

SAP NetWeaver Cloud Portal - Administration Guide
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1 SAP NetWeaver Cloud Portal - Administration Guide

The Cloud Portal administrator uses the Admin Space to define content, themes, and roles for site authors.

This guide provides information about the tasks and responsibilities of the administrator in SAP NetWeaver Cloud Portal. The Cloud Portal administration environment consists of the Admin Space, the Authoring Space, and the Site Directory. The Admin Space is used for managing content, themes, and roles for the tenant. The Site Directory is used for creating new sites and accessing tenant sites for viewing or editing, based on permissions. The Authoring Space is used for site authoring and management. Cloud Portal key users have access to these environments based on their role.

2 Tenant Administrator Role

The Tenant Administrator role includes tasks related to content, themes and roles management for the tenant.

When a company completes the onboarding process and has set up a new account on SAP NetWeaver Cloud Portal, a company representative is assigned the role of Tenant Administrator. The assigned administrator then receives a “Welcome Tenant Administrator” email that contains a link to the Site Directory and to the Admin Space of the SAP NetWeaver Cloud Portal.

Your role as Cloud Portal Tenant Administrator includes the following tasks:

- Interact with developers who provide content for your sites.
- Upload content to the *Content* tab of the Admin Space, and verify that the content is valid.
- Interact with web designers who provide theme (CSS) files, and upload the files to the *Themes* tab of the Admin Space.
- Assign other users to the roles of Tenant Administrator and Site Creator.
- Coordinate between site authors, developers, and web designers, for smooth operation of your tenant sites.
- Oversee the company sites that can be accessed through the Site Directory.

Prerequisites for Accessing the Admin Space:

- You have registered for the SAP NetWeaver Cloud system, and your SAP NetWeaver Cloud ID and password are available.
- You have been assigned, as part of setting up your company account, the role of Tenant Administrator.
- You are a registered user of the SAP Community Network (SCN) and have your user name and password available. To register for SCN, go to this site: <https://www.sdn.sap.com/irj/sdn/register>

3 Cloud Portal Admin Space

Using the tabs in the Admin Space, the Cloud Portal administrator can create content, upload theme files, and assign roles.

Your working environment for administrating your tenant sites is the Admin Space. You access the Admin Space using the link provided in the “Welcome Tenant Administrator” email. The Admin Space consists of the *Content*, *Themes*, and *Roles* tabs.

The *Content* tab displays a list of all widgets currently available in the Content Catalog. It is a repository of content from which site authors add content to their sites. You can add new widgets supplied by developers or system administrators to the repository.

The *Themes* tab displays a list of available themes for your tenant sites. In its initial state, the table of themes contains the default Cloud Portal theme supplied by SAP. You can add new themes by uploading additional theme (CSS) files. The theme file defines the UI elements of the theme, such as colors, fonts, and backgrounds. Site authors can select a theme from the list of available themes that you create here.

The *Roles* tab displays a list of all users that were assigned the role of Administrator or Site Creator. You can assign additional users with these roles or change existing assignments.



Note: The set of tabs comprising the Admin Space is used solely by the tenant administrators and is not visible to other roles.

4 Managing Content

The Cloud Portal administrator manages content for the tenant sites. Widgets that appear under the *Content* tab are displayed in the Content Catalog of the site.

You use the *Content* tab of the Admin Space to manage widgets in the Content Catalog. Widgets in this screen are automatically displayed in the Content Catalog and site authors can use them in the pages of a site. Each entry in the *Generic Widgets* table lists basic information about the widget: name, icon, description, type, and URL, as well as the categories to which the widget is assigned. Use the *Add Widget* button and the *Edit* and *Delete* buttons to maintain your list of widgets. You can also click any column in the table to sort the list.

You can assign a widget to one or more categories in the Content Catalog. Specify the category name in the *Categories* field when you add or edit a widget. Separate multiple categories with a comma.

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Note: When you edit a widget in the Admin Space, the changes affect only the widget in the Content Catalog. The changes are not applied to instances of that widget that were already added to a site. If you modify a widget, be sure to notify your site authors and request them to remove older copies of the widget from their sites and add the updated widget instead. When you delete a widget in the Admin Space, instances of the deleted widget in a site may stop working. Contact your site authors and advise them to remove that widget from their sites.

To add a URL or OpenSocial widget to the Content Catalog:

1. Click *Add Widget*. The *Add Widget* dialog box opens.
2. From the *Type* dropdown list, select *URL* or *OpenSocial*.
3. Enter all required parameters of the new widget.
 - If the uploaded icon cannot be displayed, a default system icon will be displayed instead.
 - In the *URL* field, specify a URL if this is a URL widget, or a `spec.xml` if this is an OpenSocial widget.
4. Click *Add*. The new widget is added at the bottom of the table.

5 Managing Themes

The Cloud Portal administrator can create custom themes for tenant sites.

You use the *Themes* tab of the Admin Space to manage themes for your company's sites. The *Themes* tab contains a table of possible themes for your sites, where every entry in the table lists basic information about the theme: name, description, and theme creator.

In its initial state, the table of themes contains the Cloud Portal Theme supplied by SAP. Using the *Add Theme* button, you can add new themes by uploading additional CSS files. The theme file defines the UI elements of the theme, such as colors, fonts, and backgrounds. You can manage existing themes using the *Edit*, *Delete*, and *Set as Default* buttons, and you can download theme files for modifications, using the *Download* button.

To create a new theme for your site, a web designer can:

- Create a new CSS file from scratch
- Modify the default theme file provided in the *Themes* tab, and save it under a different name

To modify the default theme file and save it under a different name:

1. Select the Cloud Portal Theme entry in the *Themes* table.
2. Click *Download*. The *Download* dialog box opens.
3. Save the CSS file in your file system.
4. After the web designer has modified the CSS file as needed, click *Add Theme*. The *Add Theme* dialog box opens.
5. Browse to the new CSS file to upload it.
6. Click *Add*.

After creating a set of themes for the tenant sites, and designating the default theme, site authors can then select a theme for their sites. This is accomplished in the *Themes* panel of the Authoring Space.

6 Managing Roles

The Cloud Portal administrator can assign additional administrators or site creators to his tenant.

The SAP NetWeaver Cloud Portal includes a set of user roles, according to which company personnel gain access to different parts of the portal environment, and have permission to perform different actions on tenant and site levels.

The Tenant Administrator role is assigned to you, as the company representative, when the tenant account is created. You use the [Roles](#) tab of the Admin Space to assign additional tenant administrators and site creators.

The [Roles](#) tab contains a table that lists information about assigned users. After assigning a role to a designated user, you can edit the assignment, or delete the assignment from the list.

A certain user can be assigned the role of Administrator or Creator. Since the Administrator role contains all Creator's rights and more, there is no need to assign a user the Creator role if he or she is an administrator. Site creators are automatically assigned the role of Site Author for any site that they create. Subsequent assignment of the Author role can be carried out by the site authors in the [Users](#) panel of the Authoring Space.

To add a new role assignment:

1. Click [Add Assignment](#). The [Add Assignment](#) dialog box opens.
2. Enter all required parameters of the role assignment.
3. From the [Roles](#) dropdown list, select [Administrator](#) or [Creator](#).
4. Click [Save](#). The new assignment is added at the bottom of the table.

6.1 Role Definitions

The following table describes the different roles used in SAP NetWeaver Cloud Portal, who can assign them, and what their access rights are.

Table 1: Role Definitions

Role Name	Assigned by	Access to	Rights
Tenant Administrator In short: Administrator	Automatically assigned to a company representative, when the tenant account is created	<ul style="list-style-type: none">• Admin Space• Site Directory• Authoring Space	<ul style="list-style-type: none">• [Admin Space] Add and manage content• [Admin Space] Add and manage themes

Role Name	Assigned by	Access to	Rights
			<ul style="list-style-type: none"> • [Admin Space] Assign Administrator and Creator roles to users • [Site Directory] Create new sites • [Site Directory] Open all tenant sites for viewing and editing • [Authoring Space] Edit sites
Site Creator In short: Creator	Tenant administrator	<ul style="list-style-type: none"> • Site Directory 	<ul style="list-style-type: none"> • [Site Directory] Create new sites
Site Author In short: Author This role is associated with a specific site	Automatically assigned to the user who created a site or manually assigned to a user by another author	<ul style="list-style-type: none"> • Site Directory • Authoring Space 	<ul style="list-style-type: none"> • [Site Directory] Open all sites to which the author has been assigned for viewing and editing • [Authoring Space] Edit sites • [Authoring Space] Assign other authors to sites to which the site author has been assigned
End User This role is associated with a specific site	Automatically assigned to a user who accepted a mail invitation	<ul style="list-style-type: none"> • Site at runtime 	<ul style="list-style-type: none"> • View only

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