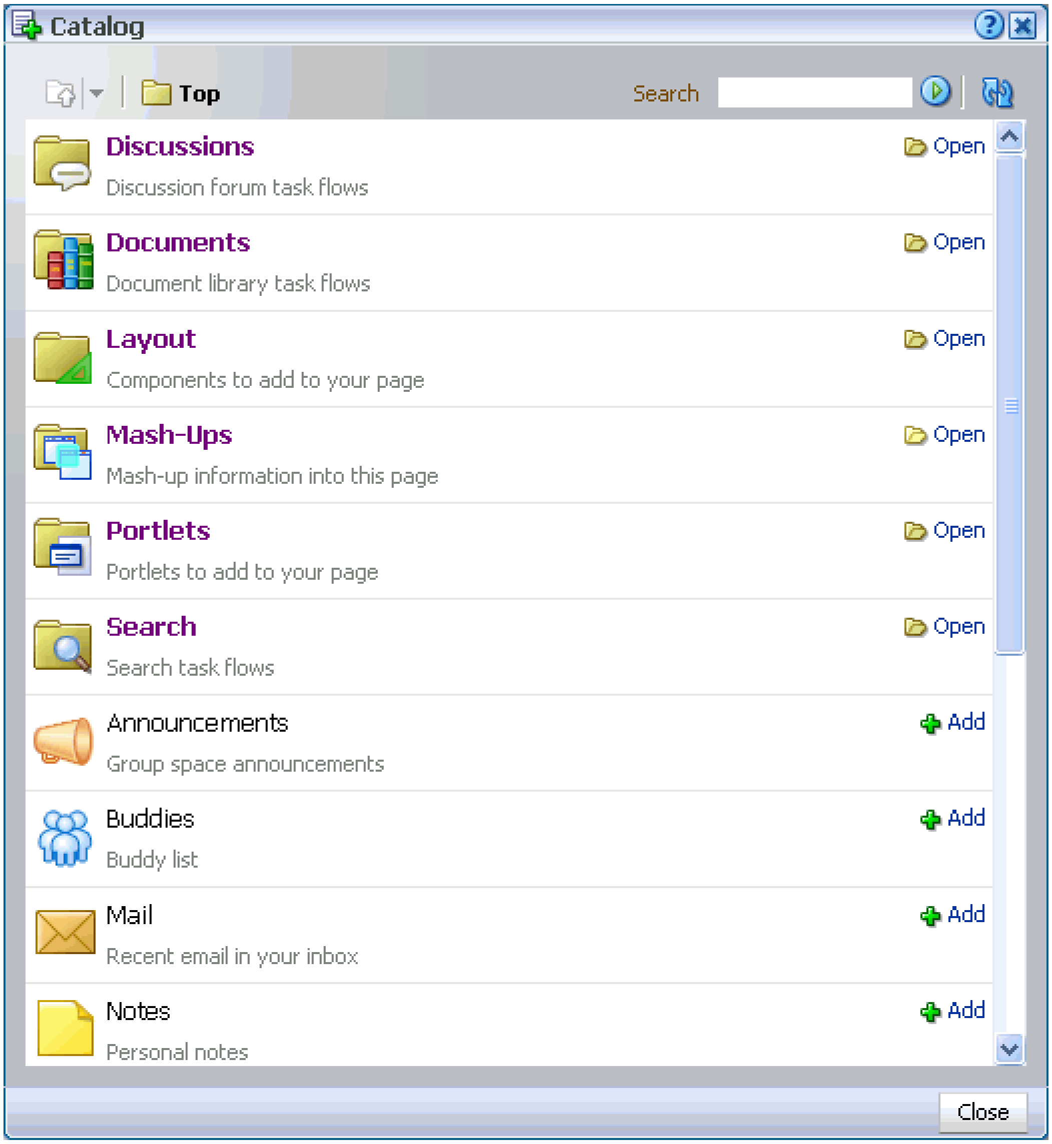
Figure 4–21 View Menu in Oracle Composer



4.3.3 Introducing the Catalog

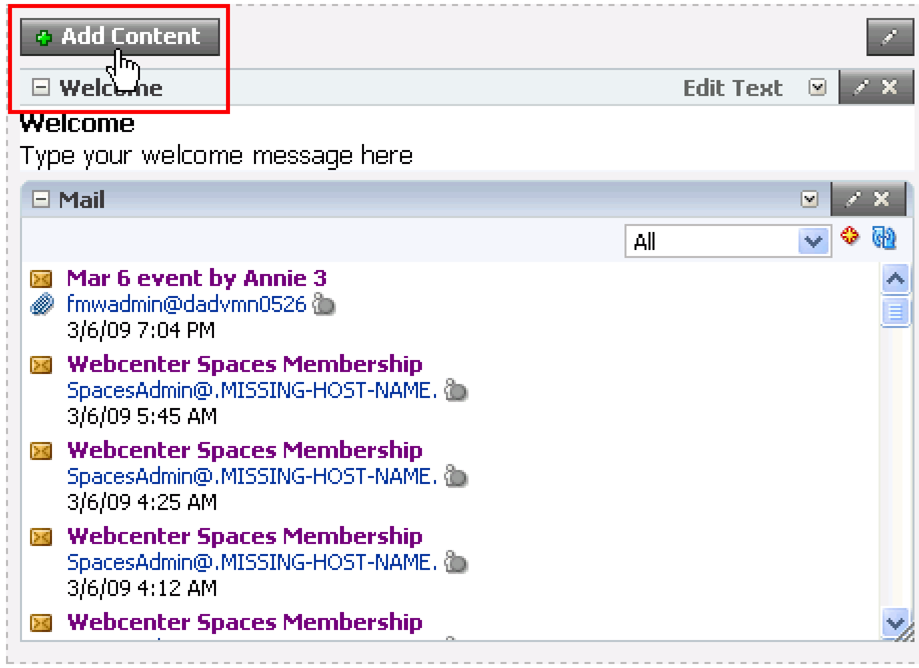
Users with page edit privileges have access to a Catalog that is the gateway to a wide range of task flows, portlets, and layout components (Figure 4–22).

Figure 4–22 A Catalog



Open the Catalog by clicking the **Add Content** button in the region where you want to add content (Figure 4–23).

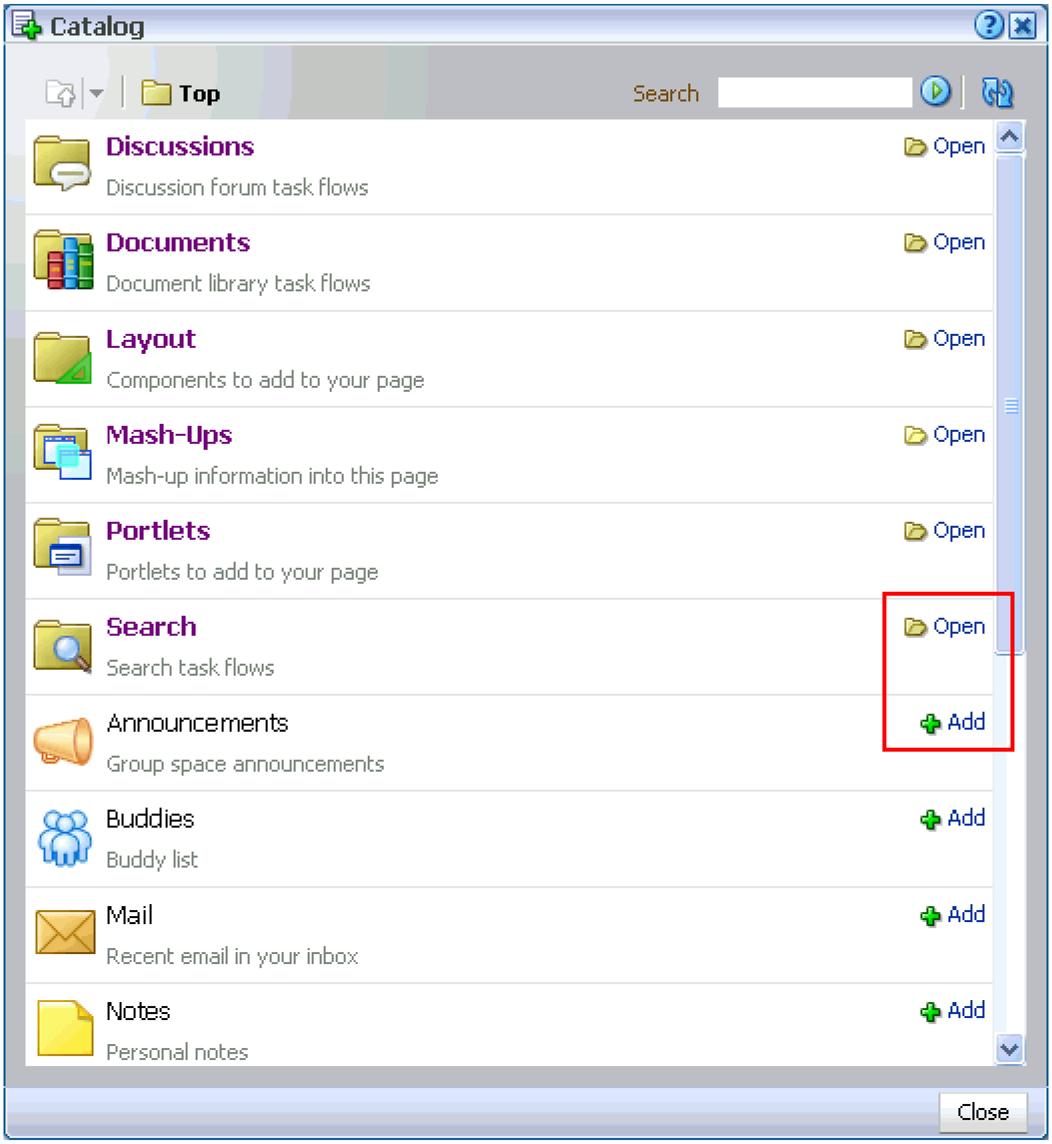
Figure 4–23 Add Content Button on a Layout Region



In both WebCenter Spaces and custom WebCenter applications, the Catalog contains all the resources your application administrator has made available through connection configurations with back-end servers.

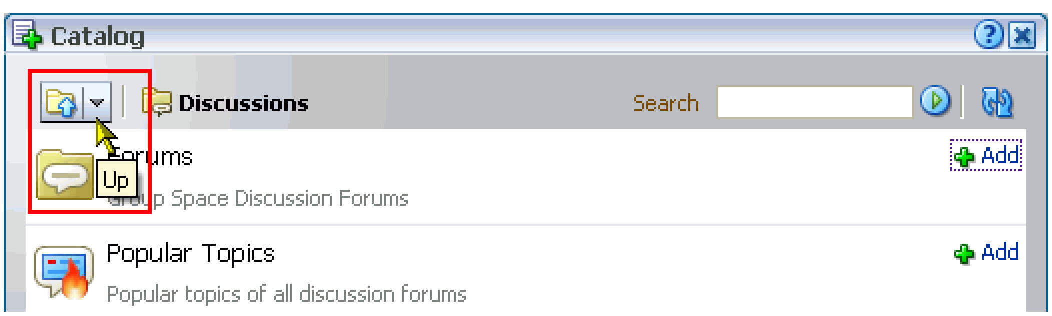
The Catalog is organized into components and folders. Some components are readily available at the top-level of the Catalog. Other components are organized into folders and subfolders, which you can drill into. You can distinguish between the two by noting whether a listing has an **Open** or **Add** link next to it (Figure 4–24).

Figure 4–24 A Top-Level Component Folder (Open) and Component (Add)



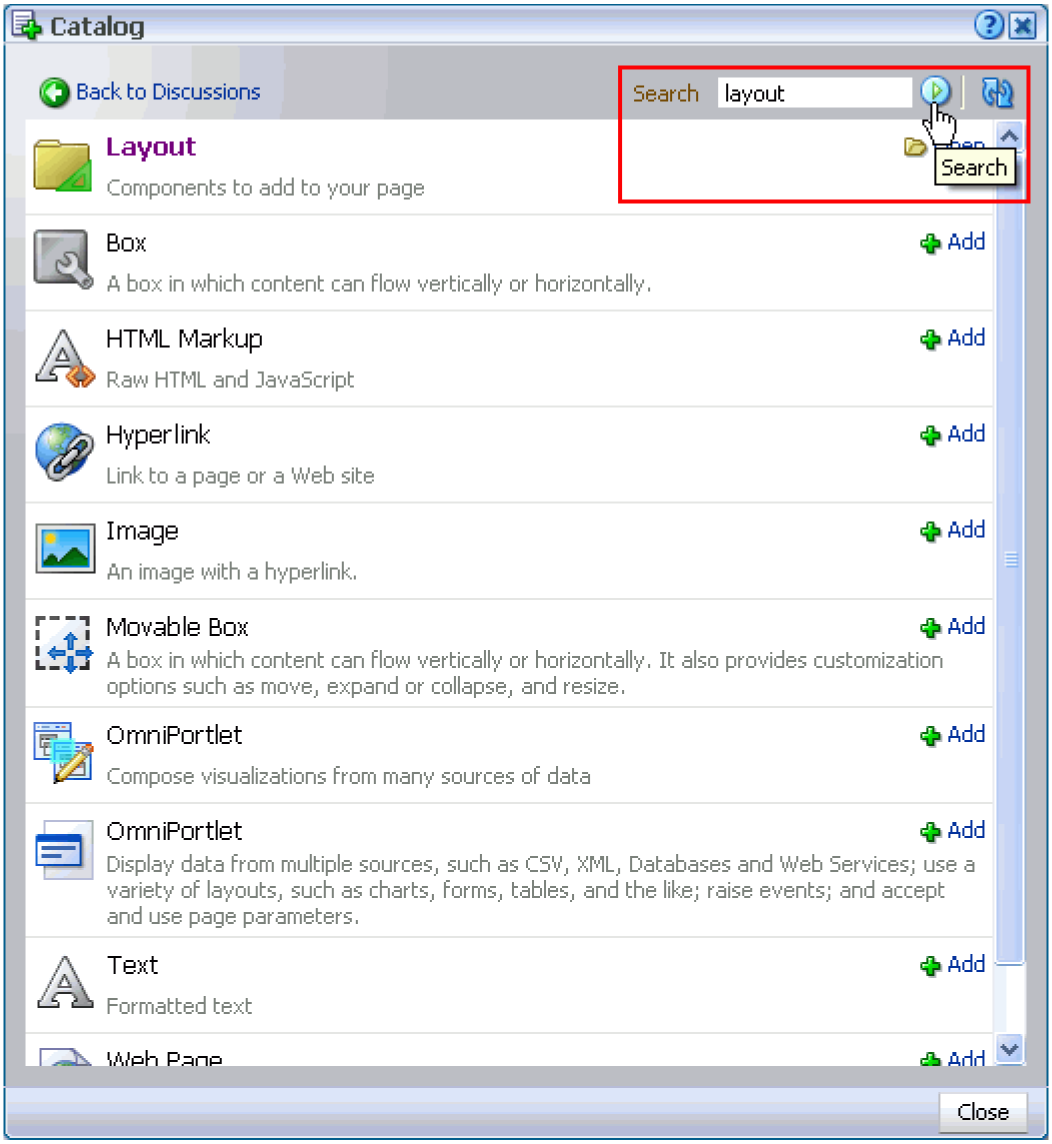
Navigate the Catalog folder hierarchy using the navigation icon (Figure 4–25).

Figure 4–25 Navigation Icon on the Catalog



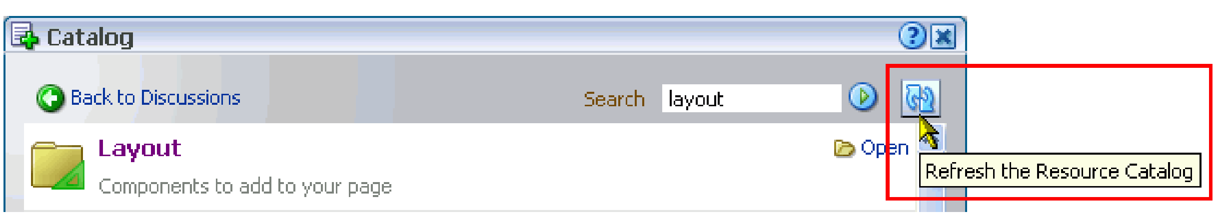
Use the search feature to locate components by name or description (Figure 4–26).

Figure 4–26 Search Field and Button on the Catalog



Use the Refresh icon to update the catalog with newly added components (Figure 4–27).

Figure 4–27 Refresh Icon on the Catalog



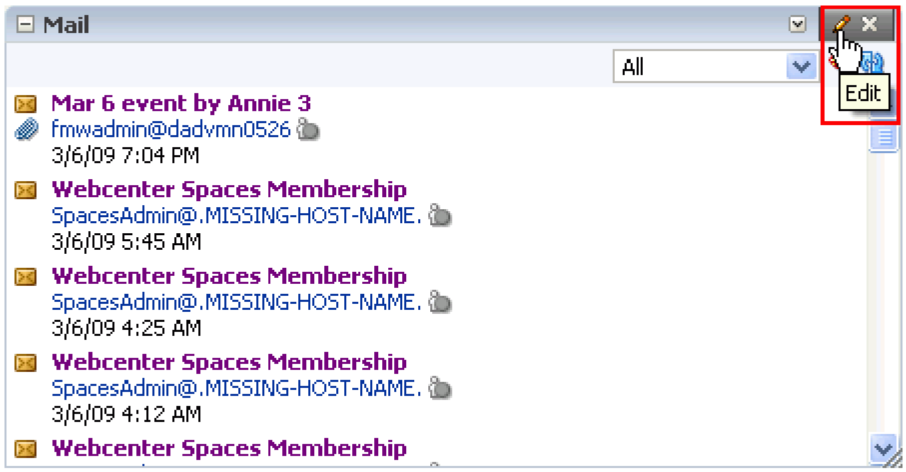
Note: For information about adding content to a page, see Chapter 7, "Working with Page Content."

4.3.4 Introducing the Component Properties Dialog Box

Page components, such as task flows, portlets, and layout components, have associated properties that enable you to control their content, behavior, and look and feel. You can access these properties in Oracle Composer through the Component Properties dialog box (Figure 4–28).

To open the dialog box, click the Edit icon on the component of interest when the page is open in Oracle Composer (Figure 4–28).

Figure 4–28 Edit Icon on a Mail Task Flow



Component properties can appear on up to five tabs:

- **Parameters**—Displays properties related to component content, such as the source and scope of content, and a range of time within which content was created or modified.
- **Display Options**—Displays properties related to component chrome, such as the component header, an Actions menu, Minimize icon, Resize icon, and the like.
- **Style**—Displays properties related to the look and feel of the entire component, including its chrome and its content.
- **Content Style**—Displays properties related to the look and feel of component content exclusively.
- **Events**—Displays events and event handlers associated with the component. These are useful in page and component wiring. For more information about page and component wiring, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

Not all components display all tabs. Tabs appear according to the built-in capabilities of the particular component.

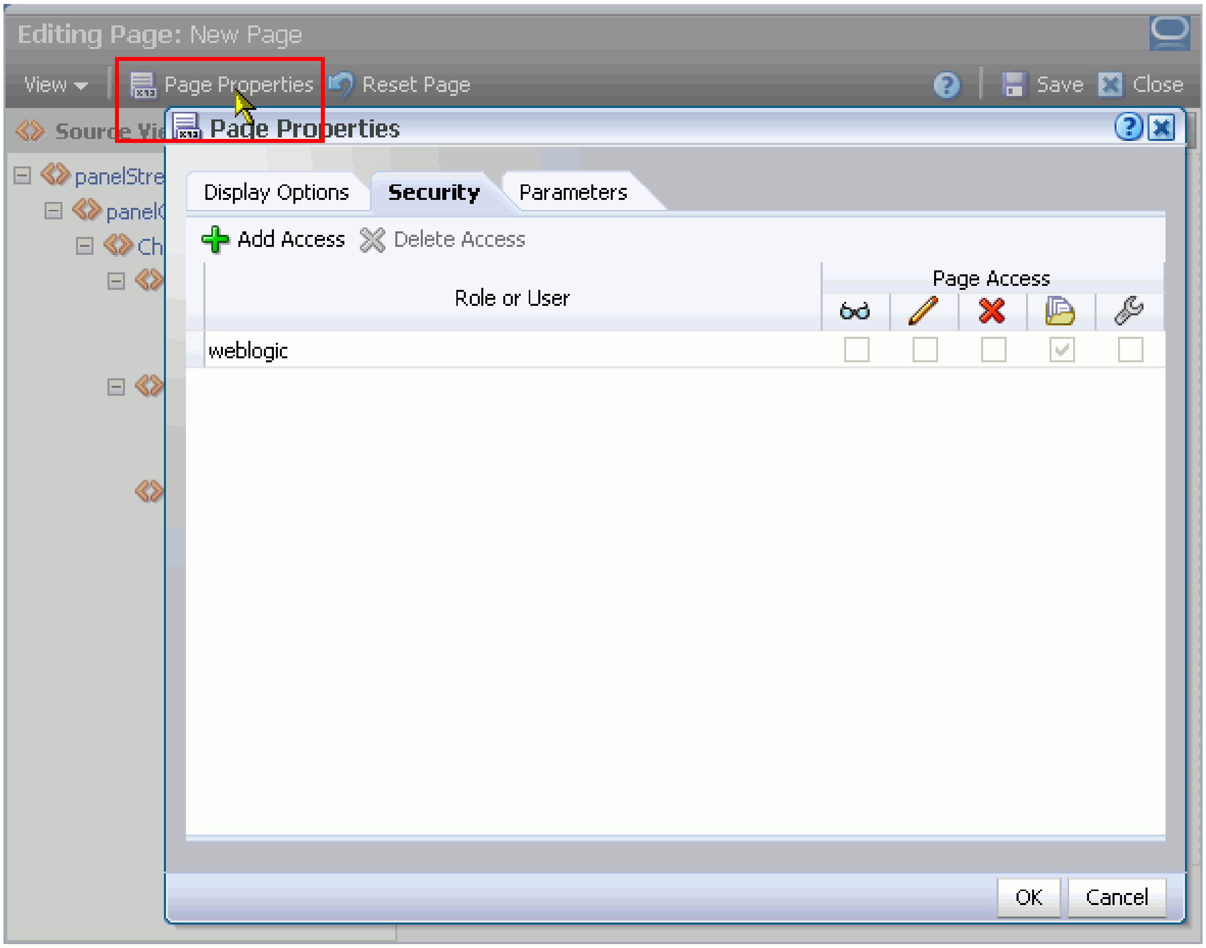
Note: Working with component properties is discussed throughout this guide.

- For information about working with layout component properties, see Section 6.5.3, "Working with Layout Component Properties."
- For information about working with task flow properties, see Part IV, "Working with Shared Services". The properties associated with a particular service's task flows are discussed in that service's chapter.
- For information about working with portlet properties, see Part V, "Working with Social Networking Services". The properties associated with a particular portlet are discussed in that portlet's chapter.

4.3.5 Introducing the Page Properties Dialog Box

In Oracle Composer, the **Page Properties** button opens the Page Properties dialog box, where you can revise the page scheme and background color, configure page security, and create page parameters to use in wiring pages and components to each other (Figure 4–29).

Figure 4–29 Page Properties Button and the Page Properties Dialog Box



Note: Page properties are discussed in different sections of this guide:

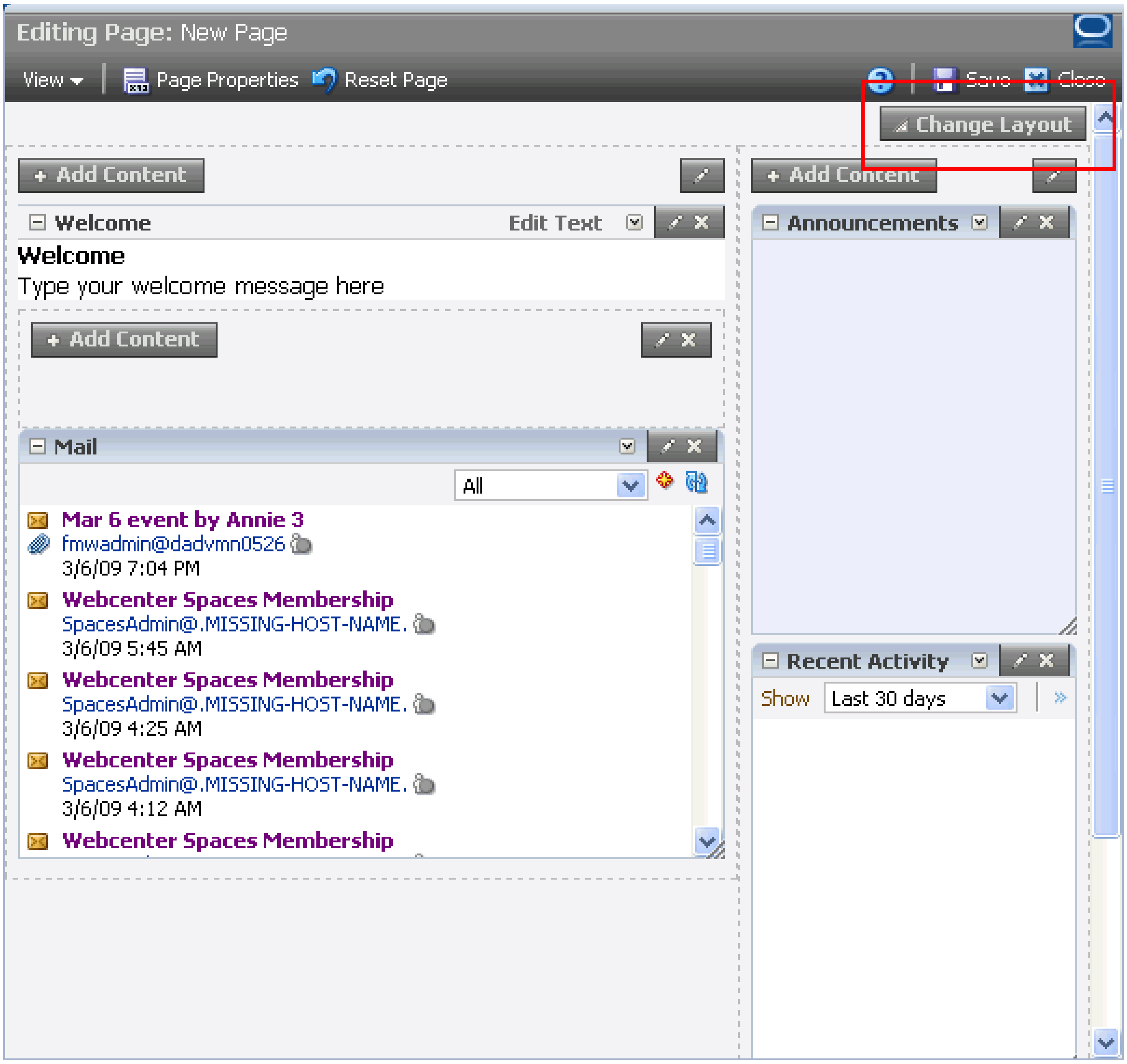
- For information about setting page display options, see Section 6.4.2, "Changing the Page Scheme and Scheme Background Color."
- For information about configuring page security, see Section 6.3, "Setting Page Access."
- For information about creating page parameters, see Section 8.3.1, "Creating Page Parameters."

4.3.6 Introducing the Change Layout Feature

Many page styles allow for switching to a different layout model despite the current content on the page. Your application administrator or group space moderator may expose a **Change Layout** link in page view mode. Layout changes in page view mode are personalizations that affect only your view of the page.

In page edit mode, you can access this feature through the **Change Layout** button (Figure 4–30).

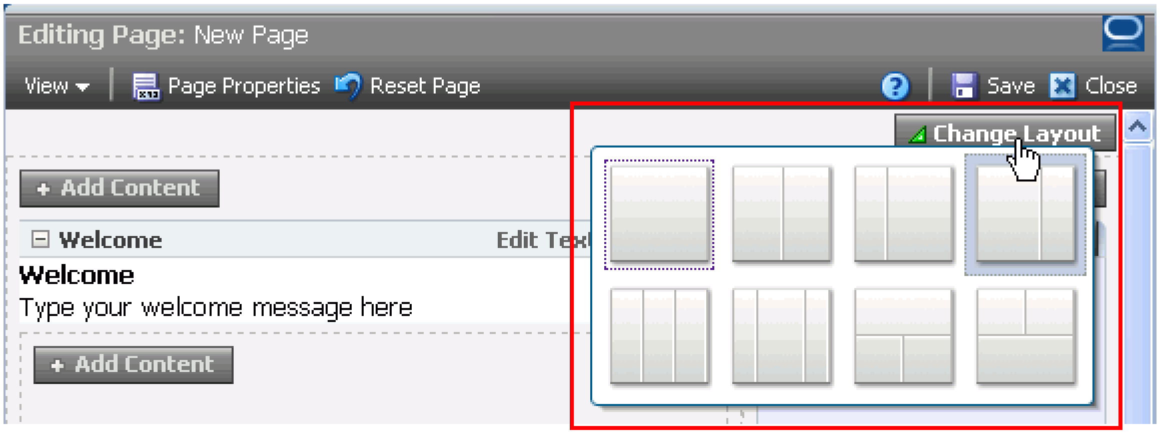
Figure 4–30 A Change Layout Button in Oracle Composer



Layout changes in page edit mode are customizations that affect everyone's view of the page.

Click the button when Oracle Composer is in Design view to open and select from a palette of alternative page styles (Figure 4–31).

Figure 4–31 Palette of Alternative Page Styles

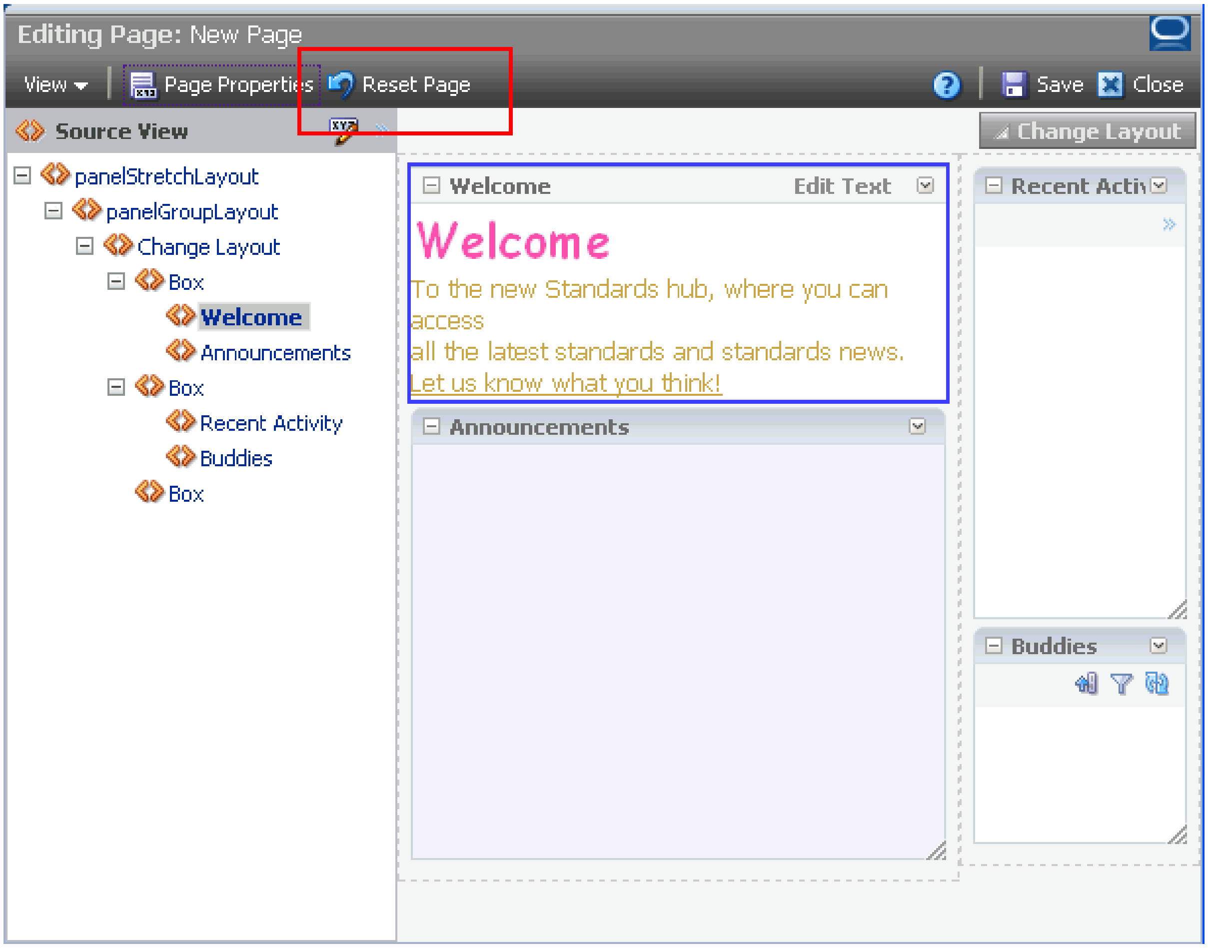


> **Note:** For information about changing the page layout in page edit mode (customization), see Section 6.4.3, "Changing Everyone's Page Layout." For information about switching the page layout in page view mode (personalization), see Section 3.4.2, "Changing Your Page Layout."

4.3.7 Introducing the Reset Page Button

A **Reset Page** button is available for returning a page to its original, freshly-created state (Figure 4–32).

Figure 4–32 Reset Page Button in Oracle Composer



Use the **Reset Page** button to remove all personalizations, customizations—all changes of any kind—from the page, returning it to the state it was in when first created. This is particularly valuable for maintaining user links to pages that you are renovating. Resetting a page enables you to take the page back to its original state without disrupting such connections.

Reset Page displays by default in WebCenter Spaces. It displays according to the application design in custom WebCenter applications. That is, developers have the option of not exposing it in custom WebCenter applications.

Note: For information about resetting a page, see Section 6.2.2, "Removing All Edits, Personalizations, and Customizations from a Page."

4.3.8 Understanding the Sandbox in Custom WebCenter Applications

In custom WebCenter applications, a *sandbox* feature may be available to enable you to to evaluate page customizations before saving them.

Note: Customizations to service task flows and to portlets are saved immediately and do not use the sandbox.

A sandbox is a temporary storage area for saving runtime page customizations before they are either committed to the back end or canceled. Oracle Composer can create a sandbox only if your application's metadata is stored in a database store (and not in a file system). If the application does not have a database metadata store (MDS), then the sandbox is not created and customizations made to the page are immediately committed to the MDS back end.

The presence of a **Save** button or link in Oracle Composer indicates that sandbox creation is enabled for the application. After editing a page, if you are satisfied with the changes you have made, then you can commit the changes by clicking **Save**. Or, you can click **Close** to close the Oracle Composer without saving changes.

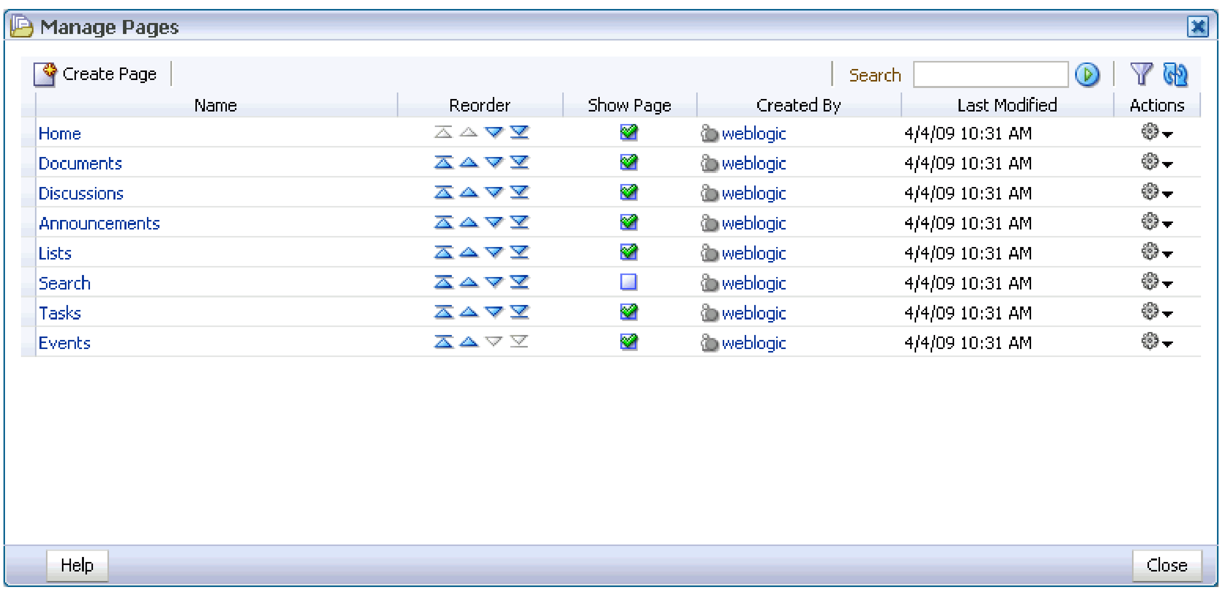
For more information about the sandbox feature, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

5

Working with the Manage Pages Dialog Box

The WebCenter Spaces Manage Pages dialog box (Figure 5–1) provides easy access to a wide variety of page-related actions. For example, use the dialog box to personalize the display order of personal or group space pages; set page creation defaults (personal space pages only); apply page security; hide or show pages in your application view; and create, copy, and delete pages.

Figure 5–1 The Manage Pages Dialog Box



This chapter includes the following sections:

- What You Should Know About the Manage Pages Dialog Box
- Accessing the Manage Pages Dialog Box
- Finding Pages in the Manage Pages Dialog Box
- Changing the Order of Pages Through the Manage Pages Dialog Box
- Setting Page Creation Defaults for Your Personal Pages
- Creating a Page Through the Manage Pages Dialog Box
- Setting and Revoking Page Access Permissions
- Copying a Page Through the Manage Pages Dialog Box

- Entering Edit Mode Through the Manage Pages Dialog Box
- Deleting a Page Through the Manage Pages Dialog Box

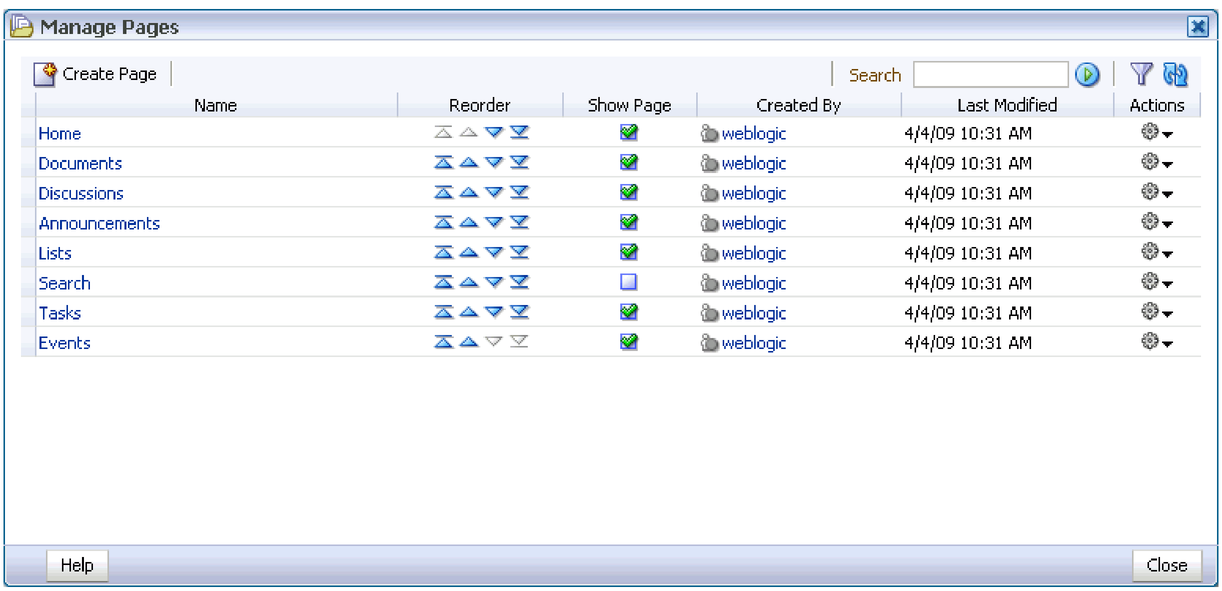
Audience

This chapter is intended for WebCenter Spaces users who intend to manage application pages. By default, every authenticated user can perform the actions described in this chapter on the pages they create in their own personal spaces. Note, however that your application administrator may alter default page access permissions. In group spaces, users must have sufficient access privileges on the group space to manage its pages.

5.1 What You Should Know About the Manage Pages Dialog Box

The Manage Pages dialog box (Figure 5–2) is a WebCenter Spaces feature that provides quick access to pages and page-management controls.

Figure 5–2 The Manage Pages Dialog Box

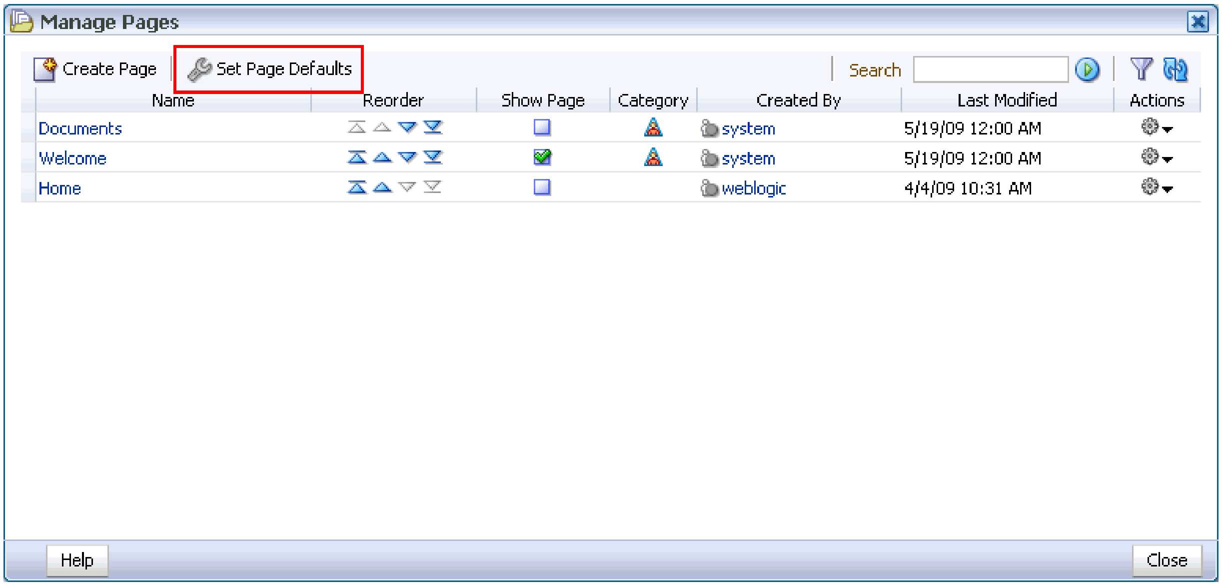


These include:

- Creating, editing, copying, and deleting pages
- Hiding and showing pages in your view
- Exposing a group space page in your personal space
- Rearranging your view of page display order
- Setting page security (including making a page public)
- Setting page creation defaults (personal space pages only)
- Viewing information about a page, including its direct URL
- Viewing a print preview of a page

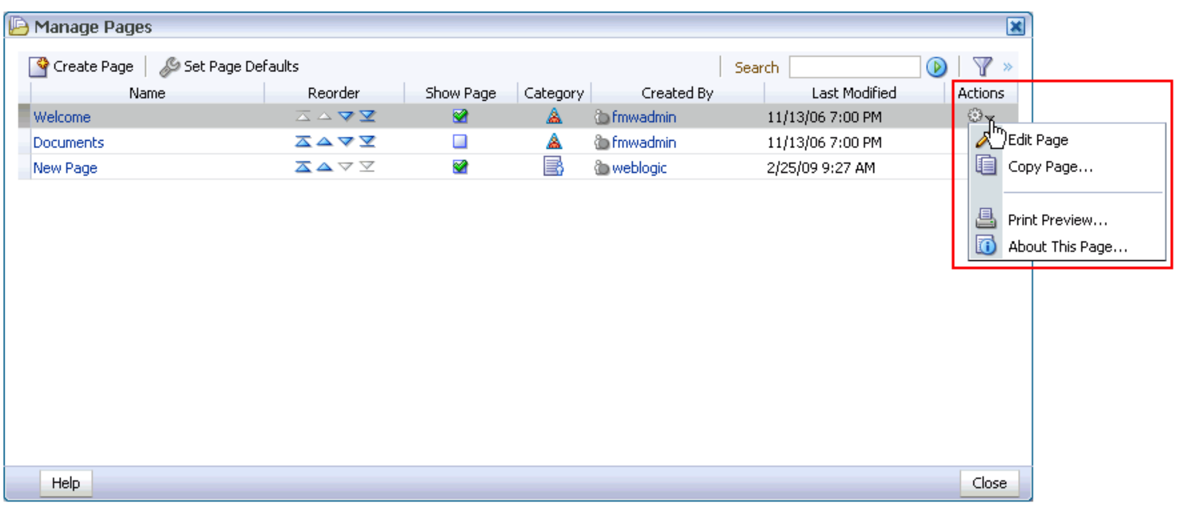
The Manage Pages dialog box is context-aware. When you open it, the dialog box renders according to your location in the application. For example, in a group space, the Manage Pages dialog box displays all of the pages in that group space. In your personal space, it displays all of the pages in your personal space; additionally, it provides a control for setting page creation defaults for the pages you create in your personal space (Figure 5–3).

Figure 5–3 The Set Page Defaults Button in the Manage Pages Dialog Box



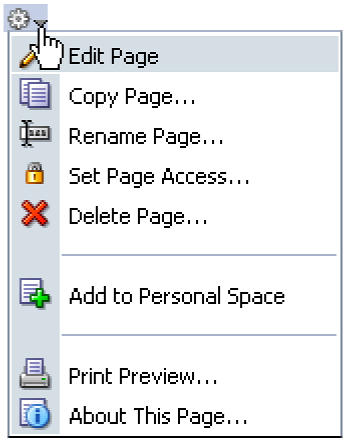
The Manage Pages dialog box provides access to the actions you can perform on a given page in its **Actions** column (Figure 5–4).

Figure 5–4 The Actions Column and Menu in the Manage Pages Dialog Box



Each page row includes an Actions icon that provides access to page-related menu commands (Figure 5–5).

Figure 5–5 A Page Actions Menu Opened from a Manage Pages Dialog Box



Tip: Actions performed from the Manage Pages dialog box take effect when you close the dialog box.

The actions that appear on this menu depend upon the page, where it came from, and the permissions you have on it.

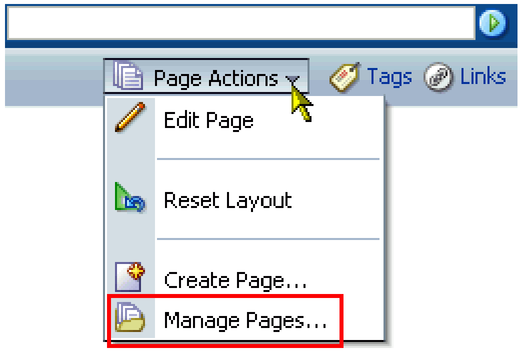
Note: Most of the commands available on the Actions menu are also available on the pages themselves. An active page—that is, the page currently on view—includes a menu icon with similar controls. You can open this menu from inactive pages by right-clicking their tabs. For more information, see Section 2.5, "Initiating Actions from Tabs". Section 2.5 covers tasks not covered in this chapter, including renaming a page, adding a group space page to a personal space, opening a print preview of a page, and obtaining information about a page.

You can also open pages from the Manage Pages dialog box. Simply click the page name in the **Name** column, and the page opens in WebCenter Spaces. The Manage Pages dialog box closes automatically.

5.2 Accessing the Manage Pages Dialog Box

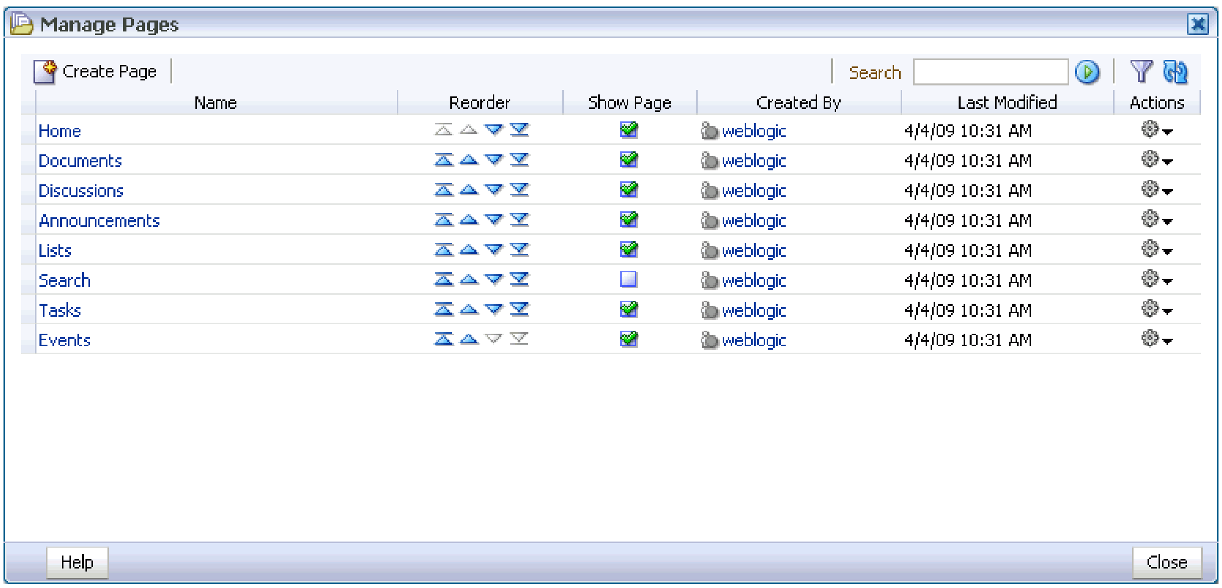
After you have logged on to WebCenter Spaces, you can access the Manage Pages dialog box by selecting the **Manage Pages** command from the **Page Actions** menu (Figure 5–6).

Figure 5–6 Manage Pages Command on the Page Actions Menu



The Manage Pages dialog box opens (Figure 5–7).

Figure 5–7 The Manage Pages Dialog Box



Click the **Close** button to exit the dialog box.

5.3 Finding Pages in the Manage Pages Dialog Box

The Manage Pages dialog box includes two features for locating a page or group of pages in a personal or group space: *search* and *filter*. Both features render lists of pages that match your search or filter criteria.

This section describes how to use the search and filter features in the Manage Pages dialog box. It contains the following subsections:

- Searching for Pages in the Manage Pages Dialog Box
- Filtering Your View of Pages in the Manage Pages Dialog Box

5.3.1 Searching for Pages in the Manage Pages Dialog Box

The Manage Pages dialog box provides a search feature for quickly locating one or more pages of interest. Search results display in the dialog box; click a result to open its associated page in WebCenter Spaces.

When you close the Manage Pages dialog box, your search terms are automatically cleared. You can also clear them explicitly by clicking the **Clear Search** button.

To search for a page in the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

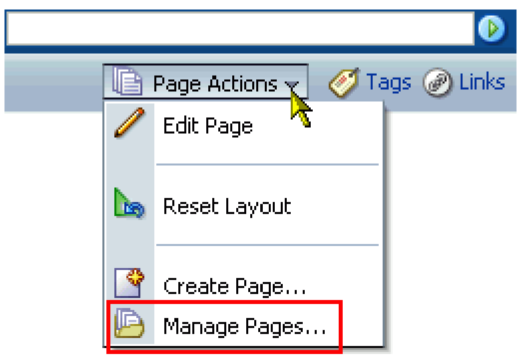
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to your personal space or the group space where you want to locate a page.

   For information about navigating to a personal or group space, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

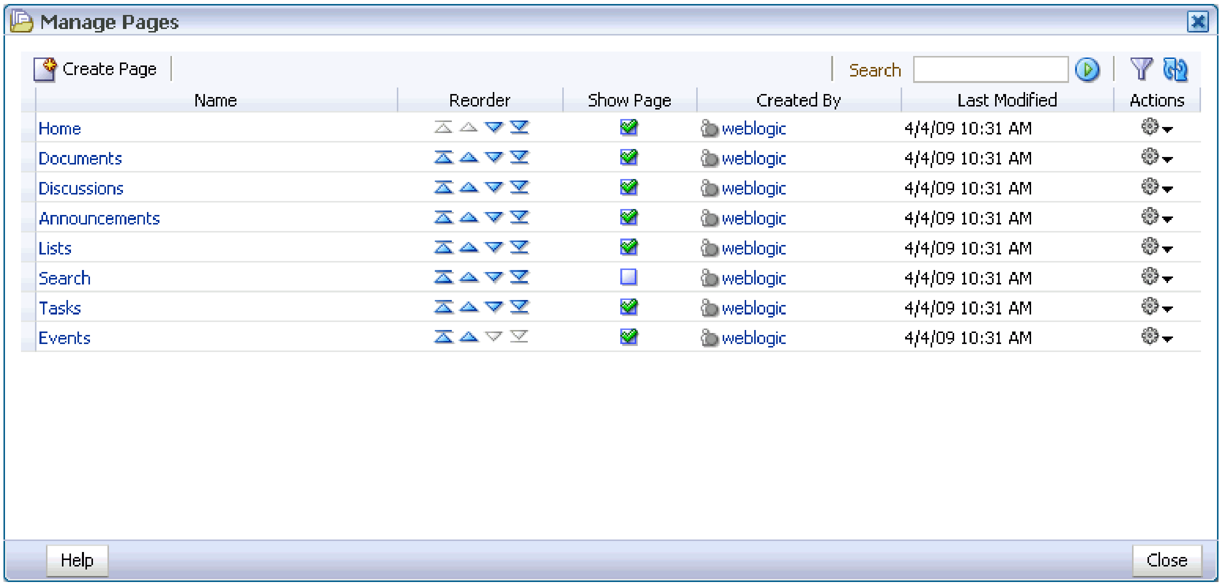
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–8).

Figure 5–8 Manage Pages Command on the Page Actions Menu



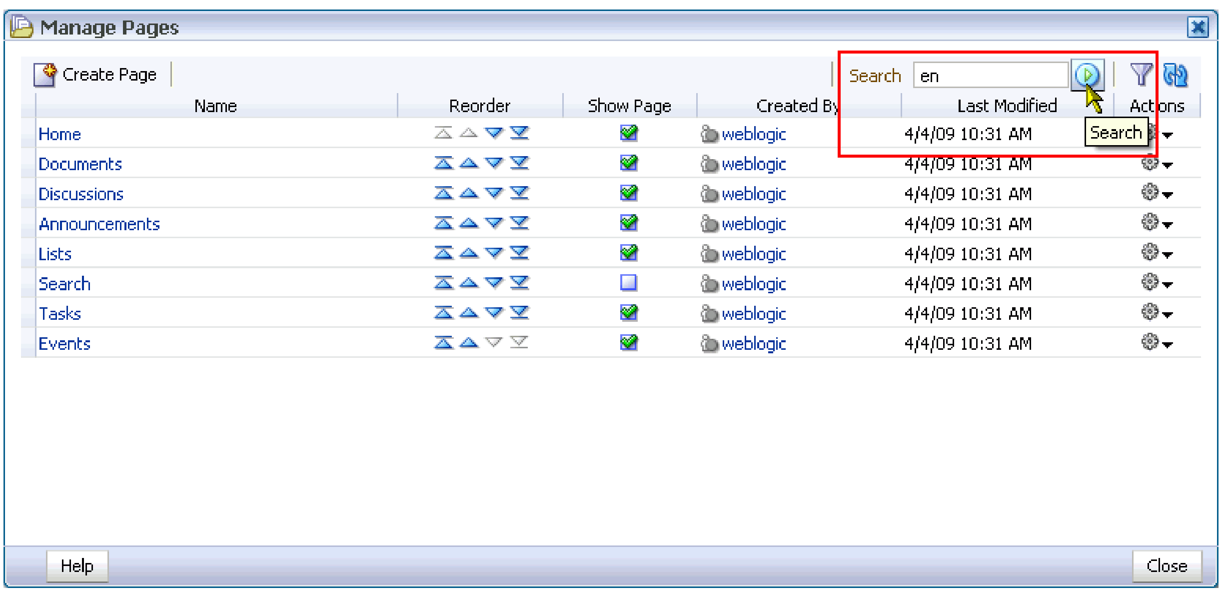
   The Manage Pages dialog box opens (Figure 5–9).

Figure 5–9 The Manage Pages Dialog Box



4. Enter a full or partial search term in the search field, and then click the search icon (Figure 5–10).

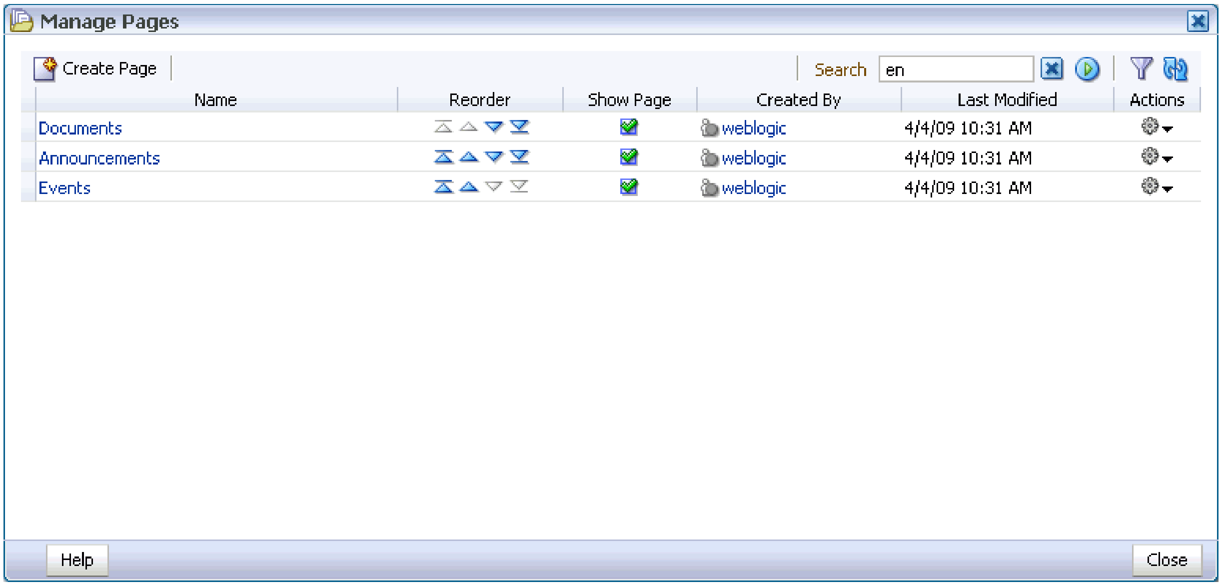
Figure 5–10 The Search Field and Search Button in the Manage Pages Dialog Box



Note: Search terms are not case sensitive.

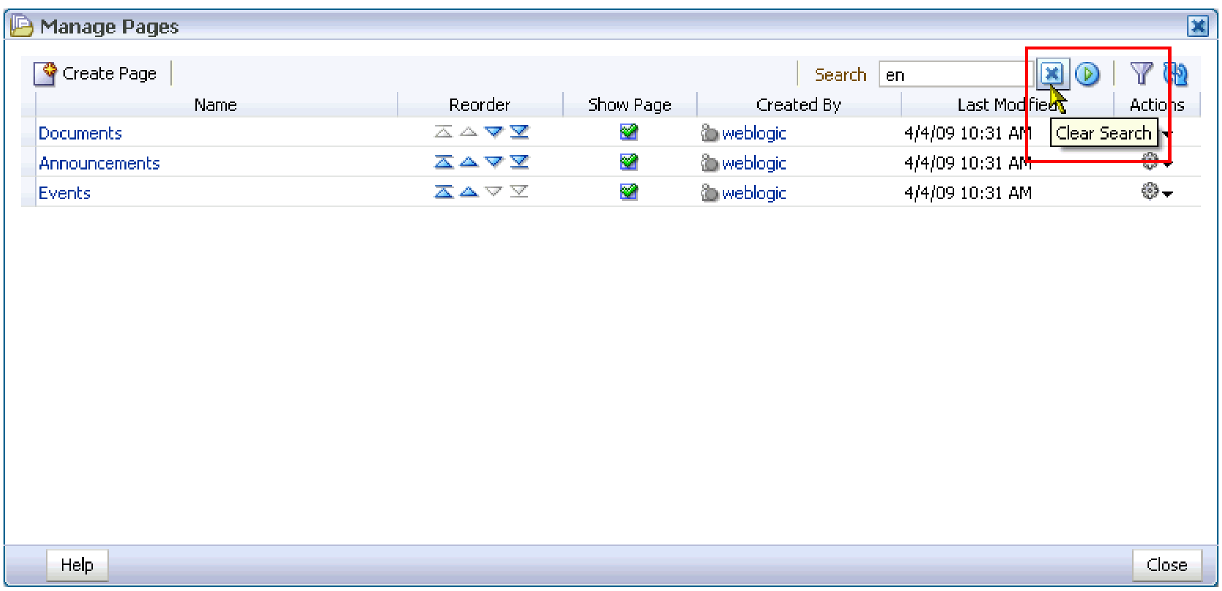
The Manage Pages dialog box refreshes with all pages matching the search term (Figure 5–11).

Figure 5–11 Search Results in the Manage Pages Dialog Box



5. Click the **Clear Search** button next to the search field to exit search and restore the dialog box to its default view (Figure 5–12).

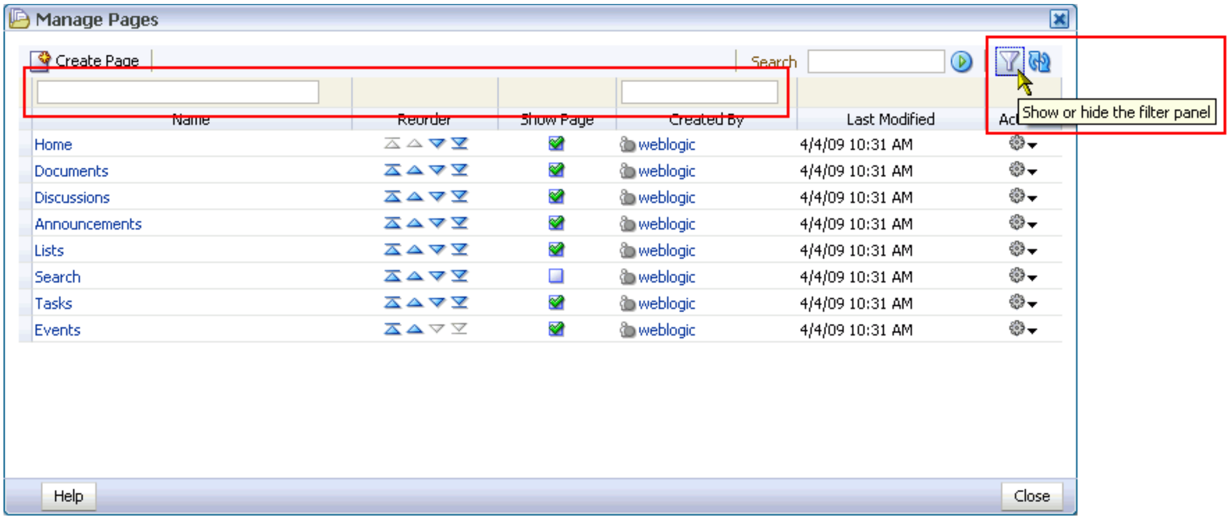
Figure 5–12 The Clear Search Button



5.3.2 Filtering Your View of Pages in the Manage Pages Dialog Box

Filtering enables you to locate pages by name and by the user name of the person who created them. In the Manage Pages dialog box, the **Show or Hide Filter Panel** icon (Figure 5–13) is a toggle switch you click both to open and close the **Filter** panel.

Figure 5–13 The Show or Hide Filter Panel Icon and the Filter Panel



When you close the Manage Pages dialog box, your filtering terms are automatically cleared. You can also clear them explicitly by deleting your terms from the **Filter** panel and pressing **Enter**.

To locate a page by filtering the list of pages in the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

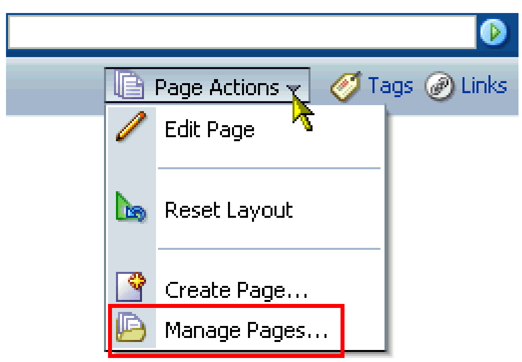
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to your personal space or the group space where you want to locate a page.

   For information about navigating to a personal or group space, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

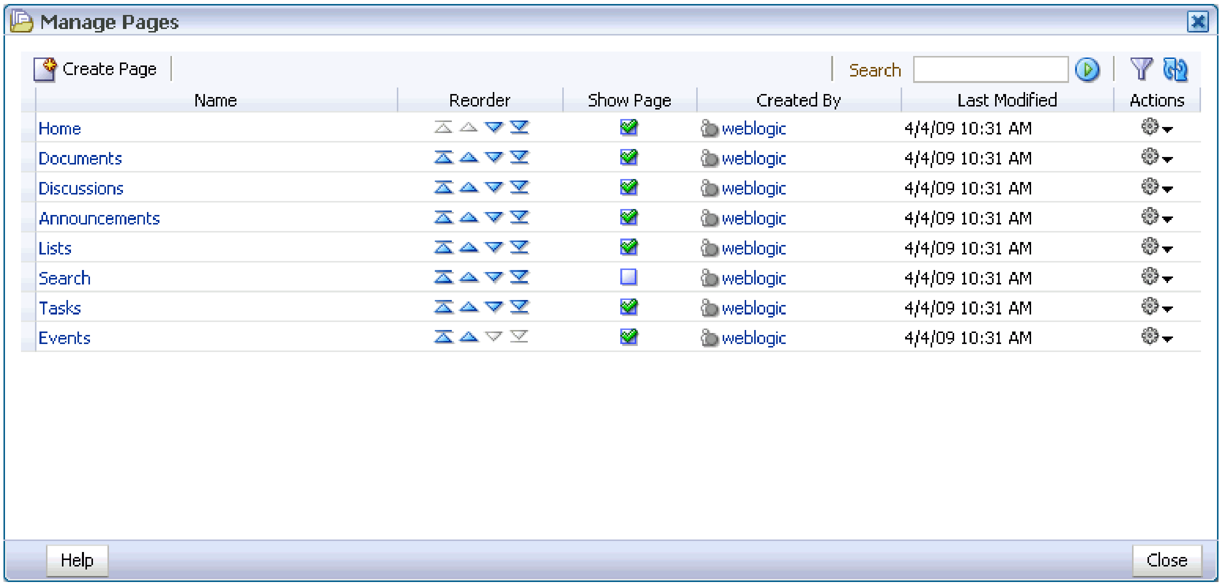
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–14).

Figure 5–14 Manage Pages Command on the Page Actions Menu



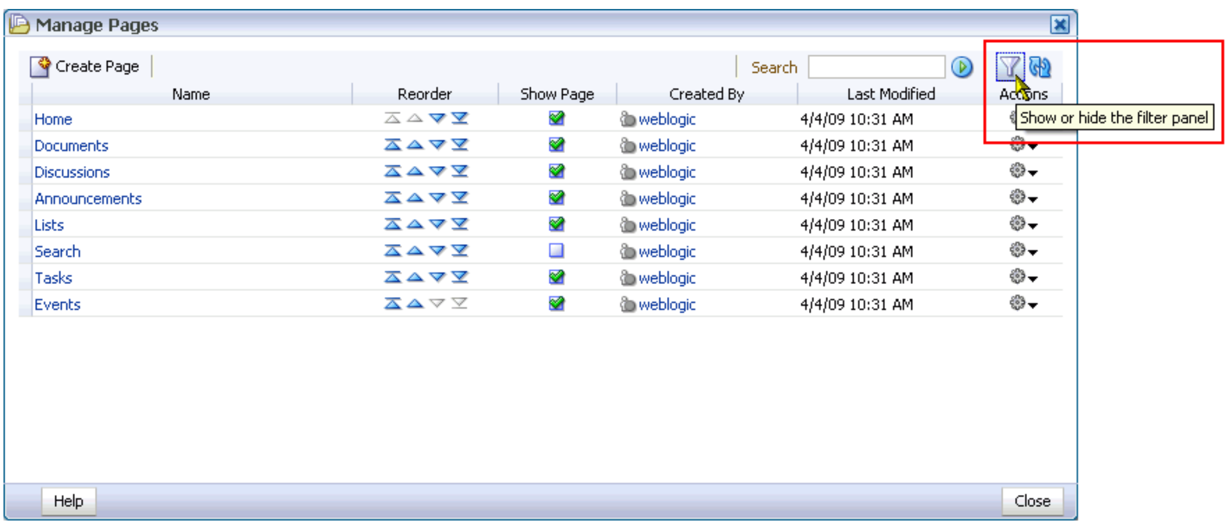
The Manage Pages dialog box opens (Figure 5–15).

Figure 5–15 The Manage Pages Dialog Box



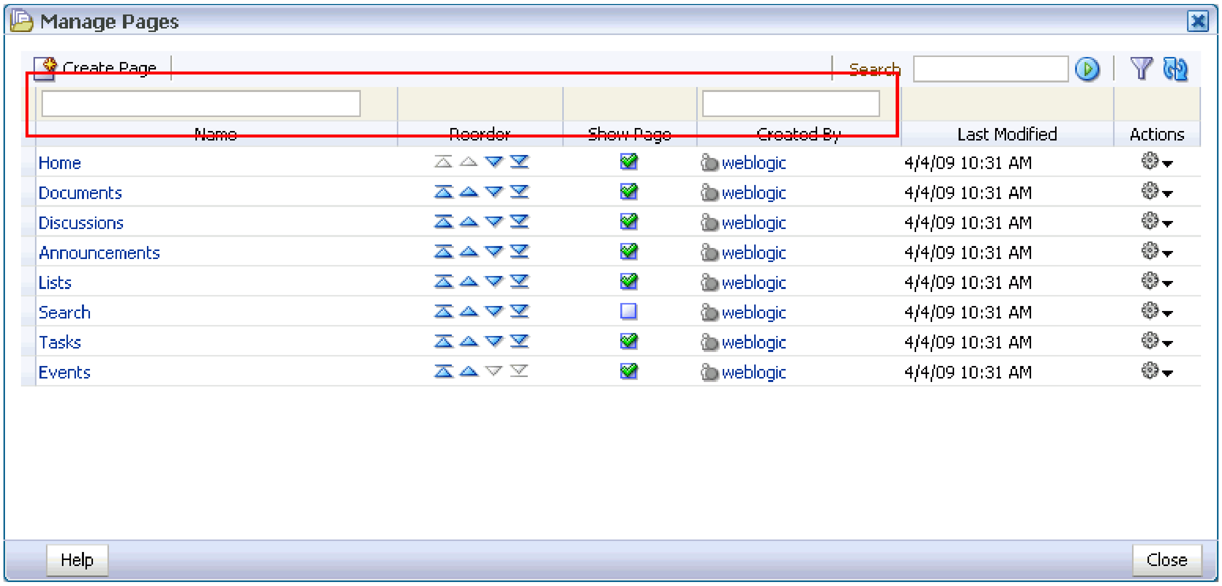
4. Click the **Show or Hide Filter Panel** icon (Figure 5–16).

Figure 5–16 The Show or Hide Filter Panel Icon



5. In the resulting filter panel (Figure 5–17), enter a full or partial filtering term in either or both fields above the **Name** and **Created By** columns, and press **Enter**.

Figure 5–17 Filter Panel in the Manage Pages Dialog Box



Note: Filtering terms are not case sensitive.

The Manage Pages dialog box refreshes with all pages matching the filtering term(s).

To return the Manage Pages dialog box to its default display, delete your filtering terms and press the **Enter** key. To close the **Filter** panel, click the **Show or Hide Filter Panel** icon.

5.4 Changing the Order of Pages Through the Manage Pages Dialog Box

By default, pages are arranged in the order they are created. You may want to rearrange the default order, adding emphasis to more critical pages by placing them earlier in the succession of tabs. Such changes are *personalizations* in that they affect only your view of page order.

Note: Group spaces provide controls that enable administrators to reorder group space pages for everyone. For more information, see Section 10.5, "Managing Group Space Pages."

To change the order of pages through the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

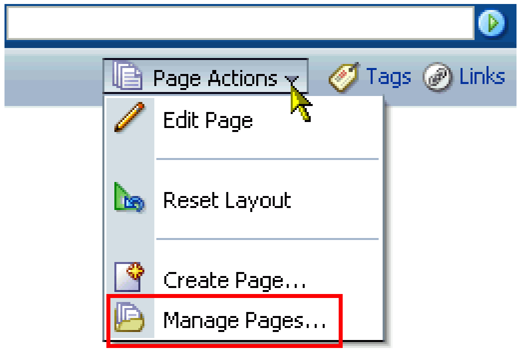
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the personal or group space where you want to change the display order of pages.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–18).

Figure 5–18 Manage Pages Command on the Page Actions Menu



The Manage Pages dialog box opens (Figure 5–19). Notice the current page order in the dialog box and in Figure 5–20.

Figure 5–19 The Manage Pages Dialog Box

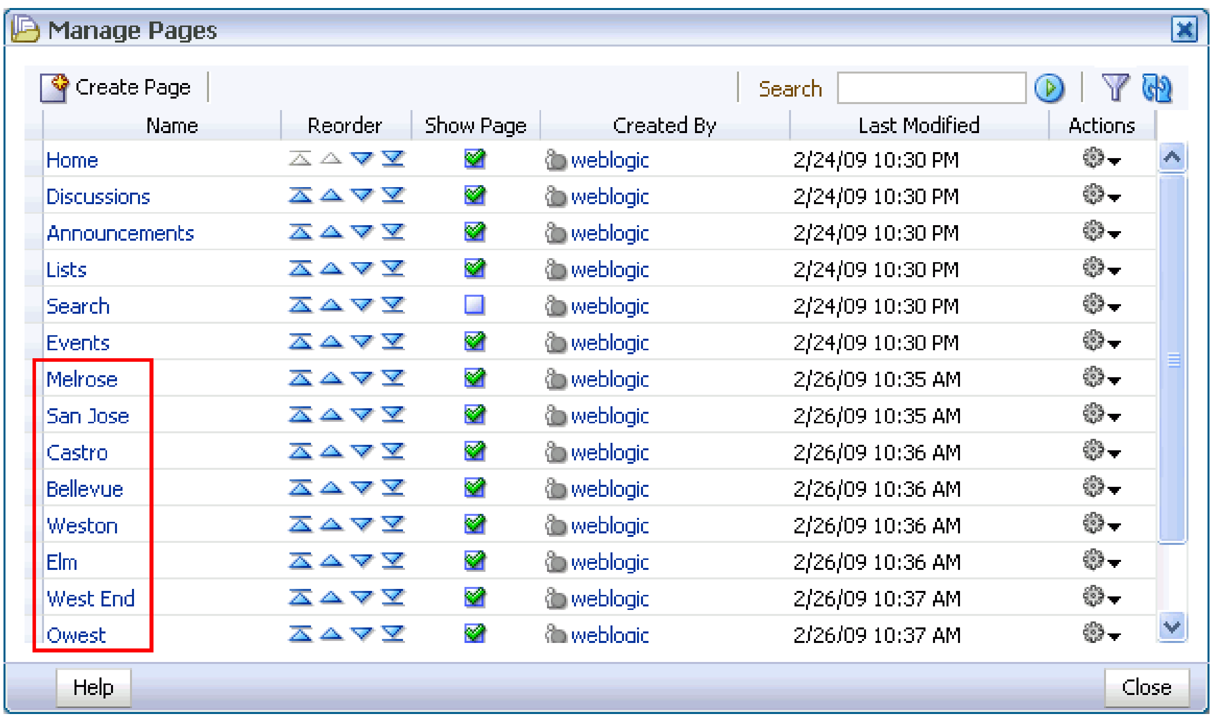


Figure 5–20 The Resource Page Positioned After the Standards Page

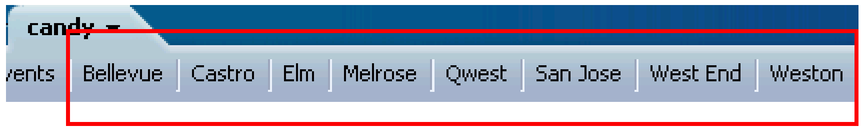
4. In the **Reorder** column, click the up arrow next to a page to move it higher (to the left) in the page order; or click the down arrow next to a page to move it lower (to the right) in the page order.

Alternatively, click and hold a page row, and drag and drop it to the desired position.

5. Click the **Close** button when you finish reordering pages.

   Pages are rendered in the order you specified (Figure 5–21).

Figure 5–21 The Repositioned Resources Page



5.5 Setting Page Creation Defaults for Your Personal Pages

Use create page options to predetermine the values to use in creating pages in your personal space. Normally, when you create a page you are prompted to provide values for the page scheme and page template. Using create page options, you can specify default values for scheme and template and consequently skip making those selections during page creation.

You can set create page options for yourself so that every page you create in your personal space uses the same defaults. An Administrator can set create page options for all users' personal spaces. The settings you establish for yourself override any settings an administrator may provide.

> **Note:** For information about setting up personal space page creation options for the application, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

The page creation options you set through the Manage Pages dialog box influence all the pages you create in your personal space, whether you create them through the Manage Pages dialog box or through some other page creation mechanism.

To set page creation defaults for your personal space:

1. Log in to Oracle WebCenter Spaces.

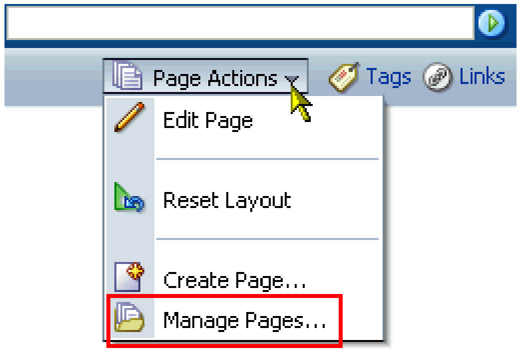
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to your personal space.

   For information about locating your personal space, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–22).

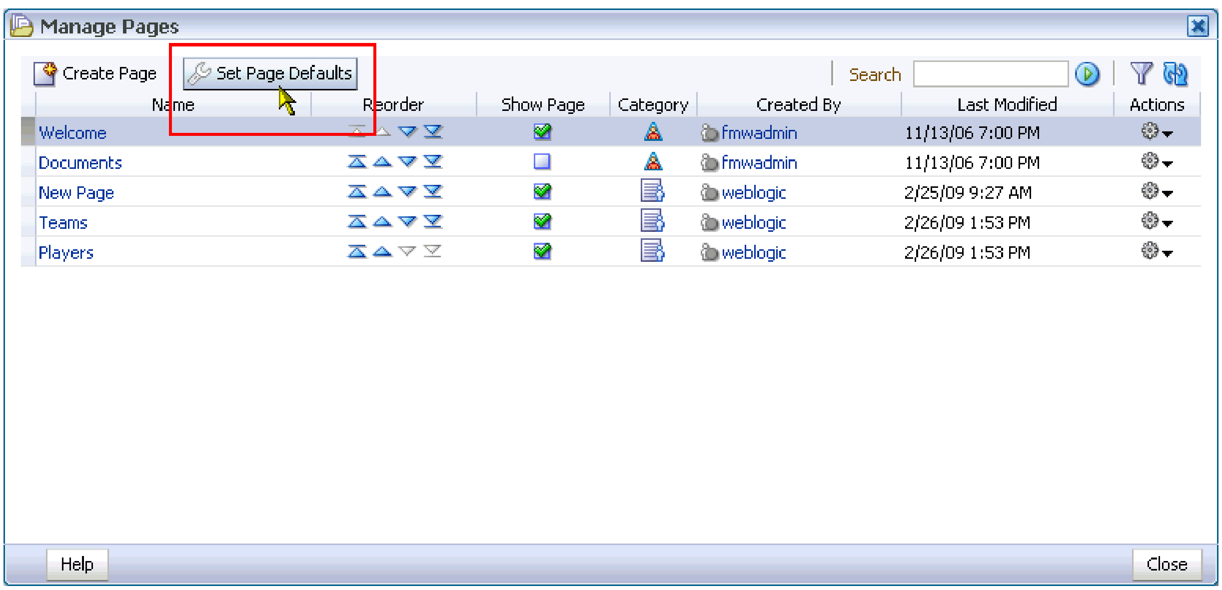
Figure 5–22 Manage Pages Command on the Page Actions Menu



The Manage Pages dialog box opens.

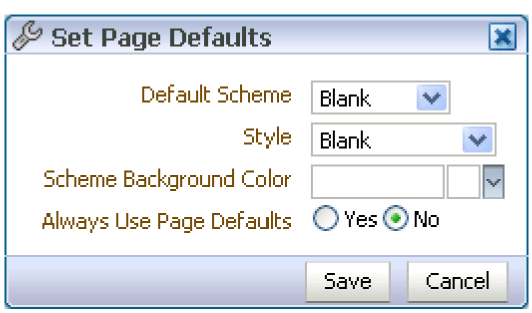
4. In the Manage Pages dialog box, click the **Set Page Defaults** button (Figure 5–23).

Figure 5–23 The Set Page Defaults Button



The Set Page Defaults dialog box opens (Figure 5–24).

Figure 5–24 The Set Page Defaults Dialog Box



5. Set your page defaults:

a. Select a design scheme for new pages from the **Default Scheme** pick list (Figure 5–25).

Figure 5–25 The Default Scheme Pick List

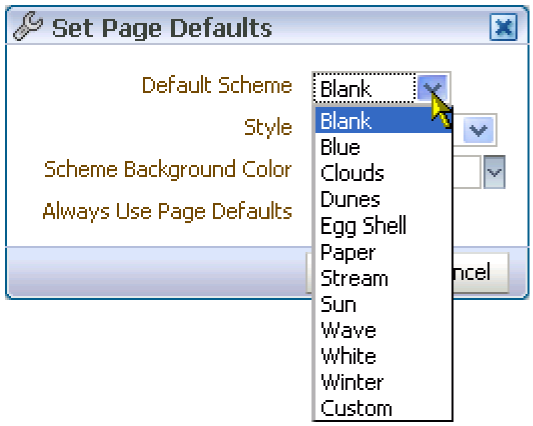


Table 5–1 illustrates how each selection looks on a blank page. Note that each scheme selection also provides font and color styles that are not evident on a blank page.

Table 5–1 Seeded Page Schemes

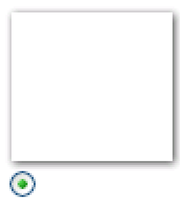
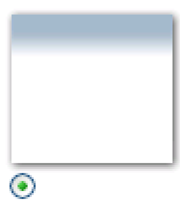
Default Scheme	How this Scheme Looks on a Blank Page
Blank	
Blue	
Clouds	

Table 5–1 (Cont.) Seeded Page Schemes

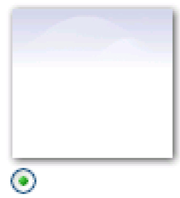
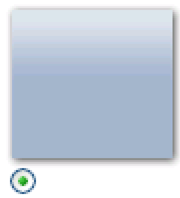
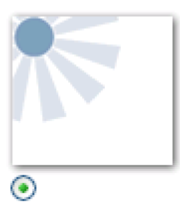
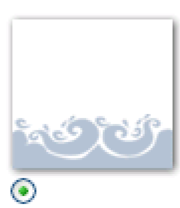
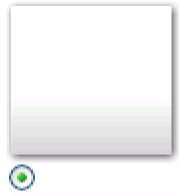
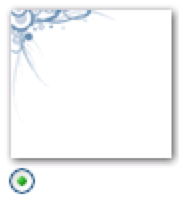
Default Scheme	How this Scheme Looks on a Blank Page
Dunes	
Egg Shell	
Paper	
Stream	
Sun	
Wave	

Table 5–1 (Cont.) Seeded Page Schemes

Default Scheme	How this Scheme Looks on a Blank Page
White	
Winter	
Custom	Provide your own background image by entering the directory path to the image in the **Scheme Background Image** field that opens when you select **Custom**. Enter for example: `http://mycompany.com/images/chinwig/cologo_small.gif`

b. Select a layout from the **Style** pick list (Figure 5–26).

Figure 5–26 Create Page Options Style Pick List

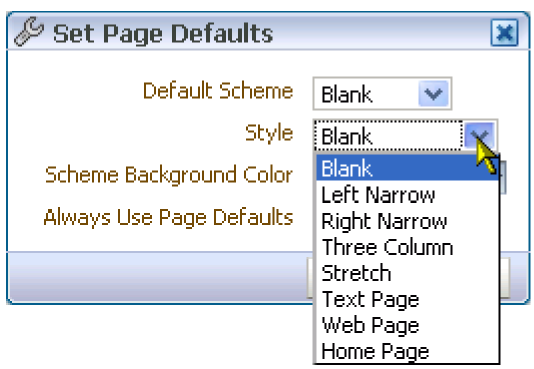


Table 5–2 illustrates and describes each selection.

Note: Users with the relevant level of permissions can switch some page layouts at runtime. In addition to illustrating different page layouts, Table 5–2 also indicates which layouts can and cannot be switched at runtime.

For information about switching page layouts at runtime, see Section 3.4.2, "Changing Your Page Layout" (personalization) and Section 6.4.3, "Changing Everyone's Page Layout" (customization).

Table 5–2 Seeded Page Styles

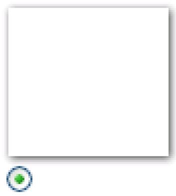
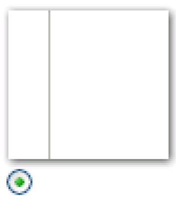
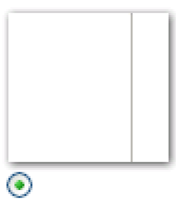
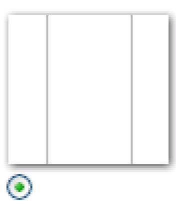
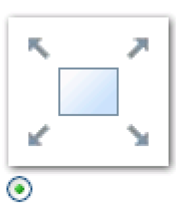
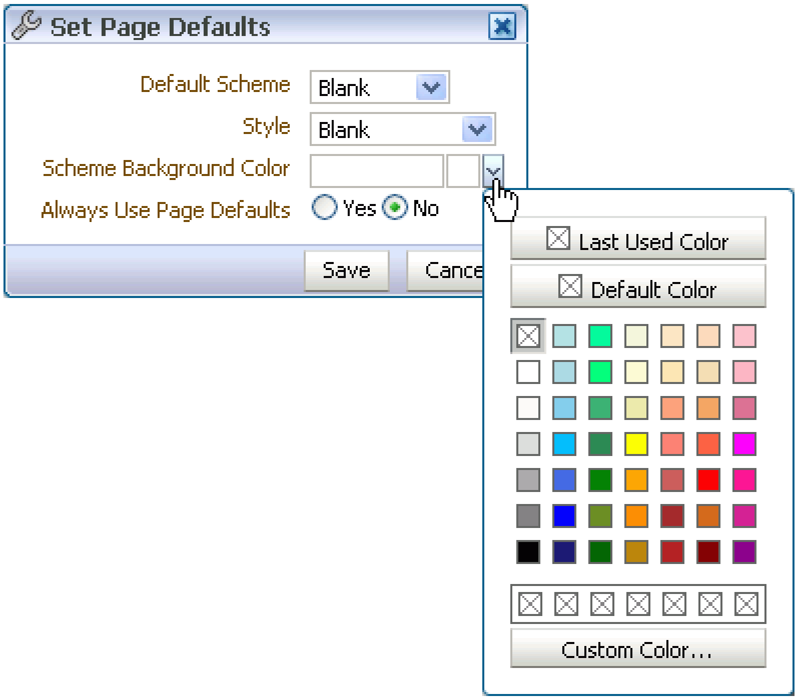
Name	Illustration	Description
Blank		A one-column page with one layout box into which you can add content. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout."
Left Narrow		A two-column page with two layout boxes into which you can add content. Layout boxes are positioned side-by-side, with the narrower layout box on the left. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout."
Right Narrow		A two-column page with two layout boxes into which you can add content. Layout boxes are positioned side-by-side, with the narrower layout box on the right. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout."
Three Column		A three-column page with three layout boxes into which you can add content. Layout boxes are positioned side-by-side, with the narrower layout boxes on the left and right sides. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout."
Stretch		A page dedicated to the display of one task flow. Any task flow you place on this page is maximized, taking up all available space. For an example of a page based on the Stretch style, see the **Documents** page or the **Announcements** page. This page style cannot be changed when you edit the page.

Table 5–2 (Cont.) Seeded Page Styles

Name	Illustration	Description
Text Page		A page with a seeded Text component (that is, a Rich Text Editor), which you can use to enter and apply styles to text. For information about the Rich Text Editor, see Section 14.2.3.2, "Creating and Editing Rich Text Documents." When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout."
Web Page		A page that takes a URL value, enabling you to expose external Web content in your WebCenter Spaces application. For example, use this page to connect to and expose pages from your wiki or blog server. For more information, see Chapter 23, "Working with Wikis and Blogs" This page style cannot be changed when you edit the page.
Home Page		A preseeded Home page, based on the Right Narrow Column Layout page style. The Home page style comes prepopulated with task flows and other content. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout."

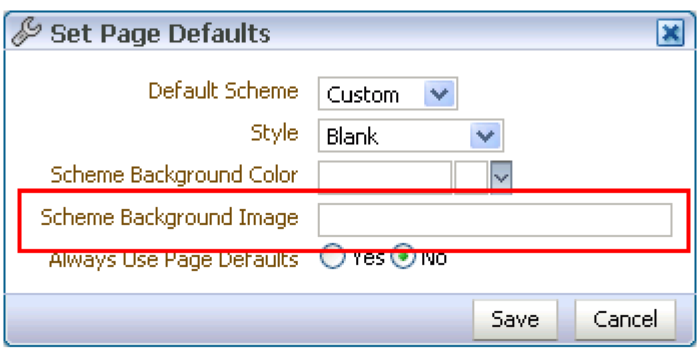
c. Select a page background color from the **Scheme Background Color** pick list (Figure 5–27).

Figure 5–27 Scheme Background Color Pick List



d. If you selected **Custom** from the **Default Scheme** pick list, enter the URL to the image to use for the custom scheme in the **Scheme Background Image** field (Figure 5–28).

Figure 5–28 Scheme Background Image Field



Enter for example:

```
http://mycompany.com/images/chinwig/cologo_small.gif
```

This field appears only when **Custom** is selected from the **Default Scheme** pick list.

e. Select an option next to **Always Use Page Defaults**:

Yes—When you create pages in your personal space, skip the Create Page dialog box, and create the page using the defaults you set here.

No—When you create pages in your personal space, have the defaults you set here preselected in the Create Page dialog box.

6. Click **Save** to save your changes and exit the dialog box.

Going forward, when you create pages in your personal space, the defaults you set here determine the scheme and style that are preselected for the new page and whether the Create Page dialog box opens.

5.6 Creating a Page Through the Manage Pages Dialog Box

The Manage Pages dialog box provides a means of creating new pages in personal and group spaces. Page creation through the Manage Pages dialog box can be affected by whether you are creating a page in a personal space or a group space.

When you create a page in a personal space, either a page is instantly created or the Create Page dialog box opens and presents options for determining the page layout and scheme and the scheme background color. What happens is influenced by the Create Page options you select (see Section 5.5, "Setting Page Creation Defaults for Your Personal Pages").

In a group space, the Create Page dialog box always opens.

This section describes page creation as it occurs when the Create Page dialog box opens.

Note: The Manage Pages dialog box provides one way to create pages. Learn another way in Chapter 6, "Creating, Editing, and Deleting Pages."

To create a page through the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

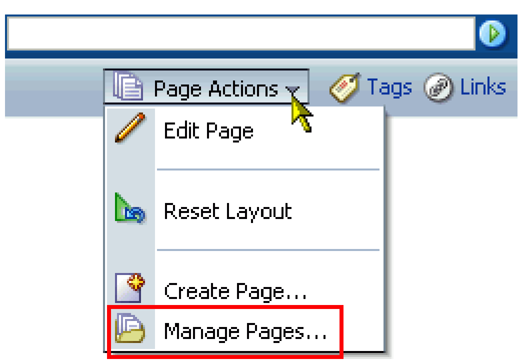
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to your personal space or the group space where you want to create a page.

   For information about navigating to a personal or group space, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

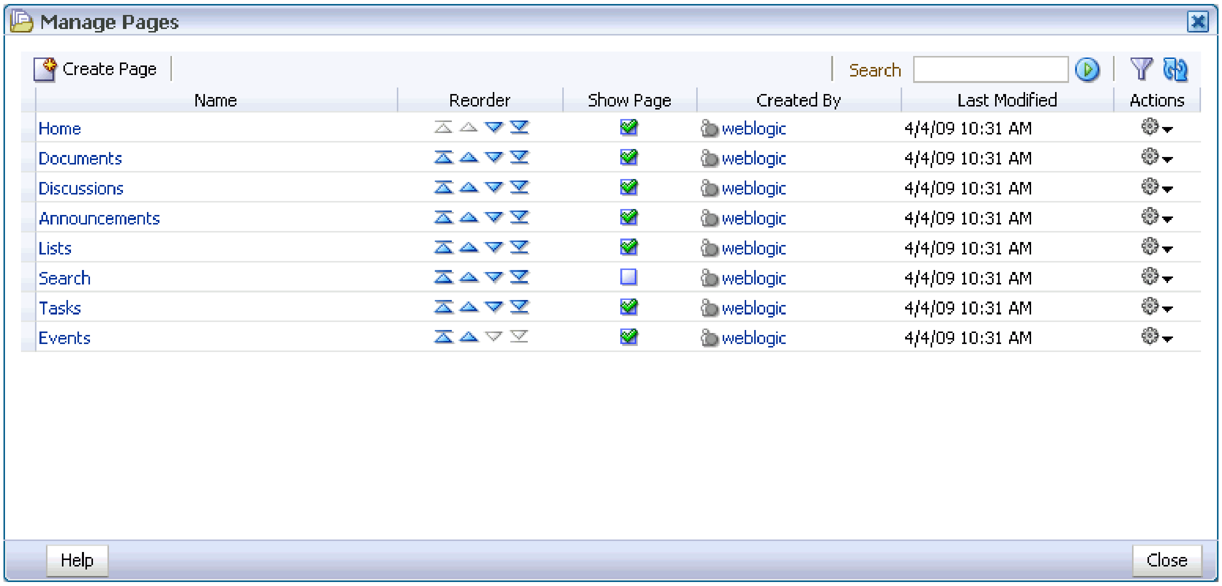
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–29).

Figure 5–29 Manage Pages Command on the Page Actions Menu



   The Manage Pages dialog box opens (Figure 5–30).

Figure 5–30 The Manage Pages Dialog Box

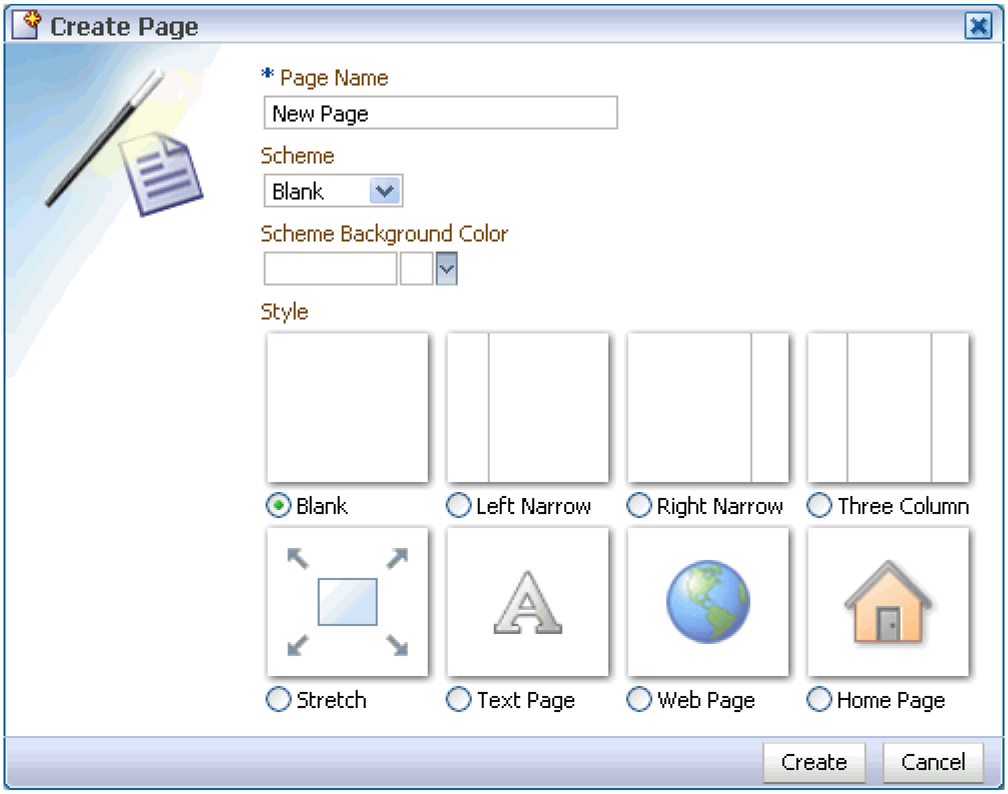


4. In the Manage Pages dialog box, click the **Create Page** button.

If your create page options are preset not to prompt you with page creation options, the page is created without further steps (see Section 5.5, "Setting Page Creation Defaults for Your Personal Pages").

Otherwise, the Create Page dialog box opens (Figure 5–31).

Figure 5–31 The Create Page Dialog Box



5. In the Create Page dialog box, enter a display name for the page in the **Page Name** field.

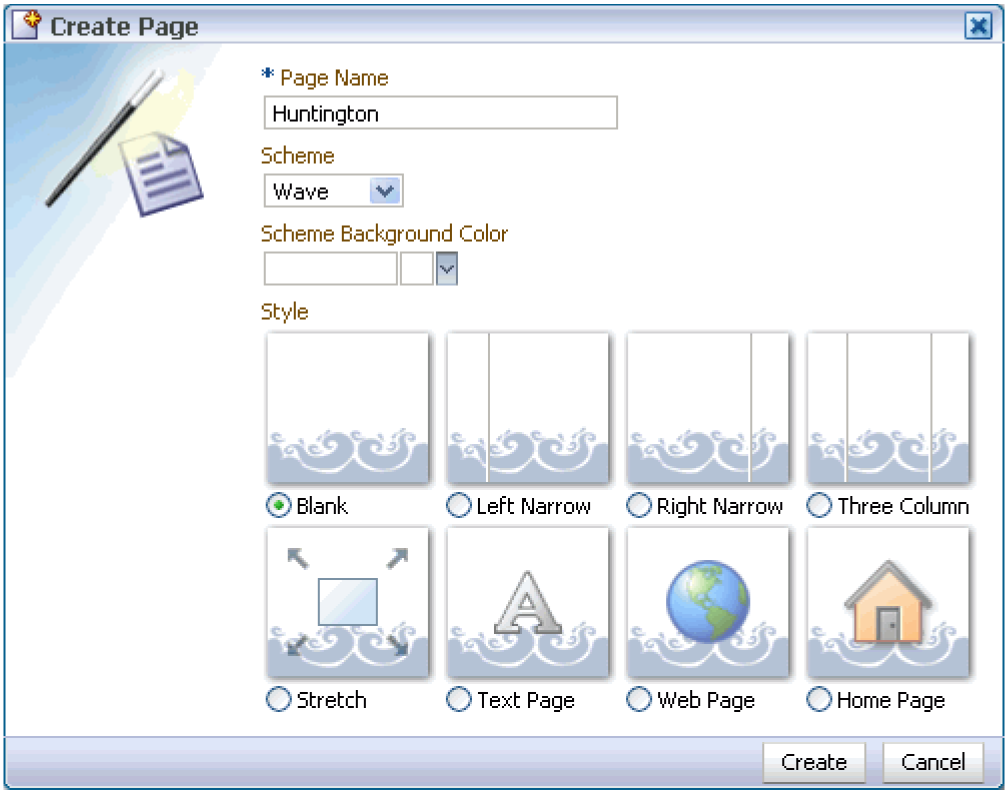
   The name you enter here appears on the page's tab and in the Manage Pages dialog box.

6. Optionally, from the **Scheme** menu, select a scheme for the page.

   The scheme provides a seeded background image or enables you to select your own background image. See Table 5–1 for illustrations of seeded schemes.

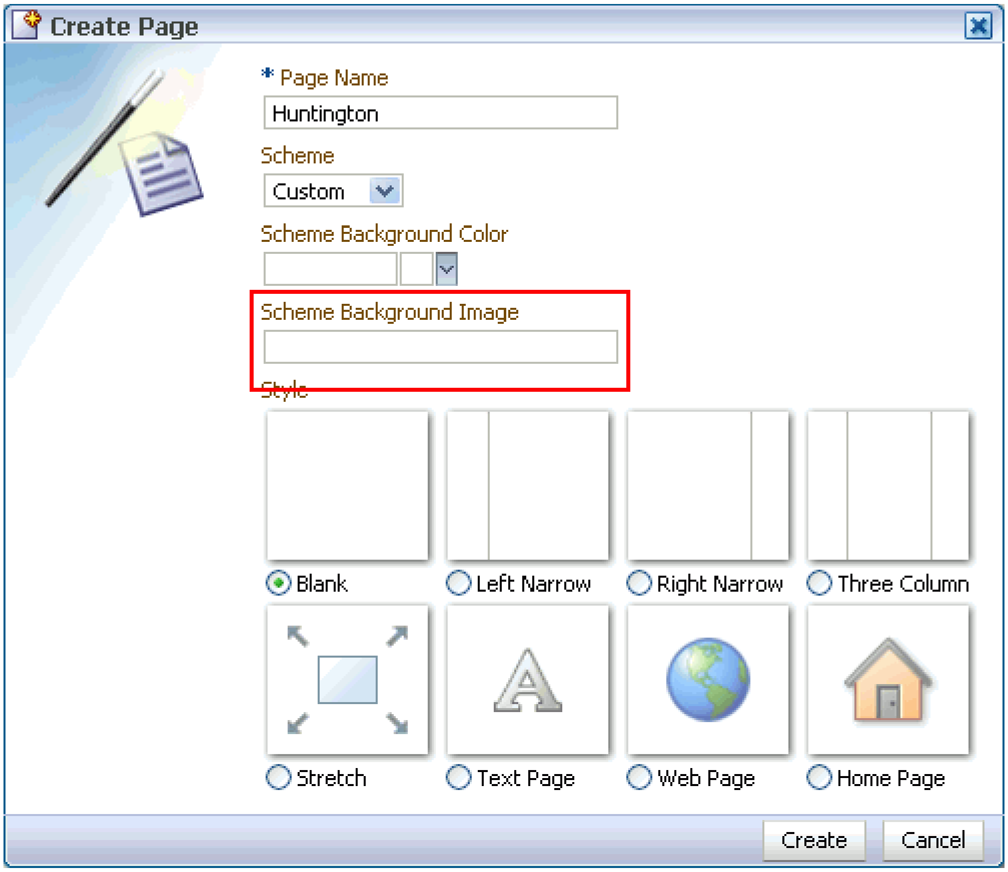
   The **Style** selections redraw, using the selected scheme (Figure 5–32).

Figure 5–32 The Create Page Dialog Box Redrawn with the Selected Scheme (Wave)



7. Optionally, pick a background color for the page from the **Scheme Background Color** pick list.
8. If you selected **Custom** from the **Scheme** pick list, enter the URL to the custom image you want to use for your page background in the **Scheme Background Image** field (Figure 5–33).

Figure 5–33 Scheme Background Image Field



Enter for example:

```
http://mycompany.com/images/chinwig/cologo_small.gif
```

This field appears only when **Custom** is selected from the **Default Scheme** pick list.

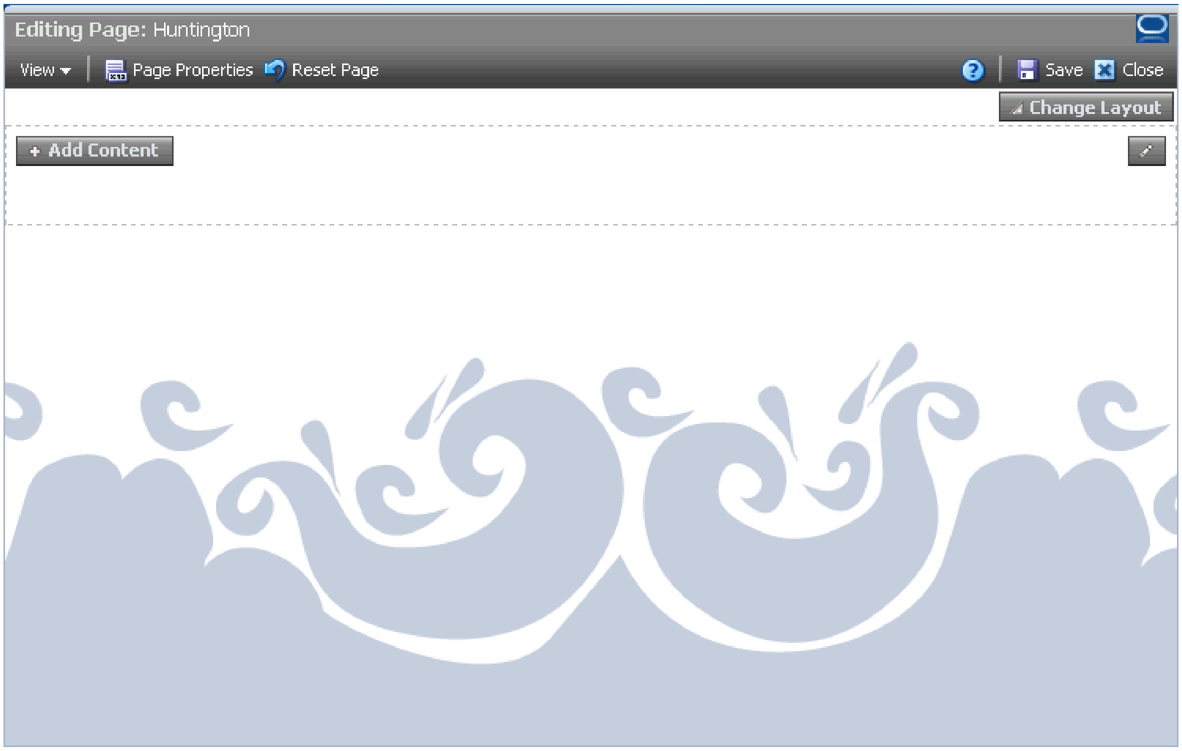
9. Select the style you want to apply to the new page.

> **Note:** See Table 5–2 for a description of each page style.

10. Click the **Create** button.

    The page is created and immediately displayed in edit mode in Oracle Composer. From here, you can add files, task flows, and other types of content and share your information with others (Figure 5–34).

Figure 5–34 A New, Unpopulated Page Viewed Through Oracle Composer



Note: After you create a page, the following sections may be useful to you as you take your next steps:

- For information about adding layout components, see Section 6.5, "Working with Page Layout Components."
- For information about adding files, see Section 7.1.2, "Adding Document Library Content to a Page."
- For information about adding task flows, see Section 7.1.3, "Adding Task Flows to a Page."
- For information about adding portlets to a page, see Section 7.1.4, "Adding Portlets to a Page."

5.7 Setting and Revoking Page Access Permissions

Within a given personal or group space, you can assign different page access privileges to different users or user roles. For example, you can share page management access with a coworker who is jointly leading a particular effort. You may want to give customization access to your team, or editorial access to a colleague who normally would only be able to view the page.

You can use the page access settings available through the Manage Pages dialog box to provide page access to a select list of specified users and user roles. And you can use them to make a page publicly available.

This section describes how to configure custom page access. It contains the following subsections.

- Setting Custom Page Access

- Making a Personal Page Public
- Revoking Custom Page Access

Note: By default, all group space pages are automatically visible to all group space members. Using the procedure described in this section, you can set explicit access on a group space page to restrict it to a set of users or roles.

Making a group space or a group space page publicly accessible is an administrative function. For more information, see Section 10.11.3, "Granting Public Access to a Group Space."

5.7.1 Setting Custom Page Access

To configure custom page access through the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

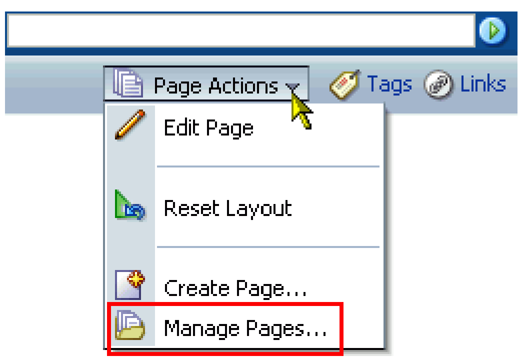
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the personal or group space where you want to configure custom page access.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

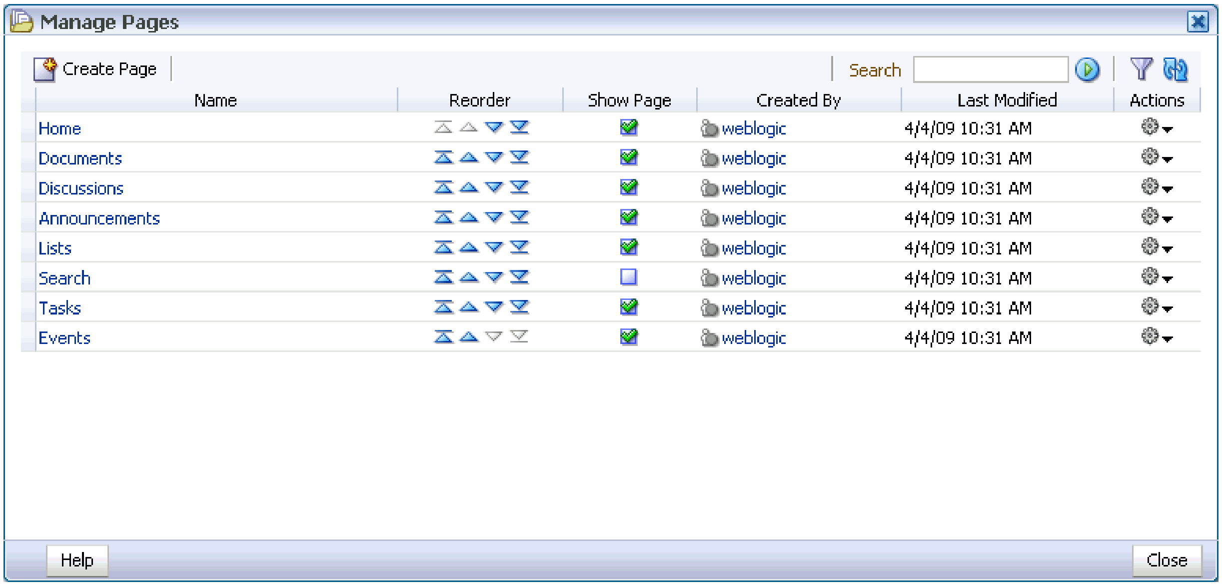
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–35).

Figure 5–35 Manage Pages Command on the Page Actions Menu



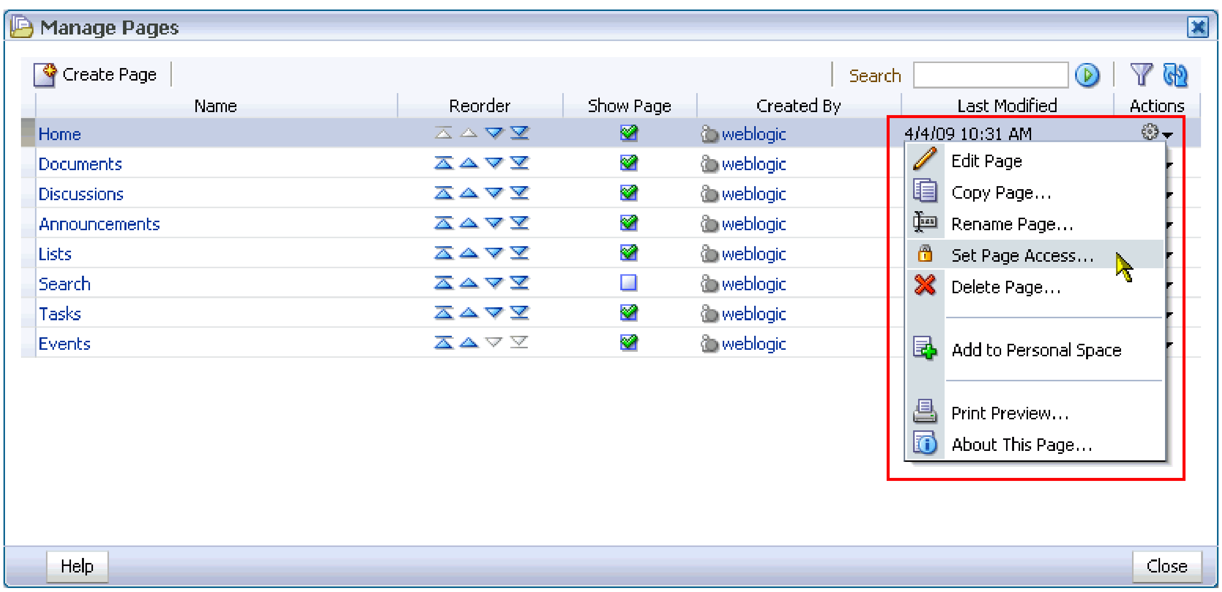
The Manage Pages dialog box opens (Figure 5–36).

Figure 5–36 The Manage Pages Dialog Box



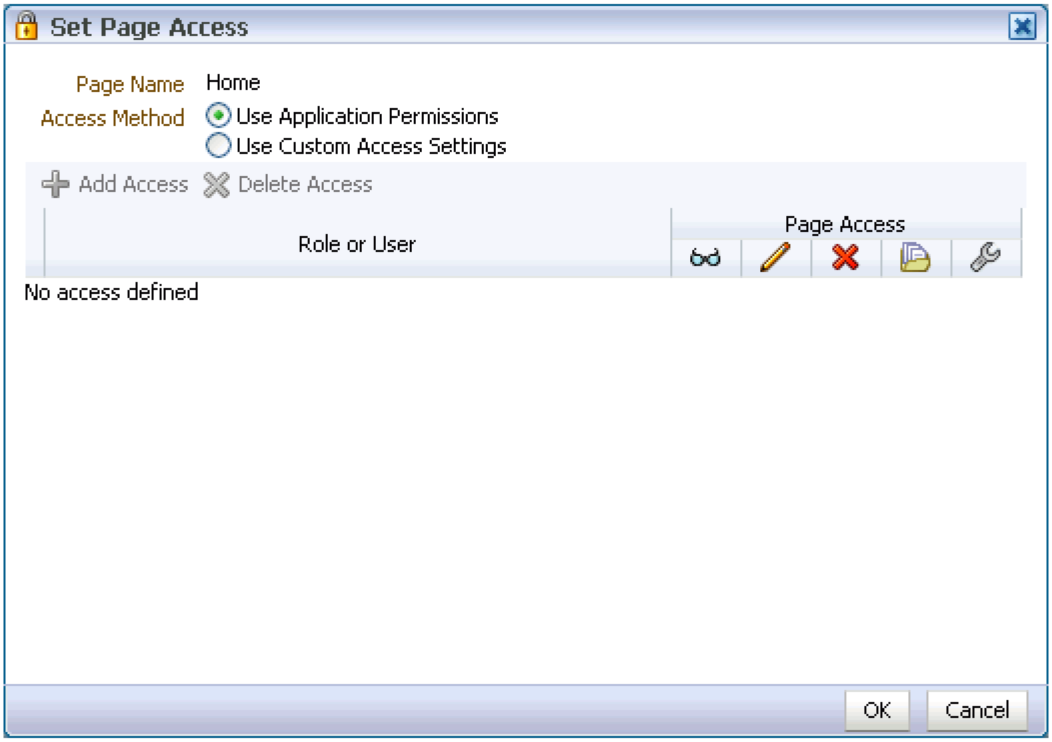
4. In the **Actions** column, click the **Actions** icon in the row of the page on which to set access and select **Set Page Access** from the resulting menu (Figure 5–37).

Figure 5–37 The Actions Icon and Set Page Access Command



The Set Page Access dialog box opens (Figure 5–38).

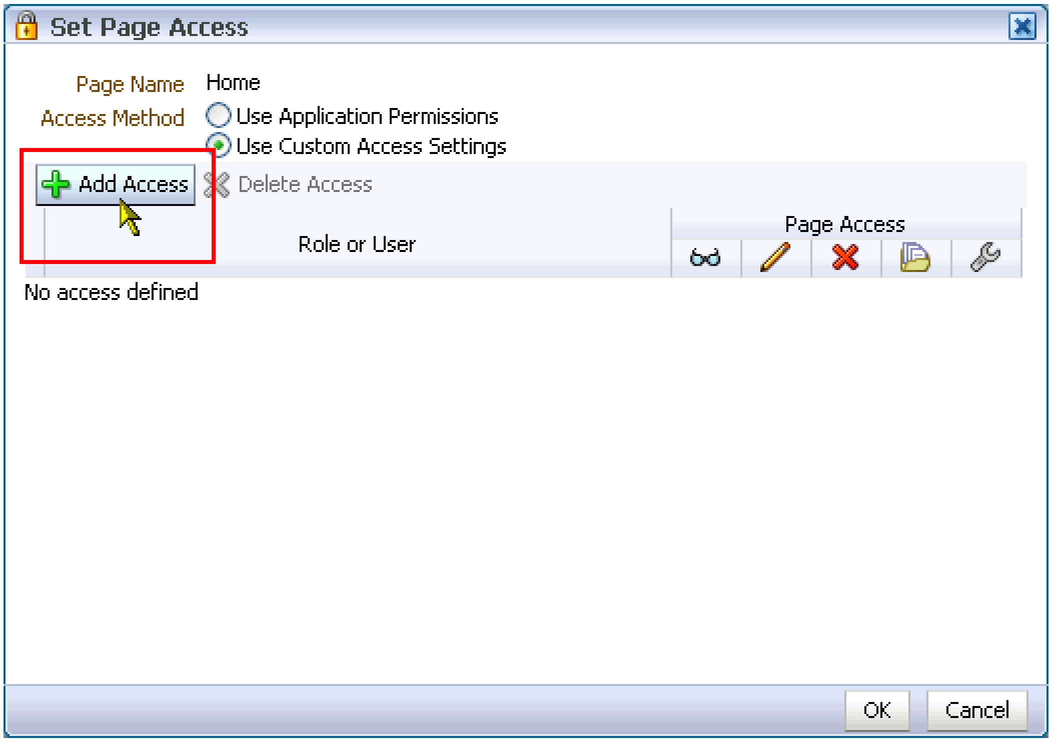
Figure 5–38 The Set Page Access Dialog Box for a Group Space Page



5. For group space pages only, select from:
   - **Use Application Permissions** to have page access handled by permissions set at the application level. If you select this option, skip to step 10.
   - **Use Custom Access Settings** to set custom access on the current page.

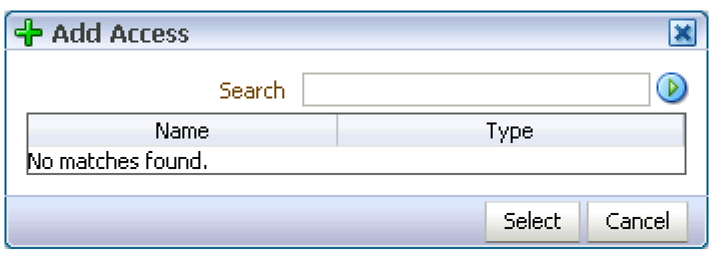
   These options are provided for group space pages only. They do not appear in the Set Page Access dialog box for pages in a personal space.
6. Click the **Add Access** button (Figure 5–39).

Figure 5–39 The Add Access Button in the Set Page Access Dialog Box



The Add Access dialog box opens (Figure 5–40).

Figure 5–40 The Add Access Dialog Box



7. In the **Search** field, enter the name of the user or role for whom you want to define page security, and click the **Search** button.

   Optionally, enter a search term of at least two characters, and click the **Search** button.

8. Select a user name or role by clicking its row.

   To make multiple selections:

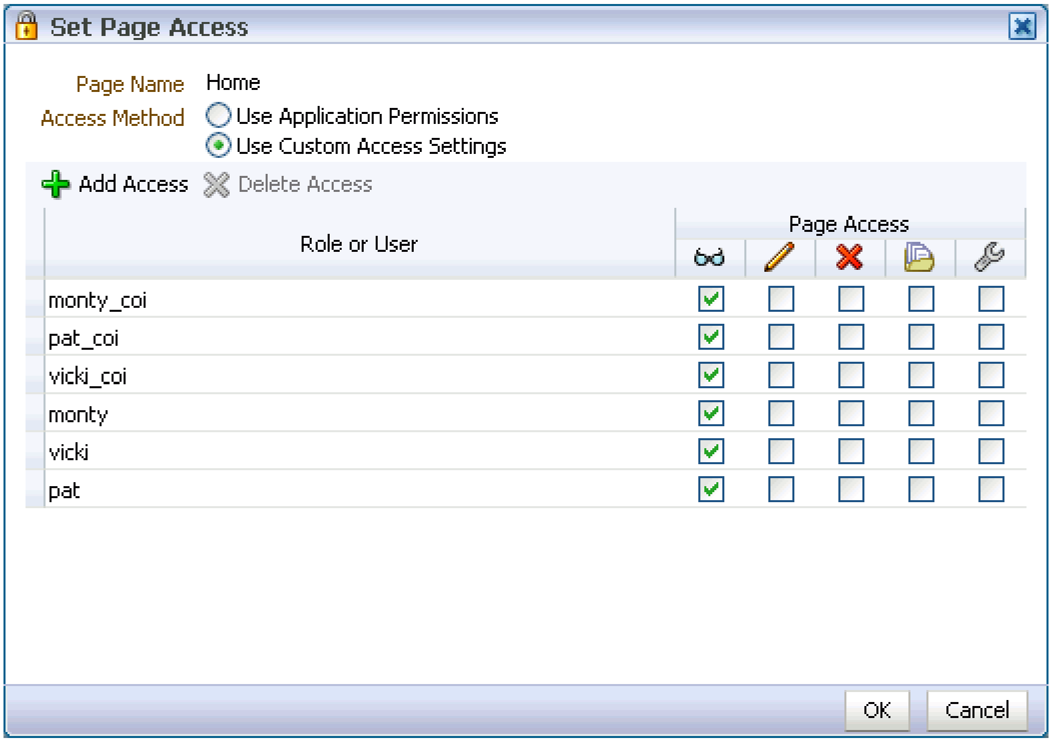
   - **Ctrl-Click** to select multiple rows.
   - **Shift-Click** to select a range of rows.

   When you select a user name, the permissions you set are granted to that specific user. When you select an enterprise group or application role, the permissions you set are granted to all users who are members of that group or assigned that role.

9. Click the **Select** button.

The Add Access dialog box closes, and the Set Page Access dialog box populates with the selected users (Figure 5–41).

Figure 5–41 Populated Set Page Access Dialog Box



10. Repeat steps 7 through 9 to add all the users and roles of interest to the Set Page Access dialog box.

11. For each role or user, set custom access by selecting one or more access privileges from the **Page Access** columns.

    By default, all authenticated users and user roles include page view access. The other access privileges require it.

    Table 5–3 lists and describes the access privileges available from the **Page Access** column in the Set Page Access dialog box:

Table 5–3 Page Access Privileges in the Set Page Access Dialog Box

Icon	Name	Description
	View Page	User or role can access the page for viewing, but cannot perform any other actions on the page.
	Edit Page	User or role can edit the page using Oracle Composer. This includes adding, rearranging, and deleting content; renaming the page; and changing page properties, such as the page Scheme.

Table 5–3 (Cont.) Page Access Privileges in the Set Page Access Dialog Box

Icon	Name	Description
	Delete Page	User or role can delete the page.
	Perform All Page Actions	User or role can perform all actions on the page.
	Personalize Page	User or role can rearrange page content and personalize their view of task flows, provided the task flow includes personalization settings.

12. Click **OK** to save your changes and close the Set Page Access dialog box.
13. Click **Close** to exit the Manage Pages dialog box.

5.7.2 Making a Personal Page Public

To make a personal page public:

1. Log in to Oracle WebCenter Spaces.

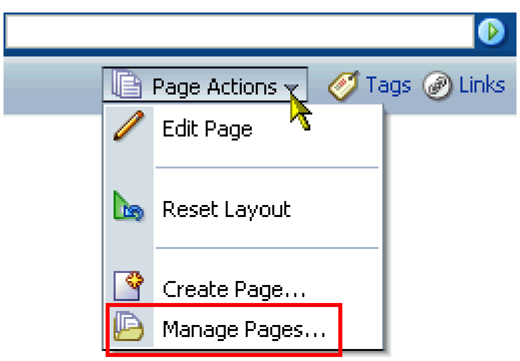
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the personal page you want to make public.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

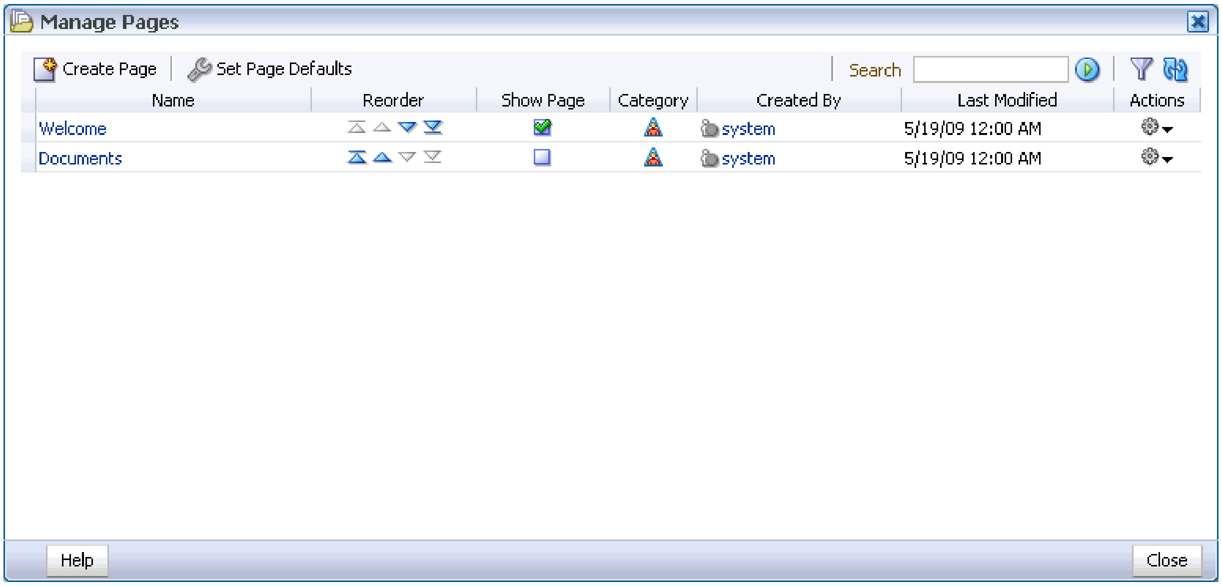
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–42).

   Figure 5–42 Manage Pages Command on the Page Actions Menu

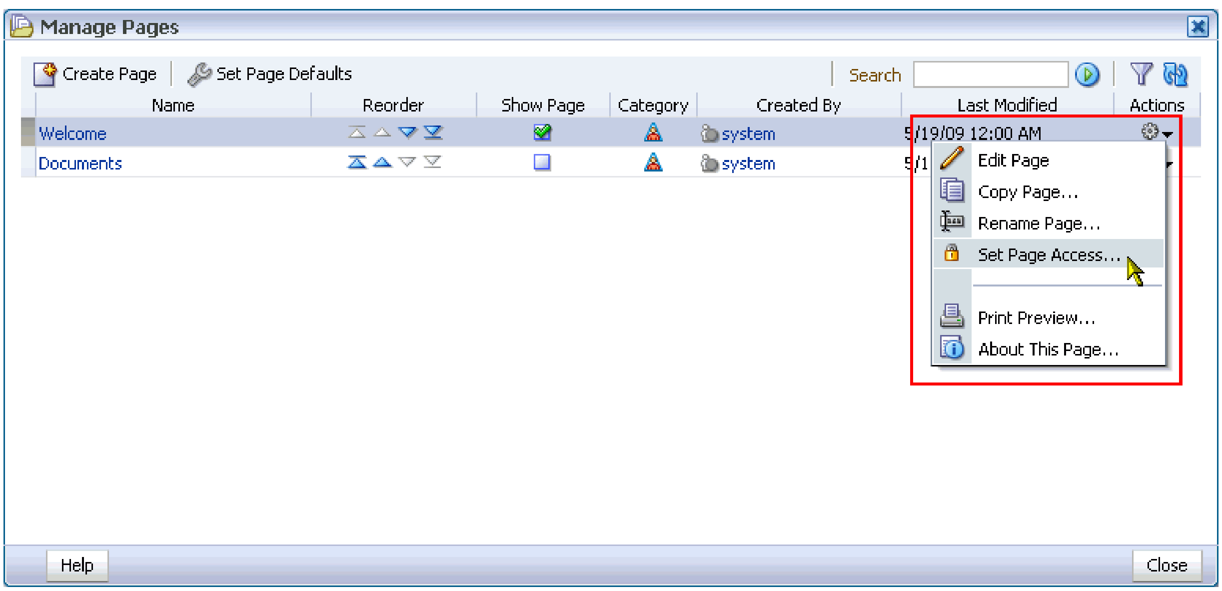
   The Manage Pages dialog box opens (Figure 5–43).

Figure 5–43 The Manage Pages Dialog Box



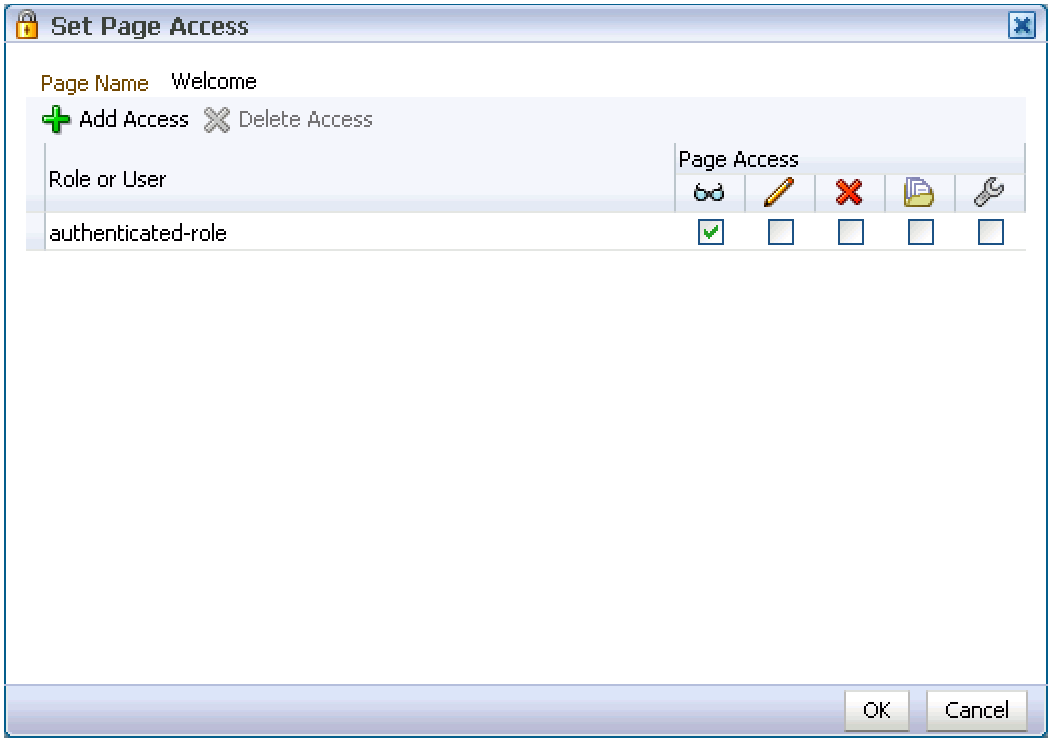
4. In the **Actions** column, click the **Actions** icon in the row of the page to make public and select **Set Page Access** from the resulting menu (Figure 5–44).

Figure 5–44 The Actions Icon and Set Page Access Command



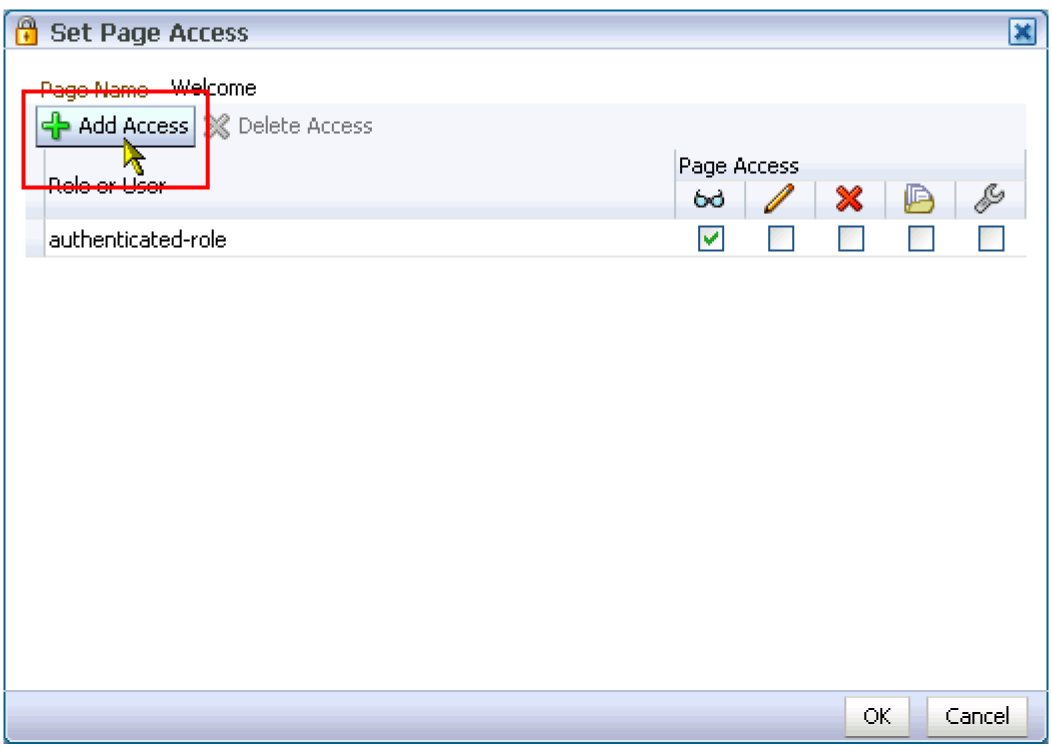
The Set Page Access dialog box opens (Figure 5–38).

Figure 5–45 The Set Page Access Dialog Box for a Personal Space Page



5. Click the **Add Access** button (Figure 5–46).

Figure 5–46 The Add Access Button in the Set Page Access Dialog Box



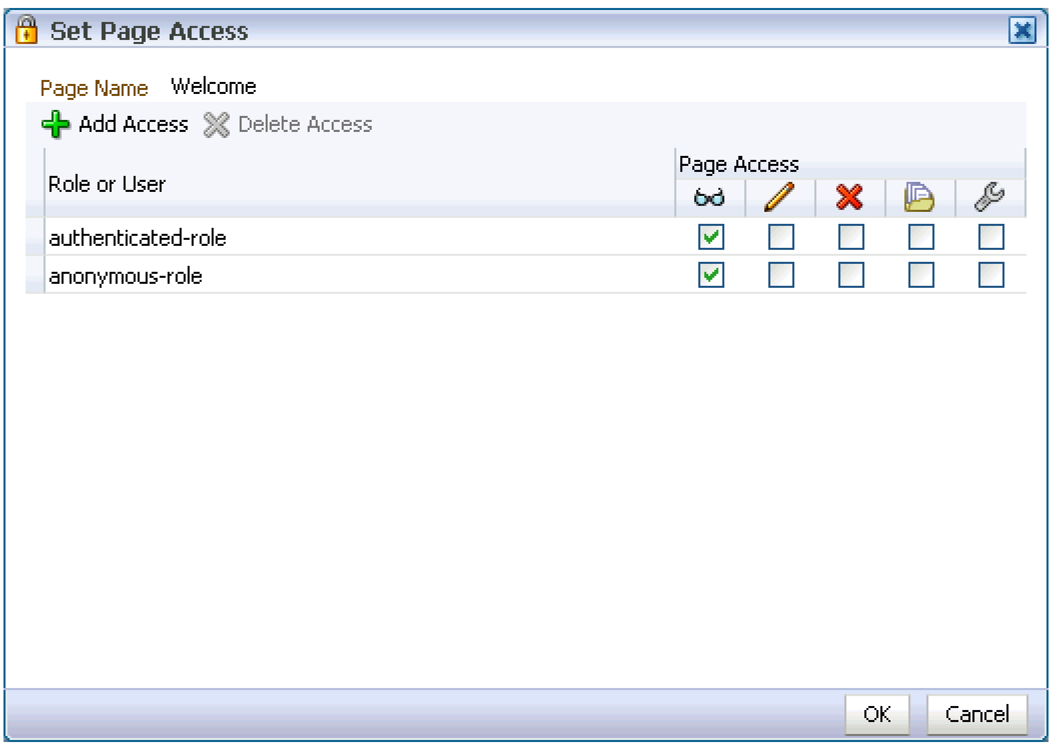
The Add Access dialog box opens (Figure 5–47).

Figure 5–47 The Add Access Dialog Box

6. In the **Search** field, enter `anonymous-role`, and click the **Search** button.
7. Select `anonymous-role` under the **Name** column, and click the **Select** button.

   The Add Access dialog box closes, and the Set Page Access dialog box populates with your selection (Figure 5–48).

Figure 5–48 Populated Set Page Access Dialog Box



8. Set custom access by selecting one or more access privileges from the **Page Access** columns (see Table 5–3).

   By default, all authenticated users and user roles include page view access. The other access privileges require it.
9. Click **OK** to save your changes and close the Set Page Access dialog box.
10. Click **Close** to exit the Manage Pages dialog box.
11. Copy the URL of the public page, and send it to whomever you want to notify.

Users can access the public page without logging in.

5.7.3 Revoking Custom Page Access

To revoke custom page access:

1. Log in to Oracle WebCenter Spaces.

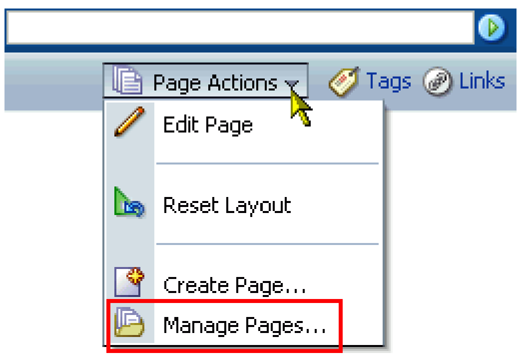
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the personal or group space where you want to revoke custom page access.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

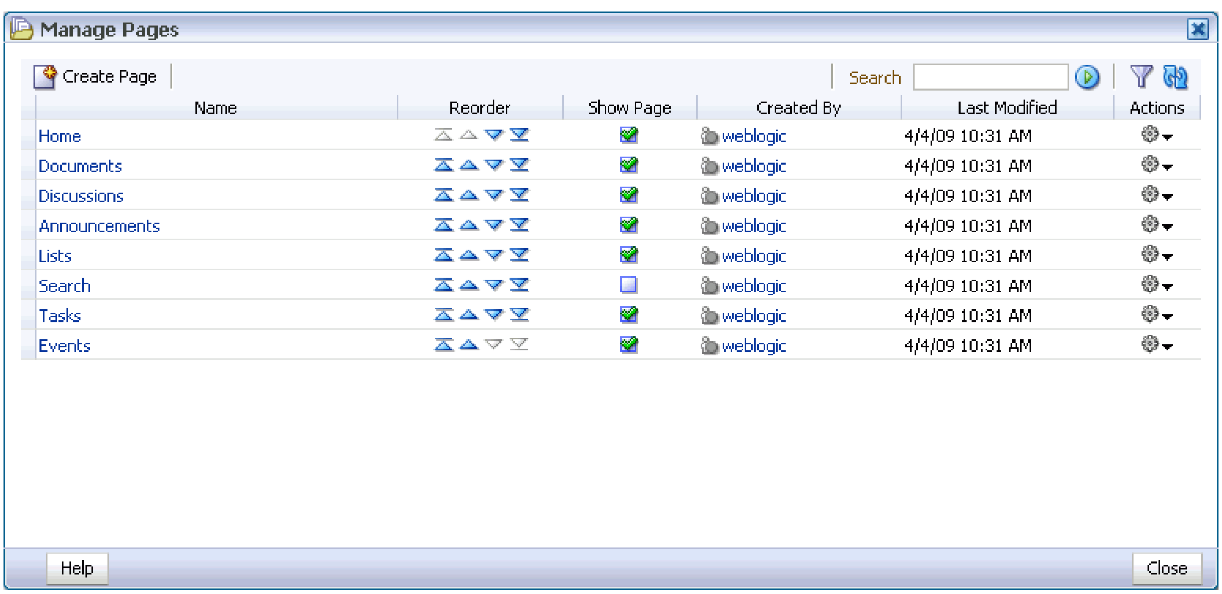
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–49).

Figure 5–49 Manage Pages Command on the Page Actions Menu



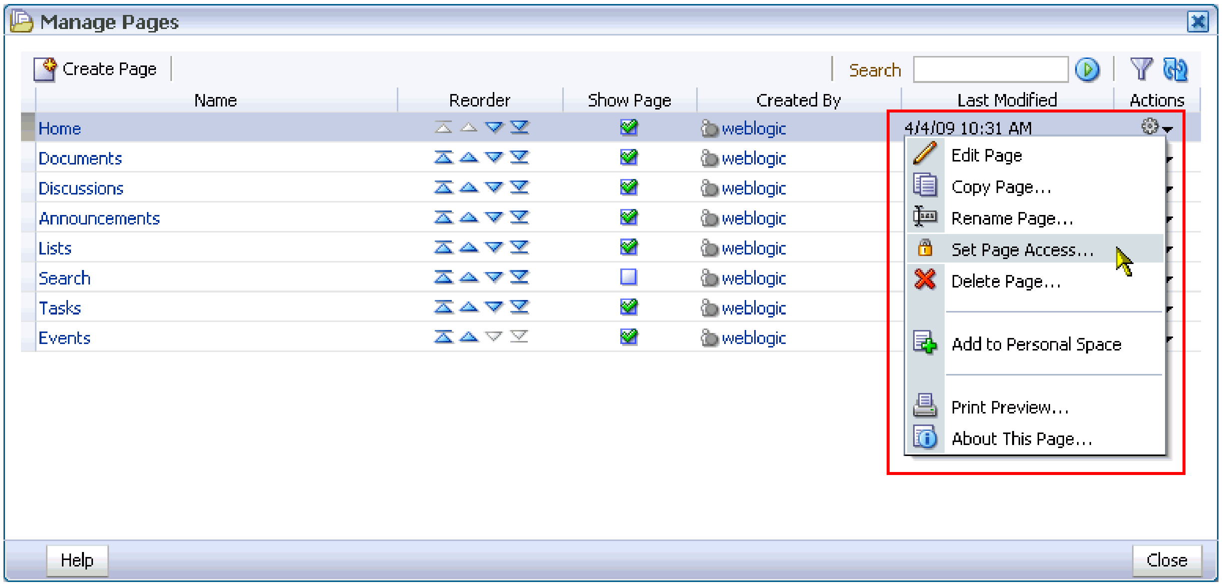
The Manage Pages dialog box opens (Figure 5–50).

Figure 5–50 The Manage Pages Dialog Box



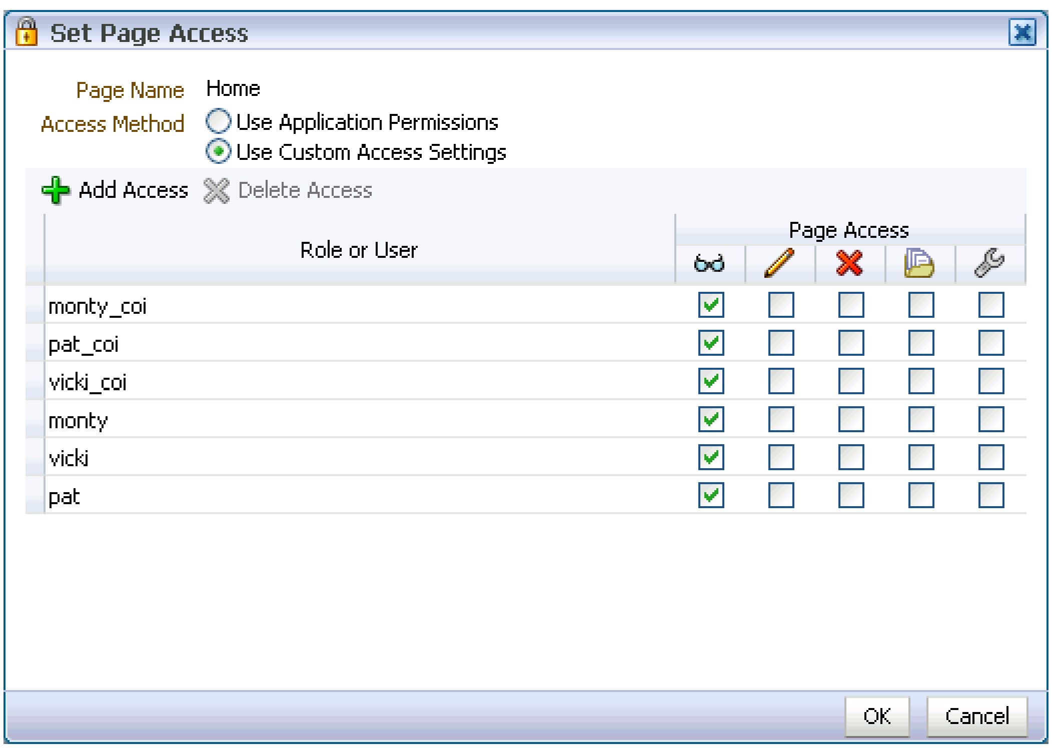
4. In the **Actions** column, click the **Actions** icon in the row of the page from which to revoke access and select **Set Page Access** from the resulting menu (Figure 5–37).

Figure 5–51 The Actions Icon and Set Page Access Command



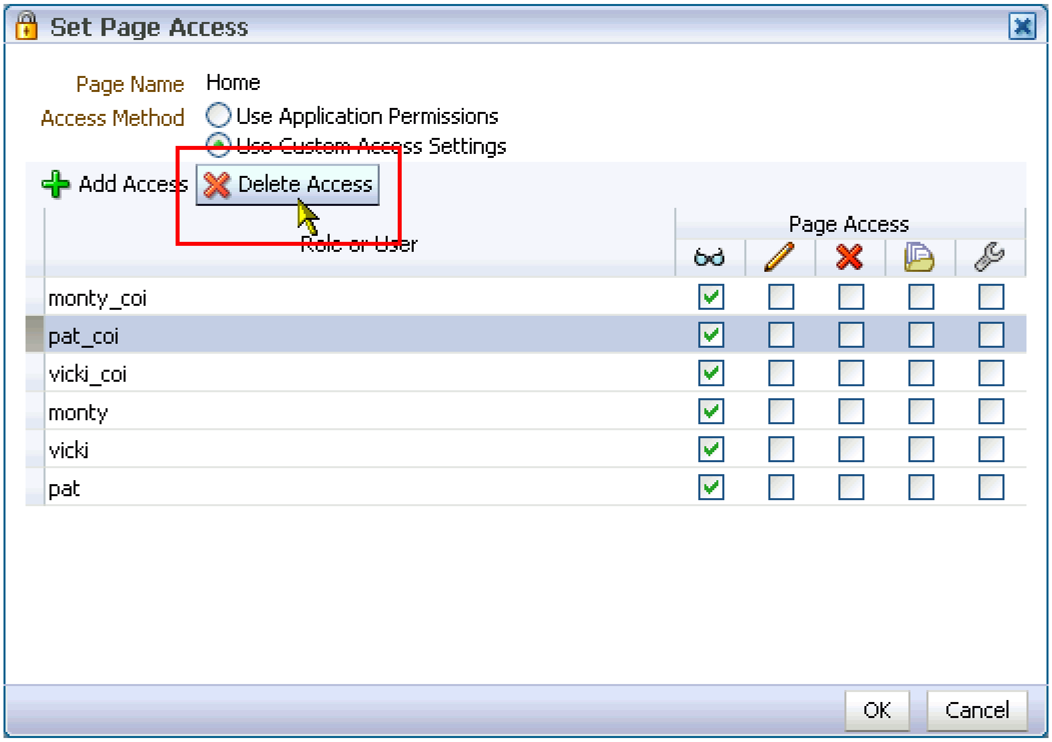
The Set Page Access dialog box opens (Figure 5–52).

Figure 5–52 The Set Page Access Dialog Box



5. Select the role or user for which to revoke access, and click the **Delete Access** button (Figure 5–53).

Figure 5–53 The Delete Access Button in the Set Page Access Dialog Box



6. In the Delete Page Access dialog box, click **Delete** (Figure 5–54).

Figure 5–54 Delete Page Access Dialog Box

The selected user or role is removed from the list of roles and users, and the role or user's page access permissions are revoked.

7. Click **OK** to close the Set Page Access dialog box.
8. Click **Close** to exit the Manage Pages dialog box.

5.8 Copying a Page Through the Manage Pages Dialog Box

Copying a page provides a quick, easy way to create multiple pages that use the same scheme and layout and contain the same content with the same customizations. Copying a page is a two-click operation through the Manage Pages dialog box.

Note: In a group space, you must have the Pages-Create permission to copy a page. If you have not been granted this permission, then the **Copy Page** selection is not available to you. To request a change of permission, see your group space moderator.

To copy a page through the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

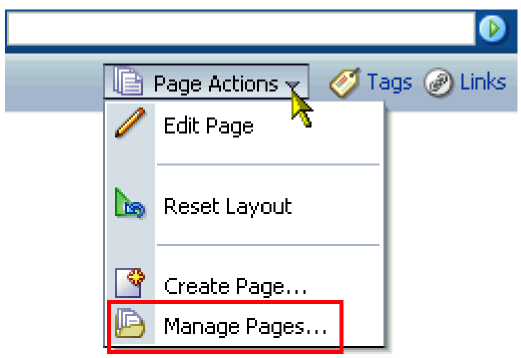
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the personal or group space where you want to copy a page.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–55).

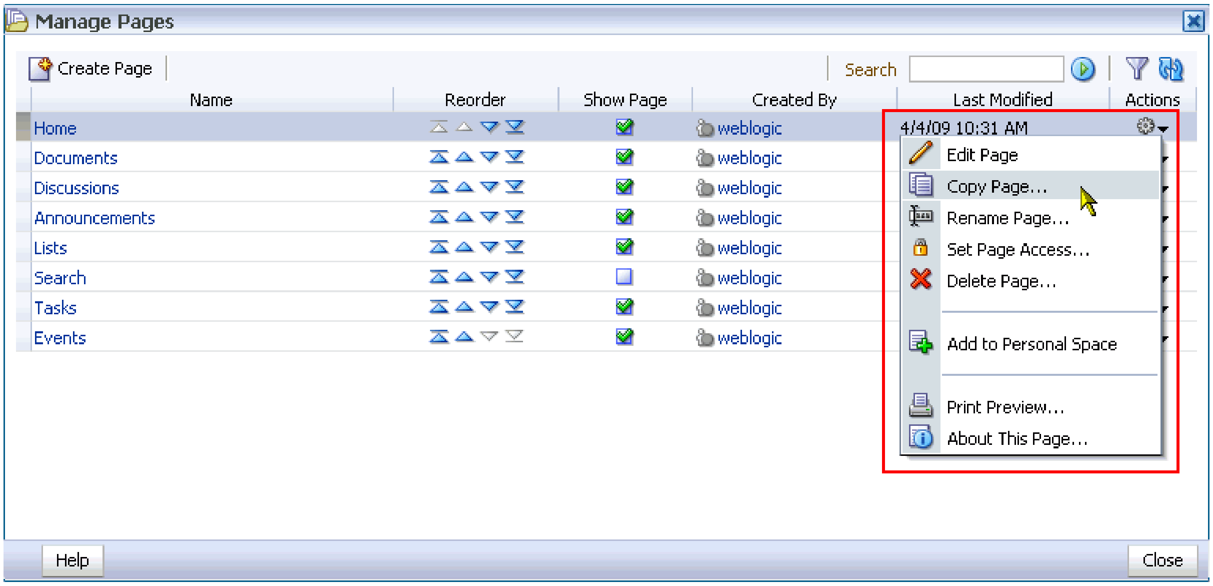
Figure 5–55 Manage Pages Command on the Page Actions Menu



   The Manage Pages dialog box opens.

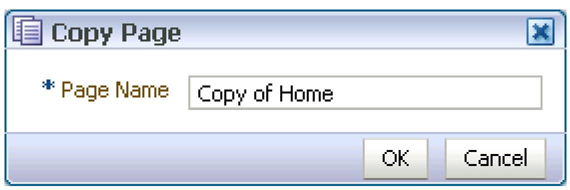
4. In the row of the page you want to copy, click the **Actions** icon and select **Copy Page** from the resulting menu (Figure 5–56).

Figure 5–56 The Copy Page Command on the Actions Menu



The Copy Page dialog box opens (Figure 5–57).

Figure 5–57 The Copy Page Dialog Box



5. Provide a new name for the copy, and click **OK**.

   You must provide a new name. You cannot leave this field blank.

   The Manage Pages dialog box closes, and the new page opens in edit mode in Oracle Composer. All the task flows, portlets, and other page components are also copied, along with any customizations that were applied to them.

5.9 Entering Edit Mode Through the Manage Pages Dialog Box

Oracle Composer provides the runtime page editing environment for all WebCenter application pages. One way to access Oracle Composer is through the Manage Pages dialog box. This section describes how.

Note: For information about Oracle Composer, see Section 4.3, "Introducing Oracle Composer."

To enter edit mode through the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

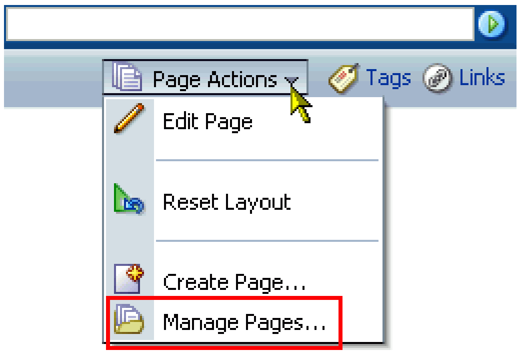
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page you want to edit.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–58).

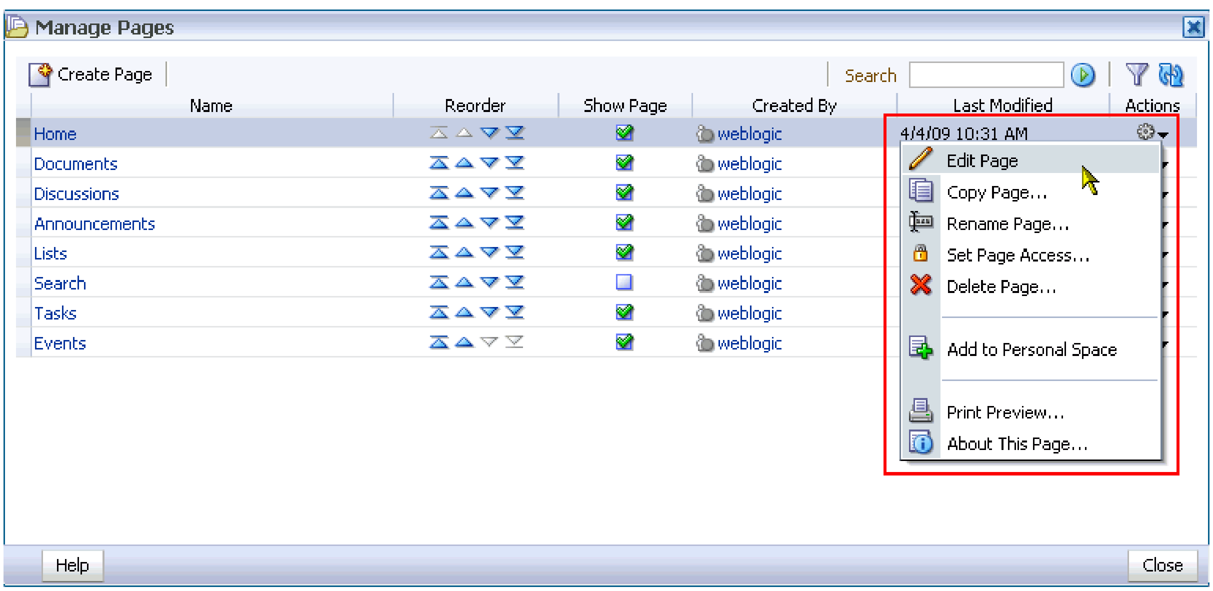
Figure 5–58 Manage Pages Command on the Page Actions Menu



   The Manage Pages dialog box opens.

4. In the Manage Pages dialog box, click the Actions icon (Figure 5–59) in the row of the page you want to edit, and select **Edit Page** from the resulting menu.

Figure 5–59 The Edit the Page Command on the Actions Menu



   The Manage Pages dialog box closes, and page opens in Oracle Composer.

5.10 Deleting a Page Through the Manage Pages Dialog Box

The Manage Pages dialog box provides easy access to controls for deleting pages. Simply open the dialog box, open the Actions menu next to the relevant page, and select **Delete Page**. This section provides the details.

To delete a page through the Manage Pages dialog box:

1. Log in to Oracle WebCenter Spaces.

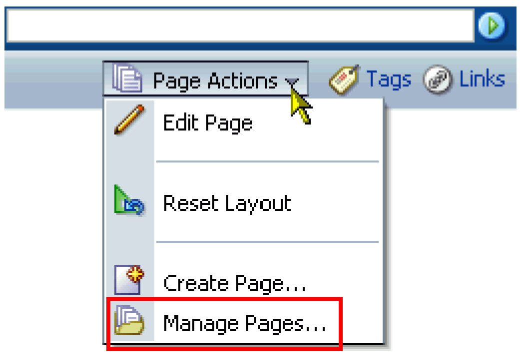
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to your personal space or the group space where you want to delete a page.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 5–60).

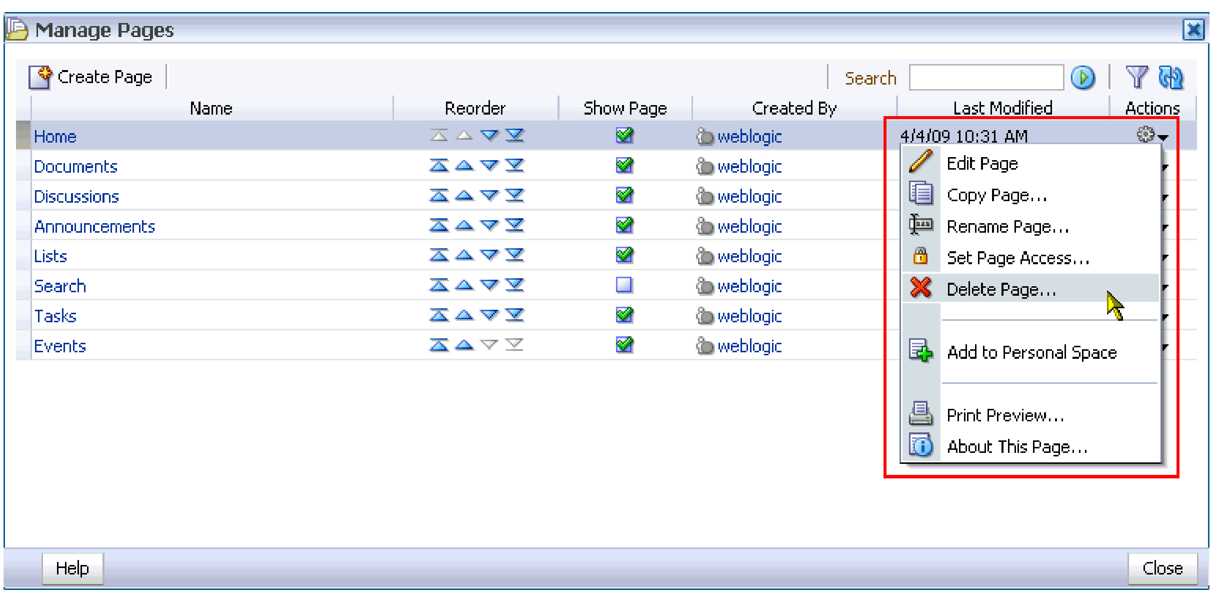
Figure 5–60 Manage Pages Command on the Page Actions Menu



   The Manage Pages dialog box opens.

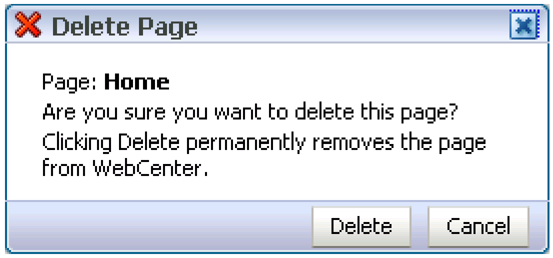
4. In the Manage Pages dialog box, click the Actions icon in the row of the page you want to delete (Figure 5–61) and select **Delete Page** from the resulting menu.

Figure 5–61 The Delete Page Command on the Actions Menu



   The Delete Page dialog box opens (Figure 5–62).

Figure 5–62 The Delete Page Dialog Box



5. Click **Delete** to delete the page irrevocably from Oracle WebCenter Spaces.
6. Click the **Close** button to close the Manage Pages dialog box.

6 Creating, Editing, and Deleting Pages

WebCenter applications put within easy reach every resource necessary for building, managing, revising, and removing pages, with multiple options for performing these tasks to suit your working style. For example, you can create pages through the WebCenter Spaces Manage Pages dialog box (Figure 6–1) and through the **Create Page** command on the **Page Actions** menu (Figure 6–2).

Figure 6–1 Create Page Button in the Manage Pages Dialog Box

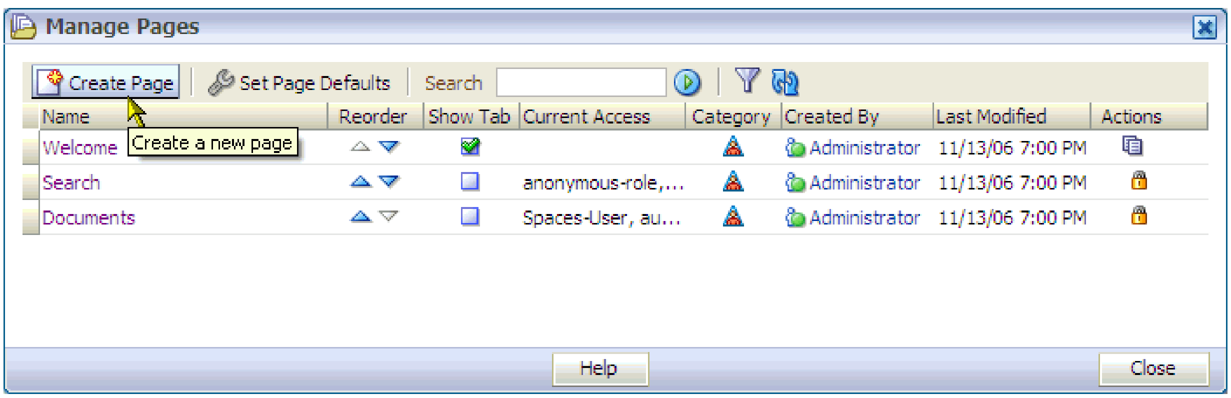
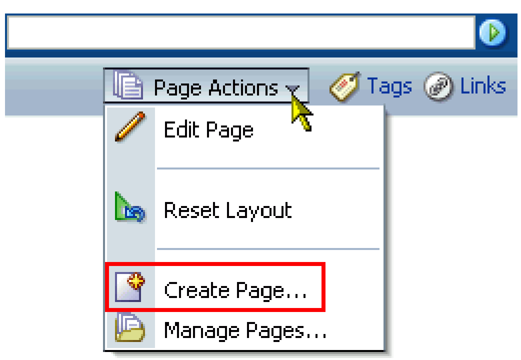


Figure 6–2 Create Page Command on the Page Actions Menu



In custom WebCenter applications, how you create a page at application runtime is determined by the controls put in place by developers at application design time. If they added the Page Create - New task flow, your method of page creation is very similar to WebCenter Spaces. If they provided their own page creation mechanism through Page service APIs, then how you create pages at runtime varies according to that unique design.

This chapter provides information about creating pages, editing pages, switching page styles and schemes, working with page layout components, initiating page-related actions from page tabs, and deleting pages. It contains the following sections:

- Creating Pages
- Editing Pages
- Setting Page Access
- Working with Page Layouts, Styles, and Schemes
- Working with Page Layout Components
- Using Pretty URLs for WebCenter Spaces Pages
- Deleting Pages

Note: For information about creating pages through the WebCenter Spaces Manage Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

For introductory information to pages and the page editor (Oracle Composer), see Chapter 4, "Introducing the Page Service and Oracle Composer."

Audience

This chapter is intended for users who want to create and edit pages, revise page layouts, and delete pages. By default, every authenticated user can perform the actions described in this chapter in their own personal spaces. Note, however, that your application administrator may alter such default access privileges.

Sufficient access privileges must be assigned—through the grant of privileges or the assignment of a role—to create or edit pages in group spaces and custom WebCenter applications.

The WebCenter Spaces application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the associated task flow is hidden.

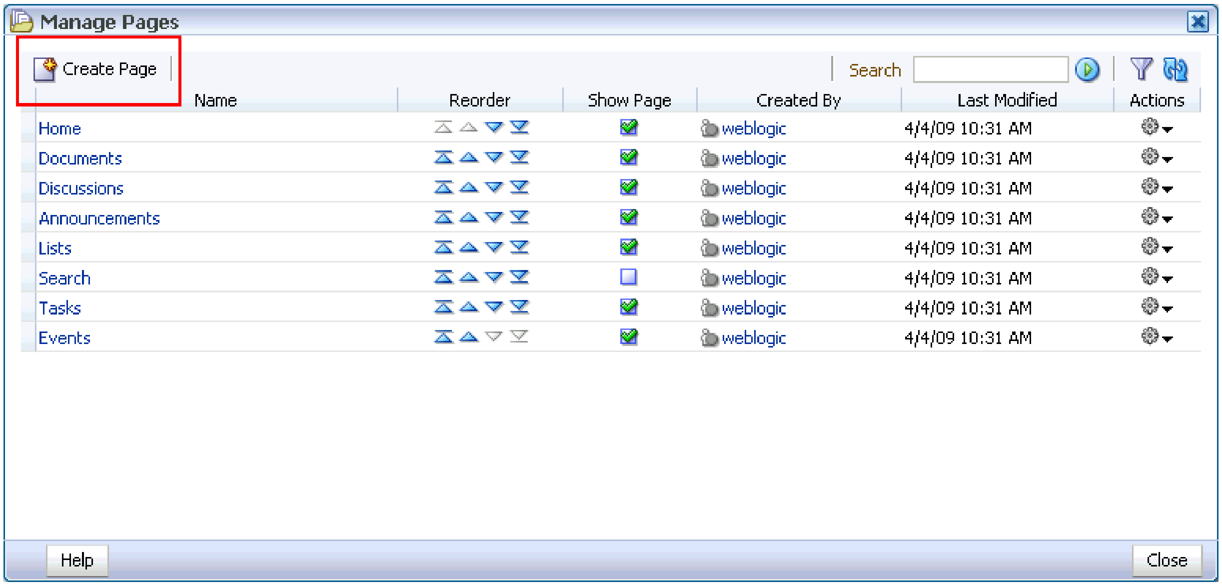
Note: For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

6.1 Creating Pages

In WebCenter Spaces, you can find the **Create Page** command in the following places:

- The Manage Pages dialog box (Figure 6–3)

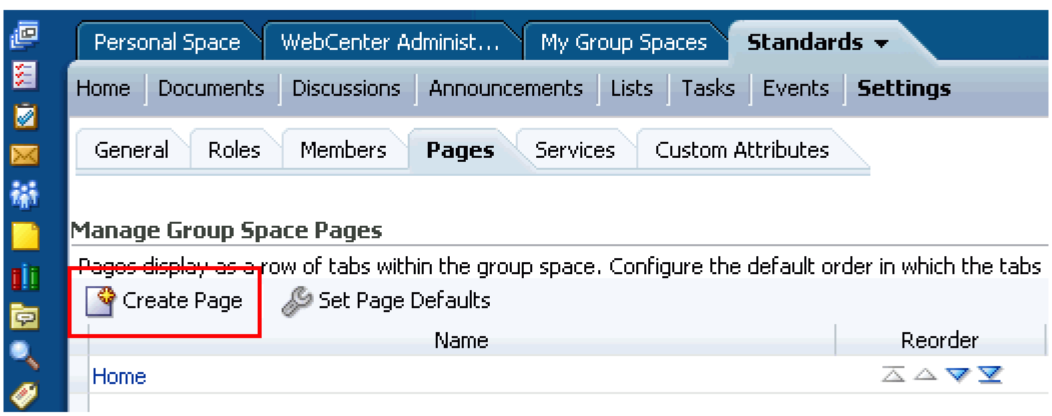
Figure 6–3 Create Page Command in a Manage Pages Dialog Box (Group Space View)



See Section 5.6, "Creating a Page Through the Manage Pages Dialog Box."

- The **Pages** subtab under the **Settings** tab in a group space (Figure 6–4)

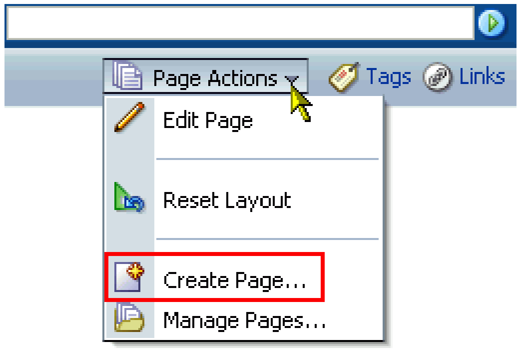
Figure 6–4 Create Page Command on the Pages Subtab (Group Space Only)



For more information about the **Pages** subtab, see Section 10.5, "Managing Group Space Pages."

- The **Page Actions** menu (Figure 6–5)

Figure 6–5 Create Page Command on the Page Actions Menu



Custom WebCenter application users with sufficient access may find a **Create Page** button or link in their application view. If Page service APIs were used, page creation is initiated according to the unique design implemented by the application developer.

To create a page:

1. Log in to your WebCenter application.

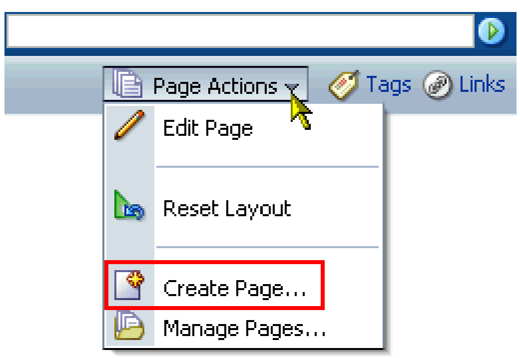
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the location in the application where you want to create a page.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select the **Create Page** command (Figure 6–6).

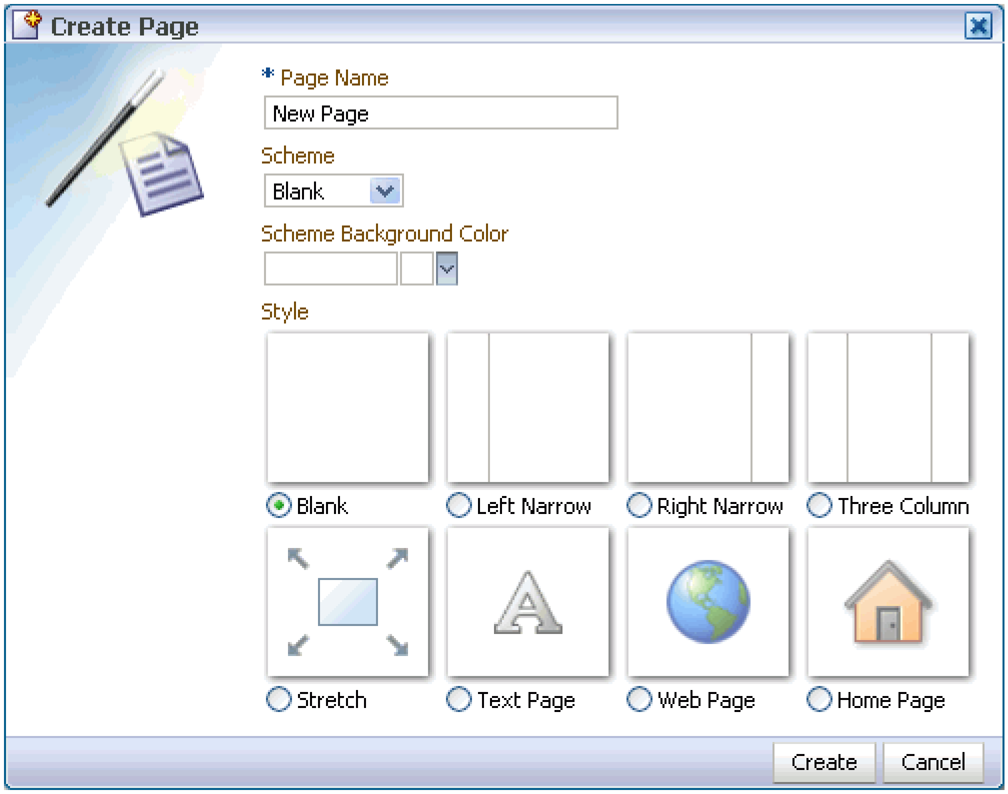
Figure 6–6 Create Page Command on the Page Actions Menu



   Custom WebCenter application users should click the **Create Page** button or link, if either is provided.

   The Create Page dialog box opens (Figure 6–7).

Figure 6–7 The Create Page Dialog Box in a WebCenter Spaces Application



Note: If you are creating a page in a personal space, and you set page defaults to create the page and bypass the Create Page dialog box, then, after step 3, the new page is created and opened in Oracle Composer. For information about Oracle Composer, see Section 4.3, "Introducing Oracle Composer." For information about renaming the page, see Section 2.5.5, "Renaming a Page."

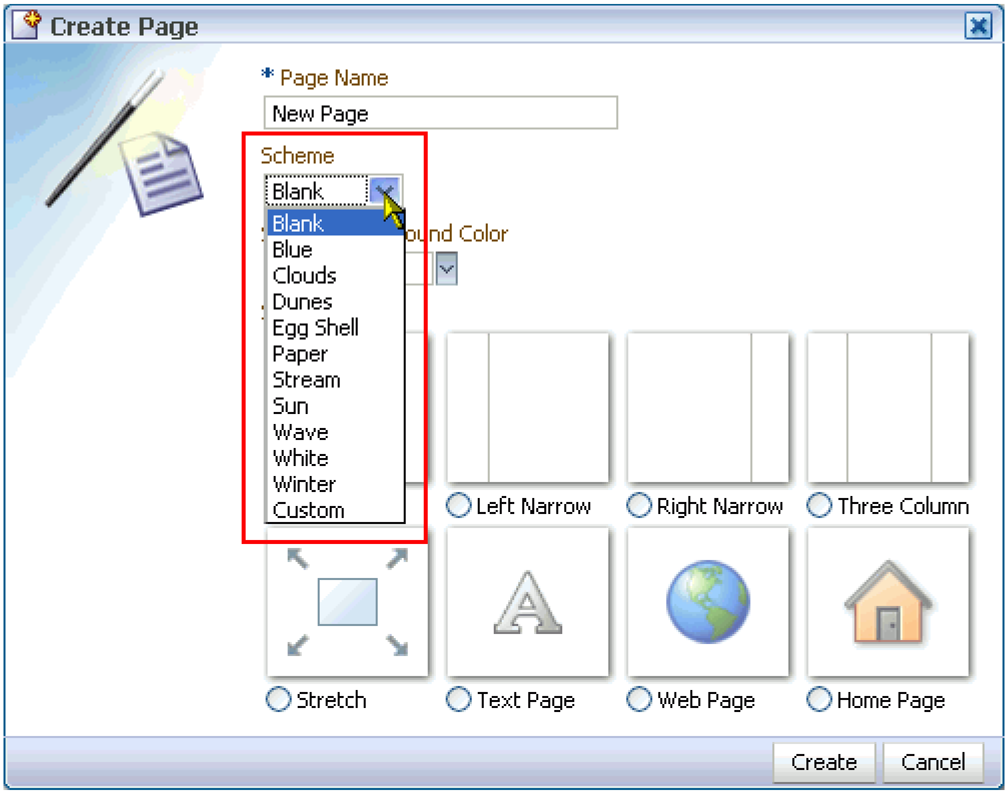
---

4. In the **Page Name** field, enter a display name for the new page.

   The name you enter here appears on the page's tab and in the Manage Pages dialog box. A value is required for this field, as indicated by the asterisk (*) shown in front of the field label.

5. Optionally, select a page design scheme from the **Scheme** menu (Figure 6–8).

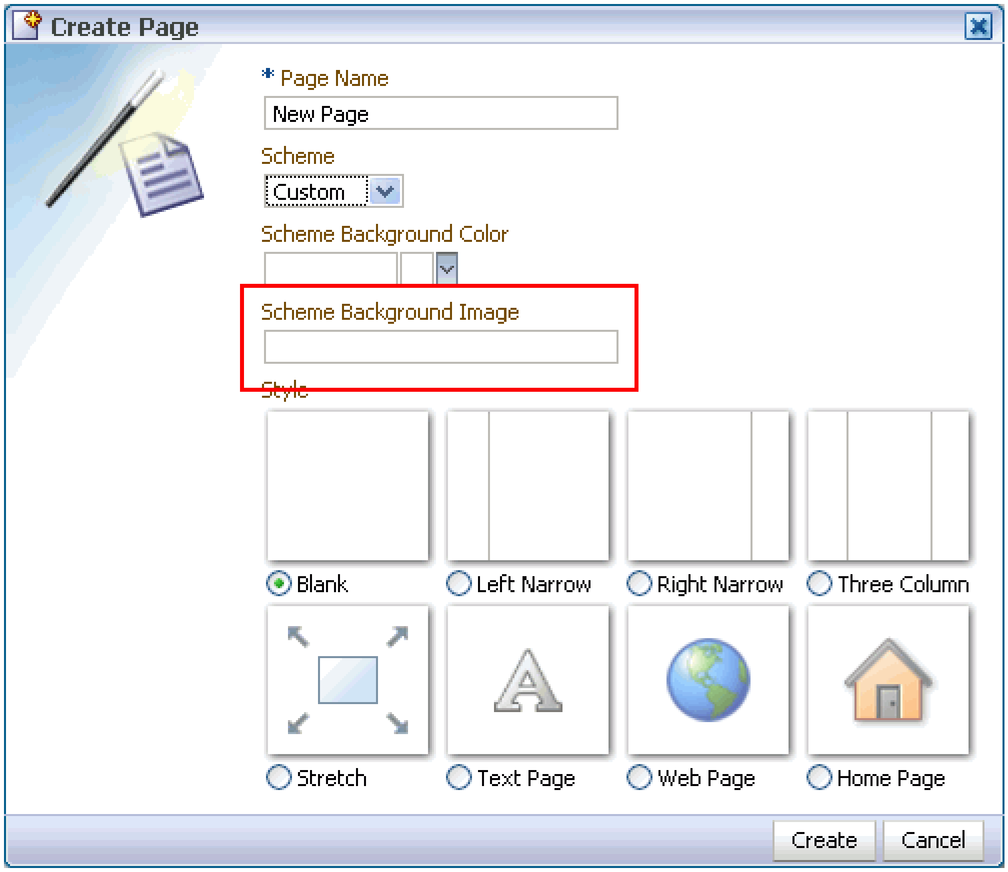
Figure 6–8 The Scheme Menu in the Create Page Dialog Box



The **Scheme** menu provides a selection of background images for the new page. For illustrations of these, see Table 6–2, " Default Page Schemes".

Select **Custom** to provide your own custom background image. When **Custom** is selected, a **Scheme Background Image** field opens in the Create Page dialog box (Figure 6–9).

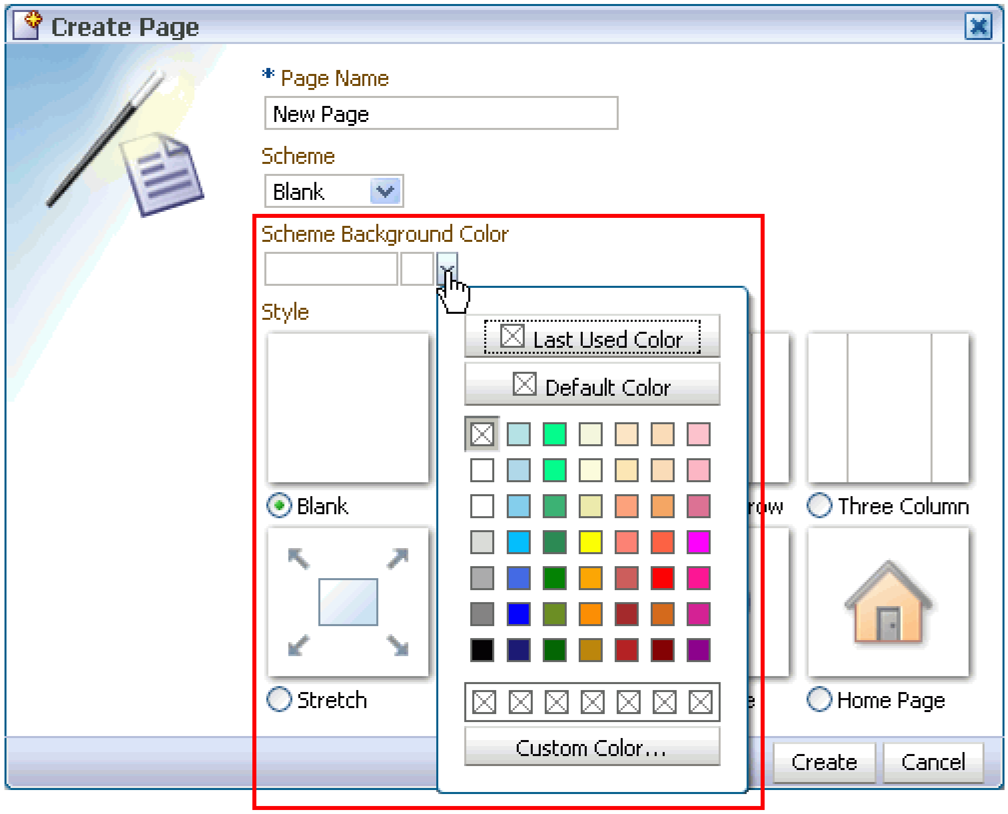
Figure 6–9 Scheme Background Image Field



Enter the path to the image.

6. Optionally, pick a page background color from the **Scheme Background Color** pick-list (Figure 6–10).

Figure 6–10 Scheme Background Color Pick List



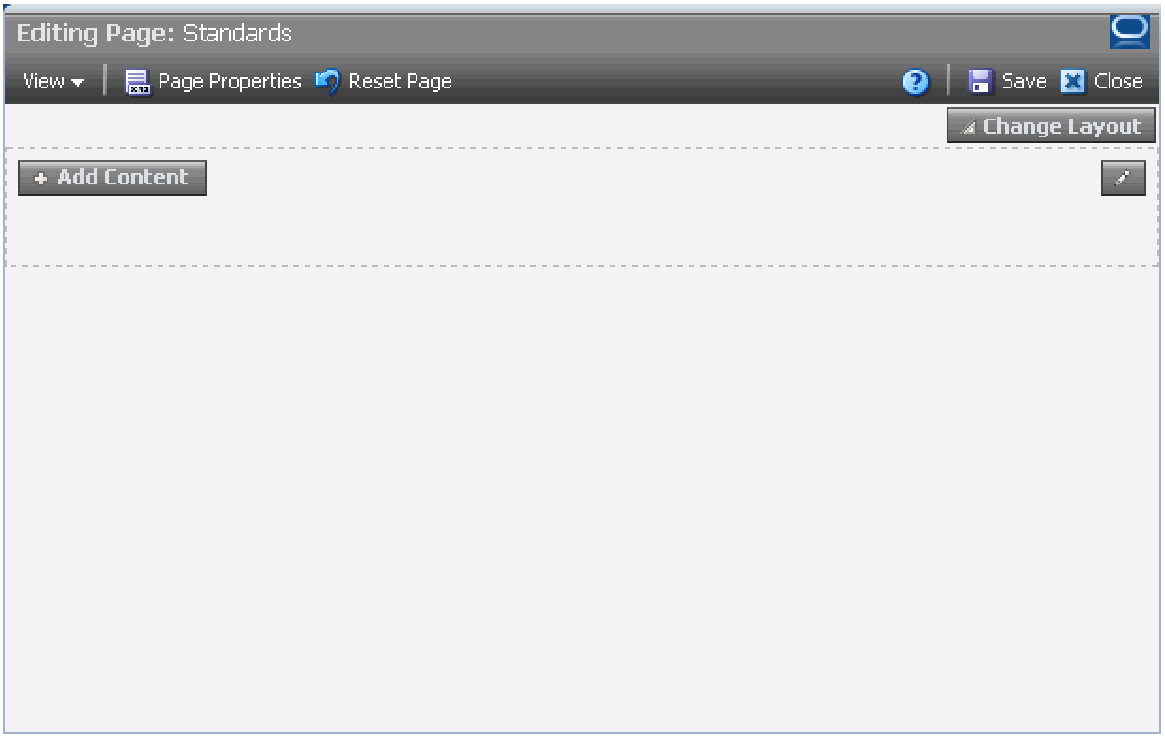
7. Select a page style to define the page structure.

   See Table 6–1 for illustrations and descriptions of out-of-the-box page styles.

8. Click the **Create** button.

   The new page opens in Oracle Composer, the WebCenter page editor, ready for adding content (Figure 6–11).

Figure 6–11 A Page Viewed Through Oracle Composer



For information about adding content, see Chapter 7, "Working with Page Content." For information about Oracle Composer, see Section 4.3, "Introducing Oracle Composer." For information about working with the page layout, look, and feel, see Section 6.4, "Working with Page Layouts, Styles, and Schemes."

Note: When you encounter errors in page edit mode in the WebCenter Spaces application and in custom WebCenter applications where the sandbox is enabled, you can recover by closing your browser and then reopening it and relogging in to the application instance.

6.2 Editing Pages

Edit a page to customize its content or to add or delete content. In edit mode, you can also reset a page to remove all changes made to it since it was first created. This section describes how to enter and exit page edit mode and how to reset a page to its pristine state. It contains the following subsections:

- Entering and Exiting Page Edit Mode
- Removing All Edits, Personalizations, and Customizations from a Page

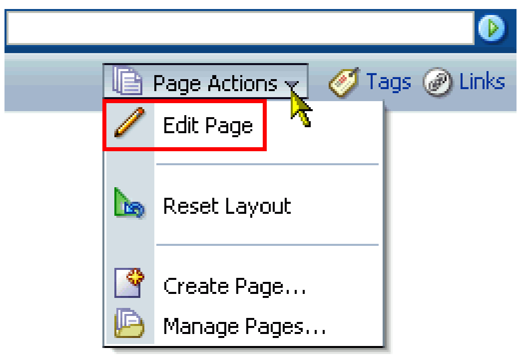
Note: If you view a page at the same time that another user is editing the page, you may not immediately see the results of those edits in your session. To reliably see any changes, view the page after the other user has saved.

If you edit a page while another user is editing the same page, a concurrency warning appears toward the top of the page. For more information, see Section 6.2.1, "Entering and Exiting Page Edit Mode."

6.2.1 Entering and Exiting Page Edit Mode

In WebCenter Spaces, entering page edit mode—that is, opening Oracle Composer—involves selecting the **Edit Page** command from the menu on a page tab (see Section 2.5, "Initiating Actions from Tabs") or from the **Page Actions** menu (Figure 6–12).

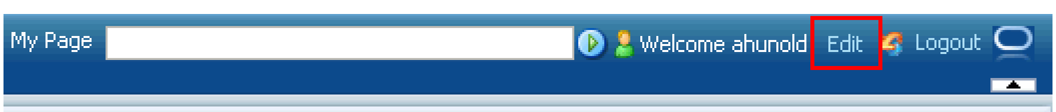
Figure 6–12 Edit Page Command on the Page Actions Menu



Exiting, just as easy, involves clicking a **Close** button.

In custom WebCenter applications, how you open Oracle Composer depends on the way the page was designed. For example, in the Fusion Order Demo for WebCenter, authorized users can open Oracle Composer through an **Edit** link that appears at the top of the page (Figure 6–13).

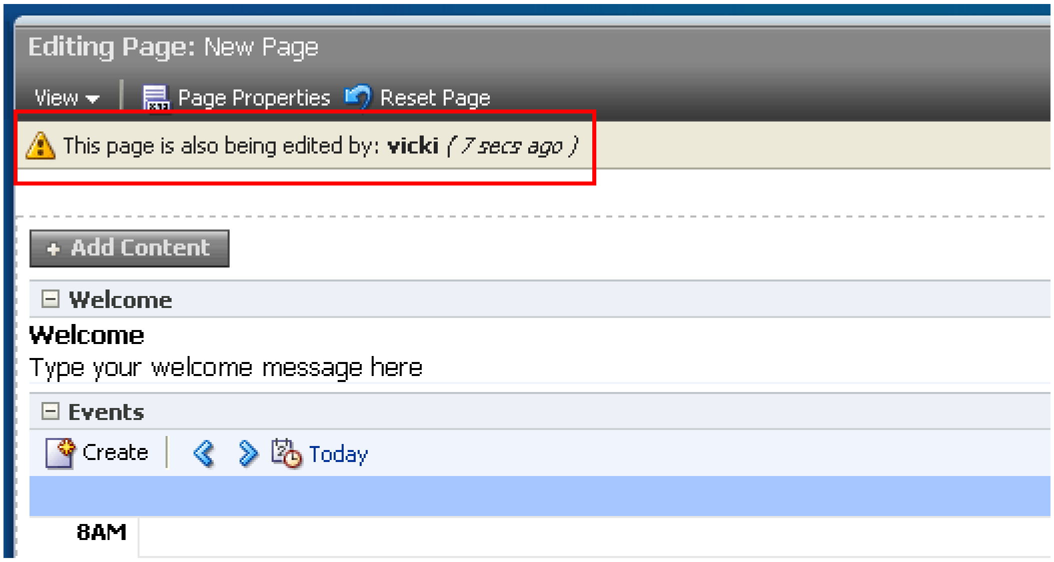
Figure 6–13 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

Because users access WebCenter applications from the Web, multiple users may attempt to edit the same page at the same time. In such cases, a concurrency warning appears in Oracle Composer that alerts each user to the others (Figure 6–14).

Figure 6–14 A Concurrency Warning in Oracle Composer



Note: Time duration is added to the concurrency message only when the first or a subsequent concurrent user has made (but not yet saved) a page customization.

WebCenter applications do not support single-user concurrency. That is, one user cannot log in to the same WebCenter application at the same time to create multiple, simultaneous sessions.

The final state of the page is determined by the last user to save.

This section describes how to open Oracle Composer through the WebCenter Spaces **Page Actions** menu.

Note: When you encounter errors in page edit mode in the WebCenter Spaces application and in custom WebCenter applications where the sandbox is enabled, you can recover by closing your browser and then reopening it and relogging in to the application instance.

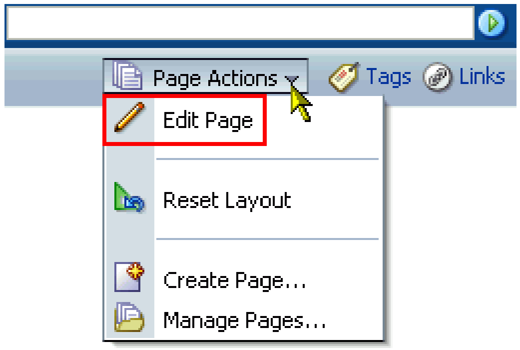
To enter and exit Oracle Composer:

1. Log in to Oracle WebCenter Spaces.

   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the page you want to edit.

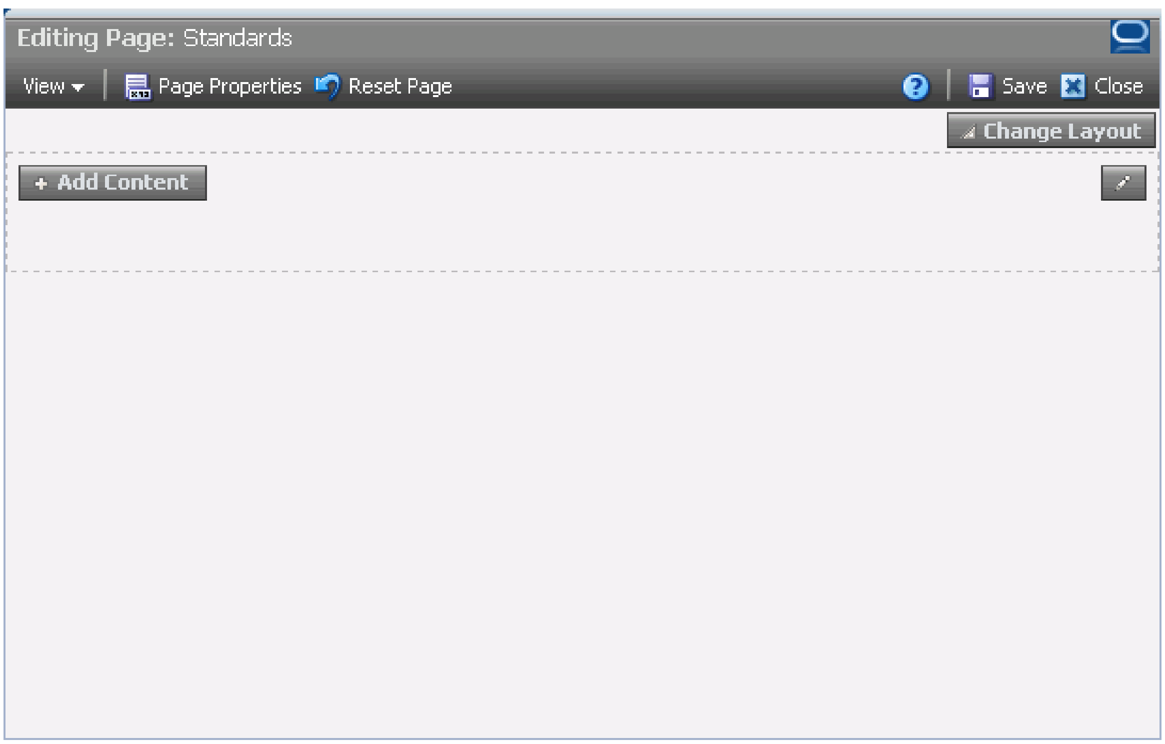
   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."
3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 6–15).

Figure 6–15 Edit Page Command on the Page Actions Menu



The page opens in Oracle Composer (Figure 6–16).

Figure 6–16 A Page Viewed Through Oracle Composer



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

---

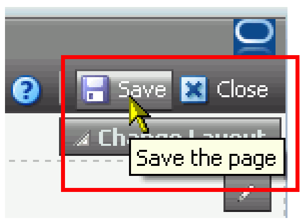
4. Edit the page.

Note: After you open a page in edit mode, you may find the following chapters of interest:

- For information about the page editor, Oracle Composer, see Section 4.3, "Introducing Oracle Composer."
- For information about adding content to a page, see Chapter 7, "Working with Page Content."
- For information about page styles and schemes, see Section 6.4.2, "Changing the Page Scheme and Scheme Background Color."
- For information about page layouts, see Section 6.5, "Working with Page Layout Components."

5. Click the **Save** button at the top-right of Oracle Composer to save your changes and remain in Oracle Composer (Figure 6–17).

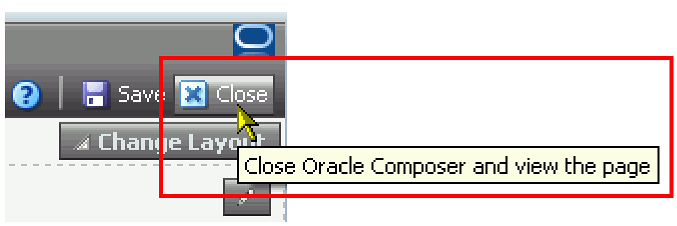
Figure 6–17 The Save Button



Note: Custom WebCenter applications may commit changes without requiring that you save. For more information, see Section 4.3.8, "Understanding the Sandbox in Custom WebCenter Applications."

6. Optionally, click the **Close** button to exit Oracle Composer (Figure 6–18).

Figure 6–18 The Close Button



6.2.2 Removing All Edits, Personalizations, and Customizations from a Page

Oracle Composer (see Section 4.3, "Introducing Oracle Composer.") includes a control for resetting a page to the state it was in when it was first created. The **Reset Page** button removes all edits, regardless of when they were made, and restores the page to its original, newly-created state. This is particularly valuable for maintaining pages that users have linked to. Resetting a page enables you to take the page back to its original state without disrupting such connections.

Note: The **Page Actions** menu provides the **Reset Layout** command for removing just the personalizations you have made to a page. For more information, see Section 3.5, "Removing Your Page Personalizations."

In custom WebCenter applications, if the sandbox feature is enabled for Oracle Composer you can preview a page reset before you save your changes. If the sandbox feature is not enabled for Oracle Composer, clicking the **Reset Page** button irrevocably deletes everything you and other users have done to the current page from the time it was created, with no option to undo.

Note: The Oracle Composer sandbox feature enables a preview of page customizations. This property is set by custom WebCenter application administrators. For more information, see Section 4.3.8, "Understanding the Sandbox in Custom WebCenter Applications."

If multiple users are editing a page, and one of them clicks the **Reset Page** button, the changes made by the other users may nonetheless be saved to the reset page. The result depends on the order in which users save their changes. The final state of the page is determined by the last user to save. For more information, see Section 4.3.1, "Accessing Oracle Composer."

To reset a page:

1. Log in to Oracle WebCenter Spaces.

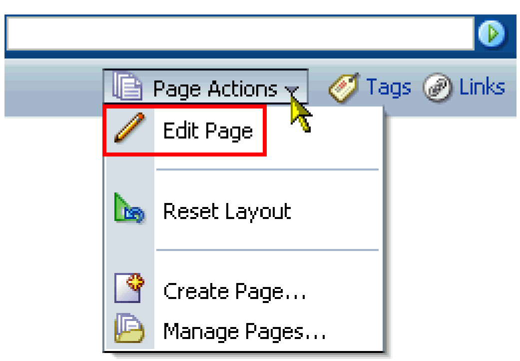
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page you want to reset.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 6–19).

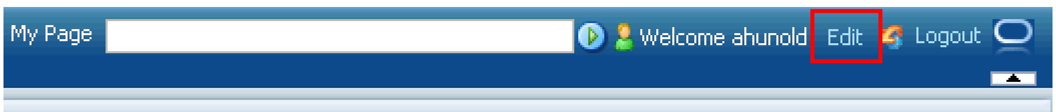
Figure 6–19 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, how you open Oracle Composer depends on the way the page was designed. For example, in the Fusion Order Demo for WebCenter, authorized users can open Oracle Composer through an **Edit** link that appears at the top of the page (Figure 6–20).

Figure 6–20 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

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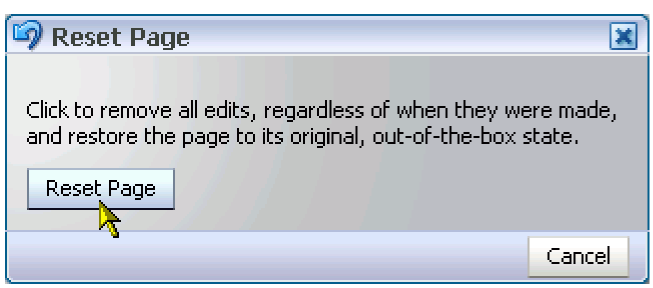
4. Click the **Reset Page** button at the top of Oracle Composer (Figure 6–21).

Figure 6–21 Reset Page Button

5. In the resulting Reset Page dialog box, click the **Reset Page** button (Figure 6–22).

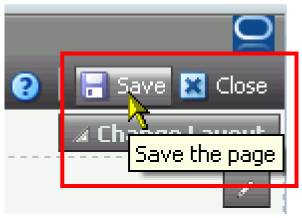
Figure 6–22 Reset Page Dialog Box



All changes made to the pages since it was created are removed.

6. Click the **Save** button at the top of the panel (Figure 6–23).

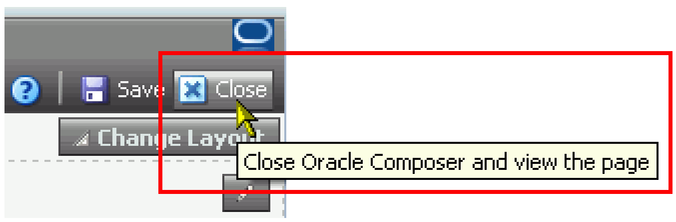
Figure 6–23 The Save Button



The page refreshes, now restored to its pristine, out-of-the-box state.

7. Click the **Close** button to exit Oracle Composer (Figure 6–24).

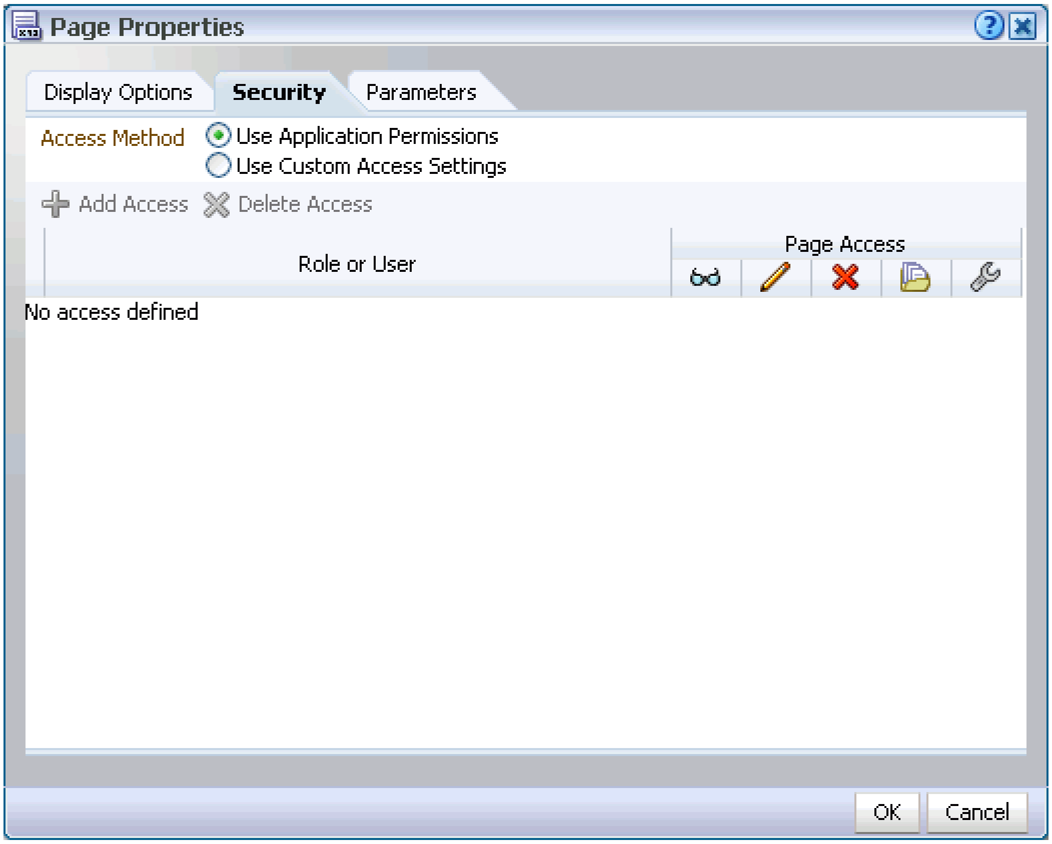
Figure 6–24 The Close Button



6.3 Setting Page Access

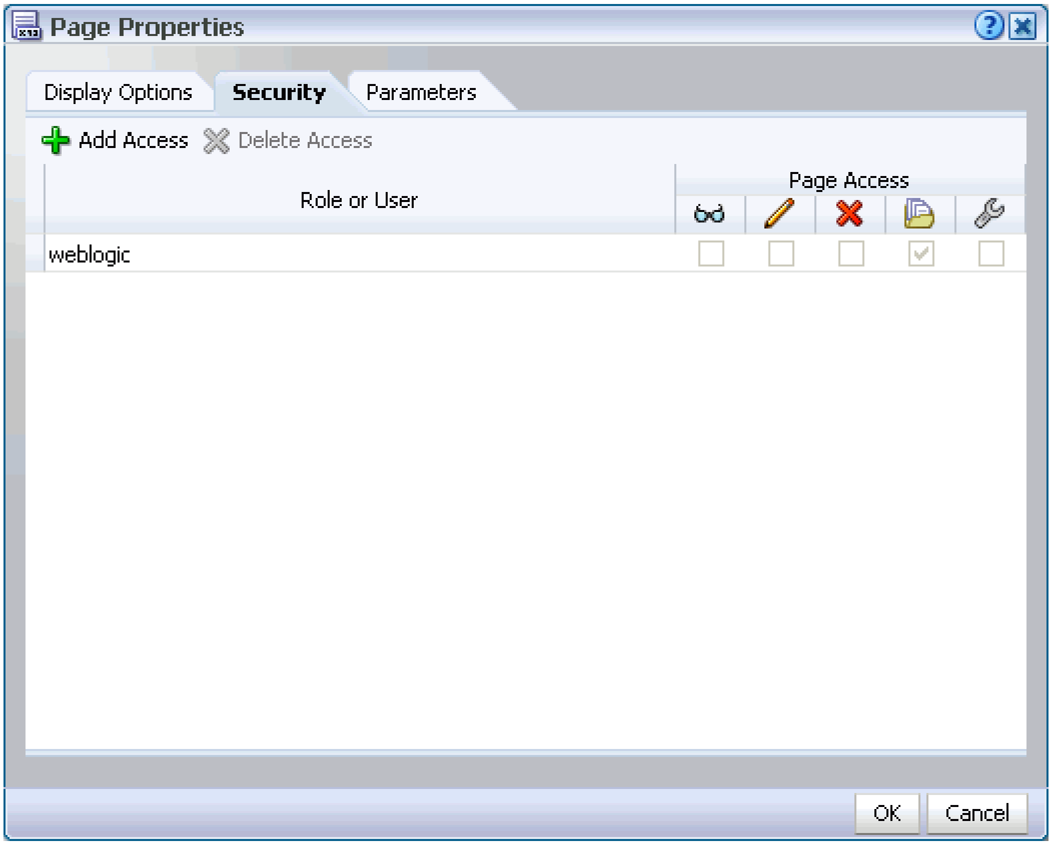
Page properties include a **Security** tab with controls for specifying who can do what to the current page (Figure 6–25).

Figure 6–25 Security Tab in the Page Properties Dialog Box of a Page in a Group Space



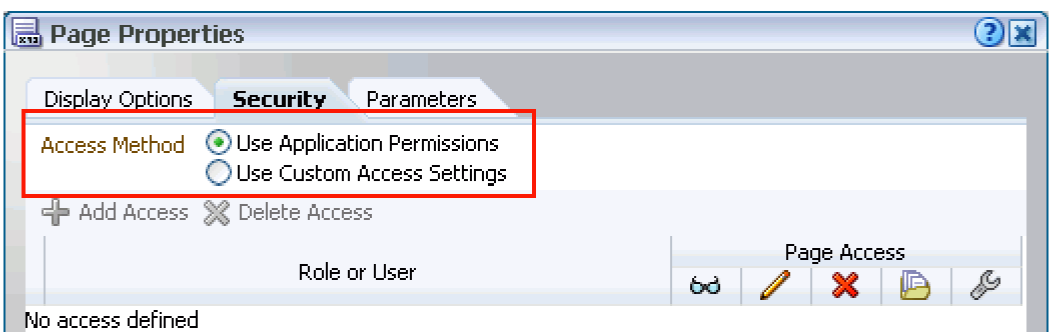
In WebCenter Spaces applications, the options that appear on the **Security** tab vary according to whether you are accessing it from a group space page (Figure 6–25) or from a personal space page (Figure 6–26).

Figure 6–26 Security Tab in the Page Properties Dialog Box of a Page in a Personal Space



Group space security provides the additional option of inheriting page access permission settings from the application (Figure 6–27).

Figure 6–27 Inheritance Section in a Page Properties Dialog Box (Group Space Only)



Page access setting through the Page Properties dialog box is that same as page access setting though the Manage Pages dialog box, which is discussed in Section 5.7, "Setting and Revoking Page Access Permissions." This section describes how to locate page access settings through page properties, and then directs you to the section in the Manage Pages chapter where page access setting is discussed.

Note: Page access permissions set through the Page Properties dialog box in Oracle Composer are committed immediately. Closing Oracle Composer without saving does not discard such changes.

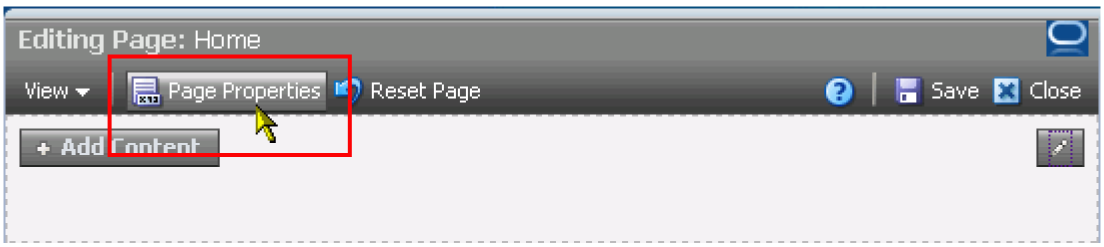
To access the Security tab in the Page Properties dialog box:

1. Go to the page you want to secure, and open it in Oracle Composer.

   For information about opening Oracle Composer, see Section 6.2.1, "Entering and Exiting Page Edit Mode."

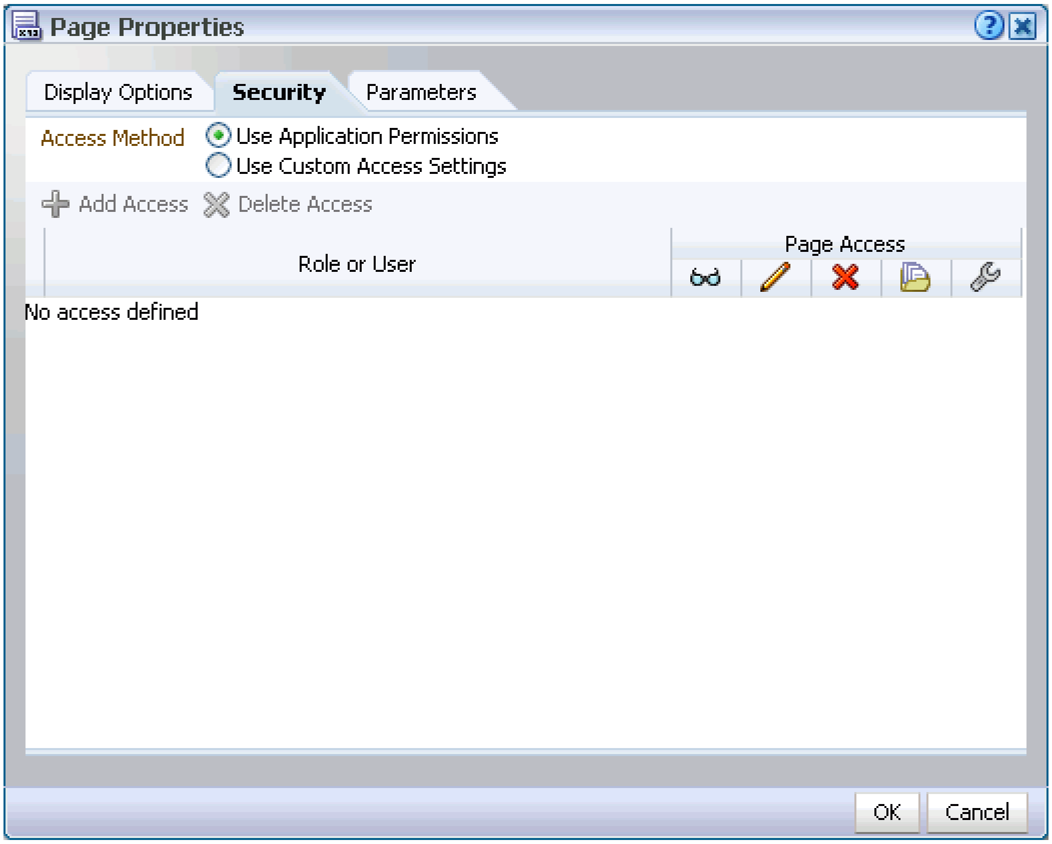
2. Click the **Page Properties** button (Figure 6–28).

Figure 6–28 Page Properties Button in Oracle Composer



3. In the resulting Page Properties dialog box, click the **Security** tab to bring it forward (Figure 6–29).

Figure 6–29 Security Tab in the Page Properties Dialog Box



See Section 5.7, "Setting and Revoking Page Access Permissions," for information about using the page access controls that display on the **Security** tab.

Note: When you encounter errors in page edit mode in the WebCenter Spaces application and in custom WebCenter applications where the sandbox is enabled, you can recover by closing your browser and then reopening it and relogging in to the application instance.

6.4 Working with Page Layouts, Styles, and Schemes

Creating the perfect page is a process that may happen over a period of days. You may select a page style or scheme and think better of it later on. With WebCenter applications, this presents no problem. It is an easy task to move from one page style or scheme to another. Additionally, you can enhance the style and scheme you selected using the layout components available through the Oracle Composer Catalog.

This section provides information about working with page styles, schemes, and layout components. It contains the following subsections:

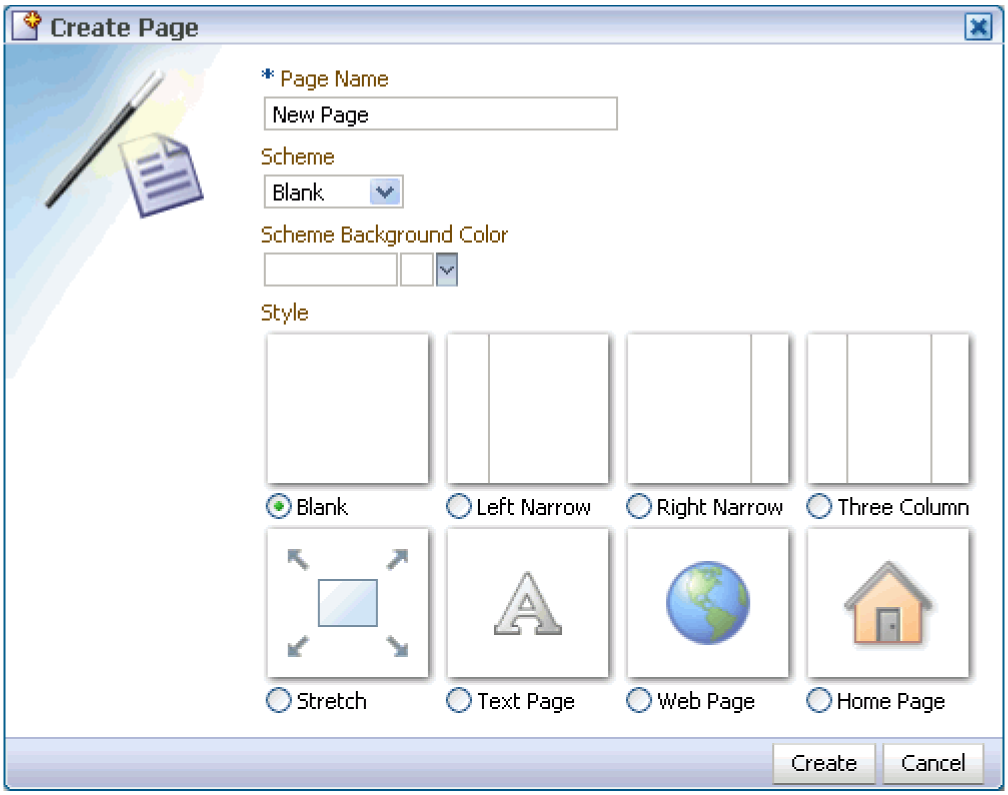
- What You Should Know About Page Layouts, Styles, and Schemes
- Changing the Page Scheme and Scheme Background Color
- Changing Everyone's Page Layout

6.4.1 What You Should Know About Page Layouts, Styles, and Schemes

Page styles and schemes provide both a default page structure that describes the areas where you can place content (that is, the page layout) and a background color and image that contribute to a page look and feel. Page layout components provide objects for enhancing the usefulness and appearance of a given page. These include an in-place HTML text editor, images, layout boxes, hyperlinks, and so on.

You can select a page style, scheme, and scheme background color when you create a page. Such selections are available in the Create Page dialog box (Figure 6–30).

Figure 6–30 Seeded Page Styles in a WebCenter Spaces Application



Some page styles come prepopulated with a selection of useful task flows. Others include properties that suggest a particular use for the page. For example, the *Web Page* page style includes a configurable property for specifying a URL. You can use this feature to embed wiki or blog pages and expose external Web content within your WebCenter application.

In many cases, you can switch styles and schemes when you revise a page. You can also start with a blank page and create you own, unique layout, look, and feel.

Table 6–1 illustrates and describes WebCenter seeded page styles. Users of custom WebCenter applications may find these or other custom page styles in the Create Page dialog box (for more information, see Section 4.2, "Understanding Pages and Page Management in Custom WebCenter Applications").

Table 6–1 WebCenter Seeded Page Styles

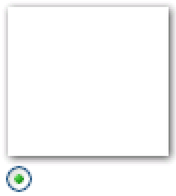
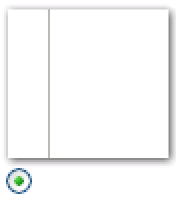
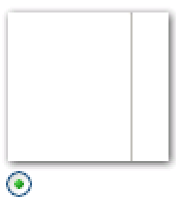
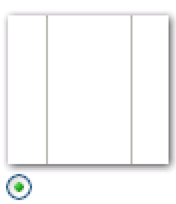
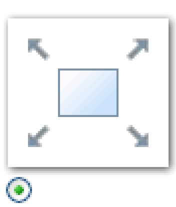
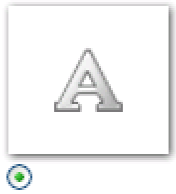
Page Style	Illustration	Description
Blank		A one-column page with one layout box into which you can provide content When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout." Note that a Change Layout link may also be made available in page view mode. When you change page layout in page view mode, it is a personalization affecting only your view of the page. For more information, see Section 3.4.2, "Changing Your Page Layout."
Left Narrow		A two-column page with two layout boxes into which you can provide content Layout boxes are positioned side-by-side, with the narrower layout box on the left. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout." Note that a Change Layout link may also be made available in page view mode. When you change page layout in page view mode, it is a personalization affecting only your view of the page. For more information, see Section 3.4.2, "Changing Your Page Layout."
Right Narrow		A two-column page with two layout boxes into which you can provide content Layout boxes are positioned side-by-side, with the narrower layout box on the right. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout." Note that a Change Layout link may also be made available in page view mode. When you change page layout in page view mode, it is a personalization affecting only your view of the page. For more information, see Section 3.4.2, "Changing Your Page Layout."
Three Column		A three-column page with three layout boxes into which you can provide content Layout boxes are positioned side-by-side, with the narrower layout boxes on the left and right sides. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout." Note that a Change Layout link may also be made available in page view mode. When you change page layout in page view mode, it is a personalization affecting only your view of the page. For more information, see Section 3.4.2, "Changing Your Page Layout."
Stretch		A page dedicated to the display of one component (task flow, portlet, or layout component) Any component you place on this page is maximized, taking up all available space. For an example of a stretch layout, see the Documents page or the Announcements page in a WebCenter Spaces application. This page style cannot be changed when you edit the page.

Table 6–1 (Cont.) WebCenter Seeded Page Styles

Page Style	Illustration	Description
Text Page		A page with a seeded Text component (that is, a Rich Text Editor), which you can use to enter and style page text. For information about the Rich Text Editor, see Section 14.2.3.2, "Creating and Editing Rich Text Documents." When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout." Note that a Change Layout link may also be made available in page view mode. When you change page layout in page view mode, it is a personalization affecting only your view of the page. For more information, see Section 3.4.2, "Changing Your Page Layout."
Web Page		A page with a property that takes a URL value, enabling you to expose external Web content in your WebCenter application For example, use this page to connect to and expose pages from your wiki or blog server. For more information, see Chapter 23, "Working with Wikis and Blogs." This page style cannot be changed when you edit the page.
Home Page		A pre-seeded Home page, based on the Right Narrow page style The Home page style comes prepopulated with task flows and other content. When you edit this page, a **Change Layout** link is provided to enable you to change the number and configuration of layout boxes on the page. For more information, see Section 6.4.3, "Changing Everyone's Page Layout." Note that a Change Layout link may also be made available in page view mode. When you change page layout in page view mode, it is a personalization affecting only your view of the page. For more information, see Section 3.4.2, "Changing Your Page Layout."

WebCenter Spaces provides a default selection of schemes and scheme background colors, which you can use to create an instant look and feel. Additionally, you can select a custom scheme, which enables you to provide your own background image.

Table 6–2 illustrates WebCenter Spaces default page schemes.

Table 6–2 Default Page Schemes

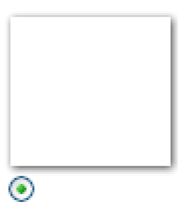
Default Scheme	How this Scheme Looks on a Blank Page
Blank	

Table 6–2 (Cont.) Default Page Schemes

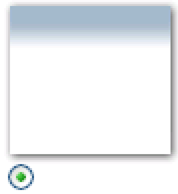
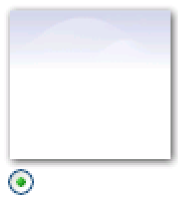
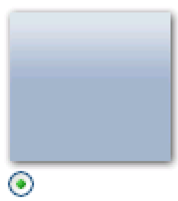
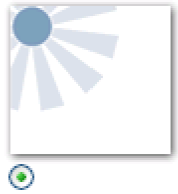
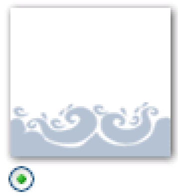
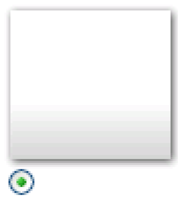
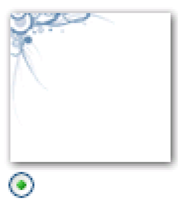
Default Scheme	How this Scheme Looks on a Blank Page
Blue	
Clouds	
Dunes	
Egg Shell	
Paper	
Stream	

Table 6–2 (Cont.) Default Page Schemes

Default Scheme	How this Scheme Looks on a Blank Page
Sun	
Wave	
White	
Winter	
Custom	Provide your own background image by entering the directory path to the image in the **Scheme Background Image** field that appears when you select **Custom**. Enter for example: `http://mycompany.com/images/chinwig/cologo_small.gif`

After you create a page, you can enhance its original style and scheme with page layout components.

The default layout components available through the Oracle Composer Catalog include the following:

- **Box**—A container that provides controls for content rearrangement and orientation, including horizontal, vertical, scroll, and stretch

  The Box is the landing site for all content added from the Oracle Composer Catalog. It is the component into which you can drag task flows, portlets, and Movable Boxes. Add a Box to provide additional content areas with different orientations (set one box to align its content horizontally and another to align vertically). See Section 6.5.1.1, "Introducing the Box Layout Component."

- **HTML Markup—**A simple editor for entering a brief bit of HTML mark-up, JavaScript, text, or Expression Language (EL)

  Add HTML Markup to place static or dynamic markup language on the current page. For example, use the HTML Markup layout component to add a YouTube video, a Google Gadget, a Pandora Music station, and the like. See Section 6.5.1.2, "Introducing the HTML Markup Layout Component."

- **Hyperlink—**A link to a specified application page or external Web site

  Add a Hyperlink to provide convenient connections to related Web sites or application pages. See Section 6.5.1.3, "Introducing the Hyperlink Layout Component."

- **Image—**An image with an optional hyperlink feature

  Add an Image to promote branding or simply to illustrate the page. See Section 6.5.1.4, "Introducing the Image Layout Component."

- **Movable Box—**A content container that you can reposition along with all its content

  Add a Movable Box to enable more versatile page personalization options to your users. See Section 6.5.1.5, "Introducing the Movable Box Layout Component."

- **Text—**A text box with an in-place HTML editor

  Add formatted text to welcome users to your page or provide a static display of useful information. See Section 6.5.1.6, "Introducing the Text Layout Component."

- **Web Page—**A component for displaying another Web page, such as a blog or a wiki, within the WebCenter application context

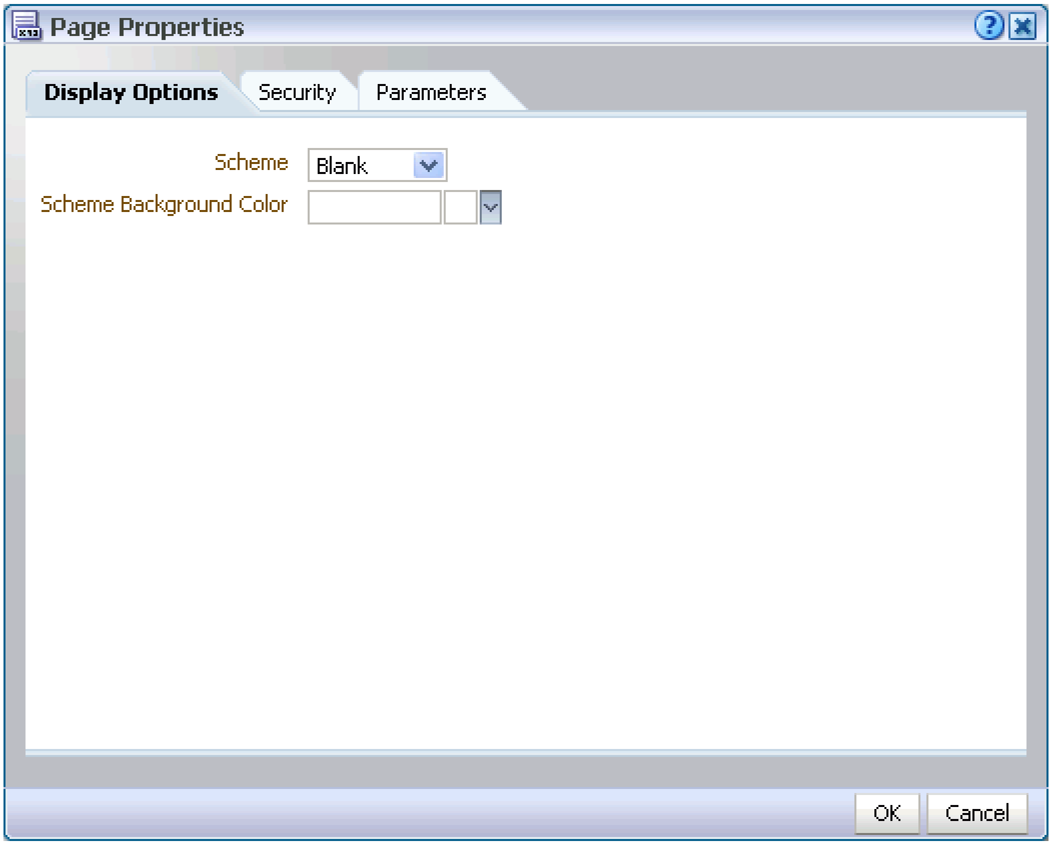
  Add a Web Page to open a window onto another Web page, wiki, or blog on the current page. See Section 6.5.1.7, "Introducing the Web Page Layout Component."

Layout components include component properties, which you can use to configure a particular component instance. For example, use Box properties to set a Box's orientation (horizontal or vertical) or provide additional style information. Use Image properties to specify the URL to the image, the target the image should link to, and the way that target should open.

6.4.2 Changing the Page Scheme and Scheme Background Color

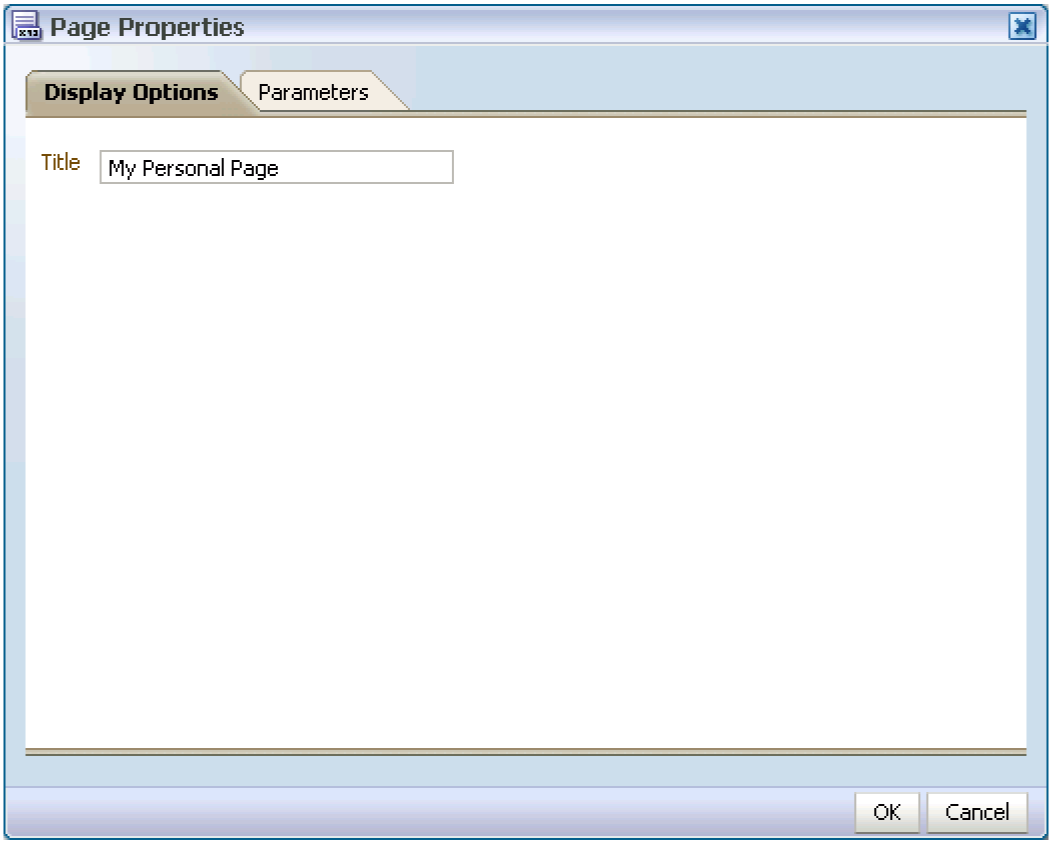
For any page on which you have sufficient permissions, you can change the scheme that was specified when the page was created. The Oracle Composer **Page Properties** dialog box includes a Display Options tab, where properties related to the page scheme and scheme background color appear (Figure 6–31).

Figure 6–31 Display Options Tab in the Page Properties Dialog Box (WebCenter Spaces)



In custom WebCenter applications, the **Display Options** tab provides access to any properties specified by your application developer. For example, in the Fusion Order Demo for WebCenter the **Display Options** tab provides an opportunity to change the page title (Figure 6–32).

Figure 6–32 Display Options Tab in the Page Properties Dialog Box



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*. For information about changing the look and feel of pages in custom WebCenter applications, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*

In WebCenter Spaces applications, a scheme defines the background image for a given page. Choose from preseeded background images, or select **Custom**, and provide your own custom image. Scheme background color provides a base color that covers the full width and length of the page.

This section describes how to change a page's background color and image.

To change a page background color and image in a WebCenter Spaces application:

1. Log in to Oracle WebCenter Spaces.

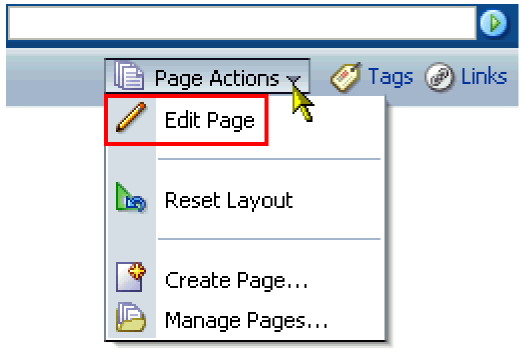
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to change page schemes.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Select **Edit Page** from the **Page Actions** menu (Figure 6–33).

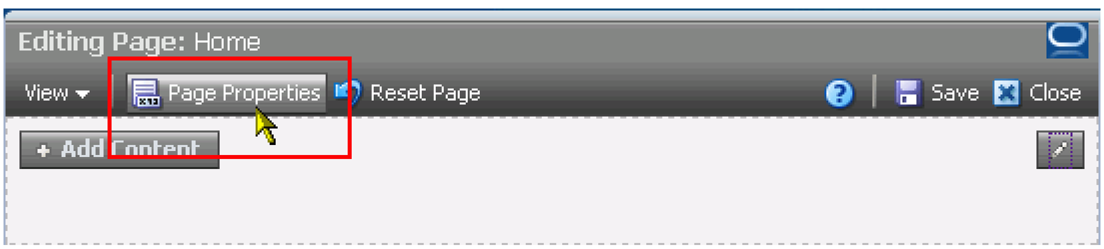
Figure 6–33 Edit Page Command on the Page Actions Menu



The page opens in Oracle Composer.

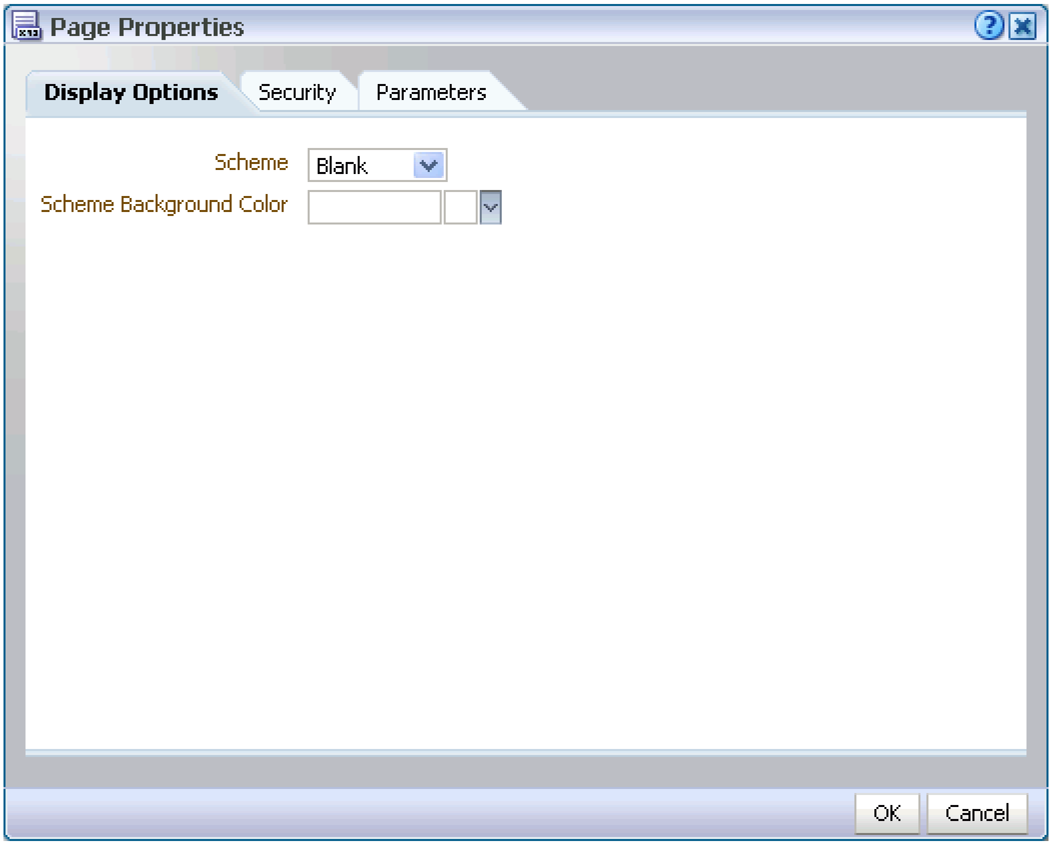
4. In Oracle Composer, click the Page Properties button (Figure 6–34).

Figure 6–34 Page Properties Button in Oracle Composer



5. If necessary, in the Page Properties dialog box click the **Display Options** tab to bring it forward (Figure 6–35).

Figure 6–35 Display Options Tab in the Page Properties Dialog Box (WebCenter Spaces)

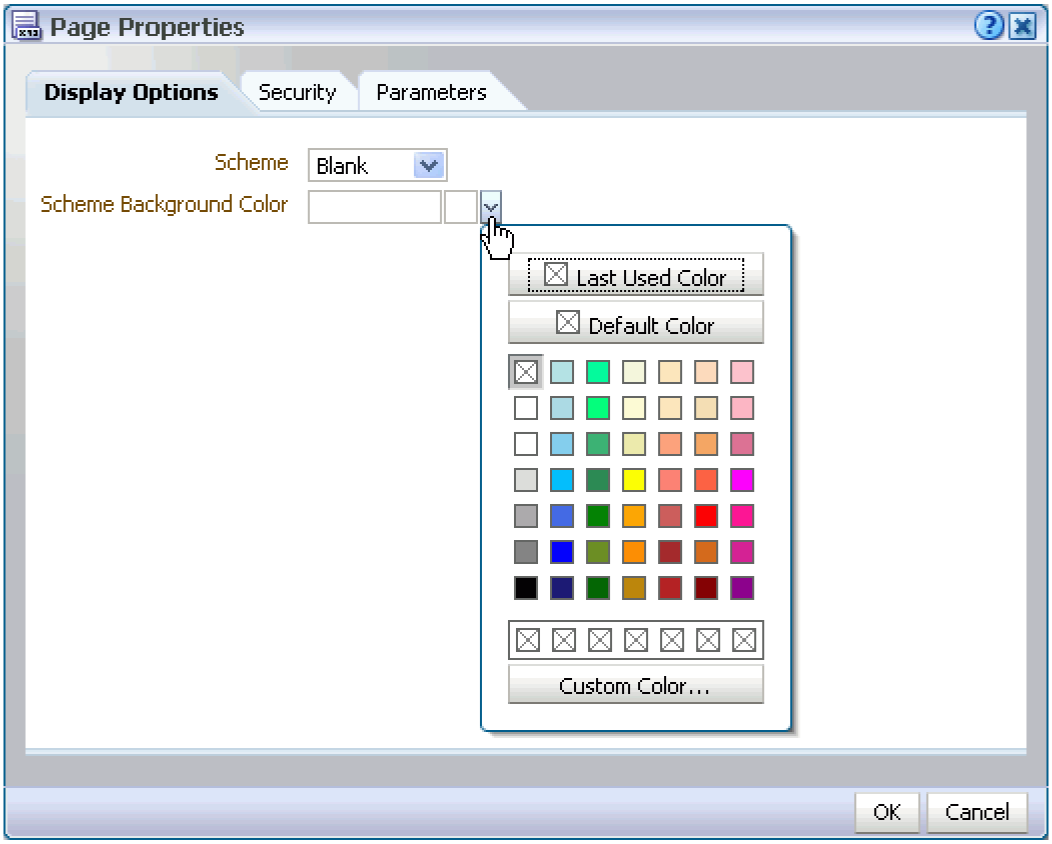


From the **Scheme** pick list, select a page scheme.

For a list and illustrations of out-of-the-box page schemes in WebCenter Spaces, see Table 6–2, " Default Page Schemes".

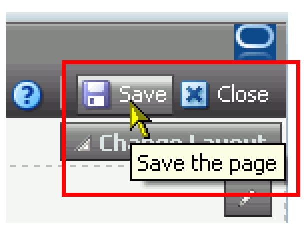
6. Select a page background color from the **Scheme Background Color** pick list (Figure 6–36).

Figure 6–36 Scheme Background Color Pick List



7. Click **OK** to apply your changes and close the dialog box.
8. In Oracle Composer, click the Save button to save your changes and exit Oracle Composer (Figure 6–37)

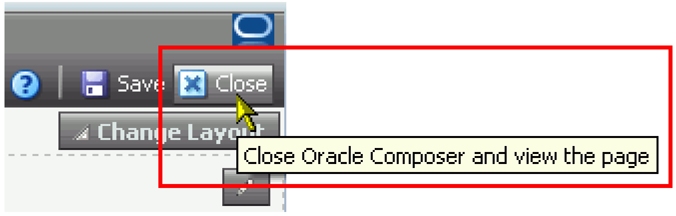
Figure 6–37 The Save Button



The page refreshes, displaying the new background color and image.

9. Click the **Close** button to exit Oracle Composer (Figure 6–38).

Figure 6–38 The Close Button



6.4.3 Changing Everyone's Page Layout

You can switch some WebCenter page styles to a different page layout. Other page styles expose external content, notably the Web Page page layout, and consequently do not support mid-stream layout changes. Table 6–1, " WebCenter Seeded Page Styles" illustrates WebCenter default page layouts and indicates which can be switched to a different layout.

Depending on how your application is configured, you may be able to switch page layouts in page view mode and in page edit mode. Switching a page layout in page view mode is a personalization that affects only your view of a page (see Section 3.4.2, "Changing Your Page Layout"). Switching page layout in page edit mode is a customization. This section describes how to switch a page layout in page edit mode.

Note: For information about personalization and customization, see Section 7.2, "Customizing and Personalizing Page Content."

Note: When you encounter errors in page edit mode in the WebCenter Spaces application and in custom WebCenter applications where the sandbox is enabled, you can recover by closing your browser and then reopening it and relogging in to the application instance.

To switch from one page layout to another:

1. Log in to Oracle WebCenter Spaces.

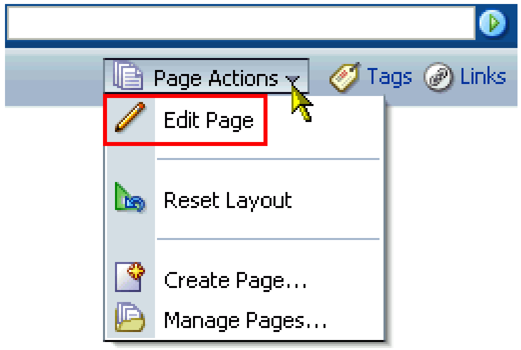
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to revise a page layout.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

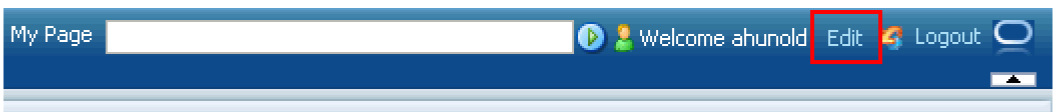
3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 6–39).

Figure 6–39 Edit Page Command on the Page Actions Menu



In custom WebCenter applications, open Oracle Composer according to your page design. For example, in the Fusion Order Demo for WebCenter, you can open Oracle Composer by clicking the **Edit** link at the top of the page (Figure 6–40).

Figure 6–40 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

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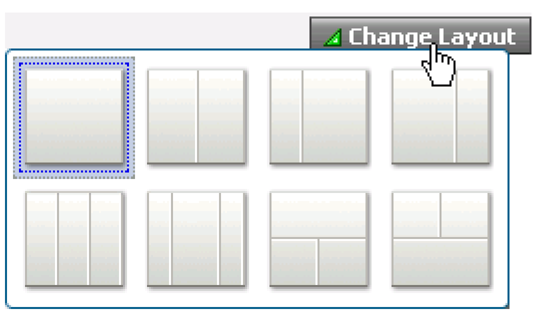
4. Scroll to the top-right of the page area, and click the **Change Layout** link.

   The layout picker opens (Figure 6–41).

Figure 6–41 The Layout Picker



5. Click a layout to apply it to the currently displayed page.

   The page refreshes instantly, now arranged according to the selected layout.

6. In Oracle Composer, click **Save** and then **Close**.

> **Note:** For information about changing a page layout in only your view of a page, see Section 3.4.2, "Changing Your Page Layout." For information about making the Change Layout link available in page view mode, see Section 6.5.3.9.3, "Working with Change Layout/Layout Customizable Properties."

6.5 Working with Page Layout Components

You can use page layout components to add more content layout areas, images, links, and text, and expose external Web pages within the context of your WebCenter application. This section describes WebCenter default layout components, steps you through adding them to a page, and provides information about each component's properties. It contains the following subsections:

- What You Should Know About Page Layout Components
- Adding a Layout Component to a Page
- Working with Layout Component Properties
- Deleting Layout Components

6.5.1 What You Should Know About Page Layout Components

Oracle Composer provides seven useful and versatile layout components:

- Introducing the Box Layout Component
- Introducing the HTML Markup Layout Component
- Introducing the Hyperlink Layout Component
- Introducing the Image Layout Component
- Introducing the Movable Box Layout Component
- Introducing the Text Layout Component
- Introducing the Web Page Layout Component
- Introducing Hidden Layout Components

6.5.1.1 Introducing the Box Layout Component

The Box layout component is a container that enables the placement of content on a WebCenter Spaces page. Boxes are the landing place for the Movable Boxes and task flows that you add to a page.

In Oracle Composer, a Box is rendered as rectangle comprised of dashed lines and **Add Content**, **Edit**, and **Delete** buttons (Figure 6–42).

Figure 6–42 A Box Layout Component on a Page in Edit Mode

You can place content within a Box, and you can place one or more Boxes within a Box. You can configure Box properties to display content horizontally or vertically. Additionally, you can specify the display of a scrollbar or set the Box to devote all its area to a single task flow. For information about properties specific to the Box layout component, see Section 6.5.3.2, "Working with Box Layout Component Properties."

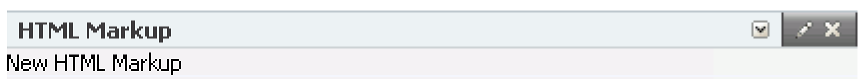
The Box layout component provides access to style properties for setting font, color, and background properties on a single component instance. Style property values override such values set on the Box component's container, on the page, and on the application. For information about layout component Style properties, see Section 7.4.6, "Working with Style and Content Style Properties."

For information about adding layout components to a page, see Section 6.5.2, "Adding a Layout Component to a Page."

6.5.1.2 Introducing the HTML Markup Layout Component

The HTML Markup layout component is a simple text editor that enables the entry of text, HTML markup, JavaScript, and Expression Language (EL) expressions (Figure 6–43).

Figure 6–43 An HTML Markup Layout Component



Enter content through the component's properties. For information about HTML Markup layout component properties, see Section 6.5.3.3, "Working with HTML Markup Layout Component Properties."

For information about layout component Style properties, see Section 7.4.6, "Working with Style and Content Style Properties." For information about adding layout components to a page, see Section 6.5.2, "Adding a Layout Component to a Page."

For an example of how to use the HTML Markup layout component to embed video, music, slides, or Google Gadgets, see Section 7.1.5, "Embedding Video, Music, Slides, and Other Types of Content."

6.5.1.3 Introducing the Hyperlink Layout Component

A Hyperlink layout component (Figure 6–44) is comprised of two elements: a link title and a link destination.

Figure 6–44 A Hyperlink Layout Component

The title is used for the link text, and the destination is used for the link target, that is, the URL to the target destination. Enter the link title and destination through Hyperlink properties. For information about Hyperlink properties, see Section 6.5.3.4, "Working with Hyperlink Layout Component Properties."

You can use internal and external link targets for a Hyperlink. For an internal target, you can use a relative directory path. An easy way to obtain the relative directory path of a WebCenter Spaces page is to navigate to the target page and go through the motions of adding it as a Favorite. By default, the Add Favorite dialog box provides the relative URL of the current page. Simply copy this information, and use it to define the Hyperlink target.

Note: For information about adding a Favorite to WebCenter Spaces, see Section 3.6.2, "Adding Favorites."

The Hyperlink layout component provides access to style properties for setting font, color, and background properties on a single component instance. Style property values override such values set on the Hyperlink component's container, on the page, and on the application. For information about layout component Style properties, see Section 7.4.6, "Working with Style and Content Style Properties."

For information about adding layout components to a page, see Section 6.5.2, "Adding a Layout Component to a Page."

6.5.1.4 Introducing the Image Layout Component

Images can be added from two places in the Oracle Composer **Catalog** panel:

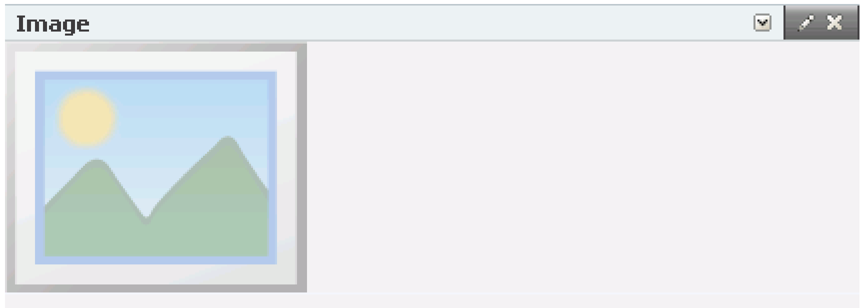
- Image layout components from the **Layout** folder
- Image files from **Documents** folder

Unlike images from the **Documents** folder, Images from the **Layout** folder provide controls for associating a link target with the image. Additionally, while image files can be discovered in a search, Image layout components cannot, preventing a return of irrelevant search results.

Note: For more information about images from the **Documents** folder, see Section 7.1.2, "Adding Document Library Content to a Page."

Use the Image layout component (Figure 6–45) to promote company branding or simply to illustrate your application pages. Use any Web-compatible image from any publicly-accessible location.

Figure 6–45 Undefined Image Layout Component



The Image layout component includes properties for defining not only the image, but also an optional target URL and short- (`ALT` text) and long-description (external HTML file) text to enhance application accessibility. Target frame options are provided to enable you to define open behavior for the Image's link target. For information about properties specific to the Image layout component, see Section 6.5.3.5, "Working with Image Layout Component Properties."

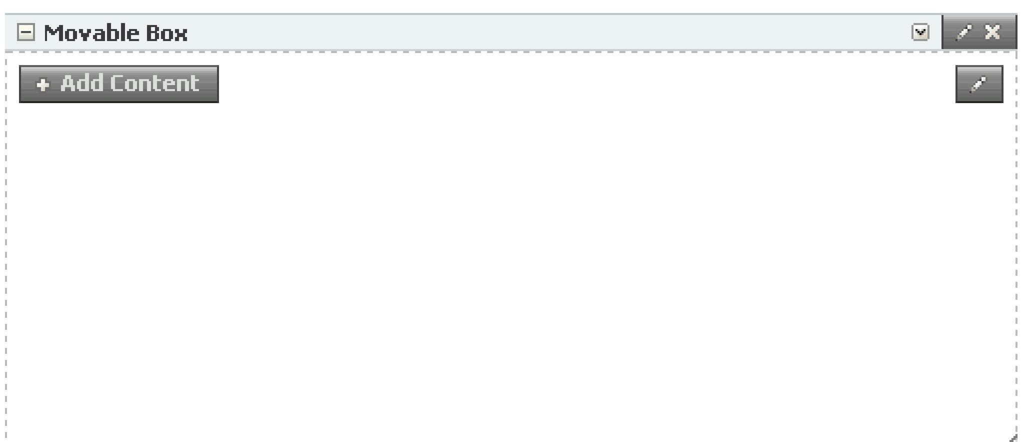
The Image layout component provides access to style properties for setting font, color, and background properties on a single component instance. Style property values override such values set on the Image component's container, on the page, and on the application. For information about layout component Style properties, see Section 7.4.6, "Working with Style and Content Style Properties."

For information about adding layout components to a page, see Section 6.5.2, "Adding a Layout Component to a Page."

6.5.1.5 Introducing the Movable Box Layout Component

The Movable Box layout component (Figure 6–46) is like the Box layout component in that it is a container for page content; but it differs from a Box through its capacity to be dragged—content and all—to new positions on a page and to be resized in page view mode.

Figure 6–46 Movable Box Layout Component



As the name implies, when you personalize or customize a page you can move a Movable Box along with all of its content. In contrast, you can move the content of a

Box layout component, but you cannot move the Box itself. Another difference lies with the properties associated with each box type. For example, although a Box layout component provides controls for orienting box content horizontally or vertically, such properties are not provided with the Movable Box.

You can display a Movable Box with a header and borders, as depicted in Figure 6–46. You can also turn these off through component properties (see Section 6.5.3.6, "Working with Movable Box Layout Component Properties"). When you expose the header, you can also select to hide or show additional actions on the Movable Box. These include move up or down, collapse and restore, remove, and resize.

The Movable Box layout component provides access to style properties for setting font, color, and background properties on a single component instance. Style property values override such values set on the Movable Box component's container, on the page, and on the application. For information about layout component style properties, see Section 7.4.6, "Working with Style and Content Style Properties."

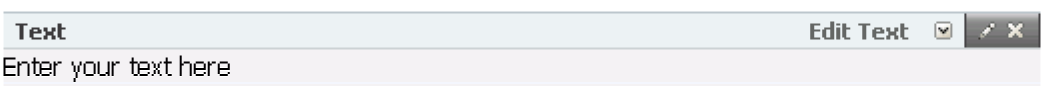
For information about adding layout components to a page, see Section 6.5.2, "Adding a Layout Component to a Page."

Note: Avoid adding a portlet to a Movable Box layout component (see Section 6.5.1.5, "Introducing the Movable Box Layout Component"). The Movable Box layout component duplicates the user interaction functionalities of a portlet. Adding a portlet to a Movable Box creates an unnecessary and potentially error-prone redundancy.

6.5.1.6 Introducing the Text Layout Component

The Text layout component provides a convenient way to add static display text and HTML to a WebCenter Spaces page (Figure 6–47).

Figure 6–47 A Text Layout Component



The Text layout component provides a Rich Text Editor (RTE), which you can use to enter text, apply text styles, and add links and images (Figure 6–48).

Figure 6–48 Text Layout Component's Rich Text Editor

Note: The RTE ignores the following types of tags because they are irrelevant or redundant within the RTE context:

- script tags
- form elements, such as input, select, textarea, and form
- frame/frameset
- document tags, such as html, head, body, meta, and title
- unknown tags, for example, <foo></foo>

RTE controls display in Oracle Composer and are hidden in page view mode—only your text displays to users who view the page.

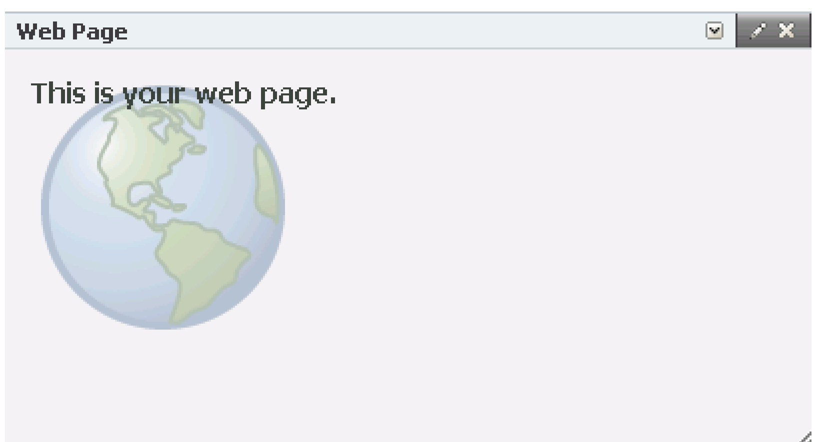
The Text layout component provides access to style properties for setting font, color, and background properties on a single component instance. Style property values override such values set on the Text component's container, on the page, and on the application. For information about layout component style properties, see Section 7.4.6, "Working with Style and Content Style Properties."

For information about RTE controls, see Table 14–2, " Rich Text Editor Controls". For information about properties specific to the Text layout component, see Section 6.5.3.7, "Working with Text Layout Component Properties." For information about using RTE controls, see Table 14–2, " Rich Text Editor Controls". For information about adding layout components to a page, see Section 6.5.2, "Adding a Layout Component to a Page."

6.5.1.7 Introducing the Web Page Layout Component

The Web Page layout component provides a means of displaying a window onto other Web pages within the context of a WebCenter application page (Figure 6–49).

Figure 6–49 An Undefined Web Page Layout Component



Use the Web Page layout component to expose a video, display a wiki page, post a blog, expose another WebCenter Spaces page, and the like—all within the context of a WebCenter Spaces page. All of the controls displayed in the embedded Web page are functional, enabling you to, for example, control video volume, edit the wiki, or post an entry to the blog.

You can use internal and external link targets for a Web Page. For an internal target, you can use a relative directory path. In WebCenter Spaces, an easy way to obtain the relative directory path of an application page is to navigate to the target page and go through the motions of adding it as a Favorite. By default, the Add Favorite dialog box provides the relative URL of the current page. Simply copy this information, and use it to define the Web Page target.

Note: For information about adding a Favorite to WebCenter Spaces, see Section 3.6.2, "Adding Favorites."

The Web Page layout component provides a variation on the Web Page page style offered through the Create Page dialog box. The Web Page page style is useful for offering the full external Web page experience. For example, use the Web Page page style to expose wiki pages within the full framework of an application page. In contrast, the Web Page layout component is useful for including Web page content along with other content types on an application page.

Note: For information about exposing wikis and blogs through the Web Page page style, see Chapter 23, "Working with Wikis and Blogs."

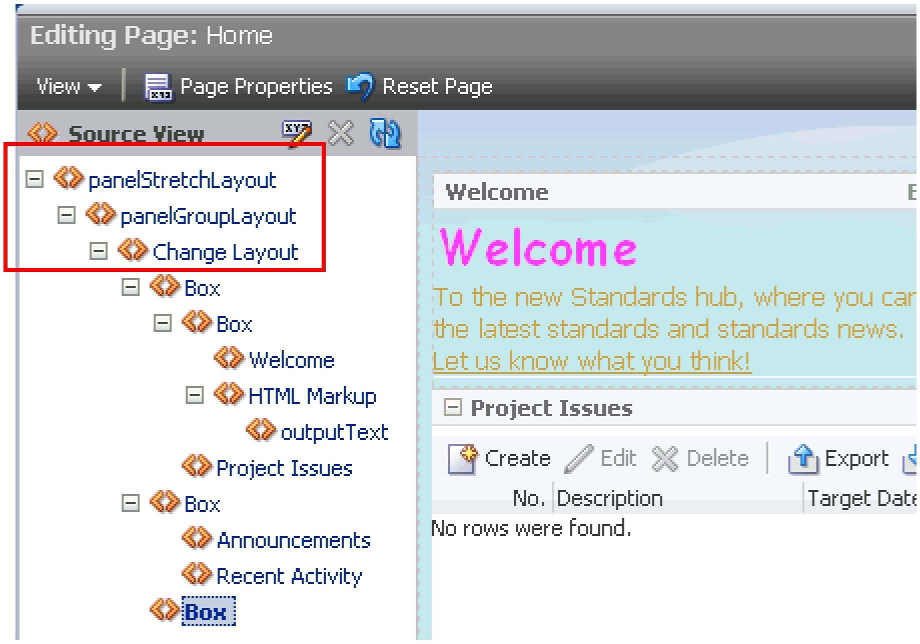
The Web Page layout component provides access to style properties for setting font, color, and background properties on a single component instance. Use the **Width** and **Height Style** properties to determine the size of the Web Page display area. Style property values override such values set on the Web Page component's container, on the page, and on the application. For information about layout component style properties, see Section 7.4.6, "Working with Style and Content Style Properties."

For information about properties specific to the Web Page layout component, see Section 6.5.3.8, "Working with Web Page Layout Component Properties." For information about adding layout components to a page, see Section 6.5.2, "Adding a Layout Component to a Page."

6.5.1.8 Introducing Hidden Layout Components

Some page layout components are not exposed for use in the Oracle Composer Catalog. They are nonetheless on view and configurable when you edit a page and set Oracle Composer to Source view (Figure 6–50).

Figure 6–50 Hidden Layout Components Exposed in Source View



Such components include:

- **panelStretchLayout**—Provides a means of arranging content in defined areas on a page. Useful useful for enabling content to stretch when the browser is resized.
- **panelGroupLayout**—Provides a means of arranging a series of child components vertically or horizontally (no wrapping), or consecutively (wrapping). The `Layout` property determines the arrangement of the child components.
- **Layout Customizable/Change Layout**

  Provides a means (through a **Change Layout** button or link) of switching the current page style to another style. Not all page styles can be switched at runtime. For information on seeded page styles that can and cannot be switched, see Table 6–1.
- **spacer**—Provides a means of incorporating some blank space in pages so that the page appears less cluttered than it would if all the components were presented immediately next to each other or immediately below each other.

For information about setting component properties, see Section 6.5.3, "Working with Layout Component Properties." For information about hidden-component properties, see Section 6.5.3.9, "Working with Hidden Layout Component Properties."

6.5.2 Adding a Layout Component to a Page

The process of adding a layout component to a page is the same for every layout component. This section describes how.

Note: You cannot add hidden layout components to a page. They are provided with the page infrastructure (see Section 6.5.1.8, "Introducing Hidden Layout Components"). You can configure hidden layout component properties. For more information, see Section 6.5.3.9, "Working with Hidden Layout Component Properties."

To add a layout component to a page:

1. Log in to Oracle WebCenter Spaces.

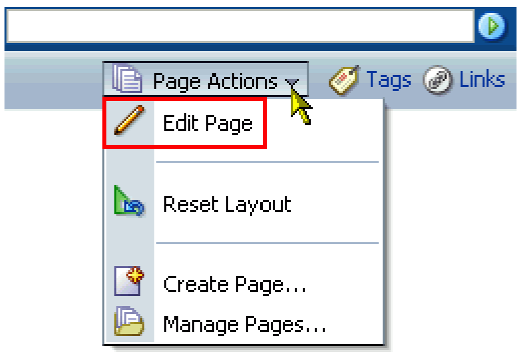
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to add a layout component.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu to open Oracle Composer (Figure 6–51).

Figure 6–51 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, how you open Oracle Composer depends on the way the page was designed. For example, in the Fusion Order Demo for WebCenter, authorized users can open Oracle Composer through an **Edit** link that appears at the top of the page (Figure 6–52).

Figure 6–52 The Edit Link in the Fusion Order Demo for WebCenter

Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

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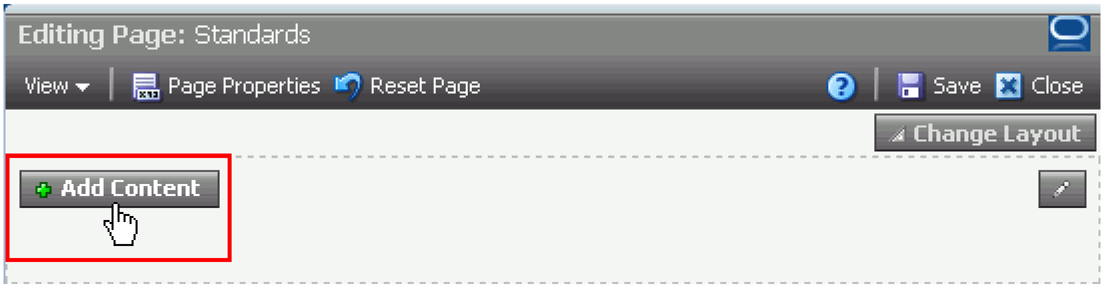
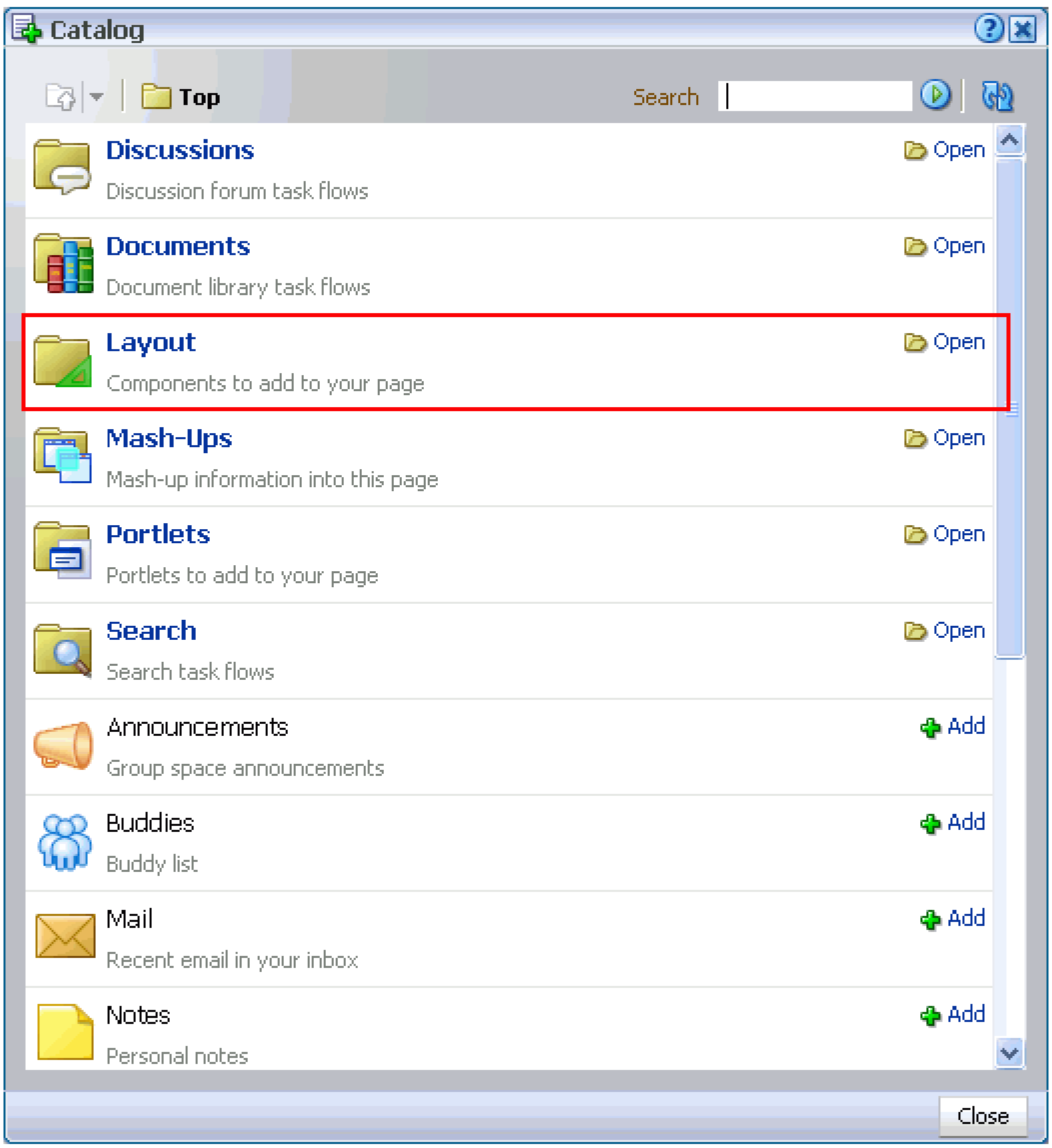
4. Click the **Add Content** button in the content area where you want to place the layout component (Figure 6–53).

Figure 6–53 The Add Content Button in Oracle Composer



The Oracle Composer Catalog opens (Figure 6–54).

Figure 6–54 Oracle Composer Catalog

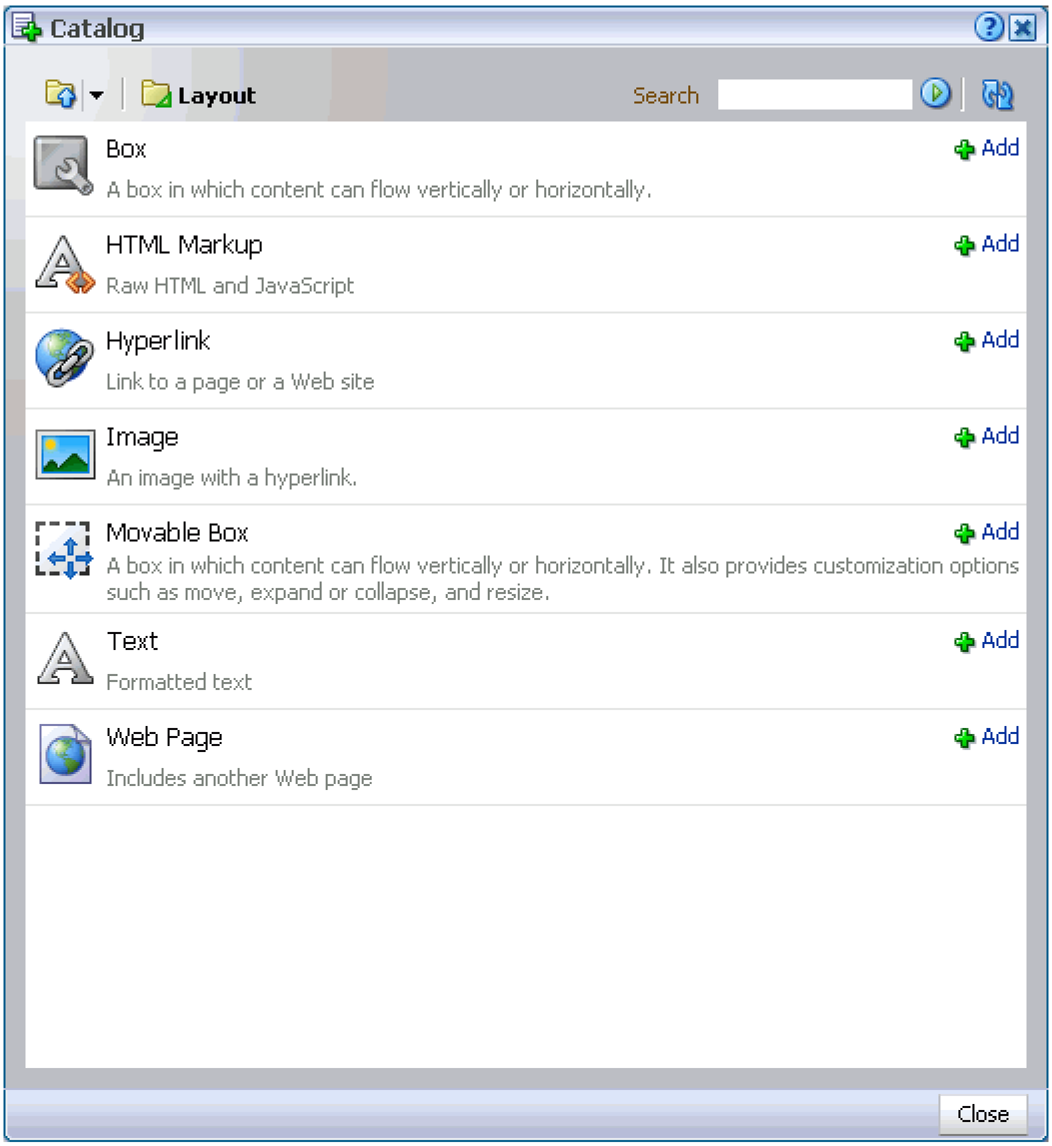


Note: In both custom WebCenter applications and WebCenter Spaces, the content of the Catalog varies according to the services that are integrated with the application and the location from which the catalog was opened. For example, the components that display in the catalog when you open it from a personal space differ from those that display when you open it from a group space.

---

5. Click the **Open** link next to **Layout** (Figure 6–54) to display a selection of layout components (Figure 6–55).

Figure 6–55 Layout Components in the Oracle Composer Catalog



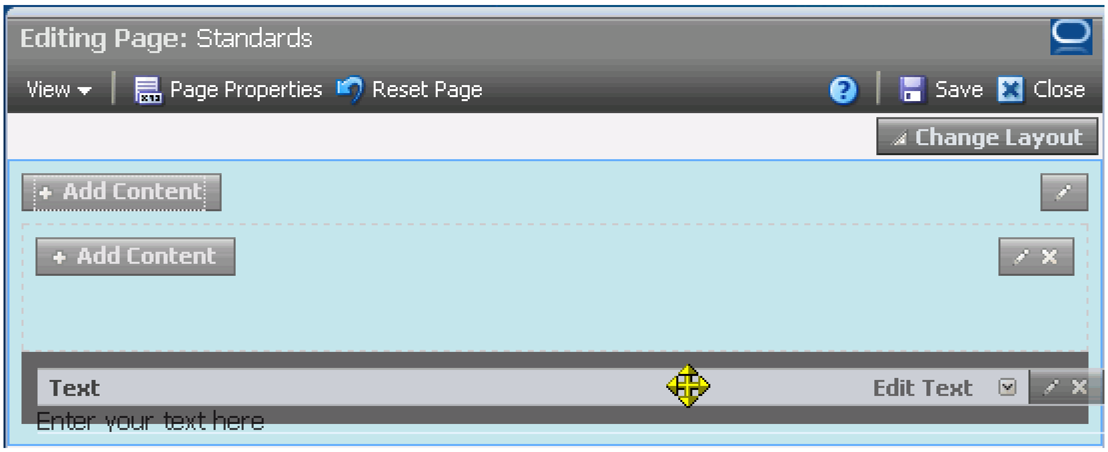
6. Click the **Add** link next to the component you want to add to the page.

   By default, new components are added to the top of their content areas.

7. Click the **Close** button to exit the Catalog.

8. Optionally, drag-and-drop the newly-added component to the desired position on the page (Figure 6–56).

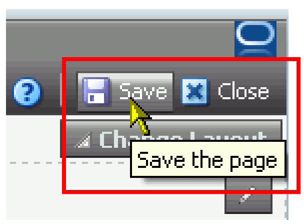
Figure 6–56 Dragging a Text Component Below a Box Component



As you move a component around, a dark box marks the target drop location.

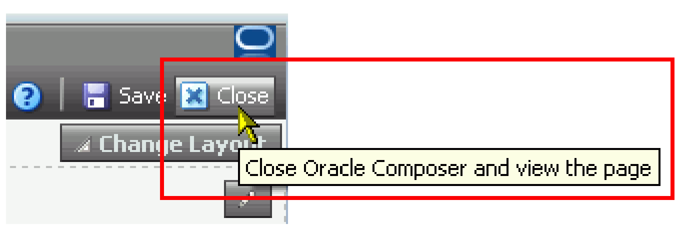
9. In Oracle Composer, click the **Save** button to save your changes (Figure 6–57).

Figure 6–57 The Save Button



10. Optionally, click the **Close** button to exit Oracle Composer (Figure 6–58).

Figure 6–58 The Close Button



6.5.3 Working with Layout Component Properties

Each layout component has associated properties that you can use to refine the appearance and behavior of a layout component instance. This section provides information about accessing and providing values for layout component properties. It contains the following subsections:

- Setting Properties on a Layout Component

- Working with Box Layout Component Properties
- Working with HTML Markup Layout Component Properties
- Working with Hyperlink Layout Component Properties
- Working with Image Layout Component Properties
- Working with Movable Box Layout Component Properties
- Working with Text Layout Component Properties
- Working with Web Page Layout Component Properties
- Working with Hidden Layout Component Properties

6.5.3.1 Setting Properties on a Layout Component

Layout components have associated properties, which users with sufficient privileges can access from the Oracle Composer **Component Properties** dialog box.

> **Note:** When you enter most types of property values in the Component Properties dialog box and then click **Apply**, the dialog box remains open. With values other than expected value types, the dialog box closes, and the page is refreshed to reflect the new value.
>
> Expected values types include a string or an array of strings, where the component expects a value of type `java.lang.String[]`, and primitive values, such as integer, boolean, float, double, and short.

There are two ways to access the Component Properties dialog box: through Oracle Composer Design view and Oracle Composer Source view. This section describes both methods. It contains the following subsections:

- Setting Layout Component Properties in Design View
- Setting Layout Component Properties in Source View

> **Note:** When you encounter errors in page edit mode in the WebCenter Spaces application and in custom WebCenter applications where the sandbox is enabled, you can recover by closing your browser and then reopening it and relogging in to the application instance.

6.5.3.1.1 Setting Layout Component Properties in Design View To set layout components properties in Design view:

1. Log in to Oracle WebCenter Spaces.

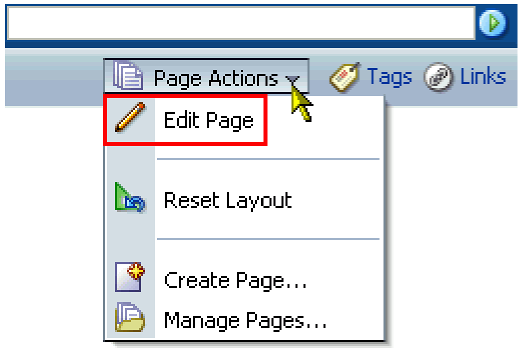
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to set properties on a layout component.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu to open Oracle Composer (Figure 6–59).

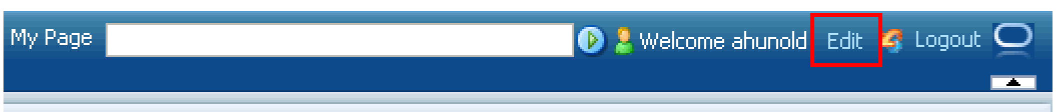
Figure 6–59 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, how you open Oracle Composer depends on the way the page was designed. For example, in the Fusion Order Demo for WebCenter, authorized users can open Oracle Composer through an **Edit** link that appears at the top of the page (Figure 6–60).

Figure 6–60 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

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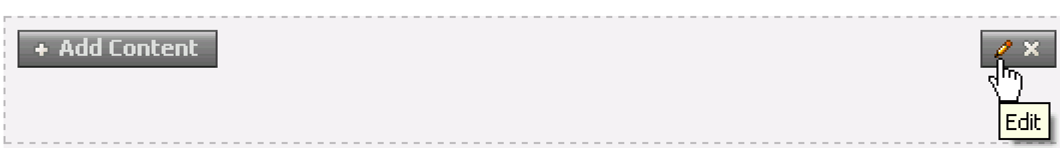
4. Click the Edit icon on the layout component of interest (Figure 6–61).

Figure 6–61 Edit Icon on a Layout Component



5. Edit component properties, and click **OK** when you have finished.

   Enter Parameter and Display Option values either unwrapped or wrapped in Expression Language syntax, for example, `value` or `#{value}`. If you enter `value`, Oracle Composer automatically wraps it in EL syntax when you save your changes.

For detailed information about layout component properties, see Section 6.5.3, "Working with Layout Component Properties." For detailed information about commonly-shared properties, see Section 7.4, "Setting Properties on Page Content."

6.5.3.1.2 Setting Layout Component Properties in Source View To set layout component properties in Source view:

1. Log in to Oracle WebCenter Spaces.

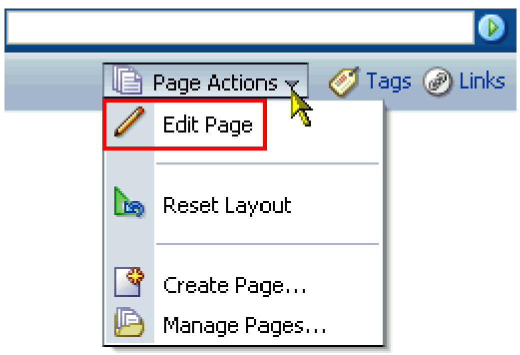
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to set properties on a layout component.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 6–62).

Figure 6–62 Edit Page Command on the Page Actions Menu



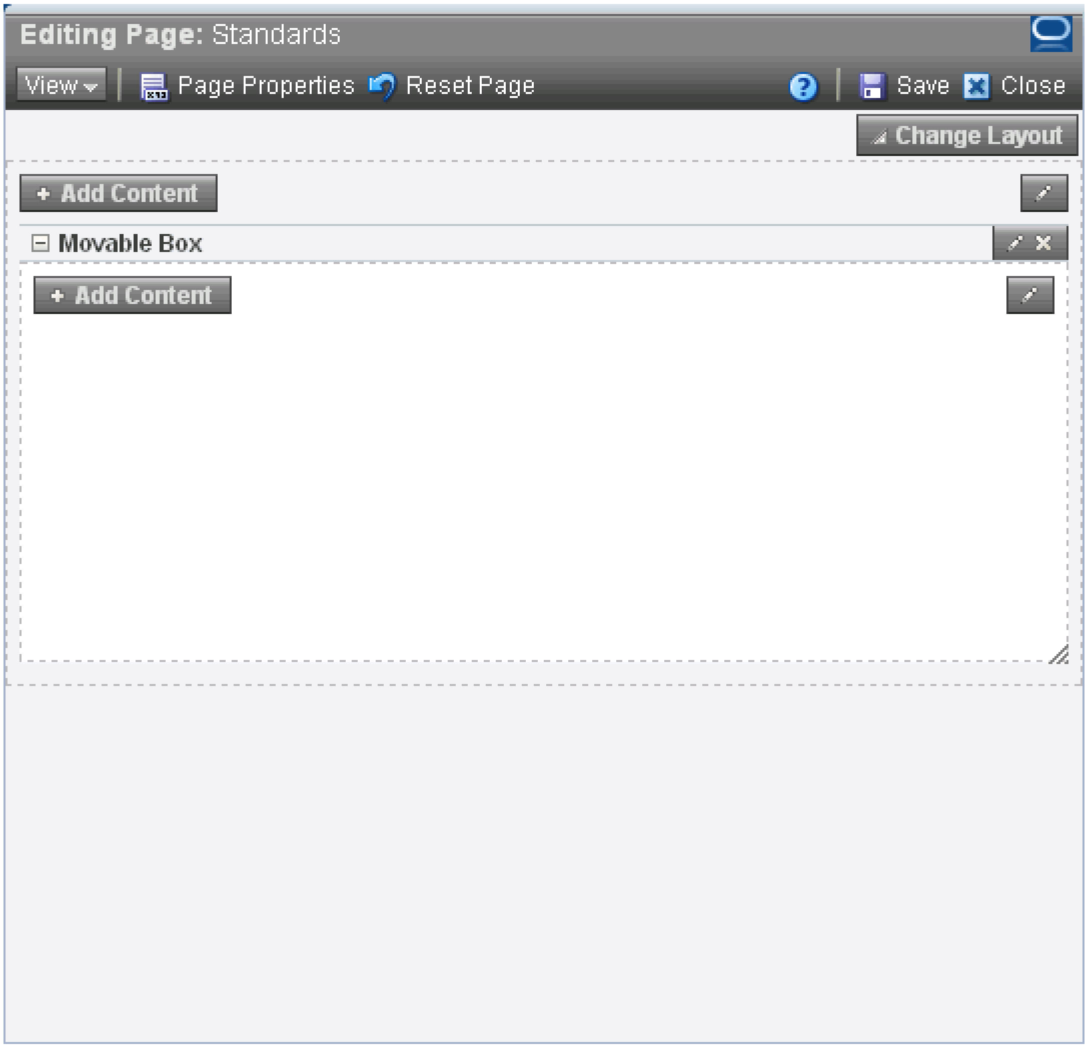
In custom WebCenter applications, how you open Oracle Composer depends on the way the page was designed. For example, in the Fusion Order Demo for WebCenter, authorized users can open Oracle Composer through an **Edit** link that appears at the top of the page (Figure 6–63).

Figure 6–63 The Edit Link in the Fusion Order Demo for WebCenter

Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

The page opens in Oracle Composer (Figure 6–63).

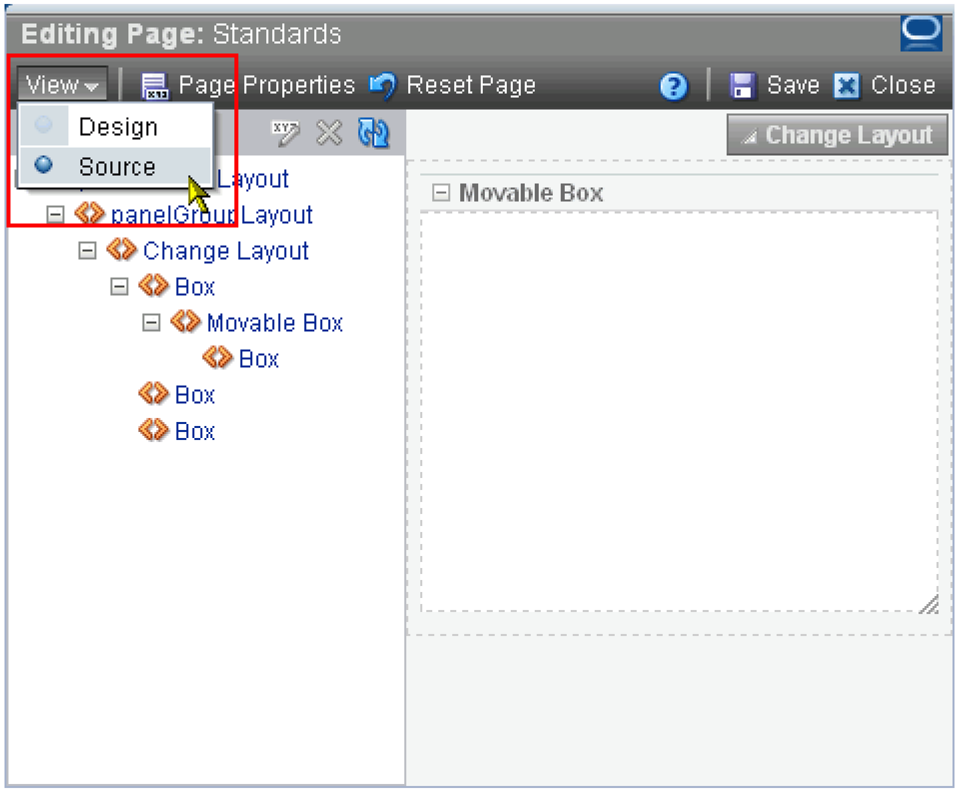
Figure 6–64 A Page Viewed Through Oracle Composer



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

4. From the **View** menu, select **Source** (Figure 6–78).

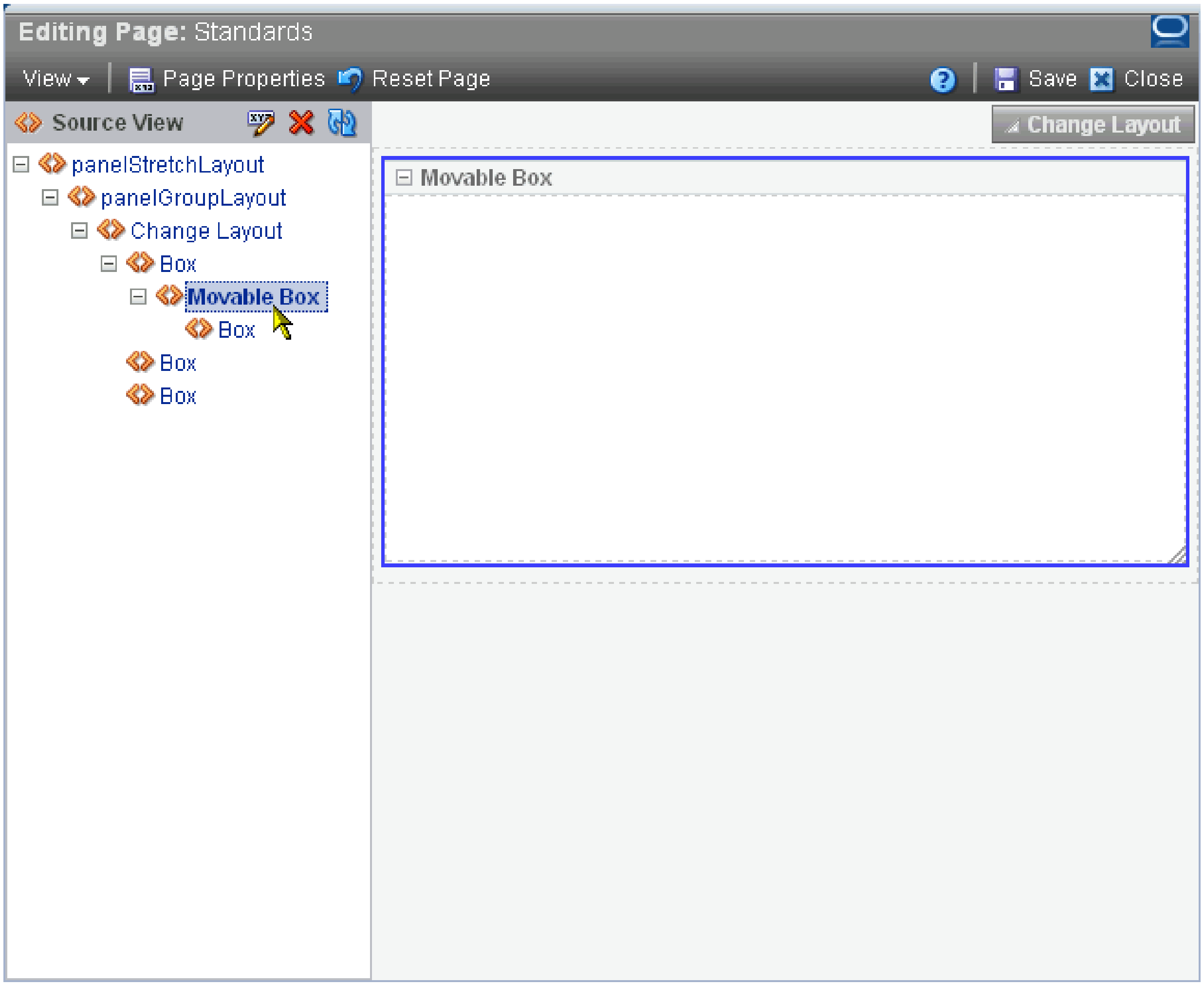
Figure 6–65 The Source Option on the View Menu in Oracle Composer



5. In the list of components, click the component with properties you want to configure.

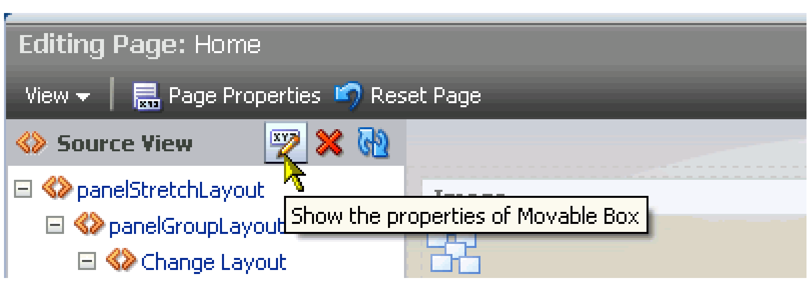
   Notice that the component itself is highlighted with a blue outline (Figure 6–66).

Figure 6–66 Selecting a Component in the Component Hierarchy



6. Click the Properties icon in the list header (Figure 6–67).

Figure 6–67 Properties Icon on Source View Header



7. Edit component properties, and click **OK** when you have finished.

   Enter Parameter and Display Option values either unwrapped or wrapped in Expression Language syntax, for example, `value` or `#{value}`. If you enter `value`, Oracle Composer automatically wraps it in EL syntax when you save your changes.

6.5.3.2 Working with Box Layout Component Properties

Box layout component properties provide a means of enabling or disabling the display of an Actions menu, specifying the orientation of Box content (vertical, horizontal, scroll, stretch), and providing `ALT` text on the Box.

Note: For information about the Box layout component, see Section 6.5.1.1, "Introducing the Box Layout Component."

Table 6–3 lists and describes Box layout component display options.

Note: For information about setting Box layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–3 Box Layout Component Display Options

Property	Description
`Allow Action`	Options for enabling or disabling the display of various actions on the Box and on the components you add to the box Choose from: ■ `all`—Show the **Add Content** button on the Box, display the Actions menu on all Box child components that support it, and allow the movement of Movable Boxes into and out of the Box. ■ `none`—Hide the **Add Content** button on the Box and disable the display of the Actions menu on all Box child components. Additionally, any Movable Boxes inside the Box are frozen and cannot be moved; and users cannot move Movable Boxes into the Box.
`Layout`	A means of specifying the orientation of Box content Choose from: ■ `vertical`—Align box content in a vertical orientation (that is, as a column of objects). ■ `horizontal`—Align box content in a horizontal orientation (that is, as a row of objects). ■ `scroll`—Align Box content vertically with a scrollbar. The scrollbar is rendered when the height/width of its content exceeds the Box's height or width. ■ `stretch`—The Box stretches to accommodate the full display of one component. When you select stretch, the **Add Content** button is hidden after one component is added to the box and users are restricted from dragging and dropping content into the Box.
`Short Desc`	A field for entering `ALT` text for the box `ALT` text appears as a tooltip when users roll their mouse pointers over the box.

Note: Display Options properties additionally provide access to an Expression Language (EL) editor, which you can use to enter and test EL values for Display Options properties. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Box layout component properties include a **Style** tab with options for overriding the styles set on the Box's parent container, the current page, and the application. Box style properties are common to many other components, and are listed and described in Section 7.4.6, "Working with Style and Content Style Properties."

6.5.3.3 Working with HTML Markup Layout Component Properties

HTML Markup layout component properties provide a means of entering a brief bit of HTML mark-up, JavaScript, text, or Expression Language (EL). For example, use the HTML Markup layout component to embed a YouTube video, Google Gadget, or Pandora Music Station.

In addition to content entry, use the controls on the Display Options tab to specify text entry behavior and apply `ALT` text.

Note: For information about the HTML Markup layout component, see Section 6.5.1.2, "Introducing the HTML Markup Layout Component." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–4 lists and describes HTML Markup layout component Display Options.

Table 6–4 HTML Markup Layout Component Display Options

Property	Description
`Escape`	A check box for enabling or disabling literal evaluation of special characters ■ Checked (`true`) enables literal evaluation of such characters as angle brackets (<|>) and HTML special characters. For example, when a user enters — it is rendered as —. ■ Cleared (`false`) disables literal interpretation of special characters. For example, when a user enters —, it is rendered as —. False is the default value.
`No Wrap`	A check box for enabling or disabling text wrapping ■ Checked (`true`) disables text wrapping. Users must enter line breaks manually. ■ Cleared (`false`) enables text wrapping. Lines wrap in accordance with the component width. False is the default value.
`Short Desc`	A field for entering ALT text for the HTML Markup layout component When users roll their mouse pointers over the component, this text appears as a tooltip.
`Value`	A field for specifying the content that this component renders In addition to text, this parameter also accepts Expression Language (EL) expressions. For example: `#{bean.value}` After you save your changes and close the page editor, the HTML Markup component shows the evaluated value of the specified EL. For information about Expression Language expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Note: Display Options properties additionally provide access to an Expression Language (EL) editor, which you can use to enter and test EL values for Display Options properties. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

HTML Markup layout component properties include a **Style** tab with options for overriding the styles set on the layout component's parent container, the current page, and the application. HTML Markup style properties are common to many other components, and are listed and described in Section 7.4.6, "Working with Style and Content Style Properties."

6.5.3.4 Working with Hyperlink Layout Component Properties

Hyperlink layout component properties provide a means of specifying link text, target destination, and open behavior.

Note: For information about the Hyperlink layout component, see Section 6.5.1.3, "Introducing the Hyperlink Layout Component." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–5 lists and describes Hyperlink layout component display options.

Table 6–5 Hyperlink Layout Component Display Options

Property	Description
`Title`	A field for specifying hyperlink text Enter the word or phrase you want to use as link text.
`Destination`	A field for entering the hyperlink target URL Enter the Web address of the page you want to link to.
`Open in a new window`	Option for determining link target open behavior ■ Checked (`true`) means the link target should open in a new browser tab or window. ■ Cleared (`false`) means the link target should open in the current browser tab or window.

Note: Display Options properties additionally provide access to an Expression Language (EL) editor, which you can use to enter and test EL values for Display Options properties. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Hyperlink layout component properties include a **Style** tab with options for overriding the styles set on the layout component's parent container, the current page, and the application. Hyperlink style properties are common to many other components, and are listed and described in Section 7.4.6, "Working with Style and Content Style Properties."

6.5.3.5 Working with Image Layout Component Properties

Image layout component properties provide a means of specifying the location of the image file, an optional hyperlink target, ALT text and a long description of the image, and a target frame for the hyperlink.

Note: For information about the Image layout component, see Section 6.5.1.4, "Introducing the Image Layout Component." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–6 lists and describes Image layout component display options.

Table 6–6 Image Layout Component Properties

Property	Description
Destination URI	A URL for the Image link target destination For your link target, you can use URLs that are internal or external to the application. **WebCenter Spaces only:** For an internal target, that is, for a WebCenter Spaces page, you can use a directory path relative to the application root directory.
Image Source	The URL to the image file Use any Web-compatible image from any internal or publicly-accessible location.
Long Desc URL	A URL to a file Typically, a long description link opens a file that provides a full description of the Image when ALT text is not sufficiently descriptive. But you can use this parameter to link to any file.
Short Desc	Image ALT text ALT text appears as a tooltip when users roll their mouse pointers over the image.
Target Frame	Open behavior for the link target Enter any standard browser target, such as: ■ _top—Loads the link target in the current browser window (as opposed to the current frame) ■ _parent—Loads the link target in the parent frame of the current frame. ■ _self—Loads the link target within the same frame as the frame containing the link. ■ _blank—Loads the link target in a new browser tab or window, leaving the original page open.

Note: Display Options properties additionally provide access to an Expression Language (EL) editor, which you can use to enter and test EL values for Display Options properties. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Image layout component properties include a **Style** tab with options for overriding the styles set on the layout component's parent container, the current page, and the application. Image style properties are common to many other components, and are listed and described in Section 7.4.6, "Working with Style and Content Style Properties."

6.5.3.6 Working with Movable Box Layout Component Properties

Movable Box layout component properties provide a means of specifying the appearance and behavior of a Movable Box.

> **Note:** For information about the Movable Box layout component, see Section 6.5.1.5, "Introducing the Movable Box Layout Component."
> For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–7 lists and describes the Movable Box layout component display options.

Table 6–7 Movable Box Layout Component Display Options

Property	Description
`Background`	Select from `light`, `medium`, or `dark` to specify a shade of color for the component background.

`Display Actions`	Specify how to display actions on the component instance. Actions include the Remove icon, the Actions menu icon, and the Resizer.
	Choose from:
	■ `Always`—Always display actions on the component header.
	■ `onHover`—Display actions when users hover their mouse pointers over the component header.
	`Display Header` must be selected for these options to fully apply. If a header is not shown:
	■ In page view mode:
	  ■ `always`—only the Resizer is shown.
	  ■ `onHover`—the Resizer is shown only when users hover their mouse pointers over the component.
	■ In page edit mode:
	  ■ `always`—All actions except the Resizer display on a floating palette. All actions display only when users hover their mouse pointers over the component.
	  ■ `onHover`—Only the Resizer is shown when users hover their mouse pointers over the component.

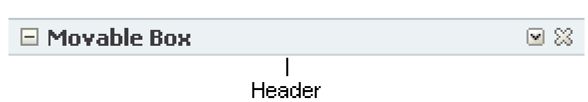
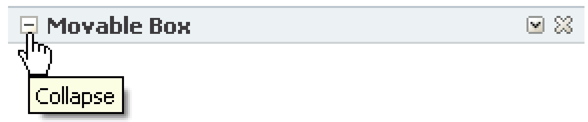
`Display Header`	Select this check box to display a header on the Movable Box. A header is depicted in the following graphic. 
`Display Shadow`	Select to display a drop-shadow behind the component instance.
`Short Desc`	Provide `ALT` text for the component instance. When users roll their mouse pointers over the component instance, the text you enter here pops up.

Table 6–7 (Cont.) Movable Box Layout Component Display Options

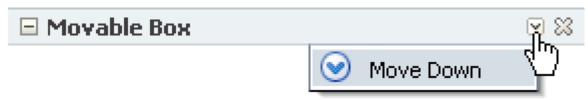
<table>
<tr><th>Property</th><th>Description</th></tr>
<tr><td><code>Show Minimize Action</code></td><td>
Select whether to display the minimize action on the component header (that is, a Collapse icon on the component chrome). Choose from:

<code>none</code>—Do not display the Collapse icon.
<code>chrome</code>—Display the Collapse icon on the component header.



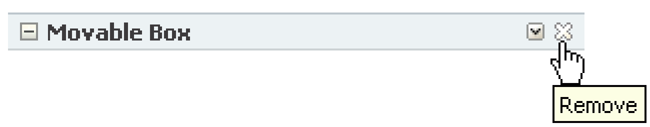
</td></tr>
<tr><td><code>Show Move Action</code></td><td>
Select whether to display Move Up and Move Down commands on the component Actions menu. Choose from:

<code>none</code>—Do not display Move commands on the Actions menu.
<code>menu</code>—Display Move commands on the Actions menu.



On a Movable Box, the Actions menu icon displays only when components are located above or below the Movable Box.
</td></tr>
<tr><td><code>Show Remove Action</code></td><td>
Select whether to display the Remove icon on the component header (that is, the component chrome). Choose from:

<code>none</code>—Do not display the Remove icon in the component header in page view mode. In page edit mode, this icon always appears. <code>none</code> is the default value.
<code>chrome</code>—Display the Remove icon on the component header in page view mode.

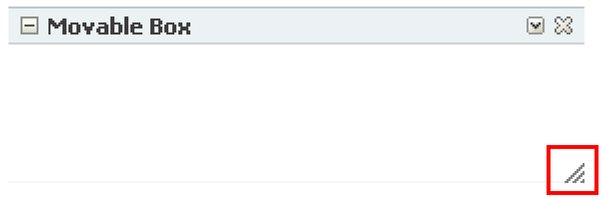


Note that after you select to remove a component in this way, you can restore it using these methods:

Exit page edit mode without saving (the sandbox feature must be enabled for custom WebCenter applications; see Section 4.3.8, "Understanding the Sandbox in Custom WebCenter Applications")
Select the Reset Layout command from the Page Actions menu. Reset Layout removes all page personalizations, so any component removed during a page personalization is restored (seeSection 3.5, "Removing Your Page Personalizations").
Edit the page, and add another component instance.

</td></tr>
</table>

Table 6–7 (Cont.) Movable Box Layout Component Display Options

Property	Description
`Show Resizer`	Select whether to display a window resizer on a component instance. The window resizer enables you to increase the component height. Choose from: ▪ `always`—Always display the window resizer. ▪ `never`—Never display the window resizer. 
`Stretch Content`	Select to stretch the content to fill the container. For example, all task flows and portlets are wrapped in a container. If you change the height of the container, through the Content Style `Height` property, `Stretch Content` specifies that the task flow or portlet should be stretched to fill the specified height. Content always takes up the full width of its parent container.
`Text`	By default, this value is `Movable Box`. Use this property to specify another display name for the box. The value you provide here appears in the box header. If you select to hide the box header, the `Text` value is ignored.

Note: Display Options properties additionally provide access to an Expression Language (EL) editor, which you can use to enter and test EL values for Display Options properties. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Movable Box layout component properties include style tabs with options for overriding the styles set on the layout component's parent container, the current page, and the application. Movable Box style properties are common to many other components, and are listed and described in Section 7.4.6, "Working with Style and Content Style Properties."

6.5.3.7 Working with Text Layout Component Properties

Text layout component properties provide a means of specifying the appearance and behavior of a Text layout component.

Note: For information about the Text layout component, see Section 6.5.1.6, "Introducing the Text Layout Component." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Text layout component properties include the same options as provided for a Movable Box layout component. For more information, see Table 6–7, " Movable Box Layout Component Display Options".

Note: Display Options properties additionally provide access to an Expression Language (EL) editor, which you can use to enter and test EL values for Display Options properties. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Text layout component properties include style tabs with options for overriding the styles set on the layout component's parent container, the current page, and the application. Text style properties are common to many other components, and are listed and described in Section 7.4.6, "Working with Style and Content Style Properties."

6.5.3.8 Working with Web Page Layout Component Properties

Web Page layout component properties provide a means of specifying the URL of the content to render in the Web Page area and the `ALT` text to display when users roll their mouse pointers over the component border.

Note: For information about the Web Page layout component, see Section 6.5.1.7, "Introducing the Web Page Layout Component." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–8 lists and describes Web Page layout component display options.

Table 6–8 Web Page Layout Component Display Options

Property	Description
`Short Desc`	A field for entering `ALT` text for the Web Page area Note that, for the Web Page component, the **ALT** text appears only when users hover their mouse pointers over the component border. You can improve the ease of this occurrence by increasing, for example, the padding around the component using the `Other CSS` property on the Component Properties **Style** tab. For example, you can enter the following in the `Other CSS` text box: `padding-top:30px;`
`Source`	A field for entering the fully qualified URL to the source Web content to render in the Web Page area For example: `http://www.oracle.com` Note that `www.oracle.com` (that is, without `http://`) does not qualify. If a given URL is invalid, your content does not render within the Web Page layout component. You can also open a window onto a wiki or a blog through this property. For more information, see Chapter 23, "Working with Wikis and Blogs." **Note:** Use the component's Style properties to adjust the width and height of the display area (see Section 7.4.6, "Working with Style and Content Style Properties."). **WebCenter Spaces only:** If you plan to display the content of another WebCenter Spaces page, you can use a relative address. For more information, see Section 6.5.1.7, "Introducing the Web Page Layout Component."

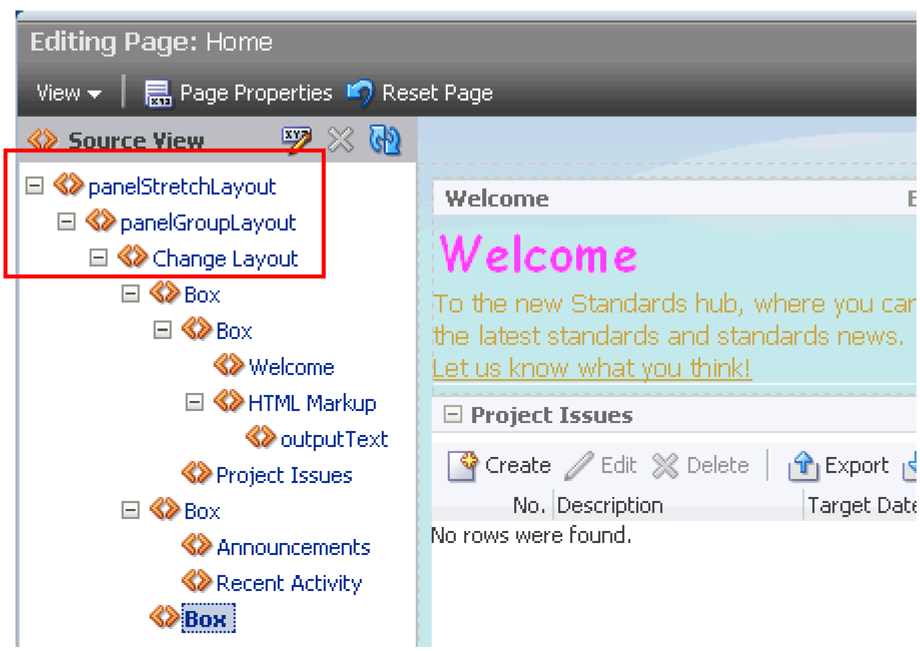
Note: Display Options properties additionally provide access to an Expression Language (EL) editor, which you can use to enter and test EL values for Display Options properties. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Web Page layout component properties include a **Style** tab with options for overriding the styles set on the layout component's parent container, the current page, and the application. Web Page style properties are common to many other components, and are listed and described in Section 7.4.6, "Working with Style and Content Style Properties."

6.5.3.9 Working with Hidden Layout Component Properties

Some page layout components are not exposed for use in the Oracle Composer Catalog. They are nonetheless on view and configurable when you edit a page and set Oracle Composer to Source view (Figure 6–50).

Figure 6–68 Hidden Layout Components Exposed in Source View



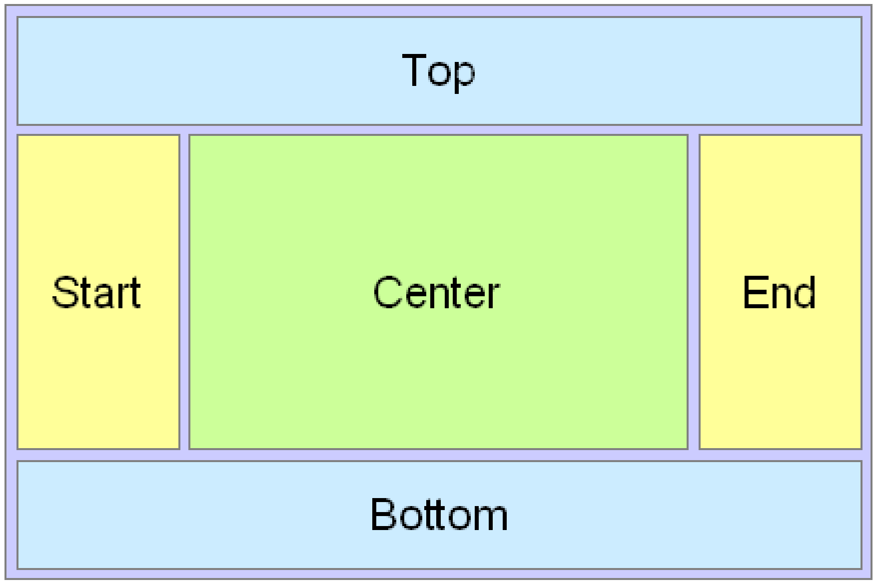
This section lists and describes the configurable properties associated with such components. It contains the following subsections:

- Working with panelStretchLayout Properties
- Working with panelGroupLayout Properties
- Working with Change Layout/Layout Customizable Properties
- Working with spacer Properties

6.5.3.9.1 Working with panelStretchLayout Properties The panelStretchLayout component provides a means of arranging content in defined areas on a page. This component is useful for enabling content to stretch when the browser is resized.

The panelStretchLayout component's defined areas are called *facets* (Figure 6–69).

Figure 6–69 Facets of a panelStretchLayout Component



Note: Figure 6–69 shows the facets when the language reading direction of the application is configured left-to-right. If instead the language direction is right-to-left, the start and end facets are switched.

Facets are controlled by the values you enter for its Display Options properties. When you set the height of the top and bottom facets, any contained components are stretched up to fit the height. Similarly, when you set the width of the start and end facets, any components contained in those facets are stretched to that width. If no components are placed in a facet, then the facet does not take up any space.

Enter values for component properties, or click the Edit icon next to a property to open a simple EL Editor, where you can select from prebuilt expressions or enter values manually. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Note: For information about the panelStretchLayout component, see Section 6.5.1.8, "Introducing Hidden Layout Components." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–9 lists and describes the panelStretchLayout properties that appear on the **Display Options** tab in the Component Properties dialog box.

Note: All panelStretchLayout height and width facets take the value `auto`; however, using `auto` slows page performance.

Table 6–9 panelStretchLayout Display Options

Property	Description
`Bottom Height`	The height of the bottom facet. Use any standard CSS unit of measure, such as pt, px, pc, li, and so on. Never express a Height value as a percentage. Because of differences between browsers and between layout containers, percentages do not work as you expect. If you want your component to take up 100% of a page, consider creating a page using the Stretch page style and adding the component to it.
`End Width`	The width of the end facet. Use any standard CSS unit of measure, such as pt, px, pc, li, and so on.
`Short Desc`	A field for entering `ALT` text for the component `ALT` text appears as a tooltip when users roll their mouse pointers over the component.
`Start Width`	The width of the start facet. Use any standard CSS unit of measure, such as pt, px, pc, li, and so on.
`Theme`	The component style theme to apply to the children of this component. Use this property to change the theme without causing associated skin changes. Application skins are the sources of the themes. Some skins may have no themed definitions. Enter one of: ■ dark ■ medium ■ light No theme (none) is the default.
`Top Height`	The height of the top facet. Use any standard CSS unit of measure, such as pt, px, pc, li, and so on. Never express a Height value as a percentage. Because of differences between browsers and between layout containers, percentages do not work as you expect. If you want your component to take up 100% of a page, consider creating a page using the Stretch page style and adding the component to it.

6.5.3.9.2 Working with panelGroupLayout Properties The panelGroupLayout component provides a means of arranging a series of child components vertically or horizontally (no wrapping), or consecutively (wrapping). The `Layout` property determines the arrangement of child components.

Enter values for component properties, or click the Edit icon next to a property to open a simple EL Editor, where you can select from prebuilt expressions or enter values manually. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Note: For information about the panelStretchLayout component, see Section 6.5.1.8, "Introducing Hidden Layout Components." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–10 lists and describes the panelGroupLayout properties that appear on the **Display Options** tab in the Component Properties dialog box.

Table 6–10 panelGroupLayout Display Options

Property	Description
`Halign`	A means of expressing the horizontal alignment of component content Select one of: ■ `start`—align content horizontally, starting from the starting position This is either left or right depending on whether the current context is localized for a left-reading or right-reading language. ■ `center`—align content horizontally, starting from the center ■ `end`—align content horizontally, starting from the ending position This is either right or left depending on whether the current context is localized for a left-reading or right-reading language. ■ `left`—align content horizontally, starting from the left ■ `right`—align content horizontally, starting from the right
`Layout`	A means of specifying the orientation of component content Choose from: ■ `default`—align content vertically. ■ `horizontal`—align content horizontally ■ `vertical`—align content vertically ■ `scroll`—align content vertically with a scrollbar The scrollbar is rendered when the height/width of its content exceeds the component height or width.
`Short Desc`	A field for entering `ALT` text for the component `ALT` text appears as a tooltip when users roll their mouse pointers over the component.
`Theme`	The component style theme to apply to the children of this component. Use this property to change the theme without causing associated skin changes. Application skins are the sources of the themes. Some skins may have no themed definitions. Enter one of: ■ dark ■ medium ■ light No theme (none) is the default.
`Valign`	A means of expressing the vertical alignment of component content. Select one of: ■ `middle`—content is placed in the middle of the parent component ■ `top`—content is placed at the top of the parent component ■ `bottom`—content is placed at the bottom of the parent component ■ `baseline`—content is placed on the baseline of the parent component

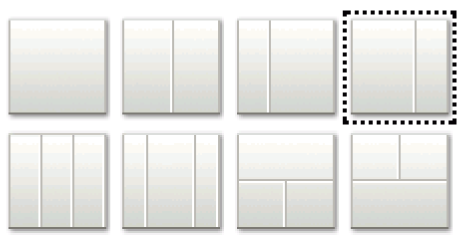
6.5.3.9.3 Working with Change Layout/Layout Customizable Properties The Layout Customizable component provides a means (through a **Change Layout** button or a link) of switching the current page style to another style. Not all page styles can be switched at runtime. For information about seeded page styles that can and cannot be switched at runtime, see Table 6–1.

Note: For information about the Change Layout/Layout Customizable component, see Section 6.5.1.8, "Introducing Hidden Layout Components." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–11 lists and describes the Layout Customizable properties that appear on the **Layout Customizable Properties** and **Display Options** tabs in the Component Properties dialog box.

Enter values for component properties, or click the Edit icon next to a property to open a simple EL Editor, where you can select from prebuilt expressions or enter values manually. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Table 6–11 Layout Customizable Properties

Property	Description
`Layout Switcher`	 Eight options for determining page layout The current layout is highlighted with a dashed outline. Click another option to switch to its layout model.
`Short Desc`	A field for entering `ALT` text for the component `ALT` text appears as a tooltip when users roll their mouse pointers over the component.
`Show Icon`	A check box for specifying that a Change Layout icon should appear on the page (checked)
`Show Layout Changer`	A check box for specifying whether to show or hide the Change Layout button or link in page view mode The Change Layout button or link always displays in page edit mode.
`Text`	A means of revising the Change Layout button or link text Enter text in the field provided.

6.5.3.9.4 Working with spacer Properties The spacer component provides a means of incorporating some blank space in pages so that the page appears less cluttered than it would if all the components were presented immediately next to each other or immediately below each other.

Enter values for component properties, or click the Edit icon next to a property to open a simple EL Editor, where you can select from prebuilt expressions or enter values manually. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Note: For information about the panelStretchLayout component, see Section 6.5.1.8, "Introducing Hidden Layout Components." For information about setting layout component properties, see Section 6.5.3.1, "Setting Properties on a Layout Component."

Table 6–12 lists and describes the spacer properties that appear on the Display Options tab in the Component Properties dialog box.

Table 6–12 spacer Display Options

Property	Description
`Height`	A field for specifying the spacer height Use any standard CSS unit of measure, such as pt, px, pc, li, and so on. Never express a Height value as a percentage. Because of differences between browsers and between layout containers, percentages do not work as you expect.
`Short Desc`	A field for entering `ALT` text for the component `ALT` text appears as a tooltip when users roll their mouse pointers over the component.
`Width`	A field for specifying spacer width Use any standard CSS unit of measure, such as pt, px, pc, li, %, and so on.

6.5.4 Deleting Layout Components

When you delete a layout component, such as a Box, all of the component's children—that is, anything contained in or hierarchically lower that the component—is also deleted. For example, if you delete a Box that contains multiple task flows, the Box and all of the task flow instances it contains are deleted.

Note: You cannot recover deleted components unless they were seeded components included in the page style used when the page was created. For more information, see Section 6.2.2, "Removing All Edits, Personalizations, and Customizations from a Page."

The controls for deleting a component are located on the component itself in Oracle Composer Design view and on the header of the hierarchical list of components in Oracle Composer Source view. This section describes how to delete layout components in both Design view and Source view. It contains the following subsections:

- Deleting a Layout Component in Design View
- Deleting a Layout Component in Source View

6.5.4.1 Deleting a Layout Component in Design View

To delete a layout component in Design view:

1. Log in to Oracle WebCenter Spaces.

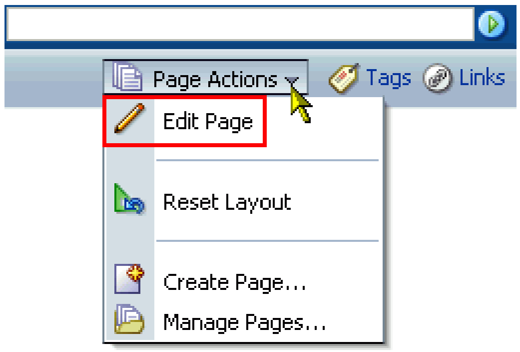
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page that contains the layout component you want to delete.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

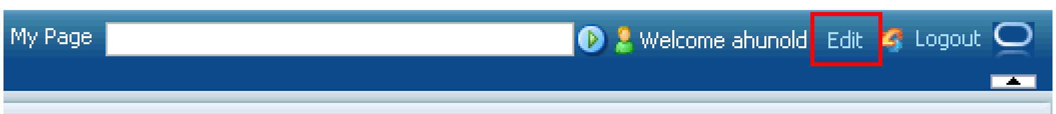
3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 6–70).

Figure 6–70 Edit Page Command on the Page Actions Menu



In custom WebCenter applications, how you open Oracle Composer depends on the way the page was designed. For example, in the Fusion Order Demo for WebCenter, authorized users can open Oracle Composer through an **Edit** link that appears at the top of the page (Figure 6–71).

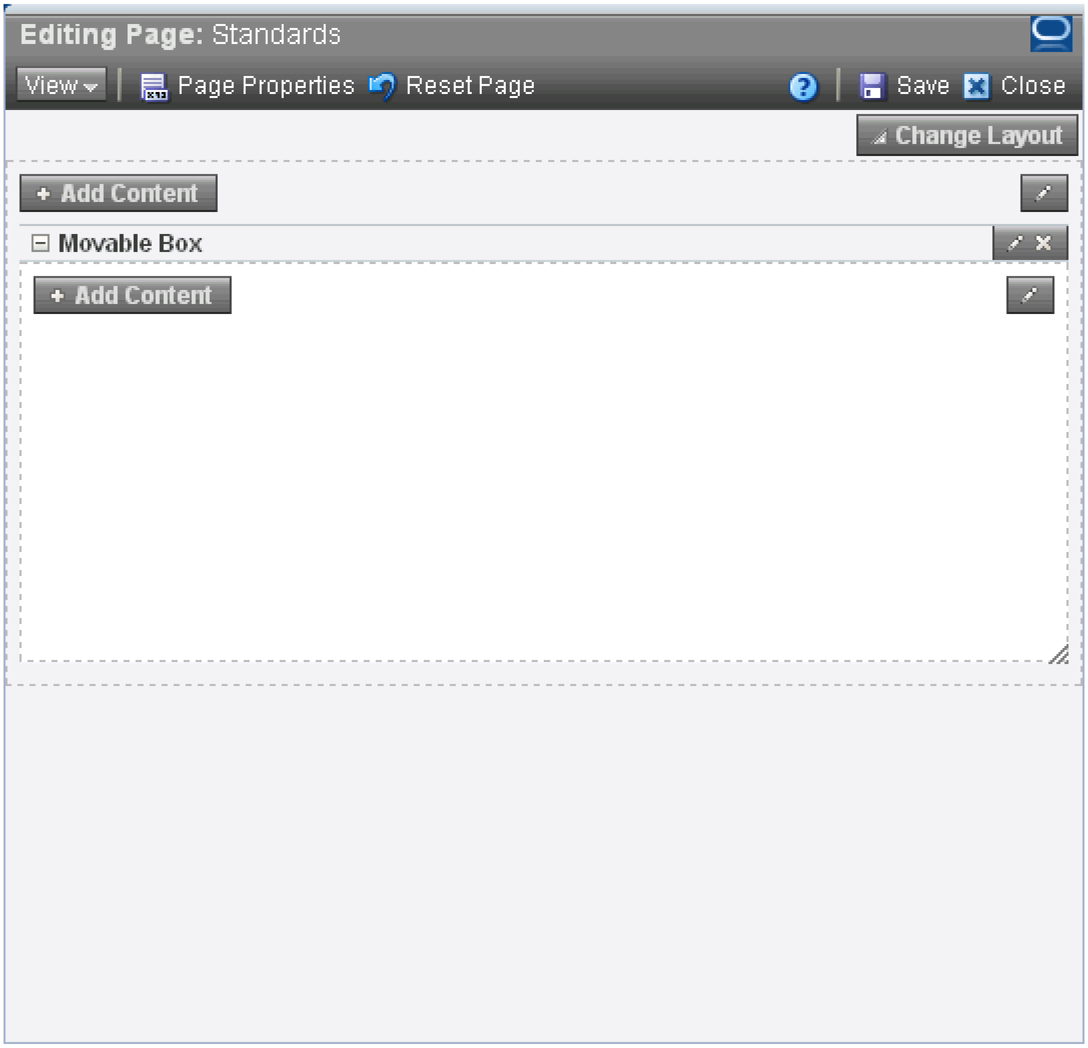
Figure 6–71 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

The page opens in Oracle Composer (Figure 6–72).

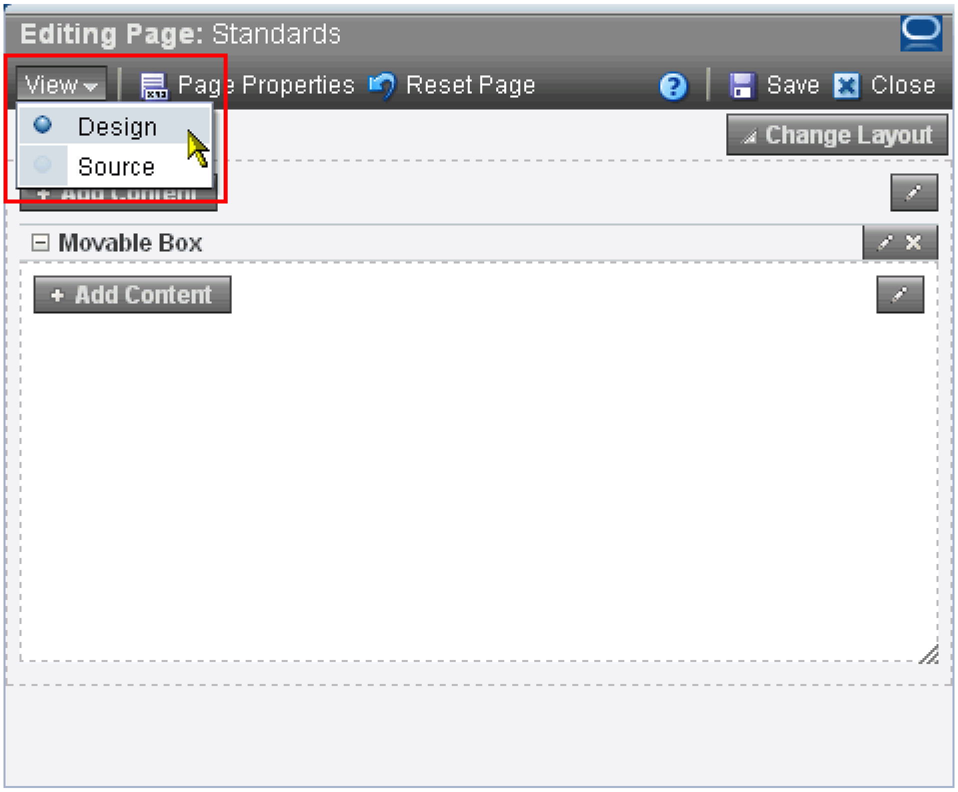
Figure 6–72 A Page Viewed Through Oracle Composer



> **Note:** If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

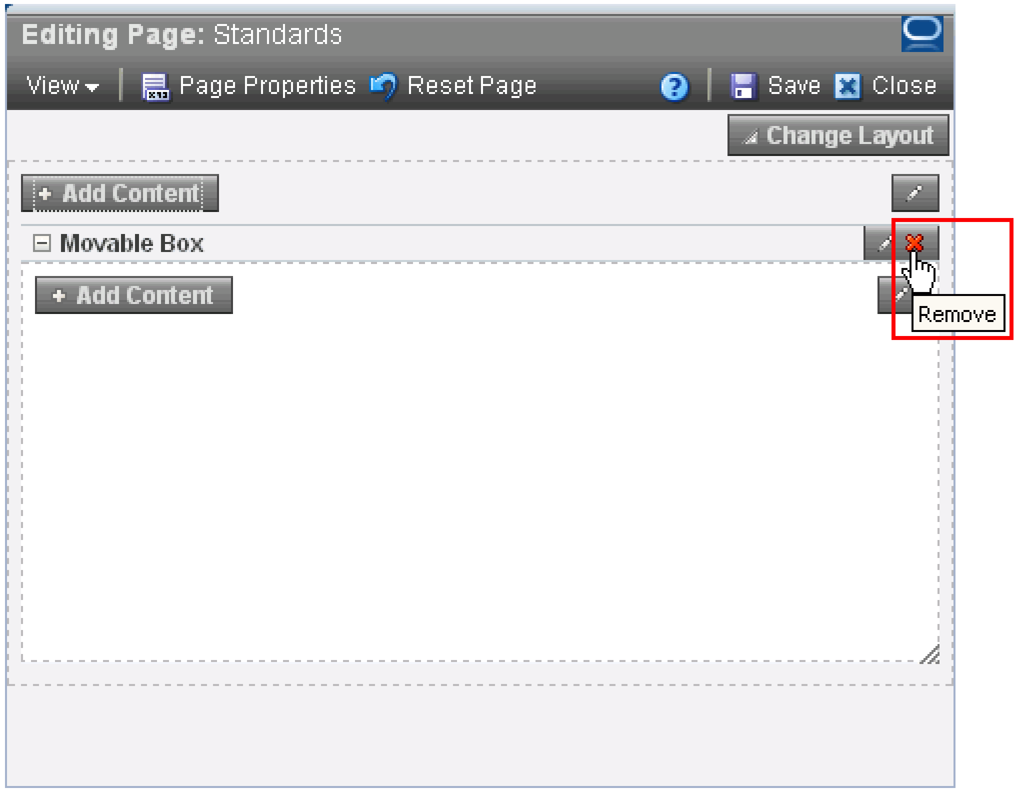
4. If necessary, open the **View** menu and select **Design** (Figure 6–73).

Figure 6–73 Design Option on the View Menu in Oracle Composer



5. Click the Remove icon on the component header, or, if no header is shown, on the component's floating palette (Figure 6–74).

Figure 6–74 Remove Icon on a Layout Component Header



6. Click the **Delete** button in the resulting delete confirmation dialog box.

   The layout component is permanently removed from the page. If the layout component had any child components, such as an Image inside a Movable Box, those child components are deleted as well.

6.5.4.2 Deleting a Layout Component in Source View

To delete a layout component in Source view:

1. Log in to Oracle WebCenter Spaces.

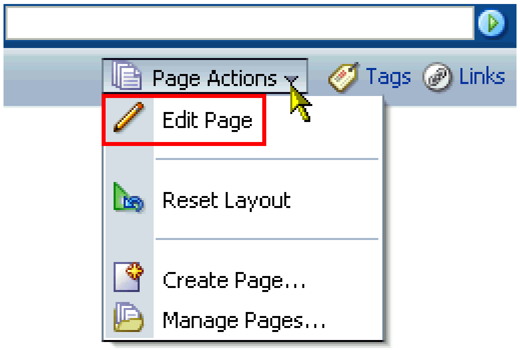
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page that contains the layout component you want to delete.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

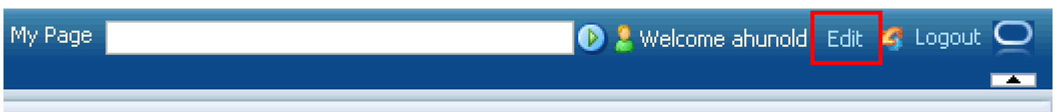
3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 6–75).

Figure 6–75 Edit Page Command on the Page Actions Menu



In custom WebCenter applications, how you open Oracle Composer depends on the way the page was designed. For example, in the Fusion Order Demo for WebCenter, authorized users can open Oracle Composer through an **Edit** link that appears at the top of the page (Figure 6–76).

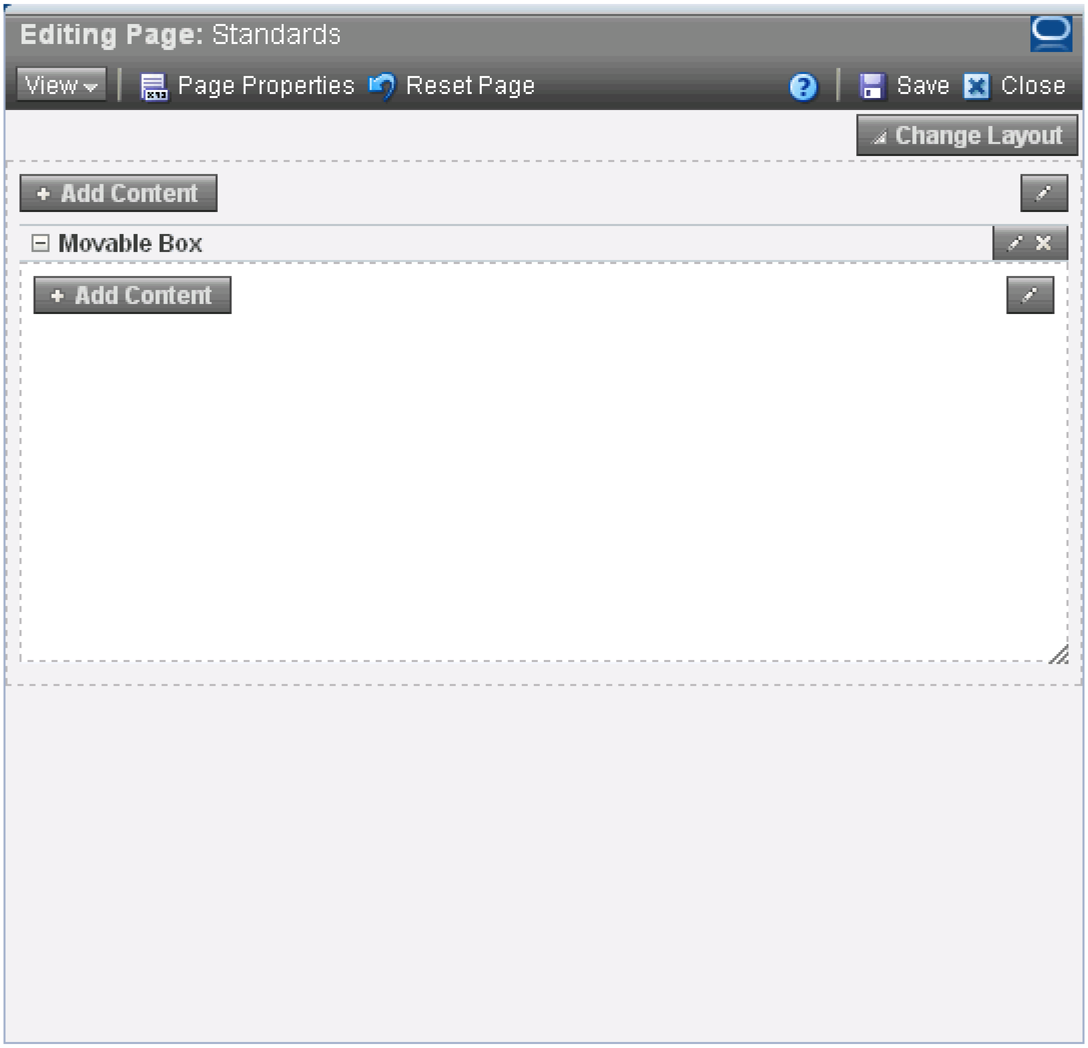
Figure 6–76 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

The page opens in Oracle Composer (Figure 6–77).

Figure 6–77 A Page Viewed Through Oracle Composer

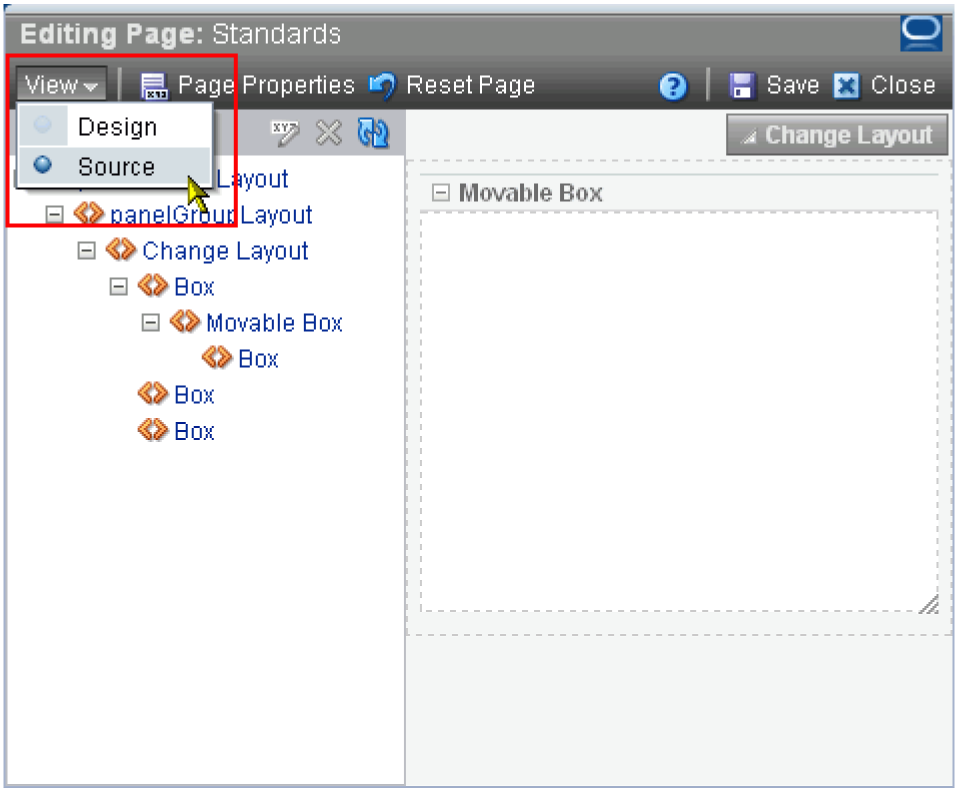


Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

---

4. From the **View** menu, select **Source** (Figure 6–78).

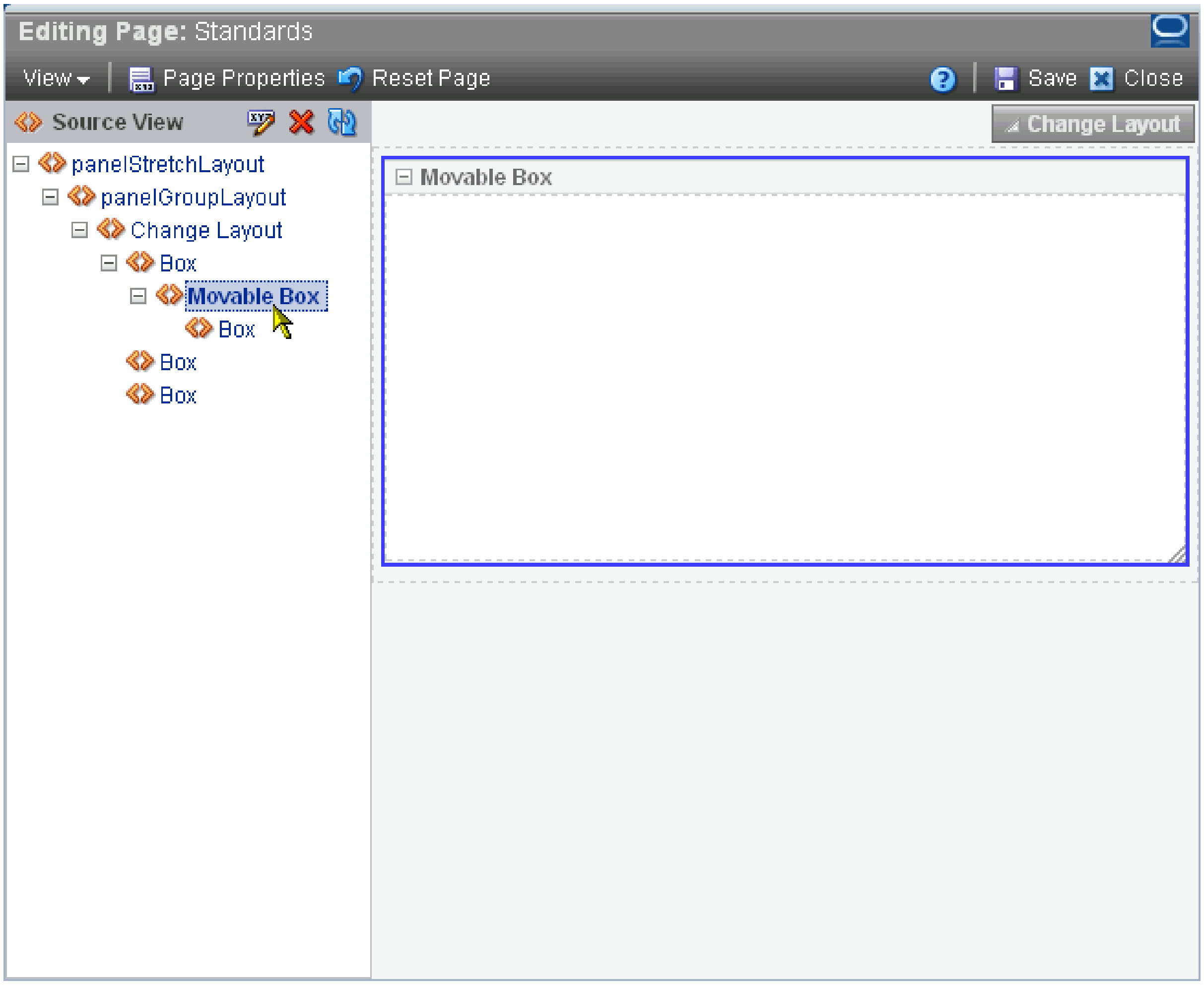
Figure 6–78 The Source Option on the View Menu in Oracle Composer



5. In the list of components, click the component you want to delete.

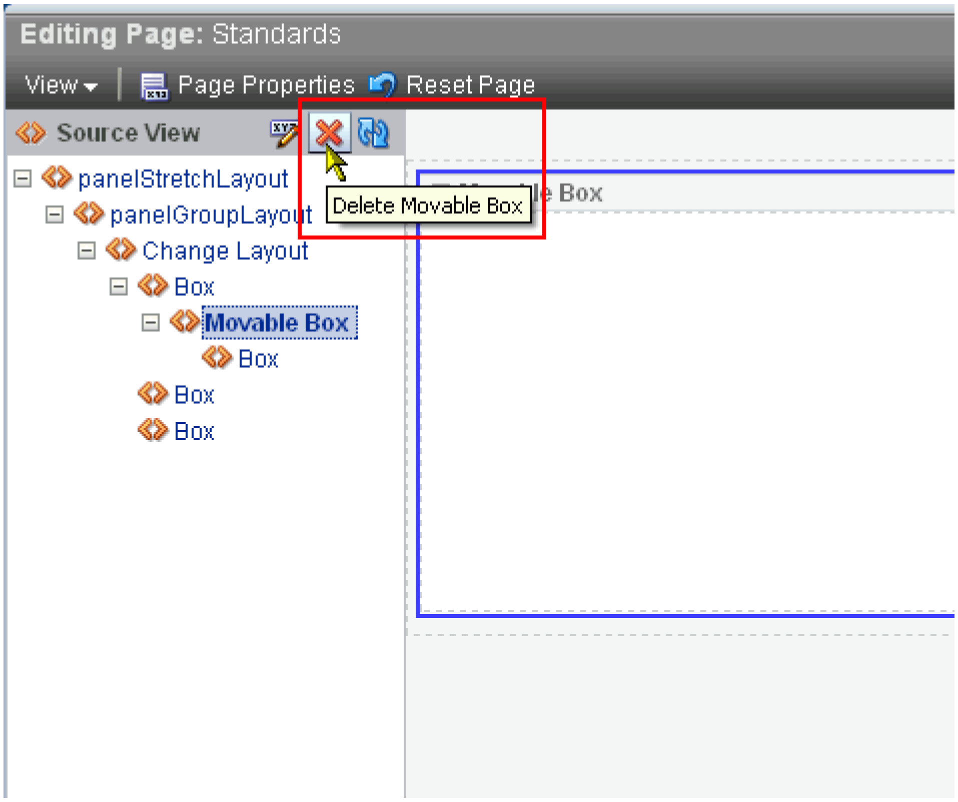
   Notice that the component itself is highlighted with a blue outline (Figure 6–79).

Figure 6–79 Selecting a Component in the Component Hierarchy



6. Click the Delete icon in the list header (Figure 6–80).

Figure 6–80 Delete Icon on Source View Header



7. Click the **Delete** button in the resulting delete confirmation dialog box.

   The layout component is permanently removed from the page. If the layout component had any child components, such as an Image inside a Movable Box, those child components are deleted as well.

6.6 Using Pretty URLs for WebCenter Spaces Pages

A concise URL that shields users from the complexity of the real Web address can be much more presentable and somewhat less daunting to users interested in navigating to your page. You can shield your users from complex application page URLs with *pretty URLs*.

Pretty URLs are much shorter versions of the URL you might copy from your browser address bar. With pretty URLs, you can navigate to pages directly, without having to know the internal URL. Additionally, pretty URLs enable you to send simpler, shorter URLs to your colleagues.

Table 6–13 lists and describes the syntax for the pretty URLs you can formulate for easy access to public and non-public pages.

Table 6–13 Syntax of Pretty URLs

Use Case	Pretty URL Syntax
Take user to the home page of his or her personal space	`http://<host>:<port>/webcenter/spaces/home`
Take user to the personal page he or she last accessed	`http://<host>:<port>/webcenter` `http://<host>:<port>/webcenter/spaces`
Take user to a specific page in a personal space	`http://<host>:<port>/webcenter/spaces/page/<PageTitle>`
Take user to the specified group space, where the last-accessed page is displayed	`http://<host>:<port>/webcenter/spaces/<GroupSpaceName>`
Take user to the first page of a group space	`http://<host>:<port>/webcenter/spaces/<GroupSpaceName>/home`
Take user to a specific page in a group space	`http://<host>:<port>/webcenter/spaces/<GroupSpaceName>/page/<PageTitle>`

In addition to providing pretty URLs, you can also pass parameter values through your application URLs. For one thing, this enables you to steer different users to the same page, which in turn provides tailor-made information depending on the URL you provided. For more information, see Section 8.5, "Passing Parameter Values Through the Page URL."

6.7 Deleting Pages

You have two options for deleting WebCenter Spaces pages:

- Select the **Delete Page** command on the page tab menu (see Section 2.5, "Initiating Actions from Tabs").
- Select the **Delete Page** command on the Actions menu in the Manage Pages dialog box (see Section 5.10, "Deleting a Page Through the Manage Pages Dialog Box").

For information about deleting a group space, see Section 11.7, "Deleting a Group Space." You cannot delete a personal space. Personal spaces are removed automatically when a user is removed from the identity store that provides users to your WebCenter Spaces application.

7 Working with Page Content

The process of adding content to a page is simple and straightforward. Things get interesting when you arrange and configure that content to meet the requirements of your enterprise. This chapter describes how to add and arrange page content and how to manage that content. It also describes how to configure the properties commonly shared among many types of components. It contains the following sections:

- Adding Content to a Page
- Customizing and Personalizing Page Content
- Deleting Page Content
- Setting Properties on Page Content

Audience

This chapter is intended for users who want to build pages by adding different objects and dynamic components. Such users include everyone working in their personal spaces (provided their WebCenter application enables their control over all aspects of their personal spaces—the out-of-the-box default) and authorized users working in group spaces.

The WebCenter Spaces application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

7.1 Adding Content to a Page

This section describes how to add content from the Oracle Composer Catalog to your application pages. It contains the following subsections:

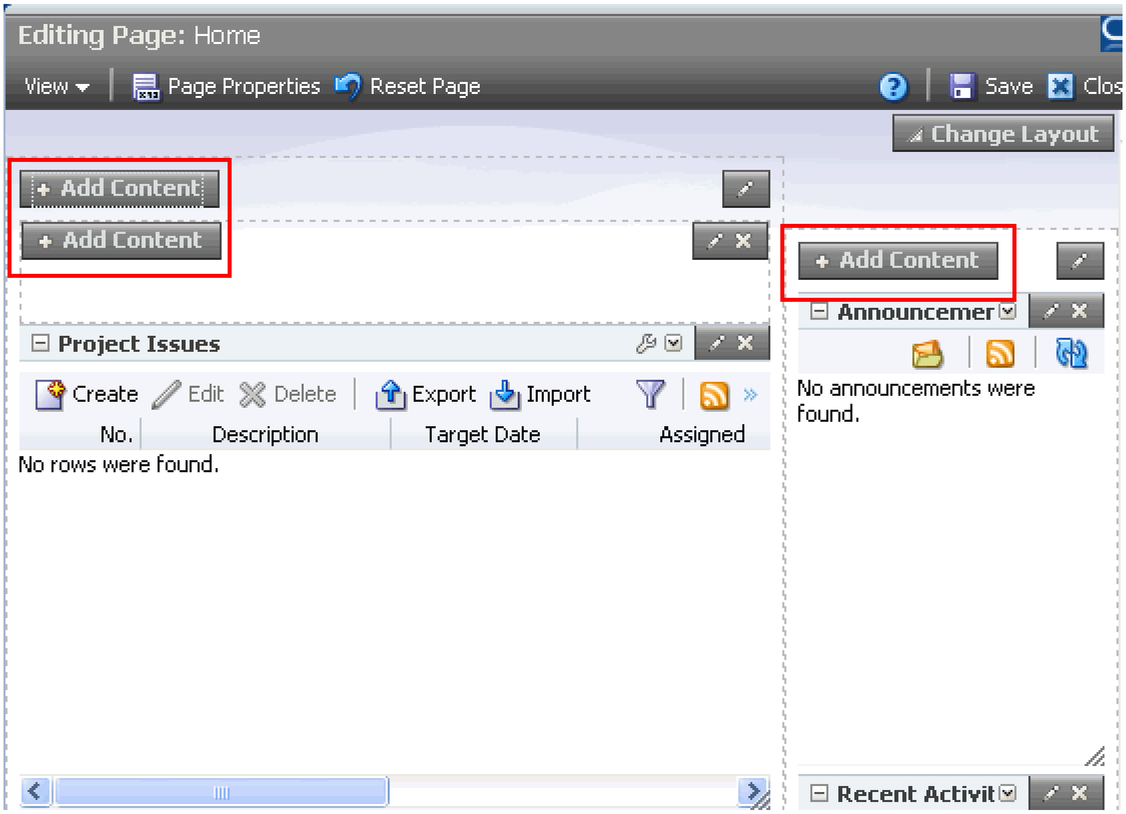
- What You Should Know About Adding Content
- Adding Document Library Content to a Page
- Adding Task Flows to a Page
- Adding Portlets to a Page
- Embedding Video, Music, Slides, and Other Types of Content

Note: See Chapter 6, "Creating, Editing, and Deleting Pages," for information about creating pages and adding and configuring page layout components.

7.1.1 What You Should Know About Adding Content

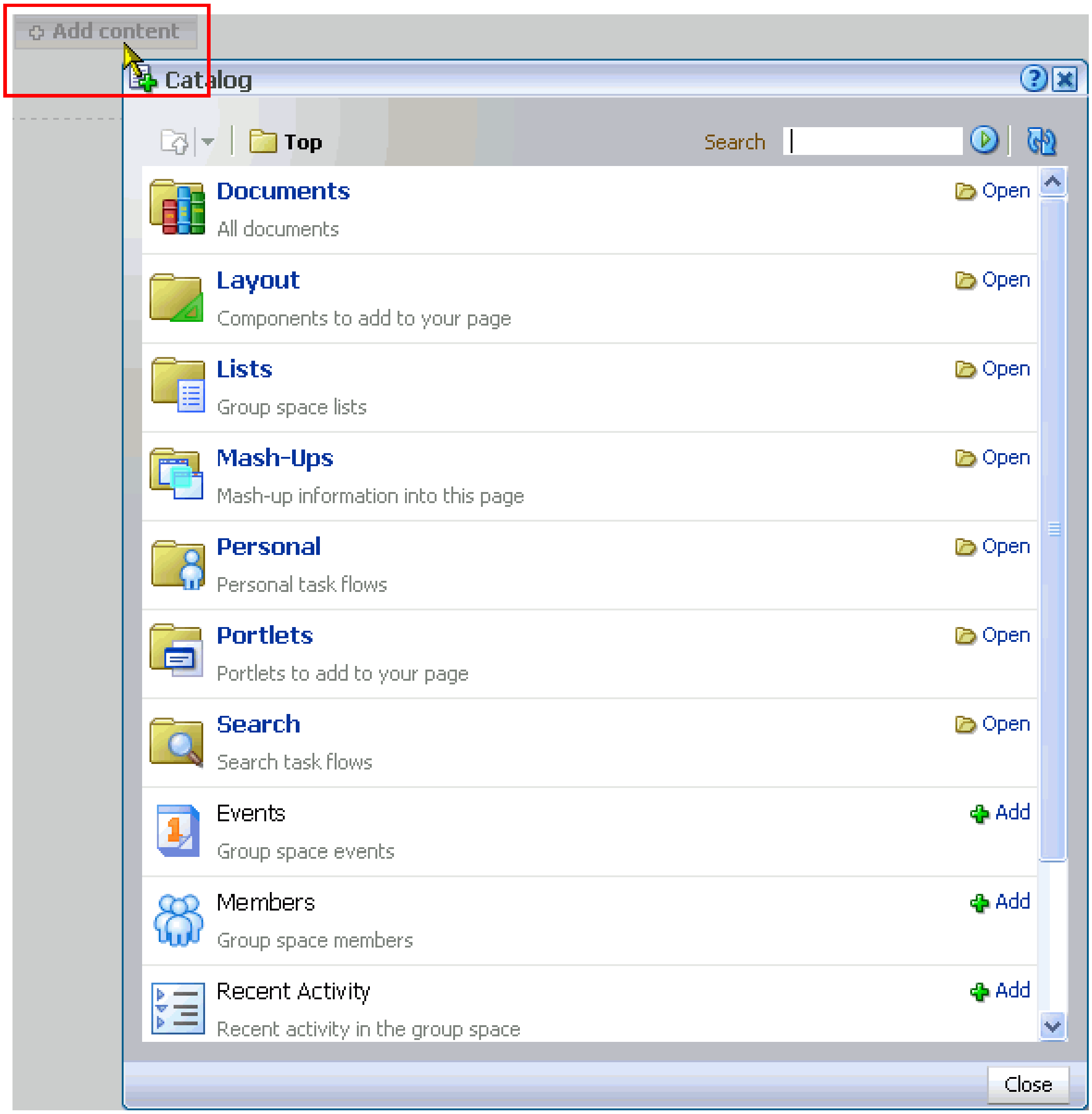
In the edit page mode of Oracle Composer, you can add content wherever you see the **Add Content** button (Figure 7–1).

Figure 7–1 Add Content Buttons in Oracle Composer



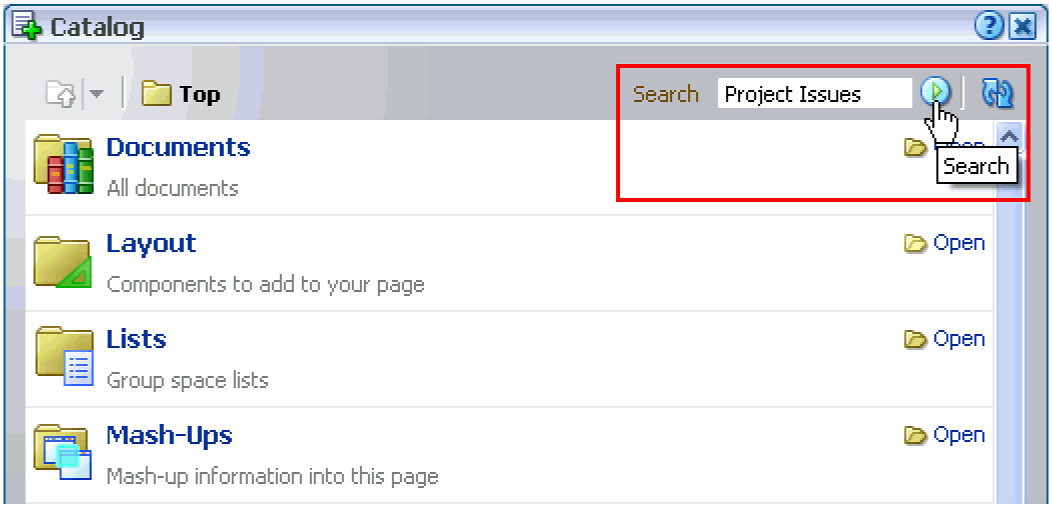
Clicking **Add Content** opens the Oracle Composer Catalog, which provides access to all the documents, task flows, Portlets, and layout components you can add to a page (Figure 7–2).

Figure 7–2 Oracle Composer Add Content Button and the Resulting Catalog



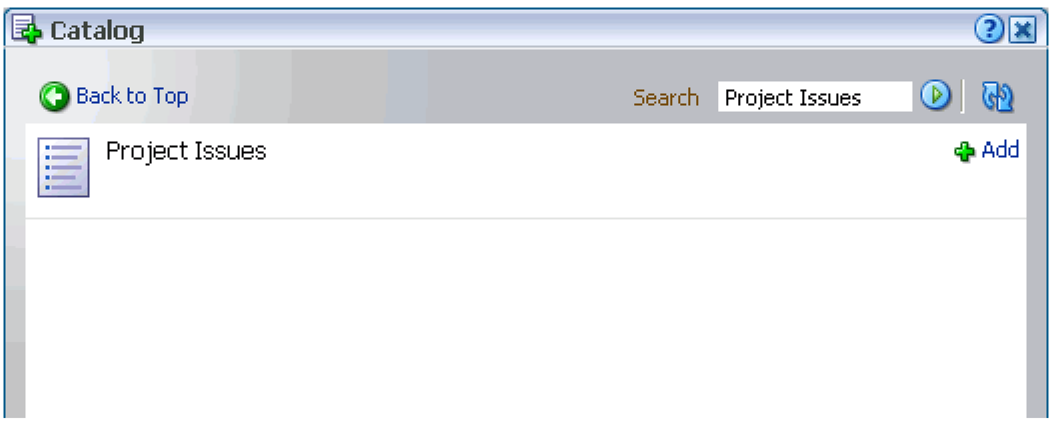
Many Catalog resources are organized in folders and subfolders. Because the Catalog can get quite deep with resources, it also provides a search feature for finding the object you want to add. Enter a search term in the **Search** field (Figure 7–3).

Figure 7–3 The Search Feature in the Catalog



Results display in the Catalog (Figure 7–4).

Figure 7–4 Catalog Search Results



7.1.2 Adding Document Library Content to a Page

You can add content from a document library to an application page to expose a list of files, the content of a particular document, or an entire document library. When you add Document Library content to a page, the way it is rendered depends on the type of content you are adding. For example, folders are rendered as a flat list of files with a subset of the controls you find in a document library. Files are rendered according to the type of file you add:

- A document file is rendered as a link.
- An HTML file is rendered as formatted text.
- An image file is rendered as an image.

Note: An image from the Document Library is different from an Image layout component. For example, you click an **Add** button to add an image from the Document Library. You click an **Add** button and then specify an image location for an Image layout component. Additionally, the Image layout component includes a `Destination URI` property, which you can use to specify a link that executes when users click the image. For more information, see Section 6.5.1.4, "Introducing the Image Layout Component."

This section describes how to add folders and files (including image, HTML, and other file types) to a page.

To add a folder or a file to a page:

1. Log in to your WebCenter application.

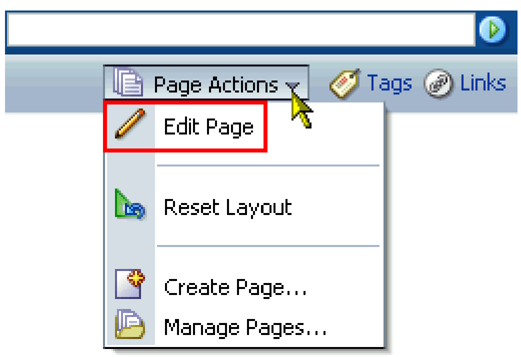
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to add a file or folder.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 7–5).

Figure 7–5 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

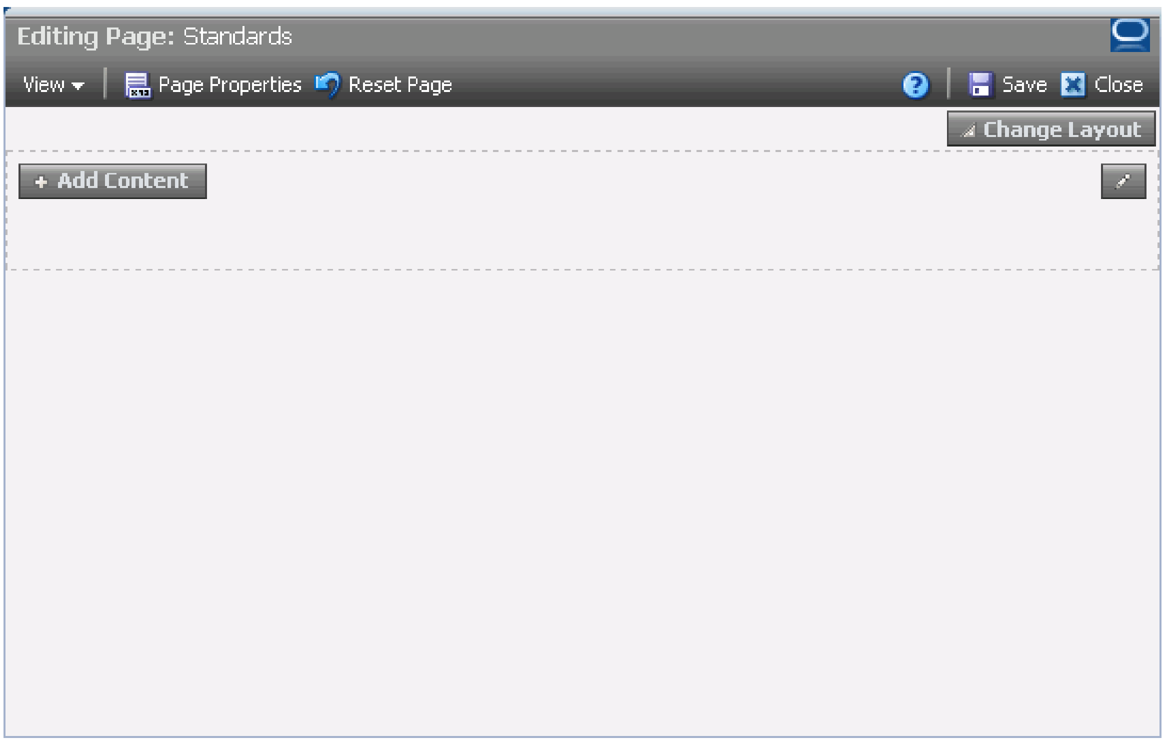
In custom WebCenter applications, open Oracle Composer according to your page design. For example, in the Fusion Order Demo for WebCenter, you can open Oracle Composer by clicking the **Edit** link at the top of the page (Figure 7–6).

Figure 7–6 The Edit Link in the Fusion Order Demo for WebCenter

Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

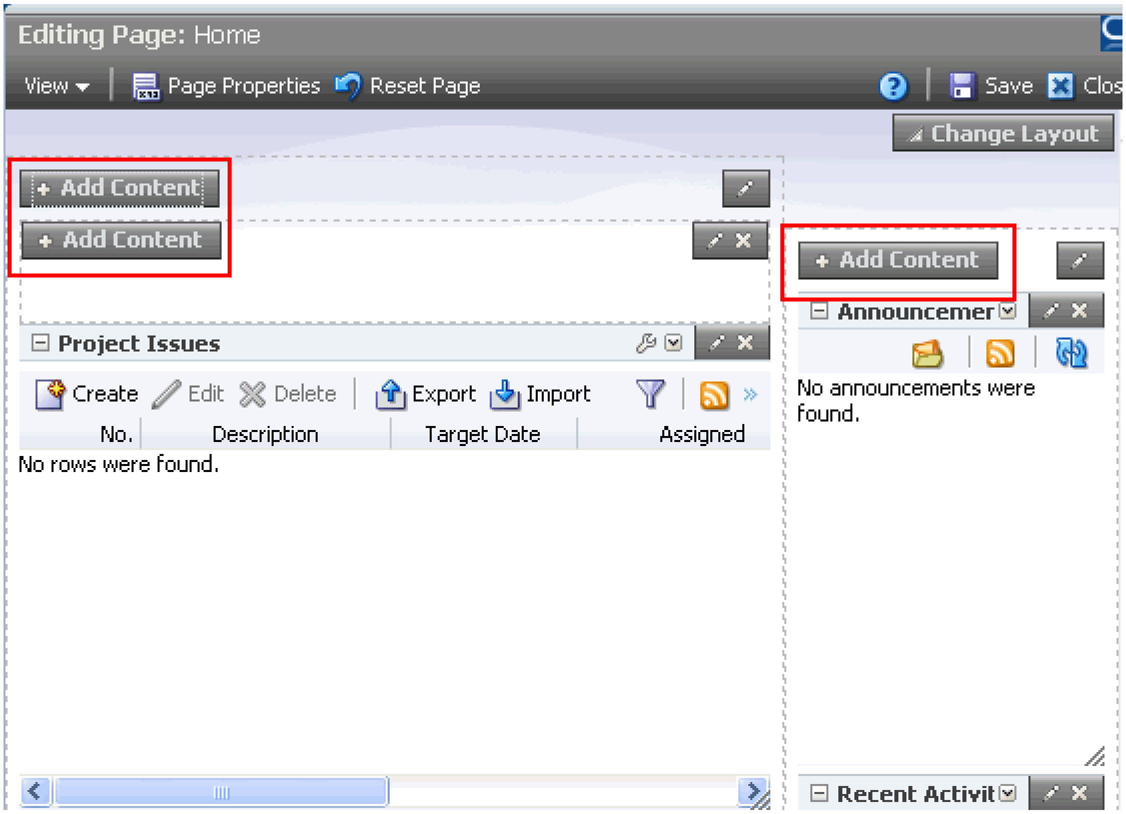
The page opens in Oracle Composer (Figure 7–7).

Figure 7–7 A Page Viewed Through Oracle Composer



4. Click the **Add Content** button where you want to place the content (Figure 7–8).

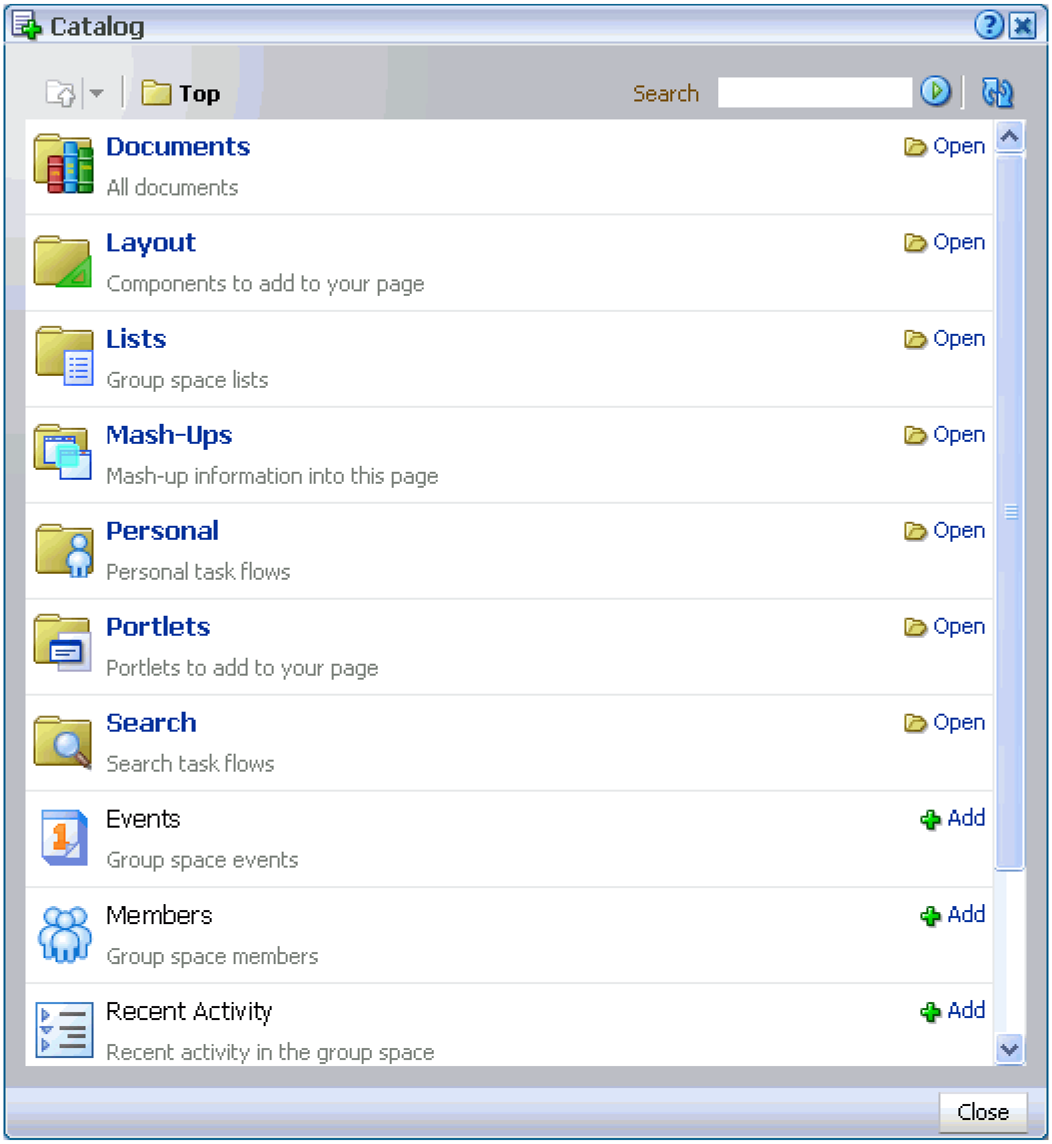
Figure 7–8 Add Content Buttons in Oracle Composer (Click One)



The Catalog opens (Figure 7–9).

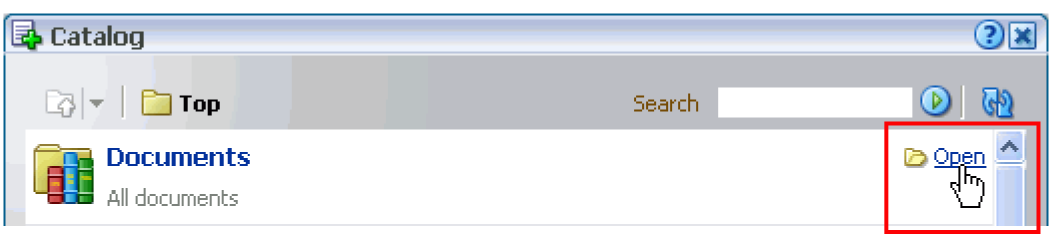
Note: When the Catalog is open, the page goes gray, and you cannot perform any other actions on the page until you close the Catalog.

Figure 7–9 The Oracle Composer Catalog



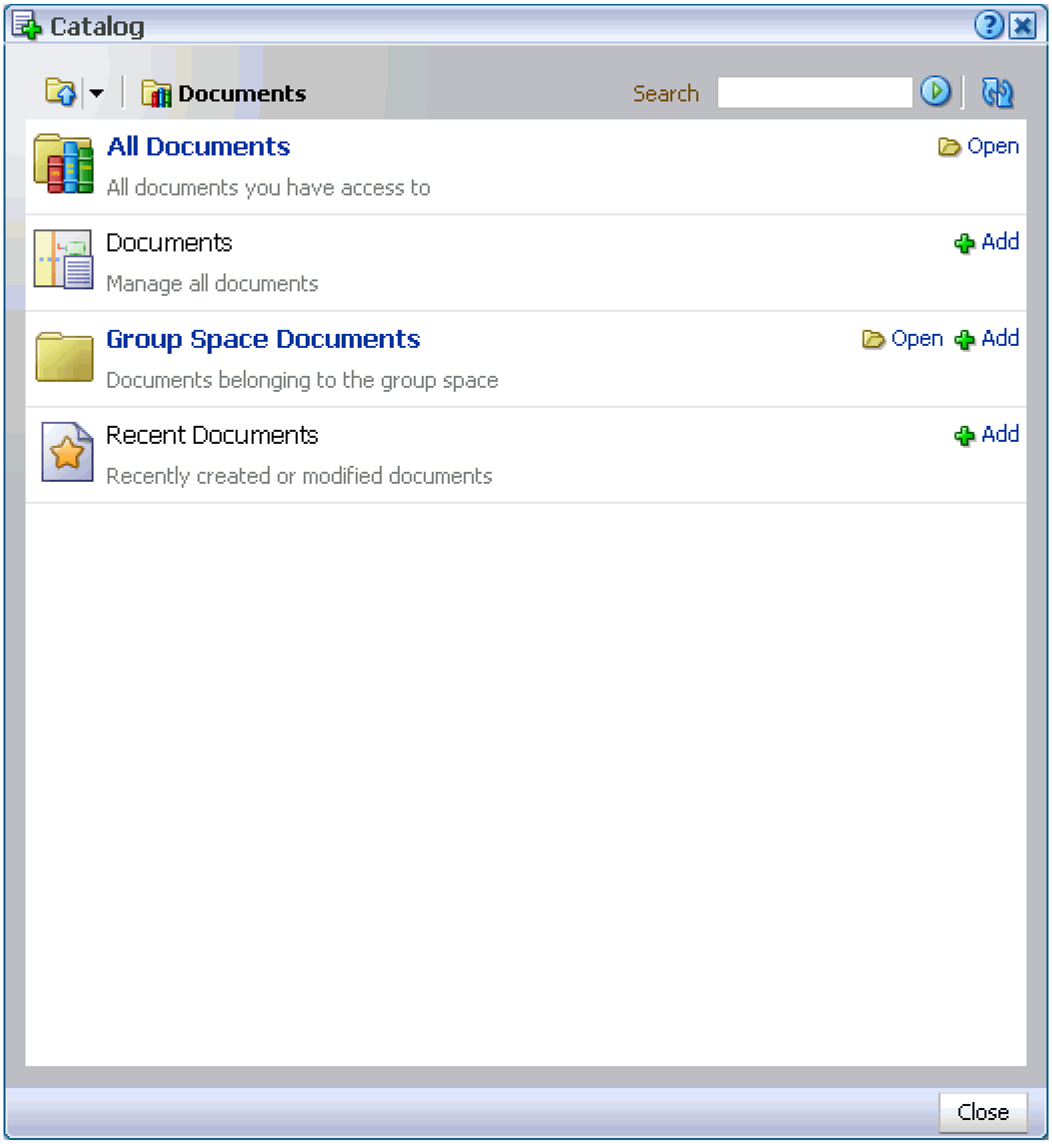
5. Click the **Open** link next to **Documents** (Figure 7–10).

Figure 7–10 The Open Link Next to Documents in the Oracle Composer Catalog



The content of the **Documents** folder appears (Figure 7–11).

Figure 7–11 The Content of the Documents Folder in the Oracle Composer Catalog



Note: When you drill into the Documents folder, you are actually drilling into the live connection with the document repository. The documents you see in the content **Catalog** are not static resources, but reflect the latest status of files and folders in the content repository associated with your enterprise application.

Users of custom WebCenter applications see similar types of components.

---

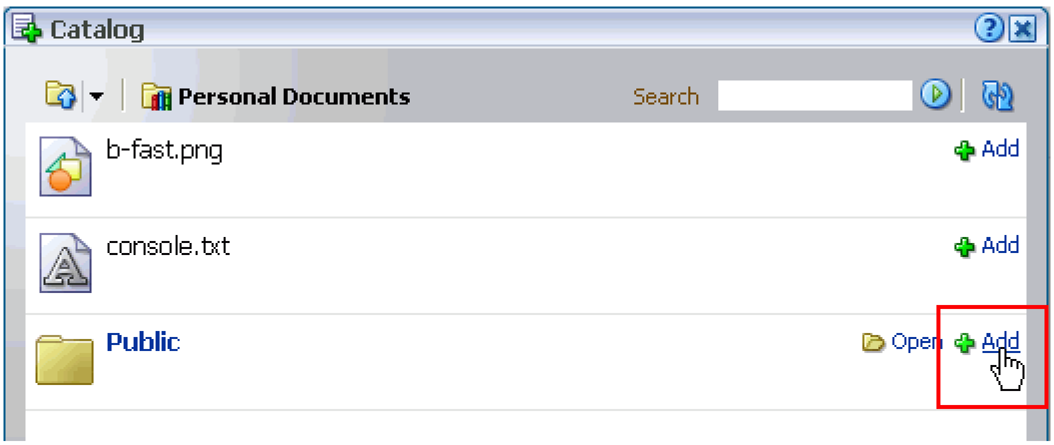
6. The next link you click depends on your current location in the application:
   - In a custom WebCenter application, or in a group or personal space in WebCenter Spaces, click **All Documents** to access all documents to which you have access.

- In a WebCenter Spaces group space, click **Group Space Documents** to open a list of all of the files and folders to which you have access in the current group space.
- In a WebCenter Spaces personal space, click **Personal Documents** to open a list of all the files and folders to which you have access in your personal space.

If necessary, continue to drill into the Documents folder until you arrive at the content you want to add to the page.

7. Click the **Add** link next to the folder or file you want to add to the page (Figure 7–12).

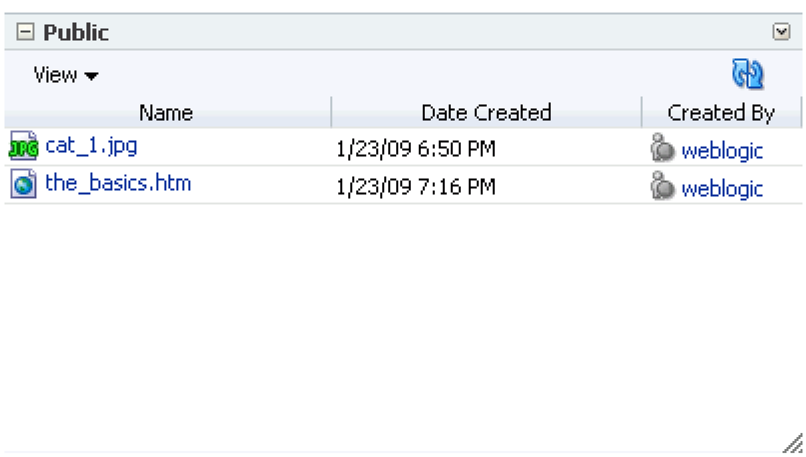
Figure 7–12 Add Link Next to a Folder in the Oracle Composer Catalog



The document library content you add to a page renders according to its type. For example:

- A folder is rendered as a list of folders and files (Figure 7–13).

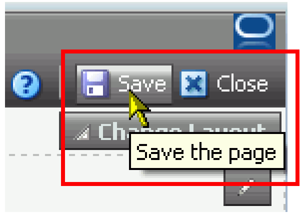
Figure 7–13 A Document Folder from the Oracle Composer Catalog



- An image file displays the image in-place.
- An HTML file displays the HTML in-place.
- All other file types are rendered as links.

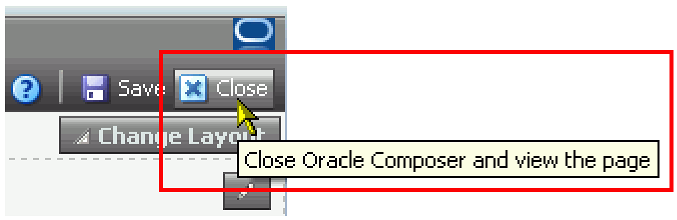
8. Click the **Save** button in Oracle Composer to save your changes (Figure 7–14).

Figure 7–14 The Save Button



9. Optionally, click the **Close** button to exit Oracle Composer (Figure 7–15).

Figure 7–15 The Close Button



7.1.3 Adding Task Flows to a Page

WebCenter Spaces exposes collaborative, social networking, and personal productivity features through *services*, which, in turn, expose subsets of their features and functionality through *task flows*. Services provide a wide variety of functionality in support of personal and team objectives. Task flows provide reusable functionality that may expose all or a subset of the features available from a particular service. See Section 1.2, "Introducing WebCenter Services."

The different task flows of a particular service can range from offering all of the service's features to a subset of those features. For example, the Documents service provides multiple task flows that each provide a different view of your content repository back end and different subsets of the repository's features. One task flow allows for the creation and display of files and folders; another simply lets you view and access files.

Note: In addition to task flows, you can place a file from a Document Library directly onto a page. How that file is rendered depends on the file's type (see Section 7.1.2, "Adding Document Library Content to a Page").

This section describes how to add a task flow to a page.

1. Log in to Oracle WebCenter Spaces.

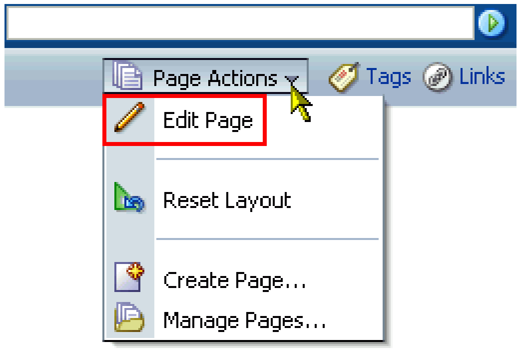
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to add a task flow.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 7–5).

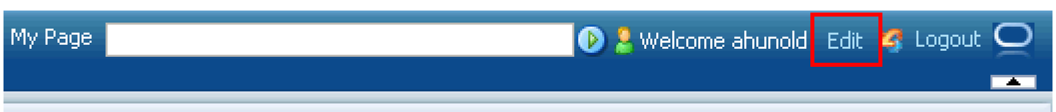
Figure 7–16 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, open Oracle Composer according to your page design. For example, in the Fusion Order Demo for WebCenter, you can open Oracle Composer by clicking the **Edit** link at the top of the page (Figure 7–6).

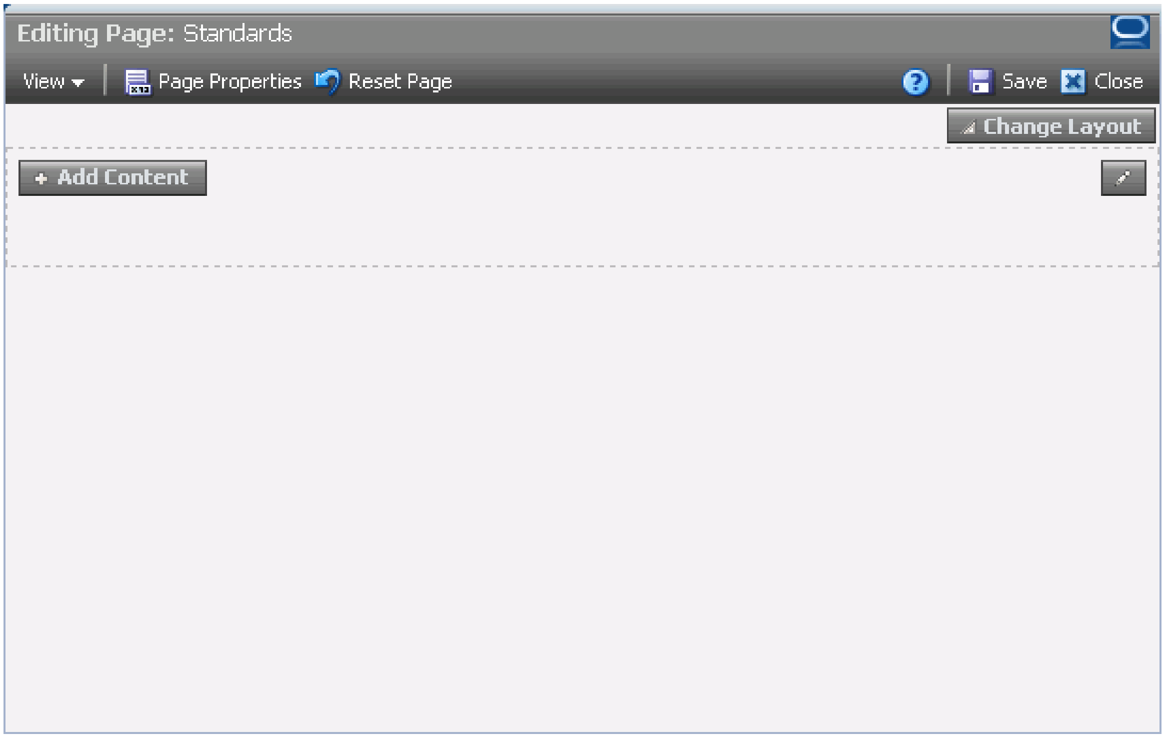
Figure 7–17 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

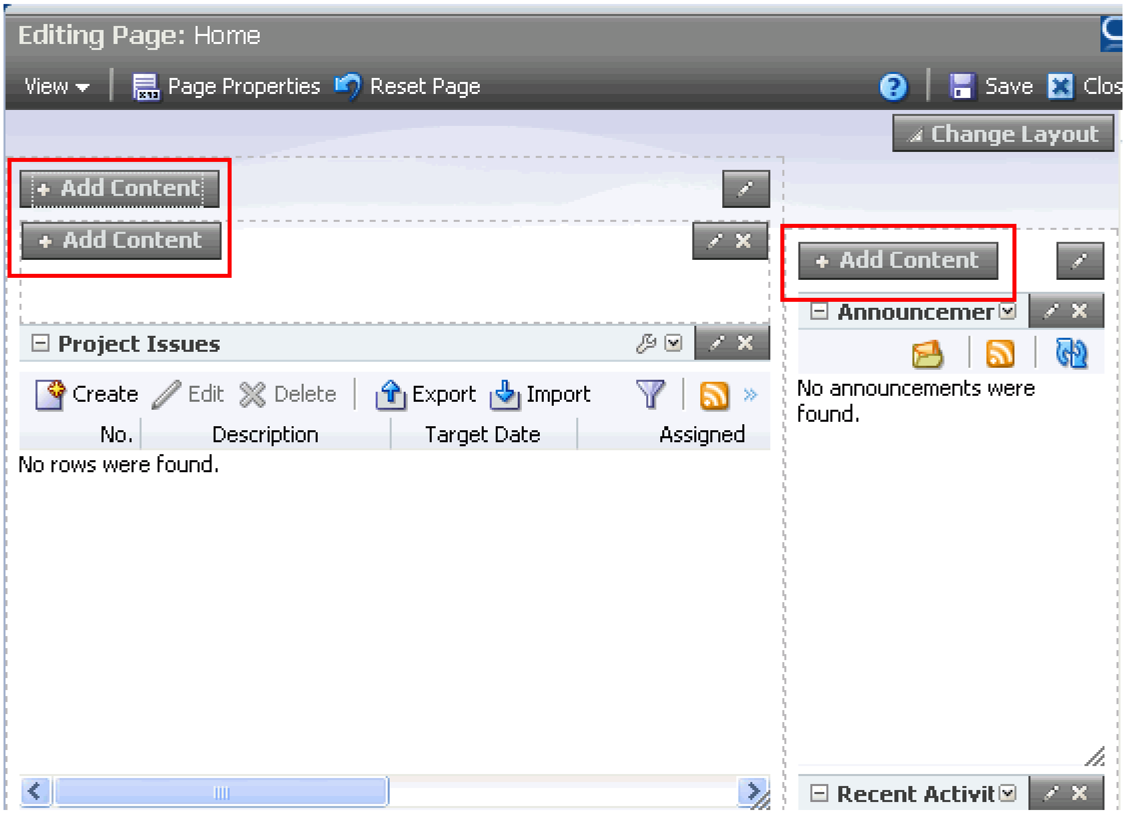
The page opens in Oracle Composer (Figure 7–7).

Figure 7–18 A Page Viewed Through Oracle Composer



4. Click the **Add Content** button where you want to place the content (Figure 7–19).

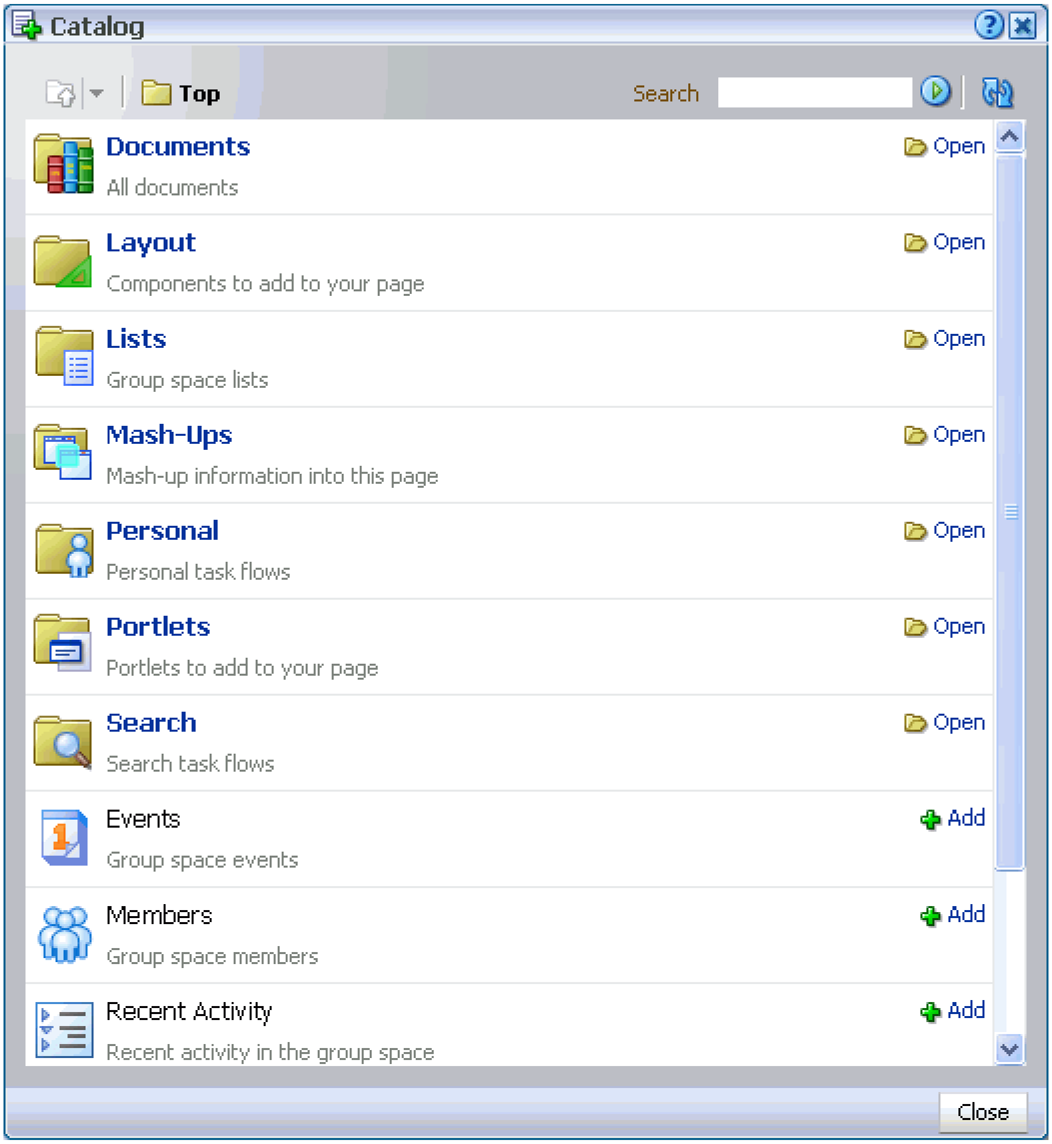
Figure 7–19 Add Content Buttons in Oracle Composer (Click One)



The Catalog opens (Figure 7–20).

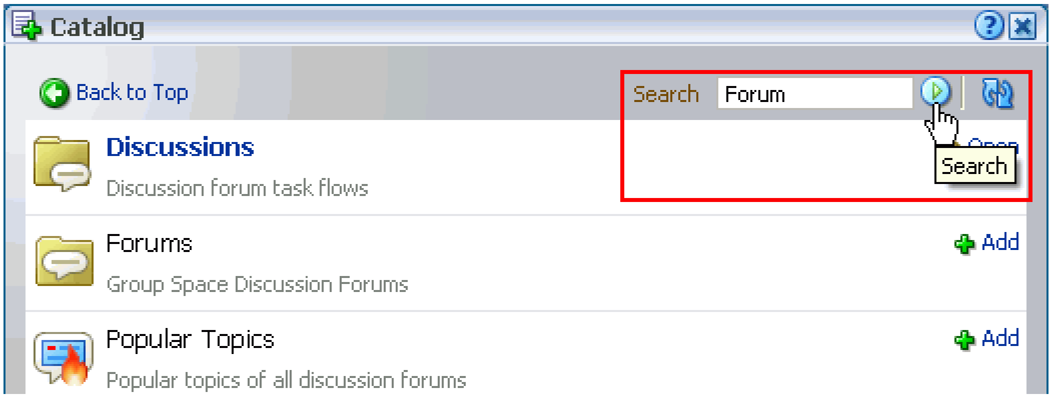
Note: When the Catalog is open, the page goes gray, and you cannot perform any other actions on the page until you close the Catalog.

Figure 7–20 The Oracle Composer Catalog



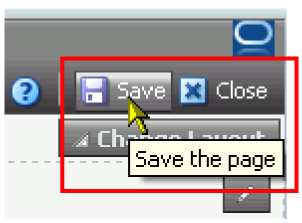
5. Optionally, use the Catalog **Search** feature to locate the task flow of interest (Figure 7–21).

Figure 7–21 Catalog Search Feature



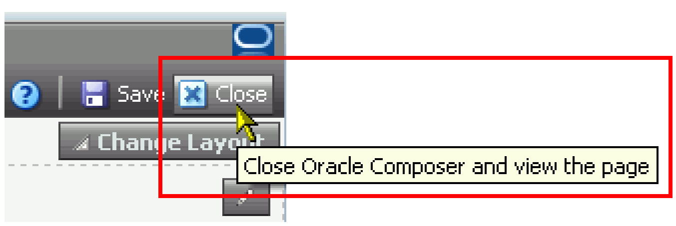
6. Click the **Add** link next to the task flow of interest, or drill to the task flow by clicking the **Open** link next to the folder that contains it.
7. Optionally, continue to add task flows in this way.
8. Click **Close** to close the Catalog.
9. Click the **Save** button in Oracle Composer to save your changes (Figure 7–22).

Figure 7–22 The Save Button



10. Optionally, click the **Close** button to exit Oracle Composer (Figure 7–23).

Figure 7–23 The Close Button



Adding a task flow is often just the first step in getting the content you want on your page. Many task flows have unique properties that take values that determine task flow content. For more information, see Section 7.4, "Setting Properties on Page Content."

7.1.4 Adding Portlets to a Page

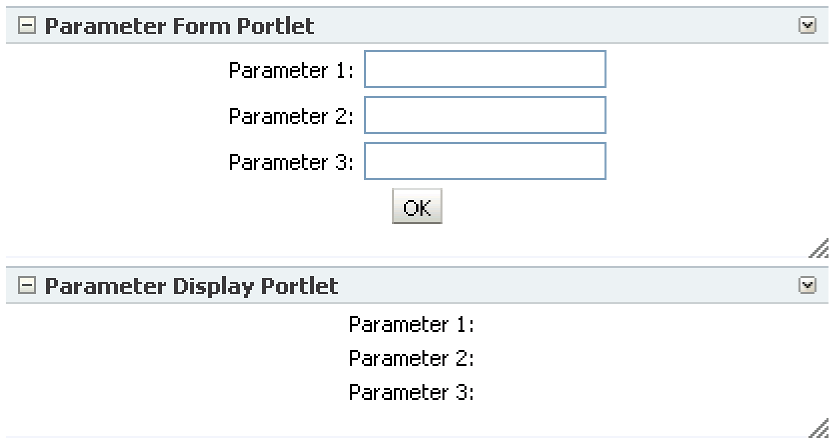
In addition to task flows and layout components, the Oracle Composer Catalog provides access to all the portlets your application administrator has integrated with your WebCenter application. This section provides information about portlets, describes how to place them on a page, and how to manage them after they are placed. It contains the following subsections:

- Introducing Portlets
- Adding a Portlet to a Page

7.1.4.1 Introducing Portlets

Portlets offer functionality, just like task flows, and they look like any other task flow when you place them on a WebCenter Spaces page (Figure 7–24).

Figure 7–24 Parameter Form and Display Portlets



One difference between portlets and task flows is that portlets are provided by applications rather than services. Central to the purpose of portlets is to provide a standard way for applications to integrate with other applications.

> **Note:** Before you can access portlets in the Catalog, your application administrator must register the portlet's producer with your WebCenter application. For more information, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

You can create more dynamic sets of pages by wiring portlets to other portlets and to pages using page parameters and contextual events. Use different portlets in combination to create your own enterprise mashups. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

> **Note:** For a more-detailed look at portlets, see Chapter 31, "What You Should Know About Portlets."

7.1.4.2 Adding a Portlet to a Page

At runtime, you can add portlets to any WebCenter page on which you have sufficient access. This section describes how.

Note: Avoid adding a portlet to a Movable Box layout component (see Section 6.5.1.5, "Introducing the Movable Box Layout Component"). The Movable Box layout component duplicates the user interaction functionalities of a portlet. Adding a portlet to a Movable Box creates an unnecessary and potentially error-prone redundancy.

To add a portlet to a page:

1. Log in to Oracle WebCenter Spaces.

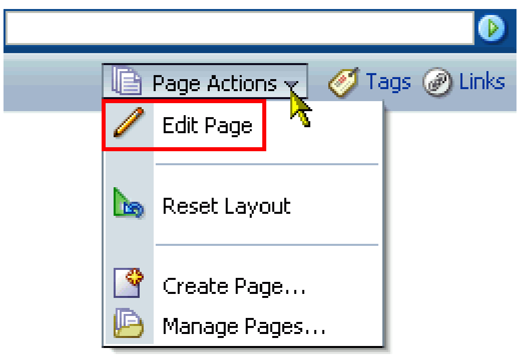
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to add a portlet.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 7–25).

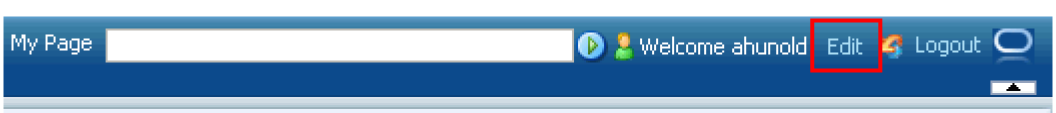
Figure 7–25 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, open Oracle Composer according to your page design. For example, in the Fusion Order Demo for WebCenter, you can open Oracle Composer by clicking the **Edit** link at the top of the page (Figure 7–26).

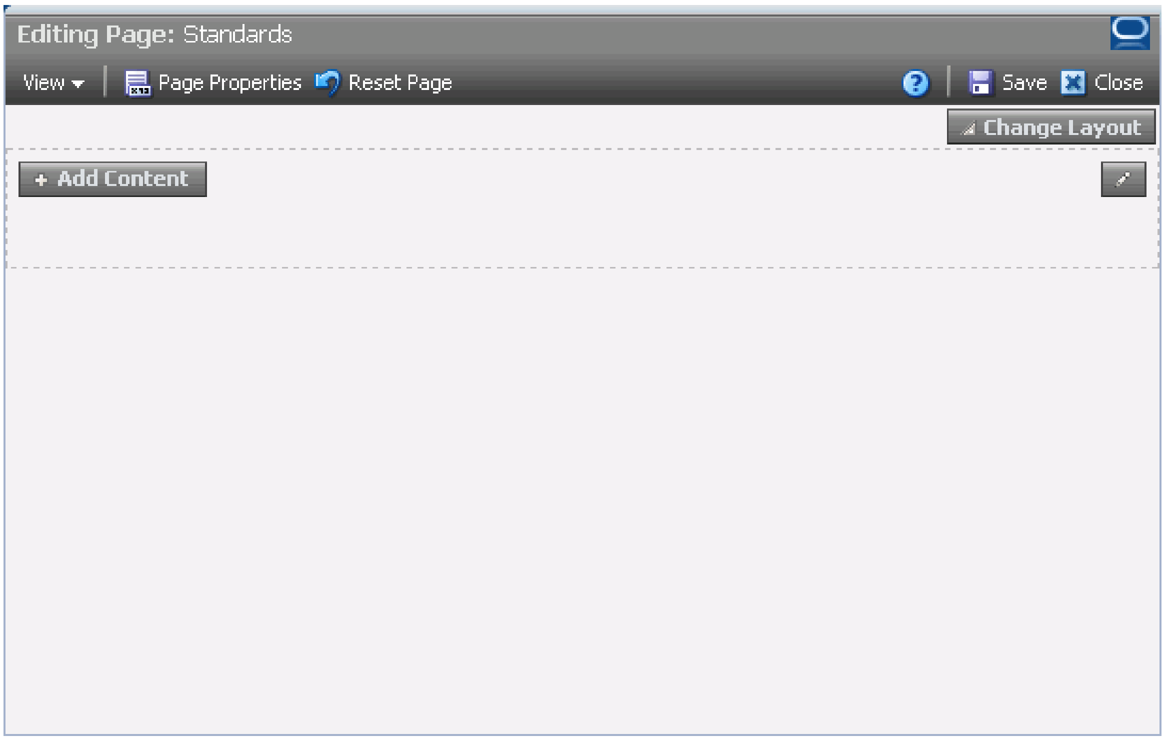
Figure 7–26 The Edit Link in the Fusion Order Demo for WebCenter



> **Note:** For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

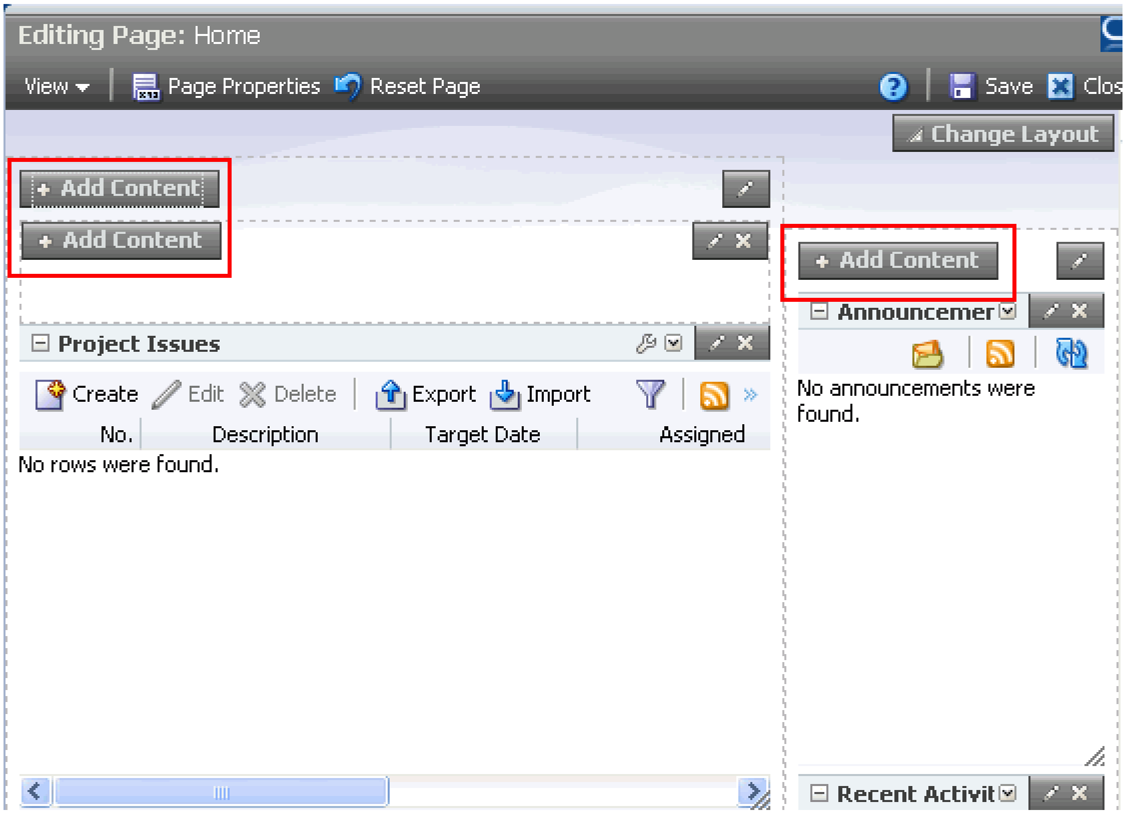
The page opens in Oracle Composer (Figure 7–27).

Figure 7–27 A Page Viewed Through Oracle Composer



4. Click the **Add Content** button associated with the location where you want to place the portlet (Figure 7–28).

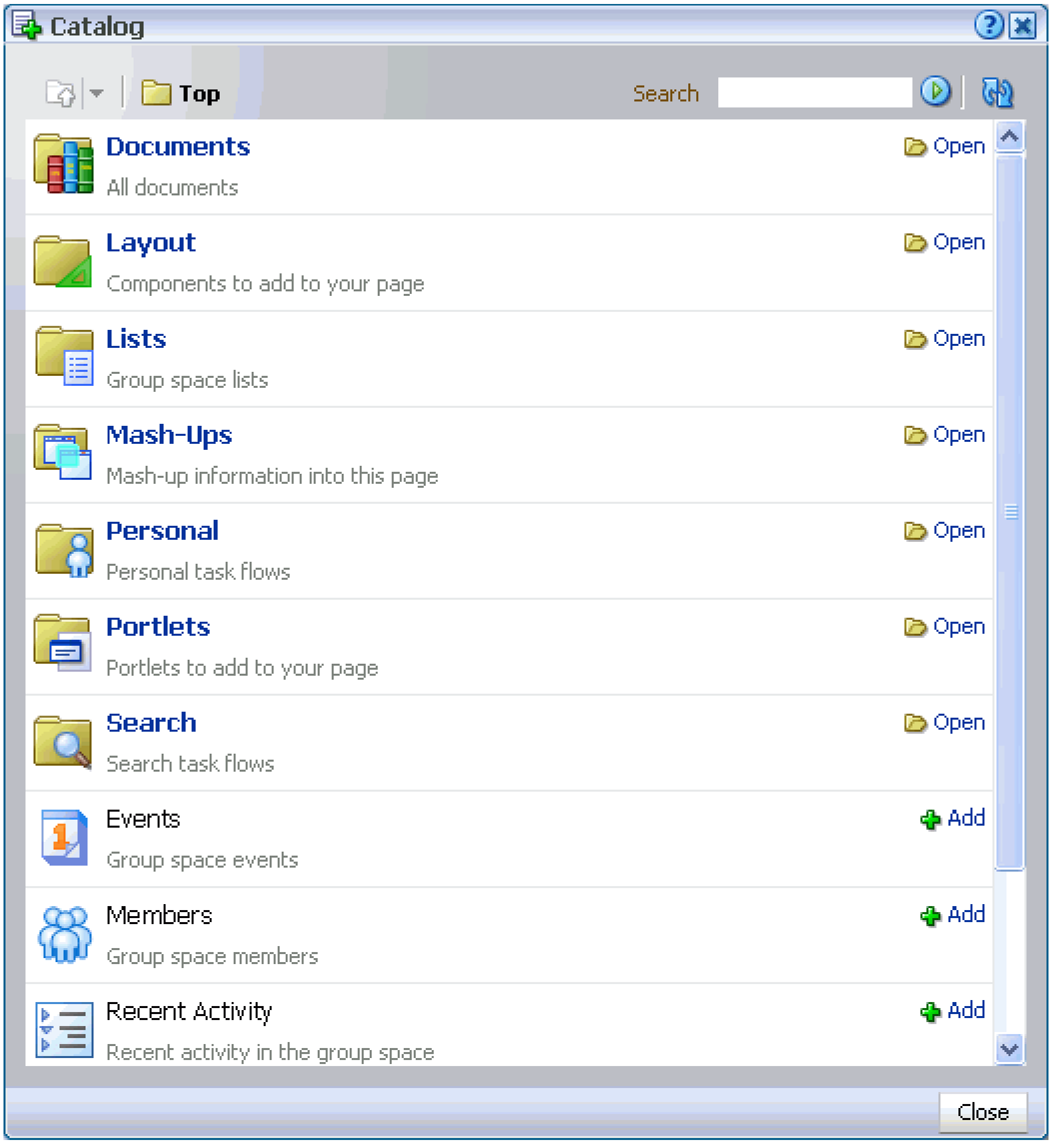
Figure 7–28 Add Content Buttons in Oracle Composer (Click One)



The Oracle Composer Catalog opens (Figure 7–29).

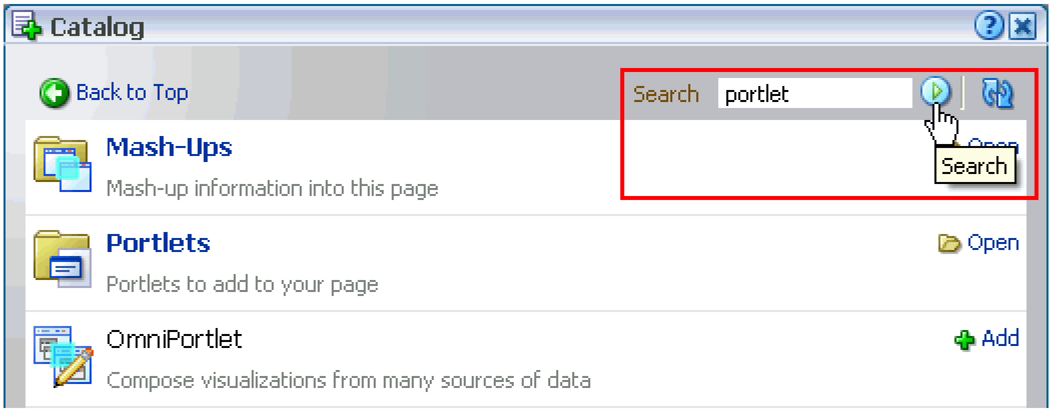
Note: When the Catalog is open, the page goes gray, and you cannot perform any other actions on the page until you close the Catalog.

Figure 7–29 The Oracle Composer Catalog



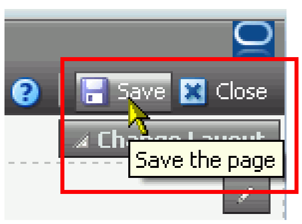
5. Optionally, use the Catalog **Search** feature to locate the portlet of interest (Figure 7–30).

Figure 7–30 Catalog Search Feature



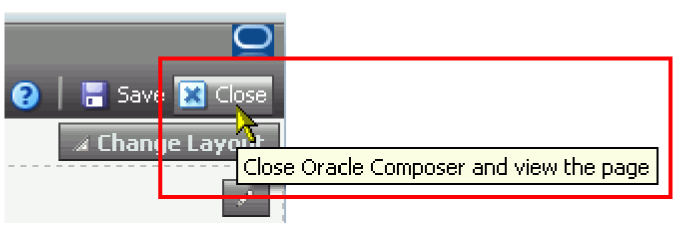
6. Click the **Add** link next to the portlet of interest, or drill to the portlet by clicking the **Open** link next to the folder that contains the portlet.
7. Optionally, continue to add portlets in this way.
8. Click the **Close** button to close the Catalog.
9. Click the **Save** button in Oracle Composer to save your changes (Figure 7–31).

Figure 7–31 The Save Button



10. Optionally, click the **Close** button to exit Oracle Composer (Figure 7–32).

Figure 7–32 The Close Button



Adding a portlet is often just the first step in getting the content you want on your page. Many portlets have unique properties that take values that determine the portlet content. For more information, see the following sections and chapters:

- Section 7.4, "Setting Properties on Page Content"
- Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components"
- Part V, "Working with Social Networking Services"

7.1.5 Embedding Video, Music, Slides, and Other Types of Content

You can use the HTML Markup layout component to expose video, music, Google Gadgets, and other types of content in your application pages. This section describes how.

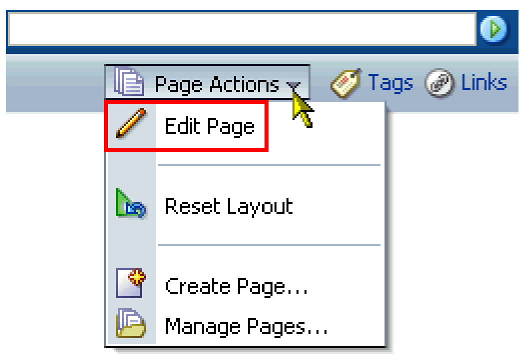
To embed different types of media on an application page:

1. Copy the link location of the content you want to embed.
2. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
3. Go to the page where you want to embed video, music, or some other type of medium.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."
4. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 7–33).

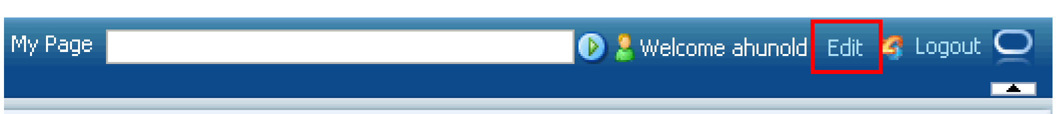
Figure 7–33 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, open Oracle Composer according to your page design. For example, in the Fusion Order Demo for WebCenter, you can open Oracle Composer by clicking the **Edit** link at the top of the page (Figure 7–34).

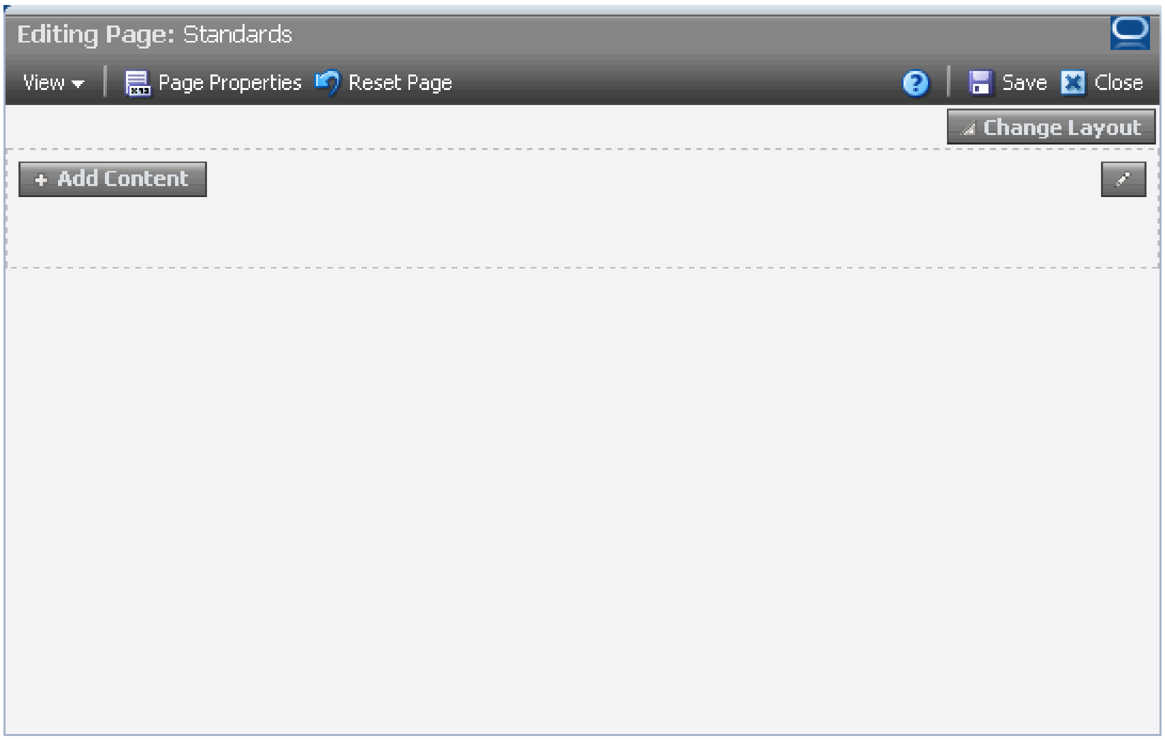
Figure 7–34 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

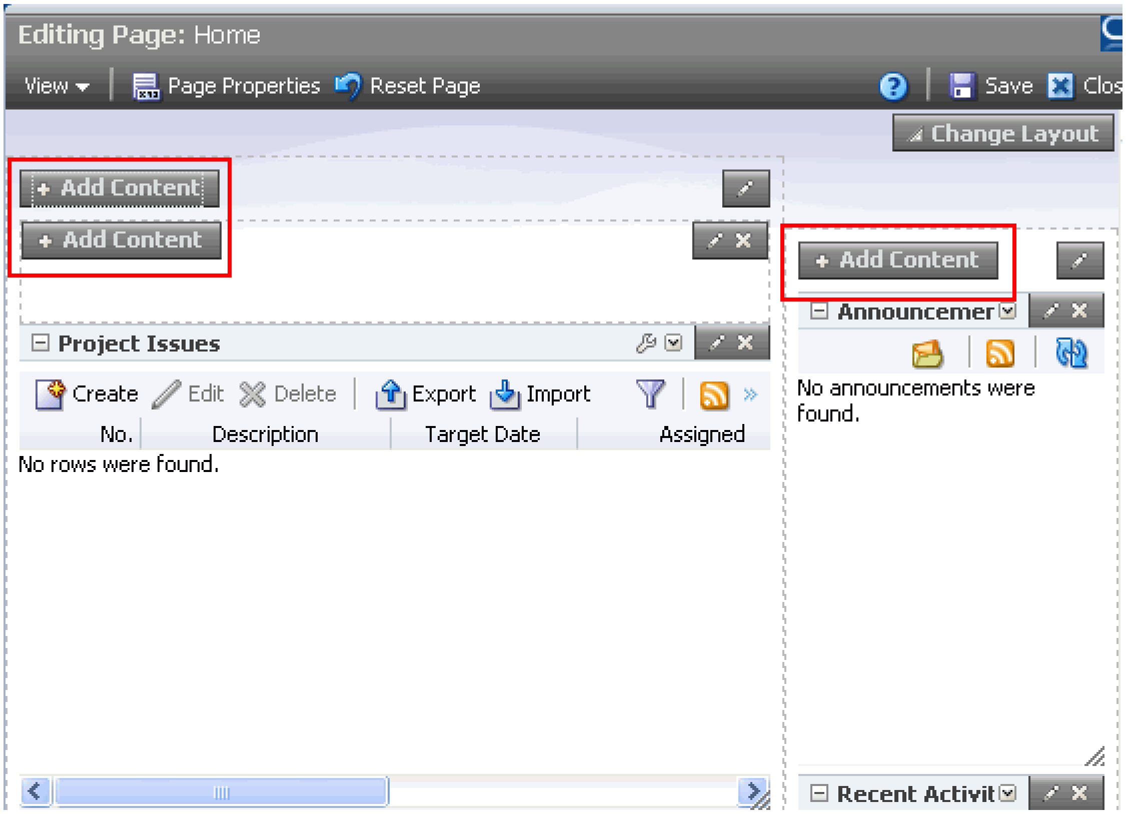
The page opens in Oracle Composer (Figure 7–35).

Figure 7–35 A Page Viewed Through Oracle Composer



5. Click the **Add Content** button associated with the location where you want to embed content (Figure 7–36).

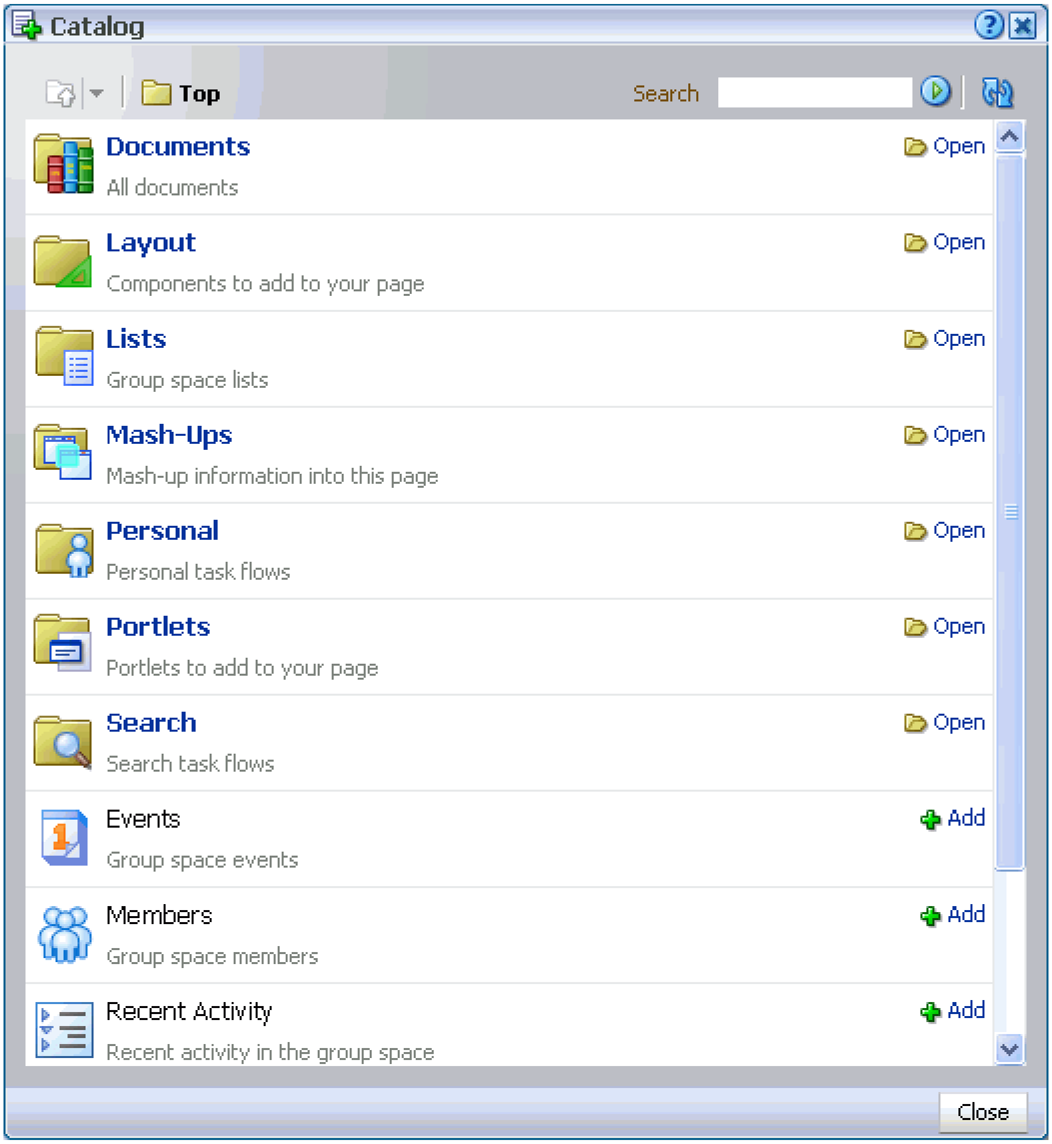
Figure 7–36 Add Content Buttons in Oracle Composer (Click One)



The Oracle Composer Catalog opens (Figure 7–37).

Note: When the Catalog is open, the page goes gray, and you cannot perform any other actions on the page until you close the Catalog.

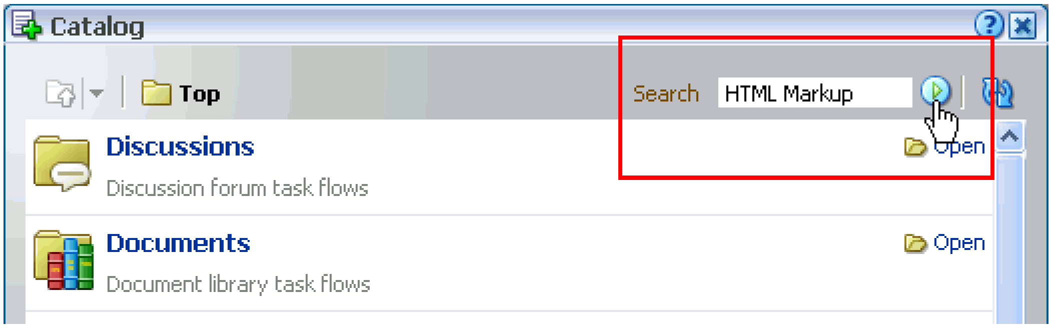
Figure 7–37 The Oracle Composer Catalog



6. Click the **Open** link next to **Layout**, and then click the **Add** link next to **HTML Markup**.

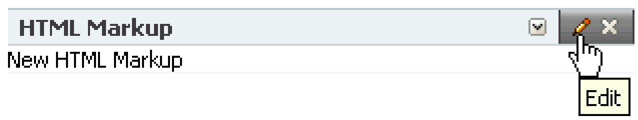
   Optionally, use the Catalog **Search** feature to locate the layout component (Figure 7–38), and then click the **Add** link next to **HTML Markup**.

Figure 7–38 Catalog Search Feature



7. Click the **Close** button to close the Catalog.
8. Click the Edit icon on the HTML Markup component (Figure 7–39).

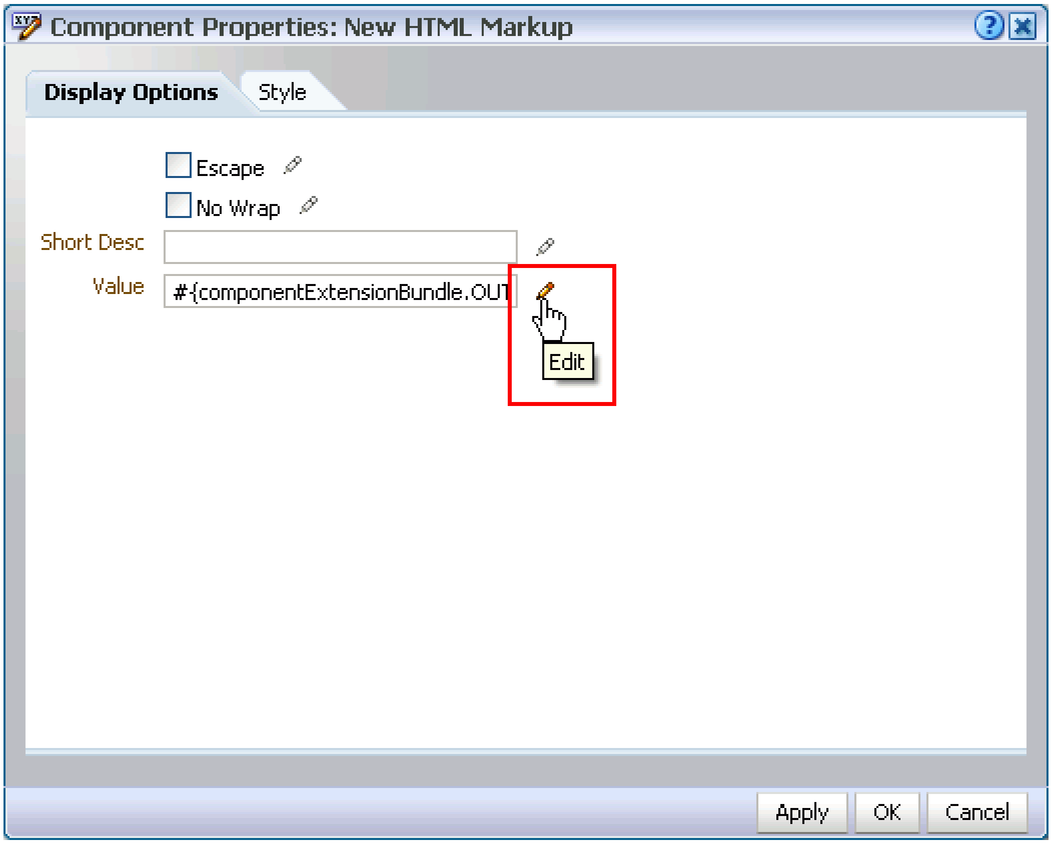
Figure 7–39 Edit Icon on an HTML Markup Header



The Component Properties dialog box opens.

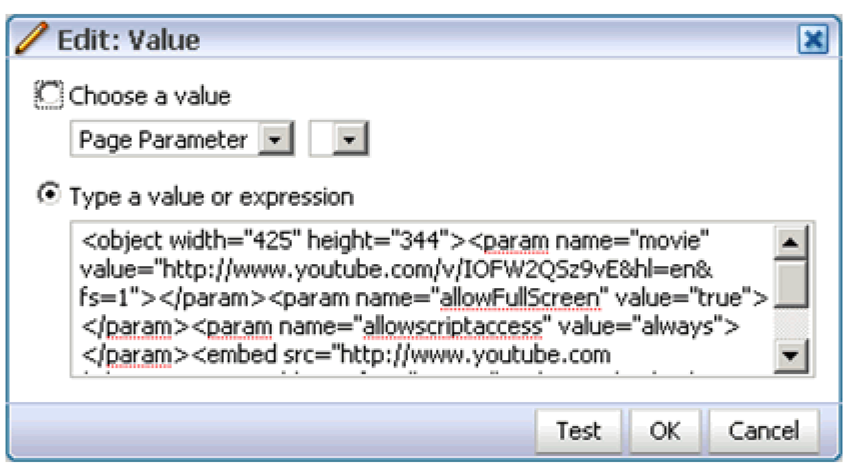
9. If necessary, click the **Display Options** tab to bring it forward, and then click the Edit icon next to the **Value** field (Figure 7–40).

Figure 7–40 Edit Icon Next to the Value Field



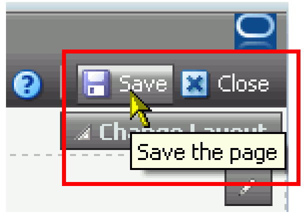
10. In the EL Editor, select **Type a value or expression**, and then paste the link you copied in step 1 (Figure 7–41).

Figure 7–41 Link Pasted Into EL Editor



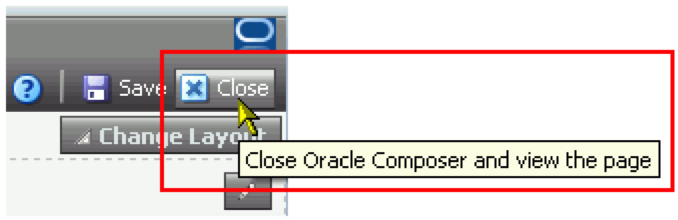
11. Click **OK** to close the EL Editor.
12. Click **OK** to close the Component Properties dialog box.
13. Click the **Save** button in Oracle Composer to save your changes (Figure 7–42).

Figure 7–42 The Save Button



14. Optionally, click the **Close** button to exit Oracle Composer (Figure 7–43).

Figure 7–43 The Close Button



7.2 Customizing and Personalizing Page Content

The runtime flexibility of your WebCenter application is realized in both *customization* and *personalization*. Customization involves changes made in page *edit* mode. Customizations affect all users' views of a page. Personalization involves changes made in page *view* mode. Personalizations affect only your view of a page.

Note: When you revise a component in page view mode (personalization) while another user deletes the same component in page edit mode (customization), a WebCenter error page opens. Simply navigate back to the original page. The deleted component does not appear, and you can continue working on other components.

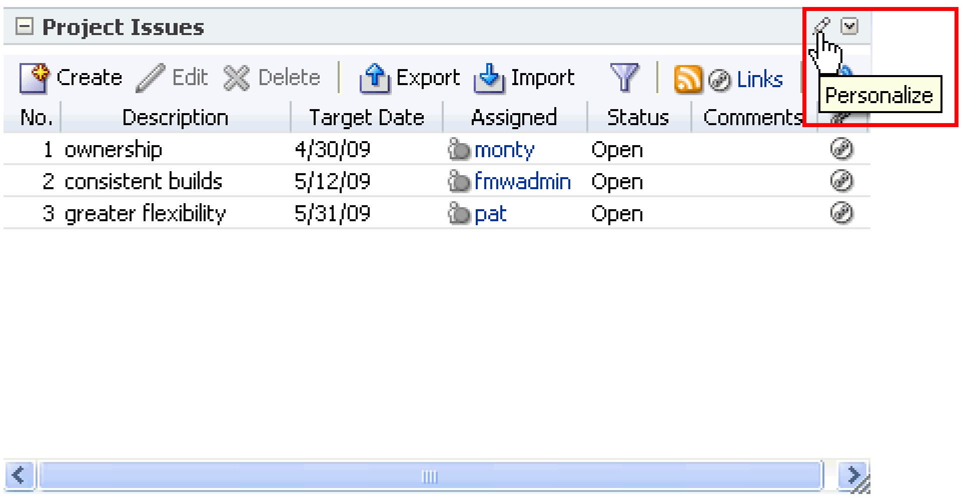
In page edit mode, you see only customizations. In page view mode, you see your personalizations layered over customizations. If the same property is set in both customization and personalization, the personalized value takes precedence (in your view of a page in page view mode). For example, imagine a List task flow that an authorized user has customized to display color banding every other column. In your page view, you personalize the list to instead show color banding every other row. As you toggle between page edit mode and page view mode, you see column color banding in page edit mode, but your own row color banding in page view mode.

You can make customizations and personalizations at the page level and at the component level. Page-level customizations and personalizations include such actions as rearranging page content, changing the page layout, and the like. Component customizations and personalizations—made to task flows, portlets, and layout components—include such actions as resizing and rearranging columns and filtering content. The types of personalizations available to components differ from component to component.

Note: Customizations made to service task flows and to portlets are committed immediately, regardless of whether you click the **Save** button in Oracle Composer. These types of customizations include entering page edit mode and resizing a list column, adding color banding, sorting discussion forums, and the like.

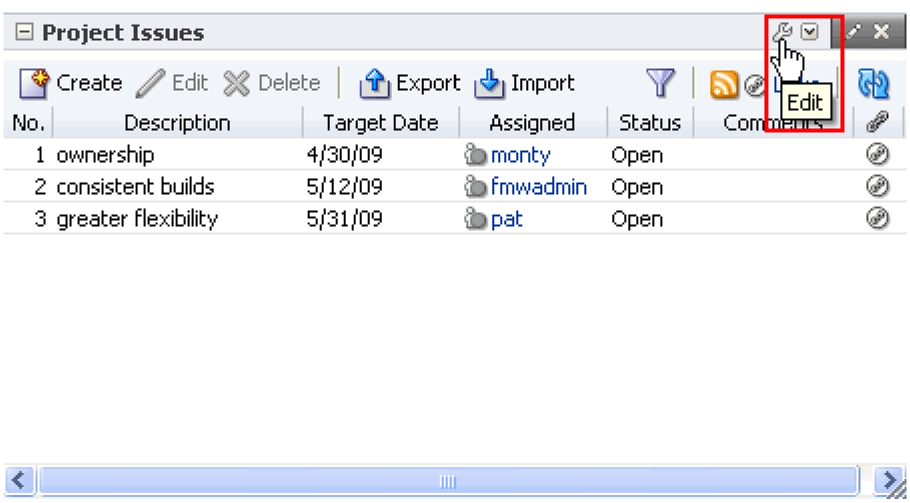
Page personalization is available to users with, minimally, personalize permission on the page. Provided the component supports it, some personalization settings are available through the Personalize icon that appears on the component header in page view mode (Figure 7–44).

Figure 7–44 Personalize Icon on a Component Header



Page customization is available to users with, minimally, edit permission on the page. Provided the component supports it, some customization settings are available through the Edit icon that appears in the component header or on a floating tool palette when the component's host page is opened in Oracle Composer (Figure 7–45).

Figure 7–45 The Edit Icon on a List Task Flow (WebCenter Spaces Only)



Note: For information about Oracle Composer (customization), see Section 4.3, "Introducing Oracle Composer."

For more information about page personalization, see Section 3.4, "Personalizing Your Page View."

For more information about customizations and personalizations available to specific components, see the chapters on specific services and portlets:

- Working with Shared Services
- Working with Social Networking Services

7.3 Deleting Page Content

You can remove content in your own page view (personalization), and you can remove it from all users' page views (customization).

Note: When you revise a component in page view mode (personalize) while another user deletes the same component in page edit mode (customize), a WebCenter error page opens. Simply navigate back to the original page. The deleted component does not appear, and you can continue working on other components.

When you delete a component, any children of that component are also deleted. For example, if you delete a layout Box, any content within that Box is also deleted. This section describes deleting components from everyone's page view, that is, deleting components as a page customization. For information on removing a component from your own view, see Section 3.4.3, "Removing Components from Your View of a Page."

Note: For information about personalization and customization, see Section 7.2, "Customizing and Personalizing Page Content."

To delete page content:

1. Log in to Oracle WebCenter Spaces.

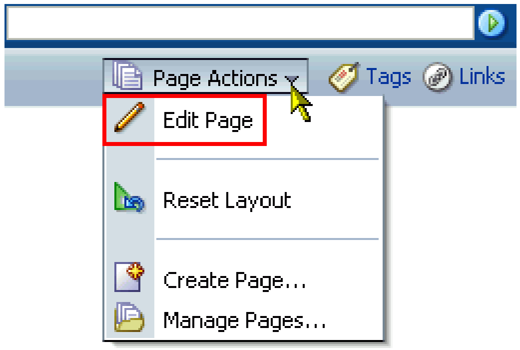
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to delete page content.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 7–46).

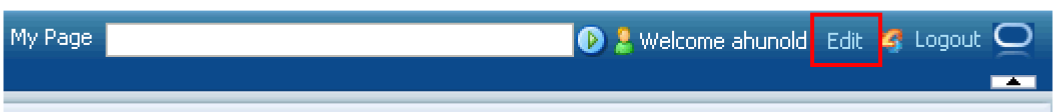
Figure 7–46 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, open Oracle Composer according to your page design. For example, in the Fusion Order Demo for WebCenter, you can open Oracle Composer by clicking the **Edit** link at the top of the page (Figure 7–47).

Figure 7–47 The Edit Link in the Fusion Order Demo for WebCenter



Note: For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

The page opens in Oracle Composer.

4. Click the Remove icon on the component header (Figure 7–48) or on the component's floating tool palette (Figure 7–49).

Figure 7–48 Remove Icon on a Component Header

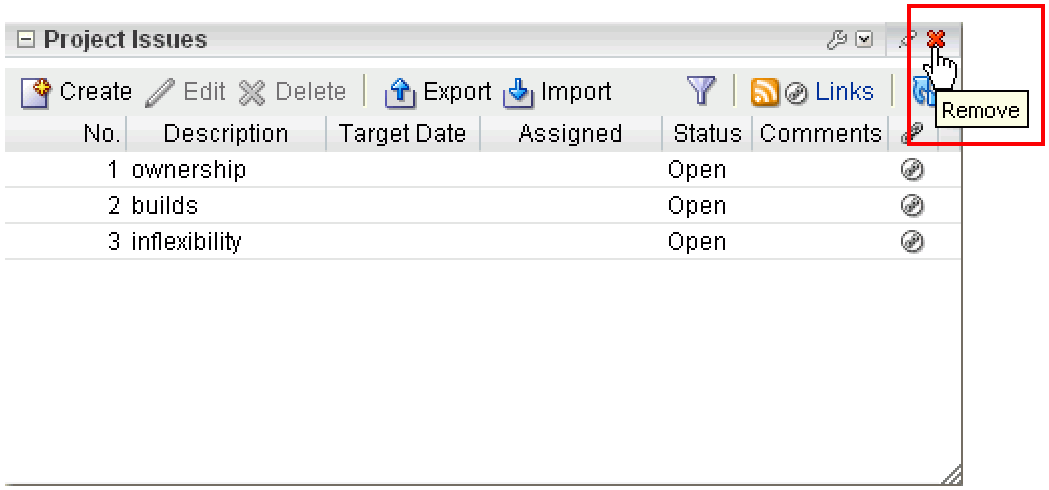
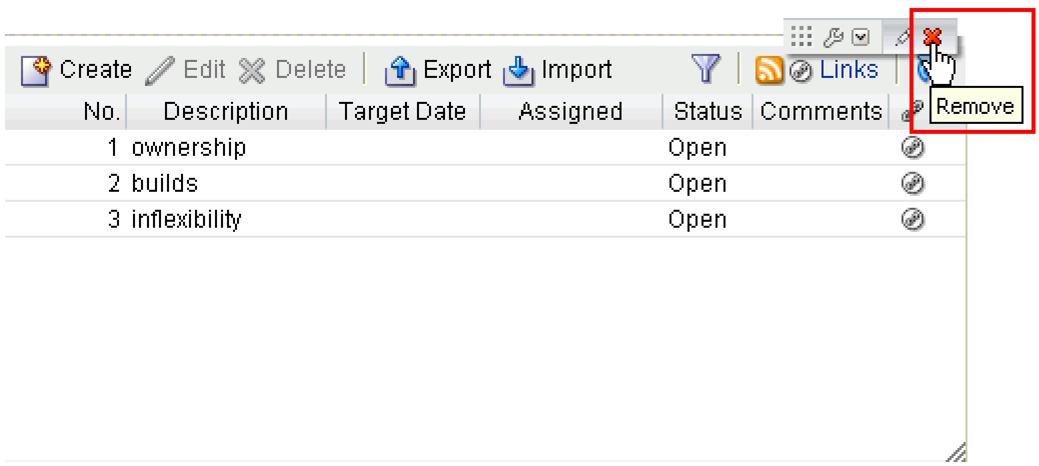
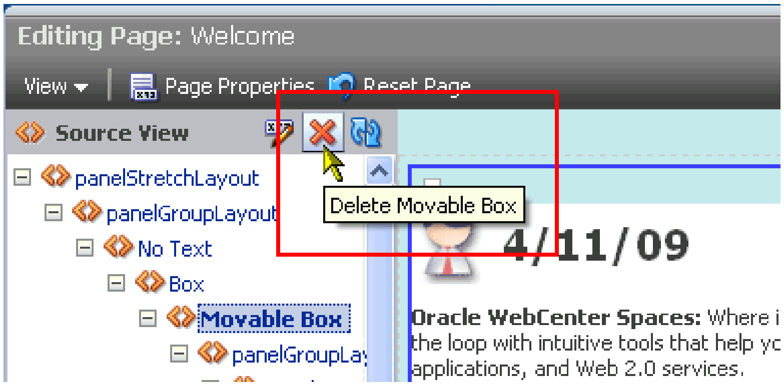


Figure 7–49 Remove Icon on a Floating Tool Palette



Alternatively, switch Oracle Composer to Source view (see Section 4.3.2, "Introducing Design View and Source View"), select the component on the hierarchical list of components, and click the Delete icon on the Source View header (Figure 7–50).

Figure 7–50 Delete Icon on the Source View Header



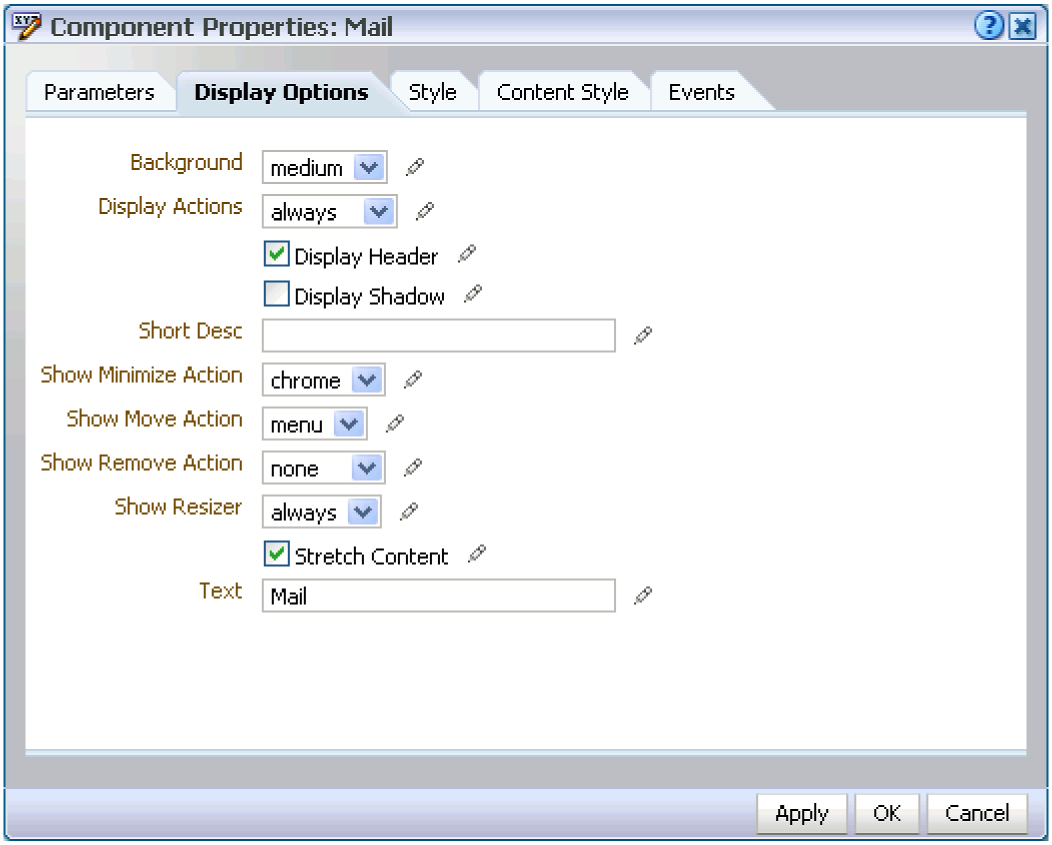
5. Click the **Delete** button in the resulting confirmation dialog box.

   The selected component and all its child components are deleted from the application page.

7.4 Setting Properties on Page Content

Components, such as task flows and portlets, and UI components, such as buttons, boxes, and images, carry with them a set of configurable properties that control the appearance and behavior of a particular component instance. Such properties are exposed in Oracle Composer through its **Component Properties** dialog box (Figure 7–51).

Figure 7–51 Component Properties Dialog Box



Components of all types share many properties in common. Typically, individuality is expressed on the **Parameters** and **Events** tabs, though there may be variations on **Display Options**, **Style**, and **Content Style** tabs.

Note: In this guide, unique properties are discussed in the chapters that cover individual services, portlets, and layout components. See:

- Section 6.5, "Working with Page Layout Components"
- Part IV, "Working with Shared Services"
- Part V, "Working with Social Networking Services"
- Part VI, "Working with Personal Productivity Services"
- Part VII, "Working with Portlets"

This section discusses commonly-shared properties. It contains the following subsections:

- What You Should Know About Component Properties
- Setting Component Properties
- Working with Component Parameters
- Working with Component Display Options
- Using Expression Language (EL) Expressions with Component Properties

- Working with Style and Content Style Properties
- Working with Component Contextual Events

Note: For information about page parameters, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

7.4.1 What You Should Know About Component Properties

Application components have associated properties, which users with sufficient privileges can access through the Oracle Composer **Component Properties** dialog box. Use properties to adjust the appearance and behavior of a component instance and to wire components to each other and to page parameters and page definition variables.

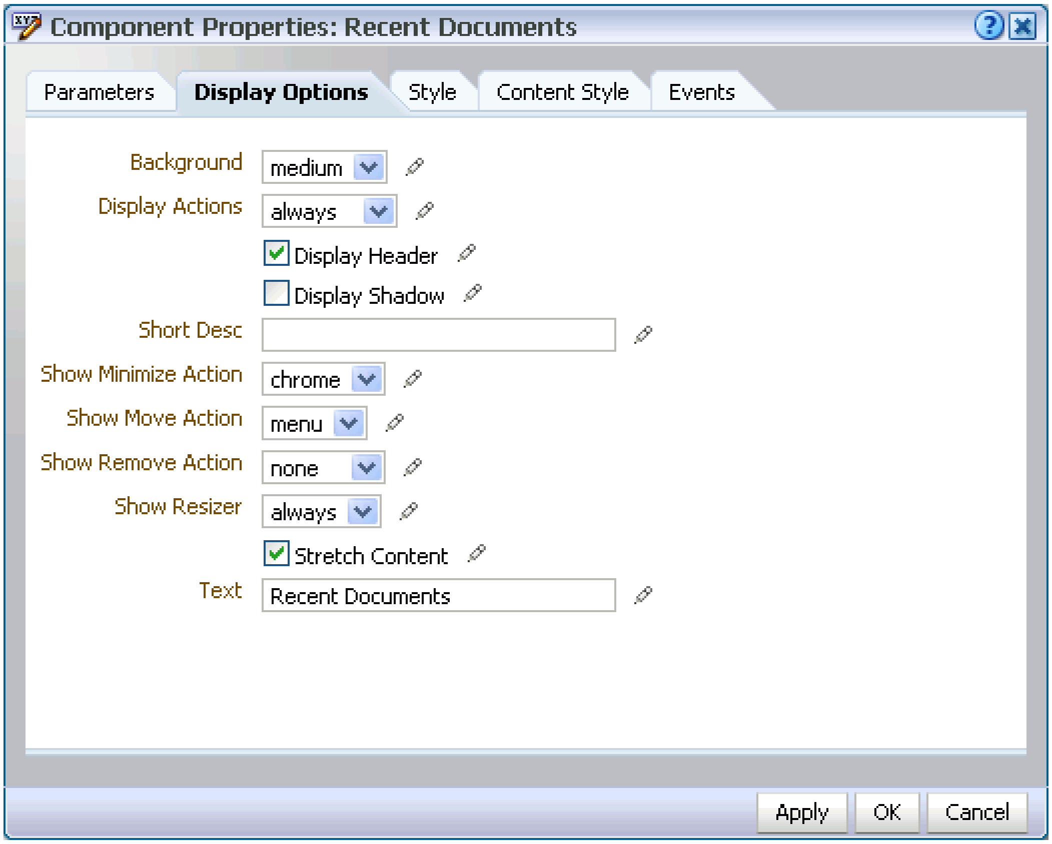
Note: For information about wiring pages and components, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

To access component properties, edit the page and click the Edit icon associated with a particular component instance (Figure 7–52).

Figure 7–52 Edit Icon on a Component Instance in Oracle Composer

The component's properties display in the Oracle Composer **Component Properties** dialog box (Figure 7–53).

Figure 7–53 Oracle Composer Component Properties Dialog Box



The **Component Properties** dialog box is divided into multiple tabs. These can include all of the following tabs, but more likely include a subset of them:

- **Parameters**—Settings, unique to the component type, that can control such things as the source of the component's content. For more information, see Section 7.4.3, "Working with Component Parameters."
- **Display Options**—Settings for determining content orientation, hiding and showing a header, selecting a display method for an actions menu, and the like. For more information, see Section 7.4.4, "Working with Component Display Options."
- **Style**—Font, color, and dimension settings that override such values on the parent component, the page, and the application. Style values affect component content and the elements that surround the content. For more information, see Section 7.4.6, "Working with Style and Content Style Properties."
- **Content Style**—Font, color, and dimension settings on component content that override such values specified for **Style**. For more information, see Section 7.4.6, "Working with Style and Content Style Properties."
- **Events**—Contextual events and event handlers for all the components on the current page that can be consumed by the currently selected component. Events are defined occurrences within the current context, and event handlers are the engines that drive the results of that occurrence. For more information, see Section 7.4.7, "Working with Component Contextual Events."

Some components include settings in all of these sections. Other components include a subset of these sections.

7.4.2 Setting Component Properties

The steps outlined in this section are useful for all selectable components on an application page.

Note: When you enter most types of property values in the Component Properties dialog box and then click **Apply**, the dialog box remains open. With values other than expected value types, the dialog box closes, and the page is refreshed to reflect the new value.

Expected values types include a string or an array of strings, where the component expects a value of type `java.lang.String[]`, and primitive values, such as integer, boolean, float, double, and short.

To set component properties:

1. Log in to Oracle WebCenter Spaces.

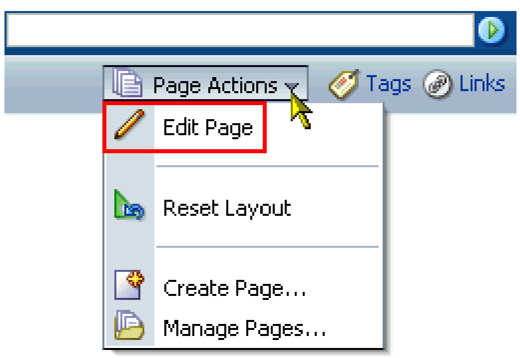
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to configure component properties.

   For information about locating a page, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 7–54).

Figure 7–54 Edit Page Command on the Page Actions Menu



Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

In custom WebCenter applications, open Oracle Composer according to your page design. For example, in the Fusion Order Demo for WebCenter, you can open Oracle Composer by clicking the **Edit** link at the top of the page (Figure 7–55).

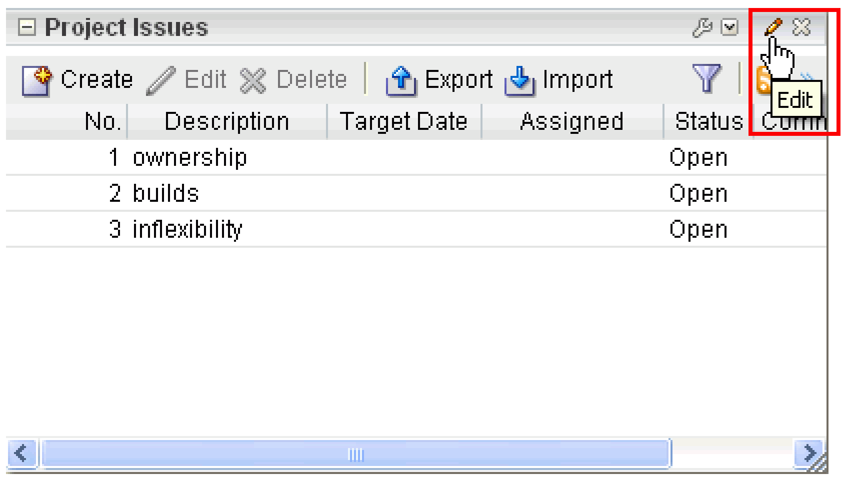
Figure 7–55 The Edit Link in the Fusion Order Demo for WebCenter

> **Note:** For more information about the Fusion Order Demo for WebCenter, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

The page opens in Oracle Composer.

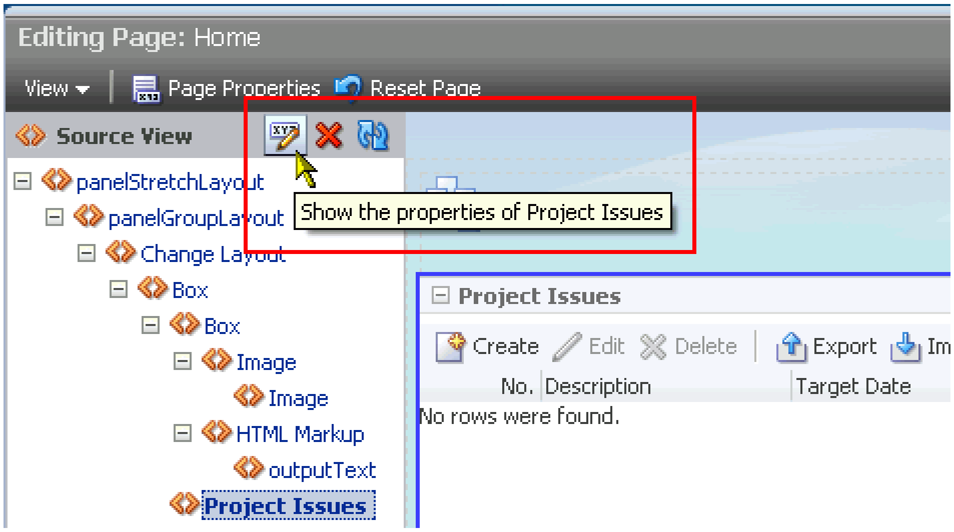
4. Click the **Edit** icon (the pencil) on the component of interest (Figure 7–56).

Figure 7–56 Edit Icon on a Task Flow Header



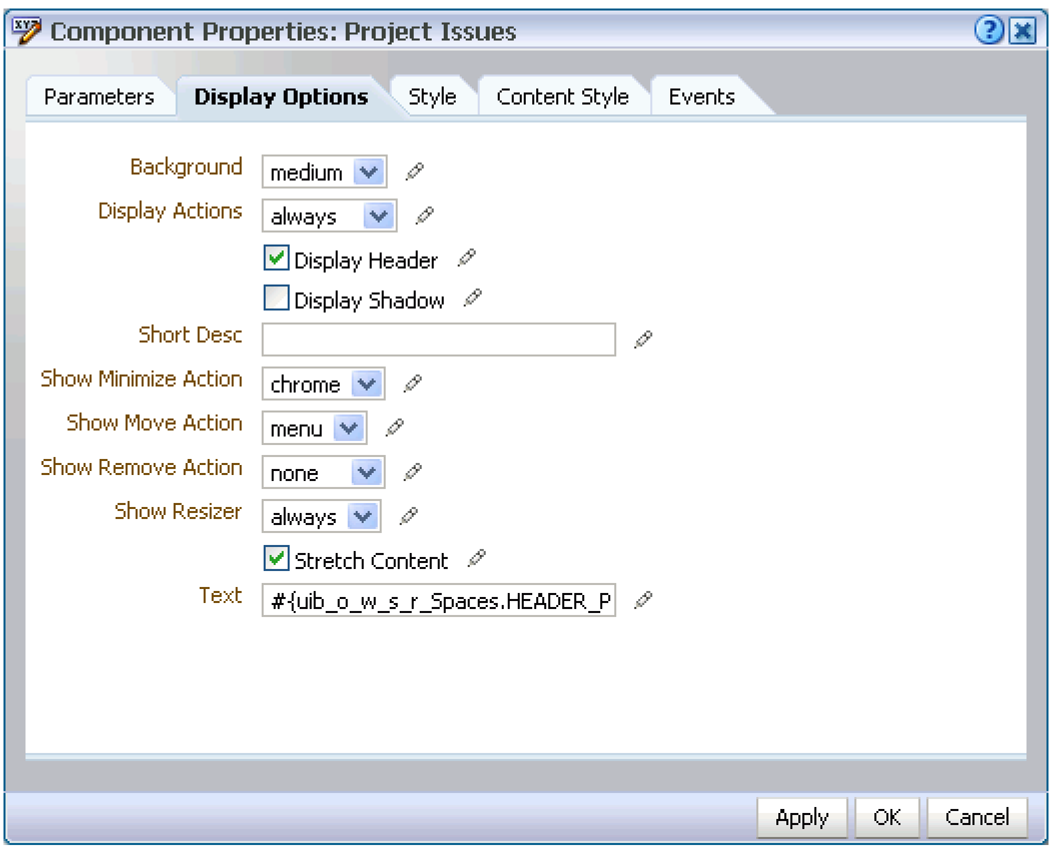
Alternatively, switch Oracle Composer to Source view (see Section 4.3.2, "Introducing Design View and Source View"), select the component on the hierarchical list of components, and click the Properties icon on the Source view header (Figure 7–57).

Figure 7–57 Properties Icon on the Source View Header



The Component Properties dialog box opens (Figure 7–58).

Figure 7–58 Component Properties Dialog Box



Enter Parameter and Display Option values either unwrapped or wrapped in Expression Language syntax, for example, `value` or `#{value}`. If you enter `value`, Oracle Composer automatically wraps it in EL syntax when you save your changes.

Note: For information about component properties and the types of values they require, see:

- Working with Component Parameters
- Working with Component Display Options
- Working with Style and Content Style Properties
- Working with Component Contextual Events

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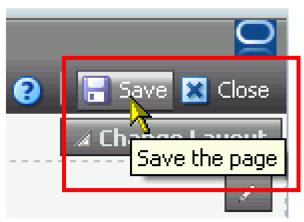
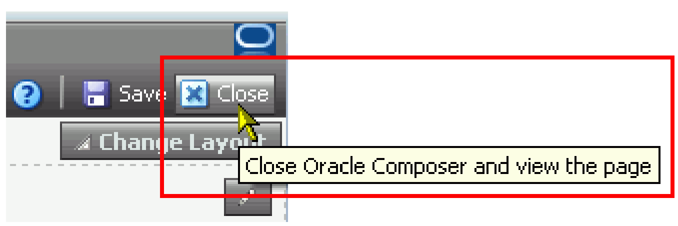
5. When you finish revising component properties, click **OK**.
6. Click the **Save** button in Oracle Composer to save your changes (Figure 7–59).

Figure 7–59 The Save Button



7. Optionally, click the **Close** button to exit Oracle Composer (Figure 7–60).

Figure 7–60 The Close Button

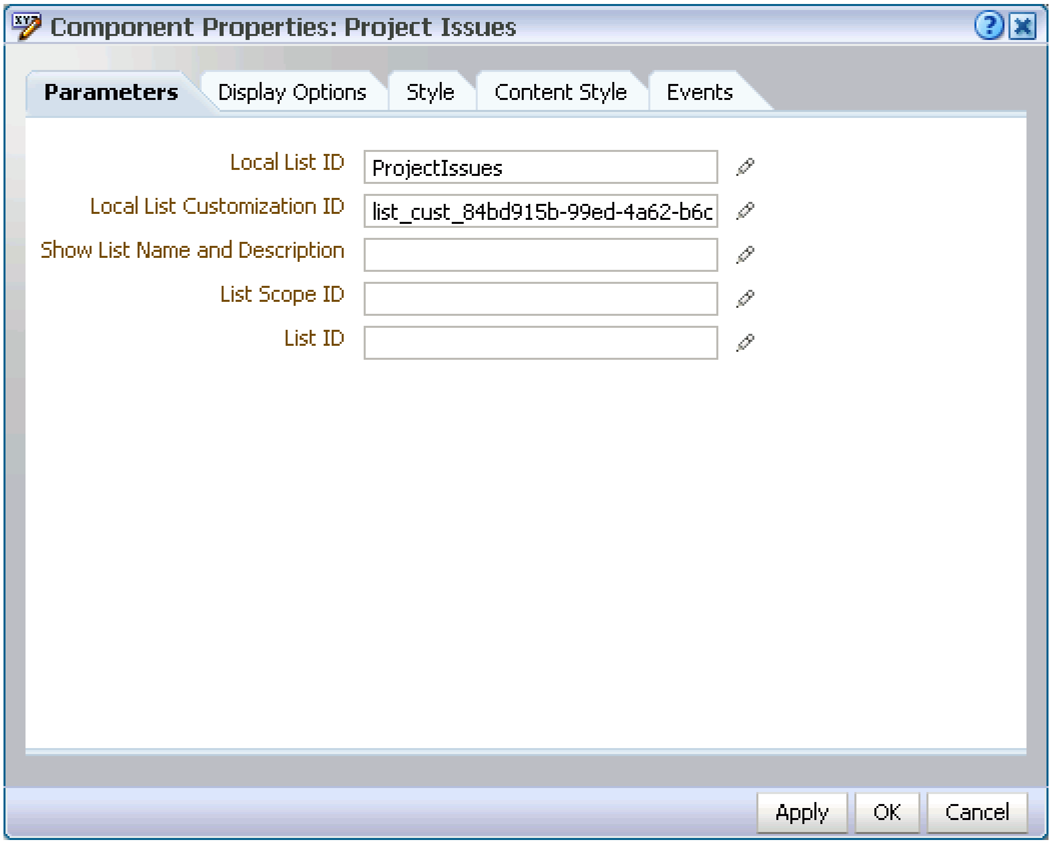


Note: When you encounter errors in page edit mode in the WebCenter Spaces application and in custom WebCenter applications where the sandbox is enabled, you can recover by closing your browser and then reopening it and relogging in to the application instance.

7.4.3 Working with Component Parameters

Component parameters appear on the **Parameters** tab of the Component Properties dialog box (Figure 7–61).

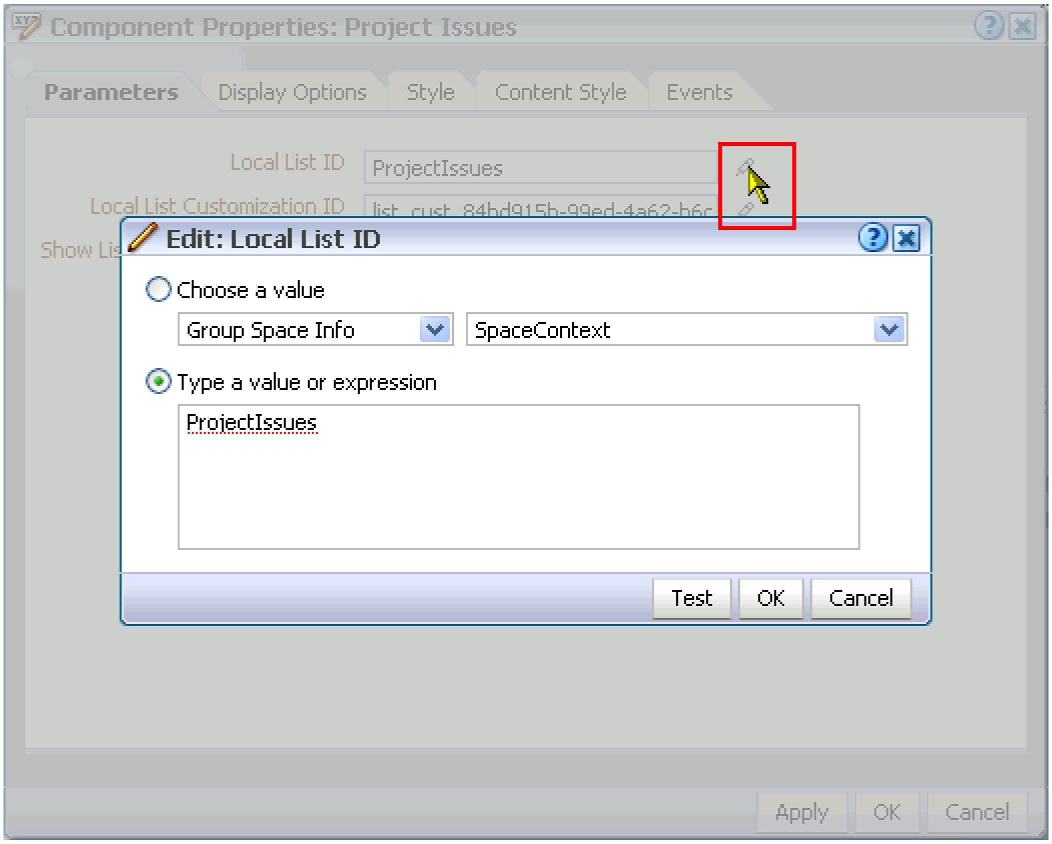
Figure 7–61 Parameters Tab in the Component Properties Dialog Box



Component parameters vary from component to component. For example, on some components they provide the opportunity to specify the source and range of task flow content; on other components they present read-only, application-generated identifiers that are used in maintaining a task flow instance's association with its customizations.

Enter parameter values, or click the Edit icon next to a parameter field to open an editor. (Figure 7–62).

Figure 7–62 Edit Icon Next to a Parameter Value Field and the Resulting Editor



The editor enables you to enter an expression when a value is retrievable, but otherwise unknown, for example, when you want a parameter value to be the name of the current user or the current application skin.

Note: For more information about using the editor and for a table of useful EL expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

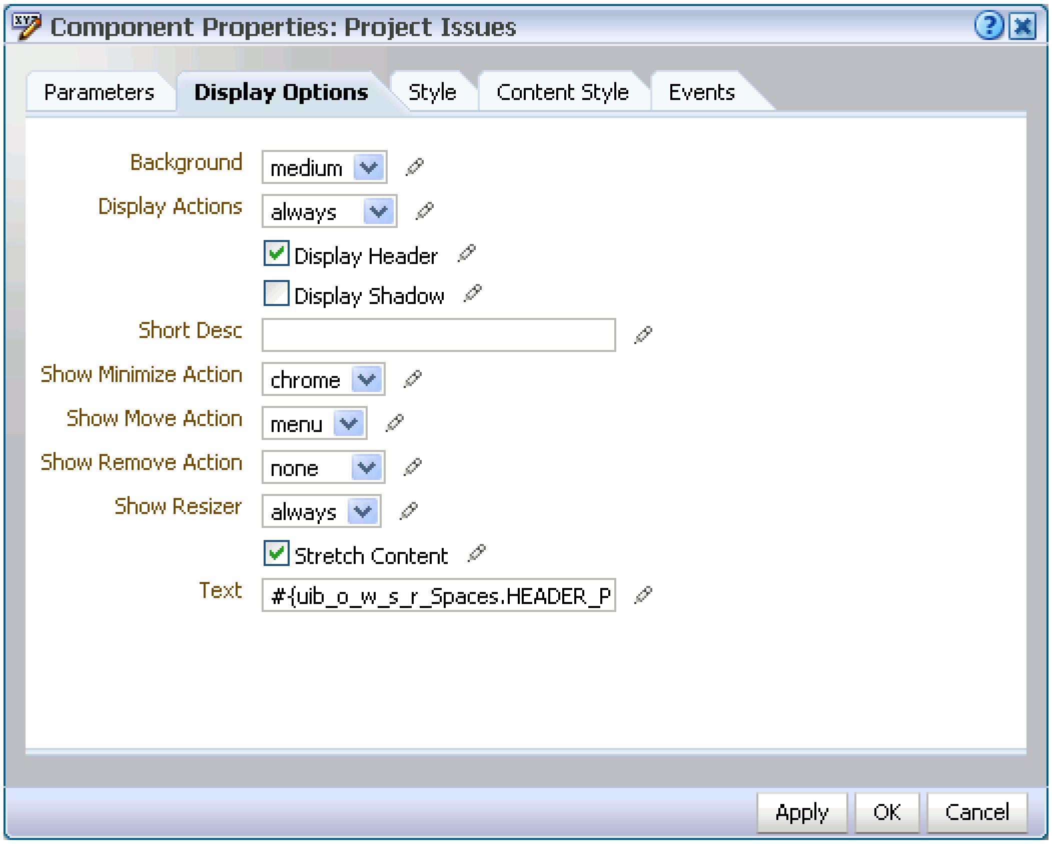
In view of the uniqueness of parameters within a particular service or a particular portlet, parameter details are discussed with their associated services and portlets.

- For information about services and their associated parameters, see Part IV, "Working with Shared Services", Part V, "Working with Social Networking Services", and Part VI, "Working with Personal Productivity Services".
- For information about portlets and their associated parameters, see Part VII, "Working with Portlets".
- For information about accessing the Component Properties dialog box, see Section 7.4.2, "Setting Component Properties."

7.4.4 Working with Component Display Options

The **Display Options** tab provides access to properties that control a range of display-related behaviors on a given component instance (Figure 7–63).

Figure 7–63 Display Options Tab in Component Properties Dialog Box



For example, use the display options on an Image layout component to specify the image source URL and its optional link target. Use the display options on the Announcement Manager task flow to hide or show a header and enable or disable menus and other options on the header.

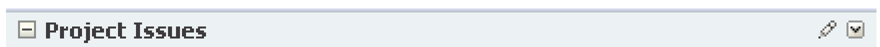
In addition to the values provided, a simple editor is available for entering custom values, such as text strings and Expression Language (EL) expressions (see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties").

Typically, the **Display Options** tab presents settings that affect the display elements surrounding component content (that is, its chrome). Chrome includes the header, the **Actions** menu, Expand and Collapse icons, and the like.

Table 7–1 lists and describes the Display Options properties that generally apply to most components (task flows, portlets, and layout components). Where there are variations, they are noted in the chapters covering specific services and task flows (see Part IV, "Working with Shared Services", Part V, "Working with Social Networking Services", and Part VI, "Working with Personal Productivity Services").

Note: For information about accessing the Component Properties dialog box, see Section 7.4.2, "Setting Component Properties."

Table 7–1 Display Options Properties

Property	Description
`Background`	Select to specify a shade for the component background. Choose from: ■ light (light is transparent; the prevailing background color shows through)  ■ medium  ■ dark 

`Display Actions`	Specify how to display actions on the component instance. Actions include the Remove icon, the Actions menu icon, and the Resizer.
	Choose from:
	■ `always`—Always display actions on the component header.
	■ `onHover`—Display actions when users hover their mouse pointers over the component header.
	`Display Header` must be selected for either of these options to fully apply. If a header is not shown:
	■ In page view mode:
	    ■ `always`—only the Resizer is shown.
	    ■ `onHover`—the Resizer is shown only when users hover their mouse pointers over the component.
	■ In page edit mode:
	    ■ `always`—All actions except the Resizer display on a floating palette. All actions display only when users hover their mouse pointers over the component.
	    ■ `onHover`—Only the Resizer is shown when users hover their mouse pointers over the component.

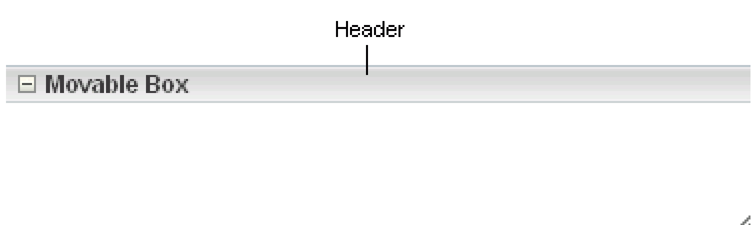
`Display Header`	Select this check box to display a header on the component instance. The `Display Actions` component is affected by the value you specify here. See `Display Actions` for more information. 

Table 7–1 (Cont.) Display Options Properties

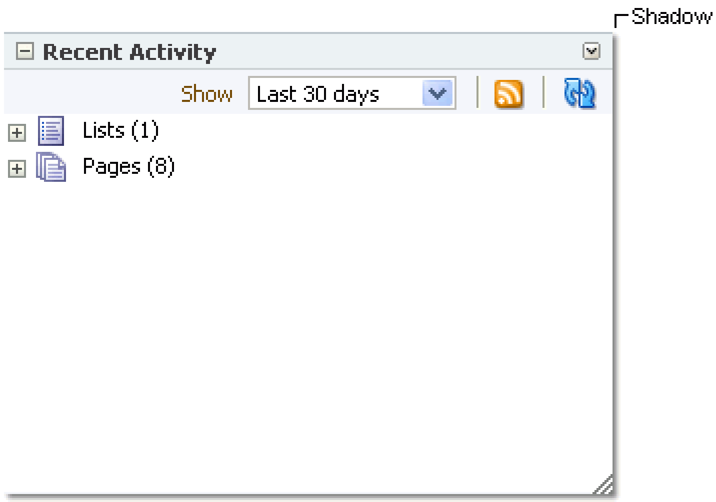
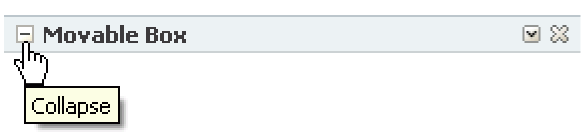
Property	Description
`Display Shadow`	Select to display a shadow behind the component instance. 
`Short Desc`	Provide `ALT` text for the component instance. When users roll their mouse pointers over the component instance, the text you enter here pops up. Note that, for the Web Page component, the `ALT` text appears only when users hover their mouse pointers over the component border. You can improve the ease of this occurrence by increasing, for example, the padding around the component using the `Other CSS` Style property. For example, you can enter the following in the Other CSS text box: `padding-top:30px;` For more information about `Other CSS`, see Section 7.4.6.2, "Entering Other CSS on the Style and Content Style Tabs."
`Show Minimize Action`	Select whether to display the minimize action on the component header (that is, a Collapse icon on the component chrome). Choose from: Choose from: ■ `none`—Do not display the Collapse icon. ■ `chrome`—Display the Collapse icon on the component header. The Minimize action collapses the task flow like a window shade, leaving only its header displayed.  When a task flow is minimized, the icon toggles to an Expand icon, which you can use to restore the full task flow to view.

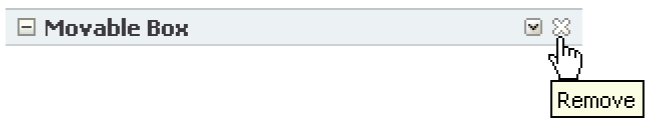
Table 7–1 (Cont.) Display Options Properties

<table>
<tr><th>Property</th><th>Description</th></tr>
<tr><td><code>Show Move Action</code></td><td>Select whether to display Move Up and Move Down (or Move Left and Move Right) commands on the component Actions menu. Choose from:

<code>none</code>—Do not display Move commands on the Actions menu.
<code>menu</code>—Display Move commands on the Actions menu.

Move actions include Move Up, Move Down, or Move Left, Move Right, depending on the orientation of the parent container (horizontal or vertical). Move actions are context sensitive. For example, in a vertically-oriented parent container if there are no task flows or other objects above the current task flow the Move Up action does not display on the Actions menu.</td></tr>
<tr><td><code>Show Remove Action</code></td><td>Select whether to display the Remove icon on the component header (that is, the component chrome). Choose from:

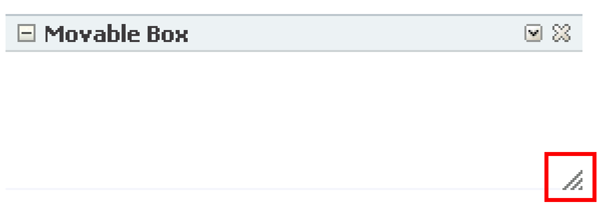
<code>none</code>—Do not display the Remove icon on the task flow chrome.
<code>chrome</code>—Display the Remove icon on the task flow chrome.



Note that after you select to remove a component in this way in page view mode, you can restore it using the following methods:

Select the Reset Layout command from the Page Actions menu. Reset Layout removes all page personalizations, so any component removed during a page personalization is restored.
Edit the page, and add another component instance.
</td></tr>
<tr><td><code>Show Resizer</code></td><td>Select whether to display a window resizer on a component instance. The window resizer enables you to increase the component height.
Choose from:

<code>always</code>—Always display the window resizer.
<code>never</code>—Never display the window resizer.


</td></tr>
<tr><td><code>Stretch Content</code></td><td>Select to stretch the content to fill the container. For example, all task flows and portlets are wrapped in a container. If you change the height of the container, through the Content Style <code>Height</code> property, <code>Stretch Content</code> specifies that the component should be stretched to fill the specified height.
Content always takes up the full width of its parent container.</td></tr>
<tr><td><code>Text</code></td><td>Enter text to appear in the component header. If you select to hide the header, the value you enter here is ignored.</td></tr>
</table>

7.4.5 Using Expression Language (EL) Expressions with Component Properties

When configuring page components, you can express values as variables that take advantage of the current application context by grabbing information that happens to be true at the moment. All of this is possible in light of the EL Editor provided with each Parameter and Display Option property.

This section provides information about the editor and useful EL expressions. It contains the following subsections:

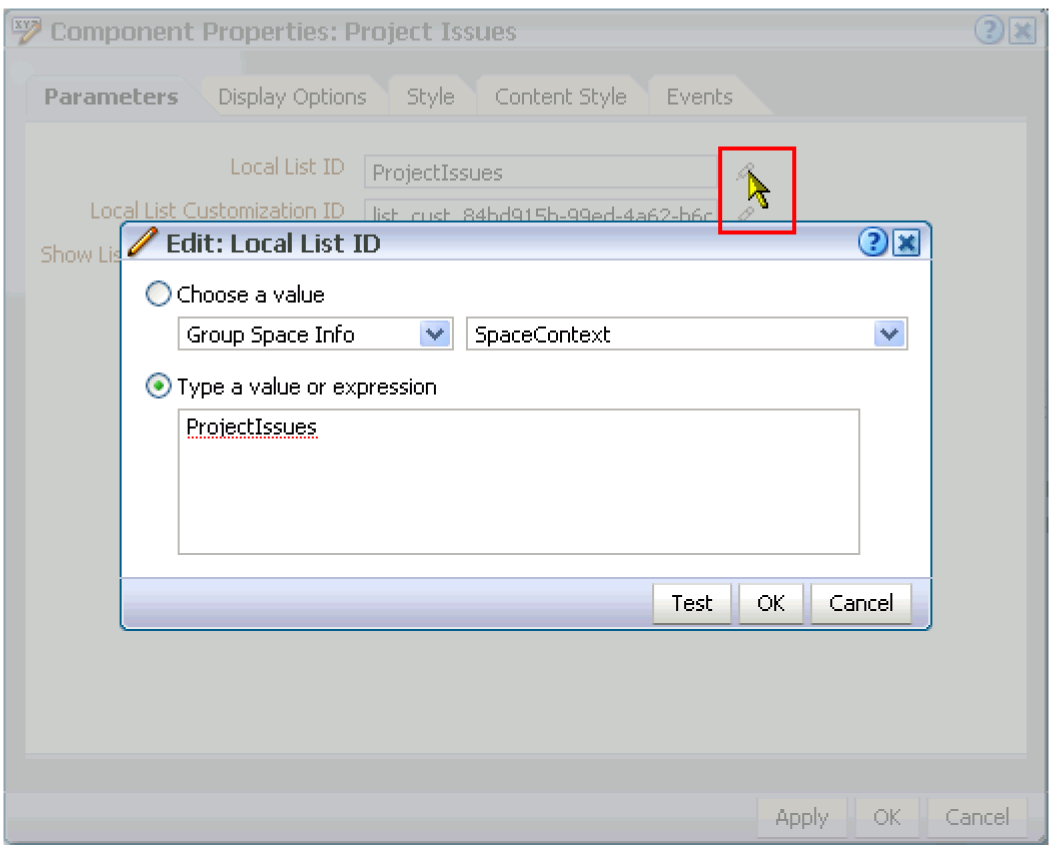
- Introducing the Expressions Editor
- Expression Language Expressions

7.4.5.1 Introducing the Expressions Editor

All properties on the **Parameters** and **Display Options** tabs provide an Edit icon that opens a simple Expression Language (EL) Editor. Use the EL Editor when you want to use some sort of dynamic computation for your property value.

Click the Edit icon next to a property to open the editor. (Figure 7–62).

Figure 7–64 Edit Icon Next to a Parameter Value Field and the Resulting Editor



Note: For information about accessing component properties, see Section 7.4.2, "Setting Component Properties."

The editor is particularly useful when you want a value that is retrievable but otherwise unknown, for example, when you want a value to be the name of the current user or the current application skin.

Select predefined values, under **Choose a value**, or enter a value or an Expression Language expression, under **Type a value or expression**.

Use the following formats to enter values:

- a literal number: `#{123}`
- a literal string: `#{'string'}`
- a literal boolean: `#{true}`
- a Java Bean called to return a value: `#{generalSettings.preferredTimeStyle}`

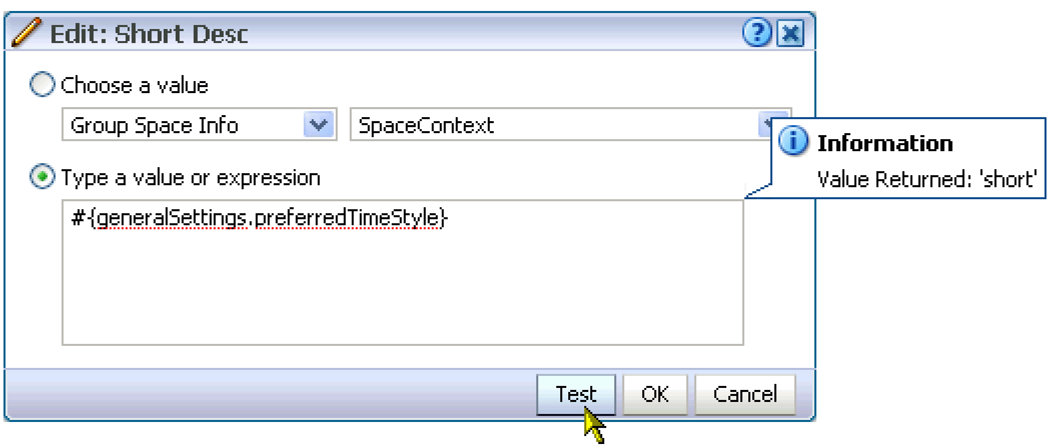
The editor provides a **Test** button for validating your EL entry. The **Test** button is enabled only when you select **Type a value or expression**.

Validation checks the EL syntax and evaluates the expression. Because expression values vary according to the context in which they are executed, the resulting value that appears in the editor may differ from the value returned during actual use.

Note, however, that only EL is validated when you click **Test**; other types of values are not validated.

Test results are shown in a popup (Figure 7–65).

Figure 7–65 Test Result in EL Editor



7.4.5.2 Expression Language Expressions

This section provides a series of tables that list and describe useful EL expressions. Tables are grouped according to their applicable context. This section contains the following subsections:

- EL Expressions Relating to WebCenter Spaces Application Information
- EL Expressions Relating to WebCenter Spaces Group Spaces
- EL Expressions Relating to Application Pages
- EL Expressions Relating to Services
- EL Expressions Relating to WebCenter Spaces Navigation

- EL Expressions Relating to Application Security
- EL Expressions Relating to WebCenter Spaces User Preferences
- Utilitarian EL Expressions

7.4.5.2.1 EL Expressions Relating to WebCenter Spaces Application Information Table 7–2 lists EL expressions relating to WebCenter Spaces application information and describes the types of values they return.

Table 7–2 EL Expressions Relating to WebCenter Spaces Application Information

Expression	Returns
`#{WCAppContext}`	An *oracle.webcenter.webcenterapp.context.WCApplicationContext* object that provides an access point in the current Web request for all WebCenter application-related information.
`#{WCAppContext.currentWebCenterURI}`	Returns a URL representing the current Web request with bookmarkable WebCenter Spaces URL parameters of the request appended to the end (parameters are not necessarily in a fixed order). Example payload: `http://stacv75.us.oracle.com/webcenter/faces/oracle/webcenter/page/scopedMD/someguid/SomePage.jspx?wc.contextURL=/spaces/somename&wc.pageScope=1234`
`#{WCAppContext.application.applicationConfig}`	An *oracle.webcenter.webcenterapp.beans.WebCenterType* bean with a payload of metadata from the current WebCenter Spaces application.
`#{WCAppContext.application.applicationConfig.title}`	Returns the display name of the current WebCenter Spaces application (as configured through WebCenter Administration Settings). Out of the box, this returns *WebCenter Spaces*.
`#{WCAppContext.application.applicationConfig.logo}`	If an application logo was uploaded through WebCenter Administration Settings, this expression returns the URL to the application logo image. Out of the box, this returns *null*.
`#{WCAppContext.application.applicationConfig.helpPage}`	Returns the URL to the Help application used for the current WebCenter Spaces application (as configured through WebCenter Administration Settings). Out of the box, this returns */webcenterhelp/spaces*.
`#{WCAppContext.application.applicationConfig.copyrightMessage.customValue}`	If a copyright message was configured through WebCenter Administration Settings, the application copyright message. Out of the box, this returns *null*.

Table 7–2 (Cont.) EL Expressions Relating to WebCenter Spaces Application Information

Expression	Returns
`#{WCAppContext.application.applicationConfig.privacyPolicyURL}`	Returns the URL to the privacy policy document followed by the application (as configured through WebCenter Administration Settings). Out of the box, this returns *http://www.oracle.com/html/privacy.html*.
`#{WCAppContext.application.applicationConfig.skin}`	Returns the name of the default ADF Faces skin family to use for rendering pages in the application (as configured through WebCenter Administration Settings). This expression represents only the application-level setting that may not necessarily be used in all Web requests. For example, you cannot use it successfully if a user has chosen to override the skin through application Preferences (see Section 3.3, "Setting Personal Preferences").
`#{requestContext.skinFamily}`	Returns the name of the ADF Faces skin family being used for the current Web request, depending on factors such as what has been configured at the application level, the current user's preference setting, and so on. Returns the same value as `#{adfFacesContext.skinFamily}`.

7.4.5.2.2 EL Expressions Relating to WebCenter Spaces Group Spaces Table 7–3 lists EL expressions relating to WebCenter Spaces group spaces and describes the types of values they return.

Note: The group space name and the group space display name are two different things: The group space name is the value entered for **Group Space Name** on the **General** tab of a group space Settings page; the group space display name is the name the appears, for example, on the group space's tab. Many of the EL expressions in Table 7–3 call for the group space name.

Table 7–3 EL Expressions Relating to WebCenter Spaces Group Spaces

Expression	Returns
`#{spaceContext}`	An *oracle.webcenter.spaces.context.SpacesContext* object that provides an access point in the current Web request for all group-space related information. The value of this expression is whatever is returned on invoking the java API: `SpacesContext.getCurrentInstance()`
`#{spaceContext.currentSpace}`	An *oracle.webcenter.spaces.Space* object that represents the group space associated with the current Web request. If the current Web request is not in a group space context (that is, it is in a personal space context), it returns a value of *null*. The value of this expression is whatever is returned on invoking the java API: `SpacesContext.getCurrentInstance().getCurrentSpace()`
`#{spaceContext.currentSpaceName}`	The name of the group space associated with the current Web request. If the current Web request is not in a group space context (that is, it is in a personal space context), it returns a value of *null*. The value of this expression is whatever is returned on invoking the java API: `SpacesContext.getCurrentInstance().getCurrentSpace()`

`#{spaceContext.space[spaceName]}`
 	
`#{spaceContext.currentSpace}`
	An *oracle.webcenter.spaces.Space* object that represents the group space with the specified name `spaceName` or the current group space (`currentSpace`). For example, `#{spaceContext.space['FinanceProject']}` returns the space object for the group space called *FinanceProject*.
	
	The value of this expression is whatever is returned in java on invoking *.getSpace(...)* on the current *SpacesManager* passing in the *MDSSession* of the current *ADFContext*.

`#{spaceContext.space[spaceName].metadataPath}`
 	
`#{spaceContext.currentSpace.metadataPath}`
	The MDS path of the space metadata document for the group space with specified name `spaceName` or the current group space (`currentSpace`). For example, `#{spaceContext.space['FinanceProject'].metadataPath}` evaluates to */oracle/webcenter/space/metadata/spaces/FinanceProject/space.xml*
	
	The value of this expression is whatever is returned in java on invoking *.getMetadataPath()* on the space object for the group space.

`#{spaceContext.space[spaceName].metadata}`
 	
`#{spaceContext.currentSpace.metadata}`
	An *oracle.webcenter.spaces.beans.SpaceType* bean that carries metadata about the group space with the specified name `spaceName` or the current group space (`currentSpace`).
	
	The value of this expression is whatever is returned in java on invoking *.getMetadata()* on the space object for the group space passing in the *MDSSession* of the current *ADFContext*.

#{spaceContext.space[spaceName].metadata.displayName} #{spaceContext.currentSpace.metadata.displayName}	The display name of the group space with the specified name `spaceName` or the current group space (`currentSpace`). For example, if a group space called *Web20Space* has the display name *Web 2.0 Space*, then `#{spaceContext.space['Web20Space'].metadata.displayName}` evaluates to *Web 2.0 Space*.

Table 7–3 (Cont.) EL Expressions Relating to WebCenter Spaces Group Spaces

Expression	Returns
`#{spaceContext.space[spaceName].metadata.icon}` `#{spaceContext.currentSpace.metadata.icon}`	A URL to the icon associated with the group space with the specified name `spaceName` or the current group space (`currentSpace`).
`#{spaceContext.space[spaceName].metadata.description}` `#{spaceContext.currentSpace.metadata.description}`	The description of the group space with the specified name `spaceName` or the current group space (`currentSpace`). For example, `#{spaceContext.space['FinanceProject'].metadata.description}` evaluates to *Conglomeration of all teams involved in financial activities*.
`#{spaceContext.space[spaceName].metadata.creationDate}` `#{spaceContext.currentSpace.metadata.creationDate}`	A *java.util.Calendar* object representing the date-time on which the group space with specified name `spaceName` or the current group space (`currentSpace`) was created.
`#{spaceContext.space[spaceName].metadata.createdBy}` `#{spaceContext.currentSpace.metadata.createdBy}`	The user-name of the person who created the group space with the specified name `spaceName` or the current group space (`currentSpace`).
`#{spaceContext.space[spaceName].metadata.keywords}` `#{spaceContext.currentSpace.metadata.keywords}`	A comma-delimited list of searchable keywords associated with the group space with the name `spaceName` or the current group space (`currentSpace`). For example, if the group space *FinanceProject* has the keywords `finance, project, money`, then `#{spaceContext.space['FinanceProject'].metadata.keywords}` evaluates to *finance, project, money*.
`#{spaceContext.space[spaceName].metadata.offline}` `#{spaceContext.currentSpace.metadata.offline}`	Boolean value that indicates whether the group space with the specified name `spaceName` or the current group space (`currentSpace`) is offline.
`#{spaceContext.space[spaceName].metadata.closed}` `#{spaceContext.currentSpace.metadata.closed}`	Boolean value that indicates whether the group space with the specified name `spaceName` or the current group space (`currentSpace`) is closed.
`#{spaceContext.space[spaceName].metadata.selfRegistration}` `#{spaceContext.currentSpace.metadata.selfRegistration}`	Boolean value that indicates whether users are allowed to register themselves with the group space with the specified name `spaceName` or the current group space (`currentSpace`).
`#{spaceContext.space[spaceName].metadata.discoverable}` `#{spaceContext.currentSpace.metadata.discoverable}`	Boolean value that indicates whether users can discover the existence of the group space with the specified name `spaceName` or the current group space (`currentSpace`) by searching for it or seeing it listed on the My Group Spaces page.
`#{spaceContext.space[spaceName].metadata.publishRSS}` `#{spaceContext.currentSpace.metadata.publishRSS}`	Boolean value indicating whether the group space with the specified name `spaceName` or the current group space (`currentSpace`) publishes RSS feeds.

Table 7–3 (Cont.) EL Expressions Relating to WebCenter Spaces Group Spaces

Expression	Returns
`#{spaceContext.space[spaceName].metadata.mailingList}` `#{spaceContext.currentSpace.metadata.mailingList}`	The e-mail address to the mailing list associated with the group space with the specified name `spaceName` or the current group space (`currentSpace`).
`#{spaceContext.space[spaceName].metadata.customAttributes[attributeName]}` `#{spaceContext.currentSpace.metadata.customAttributes[attributeName]}`	The value of a specific custom attribute of the name `attributeName` for the group space with the specified name `spaceName` or the current group space (`currentSpace`). For example, if the *FinanceProject* group space has a custom attribute called `stockPrice` with a value of `13.9`, then `#{spaceContext.space['FinanceProject'].metadata.customAttributes['stockPrice']}` evaluates to *13.9*.
`#{WCAppContext.spacesResourcesPath}/#{spaceContext.space[spaceName].metadata.logo}` `#{WCAppContext.spacesResourcesPath}/#{spaceContext.currentSpace.metadata.logo}`	Returns the group space logo/icon URL for the group space named `spaceName` or the current group space (`currentSpace`).

7.4.5.2.3 EL Expressions Relating to Application Pages Table 7–4 lists EL expressions relating to application pages and describes the types of values they return. These expressions are useful in WebCenter Spaces and in custom WebCenter applications that include the Page service.

Table 7–4 EL Expressions Relating to Application Pages

Expression	Returns
`#{pageDocBean.title}`	Returns the page display name, for example: *FinanceProject*
`#{pageDocBean.createdBy}`	Returns the user name of the person who created the page, for example: *monty*
`#{pageDocBean.createDateString}`	Returns the date and time the page was created, for example: *2008-11-19T10:18:36*
`#{pageDocBean.lastUpdatedBy}`	Returns the user name of the person who last updated the page, for example: *monty*
`#{pageDocBean.lastUpdateDateString}`	Returns the date and time the page was last updated, for example: *2008-11-19T10:18:36*
`#{pageDocBean.pagePath}`	Returns the file directory path to the page relative to the application root directory, for example: */oracle/webcenter/page/scopedMD/s8bba98ff_4cbb_40b8_beee_296c916a23ed/user/Umonty/Page4.jspx*
`#{pageDocBean.name}`	Returns the file name of the page, for example: *Page4.jspx*

Table 7–4 (Cont.) EL Expressions Relating to Application Pages

Expression	Returns
`#{pageDocBean.UICSSStyle}`	Returns the name of the style scheme used on the page, for example: *WCSchemeEggShell*
`#{pageDocBean.UISchemeBGImage}`	Returns the directory path and file name of the page scheme background image.
`#{pageDocBean.UISchemeBGColorString}`	Returns the hexadecimal value of the page scheme background color, for example: *#ffa500*
`#{pageDocBean.pagePermission}`	Returns the permission the current user has on the page, for example: *oracle.webcenter.page.model.security.CustomPagePermission*
`#{pageDocBean.pageSecurityTarget}`	A string of 60 or so characters that uniquely identifies the current page to the security system, for example: *oracle_webcenter_page_scopedMD_s8bba98ff_4cbb_40b8_beee_296c916a23ed_user_Umonty_Page4PageDef*

7.4.5.2.4 EL Expressions Relating to Services Table 7–5 lists EL expressions relating to services and describes the types of values they return.

Table 7–5 EL Expressions Relating to Services

Expression	Returns
`#{webcenterService[serviceId]}`	An *oracle.webcenter.framework.service.Service* object representing the WebCenter service with the service ID `serviceId`. For example, `#{webcenterService['oracle.webcenter.doclib']}` returns *Documents Service* (see Table 7–6, " Service IDs").
`#{webcenterService[serviceId].configured}`	Returns a boolean value that indicates whether the WebCenter Service with the service ID `serviceId` is configured for use in the current WebCenter Spaces application. For example, `#{webcenterService['oracle.webcenter.collab.forum'].configured}` returns *true* if Discussion Forums Service can be used in the application, *false* otherwise (see Table 7–6, " Service IDs").
`#{sessionContext['oracle.webcenter.collab.forum'].groupInfo['groupSpaceName'].forumId]`	Returns the forum ID of the specified group space Discussion forum. Enter the group space name in lieu of `groupSpaceName`.
`#{sessionContext['oracle.webcenter.collab.forum'].groupInfo['groupSpaceName'].categoryId}`	Returns the category ID of the specified group space Discussion forums. Enter the group space name in lieu of `groupSpaceName`.

Table 7–6 lists service IDs associated with WebCenter Web 2.0 services at runtime.

Table 7–6 Service IDs

Service	ID
Announcements	oracle.webcenter.collab.announcement
Discussions	oracle.webcenter.collab.forum
Documents	oracle.webcenter.doclib

Table 7–6 (Cont.) Service IDs

Service	ID
Events	oracle.webcenter.collab.calendar.community
Instant Messaging and Presence (IMP)	oracle.webcenter.collab.rtc
Links	oracle.webcenter.relationship
Lists	oracle.webcenter.list
Mail	oracle.webcenter.collab.mail
Notes	oracle.webcenter.note
Page	oracle.webcenter.page
Recent Activities	oracle.webcenter.recentactivity
RSS	oracle.webcenter.rss
Search	oracle.webcenter.search
Tags	oracle.webcenter.tagging
Worklist	oracle.webcenter.worklist

7.4.5.2.5 EL Expressions Relating to WebCenter Spaces Navigation Table 7–7 lists EL expressions relating to WebCenter Spaces navigation and describes the types of values they return.

Table 7–7 EL Expressions Relating to WebCenter Spaces Navigation

Expression	Returns
`#{spaceContext.currentSpaceName}`	Used in a directory path, this expression returns the current page. For example, the following directory path, relative to the application root directory, returns the **General** subtab of the group space Settings page: `/webcenter/spaces/#{spaceContext.currentSpaceName}/settings?subTabViewId=general` The following example returns a link to the Discussions page in the current group space: `/webcenter/spaces/#{spaceContext.currentSpaceName}/page/Discussions` You can use the second example for navigating to any group space page; simply replace *Discussions* with the desired page name.

7.4.5.2.6 EL Expressions Relating to Application Security Table 7–8 lists EL expressions relating to application security and describes the types of values they return.

Table 7–8 EL Expressions Relating to Application Security

Expression	Returns
`#{security.pageContextCommunityModerator}`	Returns the value *true* if the current user is a moderator of the current group space.

7.4.5.2.7 EL Expressions Relating to WebCenter Spaces User Preferences Table 7–9 lists EL expressions applicable to user preferences and describes the types of values they return.

Table 7–9 EL Expressions Relating to User Preferences

Expression	Returns
`#{generalSettings.userTimeZone}`	Returns the time zone the current user has selected in application Preferences. See Section 3.3.2.3, "Selecting Your Preferred Time Zone."
`#{generalSettings.preferredTimeStyle}`	Returns the time format the current user has selected in application Preferences. See Section 3.3.2.1, "Selecting Your Preferred Time Format."
`#{generalSettings.currentTime}`	Returns the current time in the user's selected locale.
`#{generalSettings.perferredDateStyle}`	Returns the date format the current user has selected in application Preferences. See Section 3.3.2.2, "Selecting Your Preferred Date Format."
`#{generalSettings.formattedCurrentDate}`	Returns the current date in the user's selected locale.
`#{generalSettings.formattedCurrentDateTime}`	Returns the current date and time in the user's selected locale.
`#{requestContext.skinFamily}`	Returns the name of the ADF Faces skin family being used for the current Web request, depending on factors such as what has been configured at the application level, the current user's preference setting, and so on.
`#{generalSettings.preferredAccessibilityMode}`	Returns the preferred accessibility mode (either `default`, `inaccessible`, or `screenReader`)

7.4.5.2.8 Utilitarian EL Expressions Table 7–10 lists utilitarian EL expressions and describes the types of values they return.

Table 7–10 Utilitarian EL Expressions

Expression	Returns
`#{userPreferences.currentDate}`	Returns the current date in the format specified in the current user's preferences.
`#{WCTruncator[text]['numberOfChars']}`	Returns a truncation of the string specified as `text` to the number of characters specified as `numberOfChars`, followed by a trailing ellipsis, for example: `#{WCTruncator['abracadabra']['5']}` evaluates to *abrac...*
`#{facesContext.externalContext.remoteUser}`	Returns the user name of the currently logged in user. Useful for passing to task flows or portlets or creating user-specific URLs. Examples of returned values include: ■ *mei.nem@oracle.com* ■ *orcladmin* ■ *Monty*
`#{securityContext.userName}`	Returns the user name of the currently logged in user. If the current user is not logged in, this expression returns no value.

Table 7–10 (Cont.) Utilitarian EL Expressions

Expression	Returns
`#{facesContext.viewRoot.locale}` `#{facesContext.externalContext.requestLocale}`	Both of these expressions return the request locale (that is, the browser locale setting).
`#{changeModeBean.inEditMode}`	Returns *true* if current application page is in Oracle Composer mode. Returns *false* if current application page is not in Oracle Composer mode
`#{adfFacesContext.skinFamily}`	Returns the current application skin family. Returns the same value as `#{requestContext.skinFamily}`.

7.4.6 Working with Style and Content Style Properties

Style and Content Style properties provide an opportunity to fine-tune your application look-and-feel at the component level. Enter values for Style and Content Style properties, or specify your own values through the `Other CSS` property that appears on both tabs.

This section introduces Style and Content Style properties and provides tables that list and describe them. Additionally, it provides information about how to use the Other CSS property. It contains the following subsections:

- Understanding Style and Content Style Properties
- Entering Other CSS on the Style and Content Style Tabs
- Using the Other CSS Property to Change Component Borders

7.4.6.1 Understanding Style and Content Style Properties

Use component Style and Content Style properties to specify color, style, and margin settings on the selected component instance.

Style settings override style settings on hierarchically superior components, such as the component's parent container, the page, and the application. Content Style settings override Style settings. For example, Style settings control the look and feel of a Movable Box; when Content Style settings come into play, Style settings control only the Movable Box chrome. Content Style settings control the look and feel of the components contained within the Movable Box. This look and feel may, in turn, be overridden by the Style settings set on those individual components.

Note, however, that Content Style properties set for a container, such as a Movable Box, may not take effect if the component inside the container overrides the container Content Style properties by a means other than the component's own Content Style properties. For example, the background color set for a Movable Box that contains a task flow may not take effect if, at design time, instead of being set to inherit from the container, the task flow background color was set with a hard-coded value.

Table 7–11 lists and describes common component Style properties. Note that some components use only a subset of the following style properties. These include the Movable Box layout component and task flows and portlets added through the Oracle Composer Catalog. Such components provide only `Margin` and `Other CSS` properties.

Table 7–11 Style Properties

Property	Description
`Color`	A pick-list for selecting a default color for text Select a default color for any text included in the component instance. For example, imagine that you have added a Text layout component to a Box layout component. When you set Box Style properties, the default text color you apply to the Box is also automatically applied to the Text layout component, unless you also define a Color value for the Text layout component.
`Background Color`	A pick-list for selecting a component background color If you specify a background color for Content Style, then the background color specified for the Style property is not applied.
`Width`	A field for specifying the width of component content Set a fixed width for component content. You can use any standard CSS unit of measure, such as pt, px, pc, li, %, and so on.
`Height`	A field for specifying the height of component content Set a fixed height for component content. You can use any standard CSS unit of measure, such as pt, px, pc, li, and so on. Never express a Height value as a percentage. Because of differences between browsers and between layout containers, percentages do not work as you expect. If you want your component to take up 100% of a page, consider creating a page using the Stretch page style and adding the component to it (see Section 6.4.1, "What You Should Know About Page Layouts, Styles, and Schemes"). The Height property works with the `Stretch Content` property, available on the Display Options tab. `Stretch Content` enables a content container to stretch its content to the specified height.
`Font`	A field for entering a default font for component text Enter one or more default fonts for any text included in the component instance. Separate multiple values with a comma (,), for example `arial,helvetica,sans serif`. The browser tries to use the first value, and uses other values in turn, depending on which font is available to the local system.
`Font Style`	Options for applying styles to component fonts Select a default font style for any text added to the layout component. Choose from: ■ **Bold** ■ *Italic* ■ Underline ■ Strikethrough The font style you select here applies to any text inside the component instance.

Table 7–11 (Cont.) Style Properties

Property	Description
`Background Image`	A field for entering a URL to a component background image Enter the URL to an image you want to display in the component background. Use standard CSS syntax. For example: `url(http://www.abc.com/image.jpg)`
`Margin`	Fields for specifying the border of space to draw around the component Enter: ■ An absolute value. Include your preferred unit of measurement. For example: `2px` Use only those units of measurement supported in standard CSS, such as pt, px, pc, li, and so on. ■ A percentage of the margin of a parent component (provide a percent sign with your value, such as `10%`). ■ `auto`: Set the value automatically according to browser defaults.
`Other CSS`	A field for specifying additional CSS for the component Add any other CSS encoding you care to that is not covered by the other Style properties. You must use standard CSS syntax for this value to be valid (for more information about Other CSS, see Section 7.4.6.2, "Entering Other CSS on the Style and Content Style Tabs").

Use the properties listed on the **Content Style** tab of the **Component Properties** dialog box to specify color, style, and margin settings on the content of a selected component instance. The styles you specify here are applied to the component instance, overriding any styles specified for Style properties, for the page, and for the entire application.

Table 7–12 lists and describes **Content Style** properties.

Table 7–12 Content Style Properties

Property	Description
`Color`	A pick-list for selecting a default color for any text included in component content
`Background Color`	A pick-list for selecting a background color for component content When you specify a background color for Content Style, the background color specified for the Style property is not applied.
`Width`	A field for specifying the width of component content Set a fixed width for component content. You can use any standard CSS unit of measure, such as pt, px, pc, li, %, and so on.
`Height`	A field for specifying the height of component content Set a fixed height for component content. You can use any standard CSS unit of measure, such as pt, px, pc, li, and so on. Never express a Height value as a percentage. Because of differences between browsers and between layout containers, percentages do not work as you expect. If you want your component to take up 100% of a page, consider creating a page using the Stretch page style and adding the component to it (see Section 6.4.1, "What You Should Know About Page Layouts, Styles, and Schemes"). The Height property works with the `Stretch Content` property, available on the Display Options tab. `Stretch Content` enables a content container to stretch its content to the specified height.

Table 7–12 (Cont.) Content Style Properties

Property	Description
`Font`	A field for specifying the font to use for component content Select a default font for any text included in the layout component The font you select here applies to any text inside the container/parent component. Select a default font for component content. Separate multiple values with a comma (,), for example `arial,helvetica,sans serif`. The browser tries to use the first value, and uses other values in turn, depending on which font is available to the local system.
`Font Style`	Options for applying styles to component fonts Choose from: ■ **Bold** ■ *Italic* ■ Underline ■ Strikethrough The font style you select here applies to any text inside the component.
`Background Image`	A field for entering a URL to a component background image Enter the URL to an image you want to display in the layout component background. Note that task flows, text, and other objects added to the component display on top of the image. Use standard CSS syntax. For example: `url(http://www.abc.com/image.jpg)`
`Margin`	Fields for specifying the border of space to draw around component content Enter: ■ An absolute value, including your preferred unit of measure For example: `2px` Use only those units of measure supported in standard CSS, such as pt, px, pc, li, and so on. ■ A percentage of the margin of a parent component (provide a percent sign with your value, such as `10%`) ■ `auto`: a value set automatically according to browser defaults
`Other CSS`	A field for specifying additional CSS for the component Add any other CSS encoding you care to that is not covered by the other Style properties. You must use standard CSS syntax for this value to be valid (for more information about Other CSS, see Section 7.4.6.2, "Entering Other CSS on the Style and Content Style Tabs"). For an example of using Other CSS to create borders around a task flow, see Section 7.4.6.3, "Using the Other CSS Property to Change Component Borders."

7.4.6.2 Entering Other CSS on the Style and Content Style Tabs

The `Other CSS` field that appears on Component Properties Style and Content Style tabs provides an opportunity to apply CSS styles that are not otherwise covered on the tabs.

Use standard CSS syntax (for example, see `http://www.w3.org/TR/CSS2/propidx.html`). Separate multiple entries with a semi-colon (;), for example:

```
background: #00FF00 url(http://www.google.com/intl/en_ALL/images/logo.gif)
```

```
no-repeat fixed top; font-size: xx-small
```

Note, however, that some CSS styles are not supported by popular browsers. Moreover, some styles are specific to one browser and may not work correctly in another browser.

Table 7–13 provides a few examples of CSS you can use in the `Other CSS` field.

Table 7–13 Example Values for Other CSS

Value	Description and Examples
background-repeat	Specify whether and how the background image should repeat. Enter a values in the format background-repeat: <value> For example: background-repeat: repeat ■ no-repeat–Forgo repeating the image. ■ repeat–Repeat the image to fill the container. ■ repeat-x–Repeat the image horizontally but not vertically. ■ repeat-y–Repeat the image vertically but not horizontally.
background-position	Set the starting position of a background image. Enter a value in the format background-position: <value> <value> For example: background-position: top left Except where noted, if you specify only one value, the second value is interpreted as center. The first set of value pairs express horizontal and vertical as positions: ■ top left ■ top center ■ top right ■ center left ■ center center ■ center right ■ bottom left ■ bottom center ■ bottom right The second set of value pairs express horizontal and vertical positions as either percentages or units of measure: ■ x% y%–The horizontal (x) and vertical (y) positions expressed as a percentage. The top left corner is 0% 0%. The bottom right corner is 100% 100%. If you specify only one value, the other value is interpreted as 50%. ■ xpos ypos–The horizontal (x) and vertical (y) positions expressed as a unit of measurement. The top left corner is 0 0. Units can be pixels (0px 0px) or any other CSS units. If you specify only one value, the other value is interpreted as 50%. You can mix % and positions.

Table 7–13 (Cont.) Example Values for Other CSS

Value	Description and Examples
`font-size`	The size of component text relative to either your browser's default font size or the font size of the parent element. Enter a value in the format `font-size: <value>` For example: `font-size: xx-small` ■ `xx-small` ■ `x-small` ■ `small` ■ `medium`–The default ■ `large` ■ `x-large` ■ `xx-large` ■ `smaller`–Sets the font size to a size smaller than the parent element. ■ `larger`–Sets the font size to a size larger than the parent element. ■ `length`–Sets the font size to a fixed size, for example `font-size: 14pt` ■ `%`–Sets the current font size to a percentage of the font size of the parent element, for example, `font-size: 75%`
`padding`	A collective property for setting the white space (or clear space) around a component in one expression. Enter up to four values. Express values in a specific length or as a percentage of the closest element, using the syntax padding: <value> <value> <value> <value> For example: `padding: 5px 10px 5px 10px` Where: ■ One value sets padding for all four sides. For example, `padding: 10px` ■ Two values set padding for top/bottom and left/right. For example, `padding: 10px 15px` ■ Three values set padding for top, left/right, and bottom. For example, `padding: 10px 5% 10px` ■ Four values set padding in turn for top, right, bottom, left. For example, `padding: 5px 10px 15px 20px` Use any standard CSS unit of measure, such as pt, px, pc, li, %, and so on.
`padding-bottom`	Sets the white space (or clear space) at the bottom of the element. Express values in a specific length or as a percentage of the closest element. For example: `padding-bottom: 10px`

Table 7–13 (Cont.) Example Values for Other CSS

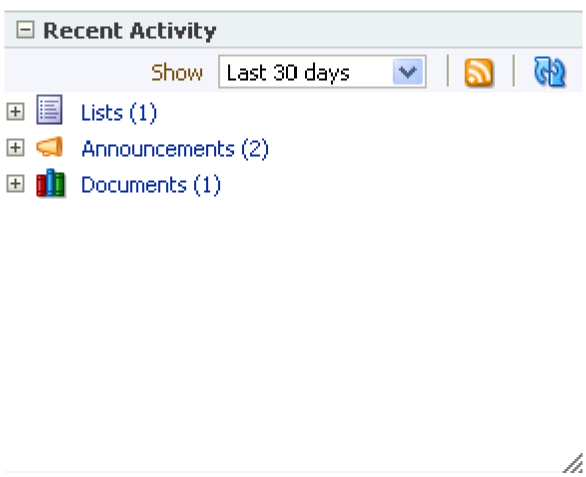
Value	Description and Examples
`padding-left`	Sets the white space (or clear space) at the left side of the element. Express values in a specific length or as a percentage of the closest element. For example: `padding-left: 2%`
`padding-right`	Sets the white space (or clear space) at the right of the element. Express values in a specific length or as a percentage of the closest element. For example: `padding-right: 1pc`
`padding-top`	Sets the white space (or clear space) at the top of the element. Express values in a specific length or as a percentage of the closest element. For example: `padding-top: 16pt`

7.4.6.3 Using the Other CSS Property to Change Component Borders

One application of the **Other CSS** property is to provide a variety of borders on task flows, portlets, and some layout components.

For example, Figure 7–66 depicts a Recent Activity task flow without borders.

Figure 7–66 Recent Activity Task Flow Without Borders



To create borders around the task flow, access its properties (see Section 7.4.2, "Setting Component Properties") and add CSS encoding. For example, enter the following code in the **Other CSS** field on the **Style** tab in the Component Properties dialog box:

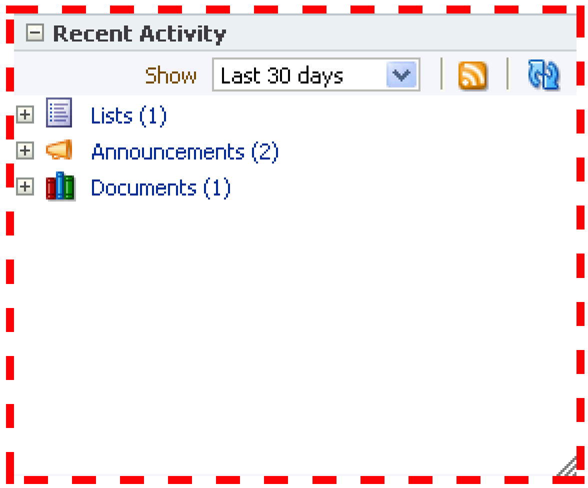
Example 7–1 Other CSS for Creating Borders

```
border-bottom-width:4px;
border-bottom-color:red;
border-bottom-style:dashed;
border-top-width:4px;
border-top-color:red;
border-top-style:dashed;
border-left-width:4px;
border-left-color:red;
border-left-style:dashed;
```

```
border-right-width:4px;
border-right-color:red;
border-right-style:dashed;
```

Figure 7–67 illustrates the result.

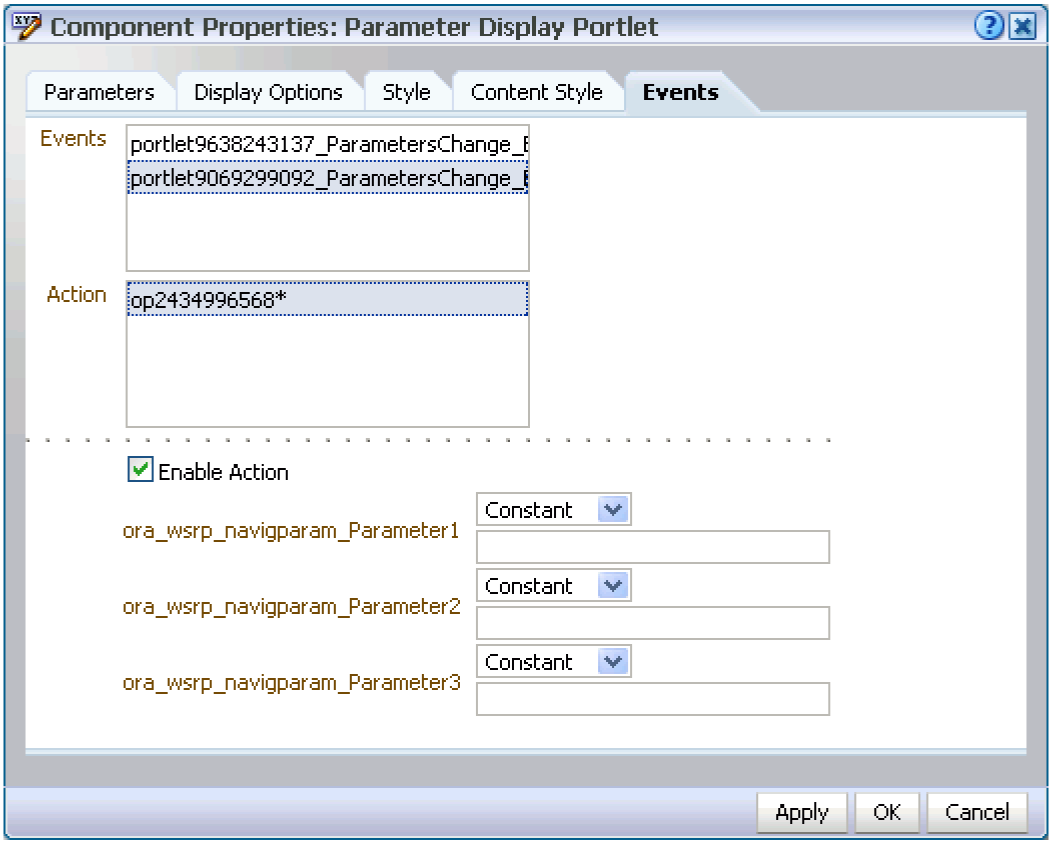
Figure 7–67 A Border Created Through the Other CSS Property



7.4.7 Working with Component Contextual Events

Events are defined occurrences within the current context, and event handlers are the engines that drive the results of that occurrence. The **Events** tab in the Component Properties dialog box provides a means of wiring a contextual event to an action handler to enable the passing of values from a producer component to a consumer component when the event is triggered on the producer (Figure 7–68).

Figure 7–68 Events Tab in the Component Properties Dialog Box



For example, imagine two components: one is the producer of some kind of content (a *payload*) and the other consumes the content. When you wire these components to each other, you can use events to specify that when an event is triggered on the producer, the producer broadcasts a contextual event with a `payLoad` parameter, which the consumer component consumes through an event handler.

Note: Contextual events differ from the business events that can be raised by ADF Business Components. Additionally, contextual events differ from events raised by UI components. For a description of these types of events, see *Oracle Fusion Middleware Web User Interface Developer's Guide for Oracle Application Development Framework*. Contextual events can be used in association with UI events. In this case, an action listener that is invoked due to a UI event can, in turn, invoke a method action binding that then raises the event.

The **Events** tab does not display for all components. Event capability must be included in a component when the component is developed for Events to be available at runtime.

Table 7–14 lists and describes the properties presented on an **Events** tab.

Table 7–14 Properties on the Events Tab

Property	Description
`Events`	A list of all contextual events associated with components on the current page An event describes the type of action that triggers another action, such as the passing of a value. The events listed in the Events pane were built-in to the component when the component was created. All components do not include events; therefore, all components are not intrinsically capable of being wired to other components.
`Actions`	A list of action handlers associated with the selected consumer component The actions listed in the Actions pane vary according to which consumer component is selected. Actions enable you to associate an event with an event handler, which specifies what should happen when the triggering event occurs. The actions listed in the Actions pane were built-in to the component when the component was created.
`Enable Action`	A check box for enabling or disabling the selected event and action When you select this check box, a list of selected action handler parameters appears.
List of selected action handler parameters	Fields for entering values to use to deliver the payload from the producer component to the consumer component whenever the event occurs Choose from: ■ `Constant`–Enter a constant or expression language (EL) value to pass to the consumer task flow. For information about EL expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties." ■ `Event Data`–Select to pass the variable `${payLoad}`, which delivers whatever payload is specified by the producer task flow. If the payload contains more parameters than you need, you can choose the `Constant` option and enter `payLoad` as an EL value. For example: `#{payLoad.ora_wsrp_navigparam_Parameter1}` This field appears only when the `Enable Actions` check box is selected.

For information about wiring components, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

8 Wiring Pages, Task Flows, Portlets, and UI Components

Often a page needs information from a component on the page or a region needs information from another region. While you can pass parameters through the page URL to obtain that information, doing so makes sense only when the parameters are well known and the inputs are EL-accessible to the page. (See Section 8.5, "Passing Parameter Values Through the Page URL.")

Consider the case where you have a task flow with multiple page fragments that contain various interesting values that could be used as input on a page in the flow. For example, consider a page devoted to the display of information specific to the company that a user specifies in an input form. If you were to use parameters to pass the value, the task flow must surface output parameters for the union of each of the interesting values on each and every fragment. This is where component wiring becomes useful. Instead, for each fragment that contains the needed information, you can use component wiring to define a contextual event that is raised when the page is submitted. The page or fragment that requires the information can then subscribe to the various events and receive the information through the event.

Oracle Composer provides tools for wiring pages and components through its **Page Properties** and **Component Properties** dialog boxes. This chapter describes how. It contains the following sections:

Note: If you navigate away from a page while editing it, unsaved changes are lost.

Audience

This chapter is intended for advanced users who have experience with and knowledge of component wiring. Interested users include those who want to create more complex relationships between a page and its components and between the components themselves.

8.1 What You Should Know About Parameter and Event Wiring

You can use parameters and events to pass values from one component to another or from a page to a component on that page. Additionally, you can pass values to page components by specifying them in the page's URL.

> **Note:** In this chapter, *component* refers collectively to UI components, such as buttons; layout components, such as hyperlinks; task flows; and portlets.

Value passing is useful for synchronizing the content of a page with its components or the content of one component to another. For example, you can wire a Parameter Form portlet so that the event of clicking its **OK** button triggers the passing of its user-entered values to another component on the page. One way to apply this model is to pass a user-entered name to a task flow or portlet that displays details relevant to that name.

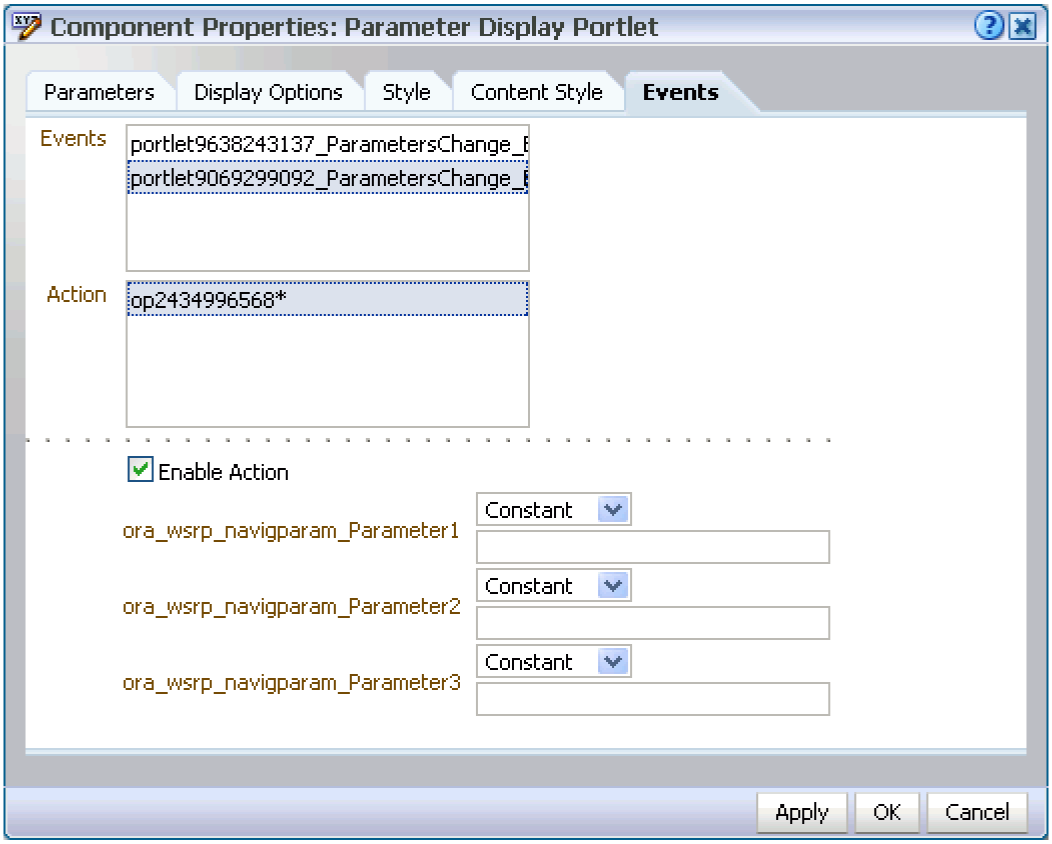
To clarify what it going on in a parameter passing scenario, it helps to think of one component as the producer and the other component as the consumer. The producer component provides the payload that the consumer component consumes. For example, a form portlet is typically a producer. Its payload is the data users enter into the form. An event defined on the producer triggers the passing of the producer's payload to the consumer. Consumer components use the payload in various ways. For example, as a display string, a master in a master-detail relationship, and the like. How a consumer component uses the payload is specified in an event handler that was defined when the consumer component was created.

The heavy lifting required to produce meaningful parameter and event wiring is performed mostly at application and component design time. When a developer builds applications and components, he or she specifies events and event maps in page definition files. Consequently, for runtime wiring to work the components you want to wire must provide support for it through elements that were built-in at design-time.

> **Note:** *Runtime* refers to the time when users run the application in a real-world environment. Contrast this with *design-time*, which refers to the time developers build the application.

Runtime wiring creates a relationship between a producer event and a consumer event handler. You can create these relationships in Oracle Composer. Select a component and view its events support on the **Events** tab of the Component Properties dialog box (Figure 8–1).

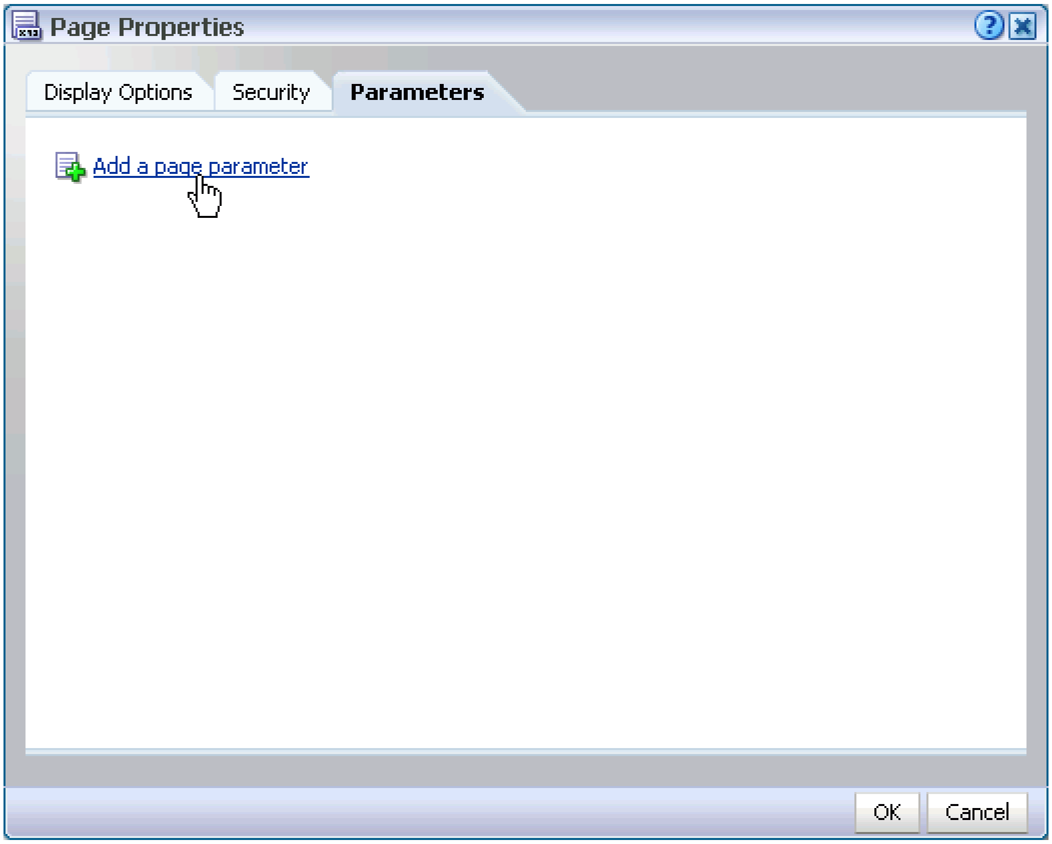
Figure 8–1 Events Tab in the Component Properties Dialog Box



Once you select and enable an event and an event handler (see the **Action** section in Figure 8–1), you can define the type of payload to deliver when the event is triggered.

Oracle Composer additionally provides an opportunity to create page parameters on the **Parameters** tab of the Page Properties dialog box (Figure 8–2).

Figure 8–2 Parameters Tab in the Page Properties Dialog Box



Use the **Parameters** tab to create new page parameters and to revise existing page parameters. Create parameters that consume value types, including constants, EL expressions, page parameters, and page definition variables

You can easily configure page components to consume page parameters, and you can pass values to those parameters through the page URL.

8.2 Wiring One Component to Another

Components with built-in events and event handlers can be wired to each other to enable the passing of values from a producer component to a consumer component. This section describes how to set up such wiring. It contains the following subsections:

- Wiring a Task Flow to a Task Flow
- Wiring a Portlet to a Portlet
- Wiring a UI Component to a UI Component
- Wiring a Portlet to a Task Flow
- Wiring a Task Flow to a Portlet
- Wiring a UI Component to a Task Flow

8.2.1 Wiring a Task Flow to a Task Flow

In addition to seeded services and task flows, you can bring custom task flows into the WebCenter Spaces application. To bring custom task flows into WebCenter Spaces, you must first *portletize* them, so that they can be consumed by WebCenter Spaces across a *portlet bridge*.

Note: When you work with contextual event wiring across a portlet bridge and no payload or a null payload is propagated across the wire from the producer portlet to the consumer, such payloads are delivered as an empty string. If the consumer portlet is required to differentiate between an empty string and null, you can encode the null in the producer portlet payload. The consumer portlet consequently looks for this custom encoding to detect the null payload.

Custom task flows may support events and may include the capability of parameter passing. Events and parameter passing could enable one custom task flow to pass values to other custom task flows on the same page. For example, you could wire custom task flows so that when a user clicks a particular document, an event is raised that triggers parameter passing to the other custom task flows on the page. The passed parameters could cause the other custom task flows to rerender with content relevant to the clicked document.

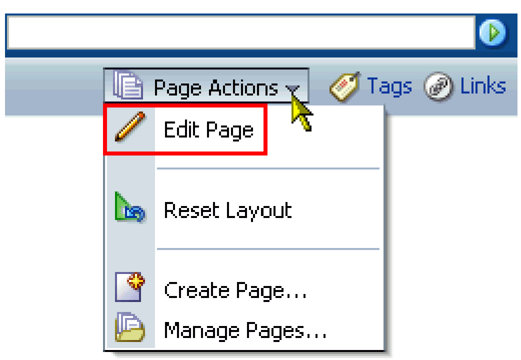
When event triggering and parameter passing are supported in a custom task flow, any wiring you undertake is done in Oracle Composer's Component Properties dialog box. The events and parameters that you configure vary according to the functionality that developers build into custom task flows.

Creating and portletizing custom task flows and using the portlet bridge are all discussed in *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*. For information about consuming custom task flows and other custom components in the WebCenter Spaces application, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

To wire a task flow to a task flow:

1. Login to your WebCenter application, and go to the page on which to wire two task flows to each other.
2. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu (Figure 8–3)

Figure 8–3 Edit Page Command on the Page Actions Menu



   In a custom WebCenter application, open Oracle Composer in the manner designed for that application.

3. Click the Edit icon on the task flow that consumes the payload provided by the producer task flow.

The Component Properties dialog box opens.

4. Click the **Events** tab to bring it forward, and, from the **Events** pane, select an event associated with the producer task flow.

   The **Events** pane lists all of the events that can be raised from any component on the page. An asterisk (*) on an event indicates that an action is handling it.

5. In the **Actions** pane, select the action to execute when the event occurs.

   The **Actions** pane lists all of the event handlers associated with the consumer task flow that are supported by the selected producer task flow. Only those actions that can be invoked for the event that is selected in the **Events** pane are shown. An asterisk on an action indicates that it is handling an event.

6. Select the **Enable Action** check box to enable the selected event and action.

   An asterisk displays next to the selected event and action. Value options appear below the check box.

7. From the displayed value options, select the type of value to use to deliver the payload from the producer task flow to the consumer task flow whenever the event occurs.

   Choose from:

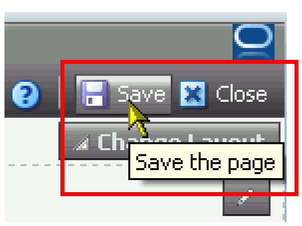
   - **Constant**—Select **Constant** and enter a constant or EL expression value to pass to the consumer task flow.
   - **EventData**—Select to pass the variable `${payLoad}`, which delivers whatever payload is specified by the producer task flow.

     Note: The value for `${payLoad}` is specified when the task flow is created.

     ---

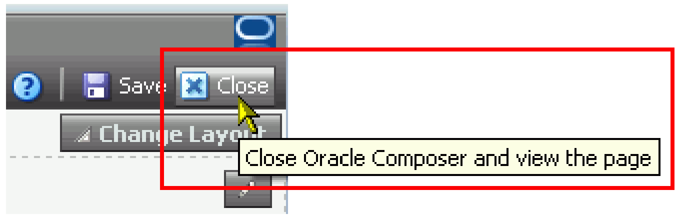
8. Click the **Save** button at the top-right of Oracle Composer to save your changes (Figure 8–4).

Figure 8–4 The Save Button



9. Click the **Close** button to exit Oracle Composer (Figure 8–5).

Figure 8–5 The Close Button



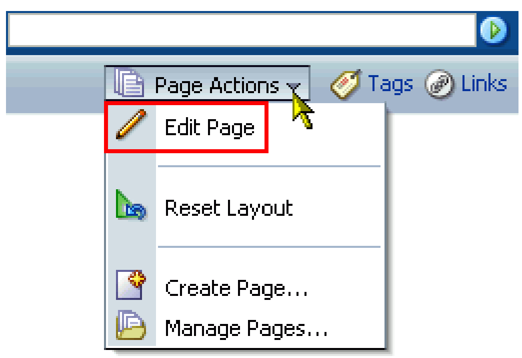
10. Test your wiring by triggering the event.

8.2.2 Wiring a Portlet to a Portlet

To wire a portlet to a portlet:

1. Login to your WebCenter application, and go to the page on which to wire two portlets to each other.
2. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu (Figure 8–6)

Figure 8–6 Edit Page Command on the Page Actions Menu



   In a custom WebCenter application, open Oracle Composer in the manner designed for that application.
3. Click the Edit icon on the portlet that produces the payload to be consumed.
4. In the Component Properties dialog box, click the **Display Options** tab to bring it forward.
5. Copy the value in the **Id** field and click **OK**.

   You use this value later to ensure that changes in this portlet cause the consumer portlet to refresh.
6. Click the Edit icon on the portlet that consumes the payload provided by the producer portlet.

   The Component Properties dialog box opens.
7. Click the **Display Options** tab to bring it forward.
8. In the **Partial Triggers** field, paste the portlet ID you copied earlier and click **Apply**.
9. Click the **Events** tab to bring it forward, and select an event associated with the producer portlet.

The **Events** pane lists all of the events that can be raised from any component on the page. An asterisk (*) on an event indicates that an action is handling it.

Events associated with the producer portlet contain the same ID that you pasted into the **Partial Triggers** field.

10. In the **Actions** pane, select the action to execute when the event occurs.

    The **Actions** pane lists all of the event handlers associated with the consumer portlet that are supported by the selected producer portlet. Only those actions that can be invoked for the event that is selected in the **Events** pane are shown. An asterisk on an action indicates that it is handling an event.

11. Select the **Enable Action** check box to enable the selected event and action.

    An asterisk displays next to the selected event and action.

12. Provide values for the portlet parameters that now display at the bottom of the **Events** tab.

    Select **Constant**, and enter a composite data value, for example:

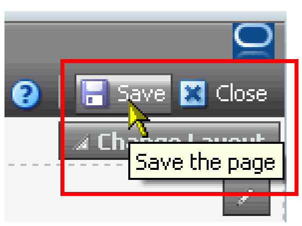
    ```
    ${payLoad.ora_wsrp_navigparam_Parameter1}
    ```

Note: The parameter names and values were specified when the portlet was created.

---

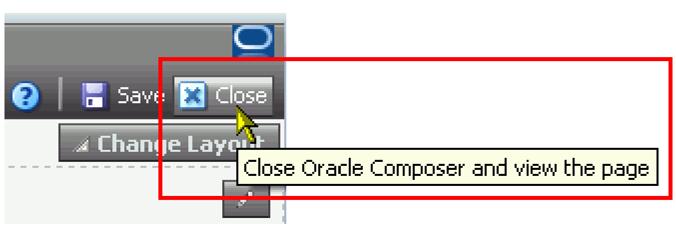
13. Click the **Save** button at the top-right of Oracle Composer to save your changes (Figure 8–7).

Figure 8–7 The Save Button



14. Click the **Close** button to exit Oracle Composer (Figure 8–8).

Figure 8–8 The Close Button



15. Test your wiring by triggering the event.

8.2.3 Wiring a UI Component to a UI Component

This action is available to custom WebCenter applications only.

To wire a UI component to a UI component:

1. Login to your WebCenter application, and go to the page on which to wire two user interface (UI) components to each other.
2. Open Oracle Composer in the manner designed for your WebCenter application.
3. Click the Edit icon on the UI component that consumes the payload provided by the producer UI component.

   The Component Properties dialog box opens.
4. Click the **Events** tab to bring it forward, and select an event associated with the producer UI component in the **Events** pane.

   The **Events** pane lists all of the events that can be raised from any component on the page. An asterisk (*) on an event indicates that an action is handling it.
5. In the **Actions** pane, select the action to execute when the event occurs.

   The **Actions** pane lists all of the event handlers associated with the consumer UI component that are supported by the selected producer UI Component. Only those actions that can be invoked for the event that is selected in the **Events** pane are shown. An asterisk on an action indicates that it is handling an event.
6. Select the **Enable Action** check box to enable the selected event and action.

   An asterisk displays next to the selected event and action. Value options appear below the check box.
7. Select the type of value to use to deliver the payload from the producer UI component to the consumer UI component whenever the event occurs.

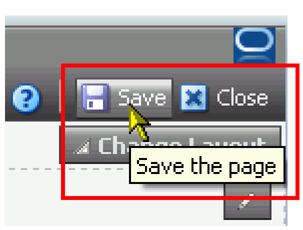
   Choose from:

   - **Constant**—Select **Constant** and enter a constant or EL expression value to pass to the consumer UI component.
   - **EventData**—Select to pass the variable `${payLoad}`, which delivers whatever payload is specified by the producer UI component.

   Note: The value for `${payLoad}` was specified when the UI component was created.

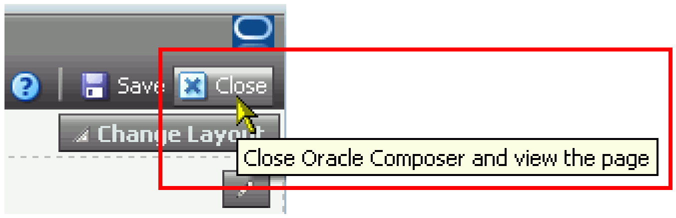
   ---
8. Click the **Save** button at the top-right of Oracle Composer to save your changes (Figure 8–9).

Figure 8–9 The Save Button



9. Click the **Close** button to exit Oracle Composer (Figure 8–10).

Figure 8–10 The Close Button



10. Test your wiring by triggering the event.

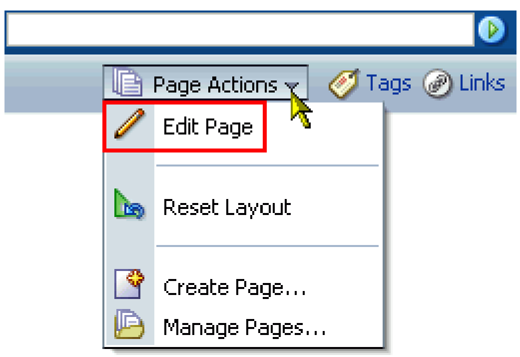
8.2.4 Wiring a Portlet to a Task Flow

In this scenario, the portlet is the producer, providing the event payload, and the task flow is the consumer of that payload.

To wire a portlet to a task flow:

1. Login to your WebCenter application, and go to the page on which to wire a portlet to a task flow.
2. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu (Figure 8–11)

Figure 8–11 Edit Page Command on the Page Actions Menu



   In a custom WebCenter application, open Oracle Composer in the manner designed for that application.
3. Click the Edit icon on the task flow that consumes the payload provided by the producer portlet.

   The Component Properties dialog box opens.
4. Click the **Events** tab to bring it forward, and select an event associated with the producer portlet from the **Events** pane.

   The **Events** pane lists all of the events that can be raised from any component on the page. An asterisk (*) on an event indicates that an action is handling it.
5. In the **Actions** pane, select the action to execute when the event occurs.

   The **Actions** pane lists all of the event handlers associated with the consumer task flow that are supported by the selected producer portlet. Only those actions that can be invoked for the event that is selected in the **Events** pane are shown. An asterisk on an action indicates that it is handling an event.
6. Select the **Enable Action** check box to enable the selected event and action.

An asterisk displays next to the selected event and action. Value options appear below the check box.

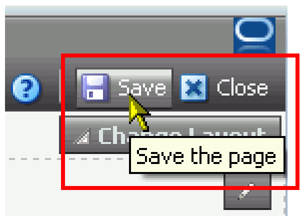
7. Select **Constant** and enter a composite data value for a parameter associated with the producer portlet.

   For example:

   ```
   ${payLoad.ora_wsrp_navigparam_Parameter1}
   ```

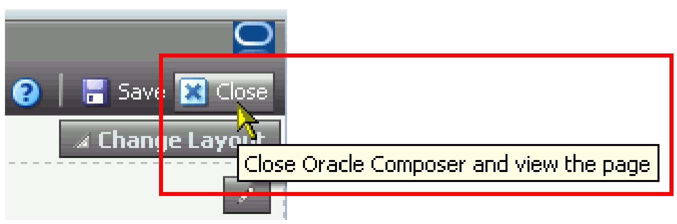
8. Click the **Save** button at the top-right of Oracle Composer to save your changes (Figure 8–12).

Figure 8–12 The Save Button



9. Click the **Close** button to exit Oracle Composer (Figure 8–13).

Figure 8–13 The Close Button



10. Test your wiring by triggering the event.

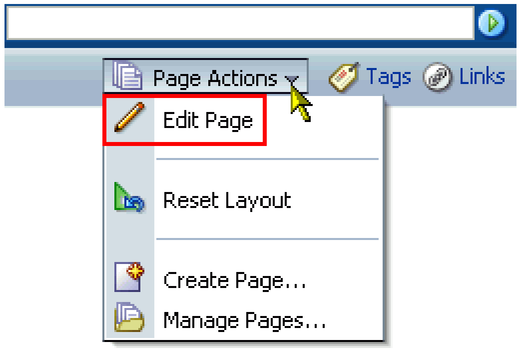
8.2.5 Wiring a Task Flow to a Portlet

In this scenario, the task flow is the producer, providing the event payload, and the portlet is the consumer of that payload.

To wire a task flow to a portlet:

1. Login to your WebCenter application, and go to the page on which to wire a task flow to a portlet.
2. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu (Figure 8–14)

Figure 8–14 Edit Page Command on the Page Actions Menu



In a custom WebCenter application, open Oracle Composer in the manner designed for that application.

3. In the task flow header, click the Edit icon.
4. In the Component Properties dialog box, click the **Display Options** tab to bring it forward.
5. Copy the value in the **Id** field and click **OK**.

   You use this value later to ensure that changes in this task flow cause the portlet to refresh.
6. Click the Edit icon on the portlet that consumes the payload provided by the producer task flow.
7. Click the **Display Options** tab to bring it forward.
8. In the **Partial Triggers** field, enter the task flow ID you copied earlier and click **Apply**.
9. Click the **Events** tab to bring it forward, and select an event associated with the producer task flow in the **Events** pane.

   The event contains the same ID that you pasted into the **Partial Triggers** field.

   The **Events** pane lists all of the events that can be raised from any component on the page. An asterisk (*) on an event indicates that an action is handling it.
10. In the **Actions** pane, select the action to execute when the event occurs.

    The **Actions** pane lists all of the event handlers associated with the consumer portlet that are supported by the selected producer task flow. Only those actions that can be invoked for the event that is selected in the **Events** pane are shown. An asterisk on an action indicates that it is handling an event.
11. Select the **Enable Action** check box to enable the selected event and action.

    An asterisk displays next to the selected event and action.
12. Provide values for the portlet parameters that now display at the bottom of the **Events** tab.

    Select **Constant**, and enter a composite data value, for example:

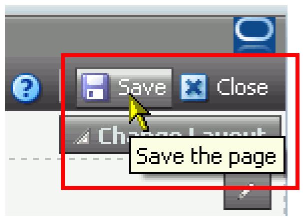
    ```
    ${payLoad.ora_wsrp_navigparam_Parameter1}
    ```

Note: The parameter names and values were specified when the portlet was created.

---

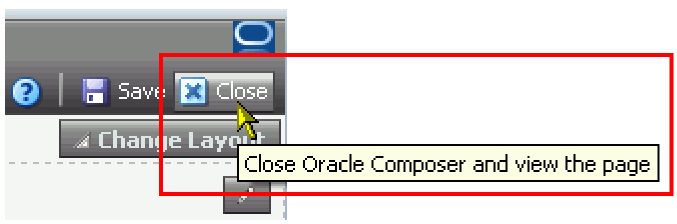
13. Click the **Save** button at the top-right of Oracle Composer to save your changes (Figure 8–15).

Figure 8–15 The Save Button



14. Click the **Close** button to exit Oracle Composer (Figure 8–16).

Figure 8–16 The Close Button



15. Test your wiring by triggering the event.

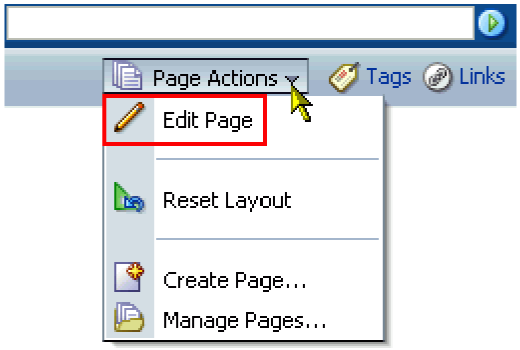
8.2.6 Wiring a UI Component to a Task Flow

In this scenario, the UI component is the producer of the payload, and the task flow is the consumer of the payload.

To wire a UI component to a task flow:

1. Login to your WebCenter application, and go to the page on which to wire two user interface (UI) components to each other.
2. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu (Figure 8–17)

Figure 8–17 Edit Page Command on the Page Actions Menu



In a custom WebCenter application, open Oracle Composer in the manner designed for that application.

3. Click the Edit icon on the task flow that consumes the payload provided by the producer UI component.
4. Click the **Events** tab to bring it forward, and select an event associated with the producer UI component in the **Events** pane.

   The **Events** pane lists all of the events that can be raised from any component on the page. An asterisk (*) on an event indicates that an action is handling it.
5. In the **Actions** pane, select the action to execute when the event occurs.

   The **Actions** pane lists all of the event handlers associated with the consumer task flow that are supported by the selected producer UI Component. Only those actions that can be invoked for the event that is selected in the **Events** pane are shown. An asterisk on an action indicates that it is handling an event.
6. Select the **Enable Action** check box to enable the selected event and action.

   An asterisk displays next to the selected event and action. Value options appear below the check box.
7. Select the type of value to use to deliver the payload from the producer UI component to the consumer task flow whenever the event occurs.

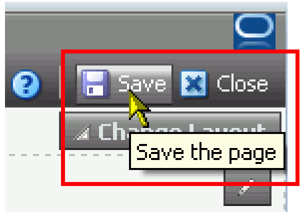
   Choose from:

   - **Constant**—Select **Constant** and enter a constant or EL expression value to pass to the consumer task flow.
   - **EventData**—Select to pass the variable `${payLoad}`, which delivers whatever payload is specified by the producer UI component.

   Note: The value for `${payLoad}` was specified when the UI component was created.

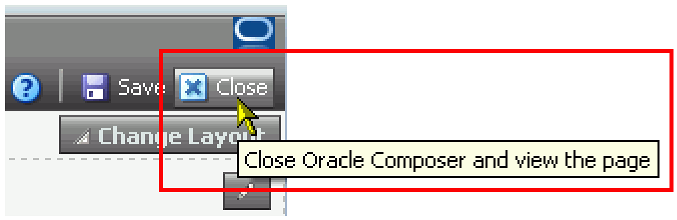
   ---
8. Click the **Save** button at the top-right of Oracle Composer to save your changes (Figure 8–18).

Figure 8–18 The Save Button



9. Click the **Close** button to exit Oracle Composer (Figure 8–19).

Figure 8–19 The Close Button



10. Test your wiring by triggering the event.

8.3 Wiring Components and Page Parameters

Page parameters and page variables are central to the process of creating enterprise mashups. They enable communication between components and the pages that contain them.

For example, imagine a page that contains stock ticker and stock news components. You want the ticker and the news components to both consume the same parameter value so that they both show information for the same company. Page parameters and page variables are part of a simple mechanism for setting this up.

Page parameters provide a means of storing values for passing to page components that have been configured to consume them. Create page parameters through Oracle Composer at application runtime. Page variables contain output values that are produced by portlets. Page variables are created at application design time.

Consuming page variables is demonstrated in Section 8.4.4, "Wiring the Parameter Form and Display Portlets." This section describes how to create and consume page parameters.

This section describes the basics of performing these steps. It contains the following subsections:

- Creating Page Parameters
- Consuming Page Parameters

8.3.1 Creating Page Parameters

Use the **Parameters** tab in the Oracle Composer Page Properties dialog box to create page parameters.

To create page parameters:

1. Log in to your WebCenter application.

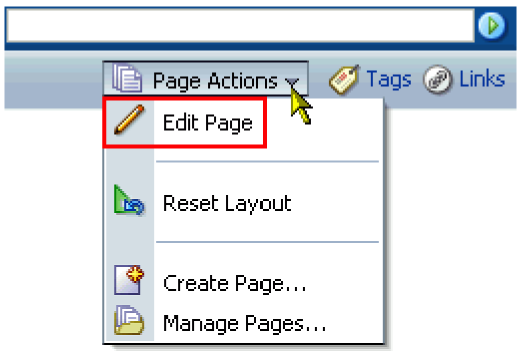
For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page where you want to create page parameters.

   For assistance with locating a page, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu (Figure 8–20)

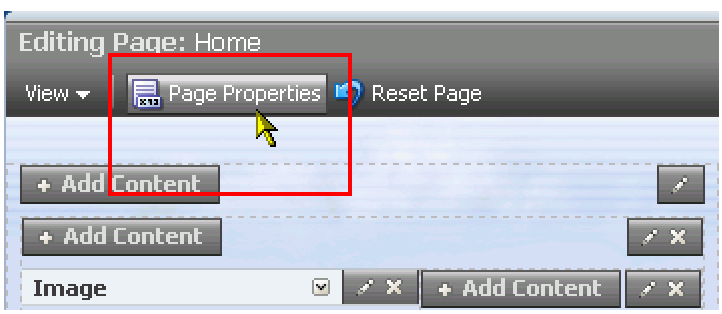
Figure 8–20 Edit Page Command on the Page Actions Menu



In a custom WebCenter application, open Oracle Composer in the manner designed for that application.

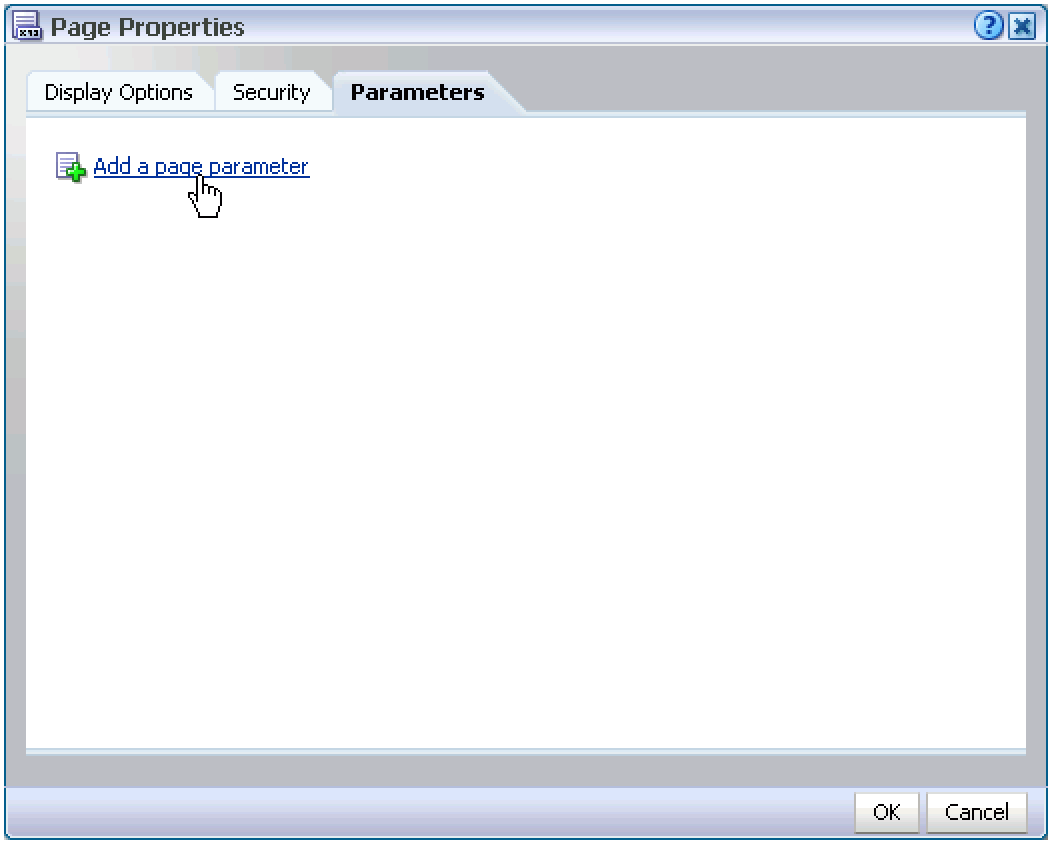
4. Click the **Page Properties** button to open the Page Properties dialog box (Figure 8–21).

Figure 8–21 The Page Properties Button in Oracle Composer



The **Page Properties** dialog box opens (Figure 8–22).

Figure 8–22 Page Properties Dialog Box



5. Click the **Parameters** tab to bring it forward, and then click the **Add a page parameter** link.

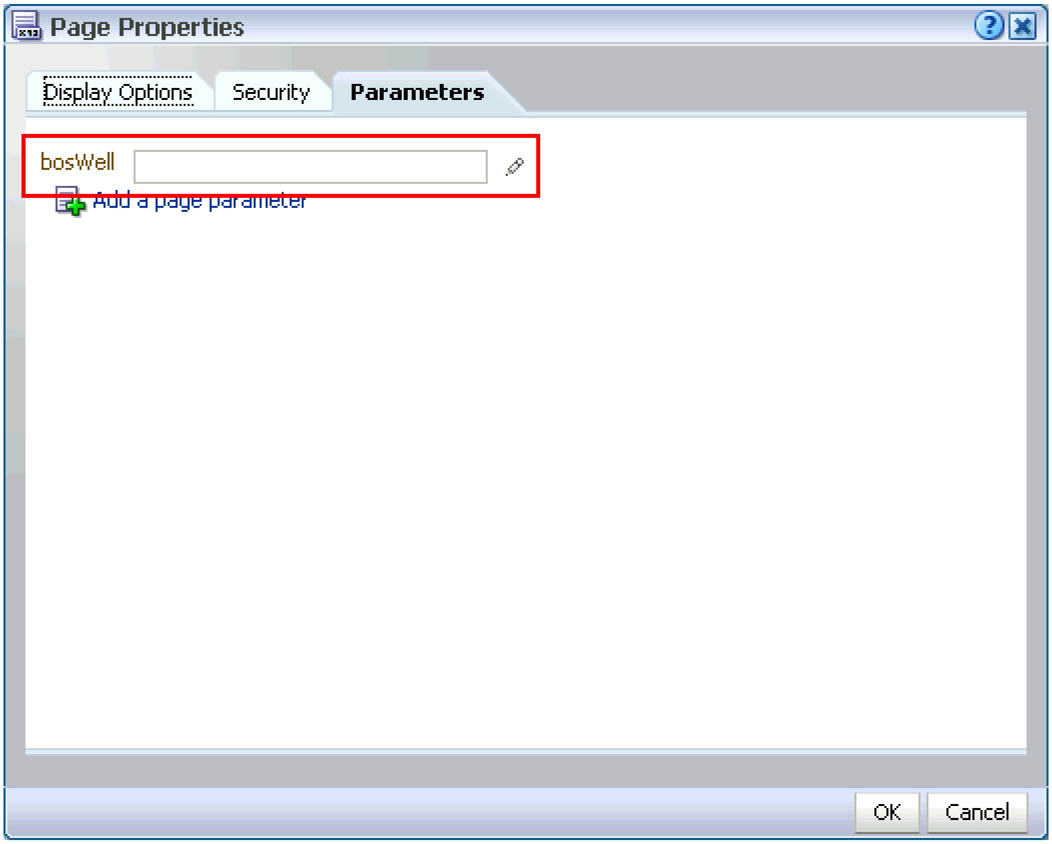
   The **Add a Page Parameter** dialog box opens (Figure 8–23).

Figure 8–23 Add a Page Parameter Dialog Box

6. In the **Name** field, provide a name for the new parameter, and then click the **Add Parameter** button.

   The parameter displays on the **Parameters** tab with a value entry field and an Edit icon for opening the EL Editor (see Section 7.4.5.1, "Introducing the Expressions Editor") (Figure 8–24).

Figure 8–24 A New Parameter on the Parameters Tab



7. Open the EL Editor and select from prebuilt values under **Choose a value** or enter a value manually under **Type a value or expression**.

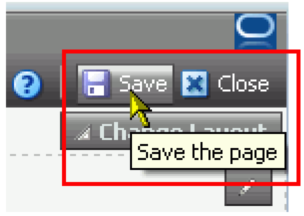
   For example, enter any of the following types of values:

   - **Constant**—Enter a specific, fixed value.
   - **Page Parameter**—Enter a **Page Parameter** to enable the page to take values through its URL.
   - **EL Expression**—Enter an **EL Expression** to enable the page to take a value expressed through Expression Language (EL). (For information about EL, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties.")

     This option can provide a much more dynamic response. For example, the page could set a page parameter based on a component on the page. In this case, you would want the other components on the page to be refreshed whenever this value changed.

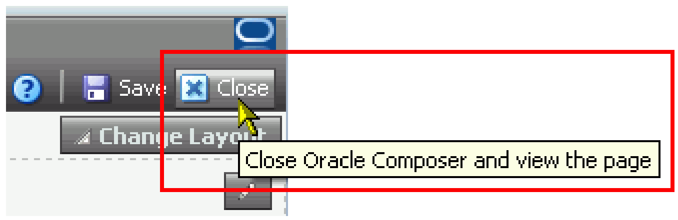
8. Click the **Save** button at the top-right of Oracle Composer to save your changes (Figure 8–25).

Figure 8–25 The Save Button



9. Continue adding page parameters as desired following steps 1 through 8.
10. Click the **Close** button to exit Oracle Composer (Figure 8–26).

Figure 8–26 The Close Button



8.3.2 Consuming Page Parameters

In addition to wiring components to each other, you can wire them to *page parameters*. Page parameters are user-constructed name/value pairs for use in passing values to page components, such as task flows, portlets, and UI components.

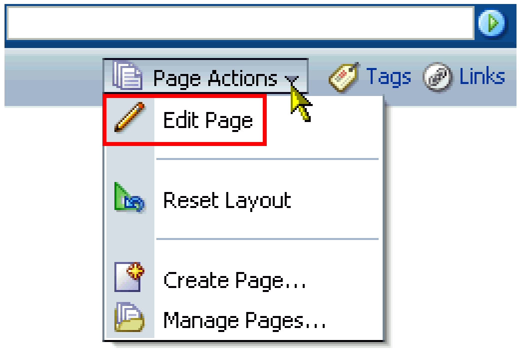
You can create page parameters and configure task flows and portlets to consume them. This section describes how to wire a task flow with a page parameter. For an example of wiring a portlet to a page parameter, see Section 8.4.4, "Wiring the Parameter Form and Display Portlets."

Note: Before you can take the steps outlined in this section, you must create a page parameter and provide it with a value. For more information, see Section 8.3.1, "Creating Page Parameters."

To wire a task flow to a page parameter:

1. Login to your WebCenter application, and go to the page on which to wire a task flow to a page parameter.
2. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu (Figure 8–27)

Figure 8–27 Edit Page Command on the Page Actions Menu



In a custom WebCenter application, open Oracle Composer in the manner designed for that application.

3. Click the Edit icon on the task flow to be wired to a page parameter.
4. Click the **Parameters** tab to bring it forward.
5. Click the Edit icon next to the property that takes the parameter value.

   This opens an editor where you can provide the name of the page parameter.
6. Select **Choose a value**.
7. Under **Choose a value**, select **Page Parameter** from the first list, and the name of the relevant page parameter from the second.
8. Click **OK** to exit the editor.
9. Click **OK** to save your changes and exit the Component Properties dialog box.

   The task flow is refreshed, now displaying the result of the value passed through the page parameter.

8.4 Working with the Parameter Form and Display Portlets

This section describes how to wire the Parameter Form and Parameter Display portlets to each other. It contains the following subsections:

- What You Should Know About The Parameter Form and Display Portlets
- Adding the Parameter Form and Display Portlets to a Page
- Customizing the Parameter Form Portlet
- Wiring the Parameter Form and Display Portlets

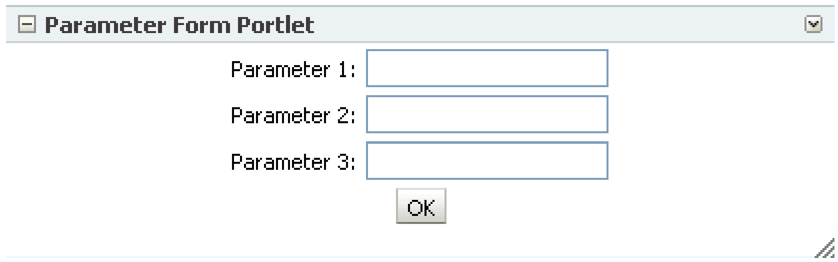
8.4.1 What You Should Know About The Parameter Form and Display Portlets

The Parameter Form and Parameter Display portlets provide a quick and easy way to pass values between components. They are provided by the WSRP Tools producer.

Note: The Parameter Form and Display portlets are available in your application only if your application administrator has registered the WSRP Tools producer with the application. If you cannot see these portlets, contact your administrator (see Section 2.7, "Contacting Your Application Administrator").

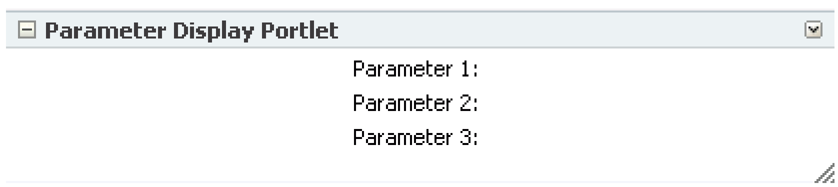
The Parameter Form portlet (Figure 8–28) has three output parameters that are set when values are submitted in the form inside the portlet. The parameters can then be used to drive the content of other portlets. You can customize the Parameter Form portlet to determine how many of the three fields are displayed on the form, depending on how many parameters you require.

Figure 8–28 Parameter Form Portlet



The Parameter Display portlet (Figure 8–29) enables you to quickly test the wiring from the Parameter Form portlet. However, typically you use the values passed from the Parameter Form portlet to drive the content of some other portlet, for example to pass a zip code to a weather portlet, or a stock symbol to a stock ticker portlet.

Figure 8–29 Parameter Display Portlet



8.4.2 Adding the Parameter Form and Display Portlets to a Page

You add the Parameter Form and Display portlets to a page in the same way as you add any other portlet. For more information, see Section 7.1.4.2, "Adding a Portlet to a Page."

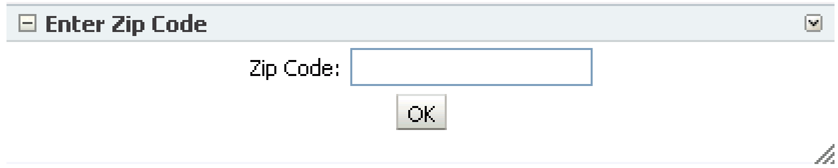
Note: The Parameter Form and Display portlets are available in your application only if your application administrator has registered the WSRP Tools producer with the application. If you cannot see these portlets, contact your administrator. For information about contacting your application administrator, see Section 2.7, "Contacting Your Application Administrator."

8.4.3 Customizing the Parameter Form Portlet

You can customize the Parameter Form portlet to give it a more meaningful title and to determine the number of fields displayed (up to a maximum of three).

Figure 8–30 shows a Parameter Form portlet that has been customized to display a single field that is used to provide a zip code that can be passed into a weather portlet.

Figure 8–30 Customized Parameter Form Portlet



To customize the Parameter Form portlet:

1. Log in to your WebCenter application, and go to the page that contains the Parameter Form portlet.
2. Select **Customize** from the **Actions** menu.
3. In the **Title** field, enter a title to describe what the portlet is for.
4. In the **Parameter 1 Prompt** field, enter text to describe what data you want users to enter into the field.
5. Repeat the step above for the **Parameter 2 Prompt** and **Parameter 3 Prompt** fields.

   You can clear one or both of these fields if you do not want them to display in the portlet.
6. Click **OK.**

8.4.4 Wiring the Parameter Form and Display Portlets

You can pass the values set in the Parameter Form portlet to the Parameter Display portlet to see how the wiring works. Typically however, you use the Parameter Form portlet to pass data to some other portlet.

To wire the Parameter Form and Parameter Display portlets:

1. Login to your WebCenter application, and go to the page that contains the Parameter Form and Display portlets.
2. In WebCenter Spaces, select **Edit Page** from the **Page Actions** menu.

   In a custom application, open Oracle Composer in the manner designed for that application.
3. In the Parameter Form portlet header, click the Edit icon.
4. In the Component Properties dialog box, click the **Display Options** tab to bring it forward.
5. Make note of and copy the value in the **Id** field and click **OK**.

   You use this value later to specify page variables and to ensure that changes in this portlet cause the Parameter Display portlet to refresh.
6. In the Parameter Display portlet, click the Edit icon.
7. In the Component Properties dialog box, click the **Display Options** tab to bring it forward.
8. In the **Partial Triggers** field, enter the portlet ID you copied earlier and click **Apply**.
9. Click the **Parameters** tab to bring it forward.
10. Click the Edit icon next to the **Parameter1** field.

11. Select **Choose a value.**
12. From the first list, choose **Page Parameter.**
13. From the second list, choose the page parameter value set by the Parameter Form portlet to use to populate the **Parameter1** field in the Parameter Display field.

    Table 8–1 associates the portlet parameters with the page variable values to select.

Table 8–1 Parameter Settings of the Parameter Form Portlet

Portlet Parameter	Page Variable
ora_wsrp_navigparam_Parameter1	<portlet_id_attribute_value>_ora_wsrp_navigparam_Parameter1
ora_wsrp_navigparam_Parameter2	<portlet_id_attribute_value>_ora_wsrp_navigparam_Parameter2
ora_wsrp_navigparam_Parameter3	<portlet_id_attribute_value>_ora_wsrp_navigparam_Parameter3

    The variable value <portlet_id_attribute_value> is the portlet ID you made note of in step 5.

14. Click **Apply**.
15. If required, repeat steps 10 to 14 for the **Parameter2** and **Parameter3** fields.
16. Click **OK**.
17. Save your changes and close Oracle Composer.
18. In the Parameter Form portlet, enter a value in the first field and click **OK.**

    The Parameter Display portlet refreshes to display the value you entered in the Parameter Form portlet (Figure 8–31).

Figure 8–31 Parameter Display Portlet Wired to Parameter Form Portlet

8.5 Passing Parameter Values Through the Page URL

You can provide Expression Language (EL) expressions in lieu of other types of values to component parameters. This is discussed in Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties." You can take this capability one step further by passing parameter values with your page URLs.

This section provides one scenario, which you can use as a model for other parameter passing situations.

To pass parameter values through a page URL:

1. Log in to your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page that contains a component to which you want to pass values through the page URL.

3. Edit the relevant component's properties (see Section 7.4, "Setting Properties on Page Content").
4. Open the EL Editor for the Parameter or Display Option to which you want to pass a value (see Section 7.4.5.1, "Introducing the Expressions Editor").
5. Under **Type a value or expression**, enter `#{param.val}`.
6. Save your changes.
7. To pass a value to the parameter, append the following to your page URL:

   ```
   ?val=<value>
   ```

   Where `<value>` represents the value you want to pass, for example, `true`, `medium`, or `Default`.

Part III

Working with WebCenter Spaces Group Spaces

Part III of the User's Guide provides information about creating, configuring, managing, building memberships in, and removing group spaces. It contains the following chapters:

9 Understanding Group Space Basics

Group spaces support the formation and collaboration of project teams and communities of interest by providing a dedicated space for relevant services, pages, and content and by supporting the inclusion of specified members. Group spaces bring people together in a virtual environment for ongoing interaction and information sharing—in essence, group spaces enable the formation and support of social networks.

For general tasks associated with group spaces, refer to the following sections in Chapter 2, "Learning Your Way Around WebCenter Applications":

- Section 2.4.4, "Opening Group Spaces"

  Section 2.4.5, "Closing Group Spaces and Other Top-Level Tabs"
- Section 2.5.2, "Accessing a Space or Page Actions Menu"
- Section 2.5.3, "Sending a Message to a Group Space's Moderator(s)"
- Section 2.5.4, "Exposing a Group Space Page in Your Personal Space"
- Section 2.5.7, "Viewing Space and Page Information"
- Section 2.5.8, "Obtaining a Group Space's Internal ID or a Group Space or Page's Direct URL"

This chapter provides information about group spaces. It contains the following sections:

- What You Should Know About Group Spaces
- Viewing Available Group Spaces
- Subscribing to a Group Space
- Unsubscribing from a Group Space
- Requesting a Group Space Member Role Change
- Interacting with Group Spaces Before Logging In (Public User)

Audience

This chapter is intended for users who want to learn more about group spaces and how to access them in WebCenter Spaces.

9.1 What You Should Know About Group Spaces

Within any company, large groups or departments frequently must break into smaller groups to focus on a particular goal, project, or even topic. To help these groups organize themselves, WebCenter Spaces provides the notion of *group spaces*, which bring together small groups of people to share information and interact in a collaborative setting. For example:

- Internal departments within your company that must share common information, such as HR, Sales, and so on.
- Software projects that must bring together the efforts and input of Development, Quality Assurance, Product Management, Documentation, and Curriculum Development.
- Special interest groups that share a common interest in a particular topic.

Many features and tools to facilitate teamwork are built into the group space framework, instantly allowing group space members to share documents, discuss issues, schedule meetings, exchange messages, create lists, and much more. Group spaces can be monitored through RSS feeds, which you can add to your personal page or view in any external RSS reader.

WebCenter Spaces provides templates for creating group spaces that support different types of endeavors. For information about these templates, see Section 10.2, "What You Should Know About Group Space Templates".

When you create a group space, you are the group space *moderator*. As the moderator, you establish the rules for membership to a group space (see Section 12.1, "Setting Up the Group Space Membership Policy". When a new group space is created, WebCenter Spaces creates default group space roles with default permissions. The group space moderator can assign group space members to these roles and modify the default permissions as required, or create new custom roles (see Section 12.2, "Managing Group Space Roles and Permissions" and Section 12.3, "Managing Members and Assigning Roles").

9.2 Viewing Available Group Spaces

WebCenter Spaces enables you to participate in multiple group spaces, and manage your group space memberships through **My Group Spaces**, which displays all the group spaces and group space templates that are available to you. On the **Group Spaces** page in **My Group Spaces**, you can see a list of:

- Group spaces for which you are the moderator.
- Group spaces to which you subscribe.
- Group spaces that are marked by the moderator as discoverable.
- Group spaces that are public and available to non-WebCenter Spaces users.

See Section 11.8, "Managing Group Space Templates" for information about the **Templates** page in **My Group Spaces**.

To display a list of these group spaces:

1. Log in to WebCenter Spaces.

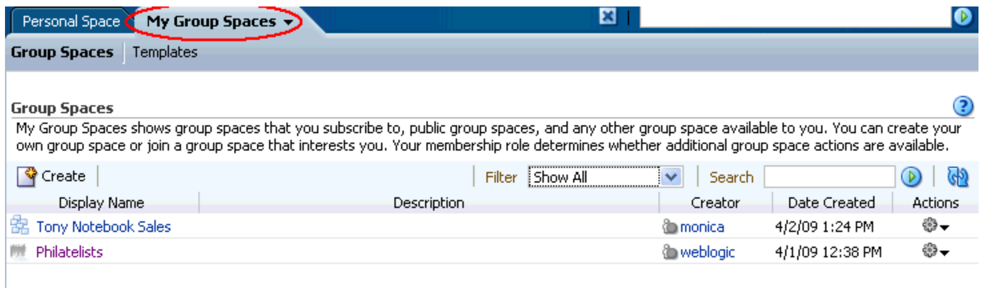
   For more information, see Section 2.2.1, "Logging In to a WebCenter Application".

2. From the **Group Spaces** menu at the top of the application, select **My Group Spaces** (Figure 9–1).

Figure 9–1 The Group Spaces Menu

My Group Spaces displays the **Group Spaces** page (Figure 9–2).

Figure 9–2 My Group Spaces

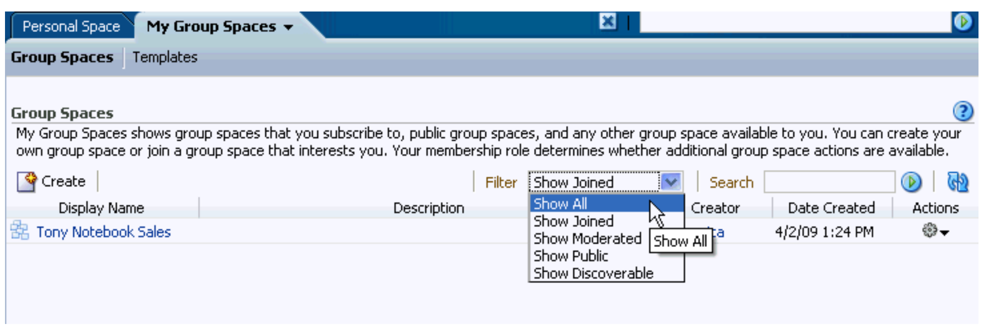


The **Group Spaces** menu also offers quick access to all the group spaces to which you currently subscribe.

3. From the **Filter** list, select:

   - **Show All** (Figure 9–3) to display an unfiltered list of names of all group spaces.

Figure 9–3 Showing All Group Spaces

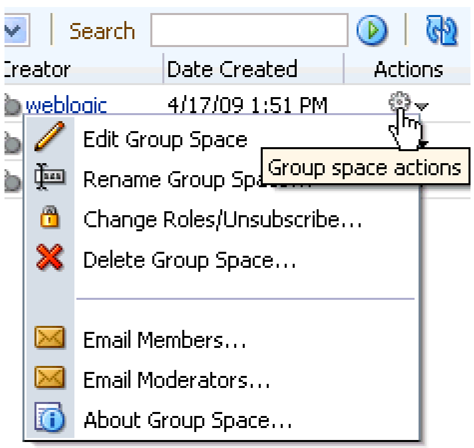


   - **Show Joined** to display names of group spaces to which you subscribe.
   - **Show Moderated** to display names of group spaces for which you have moderator privileges.
   - **Show Public** to display names of group spaces that are available to anyone, even people who are not logged in to WebCenter Spaces.
   - **Show Discoverable** to display the names of group spaces that have been made known to anyone logged in to WebCenter Spaces. A group space is made discoverable when the group space moderator enables **Discoverable** on the **Settings** tab's **General** page (see Section 10.11.1, "Making a Group Space Known (Discoverable)".

   To join a group space, see Section 9.3, "Subscribing to a Group Space".

4. To list one or more specific group spaces, enter a full or partial search term in the **Search** field, then click the Search icon to refresh the list with all group spaces for which a match is found in the **Display Name**, **Description**, or Search Keywords (specified on the **Settings** tab's **General** page).
5. To clear the current search string and display all group spaces, click the Clear Search icon.
6. To refresh the list of group spaces, first ensure that any prior search is cleared (click the Clear Search icon), then click the Refresh icon.
7. Under **Actions**, click the Group Space Actions icon (Figure 9–4) for a selected group space to perform any of the following actions:

Figure 9–4 Group Space Actions Menu



- To manage the group space, select **Edit Group Space** to display the group space Settings pages. This option is available only to group space moderators and users granted the `Group Spaces-Manage` permission.
- To rename the group space, select **Rename Group Space** to display the Rename Group Space dialog box. Enter a new name for the group space, and click the Save icon. This option is available only to group space moderators and users granted the `Group Spaces-Manage` permission.
- To change your current membership role or unsubscribe, select **Change Roles/Unsubscribe** to display the Change Role or Unsubscribe dialog box. This option is available only to group space members.
- To permanently remove the group space from WebCenter Spaces, select **Delete Group Space**. This option is available only to group space moderators and users granted the `Group Spaces-Manage` permission.
- To send mail to all members or the moderator(s) of a group space, select **Email Members** or **Email Moderators**. These options are available only to group space members.
- To view information about the group space, select **About Group Space** to open the Group Space Information dialog box (Figure 9–6), which shows:
  - **Name**: Display name of the group space, as specified on the **Settings** tab's **General** page.
  - **Internal ID**: ID of the group space, which other applications might use to reference this group space.

  - **Description**: A description of the group space, as specified on the **Settings** tab's **General** page.
  - **Membership**: Your role in the group space. A **Join Space** button displays if the group space allows self-subscription (see Section 12.1.1, "Managing Self-Subscription and Membership Changes for a Group Space"). Users can click **Join Space** to become a member of the group space. If this button button is inactive, users wanting to join the group space can contact the group space moderator directly to request membership (click the moderator's name in the **Creator** column to display a range of contact options).
  - **Created By**: User name of the group space creator.
  - **Date Created**: Date and time that the group space was created.
  - **Direct URL**: URL that provides direct access to the group space.

9.3 Subscribing to a Group Space

To become a member of a group space, you can subscribe to (or join) the group space. You may be registered with WebCenter Spaces, or you may receive an invitation to join a group space when you are not registered with WebCenter Spaces.

This section includes the following subsections:

- Subscribing to a Group Space (Registered WebCenter Spaces User)
- Subscribing to a Group Space (Unregistered WebCenter Spaces User)

9.3.1 Subscribing to a Group Space (Registered WebCenter Spaces User)

Some group spaces allow WebCenter Spaces users to *self-subscribe*. This means that you can request membership to the group space.

Some membership requests require approval from the group space moderator so you may not gain access immediately. You will receive a Worklist notification when your membership is approved.

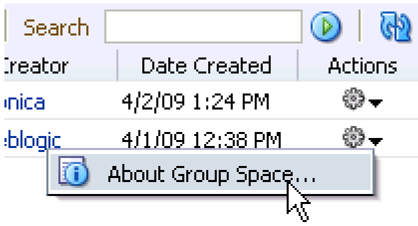
To subscribe to a group space:

1. Log in to WebCenter Spaces.

   For more information, see Section 2.2.1, "Logging In to a WebCenter Application".

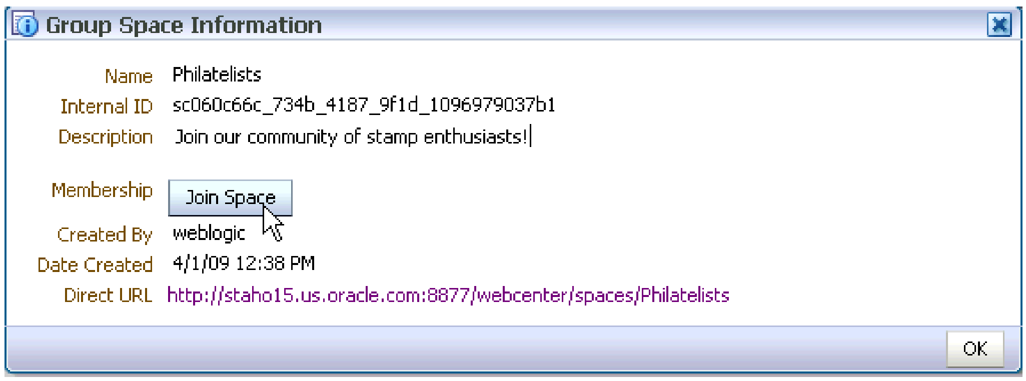
2. From the **Group Spaces** menu at the top of the application, select **My Group Spaces** to display the **Group Spaces** page.
3. From the **Filter** list, select **Show Discoverable**.
4. To subscribe to a group space, click the Actions icon and select **About Group Space (**Figure 9–5).

Figure 9–5 Opening the Group Space Information Dialog Box



5. In the Group Space Information dialog box, next to **Membership**, click **Join Space** (Figure 9–6).

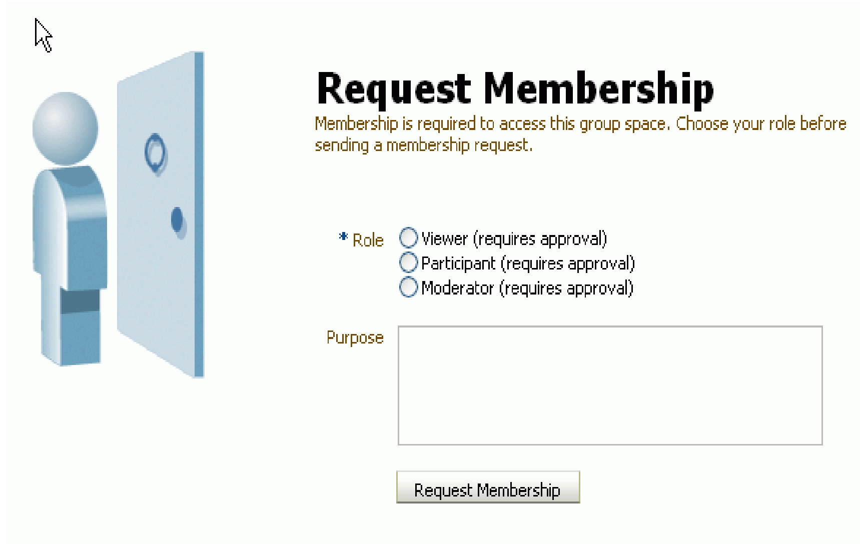
Figure 9–6 Group Space Information Dialog Box



Note: **Join Space** is active only if the group space allows self-subscription (see Section 12.1.1, "Managing Self-Subscription and Membership Changes for a Group Space"). If **Join Space** is disabled, contact the group space moderator directly to request membership (click the moderator's name in the **Creator** column to display a range of contact options).

A group space subscription page similar to Figure 9–7 opens, showing the default Self-Subscription page. Because the group space moderator may customize this page, the page and roles you see may be different to the example shown here.

Figure 9–7 Requesting Group Space Membership



6. Select the type of **Role** you want to play in this group space.

Note: Out-of-the-box group space roles include `Viewer`, `Participant`, and `Moderator`, but a subset of these or other custom roles names may display, depending on what roles the group space moderator has defined for the group space.

---

7. (Optional) In the **Purpose** field, enter an explanation of why you need access to the group space with the role you have requested.
8. Click **Request Membership**.

   You should see a confirmation message similar to Figure 9–8 or Figure 9–9, depending on whether or not the selected role requires moderator approval.

Figure 9–8 Confirmation Message (Approval Required)

Figure 9–9 Confirmation Message (No Approval Required)

9. Click **OK**.

10. Refresh **My Group Spaces** (click the Refresh icon) to confirm your new membership status.

Note: If membership requests require approval, you do not gain access immediately. Check back later or monitor your Worklist—you will receive notification as soon as your membership is approved.

---

11. Click the group space **Display Name** to open the group space.

9.3.2 Subscribing to a Group Space (Unregistered WebCenter Spaces User)

If you do not have an account with WebCenter Spaces and you receive mail inviting you to join a group space, click the registration URL included in the mail message to accept the invitation. You will be prompted to register with WebCenter Spaces before gaining access to the group space.

To register with WebCenter Spaces and subscribe to a group space:

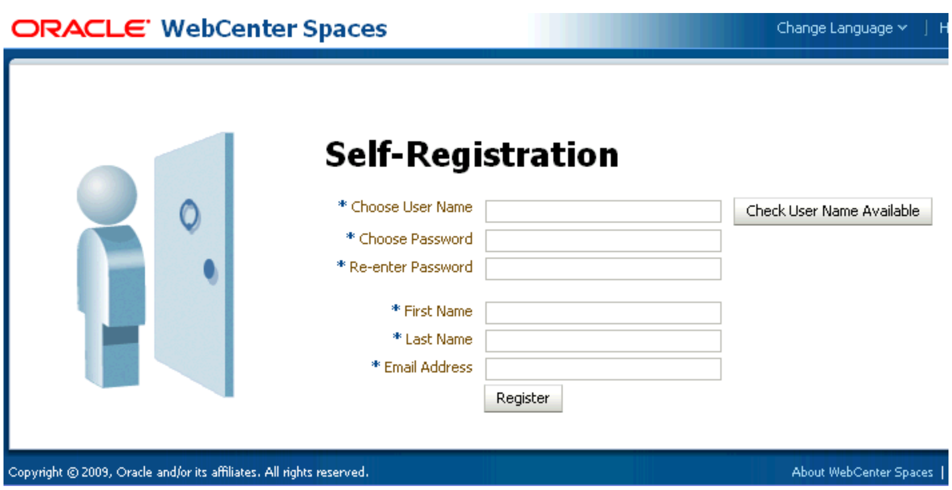
1. Click the **Register Yourself** link included in the invitation mail to open the Self-Registration page, similar to Figure 9–10. Because the group space moderator may customize this page, the page you see may be different to the example shown here.

Note: For the Self-Registration page to display, both of the following must be checked on the WebCenter Spaces Administration **General** page, under **Self-Registration**:

- **Allow Self-Registration Through Invitations**
- **Allow Public Users to Self-Register**

For more information, see "Allowing Self-Registration" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

Figure 9–10 Registering with WebCenter Spaces



2. Choose a suitable **User Name**. The user name restrictions depend on the underlying identity store that is configured with WebCenter Spaces.

Click **Check User Name Available** to determine whether a WebCenter user is registered with that name. Click **OK** to dismiss the confirmation message and, if necessary, enter a different name.

3. Enter a suitable **Password**, and then **Re-enter Password** for verification. The password restrictions depend on the underlying identity store that is configured with WebCenter Spaces.
4. Enter your **First Name** and **Last Name**, and an **Email Address**.
5. Click **Register**.

Once your User Name and Password are registered with WebCenter Spaces, the group space to which you were invited opens.

9.4 Unsubscribing from a Group Space

It is easy to unsubscribe from a group space when you no longer want or need membership.

Some unsubscription requests require approval from the group space moderator so you may not be removed from the group space immediately. You will receive a Worklist notification when your membership is revoked.

Once you have successfully unsubscribed from a group space, it is removed from your **Group Spaces** menu.

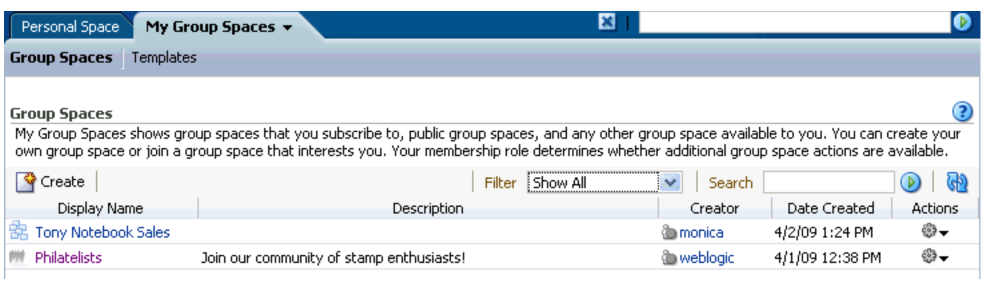
To unsubscribe from a group space:

1. Log in to WebCenter Spaces.

   For more information, see Section 2.2.1, "Logging In to a WebCenter Application".

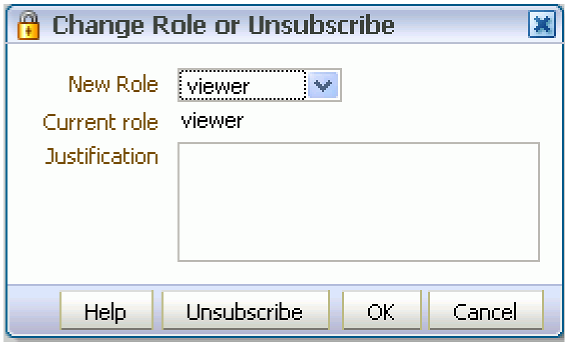
2. From the **Group Spaces** menu at the top of the application, select **My Group Spaces** to display the **Group Spaces** page (Figure 9–11).

Figure 9–11 Group Spaces Page



3. To unsubscribe from a group space, click the Actions icon for the group space and select **Change Roles/Unsubscribe**.
4. The Change Role or Unsubscribe dialog box opens (Figure 9–12).

Figure 9–12 Unsubscribing from a Group Space



5. To remove yourself from the group space, click **Unsubscribe**.

   A confirmation message similar to Figure 9–13 displays.

Figure 9–13 Unsubscription Confirmation Message

6. Click **OK** to acknowledge the confirmation message.

If an unsubscription request requires approval, you are not removed from the group space immediately. Check back later or monitor your Worklist—you will receive notification when your unsubscription request is approved or rejected by the group space moderator.

9.5 Requesting a Group Space Member Role Change

If you are unable to perform all the actions that you would like in your group space, you can request a change to your membership role. For example, you might want to participate in an interesting discussion thread or raise a new issue but in your current role you are only allowed to view ongoing discussions.

Role change requests may or may not require approval, depending on how the group space moderator has defined membership changes for a particular role. You will receive a Worklist notification when your new role is approved.

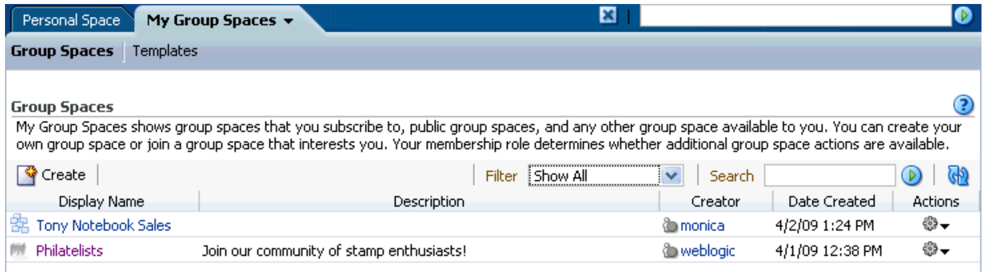
To change your group space role:

1. Log in to WebCenter Spaces.

   For more information, see Section 2.2.1, "Logging In to a WebCenter Application".

2. From the **Group Spaces** menu at the top of the application, select **My Group Spaces** to display the **Group Spaces** page (Figure 9–14).

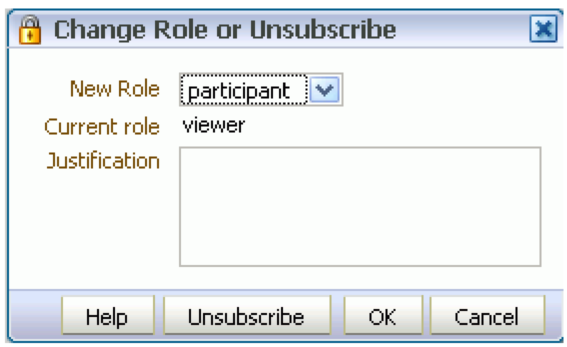
Figure 9–14 Group Spaces Page



3. To determine your current group space role, click the Actions icon, and select **About Group Space**. The **Membership** field indicates your current role in the group space. To change your role in a group space, click the Actions icon for the group space and select **Change Roles/Unsubscribe**.

   The Change Role or Unsubscribe dialog box opens (Figure 9–16).

Figure 9–15 Changing Your Group Space Role



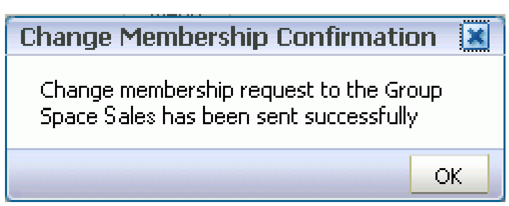
4. Choose your preferred role from the **New Role** list.

   The group space moderator controls the list of roles displayed here. Out-of-the-box group space roles include `Viewer`, `Participant`, and `Moderator` but a subset of these or other custom roles may display.

5. Click **OK**.

   You should see a confirmation message similar to Figure 9–16. This message displays whether or not the selected role change requires approval.

Figure 9–16 Change Membership Confirmation Message



6. Click **OK** to acknowledge the confirmation message.

7. Click the Refresh icon to refresh **My Group Spaces** to confirm your membership status has changed.

Note: Your new role is not effective immediately when membership change requests require approval. Check back later or monitor your Worklist —your new role will be effective as soon as the group space moderator approves it.

9.6 Interacting with Group Spaces Before Logging In (Public User)

Public group spaces are available to anyone with Internet access, without logging in to WebCenter. A group space moderator can make an entire group space public, or restrict access to certain group space pages. The public information provided allows the group space to be shared with non-members and people outside of the WebCenter Spaces community.

You can access public group spaces:

- Directly, using the group space's URL.
- From the WebCenter Spaces Welcome page, if your installation is configured to display this page (Figure 9–17).

Figure 9–17 Public Group Spaces link on Welcome Page

The WebCenter Spaces administrator controls what a public user can see or do. Typically, public users have read-only (`View`) permissions, but administrators can grant additional privileges should this be required. For more information, see "Granting Permissions to the Public-User" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

A role called `Public-User` is available by default for every group space. The group space moderator can control what the public user can see or do, overriding the public user permissions set by the administrator at the application level. For more information, see Section 10.11.3, "Granting Public Access to a Group Space".

10

Building Group Spaces

If you have been granted the `Group Spaces-Create` permission by the WebCenter Spaces administrator, you can create a group space using one of the out-of-the-box templates, your own custom template, and published templates created by others.

This chapter contains the following sections:

Audience

This chapter is intended for users who want to create a group space or an environment dedicated to a group effort or an area of interest. You must have been granted the `Group Spaces-Create` permission by the WebCenter administrator to create group spaces of your own. For more information, see "Understanding User Permissions" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

The rest of the chapter assumes that you, as group space owner, have the group space `Moderator` role or a custom role that includes the default permissions granted to a moderator. If additional permissions are required, it is noted in the affected section.

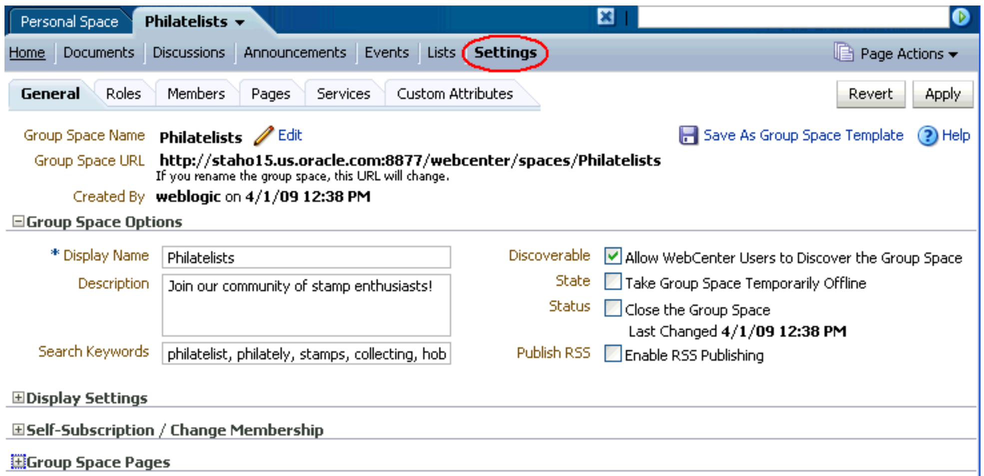
The WebCenter Spaces administrator has the authority to expose or hide some group space features and services. This means that some of the tasks discussed in this chapter may not be available to you if the associated feature or service is hidden.

10.1 Who Is the Group Space Moderator?

When you create a group space, you become the default group space *moderator*. As a group space creator, you are given the group space `Moderator` role. In this role, you have full control over the group space presentation and content, as well as administrative responsibilities, as listed in Section 12.2.1.1, "Understanding the Default Group Space Roles".

All group space administration takes place on the pages of the **Settings** tab (Figure 10–1). Group space moderators and anyone granted the `Manage` or `Configure` permission on the group space can see the **Settings** tab and its pages—**General**, **Roles**, **Members**, **Pages**, **Services**, **Custom Attributes**.

Figure 10–1 Group Space Settings Tab and Pages



The pages on the **Settings** tab allow group space moderators to perform the following tasks:

Page	Description
General	Use this page to set various group space properties. For more information, see: Section 10.6, "Customizing Standard Group Space Pages" Section 10.7.2, "Changing the Group Space Display Name" Section 10.7.3, "Changing the Group Space Icon" Section 10.7.4, "Changing the Group Space Logo" Section 10.7.5, "Setting the Group Space Default Display Mode" Section 10.7.6, "Customizing Copyright and Privacy Statements" Section 10.9, "Creating Your Own Group Space Templates" Section 10.11.1, "Making a Group Space Known (Discoverable)" Section 11.3.5, "Enabling or Disabling RSS News Feeds for a Group Space" Section 11.4, "Taking a Group Space Offline" Section 11.5, "Bringing a Group Space Back Online" Section 11.6, "Closing a Group Space" Section 12.1, "Setting Up the Group Space Membership Policy"
Roles	Use this page to manage member roles and permissions. For more information, see: Section 10.11.3.1, "Making a Group Space Public" Section 12.2, "Managing Group Space Roles and Permissions"

Page	Description
Members	Use this page to manage group space members and assign member roles. For more information, see: Section 12.3, "Managing Members and Assigning Roles"
Pages	Use this page to manage group space pages. For more information, see: Section 10.5, "Managing Group Space Pages" Section 10.7.1, "Choosing a Default Page Scheme and Style" Section 10.11.3.2, "Making Individual Group Space Pages Public"
Services	Use this page to enable and disable services operating in the group space; for example: Announcements, Discussions, Documents, Group Space Events, and Lists. For more information, see: Section 11.3.1, "Enabling and Disabling Services Available to a Group Space" Section 11.3.2, "Configuring a Custom Group Space Mail Distribution List" Section 11.3.3, "Specifying Where Group Space Discussions Are Stored" Section 11.3.4, "Publishing Group Space Mail in a Discussion Forum"
Custom Attributes	Use this page to define custom attributes for the group space. For more information, see: Section 10.8, "Defining Custom Attributes for a Group Space"

10.2 What You Should Know About Group Space Templates

When you create a group space, you can base its look and feel on a template, either provided out-of-the-box by WebCenter Spaces or a customized template that you design.

The following group space templates are provided out-of-the box:

- **Blank**. This template provides an essentially unpopulated, unconfigured starting point for building a group space exactly to your specifications. When you create a group space using this template, it results in a blank Home page. All group space services such as discussions, announcements, and so on, are disabled.

  This template is useful when you find that the pages and content supplied by the other templates don't suit your needs and you want to design your group space or group space template from scratch.

  By default, a single forum is created under the application root category for each new group space based on the Blank template. If you consider a category that supports multiple forums to be more suitable for the group space, you can set the Discussions server connection property `group.mapping` to `category` (see "Registering Discussions Servers Using Fusion Middleware Control" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*). This setting takes effect when the Discussions service is provisioned.

- **Community of Interest**. This template is provided out-of-the-box to support people sharing a common area of interest, as opposed to collaborating to achieve a goal or complete a project. You can create a group space using this template, and optionally make modifications to create a customized template.

  The focus of a community of interest is to learn more about a subject area through the sharing of expertise, ideas, and content. Interest-based group spaces provide a consistent, dynamic, timely, and interactive participant experience. For example, all the Java programmers responsible for supporting your customer-facing Web site might want a place to keep up with what's happening in the Java world using discussion forums, links to articles about upcoming patches, and so on.

A category and a default forum are created under the root category for each new group space based on the Community of Interest template. Additional forums are allowed.

- **Group Project**. This template is provided out-of-the-box to support team members united in completing a common task, such as a development project. You can create a group space using this template, and optionally make modifications to create a customized template.

  The focus of a project group space is to streamline the process of starting a new project, defining the project team, and executing on project deliverables. Members can share documents, communicate with one other, keep up to date on status, and just generally function better as a team than as individuals working side by side.

  A single forum is created under the root category for each new group space based on the Group Project template.

You can also create group space templates of your own (see Section 10.9, "Creating Your Own Group Space Templates").

By default, the group space template used determines whether a category or single forum is allocated on the discussions server for a particular group space (see Section 11.3.3, "Specifying Where Group Space Discussions Are Stored").

10.3 Creating a New Group Space

To create a group space:

1. Log in to WebCenter Spaces.

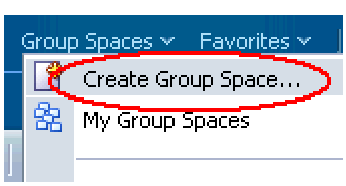
   For more information, see Section 2.2.1, "Logging In to a WebCenter Application".

2. From the **Group Spaces** menu at the top of the application, select **Create Group Space** (Figure 10–2).

   If you do not see this option, ask your WebCenter Spaces administrator to grant you the `Group Spaces-Create` permission. For more information, see "Understanding User Permissions" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

   Figs OK.

Figure 10–2 Group Spaces Menu

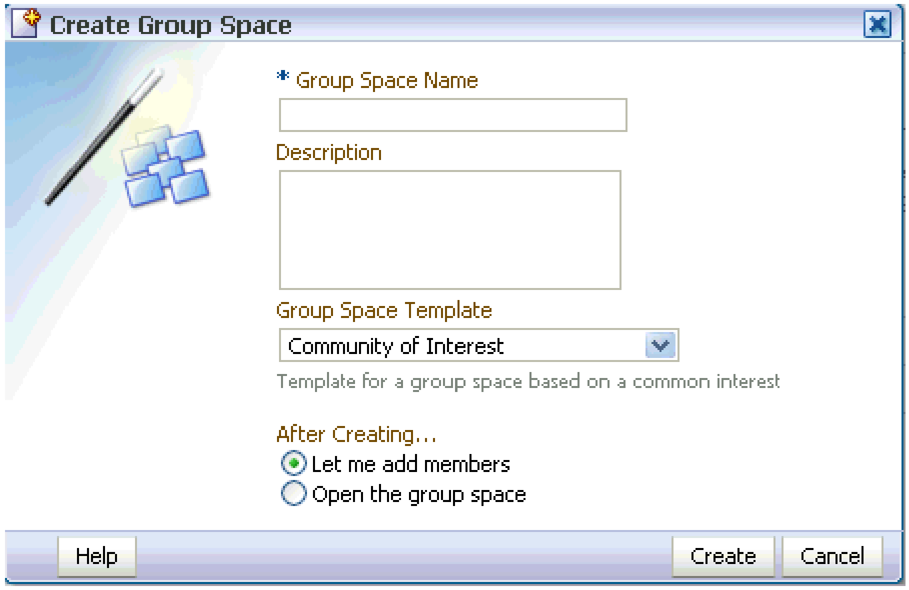


This figure shows the Group Spaces menu expanded with Create Group Space circled.

****

3. In the Create Group Space dialog box (Figure 10–3), enter a **Group Space Name**.

Figure 10–3 Create Group Space Dialog Box



This name displays on the group space tab (at the same level as Personal Space). Group space names can contain alphanumeric characters, underscores, and spaces. The maximum allowable length is 200 characters. The following reserved keywords are not allowed as the full group space name either in upper or lowercase, or a combination of both—`webcenter`, `pages`, `page`, `spaces`, `space`, `group`, `groups`, `group space`, `group spaces`, `webcenter space`, `webcenter spaces`, `webcenter administration`, `my group spaces`, `admin`, `last`. These reserved words are allowable as part of a longer name (for example, `Sales Group`).

> **Note:** WebCenter Spaces converts spaces in a group space name to underscores in the internal name. Thus, if you have created a group space named `My Group`, then try to create another group space named `My_Group`, WebCenter Spaces returns an error stating that a group space with that name exists.

4. Enter a short **Description** explaining the purpose or objective of your group space.
5. Choose a **Group Space Template** from the list provided.

   Three templates are provided out-of-the-box—Blank, Community of Interest, and Group Project (see Section 10.2, "What You Should Know About Group Space Templates"). Other custom templates specific to your WebCenter application may be listed here too (see Section 10.9, "Creating Your Own Group Space Templates").

> **Note:** When you select a template on which to base a new group space, then subsequently the template is made private by another user before you have completed creating the group space, the template remains valid for your use while you are still creating the group space.

6. Select one of the following:

- **Let me add members** to display the group space **Member** page after you click **Create**. From here you can add or invite members to join your group space. See Section 12.3, "Managing Members and Assigning Roles".
- **Open the group space** to display the group space **Home** page after you click **Create**. You may prefer to develop the group space content before inviting any members.

  Later, when you are ready, you can set up the group space membership policy. See Section 12, "Managing Group Space Members and Roles".

7. Click **Create**.

10.4 Adding Content to a Group Space

Once you have created a group space, you probably want to add pertinent content to it. Moderators and group space members given a role that is granted the appropriate group space and `Pages` permissions can.

- Add and administer group space pages. See Section 10.5, "Managing Group Space Pages".
- Customize the standard pages that users see when they open the group space, attempt to subscribe to the group space, do not have access to the group space, and so on. See Section 10.6, "Customizing Standard Group Space Pages".
- Apply colors, styles, icons, and logos to "brand" group space pages with a specific look and feel. See Section 10.7, "Applying a Look and Feel to a Group Space".
- Add custom attributes that are unique to the group space and its characteristics. See Section 10.8, "Defining Custom Attributes for a Group Space".
- Create new templates, based on the group space. See Section 10.9, "Creating Your Own Group Space Templates".
- Include wikis and blogs on group space pages. See Section 10.10, "Adding Wikis or Blogs".
- Make the group space discoverable only by other WebCenter users, or publicly available. See Section 10.11, "Making a Group Space Available".

10.5 Managing Group Space Pages

Moderators and group space members can manage group space pages in two ways:

- On any page of the group space, any group space member (viewers, participants, or moderators) can click **Page Actions**, then select **Manage Pages** (Figure 10–4) to open the Manage Pages dialog box (Figure 10–5) to personalize their environment.

Figure 10–4 Page Actions Menu

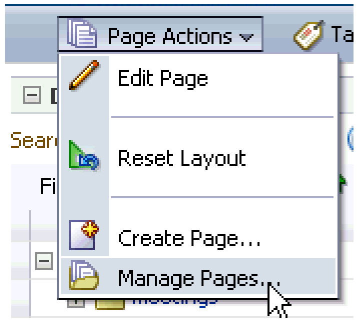
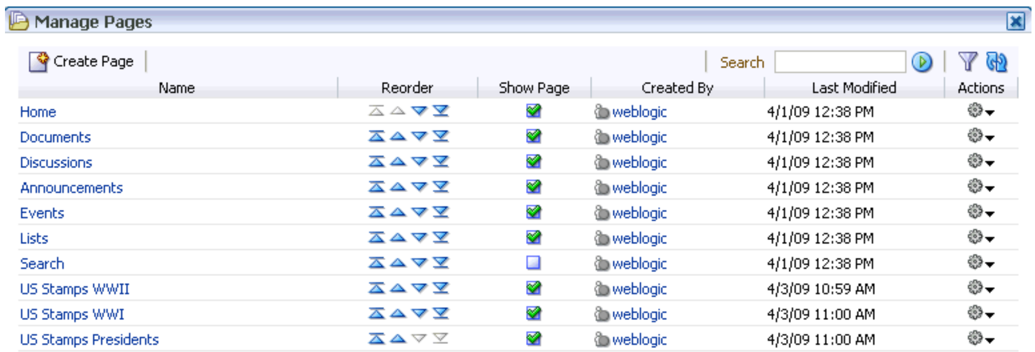


Figure 10–5 Manage Pages Dialog Box

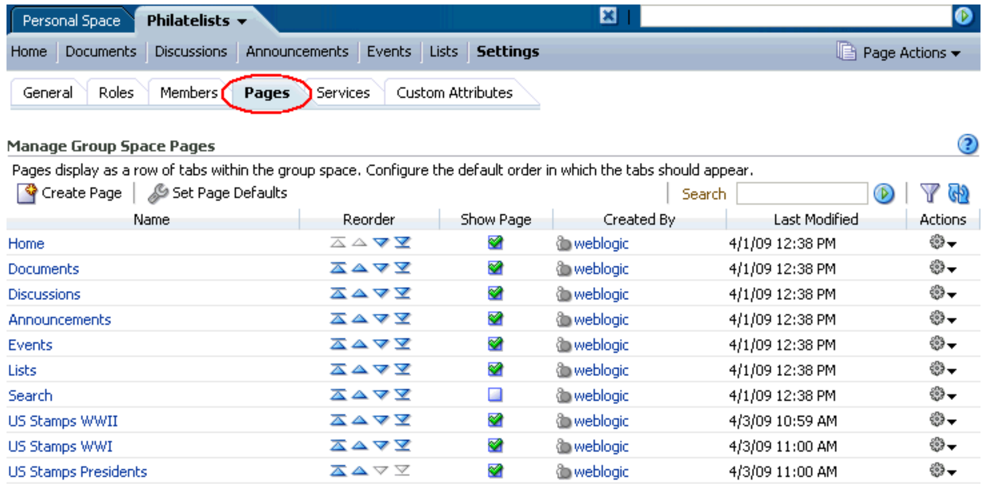


The actions available in the Manage Pages dialog box depend on your privileges the group space.

Any changes you make to group space page preferences in the Manage Pages dialog box apply only to your personal view, and not to anyone else who has access privileges to those pages. This behavior is similar to the Manage Pages dialog box for personal pages, as described in Chapter 5, "Working with the Manage Pages Dialog Box". Note that the results of some operations such as page editing, deleting, copying, and renaming are visible to all members in the group space.

- Anyone with `Pages-Manage` permissions can also manage group spaces pages on the **Pages** page (Figure 10–6).

Figure 10–6 Group Space Pages Page



Any changes made to group space page preferences on the **Pages** page apply to everyone who has access privileges to those pages, allowing moderators to configure the default page settings for the group space. Managing group space pages on the **Pages** page is similar to managing page defaults for personal pages, as described in "Setting Up a Default Look and Feel for Personal Pages" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

Note: If you view a page at the same time that another user is editing the page, you may not immediately see the results of changes made by the other user in your session. To reliably see any changes, you must view the page after the other user has saved their edits.

To view and manage pages belonging to a group space:

1. Click the **Settings** tab, then the **Pages** tab.
2. On the **Pages** page, perform any of the following tasks:
   - To create a page in the group space, click **Create Page** to display the Create Page dialog box, where you can specify the name, scheme, background color, and style for the new page. Take care when naming your group space pages if you intend to share them, as pages in the same group space that share the same name also share the same pretty URL. For example, if Asok and Pat both create a page named `Tasks` in a group space called `Finance`, the pretty URL for both pages is: `http://<host>:<port>/webcenter/spaces/Finance/page/Tasks`. If a user is given access to both pages, they can view only one them. For example, if Monica is granted access to both pages the following may occur:
     – If Asok shares his `Tasks` page with Monica: Monica sees Asok's page.
     – If Asok shares his `Tasks` page with Pat: Pat sees his own page, but not Asok's.
     – If Pat now shares his `Tasks` page with Monica: Monica sees Asok's page (as she saw it first), not Pat's.

     For detailed information about each selection, see Section 6.1, "Creating Pages".

If you have previously specified (in the Set Page Defaults dialog box) that page defaults should always be used for new pages, the new page is immediately created with the preset defaults, skipping the Create Page dialog box.

New group space pages by default display as a new tab for all group space members with roles that have permissions to view pages.

- To select a default look and feel for group space pages, click **Set Page Defaults** to display the Set Page Defaults dialog box, where you can specify the default scheme, style, and background color for group space pages. For detailed information about each selection, see Section 5.5, "Setting Page Creation Defaults for Your Personal Pages".
- To list one or more specific group space pages, enter a full or partial search term in the **Search** field, then click the Search icon to refresh the list with all group space pages for which a match is found in the **Name** or **Created By**. To clear the current search string and display all group space pages, click the Clear Search icon.
- To display a filter panel above the page list to enable you to display a subset of pages by **Name** or **Created By**, click the Filter icon. For more information about filtering, see Section 5.3.2, "Filtering Your View of Pages in the Manage Pages Dialog Box".
- To refresh the list of pages, first ensure that any prior search is cleared (click the Clear Search icon), and no filter is specified in the filter panel, then click the Refresh icon.
- To change the order in which the pages display, click the Reorder icons. For more information about reordering pages, see Section 5.4, "Changing the Order of Pages Through the Manage Pages Dialog Box".
- To display a page as a tab in the group space, click the **Show Page** check box for that page to show a green check mark, and clear the check box to hide the page.

Note: If you clear the **Show Page** check box for the currently active page displayed on your screen, the Manage Pages dialog box closes immediately as the page is hidden.

- Under **Actions**, click the Actions icon for a selected page to perform any of the following actions:
  - To edit the content of the page, select **Edit Page** to display the page in Oracle Composer.
  - To make a copy of the page, select **Copy Page** to open the Copy Page dialog box. Enter a name for the new page, and click **OK**.

Note: You must have the `Pages-Create` permission to copy a page. If you have not been granted this permission, then the **Copy Page** selection is not available to you.

  - To rename the page, select **Rename Page** to open the Rename Page dialog box. Enter a new name for the page, and click the Save icon.

– To modify user access to a page, select **Set Page Access** to open the Set Page Access dialog box where you can set permissions for available user roles. The steps are similar to those described in Section 5.7, "Setting and Revoking Page Access Permissions".

– To remove a page from the group space, select **Delete Page** to display the Delete Page dialog box.

– To give read-only access to a specific page in a public group space, select **Make Public**. This selection is active only if the `Public-User` role has been given permission to access the group space on the **Roles** page (see Section 10.11.3.1, "Making a Group Space Public").

– To restrict the page access to group space members only, select **Remove Public Access**. This selection is active only if the `Public-User` role has been given permission to access the group space on the **Roles** page (see Section 10.11.3.1, "Making a Group Space Public").

– To add the group space page to the list of pages in your personal space, select **Add to Personal Space**.

– To view the printable version of the page, select **Print Preview**.

– To view information about the page, select **About This Page** to open the Page Information dialog box, which shows Name, Created By, Date Created, Last Modified, and Direct URL.

10.6 Customizing Standard Group Space Pages

The following customizable default pages are provided with every group space:

- Home page
- Self-Subscription page
- Unauthorized Access page
- Group Space Unavailable page

The default content of these pages is derived from the template on which the group space is based. If required, the group space moderator may customize the content of all these pages, as described in the following sections:

- Customizing the Home Page
- Customizing the Self-Subscription Page
- Customizing the Unauthorized Access Page
- Customizing the Group Space Unavailable Page

10.6.1 Customizing the Home Page

The group space Home page is the starting point for most members and visitors. The group space moderator can use the Home page to welcome visitors, advertise group space objectives, highlight important information, and to launch group space content and activities.

Home pages are not mandatory. Most group space templates provide a default Home page, which the moderator can edit or delete as for any other page in the group space. See Section 10.5, "Managing Group Space Pages".

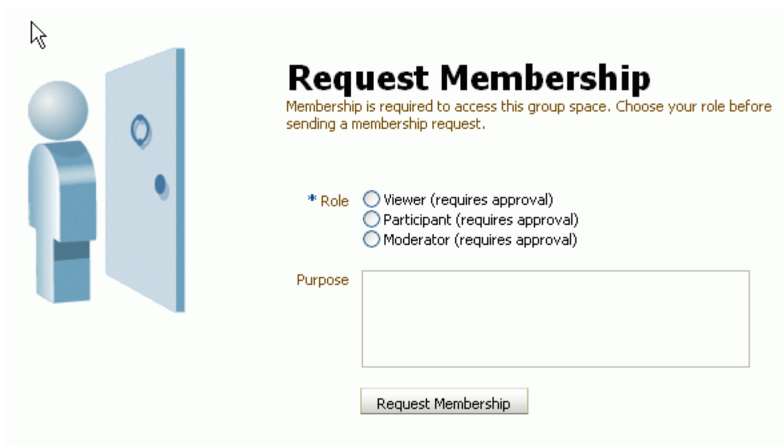
10.6.2 Customizing the Self-Subscription Page

The Self-Subscription page allows users to subscribe to a group space. Self-subscription is useful when the moderator wants other people to discover and join the group space. Communities of interest are particularly suited to this form of member enrollment as the group space often reaches a wider audience.

Figure 10–7 shows the Self-Subscription page supplied out-of-the-box. This is the default page for group spaces based on built-in templates. The default page might be different for group spaces based on other templates.

As a group space moderator, you can customize certain aspects of this page. You cannot edit or delete individual input fields and buttons on the page but you can delete entire regions containing these elements, add new components, and change the page layout if required

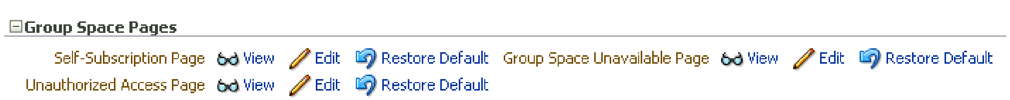
Figure 10–7 Default Self-Subscription Page



To customize the Self-Subscription page:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Pages**, next to **Self-Subscription Page**, click **View** to display the current version of the page, or click **Edit** to customize the page (Figure 10–8).

Figure 10–8 Editing the Self-Subscription Page



3. Edit the Self-Subscription page in Oracle Composer, then click **Save**.

> **Note:** To edit existing text in the page, click the **View** menu and select **Source**. Click editable regions of the page to modify the existing text. For text that is not directly editable, open its properties dialog box (right-click the object in the Source view and select **Properties**), and enter the new text in the **Value** field. To add content to the page, click the **View** menu and select **Design**. In the editable areas of the page, click **Add Content**. For more information about working with Oracle Composer, see Section 4.3, "Introducing Oracle Composer".

4. To restore the default version of the page, click **Restore Default**.

10.6.3 Customizing the Unauthorized Access Page

The Unauthorized Access page displays when someone tries to open a group space or group space page under the following conditions:

without access permissions. If someone tries to open a group space in which they are not a member:

- The group space does not allow self-subscription (see Section 12.1.1, "Managing Self-Subscription and Membership Changes for a Group Space").
- A group space member attempts to display a page in the group space for which their role does not have access permissions.

If the user tries to open a group space that allows self-subscription (see Section 12.1.1, "Managing Self-Subscription and Membership Changes for a Group Space"), the Request Membership page displays.

Moderators can customize the default content of this page.

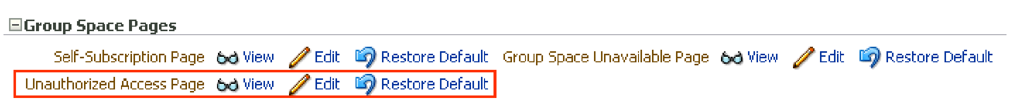
Figure 10–9 shows the Unauthorized Access page supplied out-of-the-box. This is the default page for group spaces based on built-in templates. The default page might be different for group spaces based on other templates.

Figure 10–9 Default Unauthorized Access Page

To customize the Unauthorized Access page:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Pages**, next to **Unauthorized Access Page**, click **View** to display the current version of the page, or click **Edit** to customize the page (Figure 10–10).

Figure 10–10 Editing the Unauthorized Access Page



3. Edit the Unauthorized Access page in Oracle Composer, then click **Save**.

Note: To edit existing text in the page, click the **View** menu and select **Source**. Click editable regions of the page to modify the existing text. For text that is not directly editable, open its properties dialog box (right-click the object in the Source view and select **Properties**), and enter the new text in the **Value** field. To add content to the page, click the **View** menu and select **Design**. In the editable areas of the page, click **Add Content**. For more information about working with Oracle Composer, see Section 4.3, "Introducing Oracle Composer".

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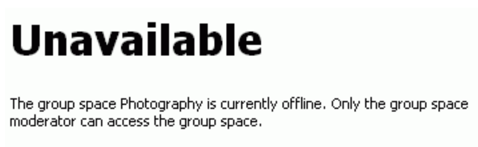
4. To restore the default version of the page, click **Restore Default**.

10.6.4 Customizing the Group Space Unavailable Page

The Group Space Unavailable page displays when a group space member tries to open a group space that is temporarily offline. The group space moderator can customize the default content of this page.

Figure 10–11 shows the Group Space Unavailable page supplied out-of-the-box. This is the default page for group spaces based on built-in templates. The default page might be different for group spaces based on other templates.

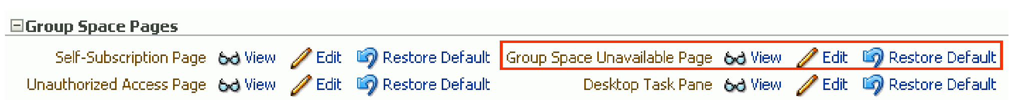
Figure 10–11 Default Group Space Unavailable Page



To customize the Group Space Unavailable page:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, in the **Group Space Pages** section, next to **Group Space Unavailable Page**, click **View** to display the current version of the page, or click **Edit** to customize the page (Figure 10–12).

Figure 10–12 Editing the Group Space Unavailable Page



3. Edit the Group Space Unavailable page in Oracle Composer, then click **Save**.

Note: To edit existing text in the page, click the **View** menu and select **Source**. Click editable regions of the page to modify the existing text. For text that is not directly editable, open its properties dialog box (right-click the object in the Source view and select **Properties**), and enter the new text in the **Value** field. To add content to the page, click the **View** menu and select **Design**. In the editable areas of the page, click **Add Content**. For more information about working with Oracle Composer, see Section 4.3, "Introducing Oracle Composer".

---

4. To restore the default version of the page, click **Restore Default**.

10.7 Applying a Look and Feel to a Group Space

To apply a unique look and feel to a group space, or to associate a group space with specific branding, the group space moderator can customize the colors, style, icons, logos, and other aspects of the group space pages.

This section contains the following sub-sections:

- Choosing a Default Page Scheme and Style
- Changing the Group Space Display Name
- Changing the Group Space Icon
- Changing the Group Space Logo
- Customizing Copyright and Privacy Statements
- Setting the Group Space Default Display Mode

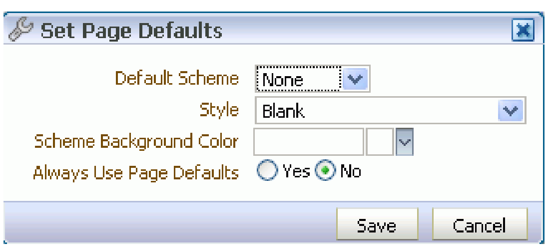
10.7.1 Choosing a Default Page Scheme and Style

As a group space moderator, you can choose the default page scheme and style for new pages that you create for your group space. To edit the page scheme and style of existing pages, see Section 6.4, "Working with Page Layouts, Styles, and Schemes".

To choose a default scheme and style for new pages in a group space:

1. Click the **Settings** tab, then the **Pages** tab.
2. On the **Pages** page, click **Set Page Defaults** to display the Set Page Defaults dialog box (Figure 10–13), where you can specify the default scheme and style for group space pages.

Figure 10–13 Set Page Defaults Dialog Box



For more information about each setting, see Section 5.5, "Setting Page Creation Defaults for Your Personal Pages".

3. Select an option next to **Always Use Page Defaults**:

   Yes—Pages created for this group space must always use the page scheme and style chosen here. Select this option to enforce a common look and feel across the entire group space by skipping the Create Page dialog box, and creating pages using the defaults set here.

   No—Group space members can create pages with different schemes and styles, with the default values you specify displayed as initial values in the Create Page dialog box.

10.7.2 Changing the Group Space Display Name

Moderators and users with the `Group Spaces-Configure` permission can change the group space display name, which appears on the group space tab, and dialog boxes and pages where users can select the group space.

> **Note:** Changing the display name does not impact the internal name and URL for the group space. See Section 11.2, "Renaming a Group Space (and Changing the Group Space URL)".

To change the display name of a group space:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Options**, modify the **Display Name**.

Figure 10–14 Changing the Group Space Display Name

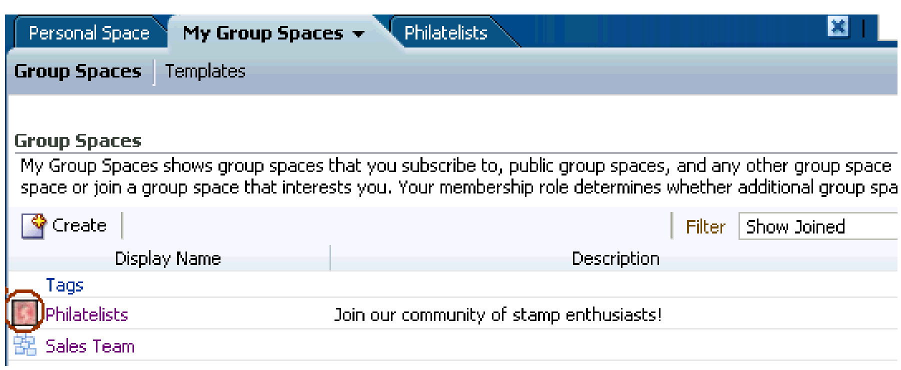
3. Click **Apply** to save.

10.7.3 Changing the Group Space Icon

Group space icons display alongside group space names on the **Group Spaces** page in **My Group Spaces** to help other users with identification and location (Figure 10–15).

The default icon is provided by the template used when you create the group space but you can choose a different icon if desired.

Figure 10–15 Displaying a Group Space Icon

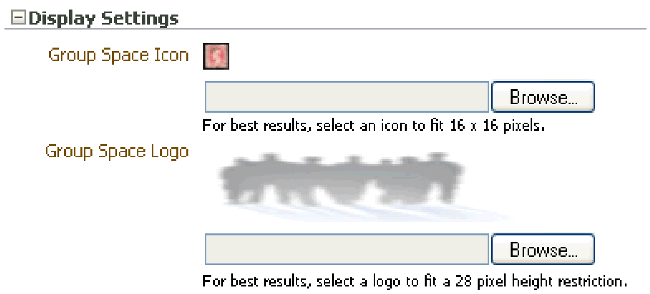


To change the group space icon:

1. Click the **Settings** tab, then the **General** tab.

2. On the **General** page, under **Display Settings**, enter the location and file name of a **Group Space Icon**, or click **Browse** to open the File Upload dialog box to select an icon (Figure 10–16). For best results, select an icon of 16 x 16 pixels.

Figure 10–16 Changing the Group Space Icon



3. Click **Apply** to save.

   The new icon displays above the input field, and also alongside the group space name on the **Group Spaces** page in **My Group Spaces**.

10.7.4 Changing the Group Space Logo

Group spaces created from a template may display a default logo (Figure 10–17) on the **Home** page. Also, when a group space is displayed in Full Screen Mode, the group space logo displays alongside the group space name at the top of the page.

Moderators can add a logo (or change the default logo) to something more suitable if desired.

Figure 10–17 Displaying a Group Space Logo

To change the group space logo:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Display Settings**, enter the location and file name of a **Group Space Logo**, or click **Browse** to open the File Upload dialog box to select a logo (Figure 10–16). For best results, select aa logo to fit the 28 pixel height restriction.
3. Click **Apply** to save.

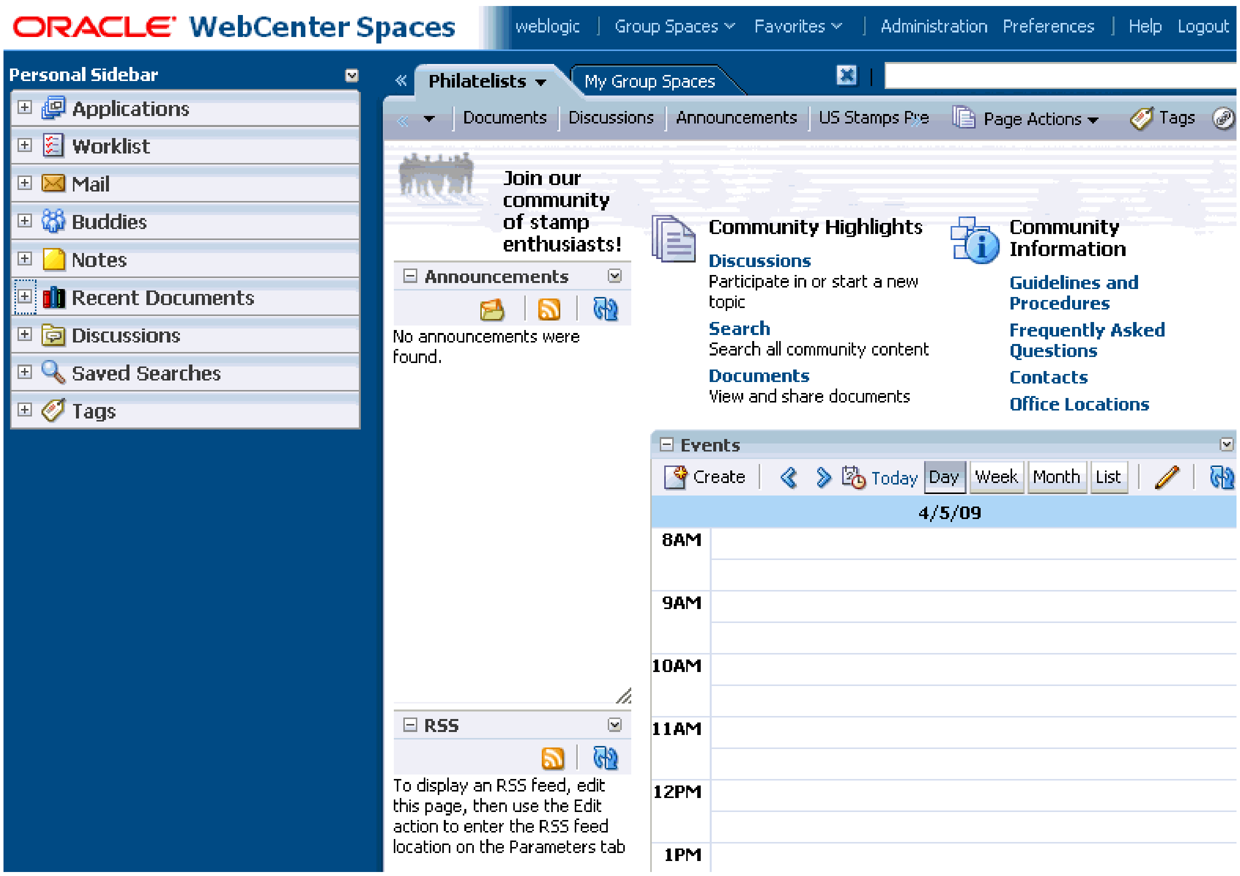
The new logo displays above the input field. It also displays at the top of the **Home** page of the group space, and alongside the group space name at the top of the page when the group space is displayed in Full Screen Mode (see Section 10.7.5, "Setting the Group Space Default Display Mode").

10.7.5 Setting the Group Space Default Display Mode

A group space can be viewed in one of two modes:

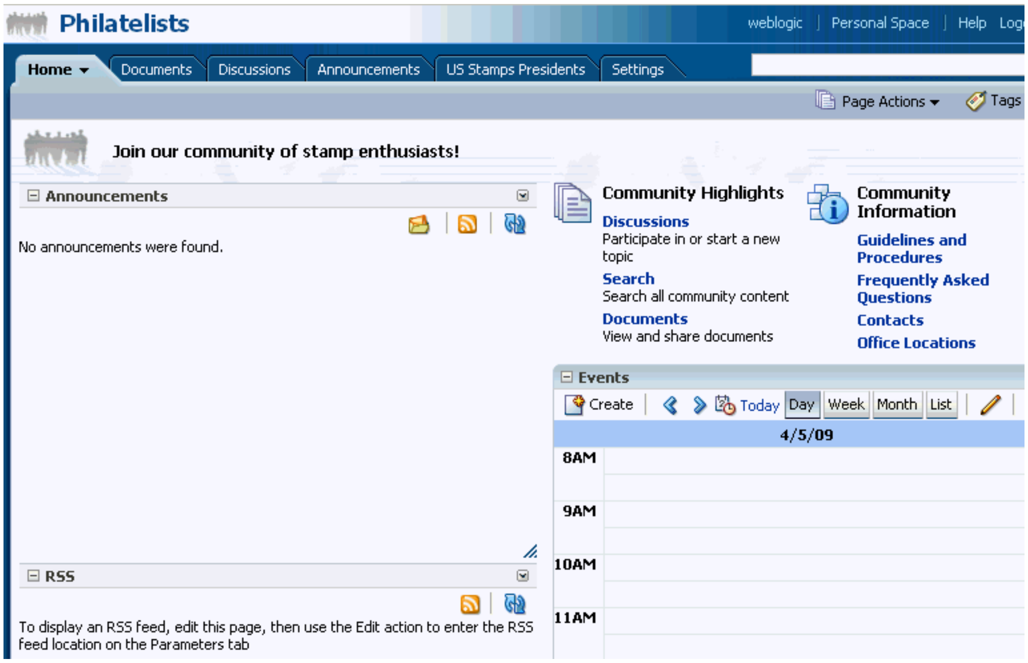
- **Normal Mode**. Opens the group space as a tab within WebCenter Spaces, as shown in Figure 10–18.

Figure 10–18 Group Space in Normal Mode



- **Full Screen Mode**. Opens the group space to occupy the entire screen; the rest of WebCenter Spaces is hidden, as shown in Figure 10–19. This option enables users to focus entirely on the group space and maximizes the display area.

Figure 10–19 Group Space in Full Screen Mode



To set the default display mode:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Displays Settings**, select the desired default display mode, as shown in Figure 10–20.

Figure 10–20 Setting the Default Display Mode

3. Click **Apply** to save.

When group space users open the group space, it displays in the specified mode. This setting cannot be changed by end users.

10.7.6 Customizing Copyright and Privacy Statements

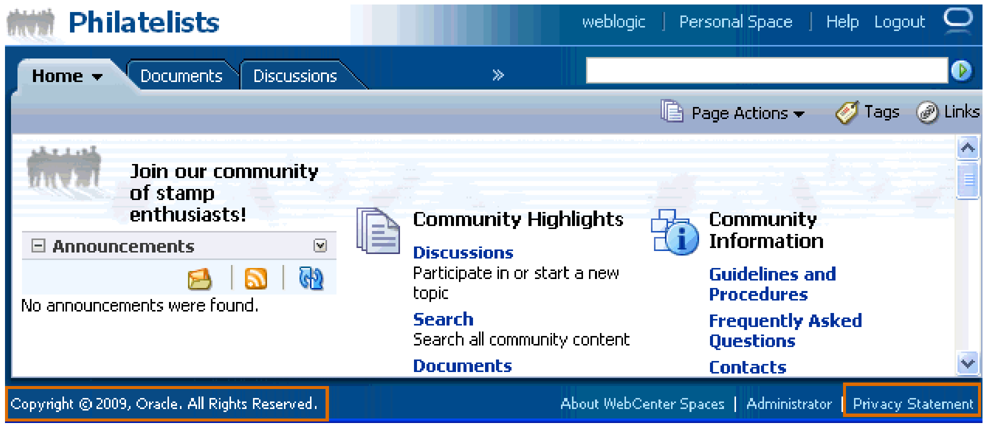
Moderators can customize or hide the copyright and privacy statements for a group space. Copyright and privacy details specific to the group space display in Full Screen Mode only. In Normal Mode, when the group space displays as a tab within WebCenter Spaces, copyright and privacy statements applicable to the entire application display. See Section 10.7.5, "Setting the Group Space Default Display Mode".

If displayed, the copyright and privacy URL appear in the page footer of the group space (Figure 10–21):

- Copyright - Displays a copyright statement specific to the group space.

- Privacy URL - Links to a document that contains a privacy policy for the group space.

Figure 10–21 Customizing the Copyright and Privacy URL



To customize the copyright and privacy URL for a group space:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Displays Settings**, select **Display Page Footer** to display a page footer when the group space is displayed in Full Screen Mode (Figure 10–22).

   Clear the check box to hide the page footer when the group space is displayed in Full Screen Mode.

Figure 10–22 Customizing the Copyright and Privacy URL

3. In the **Copyright** and **Privacy URL** fields, enter appropriate values.
4. Click **Apply** to save.

10.8 Defining Custom Attributes for a Group Space

Each group space comes with a set of built-in attributes such as name, description, date created, icon, and so on. In addition to these built-in attributes, moderators can add custom attributes that are unique to the group space and its characteristics.

Custom attributes let you specify additional group space information (metadata). Custom attributes are propagated throughout the group space. Any group space pages, task flow, or portlet that delivers customized content based on parameter values can accept custom attribute values and display content accordingly using the following Expression Language (EL) syntax to access the custom attribute value:

```
#{spaceContext.currentSpace.metadata.customAttributes[attributeName]}
```

A custom attribute is simply a name value pair (such as `customerId=400`, `orderId=11`, or `userName=Smith`). For example, if you build a group space for customer analysis purposes, it might contain several custom task flows that take the parameter `customerId` as an input: task flows such as Customer Sales History, Customer Satisfaction Rating, Future Sales Prospects, or Customer Contact Information. With a custom attribute defined named `customerId` with an appropriate customer value, all the task flows that can accept a `customerId` can display information specific to that customer.

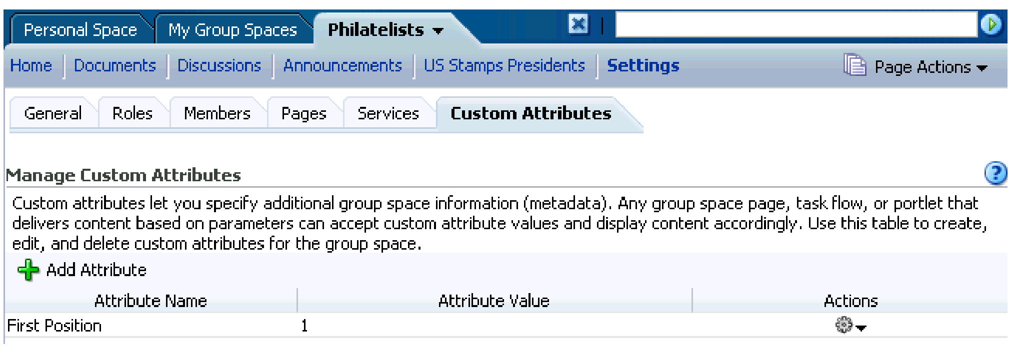
A custom attribute can also be dynamic, using Expression Language (EL) expressions (see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties"). For example, a custom attribute could use an EL expression to read a value that is passed in. A URL that displays the group space could pass the attribute value in the URL (for example, `customerid=10`), which would be applied to the custom attribute using the EL expression. For more information, see Section 8.5, "Passing Parameter Values Through the Page URL."

Custom attributes are stored with the group space template. New group spaces based on the template inherit the custom attributes, but not their values.

To add a custom attribute for a group space:

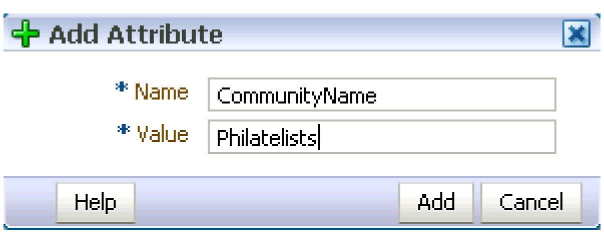
1. Click the **Settings** tab, then the **Custom Attributes** tab.
2. On the **Custom Attributes** page, click **Add Attribute** (Figure 10–23).

Figure 10–23 Defining Custom Attributes for a Group Space



The Add Attribute dialog box opens (Figure 10–24).

Figure 10–24 Entering Custom Attribute Name and Value



3. Enter a unique **Name** for the attribute.
4. Enter a **Value** for the custom attribute. You can type a static value, or specify a dynamic value by entering an Expression Language (EL) expression (see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties").

5. Click **Add** to save the custom attribute and display it in the list on the Custom Attributes page.
6. Under **Actions**, click the Actions icon and select the desired action:
   - To edit a custom attribute, select **Edit Attribute** to display the Edit Attribute dialog box to modify the attribute name or value.
   - To delete a custom attribute, select **Delete Attribute** to display the Delete Attribute dialog box to remove the attribute from the group space.

10.9 Creating Your Own Group Space Templates

Out-of-the-box, WebCenter Spaces provides three group space templates—Blank, Community of Interest, and Group Project (see Section 10.2, "What You Should Know About Group Space Templates"). You cannot modify or delete these templates but you can create new templates, based on group spaces that you own.

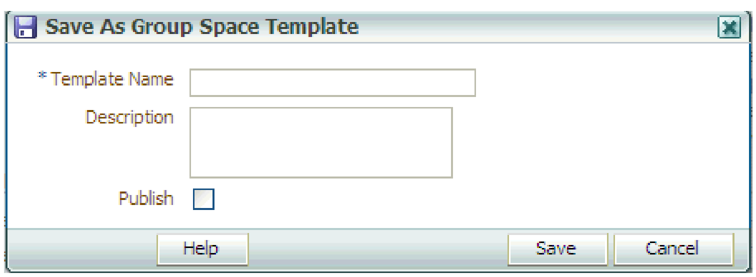
When you save a group space as a template, all the pages, metadata, roles, services, and custom attributes associated with the group space are saved. The group space data, such as documents, discussion threads, list data, and custom attribute values, is *not* saved with the template. You can publish group space templates for others to use; otherwise, they remain private.

To create a template from a group space:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, click **Save As Group Space Template**.

   The Save As Group Space Template dialog box opens (Figure 10–25).

Figure 10–25 Creating a Group Space Template



3. Enter a suitable **Template Name** and **Description**. Choose a name that describes the group space template and other WebCenter users will recognize.

   Group space template names can contain alphanumeric characters, underscores, and spaces. The following reserved keywords are not allowed as the full group space template name either in upper or lowercase, or a combination of both—`webcenter`, `pages`, `page`, `spaces`, `space`, `group`, `groups`, `group space`, `group spaces`, `webcenter space`, `webcenter spaces`, `webcenter administration`, `my group spaces`, `admin`, `last`. These reserved words are allowable as part of a longer name (for example, `Sales Group`).
4. To publish the template to make it available to all WebCenter Spaces users, select **Publish**. The new template remains private unless you publish it. You can modify this setting on the **Templates** page in **My Group Spaces**.
5. Click **Save**.

Use **My Group Spaces** to view and manage all your group space templates, as discussed in Section 11.8, "Managing Group Space Templates".

10.10 Adding Wikis or Blogs

The functionality provided through Oracle Wiki Server is available to you in WebCenter Spaces to include wikis and blogs on your group space pages.

Wiki pages are populated and monitored by a collaborative group of users with common interests and goals. Users with sufficient permission on the wiki can edit a page to add to, revise, or remove information. Everyone works together to create resource pages that are relevant, useful, and up-to-date.

Blogs, on the other hand, are more personal records of an individual user's experience and opinions. Blog pages provide a useful means of capturing and publishing the knowledge and opinions of a subject matter expert.

For information about exposing and developing wikis and blogs on group space pages, see Chapter 23, "Working with Wikis and Blogs".

10.11 Making a Group Space Available

Once you have created a group space, you probably want others to be able to use it. As the group space moderator, you can determine whether the group space should be discoverable only by other WebCenter users, or publicly available:

- Making a Group Space Known (Discoverable)
- Granting WebCenter Spaces Users Access to a Group Space
- Granting Public Access to a Group Space

10.11.1 Making a Group Space Known (Discoverable)

Allowing a group space to be discovered does not make its content accessible. Other WebCenter Spaces users will know that your group space exists as it appears on their **Group Spaces** page. Users interested in your group space can request membership through self-subscription (if enabled) or by mail.

To make a group space available to other WebCenter Spaces users:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Options**, select **Allow WebCenter Users To Discover the Group Space** (Figure 10–26).

Figure 10–26 Making a Group Space Discoverable By WebCenter Spaces Users

3. Click **Apply** to save.
4. (Optional) To allow users to discover and subscribe themselves to your group space, you may want to enable self-subscription too (you can still retain control by

requiring approval for any subscription request). See Section 12.1.1, "Managing Self-Subscription and Membership Changes for a Group Space".

5. Now that you have made the group space discoverable, the next step is to give the appropriate roles the permissions required to access the group space (see Section 10.11.2, "Granting WebCenter Spaces Users Access to a Group Space" and Section 10.11.3, "Granting Public Access to a Group Space").

10.11.2 Granting WebCenter Spaces Users Access to a Group Space

A group space moderator controls what a WebCenter Spaces user can see or do in the group space.

This section contains the following subsections:

- Granting Access to a Group Space
- Granting Access to Individual Group Space Pages

10.11.2.1 Granting Access to a Group Space

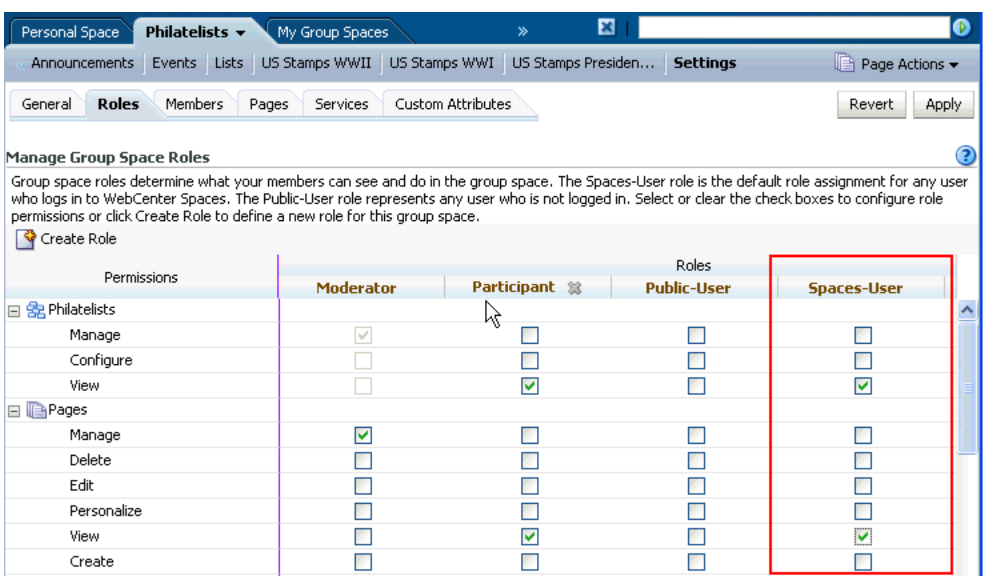
Group space members with the `Moderator`, `Participant`, and `Viewer` roles are granted specific permissions in the group space by default (see Section 12.2.1.2, "Understanding Group Space Permissions"). The group space moderator can modify these permissions as required (see Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role").

To grant other registered WebCenter Spaces users (who have the default `Spaces-User` role) access to a group space:

1. Click the **Settings** tab, then the **Roles** tab.

2. On the **Roles** page, under the **Spaces-User** role, select the check box for the desired WebCenter Spaces user permissions for the group space (View, Configure, or Manage). For example, If you want all registered users to have read-only access to your group space, select the group space **View** permission for the **Spaces-User** role (Figure 10–27).

Figure 10–27 Granting WebCenter Spaces User Access to Group Space



3. The group space is not fully accessible until you give the `Spaces-User` role permissions to access the pages of the group space:

   - To grant access to the entire group space: On the **Roles** page, under the **Spaces-User** role, select the check boxes for the desired permissions for **Pages**.
   - To grant access to a limited number of individual pages of the group space, see Section 10.11.2.2, "Granting Access to Individual Group Space Pages".

4. Click **Apply** to save.

10.11.2.2 Granting Access to Individual Group Space Pages

You may want to make specific pages in your group space available, but not the entire group space.

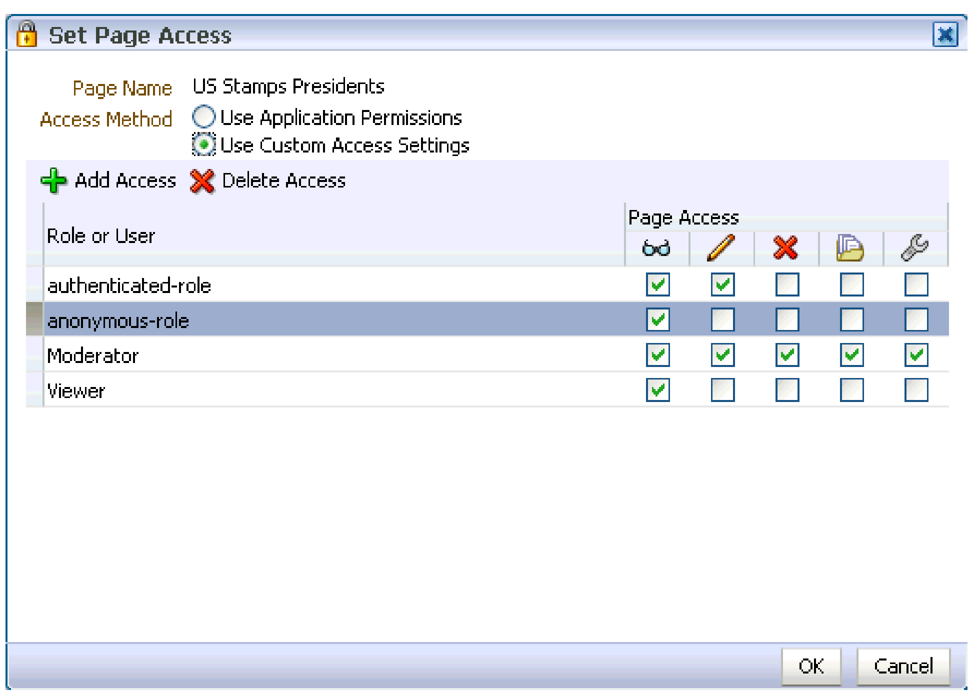
Group space members with the `Moderator`, `Participant`, and Viewer roles are granted certain permissions to all pages in the group space by default (see Section 12.2.1.2, "Understanding Group Space Permissions"). Follow the steps in this section to limit access to only certain group space pages.

To grant group space members and other registered WebCenter Spaces users (who have the default `Spaces-User` role) access to individual group space pages:

1. Click the **Settings** tab, then the **Roles** tab.
2. On the **Roles** page, under the role for which you want to specify page access permissions, clear any checkboxes for **Pages** permissions. These permissions apply to all pages in the group space.
3. Click the **Pages** tab.
4. On the **Pages** page, select the page that you want to make available, then click the Actions icon and select **Set Page Access**.

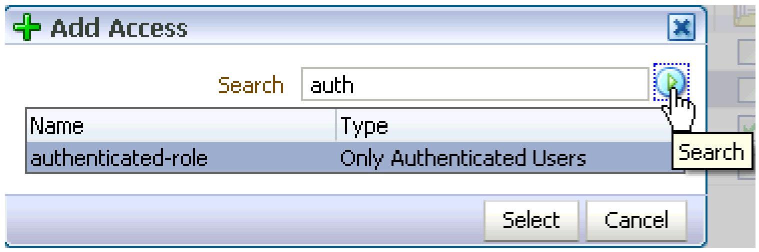
   The Set Page Access dialog box opens (Figure 10–28).

Figure 10–28 Set Page Access Dialog Box



5. Select **Use Custom Access Settings**.
6. If the role for which you want to set page access permissions is not listed, click **Add Access**. In the Add Access dialog box (Figure 10–29), search for the role name, and select it for the group space.

Figure 10–29 Add Access Dialog Box



Note: In the Add Access dialog box, you can select the default roles `Moderator`, `Participant`, and `Viewer`, and any custom roles that have been created for the group space. Additionally, you can select:

- `authenticated-role` to set permissions for the `Spaces-User` role.
- `anonymous-role` to set permissions for the `Public-User` role.

For more information about group space roles, see Section 12.2, "Managing Group Space Roles and Permissions"

Click **OK**.

7. Next to the role listed in the Set Page Access dialog box, set the **Page Access** permissions as desired.

10.11.3 Granting Public Access to a Group Space

A group space moderator can make the group space available to anyone with access to the WebCenter Spaces instance that contains the group space. Registering for a WebCenter Spaces account is not required. Public access may be given to the entire group space, or restricted to specific group space pages. The public information provided allows the group space to be shared with non-members and people outside of the WebCenter Spaces community.

This section contains the following subsections:

- Making a Group Space Public
- Making Individual Group Space Pages Public

10.11.3.1 Making a Group Space Public

Users can access public group spaces in two ways:

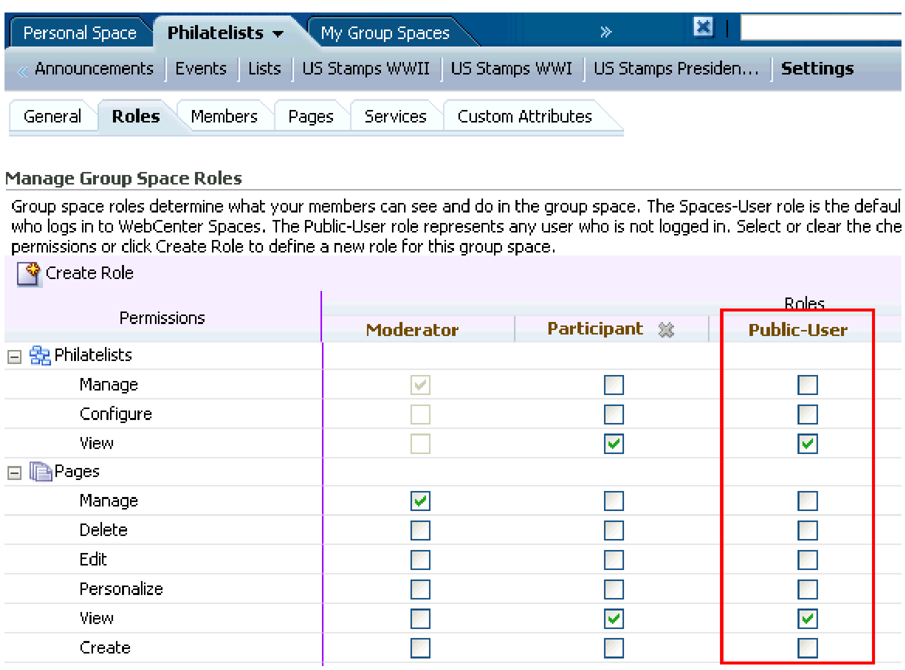
- Directly, using the group space's URL as shown on the **General** page.
- From the WebCenter Spaces Welcome page, if your installation is configured to display this page (Figure 10–30).

Figure 10–30 Public Group Spaces link on Welcome Page

To make a group space public, you must make both the group space and its pages public:

1. Click the **Settings** tab, then the **Roles** tab.
2. On the **Roles** page, under the **Public-User** role, select the check box for the desired public permissions for the group space. For example, if you want all public users to have read-only access to the group space, select the group space **View** permission for the **Public-User** role (Figure 10–31). Grant higher access privileges with care as public users are unauthenticated.

Figure 10–31 Granting Public User Access to Group Space



3. The group space is not publicly accessible until you give the `Public-User` role permissions to access the pages of the group space:

- To make the entire group space public: On the **Roles** page, under the **Public-User** role, select the check boxes for the desired public permissions for **Pages**.
- To make a limited number of pages of the group space public, see Section 10.11.3.2, "Making Individual Group Space Pages Public".

4. Click **Apply** to save.

10.11.3.2 Making Individual Group Space Pages Public

You may want to make specific pages in your group space publicly available, but not the entire group space.

To make an individual group space page public:

1. Click the **Settings** tab, then the **Pages** tab.
2. On the **Pages** page, select the page that you want to make public, then click the Actions icon and select **Make Public**.

> **Note:** The parent group space must be public for the page to be visible to public users. In other words, **Make Public** is active only if the `Public-User` role has been given permission to access the group space on the **Roles** tab (see Section 10.11.3.1, "Making a Group Space Public").

Make Public gives public users (anyone with access to the WebCenter Spaces instance that contains the group space) read-only access to the page. This automatically assigns the `Public-User` role View Page privileges (shown as **anonymous-role** in the Set Page Access dialog box).

3. To give the `Public-User` role higher access privileges (Edit Page, Delete Page, Perform All Page Actions, or Personalize Page), click the Actions icon and select **Set Page Access**.

The Set Page Access dialog box opens (Figure 10–32).

Figure 10–32 Set Page Access Dialog Box

4. Select **Use Custom Access Settings**.
5. If **anonymous-role** is not listed, click **Add Access**. In the Add Access dialog box, search for and select `anonymous-role`. Click **OK**.

6. For the **anonymous-role** role listed in the Set Page Access dialog box, set the **Page Access** permissions as desired. The permissions you select for **anonymous-role** are given to the `Public-User` role.

To see what the public view of your group space looks like, copy the **Group Space URL** value on the **General** page, log out of WebCenter Spaces, and paste the URL into your browser. Because you are logged out of WebCenter Spaces, only pages designated as public display.

11 Managing Group Spaces

This chapter provides information about configuring and managing an environment dedicated to a group effort or an area of interest. It describes how to access group space administration pages, manage services, and perform administrative tasks. It contains the following sections:

- Accessing Group Space Administration Pages
- Renaming a Group Space (and Changing the Group Space URL)
- Managing Group Space Services
- Taking a Group Space Offline
- Bringing a Group Space Back Online
- Closing a Group Space
- Deleting a Group Space
- Managing Group Space Templates

Audience

This chapter is intended for group space moderators; that is, group space members assigned the `Moderator` role or a custom role that includes the default moderator permissions.

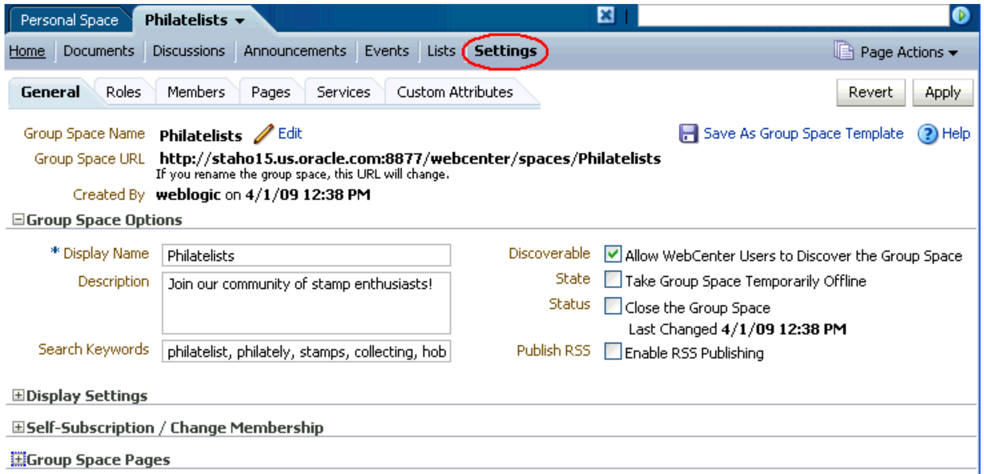
The WebCenter Spaces administrator has the authority to expose or hide some group space features and services. This means that you must contact your WebCenter Spaces administrator if you find that some of the tasks discussed in this chapter are not be available to you.

> **Note:** For information about the default group space roles, see Section 12.2.1.1, "Understanding the Default Group Space Roles".

11.1 Accessing Group Space Administration Pages

All group space administration takes place on the pages of the **Settings** tab (Figure 11–1). Group space moderators and anyone granted the `Manage` or `Configure` permission on the group space can see the **Settings** tab and its pages—**General**, **Roles**, **Members**, **Pages**, **Services**, **Custom Attributes**.

Figure 11–1 Group Space Settings Tab and Pages



To access the pages of the group space **Settings** tab:

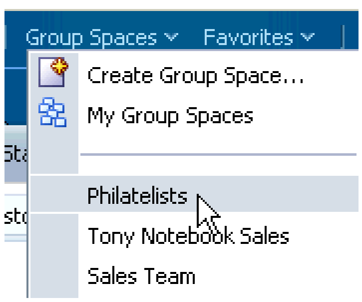
1. Log in to WebCenter Spaces.

   For more information, see Section 2.2.1, "Logging In to a WebCenter Application".

2. Click **Group Spaces** at the top of the application (Figure 11–2), then select the required group space.

   See also Section 9.2, "Viewing Available Group Spaces".

Figure 11–2 Selecting a Group Space on Group Spaces Menu



   The group space opens at the same level as your personal space.

3. Click the **Settings** tab.

   If you do not see this tab, you do not have `Manage` or `Configure` permission for this group space. See Section 9.5, "Requesting a Group Space Member Role Change".

11.2 Renaming a Group Space (and Changing the Group Space URL)

Moderators and users with the `Group Spaces-Manage` permission can change the group space internal name.

The group space internal name appears in the pretty URL that other people use to navigate to the group space. The format of the pretty URL is as follows:

```
http://<host>:<port>/webcenter/spaces/<internal_gs_name>
```

For example, `http://mycompany:8888/webcenter/spaces/release_meetings`.

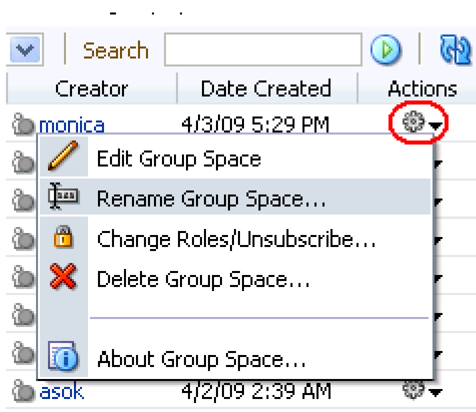
While it is possible to change the internal group space name, it is important to note that any existing bookmarks to the group space will no longer work.

In most cases you need only change the display name; that is, the name displayed on the main group space tab and on dialog boxes and pages where users can select the group space. This can be done either as described in Section 10.7.2, "Changing the Group Space Display Name", or as in Step 6 below.

To rename a group space:

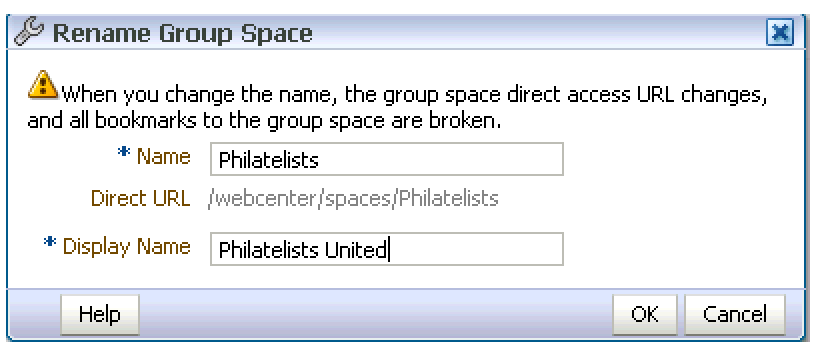
1. From the **Group Spaces** menu at the top of the application, select **My Group Spaces**.
2. Click the **Group Spaces** tab.
3. For the group space you want to rename in the list of group spaces, click the Actions icon, and select **Rename Group Space**. (Figure 11–3).

Figure 11–3 Changing the Group Space Name and URL



The Rename Group Space dialog box opens (Figure 11–4).

Figure 11–4 Specifying a New Group Space Name



4. To change the internal name of the group space (and change the group space URL) enter a new **Name**.

   As you change the name, changes to the group space URL are shown in the **Direct URL**.

Group space names can contain alphanumeric characters, underscores, and spaces. The maximum allowable length is 200 characters. The following reserved keywords are not allowed either in upper or lowercase, or a combination of both—`webcenter`, `pages`, `page`, `spaces`, `space`, `group`, `groups`, `group space`, `group spaces`, `webcenter space`, `webcenter spaces`, `webcenter administration`, `my group spaces`, `admin`, `last`. These reserved words are allowable as part of a longer name (for example, `Sales Group`).

Note: WebCenter Spaces converts spaces in a group space name to underscores in the internal name. Thus, if you have created a group space named `My Group`, then try to rename another group space to `My_Group`, WebCenter Spaces returns an error stating that a group space with that name exists.

---

5. To change the display name of the group space, enter a new **Display Name**, which appears on the main group space tab and on dialog boxes and pages where users can select the group space.
6. Click **OK**.

11.3 Managing Group Space Services

Most service-related configuration is the responsibility of the WebCenter Spaces administrator or the Fusion Middleware administrator. The administrator configures and maintains service connections, which make the services available in WebCenter Spaces. For more information, see "Managing Services" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*. Also see Section 1.2, "Introducing WebCenter Services".

The group space moderator can check the **Services** page to see which services are available and can enable or disable services as required. If a service is not shown on the **Services** page, then the WebCenter Spaces administrator has not configured that service connection.

The group space moderator can use the **Roles** page to configure role permissions for each service that is enabled in the group space. If a service is not shown on the **Roles** page, then the service is disabled in the group space. For more information, see Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role".

Service-related configuration activities that moderators can perform for their group space are:

- Enabling and Disabling Services Available to a Group Space
- Configuring a Custom Group Space Mail Distribution List
- Specifying Where Group Space Discussions Are Stored
- Publishing Group Space Mail in a Discussion Forum
- Enabling or Disabling RSS News Feeds for a Group Space

11.3.1 Enabling and Disabling Services Available to a Group Space

Most services operating within a group space are optional. Optional services include Announcements, Discussions, Documents, Group Space Events, Instant Messaging and Presence, and Lists.

When you disable a service, task flows associated with the service are no longer available. For example, if you disable the Discussions service:

- The Discussions page is removed.
- Discussions task flows included in custom group space pages are replaced with a message "Service was not provisioned for this group space".
- Discussions task flows are not offered in the resource catalog for group space pages.

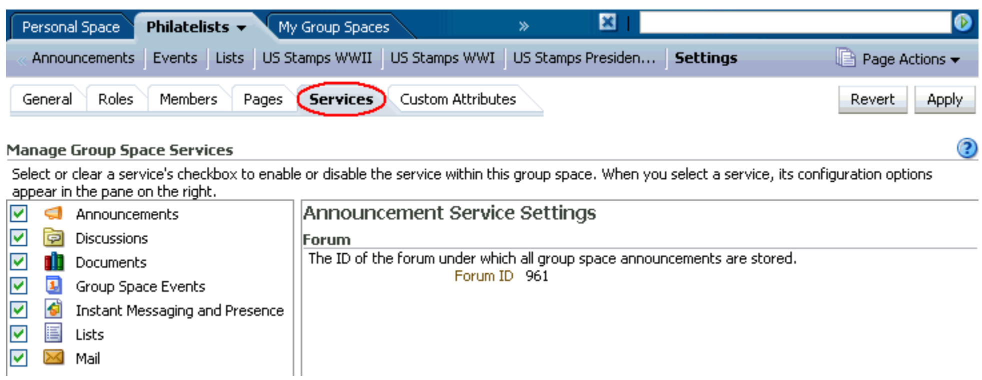
Additionally, permissions granted for disabled services are removed, and any existing data associated with the Discussions, Announcements, Documents, Group Space Events, and Lists services is deleted from the group space when you disable these services.

Group space members do not automatically gain access to service-related task flows when you enable them here. You must also grant appropriate usage permissions for the service on the **Roles** page, as described in Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role".

To enable or disable a service in your group space:

1. Click the **Settings** tab, then the **Services** tab (Figure 11–5).

Figure 11–5 Enabling and Disabling Group Space Services



2. On the **Services** page, select or clear check boxes to enable or disable services, respectively.

   Note: If you disable the Mail service, WebCenter deletes the default distribution list that was automatically created for the group space. Attempts to send mail to all members of the group space opens the mail window with the **To** field blank instead of pre-populated with the mail distribution list.

   If you previously specified a custom distribution list (see Section 11.3.2, "Configuring a Custom Group Space Mail Distribution List"), then disable the Mail service, the custom distribution list is not deleted, but the relationship between the distribution list and the group space is deleted.

   Refer to the online help for the **Services** tab for more information about each of the services.

3. Click **Apply** to save.

4. To allow group space members to access the enabled services, you must grant appropriate permissions to the services for each member role on the **Roles** page. See Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role".

11.3.2 Configuring a Custom Group Space Mail Distribution List

Mail distribution lists provide an efficient mechanism for group space communication. WebCenter Spaces creates a default distribution list for every group space if the Mail Server is Microsoft Exchange and active directory connection details (LDAP) are provided in the mail server connection settings. For more information, see "Setting Up Connections for the Mail Service" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

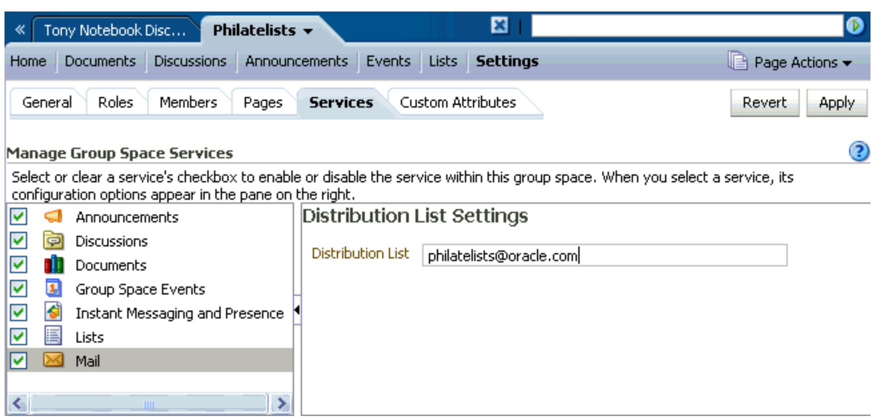
A default distribution list is named as follows: `<group_space_name>@<mail_domain>`. For example, the default distribution list for a group space named `FinanceProject` is `FinanceProject@<mail_domain>`, where `<mail_domain>` is derived from the LDAP Domain setting in the Edit Mail Server Connection screen (accessed through Oracle Enterprise Manager). As members leave or join the group space, WebCenter Spaces updates the default distribution list.

If you specify a new distribution list for the group space, subscribers are not managed by WebCenter. As members leave or join the group space, they are not be automatically removed from or added to the custom distribution list.

To configure a custom group space mailing list:

1. Click the **Settings** tab, then the **Services** tab.
2. On the **Services** page, select **Mail** (Figure 11–6).

Figure 11–6 Configuring the Group Space Mail Distribution List



3. To change the current group space mail distribution list, type a new **Distribution List**. Allowable characters are alphanumeric, dash (-), and underscore (_). Any other character is converted to a dash (-), and spaces are removed.

   If the **Distribution List** field is left blank, attempts to send mail to all members of the group space opens the mail window with the **To** field blank instead of pre-populated with the mail distribution list.

4. Click **Apply**.

   Subscribers to the new custom distribution list are not managed by WebCenter. As members leave or join the group space, they are not be automatically removed from or added to the distribution list.

11.3.3 Specifying Where Group Space Discussions Are Stored

By default, WebCenter Spaces stores all discussion forums and categories under the application root category on the discussions server. Group spaces that are assigned their own category host multiple forums. Group spaces that are not assigned a category can host a single discussion forum.

The group space template determines whether a category or single forum is allocated on the discussions server for a particular group space, as follows:

- **Blank** template. By default, a single forum is created under the application root category for each new group space based on the Blank template. If you consider a category that supports multiple forums to be more suitable for the group space, you can set the Discussions server connection property `group.mapping` to `category` (see "Registering Discussions Servers Using Fusion Middleware Control" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*).
- **Community of Interest** template. A category and a default forum are created under the application root category for each new group space based on the Community of Interest template. Additional forums are allowed.

> **Note:** If the Discussions or Announcements services are provisioned for a group space *after* creating the group space based on a Community of Interest template, a single forum is created for the group space. To ensure that a category is created to support multiple forums, first provision the Discussions or Announcements services, then create the group space based on the Community of Interest template.

- **Group Project** template. A single forum is created under the application root category for each new group space based on the Group Project template.

For more information about group space templates, see Section 10.2, "What You Should Know About Group Space Templates".

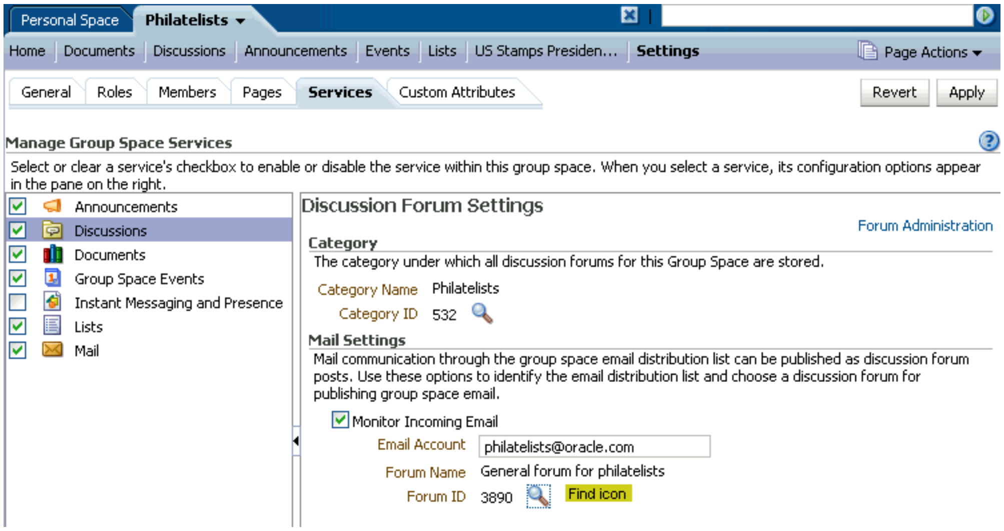
For more information about the discussions server, see "Setting Up Discussions Server Connections" and "Setting Defaults for Discussion Forums" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

Typically, the WebCenter Spaces administrator sets up group space discussion forums. If required, moderators can change the default storage location for their group space discussion forums.

To change the storage location for group space discussions:

1. Click the **Settings** tab, then the **Services** tab.
2. On the **Services** page, select **Discussions** (Figure 11–7).

Figure 11–7 Specifying Where Discussions are Stored



3. (Optional) To launch the Jive Forums Administration Console, the Web-based tool for configuring and managing discussion forums, click **Forum Administration**.
4. To store group space discussions in a different category and discussion forum than those specified by **Category Name** and **Forum Name**, click the Find icons (Figure 11–7) to change the storage location.
5. Click **Apply** on to save the settings.

11.3.4 Publishing Group Space Mail in a Discussion Forum

Communication through the group space mail distribution list can be published as discussion forum posts. All you need to configure this feature is the name of your group space's mail distribution list and the discussion forum you want to use.

Note: WebCenter supports Microsoft Exchange server or any mail server that supports IMAP4 and SMTP. To enable WebCenter users to access mail within a WebCenter application and perform basic operations such as read, reply, and forward, you must first register the appropriate mail server with the WebCenter application. The Mail service is not configured out-of-the-box. Refer to "Setting Up Mail Server Connections" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

To publish group space mail in a discussion forum:

1. Click the **Settings** tab, then the **Services** tab.
2. On the **Services** page, select **Discussions** (Figure 11–7).
3. To publish group space mail on a discussion forum of your choice, select **Monitor Incoming Email**.

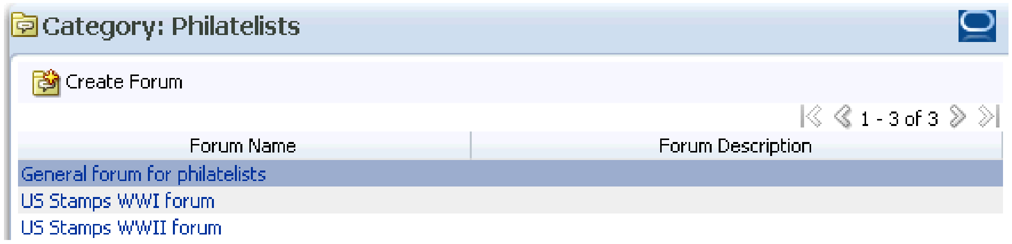
   To disable this feature so that mail is not published for any group space, clear this check box.
4. Enter the group space **Email Account**.

This is the distribution list used to mail group space members. For details, see Section 11.3.2, "Configuring a Custom Group Space Mail Distribution List".

5. To publish group space mail on a different discussion forum than the forum specified by **Forum Name**, click the Find icon (Figure 11–8).

   A list of available forums in the group space displays (Figure 11–8).

Figure 11–8 Selecting a Forum for Group Space Mail



6. Single-click a forum in the list to select it.

   Alternatively, create a forum from scratch. Click **Create Forum**, then enter a suitable name and description.

> **Note:** If you specify a mail distribution list that has been defined as the distribution list for a different group space, then the mail sent to that distribution list are by default archived in the discussion forum specified in the Mail Settings for that group space. Mail sent to a group space distribution list can only be archived one time in one forum, on a first come first served basis.

7. Click **Apply** to save the settings.

> **Note:** If no forum is specified for mail archiving, or the specified forum is deleted, mail sent to the distribution list are not archived anywhere.

11.3.5 Enabling or Disabling RSS News Feeds for a Group Space

Group space members can find out what is happening in a group space through RSS news feeds. Within the context of a group space, members can:

- Monitor recent activities.
- Track contributions to discussion forums.
- View announcements.
- Watch for revisions to lists.

For more information about publishing RSS new feeds, see Chapter 28, "Working with the RSS Service".

To enable or disable RSS news feeds for a group space:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Options**, set **Publish RSS** as follows:

- To allow members access to group space information through RSS feeds, select **Enable RSS Publishing** (Figure 11–9).
- To disable RSS feeds for this group space, clear **Enable RSS Publishing**.

Figure 11–9 Enabling and Disabling Group Space RSS Feeds

3. Click **Apply** to save.

11.4 Taking a Group Space Offline

Moderators can take a group space temporarily offline for maintenance. For example, if a moderator notices inappropriate content, the group space can be taken offline, and after making required updates, the group space moderator can bring it back online. Only the group space moderator or the WebCenter Spaces administrator can access a group space that is offline. Other members see the group space Unavailable page (Figure 11–10).

Figure 11–10 The Group Space Unavailable Page

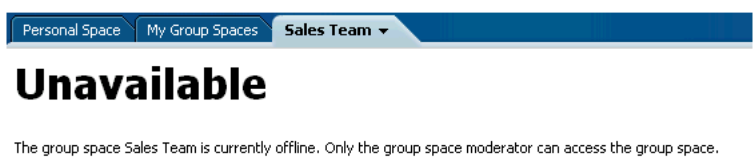


Figure 11–10 shows the default message on the group space Unavailable page. To learn how to customize this page, see Section 10.6.4, "Customizing the Group Space Unavailable Page".

To take a group space offline:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Options**, select **Take Group Space Temporarily Offline** (Figure 11–11).

Figure 11–11 Taking a Group Space Offline

3. Click **Apply** to save.

11.5 Bringing a Group Space Back Online

When a group space is offline, only the group space moderator or the WebCenter Spaces administrator can bring the group space back online again.

To bring a group space back online:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Options**, clear the **Take Group Space Temporarily Offline** check box (Figure 11–12).

Figure 11–12 Bringing a Group Space Back Online

3. Click **Apply** to save.

11.6 Closing a Group Space

Group space moderators can close a group space at the end of its lifecycle. When a group space is closed, the group space name is removed from the **Group Spaces** menu to avoid clutter, but it remains listed on the **My Group Spaces** page. All group space content remains accessible and searchable to those who want to reference it and the group space members can continue working in the group space as necessary.

To close a group space:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Group Space Options**, select the **Close the Group Space** check box (Figure 11–13).

Figure 11–13 Closing a Group Space

   To reactivate the group space, clear the **Close the Group Space** check box.

3. Click **Apply** to save.

11.7 Deleting a Group Space

When a group space has been closed or inactive for some time, the group space moderator may want to remove it from WebCenter Spaces. Deleting a group space is permanent; it cannot be restored after it is deleted.

Deleting a group space means that:

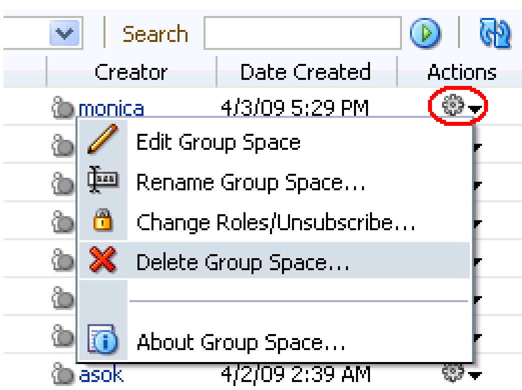
- All pages associated within the group space are deleted.
- All group space data managed by WebCenter Spaces (links, lists, notes, tags, and group space events) is deleted.
- All group space roles and membership is deleted.
- Content managed by discussions and announcements is deleted when it is stored in the default forum or category created by WebCenter Spaces. However, content managed by nondefault forums or categories is not deleted (see Section 11.3.3, "Specifying Where Group Space Discussions Are Stored").
- The group space mail distribution list that is automatically created byWebCenter Spaces is deleted. However, distribution lists that are customized by the group space moderator are not deleted (see Section 11.3.2, "Configuring a Custom Group Space Mail Distribution List").
- Content managed by external services, such as content repositories, mail, and so on, is removed.

To delete a group space:

1. Log in to WebCenter Spaces.

   For more information, see Section 2.2.1, "Logging In to a WebCenter Application".
2. From the **Group Spaces** menu at the top of the application, select **My Group Spaces**.
3. On the Group Spaces page, click the Actions icon for the group space you want to delete, then select **Delete Group Space** (Figure 11–14).

Figure 11–14 Deleting a Group Space



4. Click **Delete** to confirm or **Cancel** to preserve the group space.

11.8 Managing Group Space Templates

The **Templates** page in **My Group Spaces** displays out-of-the-box seeded group space templates (see Section 10.2, "What You Should Know About Group Space Templates"), group space templates that you create and own (see Section 10.9, "Creating Your Own Group Space Templates"), and published templates available for general use.

Use the **Templates** page in **My Group Spaces** to:

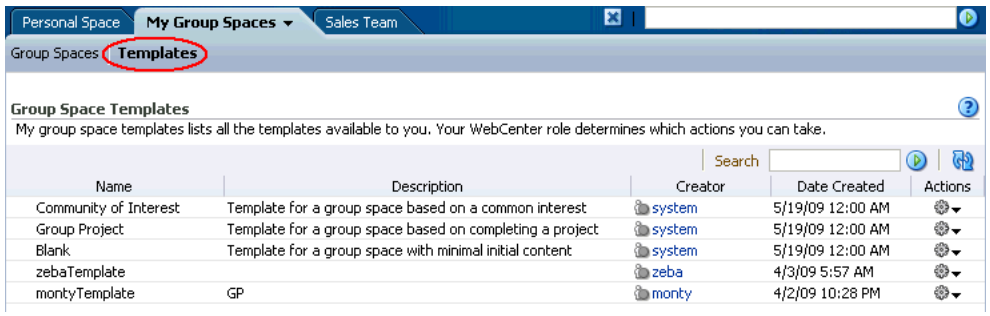
- View a list of group space templates available to you.

- Search for a group space template by a string in the Name or Description.
- Publish group space templates for others to use, or hide templates from others.
- Delete group space templates that you own. Only template owners and the WebCenter Spaces administrator can delete group space templates.

To manage group space templates:

1. From the **Group Spaces** menu at the top of the application, select **My Group Spaces**.
2. Click the **Templates** tab to display the **Templates** page (Figure 11–15).

Figure 11–15 Templates Page



3. To list one or more specific group space templates, enter a full or partial search term in the **Search** field, then click the Search icon to refresh the list with all group space templates for which a match is found in the **Name** or **Description**.

   To clear the current search string and display all group space templates, click the Clear Search icon.
4. To refresh the list of group space templates, first ensure that any prior search is cleared (click the Clear Search icon), then click the Refresh icon.
5. Under **Actions**, click the Actions icon for a selected group space template to perform any of the following actions:
   - Depending on the current state of the template, select either:
     – **Make Group Space Template Private** to hide a published template from all WebCenter Spaces users (except the template creator). This action is available only to the template creator and users granted the `Group Space Templates-Manage` permission by the WebCenter Spaces administrator.
     – **Publish Group Space Template** to publish a private template to all WebCenter Spaces users. This action is available only to the template creator, who can see the private template on the **Templates** page. Users granted the `Group Space Templates-Manage` permission by the WebCenter Spaces administrator do not see private templates created by other users on the **Templates** page, but can see them on the **WebCenter Administration > Group Spaces > Templates** page. To view the **WebCenter Administration > Group Spaces > Templates** page, a user must additionally be granted `Application-Configure` permission by the WebCenter Spaces administrator. For more information, see "Publishing and Unpublishing Group Space Templates" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

Note: When you select a template on which to base a new group space (see Section 10.3, "Creating a New Group Space"), then subsequently the template is made private by another user before you have completed creating the group space, the template remains valid for your use while you are still creating the group space.

- **Delete Group Space Template** to permanently remove a group space template from WebCenter Spaces. This action is available only to the template creator and users granted the `Group Space Templates - Manage` permission by the WebCenter Spaces administrator.

Note: The seeded (out-of-the-box) templates cannot be deleted. They also cannot be made private (and, subsequently, published) on the **Templates** page. They can be made private and published by the WebCenter Spaces administrator or users granted the `Group Space Templates - Manage` permission on the **WebCenter Administration > Group Spaces > Templates** page. To view the **WebCenter Administration > Group Spaces > Templates** page, a user must additionally be granted `Application-Configure` permission by the WebCenter Spaces administrator. For more information, see "Publishing and Unpublishing Group Space Templates" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

12

Managing Group Space Members and Roles

This chapter provides information about managing group space members and roles. It contains the following sections:

- Setting Up the Group Space Membership Policy
- Managing Group Space Roles and Permissions
- Managing Members and Assigning Roles

Audience

This chapter is intended for users who are responsible for managing group space members and their role assignments. It describes how to set up a group space membership policy and define member roles and responsibilities.

This chapter is intended for users assigned, minimally, the group space `Moderator` role or a custom role that includes the default permissions granted to a moderator.

The WebCenter Spaces administrator has the authority to expose or hide some group space features and services. This means that you must contact your WebCenter Spaces administrator if you find that some of the tasks discussed in this chapter are not be available to you.

Note: For more information about group space roles, see Section 12.2.1, "What You Should Know About Group Space Roles and Permissions".

12.1 Setting Up the Group Space Membership Policy

Group space moderators determine the membership policy for their group space, choosing between an "invitation only" membership policy, allowing WebCenter users to join themselves by subscribing to (and unsubscribing from) the group space, adding new members directly, or using any combination of these membership options.

Enabling self-subscription does not necessarily mean that users automatically gain access to a group space. Moderators can still control who joins (or leaves) the group space through an approval process.

Default membership permissions are derived from the template used to create the group space. Group space moderators can change these settings at any time. This section describes:

- Managing Self-Subscription and Membership Changes for a Group Space
- Managing Approval Requirements for Group Space Unsubscription

12.1.1 Managing Self-Subscription and Membership Changes for a Group Space

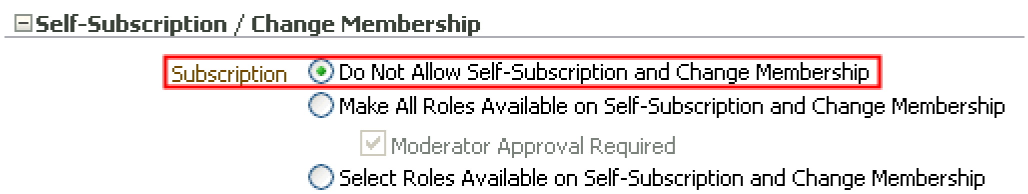
As a group space moderator, you may want to limit access to a group space, or allow WebCenter users to self-subscribe to a group space without an invitation.

Additionally, you may allow WebCenter users to join a group space or change their group space membership without approval, or require approval for certain roles. When membership requests require approval, new members do not automatically gain access when they subscribe to a group space. Instead, the moderator receives a subscription notification to either accept or reject.

To manage self-subscription and membership changes for a group space:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Self-Subscription / Change Membership**:
   - To disallow non-members from subscribing to the group space and members requesting changes to their current membership, select **Do Not Allow Self-Subscription and Change Membership** (Figure 12–1).

Figure 12–1 Disabling Self-Subscription



   - To allow non-members to subscribe to the group space and members to request changes to their current membership, select **Make All Roles Available on Self-Subscription and Change Membership**.

     Note: If you select this option, ensure that **Discoverable** is also selected if you want to make the group space known to people through searches and on their **Group Spaces** page (see Section 10.11.1, "Making a Group Space Known (Discoverable)").

     When you select this option, the following additional options become available for the group space on the **Group Spaces** page in **My Group Spaces**:

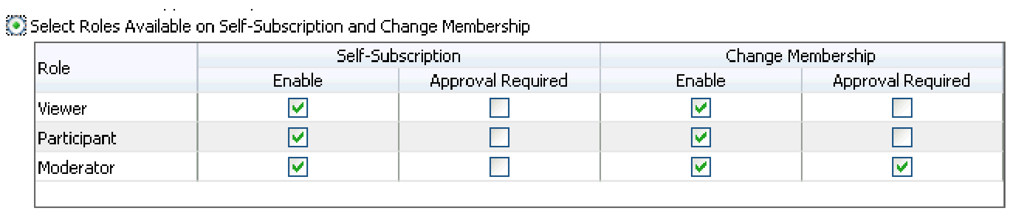
     – Group spaces that allow self-subscription display a **Join Space** button in the Group Space Information dialog box (click the Actions icon for the group space, then select **About Group Space**, as described in Section 9.3, "Subscribing to a Group Space").

     – Click the Actions icon for the group space, then select **Change Roles/Unsubscribe**.

3. To be notified of self-subscription requests to approve them before users become members of the group space, select **Moderator Approval Required**.
4. To specify which roles users see on the Self-Subscription page and the Change Membership page, select **Select Roles Available on Self-Subscription and Change Membership** to display a table showing all the roles available (Figure 12–2).

- Select **Enable** to offer the role on the Self-Subscription or Change Membership pages. Clear **Enable** to hide a role.
- Select **Approval Required** to specify that moderator approval is required before the request is granted. The request is sent to the moderator's Worklist to approve or reject (if the group space has multiple moderators, all moderators receive the request; only one moderator needs to process the request). Clear **Approval Required** to allow the change without moderator approval.

Figure 12–2 Customizing Member Roles



5. Click **Apply** to save.

New members can now subscribe to this group space. For more information, see Section 9.3, "Subscribing to a Group Space".

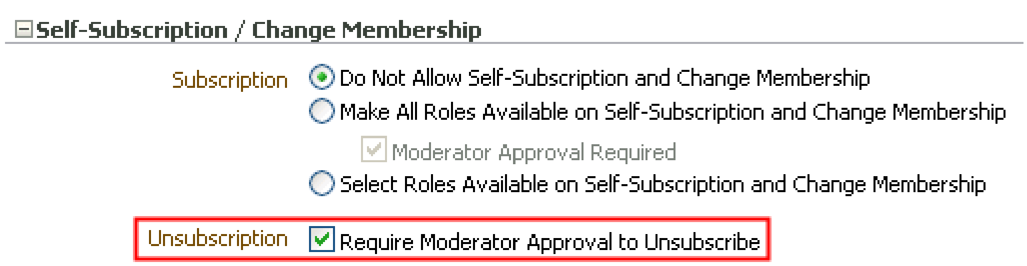
12.1.2 Managing Approval Requirements for Group Space Unsubscription

If moderator approval is required to unsubscribe from a group space, an unsubscription request is sent to the moderator's Worklist when a member unsubscribes to either accept or reject.

To configure approval options for group space unsubscription:

1. Click the **Settings** tab, then the **General** tab.
2. On the **General** page, under **Self-Subscription / Change Membership** (Figure 12–3):
   - To specify that moderator approval is required before unsubscription requests are granted, select **Require Moderator Approval to Unsubscribe**.
   - To allow unsubscription without approval, clear **Require Moderator Approval to Unsubscribe**.

Figure 12–3 Specifying Unsubscribe Request Approval Requirements



3. Click **Apply** to save.

12.2 Managing Group Space Roles and Permissions

The group space moderator is responsible for setting up roles to control what members can do in the group space. Group space moderators can manage permission assignments for existing group space roles, create new group space roles, and delete roles that are no longer required.

This section describes how group space moderators manage roles and permissions of group space members:

- What You Should Know About Group Space Roles and Permissions
- Defining Custom Group Space Roles
- Viewing and Editing Permissions of a Group Space Role
- Deleting a Group Space Role

12.2.1 What You Should Know About Group Space Roles and Permissions

When a group space moderator creates a new group space, WebCenter Spaces automatically creates defaults roles, each assigned default permissions. If the default roles do not meet the needs of the group space, the group space moderator can define custom roles. This section provides the following information:

- Understanding the Default Group Space Roles
- Understanding Group Space Permissions
- Understanding Custom Group Space Roles

12.2.1.1 Understanding the Default Group Space Roles

WebCenter Spaces automatically creates several default roles for a new group space, as shown in Table 12–1.

Note: These default roles are always available for group spaces based on out-of-the-box templates (Blank, Group Project, and Community of Interest). Group spaces based on user-defined templates may offer a different set of default roles. The default permissions assigned to the default roles are shown in Table 12–2.

Table 12–1 Default Roles for Group Spaces

Group Space Role	Description	Modify Permissions	Delete Role
`Moderator`	The `Moderator` role is automatically assigned to the creator of a group space. This role is automatically granted the highest level of permissions by default, as shown in Table 12–2. The group space moderator or anyone with group space `Manage` permission can modify permissions as necessary and appropriate.	Yes (except for `Manage group space` permission)	No
`Participant`	The `Participant` role is automatically granted the default permissions shown in Table 12–2. The group space moderator or anyone with group space `Manage` permission can grant additional permissions as necessary and appropriate.	Yes	Yes

Table 12–1 (Cont.) Default Roles for Group Spaces

Group Space Role	Description	Modify Permissions	Delete Role
`Public-User`	Any user with access to Oracle WebCenter Spaces who is not logged in assumes the `Public-User` role. Users with the `Public-User` role have no access to group space information by default. Such users are anonymous, unidentified, and group space permissions must be granted by the group space moderator or anyone with group space `Manage` permission (see Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role" and Section 10.11.3, "Granting Public Access to a Group Space"). *Note*: While it is possible to grant the `Public-User` role `Manage` permission for the Announcements and Discussions services, setting manage permissions for the `Public-User` role is highly discouraged and in most cases, does not take effect.	Yes	No
`Spaces-User`	The `Spaces-User` role is given to authenticated users of Oracle WebCenter Spaces, with no access to group space information by default. Once logged in, users assigned this role have access to their own personal space, and inherit any permissions granted to the `Public-User` role. Additional group space permissions must be granted by the group space moderator or anyone with group space `Manage` permission (see Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role"). The `Spaces-User` role cannot be directly granted permissions for the Announcements, Discussions, or Documents services; see Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role" for steps to give the `Spaces-User` role access to these services.	Yes	No
`Viewer`	The `Viewer` role is automatically granted the default permissions shown in Table 12–2. The group space moderator or anyone with group space `Manage` permission can grant additional permissions as necessary and appropriate.	Yes	Yes

12.2.1.2 Understanding Group Space Permissions

Group space members can perform actions in the group space as specified by the permissions assigned to their role. Table 12–2 lists the default permissions associated with a group space, group space pages, and group space services.

Note: The `Manage` permission inherits the privileges of all "lesser" permissions. Besides `Manage`, no permission inherits the privileges of any other permission. Therefore, be careful to assign the appropriate set of permissions to allow users to perform required actions. For example, whenever you assign the `Create` permission, select the `View` permission too.

Table 12–2 Group Space Permissions

Group Space Element	Permissions	Roles Granted Permission By Default
Group Space	**Manage** - Manage group space membership, assign permissions and roles, create group space content, manage service availability, and perform delete operations. Includes `Configure` and `View` permissions.	`Moderator`
	Configure - Contribute to the group space; for example, add content, post discussion forum topics, add list rows, upload documents. Set general and service-related properties for the group space. Users with the `Configure` permission must be allowed to view the group space.	
	View - View the content of the group space.	`Participant` `Viewer`
Pages	**Manage** - Manage page access and edit page title. Includes `Delete`, `View`, `Edit`, `Personalize`, `View`, and `Create` permissions.	`Moderator`
	Delete - Delete pages. Users with the `Delete` permission must be allowed to create and view pages. *Note*: any user with `Pages-Create` permission can delete any pages that they create or own, even if they do not have `Pages-Delete` permission.	
	Edit - Edit page properties and page content (except for title). Users with the `Edit` permission must be allowed to view pages.	
	Personalize - Edit page content for your personalized view of pages. Users with the `Personalize` permission must be allowed to view pages.	
	View - View pages.	`Participant` `Viewer`
	Create - Create new pages. Users with the `Create` permission must be allowed to view pages.	
Announcements	**Manage** - Perform any operation on announcements associated with the group space. Includes `Edit` and `View` permissions. *Note*: While it is possible to grant the `Public-User` role `Manage` permission for the Announcements service, this permission does not take effect for the `Public-User` role.	`Moderator`
	Edit - Edit announcements. Users with the `Edit` permission must be allowed to view announcements.	`Participant`
	View - View announcements.	`Viewer`

Table 12–2 (Cont.) Group Space Permissions

Group Space Element	Permissions	Roles Granted Permission By Default
Discussions	**Manage** - Perform any operation on the discussion forum category associated with the group space. Includes `Edit` and `View` permissions.	`Moderator`
	Note: While it is possible to grant the `Public-User` role `Manage` permission for the Discussions service, this permission does not take effect for the `Public-User` role.	
	Edit - Post topics, and reply to topics. Users with the `Edit` permission must be allowed to view discussions.	`Participant`
	View - View discussions.	`Viewer`
Documents	**Manage** - Perform any operation on files and folders associated with the group space. Includes `Delete`, `View`, and `Create` permissions.	`Moderator`
	Delete - Delete files and folders associated with the group space. Users with the `Delete` permission must be allowed to create and view files and folders.	`Moderator` `Participant`

	View - Browse through files and folders.	`Moderator`
		`Participant`
		`Viewer`

	Create - Create and update files and folders. Users with the `Create` permission must be allowed to view files and folders. *Note*: any user with `Documents-Create` permission can delete any documents that they create or own, even if they do not have `Documents-Delete` permission.	`Moderator` `Participant`
Group Space Events	**Manage** - Perform any operation on events associated with the group space. Includes `Delete`, `Edit`, `View`, and `Create` permissions.	`Moderator`
	Delete - Delete events. Users with the `Delete` permission must be allowed to create and view events.	`Participant`
	Edit - Edit event details. Users with the `Edit` permission must be allowed to view events.	`Participant`
	View - Read events.	`Participant` `Viewer`
	Create - Create new events. Users with the `Create` permission must be allowed to view events. *Note*: any user with `Group Space Events-Create` permission can delete any events that they create or own, even if they do not have `Group Space Events-Delete` permission.	`Participant`

Table 12–2 (Cont.) Group Space Permissions

Group Space Element	Permissions	Roles Granted Permission By Default
Links	**Manage** - Create and delete links between objects, and manage links permissions. Includes `Delete` and `Create` permissions.	`Moderator`
	Delete - Delete links between two objects. Users with the `Delete` permission must be allowed to create links.	`Participant`
	Create - Create links between objects. *Note*: any user with `Links-Create` permission can delete any links that they create or own, even if they do not have `Links-Delete` permission.	`Participant`
Lists	**Manage** - Perform any operation on lists, and manage list permissions. Includes `Delete`, `Edit`, `Edit Data`, `View`, and `Create` permissions.	`Moderator`
	Delete - Delete lists. Users with the `Delete` permission must be allowed to create and view lists.	`Participant`
	Edit - Edit list definitions. Users with the `Edit` permission must be allowed to view lists.	`Participant`
	Edit Data - Add, edit, and delete list rows. Users with the `Edit Data` permission must be allowed to view lists.	`Participant`
	View - View lists and their data.	`Participant` `Viewer`
	Create - Create new lists. Users with the `Create` permission must be allowed to view lists. *Note*: any user with `Lists-Create` permission can delete any lists that they create or own, even if they do not have `Lists-Delete` permission.	`Participant`
Notes	**Manage** - Perform any operation on notes. Includes `Delete`, `Edit`, `View`, and `Create` permissions.	`Moderator`
	Delete - Delete notes. Users with the `Delete` permission must be allowed to create and view notes.	`Participant`
	Edit - Edit notes. Users with the `Edit` permission must be allowed to view notes.	`Participant`
	View - Read notes.	`Participant` `Viewer`

Table 12–2 (Cont.) Group Space Permissions

Group Space Element	Permissions	Roles Granted Permission By Default
	Create - Create notes. Users with the `Create` permission must be allowed to view notes. *Note*: any user with `Notes-Create` permission can delete any notes that they create or own, even if they do not have `Notes-Delete` permission.	`Participant`

12.2.1.3 Understanding Custom Group Space Roles

If the default roles do not serve group space requirements, the group space moderator can define custom roles that better suit its members. See Section 12.2.2, "Defining Custom Group Space Roles".

Alternatively, group space moderators can modify the permissions assigned to the default roles. See Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role".

12.2.2 Defining Custom Group Space Roles

If the default roles provided by WebCenter Spaces do not meet the needs of the group space, you can define custom roles to better suit the requirements of the group space members.

To create a group space role:

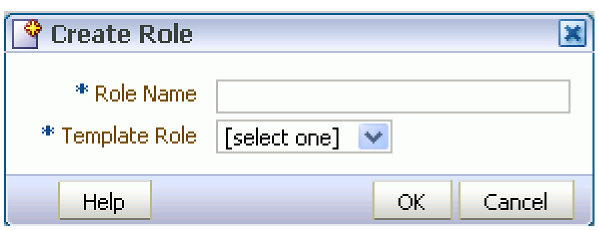
1. Click the **Settings** tab, then the **Roles** tab.

   On the **Roles** page, current roles defined for this group space display as columns in the table.

2. To define a new role for this group space, click **Create Role**.

   The Create Role dialog box opens (Figure 12–4).

Figure 12–4 Creating a New Group Space Role



3. Enter a suitable **Role Name**. Names can contain only alphanumeric characters and underscores. Ensure that role names are self-descriptive to make it as obvious as possible which group space member should belong to which roles.

4. Optionally, choose a **Template Role**.

   The new role inherits permissions from the template role. You can modify these permissions in the next step. If you do not choose a template role, the new role is created with no permissions.

Choose **Moderator** to create a role that inherits full administrative group space privileges. Choose **Viewer** (if available) to create a role starting with minimal, view-only privileges.

5. Click **OK**.

   The new role appears as a column in the table on the **Roles** page. The permissions list shows which actions users with this role can perform.

6. To modify permissions for the role, select or clear each permission check box.

   Take care to assign appropriate access rights when assigning permissions for new roles. Do not allow users to perform more actions than are necessary for the role but at the same time, try not to inadvertently restrict them from activities they must perform.

7. Click **Apply** to save the custom role.

12.2.3 Viewing and Editing Permissions of a Group Space Role

The **Roles** page lists permissions available for the group space, the group space pages, and services that have been enabled for the group space. If a service is not shown, then either no permissions are required for that service (for example, the Mail service), or the service is disabled in the group space. For more information, see Section 11.3.1, "Enabling and Disabling Services Available to a Group Space".

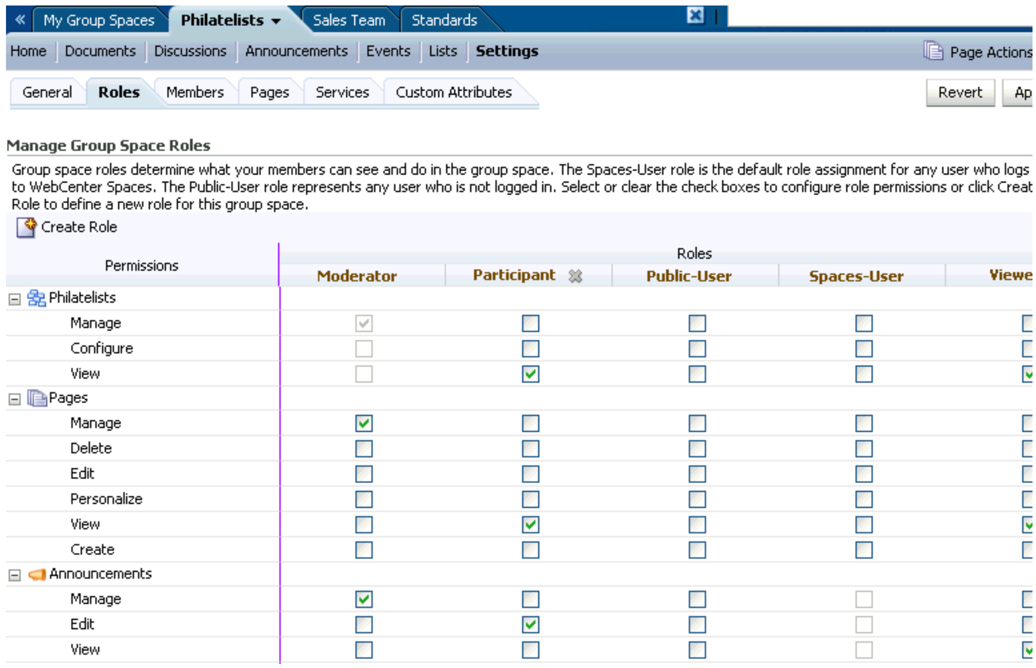
If the default permissions assigned by WebCenter Spaces do not meet the needs of the group space, or you want to change previously assigned group space permissions, you can modify the permissions to better suit the requirements of the group space roles.

Note: The `Moderator` role permissions for the group space (`Manage`, `Configure`, `View`) cannot be modified.

To change the permissions assigned to a group space role:

1. Click the **Settings** tab, then the **Roles** tab.
2. On the **Roles** page, select or clear the check boxes to enable or disable permissions for a role (Figure 12–5).

Figure 12–5 Modifying Group Space Permissions



3. Click **Apply** to save.

New permissions are effective immediately.

> **Note:** For more detailed information about granting access permissions to a group space, and to individual group space pages, refer to Section 10.11.2, "Granting WebCenter Spaces Users Access to a Group Space".

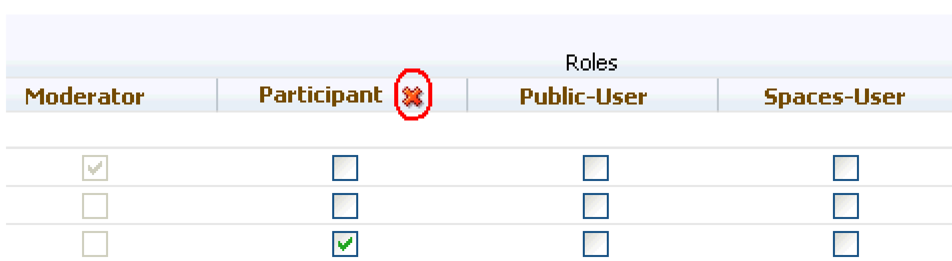
12.2.4 Deleting a Group Space Role

When a group space role is no longer required, the group space moderator can remove it from the group space. This helps maintain a valid role list and prevents inappropriate role assignment.

To delete a group space role:

1. Click the **Settings** tab, then the **Roles** tab.
2. On the **Roles** page, click the **Delete** icon next to the role you want to delete (Figure 12–6).

Figure 12–6 Deleting a Group Space Role



3. In the Delete Role confirmation dialog box, click **Delete** to confirm that you want to delete the role.

12.3 Managing Members and Assigning Roles

This section describes how group space moderators manage group space membership. It includes the following subsections:

- What You Should Know About Group Space Membership
- Viewing Group Space Members
- Adding Members to a Group Space
- Composing Messages to New Members
- Changing Member Role Assignments
- Approving Requests for Group Space Membership
- Communicating with Moderators and Members of a Group Space
- Revoking Group Space Membership

12.3.1 What You Should Know About Group Space Membership

Member participation is central to any group space. It is the group space moderator's responsibility to manage group space membership and determine member participation through the permissions assigned to the various roles defined for the group space. A group space can gather members in several ways:

- If a group space is marked as discoverable (see Section 10.11.1, "Making a Group Space Known (Discoverable)"), it can be made known to anyone logged in to WebCenter Spaces through searches and on the **Group Spaces** page in **My Group Spaces**.
- If a group space is made public (see Section 10.11.3.1, "Making a Group Space Public"), it is available to anyone with access to the WebCenter Spaces instance that contains the group space if the `Public-User` role has been granted the appropriate permissions.
- A group space moderator can add or invite individual members or groups at the time a group space is created, or later (see Section 12.3.4, "Adding Members to a Group Space").

12.3.2 Viewing Group Space Members

To review current membership for a group space:

1. Click the **Settings** tab, then the **Members** tab.
2. On the **Members** page, review the current list of members together with their current role assignment.

12.3.3 Composing Messages to New Members

When you add or invite someone to your group space, they receive a message through the Mail service (if configured) and through their Worklist (if Worklists are set up). Before you start recruiting new members, take some time to compose suitable greetings and messages for the following scenarios:

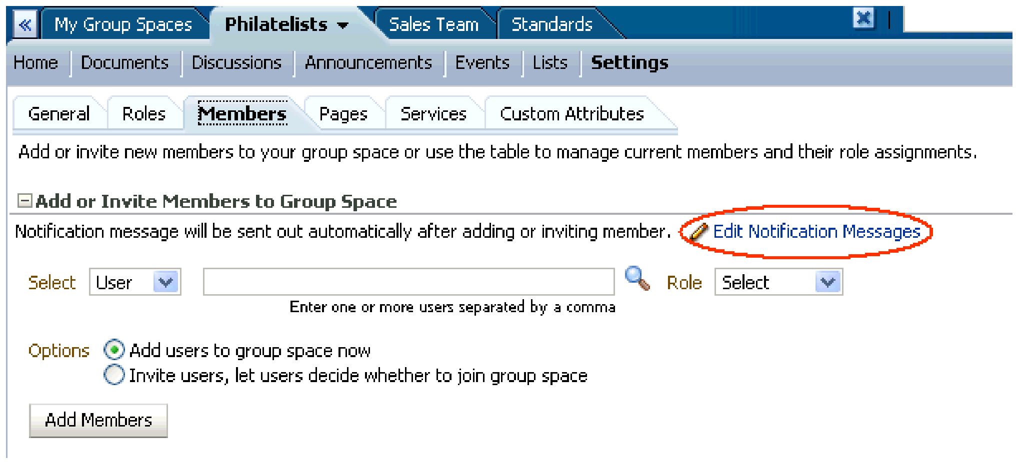
- Adding a WebCenter Spaces user as a member of your group space.

- Inviting a WebCenter Spaces user to join your group space.
- Inviting someone to register with WebCenter Spaces and join your group space.

To compose messages sent out to new members:

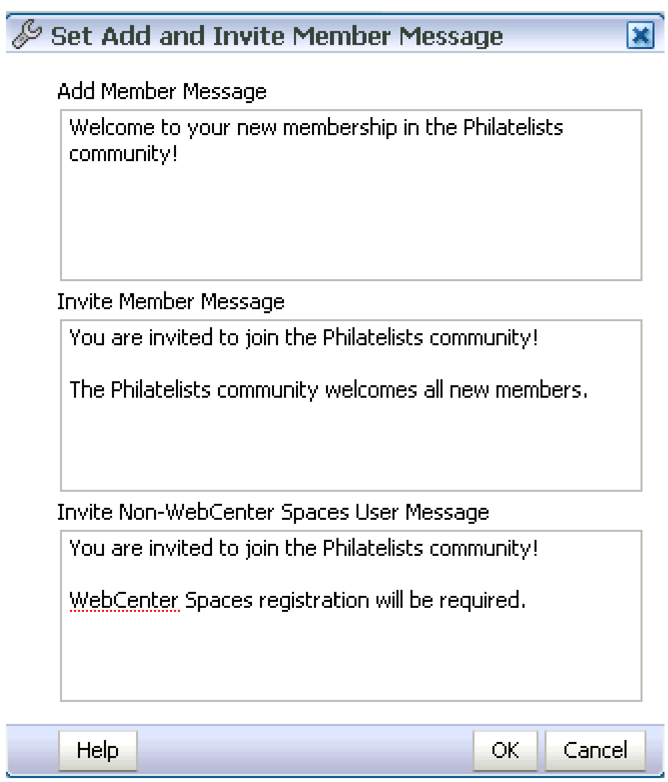
1. Click the **Settings** tab, then the **Members** tab.
2. On the **Members** page, click **Edit Notification Messages** (Figure 12–7).

Figure 12–7 Editing Messages to New Members



3. Enter a short message to include in group space membership notifications or invitations in the appropriate sections, as required (Figure 12–8). Use the message text to describe the group space and how it might be of use to new members.

Figure 12–8 Composing Messages to New Members



4. Click **OK** to save.

12.3.4 Adding Members to a Group Space

This section describes various ways that a group space moderator can enlist group space members:

- Adding or Inviting a WebCenter Spaces User
- Allowing a WebCenter Spaces User to Self-Subscribe
- Inviting a Non-WebCenter Spaces User

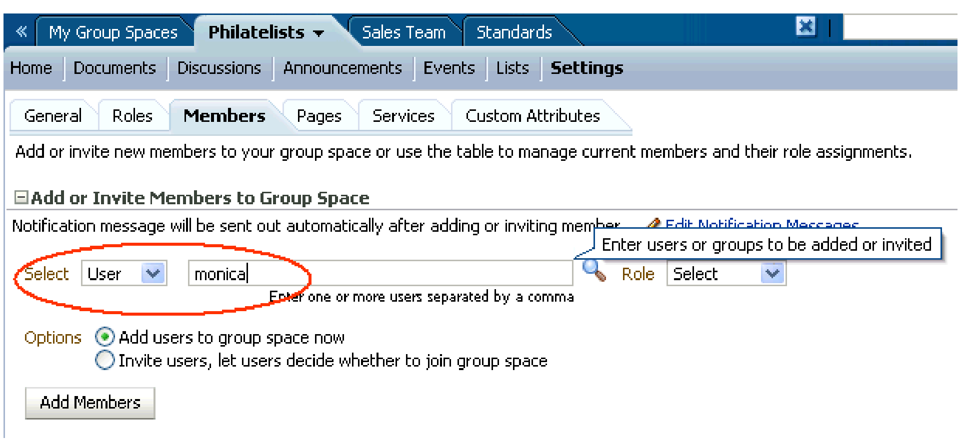
12.3.4.1 Adding or Inviting a WebCenter Spaces User

As a group space moderator, you can add or invite registered WebCenter Spaces users to become members of your group space. WebCenter Spaces users receive notification through the Mail service (if configured) and through their Worklist (if Worklists are set up).

To add or invite a member to your group space:

1. Click the **Settings** tab, then the **Members** tab.
2. On the **Members** page, click **Edit Notification Messages** to edit the greeting messages sent to all new added and invited members (see Section 12.3.3, "Composing Messages to New Members").
3. Under **Add or Invite Members to Group Space**, from the **Select** list:
   - Select **User** to add or invite one or more individual users to the group space.
   - Select **Group** to add or invite multiple users belonging to a named user group in the identity store.
4. Enter one or more user or group names in the entry field, separated by commas (Figure 12–9).

Figure 12–9 Adding a New Member



5. If you are not sure of a user or group name, click the Find icon to search the WebCenter Spaces identity store (see "Configuring the Identity Store" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*). In the Find User or Find Group dialog box, enter—minimally—two consecutive characters of the name for which you are searching. Click the Search icon, and all names matching

your search criteria appear in the results area. Select one or more user names from the list, and click **OK**.

Notes:

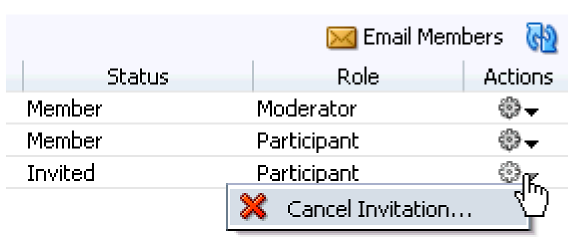
- Specifying a group name adds all users *currently* in the group. Note that any subsequent changes or updates to the group are not automatically reflected in the group space.
- Adding a `Public-User` to a group space does not make the group space available to the public. To find out how to make a group space public, see Section 10.11.3.1, "Making a Group Space Public".

---

6. Select a **Role** for the new (or invited) group space members. If the role you want is not listed, create a role that meets your requirements (see Section 12.2.2, "Defining Custom Group Space Roles").
7. Select the method for adding the specified users to the group space:
   - **Add users to group space now** to add new users immediately and automatically to the group space.
   - **Invite users, let users decide whether to join group space** to send new users an invitation to join the group space.

   Membership notifications and invitations are sent through the Mail service (if configured) and display in the users' Worklist (if Worklists are set up), with the message you have composed in the Set Add and Invite Member Message dialog box (see Section 12–8, "Composing Messages to New Members"). The notification or invitation includes a link to the group space.
8. Click **Add Members** or **Invite Members**, depending on the selection in Step 7.
9. To cancel an invitation to prospective members with **Invited** status, click the Actions icon, and select **Cancel Invitation** (Figure 12–10).

Figure 12–10 Viewing Invited Members



12.3.4.2 Allowing a WebCenter Spaces User to Self-Subscribe

Self-subscription allows a WebCenter Spaces user to request group space membership without an invitation from the group space moderator. Certain types of group spaces, especially interest-based communities, are particularly suited to this form of member enrollment as the group space often reaches a wider audience.

The capabilities of self-subscribed members depends on which group space roles you decide to offer on the Self-Subscription page. For more information, see Section 12.1.1, "Managing Self-Subscription and Membership Changes for a Group Space".

12.3.4.3 Inviting a Non-WebCenter Spaces User

If your WebCenter Spaces application allows unregistered people to become group space members, a group space moderator can invite anyone with a valid mail address to join the group space. Prospective members receive an invitation by mail, inviting them to join the group space. Upon accepting the invitation, unregistered users are prompted to register with WebCenter Spaces before gaining access to the group space.

To invite someone outside the WebCenter Spaces community to join your group space:

1. Click the **Settings** tab, then the **Members** tab.
2. On the **Members** page, click **Edit Notification Messages** to edit the greeting message that is sent to non-WebCenter Spaces users (see Section 12.3.3, "Composing Messages to New Members").
3. Under **Invite Non-WebCenter Spaces Users**:

   > **Note:** The **Invite Non-WebCenter Spaces Users** section displays only when both of the following are checked on the WebCenter Spaces Administration **General** page, under **Self-Registration**:
   >
   > - **Allow Self-Registration Through Invitations**
   > - **Allow Public Users to Self-Register**

   - Enter the **Email Address(es)** for one or more prospective group space members, separated by commas.
   - Select a **Role** for the prospective members. If the role you want is not listed, create a role that meets your requirements (see Section 12.2.2, "Defining Custom Group Space Roles").
   - Click **Invite**.

     The prospective members will receive an mail invitation to join the group space with the message you have composed in the **Invite Non-WebCenter Spaces User Message** section of the Set Add and Invite Member Message dialog box (see Section 12–8, "Composing Messages to New Members"). The invitation includes a secure, self-registration URL that the invited party can click to register with WebCenter Spaces and accept group space membership (see Section 9.3.2, "Subscribing to a Group Space (Unregistered WebCenter Spaces User)".

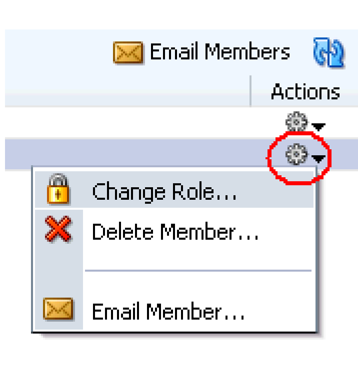
12.3.5 Changing Member Role Assignments

Moderators can change a member's role at any time. Users are notified of membership changes through their Worklist.

To change a member's current role:

1. Click the **Settings** tab, then the **Members** tab.
2. On the **Members** page, click the Actions icon for the appropriate member, and select **Change Role** (Figure 12–11).

Figure 12–11 Changing a Member Role



3. In the Change Role dialog box, choose a role from the **Change Role To** list, which includes all the roles shown on the **Roles** page, except `Public-User` and `Spaces-User`.

   If you are not sure which role to choose, click the **Roles** tab to determine the range of actions that current roles allow (see Section 12.2.3, "Viewing and Editing Permissions of a Group Space Role"). If the existing roles do not meet your requirements, consider creating a new role (see Section 12.2.2, "Defining Custom Group Space Roles").

4. Click **OK**.

12.3.6 Approving Requests for Group Space Membership

If someone requests membership of your group space or an existing member requests a new role, a notification appears in your Worklist. As group space moderator, you can approve or reject these requests.

The person making the request will receive notification of your decision. If you reject a request, you should explain the reasons why.

For details, see Chapter 30, "Working with the Worklist Service".

12.3.7 Communicating with Moderators and Members of a Group Space

You can send messages to individual group space members, as well as to the moderator(s) or all the members of a group space. WebCenter creates a default distribution list for every group space if the Mail Server is Microsoft Exchange and active directory connection details (LDAP) are provided in the mail server connection settings. As members leave or join the group space, WebCenter updates the default distribution list.

For information about setting up a custom group space mail distribution list, see Section 11.3.2, "Configuring a Custom Group Space Mail Distribution List".

There are several ways to communicate with the moderator(s) and members of a group space:

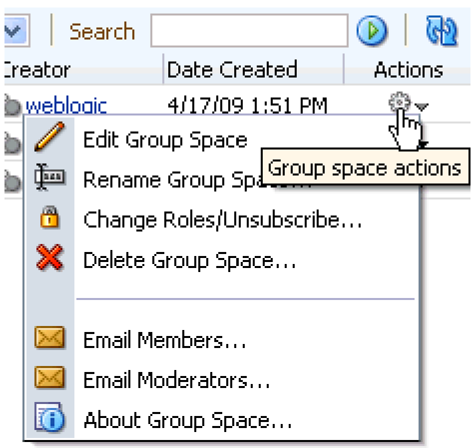
- (Group space moderators/members only) Sending a Message from the Group Spaces Page
- (Group space moderators only) Sending a Message from the Members Page
- (Group space moderators/members and non-members) Contacting the Group Space Moderator(s)

12.3.7.1 Sending a Message from the Group Spaces Page

(Group space members only) To send a message to the group space moderator(s) or all group space members from the **Group Spaces** page:

1. From the **Group Spaces** menu at the top of the application, select **My Group Spaces**.
2. On the **Group Spaces** page, find the group space to which you want to send mail. If it is not shown, use **Filter** or **Search** to list it (see Section 9.2, "Viewing Available Group Spaces").
3. Under **Actions**, click the Group Space Actions icon (Figure 12–12) for a selected group space, then select **Email Members** or **Email Moderators**. These options are available only to group space members:

Figure 12–12 Group Space Actions Menu

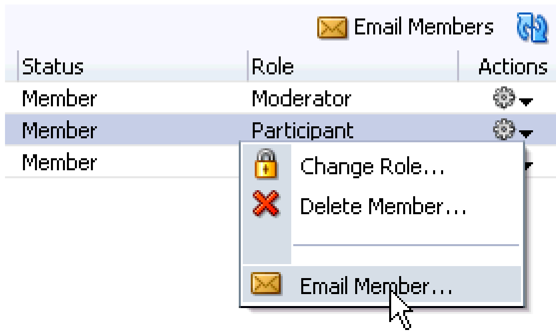


12.3.7.2 Sending a Message from the Members Page

(Group space moderators only) To send a message to all group space members, or an individual group space member, from the **Members** page:

1. Click the **Settings** tab, then the **Members** tab.
2. On the **Members** page, under **Manage Group Space Members**:
   - To send a message to all members of the group space, click **Email Members**.
   - To send a message to an individual member of the group space, select the member in the list, then click the Actions icon and select **Email Member** (Figure 12–13).

Figure 12–13 Sending Messages to Group Space Members



12.3.7.3 Contacting the Group Space Moderator(s)

Even if you are not a group space member, you can contact the group space moderator(s) in the following ways:

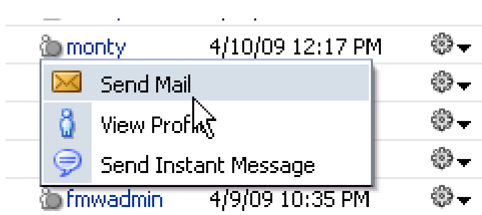
- Contacting Moderator(s) from the Group Spaces Page
- Contacting Moderators from the Actions Menu

12.3.7.3.1 Contacting Moderator(s) from the Group Spaces Page

(Group space members and non-members) To contact the group space moderator(s) from the **Group Spaces** page:

1. From the **Group Spaces** menu at the top of the application, select **My Group Spaces**.
2. On the **Group Spaces** page, find the group space to which you want to send mail. If it is not shown, use **Filter** or **Search** to list it (see Section 9.2, "Viewing Available Group Spaces").
3. Under **Creator**, click the moderator's name for a selected group space to display a range of contact options (Figure 12–14), and select your preferred option.

Figure 12–14 Contacting Group Space Moderator

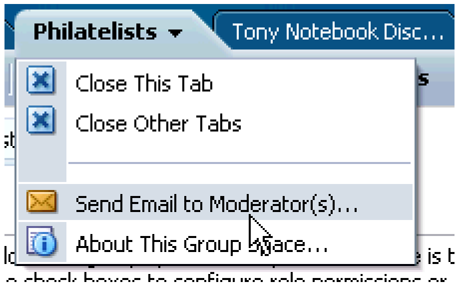


12.3.7.3.2 Contacting Moderators from the Actions Menu

(Group space members and non-members) To send a message to the group space moderator(s) from the group space tab's actions menu:

- On the group space tab, click the down arrow icon to display the actions menu, and select **Send Email to Moderator(s)** (Figure 12–15).

Figure 12–15 Send Email to Moderator(s) Option on Group Space Actions Menu



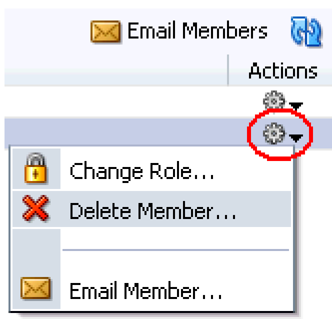
12.3.8 Revoking Group Space Membership

A group space moderator can revoke user membership at any time. Users receive notification through their Worklist when you cancel their membership.

To revoke group space membership:

1. Click the **Settings** tab, then the **Members** tab.
2. On the **Members** page, click the Actions icon for the member you want to remove, and select **Delete Member**. (Figure 12–16).

Figure 12–16 Removing a Group Space Member



3. In the Delete Member dialog box, click **Delete** to confirm.

Part IV

Working with Shared Services

Part IV of the User's Guide provides information about shared services, including their associated task flows, task flow properties, and task flow usage. It contains the following chapters:

13

What You Should Know About Shared Services

Shared services are so named because they provide features that cross into the areas of social networking and personal productivity (Figure 13–1).

Figure 13–1 Services Available to WebCenter Applications

For example, let's consider the Links service.

The Links service enables users to create instant navigation between two application objects. For example, in a multicolumn list that itemizes a project's development efforts, you can link each list row to the relevant design document, functional specification, assignment matrix, and so on.

All users benefit from the associations you make between two application objects. In a custom Oracle WebCenter Framework application, all users can view the links created by other users. In the WebCenter Spaces application, all members of a group space can see the links created by all other members of the group space.

This chapter provides an overview of shared services. It contains the following sections:

- Introducing the Documents Service
- Introducing the Events Service

- Introducing the Links Service
- Introducing the Lists Service
- Introducing the Page Service
- Introducing the Tags Service

Audience

This chapter is intended for users seeking a high-level overview of Oracle WebCenter shared services.

13.1 Introducing the Documents Service

The Documents service provides content management and storage capabilities, including content upload, file and folder creation and management, file check out, versioning, and the like. WebCenter's support of the JCR 1.0 open document standard enables integration with multiple back-end content stores.

Features of the Documents service are exposed through the following task flows:

- **Documents**—The Documents task flow exposes all features available from the Documents service. Use this to create, upload, and maintain application content.
- **Document List View**—This task flow is not listed as such. Rather it is the task flow that is used when you add a file or a folder to a page from the following folders:
  - **Group Space Documents**—(WebCenter Spaces only) This folder appears only when you are editing a group space. Open it to display and select from a list of files and folders associated with a particular group space.
  - **Personal Documents**—(WebCenter Spaces only) This folder appears only when you are editing a personal space. Open it to display and select from a list of files and folders associated with your personal space.
  - **All Documents**—This folder contains a list of all the back-end repositories integrated with your WebCenter application. Add the repository folder or open it to select from files and subfolders in that particular repository.
- **Recent Documents**—This task flow lists the files most recently acted on in some way, such as recently uploaded or moved. Click a document link on the list to open the document.

In the WebCenter Spaces application, the Documents service additionally exposes its features in a dedicated **Documents** page, available to every personal and group space. The **Documents** page contains an instance of the **Document Library** task flow configured to expose personal or group space files and folders. Additionally, WebCenter Spaces provides a **Documents** panel in its Sidebar. The **Documents** panel provides an instance of the **Recent Documents** task flow configured to show 10 of your most recently created documents.

For more information about the Documents service, see Chapter 14, "Working with the Documents Service."

13.2 Introducing the Events Service

The Events service provides a means of creating and maintaining a schedule of events of interest to you alone or to a wider group of users. The Events service exposes its features in the **Events** task flow. Additionally, a dedicated **Events** page is available to every group space.

Note: The Events service is exposed in the WebCenter Spaces application, but not in custom WebCenter applications.

For more information about events, see Chapter 15, "Working with the Events Service."

13.3 Introducing the Links Service

Linking is a powerful social networking feature that enables you and your fellow users to share knowledge. For example, if one user is aware of a discussion thread that is relevant to a document under review, he can link from the document to the discussion. All other users who view that document can see the link and navigate readily to the discussion thread.

Linking provides an easy way for you to share information with the rest of your social network. Linking can help you realize a significant reduction of wasted time and effort normally spent looking for information.

The Links service exposes its features through a Links dialog box, accessible wherever the Links icon (Figure 13–2) appears in your application.

Figure 13–2 The Links Icon (Links Present)

For more information about the Links service, see Chapter 16, "Working with the Links Service."

13.4 Introducing the Lists Service

The Lists service provides a means of creating, publishing, and managing lists. Create lists from prebuilt templates or create your own custom lists. Lists are useful for so many things, like issue tracking; capturing and publishing project milestones, assignments, and leads; and much more. The Lists service also includes tools for exporting list data to and importing list data from Microsoft Excel.

The Lists service exposes its features through the List Manager task flow, which offers all of the Lists service's functionality; and the Lists task flow, which enables you to display the content of a particular list. Additionally, in the WebCenter Spaces application, the Lists page exposes the List Manager on a dedicated group space page.

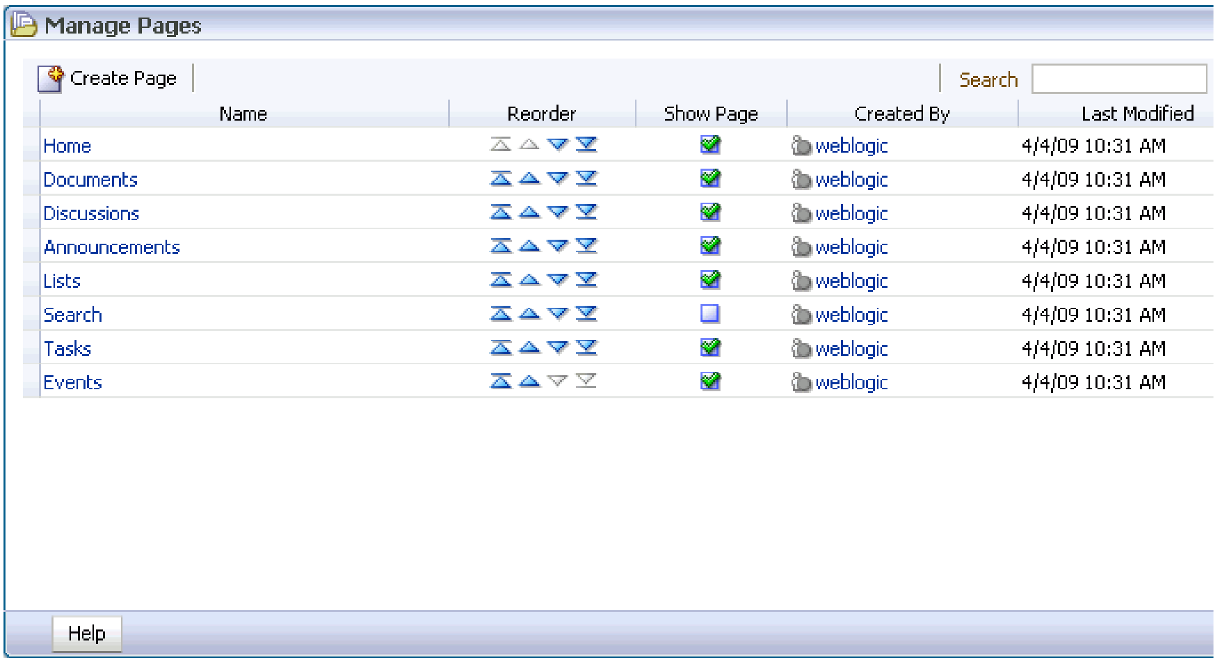
For more information about the Lists service, see Chapter 17, "Working with the Lists Service."

13.5 Introducing the Page Service

The Page service provides a means of creating and managing application pages. This includes copying pages, hiding and showing pages, changing page layout, and deleting pages.

Prominent features of the Page service include the Manage Pages dialog box and Oracle Composer. The Manage Pages dialog box provides a means of performing actions on the pages within a particular scope, such as the pages within your personal space or a group space (Figure 13–3).

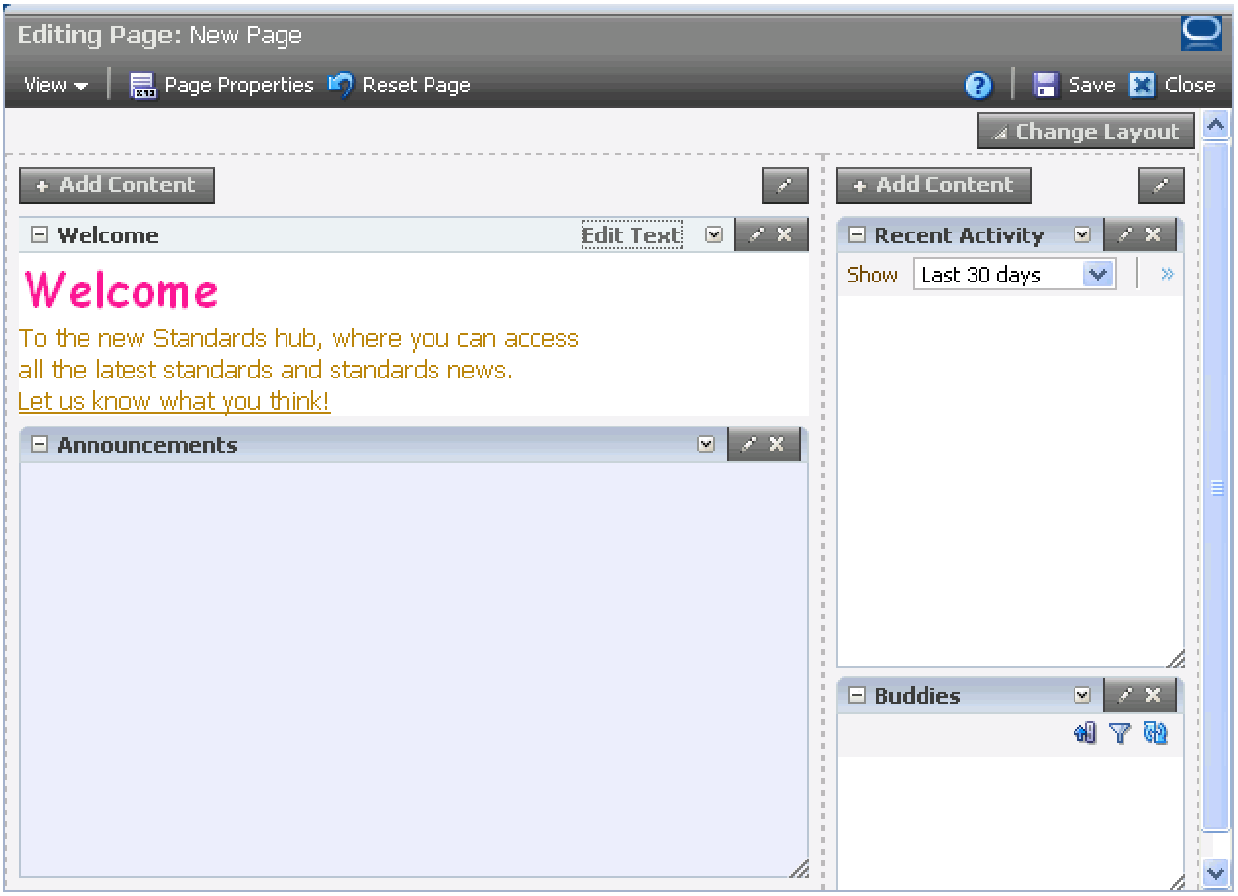
Figure 13–3 The Manage Pages Dialog Box



Use the Manage Pages dialog box to rearrange page order, copy pages, rename pages, set access on individual pages, and much more. For more information about the Manage Pages dialog box, see Chapter 5, "Working with the Manage Pages Dialog Box."

Use Oracle Composer to change a page layout and to add task flows, portlets, documents, layout components, and other objects to a page (Figure 13–4).

Figure 13–4 A Page Opened in Design View in Oracle Composer



You can also use Oracle Composer to provide values for the properties associated with pages and the objects they contain and to wire pages, task flows, and portlets to each other.

In the WebCenter Spaces application, both the Page service and Oracle Composer are provided implicitly—that is, they are part of the application infrastructure. In custom WebCenter applications, the Page service and Oracle Composer are separate entities that must each be explicitly added to the application at design-time. For example, it is possible to have a custom WebCenter application that provides only the Page service and not Oracle Composer.

For more information about the Page service and Oracle Composer, see Chapter 4, "Introducing the Page Service and Oracle Composer."

13.6 Introducing the Tags Service

Tagging enables you to provide your own label to a given page or document. The label comes in the form of one or more terms that help you find that resource again using search terms that are personally relevant. Tagging takes on a social aspect when you and other users share tags. Shared tags can be discovered in scoped and global searches. In this way, the Tags service assists you and your community in discovering and contributing to the collective knowledge of the enterprise.

For more information about the Tags service, see Chapter 18, "Working with the Tags Service."

14

Working with the Documents Service

Oracle WebCenter enables you to integrate content by:

- Using a Content Repository data control, which enables you to provide read-only access to a content repository, and maintain tight control over the way the content displays in your application.
- Using the Documents service, which enables you to view and manage documents in your organization's content repositories.

This chapter describes how to work with the Documents service and task flows at runtime in WebCenter Spaces and any other custom WebCenter application. For more information about managing and including content in your WebCenter applications, see:

- "Integrating Content" in *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*, which describes how to include content in a custom WebCenter application at design time using JCR data controls.
- "Integrating the Documents Service" in *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*, which describes how to integrate the Documents service in a custom WebCenter application at design time, creating a user-friendly interface to manage documents at runtime.
- "Managing Content Repositories" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter* to configure and manage content repositories used by WebCenter Spaces and any other custom WebCenter application.

This chapter provides detailed information about the Documents service and its task flows. It contains the following sections:

Audience

This chapter is intended for users who are interested in understanding and working with the Documents service in Oracle WebCenter applications to view, add, and manage files and configure file and folder properties. This includes WebCenter Spaces and custom WebCenter applications built with Oracle WebCenter Framework.

Your application administrator has the authority to expose or hide task flows from a particular service. This means that some of the tasks discussed in this chapter may not be available to you if the associated task flow is hidden.

14.1 What You Should Know About the Documents Service

The Documents service provides features for accessing, adding, and managing files and folders; configuring file and folder properties; and searching file and folder content in your organization’s content repositories.

The Documents service allows your application to manage folders and documents from your company's content repositories in two ways:

- Add any single folder or file in a content repository to a page (see Section 7.1.2, "Adding Document Library Content to a Page").
- Add a Documents service task flow to a page (see Section 7.1.3, "Adding Task Flows to a Page").

The Documents service task flows are:

- In the WebCenter Spaces application: Documents, Document List Viewer (which exposes content from All Documents, Personal Documents, and Group Space Documents), and Recent Documents.
- In custom WebCenter applications: Documents, Document List Viewer (which exposes content from All Documents), and Recent Documents.

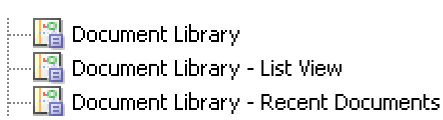
This section provides an overview of the Documents service task flows:

- Adding Documents Service Task Flows at Design Time versus Runtime
- Understanding the Documents Task Flow
- Understanding the Document List Viewer Task Flow
- Understanding the Recent Documents Task Flow

14.1.1 Adding Documents Service Task Flows at Design Time versus Runtime

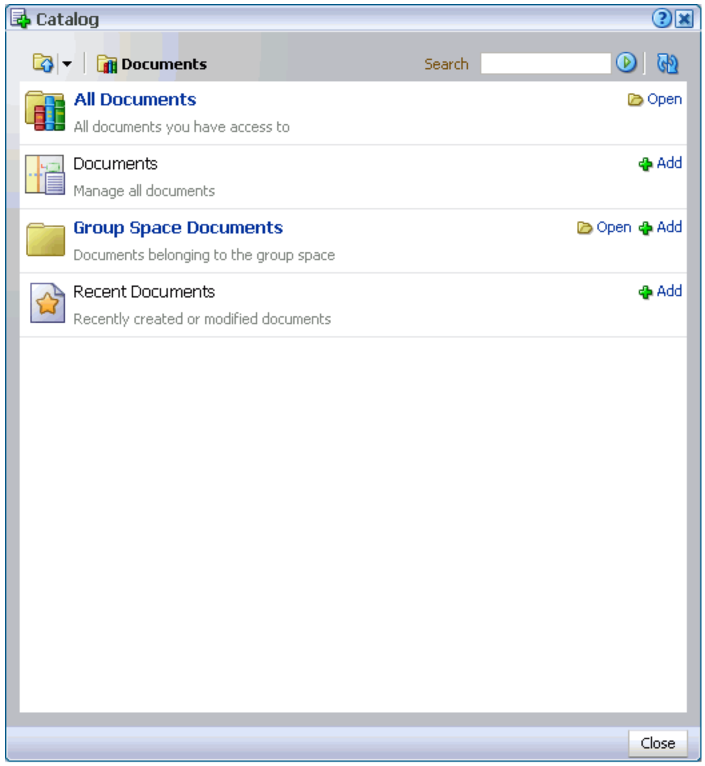
In Oracle WebCenter Framework, the design-time environment discussed in *Oracle Fusion Middleware Developer’s Guide for Oracle WebCenter*, developers use the WebCenter Services Catalog to include Documents service task flows when building a custom WebCenter application. In the Catalog, the Documents service task flows are listed as shown in Figure 14–1.

Figure 14–1 WebCenter Services Catalog: Documents Service Task Flows



In a runtime environment (the WebCenter Spaces application and deployed custom WebCenter applications), users use the Oracle Composer Catalog to include Documents service task flows on a page. The Oracle Composer Catalog is the runtime rendering of the WebCenter Services Catalog. In the Oracle Composer Catalog, the Documents service task flows are listed as shown in Figure 14–2 (for WebCenter Spaces).

Figure 14–2 Oracle Composer Catalog: Documents Service Task Flows in the WebCenter Spaces Application (when editing a group space page)



The mapping of the Oracle Composer Catalog entries to the Documents service task flows is shown in Table 14–1:

Table 14–1 Oracle Composer Catalog Mapping to Documents Service Task Flows

Oracle Composer Catalog	Documents Service Task Flow	Description
Documents	Documents task flow (equivalent to Document Library task flow in WebCenter Services Catalog in Oracle WebCenter Framework)	Exposes all the folders and files available from the default content repository connection and default folder. Use to create, upload, and manage repository content; to manage file versions; and to check files out and in. See Section 14.1.2, "Understanding the Documents Task Flow."
All Documents **Group Space Documents** (in WebCenter Spaces only) **Personal Documents** (in WebCenter Spaces only)	Document List Viewer task flow	Exposes a list of documents and optionally folders defined by the listing of a specific folder or the results of a document search. See Section 14.1.3, "Understanding the Document List Viewer Task Flow."
Recent Documents	Recent Documents task flow	Exposes the files most recently modified in some way. See Section 14.1.4, "Understanding the Recent Documents Task Flow."

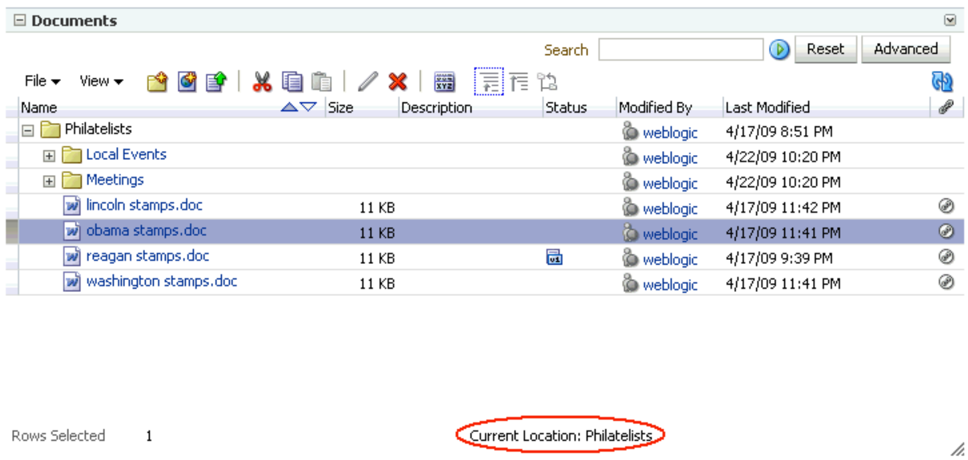
14.1.2 Understanding the Documents Task Flow

The Documents task flow exposes all the folders and files available from the default content repository connection and default folder.

In WebCenter Spaces, the default folder is your personal folder if working with a page in your personal space, and the group space folder if working with a page in a group space. In custom WebCenter applications, the default folder is the root of the default content repository connection. You can also set the `Connection Name` and `Start Folder Path` properties to change the target folder (see Table 14–4).

In the Documents task flow, the target folder is the *current location*, displayed in the status bar (in the lower right hand area) of the Documents task flow (Figure 14–3).

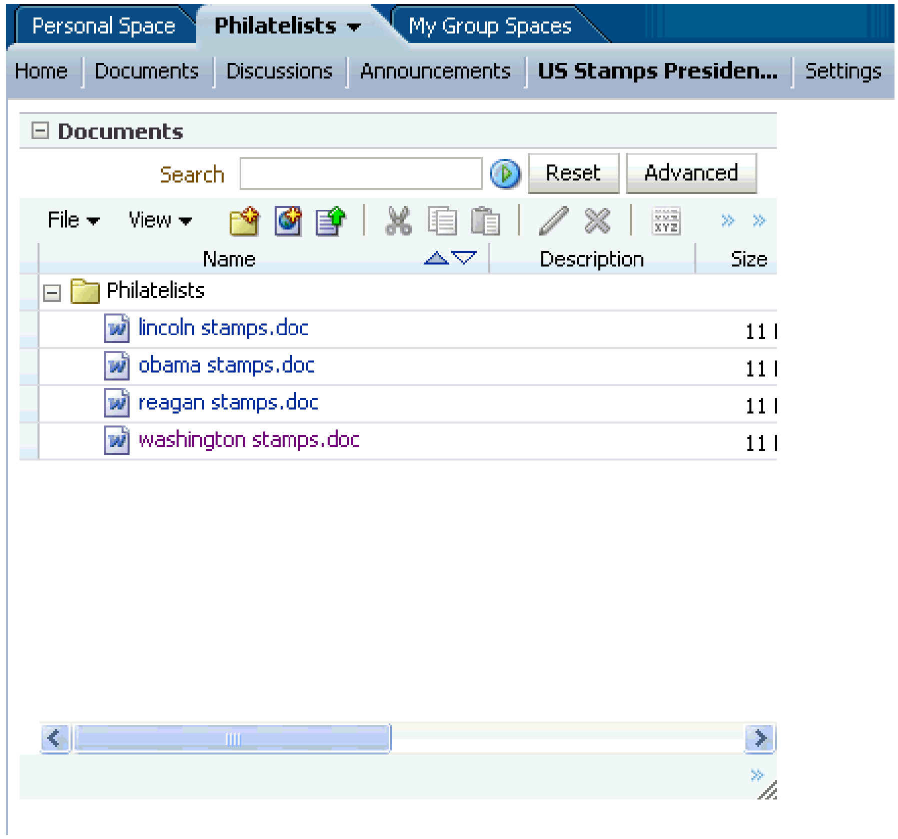
Figure 14–3 Current Location Displayed In Documents Task Flow Status Bar



The current location is where any uploaded files, newly created HTML files, or pasted files and folders are placed. Selecting a single folder in the Documents task flow makes that folder the current location. In a Documents task flow that includes multiple folders, clicking a folder name to display the folder as the top-level folder in the task flow makes that folder the current location.

Adding the Documents task flow to a page (Figure 14–4) enables you to manage your documents, such as create, upload, and manage repository content; manage file versions; and check files out and in.

Figure 14–4 Documents Task Flow Displayed on a Page in a Group Space named Philatelists in WebCenter Spaces

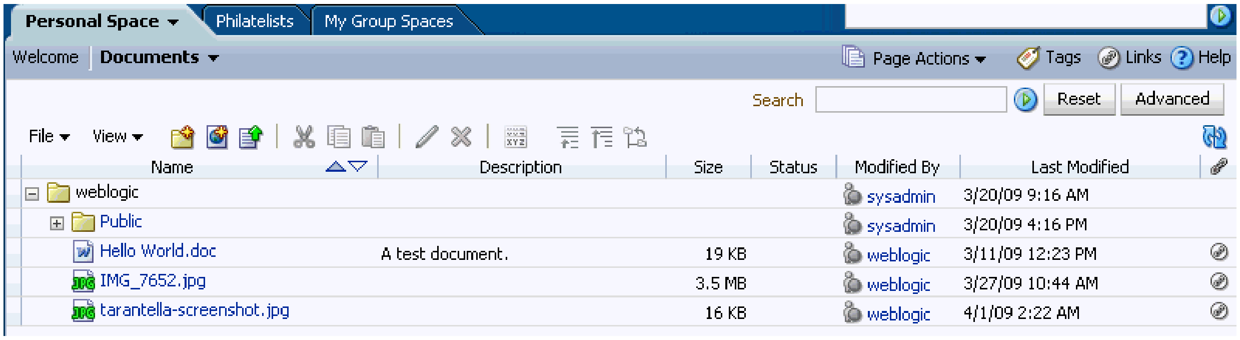


In the WebCenter Spaces application, your personal space and all group spaces have a **Documents** page, which is simply a page that is dedicated to the Documents task flow.

By default, a group space displays a tab for its **Documents** page. However, your personal space does not display the **Documents** page by default, so you have to display it yourself:

1. Click the **Personal Space** tab to display your personal space.
2. Click **Page Actions**, then select **Manage Pages**.
3. In the Manage Pages dialog box, in the row for the **Documents** page, click **Show Page**.
4. Click **Close** to display the **Documents** page for your personal space, listing all of the documents available to you (Figure 14–5).

Figure 14–5 A Documents Page in a WebCenter Spaces Personal Space

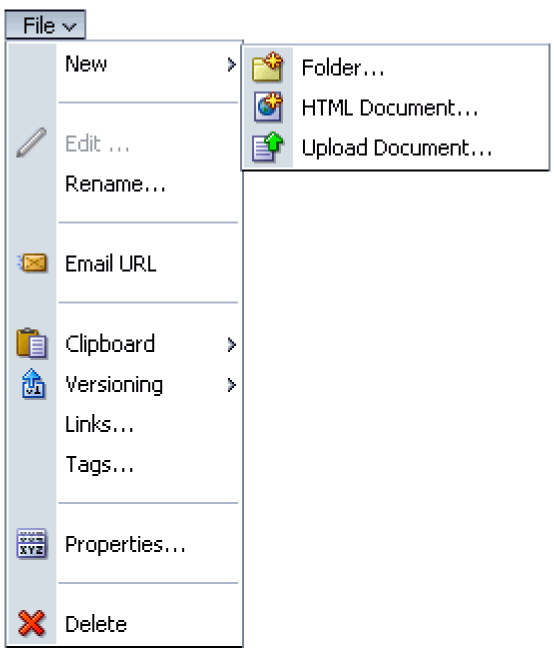


Custom WebCenter applications get the same features as the **Documents** page in the WebCenter Spaces application by adding the Documents task flow to an application page. The only difference between the Documents task flow in the WebCenter Spaces application and a custom WebCenter application is the range of content that is displayed in a given task flow.

The Documents task flow provides features for supporting and maintaining your content. These include:

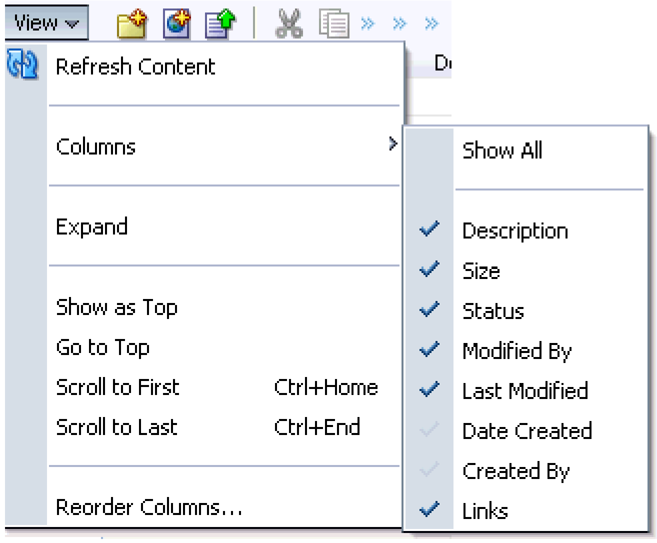
- The **File** menu for convenient access to file and folder features (Figure 14–6).

Figure 14–6 Documents File Menu



- The **View** menu for setting your Documents display preferences (Figure 14–7).

Figure 14–7 Documents View Menu



- An easy-access toolbar (Figure 14–8).

Figure 14–8 Documents Toolbar

Use the Documents toolbar for quick access to frequently-used document functions, such as folder creation, file creation and upload, cutting, copying, editing, and deleting. Additionally, you can use icons on the toolbar to access file and folder properties and to adjust your view of repository content.

Note: Actions available on the toolbar are also available on the menus; keep in mind that there is more than one way to accomplish your Documents tasks.

- Context menus for convenient access to document functions. Right-click a folder or file icon to display the context menu (Figure 14–9 and Figure 14–10).

Figure 14–9 Documents Folder Context Menu (WebCenter Spaces Application)

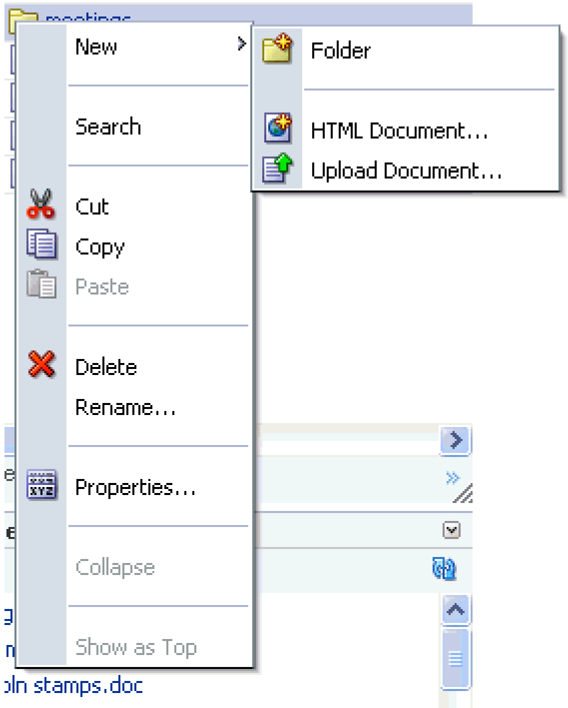
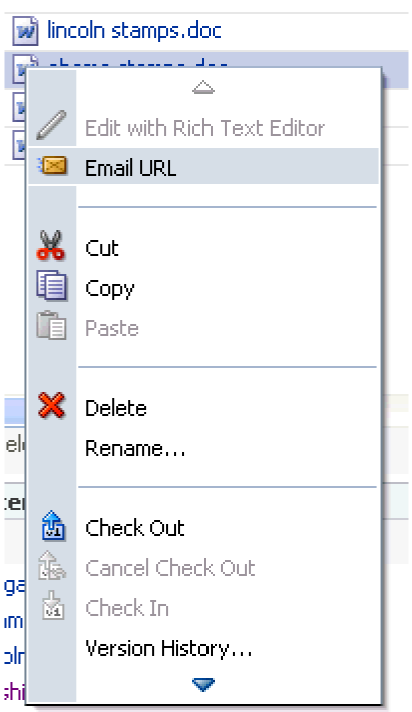


Figure 14–10 Documents File Context Menu (WebCenter Spaces Application)



- A dedicated file search.

The Documents service provides its own search tool, offering both basic and advanced searches. The document search feature stands apart from the Search service by searching only content provided through the Documents service. (For more information about the Search service, see Chapter 29, "Working with the Search Service.")

For more information, see Section 14.2.6, "Running Document Searches."

- In-place creation and revision of HTML.

  Launch the Rich Text Editor to create and edit HTML files, and save them directly to the content repository.

  For more information, see Section 14.2.3.2, "Creating and Editing Rich Text Documents."

14.1.3 Understanding the Document List Viewer Task Flow

In both the WebCenter Spaces application and custom WebCenter applications, you can use the Document List Viewer task flow to add information from your organization's content repositories onto a page.

You can add a content repository's entire root folder or any number of subfolders onto a page. You can set the `Connection Name` and `Start Folder Path` properties to change the target location (see Table 14–4). Adding a folder or subfolder from the following selections in the Oracle Composer Catalog adds a Document List Viewer task flow listing the documents in that folder:

- **All Documents**: A virtual node that includes the content of all connected content repositories. Adding a folder under this node to a page adds a Document List Viewer task flow listing the documents in that folder (Figure 14–11 and Figure 14–12).
- **Group Space Documents** or **Personal Documents** (WebCenter Spaces only): A direct shortcut to the folder under All Documents that contains documents associated with the current group space (Figure 14–13) or personal space. Group Space Documents is available for selection from the Oracle Composer Catalog only when you edit a page in a group space; Personal Space Documents is available only when you edit a page in your personal space. The contents of this folder are also reflected on the **Documents** page of the group space or personal space.

  These entries in the Oracle Composer Catalog are both draggable and drillable. That is, you can drag them onto your page to create a Document List Viewer task flow of all of a space's folder content, or you can click the Open link to drill down into it, then drag a selected folder onto your page. Additionally, the Document List Viewer task flow can be configured to display or hide any subfolders.

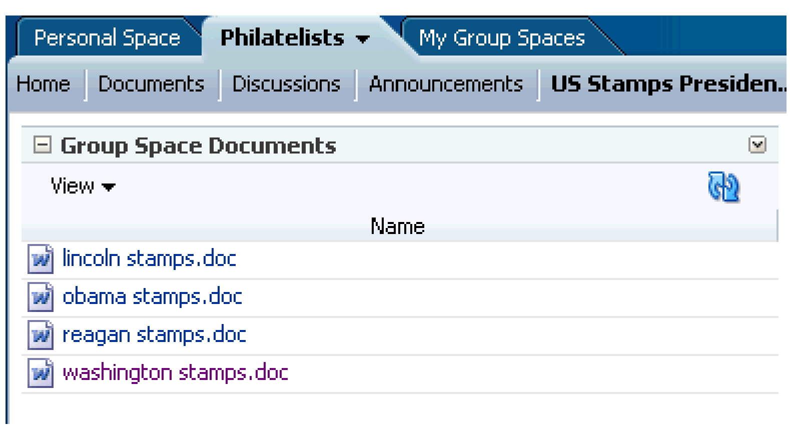
> **Note:** You can also drill down to individual files to add to a page as links, images, or IFrames (depending on file type). Individual files on a page are not considered task flows. For more information, see Section 7.1.2, "Adding Document Library Content to a Page".

When you add a Document List Viewer task flow to a page, the name of the folder that contains the displayed content appears above the viewing area. For example, in Figure 14–11, the name of the folder is `Root Folder`.

Figure 14–11 Document List Viewer Task Flow for All Documents for the Topmost Folder in the Content Repository in the WebCenter Spaces Application (Show Folders property set to true)

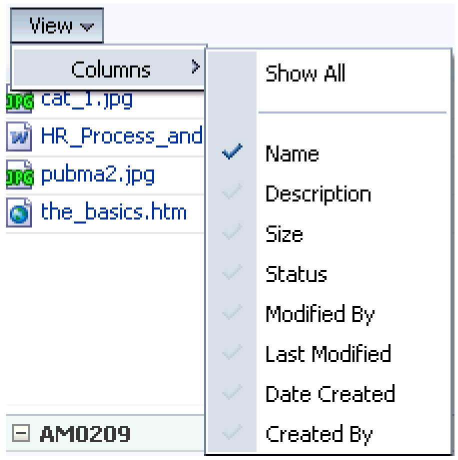
Figure 14–12 Document List Viewer Task Flow for All Documents for a Subfolder in the Content Repository in the WebCenter Spaces Application (Show Folders property set to true)

Figure 14–13 Document List Viewer Task Flow for Group Space Documents Displayed on a Group Space Page in the WebCenter Spaces Application



The Document List Viewer task flow includes a **View** menu, which you can use to personalize the display of the columns in the task flow (Figure 14–14).

Figure 14–14 View Menu on the Document List Viewer Task Flow

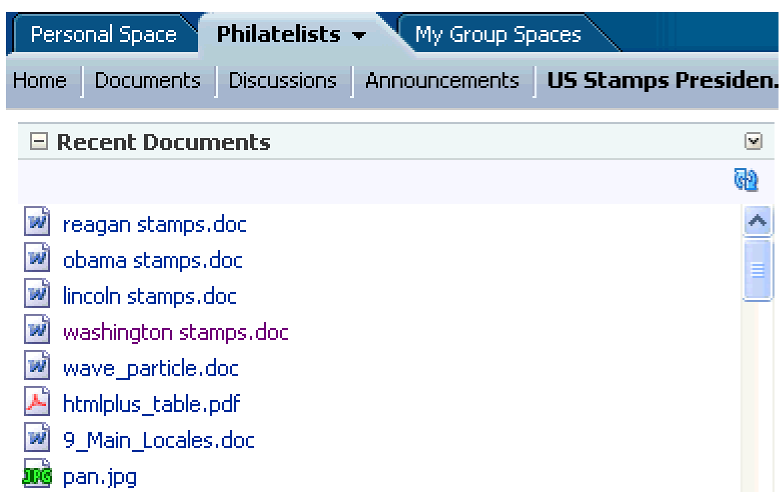


For more information about working with the files and folders on a page, see Section 14.2, "Working with the Documents Service Task Flows."

14.1.4 Understanding the Recent Documents Task Flow

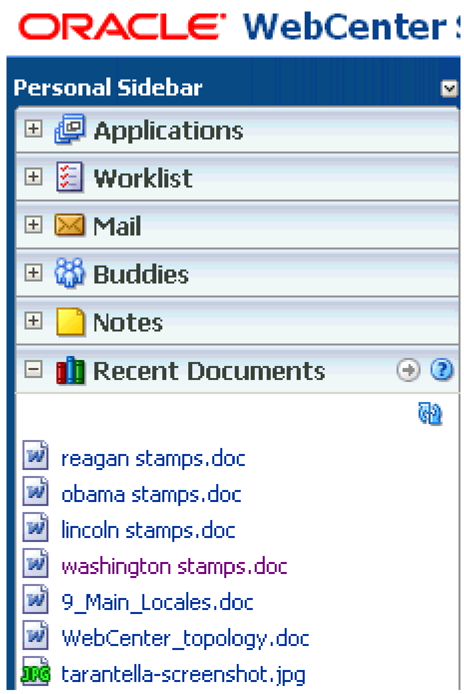
The Recent Documents task flow is a useful launching point into your most recently used documents. It exposes the files most recently modified in some way, such as recently uploaded, created, edited, copied, or moved (Figure 14–15).

Figure 14–15 Recent Documents Task Flow Displayed on a Group Space Page in WebCenter Spaces



The Recent Documents task flow displays all files modified in the currently connected content repository. In WebCenter Spaces, the Recent Documents task flow appears in the WebCenter Spaces Sidebar by default (Figure 14–16), where you can click a file link in the list to open the file.

Figure 14–16 Recent Documents Task Flow in the WebCenter Spaces Sidebar



14.2 Working with the Documents Service Task Flows

As discussed above, the Documents service task flows provide convenient access to different groups of files in your organization's content repositories. Additionally, the Documents task flow provides a rich set of tools for adding, revising, versioning, and otherwise managing that content.

This section describes how to use those tools. It discusses document management features universally, as opposed to within the context of a particular task flow. All of the features discussed in this section are available through the Documents task flow (see Section 14.1.2, "Understanding the Documents Task Flow"). Each subsection includes information about which additional task flows provide access to the features described.

This section includes the following subsections:

- Adding a Task Flow to a Page
- Opening Files and Folders
- Adding Files
- Managing Files and Folders
- Sharing Files and Folders
- Running Document Searches

14.2.1 Adding a Task Flow to a Page

For the steps to add a task flow, including any of the Documents service task flows, to a page, see Section 7.1.3, "Adding Task Flows to a Page".

14.2.2 Opening Files and Folders

You can open *files* using the method described in this section in all Documents service task flows. Opening *folders* is available to all Documents service task flows except the Recent Documents task flow, which does not display folders.

The Documents task flow is the only Documents service task flow that always displays folders. The Document List Viewer task flow may or may not display folders, depending on how it is configured.

Note: For information about Documents service task flow configuration, see Section 14.4, "Setting Documents Service Task Flow Properties."

Use the methods described in this section to open files and folders:

- Opening Files
- Opening Folders

14.2.2.1 Opening Files

To open document files:

1. On a page, go to the Documents service task flow that lists the file you want to open, or go to the **Documents** page in a personal space or group space.
2. Click the file name.

   The next thing that happens depends on the file type:

   - If the file can be opened in a browser, that is where it opens. This applies to HTML files, text files, and image files, such as `.gif` and `.jpg` files.
   - Other types of files, such as Microsoft Word files and zip files, invoke a download dialog box when you click them, which gives you the option of viewing the file in its native application, or saving the file to a local drive.

     This is browser behavior, so the way you follow through depends on the browser you use and how that browser is configured.

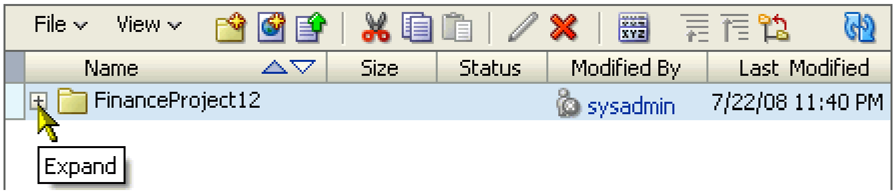
   For all file types, you can go right into a download operation by right-clicking directly on the document in the task flow. This opens your browser's context menu. From there, you can select the **Save Link As** menu option, or your browser's comparable menu option.

14.2.2.2 Opening Folders

You can open folders in two ways:

- Expand the folder node by clicking the Expand icon (Figure 14–17) to view a hierarchical list of the folder's content.

Figure 14–17 Expand Icon on a Folder



- Click the folder name (Figure 14–18) to display the folder as the top-level folder in the task flow (Figure 14–19), which also makes the folder the *current location* (see Section 14.1.2, "Understanding the Documents Task Flow").

Figure 14–18 Subfolder (Public) of Root Folder (orcladmin) in a Content Repository

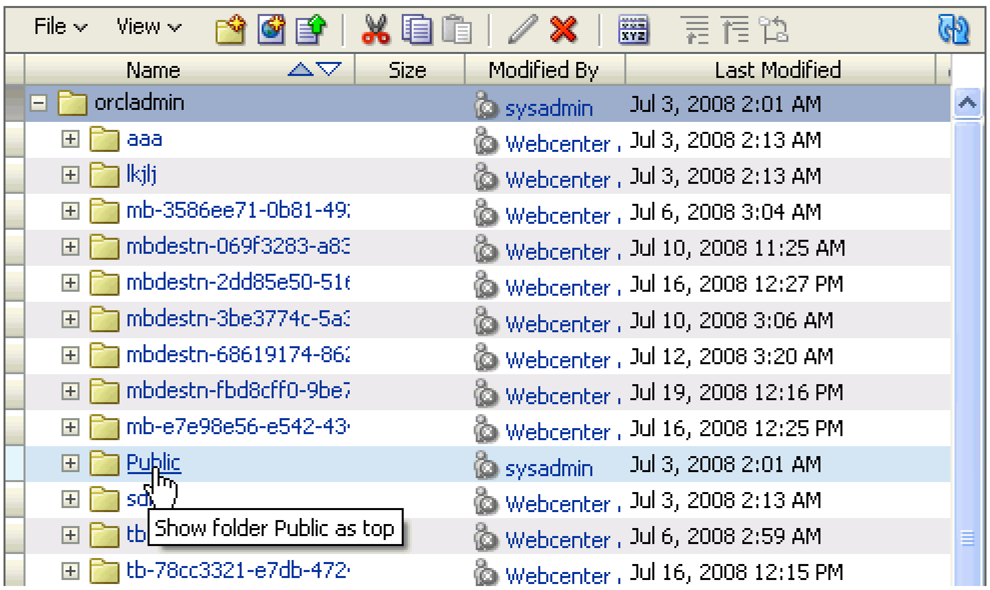
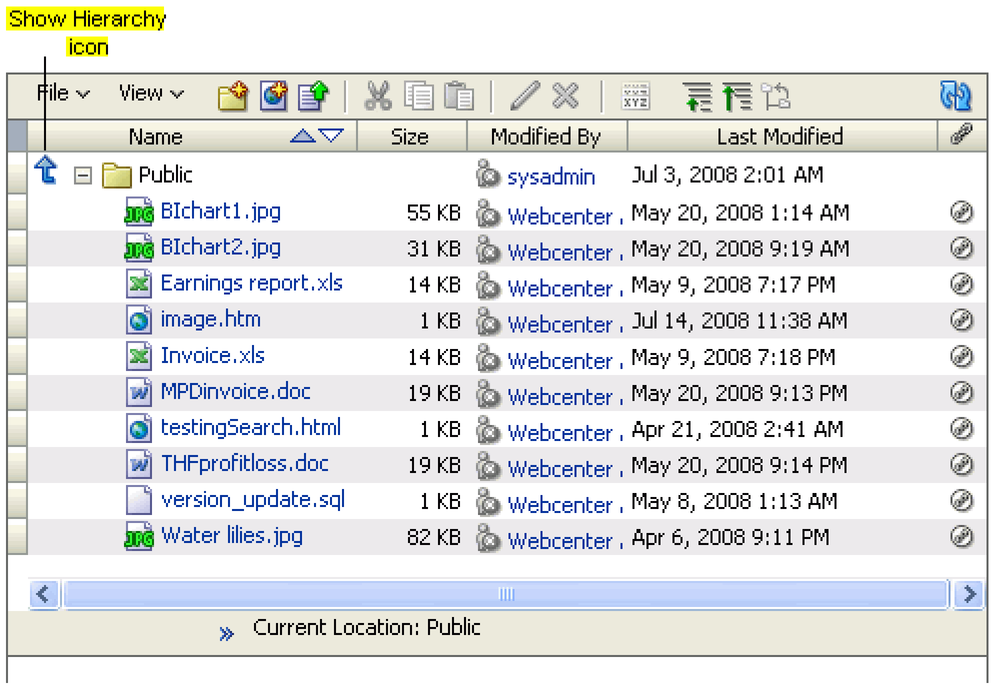


Figure 14–19 Subfolder Displayed as Top-Level Folder



Click the Show Hierarchy icon to the left of the folder (Figure 14–19) to open a selection list of folders higher up the folder hierarchy.

Click a folder on the list to display your selection as the top-level folder. Clicking the first folder on the list (the root folder) returns you to the default folder display mode.

14.2.3 Adding Files

Add files to your WebCenter application to provide convenient access to them. Using Documents service features, you can add content by uploading it or by creating it on the spot, using the Rich Text Editor.

This section describes how to add files through the Documents task flow, which is the only Documents service task flow with file upload and file creation features:

- Uploading Files
- Creating and Editing Rich Text Documents
- Copying and Pasting Files

14.2.3.1 Uploading Files

Use the Documents task flow's file upload feature to import content into a content repository. Upload files from any location that is accessible from your local file system. This includes remote systems to which your local system has access.

Note: You can upload files if you have sufficient access privileges and the connection to your underlying content repository supports it.

This section describes how to upload files to the content repository. It contains the following subsections:

- Uploading a File Using the Toolbar
- Uploading a File Using a Menu

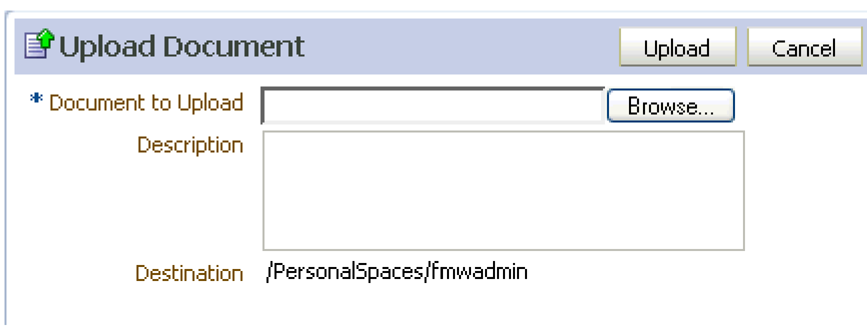
14.2.3.1.1 Uploading a File Using the Toolbar To upload a file from your file system using the toolbar:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to upload a file.
2. Select the row of the folder into which you want to upload the file. Note that to select a folder, you should click within the folder's row and not click the folder itself.
3. On the toolbar, click the Upload Document icon (Figure 14–20).

Figure 14–20 Upload Document Icon on Toolbar

The **Upload Document** screen opens (Figure 14–21). All fields requiring a value are marked with an asterisk (*).

Figure 14–21 Upload Document Screen



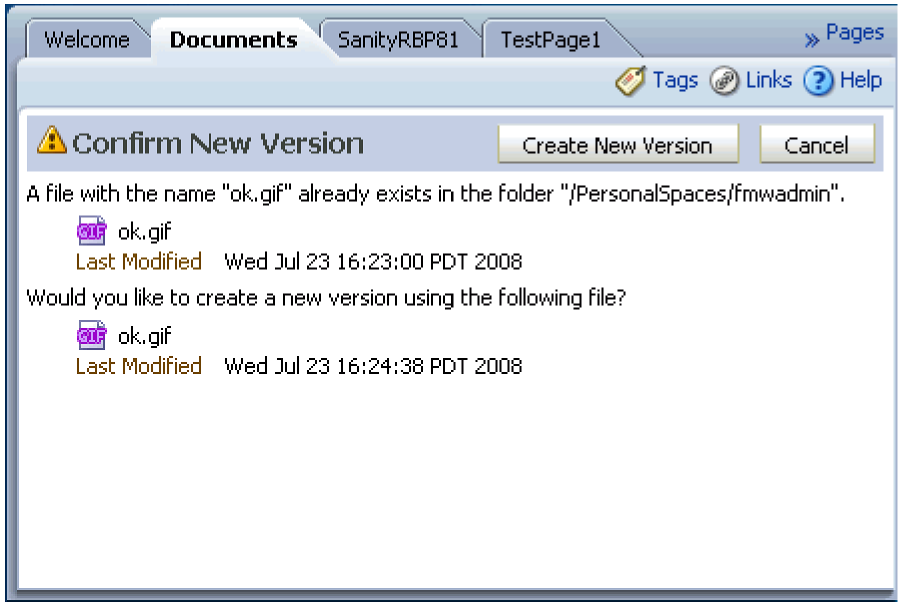
4. Click **Browse** next to the **Document to Upload** field, and then navigate to and select the file you want to upload.
5. Optionally, provide a description of the file in the **Description** field.

> **Note:** The **Destination** field, which appears below the **Description** field, shows the directory path to the folder where the uploaded document will be stored.

6. Click **Upload** to complete the transaction.

   Where versioning is supported, a **Confirm New Version** screen opens when you upload a file with the same name as another file in the same folder (Figure 14–22).

Figure 14–22 Confirm New Version Screen



You are given the option to save the new file as a new, current version or to cancel the file upload.

14.2.3.1.2 Uploading a File Using a Menu The Documents task flow includes a **File** menu and context (right-click) menus for performing file and folder actions on the spot. Both the **File** menu and the folder context menu provide commands for uploading files. This section describes how to use them.

To upload files using the **File** menu or the folder context menu:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to upload a file.
2. Select the target folder where you want to upload a file.
3. From either the **File** menu or the folder context menu (right-click the folder), select **New** and then **Upload Document**.

   The **Upload Document** screen opens (Figure 14–21). All fields requiring a value are marked with an asterisk (*).
4. Click **Browse** next to the **Document to Upload** field, and then navigate to and select the file you want to upload.
5. Optionally, provide a description of the file in the **Description** field.

   Note: The **Destination** field, which appears below the **Description** field, shows the directory path to the folder where the uploaded document will be stored.

   ---
6. Click **Upload** to complete the transaction.

   Where versioning is supported, a **Confirm New Version** screen opens when you upload a file with the same name as another file in the same folder (Figure 14–22).

You are given the option to save the new file as a new, current version or to cancel the file upload.

14.2.3.2 Creating and Editing Rich Text Documents

In addition to file upload, you can add content to a content repository through file creation. The Rich Text Editor is a fully-integrated HTML text editor, which you can use to create your own HTML documents and edit HTML documents contained in the content repository.

The Rich Text Editor provides basic styling features, such as selectors for font type, size, and color. It includes features for adding links, bulleted and numbered lists, and special text effects, such as subscript, superscript, strikethrough, and underline. It provides two modes—Rich Text Editing mode and Source Code mode. Use the Rich Text Editing mode to create and revise content in a WYSIWYG environment. Use the Source Code mode to enter your own HTML.

In the Documents service, the Rich Text Editor is available through the Documents task flow.

Note: The Rich Text Editor ignores the following types of tags because they are irrelevant or redundant within the Rich Text Editor context:

- script tags
- form elements, such as `input`, `select`, `textarea`, and `form`
- `frame/frameset`
- document tags, such as `html`, `head`, `body`, `meta`, and `title`
- unknown tags, for example, `<foo></foo>`

This section describes how to create and edit files using the Rich Text Editor. It contains the following subsections:

- Creating HTML Documents with the Rich Text Editor
- Editing HTML Documents with the Rich Text Editor

14.2.3.2.1 Creating HTML Documents with the Rich Text Editor

To create HTML documents using the Rich Text Editor:

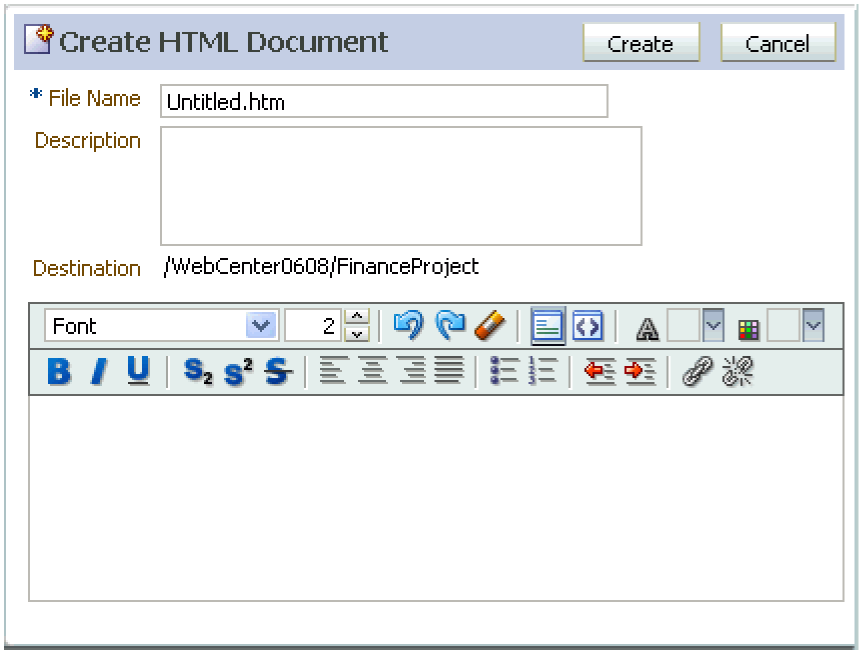
1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to create an HTML document.
2. Click the create an HTML document icon (Figure 14–23).

Figure 14–23 Create a New HTML Document Icon on Toolbar

The Rich Text Editor opens (Figure 14–24).

Fields that require a value are marked with an asterisk (*).

Figure 14–24 Rich Text Editor



3. In the **File Name** field, enter a name for the file.

   The editor appends the extension `.htm`., unless `.htm` or `.html` is already specified.

4. Optionally, enter a description of the file in the **Description** field.

> **Note:** The **Destination** field, which appears below the **Description** field, shows the directory path to the folder where the uploaded document will be stored.

5. Using the editor, add text, formatting, styling, and links.

   Table 14–2 lists and describes Rich Text Editor controls.

Table 14–2 Rich Text Editor Controls

Control	Description
	The **Font** drop-down menu. Select a font, and enter text; or highlight text, and select a font.

Table 14–2 (Cont.) Rich Text Editor Controls

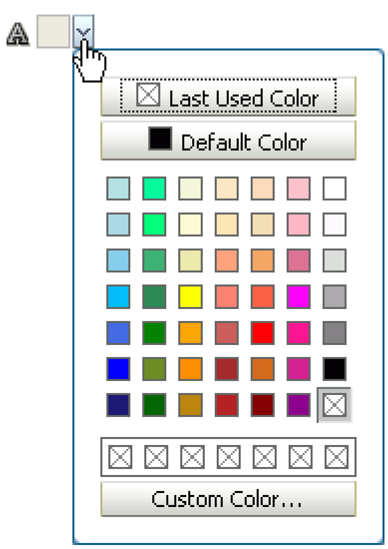
Control	Description
	The **Font Size** selector. Select a size, and enter text; or highlight text, and select a size. Click the up arrow to increase font size. Click the down arrow to lower font size.
 **Ctrl-z**	The Undo icon. Click the Undo icon to back out of the previous change. Change history is cleared when you click **Create**.
 **Ctrl-y**	The Redo icon. Click the Redo icon to restore the previous change. Change history is cleared when you click **Create**.
	The Clear Styling icon. Select text and click the Clear Styling icon to remove all styling, such as font types, font sizes, font weights, and font colors. Note that formats, such as bulleted and indented are not affected.
	The Rich Text Editing Mode icon. Use this control to toggle the editor to Rich Text editing mode. In this mode, you can use the style controls at the top of the editor to design your HTML's look and feel.
	The Source Code Editing Mode icon. Use this control to toggle the editor to the source code editing mode. In this mode, you can enter all of your own HTML manually. This includes entering source code for the insertion of images. Source code editing mode assumes you will enter all HTML code manually; therefore, most style controls at the top of the text box are not available in this mode.
	**Foreground Color** selector. Use the selector to apply color to text. Pick a color, and enter text; or highlight text, and select a color.

Table 14–2 (Cont.) Rich Text Editor Controls

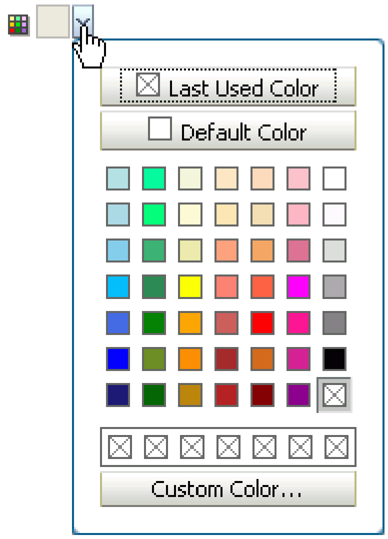
Control	Description
	**Background Color** selector. Use the selector to highlight text. Select a color, and enter text; or select text and then a color to highlight.
	The Bold icon. Highlight text, and click the Bold icon; or click the Bold icon, and enter text. Click the Bold icon again to exit Bold.
	The Italic icon. Highlight text, and click the Italic icon; or click the Italic icon, and enter text. Click the Italic icon again to exit Italic.
	The Underline icon. Highlight text, and click the Underline icon; or click the Underline icon, and enter text. Click the Underline icon again to exit Underline.
	The Subscript icon. Highlight text, and click the Subscript icon to convert it to a subscript character (see icon's numeral 2 for example); or click the Subscript icon, and enter text. Click the Subscript icon again to exit Subscript.
	The Superscript icon. Highlight text, and click the Superscript icon to convert it to a superscript character (see icon's numeral 2 for example); or click the Superscript icon, and enter text. Click the Superscript icon again to exit Superscript.
	The Strikethrough icon. Highlight text, and click the Strikethrough icon to drawn a horizontal line through the middle of text, or click the Strikethrough icon and enter text. Click the Strikethrough icon again to exit Strikethrough.
	The Justify Left icon. To align text left, highlight it and click the Left Justify Left icon. You can also click the icon and enter text.

Table 14–2 (Cont.) Rich Text Editor Controls

Control	Description
	The Justify Center icon. To center text, highlight it and click the Justify Center icon. You can also click the icon and enter text.
	The Justify Right icon. To align text right, highlight it and click the Justify Right icon. You can also click the icon and enter text.
	The Justify Full icon. To align text on both the right and left, highlight it and click the Justify Full icon. You can also click the icon and enter text.
	The Bulleted List icon. To create a bulleted list, start a new line, click the Bulleted List icon, and enter text. You can also highlight lines of text and click the icon. Start a new line, and click the Bulleted List icon again to exit. Alternately, exit bullet mode by clicking **Enter** twice at the end of the last item.
	The Numbered List icon. To create a numbered list, start a new line, click the Numbered List icon, and enter text. You can also highlight lines of text and click the icon. To exit bullet mode, start a new line and click the Numbered List icon again. Alternately, exit numbered mode by clicking **Enter** twice at the end of the last item.
	The Outdent icon. To move a block of text left, select it and click the Outdent icon.
	The Indent icon. To move a block of text right, select it and click the Indent icon.
	The Link icon. Copy the target URL, and then click the Link icon and paste or enter a Web address in the resulting dialog box. Click **OK** in the dialog box to save the link.
	The Remove Link icon. Highlight linked text and click the Remove Link icon to remove the link.
Ctrl-x	Use this key combination to delete highlighted selections. You can also use the keyboard **Backspace** and **Delete** buttons.

6. Click **Create** to save your changes and exit the editor.

14.2.3.2.2 Editing HTML Documents with the Rich Text Editor You can use the Rich Text Editor to edit any HTML document that is available in a content repository. The editor is available to the files it was used to create as well as files created with other HTML authoring tools.

Note: To use the Rich Text Editor to edit files created with other HTML authoring tools, the HTML files must be well formed (that is, have no unclosed tags) and contain no JavaScript.

The editor recognizes the file extensions `htm` and `html`.

In the Documents service, the Rich Text Editor is available in the Documents task flow.

To edit an HTML document using the Rich Text Editor:

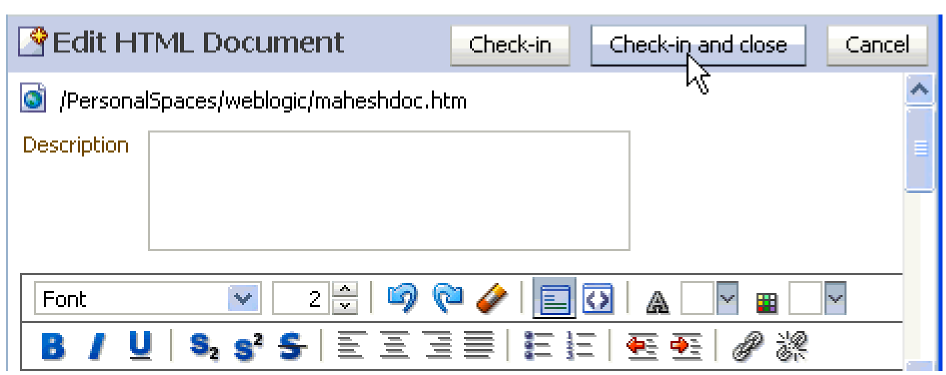
1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) that contains the HTML document you want to edit.
2. Check the HTML document out (see Section 14.2.4.5.1, "Checking a File Out"). The document *must* be checked out before it can be edited.
3. Select the HTML document by clicking in its row, and click the Edit with Rich Text Editor icon on the toolbar (Figure 14–25).

Figure 14–25 Edit with Rich Text Editor Icon on Toolbar

   The file opens in the Rich Text Editor (Figure 14–24). The editor recognizes the file extensions `htm` and `html`.

4. Use the Rich Text Editor controls (see Table 14–2) to revise the document, or edit the document in Source Code mode to revise the HTML source.
5. When you complete your revisions, click **Check-in and close** (Figure 14–26) to save your changes and exit the Rich Text Editor.

Figure 14–26 Checking in Edited File and Closing Rich Text Editor



14.2.3.3 Copying and Pasting Files

The Documents service provides three options for copying and pasting files:

- Toolbar options
- Menu options
- Drag-and-drop

- Dragging and dropping files is equivalent to "move" or "cut/paste".
- Dragging and dropping while pressing the Ctrl key is equivalent to "copy/paste".

This section describes how to accomplish file copying and pasting using menus and buttons. It contains the following subsections:

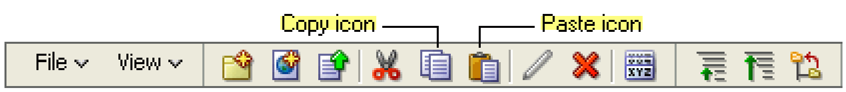
- Copying and Pasting Files Using the Toolbar
- Copying and Pasting Files Using a Menu

14.2.3.3.1 Copying and Pasting Files Using the Toolbar To copy and paste one or multiple files using the toolbar:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) that contains the file(s) you want to copy.
2. Locate and select the file(s) you want to copy.

   To select one file without opening it, click within the file row. To select multiple files, Ctrl-click the file rows.
3. On the toolbar, click the Copy icon (Figure 14–27).

Figure 14–27 Copy and Paste Icons on Toolbar



4. Select the folder where you want to paste the copied file(s).

   To select a folder, click in the folder's row. Clicking on the folder name produces a different result (see Section 14.2.2.2, "Opening Folders").
5. On the toolbar, click the Paste icon (Figure 14–27).

   The copied file(s) are added to the selected folder.

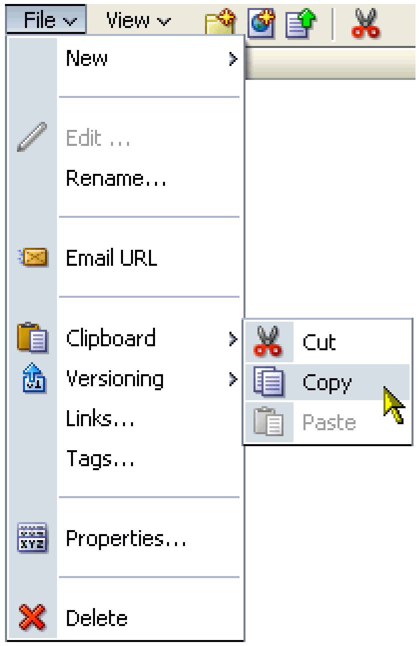
14.2.3.3.2 Copying and Pasting Files Using a Menu There are two menus to choose from when copying and pasting: the **File** menu and a context (right-click) menu.

To copy and paste files using the **File** menu or a file or folder context menu:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) that contains the file(s) you want to copy.
2. Locate and select the file(s) you want to copy.

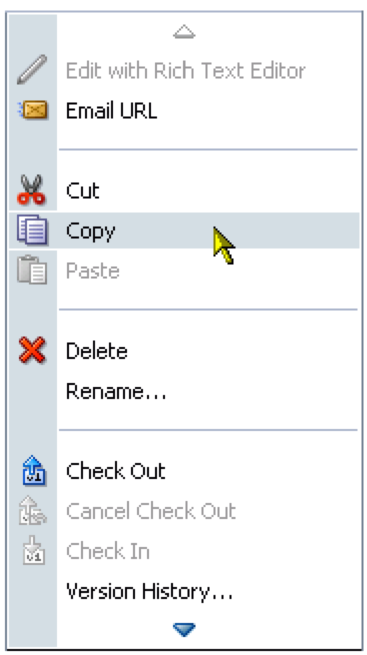
   To select one file without opening it, click in the file row. To select multiple files, Ctrl-click the file rows. Clicking on the file name opens the file (see Section 14.2.2.1, "Opening Files").
3. Open the **File** menu and select **Clipboard** and then **Copy** (Figure 14–28).

Figure 14–28   Copy Command on File Menu



As an alternative, right-click a file icon or in a file row and select **Copy** (Figure 14–29).

Figure 14–29   Copy Command on File Context Menu

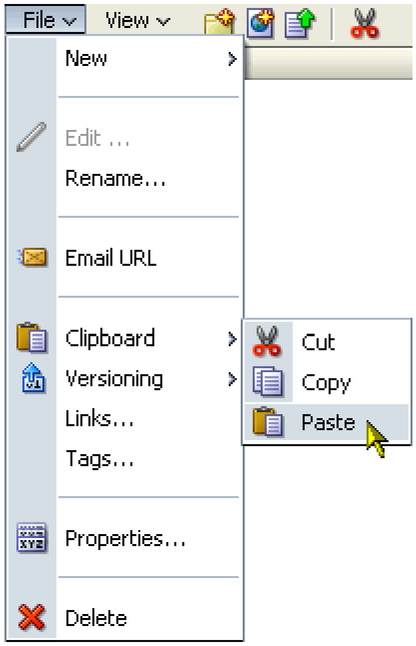


4. Select the folder where you want to paste the copied file(s).

   Select a folder by clicking its icon or in its row. Clicking a folder name provides a different result (see Section 14.2.2.2, "Opening Folders").

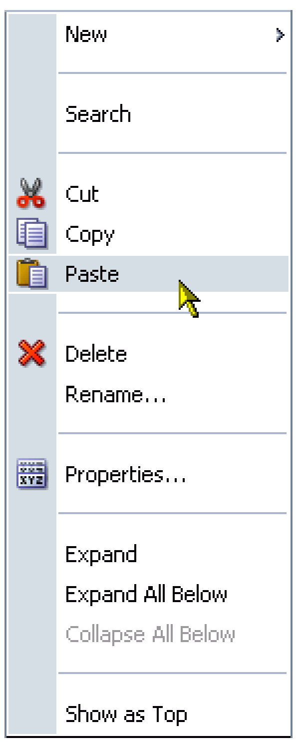
5. From the **File** menu, select **Clipboard** and then **Paste** (Figure 14–30).

Figure 14–30 Paste Command on File Menu



As an alternative, right-click the target folder icon or in the target folder's row, and select **Paste** (Figure 14–31).

Figure 14–31 Paste Command on Folder Context Menu



The copied file(s) are added to the selected folder.

14.2.4 Managing Files and Folders

The Documents service provides useful features for managing files and folders. These include tools for navigating the folder hierarchy, creating folders and subfolders; renaming, rearranging, and deleting files and folders; and checking files out and in.

This section discusses the Documents service file and folder management features. It contains the following subsections:

- Navigating in the Documents Task Flow
- Creating and Copying Folders
- Renaming Files and Folders
- Moving Files and Folders
- Checking a File Out or In
- Working with File Version Histories
- Viewing File and Folder Properties
- Deleting Files and Folders

14.2.4.1 Navigating in the Documents Task Flow

The Documents task flow provides navigational features to assist you in accessing files and folders. For example, you can make a subfolder display as the top-level folder, and then easily navigate back up the folder hierarchy or instantly return to default view.

In the Documents service, only the Documents task flow makes use of folders by default. Other Documents service task flows can be configured to display folders along with files or to suppress the display of folders.

This section describes how to use the Documents task flow navigational features. It contains the following subsections:

- Making a Subfolder the Top Folder
- Moving Up the Folder Hierarchy

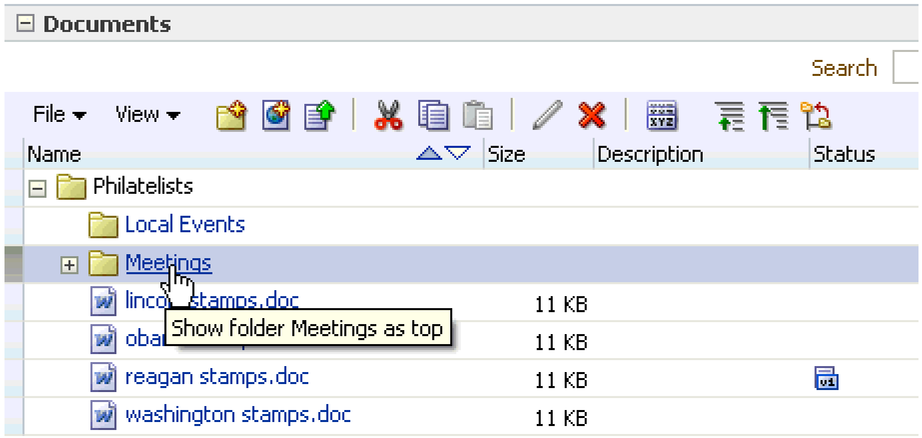
14.2.4.1.1 Making a Subfolder the Top Folder Using task flow navigation features, you can temporarily make a folder of interest the top folder in the folder hierarchy. This enables you to focus more easily on a folder of interest.

When you make a nondefault folder the top folder in the folder hierarchy, all folders that are not contained in the new top folder are hidden. Returning the task flow to its default view or navigating back up the folder hierarchy is easy (see Section 14.2.4.1.2, "Moving Up the Folder Hierarchy").

To make a folder display as the top folder:

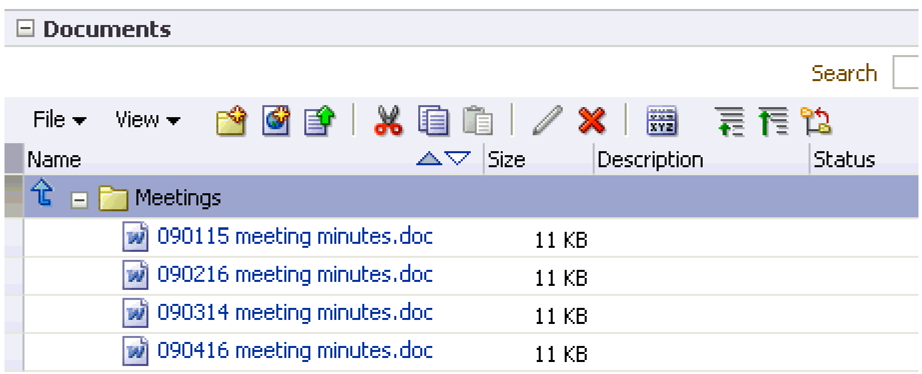
1. On a page, go to the Documents task flow where you want to display a subfolder as the top-level folder.
2. Locate the folder you want to make the top folder, and click the folder's display name (Figure 14–32).

Figure 14–32 Meetings Folder Below Main Group Space Folder (WebCenter Spaces)



The selected folder is listed as the top-level folder (Figure 14–33). All other folders outside the selected folder are no longer listed.

Figure 14–33 Meetings Folder Listed as Top Folder (WebCenter Spaces)



14.2.4.1.2 Moving Up the Folder Hierarchy When you have temporarily made a subfolder the top folder in the Documents task flow, and you want to move further up the folder hierarchy, or back to the default view, you have two options:

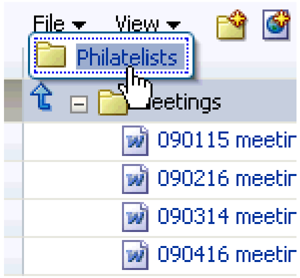
- On the toolbar, click the Go Up icon (Figure 14–34).

Figure 14–34 Go Up Icon on the Toolbar

The task flow view advances up one folder in the folder hierarchy. You can also click the Go to Top icon to advance to the topmost folder in the folder hierarchy.

- Click the arrow to the left of the current top folder, and select a folder on the list from the resulting pop-up (in Figure 14–35, *Philatelists*) to move up one folder.

Figure 14–35 Folder Hierarchy Pop-Up



The task flow view advances up one folder in the folder hierarchy.

14.2.4.2 Creating and Copying Folders

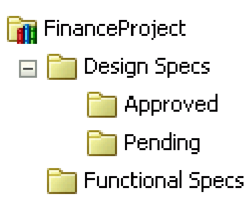
Folders provide a convenient way to organize the content exposed through the Documents service. Most Documents service task flows include the capability of displaying folders, but only the Documents task flow includes the capability of creating and copying them. This section describes how to create and copy folders in the Documents task flow. It contains the following subsections:

- Creating Folders Using the Create a New Folder Icon
- Copying a Folder and Its Content

14.2.4.2.1 Creating Folders Using the Create a New Folder Icon This section describes how to create a folder in the Documents task flow.

When you create a folder, it is always listed hierarchically below the folder that was selected when the new folder was created. For example, in Figure 14–36 the `FinanceProject` folder was selected when the `Design Specs` and `Functional Specs` folders were created. The `Design Specs` folder was selected when the `Approved` and `Pending` folders were created.

Figure 14–36 A Hierarchy of Folders



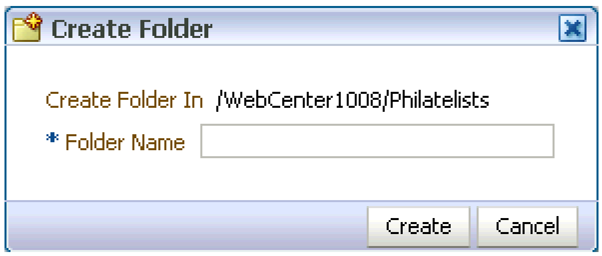
To create a folder using the Create a new folder icon:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to create a folder.
2. Select the folder under which to create the new folder, and click the Create a new folder icon (Figure 14–37) on the toolbar.

Figure 14–37 Create a New Folder Icon on Toolbar

The Create Folder dialog box opens (Figure 14–38).

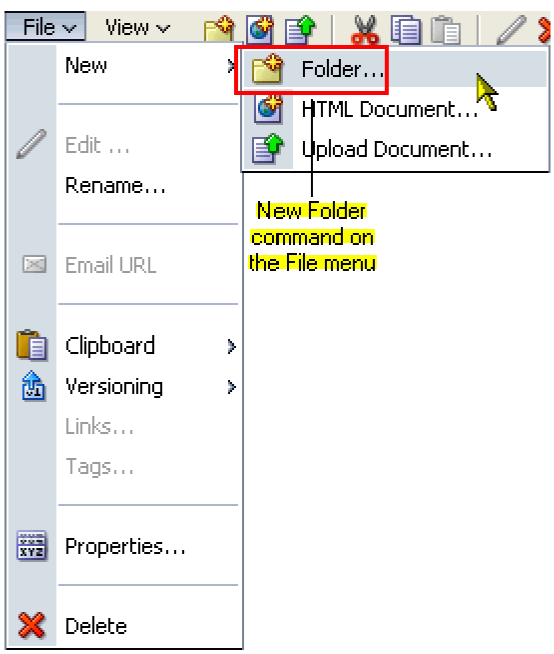
Figure 14–38 Create Folder Dialog Box



3. In the **Folder Name** field, enter a name for the folder; for example, `Design Specs`.
4. Click **Create** to create the folder and close the dialog box.

The **File** menu also provides an option for creating a new folder, as does the folder context (right-click) menu. Select **New**, then **Folder** (Figure 14–39).

Figure 14–39 New Folder Command on the File Menu



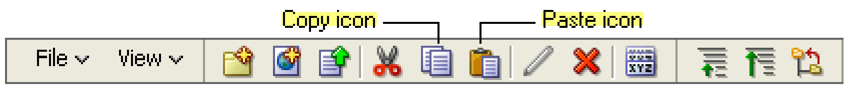
14.2.4.2.2 Copying a Folder and Its Content When you copy a folder that contains content, such as subfolders and files, the content is copied as well.

To copy a folder and its content:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you will copy a folder and its content.

2. Select the folder you want to copy, and click the Copy icon (Figure 14–40) on the toolbar.
3. Select a destination folder where you want to paste the copy, and then click the Paste icon (Figure 14–40) on the toolbar.

Figure 14–40 Copy and Paste Icons on Toolbar

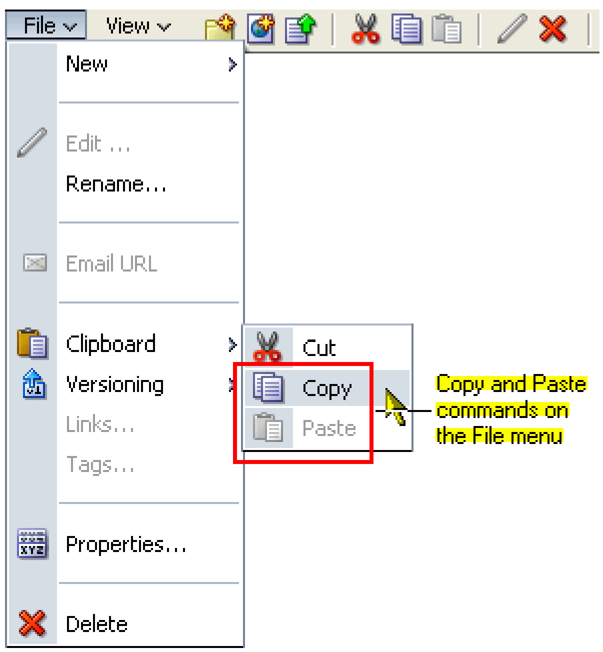


The copied folder and content display in the selected destination folder.

Note: To rename the copy, see Section 14.2.4.3, "Renaming Files and Folders."

Copy and **Paste** commands are also available on the task flow's **File** menu. Select **Clipboard**, then **Copy** and/or **Paste** (Figure 14–41).

Figure 14–41 Copy and Paste Commands on File Menu



Additionally, you can find the **Copy** and **Paste** commands on the folder context (right-click) menu.

14.2.4.3 Renaming Files and Folders

You can use menus and properties to rename files and folders. For example, on the **File** menu and on file and folder context (right-click) menus, you can select **Rename**. You can also rename a file through its properties.

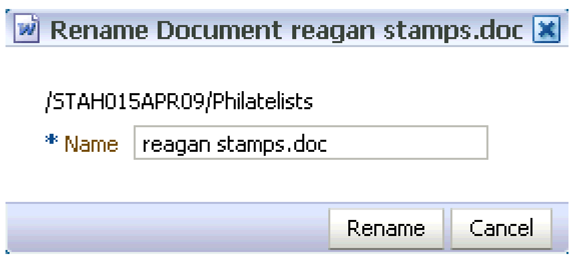
This section describes how to rename files and folders using the **Rename** command on a context (right-click) menu and how to rename a file and revise its description through document properties. It contains the following subsections:

- Renaming a File or Folder Through a Menu
- Renaming a File and Revising Its Description Through Properties

14.2.4.3.1 Renaming a File or Folder Through a Menu To rename a file or folder using a context menu:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) that contains the file or folder you want to rename.
2. Right-click the file or folder icon or within the file or folder row, and select **Rename**.
3. In the resulting dialog box (Figure 14–42), enter a new name in the **Name** field.

Figure 14–42 Rename Document Dialog Box



4. Click **Rename** button.

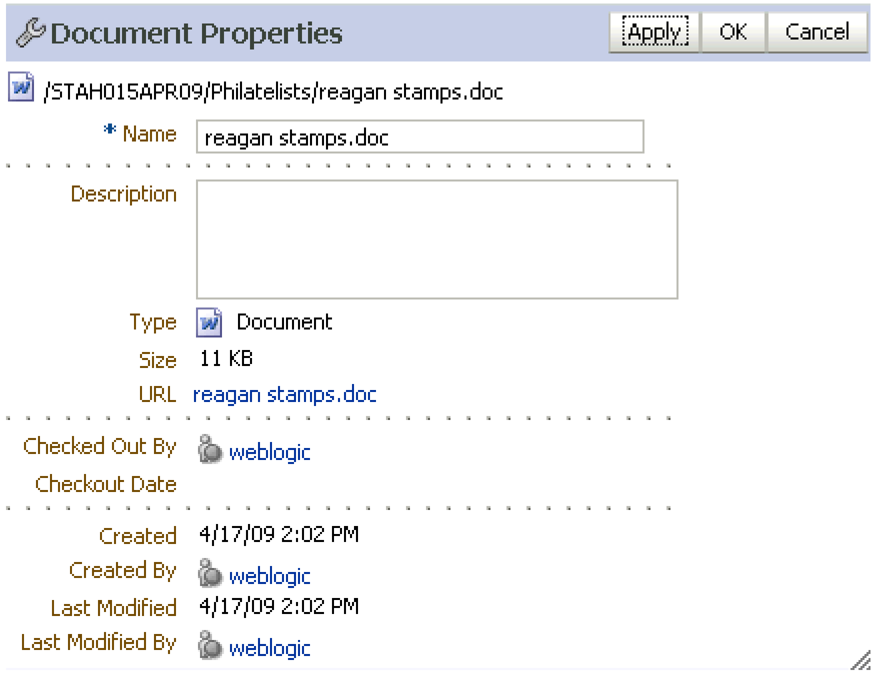
14.2.4.3.2 Renaming a File and Revising Its Description Through Properties To rename a file or revise its description through its properties:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to rename a file or revise its description.
2. Select a file by clicking in its row.
3. On the toolbar, click the Properties icon (Figure 14–43).

Figure 14–43 Properties Icon on the Toolbar

The **Document Properties** screen opens (Figure 14–44).

Figure 14–44 Document Properties Screen



4. Revise the file name and description as desired, and click **OK**.

14.2.4.4 Moving Files and Folders

In the Documents task flow you can move files and folders into other folders by cutting-and-pasting as well as by dragging-and-dropping. You can use the **Clipboard** option on the **File** menu or the **Cut** and **Paste** options on the context (right-click) menus to cut and paste files and folders.

To move files and folders by dragging and dropping:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to move files or folders.
2. Click and hold the object you want to move.
3. Drag the object over the target folder (Figure 14–45).

Figure 14–45 Dragging Coffee.png Over Public Folder

4. Release the object onto the target folder.

14.2.4.5 Checking a File Out or In

When you want to retain exclusive use of a file—for example, when you're editing it—you can check the file out. File check-out is a useful way to prevent a file you are working on from being overwritten. Users can view the file, but they cannot upload a file of the same name into the same folder while the file is checked out.

When you're ready to release the file, you can either check it back in to the content repository or cancel file check-out. Checking a file back in involves uploading the revised file. Cancelling check-out removes the file's checked-out status without requiring a file upload.

File check-out and check-in are available for all files in the Documents task flow.

This section describes how to check a file out, cancel file check-out, and check a file in. It contains the following subsections:

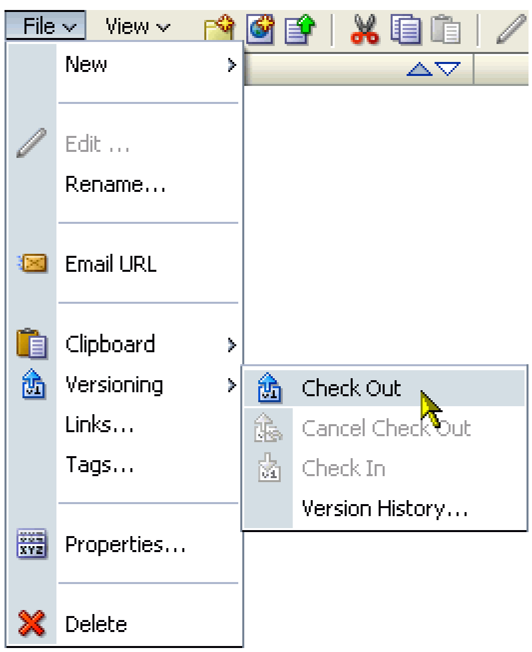
- Checking a File Out
- Canceling File Check-Out
- Checking a File In

14.2.4.5.1 Checking a File Out

To check a file out:

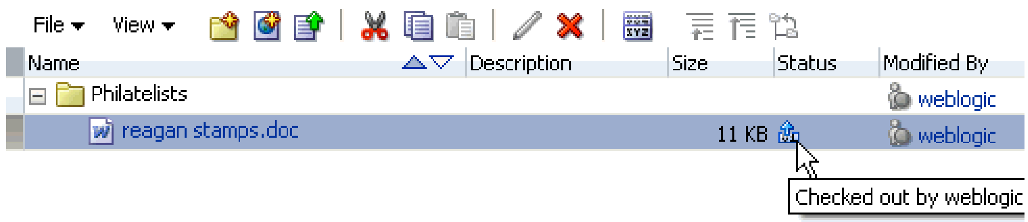
1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to check out a file.
2. Select the file you want to check out by clicking in its row.
3. From the **File** menu, select **Versioning** and then **Check Out** (Figure 14–46).

Figure 14–46 Check Out Option on File Menu



In the Documents task flow, a Checked Out icon appears in the file's **Status** column. Roll your mouse pointer over the icon to see details about the user who has checked the file out (Figure 14–47).

Figure 14–47 Checked Out Icon with Details



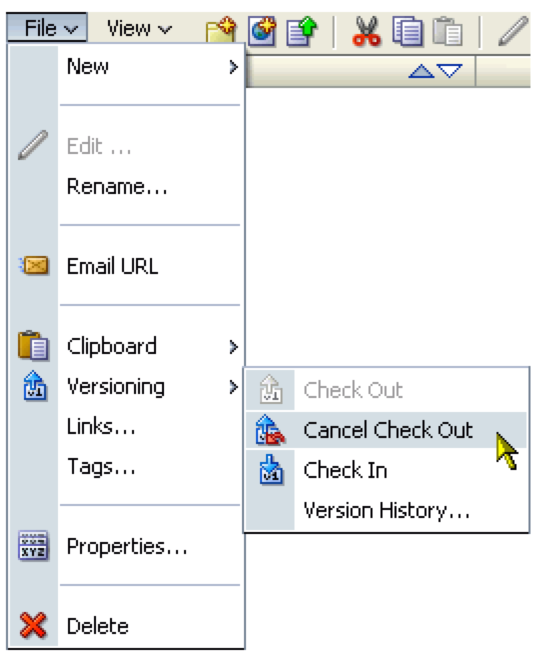
> **Tip:** If the Checked Out icon does not display immediately, click the task flow's Refresh icon.

14.2.4.5.2 Canceling File Check-Out There may be times when you want to cancel a file check-out without checking a new version of the file in.

To cancel file check-out:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to cancel a file check-out.
2. Select the checked-out file by clicking in its row.
3. From the **File** menu, select **Versioning** and then **Cancel Check Out** (Figure 14–48).

Figure 14–48 Cancel Check Out Option on File Menu



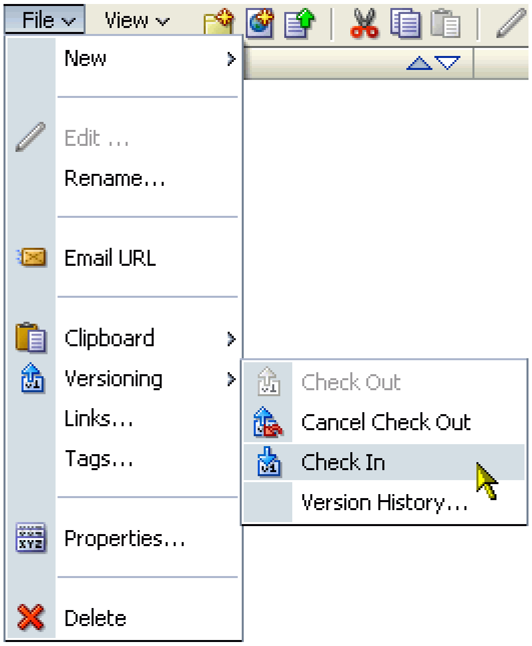
The file is no longer checked out. The Checked Out icon no longer appears in the file's **Status** column in the Documents task flow.

14.2.4.5.3 Checking a File In To check a file in:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to check a file in.

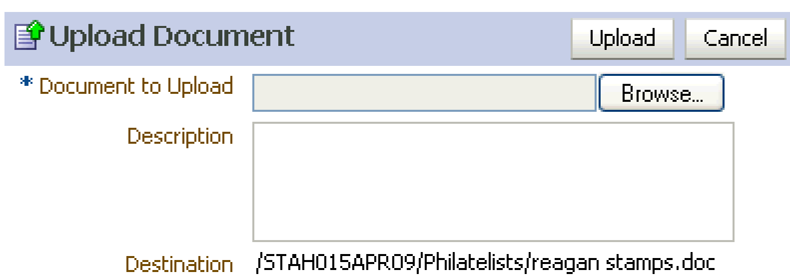
2. Select the checked-out file by clicking in its row.
3. From the **File** menu, select **Versioning** and then **Check In** (Figure 14–49).

Figure 14–49 Check In Option on File Menu



The **Upload Document** screen opens (Figure 14–50).

Figure 14–50 Upload Document Screen



4. Click **Browse**, and navigate to the checked-out document.

> **Note:** The default maximum size for an uploaded file is 20 MB (to change this limit, see "Changing the Maximum File Upload Size" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*).

5. Optionally, enter a description in the **Description** field.
6. Click **Upload**.

   The document is uploaded and checked in. The Checked Out icon no longer appears in the **Status** column.

14.2.4.6 Working with File Version Histories

Whenever you upload a file into a folder that already contains a file of the same name, you are given the option to either create a new version or cancel the upload altogether. (For more information about file upload, see Section 14.2.3.1, "Uploading Files".)

Whenever a file has multiple versions, it also has a version history. Version histories are available for viewing in the Documents task flow (Figure 14–52).

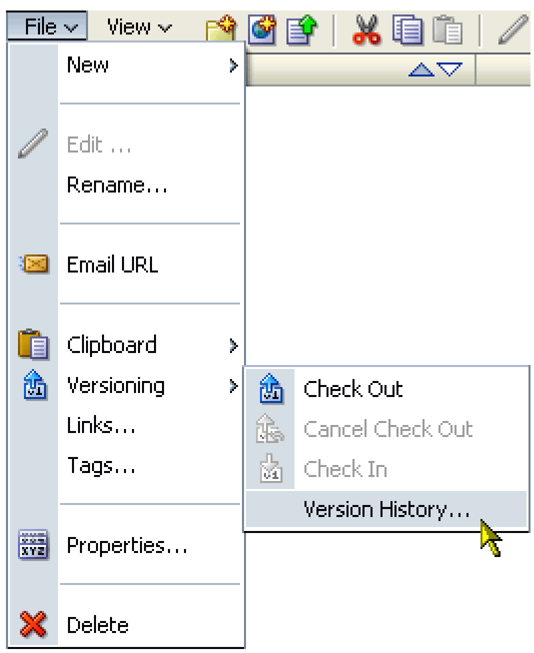
View a file's version history to track when a file was last revised, to determine which user revised it, and to delete a particular file version. This section contains the following subsections:

- Viewing a File Version History
- Deleting a File Version

14.2.4.6.1 Viewing a File Version History To view a file's version history:

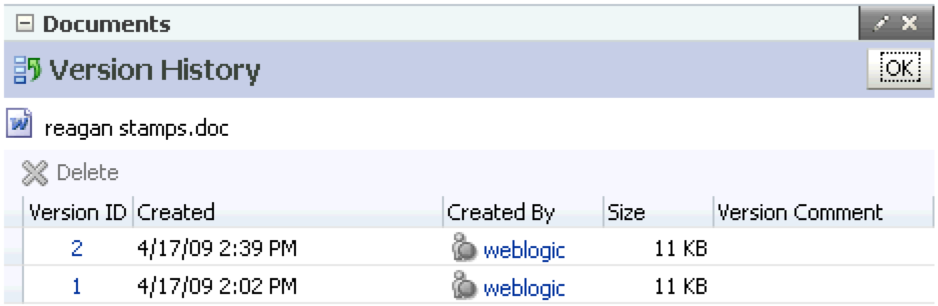
1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to view a file's version history.
2. Select the file by clicking in its row.
3. From the **File** menu, select **Versioning** and then **Version History** (Figure 14–51).

Figure 14–51 Version History Option Under Versioning on File Menu



The **Version History** screen opens (Figure 14–52).

Figure 14–52 Version History Screen



To view a particular version, click its ID number in the **Version ID** column. Depending on both the file and browser type, the file opens on a new browser tab or you will be given the opportunity to download the file.

4. Click **OK** to exit the screen and return to the Documents task flow.

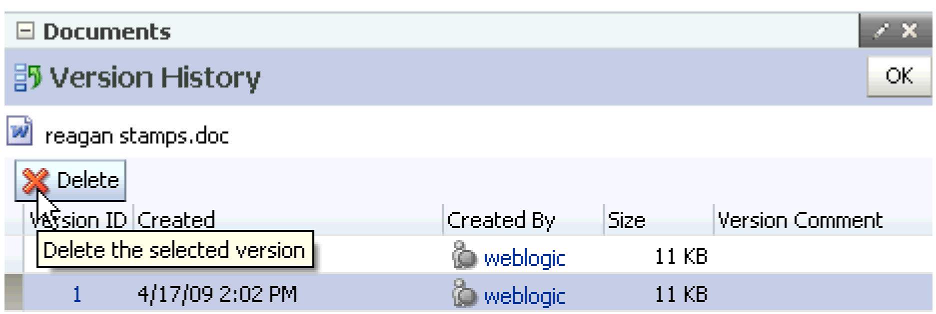
14.2.4.6.2 Deleting a File Version When you view Version History, you can also select to delete one or more file versions.

To delete a file version:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to delete a file version.
2. Select the file by clicking in its row.
3. From the **File** menu, select **Versioning** and then **Version History** (Figure 14–51).

   The **Version History** screen opens (Figure 14–52).
4. Select the version you want to delete by clicking in its row, and then click **Delete** (Figure 14–53).

Figure 14–53 Delete Button on the Version History Screen



5. Click **OK** to exit the screen and return to the Documents task flow.

14.2.4.7 Viewing File and Folder Properties

File and folder properties provide access to informational details about a selected file or folder. You can use file properties to rename a file, provide or revise a file description, or obtain a reusable link to the file. Additionally, both file and folder properties provide read-only information about location, type, and create and modification dates. File and folder properties also provide contact points to the users who created or last modified the file or folder.

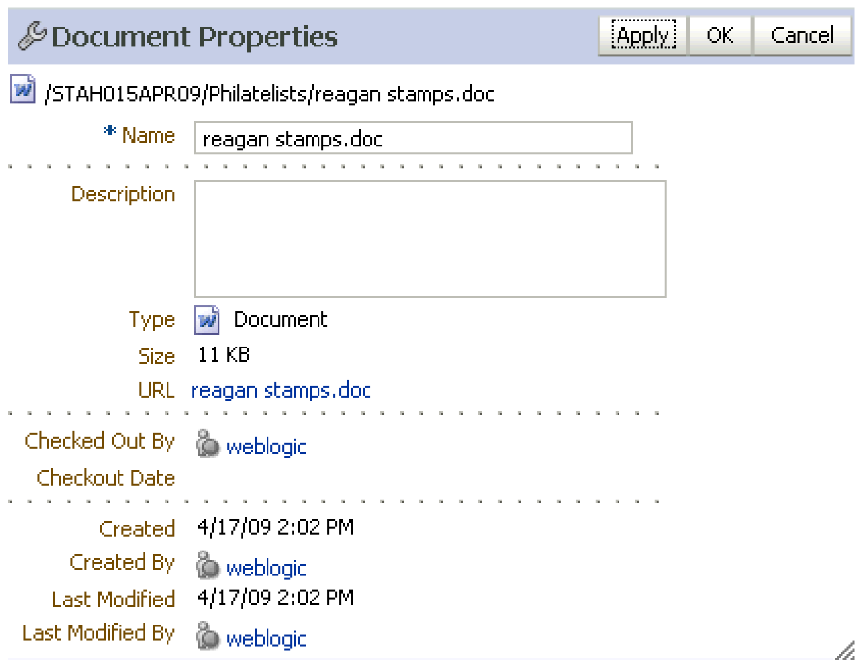
To view file and folder properties:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to view file and folder properties.
2. Select the file or folder whose properties you want to view, and click the Properties icon on the toolbar (Figure 14–54).

Figure 14–54 Properties Icon on Toolbar

The **Document Properties** (Figure 14–55) or **Folder Properties** screen opens:

Figure 14–55 Document Properties Screen



3. Click **OK** to exit the **Document Properties** or **Folder Properties** screen and return to the Documents task flow.

14.2.4.8 Deleting Files and Folders

When you delete a folder, all the subfolders and files the folder contains are also deleted in the content repository. You can use both the toolbar and menu options in the Documents task flow to delete files and folders. This section describes how to delete files and folders using the Delete icon on the toolbar.

Note: The root folder of the task flow cannot be deleted.

To delete files and folders:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to delete files and folders.

2. Select the file or folder you want to delete by clicking its icon or in its row.

   To make multiple selections, Ctrl-click each selection.

3. On the toolbar, click the Delete icon (Figure 14–56).

Figure 14–56 Delete Icon on Toolbar

4. Click **Delete** in the confirmation dialog box.

   Your selection is deleted.

The **File** menu and the file and folder context (right-click) menus also provide a **Delete** option.

14.2.5 Sharing Files and Folders

Making files and folders available to multiple users allows document sharing and collaboration. In the context of the WebCenter Spaces application, or custom WebCenter applications, this is easy to accomplish.

To share files and folders:

1. Add the file or folder to a page:

   - If the file or folder does not exist in the content repository, add a task flow containing a target parent folder to a page (see Section 7.1.3, "Adding Task Flows to a Page"), then upload the file or folder from its current location to the parent folder in the task flow (see Section 14.2.3, "Adding Files"). Once it is in the content repository, you can subsequently add the file or folder in its own task flow pane onto the page (see Section 7.1.2, "Adding Document Library Content to a Page").

   - If the file already exists in the content repository, simply add the file or folder to a shared page (see Section 7.1.2, "Adding Document Library Content to a Page"), or add a task flow containing the file or folder to a page (see Section 7.1.3, "Adding Task Flows to a Page").

2. Make the page containing the task flow available to other users (see Section 5.7, "Setting and Revoking Page Access Permissions").

3. Notify users with valid permissions that they can update the file by checking it out and in (see Section 14.2.4.5, "Checking a File Out or In").

14.2.6 Running Document Searches

In addition to WebCenter Search, which searches a particular space or across the entire application (see Chapter 29, "Working with the Search Service"), the Documents service provides its own search engine for file searches. A Documents search saves time and increases the relevancy of results by narrowing the scope of a search to files.

In the WebCenter Spaces application, the document search searches within a specific group or personal space's root folder. Within a custom WebCenter application, the document search searches through all files available to you.

The document search feature is exposed in the Documents task flow. It provides two levels of search: Basic and Advanced. This section contains the following subsections:

- Running a Basic Document Search
- Running an Advanced Document Search

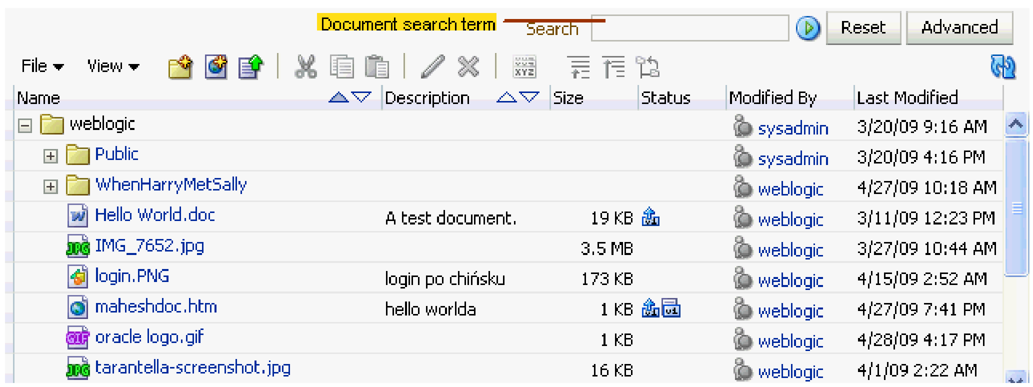
14.2.6.1 Running a Basic Document Search

Basic Search searches by full or partial names of files. For information about including file content in a search, see Section 14.2.6.2, "Running an Advanced Document Search."

To perform a basic document search:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to search for a particular file.
2. Enter a search term in the search field (Figure 14–57).

Figure 14–57 Documents Task Flow Search Field

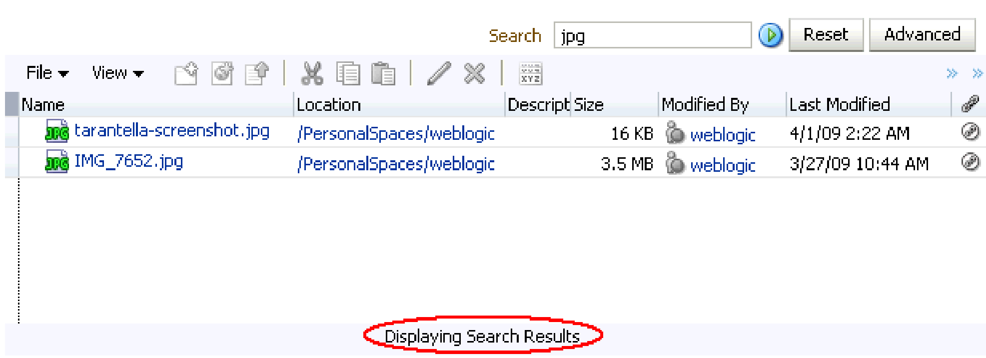


For example, enter a full or partial name of a file.

3. Click the Search icon.

   Results of matching file names display on the search results screen, with **Displaying Search Results** indicated at the bottom (Figure 14–58).

Figure 14–58 Search Results in Documents Task Flow



   Look in the **Location** column to determine where a file or folder is located. Alternatively, click the file display name to open it from the search results screen.

4. Click **Reset** to clear the search field and return to the Documents task flow default display.

14.2.6.2 Running an Advanced Document Search

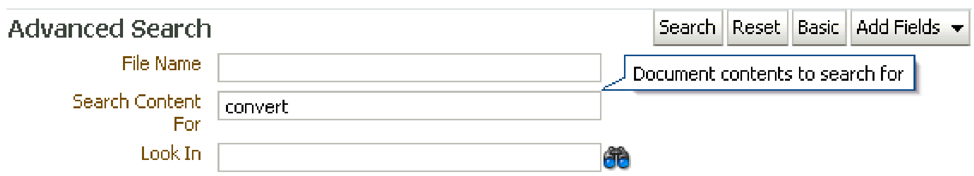
The Advanced search goes further than Basic search by including searches against file content, dates, and users. Additionally, you can narrow your search to a particular folder.

To perform an advanced document search:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) where you want to perform an advanced document search.
2. Click **Advanced** next to the **Search** field.

   The **Advanced Search** screen opens (Figure 14–59).

Figure 14–59 Advanced Search Screen in Documents Task Flow



3. Enter search terms in one or more of the default fields:
   - **File Name**—Enter a full or partial file name.
   - **Search Content For**—Enter a term to search for in the content of any files in the Documents task flow.
     - A term is one or more words.
     - If multiple words are specified, separated by a character space, the words are implicitly "`AND`'ed" together. That is, they must both appear in a given search result.
     - Terms may also be "`OR`'ed" with explicit use of the `OR` keyword. One or the other of the specified terms must appear in a given search result.
     - `AND` has higher precedence than `OR`.
     - Special characters (such as a single quotation mark ('), a double quotation mark ("), or a hyphen (-)) are not valid in a search term.

     Table 14–3 shows examples of valid search syntax with Java Content Repositories (all supported content repositories are JCRs):

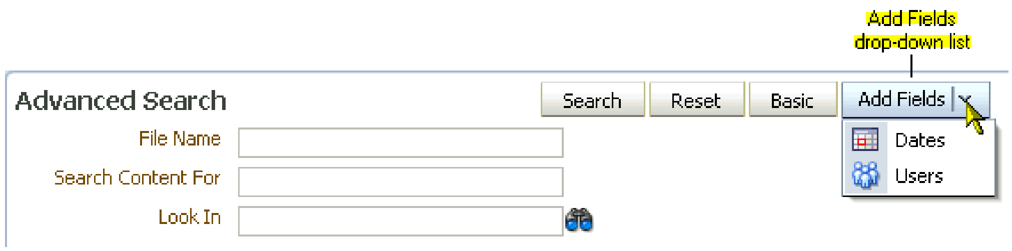
Table 14–3 Search String Examples

Search String	Search Results Return All Occurrences of...
`Oracle`	`Oracle`
`Oracle WebCenter`	`Oracle` and `WebCenter`
`Oracle OR WebCenter`	`Oracle` or `WebCenter`
`Oracle WebCenter OR Spaces`	(`Oracle` and `WebCenter`) or `Spaces` (note the precedence rule)

   - **Look In**—Click the Browse icon to open a list of content repository folders. Select one of these to narrow your search to the selected folder.

4. Optionally, select additional search criteria from the **Add Fields** drop-down list (Figure 14–60).

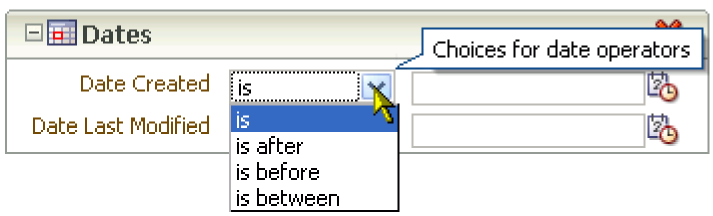
Figure 14–60 Add Fields Drop-Down List



Add all or any of the following by selecting it from the list:

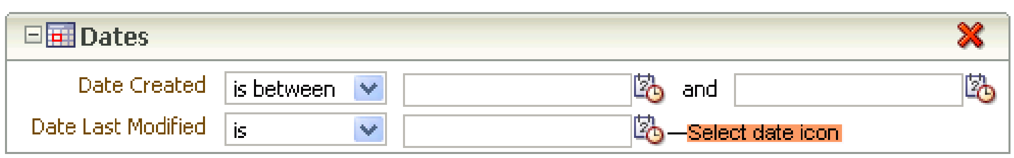
- **Dates**—Adds search fields for **Date Created** and **Date Last Modified**. You can modify the dates search criteria by selecting a modifier from the **Date Operators** drop-down list (Figure 14–61).

Figure 14–61 Date Operators Drop-Down List



Select to search for an exact date (**is**), a following date (**is after**), a preceding date (**is before**), or a date between two other dates (**is between**). When you select is between, an additional date field is provided for entering the second date (Figure 14–62).

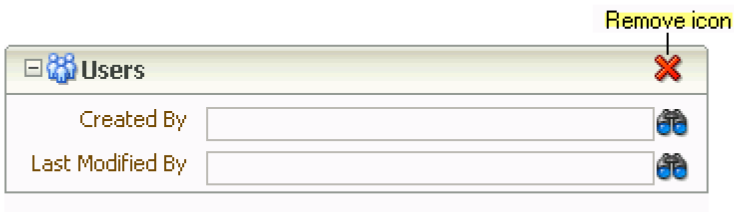
Figure 14–62 Additional Field for the is between Date Operator



Click the Select date icon to select a date in the correct format (`mm/dd/yyyy`), for example `6/18/2007`, or enter a date manually.

- **Users**—Adds search fields for **Created By** (user who uploaded) and **Last Modified By** (Figure 14–63).

Figure 14–63 Users Search Fields



Enter a user name for the creator or modifier, or click the Browse icon to the right of each field, to select from a list of users or to search for a user name. Enter—minimally—two consecutive characters from the name of your search target (the search term *do* finds both *condoleeza* and *doug*). Click **Search**, and all names matching your search criteria appear in the results area.

Note: In the WebCenter Spaces application, when you search documents in a group space, the user selection list and the user search find user names for current members of the group space.

To remove added fields, click the Remove icon.

5. Click **Search** to execute the advanced search.

   Results display in the task flow content area. Click **Reset** to clear the search criteria and return the Documents task flow to its default view.

14.3 Personalizing and Customizing Documents Service Task Flows

The Documents service supports personalizations and customizations that enable you to control task flow content and display. This section contains the following subsections:

- What You Should Know About Personalizing and Customizing
- Personalizing Documents Service Task Flows
- Customizing the Documents Service Task Flows

14.3.1 What You Should Know About Personalizing and Customizing

The main difference between personalizing and customizing Documents service task flows is the scope of people affected by such changes: personalization affects only your view of a task flow instance; customization affects all users' views.

Personalization is available to all Documents service task flows. Use personalizations to change your own view of the task flow. See Section 14.3.2, "Personalizing Documents Service Task Flows".

Customization is available to the Document List Viewer task flow, and affects the display of files and folders in all users’ views. See Section 14.3.3, "Customizing the Documents Service Task Flows".

14.3.2 Personalizing Documents Service Task Flows

You can personalize your own view of Documents service task flows by hiding or showing columns and by rearranging the list of documents according to the sort order of a particular column.

This section describes how to personalize a Documents service task flow. It contains the following subsections:

- Hiding and Showing Columns in Documents Service Task Flows
- Reordering Columns in Documents Service Task Flows
- Sorting Files and Folders in Documents Service Task Flows

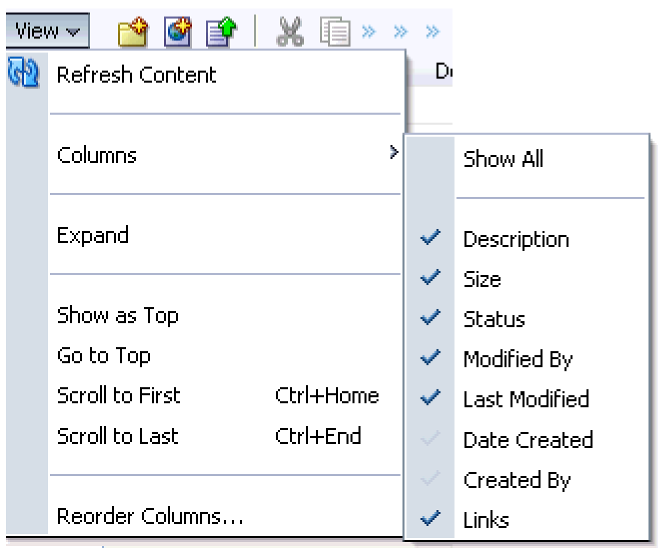
14.3.2.1 Hiding and Showing Columns in Documents Service Task Flows

You can hide and show one or more informational columns in Documents service task flows that provide a **View** menu (Documents task flow and Document List Viewer task flow). This is useful for simplifying or expanding the details that are displayed with files and folders.

To hide or show informational columns in your unique view of a task flow:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) that you want to personalize.
2. Open the **View** menu, and click **Columns** (Figure 14–64).

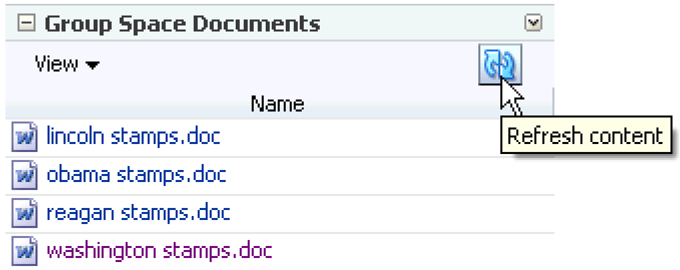
Figure 14–64 View Menu



3. Select or clear individual columns to show or hide them, or select **Show All** to display all available columns.

   If changes do not display immediately, click the task flow's Refresh content icon (Figure 14–65).

Figure 14–65 Refresh Icon in Document List Viewer Task Flow for Group Space Documents (WebCenter Spaces Only)



14.3.2.2 Reordering Columns in Documents Service Task Flows

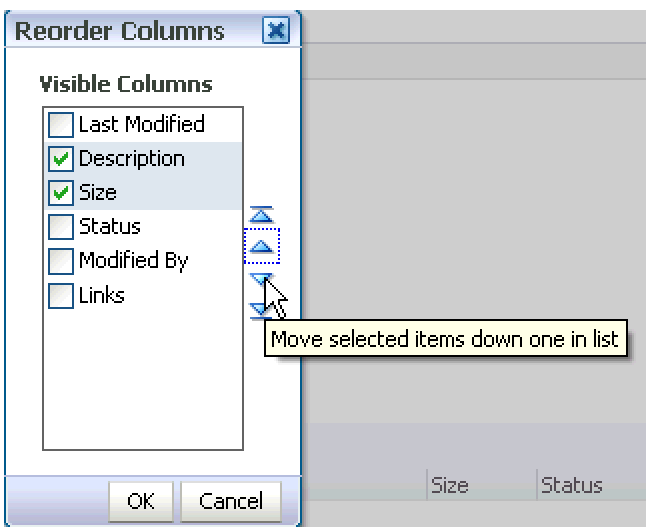
You can reorder the informational columns in any Documents service task flow that provides a **View** menu (Documents task flow and Document List Viewer task flow). This is useful for prioritizing the details that are displayed with files and folders, depending on the information in which you are most interested.

To reorder the informational columns in your unique view of a task flow:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) that you want to personalize.
2. Open the **View** menu, and click **Reorder Columns**.

   The Reorder Columns dialog box opens (Figure 14–66).

Figure 14–66 Reorder Columns Dialog Box



3. Select or clear one or more columns, then click the reorder icons to rearrange the order of the columns in the Documents service task flow.

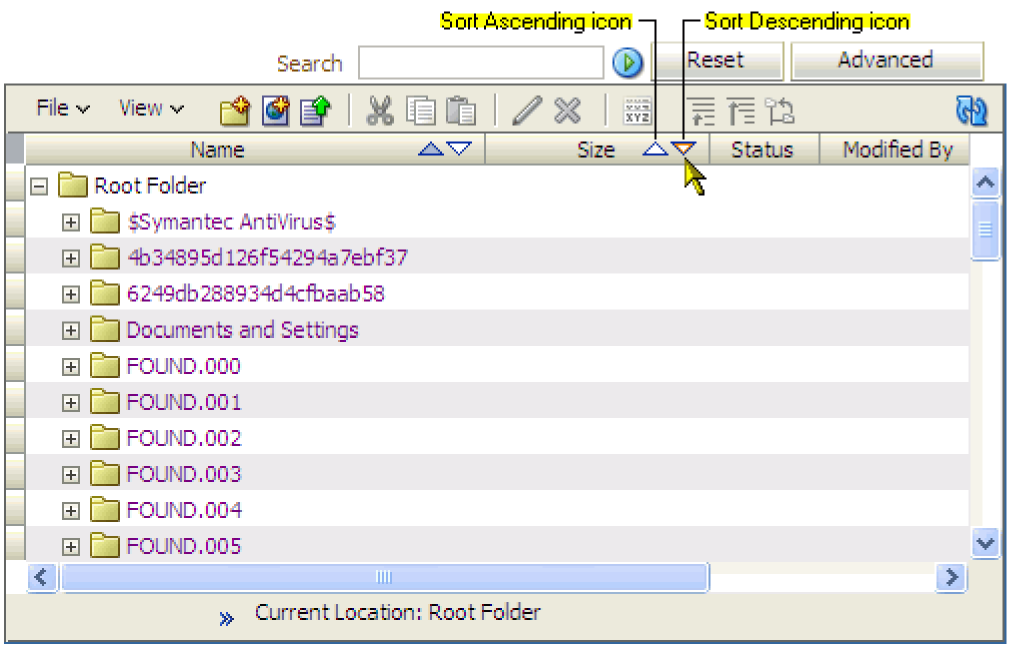
14.3.2.3 Sorting Files and Folders in Documents Service Task Flows

You can sort columns in the Documents task flow and Document List Viewer task flow. Sorting enables you to quickly rearrange the order of the content in a Documents service task flow. Each task flow column provides a one-click sorting feature that you can use to instantly rearrange all task flow content according to the ascending (1, 2, 3, A, B, C) or descending (C, B, A, 3, 2, 1) order of a particular column.

To sort files and folders in your unique view of a task flow:

1. Go to the Documents task flow on a page or go to the **Documents** page (in a personal space or group space) that you want to sort.
2. Move your cursor over the header of the column you want to use to sort files and folders.
3. Click the Sort Ascending icon to sort the column in ascending order (1, 2, 3, A, B, C, or smallest to largest), or click the Sort Descending icon to sort the column in descending order (C, B, A, 3, 2, 1, or largest to smallest) (Figure 14–67).

Figure 14–67 Sort Ascending and Sort Descending Icons



The sorting icons display by default on the **Name** column. For other columns, the icons display when you hover your mouse pointer over the column name.

14.3.3 Customizing the Documents Service Task Flows

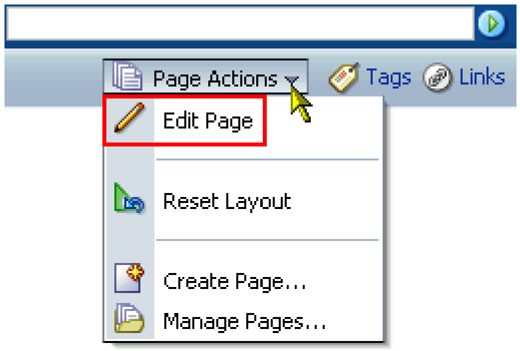
Customizing Documents service task flows affects all users. With sufficient privileges, you can use task flow properties to display or hide any subfolders in the selected folder, to change the target location, or add filtering criteria. Refer to Section 14.4, "Setting Documents Service Task Flow Properties" for information about setting properties to customize Documents service task flows for all users.

Additionally, you can customize the display of files and folders in the Document List Viewer task flow for all users by the results of an advanced document search, or specify the initial folder content to display when a user accesses the task flow.

To customize the display of files and folders in all users' views:

1. Go to the Document List Viewer task flow on a page or go to the **Documents** page (in a personal space or group space) that you want to customize.
2. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 14–68).

Figure 14–68 Edit Page Command on Page Actions Menu

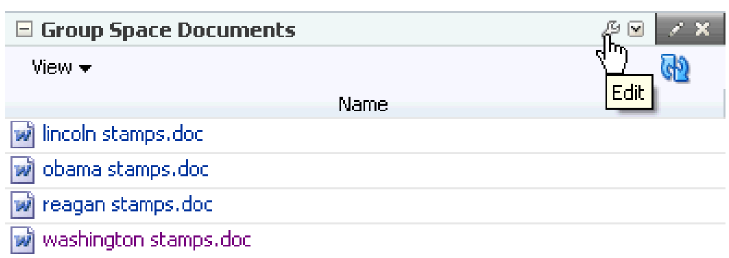


Note: If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not currently have sufficient page access. Contact your application administrator for a higher level of access.

For information about Oracle Composer, see Section 4.3, "Introducing Oracle Composer."

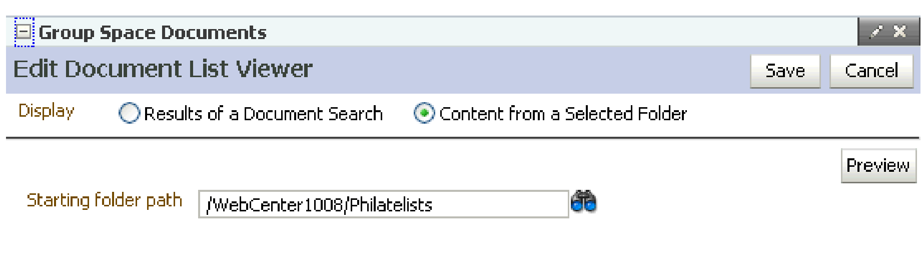
3. Provided the task flow supports it, customization is available through the Edit icon in the task flow header when the task flow's host page is opened in Oracle Composer. Click the Edit icon in the task flow header (Figure 14–69).

Figure 14–69 Edit Icon in a Document List Viewer Task Flow in Oracle Composer



The task flow's customization settings display (Figure 14–70).

Figure 14–70 Customization Settings in Document List Viewer Task Flow



4. Select a customization method:

- **Results of a Document Search**. Enter an advanced document search, and click **Save**. For more information, see Section 14.2.6.2, "Running an Advanced Document Search."

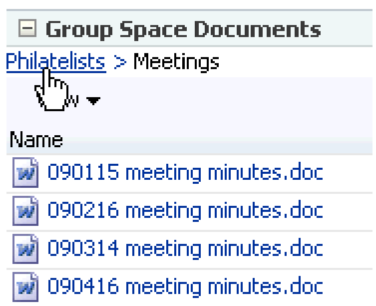
  In Oracle Composer, click **Save** and then **Close** to return to page view mode and view the results in the task flow.

- **Content from a Selected Folder** (folders are displayed in the task flow pane only when the task flow is configured to display folders; that is, its `showFolders` property is set to `true`). Click the Browse icon, navigate to and select the folder with the content you want to initially display in the task flow, then click **Save**.

  In Oracle Composer, click **Save** and then **Close** to return to page view mode and view the content of the selected folder in the task flow.

  Click the breadcrumb links to navigate up the folder hierarchy to the root folder (Figure 14–71).

Figure 14–71 Breadcrumb Navigation to Folders in a Document List Viewer Task Flow

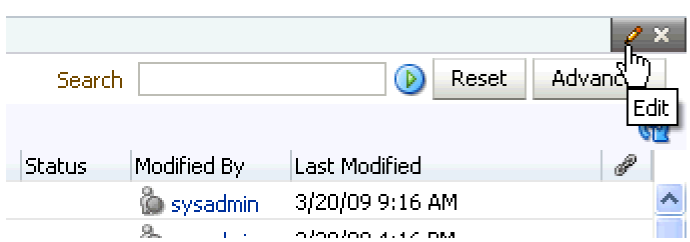


14.4 Setting Documents Service Task Flow Properties

Documents service task flows have associated properties, which users with sufficient privileges can access and modify. The task flow properties can specify whether to display or hide any subfolders in the selected folder, change the target location, or add filtering criteria. Changes to property values affect the appearance and behavior of the task flow instance for all users.

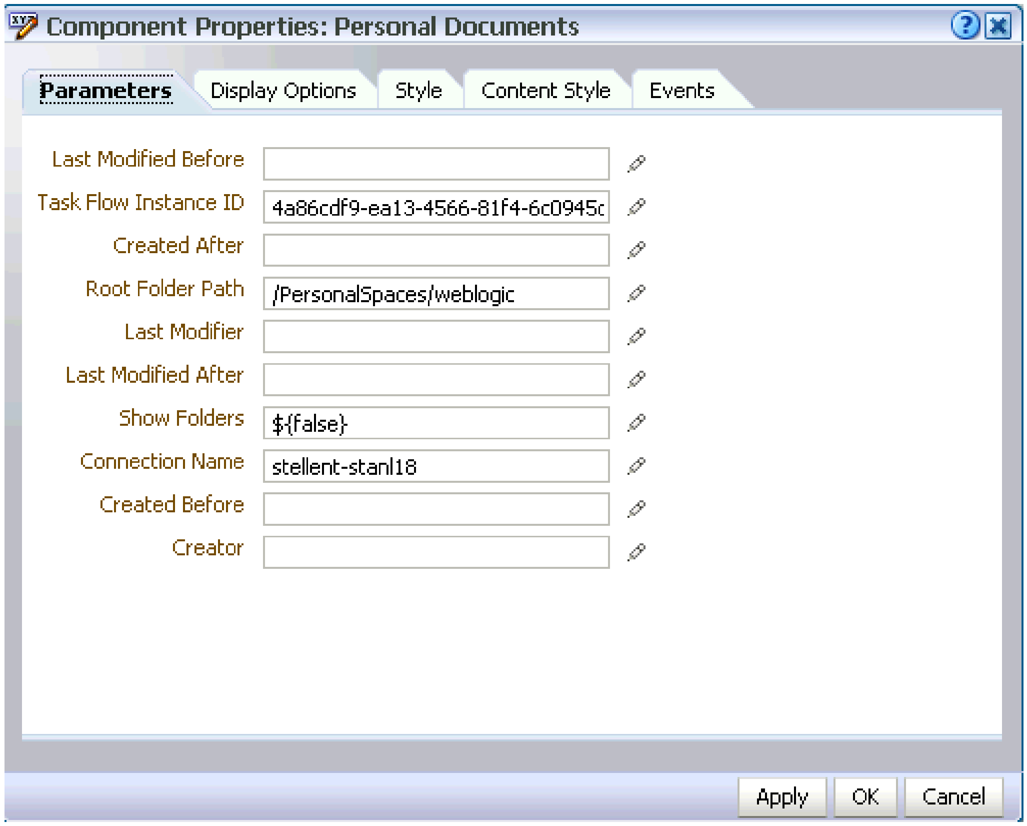
To access Documents service task flow properties, open Oracle Composer (select **Page Actions**, then **Edit Page**), then click the Edit icon for the task flow you want to configure (Figure 14–72).

Figure 14–72 Edit Task Flow Properties Icon



The Component Properties dialog box for the task flow opens (Figure 14–73).

Figure 14–73 Components Properties Dialog Box for Document List Viewer Task Flow for Personal Documents



The Component Properties dialog box consists of five tabs to set Documents service task flow properties:

- Setting Documents Task Flow Properties on the Parameters Tab
- Setting Documents Task Flow Properties on the Display Options Tab
- Setting Documents Task Flow Properties on the Style and Content Style Tabs
- Setting Documents Task Flow Properties on the Events Tab

14.4.1 Setting Documents Task Flow Properties on the Parameters Tab

The **Parameters** tab displays properties that specify the source and range of displayed files and folders and the display order of listed files. Enter or select property values, or to use a dynamic computation for your property value, click the Edit icon next to a property field to open an Expression Language (EL) editor to select a preformatted EL expression or to enter any value or construct your own EL expression. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties".

In the context of Documents service task flows, these properties control default behavior of task flow content and facilitate the wiring of a task flow to page parameters and page definition variables. Knowledgeable users can enter different value types to create dynamic relationships between task flows on a page and between a task flow and the page itself. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components"

Table 14–4 lists and describes the properties included on the **Parameters** tab for the Documents service task flows and indicates which task flows use a particular property. The associated parameter names are shown in parentheses for each property.

Table 14–4 Properties of Documents Service Task Flows: Parameters Tab

Property (associated parameter)	Available To Task Flows...	Description
`Connection Name` (`connectionName`)	■ Documents ■ Document List Viewer ■ Recent Documents	The name of the content repository connection. If no value is entered, the default connection specified by the administrator is used. For information about configuring content repository connections, see "Registering Content Repositories" in *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*. When you want to change the `Connection Name` property for a Documents service task flow, the value must be the name of one of the content repository nodes under All Documents.

`Created After` (`createdAfter`)	■ Document List Viewer	Limit the display of task flow content to files and folders created after a specified date and time. If no value is entered, then no "after" filtering using the creation date is applied.
		The value requires the following format:
		`yyyy-mm-ddThh:mm:ss.sssTZD`
		For example:
		`2009-04-17T18:24:36.000+01:00`
		This property is available for contextual wiring. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

`Created Before` (`createdBefore`)	■ Document List Viewer	Limit the display of task flow content to files and folders created before a specified date and time. If no value is supplied, then no "before" filtering using the creation date is applied.
		The value requires the following format:
		`yyyy-mm-ddThh:mm:ss.sssTZD`
		For example:
		`2009-04-17T18:24:36.000+01:00`
		This property is available for contextual wiring. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

`Creator` (`creator`)	■ Document List Viewer	Limit the display of task flow content to files and folders created by a particular user. Enter the user name as specified by the user's login credentials (for example, `monty`). If no value is entered, then documents created by any user are shown. This property is available for contextual wiring. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

Table 14–4 (Cont.) Properties of Documents Service Task Flows: Parameters Tab

Property (associated parameter)	Available To Task Flows...	Description

`Last Modified After` (`lastModifiedAfter`)	▪ Document List Viewer
	▪ Recent Documents
		Limit the display of task flow content to files and folders last modified after a specified date and time.
		The value requires the following format:
		`yyyy-mm-ddThh:mm:ss.sssTZD`
		For example:
		`2009-04-17T18:24:36.000+01.00`
		For the Recent Documents task flow: if no value is entered, then files and folders modified in the last three months are shown.
		This property is available for contextual wiring. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

`Last Modified Before` (`lastModifiedBefore`)	▪ Document List Viewer
	▪ Recent Documents
		Limit the display of task flow content to files and folders modified before the specified date and time.
		The value requires the following format:
		`yyyy-mm-ddThh:mm:ss.sssTZD`
		For example:
		`2009-04-17T18:24:36.000+01:00`
		This property is available for contextual wiring. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

`Last Modifier` (`lastModifier`)	▪ Document List Viewer ▪ Recent Documents	Limit the display of task flow content to files and folders last modified by a particular user. Enter the user name as specified by the user's login credentials (for example, `vicki`). If no value is entered, then all modified documents are shown. This property is available for contextual wiring. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".
`Maximum Documents` (`maxDocuments`)	▪ Recent Documents	Limit the number of files displayed to the specified maximum. If no value is entered, then all matching files are shown.
`Most Recent First` (`mostRecentFirst`)	▪ Recent Documents	The default display order of files in the task flow: ▪ true (default): the most recent documents are listed first. ▪ false: the oldest documents are listed first.

Table 14–4 (Cont.) Properties of Documents Service Task Flows: Parameters Tab

Property (associated parameter)	Available To Task Flows...	Description
`Root Folder Path`	■ Document List Viewer	The name of the folder to use as the root folder in the current task flow instance. This property is a content-scoping parameter that assists with determining the source and range of content to display in the task flow instance. There is no need to set this value for task flows that display the content of the current space's default root folder. But it is useful, for example, when you want the start folder to be other than a group space's default root folder and when you want to display content from another group space. For example ■ `/PersonalSpaces/monty/Public` ■ `/WebCenterB5/Proj_X/Specs`
`Show Folders` (`showFolders`)	■ Document List Viewer	Specifies whether to display folders along with files, which are displayed by default. ■ true: folders are shown along with files ■ false (default): folders are hidden and only files appear in the task flow
`Start Folder Path` (`startFolderPath`)	■ Documents	The name of the folder to use as the root folder in the current task flow instance. This property is a content-scoping parameter that assists with determining the source and range of content to display in the task flow instance. To obtain a folder path, go to the Documents task flow, right-click the folder icon of the folder you want to use as the start folder, and select **Properties**. The full path is the first piece of information at the top of Folder Properties.
`Task Flow Inst ID` (`taskFlowInstId`)	■ Document List Viewer	The unique identifier of the selected task flow instance. The purpose of this automatically assigned identifier is to assist with maintaining the association of this task flow instance with its customization and personalization settings. Do not edit this value.

14.4.2 Setting Documents Task Flow Properties on the Display Options Tab

The **Display Options** tab displays properties that control the selections offered on the task flow chrome, and the display elements that surround task flow content. Enter or select property values, or to use a dynamic computation for your property value, click the Edit icon next to a property field to open an Expression Language (EL) editor to select a preformatted EL expression or to enter any value or construct your own EL expression. For more information, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties".

Table 14–5 lists and describes the properties included on the **Display Options** tab, which are available to all Documents service task flows (Documents, Document List Viewer, and Recent Documents).

Table 14–5 Properties of Documents Service Task Flows: Display Options Tab

Properties	Description
`Background`	See Table 7–1.
`Display Actions`	See Table 7–1.
`Display Header`	See Table 7–1.
`Display Shadow`	See Table 7–1.
`Short Desc`	ALT text, which appears when users roll their mouse pointers over the task flow.
`Show Minimize Action`	See Table 7–1.
`Show Move Action`	See Table 7–1.
`Show Remove Action`	See Table 7–1.
`Show Resizer`	See Table 7–1.
`Stretch Content`	See Table 7–1.
`Text`	See Table 7–1.

14.4.3 Setting Documents Task Flow Properties on the Style and Content Style Tabs

The **Style** and **Content Style** tabs display properties that define the appearance of component instance content. These settings override style information defined for the parent components of the selected component instance. Parent components can include a component that wraps the component instance, the page that contains the component instance, or the entire application.

For more information about each property, see Section 7.4.6, "Working with Style and Content Style Properties".

14.4.4 Setting Documents Task Flow Properties on the Events Tab

The **Events** tab provides a means of wiring a contextual event to an Event Handler to enable a specified action when the event is triggered. For example, a button click is an event, and the result that flows from that event is described by the Event Handler. Resulting actions can include a partial page refresh, value passing from a provider component to a consumer component, additional navigation, and the like. The association of events with a particular component is determined by the developers who created the component. Experienced users can create connections between components and between components and pages using Events and Event Handlers.

For more information, see Section 7.4.7, "Working with Component Contextual Events".

15

Working with the Events Service

The Events service provides group calendars, which you can use to schedule meetings, appointments, and any other type of team occasion. Additionally, a dedicated **Events** page is available to every group space where the space's moderator has enabled the Events service.

> **Note:** The Events service is available only in the WebCenter Spaces application, not in custom WebCenter applications. Consequently, when we discuss it in this chapter, we do so only within the context of WebCenter Spaces.

This chapter explores the features offered through the Events service. It contains the following sections:

- What You Should Know About the Events Service
- Working with the Events Service Task Flow
- Setting Events Service Task Flow Properties

Audience

This chapter is intended for users who want to use Events service task flows to schedule and track events.

The WebCenter Spaces application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

> **Note:** For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

15.1 What You Should Know About the Events Service

Events include appointments, meetings, presentations, or any other kind of gathering that you would schedule for a particular group space.

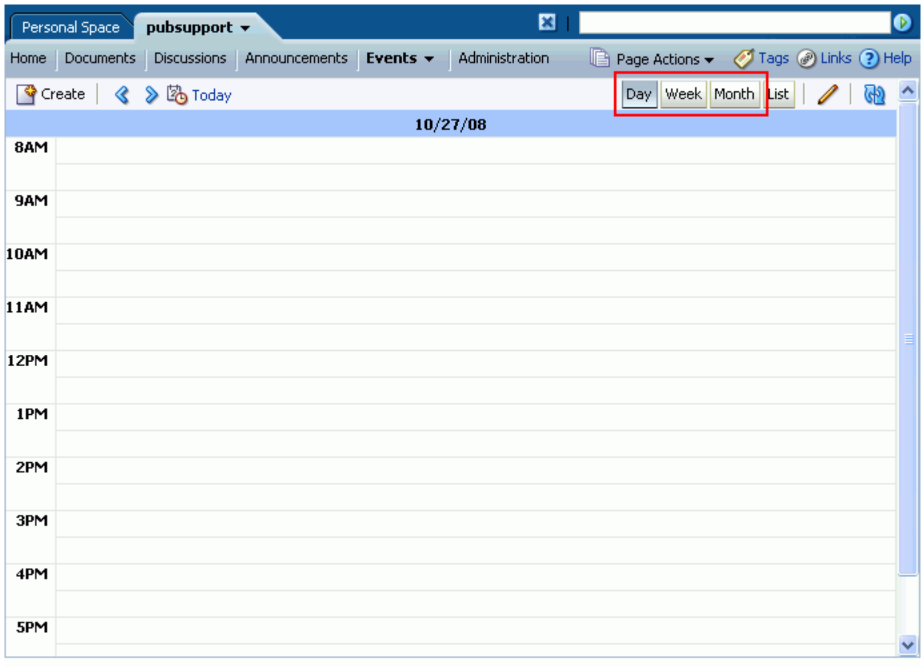
Events display to all group space members on the group space's dedicated Events page or in any Events task flow that is located on a page in the group space. Members with the required level of permission can schedule or update events.

If your application uses WebCenter's default user roles, the required permissions to create an event are included in both the *participant* and *moderator* roles. *Participants* can manage their own events. *Moderators* can manage all events.

Your application may provide a variety of locations from which to view events:

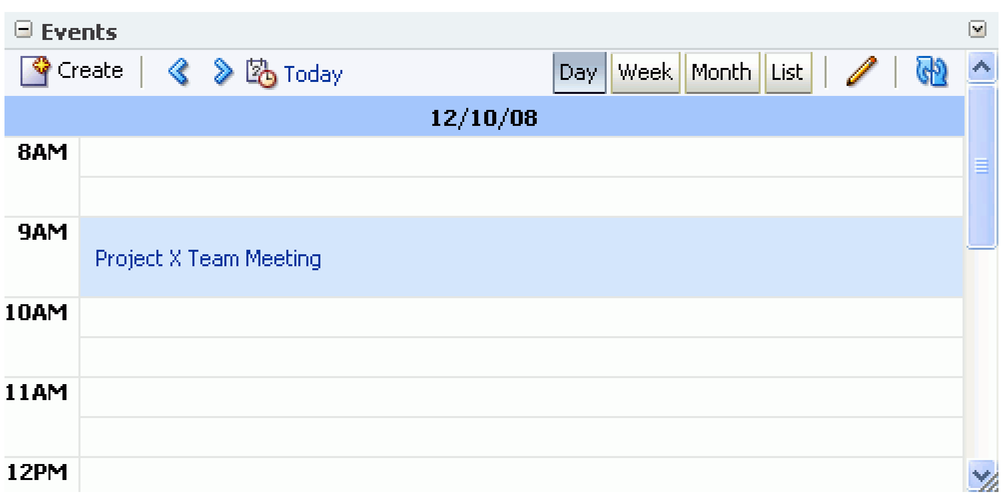
- On the **Events** page (Figure 15–1)

Figure 15–1 The Events Page



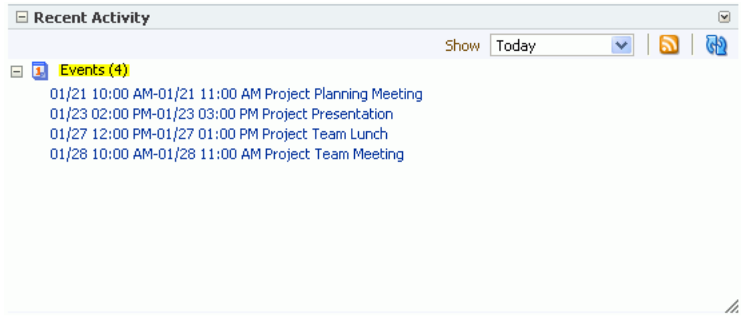
- In an Events task flow (Figure 15–2)

Figure 15–2 An Events Task Flow



- In a Recent Activity task flow (Figure 15–3)

Figure 15–3 Events Listed in a Recent Activity Task Flow



Events are scoped to a particular group space, therefore you cannot create events in your personal space.

Through its tight integration with the Links service, the Events service provides the opportunity to associate events with other WebCenter Spaces items. Linking enables you to associate documents, notes, announcements, discussions, and URLs with an event. For more information, see Chapter 16, "Working with the Links Service."

15.2 Working with the Events Service Task Flow

What would a project or community be without meetings? And what better way to track meetings than on a schedule that is visible to all members of a group? This section describes how to schedule and manage events in WebCenter Spaces. It contains the following subsections:

- Viewing Events
- Scheduling an Event
- Viewing Event Details
- Revising Scheduled Events
- Deleting Scheduled Events

15.2.1 Viewing Events

You can view events as a grid or a list; choose to display events a day, a week or a month at a time; select the range of hours displayed per day; and include a second time zone in the display.

This section describes how to adjust these event controls. It contains the following subsections:

- Displaying the Events Page
- Displaying Events by Day, Week, or Month or as a List
- Viewing Events for a Different Date
- Refreshing Your View of Events
- Setting Time Display Preferences

15.2.1.1 Displaying the Events Page

In every group space, events display on the **Events** page. The Events page may not display by default. If so, it's easy to display the Events page using the Manage Pages dialog box. This section tells you how.

To display the Events page:

1. Log in to WebCenter Spaces.

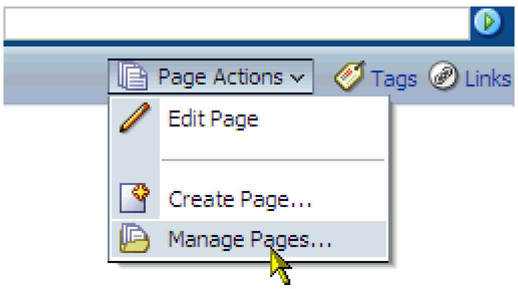
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to display the Events page.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

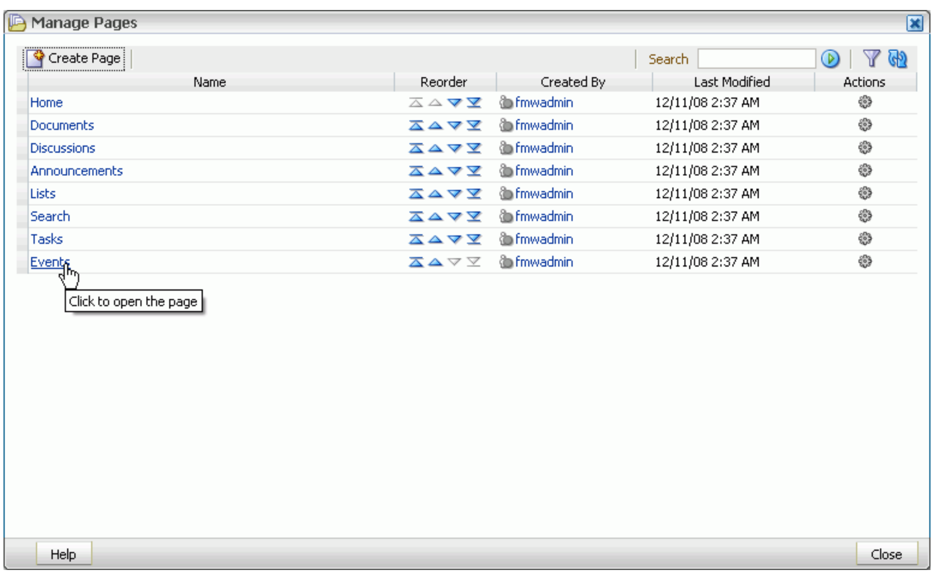
3. Select the **Manage Pages** command from the **Page Actions** menu (Figure 15–4).

Figure 15–4 The Manage Pages Command



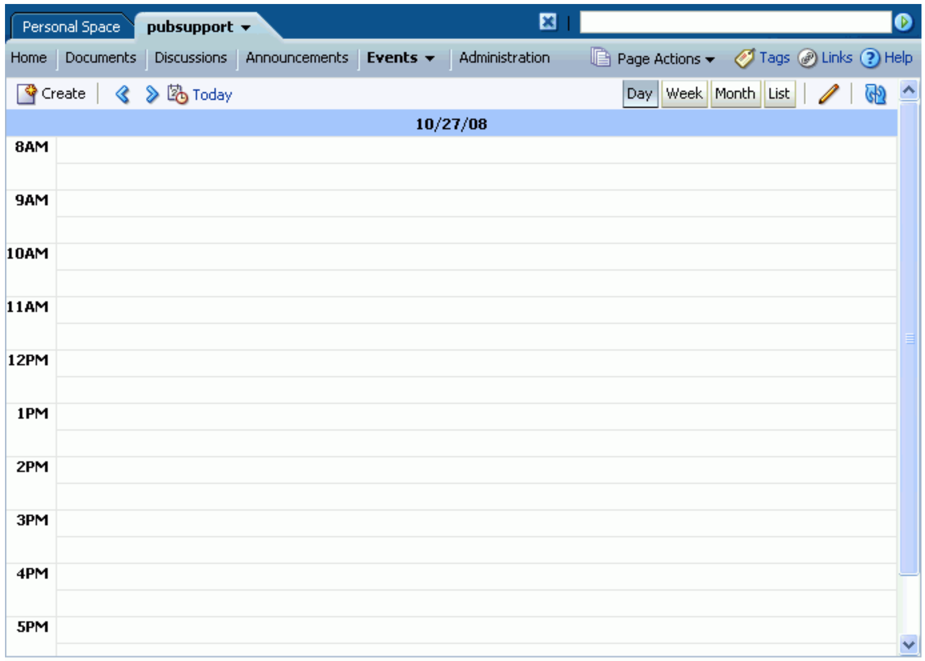
4. In the Manage Pages dialog box, click the **Events** page link. (Figure 15–5).

Figure 15–5 Showing the Events Page through the Manage Pages Dialog Box



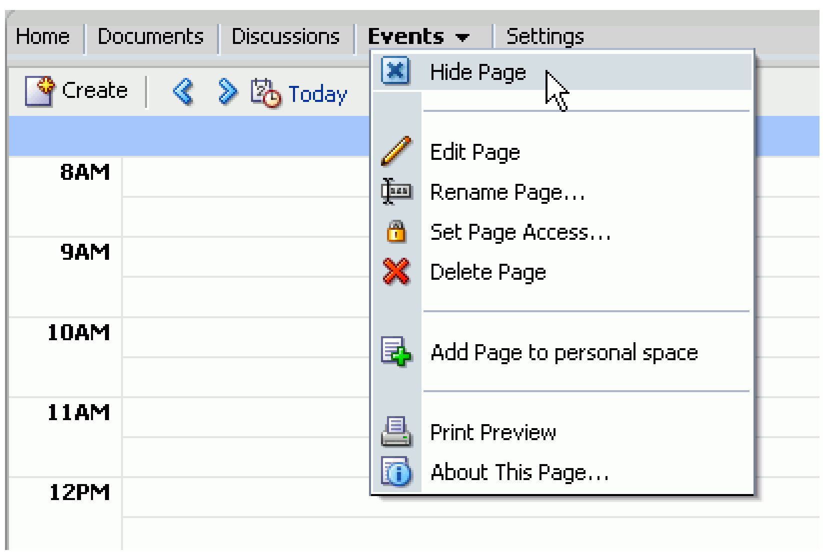
5. In the group space, there is now a tab for the Events page (Figure 15–6).

Figure 15–6 The Events Page in a Group Space



6. If you later decide that you no longer want to display the Events tab, click the tab and choose **Hide Page** from the menu (Figure 15–7).

Figure 15–7 Hiding the Events Page



15.2.1.2 Displaying Events by Day, Week, or Month or as a List

You can display events in grid form or in list form. When you display events as a list, all upcoming events for the next year are listed. When you display events as a grid, you can display events by day, week, or month.

> **Tip:** In List view you can quickly create links to other objects related to the event by clicking the Links icon. For more information about links, see Chapter 16, "Working with the Links Service."

To display events by day, week, or month or as a list:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to set event display options.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

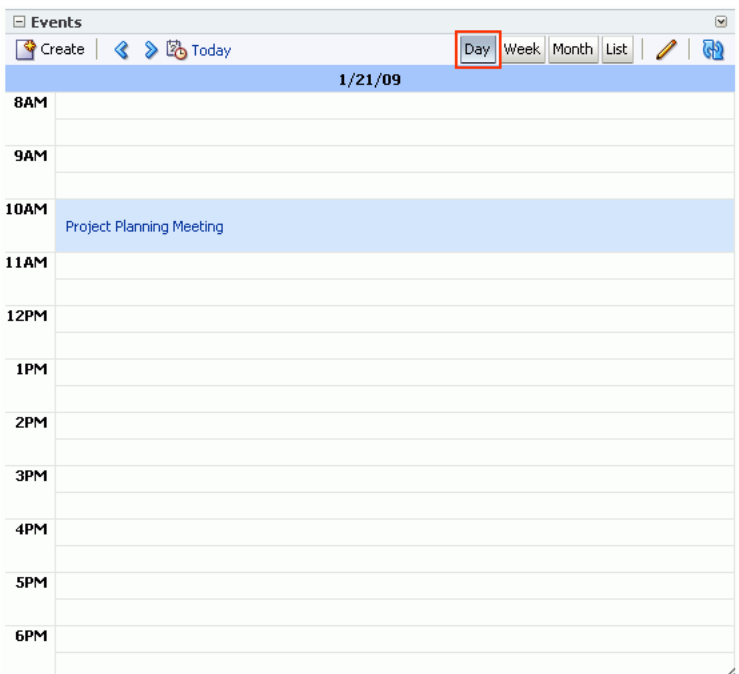
3. Click the **Events** tab to bring the **Events** page forward or find the page containing the Events task flow.

   If the **Events** tab is not available, see Section 15.2.1.1, "Displaying the Events Page."

4. On the toolbar:

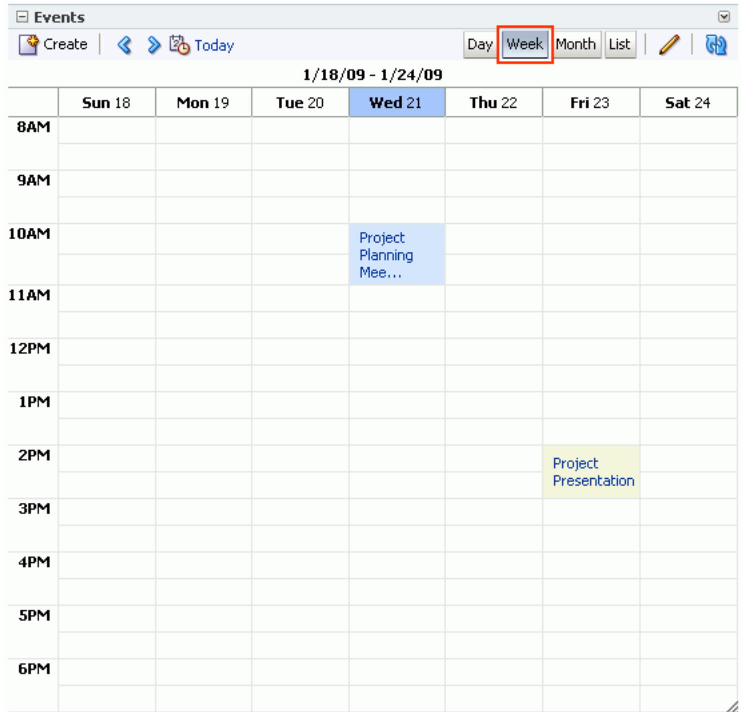
   - Click **Day** to display events one day at a time (Figure 15–8).

Figure 15–8 Events Displayed by Day



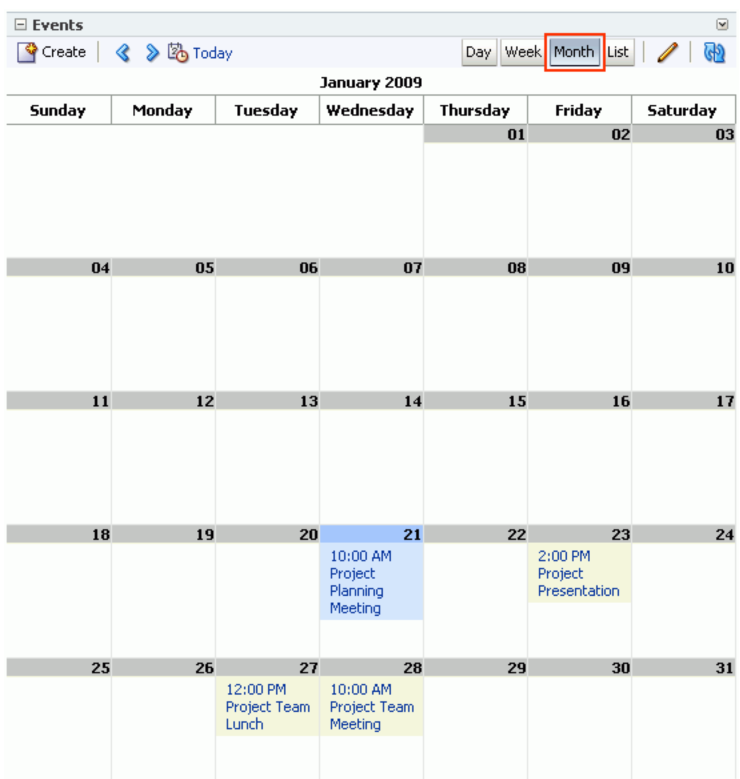
   - Click **Week** to display events for the whole week (Figure 15–9).

Figure 15–9 Events Displayed by Week



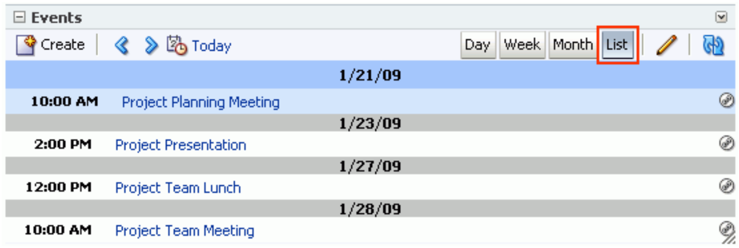
- Click **Month** to display events for the whole month (Figure 15–10).

Figure 15–10 Events Displayed by Month



- Click **List** to display a list of upcoming events (Figure 15–11).

Figure 15–11 Events Displayed as a List



The Events page refreshes and appears in the selected mode.

15.2.1.3 Viewing Events for a Different Date

Usually, in grid mode, the Events page or task flow displays events for the current day, week, or month. If you want to view events for a different point in time, you can use the previous or next buttons or select a date so that the Events page or task flow displays events for a different date.

To select a date:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to select a date for an event.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Click the **Events** tab to bring the **Events** page forward or find the page containing the Events task flow.

   If the **Events** tab is not available, see Section 15.2.1.1, "Displaying the Events Page."

4. On the toolbar, click the previous or next icon until the appropriate date is displayed.

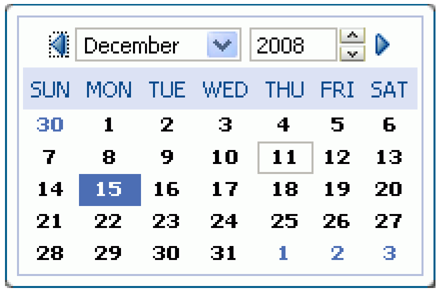
   In Day view, this displays the previous or next day. In Week and List view, this displays the previous or next week. In Month view, this displays the previous or next month.

5. If you know the specific date, on the toolbar, click the **Select Date** icon (Figure 15–12).

Figure 15–12 The Select Date Icon

The date picker opens (Figure 15–13). Today's date is boxed, and the currently selected date (which may also be today's date) is highlighted. For example, in Figure 15–13, today's date is the 11th and the selected date is the 15th.

Figure 15–13 The Date Picker



6. Use the date picker to select the month, year, and day.

   For example, select a month from the drop-down list; select a year using the controls to the right of the current year, or enter the value yourself; click a date to select a day. Once you select a day, the date picker closes and the Events page or task flow shows events for that date.

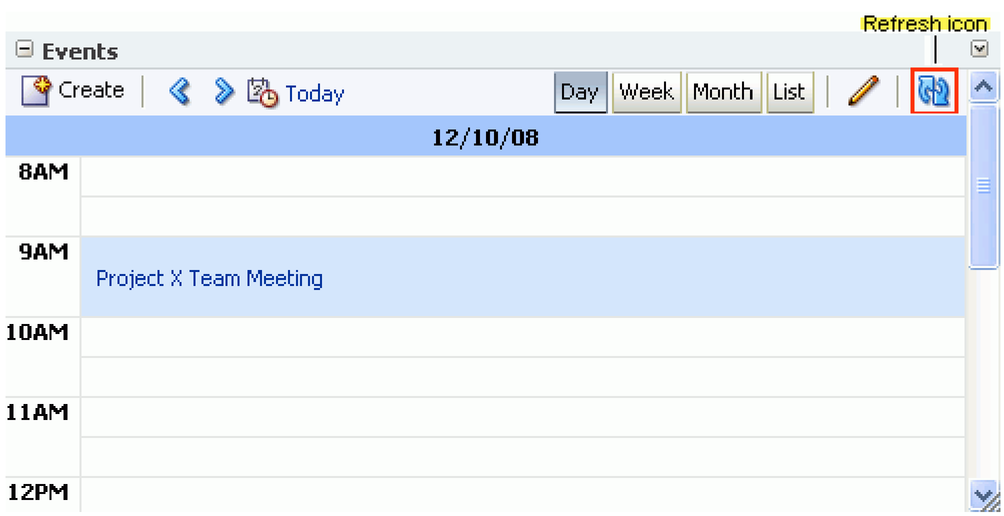
7. To quickly return to today's date, click the **Today** link.

   Today's events are displayed in Day view regardless of how you were viewing events previously.

15.2.1.4 Refreshing Your View of Events

The Events page and Events task flow includes a Refresh icon that you can use to refresh your display of events (Figure 15–14).

Figure 15–14 The Refresh Icon on an Events Task Flow



This is useful for updating your view of the page or task flow with any recent changes made by other users. Click the Refresh icon and the Events page or task flow redraws, reflecting recent changes.

15.2.1.5 Setting Time Display Preferences

Time display preferences determine the time span covered by the Events page or task flow when events are displayed by day or week.

You can also use time display preferences to identify a secondary time zone. This feature is particularly useful with international workforces. When selecting an hour to hold a meeting, it's useful to know the hours most optimal for meeting in both time zones.

To set up time display preferences:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to set time display preferences.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Click the **Events** tab to bring the **Events** page forward or find the page containing the Events task flow.

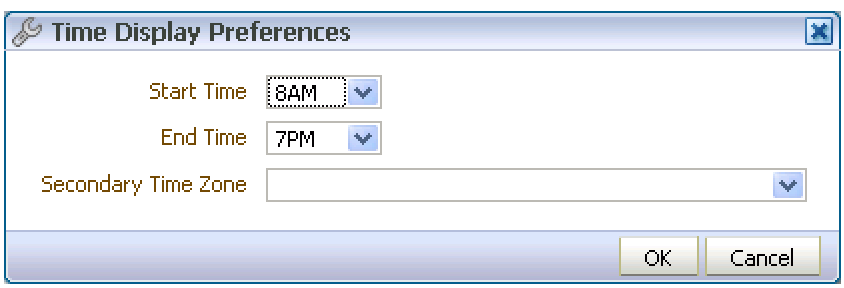
   If the **Events** tab is not available, see Section 15.2.1.1, "Displaying the Events Page."

4. Click the **Set time display preferences** icon on the toolbar (Figure 15–15).

Figure 15–15 The Set Time Display Preferences Icon

The Time Display Preferences dialog box opens (Figure 15–16).

Figure 15–16 The Time Display Preferences Dialog Box



5. From the **Start Time** drop-down list, select the first hour to display on the grid.

   Choose from 12AM to 11PM.

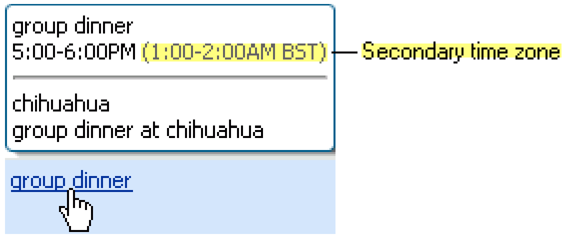
6. From the **End Time** drop-down list, select the last hour to display on the grid.

   Choose from 12AM to 11PM.

7. Optionally, from the **Secondary Time Zone** drop-down list select a secondary time zone to display along with the primary time zone.

   When a user rolls a mouse pointer over the event link in the grid, event details pop up. The secondary time zone appears in the pop-up (Figure 15–17).

Figure 15–17 An Event Details Pop-up Displaying Primary and Secondary Time Zones



8. Click **OK** to save your changes.

15.2.2 Scheduling an Event

The following section shows you how to schedule an event.

To schedule an event:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to schedule an event.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Click the **Events** tab to bring the **Events** page forward or find the page containing the Events task flow.

   If the **Events** tab is not available, see Section 15.2.1.1, "Displaying the Events Page."

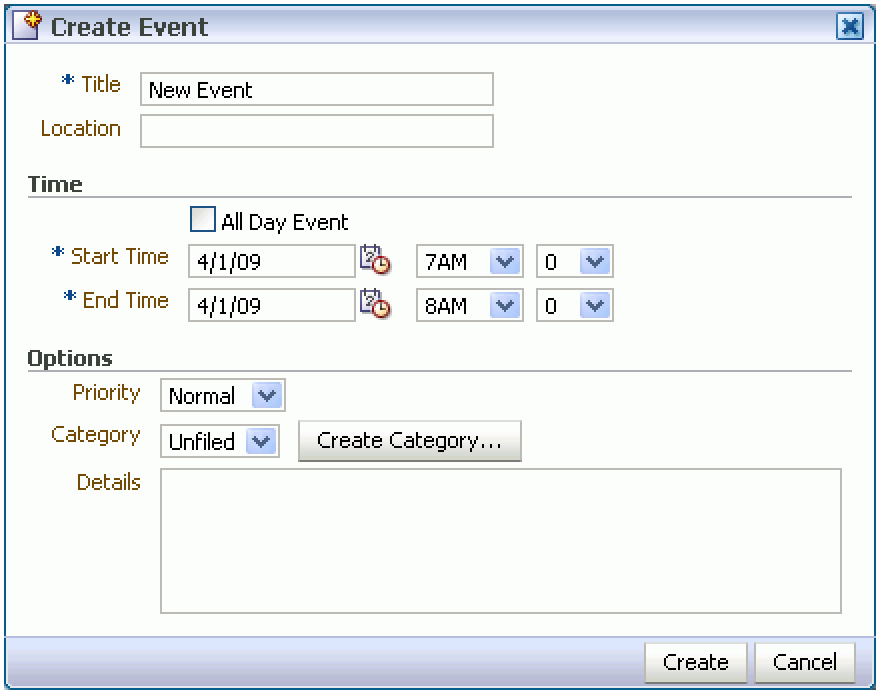
4. Click the **Create a new event** icon on the toolbar (Figure 15–18).

Figure 15–18 The Create a new event Icon

Note: You can also easily invoke the Create Event dialog box by clicking an hour or a date or double-clicking an empty space in a grid view. The advantage of this is that date and start time of the event are automatically specified in the dialog box.

The Create Event dialog box opens (Figure 15–19).

Figure 15–19 The Create Event Dialog Box



5. Enter the details of event:

   a. In the **Title** field, enter a brief descriptive title for the event.

      For example, `Project Reality Check`.

   b. In the **Location** field, enter the location of the event.

      For example, `Bldg. 5, room 786`.

   c. In the **Time** section, select **All Day Event** to block out the entire day for the event.

   d. In the **Start Time** field enter or select a date and time to start the event.

   e. In the **End Time** field enter or select a date and time to end the event.

      Note: All selections under the Options section are optional.

   f. In the **Options** section, assign a priority for the event.

      Choose from **Highest**, **High**, **Normal**, **Low**, or **Lowest**.

   g. Select a category to classify this event from the **Category** drop-down list.

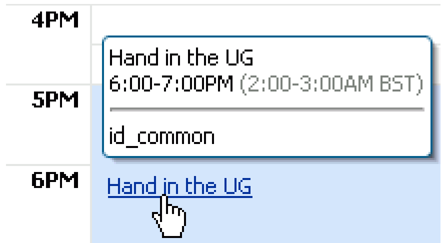
      Optionally, click the **Create Category** button to create a category and automatically select it for this event.

      Categories are useful for creating distinct groups of events, organized according to their general purpose.

   h. In the **Details** text box, enter any additional details you want to include.

6. Click the **Create** button to create the event and add it to the **Events** page (Figure 15–20).

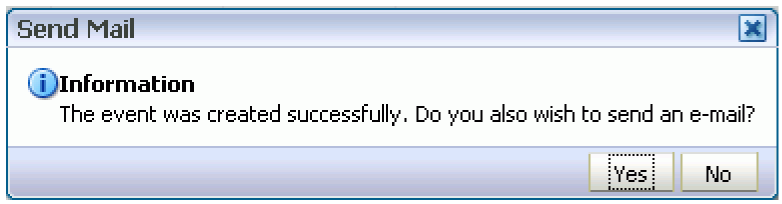
Figure 15–20 An Event on the Events Page



7. In the Send Mail message window, click **Yes** to send an e-mail notification to all members of the group space distribution list informing them about the event (Figure 15–21).

   If you do not want to send a notification, click **No**.

Figure 15–21 Send Mail Message Window



8. Provide your mail login credentials, if necessary.

   The Compose window displays. The **To** field is automatically populated with the distribution list for the group space. The Events service also provides a default subject and body text and attaches an icalendar file with details of the event.

9. Make any changes that are required and then click **Send**.

   A dialog box opens with a message that asks whether you want to compose another message or close the Compose window.

10. Click **Yes** to open a new Compose window or **No** to exit.

15.2.3 Viewing Event Details

The Event page or task flow displays basic information about the event. To view more information, such as the location or additional details, simply hover your mouse over the event.

To view event details:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to view event details.

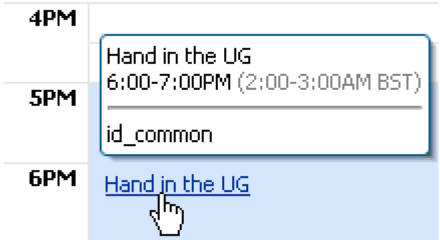
   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Click the **Events** tab to bring the **Events** page forward or find the page containing the Events task flow.

   If the **Events** tab is not available, see Section 15.2.1.1, "Displaying the Events Page."

4. Hover the mouse over a link to an event to display the event details (Figure 15–22).

Figure 15–22 An Event on the Events Page



To view the priority or category of the event you must edit the event. For more information, see Section 15.2.4, "Revising Scheduled Events."

15.2.4 Revising Scheduled Events

For some reason, you may find that you must change some aspect of the event. For example, the time may need changing to accommodate a particular group space member, or the location might become unavailable.

To revise a scheduled event:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to revise a scheduled event.

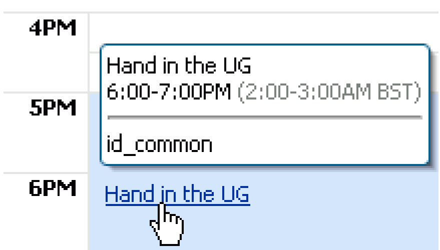
   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Click the **Events** tab to bring the **Events** page forward or find the page containing the Events task flow.

   If the **Events** tab is not available, see Section 15.2.1.1, "Displaying the Events Page."

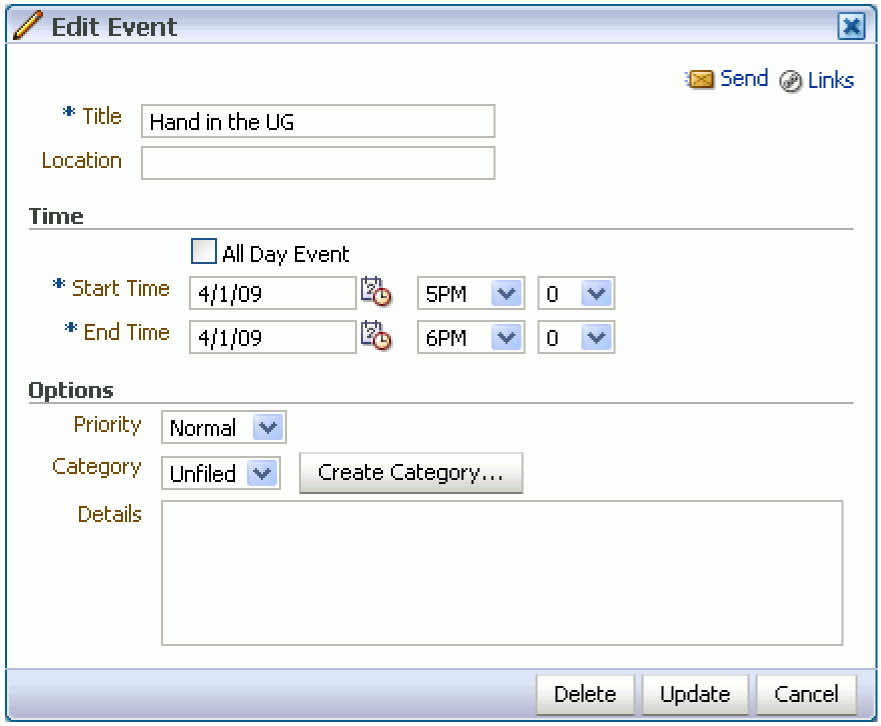
4. Click a link to an event (Figure 15–23).

Figure 15–23 An Event on the Events Page



The Edit Event dialog box opens (Figure 15–24).

Figure 15–24 The Edit Event Dialog Box



5. Revise event details.
6. Click the **Update** button to save your changes.

15.2.5 Deleting Scheduled Events

To cancel an event, you can delete it from the Events page or task flow.

To delete a scheduled event:

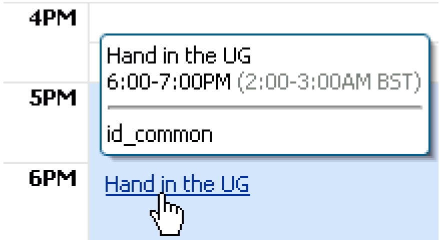
1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the group space where you want to delete a scheduled event.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."
3. Click the **Events** tab to bring the **Events** page forward or find the page containing the Events task flow.

   If the **Events** tab is not available, see Section 15.2.1.1, "Displaying the Events Page."
4. Click a link to an event (Figure 15–25).

Figure 15–25 An Event on the Events Page



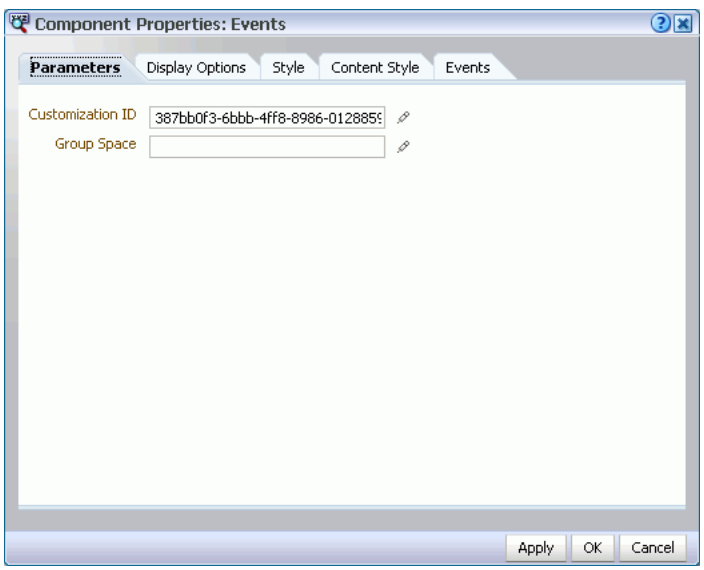
5. In the resulting Edit Event dialog box, click the **Delete** button.
6. Click **Delete** again in the Delete Confirmation dialog box.

   The event is removed from the Events page.

15.3 Setting Events Service Task Flow Properties

Every task flow includes a set of configurable properties that influence the behavior, content, and look-and-feel of a given task flow instance. You can access these properties through the Component Properties dialog box in Oracle Composer (Figure 15–26). The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

Figure 15–26 Events Task Flow Component Properties



The component parameters listed on the **Parameters** tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. The parameters for the Events service task flow are listed and described in Table 15–1.

Note: For information about wiring pages and components, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

Table 15–1 Parameters for Events Service Task Flows

Parameter	Description	Task Flow
Customization ID	A unique identifier for event view customization. Customization ID assists with maintaining the association of this task flow instance with its customization and personalization settings. This value is set automatically. Do not edit this value.	Events
Group Space	The name of the group space that is the source of listed events. In WebCenter Spaces, the group space name is available on the General tab of the group space Settings page. Valid values are: ■ null or empty to display events for the current group space. ■ display name of the group space for which to display events.	Events

The properties on the **Display Options, Style,** and **Content Style** tabs control the appearance and behavior of the task flow and are common to all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

The contents of the **Events** tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events"

16

Working with the Links Service

Linking gives users a means of explicitly associating two items with each other through easy-access reference points, called *links*.

This chapter describes Links service features and provides specific how-to information about creating these types of associations between application objects. It contains the following subsections:

- What You Should Know About the Links Service
- Working with Links Service Features

Audience

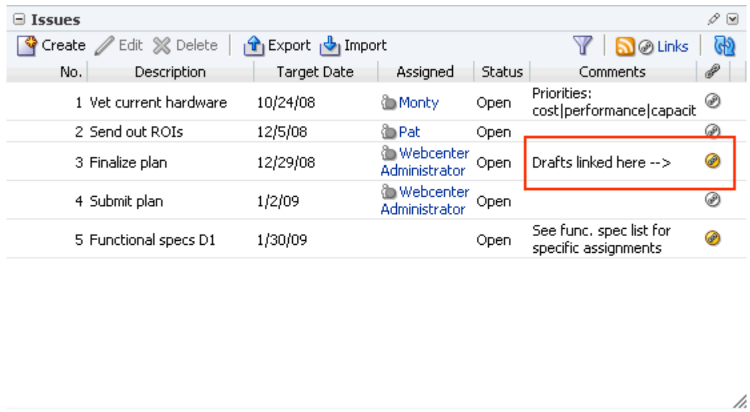
This chapter is intended for users who want to know how to link one thing to another. It describes useful ways to interact with Links service features, including how to link one existing application object to another and how to link an existing application object to a new object.

The application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

16.1 What You Should Know About the Links Service

The Links service assists with setting up easy access from one application object to another. For example, using linking you can associate a project plan document with a list that enumerates project issues. When users access the list, they can also immediately access this highly relevant document by clicking a link that appears on the list (Figure 16–1). This service also provides a quick way to create new objects while also establishing a link.

Figure 16–1 A Link on a List Row



Anywhere you see a Links icon, you can create a link to both new and existing content.

There are two Links icons that each indicate the state of the Links dialog box:

- The gray Links icon (Figure 16–2) indicates that no links are present in the Links dialog box.

Figure 16–2 The Links Icon (No Links Present)

- The gold Links icon (Figure 16–3) indicates that links are present in the Links dialog box.

Figure 16–3 The Links Icon (Links Present)

Use the **Link to Existing** option in the Links dialog box to link to existing application objects, such as documents, discussion forum topics, announcements, and the like (see Section 16.2.1, "Linking to Existing Objects").

Use the **Link to New** option in the Links dialog box to both create an application object and link to it in a single operation. Select **Link to New** to upload and link to documents, create and link to discussion forum topics, enter the URL of a web page to link to, and create and link to other types of items (see Section 16.2.2, "Linking to New Objects").

You can create links from announcements, discussions, documents, events, lists, and pages. In custom WebCenter applications, you can also link from any object that has a custom JSF components (such as the Links Detail button) bound to it. For more information, see the chapter "Integrating the Links Service" in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

The items you can link to differ between the **Link to New** and **Link to Existing** lists. For example, while you can link to a new note, you cannot link to an existing note. Additionally, in WebCenter Spaces, the items you can link to from a personal space differ from those you can link to from a group space. Table 16–1 lists the types of objects you can link to and from where.

Table 16–1 Linking to Objects

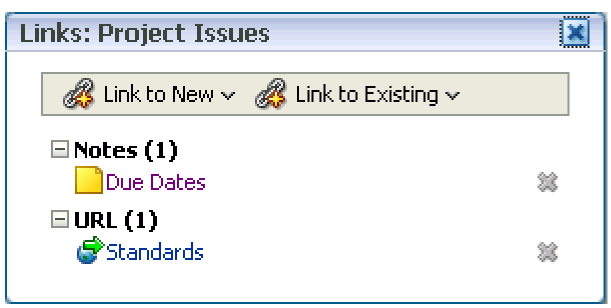
Object Type	Link to New?	Link to Existing?	Personal	Group
Announcement	No	Yes	No	Yes
Discussion Topic	Yes	Yes	No	Yes
Document	Yes	Yes	Yes	Yes
Event	Yes	Yes	No	Yes
Note	Yes	No	Yes	Yes
URL	Yes	No	Yes	Yes

In WebCenter Spaces, links are scoped to both personal and group spaces. For example, the links that display in the *Finance* group space differ from the links that display in the *Infrastructure* group space, even though Links are accessed from the same places in both group spaces. In custom WebCenter applications, links are scoped application-wide. The objects to which you can link also depend on which services have been provisioned for your application.

Given the right permission, other users can see your links, and you can see other users' links. For most services, what you can do with a link (such as view, create, delete) is handled by your Links permission. However, with the Notes service, you can delete a link only if you also have delete permission on the Notes service. What you can do with the linked object (such as edit) is handled by the target object's security.

Links are aware of the location where you create them. For example, if you create a link on a list row, that link appears only on that row, and not on all the other rows in the same list. So, if you link to an article about a particular widget from the list row that describes that widget, the link to that article appears only on that row's Links dialog box (Figure 16–4). It does not display on the Links dialog box associated with the other rows on the same list.

Figure 16–4 The Links Dialog Box

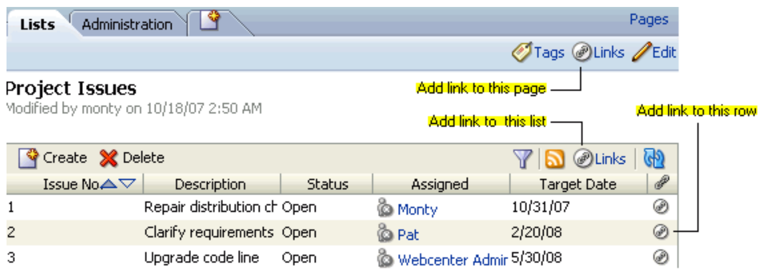


Most Links are also bidirectional. That is, when you create a link from a discussion to a document, a return link from the document to the discussion is simultaneously, automatically created. This bidirectional relationship holds for most, though not all, Links. Links on Notes, URLs, and List rows do not create a reciprocal link on the link target. For example, when you create a link from a document to a note or from a document to a URL or a link from a List row to a document, no reciprocal link is automatically created on the link target. Note, however, that Links from whole Lists do create a reciprocal link from the target.

16.2 Working with Links Service Features

Many WebCenter task flows include a linking capability that enables you to associate application objects with other application objects, and with internal and external Web pages. For example, the List task flow automatically includes a Links icon on each list and on each list row. Additionally, the **Lists** page has its own link (Figure 16–5).

Figure 16–5 Link Icons on a List Page



You can use the Links feature to link to relevant documents, discussions, notes, Web pages, events, and announcements.

From an event details window, you can link to the event's agenda. In a list of project assignments, you can link to the functional and design specifications relevant to each assignment. In a discussion forum, you can link to a related discussion, a related document, a relevant Web page, an informative WebCenter Spaces page, or other content.

No more fruitless wandering through the diverse Web fiefdoms of different lines of business to find the widely scattered content relevant to a particular effort!

This section describes how to link one thing to another in WebCenter applications and how to access those links. It includes the following subsections:

- Linking to Existing Objects
- Linking to New Objects
- Accessing Link Targets
- Deleting a Link

16.2.1 Linking to Existing Objects

Use the **Link to Existing** option on the Links dialog box to link to announcements, discussion forum topics, documents, and events currently available in your application.

This section describes how. It contains the following subsections:

- Opening the Links Dialog Box to Link to Existing Objects
- Linking to an Existing Announcement
- Linking to an Existing Discussion Forum Topic
- Linking to an Existing Document
- Linking to an Existing Event

16.2.1.1 Opening the Links Dialog Box to Link to Existing Objects

When you want to create a link to an existing object, the first thing to do is go to the object from which you want to link and open the Links dialog box. From there the steps vary depending on the type of object you are linking to.

To open the Links dialog box:

1. Log in to WebCenter Spaces or your custom WebCenter application.

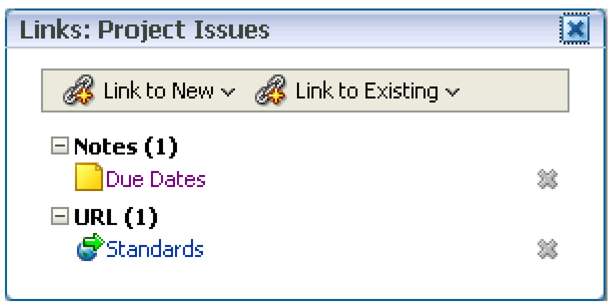
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the object from which you want to link.
3. Click the object's associated Links icon (Figure 16–6).

Figure 16–6 The Links Icon

   This opens the Links dialog box (Figure 16–7).

Figure 16–7 The Links Dialog Box



4. From the Links dialog box, select **Link to Existing** and then the type of object you want to link to.

   For information about what to do next see:

   - Linking to an Existing Announcement
   - Linking to an Existing Discussion Forum Topic
   - Linking to an Existing Document
   - Linking to an Existing Event

16.2.1.2 Linking to an Existing Announcement

You can bring timely announcements to the highest traffic areas in your application by linking to them. This section tells you how.

To link to an existing announcement:

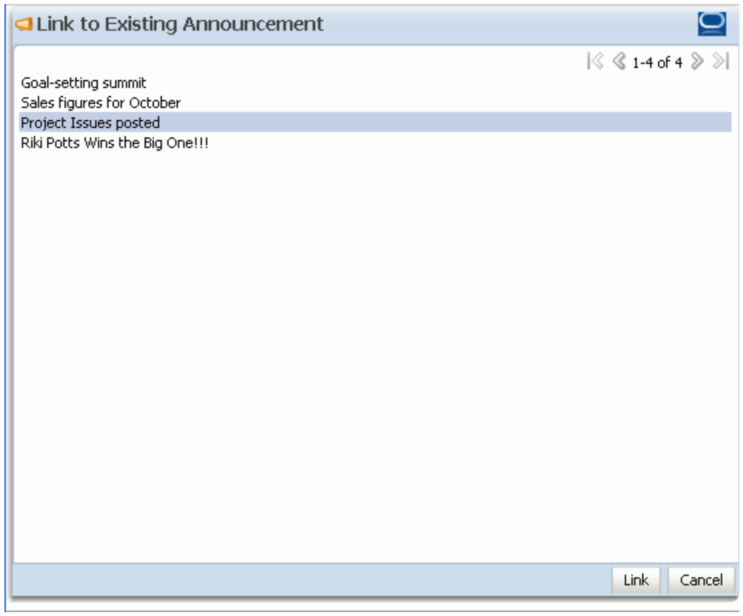
1. Go to the object from which you want to link to an announcement and click the Links icon.

   For more information, see Section 16.2.1.1, "Opening the Links Dialog Box to Link to Existing Objects."

2. From the Links dialog box, select **Link to Existing** and then **Announcement**.

   A window listing announcements opens (Figure 16–8).

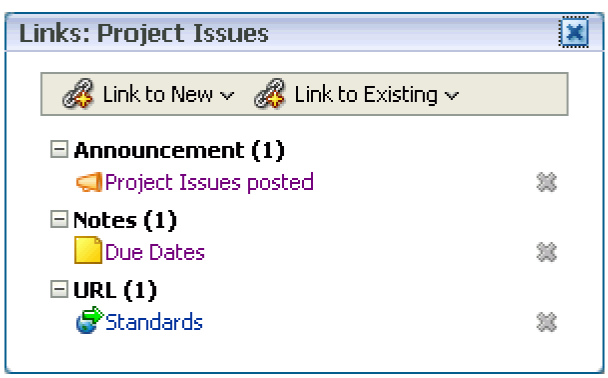
Figure 16–8 Existing Announcements



3. In the window, click the announcement to which you want to link.
4. Click the **Link** button.

   The title of the selected announcement appears on the list of links in the Links dialog box (Figure 16–9).

Figure 16–9 Newly-Added Announcement on Links Dialog Box



5. Close the Links dialog box.

16.2.1.3 Linking to an Existing Discussion Forum Topic

Help users find answers to questions before they even ask them by linking to relevant discussion forum topics.

To link to an existing discussion forum topic:

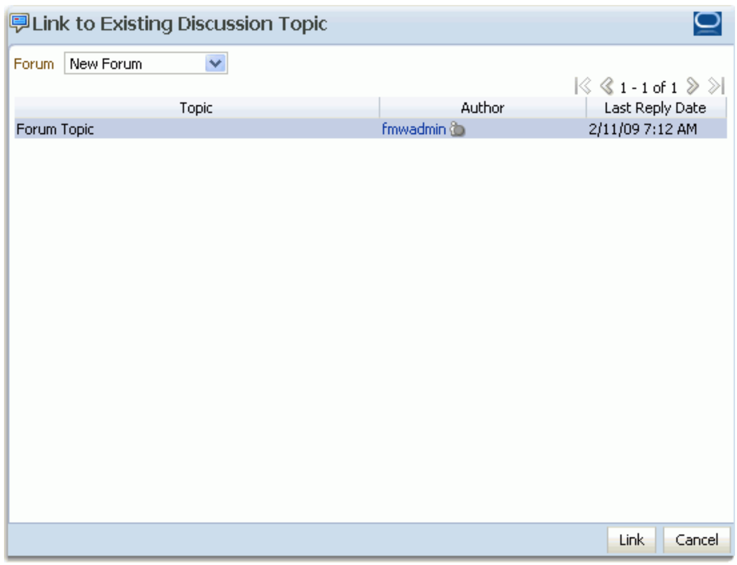
1. Go to the object from which you want to link to a discussion forum message and click the Links icon.

   For more information, see Section 16.2.1.1, "Opening the Links Dialog Box to Link to Existing Objects."

2. From the Links dialog box, select **Link to Existing** and then **Discussion**.

   A window listing available topics opens (Figure 16–10). If the group space or application supports multiple discussion forums, a drop down list at the top enables you to switch to a different forum.

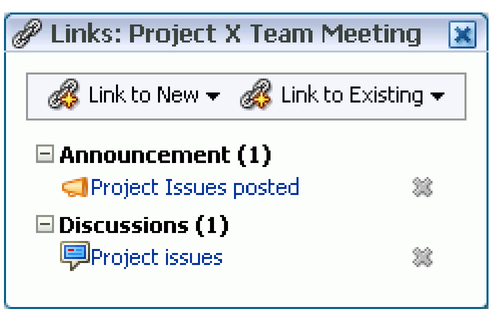
Figure 16–10 Existing Discussion Topics



3. Click the discussion topic to which you want to link.
4. Click the **Link** button.

   The title of the selected discussion topic appears on the list of links in the Links dialog box (Figure 16–11).

Figure 16–11 Newly-Added Discussion Topic on Links Dialog Box



5. Close the Links dialog box.

16.2.1.4 Linking to an Existing Document

To save users from having to search for documents in the Document Library, link to them directly. For example, link to a meeting's agenda directly from the meeting's event details.

To link to an existing document:

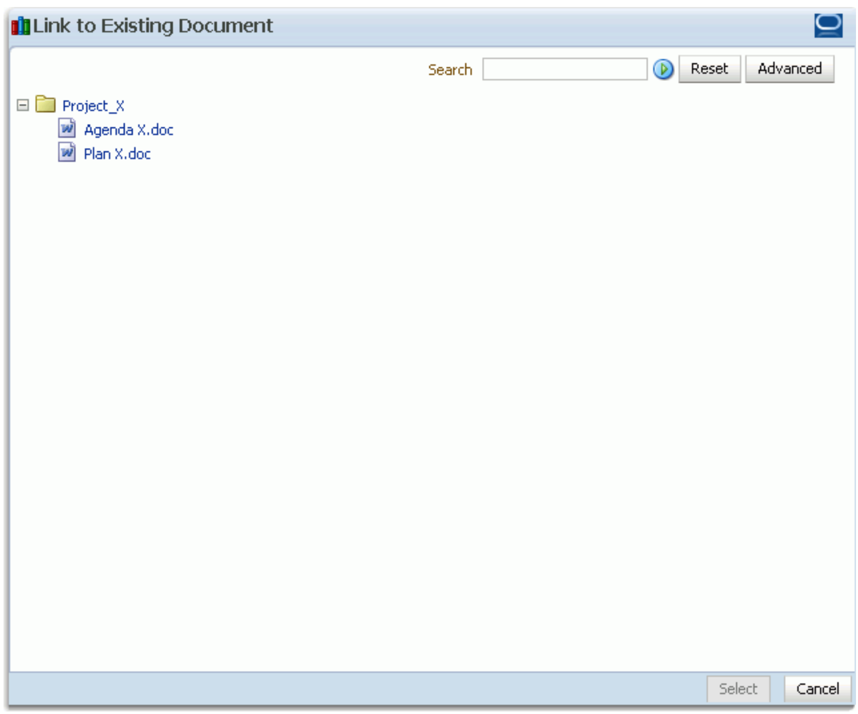
1. Go to the object from which you want to link to a document and click the Links icon.

   For more information, see Section 16.2.1.1, "Opening the Links Dialog Box to Link to Existing Objects."

2. From the Links dialog box, select **Link to Existing** and then **Document**.

   The Link to Existing Document dialog box opens (Figure 16–12).

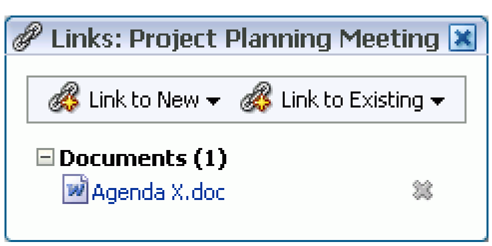
Figure 16–12 Existing Documents



3. Select the document, and click **Select**.

   The document link appears on the list of links in the Links dialog box (Figure 16–13).

Figure 16–13 A Document Link on the Links Dialog Box



4. Close the Links dialog box.

16.2.1.5 Linking to an Existing Event

You can link to information about events that are relevant to the current object. For example, you could provide a link from an issues document to an event scheduled to discuss those very issues.

To link to an existing event:

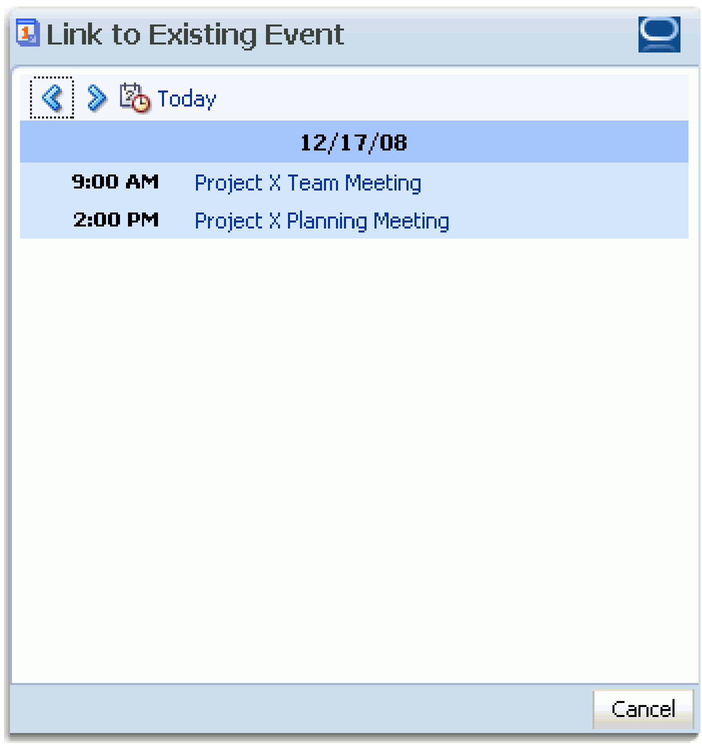
1. Go to the object from which you want to link to an event and click the Links icon.

   For more information, see Section 16.2.1.1, "Opening the Links Dialog Box to Link to Existing Objects."

2. From the Links dialog box, select **Link to Existing** and then **Event**.

   A window opens listing all of the events you can access.

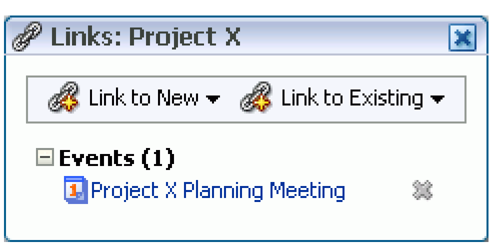
Figure 16–14 Existing Events



3. In the window, click the event to which you want to link.

   The title of the selected event appears on the list of links in the Links dialog box (Figure 16–15).

Figure 16–15 Newly-Added Event on Links Dialog Box



4. Close the Links dialog box.

16.2.2 Linking to New Objects

When you use **Link to New**, you are accomplishing two things at the same time: you're creating a new object, and you're creating a link to that object. Use the **Link to New** option on the Links dialog box to link to a new discussion forum topic, a new document, a new event, a new note, or a Web Page.

This section describes how to link to these types of objects. It contains the following subsections:

- Opening the Links Dialog Box to Link to a New Object
- Adding and Linking to a Discussion Forum Topic
- Adding and Linking to a Document
- Adding and Linking to an Event
- Adding and Linking to a Note
- Linking to a Web Page

16.2.2.1 Opening the Links Dialog Box to Link to a New Object

When you want to create a link to a new object, the first thing to do is go to the object from which you want to link and open the Links dialog box. From there the steps vary depending on the type of object you are linking to.

To open the Links dialog box:

1. Log in to WebCenter Spaces or your custom WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

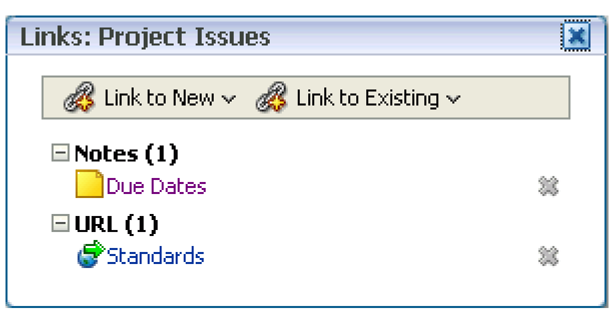
2. Go to the object from which you want to link.
3. Click the object's associated Links icon (Figure 16–16).

   Figure 16–16 The Links Icon

   This opens the Links dialog box (Figure 16–17).

   Figure 16–17 The Links Dialog Box

4. From the Links dialog box, select **Link to New** and then the type of object you want to link to.

For information about what to do next see:

- Adding and Linking to a Discussion Forum Topic
- Adding and Linking to a Document
- Adding and Linking to an Event
- Adding and Linking to a Note
- Linking to a Web Page

16.2.2.2 Adding and Linking to a Discussion Forum Topic

You can create a new thread directly from the object that first prompted the discussion, adding a link at the same time.

To link to a new discussion forum topic:

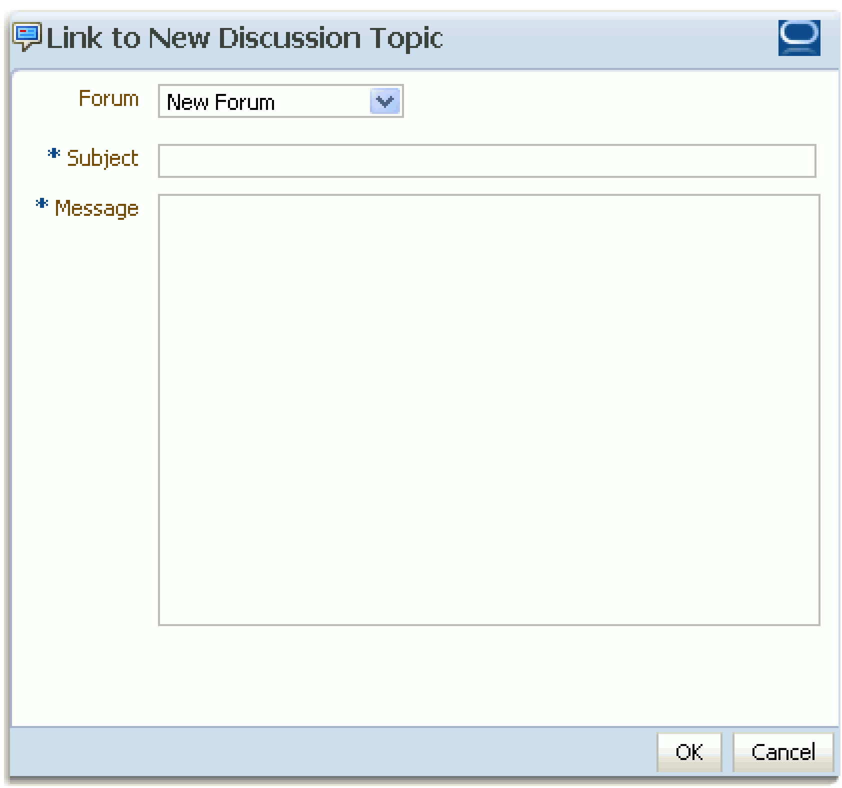
1. Go to the object from which you want to link to a new discussion forum topic and click the Links icon.

   For more information, see Section 16.2.2.1, "Opening the Links Dialog Box to Link to a New Object."

2. From the Links dialog box, select **Link to New** and then **Discussion**.

   The Link to New Discussion Topic dialog box opens (Figure 16–18).

Figure 16–18 Link to New Discussion Dialog Box



3. If the group space or application supports multiple discussion forums, in the **Forum** list, select the forum in which you want to create the discussion topic.

4. In the **Subject** field, enter a subject for the new topic.

5. In the **Message** field, enter the topic content.
6. Click **OK**.

   The topic is added to the selected discussion forum, and the link is added to the Links dialog box.
7. Close the Links dialog box.

16.2.2.3 Adding and Linking to a Document

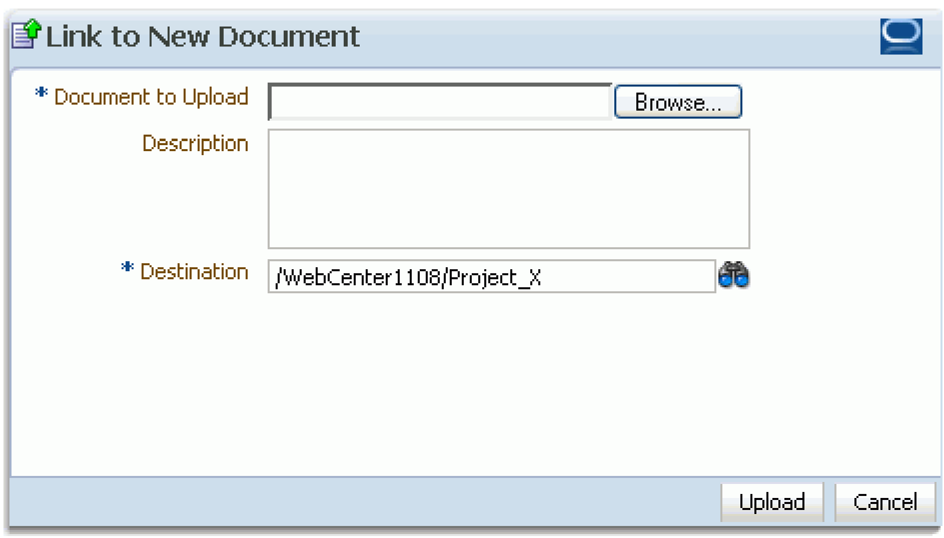
When viewing an object, such as a discussion forum topic, you might be aware of an informative document that would help other viewers of the object. You can add the document to the Document Library directly from the original object, adding a link to it at the same time.

To link to a new document:

1. Go to the object from which you want to link to a new document and click the Links icon.
2. From the Links dialog box, select **Link to New** and then **Document**.

   The Upload Document dialog box opens (Figure 16–19).

Figure 16–19 Link to New Document Dialog Box



3. Click the **Browse** button, and navigate to the location of the document you want to upload.
4. Select the document, and click **Open**.
5. Enter an optional description and change the default destination directory if required. Click the Browse icon to locate a destination if necessary.
6. Click **Upload**.

   The document is uploaded, and the link is added to the Links dialog box.

   The location of the uploaded document depends on where you initiated the linking action. The document could be uploaded to the selected group space's Document Library or to the root folder of your WebCenter's default document repository connection.
7. Close the Links dialog box.

16.2.2.4 Adding and Linking to an Event

You can create a new event and immediately add a link to it, for example, to schedule a meeting to address issues raised in a discussion forum topic.

To add and link to a event:

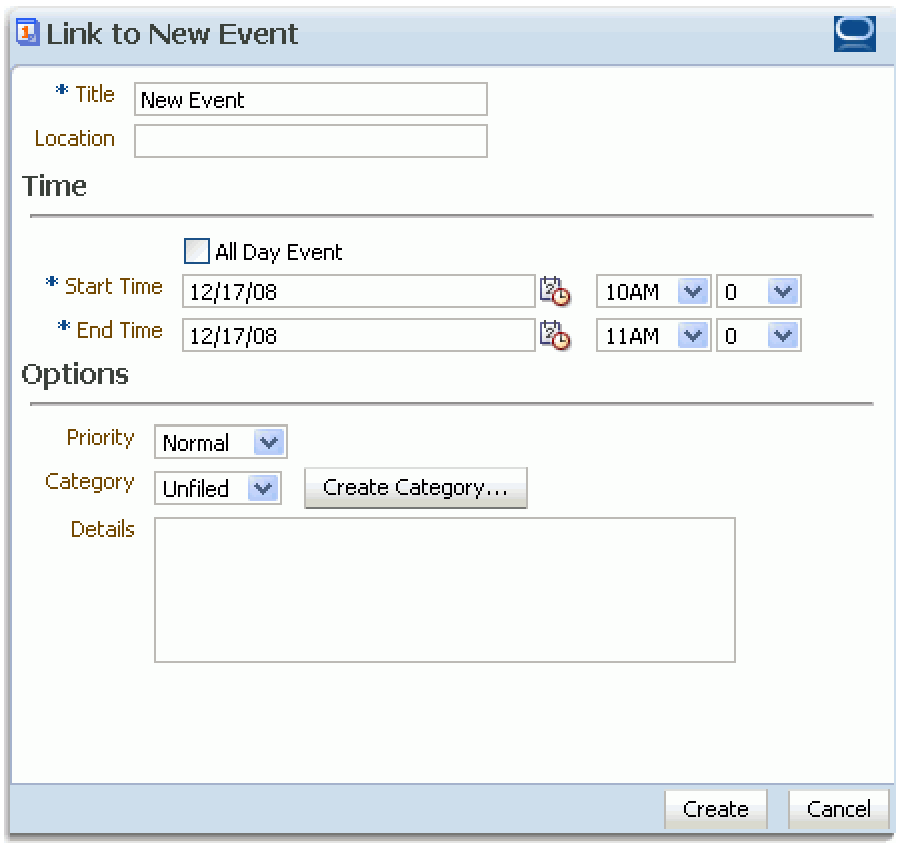
1. Go to the object from which you want to link to a new event and click the Links icon.

   For more information, see Section 16.2.2.1, "Opening the Links Dialog Box to Link to a New Object."

2. From the Links dialog box, select **Link to New** and then **Event**.

   The Link to New Event dialog box opens (Figure 16–20).

Figure 16–20 The Link to New Event Dialog Box



3. Enter event details as described in Section 15.2.2, "Scheduling an Event."
4. Click the **Create** button.

   The event is added and the link is added to the Links dialog box.

5. Close the Links dialog box.

16.2.2.5 Adding and Linking to a Note

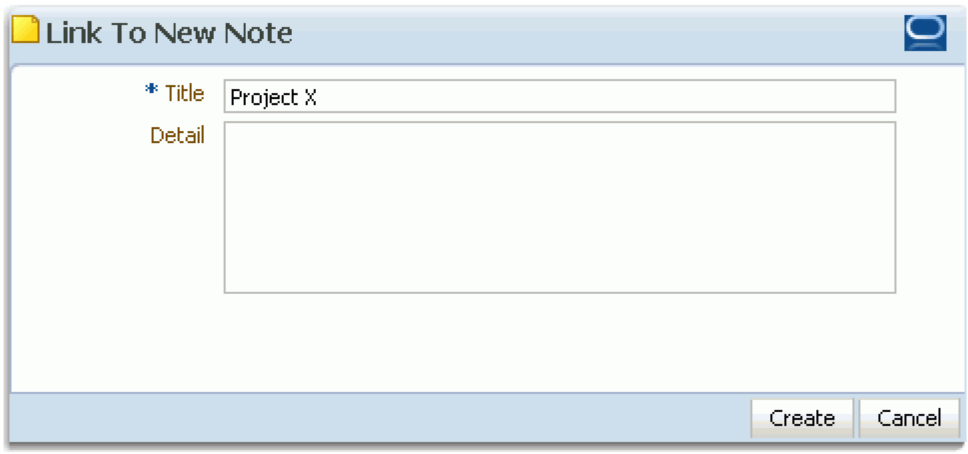
Create a personal note to write yourself a reminder relating to another object, maybe for when it is your turn to buy the doughnuts for the team meeting, or to add an annotation to an object, like an online post-it note. The note is also linked to the object, serving as a reminder whenever you view it.

To add and link to a note:

1. Go to the object from which you want to add and link to a note and click the Links icon.
2. From the Links dialog box, select **Link to New** and then **Note**.

   The Link to New Note dialog box opens (Figure 16–21).

Figure 16–21 The Link to New Note Dialog Box



3. In the **Title** field, enter a title for the note.
4. In the **Detail** field, enter the note content.
5. Click the **Create** button.

   The note link is added to the Links dialog box.
6. Close the Links dialog box.

16.2.2.6 Linking to a Web Page

Link to a Web page provide pointers to additional information right where it is needed most.

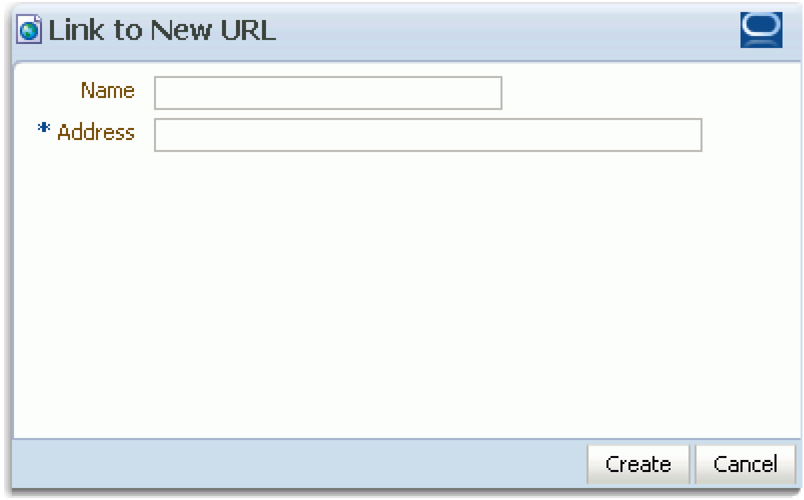
To link to a Web page:

1. Go to the object from which you want to link to a Web page and click the Links icon.

   For more information, see Section 16.2.2.1, "Opening the Links Dialog Box to Link to a New Object."
2. From the Links dialog box, select **Link to New** and then **URL**.

   The Link to New URL dialog box opens (Figure 16–22).

Figure 16–22 The Link to New URL Dialog Box



3. In the **Name** field, enter a name to use for the link.
4. In the **Address** field, enter the URL of the page to which you want to link.
5. Click the **Create** button.

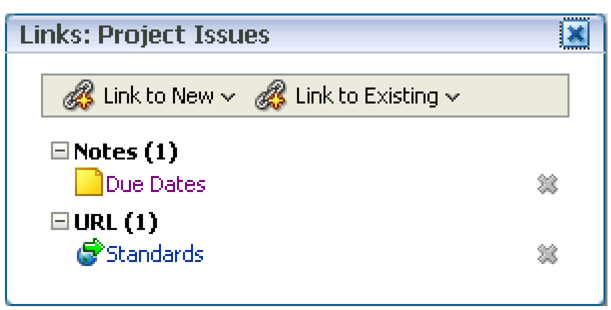
   The link is added to the Links dialog box.
6. Close the Links dialog box.

16.2.3 Accessing Link Targets

You access link targets from the Links dialog box. Click the Links icon (Figure 16–23) associated with the item of interest, and then click the link you want to open on the resulting Links dialog box (Figure 16–24). Voila!

Figure 16–23 The Links Icon

Figure 16–24 Links in the Links Dialog Box



16.2.4 Deleting a Link

When a link becomes outdated or ceases to serve any purpose, you can delete it.

To delete a link:

1. Log in to WebCenter Spaces or your custom WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the object associated with the link you want to delete, such as the document, list, list row, or other item on which the link was created.

3. Click the Links icon (Figure 16–25).

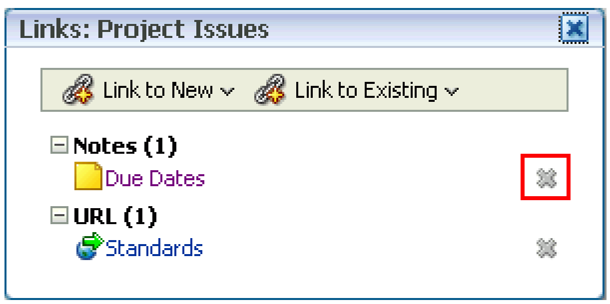
   Figure 16–25 The Links Icon

   This opens the Links dialog box.

4. Click the Delete icon next to the link you want to delete (Figure 16–26).

   Figure 16–26 Delete Icon Next to a Link

17

Working with the Lists Service

Use the task flows provided through the Lists service to create, publish, and manage lists. Create lists from prebuilt templates or create your own custom lists. When you create a list, it becomes available for adding to any page in the group space in which it was created.

This chapter describes how to use the features offered through the Lists service. It contains the following sections:

- What You Should Know About the Lists Service
- Working with Lists Service Task Flows
- Setting Lists Service Task Flow Properties

Audience

This chapter is for users interested in creating, populating, revising, importing, exporting, and removing lists and filtering list data.

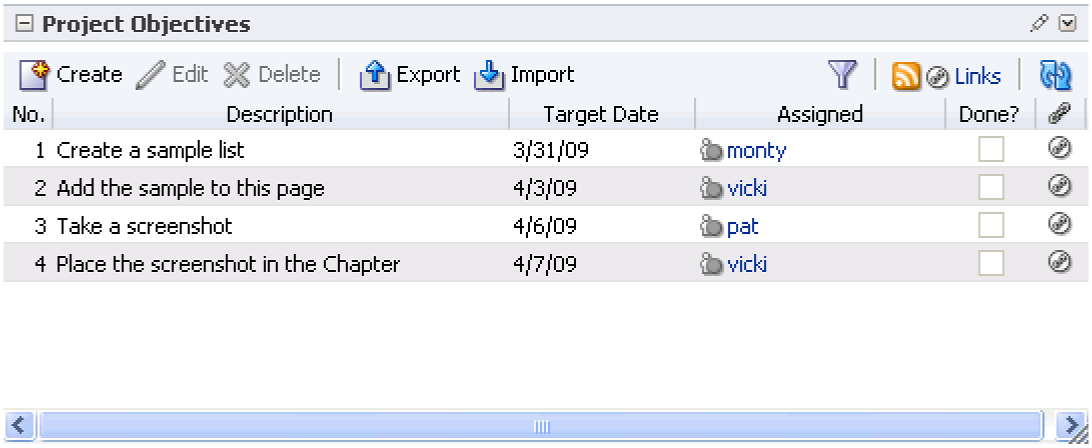
The WebCenter Spaces application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

Note: For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

17.1 What You Should Know About the Lists Service

The Lists service provides a means of creating, publishing, and managing lists (Figure 17–1).

Figure 17–1 A List Shown in a List Viewer Task Flow



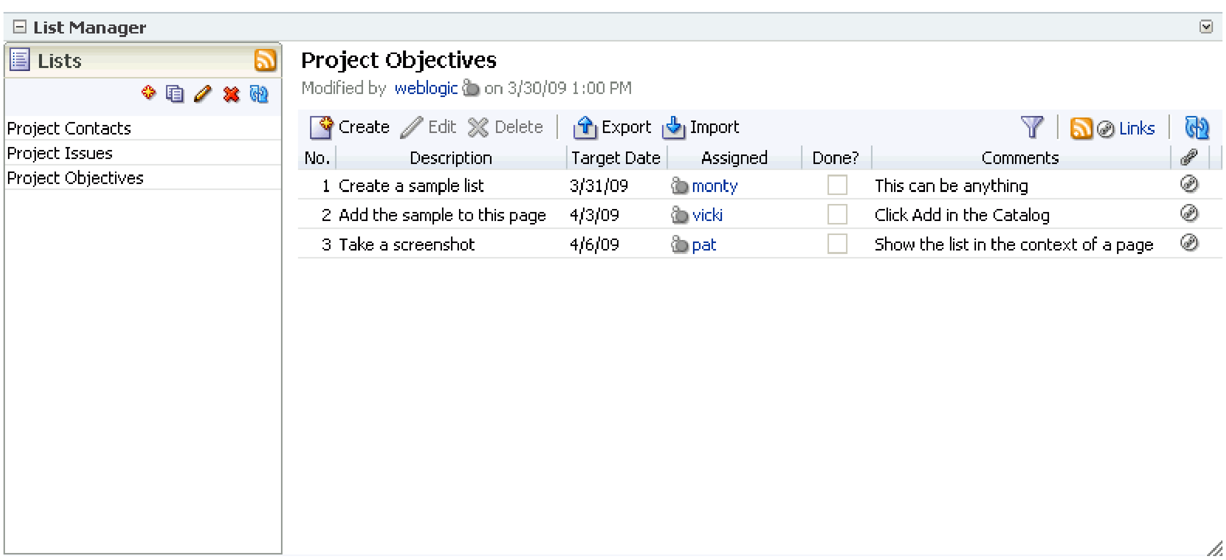
Lists are useful for so many things, like tracking issues, capturing project milestones, publishing project assignments, and much more. The lists you create in WebCenter Spaces can be simple, single-column lists or more complex tables. For example, you can start with a list of team members, and then include columns for contact information, project role, and links to relevant documents, such as any plans or proposals associated with a team member.

The Lists service is exclusive to the WebCenter Spaces application, and, within the application, lists are scoped to group spaces. That is, you can create lists only in group spaces. You cannot create or post lists in personal spaces. The lists you create in a group space are unique to that group space. One group space cannot consume the lists created in another group space.

Create and populate lists using the Lists service's two task flows: List Manager (create and populate) and List Viewer (populate).

Use the List Manager task flow (Figure 17–2) to create and revise lists and list data and to view all of a group space's current lists.

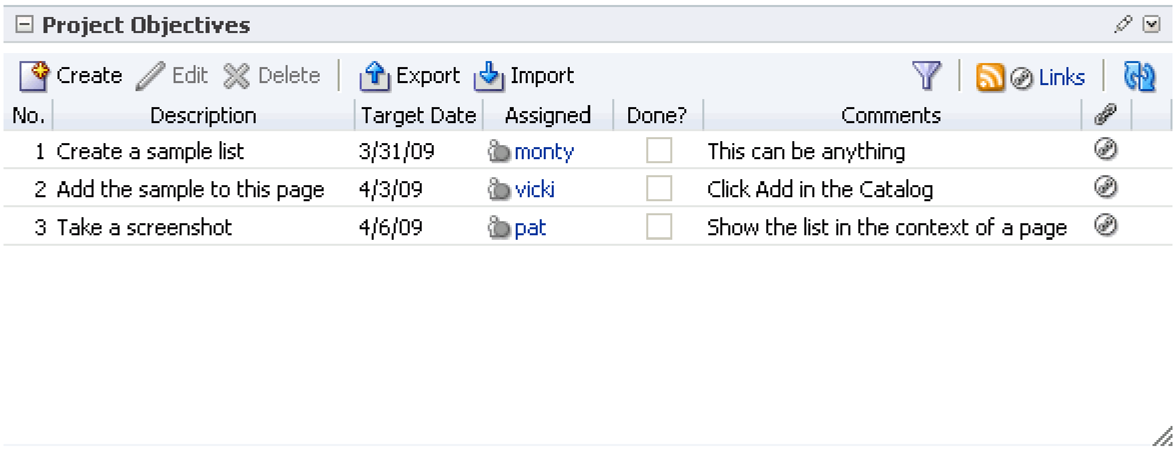
Figure 17–2 The List Manage Task Flow



The List Manager provides templates for rapid creation of lists and tools for designing and revising list structure. If you prefer, you can create a list from the beginning, adding and configuring all the columns yourself. (See Section 17.2.2, "Creating and Managing Lists.")

The List Viewer task flow (Figure 17–3) provides a means of placing a particular list on a group space page.

Figure 17–3 The List Viewer Task Flow Displaying the List "Project Objectives"



The List Viewer provides easy access to all the tools required for creating new list rows, revising list data, importing/exporting list data, filter list data, obtaining a list RSS feed, and linking to other WebCenter Spaces objects from the list or from a list row.

Additionally, the List Viewer provides access to customization and personalization tools that enable you to control the look of a particular list instance and the data it shows. For example, use list personalization and customization settings to provide a transparent band of color at specified intervals to list rows or columns or to apply filters to list data. (See Section 17.2.4, "Personalizing and Customizing Lists.")

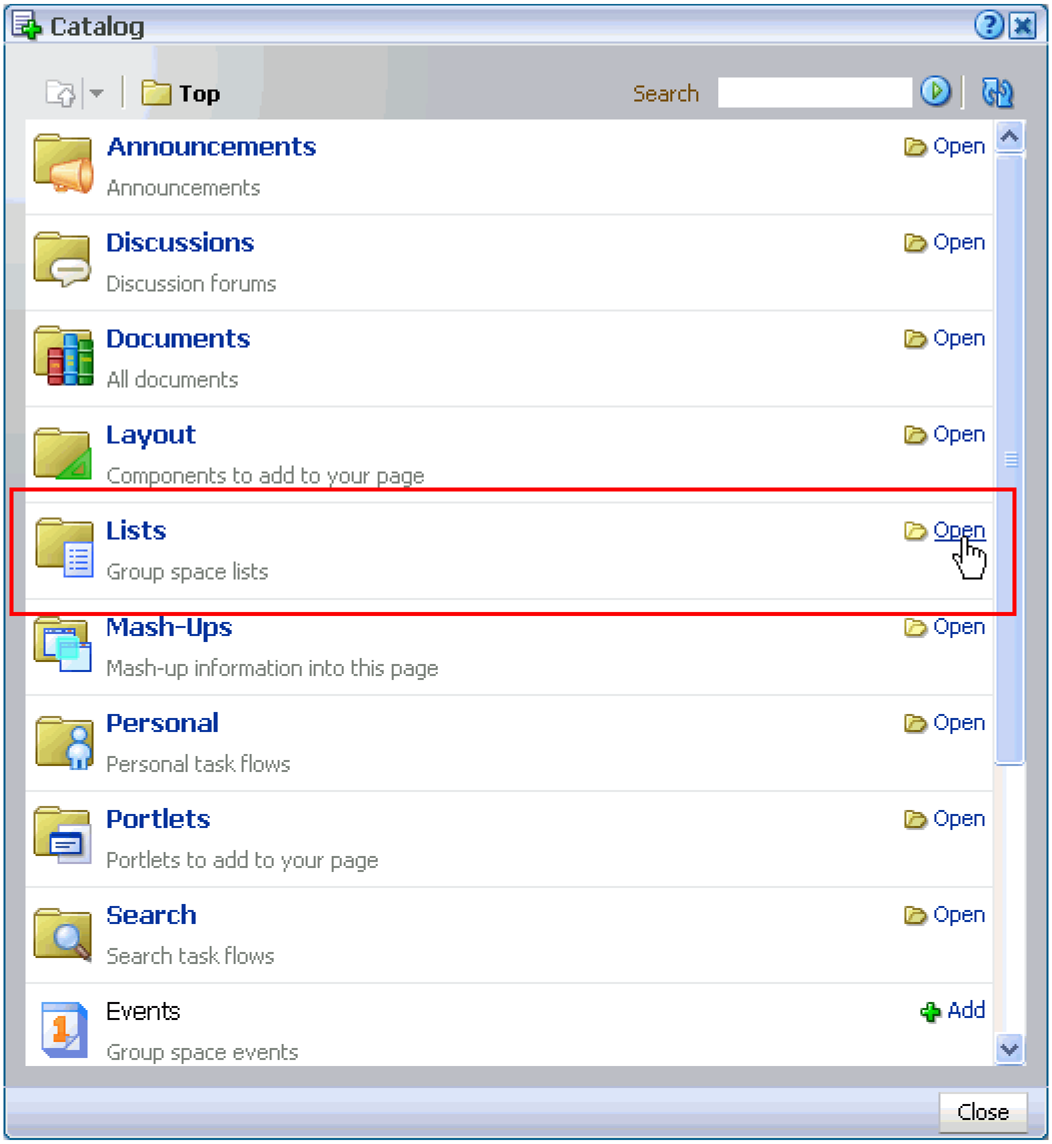
Note: For information about the differences between customization and personalization, see Section 17.2.4, "Personalizing and Customizing Lists."

Use the List Manager and the List Viewer to add and revise list data throughout the life of the list (see Section 17.2.3, "Adding and Managing List Data"). Add and revise content directly within the task flows, or use the list Export/Import feature to send list data to an Excel 2007 file, revise it there, and then import it back into the original list in WebCenter Spaces. (See Section 17.2.5, "Exporting a List to a Spreadsheet and Importing an Exported Spreadsheet.")

Both the List Manager and individual group space lists (which are each rendered in a List Viewer task flow) are available through the Oracle Composer Catalog:

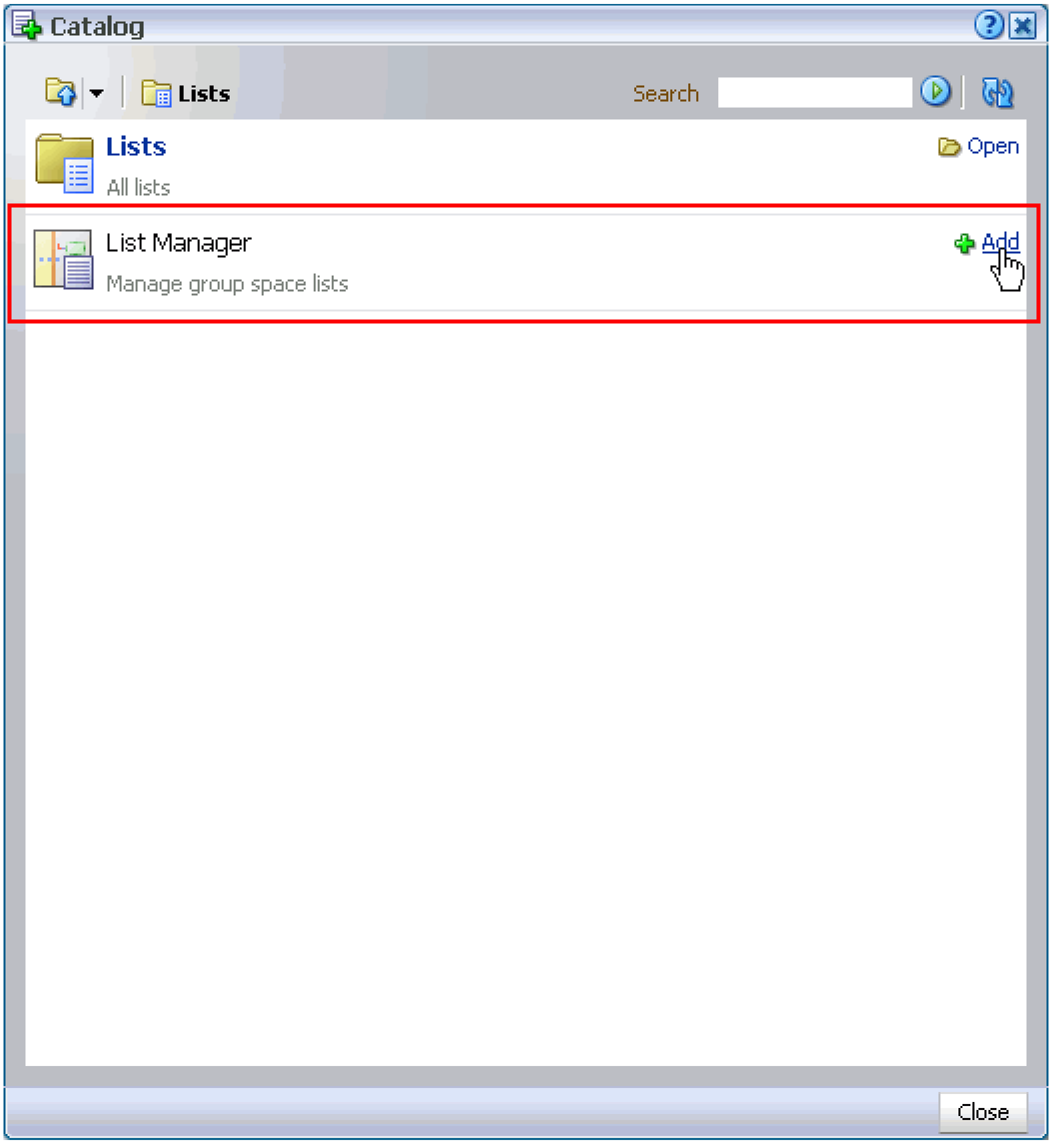
- The List Manager is located under the Lists folder (Figure 17–4).

Figure 17–4 Lists Folder in the Oracle Composer Catalog



To access the List Manager, click the **Open** link next to the Lists folder (or click the **Lists** folder name). The List Manager is shown with an **Add** link next to it (Figure 17–5).

Figure 17–5 The List Manager Under the Lists Folder in the Oracle Composer Catalog

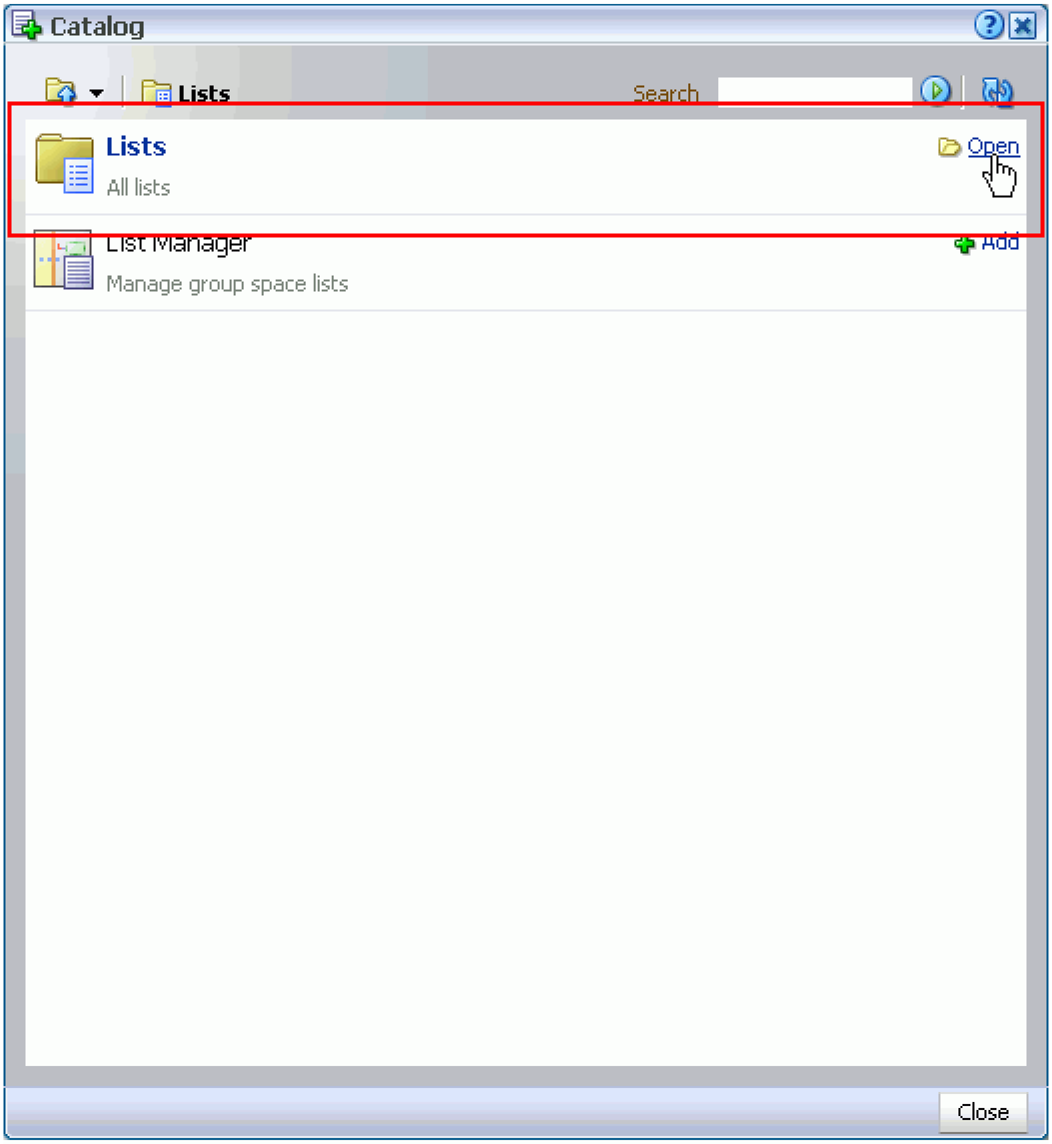


Click the **Add** link next to the List Manager to add it to the current page (see Section 7.1.3, "Adding Task Flows to a Page").

In addition to its availability in the Oracle Composer Catalog, the List Manager is exposed in every group space on a dedicated **Lists** page. If this page is not displayed by default when you navigate to a particular group space, you can open it through the Manage Pages dialog box. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

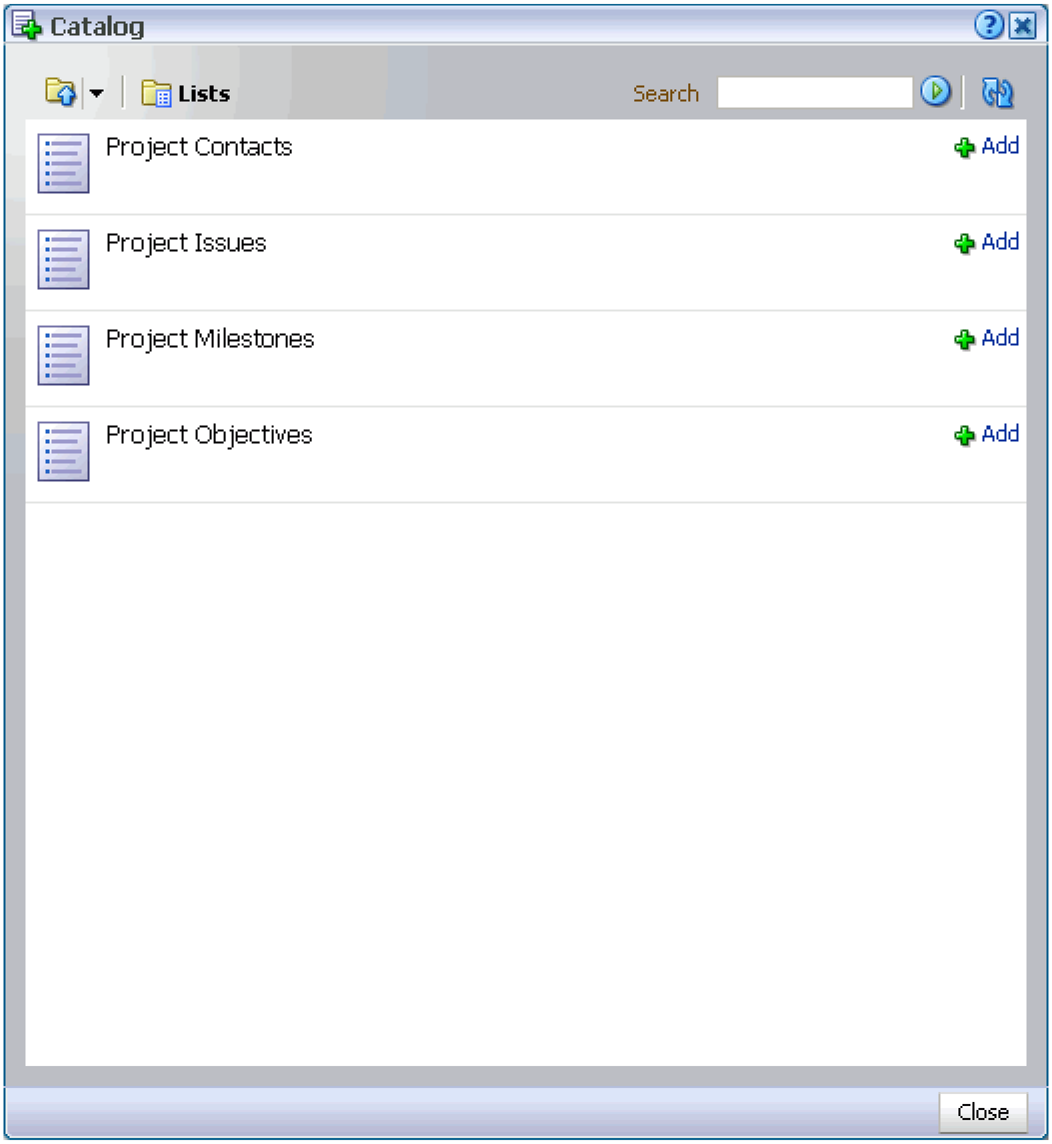
- Individual group space lists are located under *Lists* in the **Lists** folder in the Oracle Composer Catalog (Figure 17–6).

Figure 17–6 Lists Under the Lists Folder in the Oracle Composer Catalog



Click the **Open** link next to *Lists* to view and select individual group space lists (Figure 17–7).

Figure 17–7 Individual Group Space Lists



Click the **Add** link next to a list to add it to the current page (see Section 7.1.3, "Adding Task Flows to a Page"). The list is rendered within a List Viewer task flow.

Through its tight integration with the Links service, the Lists service provides the opportunity to associate other WebCenter Spaces items with an entire list or an individual list row. Linking enables you to associate documents, notes, and URLs with a list or a list row. For more information, see Chapter 16, "Working with the Links Service."

The Lists service additionally provides RSS feeds for all lists and for individual lists. For information about the Lists service and RSS, see Chapter 28, "Working with the RSS Service."

17.2 Working with Lists Service Task Flows

This section provides information about using the features available through the List Viewer and List Manager task flows. It contains the following subsections:

- Viewing Lists
- Creating and Managing Lists
- Adding and Managing List Data
- Personalizing and Customizing Lists
- Exporting a List to a Spreadsheet and Importing an Exported Spreadsheet

17.2.1 Viewing Lists

Provided you have sufficient access permission, you can view all of the lists associated with a particular group space on that group space's Lists page. Additionally, you can view all of a group space's lists in the List Manager task flow. The List Viewer task flow displays an individual list.

Note: For illustrations of Lists service task flows, see Section 17.1, "What You Should Know About the Lists Service."

This section describes how to view lists on the Lists page.

To view a list on the Lists page:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space that contains the list you want to view.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

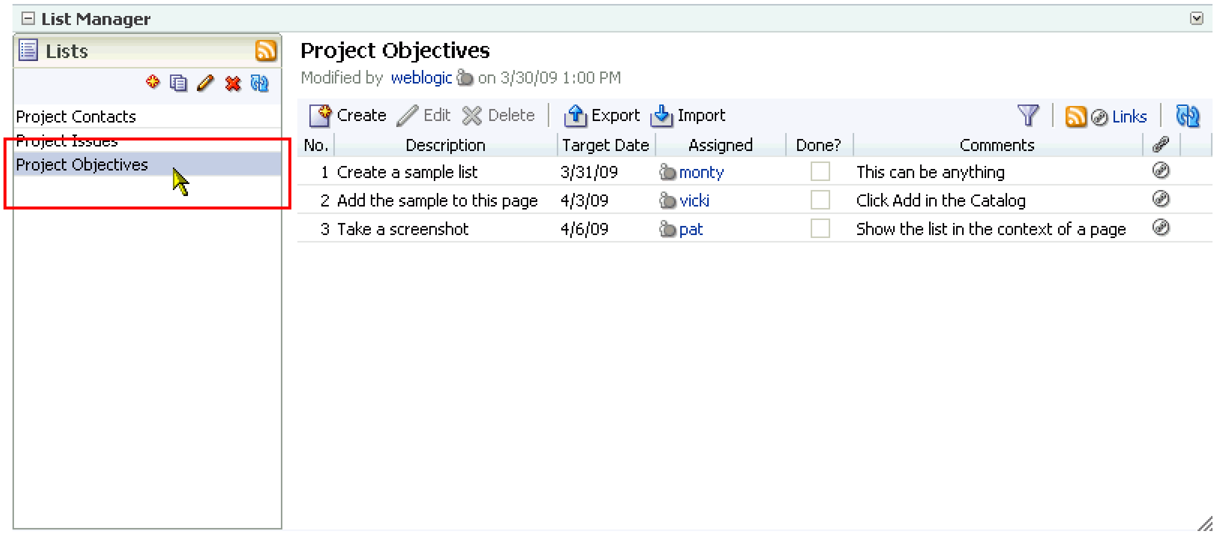
3. Click the **Lists** tab to bring the Lists page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the **Lists** page for display. When the tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow that displays the list you want to revise.

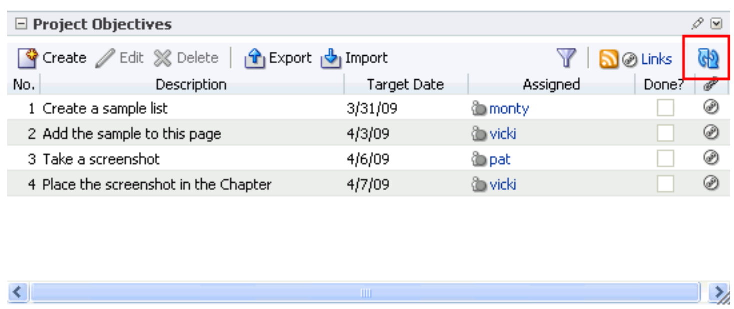
4. From the **Lists** panel, select the list you want to view (Figure 17–8).

Figure 17–8 Selecting a List to View in the List Manager



List details display to the right.

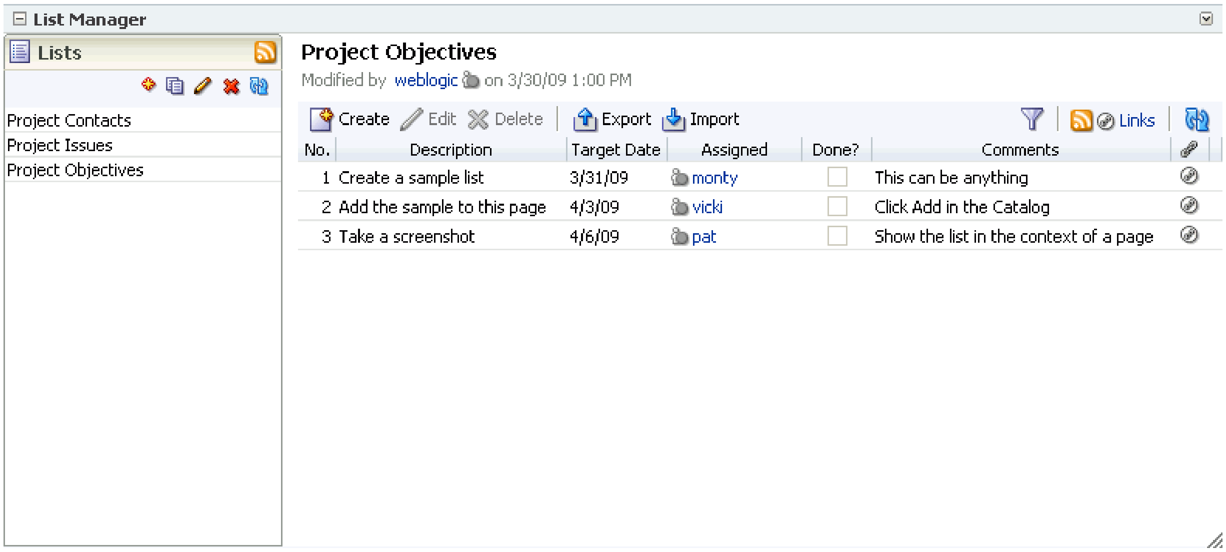
Tip: All lists come with a Refresh icon, which you can click to refresh the display of list data.



17.2.2 Creating and Managing Lists

The List Manager is a list creation environment that provides all the tools required to create meaningful lists (Figure 17–9).

Figure 17–9 The List Manager Task Flow



This section describes how to create, edit, copy, and delete lists in the List Manager. It includes the following subsections:

- Creating a List
- Editing List Structure
- Copying a List
- Deleting Lists

17.2.2.1 Creating a List

Create lists rapidly with a list template, or create a custom list from the beginning. List templates provide preset columns, which you can use "as-is" or as a starting point for developing a custom list.

WebCenter Spaces provides three list templates:

- **Objectives**—with the default columns **Title** and **Description**
- **Milestones**—with the default columns **Date**, **Description**, and **Status**
- **Issues**—with the default columns **Subject**, **Assigned To**, **Comments**, **Closed**

Additionally, you can create custom lists (**Custom List**) that have the number of columns you choose (up to 30) with whatever column titles you provide.

Note: If you plan to create lists, your assigned application role must include Create permission. If you plan to view lists, your role must include View permission. Out of the box, the roles *Participant* and *Moderator* have these permissions. For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

To create a list:

1. Log in to Oracle WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to create a list.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Click the **Lists** tab to bring the Lists page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the **Lists** page for display. When the **Lists** tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

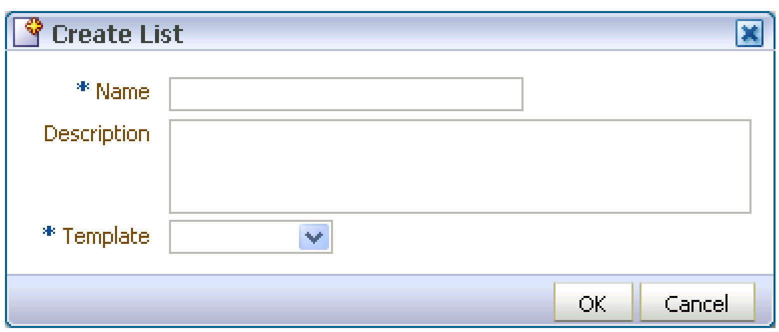
   Alternatively, go to a group space page that contains a List Manager task flow.

4. In the **Lists** toolbar, click the **New List** icon (Figure 17–10).

Figure 17–10 The Create a New List Icon

5. In the resulting Create List dialog box (Figure 17–11), enter a name for the list in the **Name** field.

Figure 17–11 Create List Dialog Box

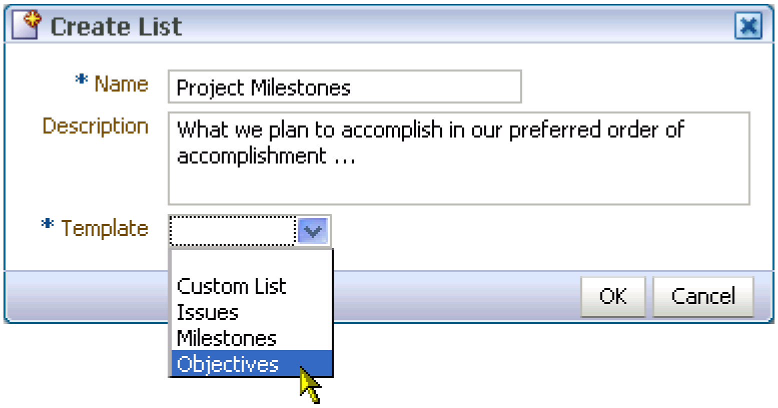


6. Optionally, in the **Description** field enter a description of the list.

   In a completed list, the description appears between the list title and list data.

7. From the **Template** menu (Figure 17–12), select a template or select **Custom List** to omit using a template.

Figure 17–12 Template Menu



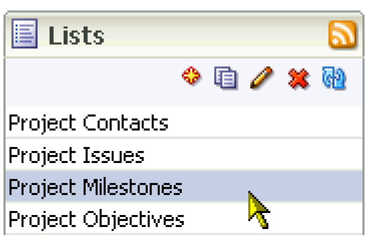
Choose from:

- **Custom List**—To create a list without using a template.
- **Issues**—To create a list of, for example, project issues. By default, this template provides the columns **Subject**, **Assigned To**, **Comments**, **Closed**.
- **Milestones**—To create a list of, for example, project milestones. By default, this template provides the columns **Date**, **Description**, and **Status**.
- **Objectives**—To create a list of, for example, project objectives. By default, this template provides the columns **Title** and **Description**.

8. Click **OK**.

   The new list appears in the List Manager column of lists (Figure 17–13).

Figure 17–13 Column of Lists in the List Manager



You may now revise default list columns and add new columns to the list by clicking the Edit icon. See Section 17.2.2.2, "Editing List Structure." For a custom list, you must add columns to the list before you can add rows.

17.2.2.2 Editing List Structure

When you edit list structure, you can revise everything about the list. For example, you can change column details; remove, add, and rearrange columns; and rename or redescribe the list.

This section describes the various tasks you can perform while editing a list structure. It contains the following subsections:

- Renaming a List and Revising a List Description
- Adding Columns to a List

- Revising List Column Details
- Rearranging List Columns
- Deleting a List Column

17.2.2.2.1 Renaming a List and Revising a List Description o rename a list and revise a list description:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to rename a list or revise a list description.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

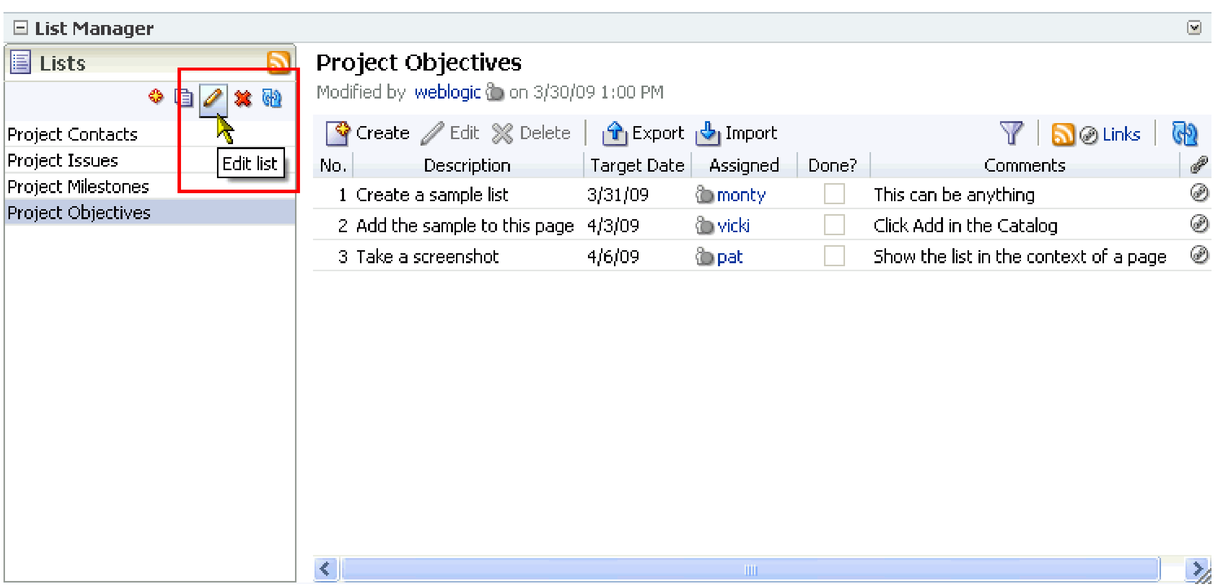
3. Click the **Lists** tab to bring the Lists page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the Lists page for display. When the **Lists** tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow.

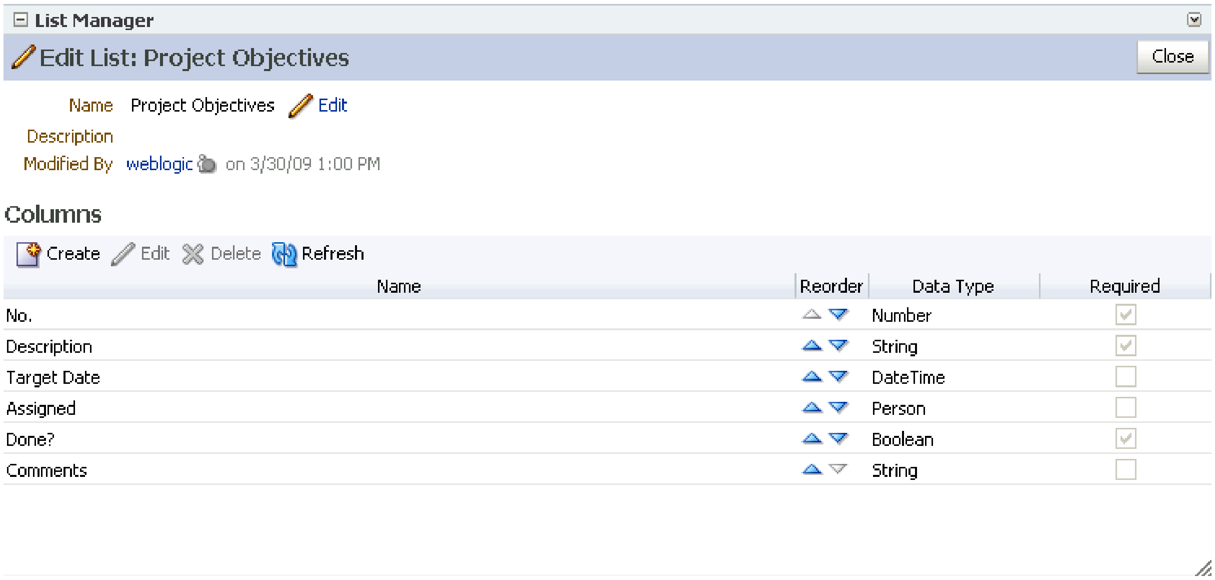
4. In the **Lists** panel, select the list you want to change and click the **Edit List** icon (Figure 17–14).

Figure 17–14 The Edit List Icon



The List Manager enters Edit List mode (Figure 17–15).

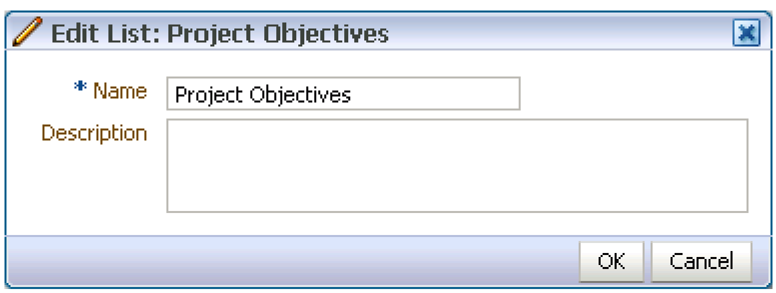
Figure 17–15 The List Manager in Edit List Mode



5. Click the **Edit** link to the right of the **Name** field.

   The Edit List dialog box opens (Figure 17–16).

Figure 17–16 Edit List Dialog Box



6. Revise the List name and description.
7. Click **OK** to close the dialog box and save your changes.
8. Click the **Close** button in Edit List mode to return to the List Manager default mode.

17.2.2.2.2 Adding Columns to a List This procedure is useful when you create a custom list or you want to alter a default list structure. This section describes how to add columns to lists. A list supports up to 30 columns.

To add columns to a list:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to add columns to a list.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

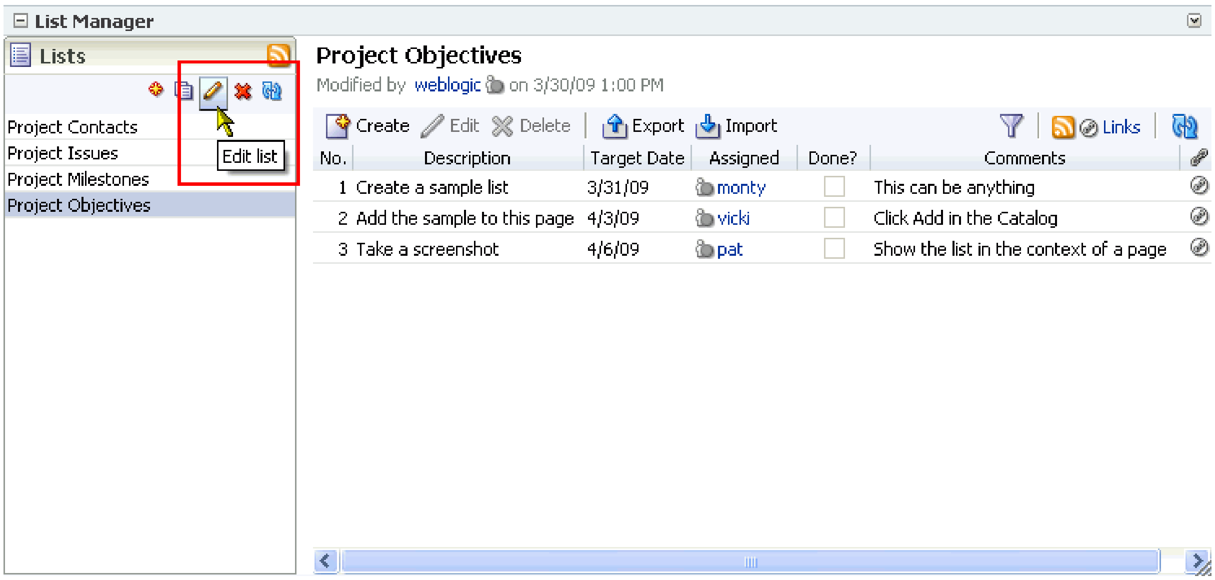
3. Click the **Lists** tab to bring the Lists page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the Lists page for display. When the **Lists** tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow.

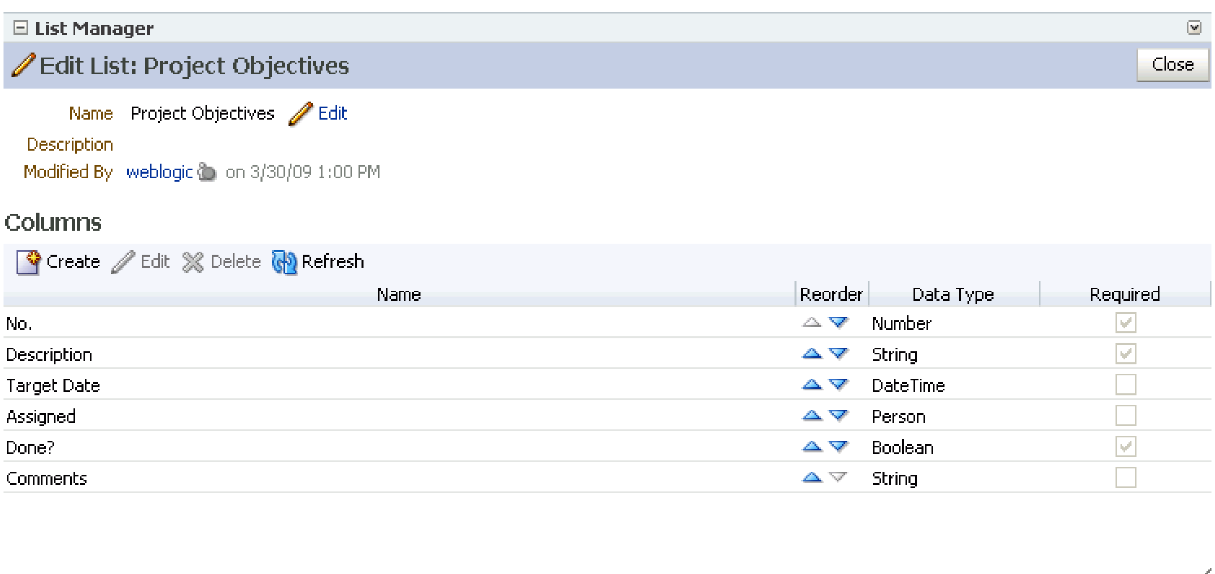
4. In the **Lists** panel, select the list to which to add columns and click the **Edit List** icon (Figure 17–17).

Figure 17–17 The Edit List Icon



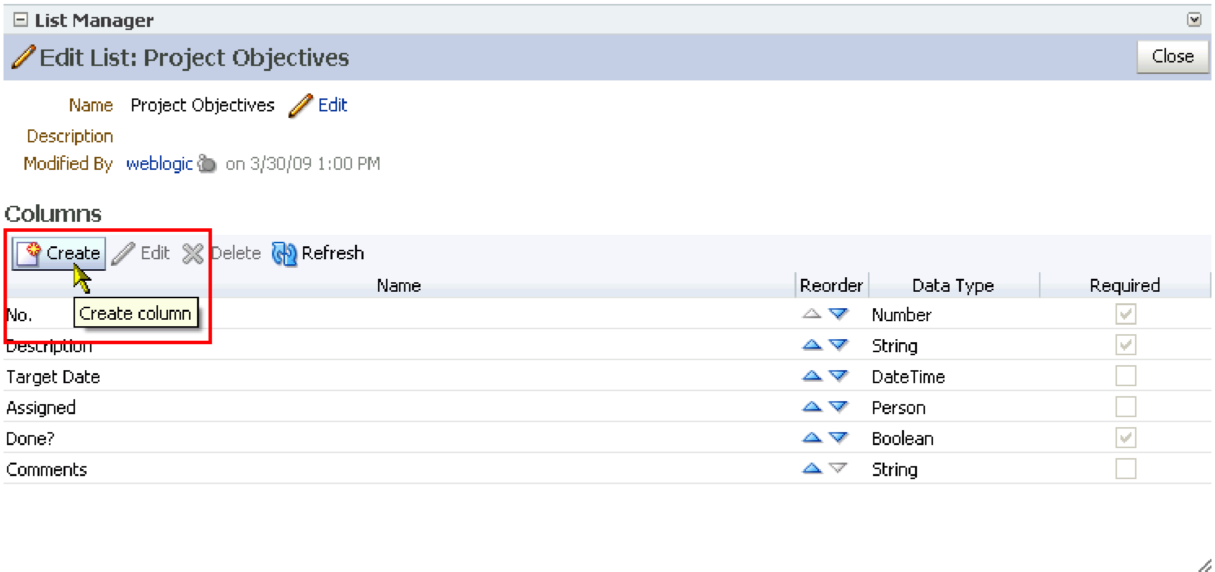
The List Manager enters Edit List mode (Figure 17–18).

Figure 17–18 The List Manager in Edit List Mode



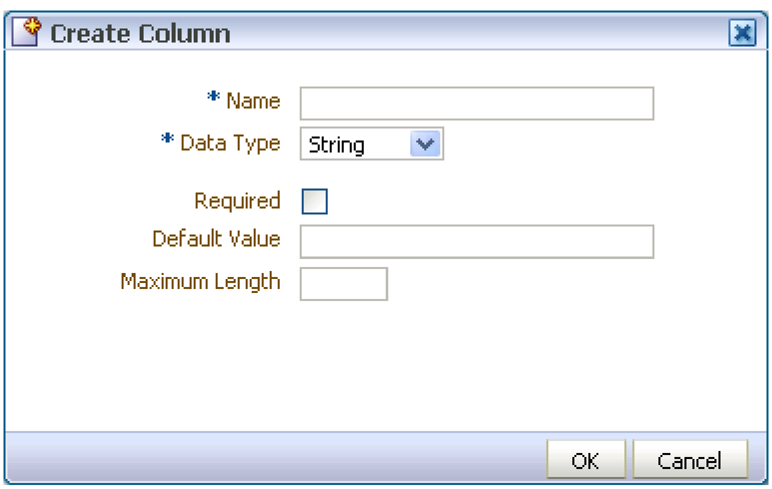
5. Under **Columns**, click the **Create** button (Figure 17–19).

Figure 17–19 Create Button in Edit List Mode



The Create Column dialog box opens (Figure 17–20).

Figure 17–20 Create Column Dialog Box



6. In the **Name** field, provide a name for this column.

7. From the **Data Type** drop down menu, select the type of data you want to enter in this column.

   The data type you select affects which column detail fields display in the dialog box (see Table 17–1 and Table 17–2).

Note: The data type you select also affects the type of validation that is run on column data when you and other authorized users add list rows.

Table 17–1 lists and describes the data types available to list columns, and provides the additional details that display for each type.

Table 17–1 Data Type Selections for List Columns

Data Type	Description	Comments
String	Requires column entries to be text strings	Additional column details include: ■ Required ■ Default Value ■ Maximum Length
Number	Requires column entries to be numbers	Additional column details include: ■ Required ■ Format ■ Default Value ■ Minimum Value ■ Maximum Value For Format, select from: ■ Number—an unformatted number; decimal separator is based on the currently selected locale. See Section 3.3.1, "Choosing Your Preferred Display Language." ■ Currency—value is formatted as a currency value; the currency symbol and decimal separator are based on the currently selected locale. See Section 3.3.1, "Choosing Your Preferred Display Language." ■ Percent—value is formatted as a percentage; the value *0.6* is formatted as `0.6%`; the value *60* is formatted as `60%`. The Number data type supports numbers from ¶1.79769313486231570e+308 with 14 to 15 significant digits.[1]

Table 17–1 (Cont.) Data Type Selections for List Columns

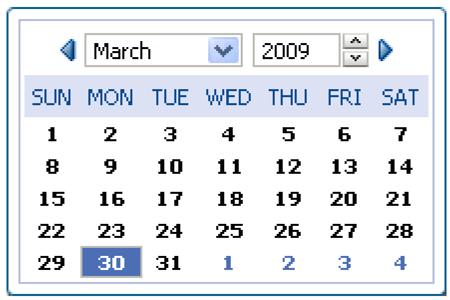
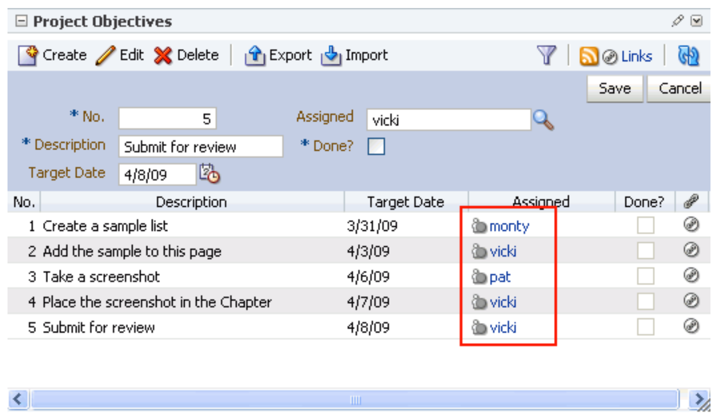
Data Type	Description	Comments
DateTime	Requires column entries to be dates in the format specified in a given user's WebCenter Spaces preferences	Additional column details include: ■ Required ■ Format ■ Default Value For Format, select from: ■ Date—For requiring a date. ■ Time—For requiring a time. ■ Date and Time—For requiring a date and a time. The Default Value field includes a date picker, which you can use to select a default date in the correct format. The current date has a box around it, for example, May 8th in the following figure.  This field does not require leading zeroes, for example, it does not require 05/04/2007. Instead, you can use 5/4/2007.
Boolean	Requires column entries to be either `TRUE` or `FALSE`.	Additional column details include: ■ Default Value `TRUE` or `FALSE` is rendered as a check box. Checked equals `TRUE`; cleared equals `FALSE`.

Table 17–1 (Cont.) Data Type Selections for List Columns

Data Type	Description	Comments
Person	Requires column entries to be valid user names	Additional column details include: ■ Required ■ Default Value The Default Value field includes a Find user icon, which you can use to locate and select a default user. Click the Find user icon, and in the resulting dialog box, enter—minimally—two consecutive characters from the name of your search target (the search term *do* finds both *condoleeza* and *doug*). Click the **Search** button, and all names in your company LDAP directory that match your search criteria appear in the results area. Select a user, and click **OK** to populate the Default User field with your selection. The list column contains a presence indicator next to the user name.  Click the presence indicator to open a context menu with options for making contact with the person instantly. For more information, see Section 22.2.1, "Viewing the Status of Other Users."

[1] Number data-type columns adhere to the range and precision specified for the 8 byte IEEE 754 double data type. When the maximum number of significant digits is exceeded, the number is rounded.

8. After you select a data type, enter values for the remaining fields.

   Table 17–2 lists the possible remaining fields and their associated data types.

Table 17–2 Column Details That May Follow the Data Type Detail

Column Detail	Description	Associated Data Type(s)
Required	Select this check box to require that data is entered in this column.	String, Number, DateTime, Person
Format	Use this pick list to specify the format for column values. See Table 17–1 for more information.	Number, DateTime
Default Value	Optionally, provide a default value for the column entry.	All data types
Maximum Length	Enter the maximum number of characters for this column entry. This includes spaces.	String
Minimum Value	Indicate the lowest number that can be entered in this column.	Number
Maximum Value	Indicate the highest number that can be entered in this column.	Number

9. Click **OK** to save your changes and exit the dialog box
10. Click **Close** to exit List Edit mode.

17.2.2.2.3 Revising List Column Details You can revise every detail of a list column. That is, you can rename the column, change the column data type, require a value, or remove a value requirement. Keep in mind, however, if you change a column data type, any values currently entered in the list column are either converted to the new data type or removed irrevocably.

For example, if you move from a String data type to a Number data type, values that can be converted to a number are retained; other values are removed. Before any values are removed by the change, you are asked for confirmation. In contrast, if you move from a Number data type to a String data type, all values are retained.

> **Note:** Validation occurs only on data entry. If a user changes column details after values have been entered for the column, the existing values are not affected (that is, validated) even if they do not meet the new column detail conditions on the columns.
>
> If you want to validate new list data, you can export the list data to an Excel spreadsheet and then import it. On import, all rows are validated. The rows that fail validation are noted. You can fix invalid rows in the spreadsheet and import again. For more information, see Section 17.2.5, "Exporting a List to a Spreadsheet and Importing an Exported Spreadsheet."

To revise list column details:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to revise list column details.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

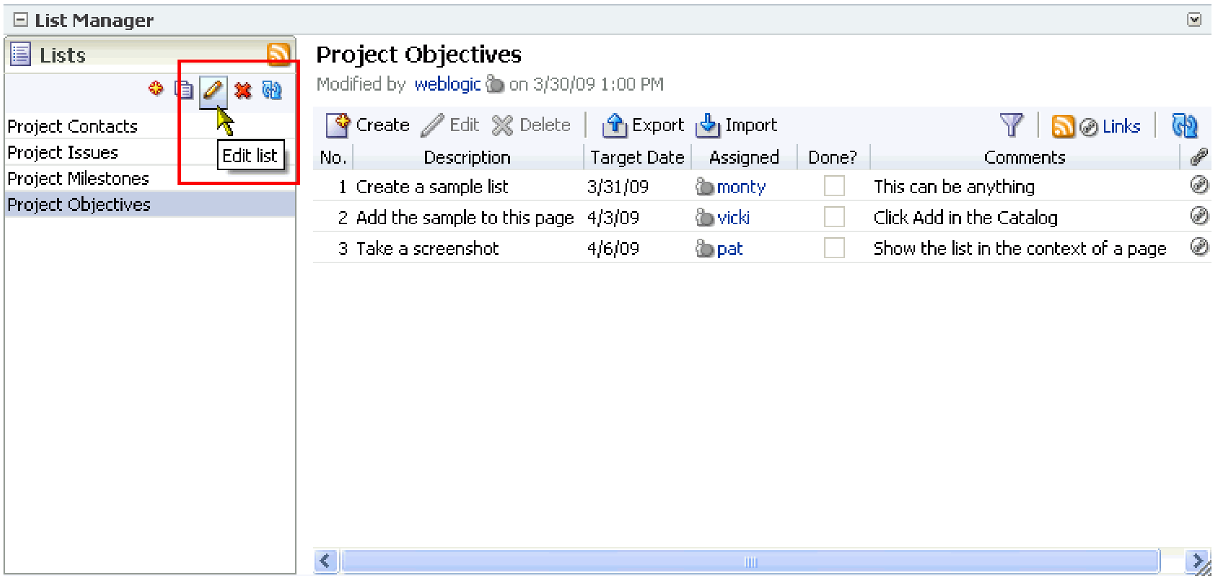
3. Click the **Lists** tab to bring the Lists page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the Lists page for display. When the **Lists** tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow.

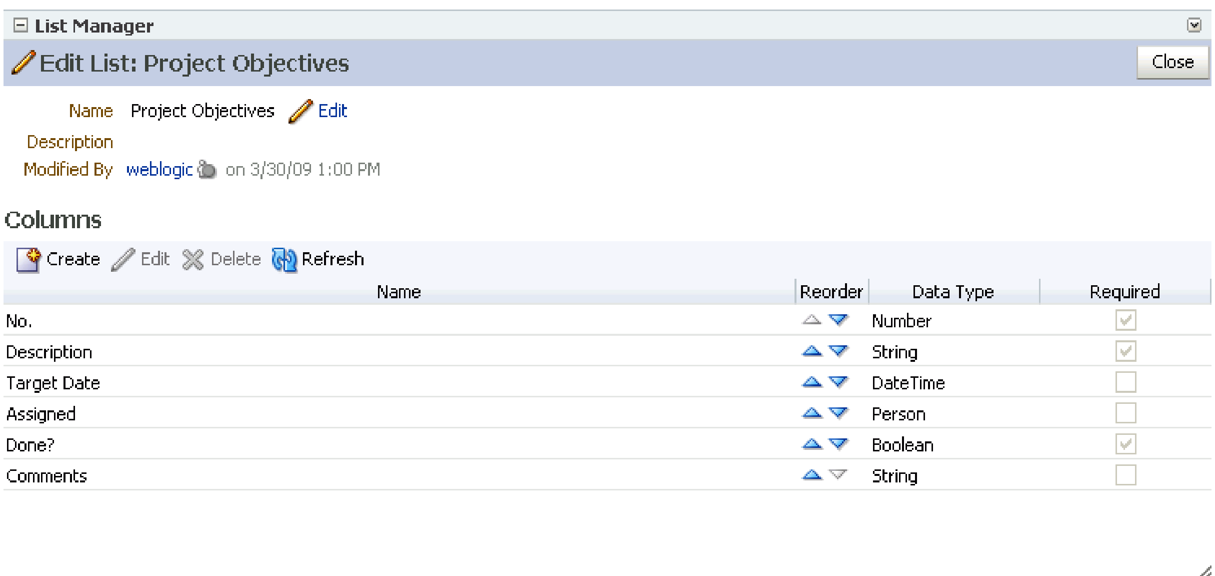
4. In the **Lists** panel, select the list you want to change and click the **Edit List** icon (Figure 17–21).

Figure 17–21 The Edit List Icon



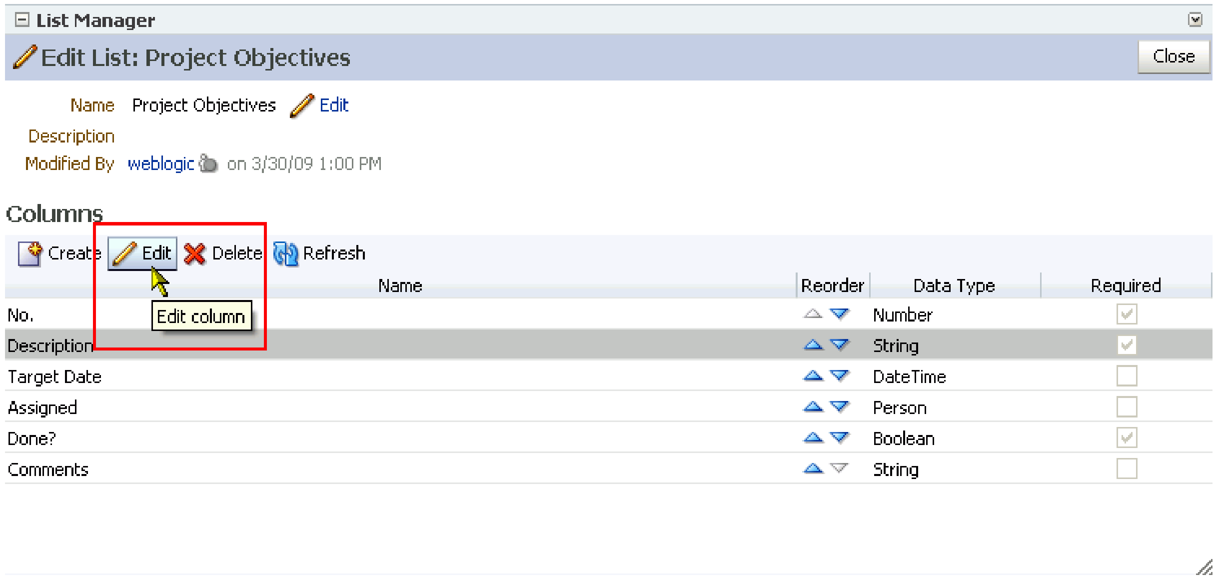
The List Manager enters Edit List mode (Figure 17–22).

Figure 17–22 The List Manager in Edit List Mode



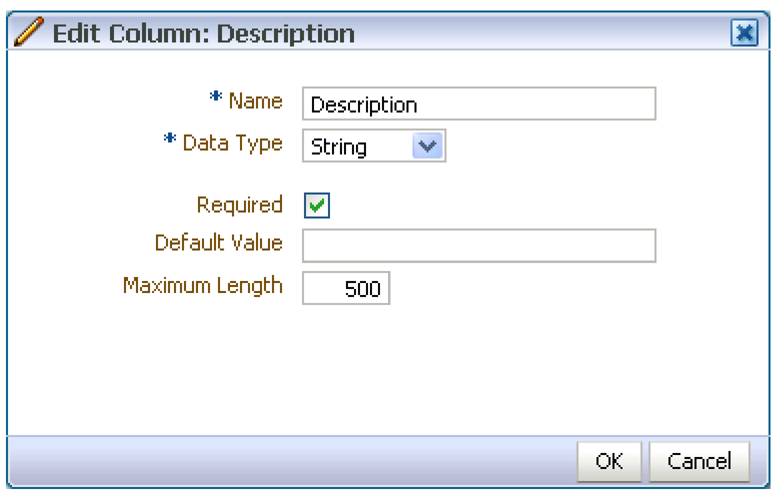
5. Under **Columns**, select the list column you want to revise and click the **Edit** button (Figure 17–23).

Figure 17–23 Edit Button in Edit List Mode



The Edit Column dialog box opens (Figure 17–24).

Figure 17–24 Edit Column Dialog Box



6. Edit column details as you prefer.

   For information about column details, see Section 17.2.2.2.2, "Adding Columns to a List."

7. Click **OK** to save your changes and close the dialog box.

8. Click the **Close** button to exit Edit List mode.

17.2.2.2.4 Rearranging List Columns You can rearrange list columns in the list structure, affecting all instances of a list, by clicking rearrange icons or by dragging and dropping. This section describes how.

Note: For information about rearranging column order of a particular list instance in your view or everyone's view, see Section 17.2.4.3, "Changing Column Order on a List Instance."

To rearrange list columns:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to rearrange list columns.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

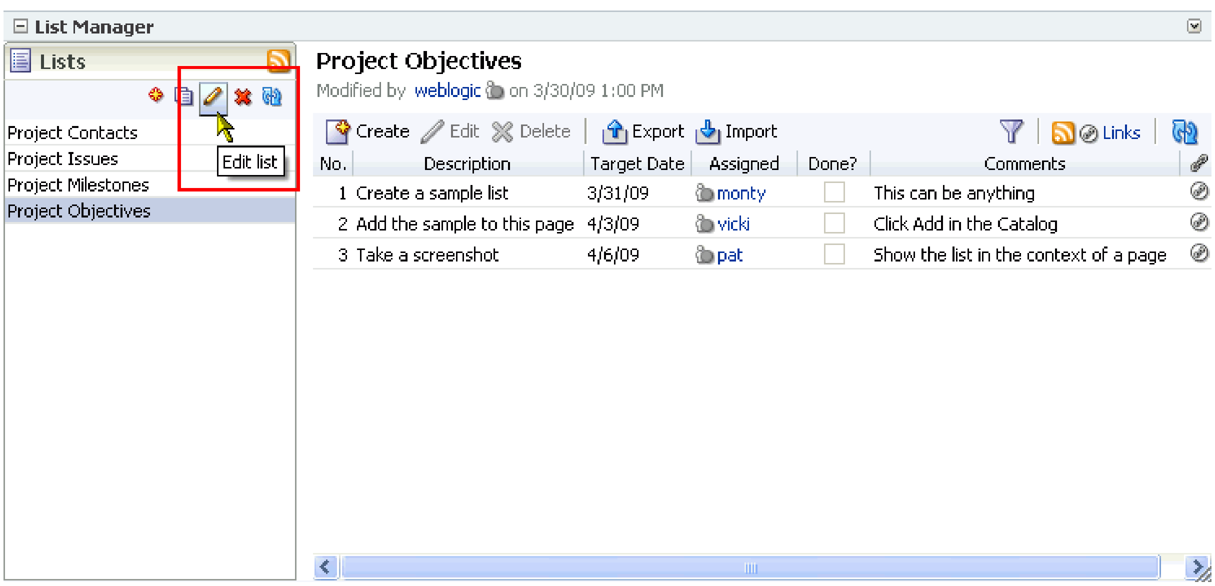
3. Click the **Lists** tab to bring the Lists page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the Lists page for display. When the **Lists** tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow.

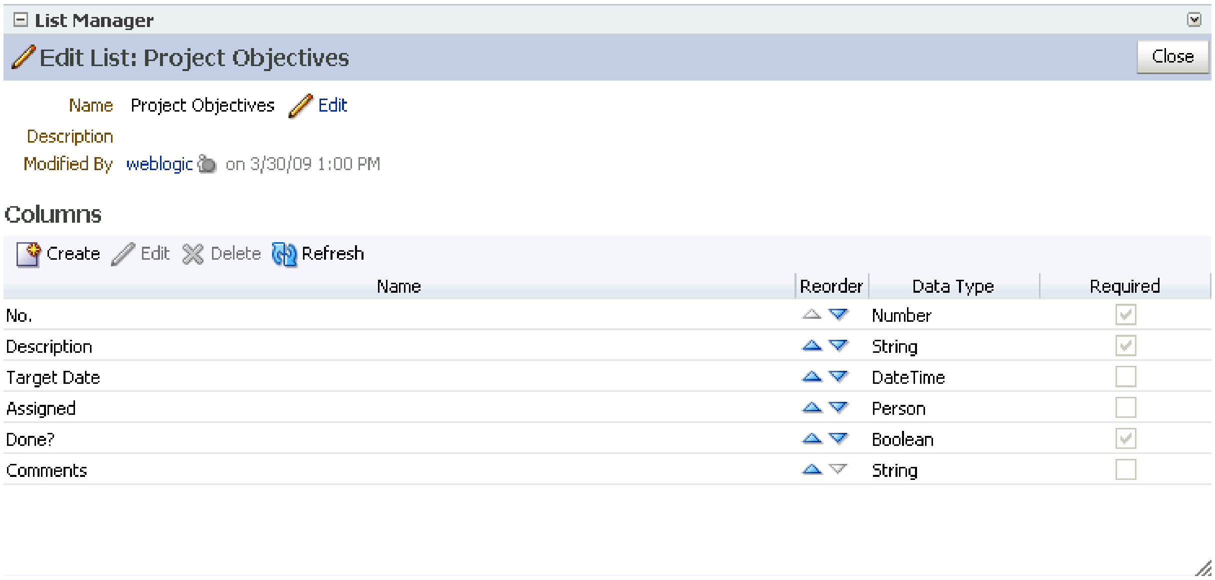
4. In the **Lists** panel, select the list you want to change and click the **Edit List** icon (Figure 17–25).

Figure 17–25 The Edit List Icon



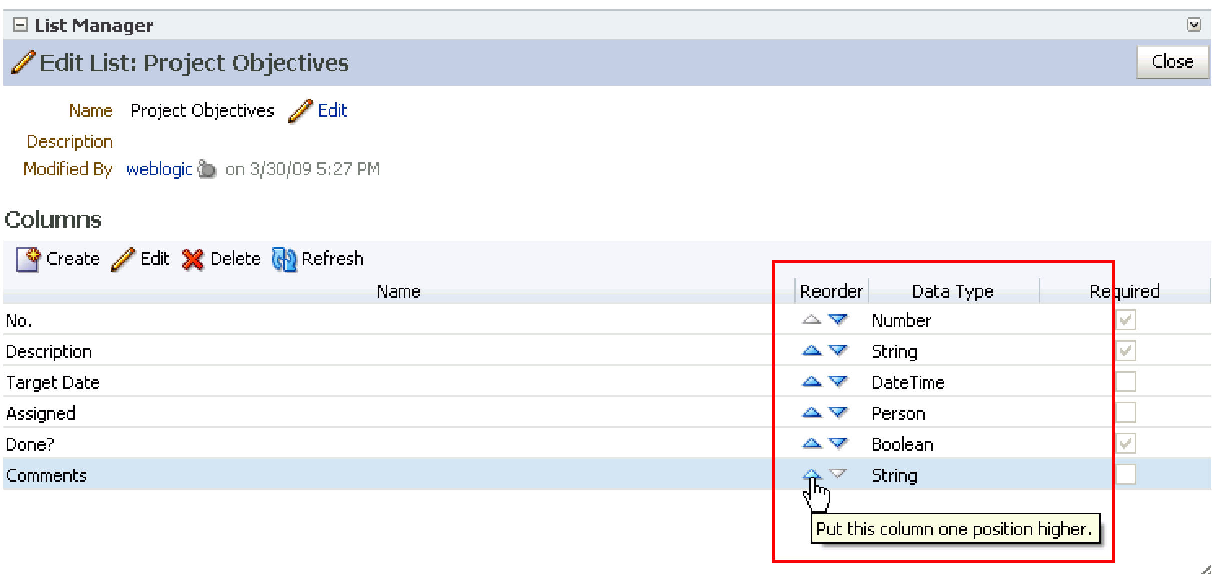
The List Manager enters Edit List mode (Figure 17–26).

Figure 17–26 The List Manager in Edit List Mode



5. Under **Columns**, click an icon under the **Reorder** column to move a column higher or lower in the order of columns (Figure 17–27).

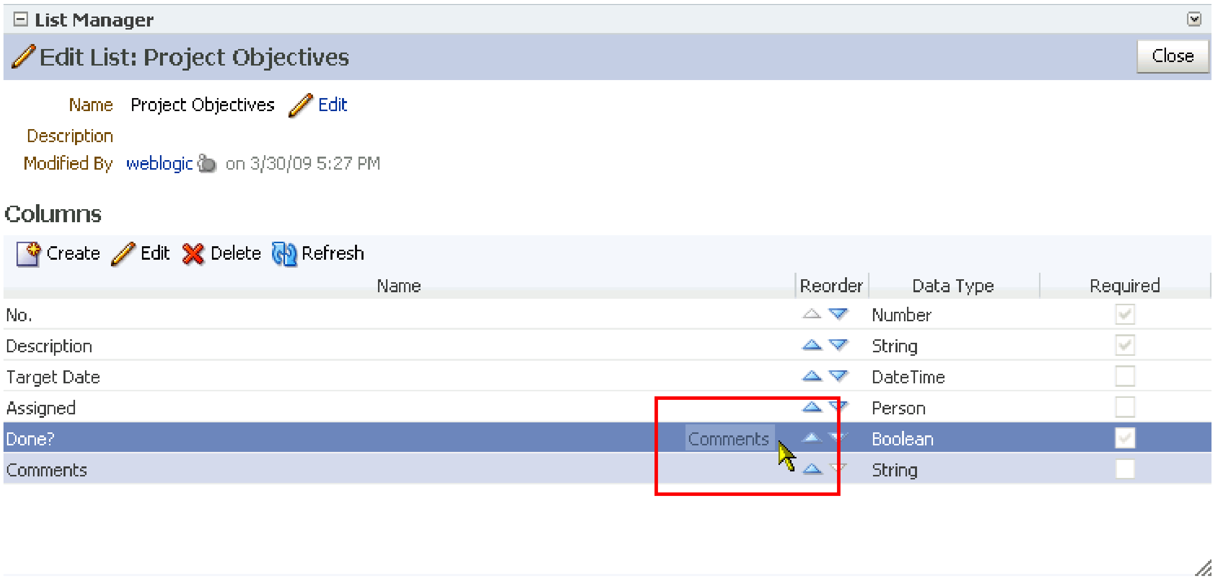
Figure 17–27 Icons Under the Reorder Column



Moving a column higher causes it to render further to the left in column display order. Moving a column lower causes it to render further to the right.

Alternatively, drag and drop a column higher or lower in the column hierarchy (Figure 17–28).

Figure 17–28 Dragging a List Column to a New Position



6. Click the **Close** button to exit Edit List mode.

17.2.2.2.5 Deleting a List Column To delete a list column:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to delete list columns.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

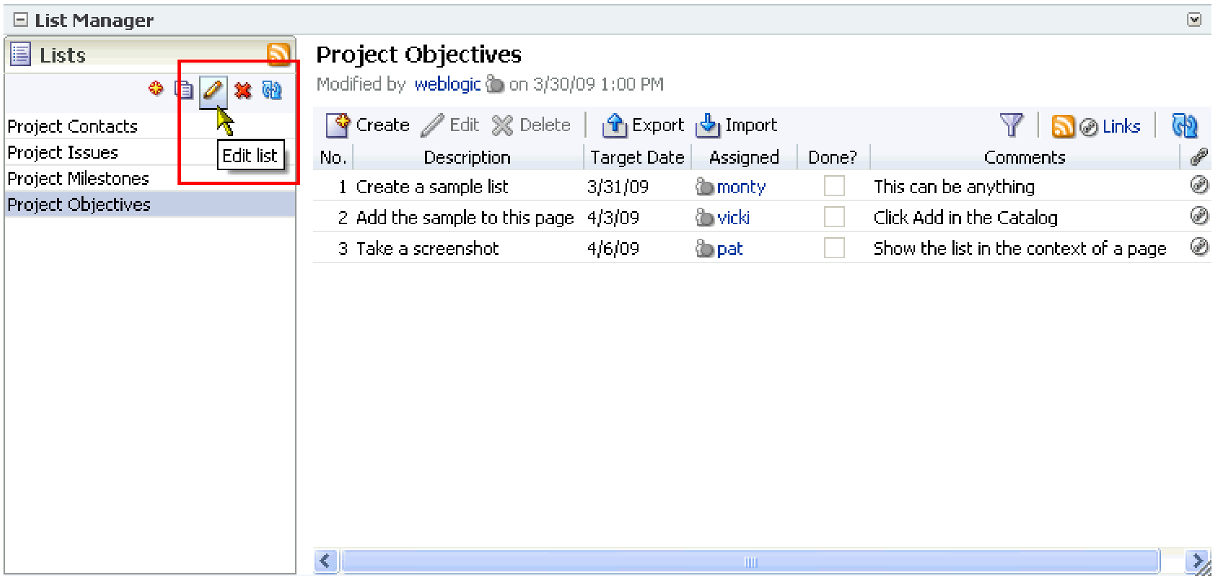
3. Click the **Lists** tab to bring the Lists page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the Lists page for display. When the **Lists** tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow.

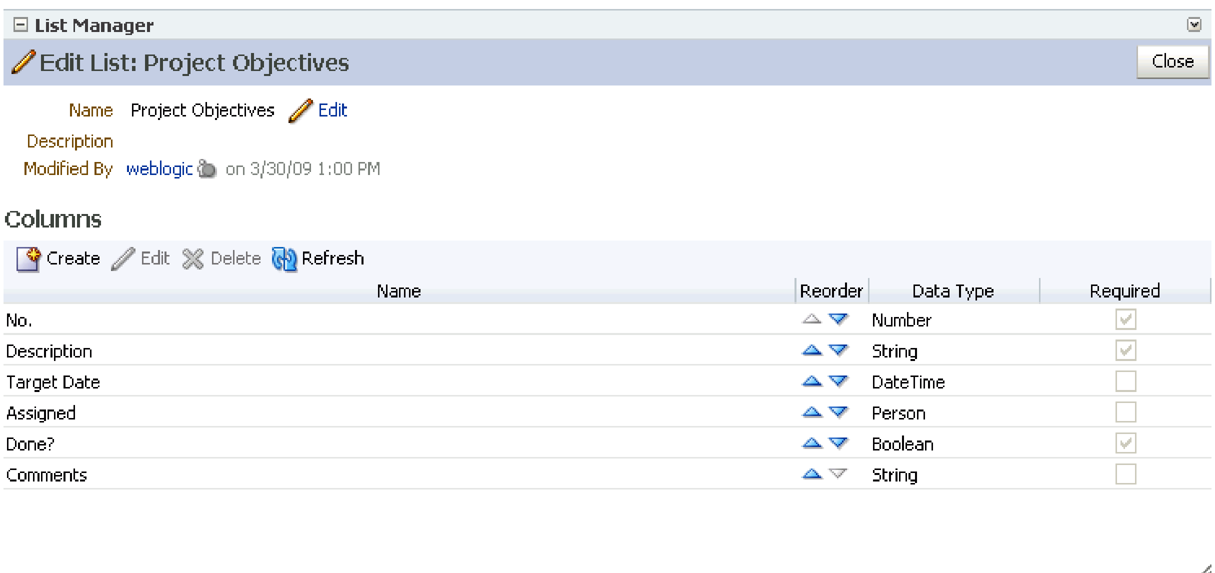
4. In the **Lists** panel, select the list you want to change and click the **Edit List** icon (Figure 17–29).

Figure 17–29 The Edit List Icon



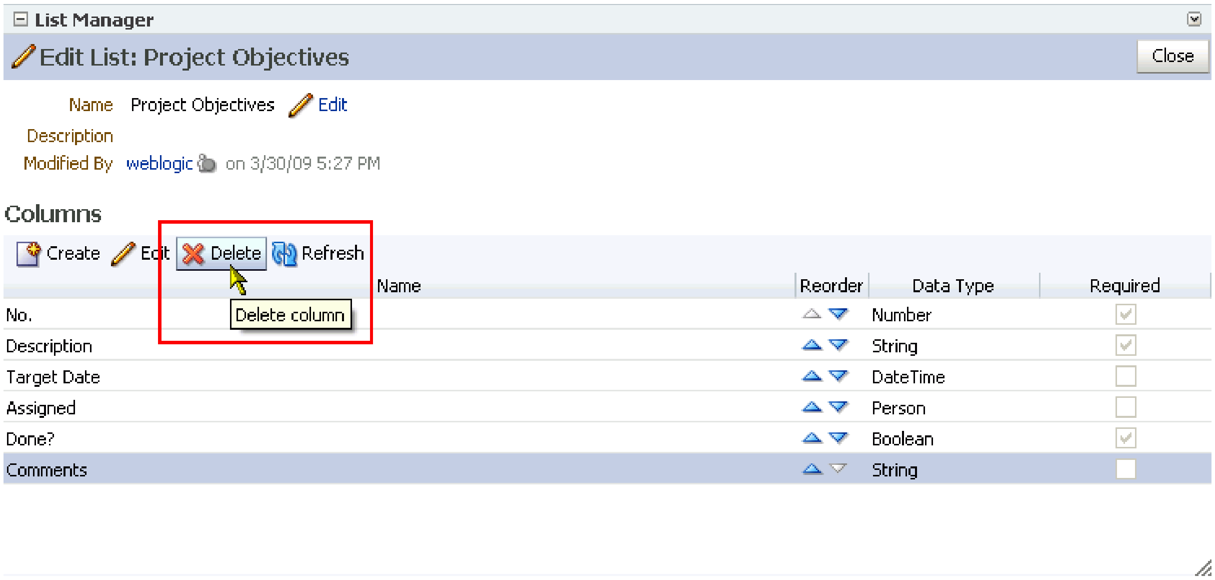
The List Manager enters Edit List mode (Figure 17–30).

Figure 17–30 The List Manager in Edit List Mode



5. Select a list row, and click the **Delete** button (Figure 17–27).

Figure 17–31 Delete Button



6. In the resulting confirmation dialog box, click the **Delete** button to complete the deletion.

17.2.2.3 Copying a List

You can use an existing list as a template simply by copying it. First, copy the list, and then edit the copied list as you like.

To copy a list:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space that contains the list you want to copy.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

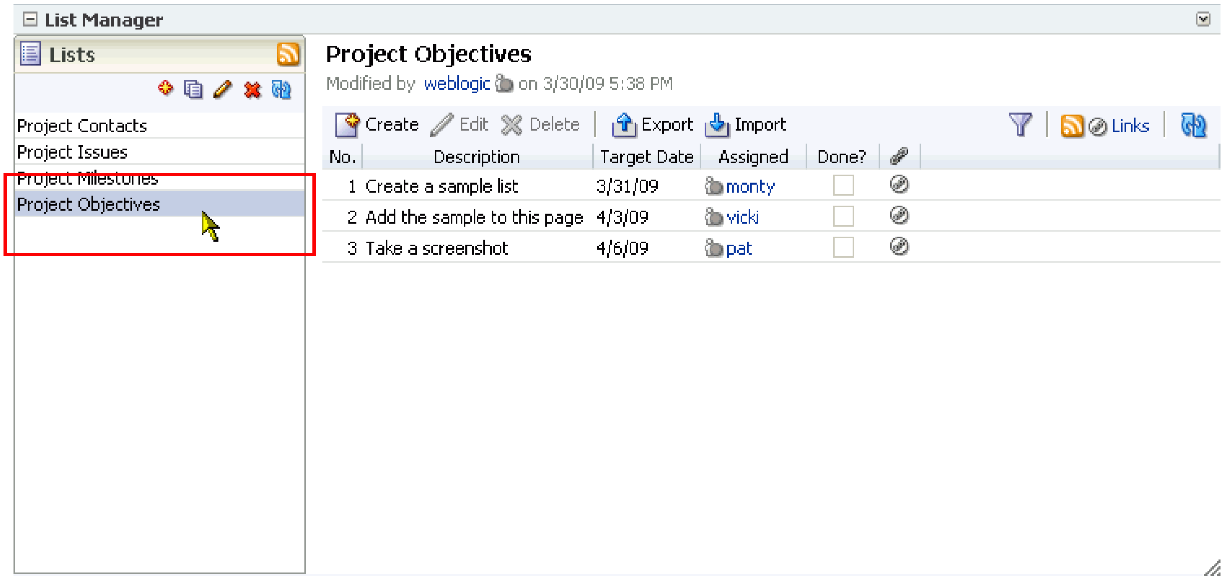
3. Click the **Lists** tab to bring the **Lists** page forward.

   If the **Lists** tab is not available, open the Manage Pages dialog box and select the **Lists** page for display. When the tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow.

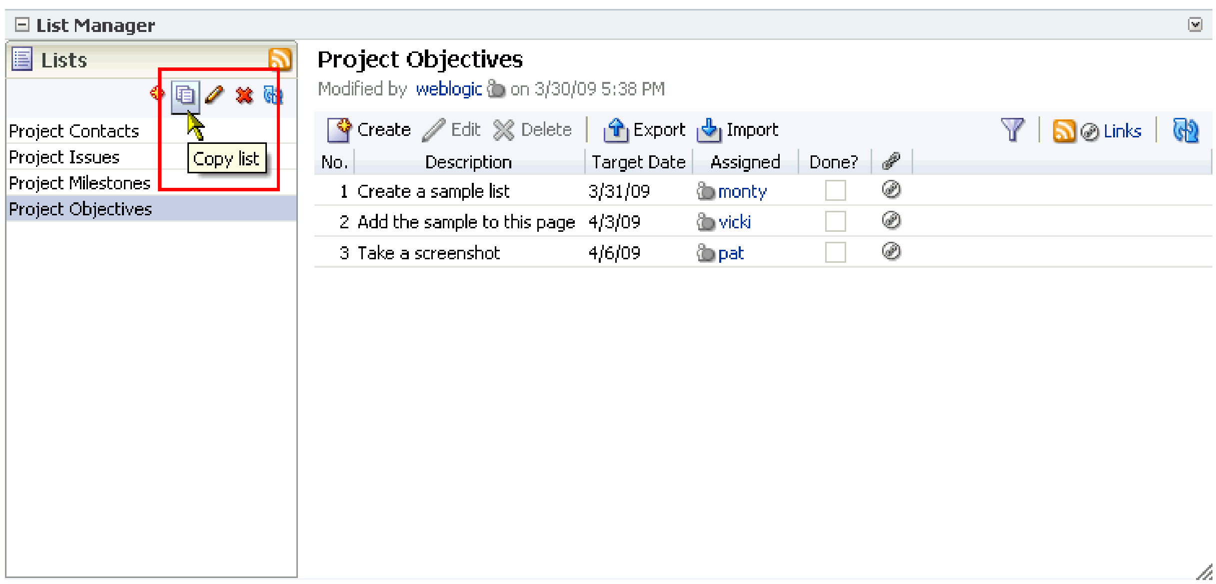
4. In the **Lists** panel, select the list you want to copy (Figure 17–32).

Figure 17–32 Selecting a List to Copy in the List Manager



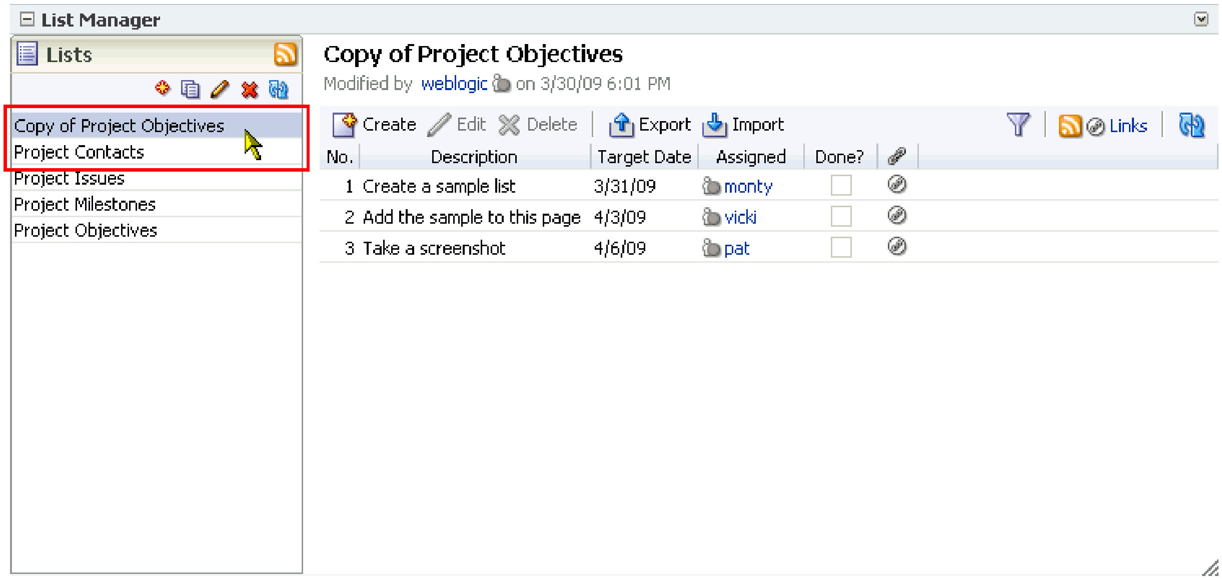
5. Click the **Copy List** icon (Figure 17–33).

Figure 17–33 The Copy List Icon



A copy of the list becomes available for selection in the **Lists** panel (Figure 17–34).

Figure 17–34 A Copy of a List



For information about changing the list name or description, see Section 17.2.2.2.1, "Renaming a List and Revising a List Description." For information about revising list structure, see Section 17.2.2.2, "Editing List Structure."

17.2.2.4 Deleting Lists

To delete a list:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space that contains the list you want to delete.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Click the **Lists** tab to bring the Lists page forward.

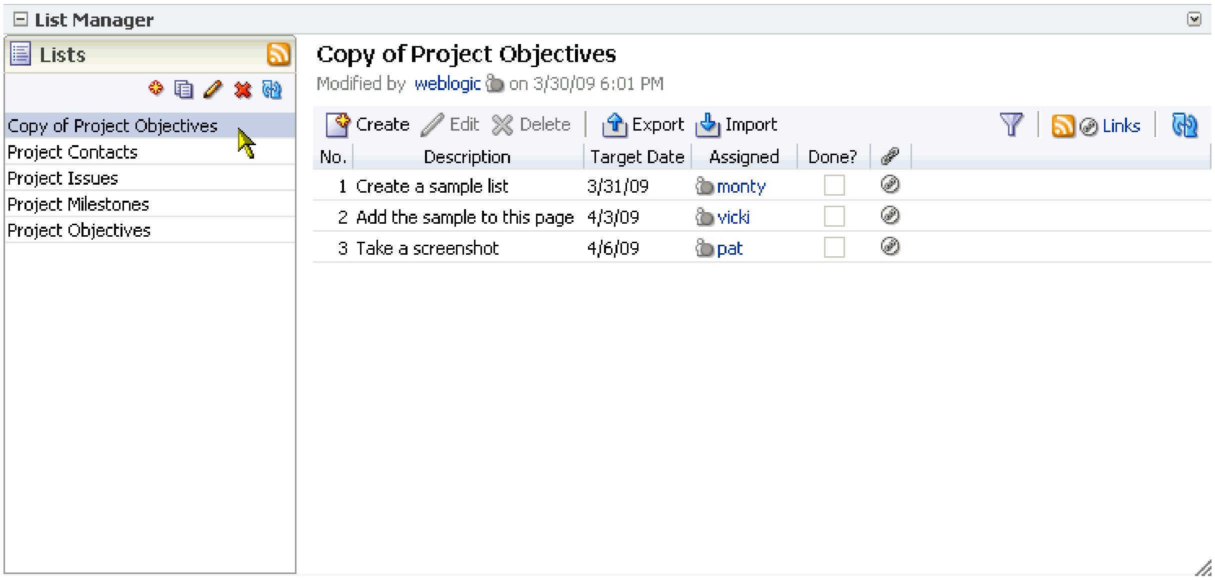
   If the **Lists** tab is not available, open the Manage Pages dialog box and select the **Lists** page for display. When the tab appears, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, go to a group space page that contains a List Manager task flow.

4. In the **Lists** panel, select the list you want to delete (Figure 17–35).

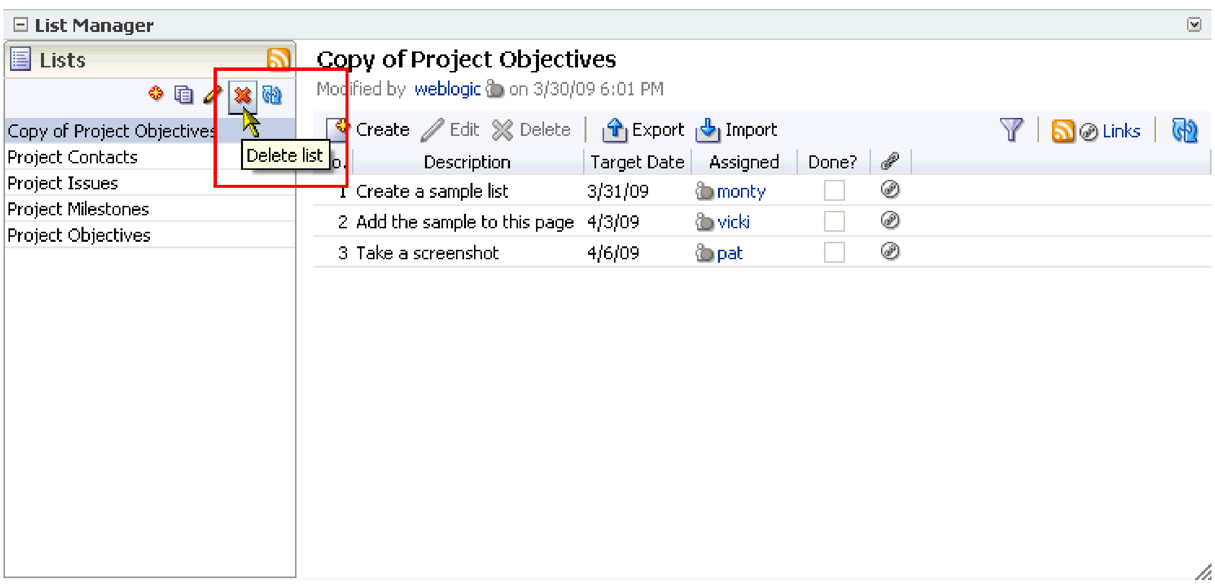
   To select multiple lists, use **Ctrl**-click; to select a range of lists, use **Shift**-click.

Figure 17–35 Selecting a List to Delete in the List Manager



5. Click the **Delete List** icon (Figure 17–36).

Figure 17–36 The Delete List Icon



6. In the resulting dialog box, click the **Delete** button.

   After confirmation, the deleted list is removed from the **Lists** panel.

17.2.3 Adding and Managing List Data

When you have a list structure (see Section 17.2.2, "Creating and Managing Lists"), you can add data to the list. This section describes how to add, edit, and delete list data. It includes the following subsections:

- Adding a List Row

- Editing a List Row
- Deleting List Rows

17.2.3.1 Adding a List Row

This section describes how to add data to a list. When you add data to a list, new rows are positioned in the list according to whichever column is currently controlling list sorting (for more information, see Section 17.2.4.2, "Sorting and Resizing List Columns").

To add data to a list:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

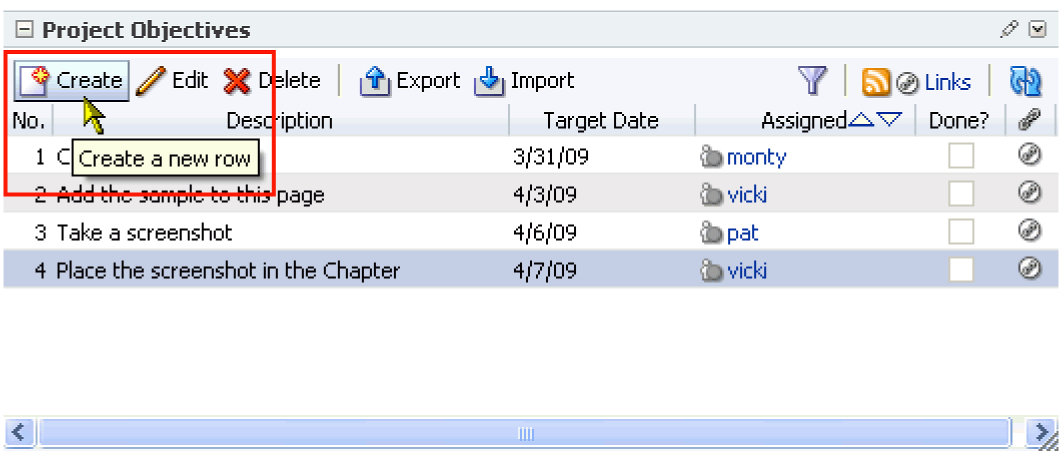
2. Go to the group space that contains the List Viewer task flow that displays the list you want to populate with data.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

   Alternatively, go to the **Lists** page or a List Manager task flow and select the list you want to revise.

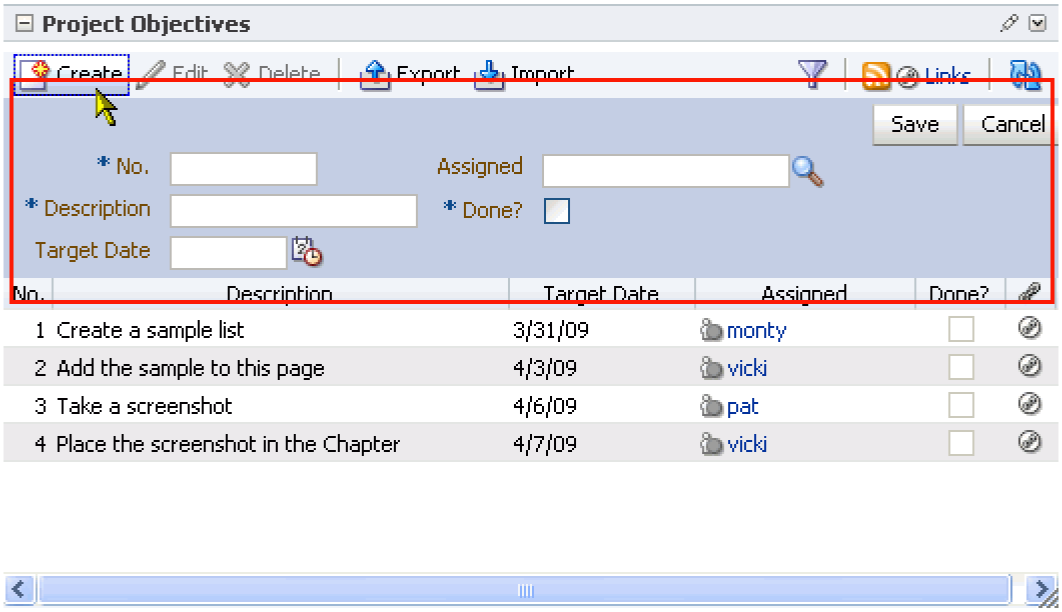
3. Click the **Create** button above the list (Figure 17–37).

Figure 17–37 The Create Button



The create list row panel opens between the list toolbar and the list rows (Figure 17–38).

Figure 17–38 Create List Row Panel



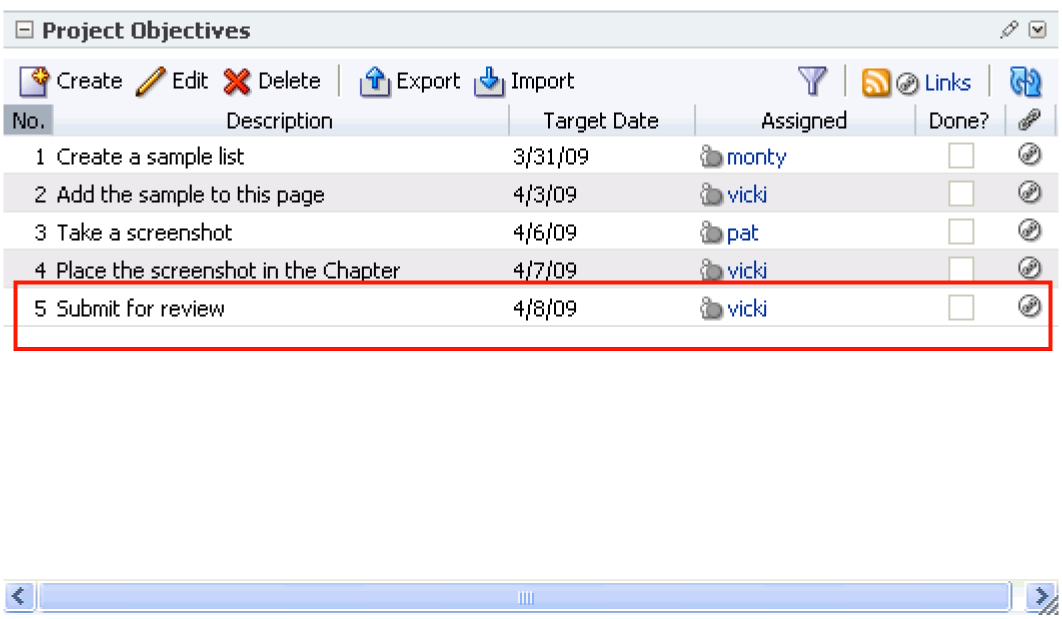
4. Add data to the panel fields.

   Fields vary according to the list columns and the types of values those columns require. See Section 17.2.2.2.2, "Adding Columns to a List," for more information.

5. When you finish adding field values for one row, click the **Save** button.

   The create list row panel closes, and the list refreshes to display the newly added row (Figure 17–39).

Figure 17–39 A New List Row



6. Repeat steps 3 through 5 to add more data.

17.2.3.2 Editing a List Row

To edit list data:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

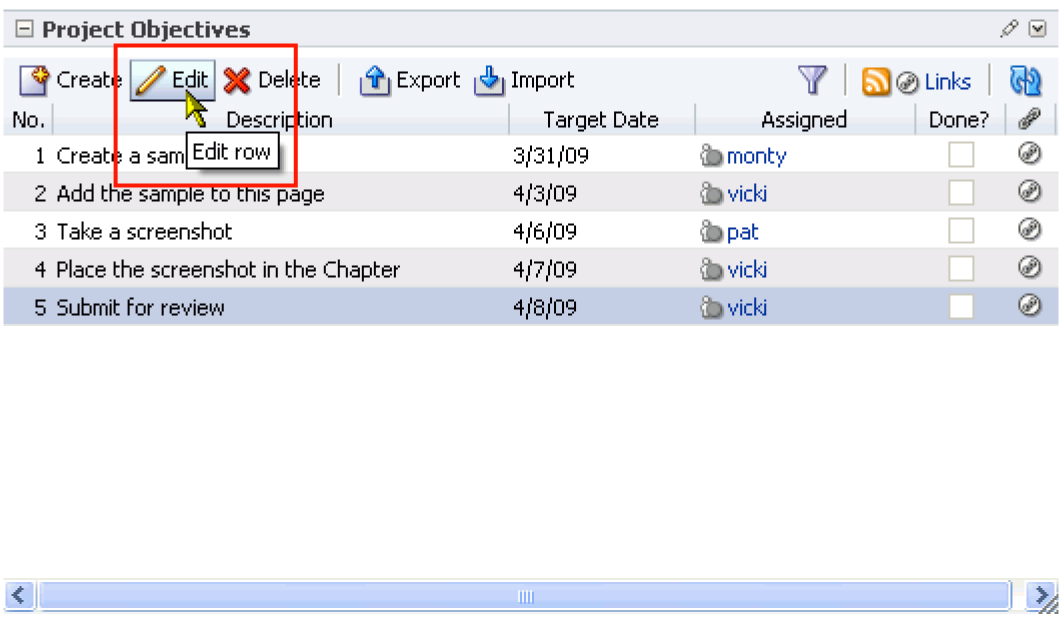
2. Go to the group space that contains the List Viewer task flow that displays the list you want to populate with data.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

   Alternatively, go to the **Lists** page or a List Manager task flow and select the list you want to revise.

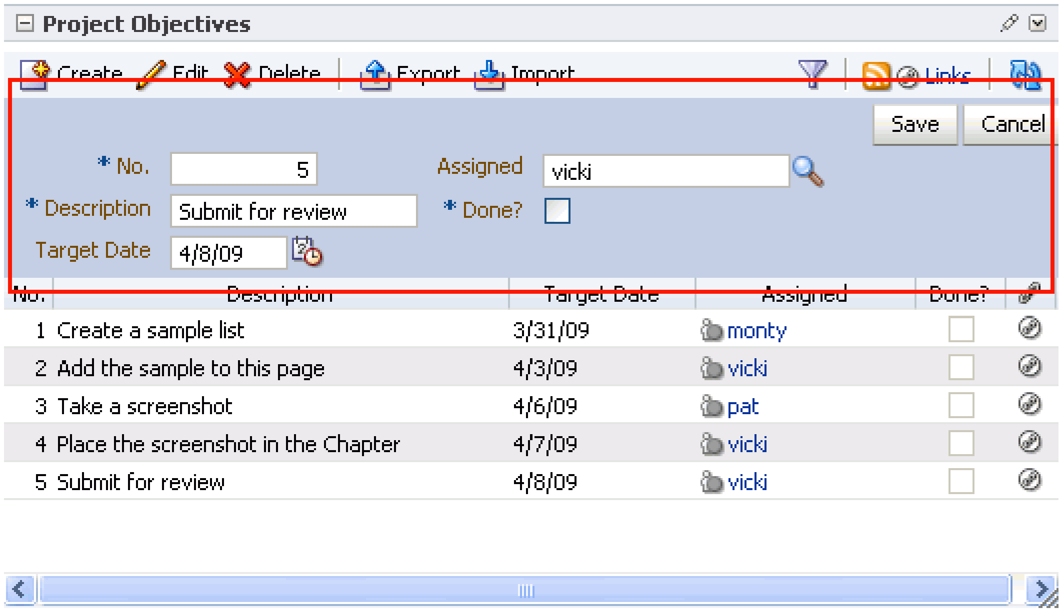
3. Select the row that contains the details you want to edit, and click the **Edit** button (Figure 17–40).

Figure 17–40 The Edit (Row) Button



Row details display at the top of the list in the edit list row panel (Figure 17–41).

Figure 17–41 A Row Selected for Edit and Displayed in the List Row Edit Panel



4. Edit the details, and then click **Save** to save your changes and close the panel.

17.2.3.3 Deleting List Rows

You can delete one or multiple list rows in one operation. This section describes how.

To delete one or multiple list rows:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space that contains the list data you want to delete.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

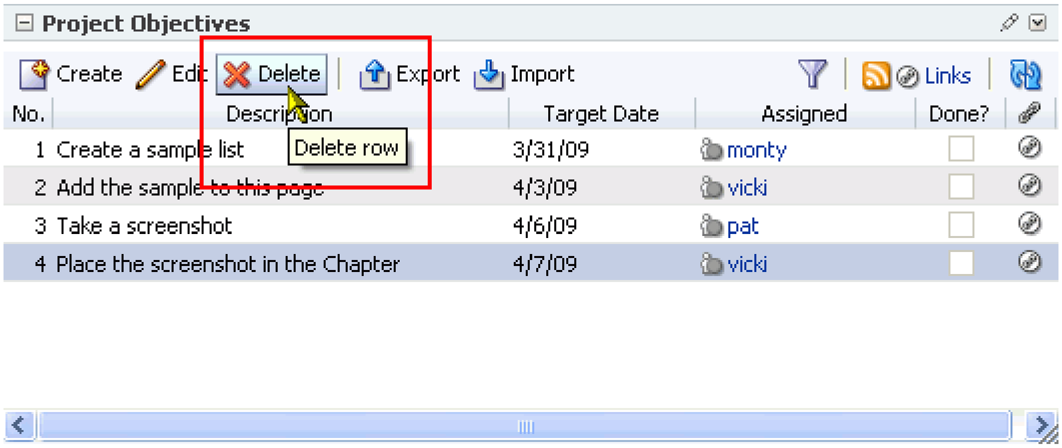
3. Go to the list that contains the row(s) you want to delete.

4. Select one or more rows to delete.

   In Windows, use **Ctrl**-click to select multiple rows. In UNIX, simply click multiple rows. In both operating systems, use **Shift**-click to select a range of rows.

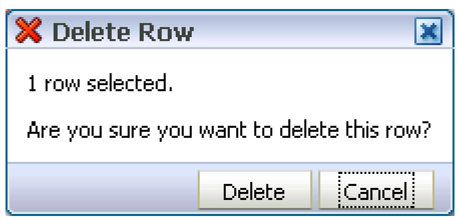
5. Click the **Delete** button above the list (Figure 17–42).

Figure 17–42 The Delete (List Row) Button



A confirmation dialog box opens, specifying the number of selected rows (Figure 17–43).

Figure 17–43 Delete Row Confirmation Dialog Box



6. Click **Delete**.

The list refreshes with the deleted row(s) removed.

17.2.4 Personalizing and Customizing Lists

You can personalize your own view of a list instance, or you can customize a list instance, affecting everyone's view. Personalizations involve changes made in page *view* mode; while customizations involve changes made in page *edit* mode (that is, in Oracle Composer). Everyone can personalize their own view of a list; but page edit privileges are always required for list customization.

While customizations affect everyone's view of a list instance, your own personalizations are layered over list customizations. For example, someone may customize a list containing columns A, B, and C, so that column C is first in list column order (C, A, B). You can then personalize the list so that column A is first in list column order in your personal view of the same list instance (A, B, C).

Note: In page edit mode, you see only customizations. In page view mode, you see personalizations layered over customizations. If the same property is set in both customization and personalization, the personalized value takes precedence. For more information about personalization and customization, see Section 7.2, "Customizing and Personalizing Page Content."

Personalizations and customizations are persisted across user sessions. When you make a change to a list, such as a column resize, such a change remains in effect until you revise it.

This section describes various personalizations and customizations you can make to a list instance. It contains the following subsections:

- Filtering List Data
- Sorting and Resizing List Columns
- Changing Column Order on a List Instance
- Applying Color Banding to List Rows

17.2.4.1 Filtering List Data

The Lists service provides data filtering options for your personal view of a list instance and for everyone's view of the instance. Filtering provides a means of limiting the display of list data to those rows that match your filtering criteria.

Temporary, personal filtering (also called *ad hoc filtering*) is available with both the List Viewer and List Manager task flows. Custom filtering that affects everyone's view of a list instance is available only with the List Viewer task flow.

This section describes the processes of applying ad hoc, permanent personal, and permanent list filters. It contains the following subsections:

- Applying an Ad Hoc Filter to a List Instance
- Applying a Permanent, Personal Filter to a List Instance
- Removing a Permanent, Personal List Filter
- Applying Filters to Everyone's View of a List
- Removing Filters from Everyone's View of a List

17.2.4.1.1 Applying an Ad Hoc Filter to a List Instance Use *ad hoc* list filtering to easily find a particular list entry or group of entries in a list instance. This section describes how.

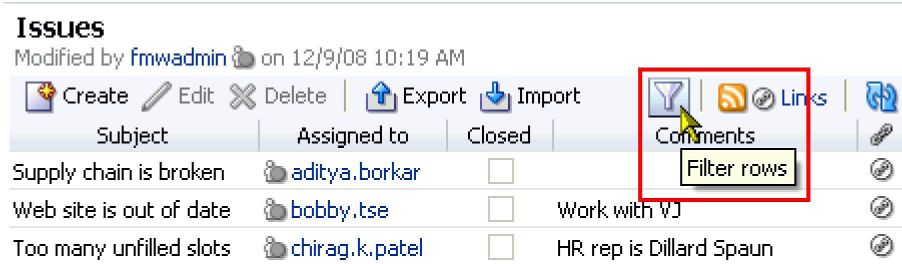
> **Note:** *Ad hoc* list filtering applies only to *String* data-type values. Columns that use other data-types, such as *Date* and *Number*, are not used in *ad hoc* filtering. For example, if you have dates displayed in format `dd-mon-yy` and you filter on `jan`, you do not see rows with dates in January.

To apply an *ad hoc* filter to a list instance:

1. Log in to Oracle WebCenter Spaces.

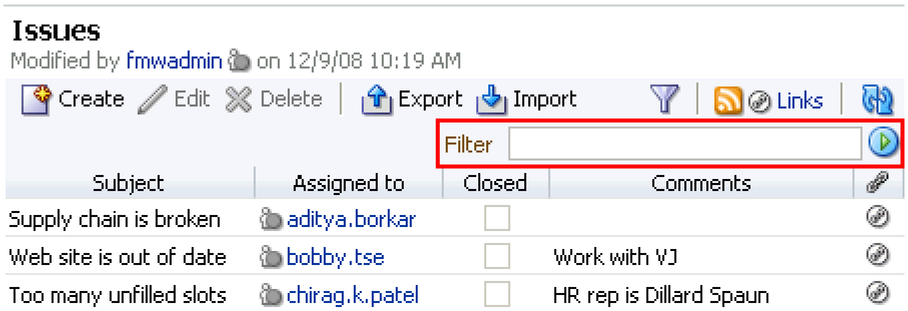
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the list that contains the data you want to temporarily filter.
3. Click the **Filter Rows** button in the List toolbar (Figure 17–44).

Figure 17–44 The Filter Rows Button



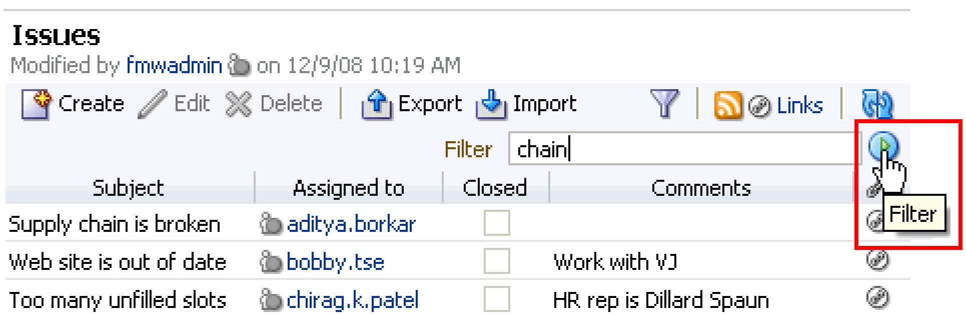
The **Filter** field opens (Figure 17–45).

Figure 17–45 The Filter Field



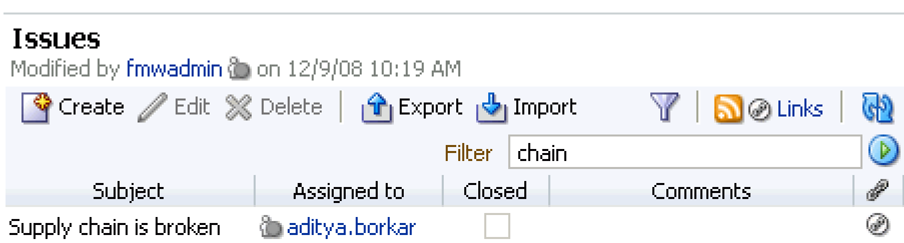
4. Enter your filtering criteria in the **Filter** field, and click the Filter icon to execute the filter (Figure 17–46).

Figure 17–46 The Filter Icon



All row details that match the filtering criteria are shown (Figure 17–47).

Figure 17–47 List Filtered by the Term "chain"



5. Click the **Filter Rows** button again to hide the **Filter** field and remove the temporary filter.

17.2.4.1.2 Applying a Permanent, Personal Filter to a List Instance In addition to an *ad hoc* filter, you can apply a permanent personal filter to your view of a list instance. We use the term *permanent* to convey the fact that you can keep your list filtered in a particular way as long as you like. It is still possible to remove such a filter. This section describes how to apply and remove a permanent personal filter.

To apply or remove a permanent filter on your view of a list instance:

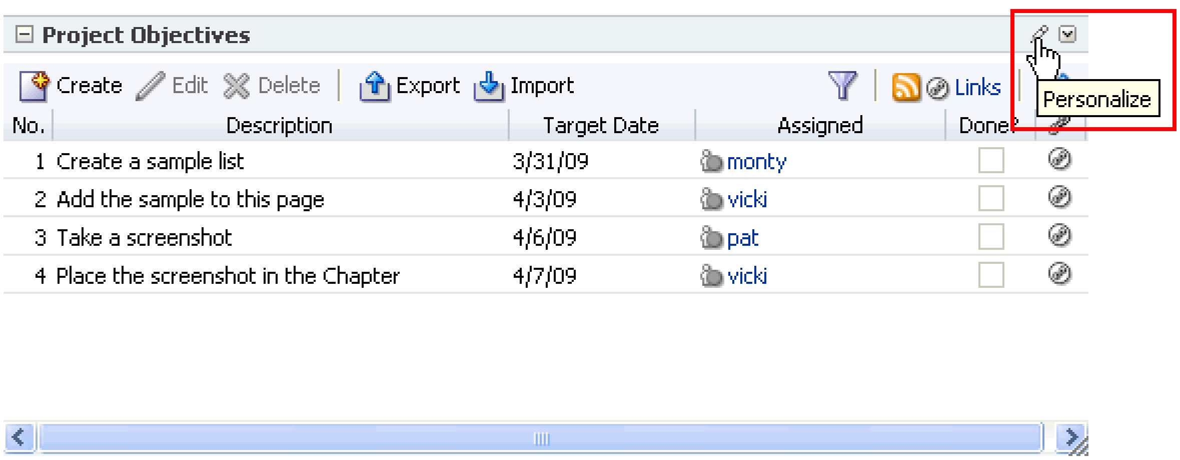
1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the List Viewer task flow that contains the data you want to permanently filter.

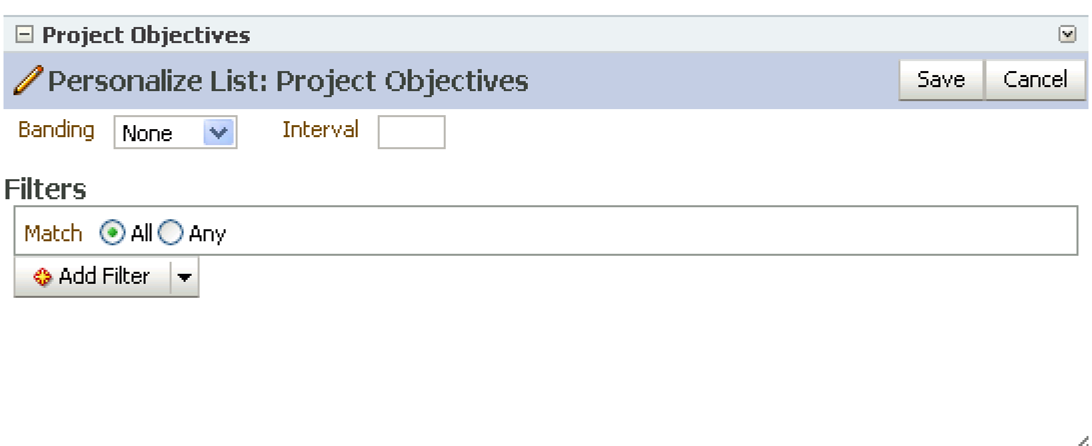
3. Click the Personalize icon on the task flow header (Figure 17–48).

Figure 17–48 Personalize Icon on a List Viewer Task Flow Header



The List Viewer enters Personalize List mode (Figure 17–49).

Figure 17–49 List Viewer Personalize List Mode



4. Select an option next to **Match**.

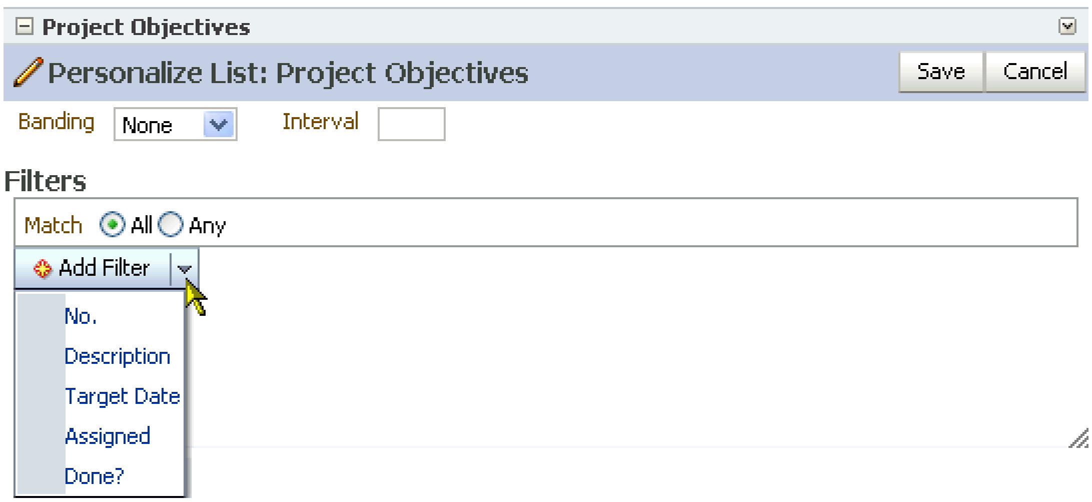
   Matching enables you to specify how rigorously the filtering criteria you define on the list should be applied.

   Choose from:

   - **All**—To specify that list data must match all of the filtering criteria you specify.
   - **Any**—To specify that list data must match one or more of the filtering criteria you specify.

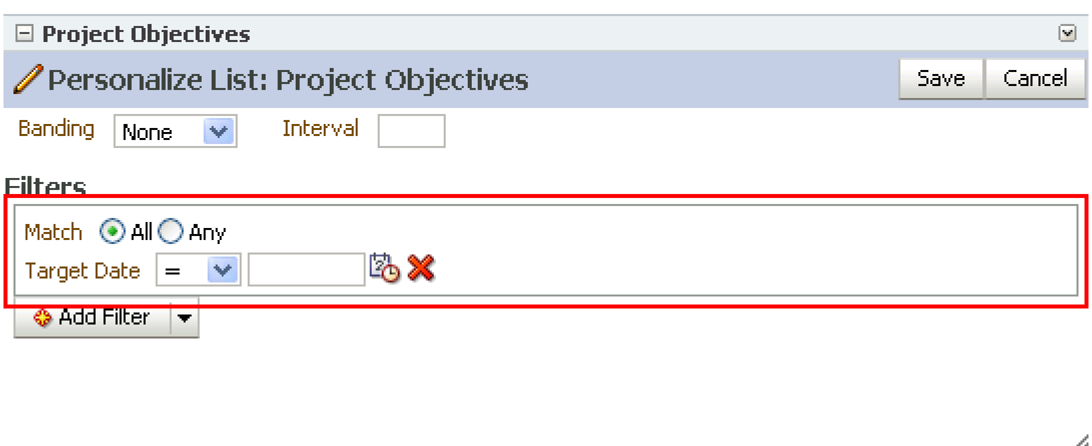
5. From the **Add Filter** menu, select a list column against which to apply your filtering criteria (Figure 17–50).

Figure 17–50 Add Filter Menu



The filtering criteria that display depend on the data type of the selected column. For example, Figure 17–51 displays filtering criteria for a DateTime data type.

Figure 17–51 Filtering Criteria for a DateTime Data Type



The Delete icon next to a filter provides a quick way to remove the associated filter. You can apply one or multiple filters per list column.

Table 17–3 illustrates and describes the filtering operators you can apply to the different list data types.

Table 17–3 Filtering Operators for List Data Types

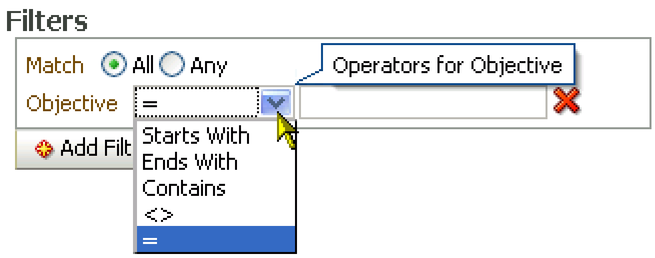
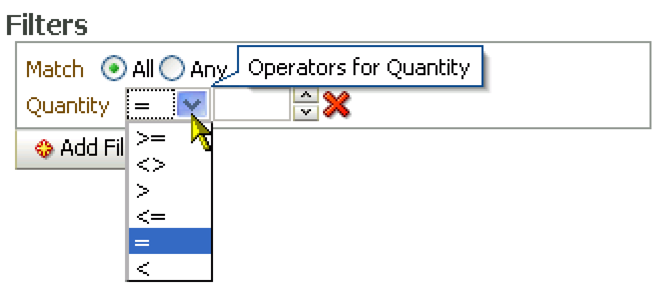
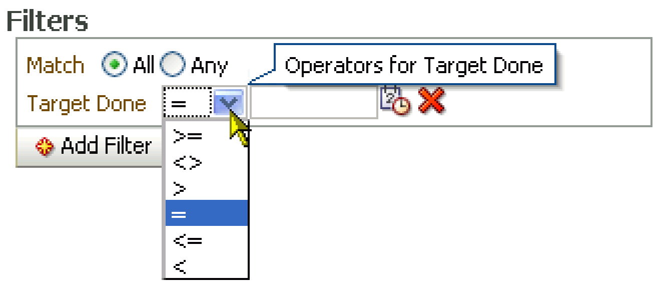
Data Type and Filtering Operators	Description
String 	Use String data type filtering operators to specify that String values in the selected column must: ■ = —Match the characters you specify ■ Starts With—Start with the character(s) you specify ■ Ends With—End with the character(s) you specify ■ <>—Contain any String other than the one you specify
Number 	Use Number data type filtering operators to specify that Number values in the selected column must be: ■ = —Equal to the value you specify ■ >= —Equal to or higher than the value you specify ■ <>—Higher or lower than the value you specify ■ >—Higher than the value you specify ■ <= —Equal to or lower than the value you specify ■ <—Lower than the value you specify

Table 17–3 (Cont.) Filtering Operators for List Data Types

<table>
<tr><th>Data Type and Filtering Operators</th><th>Description</th></tr>
<tr><td>DateTime



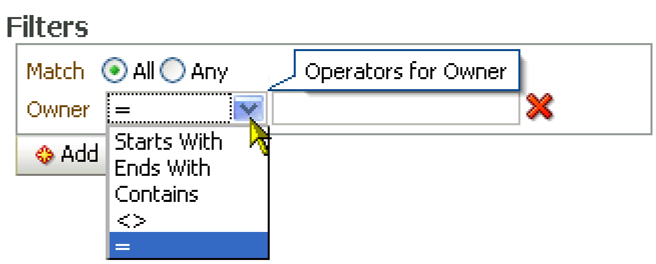
</td><td>Use DateTime data type filtering operators to specify that DateTime values in the selected column must be:

- = —The same as the date or date and time that you specify
- >= —More recent or the same as the date or date and time that you specify
- <>—Any date or date and time other than the value you specify
- >—More recent than the date or date and time that you specify
- <= —Preceding or matching the date or date and time that you specify
- <—Preceding the date or date and time that you specify
</td></tr>
<tr><td>Boolean

</td><td>Use Boolean data type filtering operators to specify that Boolean values in the selected list column must:

- = —Match the value you specify
- <>—Not match the value you specify

The Boolean value is expressed as a check box. A checked box means TRUE or YES; a cleared box means FALSE or NO.
</td></tr>
<tr><td>Person



</td><td>Use Person data type filtering operators to specify that Person values in the selected list column must:

- = —Match the user name you specify
- Starts With—Start with the character(s) you specify
- Ends With—End with the character(s) you specify
- <>—Contain any user name other than the one you specify
</td></tr>
</table>

6. Click **Save** to save your filtering criteria and return to the list.

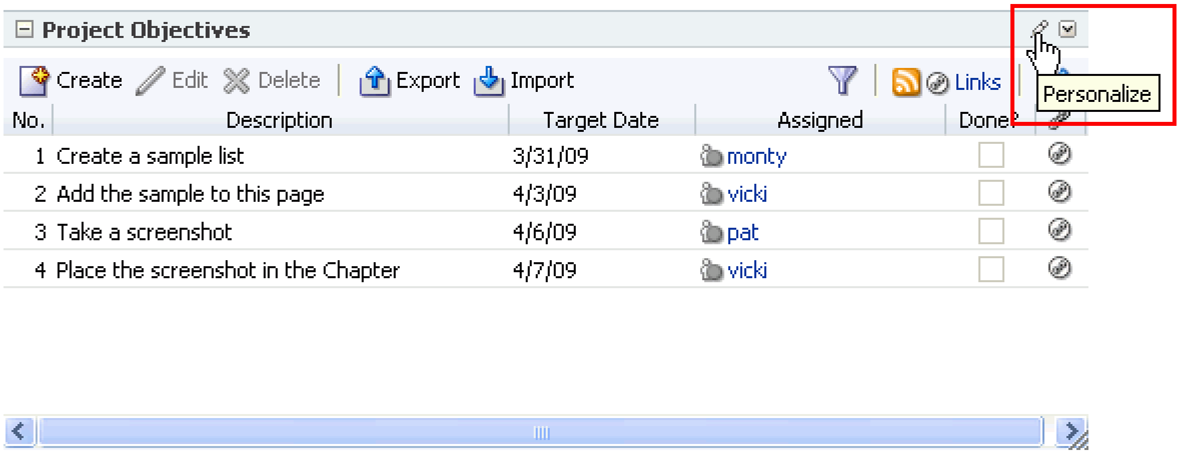
   The list is refreshed, now displaying data that matches your filtering criteria.

17.2.4.1.3 Removing a Permanent, Personal List Filter To remove a permanent, personal list filter:

1. Log in to Oracle WebCenter Spaces.

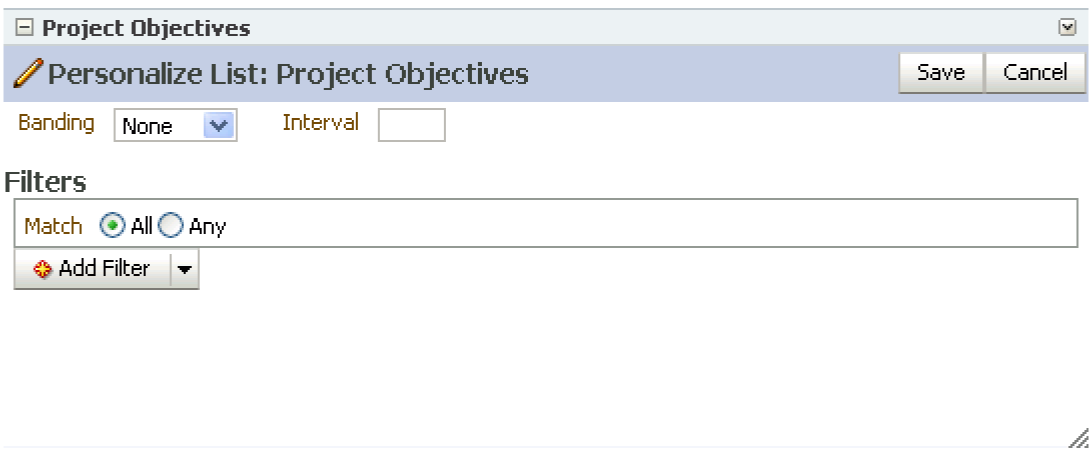
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the List Viewer task flow from which you want to remove personal filtering.
3. Click the Personalize icon on the task flow header (Figure 17–52).

Figure 17–52 Personalize Icon on a List Viewer Task Flow Header



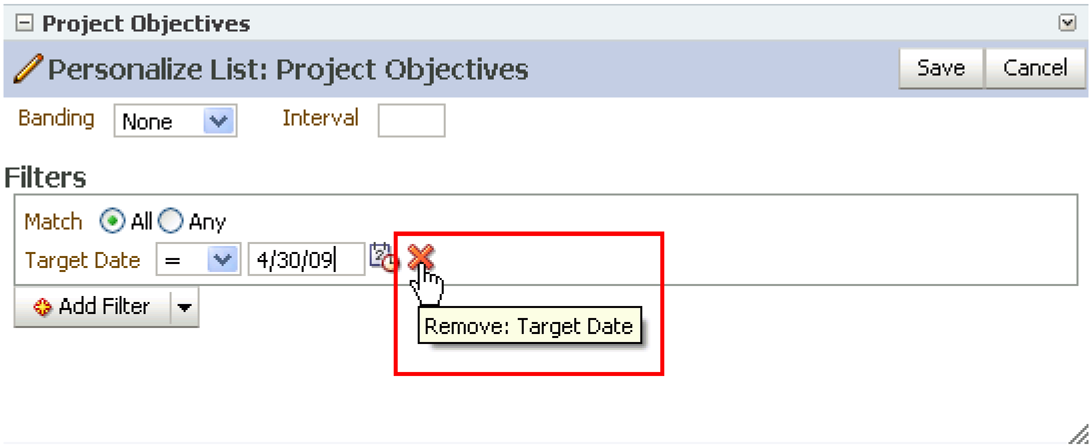
The List Viewer enters Personalize List mode (Figure 17–53).

Figure 17–53 List Viewer Personalize List Mode



4. Click the Remove icon next to the filtering criteria you want to remove (Figure 17–54), and then click **Save**.

Figure 17–54 Remove Icon Next to a Filter



List data is refreshed, now displaying any data previously hidden by a filter.

17.2.4.1.4 Applying Filters to Everyone's View of a List If you want the list filters you create to apply to all users' views of a particular list instance, simply create the filters in page edit mode.

Note: For information about removing a filter from everyone's view of a list instance, see Section 17.2.4.1.5, "Removing Filters from Everyone's View of a List."

To apply filters to everyone's view of a list:

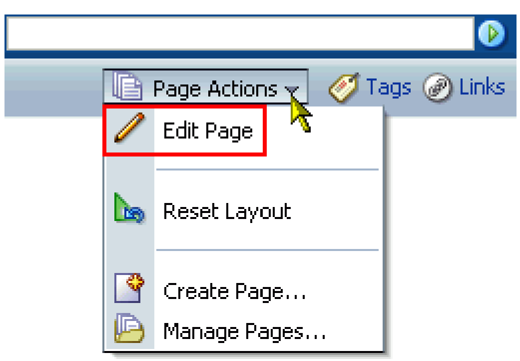
1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the List Viewer task flow that contains the data you want to filter from everyone's view.

3. From the **Page Actions** menu, select **Edit Page** (Figure 17–55).

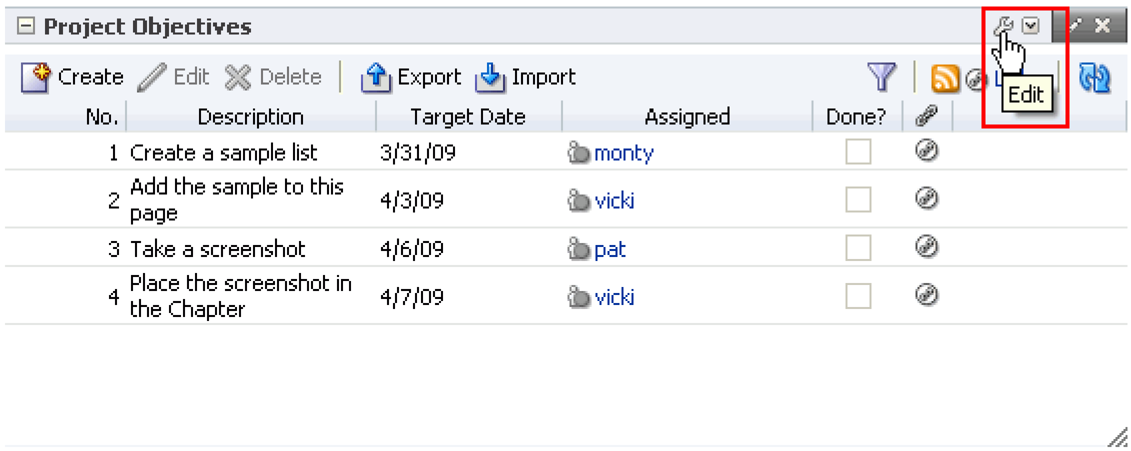
Figure 17–55 Edit Page Option on the Page Actions Menu



The page opens in Oracle Composer.

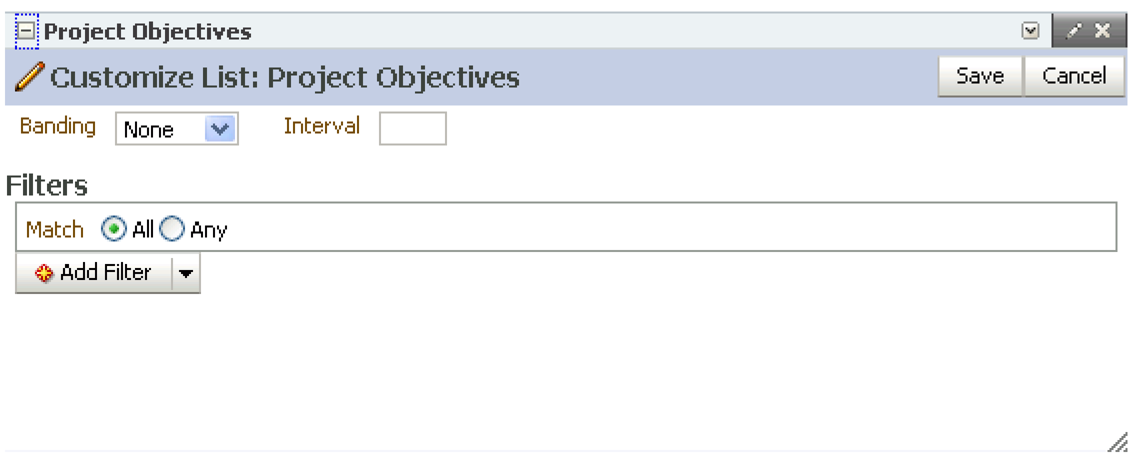
4. Go to the task flow instance you want to filter, and click the Edit icon on the task flow header (Figure 17–56).

Figure 17–56 Edit Icon on a List Viewer Task Flow Header



The List Viewer enters Customize List mode (Figure 17–57).

Figure 17–57 List Viewer Customize List Mode



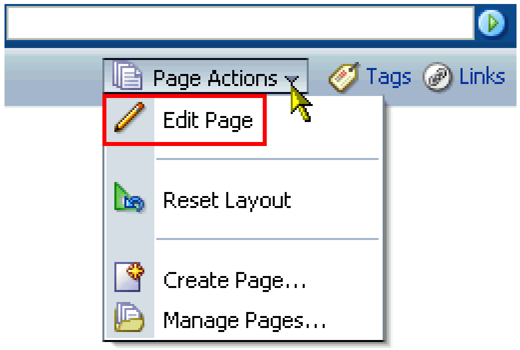
5. Create and apply filtering criteria as described in Section 17.2.4.1.2, "Applying a Permanent, Personal Filter to a List Instance."
6. Click **Close** to exit Oracle Composer.

17.2.4.1.5 Removing Filters from Everyone's View of a List To remove a filter from everyone's view of a list:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the List Viewer task flow from which you want to remove a filter from everyone's view.
3. From the **Page Actions** menu, select **Edit Page** (Figure 17–58).

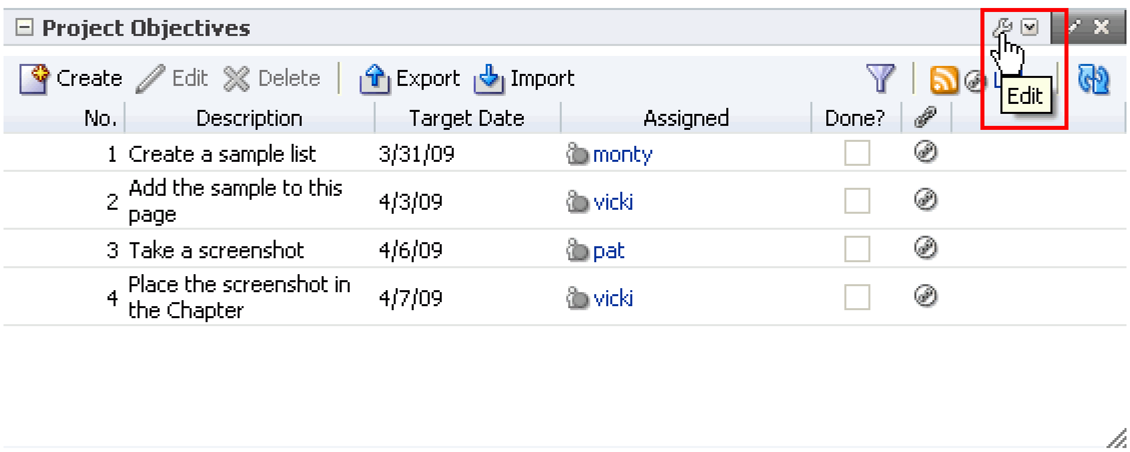
Figure 17–58 Edit Page Option on the Page Actions Menu



The page opens in Oracle Composer.

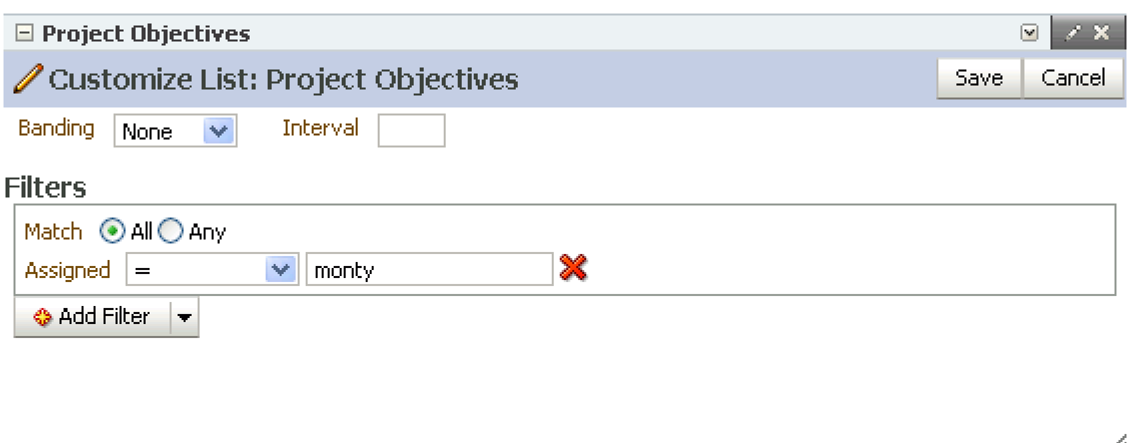
4. Go to the task flow instance from which you want to remove a filter, and click the Edit icon on the task flow header (Figure 17–59).

Figure 17–59 Edit Icon on a List Viewer Task Flow Header



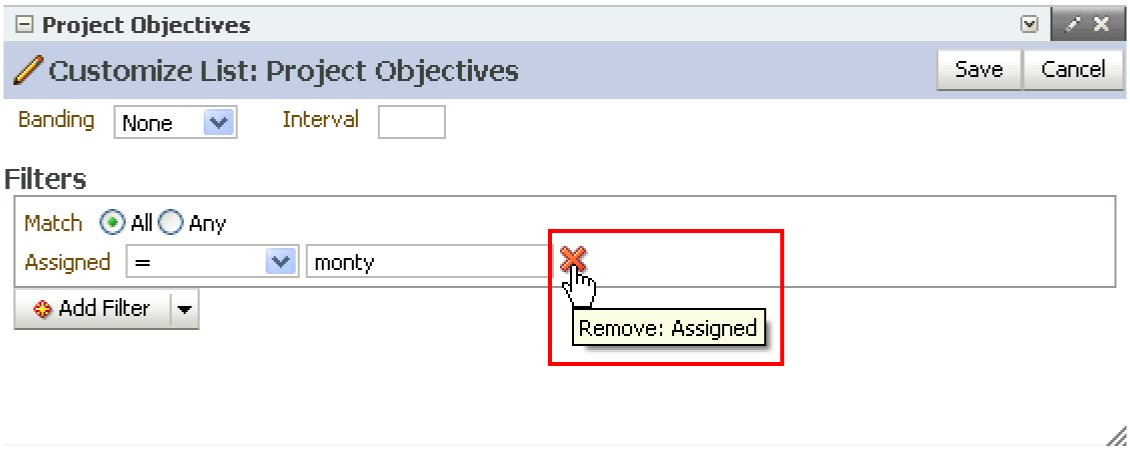
The List Viewer enters Customize List mode (Figure 17–60).

Figure 17–60 List Viewer Customize List Mode



5. Click the Remove icon next to the filters you want to remove (Figure 17–61), and then click **Save**.

Figure 17–61 Remove Icon Next to a Filter



List data is refreshed, now displaying all unfiltered data.

6. Click **Close** to exit Oracle Composer.

17.2.4.2 Sorting and Resizing List Columns

When you first add data to a list, it may wrap, depending on the default column width. It's a simple matter to drag the column to provide more room for column text. In addition to widening columns, you can control the sort order of list columns by clicking sort icons in each column's header.

Note: To resize list columns, the list must contain at least one row.

When you sort list data or resize list columns in page view mode (personalization), such changes affect only your view of a list instance. When you sort list data or resize list columns in page edit mode (customization), all users' views of the list instance are affected.

A second instance of a list is not affected by the customizations or personalizations you make to the first instance. For example, imagine that you have placed the *Issues* list on both the *Sales* page and the *What's New* page. If you resize *Issues* list columns on the *Sales* page, they are not also simultaneously resized on the *What's New* page.

This section describes how to sort and resize list columns in your view of a list instance and in everyone's view. It contains the following subsections:

- Sorting and Resizing Columns in Your View of a List
- Sorting and Resizing Columns in Everyone's View of a List

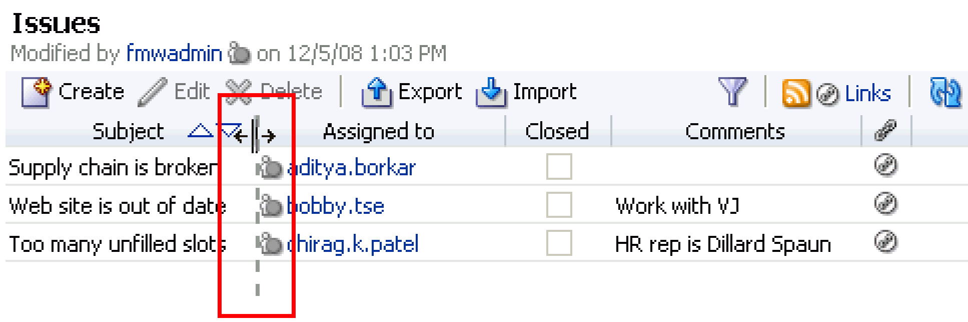
17.2.4.2.1 Sorting and Resizing Columns in Your View of a List To sort list data and resize list columns:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the list where you want to sort data or resize columns.
3. To resize a column, click and hold on a column splitter, and drag it to make the column wider or narrower (Figure 17–62).

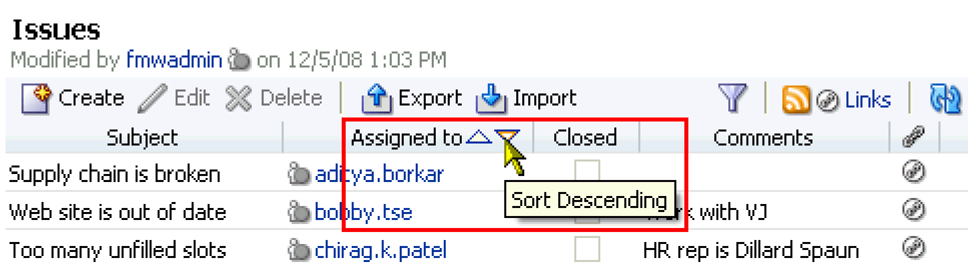
Figure 17–62 Column Splitter



> **Tip:** After you personalize a list by resizing list columns in page view mode, select a list row. This triggers a server request, which is required to make your personalization persist across your browser sessions.
>
> If you navigate away from the page without performing such a server request in the list view, the column size is lost and reverts back to the previous size when you return to the page.

4. To sort list data, go to the column you want to use to control the sort, roll your mouse over the column header, and click the **Sort Ascending** icon to sort the list in ascending order (1, 2, 3, a, b, c); or click the **Sort Descending** icon to sort the list in descending order (c, b, a, 3, 2, 1) (Figure 17–63).

Figure 17–63 The Sort Icons on a List Column Header

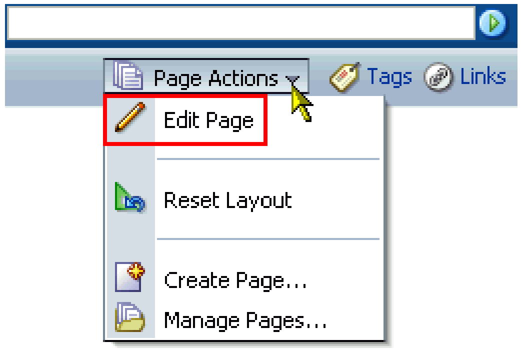


17.2.4.2.2 Sorting and Resizing Columns in Everyone's View of a List To sort and resize list columns in everyone's view of a list instance, you must first enter page edit mode. This section describes how:

1. Log in to Oracle WebCenter Spaces.

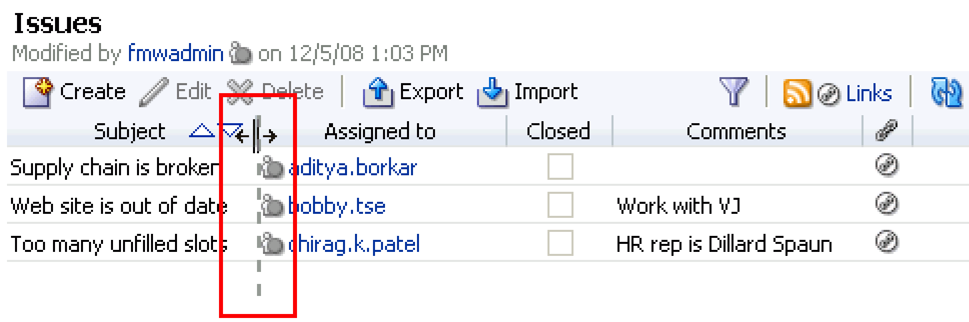
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the page that contains the list instance you want to change.
3. From the **Page Actions** menu, select **Edit Page** (Figure 17–64).

Figure 17–64 Edit Page Option on the Page Actions Menu



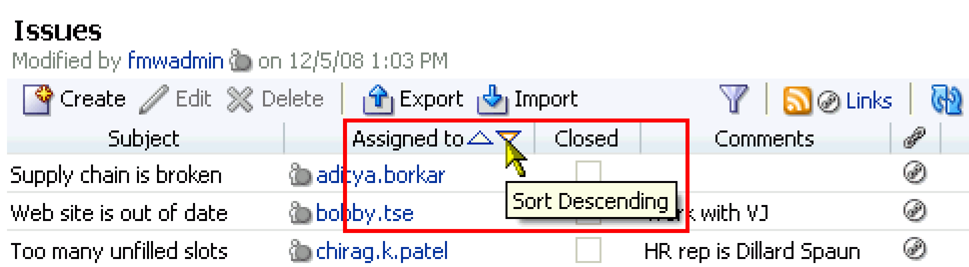
4. To resize a column, click and hold on a column splitter, and drag it to make the column wider or narrower (Figure 17–65).

Figure 17–65 Column Splitter



5. To sort list data, go to the column you want to use to control sort order, roll your mouse over the column header, and click the **Sort Ascending** icon to sort the list in ascending order (1, 2, 3, a, b, c); or click the **Sort Descending** icon to sort the list in descending order (c, b, a, 3, 2, 1) (Figure 17–63).

Figure 17–66 The Sort Icons on a List Column Header



6. In Oracle Composer, click **Close** to exit page edit mode.

17.2.4.3 Changing Column Order on a List Instance

You can rearrange the order of list columns in your own view and in everyone's view of a list instance by dragging a column and dropping it to the desired position. The difference between personalization and customization in this case is the page mode in effect when you make such a change. Personalizations, which affect only your view of a list instance, occur in page *view* mode, while customizations, which affect all users' views of a list instance, occur in page *edit* mode.

Note: For information about rearranging the column order in the list structure, affecting *all instances* of a particular list, see Section 17.2.2.2.4, "Rearranging List Columns."

This section describes how to change column order in your view and everyone's view of a list instance. It contains the following subsections:

- Changing Column Order in Your View of a List Instance
- Changing Column Order in Everyone's View of a List Instance

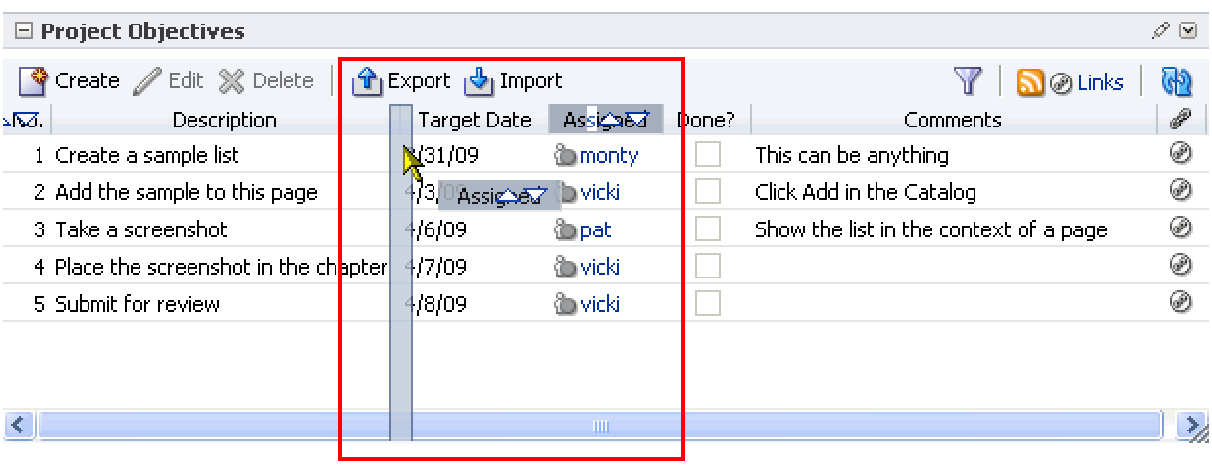
17.2.4.3.1 Changing Column Order in Your View of a List Instance To change column order list columns in your own view of a list instance:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page that contains the list instance you want to change.
3. Click and hold on a list column title, and drag and drop it to the desired location (Figure 17–67).

Figure 17–67 Dragging a List Column to a New Position (Page View Mode)



4. Repeat step 3 until you have columns arranged in the desired order.

17.2.4.3.2 Changing Column Order in Everyone's View of a List Instance Given sufficient permission, you can customize a particular list instance by rearranging that instance's column order. This section describes how.

To change column order in everyone's view of a list instance:

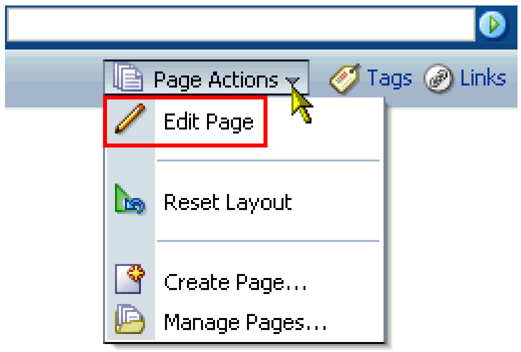
1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page that contains the list instance you want to change.

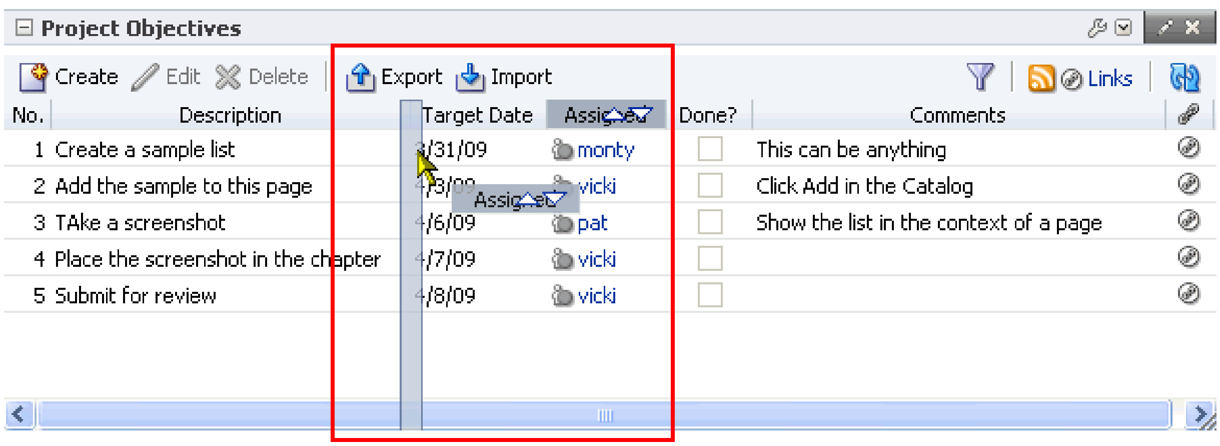
3. From the **Page Actions** menu, select **Edit Page** (Figure 17–68).

Figure 17–68 Edit Page Option on the Page Actions Menu



4. Click and hold on a list column title, and drag and drop it to the desired location (Figure 17–69)

Figure 17–69 Dragging a List Column to a New Position (Page Edit Mode)



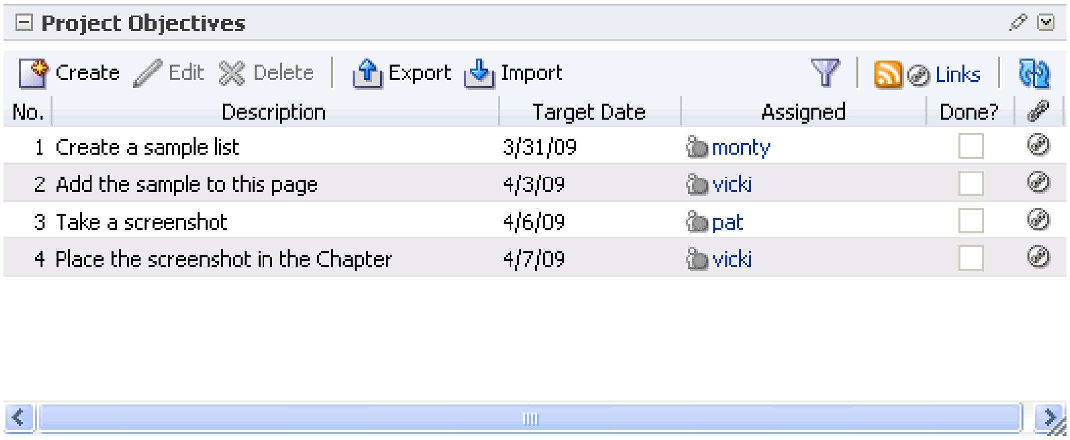
5. Repeat step 4 until you have columns arranged in the order you intend.
6. In Oracle Composer, click **Close** to exit page edit mode.

17.2.4.4 Applying Color Banding to List Rows

Color banding refers to a transparent overlay of color applied at specified intervals to list rows or columns. When you define color banding on a list, you specify whether to apply color banding and how often to apply it.

You can easily enhance the readability of a list by applying row or column color banding (Figure 17–70).

Figure 17–70 Color Banding on List Rows



You can apply color banding to your personal view of a list instance or to everyone's view of a list instance. This section describes how. It contains the following subsections:

- Applying Color Banding to Your Personal View of a List
- Removing Personal Color Banding
- Applying Color Banding to Everyone's View of a List Instance
- Removing Color Banding from Everyone's View of a List

17.2.4.4.1 Applying Color Banding to Your Personal View of a List You can apply color banding to list rows or to list columns. This section describes how.

To apply color banding to your personal view of a list instance:

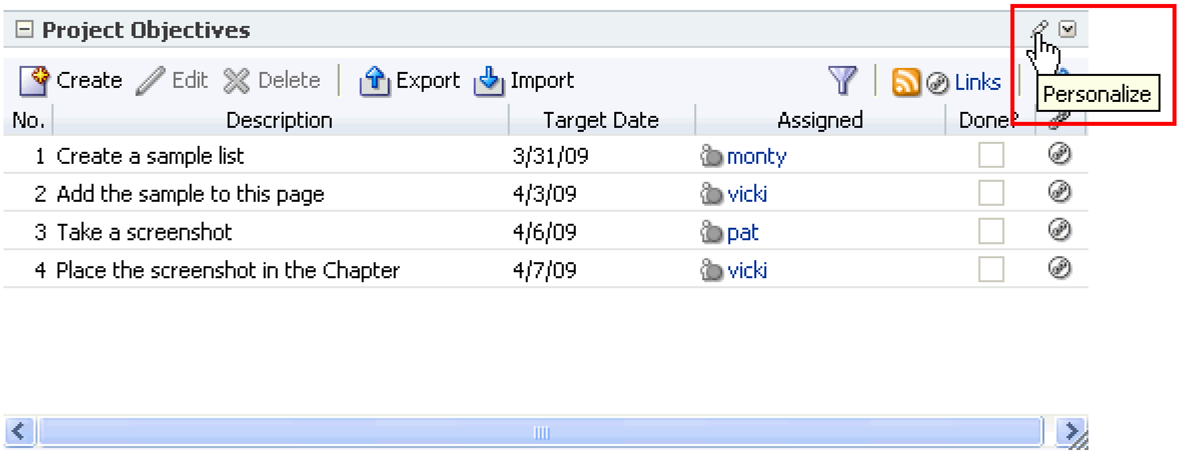
1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the List Viewer task flow that contains the list you want to personalize with color banded rows or columns.

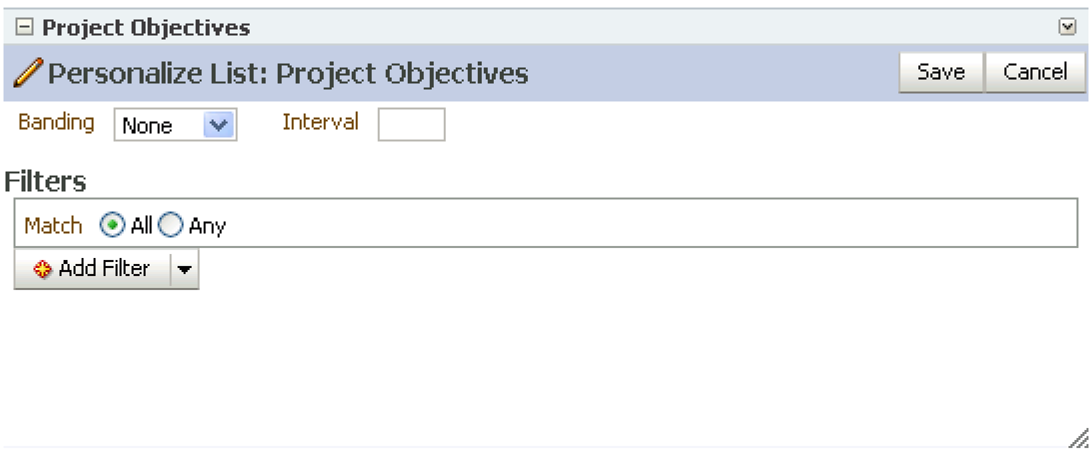
3. Click the Personalize icon on the task flow header (Figure 17–71).

Figure 17–71 Personalize Icon on a List Viewer Task Flow Header



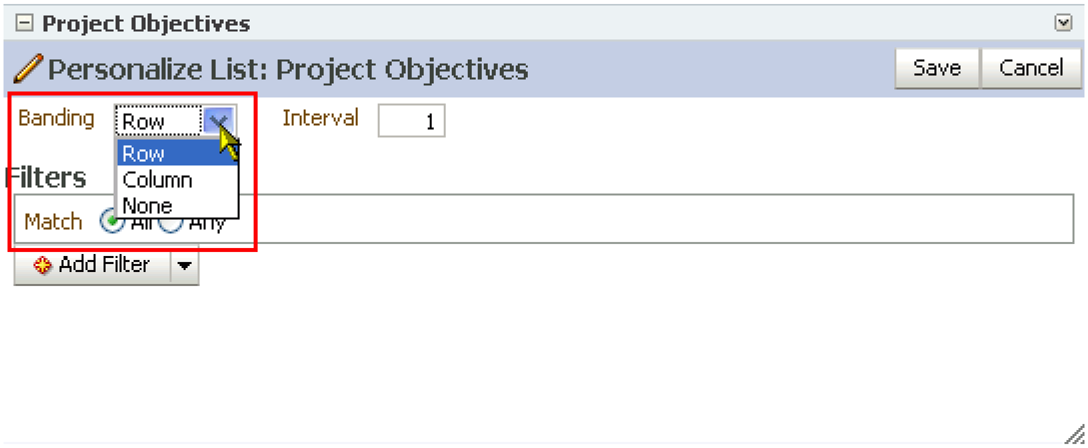
The List Viewer enters Personalize List mode (Figure 17–72).

Figure 17–72 List Viewer Personalize List Mode



4. From the **Banding** pick list, select a banding style for the list instance (Figure 17–73):

Figure 17–73 The Banding Pick List



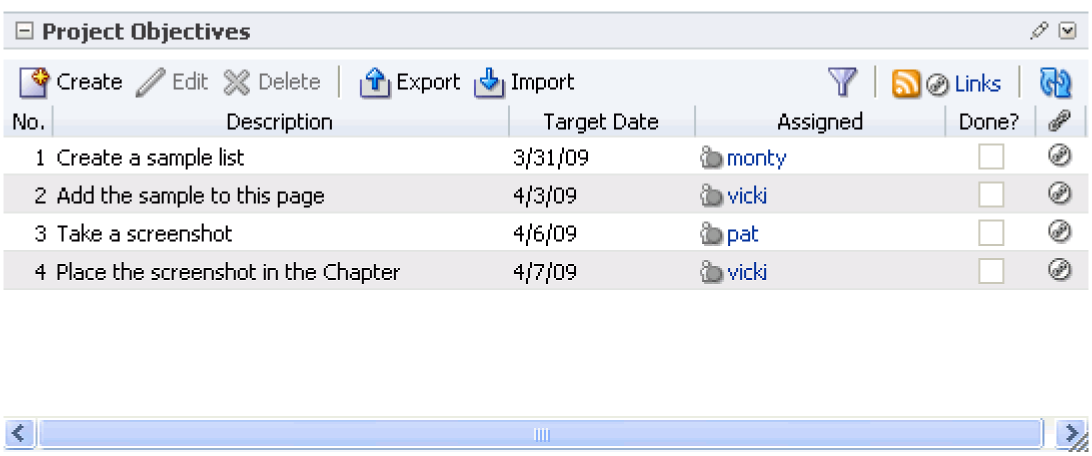
Choose from:

- **Row**—To specify color banding on list rows.
- **Column**—To specify color banding on list columns.
- **None**—To turn color banding off.

5. In the **Interval** field, enter the number of rows or columns to skip between color bands.

   For example, when you apply color bands to rows, a value of `1` applies a color band to the second row, fourth row, sixth row, and so on. Figure 17–74 illustrates an interval value of `1`.

Figure 17–74 Color Banding on List Rows



6. Click **Save** to save your settings and return to the list.

   List data is refreshed, now reflecting your color banding settings.

17.2.4.4.2 Removing Personal Color Banding To remove personal color banding from a list:

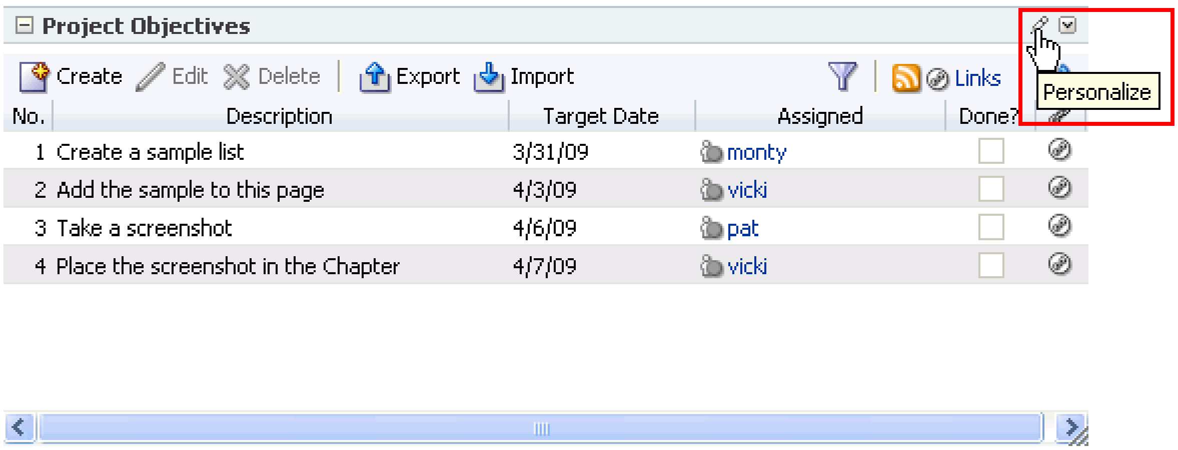
1. Log in to Oracle WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the List Viewer task flow that contains the list from which you want to remove color banding.

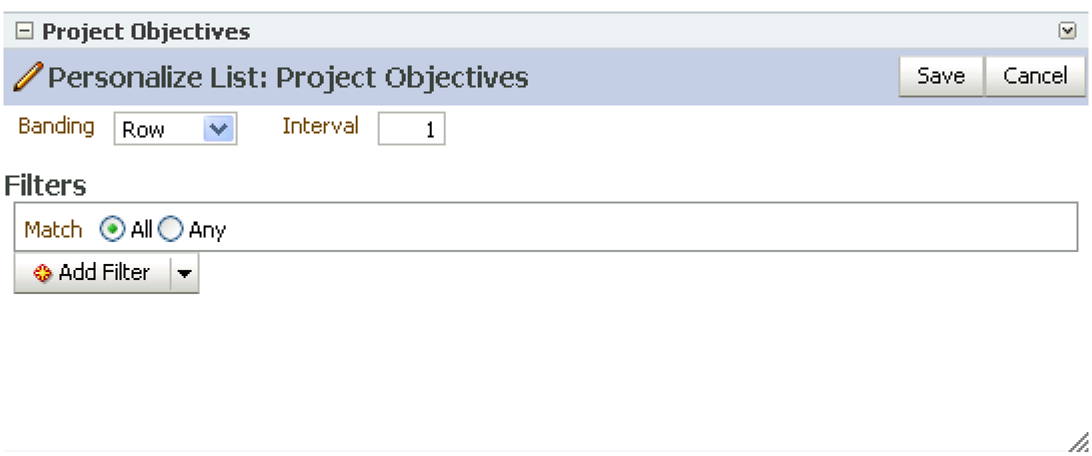
3. Click the Personalize icon on the task flow header (Figure 17–75).

Figure 17–75 Personalize Icon on a List Viewer Task Flow Header



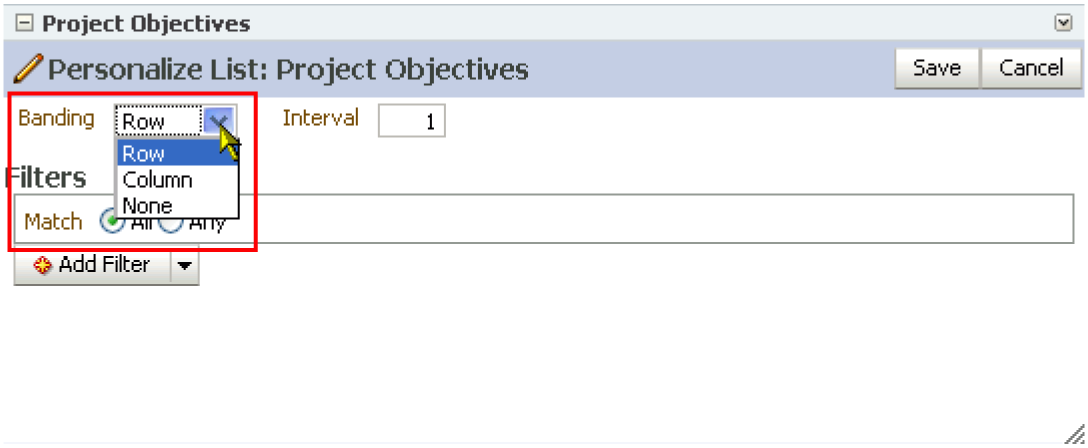
The List Viewer enters Personalize List mode (Figure 17–76).

Figure 17–76 List Viewer Personalize List Mode



4. From the **Banding** pick list, select **None** (Figure 17–77):

Figure 17–77 The Banding Pick List



5. Click **Save** to save your settings and return to the list.

   List data is refreshed, now showing no color banding.

17.2.4.4.3 Applying Color Banding to Everyone's View of a List Instance When you want your color banding settings to affect everyone's view of a particular list instance, follow the steps in this section.

To apply color banding to everyone's view of a list instance:

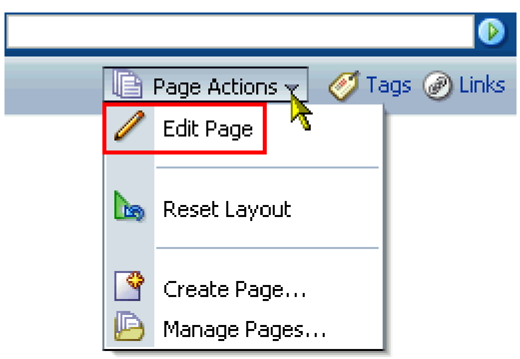
1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the List Viewer task flow that contains the list you want to customize with color banded rows or columns.

3. From the **Page Actions** menu, select **Edit Page** (Figure 17–78).

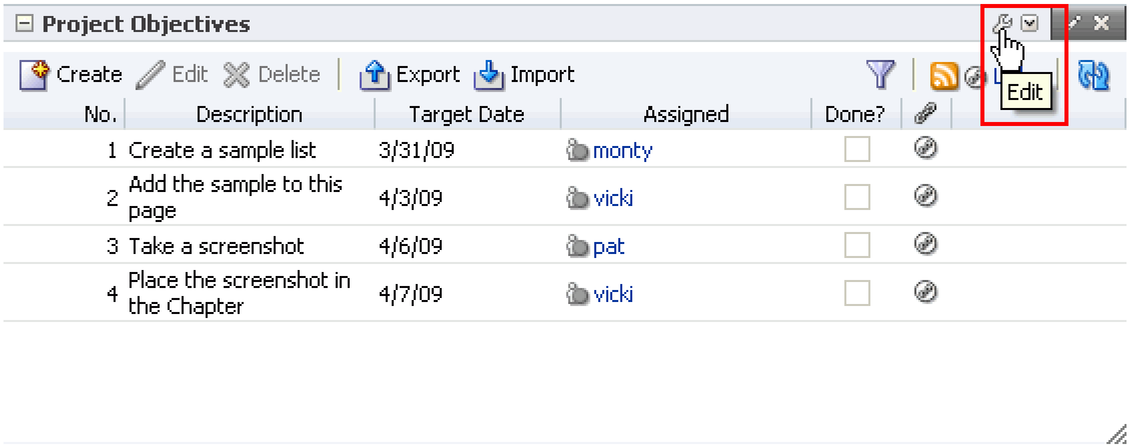
Figure 17–78 Edit Page Option on the Page Actions Menu



   The page opens in Oracle Composer.

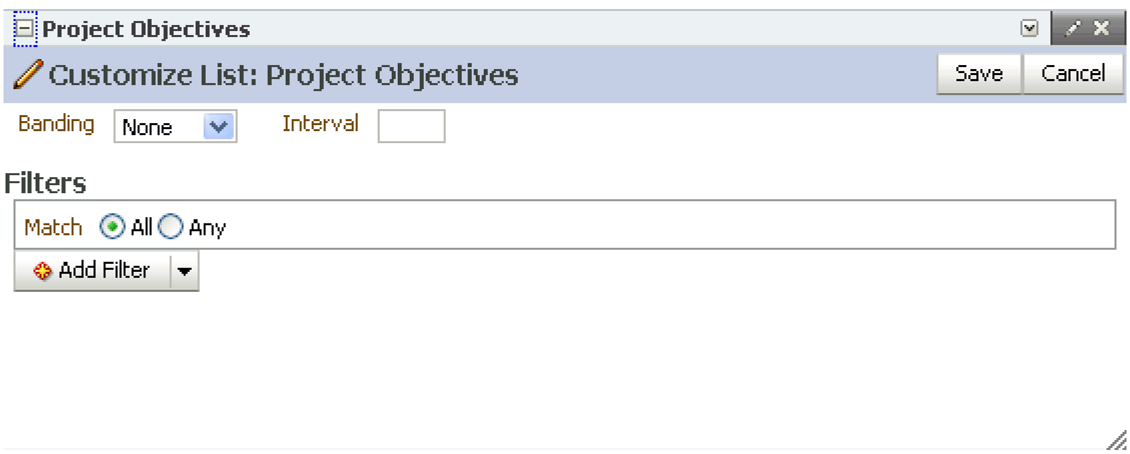
4. Go to the List Viewer task flow instance you want to customize, and click the Edit icon on the task flow header (Figure 17–79).

Figure 17–79 Edit Icon on a List Viewer Task Flow Header



The List Viewer enters Customize List mode (Figure 17–80).

Figure 17–80 List Viewer Customize List Mode



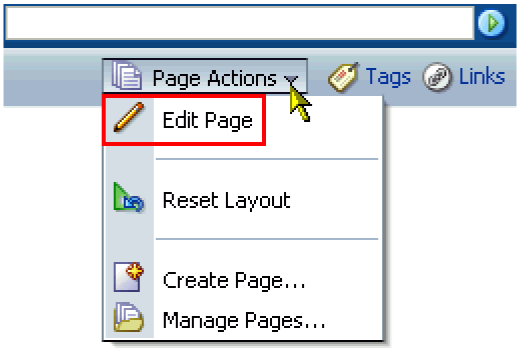
5. Configure color-banding settings as described in Section 17.2.4.4.1, "Applying Color Banding to Your Personal View of a List."
6. Click **Close** to exit Oracle Composer.

17.2.4.4.4 Removing Color Banding from Everyone's View of a List To remove color banding from everyone's view of a list instance:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the List Viewer task flow that contains the list from which you want to remove color banding from everyone's view.
3. From the **Page Actions** menu, select **Edit Page** (Figure 17–81).

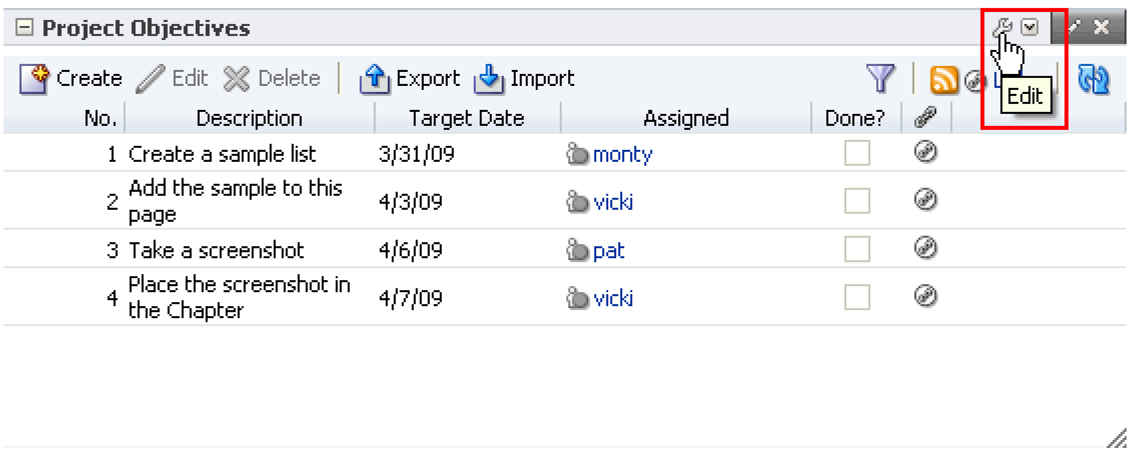
Figure 17–81 Edit Page Option on the Page Actions Menu



The page opens in Oracle Composer.

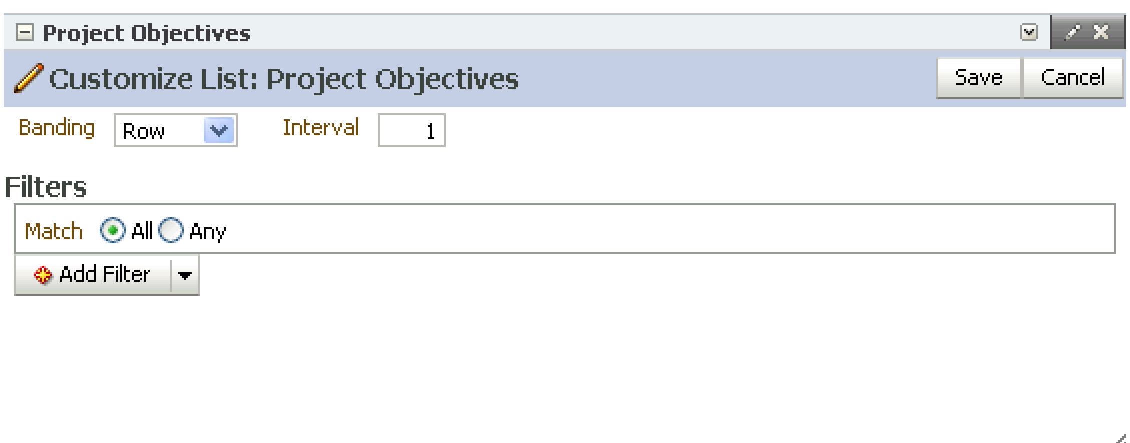
4. Go to the List Viewer task flow instance you want to customize, and click the Edit icon on the task flow header (Figure 17–82).

Figure 17–82 Edit Icon on a List Viewer Task Flow Header



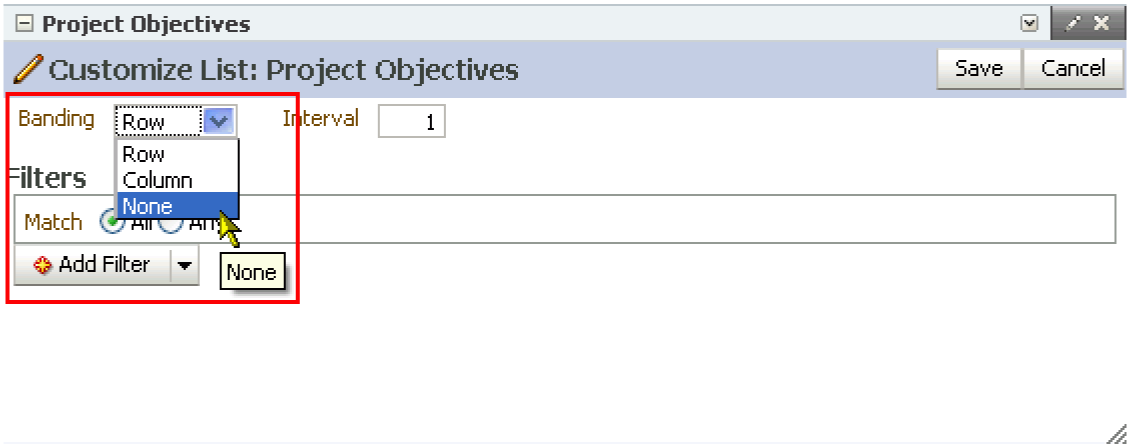
The List Viewer enters Customize List mode (Figure 17–83).

Figure 17–83 List Viewer Customize List Mode



5. From the **Banding** pick list, select **None** (Figure 17–84).

Figure 17–84 Banding Pick List



6. Click **Save** to save your changes and exit Customize List mode.

   The list refreshes, with color banding removed.

7. Click **Close** to exit Oracle Composer.

17.2.5 Exporting a List to a Spreadsheet and Importing an Exported Spreadsheet

The Lists service provides a means of exporting and importing lists. If you have View access to the list, you can export it to a Microsoft Excel 2007 format (.xlxs) and revise list data in Excel. If you have Edit access to the list, you can import the revised list back into WebCenter Spaces.

This section describes how to export and import lists and provides information about additional software that may be of use in this process. It contains the following subsections:

- What You Should Know About Exporting and Importing Lists
- Exporting a List to a Spreadsheet
- Importing an Exported Spreadsheet

17.2.5.1 What You Should Know About Exporting and Importing Lists

Use list export and import to add and revise list rows in a Microsoft Excel spreadsheet. List structure is preserved during export and import, as are any links you may have associated with the list or list rows.

If, in WebCenter Spaces, you add a link to a row of an exported list, then import the list, the link is preserved. When you export a list with links, only the list is exported, not the links. The list takes with it identifiers that preserve the association of the list with its links. However, if you delete a link on a row in WebCenter Spaces, the link is not restored when the list is imported.

After you export a list, other changes to content in WebCenter Spaces are overwritten when you import the list. Before content is overwritten, a confirmation dialog box provides you with an opportunity to stop the import and preserve the WebCenter Spaces changes.

Importing a spreadsheet cannot be used to create a list or modify list structure. You can import a spreadsheet only into the list from which it was exported. However, you can export a rowless list to a spreadsheet, add rows in Excel, and then import it.

You must take care when you export a list not to revise list structure in Excel nor in WebCenter Spaces. You cannot import a spreadsheet if the list structure is changed in WebCenter Spaces after export. You can add and remove list rows in the spreadsheet; such changes are reflected in the list on import.

Adding and removing list columns in the spreadsheet does not affect the list structure. Consequently, when you import a spreadsheet with columns that were removed through Excel, the import succeeds. The columns continue to appear in the imported list; though the deleted column data does not.

When you export a list from WebCenter Spaces, the exported spreadsheet file is in Microsoft Excel 2007 format (.xlsx). To import a spreadsheet, it must also be in this format. If you have Excel 2007 installed, you may export list data to a spreadsheet, edit and save the data in Excel 2007, and then import the spreadsheet.

If you have an older version of Excel installed, you may still use the export/import spreadsheet feature by installing the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats.

You can find the compatibility pack at the following location:

`http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en`

You can find instructions for using the compatibility pack at the following location:

`http://support.microsoft.com/kb/924074`

The compatibility pack enables you to save spreadsheets in .xlsx format directly in Excel versions 2000 and 2003. It enables you to convert Excel 2002 spreadsheets in .xlsx format through Windows Explorer.

Note: It is possible to open a spreadsheet in .xlsx format directly in Excel in read-only mode and then save the file in .xls format from Excel. However, this conversion results in data loss that does not occur with the compatibility pack. The resulting file is missing data that is required to import the spreadsheet. Thus a subsequent import of the spreadsheet fails even after conversion back to .xlsx format.

To convert to .xls after export, right-click the exported spreadsheet (an .xlsx file) in Windows Explorer, select **Save As**, and choose the Microsoft Office Excel 97-2003 Worksheet (*.xls) in the Save as type dialog box. Open the .xls file in Excel, edit, and save.

To convert the .xls spreadsheet to .xlsx before import, right-click the spreadsheet (an .xls file) in Windows Explorer, select **Save As**, and choose the Microsoft Office Excel 2007 Workbook (*.xlsx) in the Save as type dialog box. Now you can import the new .xlsx file.

17.2.5.2 Exporting a List to a Spreadsheet

When you have, minimally, View access to a list, you can export the list to a Microsoft Excel 2007 formatted file (.xlsx). Exporting enables you to use your Excel skills to easily add to and revise list data. Controls for exporting lists are available in both the List Viewer and List Manager task flows.

To export a WebCenter Spaces list:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

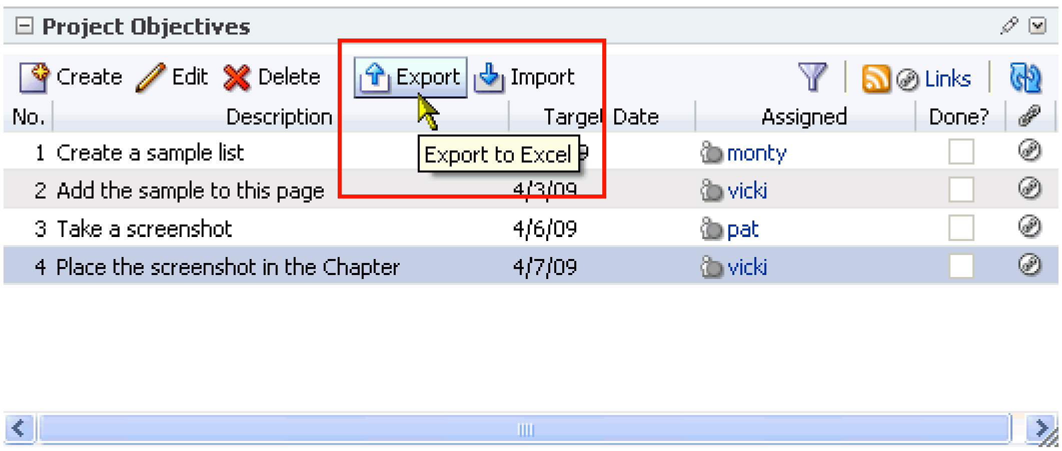
2. Go to the group space that contains the list data you want to export.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Go to the list you want to export.

4. Click the **Export** button above the list (Figure 17–85).

Figure 17–85 Export Button on a List



5. Follow your browser's prompts to save the exported .xlsx file to your local file system.

> **Note:** If you are using Excel 2007, then you can either open the file directly in Excel or save it to the file system. If you are using Excel 2000, then you must save the file to the file system and convert the file in Windows Explorer using The compatibility pack.
>
> According to the Microsoft support Web site (`http://support.microsoft.com/kb/924074`), you can now use Excel 2002 and 2003 to create, open, edit, and save files to the Excel 2007 (*.xlsx) format.

The list is saved as an .xlsx file. The file name is the list name, with underscores used in lieu of character spaces. For example, `my list` becomes `my_list.xlsx`.

17.2.5.3 Importing an Exported Spreadsheet

After you have revised list data and saved it in Excel 2007 (*.xlsx) format, you can import it using controls available in both the List Viewer and List Manager task flows. To import list data, you must have, minimally, Edit permission on the list.

To import an exported list:

1. Log in to Oracle WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

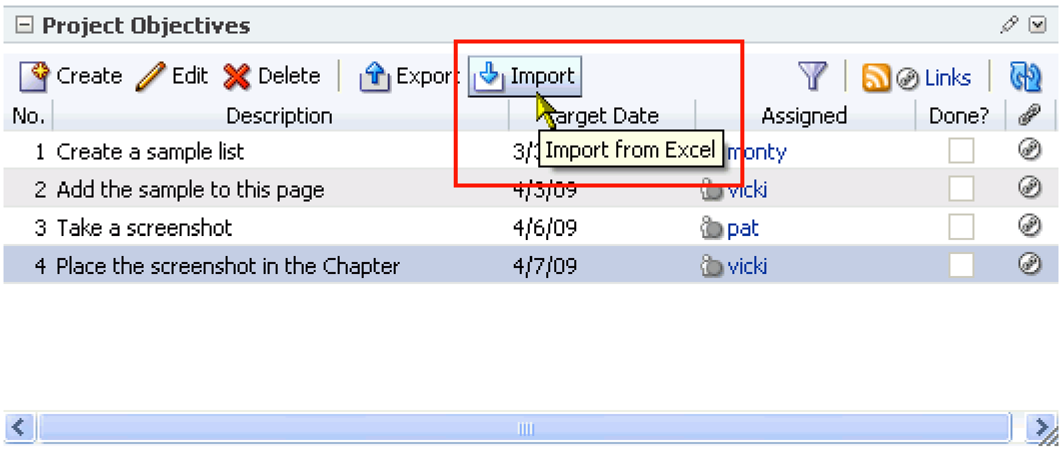
2. Go to the group space that contains the list you want to import.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces."

3. Go to the list you want to import.

4. Click the **Import** button above the list (Figure 17–85).

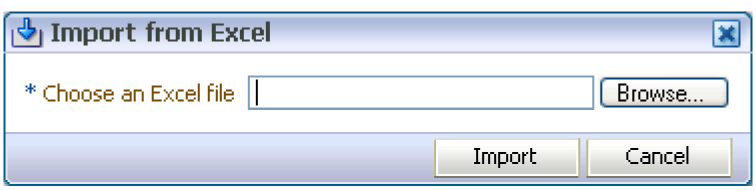
Figure 17–86 Import Button on a List



5. In the Import from Excel dialog box (Figure 17–87), click the **Browse** button and navigate to and select the revised list file.

   The file must be in Excel 2007 format (*.xlsx).

Figure 17–87 Import from Excel Dialog Box



6. Click **Import**.

   The list is refreshed, now displaying the revised data. List data is validated on import. If any rows contain validation errors, such errors are presented in a dialog box and the import is terminated. You can correct validation errors in the spreadsheet and import again.

17.3 Setting Lists Service Task Flow Properties

List service task flows have associated properties, which users with sufficient privileges can access in Oracle Composer. Use properties to adjust task flow appearance and data on a single task flow instance and to wire task flows to each other and to page parameters and page definition variables.

Note: For information about wiring pages and components, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

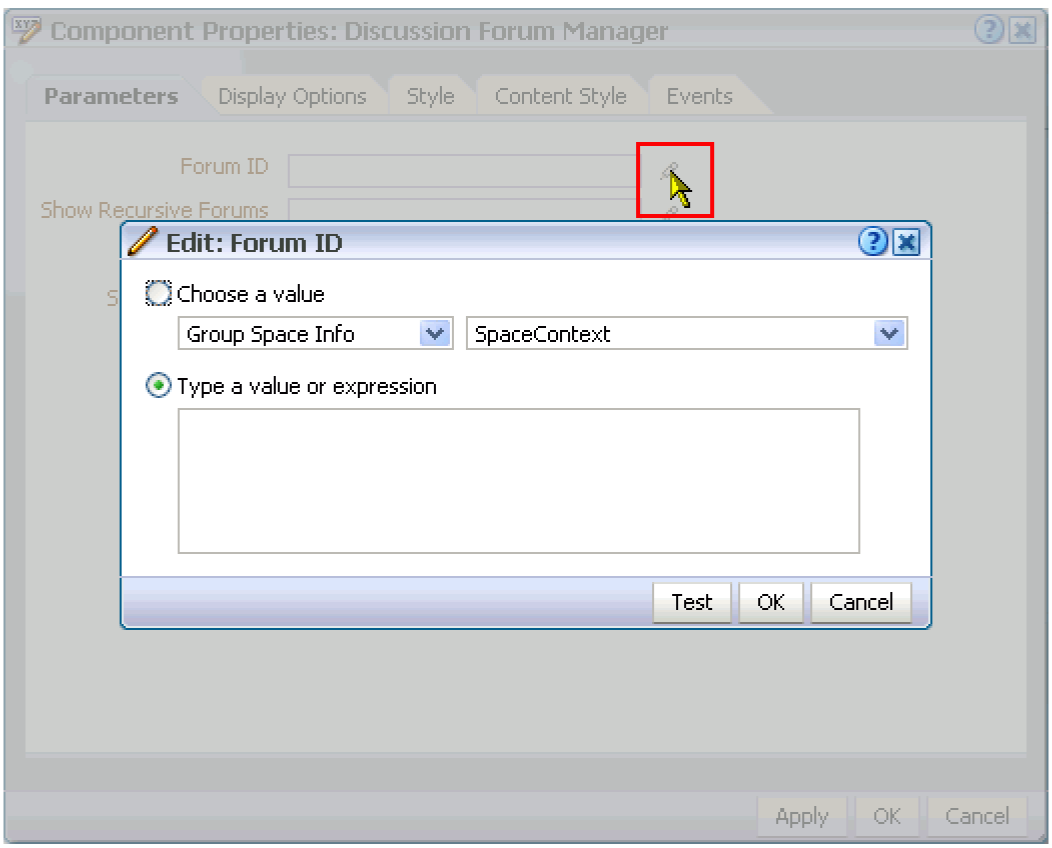
List service Component Properties are presented on five tabs:

- Parameters
- Display Options
- Style
- Content Style
- Events

Not all components provide the same properties; consequently, not all components display all five tabs.

All properties on the **Parameters** and **Display Options** tabs provide access to an editor, which you can use to select or specify a variable value in lieu of a constant value. Click the Edit icon next to a property field to open the editor (Figure 17–88).

Figure 17–88 Edit Icon Next to a Parameter Value Field and the Resulting Editor



Use the editor to select predefined values, under **Choose a value**, or to enter a value or an Expression Language expression, under **Type a value or expression**. The editor provides a test feature, which you can use to validate your selection or entry. For more information about using the editor and for access to a table of common EL expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Many properties are common to all task flows. Additionally, the method for accessing task flow properties is the same from task flow to task flow. Common task flow properties and how to access them are discussed in Section 7.4, "Setting Properties on Page Content."

Some properties are unique to the task flow type. Those properties unique to Lists service task flows are listed and described in Table 17–4. Note that list Parameter values are set automatically and should not be changed.

Table 17–4 Parameters of Lists Service Task Flows

Property	Description	Associated Task Flow
`Local List ID`	A unique identifier within the scope for the list to display Either `List ID` or `Local List ID` must have a value. This value is set automatically. Do not edit this value.	Lists (List Viewer)
`Local List Customization ID`	A unique identifier within the scope for the list customization This value is set automatically. Do not edit this value.	Lists (List Viewer)
`Show List Name and Description`	A boolean value representing whether to display the list name and description If no value is present, the list name and description are not shown. Values include true and false. This value is set automatically. Do not edit this value.	Lists (List Viewer)
`List Scope ID`	A unique identifier for the scope containing the list If no value is present, the current scope is used. This value is set automatically. Do not edit this value.	Lists (List Viewer)
`List ID`	A unique identifier for the list to display Either List ID or Local List ID must have a value. This value is set automatically. Do not edit this value.	Lists (List Viewer)

18

Working with the Tags Service

Tagging enables users to apply their own meaningful terms to WebCenter application items, making those items more easily discoverable in search results, the Sidebar (and Tags task flow), and the Tag Center.

This chapter provides detailed information about the Tags service and its task flows. It contains the following sections:

- What You Should Know About the Tags Service
- Working with Tags Service Features and Task Flows
- Setting Tags Service Task Flow Properties

Audience

This chapter is intended for users who want to know how to bookmark pages with personal keywords. It describes useful ways to interact with WebCenter Spaces components and custom WebCenter applications, including how to tag items of interest with meaningful keywords.

18.1 What You Should Know About the Tags Service

The Tags service provides a means of bookmarking application objects, making them easy to locate the next time you go looking for them. You can tag pages and documents in WebCenter applications. This section provides an overview of the Tags service: what tags are, how to use tags, and how to implement the Tags service in a custom WebCenter application. It contains the following subsections:

- Understanding Tags
- Understanding the Tags Task Flow
- Understanding the Similarly Tagged Items Task Flow
- Understanding the Tag Center
- Understanding Tags in Custom WebCenter Applications

18.1.1 Understanding Tags

A *tag* is a word you associate with WebCenter application pages or documents, applying your own classification to improve search results. For example, you could apply the tag `jcr` to a page that provides useful insight into Java Content Repositories. When you search for information about JCRs, the tagged page appears in the results.

Tags are available for viewing in the Sidebar and Tags task flow, in search results, and in the Tag Center, where you can see what tags were used and what items were tagged. Tagging assists with building a knowledge network where each user can benefit from the assessments of all users.

Your tags help provide a higher level of relevance from search results for yourself and others by augmenting results with relevant items that you or others have tagged. Additionally, classifying an item with a tag enables you to gather disparate items into a cohesive body of knowledge and share it with others.

You have the option of sharing tags or keeping them to yourself. Share tags to enable other users to discover them in their searches. When you do not share a tag, users searching on an identical term will not discover the items you tagged with that term, unless some other user tagged the item with the same term and shared that tag.

Anywhere you see the Tag icon (Figure 18–1), you can apply a tag.

Figure 18–1 The Tag Icon

When you place your cursor over the Tag icon, you see a list of any tags you have applied to the item and the tags that have been applied most frequently to the item by you and other users. To see the items associated with a displayed tag, click the tag.

When looking at tags in search results, it is additionally useful to note the number of times the tag was applied to a particular object. This number indicates the tag's relevance to that object, and ultimately causes a collective classification scheme popularly known as a *folksonomy*.

> **Note:** According to Wikipedia, folksonomies make a body of information increasingly easy to search, discover, and navigate over time (`http://en.wikipedia.org/wiki/Folksonomy`).

The scope of tags is both personal and application-wide. The tag data you view in the Sidebar or the Tags task flow includes only the tags you apply; however, when you tag data through the Tag Center or through a Tags service task flow you see application-wide tag data.

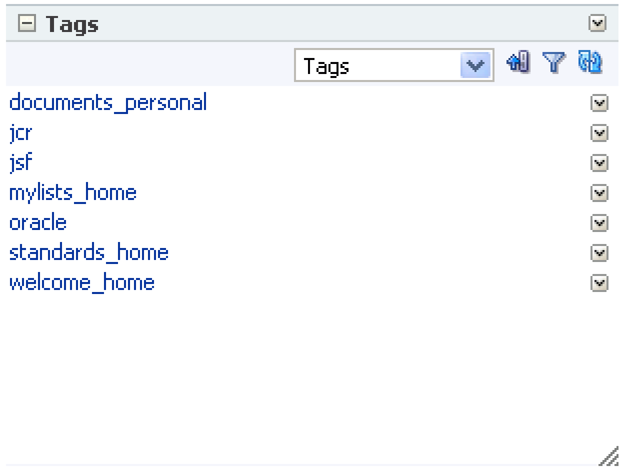
Application-wide (global) searches look for tagged items wherever they might be. You can run global searches from the search field near the top-right of the WebCenter Spaces application or from a personal space **Search** page.

You can provide one or multiple tags to a given item. And multiple users can use the same tag term that you used and apply it to the same item. Duplicates of tags across users are tabulated and provide extra weight to the relevance of the tag term.

18.1.2 Understanding the Tags Task Flow

The Tags task flow provides a view of the tags you have added to your application and the items you have tagged (Figure 18–2).

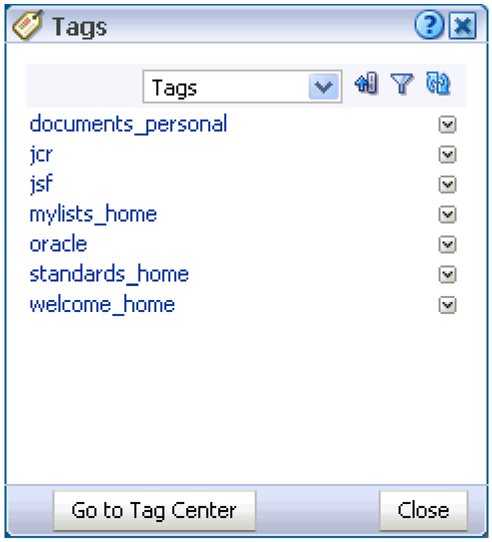
Figure 18–2 Tags Task Flow



The Tags task flow is available in the Oracle Composer Catalog. Additionally it is exposed in the WebCenter Spaces Sidebar. In the Sidebar, click the Personal tags icon (Figure 18–3) or expand the Tags panel, depending on the current Sidebar state, to open the Tags task flow (Figure 18–4).

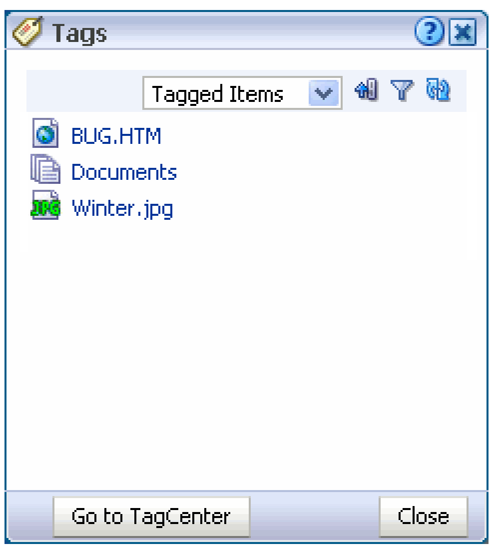
Figure 18–3 Personal Tags Icon in Sidebar

Figure 18–4 Tags Task Flow in Sidebar



You can use the Tags task flow to navigate to a tag's associated resources or to open the Tag Center and further refine your resource selection (see Section 18.2.5, "Working with Tags and Tagged Items in the Tag Center"). You can also use it to display the items you have tagged in your WebCenter application (Figure 18–5).

Figure 18–5 Tagged Items in the Sidebar

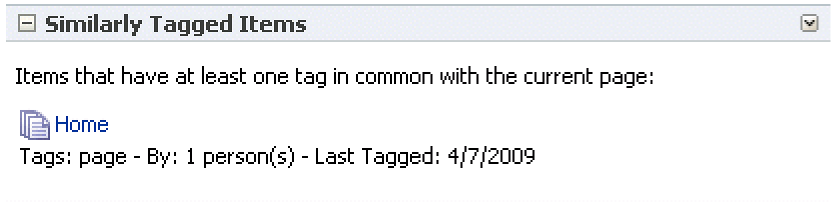


To learn how to work with tags in the Tags task flow see Section 18.2.3, "Working with Tags and Tagged Items in the Tags Task Flow."

18.1.3 Understanding the Similarly Tagged Items Task Flow

The Similarly Tagged Items task flow (Figure 18–6) provides a list of links to other pages that have at least one tag in common with the currently-displayed page.

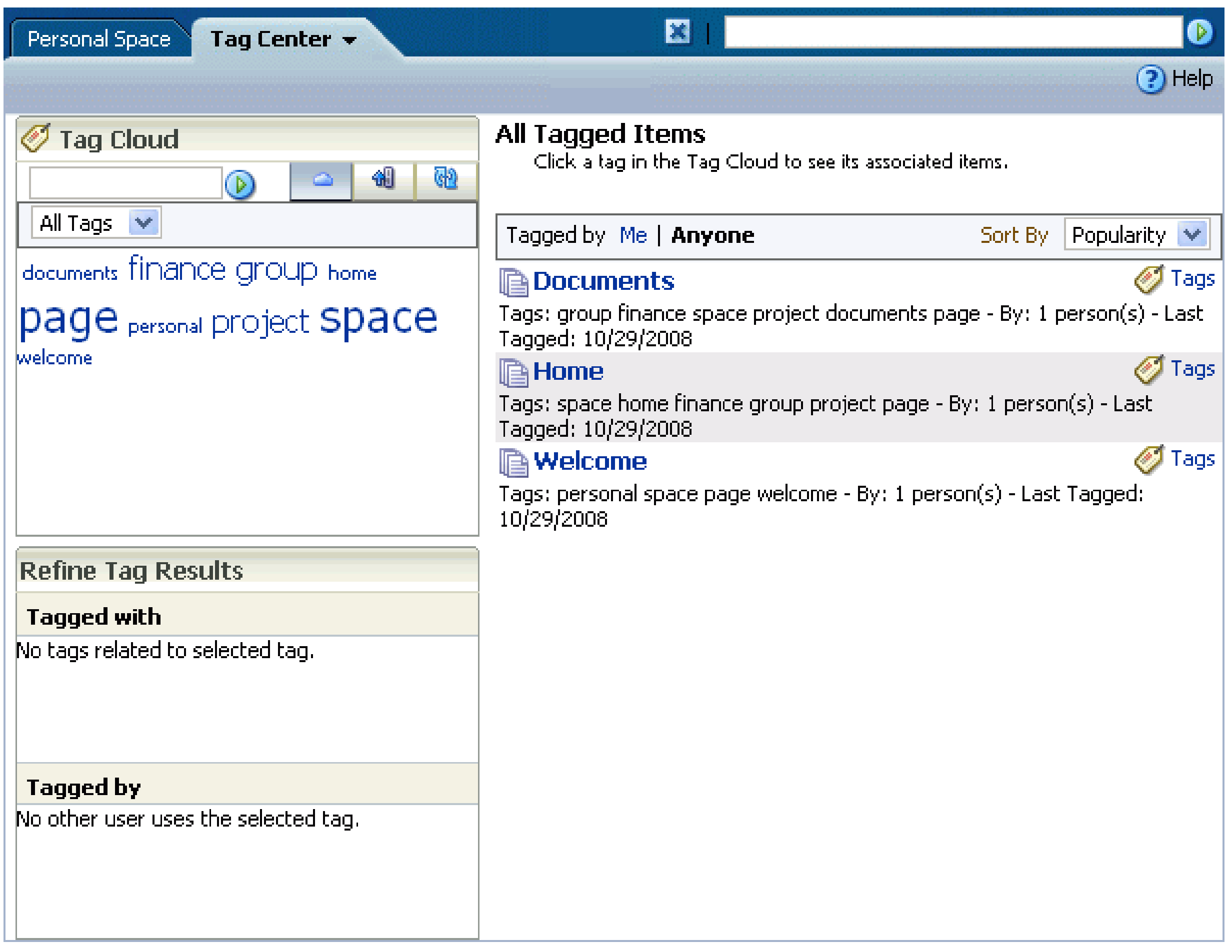
Figure 18–6 The Similarly Tagged Items Task Flow



18.1.4 Understanding the Tag Center

The Tag Center is a dynamically-generated page that displays all the tags you and other users have applied to WebCenter application pages and documents (Figure 18–7).

Figure 18–7 The Tag Center



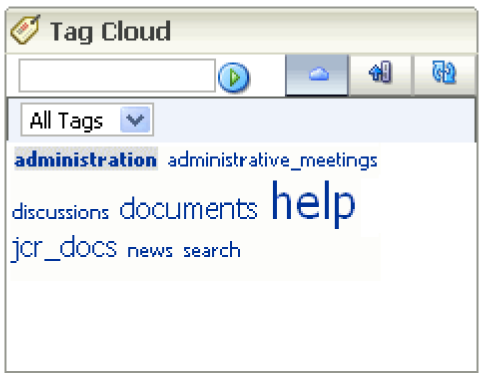
The Tag Center offers the most complete use of tag data by providing access not only to your tags, but to the tags applied by other users. Additionally it provides a visual depiction of tag popularity, which enables you to refine tag results using filters. Filter for multiple tags simultaneously or filter by other users who have applied the same tags. A sorting feature provides an additional means of controlling your view of tagged items.

The Tag Center has three sections:

- At the top left is the Tag Cloud section, which you can use to view a cloud or list of the tags currently applied to WebCenter application items.
- Under the Tag Cloud is the Refine Tag Results section with two types of list: a list of all other tags used on items that also use the currently-selected tag and a list of other users who have applied the selected tag.
- On the right is the All Tagged Items section, which provides a list of all items to which you have access that use the currently-selected tag and options to edit, sort, and filter the items.

The Tag Cloud is a visual depiction of currently-applied tags (Figure 18–8).

Figure 18–8 The Tag Cloud



Tags are presented according to the frequency of their use. More frequently used tags display in bold fonts and varying font sizes—the larger the font, the more the tag has been applied. Click a tag in the tag cloud to execute a search that returns a list of all items to which you have access that use the tag.

To learn how to work with tags in the Tag Center see Section 18.2.5, "Working with Tags and Tagged Items in the Tag Center".

18.1.5 Understanding Tags in Custom WebCenter Applications

Tags in custom WebCenter applications behave very similarly to tags in WebCenter Spaces. In custom WebCenter applications you can tag custom components, find those tags either through a search or in the Tag Center, and access tagged items through their associated tags. By default, tagged items that are accessed through their tags are rendered in a popup window, but application developers can override this by specifying other types of open behavior.

18.2 Working with Tags Service Features and Task Flows

This section provides information about tagging and describes how to make best use of tags. It includes the following subsections:

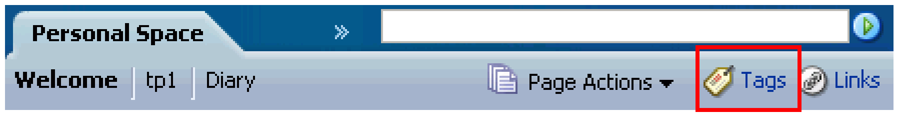
- Tagging WebCenter Application Pages
- Tagging WebCenter Application Documents
- Working with Tags and Tagged Items in the Tags Task Flow
- Viewing Tags and Tagged Items in Search Results

- Working with Tags and Tagged Items in the Tag Center

18.2.1 Tagging WebCenter Application Pages

This section steps you through the process of applying tags to WebCenter application pages. You can apply a tag to any application page on which you see the Tags icon and link (Figure 18–9).

Figure 18–9 A Page's Tags Icon and Link



To tag a WebCenter application page:

1. Log in to your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page you want to tag.

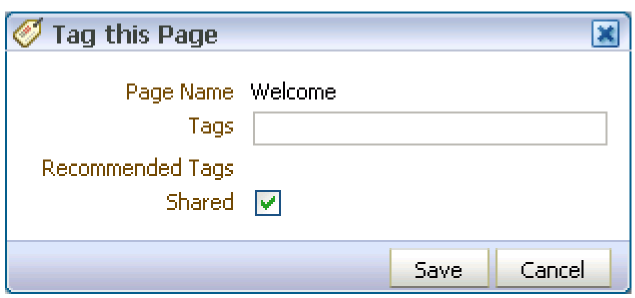
   For assistance with locating a page or a personal or group space, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

3. Click the page's Tags icon or link (Figure 18–10).

   On pages, the Tags icon is at the top right of the page chrome (Figure 18–9).

   The Tag this Page dialog box opens (Figure 18–10).

Figure 18–10 The Tag this Page Dialog Box



4. Enter tag values:

   - **Page Name**—The page's display name, a read-only value.
   - **Tags**—Enter one or more tags. Separate one tag from another with a space.
   - **Recommended Tags**—Recommended tags are automatically generated using a ranking algorithm. They indicate the system's best estimation of tags that suit the page you are currently tagging. Click a recommended tag to add it to the **Tags** field.
   - **Shared**—Imagine that you have tagged a page with the term *essential* and selected the **Shared** check box. When other users search using the term *essential*, the page you tagged appears in their search results. If you clear the **Shared** check box, other users' search on the term *essential* does not include

this page in their results (unless others, too, have tagged it *essential* or another user tagged it *essential* and shared the tag).

Regardless of whether you select or clear **Shared**, when you search on the term *essential*, the page you tagged with that term appears in your search results.

5. Click **Save** to apply the tag and close the dialog box.

Note: For information about tags and searches, see.Section 18.2.4, "Viewing Tags and Tagged Items in Search Results."

18.2.2 Tagging WebCenter Application Documents

The section steps you through the process of applying tags to documents. You can apply tags to any documents you can view.

To apply tags to WebCenter application documents:

1. Log in to your WebCenter application.

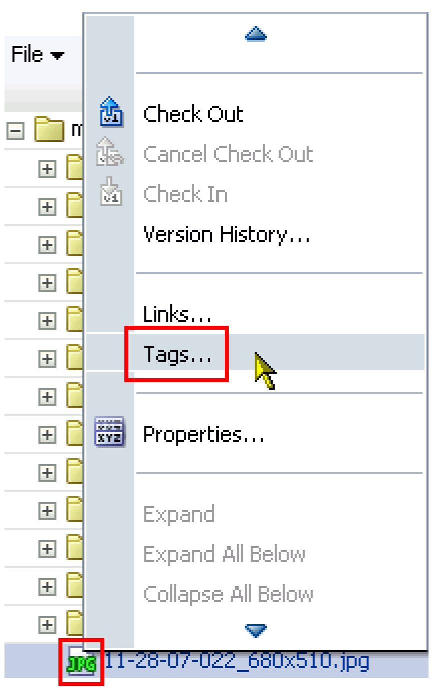
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to a Document Library main view, either the task flow or the **Documents** page, and locate the document you want to tag.

   For assistance with locating a **Documents** page Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

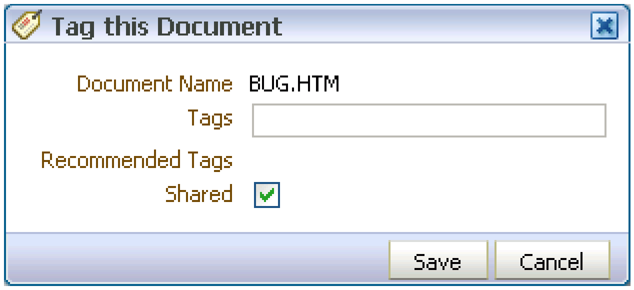
3. Right click the document's icon, and select **Tags** from the resulting context menu (Figure 18–11).

Figure 18–11 The Tags Command on a Document Context Menu



The Tag this Document dialog box opens (Figure 18–12).

Figure 18–12 Tag this Document Dialog Box



4. Enter tag values:
   - **Document Name**—This is the document display name, a read-only value.
   - **Tags**—Enter one or more tags. Separate one tag from another with a space.
   - **Recommended Tags**—Recommended tags are automatically generated using a ranking algorithm. They indicate the system's best estimation of tags that suit the document you are currently tagging. Click a recommended tag to add it to the **Tags** field.
   - **Shared**—Imagine that you have tagged a document with the term *essential* and selected the **Shared** check box. When other users search using the term *essential*, the document you tagged appears in their search results. If you clear the **Shared** check box, other users' search on the term *essential* does not include this document in their results (unless they, too, have tagged it *essential*).

     Regardless of whether you select or clear **Shared**, when you search on the term *essential*, the document you tagged with that term appears in your search results.
5. Click **Save** to apply the tag and close the dialog box.

Note: For information about tags and searches, see.Section 18.2.4, "Viewing Tags and Tagged Items in Search Results."

18.2.3 Working with Tags and Tagged Items in the Tags Task Flow

This section describes how to work with tags in the Sidebar and Tags task flow. It contains the following subsections:

- Viewing Tags and Tagged Items in the Tags Task Flow
- Sorting Tags and Tagged Items
- Filtering Tags and Tagged Items
- Renaming a Tag from the Tags Task Flow
- Deleting a Tag from the Tags Task Flow

18.2.3.1 Viewing Tags and Tagged Items in the Tags Task Flow

To view tags and tagged items in the Sidebar and Tags task flow:

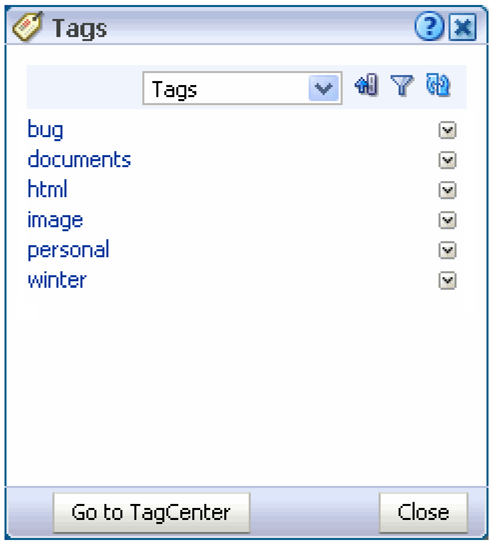
1. Log in to your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. If necessary, expand the Tags panel in the Sidebar.
3. To view tags, select **Tags** from the display options menu.

   The task flow redraws to display all the tags you have added to your WebCenter application (Figure 18–13).

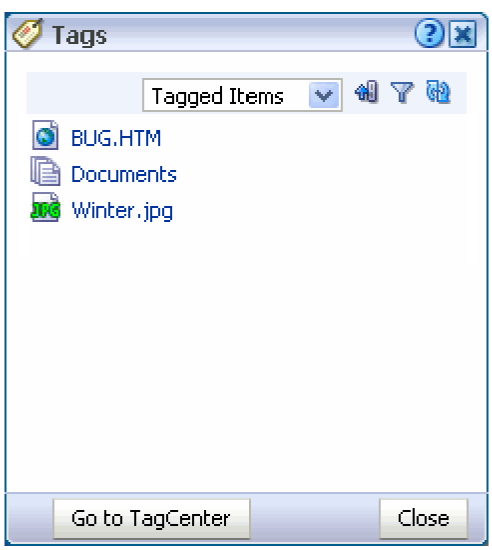
Figure 18–13 Tags in the Sidebar



4. To view tagged items, select **Tagged Items** from the display options menu.

   The task flow redraws to display all the items that you have tagged in your WebCenter application (Figure 18–14).

Figure 18–14 Tagged Items in the Sidebar



18.2.3.2 Sorting Tags and Tagged Items

When your tag list is long, sorting the list makes it easier to find specific tags. Sort the tag list by name, date, or popularity. This section describes how.

To sort the tags in the Sidebar or Tags task flow:

1. Log in to Oracle WebCenter Spaces.

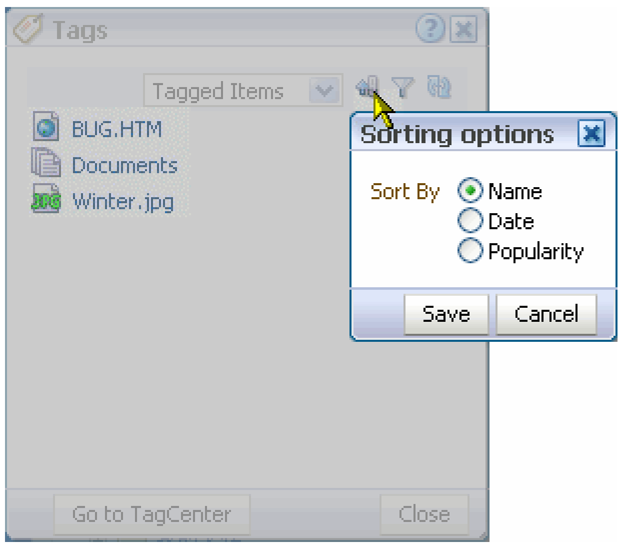
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. If necessary, expand the Tags panel in the Sidebar.

3. Click the Sorting options icon at the top of the Sidebar or Tags task flow.

   The Sorting options dialog box opens (Figure 18–15).

Figure 18–15 The Sorting Options Dialog Box



4. From the Sorting options dialog box, select a sorting criteria.

   Choose from:

   - **Name**—Sorts the list alphabetically from 1 to 9 and a to z.
   - **Date**—When tags are shown, **Date** sorts the list from the tags you applied most recently to the oldest tags you applied. When tagged items are shown, **Date** sorts the list from the items you tagged most recently to the items with the oldest tags you applied.
   - **Popularity**—When tags are shown, **Popularity** sorts the list from the tags you have applied most frequently to those you have applied least frequently. When tagged items are shown, **Popularity** sorts the list from the items that have been tagged by the most people to the items tagged by the fewest.

5. Click **Save** to apply your selection and close the dialog box.

18.2.3.3 Filtering Tags and Tagged Items

Filtering provides a way to eliminate all tags on the list except for those that meet the filtering criteria. This section describes how to apply a filter to the Tags list in the Sidebar or Tags task flow:

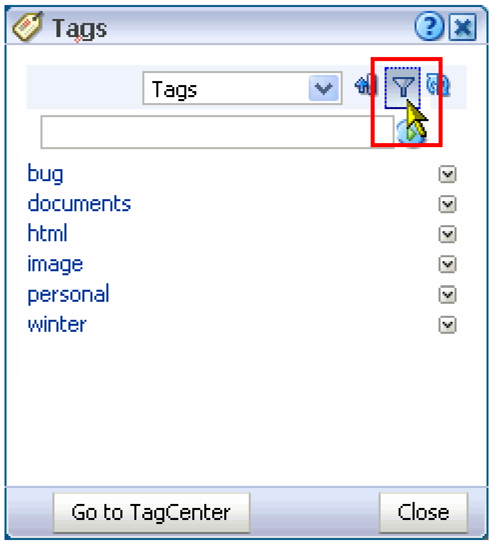
To filter the Tags list in the Sidebar or Tags task flow:

1. Log in to Oracle WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. If necessary, expand the Tags panel in the Sidebar.
3. Click the Filter icon to open a filtering term field (Figure 18–16).

Figure 18–16 The Filter Icon

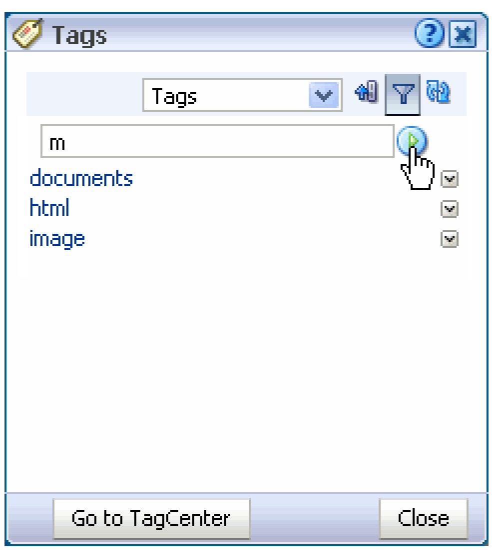


Filtering works for both Tags and Tagged Items views of the task flow.

4. Enter a filtering term, and click the Search icon.

   The Tags list refreshes, showing only those tags that match or include the filtering term (Figure 18–17).

Figure 18–17 The Tags List Filtered by the Term "m"



5. Clear the filtering term, and click the Search icon to restore all of your tags to view.
6. Click the Filter icon to exit filtering.

18.2.3.4 Renaming a Tag from the Tags Task Flow

When you rename a tag, you rename all instances of the tag that you applied. If other users applied the same tag, their instances are not renamed.

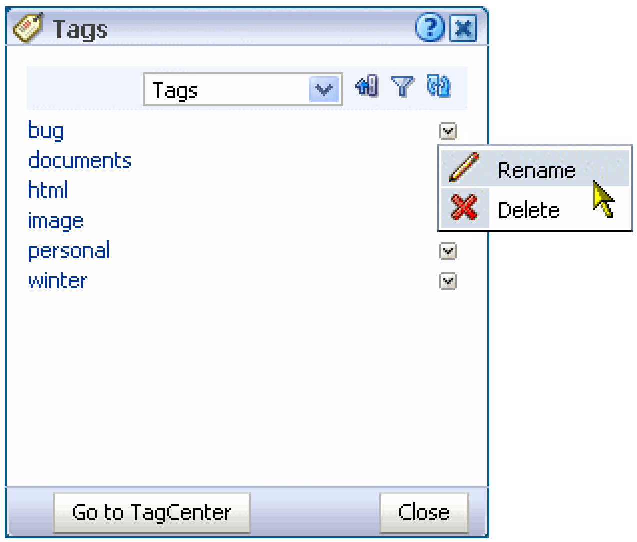
To rename tags from the Sidebar or Tags task flow:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

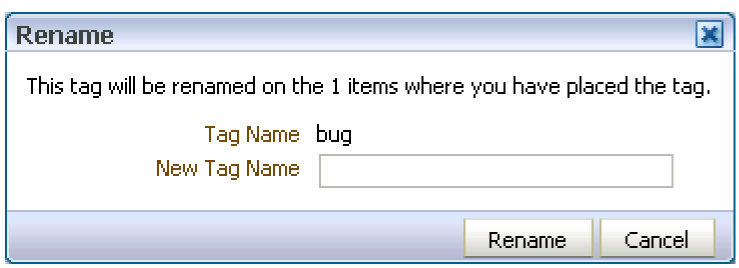
2. If necessary, expand the Tags panel in the Sidebar.
3. Select **Rename** from the menu next to the tag you want to rename (Figure 18–18).

Figure 18–18 The Rename Command on a Tag Menu



4. In the Rename dialog box, enter a new name for the selected tag, and click the **Rename** button (Figure 18–19).

Figure 18–19 The Rename Dialog Box



   All of the tags you created using the original tag name, are renamed.

18.2.3.5 Deleting a Tag from the Tags Task Flow

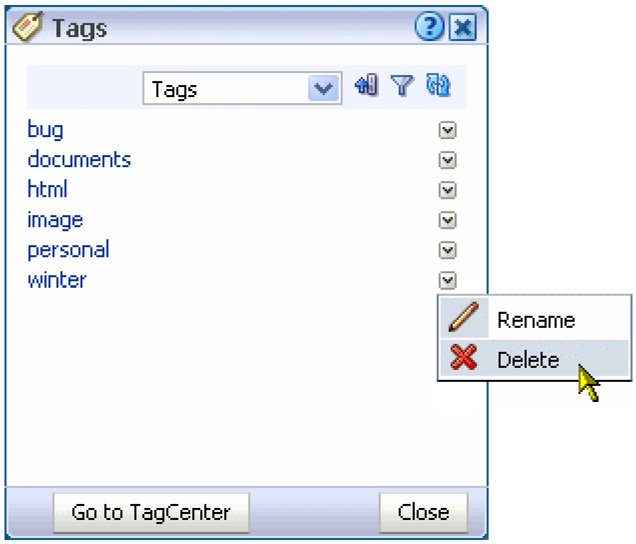
When you delete a tag, it is deleted wherever you applied it. If others applied the same tag, their tags are left as is.

To delete a tag from the Sidebar or Tags task flow:

1. Log in to Oracle WebCenter Spaces.

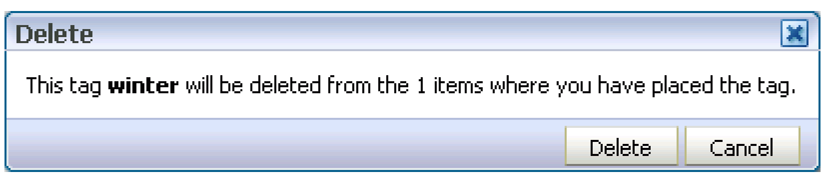
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. If necessary, expand the Tags panel in the Sidebar.
3. Select **Delete** from the menu next to the tag you want to delete (Figure 18–20).

Figure 18–20 The Delete Command on a Tag Menu



4. Click the **Delete** button in the Delete dialog box (Figure 18–21).

Figure 18–21 The Delete Dialog Box



The tag is removed from the Sidebar or Tags task flow and from any items to which you applied it.

18.2.4 Viewing Tags and Tagged Items in Search Results

All search results are grouped under headings that indicate the service that provided the result. For example, document search results display under a **Documents** heading, note search results display under a **Notes** heading, and so on.

The same is true for tags. Tag search results appear under two headings:

- **Tags**, which shows tags that at least partially match the search criteria; for example, if you search for *page*, the following tags are returned: *page*, *pages*, or *pager*
- **Tagged Items**, which shows items that are associated with a tag that matches the search criteria exactly; for example, if you search for *page*, only items associated

with the tag *page* are returned; items associated with the following tags are not returned: *pages* or *pager*

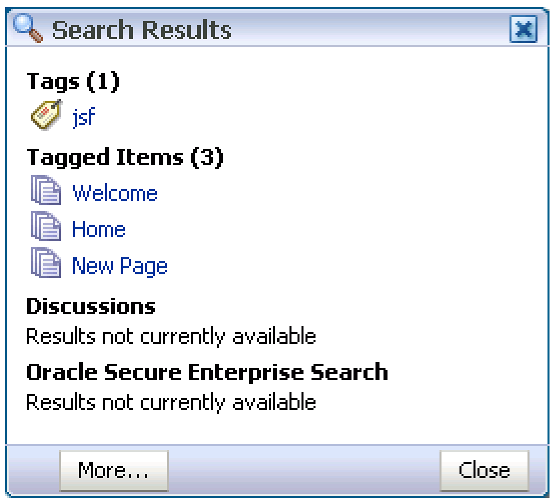
Under these headings, tag search results appear like any other search results; however, tags in tag search results behave a little differently. When you click tagged items in tag search results or when you click other types of search results, their associated content is shown. When you click a tag in tag search results, the Tag Center opens with that tag preselected.

To view tags and tagged items in search results:

1. Run a search as described in Section 29.2.1, "Searching in a WebCenter application."

   The search results appear in the Search Results dialog box (Figure 18–22), with the tag results appearing in the Tags and Tagged Items sections.

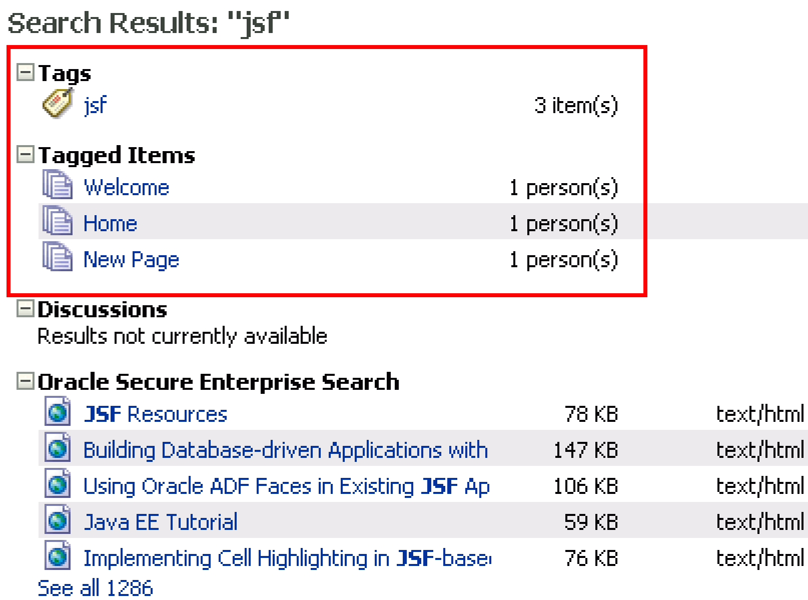
Figure 18–22 Search Results Dialog Box



2. To view additional information about the tags and tagged items, click the **More** button in the Search Results dialog box.

   The search results open in the Search page (Figure 18–23). The Tags section shows the number of items to which a tag has been applied. The Tagged Items section shows the number of users who have applied a tag to an item.

Figure 18–23 Tags-Related Items in Search Results



18.2.5 Working with Tags and Tagged Items in the Tag Center

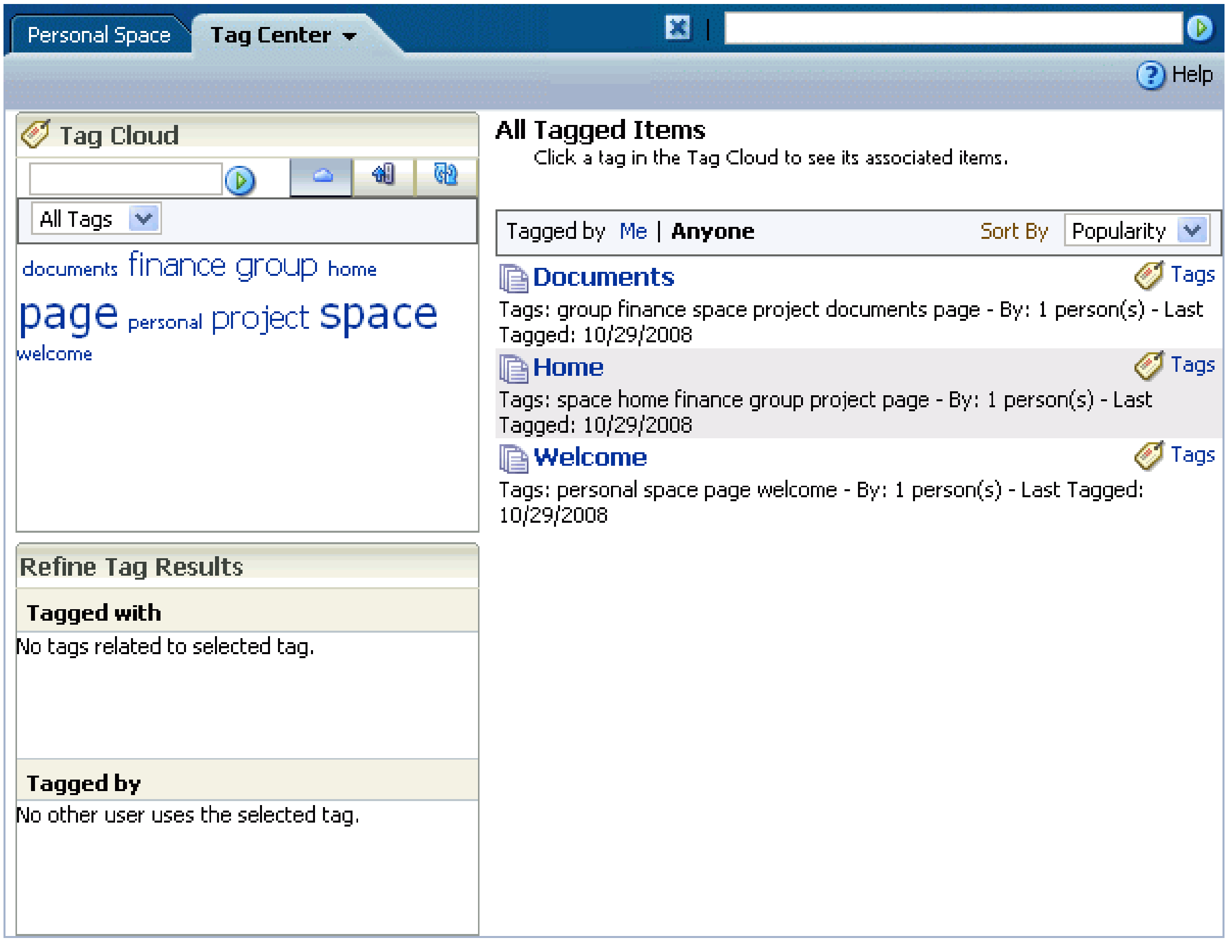
This section describes how to work with tags in the Tag Center. It contains the following subsections:

- Opening the Tag Center
- Selecting Different Views and Arrangements of Tags in the Tag Cloud
- Selecting Different Views and Arrangements of Tagged Items
- Refining the Display of Information in the Tag Center
- Discovering Who Has Used a Tag in the Tag Center
- Editing the Tags Associated with an Item from the Tag Center

18.2.5.1 Opening the Tag Center

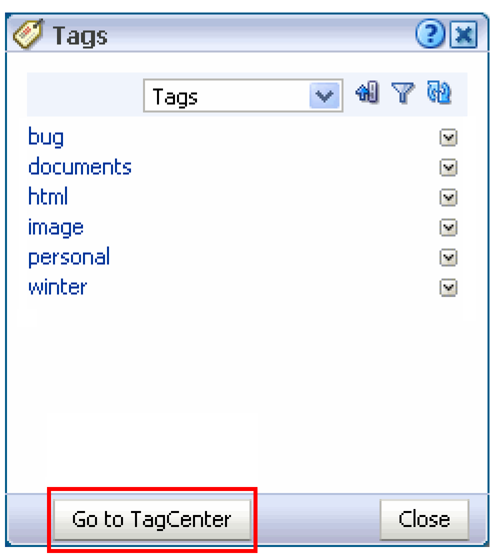
There are several ways to open the Tag Center (Figure 18–24):

Figure 18–24 The Tag Center



- Click the **Go to Tag Center** button in the Sidebar (Figure 18–25)

Figure 18–25 Go to TagCenter Button in Sidebar

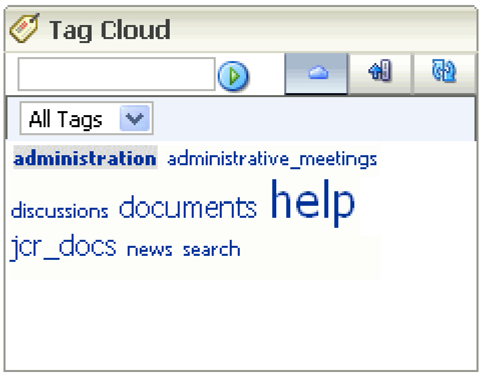


- Click a tag displayed in the Sidebar or Tags task flow
- Click a tag returned as a search result

The selected tag determines all the other tag-related information that appears in the Tag Center. For example:

- The selected tag is highlighted in the tag cloud (Figure 18–26).

Figure 18–26 A Tag Cloud



You can select another tag in the tag cloud to change the information that is displayed in the Tag Center. Additionally, you can use the controls above the tag cloud to rearrange your tag-cloud view (see Section 18.2.5.2, "Selecting Different Views and Arrangements of Tags in the Tag Cloud").

- Other tags used on items that also use the currently-selected tag display in the **Tagged with** pane (Figure 18–27).

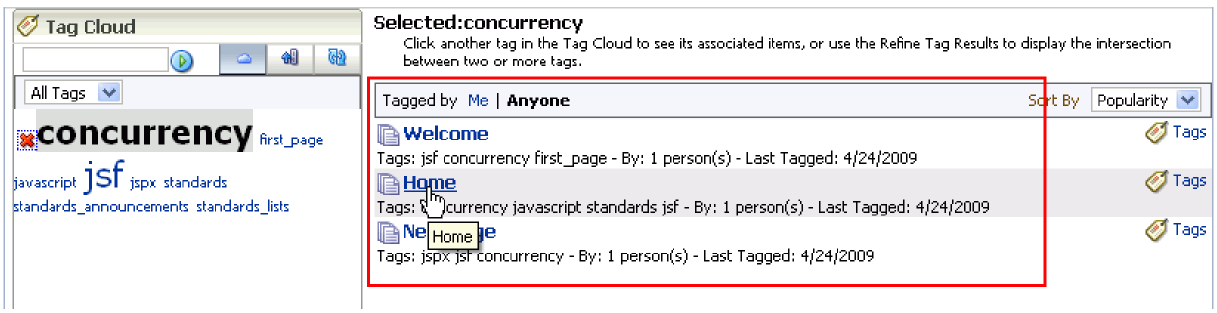
Figure 18–27 Tagged with Pane in the Tag Center

- Other users who applied the selected tag are listed in the **Tagged by** pane (Figure 18–28).

Figure 18–28 Tagged by Pane in the Tag Center

- Items tagged with the currently-selected tag appear in the right pane of the Tag Center (Figure 18–29). Click an item link to display the item.

Figure 18–29 Items Tagged with "Concurrency" in the Tag Center



18.2.5.2 Selecting Different Views and Arrangements of Tags in the Tag Cloud

The Tag Center's Tag Cloud displays the tags currently applied to WebCenter Spaces items. You can adjust your view of the Tag Cloud using its sorting and filtering features.

To display the tag cloud:

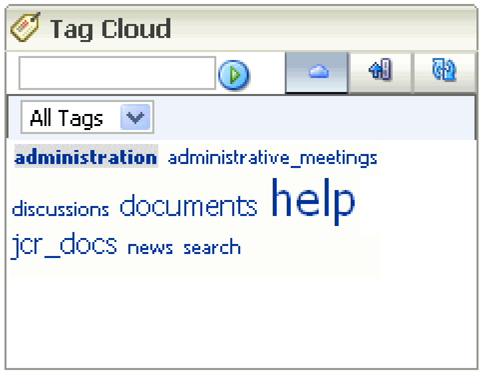
1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Open the Tag Center as described in Section 18.2.5.1, "Opening the Tag Center."

   The Tag Center opens with the tag cloud displayed in the top left corner (Figure 18–30).

Figure 18–30 The Tag Cloud



To adjust your view of the tag cloud:

- To search for tags, enter a search term in the text box on the tag cloud toolbar, and click the Search button to the right of the text box.

  The tag display refreshes showing only those tags that meet the search criteria. To show just your matching tags or to remove the search criteria, select an option from the menu above the tag cloud:

  – **All Tags**—Removes the search criteria, showing every tag used in your WebCenter application

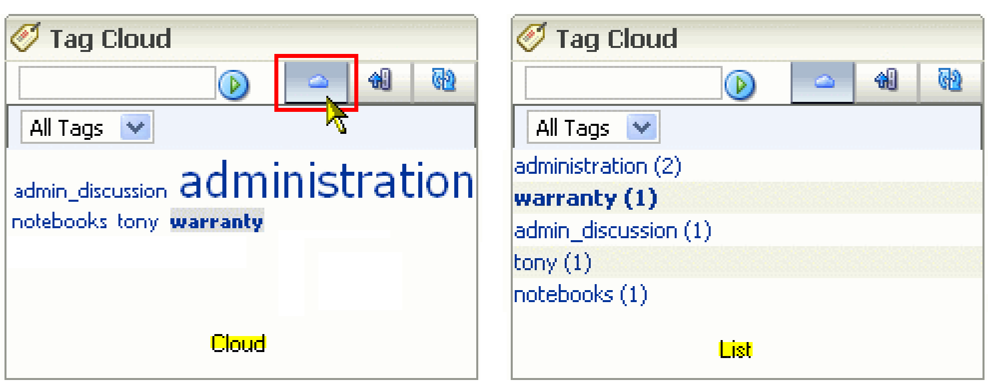
  – **My Tags**—Removes the search criteria, showing just the tags you have applied

  – **All tags containing '<search term>'**—Shows all tags in your WebCenter application that meet the search criteria

  – **My tags containing '<search term>'**—Shows just the tags which you have applied that meet the search criteria

- To switch between displaying the tags in cloud view or list view (see Figure 18–31), click the cloud icon.

Figure 18–31 Tags Displayed in a Cloud and in a List

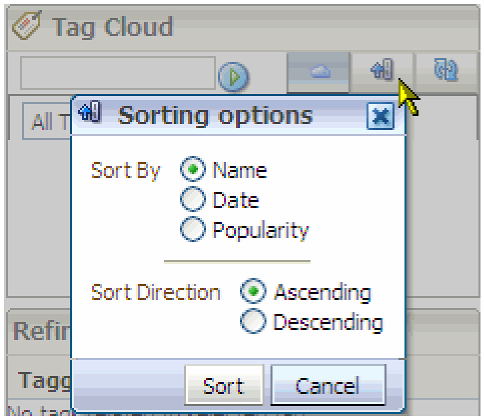


- To sort the tags:

  1. Click the Sorting options icon on the tag cloud toolbar.

     The Sorting options dialog box opens (Figure 18–15).

Figure 18–32 The Sorting Options Dialog Box



2. From the Sorting options dialog box, select sorting criteria.

   Choose from:

   – **Name**—Sorts the list alphabetically. If you select **Ascending**, the list is sorted from 1 to 9 and a to z. If you select **Descending**, the list is sorted from z to a and 9 to 1.

   – **Date**—Sorts the list based on when you applied the tags. If you select **Ascending**, the tags are sorted from the ones you applied most recently to the ones applied longest ago. If you select **Descending**, the tags are sorted from the ones applied longest ago to the ones applied most recently.

   – **Popularity**—Sorts the list based on how frequently the tag has been applied. If you select **Ascending**, the tags are sorted from the ones that have been applied most frequently to the one that have been applied least frequently. If you select **Descending**, the tags are sorted from the ones applied least frequently to the ones applied most frequently.

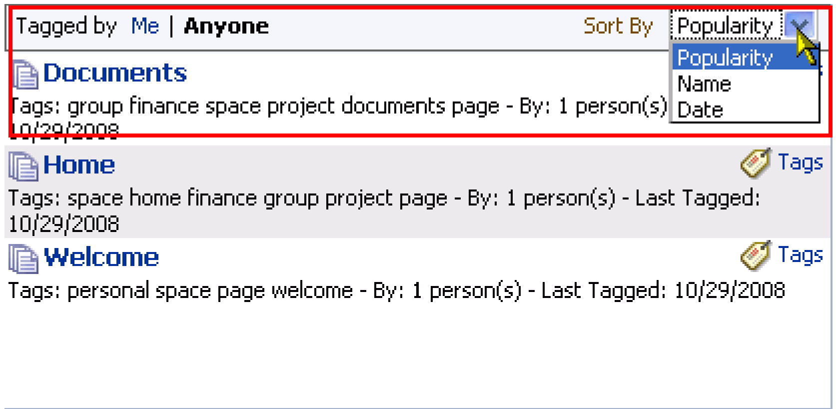
3. Click **Sort** to apply your selection and close the Sorting options dialog box.

- To refresh the list of tags, click the Refresh tags icon.
- To show all tags or just your tags, select an option from the menu above the tag cloud:
  – **All Tags**—Shows every tag used in your WebCenter application
  – **My Tags**—Shows just the tags you have applied

18.2.5.3 Selecting Different Views and Arrangements of Tagged Items

The Tag Center provides a selection of sorting criteria to enable you to display tagged items in the way that you prefer. Using the **Tagged by** and **Sort By** options above the list of tagged items (Figure 18–33), you can select which tags to show and the order in which to show them.

Figure 18–33 Tagged by and Sort By Options for Tagged Items in the Tag Center



To select the tagged items to view, choose from:

- **Tagged by Me**—Click to show only the items that use the selected tag that you have tagged yourself.
- **Tagged by Anyone**—Click to show all items that use the selected tags.

To arrange the order of displayed tagged items, choose from:

- **Popularity**—To sort the list from items that have been tagged most frequently with the current tag to those tagged least frequently
- **Name**—To sort the list alphabetically from 1 to 9 and a to z
- **Date**—To sort the list from items that have been tagged most recently to the ones tagged longest ago

18.2.5.4 Refining the Display of Information in the Tag Center

You can further refine your view of information in the Tag Center by selecting additional tags in the **Tagged with** pane (Figure 18–34).

Figure 18–34 Tagged with Pane in the Tag Center

The **Tagged with** pane displays all the other tags used on objects that also use the currently-selected tag. Click a tag in the **Tagged with** pane to further restrict the information in the Tag Center to information associated with both the selected tag and the related tag you clicked.

For example, imagine that the Tag Center displays all items tagged with the term *help*. Click *jcr_docs* in the **Tagged with** pane to further refine the information in the Tag Center to information that is associated with both *help* and *jcr_docs*.

18.2.5.5 Discovering Who Has Used a Tag in the Tag Center

You can further refine your view of information in the Tag Center by selecting other users in the **Tagged by** pane (Figure 18–35).

Figure 18–35 Tagged by Pane in the Tag Center

The **Tagged by** pane lists all other users who have applied the selected tag or tags. Click a user in the **Tagged by** pane to limit the information in the Tag Center to information tagged with the selected tag and also tagged by the user you clicked.

Using Figure 18–35 as an example, and assuming the currently-selected tag is *help*, clicking *orcladmin* shows information associated with the tag *help*, applied by *orcladmin*.

18.2.5.6 Editing the Tags Associated with an Item from the Tag Center

In the Tag Center, you can edit the tags on a particular tagged item as if you had navigated to the item itself. This section describes how.

To edit the tags associated with an item from the Tag Center:

1. Log in to Oracle WebCenter Spaces.

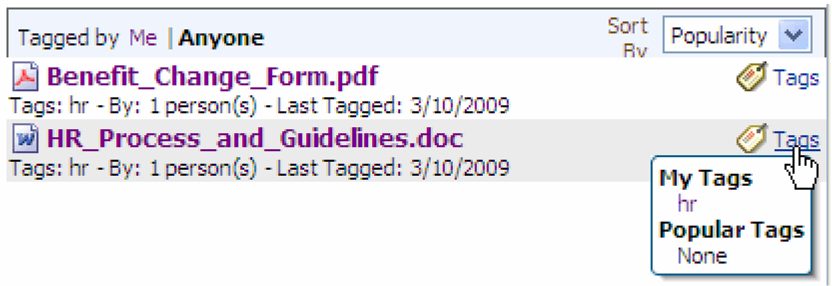
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. From the Sidebar or Tags task flow, click a tag you have applied to the relevant item.

   The Tag Center opens showing tag information associated with the tag you clicked.

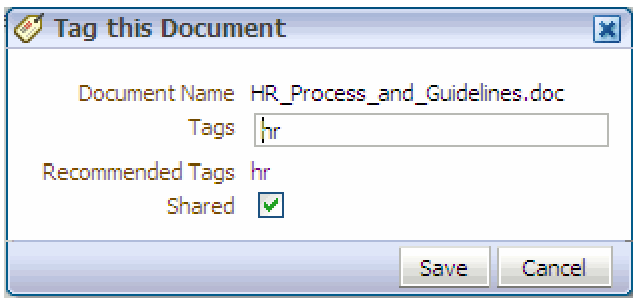
3. Click the **Tags** link in the same row as the item whose tags you want to edit (Figure 18–36).

Figure 18–36 The Tags Link in the Tag Center



The Tag this Document dialog box opens (Figure 18–37)

Figure 18–37 The Tag this Document Dialog Box



4. Revise, delete, add or otherwise alter tags as you prefer, and click **Save**.

   The changes are applied to the associated tagged item.

18.3 Setting Tags Service Task Flow Properties

Note: For information on adding Tagging task flows to a page, see Section 7.1.3, "Adding Task Flows to a Page."

Tags task flows have associated properties, which users with sufficient privileges can access from the Component Properties dialog box in Oracle Composer. The Tags task flow provides access to properties common to most components. For more information, see Section 7.4, "Setting Properties on Page Content."

In addition to commonly-shared component properties, the Similarly Tagged Items task flow provides access to a unique set of parameters, which you can use to determine which tagged items appear in a particular task flow instance.

Note: You should not change the Tags service task flow properties unless you want to show items from a different resource or different service.

Table 18–1 lists and describes the unique Parameters associated with the Similarly Tagged Items task flow.

Table 18–1 Parameters of the Similarly Tagged Items Task Flow

Property	Description
`Resource ID`	Unique ID of the item or resource within a given service that is used to find similarly tagged items. This value is set automatically. Do not change this value unless you want to show items similar to a different resource.
`Service ID`	Unique ID of the service that owns the resource for which to return similarly tagged items. This value is set automatically. Do not change this value unless you want to show items similar to a different resource belonging to a different service.

Part V

Working with Social Networking Services

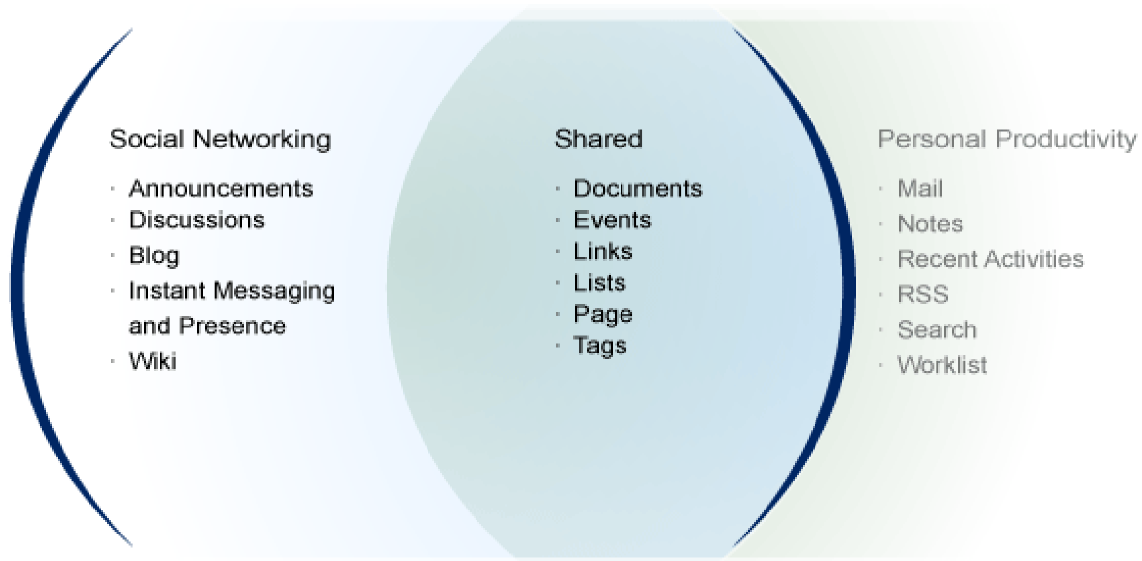
Part V of the User's Guide provides information about social networking services, including their associated task flows, task flow properties, and task flow usage. It contains the following chapters:

19

What You Should Know About Social Networking Services

Social networking services link users and services to each other in remarkably useful ways (Figure 19–1).

Figure 19–1 Services Available to WebCenter Applications



For example, use blogs and wikis to create useful knowledge bases comprised of the individual wisdom of subject matter experts and the collective wisdom of a project team. Use Instant Messaging and Presence (IMP) to connect with another user on the spot.

Social networking services encompass useful, collaborative services, including:

This chapter provides an overview of social networking services. It contains the following sections:

- Introducing the Announcements Service
- Introducing the Discussions Service
- Introducing the Instant Messaging and Presence (IMP) Service
- Introducing WebCenter Blogs and Wikis

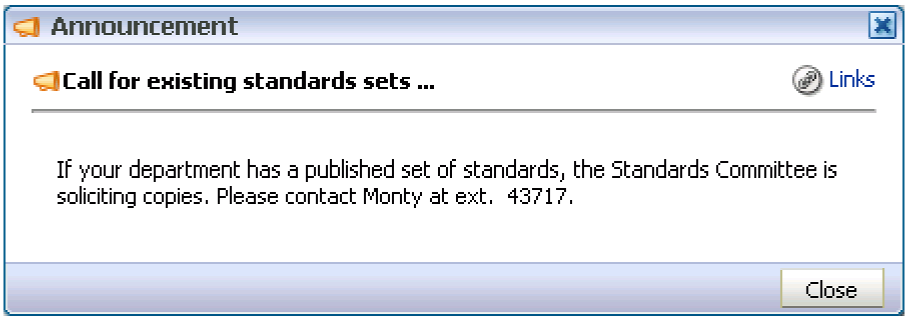
Audience

This chapter is intended for users seeking a high-level overview of Oracle WebCenter social networking services.

19.1 Introducing the Announcements Service

The Announcements service provides the means of posting announcements about important activities and events to all authenticated users in a custom application and to all group space members in a WebCenter Spaces application (Figure 19–2).

Figure 19–2 An Announcement



The Announcements services exposes its features in two task flows: **Announcements**, for viewing announcements, and the **Announcement Manager**, for creating, managing, and viewing announcements. The WebCenter Spaces application also includes a dedicated **Announcements** page in each group space, which provides the same functionality as the **Announcement Manager**, but within the scope of a group space.

For more information about working with the Announcements service, see Chapter 20, "Working with the Announcements Service."

19.2 Introducing the Discussions Service

Knowledge sharing is a fundamental characteristic of collaborative teams. Discussion forums provide an excellent way for users to share, obtain, and preserve information. The Discussions service assists you in creating threaded discussions, post and respond to questions, and search for answers.

The Discussions service exposes its features in six task flows:

- **Discussion Forum Manager—**For creating, managing and viewing discussion forums.
- **Forums—**A Sidebar view that can show popular topics, recent topics, watched topics and watched forums. In page view mode, you can select to show one of these views.
- **Popular Topics—**A summary list of the most active forum topics. This task flow provides quick access to such topics.
- **Recent Topics—**A summary list of a group space's most recently posted topics. This task flow provides quick access to such topics.
- **Watched Forums—**A summary list of forums you have selected to watch. This task flow provides quick access to your watched forums.

- **Watched Topics**—A summary list of forum topics you have selected to watch. This task flow provides quick access to your watched topics.

The WebCenter Spaces application also includes a dedicated **Discussions** page in each group space, which provides the same functionality as the **Discussion Forum Manager**, but within the scope of a group space.

For more information about the Discussions service, see Chapter 21, "Working with the Discussions Service."

19.3 Introducing the Instant Messaging and Presence (IMP) Service

The Instant Messaging and Presence service (IMP) enables you to observe the status of other authenticated application users (whether online, offline, busy, or idle) and to contact them instantly. Wherever a user is indicated, for example as the author of a document in the Document Library, you can invoke a context menu and send a message on the spot or through your mail.

In addition to the fully integrated IMP context menu, the IMP service exposes additional features in the WebCenter Spaces application through two task flows: **Buddies**, which exposes users you have identified as your instant-messaging buddies, and **Members**, which lists all of the members of a particular group space.

For more information about the IMP service, see Chapter 22, "Working with the Instant Messaging and Presence Service (IMP)."

19.4 Introducing WebCenter Blogs and Wikis

The Blog service enables easy integration of a blog application within the context of a custom application or the WebCenter Spaces application. Create a page using the Web page style, and provide the URL of your Oracle Wiki server. It's as easy as that! The blog's features and content are consequently exposed within the context of the custom application or a WebCenter Spaces page.

Project-level documents are commonly the product of a collaborative team of users. The standards-based wiki server included with Oracle WebCenter Spaces enables geographically diverse teams to originate and collaborate on Web documents from anywhere.

To integrate a wiki into your application, simply create a page using the Web page style, provide the URL to the Oracle Wiki server, and you're done! Both custom applications and the WebCenter Spaces application expose all the functions and features of the wiki, enabling you to use it fully within the application context.

For more information about wikis and blogs, see Chapter 23, "Working with Wikis and Blogs."

20

Working with the Announcements Service

Announcements offer a quick, convenient way to create and widely-distribute messages instantly or at a time you specify.

This chapter describes how to use the features provided through the Announcements service. It contains the following sections:

- What You Should Know About the Announcements Service
- Working with Announcements Service Task Flows
- Setting Announcements Service Task Flow Properties

Audience

This chapter is intended for users interested in viewing, creating, and managing announcements. The WebCenter Spaces application administrator has the authority to expose or hide task flows from a particular service. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

20.1 What You Should Know About the Announcements Service

The Announcements service provides the ability to post announcements about important activities and events to all authenticated users.

The Announcements service is integrated with many WebCenter Web 2.0 services, such as the RSS, Search (to search announcement text), IMP, and Recent Activities services. You can use the Links service to link announcements to other services, such as Events or Discussions.

In group spaces, announcements are scoped to the group space where you create them. In personal space pages and custom application pages, announcements are scoped application-wide, to all logged-in (authenticated) users.

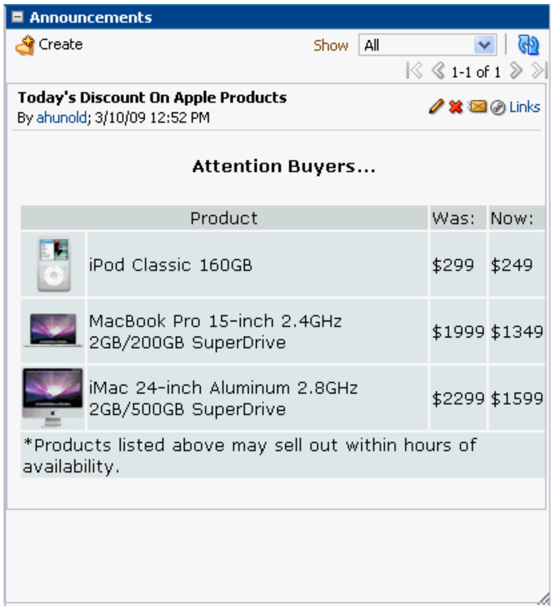
The Announcements service offers two task flows:

- Announcement Manager Task Flow
- Announcements Task Flow

20.1.1 Announcement Manager Task Flow

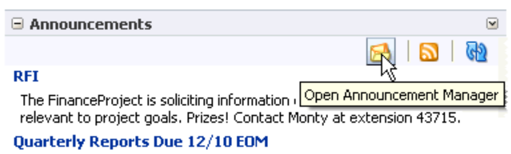
Use the Announcement Manager task flow to manage announcements. The Announcement Manager task flow (Figure 20–1) can be accessed only by users with `grant` privilege (custom application) or `manage` privilege (WebCenter Spaces) on the page. By default, these privileges are available to an application administrator (custom application) and group space moderator (WebCenter Spaces) respectively.

Figure 20–1 Announcement Manager Task Flow



The Announcement Manager can be accessed by clicking the Open Announcement Manager icon in the Announcements task flow (Figure 20–2).

Figure 20–2 Open Announcement Manager Icon in Announcement Task Flow



Adding the Announcement Manager Task Flow to a Page

The Announcement Manager is available as a task flow that qualified users can add to their custom application or group space pages. If you have the required privilege, the Announcement Manager task flow is displayed in the Catalog dialog box in Oracle Composer (Figure 20–3).

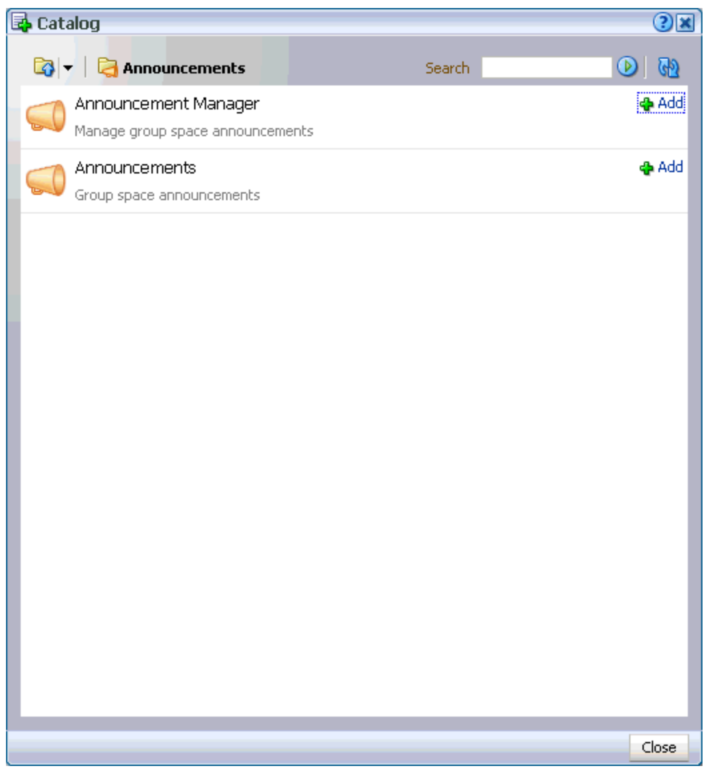
Notes:

- You cannot add an Announcement Manager task flow in your personal space page. The Announcement Manager task flow is displayed in the component catalog only if you have `manage` privilege and if you are adding content in a group space page.

  However, if you have manage privilege, you can access the Announcement Manager from the Announcements task flow from your personal space pages. This is explained in Section 20.1.2, "Announcements Task Flow."

- All instances of the Announcement Manager task flow in an application run against the same server and therefore, it serves no purpose to add multiple Announcement Manager task flow instances.

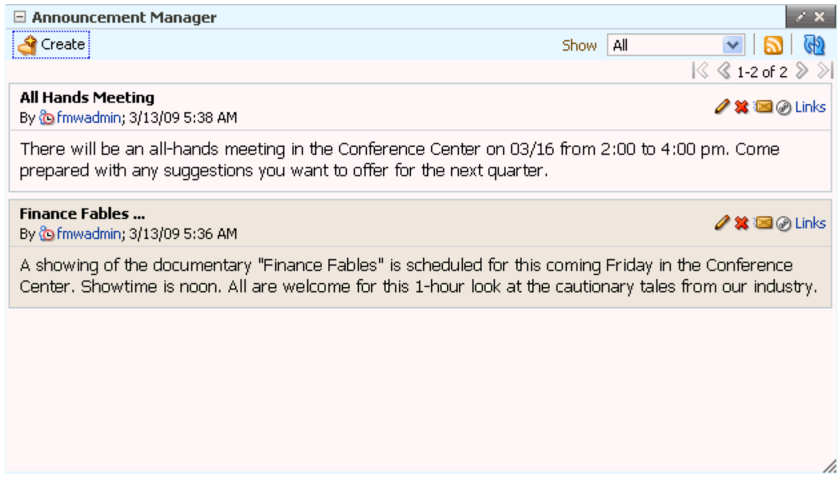
Figure 20–3 Announcement Manager Task Flow in the Component Catalog



You can add this task flow to your page by clicking the **Add** link next to the task flow. For information about accessing the Catalog dialog box and adding task flows to your page, see Section 7.1.3, "Adding Task Flows to a Page."

The Announcement Manager task flow is then displayed on your page as shown in Figure 20–4.

Figure 20–4 Announcement Manager Task Flow on a Page



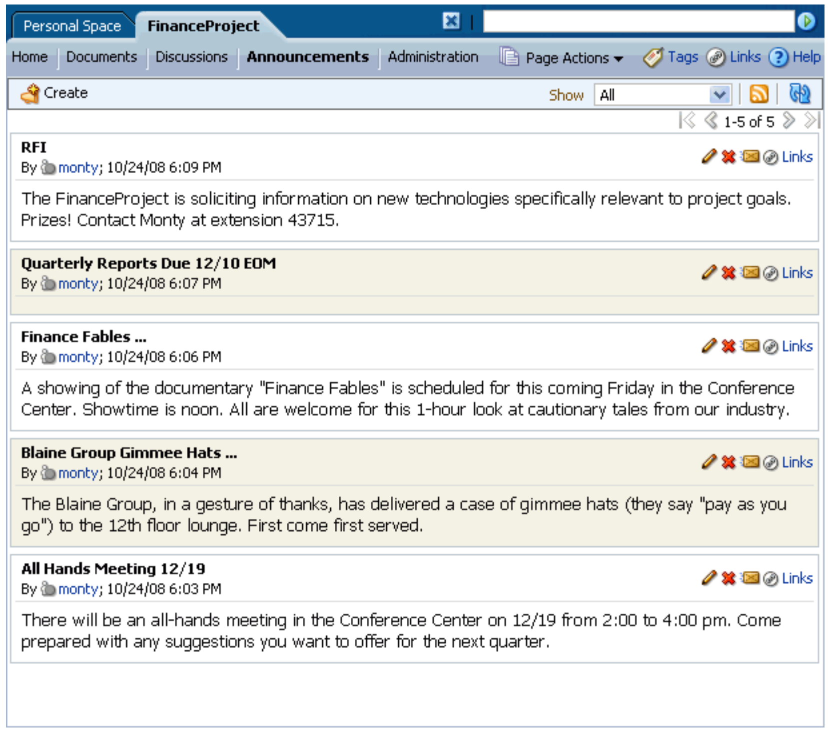
The Announcement Manager provides options to create, edit, and delete announcements, send an e-mail regarding a selected announcement, and link another WebCenter object to a selected announcement (Figure 20–4). However, depending on the privileges you have on the page and whether the required WebCenter services are configured in your application, you may see only a subset of these options in the Announcement Manager. For example, the Mail icon is displayed only if the Mail service is configured in your application, and the Delete option is displayed only to users with `grant` privilege (custom application) or `manage` privilege (WebCenter Spaces).

The Announcement Manager task flow also provides the **Show** list, which you can use to personalize your view of announcements.

In group spaces, by default the Announcements page contains the Announcement Manager task flow (Figure 20–5). The Announcements page is available in every group space, provided the group space is configured to display announcements. For information about enabling services in a group space, see Section 11.3.1, "Enabling and Disabling Services Available to a Group Space."

Note: In group spaces, you can also create a custom page and add the Announcement Manager task flow to that page.

Figure 20–5 The Announcements Page in a Group Space



Users with page-edit privileges can access the task flow's region parameter through the Component Properties dialog box in Oracle Composer to specify the ID of the Discussion forum under which announcements must be created. For information about accessing the Component Properties dialog box and editing properties, see Section 7.4.2, "Setting Component Properties."

For more information about setting task flow properties, see Section 20.3, "Setting Announcements Service Task Flow Properties."

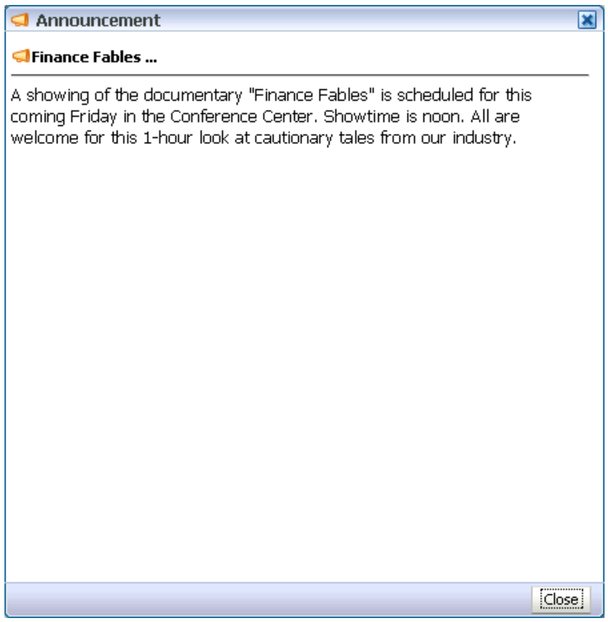
20.1.2 Announcements Task Flow

The Announcements task flow is a read-only view of the Announcements service that provides convenient access to current announcements (Figure 20–6). The amount of information displayed in an Announcements task flow depends on the property values provided for the task flow instance.

Figure 20–6 The Announcements Task Flow

But when you add an Announcements task flow to the page, by default the task flow displays only the titles of announcements as links. Clicking a link opens the complete announcement in a separate dialog box (Figure 20–7). Unlike announcement content displayed in the Announcement Manager (as plain text), this dialog box displays content with all the formatting that was applied to it.

Figure 20–7 An Announcement Accessed from an Announcement Link



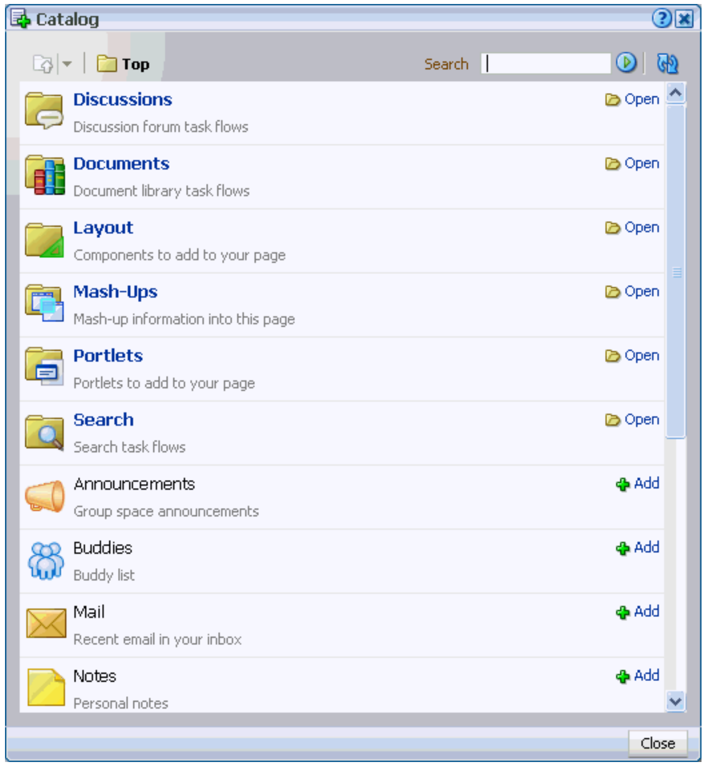
You can set the Announcements task flow's region parameters to show a limited number of characters below the announcement title. This is described later in this section.

Adding the Announcement Task Flow to the Page

You can add an Announcements task flow to your page from the Catalog dialog box in Oracle Composer (Figure 20–8). Click the **Add** link next to the task flow name to add it to the page. For more information about accessing the Catalog dialog box and adding task flows, see Section 7.1.3, "Adding Task Flows to a Page."

Note: All instances of the Announcements task flow in an application run against the same server and it serves no purpose to add multiple Announcements task flow instances. This is true for all service task flows that require connections to back-end servers, for example, task flows from Discussions, Mail, and IMP services.

Figure 20–8 Announcements Task Flow in the Catalog Dialog Box



Like the Announcement Manager task flow, the Announcements task flow provides the **Show** list to personalize your view of announcements.

Users with page-edit privileges can access the task flow's region parameters through the Component Properties dialog box in Oracle Composer to specify how to display information and how much information to display in the task flow. For information about accessing the Component Properties dialog box and editing properties, see Section 7.4.2, "Setting Component Properties."

For more information about task flow properties, see Section 20.3, "Setting Announcements Service Task Flow Properties."

20.2 Working with Announcements Service Task Flows

Both Announcement Manager and Announcements task flows display current announcements. The Announcement Manager additionally offers tools for managing announcements. This section provides information about using the Announcements service task flows.

Depending on the privileges you have on the page, you can perform all or some of the tasks described in this section:

- View the Announcement Manager task flow—Application administrators in custom applications, Discussions Server administrators in personal spaces, and group space moderators in group spaces
- Create an announcement—Users with the required privileges in custom applications and all participants in WebCenter Spaces

- Edit an announcement—Creator of the announcement, application administrators in custom applications, Discussions Server administrators in personal spaces, and group space moderators in group spaces
- Delete an announcement—Application administrators in custom applications, Discussions Server system administrators in personal spaces, and group space moderators in group spaces

This section contains the following subsections:

- Working with the Announcement Manager Task Flow
- Working with the Announcements Task Flow
- Setting Announcements Service Task Flow Properties

20.2.1 Working with the Announcement Manager Task Flow

The Announcement Manager task flow not only provides the tools you need to create, edit, and delete announcements, it also provides controls for determining when an announcement is published and when it expires and is consequently removed from the task flow. Additionally, after you create an announcement, you are automatically offered the option to mail the announcement to whomever you choose.

This section provides information about viewing, creating, and managing announcements through the Announcement Manager task flow. It section contains the following subsections:

- Viewing Announcements in the Announcement Manager
- Adjusting Your View of the Announcement Manager
- Creating an Announcement
- Editing Announcements
- Deleting an Announcement

20.2.1.1 Viewing Announcements in the Announcement Manager

The Announcement Manager task flow is available only to authorized users, typically application administrators in custom applications, and group space moderators in WebCenter Spaces.

To view announcements in the Announcement Manager task flow:

1. Log in to your application.

   For information about logging into WebCenter Spaces applications, see Section 2.2.1, "Logging In to a WebCenter Application."

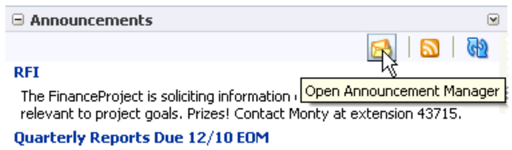
2. WebCenter Spaces users, click the **Announcements** tab to bring the **Announcements** page forward.

   If the **Announcements** tab is not available, click the Settings tab and then the Services tab, and select the **Announcements** page for display. When the tab appears on the page, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

   Alternatively, custom application and WebCenter Spaces users, click the **Open Announcement Manager** icon in the Announcements task flow (Figure 20–9) to view the Announcement Manager task flow.

Note: The **Open Announcement Manager** icon is not displayed in the Announcements task flow if you do not have the required privileges.

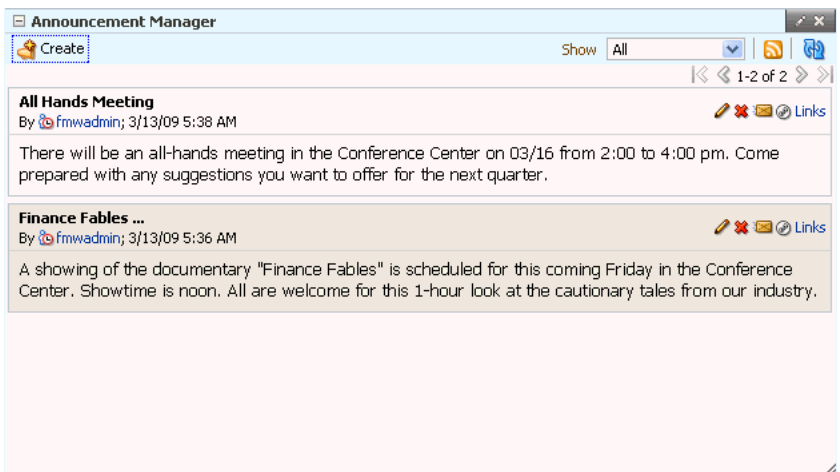
Figure 20–9 Open Announcement Manager Icon in Announcement Task Flow



The Announcement Manager displays as follows:

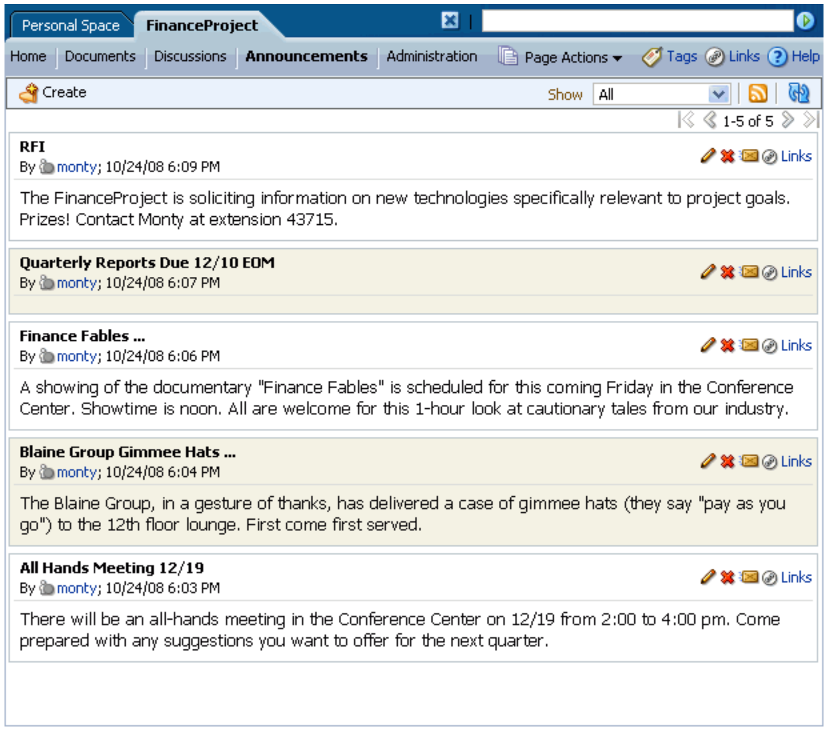
- In custom applications, the task flow opens in a separate window (Figure 20–10).

Figure 20–10 Announcement Manager Task Flow on a Page



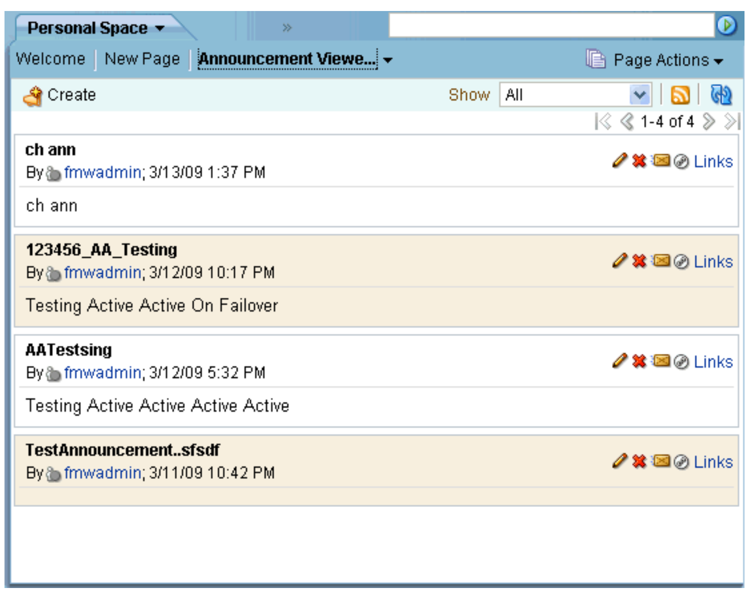
- In group spaces, the Announcement page containing the Announcement Manager is displayed (Figure 20–11).

Figure 20–11 The Announcements Page in a Group Space



- In personal spaces, the Announcement Viewer page is displayed containing the task flow (Figure 20–12).

Figure 20–12 Announcement Manager Invoked from Personal Space



20.2.1.2 Adjusting Your View of the Announcement Manager

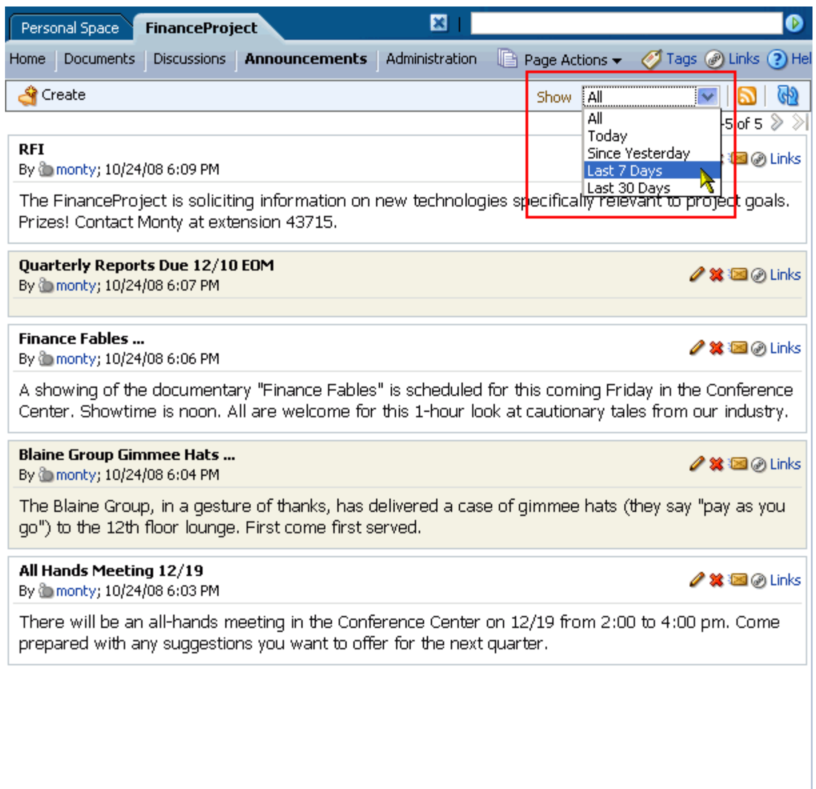
You can personalize your own view of the Announcement Manager task flow. A **Show** list provides options for displaying only those announcements that were created within a selected time range. Choose from displaying all announcements to displaying only those created today, since yesterday, and so on—up to 30 days. For example, you may select the option **Today** from the **Show** menu, and only those announcements posted today display in the task flow. For more information, see Section 20.2.1.2, "Adjusting Your View of the Announcement Manager."

Such adjustments affect only your view; all other users' views are not affected.

To adjust your view of the Announcement Manager:

1. Go to the application page that contains the Announcement Manager task flow.
2. In the task flow, expand the **Show** menu and select from the listed display options (Figure 20–13).

Figure 20–13 Show Menu on Announcements Page in WebCenter Spaces



Choose from:

- **All**—Display all available announcements.
- **Today**—Display only today's announcements.
- **Since Yesterday**—Display today and yesterday's announcements.
- **Last 7 Days**—Display all announcements made in the last seven days.
- **Last 30 Days**—Display all announcements made in the last 30 days.

The Announcement Manager task flow refreshes and displays the announcements that match your selection.

20.2.1.3 Creating an Announcement

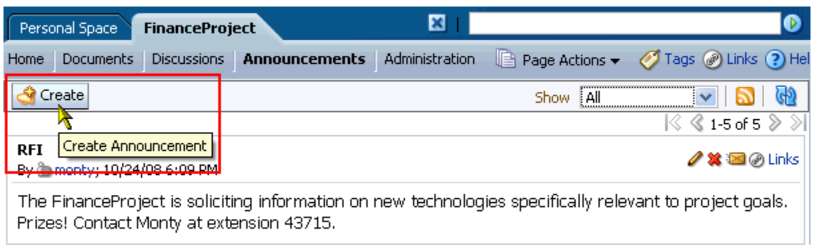
Create an announcement to distribute information to all members of an application or a group space in one operation. On the publication date you specify while creating the announcement, the announcement appears in the Announcement Manager and Announcements task flows, and on the Recent Activity list.

In custom applications, you can create an announcement if you have been granted the permission to do so. In WebCenter Spaces, all participants can create announcements.

To create a new announcement:

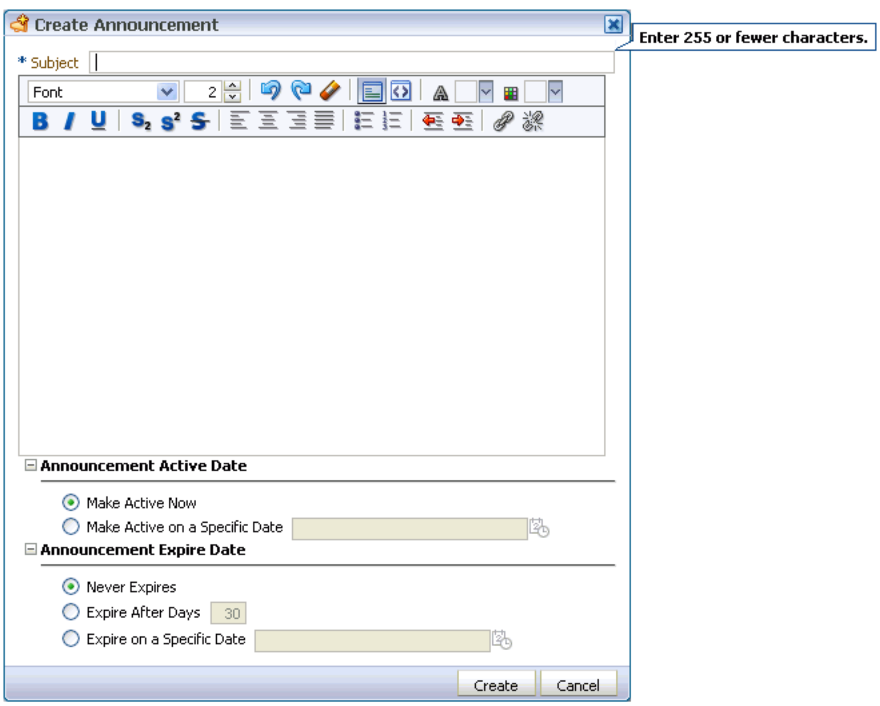
1. Access the Announcement Manager task flow. For more information, see Section 20.2.1.1, "Viewing Announcements in the Announcement Manager."
2. In the Announcement Manager task flow, click the **Create** button (Figure 20–14).

Figure 20–14 Create Button on an Announcements Page



The Create Announcement dialog box opens (Figure 20–15).

Figure 20–15 The Create Announcement Dialog Box



3. In the **Subject** field, enter a heading for the announcement.
4. In the message body text box, enter the text of the announcement.

   The message body is provided through the Rich Text Editor. You can style the announcement with colors, special fonts, and images. For information about Rich Text Editor controls, see Table 14–2, " Rich Text Editor Controls".

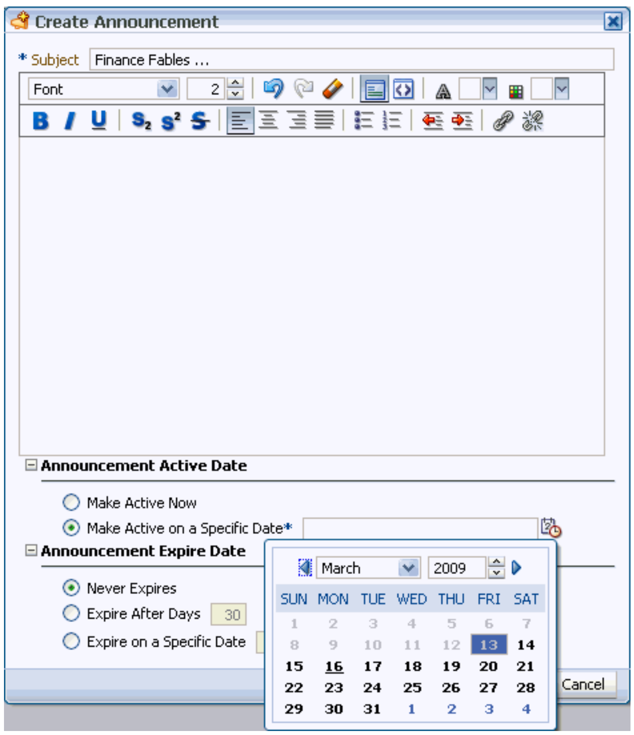
Styling information is applied when the announcement is configured with the `Content View Only` region parameter set to `true`. For more information, see Section 20.3, "Setting Announcements Service Task Flow Properties."

5. Under **Announcement Active Date**, choose from:

   - **Make Active Now**, to post the announcement immediately (the default option)
   - **Make Active on Specific Date**, to select a date and time to post the announcement

     Click the Select Date icon to the right of the text field to open the **Select Date** pop-up calendar (Figure 20–16).

Figure 20–16 The Select Date Pop-Up Calendar



In the calendar, click a date to select it. The current date is marked by a solid box.

As an alternative, use the controls at the top of the calendar to select a month and year for publication.

After you select a date, the calendar closes.

6. Under **Announcement Expire Date**, choose from:

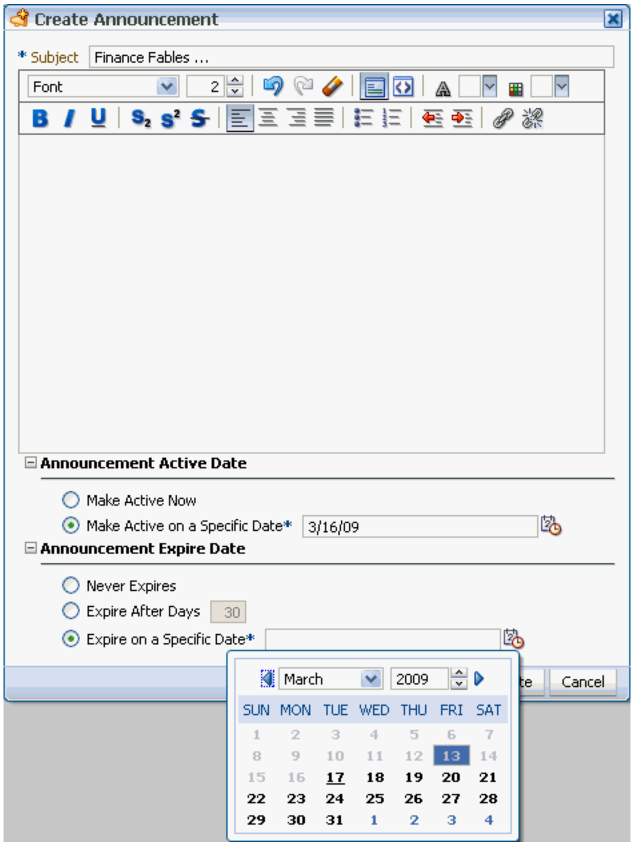
   - **Never Expires**, to post the announcement indefinitely (the default option)
   - **Expire After Days**, to specify the number of days the announcement is active

     Enter the number of days to display the announcement.

   - **Expire on a Specific Date**, to set the date and time to expire and remove the announcement

Click the Select Date icon next to the text field to open the **Select Date** pop-up calendar (Figure 20–17).

Figure 20–17 The Select Date and Time Icon



In the calendar, only those dates after the publication date are enabled for selection.

7. Click the **Create** button to create the announcement.

   If you chose to post the announcement immediately, the new announcement appears in three locations: in any Announcements task flow included on a page in the current group space, on the Recent Activity list, and at the top of the list of announcements in the Announcement Manager task flow.

20.2.1.4 Editing Announcements

If the details of an announcement change, or you discover a typographical error in one of your announcements, it's an easy matter to revise announcement details. You can change an announcement's title and content and, also its expiration date. However, you cannot change its publication date.

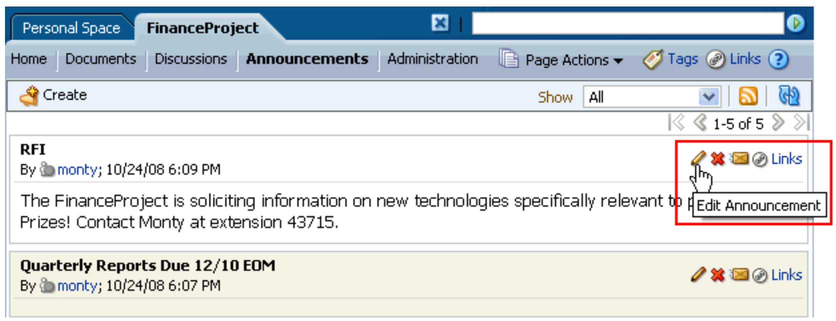
Note: To change an announcement's publication date, you must delete the announcement, and re-create it with the correct publication date. For information about deleting an announcement, see Section 20.2.1.5, "Deleting an Announcement." For information about creating an announcement, see Section 20.2.1.3, "Creating an Announcement."

You can edit an announcement only if you created that announcement or have been granted privileges to do so. Typically, application administrators in custom applications and group space moderators in WebCenter Spaces have privileges to edit all announcements in the Announcements task flow.

To edit an announcement:

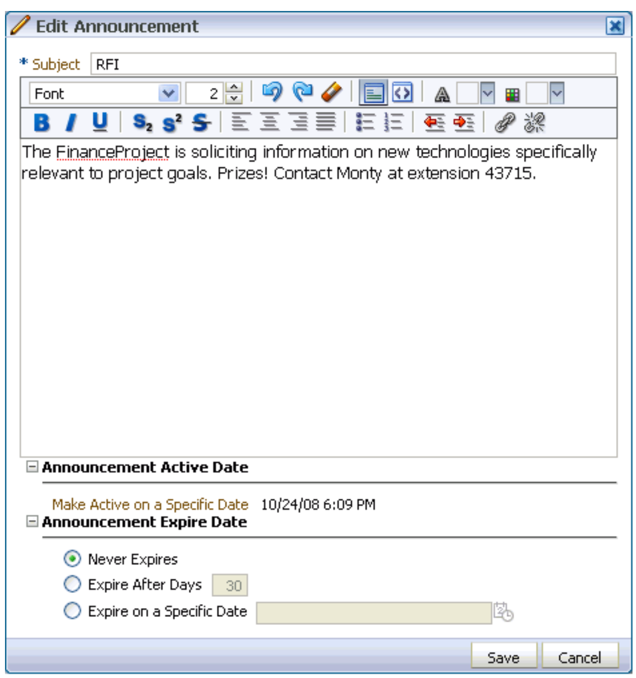
1. Open the Announcement Manager task flow. For information, see Section 20.2.1.1, "Viewing Announcements in the Announcement Manager.".
2. Click the **Edit Announcement** icon (Figure 20–18) on the announcement you want to edit.

Figure 20–18 Edit Announcement Icon on an Announcement Toolbar



The Edit Announcement dialog box opens (Figure 20–19).

Figure 20–19 The Edit Announcement Dialog Box



3. Revise the announcement as you prefer, for example, add or change recipients, revise the subject line, change the announcement text.

The Edit Announcement dialog box provides Rich Text Editor controls for styling announcement text. For information on Rich Text Editor controls, see Table 14–2, " Rich Text Editor Controls".

You can change an announcement's title and content and, also its expiration date. However, you cannot change its publication date.

4. Click the **Save** button to save your changes and close the dialog box.

20.2.1.5 Deleting an Announcement

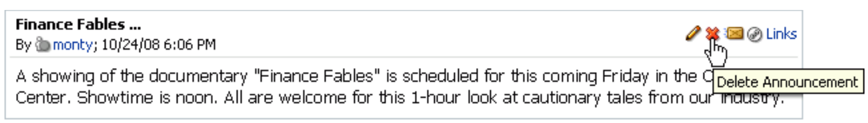
When you want to remove an announcement entirely, you can do so from the Announcement Manager task flow. This section tells you how.

The **Delete** icon is displayed only if you are an application administrator for a custom application, or a group space moderator in WebCenter Spaces. Other users do not have privileges to delete announcements.

To delete an announcement:

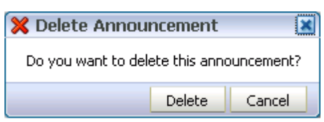
1. Open the Announcement Manager task flow. For information, see Section 20.2.1.1, "Viewing Announcements in the Announcement Manager."
2. Click the **Delete Announcement** icon on the announcement you want to delete (Figure 20–20).

Figure 20–20 The Delete Announcement Icon on an Announcement



3. In the Delete Announcement dialog box (Figure 20–21), click the **Delete** button to delete the announcement and close the dialog box.

Figure 20–21 Delete Announcement Dialog Box



The selected announcement is removed from the Announcement Manager task flow, the Announcements task flow, and the Recent Activity list.

20.2.2 Working with the Announcements Task Flow

The Announcements task flow is essentially a viewer for convenient access to current announcements. More robust features, for such actions as creating and editing announcements, are offered in the Announcement Manager task flow (see Section 20.2.1). The Announcements task flow offers a small subset of those features.

By default, announcements in the Announcements task flow show announcement titles as links. But you can configure the task flow to display only announcement titles, titles with some amount of content, or only content. For more information, see Section 20.3, "Setting Announcements Service Task Flow Properties."

It is an easy matter to access full announcement details from the Announcements task flow. This section tells you how.

To view announcements in an Announcements task flow:

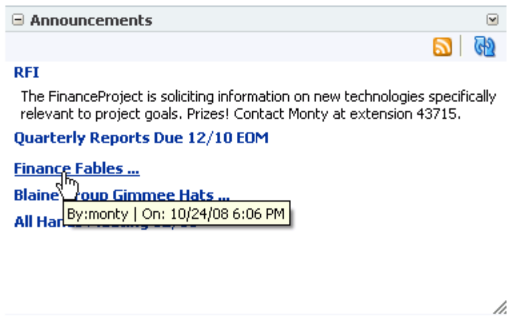
1. Log in to your application.

   For information about logging in to WebCenter Spaces, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page that contains the **Announcements** task flow you want to view.

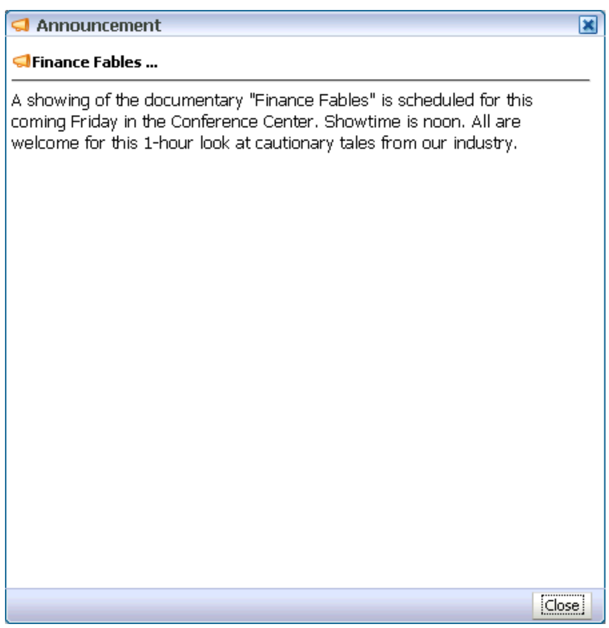
3. In the **Announcements** task flow, click the announcement you want to view (Figure 20–22).

Figure 20–22 The Announcements Task Flow



   The announcement details display in the Announcement dialog box (Figure 20–23).

Figure 20–23 An Announcement Accessed from an Announcements Task Flow



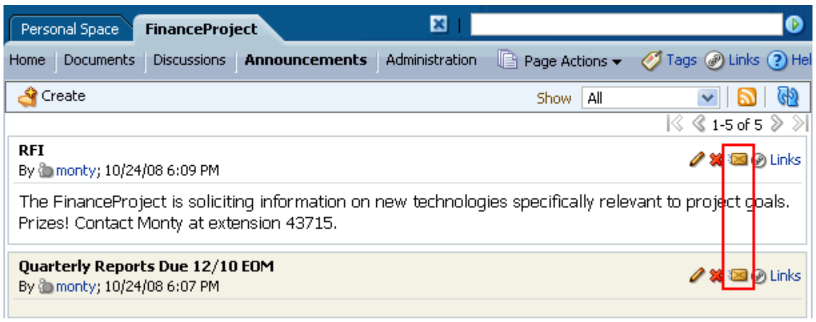
4. Click the **Close** button to exit the dialog box.

20.2.2.1 Sending Mail from an Announcement

Each announcement in the Announcement Manager or Announcements task flow has an associated Send mail icon in its toolbar (Figure 20–24). Click the **Send mail** icon to initiate a mail message containing the announcement text.

The Send mail icon is displayed to all users accessing the Announcements task flow, but only if the Mail service is configured in your application.

Figure 20–24 Send Mail Icons on Announcement Headers



Clicking the **Send mail** icon invokes the Compose dialog box (Figure 20–25) in which you can compose a mail and forward the announcement as an attachment to the mail.

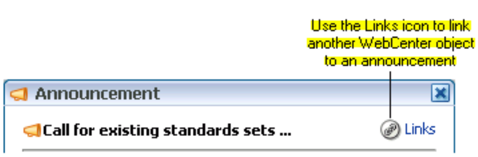
Figure 20–25 Compose Dialog Box

In the Compose dialog box, the Subject field is populated with the announcement title, and the announcement content is available in a file as an attachment called `content.html`.

20.2.2.2 Linking a WebCenter Object to an Announcement

Each announcement in the Announcement Manager or Announcements task flow has an associated Links icon in its toolbar to link another WebCenter object to the announcement.

The links icon is displayed to all users accessing the Announcements task flow, but only if the Links service is configured in your application.



For more information, see Chapter 16, "Working with the Links Service."

20.3 Setting Announcements Service Task Flow Properties

Announcements service task flows have associated properties, which users with sufficient privileges can access from the **Component Properties** dialog box in Oracle Composer. The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

The task flow parameters listed on the Parameters tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. This section describes the parameters provided by the Announcements task flows.

Note: For information about wiring pages and components, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

Changes to the display- and style-related properties listed on the other tabs affect the appearance and behavior of the task flow instances for all users. These properties are common to all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

The contents of the Events tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events."

20.3.1 Region Parameters

The region parameters associated with Announcements service task flows vary from one task flow type to another. Table 20–1 lists and describes the region parameters associated with Announcements service task flows and indicates which task flow types use a particular parameter.

Table 20–1 Announcements Task Flow Region Parameters

Parameter	Available To ...	Description
`Content View Only`	Announcements	A boolean value representing whether to remove the announcement title and display just the announcement content. Enter `true` to remove the title and `false` to render the title. When set to `true`, the values for `Announcement Length` and `Number of Expanded Announcements` are ignored.
`Forum ID`	Announcements Announcement Manager	The ID of the forum under which announcements are created in the back-end discussions server. In WebCenter Spaces, this property is blank by default. However, internally it maps to the forum ID associated with the current group space. For personal spaces, global (system) announcements are returned. You can edit this property to specify a different forum ID.
`Announcement Length`	Announcements	The number of characters to show in announcement details. Use only when `Content View Only` is set to `false`. If no value is specified, then WebCenter displays 200 characters. This parameter takes effect with `Number of Expanded Announcements`. Express values using the following formats: ■ **Constant**—Express a constant value, such as `200` or `500`. ■ **Page parameter**—Enter a page parameter to grab the value from the page on which the task flow is placed. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components." ■ **EL expression**—The default. Enter an Expression Language (EL) expression. The value you enter for `Announcement Length` is ignored if `Content View Only` is set to `true`.
`Number of Expanded Announcements`	Announcements	The number of announcements to display announcement details. Announcements exceeding this value display the announcement title only. Use only when `Content View Only` is set to `false`. Express values using the following formats: ■ **Constant**—Express a constant value, such as `2` or `5`. ■ **Page parameter**—Enter a page parameter to grab the value from the page on which the task flow is placed. For more information, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components." ■ **EL expression**—The default. Enter an Expression Language (EL) expression.

For additional information about region parameters, see Section 7.4.3, "Working with Component Parameters."

21

Working with the Discussions Service

The Discussions service provides a means of creating and participating in text-based discussions with other members of a particular group space. Discussion forums additionally provide a way to preserve discussions and, consequently to revisit them later.

This chapter explores the Discussions service and the task flows that expose its features. It contains the following sections:

- What You Should Know About the Discussions Service
- Working with Discussions Service Task Flows
- Setting Discussions Service Task Flow Properties

Audience

This chapter is intended for users who want to understand the Discussions service and learn how to use its features. By default, members of WebCenter Spaces group spaces and authenticated users of custom WebCenter applications have all the access required to view and participate in discussion forum discussions.

The WebCenter Spaces application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

21.1 What You Should Know About the Discussions Service

You can use the features of the Discussions service to post, respond to, and preserve topical information in discussion forums scoped to group spaces or to entire applications. Users post topics to a discussion forum (Figure 21–1), and other users post information relevant to those topics (Figure 21–2). All of this information is preserved within the forum.

Figure 21–1 Discussion Forum Topics List

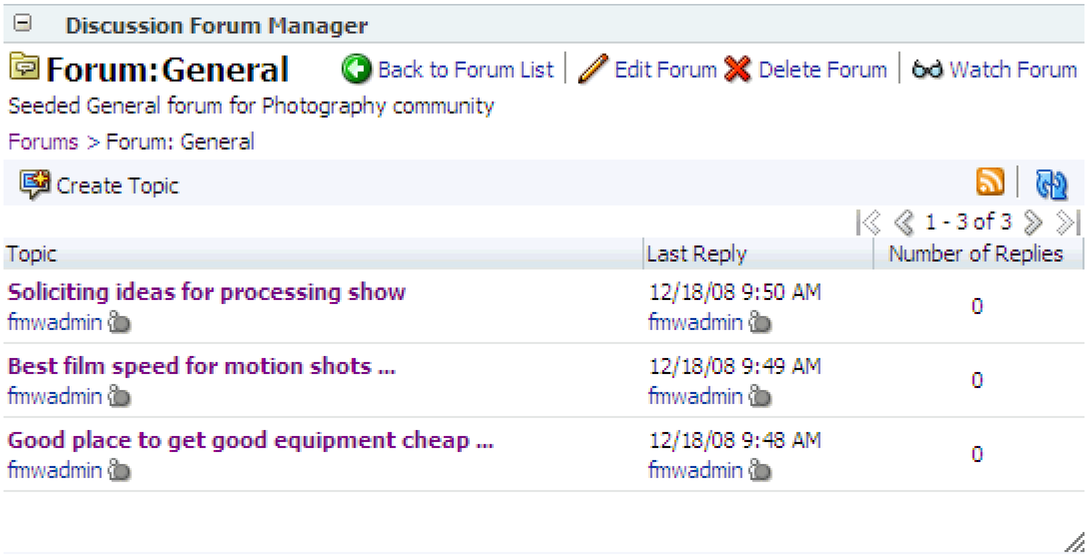
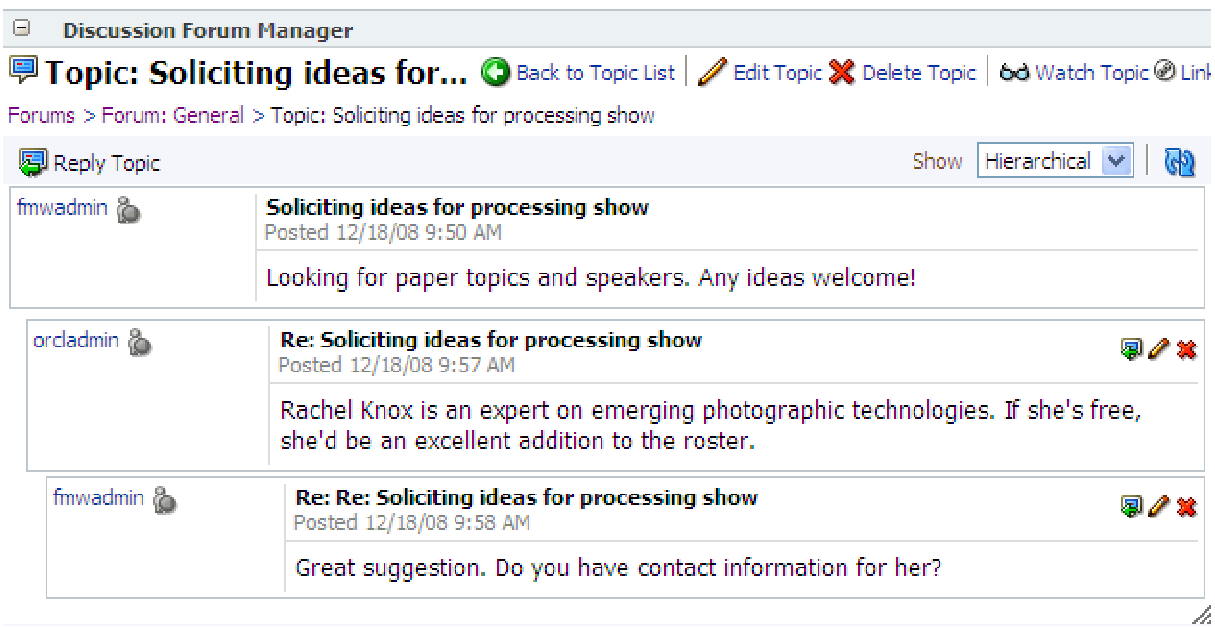


Figure 21–2 Posted Topic and Replies



The back-end Jive server that provides the Discussion service manages discussion content in a hierarchy. At the top of the hierarchy are *categories*, below that are *forums*, and then *topics*. Where categories are exposed in your WebCenter application, authorized users can create multiple forums within a given scope and multiple topics under those forums. Where categories are not exposed, authorized users can create multiple topics under one forum within a given scope.

Support for categories equates to support for multiple forums within a scope. Support for forums equates to support for one forum within a given scope. That understood, whether you can create multiple forums or multiple topics under a single forum depends on what the application administrator specified on the template used to create the scope or on the Discussions service connection.

In WebCenter Spaces, the Discussions service is scoped to group spaces. That is, you can create forums and topics only within the context of a group space. You can view and participate in discussions in both group spaces and personal spaces, depending on your application permissions.

Access to discussions is influenced by application security. The WebCenter Spaces application is, by default, a secure application, and so users can access discussions according to the permissions they are granted by their specific user roles within a given group space.

WebCenter Spaces scoping additionally limits the users who can view and participate in discussions. For example, only members of the *Finance* group space can view the discussions that transpire in the *Finance* group space's forum(s).

To expose a discussion forum to a specific set of users, you must add just those users as members of the group space where you hold the forum (see Section 10.11.2, "Granting WebCenter Spaces Users Access to a Group Space."). To open a discussion to all users, you must create a publicly-accessible group space (see Section 10.11.3, "Granting Public Access to a Group Space").

Most Discussions service task flows provide configuration settings for specifying which forum content to show. This is of particular use in personal spaces and in custom WebCenter applications, which both exist outside a specific group space scope. See Section 21.3, "Setting Discussions Service Task Flow Properties."

Where Discussions are scoped to group spaces in WebCenter Spaces, they are scoped to authenticated users in custom WebCenter applications. Any user who has logged in to a custom WebCenter application can view discussions. And users with sufficient permissions can create forums and topics.

With custom WebCenter applications, security is determined at design time by application developers. In an unsecured WebCenter application, the user identity is not propagated to the Discussions server; consequently, users are identified as GUEST (that is, as anonymous users) and can view only public categories and forums.

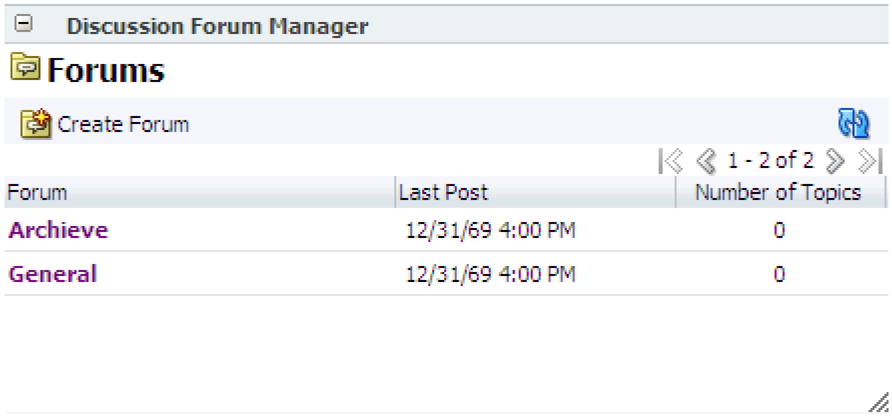
Note: *Categories* and *forums* are server-side classifications that move from *category* to *forum* to *topic*. That is, a category can head a collection of forums, just as a forum can head a collection of topics.

In a secured custom WebCenter application, Discussions permissions are allotted according to an individual user's assigned user role. For example, a user can be a moderator, participant, or viewer. A forum moderator can edit and delete any topics and messages within a forum. A forum participant can create topics and edit his or her own topics. A forum viewer can view topics and messages.

The Discussions service provides a wide variety of task flows for viewing and participating in discussions. These include:

- **Discussion Forum Manager** provides controls for creating discussion forums; creating, replying to, and managing discussion forum topics; and selecting watched forums and watched topics (Figure 21–3).

Figure 21–3 Discussion Forum Manager Task Flow

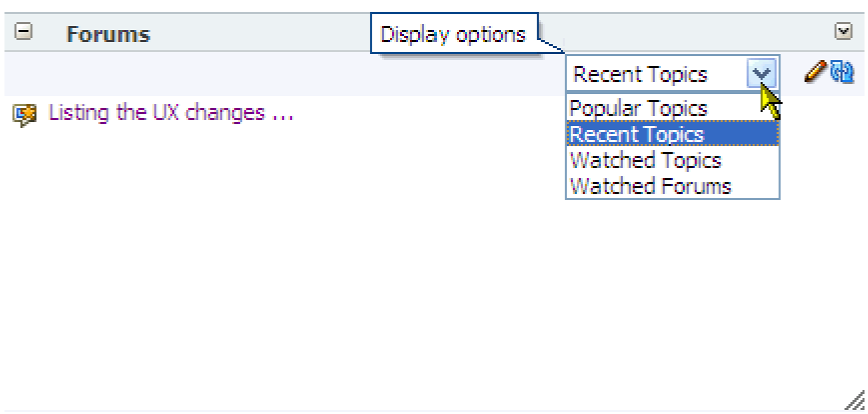


In the WebCenter Spaces application, the Discussion Forum Manager task flow is additionally exposed on a Discussions page, provided by default in every group space.

In the WebCenter Spaces application, the Discussion Forum Manager task flow is available only to group spaces. You cannot add a Discussion Forum Manager to a personal space. In custom WebCenter applications, the Discussion Forum Manager task flow is available for placement on any application page.

- **Forums** provides a means of accessing all possible views of a particular group space's discussions (Figure 21–4).

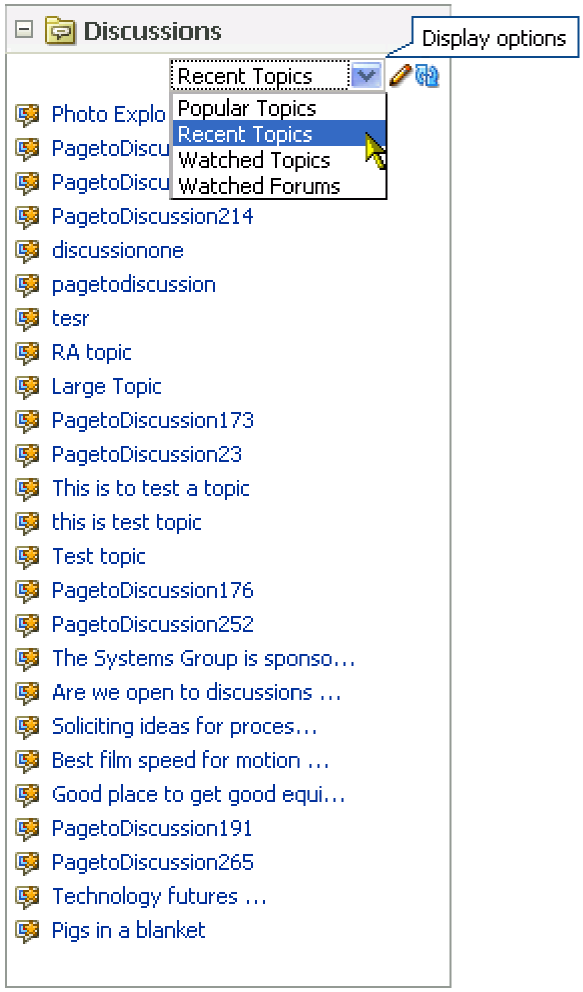
Figure 21–4 Forums Task Flow



Use the Forums task flow to view Recent Topics, Popular Topics, Watched Topics, and Watched Forums.

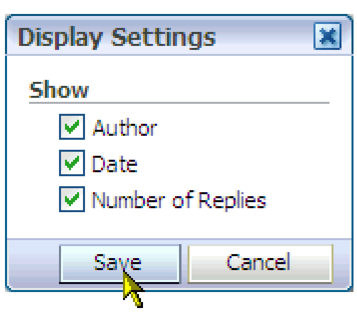
In the WebCenter Spaces application, The Forums task flow is additionally exposed as the Discussions panel in the Sidebar (Figure 21–5).

Figure 21–5 Discussions Panel in the WebCenter Spaces Sidebar



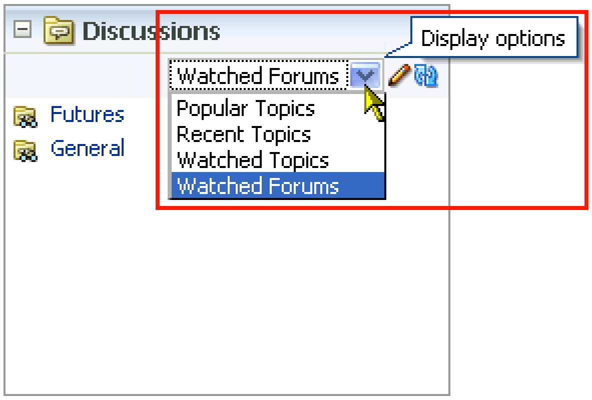
The Forums task flow also provides controls for determining the data to show in addition to the forum or topic title. Click the Edit icon in the task flow toolbar to open the Display Settings dialog box (Figure 21–6).

Figure 21–6 Display Settings Dialog Box



Display Settings available for the Forums task flow and the Discussions panel in the WebCenter Spaces vary according to the option currently selected on the task flow **Display Options** menu (Figure 21–7).

Figure 21–7 Display Options Menu (WebCenter Spaces Sidebar)

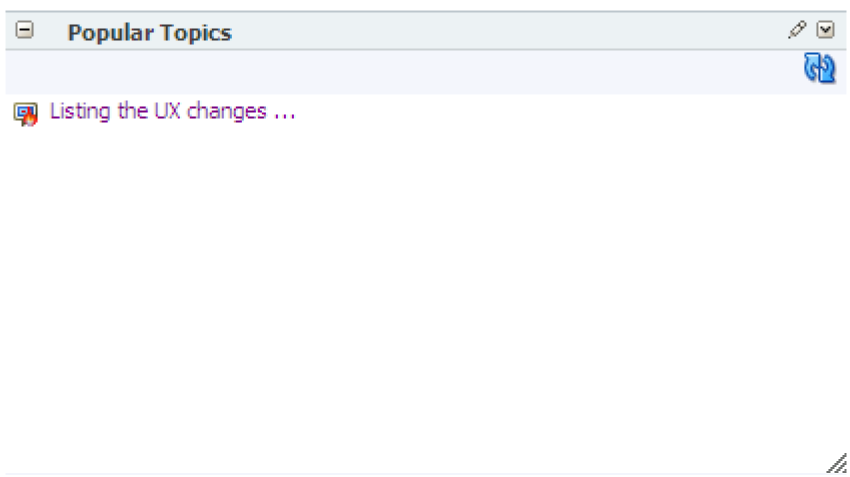


For example, when Recent Topics is selected on the menu, the Display Settings dialog box offers the options **Author**, **Date**, and **Number of Replies**. When the task flow displays Watched Forums, the Display Settings dialog box offers the options **Date** and **Number of Topics**.

The Forums task flow is available for placement on any application page, regardless of whether the page is scoped to a personal or group space or is part of a custom WebCenter application.

- **Popular Topics** (Figure 21–8) provides a look at the most frequently viewed discussion topics in all the discussion forums in a given group space (WebCenter Spaces) or the entire application (custom WebCenter application).

Figure 21–8 Popular Topics Task Flow



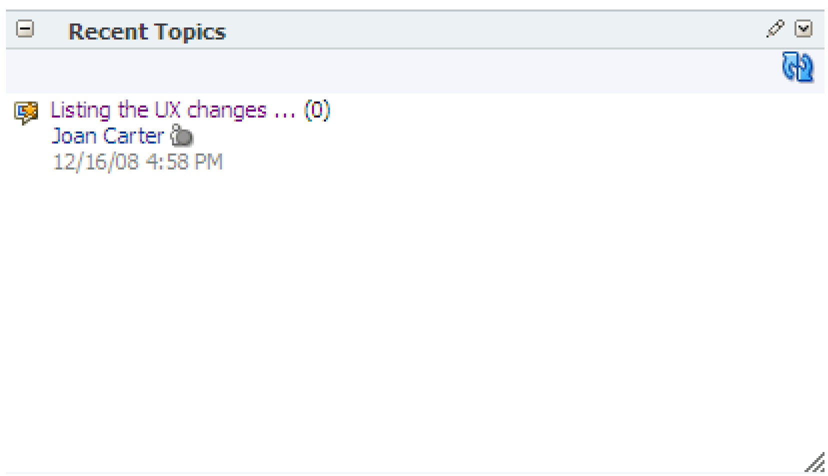
The Popular Topics task flow also provides controls for determining the data to show in addition to the topic title. Click the Personalize icon in the task flow header (Figure 21–9) to open a panel with controls for selecting the type of additional data to show.

Figure 21–9 Show Panel in a Popular Topics Task Flow

The Popular Topics task flow is available for placement on any application page, regardless of whether the page is scoped to a personal or group space or is part of a custom WebCenter application.

- **Recent Topics** (Figure 21–10) provides a look at the most recently accessed discussion topics in all the discussion forums in a given group space (WebCenter Spaces) or the entire application (custom WebCenter application).

Figure 21–10 Recent Topics Task Flow



Access to group space discussion topics is restricted to those group spaces of which you are a member.

The Recent Topics task flow also provides controls for determining the data to show in addition to the topic title. Click the Personalize icon in the task flow header (Figure 21–11) to open a panel with controls for selecting the type of additional data to show.

Figure 21–11 Show Panel in a Recent Topics Task Flow

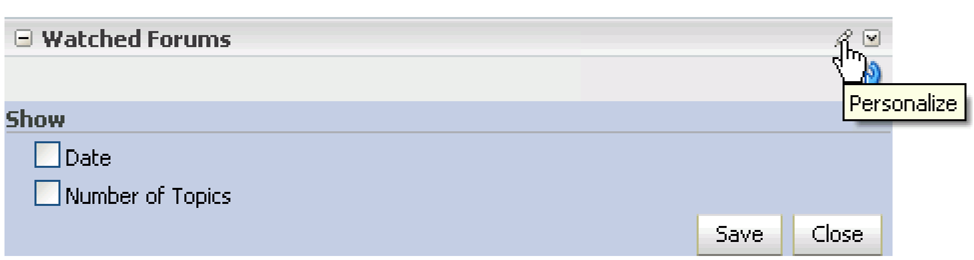
The Recent Topics task flow is available for placement on any application page, regardless of whether the page is scoped to a personal or group space or is part of a custom WebCenter application.

- **Watched Forums** (Figure 21–12) provides a means of viewing all discussion forums you have selected to watch from a particular group space (WebCenter Spaces), from all group spaces (WebCenter Spaces), or from the entire application (custom WebCenter application).

Figure 21–12 Watched Forums Task Flow

The Watched Forums task flow also provides controls for determining the data to show in addition to the topic title. Click the Personalize icon in the task flow header (Figure 21–13) to open a panel with controls for specifying the type of additional data to show. See Section 21.2.5, "Watching Forums and Topics."

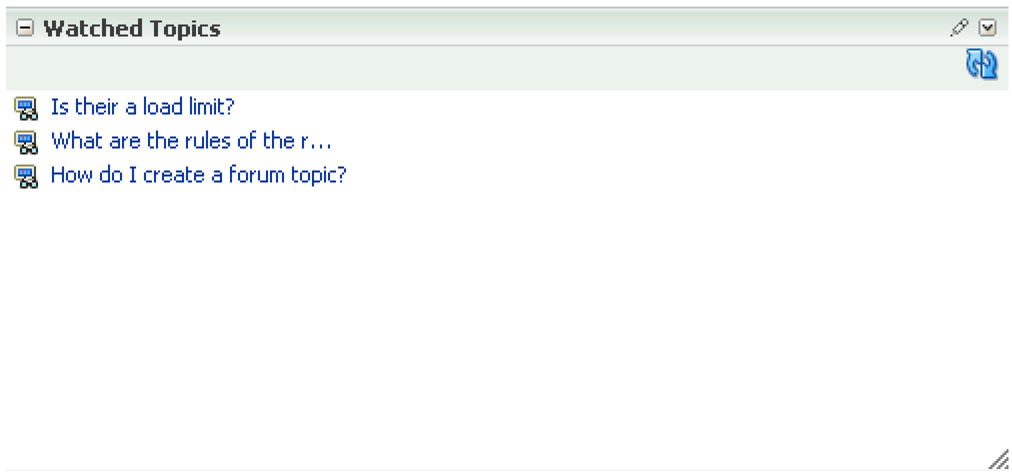
Figure 21–13 Show Panel in a Watched Forums Task Flow



The Watched Forums task flow is available for placement on any application page, regardless of whether the page is scoped to a personal or group space or is part of a custom WebCenter application.

- **Watched Topics** (Figure 21–14) provides a cohesive view of all the topics you have selected to watch from a particular group space (WebCenter Spaces), from all group spaces (WebCenter Spaces), or from the entire application (custom WebCenter applications).

Figure 21–14 Watched Topics Task Flow



The Watched Topics task flow also provides controls for determining the data to show in addition to the topic title. Click the Personalize icon in the task flow header (Figure 21–15) to open a panel with controls for specifying the type of additional data to show. See Section 21.2.5, "Watching Forums and Topics."

Figure 21–15 Show Panel in a Watched Topics Task Flow

The Watched Topics task flow is available for placement on any application page, regardless of whether the page is scoped to a personal or group space or is part of a custom WebCenter application.

The Discussions service is tightly integrated with other WebCenter services, such as Links and Mail. For example, all mail sent to a group space distribution list can additionally be posted to that group space's default discussion forum. The group space moderator must select **Monitor Incoming Mail** in the group space settings for the Discussions service (see Section 11.3.4, "Publishing Group Space Mail in a Discussion Forum"). Every discussion topic provides the opportunity to link from the topic to another group space item, such as a document or an announcement. (For information about the Mail service, see Chapter 25, "Working with the Mail Service."

For information about the Links service, see Chapter 16, "Working with the Links Service.")

21.2 Working with Discussions Service Task Flows

The Discussions service task flows expose all of the functionality available from the Discussions service. The Discussion Forum Manager is the most feature-rich task flow, providing controls for creating and managing discussion forums and posting and managing discussion topics and replies. The other task flows are useful windows into discussion forum content. They provide different views of the discussion forums and topics available to a particular group space or all group spaces (WebCenter Spaces) or to an entire application (custom WebCenter application).

Note: For information about configuring a Discussions service task flow to display the discussions from a particular group space or from all group spaces, see Section 21.3, "Setting Discussions Service Task Flow Properties."

Most of the subsections in this section describe tasks you can accomplish through the Discussion Forum Manager task flow. When you can use other task flows to perform the described actions, this is noted.

This section contains the following subsections:

- Creating a Discussion Forum
- Editing the Forum Name and Description
- Creating and Managing Forum Topics and Replies
- Switching Between Topic View Modes
- Showing and Hiding Additional Discussion Forum Information
- Watching Forums and Topics

21.2.1 Creating a Discussion Forum

Create discussion forums on the Discussions page (WebCenter Spaces) or with the Discussion Forum Manager task flow (WebCenter Spaces and custom WebCenter applications).

To create forums in WebCenter Spaces, you must be the group space moderator. To create forums in custom WebCenter applications, you must be a moderator or administrator on the back-end Jive Discussion Server that provides the WebCenter Discussions service.

Note: Whether you can create multiple forums or topics under a single forum depends on what the application administrator specified on the template used to create the scope or on the Discussions service connection. For more information, see Section 21.1, "What You Should Know About the Discussions Service."

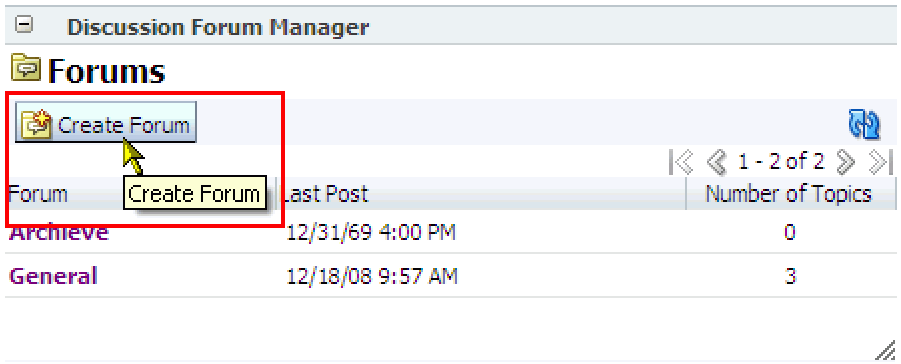
To create a discussion forum:

1. Log into your WebCenter application.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

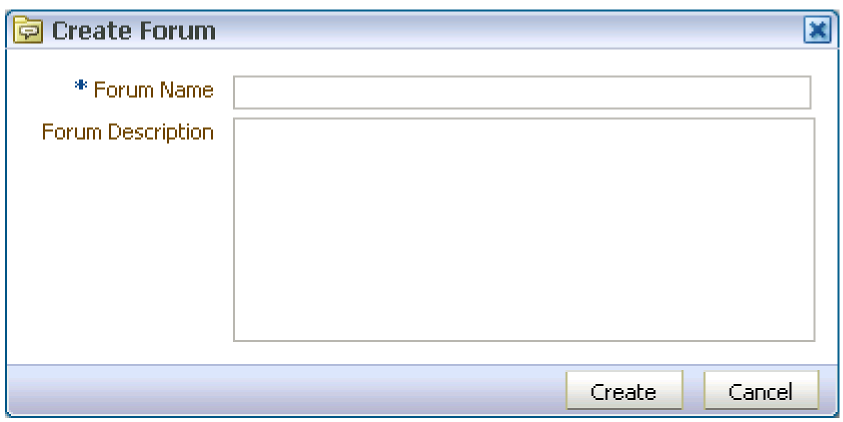
2. Go to the Discussion Forum Manager task flow where you want to create a discussion forum.
3. Click the **Create Forum** button (Figure 21–16).

Figure 21–16 Create Forum Button



The Create Forum dialog box opens (Figure 21–17).

Figure 21–17 The Create Forum Dialog Box



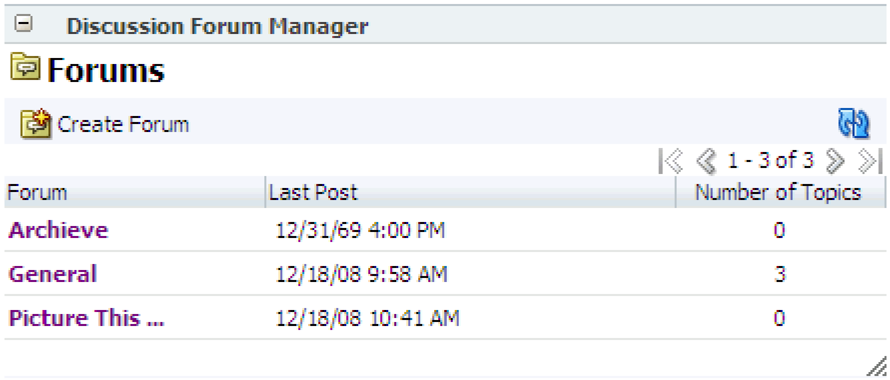
4. In the **Forum Name** field, enter a name for the discussion forum.

   Enter up to 255 characters.
5. Optionally, in the **Forum Description** text box, enter a description of the discussion forum.

   Enter up to 4000 characters.
6. Click **OK**.

   The new forum appears on the list of forums (Figure 21–18). Click a forum name to view forum content.

Figure 21–18 New Discussion Forum (Picture This)



21.2.2 Editing the Forum Name and Description

Renaming a forum or revising a forum description is quick and easy. This section describes how.

To rename a discussion forum or revise its description:

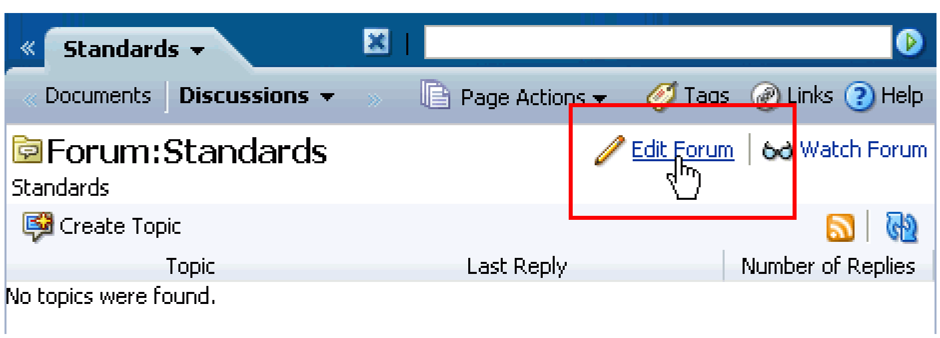
1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the Discussion Forum Manager task flow where you want to rename a discussion forum or revise its description.

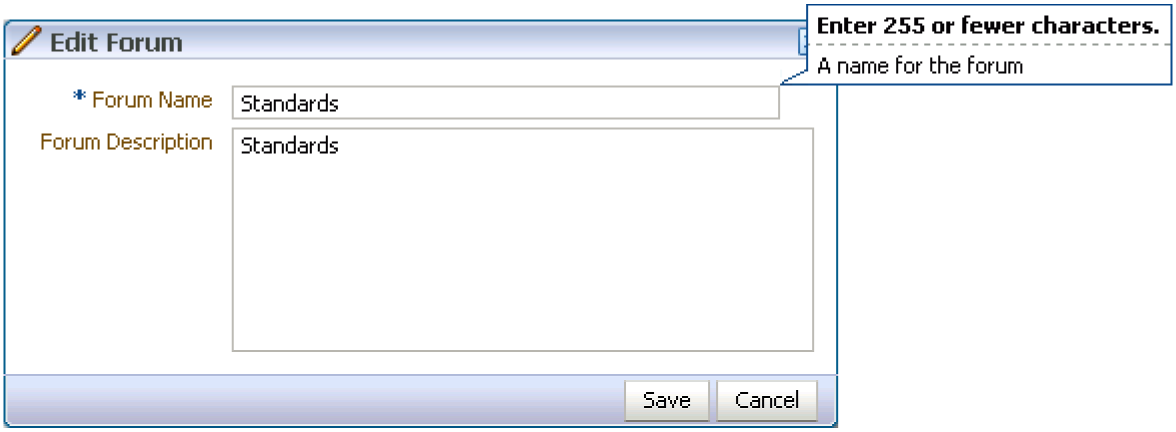
3. Click the **Edit Forum** link (Figure 21–16).

Figure 21–19 Edit Forum Link



The Edit Forum dialog box opens (Figure 21–17).

Figure 21–20 The Edit Forum Dialog Box



4. Optionally, in the **Forum Name** field enter a new name for the discussion forum.

   Enter up to 255 characters.

5. Optionally, in the **Forum Description** text box, revise the description of the discussion forum.

   Enter up to 4000 characters.

6. Click **OK**.

21.2.3 Creating and Managing Forum Topics and Replies

The life of a discussion forum takes place in its topics and replies. There users can ask questions, post information, exchange ideas, and otherwise communicate in interesting and useful ways.

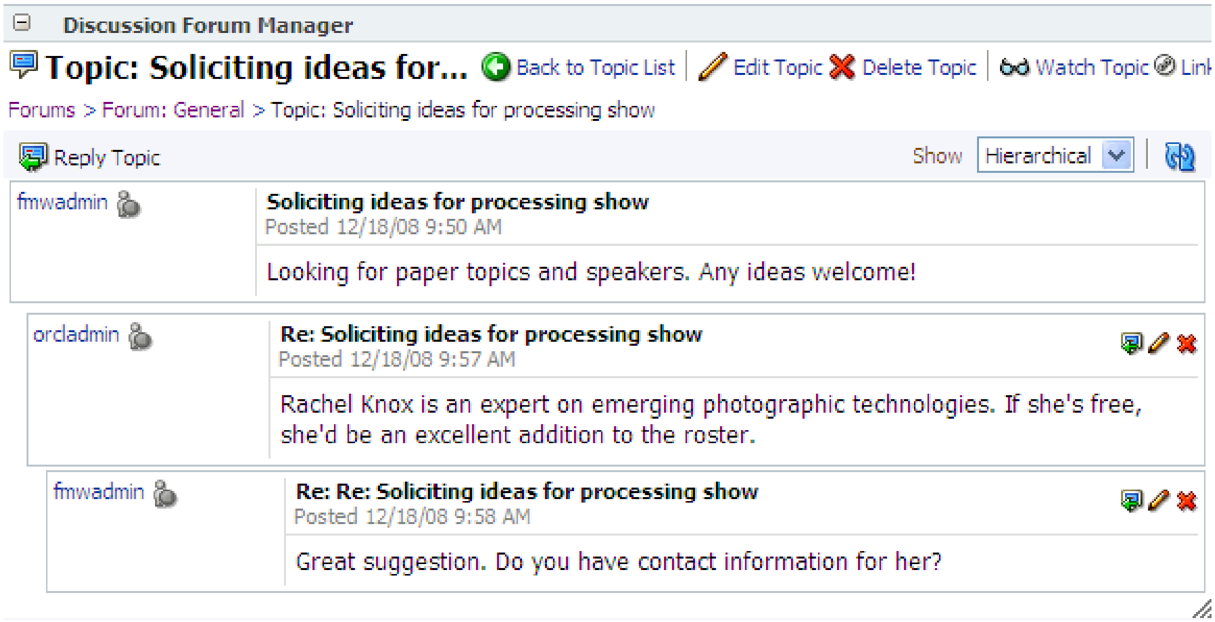
This section describes how to work with discussion forum topics and replies. It contains the following subsections:

- Posting a New Forum Topic
- Replying to Topic Posts
- Viewing Topic Posts and Replies
- Editing Topics and Replies
- Deleting Topic Posts and Replies
- Switching Between Topic View Modes

21.2.3.1 Posting a New Forum Topic

When you consider discussion forums hierarchically, the forum is the top container and forum topics are the next level down. Each posted topic additionally has subordinate replies, and the replies themselves may have replies (Figure 21–21).

Figure 21–21 A Posted Topic, a Reply, and a Reply to the Reply



This section describes how to post forum topics using the Discussion Forum Manager task flow. For information about replying to a posted topic, see Section 21.2.3.2, "Replying to Topic Posts."

To post a topic under a discussion forum:

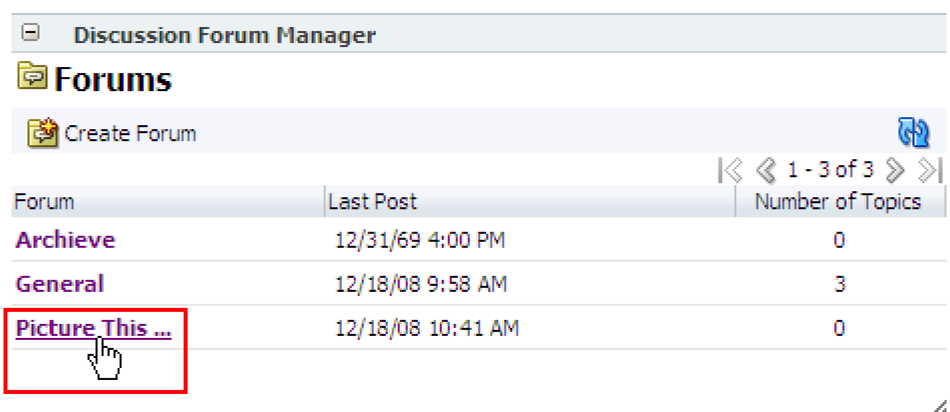
1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the Discussion Forum Manager task flow where you want to post a topic.

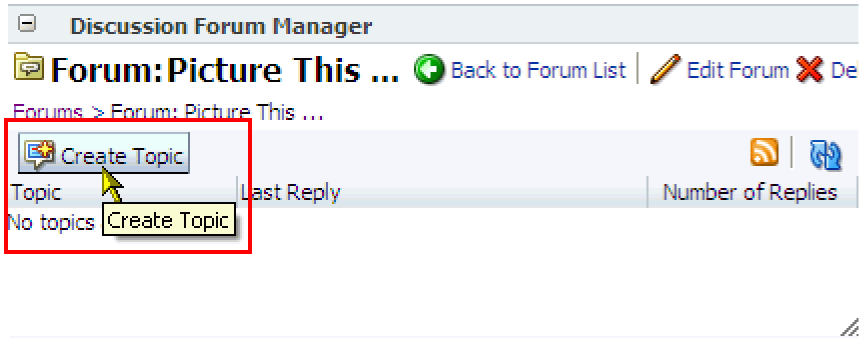
3. Click the forum under which you want to post a topic (Figure 21–22).

Figure 21–22 List of Discussion Forums in a Discussion Forum Manager Task Flow



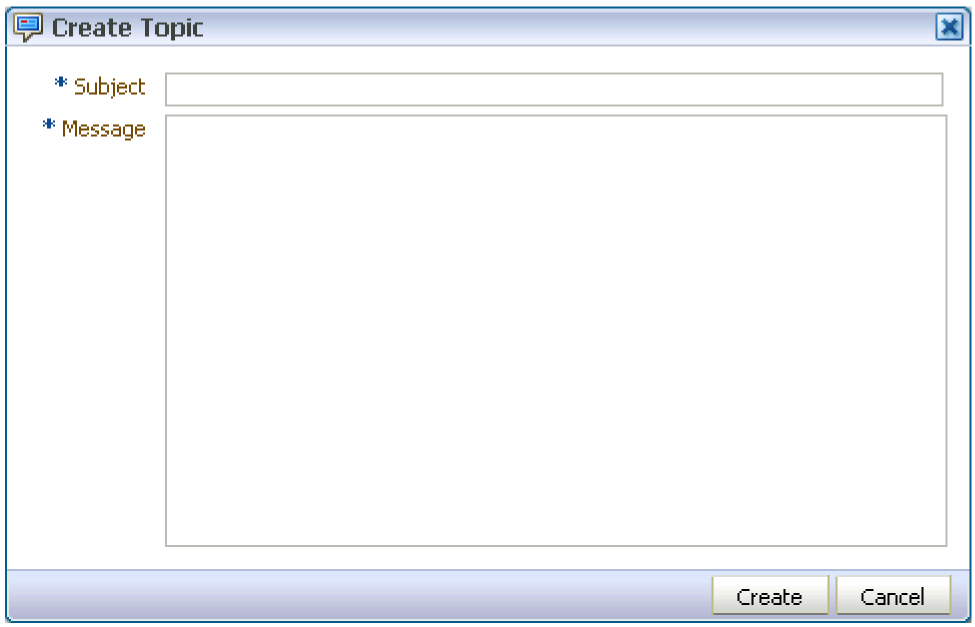
4. On the resulting screen, click the **Create Topic** button (Figure 21–23).

Figure 21–23 Create Topic Button



The Create Topic dialog box opens (Figure 21–24).

Figure 21–24 The Create Topic Dialog Box



5. In the **Subject** field, enter the topic subject.

   Enter up to 255 characters.

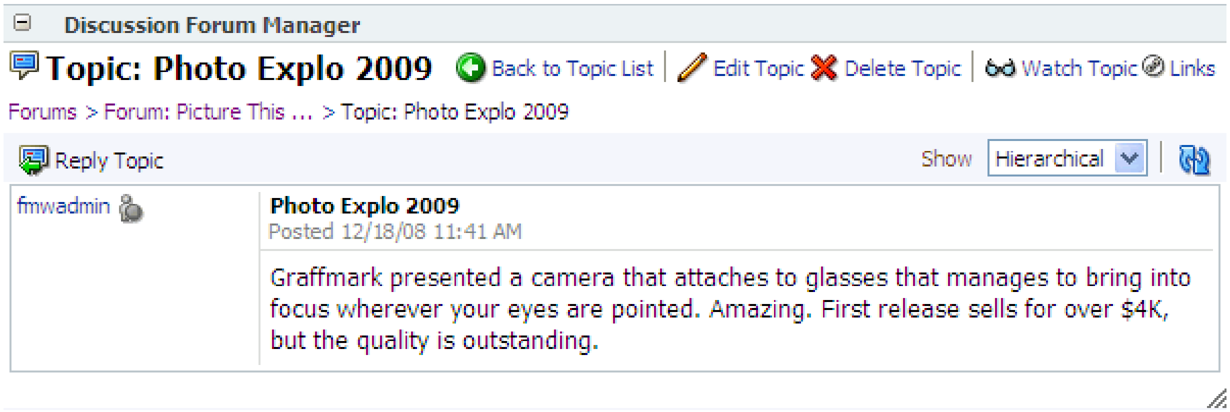
6. In the **Message** field, enter your post about the topic.

   Enter up to 4000 characters.

7. Click **Create**.

   The newly-posted topic appears under the selected forum in the Discussion Forum Manager (Figure 21–25).

Figure 21–25 A New Discussion Forum Topic



21.2.3.2 Replying to Topic Posts

This section describes how to reply to topic posts through the Discussion Forum Manager, though you can reply to a topic post through any other Discussions service task flow.

Note: The Discussion Forum Manager task flow is additionally exposed as the Discussions page in WebCenter Spaces group spaces.

To reply to topic posts:

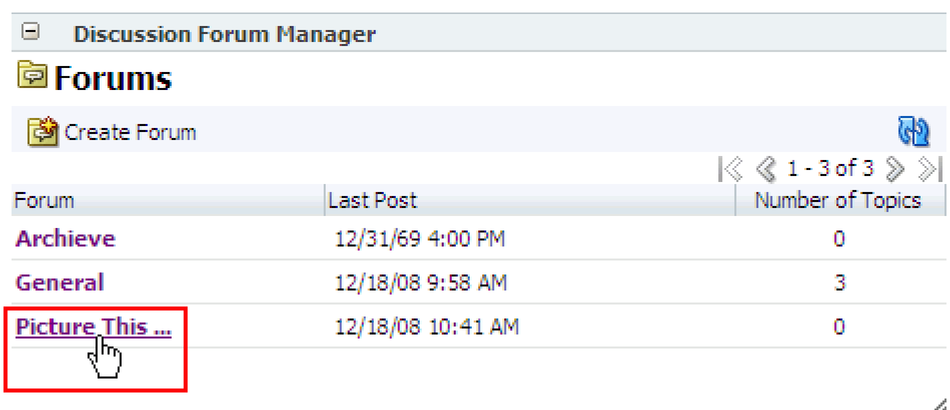
1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the Discussion Forum Manager task flow where you want to read and reply to topic posts.

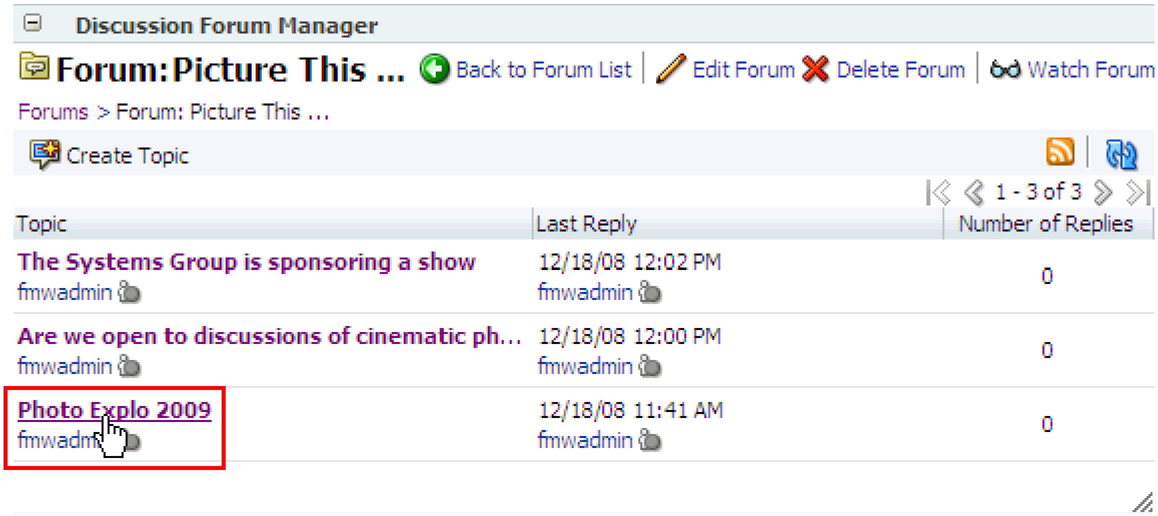
3. Click the forum that contains the topic to which you want to reply (Figure 21–26).

Figure 21–26 List of Discussion Forums in a Discussion Forum Manager Task Flow



4. On the resulting page, click the relevant topic (Figure 21–27).

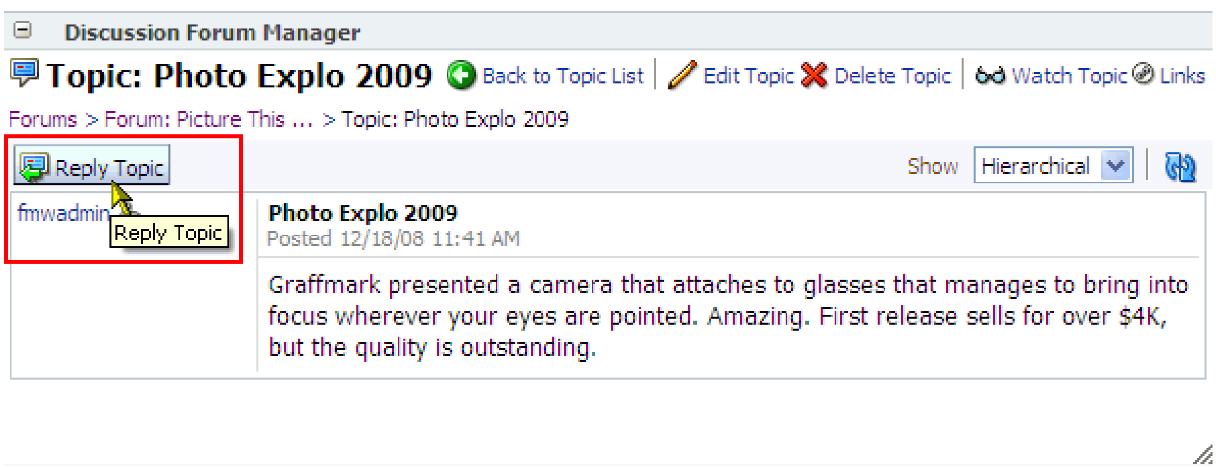
Figure 21–27 Discussion Forum Topic



The selected topic opens.

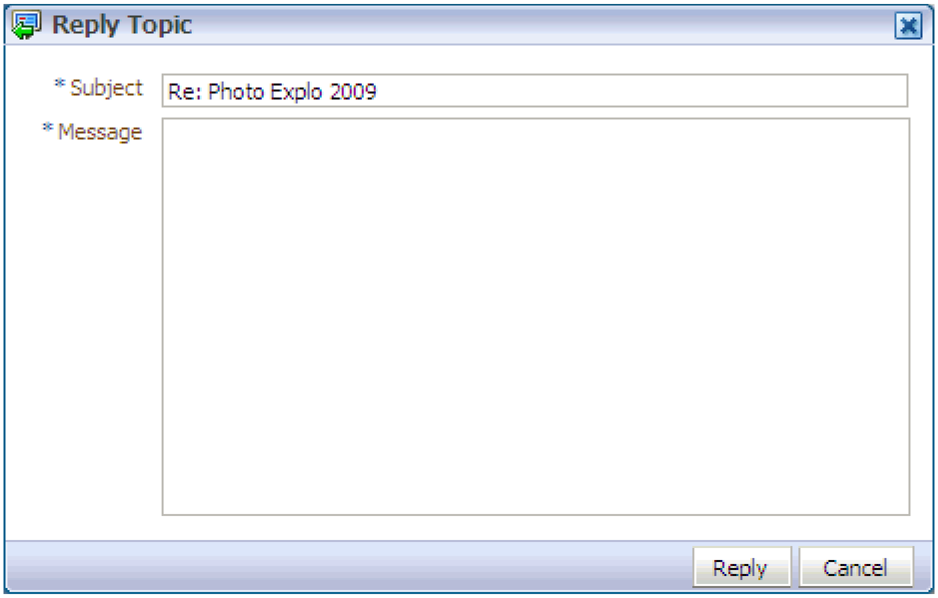
5. Click the **Reply Topic** button (Figure 21–28).

Figure 21–28 Reply Topic Button



The Reply Topic dialog box opens (Figure 21–29).

Figure 21–29 The Reply Topic Dialog Box



6. In the **Subject** field, either leave the text as is or revise it.

   Enter up to 255 characters.

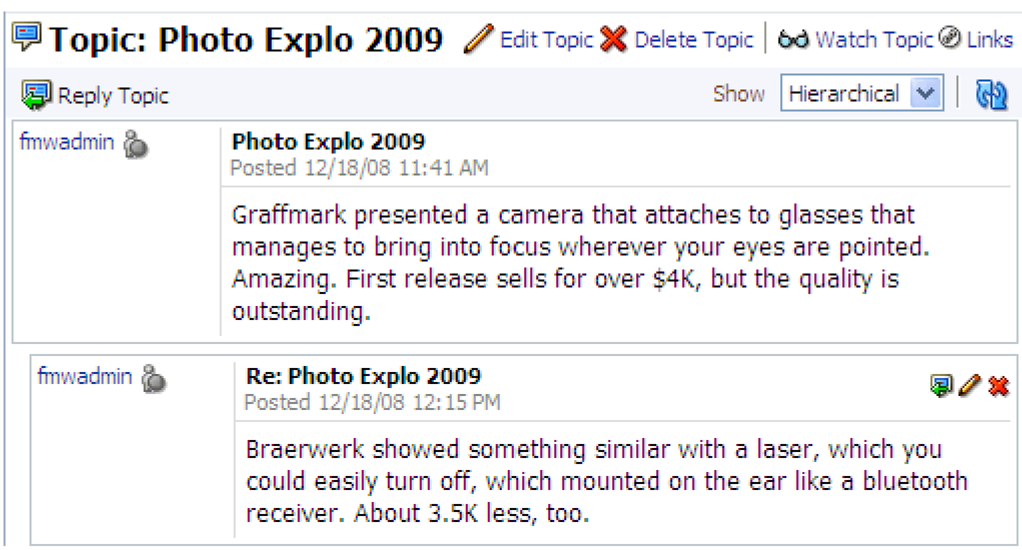
7. In the **Message** text box, enter your reply to the topic.

   Enter up to 4000 characters.

8. Click **Reply**.

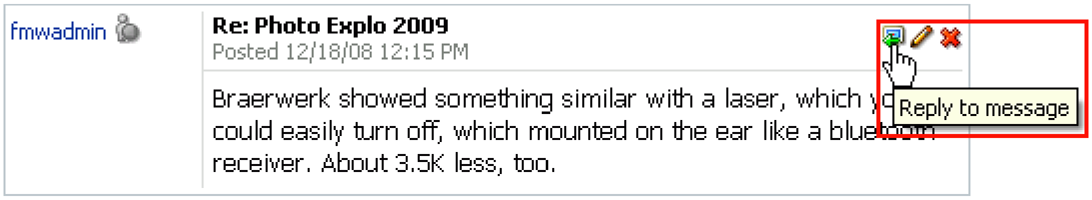
   Your reply appears below the main topic post (Figure 21–30).

Figure 21–30 A Topic Post and a Reply



To post a reply to a reply, click the Reply to message icon (Figure 21–31) and follow the steps described in this section (starting with step 6).

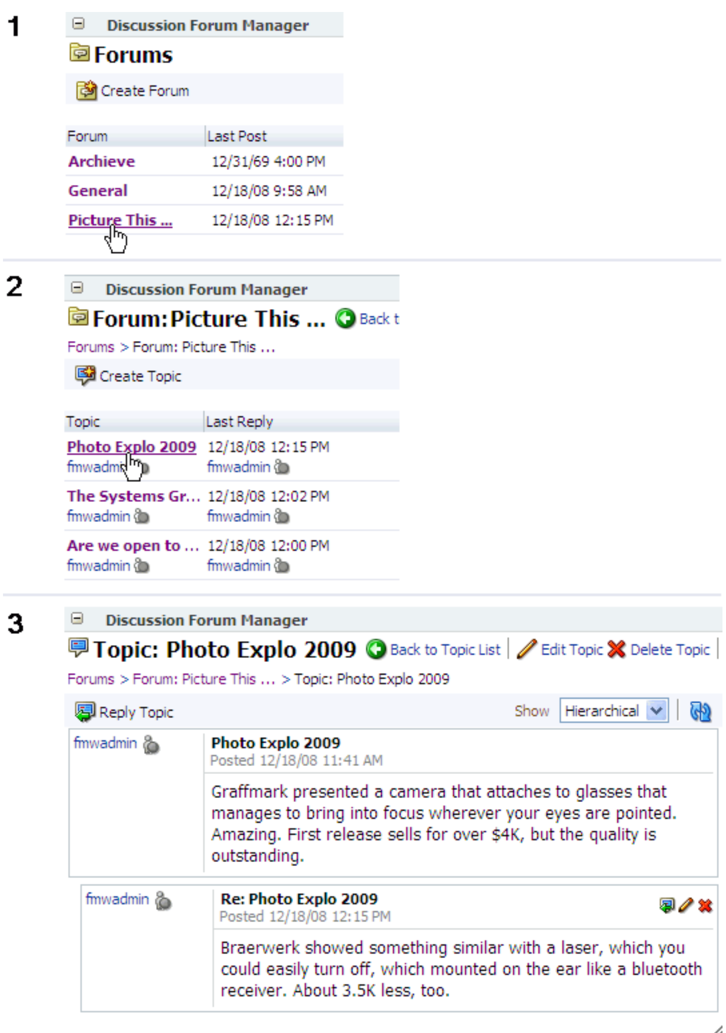
Figure 21–31 Reply to Message Icon



21.2.3.3 Viewing Topic Posts and Replies

All discussion forum topics link to a screen that displays all of the replies posted to the topic. This is true for all Discussion service task flows. The amount of navigation required depends on which task flow you are using. For example, in both the Forums and Discussion Forum Manager task flows, first you select a forum (1), then a topic (2), then you view topic posts (3).

Figure 21–32 Accessing Topic Replies in the Discussion Forum Manager

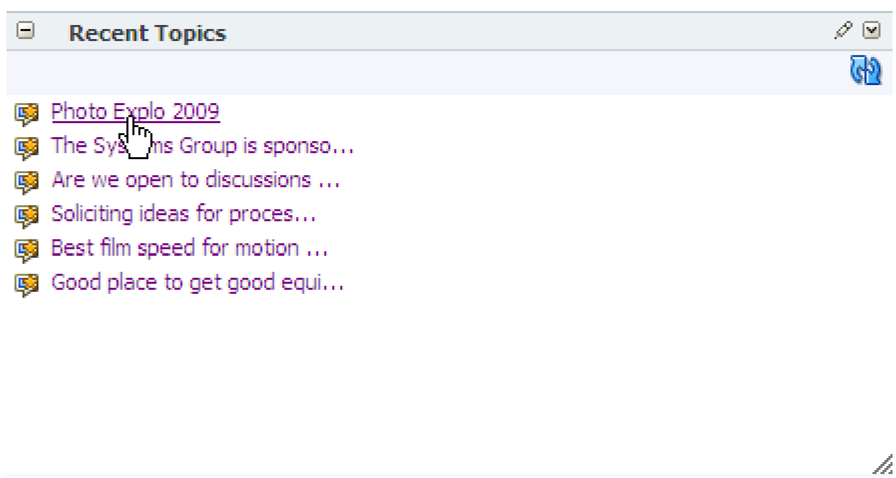


To navigate back up the forum hierarchy, click the breadcrumbs that display above the topic reply area (Figure 21–33).

Figure 21–33 Forum Breadcrumbs

With all the other Discussions service task flows, topics are listed up front, and viewing topic posts is a simple matter of clicking the relevant topic (Figure 21–34).

Figure 21–34 Forum Topics in the Recent Topics Task Flow



The topic content displays on a new screen (Figure 21–35).

Figure 21–35 Viewing a Recent Topic

To return to the task flow main view, click your browser **Back** button.

21.2.3.4 Editing Topics and Replies

Once you post a topic or a reply, you retain the option of returning to it and revising its content. Only you and group space moderators can edit your replies. This section describes how.

To edit a topic or a reply:

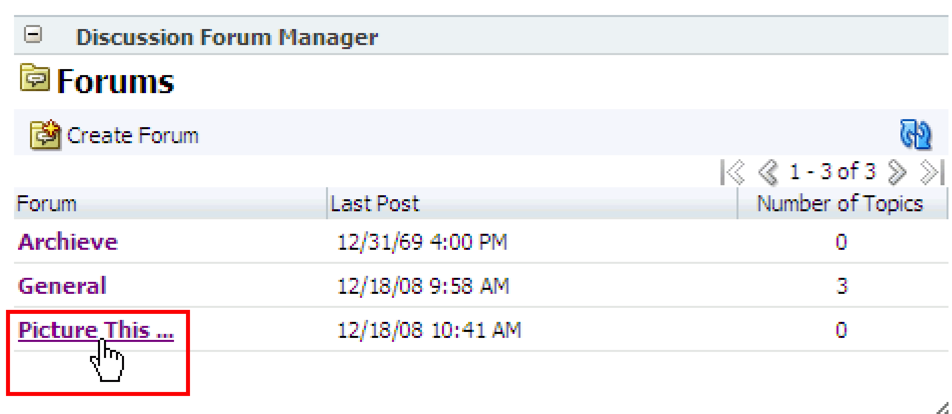
1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the Discussion Forum Manager task flow that displays the topic or reply you want to edit.

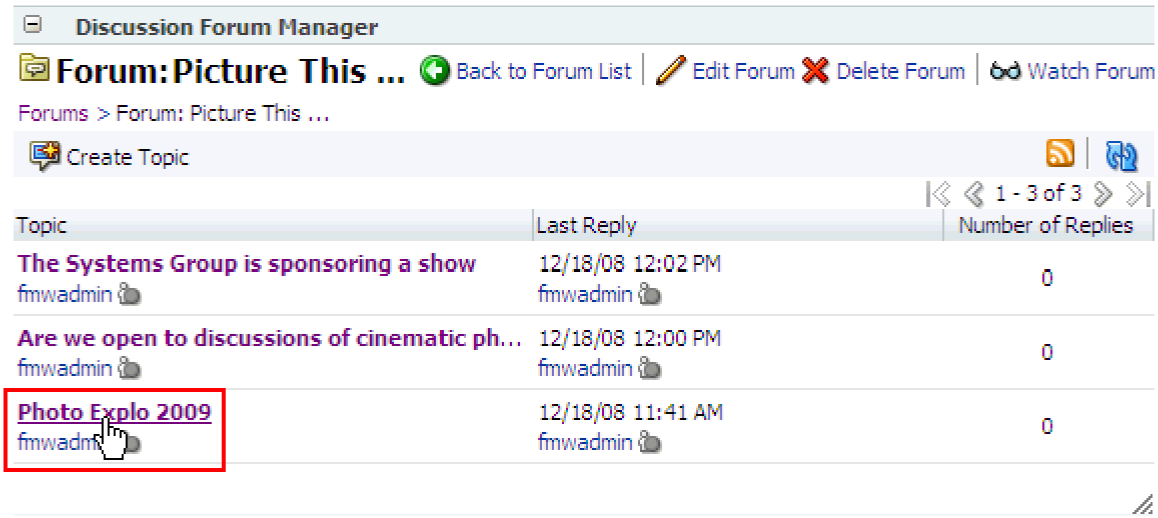
3. Click the forum that contains the topic or reply you want to edit (Figure 21–36).

Figure 21–36 List of Discussion Forums in a Discussion Forum Manager Task Flow



4. On the resulting page, click the relevant topic (Figure 21–37).

Figure 21–37 Discussion Forum Topic



The selected topic opens.

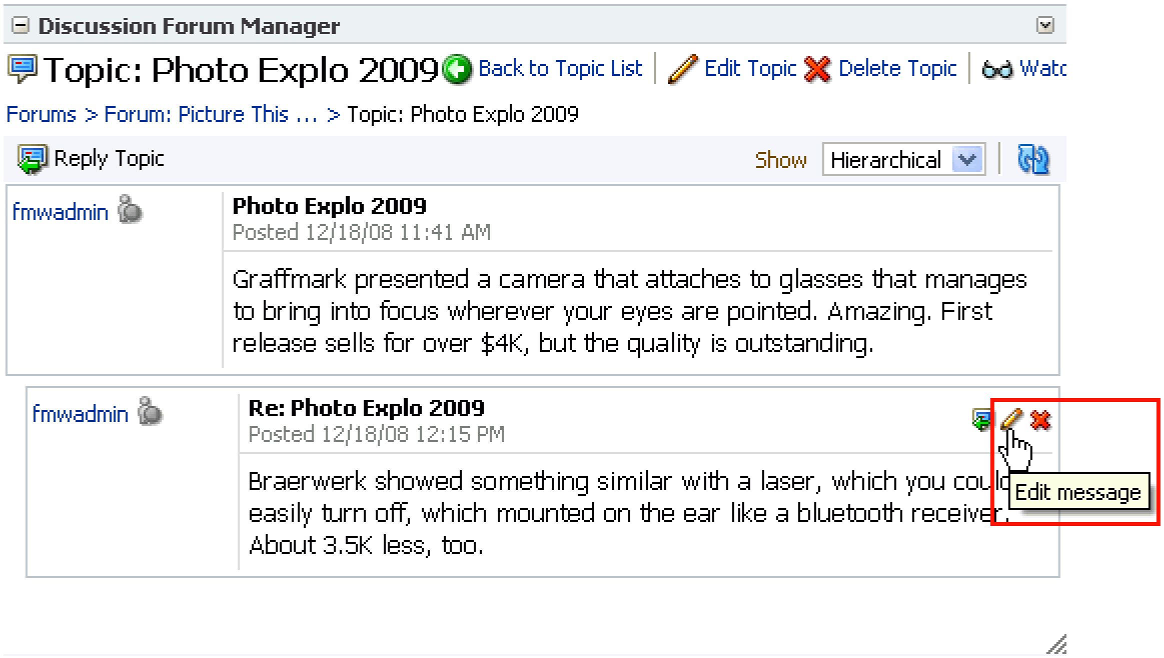
5. Your next step depends on whether you want to edit a topic or a reply:

   - To edit the topic, click the **Edit Topic** link at the top of the topic screen (Figure 21–38).

Figure 21–38 Edit Topic Link

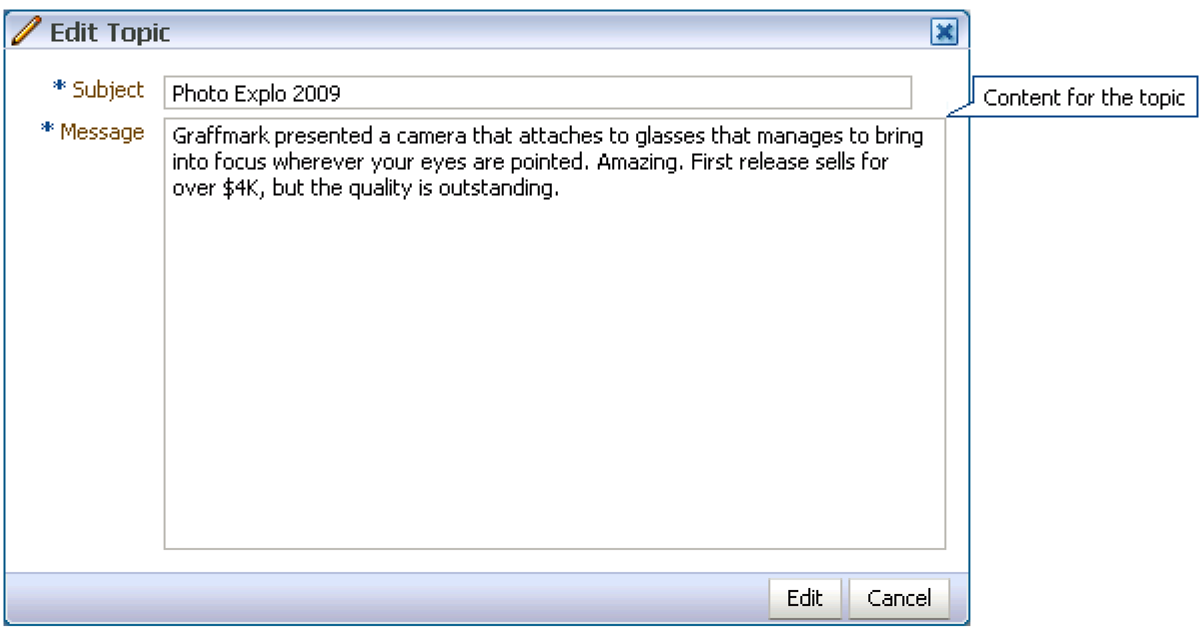
   - To edit a reply, click the Edit message icon associated with the reply (Figure 21–39).

Figure 21–39 Edit Message Icon



The Edit Topic (or Edit Message) dialog box opens (Figure 21–40).

Figure 21–40 The Edit Topic Dialog Box



6. Revise the topic (up to 255 characters) or reply (up to 4000 characters).
7. Click **Edit** in the Edit Topic dialog box, or click **Reply** in the Edit Reply dialog box.

   Your changes are posted to the forum.

21.2.3.5 Deleting Topic Posts and Replies

When you delete a topic, the original topic post and all of its subordinate replies are deleted. When you delete a reply, the original reply and all of its subordinate replies are deleted. Both actions involve very similar steps, which are described in this section.

Note: You must have created a topic post or reply or you must have access equivalent to group space moderator to delete a topic post or reply.

To delete a topic or a reply:

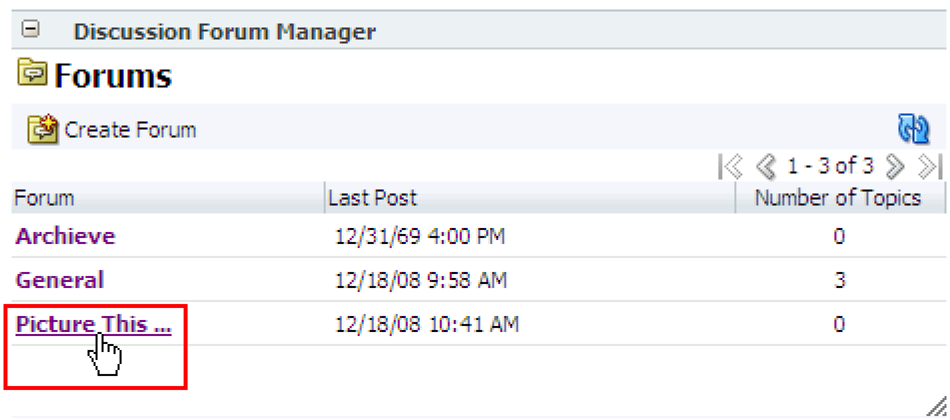
1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the Discussion Forum Manager task flow that displays the topic or reply you want to delete.

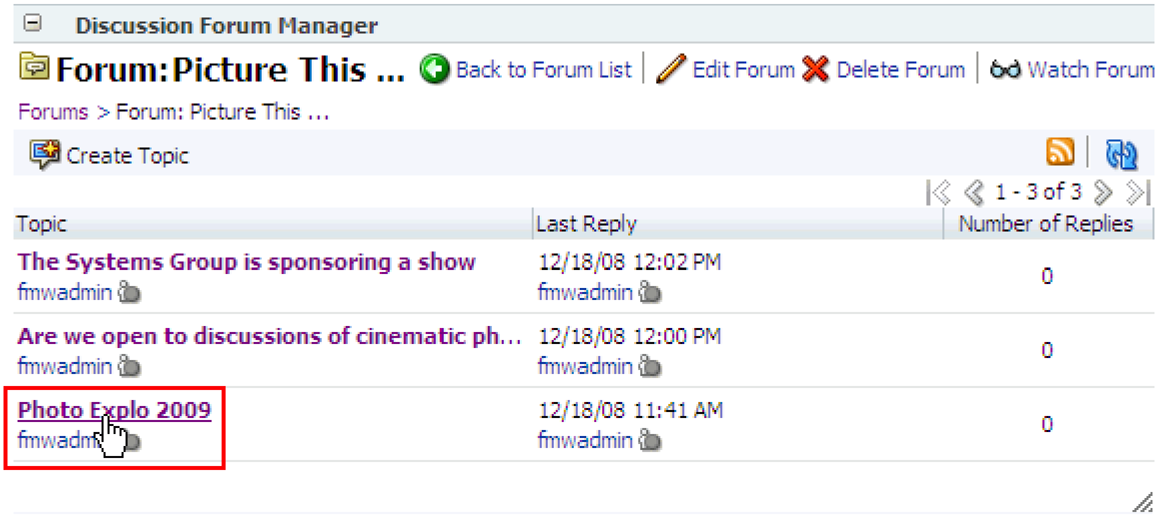
3. Click the forum that contains the topic or reply you want to delete (Figure 21–41).

Figure 21–41 List of Discussion Forums in a Discussion Forum Manager Task Flow



4. On the resulting page, click the relevant topic (Figure 21–42).

Figure 21–42 Discussion Forum Topic



The selected topic opens.

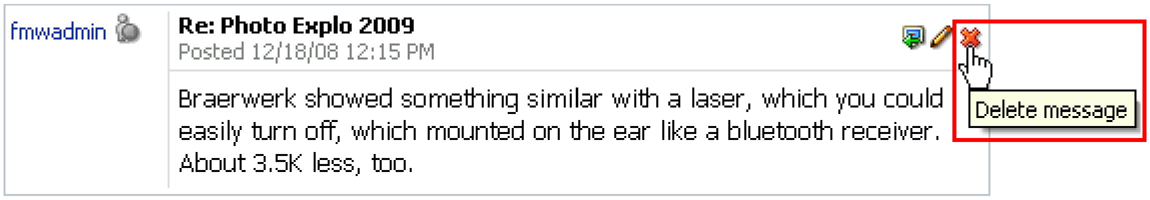
5. Your next step depends on whether you want to delete a topic or a reply:

   - To delete a topic, click the **Delete Topic** link at the top of the topic screen (Figure 21–43).

Figure 21–43 Delete Topic Link

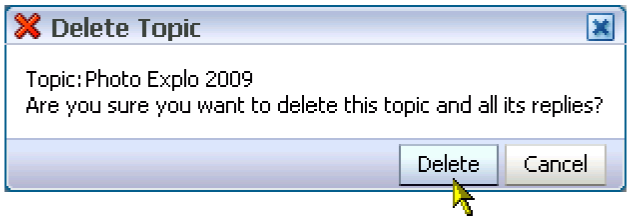
   - To delete a reply, click the Delete message icon associated with the reply (Figure 21–39).

Figure 21–44 Delete Message Icon



A Delete confirmation dialog box opens (Figure 21–45).

Figure 21–45 The Delete Confirmation Dialog Box



6. Click **Delete**.

The topic and all of its replies or the reply and all of its subordinate replies are deleted.

21.2.3.6 Switching Between Topic View Modes

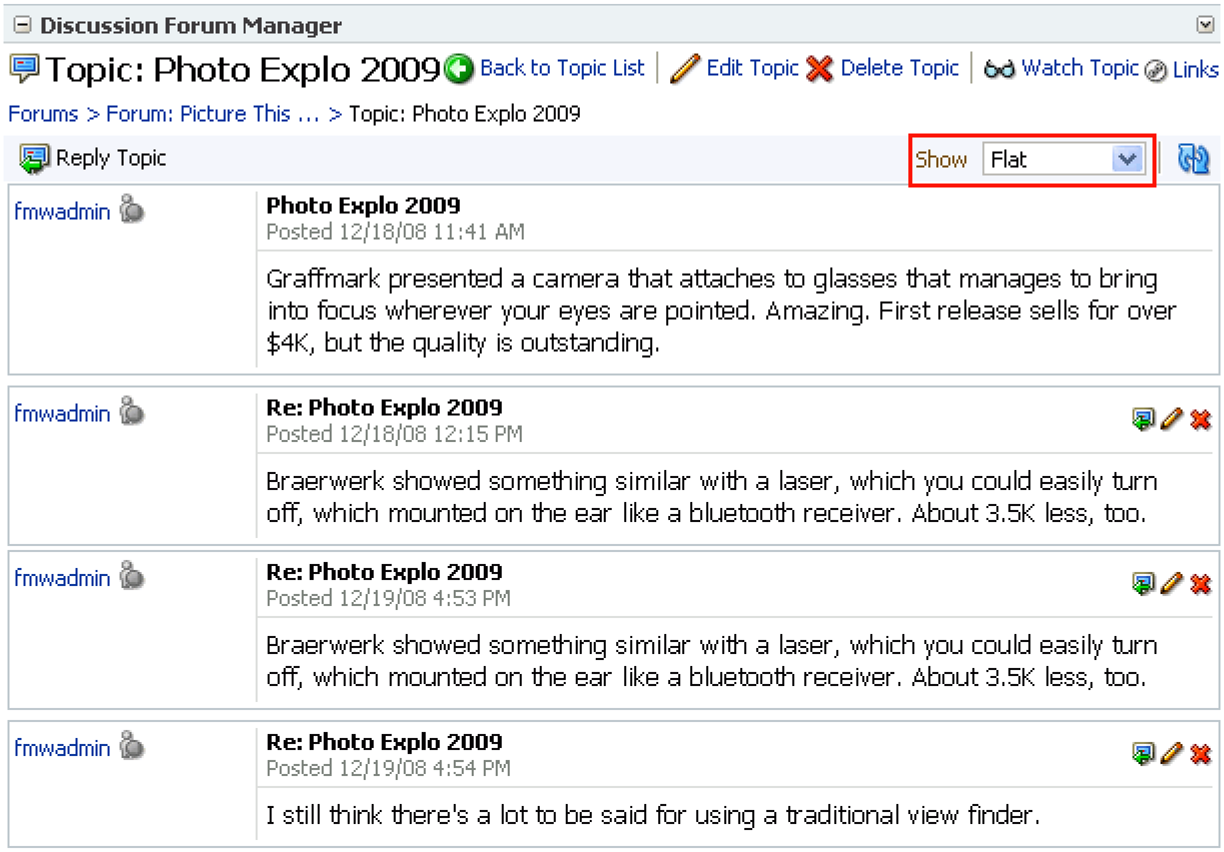
You have the option of viewing a topic and all of its replies in a hierarchical, indented mode or a flat, unindented mode. The hierarchical mode (Figure 21–46) uses indenting to indicate whether a reply is to the topic or to another reply.

Figure 21–46 Hierarchical View Mode

For example, in Figure 21–46 the first entry is the main topic, the second is a reply to the topic, the third is a reply to the reply, the fourth entry is a reply to the topic.

The flat mode (Figure 21–47) makes no such distinctions.

Figure 21–47   Flat View Mode



All discussion task flows that show topics and replies in the same screen provide view mode options.

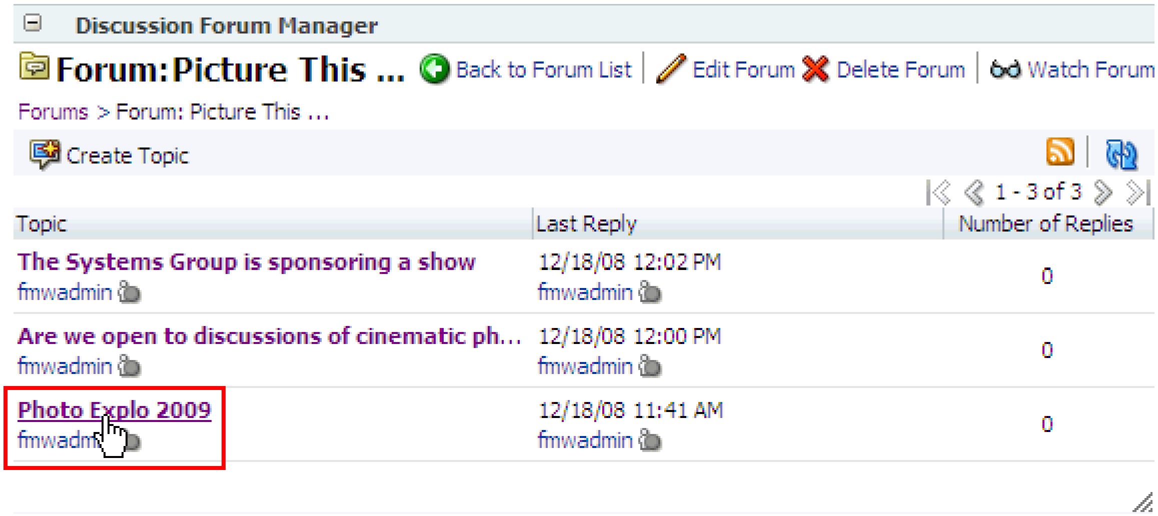
To switch between topic view modes:

1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

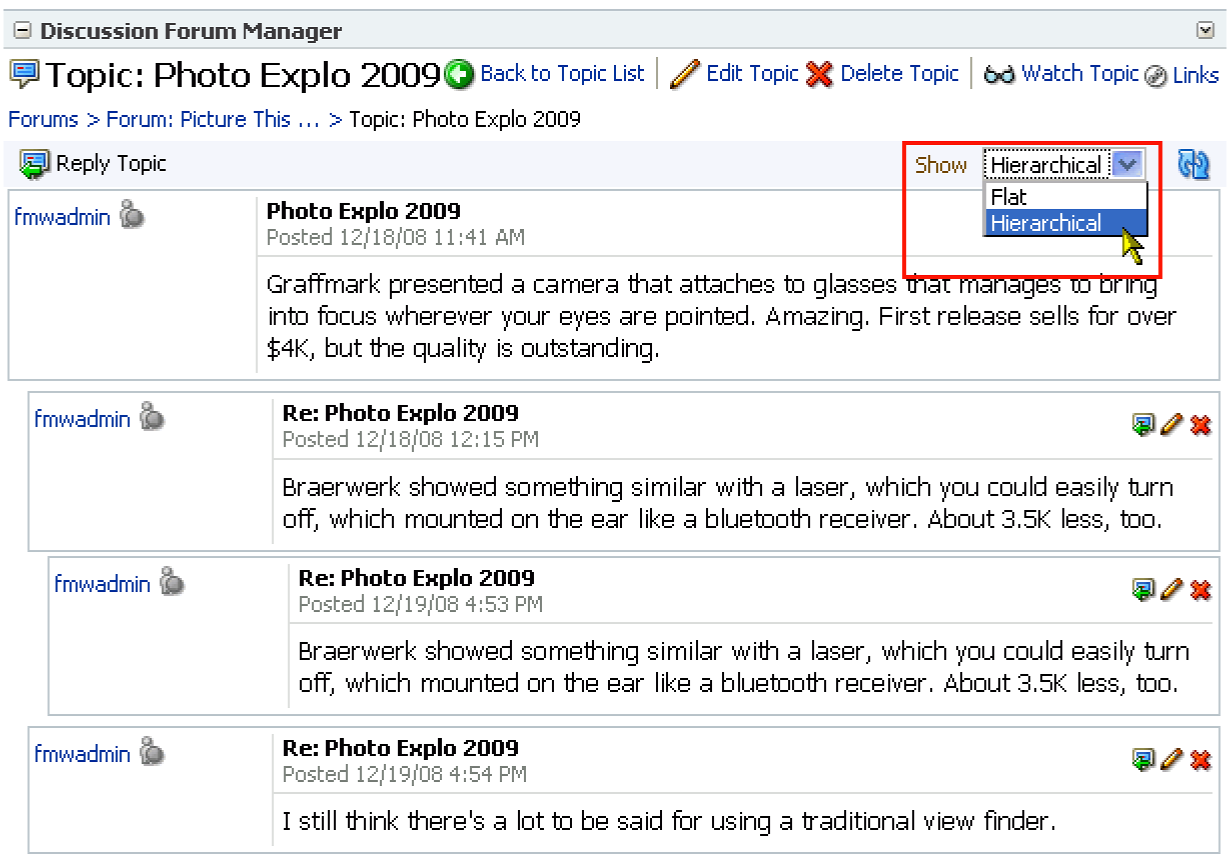
2. Go to the Discussions task flow that contains the topic you want to view.
3. Open the topic you want to view (Figure 21–48).

Figure 21–48 Discussion Forum Topic



4. From the **Show** pick list, select either **Flat** or **Hierarchical** (Figure 21–49).

Figure 21–49 Show Pick List



The topic view rerenders according to your selection.

21.2.4 Showing and Hiding Additional Discussion Forum Information

Most discussions task flows provide personalization settings for determining information to show in addition to the forum or topic title (the Discussion Forum Manager does not provide such settings). Additional information can include forum or topic author, creation date, and number of replies or topics.

How you set these display settings is personal, affecting only your view of a task flow instance. How you access these display settings varies slightly from task flow to task flow.

This section describes how to configure display settings for Discussions service task flows. It contains the following subsections:

- Showing or Hiding Information in the Forums Task Flow
- Showing or Hiding Information in the Popular Topics Task Flow
- Showing or Hiding Information in the Recent Topics Task Flow
- Showing or Hiding Information in the Watched Forums Task Flow
- Showing or Hiding Information in the Watched Topics Task Flow

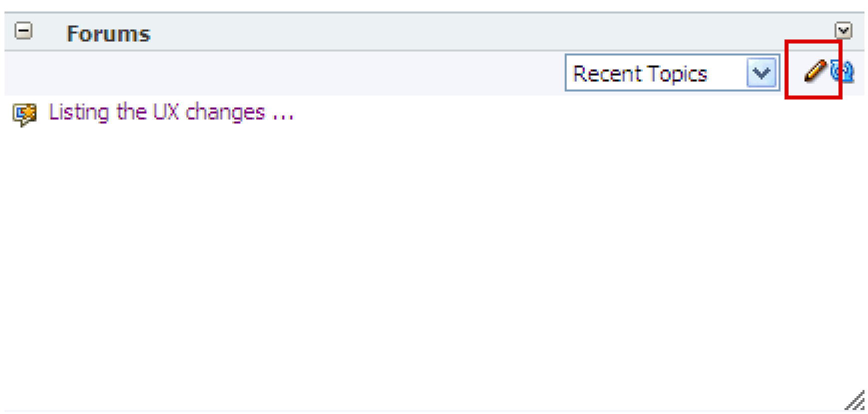
21.2.4.1 Showing or Hiding Information in the Forums Task Flow

In WebCenter Spaces, the Forums task flow is additionally exposed as the Discussions panel in the Sidebar. The display settings available to the Forums task flow are the same display settings available to the Discussions panel. Use the procedure described in this section to set display settings for both.

To show or hide additional information in the Forums task flow:

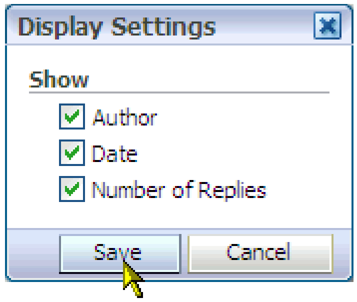
1. Go to the Forums task flow where you want to configure display settings.
2. Click the pencil icon in the task flow toolbar (Figure 21–50).

Figure 21–50 Edit Icon in the Forums Task Flow



The Display Settings dialog box opens (Figure 21–51).

Figure 21–51 Display Settings Dialog Box



3. Select the data you want to show, or clear the check box of data you want to hide.

   Choose or clear one or more from:

   - **Author**—The user name of the person who created the forum or topic
   - **Date**—The date the forum or topic was last updated
   - **Number of Replies**—The number of replies associated with the topic (for Watched Forums, this displays number of topics)

4. Click **Save** to save your changes and close the dialog box.

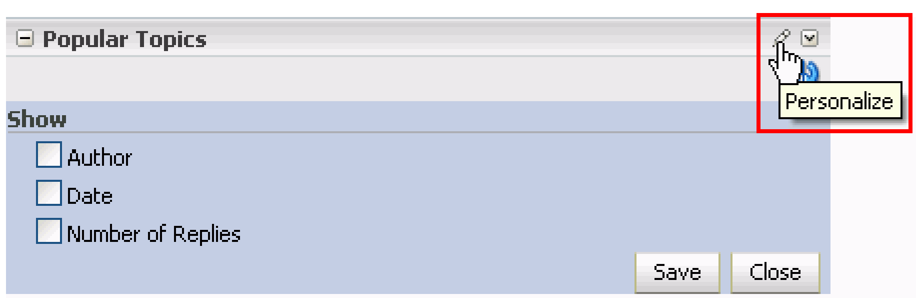
21.2.4.2 Showing or Hiding Information in the Popular Topics Task Flow

To show or hide additional information in the Popular Topics task flow:

1. Go to the Popular Topics task flow where you want to show or hide additional information.
2. Click the pencil icon in the task flow header.

   This opens a panel where you can select or clear additional data (Figure 21–52).

Figure 21–52 Show Panel in a Popular Topics Task Flow



3. Select the data you want to show, or clear the check box of data you want to hide.

   Choose or clear one or more from:

   - **Author**—The user name of the person who posted the topic
   - **Date**—The date the topic was last updated
   - **Number of Replies**—The number of replies associated with the topic

4. Click **Save** to save your changes and close the panel.

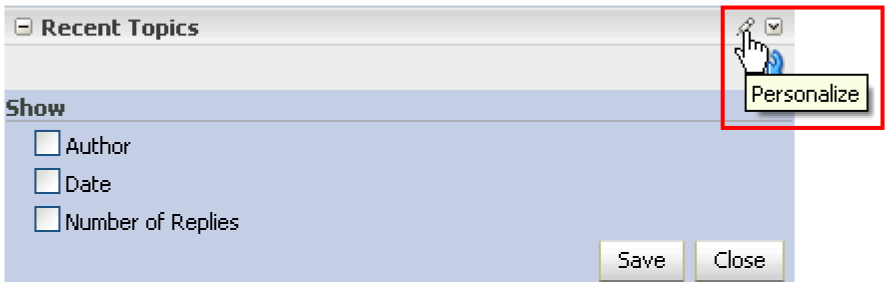
21.2.4.3 Showing or Hiding Information in the Recent Topics Task Flow

To show or hide additional information in the Recent Topics task flow:

1. Go to the Recent Topics task flow where you want to show or hide additional information.
2. Click the pencil icon in the task flow header.

   This opens a panel where you can select or clear additional data (Figure 21–53).

Figure 21–53 Show Panel in a Recent Topics Task Flow



3. Select the data you want to show, or clear the check box of data you want to hide.

   Choose or clear one or more from:

   - **Author**—The user name of the person who posted the topic
   - **Date**—The date the topic was last updated
   - **Number of Replies**—The number of replies associated with the topic
4. Click **Save** to save your changes and close the panel.

21.2.4.4 Showing or Hiding Information in the Watched Forums Task Flow

To show or hide additional information in the Watched Forums task flow:

1. Go to the Watched Forums task flow where you want to show or hide additional information.
2. Click the Personalize icon in the task flow header.

   This opens a panel where you can select or clear additional data (Figure 21–54).

Figure 21–54 Show Panel in a Watched Forums Task Flow

3. Select the data you want to show, or clear the check box of the data you want to hide.

   Choose or clear one or more from:

- **Date**—The date the forum was last updated
- **Number of Topics**—The number of topics associated with the forum

4. Click **Save** to save your changes and close the panel.

21.2.4.5 Showing or Hiding Information in the Watched Topics Task Flow

To show or hide additional information in the Watched Topics task flow:

1. Go to the Watched Topics task flow where you want to show or hide additional information.
2. Click the pencil icon in the task flow header.

   This opens a panel where you can select or clear additional data (Figure 21–55).

Figure 21–55 Show Panel in a Watched Topics Task Flow

3. Select the data you want to show, or clear the check box of the data you want to hide.

   Choose or clear one or more from:

   - **Author**—The user name of the person who posted the topic
   - **Date**—The date the topic was last updated
   - **Number of Replies**—The number of replies associated with the topic

4. Click **Save** to save your changes and close the panel.

21.2.5 Watching Forums and Topics

Watching discussion forums and topics provides a convenient means of keeping a close eye on the information most current and relevant to your efforts. The forums and topics you select to watch are personal, in that your selections appear on your view of watch lists. No other user is affected by the forums and topics you choose to watch.

When a user places a Watch on a forum or a topic, whenever users add to that forum or topic, in addition to it appearing in the user's watched forums or topics list, the user receives a mail notification.

In WebCenter Spaces, all watched forums and topics are conveniently accessible from the Discussions panel in the Sidebar. In both WebCenter Spaces and custom WebCenter applications, all watched forums and topics are easily accessible from the Forums task flow. Additionally, in both applications the Watched Forums and Watched Topics task flows provide more focussed views of watched forums or watched topics.

This section includes information about how to add, view, and manage watched topics and forums. It contains the following subsections:

- Adding a Discussion Forum or Topic to Your Watch List
- Removing a Discussion Forum or Topic from a Watch List
- Viewing Watched Forums and Topics from the Sidebar

21.2.5.1 Adding a Discussion Forum or Topic to Your Watch List

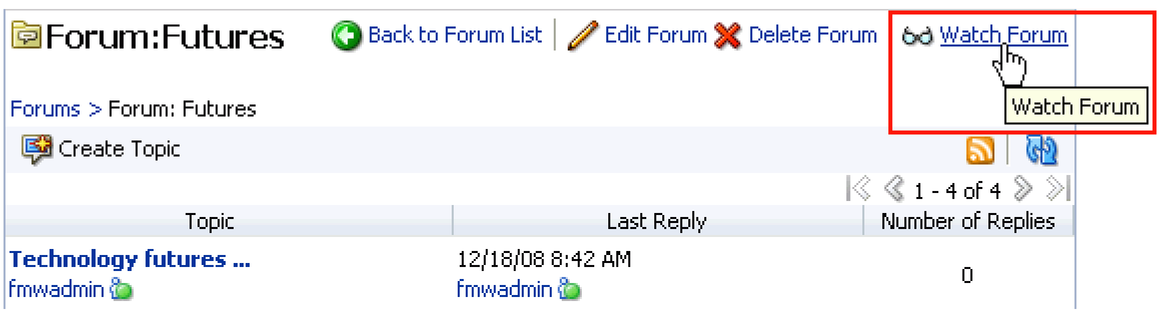
To add a discussion forum or topic to your Watch list:

1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

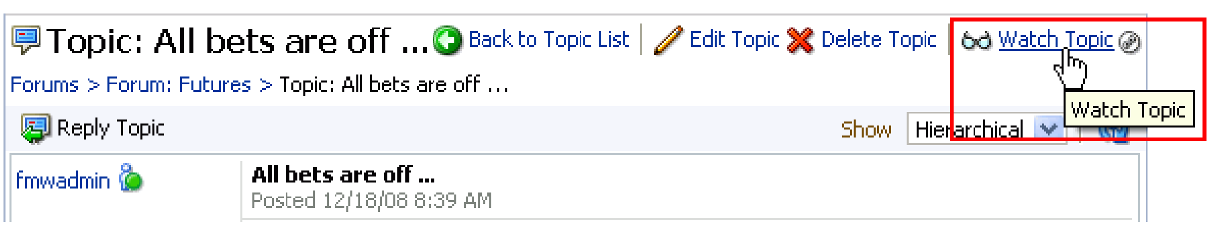
2. Go to the discussion forum or topic you want to add to your watch list.
3. The next step depends on whether you want to watch a forum or a topic:
   - To watch a forum, click the **Watch Forum** link at the top of the forum (Figure 21–56).

Figure 21–56 Watch Forum Link on the Futures Discussion Forum



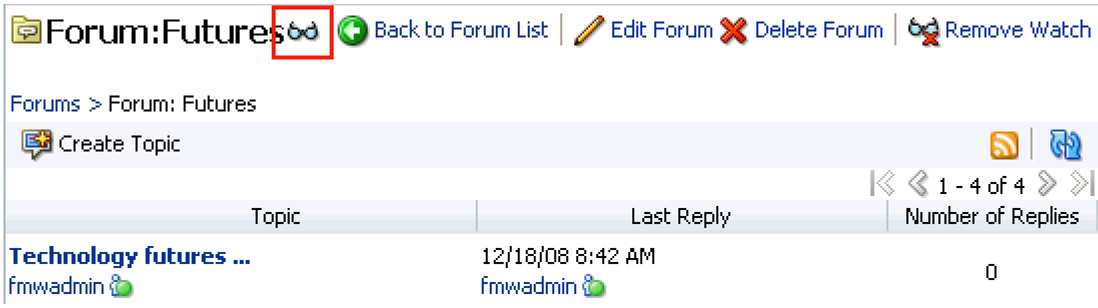
   - To watch a topic, click the **Watch Topic** link at the top of the topic (Figure 21–57).

Figure 21–57 Watch Topic Link on the Topic All Bets Are Off



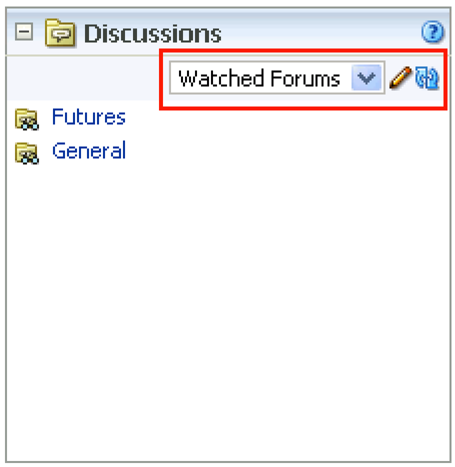
The Watched icon appears next to the forum or topic name (Figure 21–58).

Figure 21–58 The Watched Icon



And the watched forum or topic is listed on all Watched Forums or Watched Topics lists, for example, on the Discussions panel in the WebCenter Spaces Sidebar (Figure 21–59) and in Watched Forums and Watched Topics task flows.

Figure 21–59 Watched Forums on the Discussions Panel in the Sidebar



21.2.5.2 Removing a Discussion Forum or Topic from a Watch List

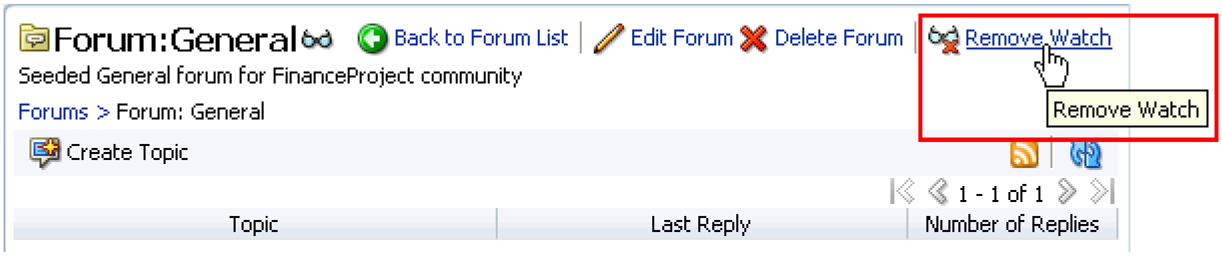
To remove a discussion forum or a discussion topic from your watch list:

1. Log into your WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the discussion forum or topic you want to remove from your watch list.
3. Click the **Remove Watch** link on the discussion forum or discussion topic (Figure 21–60).

Figure 21–60 The Remove Watch Link



The selected item is removed from your forum or topic watch list.

21.2.5.3 Viewing Watched Forums and Topics from the Sidebar

To view a watched forum or topic from the WebCenter Spaces Sidebar:

1. Log in to Oracle WebCenter Spaces.

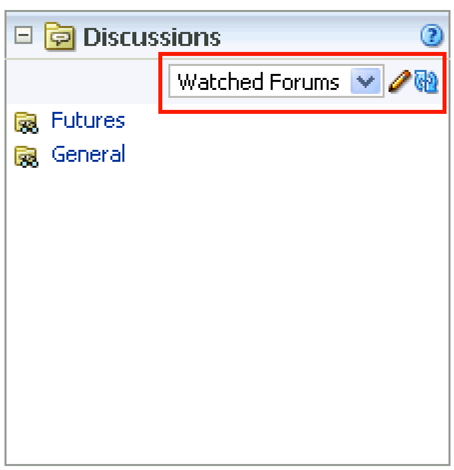
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. In the Sidebar, expand the **Discussions** panel or click the Discussions icon (Figure 21–61).

Figure 21–61 The Sidebar Discussions Icon

3. Set the panel display option to Watched Forums or Watched Topics (Figure 21–62).

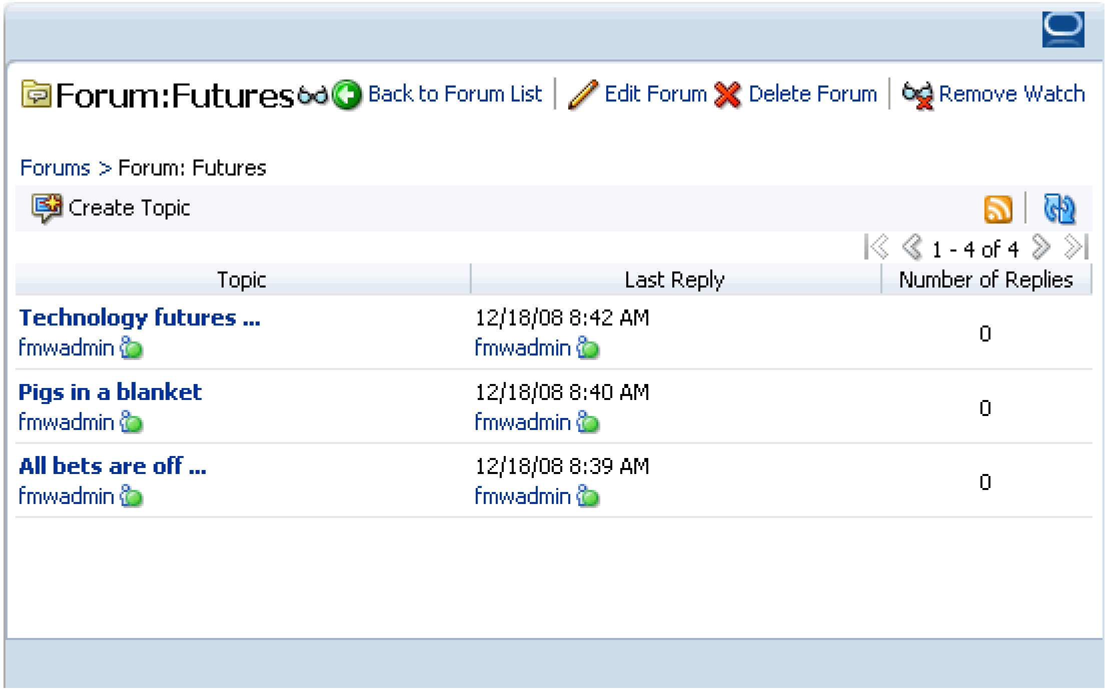
Figure 21–62 Watched Forums on the Discussions Panel in the Sidebar



4. Click the link to the discussion forum or forum topic you want to view.

   The forum or topic opens (Figure 21–63).

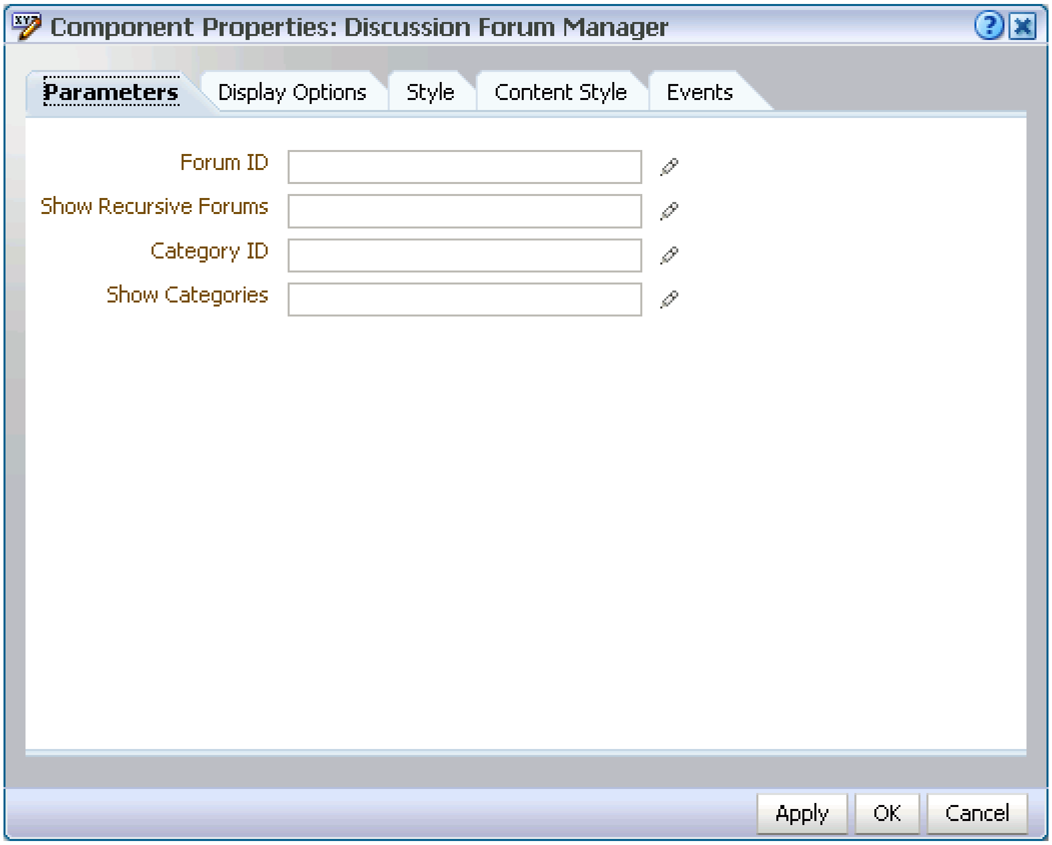
Figure 21–63 A Watched Forum Opened from the Sidebar



21.3 Setting Discussions Service Task Flow Properties

Every task flow includes a set of configurable properties that influence the behavior, content, and look-and-feel of a given task flow instance. You can access these properties through the Component Properties dialog box in Oracle Composer (Figure 21–64).

Figure 21–64 Discussion Forum Manager Component Properties



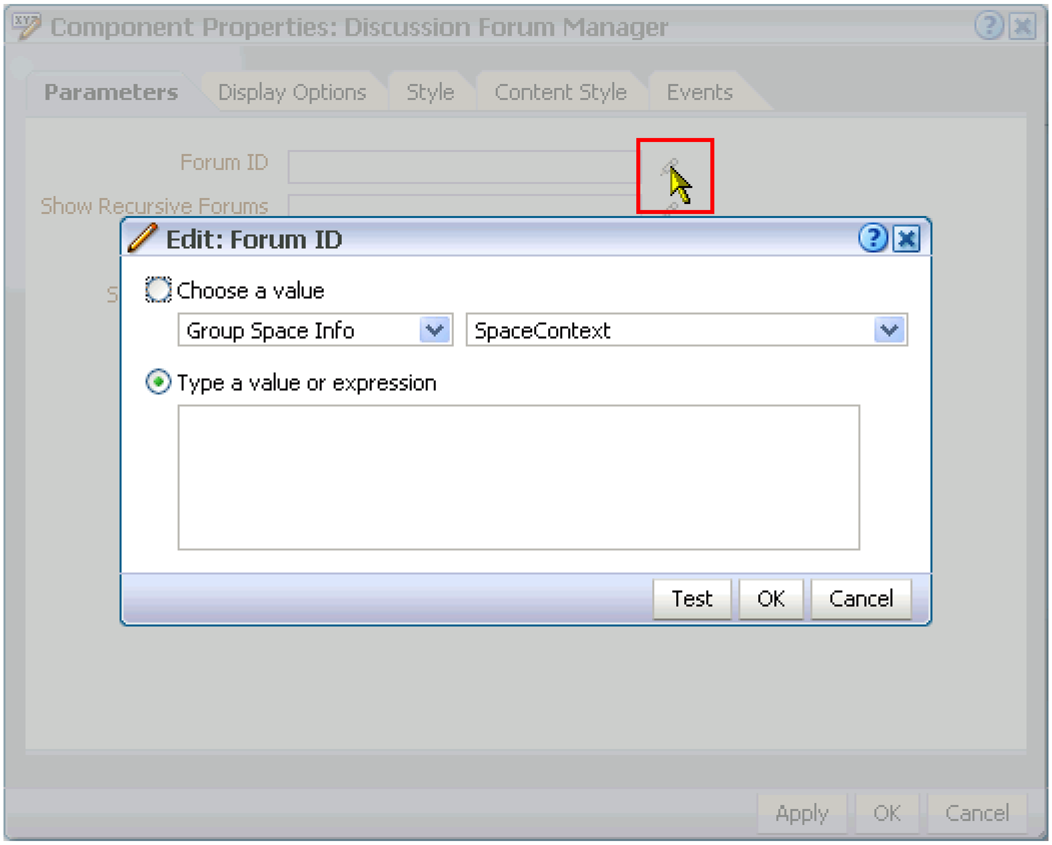
Discussions service Component Properties appear on five tabs:

- Parameters
- Display Options
- Style
- Content Style
- Events

Not all components provide the same properties; consequently, not all components display all five tabs.

All properties on the **Parameters** and **Display Options** tabs provide access to an editor, which you can use to select or specify a variable value in lieu of a constant value. Click the Edit icon next to a property field to open the editor (Figure 21–65).

Figure 21–65 Edit Icon Next to a Parameter Value Field and the Resulting Editor



Use the editor to select predefined values, under **Choose a value**, or to enter a value or an Expression Language expression, under **Type a value or expression**. The editor provides a test feature, which you can use to validate your selection or entry. For more information about using the editor and for access to a table of common EL expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Many properties are common to all task flows. Additionally, the method for accessing task flow properties is the same from task flow to task flow. Common task flow properties and how to access them are discussed in Section 7.4, "Setting Properties on Page Content."

Some properties are unique to the task flow type. Those properties unique to Discussions service task flows are listed and described in Table 21–1.

Table 21–1 Parameters of Discussions Service Task Flows

Property	Description
`Hide Toolbar`	A means of showing or hiding the task flow personalization feature (see Section 21.2.4, "Showing and Hiding Additional Discussion Forum Information") ■ `true`, means you want to hide the task flow personalization feature available. ■ `false` means you want to show the task flow personalization feature. `false` is the default value. The `Hide Toolbar` parameter is associated with the following Discussions service task flows: ■ Popular Topics ■ Recent Topics ■ Watched Forums ■ Watched Topics
`Forum ID`	On the discussions server, the identifier under which topics are managed Use this parameter to identify the default forum to show in the task flow. **WebCenter Spaces only:** Use the following EL expression to return the forum ID of a named group space: `#{sessionContext['oracle.webcenter.collab.forum'].groupInfo['groupSpaceName'] .forumId}` Enter the group space name in lieu of the variable *`groupSpaceName`*. The group space name is available on the **General** tab of the group space Settings page. The `Forum ID` parameter is associated with the following Discussions service task flows: ■ Discussion Forum Manager ■ Popular Topics ■ Recent Topics ■ Watched Topics

Table 21–1 (Cont.) Parameters of Discussions Service Task Flows

<table>
<tr><th>Property</th><th>Description</th></tr>
<tr><td><code>Show Recursive Forums</code></td><td>A means of specifying whether all forums under a given category/subcategory are shown or only a category’s direct child forums are shown
<code>true</code> means all forums under a given category/subcategory are shown. <code>true</code> impacts performance.
<code>false</code> means only the category's direct child forums are shown. False is the default value.
The <code>Show Recursive Forums</code> parameter is associated with the following Discussions service task flow:
Discussion Forum Manager</td></tr>
<tr><td><code>Category ID</code></td><td>On the Discussions server, the category ID under which a given set of forums is managed

For the Discussion Forum Manager task flow, use this parameter to specify the set of forums to present. For all other discussions task flows, use this parameter to specify the parent ID of the topics to show by default.

WebCenter Spaces only: If omitted, the value defaults to the Category ID associated with the current group space. In personal spaces, it takes the root Category ID.

Use the following EL expression to return the Category ID of a named group space:

<code>#{sessionContext['oracle.webcenter.collab.forum'].groupInfo['groupSpaceName']
.categoryId}</code>

Enter the group space name in lieu of the variable <code>groupSpaceName</code>. The group space name is available on the General tab of the group space Settings page.

The <code>Category ID</code> parameter is associated with the following Discussions service task flows:
Discussion Forum Manager
Forums
Popular Topics
Recent Topics
Watched Forums
Watched Topics</td></tr>
<tr><td><code>Show Categories</code></td><td>A means of showing the forums grouped under the <code>Category ID</code> category or the topics specified under the <code>Forum ID</code> forum.
<code>true</code> means, the task flow displays the forums classified under <code>Category ID</code>.
<code>false</code> means, the task flow displays the topics associated with the specified <code>Forum ID</code>, and navigation to a forums list view is not available.
The <code>Show Categories</code> parameter is associated with the following Discussions service task flow:
Discussion Forum Manager</td></tr>
</table>

22

Working with the Instant Messaging and Presence Service (IMP)

The Instant Messaging and Presence (IMP) service enables you to observe the presence status of other authenticated users (online, offline, busy, or away) and provides instant access to interaction options, such as phone calls, instant messages (IM), and email.

This chapter explores the IMP service. It contains the following sections:

- What You Should Know About the IMP Service
- Working with IMP Service Features and Task Flows
- Setting IMP Service Task Flow Properties

Audience

This chapter is intended for users who want to leverage Web 2.0 social networking services, such as Discussions and Presence, to work collaboratively within Oracle WebCenter applications, including WebCenter Spaces. It provides information about collaborating with others using discussion forums, instant messaging, mail, and other Web 2.0 applications.

The application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

22.1 What You Should Know About the IMP Service

Any WebCenter Web 2.0 service that has a user name can integrate with the IMP service; for example, Discussions, Documents, or Mail. Wherever a user is indicated, for example as the author of a document in the Document Library, you can see an icon (Figure 22–1) depicting the presence state of that user.

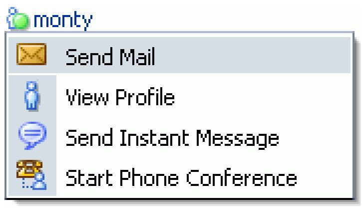
Figure 22–1 The Presence Icon for Online Users

If you hover your mouse over the Presence icon, a tooltip displays the current status message for that user, if available. If the user has not provided a status message, or the message cannot be retrieved, the tooltip displays the presence state of the user (online, offline, busy, or away).

Note: There is no idle status. In the case of extended user inactivity, the status still displays as online.

Additionally, you can click the Presence icon to invoke a context menu and send a message instantly or through your mail (Figure 22–2).

Figure 22–2 The Presence Icon Context Menu



From the context menu you can:

- Send mail to the user
- View the user's profile.
- Send an instant message to the user
- Initiate a phone conference with the user

Note: The options that display on the context menu depend on what services are available to your WebCenter Spaces application, how those services are configured, and which services are supported by the back-end presence server. For example, the Phone Conference option is not supported for the Microsoft Office Live Communications Server (LCS).

Information on how to send an instant message, initiate a phone conference, and send an email is provided later on in this chapter. For information about viewing a user's profile, see Section 3.2.2, "Viewing Another User's Profile."

22.2 Working with IMP Service Features and Task Flows

Many WebCenter task flows include a presence capability that enables you to make contact with other users from within the context of what you want to contact them about. For example, if you see a post in a discussion topic and want to contact the author of that post, you can do so directly from the Discussions task flow.

This section describes the different ways you can use the IMP service to contact other users. It includes the following subsections:

- Viewing the Status of Other Users
- Sending a Mail Message from the Presence Icon Menu
- Sending an Instant Message from the Presence Icon Menu
- Initiating a Phone Conference from the Presence Icon Menu
- Working with the Buddies List
- Working with the Members Task Flow

22.2.1 Viewing the Status of Other Users

Many task flows support on-the-spot communication with other users. That is, wherever a task flow includes a Presence icon (Figure 22–3), you can start an instant chat or meeting or send a mail to the user associated with the icon.

Figure 22–3 The Presence Icon for Online Users

The way you communicate with another user depends upon their availability. For example, if the user is online, you could send an instant message to make immediate contact. However, if the user is offline or busy, sending a mail is probably a more preferable option.

Additionally, users can provide further information about their status by providing status messages. If such a status message exists for a user, hovering over the Presence icon displays that message as a tooltip. The status message enables you to make an even more informed decision about how to make contact. If there is no status message for the user the presence state is displayed in the tooltip instead (online, offline, busy, or away).

To view the current presence status or status message of a user, simply hover the mouse over the Presence icon next to the user's name. Table 22–1 illustrates and describes the presence state each Presence icon indicates.

Note: The presence state of the user is held in a cache, the default expiry time of which is 60 seconds. As a result, the Presence icon may not reflect the actual status of the user if the status has changed between the initial retrieval and the cache expiry time.

Table 22–1 illustrates and describes the presence state each Presence icon indicates.

Table 22–1 Presence Icon Presence States

Presence Icon	State
	Associated user is online.
	Associated user is online, but busy. Please do not disturb.
	Associated user is still connected but away from the computer.
	Associated user is offline.

Note: If all your buddies are showing as offline and you do not think this is correct, it could be an issue with the back-end server. Check your buddies list in your desktop client.

If the presence state is correct in your desktop client, but still showing offline in WebCenter Spaces, contact your administrator to ensure that the IMP connection is correctly set up.

22.2.2 Sending a Mail Message from the Presence Icon Menu

Wherever you see a user Presence icon, you can send a mail message to its associated user. This section tells you how.

To send a mail message:

1. Log in to WebCenter Spaces or your custom WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate a Presence icon (Figure 22–4) for the person you want to contact.

   Figure 22–4 A Presence Icon (Online)

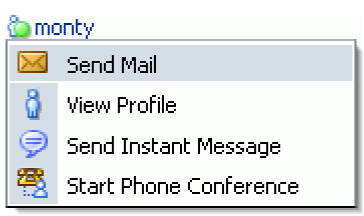
   

   For example, you can find Presence icons in the **Buddies** task flow in the Sidebar (for more information, see Section 22.2.5, "Working with the Buddies List"), associated with documents and discussion topics, and anywhere a task flow is configured to support Instant Messaging and Presence (IMP).

3. Click the Presence icon associated with the user you want to contact.

   For example, in Figure 22–5 the Presence icon is associated with the user `monty`.

   Figure 22–5 The Presence Icon Associated with the User monty

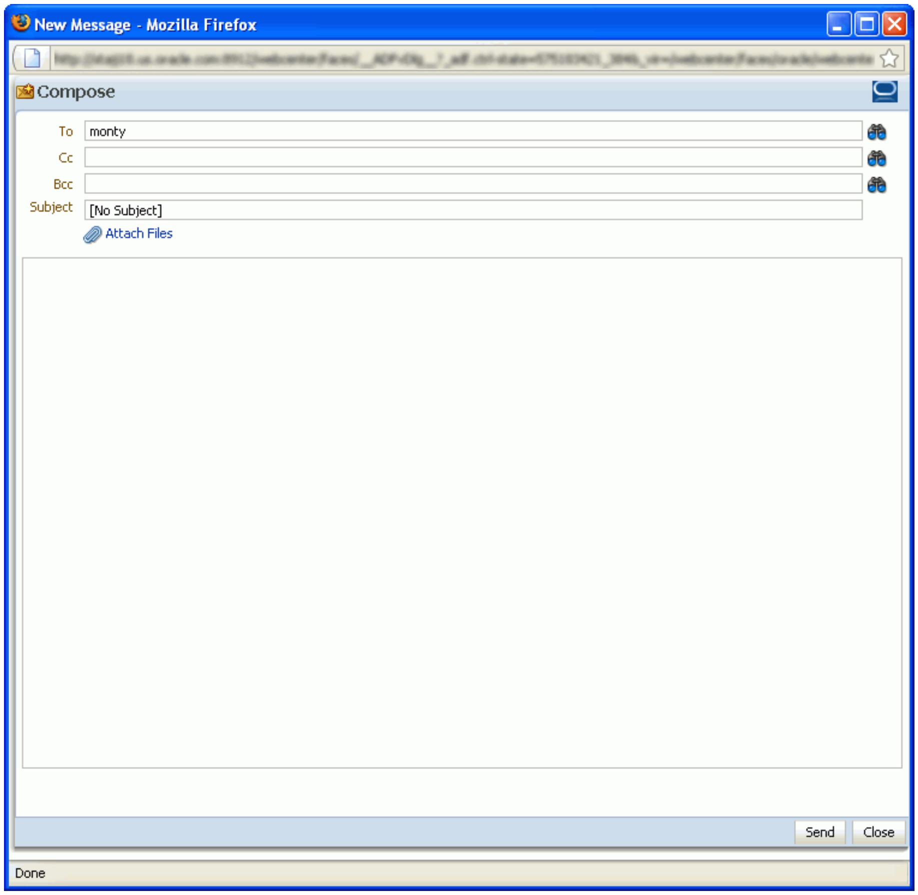
   

4. Select **Send Mail** from the resulting menu.

   You may be presented with a login window. If so, provide your user name and password for your mail application. If your **Preferences** are set up to deliver your login credentials automatically, you can start your message right away. For more information about login credentials and **Preferences**, see Section 3.3, "Setting Personal Preferences."

5. Compose your message and click **Send** (Figure 22–6).

Figure 22–6 Sending Mail Using the IMP Service



22.2.3 Sending an Instant Message from the Presence Icon Menu

Wherever you see a user Presence icon, you can send an instant message to its associated user. This section tells you how.

Before you can send an instant message, you must install the appropriate chat client (and only that client) on your local computer. The client must be configured to connect to the back-end presence server.

- If the back-end presence server is Oracle WebLogic Communications Server (OWLCS), install Oracle Communicator.
- If the back-end presence server is Microsoft Live Communications Server (LCS), install Microsoft Communicator.

Contact your administrator if you are not sure which client to install or how to connect to the presence server.

To send an instant message:

1. Log in to WebCenter Spaces or your custom WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate a Presence icon (Figure 22–7) for the person you want to contact.

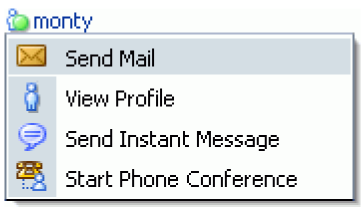
Figure 22–7 A Presence Icon (Online)

For example, you can find Presence icons in the **Buddies** task flow in the Sidebar (for more information, see Section 22.2.5, "Working with the Buddies List"), associated with documents and discussion topics, and anywhere a task flow is configured to support Instant Messaging and Presence (IMP).

3. Click the Presence icon associated with the user you want to contact.

   For example, in Figure 22–8 the Presence icon is associated with the user `monty`.

Figure 22–8 The Presence Icon Associated with the User monty



4. Select **Send Instant Message** from the resulting menu.

   WebCenter invokes your instant messaging client, and starts a chat session with the selected user.

22.2.4 Initiating a Phone Conference from the Presence Icon Menu

Wherever you see a user Presence icon, you can initiate a phone conference with its associated user. This section tells you how.

To initiate a phone conference:

1. Log in to WebCenter Spaces or your custom WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate a Presence icon (Figure 22–9) for the person you want to contact.

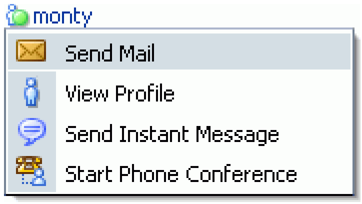
Figure 22–9 A Presence Icon (Online)

For example, you can find Presence icons in the **Buddies** task flow in the Sidebar (for more information, see Section 22.2.5, "Working with the Buddies List"), associated with documents and discussion topics, and anywhere a task flow is configured to support Instant Messaging and Presence (IMP).

3. Click the Presence icon associated with the user you want to contact.

   For example, in Figure 22–10 the Presence icon is associated with the user `monty`.

Figure 22–10 The Presence Icon Associated with the User monty



4. Select **Start Phone Conference** from the resulting menu.

   OWLCS places a call to you and then to the target user, using the phone numbers specified in the user profiles.

22.2.5 Working with the Buddies List

Your Buddies list is useful for determining the online availability of your personal contacts and for connecting with other users through a variety of services.

The Buddies list is available in the WebCenter Spaces Sidebar or as a task flow on a page in WebCenter Spaces or a custom WebCenter application.

This section contains the following subsections:

- What You Should Know About the Buddies List
- Sorting Buddies
- Filtering Buddies
- Viewing the Status of Contacts

22.2.5.1 What You Should Know About the Buddies List

Your Buddies list is always personal. You control who is included on the list, and your view of the list is unique to you. For example, in WebCenter Spaces, as you move from your personal space to group spaces, the contacts displayed in the list do not change.

Your Buddies list is a reflection of the contacts you have identified for your local chat application, provided through either Oracle WebLogic Communication Server (OWLCS) or Live Communication Server (LCS). WebCenter Spaces exposes your contacts through the Buddies list in the Sidebar to provide a single point of access to all of your collaboration tools, including chat, mail, discussions, and so on.

A connection between Oracle WebCenter and OWLCS or LCS that provides your chat application enables a seamless exchange of information between your chat application and WebCenter. For example, when you add a new contact to your chat application, that contact also is automatically added to your Buddies list. The same holds true when you delete a chat contact.

You can sort your Buddies list into meaningful groups and filter it to locate a particular contact. Context menus, available when you click a contact or the contact's Presence icon, provide options for initiating a chat session, sending an email, or making some other type of connection with your contact on the spot.

The options that display on the context menu depend on the services your administrator has made available to the application.

22.2.5.2 Sorting Buddies

You can sort your Buddies list either by name or by status, whichever you prefer.

To sort your Buddies list:

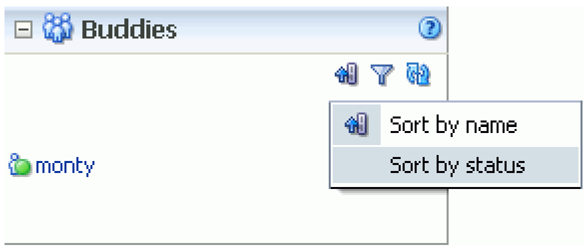
1. Log in to WebCenter Spaces or your custom WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate your **Buddies** list either in the WebCenter Spaces Sidebar, or in a Buddies task flow.

3. In the **Buddies** list, click the Sorting options icon, and select a sort option from the resulting menu (Figure 22–11).

Figure 22–11 Sorting Options on the Buddies List



   Choose from:

   - **Sort by name**—To sort the list alphabetically, from 1 to 9 and a to z
   - **Sort by status**—To sort by the contact's status: *online*, *busy*, *away*, *offline*

22.2.5.3 Filtering Buddies

Use filtering to help find a particular contact in your Buddies list.

To filter the buddies list:

1. Log in to WebCenter Spaces or your custom WebCenter application.

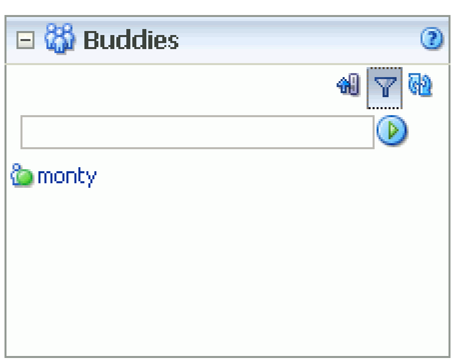
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate your Buddies list either in the WebCenter Spaces Sidebar or in a Buddies task flow.

3. In the Buddies list, click the Filter buddies icon.

   A filter field appears in the task flow (Figure 22–12).

Figure 22–12 The Filter Field for Filtering the Buddies List



4. Enter a full or partial name in the field, and click the icon to the right of the field to apply the filter.
5. The Buddies list refreshes, displaying only those contacts that match the filter term.

> **Note:** Filtering searches against a listed buddy's user name and email address. For example, if your filter criterion is "m" and filtering results include "vicki", it means that Vicki's email address includes an "m", for example, vicki.mancuso@example.com.

6. To return the Buddies list to its default display, click the Filter buddies icon again.

22.2.5.4 Viewing the Status of Contacts

You can determine whether a contact is busy, online, offline, or online but away by looking at the Presence icon associated with a particular contact on your Buddies list. For more information, see Section 22.2.1, "Viewing the Status of Other Users."

22.2.6 Working with the Members Task Flow

WebCenter Spaces, the IMP service also provides the Members task flow, which lists all the members of a particular group space.

This section contains the following subsections:

- What You Should Know About the Members Task Flow
- Managing Group Space Membership
- Contacting All Group Space Members
- Sorting Members
- Filtering Members
- Viewing the Status of Members

22.2.6.1 What You Should Know About the Members Task Flow

The Members task flow enables you to get an at-a-glance view of the members of a group space. It lists the members of the group space and also shows each users role within the group space (moderator, participant, viewer). The Members task flow also provides a quick way of getting to the Members tab of the group space's Settings page where you can manage group space membership, if you have the appropriate permissions.

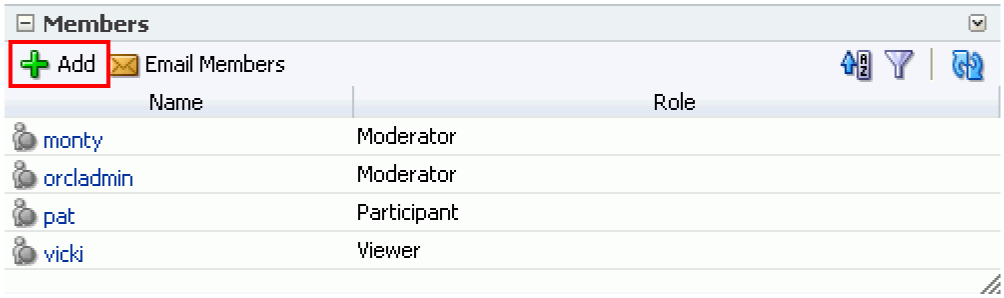
22.2.6.2 Managing Group Space Membership

From within the Members task flow, you can quickly access the tools for managing group space membership.

To manage group space membership:

1. In the Members task flow, click the Add icon (Figure 22–13).

Figure 22–13 The Add Icon in the Members Task Flow



2. This takes you to the Members tab of the Administration page where you can add members as described in Section 12.3.4.1, "Adding or Inviting a WebCenter Spaces User."

3. Once you are on the Members tab of the Settings page, you can also remove members, invite users to join the group space, and edit exiting members' roles within the group space. For more information, see Section 12.3, "Managing Members and Assigning Roles."

22.2.6.3 Contacting All Group Space Members

If you have a message to send to all members of the group space, you can do this from the Members task flow.

To contact all group space members:

1. Log in to WebCenter Spaces.

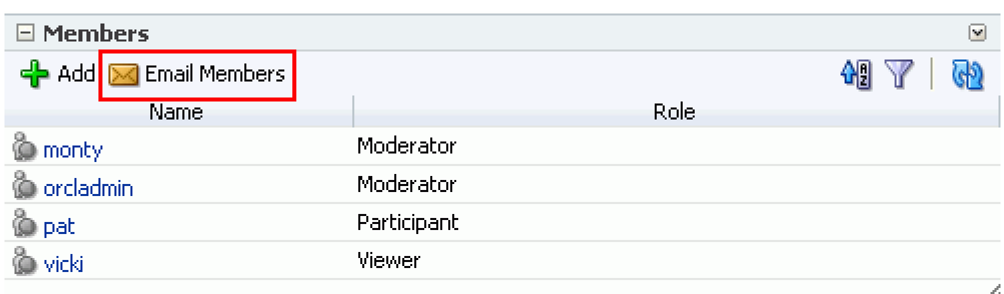
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate the Members task flow.

3. In the Members task flow, click the Email Members icon.

   You may be presented with a login window. If so, provide your user name and password for your mail application. If your **Preferences** are set up to deliver your login credentials automatically, you can start your message right away. For more information about login credentials and **Preferences**, see Section 3.3, "Setting Personal Preferences."

Figure 22–14 The Email Members Icon in the Members Task Flow



4. Compose your message and click **Send**.

22.2.6.4 Sorting Members

You can sort the list of group space members either by name or by status, whichever you prefer.

To sort the list of group space members:

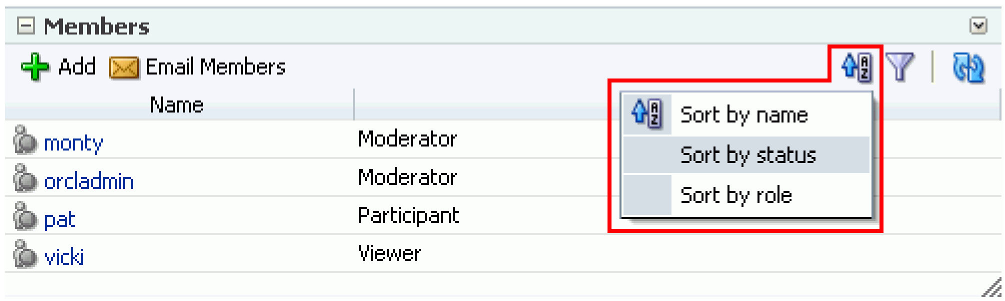
1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate the Members task flow.

3. In the Members task flow, click the Sorting options icon, and select a sort option from the resulting menu (Figure 22–15).

Figure 22–15 Sorting Options in the Members Task Flow



Choose from:

- **Sort by name**—To sort the list alphabetically, from 1 to 9 and a to z
- **Sort by status**—To sort by the member's status: *online*, *busy*, *away*, *offline*
- **Sort by role**—To sort by the member's role: *moderator*, *participant*, *viewer*

22.2.6.5 Filtering Members

Use filtering to help find a particular group space member in the Members task flow.

To filter the list of group space members:

1. Log in to WebCenter Spaces.

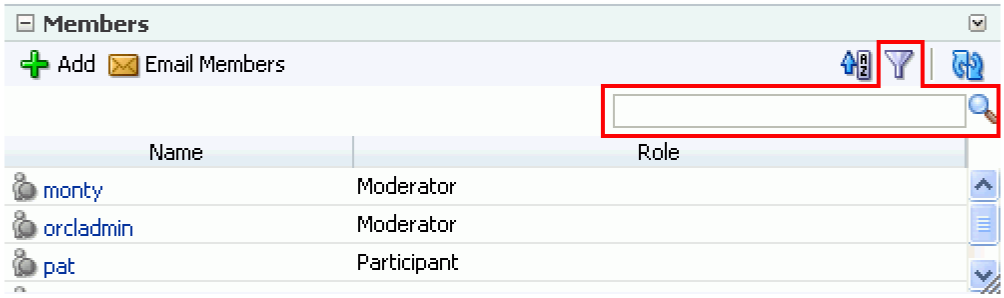
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate the Members task flow.

3. In the Members task flow, click the Filter Members icon.

   A filter field appears in the task flow (Figure 22–16).

Figure 22–16 The Filter Field in the Members Task Flow



4. Enter a full or partial name in the field, and click the icon to the right of the field to apply the filter.
5. The list of members refreshes, displaying only those members that match the filter term.

> **Note:** Filtering searches against a listed member's user name and email address. For example, if your filter criterion is "m" and filtering results include "vicki", it means that Vicki's email address includes an "m", for example, vicki.mancuso@example.com.

6. To return the list of members to its default display, click the Filter Members icon again.

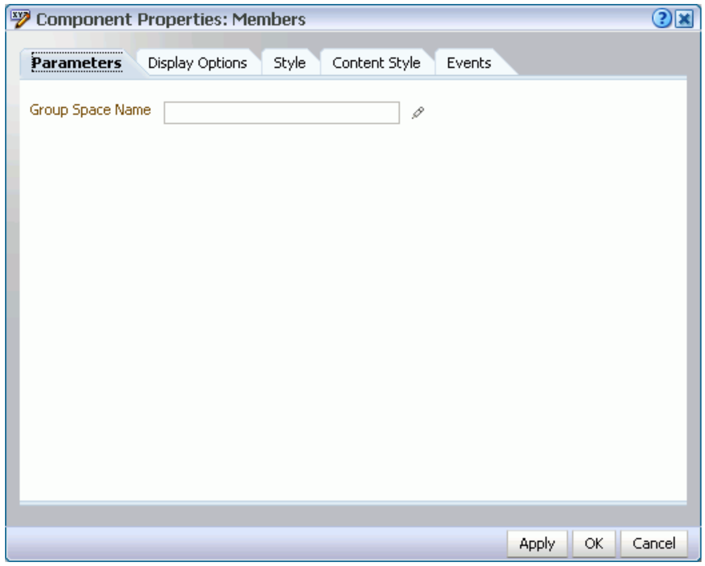
22.2.6.6 Viewing the Status of Members

You can determine whether a group space member is busy, online, offline, or online but away by looking at the Presence icon associated with a particular member in the Members task flow. For more information, see Section 22.2.1, "Viewing the Status of Other Users."

22.3 Setting IMP Service Task Flow Properties

Every task flow includes a set of configurable properties that influence the behavior, content, and look-and-feel of a given task flow instance. You can access these properties through the Component Properties dialog box in Oracle Composer (Figure 22–17). The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

Figure 22–17 Buddies Task Flow Component Properties



The component parameters listed on the **Parameters** tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. The parameters for the IMP service task flows are listed and described in Table 22–2.

Note: For information about wiring components and consuming page parameters and variables, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

Table 22–2 Parameters for Instant Messaging and Presence Service Task Flows

Parameter	Description	Task Flow
Group Space Name	The name of the group space for which to display members. For group spaces, members of the current group space are listed by default. Use this parameter to display some other group space's members. For personal spaces, use this parameter to specify the name of the group space with the members you want to show. In WebCenter Spaces, the group space name is available on the General tab of the group space Settings page.	Members Buddies
Include External Buddies	A boolean value for enabling or disabling the display of users outside the scope of the enterprise. ■ `true` means non-enterprise users are also displayed in the Buddies list. ■ `false` means non-enterprise users are not displayed in the Buddies list.	Buddies

The properties on the **Display Options, Style,** and **Content Style** tabs control the appearance and behavior of the task flow and are common to all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

The contents of the **Events** tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events"

23 Working with Wikis and Blogs

Wiki pages are Web pages that offer in-place editing using HTML or a simple mark-up language. Users with sufficient permission on the wiki can add, revise, or remove information. Everyone cooperates in creating content that is relevant, useful, and up-to-date.

Wikipedia is an excellent example of a wiki (`http://www.wikipedia.com`). Users from all over the world collaborate to create and edit Wikipedia pages, resulting in a rich, dynamic knowledge base for everyone's benefit.

In contrast, blogs are personal records of an individual user's experience and opinions. The word *blog* is a contraction of the term *Web log*. It was coined to describe the online diaries spawned in the late 1990's.

The same mechanism that produces wiki capability in WebCenter applications, also produces blog capability: the Oracle WebCenter Wiki and Blog Server.

This chapter discusses exposing wikis and blogs in WebCenter applications and creating and editing wiki pages and blog entries. It contains the following subsections:

Note: Check the Oracle Technology Network (`http://www.oracle.com/technology/products/webcenter/index.html`) for post-release enhancements that provide an even tighter integration of wiki and WebCenter and additional useful features.

23.1 What You Should Know About Wikis and Blogs

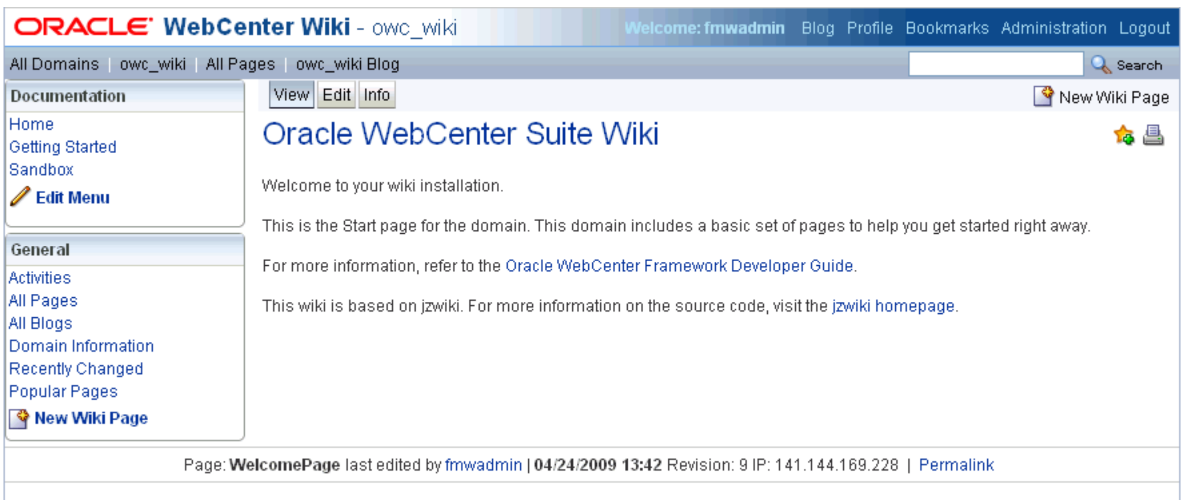
Wikis epitomize the concepts of community and collaboration by allowing all authorized community members to contribute their information to the greater body of knowledge. For example, one group member might create a *Frequently Asked Questions* document and invite all members to add to or revise the information. The target audience might be allowed to update the document, too. However, wiki page permissions can block users from editing the document if this is required.

In WebCenter Spaces applications, you can expose wikis in group spaces. In custom WebCenter applications, you can expose wikis on any application page. You can have multiple wikis per group space or per page. There is no limitation on the number of wikis you expose in your application.

Wiki pages provide three main modes: View, Edit, and Info. Use View mode to view page content. Use Edit mode to revise page content, and use Info mode to view information about the current page, including its creator and date created, its modifier and date modified, total number of times edited, and the like (see Section 23.3.1.4, "Accessing Information About a Wiki Page"). Additionally, the Information page provides a means of restoring an earlier version of the current page (see Section 23.3.1.6, "Restoring an Older Version of a Wiki Page").

You can configure your wiki to display as many or as few wiki tools as you like. Use the query string parameter `inline` to control how much wiki capability to render (for more information, see Table 23–2, " Query String Parameters in WebCenter Spaces Wiki and Blog URLs"). For example, Figure 23–1 depicts a wiki page rendered with `inline=0` in its source URL.

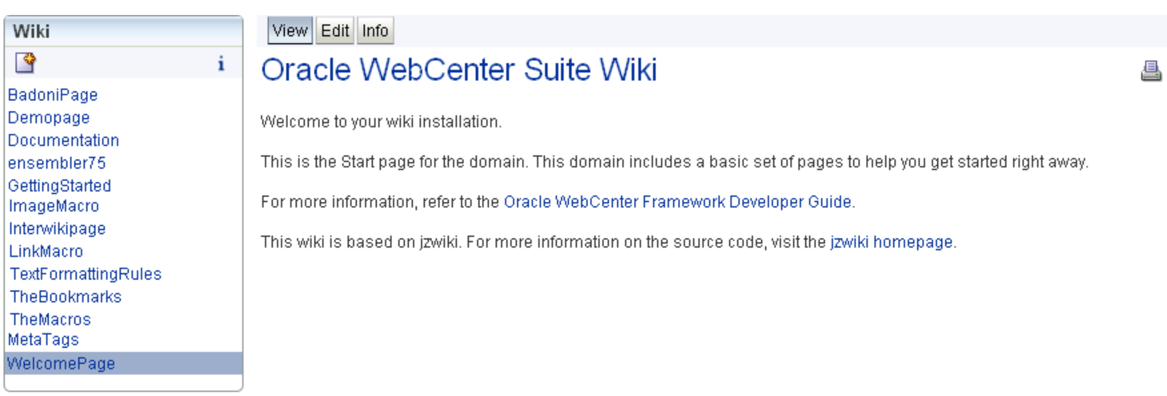
Figure 23–1 Wiki Page Rendered in Inline=0 Mode



Use this mode for wiki administrators. It includes a toolbar of useful links across the top of the page, a search feature, and additional navigation under the **General** heading.

Figure 23–2 depicts a wiki page rendered in `inline=1` mode.

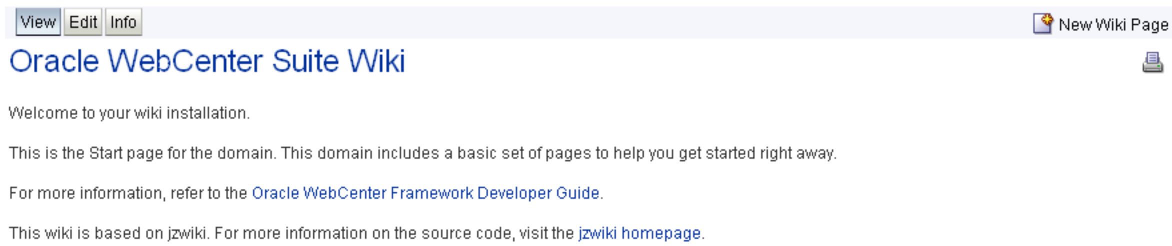
Figure 23–2 Wiki Page Rendered in Inline=1 Mode



Note the absence of the banner and the rows of links. Use this mode when embedding wiki pages into a portal or custom application.

Figure 23–3 depicts a wiki page rendered in `inline=2` mode.

Figure 23–3 Wiki Page Rendered in Inline=2 Mode



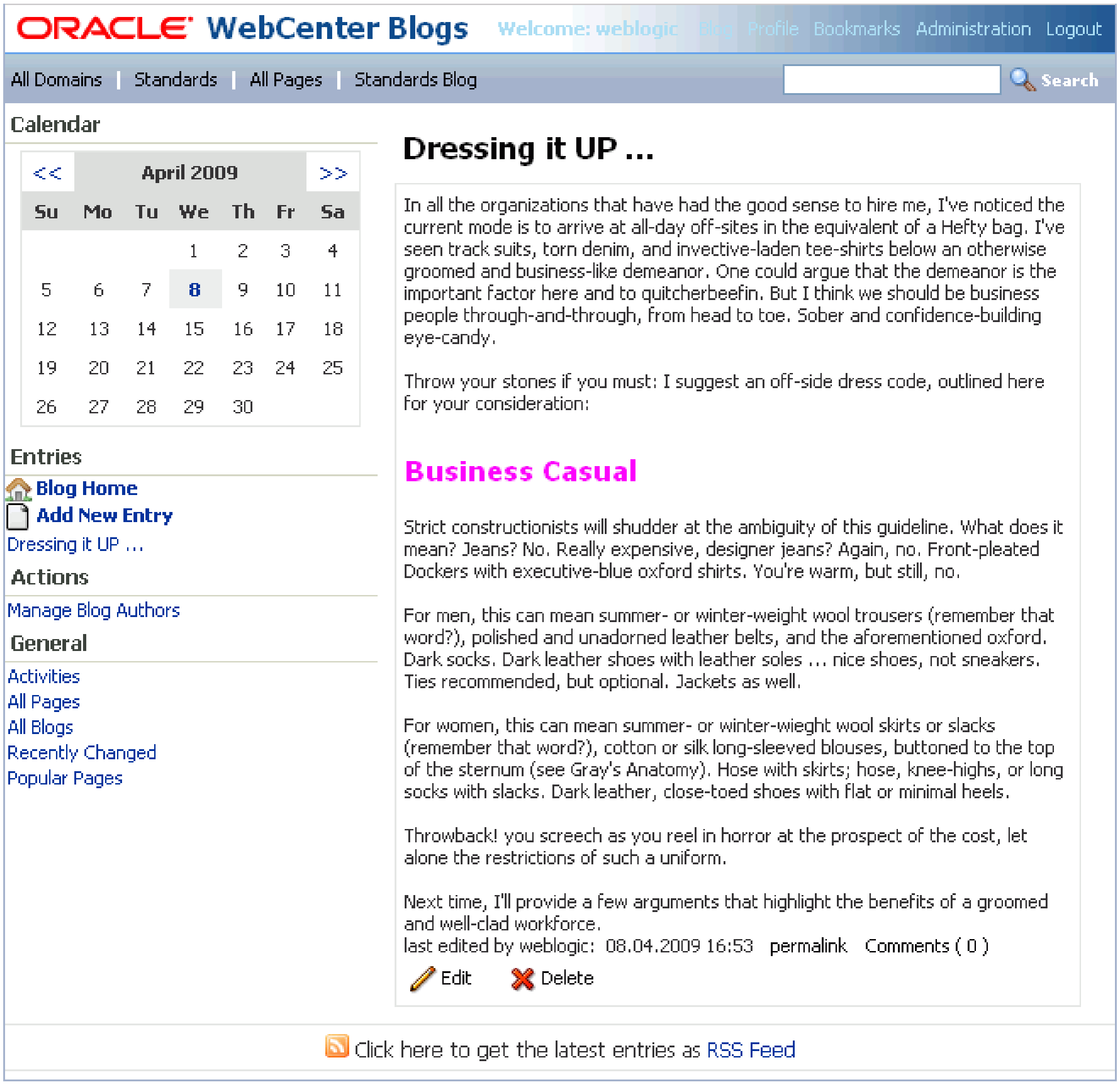
Note the absence of left-column navigation. Use this mode only for wiki pages where you plan to exclude any additional form of wiki navigation.

Blogs provide a useful tool for evangelizing technology, technique, or technical expertise or simply for expressing opinions. Blogs can come from the perspective of one or more subject matter experts or from one person with a lot of opinions. Blogs, like wikis, can be private or published to a wider audience. Typically, blogs additionally invite the entry of reader comments.

In WebCenter Spaces applications, expose blogs in both personal and group spaces. In custom WebCenter applications, expose blogs on any application page. You can have multiple blogs per group space, personal space, or page. There is no limitation on the number of blogs you expose in your application.

Like wikis, blogs present additional information depending on the value you provide for the `inline` query string parameter (see Table 23–2, " Query String Parameters in WebCenter Spaces Wiki and Blog URLs", for more information). For example, Figure 23–4 depicts a blog rendered in `inline=0` mode.

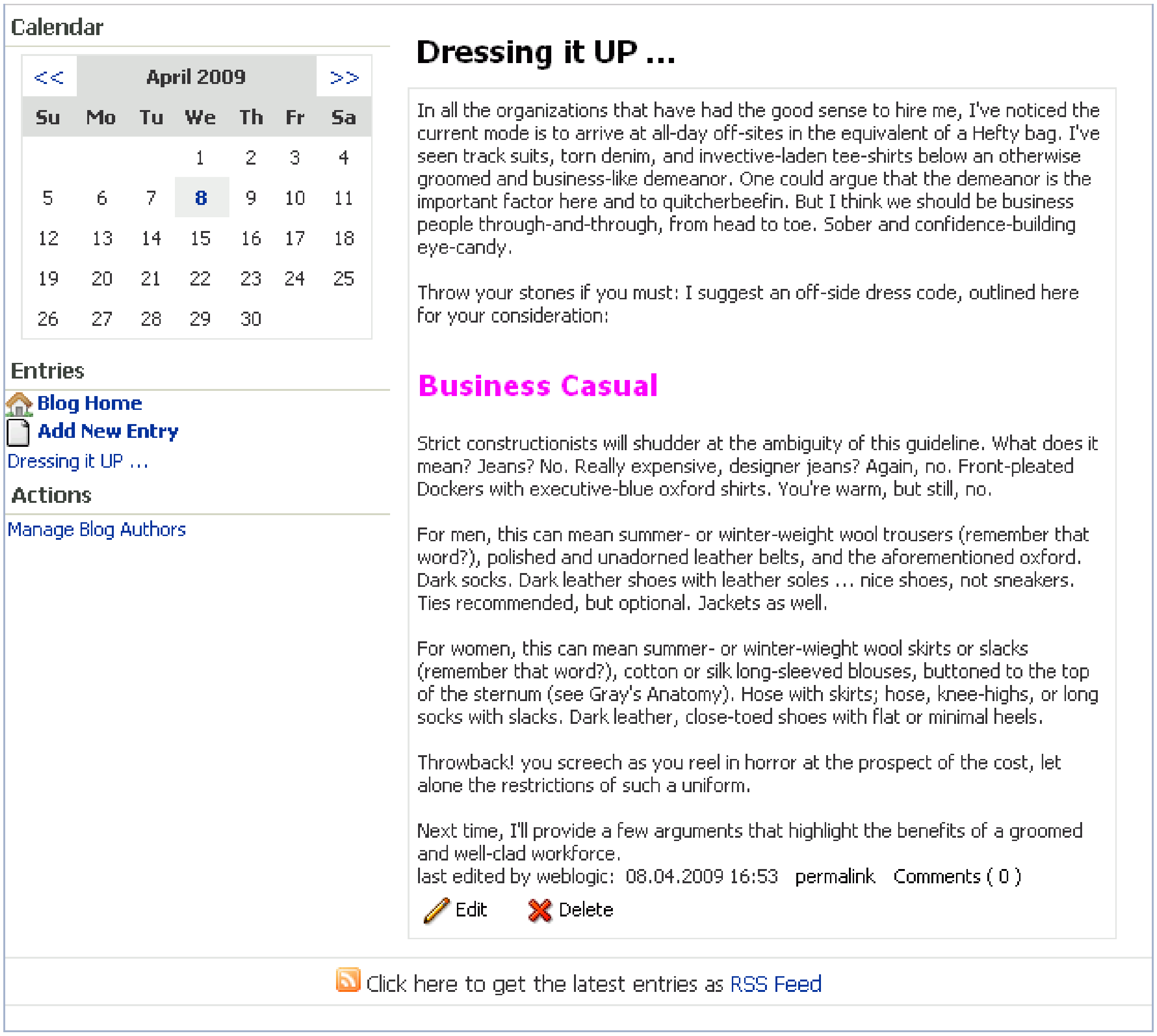
Figure 23–4 Blog Rendered in Inline=0 Mode



Use this mode for blog administrators. It includes a banner and toolbar with useful links and a search feature. Additionally, it provides the General heading with its associated list of blog management and monitoring links (see Section 23.3.2.6, "Viewing Information About a Blog").

Figure 23–5 depicts a blog rendered in `inline=1` mode.

Figure 23–5 Blog Rendered in Inline=1 Mode



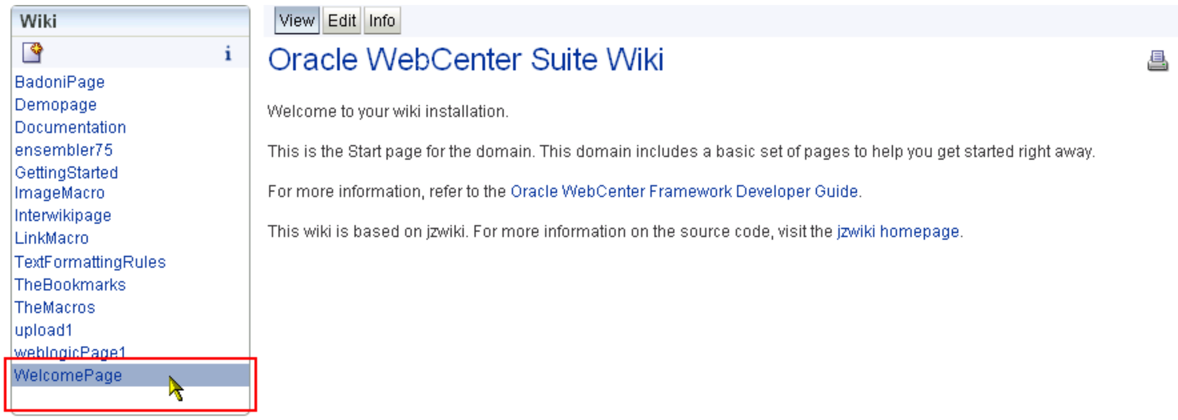
Notice the absence of the page banner, links, search, and the **General** heading with all of its associated links. Use this mode when embedding wiki pages into a portal or custom application.

Blogs rendered in `inline=2` mode render exactly like those rendered in `inline=1`.

Both wikis and blogs provide a swift method for returning to their home pages. For a wiki, this is the welcome page of the current domain. For a blog, this is the first entry on the current blog page.

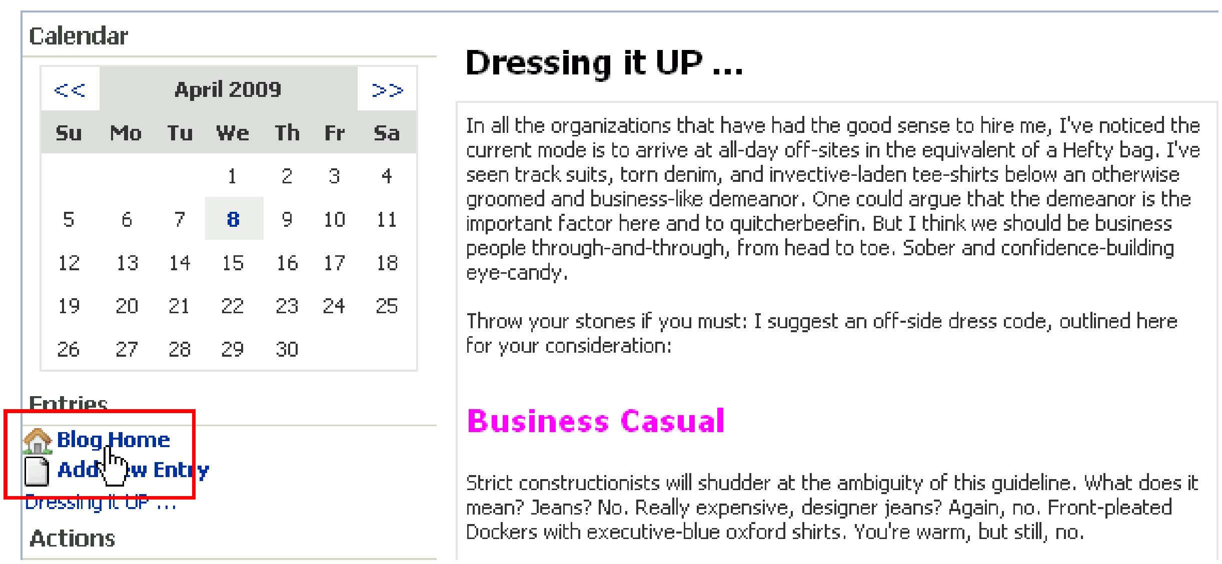
To return to a wiki home page, click the **WelcomePage** link or its equivalent in left-column navigation (Figure 23–6).

Figure 23–6 WelcomePage Link on a Wiki Page



To return to a blog home page, click the **Blog Home** link or its equivalent in left-column navigation (Figure 23–7).

Figure 23–7 Blog Home Link



When you introduce a wiki or a blog into your WebCenter application, it renders within the application context. For example, a user navigates to a WebCenter application page and views your wiki within the context of that page.

Note: The wiki and blog content that is exposed within the context of the application page is not affected by the controls associated with the page. For example, the Edit Page command on a Page Actions menu enables you to edit the WebCenter Spaces page that exposes a wiki or a blog, but does not enable you to edit the wiki or blog itself. For information about editing a wiki page, see Section 23.3.1.2, "Editing a Wiki Page." For information about editing a blog entry, see Section 23.3.2.3, "Editing a Blog Entry."

In WebCenter applications, wiki and blog services are powered by an Oracle WebCenter Wiki and Blog Server back-end. The back-end categorizes its content into domains and pages. Administrators create domains, and authorized users create pages within a given domain. The administrator can also create a menu for each domain, which enables users to quickly access domain pages and other built-in functions, such as popular pages. The wiki tracks every version of the page, including its authors and creation and revision dates.

In the WebCenter Spaces application, domain creation is automatic. Whenever you use the `scope` parameter, the back-end either navigates to the implied group space's domain or creates the implied domain if it does not exist (see Table 23–2, " Query String Parameters in WebCenter Spaces Wiki and Blog URLs").

Query string parameters are bits of information you add to a URL to refine the behavior of the URL target. The influence of a parameter value is maintained over the course of a full browser session, no matter whether you navigate away from and back to the page where the value is applied. See Table 23–2 for query string parameters that are relevant to wiki pages and blogs.

In a WebCenter Spaces application, you can expose wikis and blogs through a Web page style or a URL-consuming portlet. In custom WebCenter applications, you can expose wikis and blogs through an iFrame or a URL-consuming portlet.

Note: By default, Oracle WebCenter and Oracle WebCenter Wiki and Blog Server do not share cookies. To enable this feature, you can update the settings in the weblogic.xml file of your WebCenter application. For more information, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

23.2 Exposing Wikis and Blogs in WebCenter Applications

Exposing a wiki or blog in a WebCenter application differs between a WebCenter Spaces application and a custom WebCenter application. In WebCenter Spaces, you create a page based on the Web page style, then provide a properly formatted URL that targets the Oracle WebCenter Wiki and Blog Server back-end. Additionally, you can place a URL-consuming portlet on an application page and configure it to consume a wiki or blog URL. In a custom WebCenter application, you can add a portlet capable of consuming a URL to a page and provide the URL. In both WebCenter Spaces and custom WebCenter applications, the portlet can be the Web Clipping portlet or a custom portlet capable of consuming a URL.

Note: Custom applications provide additional wiki and blog creation methods, but these are design-time techniques, dependent on a given developer's particular approach. Design-time techniques fall outside the scope of this guide.

This section describes how to expose a wiki or a blog in WebCenter applications. It contains the following subsections:

- Exposing a Wiki or Blog in a WebCenter Spaces Application
- Exposing a Wiki or Blog in a Custom WebCenter Application
- Accessing Information About a Wiki Domain
- Adding and Removing Additional Blog Authors

23.2.1 Exposing a Wiki or Blog in a WebCenter Spaces Application

In addition to exposing wikis and blogs within the context of a WebCenter Spaces page, you may also want to link to specific wiki and blog pages from other application locations. This section describes how to expose and how to link to a wiki or blog in a WebCenter Spaces application. It contains the following subsections:

- Exposing a Wiki or a Blog on a WebCenter Spaces Page
- Creating a Link to a Wiki or Blog in WebCenter Spaces

23.2.1.1 Exposing a Wiki or a Blog on a WebCenter Spaces Page

To expose a wiki page or a blog in a WebCenter application, you first create a page using the Web page style, and then provide a URL to the Oracle WebCenter Wiki and Blog Server in the Oracle Composer **Component Properties** dialog box.

Note: In addition to stepping you through this configuration, this section steps you through default page creation. You may care to take a more customized approach. For information about different page-creation options, see Chapter 6, "Creating, Editing, and Deleting Pages."

By default, when you add a blog to a page users do not have permission to create blog entries. Before users can add blog entries, you or your application administrator must set up permissions on Oracle WebCenter Wiki and Blog Server to allow all users to create blog entries. Specifically, you must grant BlogAdmin permission to the USER role. For more information, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

To expose a wiki or a blog on a WebCenter Spaces application page:

1. Log in to your WebCenter Spaces application.

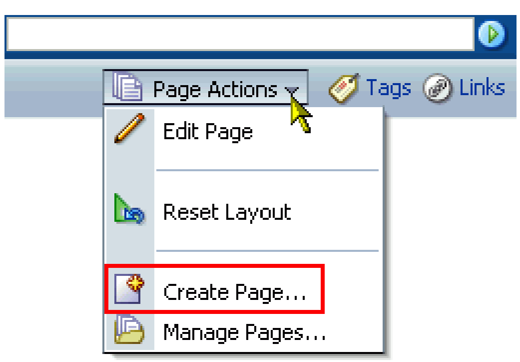
   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the location in your application where you want to expose a wiki or a blog.

   For assistance with locating a page or a group space in WebCenter Spaces, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

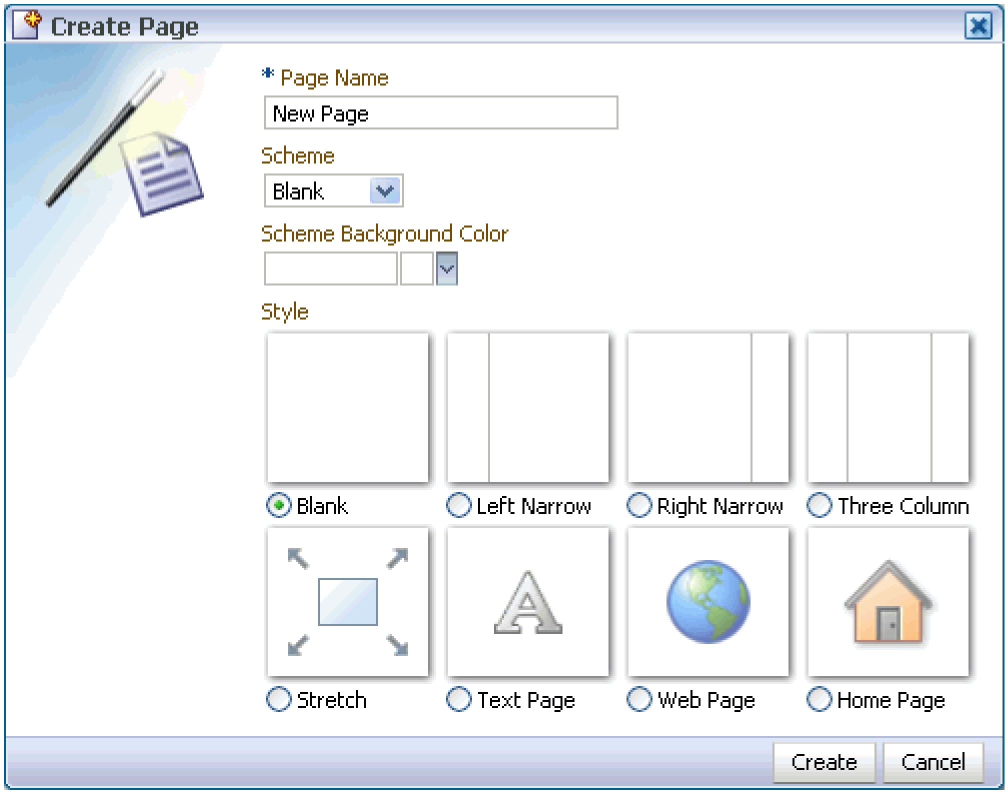
3. From the **Page Actions** menu, select the **Create Page** command (Figure 23–8).

Figure 23–8 Create Page Command on the Page Actions Menu



   The Create Page dialog box opens (Figure 23–9).

Figure 23–9 The Create Page Dialog Box

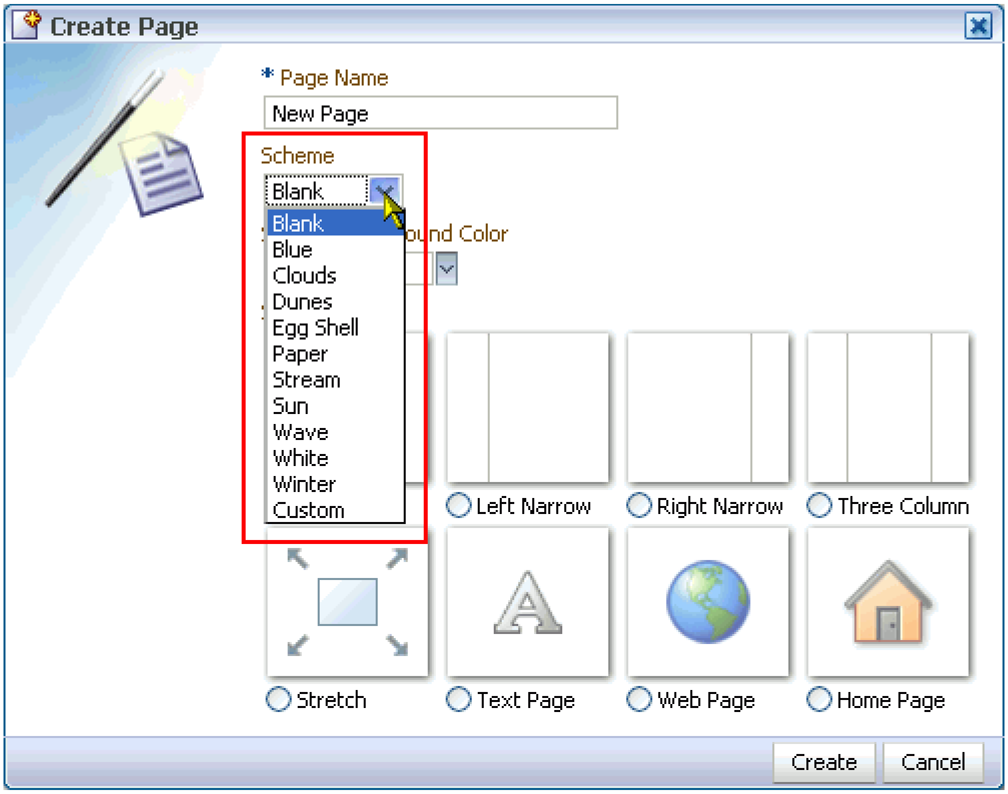


4. In the **Page Name** field, enter a display name for the page.

   The name you enter here appears on the page's tab and in the Manage Pages dialog box.

5. Optionally, select a page design scheme from the **Scheme** pick list (Figure 23–10).

Figure 23–10 The Scheme Pick List in the Create Page Dialog Box



The **Scheme** pick list provides a selection of background color and image schemes for the new page. For a preview of seeded schemes, see Table 6–2, " Default Page Schemes".

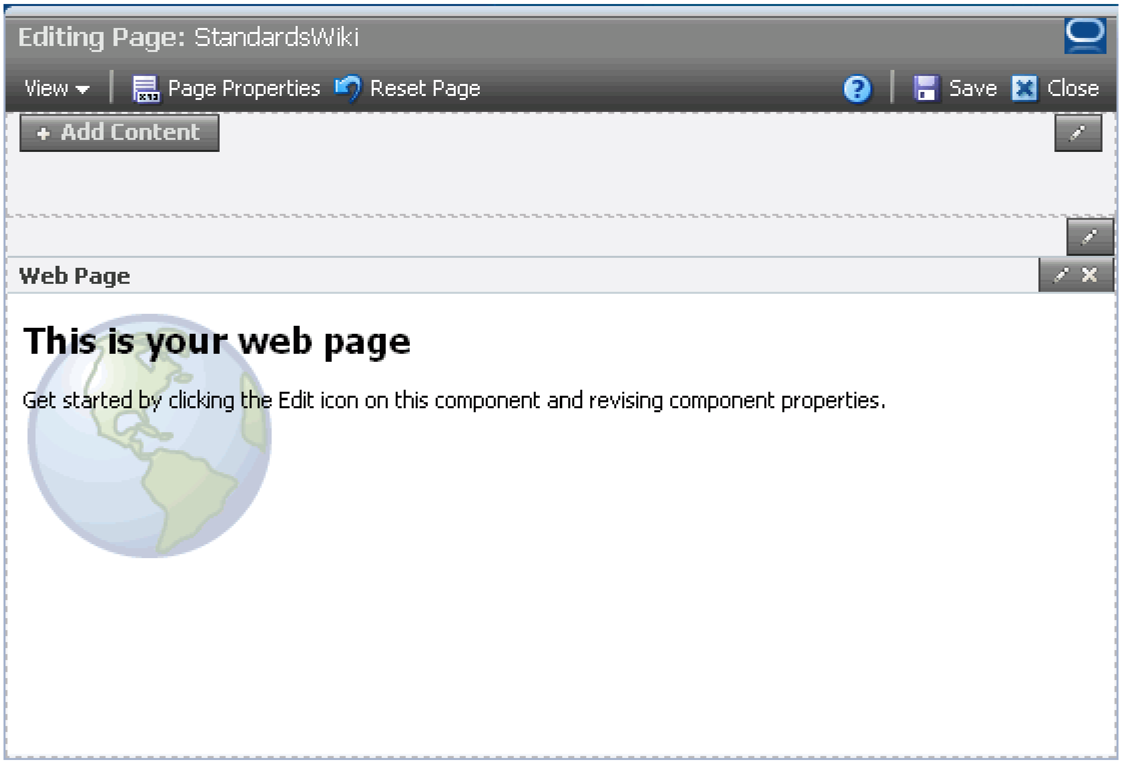
6. Select the Web Page style (Figure 23–11).

Figure 23–11 The Web Page Style

7. Click the **Create** button.

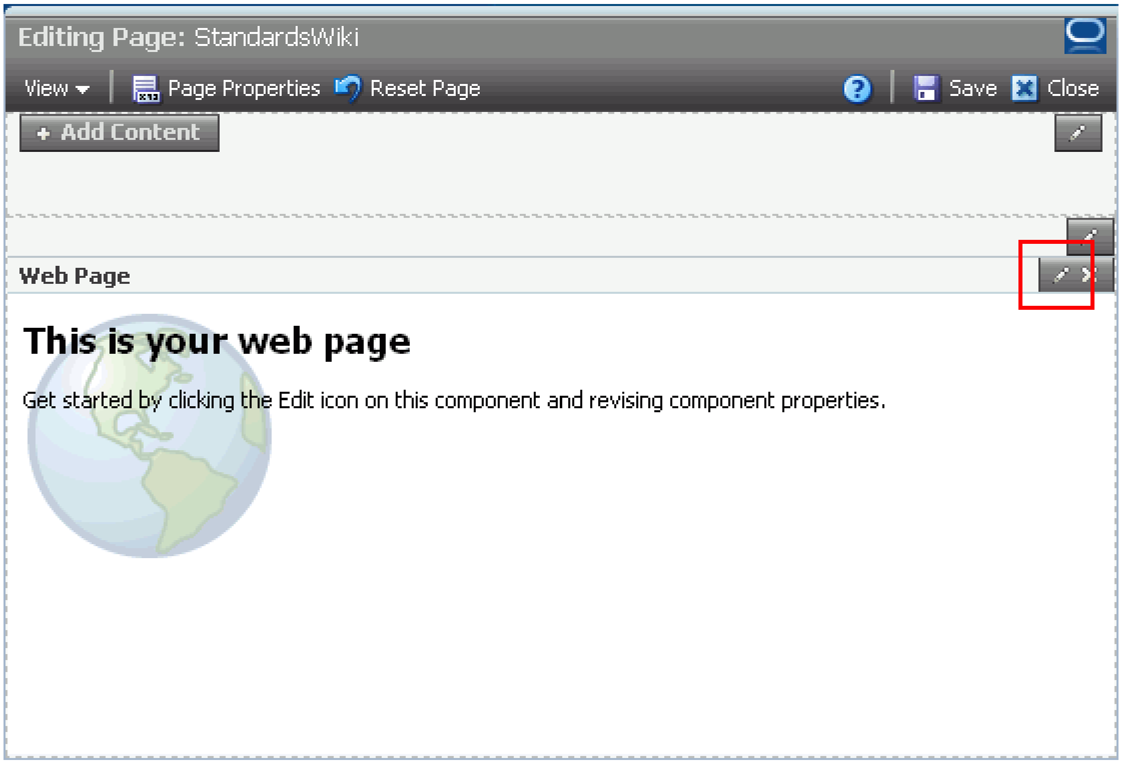
   The new page opens in Oracle Composer (Figure 23–12).

Figure 23–12 A Page Created Using the Web Page Style Viewed Through Oracle Composer



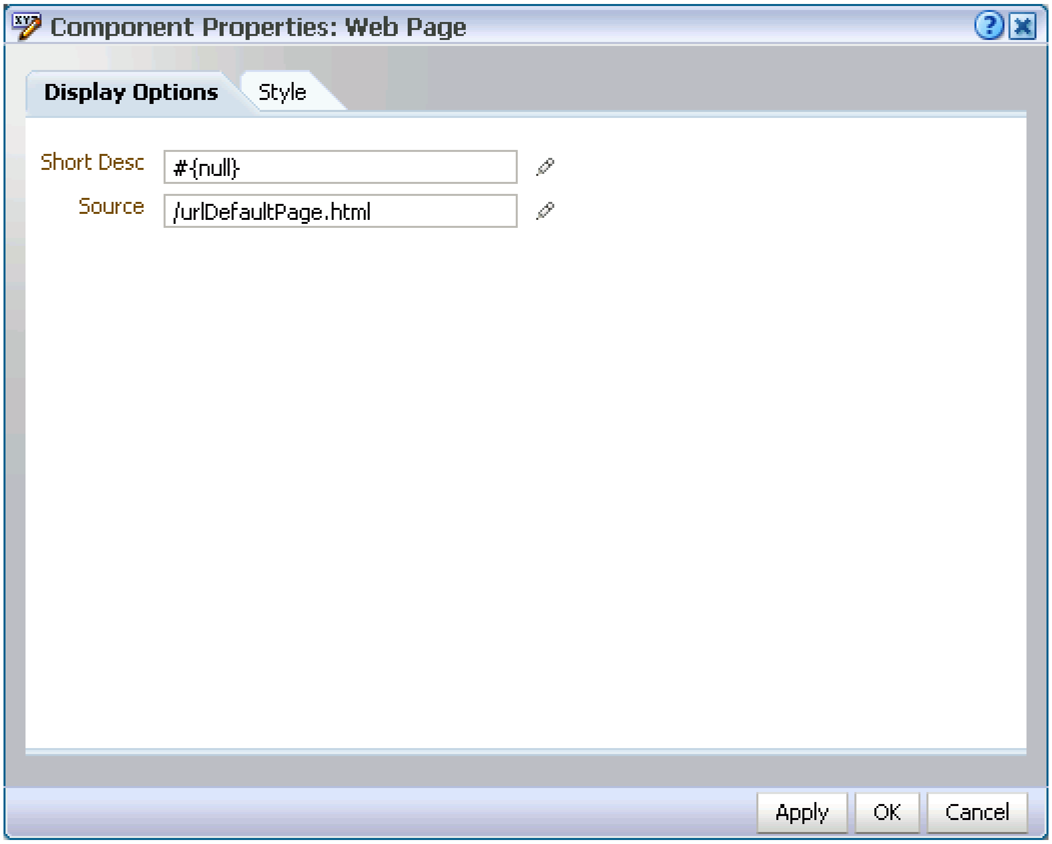
8. Click the **Edit** icon at the top of the Web Page (Figure 23–13).

Figure 23–13 Edit Icon on a Web Page in Oracle Composer



The Component Properties dialog box opens (Figure 23–14).

Figure 23–14 Component Properties Dialog Box



9. In the **Short Desc** field, enter ALT text for the page.

   For example, FinanceProject wiki.

10. In the **Source** field, enter the URL for your wiki or blog page.

    Table 23–1 illustrates the various formats to use for this URL, depending on the type of space and the type of site (wiki or blog) you are creating.

Table 23–1 URL Formats for Exposing Wikis and Blogs in WebCenter Spaces

Scope	Type	URL Format
Group	Wiki	http://<server>:<port>/owc_wiki/page/show.jz?inline=1&scope=#{communityContext.communityName} The variable #{communityContext.communityName} is literal. Enter it exactly as it appears here.
Group	Blog	http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&scope=#{communityContext.communityName} The variable #{communityContext.communityName} is literal. Enter it exactly as it appears here.
Personal	Blog	http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=#{facesContext.externalContext.remoteUser} The variable #{facesContext.externalContext.remoteUser} is literal. Enter it exactly as it appears here.

Included in these URLs are query string parameters that provide configuration information for the link target. Parameters, such as inline and theme, are session-level variables. Once the URL passes session-level variables to the target, the variable values continue to apply, even if you leave and return to the original target page. A way to change a session level variable is to enter a different value in the target URL, for example `theme=default`.

Table 23–2 lists and describes the parameters you can use with WebCenter Spaces wiki and blog URLs.

Table 23–2 Query String Parameters in WebCenter Spaces Wiki and Blog URLs

Parameter	Description
`inline`	`http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=#{facesContext.externalContext.remoteUser}` ■ Value of `0` displays the Oracle Wiki Server default user interface and features, including a menu wiki page in the current domain. Use the menu page to create custom navigation links. The mode `inline=0` is the recommended mode for wiki administrators. ■ Value of `1` strips away nonessential wiki and blog chrome. It also renders left-side navigation that lists all wiki or blog pages within the current domain. This is the recommended mode when integrating with a custom application. ■ Value of `2` is similar to `inline=1`, except it turns off left-side navigation.
`name`	`http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=#{facesContext.externalContext.remoteUser}` Facilitates navigation to a specific blog, attributed either to a particular domain or user. The default value, `#{facesContext.externalContext.remoteUser}` delivers the current user's user name. Enter this Expression Language expression as it appears here.
`page`	`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&page=<domain>:<wikiPageName>` Facilitates navigation to a specific page in a specified domain. This variable follows the syntax: `page=<domain>:<wikiPageName>`. For `domain`, enter the domain under which the wiki page resides; for `wikiPageName`, enter the display name of the wiki page. For more information, see Section 23.2.1.2, "Creating a Link to a Wiki or Blog in WebCenter Spaces."

Table 23–2 (Cont.) Query String Parameters in WebCenter Spaces Wiki and Blog URLs

Parameter	Description
wcURL	This parameter is useful for integrating wiki pages into an application when you want wiki links to navigate to an embedded wiki page rather than directly to the page on the Oracle WebCenter Wiki and Blog Server. Enables the specification of an encoded URL to which a domain and page are appended when the Oracle WebCenter Wiki and Blog Server renders links to wiki pages. This applies only when inline=1. **Note:** Check the Oracle Technology Network (http://www.oracle.com/technology/products/webcenter/index.html) for post-release enhancements that provide a more explicit usage guideline for this parameter.
scope	`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&scope=#{communityContext.communityName}` Creates a new domain with the name specified for the scope variable. If such a named domain exists, navigates to it. If the scope variable creates the domain on the fly, it also creates the home page (WelcomePage) and redirects the user to that page. Domain creators can specify another name besides WelcomePage for the start (default) page. The default value, `#{communityContext.communityName}` delivers the domain of the group space within which you are creating the wiki or blog. Enter this Expression Language expression as it appears here.

Table 23–2 (Cont.) Query String Parameters in WebCenter Spaces Wiki and Blog URLs

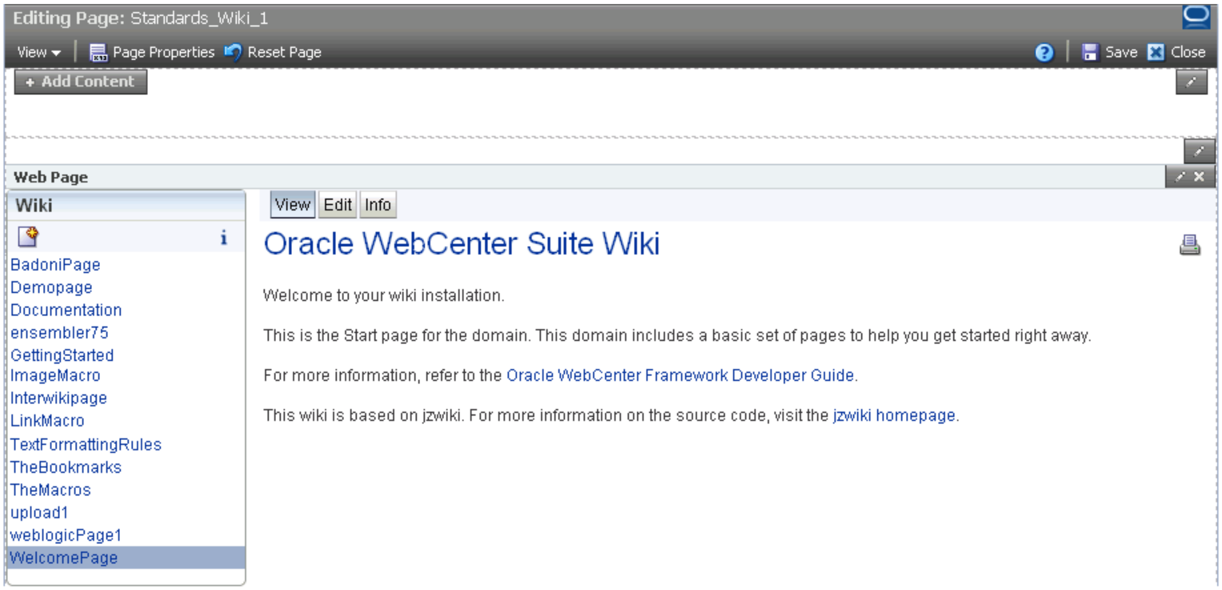
Parameter	Description

theme	`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&scope=#{communityContext.communityName}&theme=blue`
	
	Dynamically applies the specified wiki theme to the requested page (theme must be present on both the Oracle WebCenter Wiki and Blog Server and the WebCenter application server).
	■ `none` turns off CSS.
	■ `default` applies the default theme specified on the server.
	■ `<theme_name>` applies the specified wiki theme/CSS to the wiki page and all its children.
	Seeded wiki themes include the following (use the value in parenthesis in the parameter):
	■ Bighorn (`bighorn`)
	■ Blue (`blue`)
	■ Blue Sky (`bluesky`)
	■ Deep Sea (`deepsea`)
	■ Dew (`olive`)
	■ Dusk (`monochrome`)
	■ Flatirons (`flatirons`)
	■ Midnight (`onyx`)
	■ Mist (`white`)
	■ Red (`red`)
	■ Sand (`sand`)
	■ Storm (`storm`)
	■ Tech Gray (`tech_gray`)
	■ WebCenter Default (`default`)
	■ WebCenter Theme (`webcenter`)
	■ Wiki Default (`wiki`)
	Tip: To use the same theme currently used by your WebCenter application, add the following EL expression to your wiki or blog URL:
	`theme=#{adfFacesContext.skinFamily}`
	
	For information about other useful Expression Language expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

11. Click the **OK** button to save your changes and exit the dialog box.

    The page refreshes, exposing your wiki or blog (Figure 23–15).

Figure 23–15 A New Wiki Page on a WebCenter Spaces Page



Tip: The first screen you see may require your login credentials for your Oracle WebCenter Wiki and Blog Server. Enter your credentials to access the wiki page. You can do this in page edit mode and in page view mode.

Note: For information about next steps, see Section 23.3, "Working with Wiki and Blog Content."

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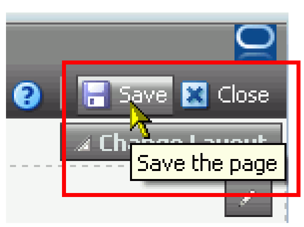
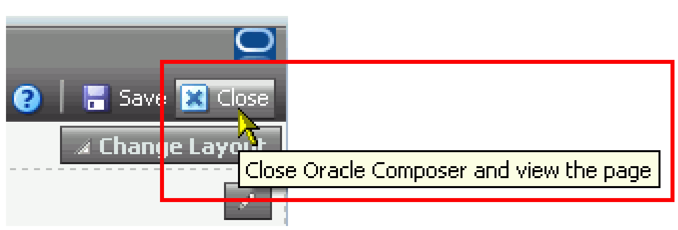
12. Click the **Save** button to save your changes in Oracle Composer (Figure 23–16).

Figure 23–16 The Oracle Composer Save Button



13. Click the **Close** button to exit Oracle Composer (Figure 23–17).

Figure 23–17 The Oracle Composer Close Button



23.2.1.2 Creating a Link to a Wiki or Blog in WebCenter Spaces

In developing your wikis and blogs, you may want to create links within and to the wiki or blog from a WebCenter Spaces application page. Create internal links using wiki mark-up (see Section 23.3.4, "Using Wiki Mark-Up"). Create links to wikis and blogs from WebCenter Spaces application pages using the layout component Hyperlink or Image.

This section specifically describes the process of adding and configuring a Hyperlink layout component to an application page. To add an Image layout component, follow the steps described in this section, but add an Image in lieu of a Hyperlink layout component.

To link to a wiki page or a blog from a WebCenter Spaces application page:

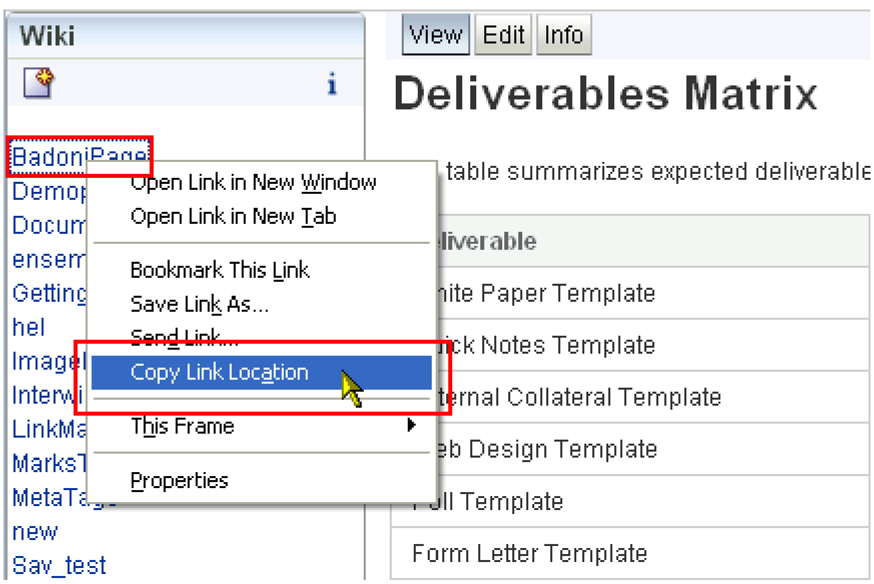
1. Log in to your WebCenter Spaces application.

   For information on how to log in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Navigate to the wiki or blog to which you want to create a Hyperlink, and copy its link location.

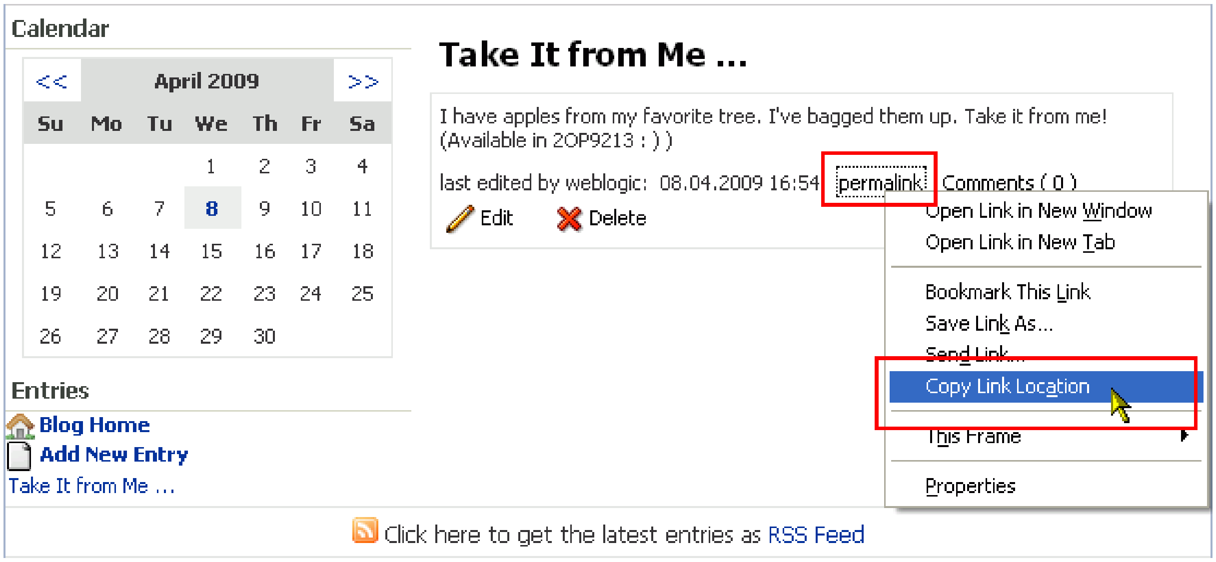
   One way to copy a wiki or blog page link location is to right-click the target page on the navigation panel located on the left side of the wiki or blog page (Figure 23–18).

Figure 23–18 Copying a Wiki Page Link Location Through a Firefox Browser



To get a URL for a specific blog entry, you can also copy the link location of the **permalink** that renders just below the blog entry (Figure 23–19).

Figure 23–19 Permalink on a Blog Entry



Use your browser's context menu to copy the target page's URL.

Note: For this navigation panel to display, the `inline` parameter in the wiki or blog URL must be set to `1`. See Table 23–2, " Query String Parameters in WebCenter Spaces Wiki and Blog URLs" for more information.

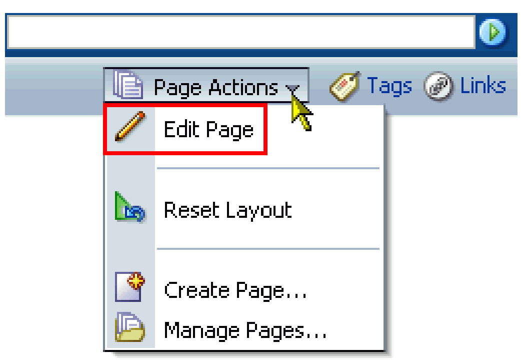
---

3. Go to the page where you want to add a Hyperlink.

   For information about locating pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

4. From the **Page Actions** menu, select **Edit Page** to open Oracle Composer (Figure 23–20).

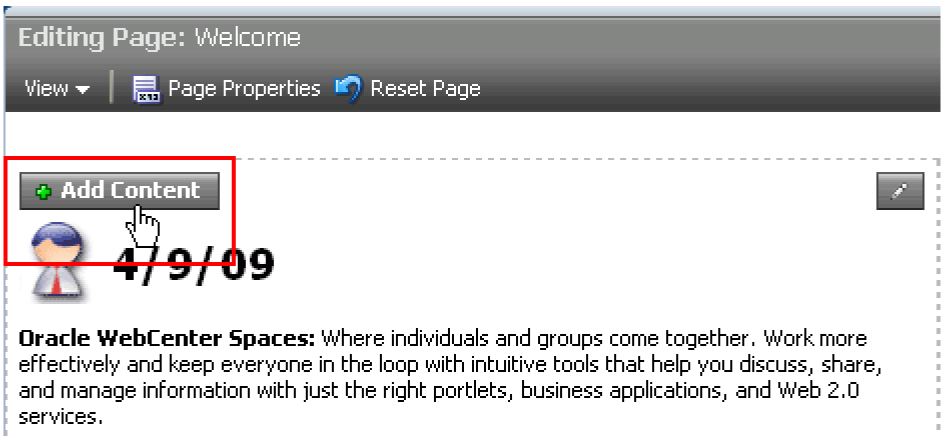
Figure 23–20 Edit Page Command on the Page Actions Menu



> **Note:** If the **Edit Page** command is not available on the **Page Actions** menu or the **Page Actions** menu does not display, it is likely that you do not have sufficient page access privileges. If this is the case, ask your application administrator for the privilege to edit pages. See Section 2.7, "Contacting Your Application Administrator."

5. In Oracle Composer, click the **Add Content** button associated with the region to which to add the Hyperlink (Figure 23–21).

Figure 23–21 Add Content Button on a WebCenter Spaces Content Region



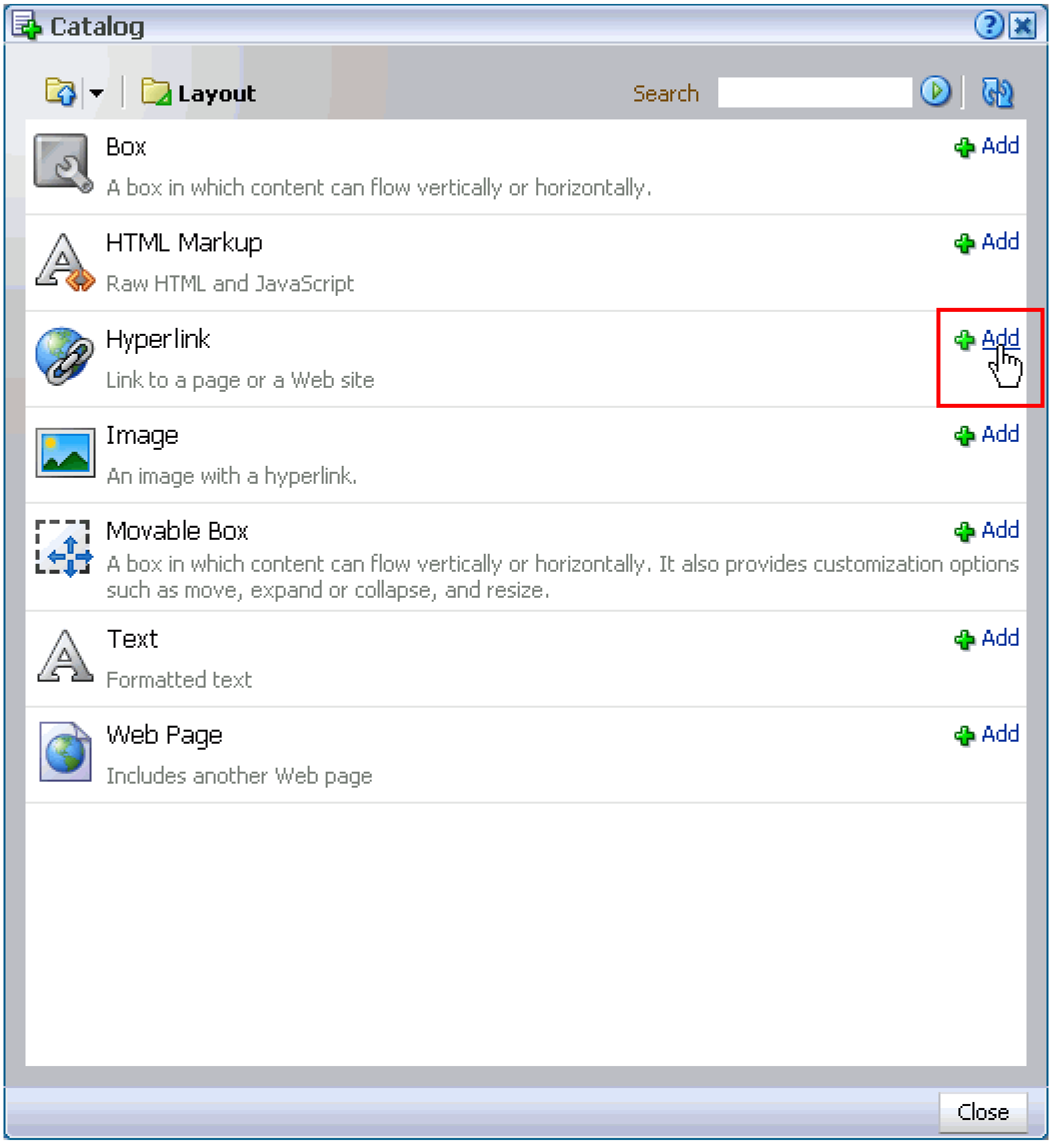
The Oracle Composer Catalog opens.

6. In the Catalog, click the **Open** link next to **Layout**.

   The **Layout** folder opens.

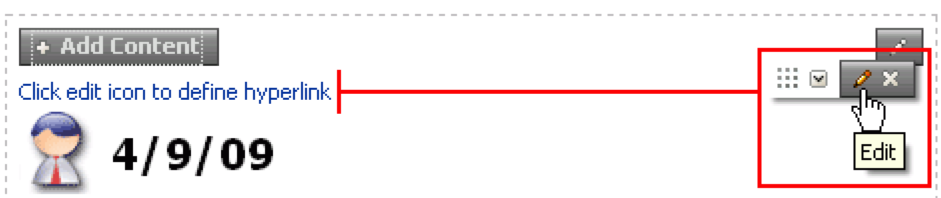
7. Click the **Add** link next to the Hyperlink layout component (Figure 23–22).

Figure 23–22 Add Link Next to a Hyperlink in the Oracle Composer Catalog

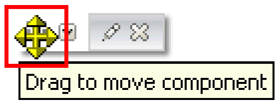


8. Click the **Close** button to close the Catalog.
9. Click the Edit icon associated with the Hyperlink you added to the page (Figure 23–23).

Figure 23–23 Floating Header on a Hyperlink Layout Component



Note: By default, Hyperlink layout components display a floating header that appears when you roll your mouse pointer over the Hyperlink. You can additionally use the handle on the header to reposition the Hyperlink within the current region or within another region.



The Component Properties dialog box opens, displaying Hyperlink properties (Figure 23–24).

Figure 23–24 Hyperlink Component Properties

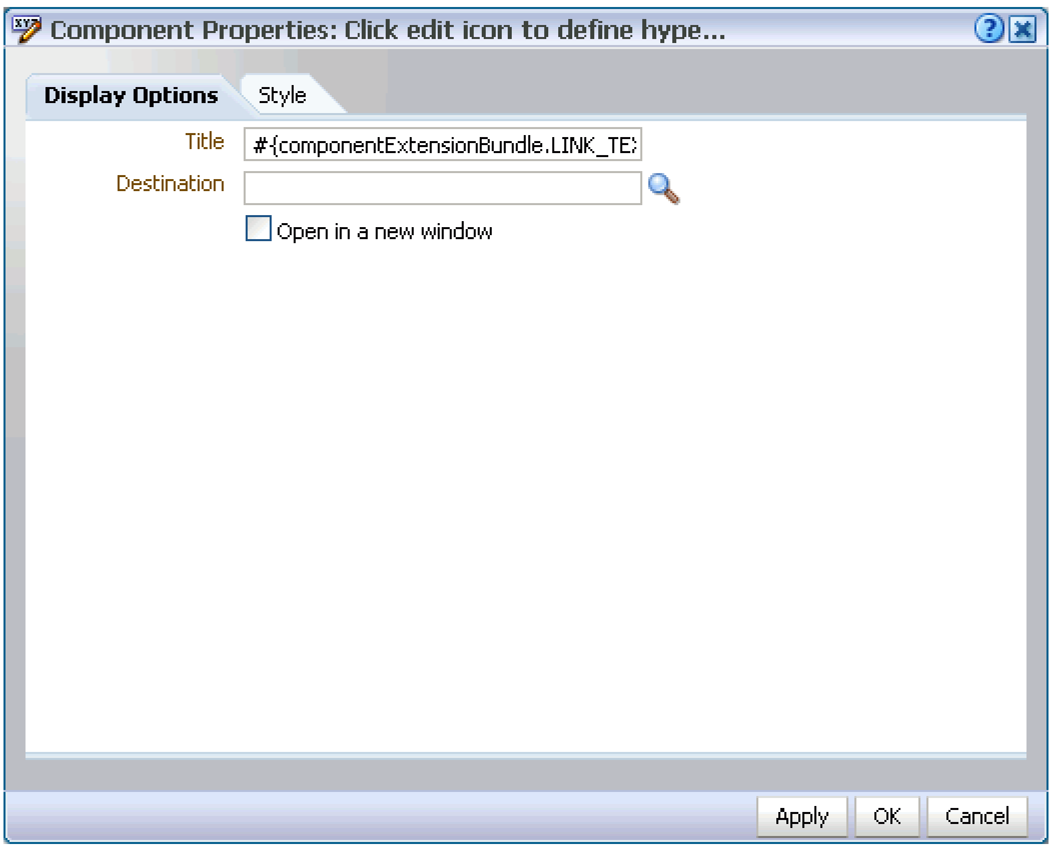


Table 23–3 lists and describes the Hyperlink properties to use in this procedure.

Table 23–3 Hyperlink Properties Under Property Inspector

Property	Description
`Title`	Enter a link text for the Hyperlink.
`Destination`	Enter a URL for the Hyperlink target destination. See Table 23–4.
`Open in a new window`	Select this option to specify that the link target should open in either a new browser tab or a new browser window. Whether a tab or a window is used depends on the innate capability of the browser. When this option is not selected, the link target opens in the current browser window.

10. In the **Title** field, enter link text for the Hyperlink.

    For example, enter, `Team minutes for Finance Project`.

11. In the **Destination** field, enter the target URL for the wiki page or the blog.

    Paste the URL you copied in step 2, adding the parameter `inline=1`. Follow a format described in Table 23–4.

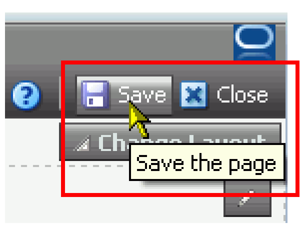
Table 23–4 Formats for Hyperlinks to Wikis and Blogs

Target	Scope	URL Format
wiki	group	http://<server>:<port>/owc_wiki/page/show.jz?inline=1&page=<domain>:<wikiPageName>
blog	group	http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=<domain>
blog	personal	http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=<user>

In these examples, `domain` is the name of the group space where the wiki or blog is exposed. Enter underscores for any spaces included in the group space display name; for example, `Finance Project` becomes `Finance_Project`. For the variable `wikiPageName`, enter the name of the wiki page you are targeting. The wiki page name is used in the wiki's left-pane navigation. It may differ from the page display name, which you do not use. See Table 23–2 for additional query string parameters you can include in your URL.

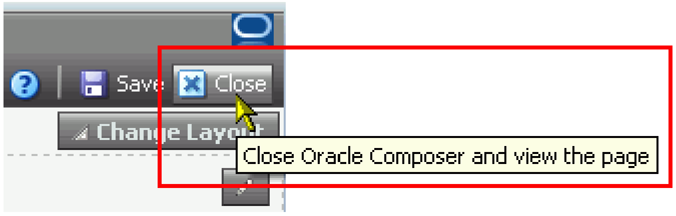
12. Set the **Open in a new window** check box as you prefer.
13. Click the **OK** button to close the dialog box.
14. Click the **Save** button to save your changes in Oracle Composer (Figure 23–25).

Figure 23–25 The Oracle Composer Save Button



15. Click the **Close** button to exit Oracle Composer (Figure 23–26).

Figure 23–26 The Oracle Composer Close Button



23.2.2 Exposing a Wiki or Blog in a Custom WebCenter Application

In custom WebCenter applications, how you go about exposing a wiki or a blog is open to your particular application development approach. There are two basic approaches:

- Expose a wiki on a page through an iFrame.
- Bring a wiki into your application through the Web Clipping portlet or any portlet capable of consuming a URL.

Note: For information about the Web Clipping portlet, see Chapter 33, "Working with the Web Clipping Portlet."

Use the portlet approach for runtime wiki integration. Use the iFrame approach for design-time wiki integration.

Note: Design-time application development falls outside the scope of this guide. For more information, see *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

When you reach the point where you enter the wiki or blog source in the portlet, use the formats provided in Table 23–5.

Table 23–5 URL Formats for Exposing Wikis and Blogs in Custom WebCenter Applications

Type	URL Format
Wiki	`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&scope=<domain>`
General Blog	`http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=<domain>`
Personal Blog	`http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=<user>`

If you want to add a link to a specific wiki page or to a blog on one of your application pages, use the URL formats provided in Table 23–6.

Table 23–6 Formats for Hyperlinks to Wikis and Blogs

Target	URL Format
Wiki	`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&page=<domain>:<wikiPageName>`
General Blog	`http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=<domain>`
Personal Blog	`http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=<user>`

Included in these URLs are query string parameters that provide configuration information for the link target. Parameters, such as `inline` and `theme`, are session-level variables. Once the URL passes session-level variables to the target, the variable values continue to apply, even if you leave and return to the original target page. A way to change a session level variable is to enter a different value in the target URL, for example `theme=default`.

Table 23–7 lists and describes query string parameters you can use in custom WebCenter application wiki and blog URLs.

Table 23–7 Query String Parameters to Use in Custom WebCenter Application Wiki and Blog URLs

Session Variable	Description
`inline`	`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&scope=<domain>` ■ Value of `0` displays the Oracle Wiki Server default user interface and features, including a menu wiki page in the current domain. Use the menu page to create custom navigation links. The mode `inline=0` is the recommended mode for wiki administrators. ■ Value of `1` strips away nonessential wiki and blog chrome. It also renders left-side navigation that lists all wiki or blog pages within the current domain. This is the recommended mode when integrating with a custom application. ■ Value of `2` is similar to `inline=1`, except it turns off left-side navigation.
`name`	`http://<server>:<port>/owc_wiki/blog/list.jz?inline=1&name=<domain>` Facilitates navigation to a specific blog, attributed either to a particular domain or user.
`page`	`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&page=<domain>:<wikiPageName>` Facilitates navigation to a specific page in a specified domain. This variable follows the syntax: `page=<domain>:<wikiPageName>`.

Table 23–7 (Cont.) Query String Parameters to Use in Custom WebCenter Application Wiki and Blog URLs

<table>
<tr><th>Session Variable</th><th>Description</th></tr>
<tr><td>`scope`</td><td>`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&scope=<domain>`

Creates a new domain with the name specified for the scope variable. If such a named domain exists, navigates to it.

If the scope variable creates the domain on the fly, it also creates the home page (WelcomePage) and redirects the user to that page. Domain creators can specify another name besides WelcomePage for the start (default) page.</td></tr>
<tr><td>`theme`</td><td>`http://<server>:<port>/owc_wiki/page/show.jz?inline=1&scope=<domain>&theme=sand`

Dynamically applies the specified wiki theme to the requested page (theme must be present on both the Oracle WebCenter Wiki and Blog Server and the application server).
■ `none` turns off CSS.
■ `default` applies the default theme specified on the server.
■ `<theme_name>` applies the specified wiki theme/CSS to the wiki page and all its children.

Oracle Wiki Server provides seeded wiki themes, which you can include in your wiki and blog URLs. Use any of the following (use the value in parenthesis in the session variable):
■ Bighorn (`bighorn`)
■ Blue (`blue`)
■ Blue Sky (`bluesky`)
■ Deep Sea (`deepsea`)
■ Dew (`olive`)
■ Dusk (`monochrome`)
■ Flatirons (`flatirons`)
■ Midnight (`onyx`)
■ Mist (`white`)
■ Red (`red`)
■ Sand (`sand`)
■ Storm (`storm`)
■ Tech Gray (`tech_gray`)
■ WebCenter Default (`default`)
■ WebCenter Theme (`webcenter`)
■ Wiki Default (`wiki`)

Tip: To use the same theme currently used by your WebCenter application, add the following EL expression to your wiki or blog URL:
`theme=#{adfFacesContext.skinFamily}`

For information about other useful Expression Language expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

To ensure that your application chrome renders consistently, you'll want to additionally place a copy of all seeded CSS files on your application server.</td></tr>
</table>

Table 23–7 (Cont.) Query String Parameters to Use in Custom WebCenter Application Wiki and Blog URLs

Session Variable	Description
`wcURL`	This parameter is useful for integrating wiki pages into an application when you want wiki links to navigate to an embedded wiki page rather than directly to the page on the Oracle WebCenter Wiki and Blog Server. Enables the specification of an encoded URL to which a domain and page are appended when the Oracle WebCenter Wiki and Blog Server renders links to wiki pages. This applies only when inline=1. **Note:** Check the Oracle Technology Network (`http://www.oracle.com/technology/products/webcenter/index.html`) for post-release enhancements that provide a more explicit usage guideline for this parameter.

23.2.3 Accessing Information About a Wiki Domain

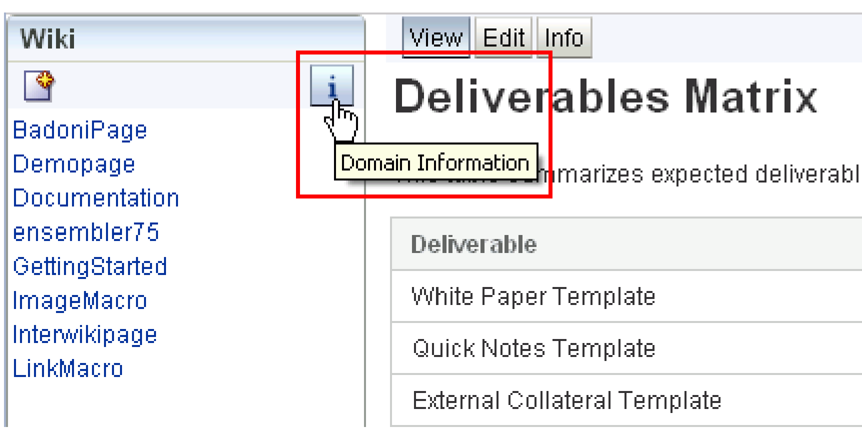
A wiki domain encompasses an identified group of wiki pages. For example, in WebCenter Spaces, domains encapsulate the wiki pages associated with a particular group space. In custom WebCenter applications, a domain encapsulates all the wiki pages created for that application.

Every wiki page that exposes left-column navigation provides an entry point to a page that links to or summarizes useful information about the current domain. This section describes how to access that page and summarizes the types of information it provides.

To access information about a wiki domain:

1. Go to a wiki page within the domain you want to learn about.
2. Click the **Domain Information** button in the navigation panel on the left side of the wiki page (Figure 23–27).

Figure 23–27 Link to a Wiki Domain Page



Note: For the navigation panel depicted in Figure 23–27 to appear, the URL to the wiki page must include either `inline=0` or `inline=1`. For more information, see Table 23–2, " Query String Parameters in WebCenter Spaces Wiki and Blog URLs".

The domain information page opens (Figure 23–28).

Figure 23–28 A Wiki Domain Information Page

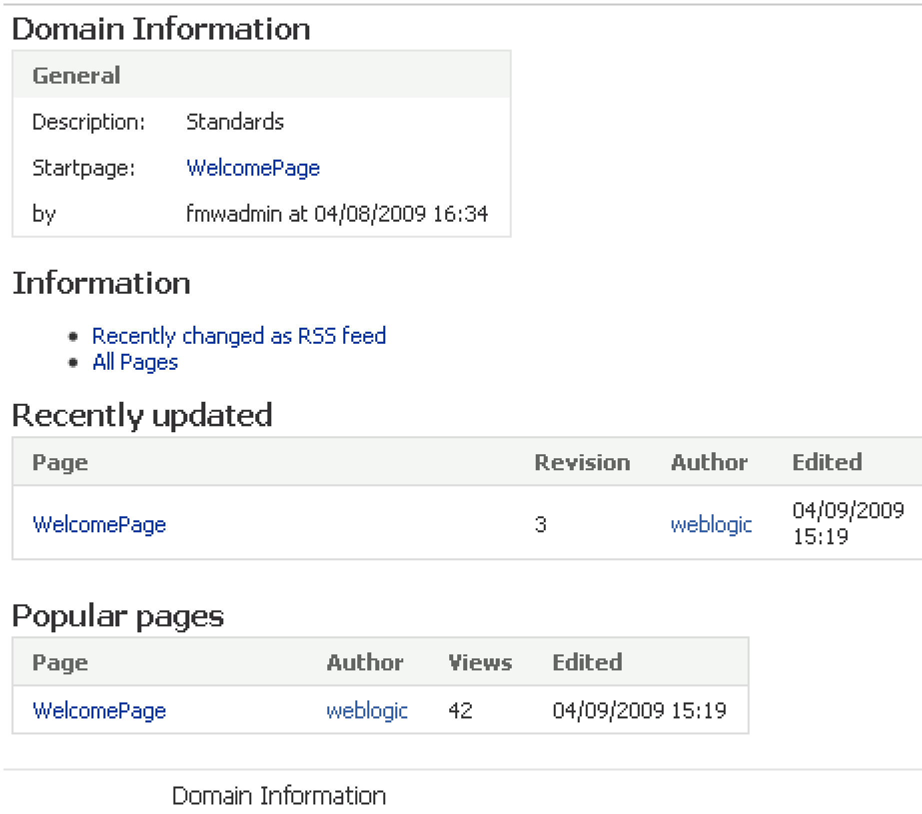


Table 23–8 lists and describes the type of information you can access from the domain information page.

Table 23–8 Categories of Content on a Wiki Domain Information Page

Content	Description
General	Provides summary information about the domain, including: ▪ The domain name (labeled **Description**) ▪ A link to the domain welcome page ▪ The domain's creator and date and time of creation
Information	Provides links to more detailed information about domain content, including: ▪ Recently changed as RSS feed—A link you can use in an RSS reader to track recently-changed pages in the current domain. ▪ All pages—A table that summarizes general information about domain-associated wiki pages. Information includes page name, number of times revised, access mode (editable by all users or only by authenticated users), date last revised and user who last revised. ▪ Activities—Summarizes activities on domain pages, including the thing acted on (such as *Blogentry*), the action performed (such as *DELETED*), a link to the changed object, the user name of the person performing the action, and the date the action was performed.
Recently Updated	A table that lists the most recently updated domain pages. Includes such information as a link to the updated page, the number of revisions, a mailto link to the user who made the change, and the date and time the change was made.
Popular Pages	A table that lists the most visited domain pages. Includes such information as a link to the page, the user name of the person who created the page, the number of times users have viewed the page, and the date and time a user last viewed the page.

Use a combination of the left-column navigation and your browser's Back button to navigate into and out of these pages.

23.2.4 Adding and Removing Additional Blog Authors

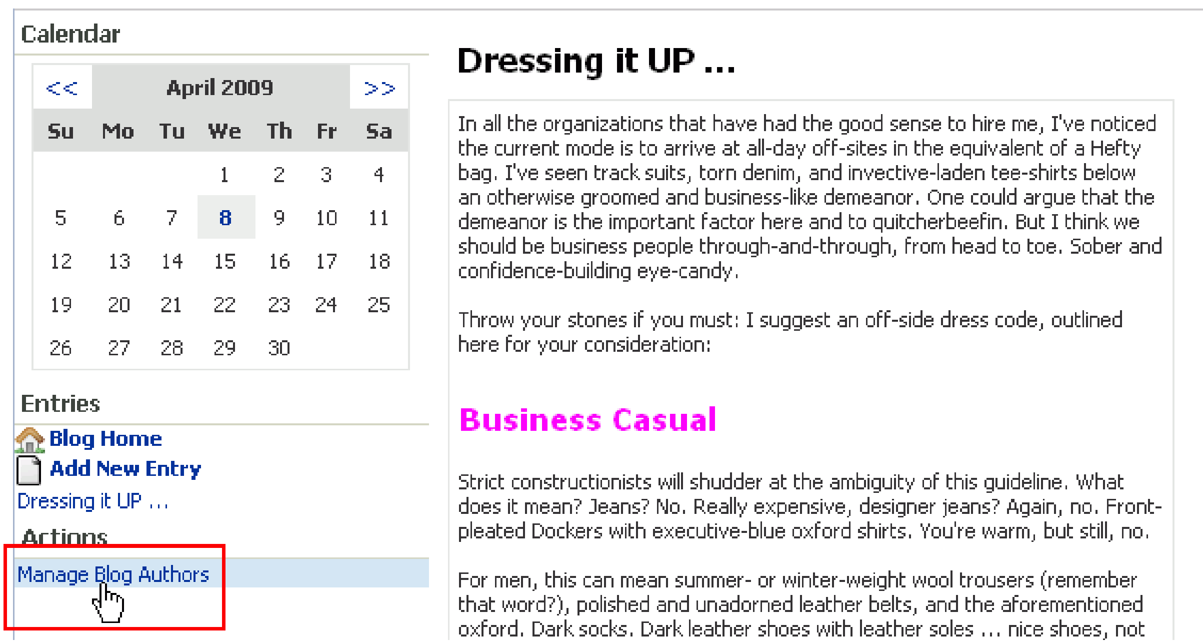
By default, blog entries can be added only by the person who owns the blog. In a personal space, that is the person who owns the personal space. In a domain (such as a blog associated with a group space), that is the wiki administrator.

The **Manage Blog Authors** action, which displays in a blog's left-column navigation, enables you to specify additional users who can add blog entries. Removing additional blog authors is as easy as clicking a link.

To enable or disable additional blog authors:

1. Navigate to the blog you want to open or close to other users' entries.
2. Click the **Manage Blog Authors** link (Figure 23–29).

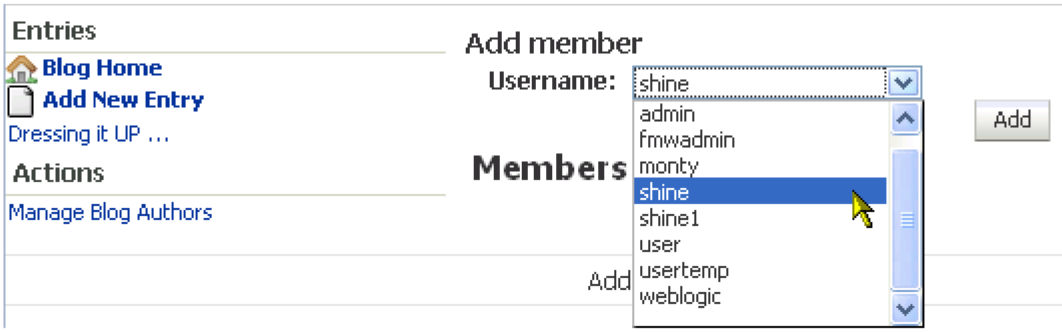
Figure 23–29 The Manage Blog Authors Link



3. The next step depends on whether you want to add or remove a blog author:
   - To add a blog author:

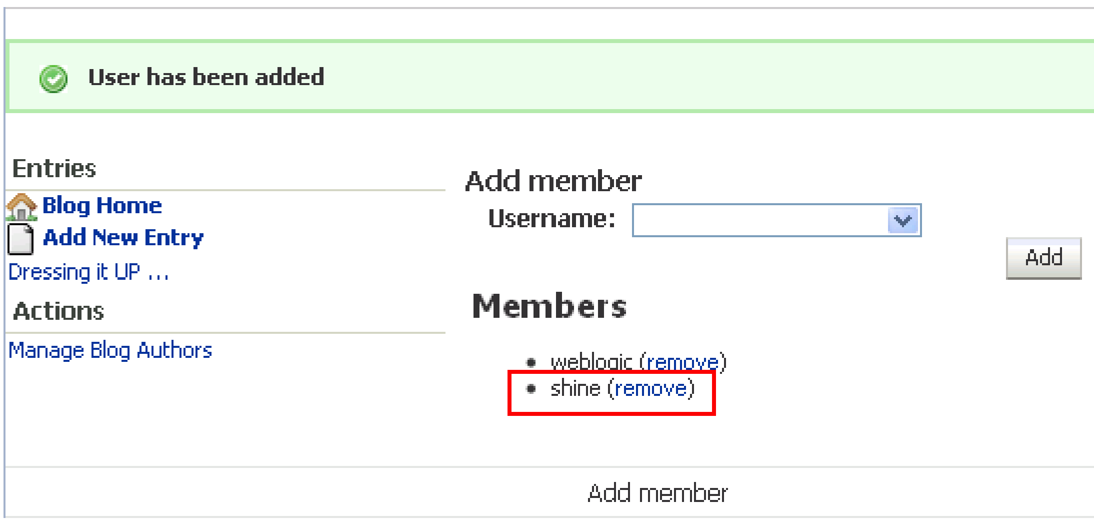
     From the **Username** pick list (Figure 23–30), select the user name of the person you want to enable to add blog entries, and click the **Add** button.

Figure 23–30 Username Pick List



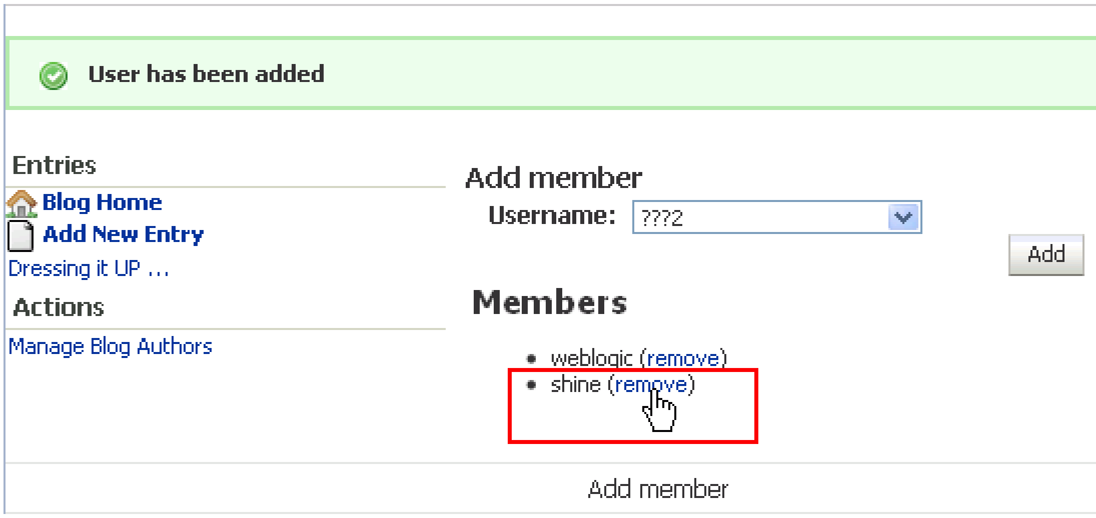
The selected user appears on the **Members** list (Figure 23–31).

Figure 23–31 Newly-Added Blog Author on the Members List



- To remove a blog author, click the **remove** link next to the author's user name under the **Members** heading (Figure 23–32).

Figure 23–32 Remove Link Next to a User Name



23.3 Working with Wiki and Blog Content

Oracle Wiki Server provides useful tools for creating and managing wiki and blog content. Easy-access buttons are available for instantly creating new wiki pages and new blog entries. Editing a wiki page is a simple matter of bringing an **Edit** tab forward. Editing a blog entry is as simple as clicking an **Edit** button. To create content, you can use either HTML, through an embedded HTML editor, or standard wiki mark-up.

This section describes how to use content creation and management tools provided through the Oracle Wiki Server. It contains the following subsections:

- Working with Wiki Pages
- Working with Blog Entries
- Using Wiki HTML Editor Controls
- Using Wiki Mark-Up

23.3.1 Working with Wiki Pages

Once you have exposed a wiki in your WebCenter application, you can start right in creating wiki pages and providing content. Oracle Wiki Server provides simple controls for creating, editing, and deleting wiki pages. This section describes how to use them. It contains the following subsections:

- Creating a Wiki Page
- Editing a Wiki Page
- Printing a Wiki Page
- Accessing Information About a Wiki Page
- Deleting a Wiki Page
- Restoring an Older Version of a Wiki Page

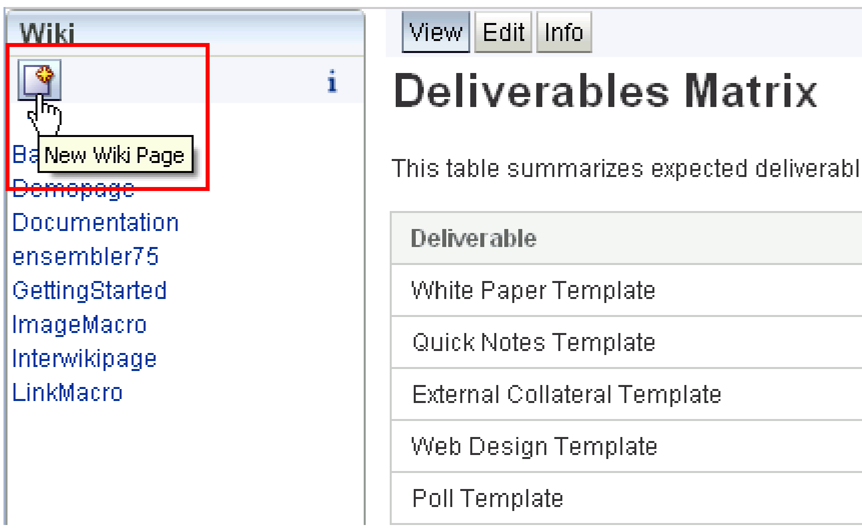
23.3.1.1 Creating a Wiki Page

When you first expose a wiki on a group space page, a wiki domain associated with that group space is also created automatically. Once the domain is created, you can begin adding pages within it. This section tells you how.

To create new pages within a group space wiki:

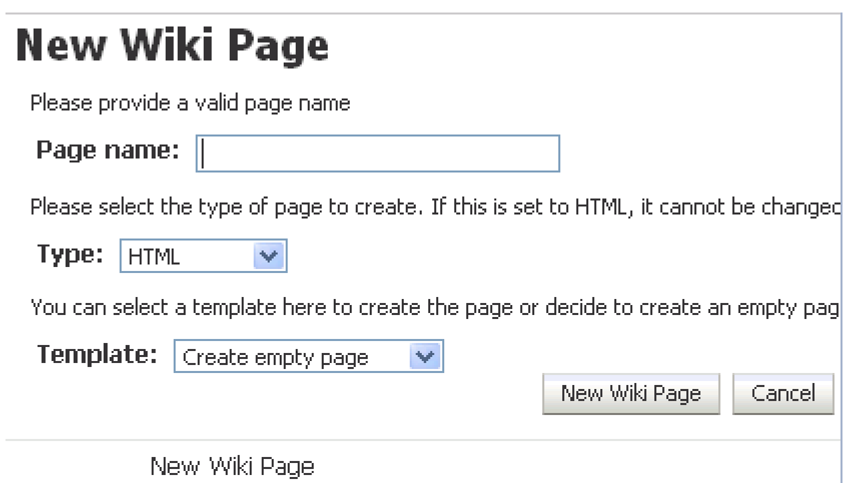
1. In your WebCenter application, navigate to the wiki where you want to add a page.
2. Click the **New Wiki Page** button on the wiki page (Figure 23–33).

Figure 23–33 New Wiki Page Links



The New Wiki Page screen opens (Figure 23–34).

Figure 23–34 The New Wiki Page Screen



3. In the **Page name** field, enter a page name, such as `MyWikiPage`.

   Follow the wiki page naming convention.

Note: For more information on the wiki page naming convention, see Section 23.3.4, "Using Wiki Mark-Up."

---

4. From the **Type** menu, select the format to use in developing page content.

   Choose from:

   - **HTML**—Select to add styles, tables, links, and images using a simple HTML editor. Section 23.3.3, "Using Wiki HTML Editor Controls," illustrates and describes HTML Editor Controls.
   - **Wiki markup**—Select to add styles, tables, links, and images using wiki mark-up (see Section 23.3.4, "Using Wiki Mark-Up")

Note: HTML and wiki mark-up are almost mutually exclusive. You cannot use wiki mark-up in the simple HTML editor; you can use only a limited set of HTML tags in wiki mark-up. For more information, see Section 23.3.4, "Using Wiki Mark-Up."

---

5. Optionally, select a template.

   Choose from:

   - **Create empty page**—Creates a blank page.
   - **SimpleWikiMarkupPage**—Creates a page with a few starter wiki mark-up elements (Figure 23–35).

Figure 23–35 SimpleWikiMarkupPage Template

- **SimpleHTMLPage**—Creates a page with a few starter HTML tags (Figure 23–36).

Figure 23–36 SimpleHTMLPage Template

Always select the template for the Type you specified in step 4. That is, for the HTML Type, select either **Create empty page** or **SimpleHTMLPage**; for the Wiki markup Type, select either **Create empty page** or **SimpleWikiMarkupPage**.

6. Click the **New Wiki Page** button.

   The Edit page screen opens (Figure 23–37).

Figure 23–37 New Wiki Page

Note: For the navigation panel shown in Figure 23–37 to appear, the `inline` parameter in the wiki URL must be set to `0` or `1`. See Table 23–2, " Query String Parameters in WebCenter Spaces Wiki and Blog URLs" for more information.

---

7. On the Edit page screen, select a page access mode from the **Mode** menu.

   Choose from:

   - **editable by everyone**—Select to enable all users with access to the wiki to edit the page.
   - **restricted to logged in users**—Select to restrict editorial access to logged in users.
   - **only admins are allowed to edit**—This selection appears when the current user is a wiki administrator. Use this setting to restrict editorial access to wiki administrators.

- **restricted to members of the domain**—restricts editorial access to members of the current domain, when domain members are defined. (In WebCenter integrations, users do not typically specify domain members, so this option does not appear most of the time.)

8. Enter content using HTML or wiki mark-up, depending on the **Type** you selected in step 4.

   For information about HTML editor controls, see Section 23.3.3, "Using Wiki HTML Editor Controls." For information about wiki mark-up, see Section 23.3.4, "Using Wiki Mark-Up."

9. Click the **Save** button when you have finished.

   This saves your changes and closes the editor.

23.3.1.2 Editing a Wiki Page

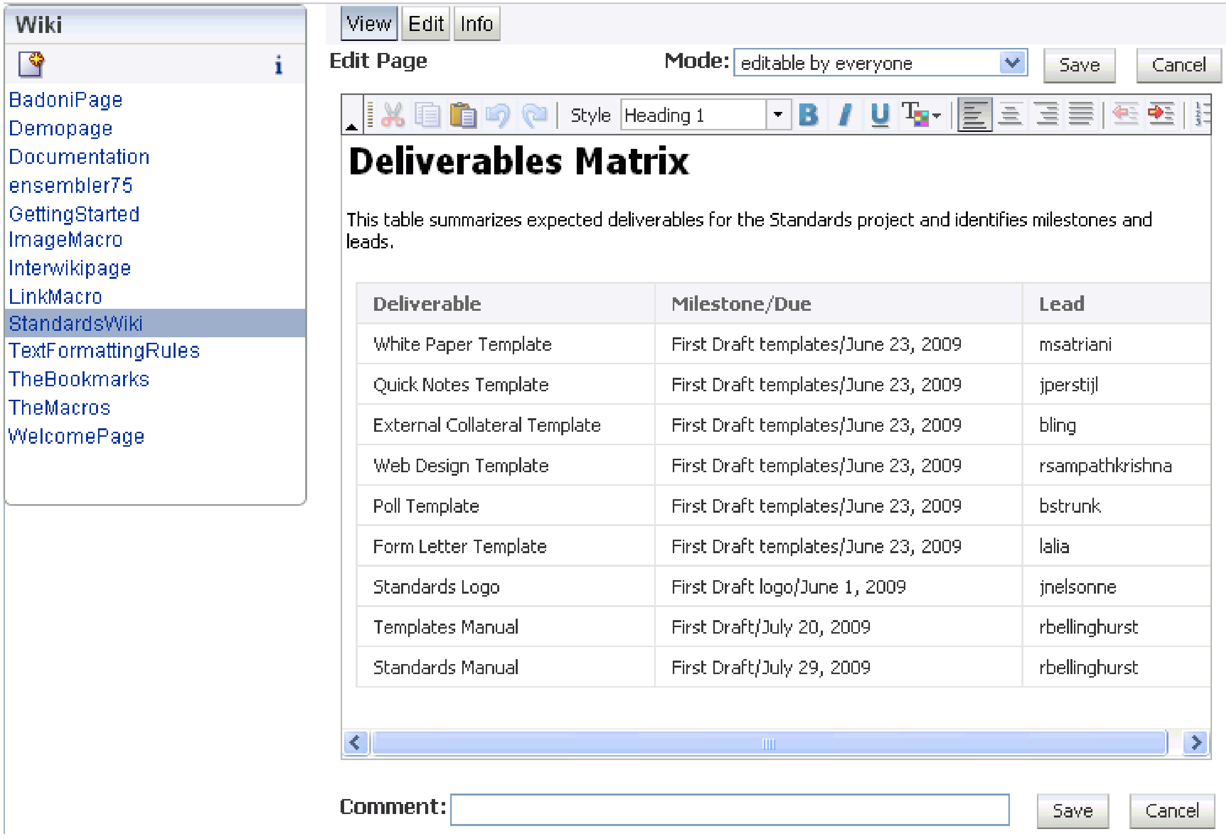
To enter edit mode on a wiki page:

1. Navigate to the wiki page you want to edit.
2. Click the **Edit** button (Figure 23–38).

Figure 23–38 Edit Button on a Wiki Page

The page opens in a simple HTML editor or in a plain text editor, depending on the options selected when the page was created (Figure 23–39).

Figure 23–39 Edit Page Screen (Simple HTML Editor)



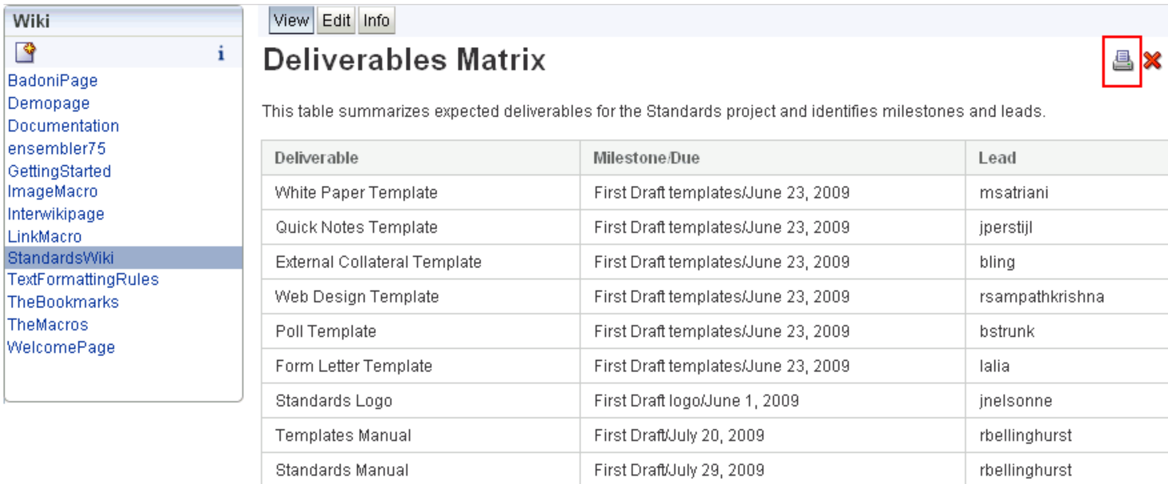
3. Edit the page, and then click the **Save** button when you have finished.

For information about HTML editor controls, see Section 23.3.3, "Using Wiki HTML Editor Controls." For information about wiki mark-up, see Section 23.3.4, "Using Wiki Mark-Up."

23.3.1.3 Printing a Wiki Page

To print a wiki page, click the Print icon that displays toward the top of the page (Figure 23–40), and then follow the resulting screen directions from your printer driver.

Figure 23–40 Print Icon on a Wiki Page



23.3.1.4 Accessing Information About a Wiki Page

In addition to domain information (see Section 23.2.3, "Accessing Information About a Wiki Domain"), you can obtain information about a specific wiki page.

To access information about a specific wiki page:

1. Go to the wiki page of interest.
2. Click the wiki page's **Info** button.

   The wiki Information page opens (Figure 23–41).

Figure 23–41 A Wiki Information Page

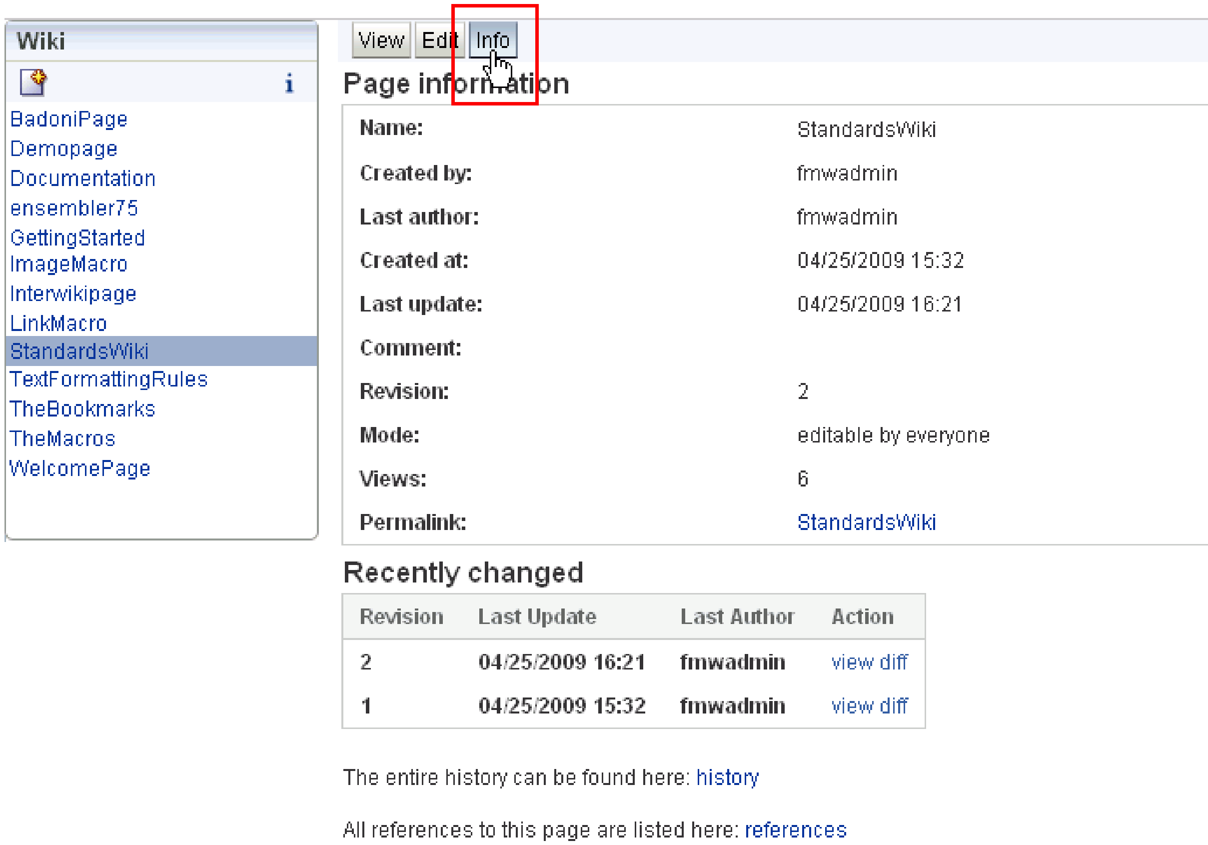


Table 23–9 lists and describes the types of information that appear on a wiki information page.

Table 23–9 Information Types on a Wiki Page Information Page

Label	**Description**
Name	The display name of the current wiki page
Created by	The user name of the person who created the current wiki page
Last author	The user name of the last person to revise the current wiki page
Created at	The date and time the current wiki page was created
Last update	The date and time the current wiki page was last revised
Comment	The comment associated with the current wiki page
Revision	The number of times the current wiki page has been revised
Mode	The editorial access rule that applies to the current wiki page
Views	The number of times the current wiki page has been accessed
Permalink	A reusable link to the current wiki page (see Section 23.2.1.2, "Creating a Link to a Wiki or Blog in WebCenter Spaces")

Table 23–9 (Cont.) Information Types on a Wiki Page Information Page

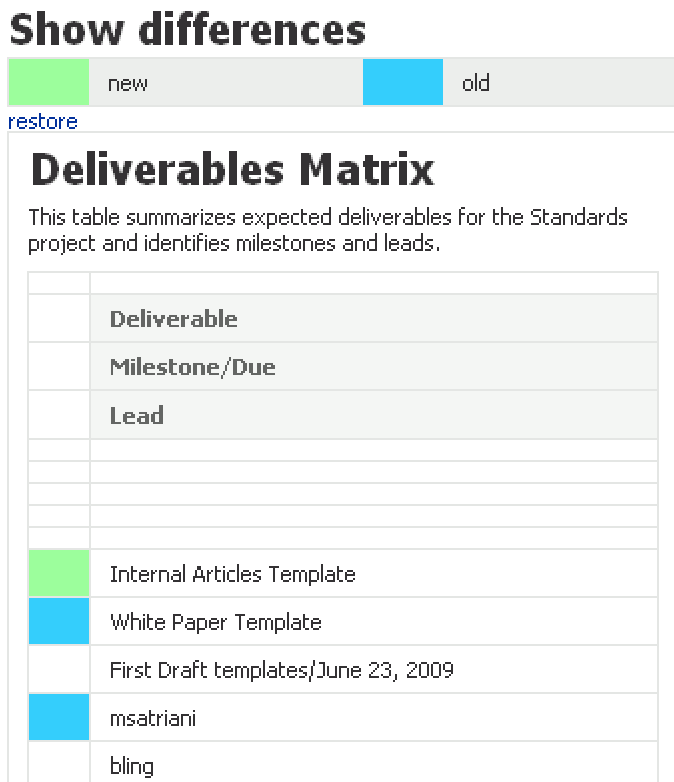
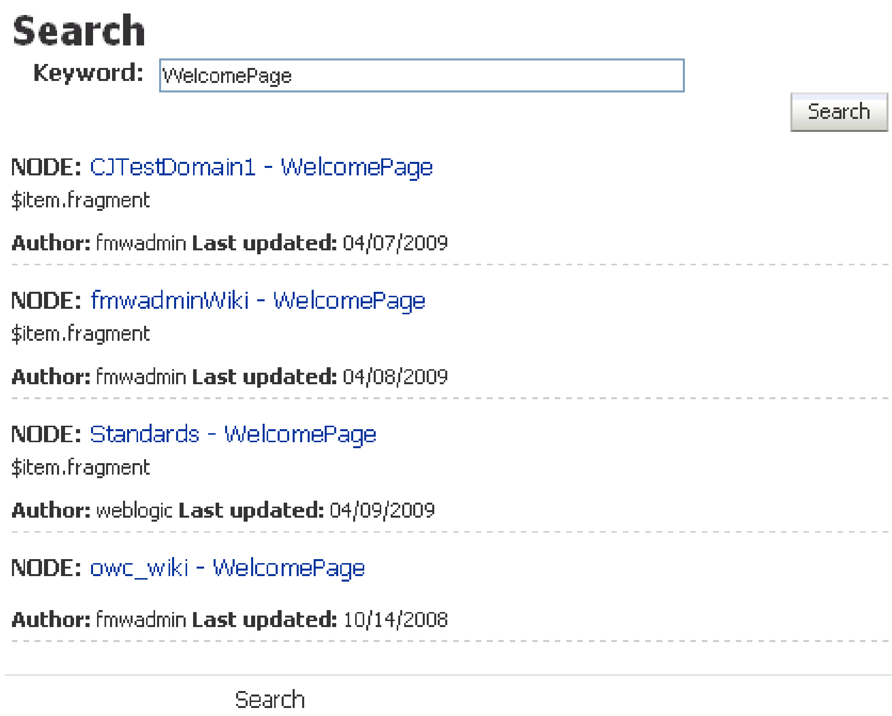
Label	Description
Recently changed	A summary table of the most recent changes to the wiki page Use the **view** link to open an earlier version of the current wiki page. Use the **diff** link to compare an older version of the wiki page with the current version. Differences are highlighted in colors showing new content and old (see the following graphic).  On the diff page, you can use a **restore** link to make an earlier version the current version. for more information, see Section 23.3.1.6, "Restoring an Older Version of a Wiki Page."
history	A link to a full list of all revisions made to the current wiki page

Table 23–9 (Cont.) Information Types on a Wiki Page Information Page

<table>
<tr><th>Label</th><th>Description</th></tr>
<tr><td>references</td><td>A link to a page listing all other wiki pages that link to this wiki page

The reference page additionally provides a query feature that enables you to discover links to other pages in this domain. Enter a wiki page name in the search field, and click Query to view a list of wiki pages on which the specified wiki page is referenced (see the following graphic).


</td></tr>
</table>

23.3.1.5 Deleting a Wiki Page

When you delete a wiki page from your WebCenter application, you are actually deleting it from the Oracle WebCenter Wiki and Blog Server. That is, you are deleting wiki content rather than a WebCenter application page.

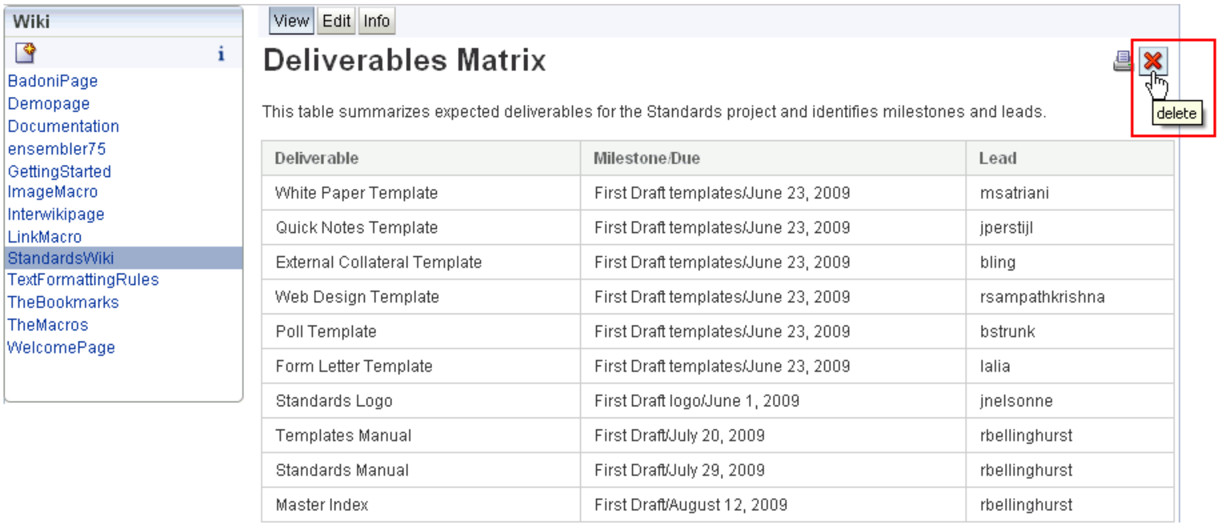
You cannot delete the Welcome page that marks the exposure of your wiki content within your application. However, you can easily delete every other wiki page you create or are permitted to delete.

Note: Only the wiki page author and the wiki administrator see the Delete icon. Only they are able to delete wiki pages.

To delete a wiki page:

1. Navigate to the wiki page you want to delete.
2. Click the Delete icon at the top of the wiki page (Figure 23–42).

Figure 23–42 Delete Icon on a Wiki Page



3. In the confirmation dialog box, click **OK**.

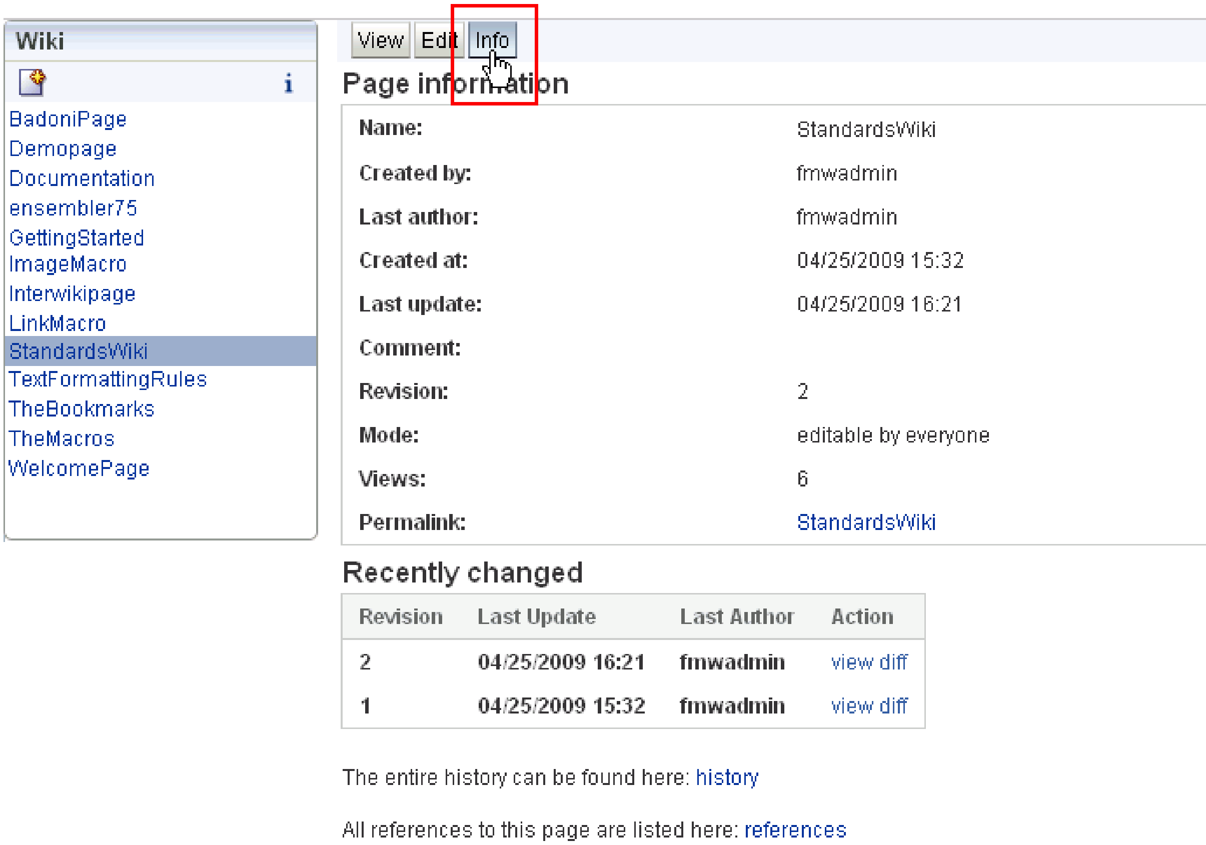
   The wiki page is deleted immediately. Its display name is removed from the wiki's left-column navigation.

23.3.1.6 Restoring an Older Version of a Wiki Page

To make an older version of a wiki page the current version:

1. Go to the wiki page of interest.
2. Click the **Info** button to open the Information page (Figure 23–43).

Figure 23–43 A Wiki Information Page



3. Under **Recently changed**, click the **diff** link next to the version you want to make the current version (Figure 23–44).

Figure 23–44 Diff Link Next to a Wiki Page Version

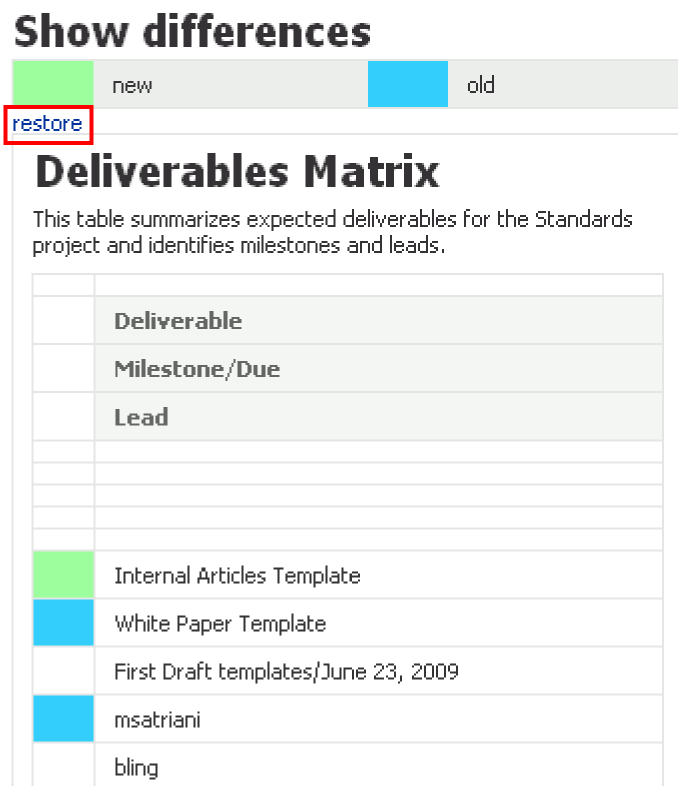
If the version of interest is not listed under **Recently changed**, click the **history** link instead, and then, on the resulting page, click the **diff** link next to the version of interest.

The Show Differences page opens (Figure 23–45).

Figure 23–45 Show Differences Page

4. Click the **restore** link toward the top of the page (Figure 23–46)

Figure 23–46 Restore Link on a Show Differences Page



The older version is restored as the current version. The previously current version becomes an older version.

23.3.2 Working with Blog Entries

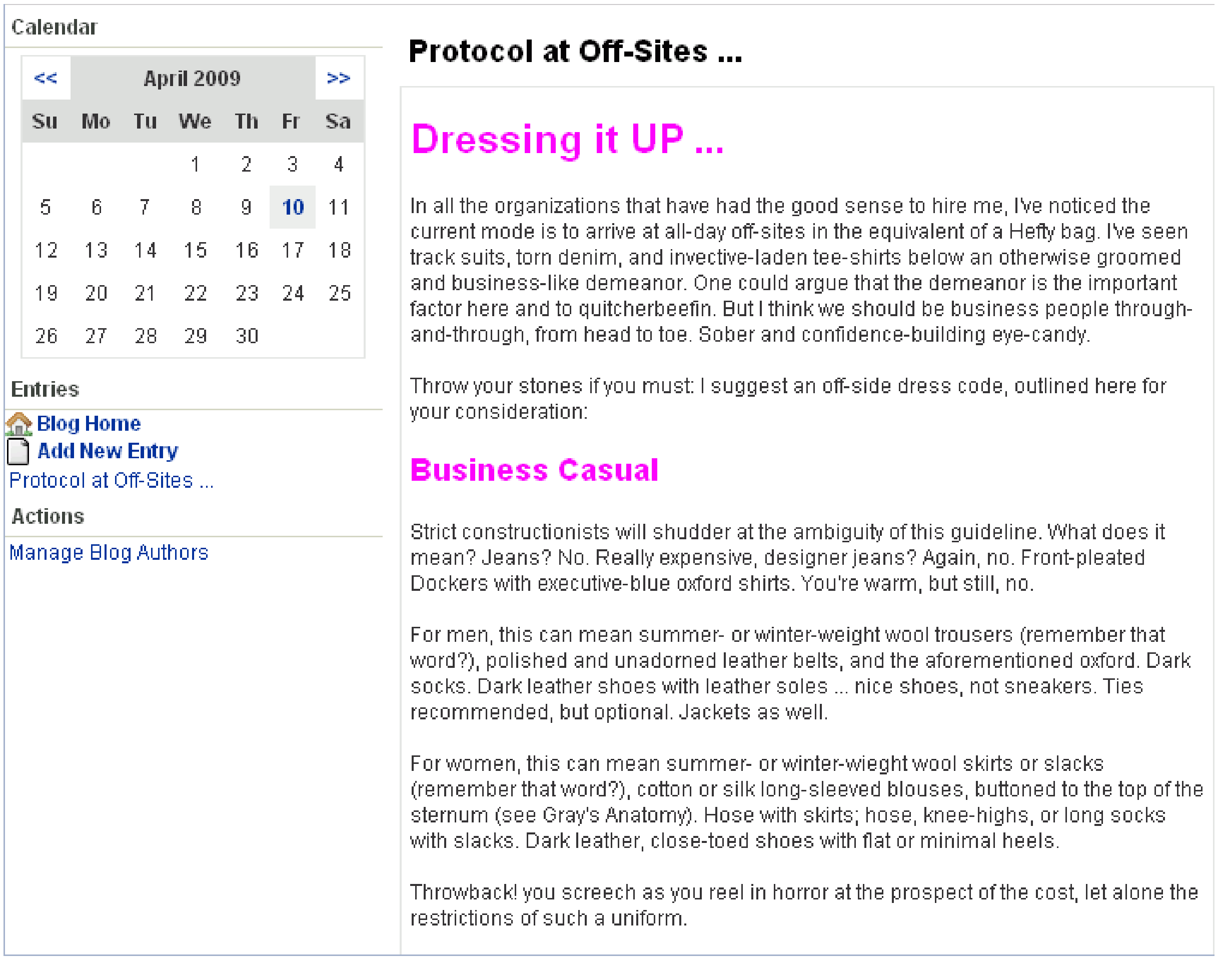
This section describes how to create, edit, delete, and offer comments on a blog entry. It contains the following subsections:

- What You Should Know About Blog Entries
- Creating a Blog Entry
- Editing a Blog Entry
- Adding a Blog Comment
- Deleting a Blog Comment
- Viewing Information About a Blog
- Deleting a Blog Entry

23.3.2.1 What You Should Know About Blog Entries

Blog entries for a given day render in a continuous column on a single page (Figure 23–47).

Figure 23–47 A Blog Entry

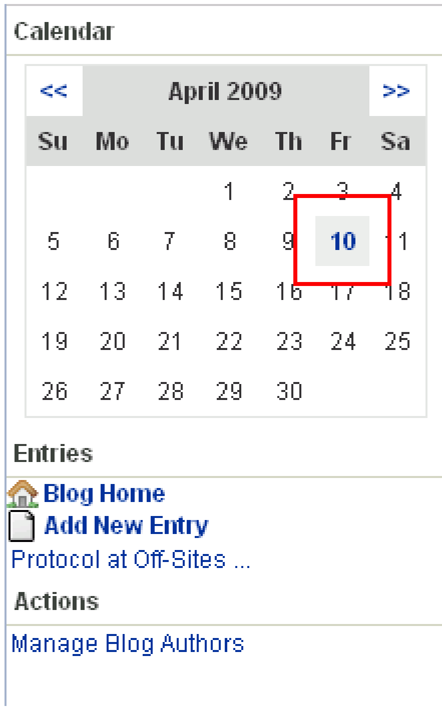


Each entry occupies its own region within the column and each region comes equipped with controls for revising, commenting on, and deleting the entry. Newer entries are added to the top of the blog.

Links under the **Entries** heading on the left side of the page provide controls for navigating to the blog's first entry (**Blog Home**) and creating a new blog entry (**Add New Entry**). Additionally, as entries are added, their headings automatically appear on this list of links.

Blog pages are automatically organized according to month of entry. Users can access the various monthly entries using the calendar that appears to the left of the blog content. The dates with associated entries are linked to those entries. Click a date in the calendar to go to the entries for a particular day (Figure 23–48).

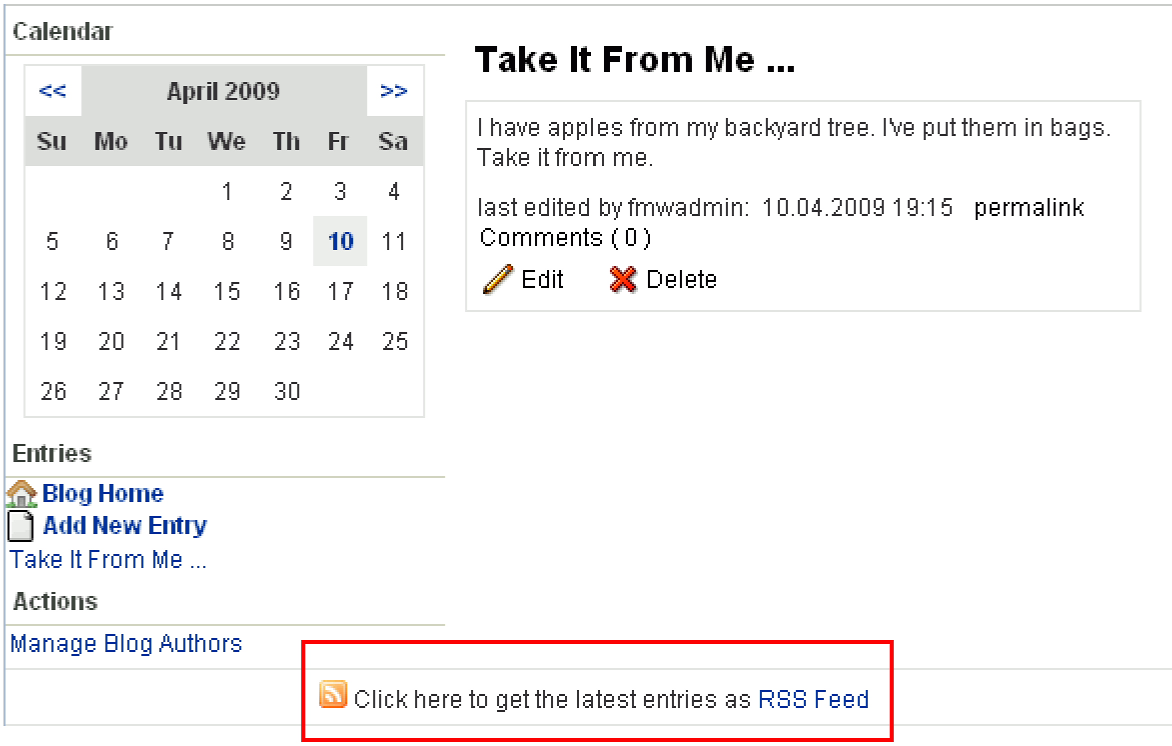
Figure 23–48 A Blog Calendar with an Entry on the Ninth



Use the arrows to the left and right of the month to navigate to previous and later months.

A link for grabbing a blog news feed (**RSS Feed**) appears below the content area (Figure 23–49).

Figure 23–49 The RSS Feed Link on a Blog Page



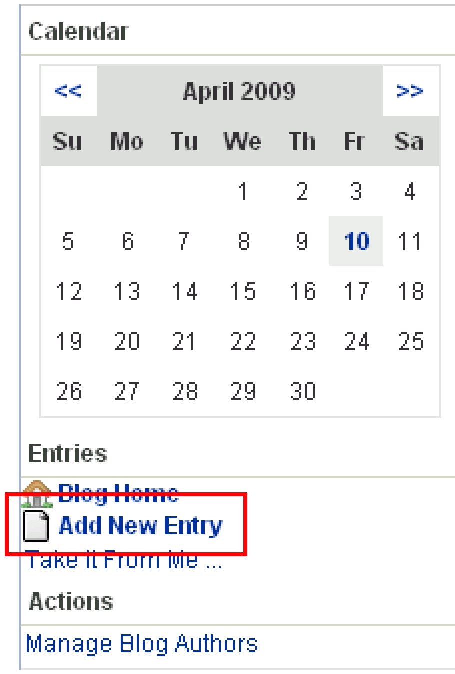
Note: For information about news feeds in WebCenter applications, see Chapter 28, "Working with the RSS Service".

23.3.2.2 Creating a Blog Entry

To create a blog entry:

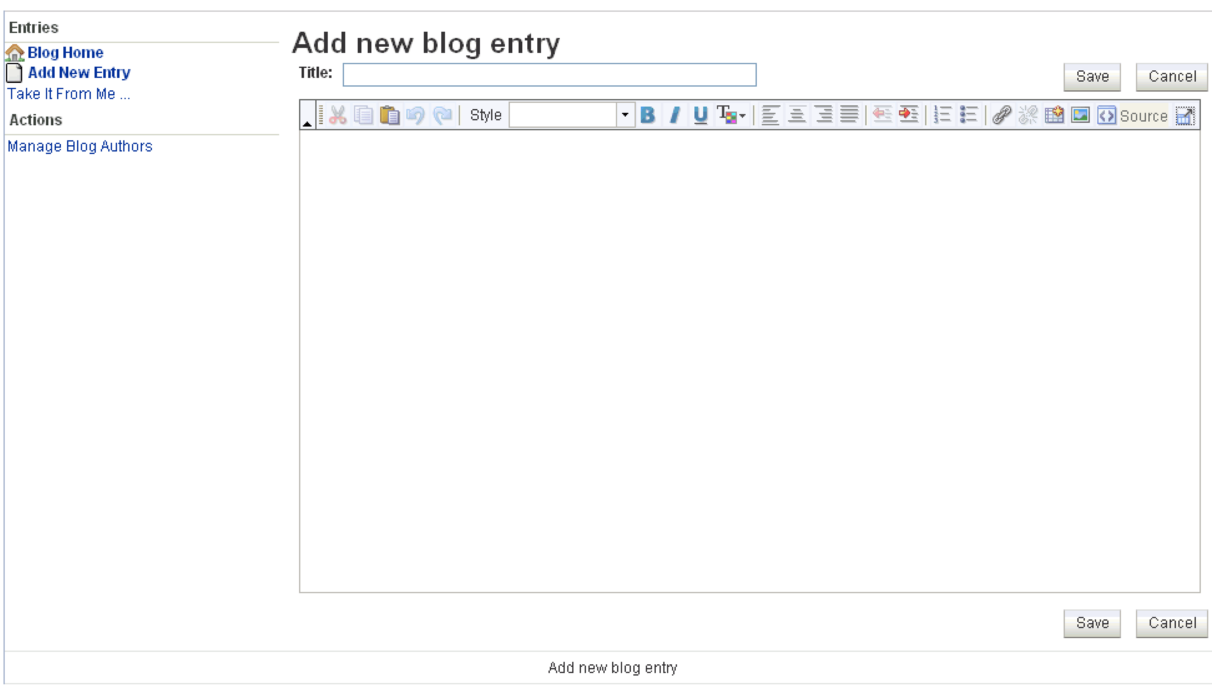
1. Navigate to the blog where you want to create an entry.
2. Click the **Add New Entry** link under **Entries** on the left side of the blog (Figure 23–50).

Figure 23–50 Add New Entry Link



The Add new blog entry page opens (Figure 23–51).

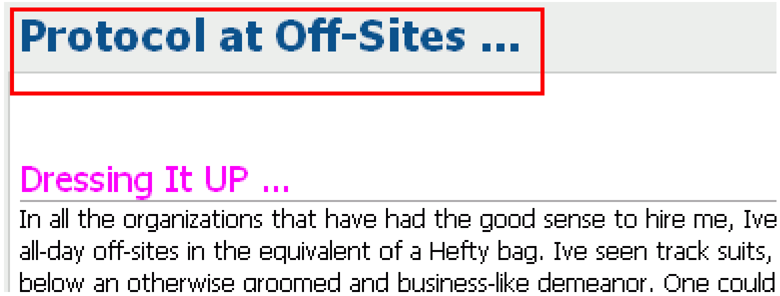
Figure 23–51 Add New Blog Entry Page



3. In the **Title** field, enter a display name for this blog entry.

   The title displays as a link in the left-side navigation and as the main heading over the text area (Figure 23–52).

Figure 23–52 A Blog Title



4. In the **Text** field, enter blog content.

   The **Text** field provides a simple HTML editor for adding style elements and HTML to your content. See Section 23.3.3, "Using Wiki HTML Editor Controls,", for illustrations and descriptions of HTML editor controls.

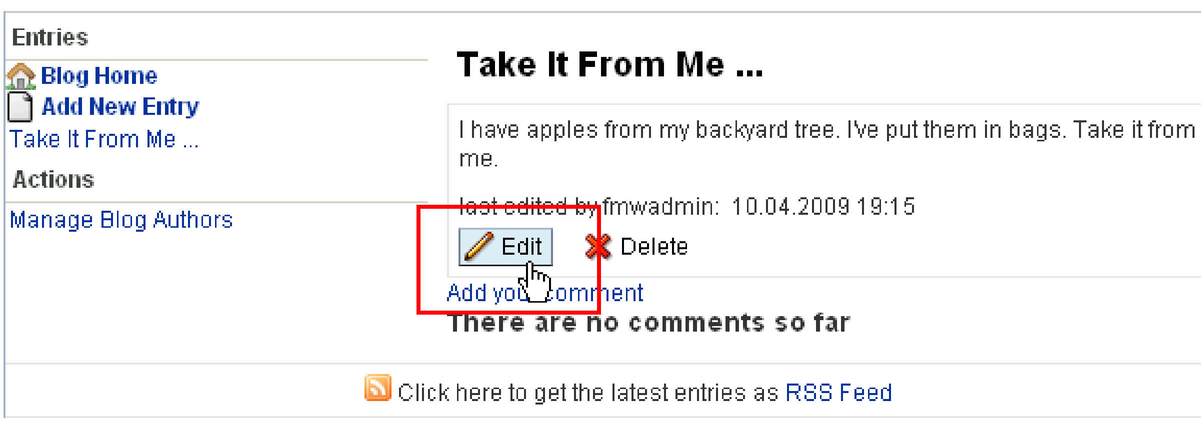
5. Click the **Save** button below the editor to save your changes and exit the editor.

23.3.2.3 Editing a Blog Entry

To edit a blog entry:

1. Navigate to the blog where you want to edit an entry.
2. Click the **Edit** button below the entry (Figure 23–53).

Figure 23–53 Edit Button on a Blog Entry



3. Use the HTML editor controls as described in Section 23.3.3, "Using Wiki HTML Editor Controls."
4. Click the **Save** button above or below the editor to save your changes and exit the editor.

23.3.2.4 Adding a Blog Comment

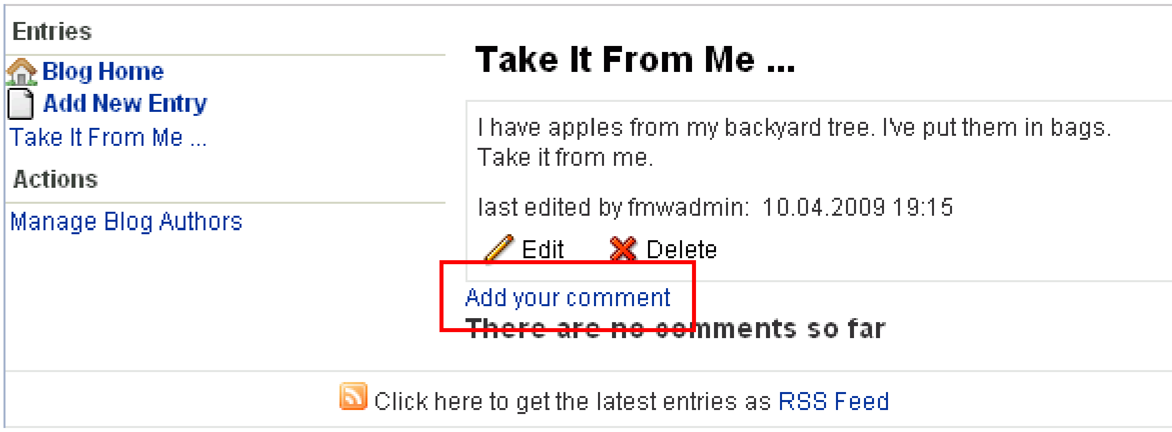
A great feature of blogs is the facility to respond to blog entries. This section describes how.

To comment on a blog entry:

1. Navigate to the blog where you want to comment on an entry.

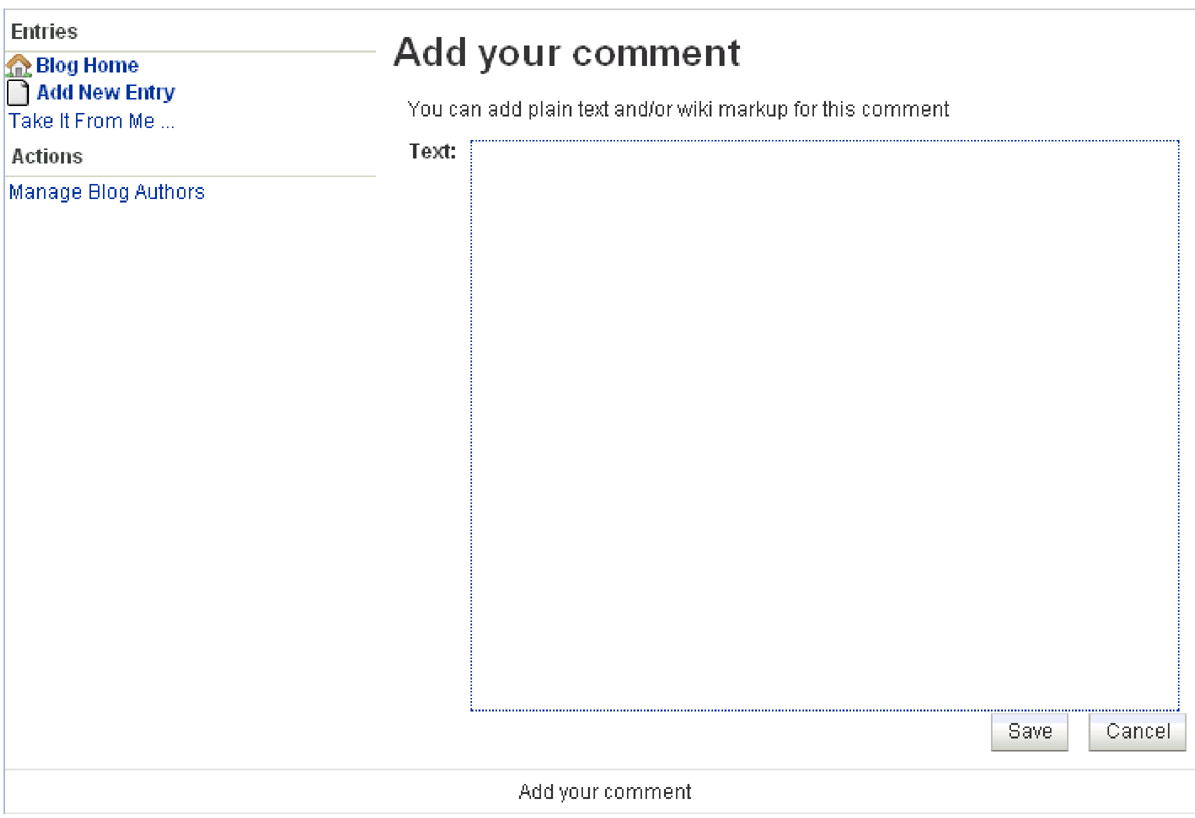
2. Click the **Add your comment** link below the entry (Figure 23–54).

Figure 23–54 Comments Link on a Blog Entry



3. Enter your comment in the **Text** field (Figure 23–55).

Figure 23–55 Text Field in the Add Your Comment Dialog Box



Enter comments in plain text, or, if you prefer, use wiki mark-up. For information about wiki mark-up, see Section 23.3.4, "Using Wiki Mark-Up."

4. Click the **Save** button to save your changes and exit the editor.

23.3.2.5 Deleting a Blog Comment

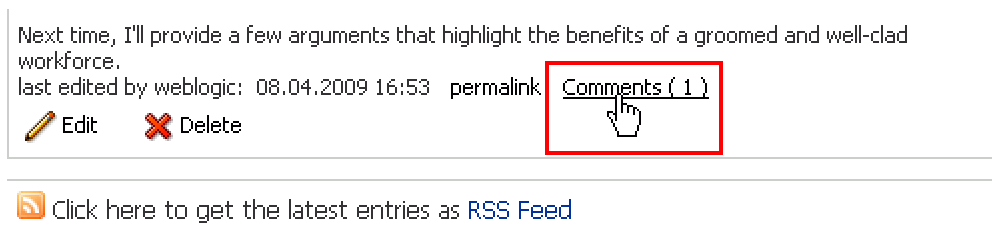
Users identified as blog authors (see Section 23.2.4, "Adding and Removing Additional Blog Authors") are authorized to delete blog comments. This section describes how.

> **Note:** A blog comment is a comment on a blog entry. For information about deleting a blog entry, see Section 23.3.2.7, "Deleting a Blog Entry."

To delete a blog comment:

1. Navigate to the blog where you want to delete a blog comment.
2. If necessary, click the **Comments** link to show blog comments (Figure 23–56).

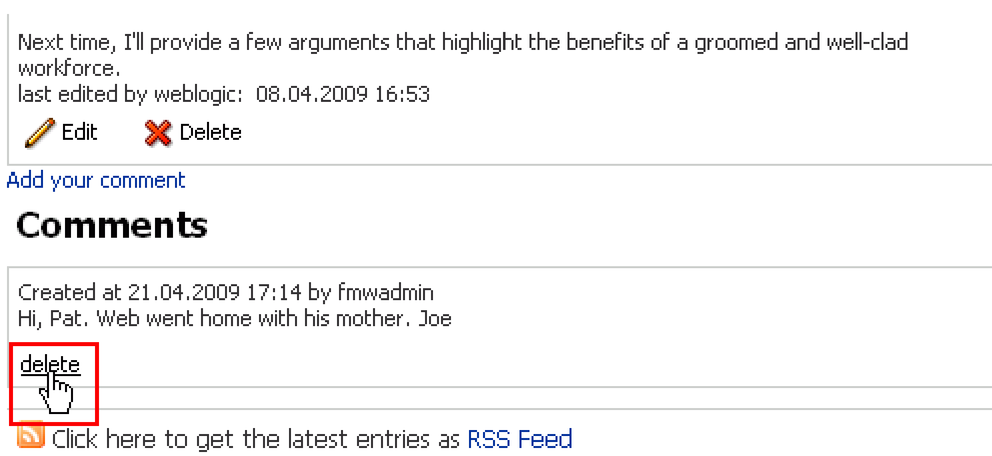
Figure 23–56 Comments Link on a Blog Entry



3. Click the **Delete** link below the comment you want to remove (Figure 23–57).

> **Note:** You must be a designated blog author to delete a blog comment. If you are not a designated blog author, the **Delete** link does not show.

Figure 23–57 Delete Link Below a Blog Comment



23.3.2.6 Viewing Information About a Blog

Blog information is available in the blog administrator view (`inline=0`, see Section 23.1, "What You Should Know About Wikis and Blogs," for more information).

This view provides a **General** heading over a series of links that lead to useful and interesting information (Figure 23–58).

Figure 23–58 Blog Rendered in Inline=0 Mode

Table 23–10 lists and describes the types of information you can access using the links that appear under the **General** heading.

Table 23–10 Information Under a Blog General Heading

Link	Description
Activities	Links to a page that lists all recent blog activity The Latest activities page summarizes activities on domain pages, including the thing acted on (such as *Blogentry*), the action performed (such as *DELETED*), a link to the changed object, the user name of the person performing the action, and the date and time the action was performed.
All Pages	Links to a page that lists and links to all accessible wiki pages The All pages page links to all pages in the current domain, provides the number of times a page has been revised, specifies the editorial mode that applies to a page, and lists the date and time the page was last revised and the user name of the person who revised it.
All Blogs	Links to a page that lists and links to all accessible blogs The All blogs page provides an RSS icon for each blog, which you can use to obtain an RSS feed for use in your favorite news feed reader; a link to the blog; a description of the blog type, either DOMAIN (a group blog) or USER (a personal blog); a mailto link to the blog owner (personal blogs only); and a link to the author's profile (personal blogs only).
Recently Changed	Links to a page that lists and links to recently-changed wiki pages The Recently Changed pages page provides a link to the changed wiki page, specifies the number of times the page has been revised, lists a mailto link to the person who made the revision, and records the date and time the revision was made.
Popular Pages	Links to a page that lists and links to frequently-viewed wiki pages Additionally, the Popular Pages page lists the wiki page author, specifies the number of times the users have viewed the page, and records the date and time a user last edited the page.

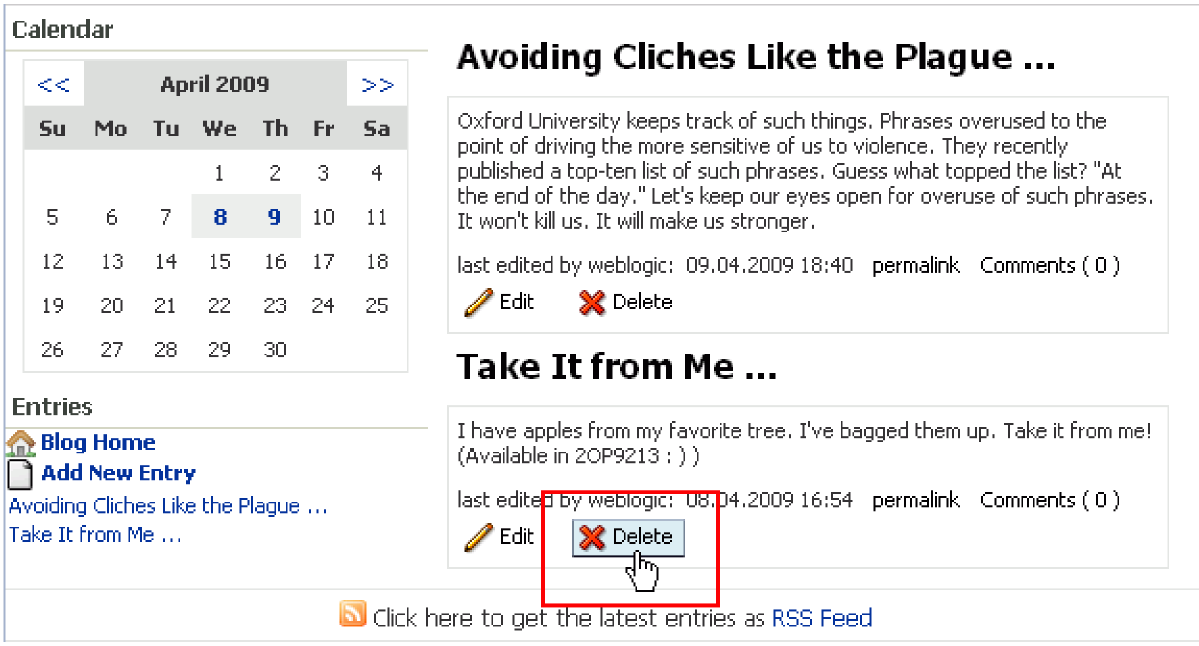
23.3.2.7 Deleting a Blog Entry

Once you click the **Delete** link under a blog entry, the entry is deleted. There is no confirmation dialog box second-guessing your decision. This increases the efficiency of deleting, but also the risk. Be sure you want to permanently remove a blog entry before you click the **Delete** link.

To delete a blog entry:

1. Navigate to the blog where you want to delete an entry.
2. Click the **Delete** button below the entry (Figure 23–53).

Figure 23–59 Delete Link on a Blog Entry



The selected entry is deleted from the blog.

23.3.3 Using Wiki HTML Editor Controls

Oracle Wiki Server supports the use of HTML or wiki mark-up language to format page content. When you create or edit a wiki page, you can use either wiki mark-up language or HTML, depending on which was specified when the page was created. Table 23–11 illustrates and describes controls available in the HTML editor provided with wikis and blogs.

Note: See Section 23.3.4, "Using Wiki Mark-Up," for information about wiki mark-up.

Table 23–11 HTML Editor Controls

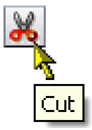
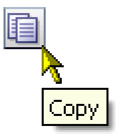
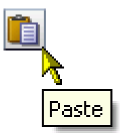
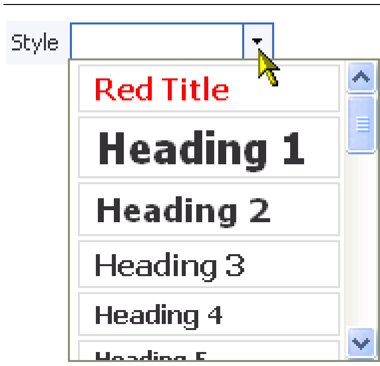
Icon	Description
	Toolbar toggle switch. Click to hide the HTML editor toolbar. Click again to restore the toolbar to view.
	Cut icon. Select content, and click to remove your selection from its current location and add it to a clipboard. Alternatively, select text and press **Ctrl-x**.
	Copy icon. Select content, and click to copy your selection to a clipboard. Alternatively, select text and press **Ctrl-c**.
	Paste icon. Place your cursor where you want cut or copied content to appear, and click to paste clipboard content. Alternatively, press **Ctrl-v**.
	Undo icon. Click to back out of the latest change. Alternatively, press **Ctrl-z**.
	Redo icon. Click to restore the latest change. Alternatively, press **Ctrl-y**.
	Style pick list. Expand to select a style for currently-selected text. Or select a style and enter text in the selected style.

Table 23–11 (Cont.) HTML Editor Controls

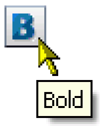
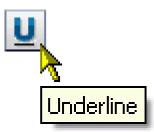
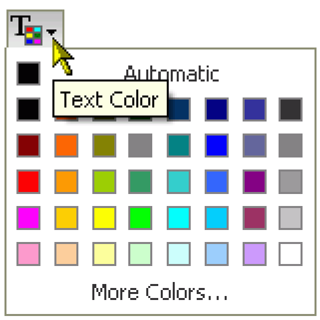
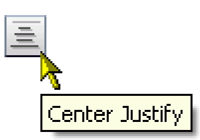
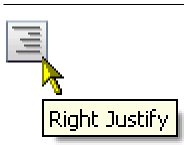
Icon	Description
	**Bold** icon. Select text, and click the Bold icon to make the text bold. Or click the Bold icon and enter text in bold. Click the icon again to exit bold mode.
	*Italic* icon. Select text, and click the Italic icon to make the text italic. Or click the Italic icon and enter text. Click the icon again to exit italic mode.
	Underline icon. Select text, and click the Underline icon to draw an underline below text. Or click the Underline icon and enter text. Click the icon again to exit underline mode.
	Text Color pick list. Select text, and then select a color from this list to make the text the selected color. Or select a color and enter text. Select a second color or Automatic to apply a new color or the default (Automatic equals black).
	Left Justify icon. Select content, and click the Left Justify icon to align your selection left. Or click the icon and enter content.
	Center Justify icon. Select content, and click the Center Justify icon to center your selection. Or click the icon and enter content.
	Right Justify icon. Select content, and click the Right Justify icon to align your selection right. Or click the icon and enter content.

Table 23–11 (Cont.) HTML Editor Controls

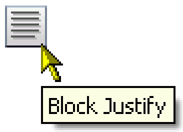
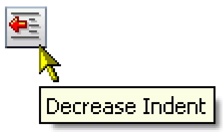
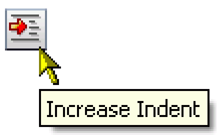
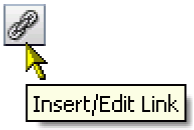
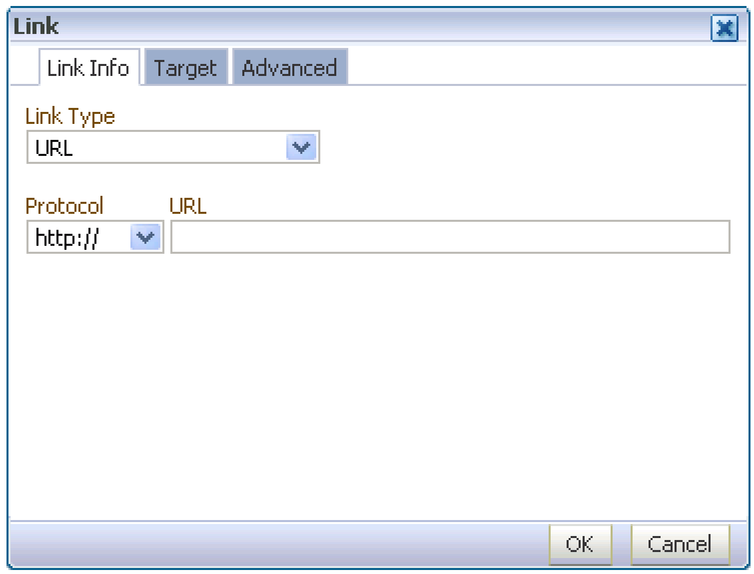
Icon	Description
	Block Justify icon. Select content, and click the Block Justify icon to make your selection align on both the left and right sides. Or click the icon and enter content.
	Decrease Indent icon. Select content, and click the Decrease Indent icon to remove one level of indent.
	Increase Indent icon. Select content, and click the Increase Indent icon to add one level of indent. Or click the icon and enter indented content.
	Insert/Remove Numbered List icon. On a new, blank line, click to start a numbered list. Or select a line of text and click to convert it to a numbered list. Selecting a numbered item and clicking the icon removes numbered list formatting. Click again to exit Numbered List mode.
	Insert/Remove Bulleted List icon. On a new, blank line, click to start a bulleted list. Or select a line of text and click to convert it to a bulleted item. Selecting a bulleted item and clicking the icon removes bulleted list formatting. Click again to exit Bulleted List mode.

Table 23–11 (Cont.) HTML Editor Controls

<table>
<tr><th>Icon</th><th>Description</th></tr>
<tr><td>
</td><td>
Insert/Edit Link icon. Click to open a dialog box for entering a new hyperlink. Or select a hyperlink and click to edit.
Enter link information on the Link Info tab. Refine link information on the Target and Advanced tabs.


On the Link Info tab:
For Link Type, select from:

URL
Link to anchor in the text
E-Mail

The values that follow depend on your selection:

For URL, select the link protocol: http, https, ftp, news, or <other>. For <other> you must enter the protocol manually in the URL field. Then enter the rest of the URL in the URL field.
For Link to anchor in the text, select the anchor from the list provided.
For E-Mail, enter an e-mail address, and then, optionally, a message subject and message text in the fields provided. The subject and text information prepopulates the message that is initiated when a user clicks the e-mail link.

</td></tr>
</table>

Table 23–11 (Cont.) HTML Editor Controls

Icon	Description
Insert/Edit Link icon (Continued)	Use the **Target** tab to refine the target link destination.
Target tab	From the **Target** pick list, select from: ■ <not set> ■ <frame> ■ <popup window> ■ New Window (_blank) ■ Topmost Window (_top) ■ Same Window (_self) ■ Parent Window (_parent) In the **Target Frame Name** field, enter the name of the frame you are targeting in your link destination.

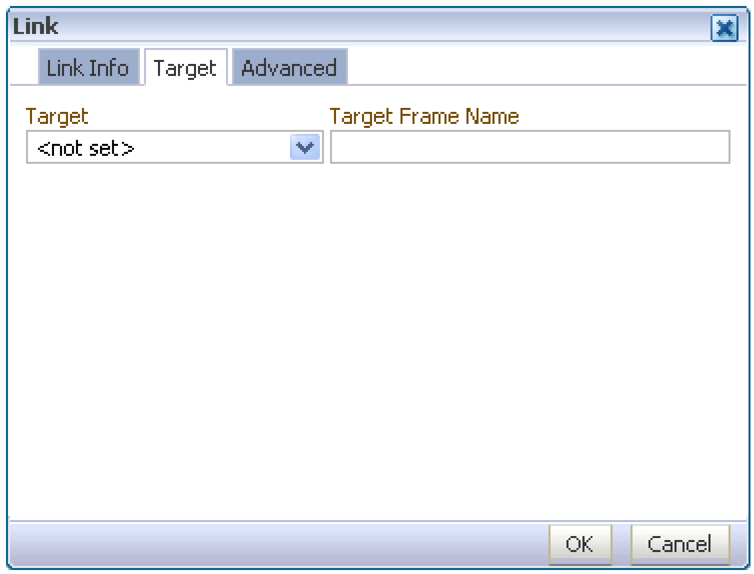


Table 23–11 (Cont.) HTML Editor Controls

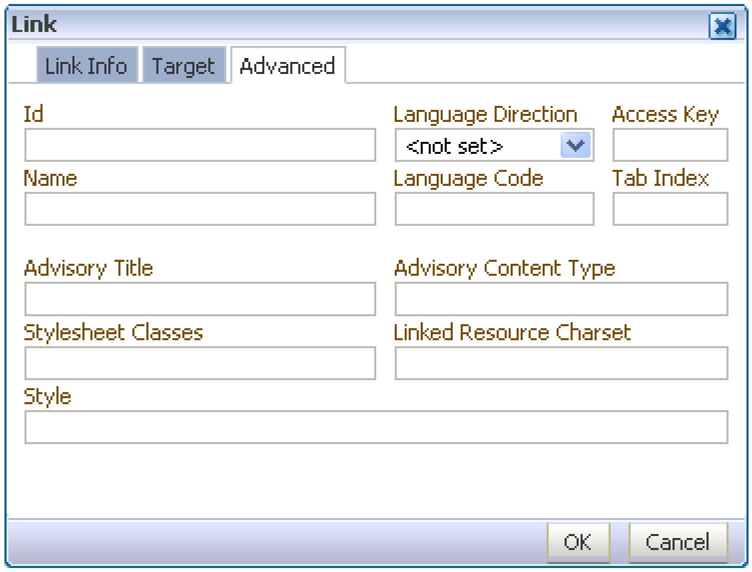
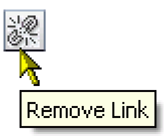
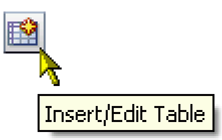
Icon	Description
Insert/Edit Link icon (Continued) Advanced tab	Use the **Advanced** tab to set advanced properties on your link URL. 
	Remove Link icon. Select a link, and click this icon to remove the link. Link text is preserved.
	Insert/Edit Table icon. Click to open a Table Properties dialog box and create a new table. Or select a table and click the icon to edit the table properties.  **Note:** The CSS delivered with WebCenter and Oracle WebCenter Wiki and Blog Server use border size, cell spacing, and cell padding all equal to `1`. Consequently, changing those fields in Table Properties won't have any visual effect. The workaround is to modify the CSS to your own preference.

Table 23–11 (Cont.) HTML Editor Controls

<table>
<tr><th>Icon</th><th>Description</th></tr>
<tr><td>
</td><td>Insert/Edit Image icon. Click to open an Image Properties dialog box and provide image-display values. The dialog box provides three tabs:

- **Image Info**

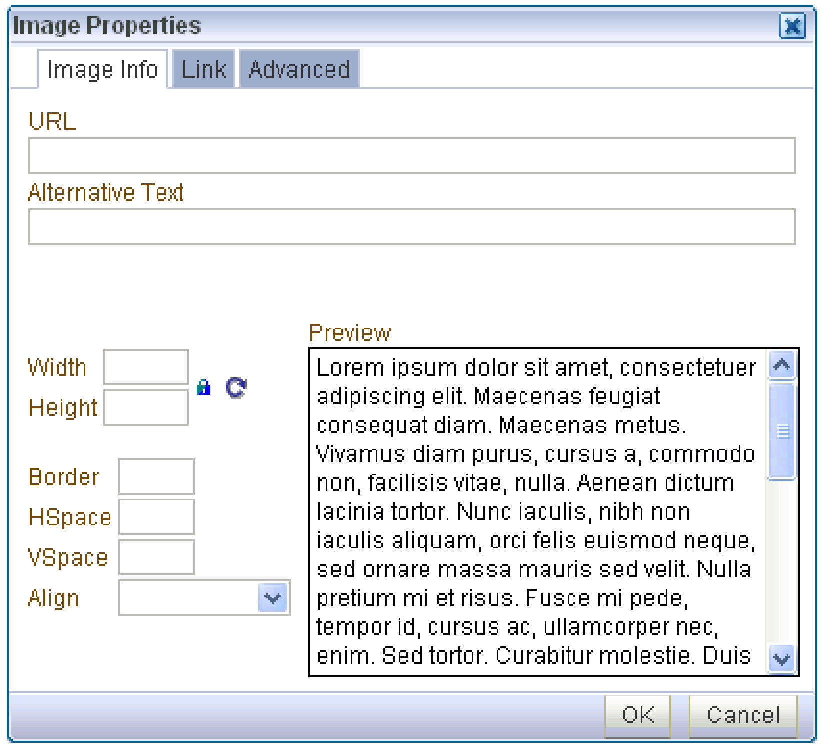

</td></tr>
</table>

Table 23–11 (Cont.) HTML Editor Controls

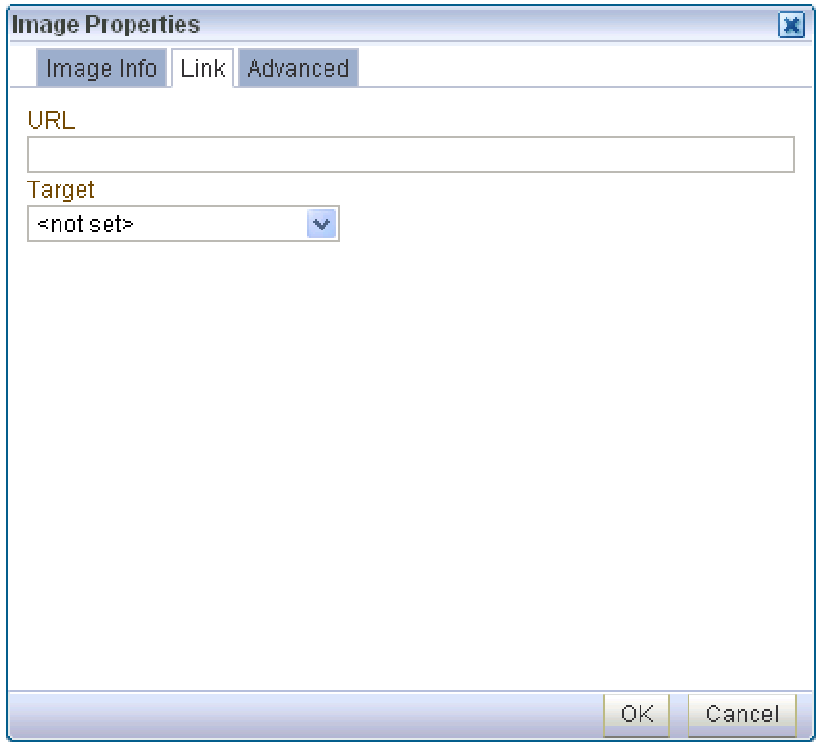
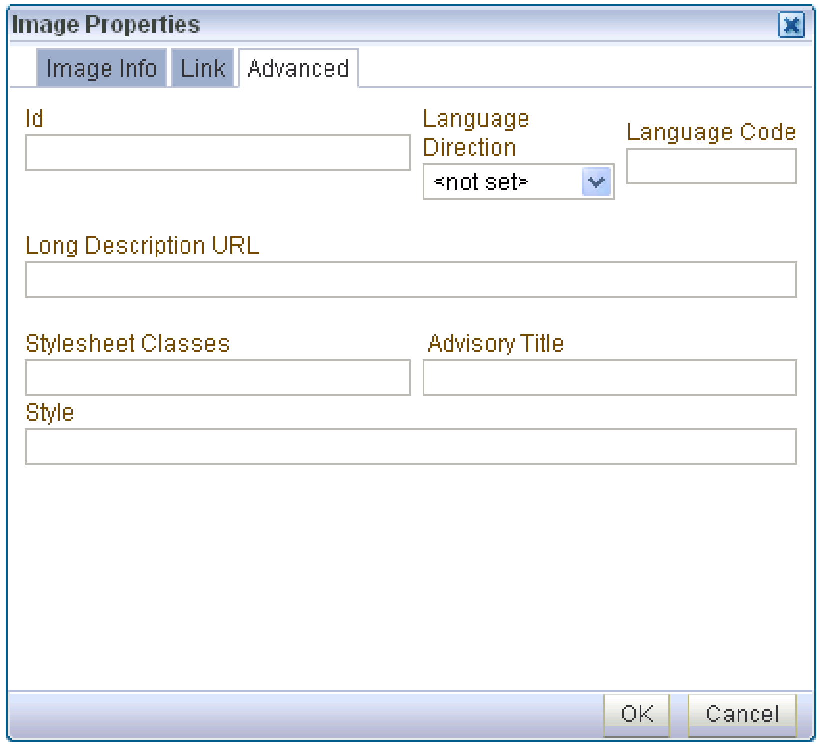
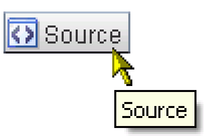
Icon	Description
Insert/Edit Image (cont.)	■ **Link** 

Table 23–11 (Cont.) HTML Editor Controls

<table>
<tr><th>Icon</th><th>Description</th></tr>
<tr><td>Insert/Edit Image (cont.)</td><td>

- **Advanced**



</td></tr>
<tr><td>
</td><td>Source button. Click to enter or exit Source view, where you can enter your own HTML code.</td></tr>
<tr><td>
</td><td>Maximize editor size icon. Click to toggle between maximizing the size of the edit window and restoring the editor to its default size.</td></tr>
</table>

23.3.4 Using Wiki Mark-Up

Oracle Wiki Server supports the use of HTML or wiki mark-up language to format page content. When you create or edit a wiki page, you can use either wiki mark-up language or HTML, depending on which was specified when the page was created. Table 23–12 describes some commonly used wiki mark-up rules and examples.

Note: For information about HTML mark-up, see Section 23.3.3, "Using Wiki HTML Editor Controls."

Table 23–12 Commonly Used Wiki Markup

<table>
<tr><th>Formatting Rule</th><th>Description</th><th>Syntax Examples</th></tr>
<tr><td>Headers</td><td>Define headers using exclamation points (!). The number of exclamation points defines the header depth.</td><td>!Header1
!!Header2
!!!!Header4</td></tr>
<tr><td>Emphasis</td><td>Wrap the text you want to emphasize with the following characters:
Bold: *
Italics: #
Underlined: "</td><td>The following is *bold text*.
The following is #italicized text#.
The following is "underlined text".</td></tr>
<tr><td>Links</td><td>Display external links either by entering the link URL:
http://www.oracle.com

Or by using the following format to provide a link display name:
[link display name | URL]

Display links to other wiki pages using the following format:
[link display name | wiki page name]

Note that if the internal page does not exist, wiki creates a new one and displays a question mark (?) next to the page name in the view mode. Click the question mark to edit the page.</td><td>[oracle | http://www.oracle.com]

[Seattle | SeattleSupportPage]</td></tr>
<tr><td>Wiki Page Names</td><td>Use the camel notation to name your wiki pages. This notation uses an initial upper case letter followed by lowercase letters, then another upper case letter and another series of lowercase letters, for example, MyWikiPage. To use an alternate name for your page, use the following convention:
[alternate name | Wiki page name]</td><td>[My Page | MyPage]</td></tr>
<tr><td>Lists</td><td>At the beginning of a new line, use an asterisk (*) to denote a bulleted list or the number sign (#) to denote a numbered list.</td><td>* bulleted item 1
* bulleted item 2

numbered item 1
numbered item 2</td></tr>
<tr><td>Tables</td><td>Use HTML to create a table. Open and close the table with the <table></table> tag and define columns by using the "|" symbol.</td><td><table width="75%" border="0">
col1 | *col2*
Hello | world
Here | I am
</table></td></tr>
<tr><td>Images</td><td>Any forward slashes in the image URL must go outside the quotation marks.</td><td><img src="" TARGET=_blank
http://www.anyserver.com/image.gif"/></td></tr>
</table>

Part VI

Working with Personal Productivity Services

Part VI of the User's Guide provides information about personal productivity services, including their associated task flows, task flow properties, and task flow usage. It contains the following chapters:

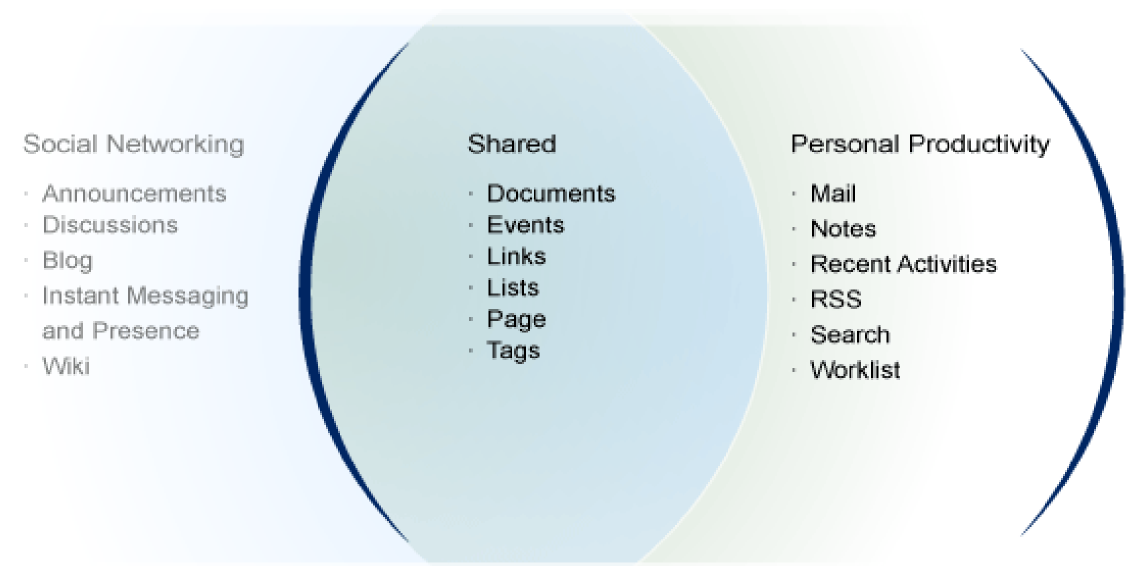
24

What You Should Know About Personal Productivity Services

Some personal productivity services are designed to work with standard tools, such as a mail application. Other personal productivity services provide custom functionality, such as the Worklist, which displays notifications and alerts from your WebCenter application and from external applications.

All personal productivity services are focussed on the requirements of the individual rather than the group (Figure 24–1).

Figure 24–1 Services Available to WebCenter Applications



This chapter provides an overview of personal productivity services. It contains the following sections:

- Introducing the Mail Service
- Introducing the Notes Service
- Introducing the Recent Activities Service
- Introducing the RSS Service
- Introducing the Search Service
- Introducing the Worklist Service

Audience

This chapter is intended for users seeking a high-level overview of personal productivity services.

24.1 Introducing the Mail Service

Easy integration with your own IMAP or SMTP mail server means you can handle your mail within the context of WebCenter Spaces. Send and receive, attach and retrieve, forward and delete—WebCenter Spaces exposes all the functionality required for working with your mail within WebCenter Spaces. Additionally, wherever a user name is displayed in WebCenter Spaces you can access the IMP context menu and send a mail message on the spot.

The Mail service exposes its features through the mail panel in the Sidebar and through integration with other services. For example, a Mail option appears on the IMP context menu, and when you post a new announcement, you are given the additional opportunity to mail it.

For more information about the Mail service, see Chapter 25, "Working with the Mail Service."

24.2 Introducing the Notes Service

The Notes service is provided exclusively to the WebCenter Spaces application. Notes provide a means of "jotting down" and retaining quick bits of personal information. The Notes services exposes its features in the **Notes** panel in the WebCenter Spaces application Sidebar as well in the **Notes** task flow.

For more information about the Notes service, see Chapter 26, "Working with the Notes Service."

24.3 Introducing the Recent Activities Service

The Recent Activity list provides a summary view of recent changes to a variety of services. You can specify the range of time to consider *recent* by selecting a time range from a list at the top of the task flow. Recorded activities include additions or revisions of pages, documents, discussion forums, lists, and the like.

The Recent Activities service exposes its functionality through the **Recent Activity** task flow.

For more information about the Recent Activities service, see Chapter 27, "Working with the Recent Activities Service."

24.4 Introducing the RSS Service

Really Simple Syndication (RSS) provides a means of accessing the content of many different Web sites from a single location—a news reader. Additionally, the Oracle WebCenter Spaces RSS service exposes application content through news feeds compatible with both RSS 2.0 and Atom 1.0 news readers.

The RSS service exposes its features in three ways:

- The RSS icon appears on the task flows that provide news feeds.
- The WebCenter Spaces application provides a dedicated **RSS** page where you can get feeds from all accessible group spaces for viewing in either RSS 2.0 or Atom 1.0 news readers.

- The RSS viewer is available for displaying public feeds from external sources. This task flow is available to both WebCenter Spaces and custom WebCenter applications.

For secure application content, your news reader must support BASIC authentication.

For more information about the RSS service, see Chapter 28, "Working with the RSS Service."

24.5 Introducing the Search Service

WebCenter Search enables you to search reliably and securely across all services deployed in your WebCenter application. These services include content from the Document Library, Discussions, tag clouds, Notes, and other WebCenter services.

In addition to search results from the native Search service, you can extend WebCenter Search to include Oracle Secure Enterprise Search results.

Features of the Search service are exposed in the task flows **Search**, which exposes all features available in the Search service; **All Saved Searches**, which provides a list of all of the saved searches you and other users have selected to share; and individual **Saved Searches**, which provides access to the results from a particular saved search.

In the WebCenter Spaces application, the Search service is additionally exposed in the **Saved Searches** panel in the Sidebar and on a dedicated **Search** page, available to both personal and group spaces.

For more information about the Search service, see Chapter 29, "Working with the Search Service."

24.6 Introducing the Worklist Service

The Worklist provides a personal, at-a-glance view of business processes that require your attention. These can include an invitation to become a group space member, a request for document review, and other types of business processes that come directly from your enterprise applications.

Worklist items come from a variety of sources. Some Worklist items are kicked off by events that are associated with an externally defined *workflow*. A workflow maps the route an item follows when an event kicks off. This type of workflow is defined in a Worklist server, such as Oracle BPM Worklist. The definition of these workflows is an administrative task.

Messages, alerts, and notifications might also come from the Oracle Service Delivery Platform (SDP, also known as User Messaging Service) Messaging Server. The Worklist task flow includes a control for accessing messaging preferences on this server. Use these controls to specify the channels over which to receive SDP Messaging Server messages and to define messaging filters.

Features of the Worklist service are exposed through the **Worklist** panel in the WebCenter Spaces application Sidebar, and to both custom WebCenter applications and the WebCenter Spaces application in the **Worklist** task flow.

For more information about the Worklist service, see Chapter 30, "Working with the Worklist Service."

25

Working with the Mail Service

The Mail service conveniently exposes familiar mail functionality in your WebCenter application interface. The Mail service runs against the same mail server that provides your regular business e-mail. The mail messages exposed in your WebCenter application are the same messages you would see in your regular mail inbox. Many of the same actions are also supported. For example, you can send messages with attachments, forward messages, and so on.

The Mail service does not replace your company e-mail, but rather enhances it by making it accessible within WebCenter.

This chapter provides information on how the Mail services exposes Microsoft Exchange features in your custom WebCenter applications and WebCenter Spaces applications. It contains the following sections:

- What You Should Know About the Mail Service
- Working with the Mail Service Task Flow
- Setting Mail Service Task Flow Properties

Audience

This chapter is intended for users who want to understand and use Mail service features in the WebCenter application.

The WebCenter Spaces application administrator has the authority to expose or hide task flows from a particular service. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

> **Note:** For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

25.1 What You Should Know About the Mail Service

The Mail service enables users to perform simple mail functions, such as view, read, create and create with attachments, reply, forward, and delete. All mail is stored in your inbox and can be accessed from there through a link.

The Mail service fetches mails from the Inbox folder only. Fetching of mails from other folders and moving of messages is not supported.

The Mail service does not replace your regular mail client; it simply enables you to use mail in a WebCenter application's collaborative environment. The Mail service supports any mail server based on IMAP4 and SMTP protocol. A WebCenter Spaces application provides access to multiple mail connections. You can use a different mail connection by selecting it in the application's Preferences settings. For more information, see Section 3.3.9, "Selecting Your Preferred Mail Connection."

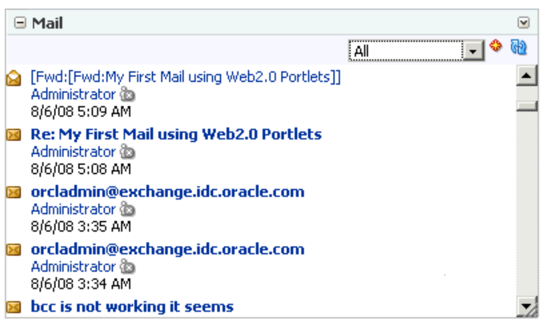
Note: You can add a Mail task flow to your page from the Catalog dialog box in Oracle Composer. For information about adding a task flow, see Section 7.1.3, "Adding Task Flows to a Page."

However, all instances of the Mail task flow in an application run against the same mail server and it serves no purpose to add multiple Mail task flow instances. This is true for all service task flows that require connections to back-end servers, for example, task flows from Discussions, Announcements, and IMP services.

The Mail service exposes features from your company's mail server through the Mail task flow, which can be accessed in two ways:

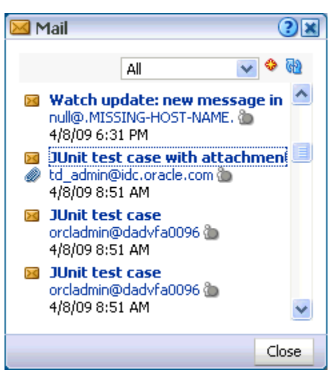
- the Mail task flow, available to both custom WebCenter applications and WebCenter Spaces (Figure 25–1).

Figure 25–1 The Mail Task Flow



- The **Mail** panel in the WebCenter Spaces Sidebar (WebCenter Spaces applications only) (Figure 25–2).

Figure 25–2 The Mail Panel in the WebCenter Spaces Sidebar



The Mail panel is simply the Mail task flow provided in the fixed location of the WebCenter Spaces Sidebar.

The Mail task flow presents the following features:

- A menu for specifying which messages to display

- A Compose icon for starting the process of creating a new message
- A Refresh icon for updating the task flow with new messages

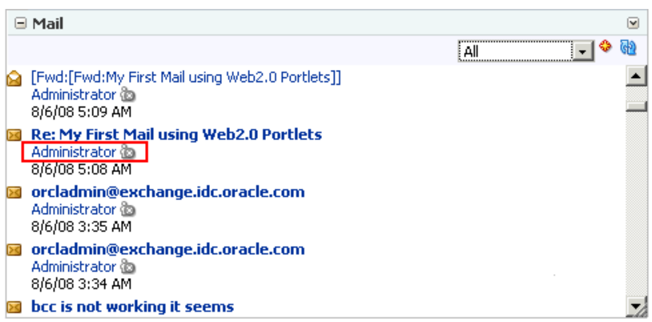
Within WebCenter Spaces, a group space moderator can configure the Mail service to automatically create a mailing list of all group space members. Once configured, as members are added to or deleted from the group the mailing list is updated automatically. For more information, see Section 11.3.2, "Configuring a Custom Group Space Mail Distribution List." All mails sent to a group space mailing list are also posted to the group space discussion forum.

Use Mail service features to contact other WebCenter application users and any users recognized by the back-end server that supports the Mail service.

The Mail service is integrated with the Instant Messaging and Presence (IMP) service to provide additional options for contacting others. Each mail message includes the sender's user name and status icon (Figure 25–3), which you can click to open a context menu with options for starting a chat session, calling over VoIP, and the like.

Note: If the IMP service is not configured in your application, the status icons are grayed out and do not provide context menus.

Figure 25–3 User Name and Status Icon



For more information, see Chapter 22, "Working with the Instant Messaging and Presence Service (IMP)."

Users with page-edit privileges can access the task flow's region parameter through the Component Properties dialog box in Oracle Composer. For information about accessing the Component Properties dialog box and editing properties, see Section 7.4.2, "Setting Component Properties."

For more information about setting the Mail service task flow properties, see Section 25.3, "Setting Mail Service Task Flow Properties."

25.2 Working with the Mail Service Task Flow

The Mail task flow exposes your company's mail server features within the context of your application. Use the Mail task flow to view, respond to, and manage your personal mail.

This section provides information on how to use the Mail task flow. It contains the following subsections:

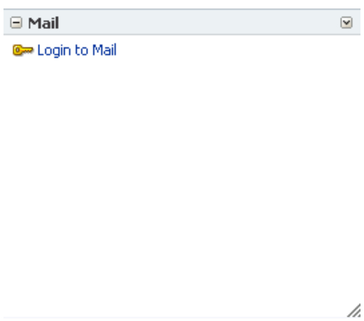
- Logging in to Mail
- Personalizing Your View of the Mail Task Flow

- Opening Mail Messages
- Downloading Mail Attachments
- Composing and Sending Mail Messages
- Sending Mail with Attachments
- Removing Attachments from the Add Attachment Window
- Replying to and Forwarding Mail
- Refreshing Mail
- Deleting Mail

25.2.1 Logging in to Mail

Before you can access your mail in a WebCenter application, you must provide your mail login credentials. The first time you access a Mail task flow, it displays the message depicted in Figure 25–4.

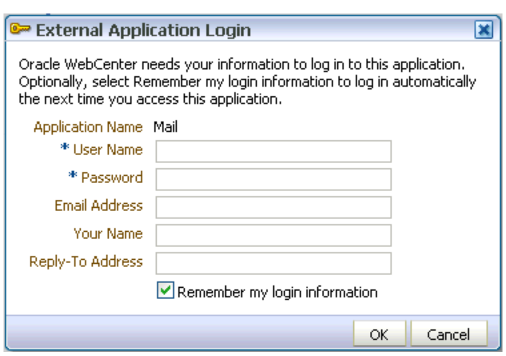
Figure 25–4 Login Message in a Mail Task Flow



To log in to a Mail task flow:

1. Go to a Mail task flow, and click the **Login to Mail** link (Figure 25–4) to open an External Application Login dialog box (Figure 25–5).

Figure 25–5 External Application Login Dialog Box



Note: The External Application Login dialog box may include additional fields and information, depending on the requirements of the service that provides it. For more information about external applications and storing your login credentials in a WebCenter Spaces application, see Section 3.3.6, "Providing Login Information for External Applications."

2. Enter your user name and password and any other login credentials that your mail application requires.

   Required fields are marked with an asterisk (*).

3. Optionally, select **Remember my login information** to store your credentials.

   The next time you log in to the application, your mail credentials are retrieved from storage and you are logged in.

4. Click **OK**, and the Mail task flow displays mails from your Inbox.

25.2.2 Personalizing Your View of the Mail Task Flow

You can personalize your view of a Mail task flow by selecting a cut-off point for displayed messages. For example, you can select to display only the messages that were delivered **Today**, **Since Yesterday**, **This Week**, or **This Month**. Additionally, you can select to display **All** messages in your inbox.

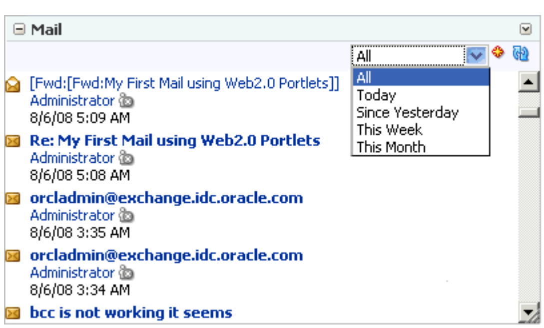
Note: By default, the Mail service displays `50` recent mail messages from your mail server Inbox folder. However, if required, your Fusion Middleware administrator can configure this to a higher value, for all users, if your server supports the increase in memory cache that fetching additional mail requires. Care should be taken to have a value suitable to your environment. This value impacts all users. That is, if the Mail service is configured to read 200 recent mail messages, then the Mail service reads 200 recent mail messages for all users.

Personalizations affect only your view of the Mail task flow. No other user's view is changed because of your selection.

To personalize your view of the Mail task flow:

1. Go to the Mail task flow.
2. Open the menu at the top of the task flow (Figure 25–6).

Figure 25–6 The Mail Personalization Menu



3. Select a display option.

   Choose from:

   - **All**—to show all messages
   - **Today**—to show all messages received today
   - **Since Yesterday**—to show all messages received yesterday and today
   - **This Week**—to show all messages received in this calendar week
   - **This Month**—to show all messages received in this calendar month

   The Mail task flow redraws, displaying only those messages that match your selection.

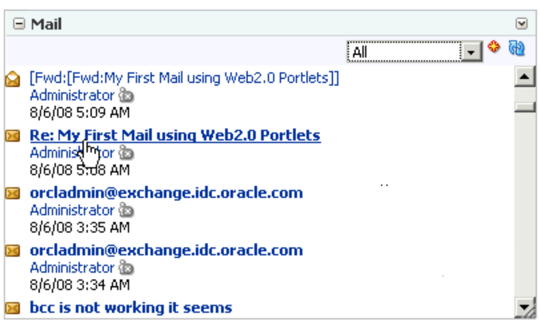
25.2.3 Opening Mail Messages

The messages that display in your Mail task flow are the same messages that display in your regular e-mail application inbox. You open them in much the same way, too. This section tells you how.

To open a mail message:

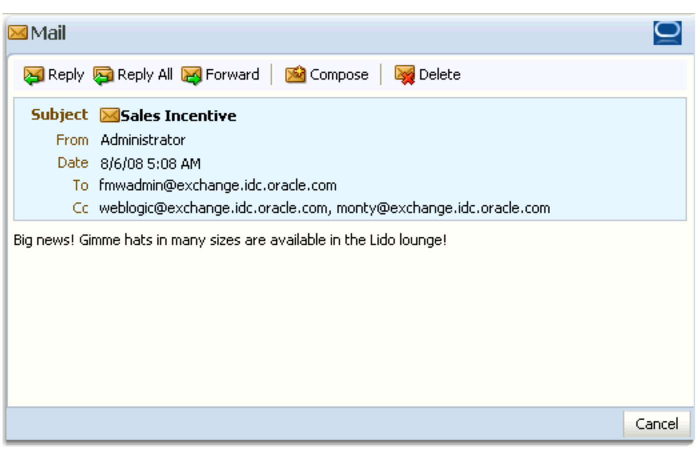
1. Go to a Mail task flow, and click the link to the message you want to open (Figure 25–7).

Figure 25–7 A Mail Message Link



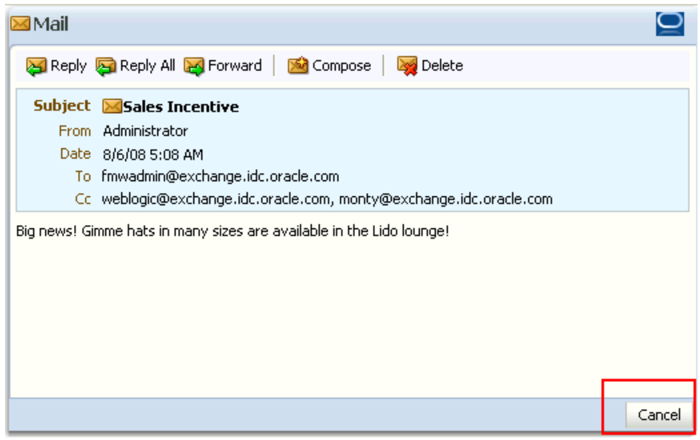
   The message opens (Figure 25–8).

Figure 25–8 A Mail Message



2. After reading the message click the **Cancel** button to close the message (Figure 25–9).

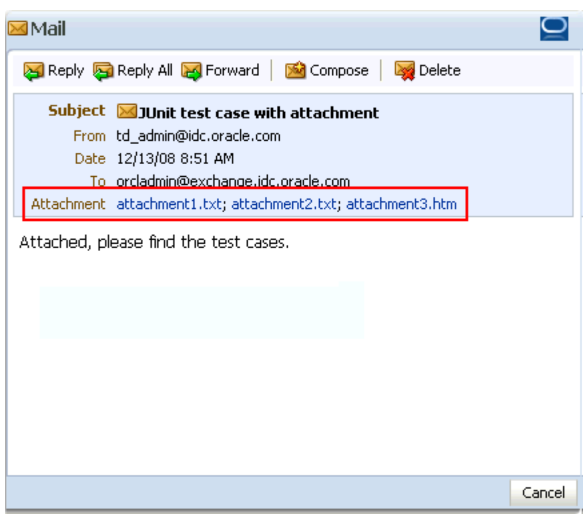
Figure 25–9 The Cancel Button on a Mail Message



25.2.4 Downloading Mail Attachments

Attachments display in mail messages as links (Figure 25–10).

Figure 25–10 Mail Attachments



Accessing files associated with attachments is the same as accessing a file from any browser window: simply click the link. Clicking an attachment link opens a download dialog box that gives you the option of viewing the file in its native application or saving the file to a local drive. This is browser behavior, so the way you follow through depends on the browser you use.

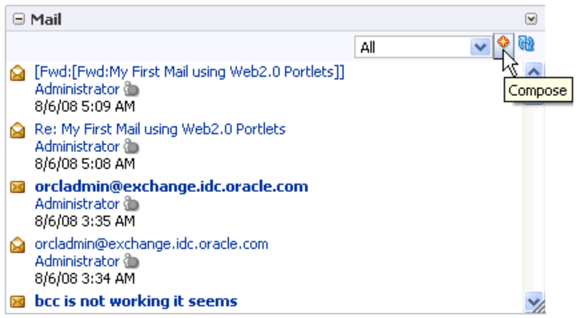
25.2.5 Composing and Sending Mail Messages

Composing and sending messages through the Mail service in a WebCenter application is very much like doing so in your regular e-mail. This section describes how.

To compose and send a mail message:

1. In a Mail task flow, click the Compose icon (Figure 25–11).

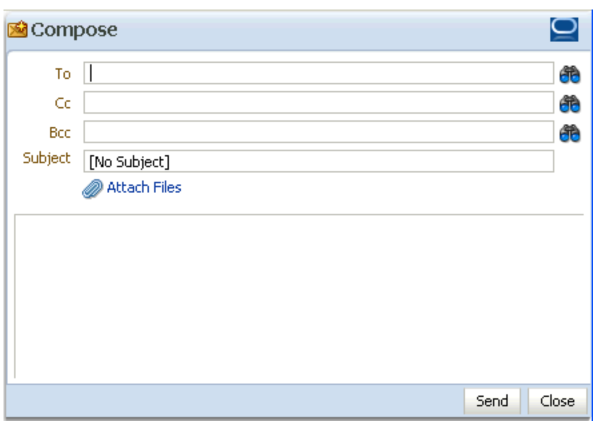
Figure 25–11 The Compose Icon on a Mail Task Flow



2. In the resulting **Compose** window (Figure 25–12), enter recipients in the **To**, **CC**, and **BCC** fields as you require.

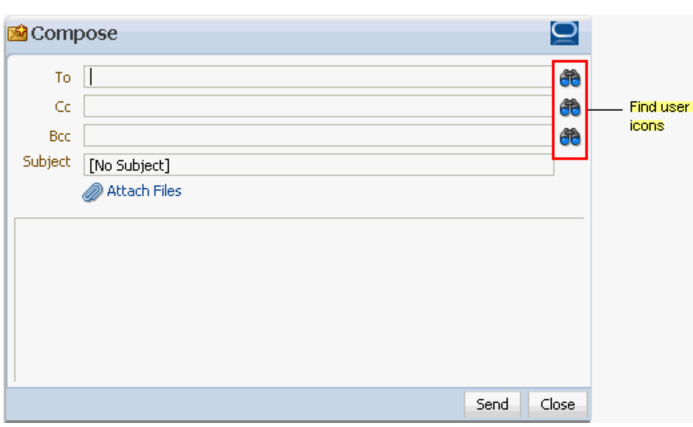
   In a given field, separate multiple entries with a comma (,).

Figure 25–12 Compose Window



The **Compose** window is directly connected to your mail server, so you can use the Find User icons (Figure 25–13) to find mail addresses and contacts.

Figure 25–13 Find User Icons in a Compose Window



Click the Find User icon and, in the resulting dialog box, enter—minimally—the first two characters of the user name for which you are searching. Click the **Search** button, and all names matching your search criteria appear in the results area.

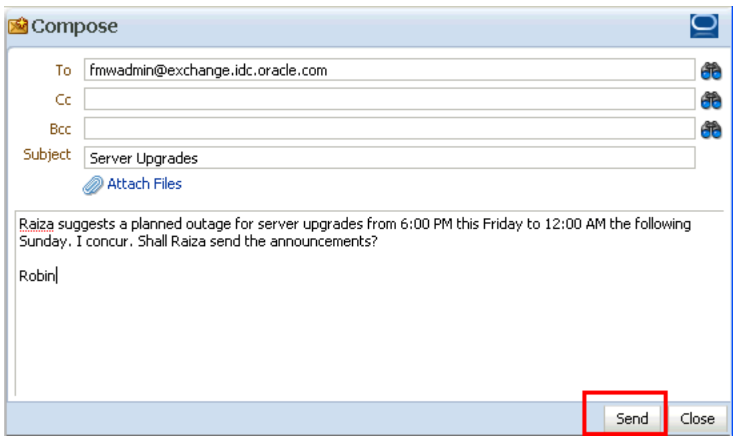
3. In the **Subject** field, enter a subject for your message.

   Enter up to 255 characters.

4. Compose your message. Mail service enables you to compose only plain text messages.

5. Click the **Send** button (Figure 25–14).

Figure 25–14 The Send Button in a Compose Window



25.2.6 Sending Mail with Attachments

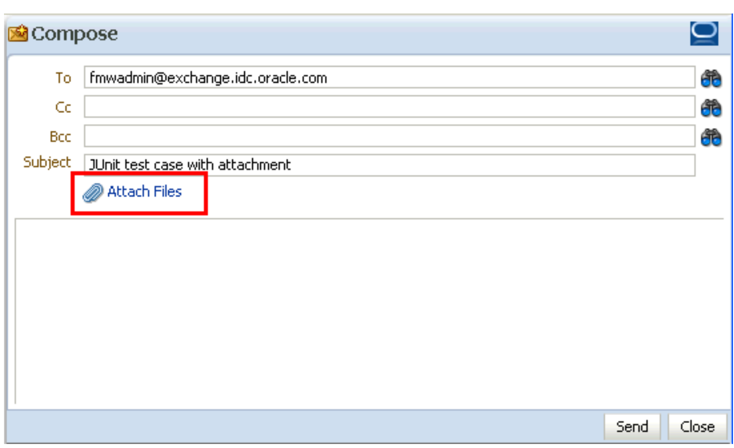
Just like your regular mail, you can use the Mail task flow to send messages with attachments. This section tells you how.

To send a mail with attachments:

1. Create a mail message as described in Section 25.2.5.

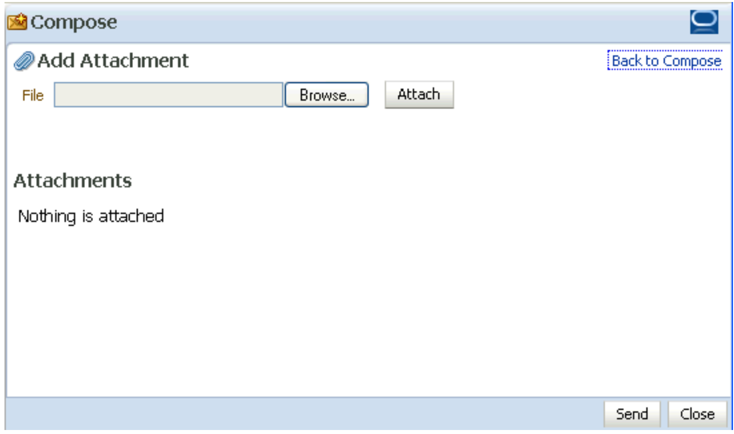
2. In the **Compose** window, click the **Attach Files** link (Figure 25–15).

Figure 25–15 The Attach Link



The **Add Attachment** window opens (Figure 25–16).

Figure 25–16 The Add Attachment Window



3. Click the **Browse** button to locate and select an attachment.
4. Click the **Attach** button to attach the selected file.

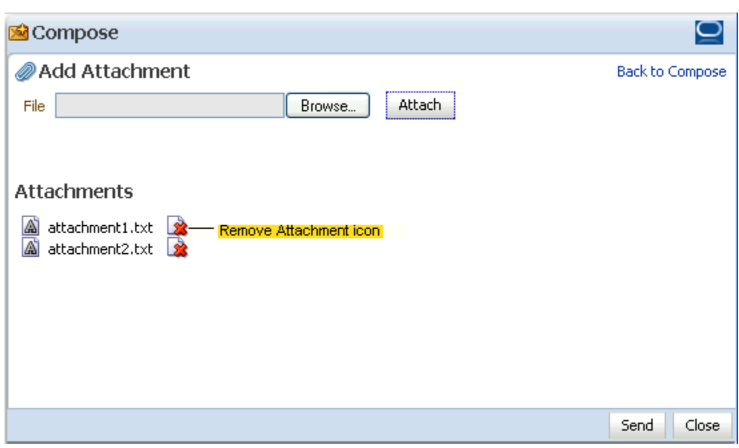
   The file size must be greater than zero bytes but lesser than 2 MB. Zero-byte files do not get attached.

> **Note:** It is recommended that you avoid attaching large files with your mail as this causes the server to slow down or not respond. If you attach large files (greater than 2MB), because of how the HTTP protocol handles attachments, the system reports an error only after reading all of the 2MB characters.

5. Repeat steps 3 and 4 to add additional attachments.

   Attachments are listed under the **Attachments** heading in the **Add Attachment** window (Figure 25–17).

Figure 25–17 Attachments in the Add Attachment Window



   A Remove Attachment icon appears next to each attachment (Figure 25–17). Click this to remove a selected attachment from the window.

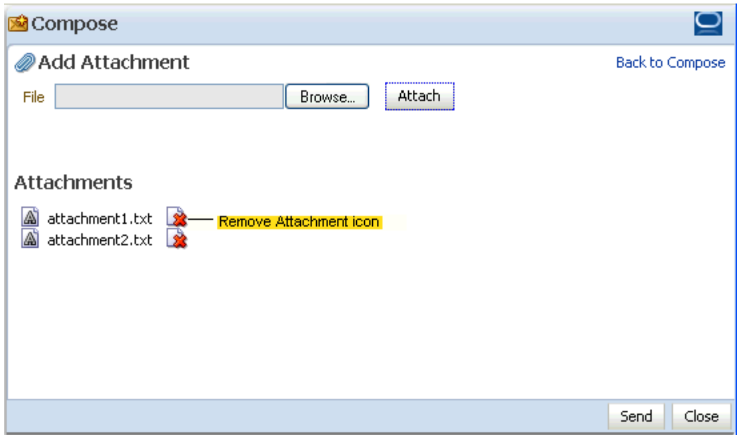
6. Click the **Back to Compose** link if you want to go back to the Compose window.
7. Click the **Send** button.

25.2.7 Removing Attachments from the Add Attachment Window

You can remove attachments from the **Add Attachment** window and from the **Compose** window:

- To remove mail attachments from the **Add Attachment** window, click the **Remove Attachment** icon next to the attachment you want to remove (Figure 25–18).

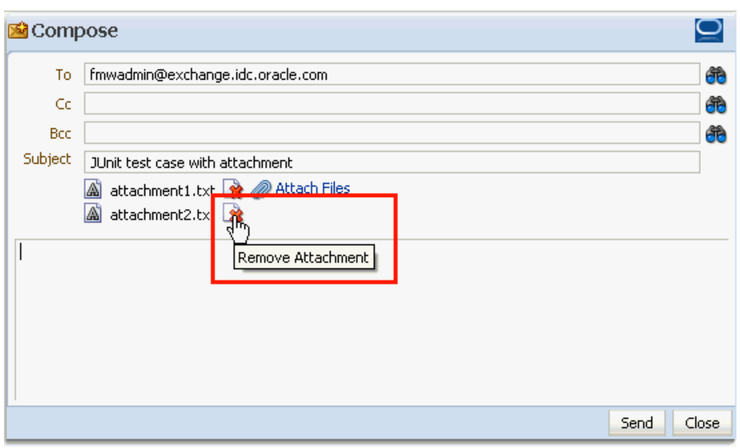
Figure 25–18 Attachments in the Add Attachment Window



Note: For information on accessing the **Add Attachment** window, see Section 25.2.6, "Sending Mail with Attachments."

- To remove mail attachments from the **Compose** window, click the **Remove Attachment** icon next to the attachment you want to remove (Figure 25–19).

Figure 25–19 Remove Attachment Icon in the Compose Window



Note: For information about accessing the **Compose** window, see Section 25.2.5, "Composing and Sending Mail Messages."

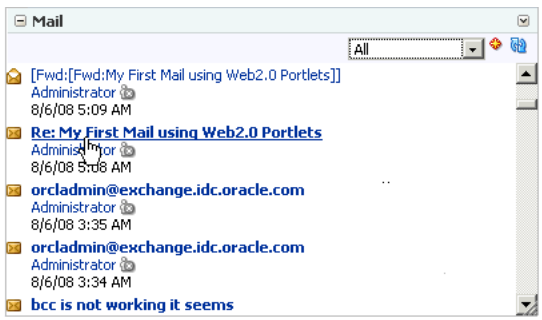
25.2.8 Replying to and Forwarding Mail

When you reply to or forward a mail, the mail content is sent as an attached HTML file instead of being displayed in the mail message window. Replying to and forwarding mail is as straightforward as in your regular mail application. This section describes how.

To reply to or forward a mail message:

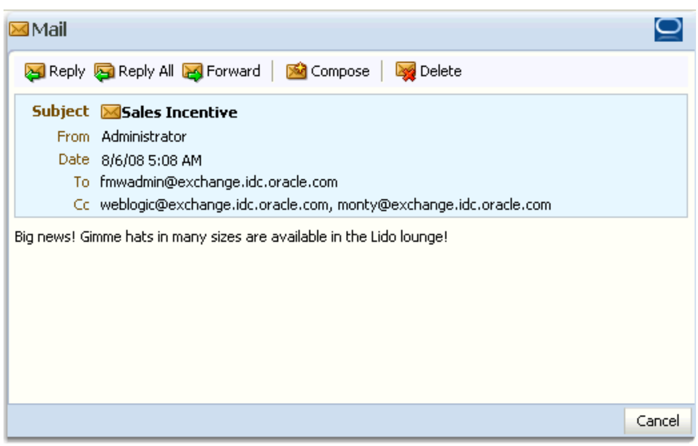
1. Go to a Mail task flow.
2. Click the link to the message you want to reply to or forward (Figure 25–20).

Figure 25–20 A Mail Message Link



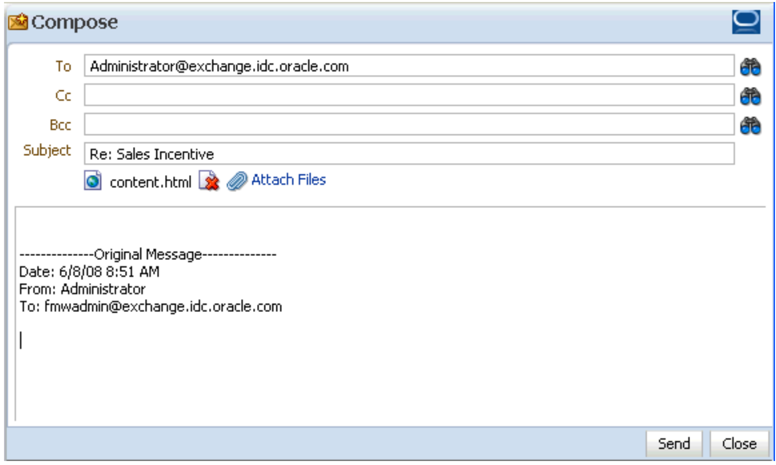
The message opens (Figure 25–21).

Figure 25–21 A Mail Message



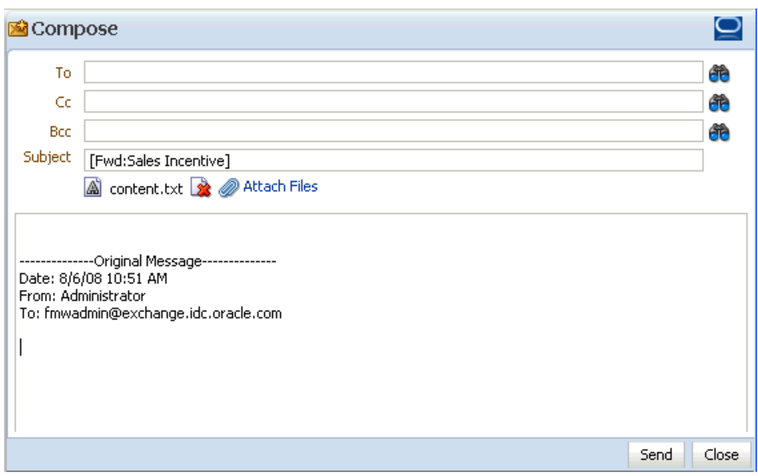
3. Select one from the following options:
   - Click the **Reply** button to reply to the sender. Figure 25–22 shows the resulting Mail window.

Figure 25–22 A Reply Mail Message Window



- Click the **Reply All** button to reply to all recipients (including users who received a blind copy).
- Click the **Forward** button to send the message on to a third party. Figure 25–23 shows the resulting window.

Figure 25–23 A Forwarded Mail Message Window



4. In the resulting **Mail** window, enter recipients in the **To**, **CC**, and **BCC** fields as you require.

   In a given field, separate multiple entries with a comma (,).

   The **Compose** window is directly connected to your mail server, so you can use the Find User icons, next to the **To**, **Cc**, and **Bcc** fields, to find mail addresses and contacts.

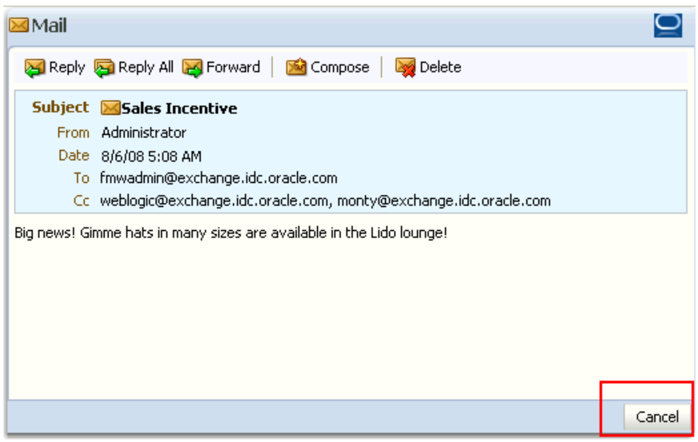
   Click the Find User icon and, in the resulting dialog box, enter—minimally—the first two characters of the user name for which you are searching. Click the **Search** button, and all names matching your search criteria appear in the results area.

5. Optionally, revise the subject in the **Subject** field.
6. In the Mail's message area, enter your reply or any forwarding message before or after the original message.

7. Optionally, add attachments as described in Section 25.2.6, "Sending Mail with Attachments."
8. Click **Send**.

   The message is sent, and the original message reappears.
9. Click the **Cancel** button at the bottom of the original message to close the window (Figure 25–24).

Figure 25–24 The Cancel Button



25.2.9 Refreshing Mail

You must perform a refresh to check for new mail messages. As the refresh operation triggers an event to the server to check for new mails, it may take a while to get new messages. Therefore, you may have to refresh a couple of times to display new mails in the Mail task flow. This section tells you how to perform a refresh.

To refresh Mail:

1. Go to the Mail task flow.
2. Click the **Refresh** icon (Figure 25–25) on the task flow.

Figure 25–25 The Refresh Icon on the Mail Task Flow

The Mail task flow displays the latest mails.

25.2.10 Deleting Mail

You can easily clear a messages you no longer need from your inbox. This section tells you how.

To delete a Mail message:

1. Open the message you want to delete as described in Section 25.2.3, "Opening Mail Messages."
2. Click the **Delete** button at the top of the message.

25.3 Setting Mail Service Task Flow Properties

The Mail service task flow has associated properties, which users with sufficient privileges can access from the **Component Properties** dialog box in Oracle Composer. The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

The task flow parameters listed on the Parameters tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. This section describes the parameters provided by the Mail task flow.

Note: For information about wiring components and consuming page parameters and variables, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

Changes to the display- and style-related properties listed on the other tabs affect the appearance and behavior of the Mail task flow instance for all users. These properties are common for all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

The contents of the Events tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events."

25.3.1 Region Parameters

The Mail task flow has one associated region parameter: `Tabular`. Using the EL value type, enter a value of `true` to display the information associated with a mail message, such as its subject, sender, and date sent, in a tabular format. Figure 25–26 illustrates a tabular format Mail task flow.

Figure 25–26 A Mail Task Flow where the Region Parameter Tabular Is Set to True

For detailed information about Region Parameter properties, see Section 7.4.3, "Working with Component Parameters."

26

Working with the Notes Service

The Notes service provides useful features for writing yourself personal reminders. Use the Notes task flow in the WebCenter Spaces Sidebar, or add the Notes task flow to a page in your personal space or a group space.

Note: The Notes service is available only in the WebCenter Spaces application, not in custom WebCenter applications. Consequently, when we discuss it in this chapter, we do so only within the context of WebCenter Spaces.

This chapter describes the features and functions of the Notes service. It contains the following subsections:

- What You Should Know About the Notes Service
- Working with the Notes Service Task Flow
- Setting Notes Service Task Flow Properties

Audience

This chapter is intended for users who want to learn how to create personal notes within the WebCenter Spaces application.

The WebCenter Spaces application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

Note: For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

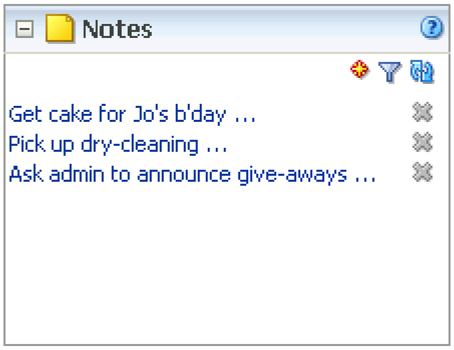
26.1 What You Should Know About the Notes Service

Notes are personal. Only the notes you create are displayed in the Notes task flow. No other user sees your notes, and you do not see any other user's notes. As you move between spaces, the notes in your view of the Sidebar stay the same.

The Notes service provides two views:

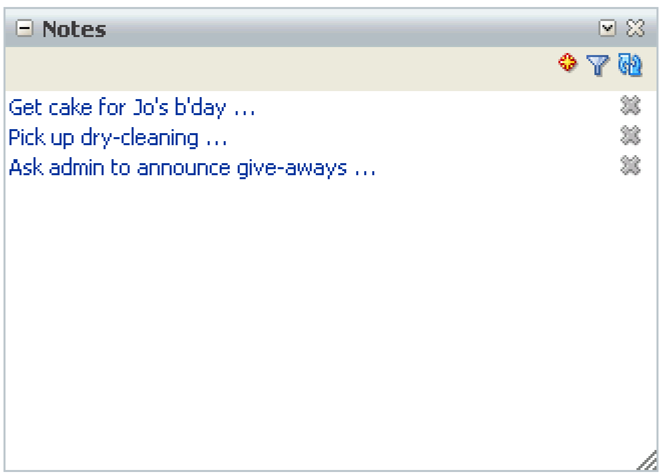
- The **Notes** panel in the Sidebar (Figure 26–1)

Figure 26–1 Notes Panel in the WebCenter Spaces Sidebar



- The Notes task flow, which you can add to pages (Figure 26–2)

Figure 26–2 A Notes Task Flow



If you add the Notes task flow to a page in a group space, the task flow displays the personal notes of the currently logged in user.

You can filter your Notes list by note titles. Filtering enables you to narrow the focus of your Notes to just the notes that match your filtering criteria. Consider devising a naming scheme for your notes to make the most of filtering.

26.2 Working with the Notes Service Task Flow

Every work day brings new things that you, and only you, must remember: I before E except after C. Use only bonded 25# paper for your report. John hides his candy in the coffee room stir-stick drawer. WebCenter Spaces offers a way for you to keep track of these useful, sometimes vital, bits of information through Notes.

This section describes how to use the Notes task flow. It contains the following subsections:

- Creating a Note
- Filtering and Clearing Filters on Notes
- Editing Note Details

- Refreshing Your View of Notes
- Deleting Notes

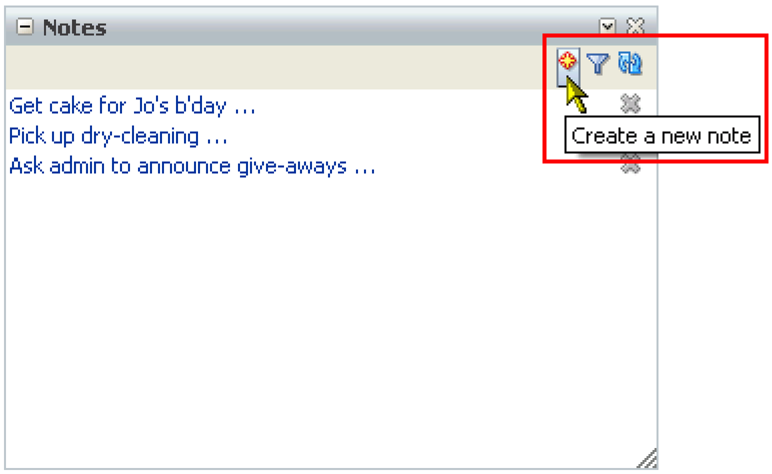
26.2.1 Creating a Note

Create notes to track personally relevant bits of information, such as your favorite route to the fifth floor, the place to find the most plentiful desk supplies, and so on. This section describes how to create a note.

To create a note:

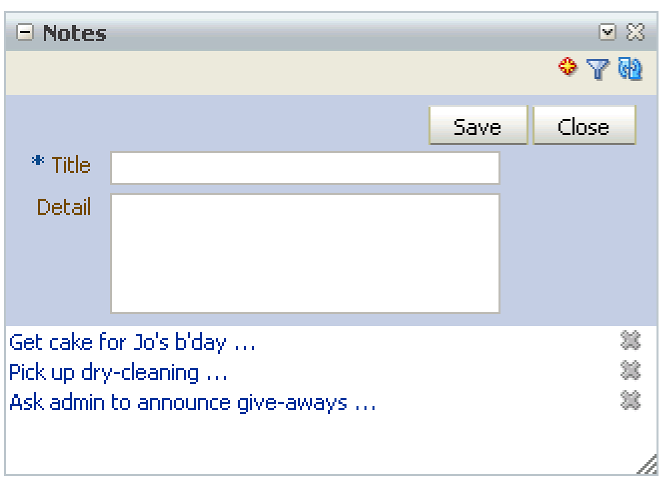
1. Go to a Notes task flow, and click the Create a new note icon (Figure 26–3).

Figure 26–3 Create a New Note Icon in a Notes Task Flow



A panel opens with fields for entering your note (Figure 26–4).

Figure 26–4 Panel for Creating a New Note



2. In the **Title** field, enter a note title.

   The note Title is rendered as a link in the list of notes. You can filter your notes by their titles. Consider devising a naming scheme for your notes to make the most of filtering (for more information about filtering, see Section 26.2.2, "Filtering and Clearing Filters on Notes."

3. In the **Detail** field, enter note content.
4. Click the **Save** button to save the note.

   When you click **Save**, the detail pane remains open, allowing you to create additional notes. Once you finish, click **Close** to exit the panel.

26.2.2 Filtering and Clearing Filters on Notes

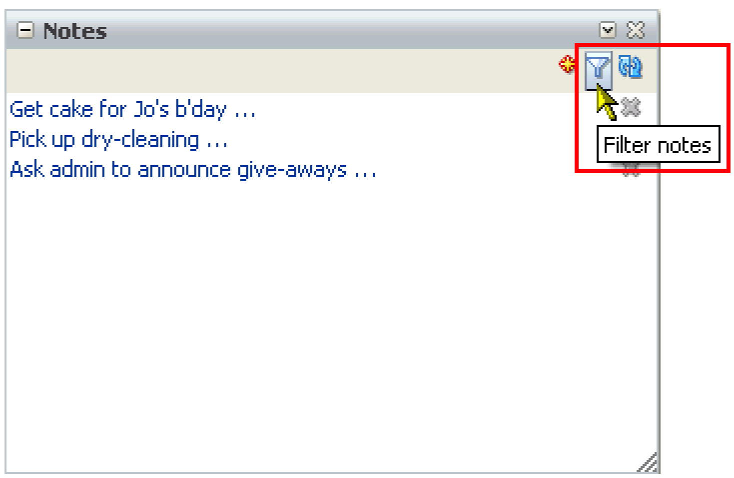
Your note list may become lengthy, making it a challenge to find a particular note. In a given session with the Notes task flow, you can shorten the list by filtering out all but the note titles that contain your filtering criteria. Enter a filtering value to temporarily limit display to notes that match the value. You can filter the Notes list against whole or partial words. Filtering looks for matches anywhere in the title.

To clear the filter, click the filtering icon again.

To filter notes:

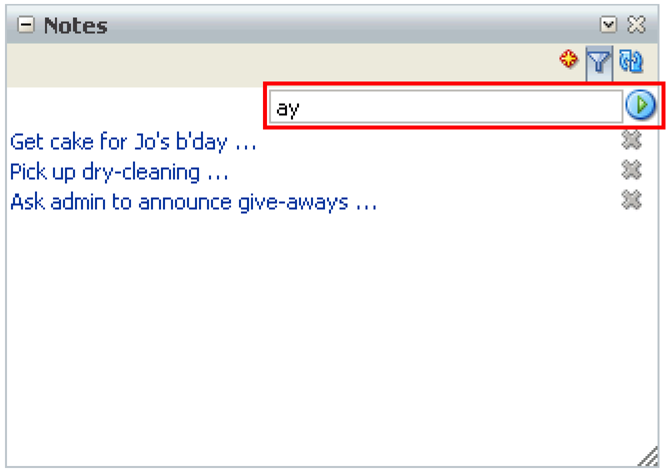
1. Go to a Notes task flow, and click the Filter notes icon (Figure 26–5).

Figure 26–5 The Filter Notes Icon



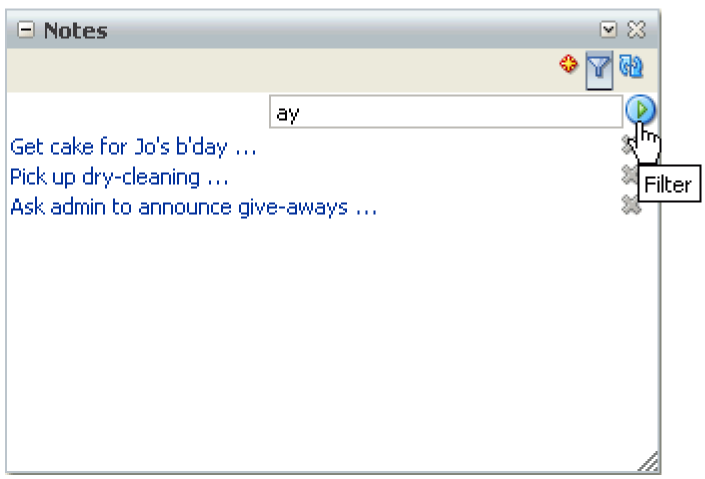
A filtering toolbar opens (Figure 26–6).

Figure 26–6 Filtering Toolbar



2. Enter your filtering term in the field provided, and then click the Filter icon to apply the filter (Figure 26–7).

Figure 26–7 The Filter Icon

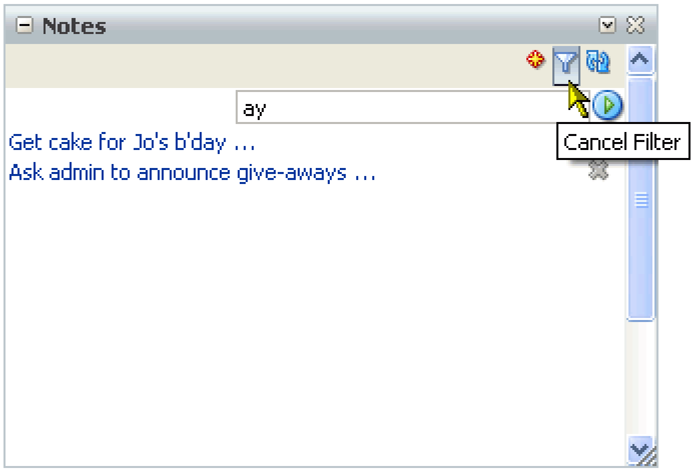


Note: Filtering terms are not case sensitive. Use whole or partial words. Filtering looks for matches anywhere in the title.

---

3. Click the Cancel Filter icon to remove the filter and display all notes (Figure 26–8).

Figure 26–8 The Cancel Filter Icon



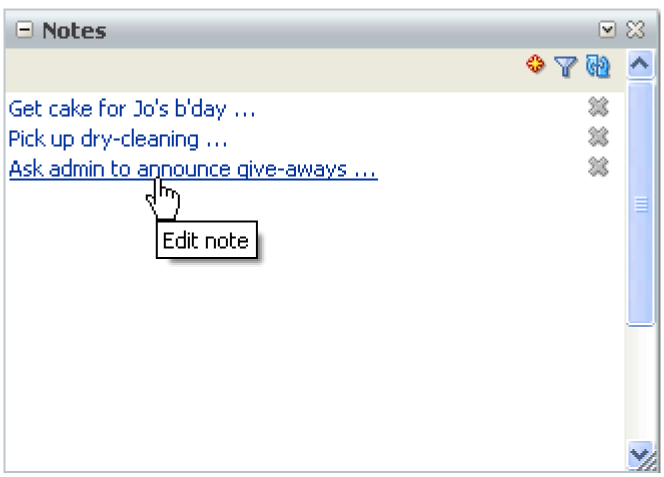
26.2.3 Editing Note Details

Things change. This truism may apply to the details you have entered about a particular note. If so, it's an easy matter to revise note details. This section tells you how.

To edit note details:

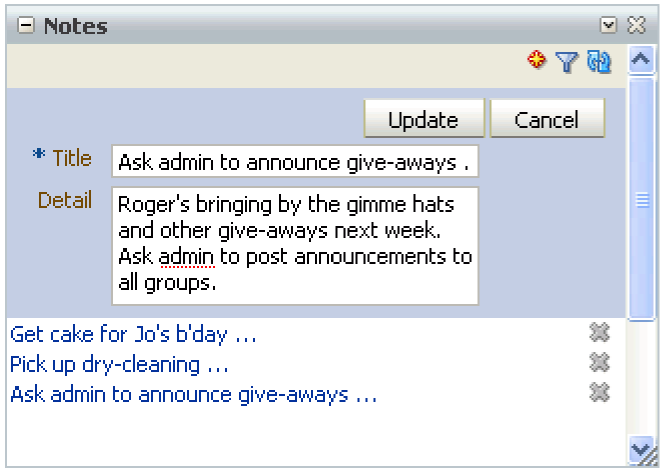
1. Go to a Notes task flow, click a note title (Figure 26–9).

Figure 26–9 A Note Title in the Notes Task Flow



Note details display at the top of the task flow (Figure 26–10).

Figure 26–10 Note Details

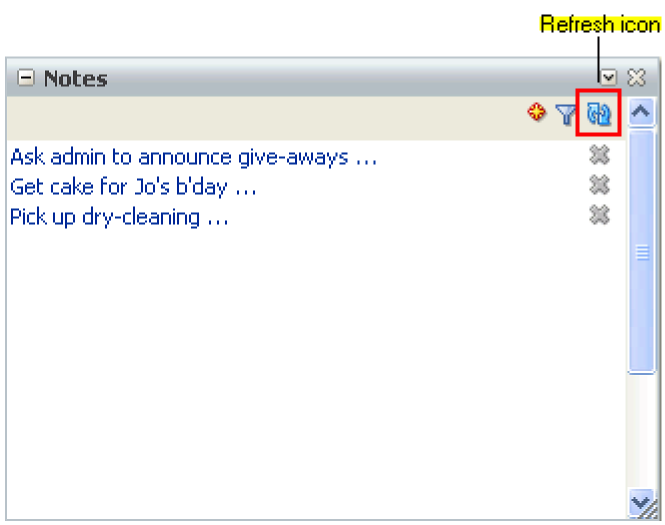


2. Edit the note **Title** and note **Detail** as you prefer.
3. Click the **Update** button to save your changes and exit Note details.

26.2.4 Refreshing Your View of Notes

The Notes task flow includes a Refresh icon that you can use to refresh your display of notes (Figure 26–11).

Figure 26–11 The Refresh Icon on a Notes Task Flow



This comes in handy for updating your view of the task flow with any recent changes. Click the Refresh icon, and the Notes task flow redraws, reflecting recent changes.

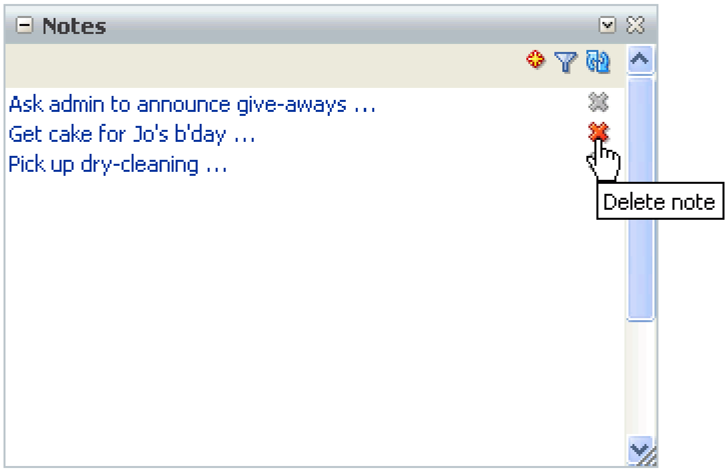
26.2.5 Deleting Notes

When a note has outlived its usefulness, you can remove it from the Notes task flow. Each note comes equipped with its own Delete note icon. This section describes how to delete a note.

To delete a note:

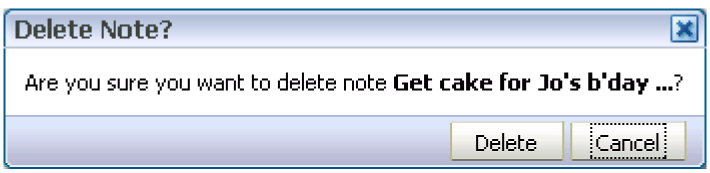
1. Go to a Notes task flow, and click the Delete note icon next to the note you want to delete (Figure 26–12).

Figure 26–12 Delete Note Icon



A Delete Note dialog box opens (Figure 26–13).

Figure 26–13 Delete Note Dialog Box

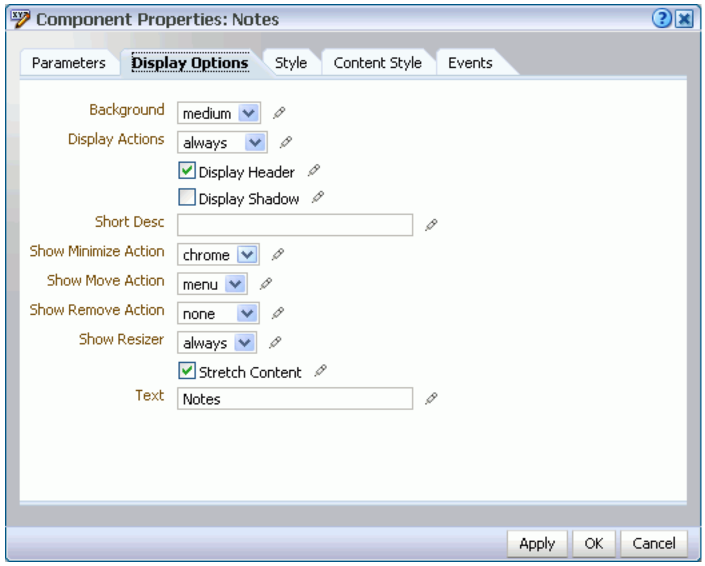


2. Click the **Delete** button to delete the selected note.

26.3 Setting Notes Service Task Flow Properties

Every task flow includes a set of configurable properties that influence the behavior, content, and look-and-feel of a given task flow instance. You can access these properties through the Component Properties dialog box in Oracle Composer (Figure 26–14). The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

Figure 26–14 Notes Task Flow Component Properties



The component parameters listed on the **Parameters** tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. The Notes service task flow does not provide parameters.

The properties on the **Display Options, Style,** and **Content Style** tabs control the appearance and behavior of the task flow and are common to all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

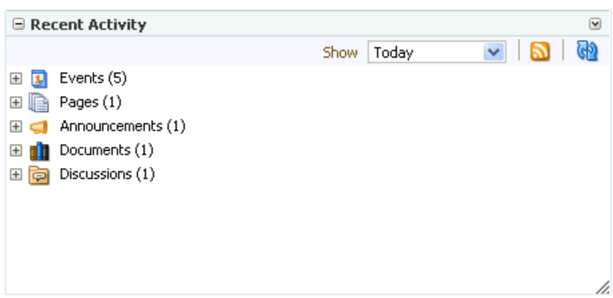
The contents of the **Events** tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events"

27

Working with the Recent Activities Service

The Recent Activities service provides a means of tracking recent activities within a WebCenter application. For example, the Recent Activity task flow tracks the changes you and other users make to application pages, documents, discussion forums, lists, and the like (Figure 27–1).

Figure 27–1 The Recent Activity Task Flow



This chapter provides information about the Recent Activities service. It contains the following sections:

- What You Should Know About the Recent Activities Service
- Working with the Recent Activities Service Task Flow
- Setting Recent Activities Service Task Flow Properties

Note: You can track recent activities through your favorite RSS reader. For more information, see Chapter 28, "Working with the RSS Service."

Audience

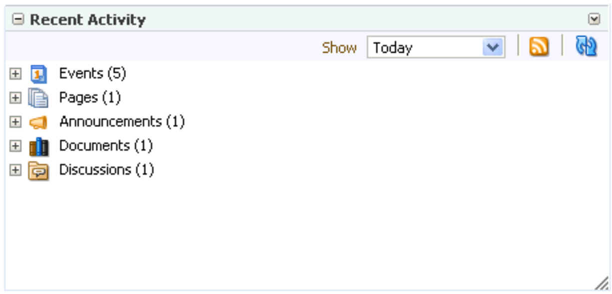
This chapter is intended for users interested in understanding and using the features of the Recent Activities service. The WebCenter Spaces application administrator has the authority to expose or hide task flows from a particular service. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

Note: For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

27.1 What You Should Know About the Recent Activities Service

The Recent Activities service provides the Recent Activity task flow, which links to the additions and revisions to some services available to your application (Figure 27–2).

Figure 27–2 The Recent Activity Task Flow



Tracked changes include additions and revisions to pages, documents, discussion forums, lists (WebCenter Spaces only), and the like.

By default, the Recent Activity list displays 25 recent activities for a given service. If more than 25 activities have occurred, the Recent Activity list displays the 25 most recent. Your application administrator can change the default value, so your limit may be more or less than 25.

The level of information provided in the Recent Activity list depends on the context in which the list is placed. For example, in a custom WebCenter application, changes are tracked on all applicable services across the entire application.

In a WebCenter Spaces group space page, the Recent Activity list summarizes changes occurring in that group space. In a WebCenter Spaces personal space, the Recent Activity task flow must have a group space specified (see Section 27.3, "Setting Recent Activities Service Task Flow Properties"). The Recent Activity list summarizes changes occurring in the specified group space.

You can use the Recent Activity list as an access point to new and revised content. The Recent Activity list displays new and revised content as links, which you can click to go directly to the content.

27.2 Working with the Recent Activities Service Task Flow

With the Recent Activity task flow, there's very little to do to make the most of its features. It automatically detects recent activities on other WebCenter services and reports on its findings.

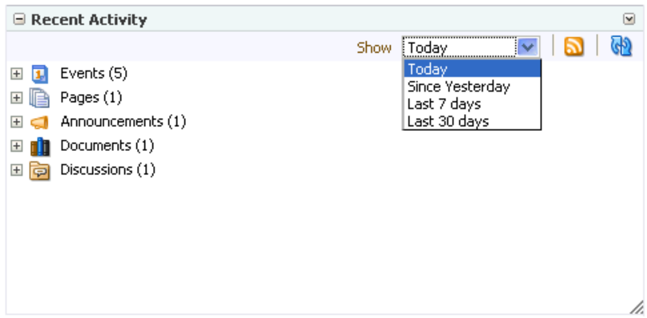
There are, nonetheless, a few recent-activity-centered actions you can take on the task flow. For example, you can personalize your view of recent activities, access a changed item, and refresh your view to update the task flow with the latest changes. This section tells you how. It contains the following subsections:

- Personalizing the Recent Activity Task Flow
- Accessing Recently Acted-On Items
- Refreshing the Recent Activity Task Flow

27.2.1 Personalizing the Recent Activity Task Flow

The Recent Activity task flow provides a way to specify the range of time within which to view changes and additions to other services. These time-range options display on the **Show** menu in the Recent Activity task flow toolbar (Figure 27–3).

Figure 27–3 Time-Range Options on the Recent Activity List



Select an option from the **Show** menu to view recent activities occurring within the selected time range. The time range you select is applicable only to that task flow instance. If you have more than one Recent Activity task flow instance on the page, you can display activities from a different time range in each task flow instance.

> **Tip:** 'Make sure your application Preferences reflect your own local time zone. To access your time zone preference in the WebCenter Spaces application, click the **Preferences** link at the top of the application and then select **General**. For more information, see Section 3.3.2, "Setting Date and Time Preferences."

The default options on the **Show** menu include:

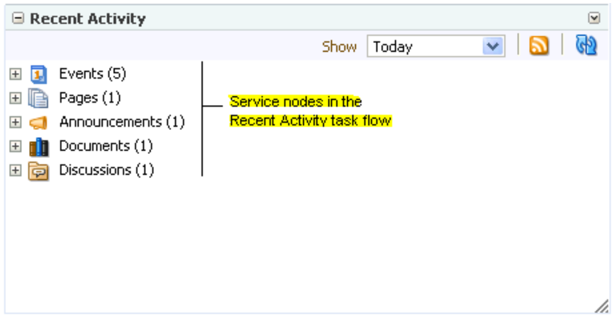
- **Today—**The task flow displays all activities that have taken place between 12:00AM (2400 hours) and now.
- **Since Yesterday—**The task flow displays all activities that have taken place between now and yesterday at 12:00AM (2400 hours).
- **Last 7 days—**The task flow displays all activities that have taken place in the last 7 days.
- **Last 30 days—**The task flow displays all activities that have taken place in the last 30 days.

> **Note:** These options are described according to their default meanings. In some instances, an advanced user can provide alternative definitions for them. For more information, see Section 27.3.1, "Region Parameters."

27.2.2 Accessing Recently Acted-On Items

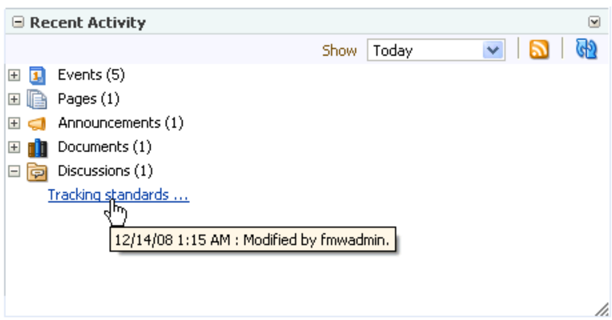
The Recent Activity task flow groups the different services it reports on into nodes that are named for each service (Figure 27–4).

Figure 27–4 Service Nodes in the Recent Activity Task Flow



Expand a node, and access the changed item directly by clicking its link (Figure 27–5).

Figure 27–5 Accessing a Recent Discussion From the Recent Activity Task Flow



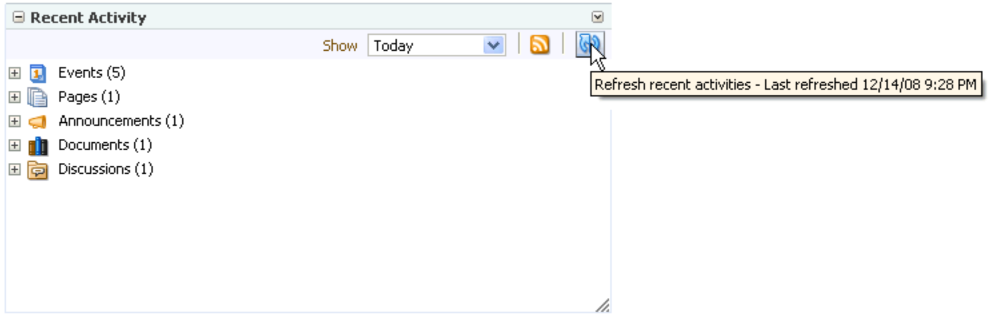
The targets of linked items open on dynamically-generated pages or, in the WebCenter Spaces application, on dynamically-generated, top-level tabs. Link targets display according to their parent service. For example, click a Discussions service link to access a forum or a specific topic under a forum; click a Lists service link to access an updated list of lists or a specific updated list; click an event to display event details; and so on.

Note: For information on closing top-level tabs, see Section 2.4.5, "Closing Group Spaces and Other Top-Level Tabs."

27.2.3 Refreshing the Recent Activity Task Flow

If you prefer not to wait for an automatic refresh of the Recent Activity task flow, you always have the option of refreshing the task flow yourself by clicking its Refresh icon (Figure 27–6).

Figure 27–6 The Refresh Icon on a Recent Activity Task Flow



The task flow updates and indicates the number of recently-changed items by increasing the value displayed in parenthesis next to each affected service.

27.3 Setting Recent Activities Service Task Flow Properties

The Recent Activity task flow has associated properties, which users with sufficient privileges can access from the **Component Properties** dialog box in Oracle Composer. The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

The task flow parameters listed on the Parameters tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. This section describes the parameters provided by the Recent Activity task flow.

Note: For information about wiring components and consuming page parameters and variables, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

Changes to the display- and style-related properties listed on the other tabs affect the appearance and behavior of the Recent Activity task flow instance for all users. These properties are common for all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

The contents of the Events tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events."

27.3.1 Region Parameters

The region parameters that display for the Recent Activity task flow are the same irrespective of where the task flow is placed. Figure 27–7 illustrates region parameters that display for the Recent Activity task flow.

Figure 27–7 Region Parameters on a Recent Activity Task Flow in a Personal Space

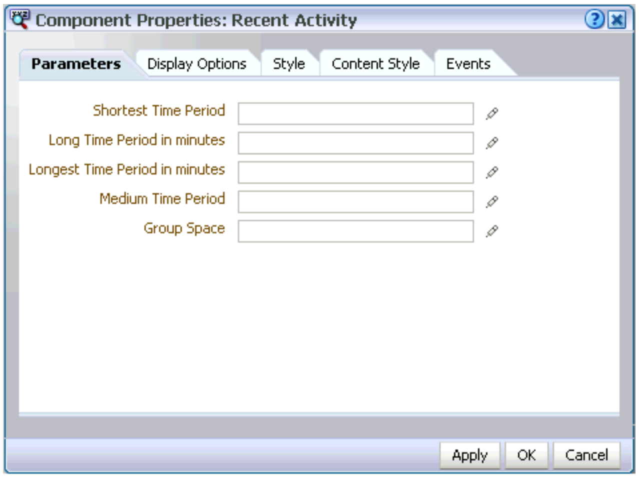


Table 27–1 describes Recent Activity task flow region parameters.

Table 27–1 Recent Activity Task Flow Region Parameters

Parameter	Description

`Shortest Time Period`	Equivalent to `Today` on the Recent Activity **Show** menu. Used for defining the shortest range of time within which activities are displayed on the Recent Activity list. **Today** is measured from midnight in your selected time zone.
	
	Valid values include:
	
	■ TODAY—Activities that have occurred since midnight in the currently selected time zone display on the Recent Activity list.
	■ YESTERDAY—Activities that have occurred since midnight yesterday in the currently selected time zone display on the Recent Activity list.
	■ A number of minutes—Activity that has occurred within the specified number of minutes display on the Recent Activity list. For example, a value of `60` renders as **Last Hour** on the **Show** menu. A value of `1440` is rendered as **Last Day**.
	
	Example values:
	
	`Constant: TODAY (Displays all activity since midnight)`
	`Constant: 2880 (Displays all activity within the last 2880 minutes. This is displayed as Last 2 Days on the Show menu.)`
	`EL Expression: ${myAppBean.timePeriod} (Displays based on the value from the given Bean property "timePeriod")`

`Long Time Period in minutes`	Equivalent to `Last 7 Days` on the Recent Activity **Show** menu. Used for defining the time range between `Medium` and `Longest` within which activities are displayed on the Recent Activity list.
	
	Valid values include:
	
	■ TODAY—Activities that have occurred since midnight in the currently selected time zone display on the Recent Activity list.
	■ YESTERDAY—Activities that have occurred since midnight yesterday in the currently selected time zone display on the Recent Activity list.
	■ A number of minutes—Activity that has occurred within the specified number of minutes display on the Recent Activity list. For example, a value of `60` renders as **Last Hour** on the **Show** menu. A value of `1440` is rendered as **Last Day**.
	
	Example values:
	
	`Constant: TODAY (Displays all activity since midnight)`
	`Constant: 2880 (Displays all activity within the last 2880 minutes. This is displayed as Last 2 Days on the Show menu.)`
	`EL Expression: ${myAppBean.timePeriod} (Displays based on the value from the given Bean property "timePeriod")`

Table 27–1 (Cont.) Recent Activity Task Flow Region Parameters

Parameter	Description

`Longest Time Period in minutes`	Equivalent to `Last 30 Days` on the Recent Activity **Show** menu. For defining the longest range of time within which activities are displayed on the Recent Activity list.
	
	Valid values include:
	
	■ TODAY—Activities that have occurred since midnight in the currently selected time zone display on the Recent Activity list.
	■ YESTERDAY—Activities that have occurred since midnight yesterday in the currently selected time zone display on the Recent Activity list.
	■ A number of minutes—Activity that has occurred within the specified number of minutes display on the Recent Activity list. For example, a value of `60` renders as **Last Hour** on the **Show** menu. A value of `1440` is rendered as **Last Day**.
	
	Example values:
	
	`Constant: TODAY (Displays all activity since midnight)`
	`Constant: 2880 (Displays all activity within the last 2880 minutes. This is displayed as Last 2 Days on the Show menu.)`
	`EL Expression: ${myAppBean.timePeriod} (Displays based on the value from the given Bean property "timePeriod")`

`Medium Time Period`	Equivalent to `Yesterday` on the Recent Activity **Show** menu. For defining the time range between `Short` and `Long` within which activities are displayed on the Recent Activity list.
	
	Valid values include:
	
	■ TODAY—Activities that have occurred since midnight in the currently selected time zone display on the Recent Activity list.
	■ YESTERDAY—Activities that have occurred since midnight yesterday in the currently selected time zone display on the Recent Activity list.
	■ A number of minutes—Activity that has occurred within the specified number of minutes display on the Recent Activity list. For example, a value of `60` renders as **Last Hour** on the **Show** menu. A value of `1440` is rendered as **Last Day**.
	
	Example values:
	
	`Constant: TODAY (Displays all activity since midnight)`
	`Constant: 2880 (Displays all activity within the last 2880 minutes. This is displayed as Last 2 Days on the Show menu.)`
	`EL Expression: ${myAppBean.timePeriod} (Displays based on the value from the given Bean property "timePeriod")`

Table 27–1 (Cont.) Recent Activity Task Flow Region Parameters

Parameter	Description
`Group Space`	Applicable in WebCenter Spaces only. Leave this field blank if the task flow is on a custom application page. Use this property to specify the group space for which to display recent activities. On a personal space page, use this to narrow the range of displayed activities. Rather than tracking activities application-wide—the default behavior—you can, for example, set a **Constant** value of a particular group space's display name. On a group space page, use this parameter to display some other group space's recent activities or to display recent activities for all group spaces. Valid values include: ■ The display name or GUID of the group space to search ■ `null` (empty), to search according to the contextual default Use for group space pages only. An empty value on a group space page searches the current group space. **Note**: Always specify a value on a personal space page. An empty value does not return any results. If no value is specified, then the following message displays in the Recent Activity task flow: `Recent Activity in the Personal Space requires a groupSpace taskflow parameter value to use for the search.` ■ `defaultScope` (or the `defaultScope` GUID), to search all group spaces

28 Working with the RSS Service

The RSS service provides the ability to publish content from WebCenter services as news feeds in RSS 2.0 and Atom 1.0 formats. News feeds deliver content update information to your favorite RSS or Atom reader. In addition, the RSS service also enables you to view news feeds from external sources on your application pages in an RSS Viewer.

The RSS service exposes its features in three ways:

- The RSS icon appearing on a service task flow enables you to publish content from the service as a news feed.
- A dedicated RSS page (WebCenter Spaces only) displays a list of published feeds from all accessible group spaces for viewing in either RSS 2.0 or Atom 1.0 news readers.
- The RSS task flow is available for adding an RSS viewer to the page for displaying feeds from external sources and WebCenter services.

This chapter describes how to use the RSS service features. It contains the following sections:

Audience

This chapter is intended for users interested in publishing news feeds from external sources on their application pages. Additionally, WebCenter Spaces users interested in accessing published content from WebCenter Services as news feeds may find this chapter useful.

The WebCenter Spaces application administrator has the authority to expose or hide task flows from a particular service. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

Note: For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

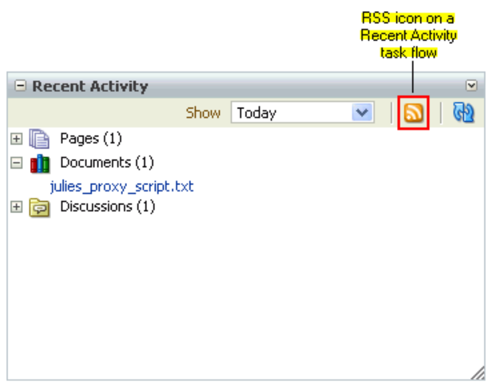
28.1 What You Should Know About the RSS Service

The RSS icon on a service task flow enables you to publish content from the WebCenter service as news feeds, and the RSS task flow enables you to view news feeds from external sources.

28.1.1 RSS Icon

Oracle WebCenter Spaces service news feeds deliver content update information on the Recent Activities, Discussions, Lists, and Announcements services. Figure 28–1 shows the RSS icon available on a Recent Activity task flow in a WebCenter Spaces page.

Figure 28–1 RSS Icon on a Recent Activity Task Flow

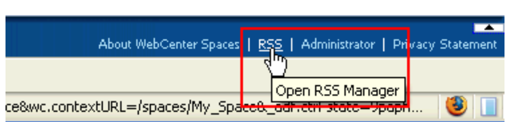


In a WebCenter Spaces application, you can obtain news feeds from individual task flow instances and, also from the **RSS Manager** (Figure 28–2).

Figure 28–2 Detail of the RSS Manager in WebCenter Spaces

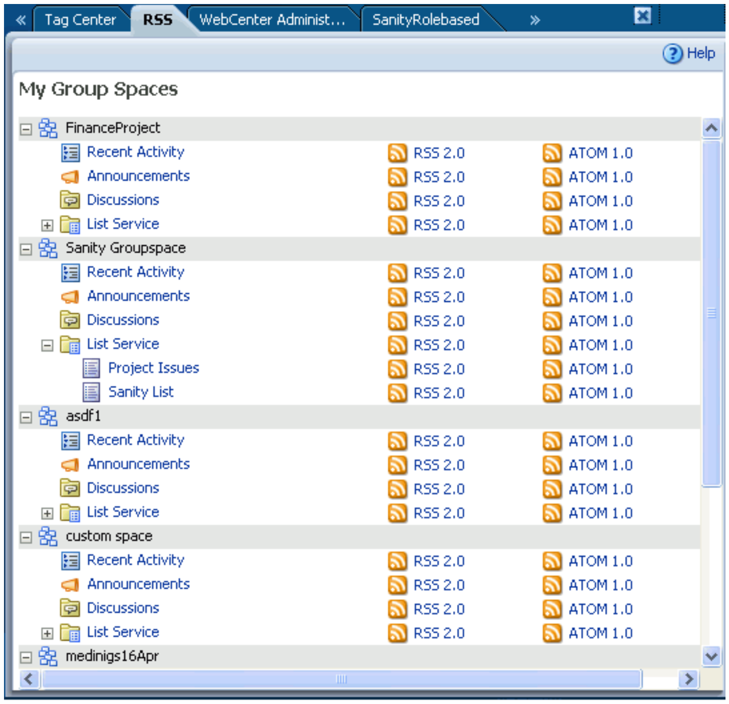
Access the RSS Manager by clicking the **RSS** link at the bottom of the application (Figure 28–3).

Figure 28–3 The RSS Link in the WebCenter Spaces Application



The RSS Manager displays nodes for all the group spaces that have enabled RSS feeds to be published (Figure 28–4).

Figure 28–4 Expanded Group Space Nodes in the RSS Manager



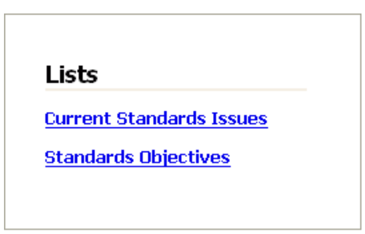
Expand a group space node to obtain both RSS 1.0 and Atom 2.0 news feeds from individual services.

A group space must be news feed-enabled before you can obtain feed URLs from it (see Section 11.3.5, "Enabling or Disabling RSS News Feeds for a Group Space"). Additionally, your reader of choice must support HTTP authentication.

When you access a news feed item in your reader of choice, the item links back into your WebCenter application. Because the application itself requires authentication before you can access much of its content, your reader must be equipped to pass your login credentials to securely deliver access.

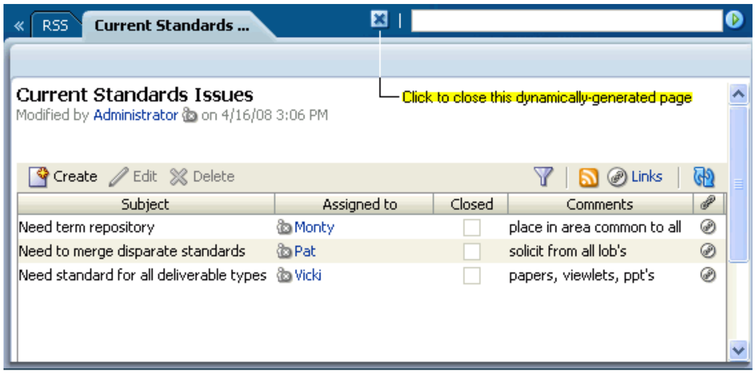
The level of detail provided through a WebCenter service news feed depends on the feed source. For example, when you pull a news feed for recently added or modified lists, your news reader provides the list titles and (if provided) list descriptions of the most recently added or modified lists (Figure 28–5).

Figure 28–5 A Group Space Lists News Feed



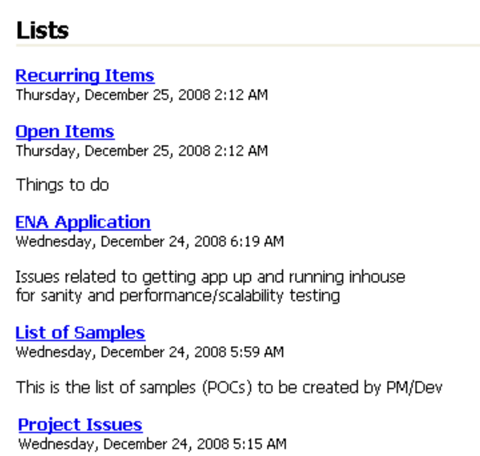
The list titles in a feed are linked. Click a list title, and it takes you back into your WebCenter application with the selected list displayed as a top-level tab (Figure 28–6).

Figure 28–6 A List Opened from an RSS Feed and Displayed as a Top-Level Tab in WebCenter Spaces



In contrast, when you pull a news feed from a particular list, it shows recently added or revised row details and provides links to individual rows (Figure 28–7).

Figure 28–7 List Details in an RSS Feed



When you click such a link, it also takes you back into your WebCenter application, with the list displayed as a top-level tab (see Figure 28–6).

The news feeds you obtain from a WebCenter Spaces application are context-aware, providing content only from the space from which they originate. For example, if you provide a list feed from the *Finance* group space, your news reader displays list content that is unique to the *Finance* group space. If you add a list feed from the *Languages* group space, your news reader displays list content that is unique to the *Languages* group space.

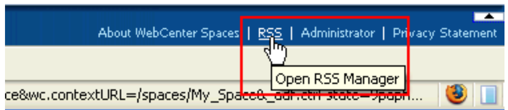
Additionally, you can grab a news feed URL from a Recent Activity list located in your personal space. That RSS feed can provide add and update news from a particular group space.

In WebCenter Spaces, you can obtain news feed URLs for all applicable services from two locations:

- The RSS Manager

Access the RSS Manager by clicking the **RSS** link at the bottom of the application (Figure 28–8)

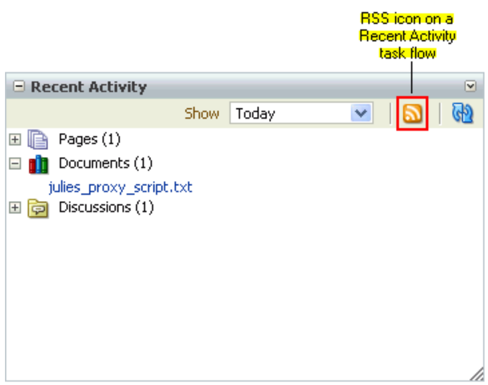
Figure 28–8 The RSS Link in the WebCenter Spaces Application



- One or more of a service's task flows

  For example, Figure 28–9 illustrates an RSS icon in the toolbar of a Recent Activity list.

Figure 28–9 RSS Icon on a Recent Activity Task Flow



The RSS service delivers news feeds from four services:

- **Recent Activities service**

  The recent activity news feed tracks updates to your WebCenter application that are normally reflected in a Recent Activity list and that have occurred within the last three days. For more information, see Section 28.2.1, "Obtaining the Recent Activities News Feed."

- **Discussion Forums**

  The discussion forums news feed tracks updates to all discussion forums in a particular group space in the WebCenter Spaces application. See Section 28.2.2, "Obtaining the Discussion Forums News Feed."

- **Lists** (WebCenter Spaces only)

  There are two types of news feeds that can be delivered from the Lists service—all newly created or changed lists in a group space (from the List Manager task flow) and revisions to the data of a particular list in a group space (from the List Viewer task flow). The news feed content depends on whether you get the news feed URL from the List Manager task flow or from the List Viewer task flow. For more information, see Section 28.2.3, "Obtaining List News Feeds."

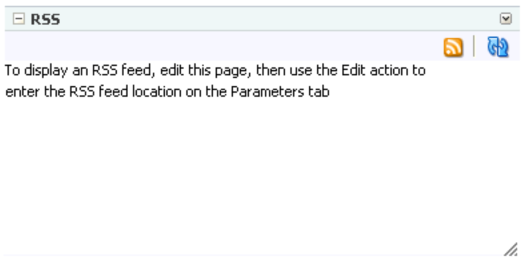
- **Announcements**

  The Announcements news feed tracks additions and revisions to announcements from a particular group space, from all group spaces, or application-wide, depending on the location of the feed source. For more information, see Section 28.2.4, "Obtaining an Announcements News Feed."

28.1.2 RSS Task Flow

If you want to add a news feed from an external site to your WebCenter application, the RSS service provides an RSS task flow (Figure 28–10) through the **Catalog** dialog box in Edit mode of the page.

Figure 28–10 The RSS Task Flow



You can place the RSS task flow on a page and configure it to display content from any external RSS feed. Additionally, the RSS task flow supports login credential passing by using an external application.

Notes:

- For information about adding the RSS task flow, see Section 28.3.1, "Adding an RSS Task Flow to a Page."
- For information about specifying a feed for the RSS task flow, see Section 28.3.4, "Editing Feed Information for an RSS Task Flow."

The RSS task flow can render news feeds outside of the corporate firewall. However, to consume external news feeds outside of the firewall, your application administrator must have configured proxies for the RSS service. Contact your application administrator if you cannot consume external feeds but want to do so. See Section 2.7, "Contacting Your Application Administrator" for information.

Accessing External Applications

Every time you access a secure news feed item, you must log in to that secure application to view content. You can either supply login credentials each time you access an application, or let an external application store and manage your login credentials. After your credentials for a particular application are stored, you are logged in to that application automatically when you log in to your WebCenter application. You can provide this capability for all frequently-used external application. For more information about external applications, see Section 3.8, "Working with External Applications."

If a secured application you want to access is not registered as an external application, then do the following:

- WebCenter Spaces users, perform the steps in Section 3.3.6, "Providing Login Information for External Applications."
- Custom WebCenter application users, contact your application administrator to create external application connections.

28.2 Obtaining Service News Feeds

Each participating service provides news feeds from locations unique to that service. This section steps you through obtaining those feeds. It contains the following subsections:

- Obtaining the Recent Activities News Feed
- Obtaining the Discussion Forums News Feed
- Obtaining List News Feeds
- Obtaining an Announcements News Feed

28.2.1 Obtaining the Recent Activities News Feed

Use news feeds from the Recent Activities service to keep track of the wide range of activity happening in one or more group spaces within the last three days. To consume a group space Recent Activities news feed, you must be a member of the selected group space and the group space must be enabled to provide news feeds.

WebCenter Spaces provides two locations for pulling a news feed from the Recent Activities service: the RSS Manager and the Recent Activity task flow.

Both the RSS Manager and the Recent Activity task flow provide the same news feed content: additions or revisions to group spaces and group space pages, documents, discussion forums, lists, and the like. (For more information, see Chapter 27, "Working with the Recent Activities Service.")

Assuming a default configuration, a news feed URL from a Recent Activity task flow in a group space provides information about the activity in that group space. A news feed URL from a Recent Activity task flow in your personal space provides information about the activities in a particular group space.

Note: A Recent Activity task flow can be configured to display the recent activity of a group space other than the one where it has been placed. In such a case, the news feed from that list provides information on the activities of the group space identified during configuration. For information about setting properties on a Recent Activity task flow, see Section 27.3, "Setting Recent Activities Service Task Flow Properties."

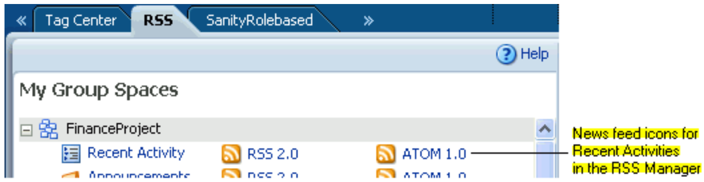
This section describes how to obtain a news feed for the Recent Activity task flow from both locations. It contains the following subsections:

- Obtaining a Recent Activity News Feed URL from the RSS Manager
- Obtaining a News Feed URL from the Recent Activity Task Flow

28.2.1.1 Obtaining a Recent Activity News Feed URL from the RSS Manager

The RSS Manager provides news feeds for both RSS 2.0 and Atom 1.0 news readers. It lists all RSS-enabled group spaces of which you are a member. Each listed group space can be expanded to display the services for which it offers news feeds (Figure 28–11).

Figure 28–11 The Recent Activity Service under a Group Space in the RSS Manager



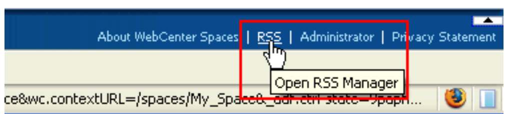
To obtain a Recent Activity list news feed URL from the RSS Manager:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

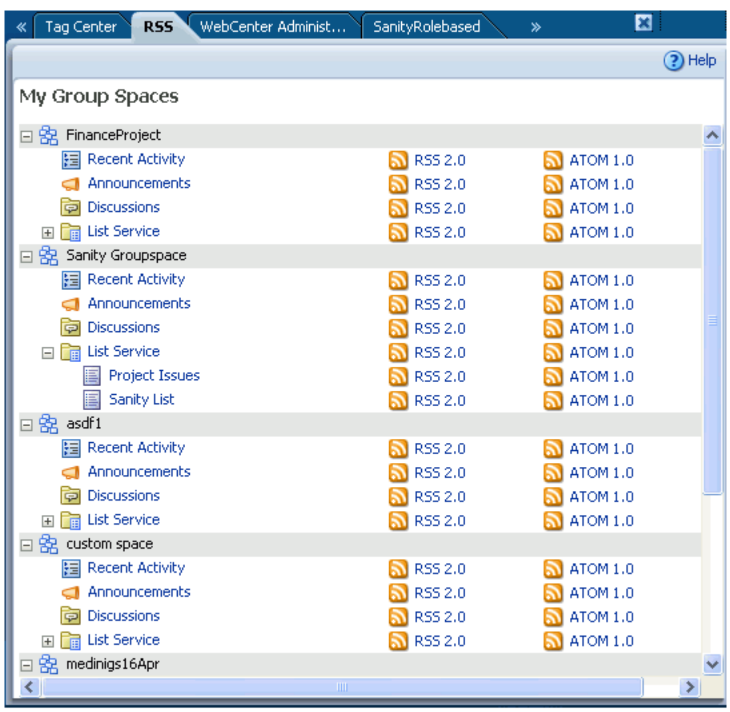
2. Click the **RSS** link at the bottom of the WebCenter Spaces application (Figure 28–12).

Figure 28–12 The RSS Link



   The RSS Manager opens (Figure 28–13).

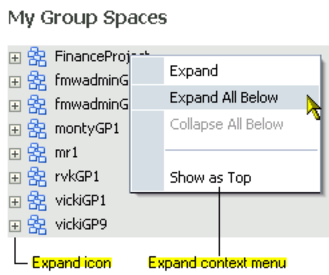
Figure 28–13 The RSS Manager



3. If necessary, expand the node of the group space for which you want to monitor recent activities.

You can expand a group space node by clicking the Expand icon to the left of it or by right-clicking the group space name and selecting an expand option from the resulting context menu (Figure 28–14).

Figure 28–14 Expand Context Menu in RSS Manager



4. Under the relevant group space, right- click the RSS 2.0 or Atom 1.0 icon next to the Recent Activity list you want to monitor, and, from the resulting browser context menu, select the copy-link command.

   The command you select depends on your current browser. For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

5. Go to your news reader and initiate an add-subscription action.

   How you do this depends on the news reader you use.

6. Paste the link you copied in step 4 into the relevant field in your news reader.

   At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.1.2 Obtaining a News Feed URL from the Recent Activity Task Flow

The Recent Activity task flow has its own RSS icon. Using this you can get the Recent Activity list news feed URL. Recent Activity RSS feeds provide the same information that you can find in a Recent Activity list. This includes such things as additions or revisions to pages, documents, discussion forums, lists, and the like. The news feed tracks activity occurring over the last three days.

For an RSS icon to be active in a Recent Activity task flow, you must be a member of the group space from which you want to obtain the news feed and news feeds must be enabled for the relevant group space.

To obtain a Recent Activity list news feed URL from the Recent Activity list:

1. Log in to Oracle WebCenter Spaces.

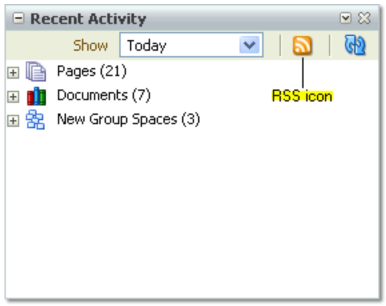
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to your personal space or the group space that contains the Recent Activity list from which you want to obtain an RSS feed.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces." Typically, your personal space tab is always on view. If necessary, click the **Personal Space** tab to bring it forward. A group space may be configured to display in full-screen mode. For more information, see Section 10.7.5, "Setting the Group Space Default Display Mode".

3. Right- click the RSS icon in the toolbar of the Recent Activity list (Figure 28–15), and, from the resulting context menu, select the copy-link command.

Figure 28–15 The RSS Icon on the Recent Activity List



The command you select depends on your current browser. For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Alternatively, drag the RSS icon and drop it into your news reader of choice. This may allow you to skip the other steps in this procedure. If you drag-and-drop, you may have to enter WebCenter Spaces log-in information at this point. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

4. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

5. Paste the link you copied in step 3 into the relevant field in your RSS reader.

Note: The news feed URL in a Recent Activity task flow is for RSS 2.0 news readers only. If you prefer to use an Atom 1.0 news reader, do either of the following:

- Append `&format=ATOM1.0` to the RSS news feed URL you pasted
- Get the Atom 1.0 URL from the RSS Manager and use that URL here. For more information, see Section 28.2.1.1, "Obtaining a Recent Activity News Feed URL from the RSS Manager."

At this point, you may have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.2 Obtaining the Discussion Forums News Feed

Use Discussion Forum news feeds to keep track of additions and revisions to a selected group space's discussions. There are three locations from which to obtain discussion forums news feed URLs: in the RSS Manager, on the Discussions page, and from a Discussion Forum Manager task flow. All discussion RSS and Atom URLs provide the same feed, that is, additions and revisions to all discussions in a selected group space.

This section describes how to get a news feed URL from the Discussions page, the RSS Manager, and a Discussion Forum Manager task flow. It contains the following subsections:

- Obtaining a Discussion Forum News Feed from the RSS Manager
- Obtaining a News Feed from the Discussions Page
- Obtaining a News Feed from a Discussion Forum Manager Task Flow

28.2.2.1 Obtaining a Discussion Forum News Feed from the RSS Manager

The RSS Manager provides Discussion Forum news feeds for both RSS 2.0 and Atom 1.0 news readers. Select a feed from any news-feed-enabled group space of which you are a member. Use discussion forum news feeds to track additions and revisions to a selected group space's discussion forums. This section tells you how.

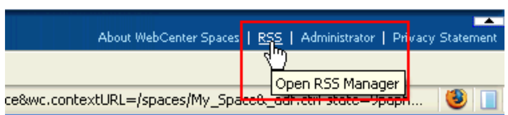
To obtain a discussion forum news feed URL from the RSS Manager:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

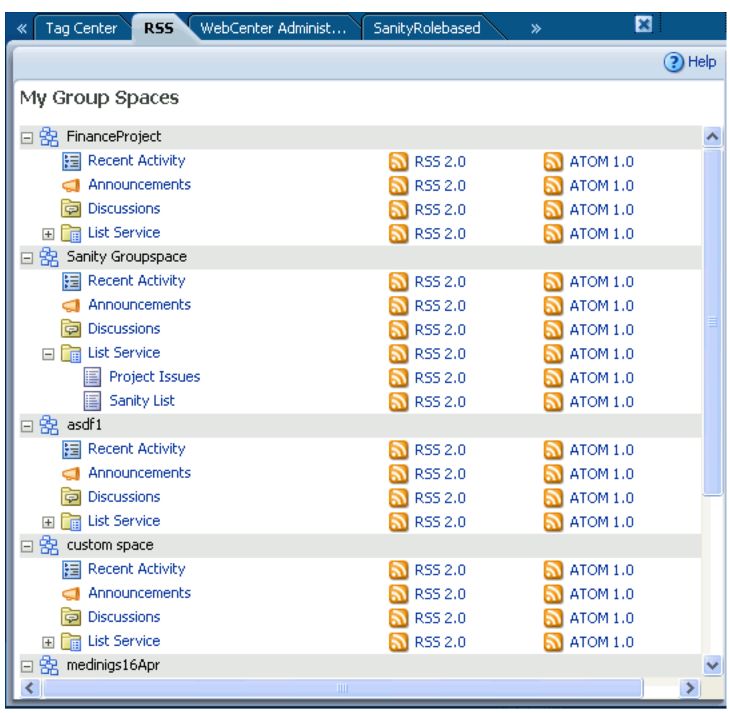
2. Click the **RSS** link at the bottom of the WebCenter Spaces application (Figure 28–16).

Figure 28–16 The RSS Link



   The RSS Manager opens (Figure 28–17).

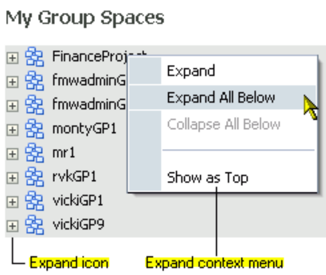
Figure 28–17 The RSS Manager



3. If necessary, expand the node of the group space that contains the discussions you want to use as a news feed.

You can expand a group space node by clicking the Expand icon to the left of it or by right-clicking the group space name and selecting an expand option from the resulting context menu (Figure 28–18).

Figure 28–18 Expand Context Menu in RSS Manager



4. Right-click the RSS 2.0 or Atom 1.0 icon next to **Discussions** (Figure 28–19), and, from the resulting context menu, select the copy-link command.

   For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–19 RSS and Atom Icons Next to a Discussions Node in the RSS Manager

   Alternatively, if you drag the RSS icon and drop it into a news reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

5. Go to your news reader and initiate an add-subscription action.

   How you do this depends on the news reader you use.

6. Paste the link you copied in step 4 into the relevant field in your preferred news reader.

   At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.2.2 Obtaining a News Feed from the Discussions Page

The Discussions page provides a convenient location for grabbing a news feed URL while monitoring discussions.

To get an RSS URL for all of a selected group space's discussions from the Discussions page:

1. Log in to Oracle WebCenter Spaces.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space that contains the discussion forums you want to use as an RSS feed.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces." For information about showing hidden pages, see Section 2.4.3, "Showing Hidden Pages."

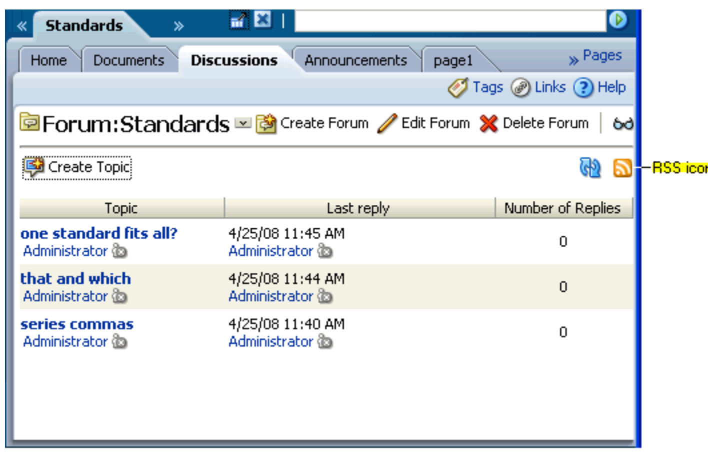
3. Click the **Discussions** tab to bring the **Discussions** page forward.

   If the **Discussions** tab is not available, open the Manage Pages dialog box and select the Discussions page for display. When the tab opens, click it to bring the page forward. For more information about locating and opening pages, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

4. Right-click the RSS icon on the **Discussions** page (Figure 28–20), and, from the resulting context menu, select the copy-link command.

   For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–20 An RSS Icon on a Discussions Page



   Alternatively, if you drag the RSS icon and drop it into your news reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

5. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

6. Paste the link you copied in step 4 into the relevant field in your preferred RSS reader.

Note: The news feed URL on the Discussions page is for RSS 2.0 news readers only. If you prefer to use an Atom 1.0 news reader, do either of the following:

- Append `&format=ATOM1.0` to the RSS news feed URL you pasted
- Get the Atom 1.0 URL from the RSS Manager and use that URL here. For more information, see Section 28.2.2.1, "Obtaining a Discussion Forum News Feed from the RSS Manager."

At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.2.3 Obtaining a News Feed from a Discussion Forum Manager Task Flow

The Discussion Forum Manager task flow provides another location from which you can obtain a discussions news feed for a selected group space. The placement of this task flow within a group space is at the discretion of the space's designers, so we cannot pinpoint where you may find this task flow. But, wherever you find it, an RSS icon is also available to provide you with an RSS news feed URL. This section describes how to use it.

To obtain a news feed URL from a Discussion Forum Manager task flow:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

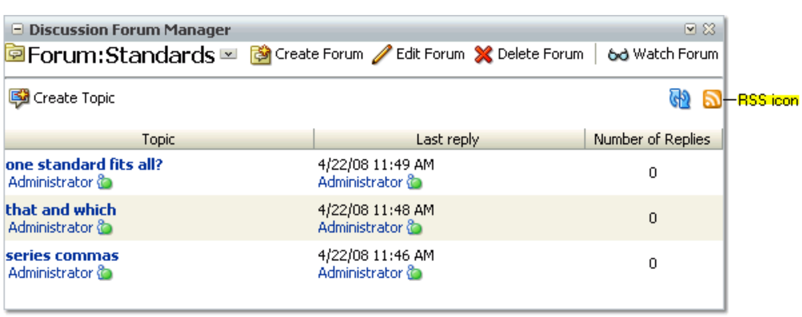
2. Go to the page in a group space that contains a Discussion Forum Manager task flow.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces." For information about showing hidden pages, see Section 2.4.3, "Showing Hidden Pages."

3. Right-click the RSS icon on the task flow (Figure 28–21), and, from the resulting context menu, select the copy-link command.

   For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–21 An RSS Icon in a Discussion Forum Manager Task Flow



Alternatively, if you drag the RSS icon and drop it into your news reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

4. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

5. Paste the link you copied in step 3 into the relevant field in your preferred RSS reader.

> **Note:** The news feed URL in the Discussions task flow is for RSS 2.0 news readers only. If you prefer to use an Atom 1.0 news reader, do either of the following:
>
> - Append `&format=ATOM1.0` to the RSS news feed URL you pasted
> - Get the Atom 1.0 URL from the RSS Manager and use that URL here. For more information, see Section 28.2.2.1, "Obtaining a Discussion Forum News Feed from the RSS Manager."

At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.3 Obtaining List News Feeds

Lists provide a vital form of tracking just about everything within an organization. For example, a group might want a membership list that outlines assigned roles and contact information. A project lead might set up a list that tracks issue resolution.

It follows that it would be useful to you to track creation of and revisions to such lists from one convenient location: your favorite news reader.

The Lists service provides two options for keeping track of changes through a news reader:

- Keep track of all recently added or modified lists in a given group space.
- Keep track of recently added or modified data rows in one list.

You can obtain the news feed URL for lists from three locations: the RSS Manager, the Lists page, and any Lists task flow on a given page. The RSS Manager and the Lists page provide access to both types of Lists feeds. Individual List task flows provide feeds for data changes to the rows of the displayed list.

This section describes how to obtain a news feed for recently added or modified list rows or lists from a selected group space. It includes the following subsections:

- Obtaining a List News Feed from the RSS Manager
- Obtaining a News Feed from the Lists Page
- Obtaining a News Feed from a List Task Flow

28.2.3.1 Obtaining a List News Feed from the RSS Manager

The RSS Manager provides two types of list news feeds: a feed of recently added or revised lists in a group space and a feed of recent data changes to the rows of one particular list. Additionally, the RSS Manager provides feeds for an RSS 2.0 reader and an Atom 1.0 reader. The main requirement for any news reader you use is that it supports HTTP authentication (for more information, see Section 28.1, "What You Should Know About the RSS Service").

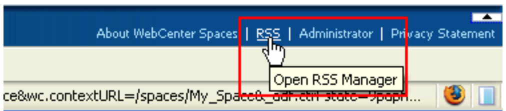
To obtain a list news feed from the RSS Manager:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

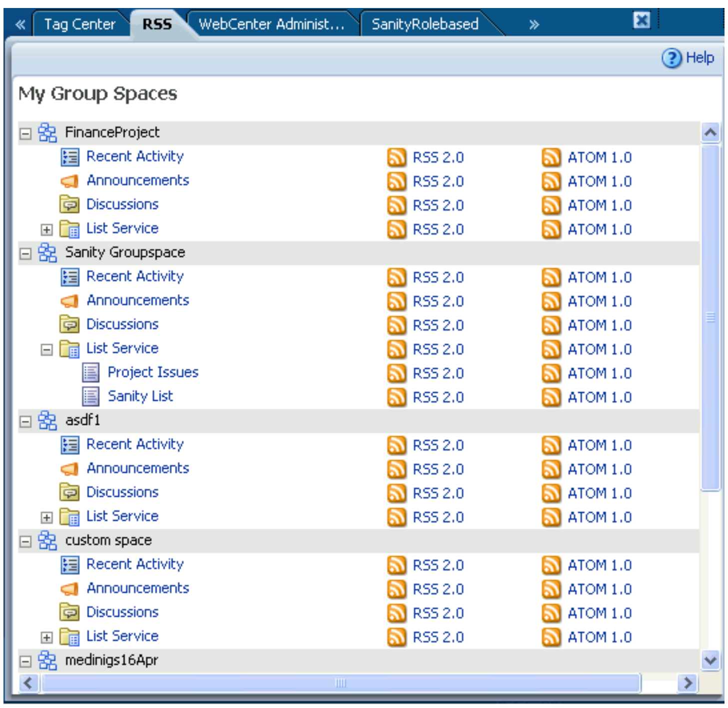
2. Click the **RSS** button at the bottom of the WebCenter Spaces application (Figure 28–22).

Figure 28–22 The RSS Link



   The RSS Manager opens (Figure 28–23).

Figure 28–23 The RSS Manager



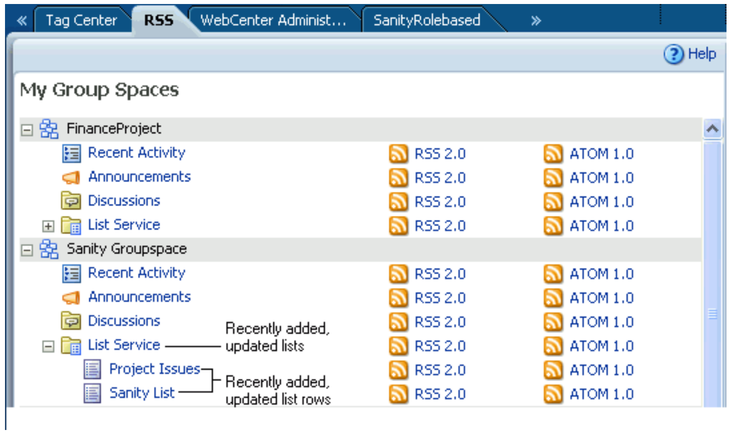
3. In the **RSS Manager**, expand the node for the group space that contains the lists from which to obtain an RSS feed.

   If you want to get a feed from a particular list, expand the **List Service** node.

4. Right-click the RSS 2.0 or Atom 1.0 icon next to **List Service** for all lists or next to a selected list (Figure 28–24), and, from the resulting context menu, select the copy-link command.

For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–24 The Lists Service Node on the RSS Page



Alternatively, if you drag the news feed icon and drop it into your reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

5. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

6. Paste the link you copied in step 4 into the relevant field in your preferred RSS reader.

   At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.3.2 Obtaining a News Feed from the Lists Page

Each group space has its own **Lists** page, where lists are born. Each **Lists** page provides RSS news feeds for recent additions and revisions to all of the lists it contains and, also for recent data changes to the rows of an individual list.

This section describes how to obtain news feed URLs from the **Lists** page. Note that the **Lists** page provides news feeds for RSS 2.0 readers only. If you want to obtain a feed for an Atom 1.0 news reader, use the RSS Manager. For more information, see Section 28.2.3.1, "Obtaining a List News Feed from the RSS Manager."

To obtain a news feed from the **Lists** page:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space that contains the list you want to track.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces." For information about showing hidden pages, see Section 2.4.3, "Showing Hidden Pages."

3. Click the **Lists** tab to bring the **Lists** page forward.

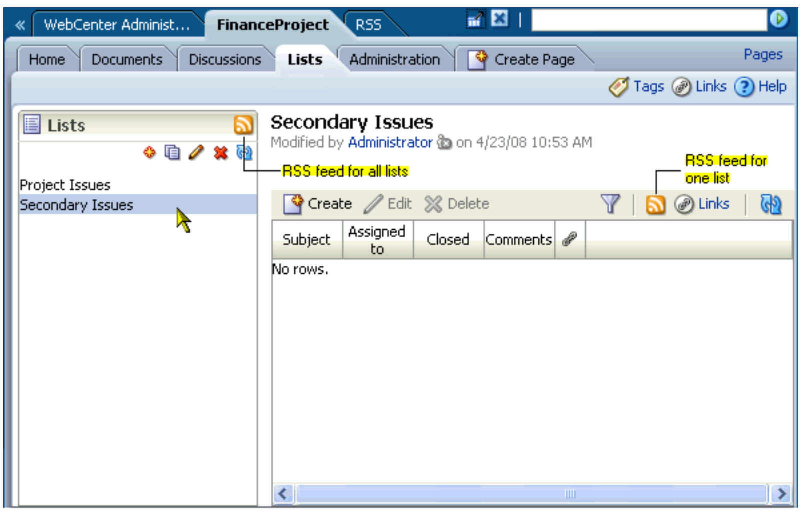
If the **Lists** tab is not available, open the Manage Pages dialog box and select the **Lists** page for display. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

4. To obtain a news feed of recently added and revised lists in a group space, right-click the RSS icon in the **Lists** pane on the left side of the **Lists** page (Figure 28–25), and select the copy-link command from the resulting context menu.

   To obtain a news feed of data changes to the rows of an individual list, display the list in the right pane by selecting the list name from the left pane (Figure 28–25); right-click the RSS icon that appears above the list, and select the copy-link command from the resulting context menu.

   For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–25 Selecting a List on the Lists Page



   Alternatively, if you drag the news feed icon and drop it into your reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

5. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

6. Paste the link you copied in step 4 into the relevant field in your preferred RSS reader.

Note: The news feed URL on the Lists page is for RSS 2.0 news readers only. If you prefer to use an Atom 1.0 news reader, do either of the following:

- Append `&format=ATOM1.0` to the RSS news feed URL you pasted
- Get the Atom 1.0 URL from the RSS Manager and use that URL here. For more information, see Section 28.2.3.1, "Obtaining a List News Feed from the RSS Manager."

At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.3.3 Obtaining a News Feed from a List Task Flow

As you navigate through group space pages in your WebCenter Spaces application, you may come across a list you find particularly informative, for example, a list of project issues. It may be useful to you to track recent additions and revisions to such a list. Luckily, each List task flow comes with its own RSS news feed, making it easy to subscribe to the list on-the-spot. This section tells you how.

To obtain a news feed from a List task flow:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

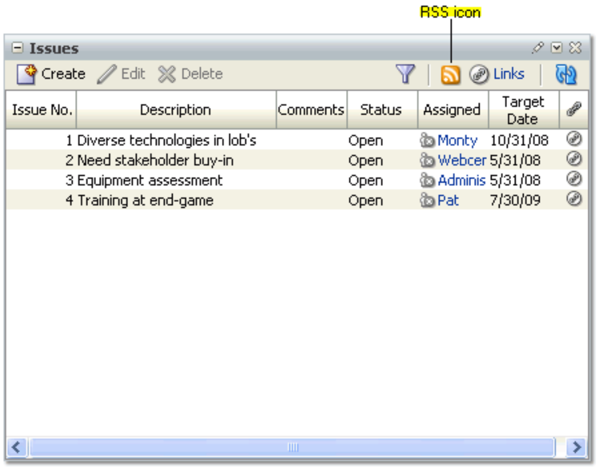
2. Go to the group space that contains the List you want to track.

   For information about navigating to a group space, see Section 2.4.4, "Opening Group Spaces". For information about showing hidden pages, see Section 2.4.3, "Showing Hidden Pages."

3. Right-click the RSS icon at the top-right of the List task flow (Figure 28–26), and, from the resulting context menu, select the copy-link command.

   For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–26 A List Task Flow



Alternatively, if you drag the RSS icon and drop it into your news reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

4. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

5. Paste the link you copied in step 3 into the relevant field in your preferred RSS reader.

Note: The news feed URL in the List task flow is for RSS 2.0 news readers only. If you prefer to use an Atom 1.0 news reader, do either of the following:

- Append `&format=ATOM1.0` to the RSS news feed URL you pasted
- Get the Atom 1.0 URL from the RSS Manager and use that URL here. For more information, see Section 28.2.3.1, "Obtaining a List News Feed from the RSS Manager."

At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.4 Obtaining an Announcements News Feed

Announcements are excellent candidates for news feeds. Usually they are short, to the point, and full of timely and valuable information. If you are a member of multiple group spaces, it would be convenient to be able to access all announcements from one location: your favorite news reader.

You can obtain an Announcement news feed from three locations: the RSS Manager, the **Announcements** page, and an Announcements task flow. This section tells you how. It contains the following subsections:

- Obtaining an Announcements News Feed from the RSS Manager

- Obtaining a News Feed from the Announcements Page
- Obtaining a News Feed from an Announcements Task Flow

28.2.4.1 Obtaining an Announcements News Feed from the RSS Manager

The RSS Manager provides two types of feeds for Announcements: RSS 2.0 and Atom 1.0. Use either of these to keep track of all new and revised Announcements in a particular group space. This section tells you how.

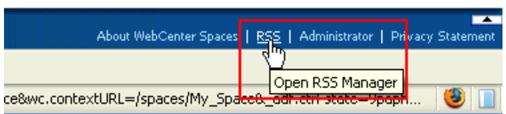
To obtain an Announcements news feed from the RSS Manager:

1. Log in to Oracle WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

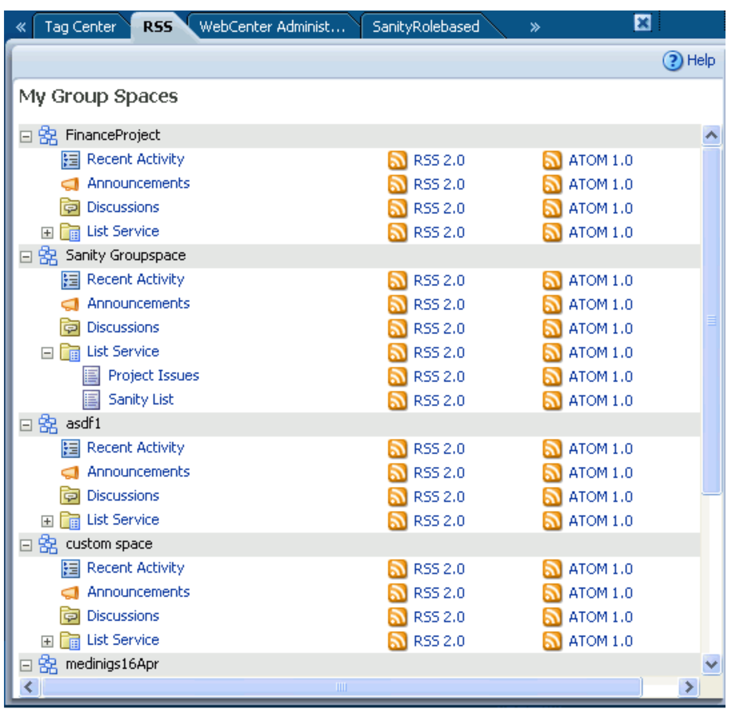
2. Click the **RSS** link at the bottom of the WebCenter Spaces application (Figure 28–27).

Figure 28–27 The RSS Link



   The RSS Manager opens (Figure 28–28).

Figure 28–28 The RSS Manager

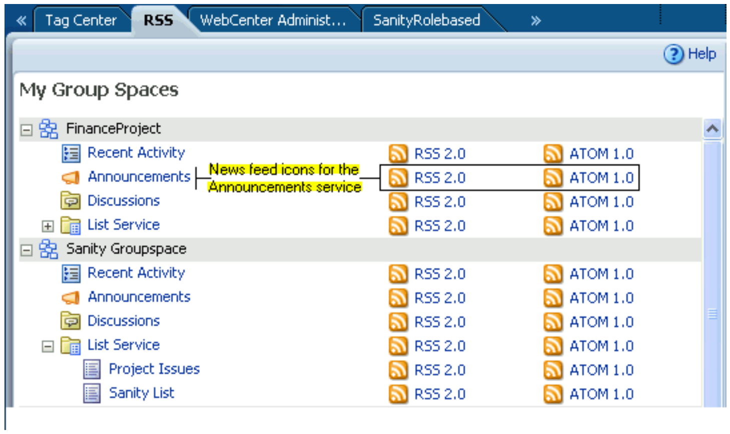


3. In the **RSS Manager**, expand the node for the group space that contains the announcements you want to track through a news reader.

4. Right-click the RSS 2.0 or Atom 1.0 icon next to **Announcements** (Figure 28–24), and, from the resulting context menu, select the copy-link command.

For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–29 Announcements Node on the RSS Page



Alternatively, if you drag the news feed icon and drop it into your reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

5. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

6. Paste the link you copied in step 4 into the relevant field in your preferred RSS reader.

   At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.4.2 Obtaining a News Feed from the Announcements Page

The Announcements service provides an Announcement Manager task flow, which is exposed from the main Announcements page in the WebCenter Spaces application. You can use this task flow to create and revise announcements and to obtain an announcements news feed URL.

Unlike the RSS Manager, the Announcement Manager task flow provides a news feed only for RSS 2.0 news readers. If you prefer an Atom 1.0 feed, use the RSS Manager to obtain the feed URL in lieu of the Announcement Manager task flow. For more information, see Section 28.2.4.1, "Obtaining an Announcements News Feed from the RSS Manager."

To obtain a news feed from the Announcement Manager task flow:

1. Log in to your application.

   For information about logging in to WebCenter Spaces, see Section 2.2.1, "Logging In to a WebCenter Application."

2. WebCenter Spaces users, click the **Announcements** tab to bring the **Announcements** page forward.

If the **Announcements** tab is not available, click the Settings tab and then the Services tab, and select the **Announcements** page for display. When the tab appears on the page, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

Alternatively, custom application and WebCenter Spaces users, click the **Open Announcement Manager** icon in the Announcements task flow to view the Announcement Manager task flow.

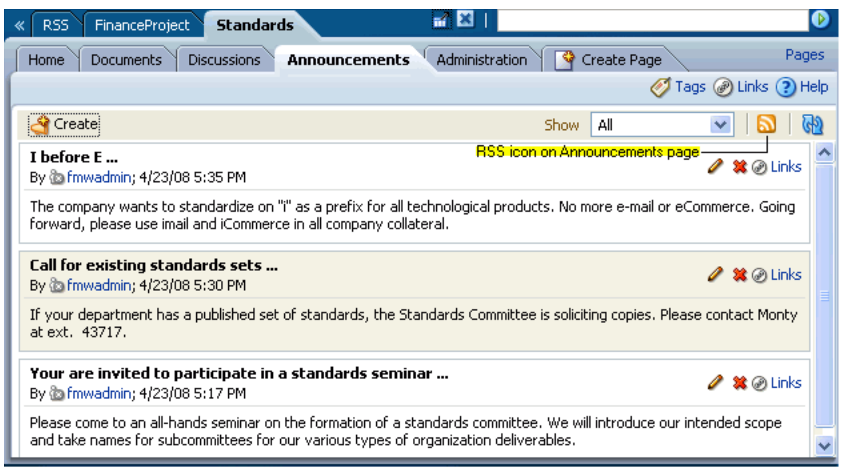
Note: The **Open Announcement Manager** icon is not displayed in the Announcements task flow if you do not have the required privileges.

---

3. Right-click the RSS icon on the right side of the **Announcements** page (Figure 28–30), and select the copy-link command from the resulting context menu.

   For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–30 The RSS Icon on the Announcements Page



   Alternatively, if you drag the news feed icon and drop it into your reader you can skip most of the other steps. In WebCenter Spaces, you may have to enter log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

4. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

5. Paste the link you copied in step 4 into the relevant field in your preferred RSS reader.

Note: The news feed URL on the Announcements page is for RSS 2.0 news readers only. If you prefer to use an Atom 1.0 news reader, do either of the following:

- Append `&format=ATOM1.0` to the RSS news feed URL you pasted
- Get the Atom 1.0 URL from the RSS Manager and use that URL here. For more information, see Section 28.2.4.1, "Obtaining an Announcements News Feed from the RSS Manager."

At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.2.4.3 Obtaining a News Feed from an Announcements Task Flow

The Announcements task flow also provides access to a news feed URL. Like the Announcements page, the task flow provides feeds only for RSS 2.0 news readers. If you prefer an Atom 1.0 feed, use the RSS Manager to obtain the feed URL in lieu of the Announcements task flow. For more information, see Section 28.2.4.1, "Obtaining an Announcements News Feed from the RSS Manager."

To obtain a news feed from an Announcements task flow:

1. Log in to your application.

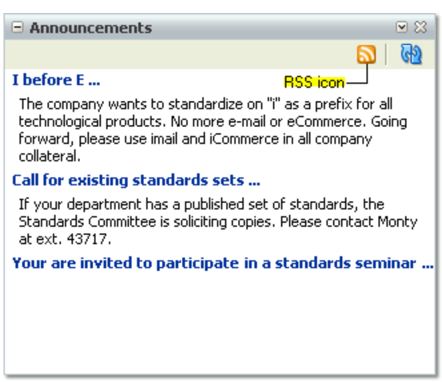
   For information about logging in to WebCenter Spaces, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the page that contains the **Announcements** task flow you want to view.

3. Right-click the RSS icon on the right side of the **Announcements** task flow (Figure 28–31), and select the copy-link command from the resulting context menu.

   For example, in the Firefox browser, the copy-link command is **Copy Link Location**. In the Internet Explorer browser, the copy-link command is **Copy Shortcut**.

Figure 28–31 RSS Icon in an Announcements Task Flow



Alternatively, if you drag the news feed icon and drop it into your reader you can skip most of the other steps. You may have to enter WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

4. Go to your RSS reader and initiate an add-subscription action.

   How you do this depends on the RSS reader you use.

5. Paste the link you copied in step 3 into the relevant field in your preferred RSS reader.

> **Note:** The news feed URL in the Announcements task flow is for RSS 2.0 news readers only. If you prefer to use an Atom 1.0 news reader, do either of the following:
>
> - Append `&format=ATOM1.0` to the RSS news feed URL you pasted
> - Get the Atom 1.0 URL from the RSS Manager and use that URL here. For more information, see Section 28.2.4.1, "Obtaining an Announcements News Feed from the RSS Manager."

At this point, you may also have to supply your WebCenter Spaces log-in information. To learn more, see Section 28.1, "What You Should Know About the RSS Service."

28.3 Working with the RSS Task Flow

The RSS task flow enables you to include an RSS viewer, which can be used to view content from external news feeds within your application page.

This section contains the following subsections:

- Adding an RSS Task Flow to a Page
- Refreshing an RSS Task Flow
- Deleting an RSS Task Flow From the Page

28.3.1 Adding an RSS Task Flow to a Page

You can incorporate news feeds from external sources into your application pages by using the RSS task flow. You can add the RSS task flow from the component catalog in Oracle Composer.

> **Note:** In custom applications, the RSS task flow is available in the component catalog only if your application administrator has included it in the catalog and you have the privileges to add this task flow to your page.

Each instance of the RSS viewer displays news feeds from one source. If you plan to display multiple external news feeds on a particular page, you can place multiple RSS task flows on that page.

To display content from an external RSS feed, proxies must be configured in your application. Contact your application administrator if you have problems accessing external RSS feeds in your task flow

WebCenter applications provide the ability to store and manage your login credentials by using external applications. After your credentials for a particular application are stored, you are logged in to that application automatically when you log in to your WebCenter application.

So if an external RSS news feed or WebCenter service requires your login credentials, when you get to the step where you specify the feed URL, you may have to also specify the name of the external application that is configured to store your login credentials for reading the secure RSS feed.

To add the RSS task flow to your page:

1. Log in to your application.

   For information about logging in to WebCenter Spaces, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Go to the page where you want to place the RSS task flow.
3. Switch to Edit mode of the page.
4. Select the Box component in which you want to place the RSS task flow and click **Add Content**.
5. In the Catalog dialog box, locate **RSS** and click the **Add** link to the right of this component.
6. Click **Close** on the Catalog dialog box to return to the page in Oracle Composer.

   The RSS task flow displays with the following message:

   ```
   To display an RSS feed, edit this page, then use the Edit action to enter the
   RSS feed location on the Parameters tab
   ```
7. Click the **Edit** icon on the header of the task flow to display the Component Properties dialog box in which you can specify the RSS feed for this task flow.
8. In parallel, start a new browser session and go to the Web site that provides the RSS feed you want to view through the RSS viewer. Copy its RSS URL.
9. Go back to your application page and on the Parameters tab that is selected by default in the dialog box, for **RSS Feed Location**, paste the URL that you copied in the previous step.
10. If the external RSS feed requires authentication, then for **External Application Id**, specify the name of the external application that is configured to store your login credentials for accessing that feed.

    For information about configuring an external application, see Section 3.8, "Working with External Applications."
11. Click **Apply** in the Component Properties dialog box to save your changes and remain in the dialog box.

    Click **Close** to save your changes and close the dialog box.

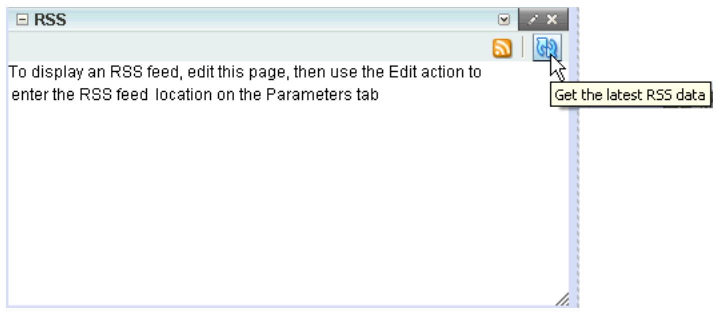
    Content from the external feed you specified is displayed within the RSS task flow.
12. Click **Save** at the top-right corner of Oracle Composer to save your changes and remain in Oracle Composer.
13. Optionally, click **Close** to exit Oracle Composer.

Note: For generic information about placing a task flow, including the RSS task flow, on a page, see Section 7.1.3, "Adding Task Flows to a Page."

28.3.2 Refreshing an RSS Task Flow

The RSS task flow, along with other page components, gets refreshed with every server request. However, as the content from news feeds may be dynamic, you have the option of refreshing the RSS task flow yourself by using the Refresh icon (Figure 28–32), when required.

Figure 28–32 The Refresh Icon on an RSS Task Flow

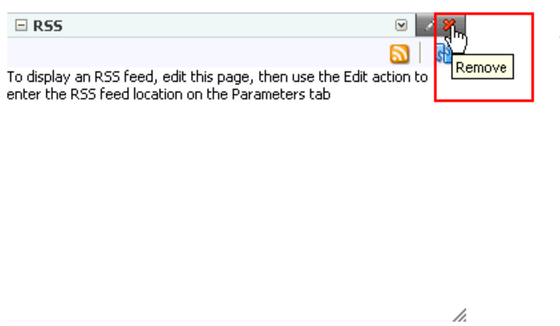


The task flow updates and displays latest data from the external source.

28.3.3 Deleting an RSS Task Flow From the Page

If you have the required privileges, you have the option to delete the RSS task flow from a page by using the Remove icon on the task flow (Figure 28–33) in Edit mode of the page.

Figure 28–33 Remove Icon on an RSS Task Flow



When you click the Remove icon, the Delete Component dialog box displays. Click **Delete** in this dialog box to delete the task flow from the page.

28.3.4 Editing Feed Information for an RSS Task Flow

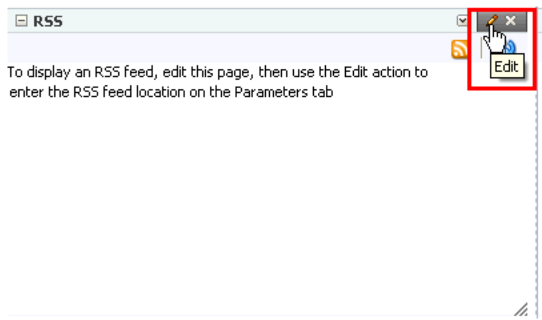
Whether it is an RSS task flow in a custom application or WebCenter Spaces application, you can change the feed URL or external application ID at any point of time. This section tells you how.

To change the feed for the RSS task flow:

1. Go to the Web site that provides the RSS feed you want to view through the RSS viewer, and then copy its RSS URL.
2. Log in to your application.

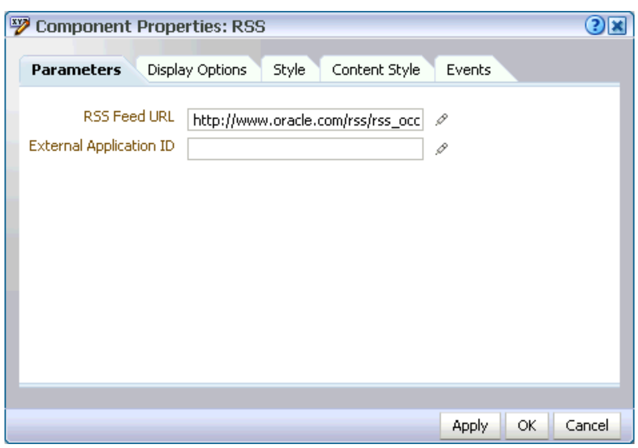
   For information about logging in to a WebCenter Spaces application, see Section 2.2.1, "Logging In to a WebCenter Application."
3. Go the page where you have placed the RSS task flow.
4. Switch to the page's Edit mode.
5. Click the **Edit** icon on the header of the RSS task flow (Figure 28–34).

Figure 28–34 The RSS Task Flow



In the **Component Properties** dialog box, click the Parameters tab to open it (Figure 28–35).

Figure 28–35 Properties of the WebCenter Spaces RSS Reader



6. In the **RSS Feed Location** field, paste the URL that you copied in step 1.

   For information about the RSS task flow parameters, see Section 28.4.1, "Region Parameters."
7. If the feed you want to publish requires authentication, then for **External Application Id** specify the name of the external application that is configured to store your login credentials for accessing that feed.

   For information about external applications, see "Accessing External Applications".

8. Click **Apply** in the Component Properties dialog box to save your changes and remain in the dialog box.

   Or click **Close** to save your changes and close the dialog box.

   Content from the external feed you specified is displayed within the RSS task flow.
9. Click **Save** at the top-right corner of Oracle Composer to save your changes and remain in Oracle Composer.
10. Optionally, click **Close** to exit Oracle Composer.

28.4 Setting RSS Service Task Flow Properties

The RSS service task flow has associated properties, which users with sufficient privileges can access from the **Component Properties** dialog box in Oracle Composer. The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

The task flow parameters listed on the Parameters tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. This section describes the parameters provided by the RSS task flow.

> **Note:** For information about wiring components and consuming page parameters and variables, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components".

Changes to the display- and style-related properties listed on the other tabs affect the appearance and behavior of the RSS task flow instance for all users. These properties are common for all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

The contents of the Events tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events."

28.4.1 Region Parameters

The RSS task flow has two associated region parameters and Table 28–1 describes these parameters.

Table 28–1 RSS Task Flow Region Parameters

Parameter	Description
`RSS Feed URL`	The URL to access the RSS Feed. For example, to use the Oracle Press Releases RSS Feed, enter: `http://www.oracle.com/rss/rss_ocom_pr.xml`
`External Application ID`	The name of the external application that is configured to store a user's login credentials for reading a secure RSS feed. If you are not sure whether there is an external application configured to store your credentials, then contact your application administrator. For information about contacting your application administrator, see Section 2.7, "Contacting Your Application Administrator."

For detailed information about Region Parameter properties, see Section 7.4.3, "Working with Component Parameters."

29
Working with the Search Service

The Search service enables the discovery of information and people through an intuitive user interface, returning only the results you are authorized to view. With all relevant information easily navigable, you do not have to switch between applications performing multiple searches.

This chapter describes the features and functions of the Search service. It contains the following sections:

Audience

This chapter is intended for users who want to know how to find content, refine search criteria, and save searches. It describes useful ways to look for content of interest, refine your searches, and save useful search terms.

The application administrator has the authority to expose or hide a particular service's task flows. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

29.1 What You Should Know About the Search Service

Use the Search service to create, run, refine, and save custom searches. By default, WebCenter Search looks for your search terms in every searchable service available to the application (a *global search*). Content is searched by name and by content. You can configure the services to which a search has access. You can do this in WebCenter Spaces by specifying your personal preferences (see Section 3.3.8, "Setting Preferences for WebCenter Spaces Search Results"). In a custom WebCenter application use the Search Preferences task flow. In WebCenter Spaces, you can also search an individual group space.

In addition to WebCenter Search, the Documents service provides its own search engine for file and folder searches. This helps save time and increases the relevancy of results by narrowing the scope of a search to files. In the WebCenter Spaces application, the Documents service search searches within a specific group or personal space's Document Library. Within a custom WebCenter application, the Documents service search searches through all files available to you. For more information, see Section 14.2.6, "Running Document Searches."

In all cases, searches return only the results you are authorized to view. For example, if you are not a member of the *FinanceProject* group space, any search hits from that group space do not display in your search results.

Search results return search hits and tag matches. Tag matches display on the Search Results page and in the Search Results window. For more information about tagging, see Chapter 18, "Working with the Tags Service."

Before you run a search, consider setting your personal search preferences. Use search preferences to specify which services to search and the order of services in your search results. For example, you may find that search hits from the Document Library prove more useful that search hits from other services. You can use search preferences to make hits from the Document Library display first in the list of search hits. For more information about setting search preferences in WebCenter Spaces, see Section 3.3.8, "Setting Preferences for WebCenter Spaces Search Results." For information about using the Search Preferences task flow, see Section 29.2.5, "Using the Search Preferences Task Flow in Custom WebCenter Applications."

29.2 Working with Search Service Task Flows

Oracle WebCenter provides search services that span application-wide and beyond. This section describes how to use them. It contains the following subsections:

- Searching in a WebCenter application
- Refining the Display of Search Results
- Saving Searches
- Adding the Search Task Flow to a Group Space Page
- Using the Search Preferences Task Flow in Custom WebCenter Applications

29.2.1 Searching in a WebCenter application

This section describes how to run a global, application-wide search and how to run a search within a specific group space. It contains the following subsections:

- Performing a Global Search
- Performing a Group Space Search

29.2.1.1 Performing a Global Search

Global search provides an application-wide search. All services offer components to be searched. Provided you have permission to access those components, global search covers all of them.

In WebCenter Spaces, by default, you can perform a global search from the search field at the top-right of the application. In a custom WebCenter application, you can perform a global search from any Search task flow, or from the Search Toolbar.

> **Note:** If a group space is configured to display in full screen mode, the search field at the top-right becomes a group space search field and the search is specific to the current group space.

To perform a global search:

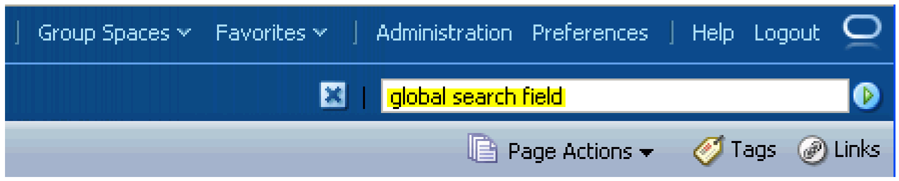
1. Log in to WebCenter Spaces or your custom WebCenter application.

For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate the global search field and enter a search term.

   For example, the search field at the top right of the WebCenter Spaces application is a global search field (Figure 29–1).

Figure 29–1 Global Search Field in WebCenter Spaces

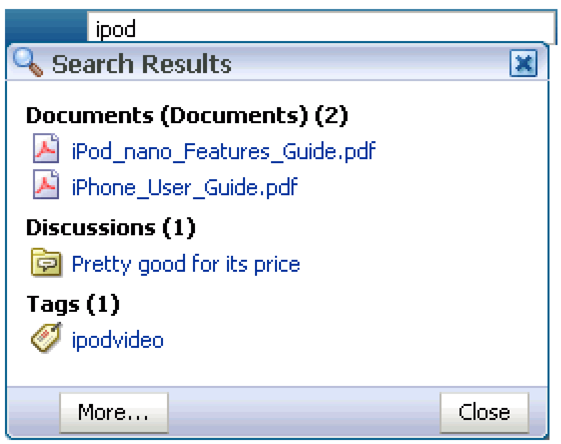


3. Press **Enter** or click the Search icon next to the global search field (Figure 29–2).

Figure 29–2 Search Icon

   Results display in the **Search Results** pop-up (Figure 29–3).

Figure 29–3 Global Search Results Pop-up



Note: In Figure 29–3, notice that search results are segregated into groups. The first group shows how many hits resulted from documents (2). The second group shows how many hits resulted from discussions (1). The third group shows how many hits resulted from tags (1).

---

4. Click a link to open a result.

   Results open differently according to the service that provides them. For example, results from the Documents service open in a new browser tab or window. Results from services that provide resource viewers, such as discussions, lists, or announcements, open in their resource viewer.

5. Optionally, in the results pop-up click the **More** button.

   In WebCenter Spaces, this displays the search results on a separate Search page. In a custom WebCenter application, search results are displayed in a separate window, where you can scroll through all the results.

   From here, you can also further refine the search by contributor or last modified date using the Refine Search section. For more information, see Section 29.2.2, "Refining the Display of Search Results." You can also save the search so that you can access the results later. For more information, see Section 29.2.3, "Saving Searches."

   You can configure how the search results are displayed. Specifically, you can control which services are included in the search, the order in which those services are listed in the results, and what information is included, such as the type, size, or owner of the object returned. In WebCenter Spaces, you do this in the Search Preferences panel of the Preferences dialog box (for information see Section 3.3.8, "Setting Preferences for WebCenter Spaces Search Results"). In custom WebCenter applications, you set these preferences in the Search Preferences task flow (for information, see Section 29.2.5, "Using the Search Preferences Task Flow in Custom WebCenter Applications").

29.2.1.2 Performing a Group Space Search

In WebCenter Spaces, each group space has its own Search page. You can use this page to restrict your search to that specific group space.

To perform a group space search:

1. Log in to WebCenter Spaces.

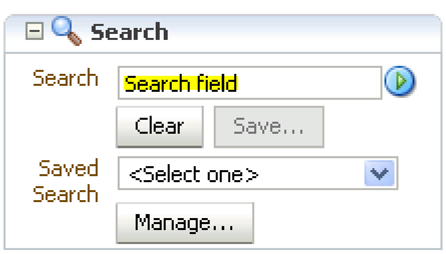
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where you want to run a search.
3. Click the **Search** tab to bring the **Search** page forward.

   If the **Search** tab is not available, open the Manage Pages dialog box and select the **Search** page for display. When the tab opens, click it to bring the page forward. For more information, see Section 2.4, "Hiding, Showing, Opening, and Closing Pages."

4. In the Search task flow, enter a search term in the **Search** field, and click the **Search** button, or press **Enter**.

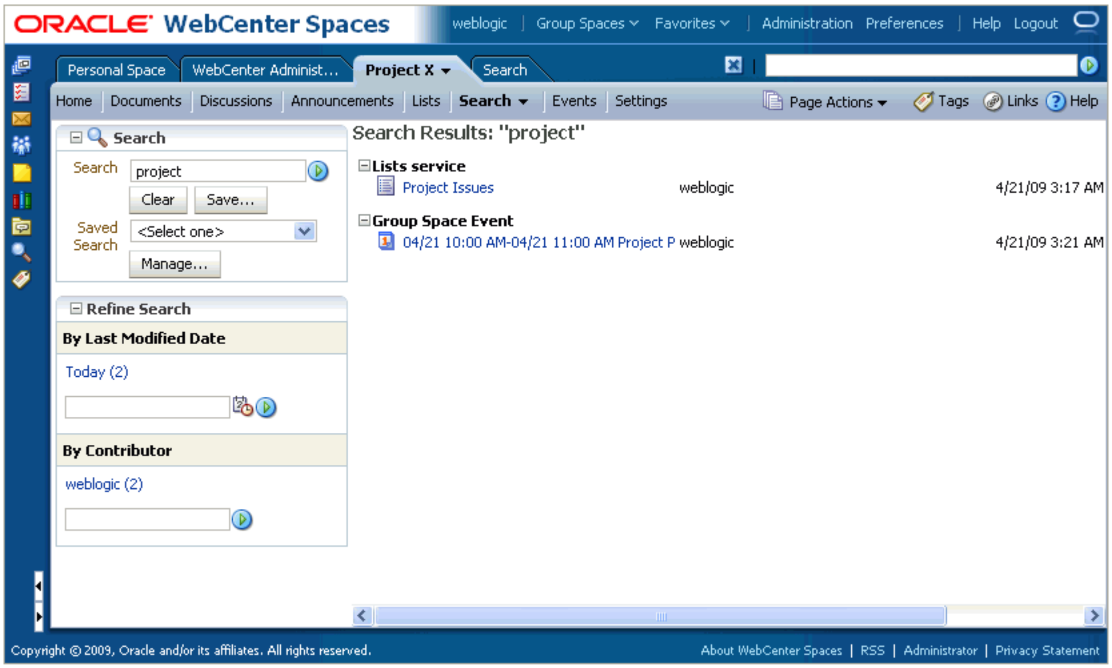
Figure 29–4 The Search Main View Task Flow



Note: If the group space is configured to display in full screen mode, the search field at the top-right becomes a group space search field and you can perform a group space search by entering your search term in this field.

Search results display within the group space's Search page (Figure 29–5).

Figure 29–5 Search Page Showing Search Results



You can further refine the search by contributor or last modified date using the Refine Search section that also appears on the Search page. For more information, see Section 29.2.2, "Refining the Display of Search Results."

Notice that the **Save** button in the Search task flow is no longer greyed out, and you can save this search so that you can access the results later. For more information, see Section 29.2.3, "Saving Searches."

You can configure how the search results are displayed. Specifically, you can control which services are included in the search, the order in which those services are listed in the results, and what information is included, such as the type, size, or owner of the object returned. For information about setting display options for group space search results, see Section 3.3.8, "Setting Preferences for WebCenter Spaces Search Results."

29.2.2 Refining the Display of Search Results

The Search service provides a means of narrowing down your searches using *refiners*, which you can add to the current search to produce a smaller set of results. You can refine your search results by specifying a time range within which the result was last modified and by limiting results to those associated with a particular user. This section tells you how.

Note: Results from the Tags service and Favorites, which do not supply refiners to the Search service, do not appear in refined searches.

To refine the display of search results:

1. Perform a global search as described in Section 29.2.1.1, "Performing a Global Search," and then click the **More** button in the results pop-up.

   Or perform a group space search as described in Section 29.2.1.2, "Performing a Group Space Search."

   The search results display on the Search page or in the Search window.

2. In the Refine Search section, to refine the display of search results by date, select a time-range limitation from the Last Modified Date box (Figure 29–6).

Figure 29–6 The Last Modified Date Box on the Search Results Page

   For example, click **Since Yesterday** to view all results that originated since yesterday. Click **2006** to view all results that originated in 2006.

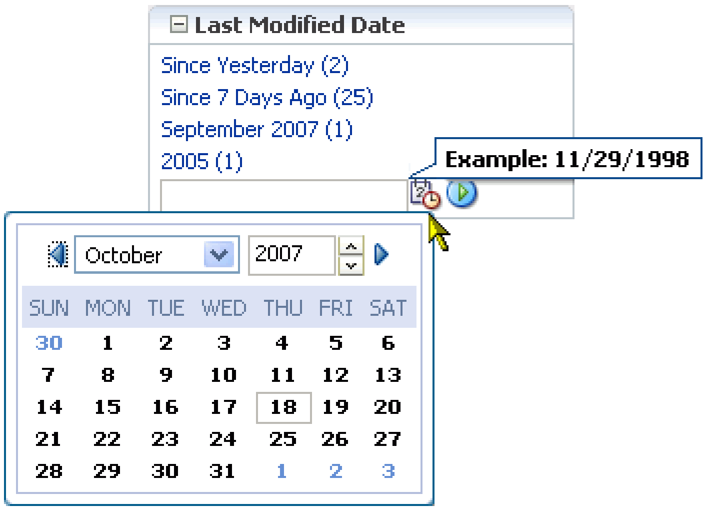
   The number next to each time range indicates the search's best guess at how many search results fall within the specified range.

   Some date selections, such as years or months, provide additional refinement options when you select them. For example, when you refine a search by all results occurring within 2007, your refined results display and additional refinements appear in the Last Modified Date box. For example, see Figure 29–7.

Figure 29–7 Additional Refinements on a Selected Year

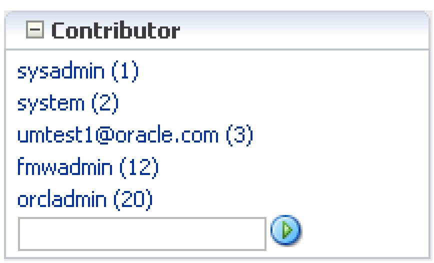
Alternatively, enter a date in the field provided, or click the Select Date icon and select a date from a date picker (Figure 29–8).

Figure 29–8 Date Picker for Select Date



3. You can also refine the display of search results by contributor (that is, by the user name of the person who created, uploaded, or originated the result) by selecting a contributor from the Contributor box (Figure 29–9).

Figure 29–9 The Contributor Box on the Search Results Page



For example, click **sysadmin** to view all results contributed by the user `sysadmin`.

The number next to each user name indicates the search's best guess at how many search results are associated with the specified user.

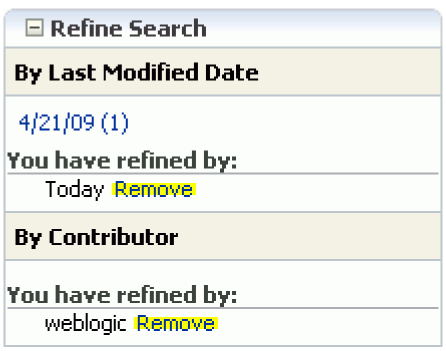
Alternatively, enter a user name in the field provided and click the Search icon (Figure 29–10).

Figure 29–10 User Name Field and Search Button in Contributor Box

Results created by the selected contributor and provided within the selected time-range display.

When a refinement is selected, it appears in the relevant box with a **Remove** link next to it, enabling you to remove the refinements you have applied to search results (Figure 29–11).

Figure 29–11 Remove Links on the Search Results Page



Click the **Remove** link to remove that particular search results refinement and broaden the list of displayed results.

29.2.3 Saving Searches

After you have performed a search, if it is a search that you are likely to want to perform again, you can save it so that you can run it again later without having to reenter the search terms. You can also add the saved search to other pages to make them easily available to run.

Note: You can save searches only if you are logged in to the application.

Saved searches retain their association with the context where you created them. For example, when you save a search from a particular group space, the next time you run it its results appear on a dynamically generated Search Results subpage of that group space. When you run a global saved search in WebCenter Spaces the results appear on a dynamically generated top-level Search Results page. In custom WebCenter applications, the results of saved searches are displayed in a new Search Results window.

This section contains the following subsections:

- Saving a Search
- Running a Saved Search
- Sharing a Saved Search in WebCenter Spaces
- Deleting a Saved Search
- Adding a Saved Search to a WebCenter Spaces Page
- Adding the All Saved Searches Task Flow to a WebCenter Spaces Page

29.2.3.1 Saving a Search

Saved searches are useful for the searches you run frequently. They assist in keeping you current as new information is added to the search pool.

To save a search:

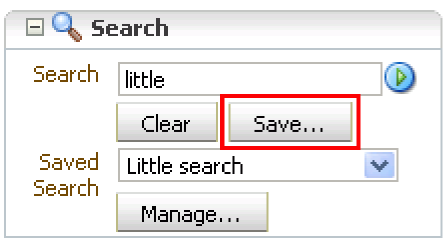
1. Perform a global search as described in Section 29.2.1.1, "Performing a Global Search," and then click the **More** button in the results pop-up.

   Or perform a group space search as described in Section 29.2.1.2, "Performing a Group Space Search."

   The search results display on the Search page or in the Search window.

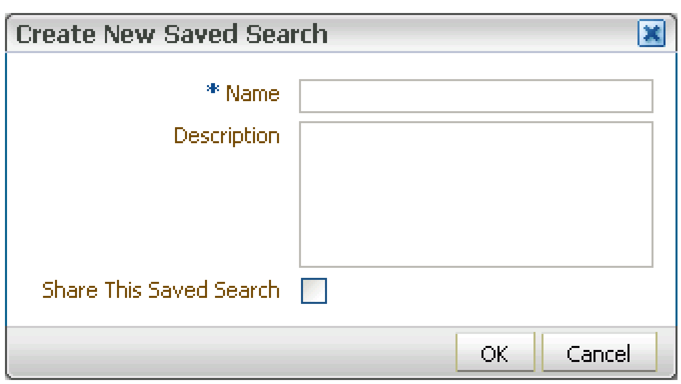
2. Click the **Save** button below the search field (Figure 29–12).

Figure 29–12 The Save Button



   The Create New Saved Search dialog box opens (Figure 29–13).

Figure 29–13 The Create New Saved Search Dialog Box (Group Space Search)



3. In the **Name** field, enter a meaningful name for the search.

   The value you enter in the **Name** field is the value that appears on the drop-down list of saved searches.

The search that was in the **Search** field is saved, no matter what name you give it. For example, if the search term was *admin*, but you enter *jcr* in the **Name** field. The saved search searches for the term *admin* and not *jcr*.

4. Optionally, in the **Description** field, enter a description of the search.

   The description is rendered as a tool tip when you move your cursor over the saved search on the **Saved Search** drop-down list.

5. For group space searches in WebCenter Spaces, select the **Share this Saved Search** check box to enable other members of the group space to see this search on the drop-down list of saved searches.

   If you want this search to be private, clear the **Share this Saved Search** check box.

6. Click **OK** to save the search.

   The name appears on the drop-down list of saved searches (Figure 29–14).

Figure 29–14 Saved Search Drop-Down List

29.2.3.2 Running a Saved Search

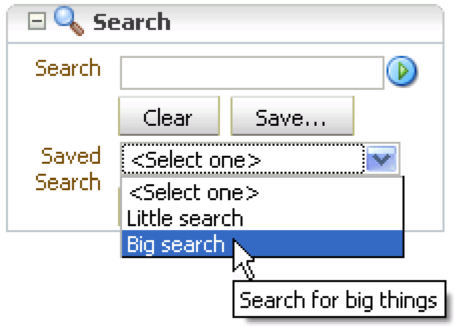
You can run a saved search from several locations. The saved searches to which you have access depends on the location. You can run a saved search from:

- Any page containing the Search task flow (Figure 29–15).

  If the Search task flow is on a group space page (including the group space's Search page), it lists your saved searches for the group space and shared saved searches for the group space. If the Search task flow is on the global Search page, it lists your global saved searches. If the Search task flow is on a custom WebCenter application page, it lists your saved searches for the application.

> **Note:** The number of searches listed in the Saved Search list depends on the configuration of the Search service. The default is 25. If you cannot find a particular saved search in this list, try the Manage Saved Searches dialog box instead.

Figure 29–15 Saved Searches in the Search Task Flow



- The Manage Saved Searches dialog box, accessible from the Search task flow (Figure 29–16).

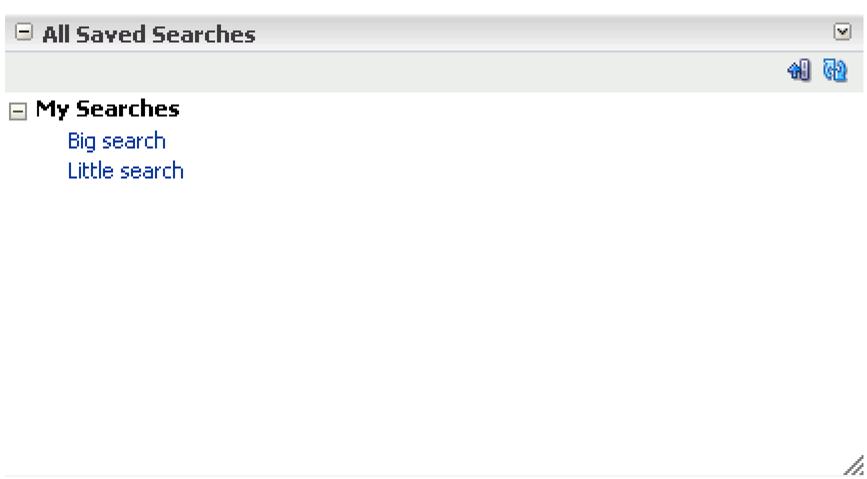
  The Manage Saved Searches dialog box lists the same saved searches as listed in the Search task flow from which it was launched.

Figure 29–16 The Manage Saved Searches Dialog Box

- Any WebCenter Spaces page containing the All Saved Searches task flow (Figure 29–17).

  In a group space, the All Saved Searches task flow lists all your saved searches for the group space and all shared saved searches for the group space (made both by yourself and other users). It does not list your global saved searches or saved searches made against other group spaces. In a personal space, the All Saved Searches task flow lists all your global saved searches.

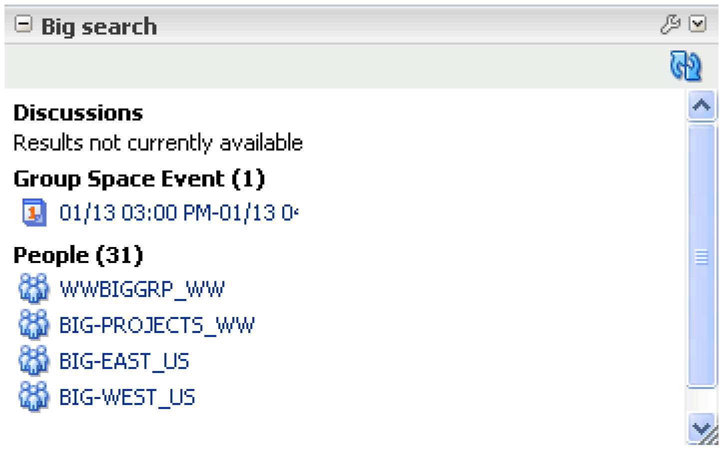
Figure 29–17 The All Saved Searches Task Flow



- Any WebCenter Spaces page where the saved search was placed (Figure 29–18).

  The Saved Search task flow shows the results of the particular search.

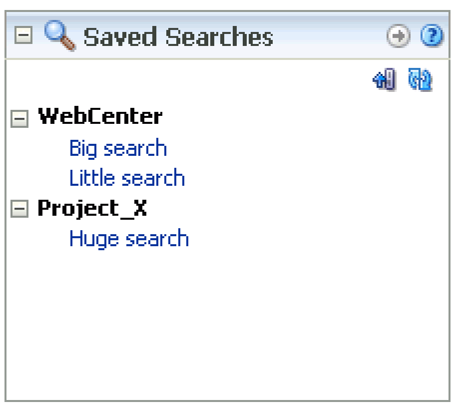
Figure 29–18 A Saved Search Listed on a Page



- The Sidebar in WebCenter Spaces (Figure 29–19).

  The Sidebar lists saved searches personal to you. That is, global and group space searches that you, personally, have saved. It does not list searches saved by other users and shared with you.

Figure 29–19 Saved Searches in the WebCenter Spaces Sidebar



To run a saved search:

1. Log in to WebCenter Spaces or your custom WebCenter application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Find the saved search by:

   - Locating the page containing the Search task flow, for example, the group space's Search page.
   - Locating the page containing the All Saved Searches task flow.

- Locating the page containing the saved search. In this case, the search results are immediately visible.
- Expanding the Saved Search panel in the WebCenter Spaces Sidebar.

3. If you are using the Search task flow, select the search from the **Saved Search** drop down list.

   If you are using the Manage Saved Searches dialog box, the All Saved Searches task flow, or the Saved Search panel in the Sidebar, click the link for the saved search you want to run.

   > **Tip:** To help you pick the right search, the description is rendered as a tool tip when you move your cursor over the name of the saved search.

4. View the results on the dynamically-generated Search Results page.

29.2.3.3 Sharing a Saved Search in WebCenter Spaces

In WebCenter Spaces, you can share a saved group space search if you think the results of a search might be useful for other group space members.

> **Note:** You cannot share global searches, and you cannot share searches in custom WebCenter applications.

To share a saved search:

1. Log in to WebCenter Spaces.

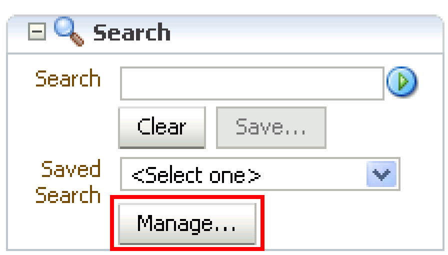
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Go to the group space where the search was performed and saved.
3. Open the **Search** page.

   If the **Search** page does not display, open the Manage Pages dialog box and select the **Search** page for display. For more information, see Section 2.4.3, "Showing Hidden Pages."

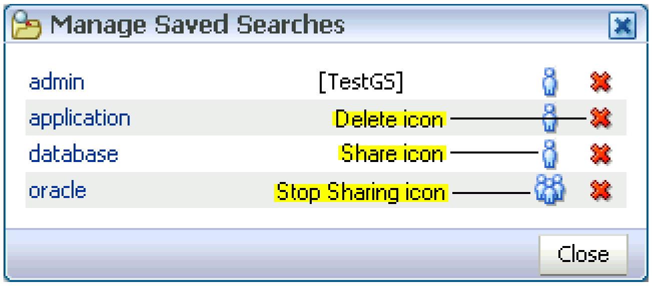
4. In the Search box, click the **Manage** button (Figure 29–22).

Figure 29–20 Manage Button



The **Manage Saved Searches** window opens (Figure 29–23).

Figure 29–21 The Manage Saved Searches Window



5. Click the Share icon next to the saved search you want to share.

   The icon changes to indicate that the saved search is now shared. The saved search is now available for other members of the group space to run. The search is listed in the Search task flow Saved Searches list for all group space members and in the All Saved Searches task flow, if one exists.

6. When you no longer want to share a saved search, click the Stop Sharing icon.

7. Click **Close**.

29.2.3.4 Deleting a Saved Search

When a saved search has outlived its usefulness, WebCenter provides a way to remove it.

To delete a saved search:

1. Log in to WebCenter Spaces or your custom WebCenter application.

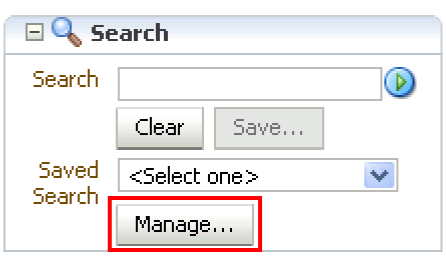
   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. To delete a global saved search, run the search and then click the **More** button in the Search Results pop-up. For information about how to run a saved search, see Section 29.2.3.2, "Running a Saved Search."

   To delete a group space saved search, go to Search page of the group space where the search was performed and saved.

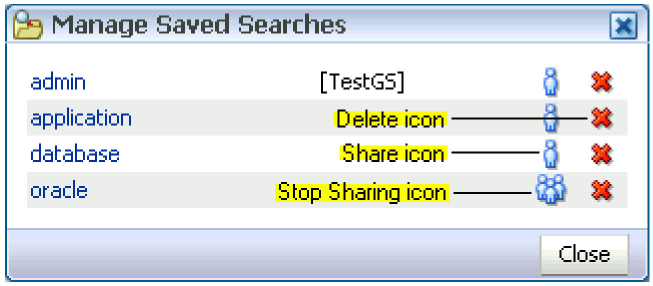
3. In the Search task flow, click the **Manage** button (Figure 29–22).

Figure 29–22 Manage Button



The **Manage Saved Searches** window opens (Figure 29–23).

Figure 29–23 The Manage Saved Searches Window



4. Click the Delete icon next to the saved search you want to delete.
5. Click the **Close** button.

29.2.3.5 Adding a Saved Search to a WebCenter Spaces Page

In WebCenter Spaces, if a saved search has particular relevance to the contents of a specific page, you can add the search to that page. The results of the search are then displayed directly on the page.

You can add global saved searches to personal space pages and group space saved searches (both your own and shared ones) to group space pages.

To add a saved search to a WebCenter Spaces page:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Locate the page to which you want to add the saved search.
3. From the **Page Actions** menu, choose **Edit Page** to access Oracle Composer.
4. In the area of the page where you want to add the saved search, click the **Add Content** button.
5. In the Catalog, click the **Searches** folder, then the **Saved Searches** folder.

   The saved searches available for you to add to the page are listed.
6. Click the Add icon next to the saved search to add to the page.
7. Click **Close**.

   After you have added a saved search to a page, you can customize it to change the search terms, add refiners, or select the services to search. The changes you make are visible to everyone.
8. In the task flow header, click the Edit icon (Figure 29–24).

Figure 29–24 Edit Icon

9. Customize the search settings as required and then click **Apply**.

   The changes you make here affect only this particular instance of the saved search. If you add the same saved search to the page or to a different page, the original search settings still apply.

10. You can also personalize the saved search when you are viewing the page (rather than editing it by clicking the Personalize icon (Figure 29–25) and making your changes. The changes you make are visible only to you.

Figure 29–25 Personalize Icon

29.2.3.6 Adding the All Saved Searches Task Flow to a WebCenter Spaces Page

In WebCenter Spaces, you can provide a quick and easy way of seeing all the saved searches available by adding the All Saved Searches task flow.

In a group space, the All Saved Searches task flow lists all your saved searches for the group space and all shared saved searches for the group space. It does not list your global saved searches or saved searches made against other group spaces. In a personal space, the All Saved Searches task flow lists all your global saved searches.

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Locate the page to which you want to add the All Saved Searches task flow.
3. From the **Page Actions** menu, choose **Edit Page** to access Oracle Composer.
4. In the area of the page where you want to add the All Saved Searches task flow, click the **Add Content** button.
5. In the Catalog, click the **Searches** folder.
6. Click the Add icon next to the All Saved Searches task flow.
7. Click **Close**.

29.2.4 Adding the Search Task Flow to a Group Space Page

Each group space has a default Search page where users can perform group space-wide searches. If, however, you think that members of the group space should be able to perform a search from within a different page in the group space, you can add the Search task flow to the page. Bear in mind though, that when search results are displayed in the Search task flow, they may be difficult to read if the task flow is on a page with other content.

To add the Search task flow to a page:

1. Log in to WebCenter Spaces.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."
2. Locate the page to which you want to add the Search task flow.
3. From the **Page Actions** menu, choose **Edit Page** to access Oracle Composer.
4. In the area of the page where you want to add the Search task flow, click the **Add Content** button.
5. In the Catalog, click the **Searches** folder.
6. Click the Add icon next to the Search task flow.
7. Click **Close**.

29.2.5 Using the Search Preferences Task Flow in Custom WebCenter Applications

You can configure how the search results are displayed by setting search preferences. Specifically, you can control which services are included in the search, the order in which those services are listed in the results, and what information is included, such as the type, size, or owner of the object returned.

In custom WebCenter applications, you set these preferences in the Search Preferences task flow.

Note: In WebCenter Spaces, you set search preferences in the Search Preferences panel of the Preferences dialog box (for information see Section 3.3.8, "Setting Preferences for WebCenter Spaces Search Results").

To set search preferences in a custom WebCenter application:

1. Log in to your application.

   For information about logging in, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Locate the page that contains the Search Preferences task flow.

   Note: The application developer may not have included the Search Preferences task flow on any page in the application. In this case, you cannot configure these preferences.

   ---

3. To specify the services to be searched, select one or more services on the **Available Services** list by checking their check boxes, and then click the Move icon to move them to the **Selected Services** list.

   You can also specify the order in which the search results are displayed by clicking the move up and move down icons next to the **Selected Services** list.

4. To specify the type of information to display with the search results, click the **Columns** tab and move one or more items from the **Available Columns** list to the **Selected Columns** list. Choose from:

   - **Icon** to display an icon representing the item type.
   - **Title** to display linked titles.
   - **Person** to display the user name of the person who owns the item.
   - **Size** to display the size of the item, for example, file size.
   - **Date** to display the date the item was added to the application.
   - **Type** to display the type of the item, for example image.

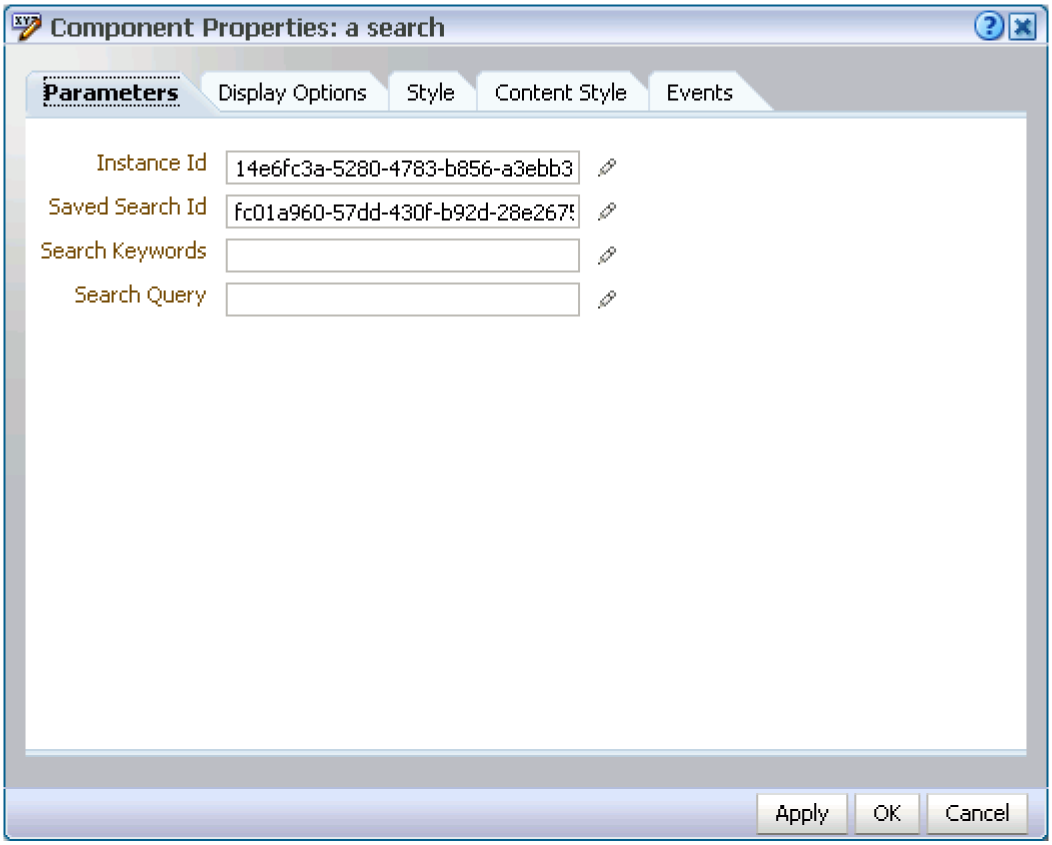
   You can also specify the order in which this information is displayed by clicking the move up and move down icons next to the **Selected Columns** list.

5. Click **OK** to save your changes.

29.3 Setting Search Service Task Flow Properties

Every task flow includes a set of configurable properties that influence the behavior, content, and look-and-feel of a given task flow instance. You can access these properties through the Component Properties dialog box in Oracle Composer (Figure 29–26). The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

Figure 29–26 Saved Search Task Flow Component Properties



The component parameters listed on the **Parameters** tab control the default task flow content and facilitate the wiring of the task flow to page parameters and page definition variables. Parameters are unique to the task flow type. The parameters for the Search service task flows are listed and described in Table 29–1.

Note: For information about wiring pages and components, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

Table 29–1 Parameters for Search service Task Flows

Parameter	Description	Task Flow
Resource ID	Either search keywords or the saved search GUID. This parameter intended for internal use only. Do not change this value unless you want hard-coded search main views. If you do change this value, you must also specify a Resource Type.	Search

Table 29–1 (Cont.) Parameters for Search service Task Flows

Parameter	Description	Task Flow
Services to be Excluded	A list of IDs of services or executors to omit when displaying search results. This value is intended for internal use only. Do not change this value.	Search
Resource Type	Marker specifying whether the Resource ID parameter means search keywords or saved search GUID. This value is set automatically, and is for internal use only. Do not change it unless you want hard-coded search main views.	Search
Instance Id	A system-generated ID for a particular instance of the saved search on the page. This value is intended for internal use only. Do not change this value.	Saved Search
Saved Search Id	A system-generated ID for the saved search. This value is intended for internal use only. Do not change this value.	Saved Search

The properties on the **Display Options, Style,** and **Content Style** tabs control the appearance and behavior of the task flow and are common to all task flows. For more information, see Section 7.4, "Setting Properties on Page Content."

The contents of the **Events** tab depend on the events supported by the task flow. For more information, see Section 7.4.7, "Working with Component Contextual Events."

30

Working with the Worklist Service

The Worklist service provides access to all the worklist items that require your attention. These worklist items are displayed on your application page, where you can view and act on all items in one place. These worklist items may be generated from any of the BPEL servers configured in your application.

This chapter describes how to use the Worklist service. It contains the following sections:

- What You Should Know About the Worklist Service
- Working with the Worklist Service Task Flow
- Setting Worklist Service Task Flow Properties

Audience

This chapter is intended for users interested in understanding and using the features of the Worklist service to track their tasks, notifications, and alerts.

The WebCenter Spaces application administrator has the authority to expose or hide task flows from a particular service. Tasks discussed in this chapter are not available to you if the relevant service is hidden.

Note: For information about WebCenter Spaces seeded user roles, see *Oracle Fusion Middleware Administrator's Guide for Oracle WebCenter*.

30.1 What You Should Know About the Worklist Service

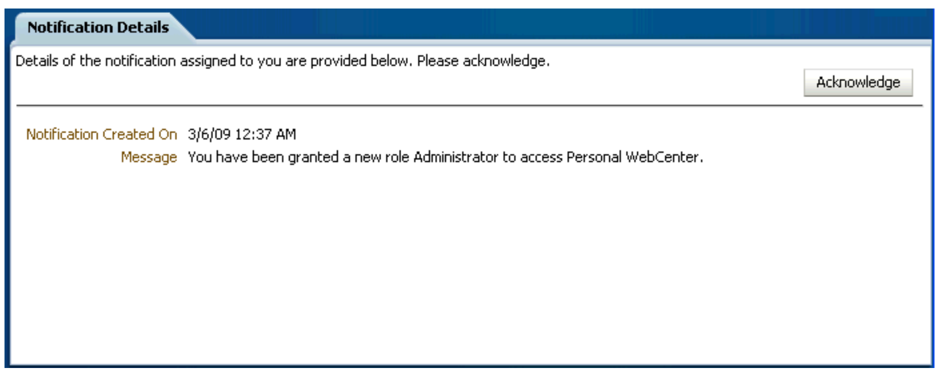
The Worklist service provides access to BPEL Worklist items that are a result of a task invoked as part of a BPEL Workflow process, or are a result of a message being sent to the Worklist channel on the Oracle User Messaging Service.

The Worklist task flow (Figure 30–1) is available in both WebCenter Spaces and custom applications. In WebCenter Spaces applications, the Worklist task flow can also be accessed from the Worklist pane in the Sidebar

Figure 30–1 Worklist Task Flow

The Worklist task flow provides a fast and easy way to view and respond to messages, alerts, and notifications from the automated processes in place in your organization. You can click an item in the Worklist task flow to view details in a separate window (Figure 30–2).

Figure 30–2 Worklist Notification



For example, in WebCenter Spaces, if you are selected as an approver for group space membership, every time a user applies to become a member of the group space a notification is sent to your Worklist. This is just one example of the types of notifications and requests that can be posted on your Worklist.

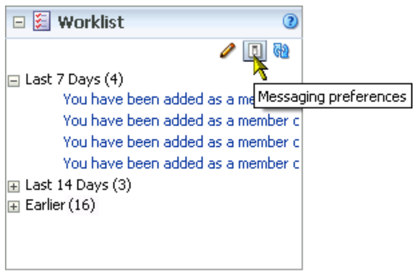
One Worklist item might be a request for group space membership. Response to such a request would be to approve or reject it. Another Worklist item might be a notice of acceptance as a member of a group space. Response to such a notification would be to acknowledge that you have received it. These are two small examples of a much wider range of possible messages, alerts, notifications, and responses.

Worklist items come from a variety of sources. Some Worklist items are kicked off by events that are associated with an externally defined *workflow*. A workflow maps the route an item follows after an event kicks off. For example, a workflow might define the way a project assignment is routed, such as, from administrator, to moderator, to participant. Additionally, it specifies what happens (if anything) when the assignee responds (such as with an **Acknowledge**). This type of workflow is defined in a Workflow server, such as one that comes with Oracle SOA Suite. The definition of these workflows is an administrative or development task.

The WebCenter Spaces application also has internally-defined workflows. An example of an internally-defined workflow includes the process of subscribing to a WebCenter Spaces group space. A user requests a subscription. The request appears on the group space *moderator's* Worklist. If the group space has multiple moderators, the first response to the Worklist item is to claim ownership of the request, so that only one moderator responds to the request itself.

Messages, alerts, and notifications might also come from the Oracle Service Delivery Platform (SDP) Messaging Server. The Worklist task flow includes a control for accessing messaging preferences on this server (Figure 30–3). Clicking the Messaging preferences icon displays the User Messaging Preferences page in which you can specify the channels over which to receive SDP Messaging Server messages and define messaging filters.

Figure 30–3 Worklist Messaging Preferences Icon

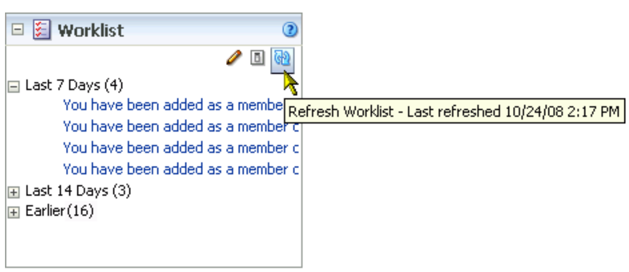


Note: For information about setting messaging preferences for the SDP Messaging Server through WebCenter Spaces, see Section 30.2.2, "Setting Messaging Preferences."

Every 15 minutes, the Worklist task flow refreshes automatically with new messages, alerts, and notifications. Optionally, you can update your view yourself by clicking the task flow's Refresh icon (Figure 30–4).

Note: The Worklist task flow does not get refreshed automatically when you perform an action on any task. You must refresh the task flow to list the latest items.

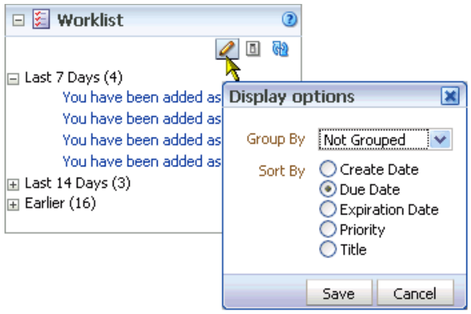
Figure 30–4 The Refresh Worklist Icon



Roll your mouse pointer over the Refresh icon to display the date and time the task flow was last refreshed.

To assist you in maintaining an organized view of your Worklist items, the Worklist task flow provides a variety of display options, accessible from the Worklist toolbar (Figure 30–5).

Figure 30–5 Worklist Display Options



Worklist display options enable you to approach responding to messages, alerts, and notifications according to timeliness and relevance.

Note: For more information about Worklist display options, see Section 30.2.3, "Arranging Your Display of Worklist Items."

30.2 Working with the Worklist Service Task Flow

The Worklist task flow provides a fast and easy way to read and respond to items from the automated processes in place in your organization. All of the information on the Worklist is specifically relevant to you.

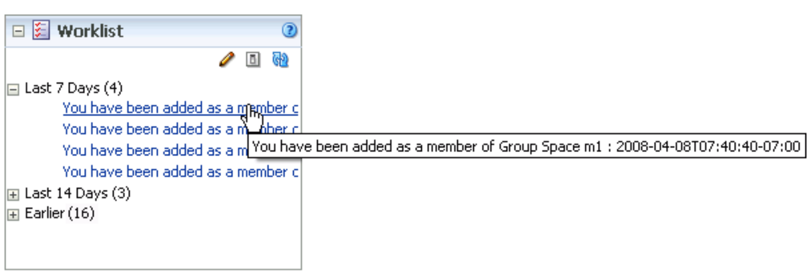
This section provides information about the Worklist task flow and describes how to use it. The information in this section applies equally to the features available in the task flow and in the Sidebar pane. It includes the following subsections:

- Viewing and Responding to Worklist Items
- Arranging Your Display of Worklist Items

30.2.1 Viewing and Responding to Worklist Items

To view a task, message, alert, or notification, simply click it (Figure 30–6).

Figure 30–6 Selecting a Worklist Item for Viewing



Any Worklist item that is no longer of the `Assigned` state is removed from the Worklist during the next refresh.

Note: Some Worklist items may require actions in the BPEL repository itself. For information on how to respond to such items, see your BPEL documentation.

30.2.2 Setting Messaging Preferences

The Worklist Messaging Preferences icon provides access to controls for specifying your messaging preferences on the Oracle Service Delivery Platform (SDP, also known as User Messaging Service) Messaging Server. Use messaging preferences to specify the channels over which to receive SDP Messaging Server messages and to define messaging filters. SDP Messaging Server messages may include Worklist notifications in addition to other notifications and alerts from other consumers of the server.

Messaging channels are the channels over which messages, notifications, and alerts are received from the SDP Messaging Server. These include mail, voice over internet (VoIP), and the like. Messages, notifications, and alerts come from the services that are registered with the Oracle SDP Messaging Server.

Messaging filters define sorting conditions for messages and specify the channels through which to send the messages that meet the conditions.

This section provides an overview of how to configure messaging channels and define messaging filters for messages generated from the Oracle SDP Messaging Server. For more information, see the Oracle SDP Messaging Server's online help.

To access User Messaging Preferences dialog box from the Worklist task flow:

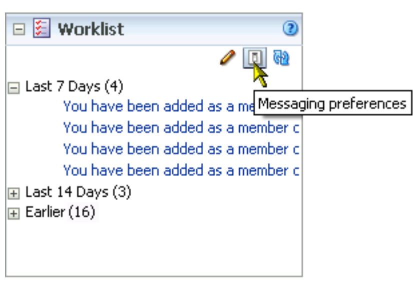
1. Log in to your application.

   For information about logging into Oracle WebCenter Spaces, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Click the **Messaging Preferences** icon in the **Worklist** toolbar (Figure 30–7) and specify credentials to log in to the server.

   > **Note:** In WebCenter Spaces, you can access the Worklist by expanding the **Worklist** pane or clicking the Worklist icon in the Sidebar.

   Figure 30–7 Worklist Messaging Preferences Icon

   A Web page opens with two tabs:

   - **Messaging Channels**—Configure channels (such as mail, voice, and so on) to receive your SDP Messaging Server notifications and alerts.
   - **Messaging Filters**—Define rules for filtering your SDP Messaging Server notifications and alerts.

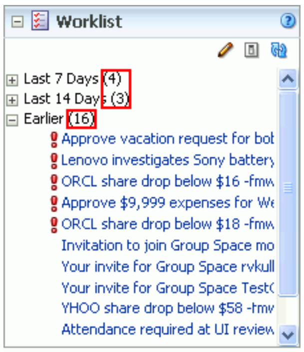
3. Access the Oracle SDP Messaging Server online help for guidance in configuring channels and filters.

30.2.3 Arranging Your Display of Worklist Items

This section describes how to use Worklist sorting and grouping options to arrange your display of the Worklist. Sorting affects the display order of Worklist items. Grouping divides items into groups that share a common attribute, such as a common category, a shared priority level, or some other common attribute.

You may notice a number next to each group (Figure 30–8). These indicate the number of items contained in a particular group. To expand a group and see the items it contains, click the Expand icon to the left of the group title.

Figure 30–8 Numbers Next to Worklist Groups



To arrange your display of Worklist items:

1. Log in to your application.

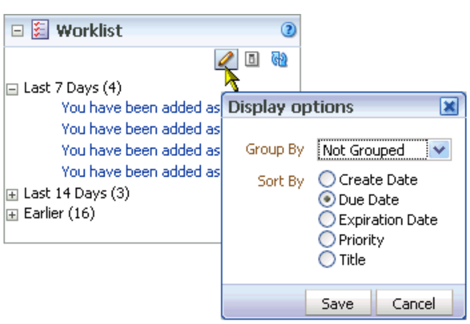
   For information about logging in to Oracle WebCenter Spaces, see Section 2.2.1, "Logging In to a WebCenter Application."

2. Click the Display Options icon at the top of the Worklist on your application page.

   The Display Options dialog box opens (Figure 30–9).

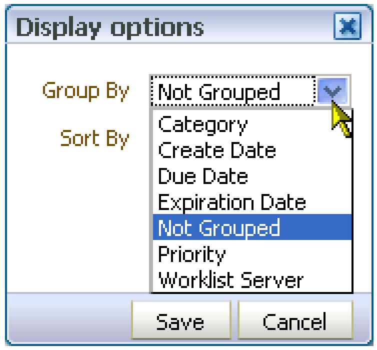
> **Note:** In WebCenter Spaces, you can access the Worklist by expanding the **Worklist** pane or clicking the Worklist icon in the Sidebar.

Figure 30–9 The Worklist Display Options



3. In the Display Options dialog box, expand the **Group By** list (Figure 30–10), and select an option for grouping your Worklist items.

Figure 30–10 The Worklist Group By List



Choose from:

- **Category**—Group Worklist items into their assigned categories. Items that do not belong to a category are grouped under the heading **Not Categorized**. Whether or not a Worklist item includes a category is determined by the workflow developer; consequently, not all items might include categories.
- **Create Date**—Group Worklist items according to the date they were created, starting with the most recent.
- **Due Date**—Group Worklist items according to when they are due. Due dates are optional; therefore, some items may not have them. In such cases, the date the item was created is used.
- **Expiration Date**—Group Worklist items according to when they are due to expire. Expiration dates are optional; therefore, some items may not have them. In such cases, the date the item was created is used.
- **Not Grouped**—Do not group Worklist items. When you group Worklist items by **Not Grouped**, the Worklist displays items in a flat list. All other grouping options display the items in a tree format.
- **Priority**—Group Worklist items according to priority, either high, normal, or low. Table 30–1 illustrates the priority indicators that are used in the Worklist.

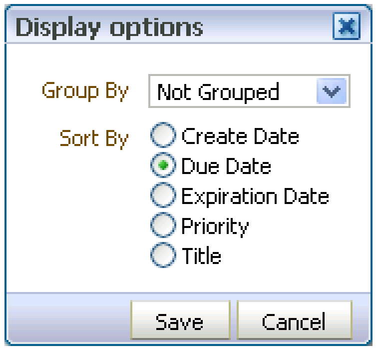
Table 30–1 Worklist Priority Indicators

High	Normal	Low
	No indicator	

- **Worklist Server**—Group Worklist items according to the server from which they originated.

4. Select a **Sort By** radio button (Figure 30–11).

Figure 30–11 Sort By Options in the Worklist Display Options Dialog Box



Choose from:

- **Create Date**—Sort Worklist items according to the date they were created, starting with the most recent.
- **Due Date**—Sort Worklist items according to when they are due. Due dates are optional; therefore, some items may not have them. In such cases, the date the item was created is used.
- **Expiration Date**—Sort Worklist items from the most recent expiration to the furthest away. Expiration dates are optional; therefore, some items may not have them. In such cases, the date the item was created is used.
- **Priority**—Sort Worklist items from highest to lowest priority (see Table 30–1 for illustrations of priority indicators).
- **Title**—Sort Worklist items first from 0 to 9 then from a to z.

5. Click **Save** to save your changes and close the Display Options dialog box.

   The Worklist displays up to 25 items per Worklist server connection, with the closest due date or the most overdue retrieved first. If no due date was specified, the oldest items are retrieved first. For items exceeding the 25-item limit, follow the link to the BPEL Worklist Application, where you can view and act on a larger volume of Worklist items.

30.3 Setting Worklist Service Task Flow Properties

The Worklist service task flow has associated properties, which users with sufficient privileges can access from the **Component Properties** dialog box in Oracle Composer. The method for accessing task flow properties is the same from task flow to task flow. For more information, see Section 7.4, "Setting Properties on Page Content."

The task flow parameters listed on the Parameters tab control the task flow content and enable wiring of the task flow to page parameters and page definition variables. The Worklist task flow does not provide parameters.

Changes to the display- and style-related properties listed on the other tabs affect the appearance and behavior of the Worklist task flow instance for all users. These properties are common to all users. For more information, see Section 7.4, "Setting Properties on Page Content."

Part VII

Working with Portlets

Part VII of the User's Guide provides information about portlets, including a portlet overview and instructions for using OmniPortlet and the Web Clipping portlet. It contains the following chapters:

31

What You Should Know About Portlets

This chapter provides an overview of portlets. It contains the following sections:

- What Is a Portlet?
- What Does a Portlet Look Like?
- What Can I Do with Portlets?
- What Kinds of Portlets Can I Use?

Note: In WebCenter Spaces, avoid adding a portlet to a Movable Box layout component (see Section 6.5, "Working with Page Layout Components"). The Movable Box layout component duplicates the `showDetailFrame` that the portlet provides by default. Adding a portlet to a Movable Box creates an unnecessary and potentially error-prone redundancy.

Audience

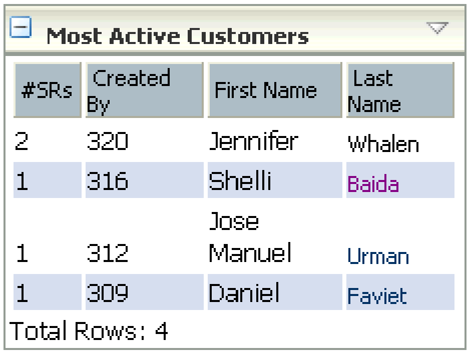
This chapter is intended for users who want to learn about portlets and how they integrate with Oracle WebCenter.

31.1 What Is a Portlet?

A portlet is a reusable Web component that can draw content from many different sources. Portlets provide a means of presenting data from multiple sources in a meaningful and related way. Portlets can display excerpts of other Web sites, generate summaries of key information, perform searches, and access assembled collections of information from a variety of data sources. Because different portlets can be placed on a common page, you receive a single-source experience. In reality, the content may be derived from multiple sources.

Figure 31–1 illustrates the Most Active Customers portlet. As the name suggests, this portlet shows the most active customers of a business unit.

Figure 31–1 The Most Active Customers Portlet



31.2 What Does a Portlet Look Like?

Figure 31–2 illustrates what a portlet typically looks like on a page in a WebCenter application. Note that the same portlet displayed in a different application could look different.

Figure 31–2 Portlet Anatomy

- **Portlet chrome.** The collection of visual elements that surround the portlet, including the header, border, resize handle, and icons.
- **Portlet header.** The area of the portlet that displays the portlet title and the icons that enable interaction with the portlet. The user who added the portlet to the page may have chosen to not display the portlet header.
- **Portlet title.** Text in the portlet header that indicates the purpose of the portlet. You may be able to personalize this title to make it more meaningful for your particular usage.

- **Minimize/Expand icon.** An icon in the portlet header. Clicking the Minimize icon causes the portlet content to collapse so that only the portlet header is displayed. This saves space on the page and reduces clutter without permanently removing the portlet from the page. When the portlet is minimized the icon becomes an Expand icon that you can click to display the content again.
- **Actions icon.** An icon in the portlet header. Clicking the Actions icon displays the Actions menu.
- **Actions menu.** Lists the actions that you can perform on the portlet. The actions depend on whether you are logged in, your privileges, the logic of the portlet, and the specifics of how the portlet was placed on the page. Actions include Personalize, Maximize, Restore, Refresh, and Move Up or Down. If the portlet provides modes such as Help and About, these are also listed in the Actions menu.

  If the user who added the portlet to the page chose to not display a portlet header, the Actions menu is displayed on a fade in/fade out toolbar that displays on mouse rollover.
- **Resize handle.** Enables you to make the portlet bigger or smaller.
- **Portlet content.** The actual content of the portlet as determined by the portlet developer.

The appearance of a portlet is determined by the internal logic of the portlet itself, as written by the portlet developer, the attributes specified by the user who added the portlet to the page, and any of your own personalizations. For example, the portlet developer can determine, during portlet creation, whether users can personalize the portlet at runtime. The user who adds the portlet to a page can decide whether the personalize option is displayed in the **Actions** menu. The user at runtime can minimize the portlet so that the content is not even displayed on the page.

31.3 What Can I Do with Portlets?

If your application includes portlets, and you are logged in, you can personalize those portlets to make them display the information that you, personally, want to see. To personalize a portlet, click the Actions icon in the portlet header and choose **Personalize** from the menu. The personalizations you can make depend on how the portlet developer designed the portlet. You can also hide portlets, or remove them entirely from the page. Note that the changes that you make apply only to you. If you delete a portlet, other users can still see it when they view the page (unless they have deleted it themselves).

If you have the appropriate privileges to edit a page in a WebCenter application, you can add portlets to that page. The portlets you can add depend on the *producers* that have been registered with the application. A producer is the object that owns the portlet and makes it available to an application. If you cannot find a particular portlet, ask your WebCenter application administrator to register it for you. For information about adding portlets to a page, see Section 7.1.4, "Adding Portlets to a Page."

31.4 What Kinds of Portlets Can I Use?

There are several different kinds of portlets available to you. These range from prebuilt portlets provided by Oracle and third-party sources; portlets built for you by your own developers; and portlets that you can build yourself. However, you can only use portlets that the WebCenter application administrator has registered with the application.

When adding a portlet to a page, it does not matter what type it is or how it was created; all portlets are listed in the Resource Catalog.

This section contains the following subsections:

- Prebuilt Portlets
- JSF Portlets
- Programmatic Portlets
- Web Clipping
- OmniPortlet
- Parameter Form and Parameter Display Portlets

31.4.1 Prebuilt Portlets

Prebuilt portlets include partner portlets and integration solutions.

Partner portlets are available through Oracle's partnerships with leading system integrators, software vendors, and content providers. You can access these portlets by using the keywords `portal` or `portlet` when searching the Oracle PartnerNetwork (OPN) Solutions Catalog, available at:

`http://solutions.oracle.com`

Examples of these include portlets for the following purposes:

- Generating point-to-point driving directions
- Accessing Information Technology (IT) information from a wide variety of sources
- Viewing summary information about news, stocks, and weather

If you think a particular portlet would be useful for your application, ask your WebCenter application administrator to register the appropriate producer for you.

31.4.2 JSF Portlets

JSF portlets expose existing JSF applications and task flows as JSR 168 portlets. They are created using the Oracle JSF Portlet Bridge. The Oracle JSF Portlet Bridge simplifies the integration of JSF applications with WSRP portlet consumers, such as Oracle Portal. Developers create JSF portlets in Oracle JDeveloper using the JSR 168 Java Portlet Wizard or the Portlet Bridge design-time wizard for pages and task flows.

JSF portlets do not require separate source code from that of the JSF application. Since these portlets are created using the Oracle JSF Portlet Bridge, developers need only to maintain one source for both the application and the portlets. Similarly, when the JSF application is deployed, JSF portlets are also deployed with it. Therefore, using the bridge eliminates having to store, maintain, and deploy portlets separately from the application.

31.4.3 Programmatic Portlets

Programmatic portlets are portlets that have been written specifically for your organization to meet a particular requirement not met by the out-of-the-box portlets. Oracle WebCenter Framework provides two declarative wizards for simplifying the creation of standards-based JSR 168 portlets and Oracle PDK-Java portlets. These wizards assist in the construction of the framework within which developers create the portlet.

Some examples of programmatic portlets might be:

- **Photo album portlet.** A portlet that facilitates uploading, storing, and viewing user photos.
- **Shopping cart portlet.** A portlet that facilitates the viewing and purchasing of, for example, company-branded items, such as mouse pads, pens, flash drives, tee shirts, and so on.

Programmatic portlets are written by experienced Java developers who are familiar with the Java Portlet Specification or Oracle PDK-Java. For more information about programmatic portlets, see the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

31.4.4 Web Clipping

Web Clipping is a publishing portlet that enables you to integrate any Web application with your WebCenter application. It is designed to give you quick integration by leveraging the existing user interface of a Web application. With Web Clipping, you can collect Web content into portlets in a single centralized Web page. You can use Web Clipping to consolidate content from Web sites scattered throughout a large organization.

To create a Web Clipping portlet, use a Web browser to navigate to a Web page that contains the desired content. Through the Web Clipping Studio, you can drill down through a visual rendering of the target page to choose the desired content.

Web Clipping supports the following:

- **Navigation through various styles of login mechanisms,** including form- and JavaScript-based submission and HTTP Basic and Digest Authentication with cookie-based session management.
- **Fuzzy matching of clippings.** If a Web clipping gets reordered within the source page or if its character font, size, or style changes, it can still be identified correctly by the Web Clipping engine and delivered as the portlet content.
- **Reuse of a wide range of Web content,** including basic support of pages written with HTML 4.0.1, JavaScript, applets, and plug-in enabled content, retrieved through HTTP GET and POST (form submission).
- **Personalization,** allowing you to expose input parameters that you can then modify when you personalize the portlet. You can expose these parameters as public parameters that you can map as page parameters. This feature enables you to obtain personalized clippings.
- **Integrated authenticated Web content through Single Sign-On**, including integration with external applications, which enables you to leverage Oracle Single Sign-On and to clip content from authenticated external Web sites.
- **Inline rendering,** enabling you to set up Web Clipping portlets to display links within the context of the portlet. As a result, when you click a link in the Web Clipping product, the results display within the same portlet. You can use this feature with internal and external Web sites.
- **Proxy Authentication,** including support for global proxy authentication and authentication for each other. You can specify the realm of the proxy server and whether all users automatically log in using a user name and password you provide, each user logs in using an individual user name and password, or all users log in using a specified user name and password.
- **Resource Tunneling** of images.

- **Open Transport API** for customizing authentication mechanisms to clipped sites.

Some examples of how you might use Web Clipping are:

- **Stock chart portlet.** You want to create a portlet that displays the stock market's daily performance chart from your financial advisor's Web site. You could clip this information from an external Web site, even if your company is using a proxy.
- **Web mail portlet.** Your want to access your confidential Web mail account through a portlet and to display your in-boxes in the portlet.

For more information about using Web Clipping, see Chapter 33, "Working with the Web Clipping Portlet."

31.4.5 OmniPortlet

OmniPortlet is a data publishing portlet that you add to your application at design time, and customize at runtime. It provides a runtime, wizard-based experience to enable page designers to publish data from a variety of data sources, including SQL, XML, Web Services, spreadsheets, and Web pages, to a number of different layouts, such as customizable charts and tables.

Like Web Clipping, OmniPortlet supports proxy authentication, including support for global proxy authentication and authentication for each user. You can specify whether all users automatically log in using a user name and password you provide, each user logs in using an individual user name and password, or all users log in using a specified user name and password.

Some examples of how you might use OmniPortlet are:

- **RSS news feed portlet.** You want to create a portlet that displays live, scrolling news information to your users. The data comes from a Really Simple Syndication (RSS) news feed, such as Oracle Technology Network Headlines. You also want the portlet to contain hyperlinks to the news source.
- **Sales chart portlet.** You want to present up-to-date information about your company's sales results. You also want to display data in the form of a pie chart, and your company stores its sales information in a remote relational database.

For more information about OmniPortlet, see Chapter 32, "Working with OmniPortlet."

31.4.6 Parameter Form and Parameter Display Portlets

The Parameter Form and Parameter Display portlets provide a quick and easy way to pass values between components. They are provided by the WSRP Tools producer.

The Parameter Form portlet has three output parameters that are set when values are submitted in the form inside the portlet. The parameters can then be used to drive the content of other portlets. You can customize the Parameter Form portlet to determine how many of the three fields are displayed on the form, depending on how many parameters you require.

The Parameter Display portlet enables you to quickly test the wiring from the Parameter Form portlet. However, typically you use the values passed from the Parameter Form portlet to drive the content of some other portlet, for example to pass a zip code to a weather portlet, or a stock symbol to a stock ticker portlet.

Figure 31–3 shows a Parameter Form portlet that has been customized to accept a single value (Zip Code). When a user enters a zip code and clicks **OK,** the Parameter Display portlet refreshes to display the same zip code.

Figure 31–3 Parameter Form and Display Portlets

For more information about linking portlets, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

32 Working with OmniPortlet

This chapter provides an overview of OmniPortlet and explains the user interface elements associated with OmniPortlet. This chapter contains the following sections:

- What You Should Know About OmniPortlet
- Working with the OmniPortlet Wizard
- Working with OmniPortlet Parameters
- Setting OmniPortlet Properties
- Troubleshooting OmniPortlet

For information regarding troubleshooting OmniPortlet, see Section 32.5, "Troubleshooting OmniPortlet."

Audience

This chapter is intended for users who want to understand OmniPortlet and learn how to use its features. It introduces how to customize OmniPortlet at runtime and in Spaces, in addition to troubleshooting issues with OmniPortlet.

32.1 What You Should Know About OmniPortlet

OmniPortlet is a subcomponent of Oracle WebCenter Framework that enables developers to easily publish data from various data sources using a variety of layouts without writing any code. You can base an OmniPortlet on almost any kind of data source, including Web services, SQL databases, spreadsheets (that is, files with character-separated values), XML, and even application data from existing Web pages.

Additionally, OmniPortlet enables developers to:

- Sort the data to display
- Format data using a variety of layouts, including a customized layout
- Use portlet parameters
- Expose personalizable settings to page viewers

To display personalized data, you can refine the results returned from a data source and parameterize the credential information used to access secure data. Out of the box, OmniPortlet provides the most common layout for portlets: tabular, chart, HTML, news, bulleted list, and form.

Notes: For more information about developing different types of portlets and information about producers and other portlet technologies, see Oracle Fusion Middleware Developer's Guide for Oracle WebCenter.

For more information about adding an instance of OmniPortlet to a page, see Section 7.1.4, "Adding Portlets to a Page."

32.2 Working with the OmniPortlet Wizard

Once you add an instance of OmniPortlet to your page, click the **Customize** link to start the OmniPortlet Wizard. For information about adding an instance of OmniPortlet to your page, see Section 7.1.4, "Adding Portlets to a Page."

Note: When you add an instance of OmniPortlet to a page, access the portlet's configuration properties on the **Properties** panel in Oracle Composer and ensure that the `AllModesSharedScreen` and `RenderPortletInFrame` properties are set as follows:

- `AllModesSharedScreen` is set to `False` to display the Customize and Personalize screens in full page size.
- `RenderPortletInFrame` is set to `True` to display the OmniPortlet in its own iFrame in the View mode.

For information about accessing the Oracle Composer **Properties** panel, see Section 4.3, "Introducing Oracle Composer."

The OmniPortlet Wizard initially contains five steps:

1. Select a data source type.
2. Identify the data source.
3. Set filtering options.
4. Set view options.
5. Set layout options.

Once you complete these steps, you're done! If you want to change your initial values, you can reenter the wizard by selecting the **Customize** option from the portlet's **Actions** menu. Tabs representing the steps you took to set up OmniPortlet display. Although the data type cannot be changed, you can revise values on the **Source**, **Filter**, **View**, and **Layout** tabs.

Table 32–1 provides a high-level overview of the steps/tabs provided for configuring an OmniPortlet instance.

Table 32–1 OmniPortlet Wizard and Customize Mode

Step/Tab	Description
Type	Provides your data source options. Displays only in the initial definition of the portlet, and is not available when customizing the portlet defaults.
Source	Provides options for configuring the data source connection, such as the URL of the Web Service you want to use. You can change these options later when editing the portlet defaults.

Table 32–1 (Cont.) OmniPortlet Wizard and Customize Mode

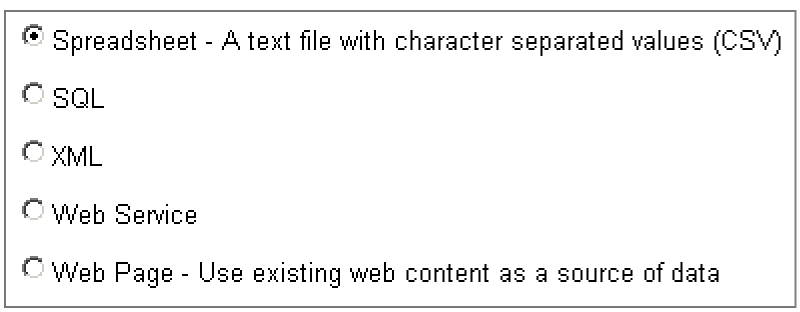
Step/Tab	Description
Filter	Provides sorting options at the WebCenter application level to enable you to refine your results. You can change these options later when editing the portlet defaults.
View	Provides options for displaying portlet header and footer text, the layout style, and caching. You can change these options later when editing the portlet defaults.
Layout	Provides detailed options for customizing the layout of content retrieved from the data source. You can change these options later when editing the portlet defaults.

Note: On the IBM Linux on Power platform, if the action buttons (Next, Previous, Finish, and Cancel) are minimized to dots when defining the OmniPortlet, increase the stack size shell limit to unlimited and restart the oc4j_portlet instance. Run the following command to set the stack size shell limit to unlimited: `prompt> ulimit -s unlimited`.

32.2.1 Type

When you first start OmniPortlet, the Type step displays (Figure 32–1).

Figure 32–1 Type Tab of the OmniPortlet Wizard



OmniPortletOmniPortlet

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Use the Type step to identify the type of data to display in your OmniPortlet instance. Table 32–2 lists and describes the data types that OmniPortlet supports out-of-the-box.

Table 32–2 OmniPortlet Supported Data Source Types

Data Source Type	Description
Spreadsheet	Displays data from a text file containing character-separated values (CSV).
SQL	Displays data from a database using SQL.
XML	Displays data from an XML file.
Web Service	Displays data from a discrete business service that can be accessed over the Internet using standard protocols.
Web Page	Displays data based on existing Web content.

After you complete the OmniPortlet Wizard, you cannot change the data source type.

32.2.2 Source

Once you choose a data type, you're ready to identify a data source. The **Source** tab renders according to the data type you selected in step 1. That is, the options that display on the **Source** tab vary according to the selected data type.

Additionally, if the OmniPortlet producer has been configured to use a proxy server requiring authentication, the **Source** tab contains a **Proxy Authentication** section and a **Connection** section where you can provide the necessary information for connecting to the data source.

This section contains information about the settings common to all **Source** tabs, including settings specific to the selected data type. It contains the following subsections:

- Proxy Authentication
- Connection and Portlet Parameters
- Spreadsheet
- SQL
- XML
- Web Service
- Web Page

32.2.2.1 Proxy Authentication

If the OmniPortlet producer was set up at design time to use proxy authentication that requires login credentials, then a **Proxy Authentication** section displays on the **Source** tab where you can enter this information.

OmniPortlet's support for proxy authentication includes support for global proxy authentication and authentication for each user, which means you can specify a login scenario for your OmniPortlet instance:

- All users automatically log in using a user name and password you provide.
- Each user logs in using an individual user name and password.
- All users log in using the same specified user name and password.

The **Proxy Authentication** section displays only for the following data types, and only when the specific data source requires a proxy server for access:

- CSV (character-separated values)
- XML
- Web Page

Notes: Configuring an OmniPortlet producer is a design-time activity applicable to custom applications (that is, those applications created with Oracle WebCenter Framework). For more information about configuring the OmniPortlet producer to use proxy authentication, see the Oracle WebCenter Framework online Help topic that displays when you click **Help** on the **Edit Producers: OmniPortlet Producer** page.

If the OmniPortlet producer is configured to require login for all users, then each user must set his or her own proxy login information at runtime as follows:

- For page designers, set this on the **Customize: Source** tab.
- For page viewers, set this on the **Personalize** page.

To access the **Customize: Source** tab, click the **Customize** link on the portlet's **Actions** menu. To access the **Personalize** page, click the **Personalize** link on the portlet's **Actions** menu.

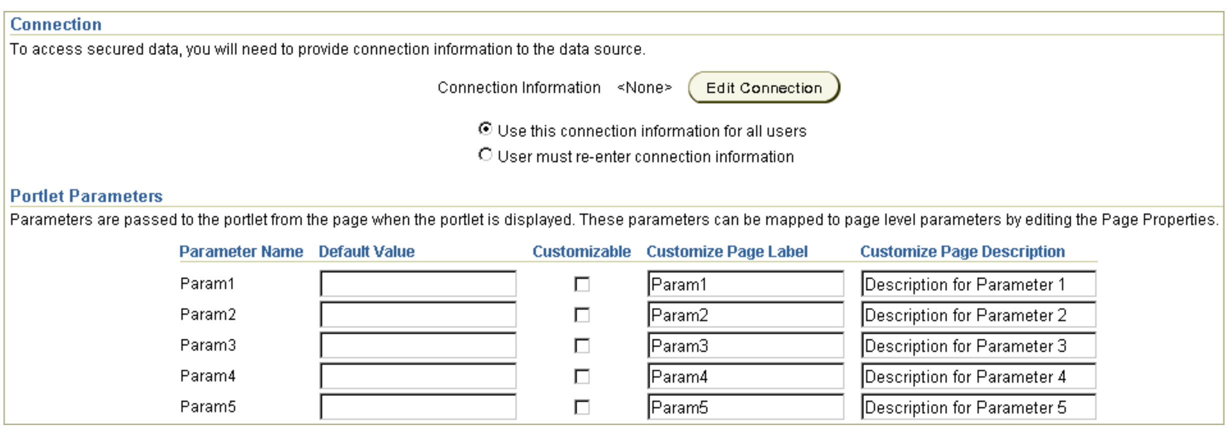
If you are using the Web Page data source, then the **Proxy Authentication** section displays in the Web Clipping Studio when you click the **Select Web Page** button on the **Source** tab.

For more information about WebClipping Studio, see Chapter 33, "Working with the Web Clipping Portlet."

32.2.2.2 Connection and Portlet Parameters

For each data source—except the Web Page data source—the **Source** step contains a **Connection** section, where you can define connection information for accessing secured data. The **Source** step for all data sources includes a **Portlet Parameters** section, where you can define portlet parameters (Figure 32–2).

Figure 32–2 Source Tab: Connection and Portlet Parameters Sections

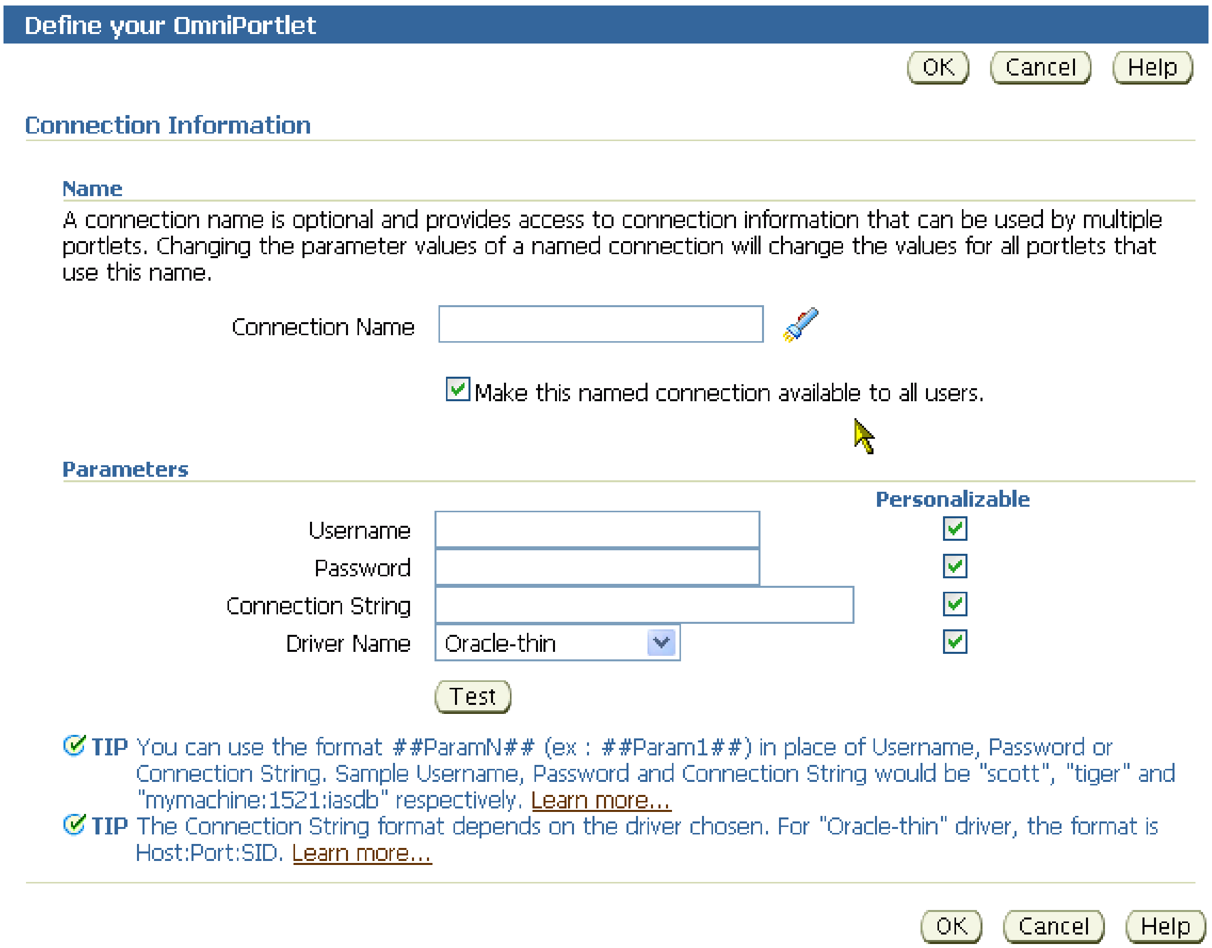


Note: You can use the format `##ParamN##` (for example, `##Param1##`) in place of **Username**, **Password**, or **Connection String**. The **Test** button returns an error, however, even though the connection information is correct when parameter values are substituted.

Once you define the portlet parameters, you can map them to page parameters. For more information, see Section 32.3, "Working with OmniPortlet Parameters" and Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

To edit the connection information, click the **Edit Connection** button to open the **Connection Information** page (Figure 32–3).

Figure 32–3 OmniPortlet Connection Information Page for a SQL Data Source



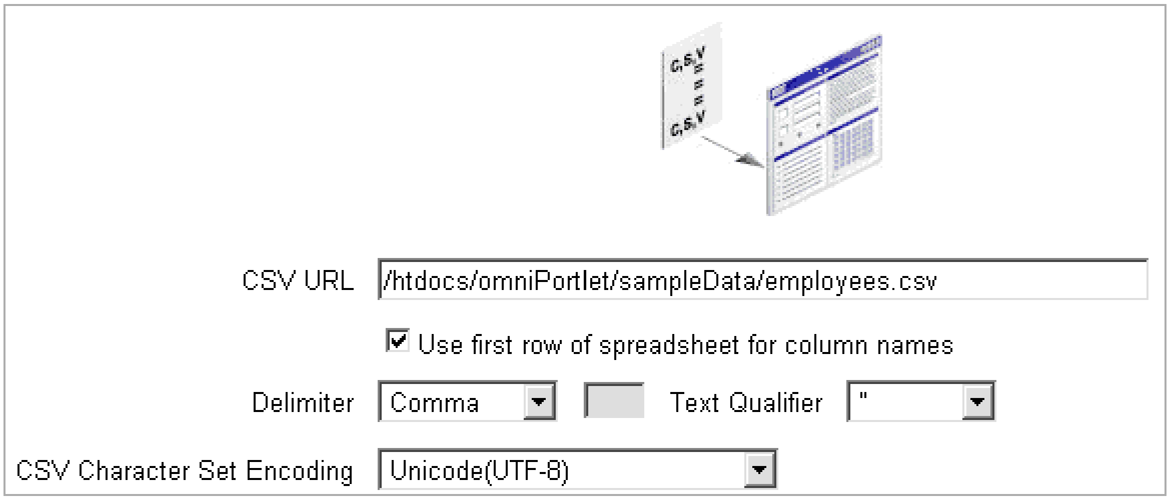
On the **Connection Information** page, you can enter a name for the connection information, and also the user name and password. For a SQL data source, you can also enter information to specify the driver you want to use to connect to the data source. For more information, see Section 32.2.2.4, "SQL."

Note: For more information about the **Connection Information** page, click **Help** on the **Source** tab of the OmniPortlet wizard.

32.2.2.3 Spreadsheet

Spreadsheets are a common method of storing small data sets. OmniPortlet enables you to share spreadsheets by supporting character-separated values (CSV) as a data source. Use the **Source** tab to specify the location of the CSV file (Figure 32–4).

Figure 32–4 Source Tab: Spreadsheet (CSV)



If the file is located on a secure server, then you can specify the connection information in the **Connection Information** section illustrated in Figure 32–3. You can select the character set to use when WebCenter Suite reads the file, and also the delimiter and text qualifier.

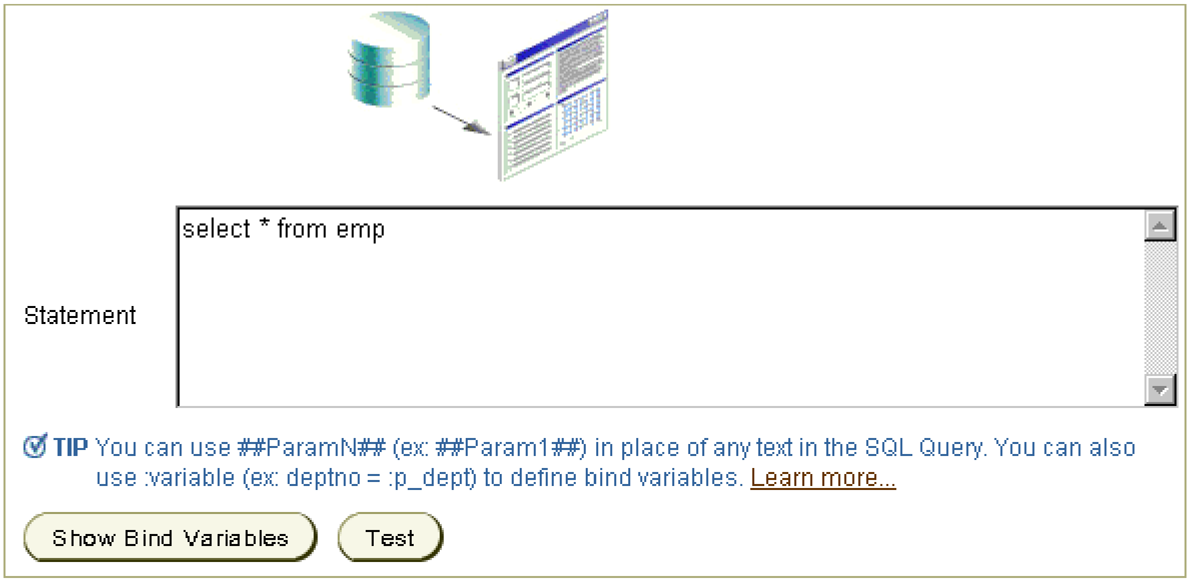
> **Note:** As the OmniPortlet producer exists and executes in a tier different from the WebCenter application and does not have access to the session information, you must expose CSV files as PUBLIC for OmniPortlet to be able to access them.

32.2.2.4 SQL

The relational database is the most common place to store data. OmniPortlet enables you to use standard JDBC drivers and provides out-of-the-box access to Oracle and any other JDBC database. You can specify the driver type when you configure the connection information.

Figure 32–5 shows the Source tab for a SQL data source.

Figure 32–5 Source Tab: SQL



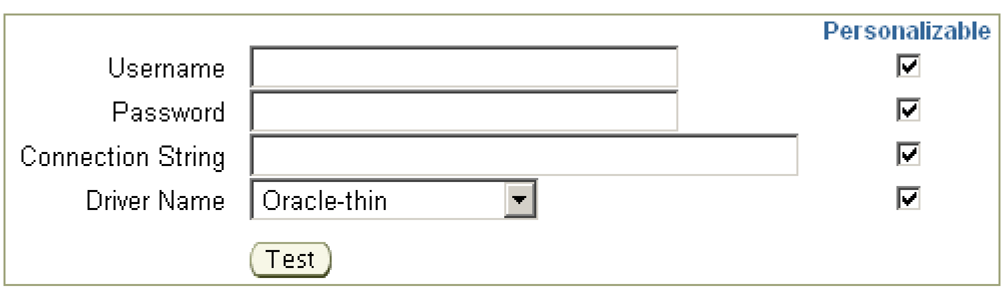
You can use DataDirect JDBC drivers to access other relational databases. To do so, you must configure OmniPortlet to recognize the driver. This is a design-time activity, typically carried out by an application developer.

Notes: For information about configuring OmniPortlet to use DataDirect drivers, see Appendix E, "Additional Portlet Configuration" in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

For more information about DataDirect drivers, see the *Certification Matrix for Oracle Application Server and DataDirect JDBC* on the Oracle Technology Network (OTN) at `http://otn.oracle.com`.

Once the driver is installed, it displays on the **Driver Name** list on the **Connection Information** page (Figure 32–6).

Figure 32–6 Driver Name List on the Connection information Page

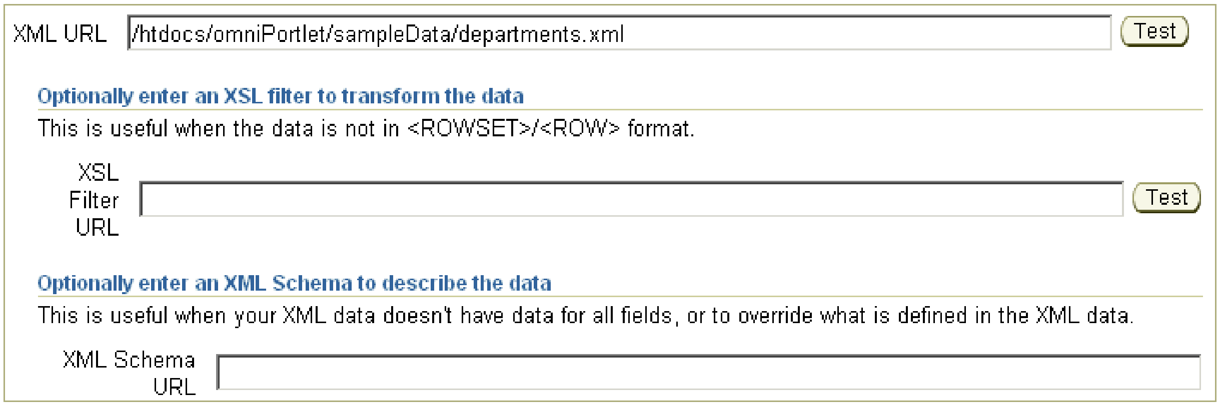


When you enter a connection string for a DataDirect driver, keep in mind that you must enter a value in the **Connection String** field using the syntax: `host_name:port`. The *host_name* is the name of the server where the database is running. The *port* is the database's listening port.

32.2.2.5 XML

You can access XML data sources across an intranet or the Internet. On the **Source** tab, you can specify the URL of the XML file that contains your data (Figure 32–7).

Figure 32–7 Source Tab: XML



Use the **Test** buttons next to the **XML URL** and the **XSL Filter URL** fields to validate your XML data source and the XSL filter.

The specified XML file can be in a tabular (ROWSET/ROW) structure, or you can provide an XML Style Sheet (XSL) that transforms data into the ROWSET/ROW structure. Example 32–1 provides an illustration of the ROWSET/ROW structure of an XML data source.

Example 32–1 ROWSET/ROW Structure of an XML Data Source

```
<TEAM>
  <EMPLOYEE>
    <DEPTNO>10</DEPTNO>
    <ENAME>KING</ENAME>
    <JOB>PRESIDENT</JOB>
    <SAL>5000</SAL>
  </EMPLOYEE>
    <DEPTNO>20</DEPTNO>
    <ENAME>SCOTT</ENAME>
    <JOB>ANALYST</JOB>
    <SAL>3000</SAL>
  <EMPLOYEE>
</TEAM>
```

In Example 32–1, the `<TEAM>` tags delineate the rowset, and the `<EMPLOYEE>` tags delineate the rows.

Regardless of the format of the XML file, OmniPortlet automatically inspects the XML to determine the column names, which are then used to define the layout. If you want to specify this information yourself, then you can supply a URL to an XML schema that describes the data.

If the XML file is located on a secured server protected by HTTP Basic Authentication, you can specify connection information on the **Connection Information** page.

Note: Because the OmniPortlet producer exists and executes in a tier different from the WebCenter application and does not have access to the session information, you must expose XML files as PUBLIC in order for OmniPortlet to access them.

32.2.2.6 Web Service

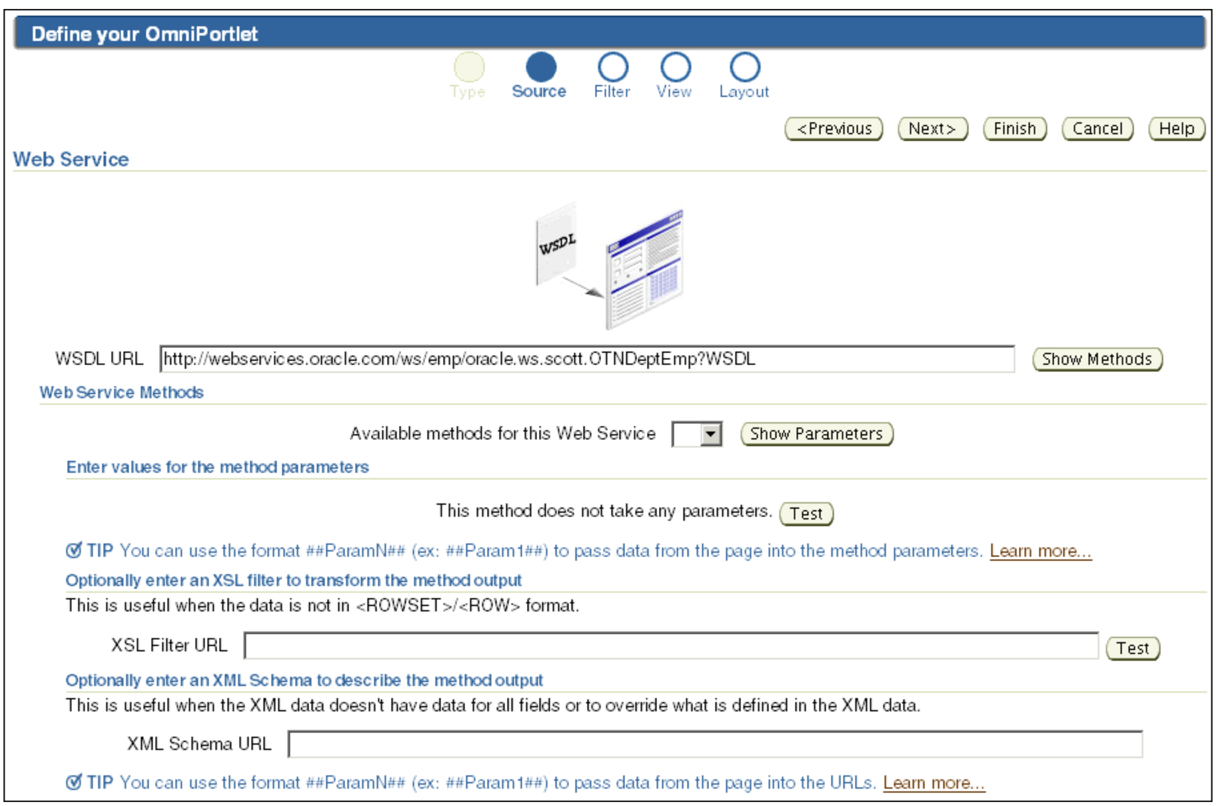
A Web Service is a discrete business service that can be programmatically accessed over the Internet using standard protocols, such as SOAP and HTTP. Web Services are specific to neither platform nor language and are typically registered with a Web Service broker. When you find a Web Service you want to use, you must obtain the URL to the Web Service Description Language (WSDL) file. The WSDL file describes the Web Service and specifies the methods that can be called, including the expected parameters. It also describes the returned data.

OmniPortlet supports both types of Web Services: Document and Remote Procedure Calls (RPC). After a WSDL document/file is supplied, it is parsed, and the available methods that can be called display on the **Source** tab.

Similar to the XML data source, OmniPortlet expects the Web Service data in ROWSET/ROW format, though you can also use an XSL file to transform the data. OmniPortlet inspects the WSDL document/file to determine the column names, though you may also specify an XML schema to describe the returned data set.

Figure 32–8 shows the **Source** tab for a sample Web service.

Figure 32–8 Source Tab: Web Service



32.2.2.7 Web Page

OmniPortlet enables you to use existing Web content as a data source. It integrates the Web Clipping portlet's Web Clipping Studio to provide a means of clipping and rendering Web content within the context of an OmniPortlet instance.

OmniPortlet's Web Page data source extends the scope offered by the Web Clipping portlet to include scraping functionality. Additional features include:

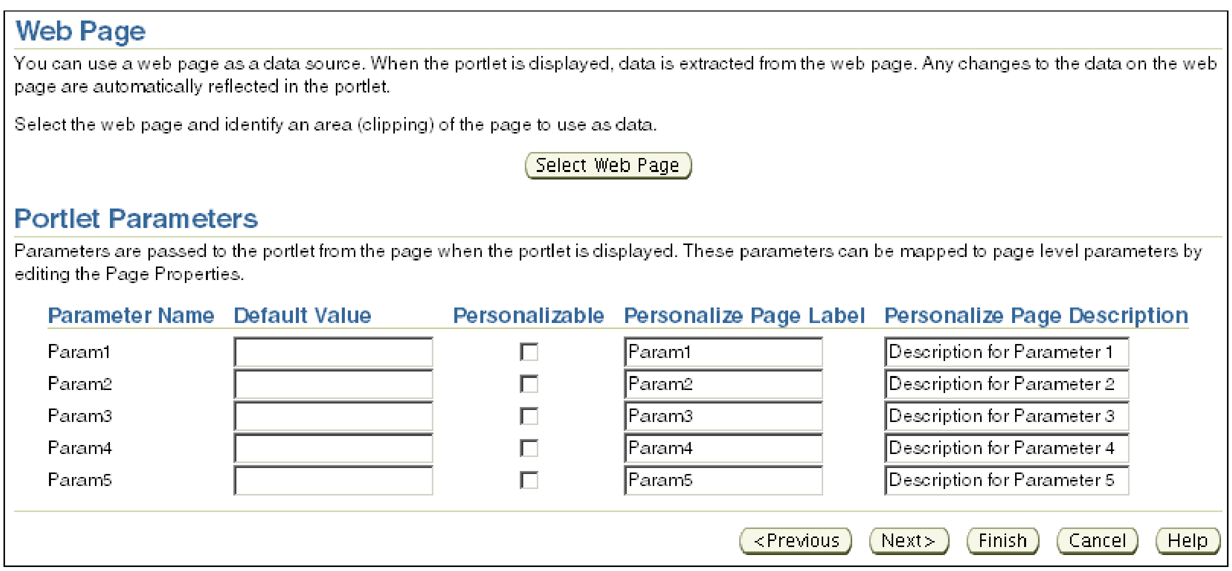
- **Navigation through various login mechanisms**, including form- and JavaScript-based submission, and HTTP Basic and Digest Authentication with cookie-based session management.
- **Fuzzy matching of clippings.** If a Web clipping gets reordered within the source page or if its character font, size, or style changes, then it is still identified correctly by the Web page data source and delivered as the portlet content.
- **Reuse of a wide range of Web content**, including basic support of pages written with HTML 4.0.1 and JavaScript, retrieved through HTTP GET and POST (form submission).

By default, all Web clipping definitions are stored persistently in Oracle Metadata Services (MDS). However, you can also use an Oracle database. Using MDS does not require any changes in the configuration files. If you use an Oracle database as the Web Clipping repository, then at design time you must update the `provider.xml` file.

Any secure information, such as passwords, is stored in encrypted form, according to the Data Encryption Standard (DES), using Oracle Database encryption technology.

When `Web Page` is selected as the data type, the OmniPortlet Wizard's **Source** tab (Figure 32–9) includes a **Select Web Page** button that kicks off Web Clipping Studio.

Figure 32–9 Source Tab: Web Page



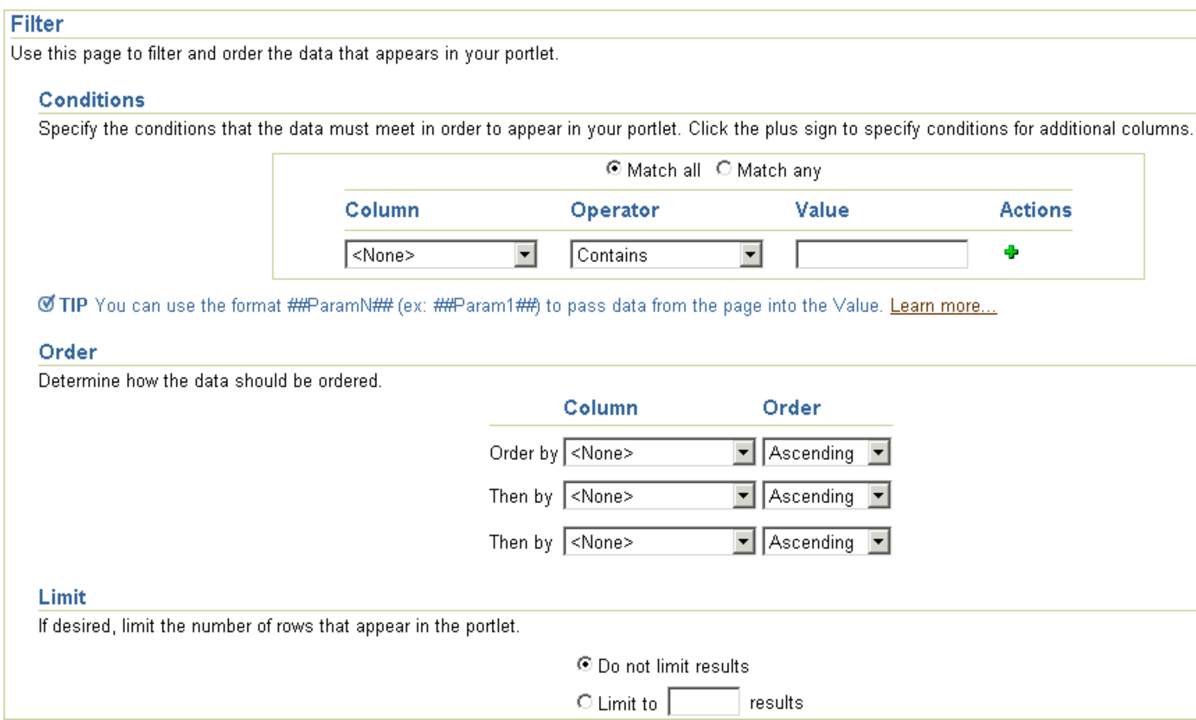
Within Web Clipping Studio, the Oracle Application Server Web Clipping online Help becomes available through the **Help** icon at the top of the page. You can use the Help to navigate your way through the process of sectioning and saving Web content.

Note: For more information about using the Web Clipping Studio or clipping content for a Web Clipping Portlet, see Chapter 33, "Working with the Web Clipping Portlet."

32.2.3 Filter

Once you've selected the data source and specified the data source options, you can further refine your data using OmniPortlet's filtering options. To use filtering efficiently, it is better to refine the data as much as possible at the data source level on the **Source** tab, then use the options on the **Filter** tab to streamline the data. For example, if you are using a SQL data source, then you could use a `WHERE` clause to return only specific data from the specified columns. In this case, you could skip the **Filter** tab and continue to the wizard's **View** tab. However, if there are no filtering options at the data source level, then you can use the options on the **Filter** tab to sort your data (Figure 32–10).

Figure 32–10 Filter Tab



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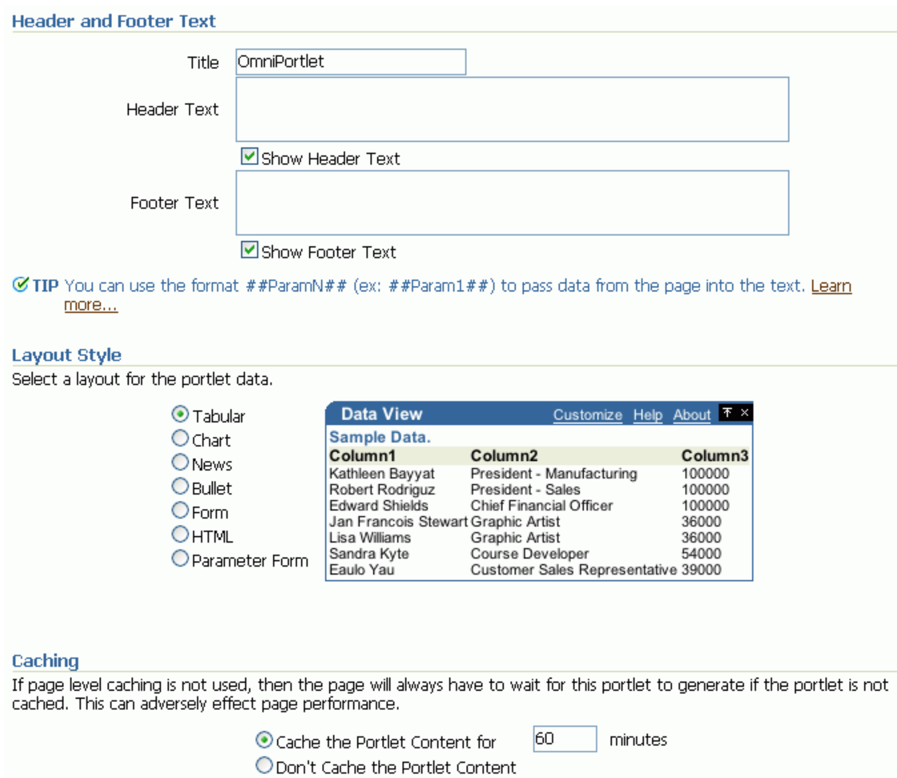
32.2.4 View

Once you've specified and filtered the data, you're ready to choose view and layout options for your OmniPortlet. The **View** tab (Figure 32–11) provides options for adding header and footer text, enabling caching, and choosing a layout style that you can later refine on the **Layout** tab.

Figure 32–11 View Tab



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On the **View** tab, you can choose from the following layouts:

- Tabular
- Chart
- News
- Bullet
- Form
- HTML
- Parameter Form

Note: For more information about the different layout styles you can use with OmniPortlet, see the next section or click **Help** in the OmniPortlet Wizard.

32.2.5 Layout

The **Layout** tab enables you to further customize the appearance of your OmniPortlet. The options on the **Layout** tab change according to your selection on the **View** tab. For example, when you select **Chart Layout** options are provided for setting up chart hyperlinks. With chart hyperlinks, clicking a specific part of the chart triggers an event (for example, a jump to another URL).

For the other layout styles, you can define each column to display in a specific format, such as plain text, HTML, an image, a button, or a field. For example, suppose you selected a data source that includes a URL to an image. To see this image, you can select **Image** for the display of this column. Each column can also be mapped to an action, similar to the behavior of chart hyperlinks.

The OmniPortlet Layout tab provides the following content layout options:

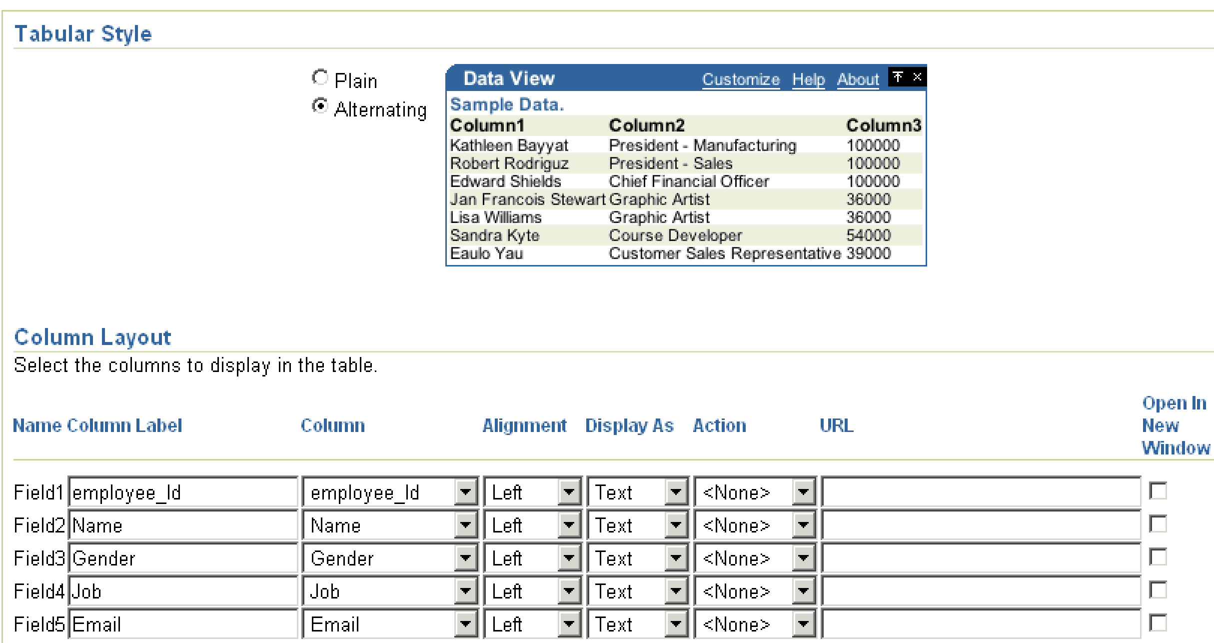
- Tabular Layout
- Chart Layout
- News Layout
- Bullet Layout
- Form Layout
- HTML Layout
- Parameter Form Layout

Note: Because events are not currently supported, selecting an action when designing your layout may produce unexpected results.

32.2.5.1 Tabular Layout

Typically, you use tabular layout when you have one or more columns of data to display in a table. You can choose **Plain** to display all rows in the table without any background color, or **Alternating** to display a background color for every other row in the table (Figure 32–12).

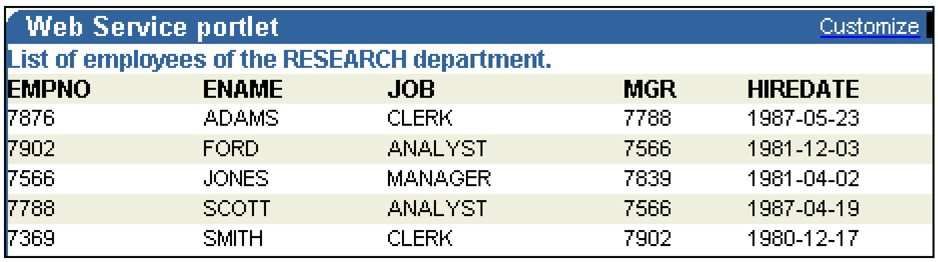
Figure 32–12 Layout Tab: Tabular



Note: You can control the background color of a portlet using its style properties. Portlet style properties are exposed through the Properties panel in Oracle Composer. For more information, refer to Setting OmniPortlet Properties.

The **Column Layout** section provides options for selecting the data columns to display in the portlet and a display format. Additionally, you can associate a URL with a column to display column data as a hyperlink. You can also specify whether the secondary Web page displays in a new window. Figure 32–13 shows an example of an OmniPortlet using a tabular format.

Figure 32–13 Example of an OmniPortlet Using a Tabular Layout


Web Service portlet   Customize

List of employees of the RESEARCH department.

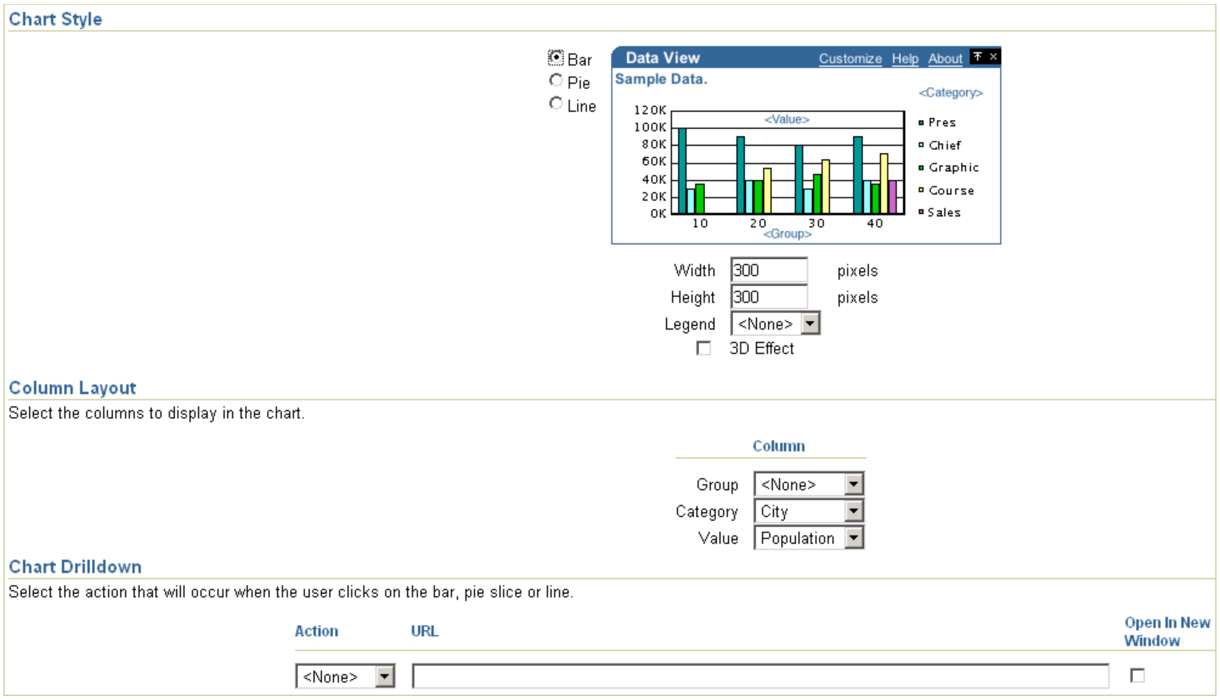
EMPNO	ENAME	JOB	MGR	HIREDATE
7876	ADAMS	CLERK	7788	1987-05-23
7902	FORD	ANALYST	7566	1981-12-03
7566	JONES	MANAGER	7839	1981-04-02
7788	SCOTT	ANALYST	7566	1987-04-19
7369	SMITH	CLERK	7902	1980-12-17

Note: For more information about using the OmniPortlet Wizard, click the **Help** link on the **Layout** tab.

32.2.5.2 Chart Layout

Use the chart layout to display your data graphically, as a bar, pie, or line chart. The **Layout** tab (Figure 32–14) provides options for specifying the chart style to use (**Chart Style**) and the data source columns to display (**Column Layout**).

Figure 32–14 Layout Tab: Chart



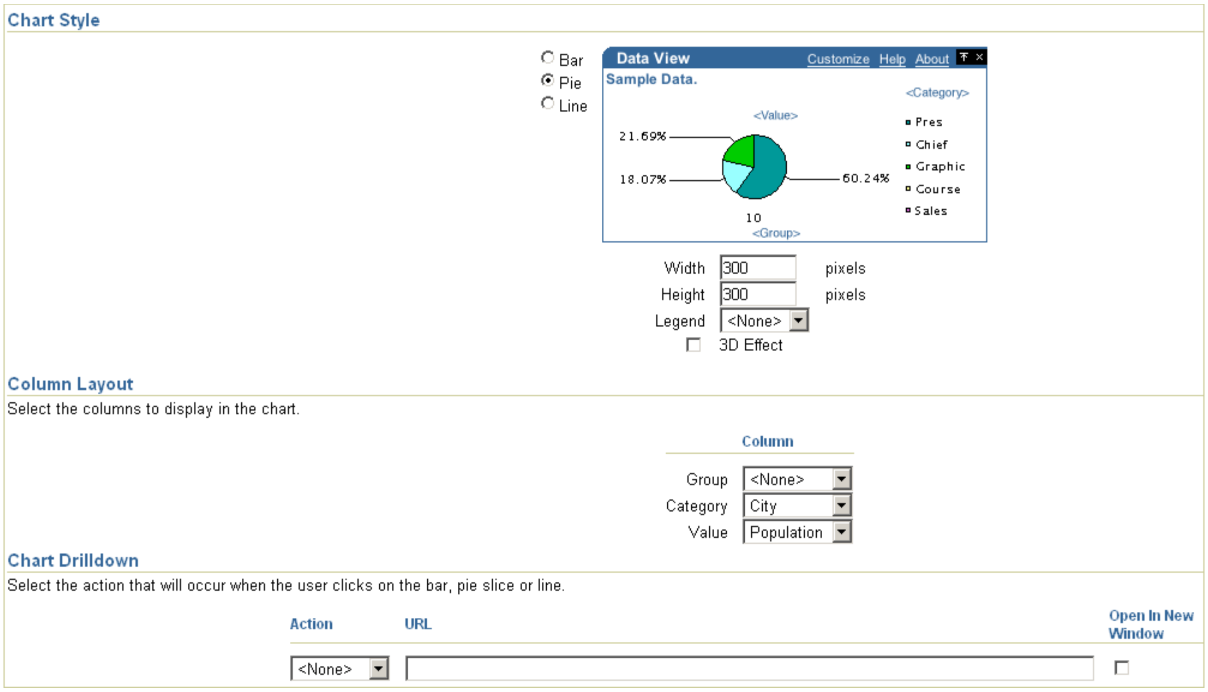
Under the **Column Layout** section, you can choose the data source columns to use in the chart (**Group**); the values to use in creating the chart legend (**Category**); and the relative size of the chart's bars, lines, or pie slices (**Value**).

Note: To group the information in the chart, you must group the information at the data level (for example, in your SQL query statement). Also, if numeric values in a data source contain formatted strings, commas, or currency (for example, $32,789.00), then they are considered to be text and ignored when the chart is generated. You should remove these formatting characters if you want them to be correctly read as numerical values.

You can also select whether the sections of the chart should point to a hyperlink, and whether the link target should display in a new window.

Figure 32–15 shows an example of **Layout** tab options for a pie chart.

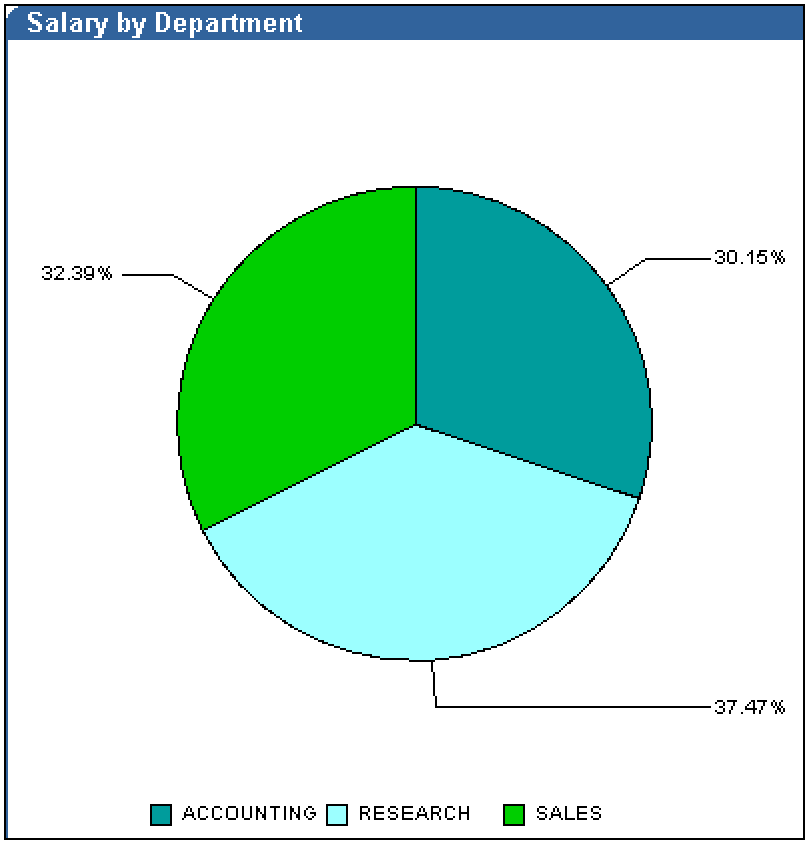
Figure 32–15 Example of the Layout Tab When a Pie Chart Layout Is Selected



You can define chart hyperlinks so that each bar, pie section, or line links to another Web page. For example, you can place a pie chart and a report portlet on your page, then set up hyperlinks on the pie wedges. Users click a wedge to display a row in the report with detailed information about the wedge data.

Figure 32–16 displays an example of a pie chart. In this example, the **Category** value `DEPARTMENT` is used as the chart legend.

Figure 32–16 Example of an OmniPortlet Using a Pie Chart Layout

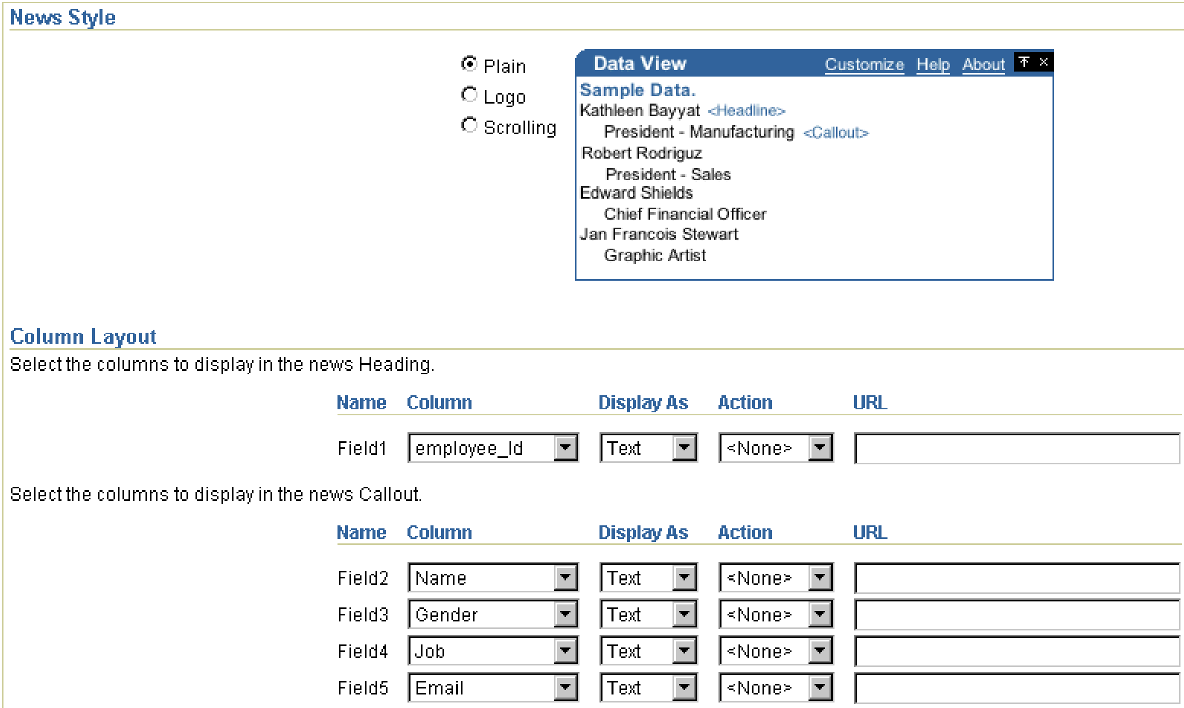


32.2.5.3 News Layout

Use the News layout to display links to articles and brief article descriptions. You can use the News layout to publish information in standard XML formats, such as Resource Description Framework (RDF) or RSS (Really Simple Syndication).

Use the **Column Layout** section (Figure 32–17) to add a heading that displays at the top of the portlet, a logo, or a scrolling layout that enables users to view all the information in the portlet as it moves vertically.

Figure 32–17 Layout Tab: News



Note: The OmniPortlet News Layout Scroll type is supported on Microsoft Internet Explorer and Netscape 7.0.

The **Layout** tab also provides options for associating a URL with column data. Users click column data in the portlet to navigate to your specified target location.

Figure 32–18 shows an example OmniPortlet using a News layout.

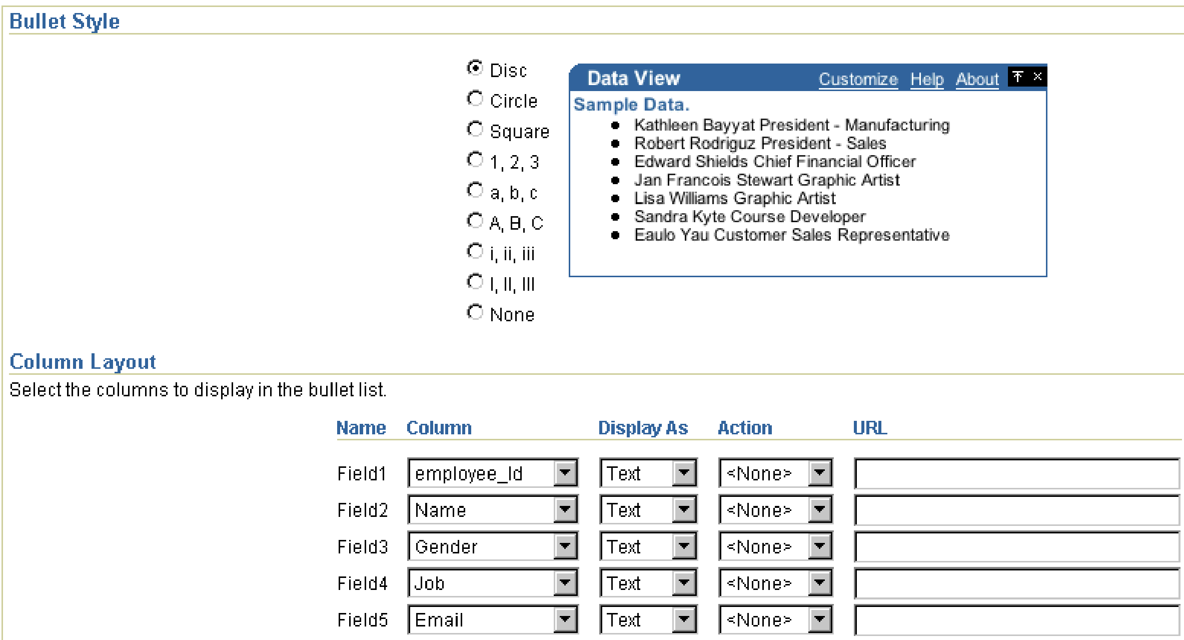
Figure 32–18 Example of an OmniPortlet Using a News Layout

Note: For more information about using the OmniPortlet Wizard, click the **Help** link on the Layout tab.

32.2.5.4 Bullet Layout

Use the Bullet layout to display your data in a bulleted or numbered list. The **Layout** tab (Figure 32–19) provides a variety of different bullet and numbering styles.

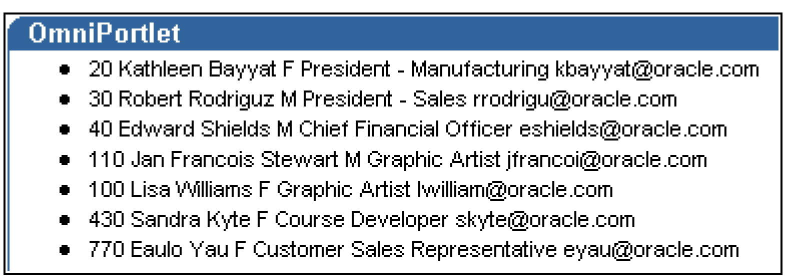
Figure 32–19 Layout Tab: Bullet



In the **Column Layout** section, you can choose how the columns display in the portlet and associate a URL with column data.

Figure 32–20 shows an example of an OmniPortlet using a Bullet layout.

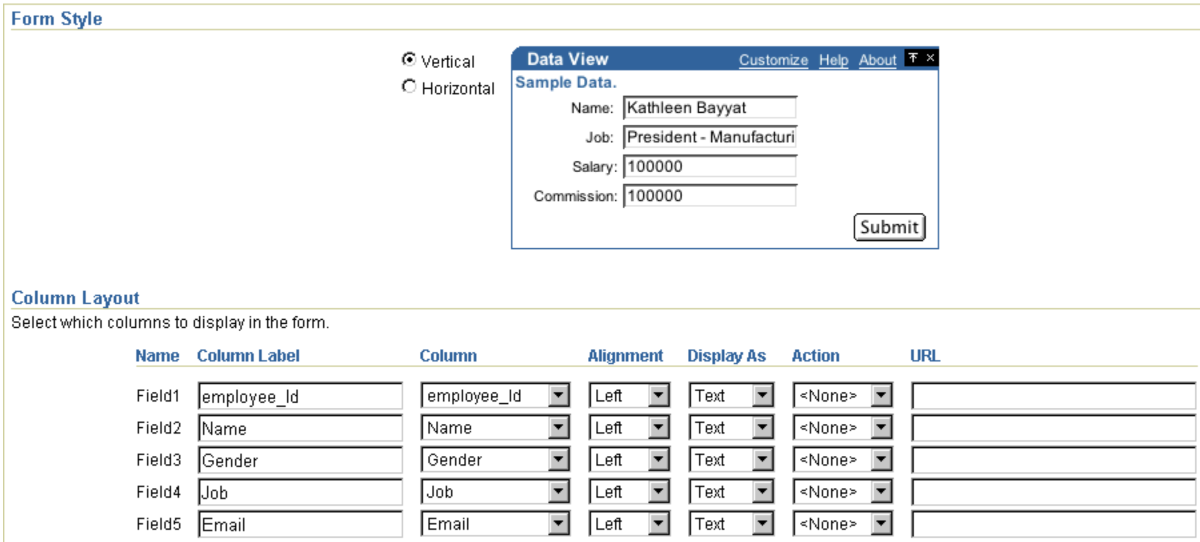
Figure 32–20 Example of an OmniPortlet Using a Bullet Layout



Note: For more information about using the OmniPortlet Wizard, click the **Help** link in the **Layout** tab.

32.2.5.5 Form Layout

Figure 32–21 Layout Tab: Form



Use the Form layout when you want to display source data in a form with labeled fields, such as `Name: <name>`. You can then use portlet parameters to determine the data that displays.

Use the **Column Label** column to enter row labels and the **Column** column to specify which column to use from your data source. Additionally, you can specify data alignment, select a display mode (text, HTML, image, button, field, or hidden), associate a URL or an event with the column data, and specify whether to open the URL target in a new window (Figure 32–22).

Figure 32–22 Open In New Window Check Box

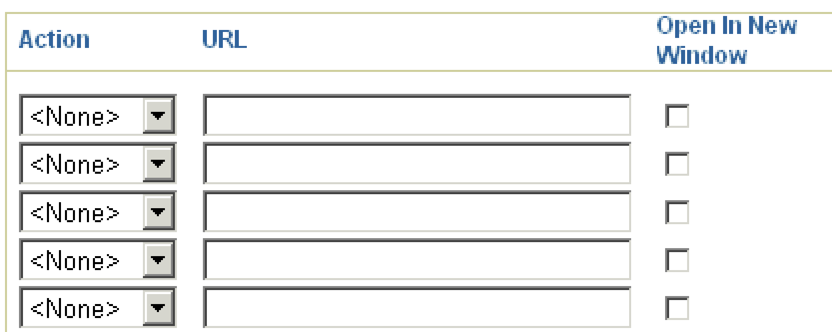
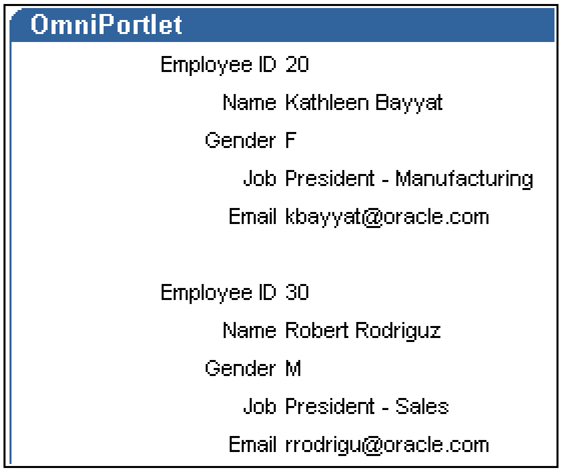


Figure 32–23 shows an example of an OmniPortlet using a Form layout.

Figure 32–23 Example of an OmniPortlet Using a Form Layout

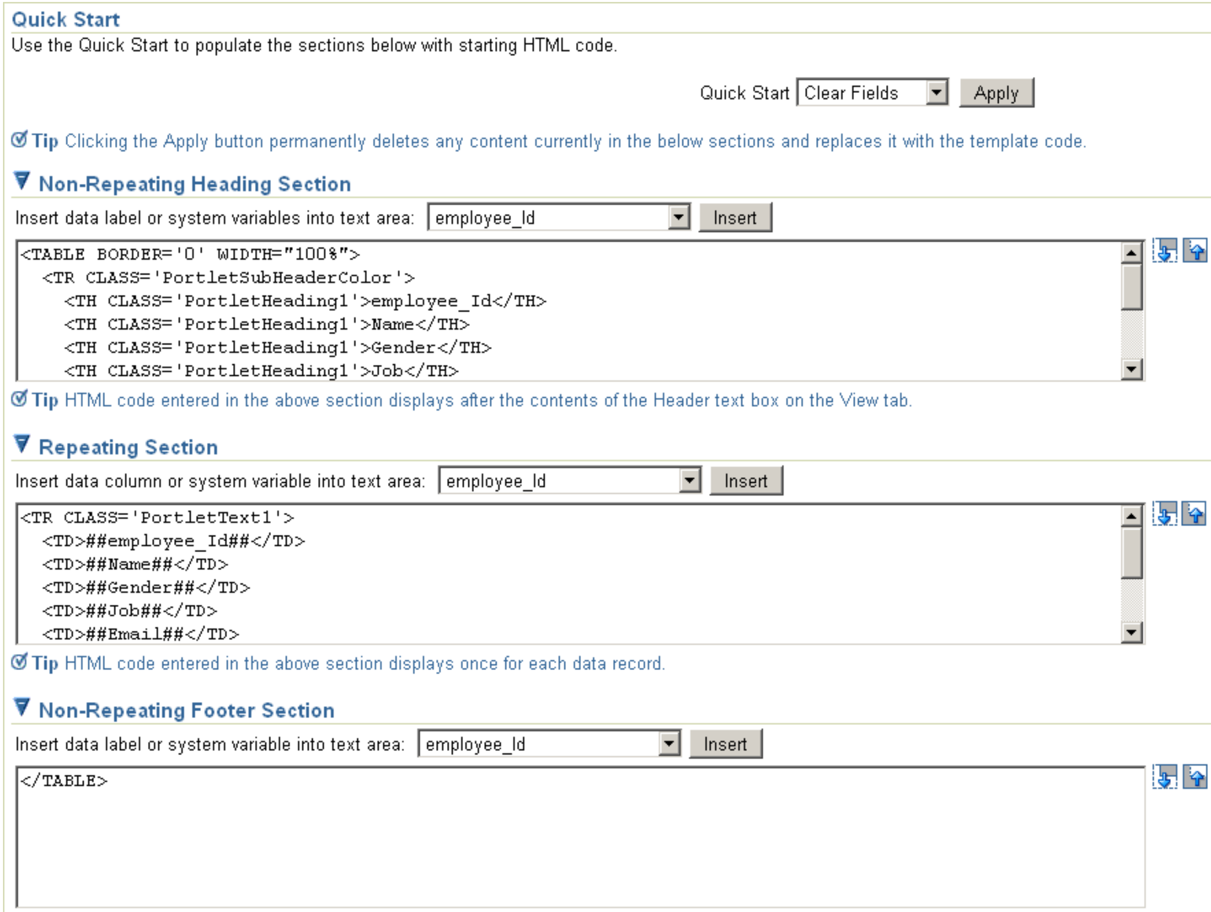


Note: For more information about using the OmniPortlet Wizard, click the **Help** link in the upper right corner of the Layout tab.

32.2.5.6 HTML Layout

Use the HTML layout to create a customized look and feel for your OmniPortlet content. The **Layout** tab (Figure 32–24) provides a means of selecting a built-in HTML layout and modifying the code, or creating a new layout.

Figure 32–24 Layout Tab: HTML



You can hand-code your own HTML or JavaScript based on data columns that OmniPortlet has retrieved from the selected data source. By coding your own HTML and JavaScript, you have full control over the portlet's appearance, enabling you to develop a rich portlet interface.

For more information about using the fields on the Layout tab, click the **Help** button in the wizard. For an example of using JavaScript in the HTML layout, choose the **Sortable Table** layout from the **Quick Start** list on this tab.

Note: The maximum number of characters you can enter in each of the sections (Heading, Repeating, and Footer) is 30,000 (30k).

Figure 32–25 shows an example of an OmniPortlet using the HTML layout.

Figure 32–25 Example of an OmniPortlet Using the HTML Layout

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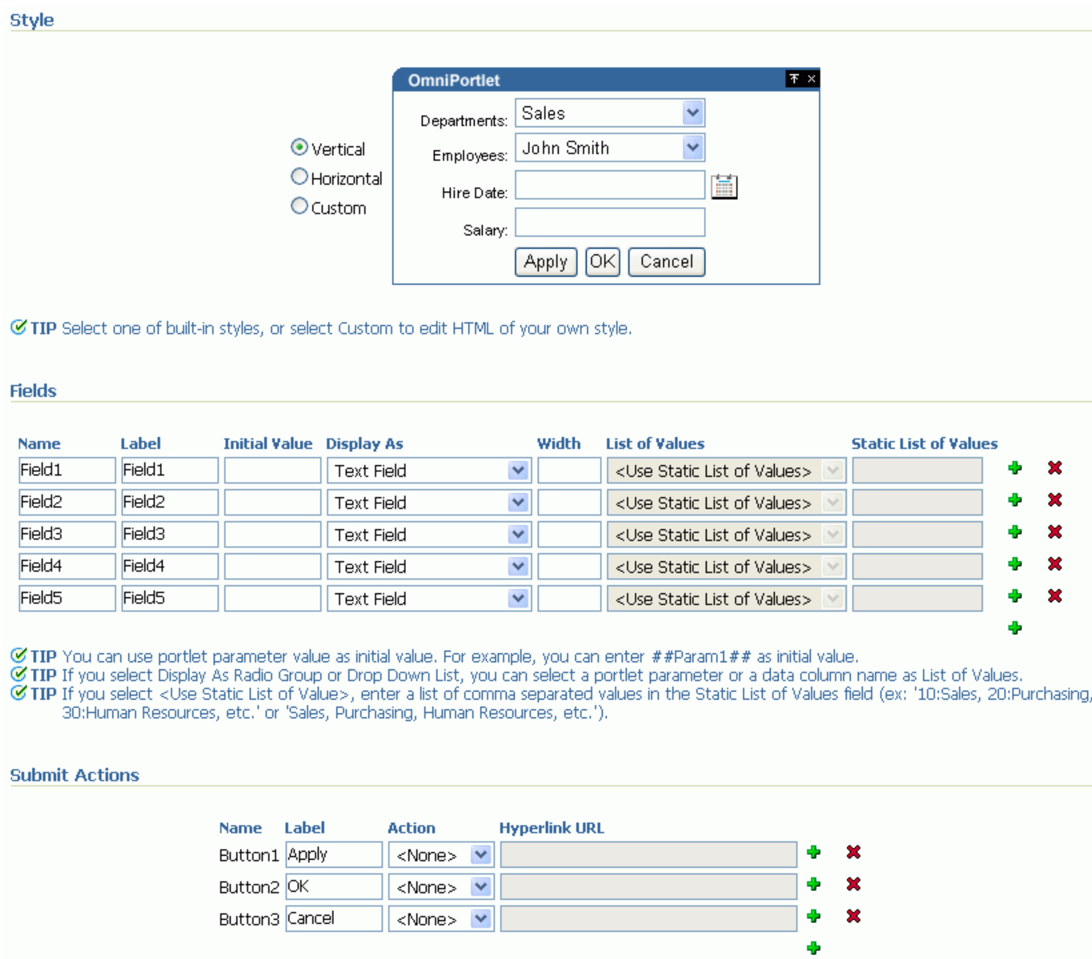
32.2.5.7 Parameter Form Layout

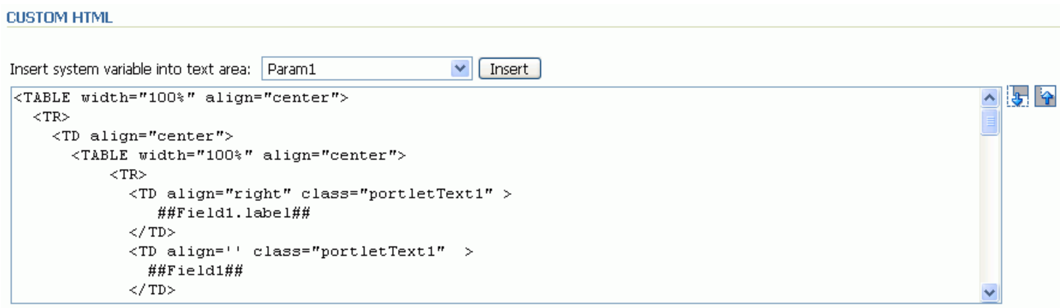
Use the Parameter Form layout to create a customized parameter form for your OmniPortlet content. The **Layout** tab (Figure 32–24) provides a means of selecting a built-in parameter form layout and modifying the code, or creating a new layout.

Figure 32–26 Layout Tab: Parameter Form



You can hand-code your own parameter form based on data columns that OmniPortlet has retrieved from the selected data source. By coding your own parameter form, you have full control over the portlet's appearance, enabling you to develop a rich portlet interface. To do so, choose the Custom style option, then use the Custom HTML field to edit the parameter form (Figure 32–27).

Figure 32–27 Layout Tab: Parameter Form Custom HTML Field



For more information about using the fields on the Layout tab, click the **Help** button in the wizard.

32.2.6 Customize Mode

After you have created your OmniPortlet and returned to your application, you can select the **Customize** option from the portlet's **Actions** menu to revise your original selections. When you revise a defined OmniPortlet, tabs correspond to the different steps originally presented in the OmniPortlet Wizard. An exception to this is the **Type** step—you cannot change the originally selected data type, and so there is no corresponding **Type** tab.

When you revise an OmniPortlet using customize mode, keep in mind the following notes:

- Any modifications you make to your portlet using customize mode apply to all users, regardless of the current session language and the locale of the user's browser.
- You can personalize the portlet at runtime by clicking the **Personalize** link on the portlet or by selecting the **Personalize** option on the portlet's **Action** menu. Personalizing the portlet creates a copy of the personalization object. As all properties are duplicated, subsequently modifying the portlet through Customize mode does not affect the personalized version of the portlet. To ensure the latest customizations are made to the portlet, after you make modifications in Customize mode, you must click **Personalize** again, and then select the **Reset to Defaults** option.
- The personalization of OmniPortlet is stored in a file-preference store. For more information about configuring OmniPortlet and modifying the preference store, see Appendix E, "Additional Portlet Configuration" in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

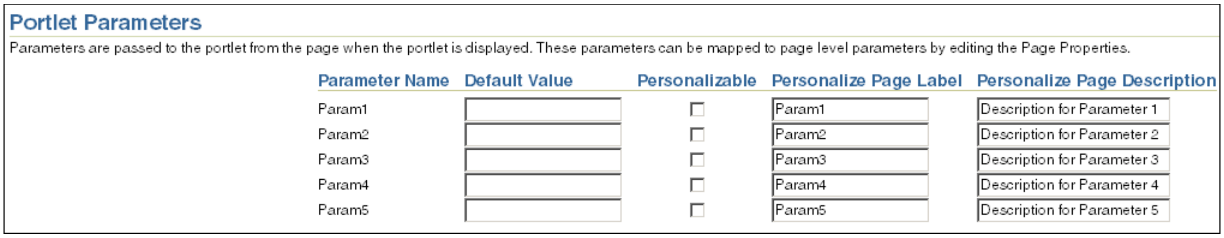
32.3 Working with OmniPortlet Parameters

You can define up to five portlet parameters for an OmniPortlet. You can define parameters in the following screens:

- On the **Source** screen of the wizard when you define the OmniPortlet
- On the **Source** tab when you select **Customize** for a defined OmniPortlet

Figure 32–28 shows the **Portlet Parameters** section on the **Source** tab.

Figure 32–28 Source Tab: Portlet Parameters Section



If you select any of these portlet parameters to be personalizable (by selecting the **Personalizable** check box), you can set their values on the Personalize screen.

Note: You can learn more about portlet parameters in the online Help, which you can access by clicking the **Help** link on the **Source** tab in the OmniPortlet Wizard. The online Help describes portlet parameters in detail, and how to set them up for your OmniPortlet.

Once you have set up portlet parameters in your OmniPortlet, you can contextually map the portlet to other portlets or components on a page. For more information about doing so, see Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."

32.4 Setting OmniPortlet Properties

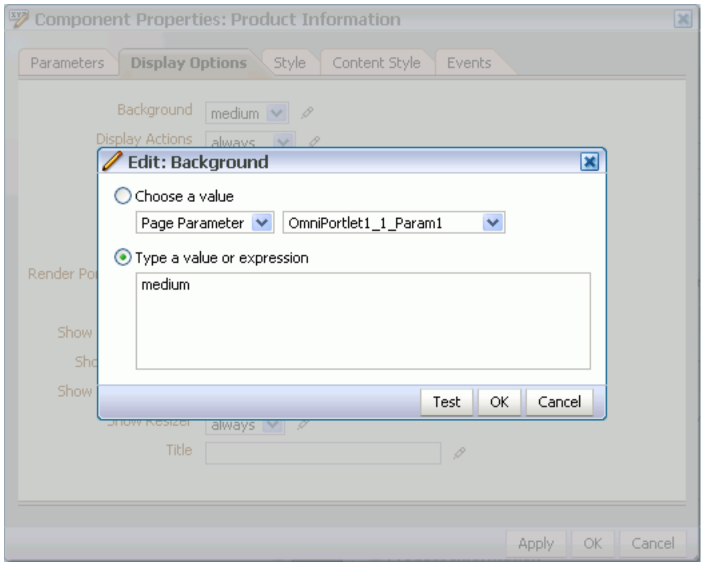
In addition to the properties provide when you customize or personalize an OmniPortlet, Oracle Composer exposes portlet properties you can use to control the portlet look and feel. You can access these properties through the Component Properties dialog box in Oracle Composer (Figure 21-64).

OmniPortlet Component Properties appear on five tabs:

- Parameters
- Display Options
- Style
- Content Style
- Events

The properties on the **Display Options** tab provides access to an editor, which you can use to select or specify a variable in lieu of a constant value. Click the **Edit** icon next to a property field to open the editor ().

Figure 32–29 Editing a Component Properties Parameter Value Field



Use the editor to select predefined values under **Choose a value**, or to enter a value or an Expression Language (EL) expression, under **Type a value or expression**. The editor provides a test feature, which you can use to validate your selection or entry. For more information about using the editor and for access to a table of common El expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Many properties are common to all task flows. Additionally, the method for accessing task flow properties is the same from task flow to task flow. Common task flow properties and how to access them are discussed inSection 7.4, "Setting Properties on Page Content."

OmniPortlet also includes properties unique to the portlet. Table 32–3 describes the properties unique to OmniPortlet.

Table 32–3 Component Properties of OmniPortlet

Property	Description
Param#	You can use the parameters on the Parameters tab to map page parameters to the OmniPortlet parameters you defined when you used the OmniPortlet wizard to customize the portlet. These parameters enable you to contextually wire portlets and pages together. For more information about wiring, refer to Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."
Partial Triggers	You can use this property to initalize a partial page refresh, which is a way of refreshing an area of a page without having to redraw the entire page.

32.5 Troubleshooting OmniPortlet

This section provides information to help you troubleshoot problems you may encounter while using OmniPortlet.

Cannot Define OmniPortlet Using the Customize Link

You are not able to define the OmniPortlet at runtime by using the **Customize** link.

Problem

OmniPortlet only supports a `RenderPortletInIFrame` value of `true`, which means that OmniPortlet must be rendered within an IFrame and therefore, the OmniPortlet property, `RenderPortletInIFrame`, must be set to `true`. At design time, the `RenderPortletInIFrame` property is available in the Property Inspector under Display Options. At runtime, the **RenderPortletInIFrame** property is available on the **Properties** panel in Oracle Composer.

Solution

Currently, the `RenderPortletInIFrame` property has a value of `false` and, consequently, when you click the **Define** link at runtime, the **Type** tab may not display and you cannot proceed with defining the OmniPortlet.

You can choose **Customize** from the **Action** menu to define OmniPortlet, or, for custom WebCenter applications at design time, select the OmniPortlet in the **Structure** window in Oracle JDeveloper, and in the Property Inspector, set `RenderPortletInIFrame` to `true`.

33

Working with the Web Clipping Portlet

This chapter provides a brief description of the Web Clipping portlet and producer and explains how you can register a Web Clipping producer and use this producer to add a Web Clipping portlet to a JSP document created through Oracle JDeveloper.

This chapter contains the following sections:

33.1 What You Should Know About Web Clipping

Web Clipping is a publishing portlet that enables you to integrate any web application with your custom WebCenter application and with WebCenter Spaces. It is designed to give you quick integration by leveraging the existing user interface of the web application. With Web Clipping, you can consolidate content from web sites scattered throughout a large organization.

Web Clipping enables the clipping of an entire web page or a portion of it and reusing it as a portlet. Basic and HTML-form-based sites can be clipped. Use Web Clipping when you want to copy content from an existing web page and expose it in your WebCenter application as a portlet.

Web Clipping portlets support the following features:

- **Navigation through various styles of login mechanisms**, including form- and JavaScript-based submission and HTTP Basic and Digest Authentication with cookie-based session management.
- **Fuzzy matching of clippings**, enabling the Web Clipping engine to correctly identify a web clipping and deliver it as portlet content even if the web clipping gets reordered within the source page or if its character font, size, or style changes.
- **Reuse of a wide range of web content**, including basic support of pages written with HTML 4.0.1, JavaScript, applets, and plug-in enabled content, retrieved through HTTP GET and POST (form submission).
- **Personalization**, enabling page designers to expose input parameters that page viewers can modify when page viewers personalize the portlet. These parameters can be exposed as public parameters that a page designer can map as page parameters. This feature enables you to obtain personalized clippings.

- **Integrated authenticated web content through Single Sign-On**, including integration with external applications, which enables you to leverage Oracle Single Sign-On and to clip content from authenticated external web sites.
- **Inline rendering**, enabling you to set up Web Clipping portlets to display links within the context of the portlet. As a result, when a user clicks a link in the Web Clipping portlet, the results display within the same portlet. You can use this feature with clippings from both internal and external web sites.
- **Proxy authentication**, including support for global proxy authentication and authentication for each user. You can specify proxy server authentication details including type (Basic or Digest) and realm in the `provider.xml` file. Additionally, you can specify one of the following schemes for entering user credentials:
  - Automatic login for all users using credentials you provide.
  - Individual login for each user using credentials the user provides.
  - All public users (not authenticated to the WebCenter application) automatically log in using credentials you provide, while valid users (authenticated to the WebCenter application) log in by using credentials they provide.

  For more information, see the "HTTP or HTTPS Proxy Configuration" section in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.
- **Navigation and clipping of HTTPS-based external web sites**, if appropriate server certificates are acquired.
- **Open Transport API for customizing authentication mechanisms to clipped sites**. By default, Web Clipping provider supports only HTTP challenge-based authentication methods like Basic and Digest, and form submission logins. To support custom authentication methods, like Kerberos proxy authentication, users can use the Web Clipping Transport API. For more information, see the "Using Web Clipping Open Transport API" section in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.
- **Clipping of page content from HTML 4.0.1 pages**, including the following:
  - Clipping of `<applet>`, `<body>`, `<div>`, `<embed>`, `<img>`, `<object>`, `<ol>`, `<span>`, `<table>`, and `<ul>` tagged content
  - Preservation of `<head>` styles and fonts, and Cascading Style Sheets (CSS)
  - UTF-8 compliant character sets
  - Navigation through hyperlinks (HTTP GET), form submissions (HTTP POST), frames, and URL redirection
- **Globalization support** in URLs and URL parameters. For information about how Web Clipping determines the character set of clipped content, see Section 33.4, "Current Limitations of Web Clipping."

Web Clipping definitions are stored persistently in a repository. For information about Web Clipping repository, see the “Web Clipping Portlet Configuration Tips” section in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

Any secure information, such as passwords, is stored in an encrypted form, according to the Data Encryption Standard (DES), by using Oracle encryption technology.

33.2 Working with the Web Clipping Portlet

This section describes how to clip content for a Web Clipping portlet and make the portlet personalizable. It contains the following subsections:

- Adding a Web Clipping Portlet to a Page
- Clipping Content for Display in the Web Clipping Portlet
- Adding a Web Clipping That Users Can Personalize

33.2.1 Adding a Web Clipping Portlet to a Page

The steps for adding a Web Clipping portlet to a page vary between a custom WebCenter application and the WebCenter Spaces application. For one thing, in a custom WebCenter application adding a portlet to a page is a design-time activity, carried out by the application developer. For information about adding a portlet to a page in a custom WebCenter application, see the “Creating Content-Based Portlets with Web Clipping” chapter in the *Oracle Fusion Middleware Developer’s Guide for Oracle WebCenter*.

In the WebCenter Spaces application, portlets are added to pages at runtime—when users are simply running the application. Portlets are available for dragging-and-dropping from the Oracle Composer **Catalog** panel by any user with sufficient privileges. For information about adding a portlet to a page in the WebCenter Spaces application, see Section 7.1.4, "Adding Portlets to a Page."

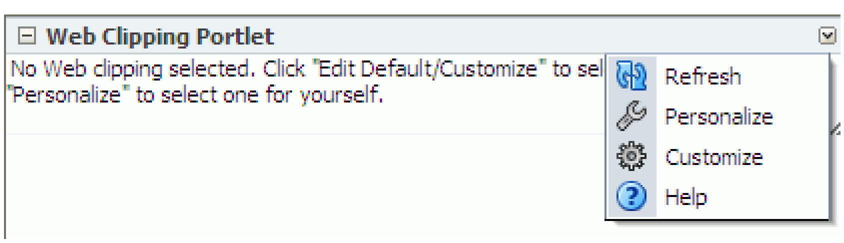
> **Note:** In WebCenter Spaces, avoid adding a portlet to a Movable Box layout component (For information, see Section 6.5, "Working with Page Layout Components"). The Movable Box layout component duplicates the `showDetailFrame` that the portlet provides by default. Adding a portlet to a Movable Box creates an unnecessary and potentially error-prone redundancy.

33.2.2 Clipping Content for Display in the Web Clipping Portlet

Though the point at which you add a Web Clipping portlet to a page varies between custom applications and the WebCenter Spaces application—at design time or at runtime—Web Clipping content is defined at runtime for both scenarios.

Run your application, and select either **Customize** or **Personalize** from the portlet's **Actions** menu (Figure 33–1) to start the process of clipping and saving web content.

Figure 33–1 Actions Menu on a Web Clipping Portlet in a Custom Application



Both the **Customize** and **Personalize** options take you into Web Clipping Studio, where you can:

- Browse for web content

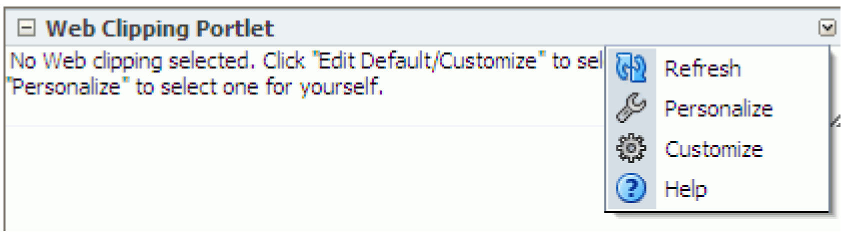
- Choose the exact portion of the web content to clip
- Preview the clipped content as a portlet
- Save the clipped content as a portlet
- Set portlet properties and save the updated portlet information

This section tells you how.

To clip web content for display in the Web Clipping portlet:

1. From the **Actions** menu on the header of the Web Clipping portlet (Figure 33–2), select either:
   - **Customize**, to set up a Web Clipping portlet to display content to all users
   - **Personalize**, to set up your own, personal view of a Web Clipping portlet

Figure 33–2 Actions Menu on a Web Clipping Portlet in a Custom Application



> **Note:** When running a portlet that has an Edit mode, the **Personalize** option on the portlet's **Actions** menu appears only to authenticated users. Unauthenticated or public users do not see the Personalize option. What this means is that, for personalization to work, some form of security must be implemented for your application.
>
> If you are a developer creating portlets and pages, then you may want a quick way to test the Edit mode of your portlet without creating a complete security model for your application. For information about how you can quickly add the necessary security for testing portlet personalization, see the "Configuring Basic Authentication for Testing Portlet Personalization" section in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

The **Find a Web clipping** page opens (Figure 33–3).

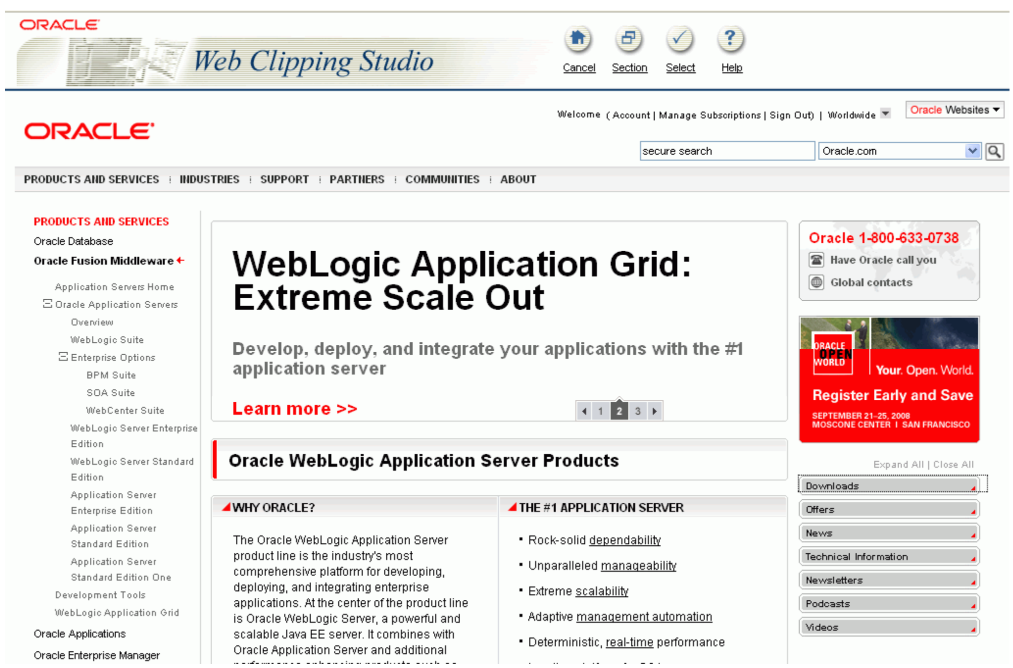
Figure 33–3 The Find a Web Clipping Page

2. In the **URL Location** field, enter the URL of the web page that contains or links to the content you want to clip.
3. Click **Start**.

   Web Clipping Studio displays the page you specified (Figure 33–4).

> **Note:** You can clip Secure Socket Layer (SSL)-enabled web sites if certificates of those sites are added to the certificate store. Certificates of SSL-enabled web sites that use Equifax, VeriSign, or Cybertrust certificates are included in the default certificate store.
>
> For information about adding certificates, see the "Adding Certificates for Trusted Sites" section in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

Figure 33–4 A Web Page Displayed in Web Clipping Studio



4. If your starting web page is not the page you plan to clip, then within Web Clipping Studio browse to the content you want to clip.

As you click hyperlinks in the web page, Web Clipping Studio records your navigation links.

Notes: Only the significant browsing operations are recorded for later playback during the show mode. Any browsing operations that do not contribute to the eventual web clipping are discarded. Discarded links are not visited.

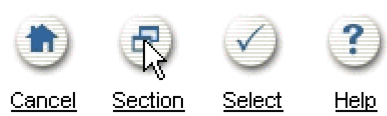
For any web sites that require HTTP Basic or Digest Authentication, a form is displayed that requests user name and password information. This encoded authentication information is recorded as part of the browsing information.

---

5. On the page that contains the content you want to clip, click the **Section** icon or link on the Web Clipping Studio banner (Figure 33–5).

   If you intend to clip the full web page, it is not necessary to section the page. You can clip the full page by clicking the **Select** icon or link instead of **Section** when you are on a page you want to clip.

Figure 33–5 The Section Icon and Link in the Web Clipping Studio Banner



Sectioning divides the target web page into its clippable sections (Figure 33–6).

Figure 33–6 Sectioned Web Page in Web Clipping Studio

After you click **Section**, you cannot browse links in the displayed page. If you want to browse to other locations through page links, then click **Unsection** on the Web Clipping Studio banner. For more information about using Web Clipping, you can click the **Help** icon or link on any of the Web Clipping pages.

Note: To adjust sectioning to encompass smaller or larger areas on the web page, use the **Section Smaller** and **Section Larger** options on the Web Clipping Studio banner. Click **Section Smaller** to divide the web page into more, smaller sections. For example, click **Section Smaller** to drill down one level of nested tables. Click **Section Larger** to divide the web page into fewer, larger sections.

---

6. At the top-left corner of the section you want to clip, click **Choose**.

   You can choose only one section at a time. Web Clipping Studio displays a preview of your chosen section.

7. If the displayed section is the clipping you want, then click **Select** on the Web Clipping Studio banner.

   If the displayed section is not the clipping you want, then click **Unselect** to return to the page containing the section. You can choose another section on the page, or click **Unsection** to remove sectioning, enabling you to navigate to another page.

   Note: Some sections may contain no data, only whitespace. For example, a web page may contain an HTML `<DIV>` tag that contains no text or images. If you click **Choose** on a section that contains no data, then Web Clipping displays a preview, but the preview correctly shows only whitespace. In this case, click **Unselect** on the preview page to return to the sectioned page. Then, select a section containing data.

   Once you have made your selection, the Web Clipping Studio displays the **Find a Web clipping** page with the selected web clipping's properties.

8. Adjust the clipping's property values as you prefer:

   - **URL Rewriting—**Controls the behavior of links embedded in the clipped content.

     Choose from:

     – **None—**To specify that link targets display on a new browser tab.

     – **Inline—**To specify that link targets display inside the portlet. If you have integrated with an external application or are logged into the clipped site, and if you choose **Inline** for URL Rewriting, then the session is maintained to the clipped site while browsing.

     Note: The **URL Rewriting** option is available only when you customize a portlet. This option is not available when you personalize a portlet.

   - **Title—**A title to display in the portlet header.
   - **Description—**A description of the clipping. The description is not displayed in the portlet.
   - **Time Out (seconds)—**The number of seconds to allow for the portlet to render before it times out.

- **Expires (minutes)**—The number of minutes before cached portlet content expires. Once cached content expires, the next time the portlet is refreshed—either by a browser refresh or by clicking the **Refresh** link in the portlet itself—portlet content is retrieved from the web page from which the clipping originated.
- **Parameterize Inputs**—Options for customizing parameters associated with the clipped content.

  Click the **Click to start parameterizing** checkbox to customize parameters associated with the content, and then perform the following steps:

  a. From the **Parameters** list, choose the parameters you intend to customize.

  b. From the **Personalizable** list, select a parameter if you intend to enable users to provide their own parameters values when they personalize the portlet. Select **None** if you do not want to allow this.

  c. In the **Display Name** field, enter a name to be displayed for the parameter.

  d. In the **Default Value** field, enter a default value for the parameter.

  Section 33.2.3.2, "Parameterizing a Web Clipping Portlet," provides an example of personalizing the parameters of a web clipping.

  Note: The **Parameterize Inputs** section displays only if you entered information in a form and then selected the section including the form for your web clipping.

  ---

9. Click **OK** to save changes to property values and to display the selected clipping in the Web Clipping portlet on your page.

   Note: Web Clipping portlets support additional properties that influence the way the portlet is rendered. For information, see Section 33.3, "Setting Web Clipping Portlet Properties."

Figure 33–7 shows the selected web clipping in your Web Clipping portlet.

Figure 33–7 Clipped Content in a Web Clipping Portlet

Note: The **Refresh** link in the Web Clipping portlet retrieves data from cache or from the originating web site, depending upon the value you provided for **Expires (minutes)**.

33.2.3 Adding a Web Clipping That Users Can Personalize

This section walks you through a demonstration of how you can enable end users to personalize their own view of the content in a Web Clipping portlet. It includes the following subsections:

- Selecting a Clipping from OTN
- Parameterizing a Web Clipping Portlet
- Personalizing a Web Clipping Portlet

33.2.3.1 Selecting a Clipping from OTN

In this task, you navigate to the Oracle Technology Network (OTN) and search for specific information to clip.

To select a clipping from OTN:

1. From the **Actions** menu on the portlet header, select **Customize**.

   The **Find a Web clipping** page opens.

2. In the **URL Location** field, enter the following URL, and click **Start**:

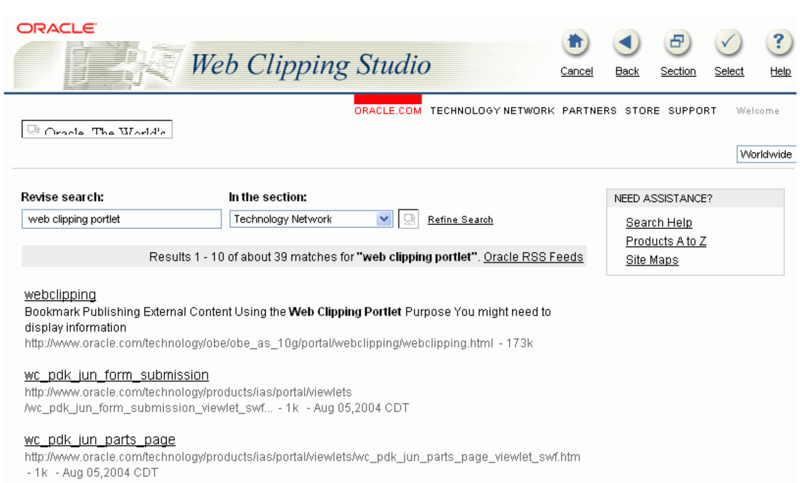
   ```
   http://www.oracle.com/technology/products/ias/portal/index.html
   ```

   OTN displays the Portal page.

3. Enter a search string in the Search field at the top of the page. For this example, enter `web clipping portlet`, then click the Search icon.

   Results display in Web Clipping Studio (Figure 33–8).

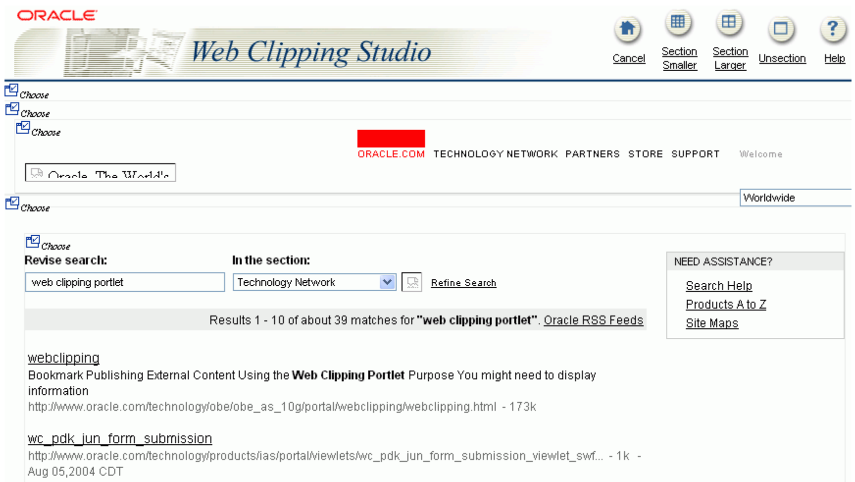
Figure 33–8 OTN Search Results in Web Clipping Studio



4. Click **Section** on the Web Clipping Studio banner.

   Web Clipping Studio divides the target web page into clippable sections (Figure 33–9).

Figure 33–9 The Choose Links on an OTN Search Results Page in Web Clipping Studio



5. At the top-left corner of the search result, click **Choose**.

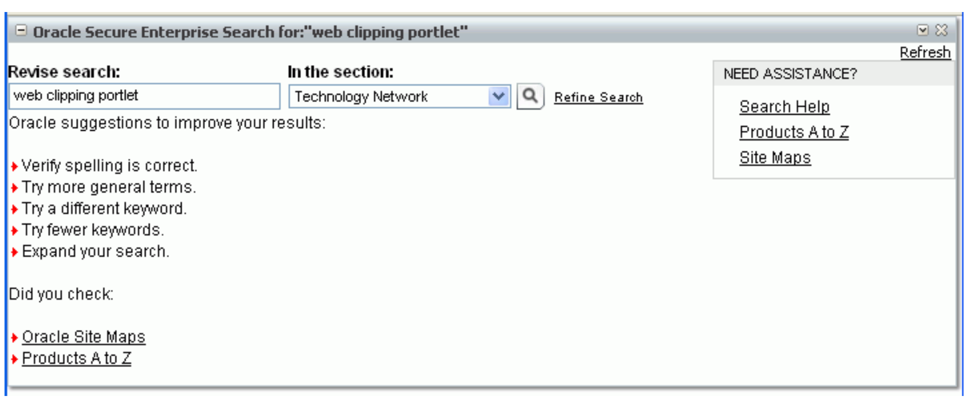
   A preview of the search result section opens.

   Some sections may contain no data, only whitespace. For example, a web page may contain an HTML <DIV> tag that contains no text or images. If you click **Choose** on a section that contains no data, then Web Clipping displays a preview, but the preview correctly shows only whitespace. In this case, click **Unselect** in the preview page to return to the sectioned page. Then, select a section containing data.

6. Click **Select** to confirm that the search result section is the one you want to clip.

7. On the **Find a Web clipping** page, click **OK** to display the clipped content in the Web Clipping portlet (Figure 33–10).

Figure 33–10 Clipped Content Displayed in Web Clipping Portlet



Note: In this example, while selecting the clipping, we used the Search field as an input parameter and selected the search results page as the content for the Web Clipping portlet. Therefore, Web Clipping Studio captures the Search field as a customizable parameter, which users can edit in the Personalize mode.

If you directly specify the URL of the search results page in the **URL Location** field, then the Search field cannot be captured as a customizable parameter in the Web clipping portlet. This is because the Search field is not captured as an input parameter within a form submitted in Web Clipping Studio.

Therefore, for Web Clipping Studio to capture a customizable parameter, there must be an existing page that points to the page containing that parameter after a form submission.

33.2.3.2 Parameterizing a Web Clipping Portlet

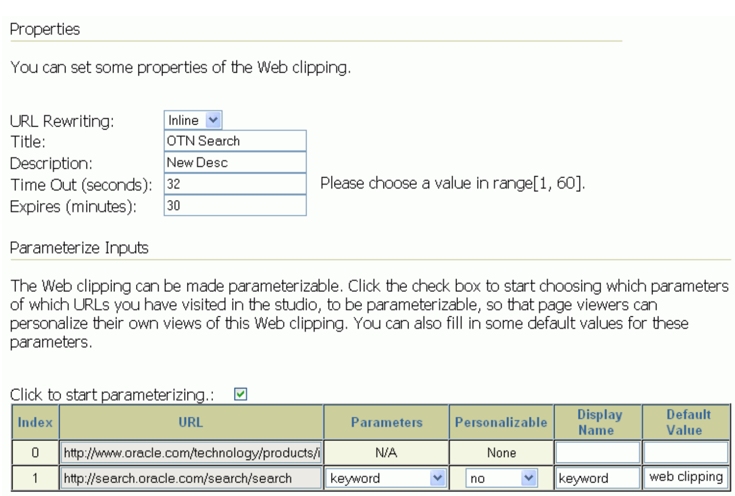
In this task, you edit the properties of the Web Clipping portlet to enable users to display different search results in the portlet.

To parameterize a Web Clipping portlet:

1. Once you have clipped OTN search results as described in Section 33.2.3.1, select **Customize** from the Web Clipping portlet's **Actions** menu.
2. In the **Find a Web clipping** page, modify the following items in the **Properties** section:
   - From the **URL Rewriting** list, choose **Inline** to specify that link targets open inside the portlet, rather than in a new browser window.
   - In the **Title** field, enter `OTN Search`. This title appears in the header of your Web Clipping portlet and on the pages where users can personalize parameters for the web clipping.

   Figure 33–11 shows the **Properties** and **Parameterize Inputs** sections of the **Find a Web clipping** page.

Figure 33–11 Web Clipping Properties



3. Because the content displayed in the portlet was reached by entering information in the **Search** field on OTN, you can customize the parameters used by the search to enable users to specify their own search string.
4. Under the **Parameterize Inputs** section, select **Click to start parameterizing**, and make the following changes in the parameters table:
   - In the **Parameters** column, choose **keyword** from the list.
   - In the **Personalizable** column, choose **Param1** from the list.
   - In the **Display Name** column, enter `OTN Search`.
   - Make sure that **Default Value** displays **web clipping portlet** to be sure you have selected the right parameter.
5. Click **OK** to display the default search results in the Web Clipping portlet.

33.2.3.3 Personalizing a Web Clipping Portlet

In this task, you personalize a Web Clipping portlet to display different search results in the portlet.

To personalize a Web Clipping portlet to display different search results:

1. Select **Personalize** from the **Actions** menu on the Web Clipping header.

   Note: When running a portlet that has an Edit mode, the **Personalize** option on the portlet's **Actions** menu appears only to authenticated users. Unauthenticated or public users do not see the Personalize option. What this means is that, for personalization to work, some form of security must be implemented for your application.

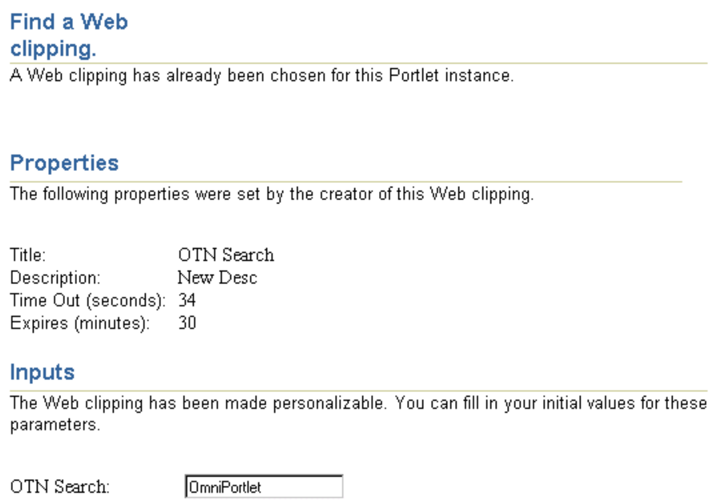
   If you are a developer creating portlets and pages, then you may want a quick way to test the Edit mode of your portlet without creating a complete security model for your application. For information about how you can quickly add the necessary security for testing portlet personalization, see the "Configuring Basic Authentication for Testing Portlet Personalization" section in the *Oracle Fusion Middleware Developer's Guide for Oracle WebCenter*.

   ---

2. In the resulting **Find a Web clipping** page, scroll down to the **Inputs** section.

   Notice that the parameter field for the search string is labeled **OTN Search,** as you specified for the **Display Name** while parameterizing the Web Clipping portlet. (Figure 33–12).

Figure 33–12 A Web Clipping in the Personalize Mode



3. In the **OTN Search** field, enter a different search string.

   For example, enter `WebCenter`.

4. Click **OK**.

   The Web Clipping portlet now displays the search results for `WebCenter` from OTN.

33.3 Setting Web Clipping Portlet Properties

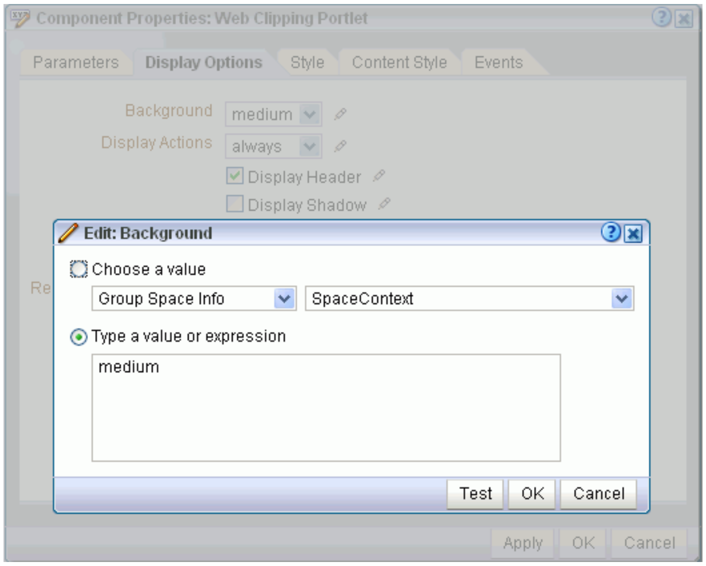
In addition to the properties provided when you customize or personalize a Web Clipping portlet, Oracle Composer exposes portlet properties you can use to control the portlet look and feel. You can access these properties through the Component Properties dialog in Oracle Composer. (Figure 33–13)

Web Clipping Component Properties appear on five tabs:

- Parameters
- Display Options
- Style
- Content Style
- Events

The properties on the **Display Options** tab provide access to an editor, which you can use to select or specify a variable in lieu of a constant value. Click the **Edit** icon next to a property field to open the editor.

Figure 33–13 Editing a Component Properties Parameter Value Field for Web Clipping



Use the editor to select predefined values under **Choose a value**, or to enter a value or an Expression Language (EL) expression under **Type a value or expression**. The editor provides a test feature, which you can use to validate your selection or entry. For more information about using the editor and for access to a table of common EL expressions, see Section 7.4.5, "Using Expression Language (EL) Expressions with Component Properties."

Many properties are common to all task flows. Additionally, the method for accessing task flow properties is the same from task flow to task flow. Common task flow properties and how to access them are discussed in Section 7.4, "Setting Properties on Page Content."

Web Clipping also includes properties unique to the portlet. Table 33–1 describes the properties unique to Web Clipping.

Table 33–1 Component Properties of Web Clipping

Property	Description
Param#	Use the parameters on the Parameters tab to map page parameters to Web Clipping parameters you defined while customizing the portlet. These parameters enable you to contextually wire portlets and pages. For more information about wiring, refer to Chapter 8, "Wiring Pages, Task Flows, Portlets, and UI Components."
Partial Triggers	Use this property on the Display tab to initialize a partial page refresh, which is a way of refreshing an area of a page without having to redraw the entire page.
Render Portlet in I Frame	Use this property on the Display tab to render the portlet in an iFrame.
Title	Use this property on the Display tab to specify a title for your Web Clipping portlet.

33.4 Current Limitations of Web Clipping

This section lists current limitations of Web Clipping:

- If the site to which you are connecting uses a large amount of JavaScript to manipulate cookies or uses the JavaScript method `document.write` to modify the HTML document being written, then you may not be able to clip content from the site.
- When you integrate with partner applications (by using `mod_osso`), you cannot clip directly through those partner applications in an authenticated manner. However, you can use partner applications through the external application framework.
- You cannot use the Web Clipping portlet to clip Oracle Portal pages and ADF pages. As a workaround, reregister the same producer in the destination portal and edit the portal manually. This is a design-time task.
- You cannot use the Web Clipping portlet to clip a web page that contains multiple frames, that is, a frameset.
- Note the following about Web Clipping and the use of cascading style sheets (CSS):
  - If a web page contains multiple portlets that use a CSS, then they should not conflict if the CSS uses distinct style names, such as `OraRef`, to specify a style within an HTML tag, rather than using an HTML tag name, such as `<A>`, as the name of the style.
  - If one portlet uses a CSS, and that CSS overwrites the behavior of HTML tags by using the name of the tag, such as `<A>`, as the name of the style, and a second portlet on the same page does not use a CSS, the second portlet is affected by the style instructions of the CSS of the first portlet.
  - If two portlets on the same page use a different CSS and each CSS overwrites the behavior of HTML tags by using the name of an HTML tag, such as `<A>`, as the name of the style, then the style displayed depends on the browser.
- Web Clipping checks for Globalization Support settings in the following way:
  1. Web Clipping checks the `Content-Type` in the HTTP header for the `charset` attribute. If this is present, then it assumes that this is the character encoding of the HTML page.
  2. If the `charset` attribute is not present, then it checks the HTML `META` tag on the page to determine the character encoding.
  3. If the HTML `META` tag is not found, then Web Clipping uses the `charset` in the previous browsed page. If this is the first page, then it defaults to the ISO-8859-1 character encoding.
  4. If the value of `charset` for `Content-Type` or `META` tag is not supported (for example, if `charset` was specified as `NONE`), then Web clipping uses the default character set, ISO-8859-1, not the `charset` in the previously browsed page.
- To use the Web Clipping portlet, you must use Netscape 7.0 or later, Microsoft Internet Explorer 5.5 or later for Windows 2000, or Microsoft Internet Explorer 6.0 or later for Windows XP. If you use browser versions older than these, then you may encounter JavaScript errors.

Glossary

About mode

A **portlet mode** that typically displays information such as copyright, version, and author of the portlet.

ADF

Application Development Framework. A range of technologies aimed at making **Java EE** application development faster and simpler for developers while at the same time taking advantage of proven software patterns to ensure that the developed application is scalable, performant, and the like.

administrator

In WebCenter Spaces there are two types of administrator:

- Fusion Middleware administrator: Also referred to as systems administrator. A user with complete administrative capabilities. This administrator can perform the complete range of security-sensitive administrative duties, and all installation, configuration, and audit tasks.
- WebCenter Spaces administrator: A WebCenter Spaces user who is responsible for customizing WebCenter Spaces out of the box, managing and granting application roles, and maintaining the application when it is in use.

Ajax

A combination of asynchronous JavaScript, dynamic HTML (DHTML), XML, and XmlHttpRequest communication channel that allows requests to be made to the server without fully re-rendering the page. Ajax allows rich client-like applications to use standard internet technologies.

Announcements service

A WebCenter Web 2.0 service that offers a quick, convenient way to create and widely distribute messages instantly or at a specific time.

API

Application Programming Interface. A set of exposed data structures and functions that an application can use to invoke services on an application object, such as a **portlet**.

Application Development Framework

See **ADF**.

application lifecycle

The process of creating and testing an application in a design time environment, deploying it to a production system, and then performing routine maintenance, such as monitoring performance and migrating customization data. The lifecycle of an application also includes performing further enhancements, restaging, and then redeploying the application to the production system.

Application Programming Interface

See **API**.

application role

Roles that are specific to a particular application and are stored in an application-specific stripe of the policy store.

application skin

Specifies the WebCenter Spaces application background color, screen fonts, and, with some skins, the shapes and images used for application buttons and icons. The WebCenter Spaces administrator chooses the default application skin. WebCenter users may change the application skin on the General tab of the Preferences dialog box.

Applications pane

An area of the WebCenter Spaces Sidebar that provides convenient access to your frequently used applications.

authenticated user

A user who is logged into a **WebCenter application**. By default, an authenticated user can access public and secured information, such as pages and **portlet**s.

Contrast with **public user**s, who are not logged in, and can access public content only.

authentication

Identification of a user through an identity management system. You can require ADF authentication to enforce credentials for users to access the WebCenter application only (all ADF resources in the application remain accessible), or authentication *and* authorization to enforce credentials for users to access the WebCenter application and any ADF resources that have been secured in the application.

authorization

The policies that define the access rights of an individual or group to a secured resource. This resource may be a page or component within a page.

authorized user

An individual who has access to a secured resource. For non-public resources, this individual is also an **authenticated user**.

blog page

A page that provides a personal record of an individual user's experience and opinions. There are two kinds of blog: personal blogs are written by an individual; group blogs are written by several users.

Box layout component

An Oracle Composer layout component. A container that enables the placement of content on a WebCenter Spaces page. In Oracle Composer, a Box is rendered as a rectangle comprised of dashed lines. For designers of custom WebCenter applications, this is the runtime equivalent of a Panel Customizable component.

BPEL

Business Process Execution Language. An XML-based markup language for composing a set of discrete Web services into an end-to-end process flow.

business role page

A page, created by the WebCenter Spaces administrator, specifically provided for a given role in an organization. Business role pages provide a targeted environment for users of a particular role, by delivering information that is timely and relevant to individual roles without the noise of irrelevant information from other lines of business. Business role pages appear in the personal spaces of users classified under the specified role.

caching

The act of storing frequently accessed information, typically Web pages, in a location where it can be accessed quickly to avoid frequent content generation.

See also **expiry-based caching** and **validation-based caching**.

Change Mode Button component

A component provided in the Oracle Composer tag library that lets users change from the View mode of a page to Edit mode, in which they can edit the page using Oracle Composer.

Change Mode Link component

A component provided in the Oracle Composer tag library that lets users change from the View mode of a page to Edit mode, in which they can edit the page using Oracle Composer.

check out/check in

A mechanism that enables a user to lock information, by checking it out, so that other users cannot modify that same piece of information. This prevents users from overwriting each other's changes. After making modifications, the user releases it by checking it back in, making it available again for other users to modify.

chrome

Visual elements surrounding a portlet or task flow that provide an access point for actions, such as those on the Actions menu and those embedded in the chrome itself, such as the minimize icon or resize handles.

Community of Interest group space

A group space created using the Community of Interest template. This type of group space provides an optimal structure for supporting communities of people, joining together to learn more about a subject area through the sharing of expertise, ideas, and content.

component

An individual piece of an application, for example, a task flow, portlet, page, or layout element such as a box or image.

Component Catalog

A dialog, accessed from Oracle Composer, that provides access to all the content you can add to a WebCenter application page.

component developer

The developer who builds components (such as portlets, **JavaServer Faces** components, and Web services).

Component Properties

A dialog, accessed from Oracle Composer, that provides access to a component's parameters, display options, style settings, and associated events.

container

An application program or subsystem in which the program building block, known as a component, is run.

content integration services

Services provided by **Oracle WebCenter** to enable developers to display content from a **content repository**, such as by creating **data control**s.

content repository

A specialized storage and management mechanism, such as author-based versioning, full textual searching, content categorization and attribution, and is optimized for storing unstructured information, which differentiates it from a data repository.

content repository data control

A **data control** sourced though a content repository. In a **WebCenter application**, you can create content repository data controls for the following content repositories: **Oracle Portal**, **Oracle Universal Content Management**, and third-party repositories supporting the Java Content Repository (JCR) standard, or your local file system.

credential provisioning page

A **JSF** (`*.jspx`) page used for authenticating to an **external application**. At run time, the Credential Provisioning page displays login data fields consisting of the data fields specified through external application registration. Login information is passed to the producer, which in turn passes the login values to the external application. The application provides the producer with the requested portlets.

After authentication, the user's login credentials are preserved in a **credential store**, which subsequently supplies that information at future sessions. Unless his information changes, the user supplies his credentials only one time.

credential store

A storage area that preserves the login credentials a user provides for authentication to an **external application**.

CSS

Cascading Style Sheet. A simple mechanism for ensuring a consistent look and feel or adding style, such as fonts, colors, and spacing, to Web documents.

custom action

Icons or menu items that are displayed on the header or in the Actions item of a Show Detail Frame component that surrounds a task flow. These actions can control actions defined in the task flow itself, enabling task flows to represent internal actions as options on the chrome.

custom attribute

Specifies group space information in addition to that provided by the built-in attributes. Custom attributes can be used to determine the content of the components in a group space based on the parameter passed in. For example, a component can display data for a specific customer by passing in the customer ID. A custom attribute is simply a name value pair ; for example customerId=400, orderId=11, userName=Smith, and so on. Custom attributes are stored within the group space template.

custom page

Any page created by a user rather than one provided out of the box.

custom resource catalog

A resource catalog that has been customized to control the components that are visible to specific users.

Contrast with **default resource catalog**.

custom role

A user role, created by an administrator or a group space moderator, to meet a specific personal space or group space requirement.

Customize mode

A **portlet mode** that enables users to set the default values for portlet preferences for all users.

customizable component

A WebCenter component that can be added to a page at runtime to enable end users to perform personalizations such as move, minimize, restore, or remove on content within those components. Customizable components are the **Panel Customizable component** and the **Show Detail Frame component**.

customization

An update that affects all users.

data control

A mechanism that provides an abstraction of the business service's data model. The ADF data controls provide a consistent mechanism for clients and Web application controllers to access data objects, collections, methods, and operations.

See also **content repository data control**.

default language

A display language that is used when users log in to WebCenter Spaces. The default language can be overridden temporarily by the session language. The WebCenter Spaces administrator sets the default language on the General tab of the Administration page. Individual users can set their own default language on the General tab of the Preferences dialog box.

default resource catalog

The resource catalog that is provided by default for an application. It contains all of the Oracle ADF components and portlets available to the application.

Contrast with **custom resource catalog**.

Default Server

See **Integrated WLS**.

deployment profile

A file used in application deployment that specifies the following types of information:

- The source files, deployment descriptors, and other auxiliary files that are packages
- The type and name of the archive file to be created
- Dependency information
- Platform-specific instructions
- Other information

Oracle WebCenter Services provides a special deployment profile, the **WebCenter application** WAR deployment profile, that includes an option to export project metadata.

Design view (JDeveloper)

A view, in **Oracle JDeveloper**, that provides a WYSIWYG representation of a file.

See also **Source view (JDeveloper)**.

Design view (WebCenter Spaces)

A view, in Oracle Composer, that provides a WYSIWYG representation of a page and its components.

See also **Source view (WebCenter Spaces)**.

discoverable group space

A group space that can be found by anyone logged into WebCenter Spaces, for example through a search. A group space is made discoverable when the group space moderator enables the Discoverable setting. Discoverable group spaces are listed in My Group Spaces; users wishing to join the group space can request membership through self-subscription (if enabled) or by contacting the group space moderator.

Discussions service

A WebCenter Web 2.0 service that provides a means of creating and participating in text-based discussions with members of a particular group space.

display language

Controls the language in which application user interface elements, such as buttons, field labels, and screen text, are rendered in the browser.

Document List Viewer task flow

A Documents service task flow that exposes a list of documents and optionally folders defined by the listing of a specific folder or the results of a document search. Include on a page by selecting All Documents, Group Space Documents, or Personal Documents from the Oracle Composer catalog.

Documents task flow

A Documents service task flow that exposes all the folders and files available from the default content repository connection and default folder. Include on a page by selecting Documents from the Oracle Composer catalog. Use to create, upload, and manage library content; to manage file versions; and to check files out and in. Equivalent to Document Library task flow in WebCenter Services Catalog in Oracle WebCenter Framework.

Documents page

A predefined page provided in every WebCenter Spaces group and personal space that includes the **Documents task flow** for managing content.

Documents service

A WebCenter Web 2.0 service that provides features for accessing, adding, and managing files; creating and managing file folders; configuring file and folder properties; and searching file and folder content.

domain

Any tree or subtree within the Domain Name System (DNS) namespace. Domain most commonly refers to a group of computers whose host names share a common suffix, the domain name.

dynamically-generated page

A page that displays as the result of a user action, such as a search or a click on a tag. As the name suggests, dynamically-generated pages are not stored, but rather are created as and when needed.

EAR

Enterprise Archive file. A **Java EE** archive file that is used in deploying applications on a **Java EE** application server. **WebCenter applications** are deployed using both a generic EAR file containing the application and the respective run-time customization and a targeted EAR file containing only the application for deployment to the application server. EAR files simplify application deployment by reducing the possibility of errors when moving an application from development to test, and test to production.

See also **JAR** and **WAR**.

ECMA-262 specification

A standardization of scripting programming languages, such as **ECMAScript** and **JavaScript**.

ECMAScript

A scripting programming language, standardized by Ecma International according to the **ECMA-262 specification**. Frequently referred to as **JavaScript** or JScript, which are both extensions of the ECMA-262 specification.

Edit Defaults mode

(**JSR 168** portlets only.) A **portlet mode** that enables personalization of a JSR 168 portlet. Edit Defaults mode is a display mode for the JSR 168 portlet's properties. In a **WebCenter application**, the Edit Defaults mode displays on the portlet's Actions menu as the Customize command.

See also **Edit mode**.

Edit mode

A **portlet mode** that enables personalization of the portlet for each user, for each instance.

See also **Edit Defaults mode**.

edit mode

A view mode that enables users to modify the content, style, and layout of a page. Access edit mode by choosing Edit Page from the Page Actions menu.

EL

Expression Language. Provides a short-hand way of working with Web application data by providing operators for retrieving and manipulating application data residing in a **Java EE** Web container. In a **WebCenter application**, EL expressions are encapsulated in the characters "#{" and "}" and typically come in the form #{object.data} where *object* represents any Java object or **ADF** component placed in the **Java EE** Web container's page, request, session, or application's scope.

Enterprise Archive file

See **EAR**.

enterprise mashup

An application that enables users to bring all sorts of content and services together in a single place.

Events service

A WebCenter Web 2.0 service that provides group calendars, which you can use to schedule meetings, appointments, and so on. This service is available only in WebCenter Spaces, and not in custom WebCenter applications.

expiry-based caching

A **caching** method that uses a retention period to specify how long the item is valid in the cache before a refresh is required. When there is a request for the item beyond the retention period, it is refreshed in the cache.

See also **validation-based caching**.

Expression Language

See **EL**.

Extensible Markup Language

See **XML**.

external application

Applications that do not delegate authentication to the single sign-on server. Instead, they display HTML login forms that ask for application user names and passwords. At the first login, users can choose to have the single sign-on server retrieve these credentials for them. Thereafter, they are logged in to these applications transparently.

farm

A collection of components managed by Fusion Middleware Control. A farm can contain a Managed Server domain and other Oracle Fusion Middleware system components that are installed, configured, and running on the domain.

favorites

A personal list of links to favorite WebCenter Spaces pages and external Web sites.

Federated Portal Adapter

See **FPA**.

FOD

Fusion Order Demo. An enterprise application built using Oracle Fusion Middleware, including Oracle WebCenter, used to provide examples of WebCenter functionality.

FPA

Federated Portal Adapter. A component of **Oracle Portal** that enables Oracle Portal instances to share their database portlets through the Web portlet interface. Using the FPA, Oracle Portal database portlets, including PL/SQL portlets, Portlet Builder portlets, and page portlets can be made available for use in WebCenter applications.

Full Screen Mode (WebCenter Spaces)

A view mode that opens the group space to occupy the entire screen, thus maximizing the display space. The Sidebar is not displayed in Full Screen Mode.

Full Screen mode (Portlets)

(**PDK-Java** portlets only.) A **portlet mode** that provides more content than can be shown in the portlet when it is sharing a page with other portlets.

Fusion Middleware Control

A browser-based management application that is deployed when you install Oracle WebCenter. From Fusion Middleware Control Console, you can monitor and administer a **farm** (such as Oracle WebCenter).

Fusion Order Demo (FOD)

See **FOD**.

Group Project group space

A group space created using the Group Project template. This type of group space provides an optimal structure for supporting a core project team where each member might come from a different department but all members contribute toward meeting a common goal.

group space

A work area within WebCenter Spaces that supports a group of people of any size that is organized around an area of interest or a common goal.

group space icon

An image displayed alongside group space names on the Group Spaces page in My Group Spaces to help other users with identification and location.

group space logo

An image displayed on the group space Home page to provide a visual identity for the group space. Group space logos also display alongside the group space name at the top of the page in Full Screen Mode.

group space member

A user who is participating in a group space. Members can be added or invited to a group space, or they can subscribe to a group space themselves if self-registration is enabled.

group space owner

A user who initially created a group space. The group space owner is automatically also a moderator of the group space.

group space template

A starting point for group space creation. WebCenter Spaces includes three templates to get you started: Group Project, Community of Interest, and Blank, but you can turn any group space into a template to use it as the starting point for other similar group spaces.

Group Space Unavailable page

A predefined page that displays when a group space member tries to open a group space that is temporarily offline. Moderators can customize this page.

HA

High Availability. A collection of solutions to ensure that your applications meet the required availability to achieve your business goals, eliminating single points of failure with no or minimal outage in service.

Help mode

A **portlet mode** that displays usage information about the functionality of the portlet.

High Availability

See **HA**.

HTML

Hypertext Markup Language. A format for encoding hypertext documents that may contain text, graphics, and references to programs and other hypertext documents.

HTML Markup layout component.

An Oracle Composer layout component. A simple HTML component that renders raw HTML and JavaScript mark-up inline on the page.

HTTP

Hypertext Transfer Protocol. The underlying format, or protocol, used across the Web to format and transmit messages and determine what actions **Web server**s and browsers should take in response to various commands.

Hyperlink layout component

An Oracle Composer layout component. A link to an internal or external Web page. For designers of custom WebCenter applications, this is the runtime equivalent of a Go Link component.

Hypertext Markup Language

See **HTML**.

Hypertext Transfer Protocol

See **HTTP**.

IDE

Integrated Development Environment. A visual application development tool containing editors, debuggers, screen painters, object browsers, and the like. **Oracle JDeveloper** is an example of an IDE.

Image layout component

An Oracle Composer layout component. An illustration that can include a hyperlink. For designers of custom WebCenter applications, this is the runtime equivalent of an Image Link component.

IMP service

See **Instant Messaging and Presence service**.

initialization parameters

The parameters initialized upon the start-up of a standard JSR 168 portlet. Initialization parameters provide an alternative to JNDI (Java Naming and Directory Interface) variables. Use initialization parameters instead of JNDI to configure the behavior of all of the different components of the portlet—for example, servlets and other portlets—in a compatible way. In **Oracle WebCenter**, initialization parameters are entered into the `portlet.xml` file.

Instant Messaging and Presence service

A WebCenter Web 2.0 service that enables users to observe the presence status of other authenticated users and provides instant access to interaction options, such as instant messages, emails, and phone calls.

Integrated Development Environment

See **IDE**.

Integrated WLS

Integrated WebLogic Server. A WLS instance used as a platform for pretesting WebCenter application deployments on a local computer. Integrated WLS also contains preconfigured portlet producers and several useful prebuilt portlets.

JAAS

Java Authentication and Authorization Service (JAAS) is a Java package that enables applications to authenticate and enforce access controls upon users. JAAS is designed to complement Java 2 security and implements a Java version of the standard Pluggable Authentication Module (PAM) framework. This enables an application to remain independent from the authentication service, and supports the use of custom authentication modules.

JAAS extends the access control architecture of the Java 2 Security Model to support subject-based authorization. It also supports declarative security settings, in deployment descriptors, instead of being limited to code-based security settings.

JAR

A Java archive file. JAR files contain the class, image, and sound files for a Java application or applet. JAR files may also be compressed.

See also **EAR** and **WAR**.

Java Authentication and Authorization Service

See **JAAS**.

Java Content Repository

See **JCR 1.0**.

Java EE

Also known as Java EE 5. Java Enterprise Edition 5 Platform. A platform that enables application developers to develop, deploy, and manage multitier, server-centric, enterprise-level applications. The Java EE platform offers a multitiered distributed application model, integrated XML-based data interchange, a unified security model, and flexible transaction control. You can build your own Java EE portlets and expose them through Web producers.

Java Enterprise Edition 5 Platform

See **Java EE**.

Java Portlet Specification

Standardizes how components for portal servers are to be developed. This specification defines a common portlet **API** and infrastructure that provides facilities for personalization, presentation, and security. Portlets using this **API** and adhering to the specification are product-agnostic, and can be deployed to any portal product that conforms to the specification. See also **JSR 168**.

Java Specification Request

See **JSR 168**.

JavaScript

A scripting language developed by Netscape that enables generation of **portlet**s that introduce dynamic behavior in otherwise static HTML. This language is compliant with the European Computer Manufacturing Association's **ECMA-262 specification** (ECMA-262 standard). An alternative name for this EMCA-262 language is **ECMAScript**.

JavaServer Faces

See **JSF**.

JavaServer Page

See **JSP**.

JCR 1.0

Java Content Repository 1.0. Also known as JSR 170. It proposes a standard access and interaction **API** for content repositories, much like JDBC does for databases.

JDeveloper

See **Oracle JDeveloper**.

JSF

JavaServer Faces. A standard Java framework for building Web applications. It simplifies development by providing a component-centric approach to developing Java Web user interfaces. JSF offers rich and robust **API**s that provide programming flexibility and ensures that applications are well designed with greater maintainability by integrating the Model-View-Controller (**MVC**) design pattern into its architecture. As JSF is a Java standard developed through Java Community Process, development tools like **Oracle JDeveloper** are fully empowered to provide easy to use, visual, and productive development environments for JSF.

JSF JSP

JavaServer Faces JavaServer Page. JSF JSPs differ from plain JSPs through their support of **Oracle ADF Faces** components for the user interface and JSF technology for page navigation. JSF JSP pages leverage the advantages of the Oracle **Application Development Framework** (Oracle ADF) by using the ADF Model binding capabilities for the components in the pages.

JSP

JavaServer Page. An extension to servlet functionality that provides a simple programmatic interface to Web pages. JSPs are HTML pages with special tags and embedded Java code that is executed on the Web or application server. JSPs provide dynamic functionality to HTML pages. They are actually compiled into servlets when first requested and run in the servlet container.

See also **JSP tags**.

JSP tags

Tags that can be embedded in **JSP**s to enclose Java code. These tags use the `<jsp:` syntax and enclose action elements in the JSP with `begin` and `end` tags similar to **XML** elements.

JSR 168

Java Specification Request (JSR) 168. Defines a set of **API**s for building standards-based portlets using Java. Portlets built to this specification can be rendered to a portal locally or deployed to a WSRP container for rendering portlets remotely. For more information, see `http://jcp.org/en/jsr/detail?id=168`.

JSR 170

See **JCR 1.0**

JSR 301

See **Oracle JSF Portlet Bridge**.

keystore

A file that provides information about available public and private keys that are used for authentication and data integrity. User certificates and the trust points needed to validate the certificates of peers are also stored securely in the keystore

layout box

A container that enables placement of content on a WebCenter Spaces page.

layout component

An object for enhancing the usefulness and appearance of a given page. Layout components include layout boxes, a rich text editor, images, hyperlinks, and so on.

Layout Customizable component

A component provided in the Oracle Composer tag library that enables users to select from a set of predefined layouts (for example, two column, three column, two row, and so on) and apply it to the page. Users can apply these layouts to a particular area of the page or to the entire page.

LDAP

Lightweight Directory Access Protocol. A standard, extensible directory access protocol. It is a common language that LDAP clients and servers use to communicate.

The framework of design conventions supporting industry-standard directory products, such as the Oracle Internet Directory.

lifecycle

See **application lifecycle**.

Lightweight Directory Access Protocol (LDAP)

See **LDAP**.

Links service

A WebCenter Web 2.0 service that provides a means of creating a bidirectional association between two objects, thus setting up easy access between those objects.

List Manager

A task flow of the Lists service that provides access to all the tools for creating and revising lists and list content and to all of a group space's current lists.

Lists page

A predefined page that displays the group space's current lists.

Lists service

A WebCenter Web 2.0 service for creating, publishing, and managing lists. Uses for lists include tracking issues, capturing project milestones, publishing project assignments, and so on. This service is available only in WebCenter Spaces, and not in custom WebCenter applications.

Lists Viewer

A task flow of the Lists service that provides a means of placing a particular list on a group space page.

Mail service

A WebCenter Web 2.0 service for exposing familiar mail functionality in WebCenter applications.

Managed Server

In a production environment, a Managed Server hosts applications and the resources needed by those applications. A domain, which is a logically related group of Oracle WebLogic Server resources, can have any number of Managed Servers. An Administration Server manages these servers.

mashup

A Web application that enables end users to pull information from different sources to create a personalized application that exactly meets their individual requirements.

MDS

Oracle Metadata Services. A core technology of the **Application Development Framework**. MDS provides a unified architecture for defining and using metadata in an extensible and customizable manner.

Model-View-Controller

See **MVC**.

moderator

A WebCenter Spaces user who is responsible for managing a particular group space. A group space moderator can add and remove members, invite new members, enable self registration, provide and update group space metadata, and manage the services available to the group space.

Movable Box layout component

An Oracle Composer layout component. A container that enables the placement of content on a WebCenter Spaces page and also enables the container (rather than just the content) to be moved around on the page. For designers of custom WebCenter applications, this is the run time equivalent of Show Detail Frame component.

MVC

Model-View-Controller. A classic design pattern often used by applications that need the ability to maintain multiple views of the same data. The MVC pattern hinges on a clean separation of objects into one of three categories: models for maintaining data, views for displaying all or a portion of the data, and controllers for handling events that affect the model or views. Because of this separation, multiple views and controllers can interface with the same model. Even new types of views and controllers that never existed before, such as portlets, can interface with a model without forcing a change in the model design.

My Group Spaces page

A predefined page that displays a list of all the group spaces and group space templates available to the currently logged in user. This includes group spaces of which the user is a member, group spaces marked as discoverable, and group spaces that are public and available to everyone.

navigation parameter

Parameters in a **WSRP** container that map to the render parameters with the same name in **JSR 168** portlet code. Navigation parameters are exposed by the portlet to the consumer. The consumer stores and manages parameter values and sends them on every invocation to the portlet. Navigation parameters are a WSRP version 2 feature.

Notes service

A WebCenter Web 2.0 service that provides useful features for writing personal notes and reminders. This service is available only in WebCenter Spaces, and not in custom WebCenter applications.

OAM

See **Oracle Access Manager (OAM)**.

OHS

See **Oracle HTTP Server (OHS)**.

OmniPortlet

A component of **Oracle WebCenter** that enables you to inject portal-like capabilities, such as portlets, content integration, and customization, into your **Oracle ADF Faces** applications.

Oracle Access Manager (OAM)

Part of Oracle's enterprise class suite of products for identity management and security, Oracle Access Manager provides a wide range of identity administration and security functions, including several single sign-on options for WebCenter Spaces and WebCenter custom applications. OAM is the recommended single sign-on solution for Oracle WebCenter 11g installations.

Oracle ADF Faces

Oracle **ADF** Faces is a rich set of user interface components based on the new **JavaServer Faces** JSR (JSR 127). Oracle ADF Faces provide various user interface components with built-in functionality, such as data tables, hierarchical tables, and color and date pickers, that can be customized and reused in an application.

Oracle Composer

A seamlessly integrated environment for populating, revising, and configuring WebCenter application pages. It enables users to easily build or revise page layout and content. It also provides the means of adding different components, such as task flows, portlets, content, and other objects, onto a page and then linking those components for a more relevant or personalized view of the information.

Oracle Content Server

Software for building secure business libraries with check in and check out, revision control, and automated publishing in web-ready formats. Current information is available to authorized users anytime, anywhere.

Oracle Enterprise Manager

A component that enables administrators to manage Oracle Fusion Middleware services through a single environment. The Fusion Middleware administrator uses Enterprise Manager to configure, manage, and monitor WebCenter applications.

Oracle HTTP Server (OHS)

Software that processes Web transactions that use the Hypertext Transfer Protocol (HTTP). Oracle uses HTTP software developed by the Apache Group.

Oracle Internet Directory

Oracle's LDAP V3 compliant LDAP server. It is used as the default repository provisioning users and groups.The repository for storing **Oracle Portal** user credentials and group memberships. By default, the **Oracle Single Sign-On** authenticates user credentials against Oracle Internet Directory information about dispersed users and network resources. Oracle Internet Directory combines LDAP version 3 with the high performance, scalability, robustness, and availability of the Oracle database.

Oracle JDeveloper

Oracle JDeveloper is an integrated development environment (**IDE**) for building applications and Web services using the latest industry standards for Java, XML, and SQL. Developers can use Oracle JDeveloper to create Java portlets.

Oracle JSF Portlet Bridge

Based on and conforming to JSR 301, the Oracle JSF Portlet Bridge enables application developers to expose a JSF application or task flow as a JSR 168 portlet for consumption in another application.

Oracle Metadata Services

See **MDS**.

Oracle Portal

A component used for the development, deployment, administration, and configuration of enterprise class **portal**s. Oracle Portal incorporates a portal building framework with self-service publishing features to enable you to create and manage information accessed within your portal.

Oracle SES

Oracle Secure Enterprise Search (SES) provides an easy-to-use, Internet-search-like user experience for public and secure sources. Based on crawling agents, the search can include structured and unstructured, public and secure content. Oracle Secure Enterprise Search is included with **Oracle WebCenter**.

Oracle Single Sign-On

A component that enables users to log in to all features of the Oracle Fusion Middleware product suite, and to other Web applications, using a single user name and password.

Oracle SOA Suite

A middleware component of Oracle Fusion Middleware. Oracle SOA Suite enables services to be created, managed, and orchestrated into SOA composite applications. Composites enable you to easily assemble multiple technology components into one SOA composite application. Oracle SOA Suite plugs into heterogeneous infrastructures and enables enterprises to incrementally adopt SOA.

Oracle Technology Network

See **OTN**.

Oracle Universal Content Management

A consolidated content management application that provides multisite Web content management, document management, digital asset management and records management.

Oracle WebCenter

A suite of services that enables you to build custom WebCenter applications. Oracle WebCenter reduces the front-end labor historically required to bring necessary business components to the user by capitalizing on the notion of Service Oriented Architecture (SOA). The suite includes a wide range of plug-and-play products, tools, and services that make it easy to build the applications your users need. Oracle WebCenter includes:

- **Oracle WebCenter Services**
- **Oracle WebCenter Framework**
- **content integration services**
- **ADF**
- **Secure Enterprise Search**
- Mobile Services
- Portlet Pack

Oracle WebCenter Framework

A set of features provided by **Oracle WebCenter** that augments the Java Server Faces (JSF) environment by providing additional integration and run-time customization options It is the basis of Oracle WebCenter and supports the creation and execution of context-rich applications, which can come in the form of human interaction, files and documents, or a clear representation of where the user is within a complex work process. It includes such features as:

- Portlet support
- **content integration services**
- **Oracle JSF Portlet Bridge**
- Search framework
- customizable components

Oracle WebCenter Services

A suite of services included in **Oracle WebCenter** that enables you to enhance your **Oracle ADF Faces** applications with WebCenter application capabilities, such as portlets, content integration, and customization. Includes design time extensions to **Oracle JDeveloper** to help to build **WebCenter application**s. The services include:

- **Oracle Universal Content Management**
- **Secure Enterprise Search**
- communication services

Oracle WebLogic Communications Services (OWLCS)

A comprehensive platform designed to integrate communication services with enterprise services and applications. It includes easy to consume services to support interactions with key communication channels.

Oracle WebLogic Server Administration Console

A browser-based, graphical user interface to manage a WebLogic Server domain. Use to:

- Configure, start, and stop WebLogic Server instances
- Configure WebLogic Server clusters
- Configure WebLogic Server services, such as database connectivity (JDBC) and messaging (JMS)
- Configure security parameters, including creating and managing users, groups, and roles
- Configure and deploy your applications
- Monitor server and application performance
- View server and domain log files
- View application deployment descriptors
- Edit selected run-time application deployment descriptor elements

Oracle Wiki and Blog Server

Provides web services that enable interaction between your application and the wiki.

OTN

Oracle Technology Network. The online Oracle technical community that provides a variety of technical resources for building Oracle-based applications. You can access OTN at `http://www.oracle.com/technology/`.

OWLCS

See **Oracle WebLogic Communications Services (OWLCS)**.

Page Customizable component

A component provided in the Oracle Composer tag library that defines the editable area of a page at runtime. Within this area, users can edit properties for a component, add content to the page, arrange content, and so on.

page parameter

A parameter that enables your page to take values through its URL. Page parameters are defined using the `<parameter>` tag at the top of your `PageDef.xml`. You can bind page parameters to your **page variable**s.

page parameter

A parameter associated with a page that can be used to store values that can then be passed to the components on the page

Page Properties

A dialog, accessed from Oracle Composer, that provides access to a page's display options, security settings and parameters.

page scheme

Determines the background image used in the page. WebCenter Spaces provides several default page schemes and an option for specifying a custom page scheme.

Page service

A service for creating new pages and task flows in your application at runtime.

page style

Determines the initial page structure, for example one column or two column. Some default page styles also include the task flows, components, and page properties useful for a particular purpose. For example, a page created using the Text page style includes a Text layout component.

page variable

A variable that binds your public portlet parameter to the page. Page variables are defined within the `<variableIterator>` of your `PageDef.xml`. One page variable can be bound to multiple public portlet parameters.

Panel Customizable component

A component provided in the Oracle Composer tag library that provides a container region for a group of Oracle ADF components and portlets that are customizable at runtime. Any Show Detail Frame components and portlets added as child components to a Panel Customizable component can be moved or maximized with the Panel Customizable component.

parameter

A variable that controls the default behavior of task flow content and facilitates the wiring of a task flow to page parameters and page definition variables.

participant

A WebCenter Spaces user who can manipulate the content of a group space. A participant can upload and share documents, initiate and take part in chats with other members, create discussion topics, modify due dates of tasks assigned to them, create new or view existing lists.

PDK-Java

Java Portlet Developer Kit. The development framework used to build and integrate Web content and applications with **Oracle WebCenter**. It includes toolkits, samples, and technical articles that help make portal development simple. You can take existing Java **servlet**s, **JSP**s, **URL**-accessible content and Web services and turn them into **portlet**s. It is typically used by external developers and vendors to create portlets and services.

personalization

An update that affects only the user who made it.

personal page

A page created by a user in his or her personal space. Personal pages are viewable by other users only if specifically granted access by the user who created the page.

personal profile

A page that displays a user's personal information such as email address, phone number, office location, department, manager, direct reports, and so on.

personal space

A work area within WebCenter Spaces that provides individual users with a private space for storing personal content, keeping notes, viewing and responding to assignments, maintaining a list of online buddies, and performing many other tasks relevant to their unique working day. Users can also extend this environment by creating additional personal pages and custom content.

portal

A common interface (that is, a Web page) that provides a personalized, single point of interaction with Web-based applications and information relevant to individual users or class of users.

Portal Developer Kit

See **PDK-Java**.

portlet

A reusable Web component that can draw content from many different sources. Portlets can display excerpts of other Web sites, generate summaries of key information, perform searches, and access assembled collections of information from a variety of data sources. Because different portlets can be placed on a common page, the user receives a single-source experience, even though the content may be derived from multiple sources. Portlet resources include the many prebuilt portlets available out of the box from many sources, programmatic portlets built through WebCenter's JSR 168 and PDK-Java Portlet wizards, and through other portlet building tools.

portlet mode

The ways by which a **portlet** can be called to display information. These methods include:

- **Shared Screen mode** or **View mode**
- **Edit mode** or **Edit Defaults mode**

- **Customize mode**
- **Help mode**
- **About mode**
- **Full Screen mode (Portlets)** or **Show Details Page mode**

Portlet Producer Application template

An application template, provided by JDeveloper, for creating an application with the recommended projects and technology scopes required for developing portlets. The Portlet Producer Application template consists of a single project scoped for portlet creation (Portlets).

See also **WebCenter Application template**.

predefined page

A page created by WebCenter Spaces to perform a specific function. Examples of predefined pages include, Welcome pages, Search pages and Documents pages.

Predeployment Tool

A utility for **WebCenter application**s that helps you configure your target system with the new producer registrations you have added to your application in Oracle JDeveloper. You must run this utility before deploying your application. You can also use this utility after deployment to migrate metadata from stage to production, such as for exporting and importing your customizations. This tool also enables you to define the **MDS** repository location to allow run-time customizations to be migrated.

pretty URL

A shortened version of a page's URL that hides the complexity of the real Web address.

private parameter

A portlet parameter that is known only to the portlet itself and has no connection to the page on which the portlet resides.

Contrast with **public parameter**.

producer

A producer communication link between portlet consumers (such as a **WebCenter application** or a **portal**). When a consumer application renders a portlet, it calls the producer of that portlet, which in turn executes the portlet and returns the results in the form of portlet content. A producer can contain one or more portlets. A portlet can be contained by only one producer.

Oracle WebCenter supports two types of producers:

- Oracle **PDK-Java** producers: Deployed to a **Java EE** application server, which is often remote and communicates through Simple Object Access Protocol (SOAP) over HTTP.
- **Web Services for Remote Portlets** (WSRP): A Web services standard that enables the plug-and-play of visual, user-facing Web services with portals or other intermediary Web applications. Being a standard, WSRP enables interoperability between a standards-enabled container based on a particular language (such as **JSR 168**, .NET, Perl) and any WSRP portal. A portlet (regardless of language) deployed to a WSRP-enabled container can be rendered in any application that supports this standard.

programmatic portlets

Portlets constructed in a non-declarative manner using **APIs**. Also referred to as *hand-* or *manually coded* portlets.

proxy server

A proxy server typically sits on a network firewall and enables clients behind the firewall to access Web resources. All requests from clients go to the proxy server rather than directly to the destination server. The proxy server forwards the request to the destination server and passes the received information back to the client. The proxy server channels all Web traffic at a site through a single, secure port; this enables an organization to create a secure firewall by preventing Internet access to internal computers, while allowing Web access.

public group space

A group space that is available to all users, even those who are not logged in to WebCenter Spaces.

public page

A page within WebCenter Spaces that is available to all users, even those who are not logged in to WebCenter Spaces.

public parameter

A portlet parameter that is known to the page and bound to it by way of a page variable.

Contrast with **private parameter**.

public user

A user who can access, but is not logged into, a **WebCenter application**. A public user can view any page that has been marked as public, but cannot personalize or edit any content, or view pages that have any form of access control.

Contrast with **authenticated user**.

Recent Activities service

A WebCenter Web 2.0 service that provides a means of tracking recent activities in a WebCenter application.

Recent Documents task flow

A Documents service task flow that exposes the files most recently modified in some way. Include on a page by selecting Recent Documents from the Oracle Composer catalog.

resize handle

A user interface element in a task flow chrome increasing or decreasing the height of the task flow.

Resource Action Handling framework

Enables services that expose custom resources to be viewed, searched, and tagged.

Resource Catalog

A catalog that provides a federated view of one or more otherwise unrelated repositories in a unified search and browse user interface. Resources are created and published in their source repository and are then exposed to the developer in

JDeveloper's Resource Palette and to the end user in the Resource Catalog Viewer. Resource catalogs can contain layout components, Oracle ADF components, portlets, service task flows, and documents.

Reverse Proxy Server

A server process that hides the physical location of internal servers by exposing the servers as a single public site. Requests to the public site are routed to the appropriate internal server.

Rich Text portlet

A portlet, based on the **WSRP** standard, offering browser-based rich text editing at run time on a deployed Oracle ADF **JavaServer Faces** JSP.

RSS service

A WebCenter Web 2.0 service that provides a means of publishing content from other services as news feeds. The RSS service supports both RSS 2.0 and Atom 1.0 formats.

Search page

A predefined page for running searches, creating and managing saved searches, and viewing and refining search results.

Search service

A WebCenter Web 2.0 service that enables the discovery of information and people in a WebCenter application, returning only the results users are authorized to see

Secure Enterprise Search

See **Oracle SES**.

secured application page

A page created by a user that has not been made available to public users.

Self-Registration page

A predefined page where users can register with WebCenter Spaces, thus creating themselves an LDAP login account. Administrators can customize certain aspects of this page.

Self-Subscription page

A predefined page where users can register to become members of a group space. Moderators can customize certain aspects of this page.

service ID

A PDK-Java producer's unique identifier. PDK-Java enables you to deploy multiple producers under a single adapter servlet. Different producers are identified by their unique service IDs. A service ID is required only when a service ID/producer name is not appended to the URL endpoint.

Service Oriented Architecture

See **SOA**.

servlet

A Java program that usually runs on a **Web server**, extending the Web server's functionality. **HTTP** servlets take client HTTP requests, generate dynamic content (such as through querying a database), and provide an HTTP response.

session language

A display language specified by the user that remains in effect for the life of the session cookie (usually from the time the user logs on until he logs off). If the user clears browser cookies, the display language reverts to the default language or, if a default language if not specified, the application display language. Set the session language in the Change Language pop-up, accessible from the Welcome page.

Shared Screen mode

A **portlet mode** that renders the body of the portlet and enables you to display a portlet on a page that can contain other portlets. Every portlet must have at least a Shared Screen mode.

See also **View mode**.

Show Detail Frame component

A component provided in the Oracle Composer tag library that renders a border or chrome around the child component. It provides a header with an Actions menu and thereby providers user interface (UI) controls to customize the display of the child component. However, to customize the display of the child component, the Show Detail Frame component must be included inside a Panel Customizable component.

Show Details Page mode

A **portlet mode** that provides full-browser display of the portlet. For example, a portlet in **Show Page mode** could be limited to displaying only the ten most recently submitted expense reports, while the same portlet in Show Details Page mode could show all submissions.

Contrast with **Show Page mode**.

show modes

Types of **portlet mode**s encompassing **Show Page mode** and **Show Details Page mode**.

Show Page mode

A **portlet mode** that provides a smaller portlet display to allow space for additional portlets and other objects in the browser window. For example, a portlet in Show Page mode could be limited to displaying only the ten most recently submitted expense reports, while the same portlet in Show Details Page mode could show all submissions.

Contrast with **Show Details Page mode**.

Sidebar

A panel in WebCenter Spaces that provides quick access to tools and information essential to personal productivity, including mail, personal contacts, and so on.

skin

A style sheet based on the CSS 3.0 syntax specified in one place for an entire application. Instead of providing a style sheet for each component, or inserting a style sheet on each page, you can create one skin for the entire application.

SOA

Service Oriented Architecture. A design methodology aimed at maximizing the reuse of application services.

Source view (JDeveloper)

A view, in **Oracle JDeveloper**, that provides a way to directly edit the source code of a file.

Source view (WebCenter Spaces)

A view, in Oracle Composer, that provides a selectable structural representation of a page and its components.

See also Design view (WebCenter Spaces).

struts

A development framework for Java servlet applications based upon the **MVC** design paradigm.

style properties

Used to override the style information from the skin CSS to set specific instances of component display.

Tags service

A WebCenter Web 2.0 service that enables users to apply their own terms to application objects, making it possible to search for those objects using personally meaningful terms.

task flow

A set of ADF Controller activities, control flow rules, and managed beans that interact to allow a user to complete a task. Task flows provide a modular approach for defining control flow in an application. Instead of representing an application as a single JSF page flow, developers can break it up into a collection of reusable task flows.

task flow header

An area at the top of a task flow that displays the task flow name and various tools for interacting with the task flow.

template

See group space template.

Text layout component

An Oracle Composer layout component. A rich text editor for providing static page text. For designers of custom WebCenter applications, this is the runtime equivalent of a Rich Text Editor component.

Unauthorized Access page

A predefined page that displays when someone tries to open a page without access permissions. Moderators can customize the default content of this page.

URL

Uniform Resource Locator. A compact string representation of the location for a resource that is available through the Internet.

URL parameter

See **private parameter**.

validation-based caching

A **caching** method that uses a validation check to determine if the cached item is still valid.

Contrast with **expiry-based caching**.

viewer

A WebCenter Spaces user who can look at the information in a group space but cannot contribute any of their own.

View mode

(**JSR 168** portlets only.) A **portlet mode** that enables you to display a JSR 168 portlet on a page that can contain other portlets. It is the only required mode for JSR 168 portlets.

See also **Shared Screen mode**.

WAR

Web application archive file. This file is used in deploying applications on a **Java EE** application server. WAR files encapsulate in a single module all of the components necessary to run an application. WAR files typically contain an application's **servlet**, **JSP**, and **JSF JSP** components.

See also **EAR** and **JAR**.

Web 2.0

Technologies, such as wiki, RSS, and blogs, that enable the construction of highly interactive Web applications.

See also **WebCenter Web 2.0 service**.

Web Application Archive file

See **WAR**.

Web clipping

A feature that enables page designers to collect Web content into a single centralized portal. It can be used to consolidate content from hundreds of different Web sites scattered throughout a large organization.

Web Clipping portlet

A browser-based declarative tool that enables you to integrate any Web application with your **WebCenter application**. It is designed to give you quick integration by leveraging the Web application's existing user interface. You can drag and drop Web Clipping portlets on to a `*.jspx` page.

Web Page layout component

An Oracle Composer layout component. A means of embedding another Web site, wiki, or blog within the context of a WebCenter Spaces page. For designers of custom WebCenter applications, this is the equivalent of an Inline Frame component.

Web server

A program that delivers Web pages.

Web Services for Remote Portlets

See **WSRP**.

WebCenter

See **Oracle WebCenter**.

WebCenter application

An ADF application that combines Web content, portlets, and collaborative services for the end user. Administrators can customize the **WebCenter application** based on their roles and skill levels in the organization.

WebCenter application administrator

The administrator responsible for maintaining the **WebCenter application**. This administrator performs tasks such as implementing the branding for the WebCenter application, making new content available, modifying pages, and granting and revoking privileges.

Contrast with Fusion Middleware Administrator who is responsible for setting up and configuring WebCenter Spaces, and performing on-going administrative tasks for WebCenter Spaces and other WebCenter components.

WebCenter application developer

The developer who plans, builds, and maintains a **WebCenter application** using the Oracle Application Development Framework, **Oracle JDeveloper**, and the **Oracle WebCenter**.

WebCenter application end user

The WebCenter application end user is the run time user of the **WebCenter application**, who accesses pages, portlets, and content, and personalizes portlets (assuming the appropriate privileges).

WebCenter Application template

An application template, provided by JDeveloper, for creating an application with the recommended projects and technology scopes required for developing a WebCenter application. The WebCenter Application template consists of a project for the data model (Model) and a project for consuming portlets, components, and data controllers (ViewController).

See also **Portlet Producer Application template**.

WebCenter Extension for Oracle JDeveloper

An extension available through the Oracle JDeveloper Update Wizard that installs the necessary libraries, templates, wizards, and dialogs needed to build and deploy **WebCenter applications** in **Oracle JDeveloper**.

WebCenter Framework

See **Oracle WebCenter Framework**.

WebCenter Services

See **Oracle WebCenter Services**.

WebCenter Spaces

A Web-based application that offers the very latest technology for social networking, communication, collaboration, and personal productivity. WebCenter Spaces uses services and applications to bring everything together that users require to exchange ideas with others, keep track of personal and work-related tasks, interact with critical applications, and zero in on projects and interests; all within a single integrated environment.

WebCenter Spaces application administrator

See administrator.

WebCenter Spaces RSS reader

An RSS reader provided with WebCenter Spaces that incorporates public news feeds from external sources onto application pages. This RSS reader is available only in WebCenter Spaces, and not in custom WebCenter applications.

WebCenter systems administrator

See administrator.

WebCenter Web 2.0 service

A service that provides Web 2.0 functionality in support of personal and team objectives. WebCenter provides the following services:

- Announcements service
- Discussions service
- Documents service
- Events service
- Instant Messaging and Presence service
- Links service
- Lists service
- Mail service
- Notes service
- Recent Activities service
- RSS service
- Search service
- Tags service
- Worklist service

WebLogic Server

See **WLS**.

Welcome page

There are two types of Welcome page:

- Public Welcome page: A predefined page that users encounter before logging in to WebCenter Spaces.
- Personal Welcome page: A predefined page that introduces users to their personal space.

wiki page

A page that provides in-place editing using HTML or a simple mark-up language. Any user with sufficient privileges can add, revise, and remove information.

WLS

WebLogic Server. A scalable, enterprise-ready Java Platform, Enterprise Edition (Java EE) application server. The WebLogic Server infrastructure supports the deployment of many types of distributed applications and is an ideal foundation for building applications based on Service Oriented Architectures (SOA).

See also **Integrated WLS**

WLST

WebLogic Scripting Tool. A command line tool for managing Oracle Fusion Middleware components, such as Oracle WebCenter.

Worklist service

A WebCenter Web 2.0 service that provides access to notifications, alerts, and BPEL tasks assigned to the current user.

WSRP

Web Services for Remote Portlets (WSRP) is a Web services standard that allows the plug-and-play of visual, user-facing Web services with portals or other intermediary Web applications. Being a standard, WSRP enables interoperability between a standards-enabled container based on a particular language (such as JSR 168, .NET, Perl) and any WSRP portal. A portlet (regardless of language) deployed to a WSRP-enabled container can be rendered on any portal that supports this standard.

XML

Extensible Markup Language (XML) is an open standard for describing data using a subset of the SGML syntax.

XSL

Extensible Stylesheet Language (XSL) is the language used within style sheets to transform or render **XML** documents.

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