

# Demonstrating Lotus Workplace Web Content Management and WebSphere Portal, Part 0

The purpose of this lab is to introduce you to the capabilities of IBM Lotus Workplace Web Content Management (LWWCM) and WebSphere Portal. You will start by viewing content on an HTML site and a portal site. Next you will use the LWWCM administrative interface to change content. You will also add new content and route it through a workflow approval process. After the content is approved, it will display on the HTML site and the portal site.

For more information and for additional practice, see the Lotus Workplace Web Content Management lab on <http://w3.pittsburgh.ibm.com/websphere/stew2003/PortalV5STEW>.

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## Time

It should take approximately 40 minutes to complete this lab.

## 1 Reviewing the existing content on the HTML site

In this section, you will start the Server1 application server on which IBM Lotus Workplace Web Content Management runs, and you will start WebSphere Portal. In this lab, LWWCM is configured to use the file system as its content repository. In a production environment, other repository choices could be selected, such as DB2 or Content Manager.

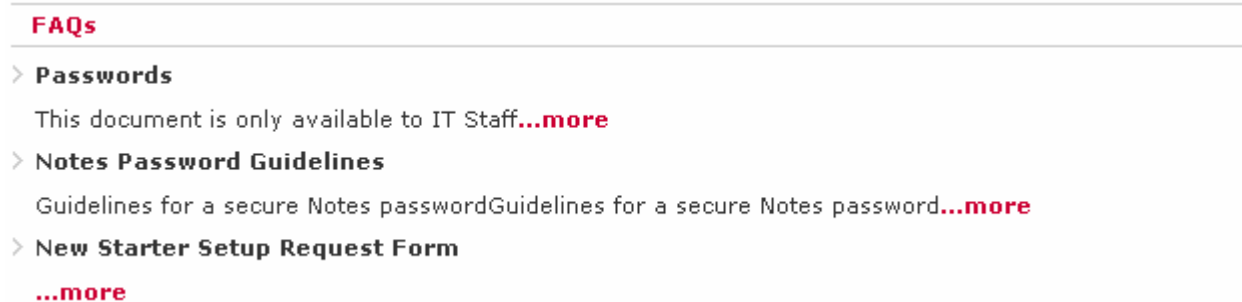
- \_\_\_ 1.1 Ensure Server1, Portal Server & Workplace Server are running.
  - \_\_\_ 1.1.1 On the desktop at the top, you will find shortcuts to start these servers.
  - \_\_\_ 1.1.2 Click the Services icon and ensure the IBM Directory Server is running.
  - \_\_\_ 1.1.3 Start the servers in order: Server1, Portal Server and Workplace Server

This will take a few minutes.

- \_\_\_ 1.2 When the command prompt window closes, open a browser.
  - \_\_\_ 1.3 Open <http://piclotus6:9080/ilwwcm/connect/Intranet> to view the IT Intranet home page HTML site.
  - \_\_\_ 1.4 Add this page to your Favorites.
  - \_\_\_ 1.5 Notice the following:
    - \_\_\_ 1.5.1 The background color is blue.
    - \_\_\_ 1.5.2 The World Clock cities are Berlin, Denver, Hong Kong, London, and Los Angeles.
    - \_\_\_ 1.5.3 The opening page displays the **IT Focus, News, Events**, and other information.
  - \_\_\_ 1.6 Choose the **Tools -> Login** command.
  - \_\_\_ 1.7 Login as **Melissa Devanap** using a password of **password**.
- Note:** The user and group information is stored in LWWCM. When connecting with WebSphere Portal, security is handled by creating a credential vault slot.
- \_\_\_ 1.8 Notice that Melissa's screen color, cities, and content items reflect her personal choices. Melissa is a member of the Site Administrator's group.
  - \_\_\_ 1.9 Click the **...more** hyperlink for some of the **News** items. In a later part of this exercise, you will change some of the articles and add new articles.
  - \_\_\_ 1.10 Choose the **Tools -> Personalize** command.
  - \_\_\_ 1.11 Notice that the choices on the **Personalize** page control the cities, the screen color, and the content items on the home page.
  - \_\_\_ 1.12 Choose the **Tools -> Sitemap** command.
  - \_\_\_ 1.13 Notice that the area **IT Home -> News and Events -> News** displays as part of the hierarchy for this site.
  - \_\_\_ 1.14 Click **News**. This displays the articles.



\_\_\_ 1.15 Click **FAQs**. Notice that three articles display.



\_\_\_ 1.16 Notice that the article titled “Passwords” is available only to the IT staff. The “Notes Password Guidelines” and “New Starter Setup Request Form” articles are available to everyone.

**Note:** The hyperlinks at the top of the page are called breadcrumbs. These hyperlinks allow you to navigate to links in the breadcrumb trail with only one click.

\_\_\_ 1.17 On the **Search** tool, enter the keywords **password guidelines**. An article from the content repository is displayed.

\_\_\_ 1.18 Review the “Notes Password Guidelines” article.

\_\_\_ 1.19 Close the browser.

## 2 Reviewing the existing content on the Workplace site

In this section, you will review the content on the Workplace site.

\_\_\_ 2.1 Open a new browser, and then open  
<http://piclotus6.dfw.ibm.com:9081/lwp/workplace/!ut/p/.scr/Login>

\_\_\_ 2.2 Add this page to your Favorites.

\_\_\_ 2.3 Log in as wpsadmin. Password = p8ssw0rd

\_\_\_ 2.4 Choose the “News” tab..

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\_\_\_ 2.5 Notice the following:

\_\_\_ 2.5.1 The **Latest News** articles in the portlet on the left-hand side of the screen are the same as the articles that were displayed on Melissa's home page.

\_\_\_ 2.5.2 The hierarchy that is shown at the top of the portlet on the right-hand side of the screen matches the **IT Home -> News and Events -> News** area that was shown on the HTML site.

\_\_\_ 2.6 Click some of the **...more** hyperlinks for the news articles such as the link for the "On demand blog" article.

> **On demand blog**

During the Internet boom years, companies were scrambling to get wired. Now it seems they're scrambling just as hard to get unwired...[more](#)

> **The time is right for IBM Lotus Workplace Web Content Management**

Web contents rich, fresh, personalized content is rapidly becoming the currency of collaborative e-business applications...[more](#)

\_\_\_ 2.7 Notice that the detailed articles display in the portlet on the right-hand side of the screen.

### 3 Reviewing the LWWCM administrative interface

In this section, you will review the LWWCM administrative interface. You will access existing items such as workflows and templates. After you complete this lab, you may want to build your own workflow processes and templates for use with LWWCM.

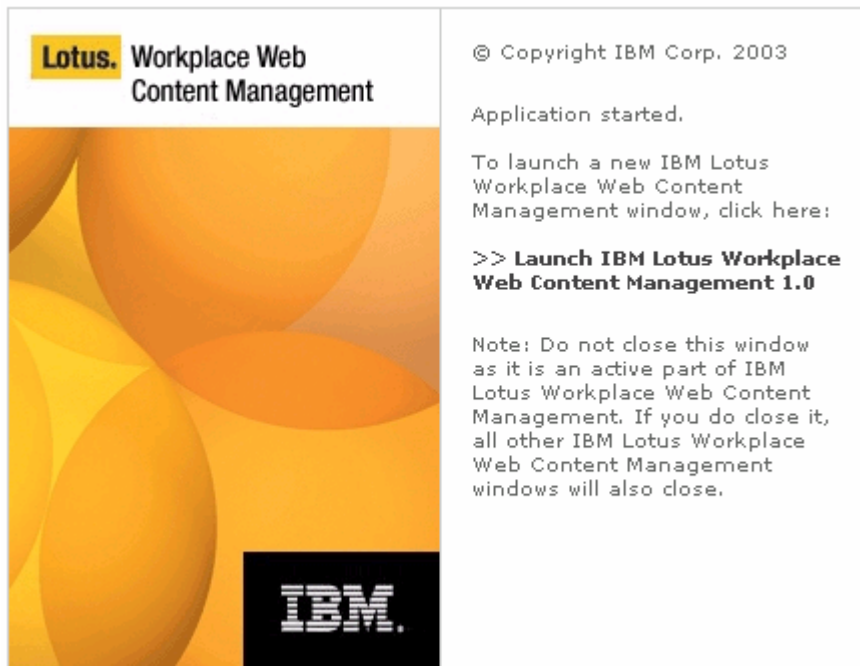
\_\_\_ 3.1 Open a new browser and then open <http://piclotus6:9080/ilwwcm/connect/aptrix> to access the LWWCM administrative interface.

\_\_\_ 3.2 Login as **Melissa Devanap** using a password of **password**. The user IDs are case sensitive.

\_\_\_ 3.3 Notice that the administrative interface displays and says, "Welcome."

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**Note:** The launch window also displays. When you close the launch window, the administrative interface also closes.



\_\_\_ 3.4 Add the launch window to your Favorites.

\_\_\_ 3.5 Expand **Site Management** -> **Site Framework** on the left-hand panel.

\_\_\_ 3.6 Expand **Intranet** -> **IT Home** on the right-hand panel.

\_\_\_ 3.7 Notice that this hierarchy matches the hierarchy that displayed on the HTML site and the workplace site.

**Note:** The **Site Framework** tool within the LWWCM administrative interface is one of the ways that LWWCM helps you maintain a solid information architecture for your Web site. This helps you ensure that users have easy access to the information they need. The navigation aids on the HTML page and the portal page reflect information from the Site Framework.

\_\_\_ 3.8 Expand **Site Management** -> **Category Management** -> **All Categories**.

\_\_\_ 3.9 Notice that the categories match the categories that are available within the **Personalize** tool on the HTML site.

\_\_\_ 3.10 Expand **Security & Workflow** -> **Workflows, Stages, & Actions**.

\_\_\_ 3.11 Highlight **Intranet Workflow** and then click the **Edit** button.

\_\_\_ 3.12 Click the **Properties** tab.

\_\_\_ 3.13 Notice the following:

\_\_\_ 3.13.1 This workflow approval process includes the following stages:

Intranet Draft

Intranet Approval

Intranet Published - All Users

\_\_\_ 3.13.2 When content items are in the **Intranet Draft** stage, the changes can be rejected or approved.

## 4 Modifying existing content

In this section, you will use the LWWCM administrative interface to change an existing article.

\_\_\_ 4.1 Working as Melissa on the LWWCM administrative page, choose **Content Management -> Content Library**.

\_\_\_ 4.2 Highlight the **On demand** content item and click the **Preview** button. Notice that you saw this article earlier on the IT Intranet page HTML site and on the portal site.

\_\_\_ 4.3 Close the preview browser.

\_\_\_ 4.4 Click the **Edit** button.

**Note:** Changes will be routed to the Web site without requiring an approval step. To route changes to existing content through a workflow approval process, you could double-click the title of the article, choose **Create Draft**, and then click **Edit**.

\_\_\_ 4.5 Click the **Contents** tab.

\_\_\_ 4.6 Make the following changes:

\_\_\_ 4.6.1 In the **Display Title** field, change “On demand blog” to “On Demand: How can it be solved?”

\_\_\_ 4.6.2 In the **Summary** and **Rich Text** fields, change some text so you will notice changes.”

\_\_\_ 4.7 Click the **Save** button.

\_\_\_ 4.8 Click **OK**.

\_\_\_ 4.9 Click **Close**.

\_\_\_ 4.10 Click the **Preview** button and notice that your changes have been made.

\_\_\_ 4.11 Close the preview browser.

\_\_\_ 4.12 Open Workplace, log in as wpsadmin, and choose the News tab.

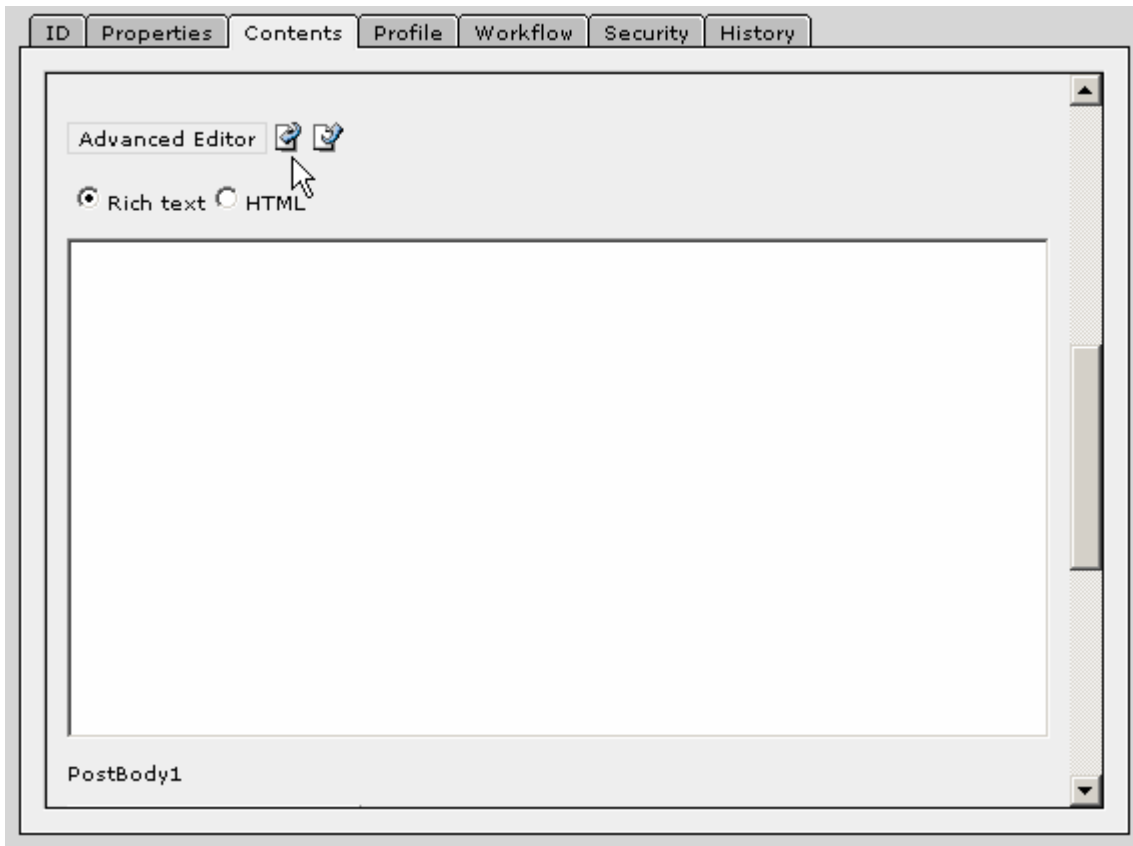
\_\_\_ 4.13 Verify that your changes were made.

## 5 Creating a new article

In this section you will use the LWWCM administrative interface to add a new article. The changes will be routed through a workflow approval process before they are made available on the HTML site and the portal site.

- \_\_\_ 5.1 **C:\EBU\NewsArticles**. You will use the contents of this directory throughout this section.
  - \_\_\_ 5.2 Working as Melissa on the LWWCM administrative page, choose **Content by Workflow** from the drop-down list on the right-hand panel.
  - \_\_\_ 5.3 Expand **IT Workflow**. Notice that the password article was published with this secure workflow. That explains why users are prevented from seeing the article unless they are part of the IT staff.
  - \_\_\_ 5.4 Expand **Intranet Workflow**.
  - \_\_\_ 5.5 Notice that only items in the **Published** stage are listed.
  - \_\_\_ 5.6 Use your favorite HTML editor (such as Frontpage, Microsoft Word, or WebSphere Home Page Builder, or notepad) to open one of the pages supplied in the **NewsArticles** subdirectory. Notice that this is a standard HTML file.
  - \_\_\_ 5.7 Make any necessary changes and close the HTML editor.
  - \_\_\_ 5.8 Working as Melissa on the LWWCM administrative page, click the **New** button.
  - \_\_\_ 5.9 Choose **Detail** as the template for the new article.
  - \_\_\_ 5.10 Choose **Next**.
  - \_\_\_ 5.11 Choose **Intranet -> IT Home -> News and Events -> News** as the initial site area for this article.
- Note:** For this exercise, the new content item will be displayed on only one site area. However, it is possible to choose multiple areas on which the content will be displayed.
- \_\_\_ 5.12 Choose the right arrow button -> to move this area to the **Selected** column, and then click **OK**.
  - \_\_\_ 5.13 On the **ID** tab, provide a name for the article, such as **Lou**.
  - \_\_\_ 5.14 Click the **Contents** tab, and then provide a **Display Title** and a **Summary**.

\_\_\_ 5.15 Scroll down and click the **Import** button.



\_\_\_ 5.16 Choose your HTML file, and click **Open**. The HTML file is imported.

\_\_\_ 5.17 Notice that you could use the PreBody and PostBody Components to add standard headers or footers to your HTML pages.

\_\_\_ 5.18 Choose the **Profile** tab.

\_\_\_ 5.19 Click the **Categories** button, and then highlight **All Categories -> Homepage Components -> News and Events -> News**.

\_\_\_ 5.20 Choose the right arrow button -> to move this area to the **Selected** column.

\_\_\_ 5.21 Click **OK**.

\_\_\_ 5.22 Click the **Workflow** tab.

\_\_\_ 5.23 Click the **Workflow** button.

\_\_\_ 5.24 Choose **Intranet Workflow**.

\_\_\_ 5.25 Click **OK**.

\_\_\_ 5.26 Click the **Save** button, and then click **OK**.

\_\_\_ 5.27 Click **Close**.

\_\_\_ 5.28 Click the **Refresh** button.



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\_\_\_ 5.29 Notice that your new article is included in the content for the **Intranet Workflow -> Intranet Draft** stage.

\_\_\_ 5.30 Highlight the title of the article and click **Preview**.

\_\_\_ 5.31 Close the preview browser.

\_\_\_ 5.32 Close the launch window. Notice that this also closes the administrative interface.

Congratulations! You have created a new draft of an article. In the next section, a reviewer will approve your work so that it becomes available on the Web site.

## 6 Reviewing and approving content

In this section, you will review the draft article that Melissa created and approve her work. This will make the article available on the Web site.

\_\_\_ 6.1 Open a new browser and then use your Favorites to open the LWWCM administrative interface (<http://piclotus6:9080/ilwwcm/connect/aptrix>).

\_\_\_ 6.2 Login as **Administrator** using a password of **password**.

\_\_\_ 6.3 Choose **Content Management -> Content Library**.

\_\_\_ 6.4 Choose **Content by Workflow** from the drop-down list on the right-hand panel.

\_\_\_ 6.5 Expand **Intranet Workflow -> Intranet Draft**.

\_\_\_ 6.6 Highlight the title of the new article, and then click **Preview**.

\_\_\_ 6.7 Scroll down to review the entire article.

\_\_\_ 6.8 Close the preview browser.

\_\_\_ 6.9 Open the IT Intranet page HTML site and the WebSphere Portal page. Notice that the new article is not yet available on those sites.

\_\_\_ 6.10 To move the article to the Web site, double-click the title of the article, and then click the **Next Stage** button two times.

**Note:** This workflow process is designed to be used by a content contributor, a first reviewer, and a second reviewer. In the interest of time, we will use only one reviewer in this lab.

\_\_\_ 6.11 Click **Close**.

\_\_\_ 6.12 Click **Refresh**.

\_\_\_ 6.13 Notice that the article has been moved to the **Intranet Published** stage.

\_\_\_ 6.14 Close the administrative interface.

\_\_\_ 6.15 Open a new browser.

\_\_\_ 6.16 Open WebSphere Portal, log in as wpsadmin, and choose the **LWWCM** tab.

\_\_\_ 6.17 Notice that your new article is listed in the **Latest News**.

\_\_\_ 6.18 Click the **...more** hyperlink to review your article.

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- \_\_\_ 6.19 Use your Favorites to open the IT Intranet page HTML site.
- \_\_\_ 6.20 Notice that your new article is also listed in the **Latest News** on the HTML site.
- \_\_\_ 6.21 Click the **...more** hyperlink to review your article.

## 7 Geek Challenge

This section provides ideas for additional exploration within LWWCM.

- \_\_\_ 7.1 Create a new content item using the Site Administrators Express Workflow.

In what situations would this workflow process be useful?

## Summary

In this exercise, you viewed content on an HTML site and a portal site, you used the LWWCM administrative interface to modify content, and you added new content and routed it through a workflow approval process. After the content was approved, it displayed on the HTML site and the portal site