



Oracle WebCenter Sites

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Create a Site and Add Users

1

Log in to admin site

- > Enter your user name and password into the login form.
- > Click **Login**.
- > Ensure that you are logged in to the admin site by selecting AdminSite from the drop-down box for sites in the top right corner of the interface.



2

Add a new site

- > In the **WEM Admin** Interface, click **Add Site**.
- > In the **Name** field of the Add New Site form, enter the name for the new site.
- > In the **Description** field, enter the name of the site as you want it to appear in the WebCenter Sites interfaces, (up to 64 characters). This site name is used in site lists throughout the user interface.
- > Click **Save and Close**.



3

Add users for a site

- > In the **WEM Admin** Interface, click the **Users** menu.
- > In the Users form, click **Add User**.
- > In the Add User form, enter the name of the user, select the ACLs that you want to assign to the user, enter the password for the user, confirm the password, and then click **Save and Close**.



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Assign users to a site

- > We assign users to a site so that they are enabled to edit the site as required. In the **WEM Admin** interface, click the **Users** menu.
- > In the Users form, point your mouse to the newly added user and click **Manage User**.
- > In the Manage User form, click **Assign to Sites**. In the Select Sites for User form, select the site(s), and then click **Continue**.
- > In the Assign Roles to User form, select the roles for the user, and then click **Save and Close**.

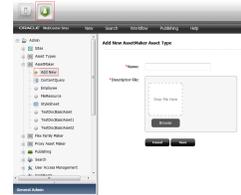


Create Asset Types and Assets

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Create a basic asset type

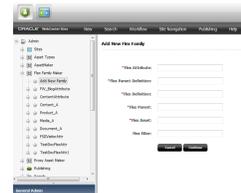
- In the **Admin** interface of the **General Admin** section, expand the **Admin>AssetMaker**, and then double-click **Add New**.
- In the Add New AssetMaker Asset Type form, enter the name and upload the Descriptor File for the asset type, and then click **Save**.
- In the Asset Type: form, click **Register Asset Elements**, and then again click **Register Asset Elements** in the Register Asset Elements form.
- In the Asset Type: form, click **Create Asset Table...** and then again click **Create Asset Table** in the Register Create Asset Table form.



6

Create a flex family

- In the **Admin** interface of the **General Admin** section, expand the **Admin>Flex Family Maker**, and then double-click **Add New Family**.
- In the Add New Flex Family form, enter the names of the required fields, and then click **Continue**.
- In the Add New Flex Family form, click **Add New Family**.



7

Create a basic asset

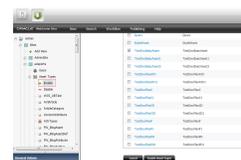
- In the **Contributor** interface, click the **Content** menu, and then click select **New <basic Asset type name>**.
- Enter the basic asset name, and then click the Save icon.



8

Enable asset types

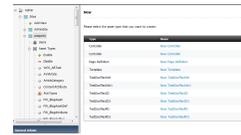
- In the **Admin** interface of the **General Admin** section, expand **Admin>Sites>newly created site>Asset Types**, and then double-click **Enable**.
- In the Enable Asset Types form, select the asset type(s) you want to enable, and then click **Enable Asset Types**.
- Select the Start Menus for the asset type(s) that you want to enable, and then click **Enable Asset Types**.



9

Create a flex asset attribute and definition

- In the **Admin** interface of the **General Admin** section, expand **Admin>Sites>**newly created site, click the **New** menu, and then click the link for new flex asset attribute.
- Enter the Name and Attribute Type, and then click the Save icon.
- In the **Admin** interface of the **General Admin** section, expand **Admin>**newly created site, click the **New** menu, and then click the link for new flex asset definition.
- Enter the flex asset definition name, select the attributes, and then click the Save icon.



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Create a flex asset

- In the **Contributor** interface, click the **Content** menu, and then click select **New <Flex Asset type name>**.
- Enter the flex asset name, select the flex asset definition, and then click the Save icon.

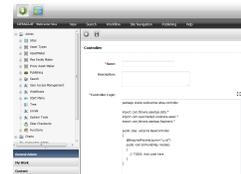


Create a Template and a Page

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Create a controller

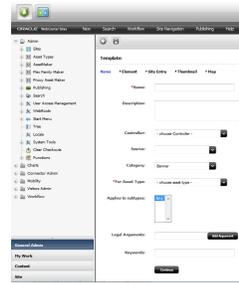
- Controllers contain the business logic to be authored by developers to sort the content logically. In the **Admin** interface, click **New**.
- In the table on the right, click the **New Controller** link next to Controller.
- In the Name field, provide a name for the controller and in the **Description** field, provide a description of the controller.
- In the **Controller Logic** field, provide the controller logic as required, and then click the Save icon.



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Create a template

- Templates are created to define the framework of the site content. In the **Admin** interface, click **New**.
- In the table on the right, click the **New Template** link next to Template.
- Fill in the Template form, and then click **Continue**. While filling the form, you can select the controller as required.
- Fill up the fields in the form as required, and then click the Save icon.



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Create a page

- In the **Contributor** interface, in the menu bar, select **Content, New**, and then select **New Page**.
- Fill in the Page form, and ensure that you select a template for the page.

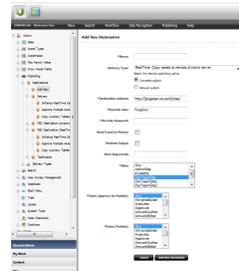


Publish a Site

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Create a destination address for publishing

- We should publish a site to make it accessible to the site visitors. In the **Admin** interface, expand **Admin>Publishing>Destinations**, and then click **Add New**.
- In the Add New Destination form, enter the data as required, and then click **Add New Destination**.



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Approve and publish an asset

- In the **Contributor** interface, search and open the page that you want to publish.
- Click the Publish icon, and then select the Destination Address.
- In the Publish to form, click **Approve and Publish**, and then click **Yes** to confirm.



✔ You're done!

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