

**Alfresco Web Content Management**

**Technology Preview**

**Product Evaluation Guide**



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This edition applies to version 1.4.x of the licensed program.

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# Introduction

The purpose of this Product Evaluation Guide is to:

- Introduce the basic concepts of Alfresco's Web Content Management solution
- Provide functional testing of sample forms and templates
- Provide working sample website for functional testing of static and dynamic content virtualization
- Show how multiple users can collaborate on website updates

Alfresco recommends end-users downloading the Technology Preview release walk through this guided tutorial and sample content to familiarize themselves with Alfresco's upcoming Web Content Management offering.

## Important Notes

Alfresco's Web Content Management solution is a Technology Preview. This means:

- The release showcases important new functionality, but is not yet feature complete
- The release is tested to support basic end-user operations and walk-through, but is not fully stress-tested for production rollout

Alfresco recommends reviewing and keeping up-to-date on known release issues by referring to our Release Notes page on the Alfresco wiki. To bookmark this page for easy reference, please use the link below:

[http://wiki.alfresco.com/wiki/Release\\_WCM\\_Preview](http://wiki.alfresco.com/wiki/Release_WCM_Preview)

For further details on upcoming capabilities post this Technology Preview release, and for an up-to-date time for our General Availability release, please reference the following page on our wiki:

[http://wiki.alfresco.com/wiki/New\\_Web\\_Content\\_Management\\_Plan](http://wiki.alfresco.com/wiki/New_Web_Content_Management_Plan)

Lastly, prior to evaluation, please review the currently Compatibility Matrix for the Technology Preview release:

[http://wiki.alfresco.com/wiki/WCM\\_Preview\\_Compatibility\\_Matrix](http://wiki.alfresco.com/wiki/WCM_Preview_Compatibility_Matrix)

# Typographic Conventions

The following typographic conventions are used in this Product Evaluation Guide:

| Formatting Convention              | Type of Information  |
|------------------------------------|--|
| <b>Bold</b>                        | Action and navigation links in the Alfresco web client   |
| <i><b>Blue Italicized Bold</b></i> | Links in the sample website  |
| <i>Italics</i>                     | Filenames and path references in the Alfresco sample website and source files. Also used for labels within Alfresco forms. |
| “Quoted Text”                      | Folder names within the Alfresco web client  |
| <b>Captioned Text</b>              | Important information to note  |

# Web Content Management Product Overview

Alfresco's new Web Content Management (WCM) solution extends Alfresco capabilities in the following areas:

- XML content authoring
- Multi-channel content publishing
- Sandboxed content development
- Content staging and promotion
- Virtualization
- In-context preview for both static and dynamic web pages

## ***XML Content Authoring***

Alfresco WCM adds XForms support to enable Content Publishers to easily create reusable XML content using a simple browser-based form. Alfresco enables Web Developers to upload and register XMLSchema (XSDs) within a central Form Library in the Alfresco Data Dictionary. Once registered, Content Publishers can access forms from within a website space via the **Create New Content** wizard and walk-through a step-by-step process for creating or editing XML assets.

Capabilities provided within a form include support for:

- Standard textareas
- WYSIWYG textboxes
- Radio buttons, single-select, and multi-select lists
- Calendar pickers
- Callouts for dynamic content selection options (used to generate conditional lists of values for users to select for radio buttons, single- or multi-select lists)
- Repeating elements, both single and compound
- Mandatory / non-mandatory fields
- Client-side input validation

## ***Multi-channel Content Publishing***

Alfresco WCM also adds support for enforcing rules to generate different output formats from created XML assets. Alfresco enables Web Developers to upload and associate one or multiple XSL templates with an XSD and automatically enforce the application of the template(s) to generate content upon completion of the **Create New Content** wizard.

## ***Sandboxed Content Development***

To support creation and editing of web content, Alfresco provides support for a sandboxed development model. For any website, Alfresco provides each user with their own special space – a sandbox – where they can make any number of changes to web content, including adding, editing, or deleting both files and folders. Alfresco tracks all content modifications made within a user's sandbox and maintains those changes in isolation from other user's working within their own sandbox environment. In this way, large teams of users can work independently on changes to the website without stepping over one another's work. Web Developers can modify source code, Web Designers can change site look-and-feel, and Content Publishers create and modify content – all in parallel, in their own separate virtual staging environments, without risk of interfering with one another's changes.

## ***Virtualization and In-context Preview***

Key to sandboxes is the conception of virtualization and in-context preview. Virtualization means that each user in the context of their sandbox has a complete view of all current, approved, checked-in content along with those unique modifications made within the context of their sandbox. In-context preview means that when previewing any non-modified or modified asset in a sandbox, Alfresco provides a complete virtual view of the website as it would look if all changes in a sandbox were committed to the live site. In this manner, each user in the context of their sandbox can do rigorous and thorough QA for all changes they are posting to the website: Web Developers can ensure code changes to JSP, class files, or jars are working properly, Web Designers can test changes to CSS files, and Content Publishers can test that XML they are creating are properly generating HTML pages and being sourced in any number of dynamic web pages. Combined with sandboxed development, virtualization and in-context preview means that large, diverse web team can easily collaborate on changes to the website with reduced risk and higher overall quality.

## ***Content Staging and Promotion***

When changes are QAed in the context of a sandbox, individual assets or entire change sets – a list of modified items in a sandbox – can be promoted from a sandbox to a Staging sandbox.

**NOTE:** Typically, workflow is initiated upon promotion of a change set from a user's sandbox to a Staging sandbox. Workflow will be enabled in a forthcoming Preview release update at the end of October. Please refer to the Alfresco wiki for further details and updates.

Once promoted to Staging, any and all approved and committed changes are then immediately reflected and available to each user in their own sandbox, enabling all users's to consistently QAed their potential changes against the latest and greatest version of the website.

# Web Content Management Scenario Overview

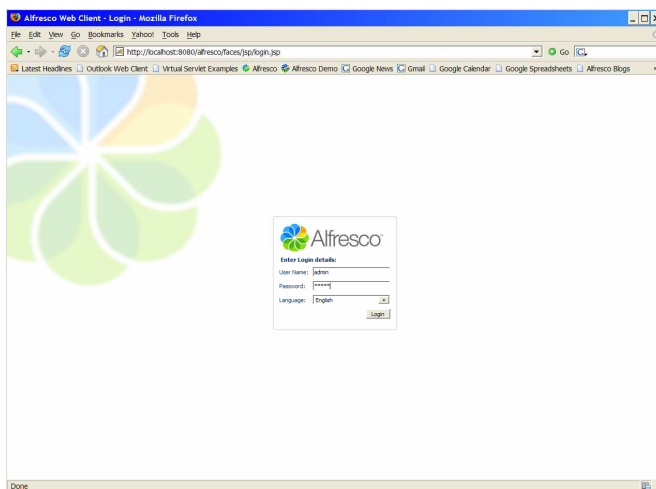
This Product Evaluation Guide will walk you through a basic scenario where two users collaboratively create, test, and publish different change sets to the website. This scenario will walk you through the following:

- Creation of new users in Alfresco
- Registration of new XMLSchemas in the Alfresco Content Forms library
- Registration of new XSL templates for multi-channel output generation
- Creation of a new website, including set-up of a basic Staging and Promotion model
- XML content authoring using browser-based forms
- Multi-channel output generation
- In-context preview of both static and dynamic web pages
- Change set promotion and virtualization

## Creating a New User Account

Access Alfresco by going to the following URL and logging with the following information:

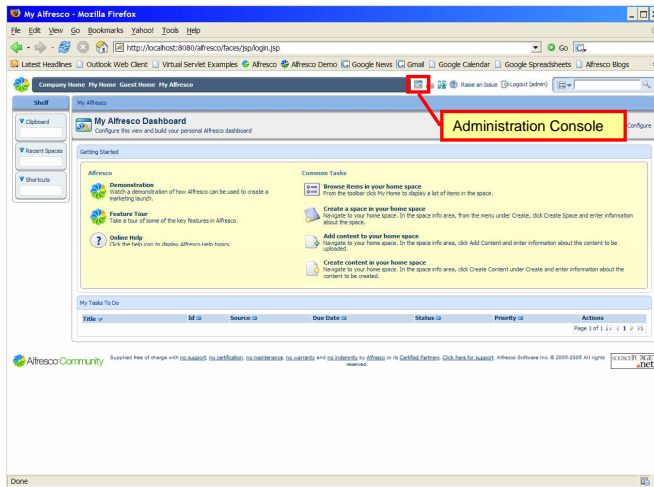
|                   |   |
|-------------------|---|
| <i>URL:</i>       | <a href="http://localhost:8080/alfresco">http://localhost:8080/alfresco</a> |
| <i>User Name:</i> | admin   |
| <i>Password:</i>  | admin   |
| <i>Language:</i>  | English   |



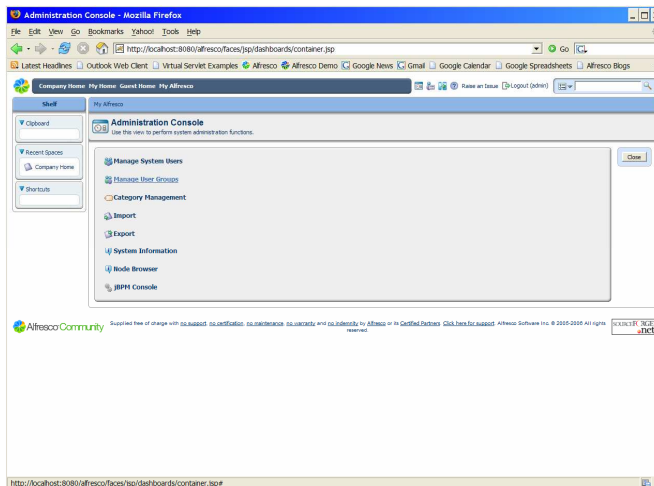
**NOTE:** For purposes of this Preview Release, please confirm the default selection “English” for testing and evaluating the WCM web client.



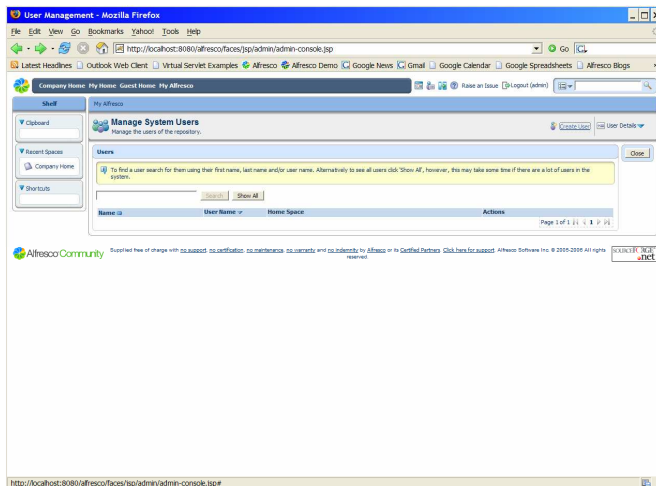
Click on the **Administration Console** icon.



Click on **Manage System Users**.



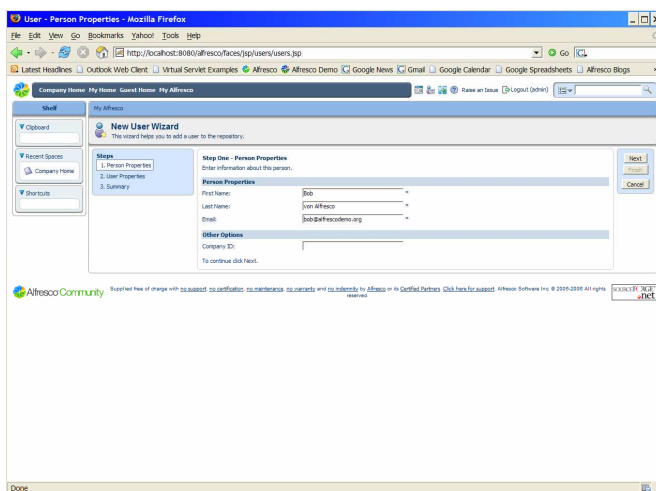
Click on **Create User**.



Type in details for a new user. Use the following details:

*First Name:* Bob  
*Last Name:* von Alfresco  
*Email:* [bob@alfrescodemo.org](mailto:bob@alfrescodemo.org)

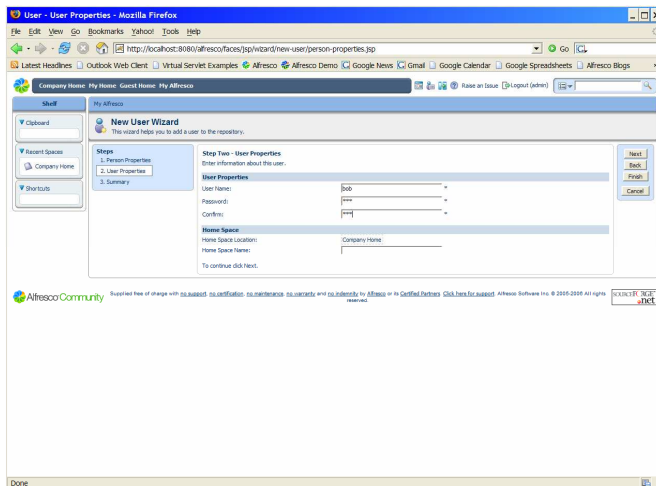
Click **Next** when done.



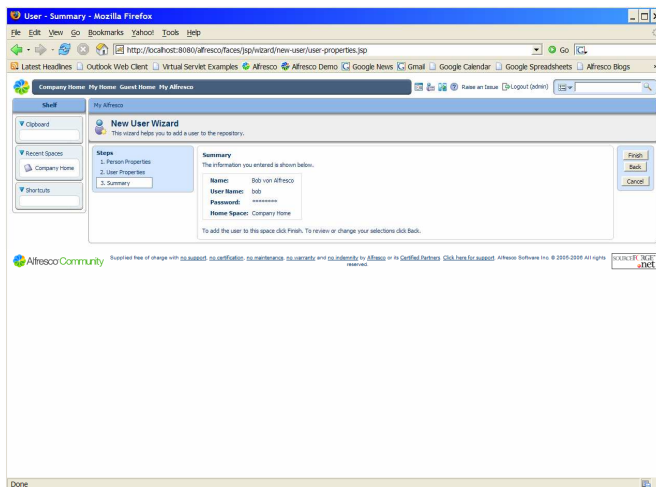
In Step Two – User Properties, use the following values for user Bob:

*User name:* bob  
*Password:* bob

The field *Home Space* location can be left to the default location, Company Home. When complete click **Next**.

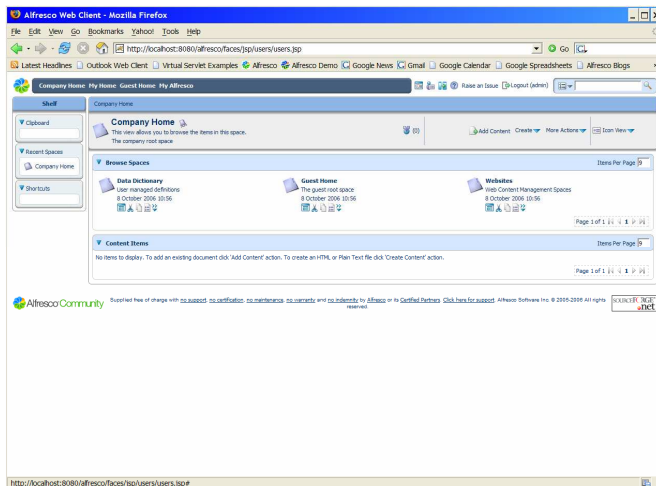


In the **New User Wizard** summary screen, confirm that you have created new user Bob. When finished click **Finish**.

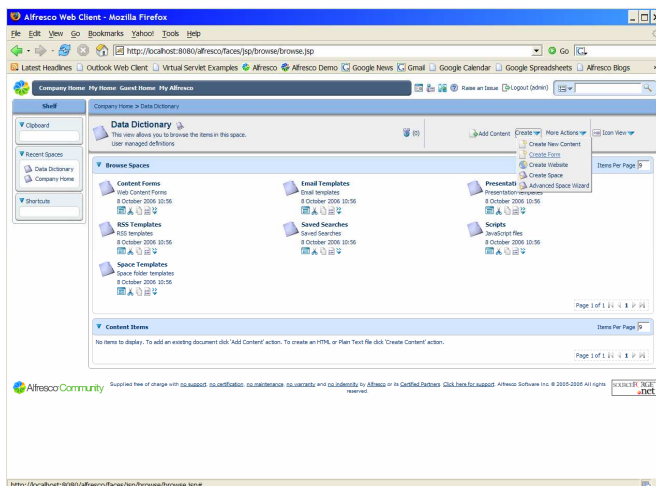


## Registering the Company Footer Form

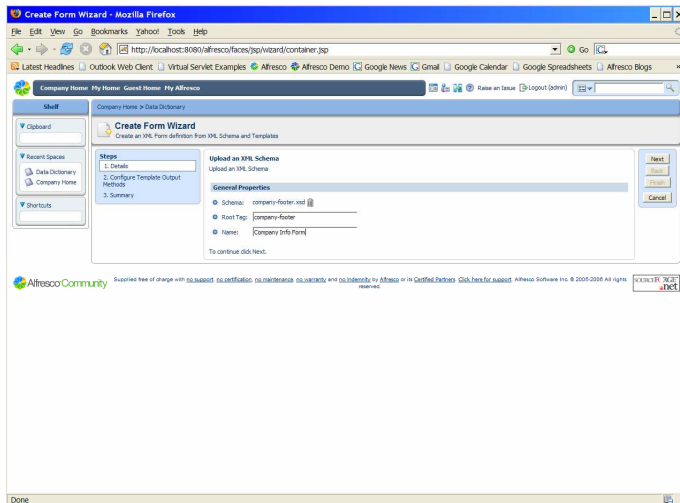
Click on the **Company Home** link in the upper-left hand corner of the Alfresco GUI. In the **Company Home** space, you should see three spaces: **Data Dictionary**, **Guest Home**, and **Websites**.



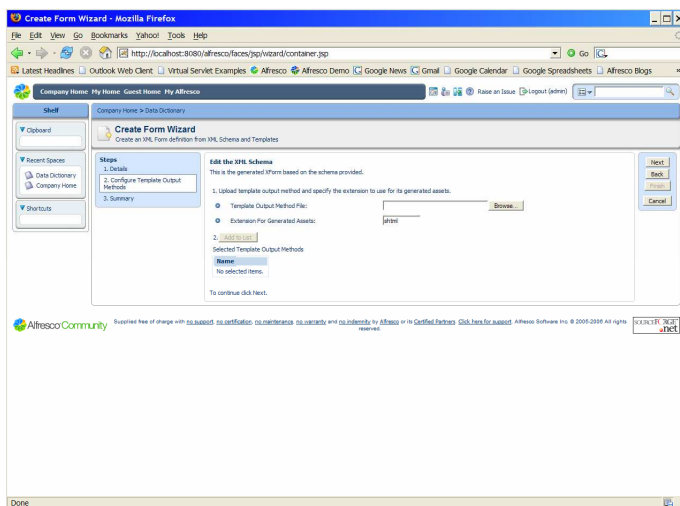
Click on **Data Dictionary** and browse the various spaces that have default templates and configuration components for Alfresco. Note the default **Content Forms** spaces within the **Data Dictionary**. This space is where we are going to upload and register new XMLSchemas to generate content forms. Select the **Create Form** action from the **Create** menu in the right-hand side of the Alfresco GUI:



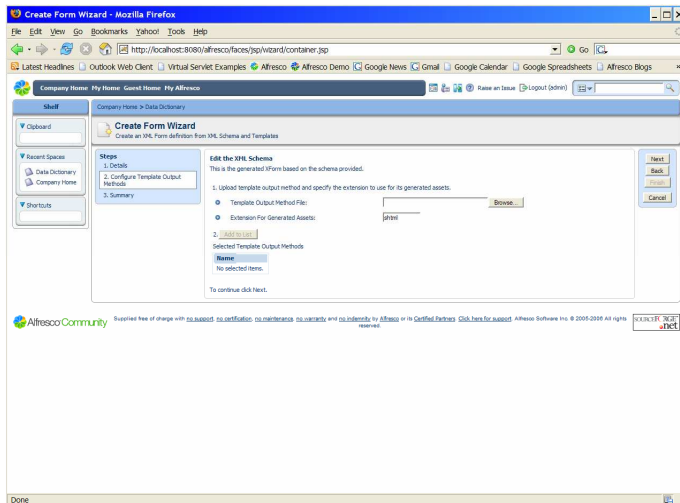
In the **Create Form** wizard, click on the **Browse** icon. Browse your desktop to locate the sample file, *company-footer.xsd*, provided in *extras/wcm* within the installation folder. Note that the **Root Tag** and **Name** are automatically populated with the value “company-footer”. Keep this value for the **Root Tag** but for **Name** give a friendly label for end-users when accessing this form to create content. In the **Name** field, type “Company Info Form” and then click **Next**.



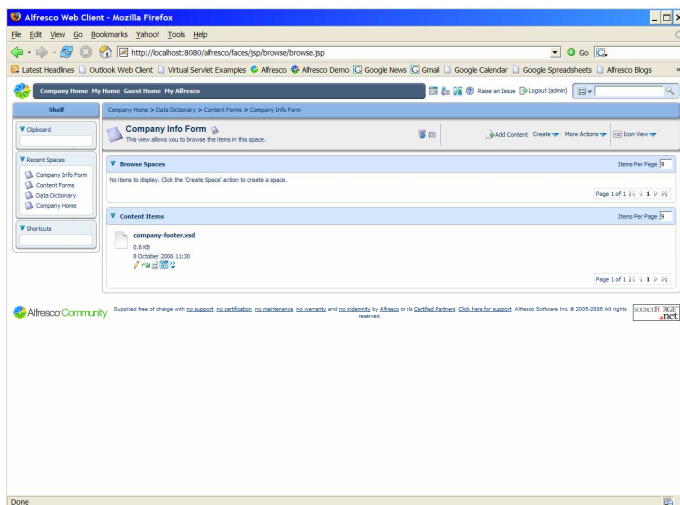
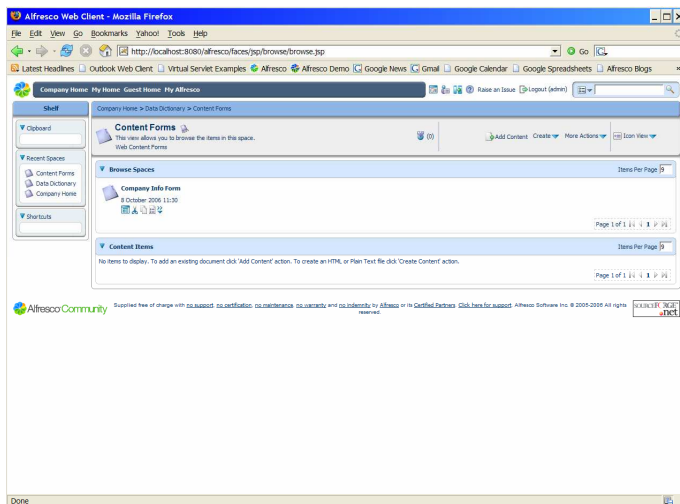
In Step Two of the **Create Form** wizard, you are prompted to associate one or multiple presentation templates to automatically render different output files from the XML generated from this content form. Content captured via this form is sourced into web pages that we will later create using a second form for company press releases. Because we only need to capture and store XML using this form and are not going to be generating any specific outputs, click **Next** to bypass registering any presentation templates with this form.



When done, review the summary screen for the **Create Form** wizard and click **Finish** to complete.



Once finished, navigate into the **Data Dictionary** space and click on the **Content Forms**. Within the **Content Forms** space, notice that a new space, **Company Info Form**, has been created that contains the new XSD, *company-footer.xsd*, that you just uploaded.

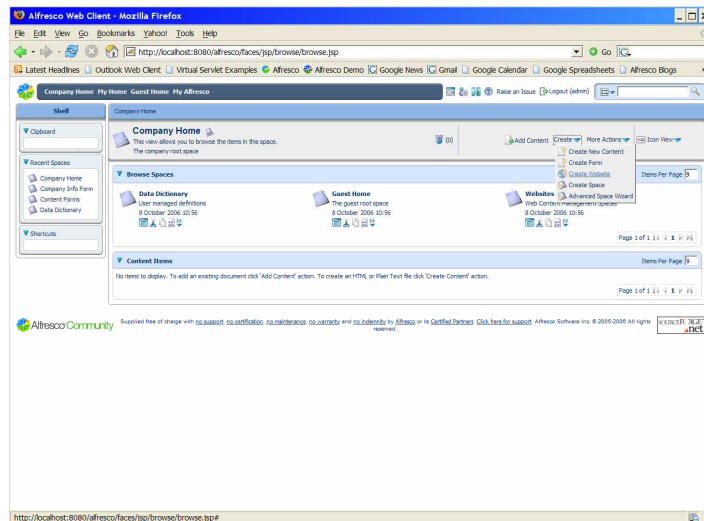


Now that we have registered a new user and a new form, let's create a basic website and start testing content creation using this new form.

## Creating A New Website

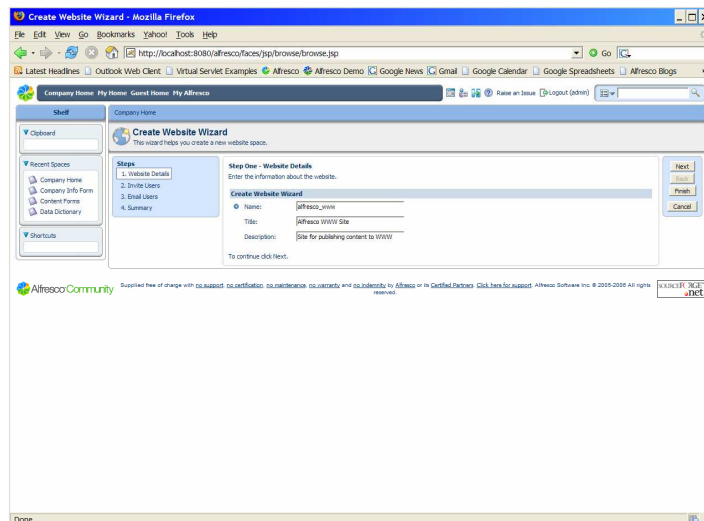
### Staging Environment Set-up

Click on the **Company Home** link in the upper-right hand corner of your screen. Once back at Company Home, select the **Create Website** action from the **Create** menu.



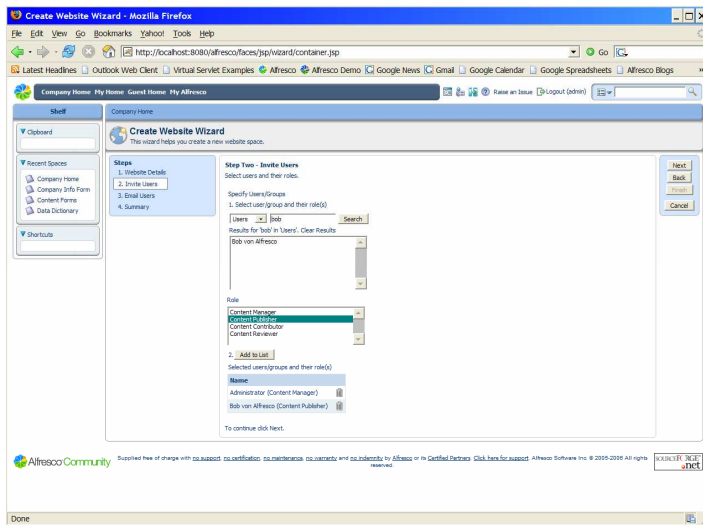
In the **Create Website** wizard, fill in the following values for the form:

**Name:** alfresco\_www  
**Title:** Alfresco Internet Website  
**Description:** Site for publishing content to WWW

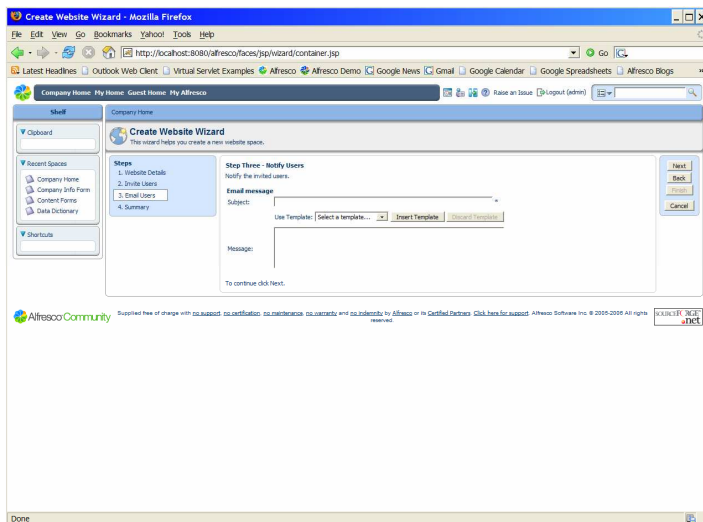


In Step Two of the **Create Website** wizard, add two users to the new website. To add the first user, type "admin" and click **Search**. Select Administrator and select Content Manager as the role and click the **Add to List** icon. To add the second user, type "bob" and click **Search**. Select

Bob von Alfresco and select Content Publisher as the role and click the **Add to List** icon. When complete, click **Next**.

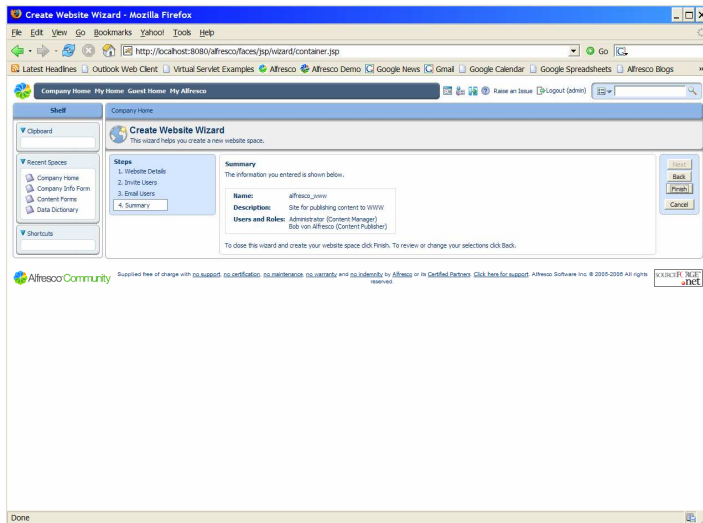


In Step Three of the **Create Website** wizard, note options for sending email notification to invite both users to the new website. In this case, we will bypass email notification and simply click **Next** to proceed.



When finished with the **Create Website** wizard, click **Finish** after inspecting summary details.

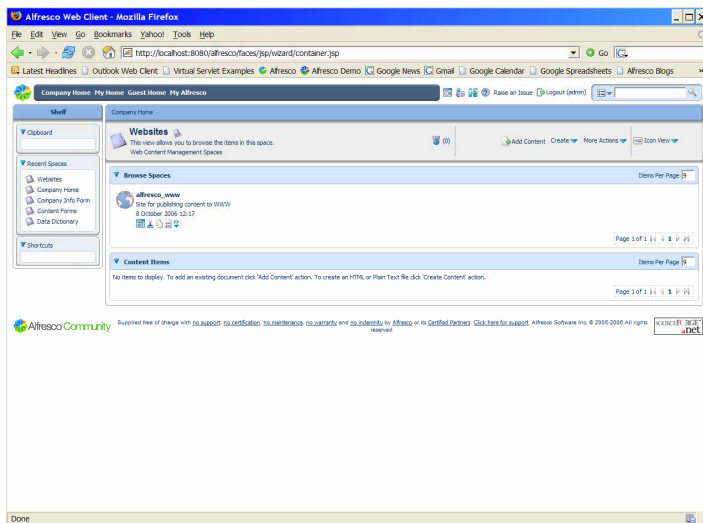




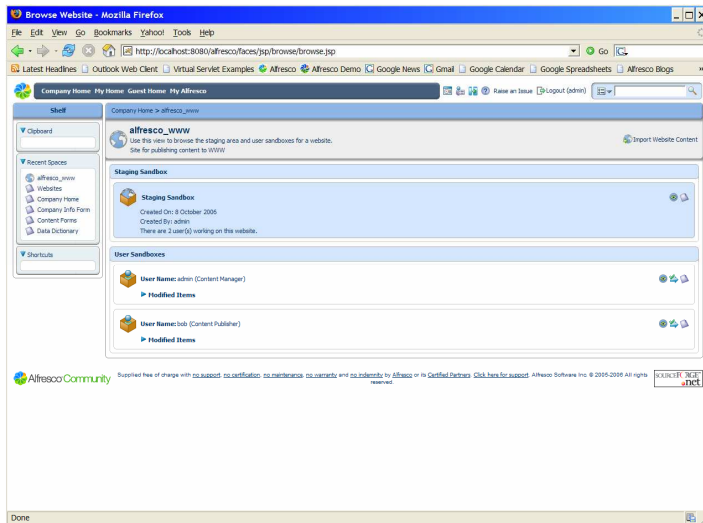
Now, we are ready to import content and begin publishing content to our new site.

## Importing Existing Website Content

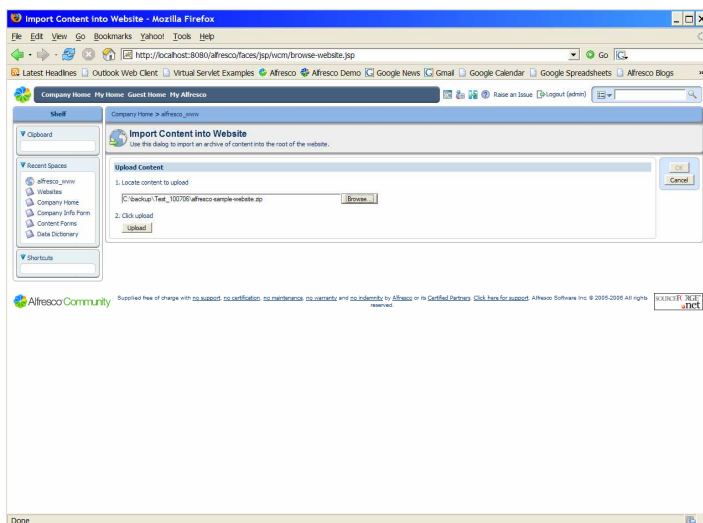
After creating the website, confirm that the new **alfresco\_www** site exists under the **Websites** space in **Company Home**.



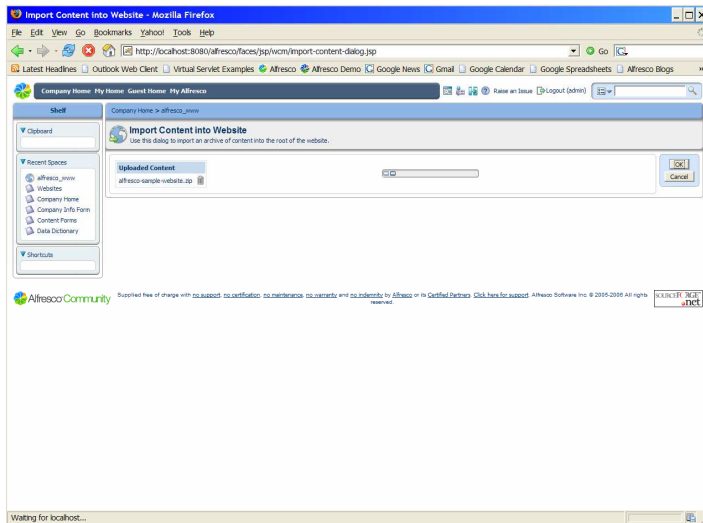
Click on the **alfresco\_www** and browse the content of this website space. Note that this website has been pre-configured with a Staging sandbox and two user sandboxes. The Staging sandbox represents all web content that has been approved and is now available for serving to the live website. Each user's sandbox is where both the Administrator and Bob can independently create, modify, or delete new web content and test in-context before promoting to Staging.



Now, to begin the process of creating and updating the website, we'll first import an existing website by clicking the **Import Website Content** link on the upper-right hand side of the Alfresco GUI.

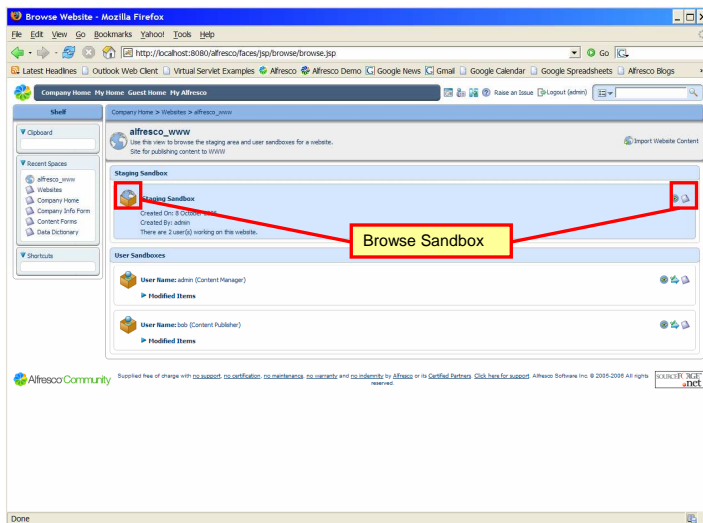


In the **Import Website Content** wizard, click the **Browse** icon and locate the sample zip file, *alfresco-sample-website.zip*, located in *extras/wcm* within the installation folder. Once selected, click the **Upload** icon and then click **Next**. You will see a progress bar appear as Alfresco uploads and unzips the sample file to populate the website Staging sandbox with the default files and folders.

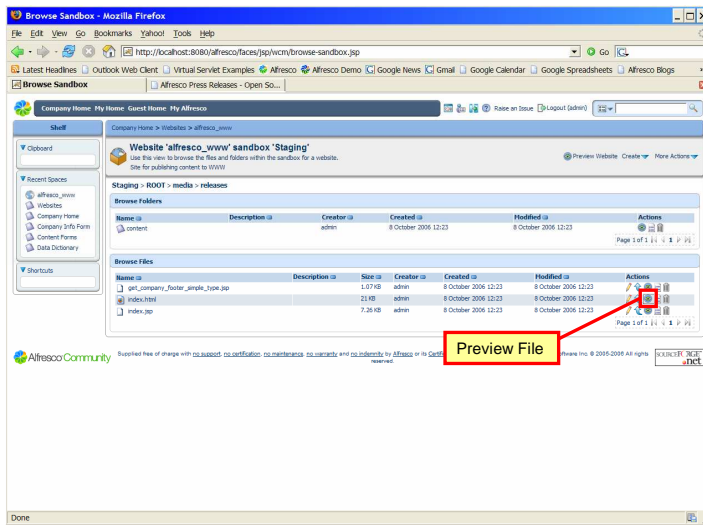


## Previewing Website Content

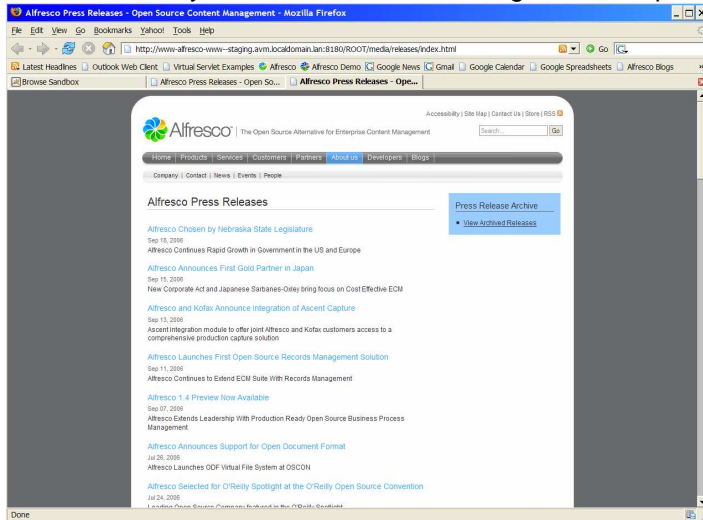
Once done, click on one of the two **Browse Sandbox** links next to Staging in the browse website screen.



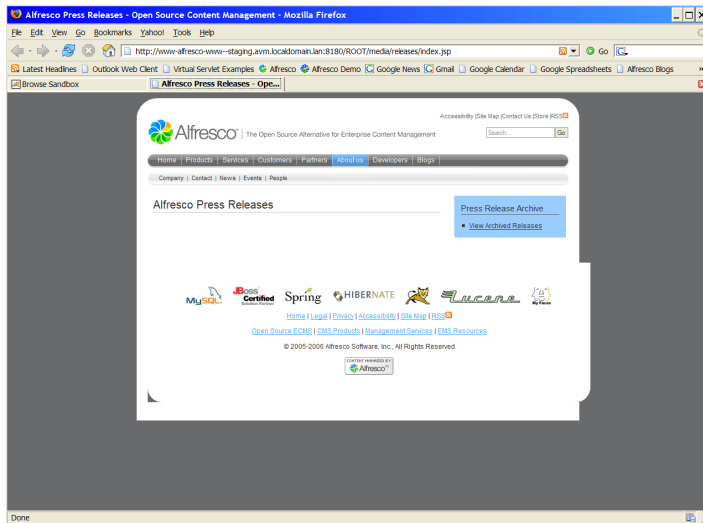
Click on the “ROOT” folder to browse the contents of the Alfresco website. Click on the folder “media” and then the folder “releases”. Note two of the assets contained within that folder, *index.html* and *index.jsp*. For each of these files, click the **Preview** icon in the Actions list to see an in-context preview of both static and dynamic content.



For *index.html*, you should see the following in-context preview:



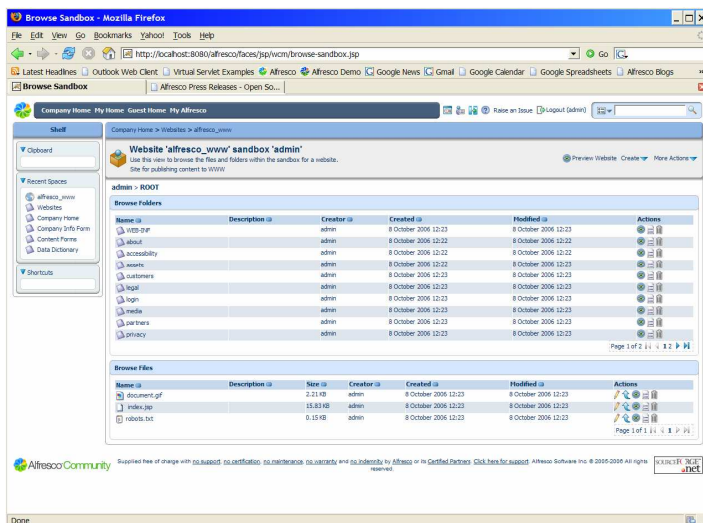
For *index.jsp*, you should see the following in-context preview. Note that since we have yet to publish any press releases, this JSP page returns an empty list for the index. We will see this index dynamically updated with new press releases as we publish them later in this demo.



## Using the Company Footer Form

### *Exploring the Administrator's Sandbox*

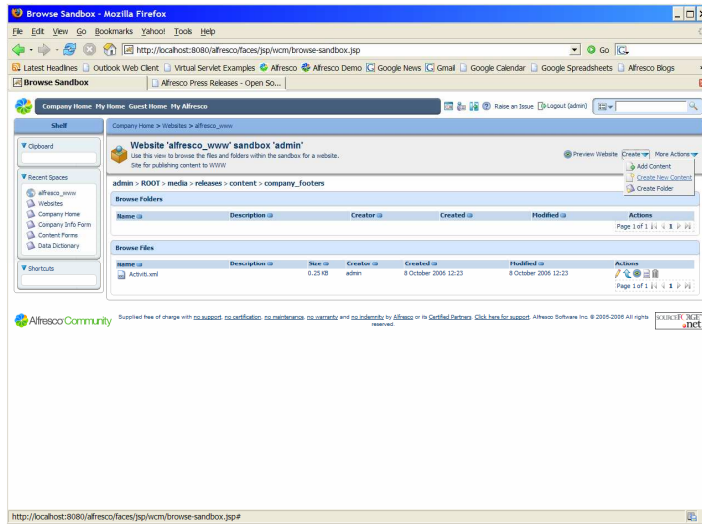
Once done with previewing Staging, click on the **alfresco\_www** link to return to the main website browse screen. In the main website browse screen, click on the **Browse** icon for the Administrator sandbox. Navigate into the "ROOT" folder and note that the Administrator sandbox automatically reflects all current assets available in the Staging sandbox. This means that while each user can work independently in their own sandbox and test changes to multiple assets, any completed changes promoting to the Staging sandbox are automatically available to users in their sandboxes. This ensures that while user are always testing their changes against the latest approved content available on the website.



Let's create some new content now, see how that content is isolated for test in the Administrator's sandbox, then promote to Staging and see how that content is immediately available to our new user Bob to use in his own publishing and test efforts.

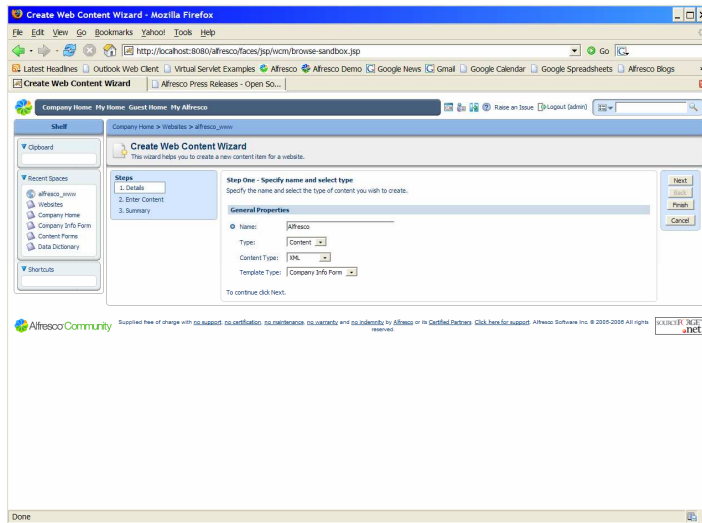
## Creating a New Company Footer

Navigate to the `/ROOT/media/releases/content/company_footers` folder in the Administrator's sandbox. In this folder, select the **Create New Content** action from the **Create** menu.



In the **Create New Content** wizard, type in the following values for the prompted fields and click **Next**.

|                |   |
|----------------|---|
| Name:          | Alfresco                                      |
| Type:          | Content (confirm default selection)           |
| Content Type:  | xml (confirm default selection)               |
| Template Type: | Company Info Form (confirm default selection) |



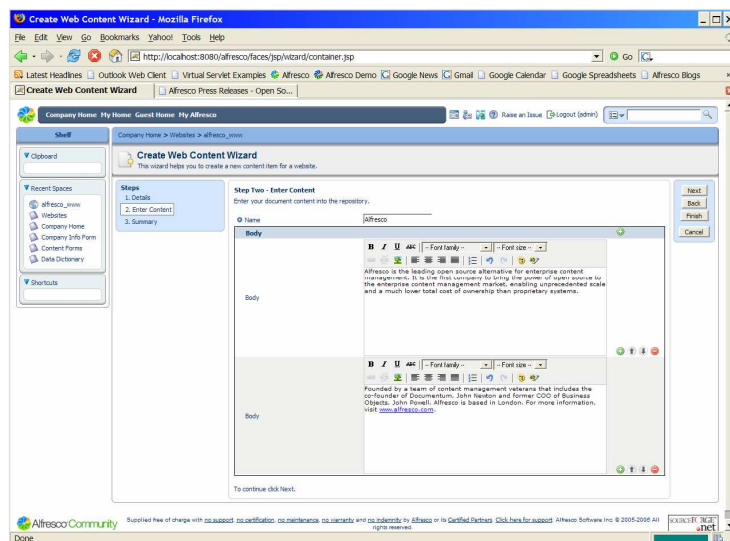
In the next following screen, fill in the following values to create a default footer to include on press releases with general information about Alfresco.

**Name:** Alfresco

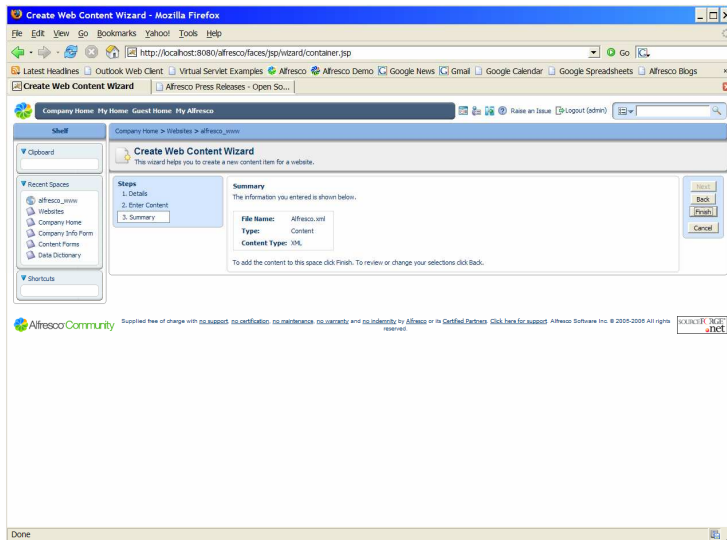
**Body 1:** Alfresco is the leading open source alternative for enterprise content management. It is the first company to bring the power of open source to the enterprise content management market, enabling unprecedented scale and a much lower total cost of ownership than proprietary systems.

**Body 2:** **NOTE:** Click on the + icon at the bottom of Body 1 to add an additional Body paragraph WYSIWYG text editing area)

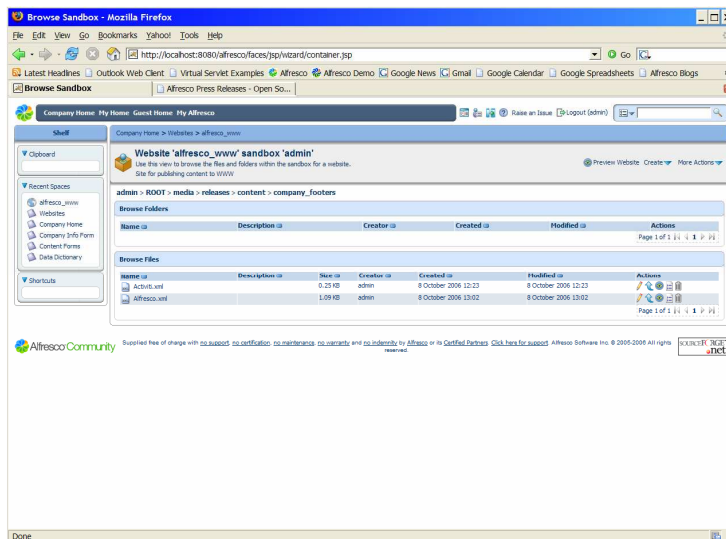
Founded by a team of content management veterans that includes the co-founder of Documentum, John Newton and former COO of Business Objects, John Powell. Alfresco is based in London. For more information, visit [www.alfresco.com](http://www.alfresco.com).



Click **Next** and then in the summary screen click **Finish**.



When returned to the “company\_footer folder”, note that a new XML asset has been generated called *Alfresco.xml*.

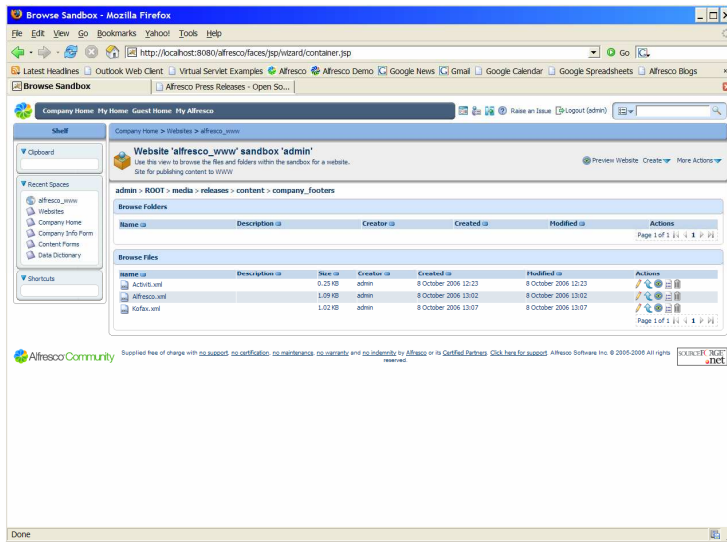


Next, create a second footer by re-running the **Create New Content** wizard. In the first wizard screen, use the following values for the prompted fields.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Kofax   |
| <b>Type:</b>          | Content (confirm default selection)           |
| <b>Content Type:</b>  | xml (confirm default selection)               |
| <b>Template Type:</b> | Company Info Form (confirm default selection) |

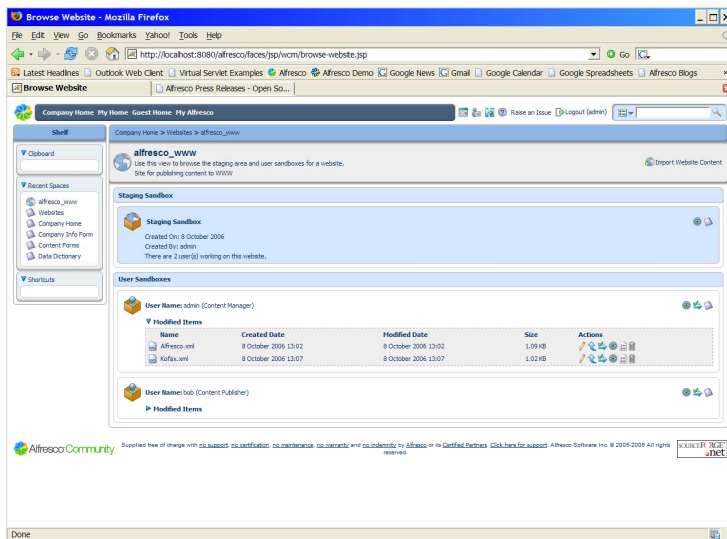


Click **Next** when complete and **Finish** when presented with the summary screen. When returned to the “company footers” folder, note we now have two XML assets, *Alfresco.xml* and *Kofax.xml*.



## Submitting New Company Footers

Click on the **alfresco\_www** link in the breadcrumb trail to return to the main website browse page. In that page, click on the arrow icon next to **Modified Items** in the Administrator sandbox.

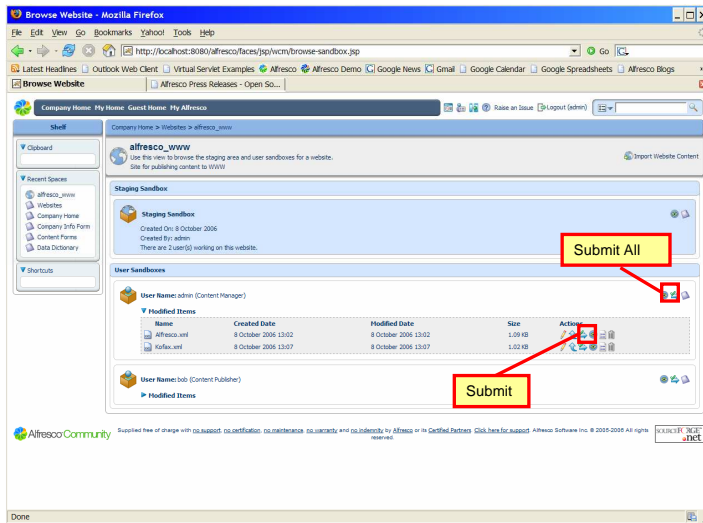


In this view, confirm that the Administrator sandbox has two new assets that await promotion to Staging.

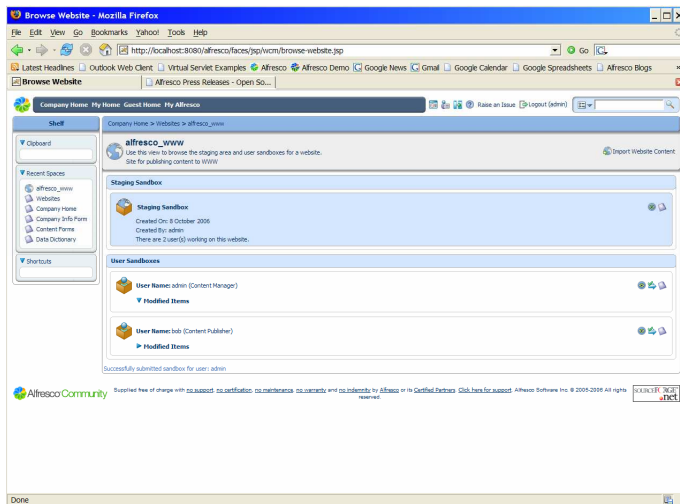
To confirm that these changes are isolated to the Administrator sandbox and not yet available in Staging or to Bob in his own sandbox, navigate to the `/ROOT/media/releases/content/company_footers` folder in both Staging and in Bob's sandbox to see that neither *Alfresco.xml* nor *Kofax.xml* are available.

In Staging, confirm that neither *Alfresco.xml* nor *Kofax.xml* are yet available:

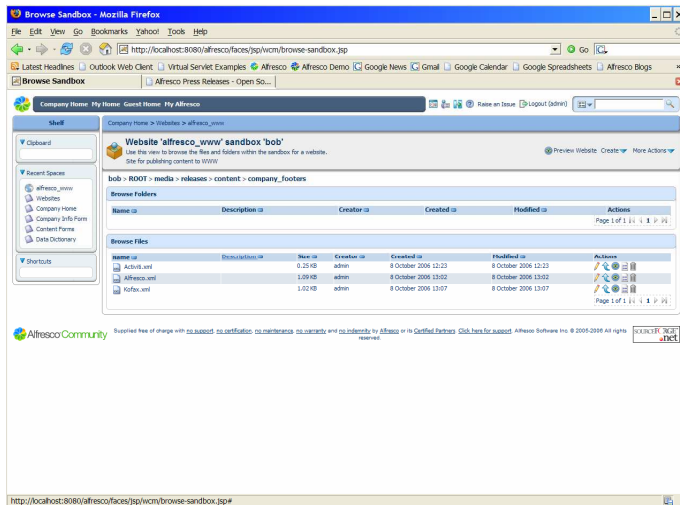




Click on the **Submit All** icon. Once complete, confirm that the Administrator sandbox has no modified items.



Lastly, confirm that these changes committed to Staging are now available to Bob in his sandbox by once again browsing the `/ROOT/media/releases/content/company_footers` folder in Bob's sandbox.



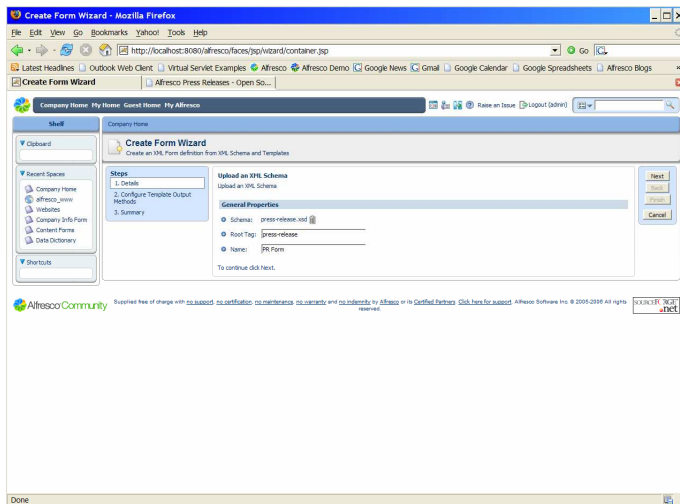
Now that we've created and promoted two new XMLs to Staging and confirmed that all users can now leverage this content in their publishing efforts, let's register a new form to create new press releases and update the site.

## Registering the Press Release Form

Click on the **Company Home** link in the upper-left hand corner of the Alfresco GUI. In **Company Home**, select **Create Form** from the **Create** menu.

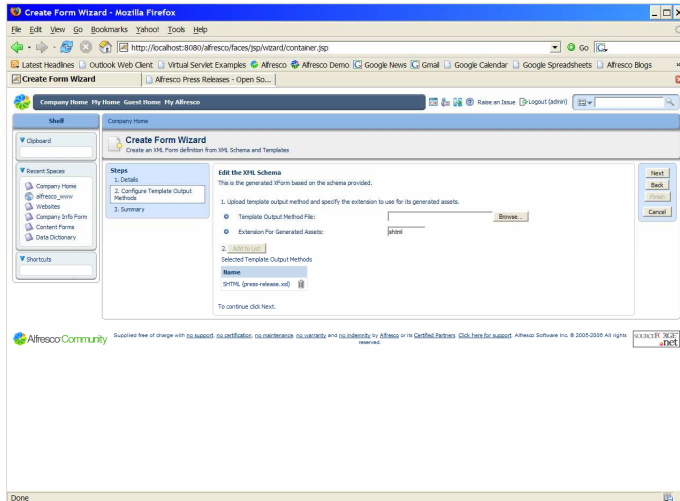
In the first screen of the **Create Form** wizard, click browse to locate and upload the file *press-release.xsd* located in *extras/wcm* within the installation folder. Fill in the following values for the prompted fields.

**Root Tag:** press-release (confirm and accept default value)  
**Name:** PR Form (replace default value press-release)



Click **Next**.

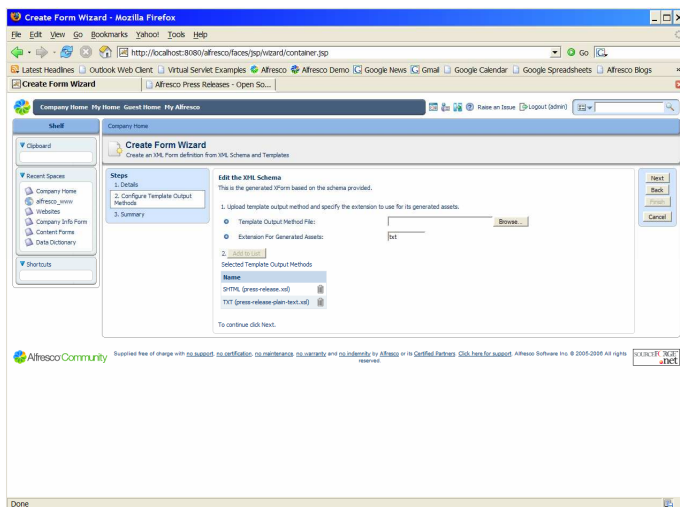
In the second screen, associate two new presentation templates (XSLs) with the press release form. Click the **Browse** icon next to “Template Output Method File” and locate the *file press-release.xsl* in *extras/wcm* within the installation folder. Accept the default file extension associated with this template (“shtml”) and click **Add to List**.



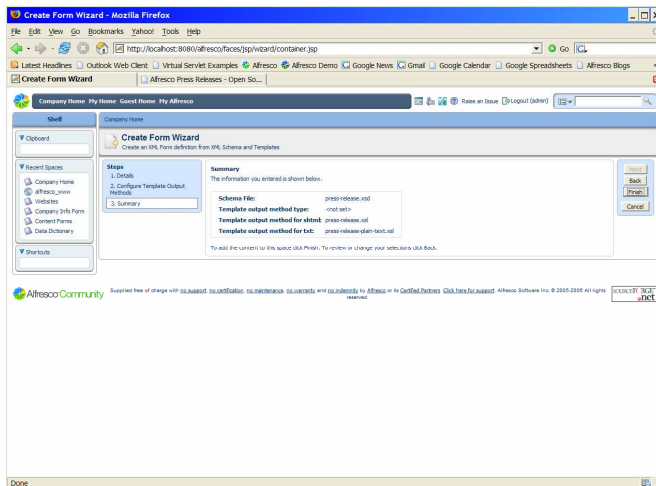
Next, click the **Browse** icon a second time and locate the file *press-release-plain-text.xsl*. This template will be used to generate a simple plain text version to be linked from the any press release page from to easy printing or emailing.

After locating the file *press-release-plain-text.xsl*, change the default file extension to “txt” and click **Add to List**.

**CAUTION:** Do not accept the default file extensions shtml. When configuring a form for multi-channel output, a single form cannot have two XSLs registered with it that share the same output file extension.



When completed, click **Next** and then click **Finish** on the summary screen.

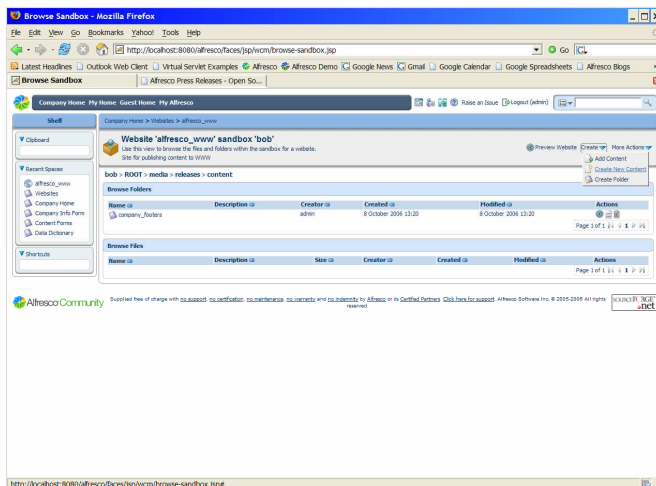


Now that we've registered the Press Release form, let's go and create new press releases in both the Administrator's and Bob's sandboxes, independently tests both generated HTML and dynamic JSP content, and promote to Staging to update the website.

## Using the Press Release Form

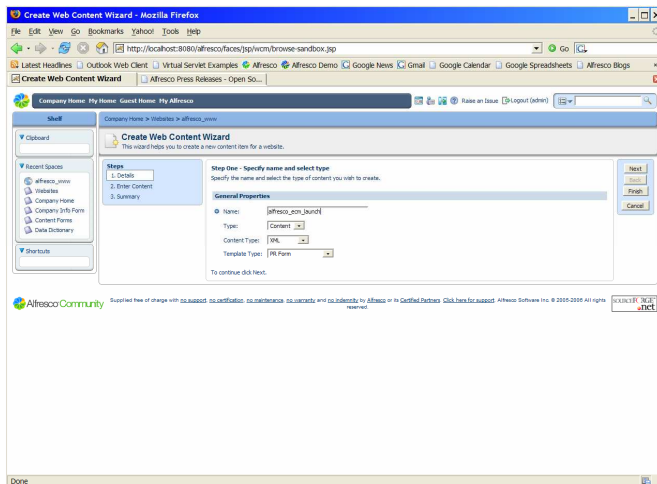
### ***Creating a New Press Release***

Navigate into Bob's sandbox to `/ROOT/media/releases/content` and select **Create New Content** from the **Create** menu.



In the **Create Content** wizard, fill in the following values for the prompted fields and click Next.

**Name:** alfredco\_ecm\_launch  
**Type:** Content (confirm default value)  
**Content Type:** XML (confirm default value)  
**Template Type:** PR Form (select from list of forms in drop-down list)



In the PR Form, type the following values for the prompted fields:

- Title:** Alfresco Launches Enterprise Class Open Source Web Content Management
- Abstract:** Companies Select Alfresco WCM for Digital Leadership and Regulatory Compliance
- Location:** LONDON
- Body 1:** Alfresco Software Inc., the first and leading provider of an open source enterprise content management solution, today announced that the availability of the Alfresco Web Content Management Preview release. This release offers enterprise class open source Web Content Management (WCM) for today's next generation web sites. This is a major milestone for Alfresco which now offers a full Enterprise Content Management (ECM) suite of collaborative document management, records management, email archiving, image management and Web Content Management.
- Body 2:** *NOTE:* Click on + icon bottom of Body 1 paragraph
- The Alfresco Web Content Management Preview release is an advanced WCM platform that includes features such as: Virtualization Server, Multi-site Transactional Publishing, Web Content Compliance Server, High Availability, Highly Scalable Platform.
- Include CompanyFooter:** Select "Alfresco"



**CAUTION:** If your PR Form does not have a selection of radio buttons for the included footer, and instead has a WYSIWYG field, your form callout has not been properly initialized by the Virtualization Server. To correct, click **Cancel** in the **Create Form** wizard and click the **Preview** icon next to the file `get_company_footer_simple_type.jsp` in the `/ROOT/media/releases` directory. If this file returns a list of the company footers you have created, the callout has been properly initialized and you are ready to restart the content creation process using the PR Form.

*Include Media Contacts:* Accept default value

*Keywords:* Type “Alfresco”

*Category:* Select “Product”

*Launch Date:* Select 10/1/2006 date

*Expiration Date:* Select any date post 10/1/2006

**NOTE:** Keywords, launch date, and expiration date fields are not used in the content generation process or by the dynamic press release index page. These fields are illustrative only for the Preview release.

After filling in these values, the first part of form should appear like this:

Company Home: My Home Guest Home: My Alfresco

Clipboard

Recent Spaces

- alfresco\_wcm
- Web Sites
- Company Home
- Company Info Form
- Content Forms
- Content Dictionary

Shortcuts

Steps

1. Details
2. Enter Content
3. Summary

Step Two - Enter Content

Enter your document content into the repository.

Title: Alfresco Web Content Management Release

Abstract: Alfresco Software Inc., the first and leading provider of an open source enterprise content management solution, today announced that the availability of the Alfresco Web Content Management Preview release. This release offers enterprise class open source Web Content Management (WCM) for today's next generation web sites. This is a major milestone for Alfresco which now offers a full Enterprise Content Management (ECM) suite of collaborative document management, records management, email archiving, image management and Web Content Management.

Body

The Alfresco Web Content Management Preview release is an advanced WCM platform that includes features such as:

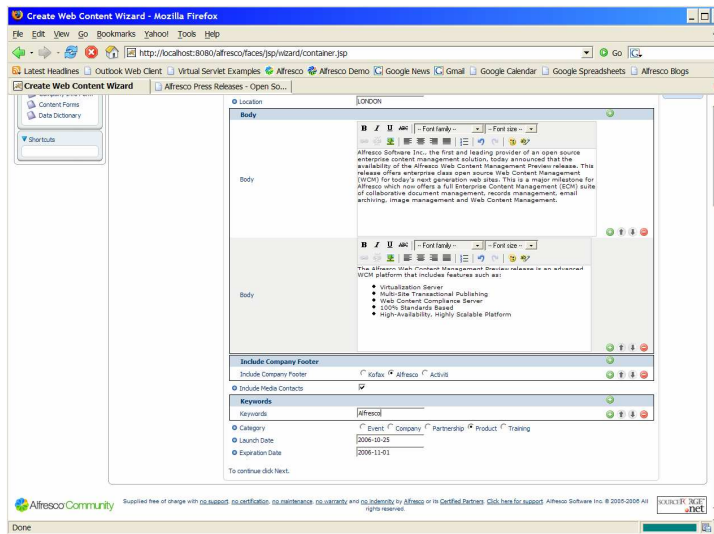
- Virtualization Server
- Multi-Site Transnational Publishing
- Web Content Compliance Server
- 100% Standards Based
- High-Availability, Highly Scalable Platform

Include Company Footer

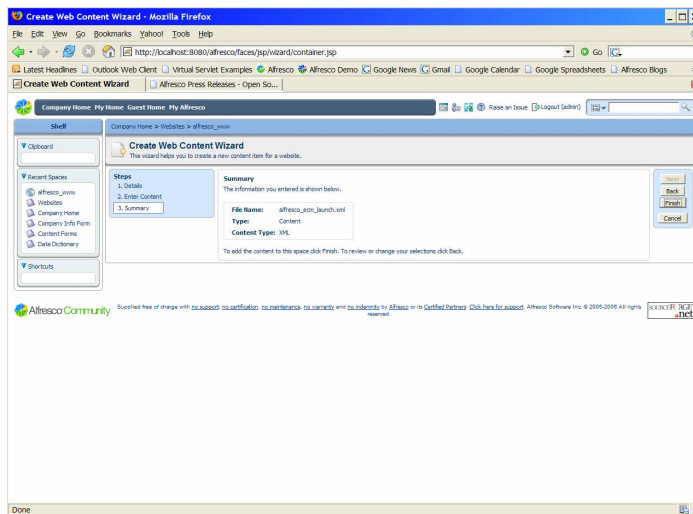
Include Company Footer

Next Back Finish Cancel

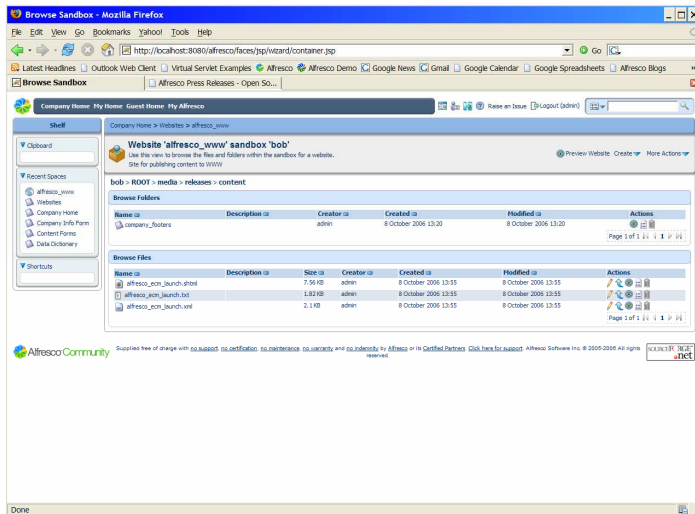
Similarly, the second part of form should appear like this:



When finished, click **Next** and then click **Finish** on the summary screen.

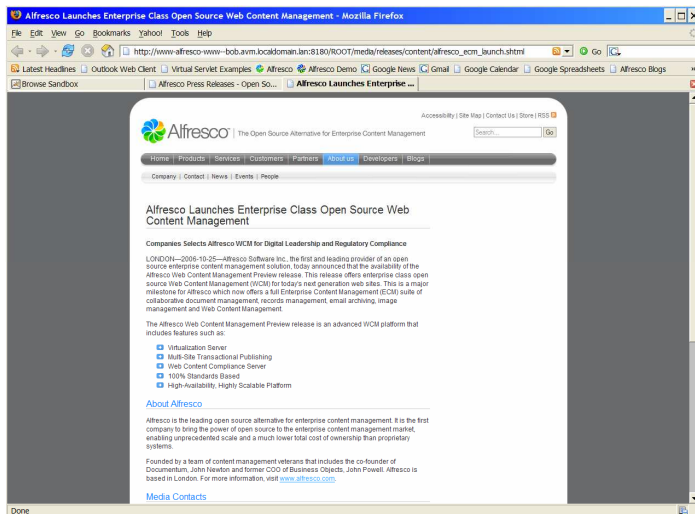


When completed, you should now notice that within the content folder in Bob's sandbox, we now have three new assets: *alfresco\_ecm\_launch.xml*, *alfresco\_ecm\_launch.shtml*, and *alfresco\_ecm\_launch.txt*.



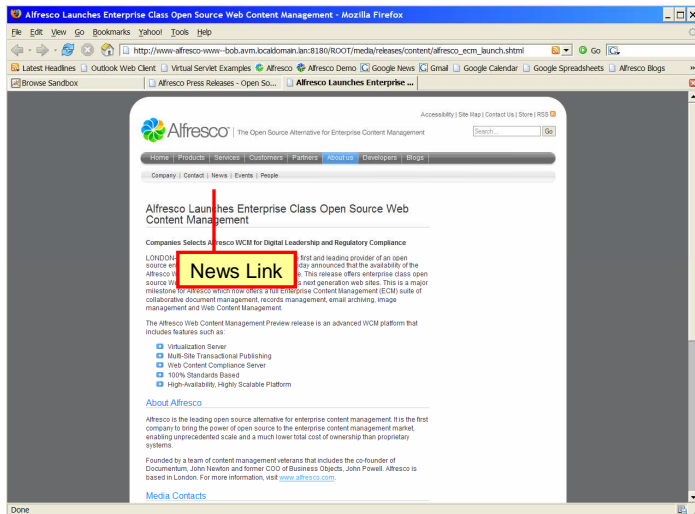
## In-context Preview of Static and Dynamic Web Pages

Now, let's preview our generated HTML page by clicking on the **Preview** icon in the **Actions** list corresponding to the file *alfresco\_ecm\_launch.shtml*.

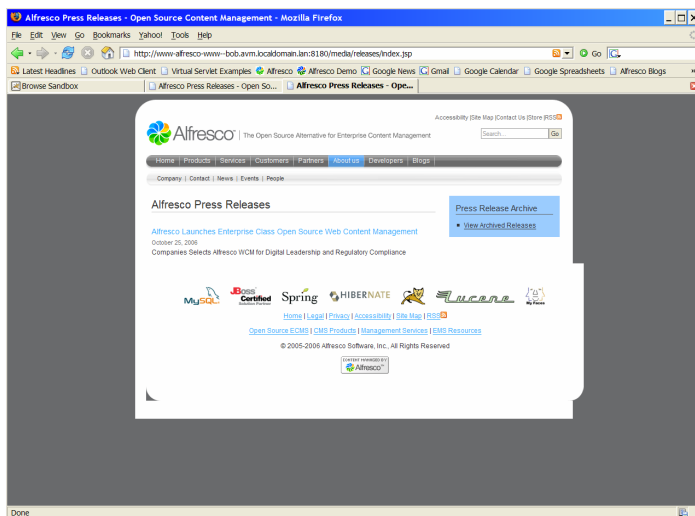


When previewing, note that we have a full in-context preview with proper sourcing of images, proper inclusion of the Alfresco company profile from *Alfresco.xml*, a functioning hyperlink to a generated text version of the press release that can be used for print.

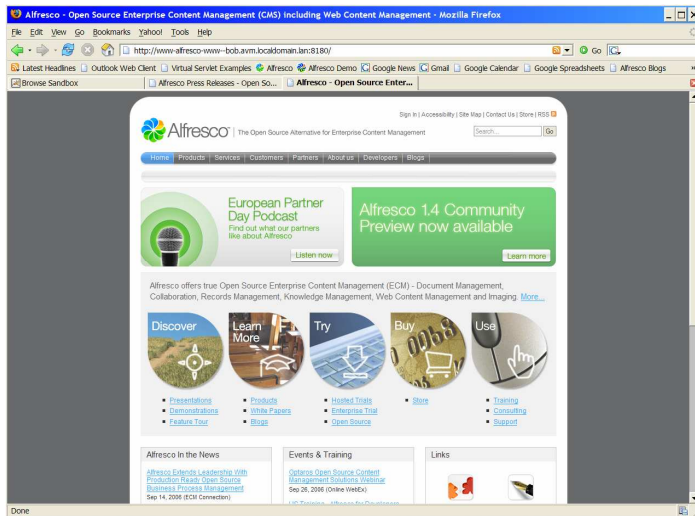
Next, let's confirm that the new press release is being properly included on the press release index page. Click on the **News** link from the generated press release page.



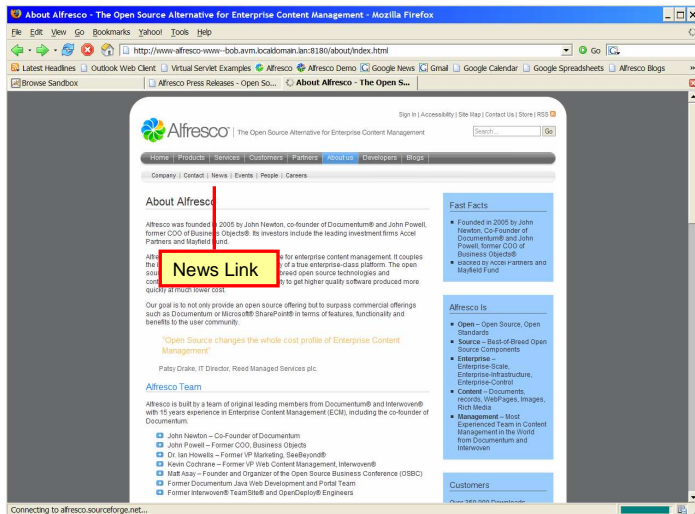
See how the JSP page is properly virtualized and showing an in-context, dynamic view of the website as viewed through Bob's sandbox. See the generated link to the new press release page we created, and click the link to return back to the generated page.



Once completed, now see how hyperlinks work to other web pages in the website. From the generated HTML page, click on the **HOME** icon in the main navigation bar to browse the home page of the website.



Next, you can return to the press release index page by clicking on the **About Us** icon and selecting **News** from the **About Us** submenu.

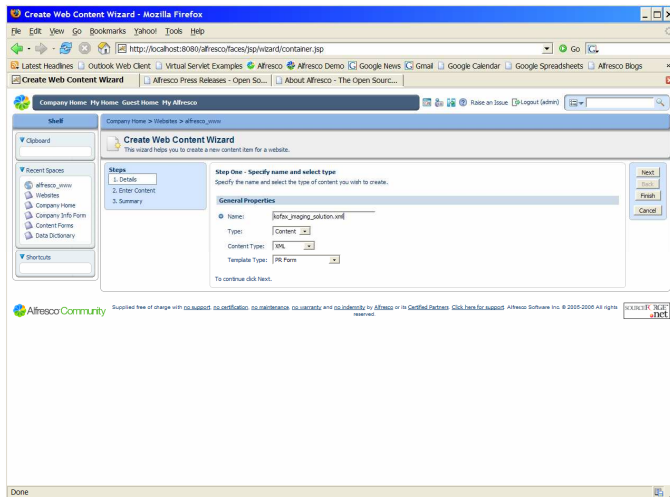


## Creating a Second Press Release

Now, let's create one more additional press release in Bob's sandbox and re-test our dynamic index page.

From the `/ROOT/media/releases/content` folder in Bob's sandbox, select the **Create New Content** action from the **Create** menu. Fill in the following values for the prompted fields.

**Name:** kofax\_imaging\_solution  
**Type:** Content (confirm default value)  
**Content Type:** XML (confirm default value)  
**Template Type:** PR Form (select from available forms in drop-down list)



In the second screen of the wizard, type in the following values for the content.

- Title:** Alfresco and Kofax Announce Integration of Ascent Capture
- Abstract:** Ascent integration module to offer joint Alfresco and Kofax customers access to a comprehensive production capture solution
- Location:** LONDON
- Body 1:** Alfresco Software Inc., the first provider of an open source enterprise content management solution, and Kofax, the world's leading provider of information capture solutions, today announced the availability of an integration of Kofax Ascent Capture with Alfresco's open source repository. The Ascent integration module offers joint Alfresco and Kofax customers access to a comprehensive production capture solution, including automatic document classification, data extraction and validation for both Internet-based distributed capture or centralized environments.
- Body 2:** NOTE: Click on + icon bottom of Body 1 paragraph
- The Ascent integration also allows documents to be captured and stored in Alfresco, enabling customers to review and approve documents for long term archival or records management purposes. Ascent accelerates business processes by collecting paper documents, forms and e-documents; transforming them into accurate, retrievable information; and delivering the content into an organization's business applications and databases. The Ascent platform offers unmatched compatibility with scanners and other capture devices, as well as content and document management systems, and workflow applications and databases.
- Include Company Footer:** Select "Alfresco". Click on + icon and select "Kofax" in second list of radio buttons.

**CAUTION:** If your PR Form does not have a selection of radio buttons for the included footer, and instead has a WYSIWYG field, your form callout has not been properly initialized by the Virtualization Server. To correct, click **Cancel** in the **Create Form** wizard and click the **Preview** icon next to the file `get_company_footer_simple_type.jsp` in the `/ROOT/media/releases` directory. If this file returns a list of the company footers you have created, the callout has been properly initialized and you are ready to restart the content creation process using the PR Form.

*Include Media Contacts:* Accept default value

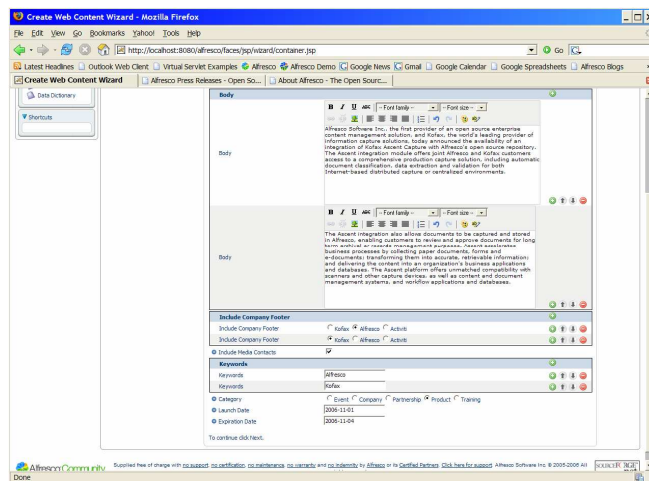
*Keywords:* Type “Alfresco”. Click on **+** icon and type “Kofax”

*Category:* Select “Product”

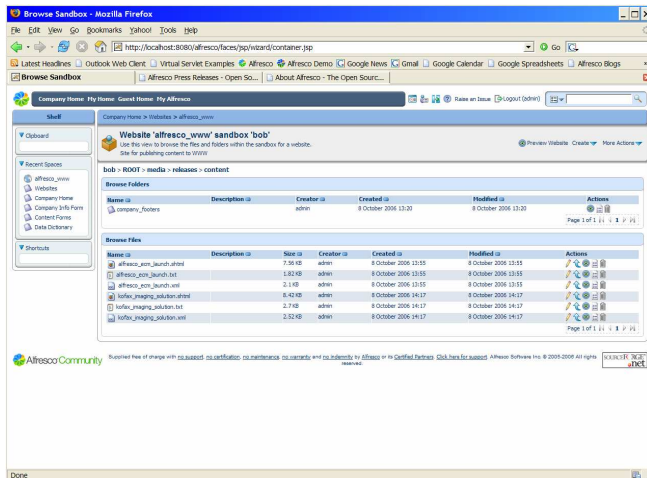
*Launch Date:* Select 10/1/2006 date

*Expiration Date:* Select any date post 10/1/2006

Here’s the bottom portion of the form after adding both the Alfresco and Kofax company footers and keywords:

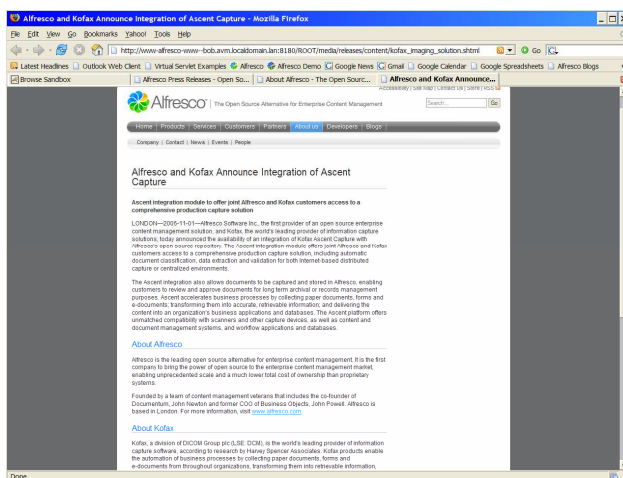


When complete, click **Next** and **Finish** on the summary screen. Like with the earlier press release, you should see three generated files outputted from the wizard: `kofax_imaging_solution.xml`, `kofax_imaging_solution.shtml`, and `kofax_imaging_solution.txt`.



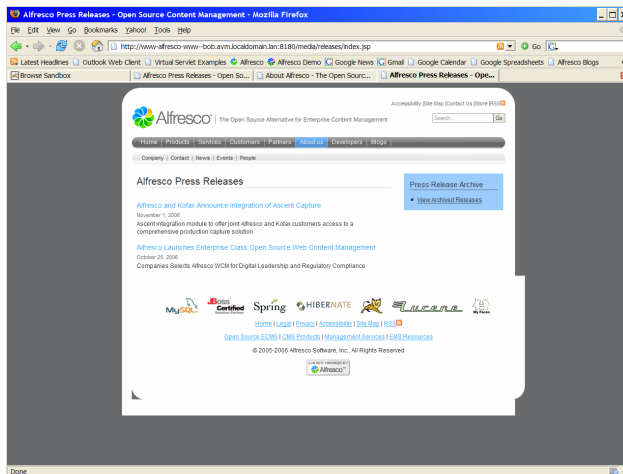
## In-context Preview of Second Press Release Changes

Now, preview the generated HTML file by clicking on the **Preview** icon in the **Action** list next to *kofax\_imaging\_solution.shtml*. You should see a proper in-context preview with footers sourced from both *Alfresco.xml* and *Kofax.xml* at the bottom of the preview window.



Next, click on the **News** link once again to see the updated JSP page with now two links to the two newly created press releases in Bob's sandbox.

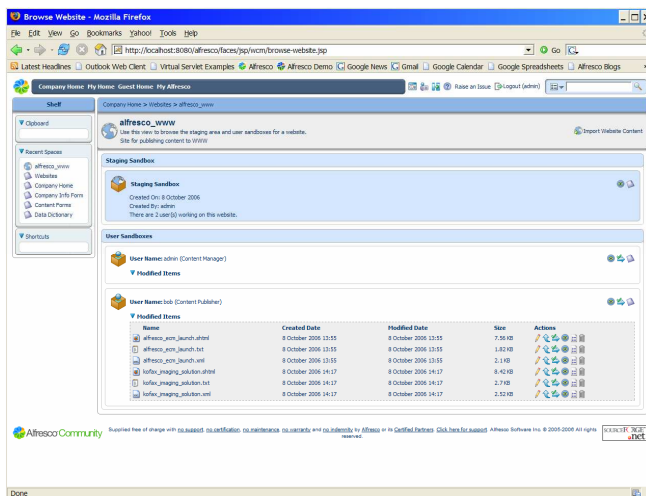




Now we have completed work in Bob's sandbox and are ready for promoting to Staging. Let's first look at the Administrator's sandbox and make some changes there as well.

## Working in the Administrator's Sandbox

Return to the main website browse screen. From this screen, click on the arrow icon next to the **Modified Items** list for both the Administrator's sandbox and Bob's sandbox. Note that the Administrator has no modified items, while Bob's has the six assets we just generated via the **Create New Content** wizard.



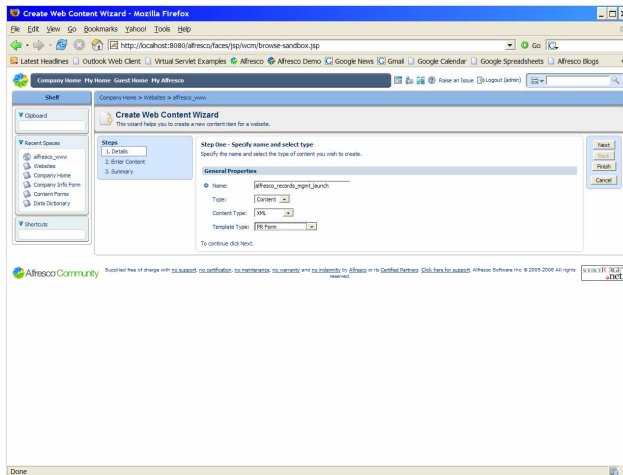
Now, let's create a third and final press release, this time in the Administrator's sandbox.

Navigate into the Administrator's sandbox to `/ROOT/media/release/content` and access the **Create New Content** wizard.

In the first screen of the **Create New Content** wizard, fill in the following values:

**Name:** alfresco\_records\_mgmt\_launch  
**Type:** Content (confirm default value)

*Content Type:* XML (confirm default value)  
*Template Type:* PR Form (select from list of available forms in drop-down list)



In the second screen of the **Create New Content** wizard, fill in the following values.

*Title:* Alfresco Launches First Open Source Records Management Solution

*Abstract:* Alfresco Continues to Extend ECM Suite With Records Management

*Location:* LONDON

*Body 1:* Alfresco Software Inc., the first provider of an open source enterprise content management solution, today announced the availability of the Alfresco Records Manager preview release. This release offers an unobtrusive, simple to use, drag-and-drop approach to records management. A shared drive interface behind Alfresco's Intelligent Virtual File System supports the necessary rules to implement the file plan, archival, disposition and scheduled events.

*Body 2:* **NOTE:** Click on + icon bottom of Body 1 paragraph

The Alfresco Records Manager is available today as part of the Alfresco 1.4 Preview Release. Alfresco intends to submit DOD 5015.2 certification later in 2006 or early in 2007. DOD 5015.2 is the benchmark standard to maintain a comprehensive records schedule that specifies policy regarding the retention and disposal of records. For Further information a White Paper - Simple Records Management is available on <http://www.alfresco.com/media/whitepapers/>.

*Include Company Footer:* Select "Alfresco".

*Include Media Contacts:* Accept default value

*Keywords:* Type "Alfresco".

Category:

Select "Product"

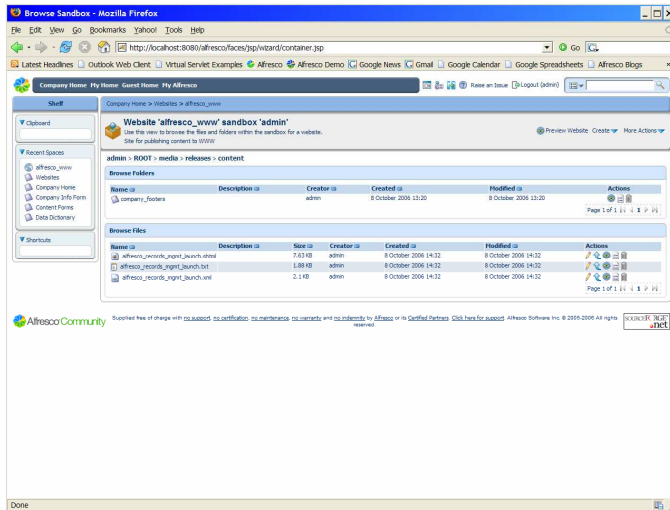
Launch Date:

Select 10/1/2006 date

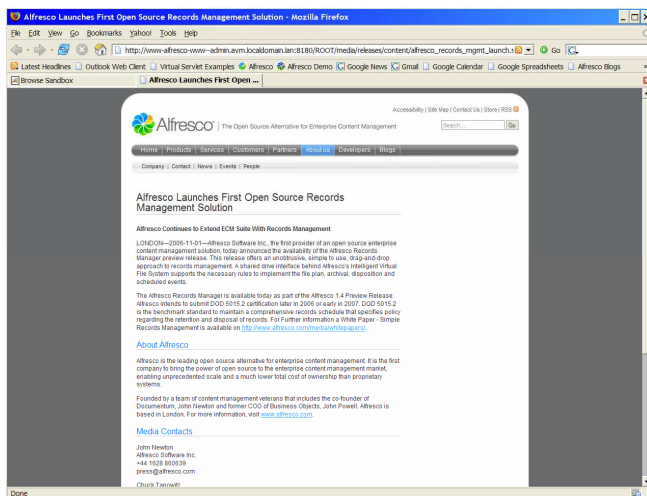
Expiration Date:

Select any date post 10/1/2006

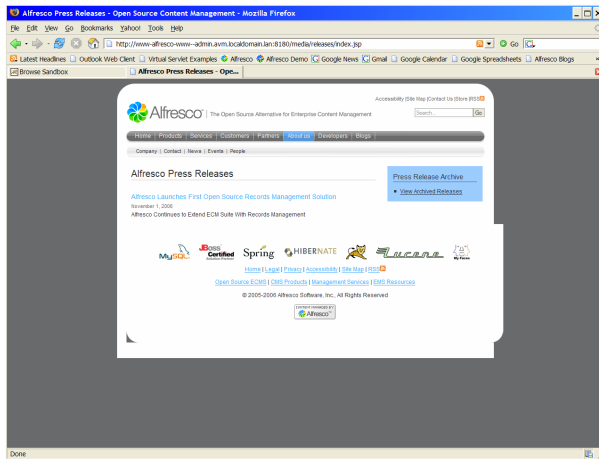
When finished, click **Next** and **Finish** on the summary screen. When returned to the browse view of the content folder, note that three assets have been generated: *alfresco\_records\_mgmt\_launch.xml*, *alfresco\_records\_mgmt\_launch.shtml*, and *alfresco\_records\_mgmt\_launch.txt*.



Now, as before, click on the **Preview** icon for the generated HTML file. After previewing the generated HTML file, click on the **News** link in the submenu to see the dynamically generated JSP page automatically creating a link to the new page.



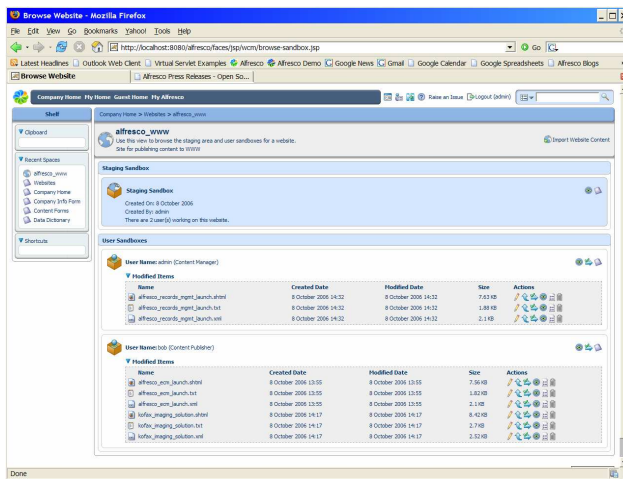
Note that on the JSP page as viewed from the Administrator's sandbox, none of Bob's recent changes have been picked up, as they are not available in the Administrator's view because they have not yet been approved and promoted to Staging.



Now, let's check-in both change sets from Bob's sandbox and the Administrator's sandbox to get a fully-updated website.

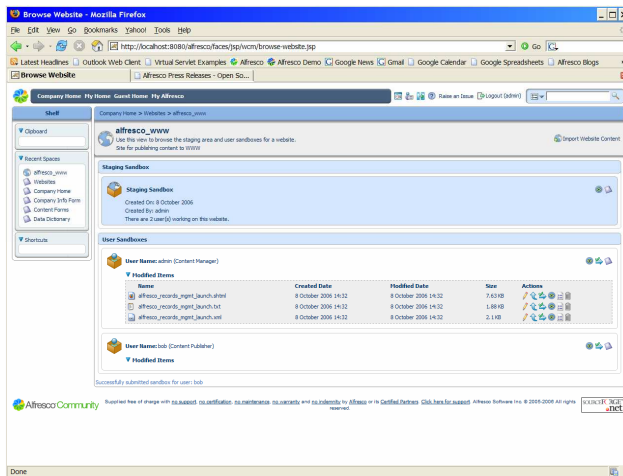
## Change Set Integration in Staging

Return to the main website browse page and refresh the list of modified item by re-selecting the arrow icons next to the **Modified Items** list in both Bob's and the Administrator's sandboxes.

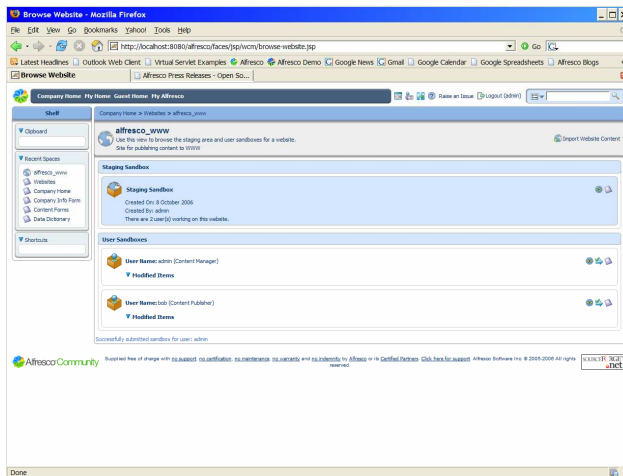


Now that we've seen both Bob and the Administrator independently create and test new content in the context of their sandbox, as well as interlinking with other web page and dynamic web pages, let's commit both sets of changes to Staging and view the combined output of our two independent update efforts.

Click the **Submit All** icon next to Bob's sandbox. You should see that Bob's list of modified assets refresh and showing no currently modified content.

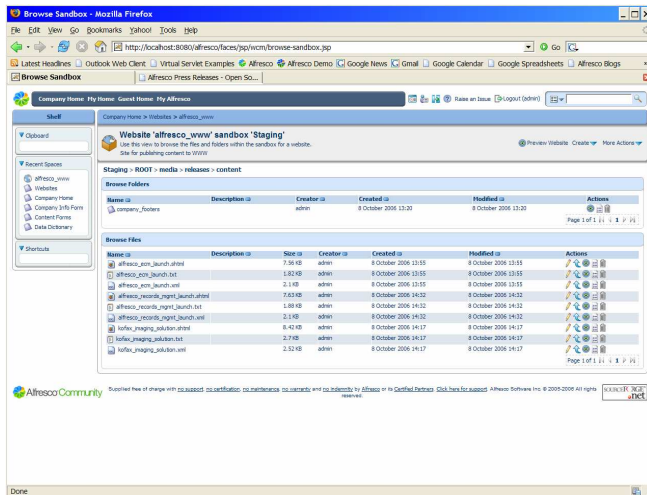


Next, click **Submit All** next to the Administrator's sandbox. Similarly, you should see the Modified Item list refresh showing no currently modified assets.



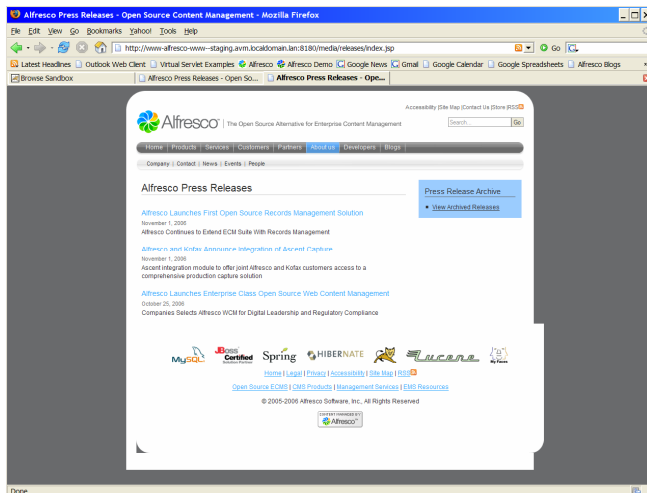
Now, let's confirm that all changes are in Staging and preview the press release index page in Staging to see links to both Bob's and the Administrator's newly created content.

Navigate into the Staging sandbox into `/ROOT/media/release/content`. Note that all 9 generated files are available.



## In-context Preview of Integrated Changes in Staging

Now, click on the **Preview** icon for any of the generated HTML assets. Then, click on the **News** submenu to confirm that all three press releases from both Bob and the Administrator are being properly virtualized and linked in to the JSP page.



## Virtualization and Sandbox Updates

Lastly, now that Staging is fully integrated with everyone's changes, let once again preview both the Administrator's sandbox and Bob's sandbox. Recall that both sandboxes reflect all known good changes checked into Staging plus any unique changes independently made within that sandbox. Since Staging now reflects everyone's changes and since there haven't been any further modifications in either Bob's or the Administrator's sandbox, everyone should now have the same in-context view of the website source tree and preview.

Navigate into the Administrator's sandbox to `/ROOT/media/releases/content`. Confirm that all 9 generated assets are available. Preview any generated HTML page and click the link to the **News** index. See the exact same view as seen in Staging.

Similarly, navigate into Bob's sandbox to the same folder location and confirm the same.

