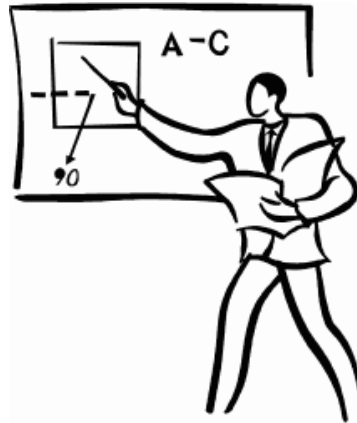


WebHeaders Administrator Guide

PIA-Service Manager (v 3.4.2.0)

October 2004 (rev.3.592)



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Introduction

This Guide

This Guide describes how to set up and operate your WebHeader services using the browser-based administration facilities.

WebHeaders are eye-catching messages that are served to the browsers on all the client machines on a network that is configured to use the WebCache application. The messages can include text and graphics, and appear in a separate frame above or below the pages requested by the user. They provide organizations with an innovative message board facility for distributing timely on-line information to Intranet users.

You can have a single message, or multiple messages displayed in rotation using the built-in "carousel" facility. You can also create an Alert Header that will be displayed until a user clicks a button to acknowledge having read it. After this the normal messages will be displayed in rotation. This allows the administrator to create very large, imposing notices for important matters. These would be disruptive if displayed constantly, but are perfectly acceptable if they can be read and then dismissed.

Using the built-in "WYSIWYG" editor and a wide range of flexible templates, you can create or modify eye-catching messages including hyper links, animated graphics, background patterns and styled text, in less than a minute, all without requiring any knowledge of HTML.

A WebHeader is a web page in its own right and occupies its own separate frame. This means that text, graphics, frames, buttons or anything else that can be put into a web page can be put into a WebHeader. Advanced administrators may create WebHeaders using their favorite web page editing software, and include hyper links, JavaScript, Java or specific browser plug-in features. The WebHeader server can also be redirected to a central web server if you prefer to maintain some or all of the WebHeader pages elsewhere, for example to display dynamic server pages.

What do you need?

To deliver WebHeaders to your network users you need a Server that has been set up to enable the WebHeader Server feature. When the Server is first installed it includes a carousel of demonstration WebHeaders so that you can see the system in action.

You can administer the service from any machine that is set up to use Server for Internet web access. The WebCache Server Administration Guide describes how to set up access to the WebHeader Administration facilities, or ask your system administrator to do it for you.

Browser Compatibility Notes

Most of the administration features are only available if your browser has JavaScript capability. This has been tested with Netscape Communicator 4.7 and Microsoft™ Internet Explorer version 4.5.

To use the StyleHelper feature in the WebHeader template editor you must also enable Java in your browser. This facility requires Java-to-JavaScript communication in the browser. Currently this is supported by Netscape Communicator for Windows and Mac OS, and by Microsoft™ Internet Explorer for Windows.

Connecting to WebHeader Administration

To connect to the Server from your browser, go to <http://vicomsoft.lan/admin>. Your browser will display a name and password window. Enter "**WebHeaderAdmin**" as the name, and the password that has been configured for this login on the Server. The following menu will be displayed. The default password is: **admin**



- **WebHeader configuration:**
Select this option to create, modify, select or delete WebHeaders.
- **Maintain Exclusions list:**
Select this option to view or modify the list of URLs for which WebHeaders should not be displayed.
- **Log off As Administrator:**
Closes your current session. A confirmation page will be displayed.

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WebHeader Configuration

The WebHeader server sends a frame with each web page viewed by the user. The frame displays HTML data from a local file or a web server. You can create, modify and select the WebHeaders to be seen by network users by clicking on "WebHeader configuration" in the main Administrator menu.

The screenshot shows a web interface for configuring WebHeaders. At the top, there is a purple banner with the text "Soothe network administration headaches using your DHCP Server." and a "Click Here" link. Below this is a blue header with the title "Vicomsoft WebHeader Configuration".

The main configuration area includes several sections:

- Enable WebHeaders on served pages:** A checkbox that is checked.
- Enable Alert Header:** A checkbox that is checked.
- Enable scrolling within WebHeader frame:** An unchecked checkbox.
- Position:** Radio buttons for "Header" (selected) and "Footer".

Below these are instructions: "Select the WebHeader using the following method: Alert Header will take precedence over the selected method until the 'Dismiss' button is selected by the user." The methods are:

- Currently selected Available WebHeader (Marked with "*" in the list)
- Item in carousel
- User entered URL (with a text input field and a "Height" dropdown set to "0")
- Only display Alert Header

There are two lists of WebHeaders:

- Available WebHeaders:** A list containing "Office Menu Example", "Single Message Example", "Vicomsoft Banner Page", and "Vicomsoft Banner Page".
- Carousel Contents:** A list containing "Access Example", "Animated Example", "DHCP Example", "DNS Example", and "Electricity Example".

Between the lists are buttons: "Add", "Remove", "Set", and "Clear". Below the lists is a "Current Alert Header" text input field.

At the bottom, there are instructions: "Available WebHeaders that can be used as Alert Headers are marked with '*'". "To create, modify or delete WebHeaders use the WebHeader Editor". "If you have modified any settings, use the Activate New Settings button to start using them." There are buttons for "Activate New Settings" and "Restore Old Settings".

A large blue button at the very bottom says "Return to Main Menu Page".

Use the controls on the Configuration page to set up the sequence of WebHeaders to send to users. If you click on a WebHeader in one of the lists it is displayed in the Preview frame at the top of the page.

Enable WebHeaders on served pages: This checkbox switches WebHeaders on or off. When it is enabled, your selected WebHeaders will be sent to the users.

Enable Alert Header: An Alert Header is a WebHeader with a button that can be clicked by the client to acknowledge and "Dismiss" it. When this option is checked the selected Alert Header will be displayed to all users.

The Alert Header will be displayed until a user clicks a button to acknowledge having read it. After this the standard messages will be displayed in rotation. This allows the administrator to create very large, imposing notices for important matters. These would be disruptive if displayed constantly, but are perfectly acceptable if they can be read and then dismissed.

Enable scrolling within the WebHeader frame: When this option is checked the WebHeaders will be displayed in a scrollable frame, allowing more information to be shown in a limited screen space.

Position: Use this option to specify whether messages should be displayed at the top or bottom of the browser windows.

The next group of radio buttons is used to select which WebHeaders will be displayed.

Currently selected Available WebHeader: If this option is selected, a single WebHeader will be displayed. Click on the one you wish to use in the "Available WebHeaders" list before activating the new settings.

Items in carousel: If this option is selected the server will display the WebHeaders that are in the Carousel List. The items in the Carousel are displayed in succession as users browse successive web pages, providing a sequence of notices or messages.

User entered URL: If you select this option you can enter the URL of a server page to display as the WebHeader. Use this option if you want to control and deliver the WebHeaders from a remote web server, for example to display pages that change over time. Enter the required display height in pixels. On some browsers you can set the height by dragging the bottom of the Preview frame.

Only display Alert Header: When this option is enabled, only the configured Alert Header will be displayed. After the client dismisses the Alert Header no other WebHeader will be displayed.

The next part of the page contains three areas displaying the names of WebHeaders:

Available WebHeaders

This list shows the names of WebHeaders that are not assigned to the Carousel or to the Alert Header. The "Currently Selected Available WebHeader" is listed with a "*" prefix, and WebHeaders that can be used as Alert Headers have a "." prefix.

Click on a WebHeader to select it for the following operations:

- If you have selected the "Currently Selected Available WebHeader" radio button the selected WebHeader will become the active one after you activate the settings.
- Click the "Add" button to transfer the selected WebHeader into the Carousel list. The "Remove" button transfers one from the Carousel back to this list.

- Click the "Set" button to move the selected WebHeader into the Alert Header field. Any WebHeader previously in this field it will be moved back into the Available WebHeaders list. The Alert Header can be any WebHeader that was created using a template that includes the Dismiss button option. Suitable WebHeaders are listed with a "." prefix.

Carousel Contents

This list shows the WebHeader names that are included in the carousel. Use the "Add" and "Remove" buttons to move WebHeaders between this list and the Available WebHeaders list.

Current Alert Header

This displays the name of the current Alert Header. Click the Set button to transfer a Dismissable WebHeader into this field from the Available WebHeaders list. Click "Clear" to move the WebHeader in this field back into the "Available WebHeaders" list.

The buttons near the bottom of the page provide the following options:

WebHeader Editor: Opens the WebHeader Editing page. The next Chapter describes the Editor features.

Activate New Settings: Sends all configuration changes to the server. They will become active immediately.

To test the changes select a "New Window" option from the browser's 'File' menu and go to a web page. This will show you exactly what a web page will look like with the current WebHeader settings.

Restore Old Settings: Restores the Configuration page to the current server settings.

Return to Main Menu: Returns to the administrator menu without sending changes to the server.

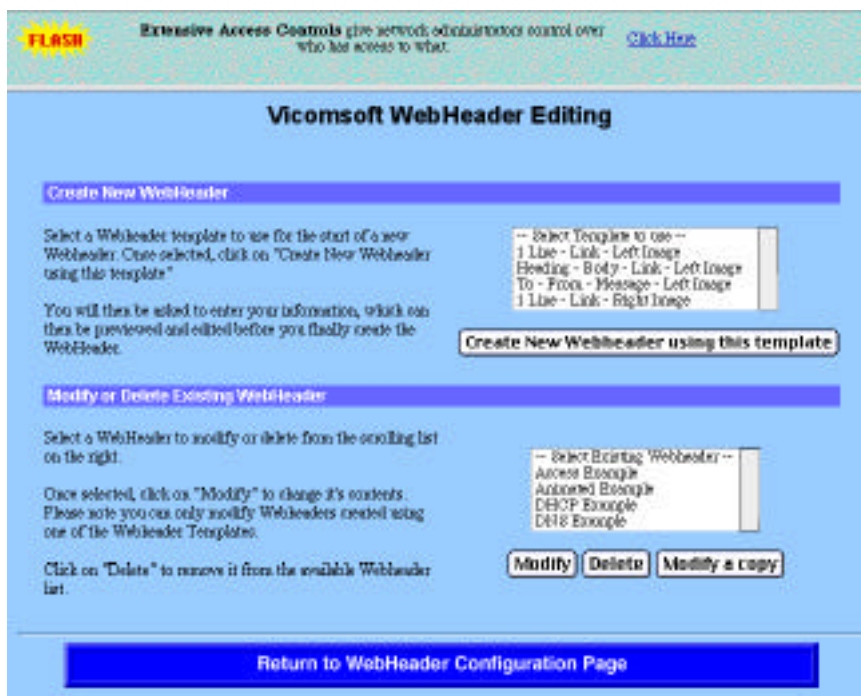
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WebHeader Editor

The WebHeader Editing page contains two lists:

- A list of Templates you can use to create a new WebHeader.
- A list of existing WebHeaders that can be edited, copied or deleted.

When you click on a WebHeader in either of the lists, it is displayed in the Preview frame at the top of the page.



The built-in templates provide a range of pre-defined layouts with various arrangements of graphic and text items. Each template's name reflects its items and their positions.

A special-purpose template is provided for creating a "Redirection" WebHeader. This contains no display information of its own, but instead defines a URL on another web server. When a Redirection WebHeader is sent, the client browser requests and displays a WebHeader from the specified web server. Remote web server pages can therefore be mixed with local WebHeaders in the Carousel, or used as Alert Headers.

To create a new WebHeader, select a template and click the button "Create New WebHeader using this template".

To modify an existing WebHeader that was created using a template, click on its name in the WebHeader list and click the Modify button. If you want to keep the existing WebHeader and create a new copy of it, click the "Modify a Copy" button.

Create or Modify a WebHeader

When you click a button on the WebHeader Editor page, the template's editing page will be displayed. If you are modifying an existing WebHeader then its current information is included in the template that was used to create it.

The Preview frame at the top of the page shows the template or WebHeader you have selected for editing. As you create or modify your WebHeader you can click the Preview buttons at the bottom of the page to see the effect of your changes. Drag the bottom of the Preview border to set its frame height.

The templates include some or all of the following range of elements that you can use to create your custom WebHeaders:

- **Background Color:** Select from a menu of background colors.
- **Background Texture:** Select from a menu of background textures.
- **Image:** Select from a menu of static or animated images.
- **Message Text:** Enter the text that you wish to include in the WebHeader.

You can also modify the style and color of each text item. Click on the Customize button for an element to open the StyleHelper window . The StyleHelper is described in more detail in the next section.

You can include hyper links in the WebHeader so that users can click on them to see more information. For each link in the template you enter the following information:

- **URL to link to:** Enter the URL for the web page you wish to link to.
- **Text to show as URL link:** Enter the text for the link. You can customize this text by selecting the customize button.

A WebHeader created with a template can be used either as a standard WebHeader or as an Alert Header. If you intend to use the WebHeader as an Alert Header you should select the position and image for the Dismiss button:

- **Position of Dismiss Button:** Select the position of the Dismiss button from the menu.
- **Image of Dismiss button:** Select the Image to be displayed as the Dismiss button from the menu.

Use the "Preview " buttons to see how your WebHeader will look before you save your changes:

- **Preview in Normal Mode:** Previews your WebHeader as it would look if used as the "Currently Selected Available WebHeader" or in the Carousel.
- **Preview in Alert Mode:** Previews your WebHeader as it would look if used as the Alert Header.

Drag the bottom of the Preview frame to adjust the height to use for the WebHeader. To save the WebHeader, enter a name in the "Save WebHeader as" field and click on the "Save WebHeader" button.

The button "Return to WebHeader Editing Page" at the bottom of the page takes you back to the WebHeader Editing page.

When you have finished creating and modifying your WebHeader, return to the main WebHeader Configuration page to make it active, and don't forget to click "Activate New Settings" before you log out of the session.

Customize

The Customize buttons in the Template page will display the following separate window, allowing you to set the styles and colors for each text item of the WebHeader. This option uses a Java applet, so you must enable Java in your browser. It also requires Java-to-JavaScript interaction. See Chapter 1 for browser compatibility information.



First customize the Paragraph styles that apply to the complete text field:

Size: You can use the template default, usually a separate paragraph in the middle text size, or you can set the text to use the HTML "Heading" 1 thru 7. "Heading 1" is the largest and "Heading 7" is the smallest text.

Background Color: Select from the menu of background colors. Leave this option as Transparent if you wish to define an overall background color or texture in the main Template.

Alignment: You can choose to align the text field to the left or right, or to center it.

Next customize the Character styles. These attributes can be applied to individual text characters or words. Select the text whose style you want to change by highlighting it. Use the following buttons and menus to specify the style for the selected text.

Text Size: Choose the character height from the menu. HTML character heights go from 1 (smallest) thru 7 (largest).

Text color: Select from the menu of text colors.

Style: Use the style buttons to set any combination of Bold, Italic or Underlined.

The Preview area at the bottom of the window displays the results of your style changes as you make them.

Reset: This will reset all entries to their original settings.

Accept: This option will apply your settings to the Text in the WebHeader Editor by inserting HTML tags. To view the styled text within the complete WebHeader, return to the WebHeader Editing window and click a Preview button..