CQ5 Document Library User Manual (Draft)

Migration of the old webDMS:





Sika Services AG Corporate Marketing | Web Services

Table of Contents:

1	The new Asset (Document) Library in CQ54								
2	2 How to Enter the Document Library								
	2.1	Act	ivities in the Document Library	6					
	2.2	Full	Text Search	6					
	2.3	Sea	arch by Classification	6					
	2.4	Doo	cument Actions	7					
	2.4	.1	How to Edit an Asset (Document)	7					
	2.4	.2	How to activate a document	12					
	2.4	.3	How to upload one or more documents	13					
	2.4	.4	How to proceed for a mass document upload	14					
	2.4	.5	How to deactivate a document	15					
	2.4	.6	How to delete a document	16					
3	Но	w to	use the Library related Components	16					
	3.1	The	e Sika DMS QueryBuilder Component	16					
	3.1	.1	Sika DMS QueryBuilder Settings: General	18					
	3.1	.2	Sika DMS QueryBuilder Settings: Text	18					
	3.1	.3	Sika DMS QueryBuilder Settings: Advanced	19					
	3.1	.4	Adding the Path to your Library	19					
	3.2	The	e Document List Component	20					
	3.2	2.1	Document List settings: Search	20					
	3.2	2.2	Document List settings: Classification	21					
	3.3	The	e Document View Component	22					
	3.3	5.1	Document View settings: Search	22					
	3.4	Ado	ding a Document Link in a Text Component	23					
4	Но	w to I	maintain Document Types and Classifications	25					
	4.1	CQ	5 Icon: Tagging	25					
	4.2	Cre	ate new Classification	25					
	4.3	Cre	ate new Document Type	27					



Sika Services AG Corporate Marketing | Web Services

	4.4	Cre	ate new Language	28
	4.5	Cre	ate new Product- or Product Family Name	29
5	Hov	v to r	match Document Types to Classifications	30
	5.1	Mat	ching Document Type and Classification	30
	5.1.	1	Create a new matching	30
	5.1.	2	Adjustments or additions in an existing matching	32



Sika Services AG Corporate Marketing | Web Services

1 The new Asset (Document) Library in CQ5

After the data migration from the old webDMS into the CQ5 system, all existing documents will be in the DAM of the Adobe CQ5 system. Additionally, you will see a new folder, called DMS in the navigation tree on your website.

Your existing document classification (now also called document tagging), as well as the document types and the linking, between document types and classification, will now be also transferred to CQ5.

2 How to Enter the Document Library

The document library is the page where you can manage your documents, i.e.:

- Search for documents by classification or full text.
- Upload new documents.
- Edit documents (classify, activate and deactivate, update etc.)

In the navigation tree of your website explorer you will find the new folder DMS. Click on that folder and open the page *library* on the right. As opposed to websites the library page cannot be opened by doing a right click, due to permission reasons. Please open the page by double clicking on the page itself.

8	2	New Copy	Paste De	elete Move Ac
🖻 🗁 Websites 📃		Title	Name	
🗄 💽 SikaMaster	1	cconstr01	library	
Corporate			2	Open 2
B 🖉 Web User Management				Сору
🕀 💽 e-shop				Paste
🗄 💽 Shotcrete				Delete
B DMS 1			-	
€ Cconstr01				Move

Picture: Entering the Document Library (Example Corporate)

1. Click on the folder icon DMS

2. The Open link in the right mouse click menu is not active, please open the page by double clicking on it.

The library will open in a new tab or a new window of your browser; this depends on the settings you have defined.

Note:

It will take some seconds before the page has been fully loaded. Without doing a search limitation, CQ5 will load the information of all existing documents in the background.



Sika Services AG Corporate Marketing | Web Services

Please enter keywords(s)

 \mathbf{k}

Search Results

320 results for "keyword(s)" found.

						search results.
No	Download/Name	Doctype	Lang	Format	Size	
1	Ballasted Roof	Sika at Work	English	pdf	0.58 MB	🗖 Language 🕨
2	100 Years of Durability: Sika-1 to Sik	Brochures	English	pdf	4.53 MB	
3	200 Central Park South, New York, U	Sika at Work	English	pdf	0.91 MB	Doctypes >
4	67 Meter Slip Forming Chimney	Sika at Work	English	pdf	0.69 MB	
5	76 Morgan Street Wagga Wagga IIS	Sika at Work	English	pdf	0.14 MB	Classifications v
6	Abu Dhabi International Airport	Sika at Work	English	pdf	0.60 MB	Application Field
7	Adhered Roof Public Building Austr	Sika at Work	English	pdf	0.30 MB	Brandfamily
8	Adhered Roof, Spalladium Arena Split	Sika at Work	English	pdf	0.45 MB	Country >
9	Al Areen Water Park, Bahrain	Sika at Work	English	pdf	1.02 MB	Hard Fact Edition
10	Automotive Industry	Brochures	English	pdf	1.10 MB	Keyword
11	Award Winning Stadium Restoratio	Sika at Work	English	pdf	0.70 MB	Project Type
12	Basement Waterproofing at La Mala	Sika at Work	English	pdf	1.02 MB	T Year
13	Basement Waterproofing at Sky Offi	Sika at Work	English	pdf	0.51 MB	
14	Basement Waterproofing at the Gol	Sika at Work	English	pdf	0.98 MB	Search for missing information
15	Bitexco Financial Tower Ho Chi Min	Sika at Work	English	pdf	1.21 MB	
16	Bridge Strengthening	Sika at Work	English	pdf	0.36 MB	Missing decipe
17	Bridge Strengthening	Brochures	English	pdf	0.99 MB	
18	Bridge Strengthening with CFRP	Sika at Work	English	pdf	1.49 MB	
19	Bridge and Jetty Case Studies	Sika at Work	English	pdf	0.45 MB	
20	Brinker, Hedgcoxe & Daffron Eleme	Sika at Work	English	pdf	0.49 MB	Actions
21	Brisbane Airport Link-Waterproofin	Sika at Work	English	pdf	0.71 MB	Edit Asset
22	Bypass Lungern, Switzerland	Sika at Work	English	pdf	0.94 MB	Activate
23	Car Park Solutions UK	Sika at Work	English	pdf	0.59 MB	Activate
24	Car Park Specified Solutions	Sika at Work	English	pdf	1.20 MB	Desetiuste
						Deactivate
						Delete

Search 🕨

Page 1 of 14 »

Picture: Document (Asset) library



Sika Services AG Corporate Marketing | Web Services

Tüffenwies 16, CH-8048 Zürich Tel: +41 58 436 40 40, www.sika.com Limit your Search Results

Please select topics to limit your search results.

2.1 Activities in the Document Library

2.2 Full Text Search

		Search	•				
iearch 20 reo	Pesuits uits for "keyword(s)" found. Pownload Name	Limit your Search Results Please select topics to limit your search results.					
	Ballasted Roof	Sike at Work	English	pdf	0.58 MB		Language
2	100 Years of Durability: Sika-1 to Sik	Brochures	English	pdf	4.53 MB		
3	200 Central Park South, New York, U.,.	Sika at Work	English	pdf	0.91 MD		Doctypes
4	67 Meter Slip Forming Chimney	Sika at Vilorik	English	pdf	0.69 MB		
5	76 Morgan Street Wagga Wagga IIS	Silos at Work	English	pdf	0.14 MB		Classifications
6	Abu Dhabi International Airport	Sika at Vilork	English	pdf	0.60 MB		Application Field
7	Adhered Roof Public Building Austr	Sike at Work	English	pet	0.30 MB		E Brandfamily
8	Adhered Roof, Spalladium Arena Split	Sika at Viknk	English	pdf	0.45 MD		Country
9	Al Areen Water Park, Bahrain	Sike at Work	English	pdf	1.02 MB		 Hard Fact Edition
10	Automotive Industry	Brochures	English	pdf	1.10 MB		Keyword
11	Award Winning Stadium Restoratio	Silca at Work	English	pdf	0.70 MB		Project Type
	Basement Waterproofing at La Mala	Sike at Work	English	pdf	1.02 MB		Year
13	Basement Waterproofing at Sky Offi	Silce at Work	English	pdf	0.51 MB		
14	Basement Waterproofing at the Gol	Sika at Work	English	pdf	0.98 MB		Search for missing informati
15	Bitexco Financial Tower Ho Chi Min	Silva at Work	English	par	1.21 MB		E
16	Bridge Strengthening	Silca at Work	English	pdf	0.36 MB		Mission classification
17	Bridge Strengthening	Brochures	English	pdf	0.99 MB		Missing language
18	Bridge Strengthening with CFRP	Silos at Work	English	pdf	1.49 MB		
19	Bridge and Jetty Case Studies	Sike at Work	English	pdf	0.45 MD		
20	Brinker, Hedgcoxe & Daffron Eleme	Silva at Work	English	par	0.49 MB		Actions
21	Brisbane Airport Link-Waterproofin	Sika at Work	English	pdf	0.71 MD		Edit Asset
22	Bypass Lungern, Switzerland	Silka at Work	English	pdf	0.94 MB		Activate
23	Car Park Solutions UK	Silos at Work	English	pdf	0.59 MB		Ibland
24	Car Park Specified Solutions	Sike at Work	English	pdf	1.20 MB		oposo

Picture shows the full text search field

In the top area you have the possibility to do a full text search for a document. All information of a document will be included in the search, i.e.:

- File name
- Document content
- Meta-tags of the document

2.3 Search by Classification

Pleas	e enter keywords(s)	Search		Page 1	x14 ×	
Searc 320 re	Results ints for "keyword(s)" found. * Download flame	÷ Doctype	° Lang	+ Format	* Size	Limit your Search Results Please select topics to limit your search results.
1	Ballasted Roof	Sika at Work	English	pdf	0.58 MB	🗂 Language 👂
2	100 Years of Durability: Sika-1 to Sik	Brochures	English	pdf	4.53 MB	
3	200 Central Park South, Hew York, U	Sika at Work	English	pdf	0.91 MD	 Doctypes
4	67 Meter Slip Forming Chimney	Sike at Work	English	pdf	0.69 MB	
5	76 Morgan Street Wagga Wagga IIS	Sika at Work	English	pdf	0.14 MB	 Classifications v
6	Abu Dhabi International Airport	Sike at Work	English	pdf	0.60 MB	 Application Field
7	Adhered Roof Public Building Austr	Sika at Work	English	pdf	0.30 MB	 Brandfamily
8	Adhered Roof, Spalladium Arena Split	Sika at Work	English	pdf	0.45 MB	 Country >
9	Al Areen Water Park, Bahrain	Sike at Work	English	pdf	1.02 MB	 Hard Fact Edition
10	Automotive Industry	Brochures	English	pdf	1.10 MB	 Keyword •
11	Award Winning Stadium Restoratio	Sika at Work	English	pdf	0.70 MB	 Project Type
12	Basement Waterproofing at La Mala	Sike at Work	English	pdf	1.02 MB	 T Year
	Basement Waterproofing at Sky Offic.	Sika at Work	English	pdf	0.51 MB	 land a second second second second
14	Basement Waterproofing at the Gol.,	Sike at Work	English	pdf	0.98 MB	 Search for missing information
15	Bitexco Financial Tower Ho Chi Min	Sika at Work	English	pdf	1.21 MB	 F
16	Bridge Strengthening	Sike at Work	English	pdf	0.36 MB	 Messing doctype
17	Bridge Strengthening	Brochures	English	pdf	0.99 MB	 Li Massing Classification
10	Bridge Strengthening with CFRP	Sika at Work	English	pdf	1.49 MD	 L. moond in grage
19	Bridge and Jetty Case Studies	Sike at Work	English	pdf	0.45 MB	
20	Brinker, Hedgcoxe & Daffron Eleme	Sika at Work	English	pdf	0.49 MD	 Actions
21	Brisbane Airport Link-Waterproofin	Sika at Work	English	pdf	0.71 MB	Fill Local
22	Bypass Lungern, Switzerland	Sika at Work	English	pdf	0.94 MB	 A officiality
23	Car Park Solutions UK	Sike at Work	English	pdf	0.59 MB	 Activitie
24	Car Park Specified Solutions	Sika at Work	English	pdf	1.20 MB	Deactivate

Picture shows the search by classification area

On the right of the page you can search for a document by choosing the language, document type and/or classification.

It is also possible to search for documents without any classification or document type in the area Search for missing information.



Sika Services AG Corporate Marketing | Web Services

2.4 Document Actions

The section 'Actions' shows all the tasks available for documents.

rease enter keywe	e ani ni	_		Page 1	×14 +		
		Search	- * .				
12							
earch Results						Limit your Search Results	
20 results for "keywo	rd(s)* found.					Please select topics to limit your	
						search results.	
lio * Download I	lanve	* Doctype	* Lang	⁶ Format	* Size		
1 Ballasted Ro	of	Sike at Work	English	pdf	0.58 MB	 Language	•
2 100 Years of	Durability: Sika-1 to Sik	Brochures	English	pdf	4.53 MB		
3 200 Central I	ark South, Hew York, U.,.	Sika at Work	English	pdf	0.91 MB	 Doctypes	•
6 67 Meter Slip	Forming Chimney	Sika at Work	English	pdf	0.69 MB		
5 76 Morgan S	treet Wagga Wagga IIS	Sike at Work	English	pdf	0.14 MB	 Classifications	*
6 Abu Dhabi In	ternational Airport	Sika at Work	English	pdf	0.60 MB	 Application Field	*
7 Adhered Ro	f Public Building Austr	Sika at Work	English	pdf	0.30 MB	 Brandfamily	*
8 Adhered Ro	ef, Spalladium Arena Split	Sika at Work	English	pdf	0.45 MB	 Country	
9 Al Areen Wa	ter Park, Bahrain	Sika at Work	English	pdf	1.02 MB	 Hard Fact Edition	<u>*</u>
10 Automotive	industry	Brochures	English	pdf	1.10 MB	 E Reyword	*
11 Award Winni	ing Stadium Restoratio	Sika at Work	English	pdf	0.70 MB	 Project Type	<u>*</u>
12 Basement W	aterproofing at La Mala	Sika at Work	English	pdf	1.02 MB	 L Year	A set succession
13 Basement W	aterproofing at Sky Offi	Sika at Work	English	pdf	0.51 MB	 -	Actions
14 Basement W	aterproofing at the GoL.	Sika at Work	English	pdf	0.98 MB	 Search for missing informa	lion
15 Bitexco Finan	icial Tower Ho Chi Min	Sika at Work	English	pdf	1.21 MB	 Missing docting	
16 Bridge Stren	gthening	Sika at Work	English	pdf	0.36 MB	 Missing classification	Edit Asset
17 Bridge Strer	othening	Brochures	English	pdf	0.99 MB	Missing language	
10 Bridge Stren	gthening with CFRP	Sika at Work	English	pdf	1.49 MB		Activata
19 Bridge and J	etty Case Studies	Sika at Work	English	pdf	0.45 MB		Activate
20 Brinker, Hed	gcoxe & Daffron Eleme	Sika at Work	English	pdf	0.49 MB	Actions	
21 Brisbane Air	port Link-Waterproofin	Sika at Work	English	pdf	0.71 MB	 Edit Asset	Upload
22 Bypass Lune	ern, Switzerland	Sika at Work	English	pdf	0.94 MB	Activate	
23 Car Park Sol	utions UK	Sike at Work	English	pdf	0.59 MB	 Upload	Deactivate
24 Car Park Spe	cified Solutions	Sika at Work	English	pdf	1.20 MB	Deactivate	Dodotrivate
						B-11-1	

Pictures show Actions area

2.4.1 How to Edit an Asset (Document)

After choosing a document (click once on the document) in the search result list, you will be able to Edit the Asset, when you click on the <u>Edit Asset</u> link. The system will open the document in a new window or tab.

Indition	Food Industry http://www.ska.com/dms/aetdocument.get/e97b9dab-a436-3ff6-bee5-0fd1ab1f6127 /tands_ind_flooring_fooding/http:// Solutions with Sikafloor Systems.	✓1
Food Industry Solutions with Sikafloor* Systems	Metadata Language * English • Document Type * Brochures • Classifications Sika® ViscoCrete® Sikafloor® Sika® EpoCem® Flooring update file Durchsuchen. CUG Groups Enabled [] ? Groups [] Save	<i>2</i>
Deactivate Download upload new thumbnail	Enable Content Finder	_
	Related documents	✓3

Picture shows the Asset (Document) edit window.

As you can see, the preview icon of the document is created automatically by CQ5, but you have the possibility to replace the actual icon with one of your choice. Additionally, here it is possible to activate, deactivate or download the document.



Sika Services AG Corporate Marketing | Web Services

	Food Industry http://www.ska.com/dwc/ge /tandc_ind_flooring_fooded	darament, get, WT Teledale-ert Sei-UTe-band-d'Alaskal N.6.27 A	×	Asset Properties		
Fed Houry	Solations with Skafloar Syste Metadiata Language	· English ·		Title Description	Food Industry Solutions with Sikafloor	Systems.
Solutions with Sikofoor Systems	Document Type Classifications update file CUS Groups	* Brochures Skab Vecontes Skab backerb Picong Bathacters Dattbacters Dattbacters Dattbacters	1	On Time Off Time	04/12/12 04/25/12	□ 1:21 PM ¥ □ 2:30 AM ¥
Activite Develoativite Develoat Develoat upload new Humbnal	Enable Content Pinder Reliated documents	Seve	,			OK Cancel

Picture shows the Asset (Document) properties window.

Field	Description
Title	Add or change the title of the asset.
Description	Add or change the short description of the document.
On time	If needed, set publishing date and time.
Off Time	If needed, set publishing end date and time.

In area 2 you can change or add different document meta data:

		Food Industry at the period of	
Aruction		Solutions with Skalhour Systems.	Metadata Clanguage * English 💌
Cons	Food Industry Solutions with Skelfoor" Systems	Metadata Language [*] English Document Type [*] Englisher	Document Type * Brochures Classifications Ska@ VicoCrete@ Ska@ EnoCent@ Eloging
A		Ceminators Skab Visochene) Skab EpoCene) Norm d update The Databaset Messel Cuic Grage Evaluation	update file Durchsuchen
tands_ind_Be	coving_foodind.pdf Activute Deativute Dearitud		CUG Groups Enabled []
_	upicad new thunbhall	Enable Cantant Profer Related documents	Save

Picture shows the Asset (Document) Metadata window.

Field	Description
Language	Choose the right language for the document.*
Document Type	Choose the right document type.*
Classification	Define here the tagging of the document out of the predefined tags.*
Update file	Upload a new version of the existing document.
CUG (Closed User Groups)	If the document is only relevant to a specific closed user group, choose the right group by clicking on the pen icon.

*How to add, delete or change a language, document type or a classification, please read in chapter 3.



Sika Services AG Corporate Marketing | Web Services

Note:

When you have added language and document type, you first have to save the data before you can add the classification values (tagging).

DMS : cconstr01 / Classifica	tions / Brandfamily / Sika® ViscoCrete®		~	
DMS : cconstr01 / Classifica	tions / Brandfamily / Sikafloor®			
DMS : cconstrO1 / Classifica	tions / Brandfamily / Sika® EpoCem®			
DMS : cconstr01 / Classifica	tions / Application Field / Flooring			
			\mathbf{i}	
			\backslash	
		ОК	Cancel	
Classifications	Sika® ViscoCrete®	OK Sikařloor® Sika® Ep	Cancel oCem® Flooring	
Classifications update file	Sika@ ViscoCrete@	OK Sikařloor® Sika® Ep Durchsu	Cancel oCem® Flooring chen	
Classifications update file CUG Groups	Sika® ViscoCrete® Enabled [] @ Groupe []	ок Sikatloor® Sika® Ep Durchsu	Cancel oCem® Flooring chen.	

Picture shows the classification values of the asset.

In the pop up window you see the defined classification values. If needed, add more classification tags by clicking on the dropdown button.

Sika® ViscoCrete®	
DMS : cconstr01 / Classifications / Brandfamily / Sikafloor®	
DMS : cconstr01 / Classifications / Brandfamily / Sika® EpoCem®	
DMS : cconstr01 / Classifications / Application Field / Flooring	
DMS	
Concrete Refurbishment Concrete Technology	

Picture shows the classification values window.

To add a new tag just click on the tag name and the system will add it to the list in the root



Sika Services AG Corporate Marketing | Web Services

window.

To close the DMS window, just click in the area of the Tags window and do not forget to save the changes by clicking the OK button.

Note:

Ensure that you always add the lowest level of the classification structure, otherwise the system will add all tags from the lower level.

Example:

DMS	DMS
🗄 🧰 Application, Field	😟 🦲 Country
🖶 🧰 Brandfamily 🕏	🖻 😋 Project Type
🕀 🧰 Country	🕀 🧰 Buildings
🖻 🔂 Project Type	🕀 🧰 Manufacturing Industry
🕀 🧰 Buildings	🕀 🧰 Power Industry
🕀 🧰 Manufacturing Industry	🕀 🧰 Precast Factories
🕀 🧰 Power Industry	🕀 🧰 Public Buildings
🕀 🧰 Precast Factories	🕀 🧰 Transport Infrastructure
🕀 🧰 Public Buildings	😑 🚍 Water Industry
🕀 🧫 Transport Infrastructure	🗧 🖨 🤤 Clean Water
🗄 🦳 Water Industry 🚽	
· · · · · · · · · · · · · · · · · · ·	Water Distribution
	🕀 🧰 Water Towers
	🕀 🗔 Water Treatment Plants
	📕 🛄 Dirty Water 📃 👻
Contraction of the second seco	English 💌

For example if you choose 'Water Industry', the system will add all sub tags underneath 'Water Industry'.

Unfortunately, in front of an empty folder there is also a + icon, this comes from the system and cannot be changed.

2.4.1.2 How to handle documents for CUG (Closed Use Group):

If the document is only relevant to a specific closed user group or more than one group, choose the right group by clicking on the pen icon.



Field	Description
CUG Enabled	Tic the box if the document is relevant to a CUG.
Admitted Groups	Choose the CUG



Sika Services AG Corporate Marketing | Web Services

page 11 of 34

2.4.1.3 How to add related documents:

	Food Industry http://www.ska.com/dingletdocument.get/e975/bidab-a436-3ff6-beef5-0fd1ab1f6127 /hande_ind_Booring_foodind.pdf Solutions with Skafloor Systems.	0
For I network Solutions with Skatbour' Systems	Metadata Linguisge * English x Document Type * Brochures x Classifications Ska@ typoCen@ Plooring update He Durchsuchen. CUS Groups Enabled C	,
uprodu new unanional	Disable Content Finder Related documents	*

Picture shows the area to add related documents

To add related documents, first click on <u>Enable Content Finder</u> at the top of the highlighted area, in case it is actually not activated:

Enable Content Finder	
Related documents	

Then click on the pen icon to open the 'Related documents' window.

+ 🔊 📄 🛢 🔹 🗟 🗉 +		
1	Related documents	×
Shotcrete in Tunnel Const	Related documents	
~ Ⅲ ≡	Related Documents /content/dam/dms/cconstr01/8/Fact 2_shotcrete handbook.pc P Up Down	
A the A set	File Reference	
A 100year_dura	Contraction in the index of the	
shot_crete_s	3	
Eact 2 choice	OK	Cancel

Picture shows how to move a related document out of the content finder.

Step 1: Activate the *Documents* tab.

Step 2: Enter the search information for the document such as file name, document title, some specific text, etc.

Step 3: Move the related document to the 'Related documents' window



Sika Services AG Corporate Marketing | Web Services

You immediately see the result in the document list:

4 Food Industry	Brochures English pdf 1.28 MB 🔲 🔻
The second se	tandc_ind_flooring_foodind.pdf Short description: Solutions with Sikafloor Systems. Download pdf
	Related documents: Hard Fact No. 02 Hard Fact No. 04 100 Years of Durability: Sika-1 to Sika ViscoCrete Created: 12.04.2012 09:17:40 / admin Modified: 13.04.2012 10:54:14 / bbritt

Picture shows the information change after adding some related documents.

The related document information is also shown in the new CQ5 document components, see chapter 4.

Note:

After changing some document properties, the document status will be changed to modified. If you would like to publish the changes, activate the document either in the *document edit window* or in the search result list in the section *Actions*:

			19 resul	ts for "keyword(s)" found. * Download Hame	* Doctype	* Lang	* Format	* Size	Please select topics to limit your search results.
The star a	Food Industry	2	1	Automotive Industry	Brochures	English	pdf	1.10 MB	 🗖 Language 👂
AT I WHEN THE	http://www.aka.com/dms/petdocument.get/e97b7dab-a436-3H5-bee5-0hdLab1H5127 hands and feature feature of		2	Cementitious Flooring	Brochures	English	pdf	0.69 MB	
	Valid: Tur Tion Le Toogur ba		3	Flooring Solutions	Brochures	English	pdf	1.45 MB	Doctypes •
	Solutions with Shaflors Sectors		4	Food Industry	Brochures	English	pdf	1.28 MB	 anbitions
and a subscription of the second	soutions with silvancer systems.		5	Multi-Storey and Underground Car	Brochures	English	pdf	5.15 MB	Brochures
A REPORT OF THE			8	Polymer Cement Screeding and Un	Brochures	English	pdf	0.78 MB	E Hard Facto
			7	Rapid Flooring Screeds	Brochures	English	pdf	0.84 MB	E manual
a subject to the second se	Metadata		8	Sika EpoCem	Brochures	English	pdf	0.53 MB	L Skale Hore
Food Industry	Language * English ·		.9	Sika Solutions for Construction	Brochures	English	pdf	3.19 MB	
Solutions with Sikarloor' Systems	Decement Trees		10	Sika Solutions for Stadiums	Brochures	English	pdf	3.84 MB	 Classifications v
	Brochures		11	Sika Solutions from Basement to P	Brochures	English	pdf	1.98 MB	Application Pield
	Classifications Ska@ VocaCrete@ Skalloor@ Ska@ EpoCem@ Plooning	1	12	Sika Technology and Concepts Floo	Brochures	English	pdf	8.51 MB	 Drandfamily
•	unders for		13	Sika-ComfortFloor	Brochures	English	pdf	1.27 MD	
ALC:	Luciaucien.		14	Sikafloor Systems	Brochures	English	pdf	0.88 MB	Search for missing information
	CUG Groups Enabled [] 🥔		15	Sikafloor-Cleanroom	Brochures	English	pdf	1.92 MB	Missing durture
tands ind flassing forderd off	Groups []		18	Sikafloor-Economy Line	Brochures	English	pdf	0.61 MB	Missing description
carde_ine_inering_reconcepti				Sikalloor-Pronto Systems	Brochures	English	pdf	2.57 MB	 Missing language
Activate	Save		10	Sikafloor-PurCem	Brochures	English	pdf	0.79 MB	
Download unlead new the etheral			19	Sika® Wet Precast - More than Adm	Brochures	English	pdf	1.46 MB	
dances new original	Disable Content Finder	_							Actions
	Related documents	1							Edit Asset
	Title DocType							-	Activate
	Hard Fact No. 02 Hard Facts								Upload
	Hard Pact No. 04 Hard Pacts								Deactivate
	100 Years of Durability: Sika-1 to Sika ViscoCrete Brachures								Delete

Picture: activate the document modifications in the document edit window or in the search result list

2.4.2 How to activate a document

13	Basement Waterproofing at Sky Offi	Sika at Work	English	pdf	0.51 MB		Actions
14	Basement Waterproofing at the Gol	Sika at Work	English	pdf	0.98 MB		Friit Asset
15	Bitexco Financial Tower Ho Chi Min	Sika at Work	English	pdf	1.21 MB		Activate
	Bridge Strengthening	Sika at Work	English	pdf	0.36 MB	•	Unload
17	Bridge Strengthening	Brochures	English	pdf	0.99 MB		Desetivate
18	Bridge Strengthening with CFRP	Sika at Work	English	pdf	1.49 MB		Delactivate
19	Bridge and Jetty Case Studies	Sika at 16/ork	Fnalish	ndf	0.45 MB		Delete

Picture: Deactivated document

If a document has been uploaded, the status will be deactivated and therefore it will not have been published on the internet. Deactivated documents are marked with a small red icon in the search result list.

To activate the document just click the word *Activate* in the Actions corner. After refreshing the page you will see the change:



Sika Services AG Corporate Marketing | Web Services

13	Basement Waterproofing at Sky Offi	Sika at Work	English	pdf	0.51 MB	•	Actions
14	Basement Waterproofing at the Gol	Sika at Work	English	pdf	0.98 MB		Edit Asset
15	Bitexco Financial Tower Ho Chi Min	Sika at Work	English	pdf	1.21 MB		Activate
16	Bridge Strengthening	Sika at Work	English	pdf	0.36 MB	۰. ۱	Linload
17	Bridge Strengthening	Brochures	English	pdf	0.99 MB		Desetivete
18	Bridge Strengthening with CFRP	Sika at Work	English	pdf	1.49 MB		Deactivate
19	Bridge and Jetty Case Studies	Sika at \6(ork	English	ndf	0.45 MB		Delete

Picture: Activated document

It is also possible to activate a document directly after the upload in the document edit page:

	Food Industry http://www.ska.com/drie/getdocument.get/e0759dab-a436-3H6-bee5 /kends_ind_flooring_foodind.pdf	-0Fd1ab1f6127	1
	Solutions with SikaRoor Systems.		
Per least P Datas et liabor (spans) and, ind , floring , floring at	Metalata Legange * English # Document Type * Brocknees # Construtions Stadiovace Stadiovace Stadiovace Stadiovace Stadiovace Stadiovace Type upons the Document Stadiovace Type COS Grapping Construct Type Construct Type Stadiovace S	Sia@ EpoCen@ Hooring Inschauchen.	0
upload new thumbhail	Disable Content Finder Related documents		0
	Title	DocType	
	Hard Fact No. 02	Hard Facts	x
	Hard Pact No. D4	Hard Pacts	ĸ
	100 Vener of Possibility: The 1 to the Versifiante	Fancharies	

Picture: Activate a document directly after the document upload

To activate a document right after uploading and classifying (tagging) it, you just have to click on the word *Activate* in the left area of the window.

2.4.3 How to upload one or more documents

A	ctions	
	Edit Asset	
	Activate	
	Upload	
	Deactivate	
	Delete	

Picture: How to upload documents

If you need to upload one or more new documents to the library just open the upload window by clicking the word *Upload* in the Actions area.

You will then be able to browse for one or several documents from your local hard disc or server.



Sika Services AG Corporate Marketing | Web Services



Picture: Browse for new documents

Picture: Choose one or several documents

After uploading the documents you have to classify them. If you have only uploaded one, the system will show you the document edit window, where you can add all important document information. Read chapter 2.4.1 how to do this.

If you have uploaded more than one document you have to search for it first. The best way is to copy and paste the document file name in the full text search field and press the search button:

Please enter keywords(s) viscocrete_15_rm.pdf	Search	Þ				
Search Results 1 results for "keyword(s)" found. 110 * Download Hame	° Doctype	¢ Lang	° Format	* Size	ļ	Limit your Search Results Please select topics to limit your search results.
Microsoft W()d - viscocrete_15_rm			pdf	0.10 MB	•	Language
						Doctypes
						Classifications
						Search for missing informati
						Missing doctype Missing classification Missing language
						Actions
				_	-	Edit Asset
						Activate
						Upload
						Delate

Picture: After uploading more than one document, search it by pasting the document file name in the full text search field.

Now click once on the document and click on 'Edit Asset' to add document information and define the classification.

Note:

Please do not forget to activate the document!

2.4.4 How to proceed for a mass document upload

Every year you maybe have to review your PDS or MSDS documents and to upgrade the



Sika Services AG Corporate Marketing | Web Services

existing ones. In the new CQ5 library there is an easy way to do this. The important thing is, that the file names of the new documents are exactly the same as the existing ones in the CQ5 library.

Before you start the upload process, put all files in one directory on your local hard disc or local server. Then proceed in the same way as you do when you upload one or more documents (see chapter 2.4.3).

When you click on the upload button, CQ5 will recognize that you are starting to upload existing documents and will ask if you really want to replace all the documents.

Name C	onflict
?	Assets of the same name already exist in this location: viscocrete_15_rm.pdf viscocrete_20_he.pdf viscocrete_25_mp.pdf viscocrete_30_he.pdf viscocrete_111_p.pdf viscocrete_120_p.pdf viscocrete_125_p.pdf
	Click 'Yes' to replace the assets or 'No' to adjust the names.

Picture: Replacing existing documents in the CQ5 library

Click yes to agree and to start the update for all documents. As far as we know, there is no limitation of the number of documents which you can update in that way.

Note:

We strongly recommend creating a naming concept for the documents which you regularly have to update in your country.

2.4.5 How to deactivate a document

Acti	ions
E	dit Asset
,Α	ctivate
U	lpload
D	eactivate
D	elete

Picture: Deactivating a document

To deactivate a document, search for it and after highlighting the document in the search result list, click on deactivate. After reloading the page you will see, that the colour of the icon has changed from green to red:

				I		_	the second s
18	Bridge Strengthening with CFRP	Sika at Work	English	pdf	1.49 MB		Actions
19	Bridge and Jetty Case Studies	Sika at Work	English	pdf	0.45 MB		Edit Asset
20	Brinker, Hedgcoxe & Daffron Eleme	Sika at Work	English	pdf	0.49 MB		Activate
21	Briebane Airport Link-Waterproofin	Sika at Work	English	pdf	0.71 MB		Upload
22	Bypass Lungern, Switzerland	Sika at Work	English	pdf	0.94 MB		Deactivate
23	Car Park Solutions UK	Sika at Work	English	pdf	0.59 MB		Delete
24	Car Park Specified Solutions	Sika at Work	English	pdf	1.20 MB		Conto

Picture: After searching for the document click on deactivate and reload the page.



Sika Services AG Corporate Marketing | Web Services

Version: 1.0.2. | BBr

				e		-	
18	Bridge Strengthening with CFRP	Sika at Work	English	pdf	1.49 MB		Actions
19	Bridge and Jetty Case Studies	Sika at Work	English	pdf	0.45 MB		Edit Asset
20	Brinker, Hedgcoxe & Daffron Eleme	Sika at Work	English	pdf	0.49 MB		Activate
21	Brisbane Airport Link-Waterproofin	Sika at Work	English	pdf	0.71 MB		Upload
22	Bypass Lungern, Switzerland	Sika at Work	English	pdf	0.94 MB	∎⊳.,	Deactivate
23	Car Park Solutions UK	Sika at Work	English	pdf	0.59 MB		Delet
24	Car Park Specified Solutions	Sika at Work	English	pdf	1.20 MB		L'OIDIO

Picture: Reloading the page shows the colour change of the icon.

2.4.6 How to delete a document

A	ctions	
	Edit Asset	
	Activate	
	Upload	
	Deactivate	
	Delete	

Picture: The document delete button in the document actions area

To delete a document in the CQ5 library just search for the document, highlight it in the search result list and click on the word *Delete* in the *Actions* area. The system will warn you in a pop-up window which you have to accept by clicking the yes button.

3 How to use the Library related Components

In the CQ5 system, three new components are implemented to display documents or document groups:

- QueryBuilder component
- Document List component
- Document View component

used to create the download center

used to display a specific document group

used to display a single document

3.1 The Sika DMS QueryBuilder Component

What it is for:

The component *Sika DMS QueryBuilder* has the functionality of a document download center. It shows the full document list and enables the user to limit the search result to document types and classifications. It also includes a field for a full text search.

How to add it:

The component can only be added to a *Wide Content Page*. Create the page and move the component out of the sidekick into the page.



Sika Services AG Corporate Marketing | Web Services

\$ CQ5 2	\$ CQ5
♣ € 🖑 🛛 <	🕹 🖻 🦣 🔍 🤜
General	General 🛨
💑 Contact Persons 📃	DMS Asset Share
🖏 Distribution House v2	🔩 Sika DMS QueryBuilder 🔸 🗕
HTML Component	
💐 Iframe	
Management	
🚭 Partner Finder	
Vroject References	
Text	
DMS Asset Share 🗧 🕒	
2 🔍 🗉 😁 🍣	2 🔍 🗉 😔 🍣

Picture shows the component Sika DMS QueryBuilder in the sidekick.

Query	Builder Properties Edit Delete							
Please	e enter keywords(s)	Search	•					
Search 15 resu No	Results lits for "keyword(s)" found.	≑ Doctype	¢ Lang	* Format	\$ Size		Limit your Search Results Please select topics to limit your search results.	ſ
1	Hard Fact No. 01	Hard Facts	English	pdf	1.59 MB	•	Language	
2	Hard Fact No. 02	Hard Facts	English	pdf	2.19 MB	•		
3	Hard Fact No. 03	Hard Facts	English	pdf	0.77 MB	•	Doctypes	
4	Hard Fact No. 04	Hard Facts	English	pdf	1.28 MB	•	ambitions	
5	Hard Fact No. 05	Hard Facts	English	pdf	0.59 MB	•	- Prochures	
6	Hard Fact No. 06	Hard Facts	English	pdf	0.68 MB	•		
7	Hard Fact No. 07	Hard Facts	English	pdf	0.75 MB	•	Hard Facts	
8	Hard Fact No. 08	Hard Facts	English	pdf	0.54 MB	•	Sika at Work	
9	Hard Fact No. 09	Hard Facts	English	pdf	4.30 MB			
10	Hard Fact No. 09	Hard Facts	English	pdf	0.40 MB	•	Classifications	1
11	Hard Fact No. 10	Hard Facts	English	pdf	0.45 MB	•		
12	Hard Fact No. 11	Hard Facts	English	pdf	0.26 MB	•		
13	Hard Fact No. 12	Hard Facts	English	pdf	0.35 MB	•	 Drag components 	Oľ
14	Hard Fact No. 14	Hard Facts	English	pdf	0.29 MB	•	assets here	
15	Hard Fact No. 15	Hard Facts	English	pdf	0.35 MB	•	_	

Picture shows the Sika DMS QueryBuilder component



Sika Services AG Corporate Marketing | Web Services

3.1.1 Sika DMS QueryBuilder Settings: General

Per Page	12
Path of Asset Editor	./asseteditor
	Asset Editor that will be opened when doubleclicking an asset.
Actions Title	Actions

Picture: Sika DMS QueryBuilder, settings General

Field	Description
Number of Results	Set the number of result lines displayed in
	one page.
Path of Asset (Document) Editor	No action needed
Actions Title	No action needed
Number of Results Path of Asset (Document) Editor Actions Title	Set the number of result lines displayed in one page. No action needed No action needed

3.1.2 Sika DMS QueryBuilder Settings: Text

General Text Adva	nced
Search Label Text	Please enter keywords(s)
Search Results Text	Search Results
Results Text	Results
	Sample usage: 24 Results
Page Text	Page
	Sample usage: Page 2 of 4
Of Text	of
	Sample usage: Page 2 of 4
Limit Results Text	Limit your Search Results
Limit Instructions Text	Please select topics to limit your search results.

Picture shows the Sika DMS QueryBuilder, settings Text

Field	Description
Results Text	No action needed
Page Text	No action needed
Of Text	No action needed



Sika Services AG Corporate Marketing | Web Services

3.1.3 Sika DMS QueryBuilder Settings: Advanced

x Asset'. uilder, json
ulder.json

Picture shows the Sika DMS QueryBuilder, settings Advanced

Field	Description
Node Types	No action needed
Query Builder URL	No action needed
Feed URL	No action needed

3.1.4 Adding the Path to your Library

To set the path to the library, access the page properties:

/etc/dms_admin/cconstr01
Select document library config to be used

Picture shows the page properties in the tab DMS, to define the path to the used DMS.

The path to your CQ5 library must be defined in the properties of the page where you want to implement the Query Builder Component. The name of the library is always the old name given in the old webDMS:

Example: The old URL for the webDMS was http://webdms002.ch.sika.com:8080/my01. The yellow highlighted string is now the name of the DMS in CQ5.

Note:

Keep in mind that it is only possible to place the Query Builder Component in a wide content



Sika Services AG Corporate Marketing | Web Services

page.

3.2 The Document List Component

What it is for:

The *Document List* component allows you to show a list of assets (documents) from your library, based on an individual defined search query.

How to add it:

Choose the component *Document list* from the sidekick and move it to the page content area in the middle of the page. The *Document list* component can only be placed on a page based on the content page template.

rcł	n results 19					
0	Download/Name	Doctype	Lang	Format	\$ Size	
1	Automotive Industry	Brochures	English	pdf	1.11 MB	•
2	Cementitious Flooring	Brochures	English	pdf	0.70 MB	•
3	Flooring Solutions	Brochures	English	pdf	1.45 MB	٠
4	Food Industry	Brochures	English	pdf	1.29 MB	۷
	A Constant of the second	Short descripti Solutions with Sil > Download po Related Docum > Hard Fact No. > Hard Fact No. > 100 Years of Date: 13/04/2012	on katioor Sy ff ents . 02 . 04 Durabilit	stems. y: Sika-1 to	Sika Visco	Cre
5	Multi-Storey and Underground Car Parl	Brochures	English	pdf	5.15 MB	•

Picture: Shows the result of a Document List component.

In the 'Edit Component' window you now have the possibility to define a specific search (or also called a query) to a group of documents.

3.2.1 Document List settings: Search

Path	/etc/dms_admin/cconstr01	٩
gearch Text		
Doctype	DMS : cconstr01 / Doctypes / Brochures	~
Year		
Language	DMS : cconstr01 / Language / English	*

Picture shows Document List settings Search



Sika Services AG Corporate Marketing | Web Services

Field	Description
Path	Select the document library
Search Text	Enter some search text
Doctype	Select none, one or more doctypes
Year	n.a. (bitte ALo fragen)
Language	Enter a document language

3.2.2 Document List settings: Classification

in component	
Search Classifi stion	
Classification	DMS : coonstr01 / Classifications / Application Field / Flooring

Picture: Document List, settings Classification

Field	Description
Classification	Select none, one or more classifications

Note:

Check out the language template of your website if you would like to translate or change some predefined text in the document list component:

Edit		
DMS Translation	S	
Key	Local Value	Global Value
Short Description	Kurzbeschreibung	-
Download	Runterladen	20 C
Search results	Suchresultate	-
Search result text	Suchresultat Beschreibung	-
No documents found	tex <mark>t Keine Dokumente vorhande</mark>	<mark>n</mark> -
Number	No:	-
Download/Name	-	
Doctype	-	
Date	-	
Language	-	
Format	-	
Size	-	r.
Details	-	<u>.</u>

Picture: Language template

If necessary translate the given terms in the DMS Translation section.



Sika Services AG Corporate Marketing | Web Services

3.3 The Document View Component

What it is for:

The *Document View* component is used to show a single asset (document) from your document library.

How to add it:

Choose the component *Document view* from the sidekick and move it to the page content area in the middle of the page. This component can also only be placed on a page based on the content template.



Picture shows the Document View component:

- 1 Document title set in the old webDMS
- 2 Document file name
- 3 Short description out of the old webDMS
- 4 Automatically generated link

5 If related documents are defined for the main document, it will also be displayed here.

Additionally the SEO important picture <alt> information is also automatically created out of the document title.

3.3.1 Document View settings: Search

document	
	Drop an asset
	L

Pictures show the Document View component

Window	Description
Document	Drag and drop any document from the content finder on the left

Note:

The best way to find a specific document is by entering the file name in the search field of the content finder on the left!



Sika Services AG Corporate Marketing | Web Services





Picture shows search for a document in the content finder. Chose the second tab called Documents. Enter the file name or part of it in the search field.

ocument	_			
document	Ls.	Ţ		
	0		set	
		visitors off Station" Spaces	ок	Cancel

Picture shows move the Document view component.

Note:

Check out the language template of your website if you would like to translate some predefined text:

Edit			Г
DMS Translation	s		
Key	Local Value	Global Value	
Short Description	Kurzbeschreibung	-	
Download	Runterladen	-	
Search results	Suchresultate	-	
Search result text	Suchresultat Beschreibung	-	
No documents found t	ex <mark>t Keine Dokumente vorhande</mark>	<mark>/n</mark> -	
Number	No:	-	
Download/Name			
Doctype	-		
Date	-		
Language		<mark>.</mark> .	
Format	-		
Size	-	7	
Details		<u>_</u> _	

Picture: Language template

If necessary translate the given terms in the DMS Translation section.

3.4 Adding a Document Link in a Text Component

It is also possible to add a document link in a component that includes some text.



Sika Services AG Corporate Marketing | Web Services



Picture: Language template

1 Create a link text in a text field and press on the link icon in the tool bar

2 Choose the document in the content finder3 Move the document icon by drag and drop to the link field

In the same way you can add a document link to a *picture text* component.

Note:

If you would like to add a link to a document that is stored in the CQ5 library to a *Linklist* component or a *Double Quick Linklist* component, first search for the document in the library and then copy the complete URL to the document edit window.



Picture: Complete document URL in the document edit window of the CQ5 library



Sika Services AG Corporate Marketing | Web Services

4 How to maintain Document Types and Classifications

Adding a new language, document type or a new classification has to be done in CQ5 in the Tagging area.

4.1 CQ5 lcon: Tagging

CQ5WCM	
8	😂 🗟 New + 🔀 Tagging
🖻 🗁 Websites	Title
SikaMaster SikaMaster Schulung (do not use!)	1 cconstr01
🕀 💽 Algeria	

Picture: Click the Tagging icon in the tool bar to add or change language, document types or classification values.

Click on the tagging icon in the tool bar to enter the tagging area.

4.2 Create new Classification

Select "Classification" and click on "New".

&	æ	New Delete Edit List Move Merge	e Activate Deactivate Help
🖻 😋 Tags		Title 🔺	Name
CUG Documents	1	Application Fields Construction	application_field
Construit	2	Application Fields Industry	Application Fields Industry
	3	Brandfamily	brandfamily
	4	Country	country
	5	Date of Publication	Date of Publication
🗉 📎 Brandfamily	6	Hard Fact Edition	hard_fact_edition
😟 📎 Country	7	Keyword	keyword
Object of Publication	8	Project Type	project_type
Whard Fact Edition Edition	9	Year	year

Picture: Create new Classification

Add in now the Title and Name. The Description is not mandatory. Click on "Create".

Create Tag		×
Title	* Brandnames	-
Name	* Brandnames	
Description	Alphabetically	•
	Create Cancel	

Picture: Create new Classification - add in title and name



Sika Services AG Corporate Marketing | Web Services

page 26 of 34

Translation: Make a double click e.g. "Classification"

æ	New Delete Edit List Move Merge	Activate Deactivate Help Count usage
	Title 🔺	Name E
1	Classifications 🍗	classifications
2	Doctypes	doctypes
3	Language	language
_		

Picture: Select the tag e.g. classification

Search for your country language and add in the text in your country language



Picture: Translate the document name into your country language



Sika Services AG Corporate Marketing | Web Services

4.3 Create new Document Type

Select "Doctypes" and click on "New".

æ	æ	New Delete Edit List Move Merg	e Activate Deactivate
🖃 😋 Tags		Title	Name
🗷 🧰 CUG Documents	1	9 Month Reports	9 Month Reports
Constr01	2	Annual Reports	Annual Reports
Classifications	3	Brochures Construction	brochures
Coctypes	4	Brochures Industry	Brochures Industry
💷 📎 9 Month Reports	5	Brochures Sika Group	Brochures Sika Group
⊕ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦	6	Customer Magazine ambitions	ambitions
	7	Customer Magazine Industry	Industry Magazine

Picture: Create new Doctype

Add in now the Title and Name. The Description is not mandatory. Click on "Create".

Create Tag		×
Title	* Leaflets	-
Name	* Leaflets	I
Description	Only Distribution	I
		-
	Create	

Picture: Create new Doctype - add in title and name

Translation: Make a double click e.g. "Leaflet"

	Title 🔺	Name
1	Brochure	brochure
2	Colour Chart	colour_chart
З	Leaflet	leaflet
4	Material Safety Data Sheets	material_safety_datasheets
5	Newsletter	newsletter
6	Product Data Sheets	product_data_sheets
7	Publication	publication

Picture: Select the document



Sika Services AG Corporate Marketing | Web Services

Search for your country language and add in the text in your country language

dit Tag		×
Title × Description	* Leaflet	<u>^</u>
Localization —		
ar		
bg		
CS		
da		
German		
el		
English	Leaflet	
Spanish		
fa		
fi		
French		
hr		
hu		
in 🔪		
Italian	*	
Japanese	リーフレット	
lv		-

Picture: Translate the document name into your country language

4.4 Create new Language

Select "Language" and click on "New".

æ	æ	New Delete Edit List Move	Merge Activate
🖃 😋 Tags		Title 🔺	Name
CUG Documents	1	English	en
DMS	2	German	German
Classifications			
🖃 🛇 Language			
🔊 English 🖽 📎 German			

Picture: Create new Language

Add in now the new language. The Description is not mandatory. Click on "Create".

Crea	ate Tag		×
	Title Name Description	* Chinese * Chinese Special Characters	
			Create Cancel

Picture: Create new Language - add in the name of language



Sika Services AG Corporate Marketing | Web Services

4.5 Create new Product- or Product Family Name

Note: If you create new Product- or Product Family Names then you can add such a name with an asterisk only in the Title line. In the Name line you must add the name without an asterisk.

(reate Tag
		*	Title
		*	Name
			Description
Cancel	Create Cance		
	Create		

Picture: Create new name



Sika Services AG Corporate Marketing | Web Services

5 How to match Document Types to Classifications

5.1 Matching Document Type and Classification

Click on the Tools icon in the tool bar to enter the Tools area.

CQ5WCM			🚨 🕋 🚫
8		2	New Tools opy
🖃 🚍 Websites	^	1	Title
🔁 🖭 SikaMaster		1	Construction
Corporate Schulung (do not use!)		2	Industry
B Maus Strixner		3	test_3columnpage

Picture: Click the Tools icon to do the matching between document types and classifications



Select and open your country library

Picture: Select Country Library

5.1.1 Create a new matching

Scroll down to the end of this page

	/etc/tags/dms/cconstr01/classifications/Application Fields Industry/Tapes and Textiles /etc/tags/dms/cconstr01/classifications/Application Fields Industry/Wind Energy /etc/tags/dms/cconstr01/classifications/Application Fields Industry/Windows	
CUG Enabled		
CUG Groups:		
	Drag co	mponents or assets here

Picture: Create a new matching



Sika Services AG Corporate Marketing | Web Services

Click on"New"



Picture: Create a new document type

Select "Sika DMS Document Type Administration and click on OK



Picture: Insert new component

Click now on "Edit"

Doc Type: _		_
Classification	Edit	
CUG Enable	Annotate	
CUG Group	Cut	
	Сору	
	Paste	
	Delete	
	New	

Picture: Edit new Doc Type

Click on the magnifying glasses icon, select e.g. "Leaflets" and then click on "OK"



Picture: Select DocType



Sika Services AG Corporate Marketing | Web Services

Select then e.g. the Application Fields. "Use Ctrl" key" for this selection.

dit Component		
Doc Type:	/etc/	tags/dms/cconstr01/doctypes/Leaflets
Classifications ——		
Classification		Tal
	#	Inte
	U	Application Fields Construction
	1	Application Fields Construction / Waterproofing
	2	Application Fields Construction / Tiling
	3	Application Fields Construction / Structural Strengthening
	4	Application Fields Construction / Sealing & Bonding
	5	Application Fields Construction / Roofing
	6	Application Fields Construction / Protective Coating
	7	Application Fields Construction / Mortars
	8	Application Fields Construction / Joint Sealing
	9	Application Fields Construction / Injection
	10	Application Fields Construction / Gypsum Mortar Additives
	11	Application Fields Construction / Grouting & Fixing
	12	Application Fields Construction / Flooring
	13	Application Fields Construction / Concrete Refurbishment
	14	Application Fields Construction / Concrete Technology
	15	Application Fields Construction / Dry Mortar Production

Picture: Matching Application Fields

After clicking OK, the system creates the new matching.

Doc Type:	/etc/tags/dms/cconstr01/doctypes/Leaflets
Classifications:	/etc/tags/dms/cconstr01/classifications/application_field /etc/tags/dms/cconstr01/classifications/application_field/flooring /etc/tags/dms/cconstr01/classifications/application_field/mortars
CUG Enabled	
CUG Groups:	

Picture: Created first matching

Note:

it is possible that you can select more then one search criterias if you create a new matching,

Note:

CUG Enabled/CUG Groups is only for documents in defined CUG's.

5.1.2 Adjustments or additions in an existing matching

Click on the Tools icon in the tool bar to enter the Tools area.

CQ5WCM			🚨 🕵 🚫
8		2	New Tools Jop
🖃 😋 Websites	^	1	Title
🗄 🥘 SikaMaster		1	Construction
🗄 🛃 Corporate		2	Industry
B Chulung (do not use!)		3	test_3columnpage

Picture: Click the Tools icon to do the matching between document types and classifications



Sika Services AG Corporate Marketing | Web Services

page 33 of 34

Select and open your country library

🖮 😋 Tools
🖪 🦲 Blueprints
🕘 config
🕀 🧰 DAM
🕀 🧰 Designs 🖌
😑 🔄 dms_admin
🥘 _dummy_lib
- 🥶 cconstr01
🕘 chindustry
- 🥶 ee01
- 🔄 Iv01
- 🥶 It01
- 🥶 ukind01
🥘 ukconstr01
i deaddconst01
chproducts
🥑 gcc
- 🥶 frcon
Picture: Select Country Library

Find the corresponding doctype section. Use "Ctrl" + "F" keys to search for the Doctype.

	Doc Type:	/etc/tags/dms/cconstr01/doctypes/ <mark>Leaflets</mark>
idn_sikafix	Classifications:	/etc/tags/dms/cconstr01/classifications/application_field /etc/tags/dms/cconstr01/classifications/application_field/flooring /etc/tags/dms/cconstr01/classifications/application_field/mortars
	CUG Enabled CUG Groups:	
Find leaflets	Abwärts 🔒 Au	fwärts 🖌 <u>H</u> ervorheben 🔲 <u>G</u> roß-/Kleinschreibung

Picture: Find the existing Doc Typ

Open the component. Scroll through the list and find the new classification which you want to add.

Note:

Notice the existing classifications are highlighted in blue. To add the new classification, you need to press and hold the "Ctrl" key and click on the classification.



Picture: Add new classification



Sika Services AG Corporate Marketing | Web Services

The green marked Applications Fields are now selected as new search criterias. After the new classification is highlighted in blue you can press the okay button.

Note:

Before you press the OK button, make sure the existing classifications are still highlighted. Otherwise you will loose the existing classifications when clicking the OK button.

oc Type:	/etc/	tags/dms/cconstr01/doctypes/Leaflets		P	
Classifications					
Classification					
Classification	#	Title			
	0	Application Fields Construction	10		
	1	Application Fields Construction / Waterproofing			
	2	Application Fields Construction / Tiling			
	3	Application Fields Construction / Structural Strengthening			
	4	Application Fields Construction / Sealing & Bonding			
	5	Application Fields Construction / Roofing			
	6	Application Fields Construction / Protective Coating			
	7	Application Fields Construction / Mortars			
	8	Application Fields Construction / Joint Sealing			
	9	Application Fields Construction / Injection			
	10	Application Fields Construction / Gypsum Mortar Additives			
	11	Application Fields Construction / Grouting & Fixing			
	12	Application Fields Construction / Flooring			
	13	Application Fields Construction / Concrete Refurbishment			
	14	Application Fields Construction / Concrete Technology			
	15	Application Fields Construction / Dry Mortar Production			
	16	Brandfamily			
	17	Brandfamily / Putzmeister®			
	18	Brandfamily / Icosit®			
	19	Brandfamily / Friazinc®			-
			01	0	_

Picture: New selected Doc Typ

Check if the new classification is matched to the doctype.

Doc Type:	'etc/tags/dms/cconstr01/doctypes/Leaflets		
Classifications:	/etc/tags/dms/cconstr01/classifications/application_field /etc/tags/dms/cconstr01/classifications/application_field/mortars /etc/tags/dms/cconstr01/classifications/application_field/flooring /etc/tags/dms/cconstr01/classifications/application_field/structural_strengthening /etc/tags/dms/cconstr01/classifications/application_field/sealing_bonding		
CUG Enabled			
CUG Groups:			

Picture: Check new selection



Sika Services AG Corporate Marketing | Web Services