



# **Recite CMS Administration Guide**

**Recite CMS 2.1.13**

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## **Recite CMS Administration Guide**

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## Table of Contents

1. Introduction .....	1
2. Installing Recite CMS .....	2
3. Initial Setup .....	5
Introduction to Maintenance Mode .....	5
Introduction to System Status .....	5
Setting Up the Maintenance Queue .....	6
Introduction to Package Management .....	6
Introduction to Brand Management .....	6
Creating a New Client .....	8
Disabling Maintenance Mode .....	8
4. Package Management .....	9
Installing Packages .....	10
Upgrading Packages .....	11
Upgrading Recite CMS .....	11
5. Managing Brands .....	13
Creating a New Brand .....	13
Managing Brand Settings .....	14
Managing Control Panel Domains .....	14
Managing Default Brands and Drivers .....	15
Managing Default Brand Widgets .....	16
Deleting a Brand .....	18
6. Managing Clients .....	19
Creating a New Client .....	19
Managing Client Settings .....	21
Managing Web Site Domains .....	21
Managing WebDAV Domains .....	22
Managing Modules and Drivers .....	22
Managing Users and Permissions .....	23
Deleting a Client .....	25
7. Managing Licenses .....	26
Obtaining Licenses .....	26
Loading a New License .....	26
Viewing a License .....	26
Deleting a License .....	26
Transferring a License .....	26
8. Managing Users .....	28
Creating a New User .....	29
User Roles .....	29
Deleting a User .....	30
9. System Administration .....	31
Maintenance Mode .....	31
Web Server Configuration .....	32
Backup Manager .....	35
System Status .....	36
Database Management .....	36
Cache Management .....	37
10. Reporting .....	39
Activity Audit .....	39
Client Assets .....	39
Client Module Summary .....	39
Application Log .....	39
PHP Information .....	40
11. Summary .....	41

---

## List of Figures

2.1. The Recite CMS installation screen. ....	3
2.2. The Recite CMS Administration Site once installation is complete. ....	4
3.1. The Recite CMS Administration Site when you first log in. ....	5
3.2. The brand details page. ....	7
4.1. The package management tool the very first time you load it. ....	9
4.2. The package management tool when there are new packages available. ....	10
4.3. The package management tool when there is a new version of Recite CMS available. ....	12
5.1. The brand creation page. ....	13
5.2. The brand settings page with the <b>Global Settings</b> bundle loaded. ....	14
5.3. The brand default modules and drivers page. ....	15
5.4. The brand default widgets page with no widgets yet created. ....	16
5.5. The brand default widgets page with two tabs: their layouts are <b>11</b> and <b>111</b> . ....	17
6.1. The client listing page. ....	19
6.2. The client creation page. ....	20
6.3. The client details page. ....	21
6.4. The client modules and drivers page. ....	23
6.5. The permissions management page. ....	24
8.1. The user listing page. ....	28
8.2. The user details page. ....	29
9.1. The system maintenance page with maintenance mode enabled. ....	31
9.2. The web server configuration page. ....	34
9.3. The client backup manager. ....	35
9.4. The database management tool with an incorrect table and an undeployed table. ....	37
10.1. The Recite CMS audit log. ....	39

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## List of Examples

2.1. Sample Apache virtual host configuration for Recite CMS Administration Site .....	2
9.1. Crontab line for auto-restarting web server .....	35

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# Chapter 1. Introduction

This document is an administration guide for Recite CMS. It instructs the system administrator how to:

- Install Recite CMS from scratch.
- Manage clients that use an installation of Recite CMS.
- Upgrade Recite CMS to latest version.

Recite CMS makes use of the *Recite CMS Download Portal*, which is a publicly-accessible web site that administrators can download Recite CMS and its packages from. Your installation of Recite CMS can automatically check for new updates from the release server and instruct you how to install them.

In order to download Recite CMS you must create a free account on the [Recite CMS Download Portal](http://download.recite.com.au) [<http://download.recite.com.au>].

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## Chapter 2. Installing Recite CMS

To begin installation of Recite CMS, visit the [Recite CMS Download Portal](http://download.recite.com.au) [http://download.recite.com.au] and download the Recite CMS package.

You must then extract this ZIP file to your web server and set up the administration site in your web server. Once you have set up the administration site you can continue with installation.

The following listing shows a sample Virtual Host entry that you might use for the administration site.

*Example 2.1. Sample Apache virtual host configuration for Recite CMS Administration Site*

```
<VirtualHost *:80>
  ServerName reciteadmin.example.com
  DocumentRoot "/path/to/recite/application/admin/htdocs"

  <Directory "/path/to/recite/application/admin/htdocs">
    AllowOverride All
    Order allow,deny
    Allow from all

    RewriteEngine On
    RewriteCond %{REQUEST_FILENAME} !-f
    RewriteCond %{REQUEST_FILENAME} !-d
    RewriteRule ^/(.*)$ /index.php/$1
  </Directory>
</VirtualHost>
```

Once this is set up, load the site (specified by the `ServerName` directive) in your web browser.

---

### Warning

You may need to check file permissions before you can proceed with installation. When you visit the administration site in your browser you will be told if any permissions need to be changed.

---

Figure 2.1. The Recite CMS installation screen.

The screenshot shows the 'Install Recite CMS 2.1.13' web interface. At the top, there's a header with the Recite logo and the title 'Install Recite CMS 2.1.13'. Below this, a yellow banner states: 'To install Recite CMS, an account on the Recite CMS Download Portal is required. Enter your account details or create a new account.'

There are two main sections for account creation:

- Existing Account:** Fields for 'Username:' and 'Password:'.
- Create Account:** Fields for 'Your Name:' and 'Email Address:'.

Below the account sections is the **Database Settings** section. It includes a yellow banner with instructions: 'You must create a database for Recite CMS before proceeding. You may also need to create a database user with which to connect to the database. The specific instructions may depend on your hosting environment.'

The 'Instructions:' section states: 'Please select a database server type'. Below this, there are radio buttons for 'MySQL' (selected) and 'PostgreSQL'.

Further down, there are input fields for:

- Server Hostname:** (pre-filled with 'localhost')
- Database Name:**
- Username:**
- Password:**

Below the database settings is the **License Agreement** section. It contains the text 'RECITE CMS END USER LICENSE AGREEMENT' and 'VERSION 1.2, 26 FEBRUARY 2010'. A scrollable area shows the full text of the license agreement. At the bottom of this section, there is a checkbox labeled 'I HAVE READ AND UNDERSTOOD THIS LICENSE AGREEMENT AND AGREE TO BE BOUND BY ALL OF THE TERMS'.

At the very bottom of the form, there is a button labeled 'Install Recite CMS 2.1.13'.

Footer text at the bottom of the page reads: 'Copyright 2010 Recite Media Pty Ltd'.

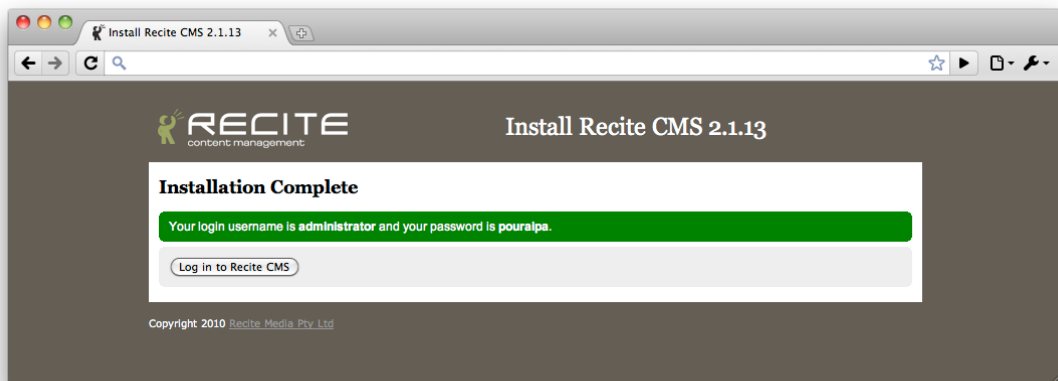
When you load this page the installer will check if your server is capable of running Recite CMS. One of the requirements of Recite CMS is a database (using a supported server type).

Recite CMS expects that you can create the application database outside of the installer. Once you have created the database, enter its details on the Recite CMS install screen. Next, click the **Install Recite CMS** button to begin installation.

The installer will verify that your database connection details are valid, and if so Recite CMS will be installed. If your database connection details are not valid you will be able to update them and then try again.



Figure 2.2. The Recite CMS Administration Site once installation is complete.



Once installation is complete you will be given a username and password with which you can log in to the administration section (this will also be e-mailed to you). Click the **Log In To Recite** button to log in to the administration site.

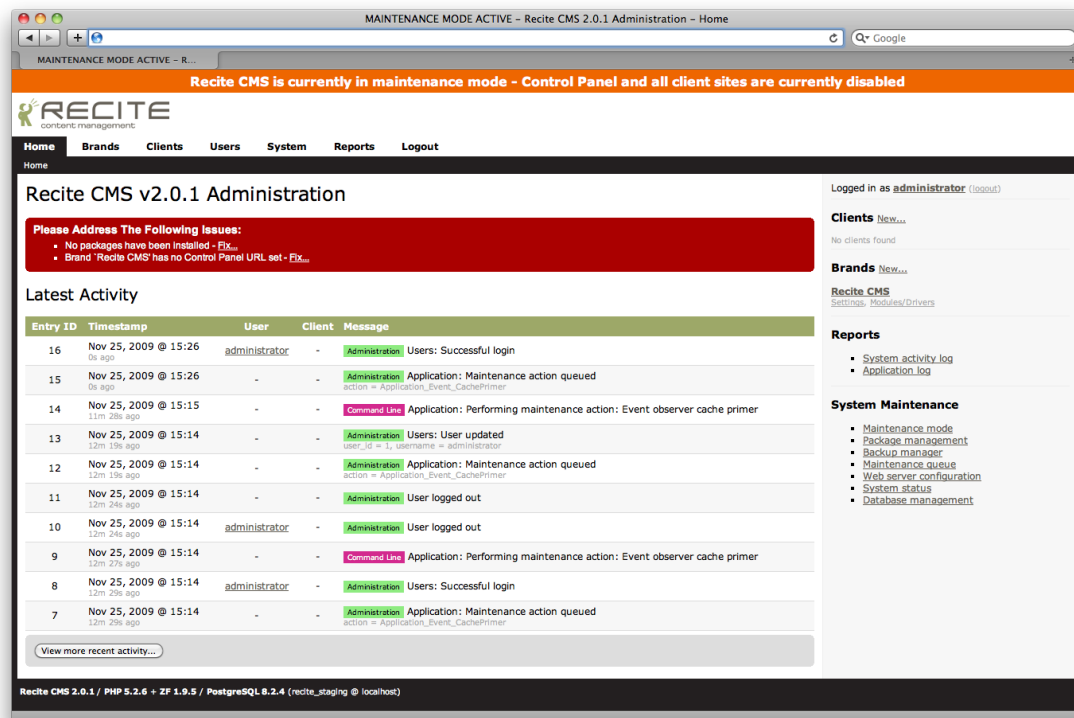
At this stage Recite CMS is installed but is not quite ready for usage. The next section covers the setup steps that need completion.

## Chapter 3. Initial Setup

Once you have installed Recite CMS (as per the instructions in the [Installing Recite CMS](#) chapter), you must then set up Recite CMS so it can be used.

When you log in to Recite CMS for the first time you will screen similar to the following figure.

Figure 3.1. The Recite CMS Administration Site when you first log in.



## Introduction to Maintenance Mode

The first thing to take notice of is the orange bar across the top of the administration site.

This indicates that Recite CMS is currently in maintenance mode. When Recite CMS is in maintenance mode the Control Panel and any client sites are unavailable. If people try to visit these sites they will be shown a message indicating the site is down for maintenance.

Maintenance mode is used when you want to upgrade Recite CMS or install/upgrade packages. This process is covered later in this guide.

You can disable maintenance mode by clicking on the text in the message. For now, leave Recite in maintenance mode.

## Introduction to System Status

The next thing to notice on the administration site home page is the red box below the page title. This is the system status box. It will notify you of any issues that need to be resolved in order to keep your Recite CMS installation functioning properly.

All outstanding issues are listed here one-by-one with a brief description and a link you can visit to resolve the issue.

---

### Tip

This status message will be displayed whenever you visit the administration site home page. After you resolve any issues you should check back to see if there are any further issues.

---

## Setting Up the Maintenance Queue

The first item you will notice in the system status box is a message indicating that the system maintenance queue has never been processed.

The system maintenance queue is used for running either scheduled tasks or time-intensive operations in the background.

The exact process for setting this up to run will depend on your server platform. Click the **Fix** link next to the status item for instructions on how to set up the maintenance queue processing script.

---

### Warning

If you don't setup the maintenance queue to automatically run your installation of Recite CMS will not function correctly.

---

## Introduction to Package Management

Recite CMS on its own doesn't provide any CMS functionality. This functionality is all provided in a series of packages which can be installed or upgraded via the administration site at any time.

Some packages are essential to Recite CMS, while others are optional add-ons that are used to provide custom or additional functionality.

The next step in setting up your Recite CMS installation is to install some packages. For details on how to do this, refer to the [Package Management](#) chapter.

Once you have installed packages, continue from here to complete the setting up of Recite CMS.

## Introduction to Brand Management

If you go back to the administration home page now to re-check the system status box, you will notice a number of messages related to the branding **Recite CMS**. When Recite CMS was installed this branding was automatically created but it was not set up.

---

### So what exactly is a brand in Recite CMS?

Every client that is created in Recite CMS belongs to a brand. Every brand has a number of customizations that can be made that will apply to all clients on that brand.

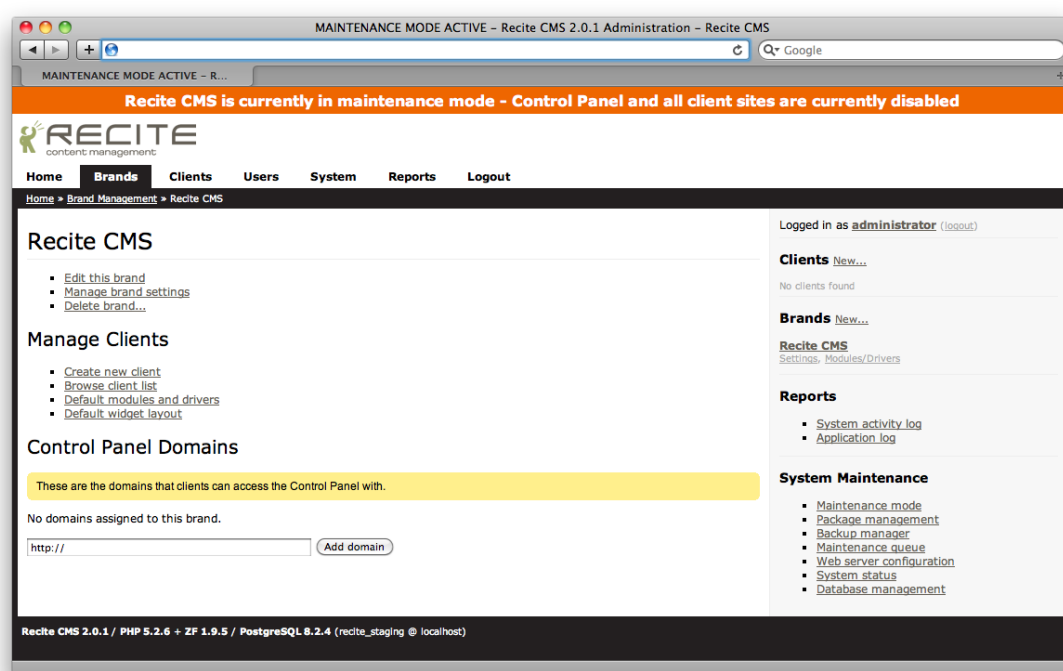
Each brand can have its own Control Panel theme, its own set of default modules and drivers, a default Control Panel layout for newly-created users, and so on.

---

## Setting Up A Control Panel Domain

The first message you will notice is that the brand requires a Control Panel URL. This is the URL that users will visit in order to manage their site. If you click the **Fix** link you will be taken to the brand details page.

Figure 3.2. The brand details page.



Below the **Control Panel Domains** heading, enter the URL you would like to use for the Control Panel then click **Add domain**.

### Tip

You can have multiple Control Panel domains for a single brand.

Once this domain is added you must then configure it in your web server. You can either do this manually or you can let Recite CMS help you with this step. Recite CMS has a tool for managing web server configuration for both Control Panel domains and for client web site domains.

For more details on managing the web server configuration, refer to [Web Server Configuration](#).

## Setting Up Default Modules and Drivers

The next message you will see in the server status box is that the branding does not have any default modules and drivers. This message didn't appear until you installed packages, since installing packages resulted in a number of modules and drivers being installed.

### What Are Modules and Drivers?

A module provides custom functionality to Recite, and takes care of managing data, permissions, custom settings and handling requests.

A driver is a small script that can be dropped-in to extend the capabilities of a module.

For example, Recite comes with a search module. This module takes care of saving settings for any number of search indexes, although it doesn't know how to get the searchable data to store in its indexes. Instead, a number of add-on drivers for other modules (such as one for calendar events) handle this aspect on behalf of the search module.

For details on setting up default modules and drivers refer to [Managing Default Brands and Drivers](#).

## Setting Up Default Widgets

The next message you will see in the server status box is that the branding does not have any default widgets set. This refers to the default set of widgets applied to each new Control Panel user that is created for clients on this brand.

---

### What is a Widget?

Widgets provide functionality to the Recite Control Panel. Each type of widget is used to perform a different task, of which there are many types.

For example, there is a "File Import" widget. If the user adds this widget to their display then they will be able to upload a file from their computer to their web site.

---

You can manage the default set of widgets for this brand by clicking the **Fix** link and then following the instructions in [Managing Default Brand Widgets](#).

## Creating a New Client

The next step in setting up Recite CMS is to create a new client. A client is an entity in Recite that has a web site that can be managed using the Recite CMS Control Panel.

To create a new client, click on the **Fix** link. For full details on creating new clients, refer to [Creating a New Client](#) in the [Managing Clients](#).

Once you have created a client the server status message will indicate that you must assign a web site address and create a Control Panel user to manage the client's web site. This is also covered in the [Managing Clients](#) chapter.

## Disabling Maintenance Mode

At this stage, the only remaining message on the system status box on the Administration site home page should be that maintenance mode is still enabled. Click on **Fix** link to be taken to the System Maintenance section.

You can then click the **Disable Maintenance Mode** button to take Recite CMS out of maintenance mode. Doing so will make the Control Panel accessible at the URL you specified, and will also enable client sites (if you have created any).

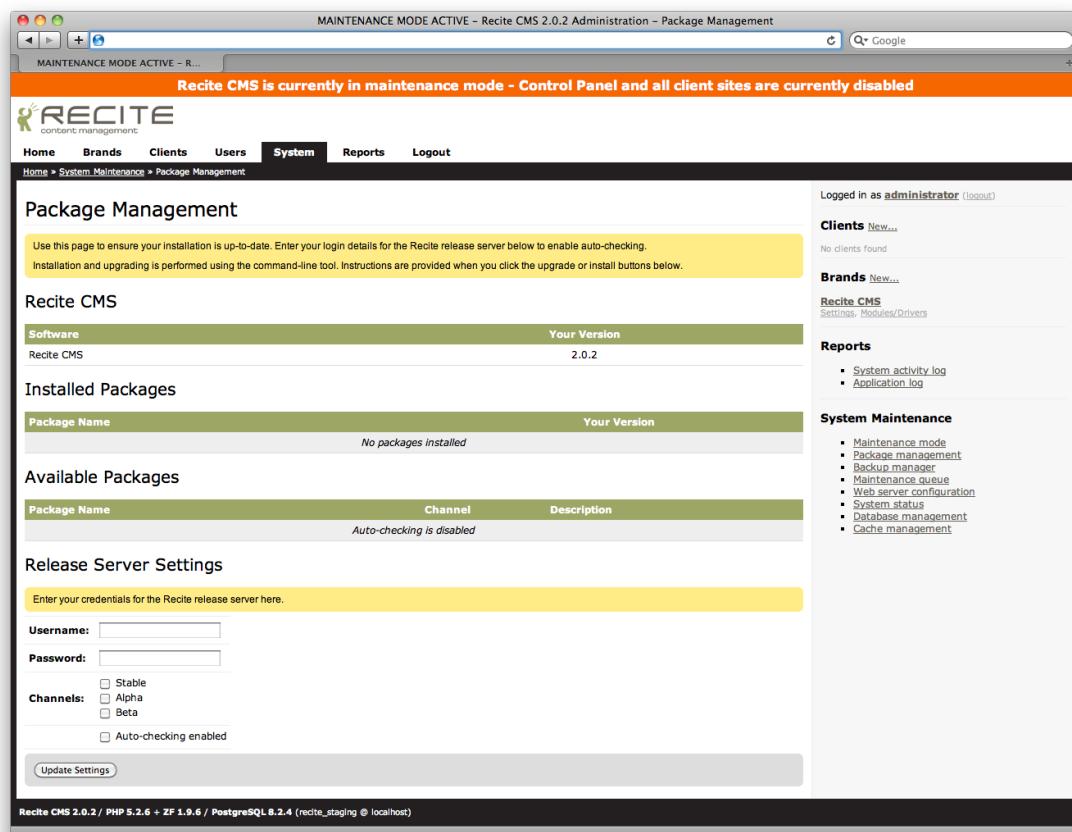
At this point the key setup tasks are complete and Recite CMS can be used by others.

# Chapter 4. Package Management

Recite CMS is structured so that the main application itself provides limited functionality (such as managing an installation, managing clients and managing users). The content management functionality for Recite CMS comes from a series of packages. The Recite CMS package management tool can notify you which packages are available to be installed or upgraded. Additionally, it will also check for updates to Recite CMS itself.

You can access the package management tool in the Recite CMS administration section by navigating to **System** then **Package Management**.

Figure 4.1. The package management tool the very first time you load it.



Before Recite CMS can check which packages are available for installation you must enter your credentials for the Recite CMS Download Portal. This is the same username and password you used when initially running the Recite CMS command-line installer.

## Tip

If you don't already have a username and password you can create a free account at the [Recite CMS Download Portal](http://download.recite.com.au) [http://download.recite.com.au].

Enter your details, then select the **Stable** channel, as well as selected **Auto-checking enabled**.

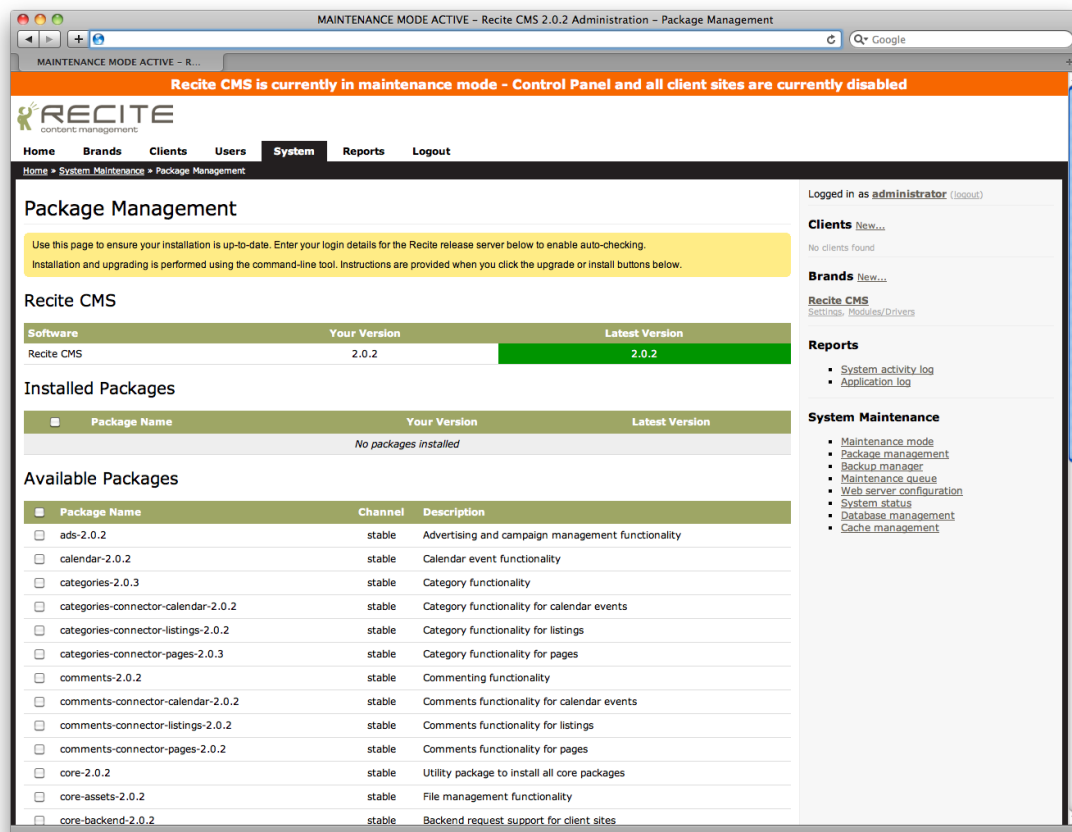
## Note

If you want access to pre-release packages you can select the other channels too. Note that packages in these channels may not be fully-functioning and could adversely affect any client sites if they are installed.

After saving your details the package management page will reload and try to poll the Recite CMS release server for information about packages.

Any packages you do not yet have installed will be listed under **Available Packages**, while upgrades to packages already installed will be listed under **Installed Packages**. If this is the first time using the package management tool then there won't be any installed packages.

Figure 4.2. The package management tool when there are new packages available.



While you can check for new or updated packages at any time, you can only install them when your copy of Recite CMS is in maintenance mode. This is so Control Panel users and end-users can't adversely affect the state of your installation while the installation or upgrade is occurring.

## Installing Packages

To install packages, select the checkbox beside each package to want to install (or click the checkbox in the table heading to select all). Next, click the **Install Packages** button. This will take you to an instruction page for installing all packages.

---

## Note

Currently Recite CMS does not allow for package installations and upgrades to occur via your web browser. Instead, package installations and upgrades - as well as upgrades to Recite CMS itself - are initiated via the command-line.

---

The instruction page tells you which commands need to be executed on the command-line. It is simply a matter of following these instructions.

---

## Tip

If you're installing a large number of packages, highlight the commands in your web browser and copy them to your clipboard, (Ctrl-C in Windows, Command-C in OS X). You can then paste them directly into your terminal.

---

Some packages rely on other packages, meaning when you install one package it might result in several others automatically being installed.

## Which Packages Are Needed?

The packages you will need to install will depend on the requirements of the web sites being managed in your Recite CMS installation. At minimum, you must install the **core** package. This will automatically install all of the core Recite CMS packages.

## Upgrading Packages

Upgrading of packages that are already installed follows the same procedure as installing new packages.

After viewing which packages are available to upgrade (if any), select those that you would like to upgrade and click the **Update Packages** button.

---

## Note

We recommend updating any packages that you can, as a new package is likely to represent increased stability and new features. If you have just upgraded your Recite CMS installation then you may need to install package updates to maintain compabitility.

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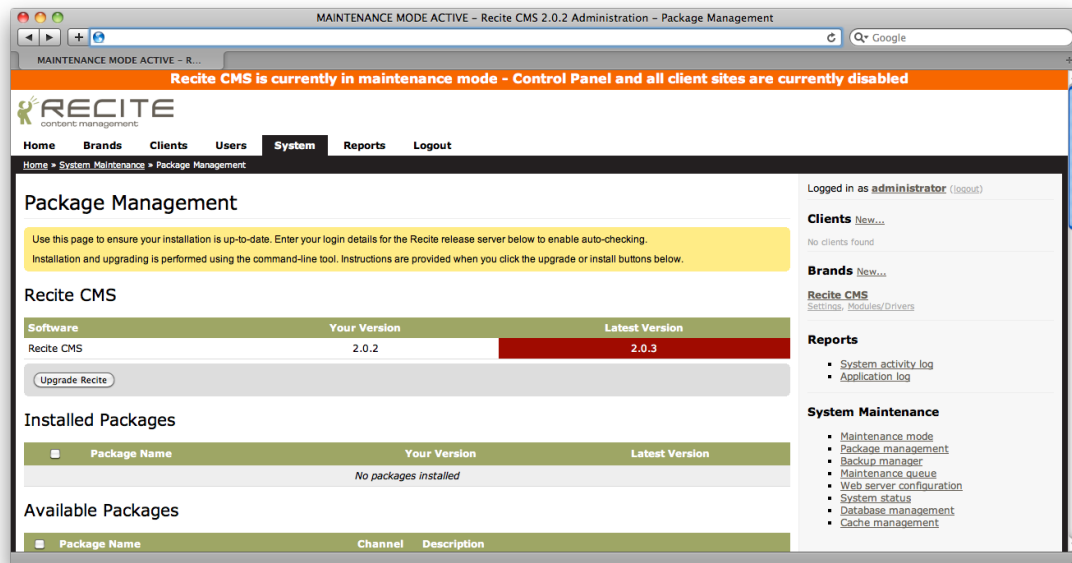
This will take you to a page which lists out the commands that must be executed in order to update the selected packages.

## Upgrading Recite CMS

On occasion there will be an upgrade to Recite CMS. This is typically a result of a major internal update that cannot be roled-out via the packaging system. When this occurs, the package management tool will indicate a new version of Recite CMS is available.



Figure 4.3. The package management tool when there is a new version of Recite CMS available.



Clicking on the **Upgrade Recite** button will take you a page with further instructions, including any commands that need to be entered on the command-line.

Once the upgrade is complete, return to the package management page to see if there are any new packages to be installed (packages for the new version would not have appeared prior to the new version being installed).

If there are any new packages available, follow the package upgrading instructions from this chapter.

## Chapter 5. Managing Brands

Brands are used to segment clients into different groupings. Each brand can have its own settings (such as Control Panel URL(s), theme, default modules and drivers, and Control Panel widgets).

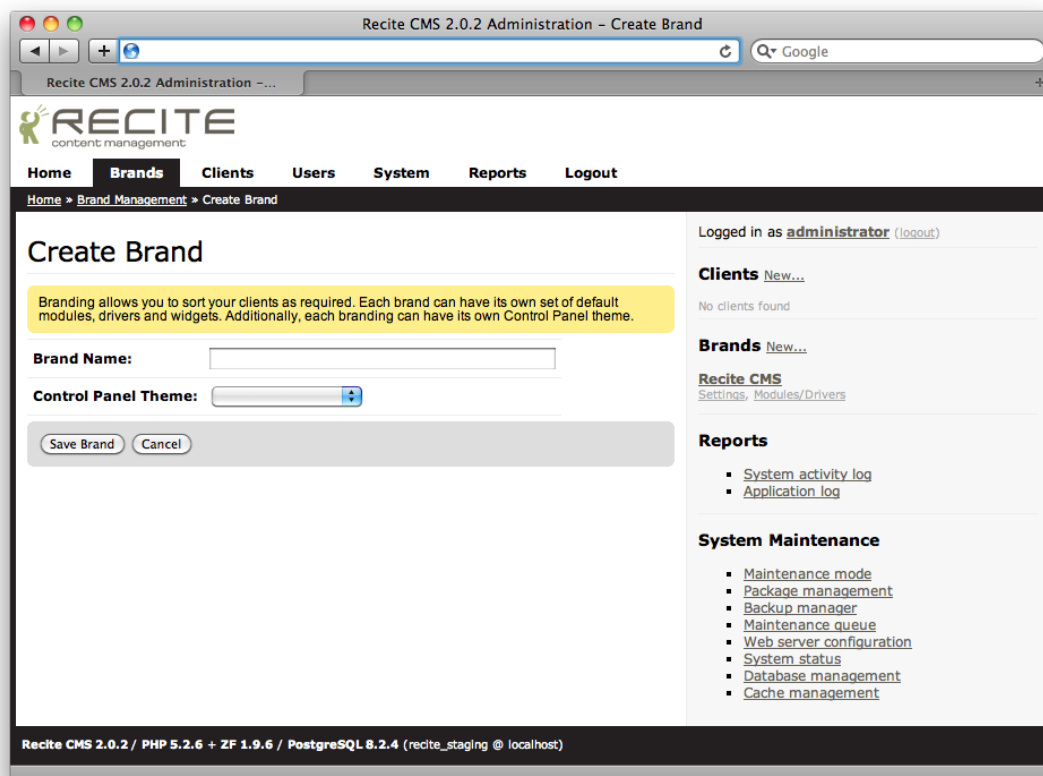
Recite CMS can have any number of brands, each of which can be managed in the **Brands** section of the administration site.

When you load the brand management section you will be shown a list of existing brands. You can view the details of an existing brand by clicking on its name in the list of brands.

### Creating a New Brand

To create a new brand, click on **Create New Brand** on the brand listing page, or click **New** next to the **Brands** heading in the right-hand column.

Figure 5.1. The brand creation page.



Enter a name for the new branding and select a Control Panel theme. The name is used for identification purposes within the administration section.

Finally, select whether or not you want to include this client in the automatic web server configuration. For more details on this, refer to [Web Server Configuration](#).

Click the **Save Brand** button to create the brand. Once it has been created you will be taken to the brand details page, where you can then change brand settings.

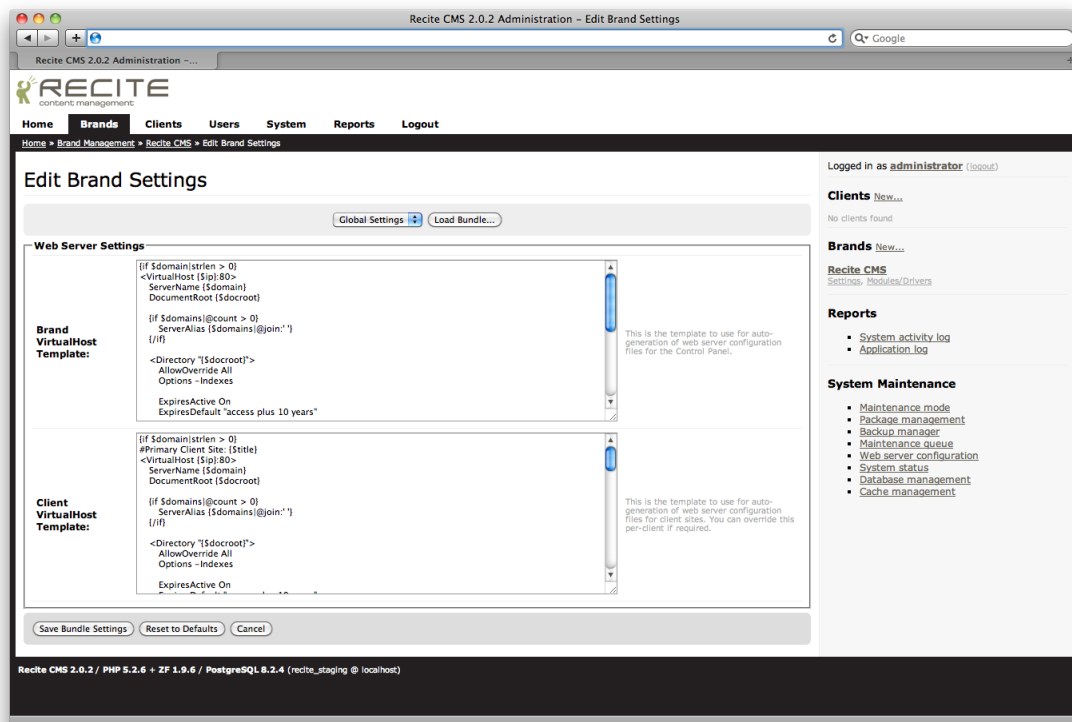
## Managing Brand Settings

There are a number of different settings that affect how the brand and its client behave. These can be managed by clicking on the **Manage Brand Settings** link on the brand details page (or click on the **Settings** link below the respective brand in the right-hand column).

Settings are split up into *bundles*. The bundles that are available to be configured will depend on the packages that you have installed.

Select a bundle to configure and click on the **Load Bundle** button.

Figure 5.2. The brand settings page with the *Global Settings* bundle loaded.



You can now update any settings as required then click the **Save Bundle Settings** button. This will only save settings for the active bundle (not for any other bundles).

If you want to revert to the default settings (as they were when Recite CMS or the respective package was installed), click the **Reset to Defaults** button.

## Managing Control Panel Domains

The URL that users access the Recite CMS Control Panel from are defined by the brand the user's client belongs to.

To manage the Control Panel URLs you must be on the brand details page.

Under the **Control Panel Domains** heading, enter the URL of the Control Panel and click the **Add Domain** button.

If you have multiple domains assigned to a brand, you can drag-drop domains into your order of preference. This order is used by Recite CMS whenever it needs to automatically generate a link back to the Control Panel. The first-listed domain is the one that will be used.

To delete a domain, click the **delete** link to the right of a domain.

## Note

When you add a new Control Panel domain it will not work unless it is set up in your web server. You can use Recite CMS to help with web server configuration or you can manage it yourself. Refer to [Web Server Configuration](#) for more details.

## Managing Default Brands and Drivers

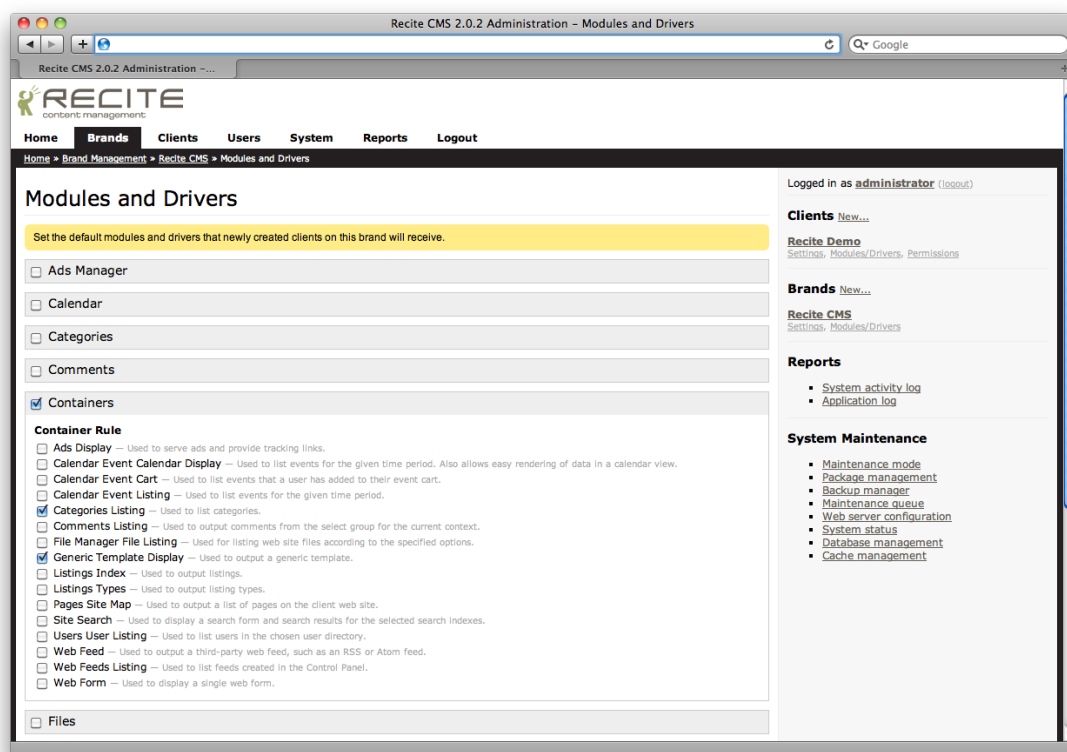
When a new client is created, they will automatically be assigned any modules and drivers that are on the brand's default module and drivers page. This allows you to set up new clients easily.

## Note

Once a client has been created you can then further customize their brands and drivers if required.

To access this page, click on **Default modules and drivers** beneath the **Manage Clients** heading on the brand details page. Alternatively, click the **Modules/Drivers** link beneath the respective brand in the right-hand column of the administration site.

Figure 5.3. The brand default modules and drivers page.



Modules are indicated in large type, and can be added by selecting the checkbox beside the module name. If the module has any drivers associated with it, they will appear beneath the module name once you select the module. You can then select any drivers you would like to include also.

## Tip

Click the **Select All** button at the top of this page to select all modules and drivers, or **Select None** to de-select all.

Once you have made your selections, click the **Save Modules and Drivers** button at the bottom of the page.

### Note

Any new modules and drivers that are installed from newly installed packages will not be selected. To include them you will have to re-visit this page after installation.

## Managing Default Brand Widgets

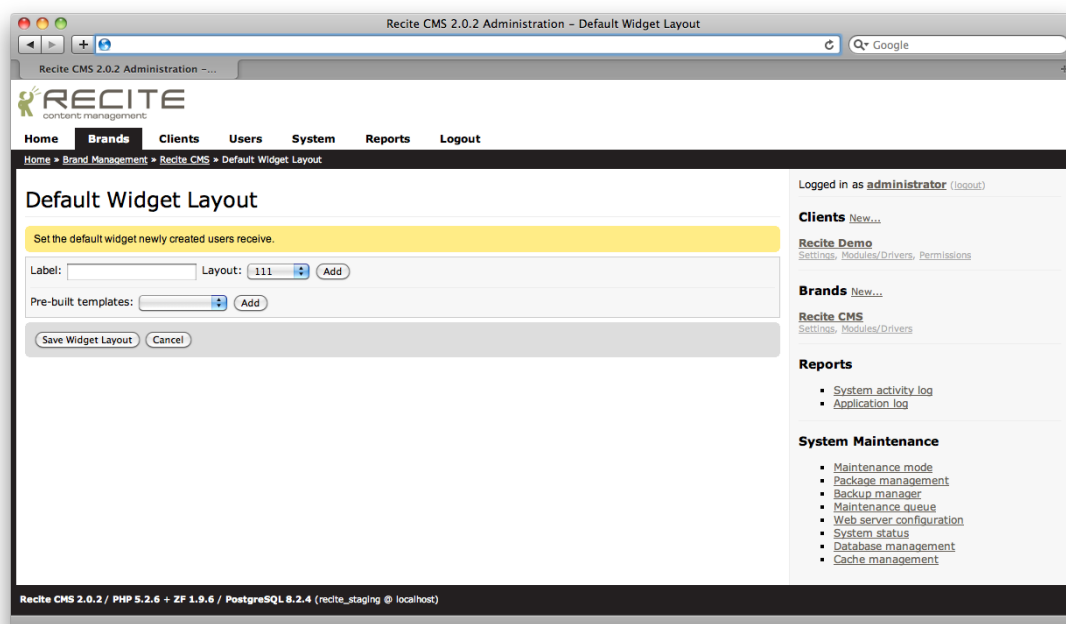
Similar to the set of default modules and drivers that are assigned to newly created clients, you can define a set of Control Panel widgets that are assigned to newly created users.

### Note

If the user (or the client to which they belong) does not have access to a given module that a widget relies on, it will not be added to that user.

To manage the set of default widgets, click on **Default widget layout** under the **Manage Clients** heading when viewing a brand.

Figure 5.4. The brand default widgets page with no widgets yet created.



On this page you can define the set of default tabs and the widgets that belong to each tab. Any changes you make are not saved until you click the **Save Widget Layout** button.

## Creating a Tab

To create a new tab, enter its title (this will appear as the name of the tab to user in the Control Panel) and select a layout.

## Tip

The layout indicates the number of columns that will appear in the tab, as well as the relative widths of each column. For example, a layout of **111** indicates 3 columns all the same width, while **12** means 2 columns, with the right-hand column twice as wide as the left-hand column.

After you click **Add**, the tab will appear beneath all other tabs, allowing you to then add widgets to it.

You can change the title of the tab at any time, however if you want to change its layout you will need to remove the tab and create a new one.

## Using Pre-built Tab Templates

As an alternative to manually creating a tab and adding widgets, you can use a pre-built tab template. These templates are also available to users in the Control Panel when they create a new tab.

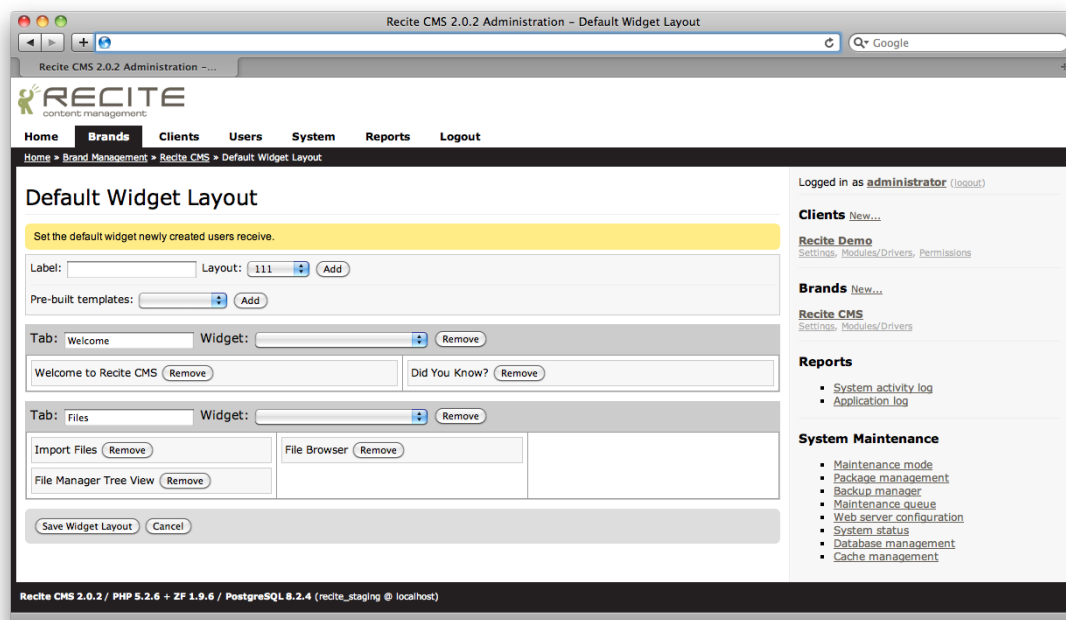
To add a pre-built template, select one to add from the dropdown beside the **Pre-built templates** and click **Add**.

You can add, move and remove tabs from the added tab just as you would with other tabs in this section.

## Adding a Widget

To add a widget to a tab, select the widget from the dropdown in the heading of the tab you want to add it to. The widget will be added to the first column of the tab.

Figure 5.5. The brand default widgets page with two tabs: their layouts are **11** and **111**.



## Re-organising Tabs and Widgets

Once a widget has been added to a tab, you can move it either to a different position in its current column; a different column in the same tab; or a different tab altogether.

To move a widget, click and drag the widget to its new location.

Additionally, if you have multiple tabs in your layout you can change their order. To move a tab, click anywhere in the heading of the tab and drag it to its new location.

## Removing Tabs and Widgets

To remove a tab, click the **Remove** button in the heading of the tab you want to remove.

To remove a widget, click the **Remove** button inside of the widget you want to remove.

## Deleting a Brand

To delete a brand, load the brand details page then click on **Delete brand**. This will take you to a confirmation page. Click **Yes, delete this brand** to confirm deletion, or click **Cancel** to return back to the brand details page.

Deleting a brand will not delete any clients that belong to the brand. Note however that those clients will no longer belong a brand, meaning users for that client will no longer be able to access the Control Panel. In this case you must edit the client and select a new branding for them.

---

## Chapter 6. Managing Clients

To allow somebody to manage their web site in Recite CMS you must create them as a client. Each client in Recite CMS can have a single web site, while each installation of Recite CMS can have any number of clients.

Clients can be managed by clicking on the **Clients** tab in the Recite CMS administration site navigation menu.

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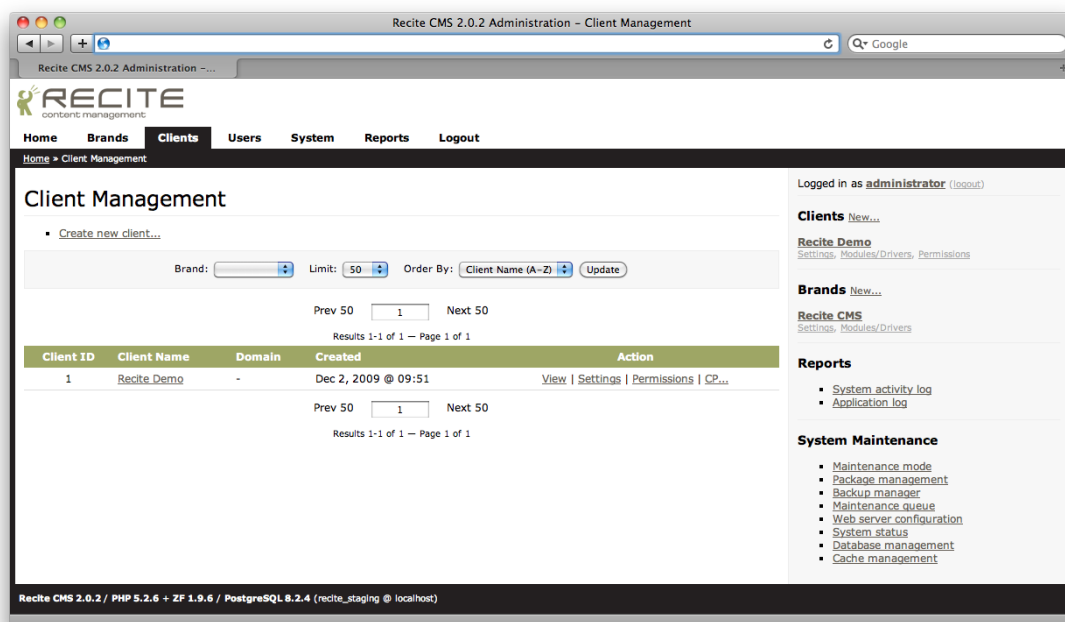
### Tip

Alternatively, there are several options for managing clients in the right-hand column of the administration site.

---

When you load the client management area you will be shown a list of existing clients (if any), with various options for managing each client.

Figure 6.1. The client listing page.



## Creating a New Client

To create a new client, click on **Create new client** on the client listing page. Alternatively, click on **New** beside the **Clients** heading in the right-hand column.



Figure 6.2. The client creation page.

Recite CMS 2.0.2 Administration - Create Client

Home Brands **Clients** Users System Reports Logout

Home » Client Management » Create Client

**Create Client**

Brand:

Client Name:

Primary URL:

Pre-install Site: ☒ According to brand settings ☐ None

Logged in as **administrator** (logout)

**Clients** [New...](#)

**Recite Demo**  
[Settings](#) [Modules/Drivers](#) [Permissions](#)

**Brands** [New...](#)

**Recite CMS**  
[Settings](#) [Modules/Drivers](#)

**Reports**

- System activity log
- Application log

**System Maintenance**

- Maintenance mode
- Package management
- Backup manager
- Maintenance queue
- Web server configuration
- System status
- Database management
- Cache management

Recite CMS 2.0.2 / PHP 5.2.6 + ZF 1.9.6 / PostgreSQL 8.2.4 (recite\_staging @ localhost)

Firstly, select the brand that this client will belong to. This will define the default modules and drivers the client will receive (as well as the widget layout created users will receive).

Next, enter the client name. This name is used to identify the client from within the administration site. Additionally, this name will appear to users when they log in to the Control Panel.

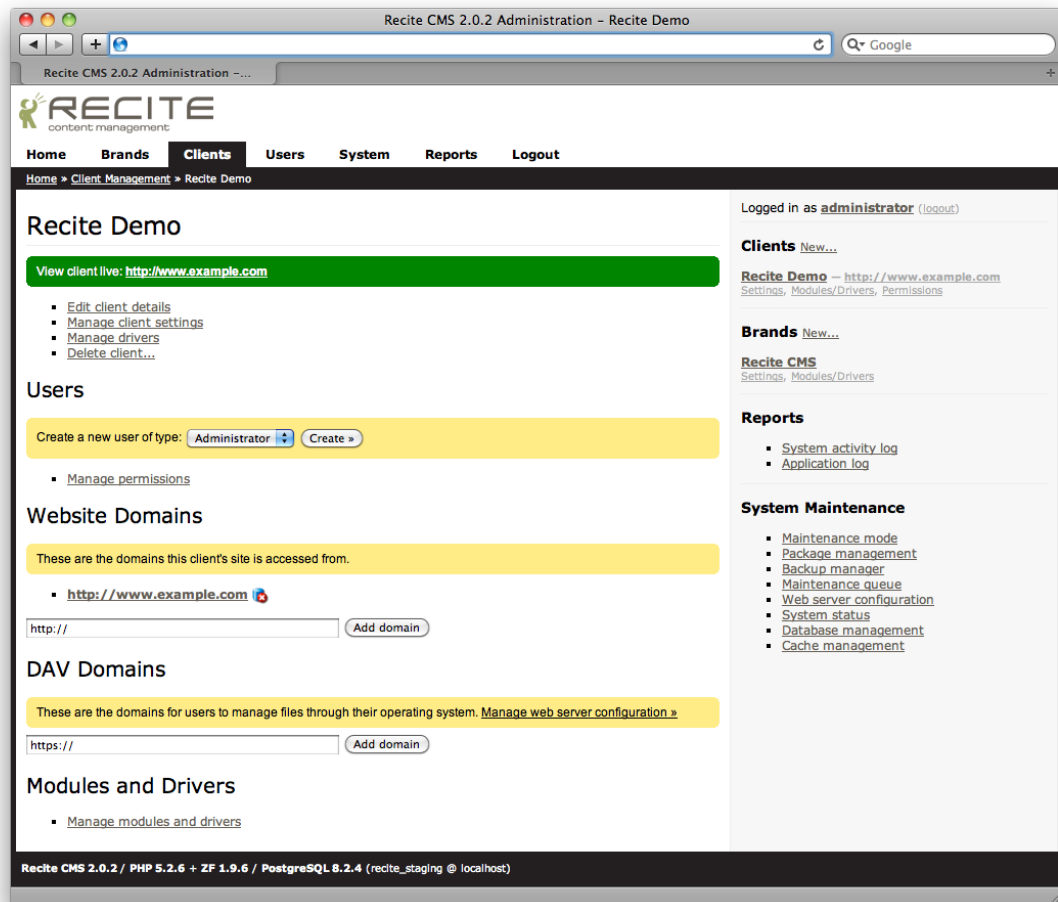
Next, enter the web address for the client's web site. You can skip this if you do not yet have this information.

Next, select the options for pre-installing a site for the client. Recite CMS allows you to use a pre-built site for newly created clients. After the site has been created, you can select it in the brand settings. If you select **According to brand settings** on the client creation form, the brand setting will be honoured. Otherwise, you can manually choose which site to install (or none). Pre-installing a site makes it easier for clients to get started building their site.

Finally, select whether or not you want to include this client in the automatic web server configuration. For more details on this, refer to [Web Server Configuration](#).

Click **Save Client** to create the client. Once the client has been saved you will be taken to the client details page.

Figure 6.3. The client details page.



## Managing Client Settings

There are a number of different settings that affect how the Control Panel behaves for the client, as well as how their site operates. These can be managed by clicking on the **Manage Client Settings** link on the client details page (or click on the **Settings** link below the respective client in the right-hand column).

Settings are split up into *bundles*. The bundles that are available to be configured will depend on the packages that you have installed.

Select a bundle to configure and click on the **Load Bundle** button.

You can now update any settings as required then click the **Save Bundle Settings** button. This will only save settings for the active bundle (not for any other bundles).

If you want to revert to the default settings (as they were when Recite or the respective package was installed), click the **Reset to Defaults** button.

## Managing Web Site Domains

The URL(s) that a client's web site is accessed by are managed on the client details page.

Under the **Web Site Domains** heading on the client details page, enter the URL in the text box and click **Add domain**.

You can have as many domains for a client's site as you like. If you have more than one domain, you can sort the list of domains in order of preference. If Recite CMS ever needs to automatically generate a link back to a client's web site, this ordering is used.

---

### Note

If the client's web site uses the "sub-sites" functionality (that is, having multiple web sites within their one account), then Recite CMS will possibly look past the first domain in this list. For instance, if you have multiple domains assigned to a sub-site, the domain appearing higher on this list will be used for automatic linking.

---

To delete a domain, click the **delete** link to the right of a domain.

---

### Note

When you add a new web site domain it will not work unless it is set up in your web server. You can use Recite CMS to help with web server configuration or you can manage it yourself. Refer to [Web Server Configuration](#) for more details.

---

## Managing WebDAV Domains

Recite CMS allows users to manage some of their content using their native operating system. It is possible for users to map Recite CMS as a local drive on their computer. For example, users can edit their web site templates using their normal text editor.

For this functionality to work you must add a domain to the client under the **WebDAV** domains header.

Enter the domain then click **Add domain**.

---

### Note

When you add a new WebDAV domain it will not work unless it is set up in your web server. You can use Recite CMS to help with web server configuration or you can manage it yourself. Refer to [Web Server Configuration](#) for more details.

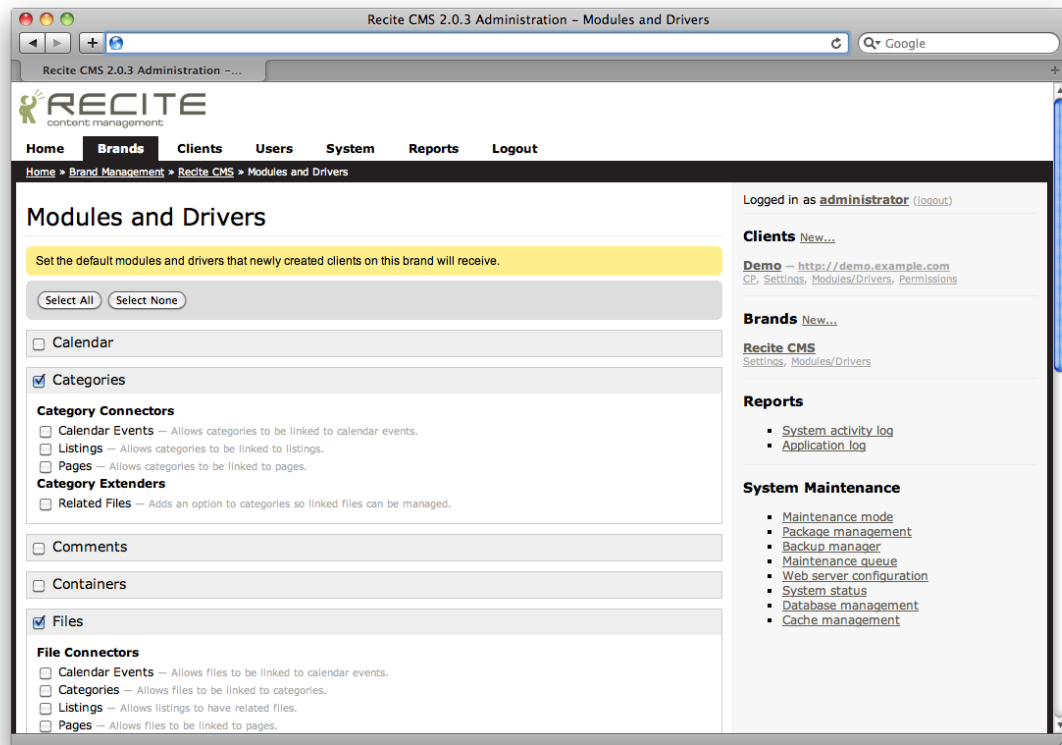
---

## Managing Modules and Drivers

You can control which functionality is available to each client using the **Modules and Drivers** page. When a new client is created they are automatically assigned the list of modules and driver that were assigned to the client's brand.

To change the list of modules and drivers, either click on **Manage modules and drivers** link when viewing the client details, or click **Modules/Drivers** for the respective client in the right-hand column of the administration section.

Figure 6.4. The client modules and drivers page.



Modules are indicated in large type, and can be added by selecting the checkbox beside the module name. If the module has any drivers associated with it, they will appear beneath the module name once you select the module. You can then select any drivers you would like to include also.

---

### Tip

Click the **Select All** button at the top of this page to select all modules and drivers, or **Select None** to de-select all.

Once you have made your selections, click the **Save Modules and Drivers** button at the bottom of the page.

---

### Note

Any new modules and drivers that are installed from newly installed packages will not be selected. To include them you will have to re-visit this page after installation.

---

## Managing Users and Permissions

Without having any users assigned, nobody will be able to update a client's web site. You can create a new user by following the instructions in the [Managing Users](#) chapter, or you can create a new user from the client details page.

Creating a user from the client details page allows you to skip the test of assigning the user a role (if this does not make sense, refer to the other chapter for an explanation).

You can create a new user under the **Users** heading on the client details page. Select the type of user you would like to create from the user roles drop-down and click **Create**.

You will then be taken to the user creation page. Enter the details for the new user and click **Save User**. Once the user has been created they will then be able to access the Control Panel.

## Managing Permissions

In addition to being able to create, edit and delete users, you can also control what users are allowed to do. This is achieved by managing permissions for the roles to which users belong.

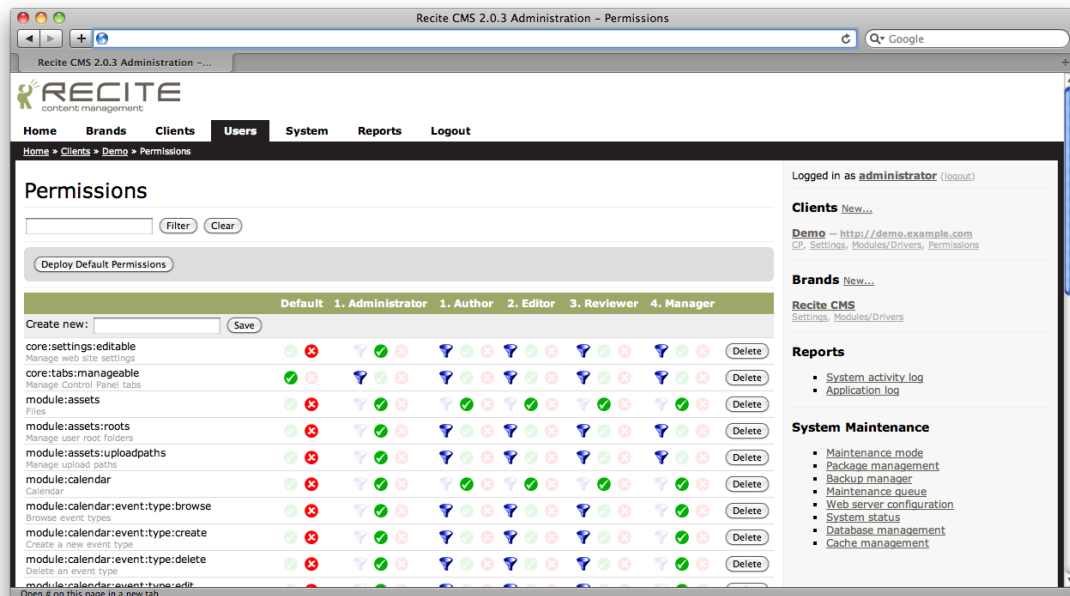
### Note

You can manage the permissions of roles via the administration site, but roles can only be managed via the Control Panel.

These permissions can also be controlled via the Control Panel, but in some cases you may need to make some changes manually via the administration site.

To manage permissions for a client's roles, click the **Manage permissions** link on the client details page (under the **Users** heading). You will be taken to the permission management page.

Figure 6.5. The permissions management page.



On this page there is a table, with each row representing a different permission. Each column represents a different user role.

Each cell has three icons: tick, cross and filter. The tick grants permission to the role for the permission, while the cross denies permission. The filter icon means the permission is inherited. Additionally, each permission has a "default" column. This is the permission that is inherited.

### Note

The number prior to the role name indicates its inheritance hierarchy. For example, if the role **Administrator** has the number 1 in front it, then it doesn't inherit from any other role. If this had a role called **Author** beside it with the number 2, then any permissions set to inherit for **Author** will be inherited from **Administrator** (which will then in turn inherit from the default setting, if required).

The permissions are saved in real-time when you click an icon.

## Deleting a Client

To delete a client, load the client details page then click on **Delete client**. This will take you to a confirmation page. Click **Yes, delete this client** to confirm deletion, or click **Cancel** to return back to the client details page.

---

### Warning

This operation cannot be undone.

---

---

# Chapter 7. Managing Licenses

Recite CMS can be installed for free and the Control Panel can be used for free, but a license is required to output every web site created with Recite CMS.

There are different types of licenses available (such as unrestricted and developer licenses), but regardless of the type, every site needs a license.

---

## Note

Licenses exist on a per-domain basis. That is, a single license is used for a single domain. It will work only for that domain (as well as the domain with "www." at the start of it).

---

The Recite CMS Administration Site contains a section for managing licenses. To access this section, select **Clients** from the main navigation, then select **Licenses** from the sub-navigation.

Once loaded, this page will show you a list of licenses that have been added to this installation.

## Obtaining Licenses

You can obtain licenses for Recite CMS from the [Recite CMS Download Portal \[http://download.recite.com.au\]](http://download.recite.com.au). The download portal allows you to buy new unrestricted licenses, create developer licenses, retrieve your existing license keys and view your purchase history.

## Loading a New License

Once you have obtained a license, you can add it to your Recite CMS installation from the license management area. Click the **Load License** link to add your license.

You will now be shown a form with a large text input. Copy and paste your license into this box and click **Save License Data**. Your license will then be verified. If the license is valid you will be shown details for the license. If it is not valid you will be shown an error message.

## Viewing a License

To view a license, select the **View** link from the list of licenses. This will show you all the details for the license.

## Deleting a License

You can remove a license from your Recite CMS installation by either clicking **Delete** from the list of licenses, or by click **Delete license** when viewing the license.

You will then be prompted to confirm the license deletion.

## Transferring a License

If you want to transfer a license to a new domain, log in the download portal and load the license you want to transfer. The license details page will instruct you how to transfer the license to a new domain.

If you want transfer a license to a different installation of Recite CMS (but the same domain), simply load the license in the new installation. You can then optionally remove the license from the old installation.

---

**Note**

The license is only accessible from a single domain, so it makes no difference either way if the old license is still loaded, since presumably the domain IP address will be updated to point the new server.

---



# Chapter 8. Managing Users

Recite CMS allows you to manage Control Panel users and system administrators via the administration site.

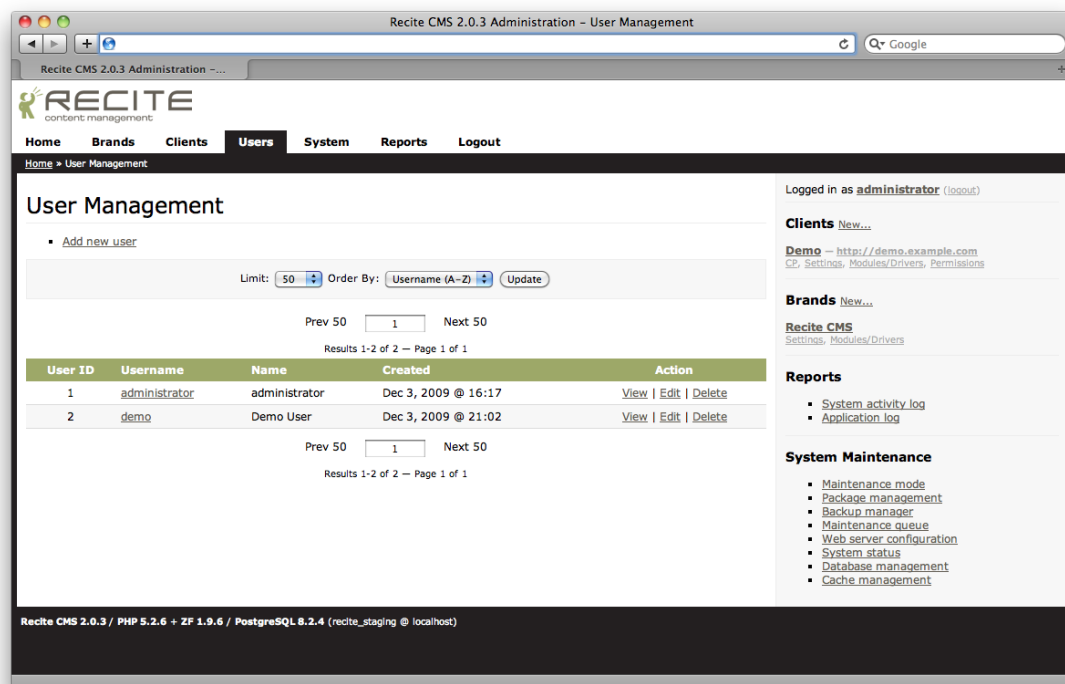
## Note

You cannot manage user directories or web site users through the administration site. This is performed via the Control Panel.

To manage users, click on the **Users** tab in the site navigation.

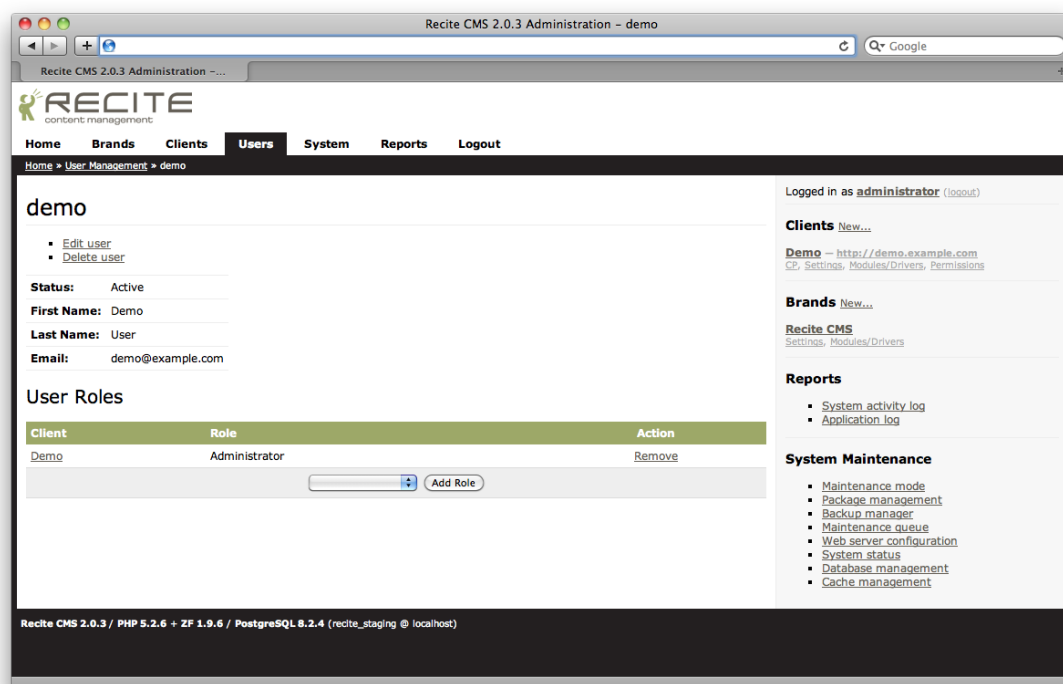
When you load the user management area you will be shown a list of existing users, with various options for managing each user.

Figure 8.1. The user listing page.



To view the details for a single user, either click on their username, or click the **View** link beside the user you want to view. This will take you to the user details page.

Figure 8.2. The user details page.



## Creating a New User

To create a new user, click the **Add new user** link on the user listing page.

You will then be taken to the user creation form. Enter the details for the new user and click **Save User**. Once the user has been saved you will be taken to the user details page.

## User Roles

A user role is a way of categorising users to control what users are allowed to do. For example, one role in Recite CMS is **sysadmin**. If you assign this role to a user then that user can log in to the Recite CMS administration site.

A user can have any number of roles. This means you can make a single user a system administrator, and you can also give them access to the Recite CMS Control Panel for a particular client.

Alternatively, you can assign a user several roles - each from different clients - which will allow the same user to manage multiple sites in the Control Panel.

### Note

When you assign a user multiple Control Panel roles they will be prompted to choose which client they want to update when they try to log in to the Control Panel.

Each client will typically have several Control Panel roles. These control what users can do within the Control Panel for the given client. For example, one person might have an administrator account (allowing them to make any change to a client site), which another user has a limited role which may only allow them to create news articles.

## Managing User Roles

To manage which roles a user belongs to, open the user details page for that user. At the bottom of the page is a list of roles already assigned to the user, as well as the option to assign more roles.

To assign a new role to a user, select it from the drop-down list and click **Add Role**.

To unassign a role that a user already belongs to, click the **Remove** link beside the role. You will be prompted to confirm that you want to remove the role.

## Deleting a User

To delete a user, you can either click **Delete user** from the user details page, or you can click **Delete** beside the user in the user listing page.

You will be prompted to confirm the user deletion.

---

## Chapter 9. System Administration

Recite CMS provides several tools to help you with system maintenance. These tools are accessible either by clicking on the **System** tab in the navigation, or by using one of the links under the **System Maintenance** heading in the right-hand column.

### Maintenance Mode

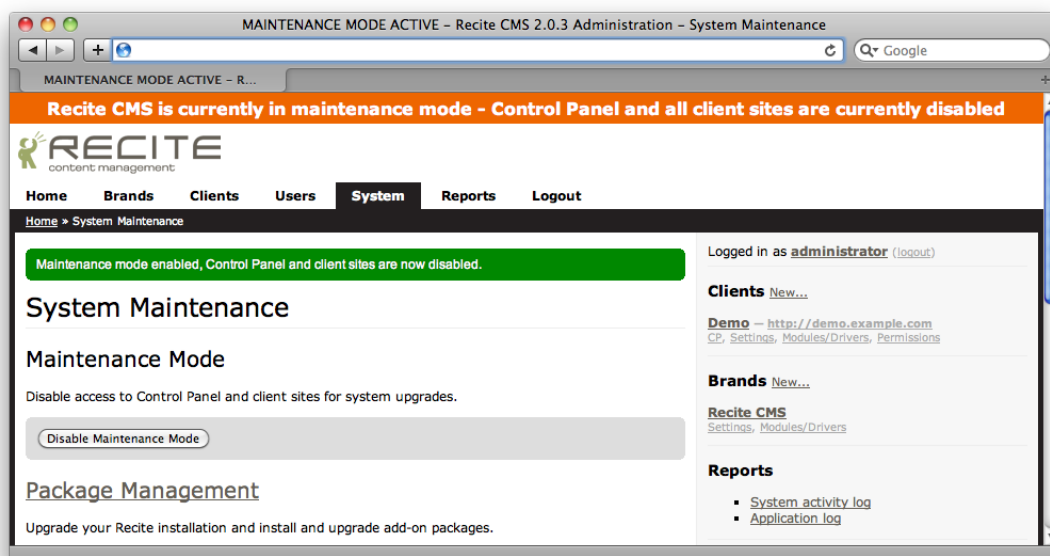
You can put Recite CMS into maintenance mode, which is a special mode which allows you to perform maintenance on your installation.

When Recite CMS is in installation mode, users cannot access the Control Panel or any client web sites. Users trying to access these sites will be shown a message indicating the site is currently unavailable due to maintenance. Additionally, the Recite CMS administration site will display an orange banner across the top indicating the site is in maintenance mode.

You don't need Recite CMS to be maintenance mode for all tasks, but for tasks such as installing or upgrading packages you must use maintenance mode.

To enable maintenance mode, access the **System Maintenance** section by loading the **System** menu tab. Click the **Enable Maintenance Mode** button to enable maintenance mode.

*Figure 9.1. The system maintenance page with maintenance mode enabled.*



To disable maintenance mode, click the **Disable Maintenance Mode** button. Recite CMS will ensure that the system is in an adequate state to be taken out of maintenance mode.

---

#### Note

Specifically, it will ensure there are no pending database or other system updates to perform. If there are, you will not be able to disable maintenance mode until these updates are complete.

---

## Web Server Configuration

Recite CMS provides built-in functionality to help you manage the configuration of your web server. This can be extremely useful, since Recite CMS requires the a number of web sites are configured to operate. Aside from the administration site, you also need at least one Control Panel site and at least one client site.

Recite CMS helps this process by generating configuration files whenever Control Panel or client domains are modified and writing them to a special directory in your installation (the `./data/conf` directory). A separate configuration file is generated for each branding and client. You can then set up your web server to monitor for changes in the directory and load them into your server as required.

## Manual Web Server Configuration

If you don't want Recite CMS to automatically generate web server configurations you can still use the web server configuration section to help you manually configure your web server.

Open the **Web Server Configuration** section from the **System** menu tab.

This page lists the paths on the server filesystem that you need to use for manually configuring the web server.

## Managing Configuration Templates

You can control the base template that is used for generating web server configurations. This can be controlled at both the brand and client level.

In the brand settings you can specify a default template to use for clients belonging to that brand. If you have a single client that requires a different configuration you can then override the configuration just for that client.

To manage the web server templates for the brand, go to the settings page for the respective brand and load the **Global Settings** bundle. You will then see a field for the brand template. This field is used for Control Panel domains. The `Client VirtualHost Template` setting is used for any clients created on the brand.

---

### Note

The default templates provided with Recite CMS generate `<VirtualHost>` directives that are compatible with Apache HTTP Server.

---

If you want a different template for a particular client, open the settings page for that client and load the **Global Settings** bundle. If this field is blank then Recite CMS will check for the setting stored with the brand. Enter your required template here so Recite CMS uses that instead.

## Brand Template Variables

There are a number of different variables available for creating web server configurations for brands. These are as follows.

- `$title` - This is the title of the branding as it appears in the administration site.
- `$id` - This is Recite CMS' internal ID number for the branding.
- `$domain` - This is the primary domain for the Control Panel. If the brand has no domains set then this value will be empty.

- `$domains` - This is an array of any other Control Panel domains.
- `$docroot` - This is full file system path to the Control Panel web root.
- `$logroot` - This is full file system path to the Recite CMS logs directory.
- `$ip` - This is the IP address of the server. If your server uses multiple IP addresses then you may need to hard code the IP address instead of using this variable.

## Client Template Variables

There are a number of different variables available for creating web server configurations for clients. These are as follows.

- `$title` - This is the title of the client as it appears in the administration site.
- `$id` - This is Recite CMS' internal ID number for the client.
- `$client` - This is normalized string version of the client name. It is the client name but with only lower-case characters and hyphens instead of other characters (e.g. `Recite CMS` would become `recite-cms`).
- `$domain` - This is the primary domain for the client web site. If the client has no domains set then this value will be empty.
- `$domains` - This is an array of any other client domains.
- `$davdomain` - This is the primary WebDAV domain for the client web site. If the client has no domains set then this value will be empty.
- `$davdomains` - This is an array of any other WebDAV domains.
- `$docroot` - This is full file system path to the client web site web root.
- `$davdocroot` - This is full file system path to the client WebDAV site web root.
- `$logroot` - This is full file system path to the Recite CMS logs directory.
- `$ip` - This is the IP address of the server. If your server uses multiple IP addresses then you may need to hard code the IP address instead of using this variable.

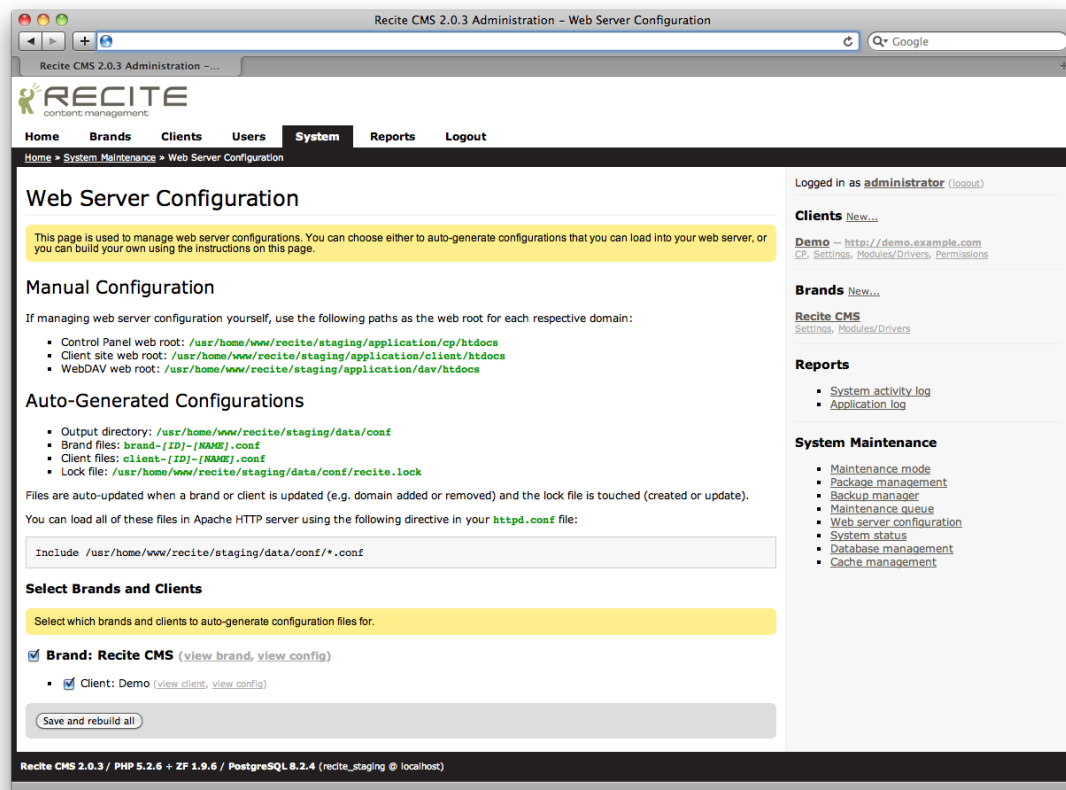
## Controlling Brands and Clients

Once you have configured the web server templates you must then decide which brands and clients you want to automatically build web server configurations for.

When a brand or client is created they are set by default not to auto-build a configuration file. Each time you create a new brand or client you must add them to the list to auto-build.

To manage this list, visit the **Web Server Configuration** section in the system maintenance area of the Recite CMS administration site.

Figure 9.2. The web server configuration page.



On this page you must manually select which brands and clients to auto-configure. Check the box beside each brand or client that you want to auto-configure, then click **Save and Rebuild All**.

### Tip

You can also enable this setting for each brand or client when you add a domain. Checking the **Automatic web server config** option when adding the domain will add them to list.

## Automatically Restarting Your Web Server

You can set up Recite CMS to automatically restart your web server whenever client or brand domains change.

Whenever a configuration file is modified (typically as a result of adding or removing a domain), an empty file called `recite.lock` is created in the `./data/conf` directory in your Recite CMS installation.

You can use the `./application/tools/maintenance/confwatch.php` script to watch for this file and automatically trigger a web server restart.

### Note

This only supports Apache HTTP Server currently. It relies on a standard management script (such as `apachectl`) that has the `configtest` and `graceful` commands.

When the `recite.lock` file is detected, the script will first check that the new configuration is valid, and if so it will gracefully restart your web server.

The script accepts as its first argument the full path to the web server controller script. The second argument must be the base path of your Recite CMS installation.

You can add this script your crontab. To schedule it to run every minute, use the following command. This assumes you have Recite CMS installed in `/var/www/recite` and that the **apachectl** command is found in `/usr/local/apache/bin`.

---

### Tip

Another common location is `/etc/rc.d/init.d/httpd`

---

*Example 9.1. Crontab line for auto-restarting web server*

```
* * * * * /var/www/recite/application/tools/maintenance/confwatch.php /usr/local/apache/bin/apachectl
```

---

### Tip

If you have multiple Recite CMS installations, you don't need to set up a new crontab for every installation you want to watch web server configurations for. Simply append subsequent Recite CMS paths to the above command.

---

## Backup Manager

Recite CMS allows you to easily backup and restore client web sites and branding configurations using the **Backup Manager**. You can load the backup manager from the system maintenance section of the administration site.

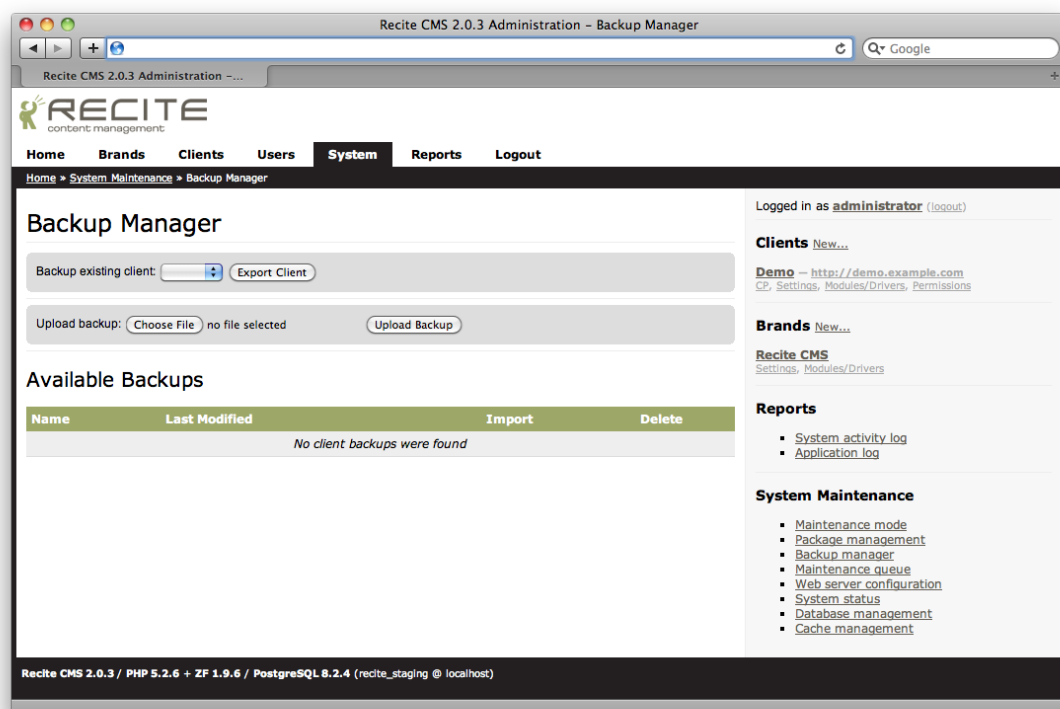
---

### Note

The client backup manager relies on the **core-backup** package being installed.

---

*Figure 9.3. The client backup manager.*





This page allows you to export a client site, as well as allowing you to upload a previously exported site so you can import it.

## Exporting a Client Site

To export a client site, select the client from the provided drop-down, then click **Export Client**. After a brief delay, a new entry will appear in the list under the **Available Backups** heading.

This is a compressed version of the backup of the selected client site. You can download this file by clicking on the filename.

## Importing a Client Site

In order to import a client site, the compressed backup must appear in the list under the **Available Backups** heading.

To upload a file, select it from your computer using the file input, then click **Upload Backup**. Once it has successfully uploaded it will appear in the list of available backups.

You can import the backup either to an existing client or you can import it as a new client. To import it to an existing client, select the client from the drop-down beside the backup and click **Import**. To import it to a new client, select the branding for the new client from the drop-down and click **Import**.

After a brief delay, the import will be complete.

## Exporting a Branding

Each branding in Recite CMS has a number of settings associated with it, such as default modules, drivers and widgets.

You can export these settings to a single XML file using the brand backup manager. Once you have a brand XML file you can create a new branding (either on the same or another installation of Recite CMS) with the exported settings.

To export a brand, load the brand backup page. Select a brand from the dropdown list and click **Export Brand**. You will then be prompted to save an XML file.

## Importing a Brand

To import a branding you must have an XML file that has previously been exported from Recite CMS. In the installation you want to restore the branding to, load the brands backup manager.

Select the XML file to upload then click the **Import Brand** button. After a brief delay you will be redirected to the details page of the newly-created brand.

## System Status

To view the current system status, load the **System Status** page from the system administration section.

This will show you a summary of the system, similar to that shown on the administration site home page.

Any pending issues will have a link labelled **Fix** beside them. Click the link to resolve the issue.

## Database Management

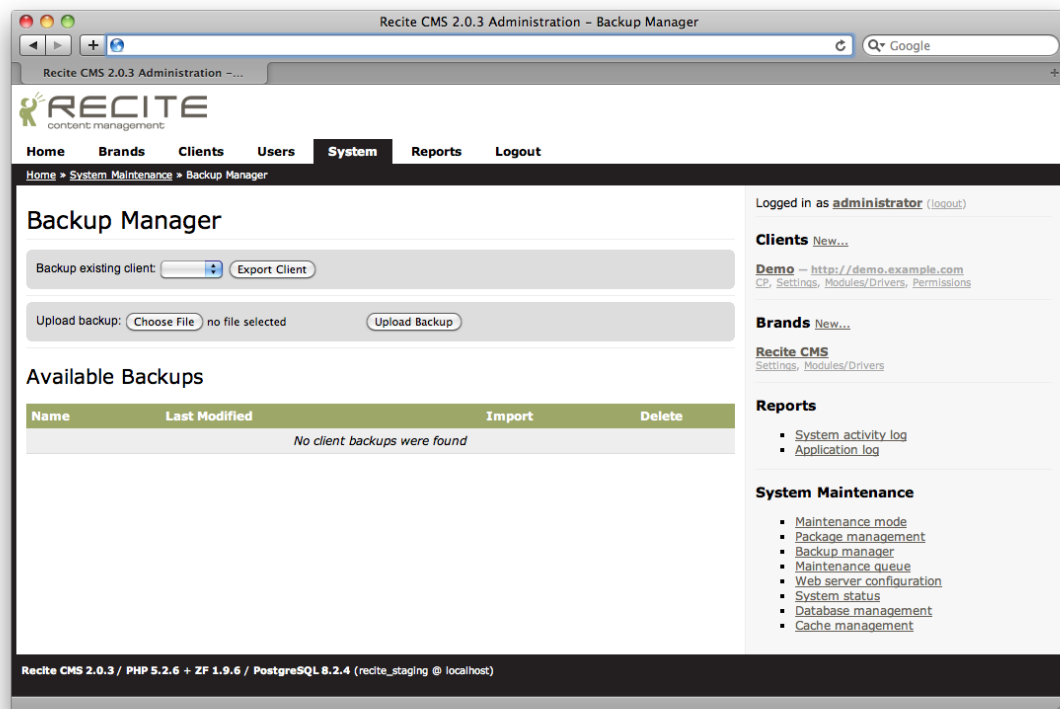
The database management tool is used to check the integrity of your database. This tool will determine if there are any missing tables or incorrect columns in your database.

## Note

Typically you should never need to use this tool, but it can be useful when performing custom development.

If any problems are detected they will be listed on this page and you will be given the option to deploy or repair any tables. Any tables found in the database that aren't expected by Recite CMS will also be listed, although it's up to you whether or not these remain in the database (you might be using them for some unrelated purpose).

Figure 9.4. The database management tool with an incorrect table and an undeployed table.



To deploy new tables, check the box beside any undeployed table and click **Create Selected Tables**. You will be prompted to confirm the table deployment.

To repair existing tables, check the box beside each item that needs repairing and click **Repair Selected Items**. You will be prompted before any changes are made to the tables.

## Warning

As always, you should back up your database before making changes to it. While we are confident the database management tool works as advertised, we cannot take responsibility for any data loss you may suffer if your database is adversely affected.

## Cache Management

In order to speed-up page access times, Recite CMS attempts to cache as much web site data on disk as possible. Having data cached is fine for a production web site, but during development (either development of custom Recite CMS modules or drivers, or developing your site in Recite CMS) having caching enabled can make the process more difficult.

You can control the Recite CMS cache in the **Cache Management** area of the system maintenance section. To disable the cache, click **Disable Cache**. You will not be prompted to confirm this action.

If you want to clear the cache but not disable it, click the **Clear Cache** button. Once again you will not be prompted to confirm. Since the cache is still enabled, it will gradually be re-primed as users continue to access client web sites.

If caching has been disabled, you can re-enable it by clicking the **Enable Cache** button. You will not be prompted to confirm this action.

# Chapter 10. Reporting

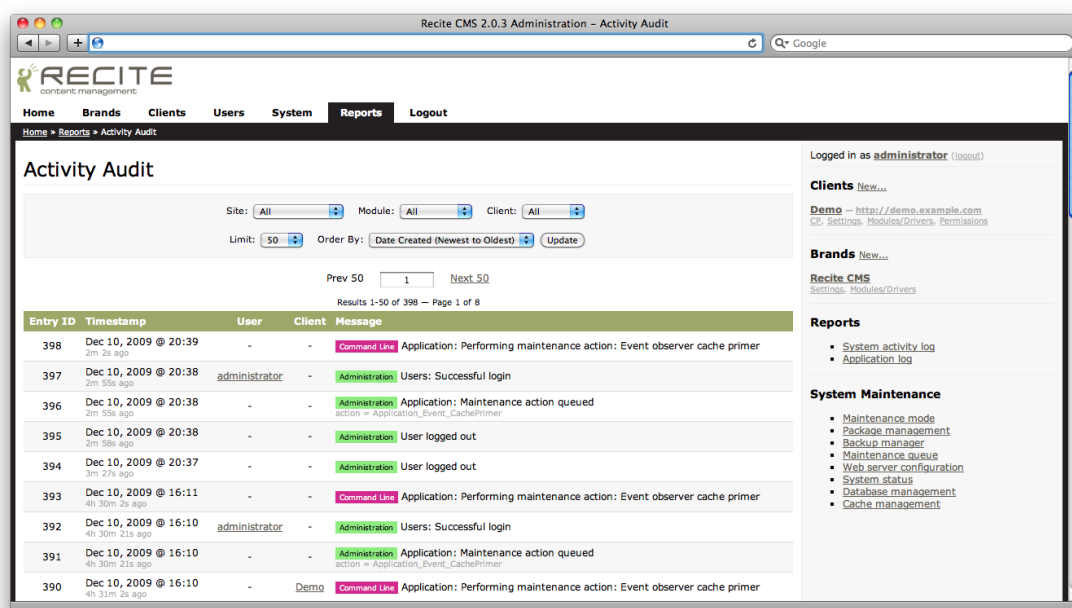
There are a number of different reports available in Recite, used to help you manage your installation and to monitor its usage.

Each of these reports is available from the **Reports** tab in the administration navigation.

## Activity Audit

This report allows you to monitor how your Recite CMS installation is being used. Most modules record a message when significant actions occur (such as new content being created, edited or deleted). This report is an extension of the summary shown on the administration home page.

Figure 10.1. The Recite CMS audit log.



Using the options at the top of this report, you can filter the log entries.

## Client Assets

This report is used to see how much disk space each client is using. Currently this doesn't take into account database usage; it is simply a measure of the web site files, since this is what takes up a majority of disk space.

## Client Module Summary

This report is used to easily see which modules are assigned to clients. The report is shown with two views: firstly, it lists each module and shows which clients have that module, and secondly, it lists each client and shows which modules the client uses.

## Application Log

Recite CMS has an application log, which critical messages are written to. For example, if a database error occurs it will be written to this log. This is a useful tool during custom code development.

This report is simply a web front-end to the report.

## PHP Information

This report shows information about your web server's PHP installation. This is useful for seeing your PHP configuration and for seeing which modules are installed.

For more information, refer to <http://php.net/phpinfo>.

---

## Chapter 11. Summary

This document provided you with details on how to install, upgrade and manage your Recite CMS installation.

If you have any issues with your own maintenance we encourage to contact Recite CMS support. Visit <http://www.recite.com.au> to contact us.

Our goal is to make Recite CMS as simple as possible to administer. If you have any suggestions that may make your tasks simpler, please feel free to contact us and let us know.