



# TABLE OF CONTENTS

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<b>Table of Contents .....</b>	<b>2</b>
<b>Introduction .....</b>	<b>4</b>
<b>Getting Started .....</b>	<b>5</b>
User Account.....	5
Logging On and Off .....	6
Elements Displayed on All BlogSuite Pages .....	7
Latest Posts .....	8
Search Box.....	9
Tenants Box.....	9
Administration Section Box.....	9
Welcome Box .....	10
Categories Box.....	10
Blogroll Box .....	11
Custom Content Box .....	11
<b>Administration .....</b>	<b>12</b>
Settings .....	12
General Information.....	13
Main Blog Settings.....	14
Blog Options .....	15
Look and Feel .....	16
Custom Content .....	18
Bloggers.....	18
Add a Blogger .....	19
Edit a Blogger .....	21
Delete a Blogger .....	21
Moderate New Blogs .....	21
Moderate New Comments.....	22
Moderate Site Stats .....	23
User Statistics.....	24
Category (Tag) Statistics .....	25
Post by Post Statistics.....	26
Moderate Subscribers.....	27
Site Logs .....	28
<b>Tenants .....</b>	<b>31</b>
Manage Tenants .....	31
Add a Tenant .....	32
Edit a Tenant .....	32
Delete a Tenant.....	32
<b>Blogs .....</b>	<b>33</b>
Add New Post.....	33
Compose Your Blog Entry.....	33
Upload Images for the Blog Entry .....	34
Select Categories for the Blog .....	35
Submit the Blog .....	35
View Posted Blogs.....	37
The Posted Blog.....	37
Blog Tools .....	38
Blog Comment.....	39

Blogs Posted by the Same Blogger .....	39
Edit a Blog .....	40
Delete a Blog .....	40
<b>View Unpublished Blogs .....</b>	<b>41</b>
<b>Manage Profile .....</b>	<b>42</b>
<b>Manage Categories .....</b>	<b>43</b>
Add a Category .....	43
Edit or Delete a Category .....	44
<b>License / Upgrade .....</b>	<b>46</b>
<b>Add a Comment .....</b>	<b>48</b>
<b>Subscribers .....</b>	<b>51</b>
Become a Subscriber .....	51
Unsubscribe .....	52
<b>Glossary .....</b>	<b>53</b>
<b>Appendix A: Layout/Style Changes .....</b>	<b>54</b>
Templates .....	54
Usercontrols .....	54
Stylesheets .....	54
Stylesheet Elements .....	55
<b>APPENDIX B: How-To's .....</b>	<b>56</b>
Create a Tenant .....	56
Create a Blogger for Tenant .....	56
Add a Post .....	56

# INTRODUCTION

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BlogSuite is a tool that allows your business to take advantage of the online social networking, marketing, and software scene. It is a web-based software package that is backed by Microsoft SQL server using Web 2.0/Ajax technologies. A fast, dynamic program, BlogSuite can benefit businesses both large and small with its performance and speed. As a web-based platform, BlogSuite can either be hosted at a hosting facility or installed in-house with only a small footprint.

For the administrator of BlogSuite, this User's Guide will explain how to manage your blog site's setting, bloggers and new blogs as well as moderate comments, site statistics and subscribers.

For the user of BlogSuite, this User's Guide will explain the various features of BlogSuite and how to use the simple format for blog posting and commenting.

# GETTING STARTED

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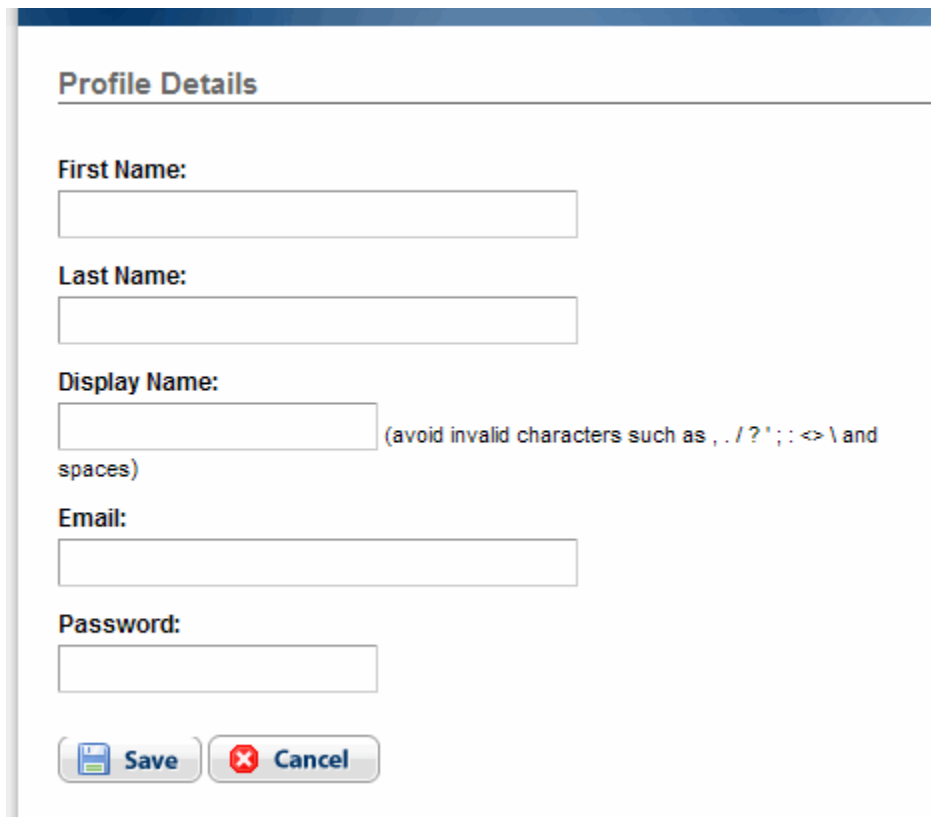
## User Account

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Anyone on the Internet can view blogs on your blog site, but the person must have a user (blogger account) in order to create a blog or add a comment to existing blogs. A user account is created in one of two ways:

1. The blog site’s administrator creates an account for you.
2. You register for an account on the blog site.

To register for a user account, click on the “Register” link on any of the blog site’s web pages. The link will appear on the banner, at the top of the page. Once you click on the link, the Profile Details page will appear:



The screenshot shows a web form titled "Profile Details" with a blue header bar. Below the title is a horizontal line. The form contains five input fields, each with a label to its left: "First Name:", "Last Name:", "Display Name:", "Email:", and "Password:". The "Display Name:" field has a small text note to its right: "(avoid invalid characters such as , . / ? ' ; : < > \ and spaces)". At the bottom of the form are two buttons: "Save" with a floppy disk icon and "Cancel" with a red 'X' icon.

**First Name, Last Name** – Enter your first and last names. This name will be used whenever you post new blogs and add comments onto the web site.

**Display Name** – Enter a display name. This name is used when informing others where your blogs are posted on this blog site. An example is <http://blogs.matrixwebs.com/members/Demo/archive.aspx>.

**Email** – Enter your email address. This is used as your user name when you log on to this blog site.

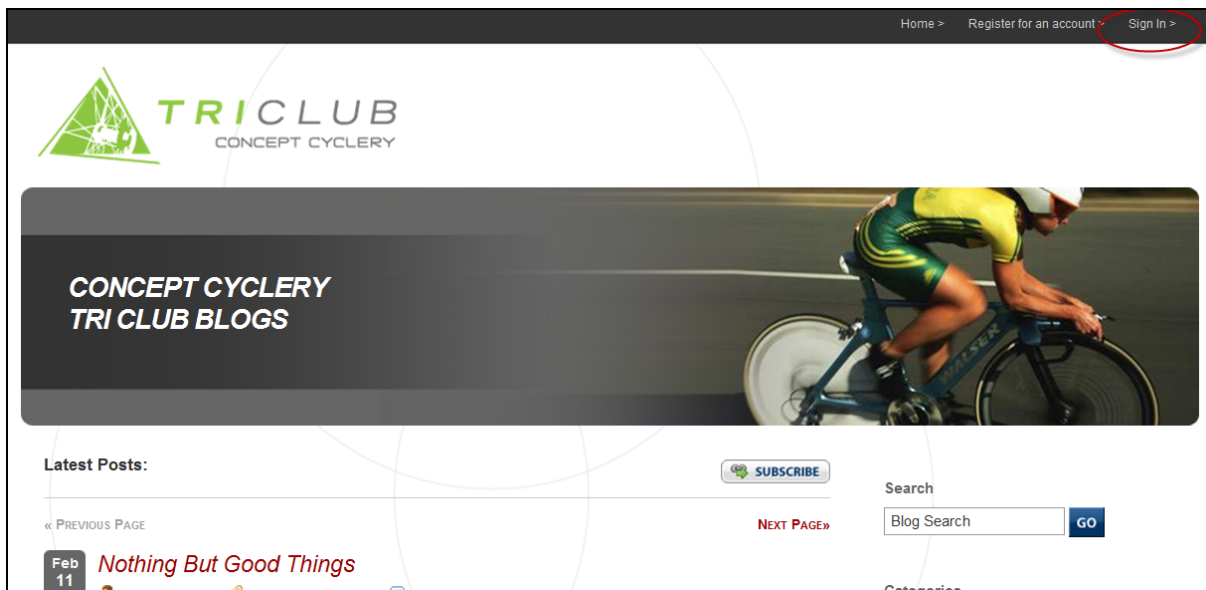
**Password** – Enter a password. This is used when you log on to this blog site.

**Save Button** – Click on this button to create a user account on the blog site. Once your account is created, you can post blogs and add comments. What tasks you can perform on this blog site varies depending on your access privileges.

**Cancel Button** – Click on this button to discard any changes you made; a user account will not be created for you.

## Logging On and Off

To log on to BlogSuite, go to the blog site’s home page and click on the “Sign In” link at the top right corner of the page:

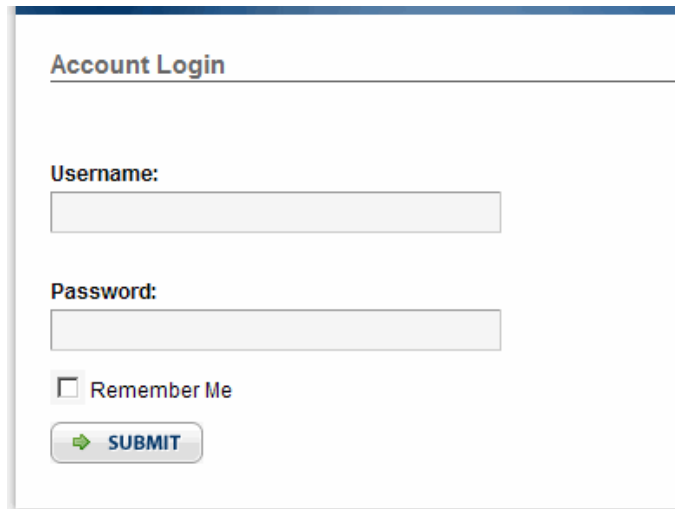


The Account Login page will appear. Enter the following information:

**Username** – Your user name should already be set up for you by your system administrator, and is usually the same as your e-mail address. This field is case-insensitive.

**Password** – Your password should also already be set up for you by your system administrator. This field is case-insensitive.

**Remember me** - This checkbox allows you to tell the system to remember your user name and password information. The next time you log on, a pull-down box will appear as you type in your user name so that you can make a selection. Once you enter your user name, the password field will automatically be filled with the password entered for that user name.



The image shows a screenshot of the 'Account Login' form. It has a title 'Account Login' at the top. Below the title are two input fields: 'Username:' and 'Password:'. Under the password field is a checkbox labeled 'Remember Me'. At the bottom of the form is a button with a green arrow icon and the text 'SUBMIT'.

Once you have entered your login information, click on the SUBMIT button or press “Enter” on your keyboard. If the information is incorrect, you will receive the error message: “Please enter valid username/password.”

Re-enter your user name and/or password and click on the SUBMIT button again.

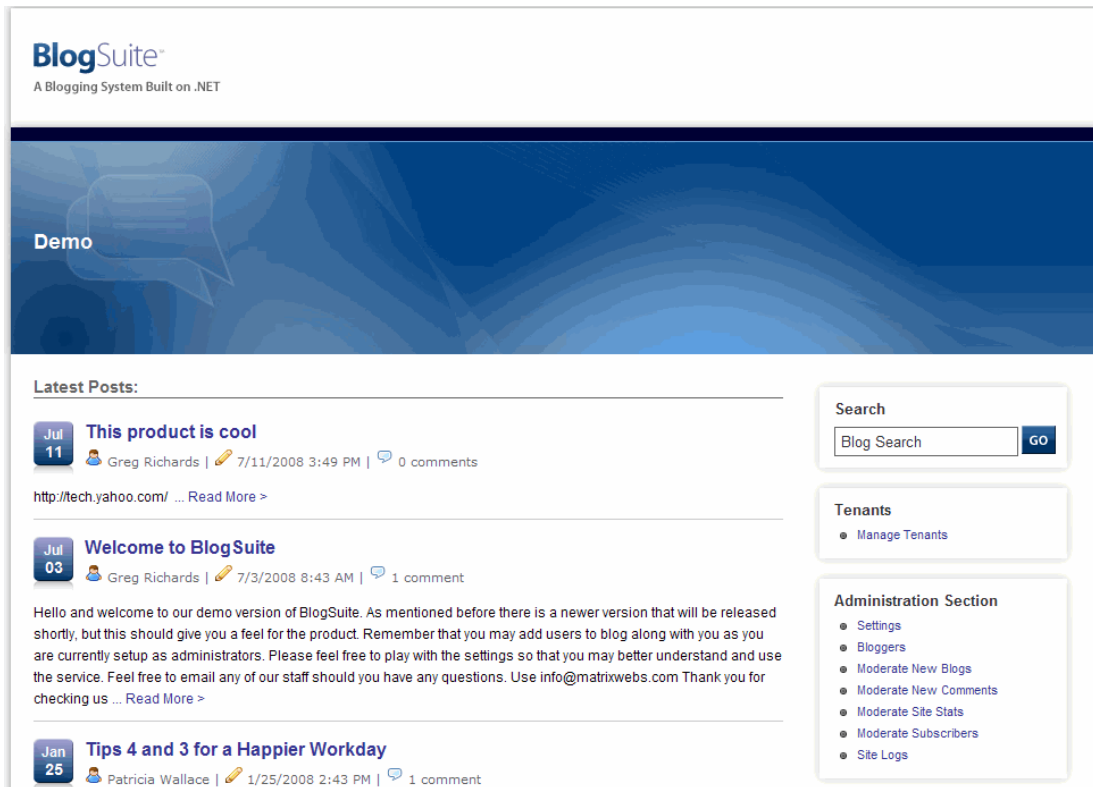
If you are logged on successfully, the **Sign in** link at the top right corner of the BlogSuite’s page will be replaced with a link called **Sign out**.



To log off of BlogSuite, simply click on the **Sign Out** link at the top right corner of the BlogSuite’s page.

## Elements Displayed on All BlogSuite Pages

Once you have logged on to BlogSuite, you will see something similar to the following page (this is from the Matrixwebs demo site):



This section discusses the items that are displayed on all BlogSuite web pages once you have successfully logged on.

## Latest Posts

---

This area shows the most recent blogs that have been posted on the blog site.



In addition to text from the blog, the entry shows the blog’s title, name of the blogger that posted the entry, date that the blog was posted, and the number of comments that have been made to this blog. If you would like to read the blog in its entirety as well as the comments to that blog, click on the link **Read More** for that blog or click on the title of the blog. Refer to the section “[View Posted Blogs](#)” for more information on this topic.

## Search Box

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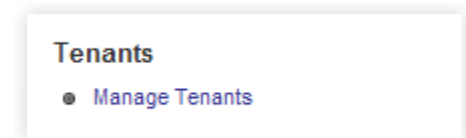
The Search box allows you to enter a string of text to search for within the blog site. When you click on the GO button, the site will be searched for any posted blogs containing that string of text. The page will be updated to display those posted blog entries.



## Tenants Box

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The Tenants box allows you to manage the tenants of your blog site. This feature is only available if you have Super Administrator privileges. Your company is the host of your BlogSuite web site and uses the domain created for that site. Tenants are basically sub domains within your company’s BlogSuite domain that have their own blogging area. Refer to the section “[Tenants](#)” for more information on this topic.



When you click on “Manage Tenants”, the Tenants page will appear. Click on a name on the tenants list to view information on that tenant and work with that tenant’s blog site. The Tenants box will no longer appear on the page, however there will now be a link called “View all Tenants” in the Administration box (which is now titled with the tenant’s name). Click on that link to return focus to the host domain.

## Administration Section Box

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This box contains links to features that allow you to manage and maintain your blog site. If, while using BlogSuite, you choose to view details for one of the tenants, or sub domains, the label “Administration Section” will be updated to display the sub domain URL for the tenant. Selections of any of these links will display information for the sub domain, not the main domain that it is a tenant of. Refer to the section “[Tenants](#)” for more information on tenants.

**[Settings](#)**: Through this link, you can update your company’s contact information and configure your blog site.

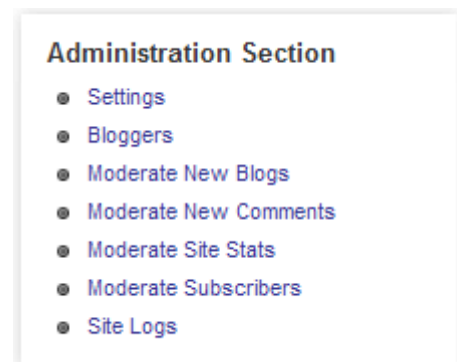
**[Bloggers](#)**: This link allows you to manage the blogger accounts for this blog site.

**[Moderate New Blogs](#)**: This link allows you to moderate any new blog entries that are made to your blog site.

**[Moderate New Comments](#)**: This link allows you to moderate comments that are made to any blog entries on your site.

**[Moderate Site Stats](#)**: This link allows you to view statistics reports regarding your blog site; this includes statistics regarding users, categories, and posted entries.

**[Moderate Subscribers](#)**: This link allows you to remove subscribers from your blog site.



**Site Logs:** Through this link, you can view a log of messages that the BlogSuite application produces during execution.

## Welcome Box

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This box contains commonly used links that are easily accessible. The name displayed in this box is the name that you logged on as. What links are displayed in this box depends on your user access privileges.

### Your Roles

The first section in this box, labeled “Your Roles”, lists the roles that your user account was set up with. They determine your access privileges.

- **Super Administrator** – you have the permissions to manage your host blog site as well as those of your tenants.
- **Administrator** – you have the ability to manage categories, profiles, posts, and comments for your web site.
- **User** – you can add a new post and manage your profile.

### Your Blog Tasks

The next section, labeled “Your Blog Tasks”, lists the tasks that you can perform while logged on to this blog site. The tasks displayed vary depending on your access privileges. These tasks include the following:

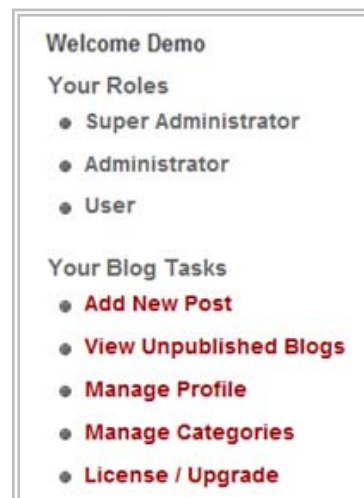
**Add New Post:** This link allows you to create a new post for the blog. You will have the ability to select various formatting features, similar to Microsoft Word, as you enter text that you would like to post.

**View Unpublished Blogs:** This link allows you to view blogs that you have posted to the web site but have not yet published. No matter what access privileges you have, you can only view your own unpublished blogs.

**Manage Profile:** This link allows you to update your personal profile. You can change the name that is displayed on the blog site, the email address that is used as your user name to log on to BlogSuite, and your password to log on to BlogSuite. As super administrator, you cannot manage your tenants’ profile.

**Manage Categories:** This link will take you to a page that lists all the categories that this blog site currently uses. You will have the ability to add a new category, modify an existing category, or delete a category. As super administrator, you cannot manage you tenants’ categories.

**License / Upgrade:** This link allows you to set up or view the user license for you BlogSuite software. You can also access software upgrades through this link. This link is only available if you have Super Administrator privileges.



## Categories Box

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Categories are used to help organize the blog entries as well as to perform optimized searches on the blog entries. A blog can be assigned

### Categories

- ASP.Net (8)
- Cool Ideas - Neat Things (1)
- CSS (2)
- Design and Graphics (6)
- Flash (1)
- Hardware (2)

categories based on the content of that entry. For example if you post an entry that discusses specifics of HTML programming, you can assign it the categories called Website Work, or CSS, or JavaScript. The various categories available on BlogSuite are listed in the Categories box.

Each category name is followed by a number in parentheses. This number indicates the number of posted entries that have been assigned that category. If you click on a category, the BlogSuite page will update to display all the posted entries that have been tagged with that category name.

If you have the proper access privileges, you can modify category names, add new categories, and delete obsolete categories by clicking on the link Manage Categories from the Welcome box.

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## ***Blogroll Box***

This box contains a list of all the current BlogSuite users. Each name is followed by a number in parentheses. This number indicates how many posts they have made on BlogSuite. Click on a name to view the blogs they have posted; the blog entries are arranged in chronological order, with the most recent at the top of the page.

### **Blogroll**

- [Debbie Richards \(0\)](#)
- [Dhana Shunmugasundram \(2\)](#)
- [Edward Margallo \(2\)](#)
- [Geetha Govindaswamy \(1\)](#)
- [Greg Richards \(21\)](#)

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## ***Custom Content Box***

Coming soon.

## ADMINISTRATION

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As administrator, you have the ability to manage the site settings and bloggers. You can also moderate blogs, comments, site statistics, and subscribers. If any errors occur while the BlogSuite application is running, you can view the website log to examine information on various messages that BlogSuite produces during execution.

To perform administrative tasks with BlogSuite, click on any of the links in the Administration Section box to the right of the home page:

**Settings**: This link allows you to manage your company’s contact information and BlogSuite settings.

**Bloggers**: This link allows you to manage the users of your blog site.

**Moderate New Blogs** : This link allows you to moderate any new blog entries that are made on your web site, in other words review the content and explicitly approve or reject the entry for posting on your blog site.

**Moderate New Comments**: This link allows you to moderate any new comments that are made to blogs on your web site.

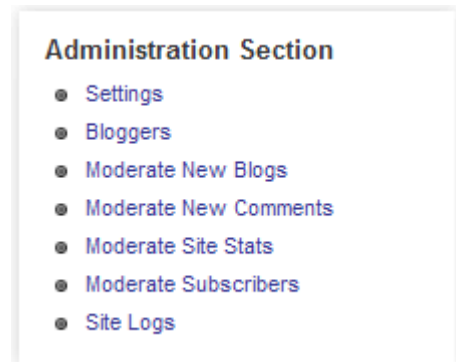
**Moderate Site Stats**: This link allows you to view various statistics reports regarding your blog site. These reports include information regarding the users, blogs, and categories.

**Moderate Subscribers**: This link allows you to remove any subscribers to your blog site.

**Site Logs**: This link allows you to view various logs regarding the use of your web site.

If the title of the box has been changed from “Administration Section” to a tenant name (In other words you had selected a tenant name from the Tenants page), this means that all operations by BlogSuite, such as managing bloggers or moderating blogs, are directed towards the tenant (sub domain). An additional link will be displayed in the box:

**View All Tenants**: This link allows you to view all the tenants on the host blog site. This is the same page that appears when you select **Manage Tenants** from the Tenants box. It also returns focus to the host domain so that all operations by BlogSuite are now directed to the host domain’s blog site.



### Settings

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As administrator of your blog site, you can enter or update your company’s contact information. You can also specify the look and feel of BlogSuite for the users, and indicate certain restrictions on posting entries. Click on the link **Settings** from the Administration box. Initially you will see input fields for general information. Click on

one of the links at the bottom of this area to close the general information area and display input fields for the selected link.

Once you are done specifying your blog site’s settings, click on one of the buttons:



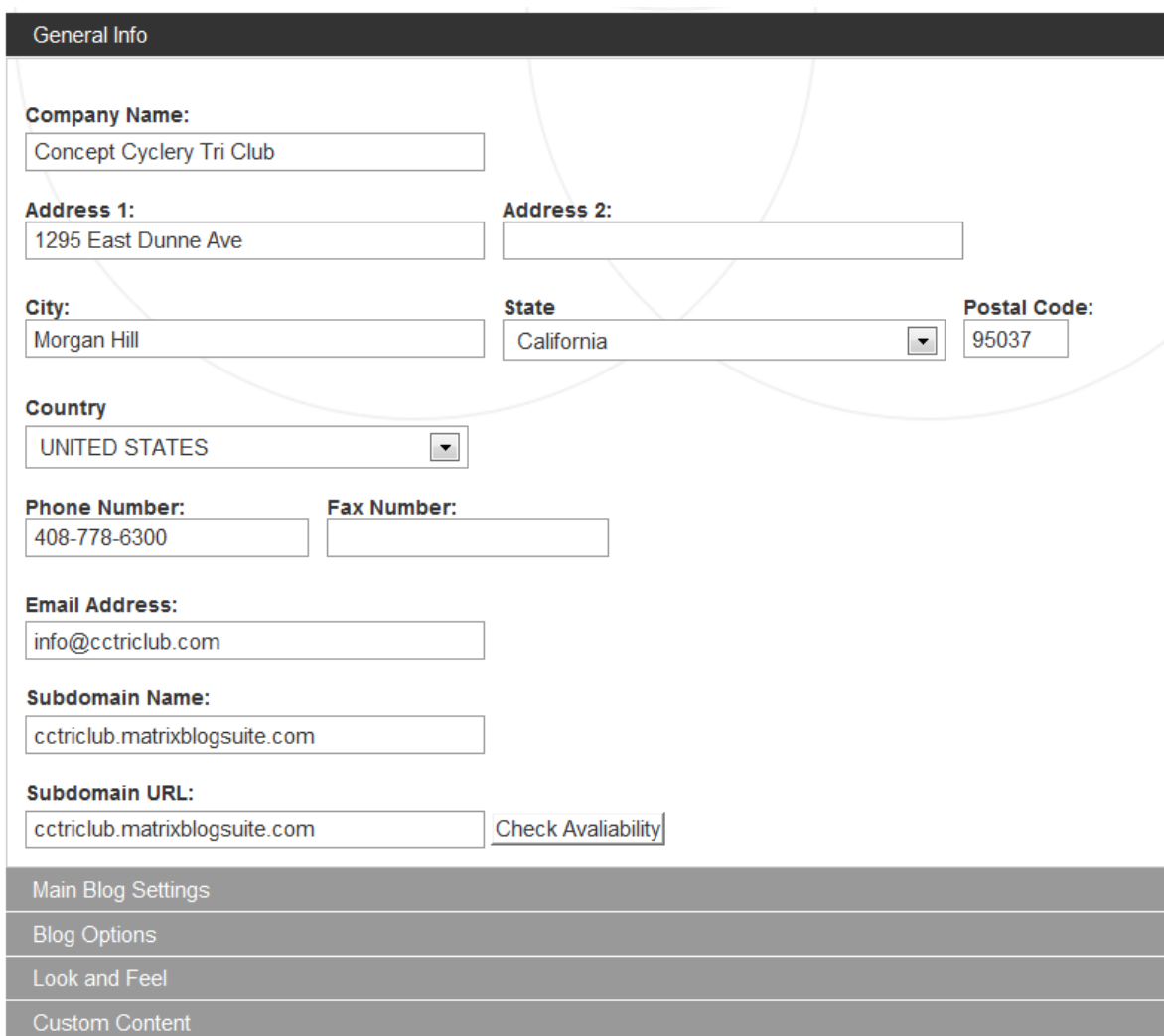
**SAVE Button** – Click on this button to save the changes you have made for the site settings.

**CANCEL Button** – Click on this button to ignore all changes made and revert to the settings that were used before you modified the values.

## General Information

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The top portion of the page contains general information regarding your company.

A screenshot of a web form titled 'General Info'. The form contains several input fields and dropdown menus. The fields are: 'Company Name' (text: 'Concept Cyclery Tri Club'), 'Address 1' (text: '1295 East Dunne Ave'), 'Address 2' (empty), 'City' (text: 'Morgan Hill'), 'State' (dropdown: 'California'), 'Postal Code' (text: '95037'), 'Country' (dropdown: 'UNITED STATES'), 'Phone Number' (text: '408-778-6300'), 'Fax Number' (empty), 'Email Address' (text: 'info@cctrclub.com'), 'Subdomain Name' (text: 'cctrclub.matrixblogsuite.com'), and 'Subdomain URL' (text: 'cctrclub.matrixblogsuite.com'). There is a 'Check Availability' link next to the Subdomain URL field. At the bottom of the form, there are four navigation links: 'Main Blog Settings', 'Blog Options', 'Look and Feel', and 'Custom Content'.

**Company Name** – Enter the name of your company.

**Address 1, Address 2, City, State, Postal Code, Country** – Enter your company’s postal address.

**Phone Number, Fax Number** – Enter your company’s main phone number and fax number.

**Email Address** – Enter the email address of a person or group that users can direct questions or concerns to regarding your blog site.

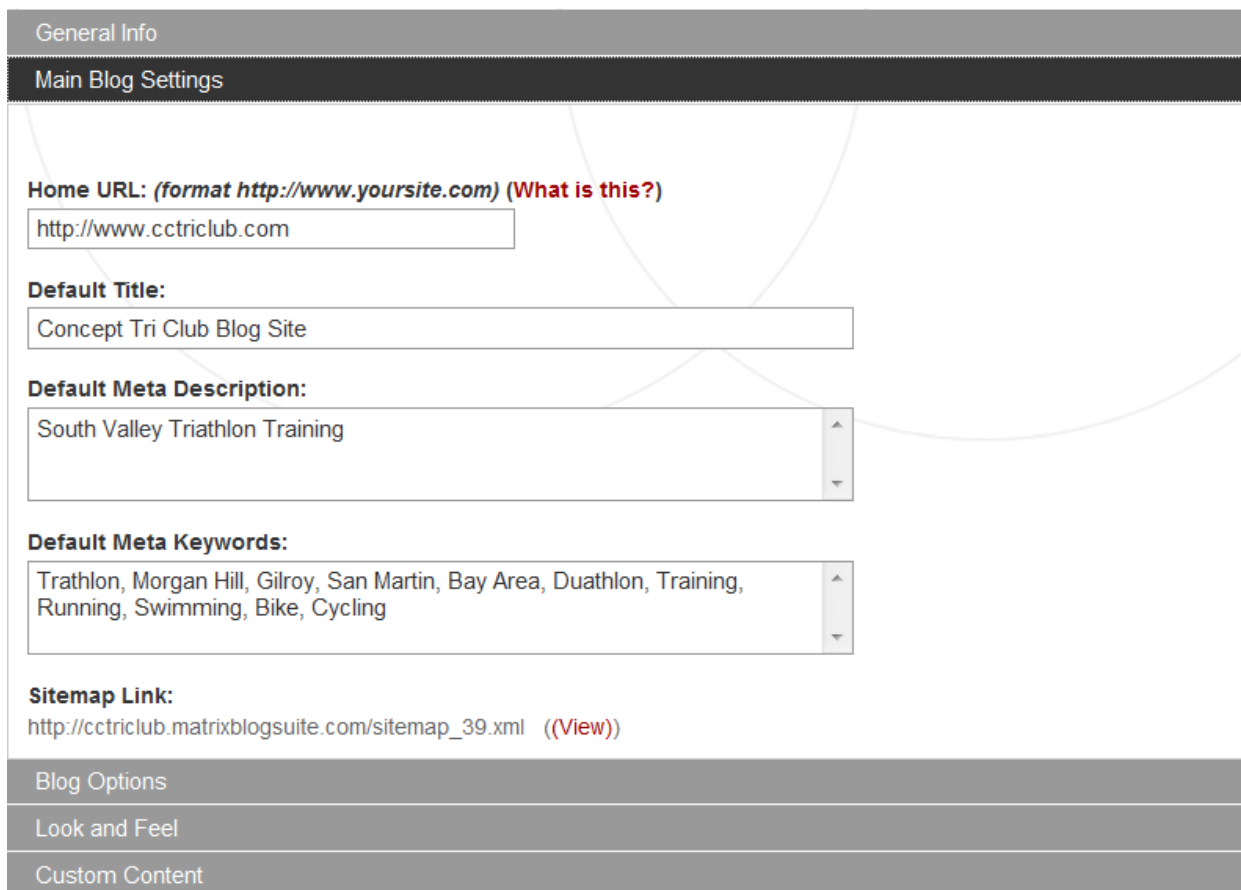
**Sub domain Name** – Enter a name for this sub domain. The main blog site, which runs on the domain, is also given a sub domain name, URL, and theme.

**Sub domain URL** – Enter the web site address for this sub domain. To verify the sub domain name you entered is not yet being used on the Internet, click on the button **Check Availability**.

## Main Blog Settings

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In this section of the page, you can specify sub domain information as well as default metadata that gets used with the web page HTML on your site.



The screenshot shows the 'Main Blog Settings' section of the BlogSuite user interface. It features several input fields and a list of keywords. The 'Home URL' field contains 'http://www.cctriclub.com'. The 'Default Title' field contains 'Concept Tri Club Blog Site'. The 'Default Meta Description' field contains 'South Valley Triathlon Training'. The 'Default Meta Keywords' field contains a list of keywords: 'Trathlon, Morgan Hill, Gilroy, San Martin, Bay Area, Duathlon, Training, Running, Swimming, Bike, Cycling'. Below these fields is a 'Sitemap Link' field containing 'http://cctriclub.matrixblogsuite.com/sitemap\_39.xml ((View))'. The interface has a dark grey header with 'General Info' and 'Main Blog Settings' tabs. Below the settings section are three more tabs: 'Blog Options', 'Look and Feel', and 'Custom Content'.

**Home URL** – If you activate the Home link in the main menu, you can customize where the link goes by specifying a value here. For example, you can enter your main website if you have one.

**Default Title** – Enter text for a title that will be seen on most pages of the blog site, except for the blog post pages which will display the post title.

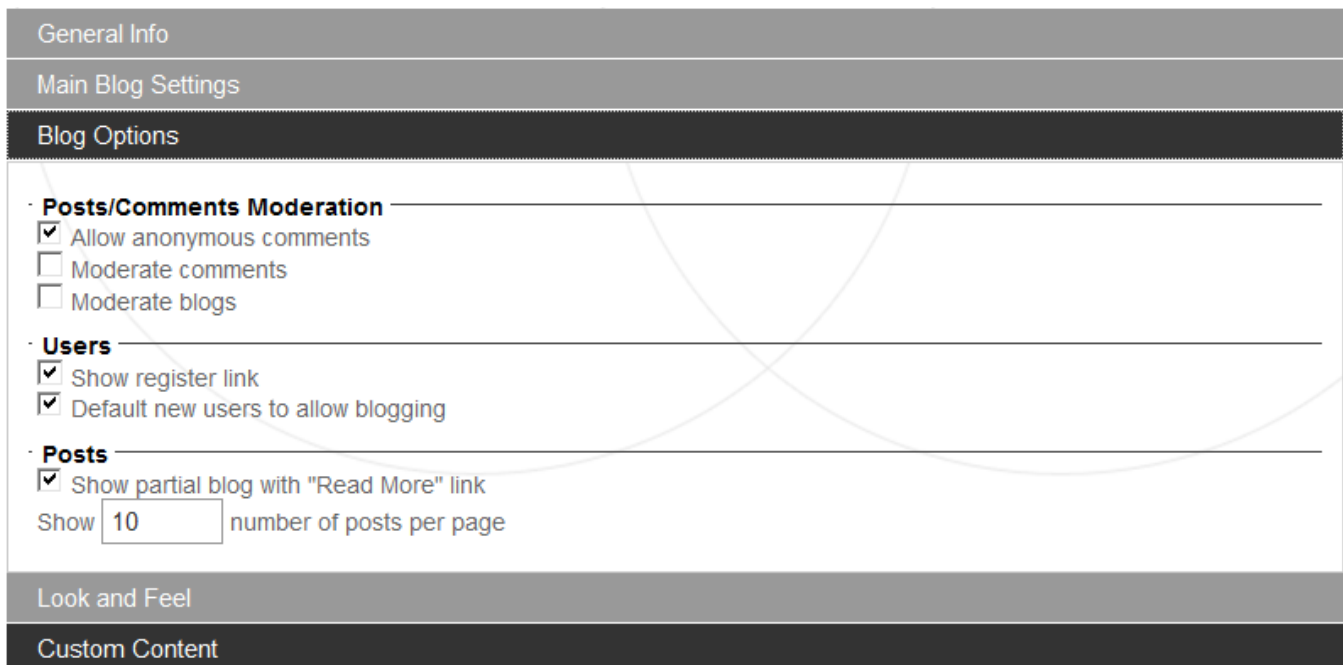
**Default Meta Description** – Enter text that will be placed in the description meta tag of the HTML for the blog site web pages. This text is used for internet search engine optimization, or SEO.

**Default Meta Keywords** – Enter text that will be placed in the keywords meta tag of the HTML for the blog site web pages. This text is also used for SEO.

## *Blog Options*

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This section of the page allows you to control the functionality of your blog site.



General Info

Main Blog Settings

**Blog Options**

**Posts/Comments Moderation**

- Allow anonymous comments
- Moderate comments
- Moderate blogs

**Users**

- Show register link
- Default new users to allow blogging

**Posts**

- Show partial blog with "Read More" link

Show  number of posts per page

Look and Feel

Custom Content

### **Posts/Comments Moderation**

**Allow anonymous comments** – Place a check mark in this box if you would like to allow bloggers to add comments to a blog without specifying their email address.

**Moderate comments** – Place a check mark in this box if you would like the author of a blog to approve each comment that is posted regarding that blog. Refer to the section "[Moderate New Comments](#)" for more information on managing comments.

**Moderate blogs** – Place a check mark in this box if you would like the administrator of your blog site to approve each post that is made to the blog site. Refer to the section "[Moderate New Blogs](#)" for more information on managing blogs.

## Users

**Show register link** – Place a check mark in this box if you would like the “Register” link to be displayed on the blog site’s web pages. This link will appear either on the page banner or at the bottom of the web page with the “sign in” link. This link allows Internet users that do not have a user account with your blog site to register for an account.

**Default new users to allow blogging** – Place a check mark in this box if you would like the “Enable Blogging” box to automatically be checked when you add new bloggers to your blog site. Refer to the section “[Bloggers](#)” for more information on adding new bloggers.

## Posts

**Show partial blog with “Read More” link** – Check this box to display a portion of text from the blog followed by a “Read More” link that will display the blog in its entirety.

**Show <n> number of posts per page** – Enter the number of blogs that can be viewed per page.

## Look and Feel

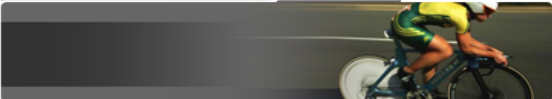
This section of the page allows you to set the look and feel of the blog site by selecting a theme, banner, and logo.


General Info
Main Blog Settings
Blog Options
<b>Look and Feel</b>

**Subdomain Theme:**

**Website Favicon (must have file extension .ico):**

**Default Banner Text:**

**Default Banner Image (Tips on sizing):**  
   


**Default Home/Logo Image (Tips on sizing):**  
   


Custom Content

You can easily replace the look of your domain or sub domain’s blog site with one that you find more suitable by selecting a theme. You can also specify a banner image and logo image. It is important to note that image sizes for the banner and logo are important so that they fit into the chosen theme nicely. The following is a list of suggested image sizes for each theme. In some cases, the theme may allow additional space for even larger images:

THEME	BANNER SIZE (Pixels)	LOGO SIZE (Pixels)
City Lights	990 x 200	200 x 60
Cross Trainer	990 x 250	110 x 41
Default	990 x 200	200 x 100
Earth Friendly	990 x 200	100 x 40
Feel at Home	960 x 234	125 x 25
Mediterranean	990 x 200	175 x 40
Pen and Pad	Not used	275 x 75

**Sub domain Theme** – Select from the pull-down menu the theme you would like used on the sub domain blog site. The theme sets the background and colors used on the blog site’s web pages. Note that if you select a theme, you should also choose a banner image and home/logo image that match that theme.

**Website Favicon** – You can specify a favorite icon that you would like associated with your blog site so that it appears in a web browser’s address bar or bookmarks, for example, next to your blog site’s page name. Enter the file name of the icon in the text input field, or click on the Browse button to bring up a file selection window from which you can select a file.

**Default Banner Text** – If you would like text on the banner whenever it is displayed, enter that text here. If this field is left blank, no text will appear on your banner. The banner and text are displayed on the top part of all your blog site’s web pages.

**Default Banner Image** – BlogSuite comes with a default banner that is used on all pages of the blog site. If you would like to specify your own banner to be used, enter the file name of the banner in the text input field, or click on the Browser button to bring up a file selection window from which you can select the file.

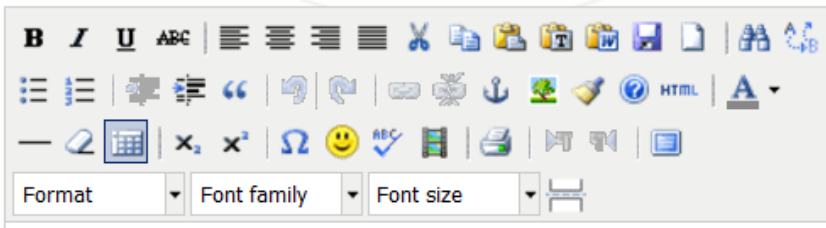
**Default Home / Logo Image** – You can specify a logo that you would like to appear on the top left corner of all pages of your blog site. Enter the file name of the logo in the text input field, or click on the Browse button to bring up a file selection window from which you can select a file.

## Custom Content

General Info
Main Blog Settings
Blog Options
Look and Feel
<b>Custom Content</b>

**Content Title:**

**Content:**



Format    Font family    Font size

**Path:**

**Content Title –**

**Content –**

## Bloggers

As administrator, you have the ability to add, update, or remove users—or bloggers—of your blog site. Click on the link **Bloggers** from the Administration box to perform these tasks. The page will be updated to display something similar to the following:

**Bloggers (Add New Blogger)**

Name	User Name	Roles	Last Login
<a href="#">Demo User</a>	Demo	Administrator, User, SuperAdministrator	01/29/09
<a href="#">Paul Oliveira</a>	Paul	Administrator, User	01/27/09
<a href="#">Edward Margallo</a>	Edward	User, Administrator	01/27/09
<a href="#">Dhana Shunmugasundram</a>	Dhana	Administrator, User	07/28/08
<a href="#">Mike Agellon</a>	Mike	User	02/27/07
<a href="#">Greg Richards</a>	grichards	Administrator, User, SuperAdministrator	01/27/09
<a href="#">Jennifer Jones</a>	Jennifer	User	07/29/08
<a href="#">Debbie Richards</a>	Debbie	User	01/07/09
<a href="#">Patricia Wallace</a>	Patricia	User, SuperAdministrator	01/19/09

This page lists all the bloggers that currently have access to your blog site.

**Name:** This is the full name of the blogger.

**User Name:** This is the blogger’s user name on your blog site.

**Roles:** These are the roles this blogger has on your blog site.

**Last Login:** This is the date that the blogger last logged on to your blog site.

### ***Add a Blogger***

---

To add a new blogger to your blog site, click on the link **Add New Blogger** on the Bloggers page. The Blogger Details page will appear.

### Blogger Details

---

**First Name:**  **Last Name:**

**User Name:**  **Email Address:**

**Password:**

**Enable Blogging**

**Roles**

Administrator

User

SuperAdministrator

Fill in the input fields:

**First Name, Last Name** – Enter or modify the full name of the blogger.

**User Name** – Enter the name that will be used in the Welcome box and other areas of the blog site.

**Email Address** – Enter the blogger’s email address. This will be used as his or her logon username for your blog site. It will also be used if the blogger chooses to be a subscriber. Refer to the section [“Become a Subscriber”](#) for more information on this topic.

**Password** – Enter a password for the user to use when logging on to your blog site.

**Enable Blogging** – Place a check mark in this box if you want to allow this blogger to post entries onto your blog site; this includes both blogs and comments. If this box is not checked, the blogger will only be allowed to post comments.

If this is a new blogger, this box will already be checked if you checked the box for “Default New Users to Allow Blogging” under Manage Site Settings.

**Roles: Administrator** – Place a check mark in this box if you want this blogger to have administrator privileges. The user will be able to manage the site’s settings and bloggers. If the site is a sub domain, he cannot manage the settings for the host domain.

**Roles: User** – Place a check mark in this box if you want the blogger to have user privileges on your blog site. This includes posting blog entries, posting comments, and managing the user’s profile.

**Roles: SuperAdministrator** – Place a check mark in this box if you want the blogger to have Super Administrator privileges. This means that the blogger can manage the settings and bloggers of the host domain as well as those of its tenants. Refer to the section “[Tenants](#)” for more information on tenants.

**SAVE Button** - Click on this button to add a new blogger to your blog site, or to save any updates you have made to an existing blogger.

**CANCEL Button** – Click on this button to ignore any updates you have made to an existing blogger, or to not add a new blogger to your blog site.

---

### *Edit a Blogger*

---

To edit an existing blogger of your blog site, click on the blogger’s full name as listed on the Bloggers page. The Blogger Details page will appear. The input fields will be filled in with the current values for that blogger. Update the values as necessary then click on the SAVE button to save the updated values for that blogger’s user account. Click on the CANCEL button to discard your changes.

---

### *Delete a Blogger*

---

To delete an existing blogger from you blog site, click on the blogger’s full name as listed on the Bloggers page. The Blogger Details page will appear. Click on the DELETE button to remove the blogger from your blog site. This blogger will no longer be able to post blogs to your blog site.

---

## **Moderate New Blogs**

---

As administrator, you have the ability to moderate any new blog entries that are made on your web site. Through the Site Settings link, there is a checkbox labeled Moderate Blogs. If this box is checked, then any new blogs that are posted to your blog site will be seen when you click on the link **Moderate New Blogs** until you have reviewed the content and explicitly approved or disapproved the posting. Once it is approved, the blog will get posted publicly onto your blog site so that it can be viewed by everyone.

Click on the link **Moderate New Blogs** from the Administration box and the page will be updated to display something similar to the following:

### Moderated Blogs

---

Jul  
30

#### One minute manager book review ✖ ✔

 Debbie Richards

 2008 8:11 AM

 0 comments

---


I pulled this from another site, but I do agree. Please read below:


The One Minute Manager reveals three secrets to productive and efficient managing as told through a young man's search for the perfect managing and leading skills. The One Minute Manager is focused on, not surprisingly, a one minute manager. The man is a venerable leader that is highly spoken of by his employees, his three secrets being the key to his success.

**This post is categorized under: Management**

This is an example of a blog entry that was posted and is waiting for approval. There will be an entry on this Moderated Blogs page for each blog that has been made to your blog site that has not yet been reviewed by you, the administrator.

The blog entry consists of: the date and time, author, title, and content of the posted entry. It also has an indicator of how many comments were made on the entry (which should be 0 since this is a new entry) and what categories the entry was assigned to. As moderator, you will be clicking on either the red circled “x” (reject) or the green circled check mark (accept). After reviewing the content of the posted entry, you need to decide whether or not it is acceptable to post on your blog site.

 - Click on this icon if you do not approve of the post. Once you click on the icon, the entry will be deleted from your blog site.




 - Click on this icon if you approve of the post. Once you click on this icon, the entry will be posted publicly and can be viewed by anyone that accesses your blog site. The blog tally for the blogger will also be updated in the Blogroll box.

In either case, the entry will be removed from the Moderated Blogs page.


## Moderate New Comments


As administrator, you have the ability to moderate all comments made to the blogs on your blog site. Comments will not be viewable by the users of your blog site until they have been approved.





To moderate comments, click on the link **Moderate New Comments** from the Administration box and the page will be updated to display a list of comments waiting for approval:



Moderated Comment List				
Author	Comment	Edit	Approve	Delete
Daisy Gallardo on 11/7/2008 10:28 AM	I agree. There's enough stress as it is, who needs it in the work place?			


Each entry indicates who made the comment and when. There are three icons you will use to moderate the comments:

 - Click on this icon if you do not approve of the comment. Once you click on the icon, the comment entry will be deleted from your blog site. It will also be removed from the Moderated Comments List. Note that no confirmation window will appear so be careful selecting this icon.

 - Click on this icon if you would like to edit the comment. A text box will appear allowing you to add or remove text from the comment:

Moderated Comment List				
Author	Comment	Edit	Approve	Delete
Daisy Gallardo on 11/7/2008 10:28 AM	<div style="border: 1px solid gray; padding: 5px; width: fit-content;">I agree. There's enough stress as it is, who needs it in the work place?</div>	 		

From here you can edit the comment as you see fit. Click on the SAVE button  to save your changes to the comment, or CANCEL  to ignore your changes and keep the original text for the comment. If you save the comment, the Moderate Comments List will be updated to show the edited comment, which you can then choose to delete, approve, or edit.

 - Click on this icon if you approve of the comment. Once you click on this icon, the comment can be viewed by anyone that accesses your blog site and selects the blog that the comment is associated with. The comment will also be removed from Moderated Comments List.

## Moderate Site Stats

As administrator, you can view various statistics reports regarding your blog site. These reports generate information regarding the users, blogs, and categories. Click on Moderate Site Stats from the Administration box and the page will be updated to display the following:

---

**Stats**

# of Registered Users:	15
# of Categories:	15
# of Blogs:	46
Last Blog:	7/11/2008 by Greg Richards
Blogs with Most Reads	Greg Richards
Blogs With Most Comments	Greg Richards

**Other Stats Link**

- [User Statistics](#)
- [Category \(Tag\) Statistics](#)
- [Post by Post Statistics](#)

**# of Registered Users** – This is the number of users that were created by you, the administrator, and have a blogger account for your blog site.

**# of Categories** – This is the number of tags that are used to categorize blogs that get posted to your blog site.

**# of Blogs** – This is the number of blogs that are posted on your blog site.

**Last Blog** – This indicates the name of the person who posted the last blog and the date that blog was posted.

**Blogs with Most Reads** – This lists the names of bloggers whose blogs are read the most.

**Blogs with most comments** – This lists the names of bloggers who has blogs with the most comments.

**User Statistics** – Click on this link to view more statistics regarding the bloggers that have an account on your site.

**Category (Tag) Statistics** – Click on this link to view more statistics on the categories that are currently defined on your blog site.

**Post by Post Statistics** – Click on this link to view more statistics on each of the blogs that have been posted to your blog site.

---

## *User Statistics*

To view statistics on the users that have accounts on your blog site, click on the link **User Statistics** from the Stats page. The User Statistics page will be displayed:

---

### User Statistics

Name	Blogs	Comments	Reads	Last Blog
Debbie Richards	0	0	0	
Demo User	0	0	0	
Dhana Shunmugasundram	2	0	22	7/02/2007
Edward Margallo	2	0	22	8/28/2007
Geetha Govindaswamy	1	0	6	6/29/2007
Greg Richards	16	8	270	7/11/2008
Jason Peabody	5	1	30	1/18/2008
Jennifer Jones	2	1	26	7/03/2007
Judy Mendez	4	0	20	1/04/2008
Mike Agellon	0	0	0	

1 2

If you click on the header of any of the columns, the column you chose the heading for will be sorted alphabetically or numerically and the rest of the columns will be displayed accordingly. Click on the heading again to have the sort done in reverse order. If there is more than one page of listed users, there will be numbers on the lower left hand corner of the User Statistics page that you can click on to view information for additional users on those pages.

**Name:** This is the name of the user that has an account on your blog site.

**Blogs:** This is the number of blogs the user has on your blog site.

**Comments:** This is the total number of comments that have been made to all the blogs the user posted.

**Reads:** This is the number of times the blogs for this user has been read.

**Last Blog:** This is the date of the last blog the user posted on your blog site.

---

### *Category (Tag) Statistics*

To view statistics on the categories that are used to tag the blog entries made on your blog site, click on the link **Category (Tag) Statistics** from the Stats page. The Category Statistics page will be displayed:

<b>Category (Tag) Statistics</b>				
<u>Name</u>	<u>Blogs</u>	<u>Comments</u>	<u>Reads</u>	<u>Last Added</u>
ASP.Net	7	6	149	7/11/2008
Cool Ideas - Neat Things	1	3	94	7/11/2008
CSS	2	0	25	7/02/2007
Design and Graphics	4	0	42	1/15/2008
Flash	1	0	10	6/27/2007
Hardware	2	1	14	1/04/2008
IT	7	5	48	1/18/2008
Javascript	0	0	0	
Management	10	5	193	7/03/2008
Marketing	16	5	232	7/03/2008

1 [2](#) [...](#)

If you click on the header of any of the columns, the column you chose the heading for will be sorted alphabetically or numerically and the rest of the columns will be displayed accordingly. Click on the heading again to have the sort done in reverse order. If there is more than one page of listed categories, there will be numbers on the lower left hand corner of the Category Statistics page that you can click on to view information for additional categories on those pages.

**Name:** This is the name of the category.

**Blogs:** This is the total number of blogs that have been tagged with that category.

**Comments:** This is the total number of comments that are associated with the blogs using that category.

**Reads:** This is the number of times the blogs with that category have been read.

**Last Added:** This is the most recent date of a blog that was entered onto the blog site with that category assigned to it.

### ***Post by Post Statistics***

---

To view statistics on each blog that has been posted on your blog site, click on the link **Post by Post Statistics** from the Stats page. The Post by Post Statistics page will be displayed:

### Post by Post Statistics

<u>Post</u>	<u>By</u>	<u>Comments</u>	<u>Reads</u>	<u>Added</u>
APC Battery Backup	Ross Williams	1	7	1/04/2008
ASP.NET UpdatePanel	Jennifer Jones	1	16	7/03/2007
Blueray VS HD	Jason Peabody	0	6	10/19/2007
Boost Conversion Rates	Edward Margallo	0	9	8/28/2007
Business 2.0 magazine	Greg Richards	0	9	10/03/2007
Database performance	Jennifer Jones	0	10	6/27/2007
Developing a marketing plan	Greg Richards	0	6	6/27/2007
Disney.com	Judy Mendez	0	6	7/19/2007
Flash &quot;asfunction&quot;	Dhana Shunmugasundram	0	10	6/27/2007
Google it!	Judy Mendez	0	4	10/22/2007

1 2 3 4 5

If you click on the header of any of the columns, the column you chose the heading for will be sorted alphabetically or numerically and the rest of the columns will be displayed accordingly. Click on the heading again to have the sort done in reverse order. If there is more than one page of listed blogs, there will be numbers on the lower left hand corner of the Post by Post Statistics page that you can click on to view information for additional posted blogs.

**Post:** This is the title of the blog that was posted.

**By:** This is the name of the user that posted the blog.








**Comments:** This is the total number of comments that have been made for the blog.

**Reads:** This is the number of times that the blog has been read.

**Added:** This is the date that the blog was posted.

## Moderate Subscribers

As administrator, you have the ability to view a list of subscribers to your blog site as well as remove any of those subscribers. Subscribers are readers—who may or may not have an account on your blog site—that view the blogs on your blog site and choose to be notified via email if blogs that they are interested in on your site have changed. To moderate the subscribers of your blog site, click on Moderate Subscribers from the Administration box. The Subscribers page will be displayed:

Subscribers				
Email	Created	Type	Category	
dhana@blogs.com	7/24/2008	Blogger	Dhana	
etwyja@hbxzka.com	9/10/2008	Category	Marketing	
grichards@matrixwebs.com	12/12/2008	Blog	Seven Basic Styles of Workplace Behavior	
jjones@matrixwebs.com	7/31/2008	Category	XHTML	
tzncx@dehfn.com	9/10/2008	Category	Marketing	
yqxoqc@dkyoib.com	11/21/2008	Category	IT	
znsuxn@ijojbz.com	11/23/2008	Category	Marketing	

If you click on the header of any of the columns, the column you chose the heading for will be sorted alphabetically or numerically and the rest of the columns will be displayed accordingly. Click on the heading again to have the sort done in reverse order. If there is more than one page of listed subscribers, there will be numbers on the lower left hand corner of the Subscribers Statistics page that you can click on to view information for additional subscribers on those pages.

**Email:** This is the email address to send notifications to.

**Created:** This is the date that a reader submitted a subscription request.


**Type:** A reader can subscribe in several different ways.

**Blog** - A subscriber will be notified when any updates to a specific blog or its comments are made.

**Blogger** - A subscriber will be notified when a specific blogger posts a blog to the web site or updates a blog that he or she authored.

**Category** - A subscriber will be notified if a blog assigned to the specific category is updated.

**Category** – What is displayed in this column depends on the value displayed in the Type column. If the type is Blog, then this column shows the title of the blog the reader is interested in. If the type is Blogger, then this column displays the name of the blogger that the reader is interested in. If the type is Category, then this column displays the name of the category that the reader is interested in.

 - Click on this red circled “x” icon if you would like to delete this subscriber from the list. If you delete the entry, the subscriber will no longer receive notifications regarding the item they expressed interest in.

## Site Logs

As administrator, you can view a log of messages that the BlogSuite application produces during execution. Some messages pertain to normal execution; others pertain to errors that may have occurred while someone used your blog site.

To view the log, select the link Site Logs from the Blog Administration Panel. The Logs page will be displayed:

**Logs**

Date/Time	Message
<a href="#">2/3/2009 11:29:50 AM</a>	Application compilation finished.
<a href="#">2/3/2009 11:29:50 AM</a>	Application compilation is starting.
<a href="#">2/3/2009 11:29:50 AM</a>	Application compilation finished.
<a href="#">2/3/2009 11:29:49 AM</a>	Application compilation is starting.
<a href="#">2/3/2009 11:13:25 AM</a>	Application is starting.
<a href="#">2/3/2009 11:11:56 AM</a>	Application is shutting down. Reason: Hosting environment is shutting down.
<a href="#">2/3/2009 10:28:52 AM</a>	Application is starting.
<a href="#">2/3/2009 10:24:34 AM</a>	Application is shutting down. Reason: Hosting environment is shutting down.
<a href="#">2/3/2009 10:03:33 AM</a>	Application is starting.
<a href="#">2/3/2009 9:42:36 AM</a>	Application is shutting down. Reason: Hosting environment is shutting down.

1 2 3 4 5 6 7 8 9 10 ...

If you click on the header of any of the columns, the column you chose the heading for will be sorted alphabetically or numerically and the rest of the columns will be displayed accordingly. Click on the heading again to have the sort done in reverse order. If there is more than one page of listed messages, there will be numbers on the lower left hand corner of the Logs page that you can click on to view information for additional log entries on those pages.

**Date/Time:** This is the date and time that the message was logged.

**Message:** This is a brief description of the message that was logged.

Click on a number at the bottom of the page to view more messages.

Click on the date/time of an entry to view a more detailed description of the logged message. Additional information that is displayed includes event type, code, sequence, message, machine name, application path, and exception type:

## Log Details

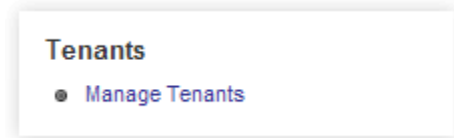
Event Date/Time:	5/11/2009 11:32:50 AM
Event Type:	System.Web.Management.WebApplicationLifetimeEvent
Event Code:	1004
Event Detail Code:	0
Event Sequence:	9
Event Occurance:	2
Message:	Application compilation finished.
Machine Name:	SOURCE2
Application Path:	X:\sites\demo.matrixblogsuite.com\Blogs\
Request URL:	
Exception Type:	
Details:	<p>Event code: 1004 Event message: Application compilation finished. Event time: 5/11/2009 11:32:50 AM Event time (UTC): 5/11/2009 6:32:50 PM Event ID: 321212a0216a488680a6511d0b4466e2 Event sequence: 9 Event occurrence: 2 Event detail code: 0 Application information: Application domain: /LM/W3SVC/1980721989/Root-1-128865403613929526 Trust level: Full Application Virtual Path: / Application Path: X:\sites\demo.matrixblogsuite.com\Blogs\ Machine name: SOURCE2 Process information: Process ID: 956 Process name: w3wp.exe Account name: NT AUTHORITY\NETWORK SERVICE</p>

# TENANTS

Your company is the host of your BlogSuite web (blog) site and uses the domain created for that site. As administrator of your company’s BlogSuite application, you can set up tenants for BlogSuite. Tenants can have their own blogging area within your company’s BlogSuite domain. Tenants are set up with sub domains and can manage their blogging area similar to how you can manage the company’s. They can have their own bloggers, moderate their own blogs and comments, and moderate their own site statistics and subscribers.

For example, your company can be using BlogSuite with the domain name: <http://www.mainblogsuite.com/>. You can have a tenant using a sub domain called <http://sports.mainblogsuite.com/>.

You, as “super administrator”, can view and manage all the sub domains for your company’s BlogSuite. You will see the Tenants box on the right side of the page. Click on “Manage Tenants” to add, delete, and view the tenant information for BlogSuite. When you click on a tenant to view, all the links in the Administration Section box apply to the sub domain for that tenant. Refer to the section “[Manage Tenants](#)” for more information on tenants. Each tenant’s sub domain can have its own administrator.



A tenant, as administrator of his own blogging area, can only view and manage his own sub domain. He can also manage his own sub domain’s categories and profile, whereas you cannot touch these areas for a sub domain.

The number of tenants that your BlogSuite can have is set by the BlogSuite software license. The total number of BlogSuite users, also set up with the software license, includes all your users as well as all the users of each tenant combined.

## Manage Tenants

As super administrator, you can manage tenants for you BlogSuite software. Click on the link “Manage Tenants” from the Tenants box. The Tenants page will be displayed.

**Tenants** (Add New Tenant)

Name	URL
<a href="#">demo</a>	demo.matrixblogsuite.com

By default, you company’s domain is listed as one of the tenants. You will see the names of the tenants as well as their web site addresses. Click on a name to view details for that tenant. The Tenant Details page will come up. You will notice that the content in the boxes on the right side of the BlogSuite page has also been updated. The box normally labeled “Administration Section” is now labeled with the tenant’s sub domain name. The Categories box and Blogroll box now display category names and user names specific to this sub domain blog site. Any link you choose in any of the boxes to the right of the page will now display information specific to this tenant. To return to the host domain, click on the BlogSuite logo at the top left corner of the web page.

---

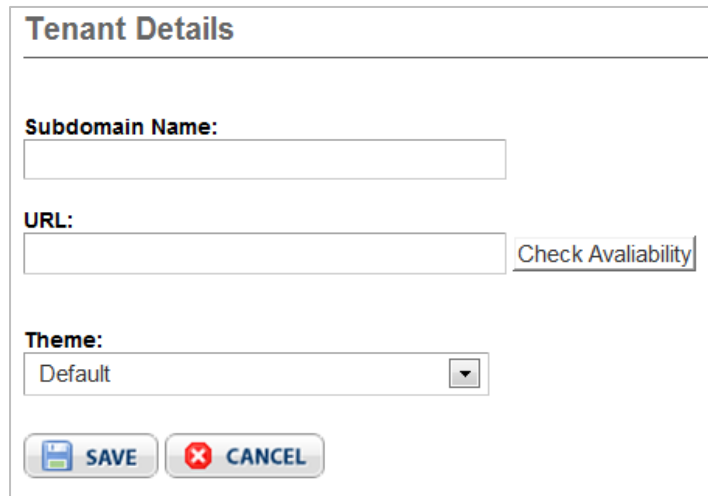
## Add a Tenant

---

To add a new tenant, click on the link **Add New Tenant** from the Tenants page. This link will not be visible if you already have the maximum number of tenants allowed for your BlogSuite. Fill in the input fields in the Tenant Details page.

**Sub domain Name** – Enter a sub domain name for this tenant, for example “sports”.

**URL** – Enter a web site name for this sub domain, for example “sports.matrixblogsuite.com”. Click on the CHECK AVAILABILITY button to verify that the domain is available.



The screenshot shows a form titled "Tenant Details" with the following fields and controls:

- Subdomain Name:** A text input field.
- URL:** A text input field with a "Check Availability" button to its right.
- Theme:** A dropdown menu currently showing "Default".
- At the bottom, there are two buttons: "SAVE" (with a floppy disk icon) and "CANCEL" (with a red X icon).

**Theme** – BlogSuite comes with a default set of themes. A theme can be used to set the look and feel of the web site. For example, if you select the Mediterranean theme, the window background will be updated with a Mediterranean backdrop. Select a theme from the pull-down menu.

**SAVE Button** – Click on the Save button to create this tenant on BlogSuite. Once the tenant is created, you can add bloggers for this new blog site by clicking on the link **Bloggers** in the Administration box on the right side of the web page. Refer to the section “[Add a Blogger](#)” for more information on this topic.

**CANCEL Button** – Click on the Cancel button to discard your changes.

---

## Edit a Tenant

---

To edit an existing tenant, click on the tenant’s name on the Tenants page. The Tenant Details page will appear. Refer to the section “[Add a Tenant](#)” for a description of each input field on this page. Modify the input fields as necessary, then click on the SAVE button to save your changes.

---

## Delete a Tenant

---

To delete a tenant, click on a tenant name from the Tenants page. The Tenant Details page will appear with values for the selected tenant as well as a DELETE button. Click on the DELETE button to remove the tenant from BlogSuite. You will be asked to confirm that you wish to delete the tenant. Select OK to remove the tenant, or CANCEL to ignore your delete request. The tenant and all its information, including blogs, bloggers, subscribers, and categories, will be deleted and no longer available on the host domain. Although the host domain is listed by default as one of the tenants, the host domain cannot be deleted.

# BLOGS

---

## Add New Post

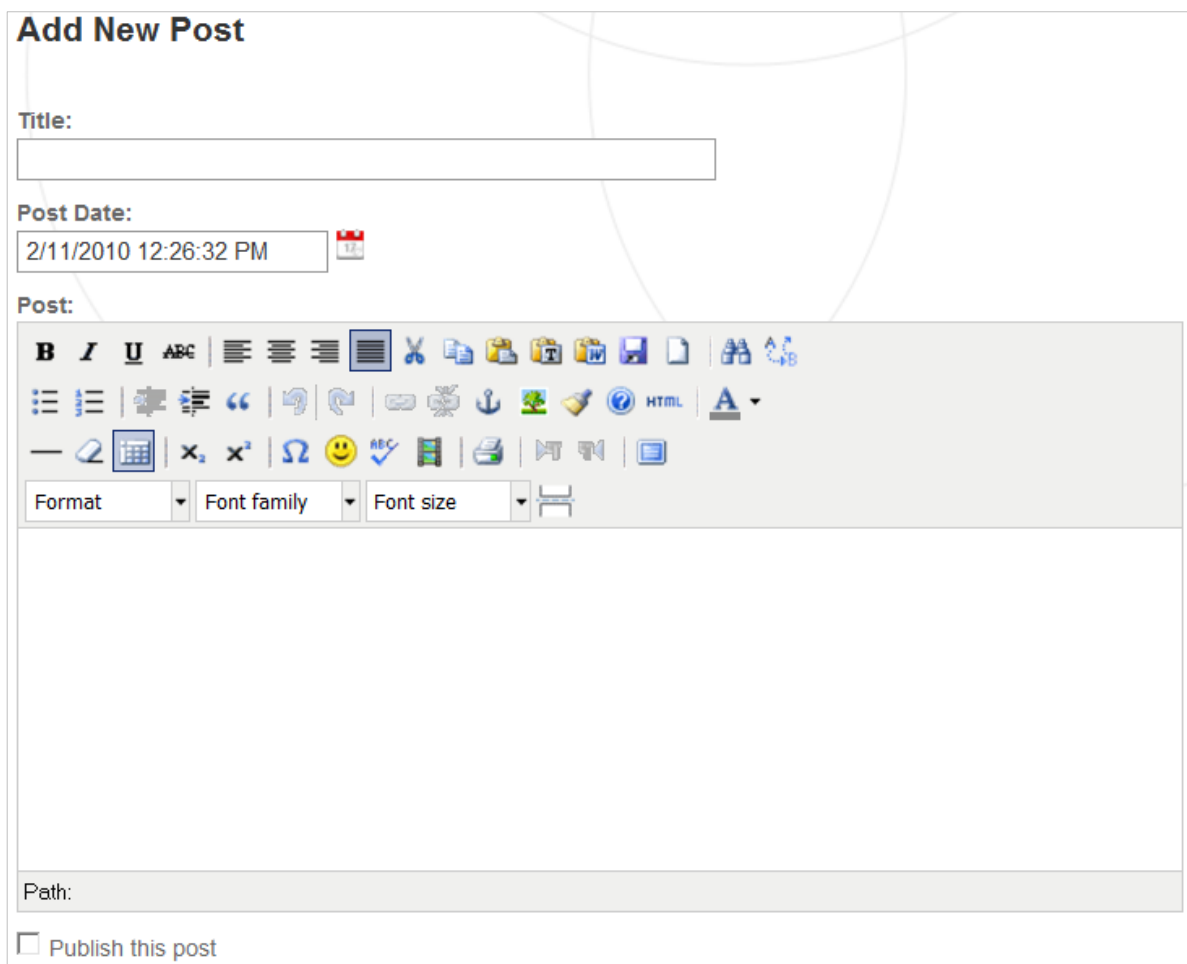
---

To add a blog to the blog site, click on the link **Add New Post** in the Welcome Box. The page will be updated to display an area where you can enter text for your blog entry. You can also upload images that you can then insert as part of your blog entry. The bottom of the page displays categories that you assign to your blog. Categories are used to help organize the blog entries and optimize searches.

### *Compose Your Blog Entry*

---


The top part of the Add New Post page looks like this:





The screenshot shows the 'Add New Post' form with the following elements:

- Title:** A text input field.
- Post Date:** A date and time picker showing '2/11/2010 12:26:32 PM' and a calendar icon.
- Post:** A rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert audio, insert code, and text color. Below the toolbar are dropdown menus for 'Format', 'Font family', and 'Font size', and a print icon.
- Path:** A text input field.
- Publish this post

Specify a title for your blog then enter the text in the Post edit box. You can use HTML content as part of the text. Similar to other Microsoft word processing tools, you have the ability to select various formatting preferences. You can also insert links, images, smiley faces, and special characters as well as spell-check what you have typed by using the toolbar icons, for example:

 - Click on this icon to insert an image into the post.

 - Click on this icon to insert a video into the post.

 - Click on this icon to insert a page break into the post.

**Publish this post** – If you do not put a check mark in this box, your entry will be saved for future editing once you click on the Submit button. It will not be posted to the blog site nor will it be viewable. If you put a check mark in this box, your entry will be posted. If this site moderates blogs, the administrator of the blog site will review the blog and approve or reject its posting on the site. Once it is approved, the entry will be viewable to everyone that accesses the blog site. If it is rejected, the post will be deleted from the site.

## *Upload Images for the Blog Entry*


---

Once you are done entering the text for your blog, make selections on the next part of the Add New Post page:

**Upload Images/Files**







If you want to upload images/files from your computer, choose the image/file you would like to upload using the "Browse" button below. Click on "Upload" when you're done. The image/file you chose will appear below the upload fields. Now, click in editor where you would like the image/file to appear. Use the "Add" icon to add your image/file into the editor.

<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...

 **UPLOAD**

**Upload Images** - Type in a name of an image file that you wish to upload for your blog entry. Or click on the Browse button to bring up a file selection window to find the image file on your computer or network. You can specify up to 5 images at a time to upload.

**UPLOAD Button** – Click on this button to upload the images into the Add New Post page. You will see an Image list appear below the UPLOAD button:

Name	Delete	Add
<a href="#">autoweekmay06.jpg</a>		
<a href="#">autoweeknov08.jpg</a>		
<a href="#">bimmerdec08.jpg</a>		

In the Post text box, click where in your blog you would like the image to appear. Then click on the Add button for that image to insert it into the blog. Click on the Delete button to remove the image from the Image list.

### Select Categories for the Blog

Select the categories that apply to your blog. More than one category can be selected.

**Categories**

- ASP.Net
- Cool Ideas - Neat Things
- CSS
- Design and Graphics
- Flash
- Hardware
- IT
- Javascript
- Management
- Marketing
- Software Projects
- Website Reviews
- Website Work
- Windows Vista
- XHTML

### Submit the Blog

Once you've completed entering the content for your blog, select from one of the following buttons:



**SUBMIT Button** - Click on this button to either save the blog for future editing or publish the post so that it is viewable by others. What happens when this button is clicked depends on whether or not the "Publish this post" check box is checked.

**CANCEL Button** – Click on this button if you do not wish to save this new blog entry.

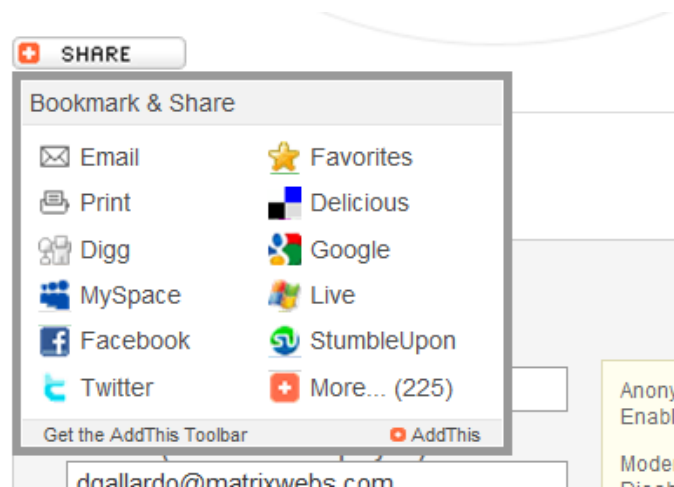
If you submit with the “Publish this post” box not checked, the page will be updated to display the entire text of your blog with the following heading:



You can click on **Edit Post** to modify, update, or delete your blog entry. “Not Published” indicates that the blog is not yet complete.

If you submit with the “Publish this post” box checked, the page will be updated to display the entire text of your blog with the same heading as above, except it will say “(Published)”. If this blog site moderate blogs, the posted entry will not be viewable until the administrator approves the entry. Refer to the section “[Moderate New Blogs](#)” for more information on this topic. Otherwise, the blog is now viewable by everyone.

After the text of your blog, there is an area that indicates how the blog was categorized. There is also a “SHARE” icon that allows you to post the entry on other commonly used blog sites, or bookmark the entry. Mouse over the “SHARE” icon to view the various options you have.



At the bottom of the page, there's an area where a comment can be added for the blog. Refer to the section "[Add a Comment](#)" for more information on this topic.

## View Posted Blogs

Anyone can view blogs that have been posted and published on BlogSuite. As far as your own blogs, you can view those that you have both published (posted) and not published. Refer to the section "[View Unpublished Blogs](#)" for more information on this topic.

When a user goes to the blog site, the latest posts will be listed, showing their title, date, author, comment count, and text from the first few lines of the blog.



To view the entire blog, click on the blog title or on the link "Read More" at the end of the displayed text for the blog. There are four parts to the viewing page that gets displayed.

### *The Posted Blog*

The first part consists of the title of the page, the title of the blog, and the entire blog itself. The blog can contain text and images. The following is an example of what is displayed, along with a portion of the blog:

---

## Viewing "Patricia's" Blogs



Aug  
27

### Beat the Workday Blues

Patricia Wallace | 2008 1:33 PM | 0 comments

With the population's job satisfactory level on a decline I have found some ways to help you keep those workday blues a thing of the past and get you on the road to a much more enjoyable day. I think most people lose interest in their job after they know they got the position. The job market is extremely slow and for those of us who do have a job should be thankful and learn to enjoy being at work while realizing the benefits that come along with being employed. I know this is tough for some of you, but here are 8 tips to help you along...

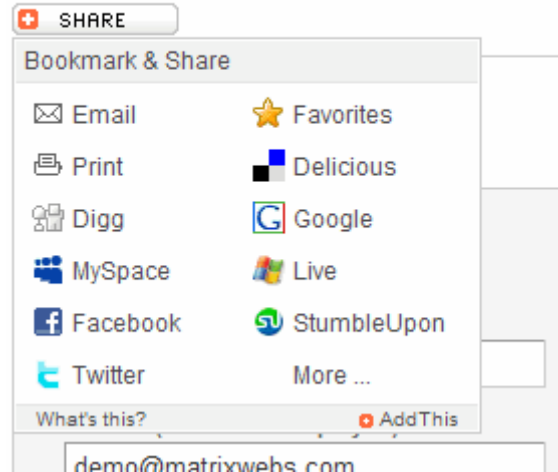
The page title indicates whose blog you are viewing. The SUBSCRIBE button gives the viewer the ability to be notified via email when the blog is modified or updated, or when comments are added to the blog.

## Blog Tools

---

The second part of the viewing page indicates what categories were used to tag the blog. It also displays a "SHARE" button that allows you to submit the post to other blog sites or bookmark the blog.

This post is categorized under: Website Reviews



Simply click on the icon of the blog site you wish to post the blog to. Another browser window will appear with that web site for you to interact with to post your blog.

## Blog Comment

---

The third part of the viewing page gives the viewer the ability to add a comment for the blog. Refer to the section “[Add a Comment](#)” for more information on how to add a comment for a blog.

## Blogs Posted by the Same Blogger

---

The final part of the viewing page is the right part of the page, where various boxes give you the ability to view other blogs that have been posted by the same blogger as the blog you are currently viewing.

### Blog Calendar Box

This box displays a calendar of the current month. The current day is highlighted. To view the previous or next month’s calendar, click on the month’s name. To view blogs posted on a day in the month displayed, click on the day’s date. The page will be updated to display a summary of blogs that were posted by the same blogger on the selected date. If the blogger posted a blog on a certain date, that date will be highlighted in purple.

### Blog Calendar

Oct	NOVEMBER 2008						Dec
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

### <Blogger name>’s Recent Posts Box

This box displays the titles of the most recent blogs posted by the named blogger. Click on the title of the blog that you are interested in viewing. The viewing page will be displayed with the text of the blog in its entirety.

### Patricia's Recent Posts

- [Beat the Workday Blues](#)
- [Fun Things to do When You're Bored at Work](#)
- [MatrixSuites](#)
- [A New Approach to Moving Up the Corporate Ladder](#)
- [Tips 2 and 1 for a Happier Workday](#)

### Archive Box

This box lists the months, in chronological order, that the blogger posted an entry to the blog site. The number in parentheses next to the month indicates the number of blogs this blogger posted that month. Click on the month that you are interested in. The page will be updated to display a summary of blogs that were posted by this blogger on the selected month.

### Archive

- [August 2008 \(1\)](#)
- [June 2007 \(1\)](#)
- [May 2008 \(1\)](#)
- [February 2008 \(2\)](#)
- [January 2008 \(7\)](#)

## Edit a Blog

When adding a new blog, you can select whether or not to post the blog to the blog site using the check box “Publish this post”. Refer to the section [“Add New Post”](#) for more information on this topic. If the box is not checked when the SUBMIT button is selected, your entry will be saved for future editing. It will not be posted to the blog site nor will it be viewable.



You can click on **Edit Post** to modify, update, or delete your blog entry. “Not Published” indicates that the blog is not yet complete. When you click on **Edit Post**, the “Add New Post” page will appear with your blog entry displayed, ready to be edited. Refer to the section [“Add New Post”](#) for more information on the page.

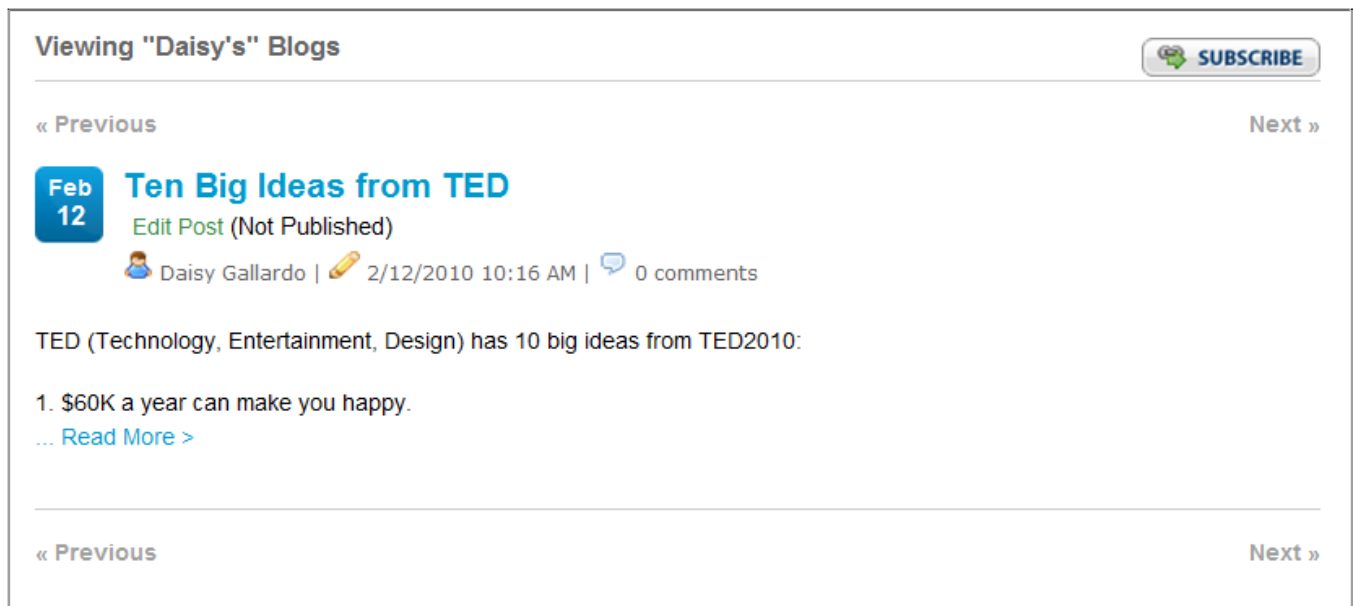
## Delete a Blog

Only the author of a blog can delete the blog that is published on your blog site. To delete the blog, select to edit the blog. Refer to the section [“Edit a Blog”](#) for more information on this topic. At the bottom of the page will be a DELETE button. Click on this button to delete the blog entry from BlogSuite.

## VIEW UNPUBLISHED BLOGS

When you log onto your BlogSuite account, the page will be updated to display all the blogs you have entered, whether or not they have been published. They are displayed in chronological order, with the most recent blog at the top of the page. If you have pages of blogs, it could be cumbersome to find those that are not yet published so that you can review them and publish.

To view all the blogs that you entered on the blog site but have not yet published, click on the link **View Unpublished Blogs** from the Welcome Box. The page will update to display only your unpublished blogs, not any other users' unpublished blogs:



Viewing "Daisy's" Blogs SUBSCRIBE

« Previous Next »

**Feb 12** **Ten Big Ideas from TED**  
Edit Post (Not Published)

Daisy Gallardo | 2/12/2010 10:16 AM | 0 comments

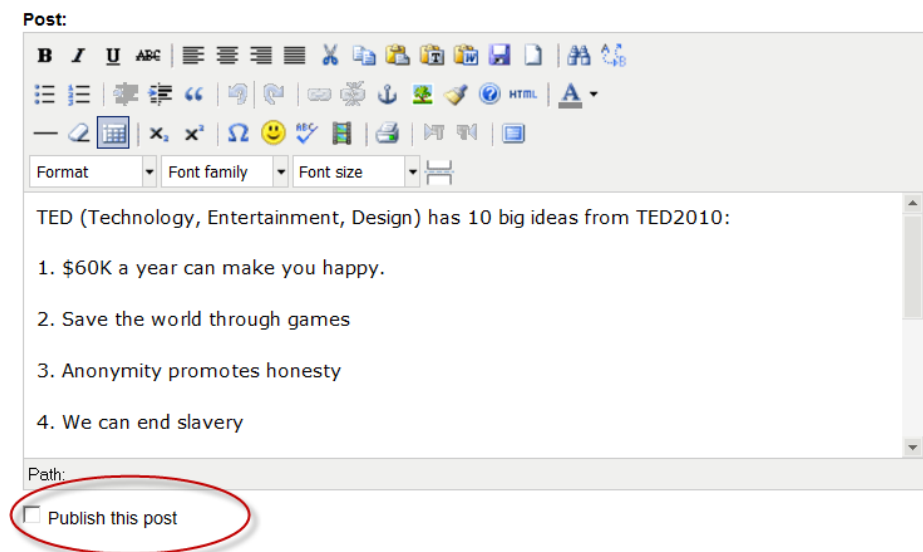
TED (Technology, Entertainment, Design) has 10 big ideas from TED2010:

1. \$60K a year can make you happy.  
[... Read More >](#)

« Previous Next »

To edit the blog and publish it so that anyone can view it, click on **Edit Post** just below the blog's title.

The "Add New Post" page will appear with your blog entry displayed, ready to be edited. Refer to the section "[Add New Post](#)" for more information on the page. To publish the post, check the box labeled "Publish this post" just below the Post edit box. Then click on the SUBMIT button to post the blog.



Post:

Format Font family Font size

TED (Technology, Entertainment, Design) has 10 big ideas from TED2010:

1. \$60K a year can make you happy.
2. Save the world through games
3. Anonymity promotes honesty
4. We can end slavery

Path:

Publish this post

It is now viewable by everyone.

## MANAGE PROFILE

---

In order for a person to be able to post blogs on your blog site, he or she must have a user account. Once the user account, or profile, is created, the user can edit that profile at any time. To manage your own profile, click on the link **Manage Profile** from the Welcome Box. The Profile Details page will be displayed:

### Profile Details

**First Name:**

**Last Name:**

**Display Name:**  
 (avoid invalid characters such as , . / ? ' ; : < > \ and spaces)

**Email:**

**Password:**

**First Name, Last Name** – Enter your first and last names. This name will be used whenever you post new blogs and add comments onto the web site.

**Display Name** – Enter a display name. This name is used when informing others where your blogs are posted on this blog site. An example is <http://blogs.matrixwebs.com/members/Demo/archive.aspx>.

**Email** – Enter your email address. This is used as your user name when you log on to this blog site.

**Password** – Enter a password. This is used when you log on to this blog site.

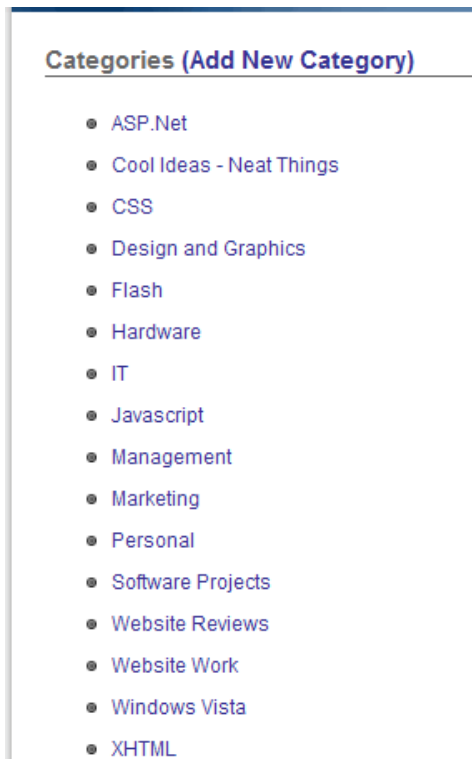
**Save Button** – Click on this button to save the changes to your profile.

**Cancel Button** – Click on this button to discard any changes you made; the original values will be used.

## MANAGE CATEGORIES

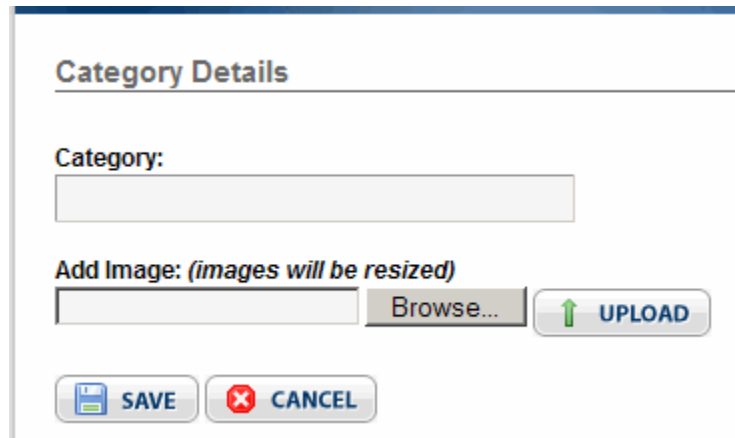
---

Categories are used to help organize the blog entries on the blog site. They are also used to perform optimized searches on the blog entries. As administrator, you can add, modify, or delete category names as you see fit for your blog site. Click on the link **Manage Categories** from the Welcome Box. The Categories page will be displayed with the category names that are currently defined for your blog site:



### Add a Category

To add a new category to the list, click on the link **Add New Category** on the Categories page. The Category Details page will be displayed:



**Category** – Enter the name of the category you wish to add.

**Add Image** – Specify the file name of an image that you would like displayed with this category name.

**Browse Button** – Click on this button to display a file selection window where you can choose the image file from your computer or network.

**Upload Button** - Click on this button to upload the image so that it is displayed here and alongside the name in the Categories Box.

**Save Button** – Click on the save button to add the new category to the list. The Categories box will be updated. Also, whenever a post entry is added, there will be a check box for this category that the blogger can select before posting the entry.

**Cancel Button** – Click on this button to ignore any changes you made; a new category will not be added to the list.

## Edit or Delete a Category

To edit or delete an existing category, click on the category name on the Categories list. The same input fields and buttons will be displayed as when you add a new category. Refer to the section "[Add a Category](#)" for more information on adding a new category. In addition, you will see a DELETE button.

### Category Details

---

**Category:**

**Add Image: *(images will be resized)***

To edit the category, simply make the changes you wish and click on the Save button. Your changes will be reflected in the Categories Box.

To delete the category, click on the Delete button. A confirmation popup window will appear asking “Are you sure you want to delete this Tag?” If you click on Cancel, the category will not be deleted. If you click on OK, the category name will be removed from the Categories page as well as the Categories Box. Any blogs that were tagged using that name are no longer in that category. When you view the blog, the category will no longer be listed.

## LICENSE / UPGRADE

---

Before your company can use the BlogSuite software, you must request a software license. If you already have a license for BlogSuite, you can request an upgrade to your license.

To request a license for BlogSuite, click on **License / Upgrade** in the Welcome box. The Request/Upload New License page will appear.

### Request/Upload New License


---

**License:**

**Company Name:**

**Name:**

**Email:**


**Date:**  
 

**License URL:**

**Number Of Tenants**

**Number Of Users**

**Options:**  
 ▼



**License** – If you already have a license and are requesting an upgrade, enter the name of the license file. Or click on the Browse button to bring up the File Selection window. From here you can browse the files on your computer or network and make your selection.

**Company Name** – Enter the name of your company.

**Name** – Enter your first and last name.

**Email** – Enter your email address where you can be contacted.

**Date** – Enter the date. By default, the current date will be filled in.

**License URL** – Enter the host domain name of the blog site for which you are requesting a license.

**Number of Tenants** – Enter the number of tenants this blog site will have.

**Number of Users** – Enter the total number of bloggers this blog site will have. This includes bloggers for the host blog site as well as those for each of the tenants.

**Options** – Select a maintenance package that you would like to include as part of your subscription to BlogSuite.

**SUBSCRIBE Button** – Click on this button to submit your request to Matrixwebs. You will be contacted by a Matrixwebs representative to set up or upgrade your license.

## ADD A COMMENT

---

Once a blog is posted and viewable on the blog site, comments can be added by the reader. However, not all readers will have the ability to post a comment. You can post a comment if you have a user account with the blog site. Your user account is created in one of the following ways:

- The blog site’s administrator has created an account for you.
- You registered for an account on the blog site. To register, click on the “Register” link on any of the blog site’s web pages. The link will appear on the banner, at the top of the page. Refer to the section “Getting Started: User Account” for more information on registering.

If “Moderate comments” is enabled on the blog site, any newly added comments will not be viewable until they are reviewed and approved by the moderator. Refer to the section “[Moderate New Comments](#)” for more information on moderating comments.

To add a comment to a blog, you must first view the blog in its entirety. Refer to the section “[View Posted Blogs](#)” for more information on how to view a blog. At the bottom of the viewing page is the area that allows you to add a comment.

All fields that require input in order to add a comment successfully will be marked with an asterisk “\*”. Your comment cannot be posted successfully until each of these fields has a valid value. The information box to the right of the input fields mentions this as well as other rules on entering text for the comment. “Anonymous Comments” refers to the ability to add a comment without specifying an email address. “Moderated Comments” refers to the process where new comments must be reviewed by the blog site’s administrator before it gets posted with the blog.

### Leave a Comment

\* Name:

\* Email: (will not be displayed)

URL:

\* Comment:



Enter the code shown:

Anonymous Comments Are Enabled

Moderated Comments Are Enabled

Fields marked with an asterisk (\*) are required.

**a**, **strong**, **em** and **code** tags are allowed. Line breaks and paragraphs are automatically generated. Inappropriate comments will be either deleted or edited.

**Name\*** – Enter your name. By default, this is filled in with the first and last name from your profile if you are logged on to your user account for this blog site. Otherwise it will be blank. This name will be displayed with your comment.

**Email\*** – Enter your email address. By default, this is filled in with your login user name if you are logged on to your user account for this blog site. Otherwise it will be blank.

**URL** – (Optional) Enter the path name of a web site you would like displayed with your comment.

**Comment \***– Enter the text of your comment. Refer to the box to the right of the comment text box for rules on entering text for the comment.

**Enter the code shown** – Above this input field is an image with numbers and letters. For security purposes, you must enter the code the way it is shown, using upper and lower case alphabets where necessary, before you can post your comment.

**POST COMMENT Button** – Click on this button when you are ready to post your comment. If the comments are being moderated by the blog site, the comment will be submitted for approval and will not be displayed with the blog until it has been approved. You will see the message:

**Leave a Comment**

Thank you for submitting your comment. Moderation is enabled and your post will appear as soon as it has been approved.

Refer to the section “[Moderate New Comments](#)” for more information on this topic. Once the comment is approved, or if Moderated Comments is disabled, the comment will be posted with the blog it is associated with:

Greg said on 6/2/2008 9:49 PM

I would think some of these are against some company policies!

Dhana Shunmugasundram said on 7/10/2008 9:07 AM

I like the stretching idea

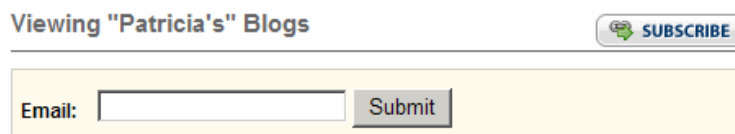
## SUBSCRIBERS

---

Viewers of BlogSuite can choose to be notified if changes or updates are made to blogs on the blog site.

### Become a Subscriber

You will notice a SUBSCRIBE button that appears at various instances while on the blog site. Click on the button if you would like to know when modifications or updates are made. If you are logged on to your user account for the blog site, the notification will be emailed to the address specified in your profile. If you are not logged on to the blog site, you will be prompted for your email address:



The screenshot shows a web interface for viewing a specific blogger's posts. At the top, it says "Viewing 'Patricia's' Blogs". To the right of this text is a blue button with a speech bubble icon and the word "SUBSCRIBE". Below this is a yellow form box containing an "Email:" label, a text input field, and a "Submit" button.

Click on the Submit button to become a subscriber for this instance.

The SUBSCRIBE button appears in the following instances:

**When viewing the blog site's home page:** When you choose to view the home page by logging on to the blog site or clicking on the BlogSuite logo at the top right corner of the blog site's web pages, you will see the SUBSCRIBE button below the banner. Click on the SUBSCRIBE button to be notified of any and every change made to the entire blog site.

**When viewing a blog:** When you choose to view a specific blog by clicking on its title or the "Read More" text associated with it, you will see the SUBSCRIBE button at the top of the viewing page. Click on the SUBSCRIBE button to be notified if changes are made to this particular blog. For example, if a comment is made to the blog, the subscriber will receive an email.

**When viewing blogs by a specific blogger:** When you choose to view all the blogs by a particular blogger, for example clicking on a link in the Archive box or Blogroll box, you will see the SUBSCRIBE button at the top of the viewing page. Click on the SUBSCRIBE button to be notified if changes are made to any blogs written by this blogger.

**When viewing blogs tagged with a specific category:** When you choose to view all the blogs tagged with a specific category, for example by clicking on a link in the Categories box, you will see the SUBSCRIBE button at the top of the Latest Posts: Tagged page. Click on the SUBSCRIBE button to be notified if changes are made to any blogs that are tagged with this category. For example, the subscriber can receive an email whenever a blog is added or updated for the category "Health Care".

The administrator of the blog site can moderate subscribers to the blog site. Refer to the section "Moderate Subscribers" for more information on this topic.

## Unsubscribe

---

If you no longer wish to receive email notifications regarding blogs on the blog site, simply click on the “Unsubscribe” link in the email notification that you receive.

## GLOSSARY

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**Administrator:** Access privilege on BlogSuite where you have the ability to manage categories, profiles, posts, and comments for your blog site.

**Anonymous comments:** Comments that are added to a blog without an email address being specified.

**Blogger:** A user of the internet that has a user account on your blog site and therefore has the ability to post blogs on that site.

**Category:** A way in which to tag blog entries made on your blog site so that they can be searched or listed based on similar content.

**Domain:** A part of the Internet that consists of web sites with a common purpose.

**Moderate:** To review the content and determine whether or not it is appropriate to post on the blog site.

**Moderated comments:** Comments added to a blog that require moderation before it is posted and viewable by readers of the blog site.

**Subscriber:** An Internet user that is interested in receiving email notices when one of the following occurs on your blog site:

- changes are made to a particular blog;
- changes are made to any blogs written by a particular blogger; or
- changes are made to any blogs that are tagged with a particular category.

**Super administrator:** Access privilege on BlogSuite where you have the permissions to manage your host blog site as well as those of your tenants.

**Sub Domain:** A part of the Internet that is also a part of a larger domain.

**Tenant:** A sub domain on the host blog site that has its own blogging area.

## APPENDIX A: LAYOUT/STYLE CHANGES

### Templates

All pages in the blogging software use templates. The templates are located at “webresources/masterpages/”.

TEMPLATE	PAGES
<b>login.master</b>	signin.aspx
<b>main.master</b>	index.aspx members/categories.aspx members/category_detail.aspx members/profile.aspx all aspx files under the admin folder
<b>Blogger.master</b>	members/blog.aspx members/index.aspx

### Usercontrols

Some pages have reusable controls that are used in multiple pages. A usercontrol reference on the page might be defined like this:

```
<uc1:edit id="Edit1" runat="server"></uc1:edit>
```

To find out the exact location of this control, refer to the top of the page where you will find a line that looks like this:

```
<%@Register Src="~/webresources/usercontrols/users/edit.ascx" TagName="edit" TagPrefix="uc1"%>
```

The path of the usercontrol is defined in the src attribute.

### Stylesheets

All stylesheets are located at “webresources/stylesheets/”.

STYLESHEET	DESCRIPTION
<b>base.css</b>	Resets all HTML styles
<b>screen.master</b>	The main stylesheet for the entire site

## Stylesheet Elements

Below is a list of some elements in the stylesheet. The easiest way to achieve a change in the layout would be to adjust the colors and switch out the images. To get an idea on how to change the layout with CSS, visit <http://w3schools.com/css/default.asp>. You can easily change the colors in CSS using hex values. Refer to [http://w3schools.com/css/css\\_colors.asp](http://w3schools.com/css/css_colors.asp) for values.

ELEMENTS	DESCRIPTION
<b>#banner</b>	Page banner will appear here; the search is positioned within the banner element.
<b>#calendar</b>	The main outlying div for the calendar that appears in each blogger's navigation panel.
<b>#comments</b>	Comments are styled as a list.
<b>#commentForm</b>	Contains the form to add a comment to a post.
<b>#header</b>	The top part of the layout; contains a logo and a menu.
<b>#mainContent</b>	The left side of the layout; contains all the blog posts.
<b>#navigation</b>	The right side of the layout; contains all the extra navigational elements of a page.
<b>.display</b>	Styles for all tabular data.
<b>.entry</b>	Use this to specify styles for all blog post entries.
<b>.form</b>	All form elements in the admin and profile edit pages are contained within this div.
<b>.post</b>	Each post is contained within this div.

## APPENDIX B: HOW-TO'S

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This appendix presents a summary of steps to perform various tasks with BlogSuite. The host domain, <http://www.matrixblogsuite.com/> is used as an example for these tasks.

### Create a Tenant

---

Create a tenant for [www.matrixblogsuite.com](http://www.matrixblogsuite.com):

1. Log on to BlogSuite on host domain [www.matrixblogsuite.com](http://www.matrixblogsuite.com).
2. Click on **Manage Tenants** in Tenants box located on right side of web page. Tenants page will appear.
3. Click on link **Add New Tenant** on Tenants page. The Tenant Details page will appear.
4. Fill in the input fields. For example:
  - a. Subdomain Name: sports
  - b. URL: [sports.matrixblogsuite.com](http://sports.matrixblogsuite.com)
5. Click on the **Save** button. The new tenant will be created and its name displayed on the Tenants page.

### Create a Blogger for Tenant

---

Create a blogger for [sports.matrixblogsuite.com](http://sports.matrixblogsuite.com):

1. Log on to BlogSuite on host domain [www.matrixblogsuite.com](http://www.matrixblogsuite.com).
2. Click on **Manage Tenants** in Tenants box located on right side of web page. Tenants page will appear.
3. Click on **sports**, the tenant you wish to create a blogger for.
4. The Tenant Details page will appear. The Administration box on the right side of the web page is now titled with the Tenant's name (for example, "Administration Section" is now replaced with "sports.matrixblogsuite.com"). All the links on the right side of the web page will now operate on the sub domain.
5. Click on the link **Bloggers** in the "sports.matrixblogsuite.com" box. The Bloggers page will appear.
6. Click on the link **Add New Blogger** on the Bloggers page. The Blogger Details page will appear.
7. Fill in the input fields with information for the new blogger.
8. Click on the **Save** button. The new blogger will be created for this tenant (subdomain) and his/her name displayed on the Bloggers page.

### Add a Post

---

1. Click on the link **Add New Post** from the Welcome box.
2. Enter a title for your blog.
3. Select a post date. By default, it shows the current date and time.
4. Enter the text for your blog in the Post edit box, which is the editor. Use the formatting tools displayed on the tool bar to help you arrange the text the way you want.
5. Check the box **Publish this post** just below the editor to post the blog so that it is viewable by everyone.
6. To include images in your blog:

- In the section labeled “Upload Images/Files”, enter the file name or click on the Browse button to bring up the file selection window.
  - Click on the **UPLOAD** button. The display will be updated to show an image list of uploaded files below the UPLOAD button. Click in the editor where in your blog you would like to insert the image.
  - Click on the “ADD” icon for the image in the image list to insert it at the cursor location in the editor.
  - Up to 5 images can be loaded at a time.
7. Check the boxes for the categories that the blog pertains to.
  8. Click on the **SUBMIT** button to submit the blog entry to the blog site.

If you had checked the box **Publish this post**, the blog will be viewable by everyone on the internet. If the box is not checked, the blog is on the blog site but is only viewable by you until you publish it.

