

# CUL CommonSpot Sites

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## **Introduction**

The goal of this document is to provide step-by-step guidance for CUL staff who are setting up CommonSpot websites using the Library's server. It aims to help you:

- Set up and maintain a CommonSpot site on Cornell University Library's CommonSpot server.
- Identify staff who can support you with different task.
- Understand the information you will need to provide to get the site started.
- Learn the type of control you as the site administrator will have over the site.
- Introduce you to some maintenance procedures you will need to know about.

## **Development vs. Production Servers**

- Each CUL CommonSpot site is manifested as two sites – a development site and a production site.
- The production site is accessed via a URL like <http://<mydomain>> and development site is accessed via a URL like <http://<mydomain>:6779> .
- Both sites are on the same physical machine, but they run on separate Apache servers, separate copies of Jrun, ColdFusion, and CommonSpot and are inaccessible from one another. They even have separate Oracle tablespaces.
- You will use the development site while you are creating your base template, building your initial soft templates, setting up your navigation, and building example pages of each type of page on your site.
- When your site is a working skeleton you will request that it will be moved to the production server. Once on the production server you can build out the full site with all its pages and features.
- When the time comes for a major overhaul of your site you can request to copy the production version back over the development version to provide a starting point for developing the new site.

## **Administrative Roles**

- Site Administrator – [someone@cornell.edu](mailto:someone@cornell.edu) - administer one or more sites, design and build pages, establish site and subsite security, create subsites.
- Site Programmer – [someone\\_else@cornell.edu](mailto:someone_else@cornell.edu) - build and upload base templates, style sheets, custom coldfusion code.
- Gatekeeper - James Reidy – [jgr25@cornell.edu](mailto:jgr25@cornell.edu) - acts as the gatekeeper for the CUL CommonSpot installation. He is the point of contact for establishing sites, maintenance requests, questions about the server, etc. He is the administrator of CommonSpot and coldfusion on the development and production servers. He sets up users and groups. (The backup person for this role has not been chosen, but there will be one.)
- Web Administrator - Paul Houle - [ph18@cornell.edu](mailto:ph18@cornell.edu) - administrate the CommonSpot machine. He creates the directories, works with the Apache servers, Jrun, sets permissions, handles security and troubleshoots problems with the web server.
- DBA & System Administrator - Surinder Ghangas - [sg14@cornell.edu](mailto:sg14@cornell.edu) - is the system administrator, Oracle database administrator and also establishes domain names. Surinder is responsible for backups and issues involving hardware and the operating system.
- Backup System Administrator – George Kozak – [gsk5@cornell.edu](mailto:gsk5@cornell.edu) is the backup system administrator if Surinder is not available.

## **Site Setup**

### ***Domain Name***

- If you would like to use your new domain name (xyz.library.cornell.edu) please let us know. (Please pick one that is not in use.) We set up the DNS to point to your site. Note: we will set up a redirect from your domain name to a subfolder on your site that contains the top of your site (eg. <http://xyz.library.cornell.edu> will redirect to <http://xyz.library.cornell.edu/xyz/index.cfm>).
- If you don't want to use a new domain name you can have your site at <name to be determined>.library.cornell.edu/<your subsite name> .

### ***Administrator***

- Please select someone from your group to be your CommonSpot 'Site Administrator'. We'll create a user record using this person's Cornell netid and assign all the administrator rights for this site to that user. This way the administrator can just login using CUWebAuth or Sidecar.
- Please also select someone from your group to be the 'Site Programmer' who will be able to log on to the CommonSpot machine. This person will be able to use this account to upload base templates, style sheets, and custom coldfusion code to the Development server. We will need to work out a username/password for this account.

### ***Additional Site Information***

- Please see the worksheet at the end of this document.

### ***Users and Groups***

- Generally users will be authenticated through the Cornell Kerberos implementation using CUWebAuth or Sidecar.
- CommonSpot has to have a user record for each contributor in order to assign rights and privileges. These user records have to be added by the CommonSpot administrator. We do not need to know the user's Kerberos password to create the user records, just the user's netID.
- Please submit a list of all contributors' netids so we can set up the user records. These users will be in the group of "Authenticated Users" once they log in.
- The site administrator will be able to control the privileges of individual users through the General Security interface
- If you have lots of contributors, we can create groups to simplify user management.

# Initial Site Development

## ***Building base templates***

- The basic process starts with an html page that looks the way you want your site to look. The Site Programmer will turn it into a coldfusion document with some CommonSpot layout elements where sections of the content will go. This will be your base template.
- We have some people here in DCAPS who can help with this process, and we hope to formalize a team who can help you through this phase of development. For now the process will be ad-hock.
- Note: the CUL installation of CommonSpot does not include the 'DIV Element'.
- Find out more about templates in the PaperThin knowledgebase <http://www.paperthin.com/support/knowledgebase/index.cfm> in the "[Getting Started Guide - Version 4.5](#)" and the [Developer's Guide - Version 4.5 SP1](#) .

## ***CommonSpot site setup***

### **Register base template**

- The Site Programmer will place the base template on the spottest Development server in the site's 'templates' directory.
- The Site Administrator will go to Subsite Administration -> Base Templates and register the name of the base template with CommonSpot

### **Build first soft template**

- The Site Programmer will place any stylesheets required by the base template in the 'styles' directory on the site, and also place any page background images, logos, etc. required by the base template in the 'images' directory on the site.
- The Site Administrator will use createpage.cfm to make a page based on the newly registered template. This page should look something like your original html page – except for any CSS.
- You will want to turn on stylesheets on this page, create a 'Style Sheet Set' including any stylesheets you have uploaded, and move this style sheet set above the Default style sheet set to make it override CommonSpot Styles. You will also want to name your body style body.CS\_Document since CommonSpot applies a class="CS\_Document" to it's body tag. Once you've done these things the page should look even more like your original html page.
- Next, you will save this page as a template and create a new page derived from this soft template.

### **Build additional soft templates**

- At this point you'll want to add some CommonSpot elements to the various layout elements on your page to insert logos, footer text, navigational items, etc.
- You'll build site-wide items first then save the page as a template, then derive a new page from this template an add more page specific items.

### **Build index.cfm page**

Eventually you'll be ready to add the content of the home page. You should create a page called index derived from your template stack and fill in the regular content area.

## ***Workflow setup***

We're still trying to figure out how to use Approvers, Publishers and Approval Levels properly. When we do, we'll be able to recommend a practice for using them.

## **Moving Development to Production**

### ***Complicated***

There is a several step procedure for moving a site from the development server to the production server. It involves work by the DBA, the System Administrator, the Gatekeeper, and the Site Programmer. It takes a few hours.

### ***Doable***

We have successfully done it. Please have your site ready to move when you request this service.

### ***Site Programmer Uploads***

The Site Programmer will not be able to store files on the Production Server. The procedure will be to update the files in the style, images, templates, customcf, etc. directories on the Development server and request that they be transferred to production server.

## **Directory Layout**

- spot.library.cornell.edu – the library CommonSpot machine
  - spottest (development) or spot (production)
    - apache2 – apache server for the test site
    - commonspot – CommonSpot installation
    - commonspot-data – internal data for CommonSpot
    - sites – top of domain name space
      - commonspot.library.cornell.edu – example site directory
      - conf – server configuration for this domain
      - logs – log files
      - htdocs – web root for this domain
        - CFIDE – symbolic link to cold fusion for this site
        - cs – root of CommonSpot site
        - CommonSpot generated directories here

## **Technical Support for Implementation: Troubleshooting**

Placeholder for names, phones, and email addresses of CUL folks who will be assisting with web programming, design, and system related questions.

## **Reporting and Communication**

Placeholder for information on listserv to discuss CS implementation issues. Also a mailbox to report problems. We need to decide who will be monitoring the mailbox. We may need to use one of the existing technical support mailboxes.

# CUL CommonSpot Site Setup Worksheet

Full Site Name \_\_\_\_\_  
Display site name (abbreviated, no blanks or funny characters) \_\_\_\_\_  
2 or 3 character name for directory of top site \_\_\_\_\_  
Need Unicode UTF-8?  Yes  No  
Need special domain name?  Yes  No  
Domain Name (eg xyz.library.cornell.edu) \_\_\_\_\_  
Site Administrator Name \_\_\_\_\_  
Site Administrator netid \_\_\_\_\_  
Site Programmer Name \_\_\_\_\_  
Site Programmer netid \_\_\_\_\_  
Contributors (list netids) \_\_\_\_\_  
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