

# 4D Portal

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*Administration Manual*  
*Windows®/Mac™ OS*



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# **4D Portal**

## **Administration Manual**

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# 1

# 4D Portal, Introduction

## Overview

This document is the administrator's guide to using the individual modules in 4D Portal. It serves as a guide to how the different modules are meant to function, and gives assistance on what to do to incorporate them into your own site.

All of the examples here use the supplied 4D Portal HTML documents as a base. How the pages finally look is up to you, depending on how you implement the code.

It may be worthwhile for you to take a look at the examples, and how they work, before you make any changes. It will give you a more clear understanding of the function, and might provide ideas about how to use them for your own site.

## Requirements

### QuickTime

4D Portal requires QuickTime (QuickTime 4 minimum) to be installed on the machine it is running on. On Mac OS, Quicktime is already provided by Apple.

On Windows systems, Quicktime is not installed by default. You may install QuickTime from the 4D Product line CD or download it from Apple (<http://www.apple.com>).

### Mail Settings

For 4D Portal to be able to send emails for postcards, classified ads, auctions and reminder, it requires:

- an e-mail account,
- an SMTP e-mail server opened to SMTP relay.

## Printer Driver

4D Portal requires a printer driver to work. If you are running the application on your machine, be sure that a printer driver is installed. 4D Portal does not require a printer but just a printer driver of your choice.

- Under Windows, you may install a printer driver from the 'Printers' item in the 'Settings' of your Windows machine. You may require the CD installation of your Windows system. Just add a printer (local or network), select a printer driver, and save these settings.
- Under Mac, MacOS already provides default drivers such as Laser Writer 8. Be sure that the driver is properly installed and configured.

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*Note* **The type of driver does not matter and a physical printer is not required.**

---

## Should you use 4D Portal as a stand-alone application or with 4D WebSTAR V?

Before installing 4D Portal, you must first consider your options for running the 4D Portal application. 4D Portal offers you the flexibility of using it as a stand-alone application or in conjunction with the 4D WebSTAR V Server Suite on Mac OS X. (Please note: 4D Portal cannot be used with 4D WebSTAR versions lower than version V.)

How do you decide which option is best for you?

- ▶ 4D Portal as a stand-alone application comes with a built-in Web server, allowing you to create Web-enabled, data-driven applications with a single tool. Many 4D Portal users find this particularly convenient, since they don't have to utilize a separate Web server in order to get their applications up and running on the Web.
- ▶ 4D Portal can also be used in conjunction with the 4D WebSTAR Server Suite on Mac OS X. If you find that your 4D Portal solution would benefit from a Web server that provides additional features in terms of administration, performance, dynamic Web sites, and scalability, combining the power of 4D WebSTAR with 4D Portal is your best bet. For more information on the capabilities of the 4D WebSTAR Server Suite, visit <<http://www.webstar.com>>.

# Installing 4D Portal

If you are currently using 4D Portal v1.0.1, you will need to run the 4D Portal Exporter application with your 4D Portal v1.0.1 data file. This will enable 4D Portal v1.0.1 to export the data into the format that 4D Portal v1.5 can import. This application will be installed along with your 4D Portal v1.5. For complete instructions on transferring data from 4D Portal v1.0.1 to 4D Portal v1.5 using the 4D Portal Exporter, please refer to the ReadMe file included with 4D Portal Exporter.

## Installing 4D Portal for Windows

- 1 Double-click on the 4D Portal Installer and follow the instructions on the screen.

The 4D Portal 1.5 folder will be created in the \Program Files\4D Inc folder. The program group will be created in your program menu.

## Installing 4D Portal for Mac OS 9.x

- 1 Double-click on the 4D Portal Installer.
- 2 You will be prompted to choose the type of installation. Select 'Easy install' to install 4D Portal as a standalone application.
- 3 Click the 'Install' button.

The 4D Portal 1.5 folder will be created in the Applications folder.

## Installing 4D Portal as a standalone application on Mac OS X

- 1 Double-click on the 4D Portal Installer.
- 2 You will be prompted to choose the type of installation. Select 'Easy install' to install 4D Portal as a standalone application.
- 3 Click the 'Install' button.

The 4D Portal 1.5 folder will be created in the Applications folder.

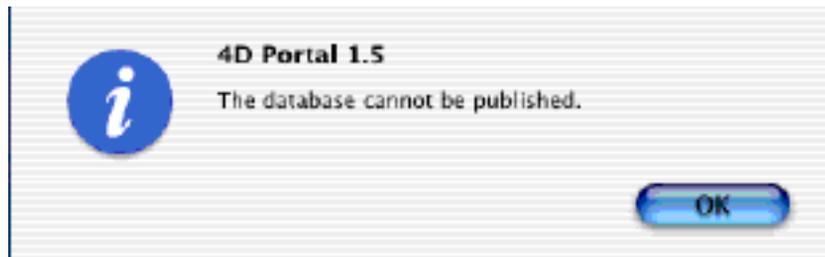
What has just been installed with 4D Portal?

- the 4D Portal application and its required files.
- the 'webfolder'.
- Win4DX folder or Mac4DX folder, depending on the platform.
- the 4D Portal Admin Manual.pdf.

Please take note of the names of these files, since they will be referred to later on.

## The Configuration of 4D Portal's Web Server

To use 4D Portal as a stand-alone application, you first need to configure 4D Portal's Web server. Under Mac OS X, using TCP/IP ports reserved for Web publishing requires specific access privileges: only the "root" user of the machine can launch an application using these ports. These ports are numbers 0 to 1023. By default, 4D Portal uses the TCP port 80. Once you publish a 4D application on the default TCP port without being connected as the "root" user, an alert dialog box will be displayed:



The default port number for standard HTTP publication can be modified. However, publishing with SSL must be done using port 443.

Here is how to change the TCP port within 4D Portal:

- 1 To change the TCP port, select Preferences from the File menu.
- 2 Select Web preferences, and change the value for the server TCP port.

### 3 Click on the 'OK' button.

#### ► Logging on as the "root" user

By default, the "root" user is not enabled on a machine running Mac OS X. You must first enable it and then log in with this user name.

Enabling a "root" user takes place using the NetInfo Manager utility provided by Apple and installed in the Applications:Utilities folder. Once the utility has been launched, choose the Security command in the Domain menu, then the Enable root user option. You must have first identified the machine administrator using the Authenticate... command, located in the same menu (enter the shortened name and the administrator password). For more information on this documentation, refer to the Mac OS X documentation. Once the "root" user has been created, you must close the session (Apple menu) and then log in using the "root" user name. You can then launch the Web server on port number 80, or a 4D Web server with a secure connection.

## Installing and configuring 4D Portal to run side by side with 4D WebSTAR V on the same machine

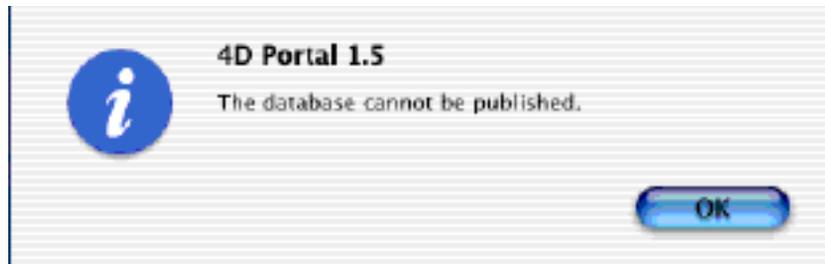
### Installing 4D Portal to run side by side with 4D WebSTAR V on the same machine

- 1 Double-click on the 4D Portal Installer.
- 2 You will be prompted to choose the type of installation. Select 'Use with WebSTAR V' to install the 4D Portal application and the files that 4D WebSTAR V needs.
- 3 Click the 'Install' button and follow the instructions on the screen.
- 4 When the "Choose a Folder" window is opened, choose the root folder (e.g. DefaultSite) of your Web site that will be used by 4D WebSTAR V.

The 4D Portal 1.5 folder will be created in the Applications folder.

**Configuring 4D Portal to run side by side with 4D WebSTAR V on the same machine**

- 1 Launch the 4D Portal application.
- 2 If you get the following message (see picture below), click 'OK' to accept it.



- 3 Select the Preferences menu item from the File menu.
- 4 Go to the Web Preferences tab and change the Server TCP Port number from 80 to something different (e.g. 8080).
- 5 Click 'OK' to save this setting and quit 4D Portal.
- 6 Launch 4D WebSTAR V if you have not already done so.
- 7 Connect to Web site that is being served by 4D WebSTAR V with the WebSTAR Admin Client.
- 8 Go to the 4D Link Setting.
- 9 If there is an existing default entry, modify it. Otherwise, click 'New' to create a new entry.
- 10 Type the IP address of your machine in the 4D Server field, change the Port number to the same one that you set in 4D Portal Preferences (e.g. 8080), and click 'Save.'
- 11 Double-click on the 4D Portal application to start.
- 12 Launch a Web browser and make your initial connection to the portaladmin page with the following URL:

<http://www.yourdomainname.com/4DLINK/portaladmin>

Note: `www.yourdomainname.com` is the domain name that is used by the 4D WebSTAR V machine. You can also use the IP address of the 4D WebSTAR V machine.

- 13 If you have not changed the administrator name and password, you can use "super-admin" as the username and "admin" as the password to log in. Otherwise, use the username and password that you assigned in 4D Portal Preferences.

## Installing and configuring 4D Portal with 4D WebSTAR V when 4D Portal is running on a different machine

Installing 4D Portal to run with 4D WebSTAR V when 4D Portal is running on a different machine

In the following installation, you will be installing the 4D Portal component (4DPortalSamples folder, images folder, scripts.js, and style.css) into the 4D WebSTAR V folder. Installed components will be used by 4D WebSTAR in order to correctly display all Web pages.

- 1 Double-click on the 4D Portal Installer.
- 2 You will be prompted to choose the type of installation. Select 'WebSTAR V Components Only' to install the files that 4D WebSTAR V needs.
- 3 Click the 'Install' button and follow the instructions on the screen.
- 4 When the "Choose a Folder" window is opened, choose the root folder (e.g. DefaultSite) of your Web site that will be used by 4D WebSTAR V.

The 4D Portal 1.5 folder will be created in the Applications folder.

## Configuring 4D WebSTAR V when 4D Portal is running on a different machine

- 1 Connect to the Web site that is being served by 4D WebSTAR V with WebSTAR Admin Client.
- 2 Go to the 4D Link Setting.
- 3 If there is an existing default entry, modify it. Otherwise, click 'New' to create a new entry.

- 4 Type the IP address of your machine in the 4D Server field and click 'Save.'

### How 4D Portal detects a connection from 4D WebSTAR

4D Portal will automatically detect if a connection comes from 4D WebSTAR V. At this point, 4D Portal decides whether or not the string /4DLINK needs to be added to the URL or not. If the string needs to be added, 4D Portal will automatically adapt the URL 4D Link will then forward all requests containing /4DLINK to 4D Portal.

Using 4D WebSTAR with 4D Portal also means that some files such as css files or picture files will be served by 4D WebSTAR. These files must be copied to the 'Web server' folder in the 'Default Site' folder. The 'Web Server' folder is located within the 'Default Site' folder.

- ▶ To copy these files, copy the contents of the 'For WebSTAR' folder into your 'Default Site' folder.

Now you can connect to 4D Portal by typing in your browser <http://webstaraddress/4DLINK/>.

---

*Note* **The 'webstaraddress' to which we refer here is the current address of your 4D WebSTAR application. Whenever you are required to type in 'webstaraddress,' you need to type in your own 4D WebSTAR application address.**

---

With this URL, you should be able to see the default page that 4D WebSTAR is supposed to serve. If you want <http://webstaraddress> to go directly to 4D Portal, you will need to use the 4D WebSTAR Rewrite plug-in to forward this URL to 4D Portal. The 4D WebSTAR Rewrite plug-in provides URL redirect management capabilities.

### Optional - Using the 4D WebSTAR Rewrite plug-in with 4D Portal

As mentioned earlier, you have the option of having <http://webstaraddress> go directly to 4D Portal instead of having to use <http://webstaraddress/4DLINK/>. If you want to have this happen, you need to utilize the 4D WebSTAR Rewrite plug-in.

- ▶ To configure the 4D WebSTAR Rewrite plug-in:
  - 1 From the WebSTAR admin client, select the panel "Redirect rules" from Web Rewrite.
  - 2 Create a new rule.
  - 3 Name the rule 4D Portal.

- 4 Define the following condition: URL is /
- 5 Redirect this rule to http://webstaraddress/4DLINK/
- 6 Save this rule.

With this rule in place, each time that <http://webstaraddress>, the 4D WebSTAR Rewrite plug-in will modify the request into <http://webstaraddress/4DLINK/>. Then 4D Link will handle this request by contacting 4D Portal, which will then return the default HTML page.

## Installing the 4D Portal Documents

It is recommended that you make a backup copy of the 4D Portal documents before installing or editing.

4D Portal works both with WebSTAR, and as a stand-alone program. You may launch the program by double clicking its Icon to use 4D Portal as an independent program. When you want to use the 4D Portal in conjunction with WebSTAR, follow the directions below on to how to place the files/folders.

There are two folders included with 4D Portal, **webfolder** and **pages for WebSTAR server**.

Place the **webfolder** in the same directory as you place 4D Portal. If you are using WebSTAR, place the **pages for WebSTAR Server** folder in the same directory as WebSTAR.

If you wish to place these items at a different level within your structure, you must also edit the HTML pages in both the **pages for WebSTAR server** folder, and the 4D Portal **webfolder** to reflect the new path. Use the global search and replace feature on most good HTML editors to accomplish this task quickly.

There are four character strings that will need to be changed:

- All calls to /style.css need to be changed to /**yourpath**/style.css<sup>1</sup>
- All calls to /calendar.css need to be changed to /**yourpath**/calendar.css<sup>1</sup>
- All calls to /weblog.css need to be changed to /**yourpath**/weblog.css<sup>1</sup>

---

1. yourpath may be whatever name you choose.

- All calls to /images/ need to be changed to /**yourpath**/images/<sup>1</sup>

Finally place the items from **pages for WebSTAR server** into the new folder with the name of **yourpath**.

## Editing the HTML Documents

The HTML documents provided to you are ready to use as is, but many administrators will want to create a customized site that works with the CGIs. When doing this there are several important things to remember.

Certain tags in the provided pages are actually calls to 4D Portal for special information. 4D Portal expects these tags to be as they have been provided to you. Any changes made to these special tags will cause them to cease to function. You may move them (with certain restrictions), and change the areas around them, but do not change the needed code itself, or the function of the page will not operate as intended.

## HTML Instructions to Avoid

The special 4D Portal tags appear as a comment might in ordinary HTML. They are preceded by "<!--", and finished with "-->". The Tags are ignored by browsers, but cause the server to generate the page correctly.

In addition to these tags, special instructions may be found in the "action" attribute of the <form> tag, in the "src" attribute of the <img> tag, and in the "href" attribute of the <a> tag. It is important for these to remain as they are in the provided documents, because they are the



## Form Elements

Due to the nature of 4D Portal, it is best to leave all form elements unchanged. They may be moved within the form, but should not be altered themselves.

## Anchor Tags

Some of the <a> tags have special instruction as part of the URL in their "href" attribute. This will usually take the form of "/4DACTION" followed by the name of a method, and possibly some parameters. None of this information should be altered to protect the function of the CGI. All URLs must lead with a "/", to be properly processed.

## Naming

When it comes to processing form data, 4D Portal is expecting to receive the data associated with the given name, therefore all of the names need to remain in place, and unaltered. All of the required elements have a naming convention. If you see an element that has "CGI4D\_" as part of its name, it is a value that will be returned to the server for processing.

## Notes on Moving HTML

The only thing to be aware of when moving some of the provided HTML around in a document, is to do it in blocks.

If one of the 4D Portal instructions is included in some element, that whole element should move with it. For example a place to enter a name:

```
"<input type="text" name="CGI4D_t_Name" value="<!--4DVAR  
CGI4D_t_Name--> size="24">"
```

This whole input may be moved to a different position on the page, but cannot be taken apart. On the other hand, if a variable just displays information on the page, and stands alone:

```
"<!--4DVAR CGI4D_t_Name-->"
```

It may be moved to a completely different display location without the elements around it.

**4DLOOP**

A larger block of HTML and 4D Portal instructions may follow the command "`<!--4DLOOP-->`" and precede the command "`<!--4DENDLOOP-->`". All of the code between these two tags may be moved around the page, but must be moved as a unit. This structure is frequently used by the server to create a list in a table, or used to create a select list, so separating the code would cause problems. As long as this block is placed in a similar location as it is found, it can be moved. If it is in a table, it should be placed in a table, etc. When this appears in a table, it is to be placed in the place of a table row (`<tr> — </tr>`).

**4DIF**

Similarly to the LOOP above, 4DIF has an opening and a closing statement, and all of the included content should be moved as a block. Look for tags with a structure like `<!--4DIF-->` followed by some content, and closed with the `<!--4DENDIF-->` tag.

**4DINCLUDE**

The tag `<!--4DINCLUDE-->` will have some HTML document name associated with it. This is to include the items in that document in the display of the page. If you move this tag around the page, this display element will also move to wherever you place it.

**Items in a Table**

In most cases, when an Item is found in a table in the 4D Portal document, it should be placed in a table in any altered page. The best thing to do when moving HTML around, it to move an entire table row at a time (`<tr> — </tr>`), as this will help keep descriptive text with the applicable form elements, and such.

**Once You Have Moved the HTML**

You may add whatever HTML you want around the elements that are interacting with the server, as long as the 4D Portal commands and naming stays intact. Remember that any elements in a form must remain in that form to be processed correctly.

**Adding New HTML to Your Page**

Feel free to add whatever HTML you would like as long as the names of any elements do not conflict with the names used in the provided document.

**Naming Pages**

Leave the page names for these CGI pages exactly as they are. The methods called from these pages will only send back the pages as they are named. If a page name is changed, it will not be sent.

## **Cascading Style Sheets**

A couple of different style sheet documents are used by 4D Portal. These documents are of file type .css, and may be altered as needed.

## **Special circumstances**

Make sure you read the section for any CGI you plan to use, as individual circumstances will be discussed in each section.

## **Other Documents**

Some of the pages may be called from inside 4D Portal, such as the user sign in, and the error page. These pages need to be accessible. Just because a page name doesn't appear in the HTML document does not mean it will not be used. The best thing to do is to keep all of the files in the Webfolder, and use the parts that you would like.

## **The Images Folder**

While the images in the folder may be altered or replaced, the new images need to have the same names as any replaced ones. 4D Portal looks for files with specific names.

# 2

## Portal Administration

### Setting Up a Portal

To set up a portal, you need to connect to the application using a browser. When connecting, you will need to use the following URL:

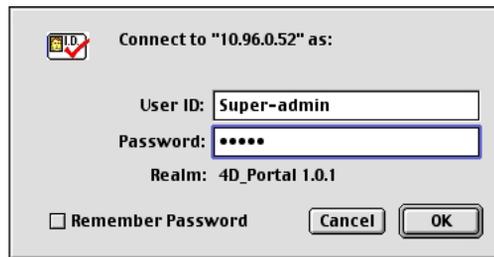
`http://yourAddress/portaladmin`

---

*Note* **For WebSTAR users, the link to enter is: `http://YourWebSTARAddress/4DLINK/PortalAdmin`.**

---

Once you have typed that URL, an http authentication is requested. A small windows, specific to your browser, will request an username and its password:



You need to use the username and password of Super-Admin. By default, its name is Super-Admin and his password is admin. This account is very specific and is only to be used to create new portals.

---

*Note* **The default name and password for Super-Admin can be changed. It is strongly recommended to change this name and password.**

---

Once you have entered and validated the password, the list of all available portals will be displayed. You may create a new portal by

clicking on the URL "Host a new portal". This will display the following page.

Home

**PORTAL**

Edit4D Portal Administration [Help](#)

4D Portal designation:

4D Portal primary address:

4D Portal secondary addresses:

Add a secondary address:  **Add**

4D Portal folder name:

Administrator: **Super-Admin** ▾

Options:

Users can sign up

Maximum of questions for surveys:

Date format: **English - Month/Day/Year** ▾

Time format: **AM/PM** ▾

Services to enable:

<input checked="" type="checkbox"/> Classified Ads	<input checked="" type="checkbox"/> Auction	<input checked="" type="checkbox"/> Contacts
<input checked="" type="checkbox"/> Forums	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat
<input checked="" type="checkbox"/> Favorites	<input checked="" type="checkbox"/> Guest Book	<input checked="" type="checkbox"/> Tasks
<input checked="" type="checkbox"/> Postcards	<input checked="" type="checkbox"/> Users management	<input type="checkbox"/> WebBase
<input checked="" type="checkbox"/> Calendar	<input checked="" type="checkbox"/> WebLog	
<input checked="" type="checkbox"/> Reminders	<input checked="" type="checkbox"/> Surveys	

**Submit changes**

POWERED BY PORTAL

[Shop](#) | [Auctions](#) | [Classified Ads](#) | [Connect](#) | [Forums](#) | [Chat](#) | [Guestbook](#) | [Postcards](#)  
[Personal](#) | [Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
[Tools](#) | [Surveys](#) | [Web Log](#)  
[Administration](#) | [4D Portal](#) | [Forums](#) | [Classified Ads](#) | [Guestbook](#) | [User](#) | [Web Log](#)

The picture above shows that on this page, you can define the following options:

- **4D Portal designation**  
The 4D Portal designation field contains the name of your portal. (e.g. Joe Smith's Portal; The Company X Technical Support Portal, etc.)
- **4D Portal primary address**  
The 4D Portal primary address field contains the name that will be typed into the URL entry area in the browser when someone wants to connect to your portal. It can be an IP address or a name (machine or domain).

---

**Note** *For WebSTAR users, the name to be entered will be the IP address, machine name, or domain name of the machine that hosts the WebSTAR application. In our example, it will be 'YourWebSTARAddress'.*

---

- **4D Portal secondary address**

The 4D Portal secondary address field contains any other names to which your portal will be referred within the URL entry area in the browser. It can be an IP address or a name (machine or domain). 4D Portal can handle multiple addresses for each portal. This means that you can set up 4D Portal to serve multiple portals, and each portal can be accessed by multiple addresses.
- **4D Portal folder name**

The 4D Portal folder name field contains the folder name that you have designated to your portal.
- **Administrator**

Each portal has to have an administrator. By default, the Administrator is the Super-Admin. Once the portal is created, you will be able to access the User page. It is strongly recommended to create a local administrator from this User page and define this account as the current administrator of the portal.
- **Users can sign up**

By default users can sign up, in other words they can create their own account. Deselecting that option will disable that ability. In that case the administrator will have to setup the user account yourself.
- **Maximum of questions for surveys**

You may want to limit the maximum number of questions surveys can have. To do so, enter a value in the corresponding entry area.
- **Date and time formats**

Date and time formats vary with countries. This version of the 4D portal supports two formats of date and time:

  - **Date:**
    - English format: Month/Day/Year
    - International format: Day/Month/Year
  - **Time:**
    - English format: 01:00/12:00 AM/PM
    - International format: 00:00/24:00

### ■ Portlets

4D portal includes 14 portlets (in addition to the User portlet). You may choose to disable some of them. Deselecting a portlet's box will make it unavailable for the current portal. In that case, users will not be able to display that portlet in the Portal page or at the bottom of the pages.

To save the changes you made in that page, click the Submit Changes button. You may then edit the saved portal using the other administration pages. You may, for example, create some forums for the Forum, some categories for the Classified ads, a welcome message for Weblog or the localAdmin user for this portal.

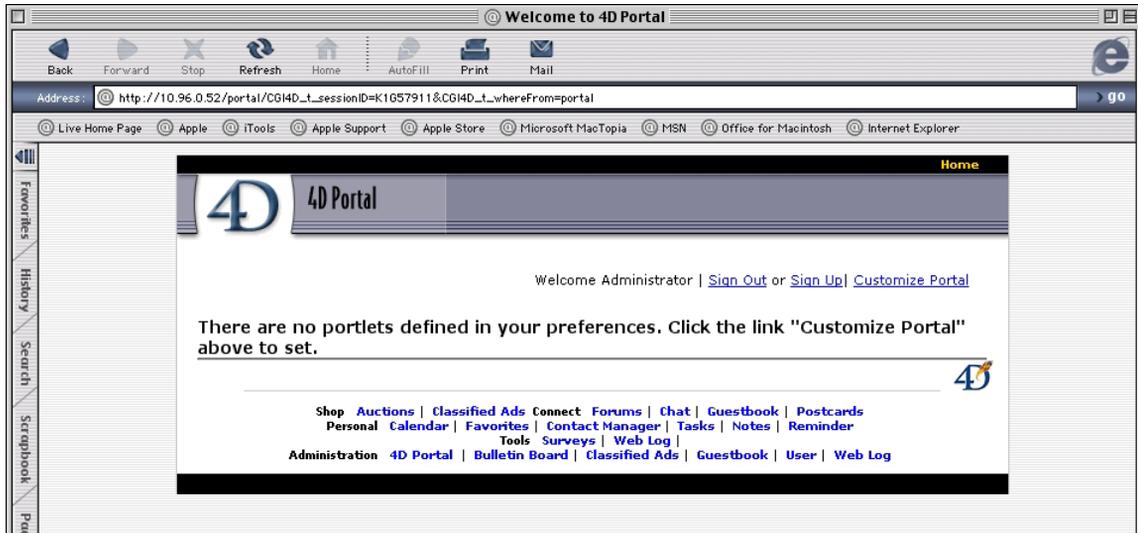
Each portal contains at least two users. The first one is the Administrator. The administrator can:

- customize the default view.
- define the administrator of the machine.
- set the date display format. Dates display format can vary (MM/DD/YY or DD/MM/YY)
- set the time display format (English or International).
- disable/enable the user sign up.
- choose which portlets will be available.
- access the other Administration pages.

The other administration pages, whose referring links are displayed at the bottom of the main page, allow you to create, modify or delete forums for Forums, messages for Weblog, categories for classified ads, users (useful if User sign up is disabled) and messages in Guest book.

These links will be displayed only if the portal has already been created. Only Forums and User administration are specific to the current portal. Other configuration settings are common to all portals you will be hosting.

Once a portal's settings have been set, you can connect by clicking on the Home link at the top of the page.



## How to Customize a Portal

Users can customize their own portal. They can decide which portlet will be displayed on the main page once they sign in.

However, they can only select portlets that the administrator chose to make available. If a user chooses not to display a portlet on the main page, it can still be accessed through its link at the bottom of the page.

Each user has his or her own home page settings. However, it is advised that the current administrator saves his own settings into the Guest account. This will allow you to always keep these settings if the current administrator changes.

### Customize Portal

You can customize a portal by clicking on the “Customize Portal” link located on the top righthand corner of the 4D Portal home page.

### Portal Selections

This section allows you to define which portlets will be displayed on the Home page. This page displays two rows. You may assign any available portlet in these rows. If you want only one row that will fit the whole page, you can assign your portlets to the right page.

**General Settings** This section allows you to change the display, colors, or settings of the page by selecting these values from the appropriate pull-down menus.

**User Profile** This section allows you to create and/or edit a user profile. Clicking on the 'Edit your profile' link brings you to the User information page. Here you may change your User Name, Password, and other attributes.

You can also select whether or not you want to be visible by other users. By default, all new users are set to non-visible status. (The checkbox is left empty.) The user can change this by checking the box next to "I want to be visible."

---

*Note* **The administrator can also set any user as visible or not visible from the 4D Portal Administration page, and all groups created by the administrator are visible to the users.**

---

Within the User profile, you can also manage your groups of users:

- To add a new group, enter a name for the group, and click the Add Group button. All of the existing groups will be listed in the pull-down box. To work with a specific group, select its name from the pull-down. The existing users for this group will be listed.
  
- To rename the selected group, enter the new name in the Group entry field, and click the Rename Group button.
- To delete a group, click the Delete Group button.
- To remove a user, select the user's name from the pull-down list, and click the Remove User button. The page will update and exclude the user.
- To add a new user to the group, select the desired user from the pull-down, and click the Add User button. The page will then update to include the user.

Once this is done, save these settings. As administrator of the database, you have just saved the default setting used by all guests. Guests may now enter in this portal.

## Advanced Tip: Source code and stack size in 4D's Web server

In 4D v6.8, 4D Portal requires a stack size of 64 KB for the Web processes. The current stand-alone 4D Portal application has already taken care of this requirement. If you plan to use the source code, you will need to increase this stack size in your own 4D application. To increase the stack size, open your 4D application with 4D Customizer Plus. Double-click on the “Stacks” icon and enter the value 64 for the Web server processes area. Then save the changes.

## Forum Admin

After the Administrator clicks on the Admin link, and enters the proper password, the Admin section may be accessed.

10.96.0.36 Administrator Options [Help](#)

Create a [new category.](#)

Available Categories

Category	Forums	Topics	Posts	Users	Delete
<a href="#">Proggie</a>	2	20	33	0	<a href="#">Delete</a>
<a href="#">Technology</a>	1	0	0	0	<a href="#">Delete</a>

[Admin Home](#)

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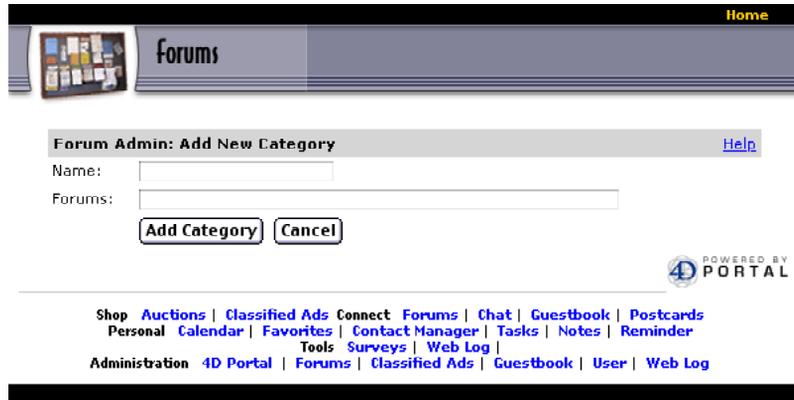
Shop [Auctions](#) | [Classified Ads](#) [Connect](#) [Forums](#) | [Chat](#) | [Guestbook](#) | [Postcards](#)  
 Personal [Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
 Tools [Surveys](#) | [Web Log](#)  
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This page allows the administrator of the Web server to create, edit, or delete the Forums available on his/her site. This page is not available to individual forum admins.

A list of current Categories will be displayed, along with the ability to delete any one of them. On this page a new category may also be entered.

## Adding a Category

After clicking on the Add Category link, the administrator can add a new category name, and individual forum names for the category.



The screenshot shows the 'Forum Admin: Add New Category' page. At the top, there is a navigation bar with 'Home' and 'Forums' links. Below this, the page title is 'Forum Admin: Add New Category' with a 'Help' link. The form contains two input fields: 'Name:' and 'Forums:'. Below the 'Forums' field are two buttons: 'Add Category' and 'Cancel'. At the bottom right, there is a logo for 'POWERED BY 4D PORTAL'. A footer menu contains various links: Shop, Auctions, Classified Ads, Connect, Forums, Chat, Guestbook, Postcards, Personal, Calendar, Favorites, Contact Manager, Tasks, Notes, Reminder, Tools, Surveys, Web Log, Administration, 4D Portal, Forums, Classified Ads, Guestbook, User, Web Log.

Enter each forum name followed by a carriage return.

## Category Detail

After selecting a Category, the detail page is displayed. Here the administrator may change the category name, add forums, and edit/remove forums.

## Editing/Removing Forums

You can edit/remove existing forums through the Administrator Options page:

**Administrator Options**

**Edit Category**

Change Category Name:

**Add Forums**

Forum Name:

Moderator:

**Edit/Remove Forums**

Forum Name:

Change Moderator:

Transfer all topics and posts to:

[Admin 10.96.0.36](#) [Admin Home](#) [Help](#)

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Shop Auctions | Classified Ads | Connect Forums | Chat | Guestbook | Postcards  
 Personal Calendar | Favorites | Contact Manager | Tasks | Notes | Reminder  
 Tools Surveys | Web Log |  
 Administration 4D Portal | Forums | Classified Ads | Guestbook | User | Web Log

To remove a forum, select the forum from the Forum Name drop-down list and click the Remove Forum button.

To Change the forum moderator, select the forum from the Forum Name drop-down list, select the new moderator from the Change Moderator drop-down list and click the Submit Change button.

To transfer the topics and posts to another forum, select the forum from the Forum Name drop-down list, select the name of the target forum from the Transfer all topics and posts to drop-down list, and click the Transfer Forum button.

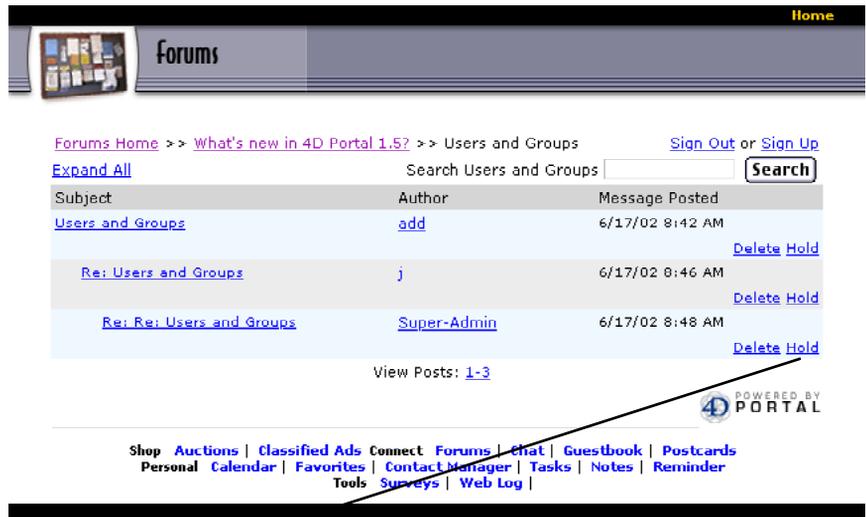
## Logging into the Forum with the Admin Password

If you use the administrator account to log into the regular Forum, you will be able to release, hold, or delete a message, or forum. Note that

these will only release for a moderated forum, when the administrator activates them.



When logged into the forum as the administrator, additional functions become available. Topics may be deleted, held from public view, or closed from further posting.



Similar abilities exist for individual posts.

The example below illustrates an unreleased post:

The screenshot shows a forum page with a header 'Forums' and a 'Home' link. Below the header, there are navigation links: 'Forums Home >> What's new in 4D Portal 1.5? >> Users and Groups'. There are also links for 'Sign Out' or 'Sign Up' and an 'Expand All' link. A search bar is present with the text 'Search Users and Groups' and a 'Search' button. The main content is a table of posts:

Subject	Author	Message Posted
<a href="#">Users and Groups</a>	<a href="#">add</a>	6/17/02 8:42 AM
		<a href="#">Delete</a> <a href="#">Hold</a>
<a href="#">Re: Users and Groups</a>	<a href="#">j</a>	6/17/02 8:46 AM
		<a href="#">Delete</a> <a href="#">Hold</a>
<a href="#">Re: Re: Users and Groups</a>	<a href="#">Super-Admin</a>	6/17/02 8:48 AM
		<a href="#">Delete</a> <a href="#">Release</a>

View Posts: [1-3](#)

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 Personal | Calendar | Favorites | Contact Manager | Tasks | Notes | Reminder  
 Tools | Surveys | Web Log |

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI:

- `bbadminstart.html`

This is the start page for the Admin options.

```
<!--4DLOOP [CGI4D_BB_Categories]-->
```

```
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

- `bbadmin_board.html`

This document lists the different forums on the server, for editing purposes.

```
<!--4DLOOP [CGI4D_BB_Categories]-->
```

```
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

- `bbadmin_newboard.html`

This document displays the form for adding a new forum.

- `bbadmin.html`

This displays the information for a forum, and allows for selecting a category for editing.

```
<!--4DLOOP [CGI4D_BB_Categories]-->
```

```
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

- `bbadmin_deleteboard.html`

This page verifies intent to delete a forum.

- `bbadmin_newcategory.html`

This is the input form for adding a category

- `bbadmin_deletecat.html`

This page verifies intent to delete a category.

- `bbadmin_editcategory.html`

This is the page to edit category details.

```
<!--4DLOOP [CGI4D_BB_Forums]-->
```

```
<!--4DENDLOOP-->
```

This structure is used in two places in the document to build a select list. Remember to move this entire block inside the associated `<select>` tag.

- `bbAddCategory_help`, `bbAdminBoard_help`, `bbAdminCategory_help`, `bbDeleteBoard_help`, `bbEditBoard_help` and `bbEditCategory_help`.

These are the different help display files. They may be edited.

## Classified Ads Admin

The Classified Ads Admin feature is used to control the presentation of Classified Ads. Initially the Categories of ads will be displayed in a list, with the total numbers of their subcategories, and the records in each category.



The screenshot shows the Classified Ads Admin interface. At the top, there is a navigation bar with a "Home" link and a "Classified Ads" header. Below the header, the title "Classified Ads Admin" is centered. A table lists the categories, with a link to "Add Category" above it. The table has columns for "Category", "Total Sub Cats", "Total Ads", and "Delete". The "Computer" category is listed with 3 subcategories and 7 total ads. At the bottom, there is a navigation menu with links for Shop, Auctions, Classified Ads, Connect, Forums, Chat, Guestbook, Postcards, Personal, Calendar, Favorites, Contact Manager, Tasks, Notes, Reminder, Tools, Surveys, Web Log, Administration, 4D Portal, Forums, Classified Ads, Guestbook, User, and Web Log. A "POWERED BY 4D PORTAL" logo is also present.

Category	Total Sub Cats	Total Ads	Delete
<a href="#">Computer</a>	3	7	<a href="#">Delete</a>

### Add Category

To add a new category, first click on the Add Category link. You can enter a new category name, and all of the desired subcategories. Click Submit to save the new category, or cancel to exit without saving.



The screenshot shows the Classified Ads Admin interface with the "Add Category" form open. The form has a "Category Name:" label and a text input field. Below it, there is a "Sub Categories:" label and a text area with the instruction "Separate each with a return." At the bottom of the form, there are "Submit" and "Cancel" buttons. The navigation bar and menu are the same as in the previous screenshot.

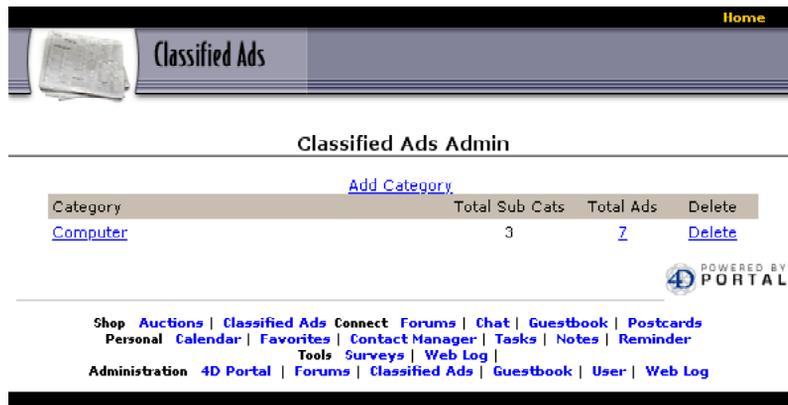
Subcategories should be entered in the text area below the category name. Two subcategories should be separated by a Carriage Return.

### Editing a Category

To edit a category, click on the name of the category in the list. The name of the category can be altered and subcategories may be added or removed. Click Submit to save the changes, or cancel to exit without saving.

### Deleting a Category

To delete an entire category, simply click on the delete link for that category.



### Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- adsadminstart.html

This document displays a list of current categories.

```
<!--4DIF (CGI4D_I_recs>0)-->
```

```
<!--4DENDIF-->
```

This document contains an IF statement. All regular rules apply.

■ **adsadminlist.html**

Here is the display for ads by category.

```
<!--4DLOOP [CGI4D_Ad_Ads]-->
```

```
<!--4DENDLOOP-->
```

This document contains a loop. All Regular rules apply.

■ **adsnewcat.html**

This page allows for the adding of a new category.

## Guest Book Admin

The Guest Book Admin allows for setting the time frame to archive the records, as well as deleting specific records. The archive timetable is set by simply selecting the desired time frame from the radio buttons, and clicking the Set button. Records may be deleted by checking the box(es) next to the desired records for deletion, and clicking the Delete Selected button. The page will then update with the selected records absent.

Archive Guest Book records after:

One Month  
  Three Months  
  Six Months  
  One Year

Other (in months)   

Date Signed	Date Archived	Name	Email Address	Comments	Delete
6/7/02	00/00/00	<a href="#">Vicious Vixen</a>	vixen@4d.com	What up yo?!	<input type="checkbox"/>
6/10/02	00/00/00	<a href="#">Cheels Makomme</a>	jmccomb@4d.com	This place has been marked thusly	<input type="checkbox"/>
6/10/02	00/00/00	<a href="#">Jean-Yves</a>	francelost@4d.com	Senegal is better than France. :(	<input type="checkbox"/>
6/11/02	00/00/00	<a href="#">gou</a>	gyang@4d.com	I love rock & roll.	<input type="checkbox"/>

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[Personal Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
[Tools](#) | [Surveys](#) | [Web Log](#)  
[Administration](#) | [4D Portal](#) | [Forums](#) | [Classified Ads](#) | [Guestbook](#) | [User](#) | [Web Log](#)

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- `guestbookadmin.html`

This documents displays all of the admin functions for the guest book.

```
<!--4DLOOP [CGI4D_Guest_Book]-->
```

```
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

## User Admin

This is where you define fields and whether or not they are required, for the user sign up. Individual users may also be deleted.

4D, INC. Home

### User Administration

Use the following fields on the signup pages:

User Name	Required
Password	Required
<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/> Required
<input type="checkbox"/> Street	<input type="checkbox"/> Required
<input type="checkbox"/> City	<input type="checkbox"/> Required
<input type="checkbox"/> State	<input type="checkbox"/> Required
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Required
<input type="checkbox"/> Phone Number	<input type="checkbox"/> Required

User Name	Email Address	Name	Is visible	Delete
Guest		Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* ABCDEFGHIJKLMNOPQRSTUVWXYZ

To change the fields, check the boxes next to the desired fields for inclusion, check the ones to be required and click the Submit button.

To Delete a user, check the box to the right of the user's name, and click the Delete Selected button.

When you make fields mandatory for the sign up, they appear in red in the user information entry page:

Please enter the following information.  
 Required fields in red  
 User Name  
 Password  
 Confirm Password  
 First Name  
 Last Name  
 Email Address

[Sign Up](#) [Reset Fields](#)

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 Tools [Surveys](#) | [Web Log](#) |

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- [usersadmin.html](#)

This document creates the admin section for creating the user sign in, as well as a list of users, that can be deleted.

The JavaScript controls the checking of boxes to include or require a field in the user sign in. This should all be left intact for the page to process these requests properly.

The first table has table rows (<tr>) with two check boxes. These are for including and requiring an element for the user sign up. These input types may be moved around the page, but need to remain intact. They

should also remain with their associated text (e.g. "First Name") as each of them has a specific value relating to those terms.

```
<!--4DLOOP CGI4D_at_letters-->
```

```
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

```
<!--4DLOOP [CGI4D_Users]-->
```

```
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

## Web Log Admin

In this Admin page, the administrator of the Web log can select the number of days worth of messages that will be displayed in the Web Log page. Once the value is selected, click the Set button.

Number of days worth of messages to display on the WebLog web page:

One Day  Three Days  Seven Days  Thirty Days  Other

Message Date	Message Time	Message	Sort Order	Delete
6/3/02	5:17 PM	<a href="#">Welcome to the new &amp; improved 4D Portal.</a>	5	<input type="checkbox"/>

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Clicking the New Message button will allow the administrator to create a new log entry.

The Message entry section contains two parts, the first is for text only, and the second is for adding any required HTML to the document. The second page will do some of the HTML work for you.

To delete a log entry, click in the box to the right of the entry and click the Delete Selected button. The page will update with the remaining records.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- `weblogadminlist.html`

This document creates the main admin page for the Web Log, complete with the list of log entries.

The button to add a new record needs to have the same `onClick` attribute to function properly.

```
<!--4DLOOP [CGI4D_WebLog]-->
```

```
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

■ [weblogadmin.html](#)

This is the page to enter the text for a new Log entry.

Home

Web Log

Enter the text only on this page. You can add links, images, etc. on the next page. Why? So that your log can be searchable without HTML tags.

Sort Order: 10 6/17/02 9:10 AM

This is a New entry.

Next Page

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Shop Auctions | Classified Ads Connect Forums | Chat | Guestbook | Postcards  
Personal Calendar | Favorites | Contact Manager | Tasks | Notes | Reminder  
Tools Surveys | Web Log |  
Administration 4D Portal | Forums | Classified Ads | Guestbook | User | Web Log

## ■ weblogadmin2.html

This is the page to add HTML to the Log entry.



The screenshot shows the 'Web Log Admin' interface. At the top right, there is a 'Home' link. The main header is 'Web Log'. Below the header, there is a message: 'Add HTML to your log. Any new text added to this page will not be searchable. You can add links, images, etc.' Below this message, there is a 'Sort Order' dropdown menu set to '10' and a timestamp '6/17/02 9:13 AM'. The main content area is a large text input field containing the text 'This is a **New** entry.' Below the text field is a 'Submit' button. At the bottom right, there is a logo for 'POWERED BY 4D PORTAL'. Below the logo, there is a navigation menu with the following items: Shop, Auctions, Classified Ads, Connect, Forums, Chat, Guestbook, Postcards, Personal, Calendar, Favorites, Contact Manager, Tasks, Notes, Reminder, Tools, Surveys, Web Log, Administration, 4D Portal, Forums, Classified Ads, Guestbook, User, Web Log.



# 3

# Portlets

## 4D Auctions

This section describes the operation and look of the auction as it is set up in our example. The look may change depending on how the code is implemented in your own pages.

### Auction Start Page

The Start page for the Auction lists all of the items up for bid. Each Item in the list displays the name of the item (with a link for more information on that item), a short description, the bid amount, and the date and time that the auction is set to end. Above the list of items will be links to return to home, browse through items, sell an item, or search for an item.

Home

auctions

Welcome to Auctions

[Sign Out](#) or [Sign Up](#) [Browse](#) | [Sell](#) | [Search](#)

Item	Current High Bid	Ends at
<a href="#">15 K Diamond</a>	\$0.00	Mon, Jun 17, 2002 at 11:15 AM

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Shop [Auctions](#) | [Classified Ads](#) [Connect](#) [Forums](#) | [Chat](#) | [Guestbook](#) | [Postcards](#)  
[Personal Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
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## Viewing

To select an item to view or bid on, simply click once on the name of the item in the auction list. You will be taken to that item's detail page, which displays the item number, bid numbers, as well as additional information about the item such as when the auction started or seller information.



**Home**

 **auctions**

[Sign Out](#) or [Sign Up](#) [Browse](#) | [Sell](#) | [Search](#)

**15 K Diamond**

Item #8  
 Minimum Starting Bid: \$15,000.00  
 Current High Bid: \$0.00  
 Seller: add  
 Seller's Email: [add@4d.com](mailto:add@4d.com)  
 Date Started: Wed, Jun 12, 2002      Ends At: Mon, Jun 17, 2002 at 11:15 AM

**Description**  
 The most beautiful diamond from South East Asia.

**Bidding**  
 Current High Bid: \$0.00  
 Bid made by:  
 Bid made at: 00/00/00 at 12:00 AM  
 Enter your bid:       Minimum Bid Increase: \$1,000.00

**Submit Bid**

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## Bidding

To place a bid on the item, enter a bid of at least the minimum increase, and click the submit button. The page will submit the bid and automatically refresh with your new bid information. Note the bidding

box starts out filled in with the next lowest allowable bid, not the current bid.



The screenshot shows the 4D Auctions website interface. At the top, there is a navigation bar with a gavel icon and the word "auctions". Below this, there are links for "Sign Out or Sign Up" and "Browse | Sell | Search". The main content area is titled "15 K Diamond" and includes the following information:

- Item #8
- Minimum Starting Bid: \$15,000.00
- Current High Bid: \$0.00
- Seller: add
- Seller's Email: [add@4d.com](mailto:add@4d.com)
- Date Started: Wed, Jun 12, 2002
- Ends At: Mon, Jun 17, 2002 at 11:15 AM

The "Description" section states: "The most beautiful diamond from South East Asia." The "Bidding" section shows the current high bid as \$0.00 and the bid made at as 00/00/00 at 12:00 AM. There is a form to "Enter your bid:" with a text input field containing "15000" and a "Submit Bid" button. The "Minimum Bid Increase" is set to \$1,000.00. At the bottom right, there is a "POWERED BY 4D PORTAL" logo. The footer contains a list of links: Shop Auctions | Classified Ads | Connect Forums | Chat | Guestbook | Postcards | Personal Calendar | Favorites | Contact Manager | Tasks | Notes | Reminder | Tools | Surveys | Web Log |

## Searching

You may search for a specific item, or items, by first clicking on the search link. You will be presented with two search options, by Item Name and by Item Description.



The screenshot shows the 4D Auctions website interface with the "Auction Search" page. At the top, there is a navigation bar with a gavel icon and the word "auctions". Below this, there are links for "Sign Out or Sign Up" and "Browse | Sell | Search". The main content area is titled "Auction Search" and includes the following information:

- Search by Item Name:
- Search by Item Description:
- Show Open Auctions Only:
- 

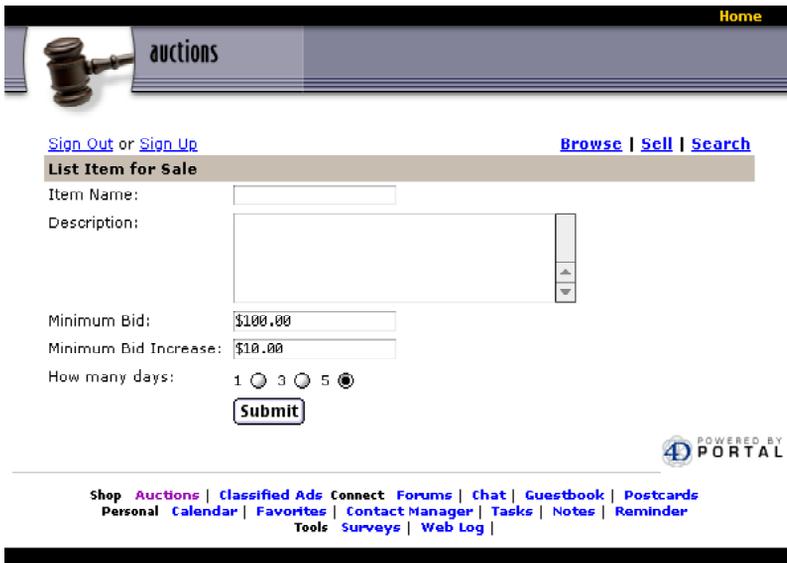
At the bottom right, there is a "POWERED BY 4D PORTAL" logo. The footer contains a list of links: Shop Auctions | Classified Ads | Connect Forums | Chat | Guestbook | Postcards | Personal Calendar | Favorites | Contact Manager | Tasks | Notes | Reminder | Tools | Surveys | Web Log |

After entering some search words, select the box Show Open Auctions Only if you want the search to apply to open auctions, and click the submit button. The results of the search will be displayed in a list.



## Selling

Clicking the Sell link will allow you to enter information about an item to sell. Enter the Item Name and a short description of the Item, followed by the Minimum Bid you will accept. The Minimum bid increase is the amount that each bid must go up over the previous one. The starting bid must be at least a large as the minimum increase. Enter in the total number of days that you would like the auction to run. Finally, click on Submit to enter the Item into the auction. In the new Auction Start Page all of the new items will be displayed.



## Notification

Whenever a bidder is outbid, they will receive an email letting them know after the new bid has been processed.

When the auction is over, emails are sent to the seller, winning bidder, and all losing bidders. The system checks to see if it needs to send these emails about once every fifteen minutes.

If the system is unable to send an email, due to a bad email address or other error, it will log the error in the text file "Error Log.txt."

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

```
<!--4DINCLUDE auctionheader.html-->
```

This tag adds the document auctionheader.html to the contents of this display page. This item may be moved around the page, but keep in mind that it is meant to be a header. Moving it will not disable the function of the page.

- auctionstart.html

This is the first page of the Auction section.

```
<!--4DIF (Records In Selection([CGI4D_Auction_Items])>0)-->
<!--4DENDIF-->
```

This page contains a 4DIF statement, and all of the usual rules apply

- auctiondetail.html

When a single auction item is clicked, this is the page to display detail information, and where bids will be made.

```
<!--4DIF ([CGI4D_Auction_Items]Closed=false)-->
<!--4DENDIF-->
```

This page contains a 4DIF statement, and all of the usual rules apply

Keep in mind to keep all hidden fields, and element names in place.

- **auctionsell.html**

This page is very similar to the auction detail page above, except that this is where new item information will be entered.

- **auctionerror.html**

This page will display when there is some error in the action section.

```
<!--4DIF (CGI4D_t_goTo="")-->  
<!--4DENDIF-->
```

This page contains a 4DIF statement, and all of the usual rules apply

- **auctionheader.html**

This page is the included header on the other auction pages. It creates the links for navigation throughout the section.

Note that, while it is possible to change the link text, the width of each table data is already set. Altering these may cause changes in display. As usual, the href attribute in the <a> tag should remain as it is, to call the link properly.

- **auctionsaved.html**

This page is displayed to notify users that their auction item has been saved. The text of this message may be edited as desired, but the link to return to the start page should remain the same, to call the page properly. Make sure to include this text in a table.

- **actionsearch.html**

Users can enter in their search from this page. Keep in mind to keep all of the items within the form, and keep the form name, action, and method as provided.

# Forum

## List of Forums

The first page upon entering the Forum section is a listing of all available forums.

Welcome to Forums

[Forum Home](#) [Sign Out](#) or [Sign Up](#)

Search All Forums

Forums	Topics	Posts	Last Post	Moderator
Proggie				
<a href="#">Liberty</a>	1	2	6/10/02 5:44 PM	
<a href="#">Proggie</a>	19	31	6/14/02 3:48 PM	add
Technology				
<a href="#">What's new in 4D Portal 1.5?</a>	1	3	6/17/02 8:48 AM	add

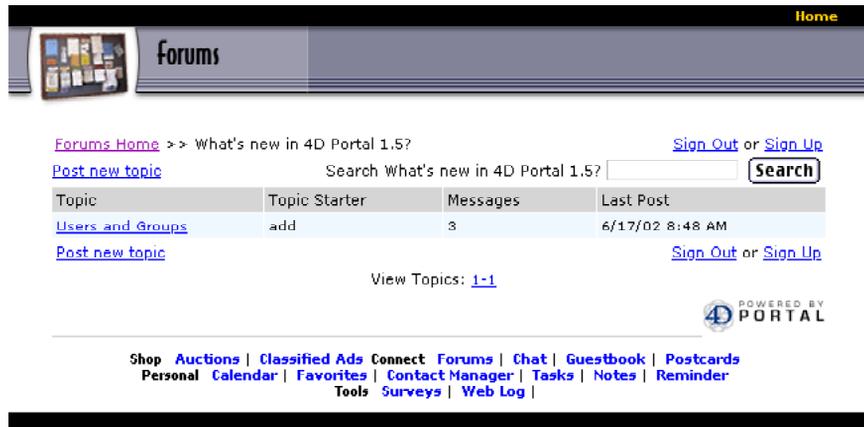
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Each of the forum topics is a link to take you to the forum. There are also links to sign up, and sign in. From this front page, the user may also search the forums for key words. Each forum name displays the number of topics, the number of posts, the date and time of the last post, and the moderator name.

## Forum Area

After selecting a specific forum from the main page, the user can see all of the specific topics in that forum.



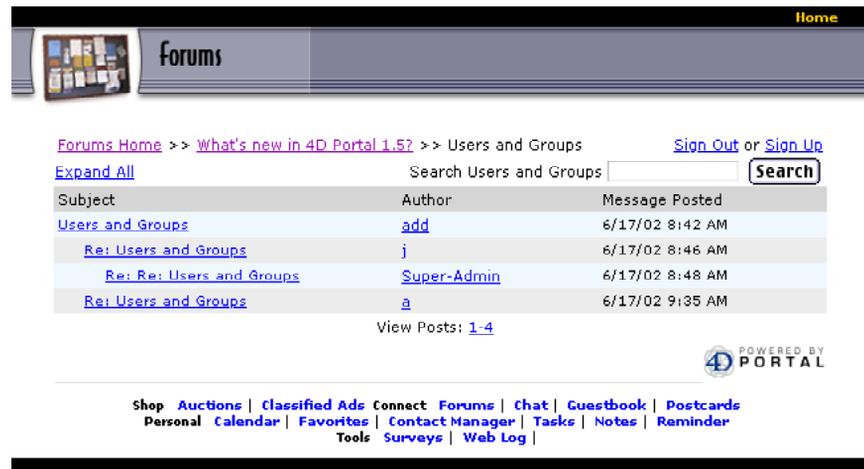
The screenshot shows the 'Forums' section of the 4D Portal. At the top, there is a navigation bar with 'Home' and 'Forums' links. Below the navigation bar, there is a search box with the text 'What's new in 4D Portal 1.5?' and a 'Search' button. A table lists the topics in the forum:

Topic	Topic Starter	Messages	Last Post
<a href="#">Users and Groups</a>	add	3	6/17/02 8:48 AM

Below the table, there are links for 'Post new topic', 'Sign Out', and 'Sign Up'. At the bottom, there is a navigation menu with various links: Shop, Auctions, Classified Ads, Connect, Forums, Chat, Guestbook, Postcards, Personal, Calendar, Favorites, Contact Manager, Tasks, Notes, Reminder, Tools, Surveys, and Web Log.

## Topic Area

After selecting a specific topic, the user now sees a list of the specific posts for that topic. Clicking on a post will expand it for reading and replying. Alternately, clicking on Expand All will show the contents of all of the displayed posts.



The screenshot shows the 'Topic Area' of the 4D Portal. At the top, there is a navigation bar with 'Home' and 'Forums' links. Below the navigation bar, there is a search box with the text 'What's new in 4D Portal 1.5?' and a 'Search' button. A table lists the posts in the topic:

Subject	Author	Message Posted
<a href="#">Users and Groups</a>	add	6/17/02 8:42 AM
<a href="#">Re: Users and Groups</a>	j	6/17/02 8:46 AM
<a href="#">Re: Re: Users and Groups</a>	Super-Admin	6/17/02 8:48 AM
<a href="#">Re: Users and Groups</a>	a	6/17/02 9:35 AM

Below the table, there are links for 'Expand All', 'Sign Out', and 'Sign Up'. At the bottom, there is a navigation menu with various links: Shop, Auctions, Classified Ads, Connect, Forums, Chat, Guestbook, Postcards, Personal, Calendar, Favorites, Contact Manager, Tasks, Notes, Reminder, Tools, Surveys, and Web Log.

Clicking on the Collapse All/Expand All link will either show or hide all of the posts for that topic:

Forums Home >> [What's new in 4D Portal 1.5?](#) >> Users and Groups [Sign Out](#) or [Sign Up](#)

[Collapse All](#) Search Users and Groups

Subject	Author	Message Posted
<a href="#">Users and Groups</a>	<a href="#">add</a> (3 posts)	6/17/02 8:42 AM
This new feature in 4D Portal version 1.5 gives you the ability to create and assign a group of users in a specific item in the portal.		
<a href="#">Re: Users and Groups</a>	<a href="#">j</a> (4 posts)	6/17/02 8:46 AM
That is so cool.		
<a href="#">Re: Re: Users and Groups</a>	<a href="#">Super-Admin</a> (3 posts)	6/17/02 8:48 AM
Wait until you see the real thing. You won't be disappointed.		
<a href="#">Re: Users and Groups</a>	<a href="#">a</a> (1 posts)	6/17/02 9:35 AM
Yeah man! The new feature is definitely what we are looking for.		

View Posts: [1-4](#)

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[Tools](#) | [Surveys](#) | [Web Log](#)

## Replying to a Post

If a user clicks on reply to a post, and they have not yet signed in, they will be prompted to do so. After they have signed in, they will arrive at the reply page. Here they may enter a subject for their post, and write their content in the text area provided. On a moderated forum, their reply will not be seen until it is released by the moderator.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

■ **bbstart.html**

This document lists the available Forums. The JavaScript is used to make determinations about the browser, and open a specific window. It should be left in place for proper function.

```
<!--4DLOOP [CGI4D_BB_Boards]-->
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

■ **bberror.html**

This is a general error page for the forum.

■ **bbboardstart.html**

This document displays a forum's main page.

```
<!--4DLOOP [CGI4D_BB_Categories]-->
<!--4DLOOP CGI4D_at_forumKey-->
<!--4DENDLOOP-->
<!--4DENDLOOP-->
```

This document contains a nested loop. When moving this structure, make sure to select the block starting at the first instance of the 4DLOOP, and the last instance of the 4DENDLOOP. Otherwise, all regular rules apply.

■ **bbforumlist.html**

This document displays the forums for a category.

```
<!--4DLOOP [CGI4D_BB_Topics]-->
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

■ **bbtopiclist.html**

This document displays the posts in a topic.

```
<!--4DLOOP [CGI4D_BB_Posts]-->
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

■ **bbtopiclistbu.html**

This document displays a list of expanded posts.

```
<!--4DLOOP [CGI4D_BB_Posts]-->
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

- **bbsearchresults.html**

This document displays a list of posts for a search result.

```
<!--4DLOOP [CGI4D_BB_Posts]-->
```

```
<!--4DENDLOOP-->
```

The document contains a loop. All regular rules apply.

- **bbreplytopic.html**

This is the page for replying to a topic.

Home

Forums

[Sign Out](#) or [Sign Up](#)

[Forum Home](#) >> [10.96.0.36](#) >> [What's new in 4D Portal 1.5?](#) >> [Users and Groups](#) >> Reply

Subject:

Message:

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[Tools](#) | [Surveys](#) | [Web Log](#)

■ bbnewtopic.html

This document displays the entry form for creating a new topic.

Forum Home >> [10.96.0.36](#) >> [What's new in 4D Portal 1.5?](#) >> New Topic

Subject:

Message:

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Personal [Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
Tools [Surveys](#) | [Web Log](#)  
Administration [4D Portal](#) | [Forums](#) | [Classified Ads](#) | [Guestbook](#) | [User](#) | [Web Log](#)

# Calendar

## Display Choices

The Calendar is used to track a schedule of events. Initially, the page shows the current month on the left-hand side of the page, and the current day on the right.

Home

Calendar

Current User: add Viewing Calendar: **All events** Sign Out or Sign Up

June 2002							Tuesday, June 11, 2002	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	8:00 AM	
						1	9:00 AM	
2	3	4	5	6	7	8	10:00 AM	
9	10	11	12	13	14	15	11:00 AM	
16	17	18	19	20	21	22	12:00 PM	<a href="#">New event</a> 12:00 PM - 1:00 PM
23	24	25	26	27	28	29	1:00 PM	
30							2:00 PM	
Change View: <a href="#">Week</a>   <a href="#">Month</a>							3:00 PM	
<a href="#">Preferences</a>							4:00 PM	
							5:00 PM	
							6:00 PM	

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 Personal [Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
 Tools [Surveys](#) | [Web Log](#) |

The view may be changed to another day's record by selecting the desired date from the calendar on the left. If a different month is desired, click the forward or back arrows next to the name of the month to navigate to the appropriate choice. If you would like to

display the appointments for a week or a month at a time, click on Week or Month under the calendar on the left.

By Month

Home

Calendar

Current User: add Viewing Calendar: **All events** Sign Out or Sign Up

Tuesday, June 11, 2002

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Add Event	3 Add Event	4 Add Event New event 12:00 PM	5 Add Event	6 Add Event	7 Add Event	8 Add Event
9 Add Event	10 Add Event Go Home 6:00 PM	11 Add Event New event 12:00 PM	12 Add Event tester 3 11:00 AM blah 7:45 PM	13 Add Event add only 9:00 AM Meeting 1:00 PM public event 2:00 PM	14 Add Event	15 Add Event
16 Add Event	17 Add Event	18 Add Event	19 Add Event	20 Add Event	21 Add Event	22 Add Event
23 Add Event	24 Add Event	25 Add Event	26 Add Event	27 Add Event	28 Add Event	29 Add Event
30 Add Event						

Change View: Day | Week

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 Personal Calendar | Favorites | Contact Manager | Tasks | Notes | Reminder  
 Tools Surveys | Web Log |

By Week

Home

Calendar

Current User: add Viewing Calendar: **All events** Sign Out or Sign Up

June 2002

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Change View: Day | Month

Preferences

Tuesday, June 11, 2002

- Jun 11, 2002 Add Event New event 12:00 PM
- Jun 12, 2002 Add Event tester 3 11:00 AM  
blah 7:45 PM
- Jun 13, 2002 Add Event add only 9:00 AM  
Meeting 1:00 PM  
public event 2:00 PM
- Jun 14, 2002 Add Event
- Jun 15, 2002 Add Event
- Jun 16, 2002 Add Event
- Jun 17, 2002 Add Event

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Use the Preferences link to set the display hours in the daily schedules.

## Entering Calendar Items

From the daily schedule page, click on the hour of the schedule. You will be taken to the Add Event page.

The image shows two screenshots of the 4D Portal interface. The top screenshot displays the 'Calendar' page with a navigation bar, a 'Home' link, and a 'Calendar' title. Below the navigation bar, there is a 'Current User: add' and 'Viewing Calendar: All events' dropdown. The 'Daily Start Time' is set to 08:00 AM and the 'Daily End Time' is set to 06:00 PM. A 'Save preferences' button is visible. The bottom screenshot shows the 'Add Event' form with the following fields: 'Event Name' (New event), 'Event Location', 'Event Description', 'Event Date' (June 11, 2007), 'Start Time' (09:00 AM), 'Duration' (1:00 min), 'Modifiable by' (add), and 'Visible by' (add). 'Save' and 'Cancel' buttons are at the bottom.

Enter the Name of the event, the Event Location, Event Description, the Event Date (from pull-downs), Start Time (from pull-downs), and Duration (from pull-downs). The next two pull-downs enable you to specify modifying and visibility privileges. In the “Modifiable by” pull-down, select which user or user group is to have the ability to modify or edit this event. In the “Visible by” pull-down, select which user or user group, is to have the ability to view this event. (Remember, all

user groups are preceded by an underscore in the pull-down.) Click the Save button in the upper right to store the record, or cancel to exit without saving. The Week and Month displays both have Add links for each day, to take you to the entry page.

## Deleting

Click on the record to be deleted, and when the detail is displayed, click on the delete button in the upper right of the page. The list will refresh without the deleted record.

## Viewing Different Calendars

To view a selected set of calendar entries, use the “Viewing Calendar” pull-down. Each of the different items in the pull-down represents a different set of calendar entries, with their own levels of permission and usage.

Home

Calendar

Current User: add    Viewing Calendar: **All events**    Sign Out or Sign Up

June 2002							Monday, June 17, 2002
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	8:00 AM
							9:00 AM
2	3	4	5	6	7	8	10:00 AM
9	10	11	12	13	14	15	11:00 AM
16	17	18	19	20	21	22	12:00 PM
23	24	25	26	27	28	29	1:00 PM
30							2:00 PM
Change View: <a href="#">Week</a>   <a href="#">Month</a>							3:00 PM
<a href="#">Preferences</a>							4:00 PM
							5:00 PM
							6:00 PM

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‘My events’ - This view contains events created for the current user. This includes events created by the current user as well as events created by others for the user. These events DO NOT include those that are able to be viewed by everyone.

‘All events’ - This view contains all events created for the current user as well as events that are able to be viewed by everyone.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- **calendar.css**

This is the cascading style sheet called by the calendar documents. It may be altered.

- **calendarbanner.html**

This document is included on some of the other calendar display pages, for use as a header. It is called with the `<!--4DINCLUDE-->` command.

- **calendar2\_inc.html**

This is the included month-long calendar for display on other pages. It is called with the `<!--4DINCLUDE-->` command.

- **calendarerror.html**

This is the calendar error message page.

- **calendarmain.html**

This is the starting display for the user's calendar.

```
<!--4DLOOP CGI4D_al_hours-->
<!--4DLOOP CGI4D_al_elementCounter-->
<!--4DENDLOOP-->
<!--4DENDLOOP-->
```

This document contains a nested loop. When moving the loop, make sure to move the first instance of the loop, to the last instance of the endloop. Otherwise, treat as a normal loop statement.

- **calendarmonth.html**

This Document displays events by the month

```
<!--4DLOOP CGI4D_al_keepCount-->
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

- **calendarweek.html**

This document displays events by the week.

```
<!--4DLOOP CGI4D_at_days-->
<!--4DLOOP [CGI4D_ScheduledEvents]-->
```

```
<!--4DENDLOOP-->
<!--4DENDLOOP-->
```

This document contains a nested loop. When moving the loop, make sure to move the first instance of the loop, to the last instance of the endloop. Otherwise, treat as a normal loop statement.

calendardetail.html

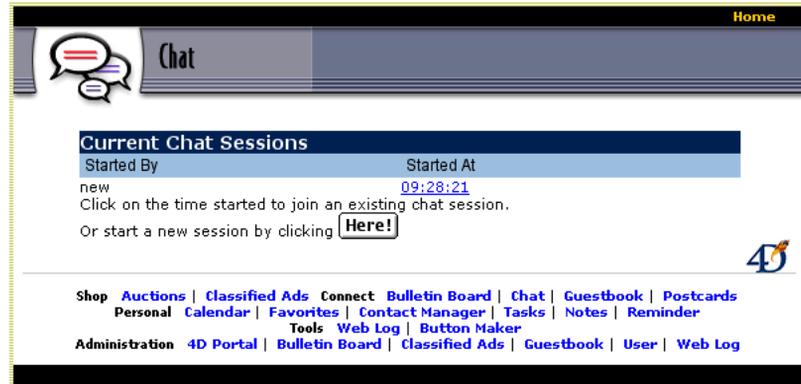
This is the page to enter event details.

```
<!--4DLOOP CGI4D_at_years-->
<!--4DENDLOOP-->
```

This document has multiple instances of a loop to build an option list. When moving any of these, remember to move the loop inside its associated <select> tag.

## Chat

Enter the Chat section by first logging on with a user name and password. The Current Chat Sessions will be listed, and a new one may be started by clicking the button under the list.



To enter an existing chat session, click on the start time of the chat you would like to enter. An entry box labeled with the user name is for

posting to the chat. The chat will automatically update, both on a schedule and whenever the submit button is clicked.



## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- chatlist.html

This is the list that displays the current chats in a list, and allows a new chat to be started.

```
<!--4DLOOP <>CGI4D_at_chatID-->
<!--4DENDLOOP-->
```

This page contains a loop, and all of the usual loop rules apply.

- chatframe.html

This is the frameset for the chat page itself. The frames are for the chat display on the top, and the entry on the bottom.

The JavaScript included here will refresh the page automatically, even if the submit button isn't clicked.

Notice that in the Page title is another 4D Portal tag. This will display the user name at the top of the window.

- chattop.html

This is the display in the top frame, and contains the list of dialog in the chat.

At the bottom of the table be sure to include the tag `<a id="bottom"></a>`, as this will allow the page to load with the most recent chat statement displaying properly in the window. This works with the `onLoad` in the body tag, which also should remain unchanged.

The JavaScript here allows the chat to be exited properly, and returns to the listing of chats. It should be left in place for proper navigation.

- chatbottom.html

This is the entry area for chat dialog, and the bottom frame of the display page.

## Classified Ads

### Display

An online posting of classified ads. The initial page will have a list of categories with the number of ads in each, as well as the subcategories available. The Categories may be expanded to show all of the

subcategories with their associated add totals, by clicking the Expand Categories link.

## Viewing an Ad

First click on the category and then on the desired subcategory. The available ads will be displayed in a list. Click on the name of the Ad to view the ad details.

If desired, the ad may be replied to through a fill-in, email form.

## Posting an Ad

Click on the Post an Ad link.

Home

**Classified Ads**

---

**Post a New Ad**

Enter a Title:

Pick a Category:  ▾

Enter Your Ad Text:

Enter Link to a Picture:  (optional)

Note: you must use a URL to link to your image. Example: [http://www.server.com/image\\_1DP.gif](http://www.server.com/image_1DP.gif)

Enter Your Location:   
(ex. Sacramento, CA)

Note: If you want to include a picture with your ad, be sure to enter the complete address to the picture. Your Email Address will not be published with the ad. When someone wants to reply to your ad, we will have them fill out a form and then we will send the reply to you.

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In the Ad entry screen, enter the ad title, pick a category (from the drop-down list), enter the text of the ad, enter a complete link to a picture (optional), enter your location, enter your email address, and enter and confirm your password. After the ad is complete, click Submit to enter the ad or Cancel to exit without saving.

## Editing an Ad

Click on Edit Your Ad. After you enter your email address and password you will see a list of all of the ads you currently have posted. Select the desired ad from the list, and change any of the fields you wish.

---

*Note* The email and password information may not be edited.

---

## Searching

The search field will work for the specific category you are in. Enter in a word to search for, and click the search button. The resulting ads will be displayed in a list.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- **adsstart.html**

This is the start page for the classified ads section.

```
<!--4DLOOP [CGI4D_Ad_Categories]-->
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

- **adsstartexpanded.html**

This is the start page with expanded categories

```
<!--4DLOOP [CGI4D_Ad_Categories]-->
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

- **adsuserlist.html**

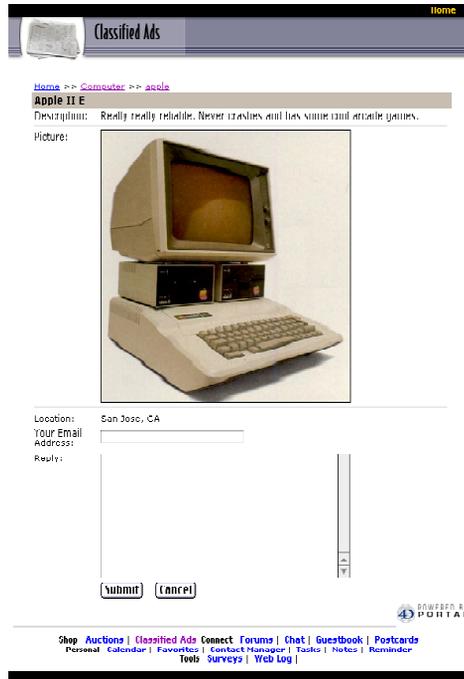
This is the list of ads for an individual user.

```
<!--4DLOOP [CGI4D_Ad_Ads]-->
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

- **adsreply.html**

This is the page for responding to an ad.



```
<!--4DLOOP [CGI4D_Ad_Categories]-->
<!--4DENDLOOP-->
```

This is an example of 4DLOOP being used to create an option list. This loop needs to be moved with the <select> tag it is within.

```
<!--4DLOOP [CGI4D_Ad_SubCategories]-->
<!--4DENDLOOP-->
```

Same as above loop.

- **adslist.html**  
This displays a list of ads.  
<!--4DLOOP [CGI4D\_Ad\_Ads]-->  
<!--4DENDLOOP-->

This document contains a loop. All regular rules apply.

- **adsedit.html**  
This document is the form for entering a new ad.

- `adsdetail.html`

This displays the detail page for an ad.

- `adsbrowsecat.html`

This document displays ads by category

```
<!--4DLOOP [CGI4D_Ad_SubCategories]-->
```

```
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

## Favorites

Organize favorites on-line. After logging in with a user name and password, favorites will be listed for the user. Additional favorites may be added by entering in a name and a URL for the favorite and clicking the Submit button.

A favorite may be removed from the list by clicking the Delete link next to the favorite in the list. All the links will open to a new window.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- `favoriteslist.html`

This page allows for entry of new favorites, and displays existing ones.

The JavaScript, in the header, checks to make sure that a URL was entered before the form submits. It should be left in place to stop accidental submission.

```
<!--4DLOOP [CGI4D_Favorites_URLS]-->
```

```
<!--4DENDLOOP-->
```

This page contains a loop. All of the regular rules apply.

## Guestbook

The page will display a list of posts to the Guestbook under the entry form.

Sign our Guest Book!

Name:

Email Address:

Comments:

Date Signed	Name	Email Address	Comments
Fri, Jun 7, 2002	<a href="#">Vicious Vixen</a>	vixen@4d.com	What up yo?!
Mon, Jun 10, 2002	<a href="#">Cheole Makomme</a>	jmccomb@4d.com	This place has been marked thusly
Mon, Jun 10, 2002	<a href="#">Jean-Yves</a>	francelost@4d.com	Senegal is better than France. :(
Tue, Jun 11, 2002	<a href="#">gou</a>	gyang@4d.com	I love rock & roll.

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 Tools | Surveys | Web Log

To add an entry, enter a Name, email address, and comment, and click the Submit button. The page will be updated to include the addition.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- `guestbook.html`

This document displays the new entry area on the top, and builds the list of entries at the bottom.

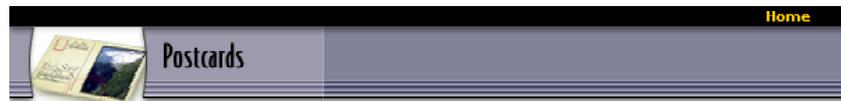
```
<!--4DLOOP [CGI4D_Guest_Book]-->
```

```
<!--4DENDLOOP-->
```

This document contains a loop. All the regular rules apply.

## Postcards

To send an online postcard, first click on the picture you would like to send.



Welcome to 4D Postcards! The easiest way to send postcards to anyone.

Step 1: Pick a picture

Click on one of the pictures below to proceed to step two.



The page will refresh, with the selected picture in a postcard at the bottom of the page.

Welcome to 4D Postcards! The easiest way to send postcards to anyone.

Step 2: Enter your own personal message.  
(Please limit to about 200 characters)

**Continue**



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[Tools](#) | [Surveys](#) | [Web Log](#)

A text box is available to enter your personal message. After you are done writing the message, click the Continue button. On this final

page you have the option to send the card, or a link to where the card can be found.


Postcards
Home

---

Welcome to 4D Postcards! The easiest way to send postcards to anyone.

Step 3: You may either send the card directly to an email address or send an email with a link to the card online.

Send the card  Send the link

Enter the email address of the person you wish to send this to. Then enter your name and email address and click continue.

Send card to:  
(E-mail Address)

My Name:

My Email Address:



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[Tools](#) | [Surveys](#) | [Web Log](#)

Enter in the recipients email address, your name, and your email, and click Continue to send the card. You will receive a message verifying the sending of the card.


Postcards
Home

---

Welcome to 4D Postcards! The easiest way to send postcards to anyone.

Thank you. Your card has been sent.

Home

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[Tools](#) | [Surveys](#) | [Web Log](#)

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

Images for the postcards need to be in the WebFolder/cards folder, and be saved in jpeg format.

- **cardstart.html**

This is the start page for the Postcards. It displays the available images.

```
<!--4DLOOP CGI4D_at_cardNames-->  
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

- **cardsteptwo.html**

This is the page for entering in a personal message on the card.

- **cardsendto.html**

This document displays the entry form for addressing the card.

- **cardsent.html**

This message says that the card has been sent.

- **cardrequiredfields.html**

An error page, displayed if all of the required fields have not be entered.

- **cardnotfound.html**

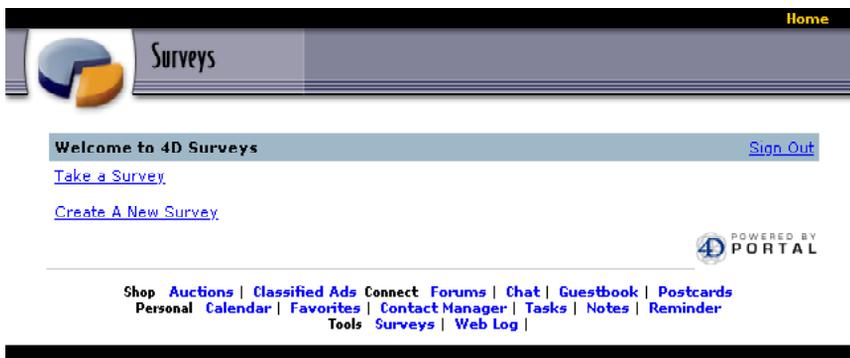
An error page, displayed if the requested card is not found.

- **carddisplay.html**

This is the display of a card for a recipient who got the URL only.

## Surveys

Use the Surveys section to create a survey that can be taken through your site. The survey may have a number of questions of different types, and can be made either public or limited to a group that has the appropriate password. Other members of the site may also create surveys. The Surveys portlet is accessed through the following page:



### Creating a New Survey

Logging on with different passwords allows a different set of options. Guest users have only the option of taking a survey. Members may take a survey or create a new one. The Administrator may view surveys and release them as appropriate.

To create a new survey, click the Create A Survey link. A page will be displayed explaining the different kinds of questions, and how to add them to the survey:

**Build a New Survey: Step 2: Enter Survey Details** [Sign Out](#) or [Sign Up](#)

Begin the process of creating a Survey by entering a title, description and the number of questions you wish to include.

Step 1: What is the Title of your survey?

Step 2: Enter a brief description of your survey.

Step 3: How many questions (maximum of 10)?

[Continue to Step 3...](#) [Clear](#)

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[Personal](#) | [Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
[Tools](#) | [Surveys](#) | [Web Log](#)

On this page click the Build a survey link to get started with the survey itself. Enter the Name of the survey, a description of what it is about, and how many questions are to be included.

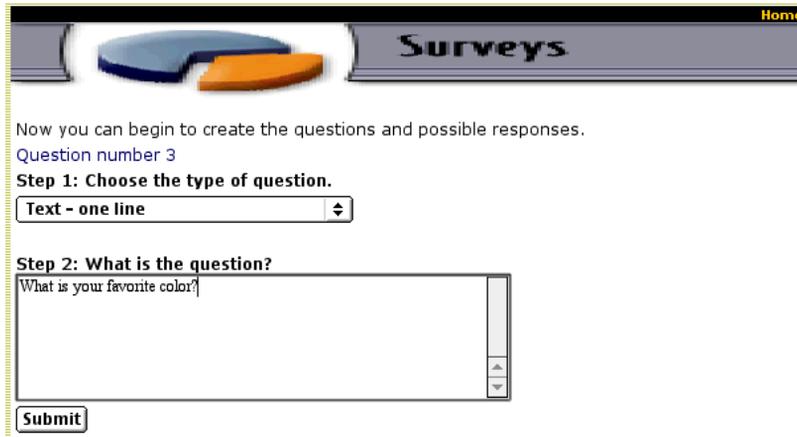
---

*Note* The maximum number of questions may be altered in the Portal Admin page.

---

For each of your questions, select the question type. This will influence how the page is displayed, and what type of question or answers you

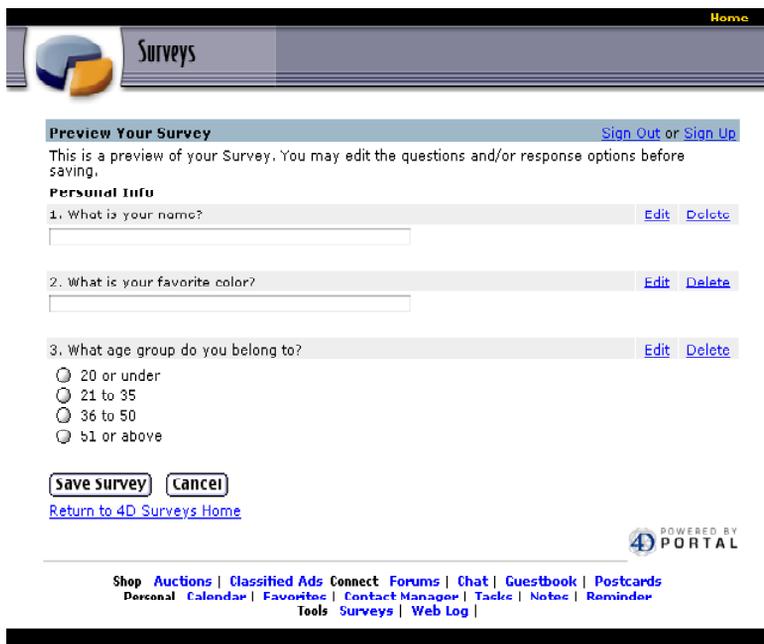
may enter. Enter the question and click the Submit button. You will proceed to the next question.



The screenshot shows the 'Surveys' application interface. At the top, there is a header with a pie chart icon and the word 'Surveys'. Below the header, the text reads: 'Now you can begin to create the questions and possible responses. Question number 3'. The first step is 'Step 1: Choose the type of question.', with a dropdown menu set to 'Text - one line'. The second step is 'Step 2: What is the question?', with a text input field containing 'What is your favorite color?'. A 'Submit' button is located at the bottom of the form.

Headers and Comments do not count as questions, and may be added as needed.

When you are done adding the questions, you will see the preview page for your survey.



The screenshot shows the 'Preview Your Survey' page in the 'Surveys' application. The header includes a pie chart icon and the word 'Surveys'. Below the header, there is a 'Preview Your Survey' section with a 'Sign Out or Sign Up' link. The text reads: 'This is a preview of your Survey. You may edit the questions and/or response options before saving.' The 'Personal Info' section contains three questions: '1. What is your name?' with an input field and 'Edit Delete' links; '2. What is your favorite color?' with an input field and 'Edit Delete' links; and '3. What age group do you belong to?' with radio button options: '20 or under', '21 to 35', '36 to 50', and '51 or above', and 'Edit Delete' links. At the bottom, there are 'Save survey' and 'Cancel' buttons, and a link 'Return to 4D Surveys Home'. The footer includes the '4D PORTAL' logo and a list of navigation links: 'Shop Auctions | Classified Ads Connect Forums | Chat | Guestbook | Postcards Personal Calendar | Favorites | Contact Manager | Tasks | Notes | Reminder Tools Surveys | Web Log |'.

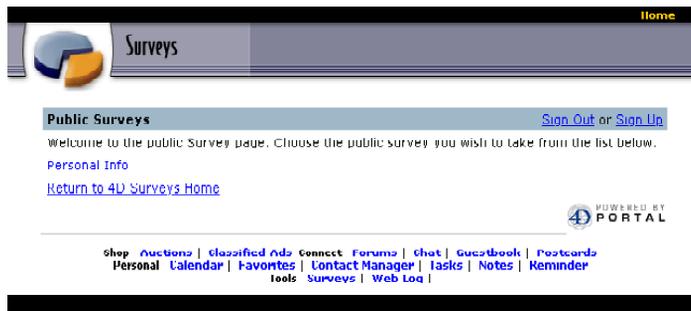
Here you may edit or delete questions on the survey. When you are done previewing the survey, click the Save Survey button.

## Survey Administration

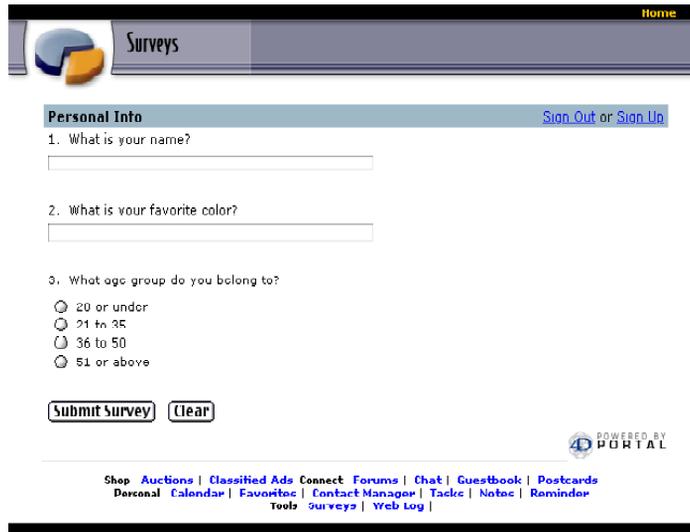
As the administrator, click the name of the survey in the Administer section. The resulting screen will allow you to set the survey to be public or private, mark it as launched, and control the dates it will be available. The username and password fields need to be filled in for private surveys only.

## Taking a Survey

On the Survey Home page click the link to either Take a Public Survey or Take a Private Survey.



Private Surveys require knowledge of the username and password.



Take the survey and click the Submit button.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

## Web Log

The Web Log can be compared to an online diary:

The screenshot shows a web page titled "Web Log" with a "Home" link in the top right. Below the title is a navigation bar with a "Web Log" icon and the text "Admin's Web Log". The main content area displays the date "Mon, Jun 17, 2002 at 9:13 AM" and the text "This is a New entry.". To the right of the text is a calendar for June 2002, with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (1-30). At the bottom of the page is a navigation menu with links for Shop, Auctions, Classified Ads, Connect, Forums, Chat, Guestbook, Postcards, Personal, Calendar, Favorites, Contact Manager, Tasks, Notes, Reminder, Tools, Surveys, and Web Log.

The calendar on the right-hand side lets users click on a desired date and read the log entry for that day. The arrows next to the Month name allow for the selection of a different month, either forward or back.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

This section provides specific information about the documents related to this CGI

- **weblog.css**  
This is the Cascading Style Sheet for the Weblog. This Document may be altered, as long as its name remains the same.
- **weblog.html**  

```
<!--4DLOOP [CGI4D_WebLog]-->
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

```
<!--4DINCLUDE weblogcal_inc.html-->
```

This tag adds the Weblog calendar to the page. It may be moved in the page, and if it is to be in a table, it should rest inside a <td> tag.

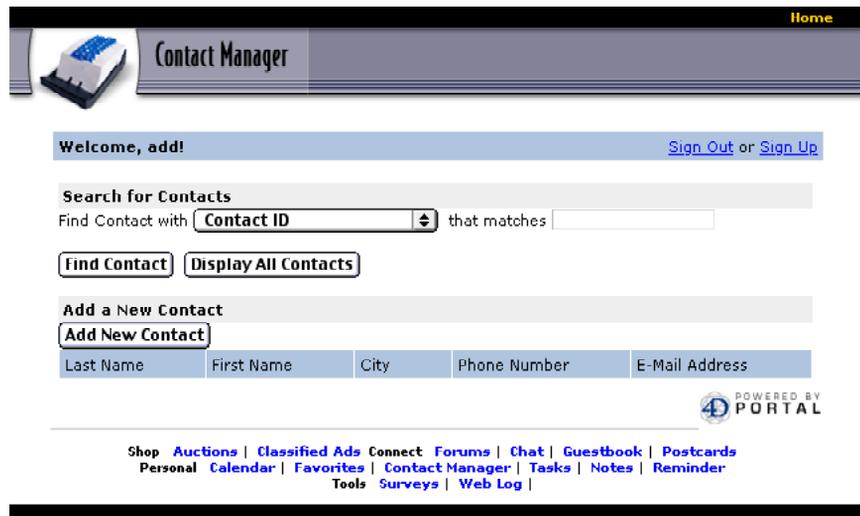
```
<!--4DLOOP [CGI4D_Favorites_URLS]-->  
<!--4DENDLOOP-->
```

This document contains a loop. All regular rules apply.

- **weblogcal\_inc.html**  
This is the included calendar in the Weblog page. Changes should not be made to this document.

## Contact Manager

Use this section to add and manage your list of contacts.



## Adding a Contact

Click the Add Contact button and, in the Contact Entry Page, enter all of the information you would like to include about the contact. When the information has been entered, click the Save Contact Info button.

**Contact Information** [Sign Out or Sign Up](#)

**Personal Information**

Title:

First Name:  Middle Initial:  Last:

Street Address:  City:

State:  Zip Code:

E-Mail Address:  Country:

Home Phone:  Work Phone:

**Company Info**

Company Name:  Job Title:

Street Address:  City:

State:  Zip Code:

**Notes**

What a swell guy...

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You will return to the contact list page.

## Searching for and Listing Contacts

Using the area at the top of the Contact List page, you are able to locate the contact you would like to view. To find the contact, select a field in the record to search for, and either enter a value to look for, or click the starting letter in the list. The Results will be displayed on the page. Click the desired contact name to view the complete record.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

## Task Manager

There are three interfaces that are used by the task manager.

- Task Manager home page.
- Input form for a new task.
- Input/editing form for an existing or selected task.

The Task Manager home page contains a list of tasks. If the current user has not signed in, only the tasks that are assigned to the guest user will be displayed in the list. Once the user has logged into the Task Manager, all tasks for the current user will be displayed in the list and more options are available. Users can use one of these options to display a specific type of tasks in the list or to delete tasks from the list.

In the main page, the following links or buttons let you manage the tasks:

- **Create New Tasks**  
Clicking that link displays the entry form for a new task.
- **All**  
Clicking that link displays all the tasks that belong to the current user.
- **Today's**  
Clicking that link displays the tasks whose due date is the current day.
- **Current due**  
Clicking that link displays the tasks whose due date is the current day as well as tasks that are overdue.
- **Current 14 Days Period**  
Clicking that link displays the tasks that are due in the period of time that covers from the seven previous days to the next seven days.
- **Ongoing**  
Clicking that link displays all non-completed tasks except those that are overdue.
- **Archived**  
Clicking that link displays all the tasks that have been archived.
- **Delete Checked Tasks**  
Clicking that button will delete the tasks for which the deletion check box has been selected. When a task is deleted its subtasks are also deleted.

## Creating a New Task

- To create a new task:
  - 1 Click the link "Create a new task."
 The Entry form is then displayed:

**New Task**

**Task Details**

Date Created: 6/12/02

Subject:

Summary:

Description:

Start Date(m/d/y): Jun 12 2002

Due Date(m/d/y): Jun 12 2002

Estimated time: 0 hrs Priority: Low

Administrator: add Assigned to: add

**Update Task Details (optional)**

Current task status: Not started

Time spent: 0 hrs

Percent Complete: 0

Date Completed: (m/d/y) --- -- ----

Visible by: add

Archive this task?

Activate a reminder?

Send reminder to administrator: None and/or to user: None

Save Clear Cancel

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There are two main areas in the form in which users can enter data: Task Details and Task Update Details (optional).

- 2 In the Subject field, enter a task name.
- 3 In the Summary field, enter a short description of the task.
- 4 In the Description text box, enter a longer description of the task.

- 5 Select a starting date and a due date using the "Start Date" and "Due Date" drop-down menus.
- 6 In the Estimate time entry area, enter the estimated number of hours that it will take to complete the task.
- 7 Select one priority level.
- 8 From the Administrator and Assigned to pull-downs, select the user or user group name of the administrator, and the user or user group name that will be assigned the task. Defined groups will be displayed in both the Administrator and Assigned to pull-downs with an underscore symbol "\_" preceding the group name. If selected, the task will be available to all of the group's users.

Keep in mind that only the name of those who belong to current domain (not including "Guest") will appear in the list.

---

*Note* You can click the Save button to save your task at anytime.

---

All the elements in the Update Details area are optional. The user can save the task without having to specify any of these items. If the user choose to specify any of these items, there are a few relation among the elements that need to be understood.

The parameters Task status and Date completed are based on the task's degree of completion. The table below explains the way the Task Manager handles each type of settings when the user saves the task.

<b>Task status</b>	<b>Percent complete</b>	<b>Date completed</b>	<b>Saved result</b>
Not started	0	-/-/	Not started, 0%, -/-/
	0	specified	Not started, 0%, -/-/
	10 to 90	-/-/	In progress, 10-90%, -/-/
	10 to 90	specified	In progress, 10-90%, -/-/
In progress	0	-/-/	Not started, 0%, -/-/
	0	specified	Not started, 0%, -/-/
	10 to 90	-/-/	In progress, 10-90%, -/-/
	10 to 90	specified	In progress, 10-90%, -/-/
Completed	0	-/-/	Not started, 0%, -/-/
	0	specified	Not started, 0%, -/-/
	10 to 90	-/-/	In progress, 10-90%, -/-/
	10 to 90	specified	In progress, 10-90%, -/-/
Hold	0	-/-/	Hold, 0%, -/-/
	0	specified	Hold, 0%, -/-/
	10 to 90	-/-/	Hold, 10 to 90, -/-/
	10 to 90	specified	Hold, 10 to 90, -/-/
Cancelled	0	-/-/	Cancelled, 0, -/-/
	0	specified	Cancelled, 0, -/-/
	10 to 90	-/-/	Cancelled, 10 to 90, -/-/
	10 to 90	specified	Cancelled, 10 to 90, -/-/
Any	100	-/-/	Completed, 100, current date
	100	specified	Completed, 100, specified date

The task creator can also request a reminder to be sent to the administrator and/or the user each time the task has been modified or when it is completed. Once the reminder type for the administrator and the user has been selected, the user must check the checkbox "Activate a reminder?" to activate the reminder.

## Creating a New Subtask

To create a new subtask, the user must click on the button "Create Subtask" in the Input/Edition form. An entry form is then displayed to allow users to add the subtask information. Once the subtask has been saved, the user can go back to the parent task by clicking on the link "Open parent task", located at the top right corner of the form. On the other hand, you can directly open one of the subtasks from the parent task by clicking on the subtask link in the list displayed at the bottom of the form.

*Note* A task that has at least one subtask cannot be set to "Completed" unless all subtasks are completed as well. However, this restriction only applies to the assigned user. If the current user is the administrator, he or she can set the task status to completed even if one or more subtasks are not completed.

## Read and Write Access to a Task

There are four types of users who can access a task: Creator, Administrator, Assigned User and Read only User. Each user type has its own level of access to the task. The Creator and Administrator have a full access to the task. The Assigned User can edit and modify the task, but cannot delete the task. The Read only user (also known as Visible by user) cannot modify or delete a task. However, if the Assigned user or Visible by user is also the Administrator or Creator, he or she will be given full modification/deletion privileges to the task.

## Editing a Task

From the Task Manager home page, users can view or edit a task by clicking on that task's link.

**Task List** [Sign Out](#) or [Sign Up](#)

[Create a New Task](#)

Delete Task	Due Date	Task ID	Subject	Status
<input type="checkbox"/>	<a href="#">6/11/02</a>	<a href="#">T0000000025</a>	<a href="#">Relocation</a>	<a href="#">In progress</a>
<input type="checkbox"/>	<a href="#">6/12/02</a>	<a href="#">T0000000024</a>	<a href="#">Move Paper</a>	<a href="#">Not started</a>
	<a href="#">6/13/02</a>	<a href="#">T0000000031</a>	<a href="#">Task for guest</a>	<a href="#">Not started</a>

**Delete Checked Tasks**

View Tasks: [All](#) | [Current Due](#) | [On Going](#) | [Archived](#)

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The Input/Editing form is then displayed with the selected task. Only those who have a write access to the task can modify and save the changes for the edited task.

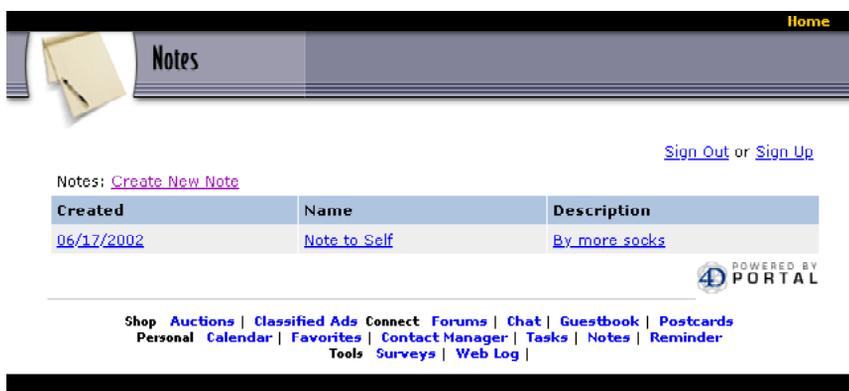
## Deleting tasks

A user can delete his or her tasks from the Task Manager home page or the Input/Editing page. As stated earlier, the deletion of the selected task will also delete its subtasks if there are any.

## Notes

Use this section to add new notes to the system.

Initially all of the notes appear in the list of notes:



Notes: [Create New Note](#)

[Sign Out](#) or [Sign Up](#)

Created	Name	Description
<a href="#">06/17/2002</a>	<a href="#">Note to Self</a>	<a href="#">By more socks</a>

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[Personal](#) | [Calendar](#) | [Favorites](#) | [Contact Manager](#) | [Tasks](#) | [Notes](#) | [Reminder](#)  
[Tools](#) | [Surveys](#) | [Web Log](#)

To edit a note click on it in the output list.

## Adding a New Note Click on the Create New Note link.

In the Entry page, enter the Name of the Note, a description, and select the user who can view the note. User groups will also be displayed in the viewer list, and the name of the group is preceded by an underscore symbol. If a group is selected, the note will be available to all of the group's users.

Notes:

Created on Mon, Jun 17, 2002

Name:

Description:

Visible by:

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Tools Surveys | Web Log |

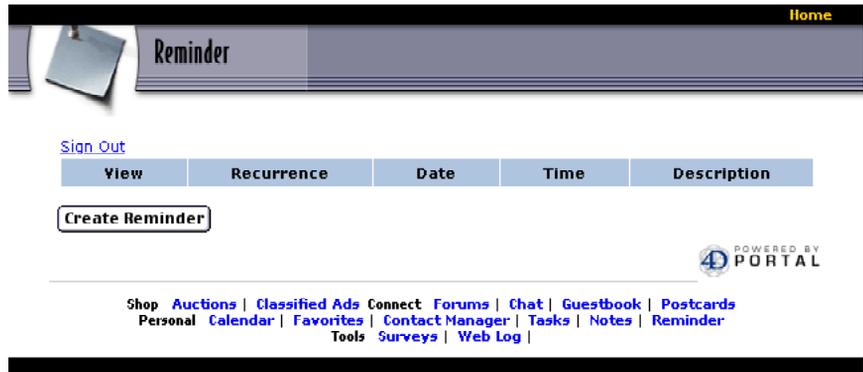
When all of the information has been entered, click the Save button.

## Changing the Documents

Be sure to read the general section on Editing the HTML to learn about special rules regarding 4D Portal data, and how to deal with it.

# Reminder

Use this section to set reminders for different tasks. Initially, the page will display a list of reminders in the system for this user.



To edit one of the reminders in the list, click the View link next to the reminder.

## Adding a Reminder

Click the Create Reminder button. The following page is then displayed:

The screenshot shows the 'Create Reminder' form. It includes a 'Sign Out' link and a 'Create Reminder' header. The form fields are: Alert Time (10:55 AM), Remind Me (None) minutes before reminder is due, Description (text input), and Message (text area). The Recurrence section has radio buttons for Once, Daily, Weekly (selected), and Monthly. The Weekly option is set to Monday with a dropdown arrow. The Monthly option is set to 17. There are 'save' and 'cancel' buttons at the bottom. At the bottom right, there is a 'POWERED BY PORTAL' logo. A navigation menu at the bottom includes links for Shop, Auctions, Classified Ads, Connect, Forums, Chat, Guestbook, Postcards, Personal, Calendar, Favorites, Contact Manager, Tasks, Notes, Reminder, Tools, Surveys, and Web Log.

In the entry screen, enter the time the reminder is to be sent, and how long to send the reminder before it is due.

Enter the description and the message of the reminder.

Create a reminder recurrence schedule, if one is needed.

When all of the information has been entered, click the Save button.

## Changing the Documents

Be sure to read the general section on [Editing the HTML](#) to learn about special rules regarding 4D Portal data, and how to deal with it.