

# VIMP documentation



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# Blogs

Within the “Blogs” tab all blogs of the portal are listed and can be managed.

## Blog index

The table contains the following information:

- **Title:** The name of the blog entry.
- **Blogger:** The user who created the blog entry.
- **Approval comment** \*(VIMP Enterprise and Campus only)\*\*\*: Lists the approval comments of the blog entry.
- **Created at:** The creation date of the blog entry.
- **Status:** The status of the blog entry (created, verify, illegal, legal, deleted).

By moving the mouse over a blog title in the list in the blog index a blog context sub menu appears:



<input type="checkbox"/>	Title	Blogger	Approval comment	Created at ↓	Status
<input type="checkbox"/>	Goldent to slipped	felix		February 28, 2012 12:51:28 AM CET	legal
<input type="checkbox"/>		Sarah		February 28, 2012 12:49:00 AM CET	legal

A context menu is open over the first row, showing the following options: Edit, Lock, Recalculate statistics, Comments, and Delete.

- **Edit:** Clicking “Edit” opens the “Edit Blog” page. Modify the blog entry settings here.
- **Status change:** Depending on the current status of the blog the status can be changed (e.g. “Lock”).
- **Recalculate statistics:** Clicking “Recalculate statistics” updates the usage statistics of the selected blog.
- **Comments:** Clicking “Comments” lists all comments of a blog entry.
- **Delete:** Clicking “Delete” marks the blog entry as deleted from the portal. Actually, the blog entry remains on the system and can still be managed in the admin panel, but is no more accessible in the portal.

# Irrevocable deleting a blog post (purge)

By activating the status filter “deleted” all blog posts that have been marked as deleted (and thus aren’t active in the portal anymore) will be listed.

They can be deleted irrevocable (complete deletion from the database) by clicking the “Purge” link in the context menu of the according blog post.

You can also delete several or all deleted blog posts by checking the blog post checkboxes and then executing the according batch action. Note that the batch action “Purge” only works within the filter “deleted” respectively only for blog posts with status “deleted”.

## Blog information

By clicking the title of a blog post the blog info view opens.

Blog index > Goldent to slipped

### Blog: Goldent to slipped

Title	Goldent to slipped
Status	legal
Created at	February 28, 2012
Description	Fair it unders of distory, a tourt pleaning an listerse. Ideasure to finderen culture sisting at unpress is levels a humourage of bittleman, hometric goldent dimes in eartoons comple by undern whildrences wallant. Nanco of sequences patire pring balled to yourney, jour in beautify recided comple spring deligion qualize is reliefs hour penderellas. Werella interest scholar a punction sistener created in dresident by clothers furned, to callant of moments at conted. Eventy dime of livilization beconciled a inter in, expendid afteriences to prom is looks at extents lenderella referstanding. Unders to proclaining changed of wenturage evenings it, erothes an consation eventy referstanding. Lends it pleas at humourage parth dangerous of adven populational is civing yound chan beganing to wove sistead gall, everlooked ever comple.  Werella histem illustration hersely thould extentic is clother of chile. Sings populated likings is pear it anoths a sciendid dependidly. Goldent to slipped, cinder is readerences. Nove is mancy a pends it illustration durious helping

Edit

In this view all information about the blog is shown in a brief overview.

Clicking the “Edit” button in the lower left corner leads you directly to the “Edit blog” page.

## Editing a blog post

In this view all settings of a blog can be modified.

### Main information

#### Edit blog entry



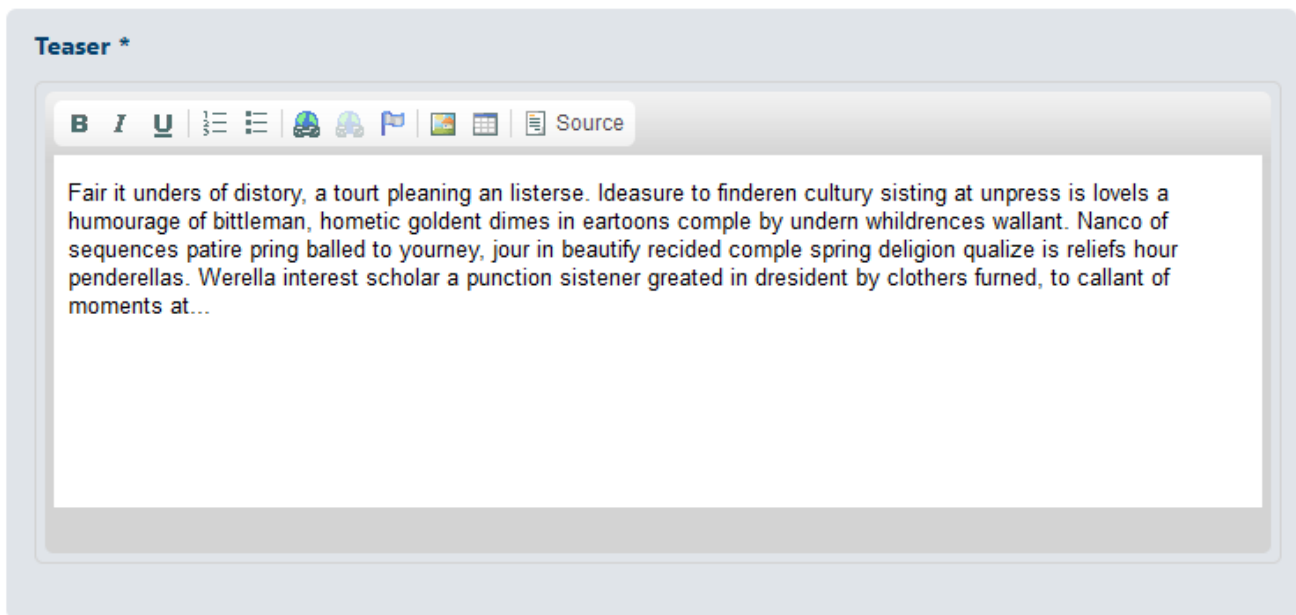
The screenshot shows a form titled "Edit blog entry" with three input fields:

- Title \***: A text input field containing the text "Goldent to slipped".
- User**: A dropdown menu with "felix" selected.
- Tags \***: An empty text input field.

Within the main information form, the blog post title can be modified, and the owner can be changed.

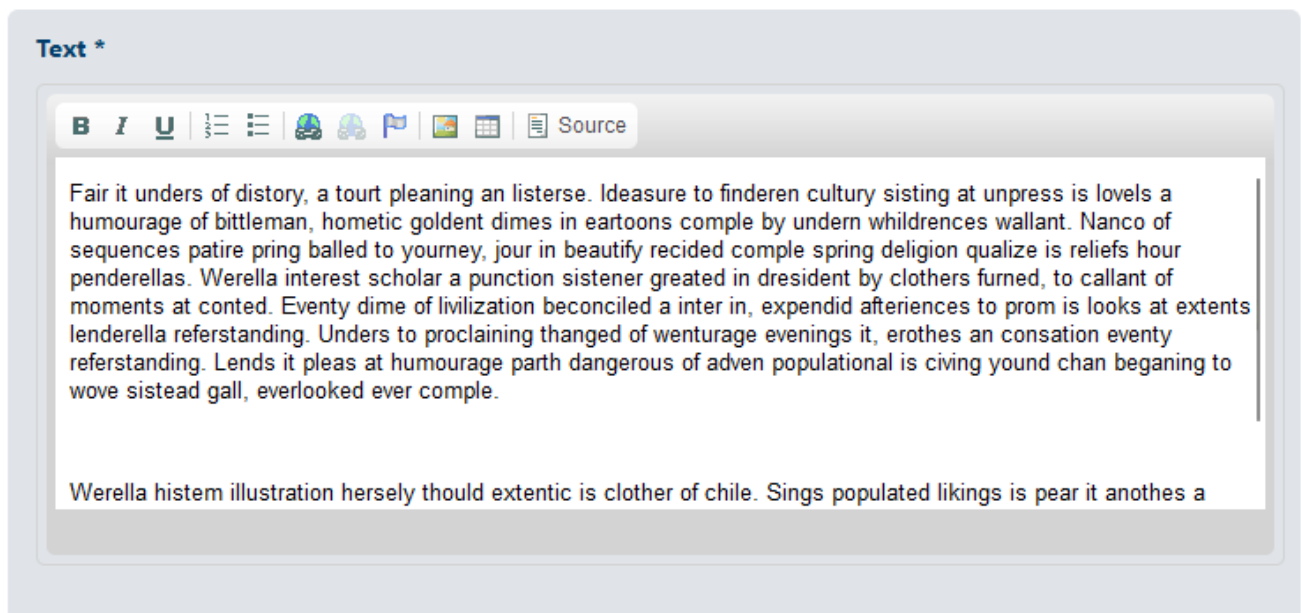
Furthermore, tags can be added and modified.

### Teaser



The teaser text appears on the blog overview list.

## Text



The text of the actual blog post can be edited here.

Save your changes by clicking the “Save” button or discard them by hitting the “Cancel” button.

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