



HCL Digital Experience

HDX-ADM-200

Multi-Site Management

HCLSoftware U

Creating a new generation of experts

Edition September 2024

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Introduction

This hands-on lab guides you, as an administrator, in understanding how to create and manage a new site as well as a new virtual portal.

In this DX developer lab, you play the role of Harry, an administrator for the fictitious Woodburn Studio company.



Harry Pappus, Administrator, based in Chicago (USA)

Harry will create and manage a new articles site and a corresponding articles training virtual portal for Woodburn Studio.

Prerequisites

1. Completion of [HDX-INTRO](#), [HDX-BU-100](#) and [HDX-ADM-100](#) courses, including the labs
2. Have a running DX instance on CF221 or newer. The lab is using the DX Solution Modules in HCL SoFy (<https://hclsofy.com/catalog/dx-solution-modules>).
3. Access to download the Lab Resources. In the same place where you have found this lab, you will find corresponding resources which you may download and unzip in your Desktop. This helps you to run the lab more easily, and you may later replace it by your own ones.

You will be using the following user IDs and passwords:

| Purpose | User | Password |
|-----------------------------------|------------------------|---------------|
| SoFy Login | Your official email id | Your password |
| DX Login Developer (Harry Pappus) | hpappus | HCL-Dem0 |

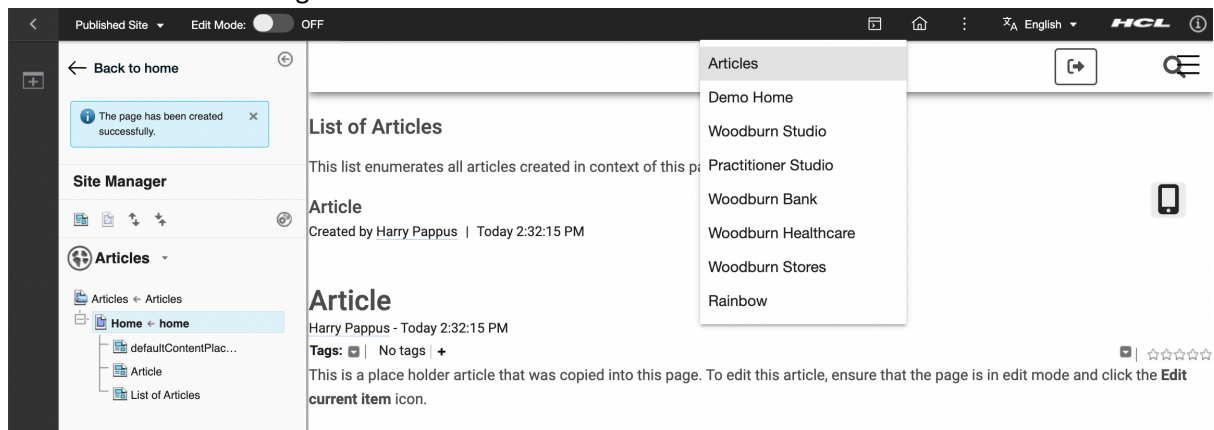
Lab Overview

In this lab, you will learn how to create new sites and virtual portals. You will first create a new articles site for your company and then corresponding articles training virtual portal for a specific department to get them trained on this new site. In the staging lesson, you will learn how to stage your articles site to this new virtual portal.

There are two parts in this lab, introduced now.

Part 1: Create a new Articles site in the base portal

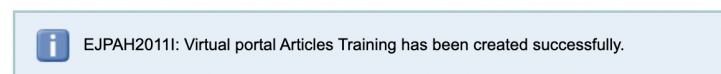
As Harry, you will create a new Articles site on the base portal. You will create the top level Home page, create an Article web content library with top level Home site area, associate this with your new site and start adding the first articles.



Part 2: Creating an Articles Training Virtual Portal

Then you will use the Virtual Portal Manager to create a Virtual Portal to be used for training your content authors on creating articles, before using the real site.

Virtual Portal Manager



Use the controls below to manage your portals. Click new virtual portal to create a portal. Click on a portal's title or URL to go to a portal. Click the edit icon to modify title and description. Click the delete icon to remove a portal.

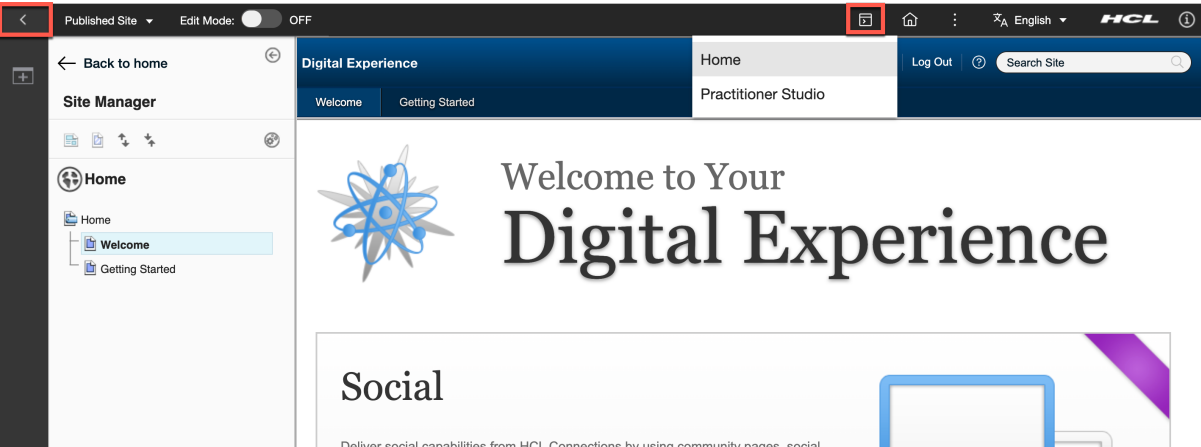
New Virtual Portal

| Page 1 of 1 | | | |
|--------------------|-------------------|----------|--------------------------------------|
| Title | URL Context | Hostname | Description |
| WebSphere Portal * | | | The initial Virtual Portal instance. |
| Articles Training | articles-training | | Dedicated Articles Training Site |
| Page 1 of 1 | | | |

Note: the relative URL for a virtual portal consists of /wps/portal/ + a URL context from above.

* Denotes base portal installation.

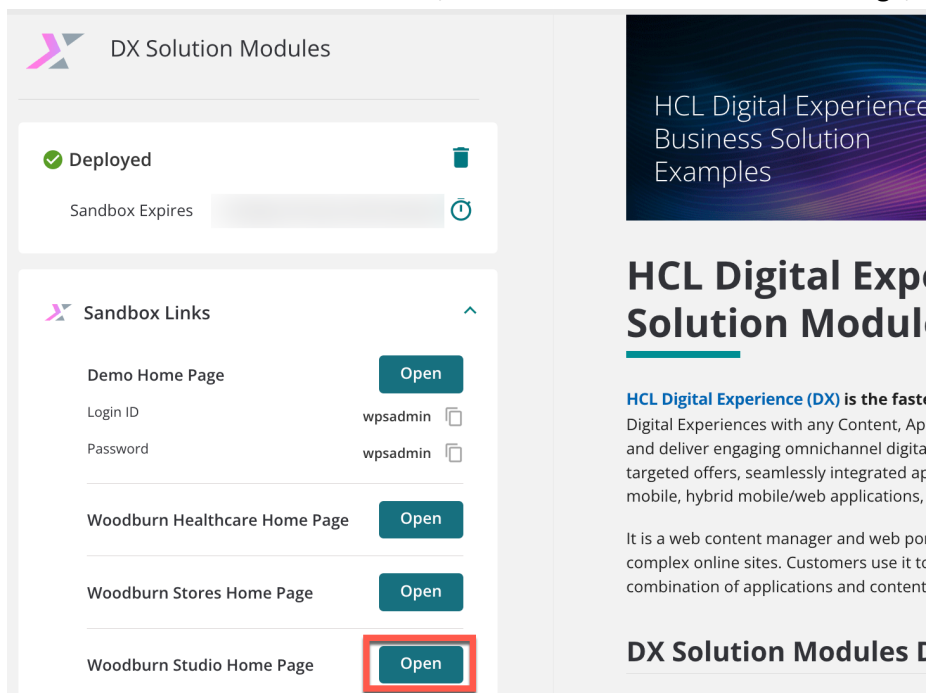
And use this later in the staging lab to get the resources from the base portal Articles site into this new site.




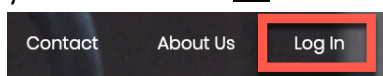
Part 1: Create a new Articles site in the base portal

As Harry, you will create a new Articles site on the base portal. You will create the top level Home page, create an Article web content library with top level Home site area, associate this with your new site and start adding the first articles.

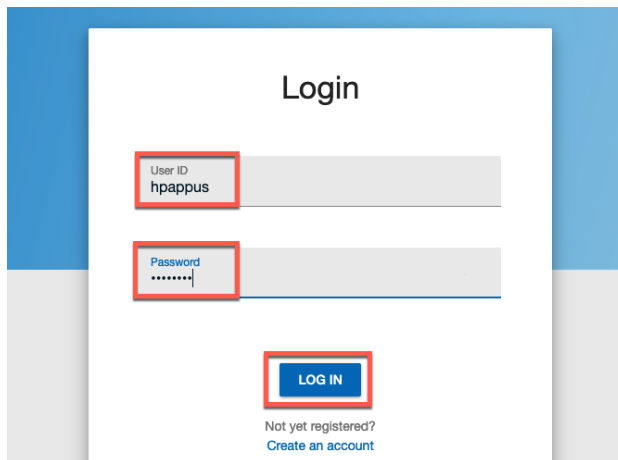
1. First create the new site. While you could use the Site Builder to easily create this, in this case you will use the Manage Pages, under the Practitioner Studio Administration. Connect to your server, e.g. to the home page of Woodburn Studio. On the server where the DX Solution Modules has been installed, next to **Woodburn Studio Home Page**, click **Open**.



2. Now login as an administrator, Harry. Click on **Log In**. You may use **CRTL +** and **CRTL -** to zoom in and out. You may need to zoom out to see the navigation on the top. Otherwise, you'll find it under  on the top right.



3. Use the credentials of Harry (User ID: **hpappus**, Password: **HCL-Dem0** – if you do not have these, you may use the default administrator account with User ID: **wpsadmin**, Password: **wpsadmin**).



Login

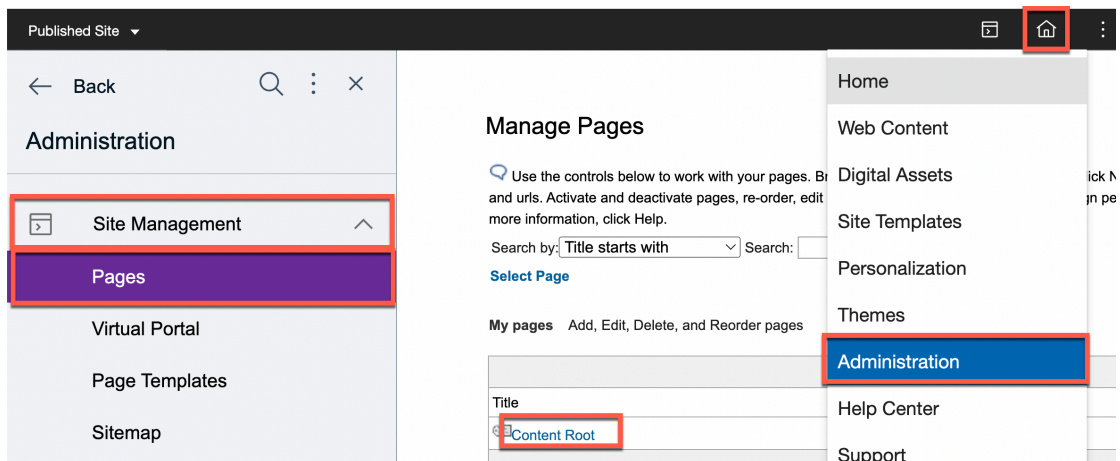
User ID
hpappus

Password
HCL-Dem0

LOG IN

Not yet registered?
[Create an account](#)

4. Then go to the content root of your pages under administration. Open the applications menu, click **Administration**, **Site Management**, **Pages** and **Content Root**.



Published Site

Back

Administration

Site Management

Pages

Virtual Portal

Page Templates

Sitemap

Manage Pages

Use the controls below to work with your pages. By default, pages are listed by title. You can also filter by type, status, and url. Activate and deactivate pages, re-order, edit, and delete pages. For more information, click Help.

Search by: Title starts with Search:

Select Page

My pages Add, Edit, Delete, and Reorder pages

| Title |
|--------------|
| Content Root |

Home

Web Content

Digital Assets

Site Templates

Personalization

Themes

Administration

Help Center

Support

5. On this level sites are created. Notice some sites are managed directly with a top level page, like Demo Home and others by a label, like Woodburn Studio. Now create a label as a separator to organize your pages and URLs. Click **New Label**.

Manage Pages



Use the controls below to work with your pages. Browse or search for pages to work with. Click New to create new pages, labels and urls. Activate and deactivate pages, re-order, edit properties and layout, move, export, assign permissions and delete pages. For more information, click Help.

Search by: Search:

[Select Page](#) ▶ [Content Root](#)

Pages in [Content Root](#) Add, Edit, Delete, and Reorder pages

| Page 1 of 2 <input type="button" value="Previous"/> <input type="button" value="Next"/> Jump to page: <input type="text" value="1"/> <input type="button" value="Go"/> | | |
|--|---------------------------|---|
| Title | Unique name or Identifier | Status |
| Demo Home | demo | Active <input type="button" value="Down"/> <input type="button" value="Up"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> <input type="button" value="Delete"/> |
| Woodburn Studio | hcl.portal.woodburn | Active <input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> <input type="button" value="Delete"/> |

6. Give it the site **title Articles**, **unique name articles** (which may be used to access with APIs and with XMLAccess), **friendly URL name articles** (used to create the URL for your site), keep the inherited theme and other settings and click **OK**.

Digital Experience

Harry Pappu

New label: Content Root

Title:

Unique Name:

Friendly URL name:

Theme:

Icon:

Aggregation - Render Mode:

This setting will revert to SSA during runtime if the theme assigned with the page does not support CSA.

- ☒ Inherit Parent Render Mode
☐ Client Side Aggregation - Rendering
☐ Server Side Aggregation - Rendering
☐ I want to make this page my private page

7. It is added at the end. Move it up first. Go to the last page and use the **Move Up** icon to move it to the top.

Manage Pages



Use the controls below to work with your pages. Browse or search for pages to work with. Click New to create new pages, labels and urls. Activate and deactivate pages, re-order, edit properties and layout, move, export, assign permissions and delete pages. For more information, click Help.

Search by: Search:

[Select Page](#) ▶ [Content Root](#)

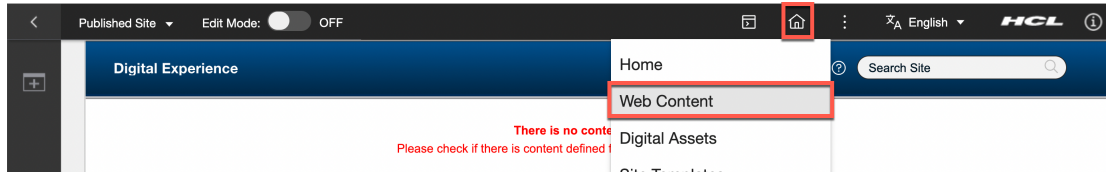
Pages in **Content Root** Add, Edit, Delete, and Reorder pages

| | | | Page 2 of 2 | | Jump to page: 2 | |
|---------------------|---------------------------|----------|-------------|--|-----------------|--|
| Title | Unique name or Identifier | Status | | | | |
| Hidden Pages | ibm.portal.HiddenPages | Active | | | | |
| Woodburn Bank | Woodburn Bank | Active | | | | |
| Intranet | Intranet | Inactive | | | | |
| Woodburn Healthcare | woodburnhealthcare | Active | | | | |
| Woodburn Stores | woodburnretail | Active | | | | |
| Hidden Pages | hcl.portal.hiddenpages | Active | | | | |
| Rainbow | rainbow | Active | | | | |
| Articles | articles | Active | | | | |
| | | | Move up | | | |
| | | | Page 2 of 2 | | Jump to page: 2 | |

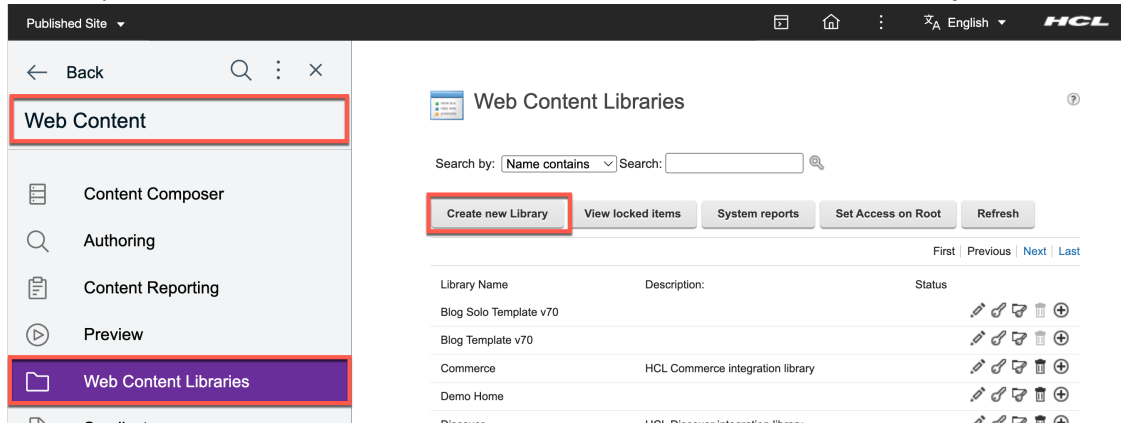
8. As it on the top, it now also appears on the top under the site menu. Open the site to see how it looks like. Open the site menu and click **Articles**.

The screenshot shows the HCL Software U portal interface. At the top, there is a navigation bar with a home icon, a language dropdown set to 'English', and the HCL logo. Below the navigation bar, the 'Manage Pages' section is visible. A dropdown menu is open, showing a list of pages: 'Articles', 'Demo Home', 'Woodburn Studio', 'Practitioner Studio', 'Woodburn Bank', 'Woodburn Healthcare', 'Woodburn Stores', and 'Rainbow'. The 'Articles' page is highlighted with a red box. Below the dropdown, the 'Manage Pages' table is displayed. The table has columns for 'Title', 'Unique name or Identifier', and 'Status'. The first row is 'Articles' with the unique name 'articles' and status 'Active'. The 'Articles' link in the table is also highlighted with a red box. The table is on page 1 of 2.

9. You see an empty site with a URL <host>/wps/myportal/**articles**. Now create your Articles web content library that will store all articles for your new site. Open the applications menu and click **Web Content**.



10. Then expand **Web Content**, click **Web Content Libraries** and **Create new Library**.



11. Give it the Web content library name **Articles**, a description, like **Site to manage all articles**, check the language to be English, keep other options by default and click **OK**.

Create new Library

*Web content library name: Localizations

Description: Localizations

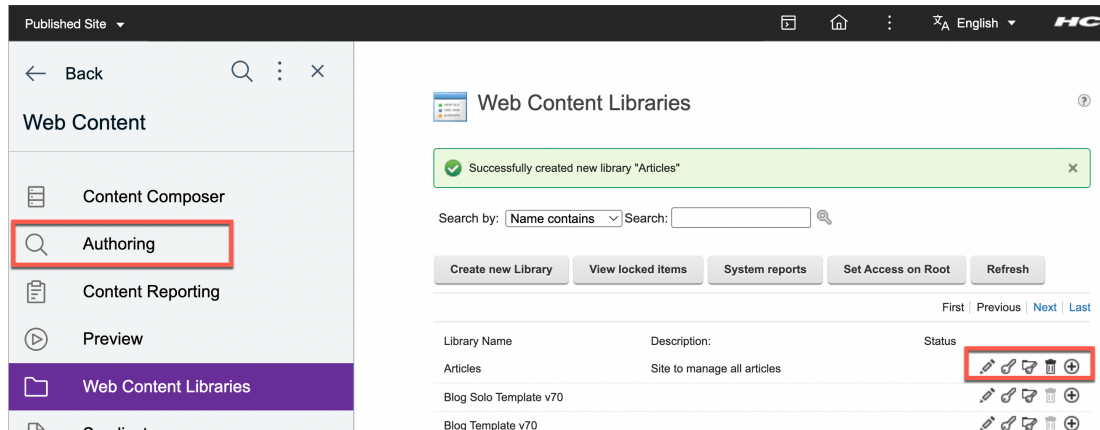
Language:

☐ Prohibit library from being deleted

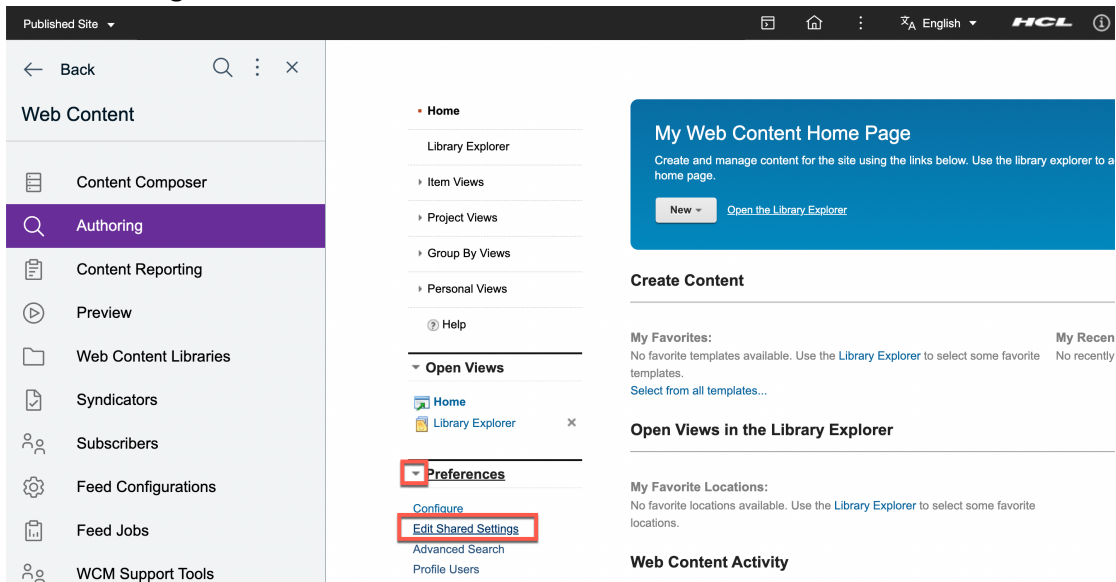
☒ Enabled

☐ Include default items in the new library

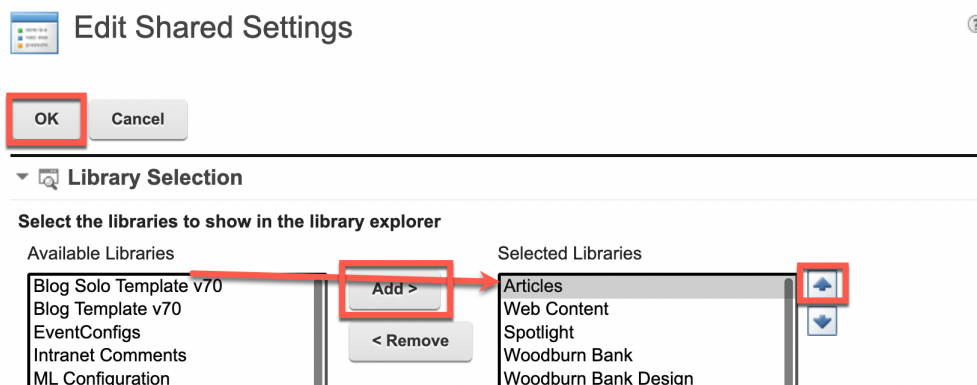
12. Notice the options to secure your web content library, as you have learned in the security lessons. Now you need to add the top site area for your site to this new library. Click **Authoring**.



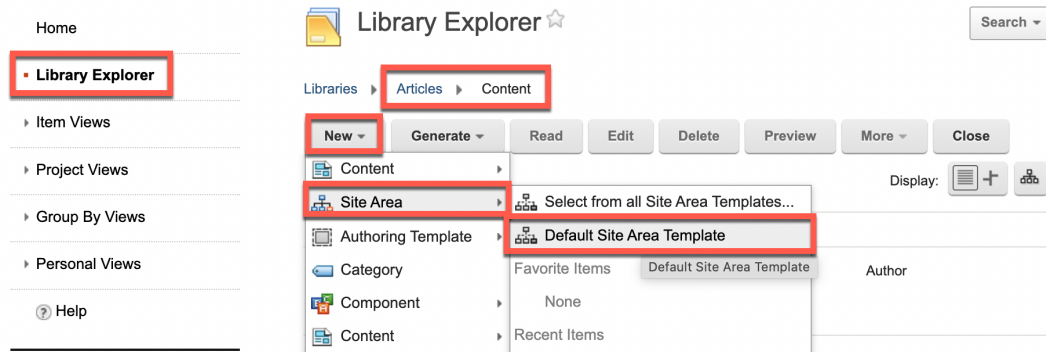
13. You first need to add the new library to the explorer. Open the **Preferences** and click **Edit Shared Settings**.



14. Select your **Articles** library from the Available Libraries, click **Add>** and use the ^ icon to move it to the top under Selected Libraries. Then click **OK**.



15. Now add the site area that you will associate with our Articles label. It is based on a default site area template. Click **Library Explorer**, **Articles** web content library, **Content**, **New**, **Site Area** and **Default Site Area Template**.



16. Name it **Articles** and give it a description that helps identifying this is managing the content for the Articles web site, like **Top site area for the Articles web site**. Leave the other default values and click **Save and Close**.

Untitled
Created by Harry Pappus

Save and Close Add To Project... Show Hidden Fields Manage Elements Add Workflow Close

Site Area Properties

*Name: ?
Articles

Display title: ? Localizations

Description: Localizations
Top site area for the Articles web site

*Location: Select Location
Articles (Last child)

Site Area Properties

Rendering Behavior:
Render the default content as a child of this site area

Default Content: Select Default Content
None

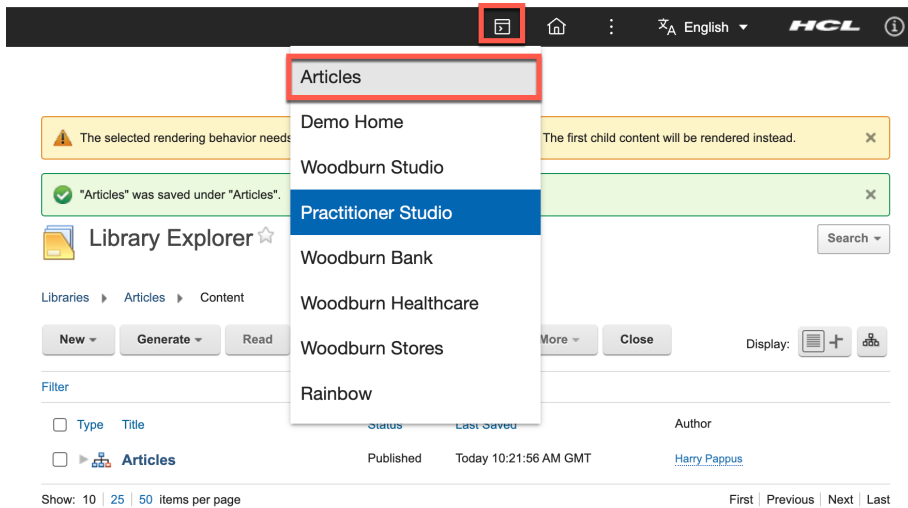
Site Area Template:
Default Site Area Template

Child Template Mappings: ?
Add Edit Remove

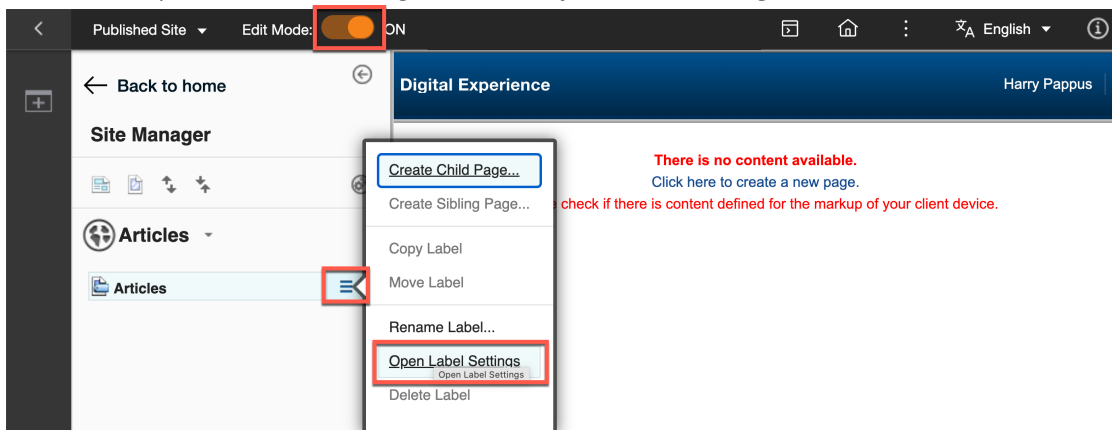
Authoring Template Presentation Template

No items to display.

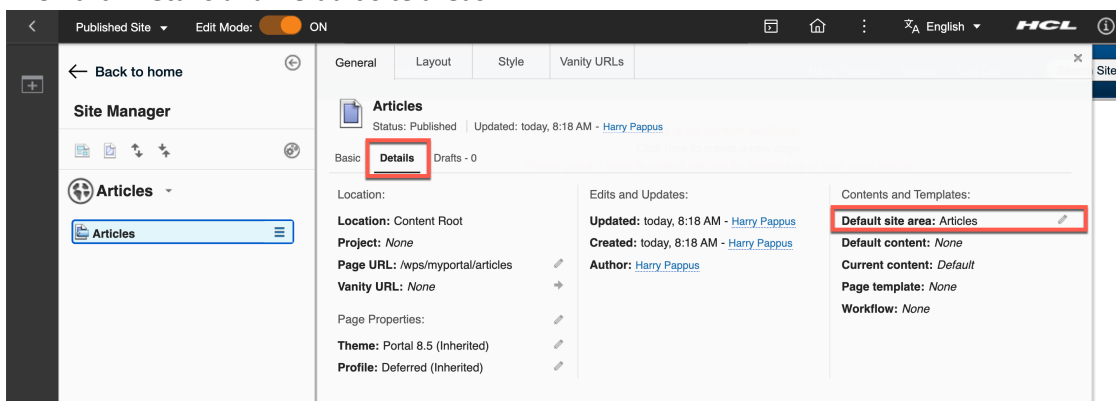
17. Then go back to your new site in the Site Manager. Open the site menu and click **Articles**.



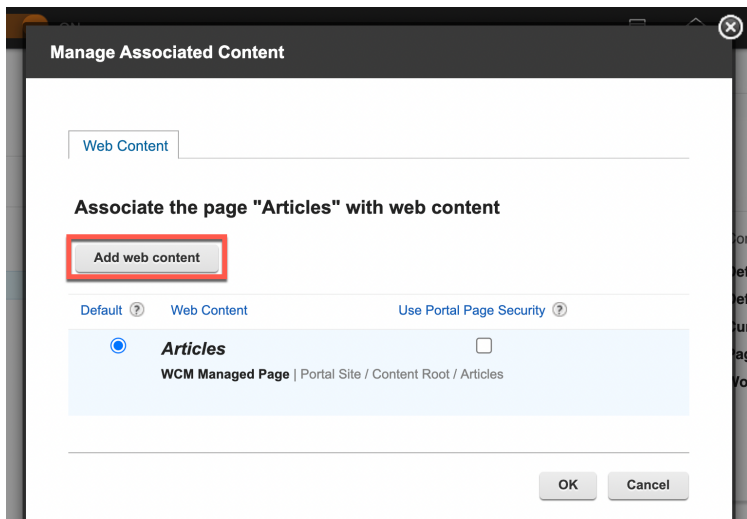
18. Then associate your new site with this site area in your new web content library. Enable the edit mode, open the Label Settings and click **Open Label Settings**.



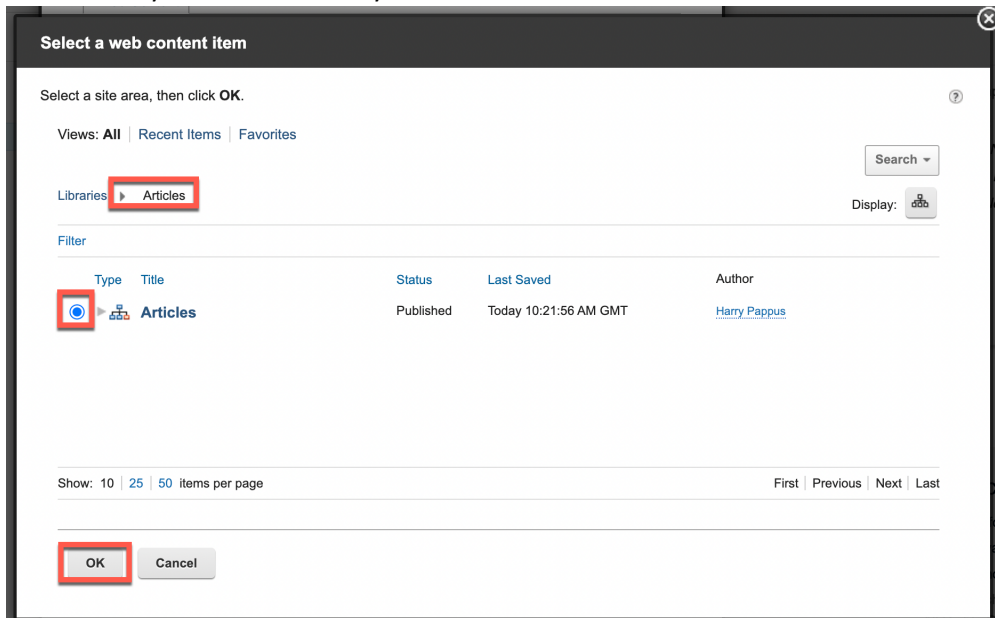
19. Then click **Details** and **Default site areas**.



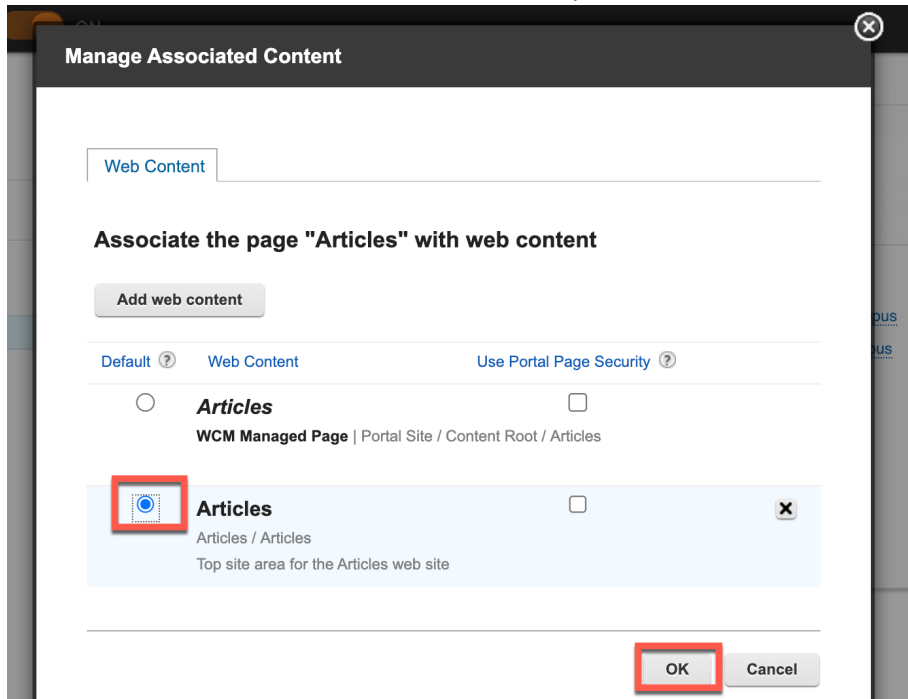
20. Notice it is set to the current page under the Content Root. Now add your new library. Click **Add web content**.



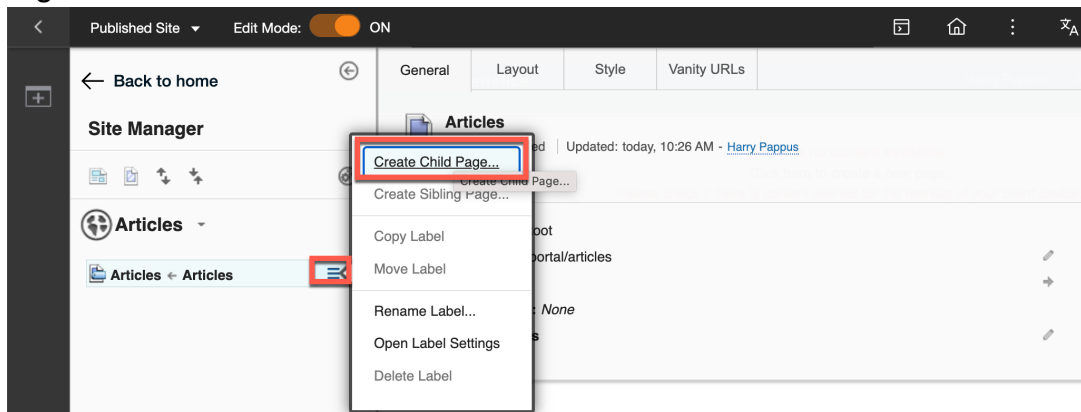
21. Then select your **Articles** library and **Articles** site area and click **OK**.



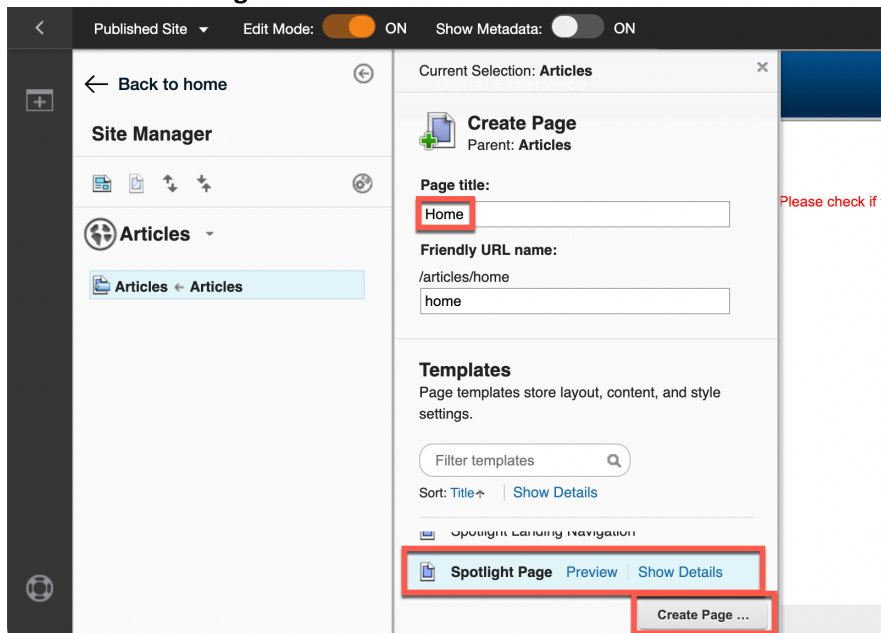
22. Make this site area the default to store all newly created content and click **OK**.



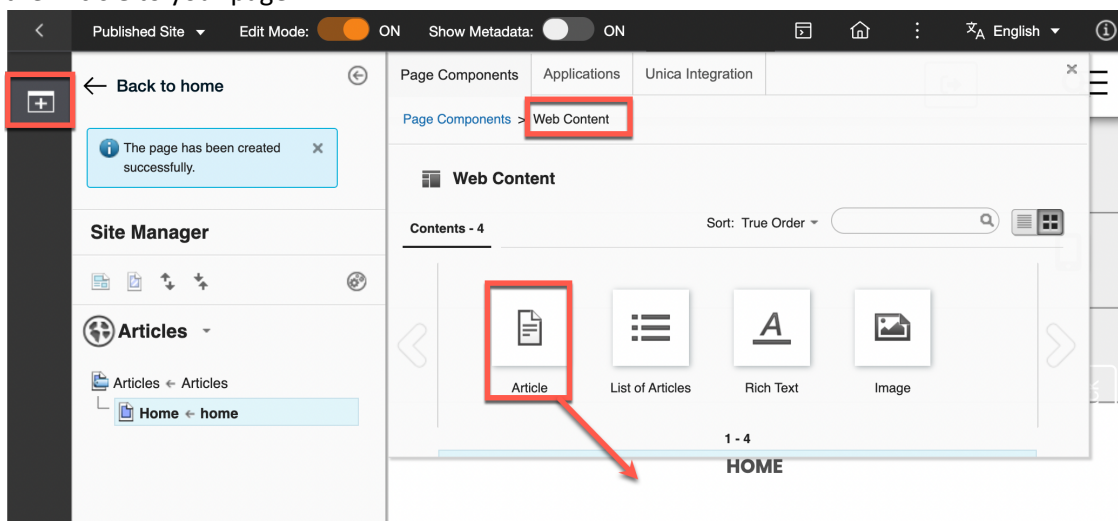
23. Now create a home page for your new site. Open the label settings and click **Create Child Page...**



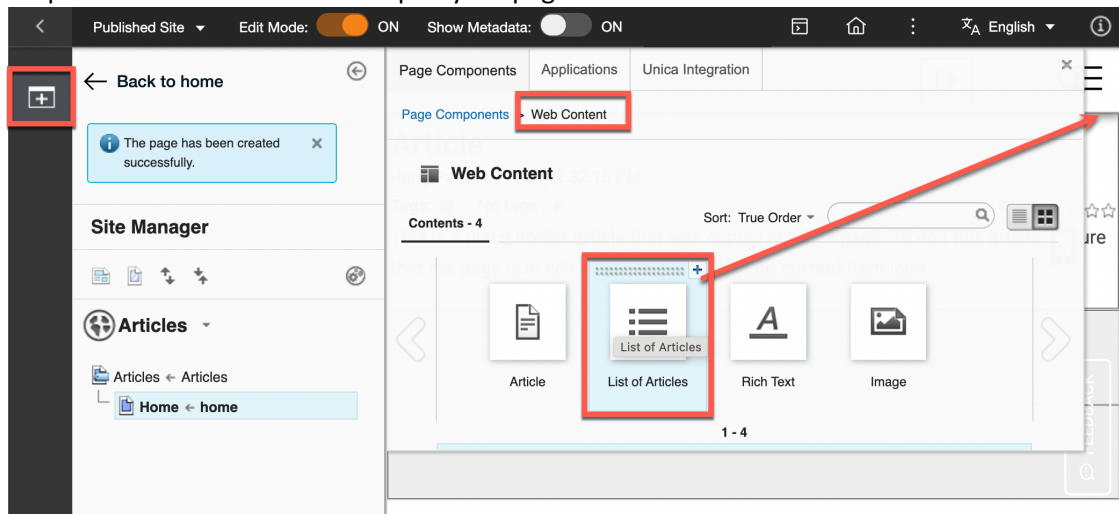
24. Give it the page title **Home**, use the friendly URL **home**, select the **Spotlight Page** page template that will also create a dedicated site area under the Articles web content library and click **Create Page...**



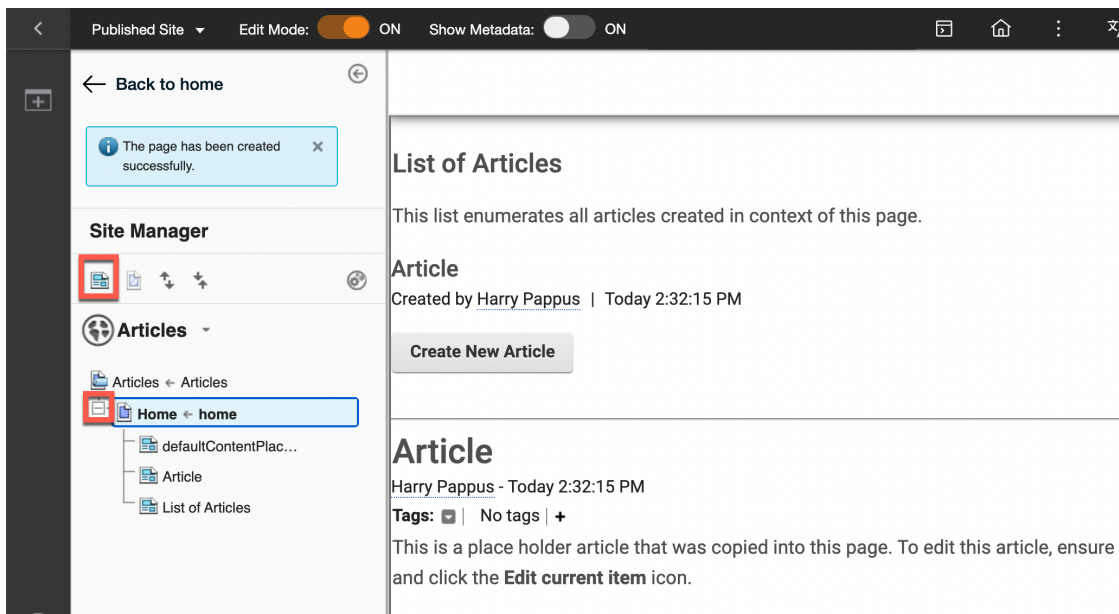
25. You see an empty page with a different theme. You see the Home page is associated to the corresponding home site area in the Articles web content library. Now first add a first article to it. Click the **Add page components and applications** icon, **Web Content** and drag & drop the **Article** to your page.



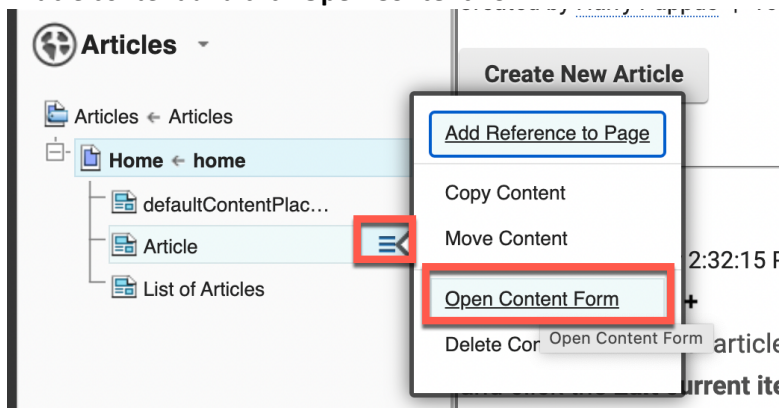
26. Then add the List of Articles page component above it which allows you to easily add more articles. Click the **Add page components and applications** icon, **Web Content** and drag & drop the **List of Articles** to the top of your page.



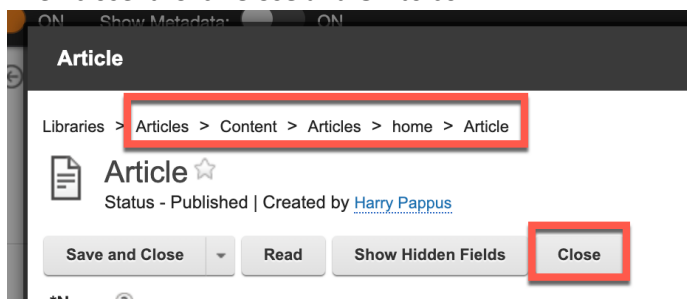
27. Then click the icon Show content items in the explorer view, expand the **Home** page and notice the Article and List of Articles content.



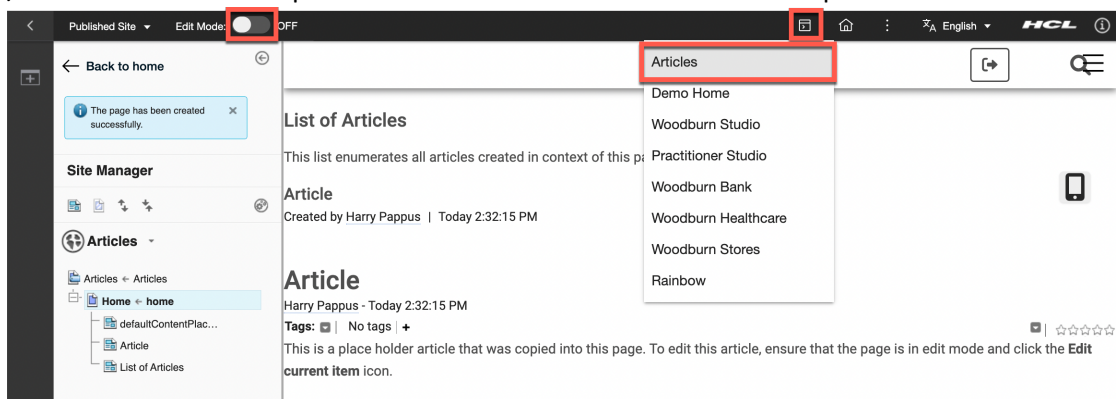
28. Check how these are stored in your web content library. Open the context menu of the Article content and click **Open Content Form**.



29. And you see it is stored in the Articles web content library under Articles – Home site area. Then close it. Click **Close** and **OK** to confirm.



30. You may want to move out of the edit mode. Your site is ready, easily accessible with /articles in the URL and part of a set of other sites on the same base portal.

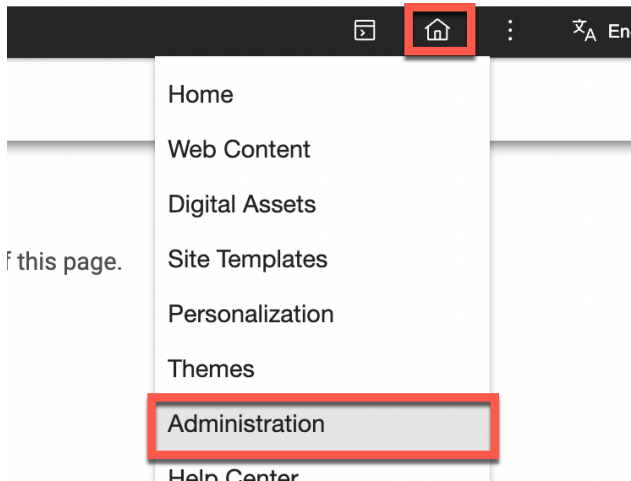


Congratulations! You have made a new Articles site on the base portal with two page components to manage a list of articles and a specific one. And you created an associated dedicated Articles web content library to store all its content.

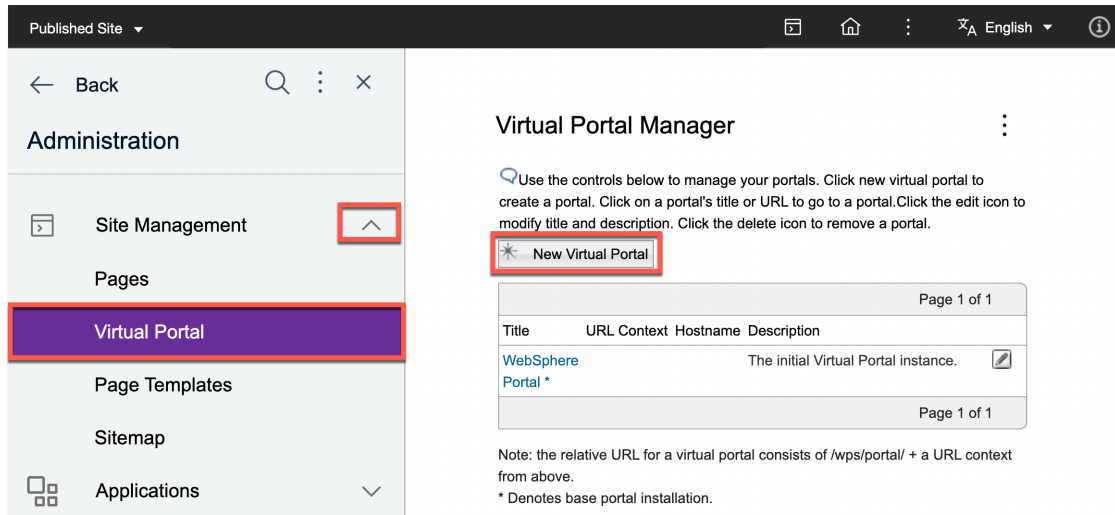
Part 2: Creating an Articles Training Virtual Portal

As Harry, you will use the Virtual Portal Manager to create a Virtual Portal to be used for training your content authors on creating articles, before using the real site. And use this later in the staging lab to get the resources from the base portal Articles site into this new site.

1. Go to the Practitioner Studio Administration to create this Virtual Portal. Open the applications menu and click **Administration**.



2. Expand the **Site Management** and click **Virtual Portal**. Notice the default WebSphere Portal Virtual Portal, which is the one you have been working on. Now create your Articles Training Virtual Portal. Click **New Virtual Portal**.



- Then complete the details of the new Virtual Portal. Give it the title **Articles Training**, a good description, like **Dedicated Articles Training Site**, URL Context that is unique, like **articles-training**, keep the default User realm defaultWIMFileBasedRealm, use the ? icon to add the **dxAdministrators** group as the initial admin user group and click **OK**.

Virtual Portal Manager



Create New Virtual Portal

Provide the information requested below and click OK to create a new virtual portal. Click the search icon to search for an admin user group. Click the preview icon to preview the theme.

Virtual portal title:

Articles Training

Virtual portal description:

Dedicated Articles Training Site

URL Context:

/wps/portal/

articles-training

Virtual portal hostname:

https://

/wps/portal/

User realm:

defaultWIMFileBasedRealm

Initial admin user group: (a valid user realm must be specified first)

dxAdministrators



Default theme:

Portal 8.5

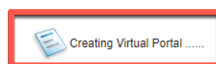


Warning: Creating a virtual portal may take several minutes.

OK Cancel

- The process of creating the virtual portal will take several minutes.


Virtual Portal Manager



5. And then shows your new Virtual Portal is ready. Click **articles-training** it to check it out.





Virtual Portal Manager



 EJPAH20111: Virtual portal Articles Training has been created successfully.

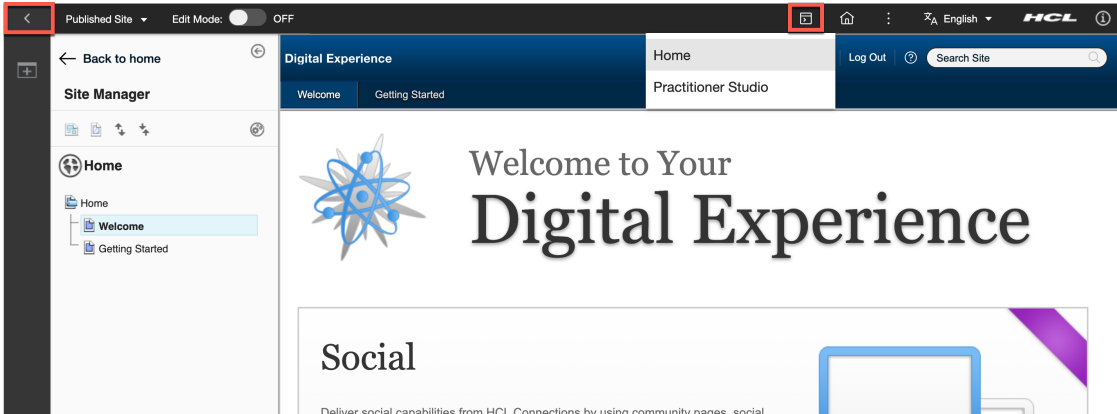
Use the controls below to manage your portals. Click new virtual portal to create a portal. Click on a portal's title or URL to go to a portal. Click the edit icon to modify title and description. Click the delete icon to remove a portal.

 New Virtual Portal

| Page 1 of 1 | | | |
|--------------------|-------------------|----------|--|
| Title | URL Context | Hostname | Description |
| WebSphere Portal * | | | The initial Virtual Portal instance.  |
| Articles Training | articles-training | | Dedicated Articles Training Site    |
| Page 1 of 1 | | | |

Note: the relative URL for a virtual portal consists of /wps/portal/ + a URL context from above.
* Denotes base portal installation.

6. Open the site toolbar and site menu to see that you have a Home site with two pages, Welcome and Getting Started, and the Practitioner Studio, allowing you to manage this site and create new ones.



Congratulations! You have created a new articles training virtual portal that is ready to be configured.

Conclusion

Using this lab tutorial, you have learned how to create a new site with an associated web content library on a base portal and to create a new Virtual Portal.

In the staging lab, you will learn how to stage your Articles site to this new Virtual Portal.

Resources

Refer to the following resources to learn more:

HCL Digital Experience Home - <https://hclsw.co/dx>

HCL Digital Experience on HCL Solutions Factory (SoFy) - <https://hclsofy.com/>

HCL Software - <https://hclsw.co/software>

HCL Product Support - <https://hclsw.co/product-support>

HCL DX Product Documentation - <https://hclsw.co/dx-product-documentation>

HCL DX Support Q&A Forum - <https://hclsw.co/dx-support-forum>

HCL DX Video Playlist on YouTube - <https://hclsw.co/dx-video-playlist>

HCL DX Product Ideas - <https://hclsw.co/dx-ideas>

HCL DX Product Demos - <https://hclsw.co/dx-product-demo>

HCL DX Did You Know? Videos - <https://hclsw.co/dx-dyk-videos>

HCL DX GitHub - <https://hclsw.co/dx-github>

HCL DX Web Developer Toolkit - <https://github.com/HCL-TECH-SOFTWARE/WebDevToolkitForDx>

Legal statements

This edition applies to version 9.5, release 220 of HCL Digital Experience and to all subsequent releases and modifications until otherwise indicated in new editions. It uses the DX Solution Modules with additional resources in HCL SoFy.

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