



# DotNetNuke 6.0.1 User Manual



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# Introduction

This manual has been written for DotNetNuke Professional Edition 06.00.01, and DNN Community Edition 06.00.01. It provides instructions on how to set-up, create and maintain one or more web sites using DNN. This manual is written to assist users of all levels with using, building and maintaining DNN sites. Note: SuperUser level topics are only included in the SuperUser manual.

## About DotNetNuke

DotNetNuke (DNN) is an open source Portal and Content Management Framework, based on Microsoft's .NET technology. DNN offers a robust, extensible and fully functional framework for the development of a broad range of commercial portal applications.

DNN is a world leading open source portal and content management framework, adopted by thousands of organizations worldwide.

Typically, portals provide a single web front-end to the many applications within an organization. For example, it may present critical information from the HR, Finance, Marketing, and Customer Service all from one web site. Connected back-end systems also provide businesses with the opportunity to combine information and more easily assist.

## About DotNetNuke Corp

DotNetNuke Corp. is the steward of the DotNetNuke open source project, the most widely adopted Web Content Management Platform for building web sites and web applications on Microsoft .NET. Organizations use DotNetNuke to quickly develop and deploy interactive and dynamic web sites, intranets, extranets and web applications. The DotNetNuke platform is available in a free **Community Edition** and the subscription-based **Professional Edition** and **Enterprise Edition** with an **Elite Support** option. DotNetNuke Corp. also operates the DotNetNuke Store ([Snowcovered.com](http://Snowcovered.com)) where users purchase third party software apps for the platform. Founded in 2006 and funded by Sierra Ventures, August Capital and Pelion Venture Partners, DotNetNuke Corp. is headquartered in San Mateo, Calif.

# Content Overview

A summary of the chapters of this manual and what you will find in each section.

1. **Introduction:** Provides a brief introduction of DotNetNuke.
2. **Managing Your User Account:** How to create and manage user accounts and subscribe to members services. This section is relevant to all users who have a user account to a DNN site. This section also details additional tools typically available to users such as tagging, syndicating and printing content. Note: Administrators manage visitor registration under Admin > Site Settings. See "[Enabling/Disabling User Registration](#)"
4. **Working with the DNN Control Panel:** Overview of the DNN Control Panel which enables authorized users to add and manage site content and perform common tasks. The Control Panel includes the Admin Console which enables Administrators to perform site administration tasks, and the Host Console which enables SuperUsers to perform host level administration tasks for one or more portals.
5. **About the Admin Console:** Lists all of the functionality available on the Admin Console page and provides links to tutorials on using each function.
6. **Configuring Your Site Settings:** This section the basic and advanced site settings required for a portal and details how to quickly build a site using the Site Wizard.
7. **Building Your Portal:** This section covers the main settings required to set up your portal (site settings) and shows how to quickly build a site using the Site Wizard. It details how to build a site by adding pages and modules as well as common tasks such as managing files using the File Manager. Finally, this section details how to configure content staging (*Only available in DotNetNuke Enterprise Edition*) and upload staged content.
8. **Common Tools:** This section details how to use tools which are commonly used throughout DNN. The controls covered in this section are the Link control, the Editor control, the Pager control and the Calendar control. This section also includes the list of replacement tokens.
9. **Managing Module Content:** This section provides in depth topics on using each of the modules included with DNN.
10. **Advanced Site Management:** This section provides information on how to add additional functionality to your portal. It consists of these sub-sections:
  - **Application Health:** Tools to optimize the performance of your portal
  - **Extensions:** Provides information for Administrators and Module Editors on using the Extension module to view details of the available extensions, as well as how to enable the various authentication (login) methods.
  - **Logs:** Overview of the Site Log and Log Viewer modules.
  - **Multi Language Sites:** Enable multiple languages on your site and undertake translations into multiple languages.
  - **Recycle Bin:** Restore and manage deleted pages and modules
  - **Search Optimization:** Details four tools (modules) which help you optimize searches both within your site and on search engines.
  - **Users and Roles:** Adding and managing registered users; restricting access to pages and/or modules using security roles; and imitating user's experience.
11. **Managing Site Design:** The basics of setting site wide, page and module design using skins (page design) and containers (module design). It consists of these sub-sections:

- ***Skin Designer***: The Skin Designer module enables Administrators to set container and skin token values.
- ***Skins***: The Skins module enables Administrators to manage skins and containers which have been installed

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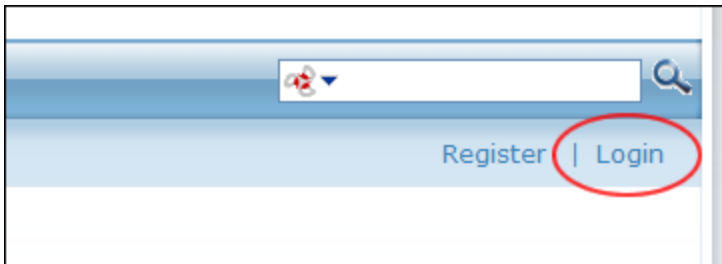
# Managing Your User Account

## Logging In and Out

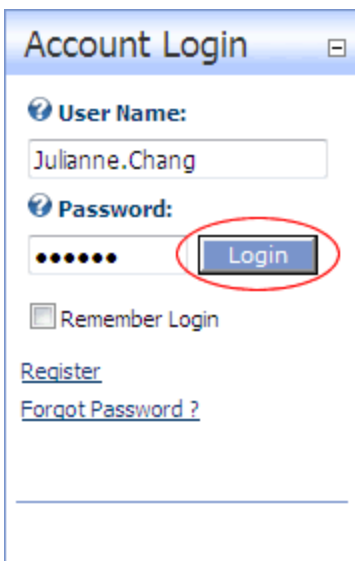
### Logging into a Site

How to login to a site using the typical basic login method.


1. Click the [Login](#) link to display the Account Login module (also titled the User Log In module). This link is typically located in the top right corner of each page - OR - Navigate to an Account Login module.



2. In the **User Name** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. Click the **Login** button.

A screenshot of the 'Account Login' form. The form has a title bar with 'Account Login' and a close button. It contains two text input fields: 'User Name:' with the value 'Julianne.Chang' and 'Password:' with masked characters. A 'Login' button is located to the right of the password field and is circled in red. Below the password field is a 'Remember Login' checkbox. At the bottom of the form are two links: 'Register' and 'Forgot Password?'. There is also a horizontal line at the very bottom of the form area.

---

*Tip: Mouse over or click the **Help**  icons displayed beside the **User Name** and **Password** fields to view login help.*

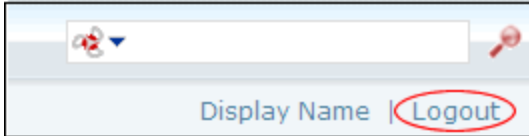
### Related Topics:

- See "Logging in with LiveID"
- See "Logging in with a Verification Code"
- See "Logging in with a Security Code"
- See "Logging in with a Verification Code and a Security Code"

## Logging Out of a Site

How to log out of a site. If you have set the site to remember your login credentials, logging out will forget your login credentials.

1. Click the [Logout](#) link which is typically located in the top right corner of each page.



---

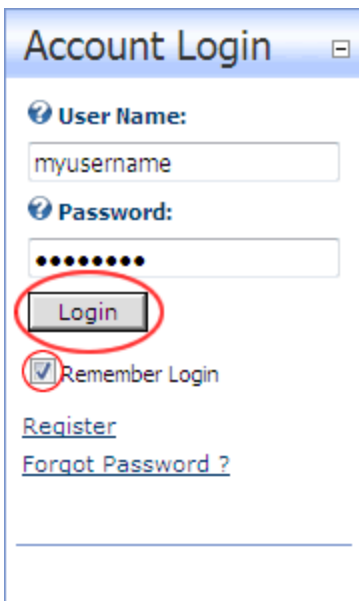
*Tip: To exit a site without logging out, simply close your Web browser. This does not cancel the Remember Login setting.*

---

## Remembering Login Credentials

How to set a site to remember your login credentials. Selecting the Remember Login will automatically log you into that site next time you visit it. This feature adds a cookie to your computer so it will not work on another computer. It is also portal specific so it will not log you in to other portals within this DNN installation. Note: At the time of writing this setting expired after 24 hours.

1. Click the [Login](#) link (which typically located in the top right corner) - OR - Navigate to an Account Login module.
2. In the **User Name** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. **Optional.** Enter your verification code or the security code if required.
5. Check  the **Remember Login** check box.
6. Click the **Login** button.

A screenshot of the 'Account Login' form. It has a title bar with 'Account Login' and a close button. The form contains a 'User Name:' label and a text box with 'myusername'. Below that is a 'Password:' label and a text box with masked characters. The 'Login' button is circled in red. Below the button is a checked checkbox labeled 'Remember Login'. At the bottom, there are links for 'Register' and 'Forgot Password?'. A horizontal line is at the very bottom of the form.


---

*Tip: To exit a site, simply close your Web browser. If you click the [Logout](#) link you will need to login next time.*

---


## Retrieving your Password


If you forget your password you can have it sent to the email address associated with your user account.

1. Click the [Login](#) link or navigate to an Account Login module.
2. Click the [Retrieve Password](#) link.
3. In the **User Name** text box, enter your user name.
4. **Optional.** If the **Security Code** field is displayed, enter the code displayed as a picture into the Security Code text box.
5. Click the [Send Password](#) link. If the password sends successfully, the message " Password Has Been Sent To Your Email Address" is displayed.


### Retrieve Password

You can request your password by providing your User Name and the Password will be sent to the email address you provided during registration.


 **User Name:**

6. Click  [Proceed to Login](#) to go to the Login module.


#### Troubleshooting. Login Failed, Remember That Passwords are Case Sensitive


**What Happened:** Login was unsuccessful. The " Login Failed, remember that Passwords are case sensitive" message is displayed.

### User Log In

 Login Failed, remember that Passwords are case sensitive

---

 **User Name:**

 **Password:**

Remember Login

[Register](#)

[Forgot Password ?](#)

**Action:** Attempt to logging in again, ensuring Caps Lock is not selected on your keyboard. If you are still unsuccessful, check your user name and password are correct, as detailed in your Welcome Message.

If you are still unsuccessful, "[Retrieving your Password](#)".




---

*Note: If your login fails too many times your account will be locked for the time set by the Administrator. If this occurs you will be unable to login even with the correct details until either the account automatically unlocks or the Administrator unlocks the account for you*

---

## Troubleshooting. Retrieving Password Failed

The following error messages may be displayed when password retrieval fails:

-  **User Name Does Not Exist:** Retry with a different user name or email the Administrator for assistance. The Retrieve Password page.
-  **Please Enter Your User Name:** Enter your User Name into the User Name text box and then click the [Retrieve Password](#) link.
-  **Password could not be sent at this moment. Please try again later or contact the site administrator:** Retry login later or contact the Administrator.

## Managing Your Profile

### Changing your Password

How to update the password associated with your user profile.

**Important.** If you are updating the default Administrator login details for the first time, begin at Step 5.

1. Login to the site. "[Logging into a Site](#)".
2. Click on your [\[Display Name\]](#) link (typically located in the top right corner of the site) - OR -Navigate to a View Profile module (also called the My Profile module). This displays the user profile page.
3. Click the [Edit Profile](#) link. This displays the Manage Profile page.
4. Select the Manage Password tab.
5. In the **Change Password** section, update the following fields:
  - a. In the **Current Password** text box, enter your current password.
  - b. In the **New Password** text box, enter your new password.
  - c. In the **Confirm Password** text box, re-enter your new password.
6. Click the [Change Password](#) link.

**Manage Profile**

[Manage User Credentials](#)
[Manage Password](#)
[Manage Profile](#)
[Manage Services](#)

**Password Last Changed:** Tuesday, March 16, 2010  
**Password Expires:** Password does not Expire

**Change Password**  
 In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

**Current Password:**   
**New Password:**   
**Confirm Password:**

**Change Password**

Changing your Password

### Managing your Profile Photo

How to manage the photo associated with your user profile.

1. Go to the Manage Profile page of the View Profile (also titled My Profile) module. See "[Managing your User Profile](#)"
2. Go to the **Photo** field and select from these options:

### Uploading a New Image

1. Click the [Upload File](#) link.
2. Click the **Browse...** button and select the file from your computer.

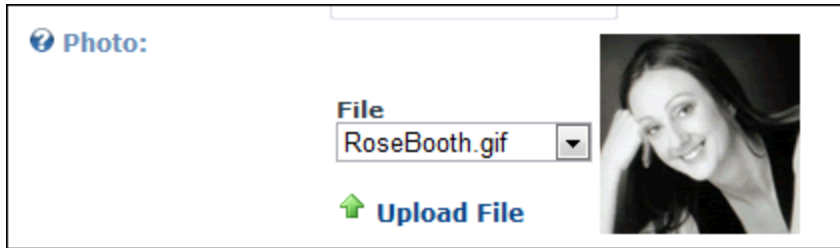
**Photo:**

**Folder**  
 My Folder ▼

**File**  
 C:\Images\RoseBooth.g **Browse...**

**Save File** **Cancel**

3. Click the [Save File](#) link to save the selected file.
4. This displays the selected image.



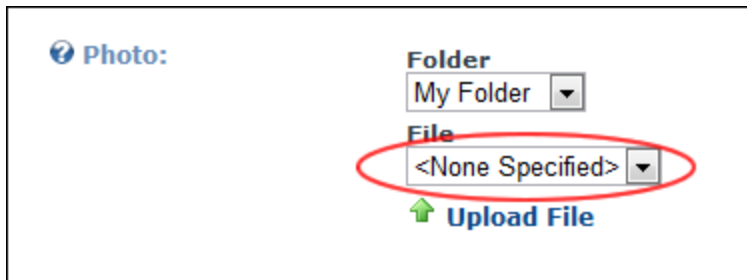
5. Click the [Update](#) link.

### Selecting a Previously Uploaded Image

1. At **File**, select the required photo from the drop-down list. This displays the image to the right of this field.


### Removing Images from Profile

1. At **File**, select **<None Specified>**.



### Managing your User Credentials

How to manage your user credentials including your names and email address. Note: Your user name cannot be changed.

Mandatory fields are indicated by the **Required**  button.

1. Login to the site. "[Logging into a Site](#)".
2. Click on your [\[Display Name\]](#) link (typically located in the top right corner of the site) - OR -Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the [Edit Profile](#) link. This displays the Manage Profile page.
4. Update any of these User Credentials:
  - a. In the **First Name** text box, edit your first name.
  - b. In the **Last Name** text box, edit your last name.
  - c. In the **Display Name** text box, edit the name you want to be displayed to other site members.
  - d. In the **Email Address** text box, edit your email address.
5. Click the [Update](#) link.

**Manage Profile**

Manage User Credentials Manage Password Manage Profile Manage Services

User Name: Rosie

First Name: Rose

Last Name: Booth

Display Name: Rosie

Email Address: rose.booth@ecozany.i

UnRegister Update

Managing your User Credentials

### Managing your User Profile

How to manage all your personal user details including your name, contact details, biography, photo, time zone and preferred locale. The fields used in this example are typical for a US based site; however sites in other countries will typically use local names for address fields, etc.

Note: You can set the visibility of each field as follows, **Public** sets a field as visible to anyone who is able to view your user profile; **Members Only** sets a field as visible to authenticated site members; **Admin Only** sets a field as visible to Administrators only.

---

*Tip: If your country is either Canada or United States of America, select the Country before selecting a Region as this will pre-populate the Region field.*

---


*Admin Tip: Modify the Manage Profile page to suit your needs. You can add, rename and modify fields and more! See "[Managing Global User Profile Properties](#)"*





---

1. Login to the site. "[Logging into a Site](#)".
2. Click on your [\[Display Name\]](#) link (typically located in the top right corner of the site) - OR -Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the [Edit Profile](#) link.
4. **Optional.** If the Manage Profile page is not displayed, click the [Manage Profile](#) link.
5. On the Manage Profile page, complete or edit any of the following fields and then select the **Visibility** for each field (see note above). Mandatory fields are indicated by the **Required** button.
  - a. In the **Prefix** text box, enter a prefix for the name. E.g. Ms
  - b. In the **First Name** text box, enter the first name. E.g. Rose
  - c. In the **Middle Name** text box, enter the first name. E.g. A
  - d. In the **Last Name** text box, enter the first name. E.g. Booth
  - e. In the **Suffix** text box, enter a suffix for the name. E.g. MD





- f. In the **Unit** text box, enter a unit number. E.g. Flat 35
- g. In the **Street** text box, enter the street address. E.g. 101 Blackburn Road
- h. In the **City** text box, enter the city. E.g. New York
- i. In the **Region** text box, enter/select the region. E.g. New York
- j. At **Country**, select a country from the drop-down box. United States
- k. In the **Postal Code** text box, enter/select the postal code. E.g. NY 11368
- l. In the **Telephone** text box, enter your telephone number.
- m. In the **Cell/Mobile** text box, enter your mobile number.
- n. In the **Fax** text box, enter your facsimile number.
- o. In the **Website** text box, enter your web site URL. E.g. www.ecozany.com
- p. In the **IM** text box, enter your instant messenger id. E.g. rose.booth@ecozany.com
- q. At **Photo**, select, upload or remove a photo or image for your profile. See "[Managing your Profile Photo](#)"

 **Manage Profile**

 **Manage User Credentials**
 **Manage Password**
 **Manage Profile**
 **Manage Services**

**Edit Profile - admin (Id: 2)**

<b>Prefix:</b>	<input type="text" value="Ms"/>	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only
<b>First Name:</b>	<input type="text" value="Rose"/>	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Middle Name:</b>	<input type="text" value="A"/>	Visibility: <input type="radio"/> Public <input type="radio"/> Members Only <input checked="" type="radio"/> Admin Only
<b>Last Name:</b>	<input type="text" value="Booth"/>	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Suffix:</b>	<input type="text" value="MD"/>	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Unit:</b>	<input type="text" value="Flat 35"/>	Visibility: <input type="radio"/> Public <input checked="" type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Street:</b>	<input type="text" value="101 Blackburn Road"/>	Visibility: <input type="radio"/> Public <input checked="" type="radio"/> Members Only <input type="radio"/> Admin Only
<b>City:</b>	<input type="text" value="New York"/>	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Region:</b>	<input type="text" value="New York"/> ▼	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Country:</b>	<input type="text" value="United States"/> ▼	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Postal Code:</b>	<input type="text" value="NY 11368"/>	Visibility: <input type="radio"/> Public <input type="radio"/> Members Only <input checked="" type="radio"/> Admin Only
<b>Telephone:</b>	<input type="text"/>	Visibility: <input type="radio"/> Public <input type="radio"/> Members Only <input checked="" type="radio"/> Admin Only
<b>Cell/Mobile:</b>	<input type="text"/>	Visibility: <input type="radio"/> Public <input type="radio"/> Members Only <input checked="" type="radio"/> Admin Only
<b>Fax:</b>	<input type="text"/>	Visibility: <input type="radio"/> Public <input type="radio"/> Members Only <input checked="" type="radio"/> Admin Only
<b>Website:</b>	<input type="text" value="www.ecozany.com"/>	Visibility: <input type="radio"/> Public <input checked="" type="radio"/> Members Only <input type="radio"/> Admin Only
<b>IM:</b>	<input type="text" value="rose.booth@ecozany.co"/>	Visibility: <input type="radio"/> Public <input checked="" type="radio"/> Members Only <input type="radio"/> Admin Only
<b>Photo:</b>	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <b>File</b>  <input type="text" value="RoseBooth.gif"/> ▼ </div>  </div> <p> <b>Upload File</b></p>	Visibility: <input checked="" type="radio"/> Public <input type="radio"/> Members Only <input type="radio"/> Admin Only

- r. In the **Biography Editor**, enter a biography.
- s. At **TimeZoneInfo**, select your time zone from the drop-down box.
- t. At **Preferred Locale**:
  - i. Select **Display English Name** to display your locale in English (E.g. Italy) - OR - Select **Display Native Name** to display the native spelling of your locale (E.g. Italia)
  - ii. Select the name of your locale from the drop-down box.

**Biography:** Visibility:  Public  Members Only  Admin Only

Normal    Verdana    12px    **B**    *I*    U    abc    [List Icons]    [List Icons]    [List Icons]    [List Icons]

A    [List Icons]    Apply CSS Cl...    [List Icons]    [List Icons]    [List Icons]    [List Icons]    [List Icons]    [List Icons]    [List Icons]

I founded EcoZany is 2009 following my belief that children should have access to beautiful toys which are creaetd with love, joy and passion.

Design    HTML    Words: 24    Characters: 142


**TimeZoneInfo** Visibility:  Public  Members Only  Admin Only

(UTC) Casablanca

**Preferred Locale:** Visibility:  Public  Members Only  Admin Only

Display English Name  Display Native Name

English (United States)

 **Update**

6. Click the Update link.

---

*Admin Tip: The list of available locales is managed using the Languages module.*

### Unregistering your User Account

How to unregister from a site. This permanent deletes your user account, removing your access to restricted pages and content.


1. Login to the site. "[Logging into a Site](#)".
2. Click on your [\[Display Name\]](#) link (typically located in the top right corner of the site) - OR -Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the [Edit Profile](#) link. This displays the Manage Profile page.
4. Click the [✗ UnRegister](#) link. This displays the message "Are you sure you want to un-register?"

5. Click the **OK** button to confirm. You are now unregistered and have been automatically logged out of the site. A message is sent to you confirming that your account has been unregistered. A message is also sent to the Administrator advising that you have unregistered.

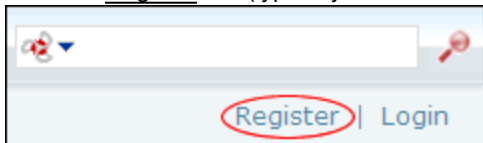
## Signing Up for a User Account


### Signing up as a Registered User

How to sign up to become a registered user of a site.

Mandatory fields are indicated by the **Required**  button.

1. Click the Register link (typically located in the top right corner of the page). This opens the User Registration page.



2. In the **User Registration** section, complete all of these fields:
  - a. In the **User Name** text box, enter a user name. Your user name is private and cannot be changed.
  - b. In the **First Name** text box, enter your first name.
  - c. In the **Last Name** text box, enter your last name.
  - d. In the **Display Name** text box, enter the name you want to be displayed to other site members.
  - e. In the **Email Address** text box, enter a valid email address.
3. In the **Enter a Password** section, complete all of these fields:
  - a. In the **Password** text box, enter your password. Note: Passwords are case sensitive.
  - b. In the **Confirm Password** text box, re-enter your password.
4. Click the  Register link.

## User Registration

### User Registration

**\*Note:** Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required. - (**Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

<b>User Name:</b>	<input type="text" value="JoSmith"/>	←
<b>First Name:</b>	<input type="text" value="Joanne"/>	←
<b>Last Name:</b>	<input type="text" value="Smith"/>	←
<b>Display Name:</b>	<input type="text" value="Hot Shot"/>	←
<b>Email Address:</b>	<input type="text" value="jo@domain.com"/>	←

Enter a password.


<b>Password:</b>	<input type="password" value="••••••••"/>	←
<b>Confirm Password:</b>	<input type="password" value="••••••••"/>	←



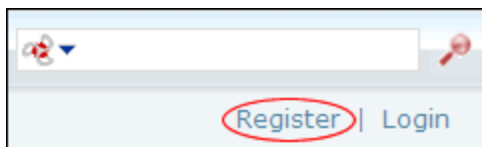
*Tip: Depending on the set up of the site, you may be automatically logged in and your account details displayed, or you may need to open your welcome email to obtain additional information to complete login.*

### Signing up as a Registered User with a Security Code


How to sign up to become a registered user of a site when a security code is required.


Mandatory fields are indicated by the **Required**  button.

1. Click the Register link (typically located in the top right corner of each page). This opens the User Registration page.



2. In the **User Registration** section, complete all of these fields:
  - a. In the **User Name** text box, enter a user name. Your user name is private and cannot be changed.
  - b. In the **First Name** text box, enter your first name.
  - c. In the **Last Name** text box, enter your last name.
  - d. In the **Display Name** text box, enter the name you want to be displayed to other site members.
  - e. In the **Email Address** text box, enter a valid email address.


3. In the **Enter a Password** section, complete all of these fields:
  - a. In the **Password** text box, enter your password. Note: Passwords are case sensitive.
  - b. In the **Confirm Password** text box, re-enter your password.
  - c. At **Security Code**, enter the code displayed as a picture in the text box below.
4. Click the  [Register](#) link.





## User Registration


### User Registration


**\*Note:** Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required. - *(Note: -Registration may take several seconds. Once you click the Register button please wait until the system responds.)*

**User Name:**  


**First Name:**  


**Last Name:**  


**Display Name:**  


**Email Address:**  

**Enter a password.**

**Password:**  

**Confirm Password:**  

**Security Code:**   
Enter the code shown above in the box below



---


*Tip: Depending on the set up of the site, you may be automatically logged in and your account details displayed, or you may need to open your welcome email to obtain additional information to complete login.*


---





## Subscribing to Member Services

### Subscribing to a Member Service

How to subscribe to a member's service. Once a user subscribes they immediately gain access to any modules or pages restricted to this service. The user may need to refresh their Web browser to view additional areas of access.

1. Login to the site. "Logging into a Site".
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the Edit Profile link. This displays the Manage Profile page.
4. Click the  Manage Services link. This displays a list of the available services.
5. Click the Subscribe link beside the service you want to subscribe to. This displays the "You have successfully subscribed to the [Service Name] role" message at the top of the module.


 **Manage Profile**

 [Manage User Credentials](#)
 [Manage Password](#)
 [Manage Profile](#)
 [Manage Services](#)

This section allows you to manage your subscriptions on the site. Some services may require payment. If this is the case you will be redirected to a payment site. When you return to this site, you can check back here to view your subscription.

	Name	Description	Service Fee	Trial Fee	Expiry Date
<a href="#">Subscribe</a>	Newsletter	Subscribe to our monthly newsletter for details of our latest products, special discounts and exciting competitions.	Free	Free	
<a href="#">Unsubscribe</a>	Subscribers	A public role for portal subscriptions	Free	Free	

If you have been given a special RSVP code you can subscribe to these Services by entering the code in the RSVP Code field below and clicking the "Subscribe" button next to the field.

 **RSVP Code:**  [Subscribe](#)

---

*Tip: Where a fee is charged for the service you will be redirected to the payment Web site to complete the payment process.*

---

### Subscribing to a Service with an RSVP Code

How to subscribe to a member's service using an RSVP code provided by an Administrator. Subscription grants you immediate access to any pages or content restricted to service subscribers.

1. Login to the site. "Logging into a Site".
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the Edit Profile link. This displays the Manage Profile page.
4. Select the Manage Services tab. This displays a list of the available services.
5. In the **RSVP Code** text box, enter the code supplied to you.
6. Click the Subscribe link to the right of the RSVP Code text box.


## Manage Profile

 [Manage User Credentials](#)  [Manage Password](#)  [Manage Profile](#)  [Manage Services](#)

This section allows you to manage your subscriptions on the site. Some services may require payment. If this is the case you will be redirected to a payment site. When you return to this site, you can check back here to view your subscription.

	Name	Description	Service Fee	Trial Fee	Expiry Date
<a href="#">Subscribe</a>	Newsletter	Subscribe to our monthly newsletter for details of our latest products, special discounts and exciting competitions.	Free	Free	
<a href="#">Unsubscribe</a>	Subscribers	A public role for portal subscriptions	Free	Free	

If you have been given a special RSVP code you can subscribe to these Services by entering the code in the RSVP Code field below and clicking the "Subscribe" button next to the field.

 **RSVP Code:**  [Subscribe](#)

This displays the following messages:

 You have successfully subscribed to the [Service Name] role.

You have been successfully added to the role(s) associated with the RSVP Code entered. In order to get access to the new services you will need to Logout and then Login to the site again.

7. Logout and then Login to the site to gain access to the new services.

---

*Tip: Where a fee is charged for the service you will be redirected to the payment web site to complete the payment process.*

---


### Subscribing to a Service with an RSVP Link

How to subscribe to a member's service using an RSVP link provided by an Administrator. Subscription grants you immediate access to any pages or content restricted to service subscribers.


1. Login to the site. "[Logging into a Site](#)".
2. Enter the RSVP link into the Address window or your Web browser - OR - click on the RSVP link in an email message. E.g. <http://www.domain.com/Default.aspx?rsvp=rsvpcode&portalid=0>
3. Logout and then Login to the site to gain access to the new services.

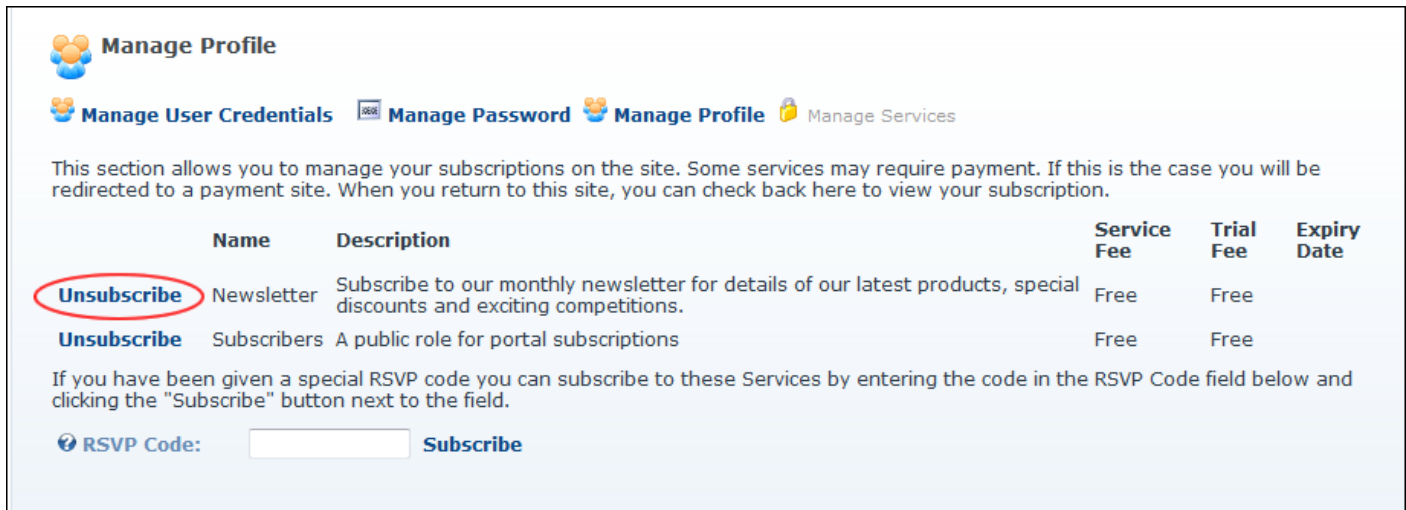
### Unsubscribing from a Member Service

How to unsubscribe from a member's service. Unsubscribing from a service removes your access to any modules or pages restricted to subscribers.

1. Login to the site. "[Logging into a Site](#)".
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the [Edit Profile](#) link. This displays the Manage Profile page.
4. Click the  [Manage Services](#) link. This displays a list of the available services.



5. Click the Unsubscribe link beside the service you want to unsubscribe from. This displays the message  "You have successfully unsubscribed from the [Service] role."



**Manage Profile**

[Manage User Credentials](#) [Manage Password](#) [Manage Profile](#) [Manage Services](#)

This section allows you to manage your subscriptions on the site. Some services may require payment. If this is the case you will be redirected to a payment site. When you return to this site, you can check back here to view your subscription.

	Name	Description	Service Fee	Trial Fee	Expiry Date
<a href="#">Unsubscribe</a>	Newsletter	Subscribe to our monthly newsletter for details of our latest products, special discounts and exciting competitions.	Free	Free	
<a href="#">Unsubscribe</a>	Subscribers	A public role for portal subscriptions	Free	Free	

If you have been given a special RSVP code you can subscribe to these Services by entering the code in the RSVP Code field below and clicking the "Subscribe" button next to the field.



[Subscribe](#)

Unsubscribing from a Member Service

## Working with Content

### Minimizing and Maximizing Content

How to minimize or maximize module content.

- Click the **Maximize**  button to show content.
- Click the **Minimize**  button to hide content. Only the title, header and footer are visible.



---

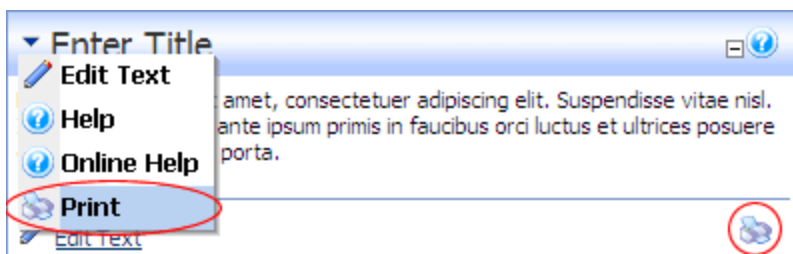
*Tip: If you are logged in, these settings are remembered the next time you visit the site enabling you to customize the way you view different pages.*


---

### Printing Content

How to print module content. This option may not be available for all content.

1. Click the **Print**  button (typically located in the bottom right corner of the module) - OR - Select **Print**  from the module actions menu. This opens a new Web browser with the content displayed in a print friendly format.




Enter Title 

[Edit Text](#)

[Help](#)

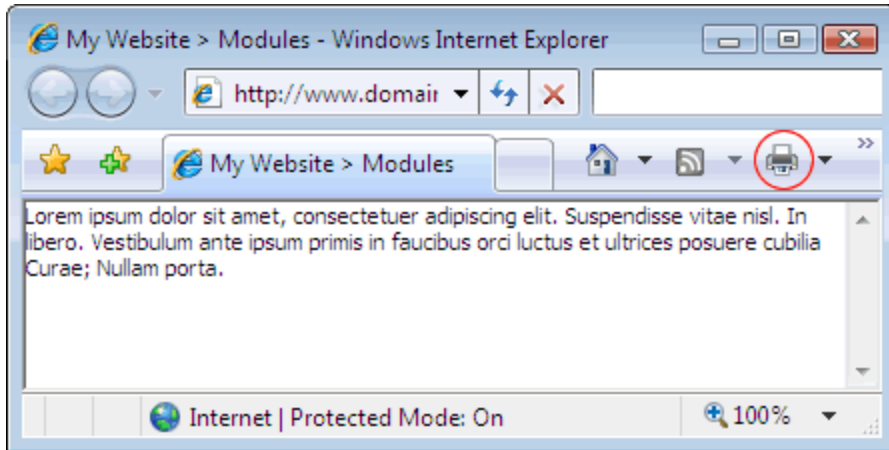
[Online Help](#)

[Print](#)

[Edit Text](#) 

amet, consectetur adipiscing elit. Suspendisse vitae nisl. ante ipsum primis in faucibus orci luctus et ultrices posuere porta.

2. Use the **Print** option on your new Web browser to print this content.



Content displayed in a Web browser ready to print



### Subscribing to Syndicated Content

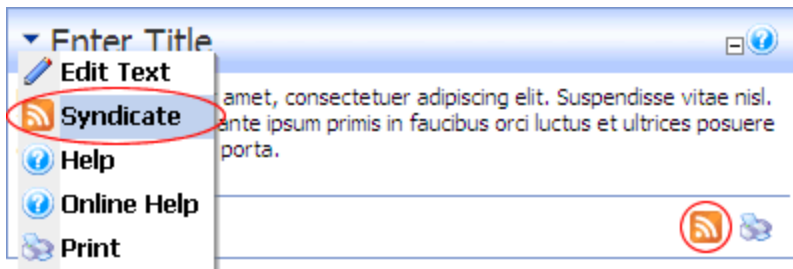
How to create an RSS feed of content. You can then subscribe to the feed and view it using Internet Explorer, or other RSS programs. This option may not be for all content.

---

*Tip: Display syndicated content using the News Feeds (RSS) module.*

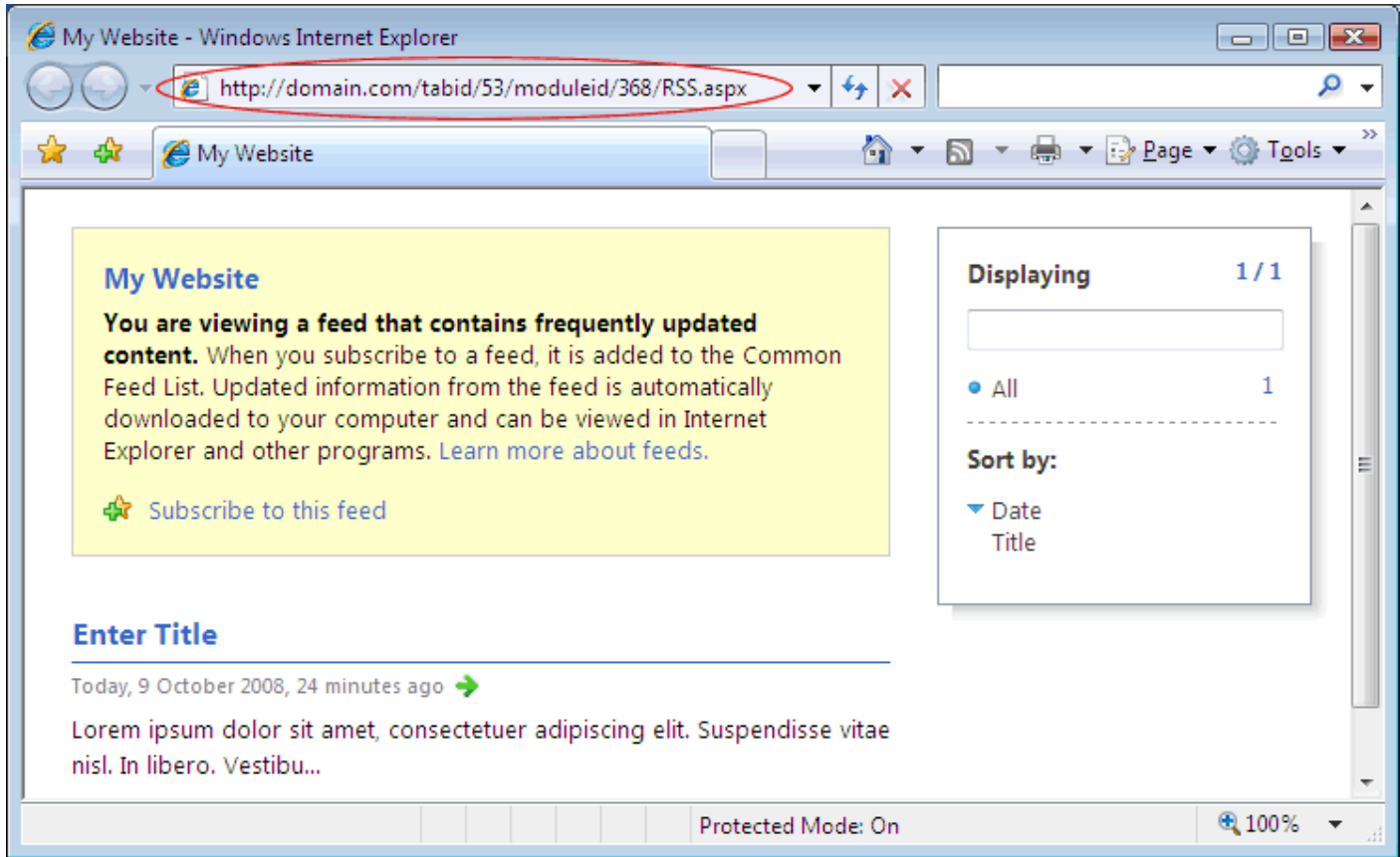
---

1. Click the **Syndicate**  button (typically located in the bottom right corner of the module) - OR - Select **Syndicate**  from the module actions menu. This displays the XML code for the module content.

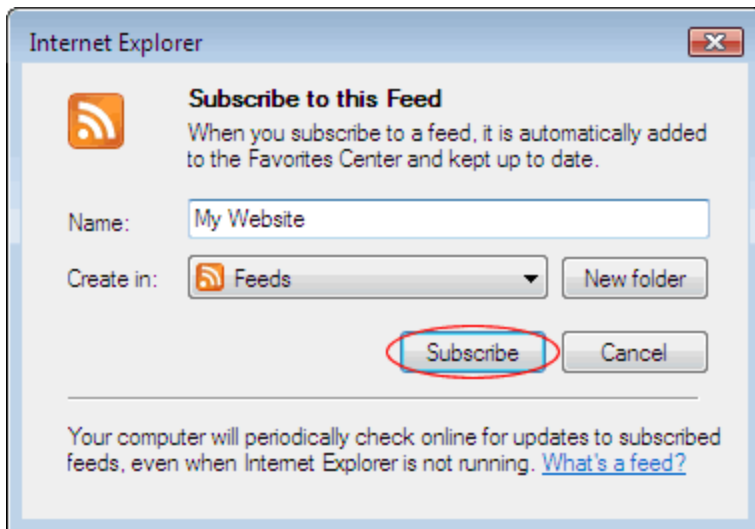


You can now do one of the following:

- Copy the URL from the Address bar of your Web browser and use as required.





- Click the [Subscribe to this feed](#) link and complete the **Subscribe to this Feed** dialog box.



### Tagging Page Content

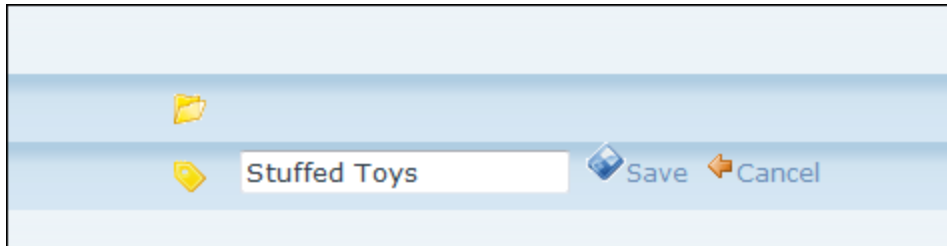
How to add a tag to a page. This functionality is only available on sites where tagging has been enabled.

1. Click the  Add Tags link (typically located at the base of each page).
2. Enter the tag name into the text box.
3. Click the  Save link. The newly added tag will now be listed at this field.

---

*Tip: Tags can be managed using the Taxonomy Manager module. See "About the Taxonomy Manager Module".*

---



Tagging Page Content

# Working with the DNN Control Panel

## About the DNN Control Panels

DNN comes with a choice of two Control Panels called the RibbonBar and the Iconbar which enable Content Editors (optional), Page Editors and Administrators to access a range of page management tools and portal administrative tasks. The RibbonBar is the default Control Panel in DNN6+.

### Related Topics:

- ["Overview of the RibbonBar Control Panel"](#).
- ["Overview of the Iconbar Control Panel"](#).
- ["Configuring the Control Panel Options"](#).

## Overview of the RibbonBar Control Panel

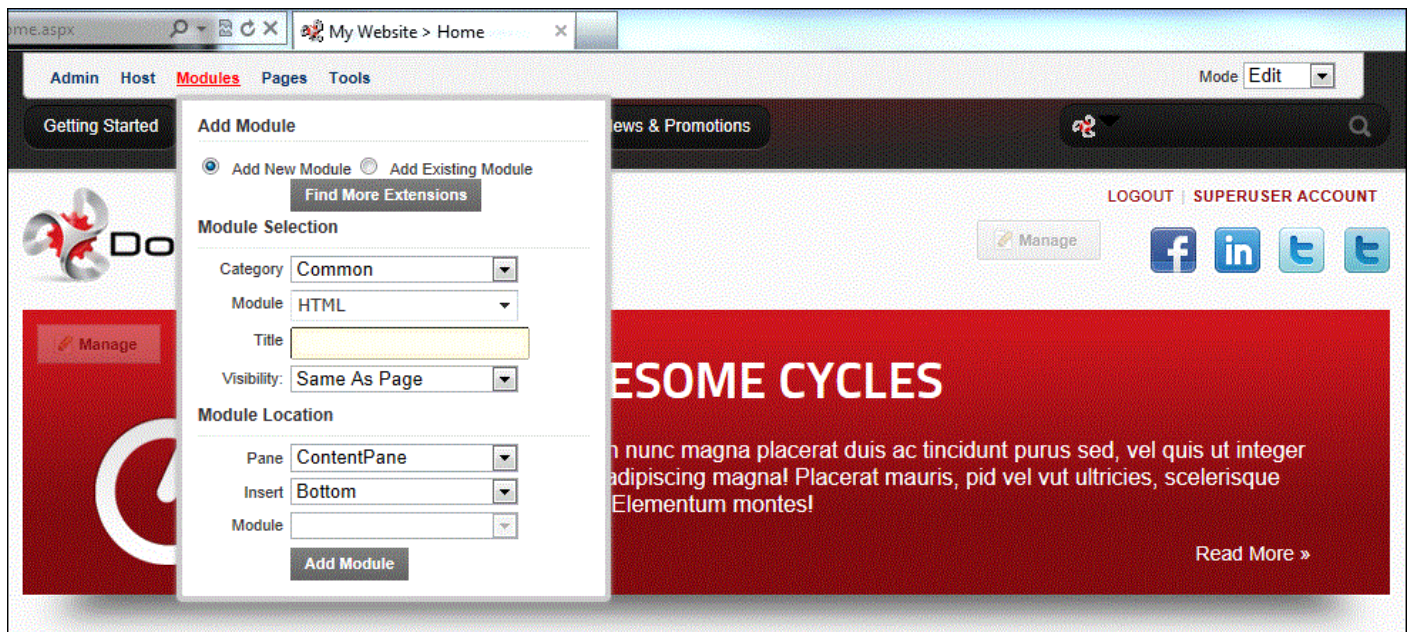
The RibbonBar is the default Control Panel. It displays the Modules and Pages menus to users who are authorized to manage the current page. The Admin and Tools and menus are displayed to the Administrator and the Host menu is displayed to SuperUsers.

**Permissions.** In DNN Community Edition, user must have Edit Page permissions granted to access the modules and pages tool. The permissions required for Professional Edition are listed in the below tables.

### The Admin Console

See ["About the Admin Console"](#),

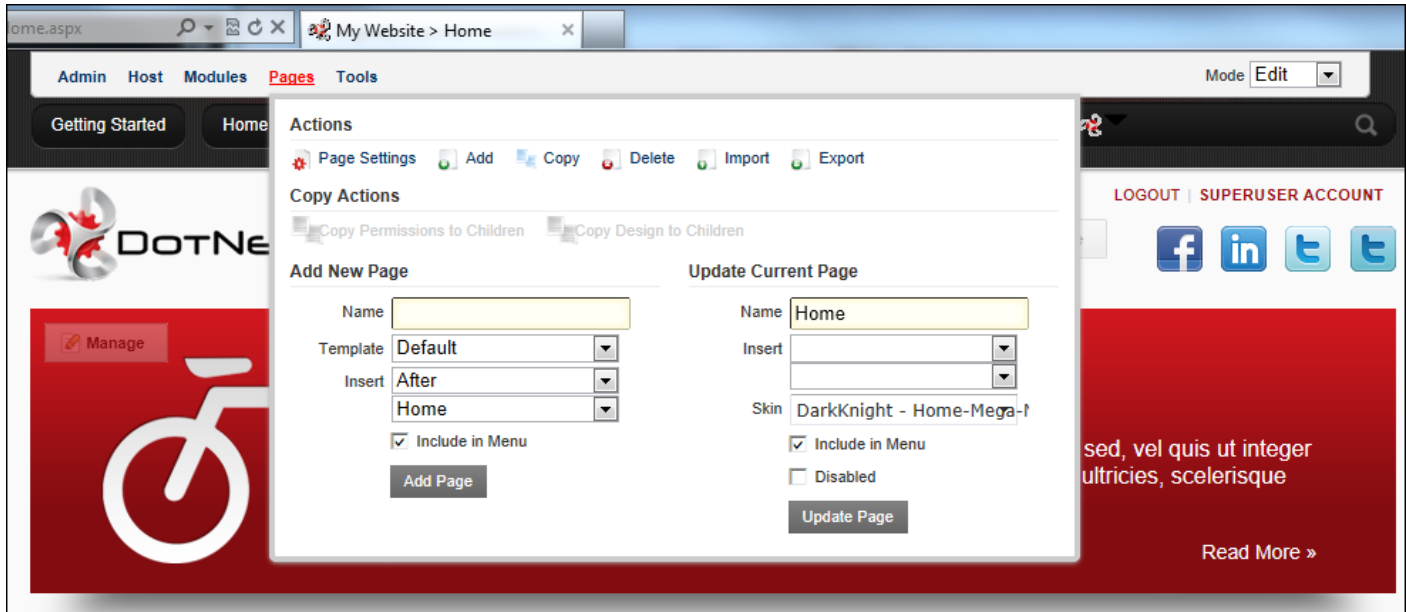
### The Modules Console



Function	Description	Permissions (Community/Professional)
Add New Module	Adds a new module to the current page. See <a href="#">"Adding a New Module (RibbonBar)"</a>	Edit Content / Add Content
Add Existing Module	Adds a new instance of an existing module to the current page. See <a href="#">"Adding an Existing Module (RibbonBar)"</a>	Edit Content / Add Content

## The Pages Console

Note: In DNN Community Edition, user must have Edit Page permissions granted to access these tools. The permissions required for Professional Edition Permissions are listed in the below table.



Function	Description	Permissions
<b>Actions Section</b>		
Page Settings	Link to edit current page settings. See <a href="#">"Editing Page Settings"</a>	Edit Page
Add	Select to add a new page and configure setting. See <a href="#">"Adding a New Page via the Site Settings Page"</a>	Edit Page
Copy	Select to copy the current (or any other) page including modifying modules. See <a href="#">"Copying a Page"</a> See <a href="#">"Copying a Page"</a>	Edit Page
Delete	Link to delete current page. See <a href="#">"Deleting a Page"</a> See <a href="#">"Deleting a Page"</a>	Edit Page
Import	Link to import a page. See <a href="#">"Importing a New Page"</a>	Edit Page
Export	Link to export a page. See <a href="#">"Exporting a Page"</a>	Edit Page
<b>Copy Actions Section</b>		
Copy Permissions to Children	Copy current page permission to children pages. See <a href="#">"Copying Permissions to Descendant Pages"</a> Enabled if page has child pages.	Administer Site Settings
Copy Design to Children	Copy current page design (skin and container settings) to children. See <a href="#">"Copying Design to Children Pages"</a>	Edit Page
<b>Add New Page Section</b>		
Add New Page	Add a new page directly from the Control Panel. See <a href="#">"Adding A New Page Visible to Administrators only using the RibbonBar"</a>	Edit Page
<b>Update Current Page Section</b>		
Update Current Page	Update the page name, menu options and skin for the current page.	Edit Page

## The Tools Console



The Tools menu of the RibbonBar as displayed to Administrators

Tool	Description	Role Restriction
Common Actions Section		
Add User	Opens the Add User page. See "Adding a User Account"	
Add Role	Opens the Add Role page. See "Adding a Security Role (Basic Settings)"	
Upload File	Opens the upload file interface of the File Manager. See "Uploading Files"	
Help		
Help	Opens the Help resource for this site. Link (new window) to Help URL defined in Host Settings. See "Setting the Online Help URL"	

## Setting the RibbonBar Mode

How to select the mode that you view your site in.

**Important.** You cannot view the module menu which enables you to manage the modules on the current page if you are in View mode.

1. Click on the **Mode** drop-down list and then select one of the following:



- **View:** Select to view your site as a typical user without editing rights. This hides the module actions menu on all

modules and disables the Tools menu.

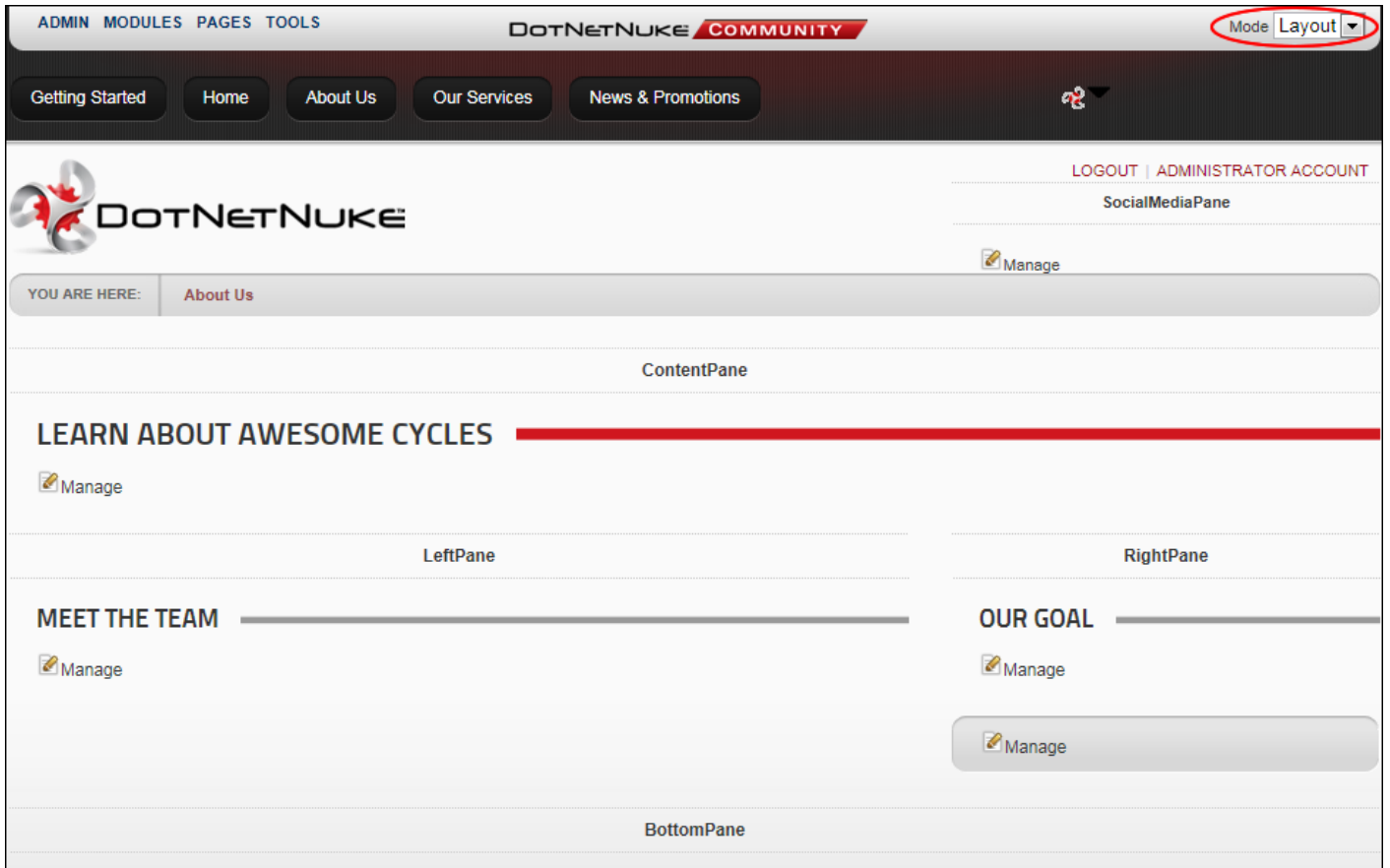
The screenshot shows the top navigation bar of the DotNetNuke Community website. The navigation menu includes 'ADMIN', 'MODULES', 'PAGES', and 'TOOLS'. The 'TOOLS' menu item is disabled. The 'Mode View' dropdown menu is circled in red. Below the navigation bar are buttons for 'Getting Started', 'Home', 'About Us', 'Our Services', and 'News & Promotions'. The main content area features the DotNetNuke logo, social media icons for Facebook, LinkedIn, and Twitter, and a 'YOU ARE HERE: About Us' breadcrumb. The main heading is 'LEARN ABOUT AWESOME CYCLES'. Below this are two columns: 'MEET THE TEAM' and 'OUR GOAL'. The 'MEET THE TEAM' section features a photo of James Woolworth, President, CEO, with a bio and social media links. The 'OUR GOAL' section features a photo of a group of cyclists and a bio.

- **Edit:** Select to edit your site. This displays the module actions menu for all modules

This screenshot is identical to the one above, showing the DotNetNuke Community website with the 'Mode View' dropdown menu circled in red. The layout and content are the same, including the navigation bar, main heading, and team/goal sections.



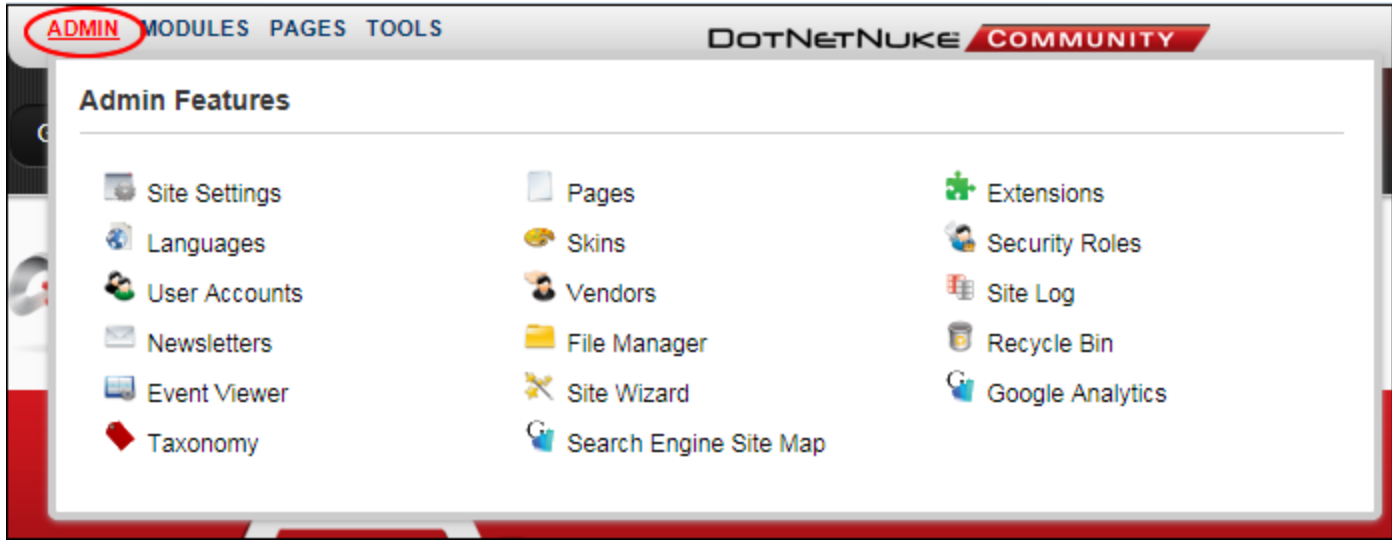
- **Layout:** Select to view the layout of the current page. This displays the pane layout of the skin applied to this page, the titles of all modules within each pane including the module actions menu.



### Viewing the RibbonBar Management Menus

How to view the features associated with each section of the RibbonBar.


1. Hover your mouse over either of the Admin, Modules, Pages or Tools links located on the top left-hand corner of the RibbonBar. This displays the management console associated with the chosen link.

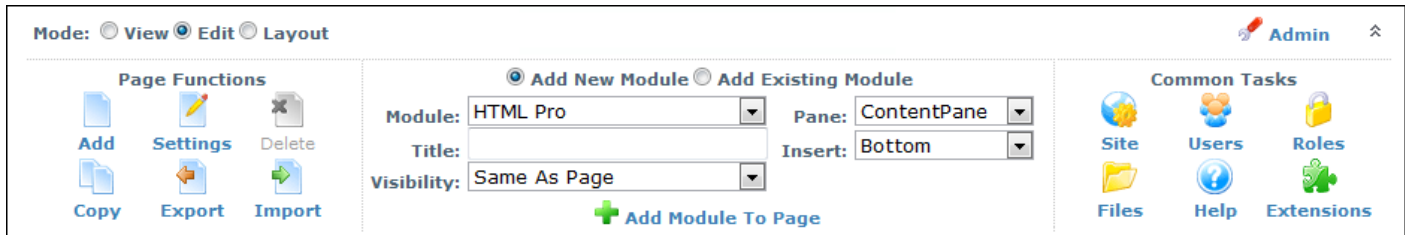


*Tip: Click on the Admin link to view the Admin Console as a page rather than as a drop-down menu.*

### Overview of the Iconbar Control Panel

The Iconbar Control Panel provides a single interface from which authorized users can access page and module management tools, shortcuts to six common administration tasks and quick links to the Admin and Host Consoles.

*Tip: Click the  Admin link (top right) to view the Admin Console page.*



The Iconbar Control Panel as displayed to Administrators

### Page Functions Section

The **Page Functions** section (left) is accessible to Page Editors, Administrators and SuperUsers. It enables users to add new pages (See "Adding a New Page via the Site Settings Page"), edit settings for the current page (See "Editing Page Settings"), delete the current page (See "Deleting a Page"), copy the current page See "[Copying a Page](#)", export the current page (See "Exporting a Page") and import a page (See "Importing a New Page"). Note: Page Editors will have access to one or more of these tools according to the permissions granted to them. Access will change depending on the permissions for the current page.


### Module Insertion Section

The **Module Insertion** section (center) is accessible to Page Editors (users with Add Content or Full Control permissions in Professional Edition, or Edit Page permissions in DNN Community Edition) and Administrators. It enables these users to add new or existing modules as well as set the role visibility, title, pane and alignment of the module being added. See "[Adding a New Module \(RibbonBar\)](#)", "[Adding an Existing Module \(Iconbar\)](#)". and See "[Adding an Existing Module \(RibbonBar\)](#)"







*Tip: Users must be authorized to deploy a module and be a page editor to add a module to a page.*

### Common Tasks Section


Page Editors can access this icon:

- **Help**  button which links to the DNN Online Help URL set by the host. This option is disabled if no help link is provided.

Administrators can access these additional icons:

-  **Site**: Opens the Admin > Site Settings page. See "About the Site Settings Page"
-  **Users**: Opens the Admin > User Account page. See "About the User Accounts Module"
-  **Roles**: Opens the Admin > Security Roles page. See "About the Security Roles Module"
-  **Files**: Opens the Admin > File Manager page. See "About the File Manager Module"
-  **Help**: Opens the Online Help resource associated with the site.
-  **Extensions**: Opens the Admin > Extensions page. See "About the Extensions Module"

#### Console Quick Links

- Click the  **Admin** link (top right) to view the Admin Console page. This link is displayed to Administrators and SuperUsers.



#### Setting the IconBar Mode

How to set the mode of the Iconbar Control Panel.

1. At **Mode**, select from the following options:
  - **View**: View the page with module editing tools hidden. This option shows you how the page appears to site visitors.
  - **Edit**: Displays all module editing tools available to the current user. E.g. Module menu, add/edit links, Settings button. **Important.** This option must be selected to edit the page.
  - **Layout**: Displays the layout of page panes and any modules within those panes. Module content is hidden. This option enables you to view the design of the page skin without the distraction of module content.

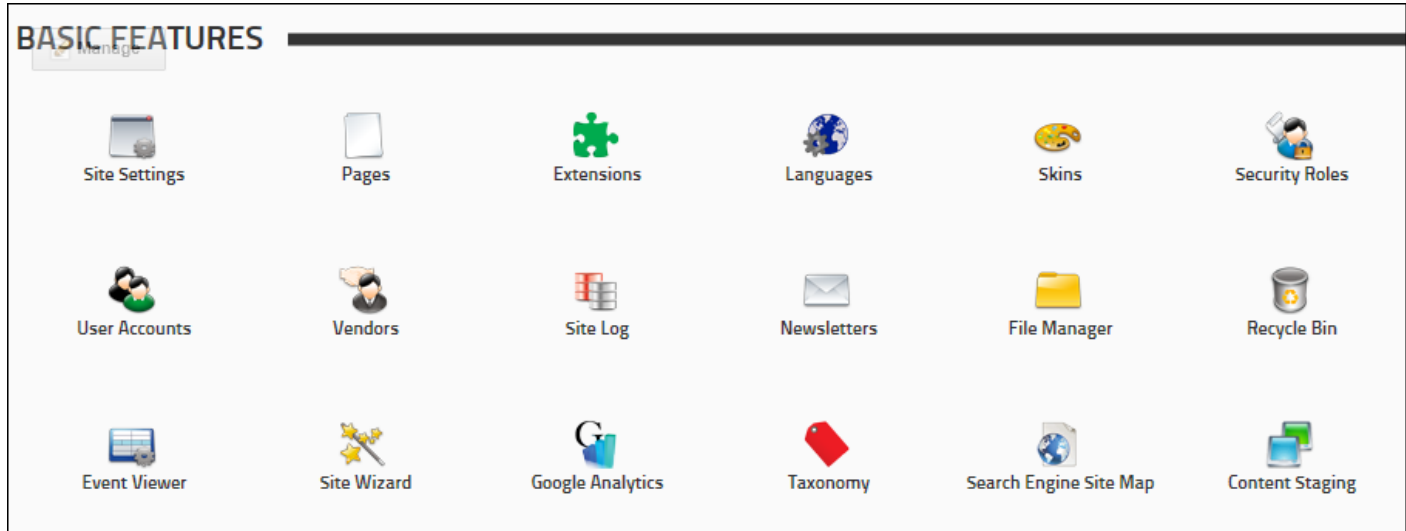
#### Maximizing/Minimizing the IconBar

How to hide or display the IconBar using the Maximize/Minimize button. **Permissions.** This functionality isn't available to Module Editors. The default visibility is set by Administrators.

1. In the top right hand corner of the Control Panel, select from these options:
  - Click the **Minimize**  button to hide the Control Panel.
  - Click the **Maximize**  button to display the Control Panel.

# About the Admin Console











The Admin Console can be accessed either by hovering over or clicking on the [Admin](#) link in the Control Panel. This area, which is only available to Administrators and SuperUsers, enables them to manage settings and tools for this portal. Note: The Admin page is hidden from the site navigation by default however it can be restored using the Pages module.



The Admin Console

## Overview of the Admin Child Pages

Icon	Page Name	Description and tutorial Link
	Site Settings	The Admin > Site Settings page displays the Site Settings module. This module cannot be deployed on site pages and is therefore only accessible to Administrators and SuperUsers. <a href="#">See "About the Site Settings Page"</a>
	Pages	The Admin > Pages page displays the Tabs module which enables full page management including the ability to modify page hierarchy. <a href="#">See "About the Pages (Tabs) module"</a>
	Extensions	The Admin > Extensions page displays the Extensions module which enables Administrators to manage extensions which have been installed on the site by the Host. <a href="#">See "About the Extensions Module"</a>
	Languages	The Admin > Languages page displays the Languages module which enables Administrators and authorized users to enable and manage the languages files associated with a site. <a href="#">See "About the Languages Module"</a> <i>Tip: A large section of language packs are available from the <a href="#">DotNetNuke Web site</a> and the <a href="#">DotNetNuke MarketPlace</a>.</i>
	Skins	The Admin > Skins page displays the Skins module, also titled the Skin Editor and the Skin Designer module. The Skin module, which can be deployed on any site page, enables authorized users to preview and apply skins to the site. The Skin Designer module, which cannot be deployed on site pages, enables Administrators to set container and skin token values. <a href="#">See "About the Skins Module"</a> and <a href="#">"About the Skin Designer Module"</a> .
	Security Roles	The Admin > Security Roles page displays the Security Roles module which enables the management of security roles as well as role assignment. <a href="#">See "About the Security Roles Module"</a>
	User Accounts	The Admin > User Accounts page displays the User Accounts module which enables the creation and management of user accounts, as well as configuration of user settings relating to authentication. <a href="#">See "About the User Accounts Module"</a>
	Vendors	The Admin > Vendors page displays the Vendors module which enables the creation and management of vendor accounts, vendor banners and affiliate accounts using the Vendors module. Vendor accounts and banners maintained under the Admin page are only available to this site. <a href="#">See "About the Vendors Module"</a>

Icon	Page Name	Description and tutorial Link
	Site Log	The Admin > Site Log page displays the Site Log module which enables viewing of statistical reports for the site. <a href="#">See "About the Site Log Module"</a>
	Newsletters	The Admin > Newsletters page displays the Newsletters module which enables sending bulking email messages to individual email addresses and security roles. <a href="#">See "About the Newsletters Module"</a>
	File Manager	The Admin > File Manager page displays the File Manager module which enables management of site files. <a href="#">See "About the File Manager Module"</a>
	Recycle Bin	The Admin > Recycle Bin page displays the Recycle Bin module which enables users to restore or permanently delete pages and modules. This module can be deployed on site pages. <a href="#">See "About the Recycle Bin Module"</a>
	Event Viewer	The Admin > Event Viewer page displays the Log Viewer module (also called the Event Viewer module) which provides a log of database events. <a href="#">See "About the Log Viewer Module"</a>
	Site Wizard	The Admin > Site Wizard page displays the Site Wizard module which enables authorized to view the module to configure basic site settings, page design as well as apply a template to the site using a simple step-by-step wizard. <a href="#">See "About the Site Wizard Module"</a>
	Google Analytics Pro	The Admin > Google Analytics page displays the Google Analytics module which improves your site results online. <a href="#">See "About the Google Analytics Module"</a>
	Taxonomy	The Admin > Taxonomy page displays the Taxonomy Manager module. <a href="#">See "About the Taxonomy Manager Module"</a>
	Search Engine Site Map	The Admin > Search Engine SiteMap page displays the Sitemap module. <a href="#">See "About the Search Engine Site-Map Module"</a>
	Content Staging	The Admin > Content Staging page displays the Content Staging module which enables users to publish content from a staging portal to a target (production) portal. <a href="#">See "About the Content Staging Module"</a>  <i>Only available in DotNetNuke Enterprise Edition</i>

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*Tip: Click the Admin button in the main menu to go to the Admin page which displays icons linking to each child page.*

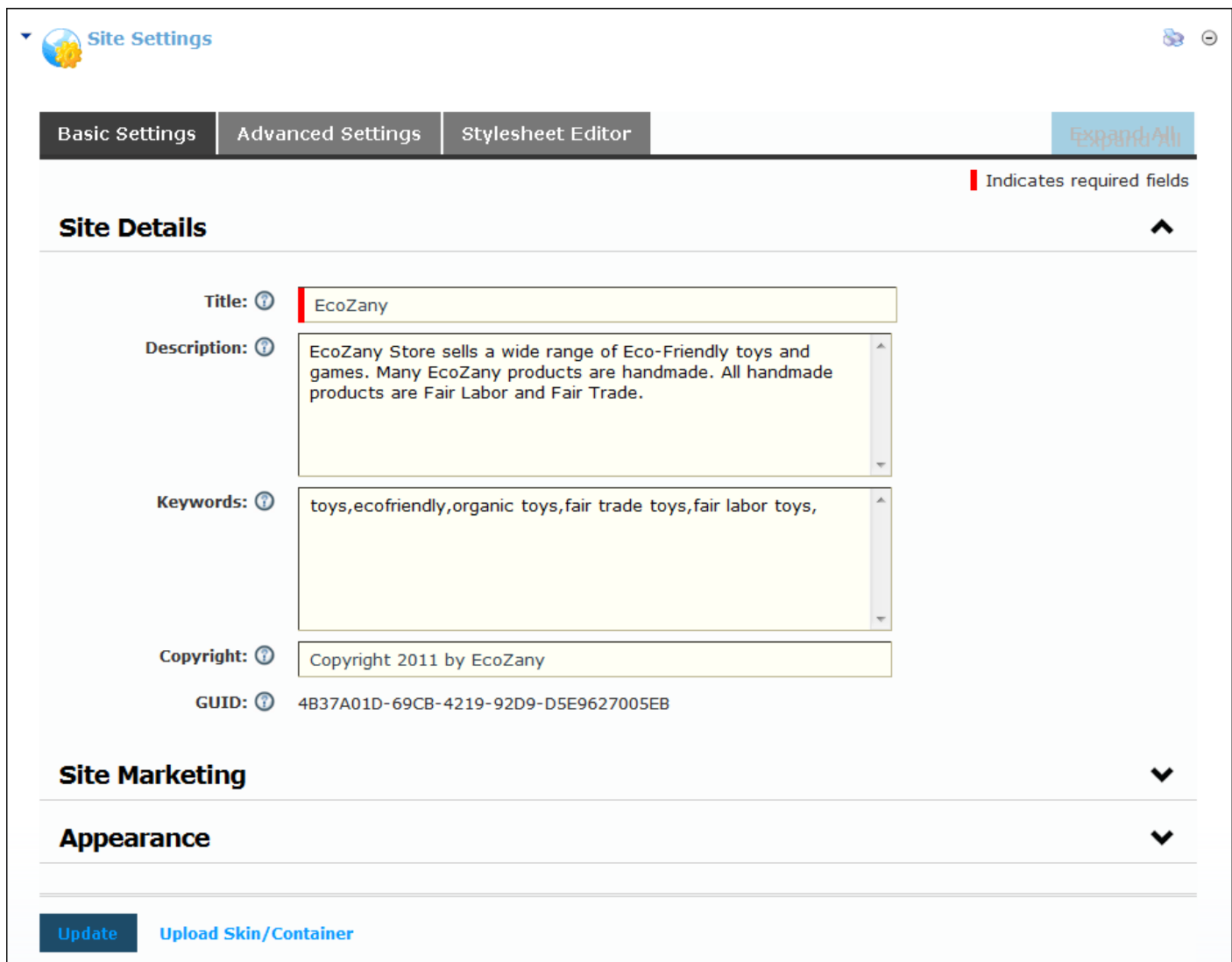
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# Configuring Your Site Settings

## About the Site Settings Page

The Site Settings page (Admin > Site Settings) enables Administrators to configure basic and advanced site settings including design, advertising, payment, DNN usability, and user registration settings, etc. Where two or more languages are enabled on a site, different site settings can be configured for each language as required.

*Tip: To quickly configure the basic site settings and get started with building your portal, See "About the Site Wizard Module"*



The screenshot shows the 'Site Settings' page with the 'Basic Settings' tab selected. The page has a header with 'Site Settings' and a 'Expand All' button. Below the header are three tabs: 'Basic Settings', 'Advanced Settings', and 'Stylesheet Editor'. A legend indicates that a red vertical bar next to a field name signifies a required field. The 'Site Details' section is expanded, showing the following fields:

- Title:** EcoZany (required field)
- Description:** EcoZany Store sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.
- Keywords:** toys,ecofriendly,organic toys,fair trade toys,fair labor toys,
- Copyright:** Copyright 2011 by EcoZany
- GUID:** 4B37A01D-69CB-4219-92D9-D5E9627005EB

Below the 'Site Details' section are two collapsed sections: 'Site Marketing' and 'Appearance'. At the bottom of the page are two buttons: 'Update' and 'Upload Skin/Container'.

The Basic Settings tab of the Site Settings Module

## Basic Settings


### Site Details

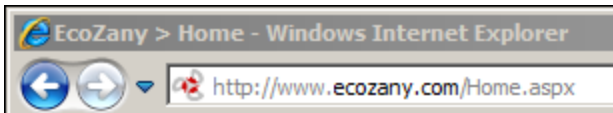
#### Configuring your Site Details

How to view the GUID for your site and set the site title, description, keywords and copyright notice.

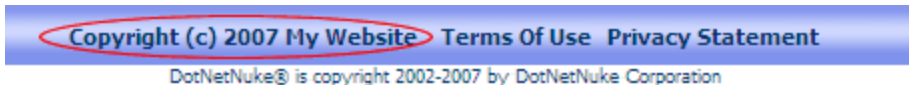
Note 1: The copyright notice displays on pages where the applied skin contains the Copyright skin object. In the default DNN skin, the copyright notice appears at the bottom right of all pages.

Note 2: Title is the only required field.

1. Navigate to Admin >  **Site Settings**.
2. Go to **Basic Settings > Site Details**.
3. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)"
4. In the **Title** text box, enter a title for the site. This title displays in the title bar of the Web browser and is used in language files such as the privacy statement, terms of use, etc. Note: This title is also used as a tool tip when a user places their mouse over the site logo. See "[Setting the Site Logo](#)"



5. In the **Description** text box, enter a description which will be used by search engines to index this site.
6. In the **Keywords** text box, enter one or more keywords separated by commas which will be used by search engines to index this site. E.g. toys,eco-friendly,organic toys,fair trade toys,fair labor toys,
7. In the **Copyright** text box, perform one of the following:
  - **Dynamic Copyright Notice:** Leave the Copyright field blank to automatically display the current year and the site title as the copyright notice. E.g. If the title of your site is My Website, the copyright notice displays as 'Copyright (c) 2011 My Website'. If the Title field is also blank, then the copyright notice displays as 'Copyright (c) 2011'



- **Static Copyright Notice:** Enter the copyright notice as you wish it to appear. This information will not update and doesn't include any site information. E.g. In the below image, the entered text is 'Copyright (C) 2005-2007 My Website'



8. At **GUID**, you can view the GUID (globally unique identifier) which can be used to identify this site. [Wikipedia](#) defines a GUID as "a special type of identifier used in software applications in order to provide a reference number which is unique in any context (hence, "Globally"), for example, in defining the internal reference for a type of access point in a software application, or for creating unique keys in a database".

Site Settings

Basic Settings    Advanced Settings    Stylesheet Editor

Indicates required fields

### Site Details

**Title:** EcoZany

**Description:** EcoZany sells a wide range of Eco-Friendly toys and games for babies and children. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

**Keywords:** toys,eco-friendly,organic toys,fair trade toys,fair labor toys

**Copyright:** Copyright (C) 2005-2007 My Website

**GUID:** 4093CF2D-CE98-4717-8B8D-6F26C773F0D5

9. Click the Update link.

## Site Marketing

### Submitting your Site to Search Engines

How to submit the site to one or more search engines for indexing. This will add the site to the search engine's list of sites to be indexed.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)"
3. Go to **Basic Settings** > **Site Details** and ensure the Title, Description and Keywords fields are complete.
4. Go to **Basic Settings** > **Site Marketing**.
5. At **Search Engine**, select either the **Google**, **Yahoo** or **Microsoft** search engines.

Site Marketing

Search Engine: Yahoo



6. Click the [Submit](#) link.
7. Repeat Steps 5-6 to submit your site to one or both of the other search engines.


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*Tip: Page Editors and Administrator can also add a title, description and keywords to each site page. The quality of this information will affect your ranking on search engines, therefore it is recommended that these fields are completed for all pages before submitting the site.*

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### Submitting your Site Map URL to Google

How to submit a site map URL of your site to Google for improved search optimization.


1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)" This field only displays when multiple languages are enabled.
3. Go to the **Basic Settings > Site Details** section and ensure the Title, Description and Keywords fields are complete.
4. Go to **Basic Settings > Site Marketing**.
5. At **Site Map URL**, click the [Submit](#) link. This opens the Google Webmaster Tools web page in a new Web browser.
6. On Google Webmaster Tools:
  - a. If you do not have a Google Account, sign up for one.
  - b. Sign in to **Google Webmaster Tools** with your Google account.
  - c. Go to the **Dashboard**.
  - d. In the **Add Site** text box, enter the URL of your site. E.g. <http://www.domain.com/>
  - e. Click the **OK** button to confirm.
  - f. Click the [Verify](#) link.
  - g. Select **Upload an HTML file**. This will display a unique file name. Copy this name.
7. Return to the **Site Settings** page:
  - a. In the **Verification** text box, enter the file name.
  - b. Click the [Create](#) link.
8. Return to **Google Webmaster Tools**:
  - a. Click the **Verified** button.
  - b. On the **Google Sitemaps** tab, select **Add General Web Sitemap**.
  - c. Copy and paste the URL displayed into the **Site Map URL** text box on your Site Setting page.

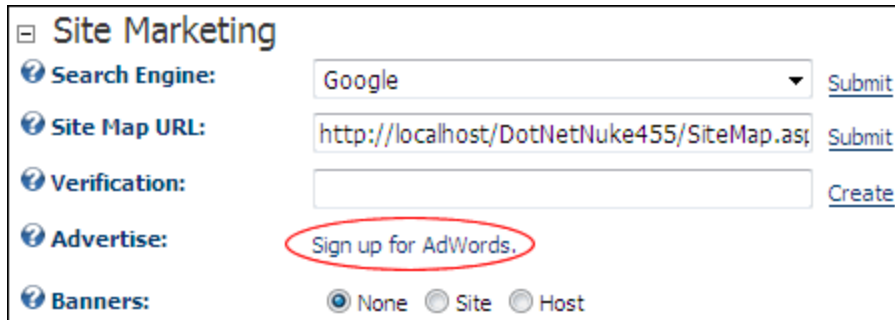
 <b>Site Map URL:</b>	<input type="text" value="http://localhost/DotNetNuke453/SiteMap.aspx"/>	<a href="#">Submit</a>
 <b>Verification:</b>	<input type="text"/>	<a href="#">Create</a>

Submitting your Site Map URL to Google

## Signing up for AdWords

How to sign up to advertise the site on Google AdWords. Once you have signed up your text banners (maintained under Admin > Banners) appear in the Google search results as well as affiliate web site.

1. Navigate to Admin >  **Site Settings**.
2. Go to **Basic Settings** > **Site Marketing**.
3. At **Advertise**, click the Sign up for AdWord link. This goes to the Google Adwords Web site.




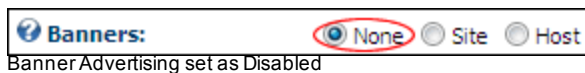
The screenshot shows the 'Site Marketing' section of an admin interface. It includes several settings with 'Submit' or 'Create' buttons: 'Search Engine' (set to Google), 'Site Map URL' (http://localhost/DotNetNuke455/SiteMap.asx), and 'Verification'. The 'Advertise' section has a link 'Sign up for AdWords.' which is circled in red. Below it, the 'Banners' section has radio buttons for 'None', 'Site', and 'Host', with 'None' selected.

4. Click the **Start Now** button and complete the Sign-up steps. View the Sign-up demos on this page for full details.

## Enabling/Disabling Banner Advertising

How to enable or disable site wide banner advertising. If this feature is enabled, a single banner is displayed on each site page where the skin object [Banner] is included in the page skin design. The banner displayed changes to a new banner each time a page is refreshed or revisited. Note: This feature only works for banners whose type is set as 'banner'.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Basic Settings** > **Site Marketing**.
4. At **Banners**, select from these options:
  - **None:** Select to disable banner advertising.
  - **Site:** Select to enable banner advertising for vendors maintained on this site under Admin > Vendors, or using a Vendors module which has been added to a page.
  - **Host:** Select to enable banner advertising for vendors maintained on this installation under Host > Vendors.
5. Click the Update link.




The screenshot shows the 'Banners' section of the admin interface. It has radio buttons for 'None', 'Site', and 'Host', with 'None' selected and circled in red. Below the form, the text 'Banner Advertising set as Disabled' is displayed.

## Appearance

### Setting the Site Logo

How to set the logo for this site as well as update the favorite icon. The site logo displays on pages where the applied skin contains the Logo skin object. A site logo is typically displayed in the top left corner of all site pages, as it is in the default DNN skins.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)"
3. Go to **Basic Settings > Appearance**.
4. At **Logo**, select from these options:
  - Select an existing file by selecting the **Folder** where the file resides, and then selecting the required file from the **File** drop-down box.
  - Upload a new file by clicking the Upload File link; clicking the **Browse...** button and selecting the file from your computer, and then clicking the Save File link. The uploaded file is automatically selected.


## Appearance

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Logo:

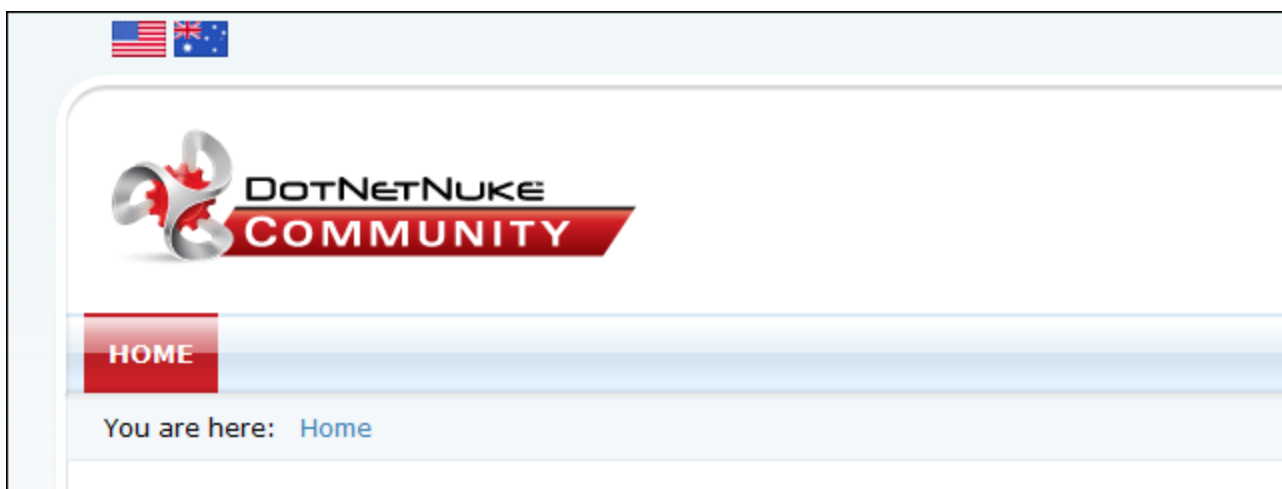
Folder

File



**Upload File**


5. Click the Update link.



The Site Logo

### Setting the Body Background

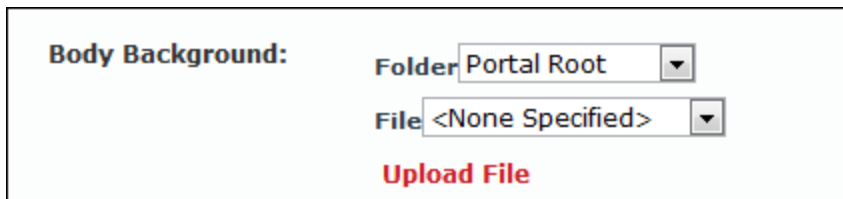
How to set the background image to be tiled on all pages of this site. If the background has been set in the skin, this setting will be overridden. Upload the image to the Admin > File Manager.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)"

3. Go to **Basic Settings > Appearance**.

4. At **Body Background**, select from these options:

- Select an existing file by selecting the **Folder** where the file resides, and then selecting the required file from the **File** drop-down box.
- Upload a new file by clicking the [Upload File](#) link; clicking the **Browse...** button and selecting the file from your computer, and then clicking the [Save File](#) link. The uploaded file is automatically selected.



**Body Background:**

Folder

File

[Upload File](#)

5. Click the [Update](#) link.

### Setting the Favicon

How to set the favicon for your site. A favicon (short for favorites icon) is an icon file, most commonly 16x16 pixels, associated with a particular Web site or web page. A web designer can create such an icon and install it into a web site (or web page) by several means, and graphical web browsers will then make use of it. Browsers that provide favicon support typically display a page's favicon in the browser's address bar and next to the page's name in a list of bookmarks. Browsers that support a tabbed document interface typically show a page's favicon next to the page's title on the tab, and site-specific browsers use the favicon as desktop icon. The favicon is an important aspect of a site's brand identity and is an important attribute which needs to be customized for marketing purposes.

Note 1: If no favicon is set and there is a favicon.I Co file in the root of the site (not portal) that favicon.Ico will be detected by browsers and used. We ship with a favicon.I Co in the root by default.

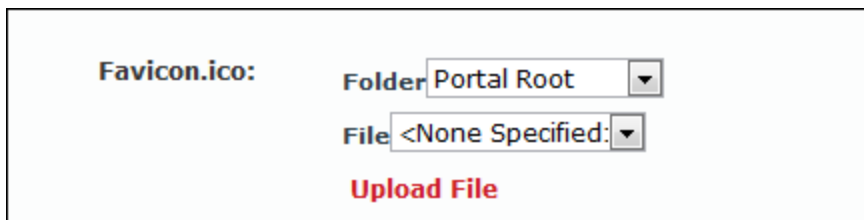
Note 2: Only files with an \*.ico extension can be selected at this field, as these are the only files supported by Internet Explorer.

1. Navigate to Admin >  **Site Settings**.

2. Go to **Basic Settings > Appearance**.

3. At **Favicon.ico**, select from these options:

- For no favicon: Select **<None Specified>** from the **File** drop-down box.
- To select an existing file: Select the **Folder** where the file resides and then selecting the required file from the **File** drop-down box.
- To upload a new file: Click the [Upload File](#) link; clicking the **Browse...** button and selecting the file from your computer, and then clicking the [Save File](#) link. The uploaded file is automatically selected.



**Favicon.ico:**

Folder


File

[Upload File](#)

4. Click the [Update](#) link.

### Enabling/Disabling Skin Widgets

How to enable or disable widget functionality in skins. Enable this setting to enable JavaScript/HTML widgets that have been included in skins. The skin widget field is associated with the Widget skin object.


1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Basic Settings > Appearance**.
4. At **Enable Skin Widgets**, select from these options:
  - Check  the check box to enable skin widgets.
  - Uncheck  the check box to disable skin widgets.
5. Click the [Update](#) link.



### Setting the Default Portal Skin and Container

How to set the default skin which is applied to all site pages including the Admin pages, as well as the container which is applied to all existing and new modules on these pages.

Note 1: The page skin can be overridden for individual site pages as can the containers on that page. See Page Settings - Page Management for more details. See "[Advanced Settings for Existing Pages](#)".

Note 2: The container can be overridden for an individual module by setting the Module Container field. See "[Configuring Advanced Page Settings for a Module](#)".

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Basic Settings > Appearance**.
4. At **Portal Skin**, select the required skin from the drop-down list.
5. At **Portal Container**, select the required container from the drop-down list.
6. **Optional.** Click the [Preview Portal Skin and Container](#) link to preview the selected skin and container in a new Web browser.

<b>Portal Skin:</b>	<input type="text" value="MinimalExtropy - index"/>	
<b>Portal Container:</b>	<input type="text" value="MinimalExtropy - Title_Blue"/>	 <a href="#">Preview Portal Skin and Container</a>


7. Click the [Update](#) link.

### Setting the Default Portal Edit Skin and Container

How to set the skin which is applied to the editing pages of the site and the container which is applied to the modules on those pages. E.g. module editing pages, module settings pages, page settings pages, etc.

---

*Tip: Choose a skin and container with minimal design and images to speed up editing time!*

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Basic Settings > Appearance**.
4. At **Edit Skin**, select the required skin from the drop-down list.
5. At **Edit Container**, select the required container from the drop-down list.
6. **Optional.** Click the [Preview Portal Skin and Container](#) link to preview the selected skin and container in a new Web browser.

<b>Edit Skin:</b>	MinimalExtropy - index	▼
<b>Edit Container:</b>	MinimalExtropy - Title_Blue	▼ <a href="#">Preview Edit Skin and Container</a>

7. Click the [Update](#) link.


## Advanced Settings








### Page Management

#### Enabling/Disabling a Splash Page

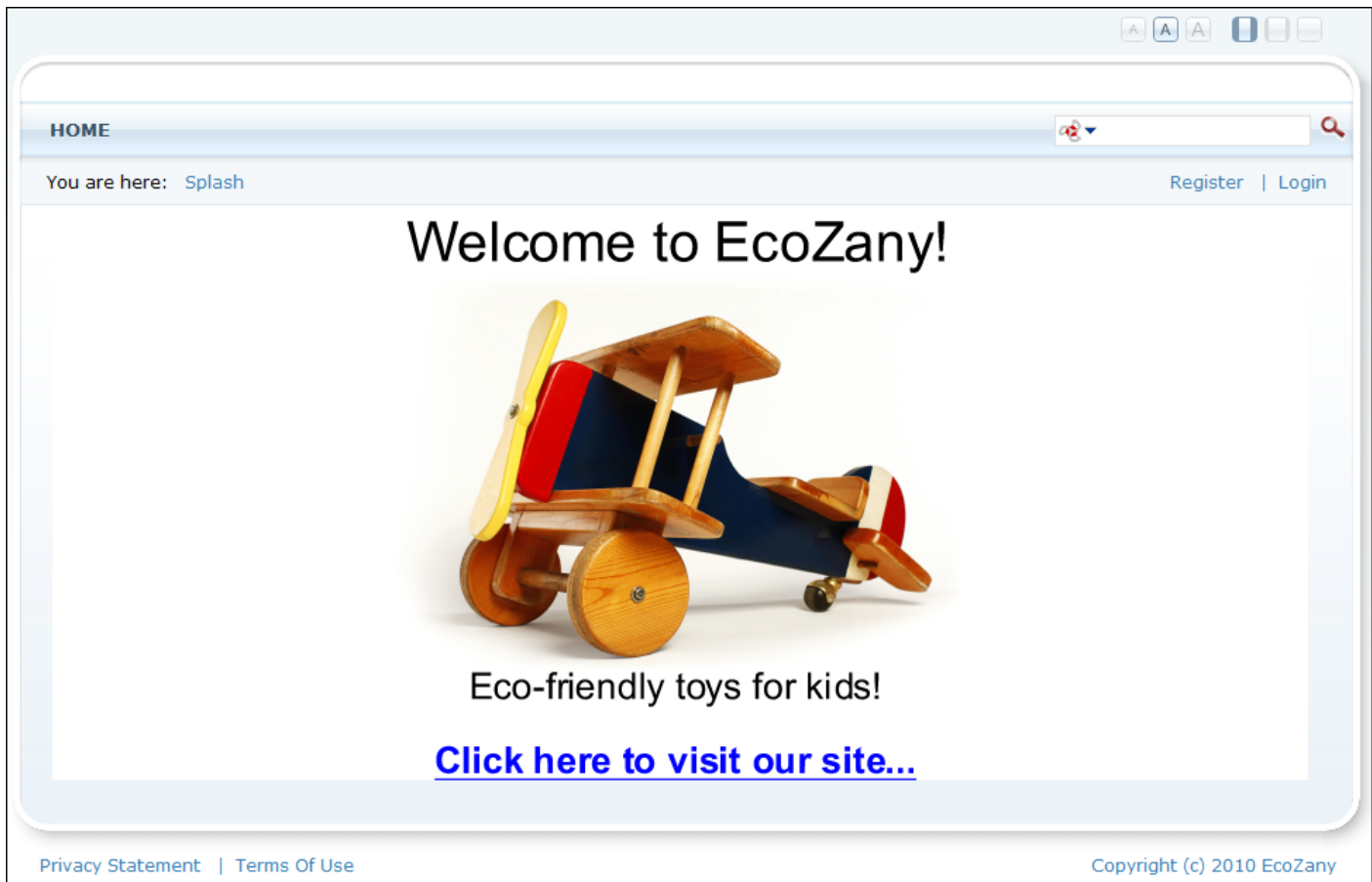
How to enable or disable a Splash page for this site. When a visitor first comes to the standard URL of your site, that is the main URL (E.g. <http://www.domain.com> or <http://www.domain.com/default.aspx>) rather than a specific page (E.g. <http://www.domain.com/ContactUs/tabid/103/Default.aspx>) the Splash page is displayed.

A Splash page must be created by a Page Editor or an Administrator. The Splash page is typically not included in the site menu. The Splash page should include some form of redirection to one or more site pages. This can be done by adding a link to a site pages, or adding a Flash animation with an automatic redirect feature to the Splash page.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Advanced Settings > Page Management**.
4. At **Splash Page**, select from the following options:
  - To set the splash page, select the page name from the drop-down list.
  - To disable the splash page, select **<None Specified>**.

<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">☰</div> <div><b>Page Management</b></div> </div> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;"> <b>Splash Page:</b> <span style="border: 2px solid red; padding: 2px;">Splash</span> ▼</li> <li style="margin-bottom: 5px;"> <b>Home Page:</b> Home ▼</li> <li style="margin-bottom: 5px;"> <b>Login Page:</b> &lt;None Specified&gt; ▼</li> <li style="margin-bottom: 5px;"> <b>Registration Page:</b> &lt;None Specified&gt; ▼</li> <li style="margin-bottom: 5px;"> <b>User Profile Page:</b> User Profile ▼</li> <li style="margin-bottom: 5px;"> <b>Search Results Page:</b> Search Results ▼</li> <li style="margin-bottom: 5px;"> <b>Home Directory:</b> Portals/0</li> </ul> </div>	
---	--

5. Click the [Update](#) link.



A Sample Splash Page

### Setting the Home Page

How to set any page as the Home page of this site. Visitors are taken to the Home page when they navigate to the URL of the site (E.g. <http://www.domain.com> or <http://www.domain.com/default.aspx>), unless a Splash page is displayed. Visitors are also taken to the Home page when they click on the site logo. If a Home page is not set, the page located on the far left or top of the menu is the default Home page.


---

*Tip 1: You cannot delete the page set as the Home page. To do so, you must first select a new home page or select None Specified.*

---

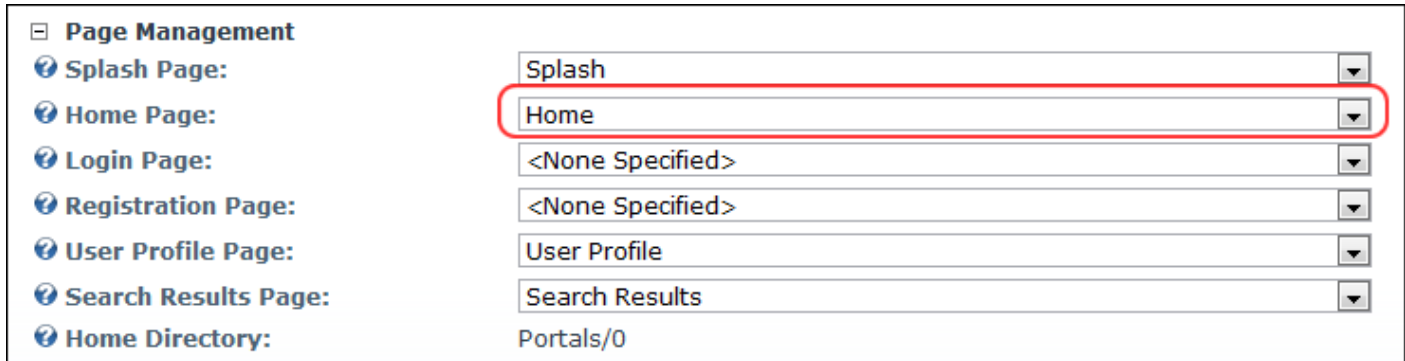
*Tip 2: If this setting is set to None Specified, you can delete any site page (unless they are set as one of the other special pages) including the page named 'Home'.*

---

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Advanced Settings > Page Management**.

4. At **Home Page**, select from the following options:

- To set the Home page, select the page name from the drop-down list.
- To use the default Home page, select **<None Specified>**.




☐ <b>Page Management</b>	
🔍 <b>Splash Page:</b>	Splash
🔍 <b>Home Page:</b>	Home
🔍 <b>Login Page:</b>	<None Specified>
🔍 <b>Registration Page:</b>	<None Specified>
🔍 <b>User Profile Page:</b>	User Profile
🔍 <b>Search Results Page:</b>	Search Results
🔍 <b>Home Directory:</b>	Portals/0

5. Click the Update link.

### Enabling a Custom Login Page

How to set any page as the Login page for the site. This setting enables you to create a custom Login page rather than using the default login page which only displays the Account Login module. If a Login page is not set, the default Login page is used. The default login page requires the Login skin object to be included in the skin.

**Warning:** Do not apply this setting without first adding an Account Login module to the page you are selecting and ensure the page is available to All Users. If you have logged out of the portal and do not have an Account login module viewable by 'All Users' you will be unable to log in again. If this occurs, enter your portal URL into the address bar of your Web browser and add Default.aspx?tabid=1&ctl=Login at the end of the URL. E.g. http://www.domain.com/Default.aspx?tabid=1&ctl=Login. This will display the default login page.

1. Add a new page to your site (E.g. Login page). Your Login page must include the following:
  - Ensure the View Page Permissions enable All Users to view the page.
  - Ensure an Account Log In module is added to the page.
2. Navigate to Admin >  **Site Settings**.
3. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
4. Go to **Advanced Settings > Page Management**.
5. At **Login Page**, select the name of the Login page you created from the drop-down list.



<input type="checkbox"/> <b>Page Management</b>	
<b>Splash Page:</b>	Splash
<b>Home Page:</b>	Home
<b>Login Page:</b>	Login
<b>Registration Page:</b>	<None Specified>
<b>User Profile Page:</b>	User Profile
<b>Search Results Page:</b>	Search Results
<b>Home Directory:</b>	Portals/0

6. Click the Update link.

### Restoring the Default Login Page

How to restore the default Login page to the site.

**Warning:** The Login skin object must be included in the Portal Skin to access the default login page. Don't restore the default Login page if you are using a custom Portal Skin that doesn't include this skin object.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Advanced Settings > Page Management**.
4. At **Login Page**, select **<None Specified>**.

<input type="checkbox"/> <b>Page Management</b>	
<b>Splash Page:</b>	Splash
<b>Home Page:</b>	Home
<b>Login Page:</b>	<None Specified>
<b>Registration Page:</b>	<None Specified>
<b>User Profile Page:</b>	User Profile
<b>Search Results Page:</b>	Search Results
<b>Home Directory:</b>	Portals/0

5. Click the Update link.

### Setting a Custom Registration Page

How to set a custom registration page for this site. This page enables visitors to register for a new account.

**Warning.** Do not apply this setting without first creating a registration page.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Advanced Settings > Page Management**.


4. At **Registration Page**, select the registration page you created from the drop-down list. E.g. Register

Page Management	
Splash Page:	<None Specified>
Home Page:	Home
Login Page:	<None Specified>
Registration Page:	Register
User Profile Page:	User Profile
Search Results Page:	Search Results
Home Directory:	Portals/0

5. Click the Update link.

### Restoring the Default Registration Page

How to restore the default user registration page to this site.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Advanced Settings > Page Management**.
4. At **Registration Page**, select **<None Specified>**.

Page Management	
Splash Page:	<None Specified>
Home Page:	Home
Login Page:	<None Specified>
Registration Page:	<None Specified>
User Profile Page:	User Profile
Search Results Page:	Search Results
Home Directory:	Portals/0


5. Click the Update link.

### Setting a Custom User Profile Page

How to create and set a custom user profile page for this site. The user profile enables authorized users to maintain their user credentials, profile, password and services. In addition, users manage messages from and to other site members using the Messaging module, and manage modules they are authorized to using the My Modules module. *Only available in DotNetNuke Professional Edition*


**Warning.** Do not apply this setting without first creating a User Profile page.














1. Create a User Profile page:

- a. Create a new page to your site (E.g. Profile), ensuring permission to view the page is granted to All Users. You may like to set the page as not included in the menu. [See "Adding a New Page via the Site Settings Page"](#)
  - b. **Important.** Add a View Profile module to the page. [See "Adding a New Module \(RibbonBar\)"](#)
  - c. Add other modules and content as desired.
2. Set the custom user profile page:
    - a. Navigate to Admin >  **Site Settings**.
    - b. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. [See "Viewing a Site in a Secondary Language"](#)
    - c. Go to **Advanced Settings > Page Management**.
    - d. At **User Profile Page**, select the user profile page you created from the drop-down list.
    - e. Click the [Update](#) link.

### Restoring the Default User Profile Page

How to restore the default user profile page of this site.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. [See "Viewing a Site in a Secondary Language"](#)
3. Go to **Advanced Settings > Page Management**.
4. At **User Profile Page**, select **User Profile**.

Page Management	
 <b>Splash Page:</b>	<None Specified> 
 <b>Home Page:</b>	Home 
 <b>Login Page:</b>	<None Specified> 
 <b>Registration Page:</b>	<None Specified> 
 <b>User Profile Page:</b>	User Profile 
 <b>Search Results Page:</b>	Search Results 
 <b>Home Directory:</b>	Portals/0

5. Click the [Update](#) link.

### Setting the Search Results Page

How to set a custom or a default search results page for this site using the Site Settings page.

1. Navigate to Admin >  **Site Settings**.
2. Go to **Advanced Settings > Page Management**.

3. At **Search Results Page**, select from the following options:

- To set a custom search results page, select the page name from the drop-down list.
- To use the default search results page, select **<Search Results>**.

Page Management	
Splash Page:	<None Specified>
Home Page:	Home
Login Page:	<None Specified>
Registration Page:	<None Specified>
User Profile Page:	User Profile
Search Results Page:	Search Results
Home Directory:	Portals/0

4. Click the Update link.

**Related Topics:**

- [See "Configuring Search Crawler Modules for Upgrade Portals"](#)

**Viewing the Home Directory**

How to view the Home Directory used for the storage of files in this site as configured when the site was created. The Home Directory cannot be modified.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. [See "Viewing a Site in a Secondary Language"](#)
3. Go to **Advanced Settings > Page Management**.
4. At **Home Directory**, the home directory is displayed.


Page Management	
Splash Page:	Splash
Home Page:	Home
Login Page:	<None Specified>
Registration Page:	<None Specified>
User Profile Page:	User Profile
Search Results Page:	Search Results
Home Directory:	Portals/0

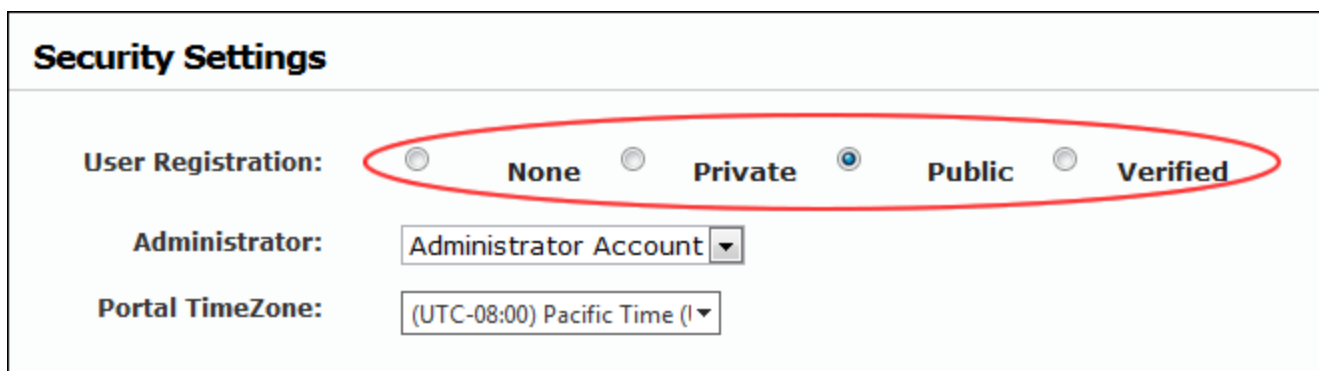
Viewing the Home Directory

**Security Settings**

**Enabling/Disabling User Registration**

How to disable or enable site visitors to apply to become a registered user of the site. Enabling user registration displays the Register link on pages where the applied skin contains the Register skin object.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to **Advanced Settings > Security Settings**.
4. At **User Registration**, select from the following:
  - **None:** Registration is disabled.
  - **Private:** Registering visitors can apply to become a site member. This creates a user account for them, however access to the Registered User role is restricted until the account is authorized ( [See "Authorizing an Unauthorized User"](#) ). Note: The Primary Administrator receives email notification of each new registration.
  - **Public:** Registering visitors gain immediate access to the Registered User security role.
  - **Verified:** Access to the Registered User role is conditional on the user verifying their account by entering a verification code the first time they log in to the site. The verification code is emailed to them in a welcome email when they register, thereby verifying the user's email address.



**Security Settings**

**User Registration:**  None  Private  Public  Verified

**Administrator:** Administrator Account ▾

**Portal TimeZone:** (UTC-08:00) Pacific Time (l) ▾

5. Click the Update link.


### Setting the Primary Administrator

How to set which user in the Administrator role is the primary administrator for this site. This Administrator receives email notification of member activities such as new registrations, unregistered accounts and feedback submitted using the Feedback module (unless this is overridden on the Feedback module).

---

*Tip: To create new Administrators, add a new user account ( [See "Adding a User Account"](#) ) and then add the user to the Administrators security role ( [See "Managing User Roles"](#) ).*

---

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. [See "Viewing a Site in a Secondary Language"](#)
3. Go to **Advanced Settings > Security Settings**.
4. At **Administrator**, select the display name of the required administrator.

### Security Settings

**User Registration:**  None  Private  Public  Verified


**Administrator:** Administrator Account ▼

**Portal TimeZone:** (UTC-08:00) Pacific Time (l ▼

5. Click the [Update](#) link.

#### Setting the Portal TimeZone

How to set which time zone is the default for this site. This sets all time related information on this site including the default setting for the current time and date ( [DateTime:Now] ) replacement token. See "[Replacement Tokens](#)" for more details.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Go to **Advanced Settings** > **Security Settings**.
4. At **Portal TimeZone**, select the time zone for the location of this site.

### Security Settings

**User Registration:**  None  Private  Public  Verified

**Administrator:** Administrator Account ▼

**Portal TimeZone:** (UTC-08:00) Pacific Time (l ▼

5. Click the [Update](#) link.

#### Payment Settings


##### Setting the Payment Processor

How to configure payment processing for this site. This enables you to receive payment from users who subscribe to Member Services (roles) on this site. PayPal is the only payment processor included by default, however your DNN developer can configure DNN to work with other providers. PayPal is used as the example in this topic.

---

*Tip: Enabling the sandbox allows test orders to be sent to the payment gateway without taking live transactions.*

---

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)"

3. Go to **Advanced Settings > Payment Settings**.
4. At **Currency**, select the currency to process payments with.
5. At **Payment Processor**, select a payment processing company from the drop-down list. E.g. PayPal
6. Click [Go To Payment Processor WebSite](#) and sign up for an account.
7. In the **Processor UserId** text box, enter the UserID code provided by PayPal.
8. In the **Processor Password** text box, enter the Password provided by PayPal.
9. **Optional.** In the **PayPal Return URL** text box, enter the page URL that subscribers are redirected to after payment. Leave blank to return to the Home page.
10. **Optional.** In the **PayPal Cancel URL** text box, enter page URL that subscribers are redirected if payment is canceled. Leave blank to return to the Home page.
11. At **Use Sandbox?**, select from these options
  - Check  the check box to enable PayPal Sandbox.
  - Uncheck  the check box to disable Sandbox and enable live transactions.

**Payment Settings**

**Currency:** U.S. Dollars (USD) ▼

**Payment Processor:** PayPal ▼  
[Go To Payment Processor WebSite](#)

**Processor UserId:** MyUserID

**Processor Password:** ●●●●●●

**PayPal Return URL:** www.ecozany.com/ThankYou.aspx

**PayPal Cancel URL:** www.ecozany.com/Cancellation.aspx

**Use Sandbox:**

12. Click the [Update](#) link.

## Usability Settings

### Enabling/Disabling Inline Editing

How to enable pop-up edit pages throughout this site, or to navigate to a new page for editing.

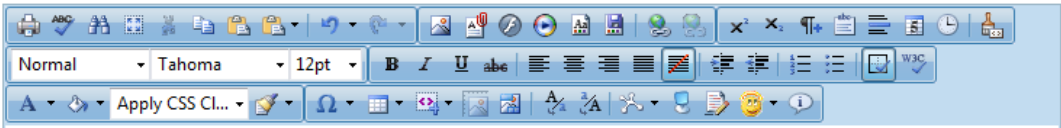
1. Navigate to Admin > [Site Settings](#).
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)"
3. Go to **Advanced Settings > Usability Settings**.
4. At **Enable Pop-Ups?**, select from these options:
  - Check  the check box to enable pop-ups.

▼ About Us

EcoZany > Home (Alpha Version: 6.0.0.811)

☐ Current Content

Editor:       Basic Text Box    Rich Text Editor



The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

Design    HTML      Words: 50   Characters: 283

- Uncheck  the check box to use separate edit pages.



**HOME**

You are here: [Home](#) [Admin](#)

▼ **Edit Content**

☰ **Current Content**

---

Editor:  Basic Text Box  Rich Text Editor

Link to Portal Page...

**B** *I* U abc 
Paragraph Style    Apply CSS Cl...

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

Design HTML Preview
Words: 50    Characters: 284


Version:	1
Workflow in Use:	Direct Publish
Workflow State:	Published

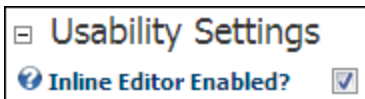
**Save**  
 **Cancel**  
 **Preview**

5. Click the Update link.

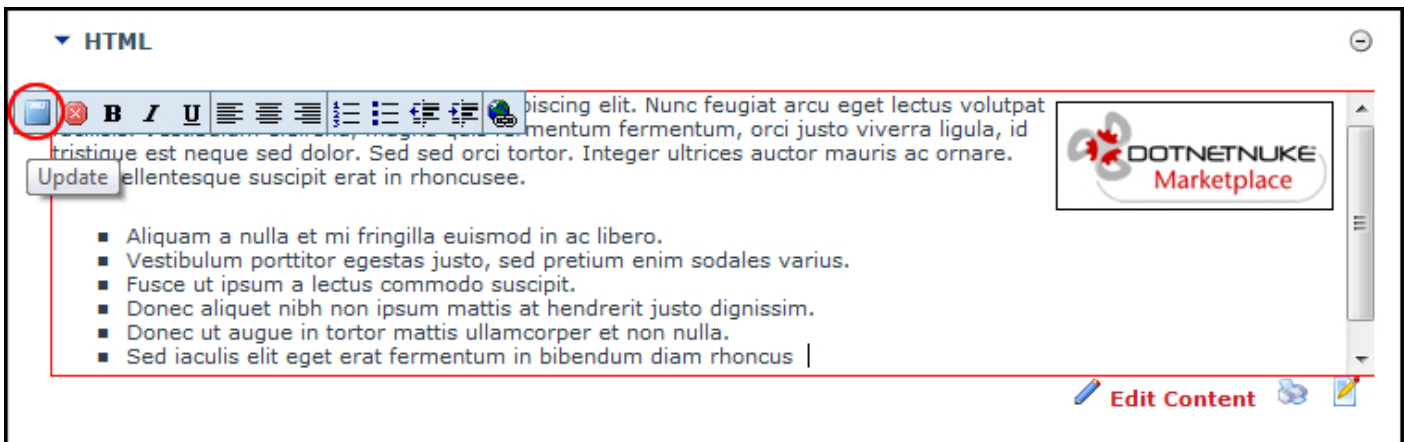
### Enabling/Disabling Inline Editing

How to enable or disable inline editing. Inline editing enables authorized users to perform basic editing of HTML module content directly on the web page. It also enables inline editing of all module titles. Inline editing doesn't affect the standard method for editing content and module titles.

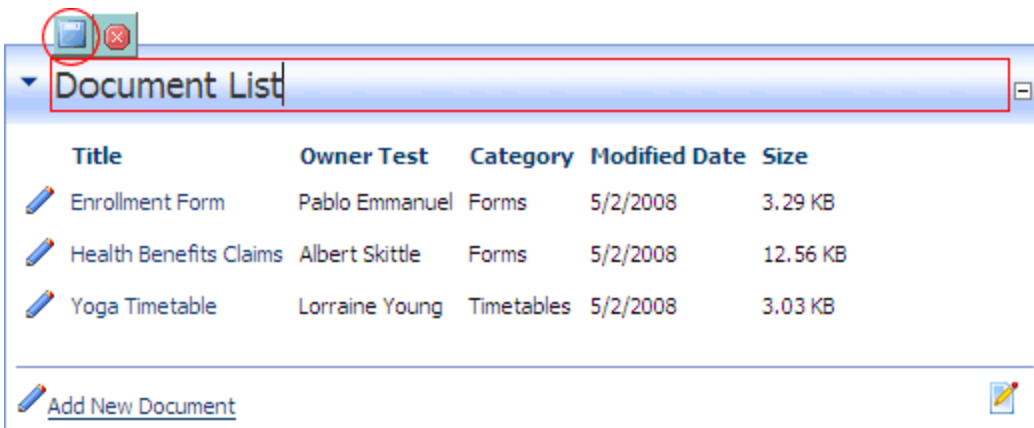
1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)"
3. Go to **Advanced Settings > Usability Settings**.
4. At **Inline Editor Enabled?**, select from these options:
  - Check  the check box to enable inline editing.
  - Uncheck  the check box to disable inline editing.



5. Click the [Update](#) link.




Editing content inline



Inline editor enabled for module title editing


### Hiding System Folders

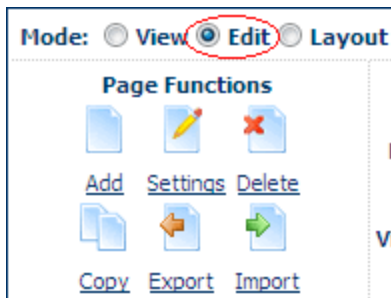
How to prevent or allow adding hidden folders or folders that start with underscore when performing folder synchronization.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
3. Go to **Advanced Settings > Usability Settings**.
4. At **Hide System Folders**, select from these options:
  - Check  the check box to prevent adding hidden and underscore folders.
  - Uncheck  the check box to allow.
5. Click the Update link.

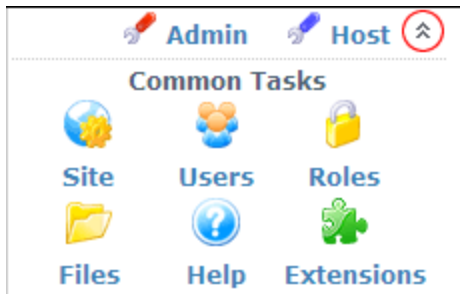
### Configuring the Control Panel Options

How to configure the default settings for the Control Panel. When an authorized user uses the control panel, the mode and visibility are personalized so that they remain set however they were last used by that user.

1. Navigate to Admin >  **Site Settings**.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "[Viewing a Site in a Secondary Language](#)".
4. Go to **Advanced Settings > Usability Settings**.
5. At **Control Panel Mode**, select either the **View** or **Edit** mode.



6. At **Control Panel Visibility**, select to display the control panel as either **Minimized** or **Maximized**.



7. At **Control Panel Security**, select from the following options to set which editors (Page Editors and Module Editors, or Page Editors only) can view the Control Panel. Tip: Module Editor is any user authorized to edit module content, manage module content, etc. A Page Editor is any user authorized to create and manage pages and page settings.
  - **Page Editors**: Select this option to display the Control Panel to Page Editors only.
  - **Module Editors**: Select this option to display the Control Panel to both Page Editors and Module Editors. This enables these users to view the site in either **View** or **Edit** mode.
8. Click the Update link.

## Stylesheet Editor

### About the Stylesheet Editor

DNN uses a CSS (cascading style sheet) to control the fonts, styles and colors applied across the portal. The CSS maintained in this editor is the default CSS applied to all portal pages. Where a skin package containing a CSS file is applied to a page or the site, this CSS will override the CSS maintained on the Admin > Site Setting page.

For information on using CSS, visit <http://www.w3.org/Style/CSS/>

The screenshot shows the 'Site Settings' interface with the 'Stylesheet Editor' tab selected. The interface includes a navigation bar with 'Basic Settings', 'Advanced Settings', and 'Stylesheet Editor' tabs. A red vertical bar indicates required fields. The main area contains a text editor with the following CSS code:

```

/*
 * Deprecated DNN CSS class names will remain available for some time
 * before being permanently removed. Removal will occur according to
 * the following process:
 *
 * 1. Removal will only occur with a major (x.y) release, never
 * with a maintenance (x.y.z) release.
 * 2. Removal will not occur less than six months after the release
 * when it was deprecated.
 * 3. Removal will not occur until after deprecation has been noted
 * in at least two major releases.
 *
 * Name | Planned |
 * |Release |Removal |
 *-----+-----+-----+
 * Mod{NAME}C          5.6.2  6.2
 * {NAME} = sanitized version of the DesktopModule Name
 * Used on <div> tag surrounding Module Content, inside container
 *-----+-----+-----+


```

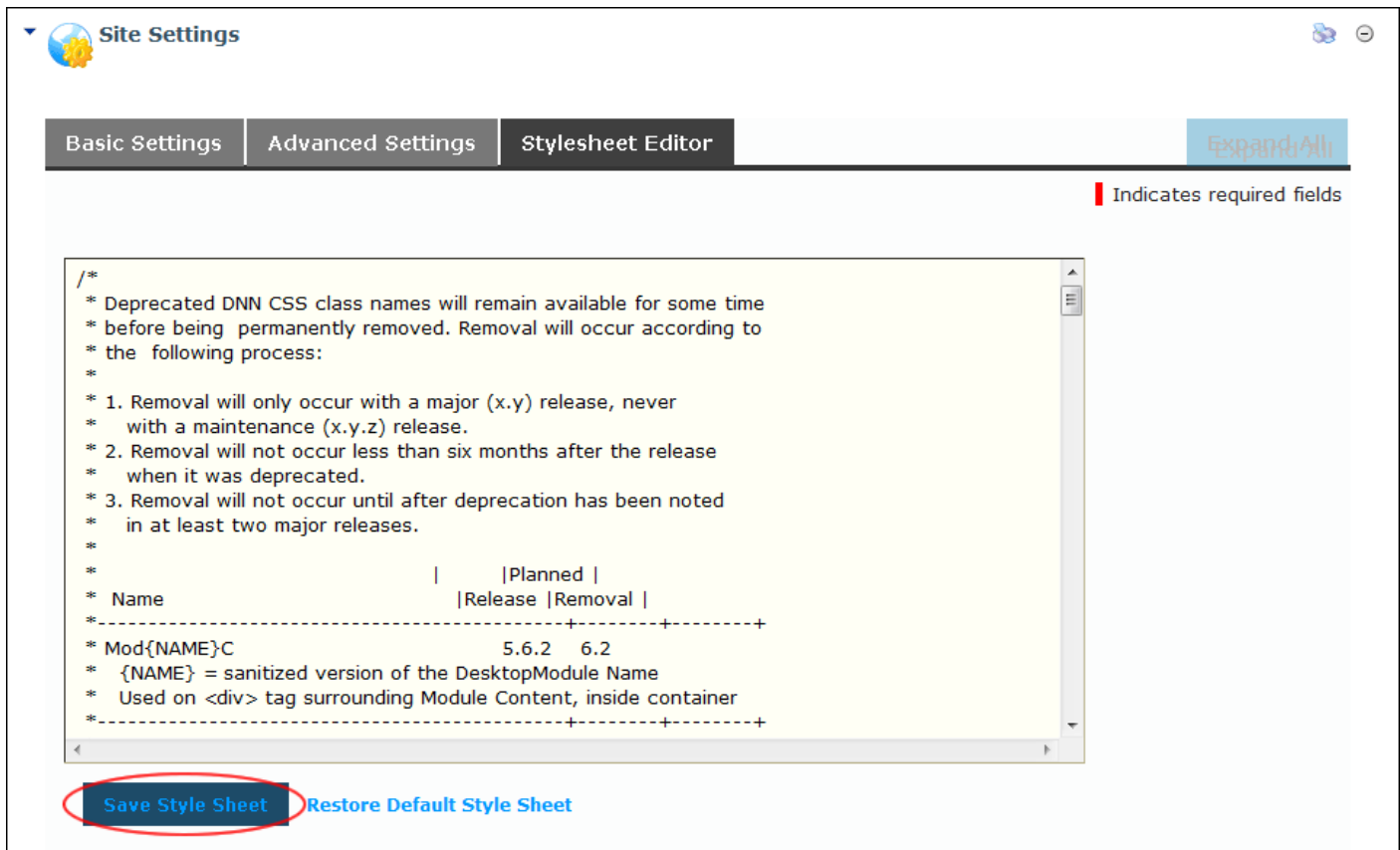
At the bottom of the editor are two buttons: 'Save Style Sheet' and 'Restore Default Style Sheet'.

The DNN Stylesheet Editor

### Editing the Stylesheet

How to edit and save changes to the default stylesheet. This doesn't affect any styles that are part of a skin package uploaded to this site.

1. Navigate to Admin >  **Site Settings**.
2. Select the **Stylesheet Editor** tab.
3. In the multi-line text box, edit the current stylesheet.
4. Click the [Save Style Sheet](#) link.
5. Hold down the **Ctrl** button and press the **F5** button - OR - Click the **Refresh** button on your Web browser to view the changes.



**Site Settings**

Basic Settings | Advanced Settings | **Stylesheet Editor** | Expand All

Indicates required fields

```

/*
 * Deprecated DNN CSS class names will remain available for some time
 * before being permanently removed. Removal will occur according to
 * the following process:
 *
 * 1. Removal will only occur with a major (x.y) release, never
 *    with a maintenance (x.y.z) release.
 * 2. Removal will not occur less than six months after the release
 *    when it was deprecated.
 * 3. Removal will not occur until after deprecation has been noted
 *    in at least two major releases.
 *
 *
 *      |      |Planned |
 * Name |Release |Removal |
 *-----+-----+-----+
 * Mod{NAME}C          5.6.2  6.2
 * {NAME} = sanitized version of the DesktopModule Name
 * Used on <div> tag surrounding Module Content, inside container
 *-----+-----+-----+


```

[Save Style Sheet](#) [Restore Default Style Sheet](#)

Editing the Stylesheet

### Restoring the Default Stylesheet

Restore the default stylesheet to the site. Any modifications to the stylesheet on this page will be deleted. The portal uses a CSS (cascading style sheet) to control the fonts and colors applied across the site. Note: this will not affect any stylesheets that are part of a skin package.

1. Navigate to Admin >  **Site Settings**.
2. Select the **Stylesheet Editor** tab.
3. Click the [Restore Default Style Sheet](#) link. This displays the message "Are You Sure You Want To Restore The Default Stylesheet (All Changes To The Current Stylesheet Will Be Lost)?"
4. Click the **OK** button to confirm.
5. Hold down the **Ctrl** button and press the **F5** button - OR - Click the **Refresh** button on your Web browser to view the changes.

Indicates required fields

```
/*
 * Deprecated DNN CSS class names will remain available for some time
 * before being permanently removed. Removal will occur according to
 * the following process:
 *
 * 1. Removal will only occur with a major (x.y) release, never
 * with a maintenance (x.y.z) release.
 * 2. Removal will not occur less than six months after the release
 * when it was deprecated.
 * 3. Removal will not occur until after deprecation has been noted
 * in at least two major releases.
 *
 *
 * | Planned |
 * Name |Release |Removal |
 *-----+-----+
 * Mod{NAME}C 5.6.2 6.2
 * {NAME} = sanitized version of the DesktopModule Name
 * Used on <div> tag surrounding Module Content, inside container
 *-----+-----+
```

Save Style Sheet

Restore Default Style Sheet

Restoring the Default Stylesheet

# Building Your Portal

## Quick Start to Building a Portal

Creating the content for a DNN site is as simple as adding pages, adding modules and then adding content to those modules.

For a quick start to adding pages and content to your DNN site:

- See "[About the Site Wizard Module](#)", to configure basic site settings, page design as well as apply a template to the site using a simple step-by-step wizard.
- See "[Adding A New Page Visible to Administrators only using the RibbonBar](#)"
- See "[Adding a New Module \(RibbonBar\)](#)"
- See "[Adding Module Content](#)"

If your site will be managed by multiple users or if you wish to create areas which are restricted to specific users, such as staff members or customers, see these areas:

- See "[Controlling Site Access](#)" and related tutorials in the Advanced Site Management > Users and Roles section of this manual.

## Key Concepts

### About DNN Pages

DNN sites are created by adding one or more pages to the site and then adding content (using modules) to each page. Members of the Administrator and SuperUser security roles can add pages. Other users can be given permission to manage the settings of specific pages and create new pages as children of those pages. See "[Setting Page Permissions](#)".

DNN also includes special pages which enable Administrators to manage their site.






The below image displays a site with four publicly accessible pages (Home, Services, Products and Contact Us) as well as the Admin and Host pages.

▼ **Welcome To DotNetNuke®**



**DotNetNuke®** is the **ideal** platform for building **professional websites** with **dynamic content** and **interactive features.**

Please take the opportunity to explore the various options below to learn about the extensive products and services that are available for the DotNetNuke platform.

<p><b>COMMUNITY</b></p>  <p><b>Share your knowledge</b></p> <p>Interact and engage with other members of the DotNetNuke community</p>	<p><b>MARKETPLACE</b></p>  <p><b>Find modules and skins</b></p> <p>Get the most out of DotNetNuke by extending it with third-party modules and skins</p>	<p><b>SUPPORT</b></p>  <p><b>Get instant help!</b></p> <p>Reduce risk and get expert help on DotNetNuke when you have a problem</p>	<p><b>CONFERENCES</b></p>  <p><b>Learn. Share. Connect</b></p> <p>Dive deep into DotNetNuke with in-depth technical and business sessions from experts</p>	<p><b>TRAINING</b></p>  <p><b>Learn from the experts</b></p> <p>Learn how to use all of DotNetNuke's potential from experts</p>
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### About Modules

DNN uses a modular design system to display content on a page. One or more modules are added to each site page to create and manage the site content. There are many different types of modules, each managing a different type of site content or site administrative tasks.

Your Host can install additional modules. Additional modules can be purchased from the DotNetNuke Store ([Snowcovered.com](http://Snowcovered.com)).





Web site with the Account Login, HTML and Search Input modules

## Role Based Access

Access to view and manage the content (pages and modules) and settings of all portals is controlled using role based access. By associating a user's account with one or more roles (also called Security Roles) you can permit or deny them access to view and/or edit site pages and modules.

Here is a brief overview of User Accounts and Roles (also called Security Roles) in DNN:

### Working with User Accounts

- Administrators and authorized users can create user accounts for any person. See "[Adding a User Account](#)"
- Administrators can enable site visitors to register themselves for a user account. See "[Enabling/Disabling User Registration](#)" and other topics in this section.
- Once a user has an authorized user account, they can access all pages and modules that are restricted to members of the Registered Users role.
- Individual users (including unauthorized users) as well as role members can be granted a range of permissions to manage the content and settings of pages and modules. See "[Page Details Settings for Existing Pages](#)", and "[Setting Module Permissions](#)".

### About the Site Wizard Module


The Site Wizard module enables all users who are authorized to view the module to configure basic site settings, page design as well as apply a template to the site using a simple step-by-step wizard.

**Permissions.** All users who are authorized to view the Site Wizard module can complete all steps of the wizard, however they require permission to select or change the site logo.

## Using the Site Wizard


How to use the Site Wizard module which is located on the Admin > Site Wizard page and can be added to any site page.

---

*Tip: All settings of the Site Wizard are option so you can click the  Next link to skip any page.*

---

### Step 1 - Site Configuration Wizard

1. **Optional.** Read the introductions.
2. Click the  Next link.

### Site Wizard


#### Site Configuration Wizard

The Site Configuration Wizard provides an Administrator with a User-Friendly way to set up the more common features of a Portal. You can step through the Wizard using the Next/Back buttons at the bottom of the Wizard Page. Once enough detail has been collected to complete the Wizard, the Finish Button will be enabled.



### Step 2 - Choose a Template for your site

This step enables you to choose a template for your site. Templates contain pages with modules which may or may not include content.

1. At **Build your site from a template (below)**, check  the check box. This displays a list of the available templates.
2. Click on the name of a template to select it. This displays a description of the selected template.
3. Choose one of the following options to set how duplicate modules will be handled:
  - **Ignore**: Places a copy of any duplicated modules on the same page.
  - **Replace**: Deletes the existing copy of the duplicate content and replaces it with the template copy.
  - **Merge**: Combines the existing information and template information into one module.
4. Click the  Next link.

## Site Wizard

### Choose a Template for your site

You can optionally choose to build your site from a preexisting template. To choose a template click the checkbox to enable the list of templates, and choose a template from the list. If you elect to build your site using a template, you need to choose how to deal with duplicate Modules (Modules that are in the Template and also already on your site).

Build your site from a template (below)

Default Website
<b>EcoZany</b>

**EcoZany default site template**

Choose how to deal with duplicate Modules (Modules that are in the Template and also already on your site).


Ignore  Replace  Merge


**Note: If you choose "Replace", all existing content on pages that are also in the template will be lost.**

 **Next**

### Step 3 - Select a Skin for your Site

How to select a new skin to be applied to the site pages. This will not override settings on individual pages.

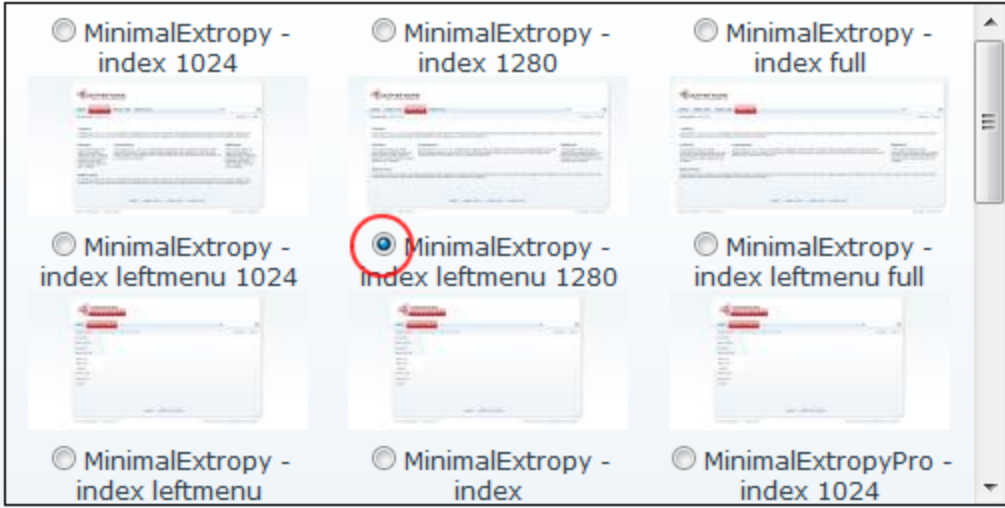
*Tip: From this page onwards, you can click the  [Previous](#) link to return to any of the previous pages of the Site Wizard*

1. **Optional.** To preview a skin, click on the thumbnail image (where provided). This displays a larger image of the skin in a new Web browser.
2. Select a skin.
3. Click the  [Next](#) link.



#### Site Wizard

##### Select a Skin for your Site

You can select a Skin from the Skin Viewer (below). This skin will be applied to all pages in your site. However, when you edit the Page properties you will have the ability to override this default skin with a different one.




The Skin Viewer displays a grid of nine skin options, each with a radio button and a thumbnail image. The selected skin is 'MinimalExtropy - index leftmenu 1280', which is circled in red. The other options are: 'MinimalExtropy - index 1024', 'MinimalExtropy - index 1280', 'MinimalExtropy - index full', 'MinimalExtropy - index leftmenu 1024', 'MinimalExtropy - index leftmenu full', 'MinimalExtropy - index leftmenu', 'MinimalExtropy - index', and 'MinimalExtropyPro - index 1024'. A vertical scrollbar is visible on the right side of the grid.

 [Previous](#)  [Next](#)

### Step 4 - Choose a Default Container for your site

How to select new default containers for modules on the site. This doesn't override module setting which have been set for individual modules.

1. If you selected a skin at Step 3, the matching containers are displayed here and the default container is pre-selected.
2. **Optional.** Check  the **Show All Containers** check box to view all of the available containers.

3. **Optional.** To preview a container click on a thumbnail image (where provided). This displays a larger image of the container in a new Web browser.
4. Select a container.
5. Click the  Next link.



## Site Wizard

### Choose a Default Container for your site

You can select a Container from the Container Viewer. This container will be applied to all modules on all pages in your site. However, when you edit the Module properties you will have the ability to override this default container with a different one.

Show All Containers:


<input type="radio"/> MinimalExtropy - Title_Blue  <b>Blue</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.	<input type="radio"/> MinimalExtropy - Title_Grey  <b>Grey</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.	<input checked="" type="radio"/> MinimalExtropy - Title_Red  <b>Red</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
---	---	--

 Previous
 Next

### Step 5 - Add Site Details

How to enter or edit the site details for this site. These are the default details used by search engines to index your site.

1. In the **Name/Title** text box, enter the name or title to be applied to the site. This will show in visitor's Web browser title.
2. In the **Description** text box, enter description to be applied to the site. This will be the description that Internet search engines will display to visitors. The site must be submitted to these search engines.
3. In the **KeyWords** text box, enter keywords to be applied to the site. This will be what the Internet search engines look for if you choose to submit your site to them.
4. At **Logo**, select or upload a logo. Note: You must be logged in or have permissions to upload/select files.

5. Click the  [Finish](#) link. A message reading "If you changed the skin for your site, it should change when you leave this page" is displayed.

### Site Wizard

#### Add Site Details

On this page you can provide some basic information about your site. You can optionally provide a Description and Keywords that help describe your site. These are used by search engines, together with the site's name to help identify and index your site. The keywords need to be separated by commas. Some skins support a Logo, usually in the top left hand corner. If you are using a skin that supports logos you can choose it on this page. If the file you would like is not on this site, you can upload one from your local computer.

**Name/Title:**

**Description:**

**KeyWords:**

**Logo:**

**File Location:**

**File Name:**

[Upload New File](#)

[Previous](#) [Finish](#)

6. Click on the Home page (or any other site page) to view any skin or module changes and to view any new pages or modules added using a template.

#### Related Topics:

- [See "Setting a File Link"](#)
- [See "Uploading and Linking to a File"](#)

## Pages

### About Pages

DNN sites are created by adding one or more pages and then adding modules which display content onto those pages.

Pages can be created and managed using the Control Panel, or using the Pages module.

**Important.** Only the Control Panel tools are covered in this section. [See "About the Pages \(Tabs\) module"](#). for details on its additional functionality.

### Viewing Any Page

How to view any page within a site, including those which are not included in the menu.

- **Option One:** If the page is included in the menu, then navigate to the page using the site menu.
- **Option Two:** If the page is not included in the menu click on a link to the page. Authorized users can create a page link using the Links module. See "[Setting a Page Link](#)"
- **Option Three:** See "[Viewing any Page \(Pages Module\)](#)"

#### Adding A New Page Visible to Administrators only using the RibbonBar

How to add a new page to a site using the RibbonBar. Page added using this method are only visible to Administrators.

Note: If content localization is enabled, this task adds a page which is a neutral culture and will be the same for all languages. This topic assumes you are viewing the site in its default language.

Name is the only required field. If you accept all default settings the new page will be added to the menu to the right of the page you were located on at Step 1. Pages added using this tutorial are only visible to Administrators, allowing you to add content to the page before setting it as viewable by one or more user roles. See "[Setting Page Permissions](#)"

1. Hover over the [Pages](#) link until the Control Panel displays.
2. Go to the **Add New Page** section.
3. In the **Name** text box, enter a name for the page. This is the name which appears in the menu.
4. **Optional.** At **Template**, select a page template. Page templates add one or more modules with optional content to the page - OR - Select No template. The Default template included with DNN adds a HTML module without any content into the Content Pane.
5. **Optional.** At **Insert**, select from these options:
  - Skip this step to add the page after (to the right of) the page you are currently on.
  - Select to add the page either **Before** (to the left of) or **After** (to the right of) the page name selected in the second drop-down box.
  - Select to add the page as a **Child Of** the page name selected in the second drop-down box.
6. **Optional.** At **Include In Menu**, check  the check box to include this page in the menu - OR - Uncheck  the check box to hide the page in the menu. Note: You can provide users another way to navigate to the page by adding a link to that page using the HTML or Links module. Administrators can navigate to the page using the Pages module.
7. Click the **Add Page** button.


The screenshot shows the DotNetNuke administration interface. At the top, there is a navigation bar with 'ADMIN', 'MODULES', 'PAGES', and 'TOOLS'. Below this, there are buttons for 'Getting Started' and 'Home'. The main content area is divided into sections: 'Actions' with icons for 'PAGE SETTINGS', 'ADD', 'COPY', 'DELETE', 'IMPORT', and 'EXPORT'; 'Copy Actions' with 'COPY PERMISSIONS TO CHILDREN' and 'COPY DESIGN TO CHILDREN'; and two main forms: 'Add New Page' and 'Update Current Page'. The 'Add New Page' form has a 'Name' field containing 'Services', a 'Template' dropdown set to 'Default', an 'Insert' dropdown set to 'After', and a 'Skin' dropdown set to 'About Us'. There is a checked checkbox for 'Include in Menu' and an 'ADD PAGE' button. The 'Update Current Page' form has a 'Name' field containing 'About Us', an empty 'Insert' dropdown, an empty 'Skin' dropdown, a checked checkbox for 'Include in Menu', an unchecked checkbox for 'Disabled', and an 'UPDATE PAGE' button. Red circles highlight the 'Name' field in the 'Add New Page' form and the 'ADD PAGE' button.

Adding a New Page using the RibbonBar

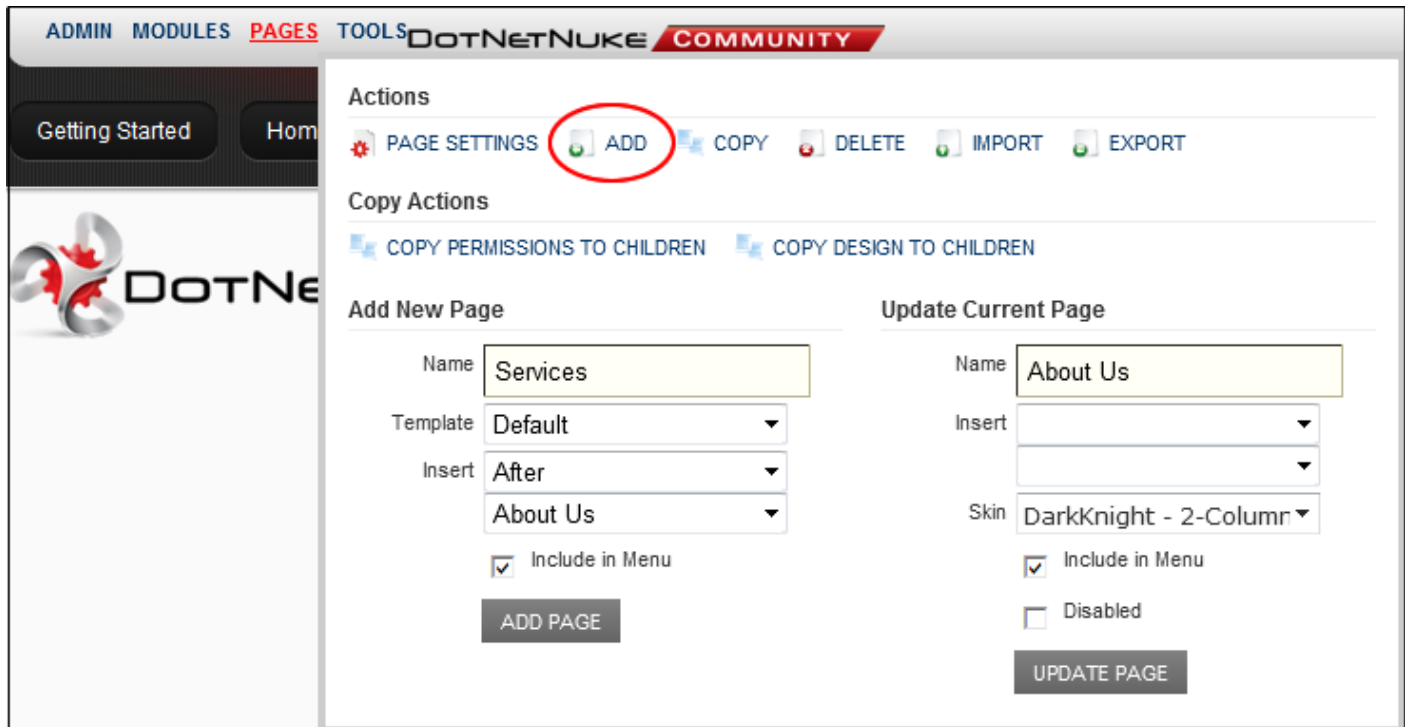
### Adding a New Page via the Site Settings Page

How to add a new page to a site. This topic shows how to add a page with only the basic settings configured.

Page Name is the only required field. If you accept all default settings the new page will be added to the menu to the right of the page you were located on at Step 1. Pages added using this tutorial are only visible to Administrators, allowing you to add content to the page before setting it as viewable by one or more user roles.

1. Hover over the [Pages](#) link until the Control Panel is displayed and then select  **Add** from the **Actions** section. Note: If you are using the Iconbar, select the [Add](#) link from the Page Functions section.





2. In the **Page Name** text box, enter a page name as it will appear in the menu. This is the only required field. If you choose to update the new page now this will accept all the defaults and add a page in a neutral language.
3. **Recommended.** Complete the remaining optional page details for this page. See "Page Details Settings for New Pages"
4. **Optional.** Select the **Permissions** tab to set which users can view this page. ( See "[Setting Page Permissions](#)" ). The default permissions is visible and editable by Administrators only. Note: If permissions are not displayed, this means you are not authorized to manage permissions. In this scenario, the new page will inherit permissions from its parent page.
5. **Optional.** Select the **Advanced Settings** tab and complete any of the optional advanced page settings. "[Advanced Settings for New Pages](#)".
6. **Optional.** In the **Localization** section, select the required option. See "[Localization Settings for New Pages](#)"
7. Click the Update link.

**Related Topics:**

- See "[Adding a New Page \(Default Language\)](#)"

**Updating Current Page**

How to update some basic settings for the current page using the RibbonBar. This tutorial enables Page Editors to update the page name, change the visibility of the page in the menu, disable the page link, or change the page skin. Administrators can also change the location of the page in the menu.

1. Go to the required page. See "[Viewing Any Page](#)".
2. Hover over the Pages link until the Control Panel is displayed.
3. Go to the **Update Current Page** section and update any of these optional settings.

4. In the **Name** text box, edit the page name if required.
5. At **Insert**, select from these options to change the page location in the menu:
  - Skip this step to add the page after (to the right of) the page you are currently on.
  - Select to add the page either **Before** (to the left of) or **After** (to the right of) the page name selected in the second drop-down box.
  - Select to add the page as a **Child Of** the page name selected in the second drop-down box.
6. At **Include In Menu**, check  the check box to include this page in the menu - OR - Uncheck  the check box to hide the page in the menu. Note: You can provide users another way to navigate to the page by adding a link to that page using the HTML or Links module. Administrators can navigate to the page using the Pages module.
7. At **Disabled**, check  the check box to disable clicking on this page - OR - Uncheck  the check box to enable.

The screenshot shows the 'Update Current Page' form in the DotNetNuke Administration Panel. The form is highlighted with a red rounded rectangle. It includes the following fields and options:

- Name:** Text box containing 'About Us'.
- Template:** Dropdown menu set to 'Default'.
- Insert:** Dropdown menu set to 'Before', with a second dropdown menu showing 'Our Services'.
- Skin:** Dropdown menu set to 'DarkKnight - 2-Column-Right-Meg'.
- Include in Menu:** Checked checkbox.
- Disabled:** Unchecked checkbox.
- Buttons:** 'UPDATE PAGE' button at the bottom right.


8. Click the Update Page link.

### Moving Page Location (IconBar)

How to move a page to a new location on the site menu using the IconBar Control Panel.

---

*Admin Tip: Additional options are available to Administrators. See "Moving Page Position in Menu".*



1. Go to the required page. See "[Viewing Any Page](#)".
2. Go the Page Functions section and then select  [Settings](#).
3. Go to the **Basic Settings - Page Details** section.
4. At **Parent Page**, select a new parent page, or select **<None Specified>** to change this page to a parent page.
5. Click the [Update](#) link.

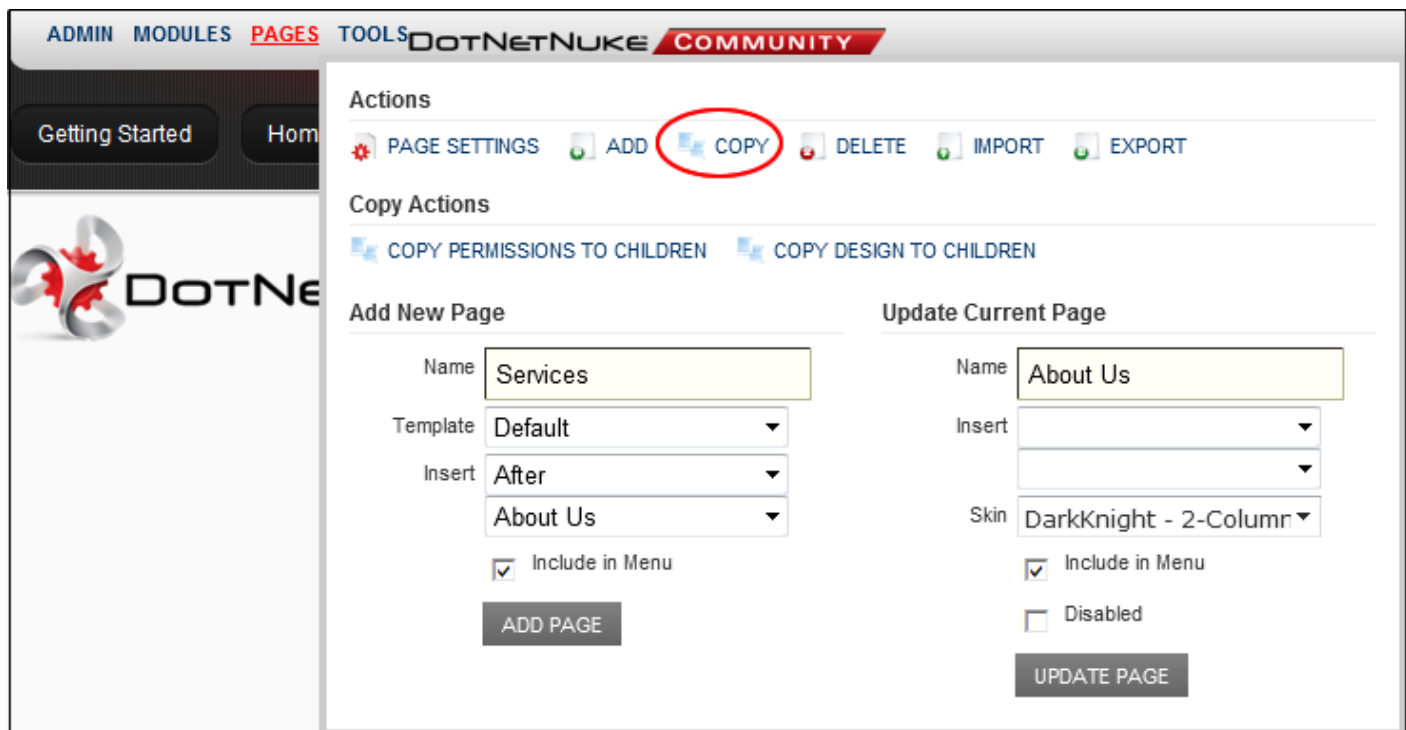
### Copying a Page

How to copy any existing page including the modules and optional module content.

Note: Page Name is the only required field. If you don't set new permissions, then the page will be visible and editable by Administrators only. Note: If permissions are not displayed, this means you are not authorized to manage permissions. In this scenario, the new page will inherit permissions from its parent page.

Also note that if you are on a Page with a different locale setting you will not be able to copy the page.

1. **Optional.** Navigate to the page you want to copy.
2. On the RibbonBar, hover over the [Pages](#) link until the Control Panel displays and then select  [Copy](#) from the Actions section. This opens the Page Details tab of the Page Settings page. Note: For the Iconbar, select  [Copy](#) from the Page Functions section.



The screenshot shows the DotNetNuke administration interface. At the top, there is a navigation bar with 'ADMIN', 'MODULES', 'PAGES', 'TOOLS', 'DOTNETNUKE', and 'COMMUNITY'. Below this is a ribbon bar with 'Getting Started' and 'Home' buttons. The main content area is divided into several sections:

- Actions:** A row of icons for 'PAGE SETTINGS', 'ADD', 'COPY' (circled in red), 'DELETE', 'IMPORT', and 'EXPORT'.
- Copy Actions:** Two icons for 'COPY PERMISSIONS TO CHILDREN' and 'COPY DESIGN TO CHILDREN'.
- Add New Page:** A form with fields for 'Name' (Services), 'Template' (Default), 'Insert' (After), and 'About Us'. It includes a checked 'Include in Menu' checkbox and an 'ADD PAGE' button.
- Update Current Page:** A form with fields for 'Name' (About Us), 'Insert', and 'DarkKnight - 2-Column'. It includes a checked 'Include in Menu' checkbox, an unchecked 'Disabled' checkbox, and an 'UPDATE PAGE' button.


3. In the **Page Name** text box, enter a name for the new page. The page name is displayed in the menu.
4. **Recommended.** Complete the additional basic settings for this page. "[Page Details Settings for New Pages](#)".
5. At **Copy From Page**, select the page to be copied. If you selected a page at Step 1 it will be displayed here.

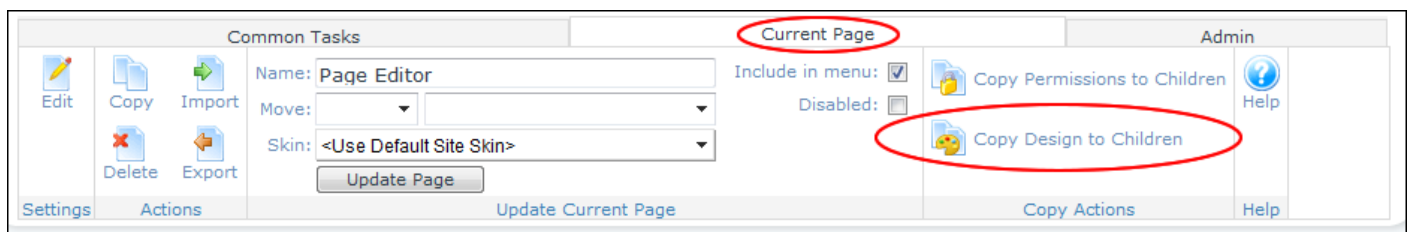
6. At **Specify Modules**, complete the following fields from left to right for each module listed:
  - a. Check  the check box (typically located to the left of the module title) beside the module title to be copied to the new page - Uncheck  the check box beside any module you do NOT want copy.
  - b. **Optional.** In the text box where the Module Title is displayed, edit the title if required.
  - c. In the next field you can view the name of the pane where the module will be inserted.
  - d. Set the content option for this module:
    - **New:** Select to add the module without any content.
    - **Copy:** Select to add the module with an independent copy of the module content. Modifying copied content doesn't update the content of the original module. Note: This option will be disabled for modules which don't have content which can be copied such as the Feedback and Account Login modules.
    - **Reference:** Select to add the module with a referenced version of the copied content. If you modify the content on either instance this module in the future, the content on both copies of the module are updated.
7. **Optional.** Select the **Permissions** tab to set which users can view this page. See "[Setting Page Permissions](#)"
8. **Optional.** Select the **Advanced Settings** tab and complete any of the optional advanced page settings. See "[Advanced Settings for New Pages](#)",
9. **Optional.** In the **Localization** section, select the required option. See "[Localization Settings for New Pages](#)"
10. Click the Update link. You are now taken to the new page.

### Copying Design to Children Pages

How to copy the design applied to a page to all of its child (descendant) pages. This applies the Page Skin and Page Container settings of the parent page to all child pages. This setting is only available for existing pages with child pages.

### Using the Ribbonbar

1. Navigate to the parent page whose design you want to copy.
2. On the Control Panel, hover over the Pages link until the Control Panel displays.
3. In the **Copy Actions** section, select  Copy Design to Children. This displays the message "Skin and container will be replaced for all children of this page. Are you sure you want to continue?"



4. Click the **Yes** button to confirm.

### Using the Iconbar

1. Go to the required page. See "[Viewing Any Page](#)".
2. Go the Page Functions section and select Settings. This opens the Page Settings page.

3. Go the **Advanced Settings - Appearance** section.
4. At **Copy Design to Descendants**, click the Copy Design link.
5. Click the Update link.

### Editing Page Settings

How to edit the settings of the current page via the Control Panel

1. Go to the required page. See "[Viewing Any Page](#)".
2. Hover over the Pages link until the Control Panel is displayed.

The screenshot shows the DotNetNuke administration interface. At the top, there are navigation tabs: ADMIN, MODULES, PAGES, and TOOLS. The 'PAGES' tab is active. Below the navigation, there are buttons for 'Getting Started' and 'Home'. The main content area is titled 'Actions' and contains several icons: a gear icon for 'PAGE SETTINGS' (circled in red), 'ADD', 'COPY', 'DELETE', 'IMPORT', and 'EXPORT'. Below this, there are 'Copy Actions' for 'COPY PERMISSIONS TO CHILDREN' and 'COPY DESIGN TO CHILDREN'. The interface is split into two columns: 'Add New Page' and 'Update Current Page'. The 'Add New Page' column has fields for Name (Services), Template (Default), Insert (After), and About Us, with an 'Include in Menu' checkbox and an 'ADD PAGE' button. The 'Update Current Page' column has fields for Name (About Us), Insert, and Skin (DarkKnight - 2-Column), with an 'Include in Menu' checkbox, a 'Disabled' checkbox, and an 'UPDATE PAGE' button.

3. Edit page settings as required. See "[Page Details Settings for Existing Pages](#)", and "[Advanced Settings for Existing Pages](#)".
4. Click the Update link.

*Tip: If you are using the Iconbar, select the Settings link from the Page Functions section.*


The screenshot shows the 'Page Functions' section of the Iconbar. At the top, there are radio buttons for 'Mode': View, Edit (selected), and Layout. Below this, there are six icons representing different actions: Add, Settings (circled in red), Delete, Copy, Export, and Import.

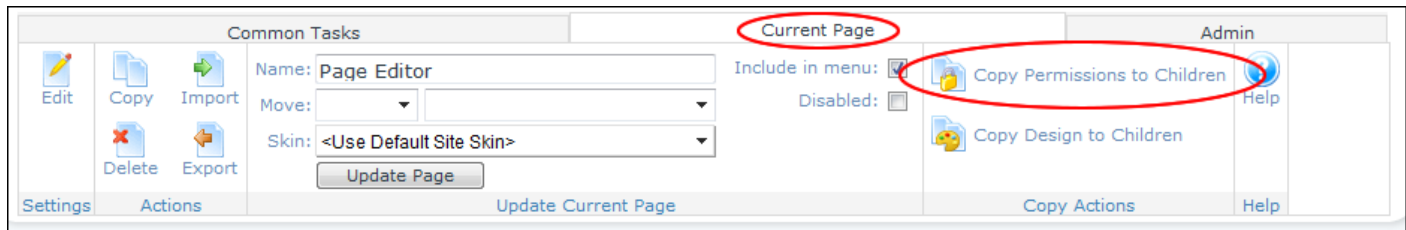
Accessing Page Settings using the Iconbar

## Copying Permissions to Descendant Pages

How to copy the permissions applied to a parent page to all of its descendant (child) pages. This applies the Permissions set for viewing and editing pages. This setting is only displayed for pages with existing child pages.


### Using the RibbonBar

1. Navigate to the parent page whose design you want to copy.
2. On the Control Panel, hover over the Pages link until the Control Panel displays.
3. In the **Copy Actions** section, select  Copy Permissions to Children. This displays the message "Skin and container will be replaced for all children of this page. Are you sure you want to continue?"





4. Click the **Yes** button to confirm.

### Using the Iconbar

1. Navigate to the required parent page.
2. Maximize the Control Panel.
3. Go the Page Functions section and select  Settings.
4. Go the **Basic Settings - Page Details** section.
5. At **Copy Permissions to Descendants**, click the Copy Permissions link.
6. Click the Update link.

## Exporting a Page

How to export a page which will be saved as a page template which can then be imported into any DNN site.

1. Navigate to the required page. "**Viewing Any Page**".
2. On the RibbonBar, hover over the Pages link until the Control Panel displays and then select  Export from the Actions section - OR - For the Iconbar, select  Export from the Page Functions section.
3. At **Folder**, select a folder of the site's File Manager where the exported page will be stored.
4. In the **Template Name** text box, the name of the exported page is displayed. You can either use this as the name of the page template or change it to a new name.
5. In the **Description** text box, enter a description of the page you are exporting. This description is exported with the page template. Typically the description provides a brief overview of the page and (if included) it's content.

6. **Optional.** At **Include Content?**, check  the check box to include module content - OR - Uncheck  the check box to add the modules without any content.
7. Click the **Export** button.

EcoZany > About Us

Folder:  Templates

Template Name:  AboutUs

Description:  Brief company overview including our history and vision.



Include Content:

**Export** Cancel

8. The path where the page template has been created is now displayed.

### Importing a New Page

How to add a new page using the Import function. This enables you to apply a page template that has previously been exported. The new page is added to the site before user can change the page settings.

1. On the RibbonBar, hover over the Pages link until the Control Panel displays and then select  Import from the Actions section. For the Iconbar, select  Import from the Page Functions section.
2. At **Folder**, select the folder of your File Manager where the template is located. This enables the template field below and populates the drop-down list with all templates within this folder.
3. At **Template**, select a template from the drop-down list. This displays a description of the selected template providing more details of the template.
4. At **Import Mode**, select **Create A New Page**.
5. In the **Page Name** text box, the name of the template will be displayed. You can choose to enter a new page name or use this name,

6. At **Parent Page**, select **<None Specified>** to set this page as a parent page - OR - Select the parent page from the drop-down box. Note: Page Editors can only select parent pages which they are editors of.
7. At **Insert Page**, select from these options to choose the location of the new page in the menu:
  - Select a page from the drop-down box and then select to add the new page either **Before** or **After** that page in the menu on the current level.
  - Select **Add to End** to add the new page to the end of the menu on the current level.
8. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:
  - a. Select **View Imported Page** to be redirected to the newly created page upon creation (Import).
  - b. Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page upon creation (Import). This enables you to configure the page settings immediately.
9. Click the [Import](#) link.



Importing a New Page

*Tip: View the new page to ensure that any modules that are set to display on all pages are not duplicated. This may occur if the selected template includes modules that are displayed on all pages.*

### Replacing the Current Page with a Page Template (Import Page)

How to replace the modules on the current page with a page template.

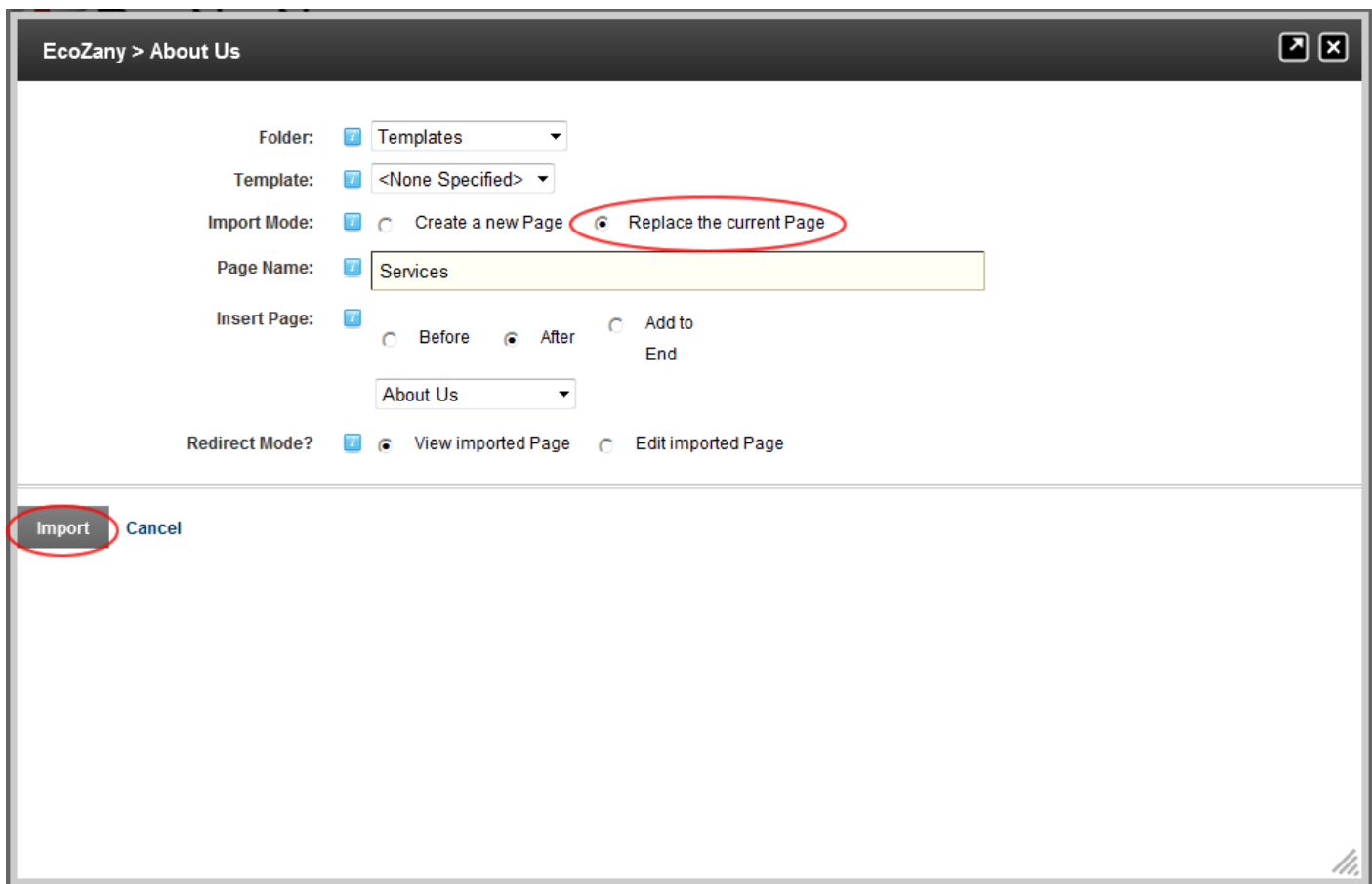


1. On the RibbonBar, hover over the Pages link until the Control Panel displays and then select  Import from the Actions section - OR - For the Iconbar, select  Import from the Page Functions section.
2. At **Folder**, select the folder of your File Manager where the template is located. This will enable the template field below and populate the drop-down list with all templates within this folder.
3. At **Template**, select a template from the drop-down list. The description of the selected template will be displayed providing you with more details of the template.
4. At **Import Mode**, select **Replace The Current Page**.
5. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:
  - Select **View Imported Page** to be redirected to the newly created page upon creation (Import).
  - Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page upon creation (Import). This enables you to configure the page settings immediately.
6. Click the Import link. The new page will now be added to the top level of the menu. If Edit Imported Page was selected at Step 6 you can now edit page settings as required.

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*Tip: View the new page to ensure that any modules that are set to display on all pages are not duplicated. This may occur if the selected template includes modules that are displayed on all pages.*

---



EcoZany > About Us

Folder:

Template:

Import Mode:  Create a new Page  **Replace the current Page**

Page Name:



Insert Page:  Before  After  Add to End

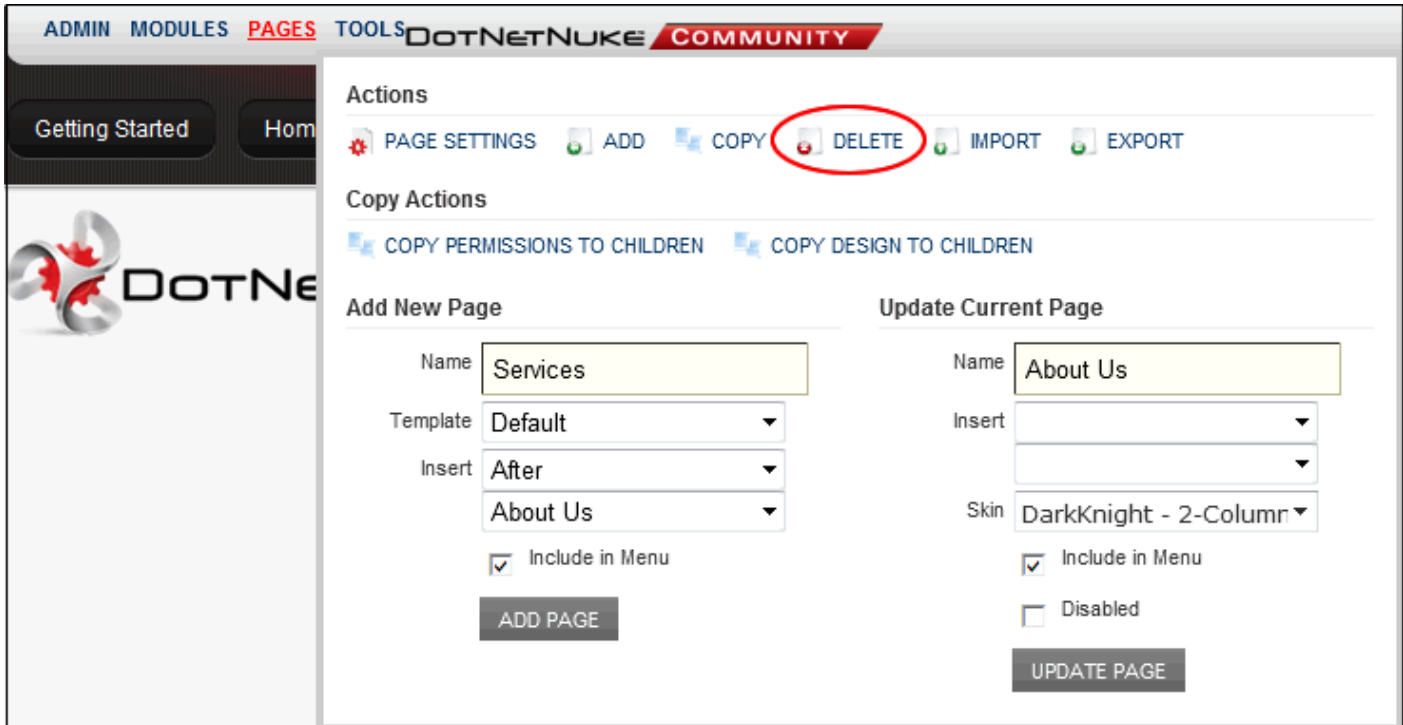
Redirect Mode?  View imported Page  Edit imported Page

Replacing the Current Page with a Page Template (Import Page)

## Deleting a Page

How to delete a page from a site. Pages set as either the Splash page, Home page, Login page, or the User page cannot be deleted until the setting is removed. The last visible portal page can also not be deleted. Deleted pages are stored in the Recycle Bin where they can be restored or permanently deleted by authorized users.

1. Navigate to the required page.
2. On the RibbonBar, hover over the [Pages](#) link until the Control Panel displays and then select  [Delete](#) from the Actions section -  
OR - On the Iconbar, select  [Delete](#) from the Page Functions section. This displays the message "Are you sure you want to delete this page?"



The screenshot shows the DotNetNuke administration interface. At the top, there are navigation tabs for ADMIN, MODULES, PAGES, and TOOLS. The 'PAGES' tab is active. Below the navigation, there are buttons for 'Getting Started' and 'Home'. The main content area is divided into sections: 'Actions', 'Copy Actions', 'Add New Page', and 'Update Current Page'. In the 'Actions' section, the 'DELETE' button is circled in red. The 'Add New Page' section has a 'Name' field with 'Services', a 'Template' dropdown set to 'Default', an 'Insert' dropdown set to 'After', and a checked 'Include in Menu' checkbox. The 'Update Current Page' section has a 'Name' field with 'About Us', an 'Insert' dropdown, a 'Skin' dropdown set to 'DarkKnight - 2-Column', and a checked 'Include in Menu' checkbox. There are 'ADD PAGE' and 'UPDATE PAGE' buttons at the bottom of their respective sections.

3. Click the **OK** button to confirm.

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*Tip: You can also delete a page via Page Settings.*

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### Related Topics:

- See "About the Recycle Bin Module"
- See "Deleting a Page from a Secondary Language"

## Page Settings

### Page Details Settings for New Pages

How to set page details settings for new pages using the Page Settings page. Note: The Page Name field is the only mandatory field. This topic assumes you have already begun the process of adding a new page. See "Adding a New Page via the Site Settings Page"

1. Select the **Page Details** tab.
2. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.

3. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.
4. In the **Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
5. In the **Keywords** text box, enter key words for this page separated by comma.
6. At **Tags**, select one or more tags associated with this page. Page tagging is a way of categorizing content for more meaningful search results.
7. At **Parent Page**, select **<None Specified>** to set this page as a parent page - OR - Select the parent page from the drop-down box. Note: Page Editors can only select parent pages which they are authorized to edit.
8. At **Insert Page**, select from these options to choose the location of the new page in the menu:
  - Select a page from the drop-down box and then select to add the new page either **Before** or **After** that page in the menu on the current level.
  - Select **Add to End** to add the new page to the end of the menu on the current level.
9. **Optional.** Set a page template which allows you to add modules with optional content to a new page. Note: This option is not available when copying a page. Complete the following to set the template for this page:
  - a. At **Template Folder**, select the folder where the required template is located.
  - b. At **Page Template**, select the required template.
10. At **Include In Menu?**, check  the check box to include this page in the menu- OR - Uncheck  the check box to hide the page.
11. Click the [Update Page](#) link.

**Basic Settings**

In this section, you can set up the basic settings for this page.

**Page Details**

**Page Name:**

**Page Title:**

**Description:**

**Keywords:**

**Tags:**

**Parent Page:**

**Insert Page:**  Before  After  Add to End

**Template Folder:**

**Page Template:**

**Page Template:**

**Include In Menu?**

**Permissions:**

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Username:**  + Add

Basic Settings for New Pages

**Related Topics:**

- [See "About the Taxonomy Manager Module"](#)

**Page Details Settings for Existing Pages**

How to set page details settings for existing pages using the Page Settings page. [See "Editing Page Settings"](#) to begin this process. Note: Page Name is the only required field.

1. Select the **Page Details** tab.
2. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.
3. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.

- In the **Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
- In the **Keywords** text box, enter key words for this page separated by comma.
- At **Tags**, select one or more tags associated with this page. Page tagging is a way of categorizing content for more meaningful search results. Note: Tags can be created by users (See "Tagging Page Content") or editors (See "Creating a Vocabulary").
- At **Parent Page**, select **<None Specified>** to set this page as a parent page - OR - Select the parent page from the drop-down box. Note: Users can only select parent pages which they have been granted **Add, Full Control** permissions for (Edit permissions in Community Edition)
- At **Include In Menu?**, check  the check box to include this page in the menu - OR - Uncheck  the check box to hide the page.
- Click the Update Page link.

## Page Settings

**Basic Settings**

In this section, you can set up the basic settings for this page.

**Page Details**

**Page Name:**

**Page Title:**

**Description:**

**Keywords:**

**Tags:**

**Parent Page:**

**Include In Menu?**

**Permissions:**

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  + Add

### Setting Page Permissions









How to set page permissions by username and roles. This topic assumes you are on the Page Settings page of a page. Note: Access to view and set page permissions are only available to Administrators and users with Edit/Full Control permissions for the page. See "About Page Permissions"


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*Tip: When setting Permissions, you can change the selection at Filter By Group and set permissions for any of the roles within that group before updating.*



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**Important.** In DNN Community edition, page management permissions consist of View and Edit permissions only. In DNN Professional, page management includes ten different permissions for page management which are the same for both users and roles. See "[About Page Permissions](#)"



1. Select the **Permissions** tab.
2. At **Username**, enter the username of a user that you want to grant or deny page viewing permissions to, and then click the  Add link.
3. **Optional.** At **Filter By Group**, select from the following options:
  - **< All Roles >**: Select to view all roles (both global role and roles groups) in one single list.
  - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. E.g. Administrators, All Users, Registered Users, and Unauthenticated Users.
  - **[Role Group Name]**: Select the name of a Role Group to view the roles within that group.
4. In the **View** (or **View Page**) column, click on the check box beside a user/role repeatedly until the correct permission is displayed.
  -  **Permission Granted**:: Permission to view the page is granted.
  -  **Permission Denied**: Permission to view the page is denied, unless Full Control is granted.
  - **Not Specified**: Permissions are not specified. Users cannot view the page unless they belong to another role/username which has been granted permission, or are granted Full Control/Edit Page permissions.
5. If you are using DNN Community Edition, skip to the final step in this tutorial.
6. In the **Add** column, select from these options:
  -  **Permission Granted**: Users with Add permissions for a page can add child pages to that page. They cannot add any parent pages, and they cannot add child pages to any other pages.
  -  **Permission Denied**: Permission to add child pages is denied, unless Full Control is granted.
  - **Not Specified**: Permissions are not specified. Users are unable to add pages unless they belong to another role/username which has been granted permission.
7. In the **Add Content** column, select from these options:
  -  **Permission Granted**: Users with Add Content permissions for a page can edit content on the page. These users can add, move and delete modules, as well as manage the content and settings for modules on the page.
  -  **Permission Denied**: Permission to add and manage module content is denied, unless Full Control is granted.
  - **Not Specified**: Permissions are not specified. Users are unable to view the page unless they belong to another role/username which has been granted permission.
8. In the **Copy** column, select from these options:
  -  **Permission Granted**: Users with Copy permission can make a copy any page they can view. The new page can only be a child of the page they have copy permissions for.

-  **Permission Denied:** Permission to copy the page is denied, unless Full Control is granted.
- **Not Specified:** Permissions are not specified. Users are unable to copy the page unless they belong to another role/username which has been granted permission.



9. In the **Delete** column, select from these options:

-  **Permission Granted:** Users with Delete permissions can delete the page. If the page has child pages they are also deleted when the parent is deleted, however the user does not automatically have Delete permissions for these child pages.
-  **Permission Denied:** Permission to delete the page is denied, unless Full Control is granted.
- **Not Specified:** Permissions are not specified. Users are unable to delete the page unless they belong to another role/username which has been granted permission.



10. In the **Export** column, select from these options:

-  **Permission Granted:** Users with Export permissions can export a page.
-  **Permission Denied:** Permission to export the page is denied, unless Full Control is granted.
- **Not Specified:** Permissions are not specified. Users are unable to export the page unless they belong to another role/username which has been granted permission.



11. In the **Import** column, select from these options:

-  **Permission Granted:** Users with Import permissions can import a page.
-  **Permission Denied:** Permission to import the page is denied, unless Full Control is granted.
- **Not Specified:** Users cannot import the page unless Full Control/Edit permission is granted.



12. In the **Manage Settings** column, select from these options:

-  **Permission Granted:** Users with Manage Settings permissions can change the page settings. Users can edit all of the settings on the Settings page, except for the permissions section which will not be visible.
-  **Permission Denied:** Permission to manage settings the page is denied, unless Full Control is granted.
- **Not Specified:** Permissions are not specified. Users are unable to manage settings for the page unless they belong to another role/username which has been granted permission.

13. In the **Navigate** column, select from these options:

-  **Permission Granted:** Users with Navigate permissions can view a page in the navigation menu. Users can have this permission without view permissions, in which case they will not be able to view any content on the page but the page will be visible in the menu.
-  **Permission Denied:** Permission to navigate to the page is denied, unless Full Control is granted.
- **Not Specified:** Permissions are not specified. Users are unable to navigate to the page unless they belong to another role/username which has been granted permission.

14. In the **Full Control** (or **Edit Page**) column, select from these options:

-  **Permission Granted:** Users with Full Control permissions have full administrative rights for the page. This permission is the same as the Edit Page permission in the Community Edition. This role overrides other settings.
-  **Permission Denied:** Permission to delete the page is denied, unless Full Control is granted.
- **Not Specified:** Permissions are not specified.


15. Click the Update Page link.

**Permissions:**

Filter By Group: < All Roles >

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bloggers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EditUser	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global Moderator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Module Editor	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page Editor	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  + Add

 Copy Permissions to Descendants: **Copy Permissions**

Page Permissions in DNN Professional Edition

### About Page Permissions

How to set access to view, edit and manage pages and page content setting permissions by roles and/or usernames. This topic provides an overview of the different page permissions available. For full details See "[Setting Page Permissions](#)".

**Important.** In DNN Community edition, page management permissions consist of only two settings: **View Page** and **Edit Page**. In DNN Professional, page management has ten permissions.

### Professional Edition Permissions

*Only available in DotNetNuke Professional Edition*

Here is the full list of page permissions available in Professional Edition:



- **View:** View permissions enable users to view the page.
- **Add:** Users with Add permissions for a page can add child pages to that page. They cannot add any parent pages, and they cannot add child pages to any other pages.
- **Add Content:** Users with Add Content permissions for a page can edit content on the page. These users can add, move and delete modules, as well as manage the content and settings for modules on the page.
- **Copy:** Users with Copy permission can make a copy any page they can view. The new page can only be a child of the page they have copy permissions for.
- **Delete:** Users with Delete permissions can delete the page. If the page has child pages they are also deleted when the parent is deleted, however the user does not automatically have Delete permissions for these child pages.
- **Export:** Users with Export permissions can export the page.
- **Import:** Users with Import permissions can import a page.
- **Manage Settings:** Users with Manage Settings permissions can change the page settings. Users can edit all of the settings on the Settings page, except for the permissions section which will not be visible.
- **Navigate:** Users with Navigate permissions can view a page in the navigation menu. Users can have this permission without view permissions, in which case they will not be able to view any content on the page but the page will be visible in the menu.
- **Full Control:** Users with Full Control permissions have full administrative rights for the page. This permission is the same as the Edit Page permission in the Community Edition.

**Permissions:**

Filter By Group:

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bloggers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EditUser	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global Moderator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Module Editor	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page Editor	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  **Add**

**Copy Permissions to Descendants:** [Copy Permissions](#)

Page Permissions in DNN Professional Edition

**Community Edition Permissions**

Here is the list of page permissions available in Community Edition:

- **View Page:** View permissions enable users to view the page.
- **Edit Page:** Edit permissions give users full administrative rights for the page.

**Permissions:**

Filter By Group:

	View	Edit Page
Administrators		
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bloggers	<input type="checkbox"/>	<input type="checkbox"/>
Chat Members	<input type="checkbox"/>	<input type="checkbox"/>
EditUser	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forum Admin	<input type="checkbox"/>	<input type="checkbox"/>
Forum Member	<input type="checkbox"/>	<input type="checkbox"/>
Global Moderator	<input type="checkbox"/>	<input type="checkbox"/>
Module Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Newsletter	<input type="checkbox"/>	<input type="checkbox"/>
Page Editor	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>

Username:  **Add**

**Copy Permissions to Descendants:**

Page Permissions in DNN Community Edition

### Advanced Settings for New Pages

An overview of the advanced settings for new pages. All advanced page settings are optional. This topic assumes you are in the process of adding a new page ( See ["Adding a New Page via the Site Settings Page"](#) ,) or editing an existing page (See "Editing Page Settings"

1. Select the **Advanced Settings** tab.
2. In the **Appearance** section, complete any of the following **optional** settings:
  - a. At **Icon**, select the image to be displayed beside the page name in the menu. This image is also used as the Small Icon for any Console module relating to this page. Select the location of the required icon from these options:
    - **File (A File On Your Site )**, select to choose any imageSee "Uploading and Linking to a File"
      - i. Set the link to an existing file ( See ["Setting a File Link"](#), or a new file ( ["Uploading and Linking to a File"](#).. Note: You can remove the icon from this and the following field by selecting **< None Specified >**

as the File Name when setting a file link.

- **System Image:** Select to choose an icon which is part of your DNN application. This displays a list of available images.
  - i. Select the required image.
- b. At **Large Icon**, using the same steps as for the above field, select an image to be used as the Large Icon for any Console module relating to this page.
- c. At **Page Skin**, select **Host** or **Site** to view the associated skins and then select a skin from the drop down list. The default option of **<Use Portal Default>** uses whichever skin is set as the default for this site. See "[Setting the Default Portal Skin and Container](#)"
- d. At **Page Container**, select **Host** or **Site** to view the associated containers and then select a container from the drop down list. Note: The default option of **<Use Portal Default>** uses the skin is set as the default for this site. See "[Setting the Default Portal Skin and Container](#)"
- e. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
- f. In the **Page Header Tags** text box, enter any tags that should be rendered in the "HEAD" tag of the HTML for this page.

**Appearance**

**Icon:**

**Link Type:**

File ( A File On Your Site )

System Image

**Image:**

icon\_marketplace\_16px.gif

**Large icon:**

**Link Type:**

File ( A File On Your Site )

System Image

**File Location:**

Root

**File Name:**

Browse...

**Upload Selected File**

**Select An Existing File**

**Page Skin:**

Host  Site

<Use Portal Default> Preview

**Page Container:**

Host  Site

MinimalExtropy - Title\_Red Preview

**Disabled:**

**Refresh Interval (seconds):**

60

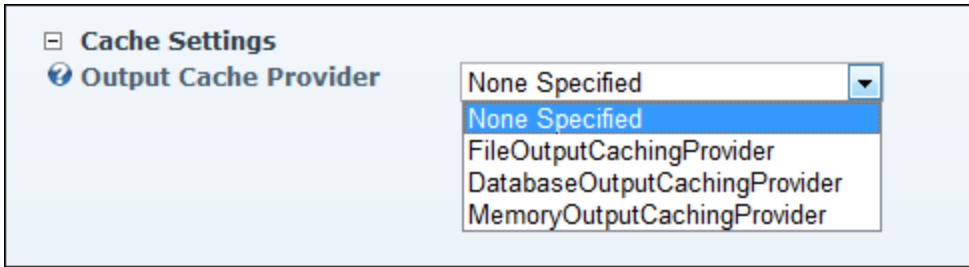
**Page Header Tags:**

toys, environmentally friendly toys, childrens toys, play, educational toys, organic toys, kids toys

3. In the **Cache Settings** section, the following setting is available:

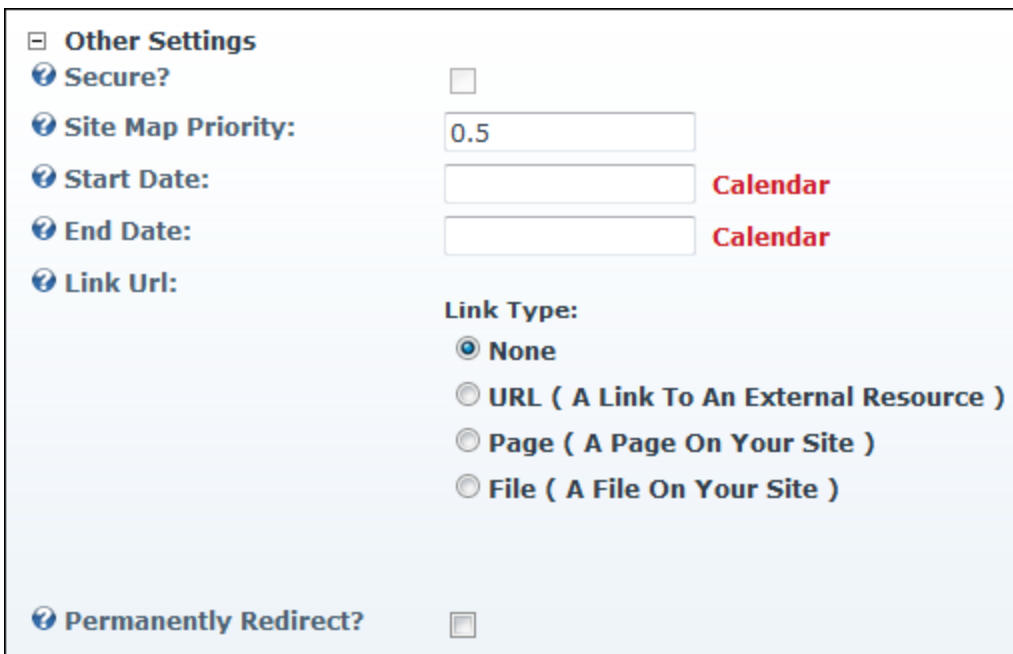
a. At **Output Cache Provider**, select the provider to use for this page from these options:

- FileOutputCachingProvider
- DatabaseOutputCachingProvider
- MemoryOutputCachingProvider



4. In the **Other Settings**, the following **optional** settings are available:

- a. At **Secure?** check  the check box to force this page to use a secure connection or secure socket layer (SSL). This option requires the Administrator to configure the SSL Settings on the Admin > Site Settings page.
- b. At **Site Map Priority**, enter the desired priority (between 0 and 1.0). This helps determine how this page is ranked in Google with respect to other pages on your site (0.5 is the default).
- c. At **Start Date**, click the [Calendar](#) link and select the first date the page is viewable.
- d. At **End Date**, click the [Calendar](#) link and select the last date the page is viewable. Note: Expired pages can be viewed by Administrators via the Admin > Pages page.
- e. At **Link URL**, to set this page to be a navigation link to another resource (rather than displaying the page itself), select or add the link here. ["About the Link Control"](#).
- f. At **Permanently Redirect?**, check  the check box to notify the web browser that this page should be considered as permanently moved. This enables Search Engines to modify their URL's to directly link to the resource. Note: This setting is ignored if the Link Type is set to None.



5. Click the [Update Page](#) link.

---

*Tip: If a Small Icon is set for the page, it will also be used as the small icon for any Console module which is added to the page.*

**Related Topics:**

- See ["Working with the Calendar"](#)
- See ["About The Console Module"](#)

### Advanced Settings for Existing Pages

How to set the advanced settings for existing pages on the Page Settings page. See ["Editing Page Settings"](#). All advanced page settings are optional.

1. Select the **Advanced Settings** tab.
2. In the **Appearance** section, complete any of the following optional settings:
  - a. At **Icon**, select the image to be displayed beside the page name in the menu. This image is also used as the Small Icon for any Console module relating to this page. Select the location of the required icon from these options:
    - **File (A File On Your Site )**, select to choose any imageSee ["Uploading and Linking to a File"](#)
      - i. Set the link to an existing file ( See ["Setting a File Link"](#), or a new file ( ["Uploading and Linking to a File"](#).. Note: You can remove the icon from this and the following field by selecting **< None Specified >** as the File Name when setting a file link.
    - **System Image**: Select to choose an icon which is part of your DNN application. This displays a list of available images.
      - i. Select the required image.
  - b. At **Large Icon**, using the same steps as for the above field, select an image to be used as the Large Icon for any Console module relating to this page.
  - c. At **Page Skin**, select **Host** or **Site** to view the associated skins and then select a skin from the drop down list. The default option of **<Use Portal Default>** uses whichever skin is set as the default for this site. See ["Setting the Default Portal Skin and Container"](#)
  - d. At **Page Container**, select **Host** or **Site** to view the associated containers and then select a container from the drop down list. The default option of **<Use Portal Default>** uses whichever skin is set as the default for this site.
  - e. At **Copy Design to Descendants**, click the [Copy Design](#) link. ["Copying Design to Children Pages"](#).
  - f. At **Disabled**, select from these options:
    - Check  the check box if the page name is not a link. I.e. When you click on the page name in the menu nothing happens. This option is typically selected for a parent page to provide a way for users to navigate to its child pages.
    - Uncheck  the check box for this page name to be a link to the page. This is the default option.
  - g. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
  - h. In the **Page Header Tags** text box, enter any tags (i.e. meta-tags) that should be rendered in the "HEAD" tag of the HTML for this page

Appearance

Icon:

Link Type:

File ( A File On Your Site )

System Image

File Location:

File Name:

[Upload New File](#)

Large icon:

Link Type:

File ( A File On Your Site )

System Image

File Location:

File Name:

[Upload New File](#)

Page Skin:

Host  Site

[Preview](#)

Page Container:

Host  Site

[Preview](#)

Copy design to descendants:

Disabled:

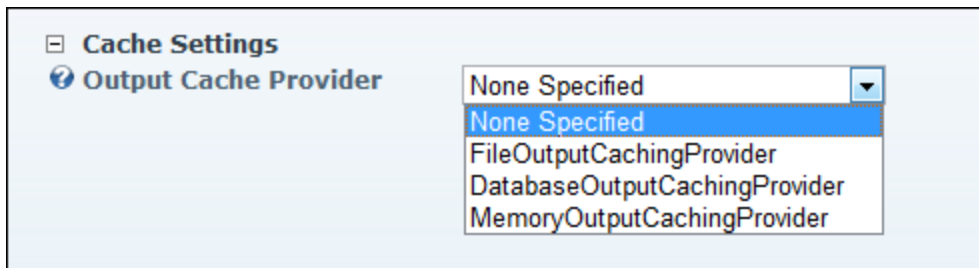
Refresh Interval (seconds):

Page Header Tags:

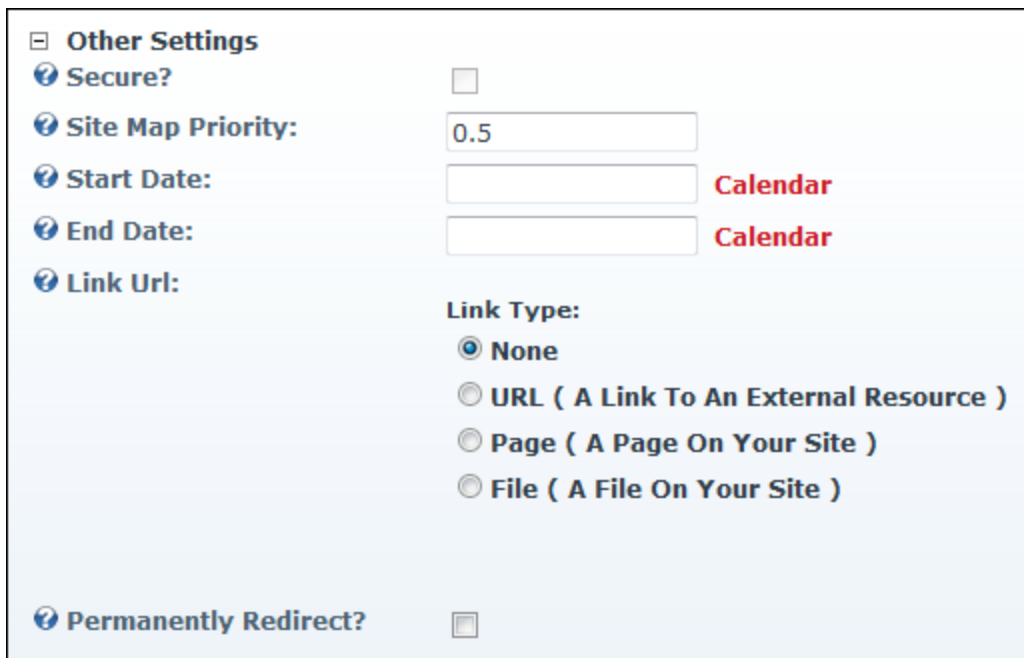
3. In the **Cache Settings** section, the following setting is available:
- a. At **Output Cache Provider**, select the provider to use for this page from these options:
    - FileOutputCachingProvider
    - DatabaseOutputCachingProvider



- MemoryOutputCachingProvider



- In the **Other Settings** section, the following **optional** settings are available:
  - At **Secure?**, check  the check box to force this page to use a secure connection (SSL). This option will only be enabled if the host has enabled SSL ( See "[Setting SSL Settings for a Single Portal](#)" ) - OR - Uncheck  the check box remove use of SSL connection.
  - In the **Site Map Priority** text box, enter the desired priority (between 0 and 1.0). This helps determine how this page is ranked in Google with respect to other pages on your site (0.5 is the default).
  - At **Start Date**, click the [Calendar](#) link and select the first date the page is viewable.
  - At **End Date**, click the [Calendar](#) link and select the last date the page is viewable. Note: Expired pages can be viewed by Administrators via the Admin > Pages page. See "[Viewing any Page \(Pages Module\)](#)".
  - At **Link URL**, to set this page to be a navigation link to another resource, select or add the link here. "[About the Link Control](#)".
  - At **Permanently Redirect?**, check  the check box to notify the client that this page should be considered as permanently moved. This would allow Search Engines to modify their URL's to directly link to the resource. Note: This setting is ignored if the Link Type is set to None.
- Click the [Update Page](#) link.

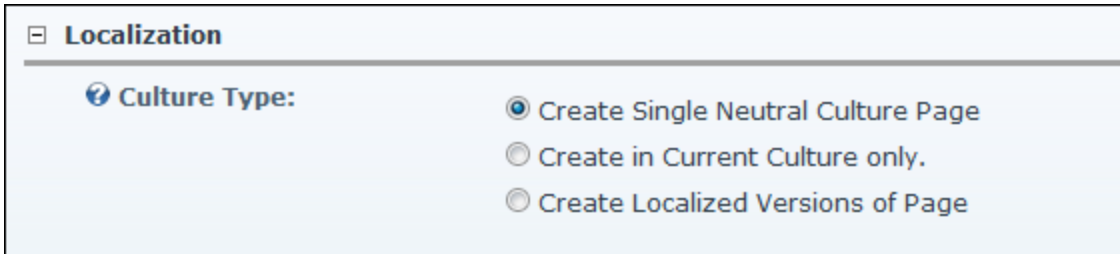


## Localization Settings for New Pages

How to set the localization setting for new pages on the Page Settings page. Note: The Localization section only displays if content localization is enabled.

In the **Localization** section, select from the following:

- **Create Single Neutral Culture Page:** Select to create a single page which is shared for all languages.
- **Create in Current Culture only:** Select to create a page for the language you are currently viewing the site in.
- **Create Localized Versions of Page:** Select to a version of this page for each language. This is the default option.



☰ Localization

🌐 Culture Type:

- Create Single Neutral Culture Page
- Create in Current Culture only.
- Create Localized Versions of Page

Setting Localization Settings for New Pages

## Modules

### About Modules

DNN uses a modular design system to display content on a page. One or more modules are added to each page allowing you to create and manage content. There are many different types of modules, each managing a different type of site content or site administrative tasks.

Your Host can install additional modules which can be purchased from the DotNetNuke Store ([Snowcovered.com](http://Snowcovered.com)).

The screenshot displays a Joomla! administrator interface. At the top, there is a navigation menu with links for HOME, OUR TOYS, STORE, ABOUT US, and ADMIN. A search bar is located in the top right corner. Below the navigation, the breadcrumb trail shows 'You are here: Home' and the user is identified as 'Administrator Account | Logout'. The main content area is divided into three columns. The left column contains a 'Search Input' module with a search box and a 'Go' button. The middle column contains an 'HTML' module with the heading 'Hello from EcoZany!' and two paragraphs of text. The right column contains a 'Media' module displaying a 3D graphic of a house with a rainbow-colored roof. At the bottom of the page, there is a footer with navigation links and an 'Add Tags' button.

A page which has the Search Input, HTML and Media modules added to it

Note: All users can perform the following actions on modules, however these actions may be disabled on one or more modules.

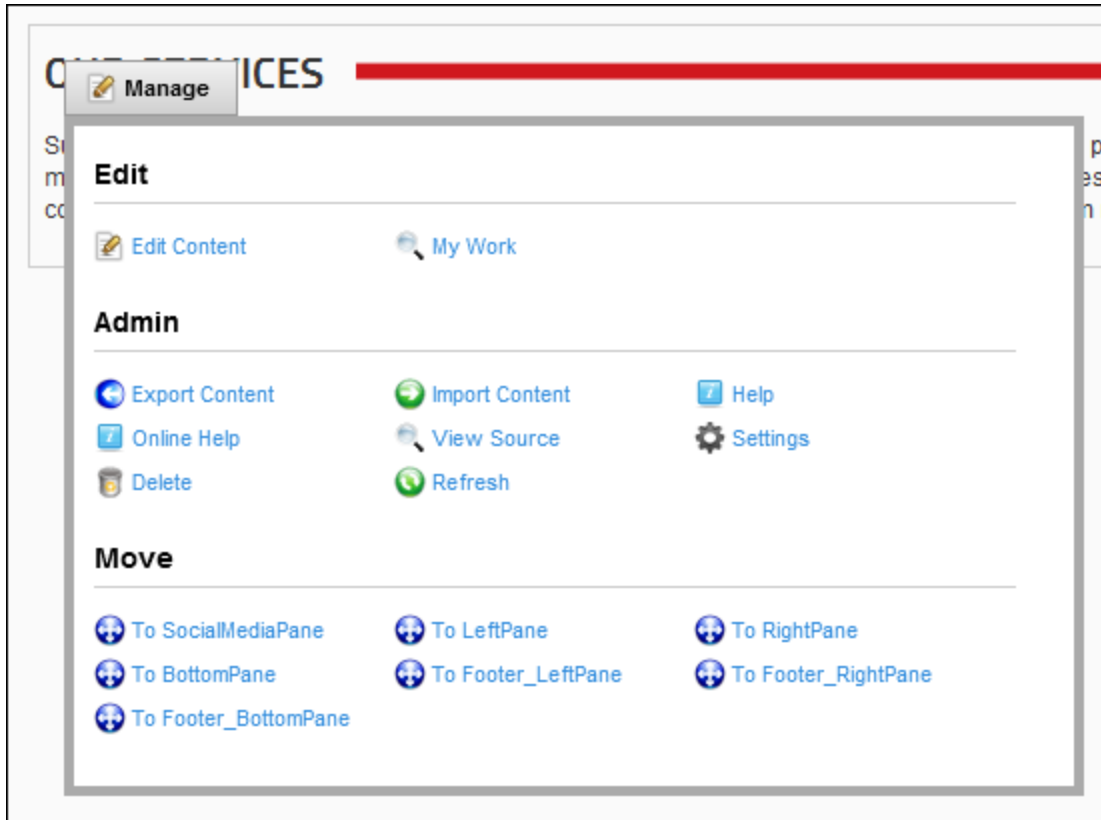
- See "Minimizing and Maximizing Content"
- See "Printing Content"
- See "Subscribing to Syndicated Content"
- See "Tagging Page Content"

#### **Related Topics:**

- See "About Module Settings" and the related section for details on setting the module settings which are common to all modules

#### **Module Actions Menu**

The module actions menu, enables users with the correct permissions to add and edit module content, delete or move modules, import/export module content, print module content, and view a Syndicated URL of the module content. The menu also provides access to the Module Settings page where users can set module specific setting such as view and edit permissions and design settings can be configured.



The Module Actions Menu

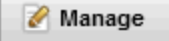
### Opening the Module Actions Menu

How to view the options available to you on the module actions menu. Note: Some menu options are role restricted.





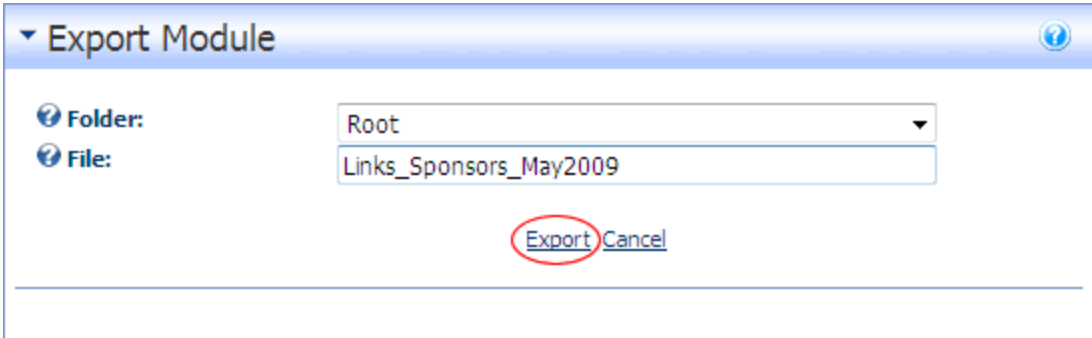


**Important.** If the Control Panel is displayed, ensure Mode is set to **Edit** to view and access this menu.

---

*Tip: You can drag the Manage button to any location within the boundaries of its module.*

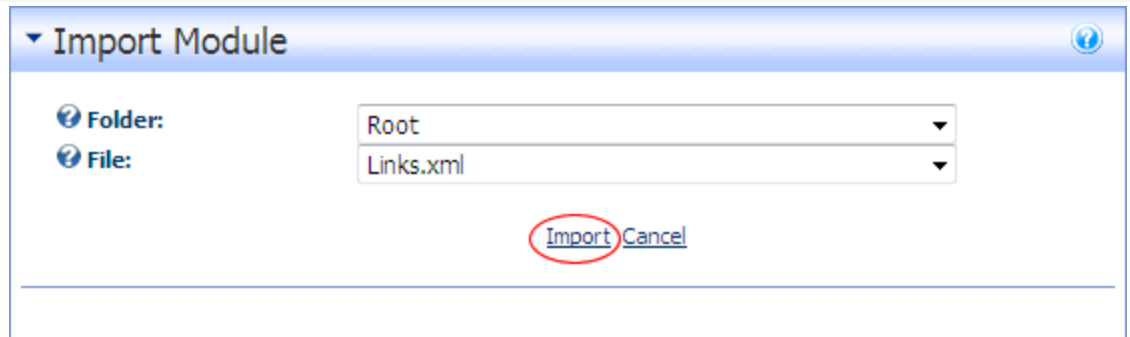
1. Mouse over the **Manage**  button to view the drop-down menu.

## Function of Menu Icons

Icon	Name	Function
	<b>Edit</b>	
	<b>Edit Content</b>	Add a new record to the module or edit the existing content.
	<b>My Work</b>	View your current workflow tasks in the HTML/HTML Pro module.
	<b>Admin</b>	
		Export content from the module. Exported content can then be imported it into another module of the same type. E.g. You can only import content from a Links module into another Links module. Modules which allow content import/export are known as IPortable modules. Examples include the Announcements, FAQ, Help, Links, Media, Repository, Survey, HTML/HTML Pro and XML modules.
		This option may be disabled in the menu.
		<ol style="list-style-type: none"><li>1. Select  <b>Export Content</b> from the module actions menu. This opens the Export Module page.</li><li>2. At <b>Folder</b>, select the folder where you want to save the exported content.</li><li>3. In the <b>File</b> text box, enter a name for the export file. Note: The module type is entered by default. It is useful to keep this as the start of the file name so you can easily identify the module type in the future. E.g. Links_Sponsors_December2011</li><li>4. Click the <u>Export</u> link. This creates an XML file which is saved to the selected folder.</li></ol>
	<b>Export Content</b>	
		
		Exporting Module Content
		Enables exported content to be imported into IPortable modules. Note: Content must first be exported from a module of the same type. E.g. You can only import content from a Links module into another Links module.
		This option may be disabled in the menu.
		<ol style="list-style-type: none"><li>1. Select  <b>Import Content</b> from the module actions menu. This opens the Import Module page.</li><li>2. At <b>Folder</b>, select the folder where exported file is located from the drop-down list.</li><li>3. At <b>File</b>, select the file name from the drop-down list.</li><li>4. Click the <u>Import</u> link.</li></ol>
	<b>Import Content</b>	
<hr/> <i>Tip: If the module already contains content, the imported content is merged with the existing content.</i>		

Icon Name

Function



Importing Module Content

Enables users to view a syndicated feed of the module content. This feed can be downloaded to your computer or displayed in another module such as the News Feeds (RSS) module. Syndication must be enabled on the Module Setting page of a module. See "[Configuring Basic Page Settings for Modules](#)"

Opens the Module Help page for this module. Here you can view basic module information and help.



Syndicate



Help

My Website > Home

## About The Banners Module













The Banners Module displays rotating banner advertising for Site and Host Vendors.

### Set Banner Options

1. Add a **Banners** module, or go to an existing **Banners** module.
2. Click **Set Banner Options**.
3. At Banner Source, select **Site** or **Host**.
4. At Banner Type, select the banner type.
5. At Banner Count, select the number of banners to be displayed.
6. Click **Update**.

[Cancel](#)

1. **Optional.** Click the [View Online Help](#) link to view detailed help for this module online. This opens the Online Help resource in a new Web browser.
2. Click the [Cancel](#) link to return to the module.

Icon	Name	Function
	<b>Online Help</b>	Select to view the Online Help Web site associated with your site. The default option is the free resource called DNN Online Help which is maintained by DNN Corp however your Host may use another resource. This option may be disabled in the menu.
	<b>Print</b>	Provides a print friendly copy of the module content for printing. Print must be enabled on the Module Setting page of a module. See " <a href="#">Configuring Basic Page Settings for Modules</a> " Opens the module settings page for this module. This page provides Page Editors and Administrators with access to configure a wide range of module settings.
<hr/> <i>Tip: Ensure Mode is set to Edit on the Control Panel.</i> <hr/>		
	<b>Settings</b>	<ol style="list-style-type: none"> <li>1. Select  <b>Settings</b> from the module actions menu - OR - Click the <b>Settings</b>  button.</li> <li>2. This opens the Module Settings page.</li> <li>3. Edit one or more settings as required.</li> <li>4. Click the <u>Update</u> link.</li> </ol>
	<b>Delete</b>	Delete the module. See " <a href="#">Restoring Deleted Modules</a> "
	<b>Refresh</b>	Refreshes the module with the latest content.
<b>Move Section</b>		
	<b>To Top</b>	Move the module to the top (above all other modules) within the current pane.
	<b>To Up</b>	Move the module up one position within the current pane.
	<b>To Down</b>	Move the module down one position within the current pane.
	<b>To Bottom</b>	Move the module to the bottom (below all other modules) within the current pane.
	<b>To [PaneName]</b>	Move the module to another pane on the current page.

#### Adding a New Module (RibbonBar)

How to add a new module to a page using the RibbonBar. Adding a new module inserts a module without content into the current page.

**Permissions.** You must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

**Important.** If content localization is enabled, See "[Adding a Module to all Languages](#)" or "[Adding Modules to a Secondary Language Only](#)". as required.

1. On the RibbonBar, hover over the **Modules** tab until the Add Module window appears. **Add New Module** is pre-selected. Note: On the Iconbar, go to the Module Insertion section and select **Add New Module**.
2. At **Module Selection**, set the following options:
  - a. At **Category**, select one of the following module categories from the drop-down list to populate the Module field below with the related modules.
    - **Admin:** Modules which are typically used for site administration rather than managing content.
    - **Common:** Modules selected as frequently used.
    - **Enterprise:** Modules specific to DNN Enterprise Edition.
    - **Professional:** Modules specific to DNN Professional Edition.
    - **All Categories:** Modules within all categories including those which haven't been associated with a category).

- b. At **Module**, select the module to be added. E.g. HTML
3. **Optional.** In the **Title** text box, enter a title for this module. E.g. About Us. If no title is entered, the module name is used by default.
4. **Optional.** At **Visibility**, select from the following options:
  - **Same As Page:** This sets the module as visible to all roles/users who can view this page. This is the default setting.
  - **Page Editors Only:** The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
5. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
6. **Optional.** At **Insert**, select the placement of the module from the first drop-down box. One or more of the following options is available, depending on the number of modules located in the selected pane:
  - **Top:** Select to add the module above all existing modules within the selected pane. Skip to Step 9.
  - **Above:** Select to add the module above another chosen module within the selected pane.
    - a. At **Module**, select the module the new module will be added above.
  - **Below:** Select to add the module below another module within the selected pane.
    - a. At **Module**, select the module the new module will be added below.
  - **Bottom:** This adds the module below all existing modules within the selected pane. This is the default option.
7. Click the **Add Module** button on the RibbonBar - OR - Click the [Add Module To Page](#) link on the Iconbar. For modules that enable you to add content, "[Adding Module Content](#)".

---

*Tip: When you add the module listed as Users & Roles, three separate modules (Security Roles, My Profile and User Accounts) are added to the page. These modules do not need to be used on the same page. You can delete one or all of them, or move them to different pages as you like.*

---

Adding a New Module using the RibbonBar

Adding a New Module using the Iconbar



### Adding an Existing Module (RibbonBar)


How to add an existing module to the current page using the RibbonBar. The content of this module is shared with the existing module, therefore updating the content on any version of this module will update the content in all of the other versions as well.

**Important.** You cannot add an existing module to the page where it already exists.

---

*Tip: You must be authorized to deploy a module and have the appropriate page editing permissions to add modules to the current page.*

---

1. Maximize  the Control Panel.
2. Select the Common Tasks tab and at **Add Module** select **Existing**.
3. At **Page**, select the page where the existing module is located.
4. At **Category**, select the category this module belongs to from these options:
  - **Uncategorized:** Modules which have not been assigned to a category.
  - **Admin:** Modules which are located on the Admin Console (e.g. File Manager, User Accounts) or require some Admin assistance (e.g. Banners). These modules are typically available only to Administrators, however they can be configured to enable other users to deploy them to the site.
  - **Host:** Modules which are located on the Host Console (e.g. SQL, Schedule). These modules only to Host.
5. At **Module**, select the module to be added. Note: Selecting the module here appends either 'with content' or 'without content' to the Copy Module field below depending on whether the selected module supports copying of content.
6. **Optional.** At **Visibility**, select from the following options:
  - **Same As Page:** This sets the module as visible to all roles/users who can view this page. This is the default setting.
  - **Page Editors Only:** The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
7. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
8. **Optional.** At **Insert**, select the placement of the module from the first drop-down box. One or more of the following options is available, depending on the number of modules located in the selected pane:
  - **Top:** Select to add the module above all existing modules within the selected pane. Skip to Step 9.
  - **Above:** Select to add the module above another chosen module within the selected pane.
    - a. At **Module**, select the module the new module will be added above.
  - **Below:** Select to add the module below another module within the selected pane.
    - a. At **Module**, select the module the new module will be added below.
  - **Bottom:** This adds the module below all existing modules within the selected pane. This is the default option.

9. At **Copy Module**, select from these options:

- Check  the check box to create an independent instance of this module. This new module contains both the settings and (where applicable) the content of the existing module however you can modify this module without affecting the existing module.
- Uncheck  the check box to display the existing module on this page. This module shares the settings and (where applicable) the content of the existing module and modifying either instance will update both versions.

10. Click the **Add Module** button.

**Related Topics:**

- ["Adding Module Content"](#).
- [See "Setting Permissions to Deploy a Module"](#)

**Adding an Existing Module (Iconbar)**


How to add an existing module to the current page using the Iconbar. The module content is shared so if you update the content on one module the content in the other module also updates.

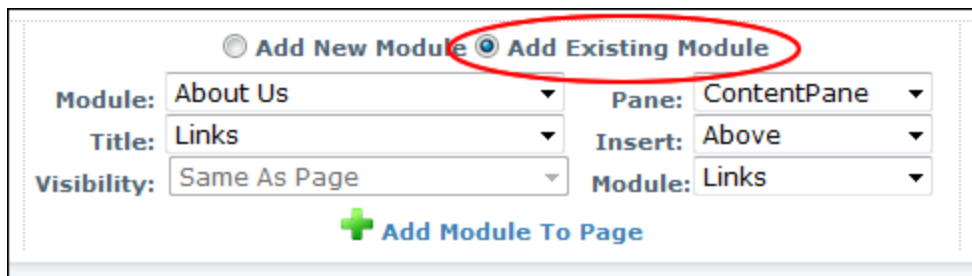
**Important.** You cannot add an existing module to the page where it already exists.

---

*Tip: You must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.*


---

1. Maximize  the Control Panel.
2. Go the Module Insertion section and select **Add Existing Module**.



3. At **Page**, select the page where the existing module is located.
4. At **Module**, select the module to be added.
5. **Optional.** At **Visibility**, select from the following options:
  - **Same As Page:** This sets the module as visible to all roles/users who can view this page. This is the default setting.
  - **Page Editors Only:** The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
6. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
7. **Optional.** At **Insert**, select the placement of the module from the first drop-down box. One or more of the following options is available, depending on the number of modules located in the selected pane:

- **Top:** Select to add the module above all existing modules within the selected pane. Skip to Step 9.
- **Above:** Select to add the module above another chosen module within the selected pane.
  - a. At **Module**, select the module the new module will be added above.
- **Below:** Select to add the module below another module within the selected pane.
  - a. At **Module**, select the module the new module will be added below.
- **Bottom:** This adds the module below all existing modules within the selected pane. This is the default option.


8. Click the  [Add Module To Page](#) link. For modules that enable you to add content.

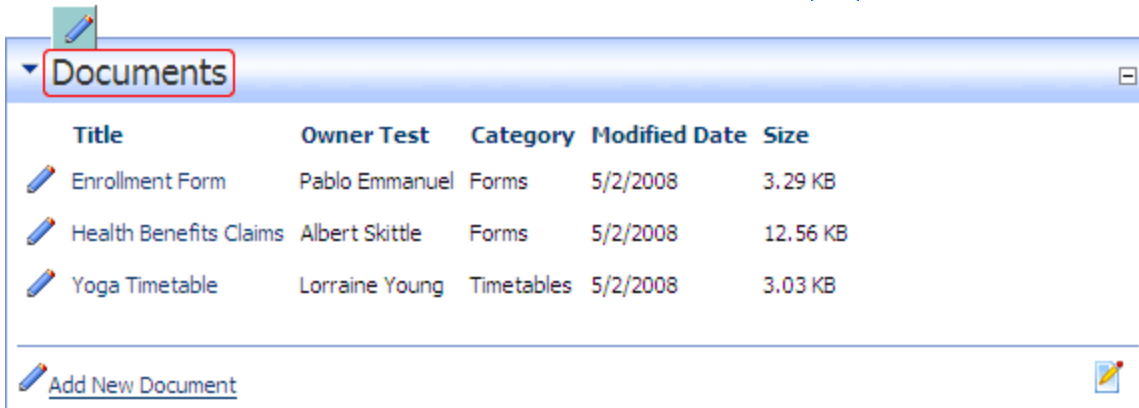
**Related Topics:**


- ["Adding Module Content"](#).

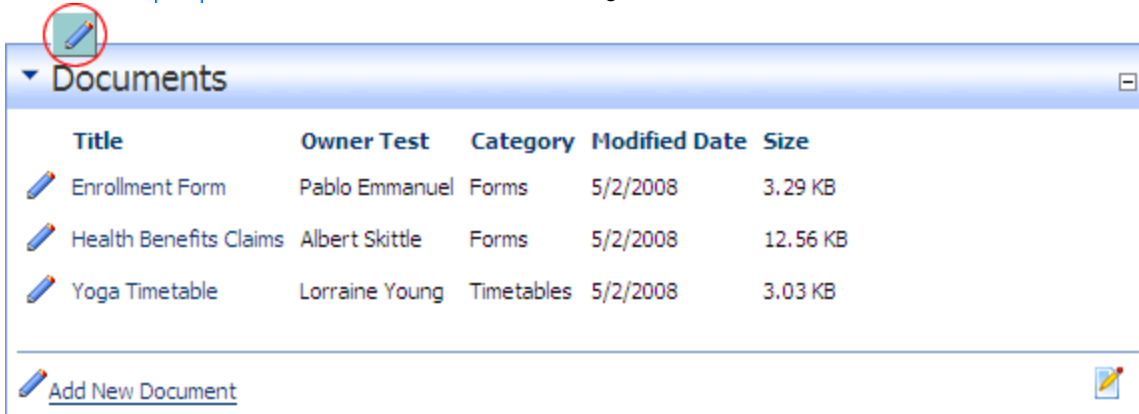
**Editing Module Title Inline**

How to edit the title of a module inline. Note: If this setting has been disabled, the title can instead be edited by a Page Editor on the Module Settings page. See ["About Module Settings"](#).

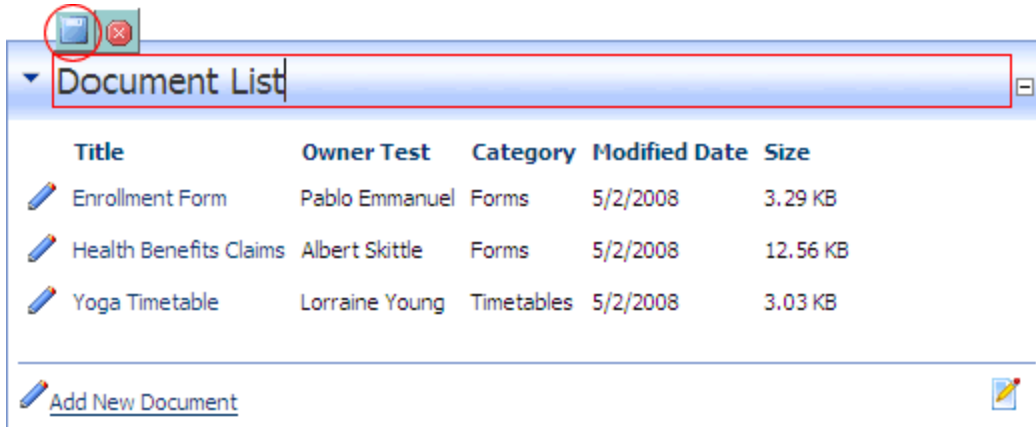
1. Place your mouse over the module title to be edited. This displays the **Edit**  button above the module title.




2. Click the **Edit**  button. This enables inline title editing.



3. Edit the title.



4. Click the **Update**  button to save your changes - OR - Click the **Cancel**  button to cancel your changes.




### Adding Module Content

How to add content to a module. This topic demonstrates how content is typically added to modules, however this is not typical of all modules. For details on adding content to different module types, see the "Managing Module Content" and "Advanced Site Management" sections of this manual.

---

*Tip: If the Control Panel is displayed, ensure Edit mode is selected.*

---

1. Select  **Add [Item]** from the  module actions menu - OR - Click the  Add [Item] link (typically located at the base of the module).
2. Complete the form fields.
3. Click the Update link.

### Editing Module Content



How to edit module content. This topic demonstrates how content is typically edited on modules, however this is not applicable to all modules. For detailed information on editing content for individual module types, see the "Managing Module Content" section of this manual.

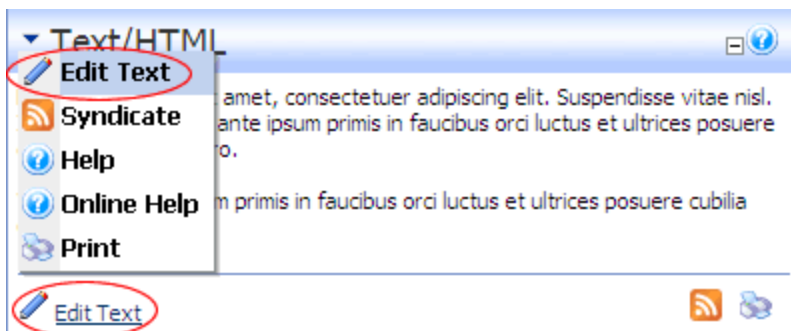
---

*Tip: If the Control Panel, ensure EDIT mode is selected.*

---


### Editing modules with a single content item such as the HTML and IFrame modules:

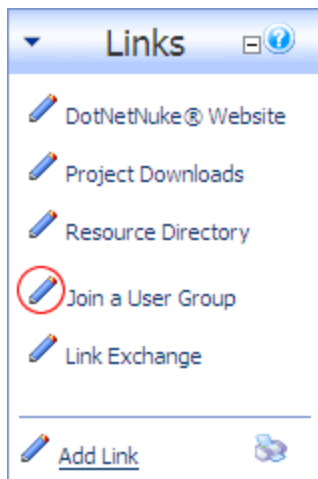
1. Select  **Edit [Item]** from the  module actions menu - OR - Click the  Edit [Item] link (typically located at the base of the module). This opens the Edit page for this module.



2. Edit the fields.
3. Click the Update link.

**Editing modules with multiple items such as the Announcements and Links modules:**

1. Click the **Edit**  button located beside the content to be edited. This opens the edit page for this module.



2. Edit the fields.
3. Click the Update link.

**Related Topics:**

- See "Editing (Translating) Localized Module Content"
- See "Editing the Content of Shared Modules"

**Deleting Module Content**

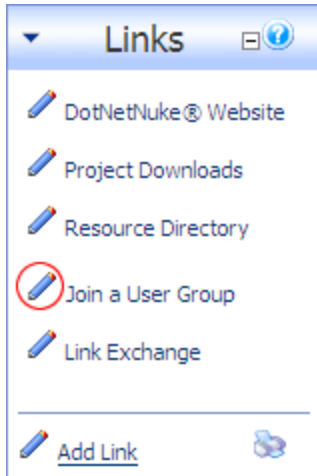
How to delete module content. This topic demonstrates how content is typically deleted from a module, however this is not applicable to all modules. For full details on deleting content for individual module types, see the "Managing Module Content" section.

---

*Tip: If the Control Panel, ensure EDIT mode is selected.*

---

1. Click the **Edit**  button located beside the content to be deleted.



2. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button to confirm.

---

*Tip: To delete content from modules with a single content item such as the HTML and IFrame modules you can either remove all the content or simply delete the module.*

---

### Deleting a Module

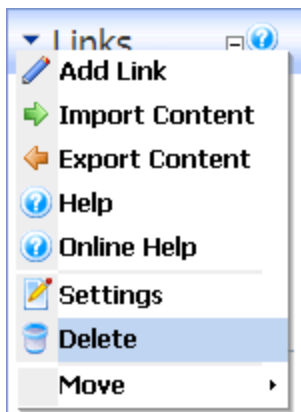
How to delete a module from a page.

---

*Tip: Deleted modules are stored in the Recycle Bin.*

---

1. Select  **Delete** from the  module actions menu. This displays the message "Are You Sure You Want To Delete This Module?"



2. Click the **OK** button to confirm.

### Related Topics:


- [See "Delete Modules from Secondary Language"](#)

### Module Settings

#### About Module Settings

All modules include a Module Settings page which enables authorized users to modify basic settings related to the module content (e.g. module title, module header and footer, module start and end dates) and module permissions (e.g. which roles or users are able to view

and manage the module). This page also controls more advanced settings related to the design of the module (containers, borders, printing) and site wide module settings.

All modules have a Settings page which is accessed by selecting  **Settings** from the module actions menu. The Module Settings page enables authorized users to modify basic module settings related to the module content (e.g. module title, module header and footer, module start and end dates) and module permissions (e.g. which roles are able to view and edit a module). This page also controls more advanced settings related to the design of the module (containers, borders, printing) and site wide module settings.

The page is divided into these tabs:

- **Module Settings:** Settings relating to the Module content. Module Settings are settings which are the same on all pages where the Module appears. This section is divided into Basic Settings, Advanced Settings and Added to Pages.
- **Permissions:** This section includes module permissions where access to view, edit and manage the module is set. Note: Some modules have additional permissions to add/edit and manage module content.
- **Page Settings:** Settings specific to this particular occurrence of the module for this page. This section is divided into Basic Settings and Advanced Settings.
- **Localization Settings:** The Localization section only displays if content localization is enabled. For full details on working with this section, [See "About Content Localization"](#)
- **Module Specific Settings:** Several modules have additional settings which are specific to this module type. This section is typically named according to the module type. E.g. This section is named Links Settings on the Links module. Modules which have specific settings include the Announcements, Documents, Events, FAQ and many more.

## Module Settings



### Configuring Basic Module Settings

How to view basic module settings and set the module title and tags, which is a way of categorizing content for more meaningful search results. Note: In order to view the Module Title, the **Display Container?** setting must be checked and the container applied to the module must include the [TITLE] skin token.

---

*Tip: You may also be able to edit to title inline. [See "Editing Module Title Inline"](#).*

---

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Go to the **Module Settings - Basic Settings** section.
3. At **Module Culture**, the culture associated with this module is displayed.
4. At **Module**, view the name of the module. This field cannot be edited. E.g. Announcements, HTML, etc.
5. In the **Module Title** text box, edit the module title.
6. At **Tags**, click on the drop-down box and then check  the check box beside the tag you want to associate with this module. Repeat to select additional tags. Tagging is a way of categorizing content for more meaningful search results. Note: Tags can be created by users ([See "Tagging Page Content"](#)) or editors ([See "Creating a Vocabulary"](#)).

Basic Settings	
Module Culture:	<input type="checkbox"/> Neutral Culture
Module:	HTML
Module Title:	Home
Tags:	Dolls, Wooden Toys

7. Click the [Update](#) link.

HOME

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!



EcoZany

Environmentally friendly toys

---

*Tip: You may be able to edit the module title directly on the page. See "[Editing Module Title Inline](#)".*

**Related Topics:**

- [See "Tagging Page Content"](#)
- [See "Creating a Vocabulary"](#)

**Configuring Advanced Module Settings**

How to set a module to display on all pages including the Admin Console pages, or to only on newly added pages. Module content is shared therefore changes made on one instance of the module are reflected on all instances of the module. If you choose to only display the module on new pages, this doesn't affect the pages where it is already located.

Once a module is set to display on all/new pages, if you make changes to any module settings located on the Module Settings tab, then these changes will be reflected on all copies of the module. However, changes to module settings located on the Page Settings tab are unique to the module which you changed. Note: If the control panel is displayed, ensure the **Mode** is set to Edit.



1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **Module Settings - Advanced Settings** section.
3. At **Display Module On All Pages?**, select from these options:
  - Check  the check box. This displays the **Add To New Pages Only?** field.\*
    - a. **Optional.** At **Add To New Pages Only?**, select from these options:
      - Check  the check box to only add the module to any new pages which are added.
      - Uncheck  the check box to add the module to both existing and new pages.
  - Uncheck  the check box to disable.

**Advanced Settings**

Display Module On All Pages?

Add to new pages only?

Hide Admin Border

Header:

4. At **Hide Admin Border**, select from these options to set the visibility of the "Visible By Administrators Only" message. The message is displayed to Administrators and SuperUsers on modules which are only visible to Administrators. This message appears on the page where the module is located as well as on the Module Settings page for that module. This message is also displayed by default for any modules which are added to the Admin pages.
  - Check  the check box to hide the message. This will hide the message even if the module is only visible by administrators.
  - Uncheck  the check box to display the message. This displays the message even if the module is only visible to members in the Administrator role (which by default includes all hosts).
5. In the **Header** text box, add, edit or delete the header which displays above the module content. Plain text and basic HTML such as headings, italic and bold can be used.
6. In the **Footer** text box, add, edit or delete the footer which displays below the module content.

## Advanced Settings

Display Module On All Pages? [?](#)

Add to new pages only? [?](#)

Hide Admin Border [?](#)

Header: [?](#)

Footer: [?](#)

Start Date: [?](#)  [Calendar](#)

End Date: [?](#)  [Calendar](#)

7. At **Start Date**, click the [Calendar](#) link and select the first day that the module will be visible on the site. Modules with a start date are only visible to Page Editors and Administrators prior to that date, enabling them to create content in advance. A "Module Effective - [start date]" message is displayed to these users prior to the start date.
8. At **End Date**, click the [Calendar](#) link and then select the last day that the module will be visible on the site. Once the end date is reached, the module is only visible to Page Editors and Administrators, enabling them to retain, edit and republish the content as desired. A "Module Expired [end date]" message is displayed to these users once the module has expired.

## Advanced Settings



Display Module On All Pages?

Add to new pages only?

Hide Admin Border

Header:

Footer:

Start Date:

6/1/2011

[Calendar](#)

End Date:

6/30/2011

[Calendar](#)

9. Click the Update link.

## WELCOME TO ECOZANY

Module Effective - 1/1/2012

### My Module Header

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!



### My Module Footer

 Edit Content 

Module with a start date, header and footer

## TEXT/HTML

Visible By Administrators Only

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

The message displayed when Admin Border is displayed

*\* Tip: You can delete any instance of a module from any page without is affecting this setting.*

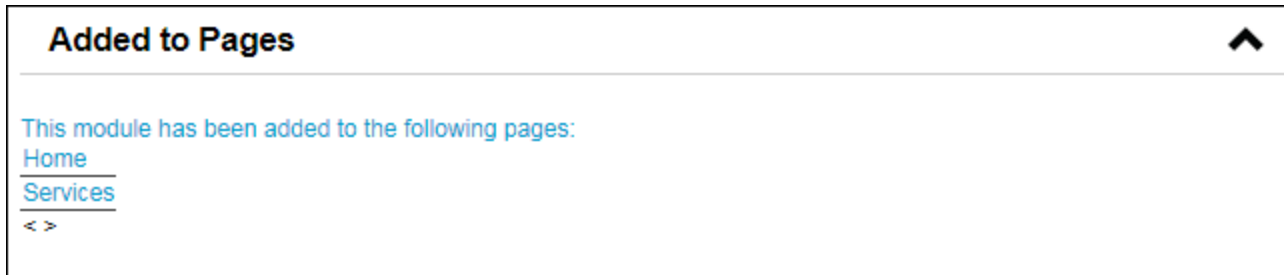
See **"Working with the Calendar"**.

- See **"Working with the Calendar"**.

### Viewing Added To Pages Module Settings

How to view a list of the pages where a module is located. This setting includes a link to view the module on any of the listed pages.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **Module Settings - Added To Pages** section. This displays a hierarchical list of all pages (apart from the current page) where this module is located.
3. **Optional.** Click on the linked [Page Name] to view the module on that page.



The Added To Pages List

#### **Related Topics:**

- ["Configuring Advanced Module Settings"](#).

#### **Permissions**

##### **About Module Permissions**

How to set access to view, edit and manage module content by roles and/or usernames. Here you will find an overview of the different module permissions available. For full details [See "Setting Module Permissions"](#)

**Important.** In DNN Community edition, module management permissions consist of only two settings: View and Edit. In DNN Professional, module management has seven permissions.

##### **Professional Edition Module Permissions:**

##### *Only available in DotNetNuke Professional Edition*

Here is the full list of module permissions available in Professional Edition:

- **View:** Users can view the module on the page.
- **Edit Content:** Users can edit the module content.
- **Delete:** Users can delete the module through the module actions menu.
- **Export:** Users can export the module content using the module actions menu.
- **Import:** Users can import the module content using the module actions menu.
- **Manage Settings:** Users can change access the module settings page for this module and manage all setting excluding permissions.
- **Full Control:** Users have full administrator rights for the module.

Module Settings	Permissions	Page Settings	HTML Module Settings				
	View	Edit Content	Delete	Export	Import	Manage Settings	Full Control
Administrators							
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Subscribers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  [Add](#)

Inherit View permissions from Page

Module Permissions in DNN Professional Edition

### Community Edition Module Permissions:

Here is the list of module permissions available in Community Edition:

- **View Module:** Users can view the module on the page.
- **Edit Module:** Users can add and edit the module content.

Module Settings	Permissions	Page Settings	HTML Module Settings	
	View Module	Edit Module		
Administrators				
All Users		<input type="checkbox"/>		
Registered Users				
Subscribers		<input type="checkbox"/>		
Translator (en-US)		<input type="checkbox"/>		
Unauthenticated Users		<input type="checkbox"/>		
John				

Username:  [Add](#)











Inherit View permissions from Page









Module Permissions in DNN Community Edition

### Setting Module Permissions

How to set permissions to view and edit a module. Permission can be granted or denied for a role or for an individual user. Additional permission options are available on some modules such as the Events module.

Fine grain management of modules is available in Professional Edition by providing these additional settings: Delete, Import, Export, Manage Settings, and Full Control. *Only available in DotNetNuke Professional Edition*

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Permissions** tab.
3. **Optional.** In the **Username** text box, enter the username of a user to whom you wish to grant or deny module permissions, and then click the  **Add** link. Repeat for additional usernames.
4. **Optional.** At **Filter By Group**, select from the following options:
  - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
  - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
  - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
5. **Optional.** At **Inherit View permissions from Page**, select from these options:
  - Check  the check box if the users which are authorized to view this module should be the same as the page it is located on. This displays the  Security Roles image in the View (or View Module) column indicating that the view security is 'locked'. Skip to step 7.
  - Uncheck  the check box to set different permissions for viewing this module than set for the page it is located on. If you choose to uncheck this option, the check boxes at View Module will become available.
6. In the **View** (or **View Module**) column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
  - **Not Specified**: Permissions are not specified. Users cannot view the module unless they belong to another role/username which has been granted permission, or are granted Full Control permissions. Note: Users with Edit Module permissions in DNN Community Edition cannot view the module.
  -  **Permission Granted**: Users can view the module.
  -  **Permission Denied**: Users cannot view the module, unless Full Control is granted.
7. If you are using DotNetNuke Community Edition, Skip to Step 14.
8. In the **Edit Content** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
  - **Not Specified**: Permissions are not specified. Users cannot edit content unless they belong to another role/username which has been granted permission, or are granted Full Control permissions.
  -  **Permission Granted**: Users can edit content.
  -  **Permission Denied**: Users cannot edit content, unless Full Control is granted.
9. In the **Delete** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
  - **Not Specified**: Permissions are not specified. Users cannot delete the module unless they belong to another role/username which has been granted permission, or are granted Full Control permissions.
  -  **Permission Granted**: Users can delete the module.
  -  **Permission Denied**: Users cannot delete the module, unless Full Control is granted.

10. In the **Export** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
  - **Not Specified:** Permissions are not specified. Users cannot export the module unless they belong to another role/username which has been granted permission, or are granted Full Control permissions.
  -  **Permission Granted:** Users can export the module.
  -  **Permission Denied:** Users cannot export the module, unless Full Control is granted.
11. In the **Import** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
  - **Not Specified:** Permissions are not specified. Users cannot import the module unless they belong to another role/username which has been granted permission, or are granted Full Control permissions.
  -  **Permission Granted:** Users can import the module.
  -  **Permission Denied:** Users cannot import the module, unless Full Control is granted.
12. In the **Manage Settings** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
  - **Not Specified:** Permissions are not specified. Users cannot manage module settings unless they belong to another role/username which has been granted permission, or are granted Full Control permissions.
  -  **Permission Granted:** Users can manage module settings.
  -  **Permission Denied:** Users cannot manage module settings, unless Full Control is granted.
13. In the **Full Control** ( or **Edit Module** ) column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
  - **Not Specified:** Permissions are not specified.
  -  **Permission Granted:** Users have full control to view the module, manage module content and manage module settings. Note: In DNN Community Edition, View Module permissions must also be granted.
  -  **Permission Denied:** Users are denied full control.
14. Click the [Update](#) link.

---

*Tip: When setting Permissions, you can change the selection at Filter By Group and set permissions for any of the related roles before updating.*

---

For Example: In the below screen capture, permission to view the module are inherited from the page and permission to edit the module has been granted to all Registered Users, apart the user with the username John who has been denied access to edit the module.



Module Settings	Permissions	Page Settings	HTML Module Settings
	<b>View Module</b>	<b>Edit Module</b>	
Administrators			
All Users		<input type="checkbox"/>	
Registered Users			
Subscribers		<input type="checkbox"/>	
Translator (en-US)		<input type="checkbox"/>	
Unauthenticated Users		<input type="checkbox"/>	
	<b>View Module</b>	<b>Edit Module</b>	
John			
Username:	<input type="text" value="John"/>	<a href="#">Add</a>	
<input checked="" type="checkbox"/>	Inherit View permissions from Page		

Setting Module Permissions

## Page Settings

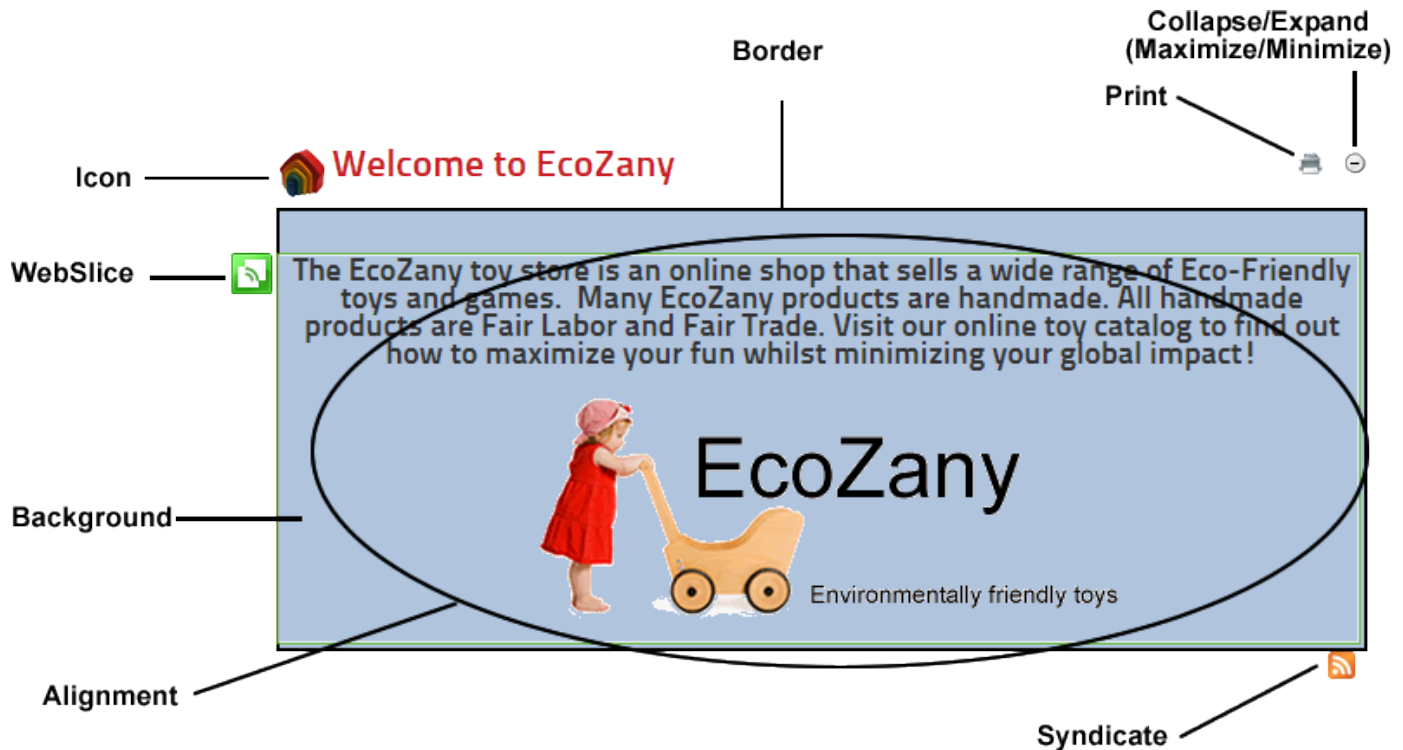
### Configuring Basic Page Settings for Modules

How to set the Module Settings in the Page Settings - Basic Settings section of the Module Settings page.

**Note:** Some module containers may not include the skin token required to view the icon, module title, Minimize/Maximize button, Print button or Syndicate button.


**Important.** The **Display Container?** setting must be checked to view the Icon, Module Title, Expand/Collapse, Print and Syndicate settings.

The below diagram shows the settings which you can set in this section.



1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Page Settings** tab.
3. Go to the **Basic Settings** section.
4. At **Display Container?**, check  the check box to display the module container - OR - Uncheck the check box to hide the module container
5. At **Icon**, choose whether to display an icon in the module container. The icon can be any common image type such as a JPEG, or GIF. The icon is typically displayed to the left of the module title.
  - a. At **Link Type**, select from the following:
    - **None**: Select for no icon.
    - **File ( A File On Your Site)**: Select to choose an image from the File Manager or upload a file. See "Uploading a File and Linking to the File"
      - i. See "[Setting a File Link](#)",
      - ii. At **File Name**, select the file from the drop-down list. See "[Setting a File Link](#)". Tip: Another way to set no icon is to select **<None Specified>** at this field.

## Basic Settings

Icon:  Link Type:

None  
 File ( A File On Your Site )  
 System Image


File Location:

File Name:

[Upload New File](#)

- **System Image:** Select to choose from the system icon library.
  - At **Image**, select an image from the drop-down list.









## Basic Settings


Icon:  Link Type:


None  
 File ( A File On Your Site )  
 System Image


Image:


- At **Alignment**, select the default alignment for module content. Content which has been formatted using the RTE will override this setting.
  - **Left, Center, Right:** Select content alignment.
  - **Not Specified:** Select to use default alignment.
- In the **Color** text box, enter a color name or hex number. E.g. Navy or #CFCFCF. Find Color code charts at [http://www.w3schools.com/Html/html\\_colors.asp](http://www.w3schools.com/Html/html_colors.asp).
- In the **Border** text box, enter a number to set the width of the border in pixels. E.g. 1 = 1 pixel width. Leave this field blank for no border.


9. At **Collapse/Expand**, select from the following options to set the visibility of module content.
- **Maximized**: Select to display the module content on the page. The **Minimize**  button is displayed enabling users to minimize the content.
  - **Minimized**: Select to hide the module content. The module title, header and footer are still visible. The **Maximize**  button is displayed enabling users to maximize the content.
  - **None**: Select to display module content and remove the **Maximize**  / **Minimize**  button.
10. At **Display Container?**, check  the check box to display the module container - OR - Uncheck  the check box to hide the module container including the icon, module title, Minimize/Maximize button, Print button or Syndicate button.
11. At **Allow Print?**, select from the following options to set the visibility of the **Print**  button which enables users to print the module content. The Print icon displays in the menu and on the module container.
- Check  the check box to display the **Print**  button and allow printing.
  - Uncheck  the check box to disable.
12. At **Allow Syndicate?**, select from the following options to enable or disable the **Syndicate**  button. Syndication enables users to create an XML syndication of module content.
- Check  the check box to allow syndication and display the **Syndicate**  button.
  - Uncheck  the check box to disable syndication.


**Alignment:**   Left  Center  Right  Not Specified


**Color:** 

**Border:** 

**Collapse/Expand:**   Maximized  Minimized  None

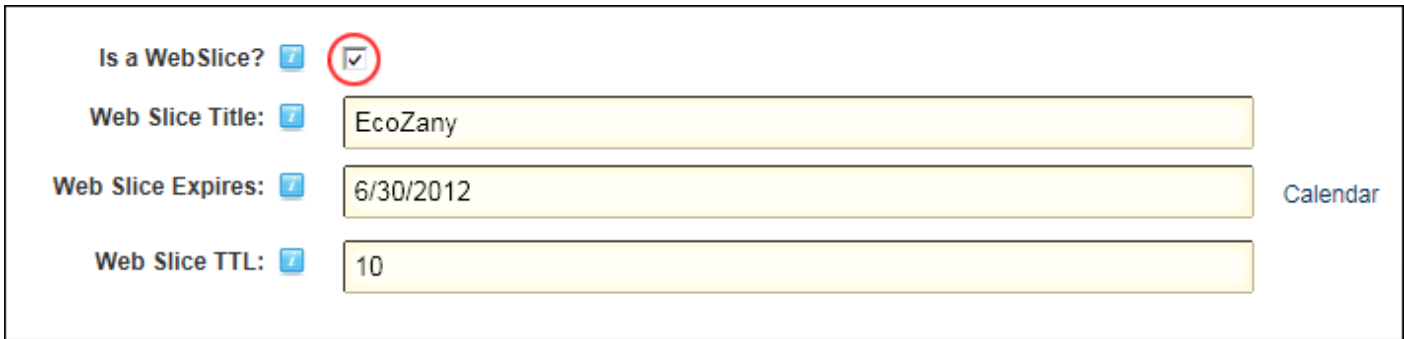
**Display Container?** 

**Allow Print?** 

**Allow Syndicate?** 

13. At **Is a WebSlice?**, optionally set this module as a WebSlice.
- Check  the check box to enable WebSlice and set any of these optional settings:
    - a. **Optional**. In the **Web Slice Title** text box, enter a title for the Web Slice - OR - Leave blank to use the module title.
    - b. **Optional**. At **Web Slice Expires**: Enter a date when the Web Slice will expire - OR - Leave blank to use the End date . See ["Working with the Calendar"](#).

- c. **Optional.** In the **Web Slice TTL** text box, enter the Time to Live (TTL) for this web slice in minutes - OR - Leave blank to use the default to the cache time (converted as minutes).



Is a WebSlice?

Web Slice Title:

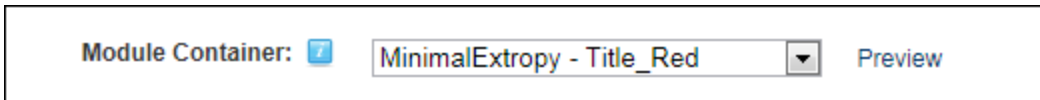
Web Slice Expires:  [Calendar](#)

Web Slice TTL:

- Uncheck  the check to disable WebSlice

14. At **Module Container**, select the name of the module container you want to use on this module from the drop-down list.

- a. **Optional.** Click the [Preview](#) link to view the module with this container applied in a new browser window.



Module Container:  [Preview](#)

15. Click the [Update](#) link.

#### **Related Topics:**

- [See "Adding News Feeds from Syndicated Modules"](#)

#### **Configuring Cache Settings for a Module**

How to set the provider used for cached files and set the period before the cache in DNN refreshes.



**File:** The default setting. Suitable for a shared hosting environment.


**Memory:** This is the fastest caching method. Select this option if you have web site has a large amount of RAM allocated. This is typically not suitable for a shared hosting environment.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Page Settings** tab.
3. Go to the **Cache Settings** section.
4. At **Output Cache Provider**, select the provider to use for this page. The following options are available:
  - **None Specified:** Click to disable caching. If this option is selected, skip to Step 6.
  - Select either **File**, or **Memory**.
    - a. In the **Cache Duration (Seconds)** text box, enter the duration (in seconds) the information for this page will be refreshed. The default setting is 1200. I.e. Entering 60 will mean that every 60 seconds DNN will refresh module

content from the database. Set to a low number like 0 if your module content changes frequently or set it to a higher number like 1200 if the content doesn't change all that often and you would like better performance out of your site.

### Cache Settings



Output Cache Provider  File 

Cache Duration (seconds)  1200


5. Click the [Update](#) link.


### Configuring Advanced Page Settings for a Module



How to set the Advanced Page Settings on this module as the default settings for all new modules. You can optionally set these settings for all existing modules.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Go to **Page Settings - Advanced Settings**.
3. At **Set As Default Settings?**, check  the check box to use these page settings for all new modules.
4. **Optional.** At **Apply To All Modules?**, check  the check box to apply these page settings to all existing modules.
5. At **Move To Page**, select the page name where the module will be moved to from the drop-down list.

### Advanced Settings

Set As Default Settings? 

Apply To All Modules? 

Move To Page:  Home 

6. Click the [Update](#) link.

### Content Staging

#### About the Content Staging Module

Content staging enables users to publish content from a staging portal to a target (production) portal. It eliminates the need to make content changes to your live production portal.

*Only available in DotNetNuke Enterprise Edition*

The following types of entities are deployed to the production sever during a publish action

- Pages (also called Tabs), Page Settings and Permissions (also called Tab Settings and Permissions). Note: Permissions are only applied for the users and roles that exist in the target portal.

- Modules:
  - Module Settings for all modules regardless of whether they are iPortable (i.e. allow import/export of content). For modules such as the Feedback module where there is no content, only settings managed on the
  - Module Content. Note: Content is only published for modules that allow import/export of content.
- Files and File Content
- Folders and Folder Settings and Permissions
- Portal Settings

Note: Content staging is only supported between cloned portals, your staging portal should be created using a backup of your production portal.

### Creating a Staging Portal

How to create a staging portal from a production portal. *Only available in DotNetNuke Professional Edition*

1. Create a backup of your production SQL database.
2. Create a new database for your staging portal.
3. Restore the production site database into your staging database.
4. Open the Portal Alias table in the new staging database.
5. Delete the records in the Portal Alias table. This will be regenerated the first time the staging portal is accessed.
6. Open Windows Explorer and make a copy of the folder that is the physical location for the production web site. This will be the physical location for the staging portal.
7. Rename the folder to help you identify it as the physical location of your staging portal.
8. Edit the web.config file for the staging portal to update the connection string to connect to the staging database.
9. Create a new IIS web site for the staging portal with the physical location set to the folder you created in step 6.

### Configuring Content Staging

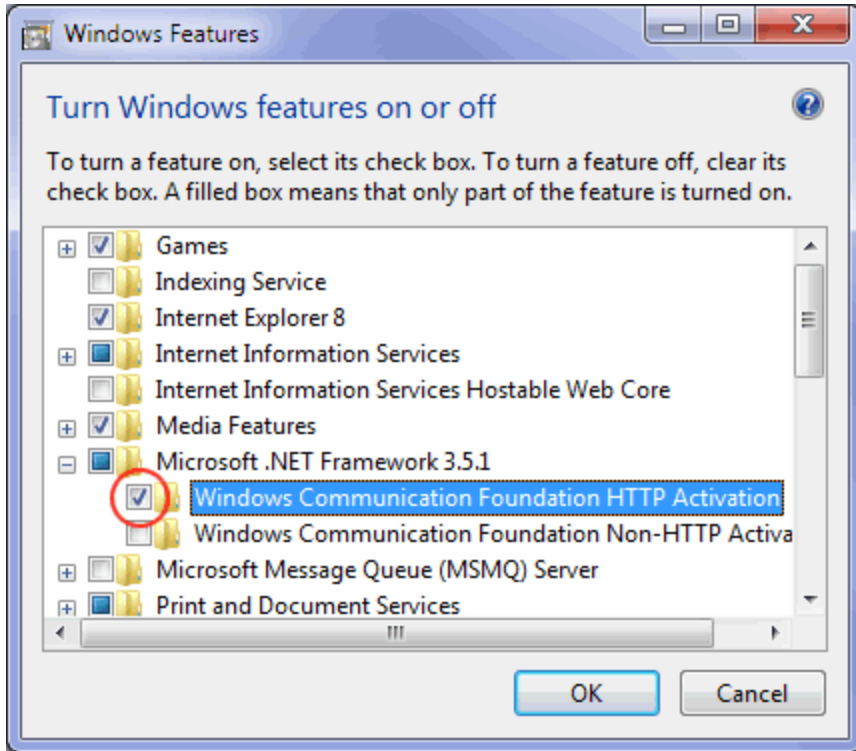
How to configure content staging using the Content Staging module. This must be done before you can publish content from a server to a target server you have to pair the two servers together.

*Only available in DotNetNuke Enterprise Edition*

### Pairing Your Portals

Two pieces of information are required to pair two portals, Portal Address and Publishing Token.


**Important.** Content Staging relies upon Windows Communication Foundation (WCF) services which must be enabled on your production web server before commencing the below topic. To do this turn on Windows feature Windows Communication Foundation HTTP Activation.



1. Login to your production portal.
2. Navigate to Admin > **Content Staging** - OR - Go to a **Content Staging** module.
3. Copy the information displayed at the **Local Site Address** and **Local Publishing Token** fields. Tip: You may find it helpful to copy and paste this information into a text file.

### Content Staging



**Local Site Address:**

**Local Publishing Token:**   **Reset**

**Target Site Details**

**Production Site Address:**



**Production Publishing Token:**

 **Test Connection**    **Connect Portals**

**Publish Staged Content**


You cannot publish staged content until you configure a target portal



4. Login to your staging portal.
5. Navigate to Admin > **Content Staging** - OR - Go to a Content Staging module.
6. Enter (or paste) the information you copied at Step 4 into **Production Site Address** and **Production Publishing Token** fields respectively. Note: If the domains you are using are not entered into a DNS server you will need to add the URL and IP Address of BOTH servers into the HOSTS file on BOTH servers so that they can communicate.
7. Click the  Test Connection link. If successful, the  Connection Verified Successfully message is displayed.

**Content Staging**



**Local Site Address:**

**Local Publishing Token:**   **Reset**

**Target Site Details**


**Production Site Address:**

**Production Publishing Token:**

 **Test Connection**  **Connect Portals**

**Publish Staged Content**


You cannot publish staged content until you configure a target portal

8. Click the  Connect Portals link. You have successfully paired your production and staging portals and are ready to publish staged content. See "**Publishing Staged Content**"

### Publishing Staged Content

How to publish content from your staging site to your production site.

Note 1: All modules and languages which are present on the Staging site must be installed on the production site before staged content can be published.


1. Login to your staging portal.
2. Navigate to Admin > Content Staging - OR - Go to a Content Staging module.
3. Go to the Publish Staged Content section.
4. In the **User Name/Password** text boxes, enter either the Host or Admin login details. Note: Even though the user name and password are entered in the staging site, the authentication is done at the production site; the user should either be a Host user or be in the Administrator role in the production server for the login attempt to be successful. Note: You will need to re-enter these details every time you navigate to the Content Staging module to publish content.
5. Click the  Authenticate link.

 **Content Staging**

**Local Site Address:** <http://staging.ecozany.com>

**Local Publishing Token:** 5dc9139d-9010-4dd9-ad04-8e9c9e296452  **Reset**


**Target Site Details**

**Production Site Address:** <http://production.ecozany.com>  **Disconnect**

**Publish Staged Content**

**User Name:**

**Password:**

 **Authenticate**

This displays the following Publish Summary details:

**Summary Table**

A table is now displayed which summarizes the status of the content on the Staging site. In the below image, the table shows that there has been one page and one module added to the site. Note: The number of pages which have been updated (as shown in the Updated column) is greater than one. This refers to the number of updates which occurred in the database, such as the automatic reordering of pages, when the page was added.

**Detailed Tree Folder**

A tree folder providing detailed information of the content changes is displayed below the summary table. Maximize any node to view more details. Changes which have not been published to the Production site are colored green. In the below image, you can see that a page called "About Us" was created, as well as a module called "About EcoZany"

### Publish Staged Content


Type	Updated	Added	Deleted
Pages	4	1	0
Modules	0	1	0
Files:	8	0	0
Folders:	2	0	0


 [Analyze Content](#)


 [Publish Content](#)

 Portal

 Tabs/Modules


 [About Us \(create\)](#)



 [About EcoZany \(create\)](#)

 [Search Results \(update\)](#)

 [User Profile \(update\)](#)

 [Admin \(update\)](#)

 Files/Folders

6. **Optional.** Click the  [Analyze Content](#) link if it is possible that additional changes may have been made recently.
7. Click the  [Publish Content](#) link. This publishes the content changes to your production site.


# Common Tools

## Working with the Calendar

The Calendar is an ASP.Net control widely used to select and maintain dates in module content, module settings, page settings, Admin Console, etc. The Calendar is typically accessed by clicking on the Calendar link, however some modules have other link names. E.g. Events module displays the View Date link.

### Default Calendar

The default Calendar control is used throughout the DNN Framework and in a growing number of modules.

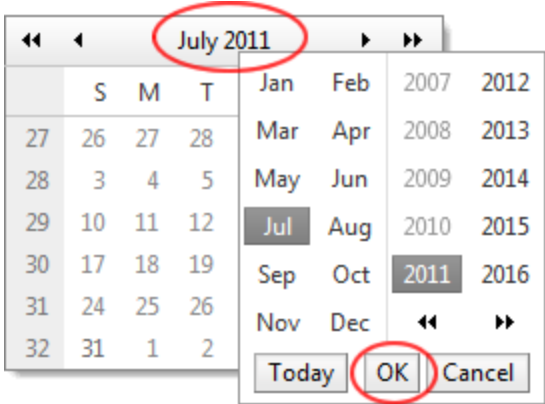
To view the Calendar, click the Calendar link or the **Calendar**  button.

«	◀	July 2011							▶	»
	S	M	T	W	T	F	S			
27	26	27	28	29	30	1	2			
28	3	4	5	6	7	8	9			
29	10	11	12	13	14	15	16			
30	17	18	19	20	21	22	23			
31	24	25	26	27	28	29	30			
32	31	1	2	3	4	5	6			

### Step One: Locating the required date

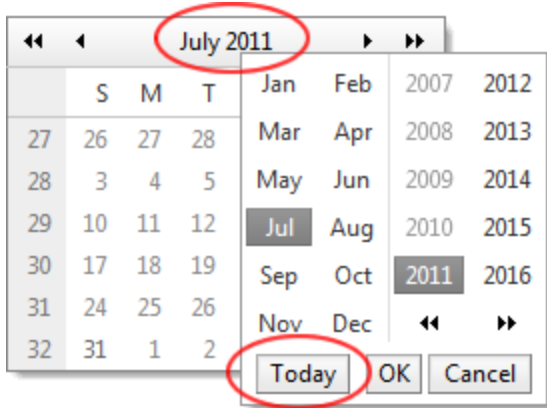
- **Modifying the Month and/or Year:**

1. Click on the **Month Year** information located above the monthly calendar.
2. Select the required month and/or year. If the required year isn't displayed, use the **Double Right Arrow ▶▶** or **Double Left Arrow ◀◀** buttons to view the other years.
3. Click the **OK** button to select.



- **Viewing Today's Date:**

1. Click on the **Month Year** information located above the monthly calendar.
2. Click the **Today** button to view the current month/year with Today's date.



- **Navigating to Other Months:**

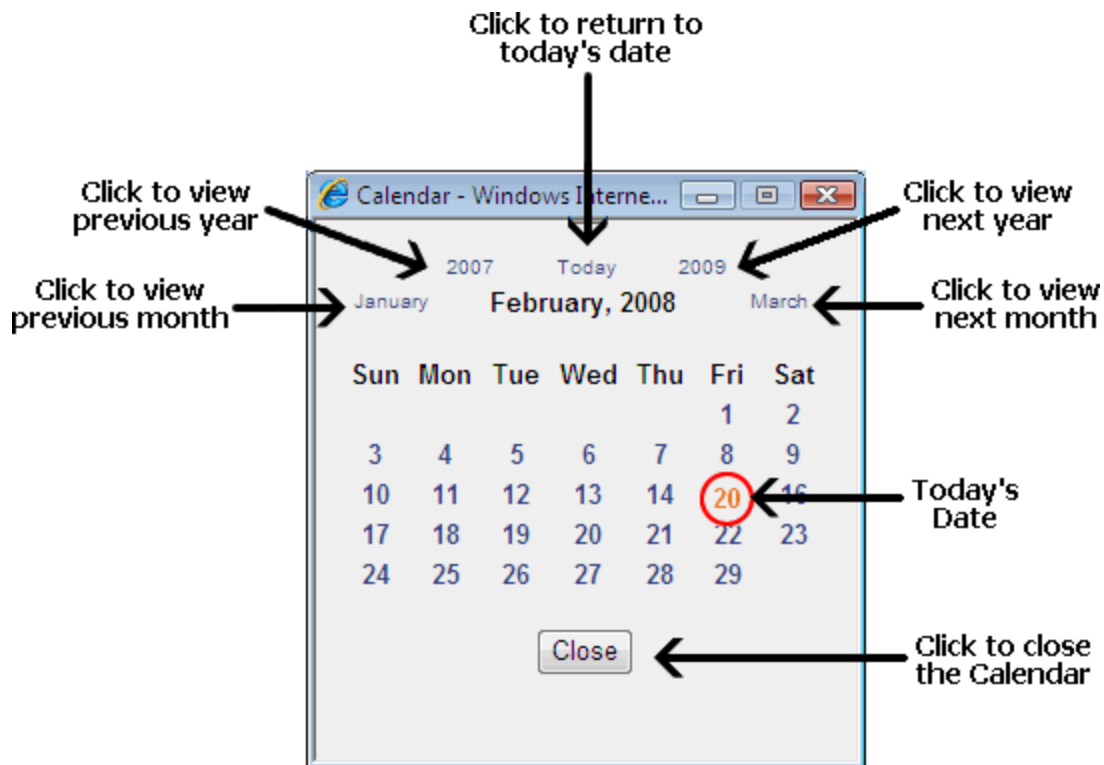
- Click the **Left Arrow** ◀ button above the calendar month to view the calendar for the previous month.
- Click the **Double Left Arrow** ◀◀ button above the calendar month to view the calendar for the three months previous.
- Click the **Right Arrow** ▶ button above the calendar month to view the calendar for the next month.
- Click the **Double Right Arrow** ▶▶ button above the calendar month to view the calendar for the three months in the future.

### Step Two: Selecting the Required Date


- **To Select a Date:** Click on the date cell in the calendar. This will close the calendar and the selected date will be displayed in the associated text box. Note: You may be unable to select dates prior to today, depending on where the Calendar is in use.
- **To close the Calendar without selecting a Date:** Click off the calendar.

### Module Calendar

Several of the available project modules (e.g. Events) use the Calendar control which was standard in previous versions on DNN. These modules are currently being updated to use the default calendar.



The following options are available to locate the required date using the calendar:

1. Click the [Calendar](#) link or the **Calendar**  button.
2. To locate the required date, perform any of the following options:
  - **Go to the Previous Year:** Click the previous year (E.g. 2007) located at the top left of the calendar.
  - **Go to Today's Date:** Click Today located in the top center of the calendar to return to the current month. Today's date is displayed as red.
  - **Go to the Next Year:** Click next year (E.g. 2009) located at the top right of the calendar.
  - **Go to the Previous Month:** Click the previous month (E.g. January) located to the left of the current month.
  - **Go to the Next Month:** Click the next month (E.g. March) located to the right of the current month.
3. Once you have located the required date the following options are available:
  - **To Select a Date:** Click on the date in the calendar. The calendar will close and the date will be selected.
  - **To close the Calendar without selecting a Date:** Click the **Close** button located below the calendar. The calendar will close and no date will be selected.

## File Upload

Delete this text and replace it with your own content.

## About the Pager

The Pager is a control which enables you to easily navigate to other pages of records and is used on a number of DNN Admin and Host modules such as the Event Viewer and the User Accounts modules.

Here's an overview to this control:

- The current page and total number of pages is displayed to the left.
- Page navigation links are displayed on the right enabling you to quickly move to:
  - The First page of all records,
  - The Previous page of records
  - A specific page by number. E.g. Page 1, 2, 3, etc.
  - The Next page of records
  - The Last page of records

Page 2 of 3

[First](#) [Previous](#) [1](#) [\[2\]](#) [3](#) [Next](#) [Last](#)

The Pager Control

*Tip: On the **User Account** page, the default number of records displayed per page can be set and the pager control can also be suppressed.*

## Replacement Tokens

By adding one or more of the below replacement tokens into content you can display portal or user data to site users. Some examples how you might use a replacement token are to display the portal name and description as the content of a module, or to add a personalized salutation at the beginning of each newsletter.

Replacement tokens can be added to the content of the HTML, HTML Pro and Newsletters modules. They can also be added in the HTML of skins and containers by your designer.

Replacement Token	Example	Replacement Token Description
[Portal:Currency]	USD	Displays the portal currency type as set on the Site Settings page.
[Portal:Description]	The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.	Displays the portal description as set on the Site Settings page.
[Portal:Email]	admin@ecozany.com	Displays the email address of the primary Administrator as set on the Site Settings page.
[Portal:FooterText]	Copyright 2011 by EcoZany	Displays the copyright text entered in the Copyright field on the Site Settings page.
[Portal:HomeDirectory]	/Portals/0/EcoZany/	Portal (relative) Path of Home Directory.
[Portal:LogoFile]	logo.gif	Portal Path to Logo file. E.g. logo.gif
[Portal:PortalName]	EcoZany	The portal name as set on the Site Settings page.
[Portal:TimeZoneOffset]	-480	Difference in minutes between Portal default time and UTC.
<b>User Tokens</b>		
[User:DisplayName]	Rose Booth	The display name of the user.
[User:Email]	Rose.Booth@ecozany.com	The email address of the user.
[User:FirstName]	Rose	The first name of the user.
[User:LastName]	Booth	The last name of the user.
[User:Username]	Rosie	The username of the user.
<b>Membership Tokens</b>		
[Membership:Approved]	Yes / No	Indicates if the user is approved.

[Membership:CreatedDate]	10/4/2011 1:08 PM	Displays the date and time when the user registered on the site.
[Membership:IsOnline]	Yes / No	Indicates if the user is currently online.

## Page (Tab) Tokens

[Tab:Description]	Welcome to EcoZany	Displays the description of the current page.
[Tab:FullUrl]	http://www.ecozany.com/Services/ tabid/73/Default.aspx	Displays the full URL of the current page.
[Tab:IconFile]	icon.gif	Page relative path to icon file.
[Tab:KeyWords]	toys, dolls, games, fair trade,	Displays the keywords for the current page.
[Tab:TabName]	Home	Page name
[Tab:TabPath]	//HTML	Page relative path
[Tab:URL]		Page URL

## Date Tokens

[DateTime:Now]	10/15/2011 5:39 PM	Current date and time.
[DateTime:Now f]	Tuesday, October 26, 2011 5:39 PM	Displays long date and short time.
[DateTime:Now F]	Tuesday, October 26, 2011 5:39:20 PM	Displays long date and long time.
[DateTime:Now g]	10/26/2011 5:39 PM	Displays short date and short time.
[DateTime:Now G]	10/26/2011 5:39:20 PM	Displays short date and long time.
[DateTime:Now Y]	October, 2011	Displays year and month.
[DateTime:UTC]	10/15/2011 5:39 PM	Co-ordinated Universal Time.
[DateTime:UTC f]	Tuesday, October 26, 2011 5:39 PM	Co-ordinated Universal Time - long date and short time. Other appended options are F, g, G and Y; as for DateTime above.
[DateTime:System]	10/15/2011 5:39 PM	Displays date and time as per your local settings.
[DateTime:System f]	Tuesday, October 26, 2011 5:39:20 PM	Displays date and time as per your local settings. This example displays long date and short time. Other appended options are F, g, G and Y; as for DateTime above.

## Tick Tokens

[Ticks:Now]	633282985407609550	CPU tick count for current second.
[Ticks:Today]	633282624000000000	CPU tick count since midnight.
[Ticks:TicksPerDay]	864000000000	CPU ticks per day (for calculations)

## Upload New Extension Package

Delete this text and replace it with your own content.

## Editor

### About the Editor

The Editor is an ASP.Net control provides basic and rich text editing capabilities across numerous modules including Announcements, FAQ, Events and HTML/HTML Pro. The Basic Text Box associated with the Editor is the same for all DNN versions. The Rich Text Editor (RTE) associated with the Editor provider is an asp.net control. The RTE used on your site will depend upon the version and edition of DNN you are using.

This manual details how to use two different providers for the RadEditor control which are the **DotNetNuke.RadEditorProvider** (default) and the **TelerikEditorProvider** which are both included with DNN 6+.

Other RTE's which can be integrated with DNN include the FCKEditor and the Free Text Box.



The screenshot shows the RadEditor interface. The top toolbar includes icons for undo, redo, link, unlink, and other editing functions. Below the toolbar is a second row of icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a paragraph style dropdown. The main editing area contains the following text:

**The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!**

**Fair Labor**

EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities.

**Fair Trade**

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

At the bottom of the editor, there are three tabs: Design (selected), HTML, and Preview. On the right side of the bottom bar, it displays "Words: 114 Characters: 675".

The Default Editor for DNN 6.0+ (DotNetNuke.RadEditorProvider for the RadEditor)

**Related Topics:**

- [See "About the HTML Editor Manager"](#)

**Adding Basic Text using Editor**

How to add basic text into the Basic Text Box of the Editor. You can also paste basic HTML into the basic text box.

1. Select the **Basic Text Box** radio button located above the Editor.
2. At **Render Mode** (located below the Editor) select the **Text** radio button.

The screenshot shows a text editor interface. At the top, there are two radio buttons: "Basic Text Box" (which is selected and circled in red) and "Rich Text Editor". The main area of the editor contains the following HTML code: `<h3>The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!</h3> <h2>Fair Labor</h2> <p>EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities.</p> <h2>Fair Trade</h2> <p>EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.</p>`. At the bottom, there is a "Render Mode:" section with three radio buttons: "Text" (selected and circled in red), "Html", and "Raw".

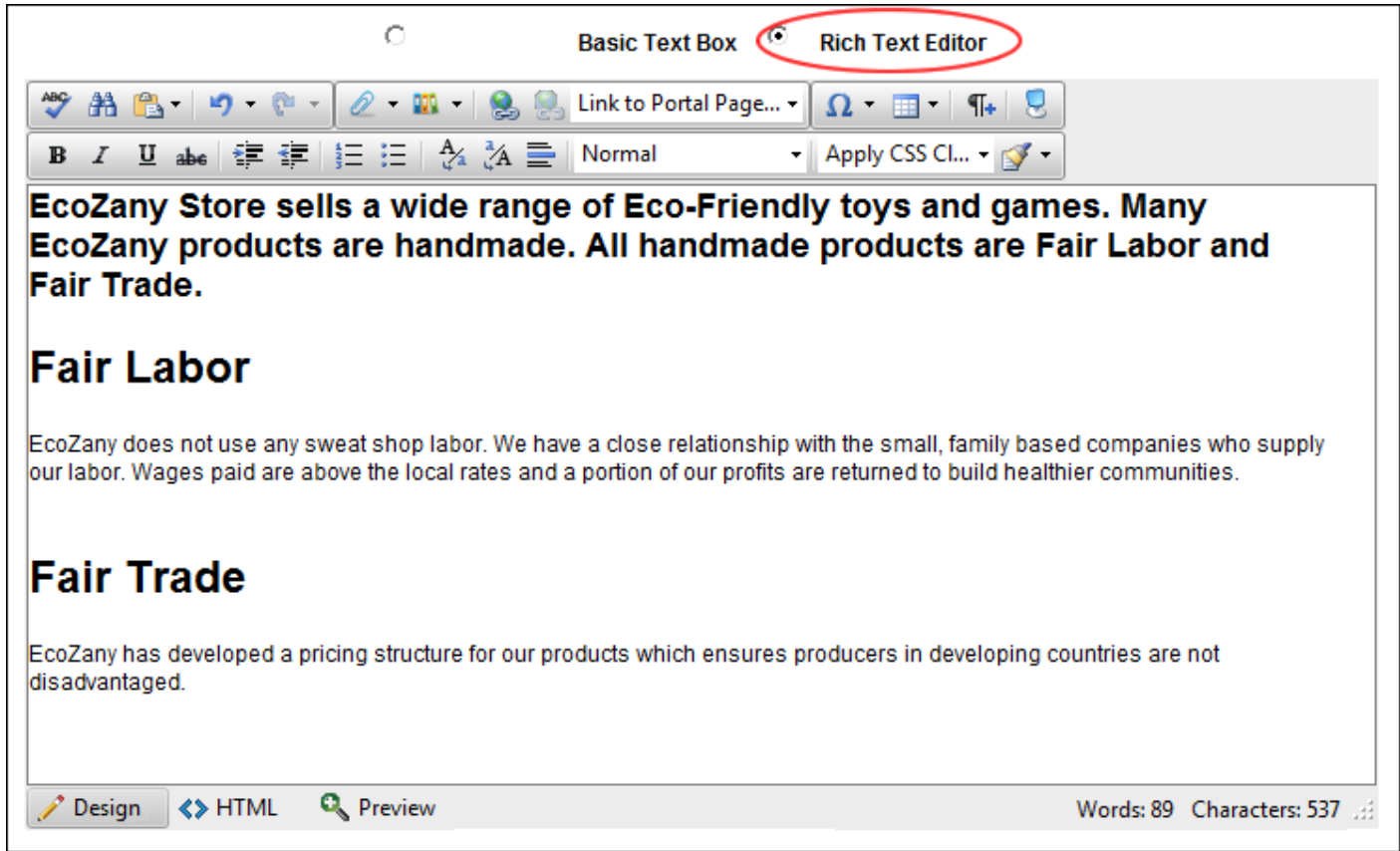
3. Click inside the Editor and then enter or paste (Ctrl + V) your text.

#### Adding Rich Text Using The Editor

How to add rich text to the Editor. This enables the Editor toolbars and displays the content of the Editor as rich text.

Note: This is the default view for this Editor, however if you last viewed the Editor as the Basic Text Box, it will display as such until it is changed.

1. Select the **Rich Text Editor** radio button located above the Editor.



2. Click inside the Editor and then enter your text, insert images, links, etc.

### Pasting HTML Content

How to paste HTML content into the Editor control.

1. Select the **Basic Text Box** radio button located above the Editor. This displays the Editor as a Basic Text Box. The content within the Editor is displayed as HTML.
2. At **Render Mode** (located below the Editor), select **Html**.
3. Paste in your Html.

---

*Tip: HTML can also be pasted into the **Raw Render Mode***

Editor:  Basic Text Box  Rich Text Editor

```
<h3>The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.&nbsp;   Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!</h3> <p>&nbsp;  </p> <h2>Fair Labor </h2> <p>EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities. </p> <h2>Fair Trade</h2> <p>EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.</p>
```

Render Mode:  Text  Html  Raw

Pasting HTML into the HTML module

#### Viewing Content in Design or HTML View

How to switch between Design and HTML view in the RadEditor.

1. Click either the **Design** or **HTML** tab located below the editor.

▼ **Edit Content**

Editor:  Basic Text Box  Rich Text Editor

The screenshot shows the RadEditor interface. At the top, there's a '▼ Edit Content' header. Below it, the 'Editor' section has two radio buttons: 'Basic Text Box' (unselected) and 'Rich Text Editor' (selected). The main editing area contains a rich toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar, the text area displays two sections: 'COMPANY INFORMATION' and 'FAIR TRADE', each followed by a paragraph of text. At the bottom of the editor, there's a bar with two tabs: 'Design' (with a pencil icon) and 'HTML' (with a code icon). The 'Design' tab is circled in red. To the right of these tabs, it shows 'Words: 51' and 'Characters: 323'. At the very bottom, there are three buttons: 'Save' (with a floppy disk icon), 'Cancel' (with a left arrow icon), and 'Preview' (with a magnifying glass icon).

**COMPANY INFORMATION**

EcoZany is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

**FAIR TRADE**

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

Design HTML Words: 51 Characters: 323

Save Cancel Preview

## RadEditor

### About the RadEditor

The RadEditor is a RTE provides rich text editing capabilities for numerous modules including the HTML, FAQ, Announcements and Events modules. The RadEditor provides extensive text formatting tools, page links, images, flash, script or table insertion. The RadEditor offers great table management and design including content layout templates.

This manual details how to use two different providers for the RadEditor control which are the **DotNetNuke.RadEditorProvider** (default) and the **TelerikEditorProvider** which are included with DNN 6+.

ABC [Icons] Link to Portal Page... [Icons]

**B** *I* U abc [Icons] Paragraph Style Apply CSS Cl... [Icon]

**The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!**

## **Fair Labor**

EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities.

## **Fair Trade**

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

Design HTML Preview Words: 114 Characters: 675

The DotNetNuke.RadEditorProvider (default)

Editor:  Basic Text Box  Rich Text Editor

**Company Information**

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

**Fair Trade**

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

**Fair Labor**

EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities.

Design HTML Words: 116 Characters: 690

The TelerikEditorProvider

### Modifying Editor Size

How to increase or decrease the size of the RadEditor.


1. Position your mouse over the bottom right corner of the Editor until it becomes a two directional arrow.
2. Click and drag the Editor larger or smaller as desired. Release when the desired size is displayed.

---

*Tip: An alternative option is to click the  **Toggle Full Screen Mode (F11)** button to toggle Editor to/from full screen mode.*

▼ **Edit Content**

Editor:  Basic Text Box  Rich Text Editor



**COMPANY INFORMATION**

EcoZany is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

**FAIR TRADE**

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

Design HTML Words: 51 Characters: 323

Save Cancel Preview

Modifying Editor Size

#### Viewing Word and Character Count

The number of words and characters inside the RadEditor is displayed in the bottom right corner. These are updated each time you click inside the editor after a modification.



▼ **Edit Content**

Editor:  Basic Text Box  Rich Text Editor

**COMPANY INFORMATION**

EcoZany is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

**FAIR TRADE**

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

Design HTML **Words: 51 Characters: 323**

**Save** **Cancel** **Preview**

## DotNetNuke.RadEditorProvider

### About the DotNetNuke.RadEditorProvider

The DotNetNuke.RadEditorProvider is the default RTE provider packaged with DNN (06.00+). It provides rich text editing tools for numerous modules including the HTML, FAQ, Announcements and Events modules.

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

## Fair Labor

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## Fair Trade

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

Design HTML Preview Words: 114 Characters: 675

The DotNetNuke.RadEditorProvider Editor

### Related Topics:

- [See "About the HTML Editor Manager"](#)







### Toolbars

#### Main Toolbar

The main toolbar of the DotNetNuke.RadEditorProvider has the following tools:








Tool	Icon	Description
AJAX Spellchecker		Click to enable Spell checking mode. Misspelled words are highlighted in yellow. <a href="#">See "Check Spelling"</a>
Find And Replace (CTRL + F)		Click the <b>Find And Replace</b> icon (or CTRL + F) to open the Find / Find And Replace dialog box.
Select All (CTRL + A)	N/A	Select all content within the Editor.
Cut (CTRL + X)	N/A	Cut selected content.
Copy (CTRL + C)	N/A	Copy selected content.
Paste (CTRL + V)	N/A	CTRL + V to paste cut or copied content into the Editor.
Paste Options		Paste copied content into the Editor. Paste options are Paste; Paste From Word; Paste from Word, Strip Font; Paste Plain Text; Paste As Html, PasteHTML.

Tool	Icon	Description
Undo (CTRL + Z)		<p><b>Option One:</b> Click the <b>Undo</b>  icon to undo the last action.</p> <p><b>Option Two:</b> Click the <b>Arrow</b>  icon to view a list of previous actions and undo multiple actions at one time.</p>
Redo (CTRL + Y)		<p><b>Option One:</b> Click the <b>Redo</b>  icon to redo the last action.</p> <p><b>Option Two:</b> Click the <b>Arrow</b>  icon to view a list of previous actions and redo multiple actions at one time.</p>

### Check Spelling

How to check spelling using the DotNetNuke.RadEditorProvider for the RTE.

- Place your cursor inside the Editor.
- Click the **AJAX Spellchecker**  icon. This starts spell checking. Misspelled words are highlighted in yellow. The first misspelt word is ready to perform one of the following actions against:
  - Choose Suggested:** Select the correct word from the list of suggested words. If no suggestions are available, then (no suggestions) is displayed.
  -  **Ignore/Ignore All:** Select to ignore this word and continue with spell checking.
  -  **Change Manually:** Select and enter word into the provided text box and then click the **Change Manually**  icon.
  -  **Add to Dictionary:** Select to add the word to your dictionary.
- Repeat for each misspelt word.
- Click the **Finish Spellchecking** button when you are finished - OR - Click the **Cancel** button to exit Spell checking mode.

---

*Tip: Edit any misspelt word by clicking on it.*

Editor:  Basic Text Box  Rich Text Editor

Spell checking mode. Misspelled words are highlighted in yellow. Finish spellchecking Cancel

# Company Information

EcoZany Store sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your environmental footprint.

beat shop labor. We have a close relationship with the small, family based companies who supply the products. We have the local rates and a portion of our profits are returned to build healthier communities.

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.












Spell Checking using the DotNetNuke.RadEditorProvider RTE

### Insert Toolbar

The Insert toolbar of the DotNetNuke.RadEditorProvider RTE has the following tools:



Tool	Icon	Description
Insert Media		<p>Click the <b>Insert Media</b> icon to open the drop-down list of media insertion tools. Select from these options: Insert Media, Document Manager, Flash Manager, Media Manager, or Image Map Editor.</p> <p>Once you have selected an option, the icon associated with that option is displayed in the toolbar. This icon changes each time you make a new selection, which means the last selected option is always displayed.</p>









Tool	Icon	Description
		To choose an option other than the one displayed in the toolbar, click the <b>Arrow</b>  icon.
Insert Media *		Opens the Image Manager which enables you to insert images into the Editor. The properties tab enables you to set the properties of the image to be inserted. See " <a href="#">Inserting Images</a> "
Document Manager *		Opens the Document Manager which enables you to insert a document link into the Editor. Additional link settings are available. See " <a href="#">Inserting a Document</a> "
Flash Manager *		Opens the Flash Manager which enables you to insert Flash (*.swf) into the Editor. The properties tab enables you to set properties of the flash to be inserted. See " <a href="#">Inserting Flash</a> "
Media Manager *		Opens the Media Manager which enables you to insert media into the Editor. The properties tab enables you to set properties of the media to be inserted. See " <a href="#">Inserting Media</a> "
Image Map Editor		Opens the Image Map Editor which enables you to create an image map. You must first select the image to be mapped. See " <a href="#">Creating an Image Map</a> "
Template Manager *		Opens the Template Manager which enables you to insert a template (*.htmtemplate) into the Editor. See " <a href="#">Inserting a Template</a> "
Save Template		Save the content in the Editor as a new template. See " <a href="#">Saving a Template</a> "
Hyperlink Manager (CTRL + K) *		Insert a link, anchor or email link. Additional settings are available. See " <a href="#">Adding an Email Link</a> ", " <a href="#">Adding a URL Link</a> ", or " <a href="#">Adding an Anchor</a> ".
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content. See " <a href="#">Deleting a Link</a> "
Link to Portal Page		Link to a site of your page. See " <a href="#">Linking to a Portal Page</a> "

\* These tools provide access your portal's File Manager where, depending on your authorization level, you can also create folders, as well as upload and manage files.

#### Dropdown Toolbar

The Dropdown toolbar of the DotNetNuke.RadEditorProvider has the following tools:



Tool	Icon	Description
Insert Symbol		<b>Option One:</b> Click the <b>Arrow</b>  icon to open the symbol gallery and then select the required symbol to be inserted. <b>Option Two:</b> Click the <b>Insert Symbol</b>  icon to insert the symbol that was inserted previously.
Insert Table		Click the <b>Insert Table</b>  icon to insert a table in the current location - OR - Select Table Wizard to design a more complex table. See " <a href="#">Inserting a Table</a> "
New Paragraph		Place your cursor in the required location and then select the <b>New Paragraph</b>  icon (or CTRL + M) to insert a paragraph break.
Toggle Full Screen Mode (F11)		Select to toggle the Editor to/from full screen mode.

#### Formatting Toolbar

The Formatting toolbar of the DotNetNuke.RadEditorProvider RTE has the following tools:





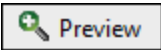
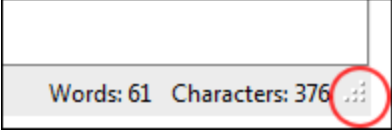
Tool	Icon	Description
<b>Text Formatting</b>		
Bold (CTRL + B)		Add/remove bolding to selected content.
Italicize (CTRL + I)		Add/remove italics to selected content.
Underline (CTRL + U)		Add/remove underline to selected content.
Strikethrough		Add/remove strikethrough to selected content.
<b>Indent and Lists</b>		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
<b>Other</b>		
Convert to Lower Case		Transforms all letters in the select text to lower case.
Convert to Upper Case		Transforms all letters in the select text to upper case.
Horizontal Rule		Inserts a horizontal rule where the cursor is currently located
Paragraph Style		Select the paragraph style for the selected text.
Apply CSS Class		Select the CSS Class to be applied to the selected content. <ul style="list-style-type: none"> <li>1. Select the content you want to strip formatting from (such as font color, font heading).</li> <li>2. Click the <b>Arrow</b>  icon beside the Strip Formatting button and then select the type of formatting to be stripped from these options: Strip All Formatting, Strip Css Formatting, Strip Font Elements, Strip Span Elements, Strip Word Formatting</li> </ul>
Format Stripper		

### Content Toolbar

The Content toolbar of the DotNetNuke.RadEditorProvider RTE.

*Tip: This toolbar is located below the editor.*



Tool	Icon	Description
Design		Click to view content in design mode. This enables all toolbars.
HTML		Click to view, add or edit the HTML for this content. This disables all tools and toolbars with the exception of the Design button.
Preview		Click to preview content inside editor. This disables all tools and toolbars with the exception of the Design and Preview buttons.
Words*	N/A	Displays the number of words inside the RadEditor.
Characters*	N/A	Displays the number of characters inside the RadEditor.
Resize Editor**		<p>How to increase or decrease the size of the Editor.</p> <ol style="list-style-type: none"> <li>1. Position your mouse over the bottom right corner of the Editor until it becomes a two directional arrow.</li> <li>2. Click and drag the Editor larger or smaller as desired. Release your mouse button when you are finished.</li> </ol>

\* These fields are updated each time you click inside the editor after a modification.

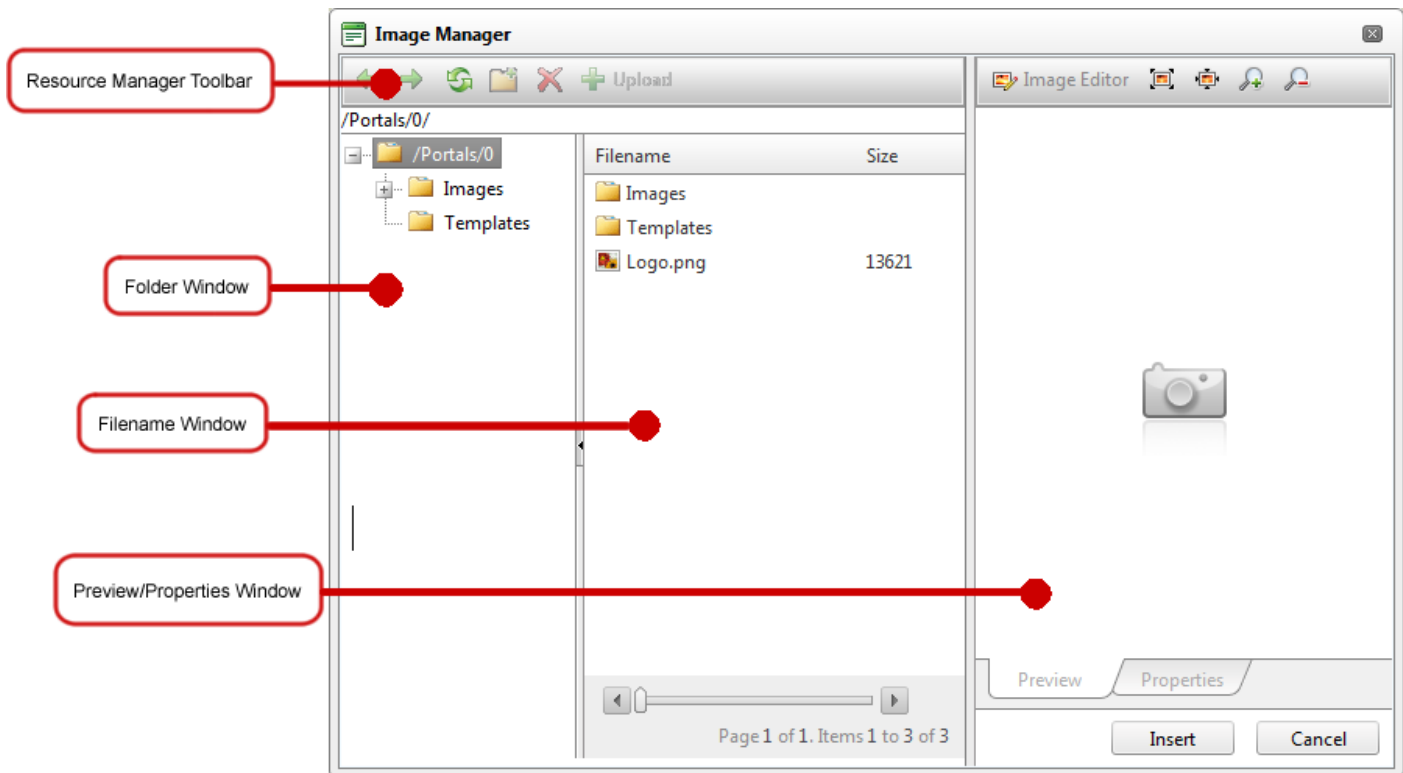
### Managing Images and Media

#### Using the Resource Manager

How to navigate to, select or manage folders and files using the Resource Manager of the DotNetNuke.RadEditorProvider for the RTE. The Resource Manager is commonly used for the Image Manager, Document Manager, Flash Manager, Media Manager and Template Manager of the RadEditor.









Note: Access to some tools is restricted by role.

The Resource Manager consists of the following toolbar and windows: Resource Manager Toolbar, Folder Window, Filename Window, Preview/Properties Window.



## Resource Manager Toolbar



Tool	Icon	Description
Back		Go back by one folder in the Folders window.
Forward		Move forward by one folder in the Folders window.
Refresh		Refresh to retrieve newly updated files.
New Folder		In the Folders window, select the parent folder and then click the <b>New Folder</b>  button.
Delete		<ol style="list-style-type: none"><li>1. Select the image or folder to be deleted and then click the <b>Delete</b> button. This displays the message "Are you sure you want to delete the selected file? The selected file may be in use. If deleted, some pages will not be displayed properly. Press "OK" to confirm deletion."</li><li>2. Click the <b>OK</b> button to confirm.</li></ol>
Upload		In the Folders window, select the folder where the file will be uploaded to and then click the <b>Upload</b>  button.

**Folder Window:** This window displays the folders of the File Manager using a hierarchical tree structure. Select a folder to view its sub-folders and/or files in the Filename Window. Folders can be moved by dragging into a different folder. Right click a folder to perform Delete, Rename, New Folder or Upload.

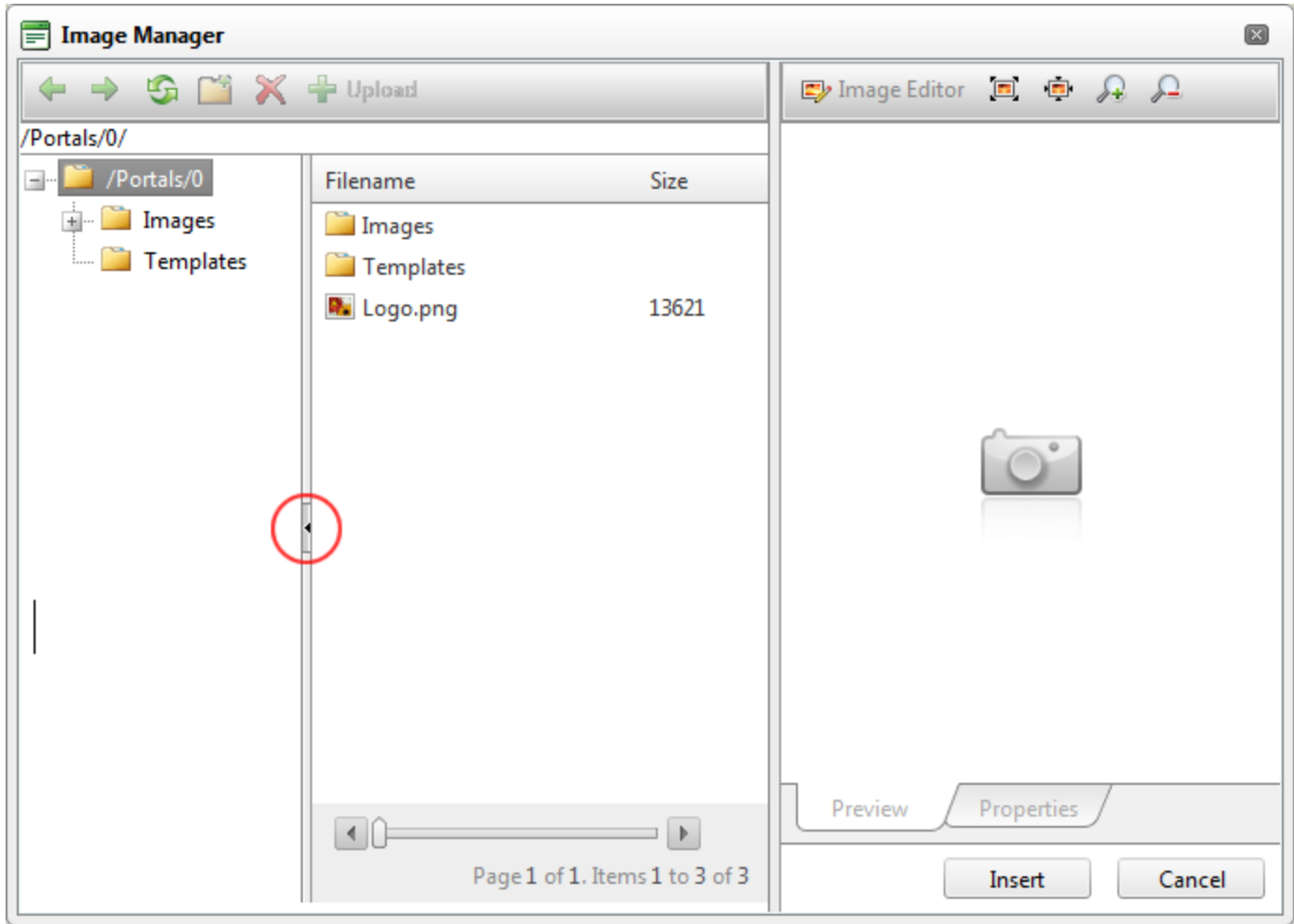
**Filename Window:** Displays a list of the folders and/or files within the selected folder. Select a file to view a preview and/or properties information in the Preview/Properties Window. Files can be moved by dragging into a different folder. Right click an image or folder to perform Delete, Rename, New Folder or Upload.

---

*Tip: Click the **Collapse/Expand the left pane** button to hide/show the Folder Window. This is useful once you have navigated to the required folder as it provides additional space to view files details.*

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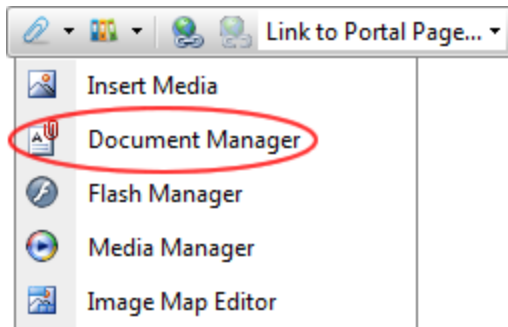
Collapse/Expand the left pane

**Preview/Properties Window:** Displays a preview and/or properties of the selected file. Properties can be modified as required.

### Inserting a Document

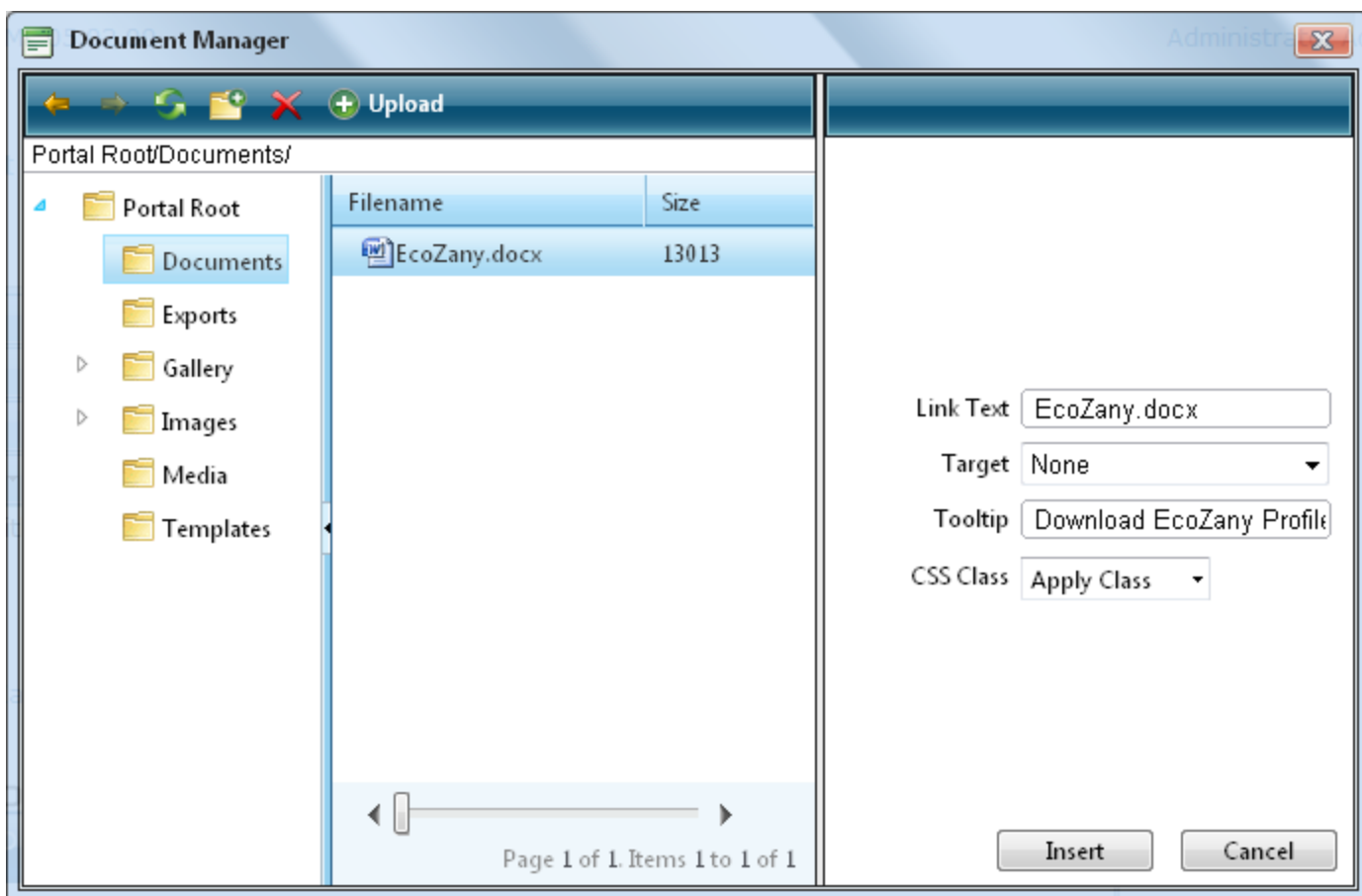
How to insert a document using the DotNetNuke.RadEditorProvider RTE.

1. Select  **Document Manager** from the actions toolbar. This will open the Document Manager.



2. Navigate to and select the required document. See "Using the Resource Manager"
3. **Optional.** In the **Link Text** text box, modify the text associated with this document. The filename is used by default.
4. **Optional.** At **Target** select the target window for this link.
5. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
6. **Optional.** At **CSS Class**, select a class for the document link.
7. Click the **Insert** button.


*Tip: Additional document properties are available. See "Setting Document Properties"*



The Document Manager

### Setting Document Properties


How to set/edit the optional properties of documents inserted using the DotNetNuke.RadEditorProvider for the RTE.

1. Insert the document.
2. Right-click on the document and click the **Properties...**  button from the drop-down menu. This opens the Hyperlink Manager.

3. Add/edit the link, anchor or email address as required.
4. Click the **OK** button to confirm.

### Inserting Flash

How to insert Flash media using the DotNetNuke.RadEditorProvider for the RTE.

1. Select  **Flash Manager** from the actions toolbar button. This opens the Flash Manager.



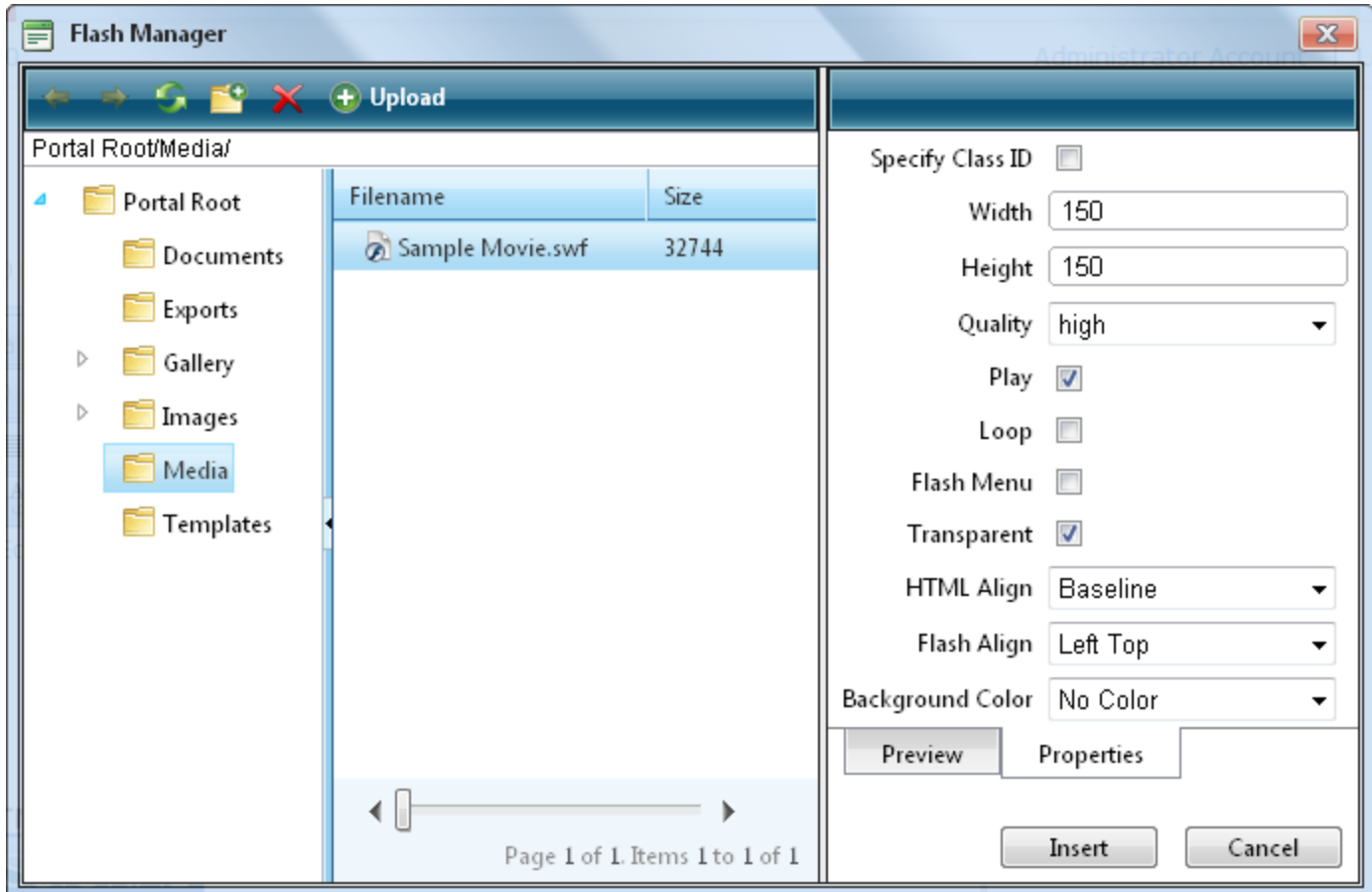
2. Navigate to and select the required Flash. See "[Using the Resource Manager](#)".
3. **Optional.** Click the **Properties** tab and set the properties.
  - a. At **Specify Class ID**, select from these options:
    - Check  the check box to set a class for this media. This reveals the Class ID text box.
      - i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
      - ii. Uncheck the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.
    - Uncheck  the check box to use the default class.
  - b. In the **Width** text box, enter a pixel value to set the Flash width. Leave this field blank to use the width defined by the Flash.
  - c. In the **Height** text box, enter a pixel value to set the Flash height. Leave this field blank to use the height defined by the Flash.
  - d. At **Quality**, select High, Medium or Low as the quality of the Flash.
  - e. At **Play**, check  the check box to auto play the Flash - OR - Uncheck  the check box if the user must select to play the Flash.
  - f. At **Loop**, check  the check box to automatically loop the Flash movie repeated - OR - Uncheck  the check box if the user must select to replay the Flash.
  - g. At **Flash Menu**, check  the check box to display the Flash menu - OR - Uncheck  the check box to hide it.
  - h. At **Transparent**, check  the check box for a transparent background - OR - Uncheck  the check box to disable.
  - i. At **HTML Align**, select the HTML alignment.

j. At **Flash Align**, select the Flash alignment.

k. At **Background Color**, select **No Color** for no background color or select a color from the drop-down box.

4. Click the **Insert** button.


*Tip: You cannot edit the properties of Flash once it has been inserted. To modify Flash, simply delete it and reinsert it with the required properties.*

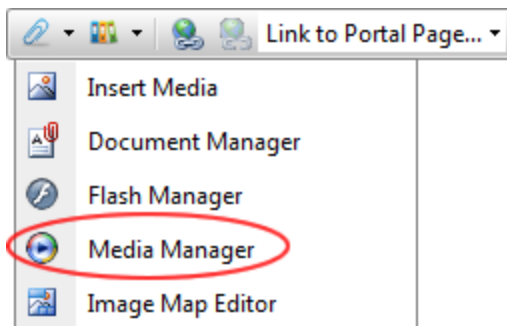


The Flash Manager

### Inserting Media

How to insert media (such as sound and movie files) using the DotNetNuke.RadEditorProvider for the RTE.

1. Select  **Media Manager** from the actions toolbar. This opens the Media Manager.

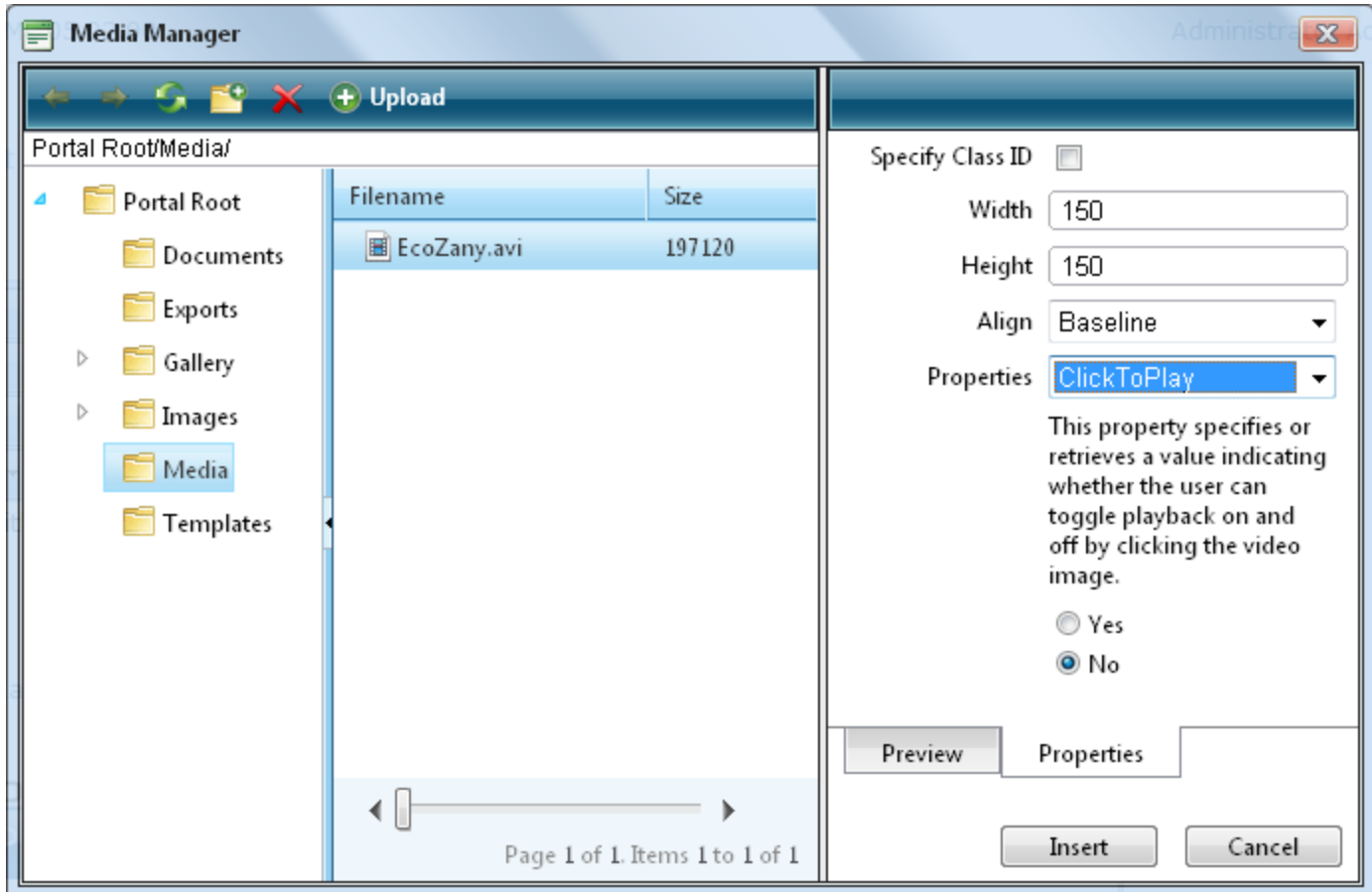


2. Navigate to and select the required media. See "Using the Resource Manager"
3. **Optional.** Click the **Properties** tab and set the properties.
  - a. At **Specify Class ID**, select from these options:
    - Check  the check box to set a class for this media. This reveals the Class ID text box.
      - i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
      - ii. Uncheck  the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.
    - Uncheck  the check box to use the default class.
  - b. In the **Width** text box, enter the pixel value to set the media width. Leave blank to use the actual media size.
  - c. In the **Height** text box, enter the pixel value to set the media height. Leave blank to use the actual media size.
  - d. At **Align**, select the alignment.
  - e. At **Properties** select a property to view more information on that property and select **Yes** or **No** as required. Repeat for each property as required.
4. Click the **Insert** button.

---

*Tip: You cannot edit the properties of media once it has been inserted. To modify media, simply delete it and reinsert it with the required properties.*


---

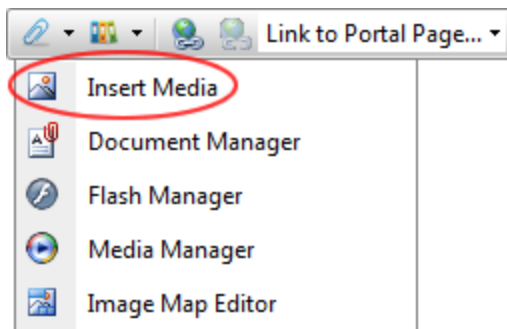


The Media Manager

### Inserting Images

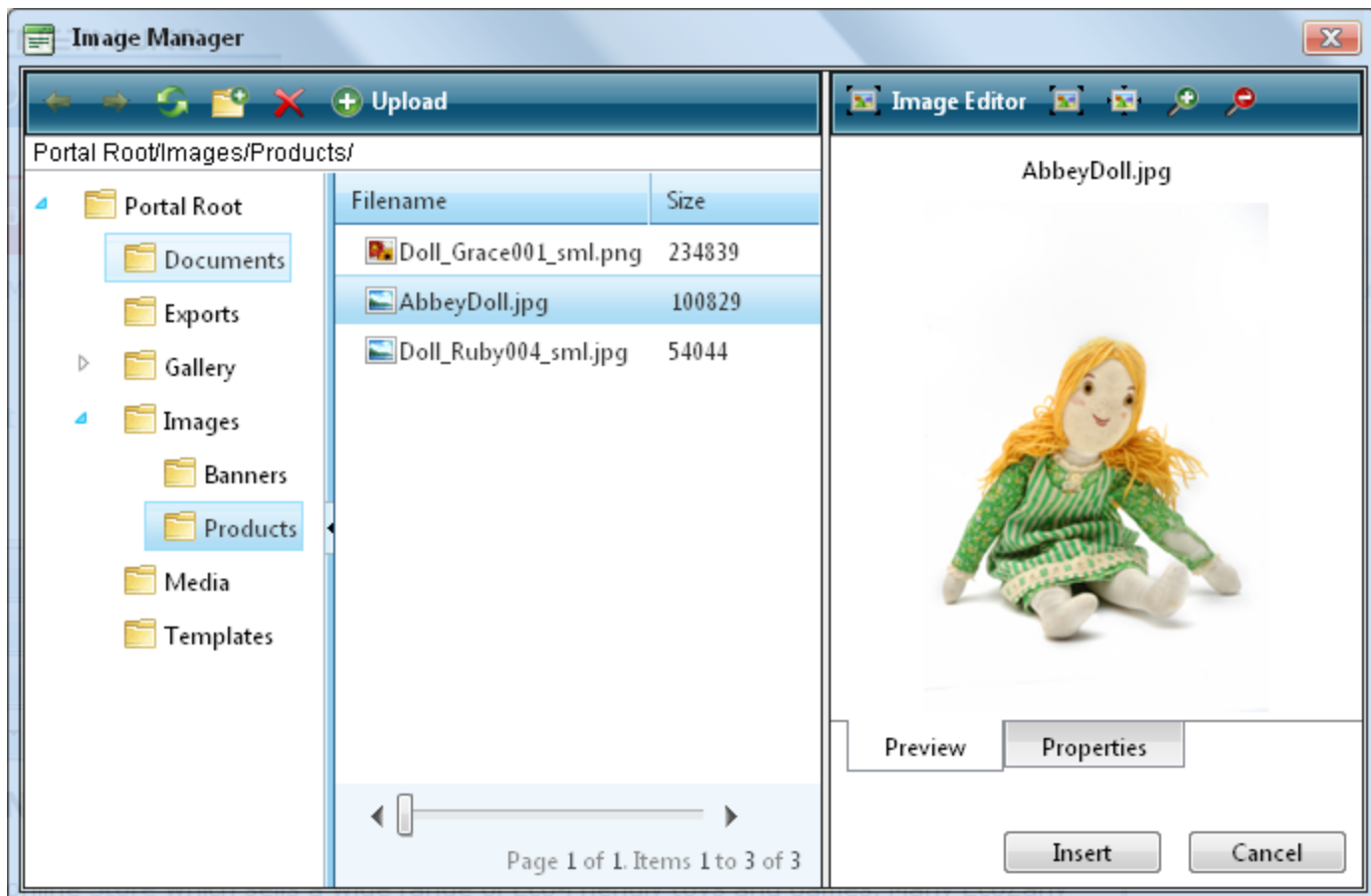
How to insert an image using the DotNetNuke.RadEditorProvider for the RTE.

1. Select  **Insert Media** (CTRL + G) from the actions toolbar. This opens the Image Manager.



2. Navigate to and select the required image. [See "Using the Resource Manager"](#)
3. **Optional.** Use the **Best Fit**, **Actual Size**, **Zoom In** and **Zoom Out** buttons to modify the previewed image - these changes cannot be saved.
4. **Optional.** Click the **Image Editor** button to edit the way the image is displayed. [See "Working with the Image Editor"](#)


5. **Optional.** Click the **Properties** tab and set image properties. See ["Setting Image Properties"](#)
6. Click the **Insert** button.



The Image Manager

### Editing an Image

How to edit an image inserted in the DotNetNuke.RadEditorProvider for the RTE.

1. Select the image to be edited.
2. Right-click on the image.
3. Select **Properties...** from the drop-down menu. This opens the Properties window.
  - To change the image: At **Image Src**, click the **Image Manager**  button and then locate and select the new image.
  - Modify any other properties as required. See ["Setting Image Properties"](#)
4. Click the **OK** button to confirm.


---

*Tip: The new image will inherit the properties of the previous image.*

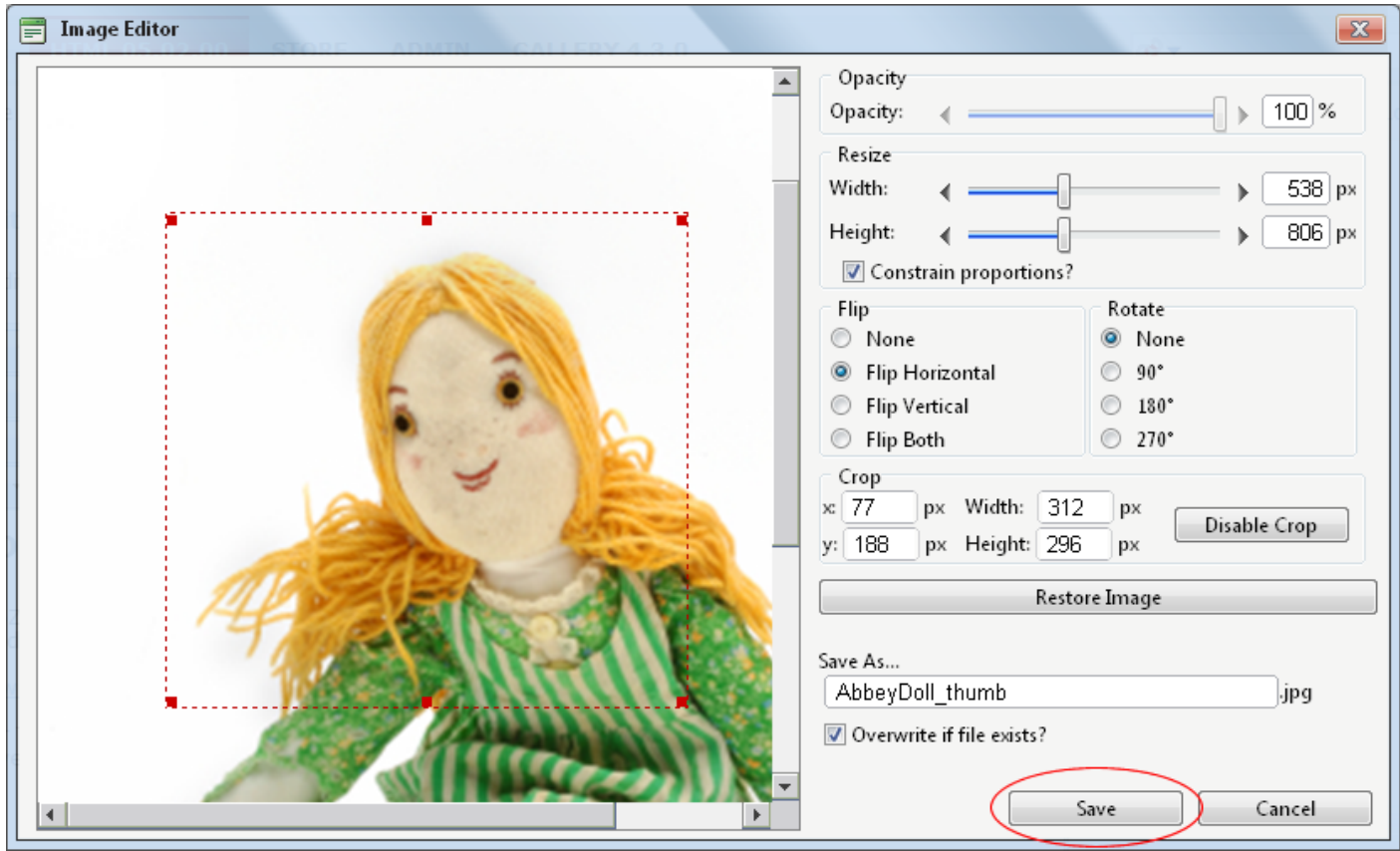
---

### Working with the Image Editor

How to use the Image Editor tool in the Image Manager of the DotNetNuke.RadEditorProvider RTE. This topic assumes you are currently inserting a new image. See ["Inserting Images"](#)

1. Click the **Image Editor**  button. This opens the Image Editor.
2. Select from these editing options:
  - a. At **Opacity**, drag the slider to the preferred percentage (%) - OR - Enter the opacity percentage into the % text box.
  - b. In the **Resize** section:
    - i. At **Constrain proportions?** check  the check box to lock the width/height ratio - OR - Uncheck  the check box to allow the width and height to be modified independently.
    - ii. At **Width** and/or **Height**, drag the slider to the preferred image size - OR - Click the Decrease and Increase buttons. The pixel size is displayed in the respective **Px** text boxes to the right.
  - c. At **Flip**, select a direction to flip the image from these options: **None**, **Flip Horizontal**, **Flip Vertical**, or **Flip Both**.
  - d. At **Rotate**, select from **None**, **90°**, **180°**, or **270°**.
  - e. At **Crop**, click the **Enable Crop** button. This displays a red box which defines the area to be cropped. You can now define the area to be cropped:
    - i. In the **X** and **Y** text boxes, enter the X (vertical) and Y (horizontal) coordinates for the crop area.
    - ii. In the **Width** and **Height** text boxes, enter the width and height in pixels for the crop area.
3. In the **Save As...** text box, a new name for this edited image is displayed. It is in the format of `filename_thumb`. Modify this name as desired. Tip: Remove the `_thumb` from the file name to override the original file. The image will be saved as a .jpg extension file.
4. At **Overwrite If File Exists?**, check  the check box to overwrite a file that exists with the name entered in the **Save As...** text box - OR - Uncheck  the check box if you don't want to override an existing file. This enables warning message if the filename already exists.
5. Click the **Save** button.





**Troubleshooting.** If the message "A file with a name same as the target already exists!" is displayed, this is preventing you from over-writing an existing image. Repeat Steps 4 and 6.

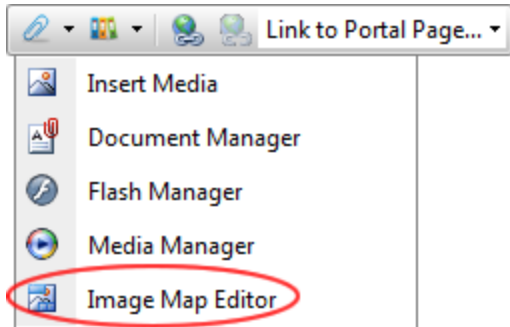
---

*Tip: When Cropping an image drag and resize the crop area on the preview image.*

**Creating an Image Map**

How to create an image map using the DotNetNuke.RadEditorProvider for the RTE.

1. Insert an image.
2. Right-click on the image and then select  **Image Map Editor** from the drop-down list - OR - Select  **Image Map Editor** from the actions toolbar. This will open the Image Map Editor.



3. To create an area:

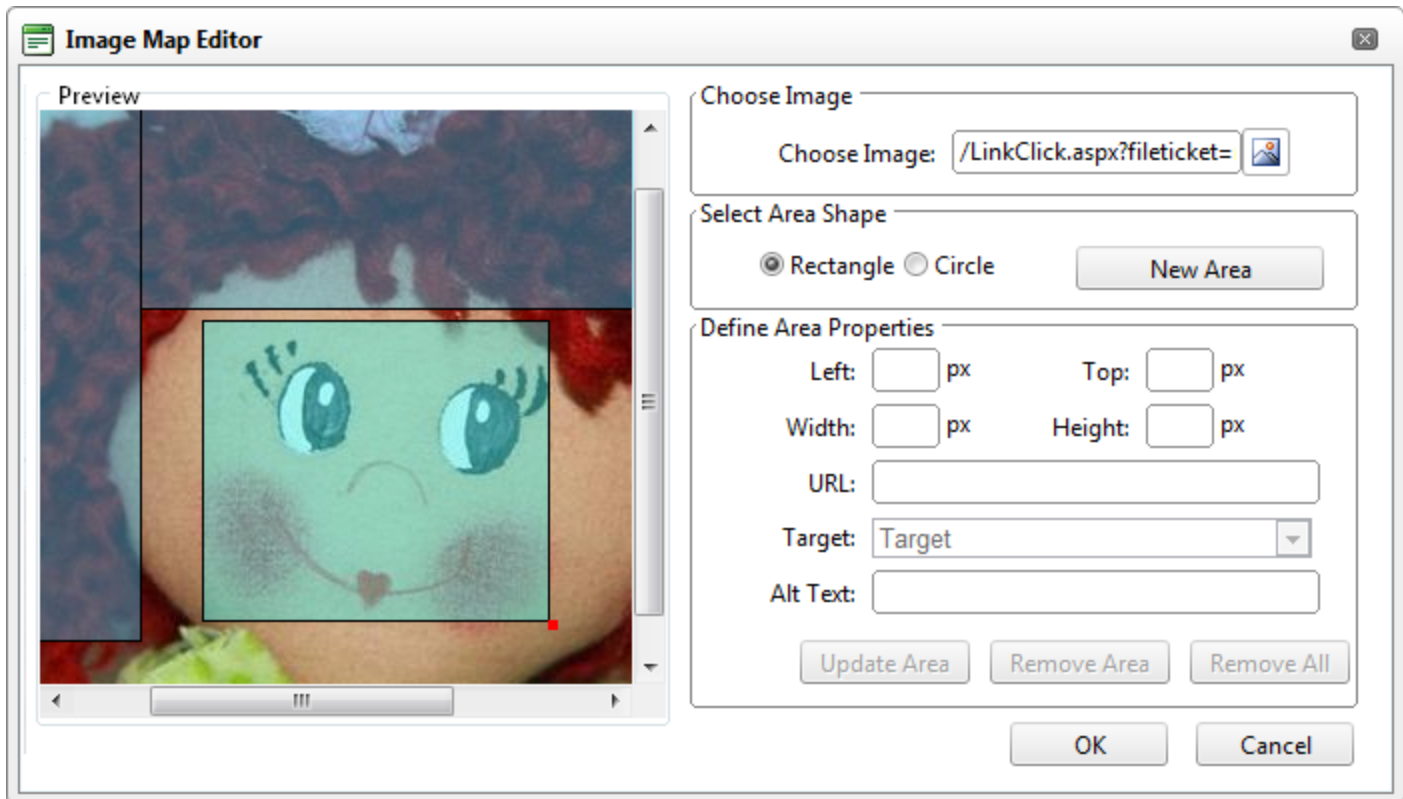
- a. At **Select Area Shape**, select either **Rectangle** or **Circle**.
- b. Click the **New Area** button. This displays a gray box defining the area.
- c. Move and resize the area as required. This updates the Define Area Properties fields for Left, Width, Top and Height.
- d. **Optional**. In the **URL** text box, enter the URL to open when a user clicks on this Area.
  - i. At **Target**, select the target for the URL.
    - **Target**: No target is set and the link will open in the same window.
    - **New Window**: Will open a new window.
    - **Parent Window**: If web page consists of frames, the link will open in the parent frame.
    - **Same Window**: The link will open in the same window.
    - **Browser Window**: The link will open in the same window.
    - **Search Pane**:
    - **Media Pane**:Optional.
- e. In the **Alt Text** text box, enter the text to be displayed for this area.
- f. Click the **Update Area** button.

4. Repeat Step 3 to add additional areas.

5. These additional editing options are available:

- To edit an existing area, click on it in the preview window, edit the properties as required and then click the **Update Area** button.
- To remove an area, click the **Remove Area** button.
- To remove all areas, click the **Remove All** button.




6. Click the **OK** button to confirm.



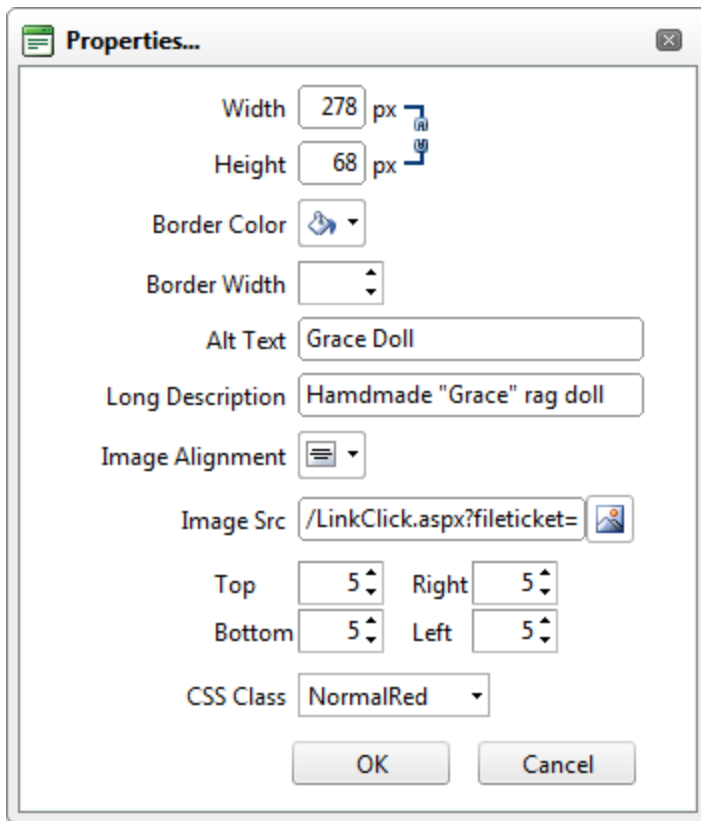
Creating an Image Map

### Setting Image Properties

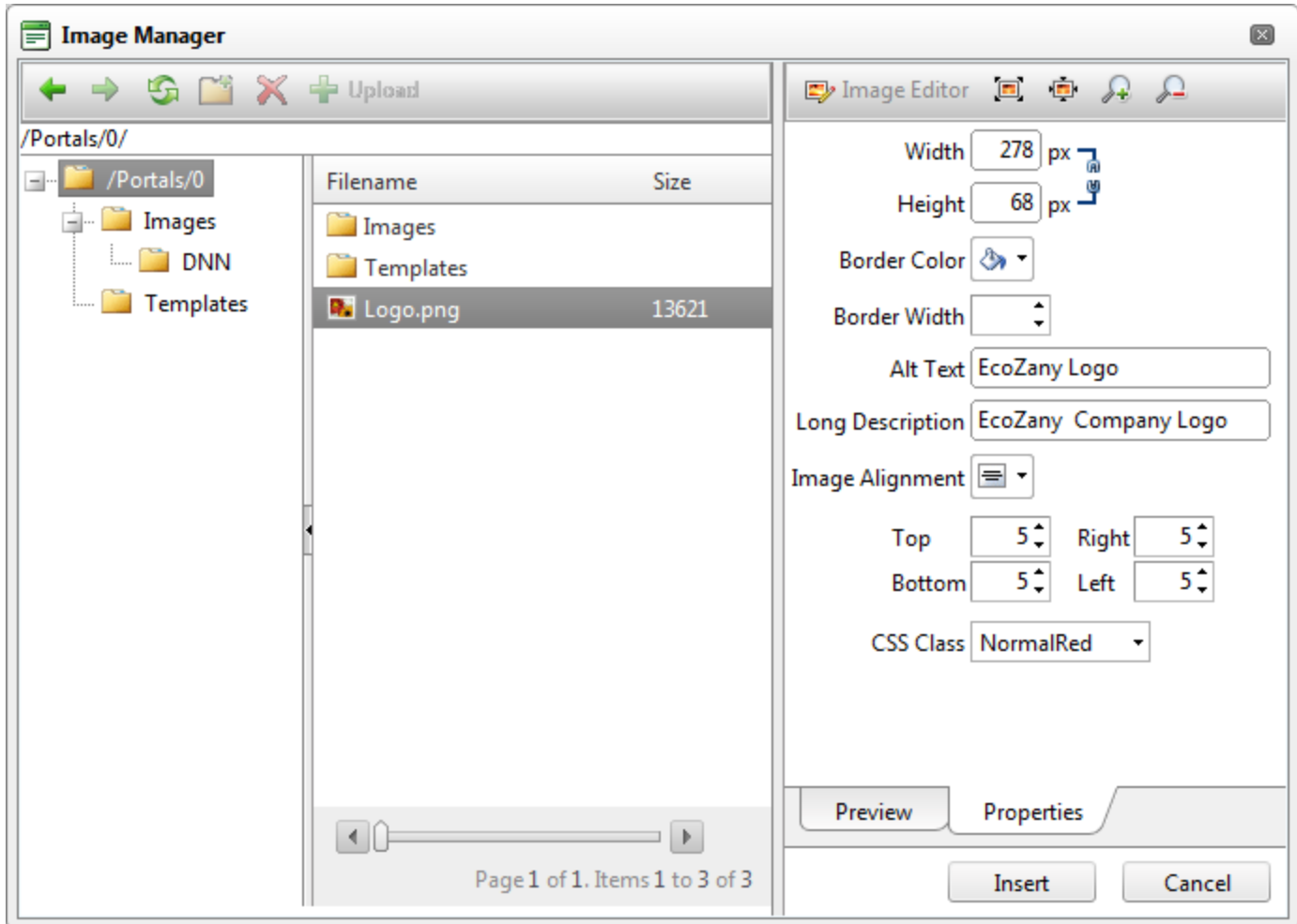
How to set the optional properties of an image using the Image Manager of the DotNetNuke.RadEditorProvider for the RTE.

1. If the image has already been inserted, right-click on the image and select  **Properties...** from the drop-down list. Alternatively, if you are currently adding the image, click on the **Properties** tab of the Image Manager.
2. Click the **Lock Ratio**  / **Unlock Ratio**  button to unlock or lock the width/height ratio at any time. Unlocking the ratio enables the width and/or height to be modified independently.
3. In the **Width** text box, enter the width in pixels which the image will be displayed as.
4. In the **Height** text box, enter the height in pixels which the image will be displayed as.
5. At **Border Color**, click the **Color Picker** button and select the border color. Note: A Border Width must be entered to display the border.
6. In the **Border Width** text box, enter the pixel width for the border - OR - use the **Increase** and **Decrease** arrows.
7. In the **Alt Text** text box, enter the alternative text for this image.
8. In the **Long Description** text box, enter the long description for this image.
9. At **Image Alignment**, click the **Alignment Selector** button and select the alignment for this image.

10. At **Margin**, set any of these fields:
  - a. In the **Top** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the top margin.
  - b. In the **Bottom** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the bottom margin.
  - c. In the **Right** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the right margin.
  - d. In the **Left** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the left margin.
11. At **CSS Class**, select a class for this image.
12. Click the **OK** button.





Setting the properties of an existing image

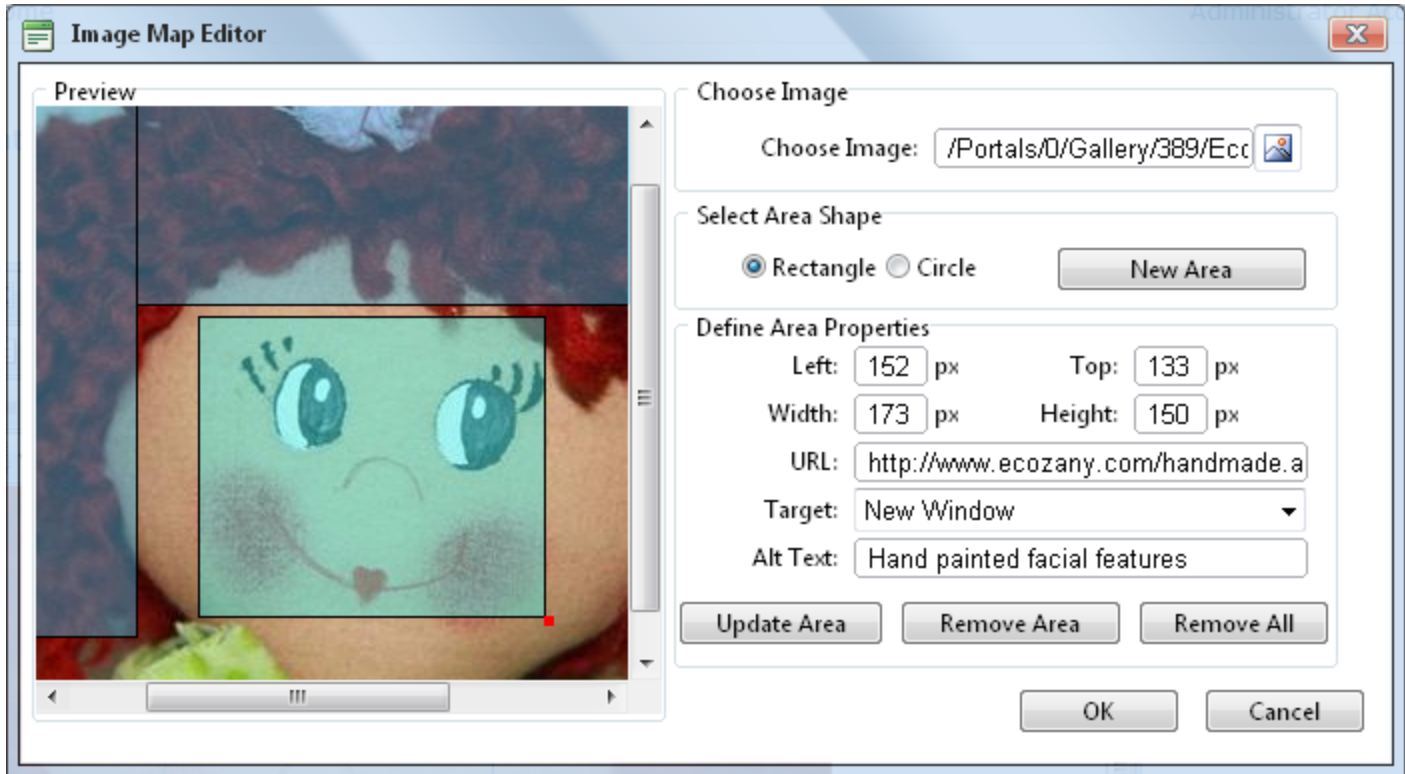


Setting the properties of an image during insertion

### Editing an Image Map

How to edit an image map using the DotNetNuke.RadEditorProvider for the RTE..

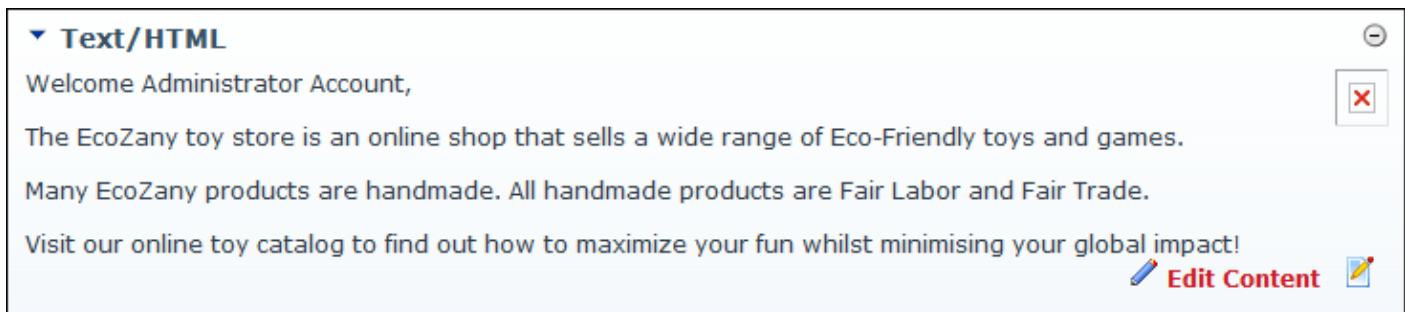
1. Select the mapped image.
2. Click the **Image Map Editor**  button in the toolbar - OR - Right click on the image and then select  **Image Map Editor** from the drop-down menu. This opens the Image Map Editor window.
3. Add, edit/update and delete mapped areas as required. See ["Creating an Image Map"](#)
4. Click the **OK** button to save.



Creating an Image Map

### Troubleshooting: Image Not Displaying

Some images may not display in the Editor.



This can occur if the image is set as hidden.

1. Remove the Hidden property from the image. See "[Setting the Hidden Property of a File](#)".
2. Return to the module to see if the image is displaying. You may need to Refresh (Hold down the Shift key and strike the F5 key) the page to see the changes.

This can also occur if module caching is set for too longer period. In this case, extend the caching time as required. See "[Configuring Cache Settings for a Module](#)"

## ▼ Text/HTML

Welcome Administrator Account,

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!



 **Edit Content** 

Troubleshooting: Image Not Displaying in HTML Module

## Managing Links and Anchors


### Adding an Email Link

How to add an email link to text or an image using the DotNetNuke.RadEditorProvider for the RTE. Clicking the link opens the user's email program with the selected email address in the "Send To" field.

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*Tip: If you type an email address with a recognized extension directly into the Editor it will automatically add a "send to" link to the address.*

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1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **E-mail** tab.
4. In the **Address** text box, enter the email address. If you have selected a recognized email address it will be displayed here.
5. In the **Link Text** text box, enter the text for this link. Note: This field is not displayed when adding a link to an image.
6. In the **Subject** text box, enter a subject which will populate the subject field of the email message.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.

The image shows a dialog box titled "Hyperlink Manager" with three tabs: "Hyperlink", "Anchor", and "E-mail". The "E-mail" tab is selected. The dialog contains four input fields: "Address" with the value "rose.booth@ecozany.com", "Link Text" with the value "Contact EcoZany for more information on our", "Subject" with the value "Sales Enquiry", and "CSS Class" with a dropdown menu showing "NormalBold". At the bottom right, there are "OK" and "Cancel" buttons.

8. Click the **OK** button to confirm.

#### Adding a Page Link

How to insert a link to a page within this site using the TelerikEditorProvider RTE.

1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab selected.
3. At **Page**, select the page for this link from the drop-down list. This displays the URL of the selected page in the **URL** field below.  
Note: Disabled pages appear in the list, however they cannot be selected.



The screenshot shows the 'Hyperlink Manager' dialog box with the 'Hyperlink' tab selected. The 'Page' dropdown is set to 'Store', and the 'URL' text box contains 'http://ecozany.com/Store.aspx'. The 'Link Text' is 'Visit our online toy catalog', 'Target' is 'None', and 'Existing Anchor' is 'None'. The 'CSS Class' is 'Apply Class'. There are two unchecked checkboxes: 'Track the number of times this link is clicked' and 'Log the user, date and time for each click'. The 'OK' and 'Cancel' buttons are at the bottom.

4. The following **optional** settings are available:

- a. In the **Link Text** text box, edit the linked text. Note: This field is not displayed when adding a link to an image.
- b. At **Target**, select the target window for this link. The default option is **None** which opens the link in the current window.
- c. In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
- d. At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
- e. Check  the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
  - i. Check  the **Log the user, date and time for each click** check box to also enable the Link Log.


5. Click the **OK** button.

**Related Topics:**

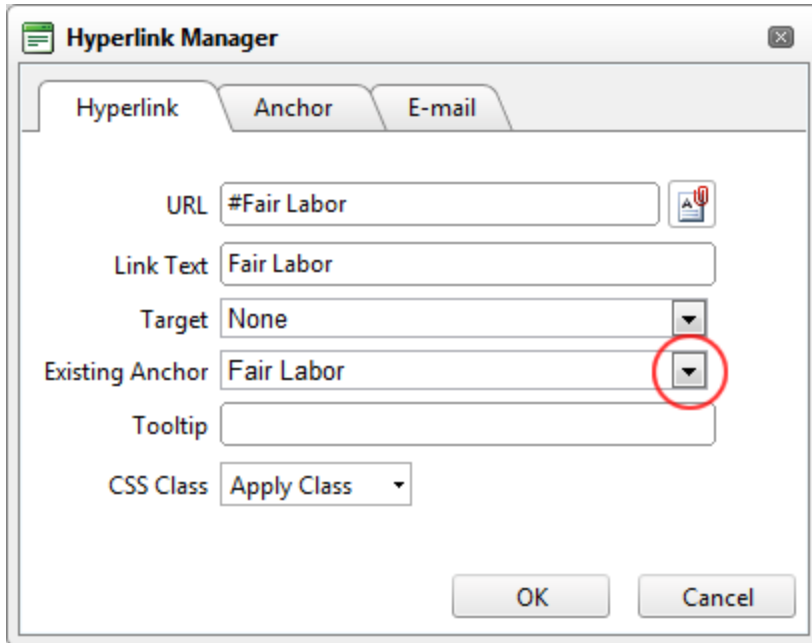
- [See "Viewing Link Tracking Report"](#)

**Adding an Anchor Link**

How to create a link to an anchor using the DotNetNuke.RadEditorProvider for the RTE.

1. Highlight the text/object to be linked to the anchor.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab pre-selected.

3. At **Existing Anchor**, select the anchor name. This displays the anchor **URL** in the **URL** field. E.g. #Fair Labor



The screenshot shows the 'Hyperlink Manager' dialog box with the 'Hyperlink' tab selected. The 'URL' field contains '#Fair Labor'. The 'Link Text' field contains 'Fair Labor'. The 'Target' dropdown is set to 'None'. The 'Existing Anchor' dropdown is set to 'Fair Labor' and is circled in red. The 'Tooltip' field is empty. The 'CSS Class' dropdown is set to 'Apply Class'. 'OK' and 'Cancel' buttons are at the bottom.

4. The following **optional** settings are available:

- a. In the **Link Text** text box, enter/edit the linked text as required.
- b. At **Target**, select the target for this link - OR - Select **None** to use the existing window.
- c. In the **Tooltip** text box, enter the text to be displayed when a user places their mouse over this link.
- d. At **CSS Class**, select the CSS class to use.
- e. Check  the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
  - i. Check  the **Log the user, date and time for each click** check box to also enable the Link Log.


5. Click the **OK** button to confirm.

#### **Related Topics:**

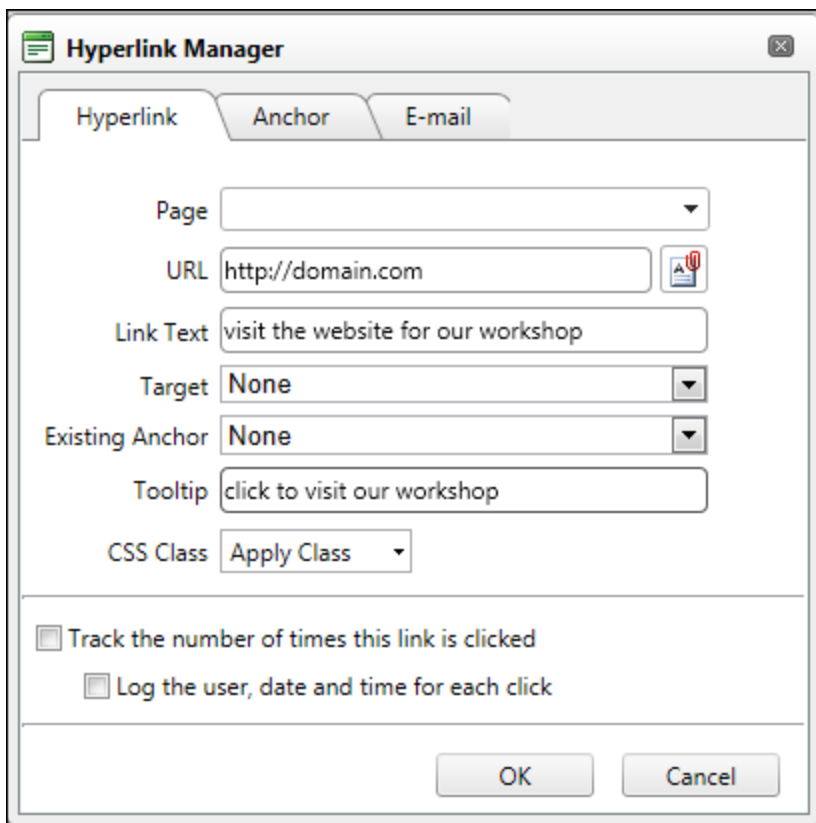
- See ["Adding an Anchor"](#)

#### **Adding a URL Link**

How to insert a link to a URL located on another web site using the DotNetNuke.RadEditorProvider for the RTE.

1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab pre-selected.
3. In the **URL** text box, enter the URL address for this link.

4. **Optional.** In the **Link Text** text box, enter the text for this link. If you highlighted text at Step 1, then this field will be pre-populated with that text. Note: This field is not displayed when adding a link to an image.
5. **Optional.** At **Target**, select the target window for this link.
6. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.

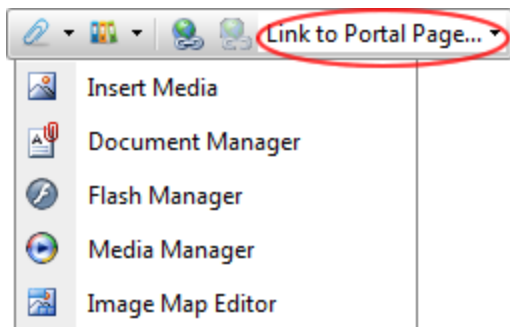



8. Click the **OK** button to confirm.

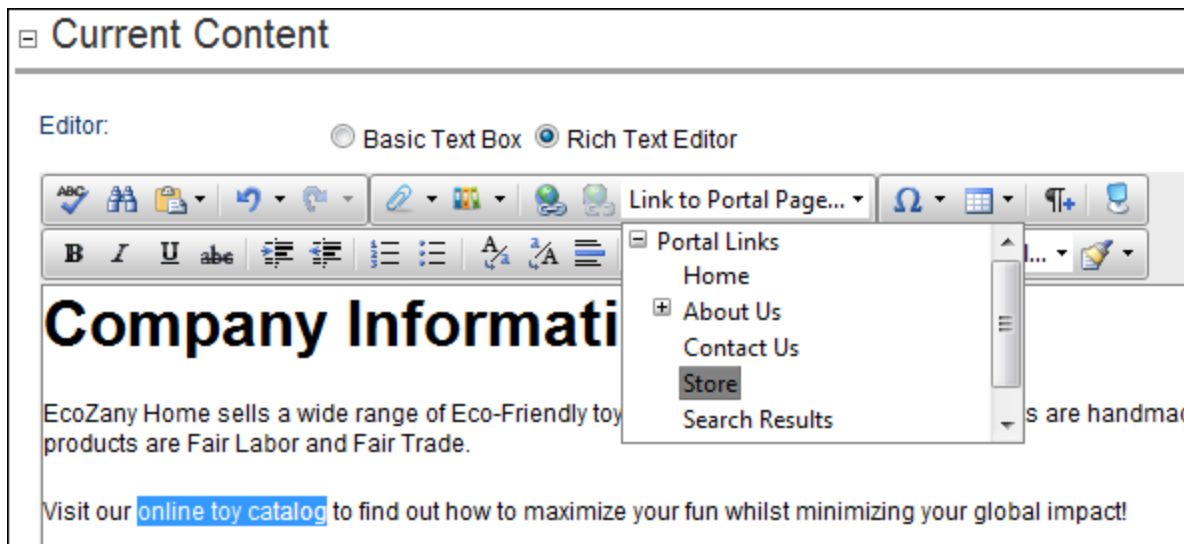
### Linking to a Portal Page

How to link to any page of your portal using the DotNetNuke.RadEditorProvider for the RTE. Note: You can only select links which you are authorized to view. E.g. Only Administrators can link to the Admin Console pages.

1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Link to Portal Page** drop-down box on the actions toolbar.




3. **Maximize**  the **Portal Links** heading to display a list of your site pages.
4. Locate and select the page for this link.

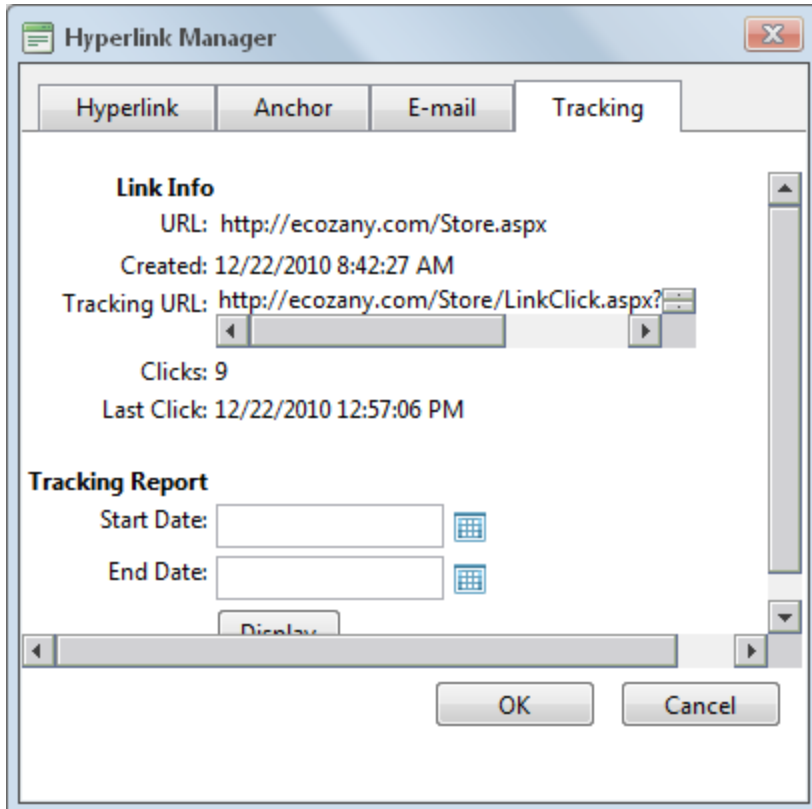


*Tip: If you didn't select any text/object at Step 1, then the page name is used as the linked text. E.g. If you link to the Home page, then a Home link is inserted.*



#### Viewing Link Tracking Report

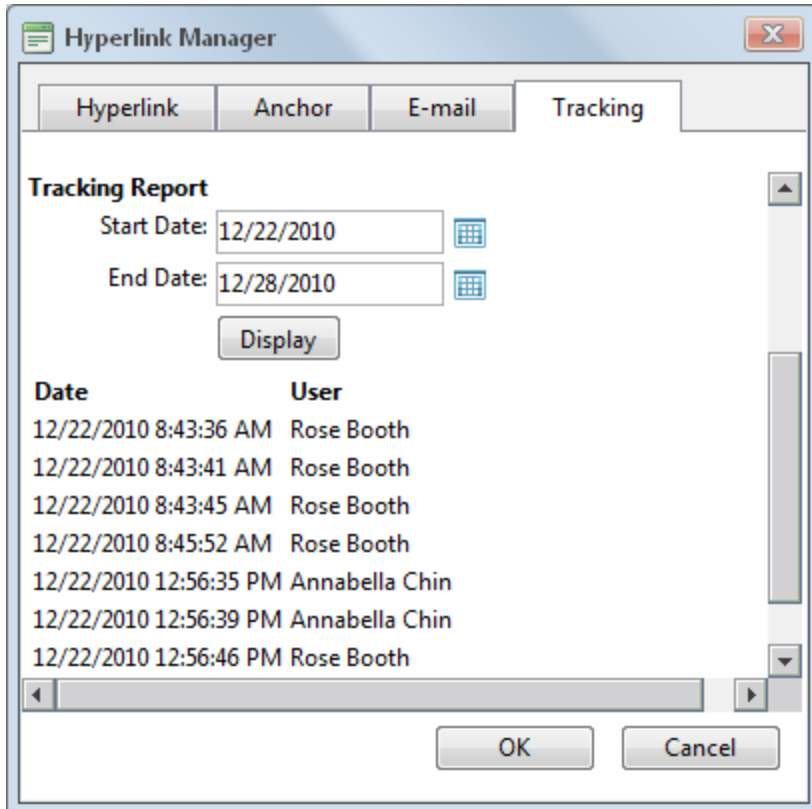
How to view tracking information for a tracked link within the TelerikEditorProvider RTE. In addition the tracking report displays data for the selected date range.

1. Select the linked text or object, and then click the **Hyperlink Manager** (CTRL + K)  button - OR - Right-click on the linked item and select **Properties...** from the drop-down menu. This opens the Hyperlink Manager with the Hyperlink tab selected.
2. Select the **Tracking** tab.
3. In the **Link Info** section, the following information is displayed:
  - **URL:** The URL for this link. E.g. <http://ecozany.com/Store.aspx>
  - **Created:** The date this link was created. 12/22/2010 8:42:27 AM
  - **Tracking URL:** The tracking URL for this link. E.g. <http://ecozany.com/LinkClick.aspx?link=63&tabid=41&mid=386>
  - **Clicks:** The number of times this link has been clicked.
  - **Last Click:** The date and time when the link was last clicked.



4. In the **Tracking Report** section, complete the following to view the report:

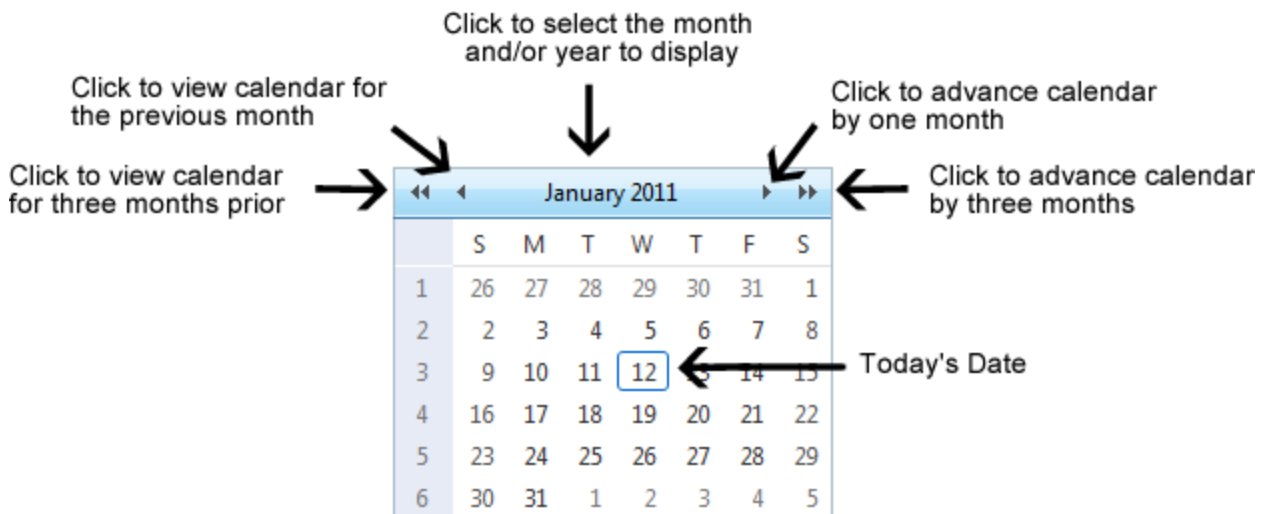
- a. At **Start Date**, click the **Calendar**  button. This displays the current month with today's date highlighted. Select a new date if required. See "[Working with the RADCalendar](#)"
- b. At **End Date**, click the **Calendar**  button. This displays the current month with today's date highlighted. Select a new date if required.
- c. Click the **Display** button. This displays the date and time when the link was clicked and the first and last name of authenticated users.



5. Click the **Cancel** button to close the Hyperlink Manager.


#### Working with the RADCalendar

The RADCalendar is date selection tool which is used when viewing link tracking reports within the TelerikEditorProvider RTE.







#### Selecting a Date

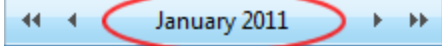
**Step One - View the required Month/Year in Calendar**

1. Click the **Calendar**  button. This opens the RADCalendar. Here's an overview of the date selection options available for the RADCalendar:

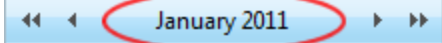
- **View Calendar for Another Month:**

- Click the <<  button view calendar from three months ago
- Click the <  button to view calendar for the previous month
- Click the >  button to advance the calendar by one month
- Click the >>  button advance the calendar by three months

- **View Calendar for Today:**

1. Click the **Month/Date**  above the calendar.
2. Click a month to view that month for the selected year.
3. Click the Today link.

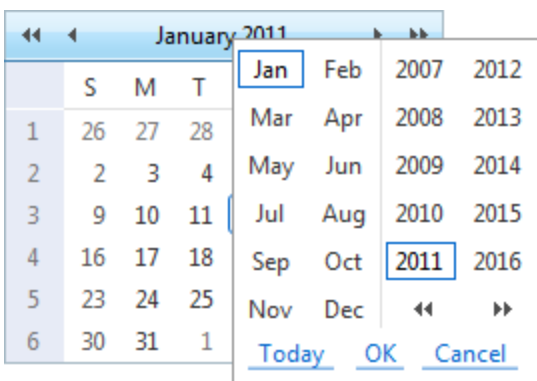
- **View Calendar for Another Month/Year:**

1. Click the **Month/Date**  above the calendar.
2. Click a month to view that month for the selected year.
3. Click a different year to view if required.
4. **Optional.** If the required year is not displayed, then click either the << or >> buttons below the displayed years. This displays the previous or next ten years respectively.
5. Click the **OK** button to view the calendar for the selected month/year.

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*Tip: Click the Cancel link to cancel any selection and return to calendar.*

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### Step Two - Selecting the Date

1. Click on a date in the calendar to select it. This closes the pop-up window and displays the selected date in the associated field.


### Related Topics:

- [See "Viewing Link Tracking Report"](#)


### Editing an Email or URL Link

How to edit a link in the DotNetNuke.RadEditorProvider for the RTE.

#### Option One:

1. Select the linked text or object.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, [See "Adding an Email Link"](#) or [See "Adding a URL Link"](#)
4. Click the **OK** button.

#### Option Two:

1. Right-click on the linked text or object.
2. Select  **Properties...** from the drop-down menu. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, [See "Adding an Email Link"](#) or [See "Adding a URL Link"](#)
4. Click the **OK** button.

### Editing a Portal Page Link


How to edit a link to a page in your site in the DotNetNuke.RadEditorProvider for the RTE.

1. Click on or highlight the linked text/object.
2. Click the **Link to Portal Page** drop-down box on the actions toolbar.
3. Select a new link.

### Deleting a Link

How to remove a link from the DotNetNuke.RadEditorProvider for the RTE.

#### Option One:

1. Select the linked text or object.
2. Click the  **Remove Link** (CTRL + SHIFT + K) button.

#### Option Two:


1. Right-click on the linked text or object.
2. Select **Remove Link** from the drop-down menu. This opens the Hyperlink Manager.

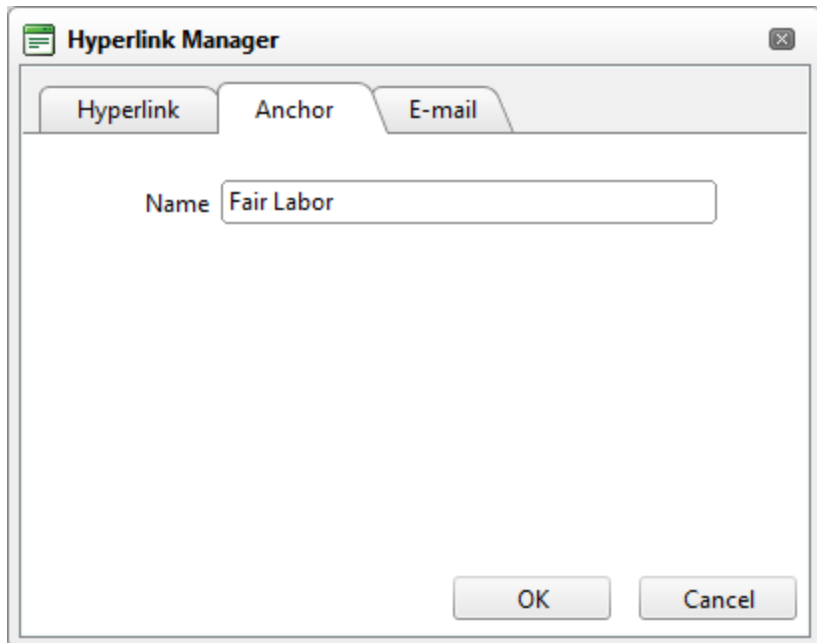
### Adding an Anchor

How to create an anchor using the DotNetNuke.RadEditorProvider for the RTE. An anchor is a location within this content which can be linked to using the Hyperlink Manager. Note: Links to this anchor can only be created in this instance of this module.

1. Place your cursor where you want to insert the anchor - OR - Highlight the text or object for the anchor. Note: Text may display link formatting even though there is no link.



2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **Anchor** tab.
4. In the **Name** text box, enter an anchor name.




5. Click the **OK** button to confirm.


### Editing an Anchor

How to edit an anchor using the DotNetNuke.RadEditorProvider for the RTE.

#### Option One:

1. Select the anchored text or object.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button to confirm.


#### Option Two:

1. Right-click on the linked text or object.
2. Select  **Properties...** from the drop-down menu. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button to confirm.

### Deleting an Anchor

How to delete an anchor (bookmark) from the DotNetNuke.RadEditorProvider for the RTE.

**Option One:** Use this option when the anchor has been created by first selecting text or an object.

1. Select the linked text or object.
2. Click the **Remove Link** (CTRL + SHIFT + K)  button.


**Option Two:** Use this option when the anchor has been added to the editor by placing the cursor in a location.

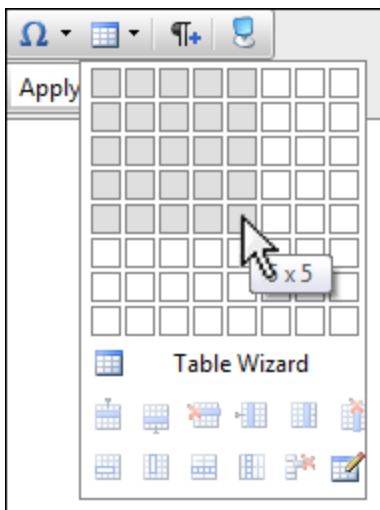
1. Select the **HTML** tab.
2. Locate and delete the anchor HTML which will look something like `<a name="anchor name"></a>`

## Managing Tables

### Inserting a Table

How to insert a table using the DotNetNuke.RadEditorProvider.

1. Place your cursor where you want to insert the table.
2. Click the **Insert Table**  button.
3. Select for these options:
  - **To insert a basic table**, move your cursor to highlight the number of rows or columns for the table and then click to select it. This displays the basic table in the Editor.





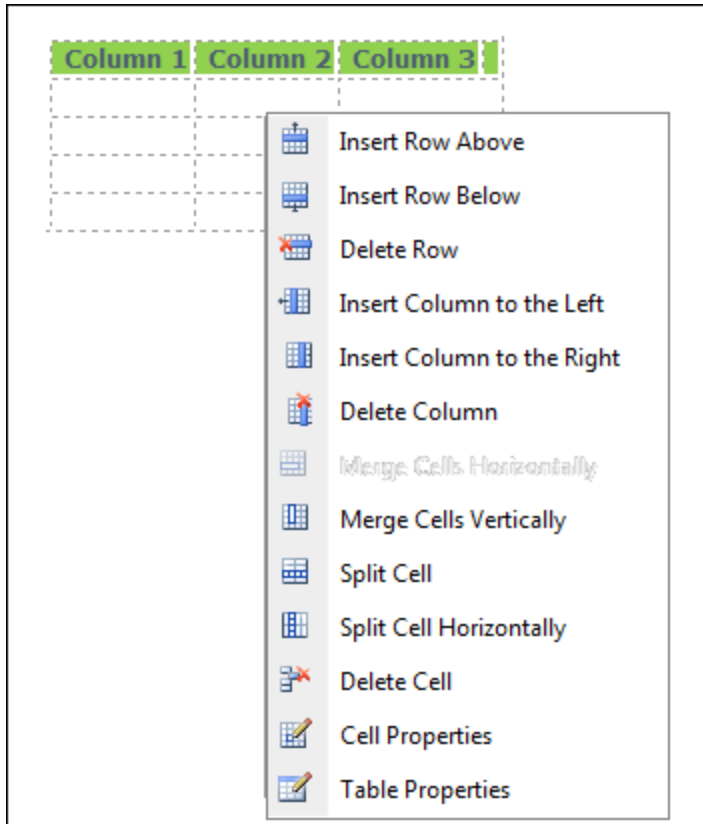
- **To design a more complex table**, click the **Table Wizard** button. See "[Setting the Table Design](#)"



### Editing a Table

How to edit a table using the right click menu or the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.






1. Place your cursor inside the table. Note: If you want to use the drop-down menu to modify the table design (rather than the Table Wizard) then place your cursor in the cell where you want to perform the modification.
2. Right-click using your mouse. This displays the drop-down menu.
3. Select an option to modify the rows, columns or cells of the table - OR - Select either the  **Table Properties** or  **Cell Properties** option to use the Table Wizard to modify the table.
4. Click the **OK** button to confirm.









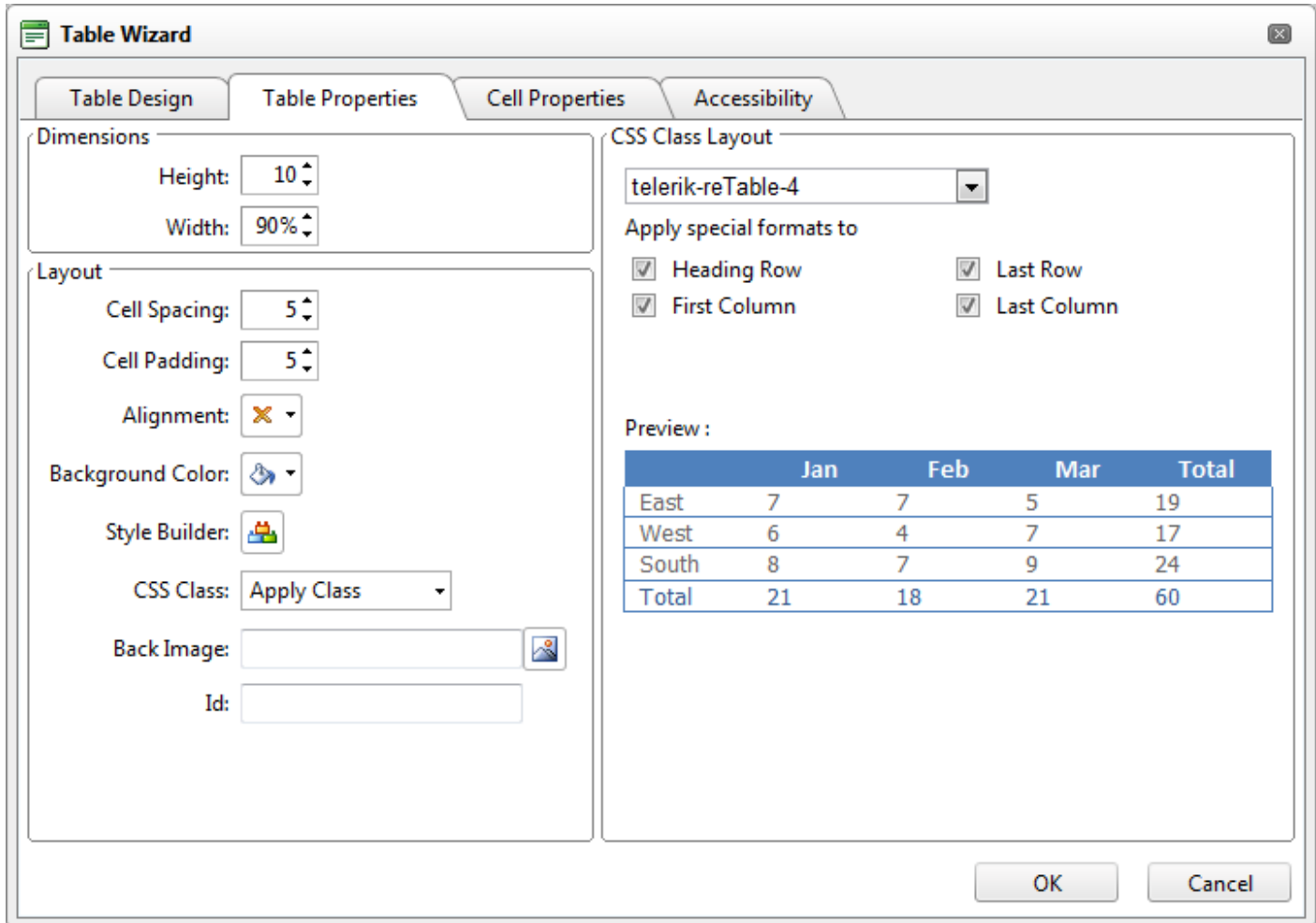
Editing a Table

### Setting Table Properties

How to set the optional properties of a new or existing table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Open the Table Wizard. See "Inserting a Table" - OR - Right-click on an existing table and then select  **Table Properties** from the drop-down menu.
2. Go to the **Table Properties** tab and set any of these optional settings:
3. In the Dimensions section:
  - a. In the **Height** text box, set the table height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase**  and **Decrease**  buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.
  - b. In the **Width** text box, set the table width in either pixels or as a percentage as for height. Leave blank for no specified width.
4. In the Layout section:
  - a. In the **Cell Spacing** text box, enter a number to set the pixel spacing between cells - OR - Use the **Increase**  and **Decrease**  buttons.


- b. In the **Cell Padding** text box, enter a number to set the pixel padding between cells - OR - Use the **Increase**  and **Decrease**  buttons.
  - c. At **Alignment**, click the arrow of the **Alignment Selector**  button and select the table alignment.
  - d. At **Background Color**, click the **Color Picker**  button and select the background color.
  - e. At **Style Builder**, click the **Style Builder**  button and build one or more styles. See "[Using the Style Builder](#)"
  - f. At **CSS Class**, select a class for the content of this table.
  - g. At **Back Image**, click the **Image SRC**  button and select a background image for the table.
  - h. In the **Id** text box, enter an Id reference for this table.
5. In the CSS Class Layout section:
    - a. Select a CSS layout design from the drop-down box. The design is displayed in the Preview window below.
    - b. At **Apply Special Formats To**, select which rows or column you want to apply special formatting to. You can see the changes in the Preview window below.
  6. **Optional.** Select a new tab to set additional properties.
  7. Click the **OK** button.

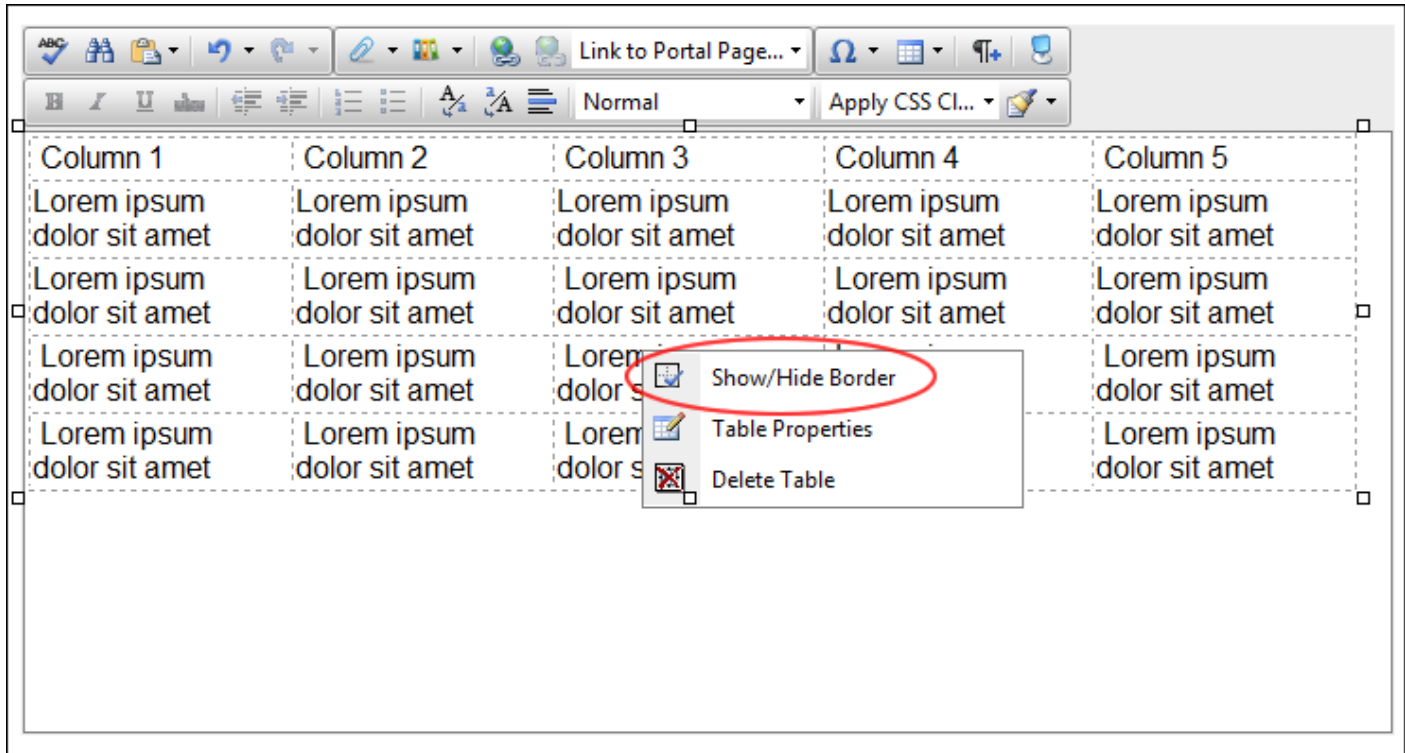


Setting Table Properties

### Showing/Hiding Table Border


How to hide or show the table borders using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Place your cursor on the outer edge of the table. The cursor will change to show the table can be selected.
2. Right-click and select  **Show/Hide Border** from the drop-down menu to either hide or show the table border.



### Setting Cell Properties

How to set the optional cell properties of a new or existing table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE. The below tutorial demonstrates how to add a background color to the first row of your table.

1. Right-click inside a cell of an existing table and select  **Cell Properties** from the drop-down menu.

Editor:  Basic Text Box  Rich Text Editor

ABC [Icons] Link to Portal Page... [Icons]

**B** *I* U abc [Icons] Normal Apply CSS Cl... [Icon]

Column 1	Column 2	Column 3	Column 4	Column 5

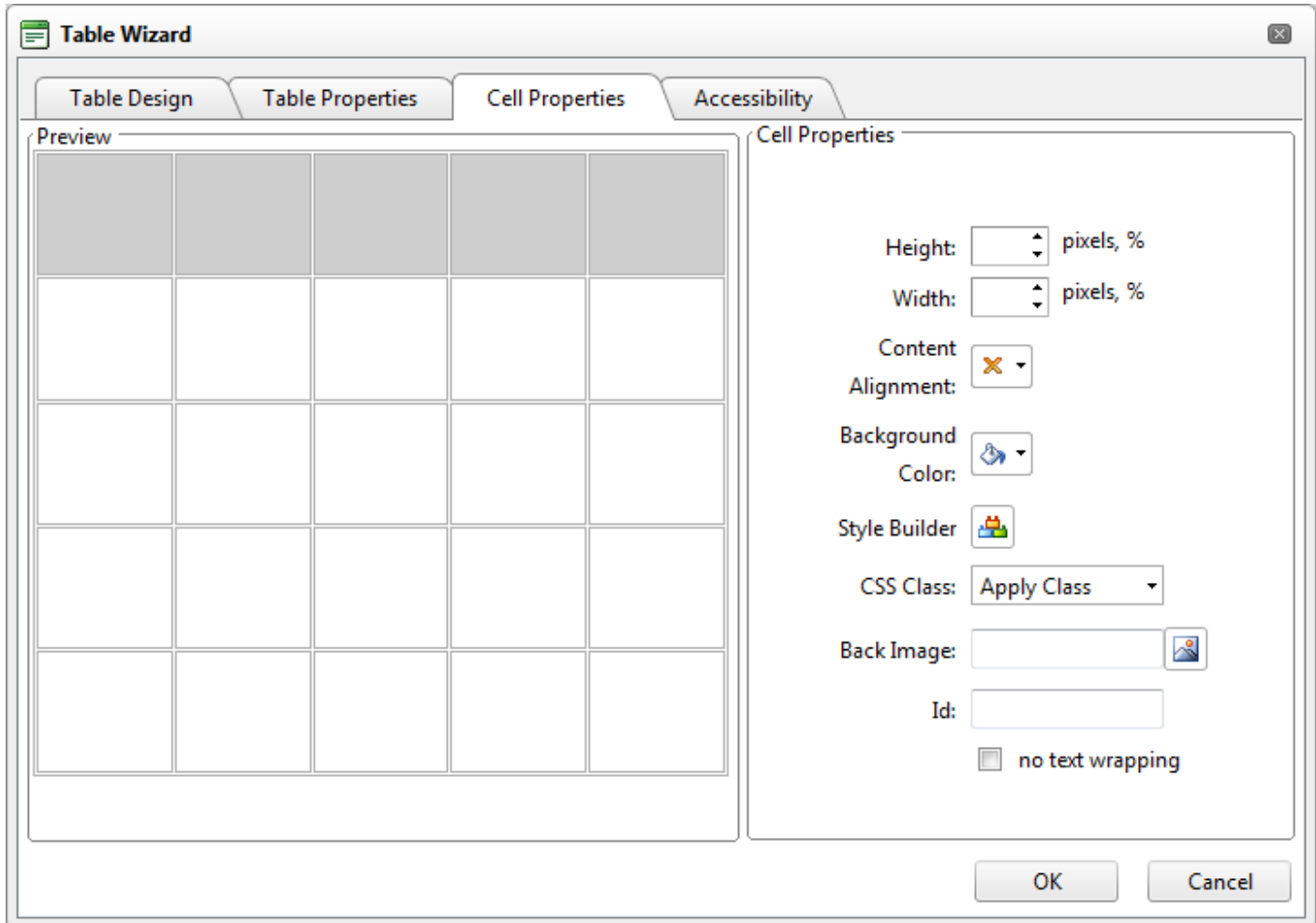
- Insert Row Above
- Insert Row Below
- Delete Row
- Insert Column to the Left
- Insert Column to the Right
- Delete Column
- Merge Cells Horizontally
- Merge Cells Vertically
- Split Cell
- Split Cell Horizontally
- Delete Cell
- Cell Properties**
- Table Properties

Design [Icon] Words: 10 Characters: 44

Version: 1

2. This opens the Cell Properties tab of the Table Wizard.






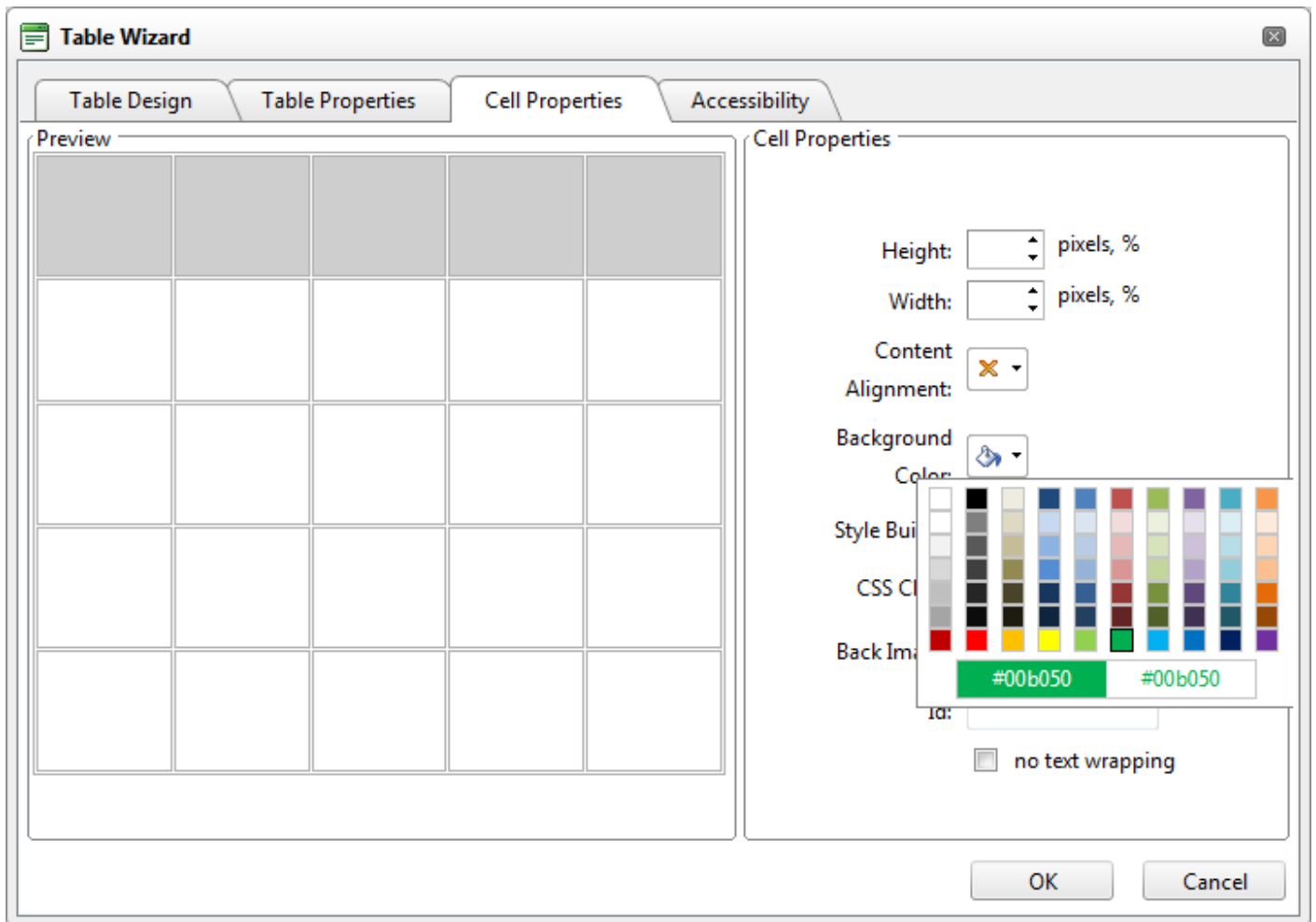




3. At **Preview**, select the cells you want to set the properties of:

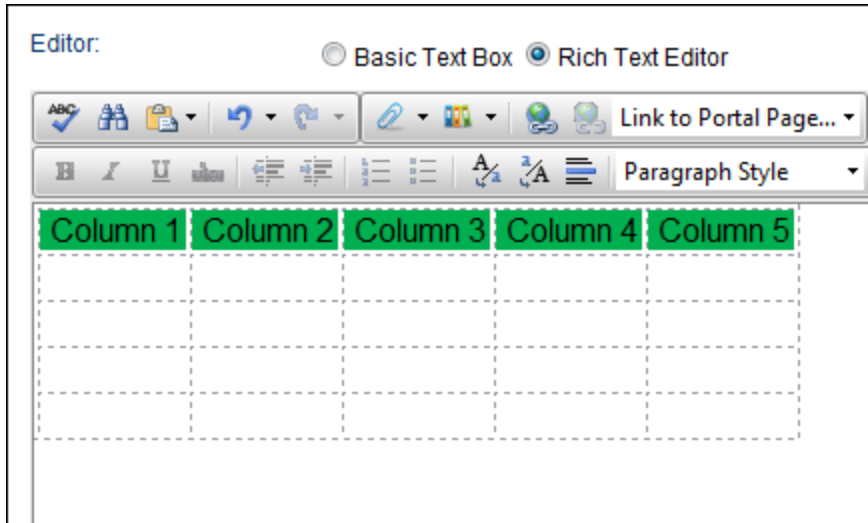
- To select a single cell, click on that cell. The selected cell is highlighted.
- To select multiple cells, hold down the Ctrl key and click on cell to select it - OR - Click the Select All link and then hold down the Ctrl key and click on one or more cells to deselect them. The selected cells are highlighted.

4. At **Cell Properties**, set any of the following:

- a. In the **Height** text box, set the cell height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase**  and **Decrease**  buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.
- b. In the **Width** text box, set the cell width in either pixels or as a percentage as for height. Leave blank for no specified width.
- c. At **Content Alignment**, click the arrow of the **Alignment Selector** button and select the alignment of content.
- d. At **Background Color**, click the **Color Picker**  button and select the background color.



- e. At **Style Builder**, click the **Style Builder**  button and build one or more styles. See "Using the Style Builder"
  - f. At **CSS Class**, select a class for this/these cells.
  - g. At **Back Image**, click the **Image Manager**  button and select a background image for the table.
  - h. In the **Id** text box, enter an Id reference for this/these cells.
  - i. At **No Text Wrapping**, check  the check box to disallow text within this/these cells from wrapping to another line - OR - Uncheck  the check box to allow text to wrap.
5. Click the **OK** button to confirm. Alternatively, you can select another tab of the Table Wizard to set more properties.

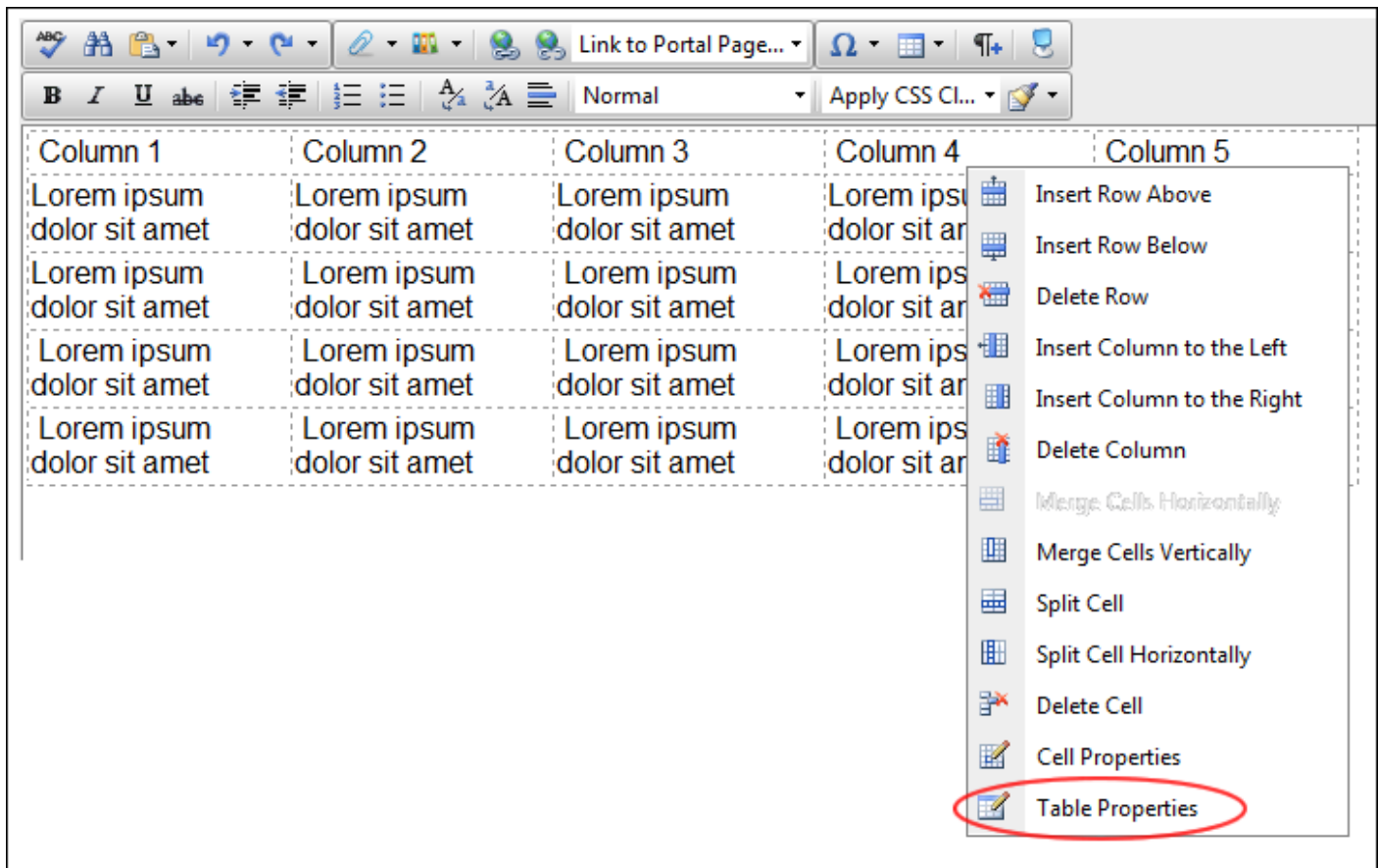


Setting Cell Properties

### Setting Table Accessibility

How to set the accessibility of a new or existing table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE. The below tutorial demonstrates how to set one heading row and add a caption to the table.

1. Right-click inside a cell of an existing table and select  **Table Properties** - OR - Open the Table Wizard (See "Inserting a Table")



2. Select the **Accessibility** tab and set any of these Accessibility Options:

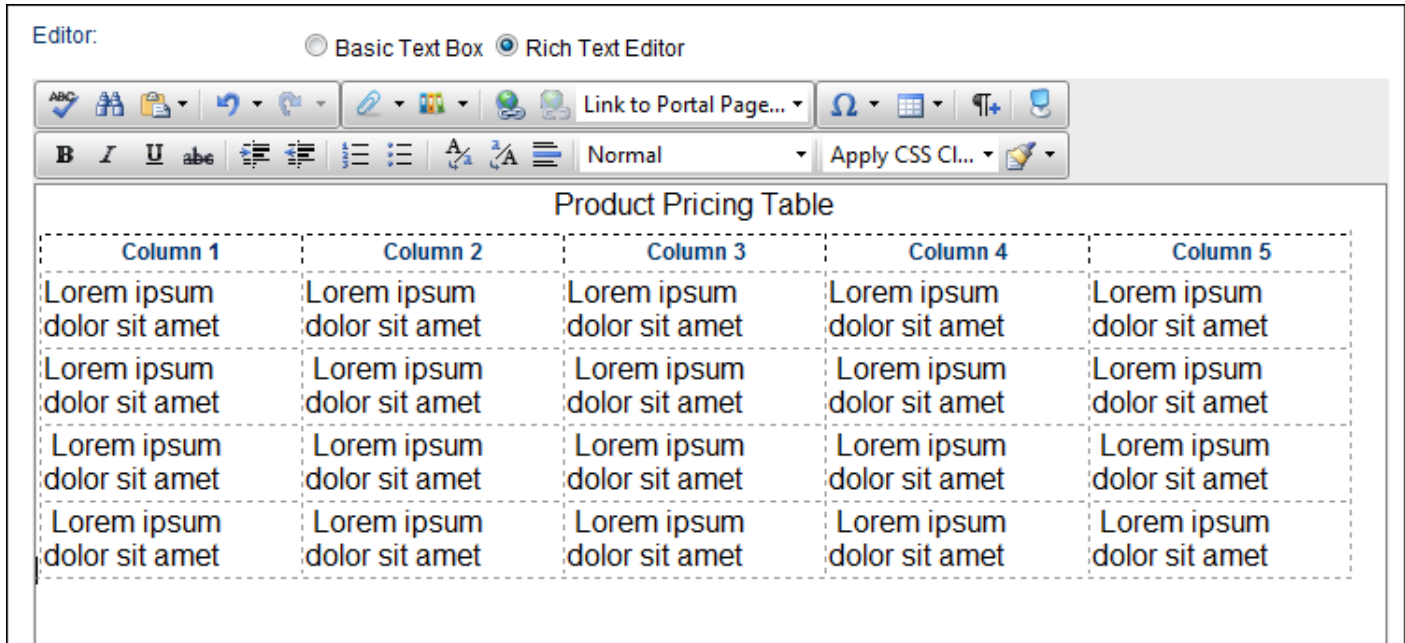
- a. In the **Heading Rows** text box, enter the number of rows which are headings. The maximum number of heading rows for the current table is displayed to the right of this field. E.g. 1
- b. In the **Heading Columns** text box, enter the number of columns which are headings. The maximum number of heading columns for the current table is displayed to the right of this field.
- c. In the **Caption** text box, enter a caption to be displayed above the table.
- d. row associated with the **Alignment Selector** button and then select the alignment of the caption. If no alignment is selected, the default is center alignment.
- e. In the **Summary** text box, enter a summary of the table contents. The table summary isn't displayed on the page, but can be read using accessibility tools such as text readers.
- f. At **Associate Cells With Headers**, check  the check box to associate cells with headers - OR - uncheck  the check box to disable.
- g. **Optional.** Select a new tab to set additional properties.

The screenshot shows the 'Table Wizard' dialog box with the 'Accessibility' tab selected. The 'Accessibility Options' section contains the following fields and controls:

- Heading rows:** A text box containing '1' with '(Max. 5)' to its right.
- Heading columns:** A text box containing '0' with '(Max. 5)' to its right.
- Caption:** A text box containing 'Product Pricing Table'.
- Caption Align:** A dropdown menu with a downward arrow and a small 'x' icon.
- Summary:** An empty text box.
- Associate cells with headers:** A checkbox that is currently unchecked.

At the bottom right of the dialog box are 'OK' and 'Cancel' buttons.


3. Click the **OK** button to confirm.



Setting Table Accessibility by adding a table caption and a header row.




### Using the Table Wizard

How to design a table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Click the **Insert Table**  button.
2. Select **Table Wizard**. This opens the Table Wizard on the Table Design tab. A table of two columns by two rows is displayed as the basis for your design.
3. **Optional.** Select a cell. This enables the **Increase** and **Decrease** buttons which are available to change the design.
4. Select an **Increase** or **Decrease** button to modify the table design. You can choose to add columns and rows, as well as span columns and rows.
5. **Optional.** Change tabs to set other properties.
6. Click the **OK** button to confirm.

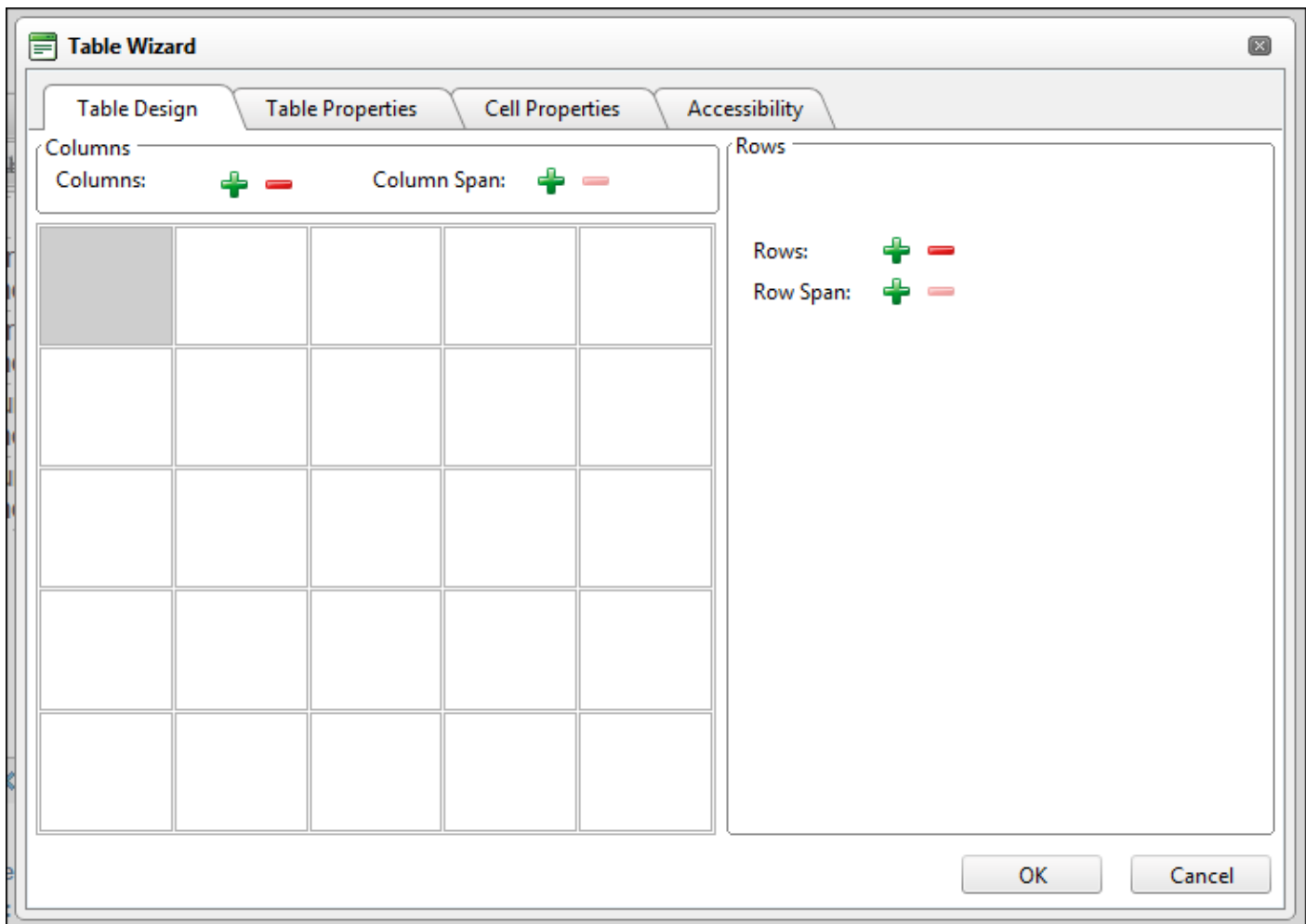
### Setting the Table Design

How to set the design a table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Right-click on an existing table and select  **Table Properties** - OR - Open the Table Wizard. See "[Inserting a Table](#)"
2. Select the **Table Design** tab. If you are adding a new table, a table of two columns by two rows is displayed as the basis for your design. If you are editing an existing table, your current design is displayed.
3. To modify the table, perform any of these actions:
  - To add a column: At **Columns**, click the **Increase**  button.
  - To remove a column: At **Columns**, click the **Decrease**  button.

- To insert a column span: select a cell and then at **Column Span**, click the **Increase +** button.
- To remove a column span: select a cell and then at **Column Span**, click the **Decrease -** button.
- To add a row: At **Rows**, click the **Increase +** button.
- To remove a row: At **Row**, click the **Decrease -** button.
- To insert a row span: select a cell and then at **Row Span**, click the **Increase +** button.
- To remove a row span: select a cell and then at **Row Span**, click the **Decrease -** button.

4. **Optional.** Select a new tab to set additional properties.



5. Click the **OK** button to confirm.


### Deleting a Table

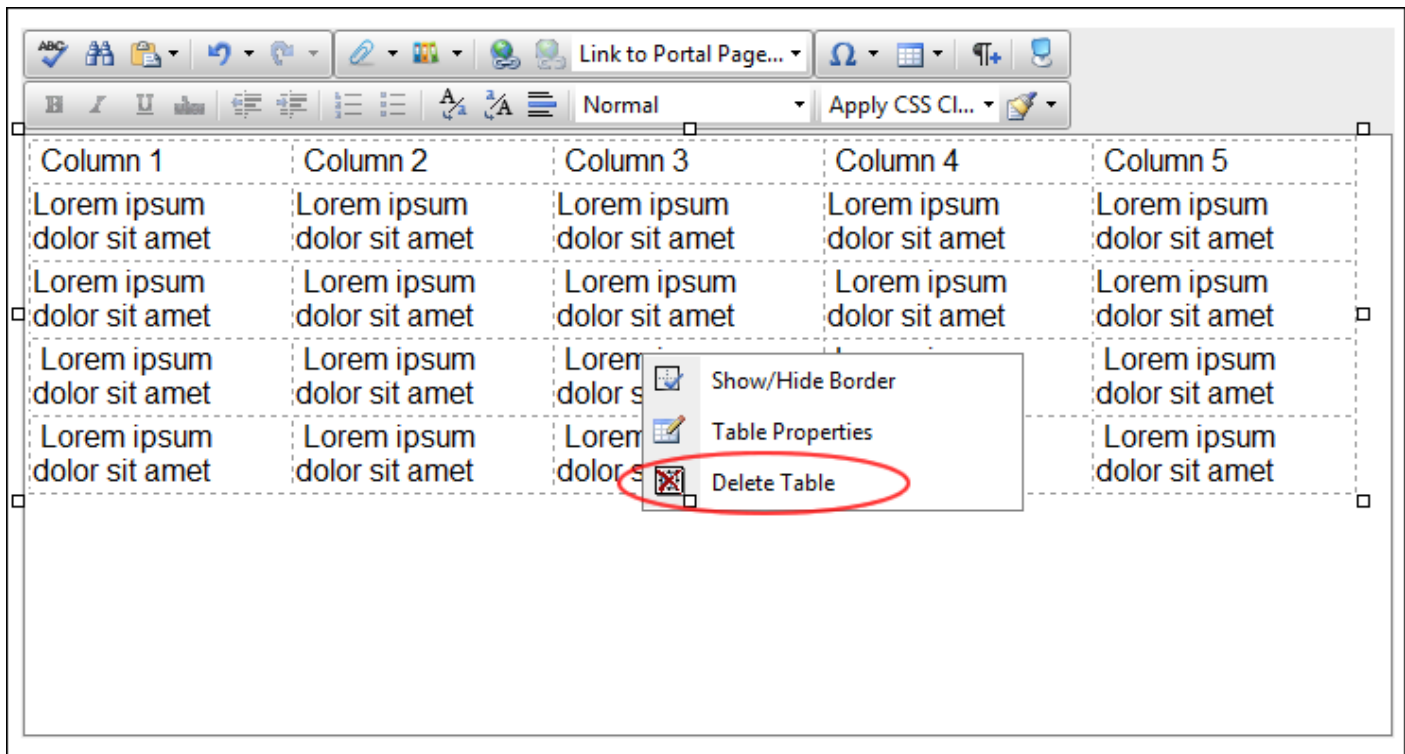
How to delete a table from the DotNetNuke.RadEditorProvider for the RTE.

#### Option One:

1. Click on the corner of the table to select it.
2. Strike the **Delete** button on your keyboard.

**Option Two:**

1. Click on the corner of the table to select it.
2. Click on the corner of the table to select it, and select **Delete Table**  from the drop-down menu.




**Option Three:**

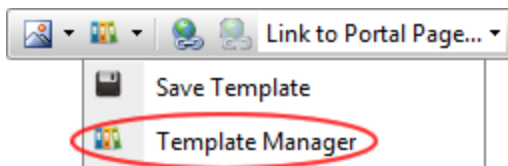
1. Place your cursor before or after the table.
2. Strike either the **Backspace** or **Delete** button on your keyboard respectively.

**Managing Templates**

**Inserting a Template**

How to insert a template using the DotNetNuke.RadEditorProvider for the RTE.


1. Place your cursor where you want to insert the template.
2. Select  **Template Manager** from the actions toolbar. This opens the Template Manager.

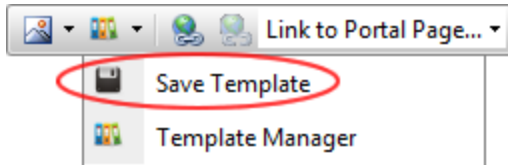


3. Navigate to and select the required template. Note: Templates are typically stored in the Portal Root > Templates folder. [See "Using the Resource Manager"](#)
4. Click the **Insert** button. This inserts the template into the editor read for you to edit.

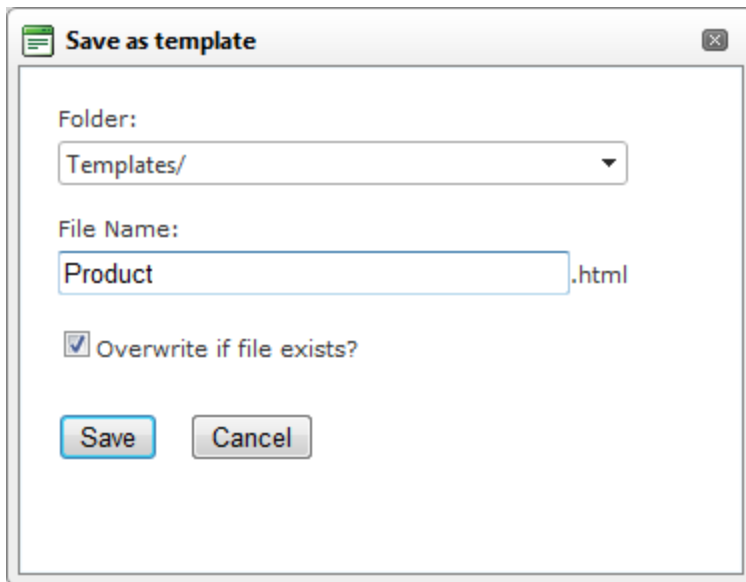
### Saving a Template

How to create and save a template using the DotNetNuke.RadEditorProvider for the RTE.

1. Create your template by adding text, images, tables, etc as desired.
2. Select  **Save Template** from the actions toolbar. This opens the Save As Template window.



3. At **Folder**, select the folder where the template will be saved to.
4. In the **File Name** text box, enter a name for this template.
5. At **Overwrite If File Exists?**, check  the check box to overwrite any template that exists with this template - OR - Uncheck  the check box if you don't want to override an existing file. This enables warning message if a template with this name already exists.



6. Click the **Save** button.
  - If there is no conflict with overwriting, the message "The template was saved successfully" is displayed. Click **OK** to close the window.
  - If there is a conflict, a message reading "The template was not saved. The following error was reported: The file already exists" is displayed. In this case, repeat Steps 2-6, entering a different file name.



## TelerikEditorProvider

### Overview of the TelerikEditorProvider

The TelerikEditorProvider for the RTE is included with DNN, however since it isn't the default provider, it must be set as the preferred RTE by your Host.

Editor:  Basic Text Box  Rich Text Editor

Normal Helvetica 12px **B** *I* U abc [List Icons] [W3C]

A [Apply CSS Cl...] [Link Icon] [Table Icon] [Code Icon] [Image Icon] [Undo Icon] [Redo Icon] [Help Icon]

# Company Information

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

## Fair Trade

EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

## Fair Labor

EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities.

Design HTML Words: 116 Characters: 690


The TelerikEditorProviderRadEditor











### Toolbars

#### Actions Toolbar

The actions toolbar of the TelerikEditorProvider RTE has the following tools:








Tool	Icon	Description
Print (CTRL + P)		<p>Print all Editor content. Depending on your computer set-up you may be able to print to a printer and/or create an XPS document.</p> <p>Print Options:</p> <ul style="list-style-type: none"><li>Print All Linked Documents: Creates separate printouts for each link. E.g. Page links display the page. Document content is not printed in full.</li><li>Print Table of Links: A reference table of any links is appended to the printout.</li></ul>

Tool	Icon	Description
AJAX Spellchecker		Click to enable Spell checking mode. Misspelled words are highlighted in yellow. See " <a href="#">Check Spelling</a> "
Find & Replace (CTRL + F)		Click the <b>Find And Replace</b>  icon (or CTRL + F) to open the Find / Find And Replace dialog box. Choose to either find, find and replace, or find and replace all instances of the text entered into the Find text box. Additional options include Match Case, Match Whole Words, and search up or down from the current cursor position.
Select All (CTRL + A)		Select all content within the Editor.
Cut (CTRL + X)		Cut selected content.
Copy (CTRL + C)		Copy selected content.
Paste (CTRL + V)		CTRL + V to paste cut or copied content into the Editor.
Paste Options		Paste copied content into the Editor. Paste options are Paste; Paste From Word; Paste from Word, Strip Font; Paste Plain Text; Paste As Html, PasteHTML. <b>Option One:</b> Click the <b>Undo</b> icon to undo the last action.
Undo (CTRL + Z)		<b>Option Two:</b> Click the <b>Arrow</b> icon to view a list of previous actions and undo multiple actions at one time.
Redo (CTRL + Y)		<b>Option One:</b> Click the <b>Redo</b> icon to redo the last action. <b>Option Two:</b> Click the <b>Arrow</b> icon to view a list of previous actions and redo multiple actions at one time.

## Check Spelling

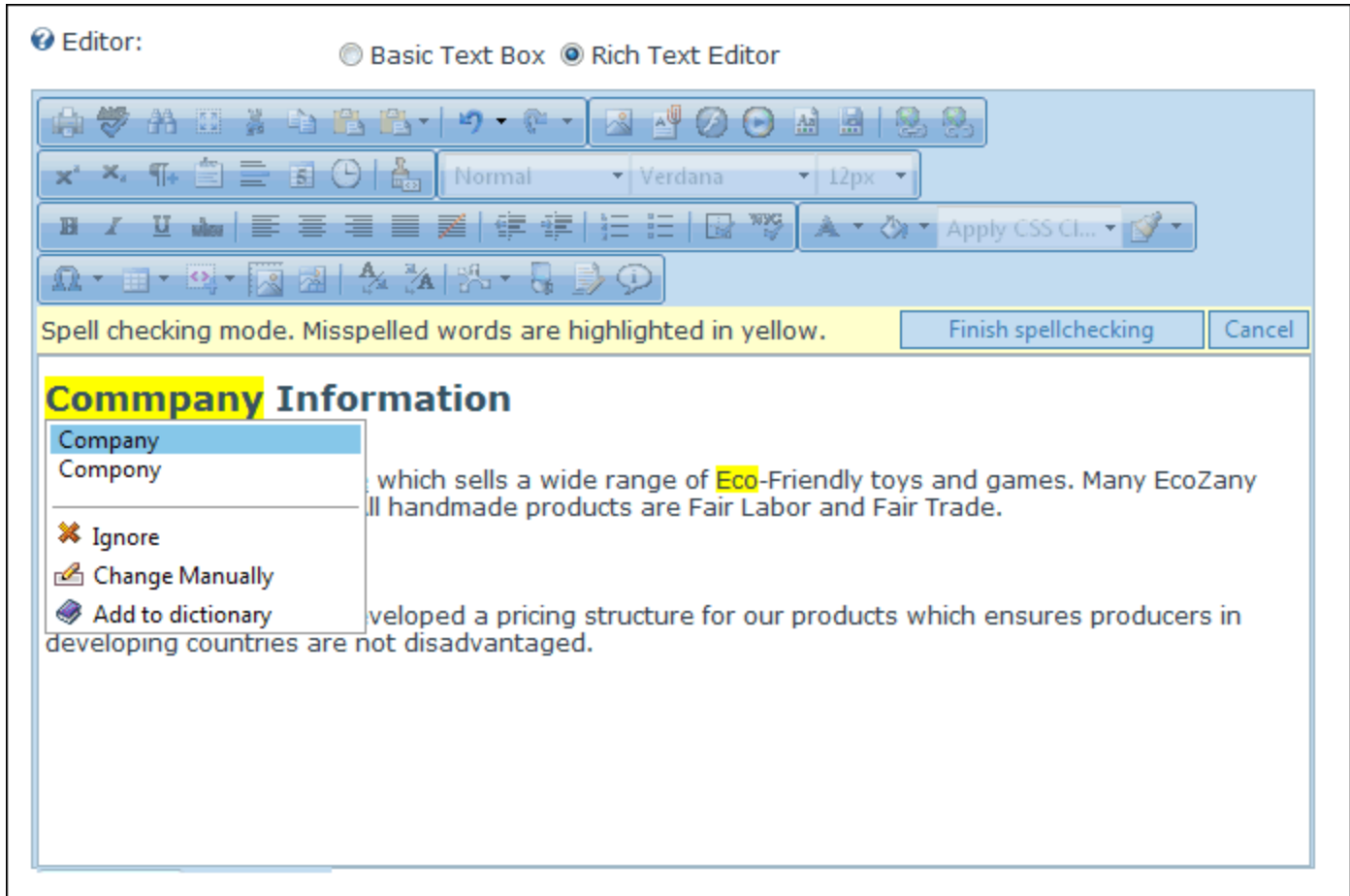
How to check spelling using the TelerikEditorProvider RTE.

- Place your cursor inside the Editor.
- Click the AJAX Spellchecker  icon. This starts spell checking. Misspelled words are highlighted in yellow. The first misspelt word is ready to perform one of the following actions against:
  - Choose Suggested:** Select the correct word from the list of suggested words. If no suggestions are available, then (no suggestions) is displayed.
  -  **Ignore/Ignore All:** Select to ignore this word and continue with spell checking.
  -  **Change Manually:** Select and enter word into the provided text box and then click the **Change Manually**  icon.
  -  **Add to Dictionary:** Select to add the word to your dictionary.
- Repeat for each misspelt word.
- Click the **Finish Spellchecking** button when you are finished - OR - Click the **Cancel** button to exit Spell checking mode.

---

*Tip: Edit any misspelt word by clicking on it.*

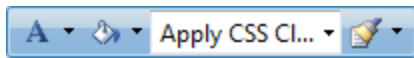
---



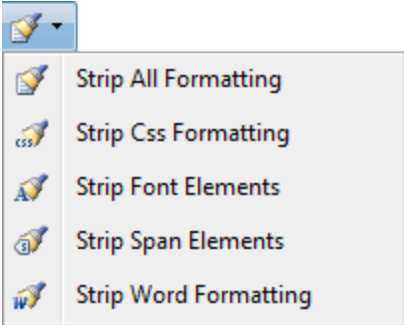
Spell Checking using the RadEditor

### Color and CSS Toolbar

The Color and CSS toolbar of the TelerikEditorProvider RTE has the following tools:



Tool	Icon	Description
Foreground Color		<p><b>Option One:</b> Click the <b>Arrow</b> icon associated with the Foreground Color button open the color picker and then select the required foreground color for the selected content.</p> <p><b>Option Two:</b> Click the <b>Foreground Color</b> icon to apply the used last color to the content.</p>
Background Color		<p><b>Option One:</b> Click the <b>Arrow</b> icon associated with the Background Color button to open the color picker and then select the required background color for the selected content.</p> <p><b>Option Two:</b> Click the <b>Background Color</b> icon to apply the used last color to the selected content.</p>
Apply CSS Class		Select the CSS Class to be applied to the selected content.
Format Stripper		<ol style="list-style-type: none"> <li>Select the content you want to strip formatting from (such as font color, font heading).</li> </ol>

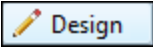
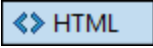
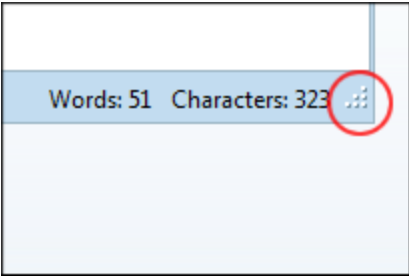

Tool	Icon	Description
		<p>2. Click the <b>Arrow</b> icon associated with the Strip Formatting button and then select the type of formatting to be stripped from these options: Strip All Formatting, Strip Css Formatting, Strip Font Elements, Strip Span Elements, Strip Word Formatting.</p>
		

### Content Toolbar

The Content toolbar of the TelerikEditorProvider RTE.

*Tip: This toolbar is located below the editor.*

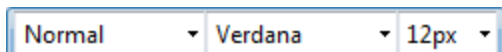


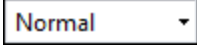
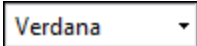
Tool	Icon	Description
Design		Click to view content in design mode. This enables all toolbars.
HTML		Click to view, add or edit the HTML for this content. This disables all tools and toolbars with the exception of the <b>Design</b> button.
Words*	N/A	Displays the number of words inside the RadEditor.
Characters*	N/A	Displays the number of characters inside the RadEditor.
Resize Editor**		<p>Increase or decrease the Editor window size.</p> <ol style="list-style-type: none"> <li>1. Position your mouse over the bottom right corner of the Editor until it becomes a two directional arrow.</li> <li>2. Click and drag the Editor larger or smaller as desired. Release your mouse button when you are finished.</li> </ol> <p>Tip: A similar tool is the  <b>Toggle Full Screen Mode (F11)</b> button which toggles the Editor between the current editor size and the full screen of the edit page.</p>

\* These fields are updated each time you click inside the editor after a modification.

### Fonts and Font Size Toolbar

The Fonts and Font Size toolbar of the TelerikEditorProvider RTE has the following tools:



Tool	Icon	Description
Paragraph Style		Set the paragraph style for the selected text.
Font Name		Set the font for the selected text.

Tool	Icon	Description
(CTRL + SHIFT + F) Real Font Size (CTRL + SHIFT + P)		Set the font size in pixels for the selected text.

### Formatting Toolbar

The Formatting toolbar of the TelerikEditorProvider RTE has the following tools:







Tool	Icon	Description
<b>Text Formatting</b>		
Bold (CTRL + B)		Add/remove bolding to selected content.
Italicize (CTRL + I)		Add/remove italics to selected content.
Underline (CTRL + U)		Add/remove underline to selected content.
Strikethrough		Add/remove strikethrough to selected content.
<b>Alignment</b>		
Align Left		Left align the selected content.
Align Center		Center align the selected content.
Align Right		Right align the selected content.
Justify		Justify align the selected content.
Remove Alignment		Remove alignment formatting from selected content.
<b>Indent and Lists</b>		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
<b>Other</b>		
Show/Hide Borders		Click to show or hide all table borders. This is useful where table borders are not displayed.
XHTML Validator		Click to open the XHTML Validator window. At the very top of the window, select the radio button to set the type of XHTML validation you wish to perform. This displays the validation results and details.

### Paragraph Toolbar

The Paragraph toolbar of the TelerikEditorProvider RTE has the following tools:






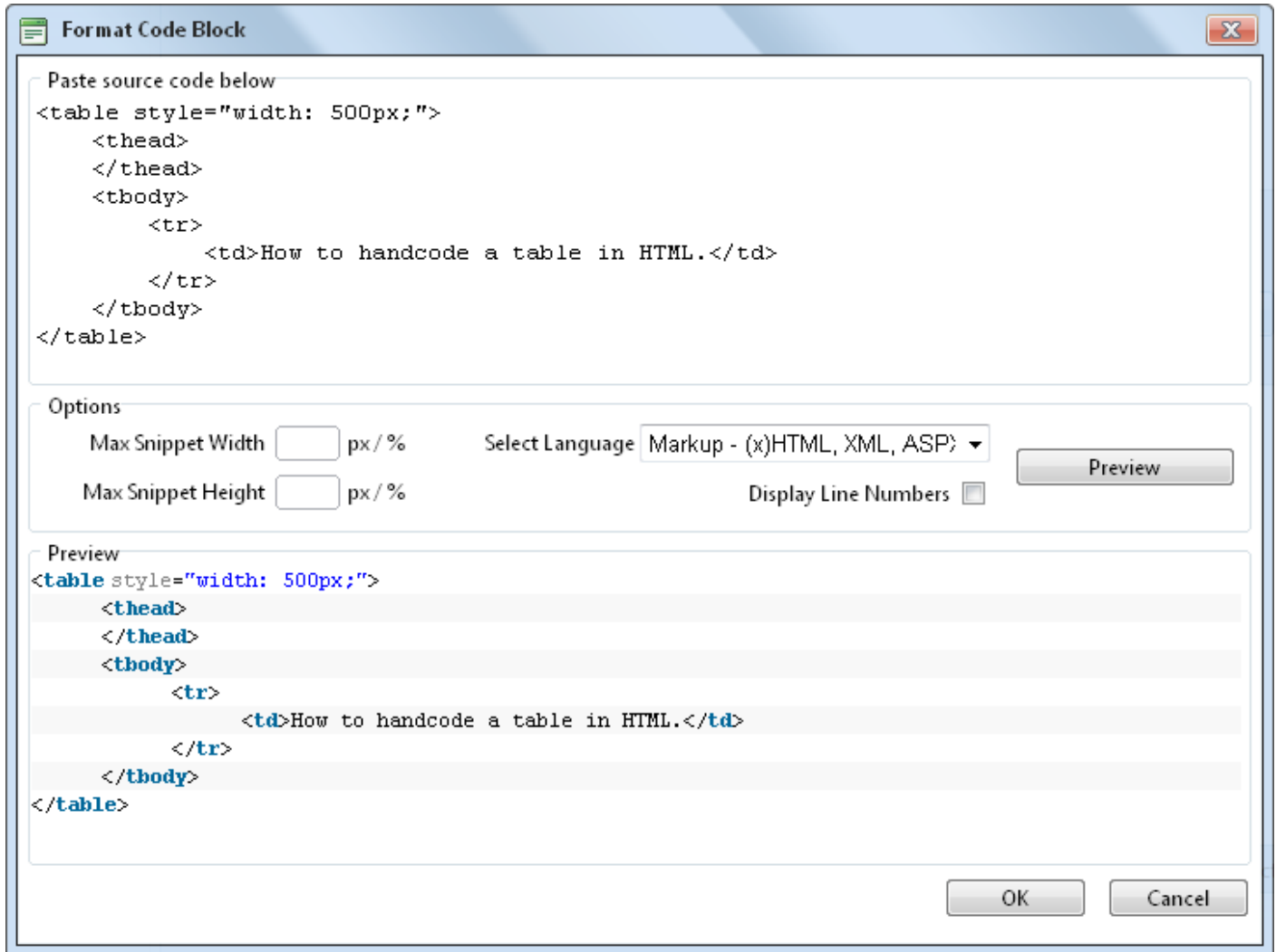
Tool	Icon	Description
SuperScript		Transforms selected content to superscript.
Subscript		Transforms selected content to subscript.
New Paragraph		Inserts a new paragraph.
Insert Groupbox		Inserts a group box. Use to layout forms and to label sections of your content.

Tool	Icon	Description
Horizontal Rule		Inserts a horizontal line.
Insert Date		Inserts the current date according to your computer.
Insert Time		Inserts the current time according to your computer.
Format Code Block		Enables you to insert and format a block of code and have it render as text. See " <a href="#">Formatting Code Block</a> "

### Formatting Code Block

How to insert a code block in the TelerikEditorProvider RTE.

1. Place your cursor where you want to place the code block.
2. Click the **Format Code Block**  button. This opens the Format Code Block window.
3. In the **Paste Source Code Below** text box, paste the source code.
4. In the **Options** section complete the following:
  5. **Optional.** In the **Max Snippet Width** text box, set the maximum width of the code block in either pixels or as a percentage. Do this by either typing a value into the text box or by using the **Increase**  and **Decrease**  buttons. The value will automatically be saved as pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the width as 100 pixels, or enter 100% to set the width as 100%. Leave blank for no specified width.
  6. **Optional.** In the **Max Snippet Height** text box, set the maximum height of the code block in either pixels or as a percentage. Leave blank for no specified width.
  7. At **Select Language**, select the language of the code block from these options: Markup - (x)HTML, XML, ASPX, ..."; Javascript, CSS, C#, CPP, VB, Php, SQL, Delphi, or Python.
  8. At **Display Line Numbers**, check  the check box to display line numbers for each line of code - OR - Uncheck  the check box to disable numbering.

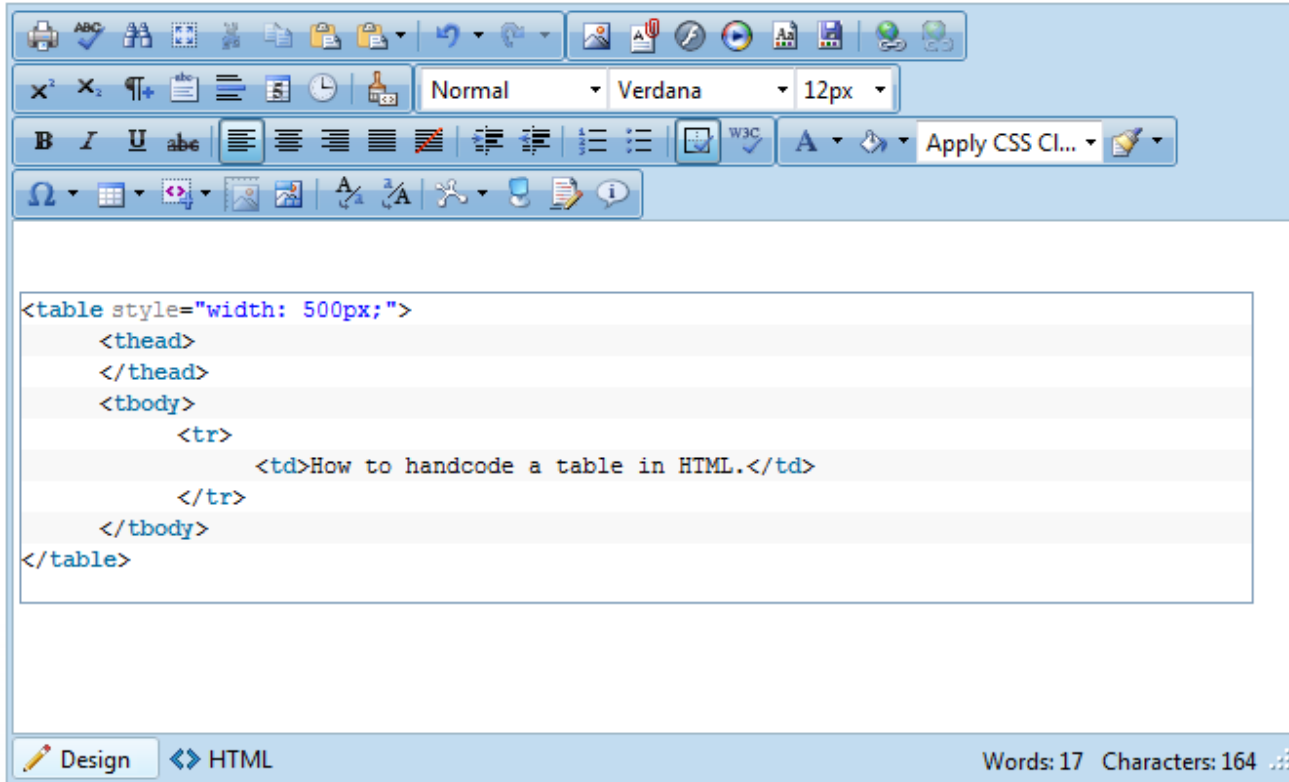


9. **Optional.** Click the Preview button to preview the code in the Preview window below.

## ▼ Edit Content

Editor:

Basic Text Box  Rich Text Editor



The screenshot shows the RTE interface with the HTML view selected. The main editing area contains the following code:

```
<table style="width: 500px;">
  <thead>
  </thead>
  <tbody>
    <tr>
      <td>How to handcode a table in HTML.</td>
    </tr>
  </tbody>
</table>
```






At the bottom of the editor, there are tabs for "Design" and "HTML", and a status bar showing "Words: 17 Characters: 164".

10. Click the **OK** button to insert the code block.




### Resources Toolbar

The Resources toolbar of the TelerikEditorProvider RTE has the following tools:



Tool	Icon	Description
Image Manager (CTRL + G) *		Opens the Image Manager which enables you to insert images into the Editor. The properties tab enables you to set properties of the image to be inserted.
Document Manager *		Opens the Document Manager which enables you to insert a document link into the Editor. Additional link settings are available.
Flash Manager *		Opens the Flash Manager which enables you to insert Flash (*.swf) into the Editor. The properties tab enables you to set properties of the flash to be inserted.
Media Manager *		Opens the Media Manager which enables you to insert media into the Editor. The properties tab enables you to set properties of the media to be inserted.
Template Manager *		Opens the Template Manager which enables you to insert a template (*.htmltemplate) into the Editor.














Tool	Icon	Description
Save Template		Save the content in the Editor as a new template.
Hyperlink Manager (CTRL + K) *		Insert a link, anchor or email link. Additional settings are available.
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content.

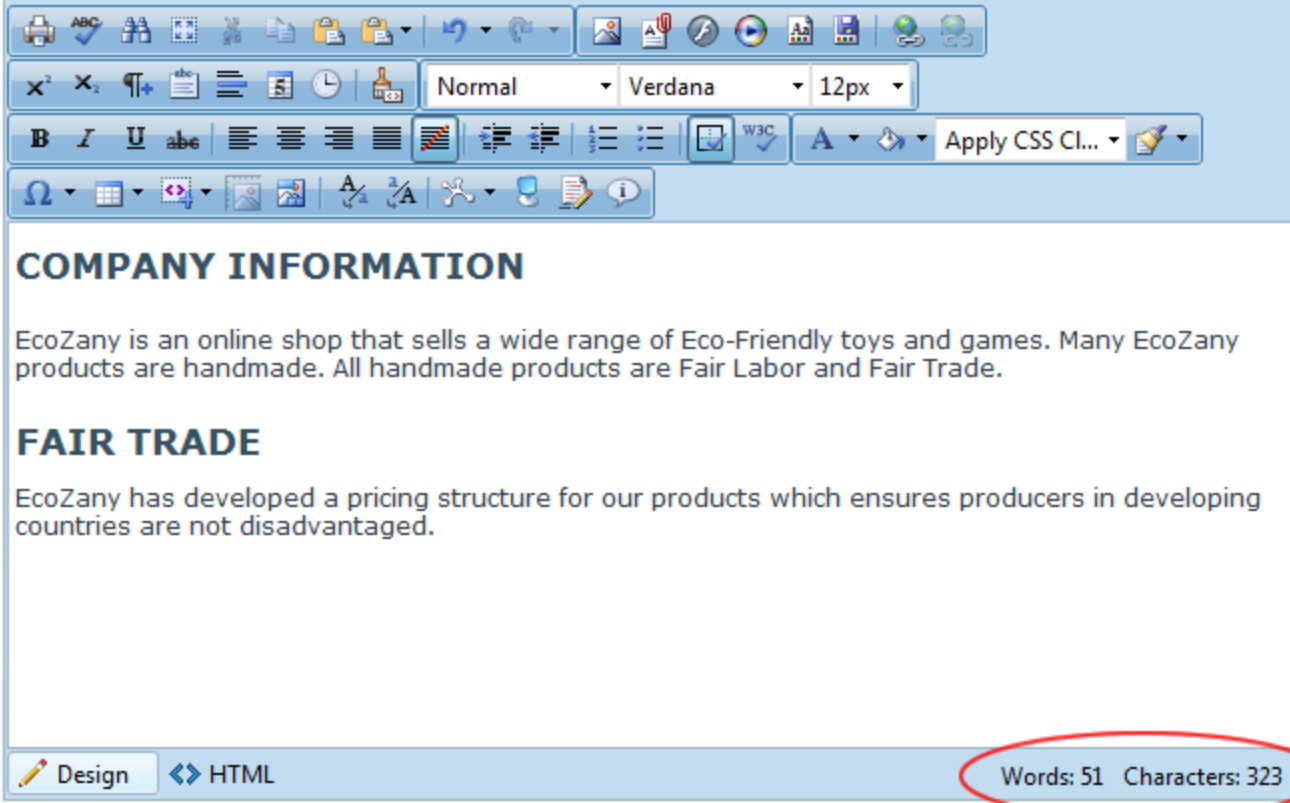
\* These tools provide access your portal's File Manager where, depending on your authorization level, you can also create folders, as well as upload and manage files.

### Tables and Tools Toolbar

The Tables and Tools toolbar of the TelerikEditorProvider RTE has the following tools:



Tool	Icon	Description
Insert Symbol		<p><b>Option One:</b> Click the <b>Arrow</b>  icon to open the symbol gallery and then select the required symbol to be inserted.</p> <p><b>Option Two:</b> Click the <b>Insert Symbol</b> icon to insert the symbol that was inserted previously.</p>
Insert Table		Click on the number of rows/columns to insert a basic table - OR - Select Table Wizard to design a more complex table.
Insert Code Snippet		Click to insert a predefined code snippet.
Set Absolute Position		Select the required image and then click the <b>Set Absolute Position</b>  button. Drag the image to the required absolute position.
Image Map Editor		Click to open the Image Map Editor where you can configure an image map for this image.
Convert to Lower Case		Transforms selected text to lower case.
Convert to Upper Case		Transforms selected text to upper case.
Module Manager		Click the Arrow  icon to access the drop-down menu and choose to enable or disable Statistics. Enabling Statistics displays current number of words and characters inside the RadEditor in the bottom right corner of the Editor. These statistics are updated each time you click inside the editor following a edit.

Tool	Icon	Description
		<p><b>▼ Edit Content</b></p> <p>Editor: <input type="radio"/> Basic Text Box <input checked="" type="radio"/> Rich Text Editor</p>  <p>Design <input checked="" type="checkbox"/> HTML</p> <p>Save Cancel Preview</p>

Toggle Full Screen Mode (F11)



Select to toggle the Editor to/from full screen mode.


Track Changes





Click to view the changes between your initial content and current content. Content changes are marked up with green background for new content and red strikethrough for deleted content.

Emoticons



**Insert Current Emoticon:** Click on the **Emoticons**  icon to insert the emoticon which is currently displayed on the button. Note: The last emoticon inserted during this editing session is displayed. The Angel Smile emoticon is displayed by default.

**Insert Different Emoticon:** Click on the **Arrow**  icon to select a different emoticon. This will insert the selected emoticon and set it as the default emoticon for this session.
















Tool	Icon	Description
		Opens the About RadEditor window which has a link more information on the RadEditor.

### General Tools

#### Formatting Toolbar




The Formatting toolbar of the RadEditor has the following tools:

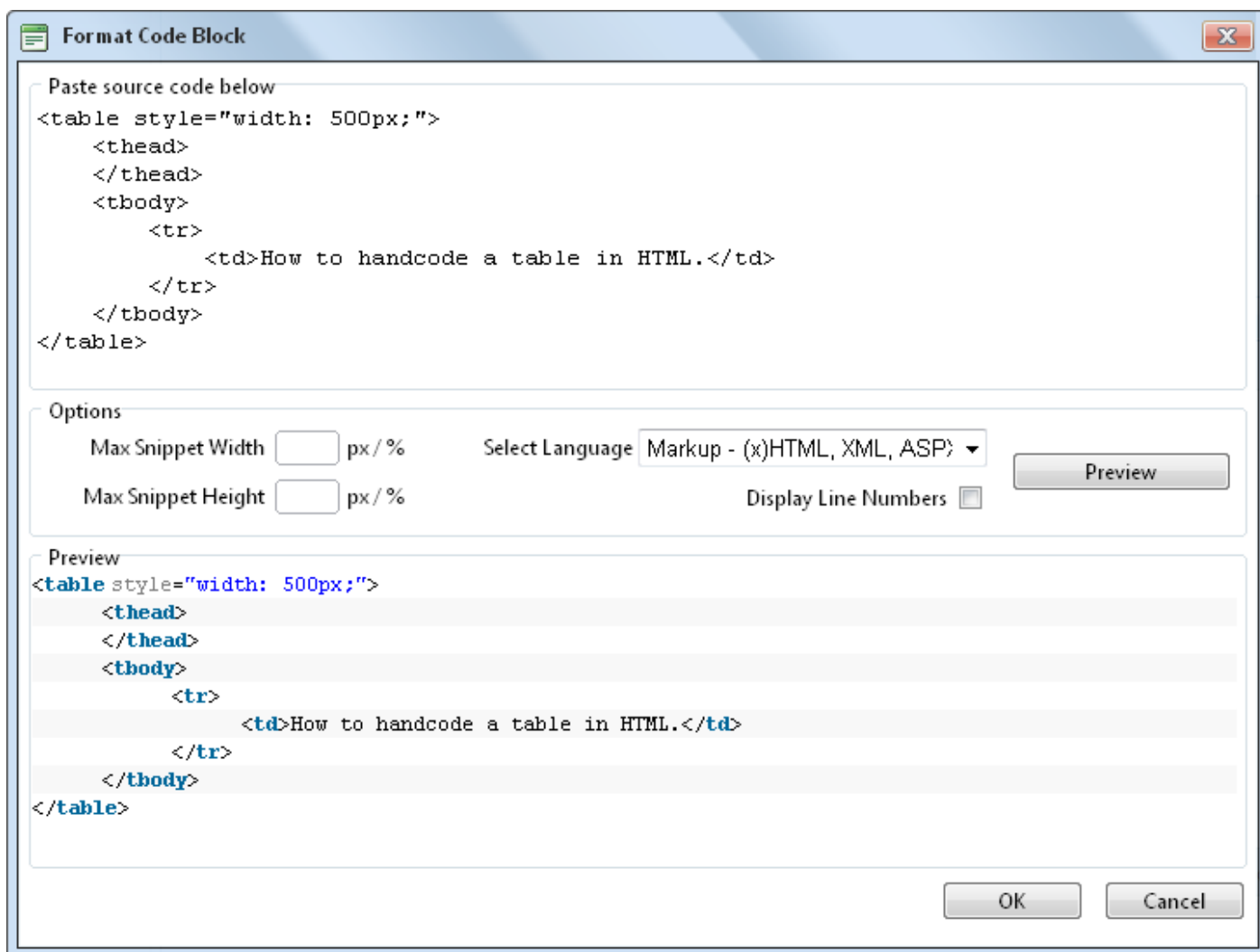


Tool	Icon	Description
<b>Text Formatting</b>		
Bold (CTRL + B)		Add/remove bolding to selected content.
Italicize (CTRL + I)		Add/remove italics to selected content.
Underline (CTRL + U)		Add/remove underline to selected content.
Strikethrough		Add/remove strikethrough to selected content.
<b>Alignment</b>		
Align Left		Left align the selected content.
Align Center		Center align the selected content.
Align Right		Right align the selected content.
Justify		Justify align the selected content.
Remove Alignment		Remove alignment formatting from selected content.
<b>Indent and Lists</b>		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
<b>Other</b>		
Show/Hide Borders		Click to show or hide all table borders. This is useful where table borders are not displayed.
XHTML Validator		Click to open the XHTML Validator window. At the very top of the window, select the radio button to set the type of XHTML validation you wish to perform. This displays the validation results and details.

#### Formatting Code Block

How to insert a code block in the RADeditor Rich Text Editor

1. Place your cursor where you want to place the code block.
2. Click the **Format Code Block**  button. This opens the Format Code Block window.
3. In the **Paste Source Code Below** text box, paste the source code.
4. In the **Options** section complete the following:
5. **Optional.** In the **Max Snippet Width** text box, set the maximum width of the code block in either pixels or as a percentage. Do this by either typing a value into the text box or by using the **Increase**  and **Decrease**  buttons. The value will automatically be saved as pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the width as 100 pixels, or enter 100% to set the width as 100%. Leave blank for no specified width.
6. **Optional.** In the **Max Snippet Height** text box, set the maximum height of the code block in either pixels or as a percentage. Leave blank for no specified width.
7. At **Select Language**, select the language of the code block from these options: Markup - (x)HTML, XML, ASPX, ..."; Javascript, CSS, C#, CPP, VB, Php, SQL, Delphi, or Python.
8. At **Display Line Numbers**, check  the check box to display line numbers for each line of code - OR - Uncheck  the check box to disable numbering.



**Format Code Block**

Paste source code below

```
<table style="width: 500px;">
  <thead>
  </thead>
  <tbody>
    <tr>
      <td>How to handcode a table in HTML.</td>
    </tr>
  </tbody>
</table>
```

Options

Max Snippet Width  px/%      Select Language Markup - (x)HTML, XML, ASPX ▾

Max Snippet Height  px/%      Display Line Numbers

Preview

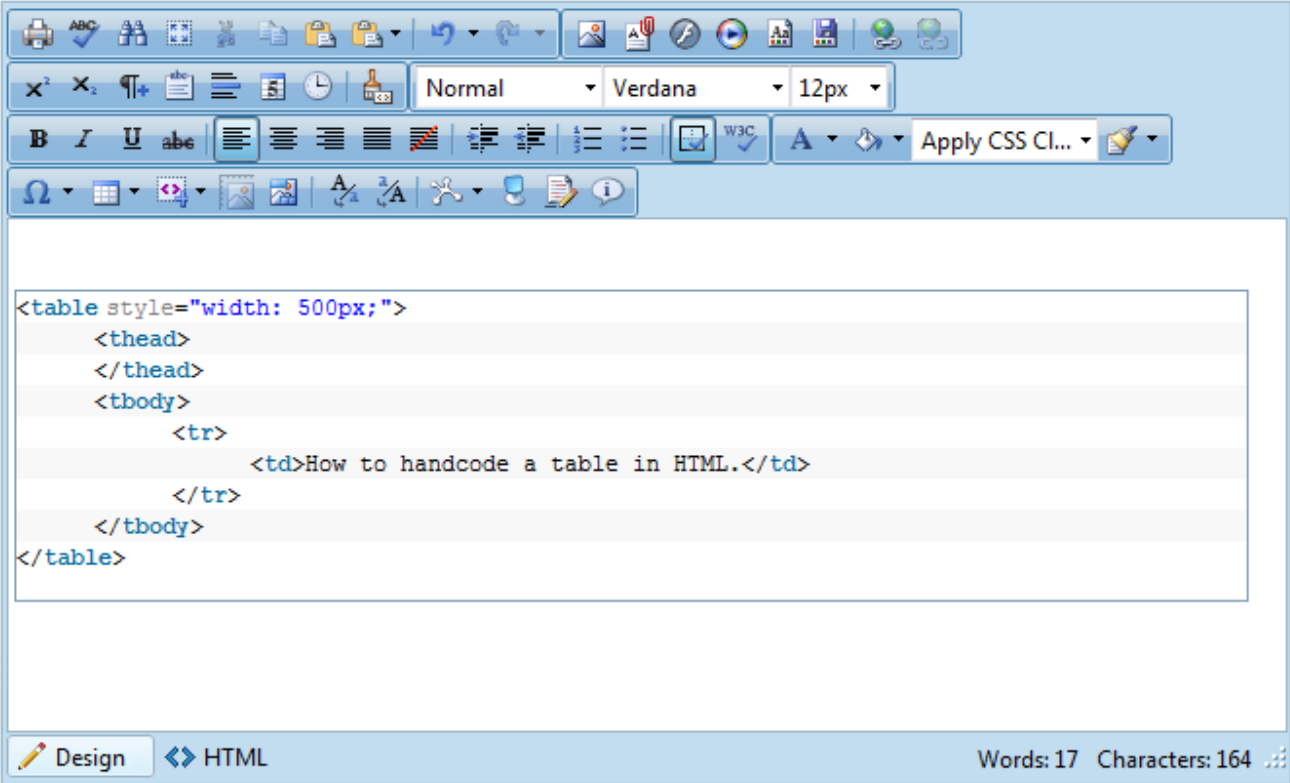
```
<table style="width: 500px;">
  <thead>
  </thead>
  <tbody>
    <tr>
      <td>How to handcode a table in HTML.</td>
    </tr>
  </tbody>
</table>
```

OK Cancel

9. **Optional.** Click the Preview button to preview the code in the Preview window below.

**▼ Edit Content**

Editor:  Basic Text Box  Rich Text Editor



```

<table style="width: 500px;">
  <thead>
  </thead>
  <tbody>
    <tr>
      <td>How to handcode a table in HTML.</td>
    </tr>
  </tbody>
</table>

```

Design **HTML** Words: 17 Characters: 164




**Publish?**






10. Click the **OK** button to insert the code block.

### Resources Toolbar

The Resources toolbar of the RadEditor has the following tools:



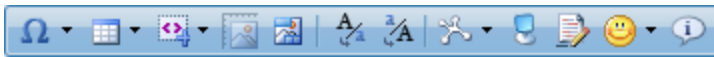
Tool	Icon	Description
Image Manager (CTRL + G) *		Opens the Image Manager which enables you to insert images into the Editor. The properties tab enables you to set properties of the image to be inserted.
Document Manager *		Opens the Document Manager which enables you to insert a document link into the Editor. Additional link settings are available.
Flash Manager *		Opens the Flash Manager which enables you to insert Flash ( *.swf ) into the Editor. The properties tab enables you to set properties of the flash to be inserted.










Tool	Icon	Description
Media Manager *		Opens the Media Manager which enables you to insert media into the Editor. The properties tab enables you to set properties of the media to be inserted.
Template Manager *		Opens the Template Manager which enables you to insert a template ( *.html-template ) into the Editor.
Save Template		Save the content in the Editor as a new template.
Hyperlink Manager (CTRL + K) *		Insert a link, anchor or email link. Additional settings are available.
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content.

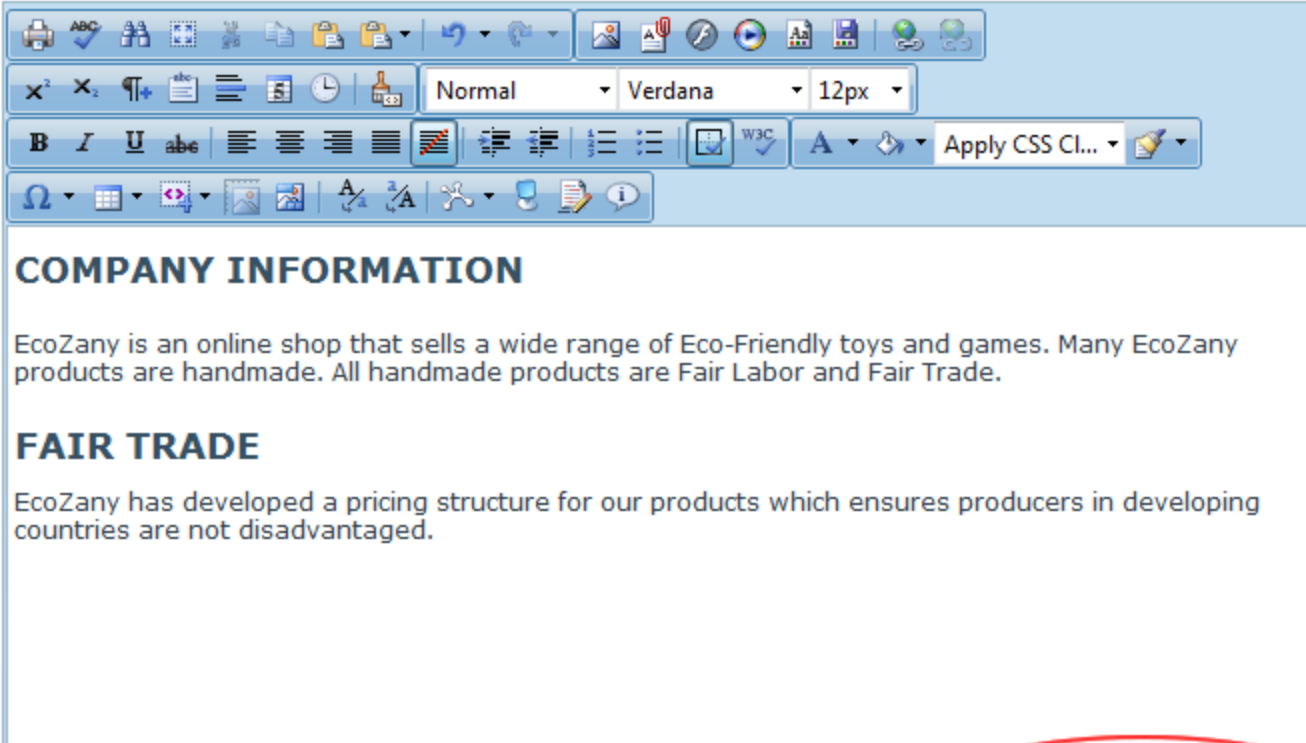
\* These tools provide access your portal's File Manager where, depending on your authorization level, you can also create folders, as well as upload and manage files.

#### Tables and Tools Toolbar

The Tables and Tools toolbar of the RadEditor has the following tools:



Tool	Icon	Description
Insert Symbol		<b>OPTION ONE:</b> Click the <b>Arrow</b> icon to open the symbol gallery and then select the required symbol to be inserted. <b>OPTION TWO:</b> Click the <b>Insert Symbol</b> icon to insert the symbol that was inserted previously.
Insert Table		Click on the number of rows/columns to insert a basic table - OR - Select Table Wizard to design a more complex table.
Insert Code Snippet		Click to insert a predefined code snippet.
Set Absolute Position		Select the required image and then click the <b>Set Absolute Position</b>  button. Drag the image to the required absolute position.
Image Map Editor		Click to open the Image Map Editor where you can configure an image map for this image.
Convert to Lower Case		Transforms selected text to lower case.
Convert to Upper Case		Transforms selected text to upper case.
Module Manager		Click to access the drop-down menu and choose to enable or disable Statistics. Enabling Statistics displays the current number of words and characters inside the RadEditor in the bottom right corner of the Editor. These statistics are updated each time you click inside the editor following a edit.

Tool	Icon	Description
		<p><b>▼ Edit Content</b></p> <p>Editor: <input type="radio"/> Basic Text Box <input checked="" type="radio"/> Rich Text Editor</p>  <p>Design <input checked="" type="checkbox"/> HTML</p> <p>Words: 51 Characters: 323</p> <p>Save Cancel Preview</p>

Toggle

Full

Screen

Mode

(F11)

Track

Changes




Select to toggle Editor to/from full screen mode.




Click to view the changes between your initial content and current content. Content changes are marked up with green background for new content and red strikethrough for deleted content.

Emoticons



**Insert Current Emoticon:** Click on the **Emoticons**  icon to insert the emoticon which is currently displayed on the button. Note: The last emoticon inserted during this editing session is displayed. The Angel Smile emoticon is displayed by default.

**Insert Different Emoticon:** Click on the **Arrow** button to select a different emoticon. This will insert the selected emoticon and it as the default emoticon for this session.

Tool	Icon	Description
About RadEditor		Opens the About RadEditor window which has a link more information on the RadEditor.

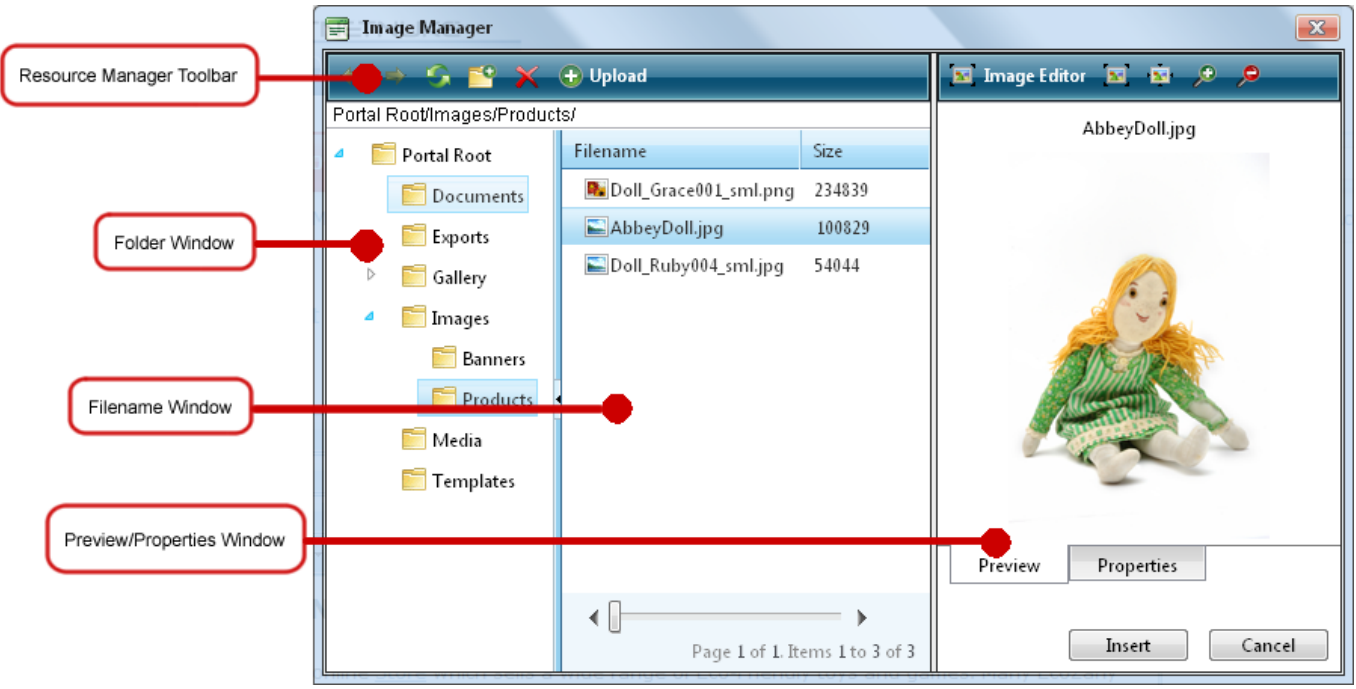
**Managing Images and Media**

**Using the Resource Manager**

How to navigate to, select or manage folders and files using the Resource Manager provided with the TelerikEditorProvider for the RTE. The Resource Manager is commonly used for the Image Manager, Document Manager, Flash Manager, Media Manager and Template Manager tools of the RadEditor.

Note: Access to some tools is restricted by role.









The Resource Manager consists of the following toolbar and windows: Resource Manager Toolbar, Folder Window, Filename Window, Preview/Properties Window.



**Resource Manager Toolbar**





Tool	Icon	Description
Back		Go back by one folder in the Folders window.
Forward		Move forward by one folder in the Folders window.
Refresh		Refresh to retrieve newly updated files.
New Folder		In the Folders window, select the parent folder and then click the <b>New Folder</b>  button.
Delete		<ol style="list-style-type: none"> <li>1. Select the image or folder to be deleted and then click the <b>Delete</b> button. This displays the message "Are you sure you want to delete the selected file? The selected file may be in use. If deleted, some pages will not be displayed properly. Press "OK" to confirm deletion."</li> <li>2. Click the <b>OK</b> button to confirm.</li> </ol>
Upload		In the Folders window, select the folder where the file will be uploaded to and then click the <b>Upload</b>  button.

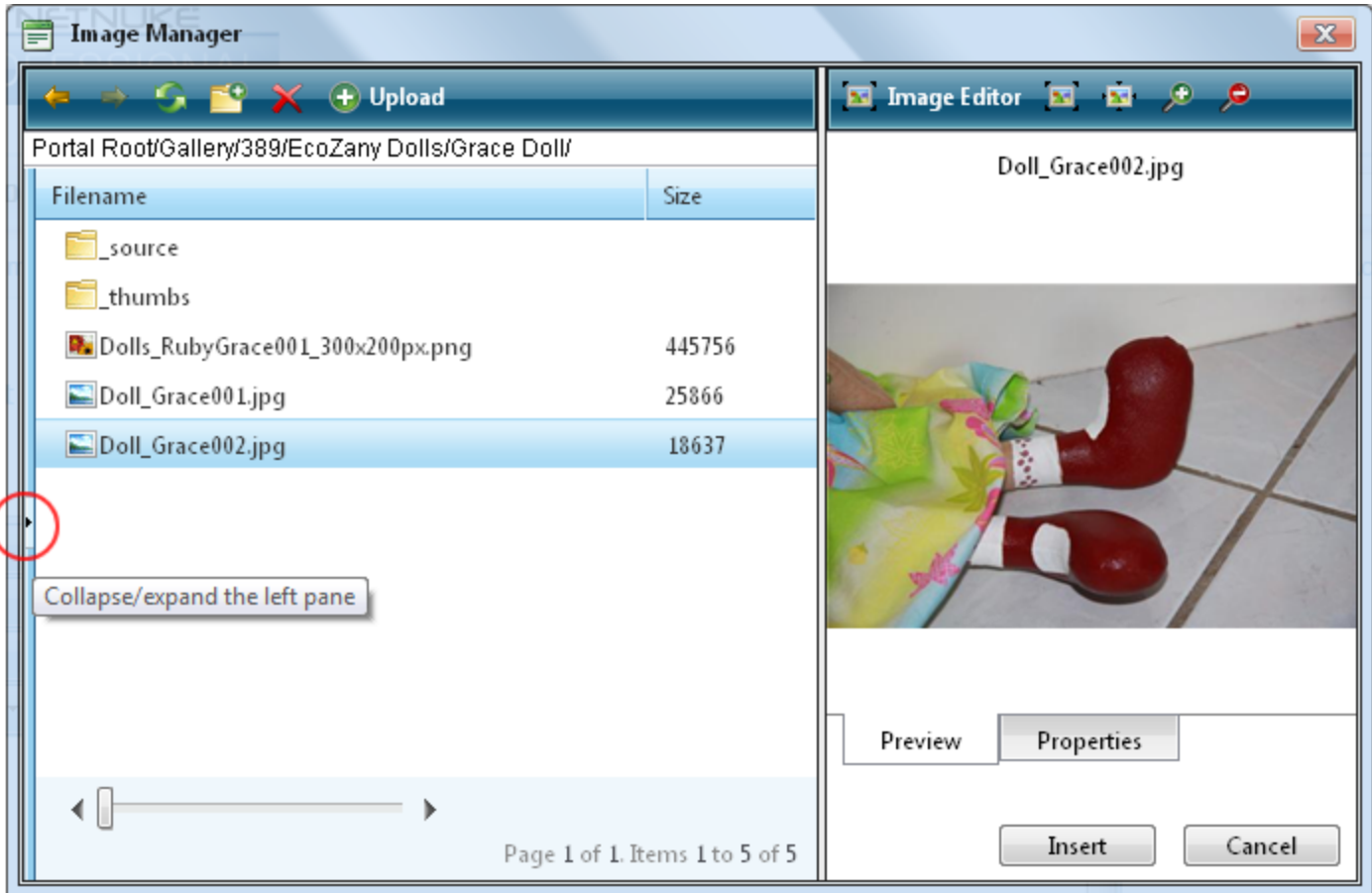
**Folder Window:** This window displays the folders of the File Manager using a hierarchical tree structure. Select a folder to view its sub-folders and/or files in the Filename Window. Folders can be moved by dragging into a different folder. Right click a folder to perform Delete, Rename, New Folder or Upload.

**Filename Window:** Displays a list of the folders and/or files within the selected folder. Select a file to view a preview and/or properties information in the Preview/Properties Window. Files can be moved by dragging into a different folder. Right click an image or folder to perform Delete, Rename, New Folder or Upload.

---

*Tip: Click the **Collapse/Expand the left pane** button to hide/show the Folder Window. This is useful once you have navigated to the required folder as it provides additional space to view files details.*


---



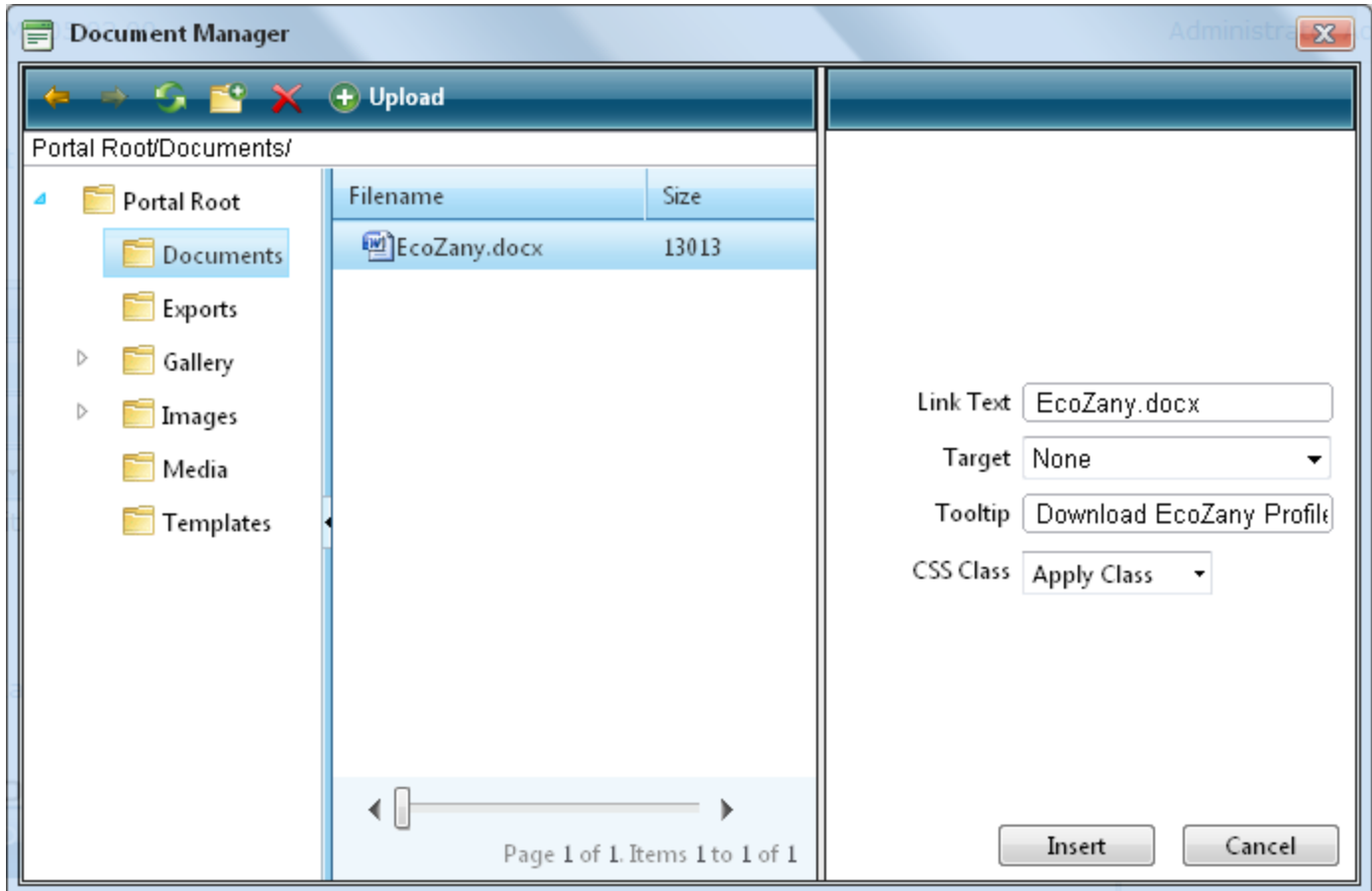
**Preview/Properties Window:** Displays a preview and/or properties of the selected file. Properties can be modified as required.

#### Inserting a Document

How to insert a document using the TelerikEditorProvider for the RTE.

1. Click the **Document Manager**  button. This opens the Document Manager.
2. Navigate to and select the required document. See ["Using the Resource Manager"](#)
3. **Optional.** In the **Link Text** text box, modify the text associated with this document. The filename is used by default.
4. **Optional.** At **Target** select the target window for this link.
5. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
6. **Optional.** At **CSS Class**, select a class for the document link.
7. Click the **Insert** button.


*Tip: Additional document properties are available. See ["Setting Document Properties"](#)*



Inserting a Document


### Setting Document Properties

How to set/edit the optional properties of documents inserted using the TelerikEditorProvider for the RTE.

1. Insert the document.
2. Right-click on the document and click the **Properties...**  button from the drop-down menu. This opens the Hyperlink Manager.
3. Edit the link as required.
4. Click the **OK** button to confirm.

### Inserting Flash

How to insert Flash media using the TelerikEditorProvider for the RTE.

1. Click the **Flash Manager**  button. This opens the Flash Manager.
2. Navigate to and select the required Flash. See "[Using the Resource Manager](#)"

3. **Optional.** Click the **Properties** tab and set the properties.

a. At **Specify Class ID**, select from these options:

- Check  the check box to set a class for this media. This reveals the Class ID text box.
  - i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
  - ii. Uncheck the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.
- Uncheck  the check box to use the default class.

b. In the **Width** text box, enter a pixel value to set the Flash width. Leave this field blank to use the width defined by the Flash.

c. In the **Height** text box, enter a pixel value to set the Flash height. Leave this field blank to use the height defined by the Flash.

d. At **Quality**, select High, Medium or Low as the quality of the Flash.

e. At **Play**, check  the check box to auto play the Flash - OR - Uncheck  the check box if the user must select to play the Flash.

f. At **Loop**, check  the check box to automatically loop the Flash movie repeated - OR - Uncheck  the check box if the user must select to replay the Flash.

g. At **Flash Menu**, check  the check box to display the Flash menu - OR - Uncheck  the check box to hide it.

h. At **Transparent**, check  the check box for a transparent background - OR - Uncheck  the check box to disable.

i. At **HTML Align**, select the HTML alignment.

j. At **Flash Align**, select the Flash alignment.

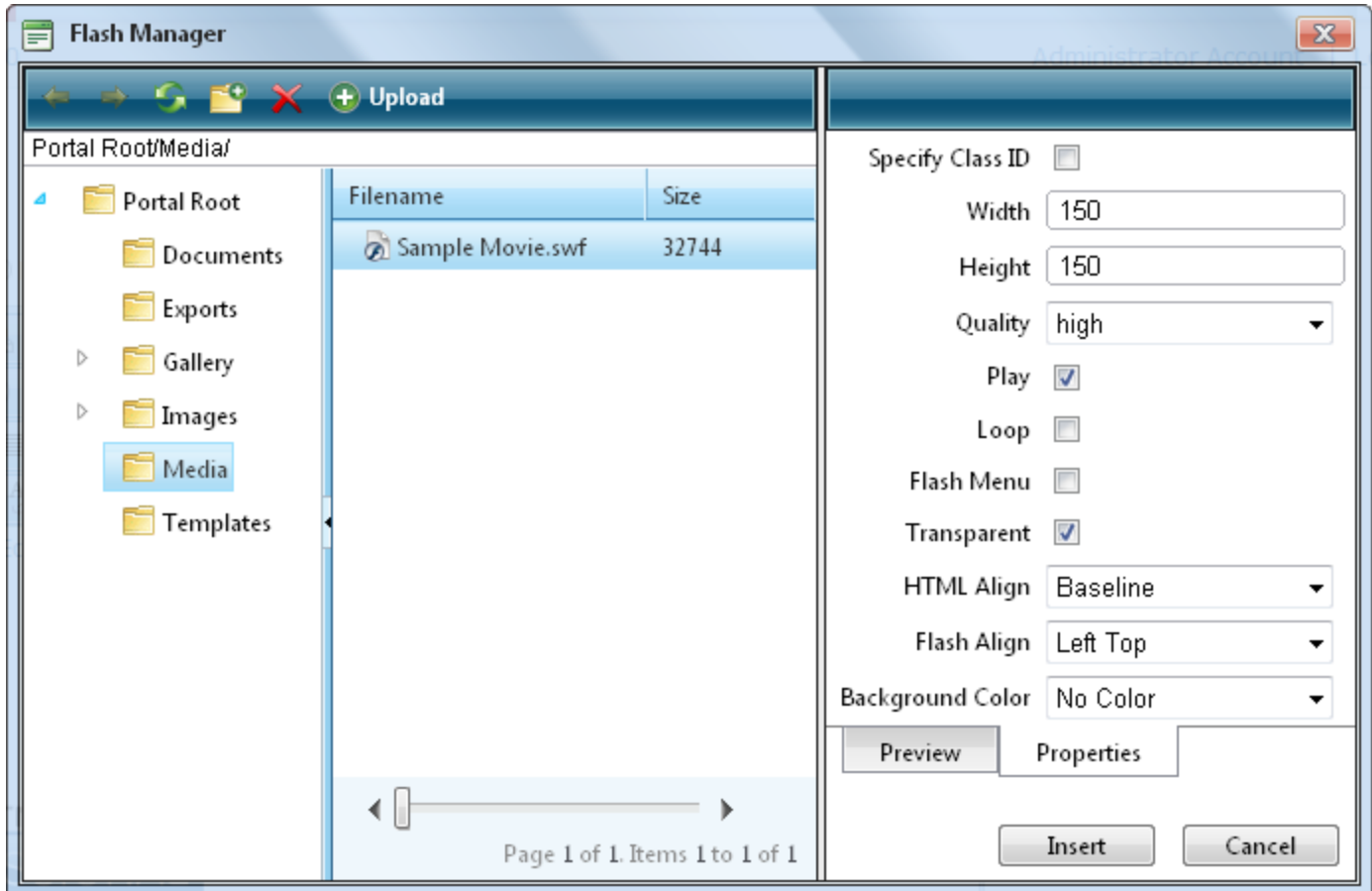
k. At **Background Color**, select **No Color** for no background color or select a color from the drop-down box.

4. Click the **Insert** button.

---

*Tip: You cannot edit the properties of Flash once it has been inserted. To modify Flash, simply delete it and reinsert it with the required properties.*


---



Inserting Flash

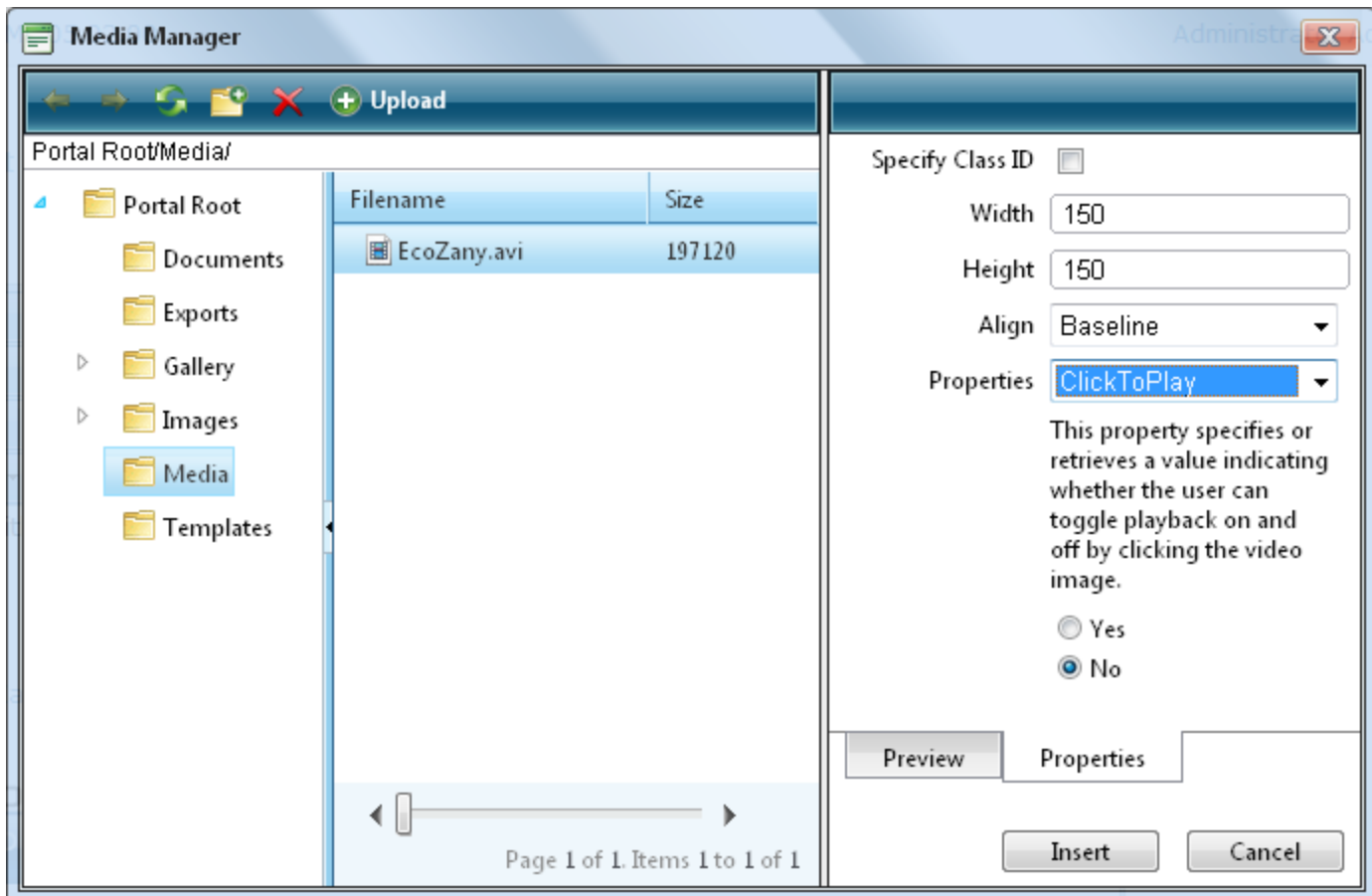
### Inserting Media

How to insert media (such as sound and movie files) using the TelerikEditorProvider for the RTE.

1. Click the **Media Manager**  button. This opens the Media Manager.
2. Navigate to and select the required media. See ["Using the Resource Manager"](#)
3. **Optional.** Click the **Properties** tab and set the properties.
  - a. At **Specify Class ID**, select from these options:
    - Check  the check box to set a class for this media. This reveals the Class ID text box.
      - i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
      - ii. Uncheck  the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.
    - Uncheck  the check box to use the default class.
  - b. In the **Width** text box, enter the pixel value to set the media width. Leave blank to use the actual media size.
  - c. In the **Height** text box, enter the pixel value to set the media height. Leave blank to use the actual media size.

- d. At **Align**, select the alignment.
  - e. At **Properties** select a property to view more information on that property and select **Yes** or **No** as required. Repeat for each property as required.
4. Click the **Insert** button.



*Tip: You cannot edit the properties of media once it has been inserted. To modify media, simply delete it and reinsert it with the required properties.*



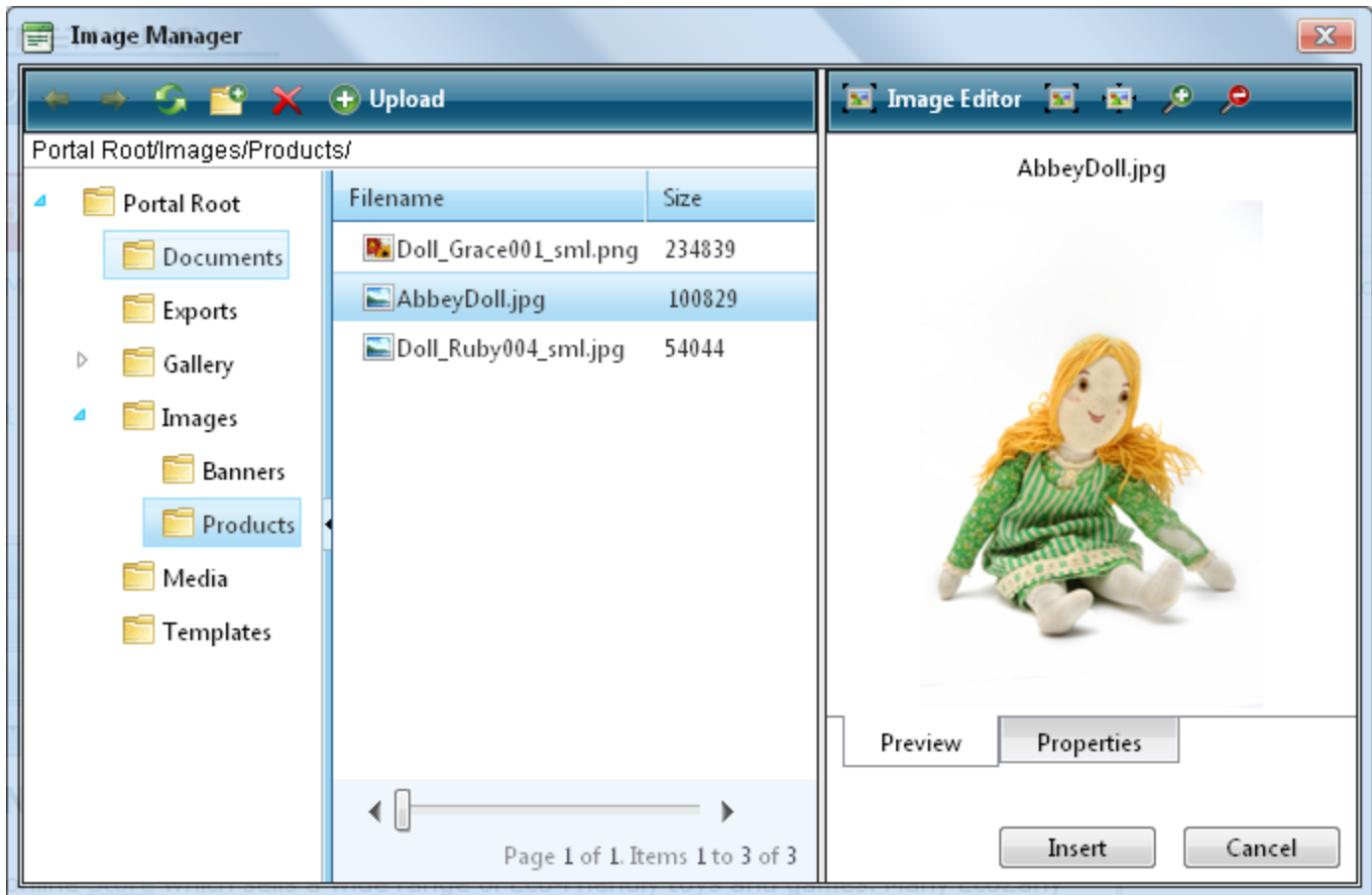
Inserting Media

### Inserting Images

How to insert an image using the TelerikEditorProvider for the RTE.


1. Select  Insert Media
2. Click the **Image Manager** (CTRL + G)  button. This opens the Image Manager.
3. Navigate to and select the required image. [See "Using the Resource Manager"](#)
4. **Optional.** Use the **Best Fit**, **Actual Size**, **Zoom In** and **Zoom Out** buttons to modify the previewed image - these changes cannot be saved.
5. **Optional.** Click the **Image Editor** button to edit the way the image is displayed. [See "Working with the Image Editor"](#)

6. **Optional.** Click the **Properties** tab and set image properties. See ["Setting Image Properties"](#)
7. Click the **Insert** button.



### Editing an Image

How to edit an image inserted in the TelerikEditorProvider for the RTE.


1. Select the image to be edited.
2. Right-click on the image.
3. Select **Properties...** from the drop-down menu.
  - To change the image: At **Image Src**, click the **Image Manager**  button and then locate and select the new image.
  - Modify any other properties as required. See ["Setting Image Properties"](#)
4. Click the **OK** button to confirm.

---

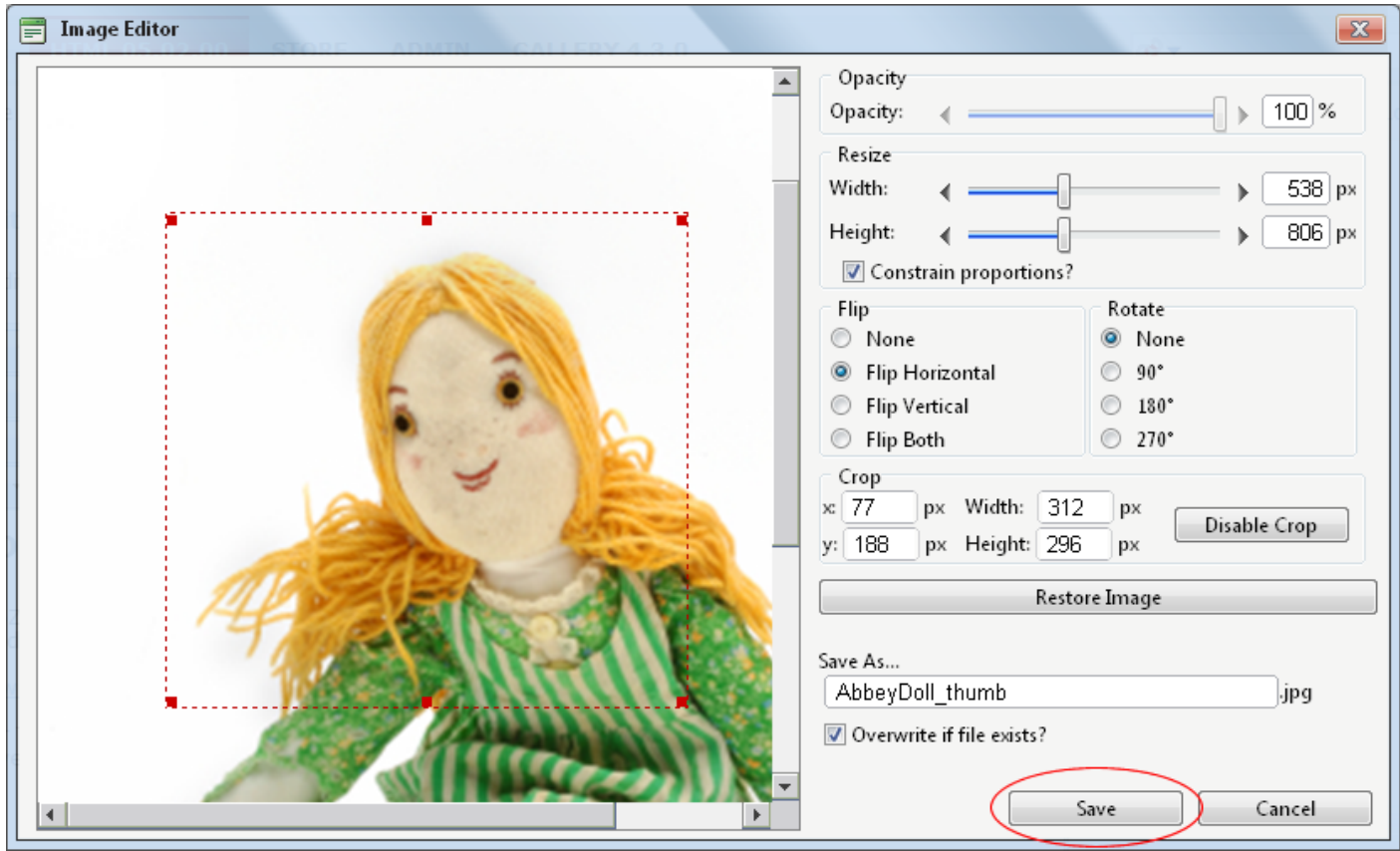
*Tip: The new image will inherit the properties of the previous image.*

### Working with the Image Editor

How to use the Image Editor tool in the Image Manager of the TelerikEditorProvider for the RTE. This topic assumes you are currently inserting a new image. See ["Inserting Images"](#)

1. Click the **Image Editor**  button. This opens the Image Editor.
2. Select from these editing options:
  - a. At **Opacity**, drag the slider to the preferred percentage (%) - OR - Enter the opacity percentage into the % text box.
  - b. In the **Resize** section:
    - i. At **Constrain proportions?** check  the check box to lock the width/height ratio - OR - Uncheck  the check box to allow the width and height to be modified independently.
    - ii. At **Width** and/or **Height**, drag the slider to the preferred image size - OR - Click the Decrease and Increase buttons. The pixel size is displayed in the respective **Px** text boxes to the right.
  - c. At **Flip**, select a direction to flip the image from these options: **None**, **Flip Horizontal**, **Flip Vertical**, or **Flip Both**.
  - d. At **Rotate**, select from **None**, **90°**, **180°**, or **270°**.
  - e. At **Crop**, click the **Enable Crop** button. This displays a red box which defines the area to be cropped. You can now define the area to be cropped:
    - i. In the **X** and **Y** text boxes, enter the X (vertical) and Y (horizontal) coordinates for the crop area.
    - ii. In the **Width** and **Height** text boxes, enter the width and height in pixels for the crop area.
3. In the **Save As...** text box, a new name for this edited image is displayed. It is in the format of `filename_thumb`. Modify this name as desired. Tip: Remove the `_thumb` from the file name to override the original file. The image will be saved as a .jpg extension file.
4. At **Overwrite If File Exists?**, check  the check box to overwrite a file that exists with the name entered in the **Save As...** text box - OR - Uncheck  the check box if you don't want to override an existing file. This enables warning message if the filename already exists.
5. Click the **Save** button.





**Troubleshooting.** If the message "A file with a name same as the target already exists!" is displayed, this is preventing you from overwriting an existing image. Repeat Steps 4 and 6.


---

*Tip: When Cropping an image drag and resize the crop area on the preview image.*

---

### Creating an Image Map

How to create an image map using the TelerikEditorProvider for the RTE.

1. Insert an image.
2. Right click on the image and click the **Image Map Editor**  button. This opens the Image Map Editor window.
3. To create an area:
  - a. At **Select Area Shape**, select either **Rectangle** or **Circle**.
  - b. Click the **New Area** button. This displays a gray box defining the area.
  - c. Move and resize the area as required. This updates the Define Area Properties fields for Left, Width, Top and Height.

d. **Optional.** In the **URL** text box, enter the URL to open when a user clicks on this Area.

i. At **Target**, select the target for the URL.

- **Target:** No target is set and the link will open in the same window.
- **New Window:** Will open a new window.
- **Parent Window:** If web page consists of frames, the link will open in the parent frame.
- **Same Window:** The link will open in the same window.
- **Browser Window:** The link will open in the same window.
- **Search Pane:**
- **Media Pane:**Optional.

e. In the **Alt Text** text box, enter the text to be displayed for this area.

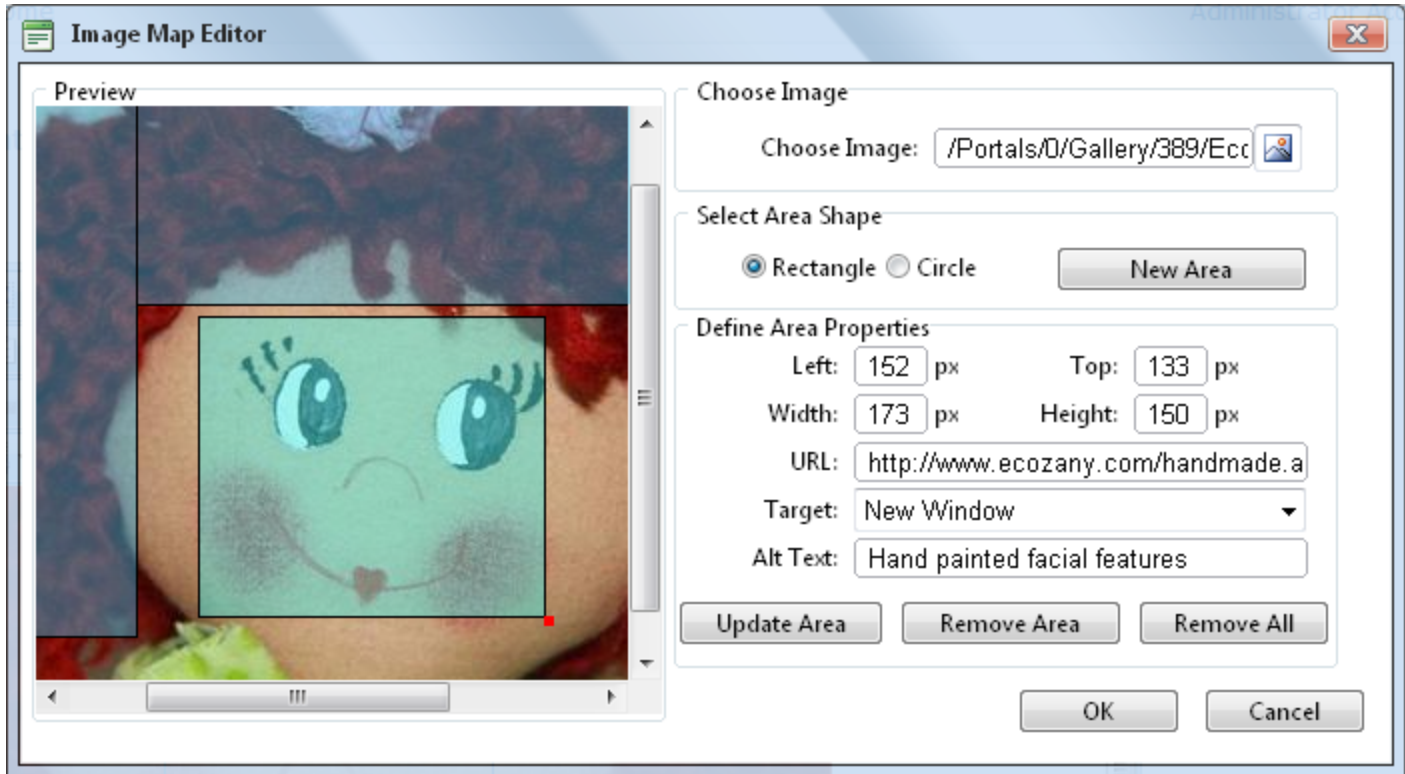
f. Click the **Update Area** button.

4. Repeat Step 3 to add additional areas.

5. These additional editing options are available:

- To edit an existing area, click on it in the preview window, edit the properties as required and then click the **Update Area** button.
- To remove an area, click the **Remove Area** button.
- To remove all areas, click the **Remove All** button.




6. Click **OK** to save.



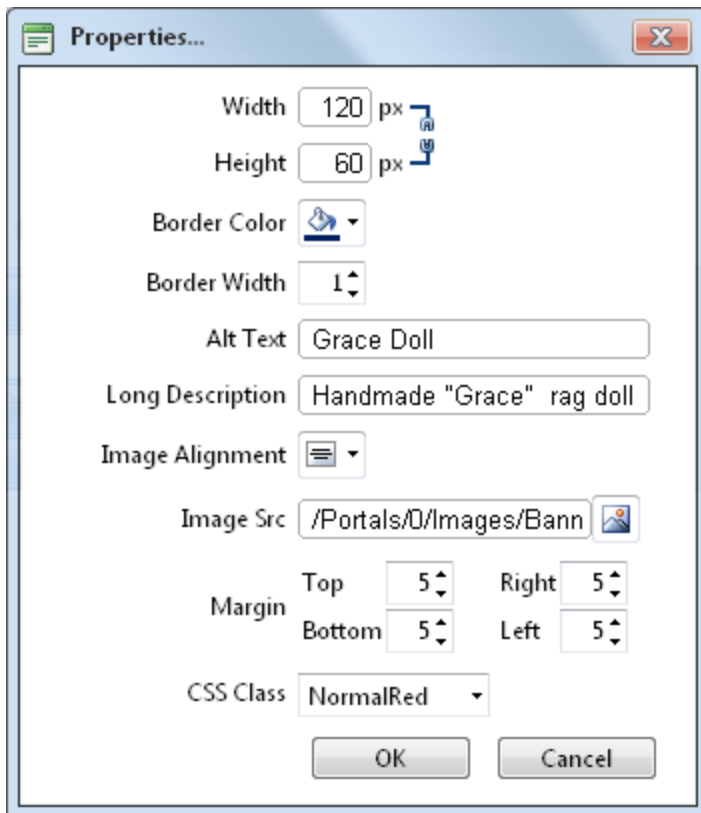
Creating an Image Map

### Setting Image Properties

How to set the optional properties of an image using the Image Manager of the TelerikEditorProvider for the RTE.

1. If the image has already been inserted, right-click on the image and select the **Properties...**  button. Alternatively, if you are currently adding the image, click on the **Properties** tab of the Image Manager.
2. Click the **Lock Ratio**  / **Unlock Ratio**  button to unlock or lock the width/height ratio at any time. Unlocking the ratio enables the width and/or height to be modified independently.
3. In the **Width** text box, enter the width in pixels which the image will be displayed as.
4. In the **Height** text box, enter the height in pixels which the image will be displayed as.
5. At **Border Color**, click the **Color Picker** button and select the border color. Note: A Border Width must be entered to display the border.
6. In the **Border Width** text box, enter the pixel width for the border - OR - use the **Increase** and **Decrease** arrows.
7. In the **Alt Text** text box, enter the alternative text for this image.
8. In the **Long Description** text box, enter the long description for this image.
9. At **Image Alignment**, click the **Alignment Selector** button and select the alignment for this image.



10. At **Margin**, set any of these fields:
  - a. In the **Top** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the top margin.
  - b. In the **Bottom** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the bottom margin.
  - c. In the **Right** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the right margin.
  - d. In the **Left** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the left margin.
11. At **CSS Class**, select a class for this image.
12. Click the **OK** button.

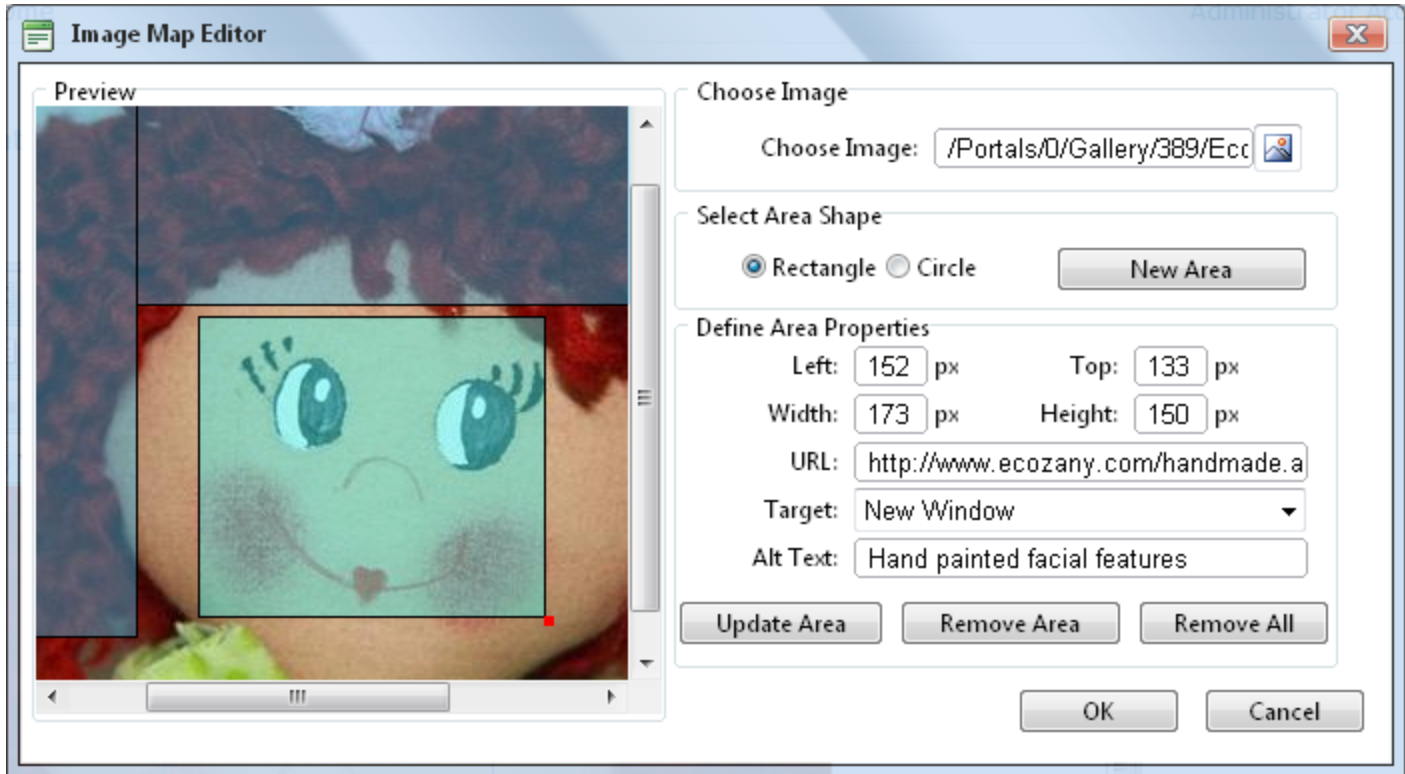


Setting Image Properties

### Editing an Image Map

How to edit an image map using the TelerikEditorProvider for the RTE.

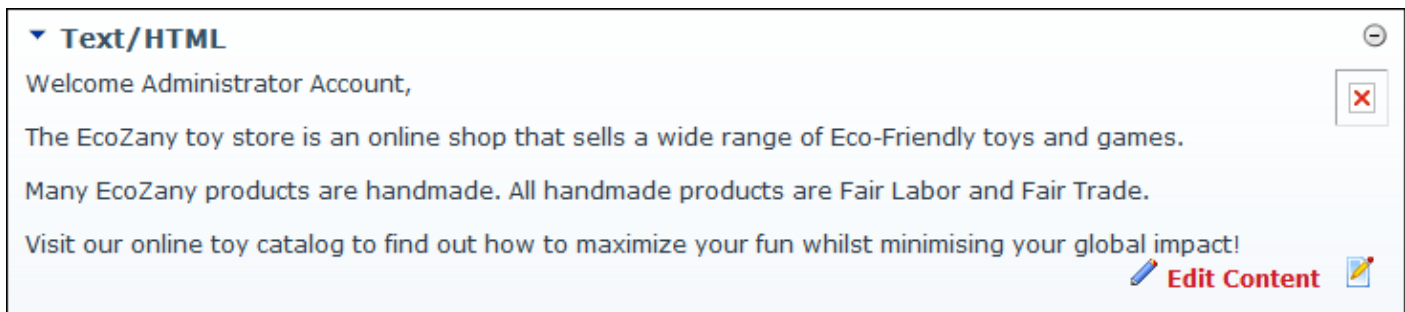
1. Select the mapped image.
2. Click the **Image Map Editor**  button in the toolbar - OR - Right click on the image and then select  **Image Map Editor** from the drop-down menu. This opens the Image Map Editor window.
3. Add, edit/update and delete mapped areas as required. See "[Creating an Image Map](#)"
4. Click the **OK** button to save.



Creating an Image Map

### Troubleshooting: Image Not Displaying

Some images may not display in the Editor.



This can occur if the image is set as hidden.

1. Remove the Hidden property from the image. See "[Setting the Hidden Property of a File](#)".
2. Return to the module to see if the image is displaying. You may need to Refresh (Hold down the Shift key and strike the F5 key) the page to see the changes.

This can also occur if module caching is set for too longer period. In this case, extend the caching time as required. See "[Configuring Cache Settings for a Module](#)"

## ▼ Text/HTML

Welcome Administrator Account,

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!



 **Edit Content** 

Troubleshooting: Image Not Displaying in HTML Module

## Managing Links and Anchors


### Adding an Email Link

How to add an email link to text or an image using the TelerikEditorProvider for the RTE. Clicking the link opens the user's email program with the selected email address in the Send To field.

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*Tip: If you type an email address with a recognized extension directly into the Editor it will automatically add a "send to" link to the address.*

---

1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **E-mail** tab.
4. In the **Address** text box, enter the email address. If you have selected a recognized email address it will be displayed here.
5. In the **Link Text** text box, enter the text for this link. Note: This field is not displayed when adding a link to an image.
6. In the **Subject** text box, enter a subject which will populate the subject field of the email message.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
8. Click the **OK** button.


The image shows a dialog box titled "Hyperlink Manager" with three tabs: "Hyperlink", "Anchor", and "E-mail". The "E-mail" tab is selected. The dialog contains the following fields and controls:

- Address:** A text input field containing "rose.booth@ecozy.com".
- Link Text:** A text input field containing "Contact Ecozy for more information on our".
- Subject:** A text input field containing "Sales Enquiry".
- CSS Class:** A dropdown menu with "NormalBold" selected.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Adding an Email Link

### Adding a Page Link

How to insert a link to a page within this site using the TelerikEditorProvider for the RTE.

1. Highlight the text/object for the link - OR - Place your cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab selected.
3. At **Page**, select the page for this link from the drop-down list. This displays the URL of the selected page in the **URL** field below.  
Note: Disabled pages appear in the list, however they cannot be selected.

The screenshot shows the 'Hyperlink Manager' dialog box with the 'Hyperlink' tab selected. The 'Page' dropdown is set to 'Store', and the 'URL' text box contains 'http://ecozany.com/Store.aspx'. The 'Link Text' is 'Visit our online toy catalog', 'Target' is 'None', and 'Existing Anchor' is 'None'. The 'CSS Class' is 'Apply Class'. There are two unchecked checkboxes: 'Track the number of times this link is clicked' and 'Log the user, date and time for each click'. The 'OK' and 'Cancel' buttons are at the bottom.

4. The following **optional** settings are available:

- a. In the **Link Text** text box, edit the linked text. Note: This field is not displayed when adding a link to an image.
- b. At **Target**, select the target window for this link. The default option is **None** which opens the link in the current window.
- c. In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
- d. At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
- e. Check  the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
  - i. Check  the **Log the user, date and time for each click** check box to also enable the Link Log.


5. Click the **OK** button.

**Related Topics:**

- [See "Viewing Link Tracking Report"](#)

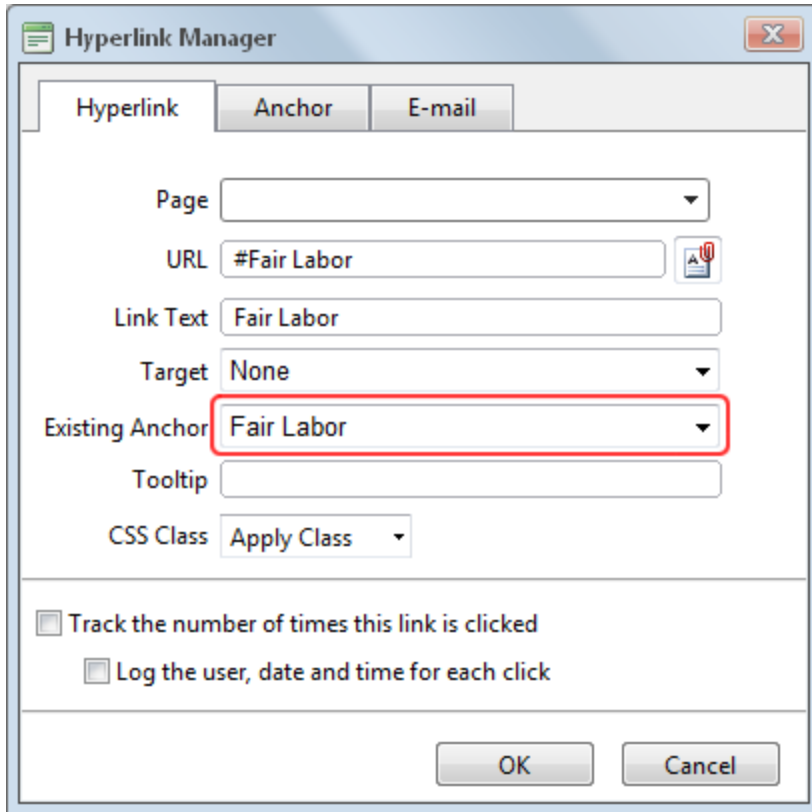
**Adding an Anchor Link**

How to create a link to an anchor using the TelerikEditorProvider for the RTE.

1. Highlight the text/object to be linked to the anchor.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.



3. At **Existing Anchor**, select the anchor name. This displays the anchor **URL** in the **URL** field. E.g. #Fair Labor



The screenshot shows the 'Hyperlink Manager' dialog box with the following fields and settings:

- Page:** (empty dropdown)
- URL:** #Fair Labor
- Link Text:** Fair Labor
- Target:** None
- Existing Anchor:** Fair Labor (highlighted with a red rectangle)
- Tooltip:** (empty text box)
- CSS Class:** Apply Class
- Track the number of times this link is clicked
- Log the user, date and time for each click
- Buttons:** OK, Cancel

4. The following **optional** settings are available:

- a. In the **Link Text** text box, enter/edit the linked text as required.
- b. At **Target**, select the target for this link - OR - Select **None** to use the existing window.
- c. In the **Tooltip** text box, enter the text to be displayed when a user places their mouse over this link.
- d. At **CSS Class** select the CSS class to use.
- e. Check  the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
  - i. Check  the **Log the user, date and time for each click** check box to also enable the Link Log.


5. Click the **OK** button.

#### **Related Topics:**

- [See "Adding an Anchor"](#)


#### **Adding a URL Link**

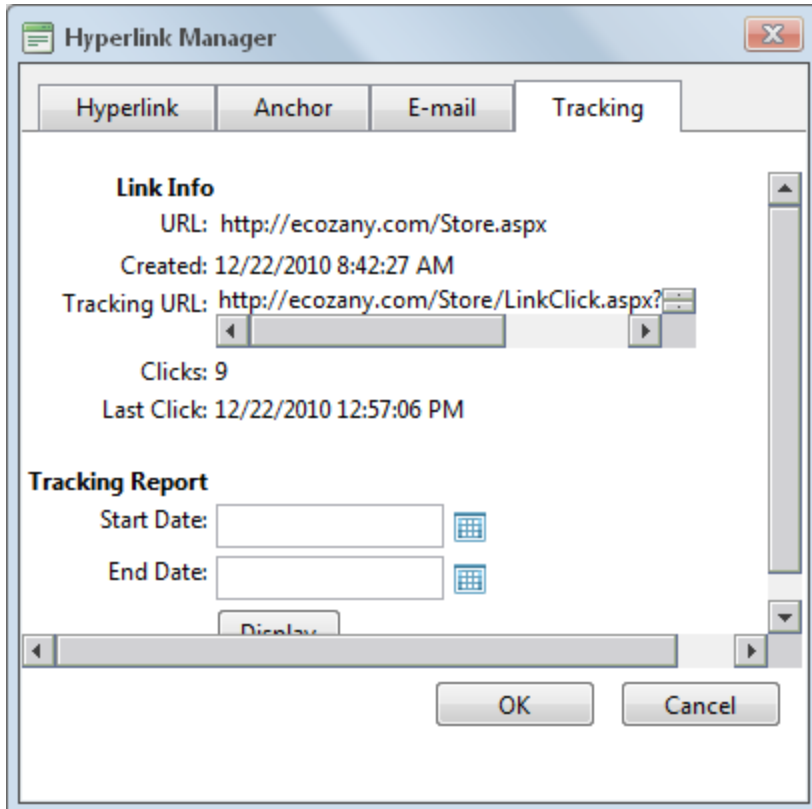
How to insert a link to a URL located on another web site using the TelerikEditorProvider for the RTE.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab pre-selected.
3. In the **URL** text box, enter the URL address for this link.
4. **Optional.** At **Track Clicks**, check  the check box to track the number of clicks on this link - OR - Uncheck  the check box to disable link tracking. Enabling this option will update the URL displayed in the URL field above.
5. In the **Link Text** text box, enter/edit the text for this link. If you highlighted text at Step 1, then this field will be pre-populated with that text. Note: This field is not displayed when adding a link to an image.
6. **Optional.** At **Target**, select the target window for this link.
7. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
8. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
9. Click the **OK** button.



### Viewing Link Tracking Report

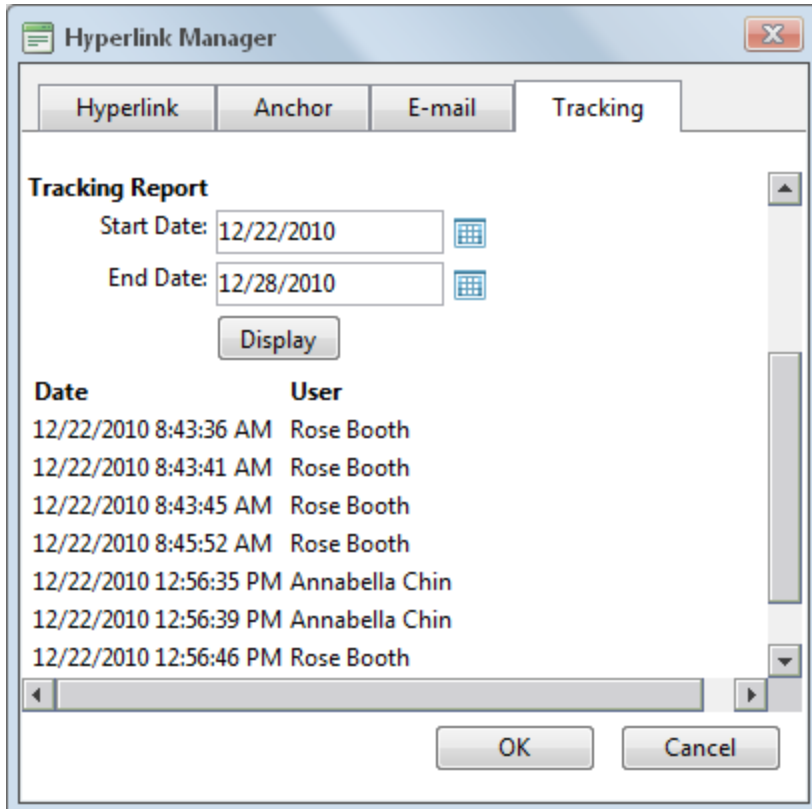
How to view tracking information for a tracked link within the TelerikEditorProvider for the RTE. In additional the tracking report displays data for the selected date range.

1. Select the linked text or object, and then click the **Hyperlink Manager** (CTRL + K)  button - OR - Right-click on the linked item and select **Properties...** from the drop-down menu. This opens the Hyperlink Manager with the Hyperlink tab selected.
2. Select the **Tracking** tab.
3. In the **Link Info** section, the following information is displayed:
  - **URL:** The URL for this link. E.g. <http://ecozy.com/Store.aspx>
  - **Created:** The date this link was created. 12/22/2010 8:42:27 AM
  - **Tracking URL:** The tracking URL for this link. E.g. <http://ecozy.com/LinkClick.aspx?link=63&tabid=41&mid=386>
  - **Clicks:** The number of times this link has been clicked.
  - **Last Click:** The date and time when the link was last clicked.



4. In the **Tracking Report** section, complete the following to view the report:

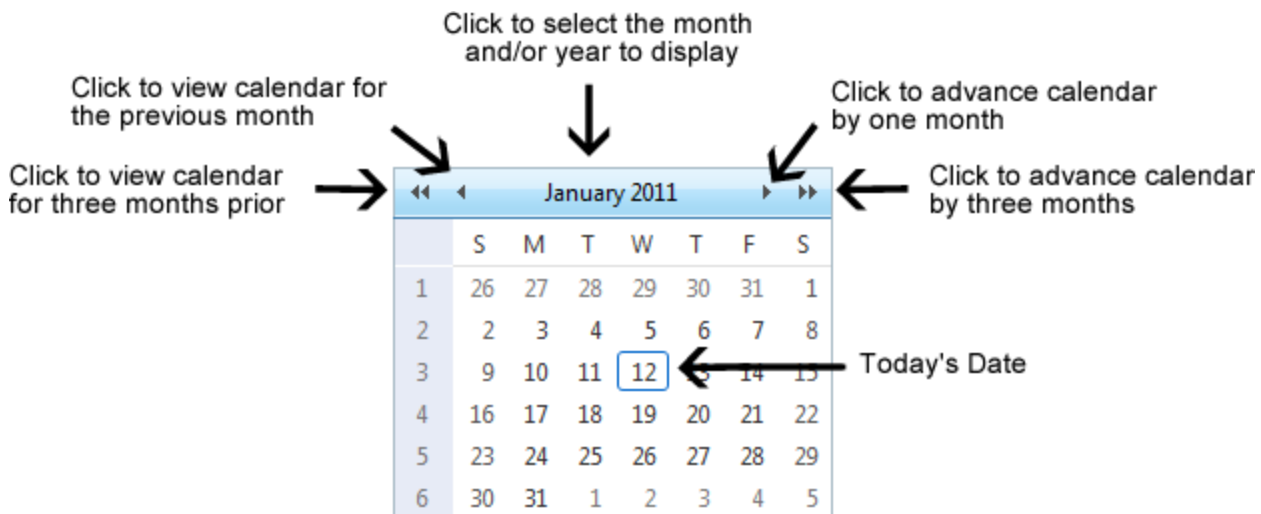
- a. At **Start Date**, click the **Calendar**  button. This displays the current month with today's date highlighted. Select a new date if required. See "[Working with the RADCalendar](#)"
- b. At **End Date**, click the **Calendar**  button. This displays the current month with today's date highlighted. Select a new date if required.
- c. Click the **Display** button. This displays the date and time when the link was clicked and the first and last name of authenticated users.



5. Click the **Cancel** button to close the Hyperlink Manager.


#### Working with the RADCalendar

The RADCalendar is date selection tool which is used when viewing link tracking reports within the TelerikEditorProvider for the RTE.







#### Selecting a Date

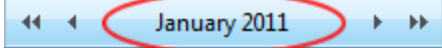
**Step One - View the required Month/Year in Calendar**

1. Click the **Calendar**  button. This opens the RADCalendar. Here's an overview of the date selection options available for the RADCalendar:

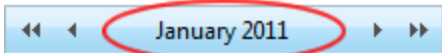
- **View Calendar for Another Month:**

- Click the <<  button view calendar from three months ago
- Click the <  button to view calendar for the previous month
- Click the >  button to advance the calendar by one month
- Click the >>  button advance the calendar by three months

- **View Calendar for Today:**

1. Click the **Month/Date**  above the calendar.
2. Click a month to view that month for the selected year.
3. Click the Today link.

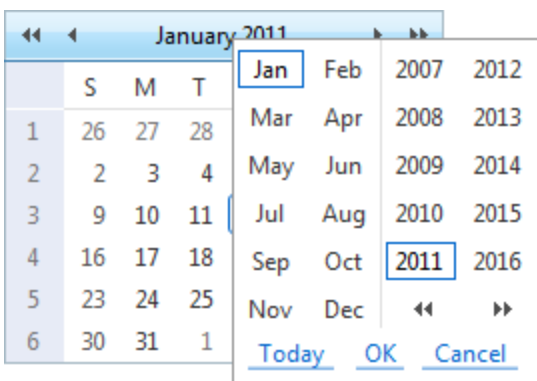
- **View Calendar for Another Month/Year:**

1. Click the **Month/Date**  above the calendar.
2. Click a month to view that month for the selected year.
3. Click a different year to view if required.
4. **Optional.** If the required year is not displayed, then click either the << or >> buttons below the displayed years. This displays the previous or next ten years respectively.
5. Click the **OK** button to view the calendar for the selected month/year.

---

*Tip: Click the Cancel link to cancel any selection and return to calendar.*

---



### Step Two - Selecting the Date

1. Click on a date in the calendar to select it. This closes the pop-up window and displays the selected date in the associated field.


### Related Topics:

- See "Viewing Link Tracking Report"

### Editing a Link

How to edit a link in the TelerikEditorProvider for the RTE.

#### Option One:

1. Select the linked text or object.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, See "Adding an Email Link", "Adding a Page Link". or See "Adding a URL Link".
4. Click the **OK** button.


#### Option Two:

1. Right-click on the linked text or object.
2. Select **Properties...** from the drop-down menu. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, See "Adding an Email Link", "Adding a Page Link". or See "Adding a URL Link".
4. Click the **OK** button.

### Deleting a Link

How to remove a link from the TelerikEditorProvider for the RTE.

#### Option One:


1. Select the linked text or object.
2. Click the **Remove Link** (CTRL + SHIFT + K)  button.

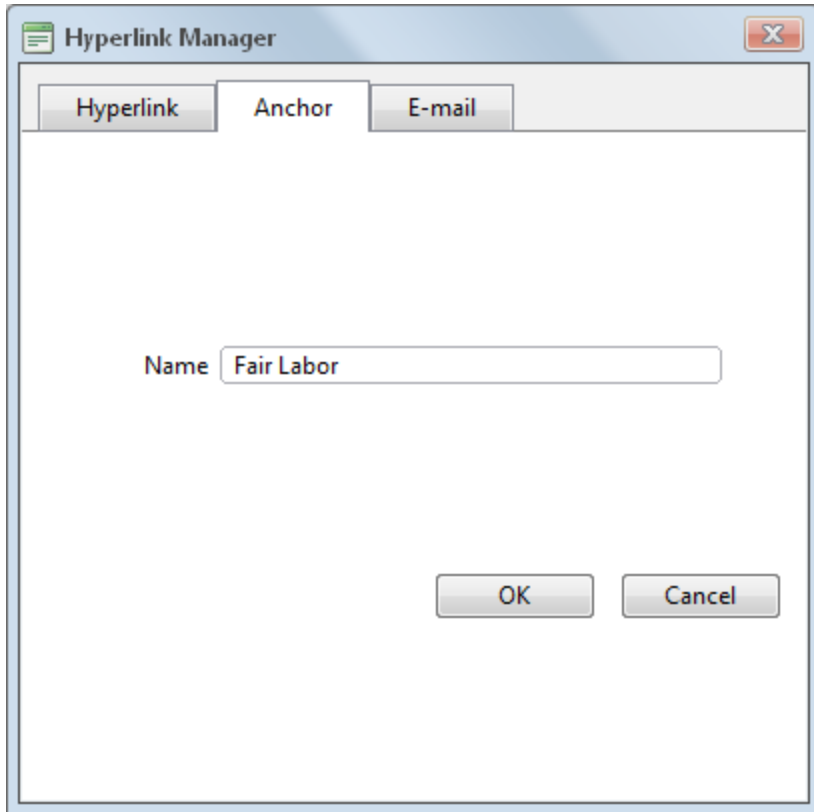
#### Option Two:

1. Right-click on the linked text or object.
2. Select **Remove Link** from the drop-down menu. This opens the Hyperlink Manager.

### Adding an Anchor

How to create an anchor using the TelerikEditorProvider for the RTE. An anchor is a location within this content which can be linked to using the Hyperlink Manager. Note Links to this anchor can only be created in this instance of this module.

1. Place your cursor where you want to insert the anchor - OR - Highlight some text or an object to add an anchor to it. Note: Text may display link formatting even though there is no link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **Anchor** tab.
4. In the **Name** text box, enter an anchor name.




5. Click the **OK** button.

### Editing an Anchor

How to edit an anchor using the TelerikEditorProvider for the RTE.

#### Option One:

1. Select the anchored text or object.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button.


#### Option Two:

1. Right-click on the linked text or object.
2. Select **Properties...** from the drop-down menu. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button.

### Deleting an Anchor

How to delete an anchor (bookmark) from the TelerikEditorProvider for the RTE.

**Option One:** Use this option when the anchor has been created by first selecting text or an object.

1. Select the linked text or object.
2. Click the **Remove Link** (CTRL + SHIFT + K)  button.


**Option Two:** Use this option when the anchor has been added to the editor by placing the cursor in a location.

1. Select the **HTML** tab.
2. Locate and delete the anchor HTML which will look something like `<a name="anchor name"></a>`

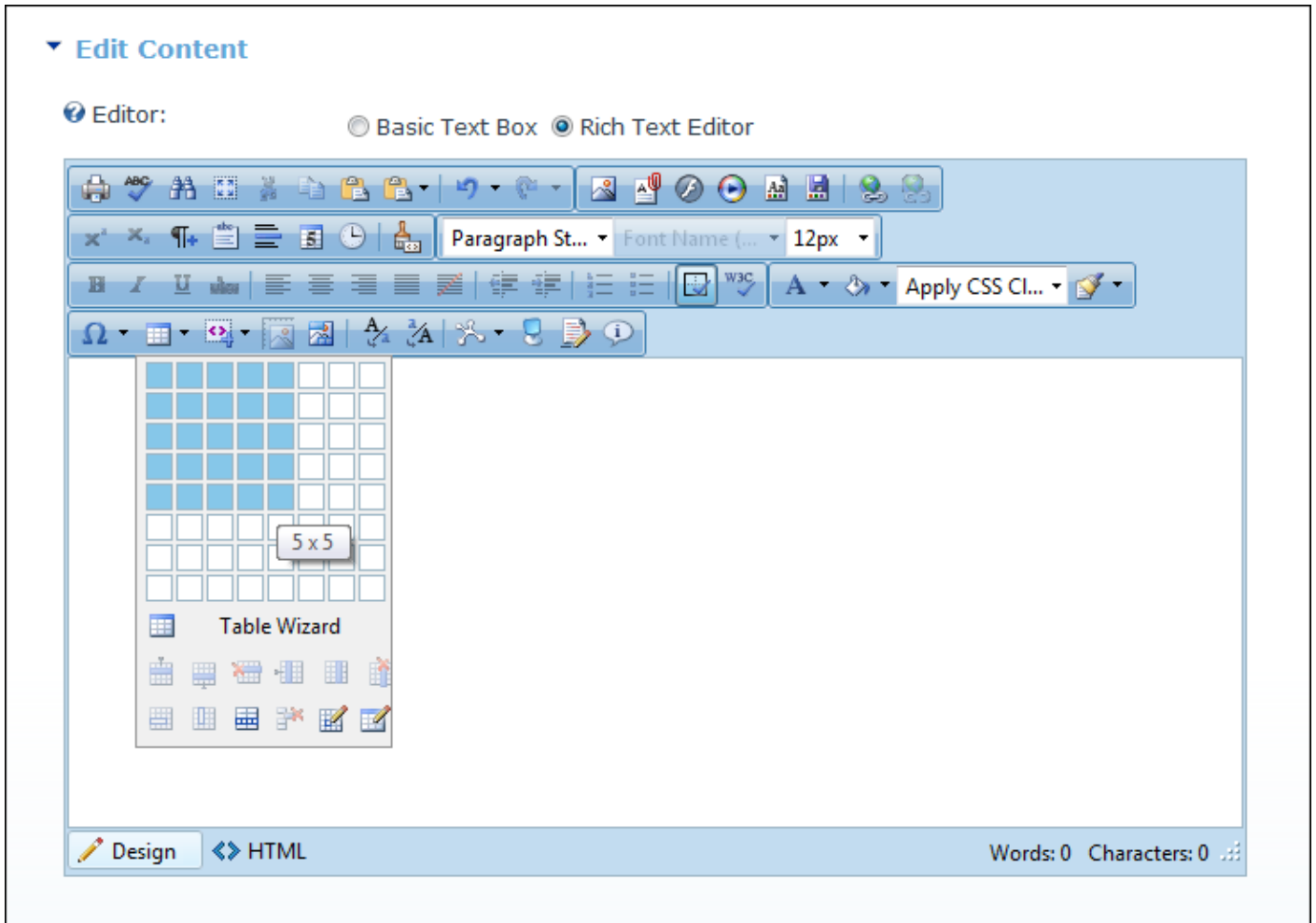
## Managing Tables

### Inserting a Table

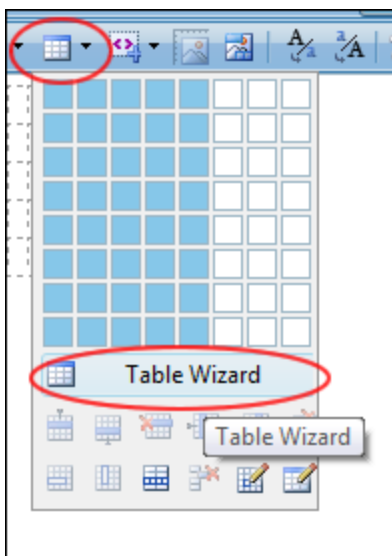
How to insert a table using the TelerikEditorProvider for the RTE.

1. Place your cursor where you want to insert the table.
2. Click the **Insert Table**  button.
3. Select for these options:
  - **To insert a basic table**, move your cursor to highlight the number of rows or columns for the table and then click to select it. This displays the basic table in the Editor.







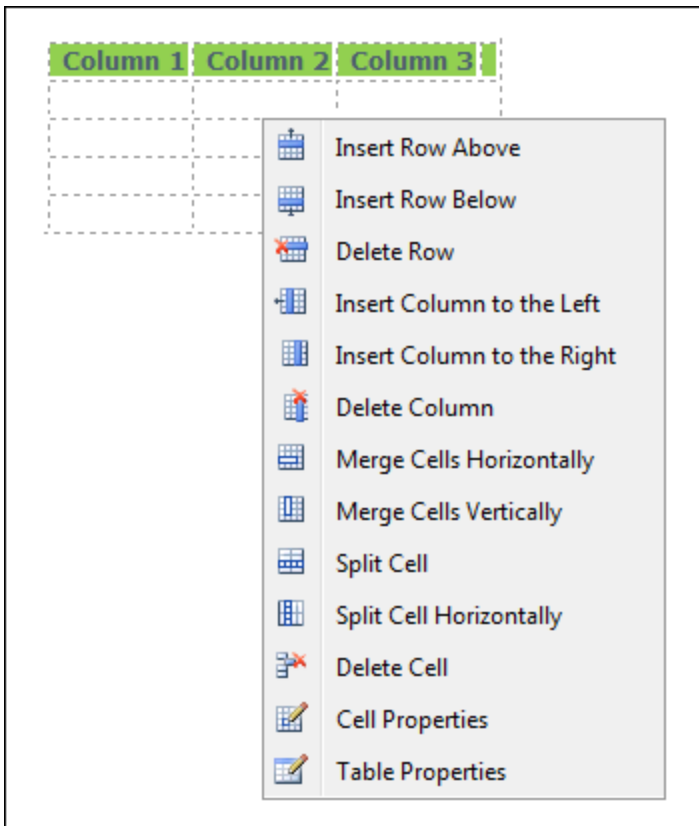
- To design a more complex table, click the **Table Wizard** button. See ["Setting the Table Design"](#)



## Editing a Table

How to edit a table using the right click menu or the Table Wizard of the TelerikEditorProvider for the RTE.


1. Place your cursor inside the table. Note: If you want to use the drop-down menu to modify the table design (rather than the Table Wizard) then place your cursor in the cell where you want to perform the modification.
2. Right-click using your mouse. This displays the drop-down menu.
3. Select an option to modify the rows, columns or cells of the table - OR - Select either the  **Table Properties** or  **Cell Properties** to use the Table Wizard to modify the table.
4. Click the **OK** button.





Editing a Table

## Setting Table Properties









How to set the optional properties of a new or existing table using the Table Wizard of the TelerikEditorProvider for the RTE.

1. Open the Table Wizard. See ["Inserting a Table"](#) - OR - Right-click on an existing table and then select  **Table Properties** from the drop-down menu.
2. Go to the **Table Properties** tab and set any of these optional settings:

3. In the Dimensions section:

- a. In the **Height** text box, set the table height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase**  and **Decrease**  buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.
- b. In the **Width** text box, set the table width in either pixels or as a percentage as for height. Leave blank for no specified width.

4. In the Layout section:

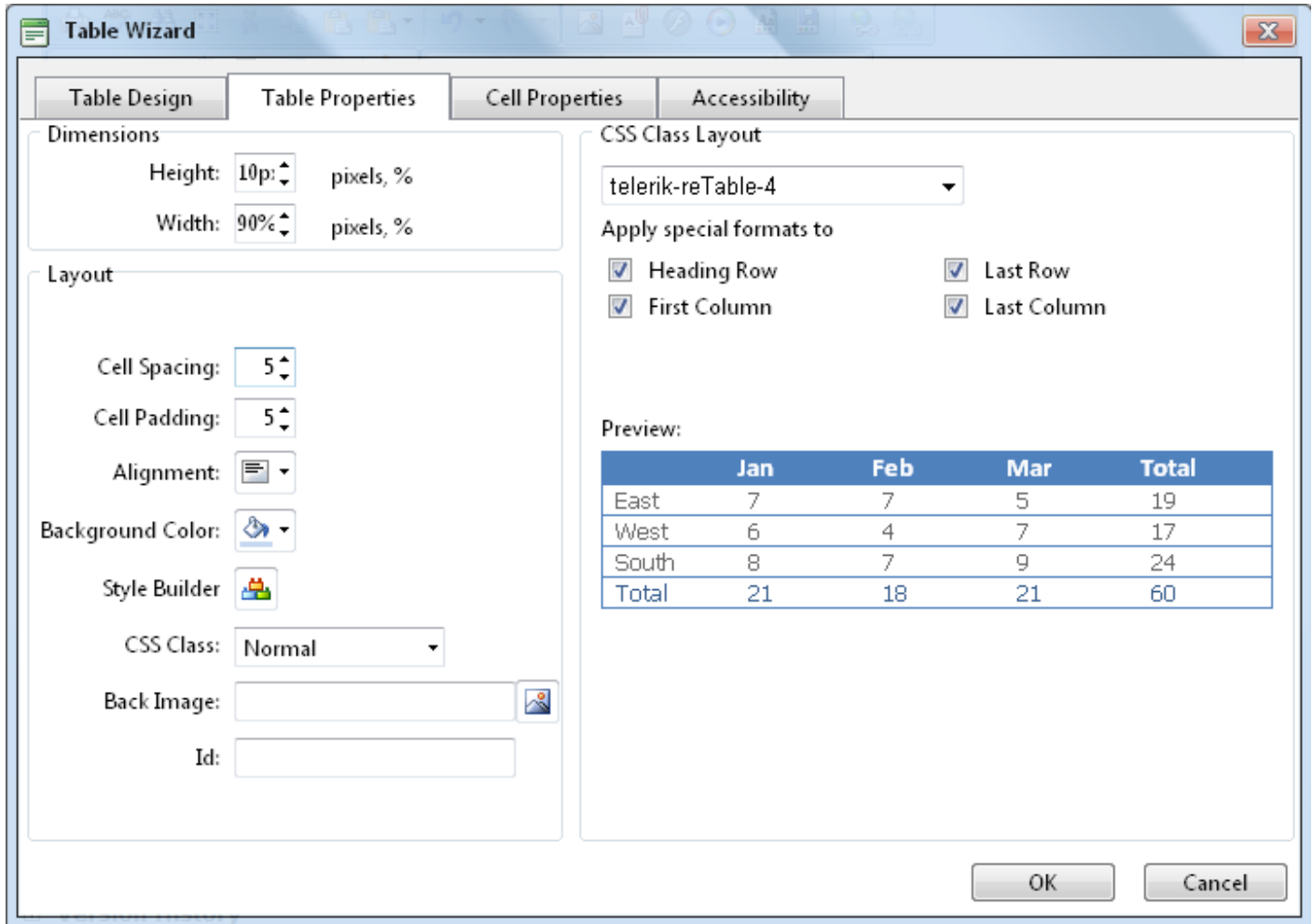
- a. In the **Cell Spacing** text box, enter a number to set the pixel spacing between cells - OR - Use the **Increase**  and **Decrease**  buttons.
- b. In the **Cell Padding** text box, enter a number to set the pixel padding between cells - OR - Use the **Increase**  and **Decrease**  buttons.
- c. At **Alignment**, click the arrow of the **Alignment Selector**  button and select the table alignment.
- d. At **Background Color**, click the **Color Picker**  button and select the background color.
- e. At **Style Builder**, click the **Style Builder**  button and build one or more styles. See ["Using the Style Builder"](#)
- f. At **CSS Class**, select a class for the content of this table.
- g. At **Back Image**, click the **Image SRC**  button and select a background image for the table.
- h. In the **Id** text box, enter an Id reference for this table.

5. In the CSS Class Layout section:

- a. Select a CSS layout design for your table from the drop-down box. The design is displayed in the Preview window below.
- b. At **Apply Special Formats To**, check or uncheck one or more check box to apply/remove one or more styles as desired. The changes can be viewed in the Preview window below.

6. **Optional.** Select a new tab to set additional properties.


7. Click the **OK** button to confirm.

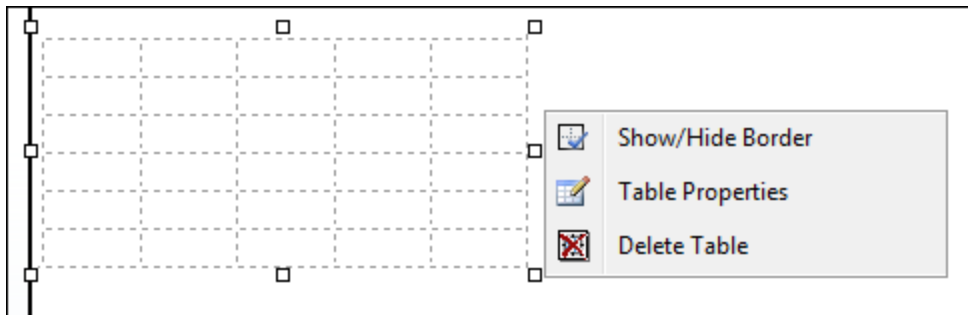


Setting Table Properties

### Showing/Hiding Table Border

How to hide or show the table borders using the Table Wizard of the TelerikEditorProvider for the RTE.







1. Place your cursor on the outer edge of the table. The cursor will change to show the table can be selected.
2. Right-click and select  **Show/Hide Border** from the drop-down menu to either hide or show the table border.

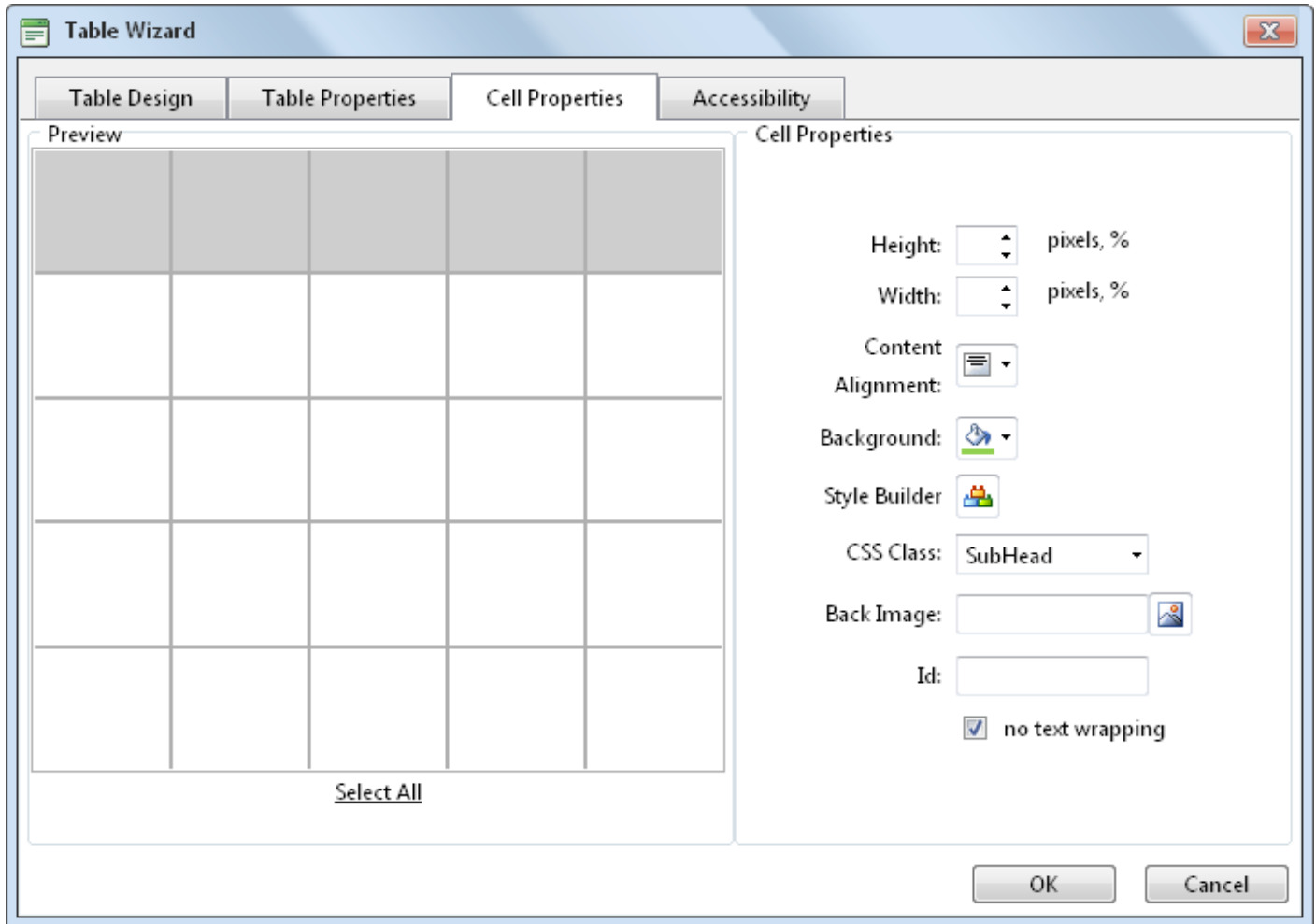


Showing/Hiding Table Border

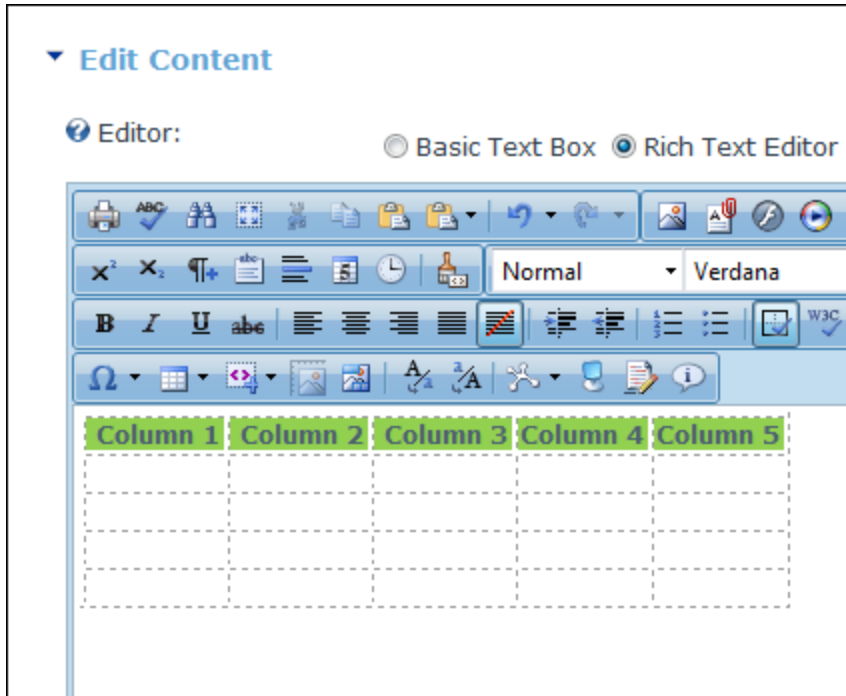
### Setting Cell Properties

How to set the optional cell properties of a new or existing table using the Table Wizard of the TelerikEditorProvider for the RTE.

1. Right-click inside a cell of an existing table and select  **Cell Properties** from the drop-down menu. This opens the Cell Properties tab of the Table Wizard.
2. At **Preview**, select which cells you want to set the properties of:
  - To select a single cell, click on that cell. The selected cell is highlighted.
  - To select multiple cells, hold down the Ctrl key and click on each required cell - OR - click the Select All link and then hold down the Ctrl key and click on one or more cells to deselect them. The selected cells are highlighted.
3. At **Cell Properties**, set any of the following:
  - a. In the **Height** text box, set the cell height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase**  and **Decrease**  buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.
  - b. In the **Width** text box, set the cell width in either pixels or as a percentage as for height. Leave blank for no specified width.
  - c. At **Content Alignment**, click the arrow of the **Alignment Selector** button and select the alignment of content.
  - d. At **Background**, click the **Color Picker**  button and select the background color.
  - e. At **Style Builder**, click the **Style Builder**  button and build one or more styles. See "Using the Style Builder"
  - f. At **CSS Class**, select a class for this/these cells.
  - g. At **Back Image**, click the **Image Manager**  button and select a background image for the table.
  - h. In the **Id** text box, enter an Id reference for this/these cells.
  - i. At **No Text Wrapping**, check  the check box to disallow text within this/these cells from wrapping to another line - OR - Uncheck  the check box to allow text to wrap.




5. Click the **OK** button to save or go to another tab of the Table Wizard to set more properties.

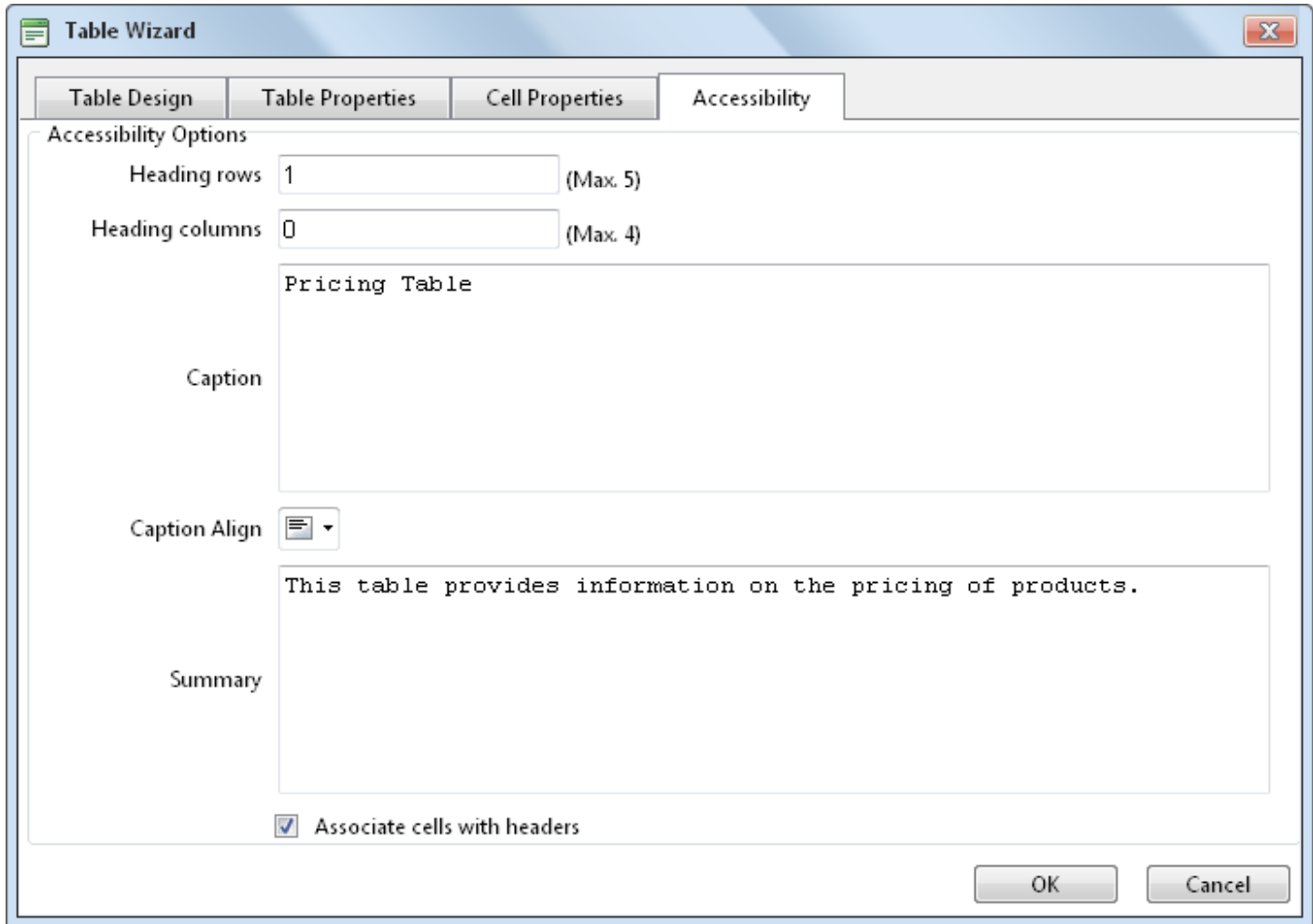


Setting Cell Properties

### Setting Table Accessibility

How to set the accessibility of a new or existing table using the Table Wizard of the TelerikEditorProvider for the RTE. The below tutorial demonstrates how to add a background color to the first row of your table.


1. Right-click on an existing table and select  **Table Properties** - OR - Open the Table Wizard. See "Inserting a Table"
2. Go to the **Accessibility** tab and set any of these Accessibility Options:
  - a. In the **Heading Rows** text box, enter the number of rows which are headings. The maximum number of heading rows for the current table is displayed to the right of this field.
  - b. In the **Heading Columns** text box, enter the number of columns which are headings. The maximum number of heading columns for the current table is displayed to the right of this field.
  - c. In the **Caption** text box, enter a caption to be displayed above the table.
  - d. At **Caption Align**, click the arrow of the **Alignment Selector** button and select the alignment of the caption.
  - e. In the **Summary** text box, enter a summary of the table contents. The table summary isn't displayed on the page, but can be read using accessibility tools such as text readers.
  - f. At **Associate Cells With Headers**, check  the check box to associate cells with headers - OR - uncheck  the check box to disable.
  - g. **Optional.** Select a new tab to set additional properties.
3. Click the **OK** button.



Setting Table Accessibility

### Using the Table Wizard










How to design a table using the Table Wizard of the TelerikEditorProvider for the RTE.

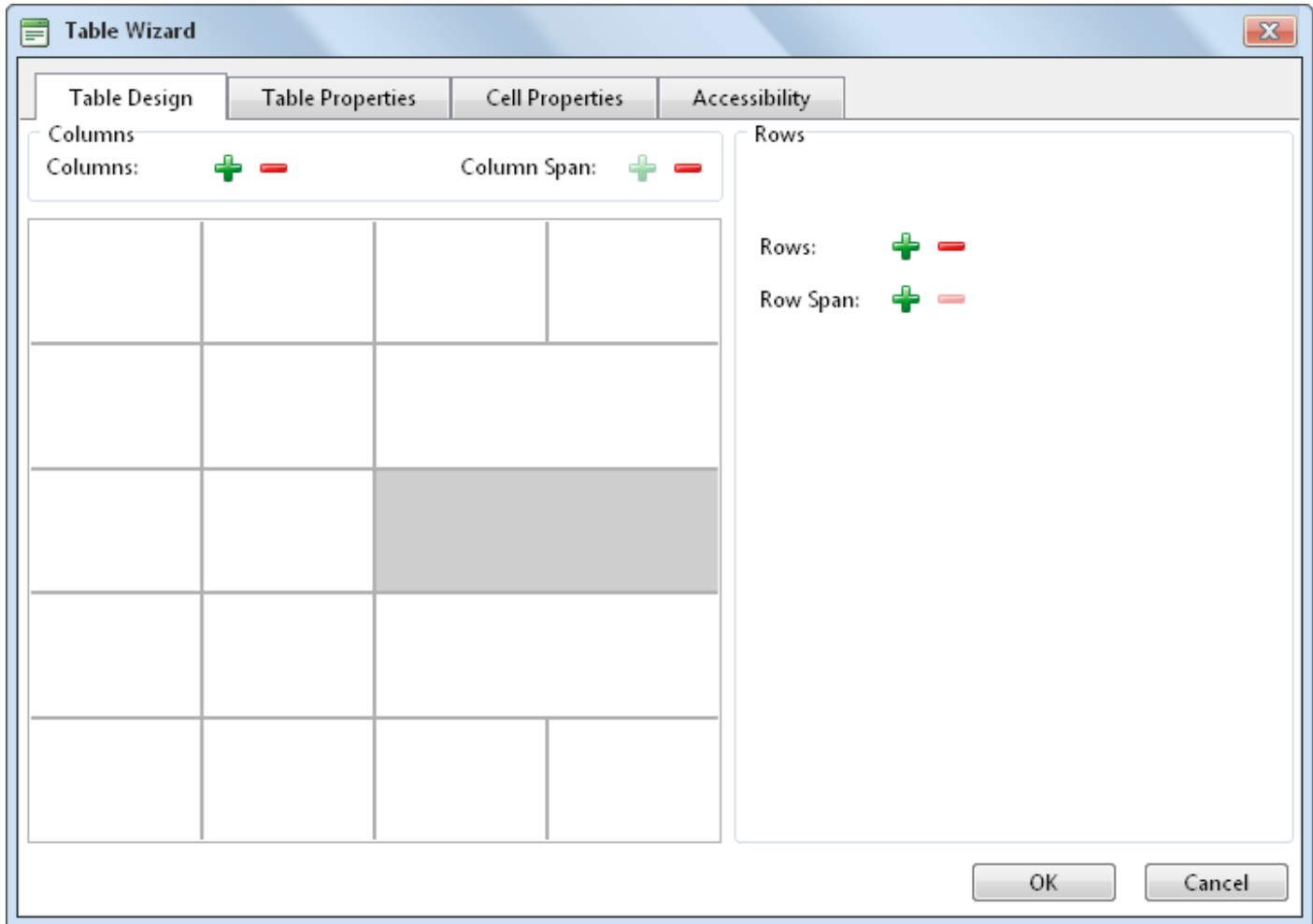
1. Click the **Insert Table**  button.
2. Select **Table Wizard**. This opens the Table Wizard on the Table Design tab. A table of two columns by two rows is displayed as the basis for your design.
3. **Optional.** Select a cell. This enables the **Increase** and **Decrease** buttons which are available to change the design.
4. Select an **Increase** or **Decrease** button to modify the table design. You can choose to add columns and rows, as well as span columns and rows.
5. **Optional.** Change tabs to set other properties.
6. Click the **OK** button.

### Setting the Table Design

How to set the design a table using the Table Wizard of the TelerikEditorProvider for the RTE.



1. Open the Table Wizard. See "Inserting a Table" - OR - Right click on an existing table and select  **Table Properties**.
2. Go to the **Table Design** tab. If you are adding a new table, a table of two columns by two rows is displayed as the basis for your design. If you are editing an existing table, your current design is displayed.
3. To modify the table, perform any of these actions:
  - To add a column: At **Columns**, click the **Increase**  button.
  - To remove a column: At **Columns**, click the **Decrease**  button.
  - To insert a column span: select a cell and then at **Column Span**, click the **Increase**  button.
  - To remove a column span: select a cell and then at **Column Span**, click the **Decrease**  button.
  - To add a row: At **Rows**, click the **Increase**  button.
  - To remove a row: At **Row**, click the **Decrease**  button.
  - To insert a row span: select a cell and then at **Row Span**, click the **Increase**  button.
  - To remove a row span: select a cell and then at **Row Span**, click the **Decrease**  button.
4. **Optional.** Select a new tab to set additional properties.
5. Click the **OK** button.



Designing a Table

### Using the Style Builder

How to create CSS styles for tables using the Style Builder of the TelerikEditorProvider for the RTE. The Style Builder can be accessed from the Table Properties tab of the Table Wizard when adding or editing a table. See "[Setting Table Properties](#)"

1. At **Style Builder**, click the **Style Builder** button. This opens the Style Builder window. The Font tab will be displayed.
2. Set the following Font properties:
  - a. Go to the Font Name section.
    - i. At **Family**, select the required font type.

- b. Go to the Font Attributes section.
  - i. At **Color**, click the **Color Picker** button and select the font color.
  - ii. At **Italics**, select from these options:
    - **Normal**: No italics
    - **Italics**: Italics (text leans forward)
    - **Oblique**: Oblique italics (text leans backwards)
  - iii. At **Small Caps**, select from these options:
    - Normal: No capitalization
    - Small Caps: Small capitalization.


### Deleting a Table

How to delete a table from the TelerikEditorProvider for the RTE.

#### Option One:

1. Click on the corner of the table to select it.
2. Strike the **Delete** button on your keyboard.

#### Option Two:

1. Click on the corner of the table to select it.
2. Right click to view the drop-down menu.
3. Click the **Delete Table**  button.

#### Option Three:

1. Place your cursor before or after the table.
2. Strike either the **Backspace** or **Delete** button on your keyboard respectively.

▼ **Edit Content**

Editor:  Basic Text Box  Rich Text Editor

The screenshot shows a Rich Text Editor with a toolbar at the top. The main content area contains an "Introduction" section with a placeholder "[Insert your introductory summary here...]", a table, and a "Conclusion" section with a placeholder "[insert your conclusion here...]". The table has 5 columns labeled "Column 1" through "Column 5" and 2 rows of "Sample data". A context menu is open over the table, with the "Delete Table" option circled in red. The bottom status bar shows "Design" and "HTML" modes, and "Words: 39 Characters: 248".

Column 1	Column 2	Column 3	Column 4	Column 5
Sample data	Sample data	Sample data	Sample data	Sample data
Sample data	Sample data	Sample data	Sample data	Sample data

Context Menu:

- Show/Hide Border
- Table Properties
- Delete Table**


Design HTML Words: 39 Characters: 248

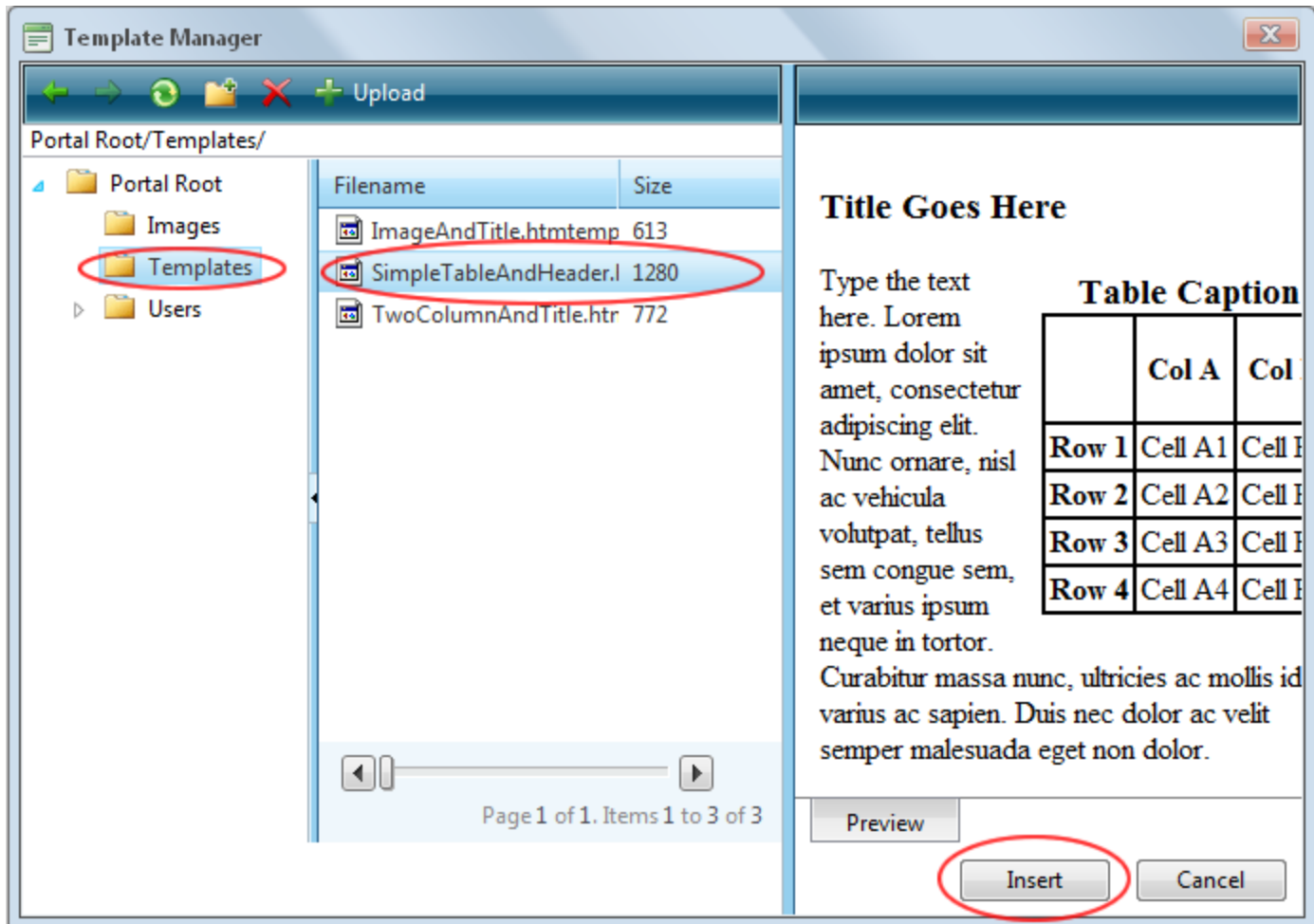
Deleting a Table

## Managing Templates

### Inserting a Template

How to insert a template using the TelerikEditorProvider for the RTE.

1. Place your cursor where you want to insert the template.
2. Click the **Template Manager**  button. This opens the Template Manager.
3. Navigate to and select the required template. Note: Templates are typically stored in the Portal Root > Templates folder. See ["Using the Resource Manager"](#)
4. Click the **Insert** button. This inserts the template into the editor ready for you to edit.

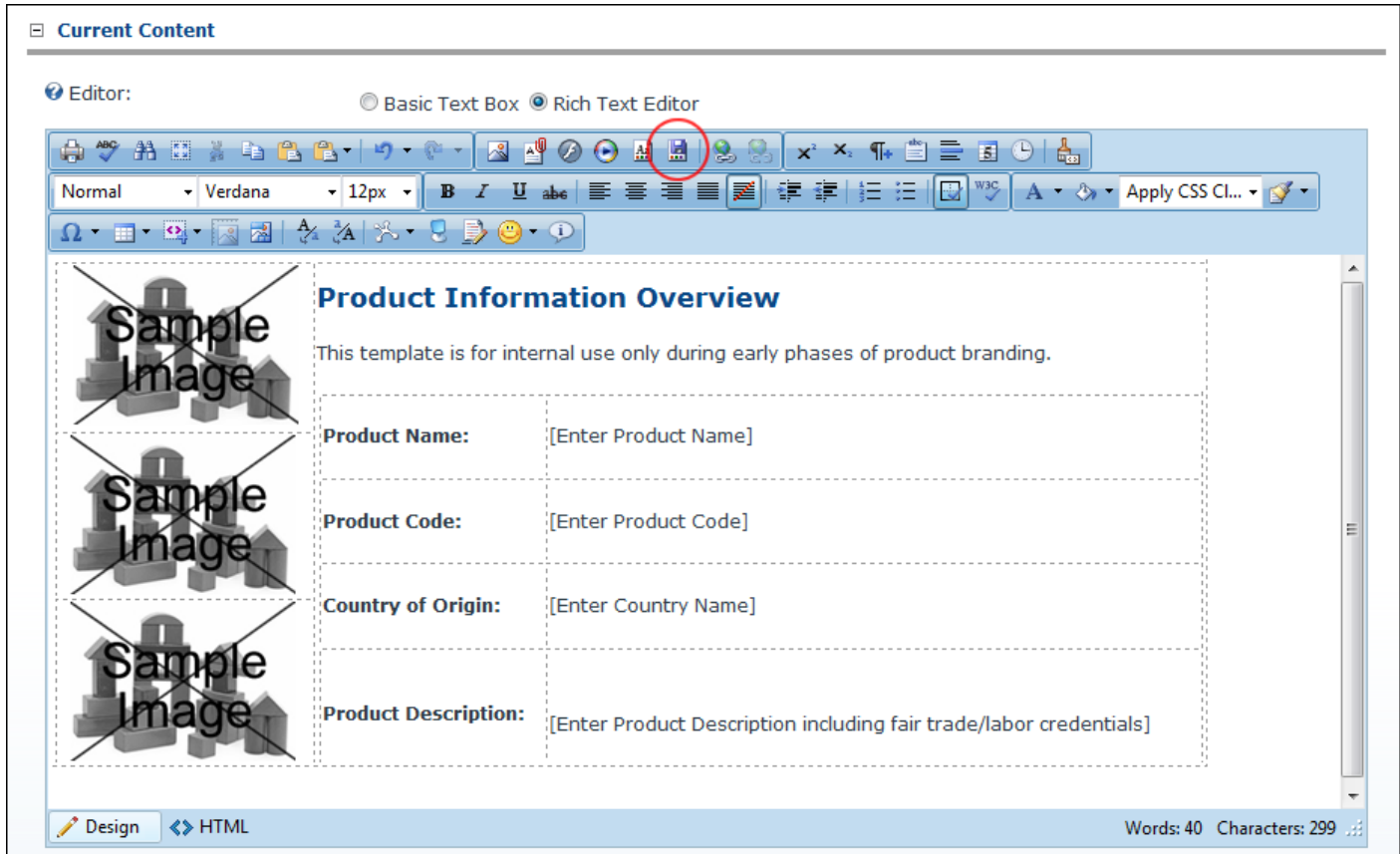



Inserting a Template

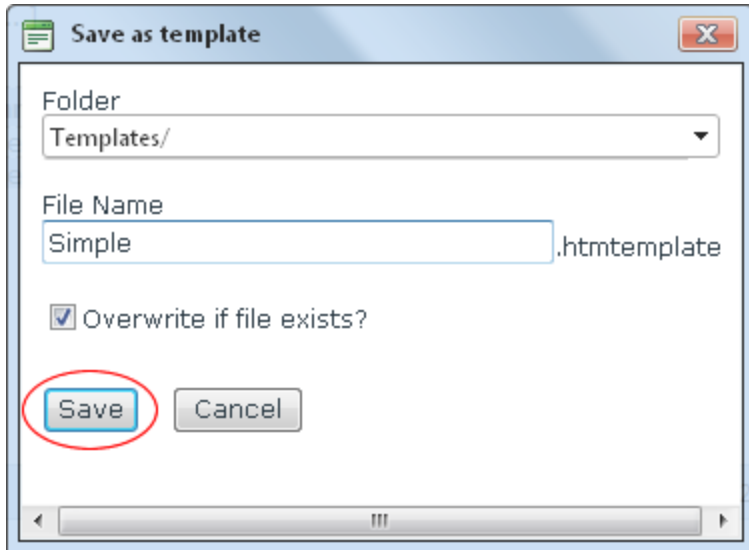
### Saving a Template

How to create and save a template using the TelerikEditorProvider for the RTE.

1. Create your template by adding text, images, tables, etc as desired.



2. Click the **Save Template**  button. This opens the Save As Template window.
3. At **Folder**, select the folder where the template will be saved to.
4. In the **File Name** text box, enter a name for this template.
5. At **Overwrite If File Exists?**, check  the check box to overwrite any template that exists with this template - OR - Uncheck  the check box if you don't want to override an existing file. This enables warning message if a template with this name already exists.
6. Click the **Save** button.
  - If there is no conflict with overwriting, the message "The template was saved successfully" is displayed. Click **OK** to close the window.
  - If there is a conflict, a message reading "The template was not saved. The following error was reported: The file already exists" is displayed. In this case, repeat Steps 2-6, entering a different file name.



Saving a Template


## Link Control

### About the Link Control

The Link Control tool enables Module and Page Editors to select a link to a URL, a page on the web site, a file that has been uploaded to the site, a user's profile or to set no link. The Link Control is displayed on the add and edit page of many modules including the Links, Announcement, Documents, Events, Media and the Form & Lists modules. It is also used on the Administrator and Host only pages such as the Vendor directories. Depending on where it is used, the range link types will vary. E.g. The Announcements module uses two Link Controls when adding or editing announcements. One sets a link to an image and only includes options to link to a URL, a file, or to set no link. The second one enables linking to all of the link types which are to set a link to a URL, a page, a file, a user profile, or to set no link.

### Optional Settings:

- Track the number of times a link is clicked. [See "Enabling/Disabling Tracking of Link Clicks"](#)
- Log the user, date and time for every link click. [See "Enabling the Link Log"](#)
- Open a link in a new Web browser window. [See "Setting a Link to Open in a New Web Browser Window"](#)

 **Link:**

**Link Type:**

- None
- URL ( A Link To An External Resource )**
- Page ( A Page On Your Site )
- File ( A File On Your Site )
- User ( A Member Of Your Site )

**Location: ( Enter The Address Of The Link )**

[Select An Existing URL](#)

- Track Number Of Times This Link Is Clicked?**
- Log The User, Date, And Time For Every Link Click?**
- Open Link In New Browser Window?**

The Link Control

**Related Topics:**

- "Setting a File Link".
- "Setting a Page Link".
- "Setting a URL Link".
- "Adding a User Profile Link".

**Module Editors**

**Setting a File Link**

How to set a link to a file that has been uploaded to the site using the Link Control. This topic assumes the file has already been uploaded to the site's File Manager.

1. At **Link / Link Type**, select **File ( A File On Your Site )**. Note: This field may not be displayed on some modules.
2. At **Link / File Location**, select the folder where the file is located. This will populate the File Name field below with the file in this folder. Note: The My Folder folder is your own personal folder where you can manage your personal files such as your profile image.
3. At **Link / File Name**, select the file from the drop-down list.



**Link Type:**

None  
 URL ( A Link To An External Resource )  
 Page ( A Page On Your Site )  
 **File ( A File On Your Site )**  
 User ( A Member Of Your Site )

**Link:**

**File Location:**  
 Documents/

**File Name:**  
 Yoga Timetable.pdf

Track Number Of Times This Link Is Clicked?  
 Log The User, Date, And Time For Every Link Click?  
 Open Link In New Browser Window?

Setting a File Link

### Uploading and Linking to a File

How to upload a file and then set a link to that file using the Link Control. Note: Editors must have permission to upload files to at least one folder in the File Manager.

1. At **Link / Link Type**, select **File ( A File On Your Site )**. Note: This field may not be displayed on some modules.
2. At **Link / File Location**, select a folder that you have access to upload files to. When you select a folder that you have access to upload files to the Upload New File link is displayed. This will populate the File Name field below with the file in this folder. Note: The My Folder folder is your own personal folder where you can manage your personal files such as your profile image.
3. At **Link / File Name**, click the Upload New File link. This displays the **Browse...** button.
4. Click the **Browse...** button.
5. Locate and select the required file on your computer.
6. Click the Uploaded Selected File link.

**Link Type:**

URL ( A Link To An External Resource )  
 Page ( A Page On Your Site )  
 **File ( A File On Your Site )**  
 User ( A Member Of Your Site )

**Link:**

**File Location:**  
 ModuleEditors/

**File Name:**  
 C:\Pictures\Images\IMG123.gif

Uploading and Linking to a File

## Setting a Page Link

How to set a link to an existing page on the site using the Link Control.

1. At **Link / Link Type**, select **Page ( A Page On Your Site )**.
2. At **Link / Select A Web Page From Your Site**, select the page from the drop-down box. Note: Pages that are not included in the menu and which have not been given a Parent page will be displayed at the end of this list.

**Link Type:**

None

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Select A Web Page From Your Site:**

Home ▼

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

---

*Tip: Pages which are set as disabled are displayed in the list of pages. Disabled pages can be linked to, however the link will only work for Administrators and SuperUsers. Other users will see the link but nothing will happen when they click on it. It is therefore recommended that you test page links.*

---

## Setting a URL Link

How to set a link to any URL using the Link Control. The URL can be to a web site domain, a web page, a file, an image, etc.

1. At **Link / Link Type**, select **URL ( A Link To An External Resource )**.
2. In the **Link / Location ( Enter The Address Of The Link )** text box, enter the URL.

**Link:**

**Link Type:**

None

**URL ( A Link To An External Resource )**

Page ( A Page On Your Site )

File ( A File On Your Site )

**Location: ( Enter The Address Of The Link )**

[Select An Existing URL](#)

**Track Number Of Times This Link Is Clicked?**

**Log The User, Date, And Time For Every Link Click?**

**Open Link In New Browser Window?**

Setting a URL link

### Selecting an Existing URL Link

How to select a link to an existing URL link using the Link Control. The Link Control can be used to set a URL link to any URL. The URL can be to a web site, a web page, a file, an image, etc. Once a link to a URL has been saved (updated), that URL will then be added to the drop down list of existing URL's that can be selected. This topic explains how to set a link to a URL that has already been saved using the Link Control.

1. At **Link / Link Type**, select **URL ( A Link To An External Resource )**.

**Link:**

**Link Type:**

**URL ( A Link To An External Resource )**

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Location: ( Enter The Address Of The Link )**

[Select An Existing URL](#)

**Track Number Of Times This Link Is Clicked?**

**Log The User, Date, And Time For Every Link Click?**

**Open Link In New Browser Window?**

2. Below the **Link / Location: ( Enter The Address Of The Link )** text box, click the [Select An Existing URL](#) link. This displays a list of the existing URL's in the **Link / Location: ( Enter The Address Of The Link )** drop-down list.

**Link:**

**Link Type:**

- URL ( A Link To An External Resource )**
- Page ( A Page On Your Site )**
- File ( A File On Your Site )**
- User ( A Member Of Your Site )**

**Location: ( Enter The Address Of The Link )**

http://www.dotnetnuke.com

http://www.dotnetnuke.com

http://www.ecozany.com

**Track Number Of Times This Link Is Clicked?**

**Log The User, Date, And Time For Every Link Click?**

**Open Link In New Browser Window?**

3. At **Link / Location: ( Enter The Address Of The Link )**: select the URL from the drop-down list.

#### Adding a User Profile Link

How to set a link to a User Profile using the Link Control. The user can control which profile fields are visible to the public, site members or Administrators only.

1. At **Link / Link Type**, select **User ( A Member Of Your Site )**.
2. In the **Enter The Username Of A Member Of Your Site** text box, enter the user name of an existing user.

**Link:**

**Link Type:**

- URL ( A Link To An External Resource )**
- Page ( A Page On Your Site )**
- File ( A File On Your Site )**
- User ( A Member Of Your Site )**

**Enter The Username Of A Member Of Your Site:**

Rosie


**Track Number Of Times This Link Is Clicked?**

**Log The User, Date, And Time For Every Link Click?**

**Open Link In New Browser Window?**

*Note: If you enter a user name which does not exist in the User Accounts module, then a message reading "Username entered does not match a User in this web site" is displayed when you select update.*

**My Profile**



**Rose Booth**  
 100 Hope Ave  
 Queens, New York NY 11368  
 United States  
 (212) 123-4567 \*\*\*\*\* \*\*\*\*\*

I founded EcoZany in 2009.

It is my belief that children should have access to beautiful toys which are created with love, joy and passion.

The User's Profile

**Setting No Link**

This topic explains how to set the Link Control for no link. This option is only available on modules where a link is optional such as the Announcements module.

1. At **Link / Link Type**, select **None**.

**Link:**

- None**
- URL ( A Link To An External Resource )**
- Page ( A Page On Your Site )**
- File ( A File On Your Site )**
- User ( A Member Of Your Site )**

- Track Number Of Times This Link Is Clicked?**
- Log The User, Date, And Time For Every Link Click?**
- Open Link In New Browser Window?**

Setting No Linking

**Setting a Link to Open in the Same Web Browser Window**

How to set a link to open in the same Web browser window using the Link Control.

1. At **Open This Link In New Browser Window?**, uncheck  the check box.
2. Click the Update link.

**Link:**

**Link Type:**

- None
- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )
- User ( A Member Of Your Site )

Select A Web Page From Your Site:

Home

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

Setting a Link to Open in the Same Web Browser Window

### Setting a Link to Open in a New Web Browser Window

How to set a link to open in a new Web browser window using the Link Control.

1. At **Open This Link In New Browser Window?**, check  the check box.
2. Click the Update link.

**Link:**

**Link Type:**

- None
- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )
- User ( A Member Of Your Site )

Select A Web Page From Your Site:

Home

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

Setting a Link to Open in a New Web Browser Window

### Enabling/Disabling Tracking of Link Clicks

How to track the number of times a link is clicked using the Link Control. This option can be used with any of the link types (URL, Page, File or User) and will create a Tracking URL for the link, list the number of times the link has been clicked and record the last time the link was clicked. The Link Tracking information is displayed on the Edit Item page of any link it is enabled for.

1. At **Track Number Of Times This Link Is Clicked?** check  the check box to track the number of times the link is clicked - OR - Uncheck  the check box to disable this feature.
2. Click the Update link.

▼ Edit Links
?

**Title:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Link:**

Select A Web Page From Your Site:

**Track Number Of Times This Link Is Clicked?**

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

**Description:**

**View Order:**

[Update](#) [Cancel](#) [Delete](#)

**Last Updated By Lorraine Young On 4/13/2008 10:15:47 AM**

**URL:** http://localhosthttp://localhost/dotnetnuke480/Home/tabid/59/language/en-US/Default.aspx

**Created:** 3/25/2008 5:29:23 PM

**Tracking URL:** http://localhost/DotNetNuke480/LinkClick.aspx?link=59&tabid=70&mid=399&language=en-US

**Clicks:** 2

**Last Click:** 4/13/2008 10:12:02 AM

Link Tracking Enabled

### About the Link Log

How to view details of links which are logged using the Link Control. Each time a link is clicked the Link Log records the date, time and the name of the user. The Link Log is displayed on the Edit Item page of any logged links.

1. Go to the Edit page associated with the logged link. E.g. Click the **Edit** button beside the item which may be an announcement, a link, etc.
2. At **Log Start Date** the first day of the current week is displayed. To choose a different start date click the Calendar link and select a new date. See "Working with the Calendar"
3. At **Log End Date** the last day of the current week is displayed. To choose a different end date, click the Calendar link and select a new date.
4. Click the Display link.

<b>Log Start Date:</b>	<input type="text" value="4/7/2008"/>	<a href="#">Calendar</a>										
<b>Log End Date:</b>	<input type="text" value="4/14/2008"/>	<a href="#">Calendar</a>										
<a href="#">Display</a>												
<table border="1"> <thead> <tr> <th>Date</th> <th>User</th> </tr> </thead> <tbody> <tr> <td>4/13/2008 10:11:59 AM</td> <td>Lorraine Young</td> </tr> <tr> <td>4/13/2008 10:12:02 AM</td> <td>Lorraine Young</td> </tr> <tr> <td>4/13/2008 10:37:36 AM</td> <td>Lorraine Young</td> </tr> <tr> <td>4/13/2008 10:39:42 AM</td> <td>Pablo Emmanuel</td> </tr> </tbody> </table>			Date	User	4/13/2008 10:11:59 AM	Lorraine Young	4/13/2008 10:12:02 AM	Lorraine Young	4/13/2008 10:37:36 AM	Lorraine Young	4/13/2008 10:39:42 AM	Pablo Emmanuel
Date	User											
4/13/2008 10:11:59 AM	Lorraine Young											
4/13/2008 10:12:02 AM	Lorraine Young											
4/13/2008 10:37:36 AM	Lorraine Young											
4/13/2008 10:39:42 AM	Pablo Emmanuel											

The Link Log

**Important.** The RadEditor has a different method for adding and managing link tracking. See "Adding a Page Link" and See "Viewing Link Tracking Report".

#### Enabling the Link Log

How to enable the Link Log using the Link Control. The Link Log is displayed on the Edit Item page of any link that it is enabled on.

1. At **Track Number Of Times This Link Is Clicked?** check  the check box. The Link Log performs best with this enabled.
2. At **Log The User, Date, And Time For Every Link Click?** check  the check box to enable the Link Log.
3. Click the Update link.



**Link:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Select A Web Page From Your Site:**

Home

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

**Description:**

Home page

**View Order:**

0

[Update](#) [Cancel](#) [Delete](#)

**URL:** http://localhosthttp://localhost/dotnetnuke480/Home/tabid/59/language/en-US/Default.aspx

**Created:** 3/25/2008 5:29:23 PM

**Tracking URL:** http://localhost/DotNetNuke480/LinkClick.aspx?link=59&tabid=70&mid=399&language=en-US

**Clicks:** 4

**Last Click:** 4/13/2008 10:39:42 AM

**Log Start Date:** 4/7/2008 [Calendar](#)

**Log End Date:** 4/14/2008 [Calendar](#)

[Display](#)

Enabling the Link Log

### Disabling the Link Log

How to disable the Link Log using the Link Control module. The Link Log is displayed on the Edit Item page of any link that it is enabled on.

1. At **Log The User, Date, And Time For Every Link Click?** uncheck  the check box.
2. Click the Update link.

Disabling the Link Log

#### Troubleshooting: Restricted File Type Warning Message

You may receive a Restricted File Type warning message when attempting to upload a file via the Link Control to a module. This message is displayed when you attempt to upload a file with an extension that you are not enabled to upload such as a movie or a sound file. E.g. .avi, .wma.

Resolution: Contact your Administrator or Host to request the file types you wish to upload are permitted.

The Restricted File Type Warning Message

#### Administrators

##### Deleting a URL from the Links URL List

How to delete a URL from the existing URL's list on the Link Control. URL's that have been set using the Link Control are stored on the Link Control. These URL's can then be selected by Editors to quickly and easily reuse without re-entering the URL. Administrators can delete URL's from this list. Deleting a URL will not remove any links that have been set to the URL using a module.

1. At **Link / Link Type**, select **URL ( A Link To An External Resource )**.
2. Below the **Link / Location: ( Enter The Address Of The Link )** text box, click the Select An Existing URL link. This displays a list of the existing URL's in the **Link / Location: ( Enter The Address Of The Link )** drop-down box.
3. At **Link / Location: ( Enter The Address Of The Link )**, select the URL to be deleted.
4. Click the Delete Selected URL From The List link. This displays the message "Are You Sure You Wish To Delete This Item?"



**Link Type:**

None

**URL ( A Link To An External Resource )**

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Link:**

**Location: ( Enter The Address Of The Link )**

http://www.domain.com.au

[Delete Selected URL From The List](#)

[Add A New URL](#)

**Track Number Of Times This Link Is Clicked?**

**Log The User, Date, And Time For Every Link Click?**

**Open Link In New Browser Window?**

5. Click the **OK** button to confirm.

# Managing Module Content

## Managing Module Content

This section details how to manage content and settings for the different types of modules included with DotNetNuke.

### Related Topics:










- See "About Modules" for general module information.
- See "About Module Settings" and the related section for details on setting the module settings which are common to all modules



### Admin Page Modules

- See "[About the Admin Console](#)" for full list of the child pages of the Admin page and their related modules.

The following modules are located on the Admin Console, however they can also be deployed and added to site pages. These modules (sometimes referred to as Admin or Administration modules) enable authorized users to undertake site administrative tasks, such as managing user accounts, security roles, or vendor accounts.

Here's a list of the Administration modules and information regarding which section of this manual you can learn more about each one:

Icon	Module Name	Manual Section Name and Tutorial Link	Tutorial Link
	Extensions	Advanced Site Management > Extensions.	<a href="#">See "About the Extensions Module"</a>
	File Manager	Building Your Portal > File Manager	<a href="#">See "About the File Manager Module"</a>
	Google Analytics	Advanced Site Management > Search Engine Optimization	<a href="#">See "About the Google Analytics Module"</a>
	Languages	Advanced Site Management > Languages	<a href="#">See "About the Languages Module"</a>
	Event Viewer/Log Viewer	Advanced Site Management > Logs	<a href="#">See "About the Log Viewer Module"</a>
	Newsletters	Managing Individual Modules > Newsletters	<a href="#">See "About the Newsletters Module"</a>
	Recycle Bin	Advanced Site Management > Recycle Bin	<a href="#">See "About the Recycle Bin Module"</a>
	Security Roles	Advanced Site Management > Users and Roles	<a href="#">See "About the Security Roles Module"</a>
	Site Log	Advanced Site Management > Logs	<a href="#">See "About the Site Log Module"</a>
	Site Wizard	Building Your Portal > Site Wizard	<a href="#">See "About the Site Wizard Module"</a>
	Search Engine Site Map	Advanced Site Management > Search Optimization	<a href="#">See "About the Search Engine SiteMap Module"</a>
	Skins	Managing Site Design > Skins	<a href="#">See "About the Skins Module"</a>
	Pages/Tabs	Managing Individual Modules > Pages (Tabs) module	<a href="#">See "About the Pages (Tabs) module"</a>
	Taxonomy Manager	Advanced Site Management > Search Optimization	<a href="#">See "About the Taxonomy Manager Module"</a>

Icon	Module Name	Manual Section Name and Tutorial Link	Tutorial Link
	User Accounts	Advanced Site Management > Users and Roles	<a href="#">See "About the User Accounts Module"</a>
	Vendors	Managing Individual Modules > Vendors	<a href="#">See "About the Vendors Module"</a>

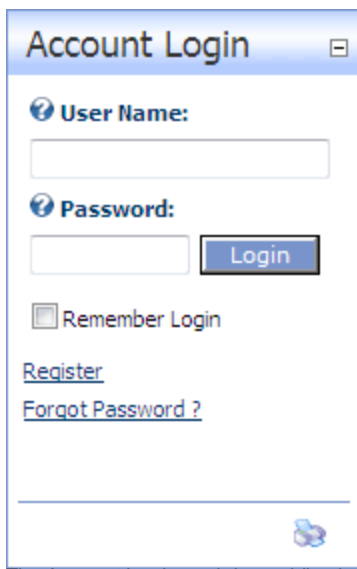
## Account Login

### About the Account Login Module

The Account Login module (also titled User Log In) enables registered users to log in to a site using their login credentials. The Account Login module can be deployed to any page and is automatically displayed on the default User Log In page. The module includes an optional [Register](#) link which enables visitors to register on the site and help with forgotten passwords.

**Important.** This chapter covers a number of ways you can login to DNN using this module. However, the majority of information on working with the Account Login module is covered in the "Managing Your User Account > Logging In and Out" section of this manual. [See "Logging into a Site"](#) and other topics in that section for more.

**Module Version:** 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Account Login module enabling login

**Skin Token:** The [LOGIN] skin token displays the Login link which opens the User Log In page. The login link is located in the top right corner of the default DNN skin.



The Login skin token

### Related Topics:

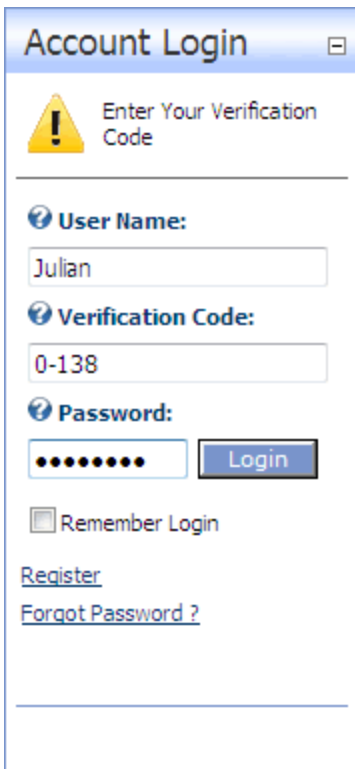
- [See "Example: Adding/Editing the Login Message"](#)
- [See "Restoring the Default Login Page"](#)
- [See "Enabling a Custom Login Page"](#)

## All Users

### Logging in with a Verification Code

You may be required to enter a verification code the first time you login to a DNN site. This code is provided in the Welcome email with your other login information or can be retrieved using the [Forgot Password?](#) option.

1. Click the [Login](#) link (typically located in the top right corner) to display the User Log In page - OR - Navigate to an Account Login module.
2. In the **User Name** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. Click the **Login** button. This displays the **Verification Code** field.
5. In the **Verification Code** text box, enter your verification code. Note: the Verification Code is a number so if it begins with a 0; it is a Zero and not the letter 'O'.
6. In the **Password** text box, re-enter your password.



The screenshot shows a web form titled "Account Login". At the top, there is a yellow warning icon and the text "Enter Your Verification Code". Below this, there are three input fields: "User Name:" with the value "Julian", "Verification Code:" with the value "0-138", and "Password:" with masked characters. A "Login" button is positioned to the right of the password field. Below the password field is a "Remember Login" checkbox. At the bottom, there are two links: "Register" and "Forgot Password?".

7. Click the **Login** button again.

### Logging in with a Security Code

How to login to a site when a security code is required. This is a unique code that is generated as a picture each time you login.

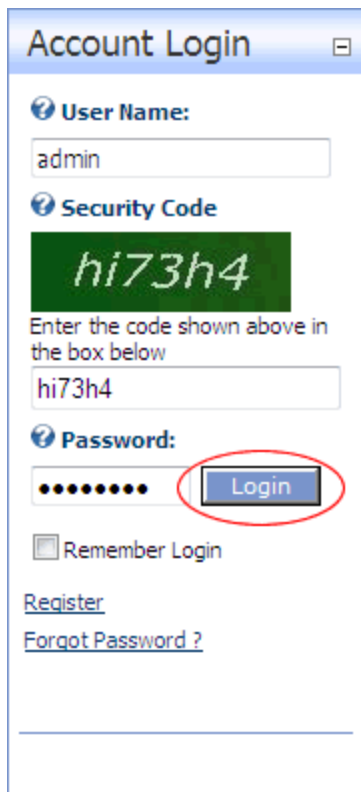
1. Click the [Login](#) link (typically located in the top right corner) to display the User Log In page - OR - Navigate to an Account Login module.
2. In the **User Name** text box, enter your user name.

3. In the **Security Code** text box, enter the code displayed as a picture.
4. In the **Password** text box, enter your password.
5. Click the **Login** button.

---

*Admin Tip: See the Security Roles section to find out how to enable the CAPTCHA Security Code.*

---



The screenshot shows a web form titled "Account Login". It contains the following elements:

- User Name:** A text box containing "admin".
- Security Code:** A green box displaying the code "hi73h4". Below it, a text box contains "hi73h4".
- Password:** A text box with masked characters (dots).
- Login button:** A blue button with the text "Login", which is circled in red.
- Remember Login:** A checkbox.
- [Register](#)
- [Forgot Password ?](#)

Logging in with a Security Code


#### Logging in with LiveID


How to login to a DNN web site using your LiveID credentials.

1. Click the [Login](#) link (typically located in the top right corner) to display the User Log In page - OR - Navigate to an Account Login module.
2. Click the **LiveID** button.

### Secure Login

Standard **LiveID**

 User Name:

 Password:

Login

Remember Login

[Register](#)  
[Forgot Password ?](#)

3. Click the **Login** button to be redirected to the LiveID web site.

### Secure Login

Standard LiveID

This site supports Windows LiveID login. If you have associated a Windows LiveID with your User Account, you can use your Windows LiveId to login, by clicking the "LogIn with LiveID" link below.

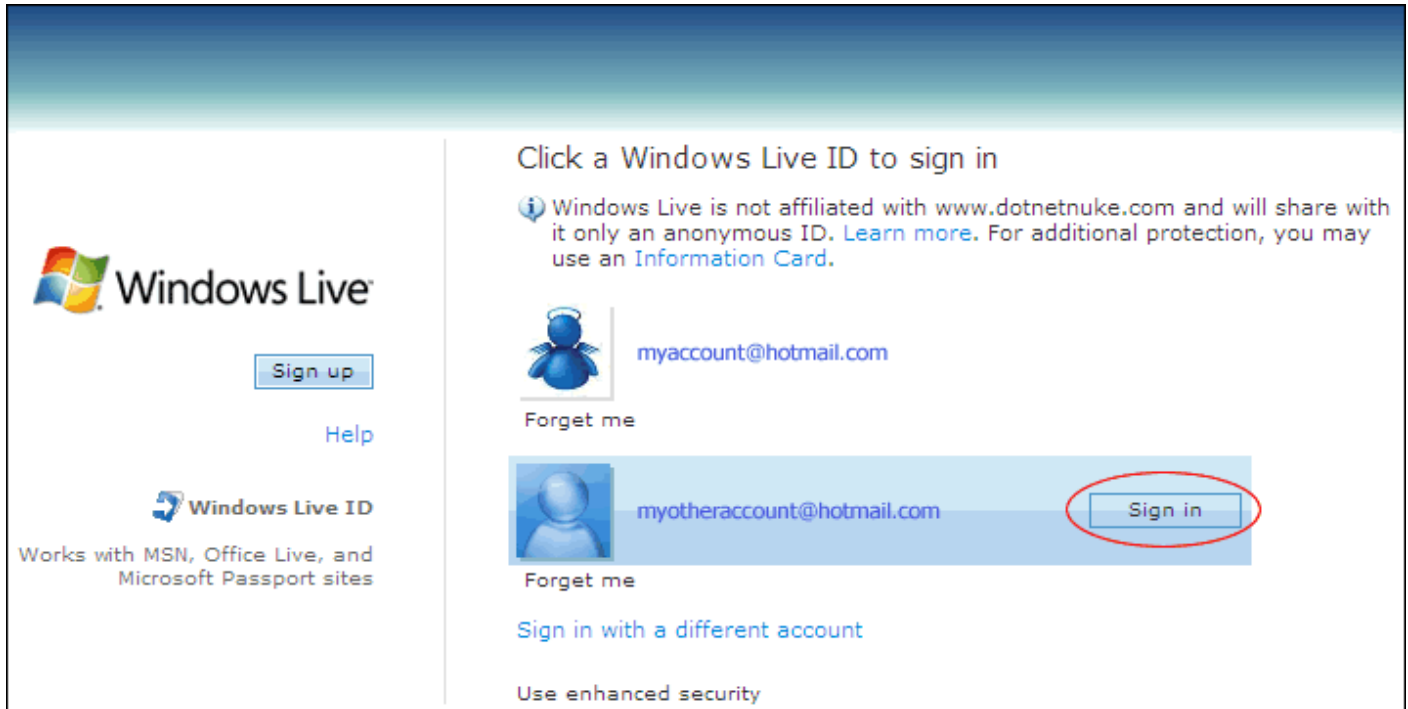
**Login**

Remember Login

[Register](#)  
[Forgot Password ?](#)

4. Select your profile (and Sign In if required) - OR - Add a new profile.





5. You are now returned to the web site and are logged in authenticated. Complete one of the following:

- Associate with Existing Account:
  - a. Go to the **Associate with Existing Account** section.
  - b. In the **User Name** text box, enter your user name.
  - c. In the **Password** text box, enter your password.
  - d. Click the Associate with User Account link.
- Register a new Account:
  - a. Go to the **Register a new Account** section.
  - b. In the **User Name** text box, enter your user name.
  - c. In the **First Name** text box, enter your first name.
  - d. In the **Last Name** text box, enter your last name.
  - e. In the **Display Name** text box, enter your preferred display name.
  - f. Click the Register link.

## Secure Login

### Authenticated

You have been successfully authenticated. However, this authenticated Identity is not a member of this site. You can either associate the Identity with an existing user (by providing the username and password) or you can register as a new member.

Type: LiveID

User Token: 346ec443ff3b58f74c07cec9

### Associate with Existing Account

You can associate your Login with an existing User account by entering your username and password.

User Name:

Password:

 [Associate with User Account](#)

### Register a new Account

**\*Note:** Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required.

User Name:  

First Name:  

Last Name:  

Display Name:  

Email Address:  

 [Register](#)

Logging In With LiveID

### Logging in with a Verification Code and a Security Code

How to login to a site when a verification code and two security codes are required. The Verification code is provided in the Welcome email with your other login information, whereas the security codes are generated as a picture when you log in.

---

*Tip: Don't worry that this is a long process as you will only have to do this long login process the first time. The next time you will not have to enter the verification code and you will only have to enter one security code.*

---

1. Click the Login link (typically located in the top right corner) - OR - Navigate to an Account Login module. This displays the Account Login module which may be titled User Log In.
2. In the **User Name** text box, enter your user name.
3. In the **Security Code** text box, enter the code displayed as a picture.
4. In the **Password** text box, enter your password.
5. Click the **Login** button. This displays the Verification Code field and a new security code.

Account Login

User Name:  
Billy-Bob

Security Code  
NtABbD  
Enter the code shown above in the box below  
NtABbD

Password:  
●●●●●●●● Login

Remember Login

[Register](#)  
[Forgot Password ?](#)

6. In the **Verification Code** text box, enter your verification code. Note: the verification code is a number so if it begins with a 0; it is a Zero and not the letter 'O'.
7. In the **Security Code** text box, enter the new code displayed as a picture.
8. In the **Password** text box, re-enter your password.
9. Click the **Login**  button again.

Account Login

Enter Your Verification Code

User Name:  
Billy-Bob

Verification Code:  
0-5

Security Code

Enter the code shown above in the box below

Rf4Ccv

Password:  
..... Login

Remember Login

[Register](#)


[Forgot Password ?](#)


Logging in with a Verification Code and a Security Code

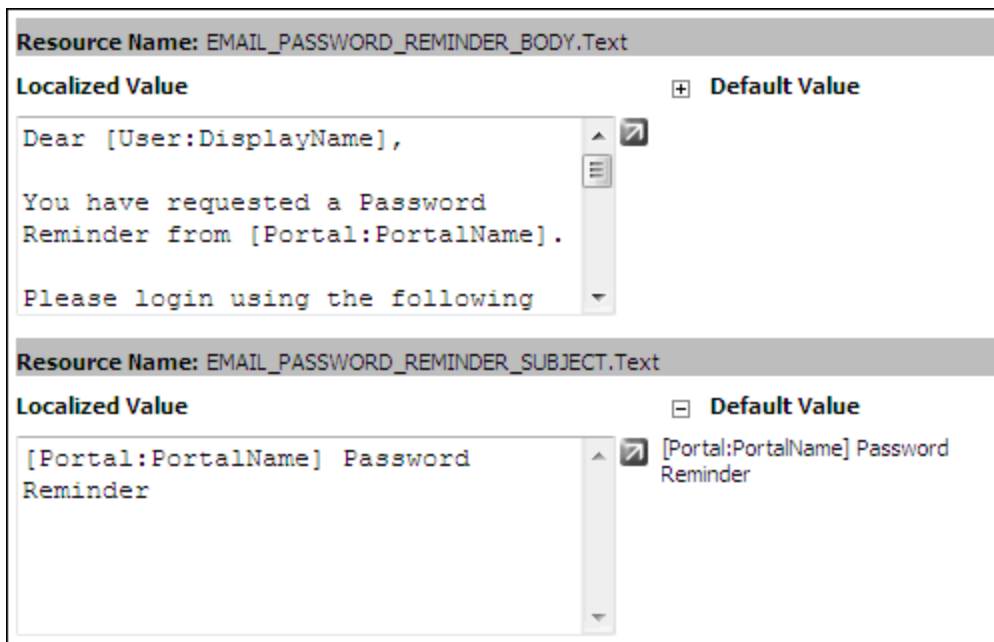
## Administrators

### Editing the Password Reminder Email

How to edit the message sent to users when they request a password reminder.

1. Navigate to Admin > **Languages**.
2. Click the **Language Editor** link.
3. At **Available Locales**, select a language from the drop-down list. The related email messages will be displayed below.
4. Go to **Resource Name: EMAIL\_PASSWORD\_REMINDER\_BODY.Text**. A quick way to do this is to use the Find (Ctrl + F) feature of your Web browser.
5. To view the current details click the **Maximize**  button at **Default Value**.
6. To edit the message, perform one of the following options:
7. Edit the message body using HTML tags in the Localized Value text box below  
- OR -

- a. Click the **Edit**  button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
  - b. Click the **OK** button.
  - c. Copy, Paste and Edit the default value into the RTE, or enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
  - d. Click the Update link to return to the Language Editor.
8. To edit the email subject go to **Resource Name: EMAIL\_PASSWORD\_REMINDER\_SUBJECT.Text** which is the next field down the list.
  9. Edit the subject in the **Localized Value** text box.



**Resource Name: EMAIL\_PASSWORD\_REMINDER\_BODY.Text**

**Localized Value** + Default Value

Dear [User:DisplayName],

You have requested a Password Reminder from [Portal:PortalName].

Please login using the following

---

**Resource Name: EMAIL\_PASSWORD\_REMINDER\_SUBJECT.Text**


**Localized Value** - Default Value

[Portal:PortalName] Password Reminder

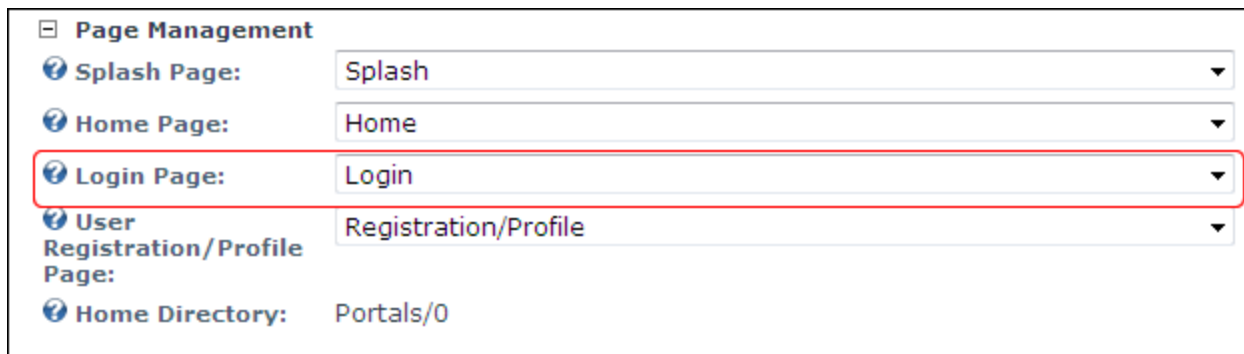
10. Click the Update link.
11. Repeat all of the above steps to update this message for another language.

### Enabling a Custom Login Page

Set any page as the portal Login page. The default login page only displays the Account Login module however this setting enable you to create your own Login page. If no page is selected here, the default Login page will be used. Note: The default login page requires the [LOGIN] skin token to be included.

1. Create a Login page ensuring the Permissions to View Page are set to All Users. The Login page must also have the Account Log In module added to it. You can add any other modules and content to this new Login page.
2. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
3. **Maximize** + the **Advanced Settings** section.

4. Go to the **Page Management** section.
5. At **Login Page**, select the Page Name from the drop down list.



The screenshot shows the 'Page Management' section of a control panel. It contains several dropdown menus: 'Splash Page' (set to 'Splash'), 'Home Page' (set to 'Home'), 'Login Page' (set to 'Login'), 'User Registration/Profile Page' (set to 'Registration/Profile'), and 'Home Directory' (set to 'Portals/0'). The 'Login Page' dropdown is highlighted with a red rectangular box.



6. Click the Update link.

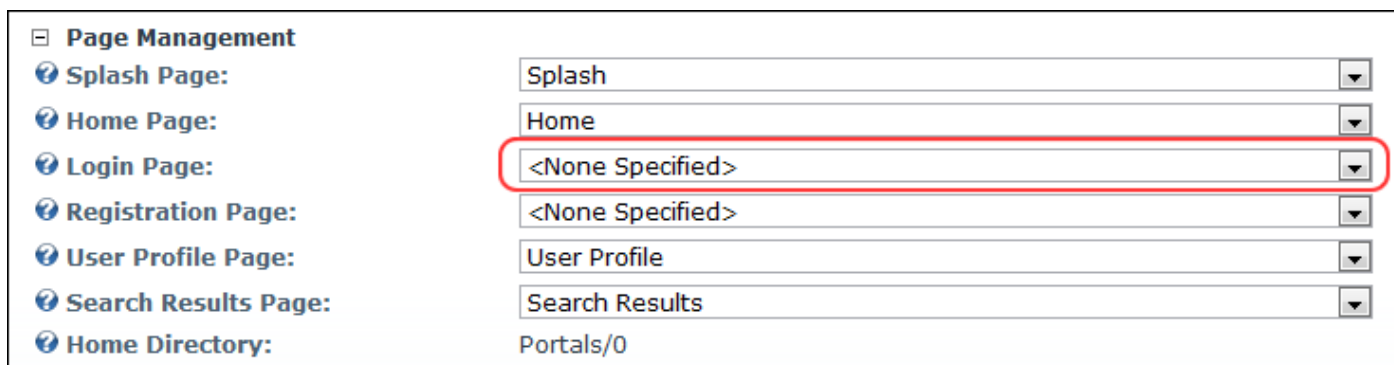
**Warning.** Do not apply this setting without first adding an Account Login module to the page you are selecting and ensure the page is available to All Users. If you have logged out of the portal and do not have an Account login module viewable by 'All Users' you will be unable to log in again. If this occurs, enter your portal URL into the address bar of your Web browser and add Default.aspx?tabid=1&ctl=Login at the end of the URL. E.g. http://www.domain.com/Default.aspx?tabid=1&ctl=Login. This will display the default login page.

#### Restoring the Default Login Page

How to restore the default Login page to this portal.

**Warning.** The [LOGIN] skin token must be included on the portal skin to access the default login page. Don't restore the default User Log In page without this skin token.

1. Navigate to Admin > **Site Settings** - OR - Select **Site**  from the Control Panel.
2. **Maximize**  the **Advanced Settings** section.
3. Go to the **Page Management** section.
4. At **Login Page**, select **<None Specified>**.





The screenshot shows the 'Page Management' section of a control panel. It contains several dropdown menus: 'Splash Page' (set to 'Splash'), 'Home Page' (set to 'Home'), 'Login Page' (set to '<None Specified>'), 'Registration Page' (set to '<None Specified>'), 'User Profile Page' (set to 'User Profile'), 'Search Results Page' (set to 'Search Results'), and 'Home Directory' (set to 'Portals/0'). The 'Login Page' dropdown is highlighted with a red rectangular box.

5. Click the Update link.

### Setting Account Login Module as Visible to Unauthenticated Users Only

You can optionally set an Account Login module as only visible to unauthenticated users. This means the module will 'hide' once a user logs into the portal. This setting is unique to the module and won't affect the Account Login module associated with the default User Log In page.

1. Navigate to the required **Account Login** module.
2. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
3. At **Permissions**, uncheck  the **Inherit View permissions from Page** check box.
4. At **Permissions**, check  the **View Module** check box for **Unauthenticated Users** and ensure all other **View Module** check boxes are unchecked.
5. Click the Update link.

### Troubleshooting: Cannot Access the Login Page (Friendly URL's Disabled)

If the Login Page setting on your portal has been configured incorrectly you may not be able to access the login page. This may happen if:

- You set the Login page to a page which doesn't have a Login module on it and then logout of the portal.
- The Login page or the Account Login module on that page is set as not visible to All Users.

Here's how you can display the default User Log In page (for portals with friendly URL's disabled).

1. Navigate to any on your portal and in the address bar of the Web browser, add &ctl=login to the URL.

The URL will then be something like <http://www.domain.com/Default.aspx?tabid=24&ctl=login>.

### Troubleshooting: Cannot Access the Login Page (Friendly URL's Enabled)

If a Login page is set (see Admin > Site Settings) on your site it is possible to incorrectly configure the site so that you cannot access the login page. This may happen if:

1. You set a Login page but do not add a Login module to the page and then logout of the site.
2. You set a Login page but accidentally delete the page and logout of the site.

To display the login page where friendly URL's have been enabled:

1. Navigate to any other page on the site and replace Default.aspx with /ctl/Login/Default.aspx in the URL.

E.g. If the URL is <http://www.domain.com/Home/tabid/36/Default.aspx>, the login page will be <http://www.domain.com/Home/tabid/36/ctl/Login/Default.aspx>

## Announcements

### About the Announcements Module


The Announcements module displays a list of announcements. Each announcement includes a title and a rich text description. Announcements are ordered by their publish date by default; however view order can be specified. Optional fields include an image, date of publication and a read more... link.

**Module Version:** 04.00.03


**Minimum DNN Version:** DNN 04.07.00

**Features:** IPortable, ISearchable


## Announcements ☰



**Jogging improves heart health - Monday, June 11, 2007**  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



**New yoga classes now available - Friday, June 01, 2007**  
 Sedit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam quisquam est, qui dolorem ipsum quia dolor sit amet eius modi tempora incididunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam. [read more ...](#)



**New healthcare rebates for families - Friday, May 11, 2007**  
 Aquia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam [read more ...](#)

The Announcements Module




### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleAnnouncements/tabid/924/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/12/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnannouncements.codeplex.com/workitem/list/basic>

### Module Editors

#### Adding an Announcement

How to add an announcement to the Announcements module.

1. Select  **Add New Announcement** from the  module actions menu - OR - Click the  [Add New Announcement](#) link.
2. Complete the following mandatory fields:
  - a. In the **Title** text box, enter a title for the announcement.
  - b. In the **Description** Editor, enter a description for the announcement.
3. The following **optional** settings are also available:
  - a. At **Image**, set the link to display an image on this announcement or select **None** if no image is required. See "[Setting a File Link](#)"
  - b. At **Link** set the [Read more...](#) link for this announcement or select **None** for no link. See "[About the Link Control](#)"
  - c. At **Publish Date**, set these options:
    - Click the [Calendar](#) link and select the date when the announcement will be published on the module. The publish date is displayed beside the announcement title in the default template.
    - **Optional.** Select the **Hour**, **Minute** and **AM/PM** to set a publish time. The default time is 12:00 AM.



d. At **Expire Date**, set these options:

- Click the Calendar link and select the date when the announcement will expire from the module. Expired announcements can still be viewed and managed by content editors.
- **Optional.** Select the **Hour**, **Minute** and **AM/PM** to set an expiry time. The default time is 12:00 AM.

e. In the **View Order** text box, enter a number to order this announcement. E.g. **0** = First announcement; **1** = Second announcement, etc. This will override the default order which lists announcements from most recent publish date to oldest publish date.

4. Click the Update link.

**Related Topics:**

- See "Working with the Calendar"

▼ Edit Announcements

🔗 Title:

Link Type:

- None
- URL ( A Link To An External Resource )
- File ( A File On Your Site )

🔗 Image:

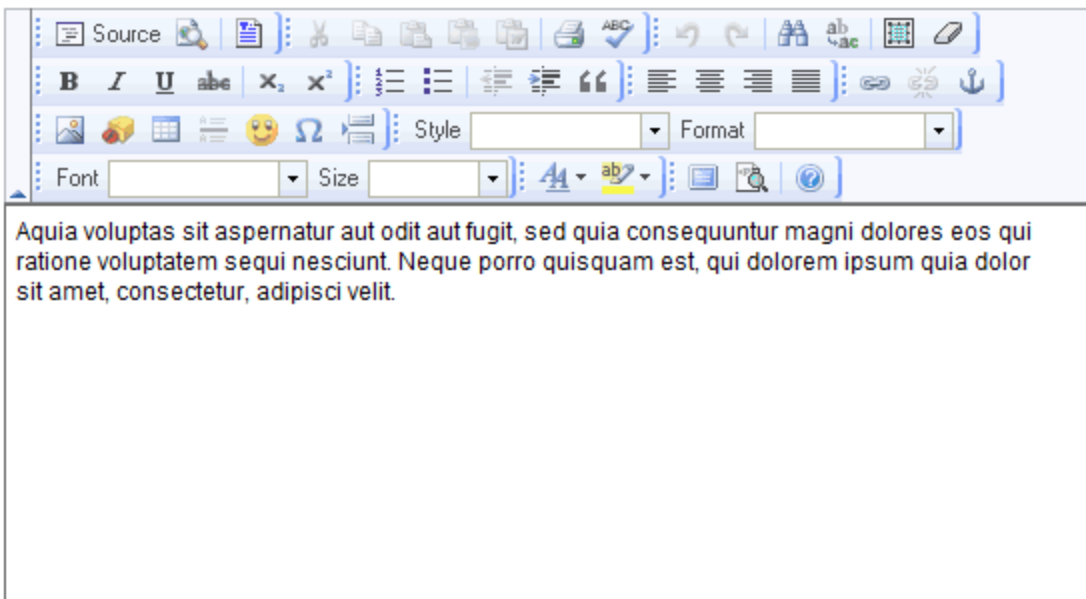
File Location:

File Name:

[Upload New File](#)

🔗 Description:

🔗 Editor:  Basic Text Box  Rich Text Editor



The image shows a rich text editor interface. The toolbar includes various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link management (insert, edit, unlink), and other functions like source code, undo, redo, and help. Below the toolbar, there are dropdown menus for font and size. The main content area contains a paragraph of placeholder Latin text: "Aquia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit."

[Show custom editor options](#) | [Refresh Editor](#)

Link Type:

- None
- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )
- User ( A Member Of Your Site )

🔗 Link:

Location: ( Enter The Address Of The Link )


[Select An Existing URL](#)

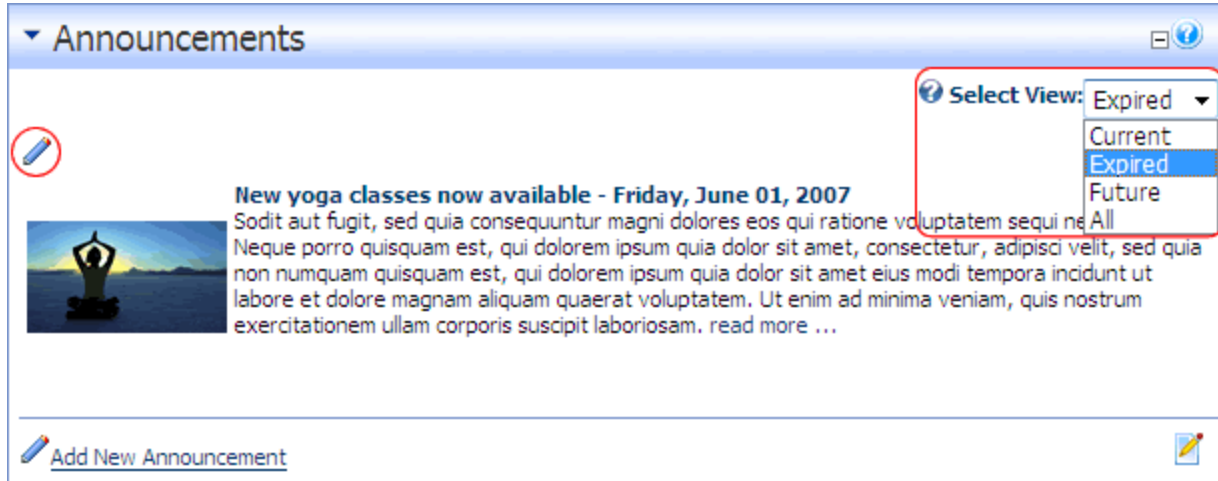
- Track Number Of Times This Link Is Clicked?
- Log The User, Date, And Time For Every Link Click?
- Open Link In New Browser Window?

Adding an Announcement

### Editing an Announcement

How to edit an announcement on the Announcements module.


1. **Optional.** If the announcement isn't displayed go to the **Select View** drop-down box and select **All**.
2. Click the **Edit**  button beside the announcement.



3. Edit any fields as required.
4. Click the Update link.

### Modifying the Announcement Publish Date

How to change the publish date of an announcement on the Announcements module.


1. If the announcement isn't displayed select **Expired**, **Future** or **All** from the **Select View** drop-down list.
2. Click the **Edit**  button beside the announcement to be edited.
3. At **Publish Date**, edit these options:
  - Click the Calendar link and select the date when the announcement will be published on the module. The publish date is displayed beside the announcement title in the default template.
  - **Optional.** Select the **Hour**, **Minute** and **AM/PM** to set a publish time. The default time is 12:00 AM.



4. Click the Update link.

### Deleting an Announcement



How to permanently delete an announcement from the Announcements module.


1. **Optional.** If the announcement isn't displayed go to the **Select View** drop-down list and select **All**.
2. Click the **Edit**  button beside the announcement to be deleted.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button.

## Settings

### Setting Announcement History By Days


How to set the default number of days each announcement is published for on the Announcements module. Once the number of days set is reached the announcements are stored as Expired.


1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Announcements Settings** tab.
3. In the **History (Days)** text box, enter a number. E.g. 14 will display announcements with a publish date from 1 to 14 days ago. Announcements which are more than 14 days old will automatically expire.

 **Announcements Settings**

---

In this section, you can set up settings that are specific for this module.



 **Help**


 **History (Days):**

4. Click the Update link.


### Setting the Description Length for Search and RSS


How to set the length of the description of an announcement on the Announcements module when it is used in DNN searches and in RSS feeds.


1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Announcements Settings** tab.
3. In the **Description Length (Search & RSS)** text box, enter the number of characters to be included. To use the maximum number (2000) enter 0.

 **Announcements Settings**

---

 **Help :** In this section, you can set up settings that are specific for this module.

 **History (Days):**

 **Description Length (Search & RSS):**

4. Click the Update link.

### Setting the Default View for Announcements

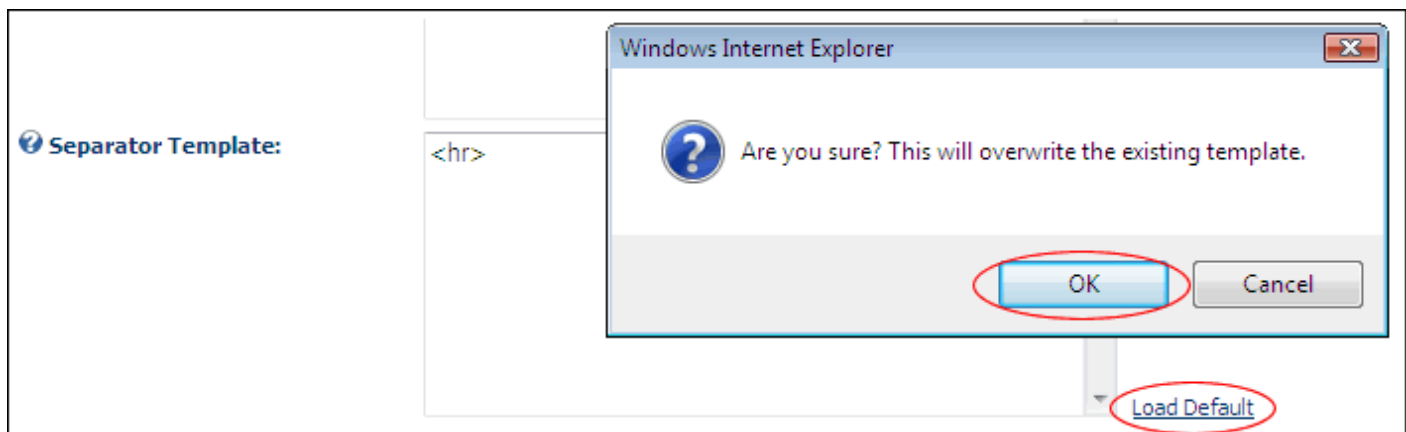
How to set the default view for announcements in the Announcements module. This setting enables users who are authorized to add a copy of an existing Announcements module on a different page and then set the default view of that module to expired, future, current or all. This enables you to display an automatic archive of your announcements.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Announcements Settings** tab.
3. In the **Default View** text box, select one of the following from the drop-down box:
  - **Current**: Current announcements are displayed by default.
  - **Expired**: Expired announcements are displayed by default.
  - **Future**: Future announcements are displayed by default.
  - **All**: All announcements are displayed by default.
4. Click the Update link.

#### Loading the Default Template

How to restore any of the five default templates that defines the content, layout and style of announcements for an Announcements module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Announcements Settings** tab.
3. Click the Load Default link beside the required template. This displays the message "Are you sure? This will overwrite the existing template."
4. Click the **OK** button to confirm.



5. Click the Cancel link to return to the module.

#### Modifying the Announcement Templates

How to modify the five templates that defines the content, layout and style of announcements in an Announcements module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Announcements Settings** tab.
3. In the **Header Template** text box, edit the template as required. This template controls the section before the first announcement item.

4. In the **Item Template** text box, edit the template as required. This template controls each announcement items.
5. In the **Alternate Item Template** text box, edit the template as required. This template controls each alternate announcement item. E.g. Announcement 2, Announcement 4, etc. Leave blank to use the Item Template for all items.
6. In the **Separator** Template text box, edit the template as desired.
7. Click the Update link.

Note: In the below images an Alternate Item Template has been created which displays the description in italics and the image column to the right, a Separator Template has also been created with a horizontal rule.

---

*Tip: To hide the publish date, delete- **[PUBLISHDATE]** from the Template window.*

---

**Header Template:**

```
<table class="DNN_ANN_DesignTable" cellspacing="0"
summary="Announcements Design Table" border="0"
style="border-collapse:collapse;"><tr><td>
```

[Load Default](#)

**Item Template:**

```
<table><tr><td>[IMAGESOURCE]</td><td
valign="top"><span class="SubHead">[EDIT][TITLE] -
[PUBLISHDATE]</span><div class="Normal
DNN_ANN_Description">[DESCRIPTION]&nbsp;
[READMORE]</div></td></tr></table>
```

[Load Default](#)

**Alternate Item Template:**

```
<table><tr><td valign="top"><span class="SubHead">
[EDIT][TITLE] - [PUBLISHDATE]</span><div
class="Normal DNN_ANN_Description"><i>[DESCRIPTION]
&nbsp;[READMORE]</i></div></td><td>
[IMAGESOURCE]</td></tr></table>
```

[Load Default](#)

**Separator Template:**

```
<hr>
```

[Load Default](#)

**Footer Template:**

```
</td></tr></table>
```

[Load Default](#)

[Update](#) [Cancel](#) [Delete](#)

## Announcements

### Jogging improves heart health - Monday, June 11, 2007

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



### New healthcare rebates for families - Sunday, June 10, 2007

*Aquia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam*



[read more ...](#)

### New yoga classes now available - Thursday, June 07, 2007

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[read more ...](#)

The New Template Layout

## Banners

### About the Banners Module

The Banners module displays vendor banner advertising. Banners can be either a static or an animated image, HTML or plain text, as well as script such as JavaScript. You can set the number of banners displayed in the module as well as set a number of layout options. Where more banners are available than the module is set to display at one time, then different banners are displayed each time the page is visited.

**Module Version:** 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.





**Related Topics:**




- See "About the Vendors Module"
- See "Adding an Image Banner to a Vendor"
- See "Enabling/Disabling Banner Advertising"

**Module Editors**

**About Banner Types**

An overview of the different types of banners that can be associated with a vendor account and displayed using the banners module. Five sizes of image banners are provided: Banner, MicroButton, Button, Block and Skyscraper. The Banner Type 'Banner' can be displayed either using a Banners module, or by adding the [BANNER] skin object to the skin applied to the portal or to a page of the portal. The [BANNER] skin object can be enabled or disabled on the Admin > Site Settings page and is a portal wide setting. This can be set to either Site or Host.

Below are examples of the industry standard sizes for banner images. These sizes are recommendations only.

<p><b>Banner</b> 468 x 60 pixel</p> <p>This type of banner can be displayed either using a Banners module, or it can display where ever the [BANNER] skin object is included in the skin applied to a page. See "Enabling/Disabling Banner Advertising"</p>	
<p><b>Micro Button</b> 120 x 60 pixels</p>	
<p><b>Button</b> 120 x 90 pixels</p>	

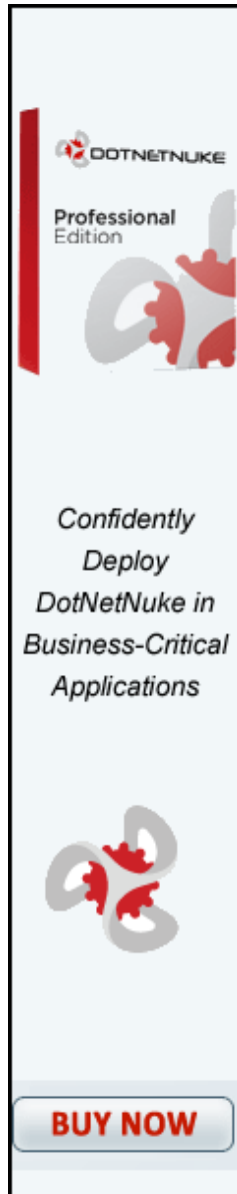
**Block**

125 x 125 pixels



**Skyscraper**

120 x 600 pixels



**Script Banner**

Script type banners can contain java-script which is executed when the banner is shown on the portal.



## Text Banner


Text banners can be either plain text or HTML. Stylesheet styles are applied.



## Displaying a Banner

How to display banners of a using the Banners module. Banners must be added to a vendor account before they can be displayed in the module. See the Vendors module for more details.

1. Select  **Banner Options** from the module actions menu - OR - Click the  Banner Options link.
2. At **Banner Source**, select from these options:
  - **Host**: Displays banners managed on the Host portal. These banners are available to all portals within this DNN installation.
  - **Site**: Displays banners managed on this site. These banners are exclusive to this site.
3. At **Banner Type**, select **<All Types>** to display banners of all types - OR - Select a single banner type (**Banner**, **MicroButton**, **Button**, **Block**, **Skyscraper**, **Text**, or **Script**) to restrict the module to display only one type of banner. See "[About Banner Types](#)"
4. The following optional settings lets you control which banners display:
  - a. In the **Banner Group** text box, enter the banner group name. This sets this module to only display banners belonging to this group ( A group name can be enter when added banners) - OR - Leave this field blank to display all banners regardless of group name.
  - b. In the **Banner Count** text box, enter the maximum number of banners to be displayed at one time.
5. The following optional settings control how the banners displays in the module:
  - a. At **Orientation**, select **Vertical** or **Horizontal** to set how the banners are displayed in the module. Vertical is the default setting.
  - b. In the **Border Width** text box, enter a number to set the border width (pixels)- OR - Enter 0 (zero) for no border. No border is the default setting.
  - c. In the **Border Color** text box, enter a color for the border. E.g. DarkOrange. Border Width must be set to enable this setting. See Reference > Color Codes and Names for more details. Note: A Border Width must be set for this field to work.
  - d. In the **Cell Padding** text box, enter a number to set the space between banners and the border. Border Width must be set to enable this setting.
  - e. In the **Row Height** text box, enter a number to set the height for each banner cell (pixels).
  - f. In the **Column Width** text box, enter the pixel width for each banner cell.
6. In the **Banner Click Through URL** text box, enter an redirect page which applies to all banners in this module.

 **Edit Banner**

**Banner Source:**  Host  Site

**Banner Type:**

**Banner Group:**

**Banner Count:**

**Orientation:**  Vertical  Horizontal

**Border Width:**

**Border Color:**

**Cell Padding:**

**Row Height:**

**Column Width:**



**Banner Click through URL:**

**Update** **Cancel**

7. Click the Update link.

#### Editing Banner Options

How to edit the settings applied to the Banners module.

1. Select  **Banner Options** from the module actions menu - OR - Click the  Banner Options link.
2. Edit the options as required.
3. Click the Update link.

#### Displaying Banners Horizontally

How to set the Banners module to display banners horizontally across the page.

1. Select **Banner Options** from the module actions menu.
2. At **Orientation**, select **Horizontal**.
3. **Optional.** In the **Column Width** text box, enter a number to set the width of each column cell. If this setting is left empty the banners may not align evenly across the module.
4. Click the Update link.

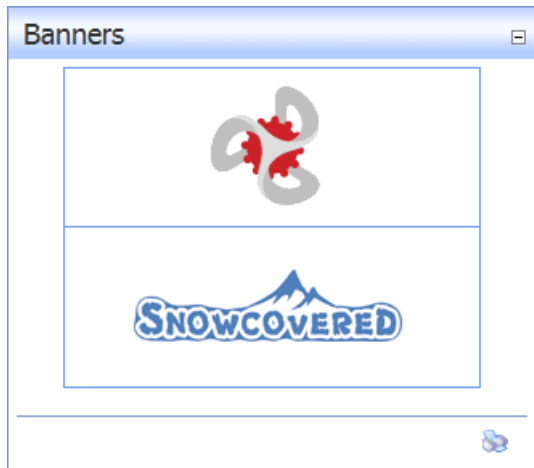


Displaying Banners Horizontally

### Displaying Banners Vertically

How to set the banners module to display banners vertically down the page.


1. Select **Banner Options** from the module actions menu.
2. At **Orientation**, select **Vertical**.
3. Click the Update link.



Displaying Banners Vertically

### Setting Banner Spacing

1. How to set the width and height of the (invisible) table cells which each banner is displayed within.
2. Select **Banner Options** from the module actions menu.
3. In the **Cell Padding** text box, enter the pixel height of the row. The default value is 4
4. In the **Row Height** text box, enter the height for each banner cell in pixels.
5. In the **Column Width** text box, enter the width for each banner cell in pixels.

▼  **Edit Banner**

🔍 **Banner Source:**  Host  Site

🔍 **Banner Type:**

🔍 **Banner Group:**

🔍 **Banner Count:**

🔍 **Orientation:**  Vertical  Horizontal

🔍 **Border Width:**

🔍 **Border Color:**

🔍 **Cell Padding:**

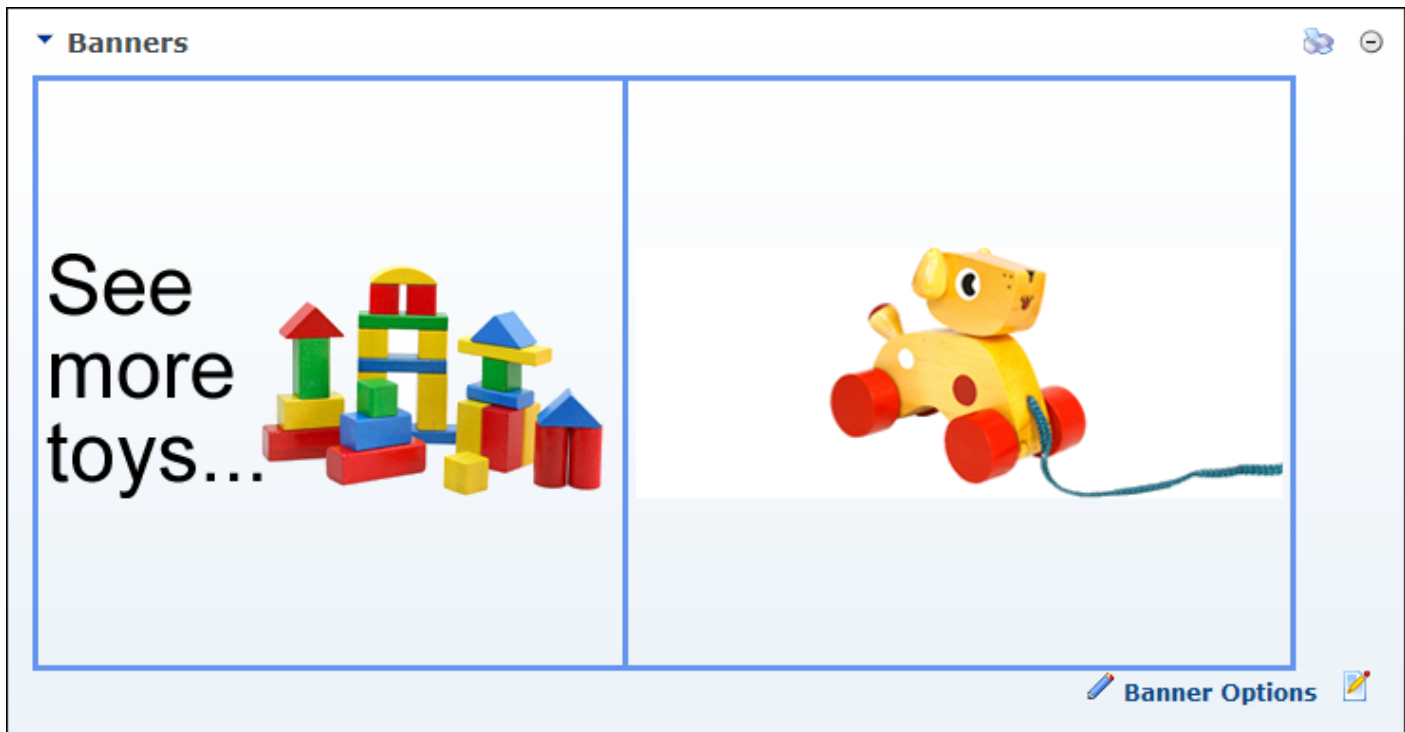
🔍 **Row Height:**

🔍 **Column Width:**

🔍 **Banner Click through URL:**

**Update** **Cancel**

6. Click the Update link.

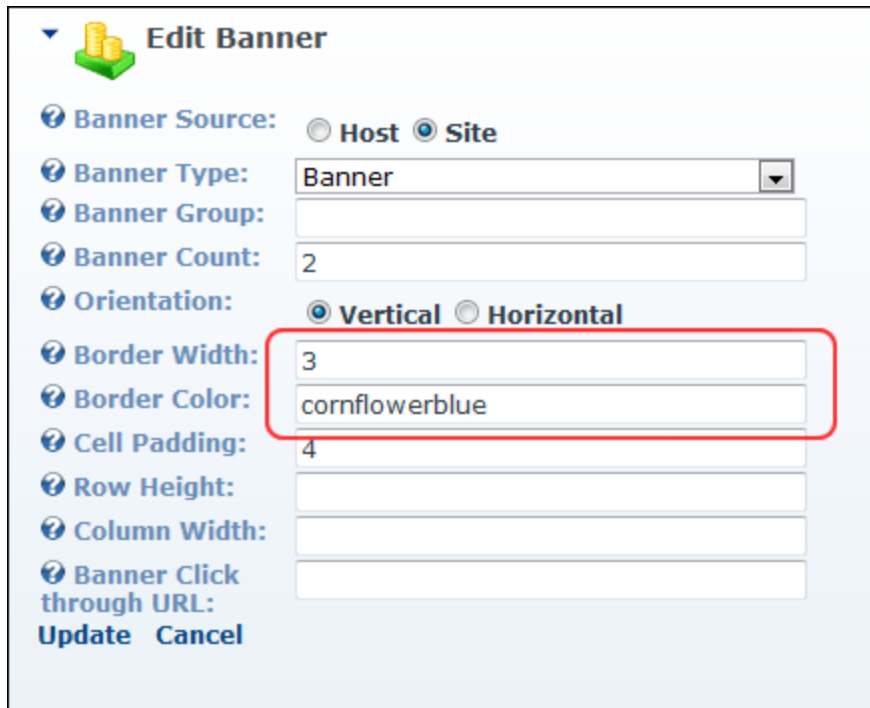


Setting Banner Spacing

### Setting the Banner Border

How to set the width and color of the border around each banner that is displayed in a banners module.

1. Select **Banner Options** from the module actions menu.
2. At **Border Width**, enter the pixel width of the border. E.g. 3
3. At **Border Color**, enter a hex number (#6495ED) or color code (CornflowerBlue) to set the color of the border.



**Edit Banner**

Host  Site

Banner Type: Banner

Banner Group:

Banner Count: 2

Orientation:  Vertical  Horizontal

Border Width: 3

Border Color: cornflowerblue

Cell Padding: 4

Row Height:

Column Width:

Banner Click through URL:

**Update Cancel**

4. Click the Update link.

---

*Tip: You may like to uncheck  the **Display Container?** check box on the Settings page of this module to hide the module container.*






Banners Module with Borders Displayed

#### Troubleshooting: Image Not Displaying

Depending upon the caching set, an image may not display in the Banners module if its properties are set as hidden.



1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file.
3. Click the **Rename File**  button beside the file to be edited.
4. Uncheck  the **H:** check box to remove the hidden property from the file.
5. Click the **Save Changes**  button to save your changes.



**File Manager**

Folders: Standard - File System + Add Folder - Delete Folder ↻ Synchronize Files Recursive

Files: ↻ Refresh 📄 Copy Files 📁 Move Files 📤 Upload - Delete Files

Folders	File Name	Date	Size	
Portal Root	ChildHoldingDoll_300px.png	10/13/2010 10:07:54 AM	A 553,817	<input type="checkbox"/>
Cache	Doll_Allegra.jpg	10/13/2010 10:07:54 AM	A 100,829	<input type="checkbox"/>
Images	Doll_Allegra_300px.gif	10/19/2010 12:37:28 PM	A 22,577	<input type="checkbox"/>
Templates	Doll_Allegra001_tn.jpg	10/13/2010 10:07:54 AM	A 11,345	<input type="checkbox"/>
Users	Doll_Allegra001_tn.png	10/13/2010 10:07:54 AM	A 49,709	<input type="checkbox"/>
	EcoZany Dolls 013.JPG	10/13/2010 10:07:54 AM	A 970,517	<input type="checkbox"/>
	EcozanyBanner_Toys.png	10/13/2010 10:07:54 AM	AH 99,325	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	EcozanyBanner1.png	10/13/2010 10:07:54 AM	A 133,232	<input type="checkbox"/>
	EcozanyImages.zip	10/13/2010 10:07:54 AM	A 2,851,573	<input type="checkbox"/>
	Stock_000000522142XSmall.jpg	10/13/2010 10:07:54 AM	A 86,348	<input type="checkbox"/>

Portal Root\Images\ Used: 5.70MB of [unlimited] Items Per Page: 10

- Return to the module to see if the image is displaying. You may need to Refresh (Hold down the Shift key and strike the F5 key) the page to see the changes.



Troubleshooting: Image Not Displaying in HTML Module

## Blog

### About the Blog Module

The Blog module consists of nine integrated modules which enable authorized users to create and manage one or more blogs (Web blog).

**Module Version:** 04.01.00

**Minimum DNN Version:** 04.06.02

**Features:** ISearchable

Here's an overview of the nine Blog modules:

**Blog\_Archive:** Displays a monthly calendar. By selecting a date, users can view all blog entries for that date in the **View\_All\_Recent\_Entries** module. Days which have a blog entry are highlighted on the calendar. Below the calendar a Monthly list of links to all previous months with blog entries is provided.

**Blog\_Categories:** Enables the creation and management of blog categories. By clicking on a category users can view associated entries in the View\_Blog module.

**Blog\_List:** Displays a linked list of all existing blogs and a View All Recent Entries link to all recent blog entries. Links to private blogs are only visible to the blog owner.

**Blog\_Tags:** Displays the tags which bloggers have created when adding blog entries. By clicking on a tag users can view associated entries in the View\_Blog module. Tags can be displaying as a tag cloud or tag list.

**New\_Blog:** Enables authorized users to create a new blog, access the Blog Settings page and add a blog entry to their own blog(s).

**Search\_Blog:** Enables all users to search blogs by keywords or a phrase. Searches can be made across all blogs or can be limited to a single blogs. Results are displayed in the View\_Blog module.

**Recent\_Comments:** Displays recent comments for the selected blog. Comment layout can be modified.

**Recent\_Entries:** Displays the recent entries for the selected blog. Recent Entries layout can be modified.

**View\_Blog:** Provides these tools to these user groups:

- **All Users** can view blog entries and blog search results in this module. Users may be enabled to add comments.
- **Bloggers** can create, edit and delete their own blog entries as well approve, edit or delete comments added to their blog. This module also provides access to the Blog Settings page where blog details and setting are configured, where comments can be enabled or disabled and where child blogs can be created.
- **Page Editors/Administrators** have access all of the above functionality as well as access to the Module Options page of this module where they enable and setup blog comments, set the layout and word limit of blogs in this module, and enable DNN Search. Administrators can optionally provide bloggers with to access the Blog Settings page via this module's menu. They can also choose to add a new blog module part. E.g. One of the modules which make up the full Blog module suite. **Permissions:** Page Editors must have Manage Settings (DNN Community Edition) or Full Control (DNN Professional Edition) permission granted.

### New\_Blog

[Blog Settings](#)  
[View My Blog](#)  
[Add Blog Entry](#)

---

### Search\_Blog

Rosie Booth

Keywords  Phrase

---

### Blog\_Archive

Archive

< May 2010 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Monthly  
May, 2010 (1)

---

### Blog\_List

- [View All Recent Entries](#)
- [Raj Lamin \(3\)](#)
- [Rosie Booth \(1\)](#)

---

### Blog\_Categories

Toys (1)

---

### Blog\_Tags

dolls toys

### View\_Blog

[Add Blog Module Part](#)

---


**Author:** Rosie **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



[Comments \(2\)](#) [Edit Entry](#)

---

### Recent\_Entries

[Love at first sight with the Ruby rag doll!](#)  
Posted on: Tuesday, May 11, 2010

---

### Recent\_Comments

[Re: Love at first sight with the Ruby rag doll!](#)  
My daughter loves the Ruby doll too. I think the hand swen patchwork id so precious!  
By Jules on: Wednesday, May 12, 2010

[Re: Love at first sight with the Ruby rag doll!](#)  
What little cuties - the girls and the dolls.  
By Annabella Chin on: Tuesday, May 11, 2010

The Blog Modules

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleBlog/tabid/842/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/92/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnblog.codeplex.com/workitem/list/basic>

### Configuration

#### Laying out the Blog Modules



Here's a suggested way to layout the Blog modules on a page.

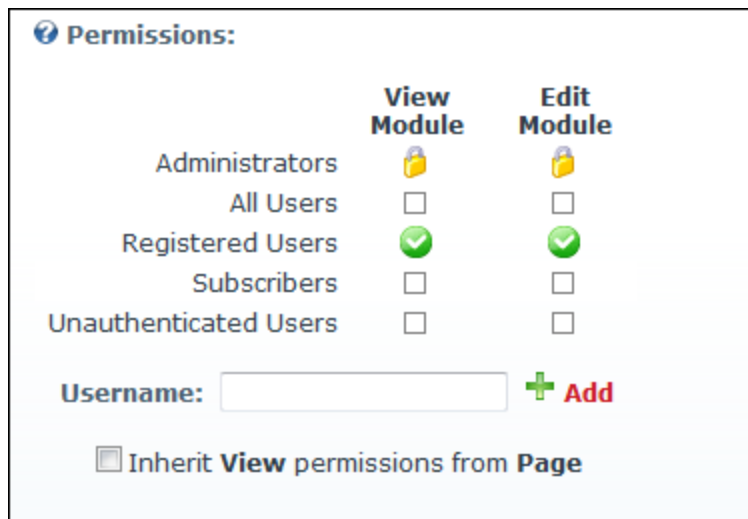
1. Add the Blog modules to a page. See ["Adding a New Module \(RibbonBar\)"](#) This adds one of each of the eight modules in the Blog module suite.
2. Move the modules to your preferred pane layout. A typical layout would be:
  - **Left Pane** or **Right Pane** (Recommended): Search\_Blog, Blog\_Archive and Blog\_List module. The width of these modules is designed to fit in these 'thin' panes on the standard DNN skin.
  - **Content Pane** (Recommended): View\_Blog. This module displays blog entries which can be lengthy, therefore it is best suited for the main content pane.
  - **Any Pane**: Blog\_Categories, Recent\_Entries, Recent\_Comments, Blog\_Tags. These modules are suitable for any pane.





Now you should determine which users or roles are able to create their own blog. See ["Enabling Users to Create Blogs"](#)


### Enabling Users to Create Blogs

How to enable users (including unauthenticated users if desired) and roles to create and manage their own blog.

1. Go to the **New\_Blog** module.
2. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
3. Select the **Permissions** tab.
4. At **Permissions** select one of the following options:
  - **Option One**: Hide the New\_Blog module from users who cannot create and manage blogs.
    - a. Uncheck  the **Inherit View permissions from Page** check box.
    - b. At **View/View Module**, select the roles/usernames that are authorized to create a blog.
    - c. At **Full Control/Edit Module**, select the roles/usernames that are authorized to create a blog.



	View Module	Edit Module
Administrators		
All Users	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users		
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>

Username:   Add

Inherit **View** permissions from **Page**

Enabling registered users to view the New\_Blog module and create their own blog - DNN Community Edition

**Permissions:**

	View	Edit Content	Delete	Export	Import	Manage Settings	Full Control
Administrators							
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  Add

Inherit **View** permissions from **Page**

Enabling registered users to view the New\_Blog module and create their own blog - DNN Professional Edition

- **Option Two:** Display the New\_Blog module to users who cannot create blogs or need to login to create/manage their blog. This displays the "You must be logged in and have permission to create or edit a blog" to unauthenticated users.
  - Leave the **Inherit View permissions from Page** check box checked . This allows all users who can view this page to view this module.
  - At **Full Control/Edit Module**, select each role/username that is authorized to create a blog.

**Permissions:**

	View Module	Edit Module
Administrators		
All Users		<input type="checkbox"/>
Registered Users		
Subscribers		<input type="checkbox"/>
Unauthenticated Users		<input type="checkbox"/>

Username:  Add

Inherit **View** permissions from **Page**

All users authorized to view the page can view the New\_Blog module, however only registered users can create their own blog - DNN Community Edition

**Permissions:**

	View	Edit Content	Delete	Export	Import	Manage Settings	Full Control
Administrators							
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  Add

Inherit **View** permissions from Page

All users authorized to view the page can view the New\_Blog module, however only registered users can create their own blog - DNN Professional Edition

- Click the Update link. This displays the Create My Blog link on the New\_Blog module.



The Create My Blog link is enabled

#### Related Topics:

- See "Setting Module Permissions".
- See "Enabling Bloggers Blog Management Rights"

#### Enabling Bloggers Blog Management Rights

How to enable bloggers to access blog management tools (Edit Blog Settings, Add Blog Entry and Mass Edit Blog Posts) using the View\_Blog module. Note: Bloggers must be viewing their own blog to access these tools.

---

*Tip: Bloggers can also access these tools using the New\_Blog module.*

---

- Go to the **View\_Blog** module.
- Select **Settings** from the module actions menu - OR - Click the **Settings** button.
- Select the **Permissions** tab.
- At **Edit Module** (DNN Community Edition) or **Full Control** (DNN Professional), select the roles/usernames who are authorized to create a blog.

**Permissions:**

	View Module	Edit Module
Administrators		
All Users		<input type="checkbox"/>
Registered Users		<input checked="" type="checkbox"/>
Subscribers		<input type="checkbox"/>
Unauthenticated Users		<input type="checkbox"/>

Username:  [+ Add](#)

Inherit **View** permissions from **Page**

Setting Blog permissions in DNN Community Edition

**Related Topics:**

- [See "Enabling Users to Create Blogs"](#)
- [See "Setting Module Permissions"](#)

**Adding a Blog Module Part**

How to add one or more individual modules which are part of the Blog module suite. Note: You must be a Page Editor or Administrator to perform this task.

1. Go to the **View\_Blog** module.
2. At **Add Blog Module Part**, complete the following steps (use fields from left to right):
  - a. At the first drop-down box, select the required Blog module part.
  - b. At the second drop-down box, select the pane to add the Blog module part to.
  - c. At the third drop-down box, select where to insert the Blog module part.
  - d. In the text box, enter the title for the blog module part. The default option is "Title". Leave blank to use the standard title for this blog module part. E.g. Search\_Blog, New\_Blog, etc.
  - e. Click the Add link.

**View\_Blog** ⊖

**Add Blog Module Part**

[Add](#)

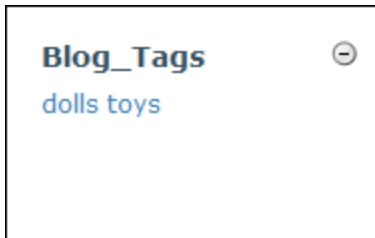
Adding a Blog Module Part

**Configuring Blog Tag Settings**

How to set the way blog tags are displayed on the Blog\_Tags module which forms part of the Blog module suite.

1. Go to the **Blog\_Tags** module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Blog Tag Settings** tab.
4. Select from the following options:

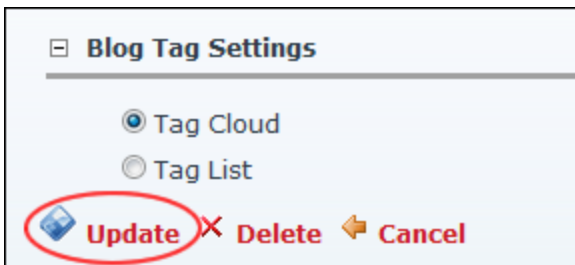
- **Tag Cloud:** Select to display tag names.



- **Tag List:** Select to display tags in a list. The number of entries associated with each tag is listed beside the tag name. This is the default setting.



5. Click the Update link.



Configuring Blog Tag Settings

### Modifying Recent Comments Template

How to modify the template which defines the content, layout, style and number of blog comments on the Recent\_Comments module which forms part of the Blog module suite.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Recent Blog Comments Settings** tab.
3. In the **Display Template** text box, modify the HTML template as required.
4. In the **Maximum Comments** text box, modify the maximum number of comments to be displayed. The default setting is ten (10) comments.



### Recent Blog Comments Settings

**Display Template:**

**Maximum Comments:**

```
<div class="Blog_RecentComments"><a href="[PERMALINK]" class="Blog_RecentComments_Title"><b>[TITLE]</b></a><div class="Normal">[COMMENT]</div><div class="Blog_RecentComments_Dateline">By [AUTHOR] on: [ADDEDDATE]</div><br></div>
```

**Update** **Delete** **Cancel**

5. Click the Update link.

The default Display Template is:

```
<div class="Blog_RecentComments"><a href="[PERMALINK]" class="Blog_RecentComments_Title">[TITLE]</a><div class="Normal">[COMMENT]</div><div class="Blog_RecentComments_Dateline">By [AUTHOR] on: [ADDEDDATE]</div></div>
```

### Recent Comments

**Re: Love at first sight with the Ruby rag doll!**  
My daughter loves the Ruby doll too. I think the hand swen patchwork id so precious!  
By Jules on: Wednesday, May 12, 2010

**Re: Love at first sight with the Ruby rag doll!**  
What little cuties - the girls and the dolls.  
By Annabella Chin on: Tuesday, May 11, 2010

Recent Comments module with a modified Display Template

### Creating a Personal Blog Page

How to display a single blog on a new page or on a page other than the page where all blogs are displayed. This enables you to create a personal blog page for a blogger and sets the View\_Blog, Search\_Blog and Blog\_Archive modules display information exclusively for this blog.

1. **Optional.** Add a new page for the personal blog page (E.g. "Rose Booth's Blog") - OR - Go to the page where you want to place the personal blog. [See "Adding A New Page Visible to Administrators only using the RibbonBar"](#)
2. Add an existing copy of the View\_Blog module to the page. [See "Adding an Existing Module \(RibbonBar\)"](#) - OR - ["Adding an Existing Module \(Iconbar\)"](#).
3. Using the View\_Blog module, set the required page at Personal Blog Page. [See "Configuring Advanced Settings for the Blog Module"](#)

4. **Optional.** You may like to add Search\_Blog and Blog Archive modules to this page. These are the only modules that function exclusively as a personal blog. You can add other blog module parts (E.g. Blog\_Comments) to the page however they will display information from other blogs.

**Search\_Blog** ⊖

Keywords  Phrase

**View\_Blog** ⊖

**Author:** Rosie Booth **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.



## Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



 [Comments \(2\)](#)

**Blog\_Archive** ⊖

Archive

< **May 2010** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Monthly  
**May, 2010 (1)**

A Personal Blog Page Including the Search\_Blog and Blog Archive Modules

### Blog Categories

#### Adding Blog Categories

How to add blog categories using the Blog\_Categories module which forms part of the Blog module suite.

1. Select **Edit Categories** from the Blog\_Categories module actions menu.
2. In the **Required. Enter the name of your category** text box, enter the category name.

### Category Management

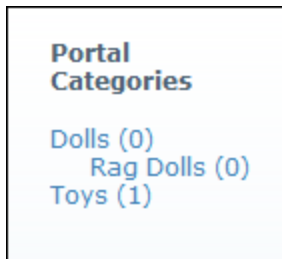
Use this form to manage categories.

To create a new category, enter the category information below.  
To edit an existing category, select it from the list to the right, and make your changes.

**Required. Enter the name of your category.**

Optional. Your categories can appear in a hierarchy. If selected, the new category will appear under the selected category. If unselected, the new category will appear at the top of the hierarchy.

3. **Optional.** Select a parent category from the drop-down box if this new category should become a child category (sub-category) of an existing category.
4. Click the Add link. The category is now listed in the Portal Categories list displayed on the right of this page.



A Newly Added Blog Category

### Editing Blog Categories

How to edit blog categories using the Blog\_Categories module which forms part of the Blog module suite.

1. Select **Edit Categories** from the Blog\_Categories module actions menu.
2. In the **Portal Categories** list (displayed on the right of this page) click on the category to be edited.



3. In the **Required. Enter the name of your category** text box, edit the category name.
4. At the drop-down box, select a new parent for this category - OR - select **None** to make this a parent category.
5. Click the Update link.

## Category Management

Use this form to manage categories.

To create a new category, enter the category information below.  
To edit an existing category, select it from the list to the right, and make your changes.

Required. Enter the name of your category.

Optional. Your categories can appear in a hierarchy. If selected, the new category will be added as a sub-category. Leave unselected to have the new category appear at the top of the hierarchy.



[Update](#) [Delete](#) [Cancel](#)

Editing Blog Categories

### Deleting Blog Categories

How to delete blog categories using the Blog\_Categories module which forms part of the Blog module suite.

1. Select **Edit Categories** from the Blog\_Categories module actions menu.
2. In the **Portal Categories** list (displayed on the right of this page) click on the category to be deleted.

**Portal Categories**

Dolls (0)

**Rag Dolls (0)**

Toys (1)

3. Click the Delete link.

## Category Management

Use this form to manage categories.

To create a new category, enter the category information below.  
To edit an existing category, select it from the list to the right, and make your changes.

Required. Enter the name of your category.

Optional. Your categories can appear in a hierarchy. If selected, the new category will appear as a sub-category. Leave unselected to have the new category appear at the top of the hierarchy.



[Update](#) [Delete](#) [Cancel](#)

[Back](#)

Deleting Blog Categories

## Blog Module Options

### Configuring Basic Settings for the Blog Module

How to configure the basic settings for the Blog module using the View\_Blog module.

1. Select **Module Options** from the **View\_Blog** module actions menu. This opens the Blog Module Options page.
2. Go to the **Basic Settings** section.
3. At **Make Entry Summary Mandatory**, select from these options:
  - Check  the check box to set the Summary field on the Add Blog Entry page of the View\_Blog as mandatory.
  - Uncheck  the check box to set the Summary field as optional. This displays the following settings which you may wish to modify.
    - a. In the **Limit Auto-Generated Entry Summary To** text box, edit the maximum number of characters for the auto-generated summary of blog entries. To set no limit, enter the value 0. The default setting is 1024.
    - b. In the **Limit Search Summary** text box, edit the maximum number of characters to be returned when a search is made. To set no limit, enter the value 0. The default setting is 255. Note: It is strongly recommended that a limit is set to ensure speedy results for searches.

▼ **Blog Module Options**

☐ **Basic Settings**

---

🔍 **Make Entry Summary Mandatory:**

🔍 **Limit Auto-Generated Entry Summary To:**

🔍 **Limit Search Summary To:**

🔍 **Limit Upload Image Width To:**

🔍 **Limit recent entries to:**

🔍 **Limit Recent RSS entries to:**

4. In the **Limit Upload Image Width To** text box, enter the maximum pixel width for images which can be uploaded by bloggers when adding an entry. Larger images can be uploaded, however they will be scaled down to this width. The default setting is 400.
5. In the **Limit Recent Entries To** text box, enter the maximum number of recent entries displayed when a user clicks the [View All Recent Entries](#) link on the Blog\_List module. The default setting is 10.
6. In the **Limit Recent RSS Entries To** text box, edit the maximum number of recent RSS entries to be displayed. The default setting is 10.

▼ **Blog Module Options**

☐ **Basic Settings**

---

🔍 **Make Entry Summary Mandatory:**

🔍 **Limit Auto-Generated Entry Summary To:**

🔍 **Limit Search Summary To:**

🔍 **Limit Upload Image Width To:**

🔍 **Limit recent entries to:**

🔍 **Limit Recent RSS entries to:**

7. Click the [Update](#) link.

## ▼ Add blog entry

**This entry is still a draft: it will not be visible to readers until it is published.**

Entry Date (local time):

Parent Blog:

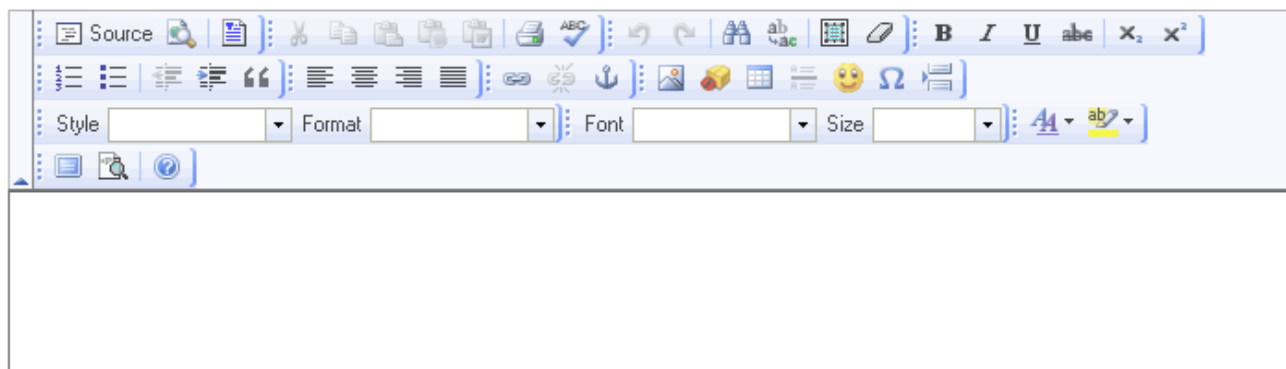
Title:

### Summary:

(The summary is optional, if you choose to not supply one, a short summary will be generated from your entry.)

Editor:

Basic Text Box  Rich Text Editor


The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, insert image, insert table, insert video, insert audio, and insert code. Below the toolbar are dropdown menus for Style, Format, Font, and Size. The main area is a large empty text box for entering the content.

Example of the Summary field set as optional when adding a new blog entry

### Related Topics:

- See "[Configuring Advanced Entry Summary Settings](#)"
- See "[Allowing Bloggers to Upload Files](#)"

### Configuring Blog Comment Settings





How to enable avatars and manage comment settings on the View\_Blog module. Avatars are displayed the beside user comments on the View\_Blog module. The Blog module uses Gravatars (Globally Recognized Avatars) as the default option for user avatars. For more information, visit <http://gravatar.com>. For users without a Gravatar, the fallback options are available the "Gray Man"  icon, one of three avatars generation tools, or you can enter any image URL.

1. Select **Module Options** from the View\_Blog module actions menu.
2. Go to the **Comment Settings** section.
3. At **Show Avatars**, select from these options:
  - Uncheck  the check box to disable avatars. Skip to Step 4.

**Comment Settings**

---

- Show Avatars:
- Show Website:
- Show Title:
- Allow Hyperlinks in Comments
- Allow Images in Comments
- Allow Basic Formatting in Comments

- Check  the check box to enable avatars. This displays the below fields:
  - a. In the **Image Width** text box, enter a pixel width for the avatar. The default setting of 48 is recommended if you are using the default style of the comments.
  - b. At **Image Rating**, select an avatar rating which is suitable for your indented audience.
  - c. At **Default Image URL**, select the avatar to be used for comments made by users without a Gravatar:
    -  **Gray Man**: Select to display the Gray Man image as pictured.
    -  **Identicon**: Select to generate a unique identifying image based on the IP address of the user's computer, or on their email address if provided.
    -  **Wavatar**: As above.
    -  **MonsterID** As above.
    - **Custom**: Select to use your own image.
      - i. In the **Custom Image URL** text box, enter the URL where your image is located. E.g. `http://www.domain.com/myimage.jpg`



**Comment Settings**






**Show Avatars:**

**Image Width:**

**Image Rating:**

- G - Suitable for all audiences
- PG - Possibly offensive, typically suitable for audiences 13 and above
- R - Intended for audiences 17 and above
- X - Even more mature than R

**Default Image URL:**

-  Gray Man
-  Identicon
-  Wavatar
-  MonsterID
-  Custom

**Custom Image URL:**

**Show Website:**

**Show Title:**

**Allow Hyperlinks in Comments**

**Allow Images in Comments**

**Allow Basic Formatting in Comments**

4. At **Show Website**, check  the check box to display a user web site address (as set on their profile) with their comments - OR - Uncheck  the check box to hide.
5. At **Show Title**, check  the check box to enable users to create unique titles for entry comments - OR - Uncheck  the check box to disable.
6. At **Allow Hyperlinks in Comments**, check  the check box to enable users to include hyperlinks in comments - OR - Uncheck  the check box to disable.
7. At **Allow Images in Comments**, check  the check box to enable images to be included in comments - OR - Uncheck  the check box to disable.
8. At **Allow Basic Formatting in Comments**, check  the check box to enable users to use basic HTML tags in their comments such as bold, strong, underline - OR - Uncheck  the check box to disable.

☰ **Comment Settings**

---

- 🔒 **Show Avatars:**
- 🔒 **Show Website:**
- 🔒 **Show Title:**
- 🔒 **Allow Hyperlinks in Comments**
- 🔒 **Allow Images in Comments**
- 🔒 **Allow Basic Formatting in Comments**

9. Click the Update link.



# Hello World

**MAR** Written by:  
9 3/9/2011 1:52 AM

Hello World

[Trackback](#) [Print](#)

Tags:

Categories:

Location: [Blogs](#) ▶ [Hello World](#)



1 comment(s) so far...



**Re: Hello World**

hello back.

By admin on 3/9/2011 1:53 AM

Your name:



Your email:

(Optional) Email used only to show [Gravatar](#).

Your website:

Title:

Comment:

[Add Comment](#) [Cancel](#)

Avatars Enabled on the View\_Blog module. In this scenario, Wavatar has been selected as the fallback.

### Configuring Blog Search Engine Optimization Settings

How to configure settings related to Search Engine Optimization for the Blog module.

1. Select **Module Options** from the View\_Blog module actions menu.
2. Go to the **SEO Settings** section.
3. At **Show Unique Title**, check  the check box to display the blog title in the Web browser - OR - Uncheck  the check box to display the page title.
4. At **Show SEO Friendly URL**, select from these options:
  - Check  the check box to show search engine friendly URL's. This modifies the URL to replace default.aspx with the title of the blog entry as follows: ../Blog-Entry-Title.aspx. This URL format can help with search engine optimization.
  - Uncheck  the check box to disable.
5. At **Manage Entry Links**, click the Regenerate all Permalinks for this Module link. You would typically perform this task after a change has been made to the URL format for a site.



6. Click the Update link.

### Configuring RSS Settings for Blogs

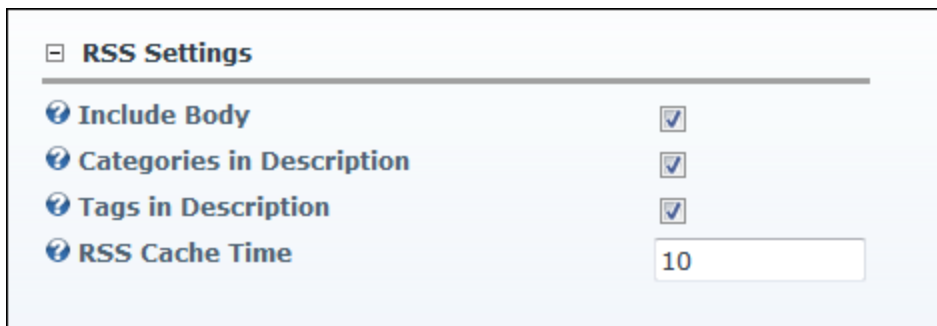
How to configure RSS (really simply syndication) settings for the Blog module. Note: Syndication must be enabled on individual blogs.

1. Select **Module Options** from the View\_Blog module actions menu.
2. Go to the **RSS Settings** section.
3. At **Show Unique Title**, check  the check box to display the blog title in the Web browser - OR - Uncheck  the check box to display the page title.
4. At **Include Body**, select from these options:
  - Check  the check box to include the body of blog posts if it requested by the RSS feed.
  - Uncheck  the check box to exclude the body of blog posts regardless of whether they are requested by the RSS feed.
5. At **Categories in Description**, select from these options:
  - Check  the check box to include a text underneath the summary of the post with the categories.
  - Uncheck  the check box to disable.

6. At **Tags in Description**, select from these options:

- Check  the check box to include a text underneath the summary of the post with the tags.
- Uncheck  the check box to disable.

7. In the **RSS Cache Time** text box, enter the number of minutes until cached RSS feeds are refreshed. The default setting is 10.



The screenshot shows a settings panel titled "RSS Settings". It contains four items, each with a blue circular icon on the left and a checkbox on the right. The first three items are "Include Body", "Categories in Description", and "Tags in Description", all of which have their checkboxes checked. The fourth item is "RSS Cache Time", which has a text input field containing the number "10".

8. Click the Update link.

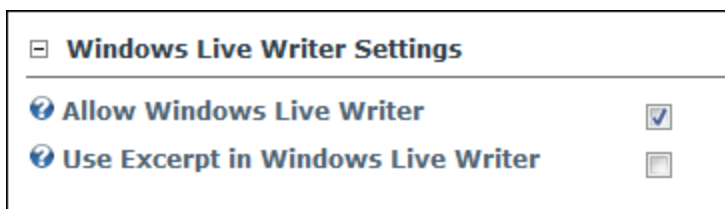
#### **Related Topics:**

- See "[Enabling/Disabling Blog Syndication](#)"
- See "[Limiting Recent RSS Entries](#)"

#### **Windows Live Writer Settings**

How to configure the Windows Live Writer Settings (WLW) for the View\_Blog module.

1. Select **Module Options** from the View\_Blog module actions menu. This opens the Blog Module Options page.
2. Go to the **Windows Live Writer Settings** section.
3. At **Allow Windows Live Writer**, check  the check box enable users to use WLW (or other remote blogging tools that use the MetaWeblog API) to post and edit blog posts - OR - Uncheck  the check box to disable.
4. At **Use Excerpt in Windows Live Writer**, check  the check box to enable the user to use the Excerpt text box in WLW at the bottom to create a summary of the post in plain text. Any split in the post will be ignored and the excerpt will be used instead. This is useful if you want to ensure the summaries are text only (I.e. not HTML).



The screenshot shows a settings panel titled "Windows Live Writer Settings". It contains two items, each with a blue circular icon on the left and a checkbox on the right. The first item is "Allow Windows Live Writer", which has its checkbox checked. The second item is "Use Excerpt in Windows Live Writer", which has its checkbox unchecked.

5. Click the Update link.

#### **Loading Additional Blog Files to the Web browser**

How to enable the Blog module to load additional files to the client (typically your Web browser) when the blog is rendered. This allows you to choose a stylesheet or enable syntax highlighting.

1. Select **Module Options** from the View\_Blog module actions menu. This opens the Blog Module Options page.
2. Go to the **Load Additional Files** section.
3. At **Add jQuery**, check  the check box to enable the jQuery library (<http://www.jquery.com>) - OR - Uncheck  the check box to disable.
4. At **Files On Host**, check the check box beside one or more of the listed files. supplied with the Blog module by default:
  - **css/shCoreDefault.css**: Check to select a new stylesheet.
  - **js/syntaxHighlighter.js**: Check to enable this syntax highlighting tool. Syntax highlighting displays any code entered into the body of a blog entry "as is", rather than displaying the text as formatted.
5. At **Files On Portal**, check the check box beside one or more of the listed files. The listed files are managed under [portal home directory]/Blog/Include.

**Load Additional Files**

---

You can opt to load additional files to the client when the blog is rendered. This allows for things like syntax highlighting. The blog module includes Alex Gorbachev's syntax highlighter.

**Add jQuery**

**Files on host**

css/shCoreDefault.css

js/syntaxHighlighter.js

**Files on portal**

6. Click the Update link.

### Configuring Advanced Settings for the Blog Module

How to configure the Advanced Settings for the View\_Blog module.

1. Select **Module Options** from the View\_Blog module actions menu.
2. Go to the **Advanced Settings** section.
3. At **Allow Multiple Categories**, check  the check box to enable bloggers to associate posts with more than one category - OR - Uncheck  the check box to disable.
4. At **Allow Upload Options**, check  the check box to enable bloggers to upload files such as attachments and images to their blog - OR - Uncheck  the check box to disable.
5. At **Personal Blog Page**, select the required blog name. See "[Creating a Personal Blog Page](#)"
6. At **Enable DNN Search**, check  the check box to enable the DNN Search module to index all blog entries - OR - Uncheck  the check box to disable DNN Search. Tip: DNN Search includes both the [SEARCH] skin token and the search module. **Warning.** If you enable this option, please ensure you only enable this option on one module (your main blog page). If you enable this option for more than one module search results will be duplicated.
7. At **Enable Social Bookmarks**, check  the check box to display the social bookmarks toolbar - OR - Uncheck  the check box to disable them. The toolbar is displayed beneath a blog entry when comments are being viewed.



8. At **Enforce Entry Summary Limit**, check  the check box to force both the auto-generated and actual entry summaries to be truncated based on the value entered in the 'Limit Entry Summary To' setting - OR - Uncheck  the check box to disable.
9. At **Include Summary In Entry**, check  the check box to include the summary of each blog displays below the blog title when the user clicks [View All Recent Entries](#) link on the Blog\_List module - OR - Uncheck  the check box to hide summary.
10. At **Allow Summary HTML**, check  the check box enable HTML markup to be used in the summary field - OR - Uncheck  the check box to disable HTML markup.
11. At **Allow Child Blogs**, check  the check box to allow child blogs to be created - OR - Uncheck  the check box to disable child blogs. Note: Child blogs were superceded by categories from Blog (04.00.00+), therefore you may choose to disable child blogs and manage blogs solely using categories.
12. At **Use Drop Down List For Archive**, check  the check box to display the list of archived months as a drop down list instead of the default data list.
13. Click the [Update](#) link.

**Related Topics:**

- See "Limiting Image Upload Width"
- See "Configuring Blog Entry Summary"

**Migrating Child Blogs**

How to manage child blogs from previous versions of DNN. Child blogs are succeeded by categories as of Blog module Version 4. You can migrate existing child blogs to categories here. Note: You can keep working with child blogs as before if you wish.

1. Select **Module Options** from the View\_Blog module actions menu.
2. Go to the **Advanced Settings** section. The number of child blogs which currently exist in this portal is listed at Manage Child Blogs.

The screenshot shows the 'Advanced Settings' section of a DNN module. The settings list includes: Allow Windows Live Writer (checked), Allow Upload Options (checked), Personal Blog Page (checked), Enable DNN Search (checked), Enable Social Bookmarks (checked), Enforce Entry Summary Limit (checked), Include Summary in Entry (checked), Allow Summary HTML (checked), Allow Child Blogs (checked), and Manage Child Blogs (checked). A modal dialog box titled 'Message from webpage' is open, asking 'Are you sure you wish to eliminate all child blogs and move their content to categories instead?'. The 'OK' button is circled in red. Below the dialog, the text 'There are 1 child blogs defined in this portal.' is visible, with a red circle around the 'Migrate Child Blogs' link. At the bottom left, 'Update' and 'Cancel' buttons are present.

3. At **Manage Child Blogs**, click the [Migrate Child Blogs](#) link. This displays the message "Are you sure you wish to eliminate all child blogs and move their content to categories instead?"
4. Click the **OK** button. Child blogs are now removed from the Blog\_List module and listed in the Blog\_Categories module. When adding a new blog entry, bloggers can select a category (E.g. what was previously a child blog) for the entry.

---






*Tip: See "Configuring Advanced Settings for the Blog Module" to disable child blogs to be created once you have migrated existing child blogs. This enables all future child blogs to be managed using categories.*

---

## Comment Settings

### Managing Comment Avatars

How to enable or disable avatars to be displayed next to comments on the View\_Blog module, as well as configure optional settings. The Blog module uses Gravatars (Globally Recognized Avatars) which enable you to choose avatars suitable for your audience. Visit <http://www.gravatar.com> for more details.

1. Select  **Module Options** from the View\_Blog module actions menu.
2. Go to the **Comment Settings** section.
3. At **Show Avatars**, select from these options:
  - Uncheck  the check box to disable avatars. Skip to Step 4.
  - Check  the check box to enable avatars. This displays these optional fields:
    - a. In the **Image Width** text box, enter a pixel width for the avatar. The default setting of 48 is recommended if you are using the default style of the comments.
    - b. At **Image Rating**, select from these options to set avatars appropriate for your audience:
      - **G**: Suitable for all audiences
      - **PG**: Possibly offensive, typically suitable for audiences 13 and above
      - **R**: Intended for audiences 17 and above
      - **X**: Even more mature than R
    - c. At **Default Image URL**, select the images to be used for comments made by users without a Gravatar:
      -  **Gray Man**: Displayed as is for all users without a gravatar.
      -  **Identicon**: Gravatar will be displayed for users who have one, otherwise, a unique identifying image will be created for them based on the IP address of their computer, or on their email address if provided.
      -  **Wavatar**: As above.
      -  **MonsterID**: As above.



- **Custom:** Enter a complete URL to the image. E.g. <http://www.domain.com/myimage.jpg>

i. In the **Custom Image URL**, if **Custom** was selected at the above field, enter the URL here.

4. Click the [Update](#) link.

### Comment Settings

---






**Show Avatars:**

**Image Width:**

**Image Rating:**

- G - Suitable for all audiences
- PG - Possibly offensive, typically suitable for audiences 13 and above
- R - Intended for audiences 17 and above
- X - Even more mature than R

**Default Image URL:**

-  Gray Man
-  Identicon
-  Wavatar
-  MonsterID
-  Custom

**Custom Image URL:**

Enabling Comment Avatars

## All Users

### Viewing All Recent Entries

How to view all recent blog entries.

1. Click the [View All Recent Entries](#) link on the Blog\_List module. This displays all recent entries in the Recent\_Entries module.



2. Click on an entry title to view an entry in full.



All Recent Blog Entries Displayed

### Viewing Blog Entries by Tags

How to view all of the blog entries that have been associated with a tag.

1. Go to the Blog\_Tag module. This module displays a list of all of the existing tags with the number of each blog entry associated with each tag.
2. Click on a linked [\[Tag Name\]](#). This displays associated blog entries results are displayed in the View\_Blog module.

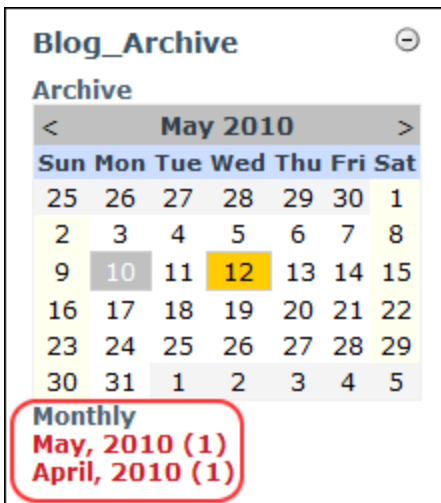


Viewing Blog Entries by Tags

### Viewing Blog Entries for a Month

How to view all of the blog entries made during a month on the Blog module. Any months when a blog entry has been made are listed on the Blog\_Archive module in the Monthly list below the calendar.

1. Go to the Blog\_Archive module.
2. Click on the [\[Month/Year\]](#) link below the calendar. Results are displayed in the View\_Blog module.



Viewing entries for the month/year

### Viewing Blog Entries for a Single Date

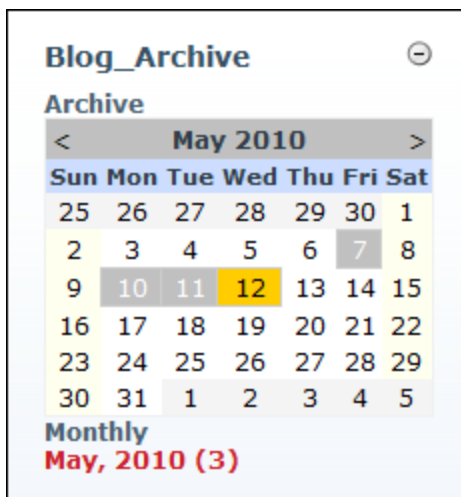
How to view all of the blog entries made on a selected date on the Blog module.

---

*Tip: Days with blog entries are shaded gray on the calendar. the current day is shaded yellow.*

---

1. Go to the Blog\_Archive module.
2. Locate the required month using the Calendar as follows:
  - **Go to the Previous Month:** Click the < button located in the top left corner of the calendar.
  - **Go to the Next Month:** Click the > button located in the top right corner of the calendar.
3. Select the required date. This displays the related blog entries in the View\_Blog module.

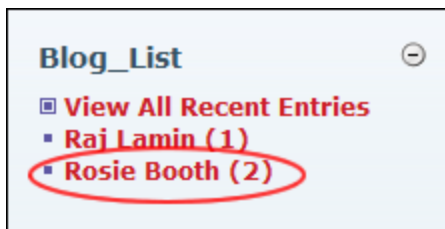


Viewing all blog entries for a date

#### Viewing Recent Entries for a Single Blog

How to view the recent blog entries for a single blog in the Blog module.

1. Go to the Blog\_List module.
2. Click the [Blog Name] link. Results are displayed in the blog in the View\_Blog module.



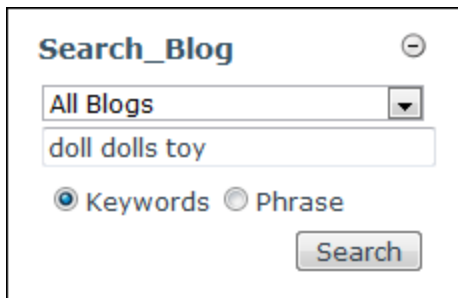
3. **Optional.** If the blog is a parent blog, the names of all public child blogs are now displayed, click on the name on a child blog to limit results to that child blog.

#### Searching Blogs

How to search one or all blogs for a phrase or key word using the Blog module.

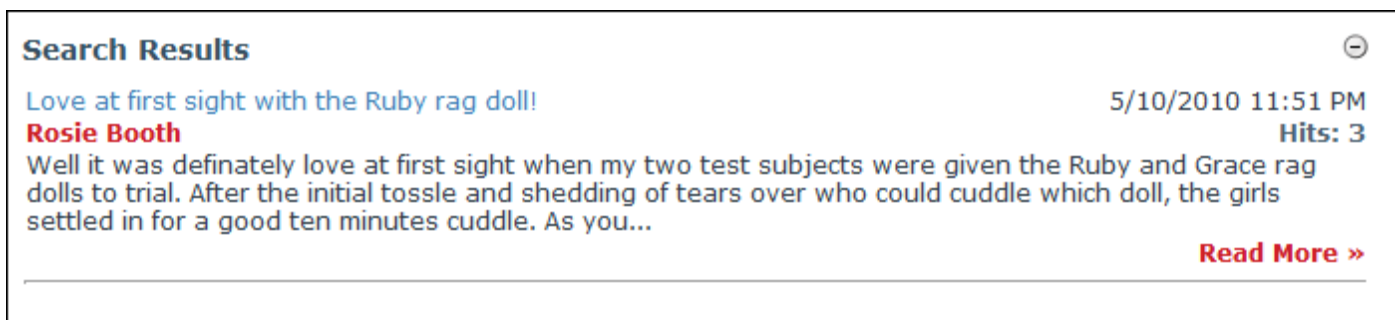
1. Go to the Search\_Blog module.
2. In the drop down box, select **All Blogs** to search all the blogs, or select a blog name to restrict the search to that blog.

3. In the text box, enter one or more keywords (E.g. doll toy) or a phrase (E.g. rag doll). Note: Do not separate keywords by punctuation.
4. Select either **Keywords** or **Phrase**.
5. Click the **Search** button. This displays the search results in the Recent\_Entries module which is titled Search Results.



The screenshot shows a search interface titled "Search\_Blog". It features a dropdown menu set to "All Blogs", a text input field containing "doll dolls toy", and two radio buttons for "Keywords" (selected) and "Phrase". A "Search" button is located at the bottom right of the form.

6. Click the Read More... link to read the post.



The screenshot displays the "Search Results" section. It shows a search result for the title "Love at first sight with the Ruby rag doll!" by "Rosie Booth", dated "5/10/2010 11:51 PM" with "Hits: 3". The preview text reads: "Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you...". A "Read More »" link is visible at the bottom right of the result.

Search Results Display In The Recent\_Entries module

#### Viewing Blog Comments

How to view comments associated with a blog entry on the Blog module. Note: You may not be authorized to view blog comments.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Comments \(1\)](#) link to the bottom left corner of the blog entry. This displays the post in full with all related comments displayed below.

## View\_Blog

**Author:** Rosie

**Created:** 5/10/2010 6:07 PM



Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



 [Comments \(2\)](#)

*Tip: The Comments link beside each blog entries indicates the number of approved comments for that entry. E.g. [Comments \(0\)](#) represents no (0) comments, whilst [Comments \(8\)](#) indicates eight (8) comments.*



 [2 comment\(s\)](#) so far...



**Re: Love at first sight with the Ruby rag doll!**

My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By Julie on 5/11/2010 2:15 PM



**Re: Love at first sight with the Ruby rag doll!**

what little cuties - the girls and the dolls.

By Annabella Chin on 5/11/2010 3:33 PM

Viewing Blog Comments

## Viewing Recent Comments

How to view recently added blog comments using the Blog module.

1. Go to the Recent\_Comments module.



2. Click on the title of a comment to view it in full. This displays the blog entry associated with the selected comment below.

## View\_Blog

# Love at first sight with the Ruby rag doll!

**MAY** Written by: Rosie  
10 5/10/2010 11:51 PM

Well it was definitely love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



[Trackback](#) [Print](#)

Tags: dolls

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)



[2 comment\(s\)](#) so far...



**Re: Love at first sight with the Ruby rag doll!**

My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By **Julie** on 5/11/2010 2:15 PM



**Re: Love at first sight with the Ruby rag doll!**


what little cuties - the girls and the dolls.

By **Annabella Chin** on 5/11/2010 3:33 PM

Viewing Recent Comments

### Adding a Blog Comment (Authenticated Users)

How to add a blog entry comment on the Blog module as an authenticated user. Note: Comments may be disabled, may require approval or may use the CAPTCHA security code.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Comments](#) link in the bottom right corner of the View\_Blog module. This displays the comment entry section.

### View\_Blog

**Author:** Rosie      **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM


Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



 [Comments \(2\)](#)

3. In the **Your Name** text box, your username (as set in your profile) is displayed. This is the name included on your comments. Edit your name if desired.
4. **Optional.** If the **Your Email** field is displayed, it displays the email address entered on your profile. This email will be used to show your Gravatar. You can edit your email address if desired.
5. **Optional.** If the **Your Website** field is displayed, it displays the Web site entered on your profile. When your comments display, your user name will include a link to this Web site. You can edit your address if desired.




**Your name:**  

**Your email:**    
(Optional) Email used only to show [Gravatar](#).

**Your website:**

**Title:**

**Comment:**

**Security Code**  




Enter the code shown above in the box below

**Add Comment** **Cancel**

6. **Optional.** In the **Title** text box, edit the comment title. Note: Editing of this field may be disabled.
7. In the **Comment** text box, enter your comment. Note: Basic HTML formatting may be permitted.
8. **Optional.** In the **Security Code** text box, enter the displayed security code.
9. Click the Add Comment link.
10. **Optional.** If comments require approval a dialog box reading "Your comment MUST be approved by the blog owner BEFORE it is displayed on the web site. Do you wish to save your comment now?" is displayed.
11. Click the **OK** button. If approval isn't required, the comment is now displayed below the entry.

 2 comment(s) so far...



 **Edit**  **Delete** **Re: Love at first sight with the Ruby rag doll!**

My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By Julie on 5/11/2010 2:15 PM



**Re: Love at first sight with the Ruby rag doll!**


what little cuties - the girls and the dolls.

By Annabella Chin on 5/11/2010 3:33 PM

The Approved Comment Displays Below The Post

#### Adding a Blog Comment (Unauthenticated Users)

How to add a blog entry comment on the Blog module. Note: Comments may be disabled, may require approval or may use the CAPTCHA security code.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Comments](#) link located bottom left corner of the View\_Blog module. This displays the comment entry section.

## View\_Blog

**Author:** Rosie

**Created:** 5/10/2010 6:07 PM

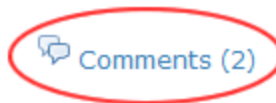


Rosie reviews the latest EcoZany products with the help of her five fun loving children.


## Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



3. In the **Your Name** text box, enter your name.
4. In the **Comment** text box, enter your comment. Note: Basic HTML formatted may be permitted.
5. **Optional.** If the **Your Email** text box is displayed, enter an email address to be used to show your Gravatar.
6. **Optional.** In the **Your Website** text box, enter your Web site address. When your comments are published, your user name will include a link to this web site. Note: This field may not be displayed.
7. **Optional.** In the **Title** text box, edit the comment title. Note: Editing of this field may be disabled.
8. **Optional.** In the **Security Code** text box, enter the displayed security code.
9. Click the Add Comment link.

**Your name:**  


**Your email:**

(Optional) Email used only to show [Gravatar](#).

**Your website:**

**Title:**

**Comment:**

**Security Code**  
  
Enter the code shown above in the box below

**Add Comment** **Cancel**

10. **Optional.** If comments require approval, this displays the message "Your comment MUST be approved by the blog owner BEFORE it is displayed on the web site. Do you wish to save your comment now?"
11. Click the **OK** button. If the comment doesn't require approval it will be displayed on the View\_Blog module below the related post.

---

*Tip: As an unauthenticated user you are unable to delete or edit your comments.*

---

### Editing Your Comments

How to edit comments you added to a blog entry on the Blog module. Note: You can only edit your comments if you were logged in when adding them and if you are currently logged in.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Comments](#) link to the bottom left corner of the blog entry. This displays the post in full with all related comments displayed below.
3. Click the **Edit**  button or the [Edit](#) link beside the comment to be edited. This displays the comment in the comment entry section below.



[Edit](#) [Delete](#)

**Re: Love at first sight with the Ruby rag doll!**

My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

By Julie on 5/11/2010 7:08 PM



**Re: Love at first sight with the Ruby rag doll!**

what little cuties - the girls and the dolls.

By Annabella Chin on 5/11/2010 3:33 PM

Your name:

Julie



Your email:

Julie.Smith@domain.com

(Optional) Email used only to show [Gravatar](#).

Your website:

Title:

Re: Love at first sight with the Ruby rag doll!

Comment:

My daughter **loves** the Ruby doll too. I think the hand sewn patchwork is so precious.

**Security Code**

2h82kU

Enter the code shown above in the box below

2h82kU


[Update Comment](#) [Cancel](#) [Delete](#)

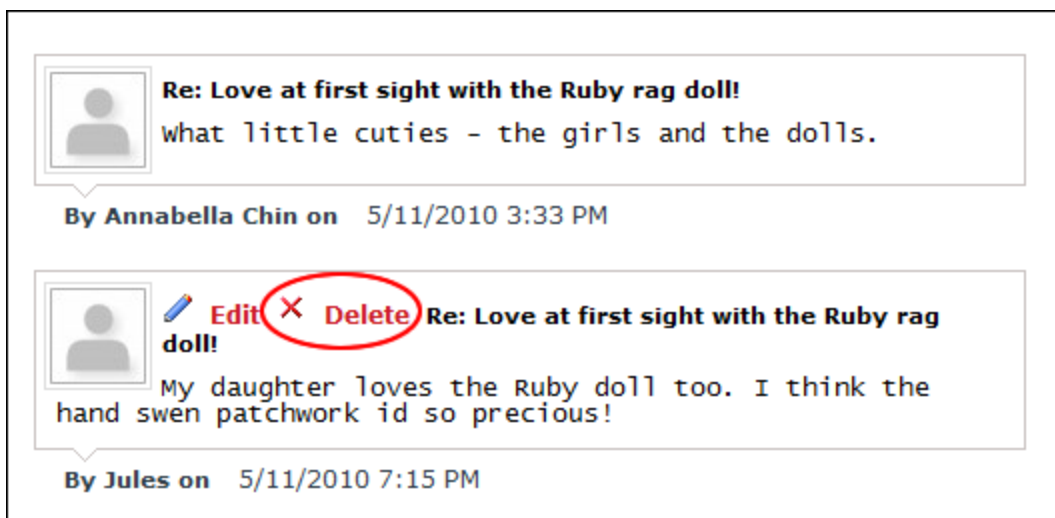
- Edit the comment as required.
- Optional.** In the **Security Code** text box, enter the displayed security code.
- Click the Update Comment link.

7. **Optional.** If comments require approval a dialog box reading "Your comment MUST be approved by the blog owner BEFORE it is displayed on the web site. Do you wish to save your comment now?" is displayed.
8. Click the **OK** button to confirm. If approval isn't required, the edited comment is displayed below the entry.

### Deleting Your Comments

How to delete comments you added to a blog entry on the Blog module. Note: You can only delete your comments if you were logged in when adding them and if you are currently logged in.


1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog".
2. Click the  Comments link to the bottom left corner of the blog entry. This displays the post in full with all related comments displayed below.
3. Click the **Delete**  button or the Delete link.



Editing Your Comments

### Adding Social Bookmarks

How to add a social bookmark comment relating to a blog entry on the Blog module. Note: Social Bookmarks may be disabled. The following social web sites are included on the toolbar:  **Delicious**,  **Facebook**,  **Digg**,  **Google**,  **Live Bookmarks**,  **News-vine**,  **StumbleUpon**,  **Technorati**,  **Yahoo**, and  **DotNetKicks**.

1. Locate the required blog entry. "Viewing Blog Entries for a Month", "Viewing Blog Entries for a Single Date", or "Viewing Recent Entries for a Single Blog".
2. Click the  Comments link in the bottom right corner of the View\_Blog module.

## View\_Blog

**Author:** Rosie

**Created:** 5/10/2010 6:07 PM



Rosie reviews the latest EcoZany products with the help of her five fun loving children.

### Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



 [Comments \(2\)](#)

3. This displays the Social Bookmark toolbar directly below the blog entry.



4. Click on an icon to go to the related web site where you can login and add your bookmark.

#### Bloggers

#### Blogging

#### Viewing Your Blog

How to view your blog on the Blog module.

1. Click the [View My Blog](#) link on the **New\_Blog** module. Your blog is now displayed in the **View\_Blog** module.

**New\_Blog**

[Blog Settings](#)  
[View My Blog](#)  
[Add Blog Entry](#)

**Search\_Blog**

  
 Keywords  Phrase  


**Blog\_List**

[View All Recent Entries](#)  
 [Rosie Booth \(1\)](#)

**Blog\_Archive**

Archive

< **May 2010** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Monthly  
**May, 2010 (1)**

**View\_Blog**


**Author:** Rosie      **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.




[Comments \(0\)](#)   [Edit Entry](#)

---

**Recent\_Entries**

[Love at first sight with the Ruby rag doll!](#)  
Posted on: Tuesday, May 11, 2010

**Recent\_Comments**

 There are no recent comments on this blog.

Viewing Your Blog

### Adding an Advanced Blog Entry

How to add a blog entry including all optional settings using the Blog module.

1. Click the [Add Blog Entry](#) link on the New\_Blog module - OR - Click on blog name on the Blog\_List module and then select **Add Blog Entry** from the View\_Blog module actions menu. This opens the Add Blog Entry page.
2. **Optional.** In the **Entry Date (local time)** text box, edit the date and time for this blog post if you want it to display at a date and time other than the current one when this entry is published.
3. At **Parent Blog**, select which blog this entry will be added to. If Child Blogs are disabled or if you prefer using categories for blogs, use the Categories field below.
4. In the **Title** text box, enter a title for this blog post.
5. In the **Summary** Editor/text box, enter a summary of the blog entry. Note: This field may be optional and may allow HTML. [See "Configuring Blog Entry Summary"](#)
6. In the **Blog** Editor, enter your blog post.
7. **Optional.** In the **Tags** text box, enter one or more tags for this blog separated by a comma ( , ) E.g. dolls,toys. Note: This field includes an auto-complete option so when you begin entering a tag, if all or part of the word being entered already exists as a tag, buttons with matching tag names appear to the right of the text box enabling you to choose one of those existing tags.
8. **Optional.** At **Categories**, check the categories related to this blog.



## ▼ Add blog entry

**This entry is still a draft: it will not be visible to readers until it is published.**

Entry Date (local time):

Parent Blog:

### Title:

### Summary:

(The summary is optional, if you choose to not supply one, a short summary will be generated from your entry.)

### Blog:

Editor:  Basic Text Box  Rich Text Editor

Source

Style  Format  Font  Size

Tags:

Categories:  Rosie's Private Blog

9. **Optional.** Go to the **Upload Options** section.
  - To add an image to this blog post:
    - a. At **Picture**, click the **Browse...** button.
    - b. In the **Alt Text** text box, enter the alternative text for this image.
    - c. Click the **Upload** button. The image is now displayed in the Blog field Editor and is listed in the Linked Files section below.
    - d. Repeat the above 3 steps to add additional images.
  - To add an attachment to this blog post:
    - a. At **Attachment**, click the **Browse...** button.
    - b. In the **Alt Text** text box, enter the alternative text for this attachment.
    - c. Click the **Upload** button. Click the **Upload** button. The attachment is now displayed in the Blog field Editor and is listed in the Linked Files section below.
    - d. Repeat the above 3 steps to add additional attachments.

**Upload Options:**


---

Picture:

Alt Text:

Attachment:

Description:

10. **Optional. Maximize** the **Linked Files** section.
  - a. Click the **Delete File**  button beside any file that should not be included in this post. This displays the message "Are you really sure to delete the file?"
  - b. Click the **OK** button to confirm.
  - c. Repeat the above 2 steps to delete additional files.

**Linked Files:**

---

File Name
EcoZany Dolls 005.JPG 

11. **Optional.** Go to the **Entry Options** section.
  - a. At **Allow users to comment on this entry (overrides Blog Setting)**, check  the check box to enable authenticated users to add comments to this blog entry - OR - Uncheck  to use the Blog Settings for this blog.

b. At **Display Copyright notice at the bottom of your entry**, select from these options:

- Check  the check box to display a copyright notice for this entry. If checked, this will display the default Copyright message "Copyright ©[Current Year] [Username/Display Name]" (E.g. Copyright 2010 Rose Booth) which you can choose to edit.
- Uncheck  the check box for no copyright notice.

c. In the **Trackback URL** text box enter the trackback URL of another blog.

**Entry Options:**

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.  
Copyright:

Trackback Url:

[Save as draft](#) [Save and publish](#) [Cancel](#) [Delete](#)

12. Click the [Save As Draft](#) link to save this entry for later publication - OR - Click the [Save And Publish](#) link to publish this entry now. The entry is now displayed to you in the Most Recent Blog Entries module. It will be visible to others only if it is published and in a public blog.

**View\_Blog**

**Author:** Rosie **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



[Comments \(0\)](#) [Edit Entry](#)

Adding a Blog Entry

### Adding a Basic Blog Entry

How to add a basic blog entry using the Blog module. This topic excludes all optional settings.

1. Click the [Add Blog Entry](#) link on the New\_Blog module - OR - Click on blog name on the Blog\_List module and then select **Add Blog Entry** from the View\_Blog module actions menu. This opens the Add Blog Entry page.
2. At **Parent Blog**, select which blog this entry will be added to. If Child Blogs are disabled or if you prefer using categories for blogs, use the Categories field below.
3. In the **Title** text box, enter a title for this blog post.
4. In the **Summary** Editor/text box, enter a summary of the blog entry. Note: This field may be optional and may allow HTML. [See "Configuring Blog Entry Summary"](#)
5. In the **Blog** Editor, enter your blog post.

▼ **Add blog entry**

**This entry is still a draft: it will not be visible to readers until it is published.**

Entry Date (local time):

Parent Blog:

**Title:**

**Summary:**

(The summary is optional, if you choose to not supply one, a short summary will be generated from your entry.)

**Blog:**

Editor:  Basic Text Box  Rich Text Editor

Source **B** *I* U

Style  Format  Font  Size

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.

Tags:

Categories:  Rosie's Private Blog

⊕ **Upload Options:**

6. Click the [Save As Draft](#) link to save this entry for later publication - OR - Click the [Save And Publish](#) link to publish this entry now. The entry is now displayed to you in the Most Recent Blog Entries module. It will be visible to others only if it is published and in a public blog.

---

## Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:24 AM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Comments (0)




Edit Entry

---

Adding a Blog Entry

### Editing a Blog Entry

How to edit a blog entry. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Edit Entry](#) link.

▼ [View\\_Blog](#)



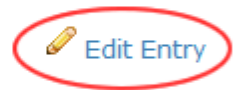
## Love at first sight with the Ruby rag doll!

**MAY** Written by: Rosie  
10 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Copyright ©2010 Rose Booth



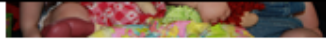
Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)

3. Edit one or more fields as required. See "Adding a Basic Blog Entry"
4. Click the Save link.

honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Tags:

dolls,toys

Categories:

Toys  
 Dolls

Upload Options:

Linked Files:

Entry Options:

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.


Trackback Url:

Save and take offline **Save** Cancel Delete

Saving an Edited Blog Entry

### Publishing a Blog Entry

How to publish a draft blog entry using the Blog module. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Edit Entry](#) link.



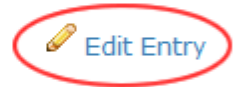
## Love at first sight with the Ruby rag doll!

**MAY** Written by: Rosie  
10 5/10/2010 11:51 PM 

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Copyright ©2010 Rose Booth



Tags: [dolls](#)

Categories:

 Location: [Blogs](#) ▶ [Rosie Booth](#)

3. Click the Save and Publish link.

damaged by the girls during their decision making process (read nothing - lets be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Tags:

dolls,toys

Categories:

Toys

+ Upload Options:

+ Linked Files:

- Entry Options:

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.


Trackback Url:

Save as draft **Save and publish** Cancel Delete

Saving and Publishing a Draft Blog Entry

### Unpublishing a Blog Entry

How to take a blog entry offline using the Blog module. This allows the entry to be removed from the web site without deleting it. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Edit Entry](#) link.

▼ [View\\_Blog](#)



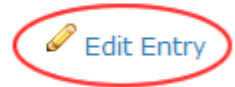
## Love at first sight with the Ruby rag doll!

**MAY** Written by: Rosie  
10 5/10/2010 11:51 PM

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Copyright ©2010 Rose Booth



Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)

3. Click the [Save and Take Offline](#) link. This displays the message "This will save your changes and take the post offline. Other users will not be able to see it any longer. Do you wish to continue?"
4. Click the **OK** button to confirm. This displays the message "This entry is still a draft: it will not be visible to readers until it is published."

damaged by the girls during their decision making process (read nothing - lets be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



**Tags:**

doll

**Categories:**

**Upload Options:**

**Linked Files:**

**Entry Options:**

Allow users to comment on this entry (requires blog settings)

Display Copyright notice at the bottom of your entry.

Trackback Url:

**Save and take offline** Save Cancel Delete

Message from webpage

This will save your changes and take the post offline. Other users will not be able to see it any longer. Do you wish to continue?

5. Click the Cancel link to return to the module.

▼ **View\_Blog**



**Author:** Rosie

**Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

**This entry has not been published.**

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



[Comments \(0\)](#) [Edit Entry](#)

An Unpublished Blog Entry

### Deleting a Blog Entry

How to delete a blog entry from the Blog module. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the [Edit Entry](#) link.

▼ [View\\_Blog](#)



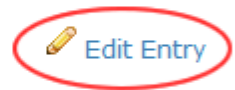
## Love at first sight with the Ruby rag doll!

**MAY** Written by: Rosie  
10 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Copyright ©2010 Rose Booth



Tags: [dolls](#)

Categories:

Location: [Blogs](#) ▶ [Rosie Booth](#)

3. Click the [Delete](#) link located at the base of this page. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.

honest). Also the Ruby doll sustained alot of foot chewing and sucking which didnt show and there was no running of paint either.

Tags: dolls,toys

Categories:  Toys

Upload Options:

Linked Files:

Entry Options:

Allow users to comment on this entry (overrides Blog Setting)

Display Copyright notice at the bottom of your entry.

Trackback Url:

Save and take offline Save Cancel **Delete**

Message from webpage

Are You Sure You Wish To Delete This Item?

OK Cancel

Deleting a Blog Entry

## Creating Your Blog

### Creating a Parent Blog (Create My Blog)

How to create your first blog using the New\_Blog module. This blog will be a parent blog under which you can create multiple child blogs. Each of your blogs can be set as either public (can be viewed by others) or private (only you can view private blogs).

Note: Only authorized users can create blogs. See ["Enabling Users to Create Blogs"](#)

1. Click the [Create My Blog](#) link on the New\_Blog module - OR - Select **Create Blog** from the Blog\_List module actions menu. This opens the Create New Blog page.
2. In the Blog Options section, complete these settings:
  - a. In the **Title** text box, enter a title for the blog. This title is displayed in the Blog\_List module.
  - b. In the **Description** text box, enter a description of the content of your blog.

c. **Optional.** At **Make This Blog Public**, select from these options:

- Check  the check box to make this blog viewable to all users who are authorized to view this module.
- Uncheck  the check box to set this blog as private. Private blogs can only be viewed by the blog owner. I.e. They cannot be viewed by any other user including Page Editors and Administrators.

▼ **Edit Blog**

**Blog Options:**  
These options control the main blog features.

**Title:**  
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

**Description:**  
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

  
  
 **Make this blog public**

3. Click the [Update](#) link. The blog name is now listed in the Blog\_List module and the blog is displayed in the View Blog module. You can now add your first blog entry.



**▼ New\_Blog**

[Blog Settings](#)  
[View My Blog](#)  
[Add Blog Entry](#)

**Search\_Blog**

  
 Keywords  Phrase  


**Blog\_List**

[View All Recent Entries](#)  
[Rosie Booth \(0\)](#)

**Blog\_Archive**

Archive

< May 2010 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Monthly

**View\_Blog**

**Author:** Rosie      **Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

**No Entries were posted for this blog.**

**▼ Recent\_Entries**

⚠ There are no recent entries on this blog.

---

**Recent\_Comments**

⚠ There are no recent comments on this blog.

---

**Blog\_Categories**

**Blog\_Tags**

The newly created blog

**Related Topics:**

- [See "Adding a Basic Blog Entry"](#)
- [See "Creating a Child Blog"](#)

**Creating a Child Blog**

How to create a public or a private child blog using the New\_Blog module. Note: A parent blog must first be created before a child blog can be added. Child blogs may be disabled and replaced with categories.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. In the **Child Blogs** section (located at the base of this page), click the **Add** button. This displays the Create New Child Blog page.
3. In the Blog Options section, complete these settings:
  - a. In the **Title** text box, enter a title for the blog. This title is displayed in the Blog\_List module.
  - b. In the **Description** text box, enter a description of the content of your blog.

c. **Optional.** At **Make This Blog Public**, select from these options:

- Check  the check box to make this blog viewable to all users who are authorized to view this module.
- Uncheck  the check box to set this blog as private. Private blogs can only be viewed by the blog owner. I.e. They cannot be viewed by any other user including Page Editors and Administrators.

4. Click the Update link. This returns you to the Edit Blog where the child blog is now listed in the Child Blogs list.

5. Click the Cancel link to return to the module.

6. **Optional.** Click on the name of the parent blog on the Blog\_List module to view the child blog.

▼ **Create new Child Blog**

**Blog Options:**  
These options control the main blog features.

**Title:**  
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

Rosie's Private Blog

**Description:**  
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.



Private experiences and snippets which I may use for future reviews.

Make this blog public

When displaying your identity use:

User Name  Full Name

Adding a blog. This blog is set as public.

**Blog\_List**  

**View All Recent Entries**

▼ **Rosie Booth (0)**

▪ **Rosie's Private Blog (0)**

The child blog

**Related Topics:**

- See "Creating a Parent Blog (Create My Blog)"
- See "Enabling/Disabling Child Blogs"

## Managing Your Blog

### Editing Blog Title and Description

How to edit the title and description of a single blog on the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. In the **Title** text box, edit the blog title.
3. In the **Description** text box, edit the blog description.

▼ **Edit Blog**

**Blog Options:**  
These options control the main blog features.

**Title:**  
This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

**Description:**  
This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

4. Click the [Update](#) link.

## View\_Blog



**Author:** Rosie

**Created:** 5/10/2010 6:07 PM

Rosie reviews the latest EcoZany products with the help of her five fun loving children.

### Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Blog Title and Description displayed on the Blog

#### Enabling/Disabling Blog Syndication

How to enable or disable syndication of your blog. This can be performed by bloggers on their own blog and by Administrators on all blogs.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Syndication Options** section.
3. At **Syndicate this blog**, check  the check box enable syndication - OR - Uncheck  the check box to disable it.

#### Syndication Options:

Syndicate this blog.

Use this email for the "ManagingEditor" rss field:

me@domain.com

4. In the **Use this email for the "ManagingEditor" RSS** text box, enter an email address.
5. Click the [Update](#) link.

## View\_Blog

**Author:** Rosie

**Created:** 5/10/2010 6:07 PM



Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



RSS Button displays on Syndicated Blogs on the View\_Blog module

## Blog\_List

**View All Recent Entries**

- **Raj Lamin (1)**
- **Rosie Booth (1)**



RSS Button displays beside Syndicated Blogs on the Blog\_List module

### Related Topics:

- [See "Configuring RSS Settings for Blogs"](#)

### Integrating With Twitter

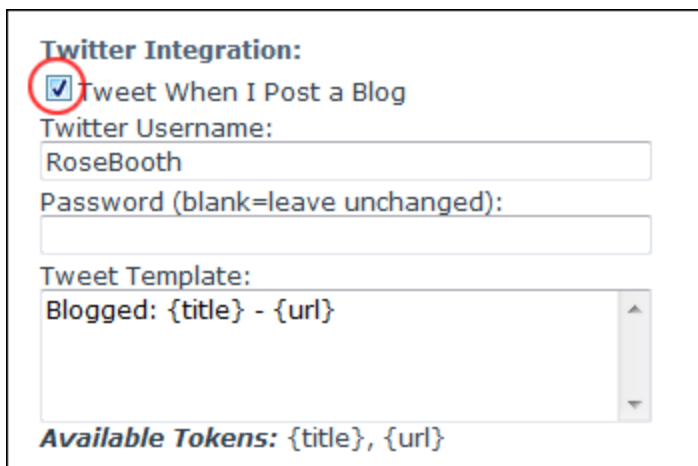
How to configure a single blog to tweet when a blogger posts a new entry. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Twitter Integration** section.
3. At **Tweet When I Post A Blog**, check  the check box to enable - OR - uncheck  the check box to disable.
4. In the **Twitter Username** text box, enter your twitter username.
5. **Optional.** In the **Password** text box, enter your new twitter password - OR - Leave blank to use your standard password.

6. **Optional.** In the **Tweet Template** text box, edit the template of the tweets. The default template is: Blogged: {title} - {url}
7. Click the Update link.

Available template tokens:

- **{title}**: Displays the title of the blog entry
- **{url}**: Displays a URL link to the blog entry



**Twitter Integration:**

Tweet When I Post a Blog

Twitter Username:  
RoseBooth

Password (blank=leave unchanged):

Tweet Template:  
Blogged: {title} - {url}

**Available Tokens:** {title}, {url}

Twitter Integration

### Managing Blog Comment Options

How to enable/disable and configure blog comments for a single blog on the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the Blog Settings link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Comment Options** section and set any of these options settings:
3. At **Approval for user comments required**, check  this check box if comments by authenticated users require approval before being published - OR - Uncheck  to publish these comments without approval.
4. At **Comments by Registered Users**, select for these options:
  - **Allow**: Select to allow registered users to add comments. Comment approval isn't required.
  - **Require Approval**: Select to allow registered users to add comments. Comments must be approved by the blog owner or an Administrator before they are displayed.
  - **Disallow**: Select to disallow registered users from adding comments.
5. At **Comments by Unauthenticated Users**, select for these options:
  - **Allow**: Select to allow unauthenticated users to add comments. Comment approval isn't required.

- **Require Approval:** Select to allow unauthenticated users to add comments. Comments must be approved by the blog owner or an Administrator before they are displayed.
- **Disallow:** Select to disallow unauthenticated users from adding comments.

6. At **Trackback Comments**, select for these options:

- **Allow:** Select to allow trackback comments. Comment approval isn't required.
- **Require Approval:** Select to allow trackback comments. Comments must be approved by the blog owner or an Administrator before they are displayed.
- **Disallow:** Select to disallow trackback comments.

7. At **Send mail notification after comment and trackbacks are posted**, check  the check box to enable email notification when comments and trackbacks are posted to this blog - OR - Uncheck  the check box to disable mail notification.

8. At **Use CAPTCHA for comments**, check  the check box enable CAPTCHA - OR - Uncheck  the check box to disable.

9. Click the [Update](#) link.

**Comment Options:**  
 These options control the comment related settings.  
 Comments by registered users:

Allow  Require approval  Disallow

Comments by unauthenticated users:

Allow  Require approval  Disallow

Trackback comments:

Allow  Require approval  Disallow

Send mail notification after comments and trackbacks are posted

Use CAPTCHA for comments

Managing Blog Comment Options

### Managing Trackback Options

How to enable or disable trackback auto discovery for a single blog on the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Trackback Options** section.
3. At **Trackback Auto Discovery (Client Mode)**, check  the check box to enable - OR - Uncheck  the check box to disable.
4. Click the [Update](#) link.

### Trackback Options:

These options control the Trackback related settings.

[Trackback Auto Discovery \(Client Mode\)](#)

Managing Trackback Options

### Regenerating Blog Permalinks

How to regenerate all permalinks on a single blog using the Blog module. This link can be used after the Friendly URL's setting has been changed for the site. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Regenerate Blog PermaLinks** section to view the URL.
3. Click the [Regenerate Blog Permalinks](#) link.
4. Click the [Cancel](#) link to return to the module.

### Regenerate Blog PermaLinks:

Regenerate all blog permalinks. This link can be used after the Friendly URLs setting has been changed for the site.

[Regenerate Blog Permalinks](#)

Regenerating Blog Permalinks

### Setting Blog Date, Time and Culture Options

How to set the time zone, culture (language) and date format on a single blog on the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Date and Time Options** section.
3. At **Time Zone**, select your time zone.
4. At **Culture**, select your culture (language).
5. At **Date Format**, select your preferred date or date/time format.

### Date and Time Options:

These options control how date and time are displayed within your blog. This setting effects all categories and entries within your blog.

**Time Zone:**  ▼

**Culture:**  ▼

**Date Format:**  ▼

6. Click the [Update](#) link.



## View\_Blog

**Author:** Rosie

**Created:** 5/10/2010 6:07 PM



Rosie reviews the latest EcoZany products with the help of her five fun loving children.

### Love at first sight with the Ruby rag doll!

By Rose Booth on 5/10/2010 11:51 PM

Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.



Blog Date and Time displayed on the View\_Blog module

#### **Related Topics:**

- See "[Enabling/Disabling a Language](#)"

#### **Setting Blog Visibility (Public or Private)**

How to set a blog as either private or public. Public blogs are visible to all users authorized to view the View\_Blog module. Private blogs are only visible to the blog owner, as such they cannot be viewed by either Page Editors or Administrators.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Blog Options** section.
3. At **Make this blog public**, check  the check box to set this blog as public - OR - uncheck  the check box set it as private.
4. Click the [Update](#) link.

## ▼ Edit Blog

### Blog Options:

These options control the main blog features.

#### Title:

This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

#### Description:

This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

 Make this blog public

When displaying your identity use:

User Name  Full Name

A Blog Set as Public

### Setting a Bloggers Identity

How to set a blog to display either the blogger's user name or full name as the blog author using the Blog module. This can be performed by bloggers on their own blog and by Administrators on any blogs.

Tip: The name displayed at the Author field at the top of your blog is always your Display Name as set on your profile.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Blog Options** section.
3. At **When Displaying Your Identity Use**, select from these options:
  - Select **User Name** to display your user name. This is the default option. E.g. Rosie
  - Select **Full Name** to display your first name and last name. E.g. Rose Booth

## ▼ Edit Blog

### Blog Options:

These options control the main blog features.

### Title:

This is the display title for your blog. It will display at the top of your entry list and in the blog directory.

### Description:

This is a brief summary description of your blog. It's a good place to describe your intentions with your blog and what information readers can expect.

Make this blog public

When displaying your identity use:

User Name  Full Name

4. Click the Update link.

## View\_Blog

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Blog Identity as displayed on the View\_Blog module

## Setting MetaWeblog Options

How to view the URL to use to connect to your blog using a MetaWeblog enabled client such as Windows Live Writer or Word 2007. This can be performed by bloggers on their own blog and by Administrators on any blogs.

1. Click the [Blog Settings](#) link on the New\_Blog module - OR - Click the blog name on the Blog\_List module and then select **Edit Blog Settings** from the View\_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **MetaWeblog Options** section to view the URL. Change the tabid parameter as needed if this blog appears on a different tab.
3. Click the [Cancel](#) link to return to the module.

### MetaWeblog Options:

Use the following URL to connect to your blog using a MetaWeblog enabled client such as Windows Live Writer or Word 2007. Change the tabid parameter as needed if this blog appears on a different tab.

<http://ecozany.com/DesktopModules/Blog/blogpost.ashx?tabid=68>



Setting MetaWeblog Options

## Managing Comments

### Approving a Blog Comment

How to approve blog comments on the Blog module. This task can be performed by bloggers on their own blog as well as by the Administrator on all blogs.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".

▼ **View\_Blog**  


**Author:** Rosie **Created:** 5/10/2010 6:07 PM



Rosie reviews the latest EcoZany products with the help of her five fun loving children.

## Love at first sight with the Ruby rag doll!

By Rosie on 5/10/2010 11:51 PM

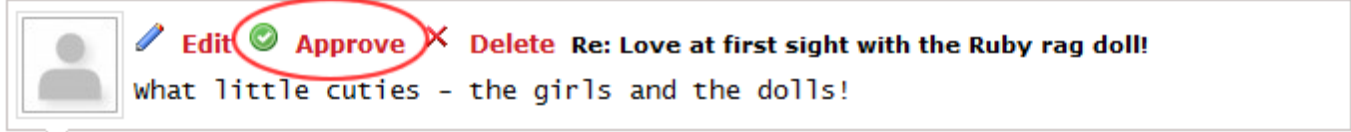
Well it was definately love at first sight when my two test subjects were given the Ruby and Grace rag dolls to trial. After the initial tossle and shedding of tears over who could cuddle which doll, the girls settled in for a good ten minutes cuddle. As you can see, they are both very relaxed and doe-eyed in this photo. I was impressed to see that when the dolls were finally dumped in favour of some fruit and milk they hadn't ripped or been damaged by the girls during their decision making process (read fighting - let's be honest!). Also the Ruby doll sustained alot of foot chewing and sucking which didn't show and there was no running of paint either.




 [Comments \(1\)](#)  [Edit Entry](#)

2. Click the  [Comments \(1\)](#) link.

**✕ Delete all unapproved comments**



By Annabella Chin on 5/11/2010 1:07 PM

3. Click the **Approve**  button or the Approve link. Note: You cannot undo approval for a comment, however you can edit or delete it.


---

*Tip: Bloggers can enable a notification email to be sent when comments are posted which helps you know where to locate comments requiring approval. See "Blog Settings (Bloggers)" for details on enabling comments and comment options.*

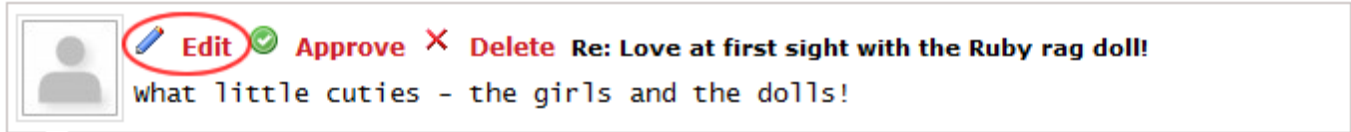
---

### Editing a Blog Comment


How to edit a comment associated with a blog entry on the Blog module. This task can be performed by bloggers on their own blog or by the Administrators on all blogs.


1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Comments \(1\)](#) link.

**✕ Delete all unapproved comments**



By Annabella Chin on 5/11/2010 1:07 PM

3. Click the **Edit**  button or the Edit link beside the comment. The comment is now displayed in the **Comment** text box below.
4. In the **Comment** text box, edit the comment.

**Your name:**  

**Your email:**

(Optional) Email used only to show [Gravatar](#).

**Your website:**

**Title:**


**Comment:**

[Update Comment](#) [Cancel](#) [Delete](#)

5. Click the Update Comment link.

#### Deleting a Blog Comment



How to delete a comment associated with a blog entry in the Blog module. This task can be performed by bloggers on their own blog or by Administrators on all blogs.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Comments \(1\)](#) link. This displays the comments associated with the selected entry.

**✗ Delete all unapproved comments**

  [Edit](#) **✗ Delete** **Re: Love at first sight with the Ruby rag doll!**  
My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

**By Julie on 5/11/2010 2:15 PM**



  [Edit](#)  [Approve](#) **✗ Delete** **Re: Love at first sight with the Ruby rag doll!**  
what little cuties - the girls and the dolls.

**By Annabella Chin on 5/11/2010 2:59 PM**




3. Click the **Delete ✗** button or the Delete link beside the comment to be deleted.
4. Repeat Step 3 to delete additional comments from this blog entry.

## Deleting all Unapproved Comments





How to delete all unapproved comments associated with a blog entry in the Blog module. This task can be performed by bloggers on their own blog or by Administrators on all blogs.

1. Locate the required blog entry. "[Viewing Blog Entries for a Month](#)", "[Viewing Blog Entries for a Single Date](#)", or "[Viewing Recent Entries for a Single Blog](#)".
2. Click the  [Comments \(1\)](#) link. This displays the comments associated with the selected entry. All unapproved comments display the  [Approve](#) link.

**✗ Delete all unapproved comments**

  **Edit**  **Delete** **Re: Love at first sight with the Ruby rag doll!**  
My daughter loves the Ruby doll too. I think the hand sewn patchwork is so precious.

**By Julie on** 5/11/2010 2:15 PM

  **Edit**  **Approve**  **Delete** **Re: Love at first sight with the Ruby rag doll!**  
what little cuties - the girls and the dolls.

**By Annabella Chin on** 5/11/2010 2:59 PM

3. Click the  [Delete all unapproved comments](#) link located above all the comments associated with this entry.

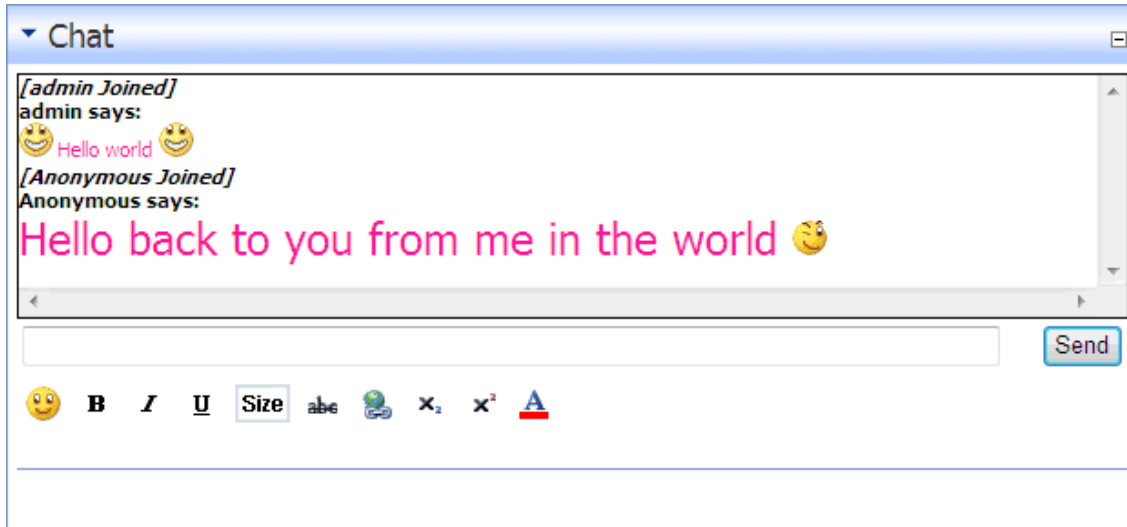
## Chat

### About the Chat Module

The Chat module enables multiple users to chat with one another in real time. The module has a unique set of module permissions enabling the Administrator to set the roles and/or users that are permitted to join the chat. A range of basic formatting tools are provided which enable chat members to format the text of their messages as well as send Smiley's.

**Module Version:** 01.00.01

**Minimum DNN Version:** 04.06.02



The Chat Module

### Project Links

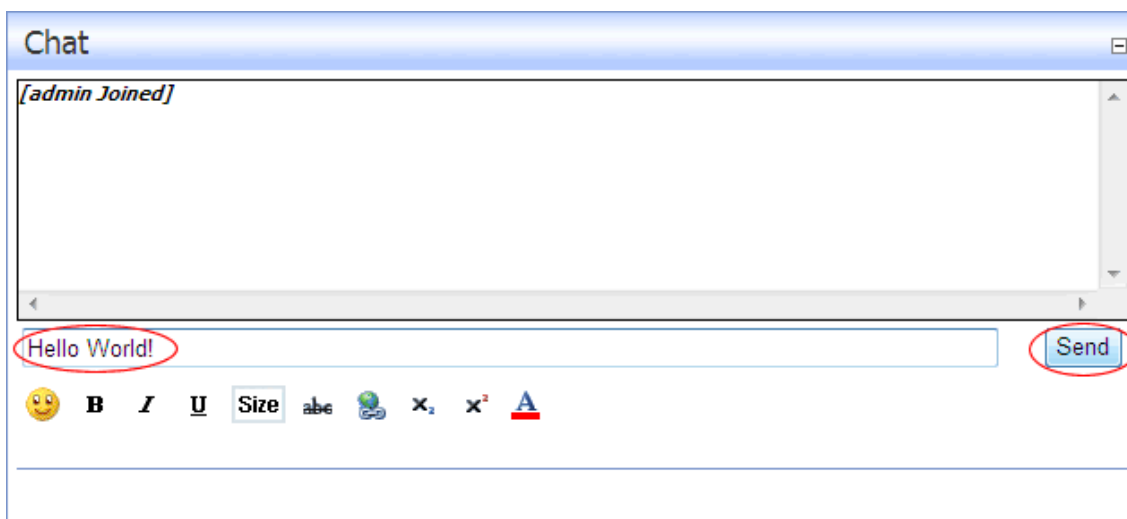
- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleChat/tabid/965/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/133/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnchat.codeplex.com/workitem/list/basic>

### Chat Members

#### Chatting in the Chat Room

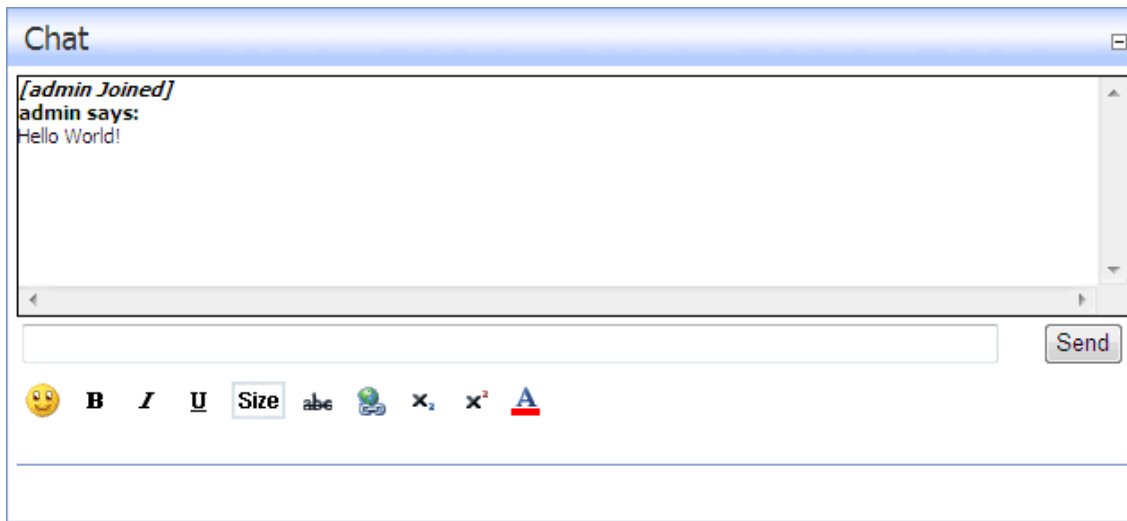
How to join a chat and add your message to the Chat module. If you are authorized to join the chat, the Chat module will display the message `[[username] Joined]` inside the chat room when you go to the page where the Chat module is located. If you are not authorized to join the chat the Chat module will instead display the message `[[username] Is Reading]`. If the read only message is displayed, try logging in to see if you have role access.

1. Click inside the text box below the chat room.
2. Enter your message.
3. Click the **Send** button.





4. Your message will now appear in the chat room.

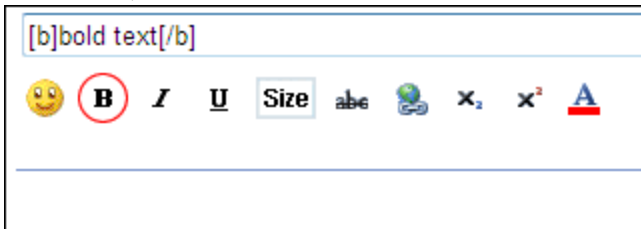


### Formatting your Chat Message

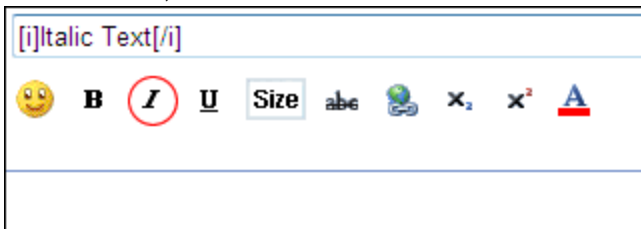
How to format your message text before sending it on the Chat module. Note: Formatting can be disabled under module settings.

1. Click on one of the following buttons to choose your formatting:

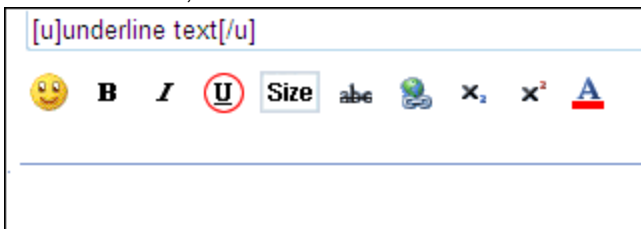
- To bold text, click the **Bold** button.



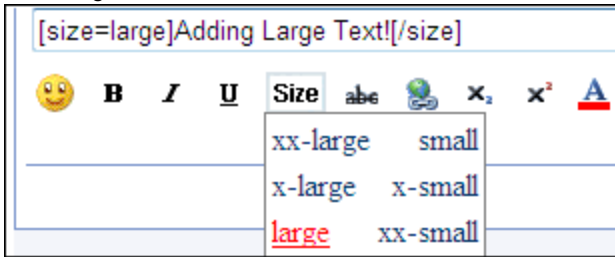
- To italicize text, click the **Italic** button.



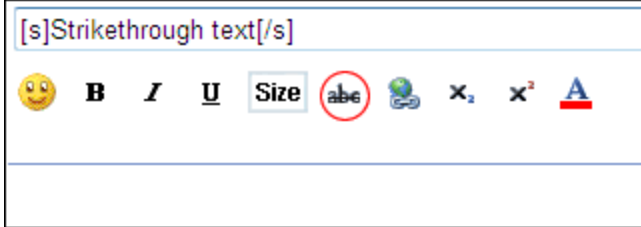
- To underline text, click the **Underline** button.



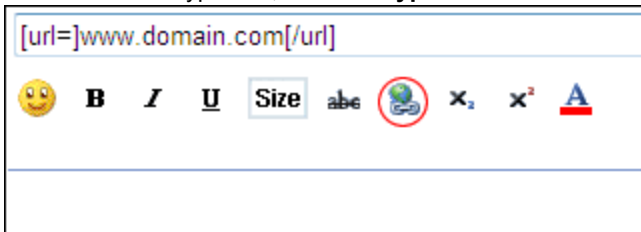
- To change text size, mouse over the **Size** button and select a text size.



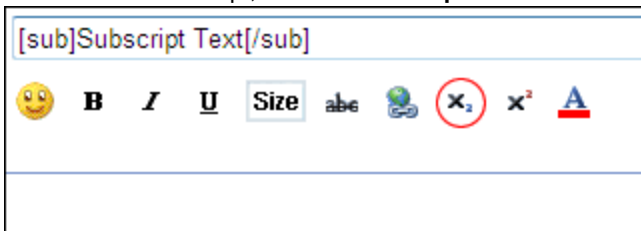
- To add a strike through text, click the **Strikethrough** button.



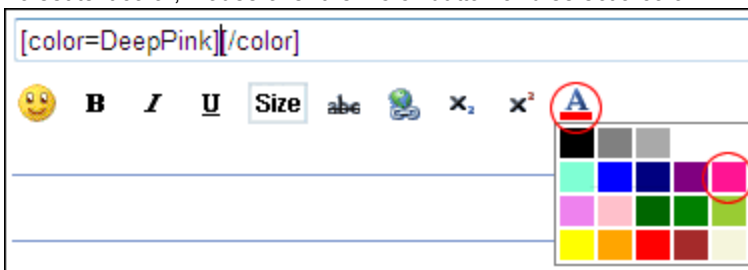
- To set text as a hyperlink, click the **Hyperlink** button.



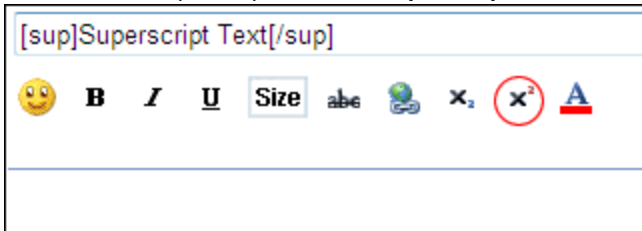
- To set text as subscript, click the **Subscript** button.



- To set text color, mouse over the **Color** button and select a color.



- To set text as superscript, click the **Superscript** button.





2. Enter your text.
3. Move your cursor to the end of the text box.
4. Repeat steps 1-2 to add additional text formatting.
5. Click the **Send** button. Your message will now appear in the chat room.

## Settings

### Setting Chat Permissions

How to set the roles and users that are authorized to join the chat in the Chat module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Go to the **Permissions** tab.
3. In the **Join Chat** column, check  each role that is able to participate in the chat on this Chat module.
4. In the **Username** text box, enter the username of a user who is able to participate in the chat, click the Add link and then check  the check box beside their username.



## Module Settings

In this section, you can define the settings that relate to the Module content and permissions (ie. those settings that will be the same on all pages that the Module appears ).

### Basic Settings

**Module Title:**

### Permissions:

**Filter By Group:**

	View Module	Edit Module	Join Chat
Administrators	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forum Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marley	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Username:**  [Add](#)

Inherit **View** permissions from **Page**

### Advanced Settings

### Page Settings



### Chat Settings

[Update](#) [Cancel](#) [Delete](#)

5. Click the [Update](#) link.

### Setting Chat Formatting and Styles

How to set the formatting and style settings for the Chat module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Chat Settings** tab.
3. In the **Display Capacity** text box, enter the maximum number of messages to be displayed in the chat room.
4. At **Allow Formatting**, check  the check box to enable text formatting - OR - Uncheck  the check box to disable.
5. In the **Height** text box, enter the height of the chat window.
6. In the **Usertext** text box, enter the text that displays when a user's message is displayed. The default value is **{0} says**. {0} displays the user's username.
7. In the **Entered Message** text box, enter the text to display when a user enters the chat. The default value is [entered].
8. In the **Exited Message** text box, enter the text to display when a user enters the chat. The default value is [left].
9. In the **Message CSS Class** text box, enter the Css class to be used for messages. The default class is **Normal**.
10. In the **Sender CSS Class** text box, enter the Css class to be used for your messages. The default class is **NormalBold**.
11. Click the [Update](#) link.

Module

Module Settings

Page Settings

Chat Settings

**Polling time:** 2000

**History Capacity:** 500

**Display Capacity:** 100

**Allow formatting:**

**Height:** 200px

**Usertext:** {0} says:

**Entered Message:** [entered]

**Exited Message:** [left]

**Message CSS Class:** Normal

**Sender CSS Class:** NormalBold

[Update](#) [Cancel](#) [Delete](#)

Setting Chat Formatting and Styles

### Setting Chat Room Speed and History

How to set the speed of the chat room and the history of messages.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Chat Settings** tab.
3. In the **Polling Time** text box, enter the time in milliseconds that new messages will be checked for.
4. In the **History Capacity** text box, enter the maximum number of messages to be kept on the server.
5. Click the Update link.

Module

Module Settings

Page Settings

Chat Settings

Polling time: 2000

History Capacity: 500

Display Capacity: 100

Allow formatting:

Height: 200px

Usertext: {0} says:

Entered Message: [entered]

Exited Message: [left]

Message CSS Class: Normal

Sender CSS Class: NormalBold

[Update](#) [Cancel](#) [Delete](#)

Setting the Chat Room Speed and History

## Commerce

### About the Commerce Module

The Commerce module (titled Pro-Commerce) is a lightweight, yet extremely powerful module that allows DNN sites to process payments, assign roles, and sell products, services and access to content on the site. *Only available in DotNetNuke Professional Edition*

**Module Version:** 06.00.00


**Minimum DNN Version:** 06.00.00

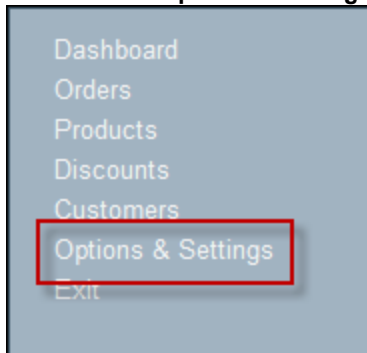
Recent Sales				Quick Links	
<b>Date</b>	<b>1</b>	<b>Product</b>	<b>Grand Total</b>	Add Product	
07/13/2011		Test Product C	5.00	Create Order	<b>4</b>
07/13/2011		Test Product B	10.00	Create Discount	
07/13/2011		Test Product A	20.00		
Recent Customers				Quick Stats	
<b>Date</b>	<b>2</b>	<b>Name</b>	<b>Email</b>	Today	35.00
07/13/2011		Customer, Sample	sample@customer.com	Month	<b>5</b> 35.00
				Quarter	35.00
				Year	35.00
Top Products				Pending Orders	
<b>Product</b>		<b>Units</b>	<b>Grand Total</b>	<b>Order Number</b>	<b>Days Pending</b> <b>6</b> <b>Grand Total</b>
Test Product A	<b>3</b>	1	20.00		
Test Product B		1	10.00		
Test Product C		1	5.00		

The Commerce Module

### Configuring the Commerce Module

How to configure the commerce module.

1. Select  **Control Panel** from the module actions menu. Once you have entered the control panel, you will see the Dashboard.
2. Select **Options & Settings** from the left hand panel.



3. Click the **Payment Options** tab where you can configure the payment options.

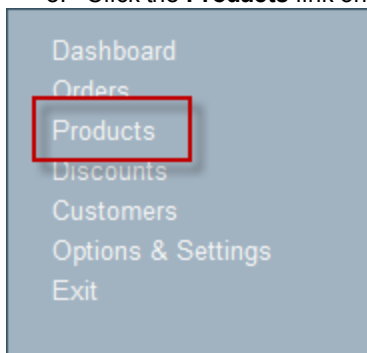



4. Check  the check box for to each payment type you want to enable. If you select one of the four credit card types, you will need to configure the Credit Card Payment Provider section below. If you select PayPal, you will need to complete the PayPal details section. If you select either **Bank Transfer**, **Other** and **Purchase Order** these options all require manual payment processing.




Payment Options <input checked="" type="checkbox"/>	
Visa	<input checked="" type="checkbox"/>
MasterCard	<input checked="" type="checkbox"/>
American Express	<input type="checkbox"/>
Discover	<input type="checkbox"/>
PayPal	<input checked="" type="checkbox"/>
Bank Transfer	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>
Purchase Order	<input type="checkbox"/>





5. Go to the **Credit Card Payment Provider** section. By default the Assembly, Class and Payment URL fields are specific to authorize.net. You will need to enter the Login ID and Password/Key from your authorize.net account. If you are using a sandbox account, you will need to enable Test Mode and change the Payment URL to https://test.authorize.net/gateway/transact.dll
6. Go to the **PayPal Details** section.
  - a. In the **Account ID** text box, enter your PayPal ID. This information will come directly from the PayPal Web site.
  - b. In the **PayPal URL** text box, enter the PayPal URL you want to use for processing. This information will come directly from the PayPal Web site.
  - c. In the **Language** text box, enter the two letter language code for the language to be used. The PayPal language codes are: Australian - **AU**, Chinese - **CN**, English - **EN**, French - **FR**, German - **DE**, Italian - **IT**, Japanese - **JP**, Spanish - **ES**, or United Kingdom – **GB**.
7. Click the **Save** button to save these payment options. Now that you can process payments, you need something to sell.
8. Click the **Products** link on the left hand panel to open the Products page.





9. Click the **Create Product**  button.
10. **Required.** In the **Name** text box, enter the name of your product.
11. **Required.** In the **SKU** text box, enter a Stock Keeping Unit which is a brief sequence of letters and numbers to help keep products unique and provide better reporting options.
12. **Recommended.** In the Price text box, enter a price for this product.
13. **Recommended.** At **Active**, check  the check box to set this product as available for purchase
14. **Recommended.** At **Visible**, check  the check box to set this product as visible.


Group  -- Select Product Group --  


Name  Test Product


SKU  TP


Details Page 


Price  20.00


Cost  0.00


Shipping Fee  0.00

Active 

Visible 

Taxable 

Requires Shipping 

Description 

15. Click the Save link.

16. Click the **Exit** button in the left hand panel. You will now see the Product Display view. The module is ready to process purchases.

**Test Product** Price: 20.00

**Buy Now** 

---

*Tip: Clicking the **Buy Now** button will add the "Test Product" to the Shopping Cart and begin the purchase process.*

#### Purchasing a Product

An overview of the functionality available when purchasing a product and the purchasing process using the Commerce module.

#### Product Display

An overview of the details displayed for each product and how to select a product to purchase.

- **Product Group:** Large bold letters display the name of the product group.
- **Name:** The name of the product.
- **Page Link:** Clicking on the name of a product will lead to the details page. If a details page was not entered when the product was created, the product name will not be a hyperlink.
- **Description:** A short description of the product.
- **Price:** The amount the customer has to pay. This value may be temporarily reduced with discounts.
- **Buy Now:** Clicking this button will add the product to the shopping cart. Note: After clicking **Buy Now**, the customer will need to enter values for any required product properties.

Test Product B
Price: \$10.00

### Shopping Cart

**Your Order** Shopping Cart > Billing & Shipping > Review & Payment > Order Completed

Below are the items you have selected to purchase.

Qty	Name	Price	Discount	Total
1	Test Product C	5.00	0.00	5.00
2	Test Product B	10.00	0.00	20.00
1	Test Product A Size: Small	20.00	10.00	10.00

← Back to Products
Proceed to Checkout →

- **Delete:** Hovering over a product will cause a small gray X icon to display. Clicking the icon will remove the product from the shopping cart.

X

1

Test Product B

- **Qty:** The quantity of the product being purchased. The number can be adjusted by clicking the up and down arrows, after the product has been added to the cart.
- **Name:** The name of the product.
  - **Properties:** The values entered for the product's properties will be displayed below the name.
- **Price:** The price of an individual product.
- **Discount:** Any discount that is automatically applied to the product price.
- **Total:** Total price of the product (Price X Qty)
- **Back to Products:** Clicking this button will return the customer to the Product Display view.
- **Proceed to Checkout:** Clicking this button will continue the purchase process.

### Billing & Shipping

An overview of the Billing and Shipping page and how to complete the required fields:

**Billing & Shipping Information**

Shopping Cart
Billing & Shipping
Review & Payment
Order Completed

**Your Information**

First Name:	Last Name:	Email:
Sample	Customer	sample@customer.com

---

**Billing Address**

Name:	Sample Customer
Street:	123 Fake St.
City:	Fakeville
Region:	Florida <span style="float: right;">▼</span>
Postal Code:	12345
Country:	United States <span style="float: right;">▼</span>

← Back to Products
Proceed To Payment →

- **Your Information:**
  - **First Name:** Entered by the customer.
  - **Last Name:** Entered by the customer.
  - **Email:** The customers email.
  
- **Billing Address:** This will usually need to be the address on file with the customer's credit card company.
  - **Name:** Enter the full name.
  - **Street:** This must include the numerical address.
  - **City:** The city where the customer resides.
  - **Region:** This may be a state, or other region. The values in the drop down list will depend on the county selected below.
  - **Postal Code:** Also known as Zip code.
  - **Country:** Select a value from the drop-down list.
  
- **Shipping Address:** An alternate address can be supplied if the product requires shipping. If this is left blank it will use the same address as the Billing Address. This will only appear if the product requires shipping, and shipping is also enabled in the Options & Settings.

### Billing Address

Name:

Street:

City:

Region:  ▼

Postal Code:

Country:  ▼

### Shipping Address

Name:

Street:

City:

Region:  ▼

Postal Code:

Country:  ▼

- **Back to Products:** Clicking this button will return to the Product Display view.
- **Proceed to Payment:** Clicking this button will continue the purchase process.

### Review & Payment

An overview of the Review and Payment page and how to complete the required fields.

### Your Order

Shopping Cart
Billing & Shipping
Review & Payment
Order Completed

Below are the items you have selected to purchase.

	Qty	Name	Price	Discount	Total
	▲ 1 ▼	Test Product C	5.00	0.00	5.00
	▲ 2 ▼	Test Product B	10.00	0.00	20.00
	▲ 1 ▼	Test Product A	20.00	10.00	10.00

Any special instructions or comments?

Apply Discount Code?

Enter a discount code in the box below then click apply.

**Sub Total:** \$35.00

**Tax:** \$0.00

**Misc:** \$0.00

**Discount:** \$0.00

**Grand Total:** \$35.00

#### Your Billing and Shipping Information

Your contact information will only be used if we need to contact you regarding your order. Your billing address will be used to validate your credit information. Your shipping address is where your items will be delivered.

**Contact Information**  
Sample Customer  
Telephone:  
Email: sample@customer.com

**Billing Address**  
Sample Customer  
123 Fake St.  
Fakeville, Florida 12345  
US

#### Your Payment Information

Please enter your payment information below and click Process My Order when ready.

Payment Method:

Pay using Credit Card

Name on Card:

Card Number:

Expiration Date:

CCV:

- **Shopping Cart:** Displays all products included in the order. This is the last chance to change quantities, or delete products. If additional products need to be added, click Back to Products. If the customer wishes to cancel the order, they can delete all the products and be redirected to the Product Display view.
- **Any special instructions or comments?:** A text area where the customer adds any additional information regarding the purchase.
- **Apply Discount Code?:** Enter any valid discount Coupon Codes, and then click Apply.
- **Total Price:**
  - **Sub Total:** The total before tax, shipping, discounts and any other miscellaneous fees.
  - **Tax:** Automatically calculated based on Tax Rates defined in the control panel.
  - **Shipping:** Applied if enabled, and required for the product.
  - **Misc.:** Miscellaneous fees.
  - **Discount:** The total amount the price was reduced.
  - **Grand Total:** The total price after tax, shipping, discounts and other fees have been calculated.

- **Your Billing and Shipping Information:** Information regarding the customer. This information was entered on the previous step. If there is an error, click Back to Products and begin again. Clicking the back button in the browser will work as well, but may not be recommended.
- **Your Payment Information:**
  - Other: If the Other, Bank Transfer or Purchase Order options are selected, no payment information is required. However the seller must contact the customer, in order to get the payment information, to complete the purchase.
  - **Credit Card:** Complete these fields:
    - **Name on Card:** The name of the credit card holder as it appears on the card.
    - **Card Number:** The credit card number.
    - **Expiration Date:** Select the expiration date for the card.
    - **CCV:** The short 3 or 4 digit security code on the back of the credit card.
  - **PayPal:** Clicking Process My Order will redirect the customer to the PayPal website.
  - **Back to Products:** Clicking this button will return to the Product Display view.
  - **Process My Order:** Clicking this button will complete the purchase process.

### Order Completion

**Thank You!**  
Your order is now complete. Additional details are provided below.

Shopping Cart
Billing & Shipping
Review & Payment
Order Completed

---

**Order Summary**

<b>Test Product B</b>	10.00	0.00	10.00
Do not use this product while operating heavy machinery. Not safe for anyone under the age of 65.			
<b>Test Product C</b>	5.00	0.00	5.00
Thanks for purchasing Test Product C!			
<b>Test Product A</b>	20.00	10.00	10.00
SampleFile.txt			
Thanks for purchasing Test Product A! Make sure you visit our website to register for support.			
<b>Sub Total:</b>			25.00
<b>Tax:</b>			0.00
<b>Misc:</b>			0.00
<b>Discount:</b>			0.00
<b>Grand Total:</b>			25.00

- **Additional Instructions:** The contents of the additional instructions tab in the product details is displayed below the name of the product.
- **File Downloads:** Any files that were attached to a product are shown as hyperlinks below the name of the product.

### FAQ's

Frequently asked questions regarding the Commerce module.

Q: Why does PayPal say the payment has already been completed, when the customer did not log in to PayPal yet?

A: PayPal has a setting that prevents charging a customer twice for the same purchase. If you have reinstalled Commerce at any point, the Invoice numbers it is currently using may be conflicting with invoice numbers stored in the PayPal system from the last time the Commerce module was installed. Changing the Order Number to a value higher than any previously used will avoid this issue. This setting is found on the General tab of the Options & Settings page in the control panel.

Q: How do I create a portal specific list for the List type product property?

A: To create a portal specific list, you may need to download an additional module. One such module is available here: <http://portallists.codeplex.com>

Q: How do I select a different Credit Card Payment Provider?

A: This information will be available in the Wiki on [www.dotnetnuke.com](http://www.dotnetnuke.com).

Q: How do I create a PayPal test account?

A: Complete the below tutorial:

1. Navigate to <https://developer.paypal.com/>
2. Click the orange **Sign Up Now** button.

**Need an account? Sign up now to access PayPal's Sandbox Test Environment.**

Use the Sandbox Test Environment to create and manage test accounts and their associated email and API credentials. You can also access valuable developer resources from Help.

[Sign Up Now](#) ←

3. Complete the required fields. You should use a valid email address, but not one associated with a live PayPal account. Click Agree and Submit when finished.
4. PayPal will send an email to you. Locate the email and click the link to verify your email address.
5. Login with the new account.
6. Click **Test Accounts**.

**Sandbox**

- Home
- Test Accounts**
- Test Email
- API Credentials
- Test Tools

7. Click New Test Account: Preconfigured

New test account: Preconfigured | [Create Manually](#)



8. Set the Account Type to **Seller**. The email address is only used in the sandbox test area, so choose something you will remember. The password will probably change when you reset the test account later, so write this down. Add a bank account and a credit card, to make sure the account is "verified".

Country  
United States

Account Type

Buyer (Use to represent your customer's experience)

Seller (Use to represent yourself as the merchant)

Website Payments Pro (Use to represent yourself as a merchant using Pro)

Login Email  
Seller @dnncorp.com  
This email address is only used inside the Sandbox.

Password  
3107  
Your password must be at least 8 characters.

Add Credit Card  
Visa

Add Bank Account

Yes

No

Account Balance  
\$ 0 .00 USD

Notes

Create Account Cancel

9. Click **Create Account**. After the system finishes creating the account, click Preconfigured again.
10. This time you will configure the Buyer account. The email address should be different, and the account balance should not be zero.

Country  
United States

Account Type

Buyer (Use to represent your customer's experience)

Seller (Use to represent yourself as the merchant)

Website Payments Pro (Use to represent yourself as a merchant using Pro)

Login Email  
Buyer @dnncorp.com  
This email address is only used inside the Sandbox.

Password  
310382832  
Your password must be at least 8 characters.

Add Credit Card  
Visa

Add Bank Account

Yes

No

Account Balance  
\$ 9999 .00 USD

Notes

Create Account Cancel

11. You should now see the two accounts listed. If at any point you need to create a new password, or change the account balance, click the Reset link next to the appropriate account.
12. Copy the email address for the buyer account. It is likely that PayPal added a bunch of numbers and \_biz to the address.
13. In another browser tab, navigate to the Commerce control panel > Options & Settings > Payment Options tab.
14. Paste the seller test account email address in the Account Id box in the PayPal Details section.
15. Back on the PayPal site, check the radio button next to the buyer account and then click the Enter Sandbox Test Site button.
16. Copy the URL then paste it in the PayPal URL box in the Commerce control panel.
17. Close the Sandbox Test Site window, but do not logout of the Sandbox account. You will need to remain logged in to <https://developer.paypal.com/> while doing any PayPal testing.
18. Enter a value in the Language box in the Commerce control panel. The Language is to be entered using the PayPal language code. The PayPal language codes are: Australian - **AU**, Chinese - **CN**, English - **EN**, French - **FR**, German - **DE**, Italian - **IT**, Japanese - **JP**, Spanish - **ES**, or United Kingdom – **GB**.
19. Confirm that PayPal is selected as one of the Payment Options then click Save in the control panel.
20. Exit the control panel, and begin a new purchase. At the Review & Payment step, select PayPal from the drop-down list. Click Process My Order.
21. You will be redirected to the PayPal Sandbox Test Site. The details of the purchase should be visible on the left side of the screen.

Your order summary	
Descriptions	Amount
<b>Test</b> Item price: \$20.00 Quantity: 1	<b>\$20.00</b>
<b>Item total</b>	<b>\$20.00</b>
	<b>Total \$20.00 USD</b>

22. Click Have A PayPal Account? Log in using the Buyer test account email and password.
23. Click Pay Now.
24. Click Return to Your Name's Test Store.
25. You should now see the usual Order Completed step in Commerce.
26. Enter the control panel, go to the Orders page, and confirm that the order processed correctly.
27. Viewing the Order Details > Post Purchase Log will show information about the transaction. There should be an IPN Received entry if it processed correctly.

Date	Action	Results	Note
7/15/2011 10:21:12 AM	Send User to PayPal		
7/15/2011 10:26:13 AM	PayPal IPN Received		PayPal: 5NE04674P5753525B
7/15/2011 10:26:14 AM	Email Sent		Order Details Template

## Control Panel

### Commerce Control Panel - Dashboard

The Dashboard section of the Control Panel of the Commerce module provides a simple heads-up-display regarding the current status of Commerce. The dashboard is divided into the six sections described below.

Recent Sales			Quick Links		
<b>Date</b>	<b>Product</b>	<b>Grand Total</b>	<a href="#">Add Product</a>		
07/13/2011	Test Product C	5.00	<a href="#">Create Order</a>	<b>4</b>	
07/13/2011	Test Product B	10.00	<a href="#">Create Discount</a>		
07/13/2011	Test Product A	20.00			
Recent Customers			Quick Stats		
<b>Date</b>	<b>Name</b>	<b>Email</b>	Today		35.00
07/13/2011	Customer, Sample	sample@customer.com	Month	<b>5</b>	35.00
			Quarter		35.00
			Year		35.00
Top Products			Pending Orders		
<b>Product</b>	<b>Units</b>	<b>Grand Total</b>	<b>Order Number</b>	<b>Days Pending</b>	<b>Grand Total</b>
Test Product A	1	20.00		<b>6</b>	
Test Product B	1	10.00			
Test Product C	1	5.00			

- Recent Sales:** A snapshot of the most recent products sold processed by DNN Commerce, showing the most important information. This includes date, product name, grand total of the sale, and a link to the full details for each sale.
- Recent Customers:** Corresponding to the recent sales, this section displays information about the customers who made the most recent purchases. This information includes date, the customer's name, the customer's email and a link to the full customer details.
- Top Products:** This section is a running tally of the most successful products for the current month. This is based on the grand total of combined sales for each distinct product. The number of units sold for each product is also displayed.
- Quick Links:** This section allows the administrator to easily access some basic tasks in the control panel.
  - Add Products:** opens the product creation page on the products section.
  - Create Invoice:** opens the order creation page found on the Orders section.
  - Create Discount:** opens the discount creation page found on the Discounts section.
- Quick Stats:** This section shows the total sales figures for the current day, month, quarter and year.
- Pending Orders:** This section displays orders that have been initiated but not completed. Purchases that have not received a payment are considered pending.

### Commerce Control Panel - Orders






The Orders section of the Control Panel of the Commerce module provides a comprehensive list of all the order processed by DNN Commerce.

**Order List:** The order list shows the most recent orders processed by DNN Commerce. Each grey box is a single order with an invoice number, customer name, time and date of purchase, grand total and payment status indicator. Clicking on a single order will expand that order's details.

		Search 	 Create Order
1005 - Customer, Sample Grand Total:\$40.00	Date of Purchase:7/13/2011 4:44:10 PM	Paid: 	
1003 - Customer, Sample Grand Total:\$5.00	Date of Purchase:7/13/2011 4:36:05 PM	Paid: 	
1002 - Customer, Sample Grand Total:\$10.00	Date of Purchase:7/13/2011 4:35:42 PM	Paid: 	
1001 - Customer, Sample Grand Total:\$20.00	Date of Purchase:7/13/2011 4:35:15 PM	Paid: 	

**Search:** The search box allows you to enter a customer name, order number, or grand total amount to filter the list. The order list will instantly display the filtered results of your search as you type.

**Search Options:** Clicking the small lightning bolt icon to the right of the Search button will expand the search options.

		Search 	
Status:	Sort Column:	Sort Order:	Rows:
All 	Date of Purchase 	Descending 	10 

- **Status** Choose to display only paid or only not-paid orders.
- **Sort Column:** Change which value is used to sort the list.
- **Sort Order:** Change the direction that the list is displayed.
- **Rows:** Select how many rows to display at once.

**Order Details:** Clicking on a single order in the list will display the order's details. A single order has many details associated with it.

Order	Post Purchase Log																									
<table border="1"> <tr> <th>Order Information</th> <th>Customer Information <a href="#">Edit</a></th> </tr> <tr> <td> <b>Invoice:</b> <input type="text" value="1001"/>  <b>Date:</b> <input type="text" value="7/13/2011 4:35:15 PM"/>  <b>Source:</b> <input type="text" value="Web"/> <input type="button" value="v"/>  <b>Sales Rep:</b> <input type="text" value="Administrator Account"/> <input type="button" value="v"/>  <b>Status:</b> <input type="text" value="Complete"/> <input type="button" value="v"/> </td> <td> <b>Customer:</b> <input type="text" value="Sample Customer"/>  <hr/> <b>Payment Details</b>  <b>Method:</b> CC  <b>Last 4:</b> 0027  <b>Transaction Id:</b> 0  <b>Authorization:</b> 000000 </td> </tr> <tr> <th>Billing Address <a href="#">Edit</a></th> <th>Shipping Address <a href="#">Edit</a></th> </tr> <tr> <td>           Sample Customer            123 Fake St.            Fakeville, Florida 12345            US         </td> <td>           Sample Customer            123 Fake St.            Fakeville, Florida 12345            US         </td> </tr> <tr> <th colspan="2">Items Ordered <a href="#">Add Items</a></th> </tr> <tr> <th>Product</th> <th>Price</th> <th>Qty</th> <th>Misc</th> <th>Total</th> </tr> <tr> <td>  Test Product A <i>TPA</i></td> <td>\$20.00</td> <td>1</td> <td>\$0.00</td> <td>\$20.00</td> </tr> <tr> <td colspan="4"> <b>Notes</b> </td> <td> <b>Sub Total:</b> <input type="text" value="20.00"/>  <b>Tax:</b> <input type="text" value="0.00"/>  <b>Misc:</b> <input type="text" value="0.00"/>  <b>Discount:</b> <input type="text" value="0.00"/>  <b>Shipping:</b> <input type="text" value="0.00"/>  <b>Grand Total:</b> <input type="text" value="20.00"/> </td> </tr> </table>		Order Information	Customer Information <a href="#">Edit</a>	<b>Invoice:</b> <input type="text" value="1001"/> <b>Date:</b> <input type="text" value="7/13/2011 4:35:15 PM"/> <b>Source:</b> <input type="text" value="Web"/> <input type="button" value="v"/> <b>Sales Rep:</b> <input type="text" value="Administrator Account"/> <input type="button" value="v"/> <b>Status:</b> <input type="text" value="Complete"/> <input type="button" value="v"/>	<b>Customer:</b> <input type="text" value="Sample Customer"/> <hr/> <b>Payment Details</b> <b>Method:</b> CC <b>Last 4:</b> 0027 <b>Transaction Id:</b> 0 <b>Authorization:</b> 000000	Billing Address <a href="#">Edit</a>	Shipping Address <a href="#">Edit</a>	Sample Customer 123 Fake St. Fakeville, Florida 12345 US	Sample Customer 123 Fake St. Fakeville, Florida 12345 US	Items Ordered <a href="#">Add Items</a>		Product	Price	Qty	Misc	Total	Test Product A <i>TPA</i>	\$20.00	1	\$0.00	\$20.00	<b>Notes</b>				<b>Sub Total:</b> <input type="text" value="20.00"/> <b>Tax:</b> <input type="text" value="0.00"/> <b>Misc:</b> <input type="text" value="0.00"/> <b>Discount:</b> <input type="text" value="0.00"/> <b>Shipping:</b> <input type="text" value="0.00"/> <b>Grand Total:</b> <input type="text" value="20.00"/>
Order Information	Customer Information <a href="#">Edit</a>																									
<b>Invoice:</b> <input type="text" value="1001"/> <b>Date:</b> <input type="text" value="7/13/2011 4:35:15 PM"/> <b>Source:</b> <input type="text" value="Web"/> <input type="button" value="v"/> <b>Sales Rep:</b> <input type="text" value="Administrator Account"/> <input type="button" value="v"/> <b>Status:</b> <input type="text" value="Complete"/> <input type="button" value="v"/>	<b>Customer:</b> <input type="text" value="Sample Customer"/> <hr/> <b>Payment Details</b> <b>Method:</b> CC <b>Last 4:</b> 0027 <b>Transaction Id:</b> 0 <b>Authorization:</b> 000000																									
Billing Address <a href="#">Edit</a>	Shipping Address <a href="#">Edit</a>																									
Sample Customer 123 Fake St. Fakeville, Florida 12345 US	Sample Customer 123 Fake St. Fakeville, Florida 12345 US																									
Items Ordered <a href="#">Add Items</a>																										
Product	Price	Qty	Misc	Total																						
Test Product A <i>TPA</i>	\$20.00	1	\$0.00	\$20.00																						
<b>Notes</b>				<b>Sub Total:</b> <input type="text" value="20.00"/> <b>Tax:</b> <input type="text" value="0.00"/> <b>Misc:</b> <input type="text" value="0.00"/> <b>Discount:</b> <input type="text" value="0.00"/> <b>Shipping:</b> <input type="text" value="0.00"/> <b>Grand Total:</b> <input type="text" value="20.00"/>																						

### Order Information

- **Invoice:** The invoice number for the purchase. This value is unique per purchase and can be used to track specific orders.
- **Date:** The date and time of the purchase.
- **Source:** The channel used to process the sale. (Example: Phone, web, email, other)
- **Sales Rep:** An optional detail, clicking the down-arrow will show a list of available sales reps. Select one to designate that user as the sales representative responsible for the current order.
- **Status:** An optional detail, clicking the down arrow will show a list of available statuses.

### Customer Information

- Clicking on the name will lead to the customer's details view.
- Clicking edit will display a screen used to select a customer to associate with the purchase.
- If the customer does not exist as a DNN user, the New Customer tab can be used to create a new user to attach to the order.

Select Customer for Order

Search

New Customer

User Id:

First Name:

Last Name:

Email:

User Name:

Display Name:

**Payment Details:** A brief description of the payment information for the order.

- **Method:** The type of currency used. Credit Card, PayPal, Other, etc.
- **Last 4:** If a credit card was used, this will show the last four digits of the credit card number
- **Transaction ID:** The transaction ID for the purchase.
- **Authorization:** The authorization code from the payment processor.

**Billing Address:** The billing address for the customer. Clicking the pencil will display the currently available addresses, and the option to add a new address.

Existing Addresses

Add New Address

Sample Customer

,  
N/A

Sample Customer

123 Fake St.  
Fakeville, Florida 12345  
US

**Shipping Address:** The shipping address for the customer. This might be the same as the billing address. Clicking the pencil will display the currently available addresses, and the option to add a new address.

**Items Ordered List:** Below the header is a list of the products included in the current order. Listed here is the name of the product, per unit price, quantity purchased, miscellaneous fees and the total price per product.

Items Ordered				<a href="#">Add Items</a>	
	Product	Price	Qty	Misc	Total
	Test Product A TPA	\$20.00	1	\$0.00	\$20.00

- Clicking the pencil will display the Order Item Details which is used to modify properties of the product in the order. The properties are the same as those listed in the product list, with the addition of a notes field.
- Clicking the trash can icon will delete a product from the order.
- Clicking Add Items will display the Order Item Details. Selecting a product that does not currently exist in the order will add it.

**Post Purchase Log:** The post purchase log is a list of the actions taken by Commerce after a customer completes a purchase. If one of these actions fails it will have a red X icon instead of the green check mark. The information displayed includes the timestamp of when the action occurred, the type of action, if it was successful or failed, and any additional information regarding the action. The note field will show error codes from the payment processors, which email template was sent and other specific codes.

Order		Post Purchase Log		
Date	Action	Results	Note	
7/14/2011 3:01:48 PM	Process Credit Card	✓	Approved	
7/14/2011 3:01:49 PM	Email Sent	✓	Order Details Template	

**Create Order:** Clicking the **Create Order** button on the order list will display a blank Order Details page. When creating an order it is important to complete as many fields as possible. The various Edit buttons and Add Items button, in addition to the drop down lists are used to add content.

Order		Post Purchase Log		
<b>Order Information</b>		<b>Customer Information</b> <a href="#">Edit</a>		
Invoice:	<input type="text"/>	Customer:	<input type="text"/>	
Date:	<input type="text" value="7/14/2011 3:13:21 PM"/>	<b>Payment Details</b>		
Source:	<input type="text"/> ▼	Method:	<input type="text"/>	
Sales Rep:	<input type="text"/> ▼	Last 4:	<input type="text"/>	
Status:	<input type="text"/> ▼	Transaction Id:	<input type="text"/>	
<b>Billing Address</b> <a href="#">Edit</a>		<b>Shipping Address</b> <a href="#">Edit</a>		
<b>Items Ordered</b>		<b>Add Items</b>		
<b>Product</b>	<b>Price</b>	<b>Qty</b>	<b>Misc</b>	<b>Total</b>
<b>Notes</b>				<b>Sub Total:</b> <input type="text" value="0.00"/>
				<b>Tax:</b> <input type="text" value="0.00"/>
				<b>Misc:</b> <input type="text" value="0.00"/>
				<b>Discount:</b> <input type="text" value="0.00"/>
				<b>Shipping:</b> <input type="text" value="0.00"/>
				<b>Grand Total:</b> <input type="text" value="0.00"/>

### Commerce Control Panel - Products

The Products section of the Control Panel of the Commerce module provides a comprehensive list of all the order processed by DNN Commerce. The Products page allows you to view all existing products, the individual product details, and create new products.



Products		<a href="#">+ Create Product</a>
Test Product A <i>TPA</i>	Price:\$20.00	
Test Product B <i>TPB</i>	Price:\$10.00	
Test Product C <i>TPC</i>	Price:\$5.00	

**Product List:** The products page displays a list of all the available products. Clicking on an individual product will display the product details.

**Create Product:** Clicking the Create Product button will display a blank Product Details page, where the information about the new product is entered. Click Save when all relevant information is entered.










### Product Details

- **Group:** Available product groups are in the drop down list. If there are none available, clicking the green + icon will display the Edit Product Group window. Product groups are used to categorize similar products. The name of any product group that currently has products assigned to it will be visible to customers on the Product Display view.
  - **Edit Product Group:** Enter the desired name of the new product group, then click Save.
- **Name:** The name of the product. The text you enter here will be displayed in large bold letters on the Product Display view, so entering a clear, concise title is appropriate.
- **SKU:** A SKU (Stock Keeping Unit) is a short, simple, unique alphanumeric code used to keep track of different products.
- **Details Page:** Enter a URL, including the protocol (<http://>), that contains more information about the product. The product name on the Product Display view will become a hyperlink that directs the customer to the URL.
- **Price:** The amount that you wish to charge customers who purchase the product.
- **Cost:** The amount that it cost to produce the product.
- **Shipping Fee:** The amount that it costs to ship the item.
- **Active:** Enabled or disable the product. Disabled products cannot be sold.
- **Visible:** Toggle whether the product will be displayed on the Product Display view or hidden. A product can be active, but not visible. In that situation, an alternative method such as a direct link or a custom action must be used to allow customers to purchase the product.
- **Taxable:** Toggle whether the product requires a sales tax applied to it.
- **Requires Shipping:** Toggle whether or not the product will need to be physically shipped. (As opposed to electronic distribution.)
- **Description:** A short summary of the products features. This text will be shown on the Product Display view below the name of the product.

Group	<input type="text" value="Test Products"/>
Name	<input type="text" value="Test Product A"/>
SKU	<input type="text" value="TPA"/>
Details Page	<input type="text" value="http://www.TestProductCo.com/TPA.html"/>
Price	<input type="text" value="20.00"/>
Cost	<input type="text" value="2"/>
Shipping Fee	<input type="text" value="4"/>
Active	<input checked="" type="checkbox"/>
Visible	<input checked="" type="checkbox"/>
Taxable	<input type="checkbox"/>
Requires Shipping	<input type="checkbox"/>
Description	<input type="text" value="This is the first of many products from Test Product Co."/>

### Product Options

- **Allowed Roles:** Select a role from the drop down list then click Add Role. Any role that is added will be able to purchase the item. If no roles are added, it will be available to any user with permission to view the Product Display view.
- **Add To Roles:** Select a role from the drop down list then click Add Role. When a customer purchases the product, the customer will be added to any DNN role added here.
- **Custom Action:** Enter the class name and assembly that contains instructions to carry out custom actions after a customer completes a purchase.
- **Product Email Template:** Select an email template that will be sent when a customer purchases the product. By default the email template should be Order Shipment Notification.
- **Billing Type**



Allowed Roles 	Registered Users 	Add Role
Add To Roles 	Customers 	Add Role
Custom Action 	<input type="text"/>	
Product Email Template 	-- Use Default -- 	
Billing Type 	One-time payment 	

- **One-time Payment:** A typical situation where a customer pays once, then receives the product.
- **Recurring Payment:** Used for subscriptions or products that require multiple payments from the customer.
  - **Interval:** Select Days if you want the payment to occur after a specific number of days have passed. Select Months if you want the payment to occur after a specific number of months have passed, on the same day of the month as the initial purchase.
  - **Units:** The specific length of the interval. Enter a value between 7 and 365.
  - **Occurrences:** The number of times a customer is to be billed, not including the initial purchase. Enter a number between 1 and 9999.

Billing Type 	Recurring payment 
Interval	Days 
Units	7
Occurrences	10

Note: The interval, units and occurrences work together to control the schedule of recurring payments. Example: If the values “Days”, “7”, and “10” are entered, then the customer will be billed every 7 days, starting 7 days after the initial purchase, until a total of 10 additional periodic payments are made.

**Properties:** Product properties are descriptive attributes, used to capture values from the customers. Product properties are defined in the control panel, and then displayed during the purchase process. An example of a product property when selling a product: The property could be “Size”, and during the purchase process, the customer selects the value “Medium” from a list of “Small”, “Medium” and “Large”.

 Add Property	
 Color	<input type="text"/>
Size	<input type="text"/>

**Property List:** A list of existing properties for the product. Clicking the name of a property will display the Property Editor. Click and drag the small 0-9 icon to change the order of the list.

- **Add Property:** Clicking the Add Property button will display the Property Editor.
  - **Property Name:** A short name for the product property.
  - **Label:** The localized value that will be displayed to the customer during the purchase process. It may be the same value as the property name.
  - **Data Type:**
    - **Text:** Used for a product property where the customer enters a text value. Useful for less specific properties. Example: Custom inscription on the product.
    - **List:** Used when there is a distinct number of possible values and you only want the customer to select one. Example: Size (values: Small, Medium, Large)
      - **List Name:** Select a portal specific list created previously. View the FAQs section for information on creating portal specific lists.
  - **Required:** Choose whether or not the product property requires a value before the purchase can be completed.
  - **Input Validation:** Use a REGEX value to control the values that are entered by the customer.
  - **Default Value:** The value that will be entered into the property by default. The customer can delete or change the value during the purchase process.
  - **Enabled:** Select No if you wish to hide the Profile Property from the customer during the purchase process.

Property Name	<input type="text" value="Color"/>
Label	<input type="text" value="Color"/>
Data Type	<input type="text" value="Text"/>
Required	<input type="radio"/> No <input checked="" type="radio"/> Yes
Input Validation	<input type="text"/>
Default Value	<input type="text" value="Black"/>
Enabled	<input type="radio"/> No <input checked="" type="radio"/> Yes

- **Special Instructions:** If enabled, these instructions will be displayed after the customer completes their purchase. Instructions such as where to download files, where to get support, or where to register would be common here.

Enable Instructions?	<input checked="" type="checkbox"/>
<input type="text" value="Thanks for purchasing Test Product A! Make sure you visit our website to register for support."/>	

- **Downloads:** These files are available to the customer after they complete their purchase.
  - **File List:** Files that have been previously uploaded are listed here. Clicking the small trash can icon will delete the file.
  - **Add File:** Clicking Add File will display the Upload File interface.
    - **Title:** Enter the name of the file. This name will be displayed to customers who purchase the product.
    - **Date of Purchase:** The file will only be available for download to customers who purchase after this date.
    - **File:** Use the file browser to select the file to upload. Click Upload File when finished.

+ Add File

Sample File SampleFile.txt

### Commerce Control Panel - Discounts

The Discounts section of the Commerce module Control Panel includes two types of discounts. Coupon Codes can be applied during the purchase process to reduce the price of a product. Default Discounts are temporary price decreases that are automatically applied to specific products.

**Create Discount:** Clicking **Create Discount** will display an empty Discount Details page, enter all the information described below then click save.

**Discount Details:** Clicking on a discount in the list will display the discount details.

Details

Restrictions

<b>Description</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 90%; border: 1px solid #ccc; padding: 2px;" type="text" value="Half Off Test Product A"/>
<b>Discount Code</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 90%; border: 1px solid #ccc; padding: 2px;" type="text" value="HOTPA"/>
<b>Require Discount Code</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Amount</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 80%; border: 1px solid #ccc; padding: 2px;" type="text" value="0.00"/>
<b>Percent</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 80%; border: 1px solid #ccc; padding: 2px;" type="text" value="50"/>
<b>Max Use Per User</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 80%; border: 1px solid #ccc; padding: 2px;" type="text" value="2"/>
<b>Max Use Total</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 80%; border: 1px solid #ccc; padding: 2px;" type="text" value="100"/>
<b>Start Date</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 90%; border: 1px solid #ccc; padding: 2px;" type="text" value="1/1/1900 12:00:00 AM"/>
<b>End Date</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input style="width: 90%; border: 1px solid #ccc; padding: 2px;" type="text" value="12/31/9999 12:00:00 AM"/>
<b>Enabled</b> <span style="font-size: 0.8em; color: #444;">?</span>	<input checked="" type="checkbox"/>

- **Description:** A brief statement describing the discount.
- **Discount Code:** The alphanumeric code entered by the customer during the purchase process.
- **Require Discount Code:**
  - If **Yes** is selected, the discount will use a Coupon Code. The discount will not be applied until the customer enters the discount code in the box during checkout.

**Apply Discount Code?**

Enter a discount code in the box below then click apply.

- If **No** is selected, the discount will be a Default Discount. It will automatically reduce the price of applicable products. A Specific Product Discount Restriction must be added in order to activate a Default Discount.

## Test Product A

Price: ~~\$20.00~~
\$10.00

This is the first of many products from Test Product Co.

- **Amount:** The static value of currency that should be discounted from the price. If you enter a value here, Percent should be 0 (zero).
- **Percent:** The percentage value that should be discounted from the price. If you enter a value here, Amount should be 0 (zero).
- **Max Use Per User:** Enter a number indicating how many times a particular customer can use the discount code.
- **Max Use Total:** Enter a number indicating how many times the discount code can be used by all customers combined.
- **Start Date:** The date when the discount becomes active.
- **End Date:** The date when the discount code will no longer work.
- **Enabled:** Discounts that are not enabled will not reduce the price of a product.


### Discount Restrictions

<b>Security Role</b> Administrators	✖
<b>Product</b> Test Product A	✖

**Restriction List:** Click the red X to delete a restriction.

**Add Restriction:** Click the Add Restriction button to create a new discount restriction.

- **Restriction Type:** Select a type from the drop-down list.

Restriction Type 

--Select Restriction Type--

--Select Restriction Type--

Specific Product(s)

Products Purchased


Specific Role(s)

Save Cancel

- **Specific Product(s):** This restriction causes the discount to only be applied to a specified product. Select the name of an existing product. Multiple restrictions can be created to apply the discount to multiple products.
- **Products Purchased:** This restriction causes the discount to only be available to customers who have previously purchased a specified product. Select the name of an existing product from the drop-down list. Enter a date range for qualifying purchases (MM/DD/YYYY or DD/MM/YYYY depending on locale). If a customer purchased the specified product in the time frame between the "After" date and the "Before" date, then they will be eligible for the discount.
- **Specific Role(s):** This restriction causes the discount to only be available to members of the specified role. Select a role from the drop-down list.

**Discount List:** A list of available discounts.

Discounts [+ Create Discount](#)

Search 

Half Off Test Product A Discount Code:HOPTA	Start Date: 1/1/1900 End Date: 12/31/9999	Usage Count: 3 Discount: 50%
--	--	---------------------------------

- **Search:** Enter the name or code of a discount to filter the list. Click on a single discount to view the details, and to enable/disable it.
- **Search Options:**
  - **Active Only:** Only display Active Discounts
  - **Sort Column:** Change how the discounts are sorted.
  - **Sort Order:** Change the direction of the sorted list.
  - **Rows:** Specify how many rows to display.

### Commerce Control Panel - Customers

The Customers page allows you to browse for customers, and view their account and order information.

Search

Sample Customer (Sample Customer)  
Customer  
sample@customer.com

### Customer List

After searching, a list of customers will be displayed here. Click on a single user to display additional details.

- **Search:** Enter the first few letters of a customer's first name, last name, username or display name. The results should be displayed instantly.

**Customer Details:** Clicking on the name of a customer will display their details. Clicking the Up or down arrows will collapse and expand the sections.

- **Personal Information**

- **Name:** The customers first and last name.
- **Display Name:** The customers DNN Display Name.
- **User ID:** The customer's User Id. This is designated by DNN when the user registers and cannot be changed.
- **Username:** The username the customer chose to represent them.
- **Email:** The customers email address.
- **Date Created:** The date the customer was recorded in the system.

- **Order History**

- **Order Number:** The invoice numbers of the customer's previous purchases. Clicking an order number will display the order details.
- **Date of Purchase:** The date the purchases were made.
- **Grand Total:** The total amount they spent on the purchase.

- **Security Roles:** Roles are defined in DNN, and used to control and group users.

- **Role Name:** The name of the role.
- **Effective Date:** The date the user becomes a member of the role.
- **Expiration Date:** The date when the user is no longer a member of the role.

### **Configuring Module Options & Settings**

How to configure the settings for the Commerce module.



Order Number

Store Email

Do you collect tax?  Yes  No

Do you charge shipping?  Yes  No

Theme

Order Sources

Sales Reps









Date Format

Time Format

Roles to Notify


- **Order Number:** The number of the most recent invoice. If no purchases have been made, any number entered will be the starting point for invoice numbers.
- **Store Email:** The email address that appears as the “From” address in outgoing email notifications.
- **Do you collect tax?:** Toggle if sales tax needs to be added to purchases
- **Do you charge shipping?:** Toggle if a charge needs to be added to ship physical goods.
- **Theme:** Select a theme. Different themes affect the colors and styles of the Product Display view.
- **Order Sources:** Comma separated values are used to define all the possible sources of a sale.
- **Sales Reps:** Select a role that contains existing users. These users can be specified as the sales representatives for orders.
- **Date Format:** How dates are displayed.
- **Time Format:** How times are displayed.
- **Roles to Notify:** Select a role then click add role. The members of any role that is selected will receive the Order Notification template, when a purchase is completed.
- **Email Templates**
  - **Order Notification:** Sent to administrators and other specified roles when a purchase is completed.
  - **New Customer:** Sent to new customers that register during the purchase process.

- **Order Details:** Sent to a customer after they complete a purchase.
- **Pending Payment:** Sent to a customer when the purchase has not been completed due to a pending payment.

Order Notification 	Admin Order Notification 
New Customer 	New Customer Template 
Order Details 	Order Details Template 
Pending Payment 	Order Pending Payment 

### Payment Options

- **Payment Options Selection:** Select one or more payment options that will be available to customers during the purchase process.
  - **Visa:** A common Credit Card
  - **MasterCard:** A common Credit Card
  - **American Express:** A common Credit Card
  - **Discover:** A Common Credit Card
  - **PayPal:** A popular online payment processor. Selecting this option will route the customer to the PayPal website after the purchase. Additional configuration is described below.
  - **Bank Transfer:** Direct electronic funds transfer. This option will require manual interaction with the customer to get the details of the bank accounts.
  - **Other:** Any type of payment not listed. This could include a cash, check or money order payment. This type of payment requires manual interaction with the customer after the purchase has been completed.
  - **Purchase Order:** A purchase order is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.

Payment Options 	<input checked="" type="checkbox"/> Visa <input checked="" type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input checked="" type="checkbox"/> PayPal <input type="checkbox"/> Bank Transfer <input checked="" type="checkbox"/> Other <input type="checkbox"/> Purchase Order
---	--

- **Enable SSL:** Selecting this option will ensure that purchases are processed using SSL.
- **Currency:** The currency type used for transactions. The four credit card options processed by the default Credit Card payment provider, authorize.net, will only process transactions using US Dollars. PayPal and the other manual options can use the other currencies.
- **Credit Card Payment Provider:** Information regarding the entity that will process credit card payments.
  - **Assembly Name:** Enter the name of the assembly that is located in your bin directory that will handle your payment processing.
  - **Class Name:** Enter the full name of the class that is within the assembly you specified above that will be used to process payments. The default class points to authorize.net.
  - **Login ID:** The ID used to authenticate with the payment provider.
  - **Transaction Key:** The unique key used to perform transactions. Provided by the payment processor.
  - **Test Mode:** Set the module into Test Mode, which will not process actual real money transactions.
  - **Payment URL:** The location of the payment provider gateway. By default it uses the authorize.net gateway.
- **PayPal Details**
  - **Account Id:** The email address associated with your PayPal store.
  - **PayPal URL:** The page that the customer will be directed to after the purchase is complete.
  - **Language:** The language desired for the PayPal page. The Language is to be entered using the PayPal language code. The PayPal language codes are: Australian - **AU**, Chinese - **CN**, English - **EN**, French - **FR**, German - **DE**, Italian - **IT**, Japanese - **JP**, Spanish - **ES**, or United Kingdom – **GB**.

### Tax Rates

Identifier	Qualifier	Rate	
City	San Mateo	5.3	Save
CA 10			X
JP 10			X

- **Identifier:** Used to specify when a specific tax should be applied. If the customer resides in an identifier zone, the tax will be applied. Options include City, State, Postal Code, and Country.
- **Qualifier:** Used to list a specific instance of the identifier zone. When a customer enters a value found in the qualifier column for a matching identifier, the tax will be applied. The values for City, State and Postal Zone must be the full name of the zone (Example San Mateo, California, 94402) The Country qualifier uses the country code (Example US, CA and JP for United States, Canada and Japan) If multiple zones need to be taxed, multiple tax rate entries must be created for each specific zone.
- **Rate:** Enter the percentage value of the tax rate.
- **Tax Rate List:** A list of previously created tax rates. The qualifier and percent rate are displayed. Click the red X icon to delete a tax rate.

**Order Status Options:** These options are potential statuses for a purchase completed by a customer. The default options available are: Complete, Pending Payment, Processing, Shipped, and Canceled.

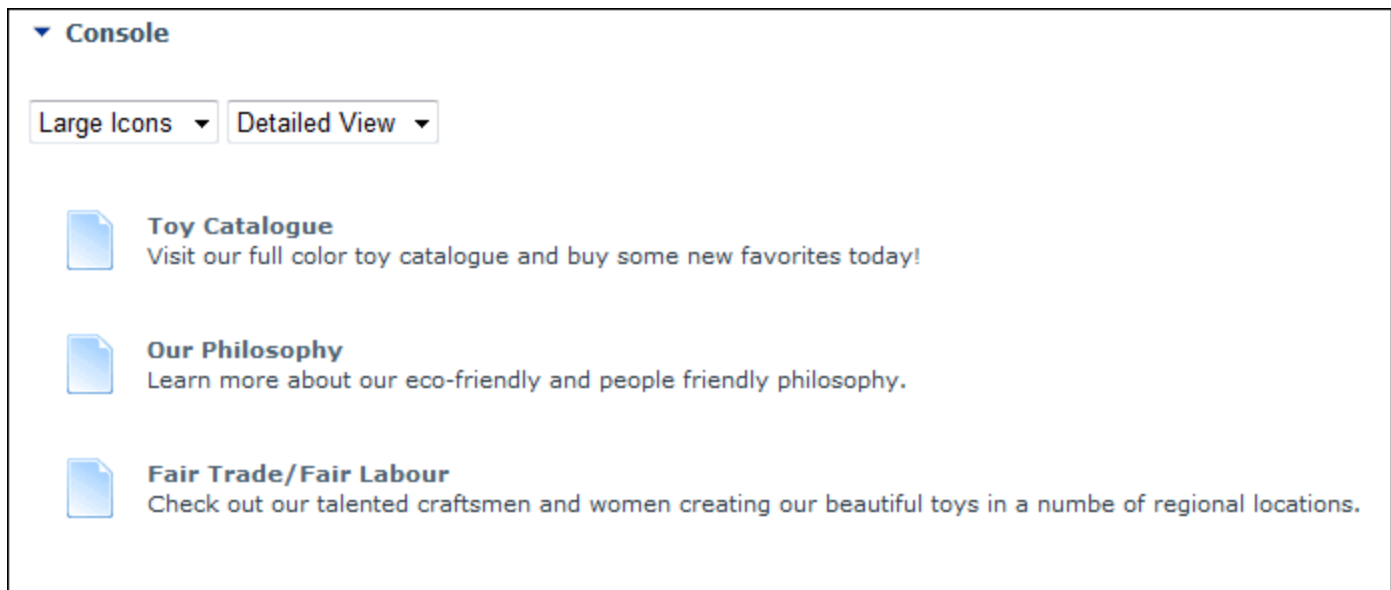
- **Edit:** Click the pencil and paper icon to change the name of an existing option.
- **Delete:** Click the red **X** to delete an existing option.
- **New:** Enter a name in the text box, then click Save to create a new option.

## Console

### About The Console Module

The Console module displays a list of icon links to site pages. The module can be configured to display links to the child pages of the page it is located on, or any other parent page. This content module can be deployed on any page by authorized users. It is also located on the Admin and Host pages in the main menu, enabling Administrators and the Host to view icons which link to the various Admin or Host pages respectively.

**Module Version:** 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Console Module on a Site Page

## Settings

### Configuring Console Settings

How to configure the module settings which are specific to the Console module.

---

*Tip: The default Small and Large Icons can be set for individual pages. See ["Advanced Settings for New Pages"](#), or ["Advanced Settings for Existing Pages"](#).*

---

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Console Settings** tab.
3. At **Show Children Of**, select from these options:
  - Select a page display all child pages for that page.
  - Leave this field blank to display all child pages for the current page.

4. At **Default Icon Size**, select from the following:
  - **Small Icons (16 px)**: Displays small 16 pixel icons.
  - **Large Icons (32 px)**: Displays large 32 pixel icons.
5. At **Allow Icon Resize**, select from these options:
  - Check  the check box to enable users to resize the default icon size. This displays a drop-down box above the icons on the module.
  - Uncheck  the check box to disable icon resizing. This removes the drop-down control.
6. At **Default View**, select from these options:
  - **Simple View**: Displays an icon and page name for each item.
  - **Detailed View**: Displays an icon, page name and page description for each item.
7. At **Allow View Change**, select from these options:
  - Check  the check box to enable users to change the default view. This displays a drop-down box above the icons on the module.
  - Uncheck  the check box to hide this control. This removes the drop-down control.
8. At **Show Tooltip**, select from these options:
  - Check  the check box to display a tooltip when hovering over icons in Simple View. The tooltip is the description which is shown in Detailed View.
  - Uncheck  the check box to hide the tooltip.
9. In the **Width** text box, select from these options:
  - Enter a pixel width to set the width of this module. For example, enter 400 to display 2 columns of icons in the content pane.
  - Leave this field blank to allow the icons to expand horizontally.
10. Click the [Update](#) link.

**Console Settings**

**Help :** In this section, you can set up settings that are specific for this module.

Show children of:

Default icon size:




Allow icon resize:

Default view:

Allow view change:


Show tooltip:


Width:


 **Update**  **Delete**  **Cancel**

The Console Settings Page

**Console**

 **Toy Catalogue**  
Visit our full color toy catalogue and buy some new favorites today!

 **Our Philosophy**  
Learn more about our eco-friendly and people friendly philosophy.

 **Fair Trade/Fair Labour**  
Check out our talented craftsmen and women creating our beautiful toys in a numbe of regional locations.

The Console module displayed with Large Icons and Detailed View

## Document Library

### About the Document Library Module

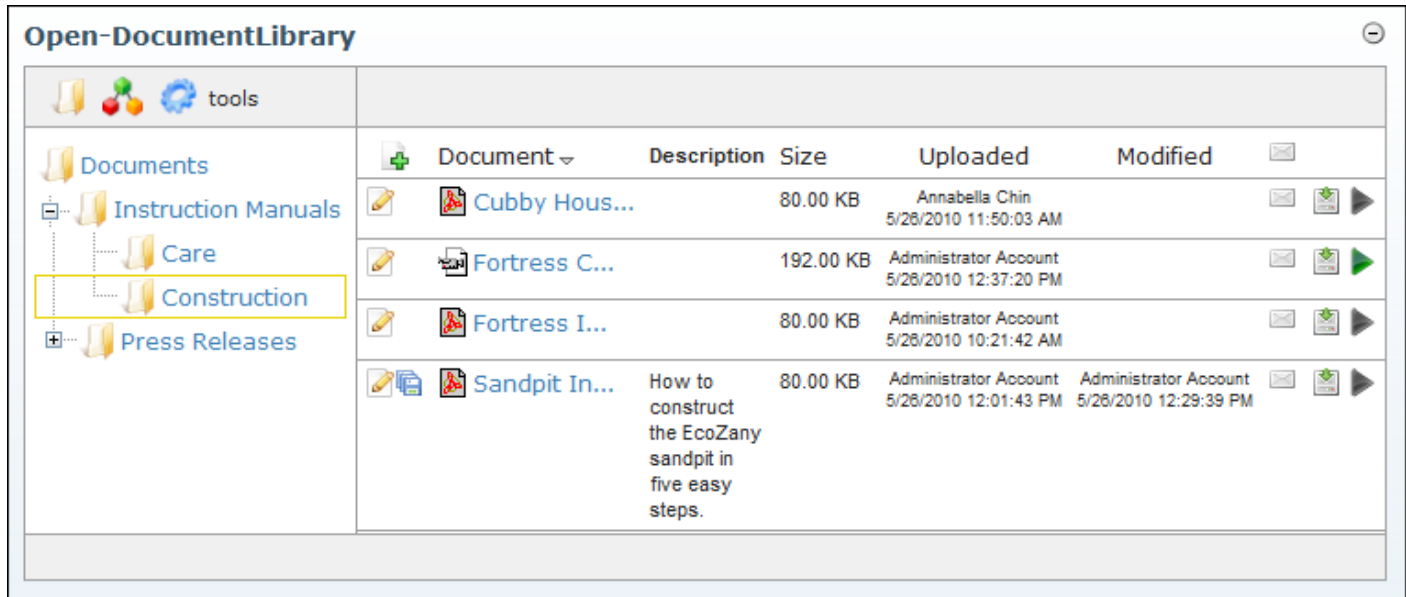
The Document Library (also referred to as the Open-Document Library module) module enables users manage and share documents in a flexible, intelligent way, offering granular control over Folder and Document access. The module offers the possibility to organize documents by physical Folder and by logical Categories, thus making it easy for your users to look for and find documents according to areas of interest.

**Module Version:** 06.00.00

**Minimum DNN Version:** 06.00.00

**Features:** ISearchable, Upgradable

**Important.** There can be only one Document Library module per portal and only one instance of the module on any given page. You can however have 100 pages on your site each with an instance of the module. A wide range of settings allows you to configure each instance to display different information. If you have child portals, and you install Document Library on a child portal, it is considered an entirely separate library.



The Document Library Module

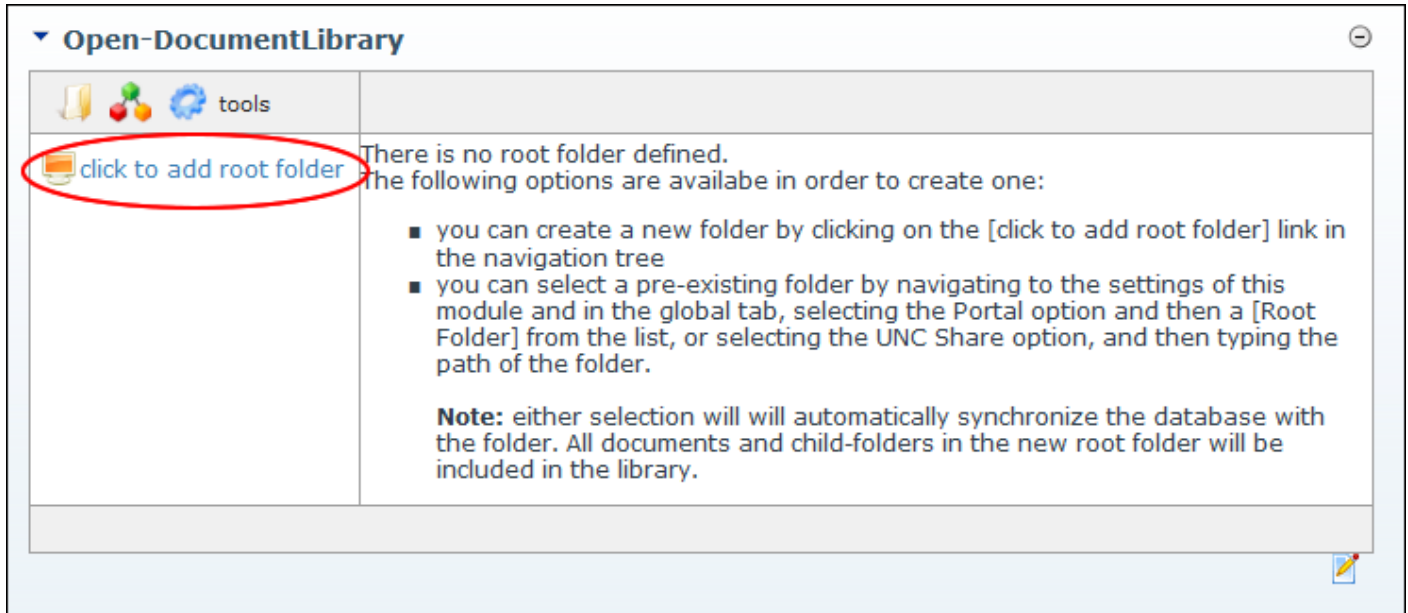
## Configuration

### Creating a Library from Scratch (Adding a Parent Folder)

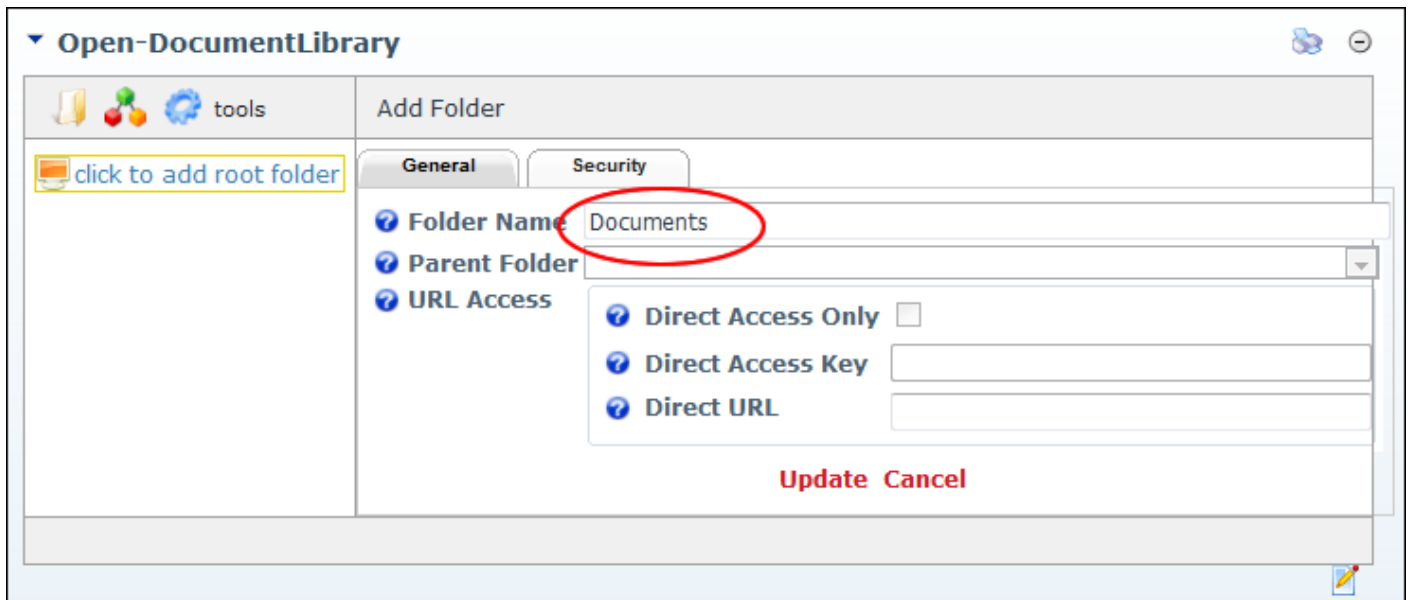
How to create a library from scratch by adding the first folder (also called the root folder) to the Document Library module. Multiple sub-folders (child folders) can be added beneath the parent category. Only Administrators can perform this task.

**Important.** Alternatively, to use an existing folder structure rather than create a library from scratch, see "[Importing a Library](#)".

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Click the Click To Add To Root Folder link in the navigation tree. This displays the Add Folder section.

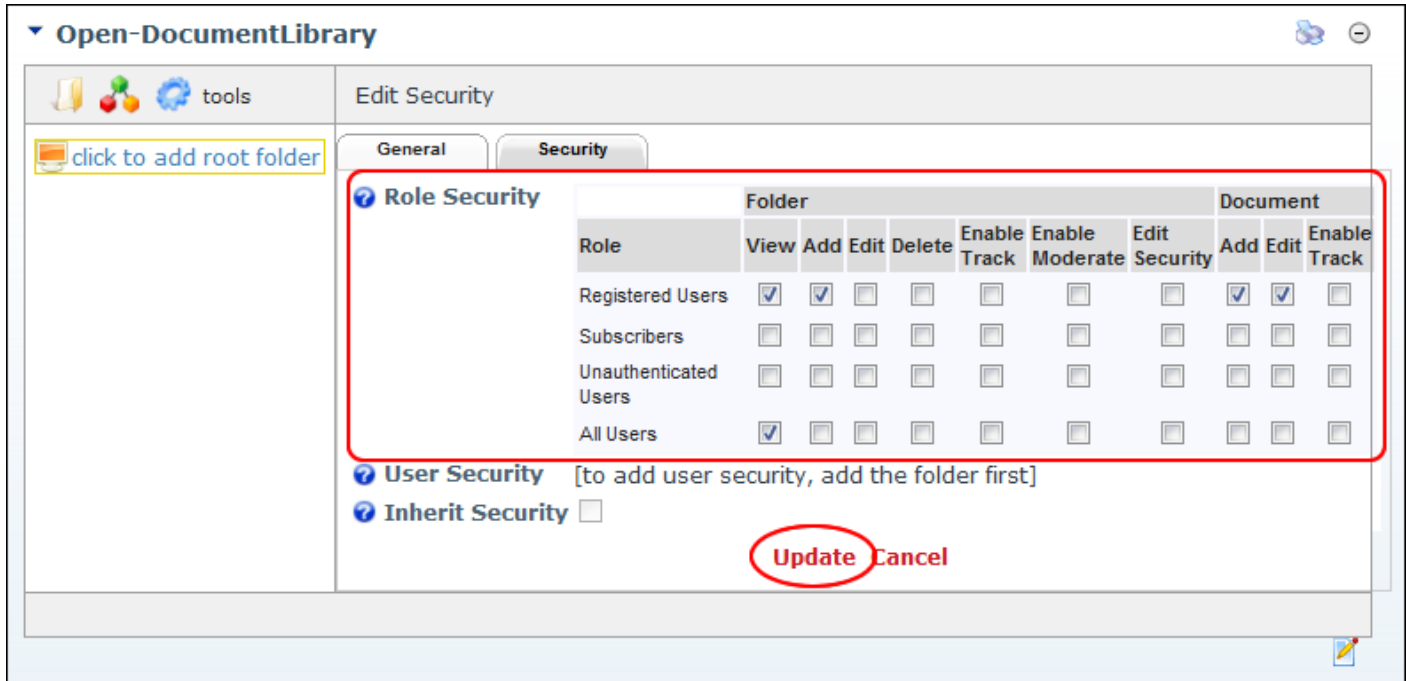


3. In the Add Folder section, go to the General tab.
4. In the **Folder Name** text box, enter the name of your root folder. See "[Configuring General Settings for Folders](#)"



5. Select the Security tab.
6. At **Role Security**, check  the check box beside each role which can access this folder and associated documents. See "[Configuring Security Settings for Folders](#)"





7. Click the Update link. The root folder is now created.

*Tip: There is no Administrators role in the list of security roles. This is because Administrators and SuperUsers always have full rights to the library.*




**Related Topics:**



- See "Setting User Security for Folders"

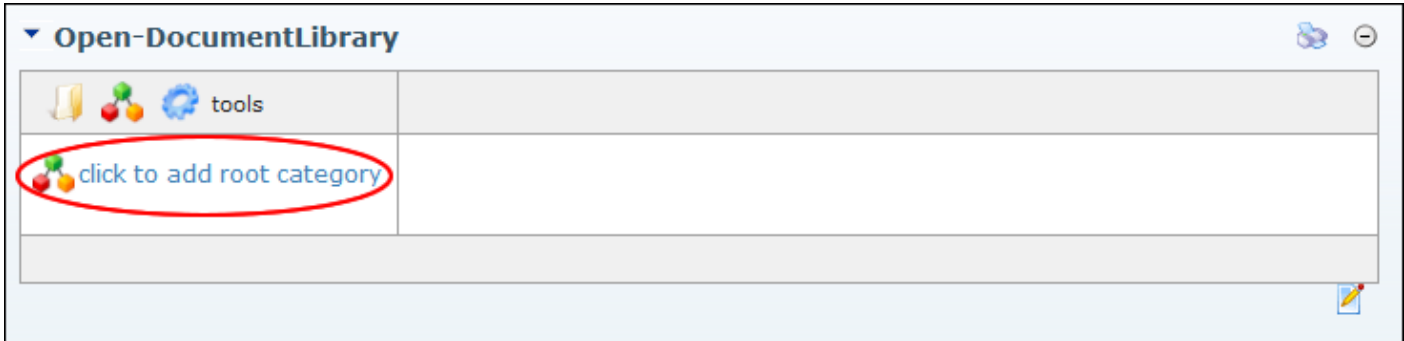
**Adding the Parent Category to Library**

How to create the parent category (also called root category) to the Document Library module. Multiple sub-categories (child categories) can be added below the parent category. Only Administrators can perform this task.

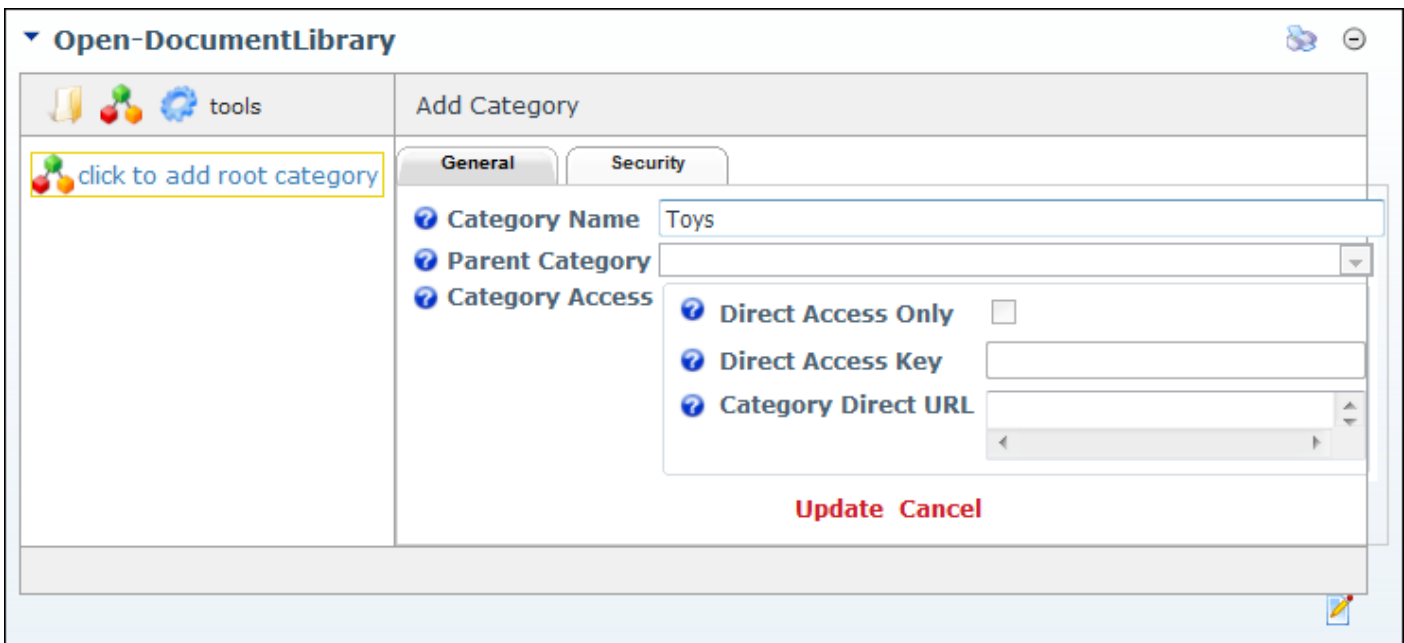
Like in a real library, a document belongs to a single folder, but can belong to multiple categories. Categories are represented as a hierarchy tree, just like the folder tree, and can be seen by clicking the Category  icon in the toolbar. Categories work similar to folders

except for versioning and user level access rights and that you do not create a "physical" category in order to store a document in a category.

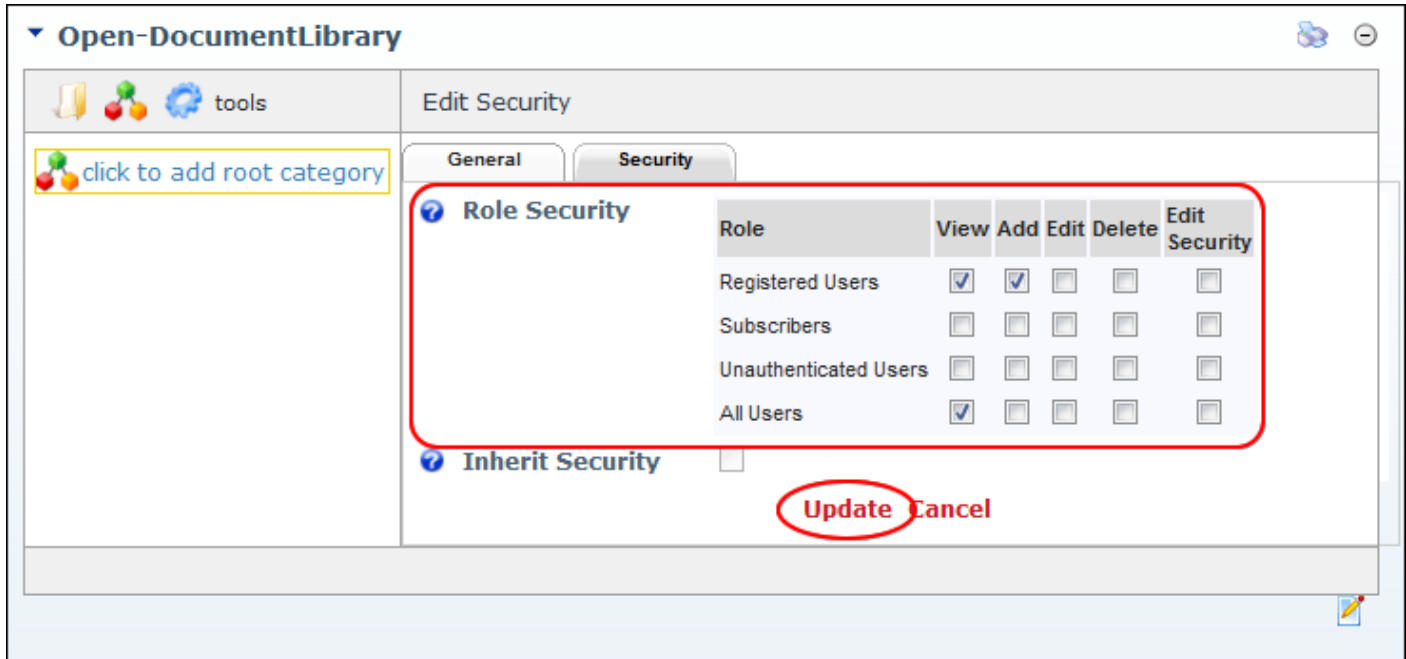
1. Click the **Category**  icon in the toolbar. This displays the Category navigation tree.
2. Click the  Click To Add To Root Category link in the navigation tree. This displays the Add Category section.



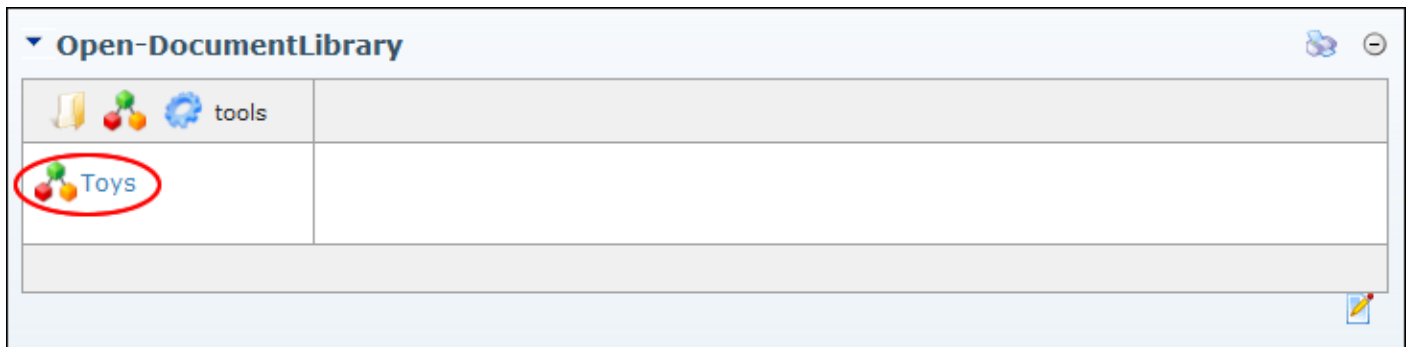
3. In the Add Category section, go to the General tab.
4. In the **Category Name** text box, enter the name of your root category. See ["Configuring General Settings for Categories"](#)



5. Select the Security tab.
6. At **Role Security**, select the roles which can access categories and associated documents. See ["Configuring Security Settings for Categories"](#)



7. Click the Update link. The root category is now created.



*Tip: There is no Administrators role in the list of security roles. This is because Administrators and SuperUsers always have full rights to the library.*

### Importing a Library

How to build a library starting from a pre-existing set of directories and documents using the Document Library module.

This option allows you to automatically import both your directory/folder structure as well as the documents directly into the library. Note: You can also opt to secure your files before synchronizing. If you do secure your files, then the documents in your pre-existing structure will have an extension added to it: for example a document.doc will be renamed document.doc.xsl.resx in order to prevent direct download. This change is transparent to the user, and the appropriate extension will be reinstated when the document is downloaded.



To get started, you should copy or create your folder structure under the Home Directory of your portal, or, if you choose the UNC Share option, a UNC Share or a local folder. In a typical DNN installation, the default home directory is created under the "<dnn root>/Portals" directory.

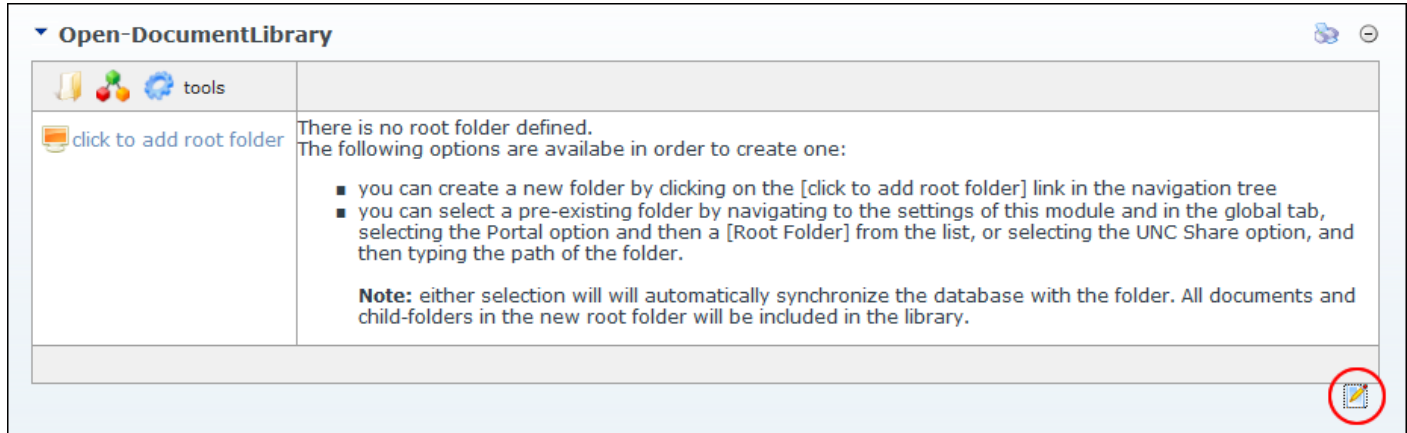
Remember that in DNN, folders are required to grant read, write and modify permissions to the ASP.NET or Network Services user, depending on the operating system you are using. Your newly created folders will inherit these permissions from the parent folder you place them in (in the example Portals/0), but you should check, especially if you are using the UNC Share option.



Note: This version of Document Library module allows the "root" folder of the library to be of type Portal or type UNC Share.

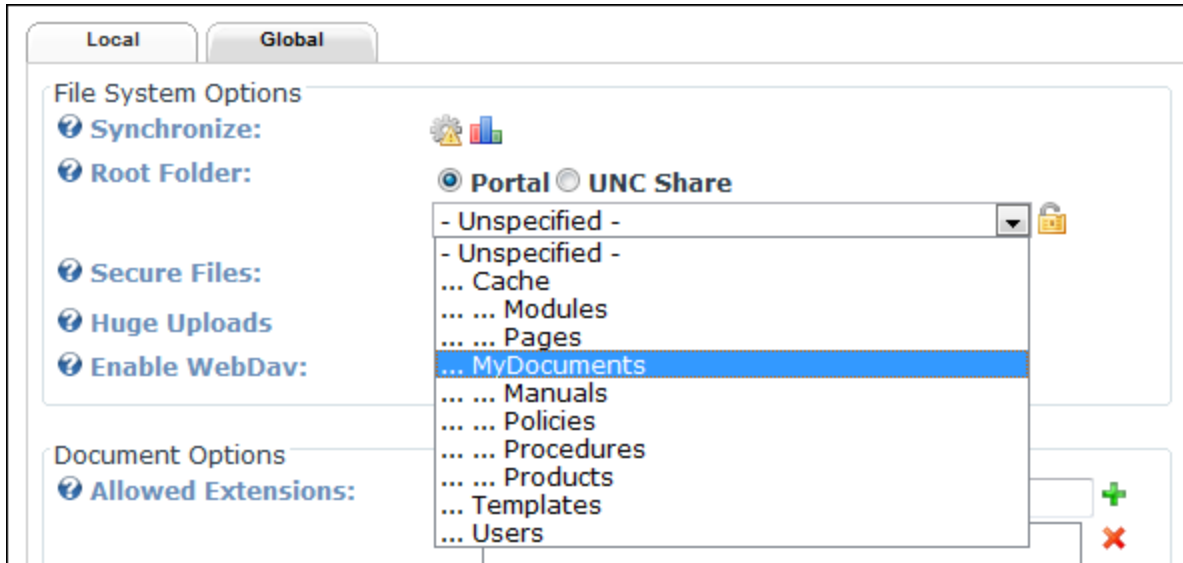
- **Type Portal:** When of type Portal, the root directory will be located under the "Default Directory" of your DNN portal or child portal. In a default portal DNN installation, the default directory would have the following route: <DNN virtual root>/Portals/0 In a child portal (named child), the default directory would have the following route: <DNN virtual root>/Portals/child
- **Type UNC Share:** Support for UNC Shares is available through the Global Settings. You can basically point the library to any path local to your computer or to a UNC Share, as long as the ASP.NET/Network Services user has the appropriate read/write/change rights.

Now that we know what we want to import, here's how to import:

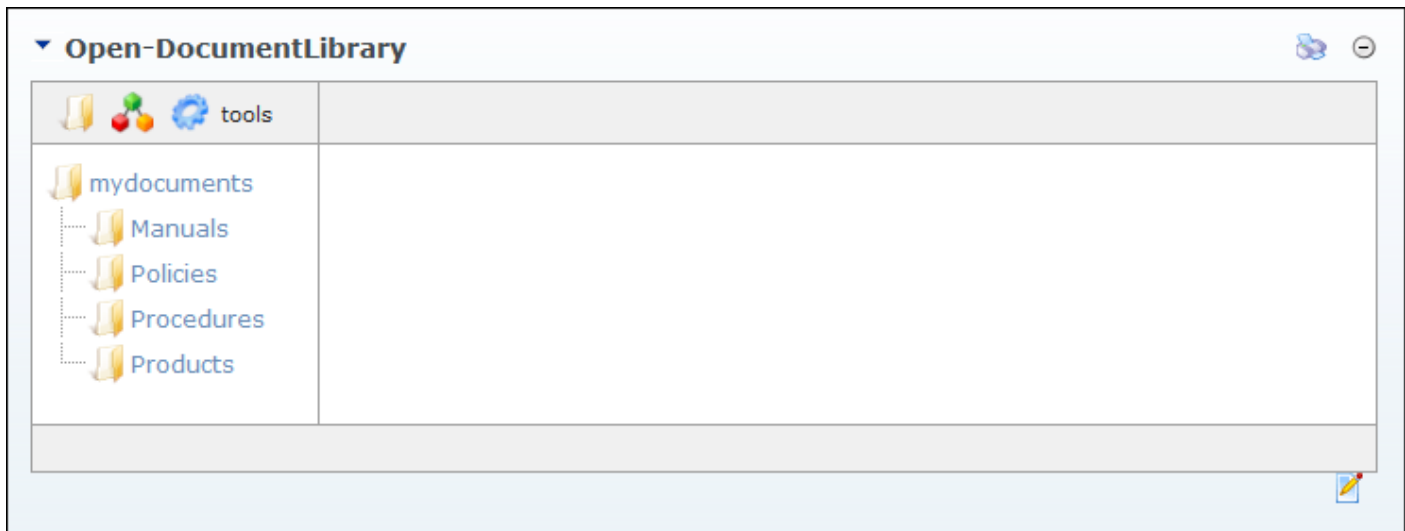
1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.



2. Click on the Global Settings tab.
3. At **Root Folder**, set the following:
  - a. Select either **Portal** or **UNC Share** as discussed above.
  - b. Click the **Locked**  button to unlock the Root Folder field. This displays the message "Clicking this option will allow you to change the Root Folder. Once you update your changes, the Database and the File System will be automatically Synchronized".
  - c. Click the **OK** button to confirm. This displays the **Unlocked**  button.
  - d. Select the required Root Folder from the drop-down list. E.g. My Documents.



4. Click the Update link. This returns you to the Document Library main view. You are now presented with the list of newly created folders. Under the folders you will be able to see the documents that have been added to the library.
  - a. **Optional.** Since the Synchronization process is asynchronous, the folder may not have been fully synchronized yet. In this case a warning message is displayed. By refreshing the page, or by looking at the log, you will know when the process is done, and the warning message is removed. Non admin users will get a much more discreet message.




An Imported Folder Structure

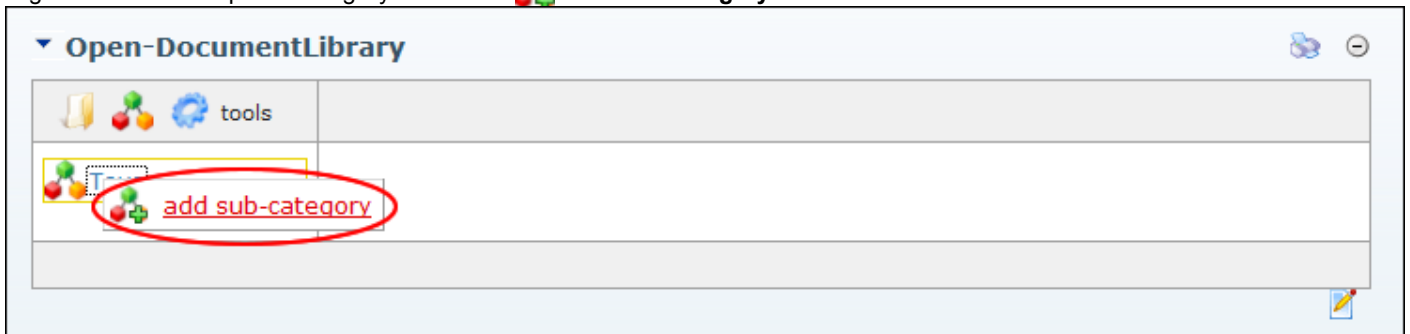
## Contributors

### Managing Categories

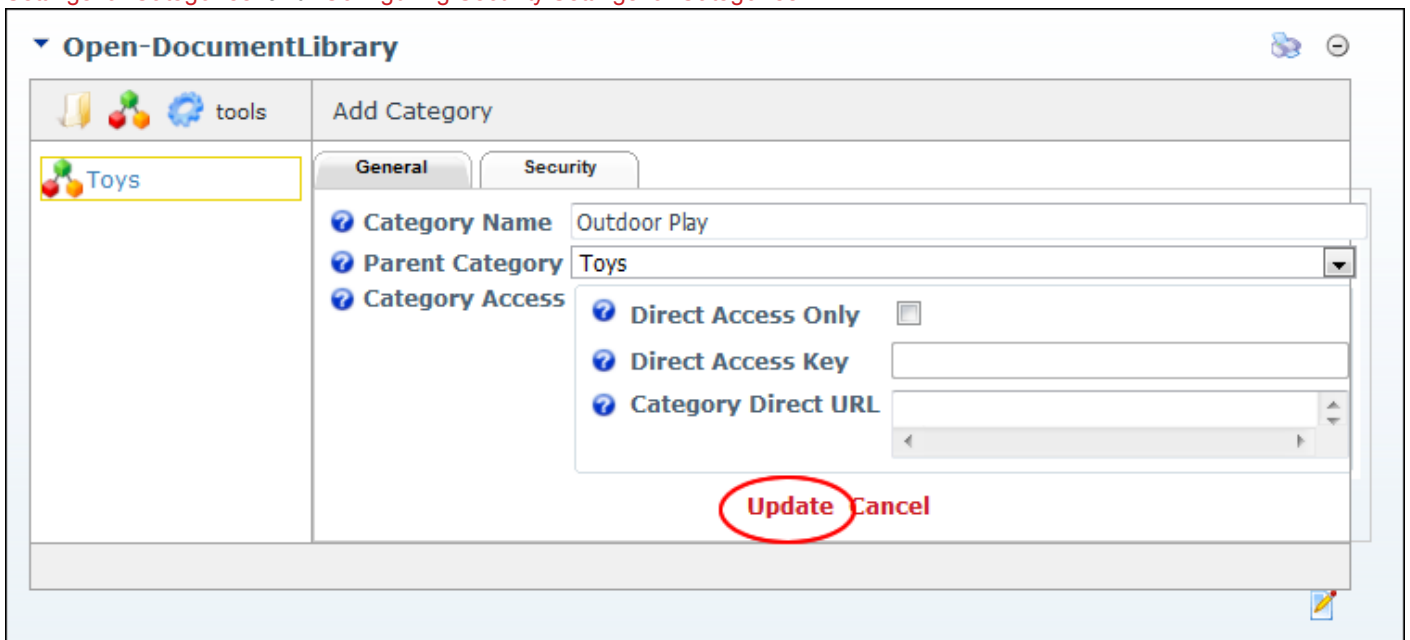
#### Adding a Sub-Category

How to add a sub-category (child category) to the selected category in the Open-Document Library module. Note: The parent category must first be created by an Administrator. See "[Adding the Parent Category to Library](#)".

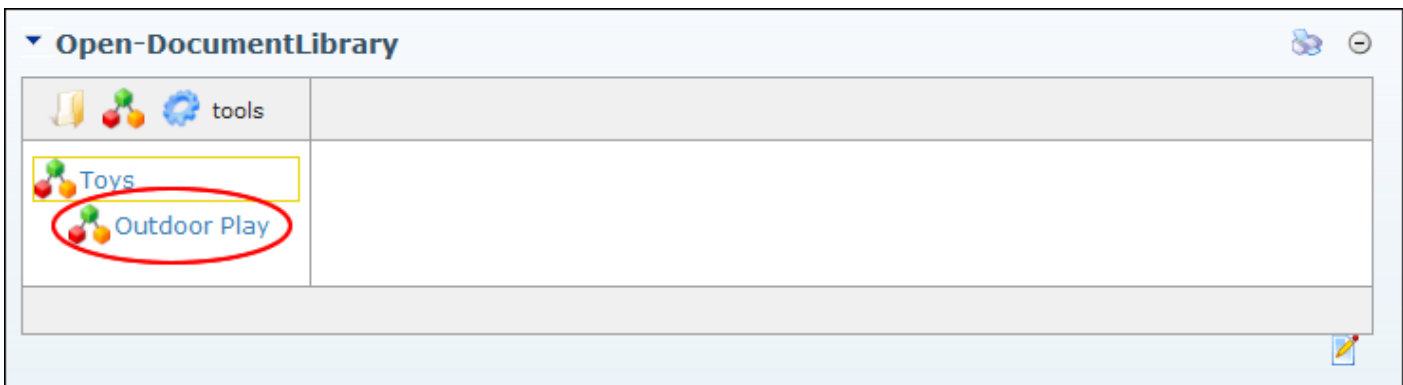
1. **Optional.** Click the **Category**  icon in the toolbar. This displays the Category navigation tree.
2. Right-click on the required category and select **Add Sub-Category**.



3. Configure the General and Security tab settings. Note: Security tab is only visible to authorized users. See "[Configuring General Settings for Categories](#)" and "[Configuring Security Settings for Categories](#)".





4. Click the Update link. This displays the new category in the category navigation tree.

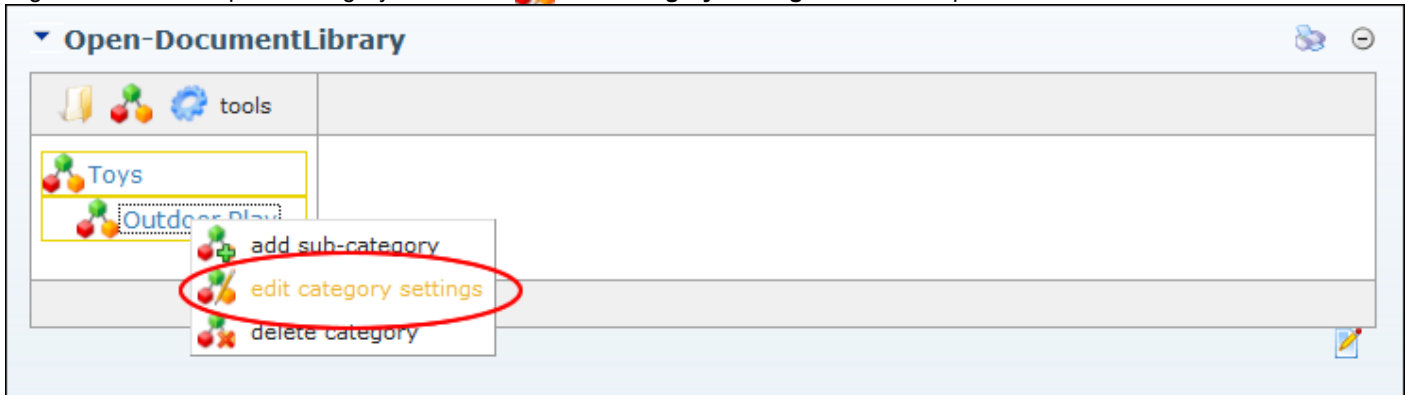


Adding a Sub-Category

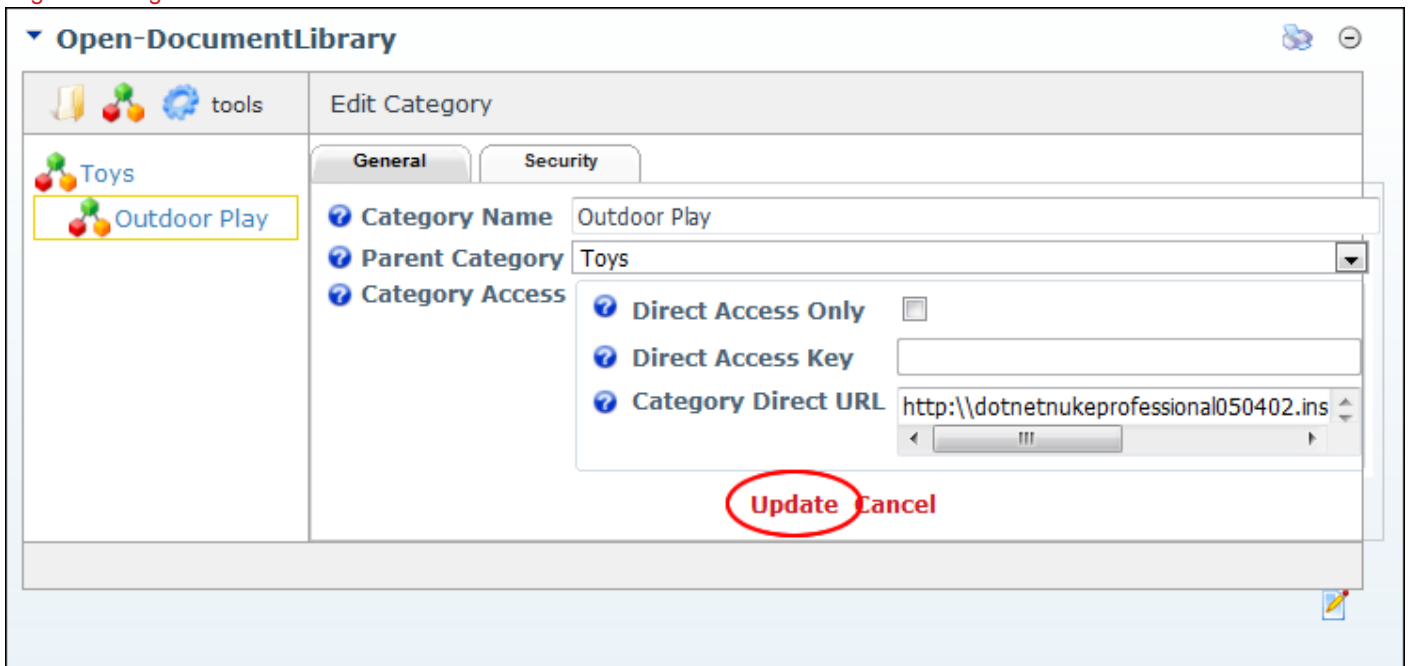
## Editing Category Settings

How to edit category setting such as category name, parent category and security on the Document Library module. Note: The available options are controlled by user permissions. E.g. If a user has edit rights but no security rights, the "Security" tab is not displayed.

1. Click the **Category**  icon in the toolbar. This displays the Category navigation tree.
2. Right-click on the required category and select  **Edit Category Settings** from the drop-down menu.



3. Configure the General and Security tab settings. See "[Configuring General Settings for Categories](#)" and "[Configuring Security Settings for Categories](#)".





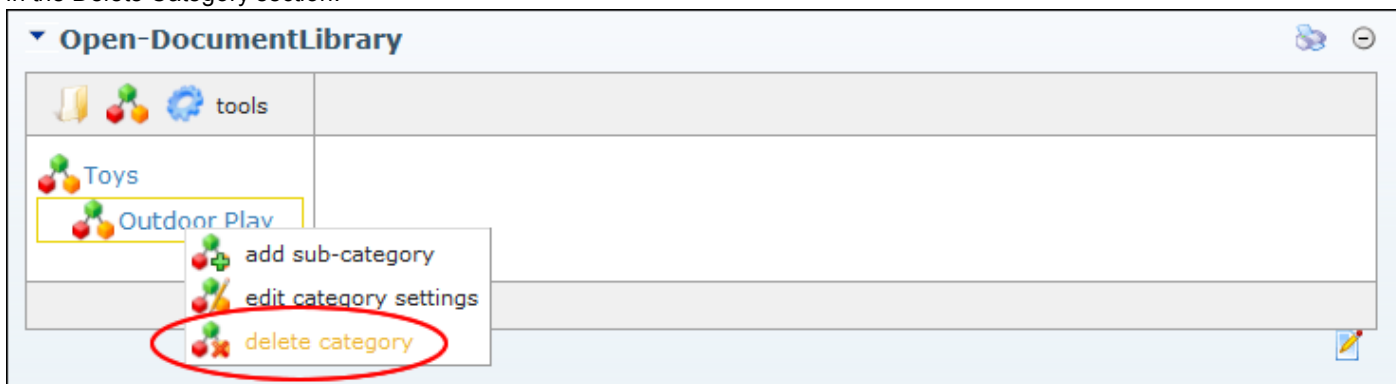
4. Click the Update link.

*Tip: The parent category of a specific category can be also changed through drag & drop utility. Just select the category you want to move, click the left button and drag the category to the chosen parent category.*

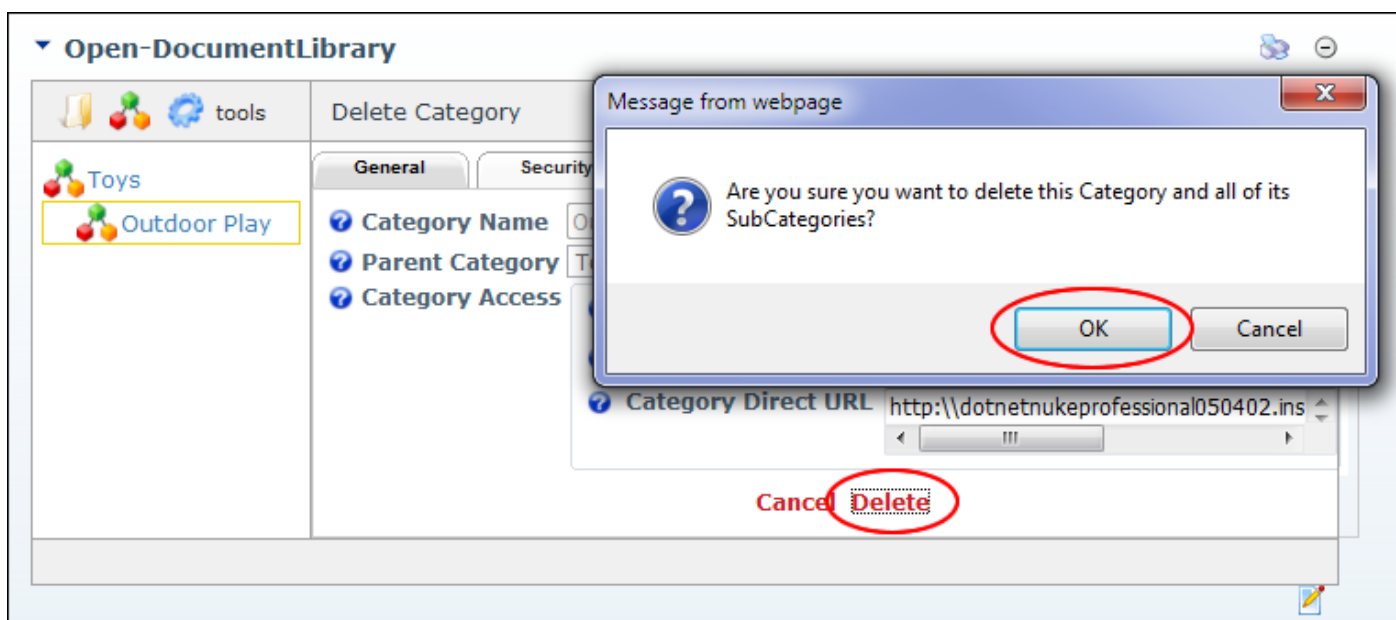
## Deleting a Category

How to delete a category in the Document Library module.

1. Click the **Category**  icon in the toolbar. This displays the Category navigation tree.
2. Right-click on the required category and select  **Delete Category** from the drop-down menu. This displays the category details in the Delete Category section.



3. Click the Delete link. This displays the message "Are you sure you want to delete this Category and all of its SubCategories?"
4. Click the **OK** button to confirm.



Deleting a Category from the Document Library Module

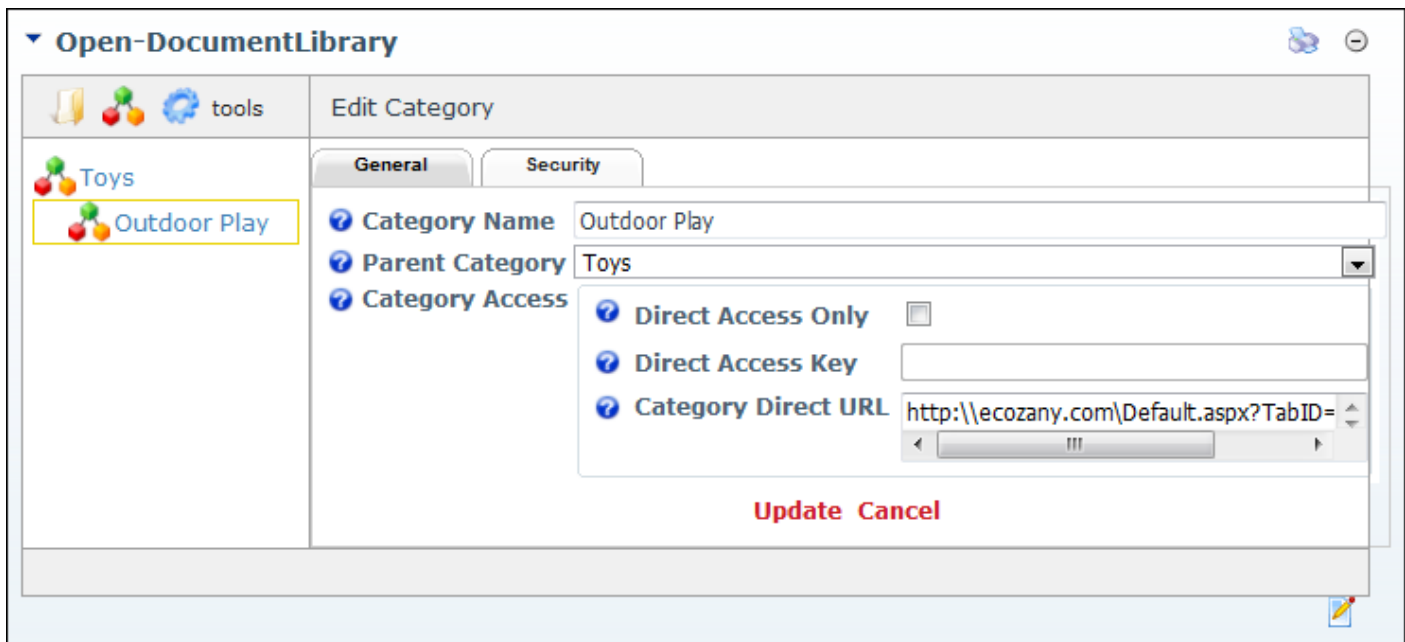
### Configuring General Settings for Categories

How to configure the General settings for categories in the Document Library module. This topic assumes you are currently adding or editing a category.

"Editing Category Settings".



1. At **Category Name**, enter or edit name for the category.
2. **Optional.** At **Parent Category**, select the parent category for the current category from the drop-down box. Note: This setting is disabled for the parent category.
3. In the Category Access section, set the follow attributes to determine if and how a category can be accessed directly through a URL or though settings specifications:
4. At **Direct Access Only** select from these options:
  - Check  the check box to set this category as hidden from general view, unless accessed directly through the 'Direct URL' (as set below) or through setting the value of 'Restrict List to 1 Category' in the module settings. If the category marked for direct view contains sub-categories, all sub-categories will also be visible, unless those sub-categories have also been marked for direct view as well.
    - i. At **Direct Access Key**, enter a unique key which will be required in order to access this "Direct Access Only" category. If you do add a key, and you access the category through the 'Direct URL' method, then you'll need to place both the xsfid parameter as well as a new key parameter in the URL. If you access the category through the 'Restrict List to 1 Category' method, then you'll need to place only the new key parameter in the URL. [url format: xsfid=id&xsfk=key]
    - ii. At **Category Direct URL** the direct URL for this category is displayed. If linking to this page through an external link, and you only want to show the contents of this specific category (and all of its sub-categories), this is the parameter to be added to the URL. Adding this parameter to the URL will achieve the same results as setting the value of 'Restrict List to 1 Category' in the module settings.
  - Uncheck  the check box to enable access to all authorized users using the Navigation tree.



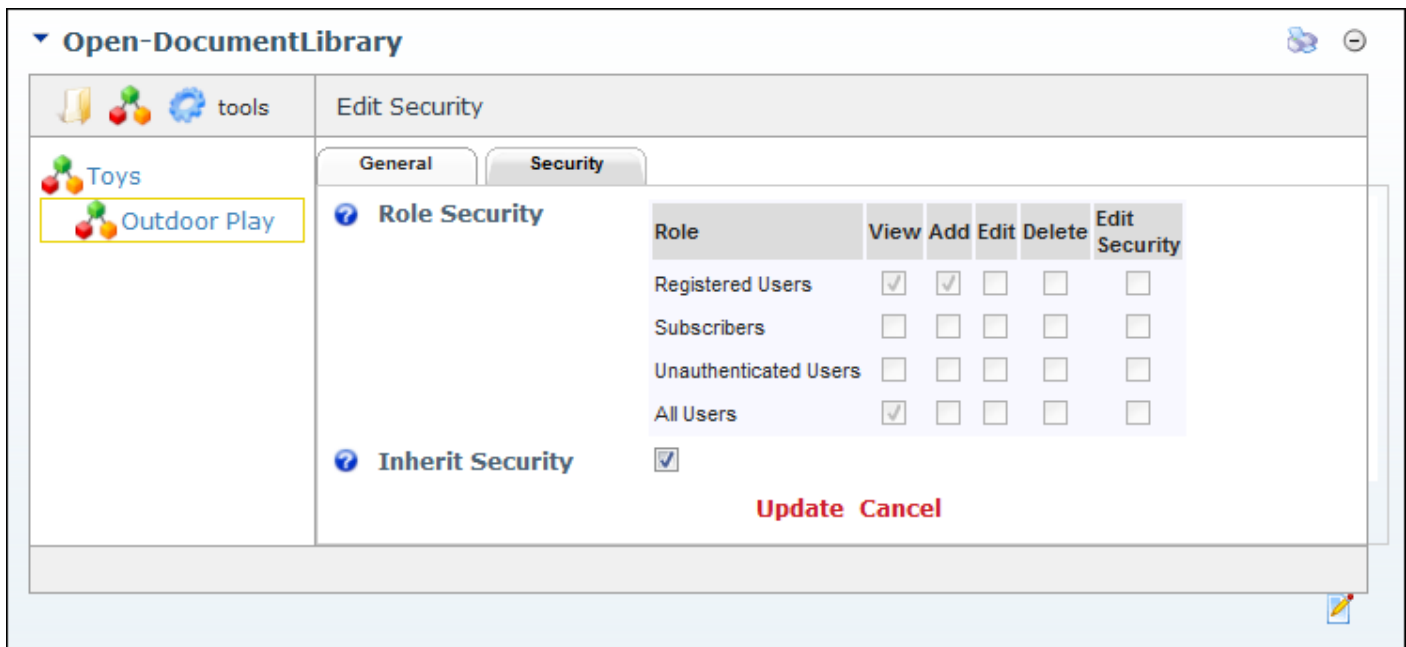
Configuring Category General Settings

### Configuring Security Settings for Categories

How to configure the Security settings for categories in the Document Library module. This topic assumes you are currently adding or editing a category.

The following options are available on the Security tab:

1. **Optional.** At **Inherit Security**, check  the check box to set this category to inherit security permissions from its parent folder.
2. Check  the check box beside any of the below permissions for each role as required:
  - **View:** Enables users to view the category in the navigation tree. This right only allows view access to the category and documents. There is no context menu associated with this right.
  - **Add:** Enables users to add sub-categories to this category.
  - **Edit:** Enables users to edit the category.
  - **Delete:** Enables users to delete the category.
  - **Edit Security:** Enables users to view the Security Tab when editing a folder and thereby assign security rights to the various roles.





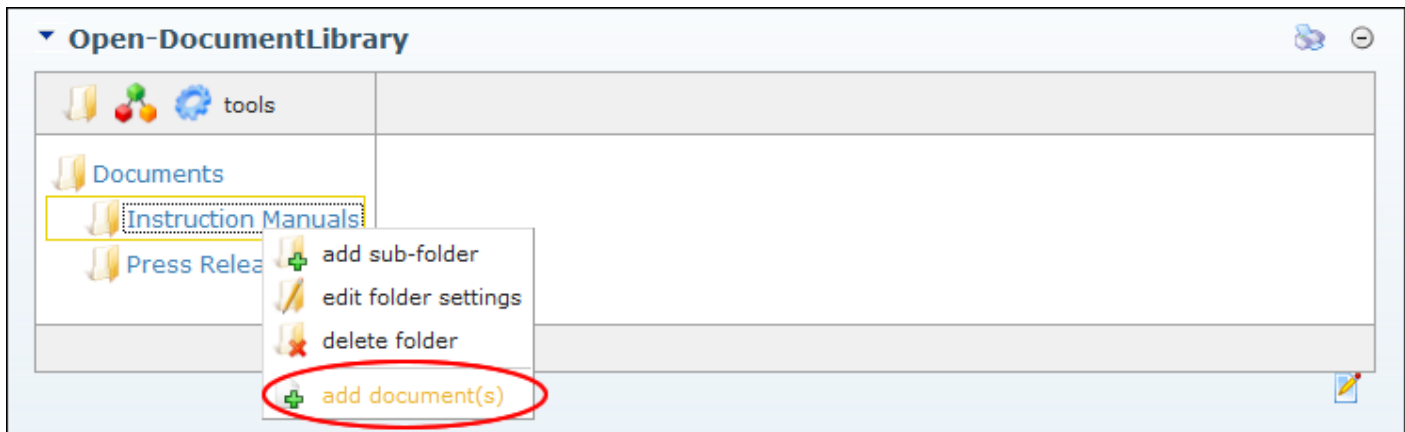
Configuring Category Security Settings

## Managing Documents

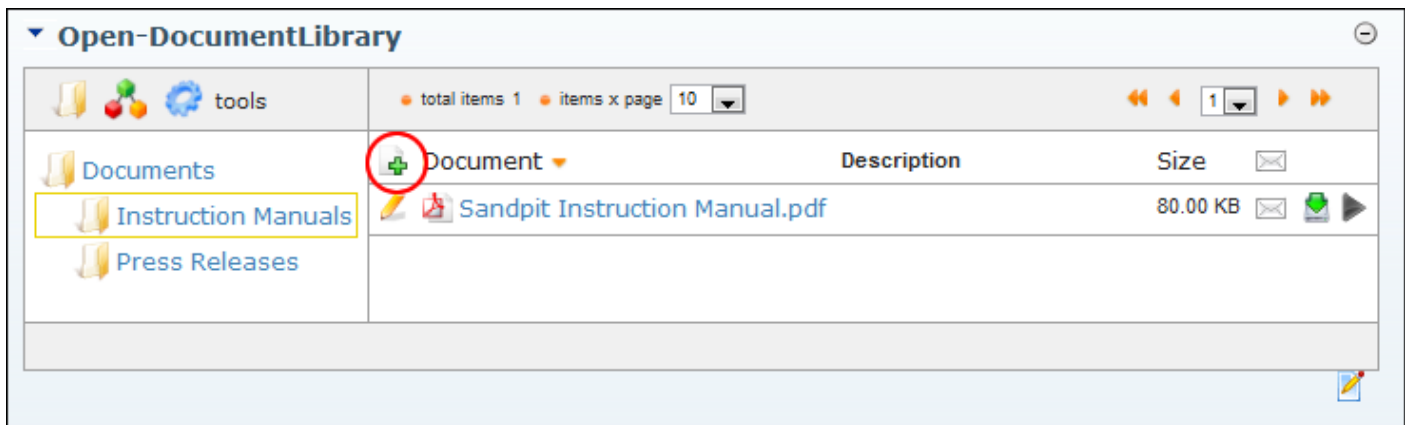
### Adding a Document

How to add documents to the Document Library module. This topic assumes you have already created a library. See "[Option 1: Creating a Library from Scratch](#)".

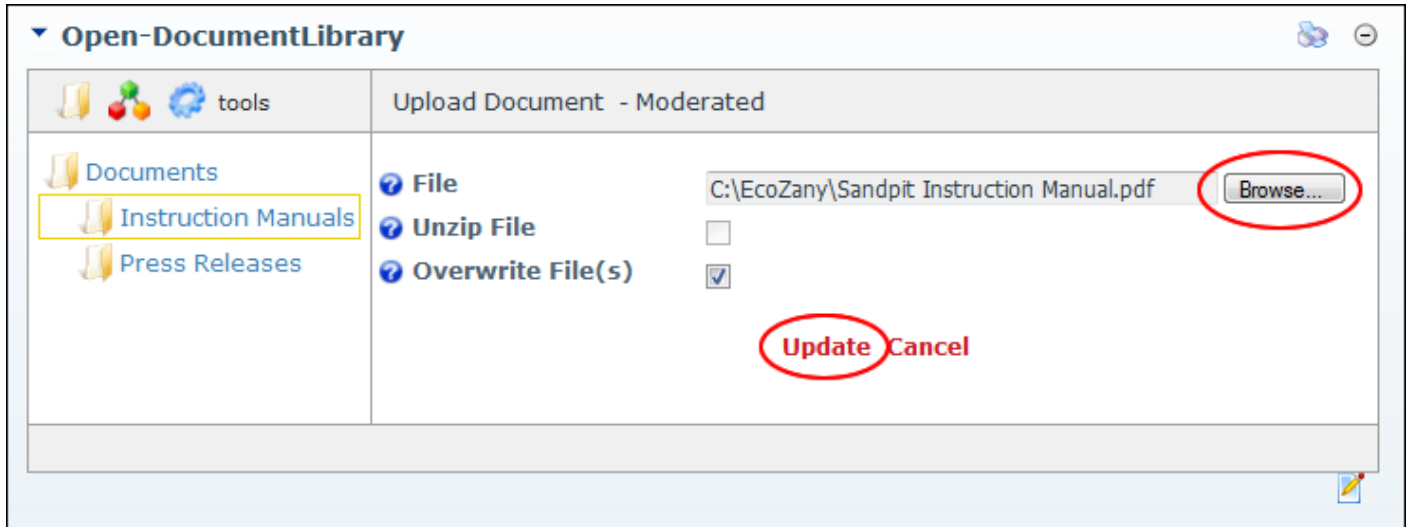
1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. **Option One:** Right-click on the required folder and then select  **Add Document(s)** from the drop-down menu.



**Option Two:** Click on a folder to select it and then click the select  **Add Document(s)** button. This displays the Upload Document section.



3. At **File**, click the **Browse...** button and then select the required file from your computer.
4. **Optional.** At **Unzip File**, check  the check box if you are uploading a zip (\*.zip) file that you want to unzip. If the .zip package contains a structure of folders and sub-folders, the corresponding folder structure will be created in the module. After unzipping the uploaded .zip file, it will be removed.
5. **Optional.** At **Overwrite File(s)**, check  the check box if you want to overwrite the file(s) if they already exist.
6. Click the Update link. Note: that ASP.NET limits the size of file uploads to 4 Megabytes. See "[Modifying Maximum Request Length](#)"



7. **Optional.** If this folder is moderated a message reading "Moderated folder upload. All uploaded documents will be reviewed before being published" is displayed.
  - a. Click the **OK** button.
8. To add document without adding any metadata, click the Cancel link and the document is now uploaded - OR - Complete any of the following fields in the Edit Document section:
  - a. In the **Document Name** text box, edit the document name if required.
  - b. At **Folder**, modify the folder this document is located in.
  - c. At **Categories**, select each category this document is associated with.
  - d. In the **Description** Editor, enter a description of the document.
  - e. At **Expiration Date**, select a date when the document expires. The selected date is highlighted gray.

- f. Click the Update link. If the folder isn't moderated, the added file is displayed in the list of documents for that folder.

**Open-DocumentLibrary**

tools

Documents

Instruction Manuals

Press Releases

Edit Document - Moderated

**Document Name** Sandpit Instruction Manual.pdf

**Folder** ... Instruction Manuals

**Categories**

- Toys
- ... Outdoor Play

**Description**

Select Font Size B I U

T

**Expiration Date** < May 2010 > [Clear Expiration Date](#)

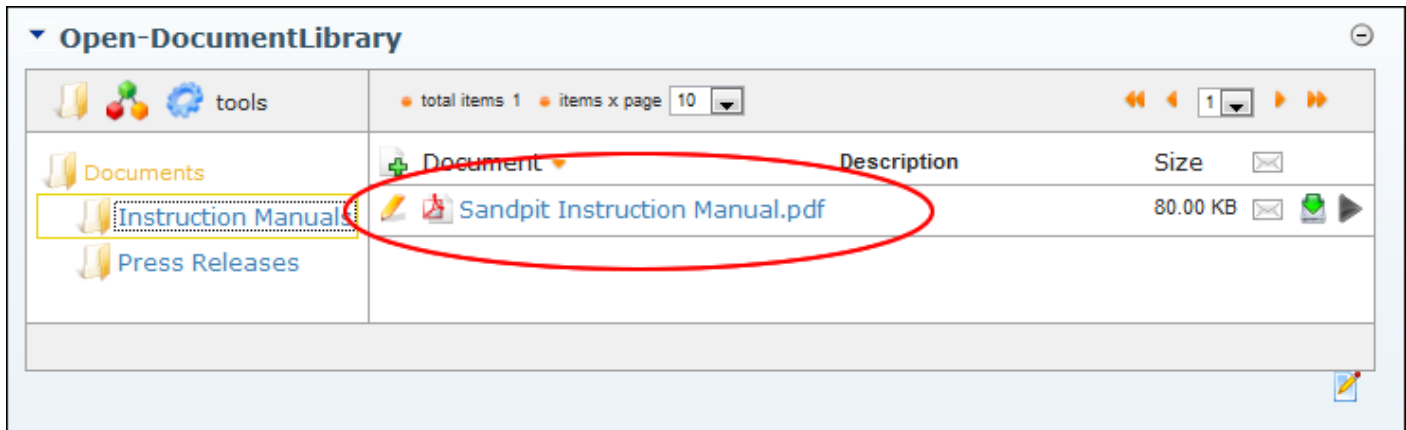
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Upload Info** 5/25/2010 12:37:01 PM  
admin - Administrator Account

**Modified Info** -

**Update** **Cancel**



- i. **Optional.** If this folder is moderated a message reading "Moderated folder edit. All edits will be reviewed before being published" is displayed.
- ii. Click the **OK** button.

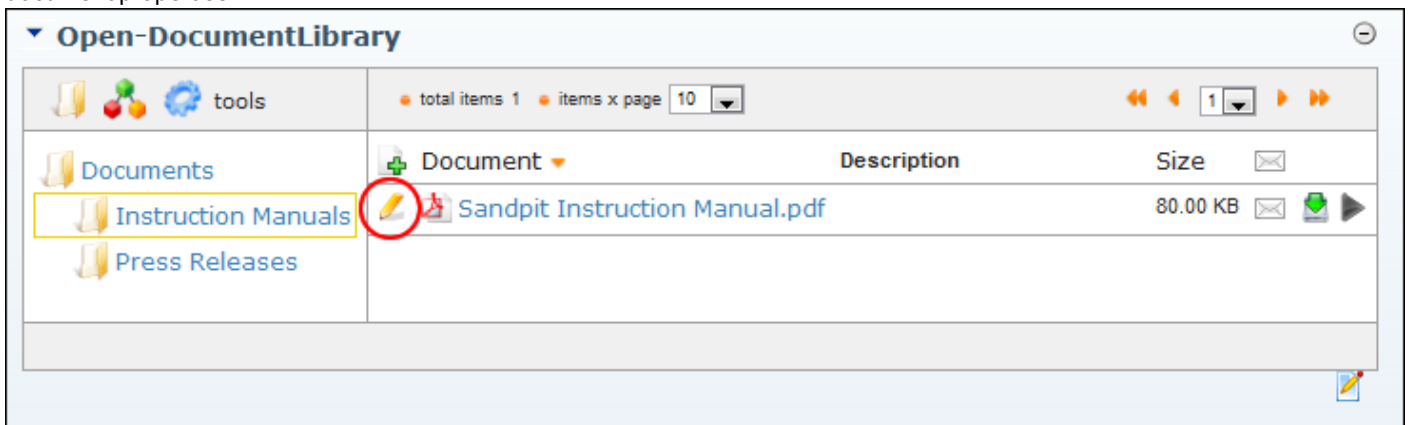


Adding Documents to the Document Library Module

### Editing a Document

How to edit a document which has been uploaded to Document Library module.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.
3. Click the **Edit**  button beside the required document. This displays the Edit Document section where you can edit the following document properties.



4. At **Folder**, select a new folder to store the document in.
5. At **Categories**, select the categories you want to associate this document with.
6. In the **Description** text box, enter or edit the document description. This description can contain html and images if you want to. Also, you always have the option not to display the description by going to the settings and uncheck the "display description" option for the document grid.

7. Click the Update link. If the folder isn't moderated, the added file is displayed in the list of documents for that folder.
  - i. **Optional.** If this folder is moderated a message reading "Moderated folder edit. All edits will be reviewed before being published" is displayed.
  - ii. Click the **OK** button.

▼ Open-DocumentLibrary
-

📁 Documents

📁 Instruction Manuals

📁 Press Releases

tools
Edit Document - Moderated

**Document Name** Sandpit Instruction Manual.pdf

**Folder** ... Instruction Manuals

**Categories**

Toys

... Outdoor Play

**Description**

Select Font Size **B** *I* U [List Icons]

[Text Icons] [Cut Copy Paste] [Undo Redo] [Table Image Link] HTML

How to construct the EcoZany sandpit in five easy steps.

**Expiration Date**

< May 2010 >

Clear Expiration Date

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Upload Info** 5/25/2010 5:33:34 PM

Annie - Annabella Chin

**Modified Info**

-



**Document Versioning** [Icons]

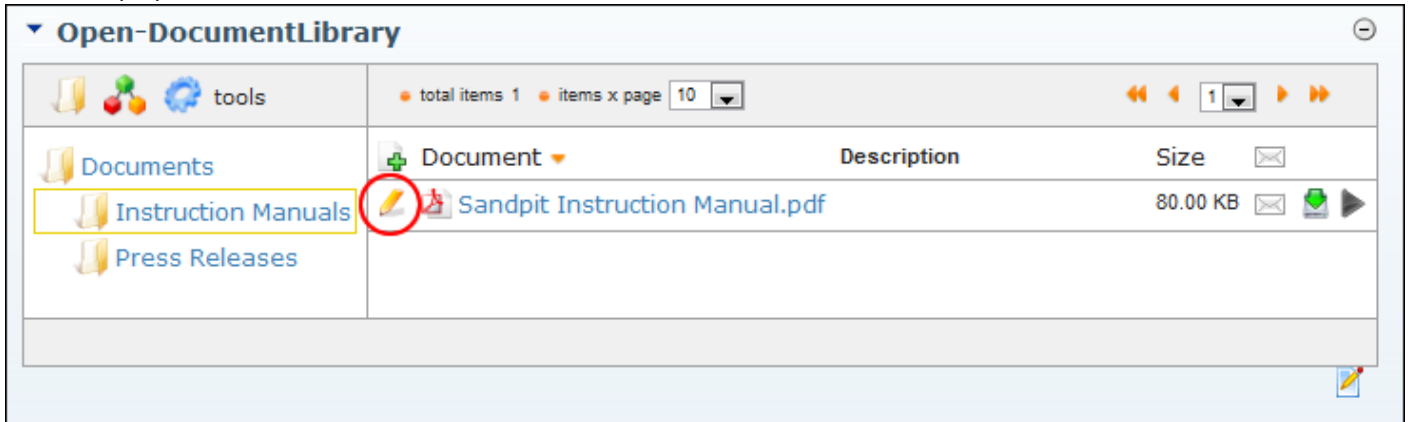
Update
Cancel
Delete

Editing a Document

## Deleting a Document

How to delete a document which has been uploaded to Document Library module.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on a Folder to select it.
3. Click the **Edit**  button beside the required document. This displays the Edit Document window where you can edit the following document properties.



4. Click the Delete link. This displays the message "Are you sure you want to delete this Document?"
5. Click the **OK** button to confirm.

---

*Tip: If the Delete link is disabled the file may be awaiting moderation.*



Open-DocumentLibrary

tools

Documents

- Instruction Manuals
- Press Releases

Edit Document - Moderated

Document Name: Sandpit Instruction Manual.pdf

Folder: ... Instruction Manuals

Categories:
 

- Toys
- ... Outdoor Play

Description:
 

How to construct the EcoZany sandpit in five easy steps.

Expiration Date

< May 2010 > [Clear Expiration Date](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Upload Info: 5/25/2010 5:33:34 PM  
Annie - Annabella Chin

Modified Info: 5/25/2010 7:08:05 PM  
Annie - Annabella Chin



Document Versioning

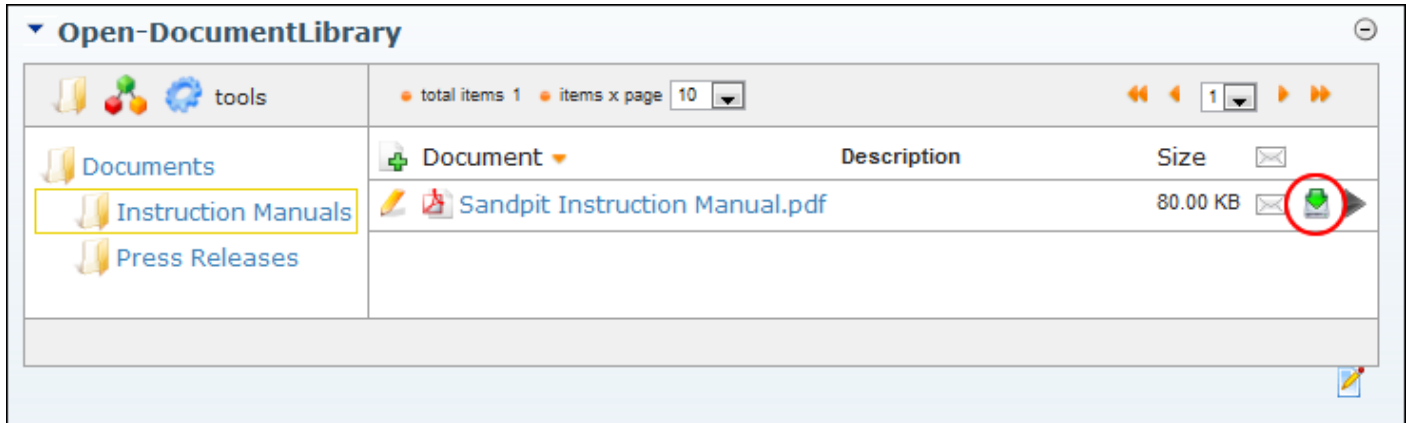
Update Cancel **Delete**

Deleting a Document

Downloading a Document

How to download the selected document to your local file system.





1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the navigating tree, click on a Folder to select it.
3. Click the **Download**  button. You'll be asked to either open the document or to store it in a folder in your local file system.



Downloading a Document

### Re-Submitting a Document

How to re-submit a document using the Document Library module. This is necessary when you receive notification from a moderator requesting you to revise and then re-submit a previously uploaded document for approval. This topic explains how to edit the document properties and re-submit it.

1. On the toolbar, navigate to  **Tools** >  **Moderate** and then select  **My Items**.
2. **Optional.** In the Filter Options section, apply one or more filters. See "[Moderation Filter Options](#)".
3. Click the **Review**  button beside the required file. This opens the Edit Document section.
4. **Optional.** Edit one or more document fields and then click the Update link.
5. Click the Re-Submit link: Select to re-submit the file for moderation.

**Filter Options**

- status -

**User Name**  
Annie

**Start Date**

**End Date**

view items cancel

**Edit Document**

**Document Name** Fortress Instruction Manual.pdf

**Folder** ... Instruction Manuals

**Categories**

- Toys
- ... Outdoor Play

**Description**

How to construct the EcoZany fortress in ten simple steps. Our easy to follow instructions are perfect for the beginner handyperson.

**Upload Info**

5/26/2010 6:40:04 AM  
Annie - Annabella Chin

**Modified Info**

5/26/2010 6:41:03 AM  
Annie - Annabella Chin

Re-Submit
 Update Cancel  
 Revise Reject Accept

total recs. 1    recs. x page 10

Status	Document Name	Description	Size	Uploaded	Modified		
	Fortress Instruction Manual.pdf		80.00 KB	Annie Annabella Chin 5/26/2010 6:40:04 AM	Annie Annabella Chin 5/26/2010 6:41:03 AM	🔍	✖

page 1 of 1

**Status Legend**

submitted

revise

rejected

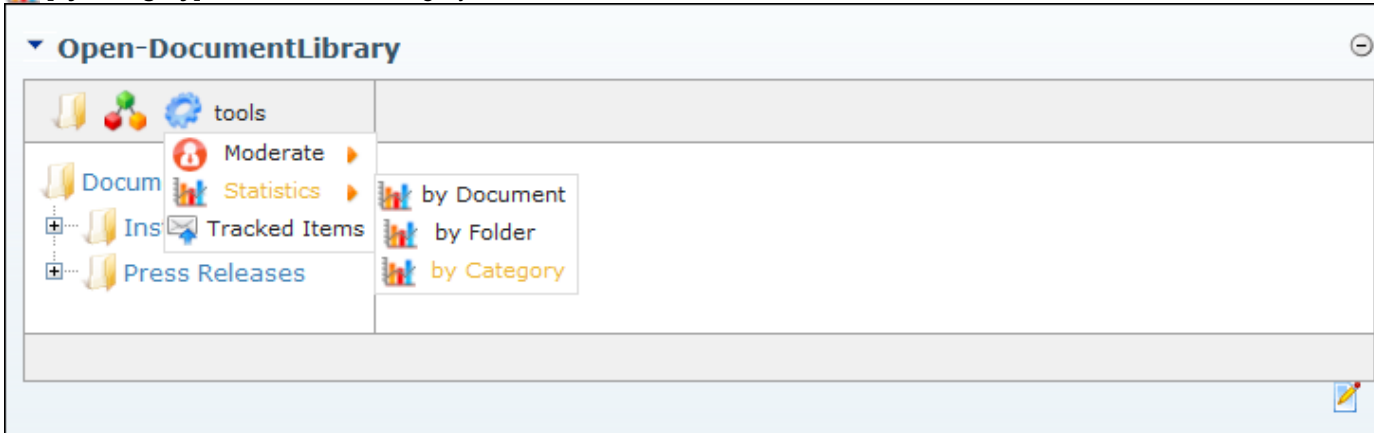
Re-Submitting a Document





### Viewing Statistics

How to view the comprehensive set of statistics tools using the Document Library module. Keep track of folder, category and document access as well as see who is clicking on folders and categories and downloading documents. All statistics can be filtered by user profile and access dates, as well as other folder or category specific parameters. Note: In the below examples we will look at Document statistics, but keep in mind that the same principles apply to Folder and Category statistics.

1. Mouse over **Tools** > **Statistics** in the navigation toolbar and select from these options:
  - **[by Documents]**: Select to view document statistics.
  - **[by Folder]**: Select to view folder statistics.





-  **[by Category]**: Select to view category statistics.



2. This opens either the Document Statistics, Folder Statistics or Category Statistics pane according to your selection and display a list with a summary of all download activity.
3. **Optional.** In the Filter Options section, apply one or more filters from these options:
  - a. At **Folder**, select which folder you want to restrict results to. Note: This option is only available when viewing Document Statistics.
  - b. At **User Name**, click on the **User**  button to select a single user's items to view. This opens the User Picker window where you can view a list of the existing users.
    - i. Use the A-Z links across the top to filter users by the first letter of their username.
    - ii. To select a user, click the **Select User**  button to the right of their name. This displays their username in the User Name text box.
  - c. At **Start Date**, click the **Calendar**  button and select the first date statistical information was retrieved. See "Working with the Calendar"
  - d. At **End Date**, click the **Calendar**  button and select the last date statistical information was retrieved. See "Working with the Calendar"
  - e. Click the View Statistics link to view items matching the selected filters.




**Document Statistics**

Filter Options total recs. 4    recs. x page 10    << 1 >>

Document Path	Document Name	Downloads
Documents/ Instruction Manuals	Sandpit Instruction Manual.pdf	1 
Documents/ Instruction Manuals/ Construction	Sandpit Instruction Manual.pdf	17 
Documents/ Press Releases/ TV Commercials	EcoZany.avi	17 
Documents/ Instruction Manuals/ Construction	Fortress Construction Video.avi	4 
















page 1 of 1 << 1 >>

[view statistics](#) [cancel](#)

 [by Folder](#)  [by Category](#)  [cancel](#)

4. To view more details of any of the items in the list, click the **View Details**  button. This displays the Download Details section.

**Document Statistics**





<p>Filter Options</p> <p>- folder - <input type="text"/></p> <p>User Name <input type="text"/></p> <p>Start Date <input type="text"/></p> <p>End Date <input type="text"/></p> <p><a href="#">view statistics</a> <a href="#">cancel</a></p>	<p>Download Details</p> <p><b>Document Path</b> Documents/ Instruction Manuals/ Construction</p> <p><b>Document Name</b> Sandpit Instruction Manual.pdf</p> <p><b>Download Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Module Page</th> <th>User Name</th> <th>Timestamp</th> </tr> </thead> <tbody> <tr> <td>Doc</td> <td>Johan Jamieson</td> <td>5/26/2010 4:04:00 PM</td> </tr> <tr> <td>Doc</td> <td></td> <td>5/26/2010 4:04:00 PM</td> </tr> </tbody> </table> <p>total recs. 4    recs. x page 10 <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Document Path</th> <th>Document Name</th> <th>Downloads</th> </tr> </thead> <tbody> <tr> <td>Documents/ Instruction Manuals</td> <td>Sandpit Instruction Manual.pdf</td> <td style="text-align: right;">1 </td> </tr> <tr> <td>Documents/ Instruction Manuals/ Construction</td> <td>Sandpit Instruction Manual.pdf</td> <td style="text-align: right;">2 </td> </tr> <tr> <td>Documents/ Press Releases/ TV Commercials</td> <td>EcoZany.avi</td> <td style="text-align: right;">17 </td> </tr> <tr> <td>Documents/ Instruction Manuals/ Construction</td> <td>Fortress Construction Video.avi</td> <td style="text-align: right;">4 </td> </tr> </tbody> </table> <p>page 1 of 1</p> <p style="text-align: right;">  <a href="#">by Folder</a>               <a href="#">by Category</a>               <a href="#">cancel</a> </p>	Module Page	User Name	Timestamp	Doc	Johan Jamieson	5/26/2010 4:04:00 PM	Doc		5/26/2010 4:04:00 PM	Document Path	Document Name	Downloads	Documents/ Instruction Manuals	Sandpit Instruction Manual.pdf	1 	Documents/ Instruction Manuals/ Construction	Sandpit Instruction Manual.pdf	2 	Documents/ Press Releases/ TV Commercials	EcoZany.avi	17 	Documents/ Instruction Manuals/ Construction	Fortress Construction Video.avi	4 
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Documents/ Instruction Manuals/ Construction	Fortress Construction Video.avi	4 																							

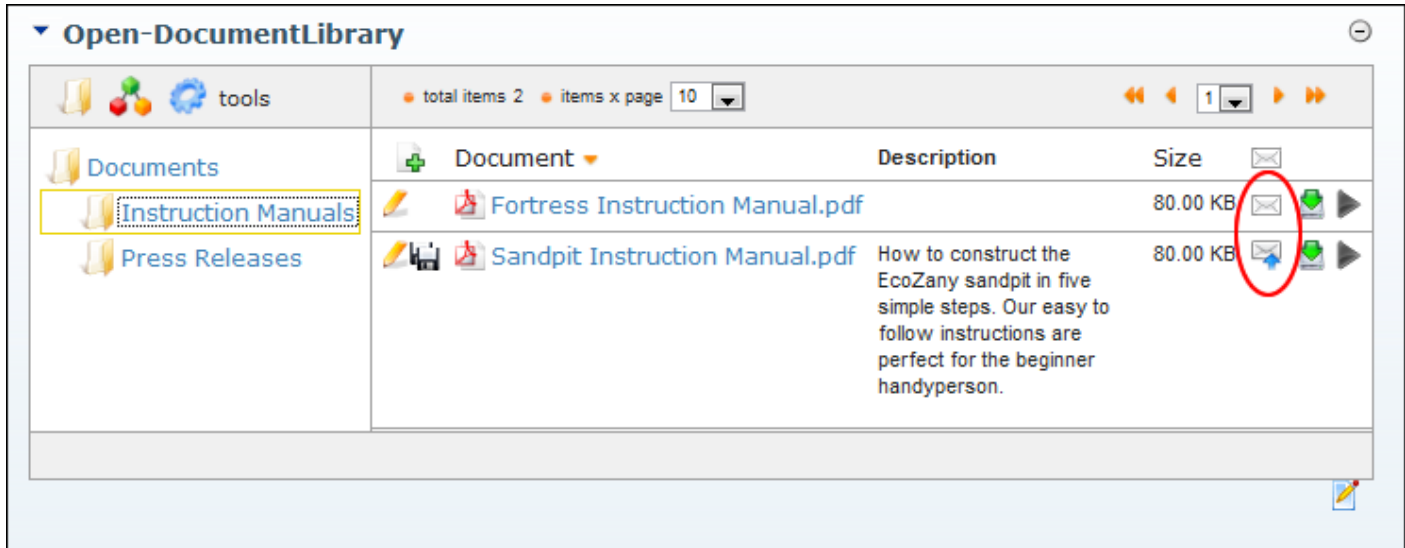
Viewing Statistics

*Tip: Quick links to change to Folder, Category or Document statistics is displayed at the base of the page.*

### Enabling Document Tracking

How to enable or disable tracking of a document which has been uploaded to Document Library module.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.
3. In the **Tracking**  column select from these options beside the required document:
  - Click the **Currently Tracking**  button to turn tracking off.
  - Click the **Not Tracking**  button to turn tracking on.

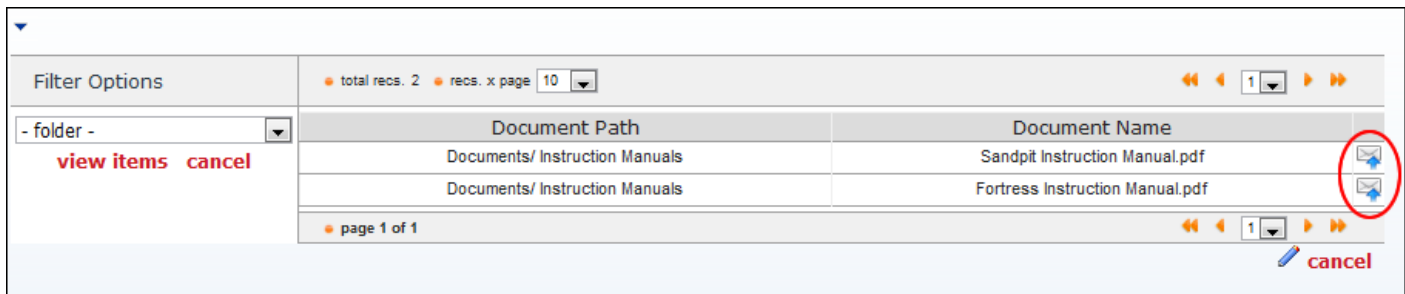


Enabling or Disabling Document Tracking

### Managing Document Tracking

How to view a list of tracked documents and disable tracking for one or more documents using the Open-Document module.

1. On the toolbar, navigate to **Tools** > **Tracked Items**. A complete list of tracked documents is displayed.
2. **Optional.** In the Filter Options section, select a folder it you only want to view files within that folder and then click the View Items link.
3. To disable tracking for one or more documents, select from these options beside the required document, click the **Stop Tracking** button.




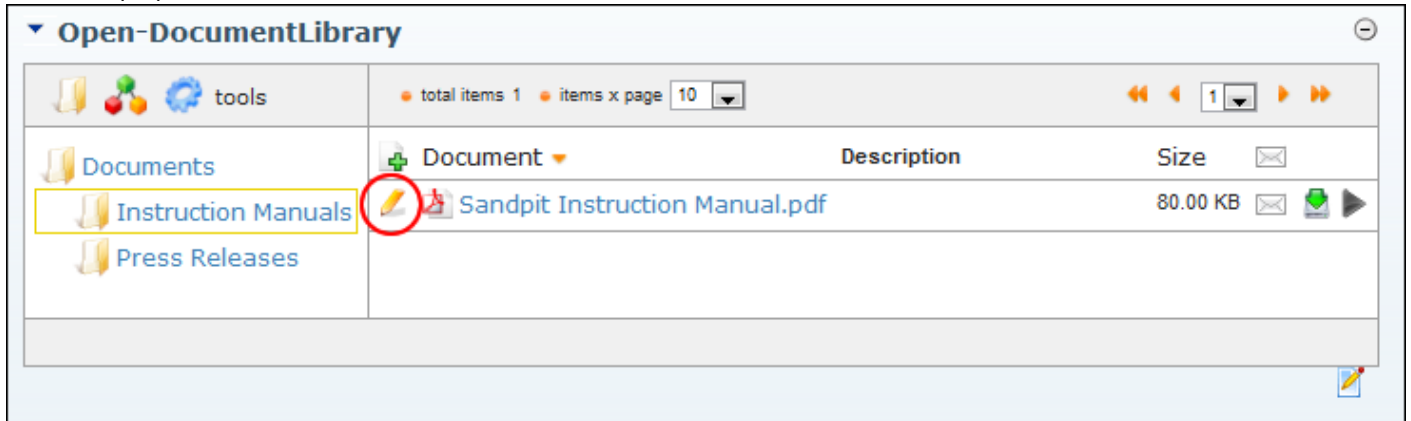
Managing Document Tracking

### Adding a Document Version


How to create a version of a document which has been uploaded to Document Library module.


1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.

3. Click the **Edit**  button beside the required document. This displays the Edit Document section where you can edit the following document properties.



The screenshot shows the 'Open-DocumentLibrary' interface. At the top, there are navigation icons and a 'tools' button. Below that, a summary bar shows 'total items 1' and 'items x page 10'. The main content is a table with columns for 'Document', 'Description', and 'Size'. The 'Instruction Manuals' folder is highlighted in yellow, and the 'Sandpit Instruction Manual.pdf' document has a red circle around its edit button.

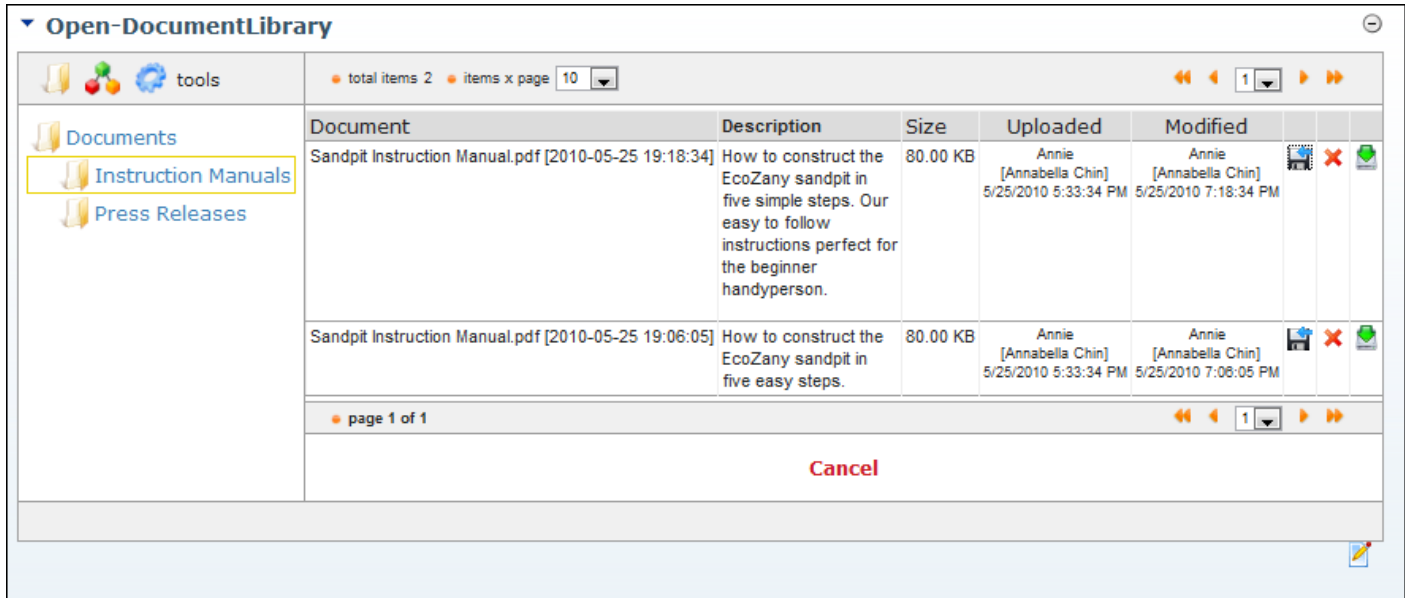
Document	Description	Size
Documents		
Instruction Manuals		
Press Releases		
	Sandpit Instruction Manual.pdf	80.00 KB

4. At **Document Versioning**, click the **Add Version**  button.

The screenshot shows the 'Open-DocumentLibrary' interface for editing a document. The document is titled 'Fortress Instruction Manual.pdf' and is located in the 'Instruction Manuals' folder. The 'Categories' section shows 'Toys' and 'Outdoor Play' (checked). The 'Description' field contains the text: 'How to construct the EcoZany sandpit in five simple steps. Our easy to follow instructions are perfect for the beginner handyperson.' The 'Expiration Date' is set to May 2010, with a 'Clear Expiration Date' link. The 'Upload Info' and 'Modified Info' both show a timestamp of 5/25/2010 7:48:56 PM and 5/25/2010 8:08:21 PM respectively, both by 'admin - Administrator Account'. The 'Document Versioning' section is highlighted with a red circle and contains 'Update', 'Cancel', and 'Delete' buttons.

5. A list of all versions of this document including the newly added version is now displayed. You may now like to edit this latest version.




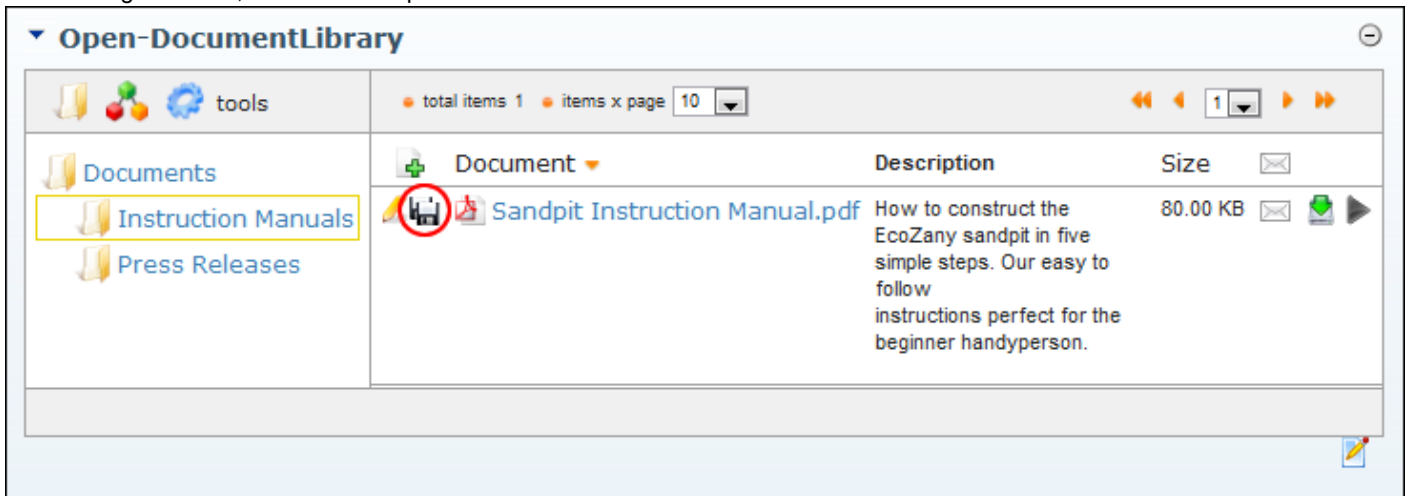






Creating a Document Version

### Managing Document Version Info

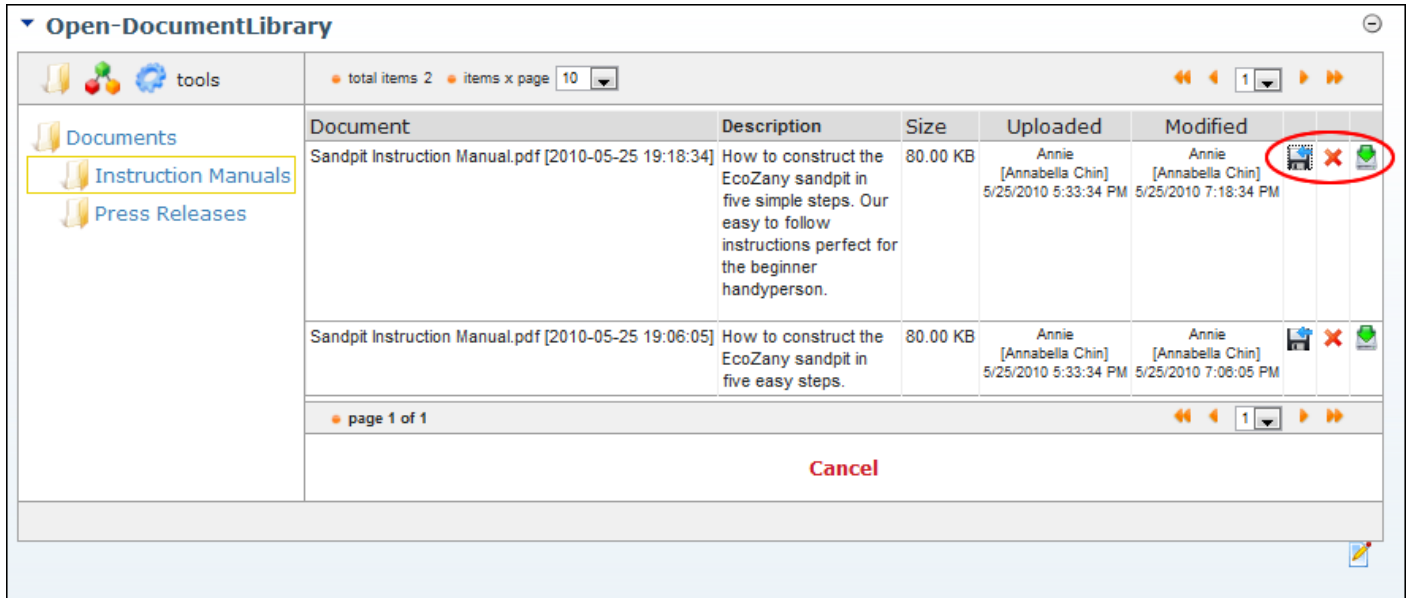
How to view version information and choose to restore, permanently delete or download previous versions of the document. A version is automatically created every time a document is re-uploaded in the same folder and with the same name.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.



3. Click the **Version Info**  button. This displays a summary list of each version. Note: If there are no versions saved, this section will be empty. The following options are now available:
  - Click the **Restore**  button beside a version to restore it.
  - Click the **Delete**  button beside a version to permanently delete it.
  - Click the **Download**  button beside a version to download it.



4. Click the Cancel link to return to the module.

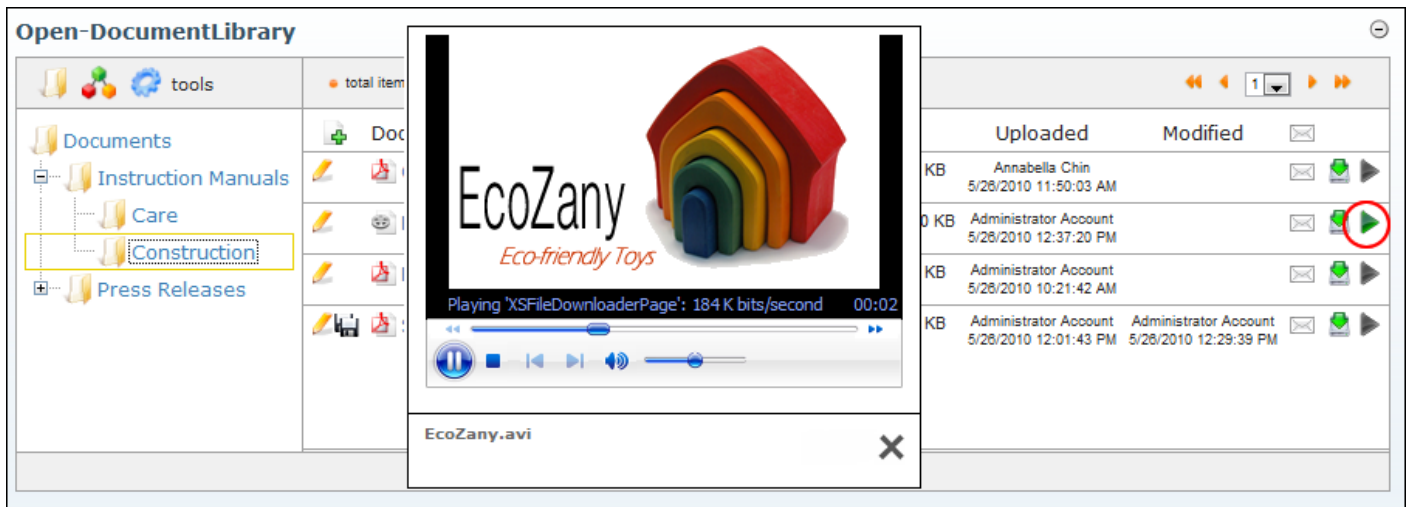


*Tip: When you restore a document, the restored version becomes the current document, and what was the current document gets added as a new version.*

### Viewing Media

How to view (play) multimedia which has been uploaded to Document Library module.



1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.
3. Click the **Display Media**  button. This opens and plays the media in a new window.



Viewing Media

### Viewing Media

How to view (play) multimedia which has been uploaded to Document Library module.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.
3. Click the **Display Media**  button. This opens and plays the media in a new window.





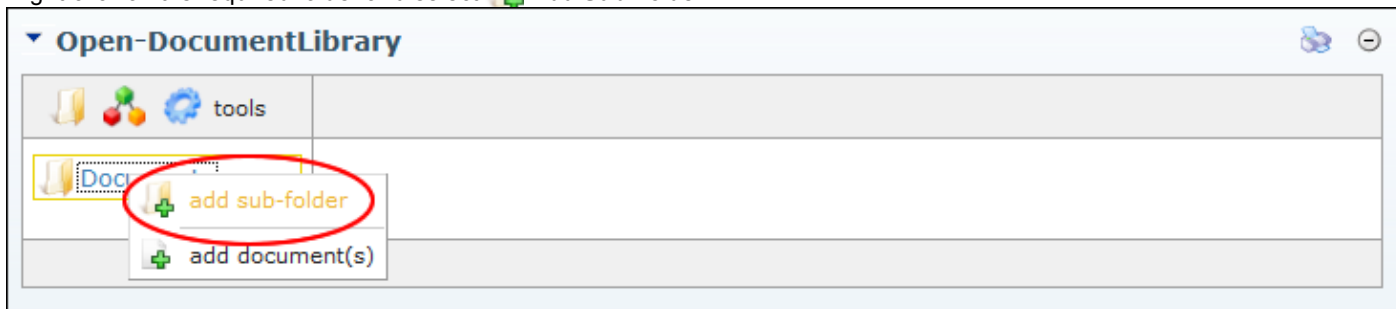
Viewing Media

### Managing Folders

#### Adding a Sub-Folder

How to add a sub-folder (child folder) to the selected folder in the Document Library module. Note: The parent folder must first be created by an Administrator. See ["Creating a Library from Scratch \(Adding a Parent Folder\)"](#) or ["Importing a Library"](#).

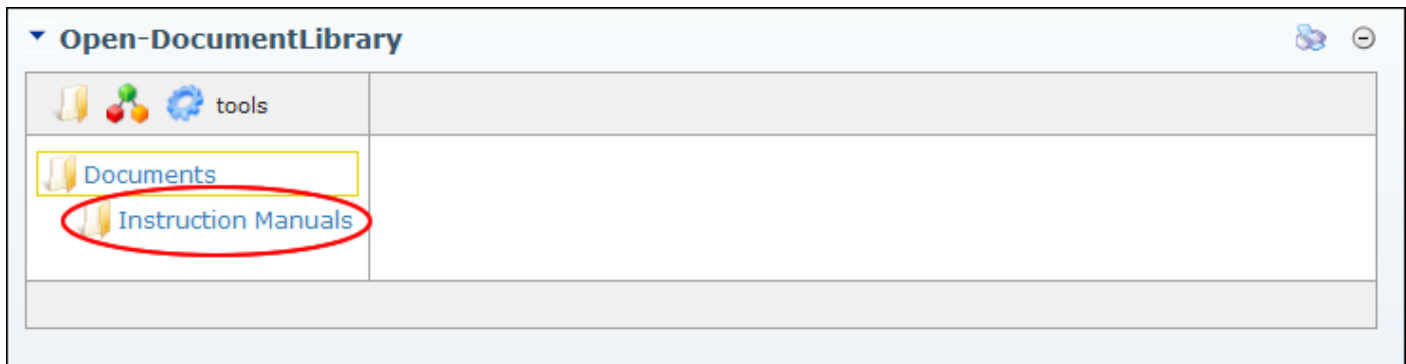
1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. Right-click on the required folder and select  **Add Sub-Folder**.



3. Configure the General and Security tab settings. See "Configuring General Settings for Folders" and See "Configuring Security Settings for Folders". Note: Security tab is only visible to authorized users.

The screenshot shows the 'Add Folder' dialog box in the 'Open-DocumentLibrary' interface. The dialog has a 'General' tab selected. The 'Folder Name' field contains 'Instruction Manuals'. The 'Parent Folder' dropdown menu is set to 'Documents'. Under 'URL Access', there are three options: 'Direct Access Only' with an unchecked checkbox, 'Direct Access Key' with an empty text field, and 'Direct URL' with an empty text field. At the bottom right, the 'Update' button is circled in red, and the 'Cancel' button is next to it. The left sidebar shows a navigation tree with 'Documents' selected.



4. Click the Update link. This displays the new folder in the navigation tree.

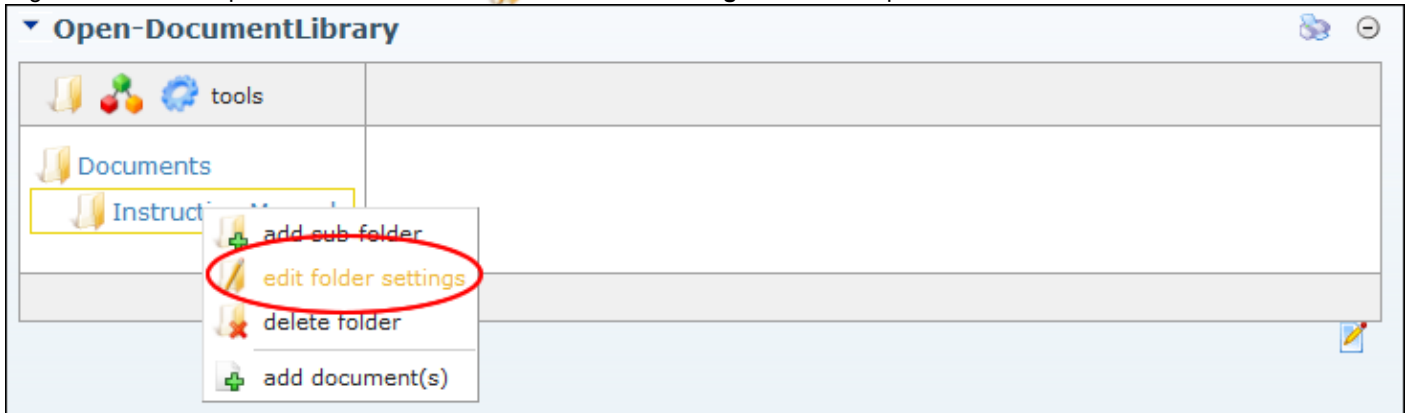


Adding a Sub-Folder

### Editing Folder Settings

How to edit folder setting such as folder name, parent folder and security on the Document Library module. Note: The available options are controlled by user permissions. E.g. If a user has edit rights but no security rights, the "Security" tab is not displayed.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. Right-click on the required folder and select  **Edit Folder Settings** from the drop-down menu.



3. Configure the General and Security tab settings. See ["Configuring General Settings for Folders"](#) and See ["Configuring Security Settings for Folders"](#).
4. Click the Update link.



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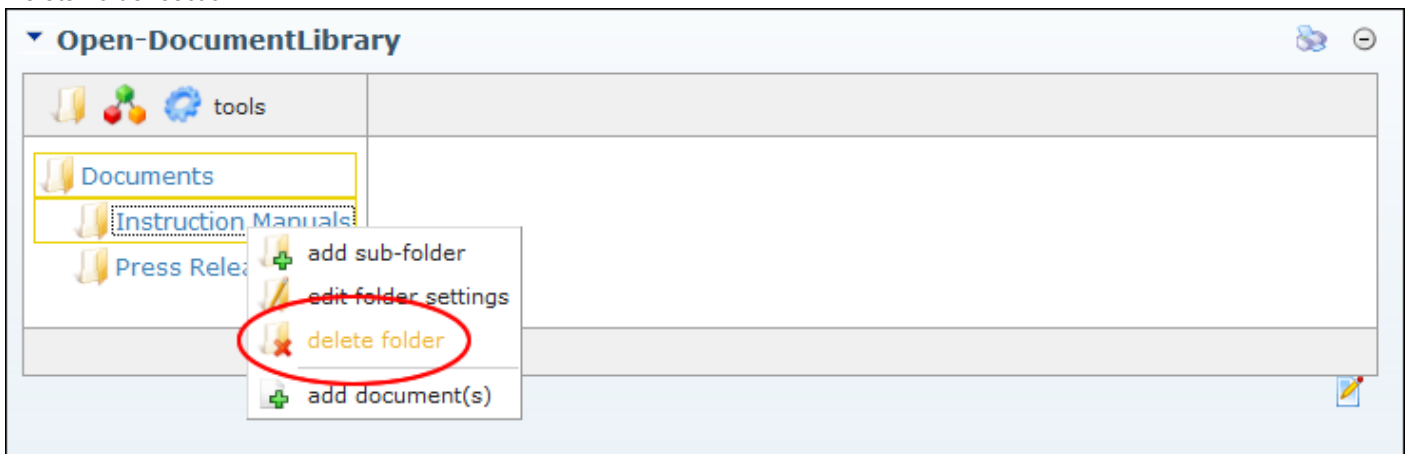
*Tip: The parent folder of a specific folder can be also changed through drag & drop utility. Just select the folder you want to move, click the left button and drag the folder to the chosen parent folder.*

---

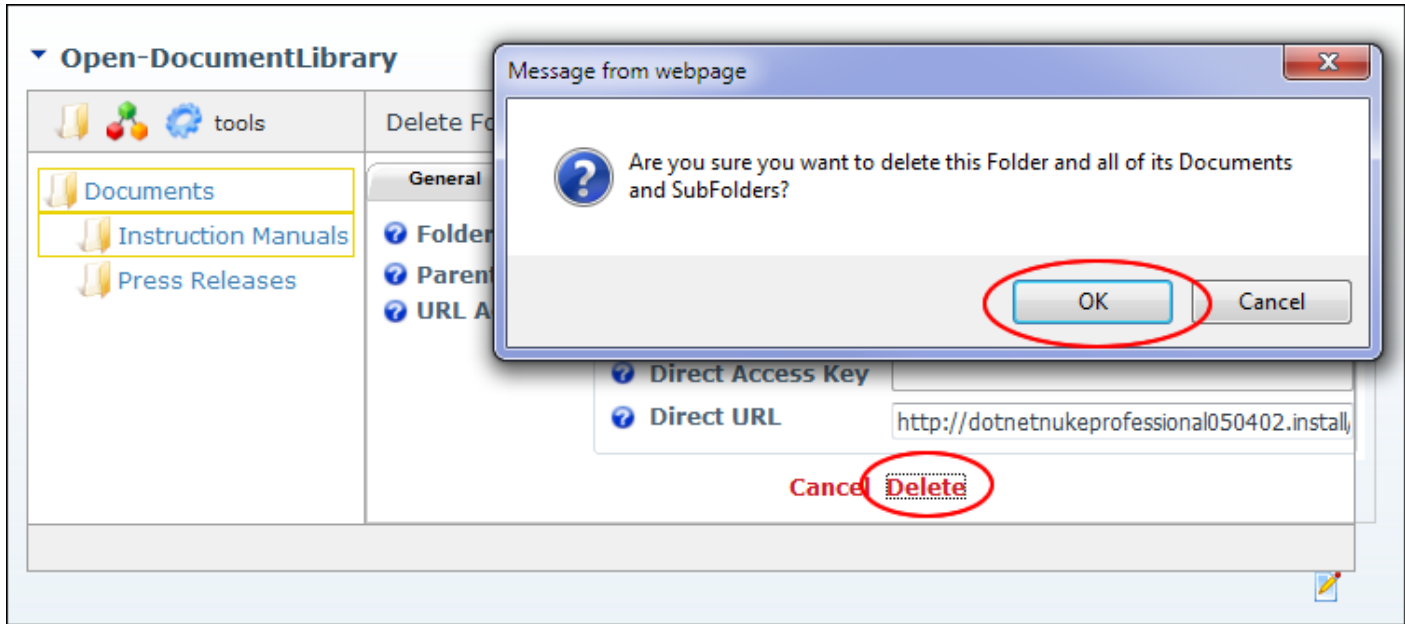
#### Deleting a Folder

How to delete a folder in the Document Library module. This deletes the folder from both the database as well as the file system.

1. Click the **Folder**  icon in the toolbar. This displays the Folder navigation tree.
2. Right-click on the required folder and select  **Delete Folder** from the drop-down menu. This displays the folder details in the Delete Folder section.



3. Click the Delete link. This displays the message "Are you sure you want to delete this Folder and all of its Documents and Sub-Folders?"
4. Click the **OK** button to confirm.



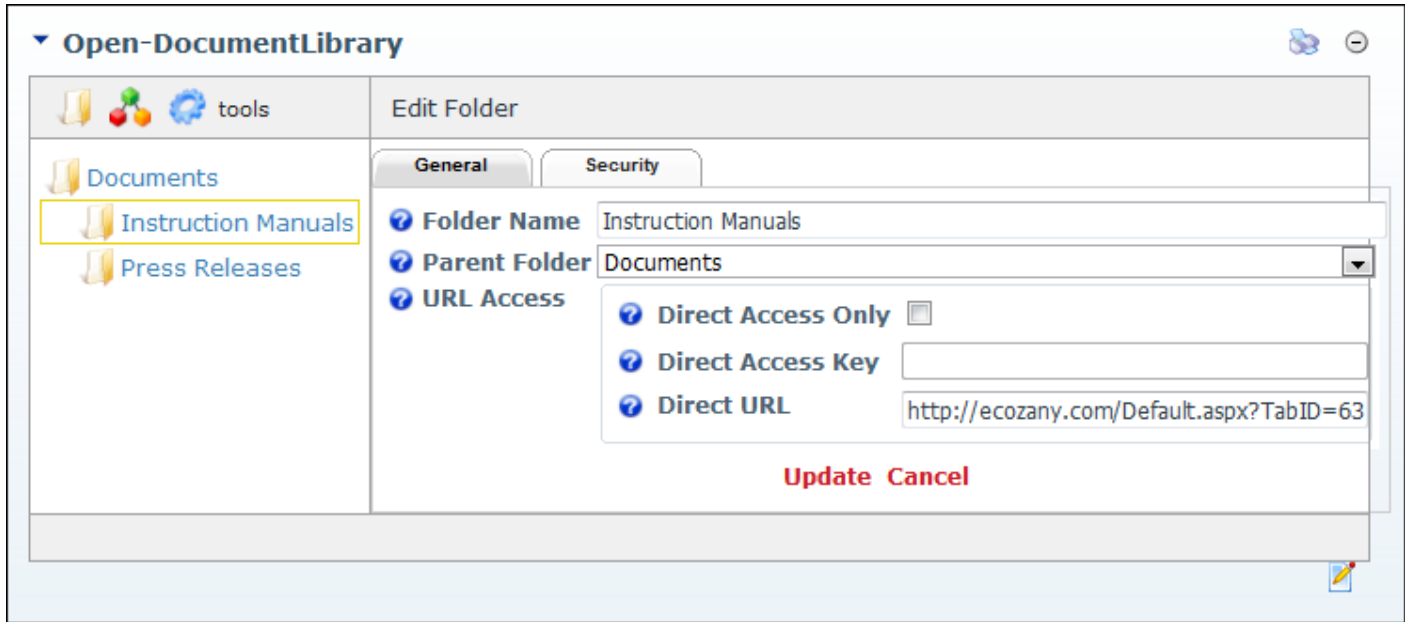
Deleting a Folder from the Document Library Module

### Configuring General Settings for Folders

How to configure the General settings for folders in the Document Library module. This topic assumes you are currently adding or editing a folder.

#### "Editing Category Settings".

1. At **Folder Name**, enter or edit the name for this folder.
2. **Optional.** At **Parent Folder**, select the parent folder for the current folder. Note: This setting is disabled for the parent folder.
3. In the URL Access section, set the follow attributes to determine if and how a folder can be accessed directly through a URL or through settings specifications:
4. At **Direct Access Only** select from these options:
  - Check  the check box to set this folder as hidden from general view, unless accessed directly through the 'Direct URL' (as set below) or through setting the value of 'Restrict List to 1 Folder' in the module settings. If the folder marked for direct view contains sub-folders, all sub-folders will also be visible, unless those sub-folders have also been marked for direct view as well.
    - i. At **Direct Access Key**, enter a unique key which will be required in order to access this "Direct Access Only" folder. If you do add a key, and you access the folder through the 'Direct URL' method, then you'll need to place both the xsfid parameter as well as a new key parameter in the URL. If you access the folder through the 'Restrict List to 1 Folder' method, then you'll need to place only the new key parameter in the URL. [url format: xsfid=id&xsfk=key]
    - ii. At **Direct URL** the direct URL for this folder is displayed. If linking to this page through an external link, and you only want to show the contents of this specific folder (and all of its sub-folders), this is the parameter to be added to the URL. Adding this parameter to the URL will achieve the same results as setting the value of 'Restrict List to 1 Folder' in the module settings.
  - Uncheck  the check box to enable access to all authorized users using the Navigation tree.



The General tab for Folder Settings

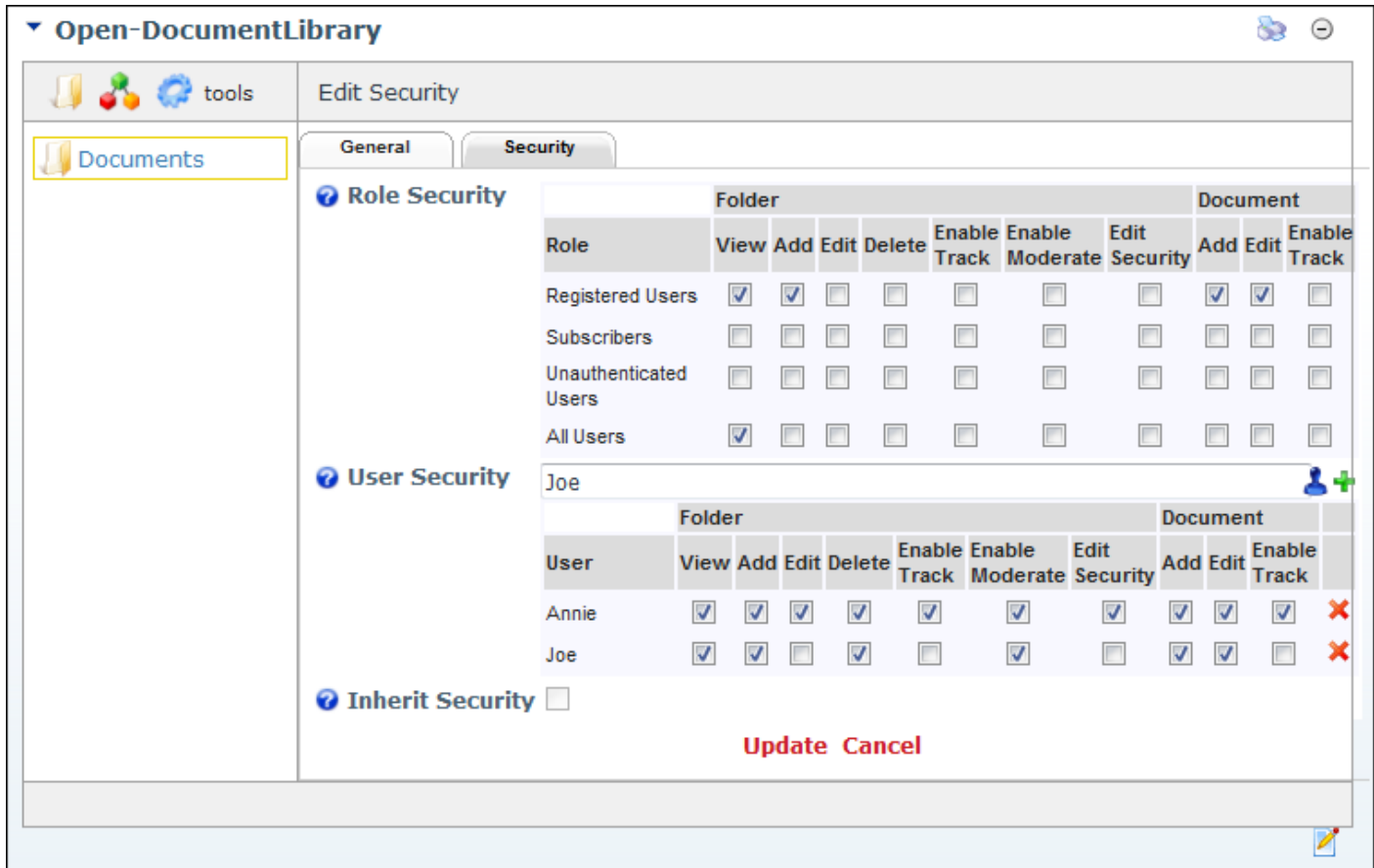
### Configuring Security Settings for Folders

How to configure the Security settings for folders in the Document Library module. This topic assumes you are currently adding or editing a folder. See ["Creating a Library from Scratch \(Adding a Parent Folder\)"](#), ["Adding a Sub-Folder"](#), or ["Editing Folder Settings"](#).

The following options are available on the Security tab:

1. **Optional. At Inherit Security**, check  the check box to set this folder to inherit security permissions from its parent folder.
2. Permissions related to Folders are:
  - **View:** Allows users to view the folder in the navigation tree. This right only allows view access to the folder and documents.
  - **Add:** Allows users to add sub-folders to the folder.
  - **Edit:** Allows users to edit the folder.
  - **Delete:** Allows users to delete the folder.
  - **Enable Track:** Allows users to track this folder.
  - **Enable Moderate:** Allows users to access the Moderate section under tools where they can moderate and approve documents uploaded to the folder.
  - **Edit Security:** Allows users to view the Security Tab when editing a folder and thereby assign security rights to the various roles.
3. Permissions related to Documents are those permissions that apply to all documents in the folder.
  - **Add:** Allows users to add new files to this folder. Note: If this option is selected, "Add Folder" permissions is automatically granted to enable zip folder structure uploads.
  - **Edit:** Allows users to edit the files in this folder.

- **Enable Track:** Allows users to manage tracking of files in this folder. Note: Tracking must still be enabled on individual documents. See "Enabling Document Tracking"



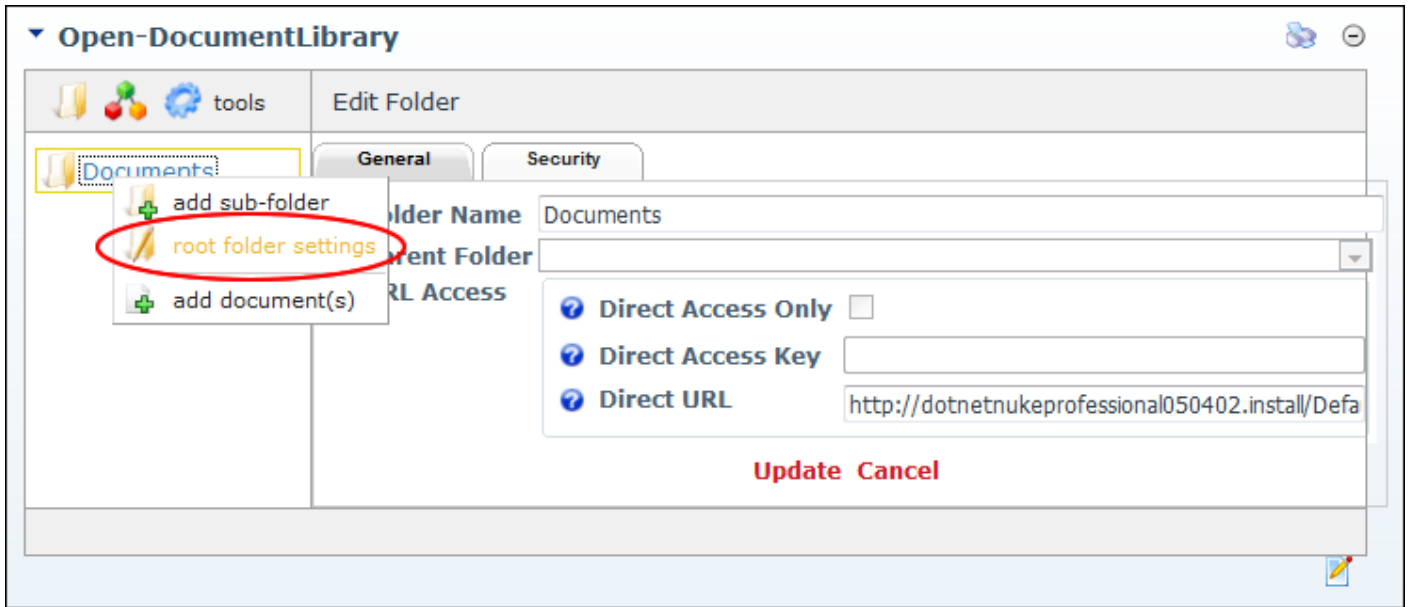
The Security tab for Folder Settings



### Setting User Security for Folders

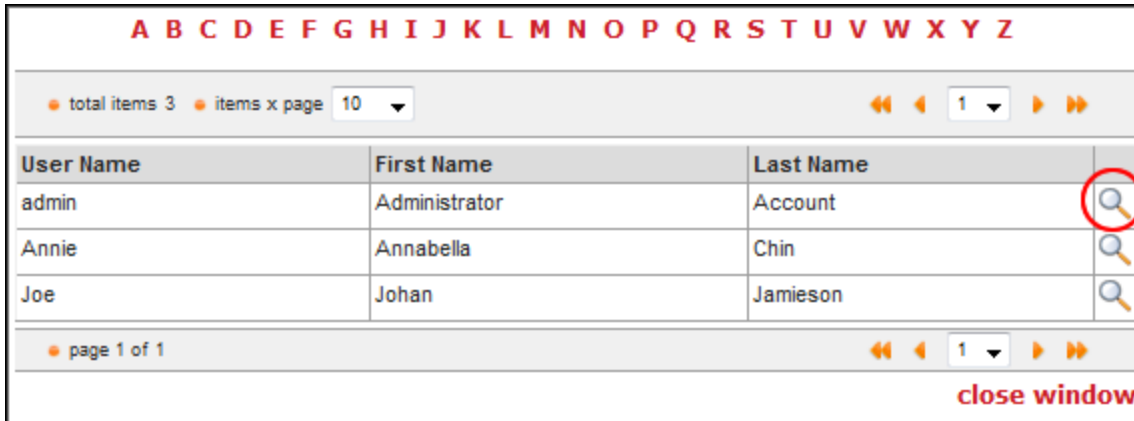
How to give specific users a specific set of access rights to the parent folder (root folder) of the Document Library module. Note: This topic assumes you have already created the folder.


1. Right-click on the required folder and then select **Root Folder Settings** (root folder only) or **Edit Folder Settings** all other folders.





2. Select the Security tab.
3. At **User Security**, click on the **User**  button. This opens a window where you can view a list of the existing users.
4. Use the A-Z links above the grid to filter users by the first letter of their username.
5. To select a user, click the **Select User**  button to the right of their name. This displays their username in the User Security text box.



6. Click the **Add**  button. This adds their name to the User Security section and creates a full list of security options that you can select from.
7. Repeat Steps 3-6 to add additional usernames.

8. Select one or more permissions for each user. See "Configuring Security Settings for Folders".

The screenshot shows the 'Edit Security' dialog box for the 'Open-DocumentLibrary'. The 'Security' tab is selected, and the 'User Security' section is highlighted with a red box. Below is the 'User Security' table:

User	Folder							Document			
	View	Add	Edit	Delete	Enable Track	Enable Moderate	Edit Security	Add	Edit	Enable Track	
Annie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Joe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom of the dialog, the 'Update' button is circled in red, along with the 'Cancel' button.


9. Click the Update link.







## Moderation

### Moderating Uploaded Files

How to moderate files uploaded using the Document Library module.

1. On the Document Library module toolbar, navigate to **Tools** > **Moderate** and then select **Moderate All Items** to view all files in the moderation queue - OR - Select **My Items** to see only files you have submitted which are awaiting moderation.
2. **Optional.** In the Filter Options section, apply one or more filters. See "Moderation Filter Options"







- Click the **Review**  button beside the required file. This opens the Edit Document section.

Status	Document Name	Description	Size	Uploaded	Modified		
	Fortress Instruction Manual.pdf		80.00 KB	Annie Annabella Chin 5/25/2010 8:20:28 AM			
	Sandpit Instruction Manual.pdf	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	admin Administrator Account 5/25/2010 12:37:01 PM	admin Administrator Account 5/25/2010 12:43:44 PM		

- Optional.** Edit one or more document fields and then click the Update link.
- Select one or these options:
  - Revise:** Select to set the file for revision. This notifies the owner requesting they revise the file and then re-submit it for approval. The file status is set as Revise and the file remains in the Moderation list.
  - Reject:** Select to reject the file. This notifies the owner of the file that it has been rejected and cannot be re-submitted. The file status is set as Rejected and it remains in the Moderation list.
  - Accept:** Select to accept the file. This notifies the owner of the file that it has been accepted. This file is published and removed from the Moderation list.

#### Deleting Unmoderated Files

How to permanently delete one or more files from the moderation queue of the Document Library module.

- On the toolbar, navigate to  **Tools** >  **Moderate** and then select  **Moderate All Items** to view all items in the moderation queue - OR - Select  **My Items** to see only items you have submitted which are awaiting moderation.
- Optional.** In the Filter Options section, apply one or more filters. See "[Moderation Filter Options](#)"
- Optional.** Click the **Download**  button beside the required file to download and view the file.
- Optional.** Click the **Review**  button beside the required file to notify the owner that the file has been rejected.
  - Click the Reject link. This notifies the owner of the file that it has been rejected and cannot be re-submitted. The file is status is set as Rejected however the file remains in the moderation queue.

Filter Options

- status -

User Name

Start Date

End Date

view items cancel

Edit Document

Document Name Sandpit Instruction Manual.pdf

Folder ... Instruction Manuals

Categories

Toys

... Outdoor Play

Description

<P>How to co

Upload Info

5/25/2010 12:37:01  
admin - Admin

Modified Info

5/25/2010 12:43:44 PM  
admin - Administrator Account

Message from webpage

The status of the item will be changed to: Rejected.  
The owner of the document will be notified but will not be able to re-submit the document for approval.


OK Cancel

Update Cancel  
Re-Submit Revise **Reject** Accept

total recs. 2 recs. x page 10

Status	Document Name	Description	Size	Uploaded	Modified		
	Fortress Instruction Manual.pdf		80.00 KB	Annie Annabella Chin 5/25/2010 8:20:26 AM	admin Administrator Account 5/25/2010 5:02:56 PM		
	Sandpit Instruction Manual.pdf	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	admin Administrator Account 5/25/2010 12:37:01 PM	admin Administrator Account 5/25/2010 12:43:44 PM		

page 1 of 1

5. Click the **Delete**  button beside the file to be deleted. This display the message "Are you sure you want to delete this item permanently?"
6. Click the **OK** button.
7. Repeat Steps 2-6 to delete additional files.

Filter Options

total recs. 2    recs. x page 10

Status	Document Name	Description	Size	Uploaded	Modified
	Fortress Instruction Manual.pdf		80.00 KB	Annie Annabella Chin 5/25/2010 8:20:26 AM	admin Administrator Account 5/25/2010 5:02:55 PM
	Sandpit Instruction Manual.pdf	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	admin Administrator Account 5/25/2010 12:37:01 PM	Annie Annabella Chin 5/25/2010 5:07:22 PM

Message from webpage

Are you sure you want to delete this item permanently?

OK    Cancel

Deleting Unmoderated Files

### Moderation Filter Options

How to filter files in the moderation queue by one or more criteria on the Document Library module. This topic assumes you are currently performing a moderation task.

1. In the Filter Options section, apply one or more filters from these options:
  - a. At **Status**, select one of the following from the drop-down box:
    - **- Status -**: Select to view items of all status. E.g. Submitted, Revised and Rejected.
    - **Submitted**: Select to view all submitted items that are yet to be moderated.
    - **Revise**: Select to view all revised items.
    - **Rejected**: Select to view all rejected items.
  - b. At **User Name**, click on the **User** button to select a single user's items to view. This opens the User Picker window where you can view a list of the existing users.
    - i. Use the A-Z links across the top to filter users by the first letter of their username.
    - ii. To select a user, click the **Select User** button to the right of their name. This displays their username in the User Name text box.
  - c. At **Start Date**, click the **Calendar** button and select the first date items were submitted on. See "Working with the Calendar"
  - d. At **End Date**, click the **Calendar** button and select the last date items were submitted on. See "Working with the Calendar"
  - e. Click the View Items link to view items matching the selected filters.

**Filter Options**

submitted ▼

**User Name**

**Start Date**  
 📅

**End Date**  
 📅

**view items** **cancel**

Moderation Queue Filter Options

## Settings

### Configuring Local Settings - Document Grid

How to configure local settings for the document grid on the Document Library module. Here you can control what document information is displayed as well as the default sort field and direction. Except for Document Name, which is a required field, you can opt to show or hide all other fields. Options selected here only apply to this specific instance of the module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Open-Document Library Settings** tab.
3. On the **Local** tab, go to the **Document Grid Options** section.
4. At **Display Navigation**, select from these options:
  - Check  the check box to display the paging and info navigation bar above and below files in the grid. This is the default option.

Document ▼	Description	Size	📧
● total items 5   ● items x page 10 ▼   ⏪ ⏩ 1 ⏪ ⏩			
	<a href="#">Cubby House Instruction Manual.pdf</a>	80.00 KB	📧
	<a href="#">Fortress Instruction Manual.pdf</a>	80.00 KB	📧
	<a href="#">Jungle Jim Instruction Manual.pdf</a>	80.00 KB	📧
	<a href="#">Mini Climber Instruction Manual.pdf</a>	80.00 KB	📧
	<a href="#">Wendy House Instruction Manual.pdf</a>	80.00 KB	📧

- Uncheck  the check box to remove navigation bar and display all items in the list at once.

Document	Description	Size	
	Cubby House Instruction Manual.pdf	80.00 KB	
	Fortress Instruction Manual.pdf	80.00 KB	
	Jungle Jim Instruction Manual.pdf	80.00 KB	
	Mini Climber Instruction Manual.pdf	80.00 KB	
	Wendy House Instruction Manual.pdf	80.00 KB	

- At **Items Per Page**, select the number of items to be displayed in the grid at once. Available options are: 10, 25, 50, or 100. The default setting is 10.
- At **Layout**, select the layout to be applied to the document grid. The below images show each layout with all available fields displayed.

- **Multiple Columns [Default]:**


Open-DocumentLibrary						
Document	Description	Size	Uploaded	Modified		
	Cubby House Instruction Manual.pdf	80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM			
	Fortress Construction Video.avi	192.00 KB	Administrator Account 5/26/2010 12:37:20 PM			
	Fortress Instruction Manual.pdf	80.00 KB	Administrator Account 5/26/2010 10:21:42 AM			
	Sandpit Instruction Manual.pdf	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM		

- **Compact:** Displayed here with all fields displayed.

Document		
	Cubby House Instruction Manual.pdf	<b>Size:</b> 80.00 KB <b>Uploaded:</b> Annabella Chin 5/26/2010 11:50:03 AM <b>Modified:</b>
	Fortress Instruction Manual.pdf	<b>Size:</b> 80.00 KB <b>Uploaded:</b> Administrator Account 5/26/2010 10:21:42 AM <b>Modified:</b>
	Sandpit Instruction Manual.pdf How to construct the EcoZany sandpit in five easy steps.	<b>Size:</b> 80.00 KB <b>Uploaded:</b> Administrator Account 5/26/2010 12:01:43 PM <b>Modified:</b> Administrator Account 5/26/2010 12:29:39 PM

- **Multimedia:** Displays a large Play icon.

Document		
	Cubby House Instruction Manual.pdf	<b>Size:</b> 80.00 KB <b>Uploaded:</b> Annabella Chin 5/26/2010 11:50:03 AM <b>Modified:</b>
	Fortress Construction Video.avi	<b>Size:</b> 192.00 KB <b>Uploaded:</b> Administrator Account
	Fortress Instruction Manual.pdf	
	Sandpit Instruction Manual.pdf How to construct the EcoZany sandpit in five	



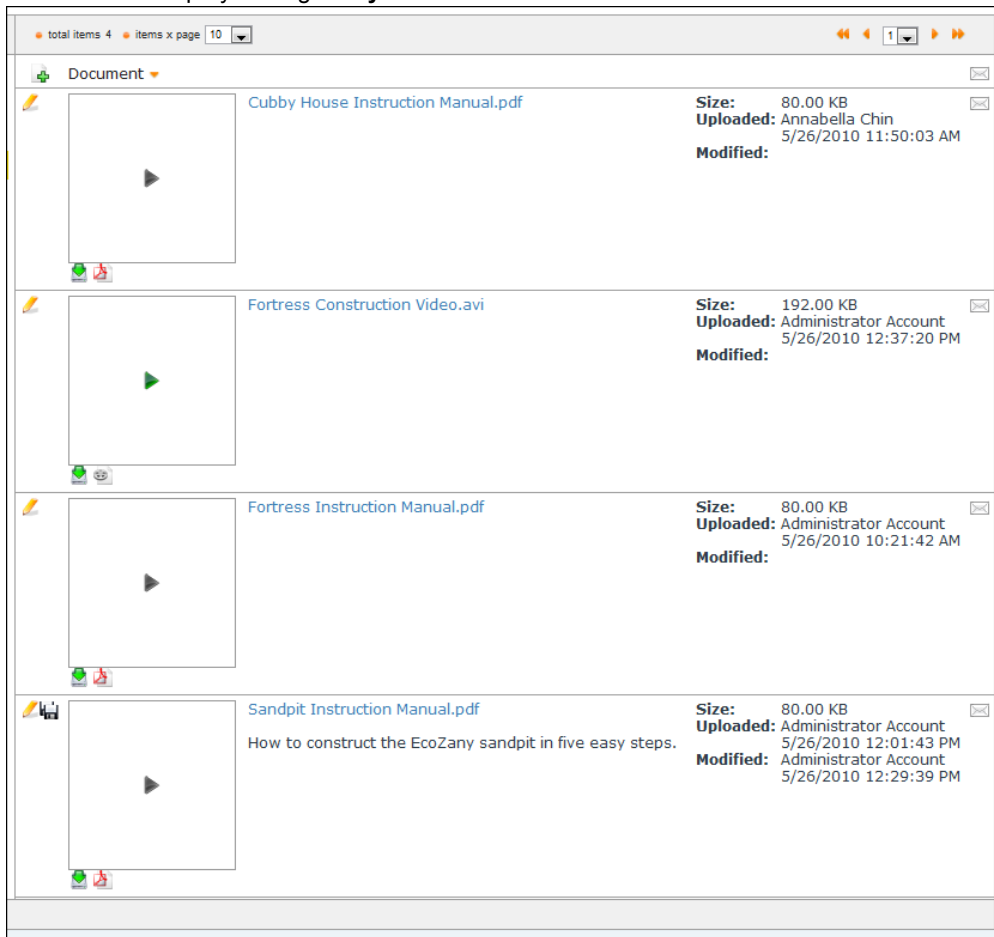
EcoZany  
Eco-friendly Toys

Playing "XSFileDownloaderPage": 184 K bits/second 00:02

EcoZany.avi



- **Thumbnails:** Displays a large **Play** icon.



7. In the **Name - Display Length** text box, enter the maximum number of characters for document name field (including spaces). E.g. If a maximum of 10 is entered and the document name exceeds the display length, then the name will display as "Document N..."
8. At the follow fields, check  the **Display** check box to display the document field in the grid - OR - Uncheck  to hide the field:
  - a. **Description:** Select to view the description field of the document in the Document grid.
  - b. **Size:** Select to view the size field of the document in the Document grid.
  - c. **Uploaded:** Select to view the date and Display Name of the user that uploaded the document in the Document Grid.
  - d. **Modified:** Select to view the date and Display Name of the user that modified the metadata of the document, in the Document Grid.
9. In the **Default Sort - Ascending** column, select the default field documents are sorted by when displayed in ascending order.
10. In the **Default Sort - Descending** column, select the default field documents are sorted by when displayed in descending order.
11. Click the Update link.

Document Grid Options

Display Navigation:

Items Per Page: 10

Layout: multiple columns [default]

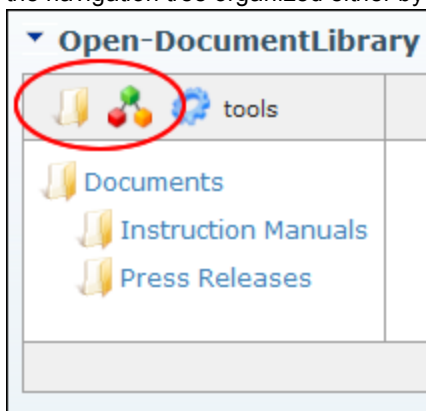
	Display	Default Sort		Display Length
		Ascending	Descending	
<input checked="" type="checkbox"/> Name:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Icon:	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Description:	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Size:	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input checked="" type="checkbox"/> Uploaded:	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Modified:	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	




Configuring Document Grid Options for the Open-Document Library Module

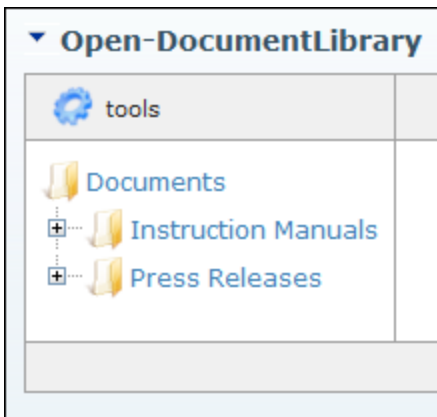
### Configuring Local Settings - Navigation Tree


How to configure local settings for the Document Library module. This section allows you to control the way users can navigate through the document hierarchies. Options selected here only apply to this specific instance of the module.

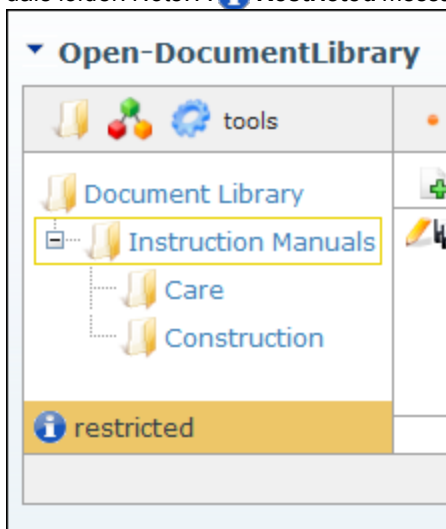
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Open-Document Library Settings** tab.
3. On the **Local** tab, go to the **Navigation Tree Options** section and set any of the following optional settings.
4. At **Default Tree Mode**, set the default view of the navigation tree as either **Folders** (the default setting) or **Categories**.
5. At **Allow Tree Mode Toggle**, select from these options:
  - Check  the check box to display both the **Folder** or **Category** icons in the toolbar. This enables users to view the navigation tree organized either by folders or categories and access both the Folder and Category drop-down menus.



- Uncheck  the check box to disallow toggling. This removes both the  **Folder** or  **Category** icons from the toolbar. The navigation tree displays either Folders or Categories, as selected at Default Tree Mode. **Important.** If the Default Tree Mode is set the Categories, users cannot add documents because they cannot access the drop-down menu. Note: Administrators will continue to see the toggle options for administrative purposes. A  **No Toggle** message is also displayed to Administrators.

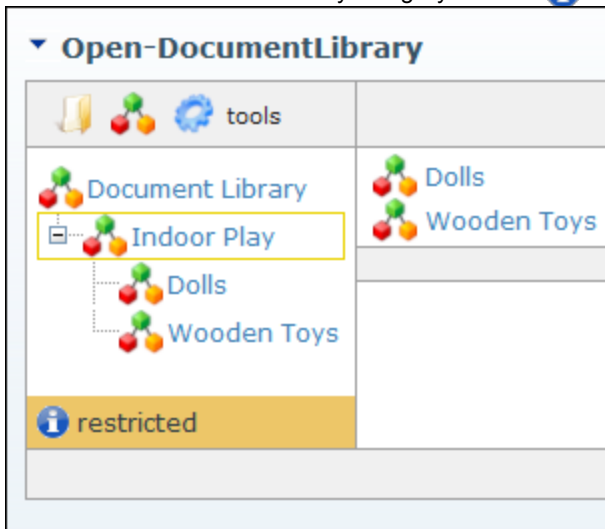


6. At **Restrict Tree to 1 Folder**, select a folder to restrict this instance of the module to display only that folder. Users can navigate to sub-folders and documents belonging to the selected folder. The below image displays the tree restricted to the Instruction Manuals folder. Note: A  **Restricted** message is displayed to Administrators.



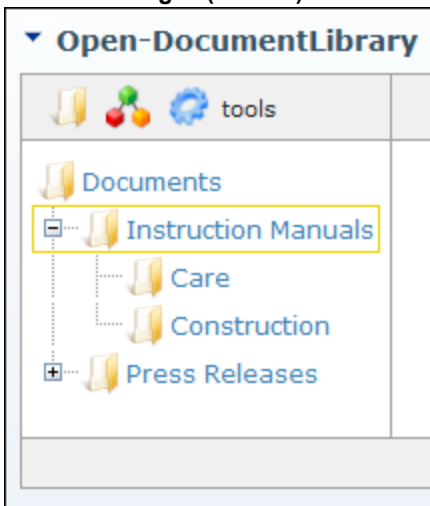
7. At **Restrict Tree to 1 Category** select a category name from the drop-down box to restrict this instance of the module to that category. Users can navigate to subcategories and documents belonging to the selected category. The below image displays the

tree restricted to the Indoor Play category. Note: A  **Restricted** message is displayed to Administrators.

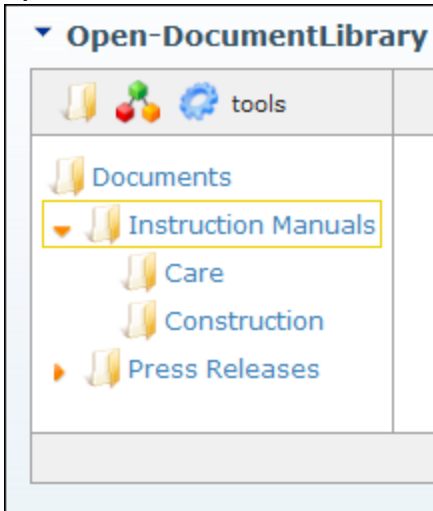


8. At **Tree Style**, select the style for the navigation tree from these options:

- **Plus-Minus Signs (Default)**

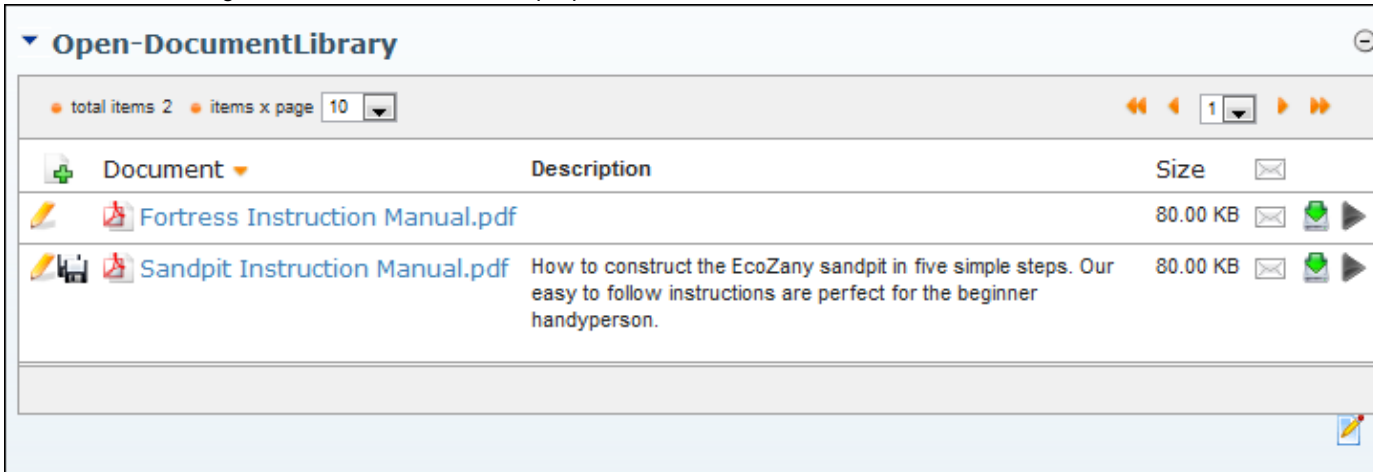


- **Up-Down Arrows**



9. At **Hide Tree [Flat View]**, select from these options:

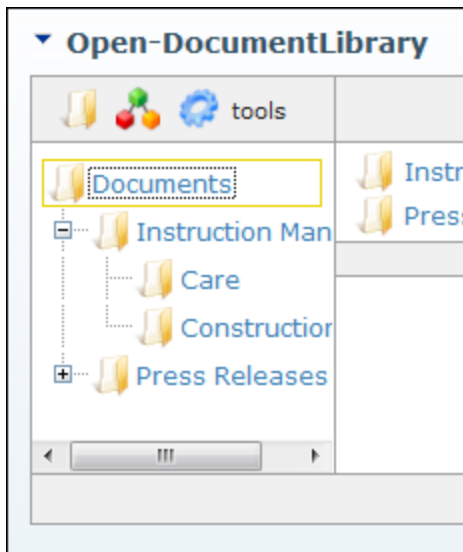
- Check  the check box hide the navigation tree. This displays all the documents within the selected folder ( as selected at "Restrict Tree to 1 Folder" ) or category (as selected at "Restrict Tree to 1 Category" ), including documents within the sub-folders/sub-categories. Important. Tree must be restricted by folder or category to use this setting. Note: Administrators continue to see the navigation tree for administrative purposes.



- Uncheck  the check box to display the navigation tree.

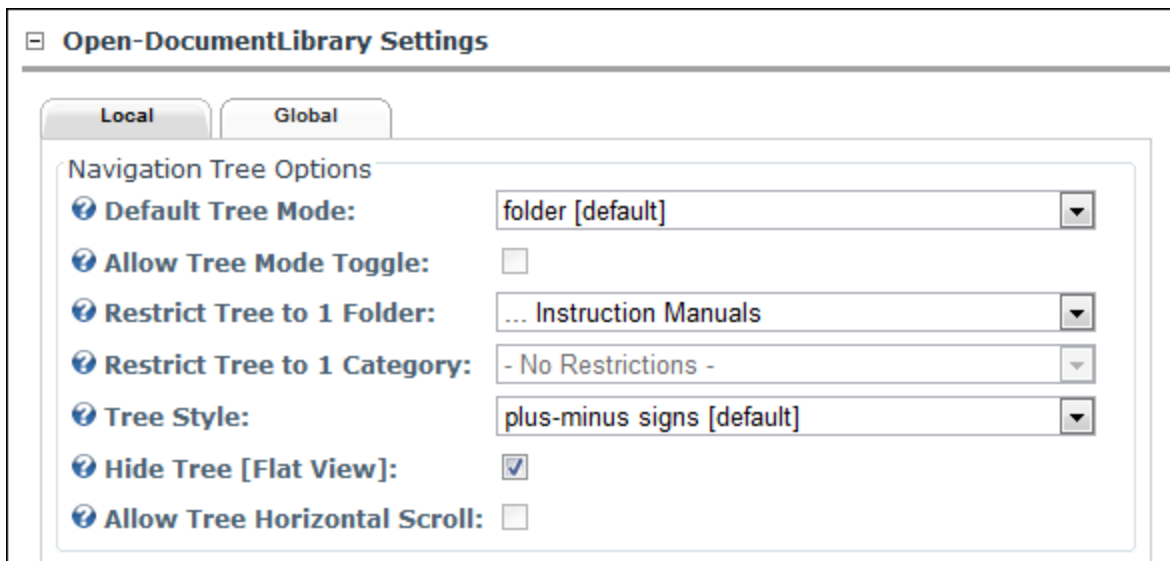
10. **Allow Tree Horizontal Scroll** select from these options:

- Check  the check box to prevent the tree from growing in width. This displays a scroll bar below the tree enabling users to scroll to the right or left, in order to see the folders.



- Uncheck  the check box to enable the navigation tree grows in size (horizontally and vertically) according to the number of folders that are open at any one time. This is the default option.

11. Click the [Update](#) link.






Configuring Local Setting for the Document Library Module

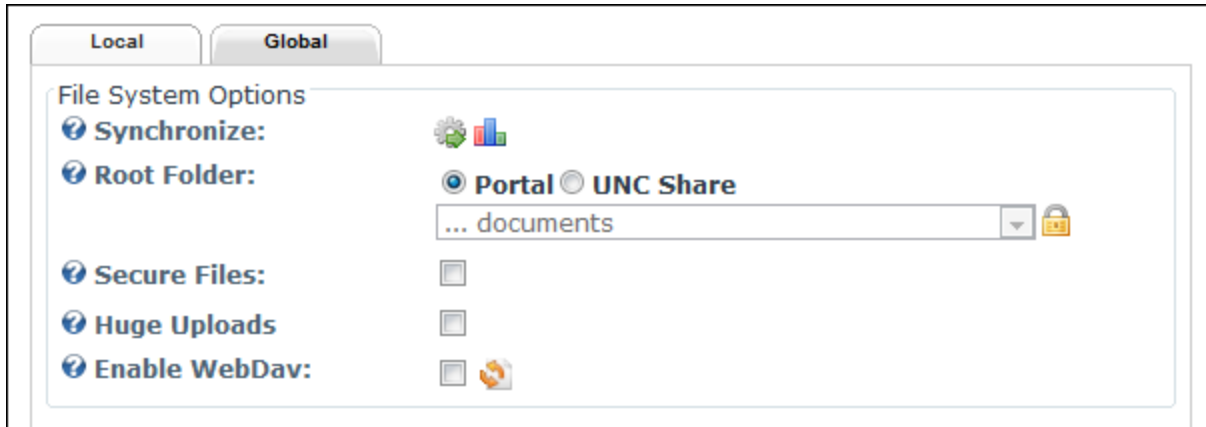
### Configuring Global Settings

How to configure global settings for the Document Library module. Note: All settings on the Global tab apply to all instances of the module in the given portal.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Open-Document Library Settings** tab.
3. Click on the **Global** tab.

4. In the **File System Options** section update any of the following settings:

- a. At **Synchronize**, click on the **Synchronize the Database and the File System**  button to perform synchronization. Synchronization adds folders/documents that were added directly to the file system to the database and removes folders/documents from the database that were removed from the file system manually. The process is asynchronous.
- b. Click the **Display The Last Synchronization Log**  button review the results in the Synchronization Log.
- c. At **Root Folder**, See "**Importing a Library**", which details how to select a new root folder in which to store the folders and documents in the physical drive. When a folder is selected from the list, the Database and the File System are automatically synchronized [see File System Options/Synchronize]. You will have the option to use the default DNN home directory/subdirectory by selecting the "Portal" option, or to simply choose any folder either local or in a UNC share. If you do choose a folder that is not under the Portal option, then you should make sure that the ASP.NET user or Network Services user has the appropriate access rights to the folder (read/write/modify).
- d. At **Secure Files**, select from these options:
  - Check  the check box to protect your documents from direct download by renaming them to a type of extension that is not directly served by a Web Server [xsl.resx]. As a result, the only possible way to access the document will be through the document library interface.
  - Uncheck  the check box to allow documents to be downloaded directly from a Web browser or to be referenced by links as long as they are in a virtual directory or under the DNN Home Directory. In a UNC share or local folder that does not have any of the above prerequisites, direct access will not be possible.
- e. At **Huge Uploads**, select from these options:
  - Check  the check box to allow uploads up to 2 Gigabytes. Notice that the web.config will be automatically modified (a backup of the actual configuration file will be created on the same folder). And also, a folder will be created in the root folder of the application.  
Note 1: Full trust must be enabled for this setting to work. I.e. A shared server cannot be used.  
Note 2: In web.config increase execution timeout. E.g. 3600  
**Important.** Huge uploads must be uncheck before uninstalling this module.
  - Uncheck  the check box to disallow large uploads. Changes to the web.config and the folder in the root folder will be eliminated.
- f. At **Enable WebDav**, select from these options:
  - Check  the check box to display an alternative 'open on server' button in the documents grid, next to the 'download' button. Clicking on the 'open on server' button will open the document in its client environment (MS Word or MS Excel).  
Note 1: The folder must be a WebDav folder [you will need to configure the server]. To check if the current root folder is correctly setup as a WebDav folder, click the **Check If WebDav Is Enabled On The Server**  button.  
Note 2: If WebDav is not correctly setup on the server, and this option is selected, the document will still open in its corresponding application, but the [save] and [save as] options will only save the document in a local [to your PC] folder.  
Note 3: You must enable ActiveX controls to run on your client PC, by changing the corresponding Zone Security Options.
  - Uncheck  the check box to disable WebDav.



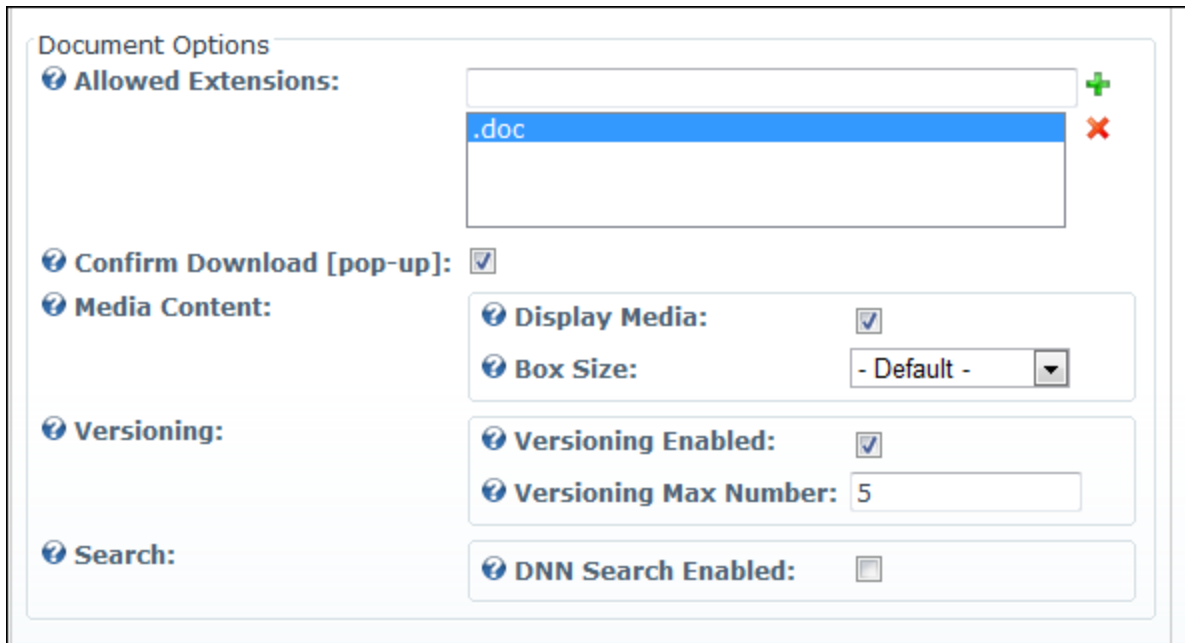
5. In the **Document Options** section, update any of the following settings:

- a. At **Allowed Extensions** you can limit the types of files that can be uploaded to Document Library modules in this portal. This will override the site wide settings set by the Host. If there is no extension specified, all extensions will be allowed.
  - To Add An Extension: Enter a file extension and then click the **Add +** button. E.g. .doc
  - To Remove An Extension: Select the file extension and then click the **Delete X** button.
- b. At **Confirm Download [pop-up]**, Check  the check box to show a pop-up window with additional information before a download is started - OR - Uncheck  the check box to set the download to start directly.
- c. At **Media Content**, set the following:
  - i. At **Display Media**, check  the check box to display a **Play ▶** button for media files (audio, images and video) - OR - Uncheck  the check box to disable.
  - ii. At **Box Size**, select the size of the box that displays the media content of the documents.
- d. At **Versioning**, set the following:
  - i. At **Versioning Enabled**, select from these options:
    - Check  the check box to enable versioning. Versioning allows you to save a specified number of copies of the documents you upload. Every time you re-upload a new version of the same document, the previous version is saved and can be restored on demand. Note: You can also save a version of your document any time you want to, by editing the document, and clicking on the Add Version button.
      - i. In the **Versioning Max Number** text box, enter the maximum number of versions which can be saved for each document.
    - Uncheck  the check box to disable.
- e. At **Search - DNN Search Enabled**, select from these options:
  - Check  the check box to enable the documents to be included in the default DNN Search. The searchable fields are the Name and the Description of the document. Note: The default DNN Search does not index document content. Also, it does not implement any kind of security. Therefore, unauthorized users may see descriptions for doc-



uments they may not have access to. Such documents will still be download protected.

- Uncheck  the check box to disable.



The screenshot shows the 'Document Options' settings panel. It includes several sections: 'Allowed Extensions' with a list containing '.doc'; 'Confirm Download [pop-up]' with a checked checkbox; 'Media Content' with 'Display Media' checked and 'Box Size' set to '- Default -'; 'Versioning' with 'Versioning Enabled' checked and 'Versioning Max Number' set to 5; and 'Search' with 'DNN Search Enabled' unchecked.

6. In the **Statistics Options** section update the following setting:

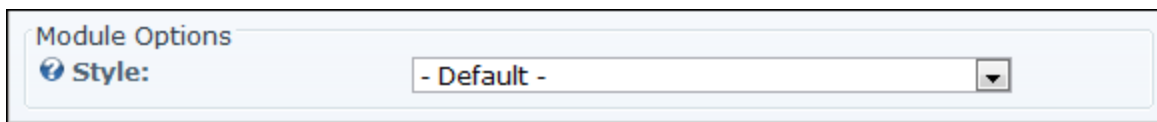
- a. In the **Stats Log History [Days]** text box, enter the number of days that folder, category and document statistics information will be kept for.



The screenshot shows the 'Statistics Options' settings panel. The 'Stats Log History [Days]' text box contains the value '120'.

7. In the **Module Options** section update the following setting:

- a. At **Style**, select a style to change the look of the module. Note: Once the style has been changed, you may need to hard refresh your Web browser a couple of times [Ctrl + F5] in order to replace the cached version of the style with the new one.



The screenshot shows the 'Module Options' settings panel. The 'Style' dropdown menu is currently set to '- Default -'.

8. Click the Update link.

### Open-Document Module Styles

A pictorial overview of the styles available for the Document Library module.

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*Tip: All styles can be changed through the module.css style sheet found in the module's specific directories.*

See "Configuring Global Settings"

**Default Style:**

**Open-DocumentLibrary**

tools

Documents

- Instruction Manuals
  - Care
  - Construction**
  - Press Releases

Document	Description	Size	Uploaded	Modified
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM	
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM	
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM	
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM

White:

**Open-DocumentLibrary**

tools

Documents

- Instruction Manuals
  - Care
  - Construction**
  - Press Releases

Document	Description	Size	Uploaded	Modified
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM	
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM	
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM	
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM

Gray:

**Open-DocumentLibrary**

tools

- Documents
- Instruction Manuals
  - Care
  - Construction
- Press Releases

Document	Description	Size	Uploaded	Modified	
Document					
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM		
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM	

White Web 2.0:

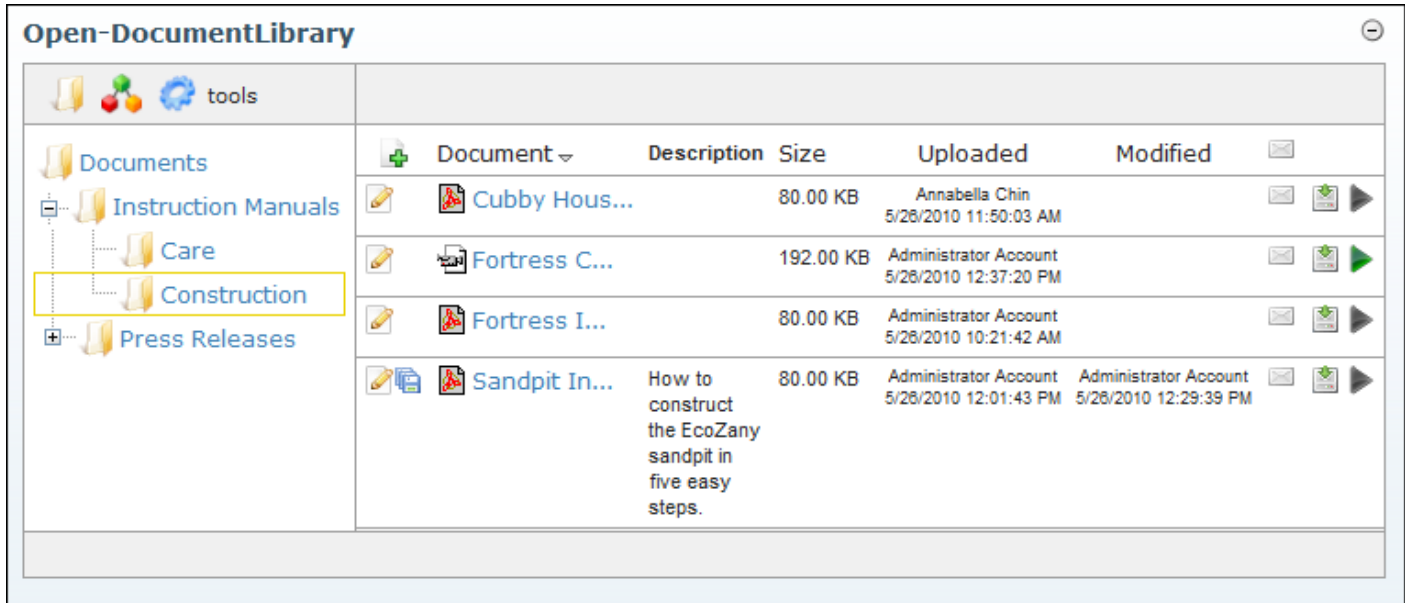
**Open-DocumentLibrary**

tools

- Documents
- Instruction Manuals
  - Care
  - Construction
- Press Releases

Document	Description	Size	Uploaded	Modified	
Document					
Cubby Hous...		80.00 KB	Annabella Chin 5/26/2010 11:50:03 AM		
Fortress C...		192.00 KB	Administrator Account 5/26/2010 12:37:20 PM		
Fortress I...		80.00 KB	Administrator Account 5/26/2010 10:21:42 AM		
Sandpit In...	How to construct the EcoZany sandpit in five easy steps.	80.00 KB	Administrator Account 5/26/2010 12:01:43 PM	Administrator Account 5/26/2010 12:29:39 PM	

Gray Web 2.0:



## Documents

### About the Documents Module

The Documents module displays a list of documents which can optionally be set as downloadable. All document records Title and a link to view (depending on a user's file associations) or download the document. Link tracking and logging are also available.

**Module Version:** 05.00.00

**Minimum DNN Version:** 05.01.00

**Features:** ISearchable

The follow data can be added for each document record and can be optionally displayed:

- **Title:** The title given to the document. This is the only mandatory field.
- **Description:** The description of the document
- **Category:** The category name given to the document. This field can be optionally managed by a drop-down category list created by the Host.
- **Owner:** The Display Name of the document owner. By default this is the name of the user who added the document however any user can be selected.

The follow data is automatically recorded for each document and can be optionally displayed:

- **Modified Date:** The date when the document record was last modified
- **Size (Kb):** The file size of portal documents. Note: The size of documents located on external resources (E.g. other web sites) is not displayed.
- **Download:** A link to download the document
- **Created By:** The name of the person who first created the document record
- **Created Date:** The date when the document record was created

- **Modified By:** The name of the person who last modified the document record
- **Clicks:** The number of times the document record has been clicked

**Additional Settings:**

- Use a drop-down categories list
- Set the document title to function as a link to download the document
- Set the visibility and order of each field
- Set the sort order of documents

DOCUMENTS					
Title	Owner	Category	Modified Date	Size	
EcoZany Fall 2011	Conrad Harry		7/6/2011	101.92 KB	<a href="#">Download</a>
EcoZany Spring 2011	Silva Bowman	Catalog	7/5/2011	101.92 KB	<a href="#">Download</a>
EcoZany Summer 2011	Silva Bowman	Catalog	7/6/2011	80.97 KB	<a href="#">Download</a>
EcoZany Winter 2011	Conrad Harry	Catalog	7/6/2011	84.96 KB	<a href="#">Download</a>

The Documents Module (default settings)

**Project Links**

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleDocuments/tabid/826/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/18/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnndocuments.codeplex.com/workitem/list/basic>

**All Users**

**Viewing a Document**

How to view a document listed in the Documents module. Note: The Title column must be visible and the Title Link enabled to perform this task.

1. In the **Title** column, click on the linked document title.

DOCUMENTS					
Title	Owner	Category	Modified Date	Size	
<a href="#">EcoZany Fall 2011</a>	Conrad Harry		7/6/2011	101.92 KB	<a href="#">Download</a>
EcoZany Spring 2011	Silva Bowman	Catalog	7/5/2011	101.92 KB	<a href="#">Download</a>
EcoZany Summer 2011	Silva Bowman	Catalog	7/6/2011	80.97 KB	<a href="#">Download</a>
EcoZany Winter 2011	Conrad Harry	Catalog	7/6/2011	84.96 KB	<a href="#">Download</a>

2. The document is now viewable in either the current Web browser, a new Web browser, or it may be available for download. This will depend on your Web browser settings.

**Related Topics:**

- See ["Setting the Visibility of Document Columns"](#)
- See ["Enabling/Disabling the Title Link"](#)

**Downloading a Document**

How to download a document from the Documents module to your computer. Note: The Download column must be visible to perform this task.

1. Click the Download link located beside the required document.

DOCUMENTS					
Title	Owner	Category	Modified Date	Size	
EcoZany Fall 2011	Conrad Harry		7/6/2011	101.92 KB	<a href="#">Download</a>
EcoZany Spring 2011	Silva Bowman	Catalog	7/5/2011	101.92 KB	<a href="#">Download</a>
EcoZany Summer 2011	Silva Bowman	Catalog	7/6/2011	80.97 KB	<a href="#">Download</a>
EcoZany Winter 2011	Conrad Harry	Catalog	7/6/2011	84.96 KB	<a href="#">Download</a>



2. Open or save the document to your computer as desired.

**Module Editors**

**Adding a Document**

How to add a document record to the Documents module. Note: As the size of external documents is not known by the portal, Unknown is displayed for this field.

Note 1. The Sort Index setting is overridden by automatic sorting. See ["Adding Document Sorting by Column Name"](#)

1. Select  **Add New Document** from the module actions menu - OR - Click the  Add New Document link. This opens the Edit Documents page.
2. In the **Title** text box, enter a title for the document. Note: This is the only field required by this page, however you should also set the Link field. If you update this document now without setting the Link, then the file listed in the File Name field is used.

## EDIT DOCUMENTS

Title:  EcoZany Spring 2011

Description:

Category:

Owner:  Silva Bowman  
Change Owner

Link Type:

None

URL ( A Link To An External Resource )

File ( A File On Your Site )

File Location: Documents/

Link:  File Name: EcoZany Product Catalog Spring 2011.pdf

Upload New File

Track Number Of Times This Link Is Clicked?


Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

Sort Index:

Update Cancel


3. **Optional.** In the **Description** text box, enter a description of the document.
4. **Optional.** At **Category**, enter or select a category for the document.
5. **Optional.** At **Owner**, select from these options:
  - Click the Change Owner link and select a different user to be listed as the owner of this document
  - Select **None Specified** to leave the owner field blank.
6. **Recommended.** At **Link**, set the link to this document ( See "Setting a URL Link" or "Setting a File Link". ) - OR - Select **None** for no link. Tip: The default folder for files can be modified. See "Setting the Default Folder for Documents"
  - a. **Recommended.** At **Track Number Of Times This Link Is Clicked?** check  the check box to track clicking. If this field is unchecked, the number of the clicks will not recorded. If the clicks are recorded, you have the option of displaying this information in the optional Clicks column. See "Setting the Visibility of Document Columns"
7. **Optional.** In the **Sort Index** text box, enter a number to set the order of this document. Leave blank to use zero (0) and display documents alphabetically.
8. Click the Update link.



DOCUMENTS					
Title	Owner	Category	Modified Date	Size	
 EcoZany Spring 2011	Silva Bowman		7/5/2011	101.92 KB	<a href="#">Download</a>

The Newly Added Document

### Editing a Document

How to edit the details of document or the file associated with a document record on the Documents module.


1. Click the **Edit**  button located to the left of the document record to be edited.

DOCUMENTS					
Title	Owner	Category	Modified Date	Size	
 EcoZany Summer 2011	Stevie Hershberger	Catalog	7/5/2011	80.97 KB	<a href="#">Download</a>
 EcoZany Spring 2011	Silva Bowman	Catalog	7/5/2011	101.92 KB	<a href="#">Download</a>

2. Edit the document fields as required.
3. Click the Update link.

### Changing the Document Owner

How to change the name of the document owner or leave the owner field blank on the Documents module.

1. Click the **Edit**  button located to the left of the document to be modified.
2. At **Owner**, click the Change Owner link.

EDIT DOCUMENTS	
Title:	<input type="text" value="EcoZany Summer 2011"/>
Description:	<input type="text"/>
Category:	<input type="text" value="Catalog"/>
Owner:	<input type="text" value="Silva Bowman"/> <a href="#">Change Owner</a>
Link Type:	<input type="radio"/> None

3. Select from these options:
  - Select the new owner from the drop-down box.
  - Select **None Specified** to leave the owner name blank for this record.



## EDIT DOCUMENTS

Title:

Description:

Category:

Owner:

- None Specified
- SuperUser Account
- Administrator Account
- Silva Bowman
- Millicent Burdick**
- Conrad Harry
- Terri Zingali

File Location:

Link:

[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?


Sort Index:

[Update](#) [Cancel](#) [Delete](#)

4. Click the Update link.

### Deleting a Document

How to permanently delete a document from the Documents module.

1. Click the **Edit**  button located to the left of the document to be deleted. This opens the Edit Documents page.
2. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"

## EDIT DOCUMENTS

Title:

Description:

Category:

Owner:  [Change Owner](#)

Link Type:

None

URL ( A Link )

File ( A File )

File Location:

Link:  [Upload New](#)

Track Number Of Times This Link Is Clicked?

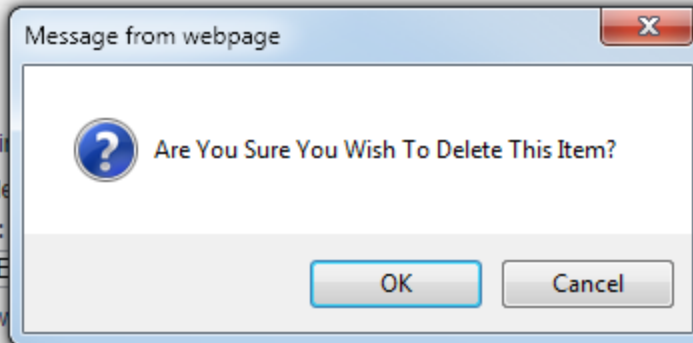
Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

Sort Index:

[Update](#) [Cancel](#) [Delete](#)

Created By Silva Bowman On 7/5/2011 5:15:07 PM



3. Click the **OK** button to confirm deletion.

### Troubleshooting: Security Permissions Warning

The following security permissions warning may be displayed when you attempt to add or edit a document using the Documents module:



"Warning: The security permissions for the selected file do not match this module's configured view roles. The module is configured to allow viewing by role 'All Users', but the file does not. For users who are not members of a role that can view the file, this document row will not be displayed. You can adjust security settings using the File Manager in the admin menu."

## EDIT DOCUMENTS

Warning: The security permissions for the selected file do not match this module's configured view roles. The module is configured to allow viewing by role 'All Users', but the file does not. For users who are not members of a role that can view the file, this document row will not be displayed. You can adjust security settings using the File Manager in the admin menu.

Title:

Description:

Here are the options to fix this problem:

### Option One: Using the Selected File

If you use the file you have already selected, the document will only display to users with the correct permissions to browse or view the file.

1. If you are editing a document, click the [Update](#) link. This link isn't displayed when adding a document.
2. Click the [Update Anyway](#) link.

## EDIT DOCUMENTS

**Title:**

**Description:**

**Category:**

**Owner:**   
[Change Owner](#)

**Link Type:**

None

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

**Link:**   
[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

**Sort Index:**

[Update Anyway](#) [Cancel](#) [Delete](#)

**Created By On**

Note 1: The warning message continues to display on the Edit Documents page.

Note 2: You will no longer need to confirm [Update Anyway](#) for this document.


### Option Two: Modifying the File Location

How to allow all roles authorized to view the module to access the document. This topic assumes you are currently located on the Edit Documents page and are adding or editing the required document.

**Important.** You must have permission to upload files to the folder where you will be uploading the file. To update permissions, [See "Assigning Folder Permissions by Role" or "Assigning Folder Permissions to a User"](#).

1. At **Link**, select a new **File Location** which is accessible to all users which are authorized to view this module. The Warning message is now removed.
2. Upload the file to the selected folder. See "[Uploading and Linking to a File](#)"
3. The uploaded file should now be displayed. If not, select the file.
4. Click the Update link.


#### Troubleshooting: The File Been Deleted

The following warning message may display at the top of the Edit Documents page when you begin to edit a document in the Documents module:  "The file that was selected for this document has been deleted."

To fix this problem either select an existing file, or upload and select a new file.

If you don't update the document link, a Server Error message (The resource cannot be found. HTTP 404) is displayed to users when they attempt to view or download the deleted document.

## EDIT DOCUMENTS

 The file that was selected for this document has been deleted.

**Title:**

**Description:**

**Category:**

**Owner:**   
[Change Owner](#)

**Link Type:**

None

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

**Link:**

[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

**Sort Index:**



[Update Anyway](#) [Cancel](#) [Delete](#)

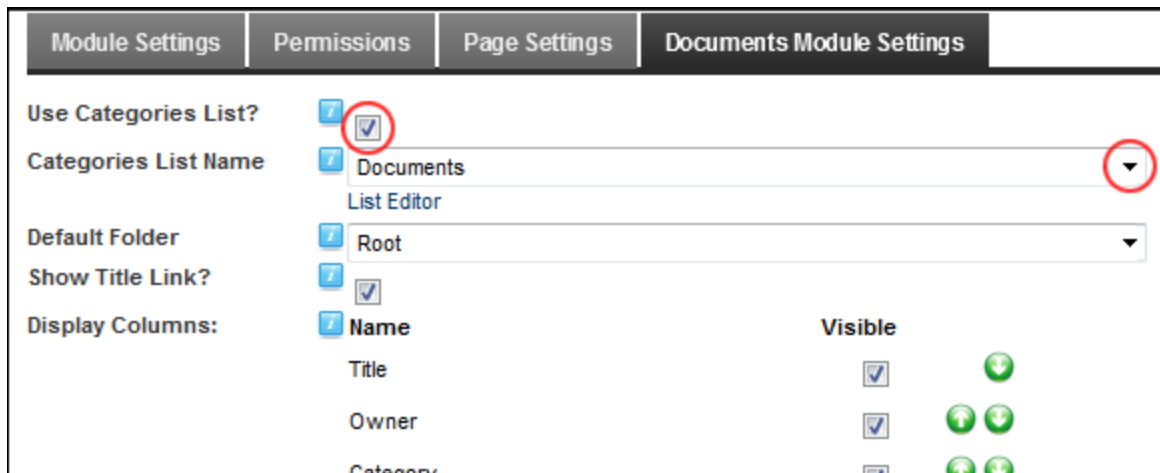
**Created By On**






## Settings

### Enabling/Disabling the Categories List

How to enable or disable the categories list on the Documents module. Selecting this option displays a drop-down list beside the Category field on the Edit Documents page. Categories are disabled by default. **Important:** Categories can only be created and maintained by SuperUsers therefore you should organize with your host to create the required categories prior to enabling them.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Documents Module Settings** tab.
3. At **Use Categories List?**, check  the check box to enable the categories list - OR - Uncheck  the check box disable it.
4. At **Categories List Name**, select the category list name from the drop-down list. E.g. Documents



Module Settings	Permissions	Page Settings	Documents Module Settings
Use Categories List?	<input checked="" type="checkbox"/>		
Categories List Name	Documents		
Default Folder	Root		
Show Title Link?	<input checked="" type="checkbox"/>		
Display Columns:	Name	Visible	
	Title	<input checked="" type="checkbox"/>	
	Owner	<input checked="" type="checkbox"/>	 
	Category	<input type="checkbox"/>	 

5. Click the [Update](#) link.



### Setting the Default Folder for Documents

How to set the default folder for documents being added to the Documents module. This setting pre-populates the **Link - File Location** field on the Edit Documents page with the selected folder. This setting does not restrict users selecting other folders.

**Permissions.** The default folder must have the correct Folder Security Settings granted in the File Manager. See "Overview of Folder Security Settings"

In DNN Community Edition, users who can view the module must be granted 'Open Files in Folder' permission to the folder. Module Editors can be granted either 'Open Files in Folder', 'Browse Files in Folder' or 'Write To Folder' permissions depending on your requirements.

In DNN Professional Edition, users who can view the module must be granted 'View' permission to the folder. Module Editors can be granted either 'Browse Folder', 'View' or 'Add' permissions depending on your requirements.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Documents Module Settings** tab.
3. At **Default Folder**, select a folder name from the drop-down list. E.g. Documents. The default option is typically the Root folder.

Module Settings	Permissions	Page Settings	Documents Module Settings
Use Categories List?	<input checked="" type="checkbox"/>		
Categories List Name	<input checked="" type="checkbox"/>	Documents	
		List Editor	
Default Folder	<input checked="" type="checkbox"/>	Documents/	
Show Title Link?	<input checked="" type="checkbox"/>		
Display Columns:	<input checked="" type="checkbox"/>	Name	Visible

4. Click the [Update](#) link.

### Enabling/Disabling the Title Link

How to enable or disable the document title to function as a download link to the associated document for the Documents module. This setting is enabled by default. **Important.** Documents cannot be downloaded if the 'Show Title Link' field is disabled and the 'Download Link' is not Visible. In this scenario, the document titles and visible columns are displayed as static text to all users who can view the module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Documents Module Settings** tab.
3. At **Show Title Link?**, select from these options:
  - Check  the check box to set the title as a link.
  - Uncheck  the check box to disable the link.
4. **Recommended.** At **Display Columns - Download Links**, check  the **Visible** check box to display download links.
5. Click the [Update](#) link.

Module Settings	Permissions	Page Settings	Documents Module Settings
Use Categories List?	<input checked="" type="checkbox"/>		
Categories List Name	<input checked="" type="checkbox"/>	Documents	
Default Folder	<input checked="" type="checkbox"/>	Documents/	
Show Title Link?	<input type="checkbox"/>		
Display Columns:	<input checked="" type="checkbox"/>	Name	Visible
		Title	<input checked="" type="checkbox"/>
		Owner	<input checked="" type="checkbox"/>
		Category	<input checked="" type="checkbox"/>
		Modified Date	<input checked="" type="checkbox"/>
		Size (Kb)	<input checked="" type="checkbox"/>
		Download Link	<input checked="" type="checkbox"/>
		Created By	<input type="checkbox"/>
		Created Date	<input type="checkbox"/>

Title Link disabled and the alternative Download Link enabled

### Setting the Visibility of Document Columns

How to set which columns of document information are displayed in the Documents module. The Title, Owner, Category, Modified Date, Size (Kb) and Download Link columns are visible by default.

**Important.** Documents cannot be downloaded if the 'Show Title Link' field is disabled and the 'Download Link' is hidden. In this scenario, the document titles and visible columns are displayed as static text to all users who can view the module.

Note: The Clicks column only displays the number of clicks for documents which have link tracking enabled. I.e. The "Track Number Of Times This Link Is Clicked?" field is checked.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Documents Module Settings** tab.
3. At **Display Columns**, check  the **Visible** check box to set a column as visible - OR - Uncheck  the check box to set a column as not visible.

Module Settings	Permissions	Page Settings	Documents Module Settings
Use Categories List?	<input checked="" type="checkbox"/>		
Categories List Name	<input checked="" type="checkbox"/> Documents		
Default Folder	<input checked="" type="checkbox"/> Root		
Show Title Link?	<input checked="" type="checkbox"/>		
Display Columns:	<input checked="" type="checkbox"/> Name		
	Title	<input checked="" type="checkbox"/>	
	Owner	<input checked="" type="checkbox"/>	
	Category	<input checked="" type="checkbox"/>	
	Modified Date	<input type="checkbox"/>	
	Size (Kb)	<input type="checkbox"/>	
	Download Link	<input type="checkbox"/>	
	Created By	<input type="checkbox"/>	
	Created Date	<input type="checkbox"/>	
	Modified By	<input type="checkbox"/>	
	Description	<input type="checkbox"/>	
	Clicks	<input checked="" type="checkbox"/>	

4. Click the Update link.

DOCUMENTS				
	Title	Owner	Category	Clicks
	EcoZany Winter 2011	Conrad Harry	Catalog	2
	EcoZany Summer 2011	Silva Bowman	Catalog	1
	EcoZany Spring 2011	Silva Bowman	Catalog	0

Documents Module with Visible Columns Modified



### Setting the Order of Document Columns

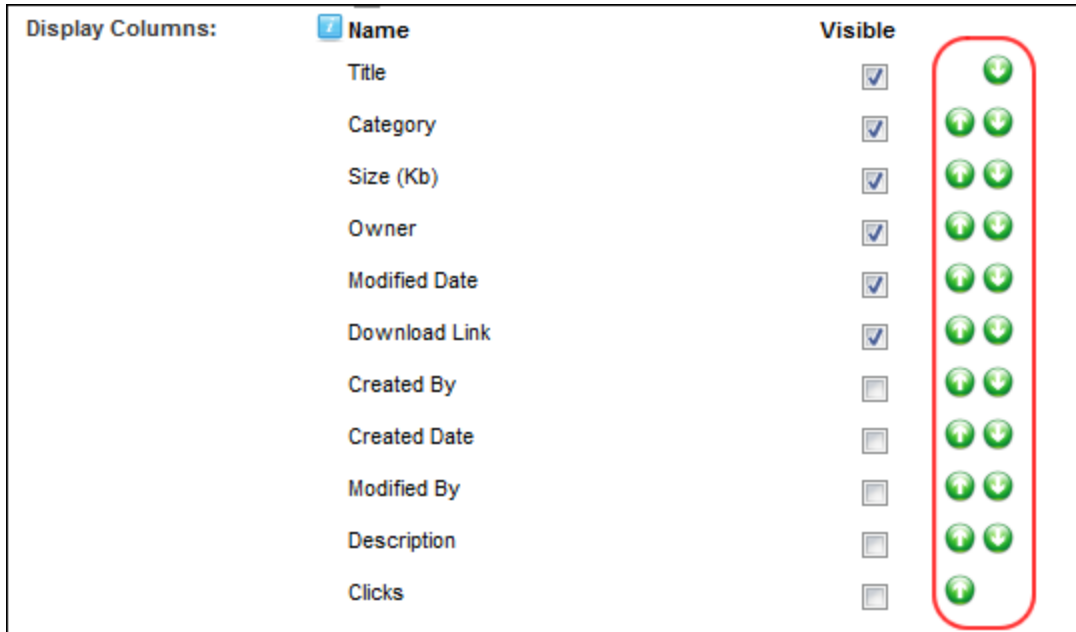
How to set the order of columns in the Documents module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Documents Module Settings** tab.



3. At **Display Columns**, perform the following as required:

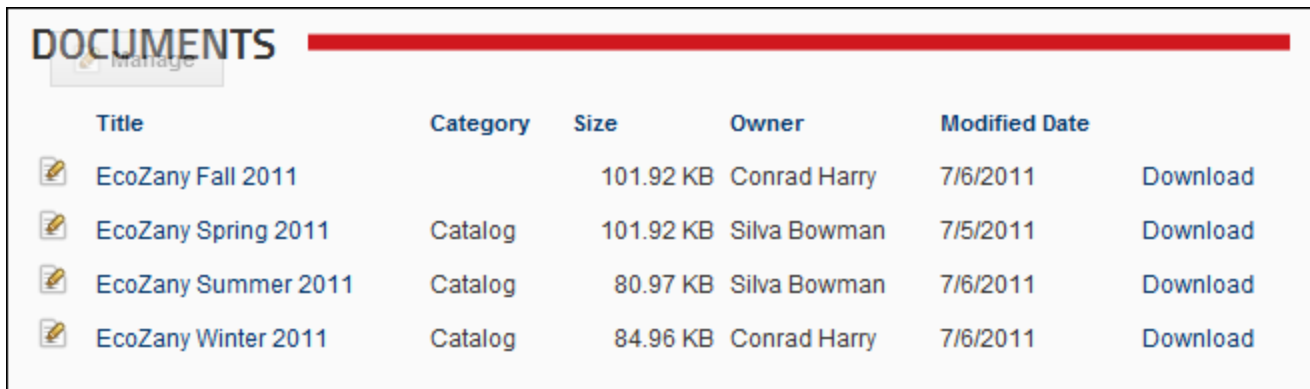
- a. Click the **Up**  button to move a column one position up (i.e. one position to the left on the module)
- b. Click the **Down**  button to move a column one position down (i.e. one position to the right on the module).







**Display Columns:**

Name	Visible
Title	<input checked="" type="checkbox"/>
Category	<input checked="" type="checkbox"/>
Size (Kb)	<input checked="" type="checkbox"/>
Owner	<input checked="" type="checkbox"/>
Modified Date	<input checked="" type="checkbox"/>
Download Link	<input checked="" type="checkbox"/>
Created By	<input type="checkbox"/>
Created Date	<input type="checkbox"/>
Modified By	<input type="checkbox"/>
Description	<input type="checkbox"/>
Clicks	<input type="checkbox"/>

4. Click the Update link.



Title	Category	Size	Owner	Modified Date	Download
 EcoZany Fall 2011		101.92 KB	Conrad Harry	7/6/2011	Download
 EcoZany Spring 2011	Catalog	101.92 KB	Silva Bowman	7/5/2011	Download
 EcoZany Summer 2011	Catalog	80.97 KB	Silva Bowman	7/6/2011	Download
 EcoZany Winter 2011	Catalog	84.96 KB	Conrad Harry	7/6/2011	Download



A Documents Module with Re-ordered Columns

### Enabling Manual Document Sorting

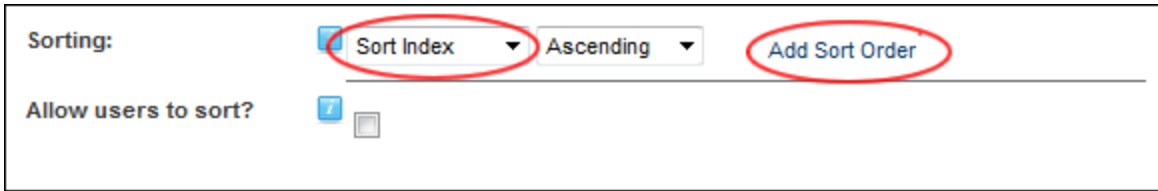
How to enable module editors to manually set the sorting of documents displayed in the Documents module. This displays the Sort Index text box on the Edit Documents page where Module Editors can enter a number to order each document.

---

*Tip: Manual Sorting is the default setting for new modules.*

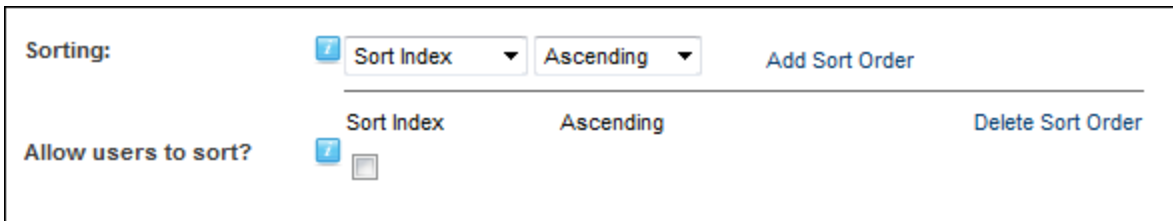
1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Documents Module Settings** tab.

3. At **Sorting**, select **Sort Index** from the left drop-down box. This may be pre-selected for you.
4. Click the Add Sort Order link.



The screenshot shows a control panel for sorting. On the left, there is a label "Sorting:" followed by a blue square icon with a white question mark. To the right of the icon is a dropdown menu with "Sort Index" selected. Further right is another dropdown menu with "Ascending" selected. To the right of these two dropdowns is a blue link labeled "Add Sort Order". Below this row is a horizontal line. Under the line, on the left, is the label "Allow users to sort?" followed by a blue square icon with a white question mark and a small grey square checkbox.

5. This displays a new row of headings and the Delete Sort Order link.



The screenshot shows the same control panel as above, but with a new row of headings and a link. The "Sorting:" label and the "Sort Index" and "Ascending" dropdowns are still present. To the right of the "Ascending" dropdown is a blue link labeled "Add Sort Order". Below the horizontal line, there is a new row of headings: "Sort Index" and "Ascending". To the right of these headings is a blue link labeled "Delete Sort Order". The "Allow users to sort?" label and its associated icon and checkbox are still present below the headings.

6. If any other sorting orders are displayed, click the Delete Sort Order link beside each one to delete them. This may occur if sorting has been previously set.
7. Click the Update link.

## EDIT DOCUMENTS

**Title:**

**Description:**

**Category:**

**Owner:**   
Change Owner

**Link Type:**

None

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

**Link:**

[Upload New File](#)

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

**Sort Index:**

[Update](#) [Cancel](#) [Delete](#)

Created By Silva Bowman On 7/6/2011 10:39:24 AM

The Sort Index field displayed on the Edit Documents page

### Adding Document Sorting by Column Name

How to set cascading sorting of documents for this instance of the Documents module. This setting overrides the Sort Order field on the Edit Documents page.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Documents Module Settings** tab.
3. At **Sorting**, if Sort Index sorting option is displayed, click the Delete Sort Order link.

**Sorting:**   [Add Sort Order](#)

---

**Allow users to sort?**

[Delete Sort Order](#)

4. At **Sorting**, select the first column name to sort documents by from the left drop-down box. E.g. Title

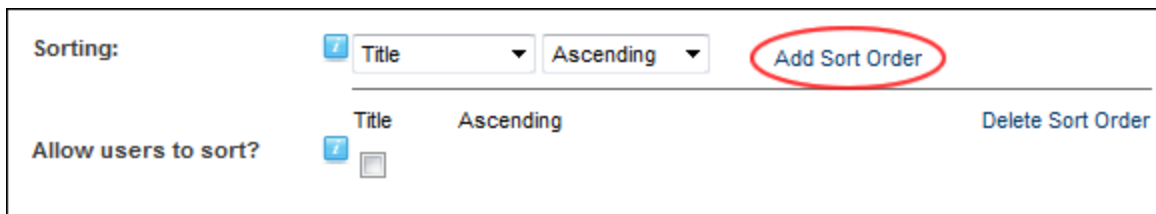


Sorting:  Title  Ascending [Add Sort Order](#)

Allow users to sort?

5. **Optional.** At **Sorting**, select to display documents in either **Ascending** ( alpha-numerical 1,2,3,a,b,c... ) or **Descending** ( alpha-numerical z,y,x,9,8,7... ) order using the right drop-down box. The default option is Ascending.

6. Click the [Add Sort Order](#) link. The sort order is now listed below.



Sorting:  Title  Ascending [Add Sort Order](#)

Allow users to sort?

Title Ascending [Delete Sort Order](#)

7. **Optional.** Repeat Steps 4-6 to add additional columns to this sort order.

8. Click the [Update](#) link.

---

*Tip: You can click the [Delete Sort Order](#) link beside any column name to delete it from sorting order.*

---

### Enabling/Disabling Users to Sort Documents

How to enable or disable document sorting by users on the Documents module. If this setting is enabled, the column names become links which enables users to sort documents in ascending or descending order by any column title.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Documents Module Settings** tab.
3. At **Allow Users To Sort?**, check  the check box to enable user sorting - OR - Uncheck  the check box to disable it.
4. Click the [Update](#) link.



	Title	Owner	Category	Clicks
	<a href="#">EcoZany Spring 2011</a>	Silva Bowman	Catalog	0
	<a href="#">EcoZany Summer 2011</a>	Silva Bowman	Catalog	1
	<a href="#">EcoZany Winter 2011</a>	Conrad Harry	Catalog	2

The Documents Module with User Sorting Enabled

### Administrators

#### Formatting the Documents Module

The documents module contains CLASS elements to allow you to use cascading style sheets (CSS) to control the display of the Documents module. The documents module renders an "outside" DIV tag with a CLASS attribute of "DNN\_Documents". Each header cell has

a CLASS attribute of [Name]Header, where [Name] is the column name - for example "TitleHeader", "SizeHeader", "CategoryHeader". Each data cell has a CLASS attribute of [Name]Item, for example "TitleItem", "SizeItem", "CategoryItem". This allows skin developers to control the CSS style of individual columns. For example, use the following CSS to render the size column in red and set the column width to 50 pixels:

```
.DNN_Documents .SizeItem {color: red; width: 50px}
```

"Default" class names are assigned for the DataGrid - CssClass="Normal" and HeaderStyle-CssClass="SubHead" so that if no additional CSS elements are defined, the module renders using the same CSS styles as in previous versions.

## Events

### About the Events Module

The Events module displays a list of upcoming events. Events can be displayed in chronological order as list or in a monthly or weekly calendar. Each event includes a title, start and end date/time, a description and an optional image. Events can be set to automatically expire on a particular date, or to recur by any specified number of days, weeks, months or years. Event moderation is also provided.

Event notification and enrolments can be enabled.

**Module Version:** 05.01.05




**Minimum DNN Version:** 05.02.00

**Features:** ISearchable

**Events**

Today View Date:

Categories:

January							February 2010							March						
Sun			Mon			Tue			Wed			Thu			Fri			Sat		
31			1	Staff Training		2			3			4			5			6		
7			8			9			10			11			12			13		
14			15	Staff Training		16	Allegra Doll Launch		17			18			19			20		
21			22			23			24			25			26			27		
28			1			2			3			4			5			6		
7			8			9			10			11			12			13		

The Events Module

### Project Links



- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleEvents/tabid/833/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/20/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnevents.codeplex.com/workitem/list/basic>

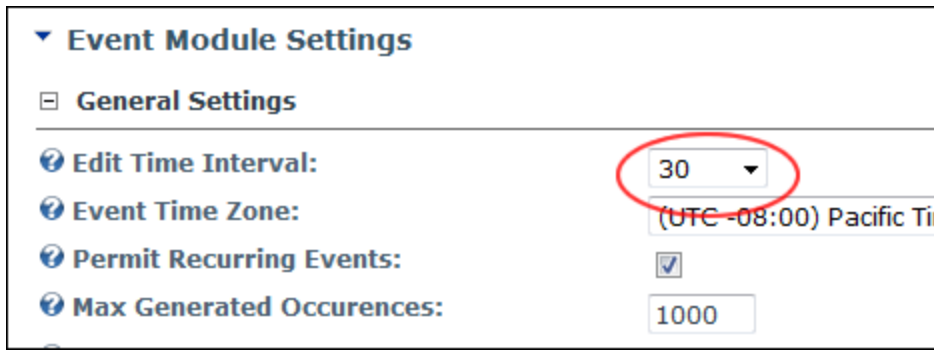
### Configuration

#### Configuring the Events Module


How to quickly configure the Events module. This topic shows how to configure the Events module by only setting Edit Time Interval field and then accepting all of the default settings.

**Important:** This setting must be set before any events are added. If one or more events exist in the module you will be unable to edit this field.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. Go to the **General Settings** section.
3. At **Edit Time Interval**, select the time interval in minutes at which events can be scheduled. E.g. Select **15** to set 15 minute intervals. This will enable events to be scheduled at 10:00 AM, 10:15 AM, 10:30 AM, 10:45 AM, etc. The default setting is 30.



The screenshot shows the 'Event Module Settings' page. Under the 'General Settings' section, the 'Edit Time Interval' is set to 30 minutes, which is circled in red. Other settings include 'Event Time Zone' set to '(UTC -08:00) Pacific Time', 'Permit Recurring Events' checked, and 'Max Generated Occurrences' set to 1000.

4. Click the  Update Settings link.


#### All Users

##### Changing the Event View

How to change the way events are displayed in the Events module.

**Important.** If the Icon Bar has been disabled, unauthenticated users are unable to change the view as access to the module actions menu is restricted to authenticated users only.

Note: The design and fields for views displayed in the below images will vary depending on settings.

1. Select one of the following options from either the module actions menu or the Event module Icon Bar:
  -  **Month View:** Displays events in a monthly calendar. By default the current date is highlighted. Links to the previous month and the next month enable you view other months.

## Events



Today View Date: 7/4/2009



Categories: All

June		July 2009					August
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	1	2	3	4 Mid Year Sale Event Marketing Tools	
5 Mid Year Sale Event	6 Mid Year Sale Event	7 Mid Year Sale Event	8 Mid Year Sale Event	9 Mid Year Sale Event	10 Mid Year Sale Event	11 Mid Year Sale Event	
12 Mid Year Sale Event	13	14	15	16	17	18	
19	20 Sales Strategies	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	



- Week View:** Displays events for the current week. Click the double arrow links ( << and >> ) located to scroll back and forward one week at a time.



**Events**

Today View Date: 7/4/2009

Categories: All

<< Week 27 of Sunday, June 28, 2009 >>

	Sun 6/28/2009	Mon 6/29/2009	Tue 6/30/2009	Wed 7/1/2009	Thu 7/2/2009	Fri 7/3/2009	Sat 7/4/2009
12:00 AM							
7:00 AM							
9:00 AM							Mid Year Sale Event
11:59 PM							Marketing Tools
12:00 AM							

-  **List View:** Displays events in a list.


**Events**

Categories: All

Event Start	Event End	Title
7/4/2009	7/12/2009	Mid Year Sale Event
7/4/2009 7:00 AM	7/4/2009 9:00 AM	Marketing Tools
7/20/2009	7/20/2009	Sales Strategies

### Navigating to Events (Month View)

How to navigate to events when they are displayed in the monthly calendar view. Note: Some options may not be available.

1. Click the **Month View**  button and choose from these options:
  - To view another month: Click the linked name of the [Previous Month] or the [Next Month] ( displayed in the top left and top right corners of the Calendar respectively ) to scroll back and forward one month at a time.
  - To return to the current month: Click the Today link. The current date is highlighted.
  - To view any month: Click the View Date link and select a date from the calendar - OR - Enter the date into the text box and then click the **Go** button.
  - To view events for a single category: At **Categories**, select a category name from the drop-down box.

▼ Events -

Today View Date:

Categories: All 7

June						July 2009							August
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4							4
						Mid Year Sale Event							Marketing Tools
5	6	7	8	9	10	11							
Mid Year Sale	Mid Year Sale	Mid Year Sale	Mid Year Sale	Mid Year Sale	Mid Year Sale	Mid Year Sale							Mid Year Sale

Navigating to Events in Month View

### Navigating to Events (Week View)

How to navigate to an event when they are displayed in week view.

1. Click the **Week View** 7 button and choose from these options:
  - To go to the previous or next week: Click on the Previous << or Next >> links.
  - To return to the current week: Click the Today link. The current date is highlighted.
  - To view any week: Click the View Date link and select a date from the calendar - OR - Enter the date into the text box and then click the **Go** button.
  - To view events for a single category: At **Categories**, select a category name from the drop-down box.

▼ Events -

Today View Date:

Categories: All 31

Week 27 of Sunday, June 28, 2009

	Sun 6/28/2009	Mon 6/29/2009	Tue 6/30/2009	Wed 7/1/2009	Thu 7/2/2009	Fri 7/3/2009	Sat 7/4/2009
12:00 AM							
11:59 PM							
12:00 AM							Marketing Tools
							Mid Year Sale Event


Navigating Events in Week View

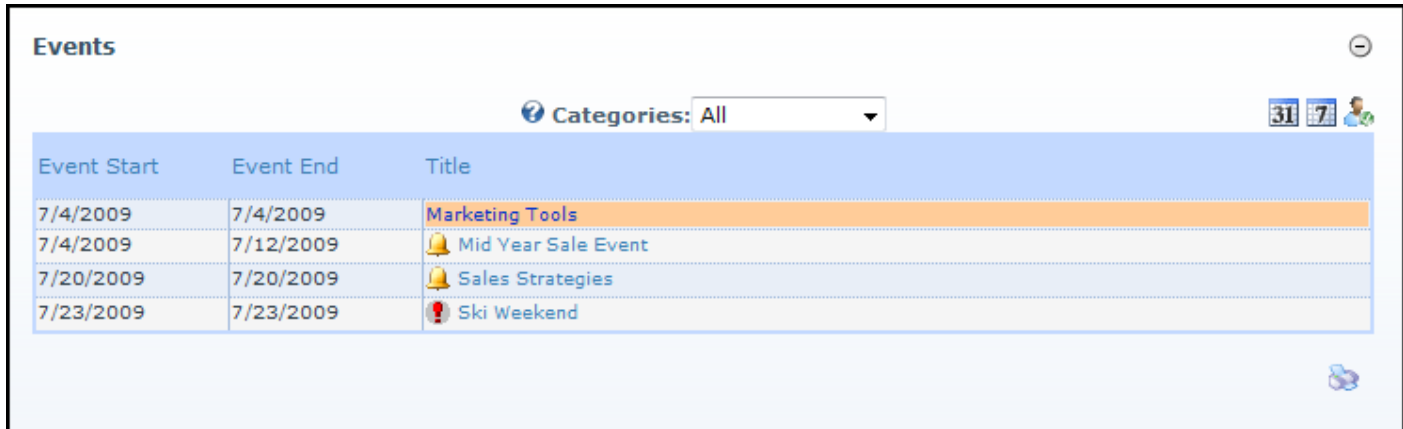
### Viewing Event Details (List View)




How to view the full details of an event when events are displayed in a list.

---

*Tip: Event details may be displayed when you position your mouse over the event title.*

1. Click the **List View**  button.
2. Click on the [\[Title\]](#) link to view event details in full.
3. Click the [Return](#) link to return to the list.



Event Start	Event End	Title
7/4/2009	7/4/2009	<a href="#">Marketing Tools</a>
7/4/2009	7/12/2009	 <a href="#">Mid Year Sale Event</a>
7/20/2009	7/20/2009	 <a href="#">Sales Strategies</a>
7/23/2009	7/23/2009	 <a href="#">Ski Weekend</a>

Viewing Event Details in List View


### Viewing Event Details (Month View)

How to view the full details of an event when events are displayed in a monthly calendar.

---

*Tip: Event details may be displayed when you position your mouse over the event title.*

---

1. Click the **Month View**  button and navigate to the required date.
  - If event titles are displayed in calendar cells: Click the linked [\[Event Title\]](#).
  - If event titles are not displayed in calendar cells: Mouse over the date in the date cell and click on the date.
2. Click the [Return](#) link to return to the previous page.

**Events**

Today View Date: 7/3/2009

Categories: All


June		July 2009					August
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	1	2	3	4 Mid Year Sale Sale Event Marketing Tools	
5 Mid Year Sale Event	6 Mid Year Sale Sale Event	7 Mid Year Sale Sale Event	8 Mid Year Sale Sale Event	9 Mid Year Sale Sale Event	10 Mid Year Sale Sale Event	11 Mid Year Sale Event	
12 Mid Year Sale Event	13	14	15	16	17	18	

Viewing Event Details in Month View






### Viewing Event Details (Week View)

How to view the full details of an event when events are displayed in a weekly list. The event details page provides access to other options such as event enrollment.

*Tip: Event details may be displayed when you hover your mouse over the event title.*



1. Click the **Week View**  button and navigate to the event.
2. Click the [Event Title] link.
3. Click the Return link to return to the previous page.

**Events**

Today View Date: 7/3/2009  Notify Me  |     

Categories: All

<< Week 27 of Sunday, June 28, 2009 >>

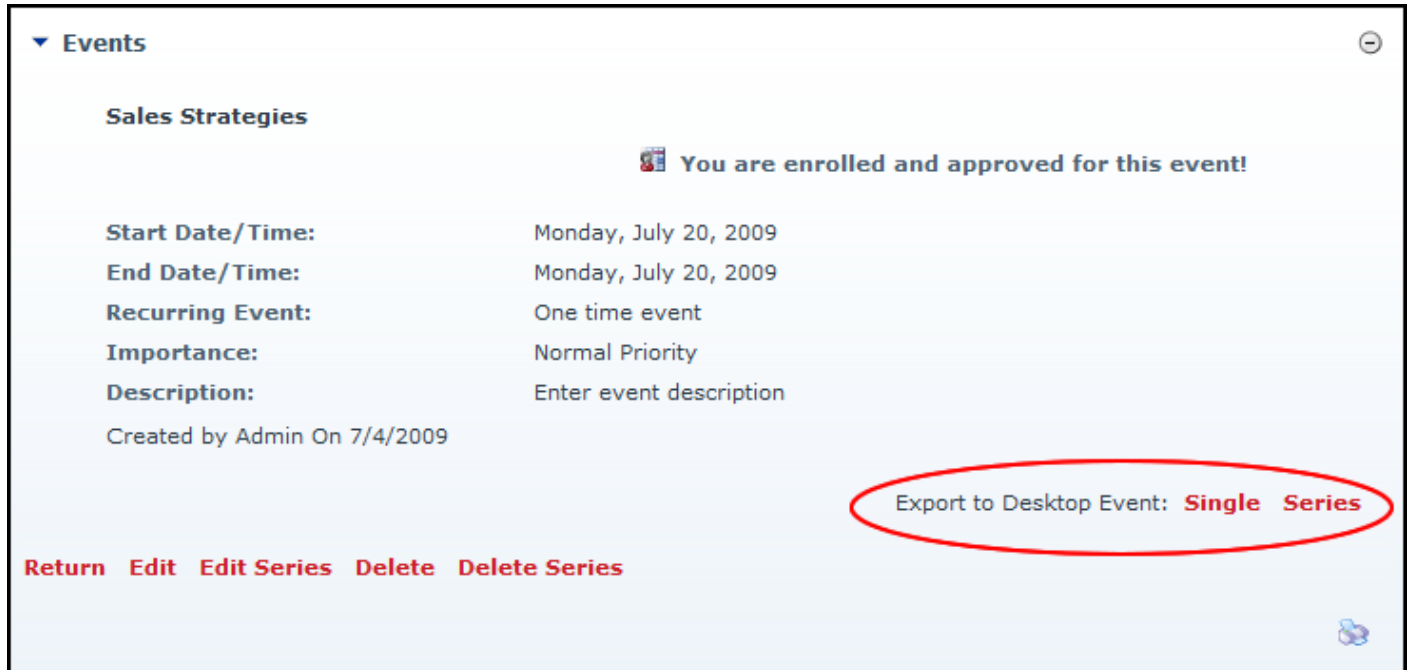
	Sun 6/28/2009	Mon 6/29/2009	Tue 6/30/2009	Wed 7/1/2009	Thu 7/2/2009	Fri 7/3/2009	Sat 7/4/2009
12:00 AM							 Marketing Tools  Mid Year Sale Event
11:59 PM							
12:00 AM							

Viewing Event Details in Week View

## Exporting an Event to your Desktop


How to export an event to your computer and save it to your Microsoft Outlook calendar.

1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)" or "[Viewing Event Details \(Week View\)](#)".
2. At **Export Event to Desktop Event**, select from these options:
  - Click the [Single](#) link to export a single instance of this event.
  - Click the [Series](#) link to export the full series of a recurring event. This option is only displayed for recurring events.



▼ Events

**Sales Strategies**

 **You are enrolled and approved for this event!**

**Start Date/Time:** Monday, July 20, 2009  
**End Date/Time:** Monday, July 20, 2009  
**Recurring Event:** One time event  
**Importance:** Normal Priority  
**Description:** Enter event description  
Created by Admin On 7/4/2009

Export to Desktop Event: **Single** **Series**


[Return](#) [Edit](#) [Edit Series](#) [Delete](#) [Delete Series](#)

3. Perform one of these actions:
  - To save the file to your computer, click the **Save** button and then save the file to your preferred location.
  - To save the event to your Outlook calendar, click the **Open** button and then click **Save and Close**.

## Requesting Event Reminder

How to request notification of an event on the Events module. Note: Reminders may not be available on some or all events.

---

*Tip: Events which allow notifications typically display the  **Reminder icon**.*

---


1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)" or "[Viewing Event Details \(Week View\)](#)".
2. In the **Remind me about this Event @** text box, complete the following:
  - Enter your email address. If you are logged in, your email address is automatically displayed.
  - Set the number of Minute(s), Day(s), or Hour(s) **Before Event Starts** that you want to be notified.

**Events**

**Staff Training**


 **Remind me about this Event @**

**Remind about all Events in this series?**  Hour(s) **before event starts**

3. **Optional.** At **Remind about all Events in this series?** check  the check box to be reminded of all events in this series - OR - Uncheck  the check box if you only want to be notified of this instance of this event. This option is only displayed for recurring event.
4. Click the  **Remind me about this Event @** link. This displays the message "Are You Sure You Want To Be Reminded?"


**Events**

**Staff Training**

 **Remind me about this Event @**

**Remind about all Events in this series?**


Message from webpage

 Are You Sure You Want To Be Reminded?

5. Click the **OK** button to confirm.
6. This display a message detailing when you will be notified. E.g. "You will be reminder about this event on [selected date and time]"

**Events**

**Staff Training**

 **You will be reminded about this event on 8/1/2011 12:00:00 AM**

**Start Date/Time:** Monday, August 01, 2011 8:00 AM

**End Date/Time:** Monday, August 01, 2011 9:00 AM

**Related Topics:**

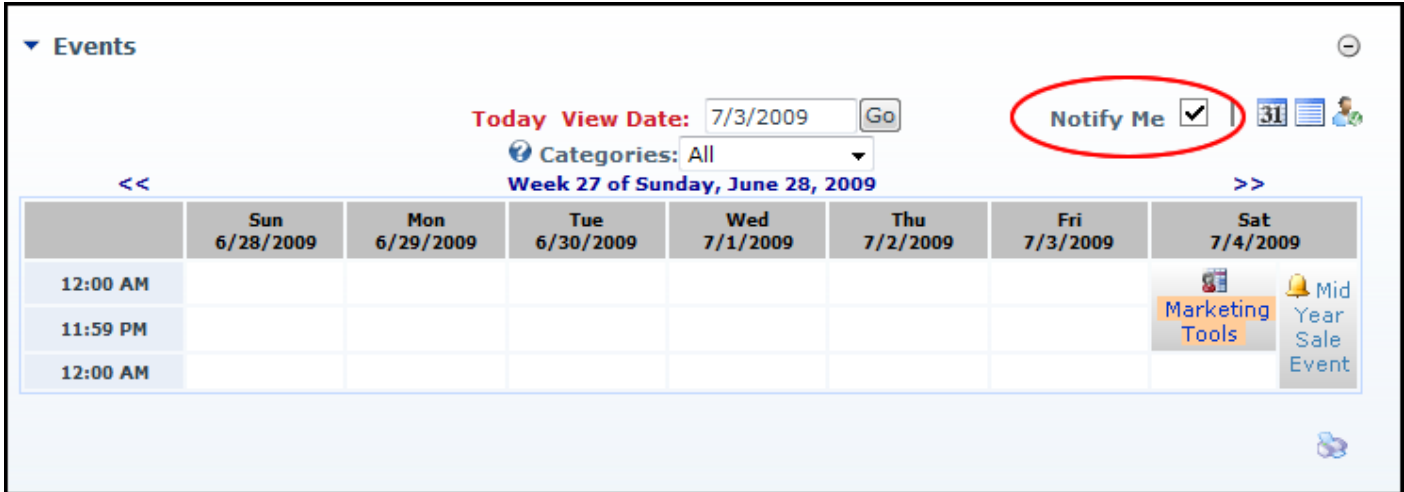
- [See "Enabling/Disabling and Configuring an Event Reminder"](#)

**Subscribing to New Event Notifications**

How to subscribe to receive notifications when a new event is added to the Events module. Note: This option may not be available.

1. At **Notify Me** select from the following options:

- Check the check box to subscribe to notifications.
- Uncheck the check box to unsubscribe from notifications.



The screenshot shows the 'Events' module interface. At the top, there is a 'Today View Date' field set to '7/3/2009' with a 'Go' button. To the right, the 'Notify Me' checkbox is checked and circled in red. Below this, there is a 'Categories' dropdown menu set to 'All'. The main area displays a calendar for 'Week 27 of Sunday, June 28, 2009'. The calendar grid shows dates from Sunday, 6/28/2009 to Saturday, 7/4/2009. On Saturday, 7/4/2009, there are two event entries: 'Marketing Tools' at 12:00 AM and 'Mid Year Sale Event' at 11:59 PM. The interface includes navigation arrows and a user profile icon.

Notification of new events enabled

#### **Related Topics:**

- See "[Configuring the Event Email Settings](#)"

#### **Viewing Enrolled Users**

How to view details of users who are enrolled to an event on the Events module. Note: This option may not be available to all users.

1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)" or "[Viewing Event Details \(Week View\)](#)".
2. At **Enrolled Users**, the Display Name of enrolled users and the quantity of attendees enrolled against this person is displayed in a table. The Display Name is a link to the enrollee's user profile.

**Events**

**Staff Training**

**Remind me about this Event @**

Remind about all Events in this series?  Hour(s)

**Start Date/Time:** Monday, August 01, 2011 8:00 AM

**End Date/Time:** Monday, August 01, 2011 9:00 AM

**Recurring Event:** On the First Monday of the month until 4/2/2012 (total 12 events)

**Importance:** Normal Priority

**Category:** Staff Training

**Location:** Conference Room 2

**Description:** Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.

**Enrolled Users:**

Display Name	Qty
Allan Ball	1
Rosie	1

Owned by Allan Ball On Wednesday, August 18, 2010

A more detailed table is displayed to Administrators which displays the enrollee's email address, and whether the enrollment is approved.

**Events**

**Staff Training**

**Remind me about this Event @**

Remind about all Events in this series?  Hour(s)

**You are enrolled and approved for this event!**

**Start Date/Time:** Monday, August 01, 2011 8:00 AM

**End Date/Time:** Monday, August 01, 2011 9:00 AM

**Recurring Event:** On the First Monday of the month until 4/2/2012 (total 12 events)

**Importance:** Normal Priority

**Category:** Staff Training

**Location:** Conference Room 2

**Description:** Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.

**Enrolled Users:**

Display Name	Email Address	Approved	Qty
Allan Ball	alan.ball@ecozany.com	<input checked="" type="checkbox"/>	1
Rosie	rose.booth@ecozany.com	<input checked="" type="checkbox"/>	1

Owned by Allan Ball On Wednesday, August 18, 2010


Viewing Enrolled Users as an Administrator

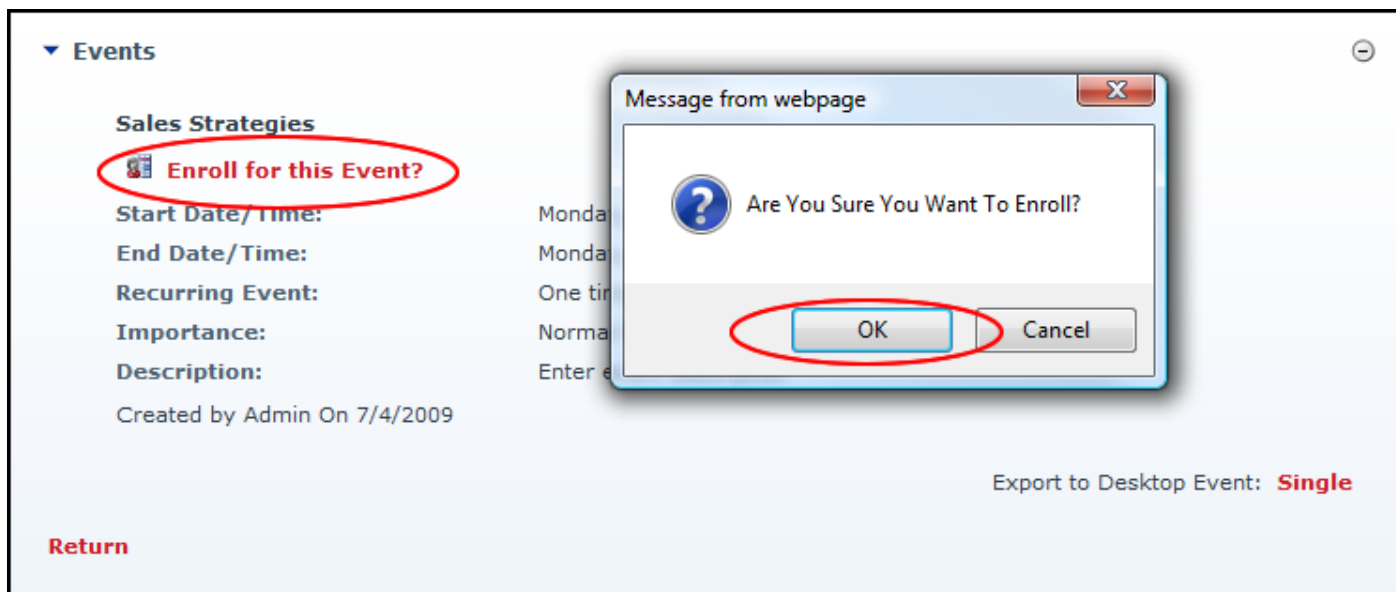
**Enrolling for a Free Event**

How to enroll to attend a free event using the Events module.



*Tip: Events which allow enrollment may display the **Enroll** icon.*



1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)", or "Viewing Event Details (Week View)".
2. Click the  Enroll for this Event? link. This displays the message "Are You Sure You Want To Enroll?"
3. Click the **OK** button.



One of the following messages is now displayed advising of your enrollment status:

-  **You are enrolled for this event, but not yet approved!** If this message is displayed, you will be typically be informed by email once your enrollment is approved. Once it is approved the below message is displayed.
-  **You are enrolled and approved for this event!**

▼ **Events** ⊖

**Sales Strategies**

 **You are enrolled and approved for this event!**

**Start Date/Time:** Monday, July 20, 2009  
**End Date/Time:** Monday, July 20, 2009  
**Recurring Event:** One time event  
**Importance:** Normal Priority  
**Description:** Enter event description  
Created by Admin On 7/4/2009

Export to Desktop Event: **Single**


**Return** 

Completed Event Enrollment


### Enrolling for a Paid Event

How to enroll for a paid event using the Events module.

---


*Tip: Events which allow enrollment may display the **Enroll**  icon.*

---

1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)", or "[Viewing Event Details \(Week View\)](#)".
2. Click the  [Enroll for the Event?](#) link. This displays the message "Are You Sure You Want To Enroll?"
3. Click the **OK** button.

▼ Events


**Ski Weekend**

 **Enroll for this Event?**

**Start Date/Time:** Thursday, July 23, 2009 12:00 AM

**End Date/Time:** Thursday, July 23, 2009 11:59 PM

**Recurring Event:** One time event

**Importance:**  High Priority

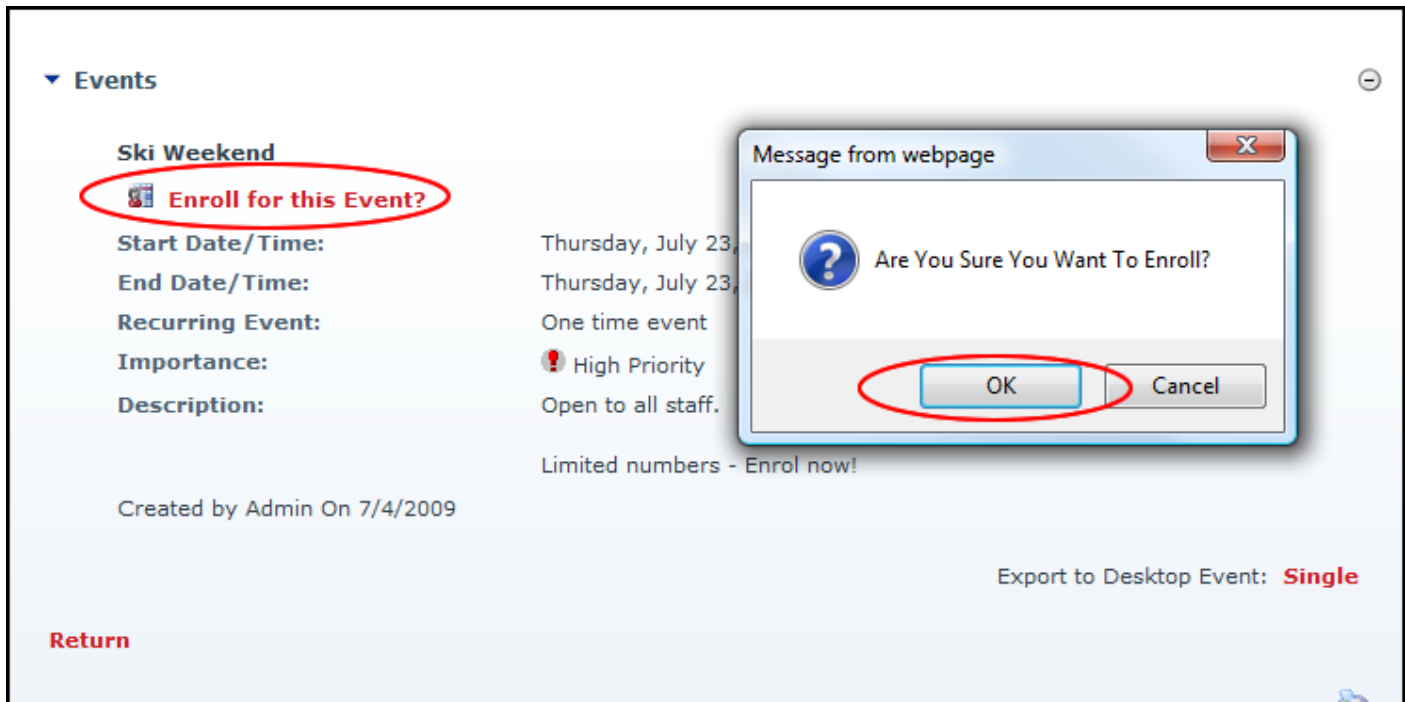
**Description:** Open to all staff.

Limited numbers - Enrol now!

Created by Admin On 7/4/2009


Export to Desktop Event: **Single**


**Return**




- On the **Paypal Event Enrollment** page, review the event information and then click the Purchase link. This takes you to the PayPal web site.


**Paypal Event Enrollment**


 **Event Name:** Ski Weekend

 **Event Date/Time:** Thursday, July 23, 2009 12:00 AM

 **Description:** Open to all staff.

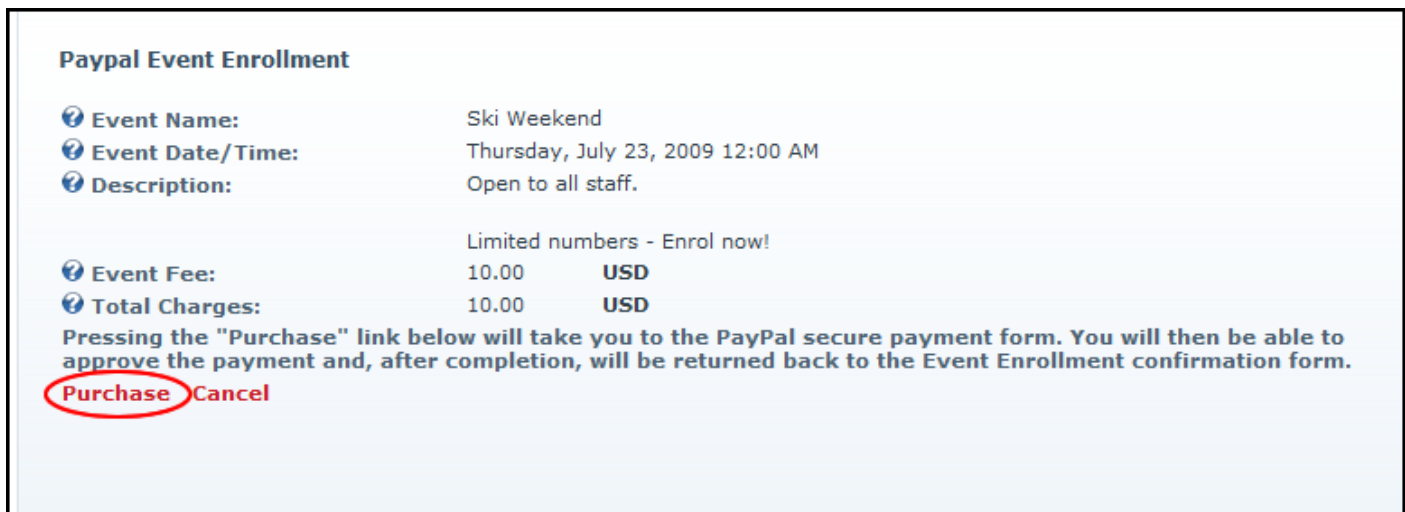
Limited numbers - Enrol now!

 **Event Fee:** 10.00 **USD**

 **Total Charges:** 10.00 **USD**



Pressing the "Purchase" link below will take you to the PayPal secure payment form. You will then be able to approve the payment and, after completion, will be returned back to the Event Enrollment confirmation form.

**Purchase** **Cancel**





- Complete the secure payment process. You will then be returned to the web site.

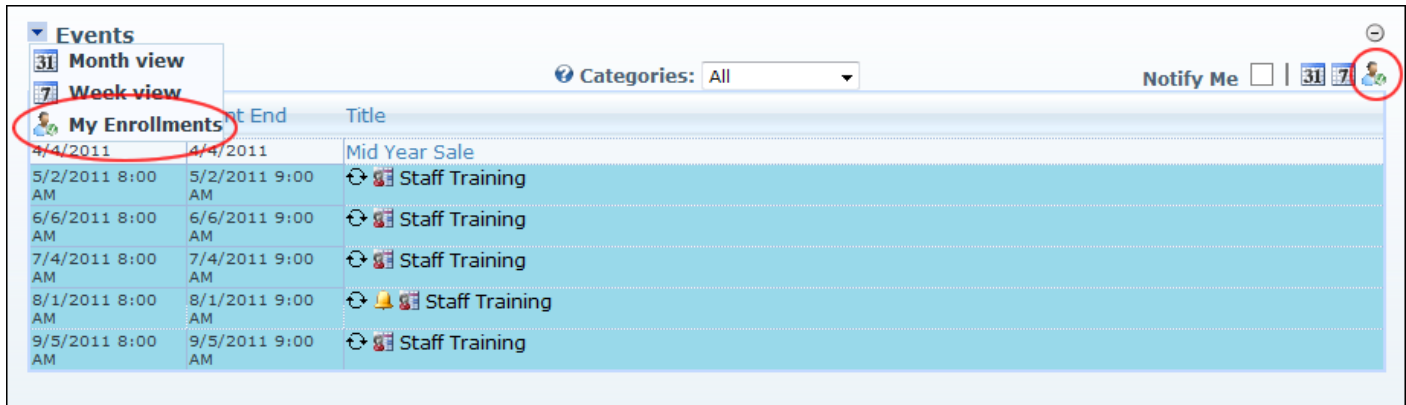
One of the following messages is now displayed advising of your enrollment status:

-  You are enrolled for this event, but not yet approved! If this message is displayed, you will be typically be informed by email once your enrollment is approved. Once it is approved the below message is displayed.
-  You are enrolled and approved for this event!

#### Viewing Your Event Enrollments

How to view details your event enrollments using the Events module.

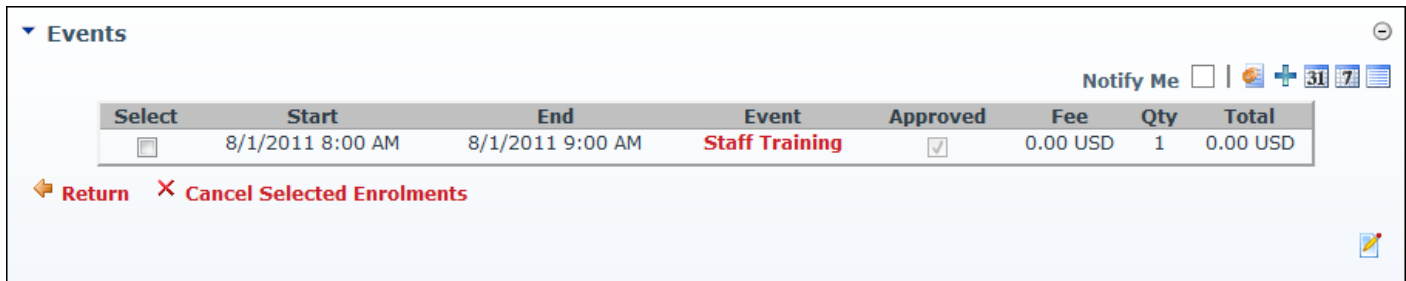
1. Select  **My Enrollments** from the module actions menu - OR - Click the **My Enrollments**  button in the Event module icon bar ( if displayed ).



Start	End	Title
4/4/2011	4/4/2011	Mid Year Sale
5/2/2011 8:00 AM	5/2/2011 9:00 AM	Staff Training
6/6/2011 8:00 AM	6/6/2011 9:00 AM	Staff Training
7/4/2011 8:00 AM	7/4/2011 9:00 AM	Staff Training
8/1/2011 8:00 AM	8/1/2011 9:00 AM	Staff Training
9/5/2011 8:00 AM	9/5/2011 9:00 AM	Staff Training

The following details are displayed for each event you have enrolled for:

- **Start:** The start date and time of the event.
- **End:** The end date and time of the event.
- **Event:** The title of the event which links to more event details.
- **Approved:** Displays if your enrollment has been approved ( checked  ) or is unapproved ( unchecked  ).
- **Amount:** Displays the amount ( if any ) that has been paid to attend the event.
- **Quantity:** The number of attendees you have enrolled for this event.
- **Total:** Total amount for this enrolment.



Select	Start	End	Event	Approved	Fee	Qty	Total
<input type="checkbox"/>	8/1/2011 8:00 AM	8/1/2011 9:00 AM	Staff Training	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD

Return Cancel Selected Enrolments

Viewing your Enrollments

### Canceling an Event Enrollment

How to cancel an enrollment to an event using the Events module. Note: You cannot cancel from paid events.

1. View your enrollments. See "[Viewing Your Event Enrollments](#)"
2. In the **Select** column, check  the check box beside each enrollment you want to cancel.
3. Click the **Cancel Selected Enrolments** link. This displays the message "Are You Sure You Wish To Cancel the SELECTED Enrolments?"
4. Click the **OK** button to confirm. The selected enrollments are now removed from the list.

▼ Events Notify Me  | 31 7

Select	Start	End	Event	Approved	Fee	Qty	Total
<input checked="" type="checkbox"/>	8/1/2011 8:00 AM	8/1/2011 9:00 AM	Staff Training	<input checked="" type="checkbox"/>	0.00 USD	1	0.00 USD



Return  Cancel Selected Enrolments

Canceling an Event Enrollment

## Module Editors

### Adding an Event

How to add an event to the Events module. Newly added events are sorted in the order they are entered within date/time. This topic covers the main settings. See related topics below for additional settings.

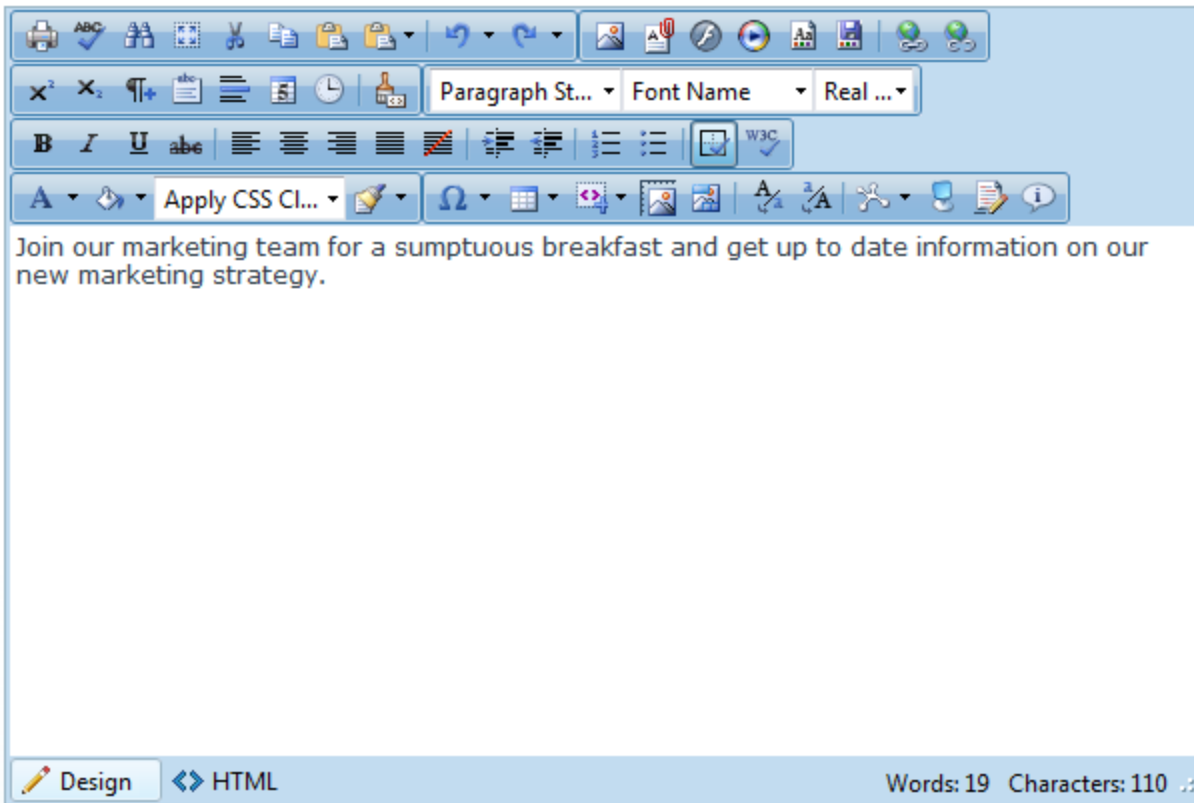
1. Select **+ Add Event** from the Events module actions menu - OR - Click the **+ Add Event** button at the top right corner of the module. This opens the Edit Event page.
2. Go to the **Event Settings** section.
3. In the **Title** text box, enter a title for this event. Note: Although this is the only mandatory field, however you should also update the Notes field to remove/edit the default text. If you choose to create an event using the default settings, the event start date and end date will be the current date.
4. At **All Day Event**, select from these options:
  - Check  the check box if the event lasts all day. This removes the time fields from the next two fields.
  - Uncheck  the check box if the event has a start and end time.
5. At **Start Date/Time**, set the following:
  - a. Click the **Calendar**  button and select the start date of the event. See "Working with the Calendar".
  - b. Click the Copy to End Date link. This updates the End Date/Time field so it displays the Start Date you selected.
6. At **End Date/Time**, set the following:
  - a. Click the **Calendar**  button and select the end date for the event.
  - b. If the time drop-down box is displayed, select the end time for the event.
7. At **Display End Date**, select from these options;
  - Check  the check box to display the end date in all views.
  - Uncheck  the check box to hide the end date in all views.
8. **Optional.** At **Importance**, select **Low**, **Normal** or **High** from the drop-down box to set the importance of the event. The default setting is Normal.
9. **Optional.** At **Category**, select the event category. No category is the default setting. See "Adding Event Categories".
10. **Optional.** At **Location**, select the event location. No location is the default setting. See "Adding Event Locations".
11. **Optional.** At **Owner**, select a new owner for this event.
12. **Optional.** In the **Notes** Editor, enter any notes about the event.

13. Click the Update link. If the event requires moderation you will be notified when moderation has occurred and whether the event was accepted. Once moderated events are accepted they are displayed in the module.

## ▼ Edit Event

### ☐ Event Settings

- 🕒 **Title:**
- 🕒 **All Day Event:**
- 🕒 **Start Date/Time:**   **Copy to End Date**
- 🕒 **End Date/Time:**
- 🕒 **Display End Date:**
- 🕒 **Importance:**
- 🕒 **Category:**
- 🕒 **Location:**
- 🕒 **Owner:**
- 🕒 **Notes:**
- 🕒 **Editor:**  Basic Text Box  Rich Text Editor



The image shows a rich text editor interface. At the top is a toolbar with various icons for editing text and images. Below the toolbar are three rows of controls: a row with mathematical symbols, a row with paragraph and font settings (Paragraph St..., Font Name, Real ...), and a row with text formatting options (B, I, U, abc, list, link, unlink, w3c). The main content area contains the text: "Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy." At the bottom, there are tabs for "Design" and "HTML", and a status bar showing "Words: 19 Characters: 110".

🕒 **Send Reminder:**

🕒 **Display Image:**

🕒 **Recurring Event:**

## Adding an Event

The screenshot shows the 'Events' module interface. At the top, there is a 'Today View Date' field set to '4/1/2011' with a 'Go' button. Below it is a 'Categories' dropdown menu set to 'All'. The main area is a calendar for April 2011, with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (1-30) displayed. A red box highlights the date '1' under 'Fri', indicating a new event is being added. An existing event 'Staff Training' is shown on '28' under 'Wed'.

The New Event displayed in the Month View



### **Related Topics:**

- [See "Enabling/Disabling and Configuring an Event Reminder"](#)
- [See "Enabling/Disabling and Configuring an Event Image"](#)
- [See "Enabling/Disabling and Configuring Recurring Events"](#)
- **Allow Enrollment Section:** [See "Enabling/Disabling and Configuring Event Enrollment"](#)

### **Editing an Event**

How to edit an event in the Events module. Note: You may only be able to edit your own events.




1. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)", or "Viewing Event Details (Week View)".
2. Select from these options:
  - Click the  Edit link to edit one time events, on to edit only this instance of a recurring event.
  - Click the  Edit Series link to edit all instances of a recurring event.

▼ **Events** 

**Staff Training**

**Start Date/Time:** Sunday, May 01, 2011 8:00 AM

**End Date/Time:** Sunday, May 01, 2011 9:00 AM

**Recurring Event:**  On the First Sunday of the month until 4/1/2012 (total 12 events)

**Importance:** Normal Priority

**Category:** **Staff Training**

**Location:** Conference Room 2

**Description:** Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.

Owned by [Administrator Account](#) On Wednesday, August 18, 2010

Export to Desktop Event: **Single** **Series**

 [Return](#)  [Edit](#)  [Edit Series](#)  [Delete](#)  [Delete Series](#)

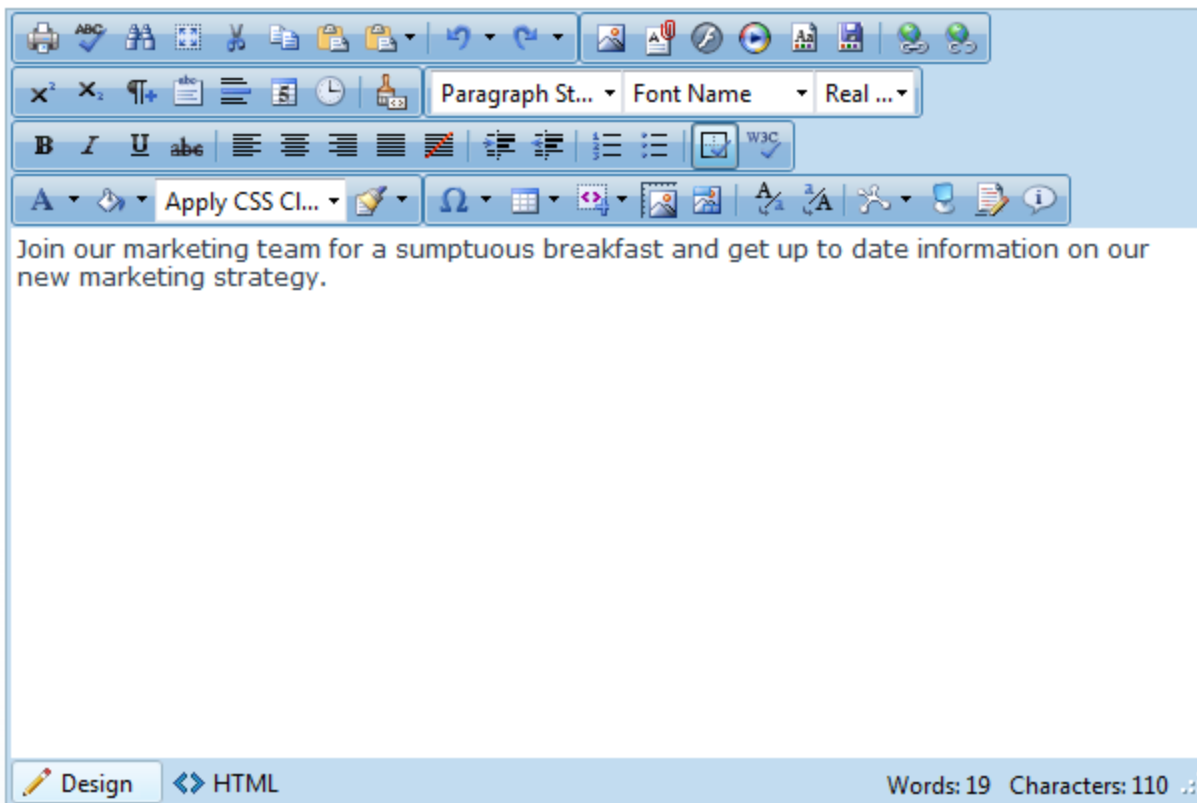


3. Edit the event details as required.
4. **Optional.** At **Owner**, select a new owner for this event.
5. Click the Update link.

## ▼ Edit Event

### ☐ Event Settings

- 🔍 **Title:**
- 🔍 **All Day Event:**
- 🔍 **Start Date/Time:**   8:00 AM ▼ **Copy to End Date**
- 🔍 **End Date/Time:**   9:00 AM ▼
- 🔍 **Display End Date:**
- 🔍 **Importance:**  ▼
- 🔍 **Category:**  ▼
- 🔍 **Location:**  ▼
- 🔍 **Owner:**  ▼
- 🔍 **Notes:**
- 🔍 **Editor:**  Basic Text Box  Rich Text Editor



The image shows a rich text editor interface. At the top is a toolbar with various icons for editing text and inserting elements. Below the toolbar is a text area containing the following text: "Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy." At the bottom of the editor, there are two tabs: "Design" (selected) and "HTML". To the right of the tabs, it displays "Words: 19 Characters: 110".

🔍 **Send Reminder:**



🔍 **Display Image:**

 **Update**  **Cancel**  **Delete**  **Copy as New Event**

## Editing an Event

### Copying an Existing Event as a New Event

How to copy an existing event and save it as a new event using the Events module.

1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)" or "[Viewing Event Details \(Week View\)](#)".
2. Click the  [Edit](#) link.
3. Edit the event details for the new event.
4. **Optional.** At **Owner**, select a new owner for this event.
5. Click the  [Copy As New Event](#) link. This displays the message "Have you set all the correct details for the new Event?"
6. Click the **OK** button to confirm. If the event requires moderation you will be notified when moderation has occurred and whether the event was accepted. Once moderated events are accepted they are displayed in the module.

▼ Edit Event

☐ Event Settings

🔍 Title:

🔍 All Day Event:

🔍 Start Date/Time:  **Copy to End Date**

🔍 End Date/Time:

🔍 Display End Date:

🔍 Importance:

🔍 Category:

🔍 Location:

🔍 Owner:

🔍 Notes:

🔍 Editor:  Basic Text Box  Rich Text Editor

Normal Verdana 12px

**B I U** abc [list icons] [link icon] [table icon] [code icon] [undo icon] [redo icon]

Apply CSS Cl... [undo icon] [redo icon] [link icon] [table icon] [code icon] [undo icon] [redo icon]

Massive savings on all items.

Design ↔ HTML

Message from webpage

🔍 Have you set all the correct details for the new Event?

🔍 Send Reminder:

🔍 Display Image:

🔍 Recurring Event:

Update Cancel Delete **Copy as New Event**

## Enabling/Disabling and Configuring an Event Reminder

How to enable or disable a reminder email to be sent for an event on the Events module. Note: Event Reminders must be enabled. See ["Configuring Event Reminder Settings"](#)

1. Commence adding a new event ( ["Adding an Event"](#). ) but don't click the [Update](#) link until completing the below steps - OR - Edit an existing event ( ["Editing an Event"](#) ).
2. Go to the **Send Reminder** section below the Notes Editor.
3. At **Send Reminder**, select from these options:
  - Check  the check box to enable reminders. This displays the associated settings.
    - a. In the **Time Before Event** text box, enter and select the number of Days, Minutes or Hours before the event start time to send the notification.
    - b. **Optional.** In the **Email From** text box, modify the email address to be displayed in the From field of in message.Optional.
    - c. In the **Email Subject** text box, modify the email subject including any of the available replacement tokens.\*
    - d. **Optional.** In the **Email Message** text box, modify the email message including any of the available replacement tokens\*.
  - Uncheck  the check box to disable reminders. Note: This disables the reminder but any saved reminder settings are retained for future use.
4. Click the [Update](#) link.

\* Replacement Tokens for the Email Subject and Email Message fields:

- **[event:title]** = Title
- **[event:startdate]** = Start Date and Start Time
- **[event:timezone]** = Time Zone

### Event Settings

---

**Send Reminder:**

**Time Before Event:**  Hours ▼

**Email From:**

**Email Subject:**

**Email Message:**

Enabling and Setting Event Reminders

### Enabling/Disabling and Configuring an Event Image

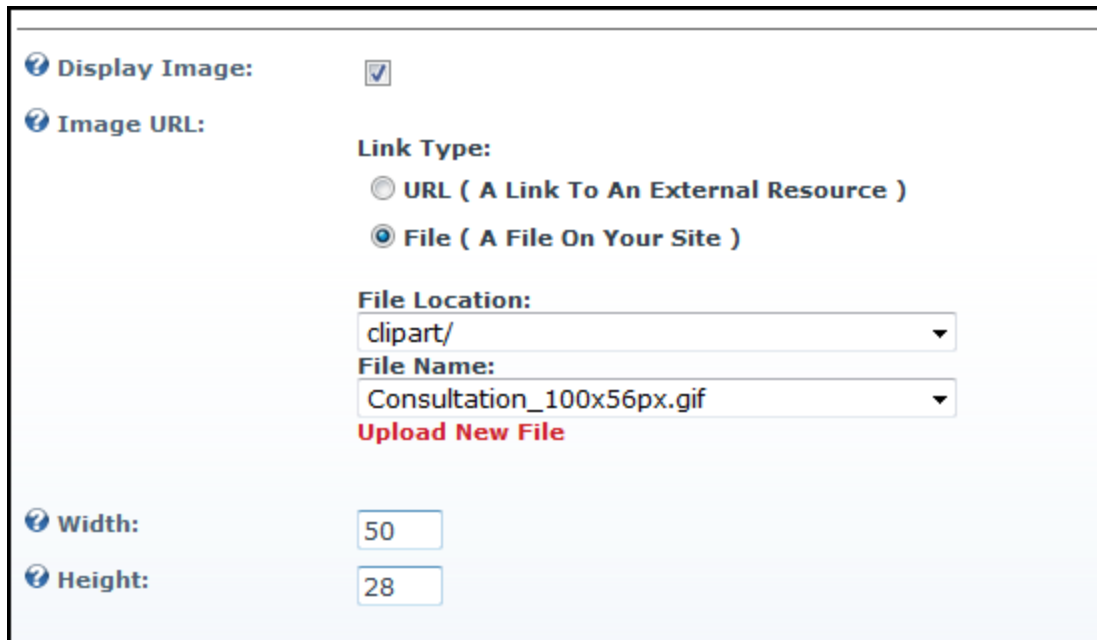
How to show or hide an image for an event in the Events module. The image is typically displayed in both the event calendar/list and in the detailed event view.

---

*Tip: See Manage Settings section for more on managing images.*

---

1. Commence adding a new event ( "Adding an Event". ) but don't click the Update link until completing the below steps - OR - Edit an existing event ( "Editing an Event".
2. Go to the **Display Image** section below the Editor.
3. At **Display Image**, select from these options:
  - Check  the check box to display an image for this event.
    - a. At **Image URL** select or enter the link to the image. See "About the Link Control".
    - b. In the **Width** text box, enter the pixel width for this image - OR - Leave this field blank for the original image size.
    - c. **Optional.** In the **Height** text box, enter the pixel height for this image - OR - Leave this field blank for the original image size.
  - Uncheck  the check box for no image. Note: This removes the image from the event listing; however any saved image settings are retained for future use.



**Display Image:**

**Image URL:**

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:** clipart/

**File Name:** Consultation\_100x56px.gif

[Upload New File](#)

**Width:** 50


**Height:** 28



4. Click the Update link. If the event requires moderation you will be notified when moderation has occurred whether the event was accepted. Accepted events are displayed following moderation.

▼ Events ⊖

Today View Date:

Categories: All 📄 + 📅 📄


June		July 2009						August
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
28	29	30	1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		


An Event with an Image

**Enabling/Disabling and Configuring Recurring Events**

How to enable or disable recurring events and configure the optional settings for the Events module. Note: Recurrences days are localized.


1. Commence adding a new event ( "[Adding an Event](#)". ) but don't click the [Update](#) link until completing the below steps - OR - Edit an existing event ( "[Editing an Event](#)".
2. Go to the **Recurring Event** section.
3. At **Recurring Event**, select from these options:
  - Check  the check box to set the event as recurring.
    - a. At **Recurrence End Date**, click the **Calendar**  button and select the last date when the event will reoccur. See "[Working with the Calendar](#)". Note: Event Start Date must occur before the recurrence end date in order for the event to occur at least once
    - b. Select and set one of the following reoccurrence schedules:
      - To set the event to reoccur periodically:
        - i. Select **Periodic Event**.
        - ii. At the **Repeated every** field, enter the frequency of the reoccurrence into the text box, and then select either **Day(s)**, **Weeks(s)**, **Month(s)**, or **Year(s)** to set the period of the recurrence. The default setting is every 1 day.
      - To set the event to reoccur weekly:
        - i. Select **Weekly Event**.
        - ii. In the **Repetition Frequency (Weeks)** text box, enter how frequently the event occurs each week.
        - iii. Check  the check box for each of the day the event reoccurs.
      - To set the event to reoccur once each month:
        - i. Select **Monthly Event**.
        - ii. At **Repeated on** select the week in which the event reoccurs in the month. Options are **First**, **Second**, **Third**, **Fourth** and **Last**. The default setting is First.
        - iii. Select the day of the month when the event reoccurs. The default setting is Sunday.
      - To set the event to reoccur on a specific date of each month:
        - i. Select **Monthly Event**.
        - ii. At **Repeated On Day**, select the date of the month when the event is repeated. The default setting is 1st.
        - iii. In the **Repetition Frequency (Months)** text box, enter the number of months that the event reoccurs for. E.g. Enter 1 for an event which reoccur each month, or 2 for an event which reoccur every second month.



- To set the event to reoccur annually:
  - i. Select **Annual Event**.
  - ii. At **Repeat On Date**, click the **Calendar**  button and select the date. See "[Working with the Calendar](#)".
- Uncheck  the check box to set the event as a one time event. Note: Saved settings are retained for future use.

4. Click the Update link.


---



*Tip: Recurring events display the **Recurring Event**  icon which displays recurrence details when you hover over it.*

---


*Tip: You can either edit individual instances of recurring events or the full event series.*


---


 **Recurring Event:**


 **Recurrence End Date:**  

---

 **Periodic Event:**  **Repeated every:**

 **Weekly Event:**



 **Monthly Event:**

 **Annual Event:**

Setting Recurring Events

### Copying an Existing Event Series as a New Event Series

How to copy an existing recurring event series and save it as a new event series using the Events module.

1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)". or "[Viewing Event Details \(Week View\)](#)".
2. Click the  Edit Series link.
3. Edit the event details as required.
4. Click the  Copy As New Event Series link. If the event requires moderation you will be notified when moderation has occurred and whether the event was accepted. Once moderated events are accepted they are displayed in the module.

Event Settings

**Title:** Mid Year Sale Event

**All Day Event:**

**Start Date/Time:** 7/4/2009  **Copy to End Date**

**End Date/Time:** 7/12/2009

**Display End Date:**

**Importance:** Normal

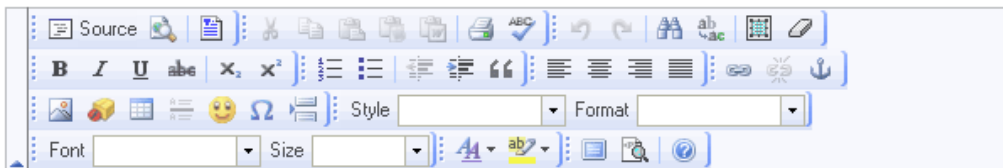
**Category:** None

**Location:** None

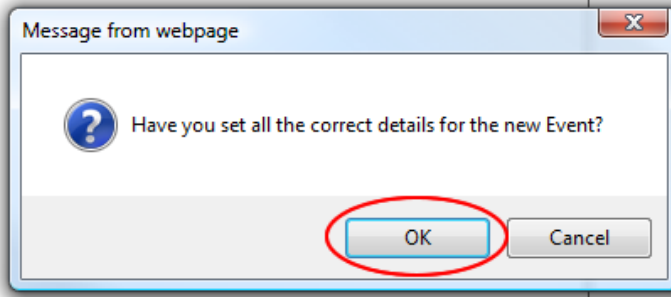
**Owner:** Admin

**Notes:**

**Editor:**  Basic Text Box  Rich Text Editor



Massive savings on all items.



Show custom editor options | Refresh Editor

**Send Reminder:**

**Display Image:**

**Recurring Event:**

**Allow Enrollment:**



Update Series Cancel Delete Series **Copy as New Event Series**

Created by: Admin on 7/4/2009

## Copying an Existing Event Series as a New Event Series

### Enabling/Disabling and Configuring Event Enrollment

How to enable or disable users to enroll for a paid event and configure the related settings on the Events module. Note: Enrollment must be enabled by a Page Editor on the Settings page of this module. "Configuring the Enrollment Settings".

1. Add a new event, or edit an existing event. "Adding an Event". or "Editing an Event".
2. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)". or "Viewing Event Details (Week View)".
3. Select from these options:
  - Click the  [Edit](#) link to edit one time events, on to edit only this instance of a recurring event.
  - Click the  [Edit Series](#) link to edit all instances of a recurring event.

▼ **Events** ⊖

**Staff Training**

**Start Date/Time:** Sunday, May 01, 2011 8:00 AM

**End Date/Time:** Sunday, May 01, 2011 9:00 AM

**Recurring Event:**  On the First Sunday of the month until 4/1/2012 (total 12 events)

**Importance:** Normal Priority

**Category:** **Staff Training**

**Location:** Conference Room 2

**Description:** Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.



Owned by [Administrator Account](#) On Wednesday, August 18, 2010

Export to Desktop Event: **Single Series**

⏪ [Return](#)  [Edit](#)  [Edit Series](#)  [Delete](#)  [Delete Series](#)







4. At **All Enrollment**, select from these options:
  - Check  the check box to allow enrollment.
  - Uncheck  the check box to disable enrollment. Skip to Step 9.
5. At **Type of Enrollment**, select from these options:
  - **Free (Moderated)Paid Fee**
  - **Paid Fee**
    - a. In the **Paid Fee** text box, enter the fee amount. Note: The currency type is set by the Administrator.
    - b. In the **PayPal Account** text box, edit the PayPal account email address if required.
6. **Optional.** In the **Max. Enrollment** text box, enter the maximum number of enrollments that can be accepted for this event. If an unlimited number of enrollments can be accepted, enter 0. The default setting is 0 (unlimited enrollments)

7. **Optional.** At **Enroll List on Detail View**, check  the check box to display the list of enrolled users on the detailed event view - OR - Uncheck  the check box to disable and display on the Edit Event page only displayed at the Enrolled Users field.
8. **Optional.** At **Enrollee Role**, select one of the following:
  - Select **None** to permit all registered users to enroll for the event. This is the default setting.
  - Select a **role** to limit enrollment to members of that role. Note: This restriction also applies to the Admin role.
9. Click the  Update link for a single event - OR - Click the  Update Series link for an event series.

<b>Allow Enrollment:</b>	<input checked="" type="checkbox"/>
<b>Type of Enrollment:</b>	<input checked="" type="radio"/> <b>Free</b> <input type="radio"/> <b>Paid Fee:</b> <input type="text" value="0.00"/> <b>USD</b>
<b>PayPal Account:</b>	<input type="text" value="admin@ecozaany.com"/>
<b>Max. Enrollment:</b>	<input type="text" value="20"/> <b>Currently Enrolled:</b> <input type="text" value="0"/>
<b>Enroll List on Detail View:</b>	<input checked="" type="checkbox"/>
<b>Enrollee Role:</b>	<input type="text" value="Staff"/> <b>(select "None" for All Registered)</b>


---

 **Update Series**  **Cancel**  **Delete Series**  **Copy as New Event Series**

▼ **Events**

Today View Date:

Categories:  ▼

April					May 2011				
Sun	Mon	Tue	Wed	Thu	Sun	Mon	Tue	Wed	Thu
1	2	3	4	5	8	9	10	11	12
	 Staff Training								
15	16	17	18	19					


Event Enrollment Enabled on an Event

**Related Topics:**

- ["Configuring the Enrollment Settings"](#).

**Enrolling User to an Event**

How to enroll one or more users to an event on the Events module. Note: Event enrollment must be enabled. See ["Configuring the Enrollment Settings"](#)

1. Go to the event details page of the required event. See ["Viewing Event Details \(List View\)"](#), ["Viewing Event Details \(Month View\)"](#), or ["Viewing Event Details \(Week View\)"](#).
2. Click the  Edit link.
3. Go to the **Allow Enrollment** section.
4. At **Enroll User To Event**, select the user from the drop-down box.
5. Click the Enroll User link. The user will be added to the Enrolled Users list below.
6. Repeat Steps 4-5 to enroll additional users.

**Allow Enrollment:**

**Type of Enrollment:** **Free(Moderated)**  
 **Paid Fee:**  **USD**

**PayPal Account:**

**Max. Enrollment:**  **Currently Enrolled:**

**Enroll List on Detail View:**

**Enrollment Role:**  (select "None" for All Registered)

**Enroll User to Event:**  **Enroll User**

**Enrolled Users:**

Select	Enrollee	Phone	Approved	Event Start
<input type="checkbox"/>	Peta Anderson		True	7/4/2009

[Email Enrolled Users](#)  
[Email Selected Enrolled Users](#) [Delete Selected Enrolled Users](#)

Enrolling Users to Events

### Managing Existing User Enrollments

How to delete one or more enrolled users from an event on the Events module.

1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)". or "[Viewing Event Details \(Week View\)](#)".
2. Click the [Edit](#) link.
3. At **Allow Enrollment**, details of current enrollments are listed at **Enrolled Users**.
4. At **Select**, check  the check box beside the required users to perform any of the following tasks:
  - Click the [Email Selected Enrolled Users](#) link to email these users.
  - Click the [Delete Selected Enrolled Users](#) link to email these users.

**Enrolled Users:**

Select	Enrollee	Phone	Approved	Event Start
<input checked="" type="checkbox"/>	Peta Anderson		True	7/4/2009

[Email Enrolled Users](#)  
[Email Selected Enrolled Users](#) [Delete Selected Enrolled Users](#)

Managing Existing User Enrollments

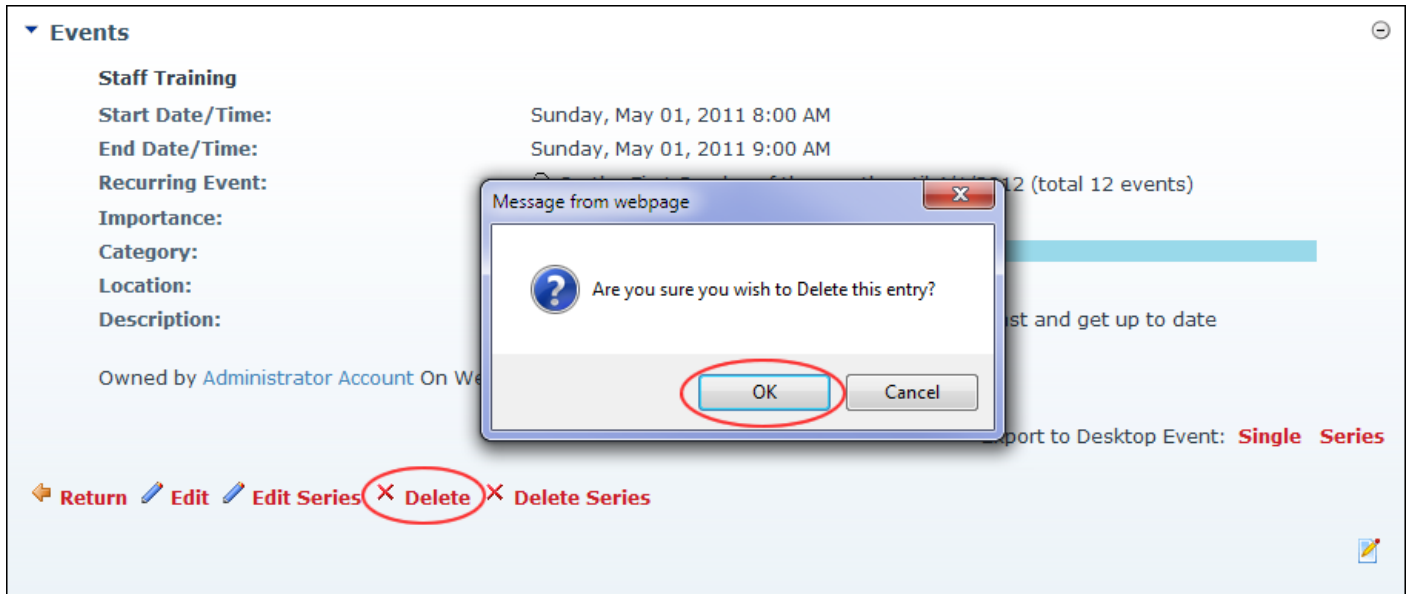
### Deleting an Event or Event Series

How to permanently delete an event from the Events module. Note: Module and Page Editors may only be able to delete their own events. This depends on the moderation settings configured by a Page Editor on the Settings page of this module.

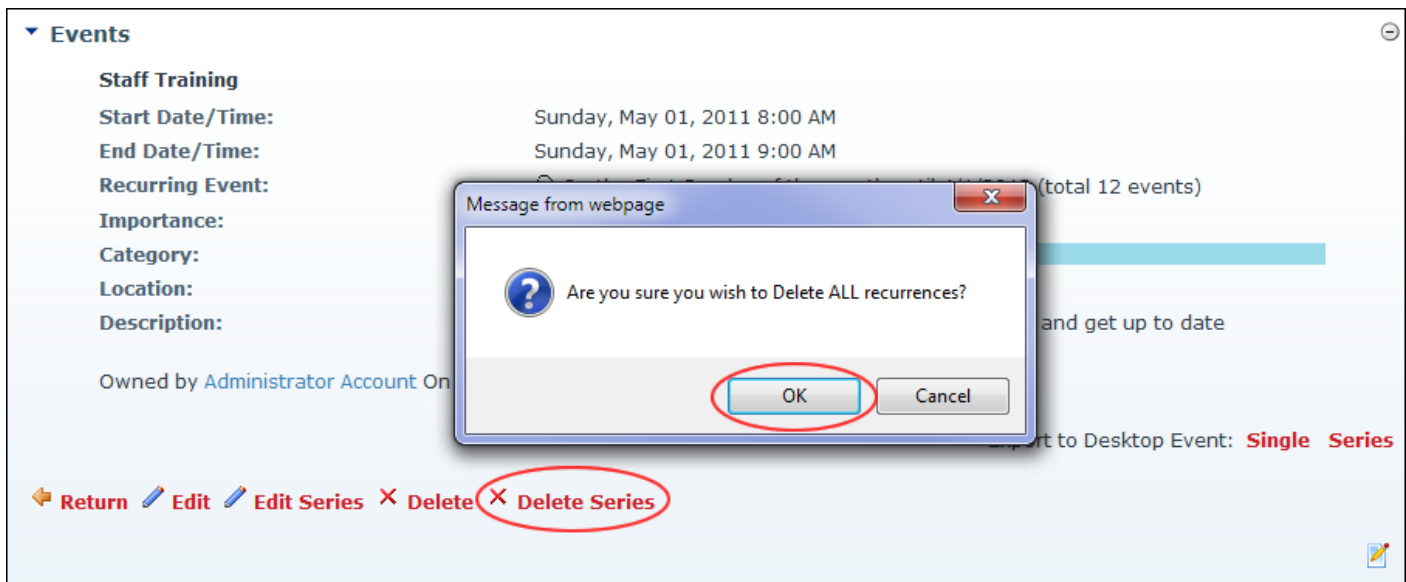
1. Go to the event details page of the required event. See "[Viewing Event Details \(List View\)](#)", "[Viewing Event Details \(Month View\)](#)". or "[Viewing Event Details \(Week View\)](#)".

2. Select from these options:

- Click the **X Delete** link to delete a one time event or this instance of a recurring event. This displays the message "Are you sure you wish to Delete this entry?"
  - a. Click the **OK** button to confirm.







- Click the **Delete Series** link to delete all instances of this recurring event. This displays the message "Are you sure you wish to Delete ALL recurrences?"
  - a. Click the **OK** button to confirm.

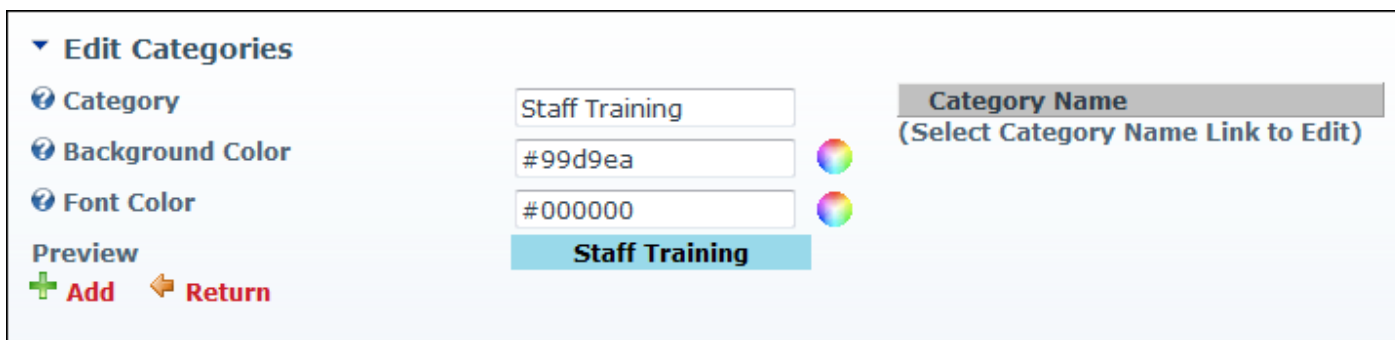


## Global Category Editor

### Adding Event Categories


How to add one or more categories to the Events module.


1. Select  **Edit Categories** from the module actions menu. This opens the Edit Categories page.
2. In the **Category** text box, enter a category name. To use the colors shown at the Preview field below, skip to Step 5. Note: The preview field updates whenever the color selections are modified.
3. **Optional.** At **Background Color**, perform one of the following to set the background color:
  - Click the **Color Picker**  button and select a color.
  - Enter a web safe hexadecimal color value into the background color. E.g. #99d9ea
  - Leave this field blank for no background color.
4. **Optional.** At **Font Color**, perform one of the following to set the font color:
  - Click the **Color Picker**  button and select a color.
  - Enter a web safe hexadecimal color value into the background color. E.g. #99d9ea
  - Leave this field blank to use the color associated with the applied stylesheet.
5. Click the  Add link. This lists the category in the **Category Name** list to the right.





**▼ Edit Categories**

**Category**


**Background Color**  

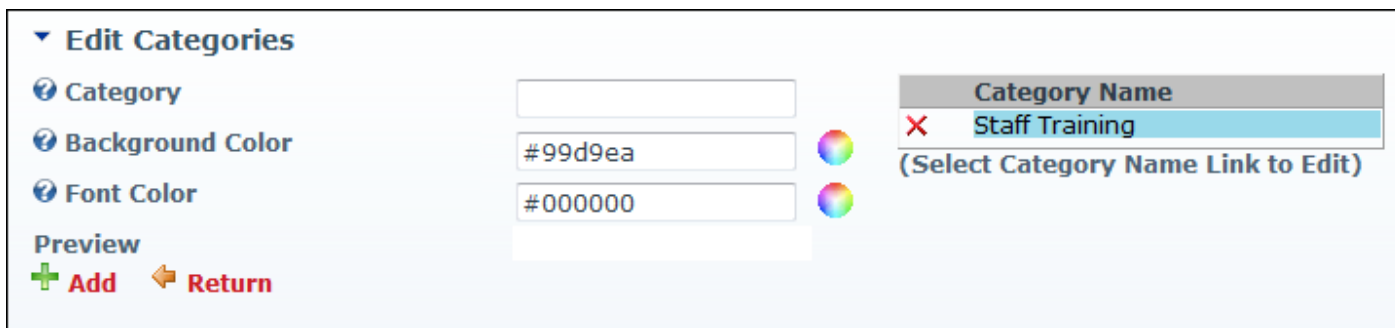
**Font Color**  

**Preview**  
 **Add**  **Return**

**Category Name**  
 (Select Category Name Link to Edit)


**Staff Training**


7. Repeat Steps 2-6 to add additional categories.
8. Click the  Return link to return to the module.





**▼ Edit Categories**


**Category**

**Background Color**  

**Font Color**  

**Preview**  
 **Add**  **Return**

**Category Name**  
 (Select Category Name Link to Edit)


 **Staff Training**

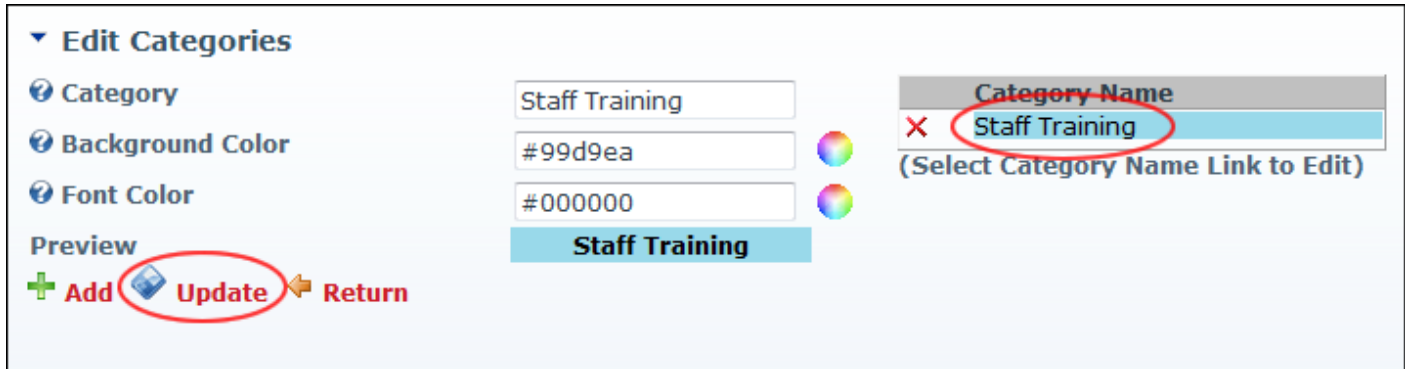
Adding an Event Category

### Editing Event Categories

How to edit one or more categories on the Events module.



1. Select  **Edit Categories** from the Events module actions menu.
2. In the **Category Name** list, click on the linked [Category Name]. This displays the category details in the Category and Color fields.
3. Edit fields as required.
4. Click the Update link.



**▼ Edit Categories**

**Category**


**Background Color**

**Font Color**

**Preview**  
Staff Training



**+ Add** **Update** **Return**

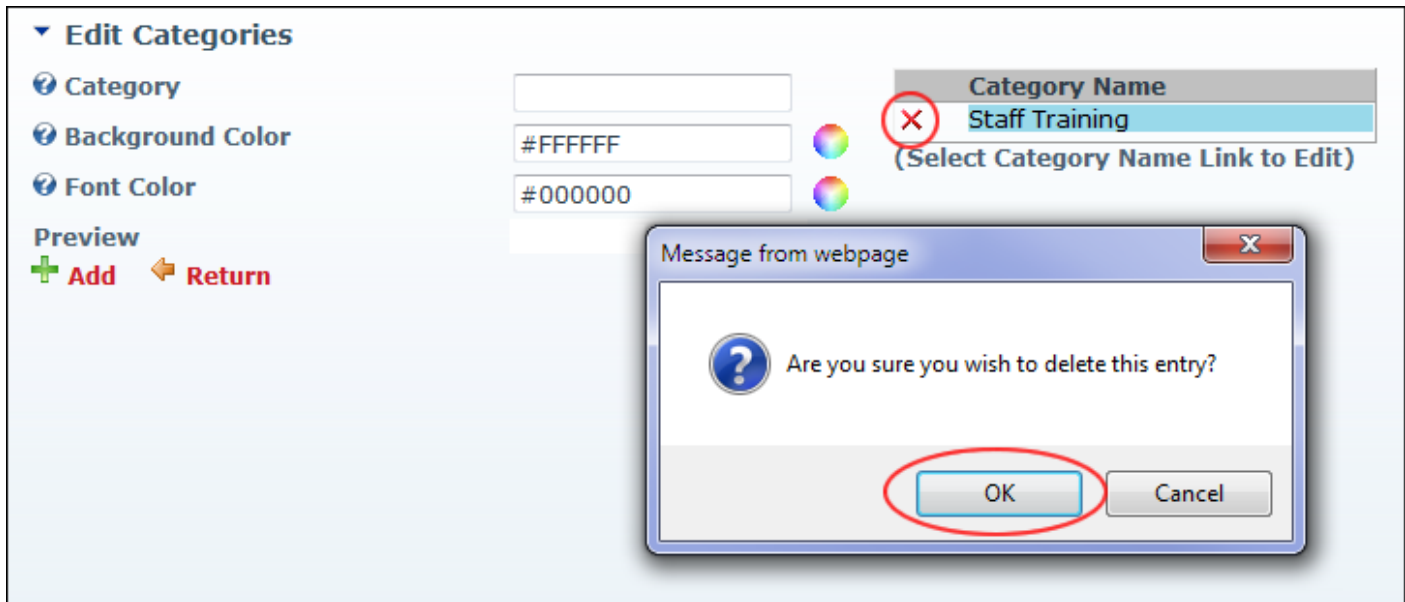
**Category Name**  
X Staff Training  
 (Select Category Name Link to Edit)

5. Repeat Steps 2-4 to edit additional categories.
6. Click the  Return link to return to the module.

### Deleting Event Categories

How to delete one or more categories from the Events module.

1. Select  **Edit Categories** from the Events module actions menu.
2. In the **Category Name** list, click the **Delete**  button beside the category to be deleted. This displays the message "Are you sure you wish to delete this entry?"
3. Click the **OK** button to confirm.



**▼ Edit Categories**

**Category**

**Background Color**


**Font Color**

**Preview**  
Staff Training


**+ Add** **Return**

**Category Name**  
X Staff Training  
 (Select Category Name Link to Edit)

Message from webpage

 Are you sure you wish to delete this entry?



**OK** **Cancel**

- Repeat Steps 2-3 to delete additional categories.
- Click the  [Return](#) link to return to the module.


### Global Location Editor

#### Adding Event Locations



How to add one or more locations to the Events module.

- Select  **Edit Locations** from the module actions menu.
- In the **Location** text box, enter the location name.
- Optional.** In the **Map URL** text box, enter the URL which will link to a map of the location.
- Click the  [Add](#) link. This displays the location in the Location Name list.


**▼ Edit Locations**

 **Location**


 **Map URL**


 [Add](#)  [Return](#)



Location Name	Map URL
<b>(Select Location Name link to Edit)</b>	


- Repeat Steps 2-4 to add additional locations.
- Click the  [Return](#) link to return to the module.

**▼ Edit Locations**

 **Location**

 **Map URL**



 [Add](#)  [Return](#)

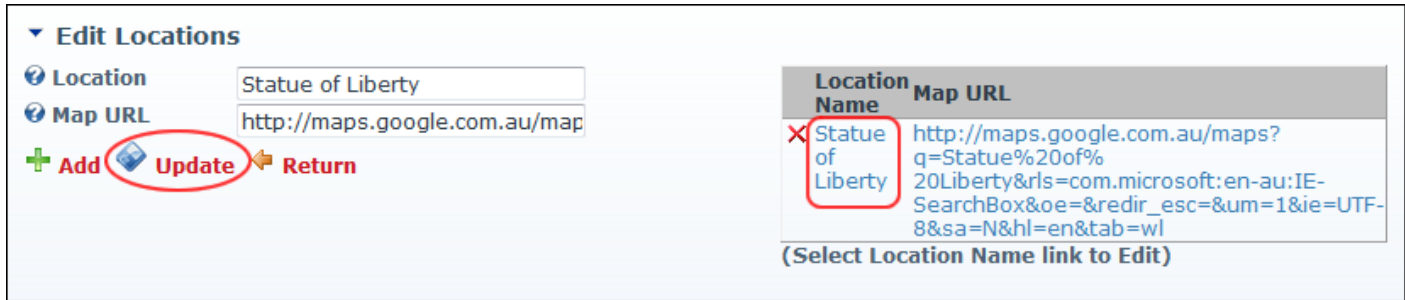
Location Name	Map URL
 <a href="#">Statue of Liberty</a>	<a href="http://maps.google.com.au/maps?q=Statue%20of%20Liberty&amp;rls=com.microsoft:en-au:IE-SearchBox&amp;oe=&amp;redir_esc=&amp;um=1&amp;ie=UTF-8&amp;sa=N&amp;hl=en&amp;tab=wl">http://maps.google.com.au/maps?q=Statue%20of%20Liberty&amp;rls=com.microsoft:en-au:IE-SearchBox&amp;oe=&amp;redir_esc=&amp;um=1&amp;ie=UTF-8&amp;sa=N&amp;hl=en&amp;tab=wl</a>
<b>(Select Location Name link to Edit)</b>	

Adding an Event Location

#### Editing Event Locations

How to edit one or more locations on the Events module.

- Select  **Edit Locations** from the module actions menu.
- In the **Location Name** list, click on linked [\[Location Name\]](#) to be edited. This displays the location details in the edit fields to the left.
- Edit the **Location** and/or **Map URL** fields as required.
- Click the [Update](#) link.
- Repeat Steps 2-4 to add additional locations.
- Click the  [Return](#) link to return to the module.

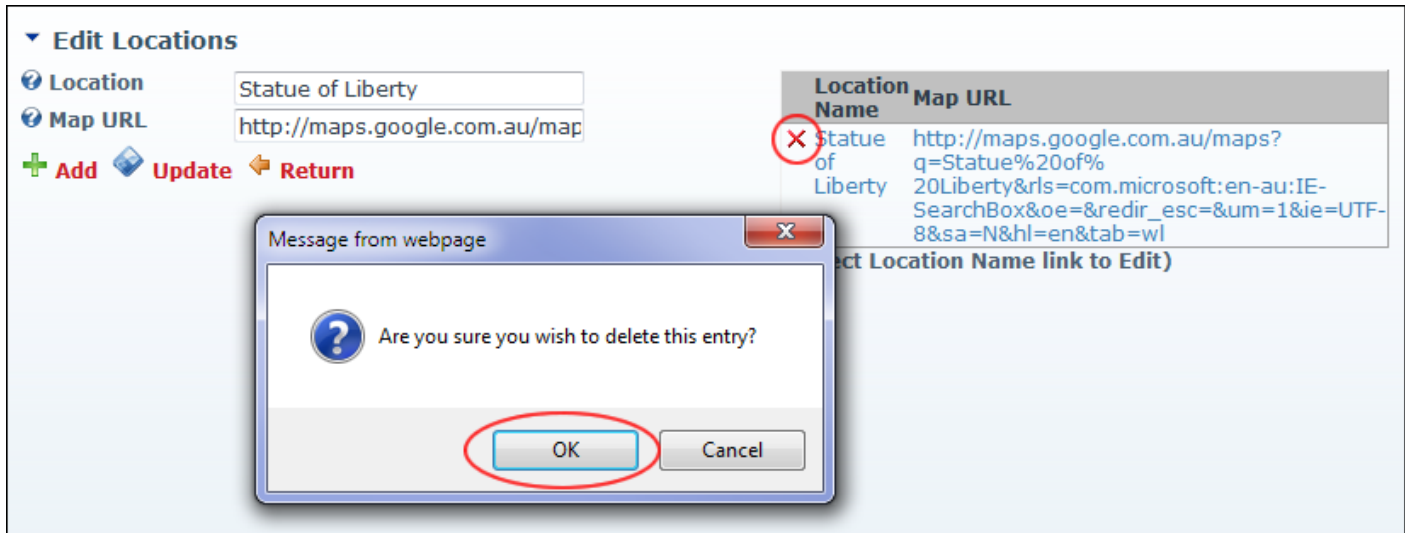


Editing an Event Location

### Deleting Event Locations

How to delete one or more locations from the Events module.

1. Select **Edit Locations** from the module actions menu.
2. In the **Location Name** list, click the **Delete** button beside the location to be deleted. This displays the message "Are you sure you wish to delete this entry?"
3. Click the **OK** button to confirm.



4. Repeat Steps 2-3 to delete additional locations.
5. Click the Return link to return to the module.

### Moderator

#### About Moderating Events and Enrollments

The Events module can be configured to require moderation of events and enrollments. Moderation can be required for all event/enrollment changes or only for new items. One or more moderators will be sent email notification when items require moderation.

#### Approving All Moderated Enrollments

How to approve all event enrollments awaiting moderation on the Events module.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events** button. This opens the Moderate Enrollment - Events page.

2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the users who submitted the enrollments.
    - a. **Optional**. In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional**. In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notifications.
4. Click the Approve All link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events  **Enrollment**

Email Action Notification to User?

Email From:

Email Subject:

Email Message:

Action	Date	Time	Event	User
<input type="radio"/> Approve <input type="radio"/> Deny	7/23/2009	7/23/2009 12:00 AM	<b>Ski Weekend</b>	<b>RegUser</b>


Update **Approve All** Deny All Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving all Moderated Enrollments

### Approving All Moderated Events

How to approve all events awaiting moderation on the Events module.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the users who created the events.
    - a. **Optional**. In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional**. In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notifications.
4. Click the Approve All link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

**Events**  Enrollment

Email Action Notification to User?

Email From: admin@ecozaany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D]/[ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	<b>New Event</b>


Update **Approve All** Deny All Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving all Moderated Events

### Approving Moderated Enrollments

How to approve one or more enrollments awaiting moderation in the Events module.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the users who created the events.
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notifications.
4. In the **Action** column, select **Approve** beside each enrollment to be approved.
5. Click the Update link.

---

*Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all enrollments.*

---

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events
  **Enrollment**

Email Action Notification to User?

Email From:

Email Subject:

Email Message:


Action	Date	Time	Event	User
<input checked="" type="radio"/> <b>Approve</b> <input type="radio"/> Deny	7/23/2009	7/23/2009 12:00 AM	<b>Ski Weekend</b>	<b>RegUser</b>

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving Moderated Enrollments

### Approving Moderated Events

How to approve one or more events awaiting moderation in the Events module.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the user or users who created the event(s).
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notification.
4. In the **Action** column, select **Approve** beside each event to be approved.
5. Click the Update link.

---

*Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all events.*

---

▼ **Moderate Enrollment-Events**

Select View to Moderate:

**Events**  Enrollment

Email Action Notification to User?

Email From: admin@ecozaany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D]/[ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input checked="" type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event


**Update** **Approve All** **Deny All** **Unmark All** **Return**

Note: Deny option will delete Event/Enrollment Entries from the Database!

Approving Moderated Events

### Denying All Moderated Enrollments

How to deny all enrollments awaiting moderation on the Events module. Note: Denying enrollments permanently deletes all details of the enrollment.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the users who submitted the enrollments.
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notifications.
4. Click the Deny All link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

**Events** Enrollment

Email Action Notification to User?

Email From: admin@ecozyany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D]/[ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	<b>New Event</b>

Update Approve All **Deny All** Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying all Moderated Enrollments

### Denying All Moderated Events

How to deny all events awaiting moderation on the Events module. Note: Denying events permanently deletes all details of the events.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events** button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the users who created the events.
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notifications.
4. Click the Deny All link.



▼ **Moderate Enrollment-Events**

Select View to Moderate:

**Events**  Enrollment

Email Action Notification to User?

Email From: admin@ecozaany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D]/[ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	<b>New Event</b>



Update Approve All **Deny All** Unmark All Return

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying all Moderated Events

### Denying Moderated Enrollments

How to deny one or more enrollments awaiting moderation on the Events module. Note: Denying enrollments permanently deletes all details of the events.

1. Select  **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollment**. This displays the list of enrollments awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the users who submitted the enrollments.
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notification.
4. In the **Action** column, select **Deny** for each enrollment to be denied and deleted.
5. Click the Update link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events
  **Enrollment**

Email Action Notification to User?

Email From:

Email Subject:

Email Message:

Action	Date	Time	Event	User
<input type="radio"/> Approve <input checked="" type="radio"/> <b>Deny</b>	7/23/2009	7/23/2009 12:00 AM	<b>Ski Weekend</b>	<b>RegUser</b>

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying Moderated Enrollments

### Denying Moderated Events

How to deny one or more events awaiting moderation on the Events module. Note: Denying events permanently deletes all details of the events.

1. Select **Moderate Events** from the Events module actions menu.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the user or users who created the event(s).
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notification.
4. In the **Action** column, select **Deny** for each event to be denied and deleted.
5. Click the Update link.

▼ **Moderate Enrollment-Events**

Select View to Moderate:

**Events**  Enrollment

Email Action Notification to User?

Email From: admin@ecozany.com

Email Subject: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT][event:start

Email Message: The event/enrollment for Event: [event:title] on [NOTALLDAYEVENT] [event:startdate]/[NOTALLDAYEVENT][ALLDAYEVENT][event:startdate|D] [/ALLDAYEVENT] to [DISPLAYENDDATE][NOTALLDAYEVENT][event:enddate] [/NOTALLDAYEVENT][ALLDAYEVENT][event:enddate|D]/[ALLDAYEVENT] [/DISPLAYENDDATE] ([event:timezone]) - [event:recurring] - has been updated

One Off Event Action	Date	Time	Event
<input type="radio"/> Approve <input checked="" type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	New Event


[Update](#) [Approve All](#) [Deny All](#) [Unmark All](#) [Return](#)

Note: Deny option will delete Event/Enrollment Entries from the Database!

Denying Moderated Events


### Editing and Approving a Moderated Event

How to review, edit and approve an event requiring moderation in the Events module.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the user or users who submitted the event.
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notification.
4. In the **Action** column, select the **Approve**.
5. In the **Event** column, click the linked [\[Event Title\]](#).
6. Review and edit the event details as required.
7. Click the [Update](#) link.

### Moderating Multiple Enrollments

How to approve and deny multiple event enrollments on the Events module.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Enrollments**. This displays the list of enrollments awaiting moderation.

3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the user or users who submitted the enrollments.
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notification.
4. In the **Action** column, select the **Approve** or **Deny** beside one or more enrollments as required.
5. Click the Update link.

*Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all enrollments.*

▼ **Moderate Enrollment-Events**

Select View to Moderate:

Events  **Enrollment**

**Email Action Notification to User?**

**Email From:**

**Email Subject:**

**Email Message:**

Action	Date	Time	Event	User
<input type="radio"/> Approve <input type="radio"/> Deny	7/20/2009	7/20/2009 12:00 AM	<b>Sales Strategies</b>	<b>PageEditor</b>
<input type="radio"/> Approve <input type="radio"/> Deny	7/23/2009	7/23/2009 12:00 AM	<b>Ski Weekend</b>	<b>RegUser</b>


**Update Approve All Deny All Unmark All Return**

**Note: Deny option will delete Event/Enrollment Entries from the Database!**

Moderating Multiple Enrollments

### Moderating Multiple Events

How to approve and deny multiple events on the Events module.

1. Select **Moderate Events** from the Events module actions menu - OR - Click the **Moderate Events**  button. This opens the Moderate Enrollment-Events page.
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.

3. At **Email Action Notification to User?**, select one of these options:
  - Check  the check box to send email notification to the user who created the event.
    - a. **Optional.** In the **Email Subject** text box, edit the subject of the email.
    - b. **Optional.** In the **Email Message** text box, edit the message of the email.
  - Uncheck  the check box if you don't want to send email notification.
4. In the **Action** column, select the **Approve** or **Deny** beside one or more events as required.
5. Click the Update link.

*Tip: Click the Unmark All link to deselect the **Approve** and **Deny** action for all events.*

▼ **Moderate Enrollment-Events**

Select View to Moderate:

**Events**  Enrollment

Email Action Notification to User?

Email From:

Email Subject:

Email Message:

One Off Event Action	Date	Time	Event
<input checked="" type="radio"/> Approve <input type="radio"/> Deny	6/30/2009	6/30/2009 12:00 AM	<b>Toy Sale</b>
<input type="radio"/> Approve <input checked="" type="radio"/> Deny	7/20/2009	7/20/2009 12:30 AM	<b>New Event</b>



**Note: Deny option will delete Event/Enrollment Entries from the Database!**


Moderating Multiple Events

## Edit Settings

### Configuring Event General Settings

How to configure the General Settings of the Events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. Go to the **General Settings** section.
3. At **Edit Time Interval**, select the time interval in minutes at which events can be scheduled. E.g. Select **15** to set 15 minute intervals. The default setting is 30. **Important:** This setting must be set before any events are added. If events exist in the module you will be unable to edit this field.
4. At **Event Time Zone**, select the default time zone to be used for all events.

5. At **Permit Recurring Events**, select from the following options:
  - Check  the check box to enable the adding of recurring events. If checked, the Recurring Settings section is displayed on the Edit Events page.
  - Uncheck  the check box to disable recurring events from being added.
6. In the **Max Generated Occurrences**, edit the Maximum number of occurrences of an event generated on save. Leave blank for unlimited. Until date is set to last occurrence if limit reached.
7. At **Prevent Schedule Conflict**, check  the check box to check for a location conflict when checking date conflicts - OR - Uncheck  the check box to disable.
8. At **Check for Location Conflict**, select from the following options:
  - Check  the check box to prevent the adding of events within the same date and time period. If this option is selected, a "Conflict with existing Event! Change Date/Time" message is displayed to users when they attempt to add a conflicting event.
  - Uncheck  the check box to enable events to be scheduled at the same time.
9. At **Enable DNN Search**, check  the check box to enable site wide searches conducted using the Search modules and the Search skin token to search events - OR - Uncheck  the check box to exclude events from DNN searches.
10. At **Allow Subscriptions**, check  the check box to enable users to subscribe to receive notification of new events - OR - Uncheck  the check box to disable.
11. At **Owner Change Allowed**, check  the check box to enable moderators to change the event owner. Note: Administrators can always change the event owner - OR - Uncheck  the check box to disable.
12. In the **Delete Events Older Than** text box, enter the number of **Days** to set expiration of old events. Leave this field blank for no expiration.
13. In the **Private Calendar Message** text box, enter a message to be displayed to anonymous users instead of event title/details. Authenticated event editors can only see event title/details of their own events. Moderators/Administrators can see all event details.
14. At **Filter Events by Category**, select **All** to display events from all categories in this module - OR - Select the category to only display events within that category.
15. Click the  [Update Settings](#) link.

**General Settings**

---

**Edit Time Interval:**

**Event Time Zone:**

**Permit Recurring Events:**

**Max Generated Occurrences:**

**Prevent Schedule Conflict:**

**Check for Location Conflicts:**

**Enable DNN Search:**

**Owner Change Allowed:**

**Delete Events Older Than:**  days




**Private Calendar Message:**


**Filter Events by Category:**

Configuring Event General Settings

### Configuring Event Look and Feel Settings

How to configure the Look and Feel Settings of the Events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Look & Feel Settings** section.
3. At **Theme/Skin**, select a **Standard Theme** (also called skin) for this events module from the drop-down list - OR - Select a **Custom Theme**. Note: To enable custom theme's, place stylesheet files into the Portals\[portalid]\DNNEvents\Themes folder.
4. At **Default Module View**, select either **List**, **Month**, **Week** as the default view for the module. This automatically checks the related check box on the next field, and disables if from being unchecked.
5. At **Module Views Allowed**, select one or more of the following options:
  - **Month:** Check  the check box to enable the month view.
  - **Week:** Check  the check box to enable the week view.
  - **List:** Check  the check box to enable the list view.
6. At **Use Module Container & Skin**, check  the check box to use the module container and page skin for views that would normally default to the portal default container and skin - OR - uncheck  to enable users to switch between the different views.
7. At **Enable Category Select**, select from the following options:
  - Check  the check box to enable category selection.
  - Uncheck  to disable users from selecting categories on all view forms.
8. At **Enable Date Navigation Controls**, check  the check box to enable the date navigation controls (links).

9. At **Enable Event Image**, check  the check box to enable images to be displayed on events. If checked, the Image Settings section is displayed on the Edit Events page - OR - Uncheck  the check box to disable images on events.
10. At **Display TimeZone**, check  the check box to enable the TimeZone to be displayed on the Detail Event - OR - Uncheck  the check box to hide the TimeZone.
11. At **Icon Bar**, select from these options:
  - Select **Top Right** to display the icon bar above events.
  - Select **Bottom Center** to display the icon bar below events
  - Select **None** to hide the icon bar.
12. Click the  [Update Settings](#) link.

**Look & Feel Settings**

---

**Theme/Skin:**  **Standard theme**  **Custom theme**

**Default Module View:**

**Module Views Allowed:**  **Month** |  **Week** |  **List**

**Use Module Container & Skin**

**Enable Category Select:**

**Enable Date Navigation Controls:**

**Enable Event Image:**




**Display TimeZone:**

**Icon Bar:**  **Top Right**  
 **Bottom Center**  
 **None**


Configuring Event Look and Feel Settings


### Configuring Detail View Settings

How to configure the Detail View Settings of the Events module.


1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Detail View Settings** section.
3. At **Event Detail New Page**, select from the following options:
  - Check  the check box to display event detail on a new page.
  - Uncheck  the check box to display event details on the same page.





4. At **Set Event Detail Page Allowed**, select from the following options:
  - Check  the check box to allow event editors to set a specific page as event detail page.
  - Uncheck  the check box to disable.
5. At **Enable Enroll Validation Popup**, select from the following options
  - Check  the check box to enable a message box which required the user to confirm they want to enroll.
  - Uncheck  the check box to disable popup box.
6. Click the  [Update Settings](#) link.

 **Detail View Settings**

---

 **Event Detail New Page:**




 **Set Event Detail Page Allowed:**


 **Enable Enroll Validation Popup:**

Configuring Detail View Settings

### Configuring Event Month View Settings

How to configure the month view settings of the Events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Month View Settings** section.
3. At **Enable Month View Cell Events**, check  the check box to display event details in the monthly calendar - OR - Uncheck  the check box to hide event details in the monthly calendar. To view event details users must click on the date in the calendar.
4. At **Show Events in Next/Prev Month**, select from the following options:
  - Uncheck  the check box to hide events which fall on the previous or the next month from being displayed in the selected month view.
  - Check  the check box to display events which occur in the month before or after the displayed month in the monthly calendar. E.g. If the displayed month is July and July 31<sup>st</sup> falls on a Monday, any events which occur at the start of August will be displayed in the cells for August.
5. At **Weekend Starts Friday**, check  the check box to use Fri/Sat as the weekend - OR - Uncheck  the check box to use Sat/Sun as the weekend
6. At **Show Events Start Time in Title**, check  the check box display the event start time to be displayed on the link to the event - OR - Uncheck  the check box to hide the event start time.
7. At **Event Day New Page**, check  the check box to enable Event Day to be shown in new Page (not embedded) when Enable Month View Cell Events unchecked - OR - Uncheck  the check box to disable.
8. At **Enable Selectable Day**, check  the check box to enable a day to always be selectable when Enable Month View Cell Events is enabled - OR - Uncheck  the check box to disable.

9. At **Show Event Icons**, check  the check box beside each event icon to be displayed next to the event title in the month view. All icons are checked by default.
10. At **Show Event Image**, check  the check box to display the event image in month view - OR - Uncheck  the check box to hide them.
11. Click the  [Update Settings](#) link.

**Month View Settings**

---

**Enable Month View Cell Events:**

**Show Events in Next/Prev Month:**





**Weekend Starts Friday:**

**Show Event Start Time in Title:**

**Event Day New Page:**

**Enable Selectable Day:**

**Show Event Icons:**




- Priority** 
- Recurring** 
- Reminder** 
- Enrollment** 

**Show Event Image:**

Configuring Event Month View Settings


### Configuring Week View Settings


How to configure the General Settings of the Events module.


1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Week View Settings** section.
3. At **Full Time Scale**, check  the check box to display the full time scale in the week view - OR - Uncheck  the check box to disable.
4. At **Include End Value**, check  the check box to display the end time of the event in the week view - OR - Uncheck  the check box to hide the end time.
5. At **Show Value Marks**, select from these options:
  - Check  the check box to display the grid lines against each time in the week view when the above field is unchecked. Note: The Include End Value field above must be unchecked to enable this option.
  - Uncheck  the check box to hide grid lines.
6. At **Show Event Icons**, check  the check box beside each icon to be displayed beside the event title in week view. All icons are checked by default.
7. Click the  [Update Settings](#) link.

### ☐ Week View Settings

---

 **Week View Full Time Scale**




 **Week View Show End Time**

 **Week View Show Value Marks**

Configuring Week View Settings

### Configuring the Event List Settings

How to configure the list view of the Events module. To use the list view, you must place two Events modules on the page. Do not enable List mode on the first module, only in the second events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Event List Settings** section.
3. At **Show Table Header**, select **Yes** to display a header above the event list - OR - Select **No** to hide the header.
4. To set the number of events displayed in the list, select from the following options:
  - To display the number of events displayed by the number of days:
    - a. Select **Select Events By Days**.
    - b. Enter the [number of] **days before current date** to be displayed.
    - c. Enter the [number of] **days after current date** to be displayed.
  - To display the number of events displayed by the number of events:
    - a. Select **Select Events By Number**.
    - b. Enter the **Next** [number of] **events to be displayed from the current date**.
    - c. Enter the **within the next** [number of] **days**. E.g. Entering **Next 10 events from current date within the next 14 days** will display a maximum of 10 events and will not display events more than 2 weeks in advance.
5. At **Event Fields to Display**, set the fields to be displayed on each event:
  - To **Add a Field**, click on the name of the field in the **Available** box and then click the **Add**  $\geq$  link.
  - To **Add All Fields**, click the **Add All**  $\gg$  link.
  - To **Remove a Field**, click on the field name in the **Selected** box and then click the **Remove**  $\leq$  link.
  - To **Remove All Field**, click the **Remove All**  $\ll$  link.
6. At **Page Size**, select the number of events to be displayed on each page of the Event List.
7. At **Default Sorting**, select to sort events either **Ascending** or **Descending** by their start date. The default settings is Ascending.
8. At **Default Sort Column**, select the column by which events in list view will be sorted by default.
9. At **Collapse Recurring**, check  the check box to collapse recurring events to one row - OR - Uncheck  the check box disable.

10. At **Show Event Icons**, check  the check box beside each icon to be displayed beside the event title in list view. All icons are checked by default.

**Event List Settings**

---

**Show Table Header:**  Yes  No

**Select Events by Days:**  1 days before current date  
 7 days after current date

**Select Events by Number:**  Next 10 events from current date within the next 365 days

**Events Fields to Display:**

Available		Selected
01 - Edit Button		02 - Begin Date Time
05 - Image		03 - End Date Time
06 - Duration		04 - Event Name
07 - Category	>	
08 - Location	^	
09 - Custom Field 1		
10 - Custom Field 2	>>	
11 - Description	<<	
12 - Recurrence Pattern		
13 - Recurrence End Date		

**Page size:** 10

**Default sorting:** Ascending

**Default Sort Column:** Start Date

**Collapse Recurring:**

**Show Event Icons:**

- Priority
- Recurring
- Reminder
- Enrollment

11. Click the [Update Settings](#) link.

### Configuring the Event Email Settings

How to configure the email settings of the Events module.

1. Select **Edit Settings** from the module actions menu - OR - Click the **Edit Settings** button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize** the **Event Email Settings** section.
3. At **Send New Event Emails**, select a radio button to set if and to whom emails are sent to when a new event is added:
  - **Never:** Select to disable email messages.
  - **Subscribers:** Select to enable users to subscribe for notification through the check box in the icon bar.

- **Role:** Select the radio button and then select a role from the drop-down box. Users in the selected role will receive email notification when a new event is created.

4. At **Allow Email Send by Event Editor**, check  the check box to allow editors to send an event email to a role - OR - Uncheck  the check box to disallow.

**Event Email Settings**

---

**Send New Event Emails:**




**Never**  
 **Subscribers**  
 **Role**

**Allow Email Send by Event Editor:**

5. Click the  [Update Settings](#) link.

### Configuring Event Reminder Settings

How to enable and configure reminder settings for the Events module. Note: The Event Module Scheduler must be enabled by the Host to enable reminders.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Reminder Settings** section.
3. At **Allow Event Reminder**, check  the check box to enable automated event reminders to be send to enrolled users - OR - Uncheck  the check box to disable reminders.
4. At **Reminder Anonymous**, check  to enable anonymous users (i.e. unauthenticated users) to request event reminders - OR - Uncheck  the check box to disable reminders.
5. At **Send Reminder Default Value**, check  to set the Send Reminder field on the Edit Event page as checked by default - OR - Uncheck  the check box to set as unchecked by default.
6. In the **Remind Email From** text box, enter the default email address to be displayed in the From field for reminders. This email address can be modified for each event on the Edit Event page.

**Reminder Settings**


---

**Allow Event Reminders:**

**Remind Anonymous:**




**Send Reminder Default Value:**


**Reminder Email From:**

7. Click the  [Update Settings](#) link.


### Configuring the Enrollment Settings


How to configure enrollment settings including PayPal account details for paid events on the Events module. "[Configuring Moderation Settings](#)".


1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Enrollment Settings** section.
3. At **Permit Event Enrollment**, check  the check box to enable authorized users to sign up for events - OR - Uncheck  the check box to disable event enrollment.
4. **Optional.** In the **PayPal Account** text box, enter your PayPal account number if you are collecting fees to paid events. The Host email address is entered by default.
5. **Optional.** At **PayPal URL**, enter `https://www.paypal.com` - OR - enter `https://www.sandbox.paypal.com` to test this setting. The default setting is `https://www.paypal.com`
6. At **Display Enroll List by Default**, check  the check box to display the enrollment list on the Event Detail Page by default - OR - Uncheck  the check box if it isn't displayed by default.
7. At **Hide Full Enrolled Events**, check  the check box to hide an event once the maximum number of enrollees is reached. Note: The event owner and moderators always can see the event - OR - Uncheck  the check box to keep displaying the event.
8. In the **Allow Multiple Enrollees** text box, enter the number of people that a single user can enroll for an event. The default value is one ( 1 ) enrollment per user.
9. In the **Cancel Before Days** text box, enter the number of days before an event a user is able to cancel their enrollment. Note: Cancellations are only allowed for unpaid events.
10. At **Select the User Fields to Display**, select each of the user fields to be displayed on the Event Detail Page and who is able to view these fields.


 **Enrollment Settings**


---


 **Permit Event Enrollment:**


 **PayPal Account:**


 **PayPal URL:**

 **Display Enroll List by Default:**

 **Hide Full Enrolled Events:**

 **Allow Multiple Enrolees:**

 **Cancel Before Days:**




 **Select the User Fields to display:**

Visibility:	None	Editors	Viewers	All
<b>User Name</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Display Name</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Email Address</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Phone No.</b>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Approved</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Qty Enrolled</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

11. Click the  **Update Settings** link.


### Configuring Moderation Settings


How to enable or disable the moderation of events and enrollments and configure the related settings on the Events module.


1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Moderation Settings** section.
3. At **Moderate Event/Enrollment Changes**, select from these option:
  - Check  the check box to enable moderation of all changes to events and enrollments.
  - Uncheck  the check box disable moderation. Newly added events and event changes will be automatically displayed on the module.
4. In the **Moderator Emails** text box, enter the email address of the moderator who will receive notification when an event of enrollment required moderation. To send emails to multiple moderators, enter one or more emails separated by a semi-colon. The email address of the Host is entered by default.


### Moderation Settings


---

 **Moderate ALL Event/Enrollment Changes**

 **Moderator Email (s)**




 **Email Subject**

 **Email Message**

5. Click the  **Update Settings** link.

### Configuring the SubCalendar Settings

How to display events from one or more events modules (SubCalendars) in an Events module. A SubCalendar is an Events module which is located on another page. A maximum of 1000 SubCalendars can be added.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **SubCalendars Settings** section.
3. At **Include Other Site Event Modules?**, select from these options:
  - Check  the check box to include events from other Events modules on this Events module
    - a. At **Add Sub-Calendar Name**, check  the check box to include the name of the other Events modules (Sub-Calendars) in the title of an event when it displays in this Events module - OR - Uncheck  the check box to hide the name of other Events modules in the title of events.
    - b. At **Enforce Permissions**, check  the check box you want the View permissions applied to the SubCalendar to be observed in the master calendar - OR - Uncheck  the check box to disable.

- c. At **Add/Remove Sub-Calendars**, in the Available list, select one or more of the other event modules to be included in this module.
- To **Add a Calendar**, click on the name of the calendar in the **Available** box and then click the **Add  $\geq$**  link.
  - To **Add all Calendars**, click the **Add All  $\gg$**  link.
  - To **Remove a Calendar**, click on the calendar name in the **Selected** box and then click the **Remove  $\leq$**  link.
  - To **Remove all Calendars**, click the **Remove All  $\ll$**  link.
- Uncheck  the check box to only display events added using this Events module.

**SubCalendars Settings**

---

**Include Other Site Event Modules:**

**Add Sub-Calendar Name:**

**Enforce View Permissions**

**Add/Remove Sub-Calendars:**


**Available**

Store Events Calendar

$\gg$ 
 $\geq$ 
 $\ll$ 
 $\leq$




**Selected**

Training Calendar

4. Click the  [Update Settings](#) link.


### Configuring Custom Field Settings

How to enable and configure custom fields on the Events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Custom Fields** section.
3. At **Display Custom Field 1**, select from the following options:
  - Check  the **Set name in Admin/Languages** check box to enable Custom Field 1 to be displayed. The field name can then be managed using the Languages module.
  - Uncheck  the check box to disable this custom field.
4. At **Display Custom Field 2**, select from the following options:
  - Check  the **Set name in Admin/Languages** check box to enable Custom Field 2 to be displayed. The field name can then be managed using the Languages module.
  - Uncheck  the check box to disable this custom field.






☰ Custom Fields	
🔍 Display Custom Field 1:	<input type="checkbox"/> Set name in Admin/Languages
🔍 Display Custom Field 2:	<input type="checkbox"/> Set name in Admin/Languages

5. Click the  [Update Settings](#) link.

### Configuring Tooltip Settings

How to configure the Tooltip settings of the Events module. Tool tip show when hovering over whole row in list and day views, and the event cell in week view.




1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **Tooltip Settings** section.
3. At **Display Month View Tooltip**, check  the check box to display the event description as a tool tip in the month view - OR - Uncheck  the check box to hide tool tip.
4. At **Display Week View Tooltip**, check  the check box to display the event description as a tool tip in the week view - OR - Uncheck  the check box to hide tool tip.
5. At **Display Day View Tooltip**, check  the check box to display the event description as a tool tip in the day view - OR - Uncheck  the check box to hide tool tip.
6. In the **Tooltip Length** text box, enter the maximum number of characters included in the tool tip. The default setting is 10000.

☰ Tooltip Settings	
🔍 Display Month View Tooltip:	<input checked="" type="checkbox"/>
🔍 Display Week View Tooltip:	<input checked="" type="checkbox"/>
🔍 Display Day View Tooltip:	<input checked="" type="checkbox"/>
🔍 Display List View Tooltip:	<input checked="" type="checkbox"/>
🔍 Tooltip Length:	<input type="text" value="10000"/>

7. Click the  [Update Settings](#) link.

### Configuring RSS Settings

How to enable and configure RSS Settings for the Events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page.
2. **Maximize**  the **RSS Settings** section.

3. At **Enable RSS**, select from these options:

- Check  the check box to enable RSS.
  - a. At **Date To Use**, select which date to use as the Publish Date in the RSS feed.
  - b. In the **Days To Include** text box, enter the number of **Days** to include in the RSS from today.
  - c. In the **Feed Title** text box, edit the title to be displayed in the RSS feed if desired.
  - d. In the **Feed Description** text box, edit the title to be displayed in the RSS feed if desired.
- Uncheck  the check box to disable RSS.

**RSS Settings**

---


**Enable RSS:**

**Date to use:** Last Updated Date

**Days to include:** 365





**Feed Title:** [event:title] - [NOTALLDAYEVENT][event:startdate|g]/[NOTALLDAYEVENT][ALLDAYEVENT]

**Feed Description:** [IFHASIMAGE]<a href="[event:imageurl]">[event:eventimage]</a>[/IFHASIMAGE]<t

4. Click the  [Update Settings](#) link.

### Configuring Calendar Export Settings

How to configure the export settings for events on the Events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button if the Icon Bar is displayed. This displays the Event Module Settings page.
2. **Maximize**  the **Calendar Export Settings** section.
3. At **Owner Email Address Export**, check  the check box to include the email address of the event owner when a user exports an event - OR - Uncheck  the check box for no email.
4. At **Owner Email For Unregistered User**, check  the check box to include the email address of the event owner when an unregistered user exports an event - OR - Uncheck  the check box for no email.
5. Click the  [Update Settings](#) link.

**Calendar Export Settings**

---




**Owner Email Address Export:**


**Owner Email for Unregistered User:**

Configuring Calendar Export Settings for the Events Module


### Configuring Template Settings

How to modify the default event templates used in the Events module.

1. Select  **Edit Settings** from the module actions menu - OR - Click the **Edit Settings**  button (only visible if the Icon Bar is displayed). This displays the Event Module Settings page
2. **Maximize**  the **Template Settings** section.
3. At **Event Template**, select the template to be viewed/modified.
4. **Optional.** Click the Template Help link to view a full list of replacement tokens.
5. Modify the template in the text box.

 **Template Settings**

---

 **Event Template:**


Templates [help](#)

```
<table cellpadding="2" cellspacing="3" border="0"
width="90%" style="text-align:left">
<tbody>
<tr valign="top">
<td class="SubHead">
<span class="Head">[event:title]</span>
[event:eventimage]
</td>
</tr>
</tbody>
</table>
[BREAK]
[BREAK]
<table cellpadding="2" cellspacing="3" border="0"
width="90%" style="text-align:left">
<tbody>
<tr valign="top">
<td class="SubHead" style="width:35%">
<span class="SubHead">[event:startdatelabel]</span>
```

**Update Template** **Reset Template**

6. Click the  Update Template link to save your changes.

---

*Tip: You can click the  Reset Template link to reset to the default template as any time.*

---

#### Troubleshooting: Unable to Add New Events to the Events Module

If you are unable to add new events or edit existing events to the Events module this may be cause by Friendly URL's being disabled on your web site. Host level access is required to modify this setting. Contact your Administrator or Host to request enabling of friendly URL's.

#### Settings

##### Setting Unique Event Permissions

How to assign role members and users as Event Moderators, Global Category Editors (users who can manage categories) or/and Global Location Editors (users who can manage locations) on the Events module. These permissions are in addition to the usual module

permissions.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Permissions** tab.
3. At **Permissions**, set these unique Event module permissions:
  - Event Moderators: Users authorized to moderate events.
  - Global Category Editors: Users authorized to create and manage event categories.
  - Global Location Editors: Users authorized to create and manage event categories.
4. Click the Update link.

**Permissions:**

Filter By Group:

	View Module	Edit Module	Events Moderator	Global Category Editor	Global Location Editor
Bloggers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EditUser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forum Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Global Moderator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:

Inherit View permissions from Page

Assigning roles and users as Events Moderators

#### Related Topics:

- "Setting Module Permissions".

#### FAQ

##### About the FAQs Module

The FAQs module enables authorized users to manage a list of questions and corresponding answers. The question is displayed as a link, requiring the user to click on a question to view the corresponding answer. FAQ's can be managed using your own categories.

The module settings page enables authorized users to set the default sorting order and modify the styles templates allowing you to display the question, answer, number of times viewed, category name, category description, date created, date modified, and the question number.

**Module Version:** 04.05.01

**Minimum DNN Version:** 05.06.01

**Features:** IPortable, ISearchable

## FAQS

---

### Q1. What is Fair Trade?

Created on: 7/4/2011; Modified on 7/4/2011; Company

**Answer:** EcoZany defines fair trade as providing a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

Viewed: 2 times

### Q2. What is Fair Labor?

Created on: 7/4/2011; Modified on 7/4/2011; Company

### Q3. Where are your products made?

Created on: 7/4/2011; Modified on 7/4/2011; Company

The FAQ Module

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleFAQ/tabid/892/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/27/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnfaq.codeplex.com/workitem/list/basic>

### All Users

#### Viewing an FAQ Answer

How to view the answer to a frequently asked question.

1. Click the Question which is a link. This displays the answer below that question.

## FAQS

---

### Q1. What is Fair Trade?

Created on: 7/4/2011; Modified on 7/4/2011; Company

**Answer:** EcoZany defines fair trade as providing a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

Viewed: 2 times

### Q2. What is Fair Labor?

Created on: 7/4/2011; Modified on 7/4/2011; Company

### Q3. Where are your products made?

Created on: 7/4/2011; Modified on 7/4/2011; Company

2. **Optional.** Click the link again to hide the answer.

## Module Editors



### Adding an FAQ

How to add a frequently asked question to the FAQs module. Note: You cannot include movies, sound files, etc. Only basic HTML is permitted.


---


*Tip: You can add a question without entering an answer. This allows you, or another editor to return later to complete it.*


---

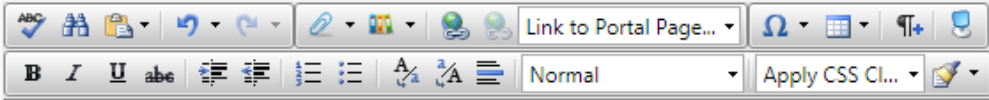
1. Select  **Add New FAQ** from the module actions menu - OR - Click the  Add New FAQ link. This opens the "Edit This FAQ Entry" page.
2. **Optional.** At **Category**, select a category from the drop-down box.
3. In the **Question** text box, enter the question. A maximum of 400 characters is permitted.
4. **Optional.** In the **Answer** text box, enter the answer.

### EDIT THIS FAQ ENTRY

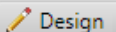
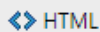
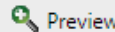
Category  Company



Question  What is Fair Trade?

Answer 



EcoZany defines fair trade as providing a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

   Words: 21 Characters: 146

 Update  Cancel

5. Click the Update link. The newly added FAQ is now displayed in the module.

### FAQS

 Manage



**Q1. What is Fair Trade?**

Created on: 7/4/2011; Modified on 7/4/2011; Company

## Editing an FAQ

How to edit a frequently asked question on the FAQs module.

1. Click the **Edit**  button associated with the FAQ to be edited.



**FAQS** Manage



 **Q1. What is Fair Labor?**  
Created on: 7/4/2011; Modified on 7/4/2011; Company

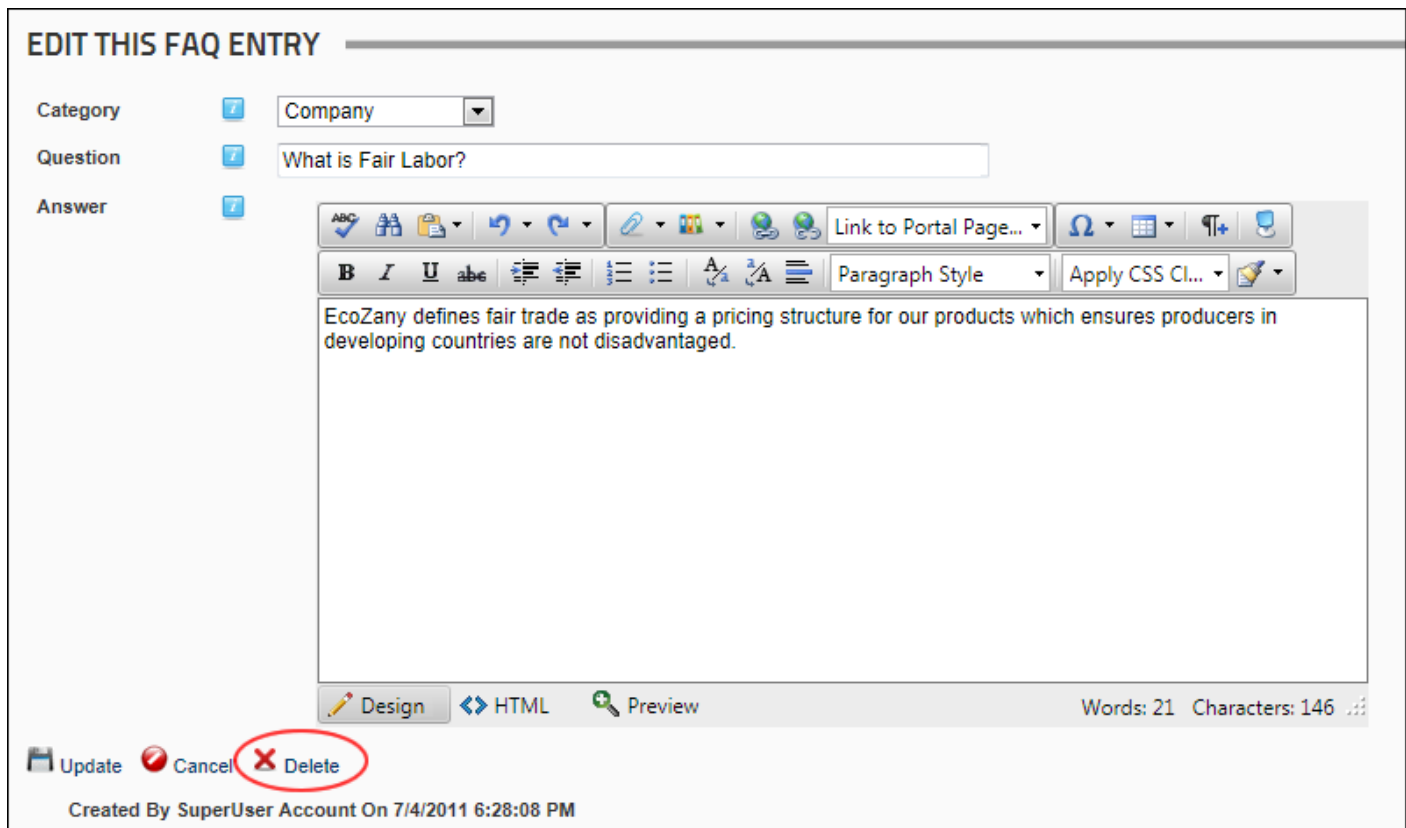
 **Q2. What is Fair Trade?**  
Created on: 7/4/2011; Modified on 7/4/2011; Company

2. Edit the one or more fields as required.
3. Click the Update link.

## Deleting an FAQ

How to permanently delete a frequently asked question from the FAQs module.

1. Click the **Edit**  button associated with the FAQ to be deleted.
2. Click the  Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"




























**EDIT THIS FAQ ENTRY**

Category  Company




Question  What is Fair Labor?




Answer

ABC              Link to Portal Page...    

**B** *I* U abc        Paragraph Style Apply CSS Cl... 

EcoZany defines fair trade as providing a pricing structure for our products which ensures producers in developing countries are not disadvantaged.

 Design  HTML  Preview Words: 21 Characters: 146




 Update  Cancel  Delete

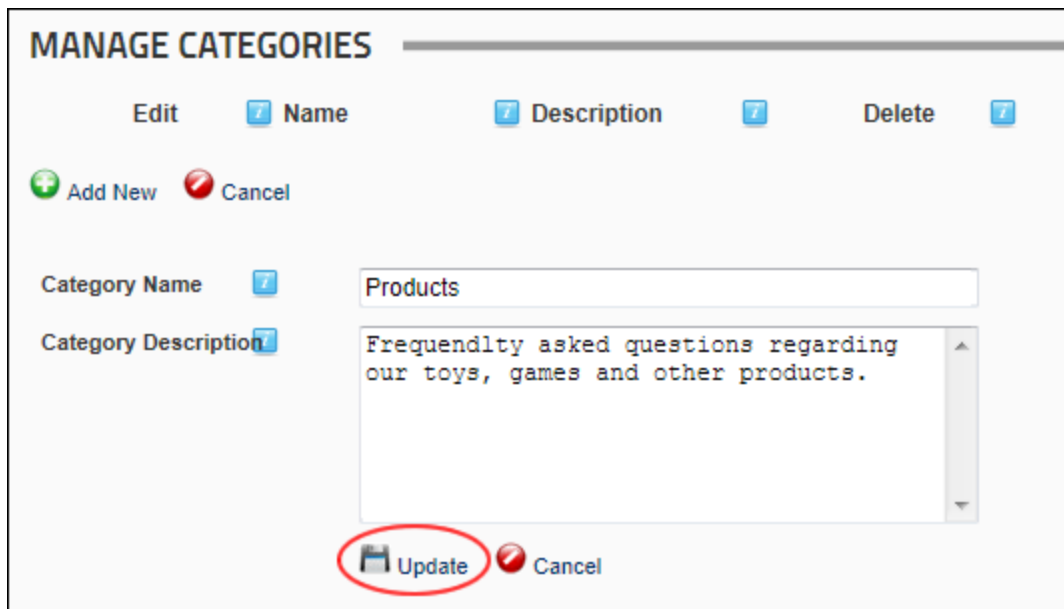
Created By SuperUser Account On 7/4/2011 6:28:08 PM

3. Click the **OK** button to confirm.


### Adding an FAQ Category

How to add one or more categories to the FAQs module. FAQ's can only be associated with one category. The category name and description can optionally be displayed in the module by editing the Item Template under Module Settings. See "[Editing the FAQ Templates](#)"

1. Select  **Manage Categories** from the module actions menu - OR - Click the  [Manage Categories](#) link. This displays the Manage Categories page.
2. Click the  [Add New](#) link.
3. In the **Category Name** text box, enter a name for the category.
4. In the **Category Description** text box, enter a description for the category.
5. Click the [Update](#) link.






The screenshot shows the 'MANAGE CATEGORIES' interface. At the top, there's a title bar and a toolbar with 'Edit', 'Name', 'Description', and 'Delete' buttons, each accompanied by a pencil icon. Below the toolbar, there are 'Add New' (with a plus icon) and 'Cancel' (with a red circle and slash) buttons. The main form area has two input fields: 'Category Name' with the text 'Products' and 'Category Description' with the text 'Frequently asked questions regarding our toys, games and other products.'. At the bottom of the form, there are 'Update' (with a pencil icon) and 'Cancel' (with a red circle and slash) buttons. The 'Update' button is circled in red.

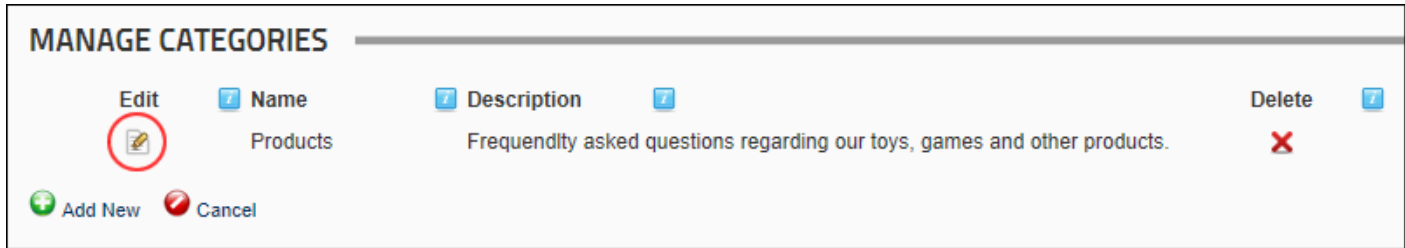
6. Repeat Steps 2-5 to add additional categories.
7. Click the  [Cancel](#) link to return to the module.


### Editing an FAQ Category

How to edit a category in the FAQs module.

1. Select  **Manage Categories** from the module actions menu - OR - Click the  [Manage Categories](#) link. This displays the Manage Categories page.
2. Click the **Edit**  button beside the category to be edited.
3. Edit the **Category Name** and/or **Category Description** information as required.
4. Click the [Update](#) link.




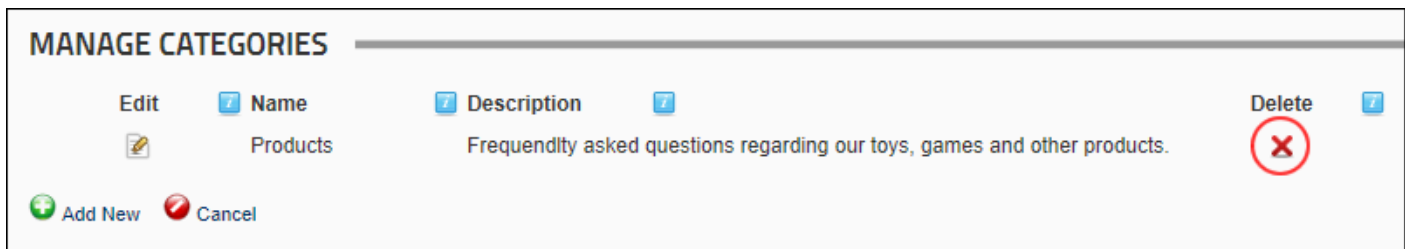



5. Repeat Steps 2-4 to edit additional categories.
6. Click the  Cancel link to return to the module.

### Deleting an FAQ Category

How to permanently delete a category from the FAQs module.

1. Select **Manage Categories** from the module actions menu - OR - click the Manage Categories link.
2. Click the **Delete**  button beside the category to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button to confirm deletion.





4. Repeat Steps 2-3 to delete additional FAQ's.
5. Click the  Cancel link to return to the module.

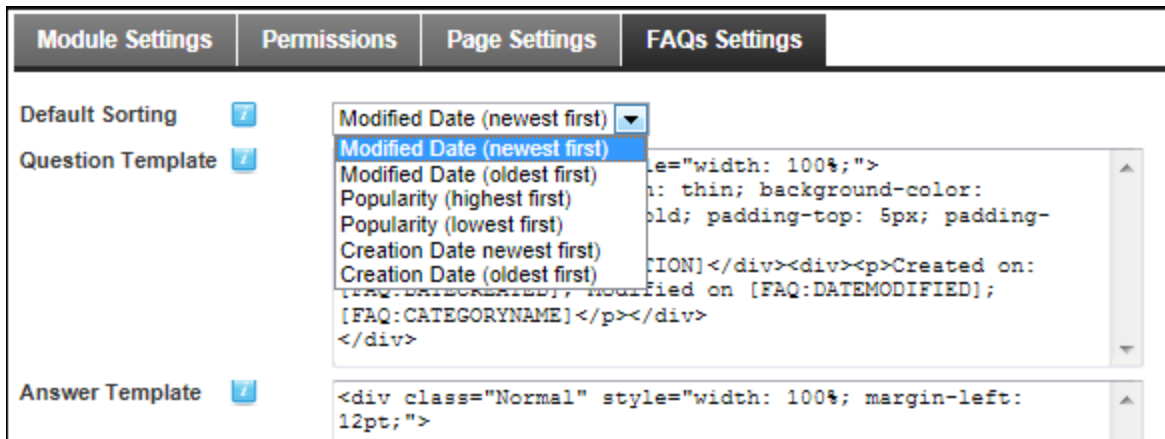
### Settings

#### Setting the Default Sorting Order of FAQ's

How to set the default sort order for FAQ's in the FAQs module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **FAQs Settings** tab.
3. At **Default Sorting**, select from the following sorting options:
  - **Modified Date (newest first)**: Select to sort FAQ's according to the date they were last modified from newest to oldest.
  - **Modified Date (oldest first)**: Select to sort FAQ's according to the date they were last modified from oldest to newest.
  - **Popularity (highest first)**: Sorts FAQ's from the most popular to least popular. Popularity is rated by the number of times the FAQ has been clicked.
  - **Popularity (lowest first)**: Sorts FAQ's from the least popular to the most popular. Popularity is rated by the number of times the FAQ has been clicked.

- **Creation Date (newest first):** Select to sort FAQ's according to the date they were first created from newest to oldest.
- **Creation Date (oldest first):** Select to sort FAQ's according to the date they were first created from oldest to newest.



4. Click the [Update](#) link.

### Editing the FAQ Templates

How to edit the templates which control the layout of FAQ's in the FAQs module. A template is provided for the answer, the question, as well as a loading template to be display while AJAX is loading the question. Nine different tokens can be added to these templates to display information such as the related category, the date the FAQ was created, number of times an item has been viewed, etc. A full list of tokens is listed below this topic and on the Settings page.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **FAQs Settings** tab.
3. At **Question Template**, edit the default template for the question.
4. At **Answer Template**, edit the default template for the answer.
5. At **Loading Template**, edit the default loading template which is displayed when the user clicks on a Question until the Answer is fully loaded and displayed.

Module Settings	Permissions	Page Settings	FAQs Settings
Default Sorting		Modified Date (newest first)	
Question Template		<pre> &lt;div class="Normal" style="width: 100%;"&gt; &lt;div style="border-width: thin; background-color: CornflowerBlue; font-weight: bold; padding-top: 5px; padding-bottom: 5px;"&gt; Q[FAQ:INDEX]. [FAQ:QUESTION]&lt;/div&gt; &lt;div&gt;&lt;p align="right"&gt;Created on: [FAQ:DATECREATED]; Modified on [FAQ:DATEMODIFIED]; [FAQ:CATEGORYNAME] &lt;/p&gt;&lt;/div&gt; </pre>	
Answer Template		<pre> &lt;div class="Normal" style="width: 100%; margin-left: 12pt;"&gt; &lt;div&gt;&lt;strong&gt;Answer:&lt;/strong&gt; [FAQ:ANSWER]&lt;/div&gt; &lt;div style="padding-top: 6pt"&gt;Viewed: [FAQ:VIEWCOUNT] times&lt;/div&gt; &lt;/div&gt; </pre>	
Loading Template		<pre> &lt;div class="Normal" style="padding: 5px;"&gt;Loading...&lt;/div&gt; </pre>	
Available Tokens		<pre> [FAQ:QUESTION] [FAQ:ANSWER] [FAQ:USER] [FAQ:VIEWCOUNT] [FAQ:CATEGORYNAME] [FAQ:CATEGORYDESC] [FAQ:DATECREATED] [FAQ:DATEMODIFIED] [FAQ:INDEX] </pre>	

6. Click the [Update](#) link.

Note: In the below image, the Question template has been modified to include the category name and changes to the color and alignment.

**FAQS** Manage

 **Q1. What is Fair Labor?**  
Created on: 7/4/2011; Modified on 7/4/2011;

 **Q2. What is Fair Trade?**  
Created on: 7/4/2011; Modified on 7/4/2011;

*Tip: To restore an original template, add a new module and copy and paste the template from the new module into the module you have edited.*

#### FAQ Token List

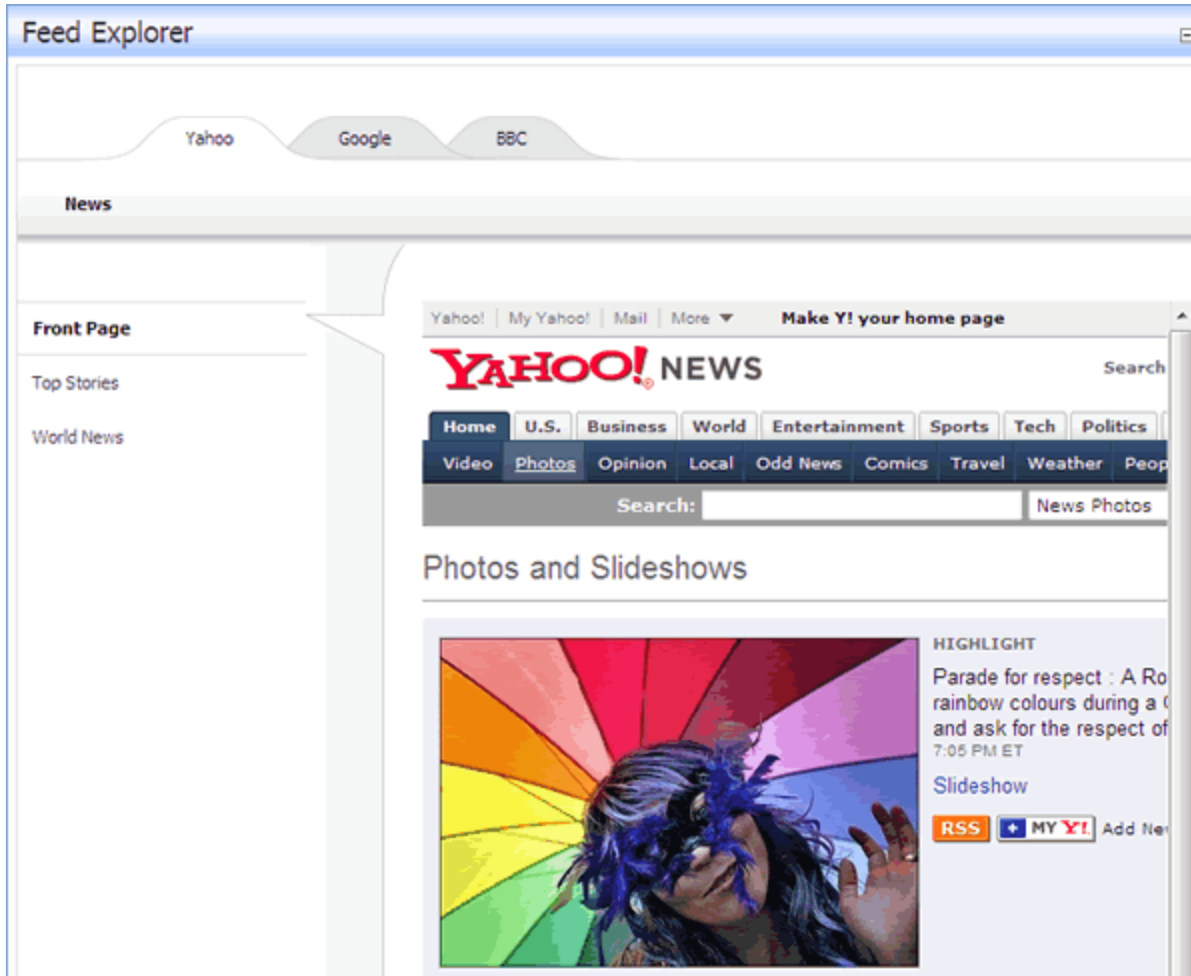
[FAQ:QUESTION]	Displays the information entered into the question field.
[FAQ:ANSWER]	Displays the information entered into the answer field.
[FAQ:USER]	Displays the first name last name of the user who last updated the FAQ. This token can only be added into the Answer template.
[FAQ:VIEWCOUNT]	Displays the number times the item has been viewed.
[FAQ:CATEGORYNAME]	Displays the information entered into the Category Name field.
[FAQ:CATEGORYDESC]	Displays the information entered into the Category Description field.
[FAQ:DATECREATED]	Displays the date when the FAQ was created.
[FAQ:DATEMODIFIED]	Displays the date when the FAQ was last modified.
[FAQ:INDEX]	Displays the order number of the FAQ.

#### Feed Explorer

##### About the Feed Explorer Module

The Feed Explorer module allows users to browse RSS feeds using a tabbed user interface. The standard content layout displays Tabs across the top of the module, Sections below Tabs, and Items down the left hand side of the module and then displays the related content to the right of the Items. The module displays DNN information by default however it can be configured to aggregate multiple RSS feeds from different sources into one easy to use module.

**Module Version:** 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Feed Explorer module displaying Yahoo! news

## Settings

### Displaying DNN Solutions in the Feed Explorer



How to display DNN Solutions using the Feed Explorer module. This enables users to obtain DNN modules, skins, user manuals, video training and other DNN solutions - many of which have been verified as fully compatible with DNN. Information is grouped using the following tabs:

- **Marketplace:** This tab provides access to the DotNetNuke Store ([Snowcovered.com](http://Snowcovered.com)) which sells extensions for DNN. Many of these extensions have all been reviewed by DNN Corporation so you can be confident that they will not break or cause errors on your site. This tab is divided into three sections:
  - **Modules:** DNN modules for sale.
  - **Skins:** Skins and containers sale.
  - **Other:** Other DNN products for sale including components, eBooks, providers (including authentication systems and language packages) and DNN services (including DNN Sponsorship).
- **DNN:** This tab displays a list of the current DNN core projects. Projects include Modules, Providers, Utility, Core and Components which are developed and maintained by the core team and are available for free.

At the time of writing only the Modules section was completed. You can visit the project page of a module by clicking on module name on the Modules tab.

- **About:** Provides information about the Solutions Explorer and DotNetNuke Store ([Snowcovered.com](http://Snowcovered.com)).

How to display DNN Solutions using the Feed Explore module:

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Feed Explorer Settings** tab.
3. At **Content Source**, select **DotNetNuke Solutions Explorer**.
4. Click the Update link.

▼ Feed Explorer

Products DotNetNuke.com

Professional Edition Community Edition

About

Buy

Online Demo

DOTNETNUKE™

DOWNLOAD FORUM

PRODUCTS DEVELOPMENT COMMUNITY SUPPORT PARTNERS NEWS ABOUT

You are here > Products > Professional Edition

Professional Edition Datasheet

Attend a Webinar

Try an Online Demo

View Case Studies

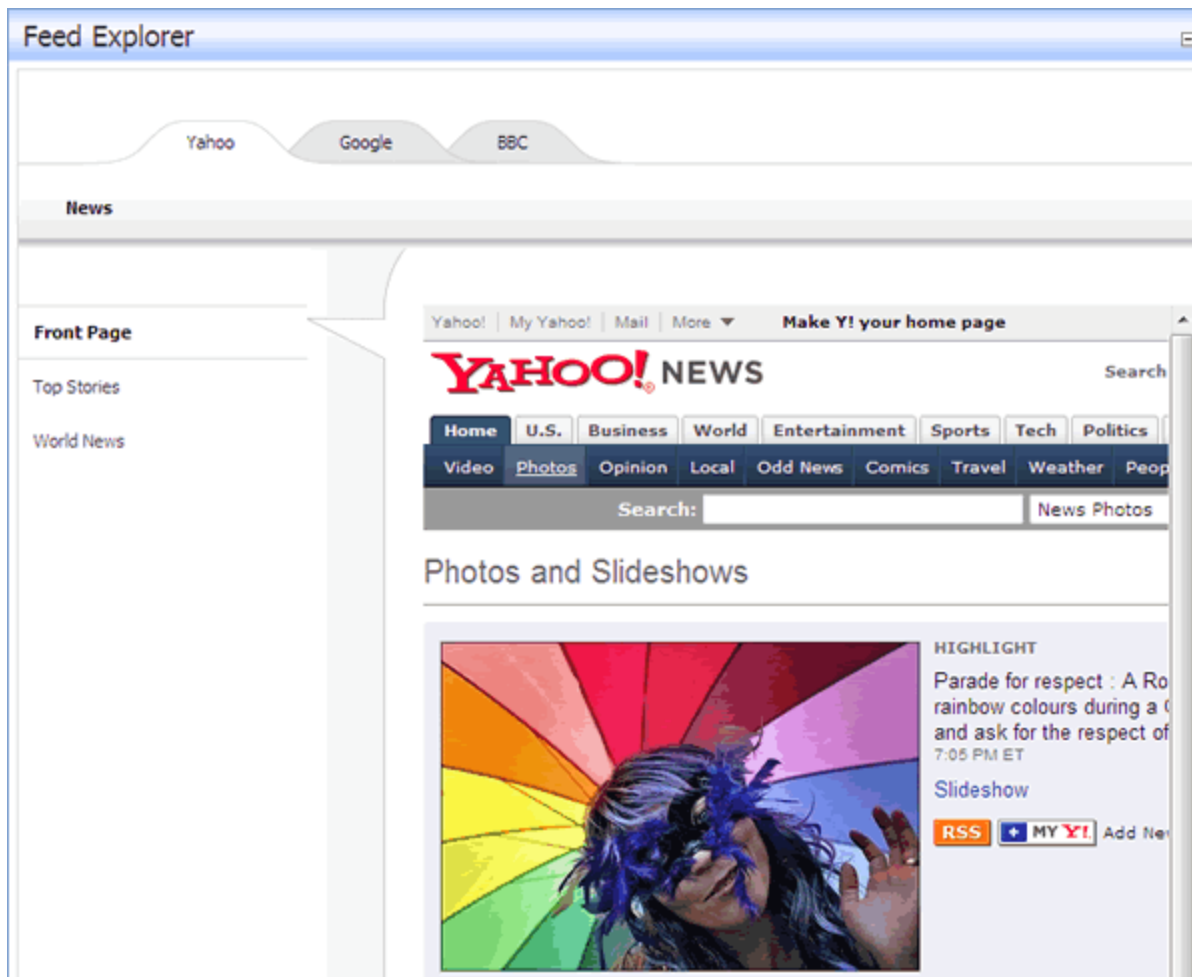
Displaying DNN Solutions in the Feed Explorer

### Displaying News in the Feed Explorer

How to display news using the Feed Explorer module. This displays news from Yahoo!, Google and BBC news, images, video, maps and more.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feed Explorer Settings** tab.

3. At **Content Source**, select **DotNetNuke Solutions Explorer**.
4. Click the Update link.



Yahoo, Google and BBC News are a preset Content Source option

### Displaying Custom OPML using a Custom URL or File



How to set the Feed Explorer to display any custom data by entering a URL to an OPML (Outline Processor Markup Language) file or by uploading an OPML File. An OPML file is an XML file which contains markup describing multiple RSS feeds.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feed Explorer Settings** tab.
3. At **Content Source**, select **Custom OPML URL/File**.
4. In the **Custom OPML URL/File** text box, enter an absolute URL or file path. E.g. `http://www.domain.com/portals/0/myopmlfile.xml`
5. Click the Update link.



### Displaying Custom OPML using Custom Text

How to display any custom RSS feed data by entering OPML (Outline Processor Markup Language) that is customized for the Feed Explorer module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Feed Explorer Settings** tab.
3. At **Content Source**, select the **Custom OPML Text** radio button.
4. Edit the existing text in the **Custom OPML Text** text box - OR - Delete the existing text and paste in your own text.
5. Click the Update link.

The sample below shows how to create the Tabs, Sections and items in the Feed Explorer. You can add as many Tabs, Sections and Items as you like.

```
http://news.google.com/?output=rss" />  
http://news.google.com/?output=rss" />  
  
http://news.google.com/?output=rss" />  
  
http://news.google.com/?output=rss" />
```

**Feed Explorer**


Tab One   Tab Two   Products   DotNetNuke.com

Section 1   Section 2

Category 1


Category 2

Martin Bell: Lobbying claims 'shocking' - BBC News



**Martin Bell: Lobbying claims 'shocking'**  
**BBC News**  
 Three former cabinet ministers are to be suspended from the parliamentary Labour party after being recorded for a documentary on political lobbying. Stephen Byers, Patricia Hewitt and Geoff Hoon will be suspended following reports in the Sunday Times ...  
[Labour suspends ministers over lobbying claims Reuters UK](#)  
[3 former UK ministers suspended amid new scandal The Associated Press](#)  
[Stephen Byers and other ex-ministers suspended from Labour party over lobbying ... The Guardian](#)  
[Times Online](#) - [Wall Street Journal](#) - [Telegraph.co.uk](#)  
[all 742 news articles »](#)

In Afghanistan, Karzai holds talks with key insurgent groups - Washington Post



**In Afghanistan, Karzai holds talks with key insurgent groups**  
**Washington Post**  
 KABUL -- President Hamid Karzai held talks here Monday with representatives of one of the key insurgent groups battling his government, as the president continues his high-stakes push for an eventual reconciliation among all of ...  
[Al-Qaeda-linked group Hezb-e-Islami sets peace terms for Karzai Times Online](#)  
[Karzai holds peace talks with insurgents ABC Online](#)  
[Afghan President Meets With Insurgents New York Times](#)  
[Christian Science Monitor](#) - [TIME](#) - [ABC News](#)  
[all 805 news articles »](#)

This OPML produces the below output in the Feed Explorer

### Setting the Feed Explorer Theme

You can change the skin design applied to the Feed Explorer module. Two skins or themes are supplied by default.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feed Explorer Settings** tab.
3. At **Theme**, select a theme from the drop-down box.

**Theme:**

Platinum  
 Platinum  
 Graphite

4. Click the [Update](#) link.

## Feedback

### About the Feedback Module

The Feedback module allows users to send messages to the site Administrator. The Feedback Comments module is a companion module which is also added to the page when the Feedback module is added. [See "About the Feedback Comments Module"](#)

**Module Version:** 05.00.02

**Minimum DNN Version:** 05.02.03


**Features:** ISearchable

### Features:


- Subject and category list management
- Hide or display multiple form fields
- Optional moderation for one or more feedback categories
- Templates enable editors to change the module's look and feel
- Set unique permissions to manage moderation and lists
- Set validation rules for email, postal code, and telephone
- Optional CAPTCHA security code

## Feedback





Note: Required fields are marked with a  all others are optional.

### Your Contact Information:

<b>Email:</b>	<input type="text" value="johan.jamieson@domain.com"/>	
<b>Name:</b>	<input type="text" value="Johan Jamieson"/>	
<b>Street:</b>	<input type="text" value="100 Hope Ave"/>	
<b>City:</b>	<input type="text" value="Queens"/>	
<b>Region or State:</b>	<input type="text" value="New York"/>	
<b>Country:</b>	<input type="text" value="United States"/>	
<b>Postal Code:</b>	<input type="text" value="NY 11368"/>	
<b>Telephone:</b>	<input type="text" value="(212) 123-4567"/>	

### Your Feedback:

<b>Subject:</b>	<input type="text" value="Products for Sale"/>	
<b>Message Body:</b>	<div><p>I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales.</p></div>	

Send Copy?

**Send Feedback**

The Feedback Module

**Project Links**

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleFeedback/tabid/841/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/30/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnfeedback.codeplex.com/workitem/list/basic>

## Configuration

### Configuring the Feedback Module

The Feedback module can be used as soon as it is added to a page, however it is recommended the following settings are configured:

- **Disable Caching:** It is recommended that caching is disabled to prevent stale data being displayed in the module. See "[Configuring Cache Settings for a Module](#)"


If you choose to use the Feedback module now, the following defaults are used:

- The primary site Administrator (See "[Setting the Primary Administrator](#)") will receive email notification when feedback is sent.
- Feedback messages will be displayed in the Feedback Comments module to all users who have access to view that module.

See the Manage Settings section for both the Feedback and Feedback Comments modules to modify these defaults and set a wide range of optional settings.

## All Users

### Sending Feedback


How to send feedback using the Feedback module. Note: Some fields listed in this topic may not be displayed on the Feedback module. Required fields display the Required  icon. Required fields can differ depending on the settings for each module.

1. **Optional.** Log in to your account (See "[Logging into a Site](#)"). Authenticated users can either skip all fields in the Your Contact Information section (which are pre-populated from their user account), or they can optionally choose to edit the information.
2. Go to the **Your Contact Information** section.
  - a. In the **Email** text box, enter your email address.
  - b. In the **Name** text box, enter your name.
  - c. In the **Street** text box, enter your street address.
  - d. In the **City** text box, enter your city.
  - e. In the **Region or State** text box, enter your region/state.
  - f. In the **Country** text box, enter your country.
  - g. In the **Postal Code** text box, enter your postal code.
  - h. In the **Telephone** text box, enter your telephone number.
3. Go to the **Your Feedback** section.
4. The following optional fields may also be available:
  - a. At **Subject**, enter or select the subject of your message.
  - b. At **Category**, select a category from the drop down list.
5. In the **Message** text box, enter your message.

6. The following optional fields may also be available:

a. At **Send Copy?**, select from the following options:


- Check  the check box to have a copy of the message emailed to you.
- Uncheck  the check box if you do not wish to receive a copy of your message.

b. In the **Security Code** text box, enter the code displayed on the picture above. Note: If the image is difficult to read, click the **Refresh**  button to be presented with an alternative image.

7. Click the [Send Feedback](#) link. This typically displays the message "Your feedback has been sent to the site owner. Thank you!", however you may be redirected to another page.

## Feedback






Note: Required fields are marked with a  all others are optional.

### Your Contact Information:

Email:	<input type="text" value="johan.jamieson@domain.com"/>	
Name:	<input type="text" value="Johan Jamieson"/>	
Street:	<input type="text" value="100 Hope Ave"/>	
City:	<input type="text" value="Queens"/>	
Region or State:	<input type="text" value="New York"/>	
Country:	<input type="text" value="United States"/>	
Postal Code:	<input type="text" value="NY 11368"/>	
Telephone:	<input type="text" value="(212) 123-4567"/>	

### Your Feedback:

Category:	<input type="text" value="General Enquires"/>	
Subject:	<input type="text" value="Products for Sale"/>	
Message Body:	<input type="text" value="I work as a carpenter teaching&lt;br/&gt;woodwork at a sheltered workshop.&lt;br/&gt;How can we get our products for sale&lt;br/&gt;through your company. It would be&lt;br/&gt;great for the workers to make more&lt;br/&gt;sales."/>	

Send Copy?

Security Code



**nk78xj**

Enter the code shown above into the box below.

**Send Feedback**



Sending Feedback


## Feedback Comments

### Settings


#### Configuring Comments View Settings


How to configure the module settings of the Feedback Comments module.

1. Go to the Feedback Comments module.
2. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
3. Go to the **Comments View Settings** section.
4. At **Scope**, select which Feedback modules comments are displayed for:
  - **Selected Modules Only**: Select to choose which Feedback modules to display feedback from. This displays a list of the Feedback modules on this site.
    - i. At **Feedback Modules**, check  the check box beside each module to be included.
  - **Portal (from all Feedback Modules)**: Select to display published feedback from all modules.
5. At **Categories**, select one or more categories to restrict the feedback displayed to only those categories - OR - Leave all categories unchecked to display feedback from all categories.


 **Comments View Settings**

---


 **Scope:**  Selected Modules Only  Portal (from all Feedback Modules)


 **Feedback Modules:**




Page	Module Title	Selected
Feedback	Feedback	<input checked="" type="checkbox"/>
Staff Feedback	Staff Feedback	<input type="checkbox"/>

 **Categories:**  General Enquires  Toys and Games  
 Wholesale Enquires

6. At **Allow Paging**, select from these options:
  - Check  the check box to enable paging (i.e. Restrict the number of comments displayed on the page and enable users to page through each page).
    - a. In the **Default Page Size** text box, enter the number of comments to be displayed on each page.
  - Uncheck  the check box to remove paging and display all published comments.

 **Allow Paging:**

 **Default Page Size:**

 **Update**  **Delete**  **Cancel**

7. Click the Update link.



## Displaying Feedback for all Categories

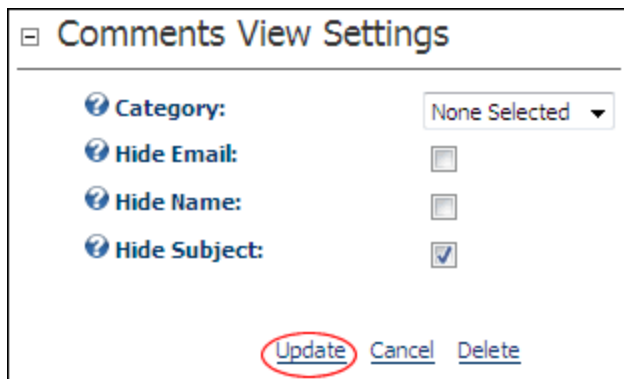
How to display feedback for all categories using the Feedback Comments module. This is the default option.

---

*Tip: Categories are managed under Feedback Lists on the Feedback module.*

---

1. Go to the Feedback Comments module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Go to the **Comment View Settings** section.
4. At **Category**, select the **None Selected**.
5. Click the [Update](#) link.



Comments View Settings

Category: None Selected

Hide Email:

Hide Name:

Hide Subject:

[Update](#) [Cancel](#) [Delete](#)

Display Feedback for All Categories

## Configuring Comments View Settings

How to modify the various templates which control the appearance of the Feedback Comments module.

Note: A list of the available replacement tokens is displayed on this page at the Available Tokens field. These tokens are also included below this topic for convenience.

1. Go to the Feedback Comments module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Go to the **Comments View Settings** section.
4. In the **Header Template** text box, edit the template as required. This template specifies what is displayed at the top of the comments.
5. In the **Item Template** text box, edit the template as required. This template specifies what is displayed for each odd numbered comment.
6. In the **Alternating Item Template** text box, edit the template as required. This template specifies what is displayed for each even numbered comment. If an alternating item template is not specified, the item template is used for both odd and even numbered comments.
7. In the **Separator Template** text box, edit the template as required. This template specifies what displays between each comment.
8. In the **Footer Template** text box, edit the template as required. This template specifies what is displayed below comments.

Header Template: `<div>` [Load Default](#)

Item Template: `<div><div style="clear: both; font-weight: bold">
[Feedback:SenderName]&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;
[Feedback:CategoryName]&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;
[Feedback:PublishedOnDate]<br />
[Feedback:Subject]</div><div style="margin-top:
10px">[Feedback:Message]</div></div>` [Load Default](#)

Alternating Item Template: [Load Default](#)

Separator Template: `<div style="padding-top: 6px; padding-bottom:
6px"><hr style="width:100%; size: 1" /></div>` [Load Default](#)

Footer Template: `</div>` [Load Default](#)

9. Click the [Update](#) link.

---

*Tip: You can reset any of the default templates by clicking the **Load Default** button to the right of each template field.*

**List of Available Tokens**

[Feedback:CategoryID], [Feedback:Category], [Feedback:CategoryName], [Feedback:Subject], [Feedback:Message], [Feedback:CreatedOnDate], [Feedback:PublishedOnDate], [Feedback:FeedbackID], [Feedback:SenderName], [Feedback:SenderStreet], [Feedback:SenderCity], [Feedback:SenderRegion], [Feedback:SenderCountry], [Feedback:SenderPostalCode], [Feedback:SenderEmail], [Feedback:SenderTelephone], [Feedback:SenderRemoteAddr], [Feedback:TotalRecords]

### Displaying Feedback for a Single Category

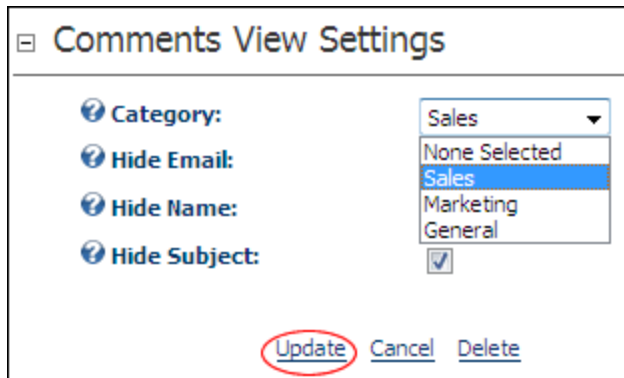
How to display feedback for a single category only using the Feedback Comments module. You may like to have a different Feedback Comments module to display feedback for each category or feedback for different categories as visible to different roles and users.

---

*Tip: Categories are managed under Feedback Lists on the Feedback module.*

---

1. Go to the Feedback Comments module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Go to the **Comment View Settings** section.
4. At **Category**, select the category name.
5. Click the Update link.



**Comments View Settings**

**Category:** Sales

**Hide Email:**

**Hide Name:**

**Hide Subject:**

[Update](#) [Cancel](#) [Delete](#)

Displaying Feedback for a Single Category

### Displaying/Hiding Feedback Email

How to hide or display a person's email address on feedback comments that are published on the Feedback Comments module.

1. Go to the Feedback Comments module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Go to the **Comment View Settings** section.
4. At **Hide Email**, check  the check box to hide names - OR - Uncheck  the check box to display names.
5. Click the Update link.

### Comments View Settings

**Category:** Sales

**Hide Email:**

**Hide Name:**

**Hide Subject:**

[Update](#) [Cancel](#) [Delete](#)

### Feedback Comments

Records per Page: 10 
 Page 1 of 1
 [First](#) [Previous](#) [Next](#) [Last](#)

Johan Jamieson 5/19/2010 9:32:52 AM  
 Products for sale I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales. Submitted By: Johan Jamieson

---

Annabella Chin 5/19/2010 9:32:41 AM  
 Love the Folk Art Glad to hear you are soon adding traditional folk art to your product range. It is practised in many small local communities which will benefit from your support. Submitted By: Annabella Chin

Email Addresses are Hidden on this Feedback Comments Module

#### Displaying/Hiding Feedback Name

How to hide or display a person's name on feedback comments that are published on the Feedback Comments module.

1. Select **Settings** from the Feedback Comments module actions menu.
2. Go to the **Comment View Settings** section.
3. At **Hide Name**, check  the check box to hide names - OR - Uncheck  the check box to display names.
4. Click the [Update](#) link.

### Comments View Settings

**Category:** Sales

**Hide Email:**

**Hide Name:**

**Hide Subject:**

[Update](#) [Cancel](#) [Delete](#)

### Feedback Comments

Records per Page  Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

**lorraine.young@dnnangel.com** Sales 3/4/2008 2:04:19 PM  
**GEN** When is your next round of yoga classes? Can you please forward a timetable to me.  
Submitted By: Lorraine Young

Names are hidden on this Feedback Comments module

#### Displaying/Hiding Feedback Subject

How to hide or display the subject list value beside feedback comments that are published on the Feedback Comments module.

1. Go to the Feedback Comments module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Go to the **Comment View Settings** section.
4. At **Hide Subject**, check  the check box to hide names - OR - Uncheck  the check box to display names.
5. Click the Update link.

### Comments View Settings



**Category:**


**Hide Email:**

**Hide Name:**

**Hide Subject:**

[Update](#) [Cancel](#) [Delete](#)

▼ **Feedback Comments**  

Records per Page  

Page 1 of 1      First Previous Next Last


---

Johan Jamieson   johan.jamieson@domain.com   5/19/2010 9:32:52 AM  
 I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales. Submitted By: Johan Jamieson

---

Annabella Chin   annabella.chin@domain.com   5/19/2010 9:32:41 AM  
 Glad to hear you are soon adding traditional folk art to your product range. It is practised in many small local communities which will benefit from your support. Submitted By: Annabella Chin

---



The Feedback Subject List Value is Hidden on this Feedback Comments Module

#### About the Feedback Comments Module

The Feedback Comments module is a companion of the Feedback module. It displays published comments which have been submitted using one or more Feedback modules. The module can be set to display all feedback comments or feedback comments from selected feedback categories. In addition, the use of templates enable the look and feel of the comments to be designed as required, as well as enabling fields to be hidden or displayed.

▼ **Feedback Comments** 

**Johan Jamieson   10/6/2010 6:58 AM**  
**Products for sale**

I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales.

---

**Annabella Chin   10/6/2010 6:49 AM**  
**Love the Folk Art**

Glad to hear you are soon adding traditional folk art to your product range. It is practised in many small local communities which will benefit from your support.

---



The Feedback Comments Module

#### Manage Feedback Lists

##### Adding Feedback Categories

How to add basic categories to the Feedback module. Note: For details on how to associate a category with one or more email addresses, [See "Adding Feedback Categories with Email Values"](#)

---

*Tip: The Feedback Comments module can also be set to display feedback for all categories or just one category.*

1. Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
2. At **List Type**, select **Categories**.
3. In the **Name** text box, enter a name for this category. E.g. Marketing
4. In the **Value** text box, enter a value for this category. E.g. Marketing. This value will be displayed in the Feedback Comments module beside any feedback within this category.
5. At **Is Active**, check  the check box if this category will show up in the category list on the Feedback module, or uncheck  if this category is currently inactive.
6. Click the Save link. The category is now displayed to the left.

**Manage Feedback Lists**

List Type:  
 Categories  Subjects

	Name	List Value	Is Active
	General Enquires	General	<input checked="" type="checkbox"/>
	Toys and Games	Products	<input checked="" type="checkbox"/>

Name Value Is Active  
 Save  Return to Module

Wholesale Enquiries  
 Wholesale

7. Repeat Steps 3-6 to add additional categories.
8. Click the Return to Module link to return to the module.

#### Adding Feedback Categories with Email Values

How to add feedback categories that are associated with one or more email addresses using the Feedback module. This sends a notification message to those email addresses whenever feedback is submitted to that category.

1. Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
2. At **List Type**, select **Categories**.
3. In the **Name** text box, enter a name for this category. E.g. Marketing
4. In the **Value** text box, enter one or more email values for this category separated by a semi-colon (;). E.g. sales-manager@domain.com;sales@domain.com. This value will be displayed in the Feedback Comments module beside any feedback within this category.
5. At **Is Active**, check  the check box if this category will show up in the category list on the Feedback module - OR - Uncheck  the check box if this category is currently inactive.
6. Click the Save link. The category is now displayed to the left.

▼ **Manage Feedback Lists**

🔍 **List Type:**  
 **Categories**  Subjects

	Name	List Value	Is Active
↓ ✎ ✖	General Enquires	General	<input checked="" type="checkbox"/>
↑ ✎ ✖	Toys and Games	Products	<input checked="" type="checkbox"/>

🔍 **Name**  
 🔍 **Value**  
 🔍 **Is Active**

**Wholesale Enquiries**  
 sales@domain.com;ware

**Save** **Return to Module**

- Repeat Steps 3-6 to add additional categories.
- Click the Return to Module link to return to the module.

### Editing Feedback Categories

How to edit categories in the Feedback module.

- Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
- At **List Type**, select **Categories**.
- Click the **Edit** ✎ button beside the category to be edited. The properties of this category are now displayed in the fields to the right.

▼ **Manage Feedback Lists**

🔍 **List Type:**  
 **Categories**  Subjects

	Name	List Value	Is Active
↓ ✎ ✖	General Enquires	General	<input checked="" type="checkbox"/>
↑ ✎ ✖	Toys and Games	Products	<input checked="" type="checkbox"/>
↑ ✎ ✖	Wholesale Enquires	Wholesale	<input checked="" type="checkbox"/>

🔍 **Name**  
 🔍 **Value**  
 🔍 **Is Active**

**General Enquires**  
 General

**Save** **Return to Module**



- Edit the category details as required.
- Click the Save link. The new details for this category are now displayed to the left.
- Repeat Steps 3-5 to edit additional categories.
- Click the Return to Module link to return to the module.

### Re-ordering Feedback Categories

How to re-order categories on the Feedback module. Feedback module categories are listed in the order in which they are created.











- Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
- At **List Type**, select **Categories**.



3. Click the **Up**  or **Down**  button beside a category to move it up or down one position in the list.
4. Repeat Step 3 to re-order additional categories.

**▼ Manage Feedback Lists**

**List Type:**  
 Categories  Subjects

	Name	List Value	Is Active
  	General Enquires	General	<input checked="" type="checkbox"/>
   	Toys and Games	Products	<input checked="" type="checkbox"/>
  	Wholesale Enquires	Wholesale	<input checked="" type="checkbox"/>

**Name**

**Value**


**Is Active**

**Save** **Return to Module**

5. Click the Return to Module link to return to the module.











#### Activating/Deactivating Feedback Categories

How to activate or deactivate a category on the Feedback module. Active categories are listed on the Settings page, whereas deactivated categories are not listed on the settings page and are only visible to Administrators on the Feedback Lists page.

1. Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
2. At **List Type**, select **Categories**.
3. Click the **Edit**  button beside the category to be activated or deactivated.
4. At **Is Active**, check  the check box to activate the category - OR - Uncheck  the check box to deactivate it.
5. Click the Save link.

**▼ Manage Feedback Lists**

**List Type:**  
 Categories  Subjects

	Name	List Value	Is Active
  	General Enquires	General	<input checked="" type="checkbox"/>
   	Toys and Games	Products	<input checked="" type="checkbox"/>
  	Wholesale Enquires	Wholesale	<input checked="" type="checkbox"/>

**Name**

**Value**


**Is Active**

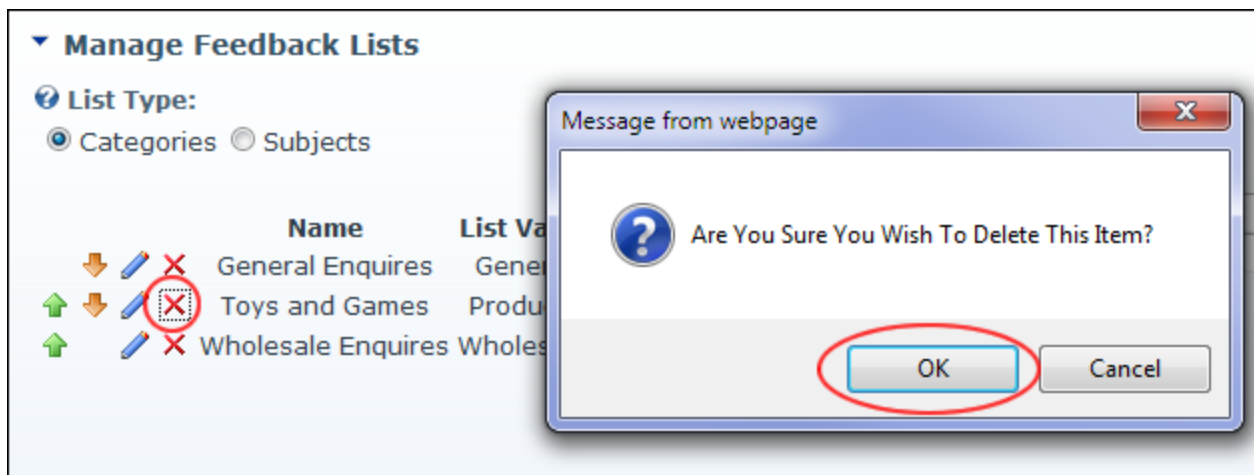
**Save** **Return to Module**

6. Repeat Steps 3-5 to modify additional categories.
7. Click the Return to Module link to return to the module.

#### Deleting Feedback Categories

How to permanently delete categories from the Feedback module. As an alternative to deleting a feedback category, you can deactivate it.

1. Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
2. At **List Type**, select **Categories**.
3. Click the **Delete**  button beside the category to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button.



5. Repeat Steps 3-4 to delete additional categories.
6. Click the [Return to Module](#) link to return to the module.



#### Adding Feedback Subjects

How to add subjects to a Feedback module. Once you have created subjects they can either be associated with one or more instances of a Feedback module, or users can be enabled to select a subject from a list when sending their feedback.

1. Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
2. At **List Type**, select **Subjects**.
3. In the **Name** text box, enter the subject name. E.g. Feedback
4. In the **Value** text box, enter a value for this subject. E.g. Feedback. This value can optionally be displayed in the Feedback Comments module beside any feedback associated with this subject.
5. At **Is Active**, check  the check box if this category will show up in the category list on the Feedback module - OR - Uncheck  if this category is currently inactive.
6. Click the [Save](#) link. The saved subject will be displayed to the left.

▼ **Manage Feedback Lists**

🔍 **List Type:**  
 Categories  **Subjects**

Name	List Value	Is Active
  General Enquires	General	<input type="checkbox"/>


🔍 **Name**  
 🔍 **Value**  
 🔍 **Is Active**

**Save** **Return to Module**

- Repeat Steps 3-6 to add additional subjects.
- Click the Return to Module link to return to the module.











### Editing Feedback Subjects

How to edit subjects on the Feedback module.

- Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
- At **List Type**, select **Subjects**.
- Click the **Edit**  button beside the subject to be edited.
- Edit the subject fields as required.
- Click the Save link. The edited subject is displayed to the left.

▼ **Manage Feedback Lists**

🔍 **List Type:**  
 Categories  **Subjects**

Name	List Value	Is Active
   General Enquires	General	<input type="checkbox"/>
    Sales Enquires	Sales	<input checked="" type="checkbox"/>
   Wholesale Enquiries	Wholesale	<input checked="" type="checkbox"/>



🔍 **Name**  
 🔍 **Value**  
 🔍 **Is Active**

**Save** **Return to Module**

- Repeat Steps 3-5 to edit additional subjects.
- Click the Return to Module link to return to the module.




### Re-ordering Feedback Subjects

How to re-order subjects on the Feedback module. Feedback subjects are listed in the order in which they are created.

- Select **Feedback Lists** from the Feedback module actions menu.
- At **List Type**, select **Subjects**.
- Click the **Up**  or **Down**  button beside a subject to move it up or down one position in the list.

**Manage Feedback Lists**

List Type:  Categories  Subjects


	Name	List Value	Is Active	Name	Value	Is Active
	General Enquires	General	<input type="checkbox"/>			
	Sales Enquires	Sales	<input checked="" type="checkbox"/>			
	Wholesale Enquiries	Wholesale	<input checked="" type="checkbox"/>			

**Save Return to Module**

- Repeat Steps 3 to re-order additional subjects.
- Click the Return to Module link to return to the module.




#### Activating/Deactivating Feedback Subjects

Feedback subjects can be set as active or inactive. Active subjects are listed on the Settings page, whereas deactivated subjects are not listed on the settings page and are only visible to Administrators on the Feedback Lists page.

- Select **Feedback Lists** from the Feedback module actions menu.
- At **List Type**, select **Subjects**.
- Click the **Edit**  button beside the subject to be activated or deactivated.
- At **Is Active**, select from the following options:
  - Check  the check box to activate the subject.
  - Uncheck  the check box to deactivate the subject.
- Click the Save link.

**Manage Feedback Lists**

List Type:  Categories  Subjects


	Name	List Value	Is Active	Name	Value	Is Active
	General Enquires	General	<input type="checkbox"/>	General Enquires	General	<input checked="" type="checkbox"/>
	Sales Enquires	Sales	<input checked="" type="checkbox"/>			
	Wholesale Enquiries	Wholesale	<input checked="" type="checkbox"/>			

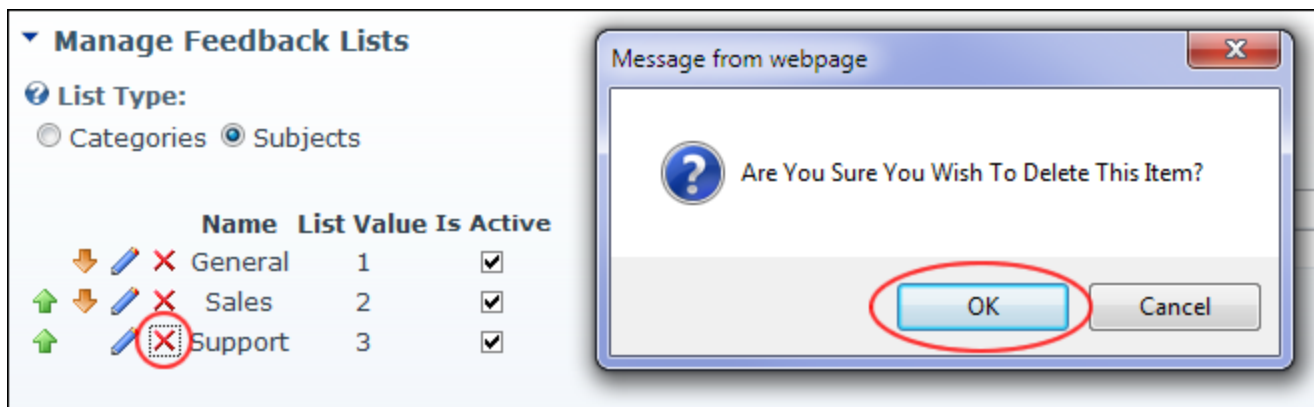
**Save Return to Module**

- Repeat Steps 3-5 to activate or deactivate additional subjects.
- Click the Return to Module link to return to the module.

#### Deleting Feedback Subjects

How to permanently delete subjects from the Feedback module. As an alternative to deleting a feedback subject, you can deactivate it.

1. Select **Feedback Lists** from the module actions menu.
2. At **List Type**, select **Subjects**.
3. Click the **Delete**  button beside the subject to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button.



5. Repeat Steps 3-4 to delete additional subjects.
6. Click the [Return to Module](#) link to return to the module.

#### Moderate Feedback Posts

#### Moderating Pending Feedback Posts




How to moderate and edit feedback submitted using the Feedback module. This enables you control which feedback comments are displayed in the Feedback Comments module.

Note: Posts which are displayed in the Pending Feedback section of the Moderate/Manage Feedback Posts page can consist of these feedback posts:

- When all categories are moderated, then all unmoderated posts are added to the Pending Feedback section of the Moderate/Manage Feedback Posts page.
- When one or more categories are unmoderated, posts from these categories can be set to appear in any section as desired. This means that newly submitted posts which are not associated with a moderated category may never appear in the Pending Feedback section. See "[Configuring Moderation and Feedback Management Settings](#)"

Here's how to moderate posts:

1. Select **Feedback Moderation/Management** from the Feedback module actions menu.
2. **Optional.** In the **Pending Feedback** section, click the **Print**  button beside a feedback post to view a print friendly version of this post. You can then select the print option on your Web browser to print a hard copy.
  - a. Click the Return button to return.




3. **Optional.** Click the **Edit**  button beside a feedback post to edit the subject or message.
  - a. In the **Subject** text box, edit the subject as required.
  - b. In the **Message** text box, edit the message as required.
  - c. Click the **Update**  button to save and return.
4. In the **Pending Feedback** section, click on one of the following links beside the feedback to be moderated:
  - Click the Publish link to publish feedback on the Feedback Comments module. The feedback will be viewable by all users authorized to view the associated Feedback Comments module.
  - Click the Set Private link to set feedback as private. Private feedback is not published on the Feedback Comments module and is only viewable in the Private Feedback section of this page.
  - Click the Archive link to archive feedback. Archived feedback is not published on the Feedback Comments module and is only viewable in the Archived Feedback section of this page.
  - Click the **Delete**  button to permanently delete this feedback. This displays the message "Are You Sure You Wish To Delete This Item?"
    - i. Click the **OK** button to confirm deletion.
5. Repeat Steps 2-4 to moderate additional feedback.
6. Click the Return to Module link to return to the module.

▼ **Moderate/Manage Feedback Posts**

Show feedback only in unmoderated categories

☐ **Pending Feedback**

---

	Category	Subject	Message
<a href="#">Publish</a> <a href="#">Set Private</a> <a href="#">Archive</a>   		Products for sale	I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales.

☐ **Private Feedback**

---

☐ **Published Feedback**

---

⊕ **Archived Feedback**

---

Moderating pending feedback

### Reclassifying Moderated Feedback

How to reclassify feedback submitted using the Feedback module. This enables you to set any feedback comments that have already been moderated as visible or not visible in the Feedback Comments module.

1. Select **Feedback Moderation** from the Feedback module actions menu.
2. **Optional.** Check  the **Show feedback only in unmoderated categories** check box to limit feedback displayed to unmoderated categories only. This is useful if you wish to check the integrity of unmoderated categories.
3. Locate the feedback post to be reclassified and click one of these links:
  - Click the [Publish](#) link to publish the feedback on the Feedback Comments module.
  - Click the [Set Private](#) link to set feedback as private. Private feedback is not published on the Feedback Comments module and is only viewable in the Private Feedback section of this page.
  - Click the [Archive](#) link to archive feedback. Archived feedback is not published on the Feedback Comments module and is only viewable in the Archived Feedback section of this page.

▼ **Moderate/Manage Feedback Posts**




Show feedback only in unmoderated categories

**Pending Feedback**

---

**Private Feedback**

---

	Category	Subject	Message	Author	Fr
<input type="button" value="Publish"/> <input type="button" value="Archive"/>   		Products for sale	I work as a carpenter teaching woodwork at a sheltered workshop. How can we get our products for sale through your company. It would be great for the workers to make more sales.	Johan Jamieson	joh




---

**Published Feedback**

---

**Archived Feedback**

---



	Category	Subject	Message	Author	Fr
<input type="button" value="Publish"/> <input type="button" value="Set Private"/>   		Love the Folk Art	Glad to hear you are soon adding traditional folk art to your product range. It is practised in many small local communities which will benefit from your support.	Annabella Chin	an

4. Click the [Return to module](#) link to return to the module.

## Settings

### Setting Feedback Permissions

How to set the roles and users who are able to manage subject and category lists, and or moderate post for the Feedback module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Permissions** tab.
3. In the **Moderate Feedback Posts** column, check  the check box for each role and each user authorized to moderate feedback.
4. In the **Manage Feedback Lists** column, check  the check box for each role and each user authorized to manage feedback lists.



**Permissions:**

	View	Edit Content	Delete	Export	Import	Manage Settings	Moderate Posts	Manage Feedback Lists	Full Control
Administrators									
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Relations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosie		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Username:  Add

Inherit **View** permissions from Page

5. Click the Update link.

**Related Topics:**

- [See "About Module Permissions"](#)

**Configuring Email Addresses and Options Settings**

How to configure the optional email addresses and user roles who will receive feedback, as well as other email options using the Feedback module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feedback Settings** tab.
3. Go to the **Email Addresses and Options Settings** section.
4. In the **Send To** text box, enter the email address of the recipient of feedback sent from this module.
5. At **Send To User Roles**, check  the check box beside each security roles whose users are to be recipients of the feedback.
6. In the **Send From** text box, enter the email address to be used as the default From email address. The email address set at this field overrides the one entered by the user in the Email field on the feedback form. This value is not displayed to users. This setting is useful if you find feedback is being blocked by Spam filters.
7. At **Send Copy**, check  the check box to send a copy of the message to the sender - OR - Uncheck  the check box to disable this feature. If this option is unchecked, skip to Step 9.
8. At **Can Opt Out**, check  the check box to display the **Send Copy?** check box on the Feedback module that enables users to opt out of receiving a copy of their message by email - OR - Uncheck  the check box to remove the opt out option and automatically send a copy to the sender.

9. At **Send Email Asynchronously**, select from these options:

- Check  the check box to send email asynchronously. Emails are sent as a background task. This can be useful if feedback is emailed to a large number of recipients.
- Uncheck  the check box to send emails immediately.

**Email Address and Options Settings**

---

**Send To:**

**Send To User Roles:**

	<b>Selected Role</b>
Administrators	<input type="checkbox"/>
Public Relations	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>

**Send From:**

**Send Copy:**

**Can Opt Out:**

**Send Email Asynchronously:**

10. Click the Update link.

### Configuring Feedback Category Settings

How to configure the option category settings for the Feedback module.

---

*Tip: One or more categories must be created prior to configuring these settings. See "Adding Feedback Categories"*

---

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feedback Settings** tab.
3. **Maximize**  the **Feedback Category Settings** section.
4. At **Category**, select the category associated with this module. This displays the selected category name on the module.
5. At **Category List Visible**, check  the check box to enable users to select an alternative category - OR - Uncheck  the check box to disable category selection.
6. At **Use Category Value as Send To**, check  the check box to use the category value as the email address of the recipient of this message. Where no email address exists in the category value, then the "Send To" value is used - OR - Uncheck  the check box to disable.

**Feedback Category Settings**

---

**Category:**  ▼




**Category List Visible:**

**Use Category Value as Send To:**

7. Click the [Update](#) link.

### Configuring Form and Fields Settings

How to configure the form and field settings for the Feedback module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Feedback Settings** tab.
3. **Maximize**  the **Form and Fields Settings** section.
4. At **Field Label Position**, select the position of field names on the form from these options
  - **Same Line As Field**
  - **Above Field**: This option is useful when the Feedback module is located in a narrow pane on the page.
5. In the **Form Width** text box, enter a value to set the width of the message window. The default setting is 100%. Note: You can enter either a pixel value (E.g. 100) or you can set a percentage value by including the percentage sign (E.g. 100%).
6. At **Subject**, select the subject to be associated with feedback sent from this module - OR - Select **None Selected** if you don't want to associate this module with a subject. Select one of the following options:
7. At **Subject Field Type**, select from these options:
  - **Drop-Down List**: Select to display a drop-down of the active subjects on the form. This enables users to select a subject from the list you have created on the Feedback Lists page.
  - **Editable Text Box**: Select to display a text box where users can edit the subject. Note: Subject will be an optional form field.
  - **Hidden**: Select to hide the subject list. Users can neither select a subject nor enter their own subject.
8. At **Name Field**, choose to set the name field as either **Required**, **Optional**, or **Hidden**.
9. At **Street Field**, choose to set the street field as either **Required**, **Optional**, or **Hidden**.
10. At **City Field**, choose to set the city field as either **Required**, **Optional**, or **Hidden**.
11. At **Region or State Field**, choose to set the region or state field as either **Required**, **Optional**, or **Hidden**.
12. At **Country Field**, choose to set the country field as either **Required**, **Optional**, or **Hidden**.
13. At **Postal Code Field**, choose to set the postal code field as either **Required**, **Optional**, or **Hidden**.
14. At **Telephone Field**, choose to set the telephone field as either **Required**, **Optional**, or **Hidden**.
15. In the **Email Validation** text box, enter a .NET regular expression to validate email addresses. See "[Configuring the Request Filter](#)"
16. In the **Postal Code Validation** text box, enter a .NET regular expression to validate postal codes. Leave blank to disable postal code validation.
17. In the **Telephone Validation** text box, enter a .NET regular expression to validate telephone numbers. Leave blank to disable telephone number validation.
18. In the **Message Rows** text box, enter a value to set the number of rows for the message window. The default is 20 rows.

**Form and Fields Settings**

---

**Field Label Position:**  Same Line As Field  Above Field

**Form Width:**

**Subject:**

**Subject Field Type:**  Drop-Down List  Editable Text Box  Hidden

**Name Field:**  Required  Optional  Hidden

**Street Field:**  Required  Optional  Hidden

**City Field:**  Required  Optional  Hidden

**Region or State Field:**  Required  Optional  Hidden

**Country Field:**  Required  Optional  Hidden

**Postal Code Field:**  Required  Optional  Hidden

**Telephone Field:**  Required  Optional  Hidden

**Email Validation:**

**Postal Code Validation:**

**Telephone Validation:**

**Message Rows:**

19. Click the [Update](#) link.

---

*Tip: You can reset default value for any of the validation fields by clicking the **Reset Default** button.*

### Configuring Submission and Security Settings

How to submission settings and optionally enable CAPTCHA security on the Feedback module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feedback Settings** tab.
3. **Maximize** the **Submission and Security Settings** section.
4. At **Captcha Visibility**, set when or if the Security Code field is displayed on the Feedback module (as shown in the below image). CAPTCHA requires users to enter the displayed code in order the submit feedback. Select from these options:
  - **All Users:** CAPTCHA is displayed to all users.
  - **Anonymous Users Only:** CAPTCHA is displayed to anonymous users only.
  - **Disabled:** CAPTCHA is disabled.



5. At **Repeat Submission Filter**, select the type of filtering used to limit repeat submissions by the same user. The following options are available:
  - **No Filtering**: Skip to Step 7.
  - **DotNetNuke User ID**: Do not filter by DotNetNuke UserID if anonymous users are allowed to submit feedback. Filtering by User IP Address may block legitimate users behind proxy or firewall sharing same IP.
  - **User IP Address**
  - **User Email Address**
6. In the **Minimum Submission Interval** text box, enter the time (in minutes) the same user must wait before submitting additional feedback. The default setting is 0.
7. At **Redirect To Page**, select the page users are redirected to upon submitting feedback. This allows you to create a custom experience for your users - OR - Select **<None Specified>** for no redirect page.

**Submission and Security Settings**

---

**Captcha Visibility:**  All Users  Anonymous Users Only  Disabled

**Repeat Submission Filter:**  No Filtering  DotNetNuke User ID  User IP Address  User Email Address

**Minimum Submission Interval:**

**Redirect To Page:**

8. Click the [Update](#) link.

### Configuring Moderation and Feedback Management Settings

How to configure the moderation and feedback management settings of the Feedback module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feedback Settings** tab.
3. **Maximize** the **Moderation and Feedback Management Settings** section.
4. At **Scope**, select the scope of moderation from these options:
  - **Instance (for this Feedback module only)**: Feedback moderators can only view and manage feedback associated with this instance of the Feedback module.
  - **Portal (across all Feedback modules of portal)**: Feedback moderators can view and manage feedback for all instances of the Feedback module on this site. This option should be used with caution.
5. At **Moderated**, select from these options:
  - Check  the check box to enable moderation. This displays the list of the current categories for this module.
    - i. **Optional**. Select one or more categories to limit moderation to those categories. If no categories are selected, then all categories are moderated.

ii. At **Unmoderated Category Status**, select the status for unmoderated posts when not all categories are moderated. The available options are: **Archived**, **Pending**, **Private**, **Published**, or **Deleted**.

- Uncheck  the check box to disable moderation.

6. In the **Print Template** text box, view and/or edit the HTML template used for printing a single feedback item from the moderation/management control. You may use the same field value tokens as those available in the guest book settings. For example, the token [Feedback:Subject] will be replaced with the feedback Subject field value. Note: You can reset the default template by clicking the **Reset Default** button.
7. At **Print Action**, select to display print results either **In-Line (Existing Page)** or in a **Popup (New Window)**. This setting relates to the Print button which can be selected when moderating feedback.

**Moderation and Feedback Management Settings**

**Scope:**  Instance (for this Feedback module only)  Portal (across all Feedback modules of portal)

**Moderated:**

**Moderation Categories:**  General  Toys  Wholesale

**Unmoderated Category Status:** Pending

**Print Template:**  
`<b>{FeedbackID};</b> [Feedback:FeedbackID]  
&nbsp;&nbsp;&nbsp;<b>{CreatedOnDate};</b>  
[Feedback:CreatedOnDate]&nbsp;&nbsp;&nbsp;<b>{Status};</b>  
[Feedback:Status]<br /><b>{Category};</b>  
[Feedback:CategoryName]&nbsp;&nbsp;&nbsp;<b>{Subject};</b>  
[Feedback:Subject]<br /><br /><b>{SubmittedBy};</b>  
</b><br />&nbsp;&nbsp;&nbsp;<b>{Name};</b>  
[Feedback:SenderName]&nbsp;&nbsp;&nbsp;<b>{RemoteAddr};</b>:  
[Feedback:RemoteAddr]<br />&nbsp;&nbsp;&nbsp;<b>{Street};</b>  
[Feedback:SenderStreet]<br />&nbsp;&nbsp;&nbsp;<b>{City};`

**Print Action:**  In-Line (Existing Page)  Popup (New Window)

[Reset Default](#)

8. Click the [Update](#) link.

## File Manager

### About the File Manager Module

The File Manager Module enables the management of files on this site. This module allows authorized users to upload new files, download files, delete files, and synchronize the file upload directory. It also provides information on the amount of disk space used and available. This administration module can be added to any site page, and is also displayed on the Admin and Host menus.

File Manager

Folders: Standard - File System Add Folder Delete Folder Synchronize Files Recursive

Files: Refresh Copy Files Move Files Upload Delete Files

File Name	Date	Size
DollAbbey_150x100px.jpg	11/10/2010 2:27:59 PM	12,387
DollAbbey_283x424px.jpg	11/10/2010 2:27:59 PM	100,829
DollAbbey_300x200px.jpg	11/10/2010 2:27:59 PM	37,565
DollAbbey_400x300px.jpg	11/10/2010 2:27:59 PM	68,495
ProductImages.zip	11/10/2010 12:41:57 PM	1,309,231
ToyBlocks_150x100px.jpg	11/10/2010 2:27:59 PM	15,744
ToyBlocks_300x200px.jpg	11/10/2010 2:27:59 PM	42,320
ToyBlocks_400x300px.jpg	11/10/2010 2:27:59 PM	77,251
ToyBlocks_416x288px.jpg	11/10/2010 2:27:59 PM	147,457
ToyDog_150x100px.png	11/10/2010 2:27:59 PM	12,258

Page 1 of 3

Portal Root\Images\ Used: 4.03MB of [unlimited] Items Per Page: 10

Folder Security Settings

Permissions:

Filter By Group: < Global Roles >

	Open Files in Folder	Browse Files in Folder	Write to Folder
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  + Add

Update

**File Manager**

Folders: Standard - File System + Add Folder - Delete Folder ↻ Synchronize Files  Recursive

Files: ↻ Refresh 📄 Copy Files 📁 Move Files 📤 Upload - Delete Files

Folders	File Name	Date	Size
Portal Root	DollAbbey_150x100px.jpg	11/10/2010 5:26:17 PM	12,387
Cache	DollAbbey_283x424px.jpg	11/10/2010 5:26:17 PM	100,829
Images	DollAbbey_300x200px.jpg	11/10/2010 5:26:17 PM	37,565
Templates	DollAbbey_400x300px.jpg	11/10/2010 5:26:17 PM	68,495
Users	ProductImages.zip	11/10/2010 5:26:16 PM	1,309,231
	ToyBlocks_150x100px.jpg	11/10/2010 5:26:17 PM	15,744
	ToyBlocks_300x200px.jpg	11/10/2010 5:26:17 PM	42,320
	ToyBlocks_400x300px.jpg	11/10/2010 5:26:17 PM	77,251
	ToyBlocks_416x288px.jpg	11/10/2010 5:26:17 PM	147,457
	ToyDog.png	11/10/2010 5:31:41 PM	12,258

Page 1 of 3

Portal Root\Images\ Used: 3.30MB of [unlimited] Items Per Page: 10

**Folder Security Settings**

**Permissions:**

	Browse Folder	View	Add	Copy	Delete	Manage Settings	Full Control
Administrators							
All Users			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  + Add

🔄 Update

The File Manager Module - Professional Edition

## Getting Familiar with the File Manager Module

Here's an overview of the different areas of the File Manager:

**Folders Toolbar:** Located at the very top of the File Manager, this toolbar enables the management of folders, as well as file synchronization. The Folders Toolbar includes the following tools:

- **Add Folder:** See "Adding a New Folder"
- **Delete Folder:** See "Deleting a Folder"
- **Synchronize Files** /  **Recursive:** See "Synchronizing Files within a Folder"

Folders: Standard - File System + Add Folder - Delete Folder ↻ Synchronize Files  Recursive

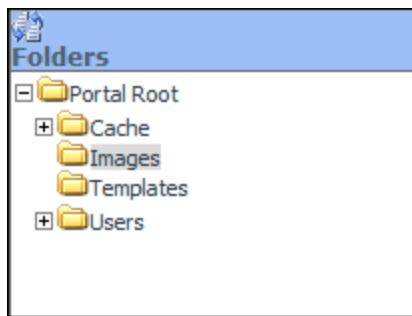


**Files Toolbar:** Located below the Folders toolbar, this toolbar enable management of files within the selected folder. The File Toolbar includes the following tools:





-  **Refresh:** See "Refreshing All Files within a Folder"
-  **Copy Files:** See "Copying Files"
-  **Move Files:** See "Moving Files"
-  **Upload:** See "Uploading Files" or "Uploading Multiple Files"
-  **Delete Files:** See "Deleting Multiple Files"
-  **Filter:** See "Filtering Files"






































**Folder Explorer:** Located on the left of the File Manager, the Folder Explorer enables users to navigate to folders using a hierarchical structure (See "Navigating to and Selecting Folders" as well as folder synchronization (See "Synchronizing Folders").



**Files Window:** This central window lists files within the selected folder. Note: Use the Files Navigation bar to access files not displayed (See "Navigating to Files"). This section provides the following options:

-  **Rename File:** See "Renaming a File" as well as editing file properties. See "Setting the Read Only Property of a File", See "Setting the Hidden Property of a File", or See "Setting the Archiving and Indexing Property of a File"
-  **Delete File:** See "Deleting a File"
-  **Select All:** Click to select all files; or  **UnSelect All:** Click to unselect all files.
- **Select File:** Select one or more individual files to perform any of the above tasks on the Files Toolbar.
-  **Unzip File:** See "Unzipping Compressed Files"

File Name	Date	Size	
 DollAbbey_150x100px.jpg	11/10/2010 5:26:17 PM	A 12,387	  <input type="checkbox"/>
 DollAbbey_283x424px.jpg	11/10/2010 5:26:17 PM	A 100,829	  <input type="checkbox"/>
 DollAbbey_300x200px.jpg	11/10/2010 5:26:17 PM	A 37,565	  <input type="checkbox"/>
 DollAbbey_400x300px.jpg	11/10/2010 5:26:17 PM	A 68,495	  <input type="checkbox"/>
 ProductImages.zip	11/10/2010 5:26:16 PM	A 1,309,231	   <input type="checkbox"/>
 ToyBlocks_150x100px.jpg	11/10/2010 5:26:17 PM	A 15,744	  <input type="checkbox"/>
 ToyBlocks_300x200px.jpg	11/10/2010 5:26:17 PM	A 42,320	  <input type="checkbox"/>
 ToyBlocks_400x300px.jpg	11/10/2010 5:26:17 PM	A 77,251	  <input type="checkbox"/>
 ToyBlocks_416x288px.jpg	11/10/2010 5:26:17 PM	A 147,457	  <input type="checkbox"/>
 ToyDog.png	11/10/2010 5:31:41 PM	AS 12,258	  <input type="checkbox"/>

Page 1 of 3    

**Files Navigation Bar:** This bar provides navigation and file display tools. It displays the Page [Page Number] of [Number of Pages]: enables the user to scroll through files when there are more items than displayed on one page. E.g. Page 1 of 5.



**Folder Information Bar:** This information bar is located below the Folder Explorer and provides details related to the File Manager. The following information is displayed from left to right:

- Folder Address
- Used and Available Space
- Items Per Page: Select the number of Items (files) displayed in the Files Window. The default setting is ten (10) and this setting defaults back to ten (10) when the page is refreshed. Other options are: 15, 20, 30, 40, and 50.



**Folder Security Settings:** This section enables Administrators to control security role access to each folder. Three basic levels of permission are available in DNN Community Edition (Open Files in Folder, Browse Files in Folder, and Write to Folder). DNN Professional Edition provides seven types of permission (Browse, Folder, View, Add, Copy, Delete, Manage Settings, and Full Control)

Folder Security Settings

Permissions:

Filter By Group: < Global Roles >

	Open Files in Folder	Browse Files in Folder	Write to Folder
Administrators			
All Users			<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  Add

Update

Folder Security Settings - Community Edition

Folder Security Settings

Permissions:

	Browse Folder	View	Add	Copy	Delete	Manage Settings	Full Control
Administrators							
All Users			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  Add



Update

Folder Security Settings - Professional Edition

## All Users



### Navigating to and Selecting Folders

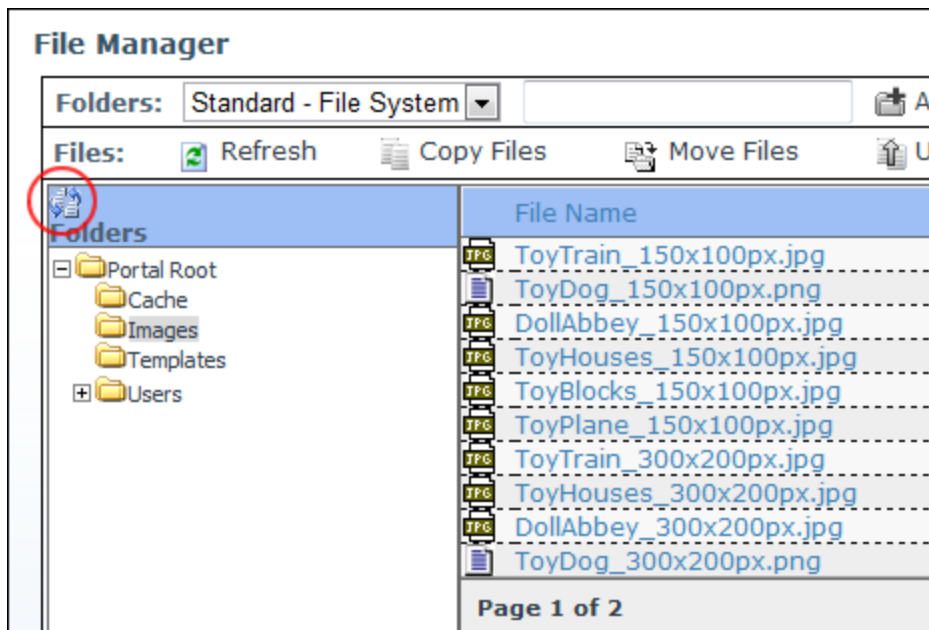
How to navigate to and select a folder with the File Manager module.

- View Child Folders: Click the **Maximize**  button beside a folder to view its child folders.
- Hide Child Folders: Click the **Minimize**  button beside a folder to close it and hide its child folders.
- Select Folder: Click on a folder name to select it. This highlights the selected folder name and displays the associated files in the Files Window.

### Synchronizing Folders

How to synchronize the folders of the File Manager module. Synchronizing ensures the folders listed match the folder structure within the database. Use this feature when folders are uploaded using FTP directly to the database.



1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Click the  **Synchronize Folders** button located in the title bar of the Folder Explorer. The Folder Explorer is minimized when synchronization is completed.





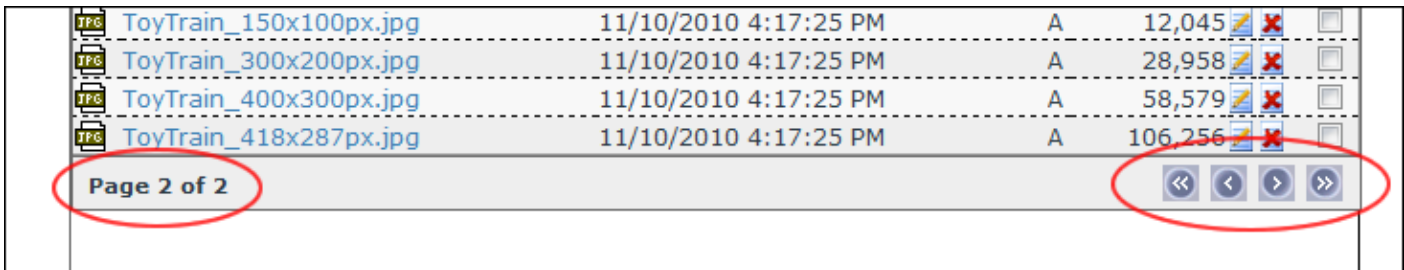
Synchronizing Folders

### Navigating to Files

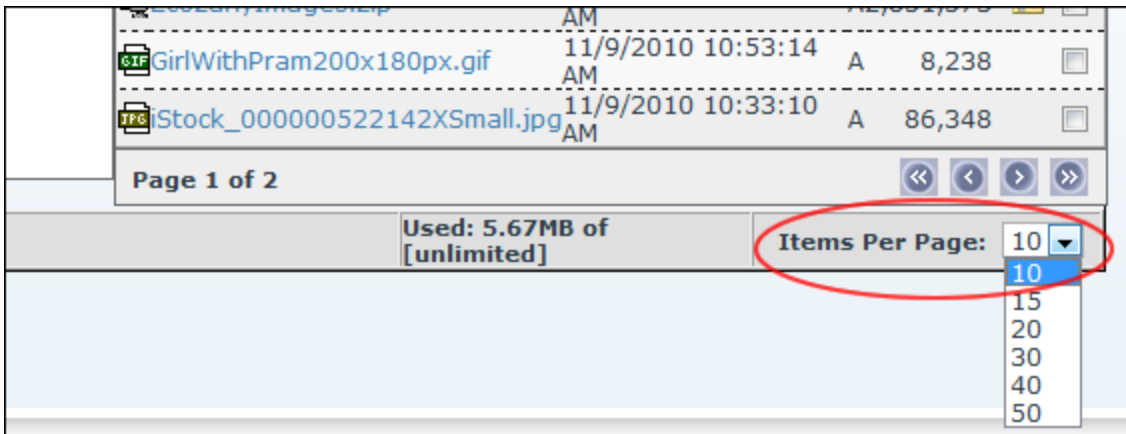
By default the File Manager displays the first ten (10) files within the selected folder inside the Files Window. When there are more than ten (10) files, the following options are displayed enabling you to navigate to the additional files as well as change the default number of files displayed.

- **Page 1 of 4:** If there is more than one page of files associated with the selected folder, the number of pages and the page number of the current page will be displayed along with the Items Per Page tool.
- **Page Navigation:** The following navigation buttons are displayed.
  -  **Move First:** Displays the first page of files.
  -  **Move Previous:** Displays the previous page of files.

-  **Move Next:** Displays the next page of files.
-  **Move Last:** Displays the last page of files.




- **Items Per Page:** Select a number to change the number of files displayed in the Files Window. This setting will default to ten (10) whenever the File Manager is refreshed. **Important.** When performing a task against multiple files, use this feature to enable you to select up to 50 items at one time, rather than the 10 items which are displayed by default.





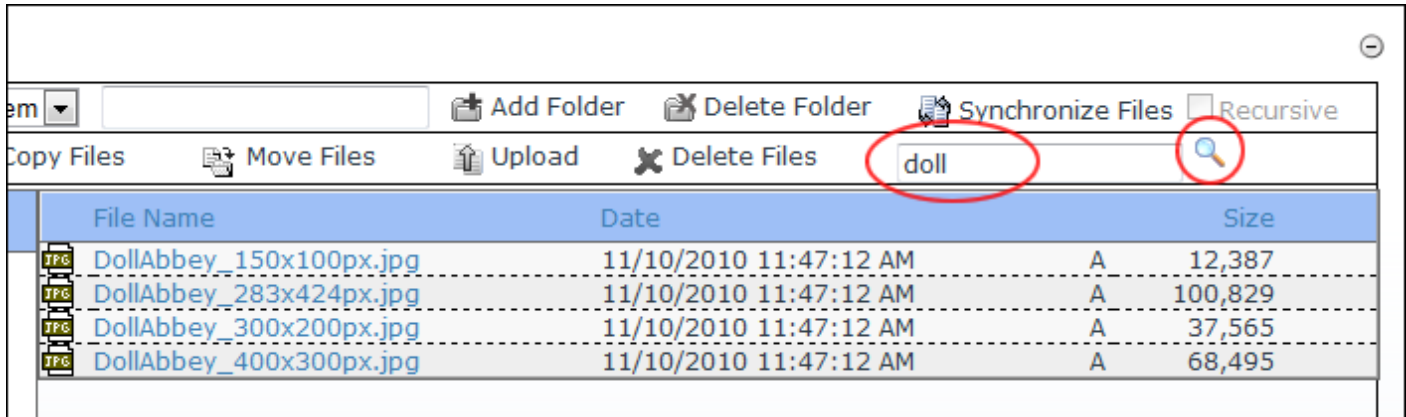
Selecting Items Per Page

### Filtering Files

How to filter the files using the File Manager module. This will display only files which match the entered criteria and which are in the selected folder. The filter is applied to both the file name and the file extension.

*Tip: You must remove the filter to view all files again. Do this by deleting the filter criteria from the text box and clicking the **Filter**  button.*

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the required folder. See "Navigating to and Selecting Folders"
3. Go to the **Files Toolbar** and enter the filter criteria into the text box.
4. Click the **Filter**  button. This filters the files displayed in the Files Window so only files containing the filter criteria are displayed.

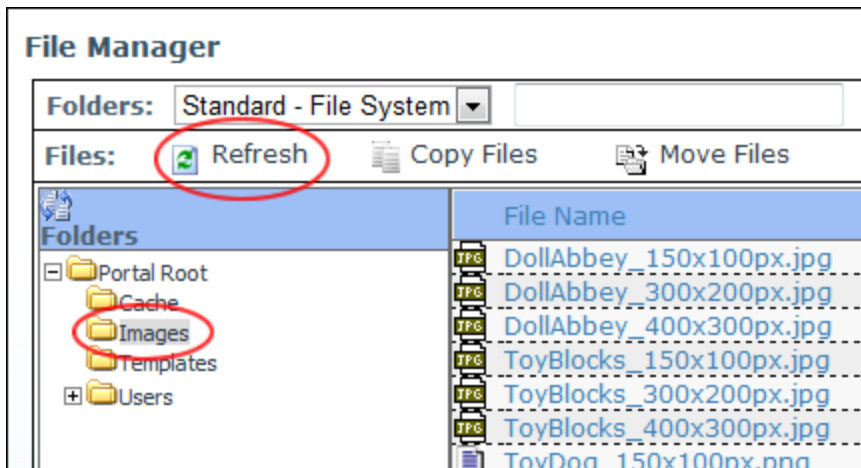


Filtering Files

### Refreshing All Files within a Folder

How to refresh the files within a selected folder of the File Manager module. This task refreshes the file information in the database to match the files on the server. This may be required if files have been uploaded via FTP.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the required folder. See "Navigating to and Selecting Folders"
3. Click the **Refresh** button to refresh files.



Refreshing Files

### Reordering Files

How to reorder the files displayed in the Files Window of the File Manager module. Files can be ordered in either ascending or descending order by the File Name, Date or Size columns.

1. In the Title Bar of the Files Window, click on a column title (i.e. File Name, Date, or Size) to order files in ascending order by that field.
2. **Optional.** Click the same column title again to a second time to reorder files in descending order.

File Name	Date	Size
ToyTrain_150x100px.jpg	11/10/2010 11:47:12 AM	A 12,645
ToyDog_150x100px.png	11/10/2010 11:47:12 AM	A 12,258
DollAbbey_150x100px.jpg	11/10/2010 11:47:12 AM	A 12,387
ToyHouses_150x100px.jpg	11/10/2010 11:47:12 AM	A 12,484
ToyBlocks_150x100px.jpg	11/10/2010 11:47:12 AM	A 15,744
ToyPlane_150x100px.jpg	11/10/2010 11:47:12 AM	A 15,773
ToyTrain_300x200px.jpg	11/10/2010 11:47:12 AM	A 28,958
ToyHouses_300x200px.jpg	11/10/2010 11:47:12 AM	A 33,390

Ordering Files by Size

### Downloading a File

How to download a single file from the File Manager.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder containing the file to be downloaded. See "Navigating to and Selecting Folders"
3. Click the linked file name.

### File Manager

Folders: Standard - File System

Files: Refresh Copy Files Move Files Upload

**Folders**

- Portal Root
  - Cache
  - Images
  - Templates
  - Users

File Name
<a href="#">ToyTrain_150x100px.jpg</a>
<a href="#">ToyDog_150x100px.png</a>
<a href="#">DollAbbey_150x100px.jpg</a>
<a href="#">ToyHouses_150x100px.jpg</a>
<a href="#">ToyBlocks_150x100px.jpg</a>
<a href="#">ToyPlane_150x100px.jpg</a>
<a href="#">ToyTrain_300x200px.jpg</a>
<a href="#">ToyHouses_300x200px.jpg</a>
<a href="#">DollAbbey_300x200px.jpg</a>
<a href="#">ToyDog_300x200px.png</a>

Page 1 of 2


4. Save the file to your computer.

## Module Editors

### Overview of Folder Types

There are three (3) folder types which are included with DNN by default. These folder types come as standard with DNN Community Edition. The DNN Professional Edition and DNN Enterprise Editions also allow you to add Cloud based folder types located on Amazon's S3 service and Microsoft's Azure Service.

To view the Folder Types:

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Select  **Manage Folder Types** from the module actions menu.

### Folder Type Definitions

Name	Folder Provider
Standard	StandardFolderProvider
Secure	SecureFolderProvider
Database	DatabaseFolderProvider



[Add New Type](#) [Cancel](#)

The Folder Type Definitions Page

### Adding an Amazon S3 Folder Type

How to add an Amazon Simple Storage Service (Amazon s3) folder type to the File Manager. This enables you to store your files on the Amazon cloud using the paid Amazon S3 service.

**Prerequisites.** You must first sign up for an Amazon S3 account. For details and to sign up, go to <http://aws.amazon.com/s3>.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Select  **Manage Folder Types** from the module actions menu.



## Folder Type Definitions


Name	Folder Provider
Standard	StandardFolderProvider
Secure	SecureFolderProvider
Database	DatabaseFolderProvider


Add New Type

Cancel

3. Click the **Add New Type** button.
4. Go to the **General Settings** section.
5. In the **Name** text box, enter a name for the new provider. This name will show up in the File Manager as a Folder Type when you add new folders.
6. At **Folder Provider**, select **AmazonS3FolderProvider** from the drop-down list. This displays the Folder Provider Settings section.
7. Go to the **Folder Provider Settings** section.
8. In the **AccessKeyID** text box, enter the key for your service.
9. In the **SecretAccessKey** text box, enter the secret key for your service.
10. At **Bucket Name**, select **<Refresh>** from the drop-down list. This populates the list with the bucket available for you to store files in.
11. At **Bucket Name**, select the bucket you want to store the files in.


### General Settings


Name  Amazon Folder


Folder Provider  AmazonS3FolderProvider

---


### Folder Provider Settings

AccessKeyId  XXXXXXXXXXXX

SecretAccessKey  XXXXXXXXXXXXXXXXXXXX

Bucket Name  dotnetnuke

New Bucket



Communication Protocol   HTTPS  HTTP

---

**Update** Cancel

12. Click the **Update** button. This returns to the Folder Types list and displays the new Amazon S3 Folder Provider.

### Folder Type Definitions

Name	Folder Provider
Standard	StandardFolderProvider
Secure	SecureFolderProvider
Database	DatabaseFolderProvider
  Amazon Folder	AmazonS3FolderProvider



---

**Add New Type** Cancel

#### Adding a Windows Azure Folder Type

How to add a Windows Azure folder type to the File Manager. This enables you to store your files on the Windows Azure cloud which is a paid service.

**Prerequisites.** You must create a Windows Azure account. For details and to sign up, go to [http://www-microsoft.com/windowsazure/storage](http://www.microsoft.com/windowsazure/storage).

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Select  **Manage Folder Types** from the module actions menu.

## Folder Type Definitions


Name	Folder Provider
Standard	StandardFolderProvider
Secure	SecureFolderProvider
Database	DatabaseFolderProvider


Add New Type

Cancel

3. Click the **Add New Type** button.
4. Go to the **General Settings** section.
5. Click the **Add New Type** button.
6. In the **Name** text box, enter a name for the new provider. This name will show up in the File Manager as a Folder Type when you add new folders.
7. At **Folder Provider**, select **AzureFolderProvider** from the drop-down list. This displays the Folder Provider Settings section.
8. In the **Account Name** text box, enter your account name.
9. In the **Account Key** text box, enter the account key for your service.
10. At **Container Name**, select **<Refresh>** from the drop-down list. This populates the list with the bucket available for you to store files in.
11. At **Container Name**, select the container you want to store the files in.


### General Settings


Name  Azure Folder


Folder Provider  AzureFolderProvider


---

### Folder Provider Settings

Account Name  XXXXXXXX

Account Key  XXXXXXXXXXXXX





Container Name  dotnetnuketest  
New Container

Use HTTPS endpoints 

**Update** Cancel

12. Click the **Update** button. This will now take you back to the Folder Types list and show the new Azure Folder Provider.

### Folder Type Definitions

Name	Folder Provider
Standard	StandardFolderProvider
Secure	SecureFolderProvider
Database	DatabaseFolderProvider
  Amazon Folder	AmazonS3FolderProvider
  Azure Folder	AzureFolderProvider

**Add New Type** Cancel



## Folder Editors

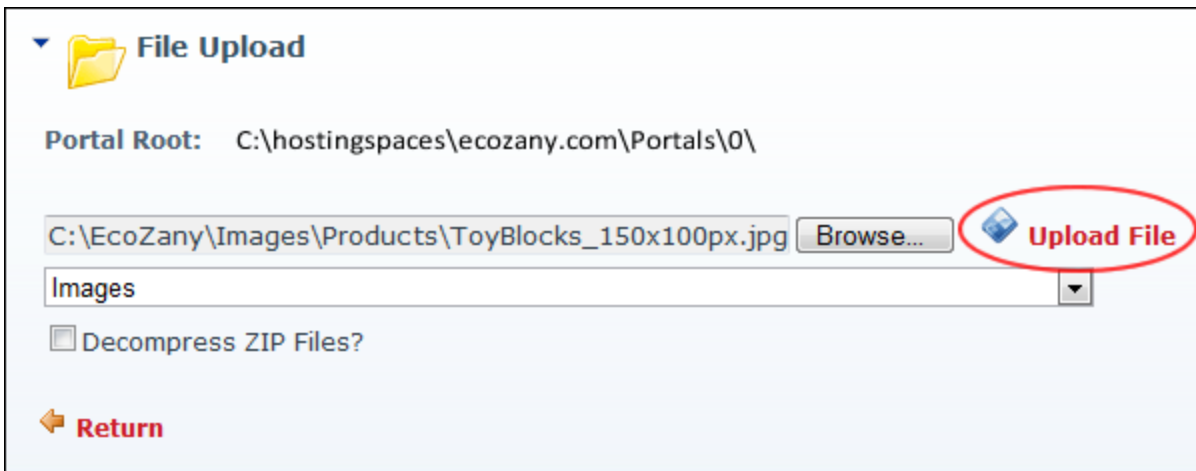
### Uploading Files

How to upload one or more individual files or a zipped (compressed) file to the File Manager module. These files can then be viewed using various modules such as Links, Media, HTML/HTML Pro, etc. Users require the following minimum permissions to complete this task:


**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file will be uploaded to.

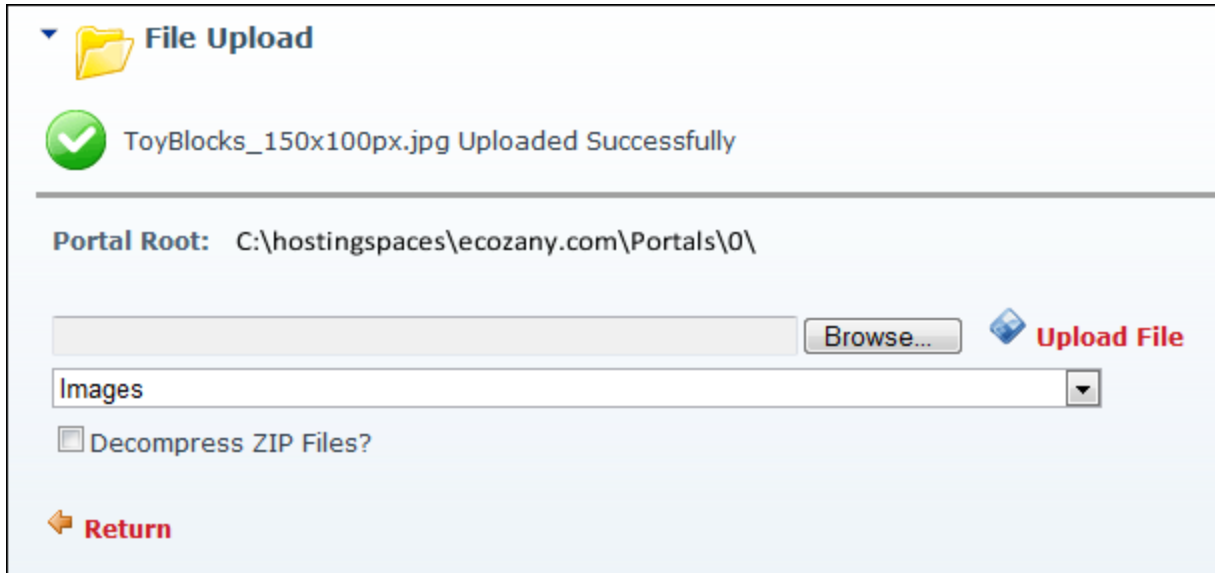
**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Add permission for the folder where the file will be uploaded to.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select a folder that you are authorized to upload files to. See "Navigating to and Selecting Folders"
3. Click the  **Upload** button located on the Files toolbar. This opens the File Upload page.
4. Click the **Browse...** button and select a file from your computer.
5. **Optional.** At the drop-down box, change the folder which the file will be uploaded to. The default selection is the folder you chose at Step 1.
6. **Optional.** At **Decompress ZIP Files?**, select from the following options if you are uploading a zip file that you wish to decompress (unzip) during upload.
  - Check  the check box to decompress the files while uploading them. This adds both the ZIP file and all the individual files to the selected folder.
  - Uncheck  the check box to upload the file as a zipped folder. You can unzip the files at a later time if required. See "Unzipping Compressed Files"



The screenshot shows the 'File Upload' interface. At the top, there is a folder icon and the text 'File Upload'. Below this, the 'Portal Root' is displayed as 'C:\hostingspaces\ecozany.com\Portals\0\'. A text input field contains the file path 'C:\EcoZany\Images\Products\ToyBlocks\_150x100px.jpg', followed by a 'Browse...' button. To the right of the file path is an 'Upload File' button, which is circled in red. Below the file path is a dropdown menu currently showing 'Images'. There is a checkbox labeled 'Decompress ZIP Files?' which is currently unchecked. At the bottom left, there is a 'Return' button with a left-pointing arrow.

7. Click the  Upload File link. If upload is successful, the [FileName] Uploaded Successfully message is displayed.



8. Repeat Steps 4-7 to upload additional files - OR - Click the [Return](#) link to return to the module.

**Related Topics:**

- See "Uploading Multiple Files"

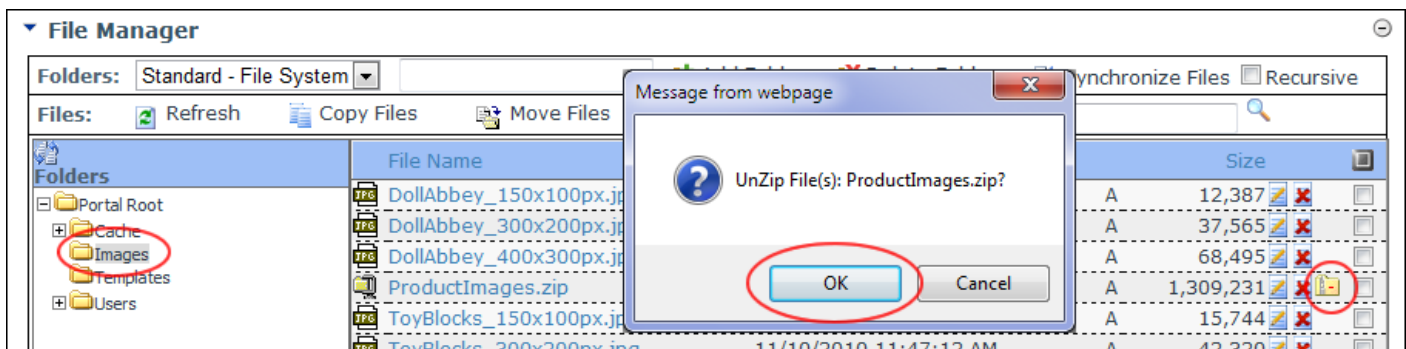
**Unzipping Compressed Files**

How to decompress a zipped folder of files (compressed files) within the File Manager module. Users require the following minimum permissions to complete this task:

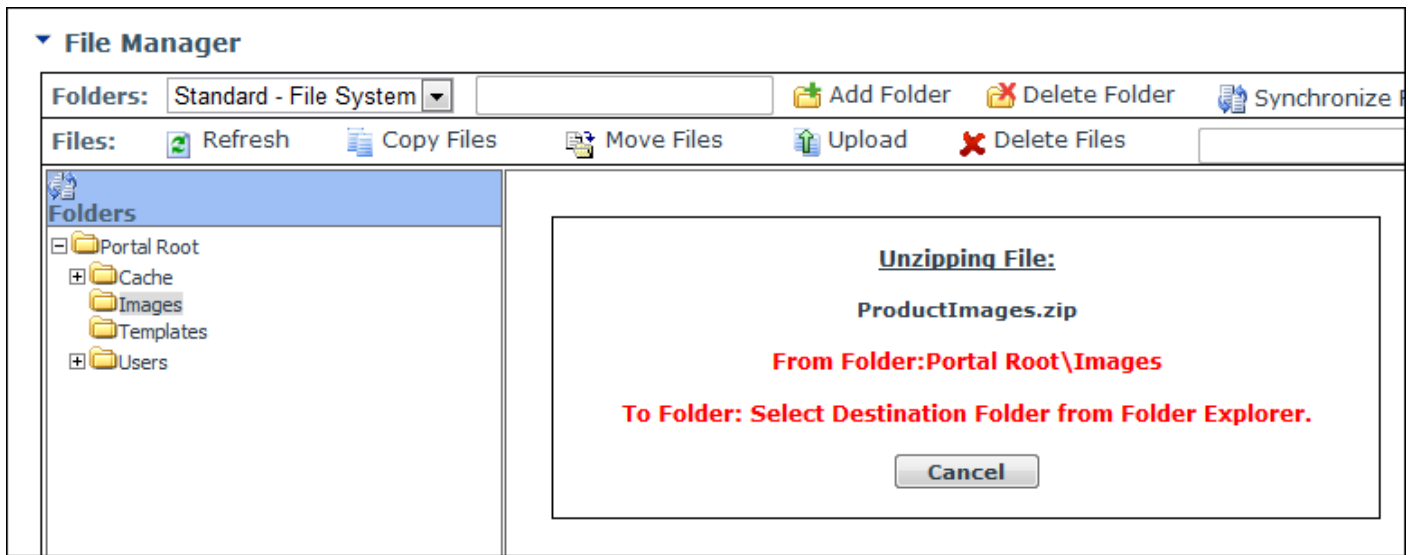
**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Add permission for the folder where the file is located as well as the destination folder.

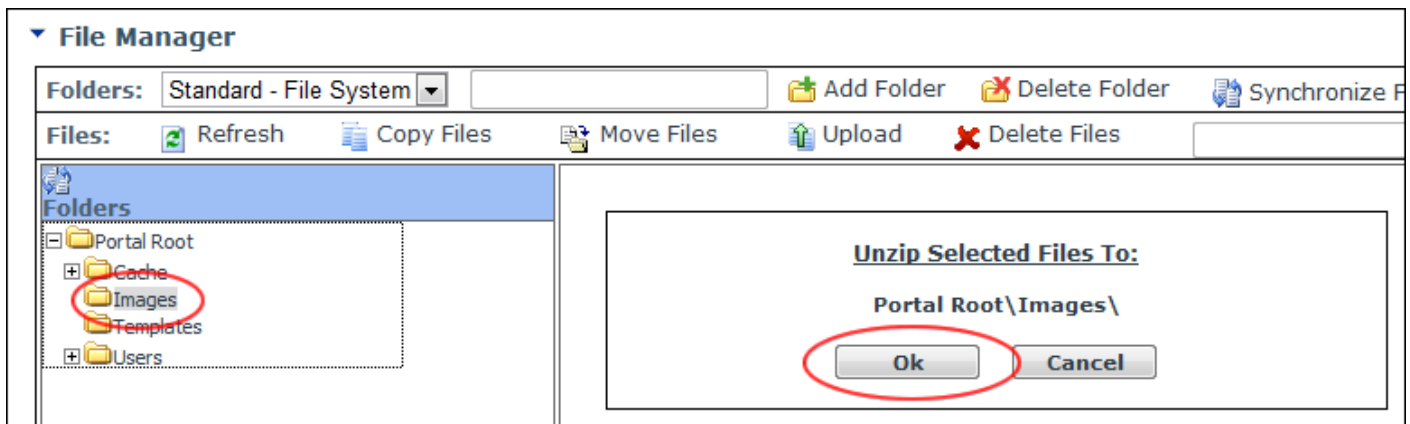
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the Folder containing the file to be unzipped. See "Navigating to and Selecting Folders"
3. Click the **Unzip File** button beside the file to be decompressed. This displays the message asking "UnZip File(s): [File-Name]?"



4. Click the **OK** button to confirm. This displays a message asking you to select the destination folder from the Folder Explorer.



5. Navigate to and select the folder you want to unzip the files to. This displays the Unzip Select Files To message. Note: If you wish to unzip the files into the folder where they currently reside, then you must click the folder name **twice**.
6. Click the **OK** button to confirm. The files are now unzipped in the selected folder. The original zip file is still located in the original folder.





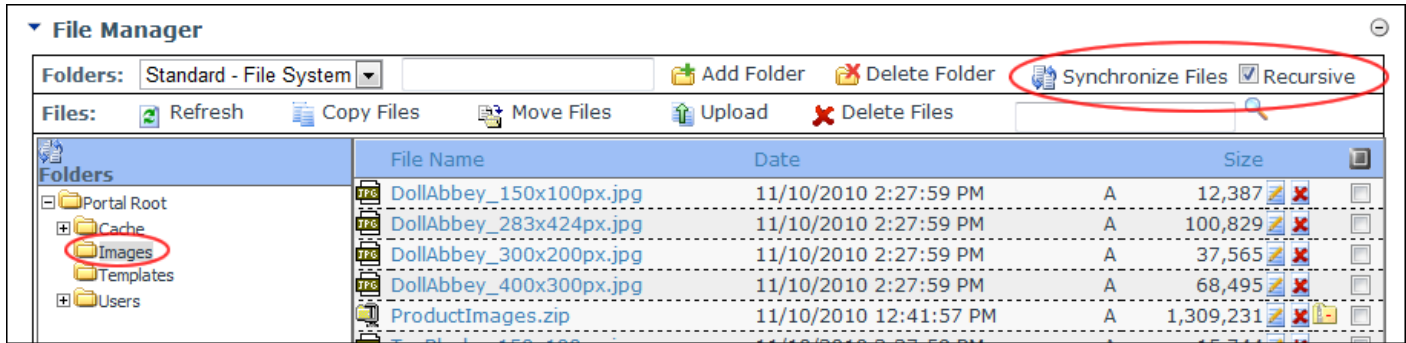
### Synchronizing Files within a Folder

How to synchronize the files inside one or more folders of the File Manager module. Synchronizing ensures the files listed match the files within the database. Use this feature when files are uploaded using FTP directly to the database, or when you wish to refresh the file within multiple folders. Users require the following minimum permissions to complete this task:

**DNN Community Edition:** Edit Content permission for the module (See "[Setting Module Permissions](#)") and Write to Folder permission to the required folder.

**DNN Professional Edition:** Edit Content or Full Control permission for the module (See "[Setting Module Permissions](#)") and Manage Settings permission to the required folder.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to be synchronized. See "Navigating to and Selecting Folders"
3. **Optional.** At **Recursive**, check  the check to synchronize all child folders of the selected folder.
4. Click the  **Synchronize Files** button. The Folder Explorer is minimized when synchronization is completed.



Synchronizing Files within the Selected Folders

### Selecting Files

How to select one or more files in the File Manager module. Selecting files enables you to perform file management tasks such as copying and moving files. Users require the following minimum permissions select files:

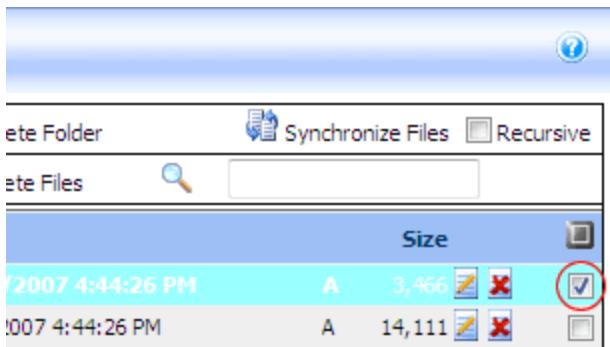
**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and View

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions").

Note: These permissions enable users to select files and perform file refreshing and filtering. Additional permissions are required to perform specific tasks.

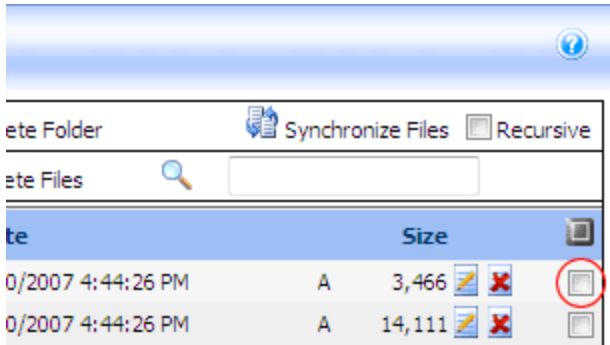
Here are the options for selecting files:

**Select a File:** Check  the check box to the right of the file to select it.

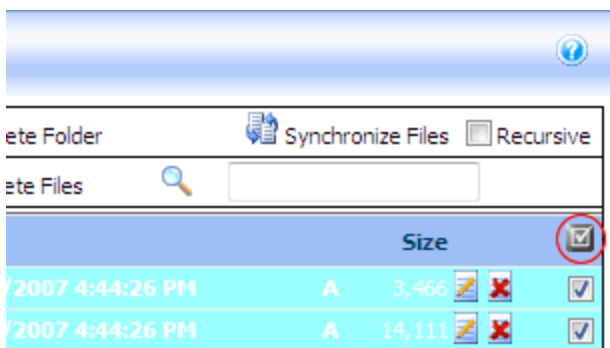


**Deselect a File:** Uncheck  the check box to the right of the file to deselect it.

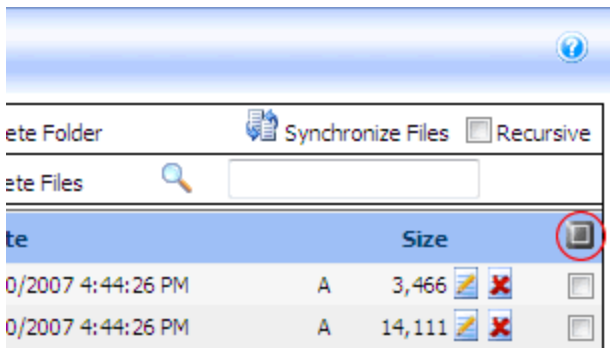




**Select All Files:** Check  the check box in the title bar of the Files Window to select all of the displayed files. **Important.** Use the Items Per Page tool if you want to select more files at one time. This enables you to select up to 50 files at one time. See "Modifying Items Per Page"



**Deselect All Files:** Uncheck  the check box in the title bar of the Files Window to deselect all of the displayed files.



### Copying Files

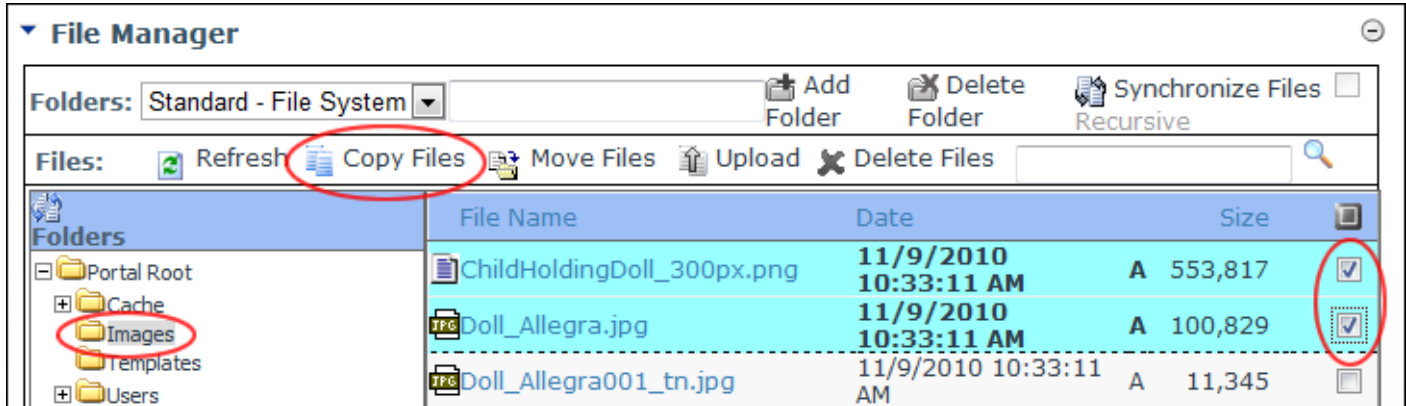
How to copy one or more files from one folder to another folder of the File Manager module. Users require the following minimum permissions to complete this task:

**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

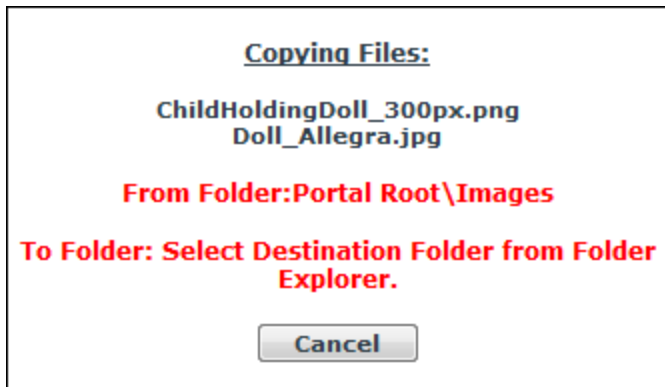
**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Copy permission for the folder where the file is located as well as the destination folder.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.

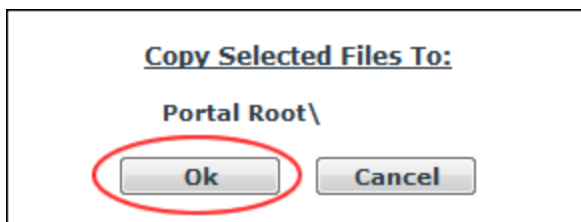
2. Navigate to and select the folder where the files to be copied are located. See "Navigating to and Selecting Folders"
3. In the Files Window, check  the check box beside each of the files to be copied - OR - Click the **Select All**  button to select all of the files displayed in the Files Window. Tip: See "Navigating to Files" to select different or additional files within this folder.



4. Click the **Copy Files** button. This displays the "Copy Checked Files?" message.
5. Click the **OK** button to confirm. This displays the Copying Files message which lists the names of the files to be copied and requests that you select the destination folder.



6. Navigate to and select the folder you want to copy the files to. Note: Files cannot be copied to the same folder. This displays the Copy Selected Files To message which displays the name of the selected folder.
7. Click the **Ok** button.




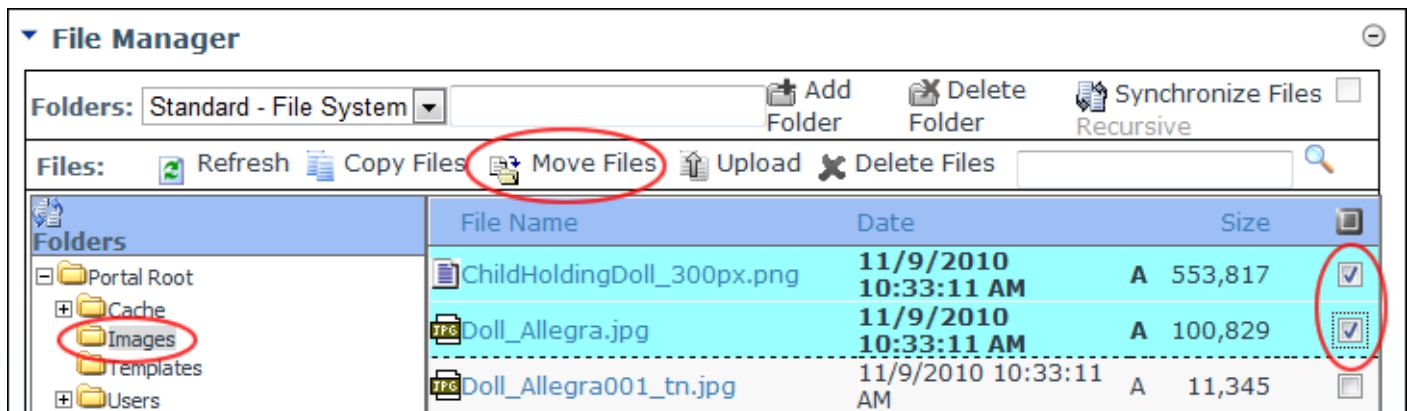
### Moving Files


How to move one or more selected files from one folder into another folder within the File Manager module. Users require the following minimum permissions to complete this task:

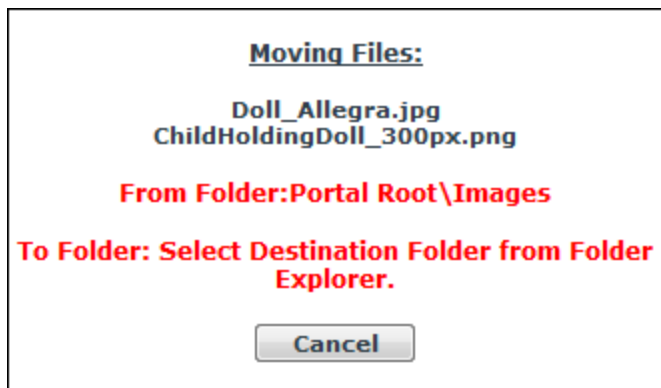
**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Copy permission for the folder where the file is located as well as the destination folder.

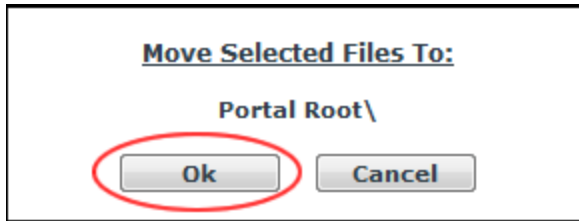
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder where the files to be moved are located. See "Navigating to and Selecting Folders"
3. In the Files Window, check  the check box beside each of the files to be moved - OR - Click the **Select All**  button to select all of the files displayed in the Files Window. Tip: See "Navigating to Files" to select different or additional files within this folder.



4. Click the  **Move Files** button. This displays the "Move Checked Files?" message.
5. Click the **OK** button to confirm. This displays the Moving Files message which lists the names of the files to be moved and requests that you select the destination folder.



6. Navigate to and select the folder you want to move the files to. Note: Files cannot be moved to the same folder. This displays the Moving Selected Files To message which displays the name of the selected folder.
7. Click the **OK** button.





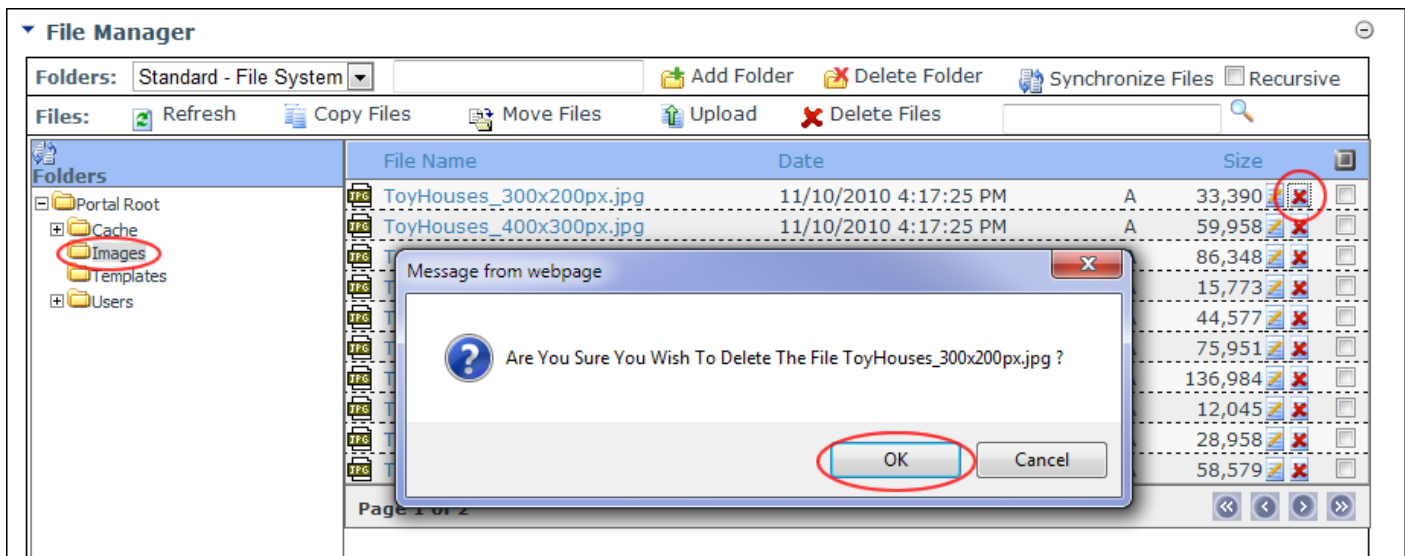
### Deleting a File

How to permanently delete a single file from the File Manager module. Users require the following minimum permissions to complete this task:

**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder containing the file to be deleted. See "Navigating to and Selecting Folders"
3. In the Files Window, navigate to the required file. See "Navigating to Files"
4. Click the **Delete File**  button beside the file to be deleted. A message asking "Are You Sure You Wish to Delete The File [ File-Name ]?" is displayed.
5. Click **OK** to confirm deletion.





Deleting a File

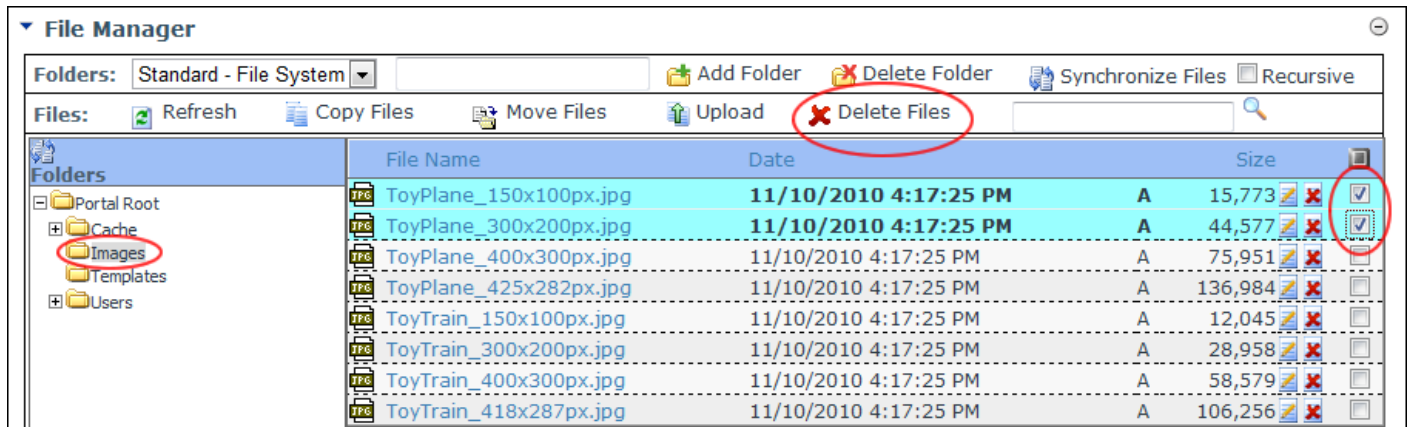
### Deleting Multiple Files

How to permanently delete multiple files from the File Manager module. Users require the following minimum permissions to complete this task:

**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Full Control permission for the folder where the file is located.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder containing the files to be deleted. See "Navigating to and Selecting Folders"
3. In the Files Window, display the required files. See "Navigating to Files"
4. Check  the check box beside each of the files to be deleted - OR - Click the **Select All**  button to select all of the files currently displayed in the File Window. Tip: See "Navigating to Files" to select different or additional files within this folder.
5. Click the  **Delete Files** button. This displays the Delete Files message which lists the files selected for deletion.



6. Click the **OK** button to confirm.

### Adding a New Folder

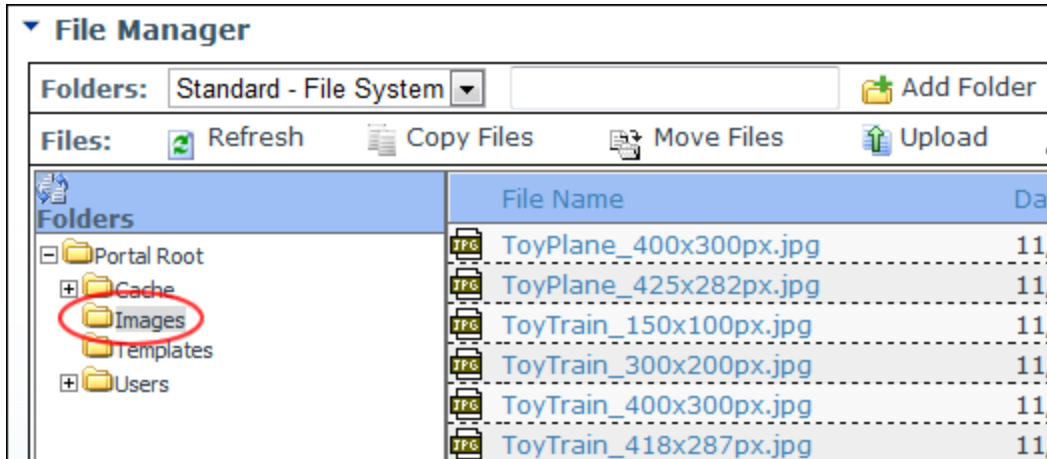
How to add a new folder to the File Manager module. The new folder will inherit the permissions assigned to its parent folder.

**Permissions.** Users require these minimum permissions:

In DNN Community Edition, Edit Content permission for the module and Write to Folder permission for the folder which will be the parent of the new folder.

In DNN Professional Edition, Edit Content permission for the module and Add permission for the folder which will be the parent of the new folder.

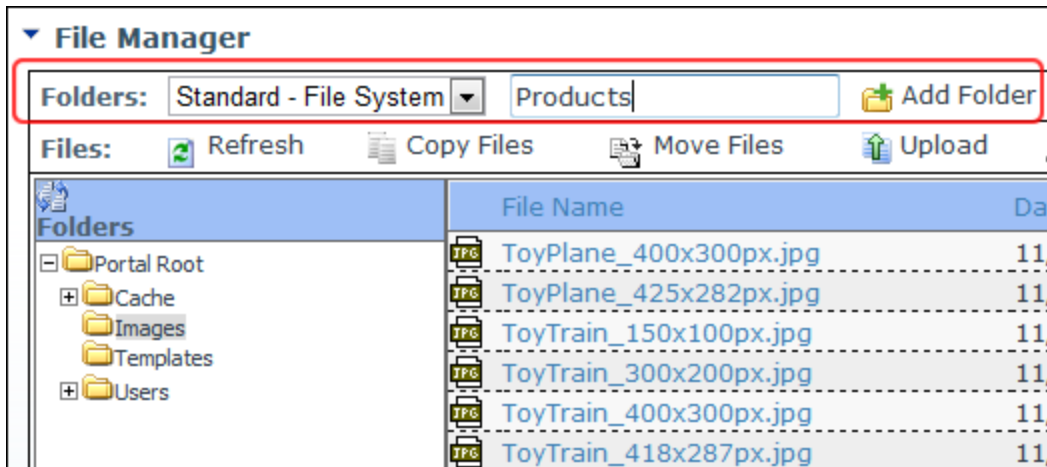
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder which will be the parent for the new folder. See "Navigating to and Selecting Folders"



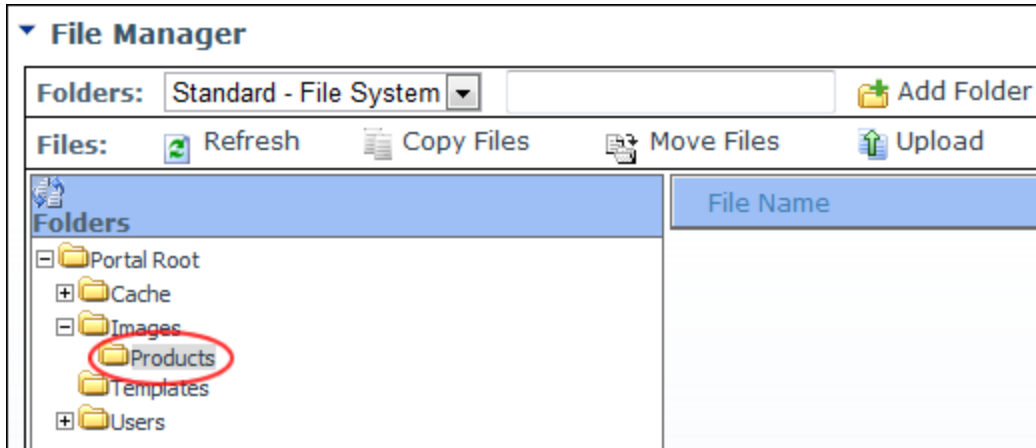
3. On the Folders Toolbar, select one of the following options from the **Folders** drop-down list:

- **Standard - File System:** Select this option to store most of your files. This is the default option.
- **Secure - File System:** Select this option if you want to encrypt the file name to prevent direct linking to this file.
- **Secure - Database:** Stores files as a byte array in the database rather than in the usual file system.
- **Amazon Folder Provider:** Stores files on the Amazon service. Only available in Professional and Enterprise Editions.
- **AzureFolder Provider:** Stores files on the Azure service. Only available in Professional and Enterprise Editions.

4. In the **Folders** text box, enter a name for the new folder.



5. Click the **Add Folder** button. This displays the new folder in the Folder Explorer.



The Newly Added Folder displayed in the Folder Explorer

### Deleting a Folder

How to permanently delete empty folders from the File Manager. Users require the following minimum permissions to complete this task:



**DNN Community Edition:** Edit Content permission for the module (See "[Setting Module Permissions](#)") and Write to Folder permission for the folder to be deleted.

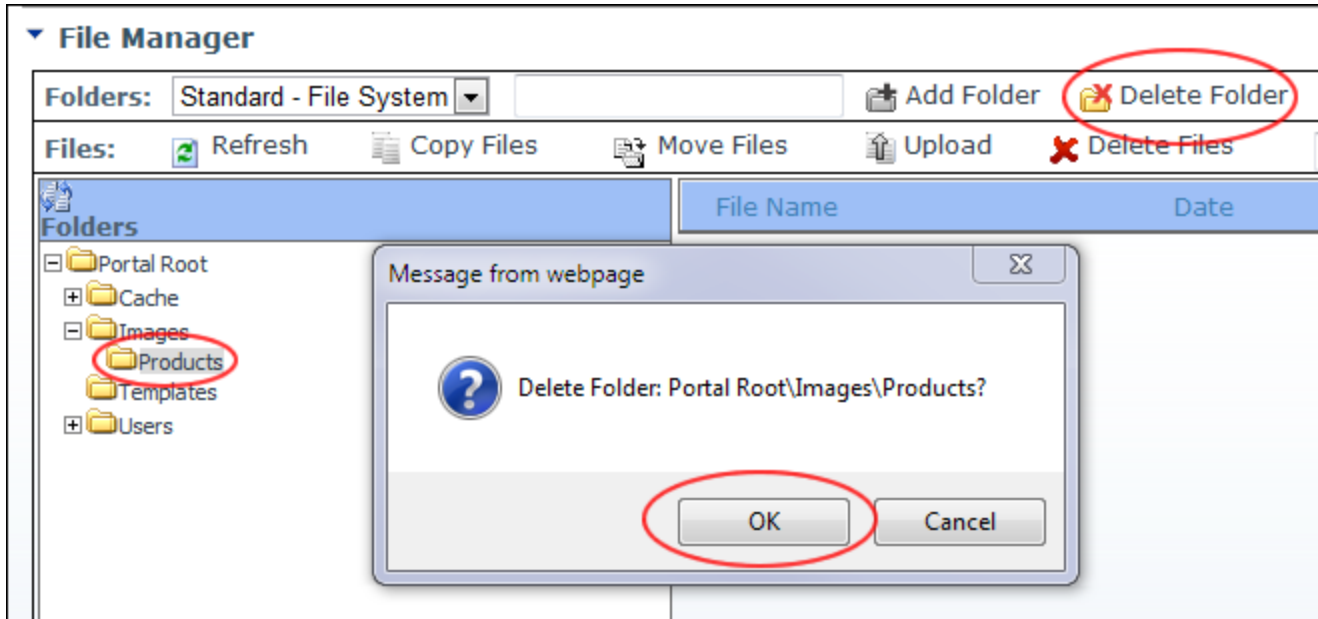
**DNN Professional Edition:** Edit Content permission for the module (See "[Setting Module Permissions](#)") and Delete permission for the folder to be deleted.

---

*Tip: A folder cannot be deleted if it has any child folders, or if it contains any files. If you wish to keep files which are located within a folder which you are about to delete, you can move them to another folder.*

---

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to be deleted. See "[Navigating to and Selecting Folders](#)"
3. Click the  **Delete Folder** button. This displays the message "Delete Folder: [Folder Location:Folder Name]?"
4. Click the **OK** button to confirm deletion.



Deleting a Folder from the File Manager

### Renaming a File

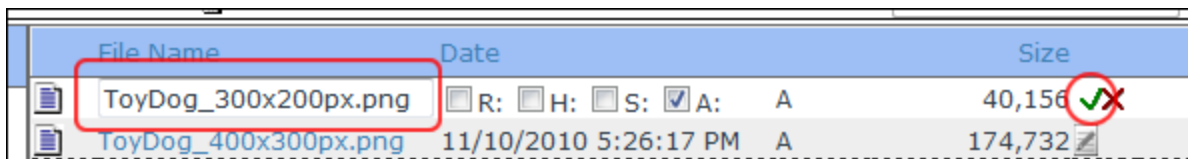
How to rename a file in the File Manager module. Users require the following minimum permissions to complete this task:

**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

**Warning.** Renaming a file does not update any other references to this file across your site. E.g. If the file is an image displayed in the HTML / HTML Pro module, then the path to the image will be broken and you are required to manually update the image. As such, it is recommended that you only rename a file when it is first uploaded and has yet to be used on the site.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Click the **Rename File** button beside the file to be renamed.
3. In the **File Name** text box, enter a new name for the file.
4. Click the **Save Changes** button to save your changes.



Renaming a File

### Setting the Read Only Property of a File

How to set the read only property of a file in the File Manager module. Users require the following minimum permissions to complete this task:







**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

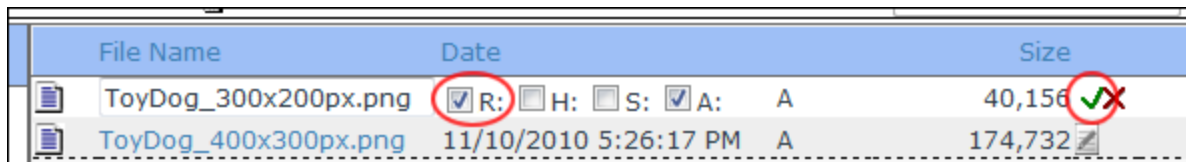
**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.





---

*Tip: Setting a file as Read Only does not prevent it from being deleting.*

---

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file. See "Navigating to Files"
3. Click the **Rename File**  button beside the file to be edited.
4. At the **R** check box, select one of the following options:
  - Check  the check box to set the file as read only.
  - Uncheck  the check box to remove the read only property from the file.
5. Click the **Save Changes**  button to save your changes - OR - Click the **Cancel Rename**  button to cancel.



File Name	Date	Size
 ToyDog_300x200px.png	<input checked="" type="checkbox"/> R: <input type="checkbox"/> H: <input type="checkbox"/> S: <input checked="" type="checkbox"/> A: A	40,156 
 ToyDog_400x300px.png	11/10/2010 5:26:17 PM A	174,732 

Setting a file as read only

---

*Tip: The letter R is displayed beside files set as Read Only.*

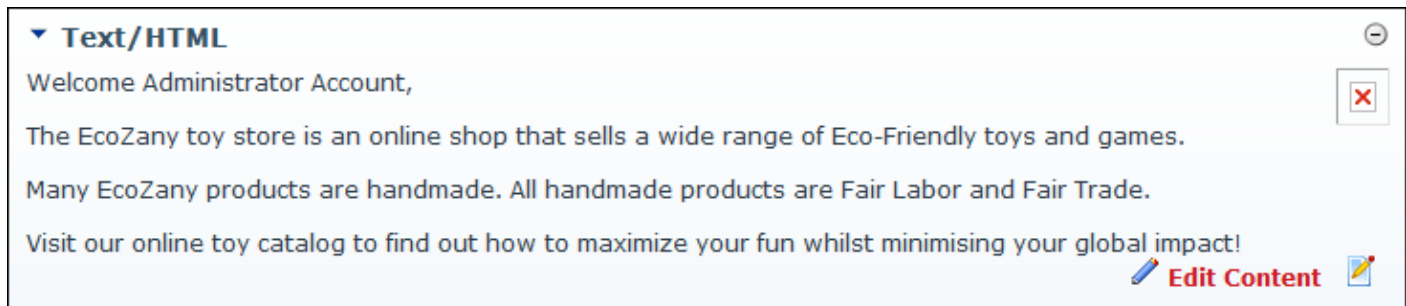
---

### Setting the Hidden Property of a File

How to set the hidden property of a file in the File Manager module. Hidden files don't display on your site in modules such as the Media and HTML / HTML Pro modules, they are also not displayed on vendor banners, nor are they displayed for selection on RTE galleries. Users require the following minimum permissions to complete this task:

**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.



An Image Set as Hidden isn't displayed in the HTML module

▼ **Text/HTML**

Welcome Administrator Account,

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.



Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!



 **Edit Content** 

The Image displays once the Hidden property is removed

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file. See "[Navigating to Files](#)"
3. Click the **Rename File**  button beside the file to be edited.
4. At the **H** check box, select one of the following options:
  - Check  the check box to set the file as hidden.
  - Uncheck  the check box to remove the hidden property from the file.

**File Manager**

Folders: Standard - File System + Add Folder ✖ Delete Folder ↻ Synchronize Files Recursive

Files: ↻ Refresh 📄 Copy Files 📁 Move Files 📤 Upload ✖ Delete Files

File Name	Date	Size
ChildHoldingDoll_300px.png	10/13/2010 10:07:54 AM	A 553,817
Doll_Allegra.jpg	10/13/2010 10:07:54 AM	A 100,829
Doll_Allegra_300px.gif	10/13/2010 10:07:54 AM	AH 22,577
Doll_Allegra001_tn.jpg	10/13/2010 10:07:54 AM	A 11,345
Doll_Allegra001_tn.png	10/13/2010 10:07:54 AM	A 49,709
EcoZany Dolls 013.JPG	10/13/2010 10:07:54 AM	A 970,517
EcozanyBanner_Toys.png	10/13/2010 10:07:54 AM	A 99,325
EcozanyBanner1.png	10/13/2010 10:07:54 AM	A 133,232
EcozanyImages.zip	10/13/2010 10:07:54 AM	A 2,851,573
Stock_000000522142XSmall.jpg	10/13/2010 10:07:54 AM	A 86,348

Portal Root\Images\ Used: 5.70MB of [unlimited] Items Per Page: 10

5. Click the **Save Changes**  button to save your changes - OR - Click the **Cancel Rename**  button to cancel.



*Tip: The letter H is displayed beside files set as Hidden.*

### Setting the Archiving and Indexing Property of a File

How to set the archiving and indexing properties of a file within the File Manager. Users require the following minimum permissions to complete this task:

**DNN Community Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

**DNN Professional Edition:** Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Locate the required file. See "Navigating to Files"
3. Click the **Rename File**  button beside the file to be edited.

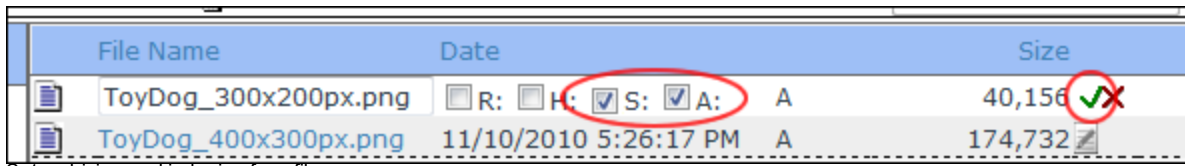
4. At the **S** check box, select from these options:



- Check  the check box to disable hidden option in file properties (Windows). For fast searching, allow Indexing Service to index this file.
- Uncheck  the check box to remove this file property.

5. At the **A** check box, select from these options:

- Check  the check box to allow file to be archived by the operating system. This is the default option.
- Uncheck  the check box to remove this file property.

6. Click the **Save Changes**  button to save your changes - OR - Click the **Cancel Rename**  button to cancel.



File Name	Date	Size
 ToyDog_300x200px.png	<input type="checkbox"/> R: <input type="checkbox"/> H: <input checked="" type="checkbox"/> S: <input checked="" type="checkbox"/> A: A	40,156 <input checked="" type="checkbox"/>
 ToyDog_400x300px.png	11/10/2010 5:26:17 PM A	174,732 <input type="checkbox"/>

Set archiving and indexing for a file

---

*Tip: The letters **S** and **A** are displayed beside the selected files if these options are set./or*

---

## Administrators

### Overview of Folder Security Settings

The File Manager module enables authorized users to manage access to one or more folders within the File Manager by setting Folder Security Settings. Here's a description of the different permissions which can be set:

### Community Edition Permissions

- **Open Files in Folder:** Enables authorized users to view the files within this folder which are displayed or linked to on the site. All Users are granted this permission by default.
- **Browse Files in Folder:** Enables authorized users to browse and select the files within this folder. Users are granted permission to their personal folder only by default. This enables them to manage their profile image, etc.
- **Write to Folder:** Enables authorized users to perform all file management tasks for files within this folder.

Folder Security Settings

Permissions:

Filter By Group: < Global Roles >

	Open Files in Folder	Browse Files in Folder	Write to Folder
Administrators			
All Users			<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  Add

Update

#### Professional Edition Permissions

- **Browse Folder:** Enables authorized users to browse and select the files within this folder. Users are granted permission to their personal folder only by default. This enables them to manage their profile image, etc.
- **View:** Enables authorized users to view the files within this folder which are displayed or linked to on the site. All Users are granted this permission by default.
- **Add:** Enables authorized users to add folders and documents beneath (as child folders) this folder.
- **Copy:** Enables authorized users to copy files to and from this folder.
- **Delete:** Enables authorized users to delete a folder and/or its child folders.
- **Manage Settings:** Enables authorized users to manage folder settings.
- **Full Control:** Provides authorized users with full control to perform all file and folder management task within the selected folder.

**Folder Security Settings**

**Permissions:**

	Browse Folder	View	Add	Copy	Delete	Manage Settings	Full Control
Administrators							
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  **Add**

**Update**

**Related Topics:**

- See ["Adding a New Folder"](#)
- See ["Assigning Folder Permissions to a User"](#)
- See ["Assigning Folder Permissions by Role"](#)

**Assigning Folder Permissions by Role**

How to assign permissions to manage a folder of the File Manager to users with one or more roles.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. **Optional.** At **Permissions**, select **< All Roles >** from the Filter By Group drop-down box (if displayed) to view all available roles.
5. Check  the check box in one or more columns to grant permissions to that role. See ["Overview of Folder Security Settings"](#)
6. Click the Update link.

**Assigning Folder Permissions to a User**


How to assign access to view folders and upload to folders of the File Manager module.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.

3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. At **Permissions**, enter the username of the user into the Username text box.
5. Click the Add link. This adds the user's name to the Permission role list.
6. Check  the check box in one or more columns beside this user's name to grant them folder permissions. See "[Overview of Folder Security Settings](#)"
7. Repeat Step 4-6 for to assign folder permission to additional users.
8. Click the Update link.

### Removing Folder Permissions

How to remove permission to view files within a folder and/or to write to a folder of the File Manager module.

1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select  **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. **Optional.** At **Permissions**, select < **All Roles** > at the **Filter By Group** drop-down box (if displayed) to display all of the roles.
5. Uncheck  the check box beside in one or more columns to remove that permission. See "[Overview of Folder Security Settings](#)"
6. Click the Update link.

### Form And List

#### About the Form And List Module

The Form And List module enables the creation of a list or a form which can be populated with data. The module can also display a form with results displayed in a list on the same page. Data types are: Text, Rich Text (HTML), Integer, Decimal, Date and Time, Date, Look-Up, Time, True/False, Email, Currency, URL, Image, Download, Calculated Column, and User Profile Link. List columns can be set as required (must be completed to save the row), as visible to all users or visible to Administrators only, and as searchable.

**Module Version:** 05.01.03

**Minimum DNN Version:** 05.01.03

**Features:** IPortable, ISearchable

Form

### Personal Details

**Title:**  Mr  Ms  Miss  Mrs  Dr

**First Name:** \*

**Last Name:** \*

### Contact Information

**Email Address:** \*

**Phone:**

### Application Information

**Repeat Application:** \*

**Previous Application Date:** \*  [Calendar](#)

\* required [Submit](#) [Cancel](#)

The Form & List Module configured to display as a Form

List

Title	First Name	Last Name	Email Address	New Contact	Appointment Date/Time	Notes
Ms	Joanne	Artine	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Potential instore distributor for Australasia.
Ms	Jill	Hill	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Opportunity to work with Jill on providing work opportunities for Nepalese village.
Mr	Ali	Smith	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/25/2010 10:15 AM	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.
Ms	Anushka	DeSilva	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	1/13/2010 12:00 PM	Contact regarding supply of organic cotton and dyes.

The Form & List Module configured to display as a List

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleUserDefinedTable/tabid/877/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/56/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnfml.codeplex.com/workitem/list/basic>
- **Advanced User Documentation:** <http://dnnfml.codeplex.com/releases/view/38489>



## Configuration

### Advanced Column Options

#### Advanced Calculated Column Options

How to configure the optional Advanced Column Options for calculated columns for a form or list in the Form & List module. This topic assumes you are currently adding or editing a calculated column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **Data Type** select the result type from one of the following options:
  - **Date and Time**
  - **Decimal**
  - **Integer**
  - **Text** (This is the default setting)
  - **True/False**
3. In the **Output Format** text box, enter an output format string suitable for this data type. E.g. "###.###".
4. In the **Expression** text box, enter an expression formula (appropriate for the data type) which will be evaluated at runtime. See [MSDN Library](#) for more on expressions.
5. At **Show on Edit Form?**, check  the check box to display to all users when editing - OR - Uncheck  to disable.

**Data Table Setup**

Specify the "User Defined Table" columns you wish to include in your Form or List.

Title	Type	Required	Display on List	Restricted Form Field	Searchable	
Product Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Product Number	Decimal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Product Category	Integer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text" value="Code"/>	Calculated Column	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Image	Image	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description	Rich Text (Html)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Price	Currency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Launch Date/Time	Date and Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brochure	Download	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Size	Look-Up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Advanced Column Options- Code**

**Data Type**

**Output Format**

**Expression**

**Show on Edit Form?:**

Setting a Calculated column

*Tip: In the above image, the columns of this list have been set so that users enter the Product Number and the Product Category data into separate fields, however the information is displayed as a truncated code on the list by using a Calculated Column.*

**Edit Record**



**Product Name:** \*

**Product Number:**

**Product Category:**

**Code:** 20.99-10

The Calculated Column is displayed on the Edit Record page once it has been updated

List							
Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10-10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99-10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

The Calculated Column Displayed in a List

### Advanced Currency Column Options

How to configure the optional Advanced Column Options for currency columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a currency column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter one or more values separated by a semi-colon ( ; ). E.g. 10;10.50;20;20.50;30;30.50 - OR - Leave this field blank to display a text box in which any value can be entered.
  - b. Select how the list options are displayed:
    - **Drop Down List:** Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
    - **RBL (Horizontal):** Display values in a horizontal list with radio buttons.
3. In the **Currency Symbol** text box, enter the currency symbol that you want to display in the Table. E.g. \$. Leave this field blank to display the currency as set under Site Settings. E.g. USD.
4. In the **Default Value** text box, enter the default currency value for this field. When creating a new row this value will automatically be selected or entered.
5. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.
6. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
7. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
8. In the **Help Text** text box, enter a help message to assist users when they add and manage data for this column.

**Advanced Column Options- Price**

**List of Values**

Drop Down List  Radio Button List (vertical)  RBL (horizontal)

**Currency Symbol**

**Default Value**

**Validation Rule:**

**Validation Message:**

**CSS Style:**

**Help Text:**




Setting the Advanced Options for a Currency column

**Price:**

Select the unit sale price for this product.

- 10
- 15
- 20
- 25
- 30**
- 35
- 40
- 45
- 50
- 55
- 60
- 65
- 70
- 75
- 80
- 85
- 90
- 95
- 100

Adding a currency record to a list on the Edit Record page

Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10-10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99-10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

The currency column with the currency symbol set as displayed in a list

### Advanced Date and Time Column Options

How to configure the optional Advanced Column Options for date and time columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a date and time column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

- Go to the **Advanced Column Options** section and set any of the following optional fields:
- In the **Output Format** text box, enter the format to set how the column data will be displayed in the table - OR - Leave blank to use default format. The following options are available:
  - f**: Enter to display long date and short time. E.g. Thursday, February 21, 2011 8:00 AM
  - F**: Enter to display long date and long time. E.g. Thursday, February 21, 2011 8:00:00 AM
  - g**: Enter to display short date and short time. E.g. 2/21/2011 8:00 AM
  - G**: Enter to display short date and long time. E.g. 2/21/2011 8:00:00 AM
  - Y**: Enter to display year and month. E.g. February, 2011
- At **Convert TimeZone?**, select one of the following options:
  - Check  the check box to display date/time according to the users' time zone as set in their user profile.
  - Uncheck  the check box to use default site time zone.
- In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically populate the field, however it can be changed.
- In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.
- In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
- In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
- In the **Help Text** text box, enter a help message to assist users when entering data for this column.

**Advanced Column Options- Launch Date/Time**

**Output Format**

**Convert TimeZone?**

**Default Value**

**Validation Rule:**

**Validation Message:**

**CSS Style:**




**Help Text:**

Setting the Advanced Options for a Date And Time column

**Appointment Date/Time:**  [Calendar](#) **Time:**

Modify time and date as required.

Adding a date and time record to a list on the Edit Record page

Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10-10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99-10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

The Date and Time field displayed in a List

### Advanced Date Column Options

How to configure the optional Advanced Column Options for date columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a date column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter a list of dates that can be selected from a drop-down box. E.g. 2008-01-01;2008-01-15;2008-01-31 - OR - Leave this field blank to display the [Calendar](#) link.
  - b. Select how the list options are displayed:
    - **Drop Down List**: Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical)**: Display values in a vertical list with radio buttons.
    - **RBL (Horizontal)**: Display values in a horizontal list with radio buttons.
3. In the **Output Format** text box, enter the format to set how the column data will be displayed in the table. If no value is selected the default setting is used. The following options are available:
  - **d**: Enter to display a short date. E.g. 2/21/2008
  - **D**: Enter to display a long date. E.g. Thursday, February 21, 2008
  - **M**: Enter to display the month and day. E.g. February 21
  - **Y**: Enter to display year and month. E.g. February, 2008
4. In the **Default Value** text box, enter the default value for this field. E.g. 2000-01-01. When creating a new row this value will automatically populate the field, however it can be changed.
5. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.
6. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
7. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
8. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

**Advanced Column Options- Contact By Date**

**List of Values**

Drop Down List  Radio Button List (vertical)  RBL (horizontal)

**Output Format**

**Default Value**

**Validation Rule:**

**Validation Message:**

**CSS Style:**

**Help Text:**

Setting the Advanced Options for a Date column

**Date:**

Select the required date for this service.

- 1/1/2008
- 12/31/2008
- 7/24/2008

Adding a date record to a list on the Edit Record page

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>		Contact regarding supply of organic cotton and dyes.	10		Raj

The Date field displayed in a List

### Advanced Decimal Column Options

How to configure the optional Advanced Column Options for decimal columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a decimal column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"



1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter a list of values that can be selected for this field. Setting this field will remove the user's ability to enter other values. E.g. 5;10;15;20;25;30 Note: You can enter values that are not decimals such as 1 or 2.333. In this case they will display as entered in the drop-down list on the Edit Record page however they will display as decimal values in the list - OR - Leave this field blank to enter any decimal values into a text box.
  - b. Select how the list options are displayed:
    - **Drop Down List**: Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical)**: Display values in a vertical list with radio buttons.
    - **RBL (Horizontal)**: Display values in a horizontal list with radio buttons.
3. In the **Output Format** text box, enter a format for this number. E.g. 0.00
4. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically populate the field, however it can be changed.
5. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.
6. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
7. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
8. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

Advanced Column Options- Product Number	
<b>List of Values</b>	<input type="text" value="10;15.50;20.99;25.75;2;29.333"/> <input checked="" type="radio"/> Drop Down List <input type="radio"/> Radio Button List (vertical) <input type="radio"/> RBL (horizontal)
<b>Output Format</b>	<input type="text" value="00.00"/>
<b>Default Value</b>	<input type="text" value="20.99"/>
<b>Validation Rule:</b>	<input type="text"/>
<b>Validation Message:</b>	<input type="text"/>
<b>CSS Style:</b>	<input type="text"/>
<b>Help Text:</b>	<input type="text" value="Select the product code for this product."/>




Setting the Advanced Options for a Decimal column

**Product Number:**

Select the product code for this product.

- 10
- 15.50
- 20.99
- 25.75
- 2
- 29.333

The decimal column as displayed on the Edit Record page

Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10.00	10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99	10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

The Decimal Column displayed in a List

### Advanced Download Column Options

How to configure the optional Advanced Column Options for download columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a download column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

**Error:** An error occurs when a List Of Values is entered for download columns. It is recommended that Advanced Options are not used.

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter a list of URL's separated by a semi-colon ( ; ). E.g. <http://www.ecozany.com/toys.pdf>; <http://www.ecozany.com/dolls.pdf> - OR - Leave this field blank to display the Link Control which enables a file to be selected (and uploaded if permissions allow) from the File Manager.
  - b. Select how the list options are displayed:
    - **Drop Down List:** Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
    - **RBL (Horizontal):** Display values in a horizontal list with radio buttons.
3. In the **Link Caption** text box, enter the text that you want to display instead of the Download URL in the table. E.g. Download this brochure. This text will display and be a link to the download.

4. At **Abbreviated URL**, select from these options:

- Check  the check box to display only the file or page name. E.g. <http://www.domain.com/brochures/toys.pdf> would then display as toys.pdf.
- Uncheck  the check box if to display the complete URL. Note: If the Link Caption field is used it will override this field.

5. In the **Default Value** text box, enter the default value for this field. When creating a new record this value will automatically be selected or entered.

6. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

**Advanced Column Options- Brochure**

**List of Values**

Drop Down List  Radio Button List (vertical)  RBL (horizontal)




**Link Caption**

**Abbreviated URL**

**Default Value**

**Help Text:**

Setting the Advanced Options for a Download column

Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10-10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99-10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

A download column with a Link Caption as displayed in a list

### Advanced Email Column Options

How to configure the optional Advanced Column Options for email columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing an email column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter one or more values for this field separated by a semi-colon ( ; ). E.g. admin@domain.com;sales@domain.com;marketing@domain.com - OR - Leave this field blank to display a text box into which any email address can be entered.
  - b. Select how the list options are displayed:
    - **Drop Down List**: Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical)**: Display values in a vertical list with radio buttons.
    - **RBL (Horizontal)**: Display values in a horizontal list with radio buttons.
3. In the **Link Caption** text box, enter the text that you want to display instead of the email address in the Table. E.g. Contact this person. This text displays as a **mailto** link.
4. At **Disable Hyperlink?**, check  the check box to disable the mailto hyperlink and display the email address as static text - OR - Uncheck  to enable the mailto hyperlink. Note: If the Link Caption field is used it will override this field and the hyperlink will be enabled.
5. In the **Default Value** text box, enter the default value for this field. This email is pre-selected/entered when a new record is created.
6. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.
7. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
8. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
9. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

**Advanced Column Options- Contact's Email**

**List of Values**

Drop Down List  Radio Button List (vertical)  RBL (horizontal)

**Link Caption**

**Disable Hyperlink**

**Default Value**

**Validation Rule:**

**Validation Message:**

**CSS Style:**

**Help Text:**

Setting the Advanced Options for an Email column

**Email Address:**

Select the required contact email address.

admin@domain.com  
 admin@domain.com  
 sales@domain.com  
 marketing@domain.com

Adding an email record to a list on the Edit Record page

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The email column with a Link Caption in a list

**Advanced Image Column Options**

How to configure the optional Advanced Column Options for image columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing an Image column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter a list of image URL's separated by a semi-colon ( ; ). E.g. `http://www.domain.com/massage.gif;http://www.domain.com/acupuncture.gif` - OR - Leave this field blank to display the Link Control to enable the user to select an image from the File Manager.
  - b. Select how the list options are displayed:
    - **Drop Down List**: Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical)**: Display values in a vertical list with radio buttons.
    - **RBL (Horizontal)**: Display values in a horizontal list with radio buttons.
3. In the **ALT Tag** text box, enter the text that displays when the user places their mouse over this text.
4. At **Hyperlink**, check  the check box to display a thumbnail of the image. The user can then click on the thumbnail to view the full sized image- OR - Uncheck  the check box to display the full sized image in the table.
5. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically be selected or entered.
6. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

**Related Topics:** "[Configuring Image Column Settings](#)". to configure additional setting for this column type.

**Advanced Column Options- Image**

**List of Values**

Drop Down List
  Radio Button List (vertical)
  RBL (horizontal)

**ALT Tag**

**Hyperlink**

**Default Value**



**Help Text:**

Setting the Advanced Options for an Image column

**Image:**

\* required Update Cancel

Setting an image to a list on the Edit Record page

List							
Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10-10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99-10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

The Image Column displayed in a List

### Advanced Integer Column Options

How to configure the optional Advanced Column Options for integer columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing an Integer column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter a list of integers that can be selected for this field. Setting this field will remove the user's ability to enter any integer. E.g. 5;10;15;20;25;30. Leave this field blank to display a text box in which any integer can be entered rather than a drop-down box.
  - b. Select how the list options are displayed:
    - **Drop Down List:** Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
    - **RBL (Horizontal):** Display values in a horizontal list with radio buttons.
3. In the **Output Format** text box, enter a format for this number. E.g. 0.00
4. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically populate the field, however it can be changed.
5. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.
6. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
7. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
8. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

### Advanced Column Options- Product Category

**List of Values**

Drop Down List  Radio Button List (vertical)  RBL (horizontal)

**Output Format**

**Default Value**

**Validation Rule:**

**Validation Message:**

**CSS Style:**

**Help Text:**




Setting the Advanced Options for an Integer column

**Product Category:**

Select the product category number.

- 10
- 5
- 10
- 15
- 20
- 25
- 30

The Integer column on the Edit Record page of a list

List								
Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10.00	10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99	10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

The Integer Column displayed in a List

### Advanced Look-Up Column Options

How to configure the optional Advanced Column Options for look-up columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a Look-Up column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)



1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **Source Column**, enter the name of the column containing a ref to a user or local file.
3. In the **Token Value** text box, enter the token text to query the User or File object.
4. At **Show on Edit Form?**, check  the check box if this value will be displayed to all users when editing - OR - Uncheck  the check box to hide the field on the Edit Form.

*Tip: In the below example, the Look-Up column is set to display the size of the file selected in the Brochure column.*




**Advanced Column Options- Size**

**Source Column**

**Token Text**

**Show on Edit Form?:**

Setting the Advanced Options for a Look-Up column

Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	View Brochure	13,633 bytes
Allegra Doll	10.00	10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	View Brochure	13,013 bytes
Grace Doll	20.99	10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	View Brochure	13,633 bytes

The Look-Up Column displayed in a List

### Advanced Rich Text (Html) Column Options

How to configure the optional Advanced Column Options for Rich Text (Html) columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a Rich Text (Html) column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **Plain Text Box** select from the following options:
  - Check  the check box to display the plain text box only. The Plain text box will still be multiple lines deep.
  - Uncheck  the check box to display the RTE as well as the option to switch to the Basic Text Box.
3. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically populate the field, however it can be edited.
4. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.

- In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
- In the **Help Text** text box, enter a help message to assist users when entering data for this column.

**Advanced Column Options- Description**

Plain Text Box

Default Value:

Validation Rule:

Validation Message:

Help Text:




Setting the Advanced Options for a Rich Text (Html) column

**Description:**

Editor:  Basic Text Box  Rich Text Editor

Render Mode:  Text  Html  Raw

Adding Basic Text/Rich Text to a list on the Edit Record page

Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 \$	2/4/2010 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes
Allegra Doll	10.00	10		Pretty handmade rag doll. All organic materials.	55.00 \$	2/11/2010 12:00 PM	<a href="#">View Brochure</a>	13,013 bytes
Grace Doll	20.99	10		The largest of all our handmade rag dolls.	75.00 \$	1/1/2008 12:00 PM	<a href="#">View Brochure</a>	13,633 bytes

The Rich Text Column displayed in a List

## Advanced Separator Column Options

How to configure the optional Advanced Column Options for Separators on a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a separator column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **Acts as Fieldset (applies only to CSS based layout)** select from the following options:
  - Check  the check box for greater page accessibility. This creates a fieldset element around the form and uses the title of the field as the fieldset legend.
  - Uncheck  the check box to disable.

**Advanced Column Options- Personal Information**

Acts as Fieldset (applies only to CSS based layout)

[+ Add New Column](#) [Available Tokens Help](#) [Hidden Columns Help](#)

Setting the Advanced Options for a Separator

▼ **Form**

**Personal Information**

First Name: \*

Last Name: \*

Email: \*

**Shipping Address for Parts**

Street Address: \*

City: \*

State/Province: \*  ▼

Zip Code: \*

Country: \*  ▼

**Product Details**

Product Name:

Model Number:

Purchase Date:  [Calendar](#)

Purchased From:

Part Required:

\* required [Submit](#) [Cancel](#)

Separators displayed on a Form

## Advanced Text Column Options

How to configure the optional Advanced Column Options for Text columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a text column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter one or more values for this field separated by a semi-colon ( ; ). E.g. Mr;Mrs;Ms;Miss;Dr. Leave this field blank to display a text box in which any data can be entered.
  - b. Select how the list options are displayed:
    - **Drop Down List**: Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical)**: Display values in a vertical list with radio buttons.
    - **RBL (Horizontal)**: Display values in a horizontal list with radio buttons.
3. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically be selected or entered.
4. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language.
5. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
6. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
7. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

**Advanced Column Options-**

**List of Values:** Mr;Mrs;Ms;Miss;Dr

Drop Down List  Radio Button List (vertical)  RBL (horizontal)

**Default Value:** Mr

**Validation Rule:**

**Validation Message:**

**CSS Style:**

**Help Text:** Please select this person's title.

Setting the Advanced Options for a Text column

**Title:** \* Please select the person's title.

Mr  Mrs  Ms  Miss  Dr

Setting text value to a list on the Edit Record page

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>		Contact regarding supply of organic cotton and dyes.	10		Raj

Text displayed on a Form

### Advanced Time Column Options

How to configure the optional Advanced Column Options for Time columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a time column. See ["Creating a List"](#), ["Creating a Form"](#) or ["Editing List or Form Columns"](#)

**Error:** An error occurs when a List Of Values is entered for Time columns. It is recommended that Advanced Options are not used.

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - i. In the **List of Values** text box, enter a list of times that can be selected. E.g. 12:00:00;12:00:01;
  - ii. Select how the list options are displayed:
    - **Drop Down List:** Display values in a drop-down selection list. This is useful when there are a lot of values.
    - **Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
    - **RBL (Horizontal):** Display values in a horizontal list with radio buttons.
3. In the **Output Format** text box, enter the format to set how the column data will be displayed in the table. The following options are available:
  - **t:** Enter to display a short time. E.g. 8:00 AM.
  - **T:** Enter to display standard format long time - OR - Leave this field blank. E.g. 8:00:00 AM.
4. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically populate the field, however it can be changed.
5. In the **Validation Rule** text box, enter the required input pattern using the "Regular Expression" language. See [MSDN Library](#) for more on expressions.
6. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.
7. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
8. In the **Help Text** text box, enter a help message to assist users when they add and manage data for this column.

**Advanced Column Options- Time**

List of Values

Drop Down List
  Radio Button List (vertical)
  RBL (horizontal)

Output Format

Default Value

Validation Rule:

Validation Message:

CSS Style:

Help Text:

Setting the Advanced Options for a Time column

Time:

Adding a time record to a list on the Edit Record page

### Advanced True/False Column Options

How to configure the optional Advanced Column Options for True/False columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a True/False column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. In the **Right Label Text** text box, enter a label to be displayed to the right of the True/False check box on the form or list.
3. In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically be selected or entered.
4. In the **CSS Style** text box, enter the Style which is applied on text box or list control in form. E.g. width:300px
5. In the **Help Text** text box, enter a help message to assist users when they add and manage data for this column.

**Advanced Column Options- New Contact**

**Right label text**

**Default Value**

**CSS Style:**

**Help Text:**

Setting the Advanced Options for a True/False column

**New Contact:**  Yes

Check the check box if this is a brand new contact.

Adding a True/False record to a list on the Edit Record page

List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The True/False Column displayed in a List

### Advanced URL Column Options

How to configure the optional Advanced Column Options for URL columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a URL column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
  - a. In the **List of Values** text box, enter a list of URL's separated by a semi-colon ( ; ). E.g. s/home.htm;http://www.domain.com/services.htm. Alternatively, leave this field blank to display the Link Control which enables any URL, Page or File to be selected.

b. Select how the list options are displayed:

- **Drop Down List:** Display values in a drop-down selection list. This is useful when there are a lot of values.
- **Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
- **RBL (Horizontal):** Display values in a horizontal list with radio buttons.

3. In the **Link Caption** text box, enter the text that you want to display instead of the URL in the table. E.g. Visit this website. This text will then display as a mailto link.
4. At **Abbreviated URL**, check  the check box to display only the file or page name. E.g. `http://www.domain.com/home.htm` would then display as `home.htm` - OR - Uncheck  the check box if to display the complete URL. Note: If the Link Caption field is used it will override this field.
5. In the **Default Value** text box, enter the default URL value for this field. When creating a new row this value will automatically be selected or entered.
6. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

"Configuring URL Column Settings". to configure additional settings for this column type.

**Advanced Column Options- Website**  

<b>List of Values</b>	<input type="text" value="http://www.domain/home.com;http://otherdomain.home.htm"/> <input checked="" type="radio"/> Drop Down List <input type="radio"/> Radio Button List (vertical) <input type="radio"/> RBL (horizontal)
<b>Link Caption</b>	<input type="text" value="Website"/>
<b>Abbreviated URL</b>	<input checked="" type="checkbox"/>
<b>Default Value</b>	<input type="text"/>
<b>Help Text:</b>	<input type="text" value="Select the contact's website."/>

Setting the Advanced Options for a URL column

<b>Website:</b>	<input type="text" value="http://www.domain/home.com"/>
Select the contact's website.	

Adding a URL record to a list on the Edit Record page



List									
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	Send Email	Website	3/1/2011	OpMrs Joy to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	Send Email	Website	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25		Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The URL column displayed in a List

### Advanced User Profile Link Column Options

How to configure the optional Advanced Column Options for Link To User's Profile columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a User Profile Link column. See ["Creating a List"](#), See ["Creating a Form"](#) or See ["Editing List or Form Columns"](#)

- Go to the **Advanced Column Options** section and set any of the following optional fields:
- At **List of Values** set the following:
  - In the **List of Values** text box, enter one or more usernames separated by a semi-colon ( ; ). E.g. Admin;Jack;Julie;. Where a non-existent username is entered it will not be displayed as an option. Leave this field blank to display a text box into which any username can be entered.
  - Select how the list options are displayed:
    - Drop Down List:** Display values in a drop-down selection list. This is useful when you have a lot of values.
    - Radio Button List (Vertical):** Display values in a vertical list with radio buttons.
    - RBL (Horizontal):** Display values in a horizontal list with radio buttons.
- In the **Caption Options** text box, enter the text to be displayed as the link for this user on the UDT. HTML formatting is permitted. Leave this field blank to display the user's name. Tip: Click the [Available Tokens Help](#) link for more.
- At **Show User's Username Instead of his Displayname**, check  the check box to display username - OR - Uncheck  to display the user's display name.
- In the **Default Value** text box, enter the default value for this field. When creating a new row this value will automatically be selected or entered.
- In the **Help Text** text box, enter a help message to assist users when they add and manage data for this column.

["Configuring User Profile Link Settings"](#). to configure additional settings for this column type.

**Advanced Column Options- Staff**

**List of Values**

Drop Down List  Radio Button List (vertical)  RBL (horizontal)

**Caption options**

**Show user's username instead of his displayname**

**Default Value**

**Help Text:**

Setting the Advanced Options for a User Profile Link column

**Edit User Defined Table**

**User Profile:**

\*required

The Link to User's Profile column as displayed on the Edit Record page




List								Staff
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time
Mrs	Joanne Artine	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	3/1/2011	Potential instore distributor for Australasia.	10	Julie
Ms	Jill Hill	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	3/1/2011	OpMrs Joy to work with Jill on providing work opportunities for Nepalese village.	15	Julie
Mr	Ali Smith	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>	4/1/2011	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	25	Raj
Ms	Anushka DeSilva	<input checked="" type="checkbox"/>	<a href="#">Send Email</a>	<a href="#">Website</a>		Contact regarding supply of organic cotton and dyes.	10	Raj

The User Profile field displayed in a List

## Column Settings

### Configuring Image Column Settings


How to set the width or height of images displayed in the image columns of a list created using the Form & List module.


1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. **Maximize**  the **Column Settings** section.
3. At **Settings for Image Columns** set one of the following options:
  - In the **Image Width** text box, enter the width that images are displayed in image column. Larger or smaller images will be scaled accordingly.

- In the **Image Height** text box, enter the height that images are displayed in image column. Larger or smaller images will be scaled accordingly. If the Image Width field is set it will override this field rather than both dimensions being used.

4. Click the [Save Configuration and Return](#) link to save this setting and return to the module.

**Settings for Image Columns:**




 **Image Width:**  px


 **Image Height:**  px

Configuring Image Column Settings


### Configuring URL Column Settings


How to set URL columns in the Form & Lists module to display in the same or a new Web browser window.


1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. **Maximize**  the **Column Settings** section.
3. At **Settings for URL Columns**, set the following:
  - a. At **Show "Open Link in new Browser Window"?** check  the check box open URL links in a new Web browser window - OR - Uncheck  the check box to display in the same window.
  - b. At **Force Download**, check  the check box to force the download of the resource - OR - Uncheck  the check box for optional download.
  - c. At **Url Optimization**, select from these options:
    - **Track Number Of Times URL's Are Clicked:** Select to enable the Link Click log for URL's. Note: Tracking numbers only apply for new or updated URL's.
    - **Search Engine Friendly:** Select to use search engine friendly URL's. This is the default option.
4. Click the [Save Settings and Return](#) link to save this setting and return to the module.

 **More Column Settings**

**Settings for URL Columns:**

 **Show "Open Link in new Browser Window"?**



 **Force Download**


 **Url Optimization**  Track Number Of Times Urls Are Clicked  Search Engine Friendly

Configuring URL Column Settings for the Form & List Module


### Configuring User Profile Link Settings


How to configure the optional setting for user profile links in a list on the Form & List module.


1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.

2. **Maximize**  the **Column Settings** section.
3. At **Settings for User Profile Links** set the following options:
  - a. At **Open in New Window**, check  the check box to open the profile in a new Web browser window - OR - Uncheck  the check box to open the profile in the same window.
  - b. At **User Link Caption** select from the following options to set which name to display as the link to User Profile:
    - **Display Name**
    - **User Name**
  - c. At **Add to CreatedBy/UpdatedBy?**, check  the check box to add a link to the user's profile on both the Created By and Updated By columns - OR - Uncheck  the check box for no link.
4. Click the Save Configuration and Return link to save these settings and return to the module.

**Settings for User Profile Links:**

 **Open in new window?**

 **User Link Caption:**  Display Name  User Name




 **Add to CreatedBy/UpdatedBy?**

Configuring User Profile Link Settings

## Email Settings

### Setting Email Settings

How to set the email settings for forms or lists on the Form & List module. Note:

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **Page Related Settings** section.
3. At **Enable Email Settings**, check  the check box. This displays the **Email Settings** section at the bottom of this page.
4. **Maximize**  the **Email Settings** section.
5. In the **To** text box, enter one or more email addresses, separated by semicolon ";" or enclosed in [brackets]. You may enter the column Title name for column types Email, Created By, Changed By, or User Link. E.g. admin@domain.com;[Created By];[-Secondary Email].
6. In the **CC** text box, enter each email address to be sent a 'carbon copy' of this message. See To field for more details.
7. In the **BCC** text box, enter each email address to be sent a 'blind carbon copy' of this message. See To field for more details.
8. In the **Reply To (Overrides Default)** text box, enter the email address that you want any replies to the notification messages to be sent to. Leave this field blank to use the Portal Administrator email address. **See "Setting the Primary Administrator".**
9. In the **From (Overrides Default)** text box, enter the email address to be displayed in the From field of the notification message. Leave this field blank to use the Portal Administrator email address.
10. In the **Email Subject** text box, enter the subject for the notification email.

11. In the **Tracking Message** Editor, enter the body of the notification email message.
12. **Optional.** At **Trigger**, select one or more of the following options to set which actions will trigger a notification email.
  - **On New**, check  the check box if you want to send a notification email when a new record is created.
    - a. **Optional.** In the **On New Text** text box, enter the message to display in the body of the notification email.
  - **On Update**, check  the check box if you want to send a notification email when an existing record is updated.
    - a. **Optional.** In the **On Update Text** text box, enter the message to display in the body of the notification email.
  - **On Delete** check  the check box if you want to send a notification email when an existing record is deleted.
    - a. **Optional.** In the **On Delete Text** text box, enter the message to display in the body of the notification email.
13. At **Email Body Creation**, select from these options:
  - **Auto:** Create the email body on the fly.
  - **XSL-Script:** Email body is created using an XSL script you have created. At Tracking XSL Script, set the link to your XSL file, upload a new file or generate a new XSL Script.
    - i. At **Tracking XSL Script**, set the link to your XSL file, upload a new file or generate a new XSL Script.
14. Click the [Save Configuration and Return](#) link to return to the module.

**Email Settings**

**To:**









**CC:**













**BCC:**
















**Email Subject:**












**Tracking Message:**

**Editor:**  Basic Text Box  Rich Text Editor












Source        





            **B** *I* U abc  $x_2$   $x^2$

Style  Format

Font  Size            

An order for a replacement part has been submitted.



**Trigger:**  On New  On Update  On Delete

**On New Text:**

**On Update Text:**

**On Delete Text:**

**Email Body Creation:**  Auto  XSL-Script



 **Save Configuration and Return**  **Cancel**


Setting Tracking and Notification Settings

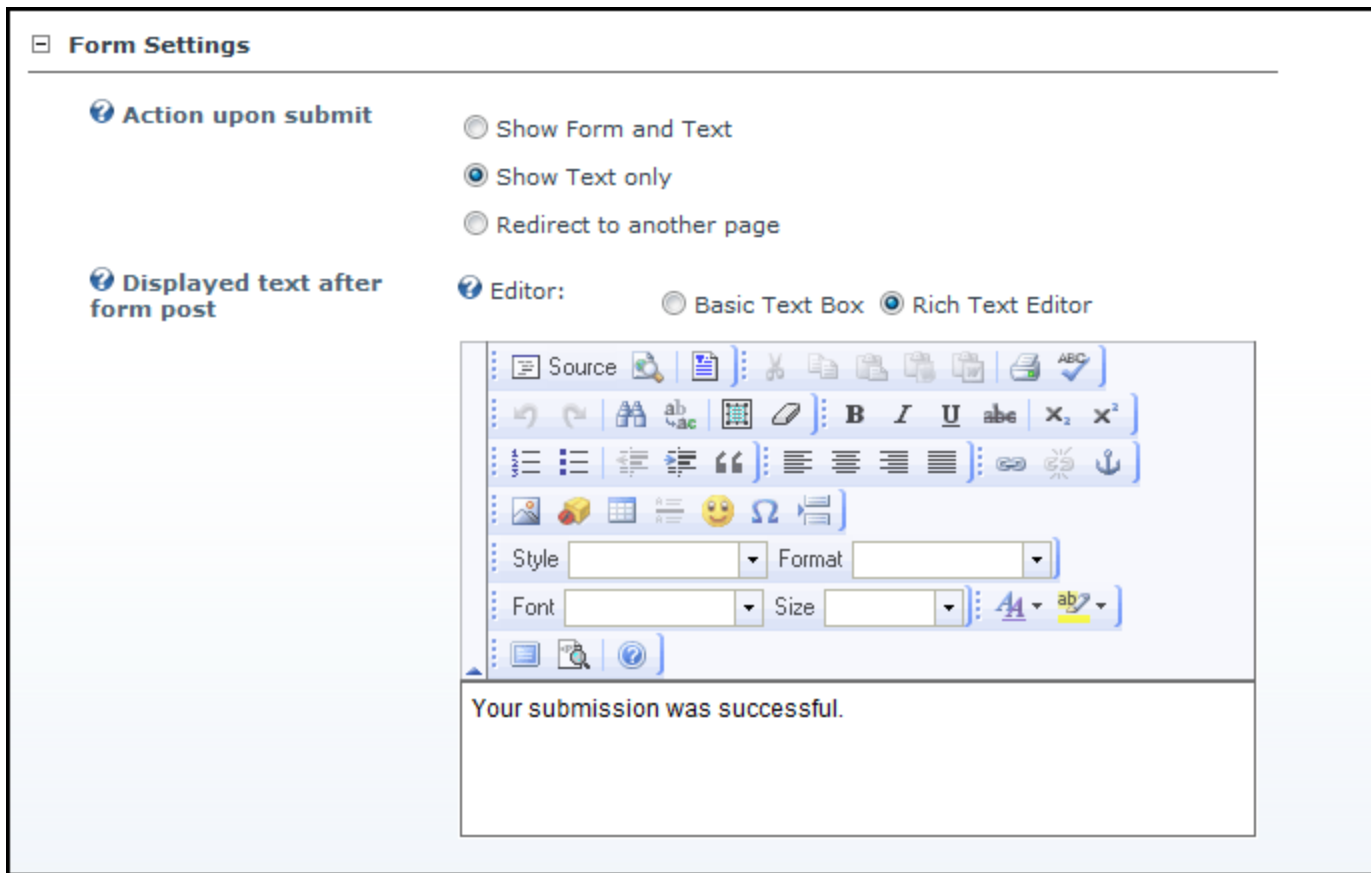
## Form Settings

### Configuring Form Settings

How to configure the optional settings for forms on the Form and List module. This tutorial assumes you have already configured the module as a form. ["Configuring a Form"](#).

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.

2. **Maximize**  the **Form Settings** section and complete these optional settings. If these settings are not configured the default options are applied.
  - a. At **Action Upon Submit** select from these options to set what happens once the form is submitted:
    - **Show Form and Text:** Displays both the form and the text (as entered into the below Editor) on the page.
    - **Show Text only:** Displays the text (as entered into the below Editor) on the page.
    - **Redirect to another page:** Redirects the user to any internal or external page.
      - i. At **Redirect Upon Submit**, set the redirection link. See "[Setting a Page Link](#)", "[Setting a URL Link](#)". or "[Selecting an Existing URL Link](#)".
3. In the **Displayed text after form post** Editor, enter the text to be displayed on form after is has been submitted. This option on not require if Redirect To Another Page is selected.
4. Click the [Save Configuration and Return](#) link to return to the module.







Configuring Form Settings

## List Settings

### Editing Current XSL Script

How to edit the XSL Transformation file of a self-made stylesheet for a list on the Form & List module. This tutorial assumes you have created a stylesheet and set it for this module. "[Rendering a List using Self Made Stylesheets](#)".

1. Select  **Edit Current XSL Script** from the Form and List module actions menu. This opens the Token Based XSLT Generator and Editor page.
2. **Optional. Maximize**  **the 1. Edit HTML Template** section to edit the HTML template for this XSL file.
  - a. **Maximize**  **the List View** section to view the HTML of the XSL file you are editing. Complete the following to edit the file:
    - i. At **List Type**, select the layout for the content. The following options are available:
      - **Table**: Renders all records inside a single table.
      - **Division**: Renders each record inside its own div tag. E.g. < div >
      - **Paragraph**: Renders each record inside its own paragraph tag. E.g. < p >
      - **Ordered List**: Renders each record inside its own list item tag. E.g. < li >
      - **Unordered List**: Renders each record inside its own list item tag. E.g. < li >
      - **Nothing**: Renders all records separated by the delimiter (as selected at Delimiter below.)
    - ii. In the **Delimiter** text box, view/edit the characters or tags used as a column delimiter. The default value is a semi-colon ( ; ). This is the only option when Table is selected as the List Type.
    - iii. At **Available Fields and Context**, insert one or more fields or columns as follows:
      1. To insert a field:
        - a. Click inside the Text Box where you want to insert the field.
        - b. Select a UDT field from the drop-down list.
        - c. Click the Insert link.
      2. To insert a column:
        - a. Click inside the Text Box where you want to insert the field.
        - b. Select a UDT field from the drop-down list.
        - c. Click the Insert Column link. This option is only enabled when Table is selected as the List Type.
    - iv. **Maximize**  **the Options** section, complete the following optional settings:
      1. **Optional. At Add Sorting Support to the Style Sheet**, check  the check box to sort displayed records according to sort column and direction specified on the Form & List Configuration page.
      2. **Optional. At Add Paging Support to the Style Sheet**, check  the check box to add a pager for the displayed list. Page size is specified on the Form & List Configuration page.
      3. **Optional. At Add Search Box to the Style Sheet**, check  the check box to add a text box above the displayed list, where users can enter a text to search for in the records.



4. **Optional.** At **Add Detail View**, check  the check box to add a link to an additional Detail View, showing the columns of the current record only. This displays the current layout of the Detail View page. You can manually edit the information or perform the following edit tasks:

- a. To insert a new field:
  - i. Click inside the Text Box where you want to insert the field.
  - ii. At **Available Fields and Content**, select the field you wish to insert.
  - iii. Click the Insert link.
- b. To restore the default Detail View template:
  - i. Click the Rebuild link to the left.

- b. Click the **Generate from HTML Template** button.

5. **Optional.** In the **2. Edit XSLT Script** section, view and edit the XSLT script if required.

6. Go to the **3. Save File** section.

- a. **Optional.** In the **File Name** text box, enter a new file name if you want to create a new file rather than editing this one.

7. Click the Save File and Return link.

- a. If you didn't change the File Name you will be asked to confirm that you want to override the existing file. Select from these options:

- **Yes:** Select to override the existing file.
- **No:** Select to return to the page to create a new file as follows:

1. In the File Name text box, enter a new file name.

- b. Click the Back link to return to the module.





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*Tip: Click the Rebuilt link located in the 1. Edit HTML Template section to rebuild the HTML template if required. Note: All changes will be lost.*

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### Editing the XSLT of a Self-Made Stylesheet

How to edit the XSL Transformation file of a self-made stylesheet for a list on the Form & List module. This tutorial assumes you have created a stylesheet and set it for this module. "**Rendering a List using Self Made Stylesheets**".

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **List Settings** section.
3. At **XSL Script**, click the Edit link. This displays the Token Based XSLT Generator and Editor page.
4. **Optional.** **Maximize**  the **1. Edit HTML Template** section to edit the HTML template for this XSL file.
  - a. **Maximize**  the **List View** section to view the HTML of the XSL file you are editing. Complete the following to edit the file:
    - i. At **List Type**, select the layout for the content. The following options are available:

- **Table:** Renders all records inside a single table.
  - **Division:** Renders each record inside its own div tag. E.g. <div>
  - **Paragraph:** Renders each record inside its own paragraph tag. E.g. <p>
  - **Ordered List:** Renders each record inside its own list item tag. E.g. <li>
  - **Unordered List:** Renders each record inside its own list item tag. E.g. <li>
  - **Nothing:** Renders all records separated by the delimiter (as selected at Delimiter below.)
- ii. In the **Delimiter** text box, view/edit the characters or tags used as a column delimiter. The default value is a semi-colon (;). This is the only option when Table is selected as the List Type.
- iii. At **Available Fields and Context**, insert one or more fields or columns as follows:
1. To insert a field:
    - a. Click inside the Text Box where you want to insert the field.
    - b. Select a UDT field from the drop-down list.
    - c. Click the Insert link.
  2. To insert a column:
    - a. Click inside the Text Box where you want to insert the field.
    - b. Select a UDT field from the drop-down list.
    - c. Click the Insert Column link. This option is only enabled when Table is selected as the List Type.
- iv. **Maximize**  the **Options** section, complete the following optional settings:
1. **Optional.** At **Add Sorting Support to the Style Sheet**, check  the check box to sort displayed records according to sort column and direction specified on the Form & List Configuration page.
  2. **Optional.** At **Add Paging Support to the Style Sheet**, check  the check box to add a pager for the displayed list. Page size is specified on the Form & List Configuration page.
  3. **Optional.** At **Add Search Box to the Style Sheet**, check  the check box to add a text box above the displayed list, where users can enter a text to search for in the records.
  4. **Optional.** At **Add Detail View**, check  the check box to add a link to an additional Detail View, showing the columns of the current record only. This displays the current layout of the Detail View page. You can manually edit the information or perform the following edit tasks:
    - a. To insert a new field:
      - i. Click inside the Text Box where you want to insert the field.
      - ii. At **Available Fields and Content**, select the field you wish to insert.
      - iii. Click the Insert link.
    - b. To restore the default Detail View template:

- i. Click the [Rebuild](#) link to the left.
  - b. Click the **Generate from HTML Template** button.
5. **Optional.** In the **2. Edit XSLT Script** section, view and edit the XSLT script if required.
6. Go to the **3. Save File** section.
  - a. **Optional.** In the **File Name** text box, enter a new file name if you want to create a new file rather than editing this one.
7. Click the [Save File and Return](#) link.
  - a. If you didn't change the File Name you will be asked to confirm that you want to override the existing file. Select from these options:
    - **Yes:** Select to override the existing file.
    - **No:** Select to return to the page to create a new file as follows:
      1. In the File Name text box, enter a new file name.
  - b. Click the [Save Configuration and Return](#) link to continue.



---

*Tip: Click the [Rebuilt](#) link located in the **1. Edit HTML Template** section to rebuild the HTML template if required. Note: All changes will be lost.*

---

#### **Generating a New XSL Transformation for a self made stylesheet**

How to generate a new User Defined XSL Transformation file for a self made stylesheet for the Form & List module.

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **List Settings** section.
3. At **Rendering Method**, select **XSLT using self made stylesheets**.
4. At **XSL Script**, click the [Generate New](#) link. This opens the Token Based XSLT Generator and Editor page.

5. Go to the **1. Edit HTML Template** section. The text box displays the HTML for a table which includes an Edit Link and each of the columns which have added to the table.

Token Based XSLT Generator and Editor

Hidden Columns Help

### 1. Edit HTML Template

List View

List Type: Table Rebuild

Delimiter: [ ]

Available Fields and Context: UDT:EditLink Insert Insert Column

```
<table>
<tr class="normal">
<td>[UDT:EditLink]</td>
<td>[Name]</td>
<td>[Age_UDT_Value]</td>
<td>[Date of Birth_UDT_value]</td>
</tr>
</table>
```

Options

Generate from HTML Template

### 2. Edit XSLT Script

### 3. Save File

Back

6. In the **List View section**, complete the following to edit the displayed HTML to create your custom XSL transformation:
- At **List Type**, select the layout for the content. The following options are available:
    - Table**: Renders all records inside a single table.
    - Division**: Renders each record inside its own div tag. E.g. < div >
    - Paragraph**: Renders each record inside its own paragraph tag. E.g. < p >

- **Ordered List:** Renders each record inside its own list item tag. E.g. <li >
  - **Unordered List:** Renders each record inside its own list item tag. E.g. <li >
  - **Nothing:** Renders all records separated by the delimiter (as selected at Delimiter below.)
- b. In the **Delimiter** text box, view/edit the characters or tags used as a column delimiter. The default value is a semi-colon (;). This is the only option when Table is selected as the List Type.
- c. At **Available Fields and Context**, insert one or more fields or columns as follows:
- To insert a field:
    1. Click inside the Text Box where you want to insert the field.
    2. Select a UDT field from the drop-down list.
    3. Click the [Insert](#) link.
  - To insert a column:
    1. Click inside the Text Box where you want to insert the field.
    2. Select a UDT field from the drop-down list.
    3. Click the [Insert Column](#) link. This option is only enabled when Table is selected as the List Type.

### 1. Edit HTML Template

---

**List View**


**List Type:** Table [Rebuild](#)

**Delimiter:** ;

**Available Fields and Context:** Context:DisplayName [Insert](#) [Insert Column](#)

---

```
<table>
<tr class="normal">
<td>[UDT:EditLink]</td>
<td>[Created by]</td>
<td>[Context:DisplayName]</td>
<td>[Name]</td>
<td>[Age_UDT_Value]</td>
<td>[Date of Birth_UDT_Value]</td>
</tr>
```

7. **Optional. Maximize**  the **Options** section, complete the following optional settings:
- Optional. At Add Sorting Support to the Style Sheet**, check  the check box to sort displayed records according to sort column and direction specified in Manage User Defined Table.
  - Optional. At Add Paging Support to the Style Sheet**, check  the check box to add a pager for the displayed list. Page size is specified in Manage User Defined Table.

- c. **Optional.** At **Add Search Box to the Style Sheet**, check  the check box to add a text box above the displayed list, where users can enter a text to search for in the records.
- d. **Optional.** At **Add Detail View**, check  the check box to add a link to an additional Detail View, showing the columns of the current record only. This displays the current layout of the Detail View page. You can manually edit the information or perform the following:
  - i. To insert a new field:
    - 1. Click inside the Text Box where you want to insert the field.
    - 2. At **Available Fields and Content**, select the field you wish to insert.
    - 3. Click the Insert link.
  - ii. To restore the default Detail View template:
    - 1. Click the Rebuild link to the left.

8. Click the **Generate from HTML Template** button.

**Detail View**

**Available Fields and Context:** UDT:EditLink [Insert](#) [Rebuild](#)

```
[UDT:ListView][UDT:EditLink]
<table>
<tr>
<td class="normalBold">Name</td>
<td class="normal">[Name]</td>
</tr>
<tr>
<td class="normalBold">Age</td>
<td class="normal">[Age_UDT_Value]</td>
</tr>
<tr>
<td class="normalBold">Date of Birth</td>
<td class="normal">[Date of Birth_UDT_Value]</td>
</tr>
```

**Options**

- Add Sorting Support to the Style Sheet:
- Add Paging Support to the Style Sheet:
- Add Search Box to the Style Sheet:
- Add Detail View:

**Generate from HTML Template**

9. **Optional.** In the **2. Edit XSLT Script** section, view and edit the XSLT script if required.

```
2. Edit XSLT Script

<?xml version="1.0" encoding="UTF-8"?>
<xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform"
xmlns:udt="DotNetNuke/UserDefinedTable">
<xsl:output method="xml" indent="yes" omit-xml-declaration="yes" />
<!--
This prefix is used to generate module specific query strings
Each querystring or form value that starts with udt_{ModuleId}_param
will be added as parameter starting with param
-->
<xsl:variable name="prefix_param">udt_<xsl:value-of
select="//udt:Context/udt:ModuleId" />_param</xsl:variable>
<xsl:template match="udt:Data" mode="list">
<tr class="normal">
<td>
<xsl:call-template name="EditLink" />
</td>
<td>
<xsl:value-of select="udt:Title" disable-output-escaping="yes" />
</td>
<td>
<xsl:value-of select="udt:Age_UDT_Value" disable-output-escaping="yes" />
</td>
<td>
<xsl:value-of select="udt:Changed_x0020_at_UDT_Ticks" disable-output-escaping="yes" />
</td>
</tr>
</xsl:template>
<xsl:template match="//udt:UserDefinedTable">
```

10. Go to the **3. Save File** section.

- a. In the **File Name** text box, enter a file name.
- b. Click the Save File and Return link.

```
3. Save File

Folder Name: 
File Name:  Save File and Return
Back
```

11. Click the Save Configuration and Return link to return to the module.

---

*Tip: Click the Rebuilt link in the 1. Edit HTML Template section to rebuild the HTML template if required. Note: All changes will be lost.*

User Defined Table						
	J. Abrahams	Joseph Kooroocheang	Jonah Wright	35	9/4/1973	
	J. Abrahams	Joseph Kooroocheang	Ali Soffel	28	9/4/1980	
	John	Joseph Kooroocheang	Alex Brighton	8	9/4/2000	
	John	Joseph Kooroocheang	Julia Brighton	10	1/1/1998	

[Add New Record](#)

The new user defined XSL transformation

### Rendering a List using built-in Stylesheets

How to render list using one of the built-in stylesheets on the Forms & Lists module.

1. Select **Form and List Configuration** from the module actions menu - OR - Click the **Form and List Configuration** button.
2. **Maximize** the **List Settings** section.
3. At **Rendering Method**, select **XSLT using built-in stylesheets**.
4. At **XSL Script**, select one of the following designs:
  - **Advanced Table**: Includes search box and detailed view.  
(Image One below shows the Advanced Table, and Image Two shows the detailed view accessed when clicking on the View button)

List								
	Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
	Ms	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50
	Ms	Jill	Hill	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.50
	Mr	Humpty	Dumpty	<a href="#">Contact this person</a>	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50
	Mr	Jack	Sprat	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50
	Ms	Little	Muffett	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnophobia.	10.50
	Mr	Jack	Horner	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50



▼ List ⊖

✎

**Title:** Ms  
**First Name:** Joan  
**Last Name:** Arc  
**Email Address:** [Contact this person](#)  
**Appointment Date/Time:** 2/21/2008 10:00 AM  
**Notes:** Headaches, compulsive behaviour  
**Fee:** 10.50

---


**Changed at:** 2/25/2008 1:54 PM **Changed by:** Administrator Account  
**Created at:** 2/18/2008 5:36 PM **Created by:** Administrator Account

[+ Add New Record](#)   

- **Basic Table** (pictured below): Similar to the default grid table however this table does not have column sorting or paging.

List ⊖


Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Ms	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50
Ms	Jill	Hill	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.50
Mr	Humpty	Dumpty	<a href="#">Contact this person</a>	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50
Mr	Jack	Sprat	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50
Ms	Little	Muffett	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnophobia.	10.50
Mr	Jack	Horner	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50



- **Card View** (pictured below): Records displayed in cards.

List ⊖

Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Ms	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50
Ms	Jill	Hill	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.50
Mr	Humpty	Dumpty	<a href="#">Contact this person</a>	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50
Mr	Jack	Sprat	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50
Ms	Little	Muffett	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnophobia.	10.50
Mr	Jack	Horner	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50



- **Only Own Items** (pictured below): Users can only see their own items.

▼ List

Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee	Created by
Ms	Jill	Hill	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.50	Administrator Account
Mr	Humpty	Dumpty	<a href="#">Contact this person</a>	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50	Administrator Account
Mr	Jack	Sprat	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50	Administrator Account
Ms	Little	Muffett	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnaphobia.	10.50	Administrator Account
Mr	Jack	Horner	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50	Administrator Account
Mrs	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	1/1/2010 12:00 PM	Headaches, compulsive behaviour.	10.50	Marlena Torch

+ Add New Record

- **Transpose** (pictured below): Columns are displayed down the page. Column sorting or paging are disabled.

List

<b>Title</b>	Ms	Ms	Mr	Mr	Ms	Mr	Mrs
<b>First Name</b>	Joan	Jill	Humpty	Jack	Little	Jack	Joan
<b>Last Name</b>	Arc	Hill	Dumpty	Sprat	Muffett	Horner	Arc
<b>Email Address</b>	<a href="#">Contact this person</a>	<a href="#">Contact this person</a>	<a href="#">Contact this person</a>	<a href="#">Contact this person</a>	<a href="#">Contact this person</a>	<a href="#">Contact this person</a>	<a href="#">Contact this person</a>
<b>New Patient</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Appointment Date/Time</b>	2/21/2008 10:00 AM	2/29/2008 10:00 AM	2/29/2008 10:15 AM	1/1/2008 12:00 PM	1/1/2008 12:00 PM	1/1/2008 12:00 PM	1/1/2010 12:00 PM
<b>Notes</b>	Headaches, compulsive behaviour	Minor head injury from a fall	Broken shell	Digestive difficulties.	Arachnaphobia.	Enter patient notes.	Headaches, compulsive behaviour.
<b>Fee</b>	10.50	10.50	10.50	10.50	10.50	10.50	10.50

+ Add New Record

5. **Optional.** Click the [Show XSL source code](#) link to view the source code for the selected file.
6. Click the [Save Configuration and Return](#) link to update these settings and return to the module.

☰ List Settings

---

**Rendering Method:**

Default Grid Table

XSLT using built-in stylesheets

XSLT using self made stylesheets




**XSL script:**  ▼


[Show XSL source code](#)


Setting the rendering method

### Rendering a List using Self Made Stylesheets


How to render a list using a stylesheet you have created on the Forms & Lists module.

1. Select  **Form and List Configuration** from the module actions menu - OR - Click the **Form and List Configuration**  button.
2. **Maximize**  the **List Settings** section.
3. At **Rendering Method**, select **XSLT using self made or generated stylesheets**.
4. At **XSL Script**, set the link to your XSLT file. See "[Setting a File Link](#)".
5. Click the [Save Configuration and Return](#) link to update these settings and return to the module.

 **List Settings**

 **Rendering Method:**


Default Grid Table  
 XSLT using self made or generated stylesheets  
 XSLT using built-in stylesheets

 **XSL script:**

**File Location:**

**File Name:**





**Upload New File**

**Edit**  **Generate New**

Rendering a List using Self Made Stylesheets

### Rendering a List using the Default Grid Table

How to set the layout and design of a list using one of the included designs on the Forms & Lists module

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. **Maximize**  the **List Settings** section.
3. At **Rendering Method**, select **Default Grid Table**. This displays the CSS Classes field.
4. **Optional. Maximize**  the **Grid Table Settings** section and set any of these optional settings:
  - a. At **CSS Classes**, select the CSS classes to be used. Two options are provided:
    - **"Normal UDT\_Table\*"**: This is the default table layout.
    - **"DataGrid\_\***: This table uses a smaller font and row color alternates from black to red.
    - **YUI DataTable Styled**: This table displays borders.
5. Click the [Save Configuration and Return](#) link.

**List Settings**

**Rendering Method:**

Default Grid Table

XSLT using self made or generated stylesheets

XSLT using built-in stylesheets

**CSS Classes :**

"Normal UDT\_Table\*" ▼

"Normal UDT\_Table\*" ▼




"DataGrid\_\*" ▼

YUI DataTable Styled ▼

Setting the List Design using Default Grids

### Setting List Search and Filter Options

How to set the list searching and filtering options for the Forms & Lists module.

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. **Maximize**  the **List Settings** section.
3. Go to the **Search and Filter Options** section.
4. In the **Filter Statement** text box, enter a Boolean filter expression which a record must match to be displayed. Use SQL syntax with WHERE clauses. If your column name has spaces or special characters in it, surround the field name with [brackets]. Tip: Click the [Available Tokens Help](#) or [Hidden Columns Help](#) links for a current list of available tokens or hidden column details.
5. At **Show Search Box**, select from these options:
  - Check  the check box display a search box which enables users to search the data within any searchable column. Searches can be made on all or one column and can be set to Contain, Start With, End With, or Equal the search criteria. Checking this option enables the following optional settings:
    - a. **Optional.** At **Simple Search**, check  the check box to use a simple search box - OR - Uncheck  the check box to use the standard Search Box.
    - b. **Optional.** At **Show No Records Until Search**, check  the check box to hide all records until a successful search has been made - OR - Uncheck  the check box to display records by default.
    - c. **Optional.** At **Search URL Paths**, check  the check box to include URL paths in search results - OR - Uncheck  the check box to disable.
  - Uncheck  the check box to disable the search box.
6. In the **Records Returned** text box, enter a number between 1 and 1000 to set the maximum number of records displayed according to the sorting applied. Leave this field blank to return an unlimited number of records.
7. Click the [Save Configuration and Return](#) link.

**Search and Filter Options**

**Filter statement:**

**Available Tokens** [Help](#) [Hidden Columns](#) [Help](#)

**Show Search Box:**

**Simple Search:**

**Show no records until Search:**

**Search URL Paths:**

**Records Returned:**

Enabling the list search box

**List** ⊖

**Search** ?



Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Ms	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50 \$
Ms	Jill	Hill	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall	10.50 \$
Mr	Humpty	Dumpty	<a href="#">Contact this person</a>	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50 \$
Mr	Jack	Sprat	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50 \$
Ms	Little	Muffett	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnophobia.	10.50 \$
Mr	Jack	Horner	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50 \$
Mrs	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	1/1/2010 12:00 PM	Headaches, compulsive behaviour.	10.50 \$

List with Simple Search

### Setting List Sorting Options

How to set the default sort order and direction of list records in the Forms & Lists module.


1. Select **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration** button.
2. **Maximize** the **List Settings** section.
3. At **Sort Column**, select a column title from the drop-down box to set the column list record are sorted by - OR - Select **Not Specified** to sort records in the order they are entered.
4. At **Sort Direction**, select from these options:


- **Ascending:** Sorts records in ascending order. E.g. Z-A. This displays the Ascending  button beside the title of the sort column.
- **Descending:** Sorts records in ascending order. E.g. A-Z. This displays the Descending  button beside the title of the sort column.


5. At **Paging**, select from these options from the drop-down box:

- **<no paging>**: Select to disable paging. All records will be displayed on one page.
- **5 - 50**: Select the number of records to be displayed per page.

**Sorting Options**


 **Sort Column:**

 **Sort Direction:**

 **Paging:**


6. Click the [Save Configuration and Return](#) link to update these settings and return to the module.

**List** ⊖

**Search** 

Title <sup>▲</sup>	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Mr	Humpty	Dumpty	<a href="#">Contact this person</a>	<input type="checkbox"/>	2/29/2008 10:15 AM	Broken shell	10.50 \$
Mr	Jack	Sprat	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.	10.50 \$
Mr	Jack	Horner	<a href="#">Contact this person</a>	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.	10.50 \$
Mrs	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	1/1/2010 12:00 PM	Headaches, compulsive behaviour.	10.50 \$
Ms	Joan	Arc	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50 \$



Page 1 of 2 First Previous [1] **2** Next Last



Setting column sorting and direction

### Creating a Form

How to add one or more fields to create a form on the Form & List module. This topic assumes you have already configured the module as a form. [See "Configuring a Form"](#).

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **Data Table Setup** section.
3. Click the [Add New Column](#) link to add a new column.

4. In the **Title** text box, enter a title for the column. Note: Column titles are listed across the top of the table.
5. At **Type**, select the type of data that can be entered into and displayed for the field. The following options are available:
  - **Calculated Column**: Requires an expression to be entered. See ["Advanced Calculated Column Options"](#)
  - **Currency**: Enter and display a currency amount. E.g. 9.00 GBP. See ["Setting the Payment Processor for Portal Hosting"](#)
  - **Date**: Display a selected date. E.g. 6/30/2006
  - **Date and Time**: Displays a selected date and an entered time. E.g. 6/30/2006 9:00 AM
  - **Decimal**: Enter and display a decimal number. E.g. 8.25
  - **Download**: Select and display a file for download.
  - **Email**: Enter and display a valid email address. E.g. john.doe@domain.com
  - **Image**: Displays an image that has been uploaded to the web site.
  - **Integer**: Enter and display a whole number. E.g. 8
  - **Link to User's Profile**: Enter a username of a member of the site to display their name and a link to their user profile.
  - **Look-Up**
  - **Rich Text (Html)**: Enter and display any keyboard characters into the RTE. This field was not working at the time of writing.
  - **Separator**: Displays a separator line.
  - **Text**: Enter and display any keyboard characters. This is the default option
  - **Time**: Display an entered time. E.g. 12:30 PM
  - **True/False**: Enter and display a true or false statement. E.g. False.
  - **URL**: Enter and display a valid URL. E.g. http://www.domain.com
5. **Optional**. At **Required**, select from the following options:
  - Check  the check box to set the field as mandatory.
  - Uncheck  the check box to set the field as optional. This is the default setting.
6. **Optional**. At **Display on List**, select from the following options:
  - Check  the check box if this column is visible on the list. This is the default setting.
  - Uncheck  the check box if the column is only visible to Administrators.
7. **Optional**. At **Restricted Form Field**, select from the following options:
  - Check  the check box if this column is visible to all users. This is the default setting.
  - Uncheck  the check box if the column is only visible to users/roles for Restricted fields as set in permissions. ["Setting Form Permissions"](#).

8. **Optional.** At **Searchable**, select from the following options: (Note: This option is only available for some data types)

- Check  the check box if this column searchable. This is the default setting.
- Uncheck  the check box if the column is not searchable.

9. Click the **Save**  button to the left of these details.


















































10. Repeat Steps 3-9 to add additional columns.

11. Click the [Save Settings and Return](#) link to return to the module.

*Tip: See the Advanced Column Options section for this module for more column options.*

**Data Table Setup**

Specify the "User Defined Table" columns you wish to include in your Form or List.



Title	Type	Required	Display Restricted on List	Form Field	Searchable	
 <input type="text" value="Title"/>	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
  First Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Last Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Email Address	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  New Patient	True/False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		 
  Appointment Date/Time	Date and Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Notes	Rich Text (Html)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Fee	Decimal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Display On List	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Restricted Form Field	Not Display on list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 
 Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Creating a Form

### Creating a List

How to add one or more list columns to the Form & List module. This topic assumes you have already configured the module as a list.

**"Configuring a List".**

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **Schema Definition - Data Table Setup** section.
3. Click the [Add New Column](#) link to add a new column.
4. In the **Title** text box, enter a title for the column. Note: Column titles are listed across the top of the table.
5. At **Type**, select the type of data that can be entered into and displayed for the field. The following options are available:



- **Calculated Column:** Requires an expression to be entered. See "[Advanced Calculated Column Options](#)"
- **Currency:** Enter and display a currency amount. E.g. 9.00 GBP. See "[Setting the Payment Processor for Portal Hosting](#)"
- **Date:** Display a selected date. E.g. 6/30/2006
- **Date and Time:** Displays a selected date and an entered time. E.g. 6/30/2006 9:00 AM
- **Decimal:** Enter and display a decimal number. E.g. 8.50
- **Download:** Select and display a file for download. Note: Link tracking for Download links can be enabled on the Edit Record page.
- **Email:** Enter and display a valid email address. E.g. john.doe@domain.com
- **Image:** Displays an image that has been uploaded to the web site.
- **Integer:** Enter and display a whole number. E.g. 8
- **Link to User's Profile:** Enter a username of a member of the site to display their name and a link to their user profile.
- **Look-Up:**
- **Rich Text (Html):** Enter and display any keyboard characters into the RTE. This field was not working at the time of writing.
- **Separator:** This is a read only field which display the title above a horizontal line. Use this type to separate data and format the layout of your list.
- **Text:** Enter and display any keyboard characters. This is the default option.
- **Time:** Display an entered time. E.g. 12:30 PM
- **True/False:** Enter and display a true or false statement. E.g. False.
- **URL:** Enter and display a valid URL. E.g. <http://www.domain.com>. Note: Link tracking for URL's can be enabled on the Edit Record page.

5. At **Required**, select from the following options:

- Check  the check box to set the field as mandatory.
- Uncheck  the check box to set the field as optional. This is the default setting.

6. **Optional.** At **Display on List**, select from the following options:

- Check  the check box if this column is visible on the list. This is the default setting.
- Uncheck  the check box if the column is only visible to Administrators.

7. **Optional.** At **Restricted Form Field**, select from the following options:

- Check  the check box if this column is visible to all users. This is the default setting.
- Uncheck  the check box if the column is only visible to users/roles for Restricted fields as set in permissions. "[Setting List Permissions](#)".

8. **Optional.** At **Searchable**, select from the following options: (Note: This option is only available for some data types)

- Check  the check box if this column searchable. This is the default setting.
- Uncheck  the check box if the column is not searchable.

9. Click the **Save**  button to the left of these details.

10. Repeat Steps 3-9 to add additional columns.






11. Click the [Save Configuration and Return](#) link to return to the module.

*Tip: See the [Advanced Column Options](#) section for this module for more column options.*

**▼ Form and List Configuration**

**☐ Data Table Setup**


Specify the "User Defined Table" columns you wish to include in your Form or List.



Title	Type	Required	Display on List	Restricted on Form	Searchable	
 Title	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↓
 Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
 Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
 Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
 Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑

Creating a list



### Applying a Template

How to apply a form or list template to a Form & List module which has not yet been configured. This topic assumes one or more form or list templates have been created. **"Saving a Template"**.

1. Add a Form & List module - OR - Go to a Form & List module hasn't been configured.
2. View the available list of forms/lists. Note: If no templates are listed, select  **Scan For New Module Templates** from the module actions menu. This will refresh the templates list to show any newly created templates.
3. Click the [Apply](#) link beside the required template.

**▼ Form and List**  





Name	Description
<b>Apply</b> Contacts List	List for management of business contacts.
<b>Apply</b> Parts Replacement	Form for ordering replacement parts for all products.

Create a new Form or List based on a template from the list above, or design your own in **Form and List Configuration**.  

Applying a Template

### Re-ordering List or Form Columns

How to modify the order of columns in either form or a list created using the Form & List module.







































1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Go to the **Data Table Setup** section.
3. Click the **Up**  button to move a column one position up in the list or form - OR - Click the **Down**  button to move a column one position down in the list or form.
4. Repeat Step 3 until all columns are ordered as desired.
5. Click the Save Configuration and Return link to return to the module.

**▼ Form and List Configuration**

**☰ Data Table Setup**

---

Specify the "User Defined Table" columns you wish to include in your Form or List.

Title	Type	Required	Display on List	Restricted Form Field	Searchable	
  Title	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
  First Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Last Name	Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
  Email Address	Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  New Patient	True/False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		 
  Appointment Date/Time	Date and Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
  Notes	Rich Text (Html)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 
 Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





**Add New Column**

Re-ordering list or form columns

### Editing List or Form Columns

How to edit one or more columns in a list or form created using the Form & List module.

**Warning.** Do not modify the Type field of any column once data has been entered into a list it may cause an error.

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Click the **Edit**  button beside the column to be edited. This enables editing of the column including any advanced column options.
3. Edit columns as required.
4. Click the **Save**  button.






- Repeat Steps 2-4 to edit additional columns.
- Click the [Save Configuration and Return](#) link to return to the module.

**▼ Form and List Configuration**

**☰ Data Table Setup**

---

Specify the "User Defined Table" columns you wish to include in your Form or List.




	Title	Type	Required	Display on List	Restricted Form Field	Searchable	
 <b>X</b>	Title	Text	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↓
	Created by	Created by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
	Created at	Created at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
	Changed by	Changed by	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑ ↓
	Changed at	Changed at	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	↑

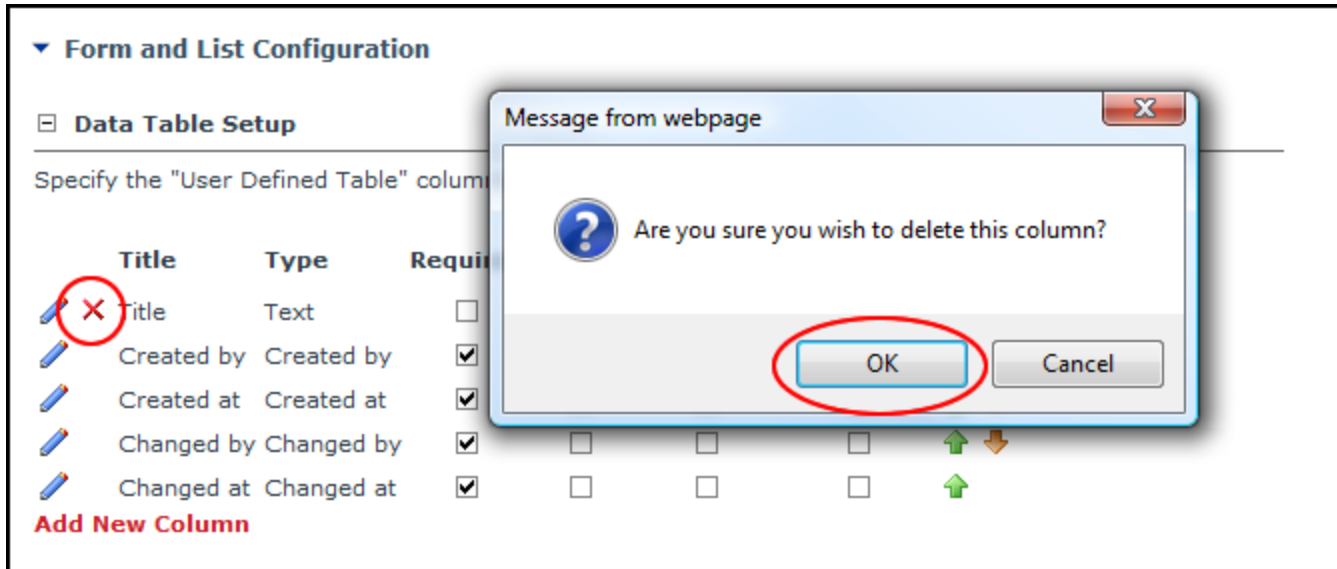
**Add New Column**

Editing list or form columns

### Deleting List or Form Columns

How to delete one or more columns in a list or form created using the Form & List module. When this module is configured as a list, deleting a column permanently deletes both the column and any data entered for that column.

- Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
- Click the **Delete**  button beside the column to be deleted. This displays the message "Are You Sure You Wish To Delete This Column?"
- Click the **OK** button to confirm deletion.
- Repeat Steps 2-3 to delete additional columns.
- Click the [Save Configuration and Return](#) link to return to the module.

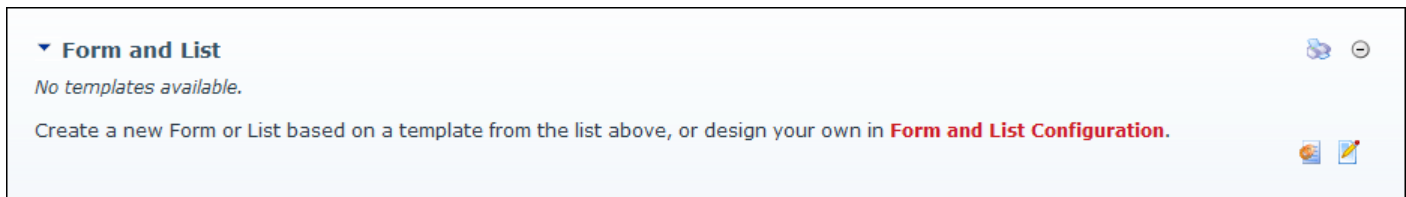


Deleting a column

### Configuring a Form

How to configure the Form and List module as a form. Note: Before configuration, the module displays the message: "No templates available. Create a new Form or List based on a template from the list above, or design your own in Form and List Configuration"

1. Select **Form and List Configuration** from the Form and List module actions menu - OR - Click the Form and List Configuration link on the module - OR - Click the **Form and List Configuration** button.



2. Go to the **Page Related Settings** section.
  - a. At **Appearance**, select from these options:
    - **Form**: Select to display a form. Records entered into the form can be viewed using the Show Records option. [See "Viewing Form Records"](#)  
This displays the following messages: "Please apply also "Create Record/Submit Form" permissions in Module Settings!", and "If the module is collecting confidential data, you should also exclude its data from system wide search." Skip to Step 2C.
    - **Form Above List**: Select to display a form with a list below. Records created using the form are displayed as a list below the form.
    - **Form Below List**: Select to display a form with a list below. Records created using the form are displayed as a list above the form.
  - b. At **List View**, check  the check box to restrict the viewing of the list by Permissions - OR - uncheck if all users who can see the Form can view the list. Note: This setting can be overridden. [See "Setting Form Permissions"](#)
  - c. At **Email**, check to enable email notifications - OR - Uncheck for no notification.

d. At **Form Layout**, select from these options:


- **Html Table**: Select to use HTML tables.
- **DIV and Custom CSS**: Select to use a CSS based edit form.

e. At **Send Buttons**, select from these options:

- **Links**: Select to use Text Links.
- **HTML Buttons (Requires No JavaScript)**: Select to display HTML buttons for "Submit/Cancel".

f. At **Width of Edit Controls**, select from these options:

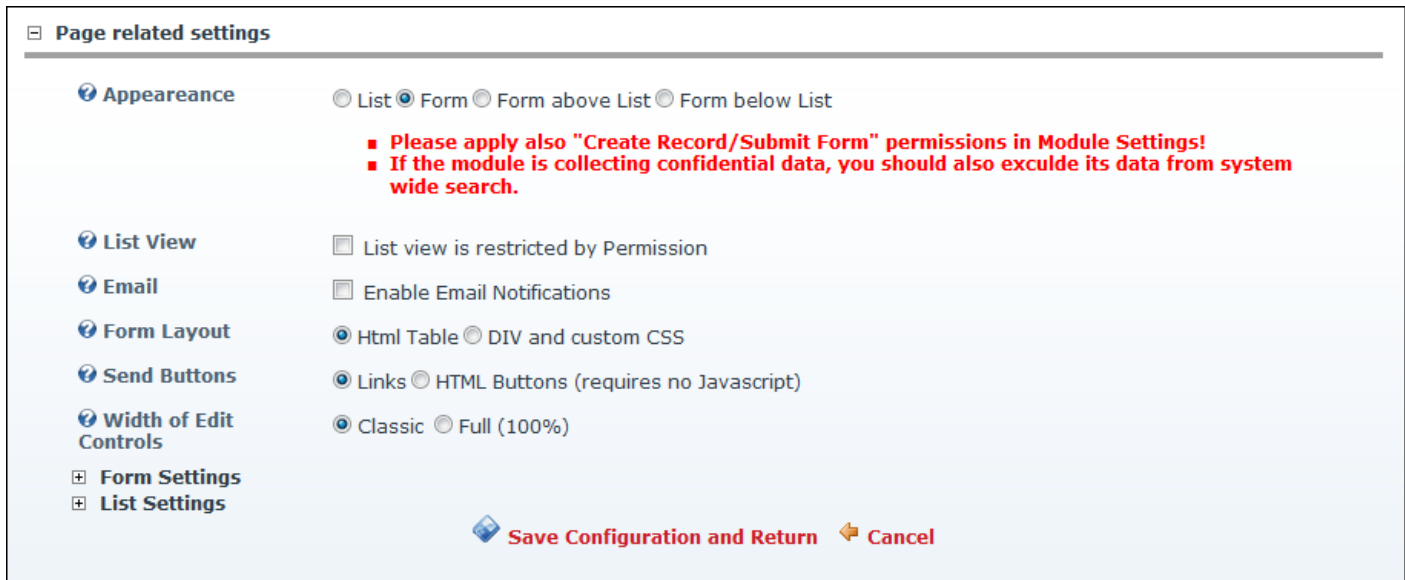
- **Classic**: Displays edit controls as a fixed value.
- **Full (100%)**: Displays edit controls as 100% width.

3. **Optional. Maximize**  the **Form Settings** section and modify settings as required. If these settings are not configured the default options are applied. "[Configuring Form Settings](#)".

4. Click the [Save Configuration and Return](#) link to return to the module. The module now displays Submit and Cancel options.

You must now complete the following:

- Add one or more fields to your form. "[Creating a Form](#)".
- Set which roles/users can submit the form and view form results. "[Setting Form Permissions](#)".



**Page related settings**

**Appearance**  List  Form  Form above List  Form below List

- Please apply also "Create Record/Submit Form" permissions in Module Settings!
- If the module is collecting confidential data, you should also exclude its data from system wide search.


**List View**  List view is restricted by Permission


**Email**  Enable Email Notifications



**Form Layout**  Html Table  DIV and custom CSS

**Send Buttons**  Links  HTML Buttons (requires no Javascript)

**Width of Edit Controls**  Classic  Full (100%)

**Form Settings** 



**List Settings** 



 **Save Configuration and Return**  **Cancel**

Configuring a Form


### Configuring a List



How to configure the Form and List module as a list. Note: Before the Form & List module is configured it displays message: "Create a new Form or List based on a template from the list above, or design your own in [Form and List Configuration](#)."

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the Form and List Configuration link on the module - OR - Click the **Form and List Configuration**  button.

▼ **Form and List**  


*No templates available.*


Create a new Form or List based on a template from the list above, or design your own in **Form and List Configuration**.  


2. Go to the **Page Related Settings** section.
  - a. At **Appearance**, select **List**.
  - b. At **Email**, check  the check box to enable email notifications - OR - Uncheck  the check box for no notification.
  - c. At **Form Layout**, select from these options:
    - **Html Table**: Select to use HTML tables.
    - **DIV and Custom CSS**: Select to use a CSS based layout.
  - d. At **Send Buttons**, select from these options:
    - **Links**: Select to use Text Links.
    - **HTML Buttons (Requires No JavaScript)**: Select to display HTML buttons for "Submit/Cancel".
  - e. At **Width of Edit Controls**, select from these options:
    - **Classic**: Displays edit controls as a fixed value.
    - **Full (100%)**: Displays edit controls as 100% width.
3. **Optional. Maximize**  the **List Settings** section and modify settings as required. If these settings are not configured the default options are applied. "**Configuring Form Settings**".
4. Click the Save Configuration and Return link to return to the module. The module now displays the yellow warning "  There are no columns defined. Setup the module inside the Form and List Configuration."


☐ **Page related settings**


---


 **Appearance**  List  Form  Form above List  Form below List



 **Email**  Enable Email Notifications

 **Form Layout**  Html Table  DIV and custom CSS

 **Send Buttons**  Links  HTML Buttons (requires no Javascript)

 **Width of Edit Controls**  Classic  Full (100%)

 **List Settings**

 **Save Configuration and Return**  **Cancel**

You must now complete the following:

- Set the roles and users who can add and manage list records. "[Setting List Permissions](#)".
- Define the columns for this list. "[Creating a List](#)".




The following additional options are available for configuring a list:

- See the "List Settings" section for full details of the optional settings available for configuring the layout of a list.

### Saving Configuration As Default

How to save the configuration of a form or list which you have created as the default configuration the Forms & Lists module. "Save Configuration as Default" simply copies all TabModuleSettings to ModuleSettings. Form and List enables its real power if you place the (existing) module on several pages. It has no influence on new modules. It is also helpful for templates, as it allows you to store two setups in one template. If you apply a template, the stored settings are applied, though the tabmodulesettings win.

If you add the module also on a second page, the tab module settings are still empty and the saved default wins.

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Select  **Save Configuration As Default** from the Forms & Lists module actions menu. The configuration is now saved as the default.




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*Tip: To use this, add a copy of the Form or List module to a new page. See "[Adding an Existing Module \(Iconbar\)](#)", "[Adding an Existing Module \(RibbonBar\)](#)".*

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### Resetting to the Default Configuration

How to reset the configuration of a form or list to the default configuration on the Forms & Lists module.

1. Select  **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration**  button.
2. Select  **Reset To Default Configuration** from the Forms & Lists module actions menu. This displays the message "Are You Sure Wish To Reset All Page Related Settings For This Module?"
3. Click the **OK** button.

### All Users



#### Re-ordering List Records

How to re-order list records by column on the Form & List module. Note: This option may not be available for some lists.

1. Click on the linked [\[Column Name\]](#) to reorder list records by that column.

List							 
Title	First Name	Last Name	Email Address	New Contact	Appointment Date/Time	Notes	
Mr	Ali	Smith	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/25/2010 10:15 AM	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.	
Ms	Joanne	Artine	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Potential instore distributor for Australasia.	
Ms	Jill	Hill	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	2/10/2011 10:00 AM	Opportunity to work with Jill on providing work opportunities for Nepalese village.	
Ms	Anushka	DeSilva	<a href="#">Contact this person</a>	<input checked="" type="checkbox"/>	1/13/2010 12:00 PM	Contact regarding supply of organic cotton and dyes.	





Tip: An **Up** (ascending)  or **Down** (descending)  arrow is displayed beside the selected sort column and indicates the sorting order. Click the [Column Name] link a second time to reverse the order.

## Form Editors

### Viewing Form Records

How to view records which have been submitted to a form created using the Form & List module.

1. Select  **Show Records** from the Form & List module actions menu.
2. Click the  **Show Form** link to return to the module.




	Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
	Ms	Joan	Arc	<a href="#">Contact this person</a>		2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50 \$
	Ms	Jill	Hill	<a href="#">Contact this person</a>		2/29/2008 10:00 AM	Minor head injury from a fall	10.50 \$
	Mr	Humpty	Dumpty	<a href="#">Contact this person</a>		2/29/2008 10:15 AM	Broken shell	50.00 \$
	Mr	Jack	Sprat	<a href="#">Contact this person</a>		1/1/2008 12:00 PM	Digestive difficulties.	10.50 \$
	Ms	Little	Muffett	<a href="#">Contact this person</a>		1/1/2008 12:00 PM	Arachnophobia.	10.50 \$
	Mr	Jack	Horner	<a href="#">Contact this person</a>		1/1/2008 12:00 PM	Enter patient notes.	10.50 \$

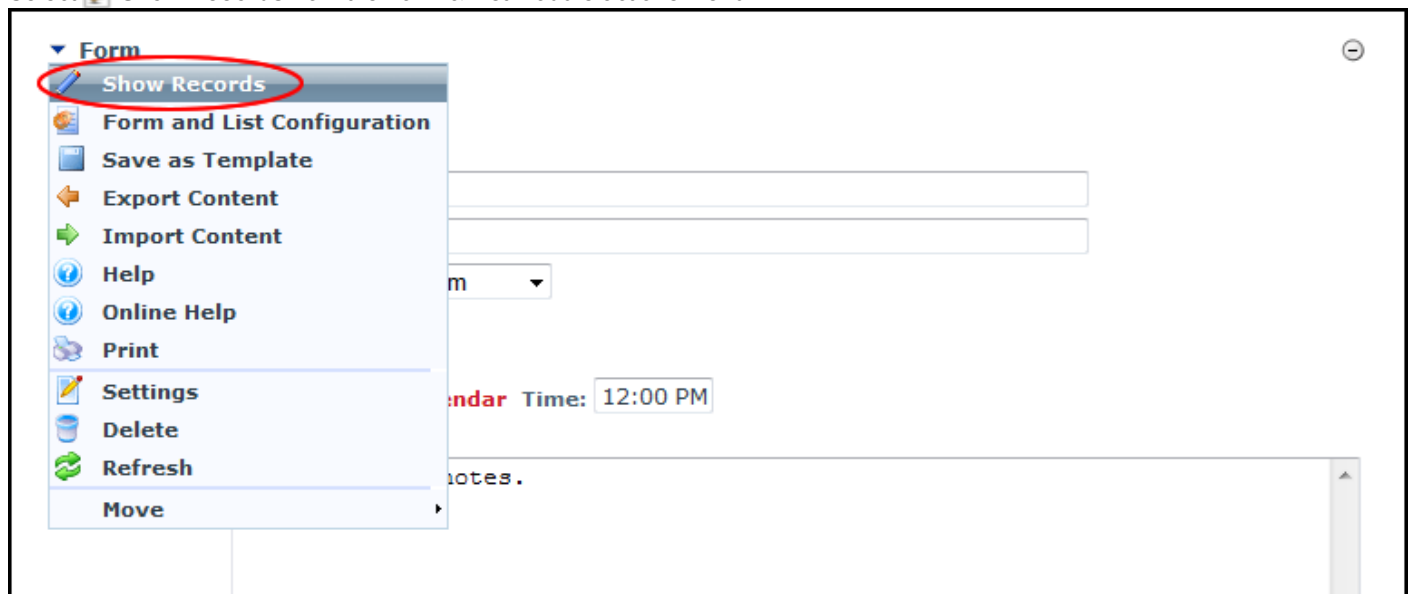
 **Show Form**


Viewing Form Records

### Editing Form Records

How to view and edit records which have been submitted to a form created using the Form & List module.

1. Select  **Show Records** from the Form & List module actions menu.



2. Click the **Edit**  button beside the record to be edited.

3. Edit the record as required.
4. Click the Submit link. This displays the "Your submission was successful." message.

▼ Show Records

	Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
	Ms	Joan	Arc	<a href="#">Contact this person</a>		2/21/2008 10:00 AM	Headaches, compulsive behaviour	10.50 \$
	Ms	Jill	Hill	<a href="#">Contact this person</a>		2/29/2008 10:00 AM	Minor head injury from a fall	10.50 \$
	Mr	Humpty	Dumpty	<a href="#">Contact this person</a>		2/29/2008 10:15 AM	Broken shell	50.00 \$
	Mr	Jack	Sprat	<a href="#">Contact this person</a>		1/1/2008 12:00 PM	Digestive difficulties.	10.50 \$
	Ms	Little	Muffett	<a href="#">Contact this person</a>		1/1/2008 12:00 PM	Arachnophobia.	10.50 \$
	Mr	Jack	Horner	<a href="#">Contact this person</a>		1/1/2008 12:00 PM	Enter patient notes.	10.50 \$

 Show Form

Editing a form record

### List Editors

#### Overview of Data Types

There are a number of different types of data that can be entered into a field when adding a record to a list created using the Form & List module. Here is an overview of these types of data:

- **Calculated Column:** This field permits an ASP.NET developer to write code to display data that is calculated.
- **Currency:** Enter an amount into the text box. The currency type is displayed to the right of the text box. The currency type is set under Admin > Site Settings.
- **Date and Time, Date, or Time:** Date fields display the Calendar link to select a date and time field display a text box to enter the time.  
Any of the below date formats are also acceptable, however I recommend using the Calendar link to avoid confusion:
  - 12 February 2004
  - 12 Feb 2004
  - Feb 12 2004
  - Feb 12, 2004
  - 2/12/2004
  - Any of the below time formats are acceptable and will display as 11:00 PM:
    - 11pm
    - 11:00pm
    - 23:00
- **Decimal:** Whole numbers and numbers with a decimal point can be entered. Numbers containing a decimal point will be rounded up to the nearest two decimal point value. Numbers can be positive, negative or zero. E.g. 8.458 will be displayed as 8.46 on the module however it will display as 8.458 in edit mode.
- **Email:** Any a valid email address can be entered.

- **Image:** Select or upload an image using the Link tool for files.
- **Integer:** Only whole numbers can be entered into an integer field. Numbers can be positive, negative or zero amounts. E.g. 8, -8, 0
- **Text:** Any keyboard characters can be entered into a text field.
- **True/False:** Check the check box to display the **True**  icon - OR - Uncheck the check box to display the **False**  icon.
- **URL:** Select or enter a URL using the Link tool. Any valid URL can be entered or a Page or File selected. Use the UDT settings under Manage User Defined Table to set whether http:// is displayed for URL's.
- **User Profile:** Enter the user's username. E.g. Admin

### Adding a List Record

How to add a record to a list using the Forms & Lists module. The ability to add rows may be restricted.

1. Select [Add New Record](#) from the module actions menu - OR - click the [Add New Record](#) link. This opens the Edit Record page.
2. Enter or select your data. Required fields are denoted by an asterisk ( \* ).
3. Click the [Update](#) link.

▼ Edit User Defined Table

**Title:** \*

**First Name:** \*

**Last Name:** \*

**Contact Email:** \*

**New Patient:** \*

**Appointment Date/Time:** \*  [Calendar](#) **Time:**

**Notes:**



**Fee:** \*  USD

\* required    [Update](#)   [Cancel](#)   [Delete](#)

Adding a record to a list

### Adding a List Record when a Security Code is Required

How to add a record to a list when a security code is required using the Forms & Lists module . Note: The ability to add records may be restricted.

1. Select  **Add New Record** from the module actions menu - OR - click the  Add New Record link. This opens the Edit Record page.
2. Enter or select your data. Required fields are denoted by an asterisk ( \* ).
3. In the **Security Code** text box, enter the code displayed above the text box.
4. Click the Update link.

*Tip: If you cannot read the Security Code, strike the F5 key on your keyboard to view a new code. You should be this before entering your data, as all data will be lost if you strike F5.*

### Edit User Defined Table


<b>Title:</b>	<input type="text" value="Ms"/>
<b>First Name:</b>	* <input type="text" value="Allegra"/>
<b>Last Name:</b>	* <input type="text" value="Gallow"/>
<b>Contact Email:</b>	* <input type="text" value="allie@domain.com"/>
<b>New Patient:</b>	* <input checked="" type="checkbox"/>
<b>Appointment Date/Time:</b>	* <input type="text" value="7/26/2008"/> <a href="#">Calendar</a> <b>Time:</b> <input type="text" value="10:00AM"/>
<b>Notes:</b>	<input type="text"/>
<b>Fee:</b>	* <input type="text" value="50"/> USD
<b>Security Code:</b>	* <div style="border: 1px solid #ccc; padding: 5px; text-align: center; background-color: #0056b3; color: white; font-size: 2em; font-family: cursive;">QdyYty</div> <div style="font-size: 0.8em; margin-top: 5px;">Enter the code shown above:</div> <input style="width: 100%;" type="text" value="QdyYty"/>

\* required [Update](#) [Cancel](#) [Delete](#)







Adding a record to a list when a security code is required





#### Editing a List Record

How to edit a record in a list in the Form & List module. Note: The ability to edit rows may be restricted by users/roles or you may only be able to edit your own records.

1. Click the **Edit**  button beside the record.
2. Edit data as required.
3. Click the Update link.

▼ **Form and List**


	Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes
	Ms	Joan	Arc	Contact this person	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour
	Ms	Jill	Hill	Contact this person	<input type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall
	Mr	Humpty	Dumpty	Contact this person	<input checked="" type="checkbox"/>	2/29/2008 10:15 AM	Broken shell
	Mr	Jack	Sprat	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.
	Ms	Little	Muffett	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnaphobia.
	Mr	Jack	Horner	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.

 **Add New Record**










Editing a list record





**Showing All Data as XML**

How to view the data of a list created using the Form & List module in XML format. This data can be saved and used as required.

1. Select  **Show All Data As XML** from the Form & List module actions menu. This displays the XML data in a new Web browser window.
2. Click the **Back** button on your Web browser to return to the page.

▼ **Form and List**


	Email Address	New Patient	Appointment Date/Time	Notes
	Contact this person	<input checked="" type="checkbox"/>	2/21/2008 10:00 AM	Headaches, compulsive behaviour
	Contact this person	<input type="checkbox"/>	2/29/2008 10:00 AM	Minor head injury from a fall
	Contact this person	<input checked="" type="checkbox"/>	2/29/2008 10:15 AM	Broken shell
	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Digestive difficulties.
	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Arachnaphobia.
	Contact this person	<input type="checkbox"/>	1/1/2008 12:00 PM	Enter patient notes.

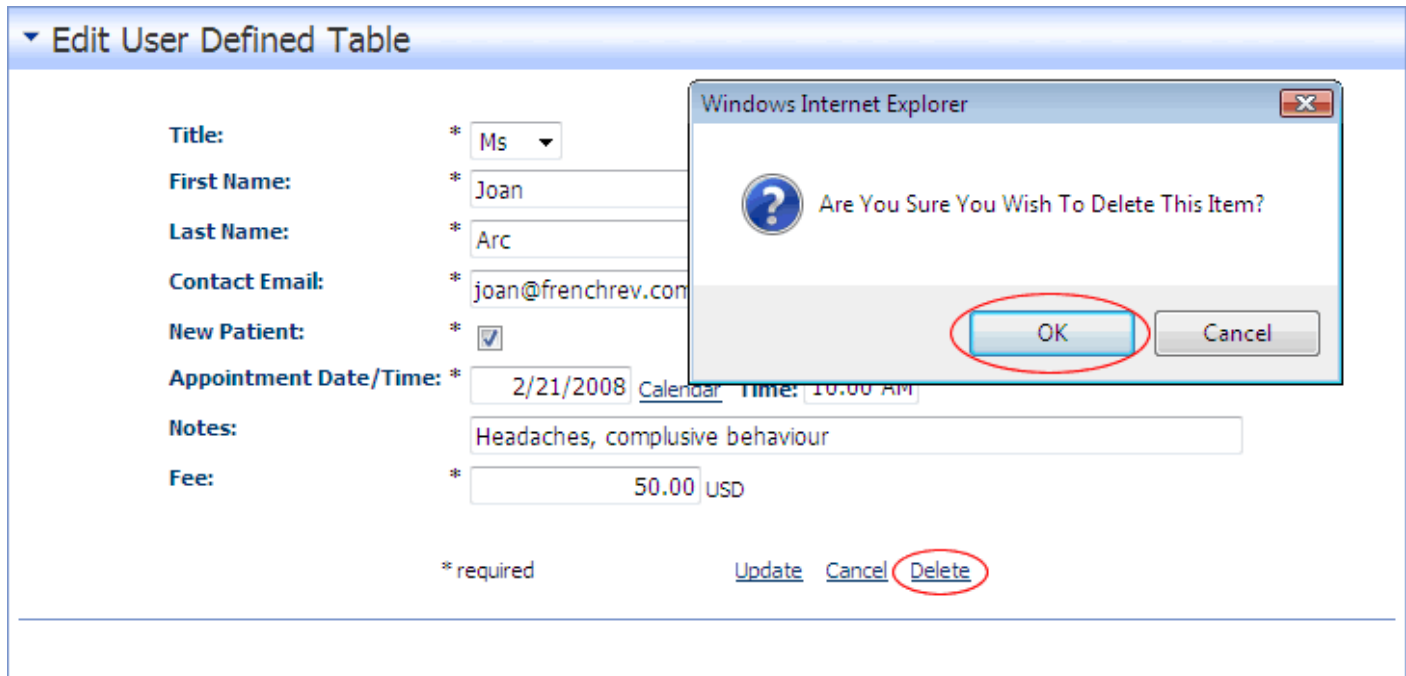
 **Add New Record**




Showing all list data as XML

### Deleting a List Record

How to permanently delete a record from a list on a Form & List module. Note: The ability to delete rows may be restricted by users/roles or you may only be able to delete your own records.

1. Click the **Edit**  button beside the record to be deleted.
2. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button.
4. Repeat Steps 1-3 to delete additional records.



The screenshot shows a web application interface for editing a record. The main form is titled "Edit User Defined Table" and contains several fields: Title (Ms), First Name (Joan), Last Name (Arc), Contact Email (joan@frenchrev.com), New Patient (checked), Appointment Date/Time (2/21/2008, 10:00 AM), Notes (Headaches, compulsive behaviour), and Fee (50.00 USD). A modal dialog box is open over the form, asking "Are You Sure You Wish To Delete This Item?" with "OK" and "Cancel" buttons. The "Delete" button in the form is also circled.

Deleting a list record

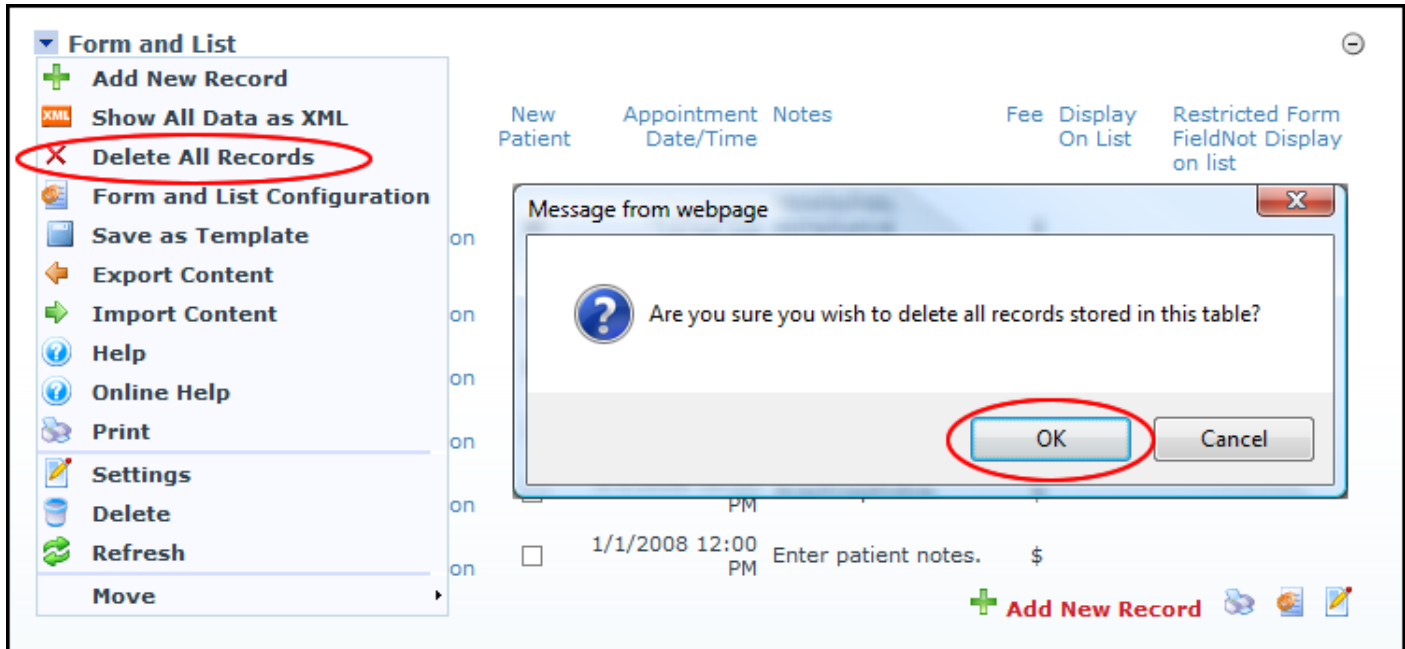
### Deleting All List Records

How to permanently delete all records from a list in the Forms & Lists module.

1. Select **Delete All Records** from the Forms & Lists module actions menu. This displays the message "Are You Sure Wish To Delete All Records Stored In This Table?"
2. Click the **OK** button.
3. **Optional.** Click the **Refresh** button - OR - **F5** key on your keyboard.

---

*Tip: This task can also be performed from the module actions menu on the Form And List Configuration page.*





Deleting all rows

## Settings

### Enabling/Disabling CAPTCHA for Anonymous Users

How to enable the CAPTCHA security field for unauthenticated user who are permitted to manage list records or submit a form on the Form & List module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Form and List Settings** tab.
3. At **Force CAPTCHA control during edit for Anonymous users**, select from the following options:
  - Check  the check box to enable CAPTCHA.
  - Uncheck  the check box to remove CAPTCHA.
4. Click the Update link.

## Form and List Settings

**Help :** In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
  - Force CAPTCHA control during edit for Anonymous users.
  - Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
  - Negate permission/feature "Display All Columns" for Administrators.
  - Hide System Fields even if "Display All Column" permission is set.
  - Negate permission/feature "Edit Also Restricted Columns" for Administrators.
- Max. Records per User:**

Enabling CAPTCHA for anonymous users

### Edit Record

<b>Title:</b>	* <input type="text" value="Mr"/>
<b>First Name:</b>	* <input type="text" value="Humpty"/>
<b>Last Name:</b>	* <input type="text" value="Dumpty"/>
<b>Email Address:</b>	* <input type="text" value="admin@domain.com"/>
<b>New Patient:</b>	* <input type="checkbox"/>
<b>Appointment Date/Time:</b>	<input type="text" value="2/29/2008"/> <b>Calendar</b> Time: <input type="text" value="10:15 AM"/>
<b>Notes:</b>	<input type="text" value="Broken shell"/>
<b>Fee:</b>	* <input type="text" value="10.50"/> \$
<b>Security Code:</b>	<div style="background-color: #4b7c3d; color: white; padding: 5px; text-align: center; font-weight: bold;">DHK50U</div> <p>Enter the code shown above in the box below</p> <input type="text"/>

\* required **Update** **Cancel**

CAPTCHA enabled



### Enabling/Disabling Entry of Markup Code Scripts

How to enable filtering of data that contains markup code or scripts that is entered into a form or list on the Form & List module. Note: Filtering is always enabled for Anonymous users.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Form and List Settings** tab.
3. At **Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.**, check  the check box to enable filtering - OR - Uncheck  the check box to remove filtering.
4. Click the Update link.

#### Form and List Settings

**Help :** In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

**Max. Records per User:**

Enabling data filtering for lists and forms

### Hiding/Displaying System Fields

How to hide or display system fields even if "Display All Columns" permissions are set for a form or list created using the Form & List module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Form and List Settings** tab.
3. At **Hide System Fields even if "Display All Columns" permission is set**, select from these options:
  - Check  the check box to hide system fields.
  - Uncheck  the check box to display system fields.
4. Click the Update link.

## Form and List Settings

**Help** : In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
  - Force CAPTCHA control during edit for Anonymous users.
  - Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
  - Negate permission/feature "Display All Columns" for Administrators.
  - Hide System Fields even if "Display All Column" permission is set.
  - Negate permission/feature "Edit Also Restricted Columns" for Administrators.
- Max. Records per User:**

Hiding System Fields

### Negating Unique Column Permissions for Administrators

How to negate the "Display All Columns" and "Edit Private Columns" permission settings for a list created using the Form & List module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Form and List Settings** tab.
3. At **Negate permission/feature "Display All Columns" for Administrators**, select from these options:
  - Check  the check box if to negate "Display All Columns" settings for Administrators.
  - Uncheck  the check box to apply "Display All Columns" as set.
4. At **Negate permission/feature "Edit Also Restricted Columns" for Administrators**, select from these options:
  - Check  the check box if to negate "Edit Also Restricted Columns" settings for Administrators.
  - Uncheck  the check box to apply "Edit Also Restricted Columns" as set.
5. Click the Update link.

For more on setting and modifying these permissions ["Setting List Permissions"](#). and ["Setting Form Permissions"](#).

**Form and List Settings**

**Help :** In this section, you can set up settings that are specific for this module.

- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.

Max. Records per User:

Negating Permissions

### Saving a Template

How to save a template of a form or a list which has been created using the Form & List module. Saved templates will be listed on Form & List modules which are yet to be configured.

1. Select **Save as Template** from the Form & List module actions menu. This opens the Form and List - Module Template page.
2. In the **Name** text box, enter a name for the template.
3. In the **Description** text box, enter a description for the template.
4. In the **Max Records** text box, enter the maximum number of records to be including in the template. Typically you will enter 0 for no records, or 1 to add a sample record.
5. Click the Save as Form and List - Module Template link. The template is now saved into the Templates folder of the site's File Manager.

**Form and List - Module Template**

**Create Module Template**

**Name:**

**Description:**











**Max Records:**

**Save as Form and List - Module Template**

Saving a List as a Template

### Setting Form Permissions

How to set permissions to manage form columns and submit a form created using the Form & List module. This setting is in addition to the usual module editing permissions for all modules. **Negating Unique Column Permissions for Administrators**.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Permissions** tab.
3. At **Permissions**, set the typical DNN module permissions as usual. See "[Setting List Permissions](#)"
4. At **Permissions**, complete these additional role and/or username permissions:
  - a. **Edit Record**, set the following for each role/username:
    - **Not Specified**: Permissions are not specified. Role members/usernames are unable to edit form records unless they belong to another role which has been granted permission, or if their username has been granted permission.
    -  **Permission Granted**: Permission to edit all form record is granted to role members/username.
    -  **Permission Denied**: Permission to edit all form records is denied to role members/username. This setting overrides the Permission Granted setting.
  - b. **Create Record/Submit Form**, set the following for each role/username:
    - **Not Specified**: Permissions are not specified. Role members/usernames are unable to submit the form unless they belong to another role which has been granted permission, or if their username has been granted permission.
    -  **Permission Granted**: Permission to submit the form is granted to role members/username.
    -  **Permission Denied**: Permission to submit the form is denied to role members/username. This setting overrides the Permission Granted setting.
  - c. **Delete Record**, set the following for each role/username:
    - **Not Specified**: Permissions are not specified. Role members/usernames are unable to delete form records unless they belong to another role which has been granted permission, or if their username has been granted permission.
    -  **Permission Granted**: Permission to delete form records is granted to role members/username.
    -  **Permission Denied**: Permission to delete form records is denied to role members/username. This setting overrides the Permission Granted setting.
  - d. **Display All Columns**, set the following for each role/username:
    - **Not Specified**: Permissions are not specified. Role members/usernames cannot view all columns (including those not checked as Visible) unless they belong to another role which has been granted permission, or if their username has been granted permission.
    -  **Permission Granted**: Permission to view all columns (including those not checked as Display On List) is granted to role members/username.
    -  **Permission Denied**: Permission to view all columns (including those not checked as Display On List) is denied to role members/username. This setting overrides the Permission Granted setting.
  - e. **Edit Also Restricted Columns**, set the following for each role/username:

- **Not Specified:** Permissions are not specified. Role members/usernames cannot edit restricted columns unless they belong to another role which has been granted permission, or if their username has been granted permission. Private columns is an Advanced Column Option for most column types.
- **Permission Granted:** Permission to edit restricted columns is granted to role members/username.
- **Permission Denied:** Permission to edit restricted columns is denied to role members/username. This setting overrides the Permission Granted setting.

5. Click the Update link.

Permissions:

	Edit Record	Create Record/ Submit Form	Delete Record	Display All Columns	Edit Also Restricted Columns
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:   Add

Inherit **View** permissions from **Page**

Setting Form Permissions

### Setting List Permissions

How to set permissions to manage records and columns for lists created using the Form & List module. This setting is in addition to the usual module editing permissions for all modules. See "[Negating Unique Column Permissions for Administrators](#)".

---

*Tip: You may need to select <All Roles> at Filter By Group to view the correct permissions.*

---

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Permissions** tab.
3. At **Permissions**, set the typical DNN module permissions as usual. See "[Setting Module Permissions](#)".
4. At **Permissions**, complete these additional role and/or username permissions:
  - a. **Edit Record**, set the following for each role/username:
    - **Not Specified:** Permissions are not specified. Role members/usernames are unable to edit list records unless they belong to another role which has been granted permission, or if their username has been granted permission.
    - **Permission Granted:** Permission to edit all list record is granted to role members/username.
    - **Permission Denied:** Permission to edit all list records is denied to role members/username. This setting overrides the Permission Granted setting.
  - b. **Create Record/Submit Form**, set the following for each role/username:

- **Not Specified:** Permissions are not specified. Role members/usernames are unable to add new records unless they belong to another role which has been granted permission, or if their username has been granted permission.
- **Permission Granted:** Permission to add a new record to the list is granted to role members/username.
- **Permission Denied:** Permission to add a new record is denied to role members/username. This setting overrides the Permission Granted setting.

c. **Delete Record**, set the following for each role/username:

- **Not Specified:** Permissions are not specified. Role members/usernames are unable to delete list records unless they belong to another role which has been granted permission, or if their username has been granted permission.
- **Permission Granted:** Permission to delete list records is granted to role members/username.
- **Permission Denied:** Permission to delete list records is denied to role members/username. This setting overrides the Permission Granted setting.

d. **Display All Columns**, set the following for each role/username:

- **Not Specified:** Permissions are not specified. Role members/usernames cannot view all records (including those **not** checked as Display On List) unless they belong to another role which has been granted permission, or if their username has been granted permission.
- **Permission Granted:** Permission to view all list records (including those **not** checked as Display On List) is granted to role members/username.
- **Permission Denied:** Permission to view all list records (including those **not** checked as Display On List) is denied to role members/username. This setting overrides the Permission Granted setting.

e. **Edit Also Restricted Columns**, set the following for each role/username:

- **Not Specified:** Permissions are not specified. Role members/usernames cannot edit private/restricted columns unless they belong to another role which has been granted permission, or if their username has been granted permission. Private columns is an Advanced Column Option for most column types.
- **Permission Granted:** Permission to edit private/restricted columns is granted to role members/username.
- **Permission Denied:** Permission to edit private/restricted columns is denied to role members/username. This setting overrides the Permission Granted setting.

5. Click the [Update](#) link.

Permissions:

	Edit Record	Create Record/ Submit Form	Delete Record	Display All Columns	Edit Also Restricted Columns
Administrators					
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List Contributor	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  Add

Inherit **View** permissions from **Page**

Managing Additional List Permissions on the Form & List Module

### Enabling/Disabling Users to Only Manage Their Own Records

How to limit users to only managing their own records in lists on the Forms & Lists module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Form and List Settings** tab.
3. At **Users are only allowed to manipulate their own items**, select from these options:
  - Check  the check box if users can only manipulate their own items.
  - Uncheck  the check box to allow users to manipulate all items as set under permission. "**Setting Form Permissions**".
4. Click the Update link.

**Form and List Settings**

---

**Help :** In this section, you can set up settings that are specific for this module.



- Users are only allowed to manipulate their own items.
- Force CAPTCHA control during edit for Anonymous users.
- Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.
- Negate permission/feature "Display All Columns" for Administrators.
- Hide System Fields even if "Display All Column" permission is set.
- Negate permission/feature "Edit Also Restricted Columns" for Administrators.


Max. Records per User:

Users can only modifying their own list records


### Setting Maximum Records Per User

How to set the maximum records each user can create on a list using the Form & List module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Form and List Settings** tab.
3. In the **Max. Records per User** text box, enter the maximum number of records each user can add to the list. Leave the field blank if no limit is set.
4. Click the Update link.

 **Form and List Settings**

---

 **Help :** In this section, you can set up settings that are specific for this module.


Users are only allowed to manipulate their own items.




Force CAPTCHA control during edit for Anonymous users.

Filter entry for markup code or script input. Note: filtering is always enabled for Anonymous users.

Negate permission/feature "Display All Columns" for Administrators.

Negate permission/feature "Edit Also Restricted Columns" for Administrators.

 Max. Records per User:

 **Update**  **Delete**  **Cancel**

Created By SuperUser Account On 6/29/2009 1:53:23 PM  
Last Updated By SuperUser Account On 6/29/2009 1:53:23 PM

Setting Maximum Records Per User

## Forum

### About the Forum Module

The Forum module manages multiple discussion groups and forums. Each forum post includes a subject title and content. Optional settings include the ability to quote an existing post, enable post attachments, pinning a post, notification of replies posts, lock posts, as well as manage user settings and a wide range of Administration options.

**Module Version:** 05.00.03

**Minimum DNN Version:** 06.00.00

**Features:** ISearchable



**Forum**

Moderate Admin My Settings My Posts My Threads Search Home

▶ Home View latest 6, 12, 24, 48 hours | View unread threads

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	0	0	None
1 Forums In 1 Groups			

The Forum Module

**Project Links**

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleForums/tabid/820/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/7/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnforum.codeplex.com/workitem/list/basic>

**All Users**

**Go to Forum Home Page**

How to go to the home page of the Forum module.

1. Click the Home link located in the top left corner of the breadcrumb - OR - Click the Home link located top center above all forum groups.

**Forum**

Search Home

▶ Home View latest 6, 12, 24, 48 hours

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	1	1	Welcome to our ... Today @ 11:56 AM by Rosie
Toys			
Dolls Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.	4	5	Share your doll... Today @ 5:26 PM by Joe
Wooden Toys	0	0	None
3 Forums In 2 Groups			

Go to Forum Home

## Navigating to Forums & Forum Groups

How to navigate to forum groups, forums, threads and posts from the Home page of the Forum module.

### Go to a Forum Group

1. Click on the [\[Forum Group Name\]](#) link.

### Go to a Forum

1. Click on the [\[Forum Name\]](#) link.
2. **Optional.** Click the [Show No Replies](#) or [Show With Replies](#) link (located under the Search box in the top right-hand corner of the module) to modify the threads are displayed.
3. **Optional.** Change the order of threads from [Oldest To Newest](#) or [Newest To Oldest](#) by selecting either option from the drop-down box located in the bottom right corner of the page.

The screenshot displays the 'Forum' module interface. At the top right, there are 'Search' and 'Home' buttons. Below them is a 'Home' link with a right-pointing arrow. The main content area is a table with two columns: 'FORUMS' and 'THREADS'. The table is organized into two groups. The first group is 'Discussions', which is circled in red and labeled 'Forum Group Name' on the left. It contains a sub-group 'General' with 1 thread. The second group is 'Toys', which is also circled in red and labeled 'Forum Name' on the left. It contains two sub-groups: 'Dolls' (with 4 threads and a description: 'Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.') and 'Wooden Toys' (with 0 threads). At the bottom of the table, it says '3 Forums In 2 Groups'.

FORUMS	THREADS
<b>Discussions</b>	
General	1
<b>Toys</b>	
Dolls Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.	4
Wooden Toys	0

3 Forums In 2 Groups

Navigating Forums

## Navigating Using Breadcrumbs

Breadcrumbing of forum names enables you to quickly view other forums without returning to the Forum Home.

**Forum**

Search Home

★ ★ ★ ★ ☆

▶ Home ▶ Toys ▶ Dolls ▶ Seeking Nurse Outfit Patterns for the Allegra Doll

TODAY @ 12:08 AM

<b>Joe</b> ○○○○○○○○○○○○ Joined: 11/16/2010 Posts: 3	<b>Seeking Nurse Outfit Patterns for the Allegra Doll</b>  I recently purchased the Allegra doll which my granddaughter absolutely adored her. Can anyone help?
--	---

Breadcrumbs enable users to quickly navigate Forums

### Navigating Threads

How to navigate to threads which are not displayed in the Forum module

1. Navigate to the required Forum. See "[Navigating to Forums & Forum Groups](#)"
2. Use the First, Previous, Next and Last links to navigate to threads not currently displayed.

**Forum**

Search Home

Home Toys Dolls Show No Replies

THREADS	REPLIES	VIEWS	LAST POST
<a href="#">Share your doll images</a> by Joe	0	3	Today @ 5:26 PM by Joe
<a href="#">Re: Our Ruby Doll Bed</a> by Annie	0	2	Today @ 4:52 PM by Annie
<a href="#">Seeking Nurse Outfit Patterns for the Allegra Doll</a> by Joe <span style="float: right;">★ ★ ★ ★ ☆</span>	1	59	Today @ 12:41 PM by Annie
<a href="#">Our Ruby Doll Bed</a> by Joe	0	24	Today @ 2:34 AM by Joe

Page 1 of 1

First Previous Next Last

Home Toys Dolls

Display threads from:  
Past Month

Navigating Threads

### Searching One or More Forums

How to search for posts within one or more forums using the Forum module.

1. Click the [Search](#) link located in the top center of the module. This opens the Search Forum page.
2. At **Post Dates** set the dates you want to search through. This default setting is for the previous one month. If this range is suitable and you don't wish to set any further criteria, Skip to Step 4. To change this date range:
  - a. At **Start**, click the **Calendar** button and select a new start date.
  - b. At **End**, click the **Calendar** button and select a new end date.
3. The following additional search criteria is available:
  - a. In the **Subject Contains** text box, enter a word, phrase or number to limit the search to posts that contain the entered criteria in the subject.
  - b. In the **Body Contains** text box, enter a word, phrase or number to limit the search to posts that contain the entered criteria in the body of the post. You can search for individual phrases, by separating them with a comma. E.g. (phrase1, phrase2, phrase3)
  - c. At **Threads Status**, select a thread status to limit your search to threads of that status. Options are: **Any Status**, **Unresolved**, **Resolved**, or **Informative**. If a forum doesn't have a thread status set then this field is ignored.

- d. At **Search In**, click the **Maximize**  button beside a forum group to view the related forums and check  the check box against one or more individual forums.

**Search Forum**

**Post Dates:** Start   End

**Subject Contains:**

**Body Contains:**

**Thread Status:**

**Search In:**

- Discussions
- Toys
  - Dolls
  - Wooden Toys

4. Click the Search link. The search results are now displayed and the search phrases, words are highlighted in yellow. If no results are displayed then no results were found.

**Forum**

► [Home](#) ► [Search](#) ► Results

Your search returned 1 result(s):

FORUM: [DOLLS](#) TODAY @ 12:41 PM

**Annie**  
○○○○○○○○○○○○○○  
Posts: 2

**Re: Seeking Nurse Outfit Patterns for the Allegra Doll**

**[Hits: 1]** I have just the thing! It is a simple school girl **dress** but if you make it in white and embroider a red crosses on the top pocket it will look lovely. I have attached the pattern. Please do send me a photo when you're done.


Page 1 of 1

► [Home](#) ► [Search](#) ► Results

Search Results Displayed in Forum Module


### Searching a Single Forum

How to search for a post within a single forum.






1. Navigate to the required forum.
2. In the **Search** text box, enter your search criteria.
3. Click the **Search**  button. The search results are now displayed and the search phrases, words are highlighted in yellow. If no results are displayed then no results were found.

**Forum**

[Search](#) [Home](#)



[Home](#) ▶ [Toys](#) ▶ [Dolls](#) Show No Replies

THREADS	REPLIES	VIEWS	LAST POST
 <a href="#">Share your doll images</a> by Joe	0	3	Today @ 5:26 PM by Joe
 <a href="#">Re: Our Ruby Doll Bed</a> by Annie	0	2	Today @ 4:52 PM by Annie
 <a href="#">Seeking Nurse Outfit Patterns for the Allegra Doll</a> by Joe 	1	57	Today @ 12:41 PM by Annie
 <a href="#">Our Ruby Doll Bed</a> by Joe	0	21	Today @ 2:34 AM by Joe

Page 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

[Home](#) ▶ [Toys](#) ▶ [Dolls](#)

Display threads from:  
Today ▼

Searching a Single Forum

### Viewing any Post

How to view a post that has been posted to a Forum.

1. Navigate to the Forum where the post has been added. See "[Navigating to Forums & Forum Groups](#)"
2. Click on the [\[Thread Name\]](#) link to open the thread and view the related posts.

**Forum**

Search Home

Home Toys Dolls Show No Replies

THREADS	REPLIES	VIEWS	LAST POST
<a href="#">Share your doll images</a> by Joe	0	3	Today @ 5:26 PM by Joe
<a href="#">Re: Our Ruby Doll Bed</a> by Annie	0	2	Today @ 4:52 PM by Annie
<a href="#">Seeking Nurse Outfit Patterns for the Allegra Doll</a> by Joe <span>★★★★☆</span>	1	57	Today @ 12:41 PM by Annie
<a href="#">Our Ruby Doll Bed</a> by Joe	0	21	Today @ 2:34 AM by Joe

Page 1 of 1 First Previous Next Last

Home Toys Dolls Display threads from: Today

Viewing any post

### Viewing Latest Posts

How to view only the latest posts to all forums within the Forum module.

1. Go to the Forum Home page. See ["Go to Forum Home Page"](#)
2. At **View Latest**, select to view posts added within either the last **6**, **12**, **24**, or **48** hours.

**Forum**

Search Home

Home View latest 6, 12, 24, 48 hours

FORUMS	THREADS	POSTS	LAST POST
Discussions			

Viewing Latest Posts

### Filtering Threads from a Single Forum

How to filter the threads which are displayed for a single forum.

1. Navigate to the required Forum. See "Navigating to Forums & Forum Groups"
2. At Display Thread From (located in the bottom right corner of the module), select a timeframe to filter thread by from these options: **Today, Past Three Days, Past Week, Past Two Weeks, Past Month, Past Three Months, Past Year, All Days**. This displays all matching threads.

The screenshot shows a forum interface with the following elements:

- Forum Header:** Includes 'Search' and 'Home' buttons, a search input field, and a 'Show No Replies' link.
- Breadcrumbs:** Home > Toys > Dolls
- Thread List Table:**

THREADS	REPLIES	VIEWS	LAST POST
<a href="#">Share your doll images</a> by Joe	0	3	Today @ 5:26 PM by Joe
<a href="#">Re: Our Ruby Doll Bed</a> by Annie	0	2	Today @ 4:52 PM by Annie
<a href="#">Seeking Nurse Outfit Patterns for the Allegra Doll</a> by Joe <span style="float: right;">★ ★ ★ ★ ☆</span>	1	59	Today @ 12:41 PM by Annie
<a href="#">Our Ruby Doll Bed</a> by Joe	0	24	Today @ 2:34 AM by Joe
- Page Navigation:** Page 1 of 1, with 'First', 'Previous', 'Next', and 'Last' buttons.
- Filtering:** A dropdown menu at the bottom right, circled in red, labeled 'Display threads from:' with 'Past Month' selected.

Filtering Threads from a Single Forum

### Viewing a Forum as an RSS Feed

How to view a forum as an RSS feed using the Forum module.

1. Navigate to the required forum. See "Navigating to Forums & Forum Groups"



# Forum

Search

Home



Home ▶ Toys ▶ Dolls

Show No Replies

THREADS	REPLIES	VIEWS	LAST POST
<a href="#">Share your doll images</a> by Joe	0	3	Today @ 5:26 PM by Joe
<a href="#">Re: Our Ruby Doll Bed</a> by Annie	0	2	Today @ 4:52 PM by Annie
<a href="#">Seeking Nurse Outfit Patterns for the Allegra Doll</a> by Joe	1	59	Today @ 12:41 PM by Annie
<a href="#">Our Ruby Doll Bed</a> by Joe	0	24	Today @ 2:34 AM by Joe


Page 1 of 1

First Previous Next Last

Home ▶ Toys ▶ Dolls


Display threads from:

Past Month

1. Click the **RSS**  button located at the bottom right of the module. This displays the RSS feed.

## Dolls

**You are viewing a feed that contains frequently updated content.** When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

Displaying

4 / 4

• All 4

Sort by:

▼ Date  
Title  
Author

## Share your doll images

Today, 18 November 2010, 3 hours ago | Joe →

Share your doll images

## Re: Our Ruby Doll Bed

Today, 18 November 2010, 4 hours ago | Annie →


I have a design for a doll house. File attached.

## Seeking Nurse Outfit Patterns for the Allegra Doll

Today, 18 November 2010, 8 hours ago | Annie →

### Downloading a Post Attachment

How to download an attachment associated with a post on the Forum module. Note: Attachment download may be disabled, enabled for all users, or restricted to authenticated user.

1. Navigate to the required post. The attachment is displayed below the body of the post.
2. If the message "Login to download attachment" is displayed, anonymous download is not permitted. In this case you must login to download the attachment.
3. Click on the **Attachment**  icon or the [\[Attachment Name\]](#) link and then save or open the attachment as required.

TODAY @ 12:41 PM


**Annie**  
 Joined: 11/17/2010  
 Posts: 2

**Re: Seeking Nurse Outfit Patterns for the Allegra Doll**

Quote Reply

I have just the thing! It is a simple school girl dress but if you make it in white and embroider a red crosses on the top pocket it will look lovely. I have attached the pattern. Please do send me a photo when you're done.

Report Post

 [DRESS PATTERN.PDF](#)

Page 1 of 1

Downloading an Attachment

## Forum Members

### Viewing your Posts

How a forum member can view all of their posts to the Forum module.

1. Select My Posts from the module actions menu - OR - Click the My Posts link in the top center of the Forum module. This displays a list of your posts.
2. **Optional.** Click on the [Post Title] link to view the associated thread.

Forum



My Settings My Posts My Threads Search Home

My Settings My Posts My Threads Search Home

Search

Show No Replies

New Thread

THREADS	REPLIES	VIEWS	LAST POST
 <a href="#">Our Ruby Doll Bed</a> by Joe	0	0	Today @ 2:34 AM by Joe
 <a href="#">Seeking Nurse Outfit Patterns for the Allegra Doll</a> by Joe	0	0	Today @ 12:08 AM by Joe

Page 1 of 1

First Previous Next Last

New Thread

Home Toys Dolls

Display threads from:  
Last Visit

Email me when this forum has a new thread.

Set All Read

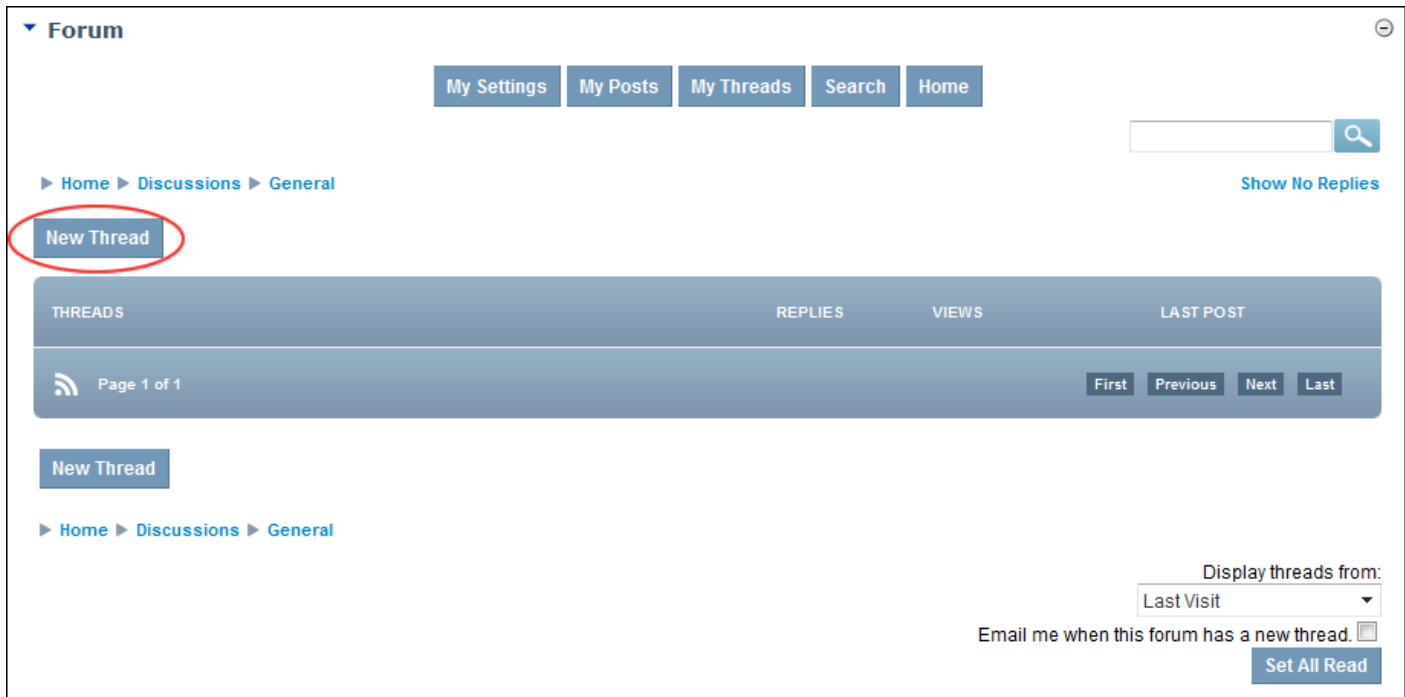
Viewing Your Posts

*Tip: When viewing a thread, you can order it from Oldest To Newest or Newest To Oldest by selecting either option from the drop-down box located in the bottom right corner of the page.*

## Adding a Forum Post (Basic)

How to add an entry (commonly known as a post) to a forum in the Forums module. This tutorial covers the basic options which are available when the default settings are applied to the Forum module.

1. Navigate to the forum where you want to add the new post. See "[Navigating to Forums & Forum Groups](#)"
2. Click the [New Thread](#) link.



3. In the **Subject** text box, enter the subject of this post. This becomes the title of this post as it appears in the forum, therefore choose a subject that best describes the purpose and content of the post.
4. In the **Editor**, enter the body of the post. See "[About the Editor](#)"
5. **Optional.** At **Notification**, check  the check box if you wish to receive an email when the post has a response.
6. At **Thread Status**, select one of the following options:
  - **(None Specified):** Select for no status to be displayed. This is the default option.
  - **Unresolved:** Select if the post asks a question requiring resolution.
  - **Resolved:** Select if the post is resolved or resolves a question. Typically this option is only selected when an existing post is answered.
  - **Informative:** Select if the post provides information.
7. **Optional.** At **Terms**, select one or more terms associated with this thread.
8. **Optional.** Click the [Preview](#) link to preview the post. If you wish to edit it further, click the [Return To Edit](#) link.

▼ Add/Edit Post

Forum Post

Forum: Toys - Dolls

Subject: Seeking Nurse Outfit Patterns for the Allegra Doll

Editor:  Basic Text Box  Rich Text Editor

Normal Verdana 12px **B** *I* U abc [List Icons] [Link Icon] [Image Icon] [Apply CSS Cl...]

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Design HTML Words: 24 Characters: 139

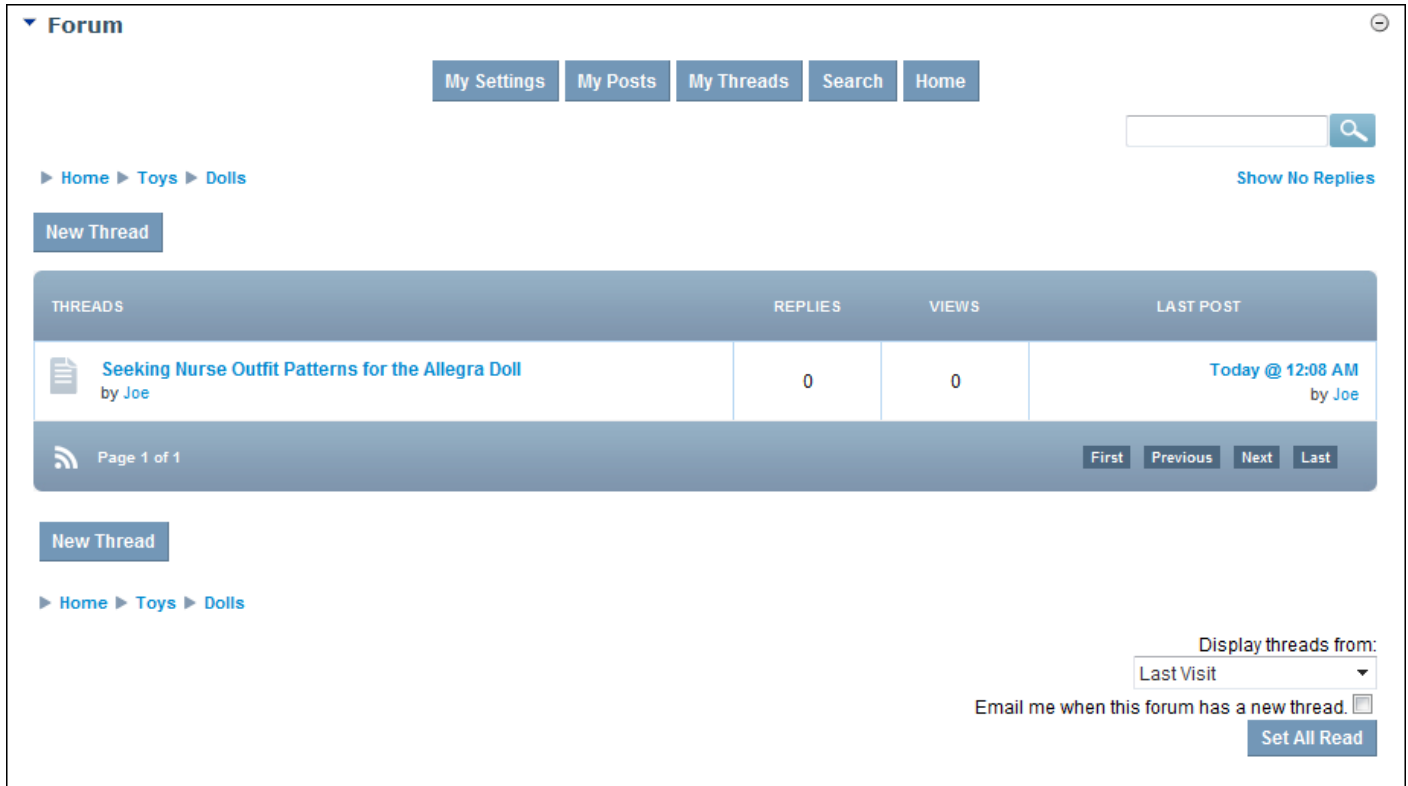
Notification:

Thread Status: (None Specified)

Terms: [Dropdown]

**Submit** Cancel Preview


9. Click the Submit link. If the post does not require moderation it is immediately added to the forum and is now displayed to you. If the post requires moderation a message is displayed explaining the moderation process. In this case, click the Return To Forum link.



The Newly Added Post

### Adding a Forum Post (Advanced)

How to add an entry (commonly known as a post) to a forum in the Forums module. This tutorial covers the optional fields which can be enabled by Forum Administrators (See "Setting Forum Options" and "Setting Forum Permissions".)

1. Navigate to the forum that you want to add the a new post to. See "Navigating to Forums & Forum Groups"
2. Click the New Thread link.
3. In the **Subject** text box, enter the subject of the thread. This will be the title of the post as it appears in the forum so choose a subject that best describes the purpose and content of the post.
4. In the Editor, enter the body of the post.
5. The following optional settings may also be available:
  - a. At **Attachments**, select from these options:
    - To attach an attachment upload which was completed for this session or previously terminated sessions, select it from the **Uploaded Attachments** window. Note: You can delete an uploaded file, by selecting it from the list and then clicking the **Delete**  button.
    - To upload a new attachment, click the **Browse** button and select the file to be attached from your computer and then click the Upload link.
  - b. At **Pinned**, check  the check box to 'pin' this post above existing posts in this forum, or uncheck  the check box to have the post appear in date/time order as is typical.

- c. At **Notification**, check  the check box to be notified when a reply is made to this post or uncheck  the check box to disable notification.
  - d. At **Locked**, check  the check box to prevent others from replying to this post or uncheck  the check box to permit replies.
  - e. At **Thread Status**, select one of the following options:
    - **(None Specified)**: select for no status to be displayed. This is the default option.
    - **Unresolved**: select if the post asks a question requiring resolution.
    - **Resolved**: select if the post is resolved or resolves a question. Typically this option is only selected when an existing post is answered.
    - **Informative**: select if the post provides information.
  - f. At **Terms** click the drop-down box and then check the check box beside a term which relates to this post.
    - i. Repeat the above step to associate additional terms.
6. **Optional.** Click the [Preview](#) link to preview the post. If you wish to edit it further, click the [Return To Edit](#) link.
7. Click the [Submit](#) link. If the post does not require moderation it is immediately added to the forum and is now displayed to you. If the post requires moderation a message is displayed explaining the moderation process. In this case, click the [Return To Forum](#) link.

▼ **Add/Edit Post**

**Forum Post**

**Forum:** Toys - Dolls

**Subject:** Our Ruby Doll Bed

**Editor:**  Basic Text Box  Rich Text Editor

My sister built a cool bed for my daughter's Ruby Doll. I have attached the design if anyone is interested.

Design  HTML Words: 20 Characters: 104

**Attachments:**

**Uploaded Attachments::**

Doll Bed Design.pdf

**Upload New Attachment:**

**Pinned:**

**Notification:**

**Locked:**

**Thread Status:** (None Specified)

**Terms:** Dolls

Adding a Post Including Attachments and Optional Settings

### Editing your Forum Posts

How a forum member can edit their own posts on the Forum module. Note: Post editing may be restricted to a number of minutes following the original posting.

1. View your threads. See "Viewing your Threads"
2. Locate the required post and then open it by clicking on the [post title] link.
3. Click the Edit link located to the right of the post title. This opens the Add/Edit Post page.
4. Edit the subject or body or attach files as required. See "Adding a Forum Post (Advanced)"
5. Click the Submit link. The post is immediately added to the forum and displayed to you.



Forum

My Settings My Posts My Threads Search Home

Home Toys Dolls Seeking Nurse Outfit Patterns for the Allegra Doll

New Thread Reply PREVIOUS Next

TODAY @ 12:08 AM (None Specified)

Joe Seeking Nurse Outfit Patterns for the Allegra Doll

Joined: 11/16/2010 Posts: 2

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Report Post

Page 1 of 1

New Thread Reply PREVIOUS Next

Home Toys Dolls Seeking Nurse Outfit Patterns for the Allegra Doll

+ Add Oldest To Newest

Email me when this thread has replies.

Editing Your Post

Related Topics:

- See "Editing Global User Settings"

Quoting a Post

How to quote an existing forum post when replying it on the Forum module. Quoting adds the name of the poster and the content of the post to the post you are adding.

1. Locate and open the required post. See "Viewing any Post"

Forum

My Settings My Posts My Threads Search Home

★☆☆☆☆

Home Discussions General Welcome to our New Forum

New Thread Reply PREVIOUS NEXT

TODAY @ 11:56 AM

Rosie  
Joined: 11/8/2010  
Posts: 1

Welcome to our New Forum

Quote Reply

In response to popular demand we are today launching a community forum, os warm up your fingers and get posting! 😊

Product Support  
EcoZany  
ecozany.com

Report Post

Page 1 of 1

New Thread Reply PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

+ Add

Oldest To Newest

Email me when this thread has replies.

2. Click the Quote link located to the right of the post title. This opens the Add/Edit Post page which displays the quoted post in the Editor.
3. In the **Editor**, add your post in reference to the quote.
4. **Optional.** At **Notification**, check  the check box if you wish to receive an email when the post has a response.


▼ **Add/Edit Post**


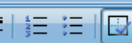

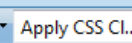
**Forum Post**

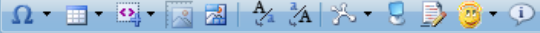
**Forum:** Discussions - General

**Subject:** Re: Welcome to our New Forum

**Editor:**  Basic Text Box  Rich Text Editor

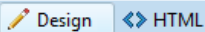


Normal Verdana 12px **B** *I* U abc    



*Rosie wrote:*  
In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊

Great idea Rosie! I have been looking for a way to share my thoughts. Nice Work.]

 Words: 38 Characters: 199

Notification

[Submit](#) [Cancel Preview](#)

5. Click the Submit link. If the post does not require moderation it is immediately added to the forum and is now displayed to you. If the post requires moderation a message is displayed explaining the moderation process.

**Forum**

My Settings My Posts My Threads Search Home

★☆☆☆☆

Home Discussions General Welcome to our New Forum

New Thread Reply PREVIOUS NEXT

TODAY @ 11:56 AM

**Rosie**  
 Profile picture  
 Joined: 11/8/2010  
 Posts: 1

**Welcome to our New Forum**  
 Quote Reply

In response to popular demand we are today launching a community forum, os warm up your fingers and get posting! 😊

Product Support  
 EcoZany  
 ecozany.com

Report Post

TODAY @ 12:02 PM

**Joe**  
 Profile picture  
 Joined: 11/16/2010  
 Posts: 3

**Re: Welcome to our New Forum**  
 Edit Quote Reply

*Rosie wrote:*  
 In response to popular demand we are today launching a community forum, os warm up your fingers and get posting! 😊

Great idea Rosie! I have been looking for a way to share my thoughts. Nice Work.

Report Post

Page 1 of 1

New Thread Reply PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

+ Add

Oldest To Newest

Email me when this thread has replies.

The Quoted Post

### Replying to a Post

How to reply to a post in the Forum module.

1. Locate and open the required post. See "Viewing any Post"

2. Click the [Reply](#) link located top right above the post. This opens the Add/Edit Post page which displays the post in the Editor.
3. In the **Editor**, enter your post, any attachments and set optional fields as required [See "Adding a Forum Post \(Advanced\)"](#)
4. **Optional.** At **Notification**, check  the check box if you wish to receive an email when the post has a response.
5. Click the [Submit](#) link.

The screenshot shows a forum interface with a navigation bar at the top containing 'My Settings', 'My Posts', 'My Threads', 'Search', and 'Home'. Below this is a breadcrumb trail: 'Home > Toys > Dolls > Seeking Nurse Outfit Patterns for the Allegra Doll'. The main content area features a post by user 'Joe' with a profile picture and a 'Joined: 11/16/2010 Posts: 3' bio. The post title is 'Seeking Nurse Outfit Patterns for the Allegra Doll' and the text says 'I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?'. A red circle highlights the 'Reply' button located above the post. Other buttons like 'Quote', 'Report Post', 'New Thread', and 'Previous/Next' are also visible.

Replying to a Post

### Reporting a Post

How to report an inappropriate post on the Forum module. This sends a report email to the associated Forum Moderators/Administrators. Note: This option may be disabled.

1. Navigate to the post. [See "Viewing any Post"](#)

Forum

My Settings My Posts My Threads Search Home

★☆☆☆☆

Home Discussions General Welcome to our New Forum

New Thread Reply PREVIOUS NEXT

TODAY @ 11:56 AM

Rosie  
Joined: 11/8/2010  
Posts: 1

Welcome to our New Forum

Quote Reply

In response to popular demand we are today launching a community forum, os warm up your fingers and get posting! 😊

Product Support  
EcoZany  
ecozany.com

Report Post

TODAY @ 12:43 PM

Annie  
Joined: 11/17/2010  
Posts: 2

Re: Welcome to our New Forum

Quote Reply

pointless!

Report Post

Page 1 of 1

New Thread Reply PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

+ Add

Oldest To Newest

Email me when this thread has replies.

2. Click the Report Post link. This opens the Report Post page.
3. At **Email Template**, select the reason for reporting the post from these options:
  - Post is Duplicate
  - Post is Against Policy
  - Post is Spam

- Post Off Topic
- Post Contains Profanity
- Post Contains Excessive Advertising

4. **Optional.** In the **Emailed Response** text box, edit email message.

**Report Post**

Re: Welcome to our New Forum


Posted by: Annie on 11/18/2010 6:43:08 AM

pointless!

<b>Email Template:</b>	Post Against Policy
<b>Emailed Response:</b>	This post violates forum or site policy.

Cancel Report Post

4. Click the Report Post link. This displays the message "Are you sure you want to report this post?"

5. Click the **OK** button to confirm. The post now displays the Report Warning  icon. Mouse over the icon to view the number of reports against this post.

**Forum**

My Settings My Posts My Threads Search Home

Home Discussions General Welcome to our New Forum

New Thread Reply PREVIOUS NEXT

TODAY @ 11:56 AM

**Rosie**  
 Joined: 11/8/2010  
 Posts: 1

**Welcome to our New Forum**

In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊

Product Support  
 EcoZany  
 ecozany.com

Quote Reply Report Post

TODAY @ 12:43 PM

**Annie**  
 Joined: 11/17/2010  
 Posts: 2

**Re: Welcome to our New Forum**

pointless!

Report Post

Page 1 of 1

New Thread Reply PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

+ Add

Oldest To Newest

Email me when this thread has replies.

A Reported Post

### Deleting a Forum Post

How authorized users can permanently delete a post from the Forum module.

1. Locate and open the required post. See "Viewing any Post"
2. Click the Delete link located to the right of the post title.



Forum

Moderate My Settings My Posts My Threads Search Home

★☆☆☆☆

Home Discussions General Welcome to our New Forum

New Thread Reply Delete Thread PREVIOUS NEXT

TODAY @ 11:56 AM (None Specified)

Rosie  
 Joined: 11/8/2010  
 Posts: 1

Welcome to our New Forum

Move Delete Edit Quote Reply

In response to popular demand we are today launching a community forum, so warm up your fingers and get posting! 😊

Product Support  
 EcoZany  
 ecozany.com

Report Post

TODAY @ 12:43 PM

Annie  
 Joined: 11/17/2010  
 Posts: 2

Re: Welcome to our New Forum

Split Delete Edit Quote Reply

pointless!

Report Post

Page 1 of 1

New Thread Reply Delete Thread PREVIOUS NEXT

Home Discussions General Welcome to our New Forum

+ Add

Oldest To Newest

Email me when this thread has replies.

3. **Optional.** Complete this step to send email notification to the poster that this post has been deleted:
  - a. At **Email Template**, select the reason why the post is being deleted.
  - b. **Optional.** In the **Emailed Response**, edit the message to be emailed to the poster.
  - c. At **Email User**, check  the check box to email the poster.
4. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button to confirm.

**▼ Delete Post**

**Email Template:** Post Against Policy

**Emailed Response:** Your post was deleted because it does not adhere to the policy of this forum.

**Email User:**

**Re: Welcome to our New Forum**

Posted by: Annie on 11/18/2010 6:43:08 AM

pointless!

**Delete** **Cancel**

Deleting a Post

**Viewing your Threads**

How a forum member can view all of their threads to the Forum module.

1. Select My Threads from the module actions menu - OR - Click the My Threads link in the top center of the Forum module.

**Forum**

- My Settings
- My Posts
- My Threads**
- Search
- Home

My Settings My Posts **My Threads** Search Home

View latest 6, 12, 24, 48 hours | View unread threads

FORUMS	THREADS	POSTS	LAST POST
<b>Discussions</b>			
<b>General</b>	1	1	Welcome to our ... Yesterday @ 11:56 AM by Rosie
<b>Toys</b>			
<b>Dolls</b> Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.	3	4	Re: Our Ruby Do... Yesterday @ 4:52 PM by Annie
<b>Wooden Toys</b>	0	0	None

3 Forums In 2 Groups

2. **Optional.** Click on the title of a thread to view it in full.

THREADS	REPLIES	VIEWS	LAST POST
<a href="#">Seeking Nurse Outfit Patterns for the Allegra Doll</a> in Dolls	1	60	Yesterday @ 12:41 PM by Annie
<a href="#">Our Ruby Doll Bed</a> in Dolls	0	24	Yesterday @ 2:34 AM by Joe

*Tip: When viewing a thread, you can order it from Oldest To Newest or Newest To Oldest by selecting either option from the drop-down box located in the bottom right corner of the page.*

### Adding a Bookmark to a Thread

How to add a bookmark to a thread in the Forum module. Threads with a bookmark are listed in your User Settings Control Panel.

1. Locate and open the required thread. See "[Viewing any Post](#)"

Joe  
Joined: 11/16/2010  
Posts: 2

**Seeking Nurse Outfit Patterns for the Allegra Doll**

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

2. Click the **Add To Bookmarks** button to add a bookmark - OR - Click the Remove From Bookmarks button to remove the bookmark.

### Rating a Thread

How to add a rating to a thread in the Forum module. Note: Ratings may be disabled on some or all forums.

1. Locate and open the required thread. See "Viewing any Post"
2. In the top right-hand corner of the module, a series of Stars are displayed.

The screenshot shows a forum interface with a navigation bar at the top containing 'My Settings', 'My Posts', 'My Threads', 'Search', and 'Home'. Below the navigation bar, there is a search bar and a star rating system consisting of five stars. The first star is highlighted in green, and the entire star rating system is circled in red. Below the star rating, there is a breadcrumb trail: 'Home > Toys > Dolls > Seeking Nurse Outfit Patterns for the Allegra Doll'. There are buttons for 'New Thread' and 'Reply'. On the right side, there are 'PREVIOUS' and 'Next' buttons. The main content area shows a post by 'Joe' with a profile picture, a join date of '11/16/2010', and 'Posts: 2'. The post title is 'Seeking Nurse Outfit Patterns for the Allegra Doll'. The post content reads: 'I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?'. There are buttons for 'Edit', 'Quote', 'Reply', and 'Report Post'.

3. Click on the star rating that you want to give. This adds your rating to all existing ratings and displays the average rating on the thread.

The screenshot shows a forum thread list. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a search bar and a 'Show No Replies' link. There is a 'New Thread' button. The thread list has columns for 'THREADS', 'REPLIES', 'VIEWS', and 'LAST POST'. The first thread is 'Our Ruby Doll Bed' by Joe, with 0 replies and 9 views, last posted 'Today @ 2:34 AM'. The second thread is 'Seeking Nurse Outfit Patterns for the Allegra Doll' by Joe, with 1 reply and 17 views, last posted 'Today @ 12:41 PM'. This second thread has a star rating of four stars. At the bottom, there is a 'Page 1 of 1' indicator and navigation buttons for 'First', 'Previous', 'Next', and 'Last'.

The Rated Thread

### Moving a Thread

How to move a thread to a new forum in the Forum module. Moderators require moderate permissions on the particular forum to move a thread. See "Setting Forum Permissions"

1. Locate and open the required thread. "Viewing any Post".

The screenshot shows a forum interface. At the top, there are navigation buttons: 'Moderate', 'My Settings', 'My Posts', 'My Threads', 'Search', and 'Home'. Below these is a search bar and a breadcrumb trail: 'Home > Toys > Wooden Toys > Seeking Nurse Outfit Patterns for the Allegra Doll'. There are buttons for 'New Thread', 'Reply', and 'Delete Thread', along with 'PREVIOUS' and 'Next' links. The post header shows 'TODAY @ 12:08 AM' and a dropdown menu set to '(None Specified)'. The user profile for 'Joe' is visible on the left, showing 'Joined: 11/16/2010' and 'Posts: 2'. The post title is 'Seeking Nurse Outfit Patterns for the Allegra Doll'. The post content reads: 'I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?'. Action buttons for the post include 'Move', 'Delete', 'Edit', 'Quote', 'Reply', and 'Report Post'. The 'Move' button is circled in red.

2. Click the Move link beside the post. This opens the Move Thread page.
3. At **New Forum**, check  the check box associated with the new forum for this new thread.
4. **Optional.** At **Email Users of Thread Move**, check  the check box to notify all users participating in this thread that this thread has been moved - OR - Uncheck  the check box for no email notification.

The screenshot shows the 'Move Thread' dialog box. It has the following fields:

- Subject:** Seeking Nurse Outfit Patterns for the Allegra Doll
- Original Forum:** Dolls
- New Forum:** A tree view showing 'Discussions', 'Toys', 'Dolls' (checked), and 'Wooden Toys'.
- Email Users of Thread Move:**

At the bottom, there are two buttons: 'Move Thread' (circled in red) and 'Cancel'.

5. Click the Move Thread link.

### Splitting a Thread

How to split a post from its current thread and start it as a new thread in the Forum module. Moderators require moderate permissions on the particular forum to split a thread. See "Setting Forum Permissions"

1. Locate and open the required post. See "Viewing any Post"

Forum



Moderate My Settings My Posts My Threads Search Home

★☆☆☆☆


Home Toys Dolls Our Ruby Doll Bed

New Thread Reply Delete Thread PREVIOUS NEXT

TODAY @ 2:34 AM (None Specified)

Joe  


Joined: 11/16/2010 Posts: 2

Our Ruby Doll Bed 

Move Delete Edit Quote Reply



My sister built a cool bed for my daughter's Ruby Doll. I have attached the design if anyone is interested.

Report Post

 DOLL BED DESIGN.PDF

---

TODAY @ 4:52 PM

Annie  


Joined: 11/17/2010 Posts: 2

Re: Our Ruby Doll Bed

Split Delete Edit Quote Reply

I have a design for a doll house. File attached.

Report Post

 DOLL HOUSE DESIGN.PDF

Page 1 of 1

New Thread Reply Delete Thread PREVIOUS NEXT

2. Click the Split link beside the post. This displays the Split Thread page.
3. At **Splitting Post**, you can view the title of the first post of the new thread being created by splitting this existing one
4. At **New Forum**, check  the check box associated with the new forum for this split thread.
5. **Optional.** At **Email Post Authors**, check  the check box to notify all users participating in this thread that this thread has been moved - OR - Uncheck  the check box for no email notification.
6. Optional. At **Include Post In New Thread**, check  the check box to include other posts in this thread - OR - Uncheck  the check box to only include the post selected for splitting. E.g. The first post listed here.
7. Click the Split Thread link. This displays the message "All Posts which are not approved and are being split into the new thread will be approved during the split!"
8. Click the **OK** button to confirm.

▼ **Split Thread**

**Subject:** Re: Our Ruby Doll Bed

**Splitting Post:** I have a design for a doll house. File attached.

**New Forum:**

- Discussions
- Toys
  - Dolls
  - Wooden Toys

**Email Post Authors:**

---

11/17/2010 4:52:10 PM

<b>Annie</b> 2 Member Since 11/17/2010	<b>Re: Our Ruby Doll Bed</b>	<input type="checkbox"/> Include Post In New Thread?
	I have a design for a doll house. File attached.	

---

11/17/2010 2:34:43 AM

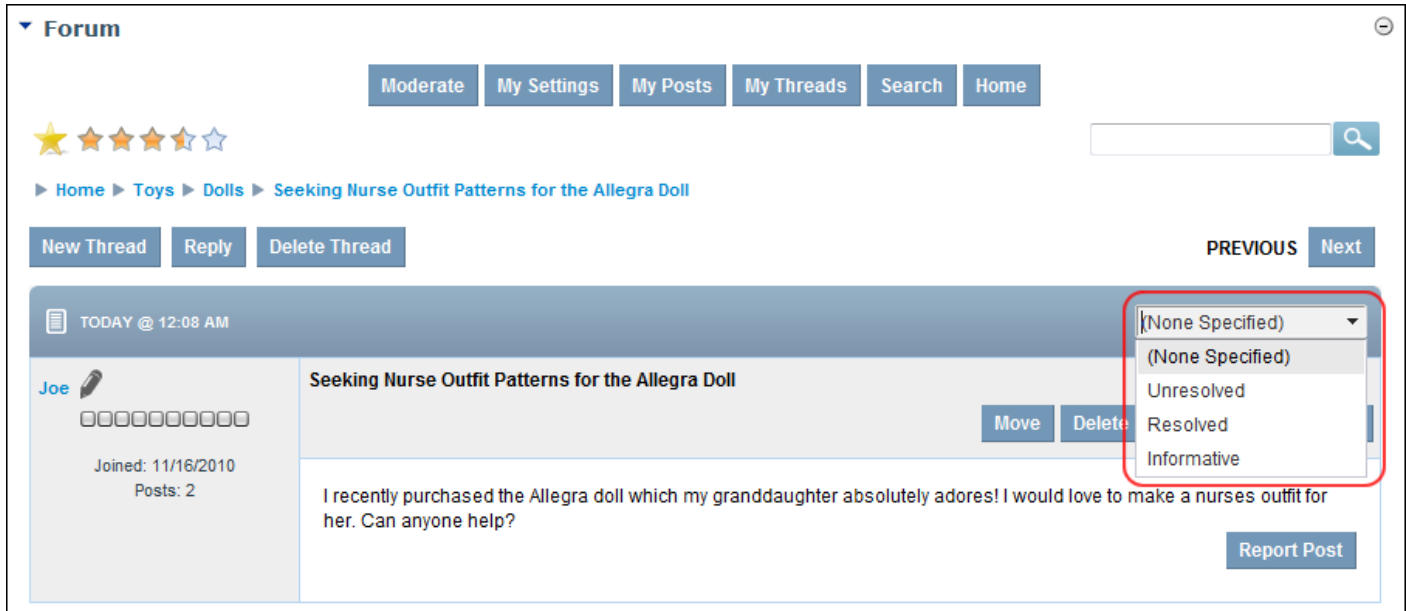
<b>Joe</b> 2 Member Since 11/16/2010	<b>Our Ruby Doll Bed</b>	<input checked="" type="checkbox"/> Include Post In New Thread?
	My sister built a cool bed for my daughter's Ruby Doll. I have attached the design if anyone is interested.	

Splitting a Thread

### Setting Thread Status

How to set the status of a thread in the Forum module. This setting can be a useful housekeeping tool which helps users quickly identify when a post is informative or when a question is or isn't answered. Note: This option may be disabled.

1. Locate and open the required post. See "Viewing any Post"
2. At the (None Specified) drop-down box, select either **None Specified**, **Unresolved**, **Resolved**, or **Informative**.



Setting Thread Status

### Editing your Forum Profile

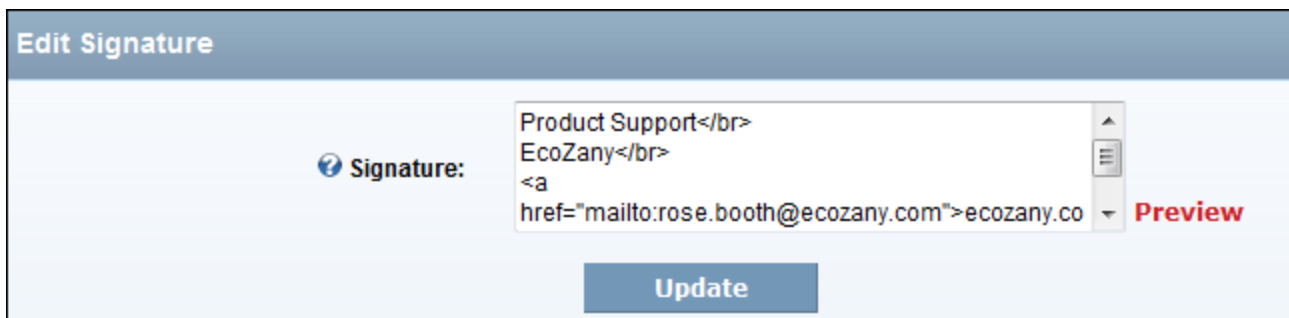
How to edit your user profile via the Forum module. Note: This tutorial explains how to manage your user profile when the Forum module uses the core DNN User Profile. Where an alternate non-core module is used, you must follow instructions provided by your module developer from Step 2.

1. Select **My Settings** from the module actions menu - OR - Click the [My Settings](#) link. This opens the User Settings page. The Control Panel > Overview window is displayed.
2. In the right-hand panel, select **Profile** > Edit Profile. This displays your User Profile for this site.
3. Modify your profile as required. See ["Managing your User Profile"](#), ["Managing your User Credentials"](#). or ["Managing your Profile Photo"](#).

### Editing your Forum Signature

How to edit your forum signature using the Forum module.

1. Select **My Settings** from the module actions menu - OR - Click the [My Settings](#) link. This opens the User Settings page. The Control Panel > Overview window is displayed.
2. In the right-hand panel, select **Profile** > Edit Signature. This displays the Edit Signature page.





3. In the **Signature** text box, add/edit your signature. Basic HTML formatting may be disabled.
4. **Optional.** Click the [Preview](#) link to preview the signature. This displays a preview of the signature on this page.
  - a. Click the [Edit](#) link to edit this signature.
5. Click the [Update](#) link.




Editing Your Signature (This image displays Signature in Preview mode)


### Editing your Forum Settings


How to manage your forum settings using the Forum module.


1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Forum > Edit Settings**. This displays the User Forum Settings window.
3. At **Email Format**, select **HTML** or **Text**.
4. In the **Threads Per Page** text box, enter the number of threads to be displayed on one page at one time. The default setting is 10. Note: Authenticated Users can override this setting for themselves on the My Settings page.
5. In the **Posts Per Page** text box, enter the number of posts to be displayed on one page at one time. The default setting is 5. Note: Authenticated Users can override this setting for themselves on the My Settings page.
6. At **Notify on Reply**, check  the check box if the users will receive notification of replies in threads they have posted in. Note: They can opt-out of notifications when they post - OR - Uncheck  the check box disable.
7. At **Enable "My Post" Notify**, check  the check box if the users will receive email notification of their own posts - OR - Uncheck  the check box disable.
8. At **Moderator Emails**, check  the check box if the users will receive email notification of new posts awaiting moderation - OR - Uncheck  the check box disable.
9. At **Clear All Read Status**, click the [Clear Read Status](#) link to clear all read status for all forums and threads for this user.
10. Click the [Update](#) link.


**User Forum Settings**


 **Email Format:**


 **Threads Per Page:**

 **Posts Per Page:**

 **Notify on Reply:**

 **Enable "My Post" Notify:**


 **Moderator Emails:**

 **Clear All Read Status:** [Clear Read Status](#)

Editing Your Forum User Settings


### Manage Notifications

How to manage your notifications for forums and threads which you have chosen to track using the Forum module.

1. Select **My Settings** from the module actions menu - OR - Click the [My Settings](#) link. This opens the User Settings page. The Control Panel > Overview window is displayed.
2. In the right-hand panel, select **Control Panel** > Notifications. This displays the Tracked Forums and Threads window with the Forums tab selected.
3. On the Forums tab, you can perform the following:
  - Remove Tracking: Click on the **Delete**  button beside a thread to stop tracking it.
  - Go to Forum: In the **Forum** column, click on the [\[Forum Name\]](#) link to go to that forum.
  - View Last Post: In the **Last Post** column, click on the [\[Date/Time\]](#) link to view the last post.
4. On the Threads tab you can perform the following:

### Managing Forum Bookmarks

How to manage your thread bookmarks which you have chosen to track using the Forum module.

1. Select **My Settings** from the module actions menu - OR - Click the [My Settings](#) link. This opens the User Settings page. The Control Panel > Overview window is displayed.
2. In the right-hand panel, select **Control Panel** > Bookmarks. This displays Bookmarks window.
3. You can perform these options:
  - Remove Bookmark: Click on the **Delete**  button beside a bookmark
  - Go to Thread: In the **Subject** column, click on the [\[Thread Name\]](#) link

- View Last Post: In the **Last Post** column, click on the [\[Date/Time\]](#) link

▼ **User Settings**

**Control Panel**

- Overview
- Notifications
- Bookmarks

**Forum Settings**

Profile

**Bookmarks**

	Subject	Posts	Last Post
✖	Re: Our Ruby Doll Bed	1	<b>Today @ 4:52 PM</b>
✖	Seeking Nurse Outfit Patterns for the Allegra Doll	2	<b>Today @ 12:41 PM</b>

[Home](#)

**Related Topics:**

- See "Adding a Bookmark to a Thread"

**Forum Moderators**

**Navigating to the Moderator Post Queue**

1. Select **Moderate** from the module actions menu - OR - Click the [Moderate](#) link. This opens the Moderator Control Panel.

▼ **Forum** ⊖

Moderate
My Settings
My Posts
My Threads
Search
Home

▶ [Home](#) View latest 6 , 12 , 24 , 48 hours | [View unread threads](#)

FORUMS	THREADS	POSTS	LAST POST
Discussions			
<span style="font-size: 1.2em;">📁</span> <a href="#">General</a>	1	1	<a href="#">Welcome to our ...</a> Yesterday @ 11:56 AM by Rosie
Toys			

2. In the left-hand panel, select **Post Queue**. This displays a summary list of forums with posts awaiting approval.

**▼ Moderator Control Panel**

Control Panel

- Overview
- Post Queue**
- Reported Posts

Users

Instructions

Welcome to the DotNetNuke Forum Moderator Control Panel. Moderators can approve posts, review post reports, view banned users and also see reports on the number of times users have been reported.

[Home](#)

### Approving a Post

How forum moderators and Administrators can approve a post to a moderated forum.

1. Go to the moderator post queue. See "[Navigating to the Moderator Post Queue](#)"
2. In the Forum column, click on a [\[Forum Name\]](#) link to view posts requiring moderation in that forum.

**▼ Moderator Control Panel**

Control Panel

- Overview
- Post Queue**
- Reported Posts

Users

Forum	Posts
<a href="#">Dolls</a>	1

[Home](#)

3. Click the [Approve](#) link beside the post to be approved.

**▼ Moderate Posts**

[DOLLS](#)

11/18/2010 12:29:19 PM

**Joe**  
3 Posts  
Joined 11/16/2010

**Seeking Nurse Outfit Patterns for the Allegra Doll**

[Split](#) [Move](#) [Delete](#) [Edit](#) [Reply](#) **[Approve](#)**

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

[Cancel](#)

4. Repeat Step 3 to approve additional posts.
5. Click the Cancel link to return to the module.

### Approving and Editing a Post

How forum moderators and administrators can approve a post and edit the content of the post. E.g. Spelling or grammatical errors.

1. Go to the moderator post queue. See "[Navigating to the Moderator Post Queue](#)"
2. In the Forum column, click on a [\[Forum Name\]](#) link to view posts requiring moderation in that forum.

▼ **Moderator Control Panel**

Control Panel	Forum	Posts
<ul style="list-style-type: none"> <li>Overview</li> <li>→ Post Queue</li> <li>Reported Posts</li> </ul>	<a href="#">Dolls</a>	1

[Home](#)

1. Click the Edit link beside the required post. This opens the Add/Edit Post page.
2. Edit the post in the Editor.
3. **Optional.** Edit one or more of these settings:
  - a. At **Attachments**, modify the attachments if required.
  - b. At **Pinned**, check  the check box to set this post to always appear at the top of the related forum group.
  - c. At **Notification**, check  the check box if you wish to be notified of replies to this post.
  - d. At **Locked** check  the check box to disable replies to this post.
  - e. At **Thread Status**, update the status as required. E.g. Informative
  - f. At **Terms**, click the drop-down box and then check  the check box beside a term which relates to this post.
    - i. Repeat the above step to associate additional terms.
4. **Optional.** Click the Preview link to preview the edited post.
5. Click the Submit link.

▼ Add/Edit Post

Forum Post

Forum: Toys - Dolls

Subject: Seeking Nurse Outfit Patterns for the Allegra Doll

Editor:  Basic Text Box  Rich Text Editor

Words: 24 Characters: 139

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Attachments:

Uploaded Attachments:

Upload New Attachment:

Pinned:  Notification:  Locked:

Thread Status: (None Specified)

Terms:

Approving and Editing a Moderated Post

### Approving and Replying to a Post

How to approve a post and add reply to the post.

1. Go to the moderator post queue. See "[Navigating to the Moderator Post Queue](#)"

▼ **Moderator Control Panel**

Control Panel	Forum	Posts
<a href="#">Overview</a> <a href="#">Post Queue</a> <a href="#">Reported Posts</a>	Dolls	1

Users

[Home](#)

2. In the Forum column, click on a [Forum Name] link to view posts requiring moderation in that forum.

▼ **Moderate Posts**

[DOLLS](#)

11/30/2010 10:59:26 PM

**Joe**  
 6 Posts  
 Joined 11/17/2010

**Seeking Nurse Outfit Patterns for the Allegra Doll**

[Split](#) [Move](#) [Delete](#) [Edit](#) [Reply](#) [Approve](#)

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

[Cancel](#)

3. Click the Reply link beside the required post. This opens the Add/Edit Post page.

4. Enter your reply in the Editor.

5. **Optional.** Add/set one or more of these settings:

- a. At **Attachments**, modify the attachments if required.
- b. At **Pinned**, check  the check box to set this post to always appear at the top of the related forum group.
- c. At **Notification**, check  the check box if you wish to be notified of replies to this post.
- d. At **Locked**, check  the check box to disable replies to this post.

6. **Optional.** Click the Preview link to preview the edited post.

7. Click the Submit link.

▼ **Add/Edit Post**

**Forum Post**

Forum: Toys - Dolls

Subject: Re: Seeking Nurse Outfit Patterns for the Allegra Doll

Editor:  Basic Text Box  Rich Text Editor

If you don't have any luck, you might like to check out our ready-made costumes at <http://www.ecozany.com/dolls/costumes.aspx>.

Design  HTML Words: 7 Characters: 74

Attachments:

Uploaded Attachments::

Upload New Attachment:

Pinned:   
 Notification:   
 Locked:

Replying to JOE

I recently purchased the Allegra doll which my granddaughter absolutely adores! I would love to make a nurses outfit for her. Can anyone help?

Approving a Moderated Post and adding a Reply

### Approving and Splitting a Post awaiting Moderation

How to split a post in the moderation queue from its current thread and start it as a new thread in the Forum module.

1. Go to the moderator post queue. See "[Navigating to the Moderator Post Queue](#)"
2. In the Forum column, click on a [\[Forum Name\]](#) link to view posts requiring moderation in that forum.



▼ **Moderator Control Panel**

Control Panel	Forum	Posts
<a href="#">Overview</a> <a href="#">Post Queue</a> <a href="#">Reported Posts</a>	Dolls	1

Users

[Home](#)

3. Click the [Split](#) link beside the required post. This opens the Add/Edit Post page.
4. Enter your reply in the Editor.
5. **Optional.** Add/set one or more of these settings:
  - a. At **Attachments**, modify the attachments if required.
  - b. At **Pinned**, check  the check box to set this post to always appear at the top of the related forum group.
  - c. At **Notification**, check  the check box if you wish to be notified of replies to this post.
  - d. At **Notification**, check  the check box if you wish to be notified of replies to this post.
  - e. At **Locked**, check  the check box to disable replies to this post.
6. **Optional.** Click the [Preview](#) link to preview the edited post.
7. Click the [Submit](#) link.

### Deleting a Post awaiting Moderation

How a forum moderator or an Administrator can delete a forum post in the moderation queue. These posts never appear on the site. A response explaining the reason for the deletion is emailed to the poster.

1. Go to the moderator post queue. [See "Navigating to the Moderator Post Queue"](#)
2. In the Forum column, click on a [\[Forum Name\]](#) link to view posts requiring moderation in that forum.

▼ **Moderator Control Panel**

Control Panel	Forum	Posts
<a href="#">Overview</a> <a href="#">Post Queue</a> <a href="#">Reported Posts</a>	Dolls	1

Users

[Home](#)

3. Click the Delete button. This opens the Delete Post page where you can edit and/or view the email template sent to the poster.
4. At **Email Template**, select the reason why the post is being deleted. This populates the Emailed Response text box below with a standard message for the selected reason.
5. **Optional.** At **Emailed Response**, edit the text of the email if required.
6. **Optional.** At **Email User**, check  the check box to email the poster - OR - Uncheck  the check box if no email is required.
7. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
8. Click the **OK** button to confirm.

**▼ Delete Post**

<b>Email Template:</b>	Post is Duplicate <span style="float: right;">▼</span>
<b>🔗 Emailed Response:</b>	Your post has been deleted because it is a duplicate of an existing post.
<b>🔗 Email User:</b>	<input type="checkbox"/>

**Our Ruby Doll Bed**

Posted by: Joe on 11/19/2010 6:50:33 AM

**Our Ruby Doll Bed**

Delete
Cancel

Deleting a post awaiting moderation

### Managing Reported Posts

How to manage posts that have been reported.

1. Select **Moderate** from the module actions menu - OR - Click the Moderate link. This opens the Moderator Control Panel.

Forum

Moderate My Settings My Posts My Threads Search Home

Home View latest 6, 12, 24, 48 hours View unread threads

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	1	1	Welcome to our ... Yesterday @ 11:56 AM by Rosie
Toys			

- In the left-hand panel, select **Reported Posts**. This displays a summary list of reported posts.
- In the **Post** column, click on a post title link to view the post in full.

Moderator Control Panel

Control Panel	POST	REPORTED	LAST REPORTED
Overview Post Queue <b>Reported Posts</b>	<b>Seeking Nurse Outfit Patterns for the Allegra Doll</b> In Dolls	1	Today @ 9:02 PM by Joe
Users	Page 1 of 1		1

Home

- Optional. Click the **Click To Address Report**  button to address this reported post. This displays the **This Report Has Been Addressed**  icon.
- Address the reported post as required.

### Viewing Banned Users

How to view a list of users who are been banned from the Forum module.

- Select **Moderate** from the module actions menu - OR - Click the Moderate link. This opens the Moderator Control Panel.

Forum

Moderate My Settings My Posts My Threads Search Home

Home View latest 6, 12, 24, 48 hours View unread threads

FORUMS	THREADS	POSTS	LAST POST
Discussions			
General	1	1	Welcome to our ... Yesterday @ 11:56 AM by Rosie
Toys			

2. In the left-hand panel, select **Users > Banned**. This displays a summary list of banned users.
3. In the User column, click on a user name link to view the users profile.

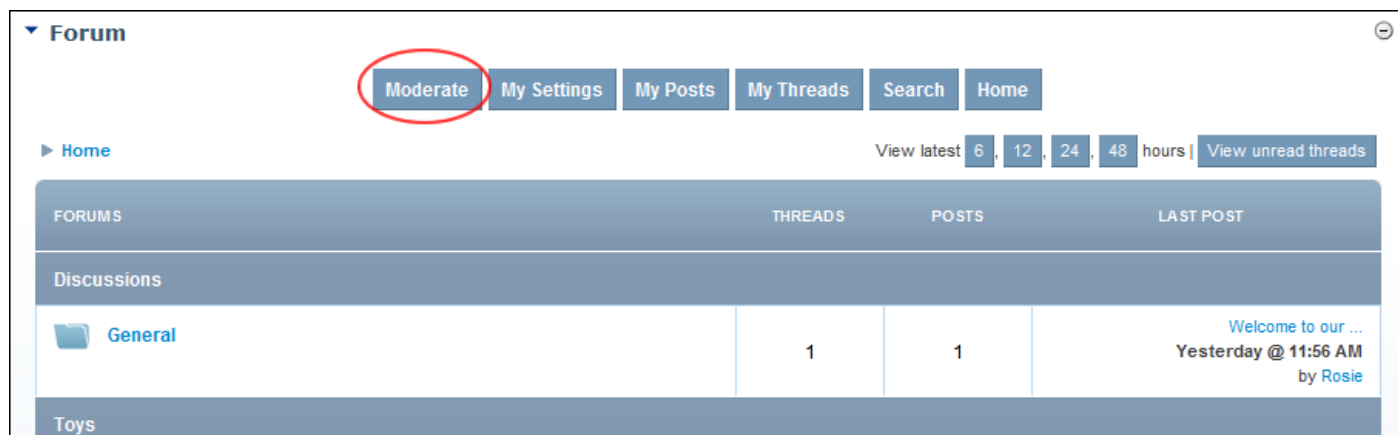
**Related Topics:**

- See "Editing Global User Settings"

**Viewing Reported Users**

How to view the profile of users who are been reported on the Forum module.

1. Select **Moderate** from the module actions menu - OR - Click the Moderate link. This opens the Moderator Control Panel.



2. In the left-hand panel, select **Users > Reported**. This displays a summary list of reported users.
3. In the **User** column, click on a user name link to view the users profile.

**Forum Administrators**

**Content**

**Enabling/Disabling Word Filtering**

How to enable or disable the filtering of words in the body of posts, including an option to also filter the subject of posts.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Content > Filter Settings**. This displays the Filter Management window.
3. At **Enable Word Filter**, check  the check box to enable word filtering in post body - OR - Uncheck  the check box to disable. If this option is unchecked, skip to Step 5.
4. At **Filter Subjects**, check  the check box to enable word filtering in the subject of posts - OR - Uncheck  the check box to disable.
5. Click the Update link.

Forum Administration

Control Panel

Forums

Users

Content

Filter Settings

Filter Words

Rating

Ranking

Popular Status

Email

Filter Management

Enable Word Filter:

Filter Subjects:

Update

Home

Enabling Word Filtering

### Adding a Filtered Word

How to set words to be filtered from posts and either removed from the post or replaced with an alternate word in forum posts.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Content > Filter Words**. This displays the Filtered Word Management window.
3. In the **Filter** text box, enter the word to be filtered.
4. In the **Replacement** text box, enter the replacement word - OR - Leave blank to remove the filter word without replacing it.

Forum Administration

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Filtered Word Management

Filter: ecozany

Replacement: EcoZany

Filter Words: All

No Results

Home

5. Click the **Add +** button. The newly added filtered word is now displayed in the Filtered Word List on this page.

▼ **Forum Administration**

Control Panel

Forums

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Content

- Filter Settings
- Filter Words
- Rating
- Ranking
- Popular Status

Email

### Filtered Word Management

Filter

Replacement  +

Filter Words All ▾

FILTER	REPLACEMENT	
ecozany	EcoZany	✎ ✕

Page 1 of 1


1

Home

*Tip: You can filter any content such as numbers and phrases.*

### Editing Filtered Words

How to edit a filtered word and/or its replacement word in the Forum module.

1. Go to the Forum Administration page. See ["Navigating to the Forum Admin Page"](#)
2. In the left-hand panel, select **Content** > **Filter Words**. This displays the Filtered Word Management window.
3. In the **Filter** column, locate the filtered word to be edited. See ["Filtering Filter Words"](#)
4. Click the **Edit**  button.

▼ **Forum Administration**

Control Panel

Forums

Users

Content

- Filter Settings
- Filter Words
- Rating
- Ranking
- Popular Status

Email

### Filtered Word Management

Filter

Replacement  +


Filter Words All ▾

FILTER	REPLACEMENT	
ecozany	EcoZany	✎ ✕
fare traed	fair trade	✎ ✕

Page 1 of 1

1

Home

1. Edit the **Filter** and/or the optional **Replacement** word as required.
2. Click the **Update**  button.

**Forum Administration**

Control Panel  
Forums  
Users  
Content  
Filter Settings  
Filter Words  
Rating  
Ranking  
Popular Status  
Email

**Filtered Word Management**

Filter  Filter Words All

Replacement  +

FILTER	REPLACEMENT	
ecoZany	EcoZany	
<input type="text" value="fare trade"/>	<input type="text" value="fair trade"/>	

Page 1 of 1

Home

Editing Filtered Words

### Filtering Filter Words

How to view all filtered words or filter them by the first letter of the filtered word for the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Content > Filter Words**. This displays the Filtered Word Management window.
3. At the **Filter Words** drop-down list, select **All** to view all words- OR - Select the first letter of the filtered word. This displays matching results in alphabetical order. Note: Use the linked page numbers to navigate to words displayed on another page.

**Forum Administration**

Control Panel  
Forums  
Users  
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Filter Settings  
Filter Words  
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Email

**Filtered Word Management**

Filter  Filter Words All

Replacement  +

FILTER	REPLACEMENT	
ecoZany	EcoZany	
fare trade	fair trade	

Page 1 of 1


Home

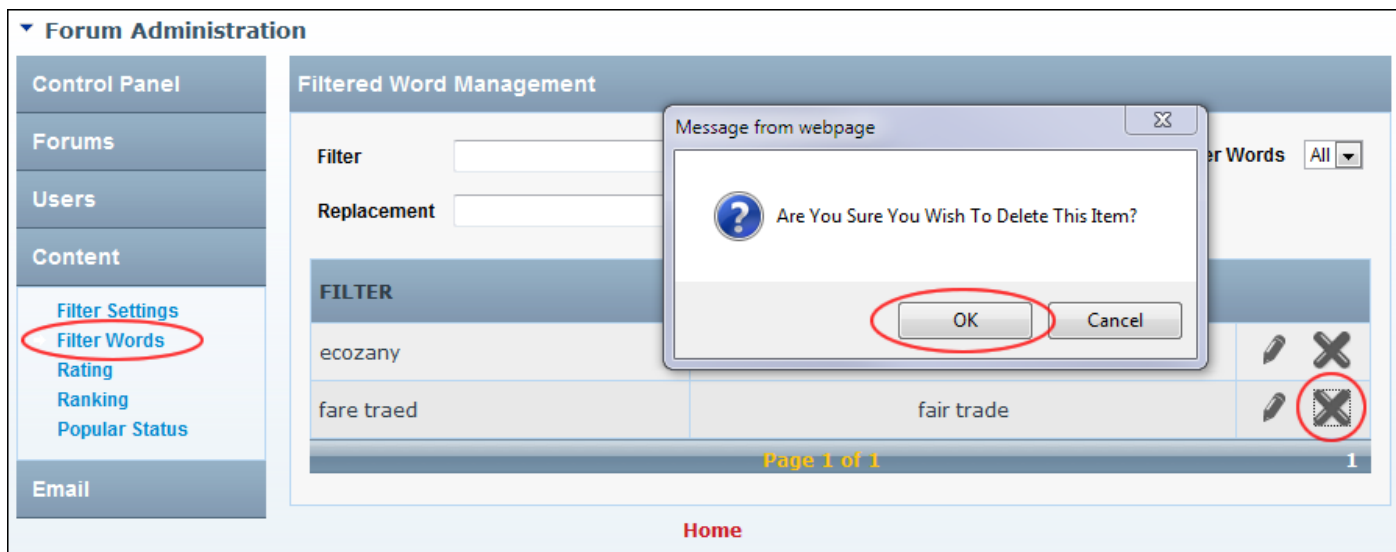
Filtering Filtered Words

*Tip: The filter will continue to be applied until you either click the All link or navigate to another section and then return to the Filtered Word Management section.*

### Deleting a Filtered Word


How to delete a filtered word from the Forum module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Content** > **Filter Words**. This displays the Filtered Word Management window.
3. In the **Filter** column, locate the word to be deleted. See "[Filtering Filter Words](#)"
4. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button to confirm.



Deleting a Filtered Word

### Managing Rating of Threads

How to enable or disable the users to rate threads and optionally replace the star  icon(s) with text. Note: Rating must be enabled on individual forums. See "[Setting Forum Options](#)"

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Content** > **Rating**. This displays the Rating Management window.
3. At **Enable**, check  the check box to enable users to rate a thread - OR - Uncheck  the check box to disable.
4. In the **Rating Scale** text box, enter a number that represents the highest rating for a thread. This sets the maximum number of stars. The default is 5. Note: Changing this will not update existing post ratings.
5. Click the Update link.



▼ **Forum Administration**

<b>Control Panel</b>	<b>Rating Management</b>
Forums	<input checked="" type="checkbox"/> <b>Enable:</b>
Users	<input checked="" type="checkbox"/> <b>Rating Scale:</b> <input type="text" value="5"/>
Content	<input type="button" value="Update"/>
<a href="#">Filter Settings</a> <a href="#">Filter Words</a> <a href="#">Rating</a> <a href="#">Ranking</a> <a href="#">Popular Status</a>	
Email	

[Home](#)

Enabling Thread Rating and Setting Maximum Number of Stars

### Managing Forum User Ranking

How to enable or disable ranking of forum users and set the number of posts required to achieve ranking positions in the Forum module. If enabled, the ranking images will display in the user posts avatar area.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Content > Ranking**. This displays the Ranking Management window.
3. At **Enable**, check  the check box to enable ranking - OR - Uncheck  the check box to disable.
4. At **Enable Images**, check  the check box to display ranking as images - OR - Uncheck  the check box to display ranking as text. If this option is checked then the images displayed on this page will be used.
5. At **1st Rank** complete the following:
  - a. In the **Count** text box (left), edit the number of posts required for a poster to rank as 1st.
  - b. In the **Title** text box (right), enter/edit a title to be displayed for this level of ranking. If the field is left blank then the title of "1st Level Poster" is displayed. Note: If the **Enable Images** check box above is checked  then this option is not used.
6. Repeat Steps 5 to manage 2nd-10th ranking fields.
7. **Optional.** In the **No Ranking** text box, enter a title to be displayed for users without any ranking. Note: If the Enable Images check box above is checked, then this option is not used.
8. Click the Update link.

▼ Forum Administration

Control Panel

Forums

Users

Content

Filter Settings  
Filter Words  
Rating  
**Ranking**  
Popular Status

Email

### Ranking Management

Enable:

Enable Images:

1st Rank :	<input type="text" value="1000"/>	<input type="text"/>	████████████████
2nd Rank :	<input type="text" value="900"/>	<input type="text"/>	████████████████
3rd Rank :	<input type="text" value="800"/>	<input type="text"/>	████████████████
4th Rank :	<input type="text" value="700"/>	<input type="text"/>	████████████████
5th Rank :	<input type="text" value="600"/>	<input type="text"/>	████████████████
6th Rank :	<input type="text" value="500"/>	<input type="text"/>	████████████████
7th Rank :	<input type="text" value="400"/>	<input type="text"/>	████████████████
8th Rank :	<input type="text" value="300"/>	<input type="text"/>	████████████████
9th Rank :	<input type="text" value="200"/>	<input type="text"/>	████████████████
10th Rank :	<input type="text" value="100"/>	<input type="text"/>	████████████████
No Ranking:	<input type="text"/>	<input type="text"/>	████████████████

[Home](#)

Configuring Post Ranking Settings

### Managing Popular Thread Status

How to set the number of times a thread must be viewed and replied to be marked as a popular thread in the Forum module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Content > Popular Status**. This displays the Popular Status Management window.
3. In the **View Count** text box, enter the number of views required before a thread is marked as popular - OR - leave blank if the number of views is not taken into account. The default setting is 200.
4. In the **Reply Count** text box, enter the number of replies required before a thread is marked as popular - OR - leave blank if the number of replies not taken into account. The default setting is 10.
5. In the **Active Within** text box, enter the number of days since the last post for a thread to be marked as popular. The default setting is 7.
6. Click the [Update](#) link.

▼ **Forum Administration**

<b>Control Panel</b>	<b>Popular Status Management</b>
Forums	<input type="text" value="200"/>
Users	<input type="text" value="10"/>
Content	<input type="text" value="7"/>
<a href="#">Filter Settings</a> <a href="#">Filter Words</a> <a href="#">Rating</a> <a href="#">Ranking</a> <a href="#">Popular Status</a>	<input type="button" value="Update"/>
Email	

[Home](#)

Managing Popular Thread Status

## Control Panel

### Configuring General Forum Settings

How to configure the general settings of the Forums module such as the forum name and enable other basic setting.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Control Panel** > **General**. This displays the General Configuration window.
3. At **Aggregated Forums**, check  the check box to enable an aggregated view of threads in all public forums - OR - Uncheck  the check box to disable.
4. At **Enable Thread Status**, check  the check box to enable users to set the status of any posts they began - OR - Uncheck  the check box to disable. If enabled, thread status can be set as Unresolved, Resolved or Informative. Setting thread status is optional.
5. At **Enable Post Abuse**, check  the check box to enable user to report any post to moderators and/or Administrators - OR - Uncheck  the check box to disable.
6. At **Disable HTML Posting**, check  the check box to use a plain text box to enter posts - OR - Uncheck  the check box to use the Rich Text Editor and enable HTML posts.
7. At **Date Last Indexed**, the date and time when the Forum content was last indexed (added to DNN search) is displayed. To re-index forum content click the [Reset](#) link. This will re-index all forum content again and the new date will be displayed. Depending on how busy your Forum is you may like to make this a weekly, fortnightly or monthly task.
8. Click the [Update](#) link.

Forum Administration

Control Panel

- Overview
- General**
- Community
- Attachments
- RSS
- SEO

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General Configuration

- Aggregated Forums:
- Enable Thread Status:
- Enable Post Abuse:
- Disable HTML Posting:
- Date Last Indexed: 11/16/2010 4:00:03 AM [Reset](#)

[Update](#)

General Configuration Settings for the Forum

### Configuring the Forum Community Management Settings

How to enable the use of an external non-core module to display profile information. Note: This is not necessary for most installs.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Control Panel** > **Community**. This displays the Community Management window.
3. At **Enable External Profile**, check  the check box to enable use of a non-core module for user profiles. This exposes additional settings - OR - Uncheck  the check box to disable external profile and skip to Step 8.
4. At **Profile Page**, select the page that contains your profile module.
5. In the **Profile User Parameter** text box, enter the URL parameter associated with the UserID necessary for user profiles. This parameter is required by the non-core module.
6. In the **Profile Parameter Name** text box, enter the extra URL property for the non-core module. The URL parameter name will be passed in combination with the value for external profile pages.
7. In the **Profile Parameter Value** text box, enter a value to be passed in combination with Parameter Name for the non-core module.
8. Click the [Update](#) link.

▼ Forum Administration

Control Panel	Community Management
<a href="#">Overview</a> <a href="#">General</a> <a href="#">Community</a> <a href="#">Attachments</a> <a href="#">RSS</a> <a href="#">SEO</a>	<p> <input checked="" type="checkbox"/> <b>Enable External Profile:</b> </p> <p> <input checked="" type="checkbox"/> <b>Profile Page:</b> &lt;None Specified&gt; </p> <p> <input type="text"/> <b>Profile User Parameter:</b> </p> <p> <input type="text"/> <b>Profile Parameter Name:</b> </p> <p> <input type="text"/> <b>Profile Parameter Value:</b> </p> <p style="text-align: center;"><a href="#">Update</a></p>
Forums	
Users	
Content	
Email	

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Forum Community Management Settings

### Enabling/Disabling Attachments

How to enable or disable the attaching of files to forum posts, as well as configure additional attachment settings on the Forums module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Control Panel > Attachments**. This displays the Attachment Management window.
3. At **Enable File Attachment**, check  the check box to enable attachments - OR - Uncheck  the check box to disable file attachment and skip to Step 7.
4. At **Anonymous Downloads**, check  the check box to enable files to be downloaded by unauthorized users - OR - Uncheck  the check box to disable. Note: File permissions also control access to files.
5. In the **Attachments Path** text box, edit the location where attachments are stored in the root directory of this portal's File Manager. I.e. domain.com/Portals/0/
6. In the **Max Attachment Size** text box, edit the maximum size for attachments in KB. Note: Additionally, the size set here should be no larger than what is permitted in the web.config.
7. Click the [Update](#) link.

▼ Forum Administration

Control Panel

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- General
- Community
- Attachments**
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### Attachment Management

☛ Enable File Attachment:

☛ Anonymous Downloads:

☛ Attachments Path:

☛ Max Attachment Size:

[Update](#)

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Managing forum post attachments

## Managing RSS Feeds

How to enable or disable an RSS Feed being created for all public forums, as well as configure related settings.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Control Panel** > **RSS**. This displays the RSS Management window.
3. At **Enable RSS Feeds**, check  the check box to enable RSS feeds for all public forums - OR - Uncheck  the check box to disable and skip to Step 6.
4. In the **Threads Per Feed** text box, enter the number of post threads to be displayed in the feed. The default value is 20 threads.
5. In the **Time To Live** text box, enter the frequency in minutes that the RSS is cached before refreshing. The default value is 30 minutes.
6. Click the [Update](#) link.

▼ Forum Administration

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RSS Management

Enable RSS Feeds:

Threads Per Feed:

Time To Live:

Update

Manage RSS Feeds for Forums

### Configuring the Forum Search Engine Optimization

How to configure Search Engine Optimization (SEO) settings on the Forum module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Control Panel** > **SEO**. This displays the SEO Management window.
3. At **User's Website No Follow**, check  the check box to indicate to search engines that links entered in user posts should be indexed as part of this web site - OR - Uncheck  the check box to indicate that search engines should index these links as relevant to the site content and ranking. This option relates to both user posts and user profile.
4. At **Override Page Title**, check  the check box to override the page name with the forum name or thread name - OR - Uncheck  the check box to disable.
5. At **Override Page Description**, check  the check box to override the page description – OR - Uncheck  the check box to disable.
6. At **Override Keywords**, check  the check box to override the page keywords with ones pulled from within the module – OR - Uncheck  the check box to disable.
7. At **Latest Threads No Follow**, check  the check box to indicate that the destination hyperlinks in the initial group view SHOULD NOT be afforded any additional weight or ranking by user agents which perform link analysis upon web pages (E.g. search engines). Note: This applies to the links in initial group view (6,12,24,48, view latest threads) typically seen when first viewing a page with the forum module placed on it - OR - Uncheck  the check box to disable.
8. In the **Sitemap Priority** text box, enter the SEO Sitemap priority per thread (this number must be between 0.0 and 1.0). The default is 0.5. Note: This will only be enabled if the Forum SEO Sitemap provider is installed.
9. Click the Update link.

▼ Forum Administration

**Control Panel**

- [Overview](#)
- [General](#)
- [Community](#)
- [Attachments](#)
- [RSS](#)
- [SEO](#)

**Forums**

**Users**

**Content**

**Email**

**SEO Management**

- User's Website No Follow:
- Override Page Title:
- Override Page Description:
- Override Keywords:
- Latest Threads No Follow:
- Sitemap Priority:

[Update](#)

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Configuring the Forum Search Engine Optimization Settings

## Email

### Managing Email Settings

How to enable or disable email notifications for the Forum module as well as configure notification settings.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the right-hand panel, select **Email > Email Settings**. This displays the Email Management section.
3. In the **From Address** text box, enter the from email address for all outgoing forum emails.
4. In the **Email Display Name** text box, enter the friendly name to be used for outgoing email notifications from this forum.
5. At **Email Notifications**, check  the check box to enable email notification for this module. This displays 3 additional settings- OR - Uncheck  the check box to disable. If unchecked, skip to Step 9.
6. At **Enable From Address Per Forum**, check  the check box to enable the From address to be set on individual forums. See "[Setting Forum Email](#)" - OR - Uncheck  the check box to disable and use the address set in Step 3 above for all forums.
7. At **Enable Edit Emails**, check  the check box to send a notification email to users when posts are edited - OR - Uncheck  the check box to disable.
8. At **Enable Email Queue**, check box is checked  to send notifications using the schedule - OR - Uncheck  the check box this feature is disabled.
9. Click the Update link.



▼ Forum Administration

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**Email Settings**

Templates

Subscribers

Email Settings Management

From Address: admin@ecozy.com

Email Display Name: My Website Forum

Enable Notifications:

Enable From Address Per Forum:

Enable Edit Emails:

Enable Email Queue:

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Managing email notifications from the Forum module

#### Related Topics:

- [See "Enabling/Disabling Scheduled Tasks"](#)

#### Managing Email Templates

How to modify the subject and body of the email notifications sent from the Forum module.

1. Go to the Forum Administration page. [See "Navigating to the Forum Admin Page"](#)
2. In the left-hand panel, select **Email > Templates**. This displays the Email Template Management window.
3. At **Email Template**, select the template to be edited.
4. In the **Email Subject** text box, edit the name of the email subject.
5. In the **HTML Email Body** text box, edit the HTML version of the email.
6. In the **Text Email Body** text box, edit the text version of the email.
7. Click the [Update](#) link.

Note: The following replacement tokens are available to use in the subject and body of emails:

**[FORUMNAME]** Name of the forum  
**[POSTSUBJECT]** Subject of the post  
**[DATEPOSTED]** Date of the post  
**[POSTAUTHOR]** Post Author  
**[POSTBODY]** Post Body  
**[POSTURL]** URL to view the post  
**[GROUPNAME]** Name of forum group  
**[PROFILELINK]** Link to users profile

## ▼ Email Template Management

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Email Settings

Templates

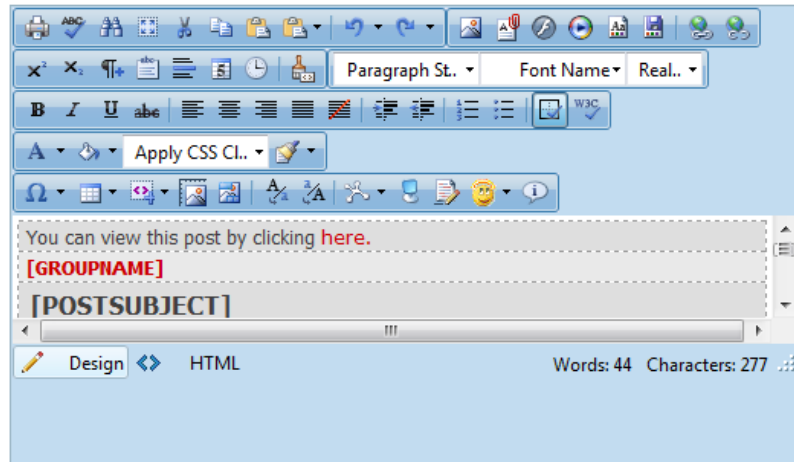
Subscribers

### Email Template Management

Email Template:

Email Subject:

Editor:  Basic Text Box  Rich Text Editor



The image shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, text color, background color, font size, font name, paragraph style, and list creation. The main editing area contains the following text:

You can view this post by clicking [here](#).

[GROUPNAME]

[POSTSUBJECT]

Words: 44 Characters: 277

HTML Email Body:

A new post in [FORUMNAME] entitled [POSTSUBJECT] was posted on [DATEPOSTED] by [POSTAUTHOR].

[POSTBODY]

Text Email Body: To view this post, please visit: [POSTURL].

If you no longer wish to receive notifications, please visit [PROFILELINK] and change your notifications options.

Available Keywords:

[FORUMNAME] Name of the forum

[POSTSUBJECT] Subject of the post

[DATEPOSTED] Date of the post

[POSTAUTHOR] Post Author

[POSTBODY] Post Body

[POSTURL] URL to view the post

[GROUPNAME] Name of forum group

[PROFILELINK] Link to users profile

Update

Home

Managing Email Notification Templates

### Viewing Email Subscribers Report

How to view the email subscriber report for the Forum module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Email > Subscribers**. This displays the Email Subscribers Report window.
3. Select a report type for the drop-down box. This displays details in the table below.

▼ **Forum Administration**

Control Panel	<b>Email Subscribers Report</b>										
Forums	General ▼										
Users	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Email</th> <th style="width: 20%;">Username</th> <th style="width: 20%;">Display Name</th> <th style="width: 20%;">Forum</th> <th style="width: 20%;">Created</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; padding: 5px;"><b>No Records</b></td> </tr> </tbody> </table>	Email	Username	Display Name	Forum	Created	<b>No Records</b>				
Email	Username	Display Name	Forum	Created							
<b>No Records</b>											
Content											
Email											
<a href="#">Email Settings</a> <a href="#">Templates</a> <a href="#">Subscribers</a>											


**Home**

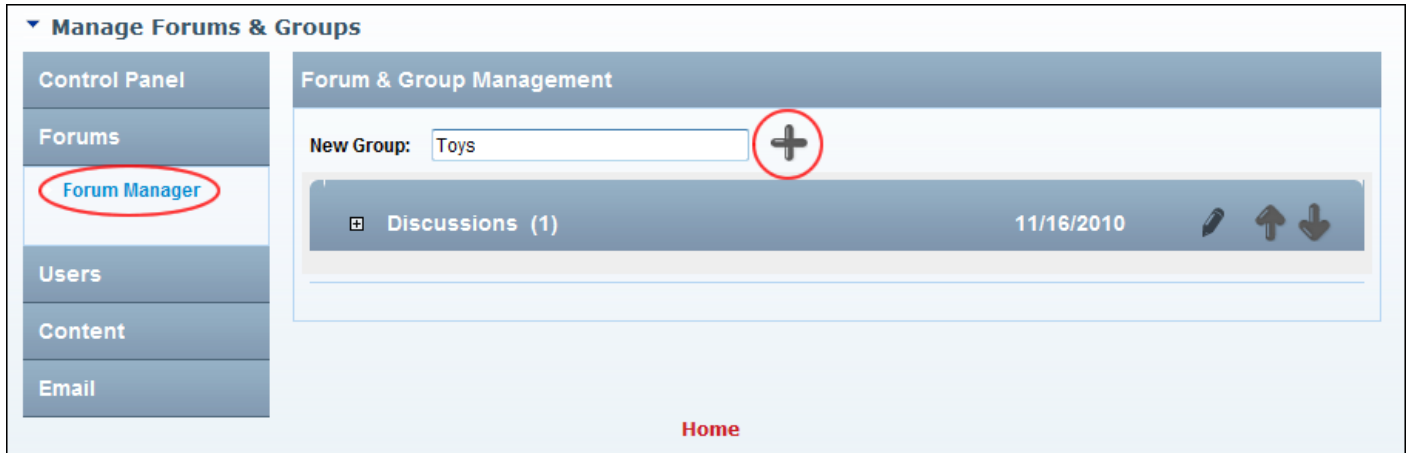
Viewing Email Subscribers Report

## Forums

### Adding a Forum Group

How to add a new forum group to the Forum module. A forum group is like a category which enable you to organize forums into one or more groups. Users cannot actually post to a forum group, but rather to the forums within that group. Once you have created a forum group, one or more forums must be added to it. A forum group called Discussions which contains a forum called General is created by default.


1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. In the **Group Name** text box, enter a name for the forum group.
4. Click the **Add**  button.

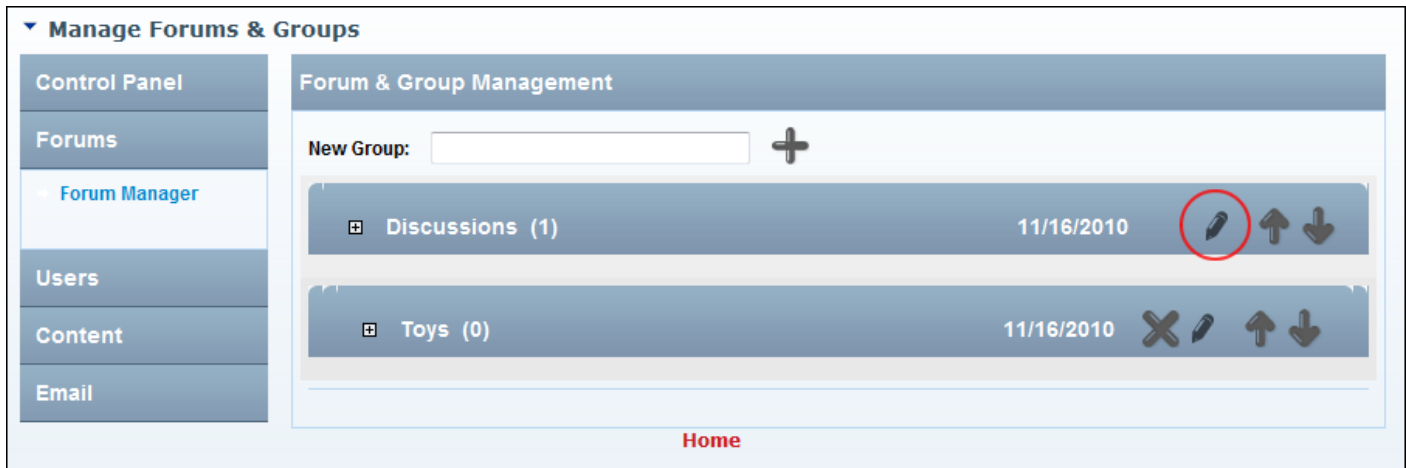



Adding a Forum Group

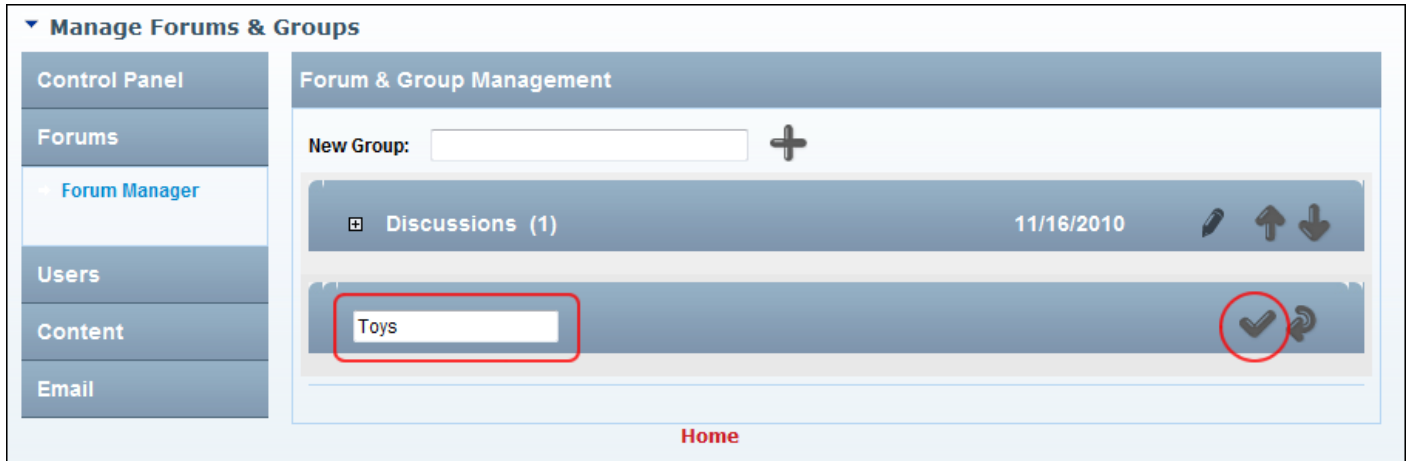
### Editing a Forum Group

How to edit the name of a forum group.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. Click the **Edit Group**  button beside the required forum group.





4. Edit the forum group name in the exposed text box.
5. Click the **Update**  button.

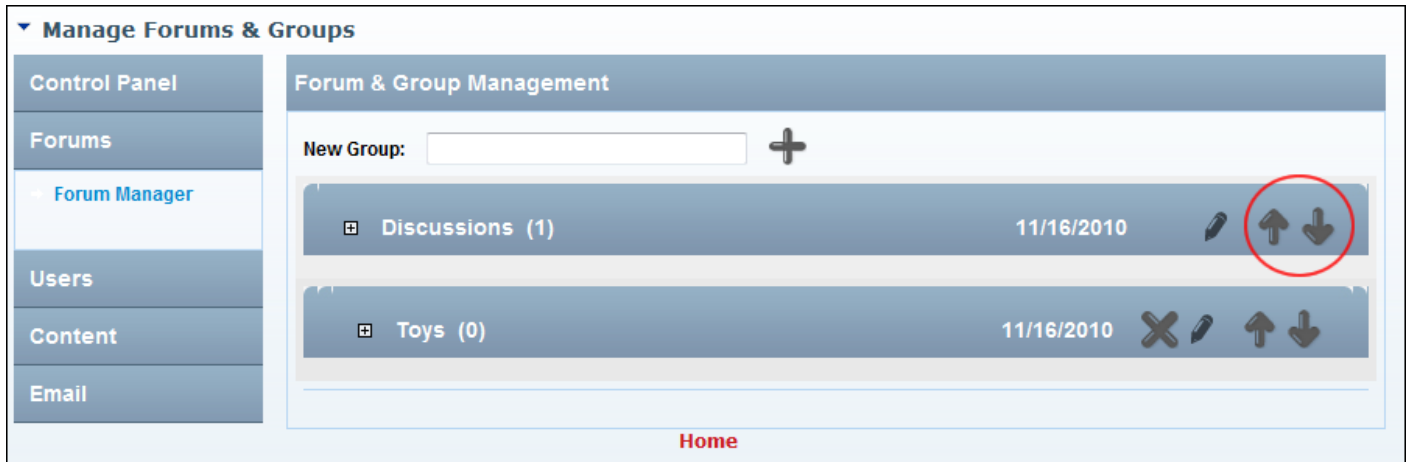


Editing a Forum Group

### Re-Ordering Forum Groups

How to modify the view order of forum groups on the Forum module.


1. Go to the Forum Administration page. See ["Navigating to the Forum Admin Page"](#)
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. Click the **Move Up**  or **Move Down**  button beside a forum group to move it up or down one position respectively.




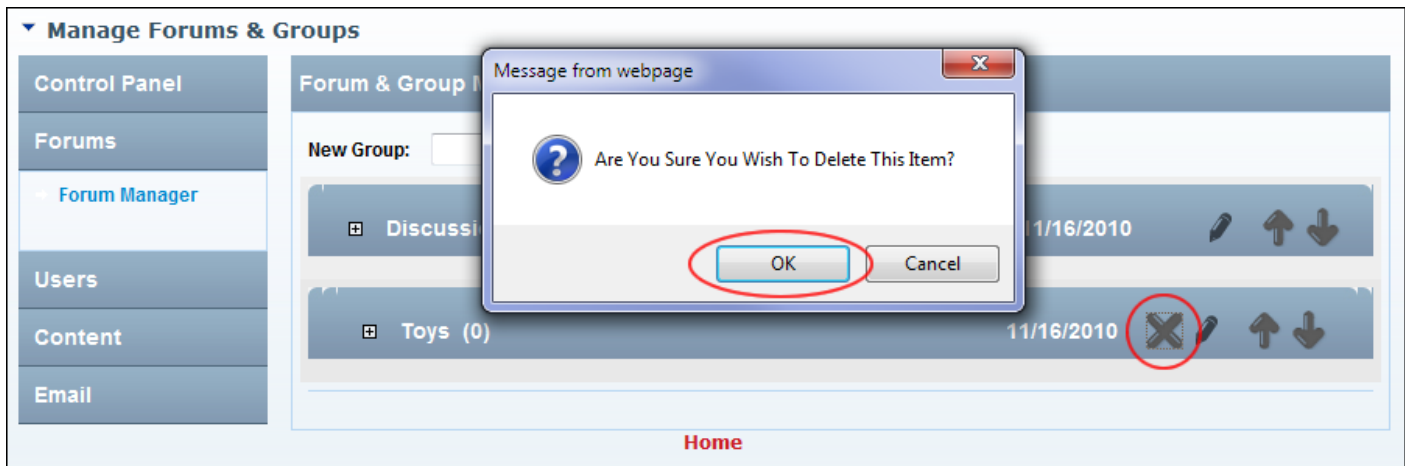
Reordering Forum Groups

### Deleting a Forum Group

How to permanently delete a forum group, including all related forums and posts.

1. Go to the Forum Administration page. See ["Navigating to the Forum Admin Page"](#)
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. Ensure the Forum Group is minimized  as this exposes the Delete button.


4. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button to confirm.

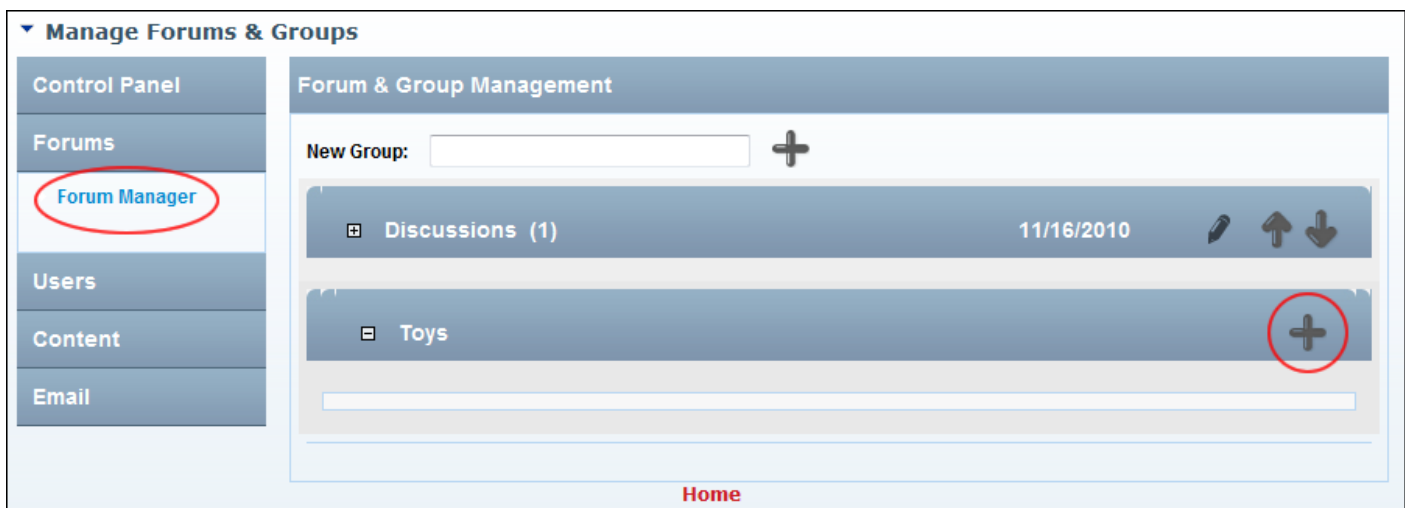



Deleting a Forum Group

### Adding a Forum

How to add a new forum to the Forum module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management section.
3. **Maximize**  the **Forum Group** to which the forum will be added.



4. Click the **Add Forum**  button located in the title bar of the selected group. This displays the General Settings tab of the Edit Forum window.
5. At **Forum is Enabled**, check  the check box if the forum to be displayed and allowing posting - OR - Uncheck  the check box if the forum is disabled.

6. **Optional.** At **Group**, re-select the Forum Group if required. The group selected at step 3 will be pre-selected.
7. **Optional.** At **Parent Forum**, select a parent for this forum.
8. In the **Forum Name** text box, enter a name for the new forum.
9. **Optional.** In the **Description** text box, enter a short description of the purpose of this forum and the intended content.
10. **Optional.** See "[Setting Forum Permissions](#)", "[Setting Forum Options](#)". or "[Setting Forum Email](#)".

The screenshot shows the 'Edit Forum' interface with the following fields and values:

- Forum is Enabled:**
- Group:** Toys
- Parent Forum:** None
- Forum Name:** Dolls
- Description:** Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.
- Created By:** (empty)
- Date Created:** (empty)
- Updated By User:** (empty)
- Date Updated:** (empty)

The **Add** button is circled in red, and the **Home** link is visible below it.

11. Click the Add link. The new forum is now added to the selected group.
12. **Optional.** Maximize  the **Forum Group** to view the new forum.

**Manage Forums & Groups**

Control Panel  
Forums  
Forum Manager  
Users  
Content  
Email

Forum & Group Management

New Group:  +

Discussions (1) 11/16/2010 [edit] [up] [down]

Toys +

Dolls 0 [checkbox] [edit] [delete] [up] [down]

[Home](#)

The Newly Added Forum

Note: The Created By, Date Created, Updated By User and Date Updated fields on the Edit Forum page are automatically populated when the forum is added.

**Edit Forum**

General Settings Options Email

**Forum is Enabled:**

**Group:** Toys

**Parent Forum:** None

**Forum Name:** Dolls

**Description:** Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.

**Created By:** admin

**Date Created:** 11/16/2010 6:51:18 PM

**Updated By User:** admin

**Date Updated:** 11/17/2010 6:24:53 AM


[Update](#) [Delete](#)

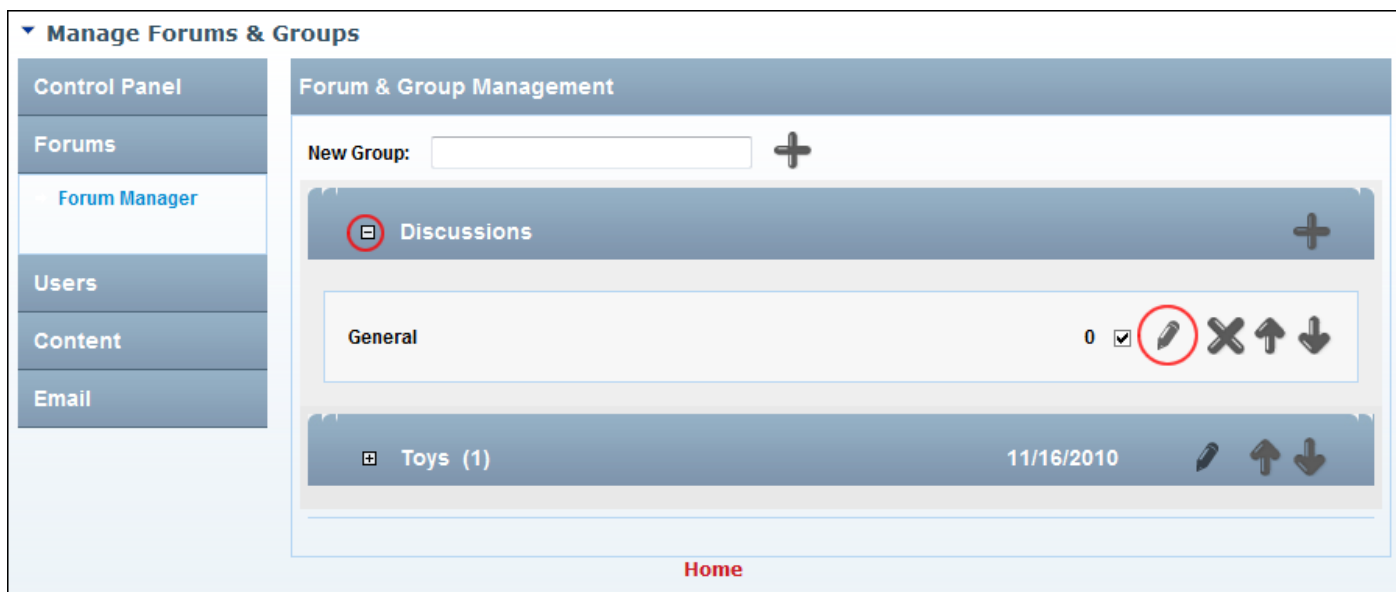
Details of the Newly Added Forum on the Edit Forum page

### Editing a Forum

How to edit the name or settings of a forum.



1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. **Maximize**  the **Forum Group** associated with the forum to be edited.
4. Click the **Edit Forum**  button beside the required forum.
5. Edit any general settings (See "[Adding a Forum](#)"), forum options (See "[Setting Forum Options](#)", and "[Setting Forum Permissions](#)".) or forum email settings ("[Setting Forum Email](#)". as required.
6. Click the Update link.



Editing a Forum

### Enabling/Disabling a Forum

How to enable or disable a forum. Enabled forums are open for viewing to all those who can see it and posting for all those who are permitted to post to it. Disabled forums cannot be viewed and posted to. Note: An **Enabled**  or **Disabled**  icon to the right of the forum name indicates its current enabled or disabled status.

1. Complete Steps 1-4 of "[Editing a Forum](#)". tutorial to access the Edit Forum page.
2. At **Forum is Enabled**, check  the check box to enable this forum - OR - Uncheck  the check box to disable it.
3. Click the Update link.

**▼ Edit Forum**

Control Panel

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Forum Manager  
EDIT FORUM

Users

Content

Email

**Edit Forum**

General Settings Options Email

Forum is Enabled:

Group: Toys

Parent Forum: None

Forum Name: Dolls

Description: Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.

Created By: admin

Date Created: 11/16/2010 6:51:18 PM

Updated By User: admin

Date Updated: 11/16/2010 6:51:18 PM




Update Delete

Home

Enabling or disabling a forum

### Re-ordering Forums

How to modify the order of forums within a forum group using the Forum module.

1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Forums > Forum Manager**. This displays the Forum & Group Management window.
3. **Maximize**  the **Forum Group** associated with the forum to be edited.
4. Click the **Move Up**  or **Move Down**  buttons beside a forum to move it up or down one position respectively.
5. Repeat Steps 3-4 to re-order forums within another forum group.

**Manage Forums & Groups**

Control Panel

Forums

Forum Manager

Users

Content

Email

Forum & Group Management

New Group:  +

Discussions (1) 11/16/2010 [edit] [up] [down]

Toys +

Dolls	11	<input checked="" type="checkbox"/>	[edit]	[X]	[up]	[down]
Wooden Toys	0	<input checked="" type="checkbox"/>	[edit]	[X]	[up]	[down]

Home

Reordering Forums

### Setting Forum Email

How to configure the email settings for individual forums. Note: Only the "From" email address and display name are used at this time.

Note: The Enable Form Address Per Forum field must be enabled to access this page. See ["Managing Email Settings"](#)

1. Complete Steps 1-4 of editing a forum. See ["Editing a Forum"](#)
2. Select the **Email** tab.
3. On the Edit Forum page, click on the Email link and complete these optional settings:
4. In the **Forum "From" Email Address** text box, edit the email address that will be displayed for all outgoing emails for this particular forum.
5. In the **Email Display Name** text box, enter the friendly display name used on outgoing emails sent from this forum.
6. Click the Update link.

**Edit Forum**

General Settings Options **Email**

Forum "From" Email Address:

Email Display Name:

**Update** **Delete**

Setting Forum Options

## Setting Forum Options

How to configure the optional settings for individual forums. This tutorial assumes you are in the process of adding a new forum or editing an existing forum.

1. Complete Steps 1-4 of "[Editing a Forum](#)". This will take you to the Edit Forum page.
2. Select the **Options** tab.
3. At **Forum Type**, select from the following options:
  - **Normal**: This is the usual option for a forum.
  - **Notification**: This option is the same as a normal forum however all forum users will receive notification of new posts and are unable to unsubscribe from notifications.
  - **Link**: This option redirect user to designated link and can be used to redirect users to old or disabled forums. If this option is selected a field called Forum Link will be displayed where you can select the URL link.
4. At **Forum Behavior**, select from the following options which will modify the available options when setting role permissions below:
  - **Public Moderation**: A public moderated forum that is available to everyone who can view the module.
  - **Public Moderation w/Post Restrictions**: A public moderated forum that enables everyone who can view the module to view posts, but only authorized users to add post.
  - **Public No Moderation**: A public un-moderated forum which enables everyone who can view the module to view and add posts.
  - **Public No Moderation w/Post Restrictions**: A public un-moderated forum that enables everyone who can view the module to view posts, but only authorized users to add post.
  - **Private Moderation**: A private moderated forum that is available to everyone who can view the module.
  - **Private Moderation w/Post Restrictions**: A private moderated forum that enables everyone who can view the module to view posts, but only authorized users to add post.
  - **Private No Moderation**: A private un-moderated forum which enables everyone who can view the module to view and add posts.
  - **Private No Moderation w/Post Restrictions**: A private un-moderated forum that enables everyone who can view the module to view posts, but only authorized users to add post.
5. At **Enable Polls**, check  the check box to enable users who can begin a thread to attach a poll which other users to participant in - OR - Uncheck  the check box to disable.
6. At **Enable Thread Status**, check  the check box to enable users to change the status of a thread - OR - Uncheck  the check box to disable. See "[Managing Popular Thread Status](#)"
7. At **Enable Thread Ratings**, check  the check box to enable users to rate threads - OR - Uncheck  the check box to disable. See "[Managing Rating of Threads](#)"
8. At **Enable RSS Feed**, check  the check box to enable users to view an RSS feed for the specified forum (as long as it isn't Private) - OR - Uncheck  the check box to disable.
9. At **Enable Sitemap**, check  the check box to enable threads created within this forum will be exposed to the SEO Sitemap provider (as long as it isn't Private) - OR - Uncheck  the check box to disable.

- In the **Site Map Priority** text box, enter a number between 0.1- 1.0 that is used to determine the SEO Sitemap priority. This requires changes to your web.config, where you can add the forum SEO Sitemap provider manually.
- Click the Update link.

### Edit Forum

General Settings

Options

Email

**Forum Type:**

**Forum Behavior:**

**Enable Polls:**

**Enable Thread Status:**

**Enable Thread Ratings:**

**Enable RSS Feed:**

**Enable Sitemap:**

**Sitemap Priority:**

	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User:  **Add**

\* Additional permissions only apply if View permissions are enabled for the corresponding role.


**Load Permissions of Forum:**

Update
Delete

Setting Forum Options

### Setting Forum Permissions

How to set unique permissions for individual Forums within the Forum module.

1. Complete Steps 1-4 of "[Editing a Forum](#)". This will take you to the Edit Forum page.
2. Select the **Options** tab.
3. Go to the Permissions grid.
4. **Optional.** In the **User** text box, enter the username of a user that you want to grant or deny module permissions for, and then click the  [Add](#) link. Repeat for additional usernames.
5. **Optional.** At **Filter By Group**, select from the following options:
  - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
  - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
  - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
6. For each permission type (listed below), check  the check box beside each role to grant that permission - OR - Uncheck  the check box to deny that permission. Note: Some options may be disabled depending Forum Type of this forum.
  - **View**: Select all roles that can view this forum.
  - **Start**: Select all roles that can begin a new thread in this forum.
  - **Reply**: Select all roles that can reply to a post in this forum.
  - **Moderate**: Select all roles that can moderate on this forum. Administrators are enabled by default.
  - **Attach**: Select all roles that can add an attachment to their posts for this forum. Note: Users/Roles must be granted permission to add files (See "[Assigning Folder Permissions by Role](#)" and "[Assigning Folder Permissions to a User](#)".) to the attachments folder in the File manager (typically Port Root/Forums/Attachments) unless set otherwise (See "[Enabling/Disabling Attachments](#)"). Administrators are enabled by default.
  - **Pin**: Select all roles that can pin a thread on this forum. Pinned threads will appear at above other threads. Administrators are enabled by default.
  - **Lock**: Select all roles that can lock a thread on this forum. Replies cannot be made to locked threads.
  - **Notify**: Select all roles that to receive moderator notification from this forum.
  - **Unmoderated**: Select all roles that do not require moderation.
7. To set permissions for an individual, enter their username into the Username text box and click the [Add](#) link to the right of the text box. You must then complete role permissions as for Step 2.
8. To set permissions based on the permissions selected on another forum, select the forum name from the **Load Permissions of Forum** drop-down box. You can now edit these permission as shown at Step 2.
9. Click the [Add](#) link.

## Edit Forum

General Settings

Options

Email

Forum Type: Normal Forum

Forum Behavior: Public No Moderation

Enable Polls:

Enable Thread Status:

Enable Thread Ratings:

Enable RSS Feed:

Enable Sitemap:

Sitemap Priority: 0.00

Filter By Group: < Global Roles >

	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Rosie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User:  Add

\* Additional permissions only apply if View permissions are enabled for the corresponding role.

Load Permissions of Forum: None


Update

Delete

Setting Forum Permissions

### Loading Existing Forum Permissions

How to load permissions from an existing forum to another forum using the Forum module. These permissions can then be edited if required.

1. Complete Steps 1-4 of "**Editing a Forum**". This will take you to the Edit Forum page.
2. Select the **Options** tab.
3. At **Load Permissions of Forum**, select the forum you wish to load permissions from. This displays the permissions of the selected forum in the permissions grid above. If these permissions match the permissions you want for this forum, then skip to Step 7. Alternatively, complete the remaining steps to customize these permissions for this forum.
4. **Optional.** In the **User** text box, enter the username of a user that you want to grant or deny module permissions for, and then click the  **Add** link. Repeat for additional usernames.
5. **Optional.** At **Filter By Group**, select from the following options:
  - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
  - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
  - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
6. For each permission type (listed below), check  the check box beside each role to grant that permission - OR - Uncheck  the check box to deny that permission. Note: Some options may be disabled depending Forum Type of this forum.
  - **View**: Select all roles that can view this forum.
  - **Start**: Select all roles that can begin a new thread in this forum.
  - **Reply**: Select all roles that can reply to a post in this forum.
  - **Moderate**: Select all roles that can moderate on this forum. Administrators are enabled by default.
  - **Attach**: Select all roles that can add an attachment to their posts for this forum. Administrators are enabled by default.
  - **Pin**: Select all roles that can pin a thread on this forum. Pinned threads will appear at above other threads. Administrators are enabled by default.
  - **Lock**: Select all roles that can lock a thread on this forum. Replies cannot be made to locked threads.
  - **Notify**: Select all roles that to receive moderator notification from this forum.
  - **Unmoderated**: Select all roles that do not require moderation.
7. Click the Update link.



## Edit Forum

General Settings

Options

Email

Forum Type: Normal Forum

Forum Behavior: Public No Moderation

Enable Polls:

Enable Thread Status:

Enable Thread Ratings:

Enable RSS Feed:

Enable Sitemap:

Sitemap Priority: 0.00

Filter By Group: < Global Roles >

	View	Start	Reply	Moderate	Attach	Pin	Lock	Notify	Unmoderated
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User:  Add



\* Additional permissions only apply if View permissions are enabled for the corresponding role.

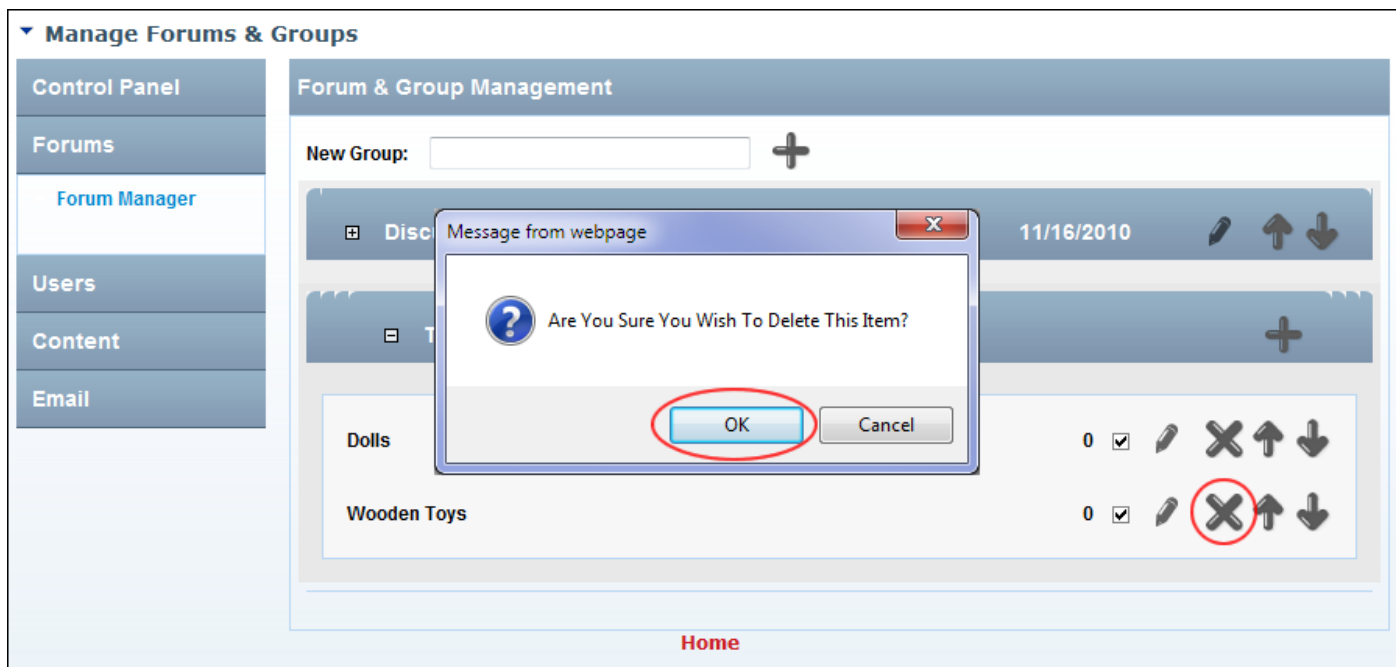
Load Permissions of Forum: None  
None  
General  
Dolls  
Wooden Toys

Loading Existing Forum Permissions

### Deleting a Forum

How to permanently delete a forum and all posts within that Forum using the Forums module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. Select **Forums > Forum Manager**. This displays the Forum & Group Management section.
3. **Maximize**  the **Forum Group** associated with the forum to be deleted.
4. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button to confirm.



Deleting a Forum

## Users

### Searching Forum User Accounts

How to search forum user accounts by username, email, display name, first name or last name.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Users > Users**. This displays the User Management window.
3. Select from these two options:


#### Option One:

1. In the **Search** text box, enter the search criteria.
2. Select one of the following filters from the drop down list:
  - **All:** Returns all users whose account includes the criteria.
  - **Online:** View all online users who match the search criteria.

- **Username:** View all for exact matches and all or part of the beginning of the username. E.g. Entering Ad, Admin, or A will return Admin.
- **Display Name:** Searches for exact matches and all or part of the beginning of the display name. E.g. Entering R will return all names beginning with R.
- **Email:** Displays partial and exact matches to the beginning of the email address.
- **First Name or Last Name:** Searches for exact matches and all or part of the beginning of the name. E.g. Entering R will return all names beginning with R.

**User Management**

Search:

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	<a href="mailto:Rose.Booth@ecozany.com">Rose.Booth@ecozany.com</a>


Page 1 of 1 1

**Option Two:**

1. Select **Role** from the right-hand drop-down box. This displays each role type in the left-hand drop-down box.
2. Select the name of the role from the first drop-down box.

**User Management**

Search:

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	<a href="mailto:Rose.Booth@ecozany.com">Rose.Booth@ecozany.com</a>

Page 1 of 1 1

**Related Topics:**

- [See "Editing any Forum User's Profile"](#)

**Editing any Forum User's Profile**

How to edit any forum user's profile using the Forum module.

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*Tip: Field visibility is managed by the user on their DNN user profile.*

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*Tip: Forum users can manage their own profile under My Settings.*

---


1. Search and located the required user. See "[Searching Forum User Accounts](#)"

### User Management

Search:

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	<a href="mailto:Rose.Booth@ecozany.com">Rose.Booth@ecozany.com</a>

Page 1 of 1 1

2. Locate the required user and click the **Edit**  button beside their username. This displays the Edit Profile page.
3. **Optional.** If this is the first time you have visited this user's profile on this page, you can click the Update link and then Refresh (Ctrl + F5) the screen to view the user's Username, Site Alias and Email Address details. Alternatively, they will be viewable whenever you update this page.
4. In the **User ID** text box, modify the user's unique identifier.
5. At **Username**, here you can view the user's DNN username. Note: User's can click the link to edit their Account profile for this site.
6. At **Site Alias**, view the alias shown to other users of this module. This will either be the user's Display Name or Username, depending on module settings.
7. At **Email Address**, displays the user's email address. In addition, a checked  check box displayed if other forum users can view this user's email address in the user profile screen.
8. At **Trusted User**, check  the check box if the user's posts are not moderated - OR - Uncheck  the check box to enable moderation.
9. At **Lock Trust**, check  the check box if the user's trust status can only be changed by module administrators - OR - Uncheck  the check box if all forum administrators can edit the Trusted User settings.
10. Click the Update link.

### Edit Profile

ⓘ UserID:   
 ⓘ Username: Rosie  
 ⓘ Site Alias: Rosie  
 ⓘ Email Address: [Rose.Booth@ecozany.com](mailto:Rose.Booth@ecozany.com)  
 ⓘ Trusted User:   
 ⓘ Lock Trust:

**Update**

Viewing/Editing a Forum User's Profile


### Editing any Forum User's Signature

How to edit any Forum user's signature using the Forum module.


1. Search and located the required user. See "Searching Forum User Accounts"

### User Management

Search:  Username

	USERNAME	DISPLAYNAME	EMAIL
	Rosie	Rosie	<a href="mailto:Rose.Booth@ecozany.com">Rose.Booth@ecozany.com</a>

Page 1 of 1 1

2. Locate the required user and click the **Edit**  button beside their username. This displays the Edit Profile page.

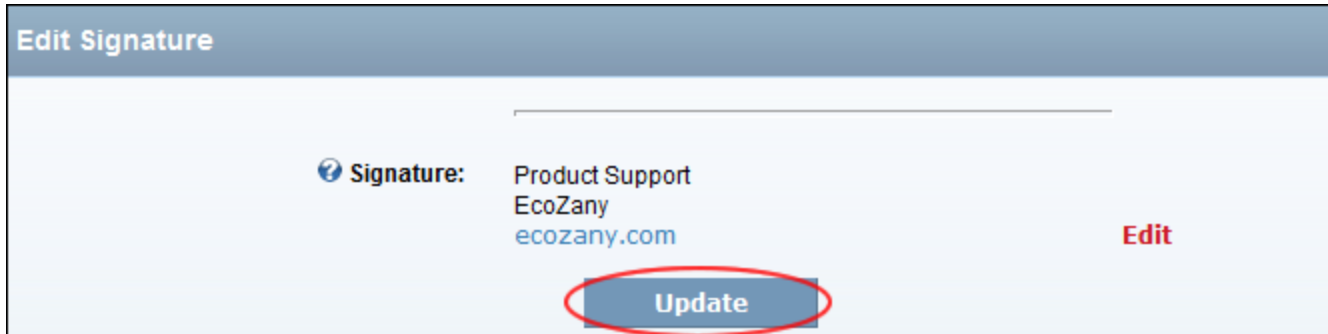
### Edit Signature

ⓘ Signature: 
**Preview**

**Update**

3. In the **Signature** text box, add/edit the user's signature. Basic HTML formatting may be disabled. See "Setting a User's Forum Settings"

4. **Optional.** Click the [Preview](#) link to preview the signature. This displays a preview of the signature on this page.
  - a. Click the [Edit](#) link to edit this signature.
5. Click the [Update](#) link.



Editing any Forum User's Signature (This image displays Signature in Preview mode)

### Configuring System Avatars

How to enable systems avatars on the Forum module and configure the related settings.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)".
2. In the left-hand panel, select **Users > Avatars**. This displays the Avatar Management window.
3. At **Enable User Avatars**, uncheck  the check box to use system avatars.
4. In the **User Image Size Limit** text box, enter the maximum upload size in KB for the avatar image. The default setting is 64.
5. At **Enable Avatar Pool**, select from these options:
  - Check  the check box to enable you to upload a folder of images for users to choose from to represent their profile avatar.
    - i. In the **Pool Avatar Path** text box, modify the folder where the Pool Avatars are stored if required.
  - Uncheck  the check box to disable.
6. At **Enable System Avatars**, select from these options:
  - Check  the check box to Site Administrators and Forum Administrators to assign avatar images to specific users of their choice. This is done per user, not by role.
    - a. **Optional.** In The **System Avatar Path** text box, modify the folder where the System Avatars are stored if required. Note: Forum Administrators must be given permission to view this folder. See "[Assigning Folder Permissions by Role](#)" or "[Assigning Folder Permissions to a User](#)".
  - Uncheck  the check box to disable.
7. At **Enable Role Avatars**, select from these options:
  - Check  the check box to assign avatar images based on roles.
    - i. In the **Role Avatar Path** text box, modify the folder where the Role Avatars are stored if required.

- Uncheck  the check box to disable.

8. Click the [Update](#) link.

Avatar Management

Enable User Avatars:

User Image Size Limit:

Enable Avatar Pool:

Pool Avatar Path:

Enable System Avatars:

System Avatar Path:

Enable Role Avatar:

Role Avatar Path:

[Update](#)

[Home](#)

Configuring System Avatars

### Enabling User Avatars

How to enable users to upload one image for their profile that will be displayed in posts view and also in their profile.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Users > Avatars**. This displays the Avatar Management window.
3. At **Enable User Avatars**, check  the check box to enable users to upload an avatar (image) which is displayed in their profile and beside their posts.
4. At **Enable Profile Avatar**, select from these options:
  - Check  the check box to check box make the system looks for avatars uploaded to the user's core profile and complete these options.
    - a. At **Enable User Folders**, select from these options:
      - Check  the check box to set the system to utilize the core profile image control. This means the path to the image will utilize user folders.
        - i. At **Profile Property**, select the profile property associated with user avatar's in the core profile. Please note, this should be an ImageControl data type property.

- Uncheck  the check box to disable and set these options:
  - i. At **Profile Property**, select the profile property associated with user avatars in the core profile. Please note, this should be an ImageControl data type property.
  - ii. In the **User Avatar Path** text box, modify the folder where the Avatars are stored. Avatars are stored in the portal root directory. I.e. domain.com/Portals/0/. **Important.** Users must be given permission to add files to this folder. See "Assigning Folder Permissions by Role" or "Assigning Folder Permissions to a User".

- Uncheck  the check box to disable and complete these fields:
  - a. In the **User Avatar Path** text box, modify the folder where the Avatars are stored. Avatars are stored in the portal root directory. I.e. domain.com/Portals/0/. **Important.** Users must be given permission to add files to this folder. See "Assigning Folder Permissions by Role" or "Assigning Folder Permissions to a User".
  - b. In the **User Avatar Dimensions** text boxes, enter the height and width in pixels (respectively) that avatars are displayed. The default setting is 128 x 128.
  - c. In the **User Image Size Limit** text box, enter the maximum upload size in KB for the avatar image. The default setting is 64.
  - d. At **Enable Avatar Pool**, select from these options:
    - Check  the check box to enable you to upload a folder of images for users to choose from to represent their profile avatar.
      - i. In the **Pool Avatar Path** text box, modify the folder where the Pool Avatars are stored if required.
    - Uncheck  the check box to disable.

5. At **Enable System Avatars**, select from these options:

- Check  the check box to enable Administrators and Forum Administrators to assign avatar images to specific users of their choice. This is done per user, not by role.
  - a. **Optional.** In The **System Avatar Path** text box, modify the folder where the System Avatars are stored if required. Note: Forum Administrators must be given permission to view this folder. See "Assigning Folder Permissions by Role" or "Assigning Folder Permissions to a User".
- Uncheck  the check box to disable.

6. At **Enable Role Avatars**, select from these options:

- Check  the check box to assign avatar images based on roles.
  - a. In the **Role Avatar Path** text box, modify the folder where the Role Avatars are stored if required.
- Uncheck  the check box to disable.

7. Click the Update link.

### Editing Global User Settings

How to edit the global user settings for the Forum module.



1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Users > User Settings**. This displays the User Settings Management window.
3. At **Member Name Display**, select either Username or Display Name from the drop-down box. This sets the format the sites users will appear to users of this forum module.
4. In the **Post Editing Time** text box, enter the number of minutes that users have to edit a previously posted item - OR - Enter 0 for indefinite editing.
5. At **Enable Auto Trust**, select from these options:
  - Check  the check box if users will be trusted once they meet the Auto Trust threshold setting. This exposes the Auto Trust Threshold field.
    - In the **Auto Trust Threshold** text box, enter the number of posts required before auto trust kicks in (if enabled). E.g. If this number is set to 100, after the untrusted user has their 100th post approved they will automatically have their trust status changed and their 101st post will go unmoderated (provided they have no other posts already in the queue). Note: If this setting is set to 0 (zero) all new users will automatically be trusted.
  - Uncheck  the check box to disable.
6. At **Lock New User Trust**, check  the check box if user trust status can only be changed by administrators and not moderators - OR - Uncheck  the check box to disable.
7. At **Enable User Read Management**, check  the check box if users are permitted to mark all threads as read and also clear read status of all thread items - OR - Uncheck  the check box to prevent users from viewing these links (I.e. Community activity reporting can factor in thread reads).
8. At **User Signatures**, check  the check box if to enable users to add a custom signature to their profile for the forum module. This signature displays in all posts as well as the users profile - OR - Uncheck  the check box to disable.
9. At **Mod Signature Edits**, check  the check box to enable moderators to update users' signatures from the user profile area which is viewable by all users - OR - Uncheck  the check box to disable.
10. At **HTML Signatures**, check  the check box if users can use HTML code in their signatures - OR - Uncheck  the check box to disable.
11. At **User Banning**, check  the check box to ban user - Uncheck  the check box to remove ban.
12. Click the [Update](#) link.

### Configuring the Default Forum User Interface

How to configure the default user interface setting for the Forum module.

1. Go to the Forum Administration page. See "[Navigating to the Forum Admin Page](#)"
2. In the left-hand panel, select **Users > User Interface**. This displays the User Interface Management window.
3. In the **Threads Per Page** text box, enter the number of threads to be displayed on one page at one time. The default setting is 10. Note: Authenticated Users can override this setting for themselves on the My Settings page.
4. In the **Posts Per Page** text box, enter the number of posts to be displayed on one page at one time. The default setting is 5. Note: Authenticated Users can override this setting for themselves on the My Settings page.

5. In the **Thread Page Count** text box, enter the number of the number of pages to show in threads view next to the thread subject. The default setting is 3.
6. At **Theme**, select a theme to be used for this forum.
7. At **Theme Image Extension**, enter the extension of images used in the Theme. The default setting is png which relates to the Default theme.
8. At **Display Location**, select from the following options:
  - **None**: Select to hide the country of the poster.
  - **To Admin Users**: Select to display the country of the poster to Administrators only.
  - **To All Users**: Select to display the country of the poster to all users.
9. At **Display Region**, check  the check box to display the posters region - OR - Uncheck  the check box to hide.
10. At **Enable Quick Reply**, check  the check box to enable users to post replies directly in posts view. This uses a normal text box and not a Rich Text Editor and is only visible to those with proper posting permissions - OR - Uncheck  the check box to disable.
11. At **Enable User Tagging**, check  the check box to enable authenticated users to tag threads in public forums - OR - Uncheck  the check box to disable.
12. Click the [Update](#) link.

### User Interface Management

<b>Threads Per Page:</b>	<input type="text" value="10"/>
<b>Posts Per Page:</b>	<input type="text" value="5"/>
<b>Thread Page Count:</b>	<input type="text" value="3"/>
<b>Theme:</b>	<input type="text" value="Blue"/>
<b>Theme Image Extension:</b>	<input type="text" value="png"/>
<b>Display Location:</b>	<input type="text" value="None"/>
<b>Display Region:</b>	<input type="checkbox"/>
<b>Enable Quick Reply:</b>	<input type="checkbox"/>
<b>Enable User Tagging:</b>	<input checked="" type="checkbox"/>

[Update](#)

Setting the Forum User Interface

### Overview of the Forum Administration Page

The Forum Administration page enables Administrators and Forum Administrators (See "[Setting Additional Forum Permissions](#)" to set up this permission) to manage all aspects of the forum module, such as Groups, Forums, Users, Features and Email Notifications.

▼ **Forum Administration**

Control Panel	Instructions
<ul style="list-style-type: none"> <li><a href="#">Overview</a></li> <li><a href="#">General</a></li> <li><a href="#">Community</a></li> <li><a href="#">Attachments</a></li> <li><a href="#">RSS</a></li> <li><a href="#">SEO</a></li> </ul>	<p>Welcome to the DotNetNuke Forum Admin Control Panel. Administrators can manage all aspects of the forum module, such as Groups, Forums, Users, Features and Email Notifications from the control panel.</p>
<b>Forums</b>	
<b>Users</b>	
<b>Content</b>	
<b>Email</b>	

[Home](#)

The Forum Administration Home Page

### Control Panel

- **Overview:** Brief description of the Forum Administration section.
- **General:** Manage general global forum settings.
- **Community:** Used for integration with third party modules
- **Attachments:** Enable/disable file attachments
- **RSS:** Enable RSS Feeds
- **SEO:** Manage the way forums are handled by search engines

### Forums

- **Forum Manager:** Manage new and existing forums and forum groups.

### Users

- **Users:** Manage individual user profiles, signatures, avatars, forum access and set users as trusted
- **Avatars:** Manage default avatar settings
- **User Settings:** Manage default user settings
- **User Interface:** Manage default forum interface settings

### Content

- **Filter Settings:** Enable/disable word filtering
- **Filter Words:** Set filtered words and their replacement words

- **Rating:** Enable and manage user ratings
- **Ranking:** Enable and manage user ranking
- **Popular Status:** Manage popular thread settings.

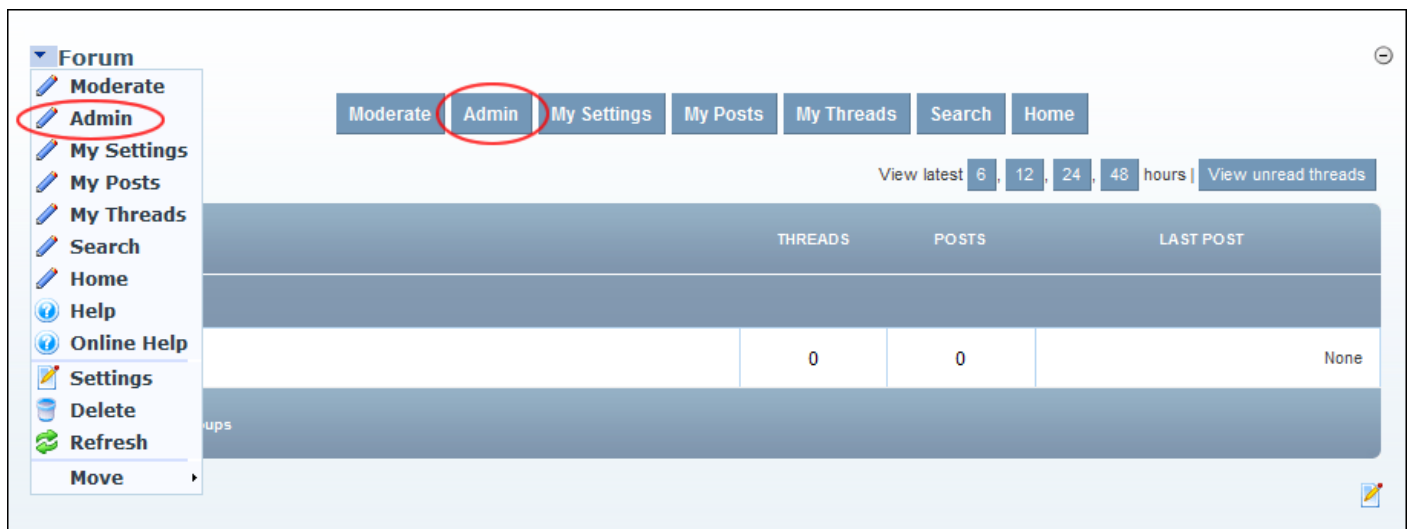
## Email

- **Email Settings:** Manages email settings.
- **Templates:** Manage templates for emails sent to users and moderators.
- **Queue:** Only available if the scheduled task is on and the email queue is enabled, allows hosts to set a time frame for keeping email queue related data.
- **Queue Tasks:** Only available if the scheduled task is on and the email queue is enabled, allows administrators to see the most recent emails that have been queued up, along with who is receiving them and if the sends were successful or not.
- **Subscribers:** Displays a list of forum notifications at the forum and thread levels.

## Navigating to the Forum Admin Page

How to navigate to the Forum Administration page, also called the Forum Admin Control Panel, of the Forum module. Access to this page is restricted to Forum Administrators.

1. Click the [Admin](#) link - OR - Select **Admin** from the Forum module actions menu.




Navigating to the Forum Administration Page

## Settings

### Setting Additional Forum Permissions

How to set the unique permissions for the Forum module.


1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Permissions** tab.

3. **Optional.** In the **Username** text box, enter the username of a user to whom you wish to grant or deny module permissions, and then click the  **Add** link. Repeat for additional usernames.
4. **Optional.** At **Filter By Group**, select from the following options:
  - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
  - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
  - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
5. In the **Forum Administrator** column, check  each role that is able moderate one or more forums.
6. In the **Global Administrator** column, check  each role that is able moderate all forums and access the Forum Admin page and manage all related settings.

**Permissions:**

Filter By Group: < All Roles >

	View	Edit Content	Delete	Export	Import	Manage Settings	Forum Administrator	Global Moderator	Full Control
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:   **Add**

Inherit **View** permissions from Page

7. Click the Update link.

### Setting a Single or Aggregated Forum Group

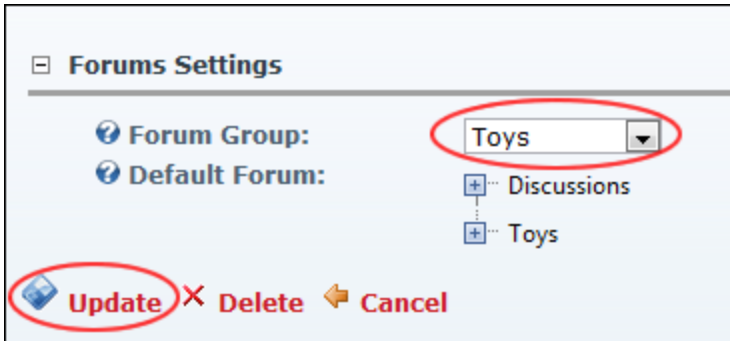
How to pull content from the parent forum into a child forum using the Forum module. The parent forum is the forum where all forum groups and forums are created. The child forum is an instance of the existing parent module, set to only show the select forum group.

Note: These settings are stored on a per page/module basis so even a copy of a module can have a different default group.

1. Add an existing Forum module. See ["Adding an Existing Module \(RibbonBar\)"](#) or ["Adding an Existing Module \(Iconbar\)"](#).
2. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button. Go to the **Forum Settings** section.

3. At **Forum Group**, select from these options:

- **All Groups**: Select to display all forum groups in this module
- **Aggregated**: Select to automatically direct users to the aggregated thread view since only a single forum can possibly exist in that group.
- **[Group Name]**: Select the name of a forum group to only display that group in this module.



**Forums Settings**

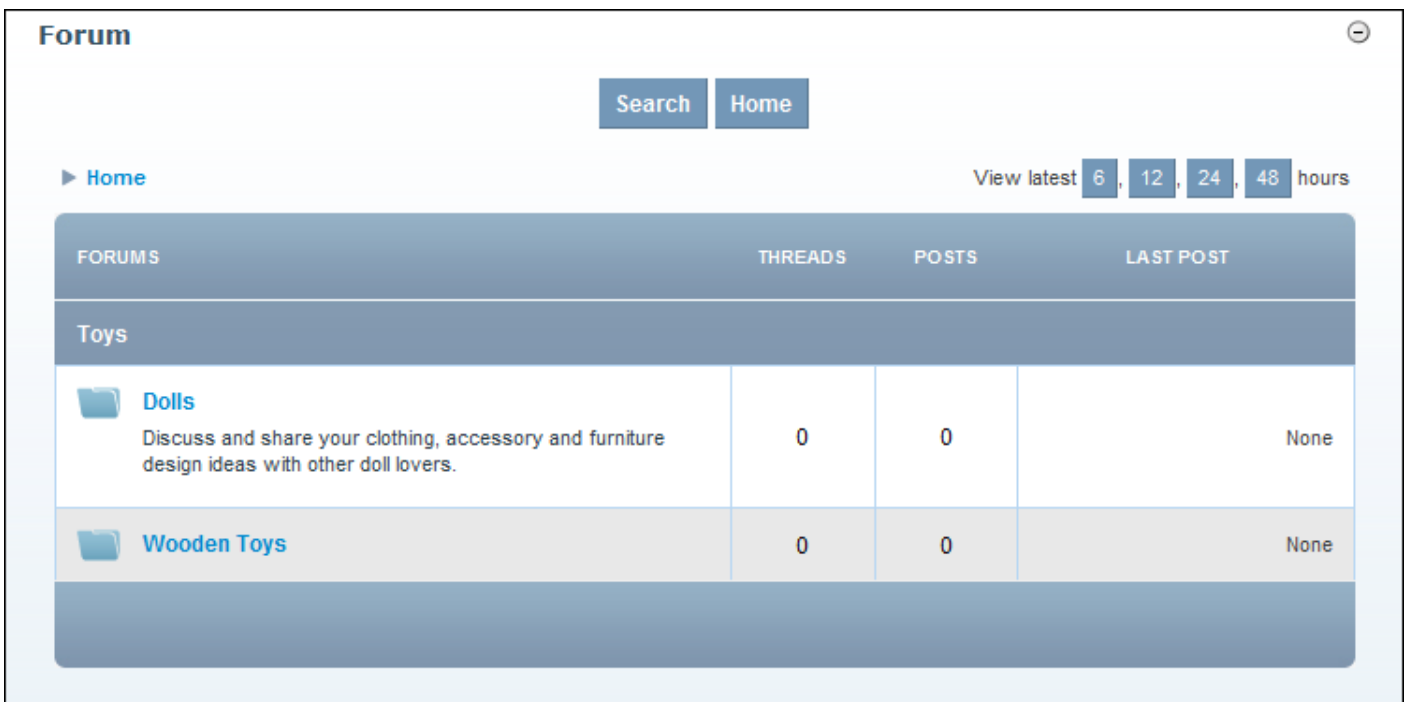
**Forum Group:** Toys

**Default Forum:**

- + Discussions
- + Toys

**Update** **Delete** **Cancel**

4. Click the Update link.



**Forum**

**Search** **Home**

**Home** View latest **6**, **12**, **24**, **48** hours


FORUMS	THREADS	POSTS	LAST POST
<b>Toys</b>			
<b>Dolls</b> Discuss and share your clothing, accessory and furniture design ideas with other doll lovers.	0	0	None
<b>Wooden Toys</b>	0	0	None

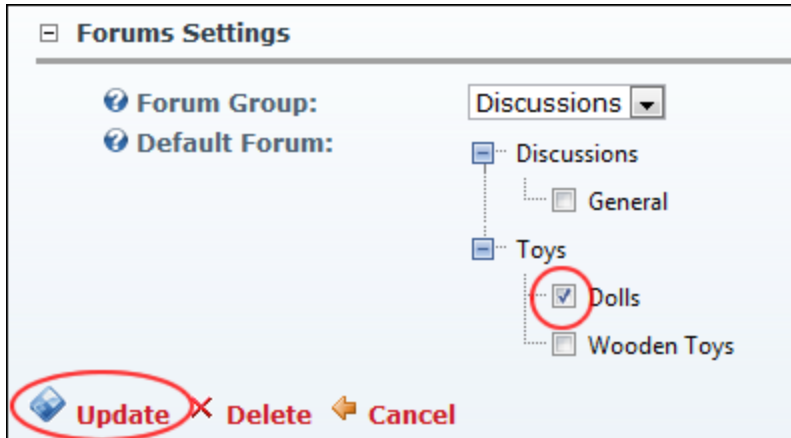
A Single Forum Group display in an instance of the Forum Module

### Default Forum

How to set the default forum for this instance of the Forum module. Note: These settings are stored on a per page/module basis so even a copy of a module can have a different default forum.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **Forum Settings** section.

3. At **Default Forum**, perform the following:
  - a. **Maximize**  the forum group where the required forum resides.
  - b. Check the required forum.
4. Click the Update link.



Setting the Forum Group for a Forum Module

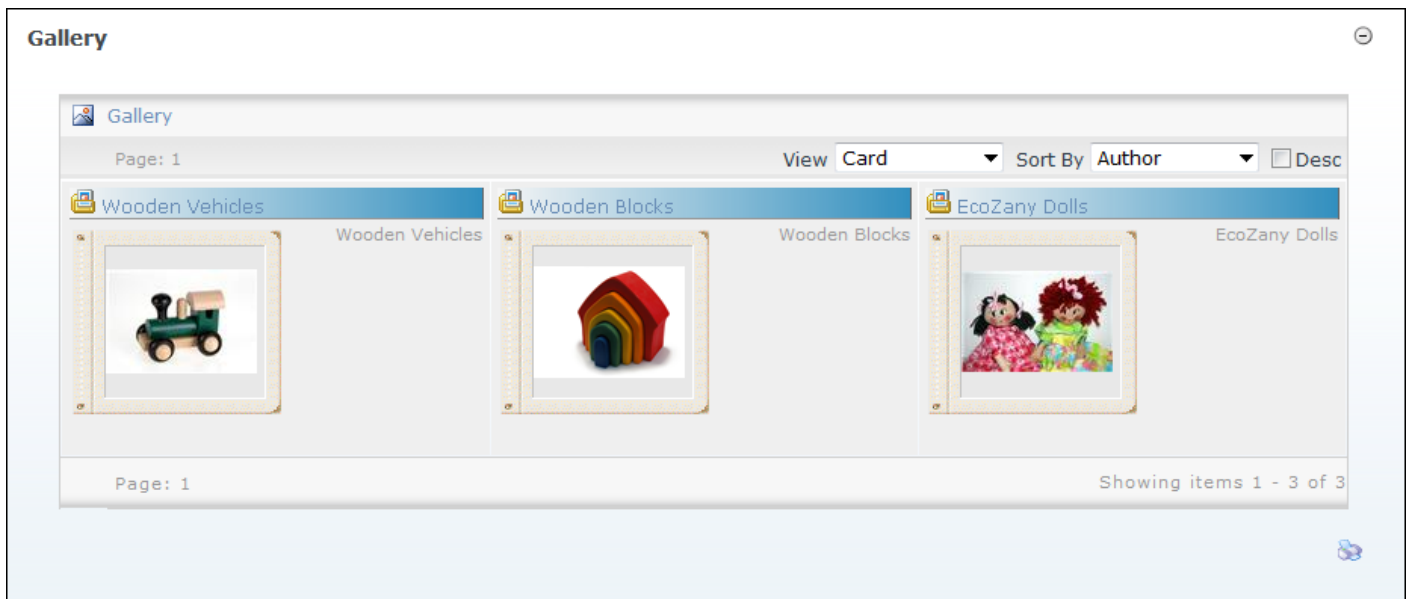
## Gallery

### About the Gallery Module

The Gallery module manages multiple media formats. Media files can be categorized into albums, can be displayed in different views including a slideshow, and can be manipulated.

**Module Version:** 04.03.03

**Minimum DNN Version:** 04.09.03



The Gallery Module

### Project Links

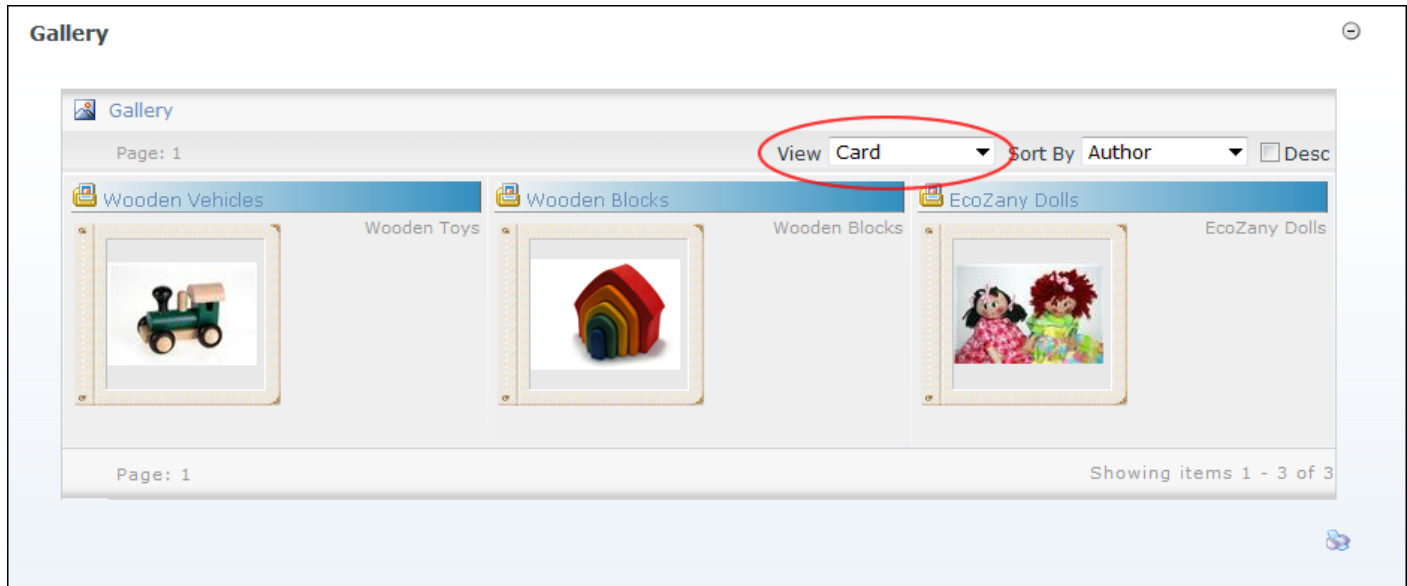
- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleGallery/tabid/843/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/9/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnngallery.codeplex.com/workitem/list/basic>

## All Users

### Setting Gallery View

How to set the way albums are viewed in the Gallery module. Note: This field may be disabled.

1. At **View**, select from **Card**, **List** or **Standard**.



Gallery displayed in Card View




# Gallery



Gallery


Page: 1 View **List** Sort By Author  Desc

**Wooden Blocks**

 Name: Wooden Blocks


(1 items)

**Wooden Vehicles**

 Name: Wooden Toys

(1 items)

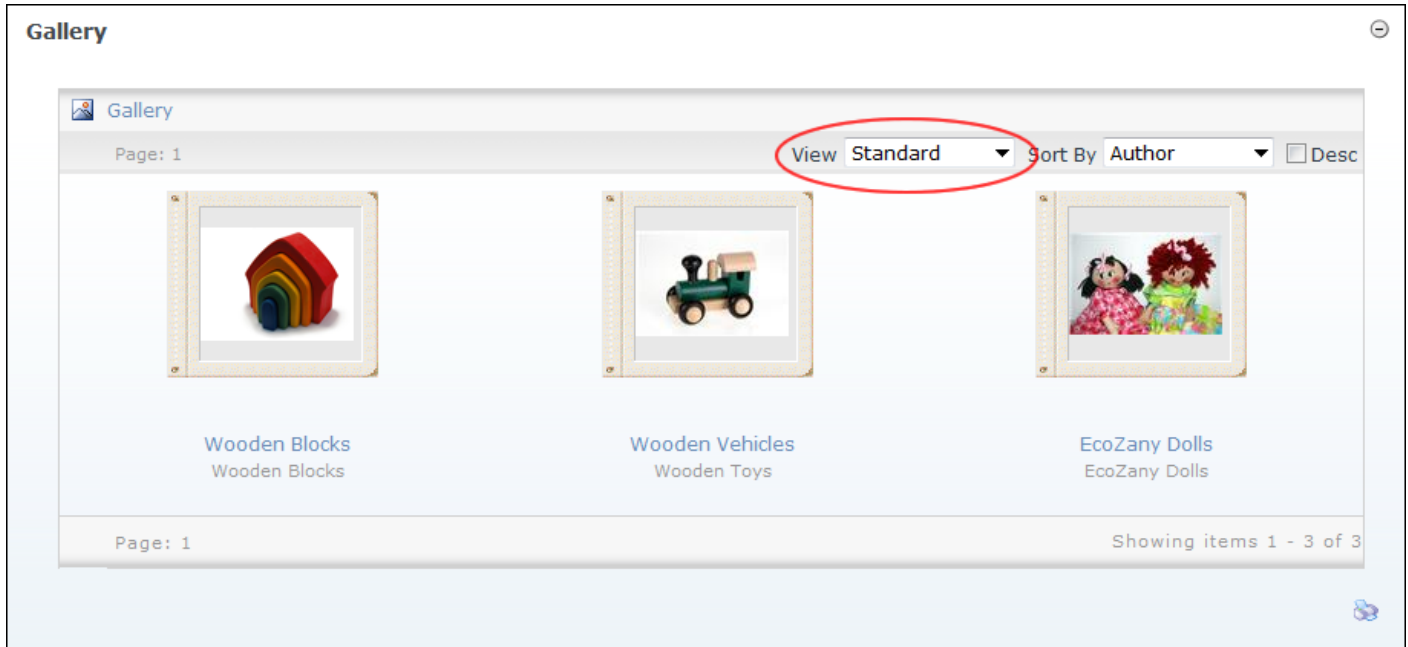
**EcoZany Dolls**

 Name: EcoZany Dolls

(3 items)

Page: 1 Showing items 1 - 3 of 3

Gallery displayed in List View



Gallery displayed in Standard View

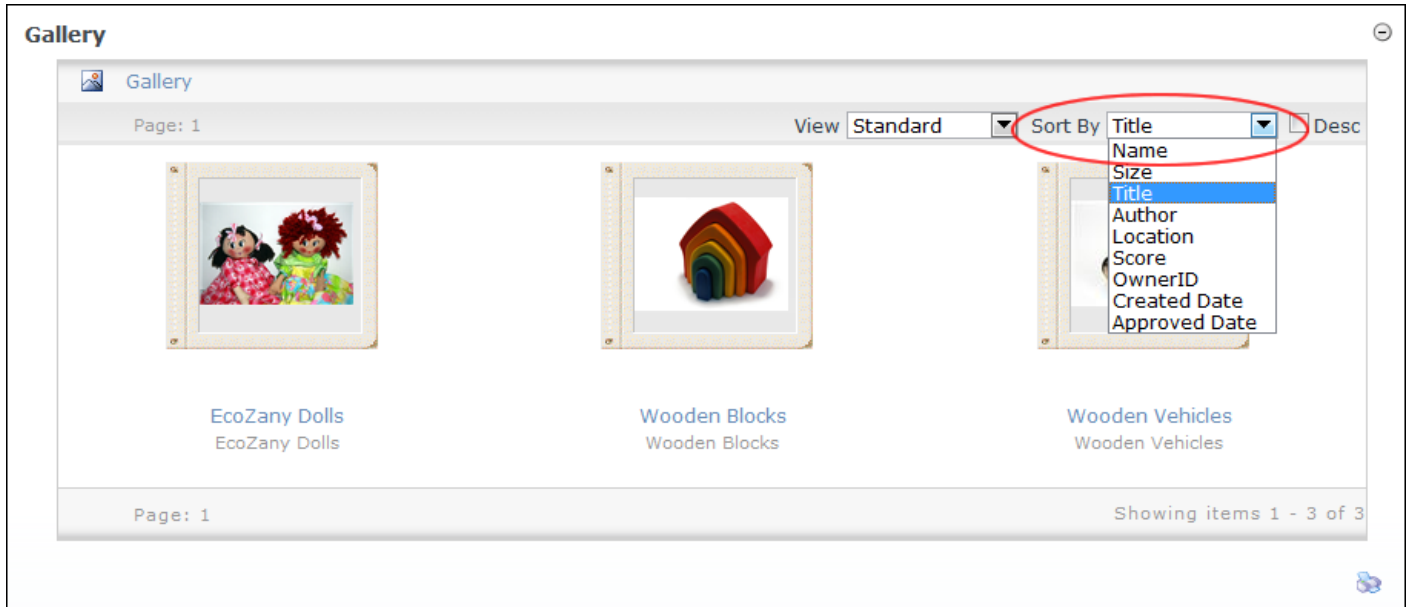
#### Related Topics:

- [See "Configuring Display Settings"](#)

#### Sorting Gallery Files

How to sort the files within albums in the Gallery module. The following options are typically available: Name, Size, Title, Author and Created Date. Additional fields which may be displayed are: Location, Score, OwnerID and Approved Date. Note: Sorting may be disabled.

1. At **Sort By**, select the field to sort files by.
2. **Optional.** At **Desc**, check  the check box to sort albums in descending order.



Sorting Albums



#### Related Topics:

- [See "Configuring Display Settings"](#)

#### Opening Albums

How to navigate to and open albums using the Gallery Menu. Note: File and album editing tools are only available to authorized users.

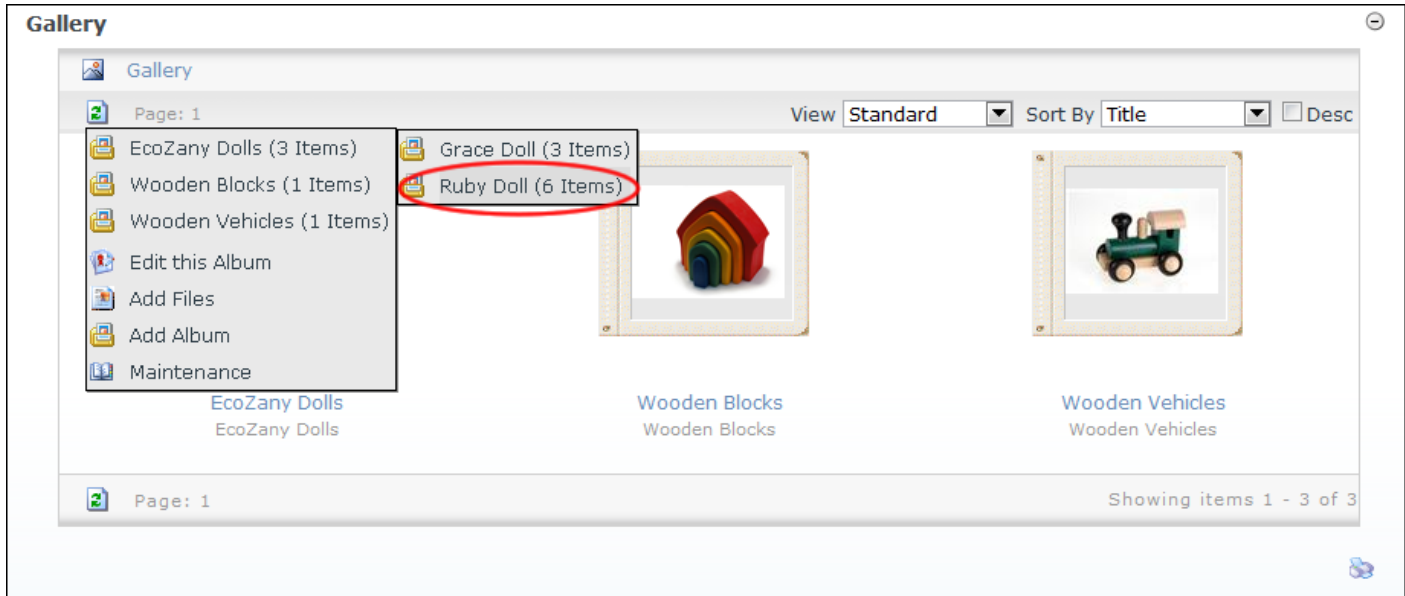
#### Option One:

1. Mouse over the **Gallery**  icon located in the top left corner of all gallery screens to view the gallery menu.
2. Click on an  [Album Name] to open that album. This displays the files and sub-albums within this album.

---

*Tip: The multi-level navigation (as pictured below) which displays all of the albums including sub-albums within the current album may be disable. In this case, only the top level navigation is displayed which lists the albums directly below the current album.*

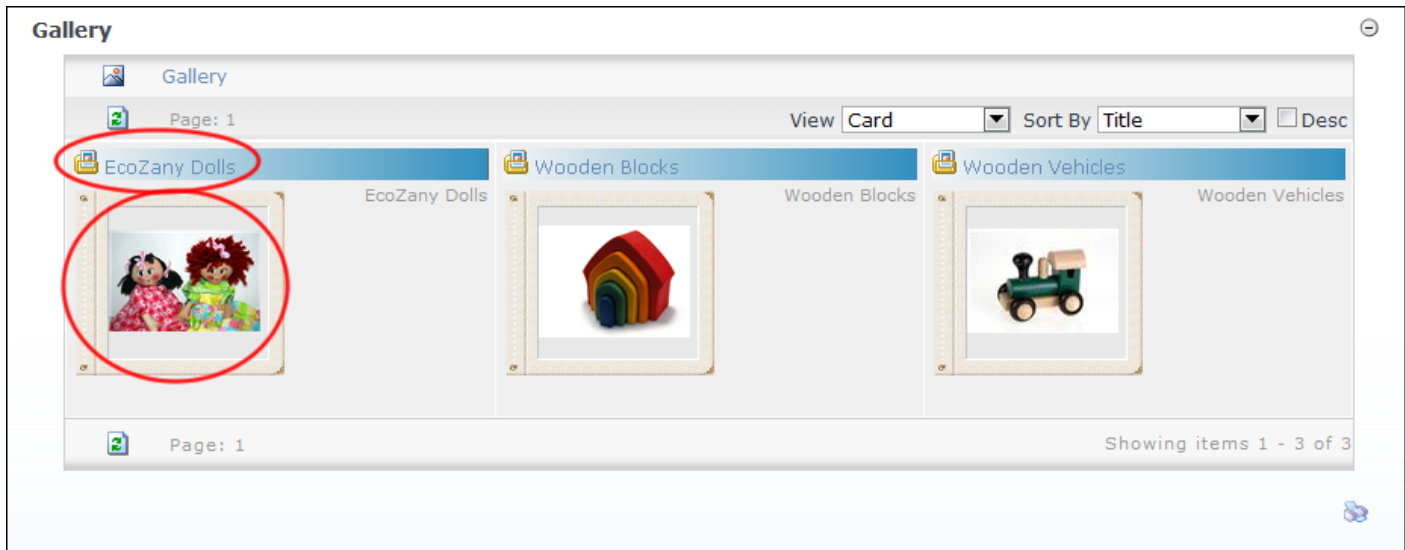
---



Select an Album to Open

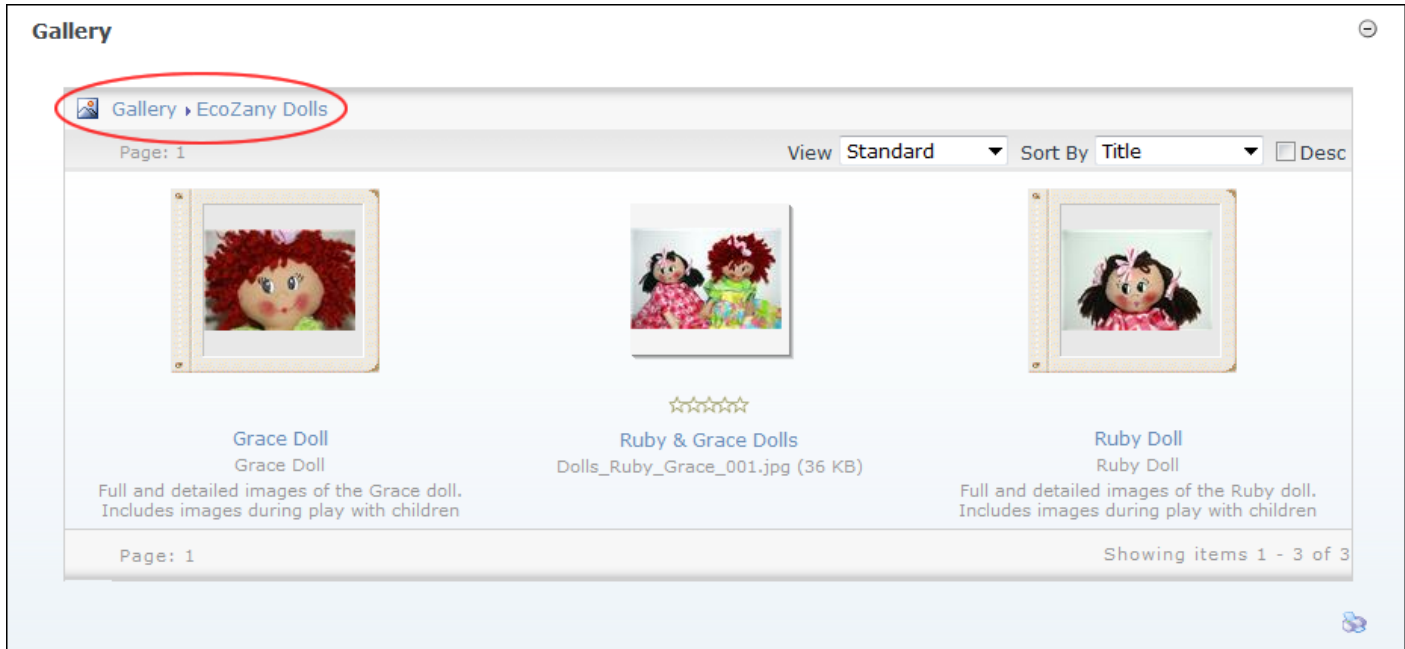
### Option Two

1. On the Gallery home page, click on the album cover - OR - Click on the linked [\[Album Name\]](#). This displays the files and sub-albums within this album.
2. Repeat to open sub-albums.



Opening Albums

*Tip: Click on the linked [\[Gallery Name\]](#) located in the top left corner of the module to go to the go to the Gallery home page. Breadcrumb links to albums may be enabled.*



Gallery Home Link and Album Breadcrumbs

### Opening the Album Menu


How to open the menu associated with an album using the Gallery Menu. Note: File and album editing tools are only available to authorized users.

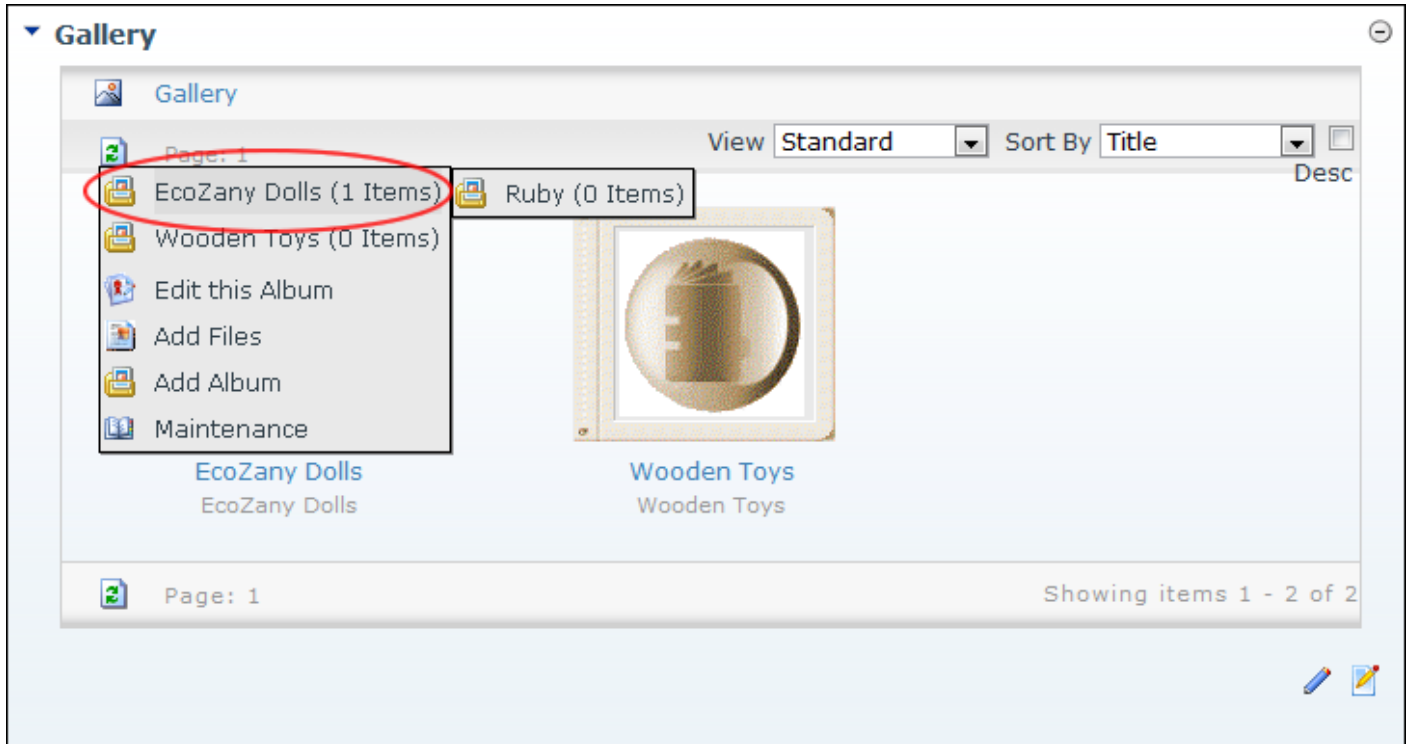
### Parent Albums

1. Go to the Gallery Home page. This displays all of the parent albums.
2. If the album is displayed in List View, the menu is displayed on the page - OR - If the album is displayed in Standard View or Card View, simply mouse over the album cover.

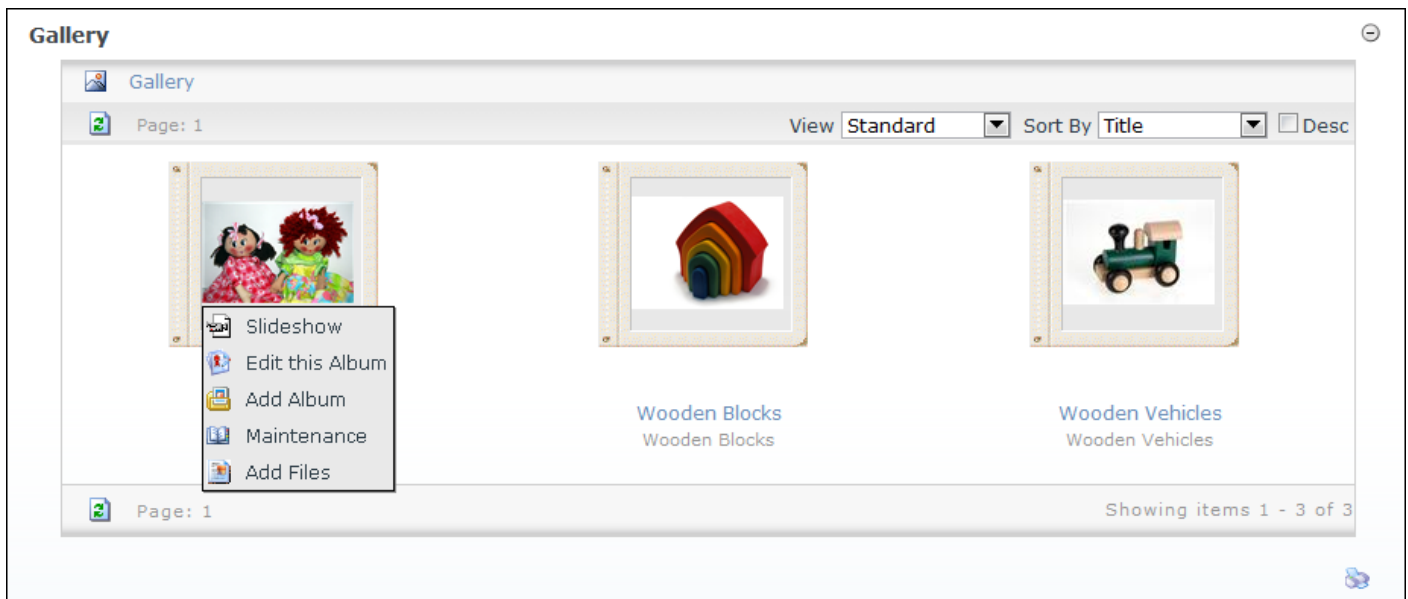
### Sub-Albums (Child Albums)

Tip: Select a parent album to access its sub-album menus.

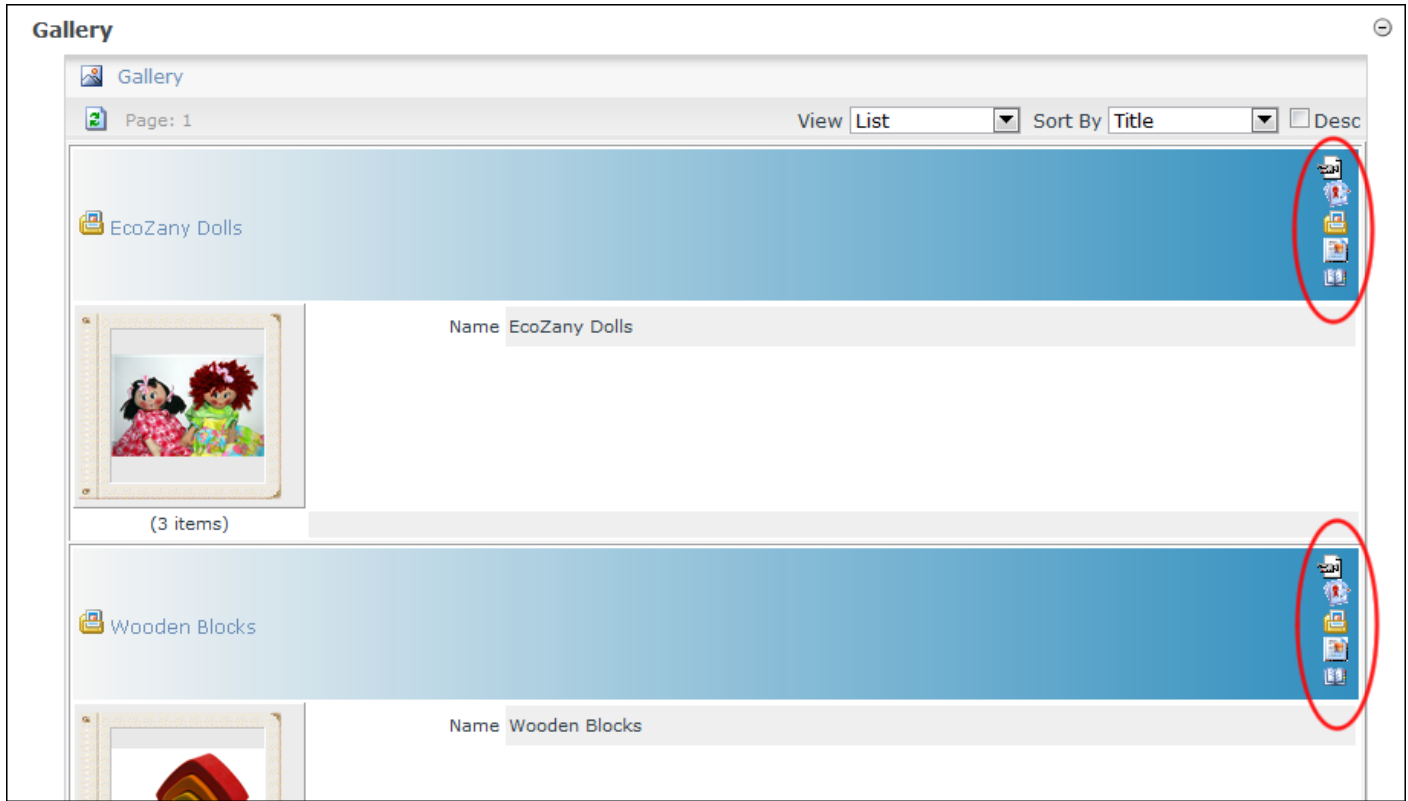
1. Go to the Gallery Home page.
2. Mouse over the  Gallery icon to view the gallery main menu.
3. Select the parent of the required sub-album. E.g. In the below image, select the EcoZany Dolls album to access the Ruby album menu.



4. If the album is displayed in List View, the menu is displayed on the page - OR - If the album is displayed in Standard View or Card View, simply mouse over the album cover.



The Album Menu in Standard View or Card View



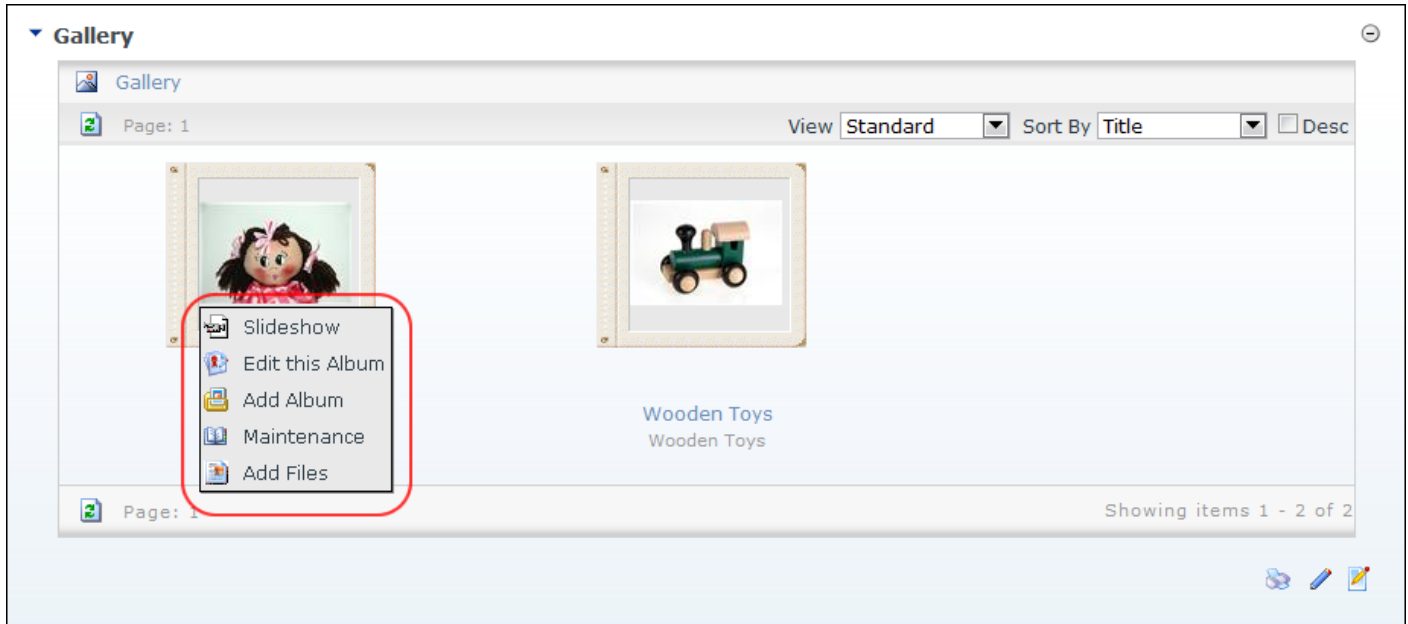
The Album Menu in List View

### Opening the File Menu

How to access the file menu in the Gallery module. Note: The menu options displayed will depend on the gallery set-up as well as your level of access.

### Standard and Card View:

1. Open the required album or sub-album. See "[Opening Albums](#)"
2. Mouse over the file thumbnail.

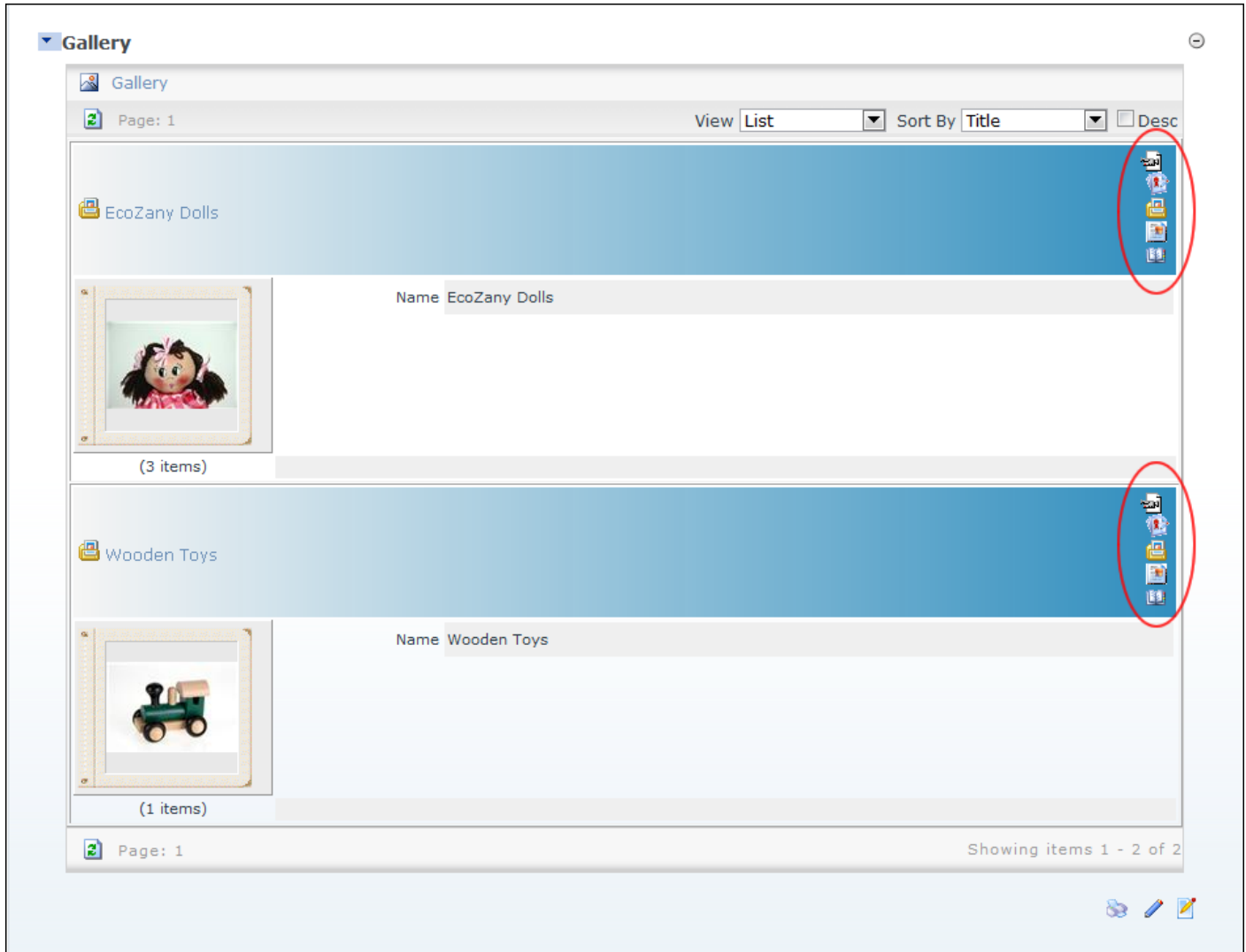


Displaying the File Menu in Standard or Card View


**List View:**

1. Open the required album or sub-album. See "Opening Albums". The file menu is located to the right.





Displaying the File Menu in List View

*Tip: Alternatively, users with edit rights can click the **Edit**  button on the Edit Album page.*

### Viewing and Manipulating an Image


How to manipulate an image inside an album within the Gallery module. Note: Changes can only be saved by administrators or the owner of the top level gallery or child album.

1. Open the required album. See ["Opening Albums"](#)

**Gallery**

Gallery ▶ Wooden Toys


Page: 1 View **Standard** Sort By **Created Date** Desc



☆☆☆☆☆

[ToyPlane\\_150x100px](#)


ToyPlane\_150x100px.jpg (5 KB)



☆☆☆☆☆

[ToyTrain\\_150x100px](#)

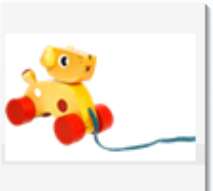
ToyTrain\_150x100px.jpg (4 KB)



☆☆☆☆☆

[ToyHouses\\_150x100px](#)


ToyHouses\_150x100px.jpg (4 KB)



☆☆☆☆☆

[ToyDog\\_150x100px](#)

ToyDog\_150x100px.png (14 KB)



☆☆☆☆☆









[ToyBlocks\\_150x100px](#)



ToyBlocks\_150x100px.jpg (5 KB)

Page: 1 Showing items 1 - 5 of 5

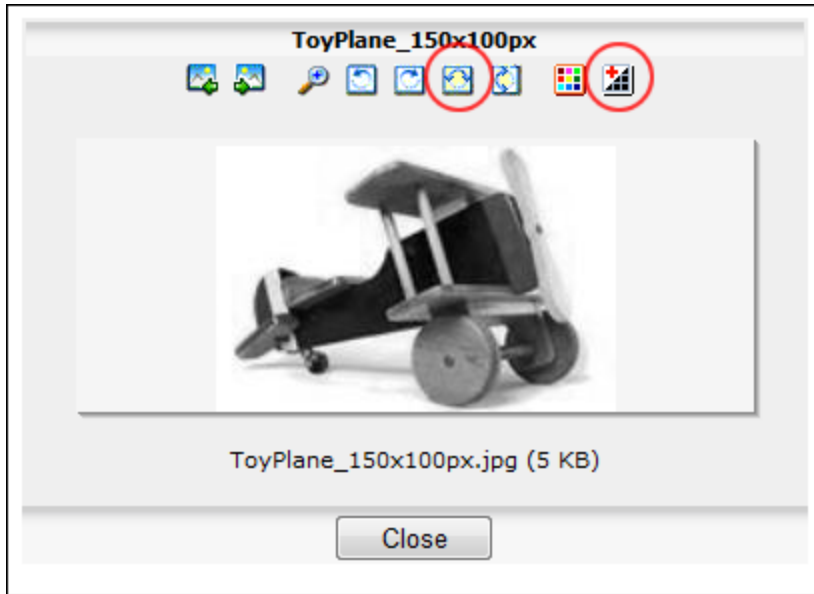
2. Click on the required image thumbnail or the linked [\[File Name\]](#). This opens the Gallery Image Viewer.

3. Select from the following tools which allow you to manipulate the image:

-  **Previous:** Show previous image in the album.
-  **Next:** Show next image in the album.
-  **Zoom Out:** View a smaller version of the image.
-  **Zoom In:** View an enlarged version of the image.
-  **Rotate 90° Left:** Rotate the image counter clockwise 90°.
-  **Rotate 90° Right:** Rotate the image clockwise 90°.
-  **Flip Horizontally:** Flip the image in the horizontal plane.
-  **Flip Vertically:** Flip the image in the vertical plane.

-  **Show In Color:** Restore the color to colored images shown as black and white.
-  **Show In Black:** View a color image as black and white.

4. Click the **Close** button to exit.



Viewing and Manipulating Images

### Viewing Image Slideshow

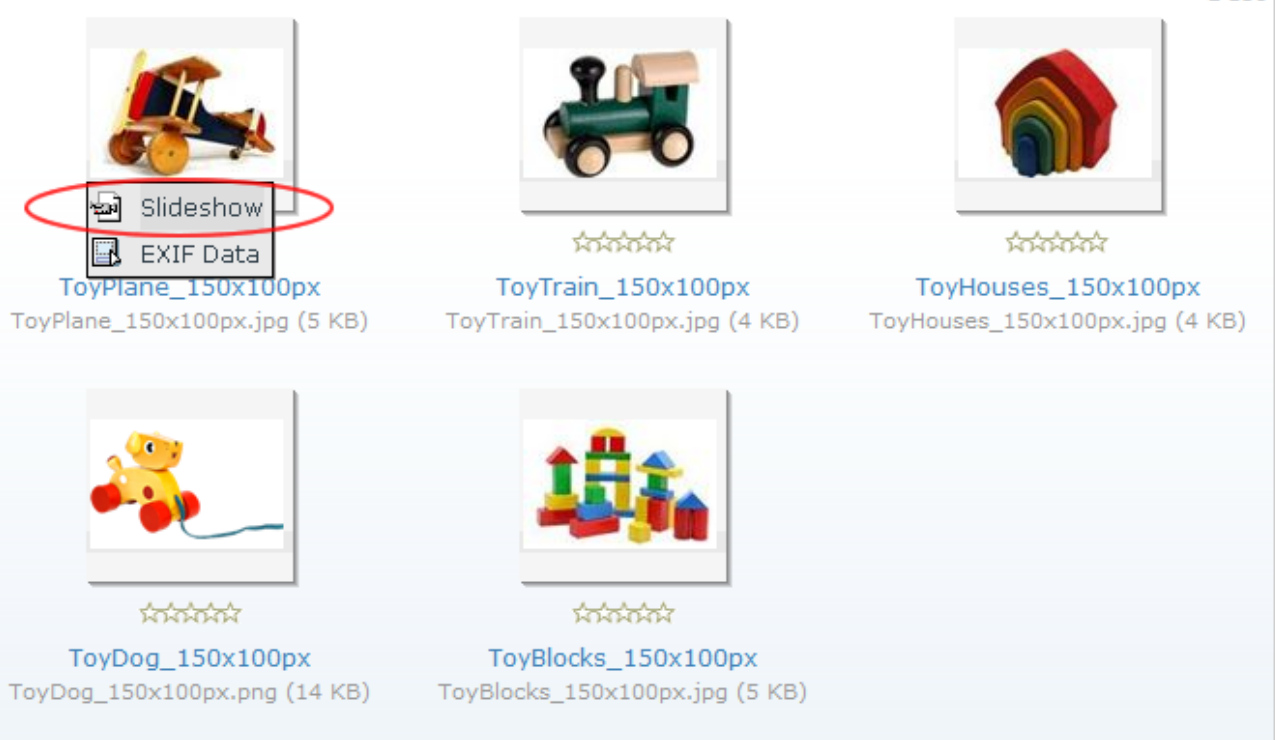
How to view a slideshow of images inside an album of the Gallery module. Note: Slideshow may not be enabled.

1. Navigate to the required album. See ["Opening Albums"](#)

**Gallery**

Gallery ▶ Wooden Toys



Page: 1 View **Standard** Sort By **Created Date** Desc

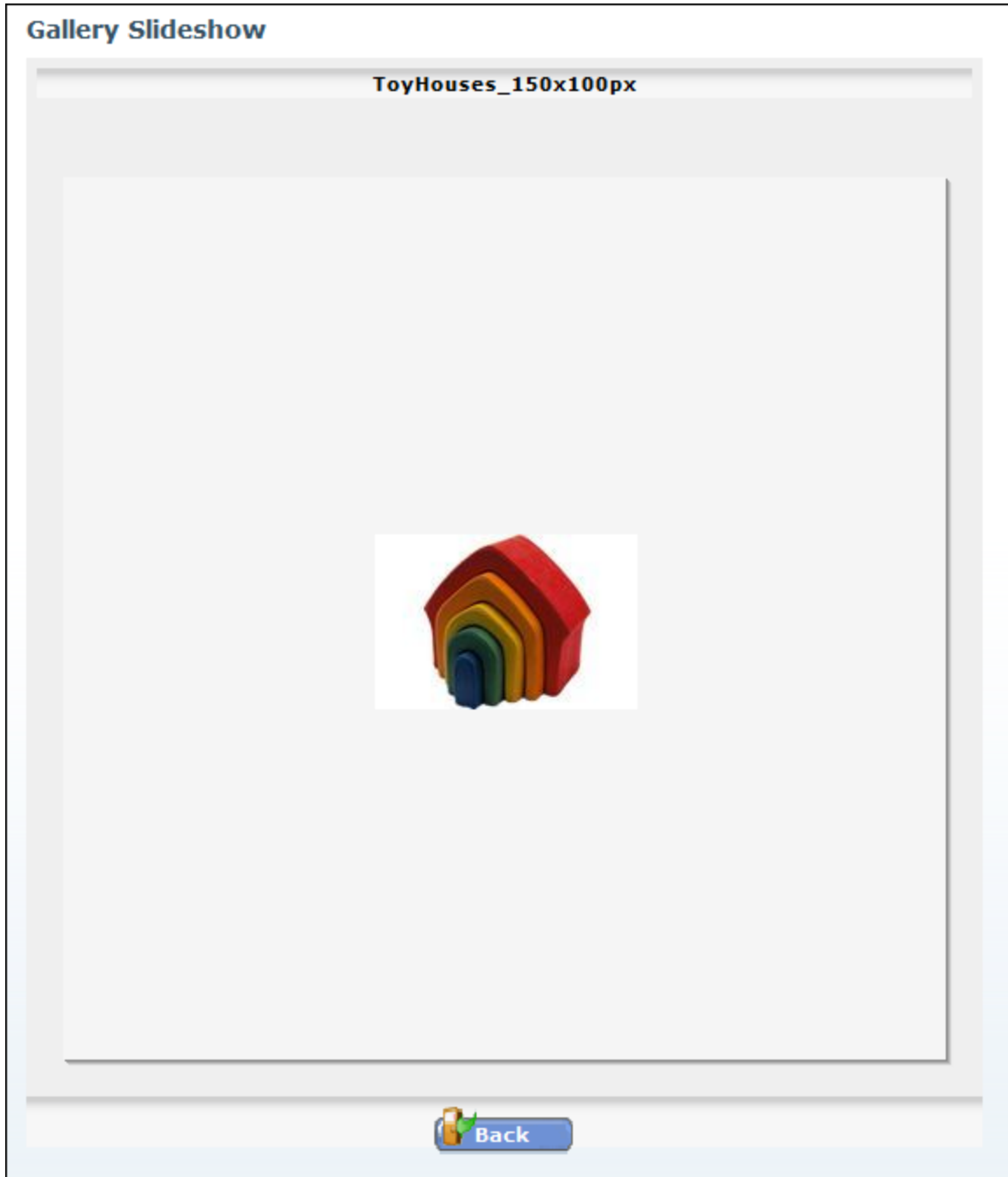


The gallery displays five items in a grid:

- ToyPlane\_150x100px**: ToyPlane\_150x100px.jpg (5 KB)
- ToyTrain\_150x100px**: ToyTrain\_150x100px.jpg (4 KB)
- ToyHouses\_150x100px**: ToyHouses\_150x100px.jpg (4 KB)
- ToyDog\_150x100px**: ToyDog\_150x100px.png (14 KB)
- ToyBlocks\_150x100px**: ToyBlocks\_150x100px.jpg (5 KB)

Page: 1 Showing items 1 - 5 of 5

2. In Standard View/Card View, mouse over any image thumbnail and select  **Slideshow** - OR - In List View, click the **Slideshow**  button. This commences the slideshow from the chosen image. Images are displayed in accordance with the order in which they are sorted including descending order if enabled.




3. Click the **Back** button when you have finished.

#### Viewing Exif Metadata

Exif (Exchangeable Image File Format) is a variation of the JPEG format and is used by most digital cameras. When you take a picture Exif Metadata information is stored for each picture. This information varies between cameras but can include information such as the date, time, camera settings, shutter speed, etc.

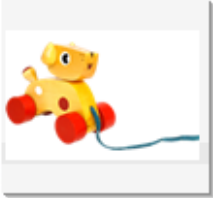




Here's how to view the Exif metadata of an image in the Gallery module:

1. Open the required album. See "Opening Albums"
2. Select the **EXIF Data**  button from the File Menu. See "Opening the File Menu"

**Gallery**

Gallery ▶ Wooden Toys

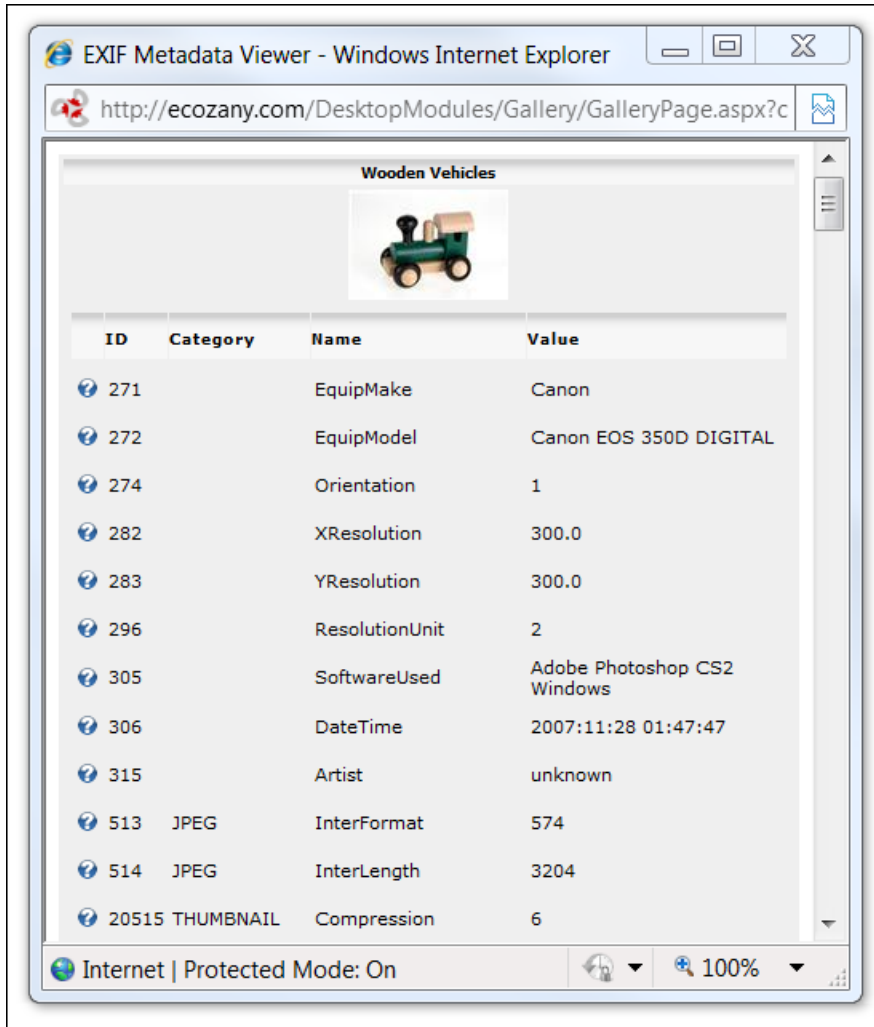
Page: 1 View Standard Sort By Title Desc

 ☆☆☆☆☆ <b>Toy Dog</b> ToyDog_150x100px.png (14 KB)	 ☆☆☆☆☆ <b>ToyBlocks_150x100px</b> ToyBlocks_150x100px.jpg (5 KB)	 ☆☆☆☆☆ <b>ToyHouses_150x100px</b> ToyHouses_150x100px.jpg (4 KB)
 ☆☆☆☆☆ <b>ToyPlane_150x100px</b> ToyPlane_150x100px.jpg (5 KB)	 ☆☆☆☆☆ <b>ToyTrain_150x100px</b> ToyTrain_150x100px.jpg (4 KB)	

Page: 1 Showing items 1 - 5 of 5

*Note: In the image, a context menu is open over the ToyTrain image, with the 'EXIF Data' option circled in red.*


3. Select  **EXIF Data** from the File menu.



Viewing Exif Metadata (Standard View)

### Downloading a File

How to download a file from the Gallery module. Note: You must be in one of the download roles (which may include "All Users") specified in the Gallery configuration to download files.


1. Open the required album. See ["Opening Albums"](#)
2. Locate the required file. Then perform one of the following:
  - In List View, select then **Download This File**  button.

Gallery

Gallery ▶ Wooden Toys

Page: 1 View List Sort By Title Desc


ToyBlocks\_150x100px



Name ToyBlocks\_150x100px.jpg (5 KB)


☆☆☆☆☆

ToyDog\_150x100px



Name ToyDog\_150x100px.png (14 KB)

The image shows a gallery interface with two items. The first item, 'ToyBlocks\_150x100px', is highlighted in blue. Its thumbnail shows colorful wooden blocks. The file name and size are 'ToyBlocks\_150x100px.jpg (5 KB)'. Below the thumbnail are five stars. The second item, 'ToyDog\_150x100px', is partially visible. Its thumbnail shows a yellow toy dog. The file name and size are 'ToyDog\_150x100px.png (14 KB)'. In the top right corner of the gallery, there are icons for print, share, and download. The download icon is circled in red.

- In Standard View/Card View, mouse over file and then select  **Download**.



Gallery

Gallery ▶ Wooden Toys

Page: 1 View Standard Sort By Title Desc

ToyBlock\_150x100px.jpg (5 KB) ☆☆☆☆☆

ToyDog\_150x100px.png (14 KB) ☆☆☆☆☆

ToyHouses\_150x100px.jpg (4 KB) ☆☆☆☆☆

ToyPlane\_150x100px.jpg (5 KB) ☆☆☆☆☆

ToyTrain\_150x100px.jpg (4 KB) ☆☆☆☆☆

Page: 1 Showing items 1 - 5 of 5

*Tip: For image file types, the file to be downloaded will be the full-resolution file which was originally uploaded rather than a reduced resolution file such as that presented when viewing the image.*

### Viewing File Ratings

How to view the overall rating as well as details of all ratings given to a media file within the Gallery module. The overall rating for a file is based on the average rating given by all users who have rated the files. A file can rate from 1 to 5 stars, including half star ratings.




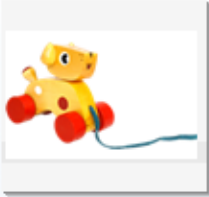

Note: Ratings may be disabled, or restricted to authorized users.

1. Open the required album. See ["Opening Albums"](#)
2. An overall rating of 1-5 stars is displayed below the thumbnail image for each file. Note: A rating of 0 (zero) stars indicates that the file is not yet rated.



Gallery

Gallery ▶ Wooden Toys

Page: 1 View Standard Sort By Created Date Desc

 ☆☆☆☆☆ ToyPlane_150x100px ToyPlane_150x100px.jpg (5 KB)	 ☆☆☆☆☆ ToyTrain_150x100px ToyTrain_150x100px.jpg (4 KB)	 ☆☆☆☆☆ ToyHouses_150x100px ToyHouses_150x100px.jpg (4 KB)
 ☆☆☆☆☆ ToyDog_150x100px ToyDog_150x100px.png (14 KB)	 ☆☆☆☆☆ ToyBlocks_150x100px ToyBlocks_150x100px.jpg (5 KB)	


Page: 1 Showing items 1 - 5 of 5


 

- Optional.** To view more rating details, click the Rating ☆☆☆☆ icons below the required image. This opens the Media Rating page which displays the current rating information for this file including the overall rating and how it was calculated and a list of all individual ratings.

▼ **Media Rating**

**Current Rating**

 ToyTrain\_150x100px ★★★★☆


	Rating Summary:	4.333333333333333 out of 5 stars, based on 3 visitor(s).
	Name:	ToyTrain_150x100px.jpg
	Created Date:	12/14/2010
	Author:	
	Description:	

Rose Booth - 12/14/2010 ★★★★☆

Yasemin Courtly - 12/14/2010 ★★★★☆

Reginald Cooper - 12/14/2010 ★★★★☆

[Back](#)



4. Click the Back link to return.

### Rating Files

How to apply a 1-5 star rating to files in the Gallery module. Only one vote is permitted per user. Note: Ratings may be disabled, or restricted to authorized users.

1. View the rating details of the required file. See "[Viewing File Ratings](#)"
2. Click the Add View link.

**Media Rating**

**Current Rating**

 Ruby Doll Embroidery ★★★★☆



Rating Summary: 3.5 out of 5 stars, based on 2 visitor(s).

Name: Doll\_Ruby002.jpg

Created Date: 12/15/2009

Author:

Description: Close up of hand embroidering

[Add Vote](#)

**Annabelle Price** - 12/16/2009 ★★★★☆

Good example of hand sewing embroidery.

**Juanita Smith** - 12/16/2009 ★★★★☆

Need to manipulate image background or reshoot. Content is good for shopping cart.

[Back](#)

3. At **Your Rating**, select a 1-5 star rating.
4. **Optional.** In the **Comments** text box, enter your comments.
5. Click the Record Your Vote link.

**Media Rating**

**Vote For Your Rating**

 Ruby Doll Embroidery ★★★★☆



**Your Rating:**

★★★★★  
 ★★★★☆  
 ★★★☆☆  
 ★★☆☆☆  
 ★☆☆☆☆

**Comments:**

Lovely work gives a rustic feel to this rag doll.

[Cancel](#) [Record Your Vote](#)

**Annabelle Price** - 12/16/2009 ★★★★☆

Good example of hand sewing embroidery.

**Juanita Smith** - 12/16/2009 ★★★★☆

Need to manipulate image background or reshoot. Content is good for shopping cart.



[Back](#)

Adding a Rating

## Configuration

### Configuring Admin Settings

How to configure the administrative settings of the Gallery module including file upload size, available categories, themes and auto approval.

1. Select  **Configuration** from the Gallery module actions menu - OR - Click the **Configuration**  button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page with the Admin Settings section expanded.
2. In the **Root URL** text box, edit the location where files are stored. Note: the specified Root URL will always be relative to the current portal home directory. E.g. Portals/<portal#>/. Therefore, it is not possible to share media across multiple portals.
3. At **Created On**, you can view the date this gallery was created.
4. In the **Quota** text box, enter the maximum number of space available in kilobytes (kb) for all files in this gallery. The default is set to 0 which is no limit, however it is recommended that a limit be set.
5. In the **Max File Size** text box, enter the maximum size in kilobytes (kb) for individual files being uploaded to the gallery. If files exceed this limit the user will be warned and the upload will fail. The default setting is 1000.
6. In the **Maximum Pending Uploads Size** text box, enter the maximum size in kilobytes (kb) that files pending upload can grow to before they are committed to storage. The default setting is 0 (zero) which means no limitation. A maximum of 20000 kb or about 20 Mb is permitted.
7. At **Auto Approval**, check  the check box to automatically approve uploaded files - OR - Uncheck  the check box to require files to be approved by a module administrator.
8. At **Build Cache On Start**, check  the check box to cache file and module configuration data and enhance performance (recommended) - OR - Uncheck  the check box to remove caching.
9. Click the [Update](#) link.

▼ **Gallery Configuration**

Gallery Configuration	
[-] <b>Admin Settings</b>	
Root Url:	/Portals/0/ Gallery/466/
Created On:	12/14/2010
Quota:	0
Max File Size:	1000
Maximum Pending Uploads Size:	0
Auto Approval:	<input checked="" type="checkbox"/>
Build Cache On Start:	<input checked="" type="checkbox"/>
[+] <b>Display Settings</b>	
[+] <b>Feature Settings</b>	
[+] <b>Private Gallery</b>	
<b>Update Cancel</b>	




Admin Settings for the Gallery module

### Configuring Display Settings

How to configure the display settings of the Gallery module. Here you can set the design and layout of the gallery and gallery media.

**Important.** Only the Host can modify the allowed image and media extensions which are maintained under Host Settings. See "[Managing Allowable File Extensions](#)"

**Important.** The fields marked with an asterisk ( \* ) below must be configured before adding albums and images to the gallery. They cannot be modified once albums and images have been added to the gallery unless all of the albums and images are deleted.

1. Select  **Configuration** from the Gallery module actions menu - OR - Click the **Configuration**  button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page.
2. **Maximize**  the **Display Settings** section and edit any of the following default settings.
3. At **Theme**, select a theme for this module. This modifies the layout and design. See "[Gallery Themes](#)"
4. In the **Gallery Title** text box, modify the title of the gallery. The title displays in the top left corner of the gallery pages and is a link to the gallery home page.
5. In the **Image Extensions** text box, enter any additional extensions which are allowed for image files.
6. In the **Media Extensions** text box, enter any additional extensions which are allowed for media files. E.g. .swf
7. In the **Max Fixed Width\*** text box, enter the maximum pixel width an image will be displayed in the gallery. The default is set to 500.

8. In the **Max Fixed Height\*** text box, enter the maximum pixel height an image will be displayed in the gallery. The default is set to 500.
9. In the **Column Count** text box, enter the number of thumbnails displayed in each column of the gallery. The default is set to 3 columns.
10. In the **Row Count** text box, enter the number of thumbnails displayed in each row of the gallery. The default is set to 2 rows.
11. In the **Max Thumb Width\*** text box, enter the maximum pixel width thumbnails will be displayed in the gallery. The default is set to 100.
12. In the **Max Thumb Height\*** text box, enter the maximum pixel height thumbnails will be displayed in the gallery. The default is set to 100.
13. In the **Encoder Quality** text box, enter the desired compression level (encoder quality) with which JPEG images are saved. For Example: enter 10 for the higher rate of compression which will result in poor quality images; or enter 100 for no compression. The default setting is 80.
14. At **Display Info**, check  the check box beside the information to be displayed for the media. Options are: Title, name, size, notes, author, location, description, created date, and approved date.
15. In the **Category Values** text box, add/edit the available file categories.
16. At **Sort Properties**, check  the check box beside the information to be available in the Sort field. Options are: Name, size, title, author, location, score, ownerID, created date, and approved date.
17. At **Default Sort**, select the default field which items are sorted by from the drop-down box.
  - a. At **Descending**, check  the check box to set default sort order of files to descending order - OR - Uncheck  the check box to use ascending order.
18. At **Default View**, select the default view (**Card**, **List** or **Standard**) that files will be displayed as when a user enters the gallery.
  - a. At **Visitors can change view**, check  the check box if users change views - OR - Uncheck  the check box to only use the default view.
19. Click the [Update](#) link.

## ▼ Gallery Configuration

### Gallery Configuration

#### + Admin Settings

#### [-] Display Settings





Theme:	DNNSimple
Gallery Title:	Gallery
Image Extensions:	.jpg;.jpeg;.gif;.bmp;.png
Media Extensions:	.mpg;.avi
Max Fixed Width:	500
Max Fixed Height:	500
Column Count:	3
Row Count:	2
Max Thumb Width:	100
Max Thumb Height:	100
Encoder Quality:	80
Display Info:	<input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Size <input type="checkbox"/> Notes <input type="checkbox"/> Author <input type="checkbox"/> Location <input checked="" type="checkbox"/> Description <input type="checkbox"/> Created Date <input type="checkbox"/> Approved Date
Category Values:	Image;Movie;Music;Flash
Sort Properties:	<input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Size <input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Author <input type="checkbox"/> Location <input type="checkbox"/> Score <input type="checkbox"/> OwnerID <input checked="" type="checkbox"/> Created Date <input type="checkbox"/> Approved Date
Default Sort:	Title <input type="checkbox"/> Descending
Default View:	Standard <input checked="" type="checkbox"/> Visitors can change view

#### + Feature Settings




## Configuring Feature Settings


How to configure the feature settings of the Gallery module such as slideshow speed, watermarking, voting, downloading, etc.

1. Select  **Configuration** from the Gallery module actions menu - OR - Click the **Configuration**  button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page.
2. **Maximize**  the **Feature Settings** section and edit any of the following settings:
3. In the **Slideshow Speed** text box, enter the speed in milliseconds which the slideshow will move. The default setting is 3000.
4. At **Enable Slideshow?**, check  the check box to enable the slideshow option - OR - Uncheck  the check box to disable.
5. At **Enable Popup?**, check  the check box to enable the gallery popup viewer - OR - Uncheck  the check box to display images in the page.
6. At **Multi Level Navigation Menu?**, check  the check box to enable breadcrumbs of menu levels. (E.g. Gallery > Parent Album > Child Album) - OR - Uncheck  the check box to only display the current level. E.g. Child Album
7. At **Enable Watermark?**, check  the check box to enable watermarking of images. See "[Adding a Watermark](#)" - OR - Uncheck  the check box to disable watermarks.
8. At **Enable Exif?**, check  the check box to enable users to view Exif metadata information - OR - Uncheck  the check box to hide this data.
9. At **Enable Voting?**, check  the check box to enable users to add votes and comments to images - OR - Uncheck  the check box to disable.
10. At **Enable Download?**, check  the check box to enable users to download files- OR - Uncheck  the check box to prevent downloading.
11. At **Download Roles**, select from these options:
  - If all authorized users can download files, skip to Step 4.
  - Select which roles can download files as follows:
    - a. Click the **Search**  button.
    - b. In the **Find** text box, enter the role name - OR - just the first letter(s) of the role name - OR - Leave blank to view all roles.
    - c. Click the **Go** button. This displays the matching roles in the Name list below.
    - d. Select the required role.
    - e. Click the **Add** button to add the role.
    - f. Repeat Steps 11b-e above to add additional roles.
    - g. Click **OK** to save roles.

**Lookup: DNN Role**

Find:

Name
 Marketing

 Marketing
---

12. Click the Update link.

▼ **Gallery Configuration**

**Gallery Configuration**

⊕ **Admin Settings**

⊕ **Display Settings**

⊖ **Feature Settings**

Slideshow Speed:	<input type="text" value="3000"/>	
Enable Slideshow?	<input checked="" type="checkbox"/>	
Enable Popup?	<input checked="" type="checkbox"/>	
Multi Level Navigation Menu?	<input checked="" type="checkbox"/>	
Enable Watermark?	<input checked="" type="checkbox"/>	
Enable Exif?	<input checked="" type="checkbox"/>	
Enable Voting?	<input checked="" type="checkbox"/>	
Enable Download?	<input checked="" type="checkbox"/>	
Download Roles:	Marketing	

⊕ **Private Gallery**

**Update Cancel**

Feature Settings for the Gallery Module

### Configuring Private Gallery

How to create a private gallery using the Gallery module. This restricts the adding of files and sub albums to the selected gallery owner. Users who are authorized to view the gallery can view all approved files.

1. Select **Configuration** from the Gallery module actions menu - OR - Click the **Configuration** button (typically located at the bottom right corner of the module). This displays the Gallery Configuration page.
2. **Maximize** ⊕ the **Private Gallery** section.
3. At **Is Private?**, select from these options:
  - Check  the check box to set the gallery as private.
  - Uncheck  the check box to set the gallery as public. Skip to Step 5.
4. At **Owner**, select the gallery owner as follows:
  - a. Click the **Search** button.
  - b. In the **Find** text box, enter the username - OR - just the first letter(s) of the username - OR - Leave blank to view all users.

- c. Click the **Go** button. This displays the matching users in the Name/Display Name list.
- d. Select the required user.
- e. Click the **OK** button.

**Lookup: DNN User**

Find:

Name	Display Name
Rosie	Rose Booth

- 5. Click the Update link.

**Gallery Configuration**

**Gallery Configuration**

- + Admin Settings
- + Display Settings
- + Feature Settings
- Private Gallery

Is Private?

Owner: Rosie

**Update Cancel**

Configuring a Private Gallery

### Gallery Themes

A look at some of the differences between the four themes provided with the Gallery module.




## DNNGray Theme

- Gray gallery with blue and gray text.
- Gray album covers
- Blue and yellow image frames in albums
- Yellow frames with black text in Image Viewer

### Gallery

Gallery > EcoZany Dolls

Page: 1 View Standard Sort By Title Desc

		
<p>Grace Doll Grace Doll</p> <p>Full and detailed images of the Grace doll. Includes images during play with children</p>	<p>☆☆☆☆☆</p> <p>Ruby &amp; Grace dolls Dolls_RubyGrace001_300x200px.png (169 KB)</p>	<p>Ruby Doll Ruby Doll</p> <p>Full and detailed images of the Ruby doll. Includes images during play with children</p>

Page: 1 Showing items 1 - 3 of 3

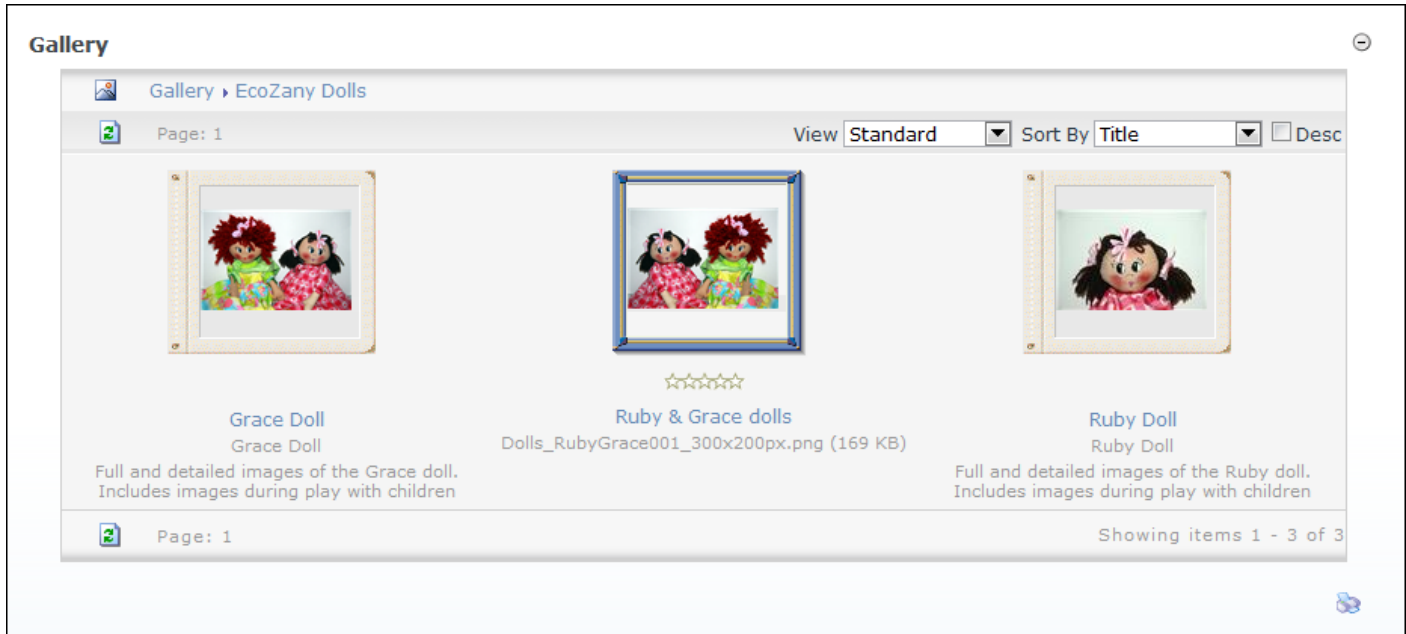
DNNGray Theme Gallery



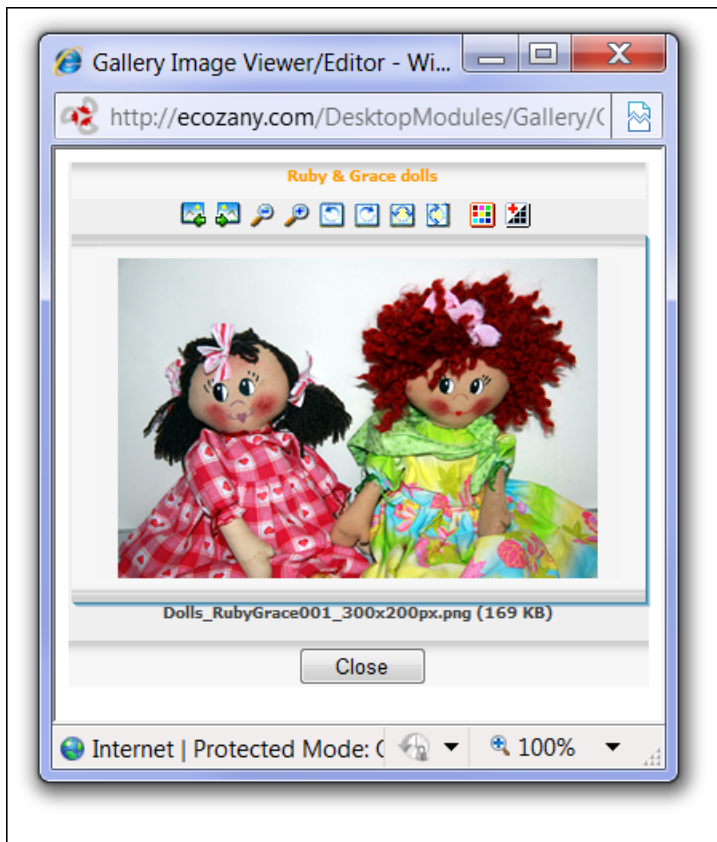
DNNGray Theme Image Viewer

### **DNNSilver Theme**

- Gray gallery with blue and gray text.
- Gray album covers
- Blue and yellow image frames in albums
- Gray frames and orange text in Image Viewer



DNNSilver Theme Gallery



DNNSilver Theme Image Viewer


**DNNSimple Theme**

- Gray gallery with blue and gray text.
- Gray album covers
- No image frames in albums
- No frames and black text in Image Viewer


**Gallery** ⊖

Gallery ▸ EcoZany Dolls


Page: 1 View **Standard** Sort By **Title**  Desc



**Grace Doll**  
Grace Doll  
Full and detailed images of the Grace doll.  
Includes images during play with children




☆☆☆☆☆  
**Ruby & Grace dolls**  
Dolls\_RubyGrace001\_300x200px.png (169 KB)

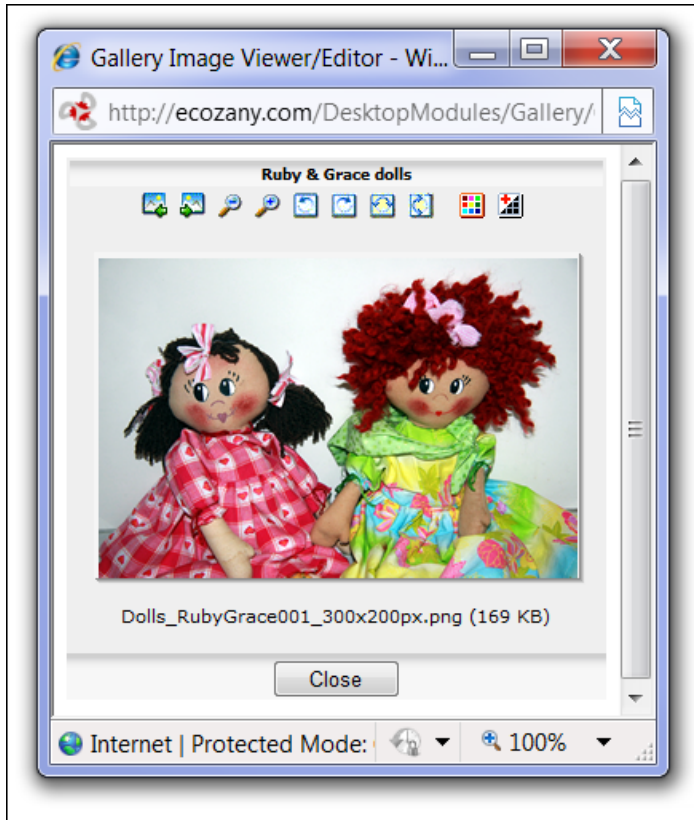


**Ruby Doll**  
Ruby Doll  
Full and detailed images of the Ruby doll.  
Includes images during play with children

Page: 1 Showing items 1 - 3 of 3



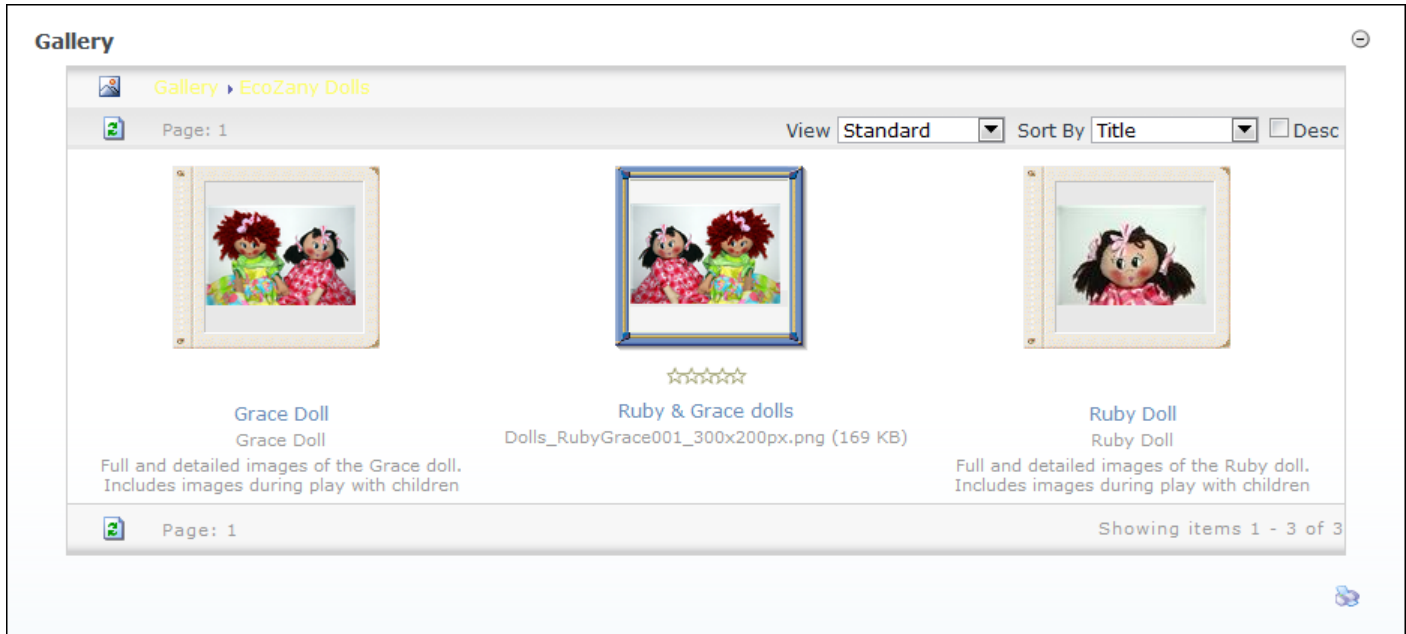




DNNSimple Theme Image Viewer

### DotNetNuke Theme

- Gray gallery with yellow, blue and gray text.
- Gray album covers
- Blue and yellow image frames
- Yellow frames with yellow text in Image Viewer



DotNetNuke Theme



DotNetNuke Theme Image Viewer




### Related Topics

- See "Configuring Display Settings"

## Module Editors

### Adding a Parent Album

How to add a parent album to the gallery module. Note: Album names may not include the following characters which are invalid in either a Windows folder name or web URL: \ / : \* ? ! " > < | &

1. Go to the Gallery home page.
2. Mouse over the  **Gallery** icon and then select  **Add Album**. This opens the Edit Album page.
3. In the **Name** text box, enter a name for the album using plain text. E.g. Close Ups. **Important:** The Name field cannot be edited.
4. At **Categories**, select the media categories to be added to this album.
5. The following optional settings are also available:
  - a. In the **Title** text box, enter a title for the album.
  - b. In the **Author** text box, enter a name for the author of the images.
  - c. In the **Notes** text box, enter any notes about this gallery.
  - d. In the **Location** text box, enter the location where the media was taken.
  - e. In the **Description** text box, enter a description of this gallery.
  - f. At **Approved Date**, click the **Calendar**  button and select the date when the album will be visible to authorized users. See "Working with the Calendar".
6. Click the Update link.

▼ **Edit Album**

Gallery

**Add Folder**

**Name:** EcoZany Dolls

**Title:** EcoZany Dolls

**Author:** EcoZany Media Department

**Notes:** Unauthorized proofs for web site consideration.

**Location:** Studio

**Description:**

**Approved Date:** 10/15/2011

**Categories:**


- Image
- Movie
- Music
- Flash


**Update** Cancel

Adding a Parent Gallery

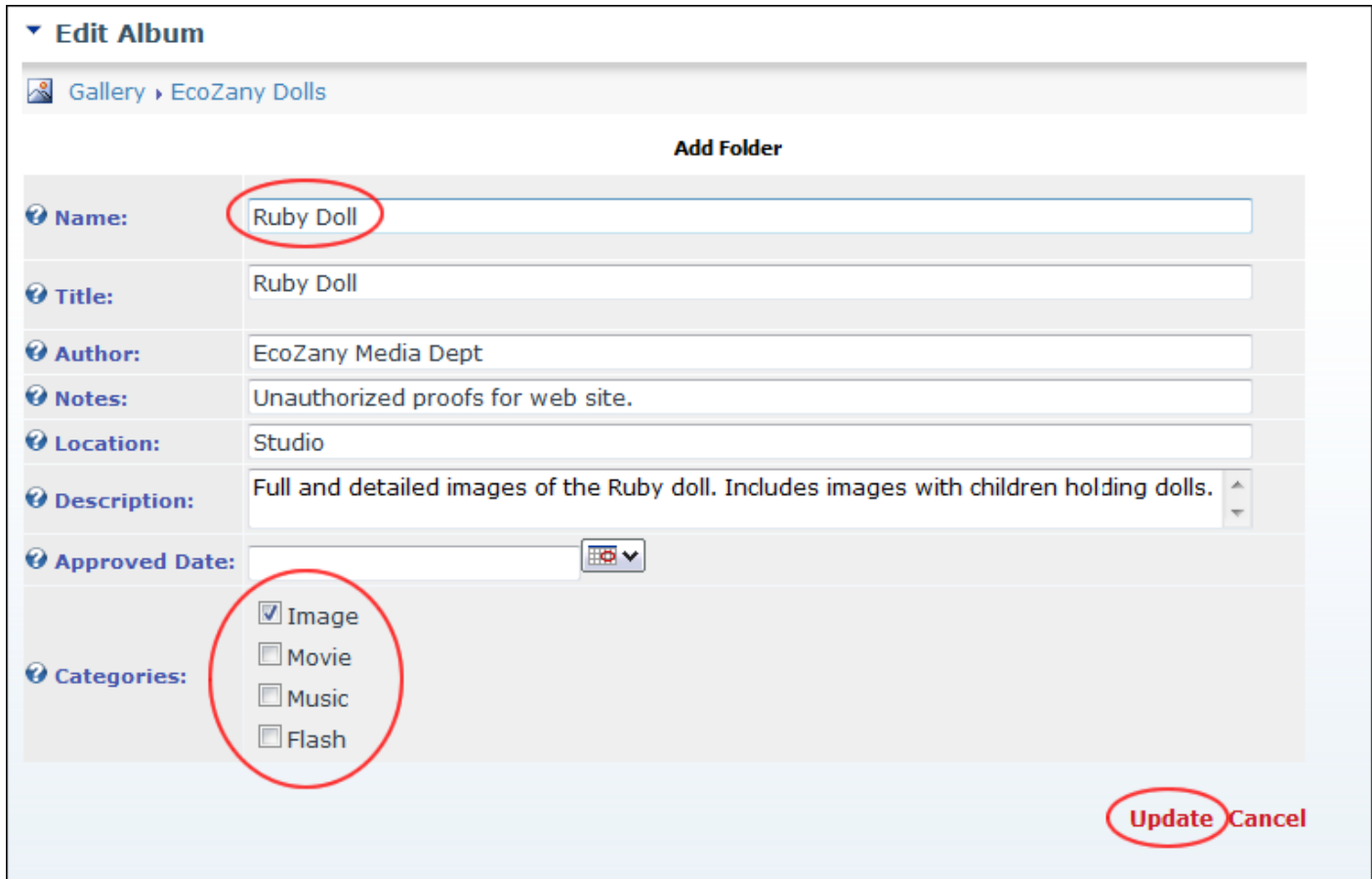
#### Adding a Sub-Album

How to add a sub-album (also known as a child album) to an album on the Gallery module.

1. Navigate to the parent album for this new album and then open the album menu. See "Opening the Album Menu"
2. Select  **Add Album** from the album menu.
2. In the **Name** text box, enter a name for the album using plain text. E.g. Close Ups. Note: This field cannot be edited.
3. At **Categories**, select the media categories to be added to this album.
4. The following optional settings are also available:
  - a. In the **Title** text box, enter a title for the album.
  - b. In the **Author** text box, enter a name for the author of the images.
  - c. In the **Notes** text box, enter any notes about this gallery.
  - d. In the **Location** text box, enter the location where the media was taken.
  - e. In the **Description** text box, enter a description of this gallery.

f. At **Approved Date**, click the **Calendar**  button and select the date when the album will be visible to authorized users. See "Working with the Calendar".

5. Click the Update link. The child album is now displayed inside the Parent Album.



**Edit Album**

Gallery > EcoZany Dolls

**Add Folder**

**Name:** Ruby Doll


**Title:** Ruby Doll

**Author:** EcoZany Media Dept

**Notes:** Unauthorized proofs for web site.

**Location:** Studio

**Description:** Full and detailed images of the Ruby doll. Includes images with children holding dolls.

**Approved Date:** 

**Categories:**

- Image
- Movie
- Music
- Flash

**Update** **Cancel**

A Newly Added Child Album (Sub-Album)


### Editing Albums

How to edit the settings of the albums in the Gallery module. Note: The name of sub-album galleries cannot be edited.

### Editing the Parent Gallery

- See "Configuring Display Settings"

### Editing Sub-albums

1. Open the menu of the required sub-album. See "Opening the Album Menu"
2. Select  **Edit This Album** from the album menu. This opens the Album Details section of the Edit Album page.
3. Edit any of the title, author, notes, location, description or categories fields as required.
4. Click the Update link.


▼ **Edit Album**

Gallery ▸ EcoZany Dolls

**Album Details**

<b>Name:</b>	EcoZany Dolls
<b>Title:</b>	EcoZany Dolls
<b>Author:</b>	EcoZany Media Department
<b>Notes:</b>	Unauthorized proofs for web site consideration
<b>Location:</b>	Studio
<b>Description:</b>	
<b>Categories:</b>	<input checked="" type="checkbox"/> Image <input type="checkbox"/> Movie <input type="checkbox"/> Music <input type="checkbox"/> Flash



**Update** Cancel

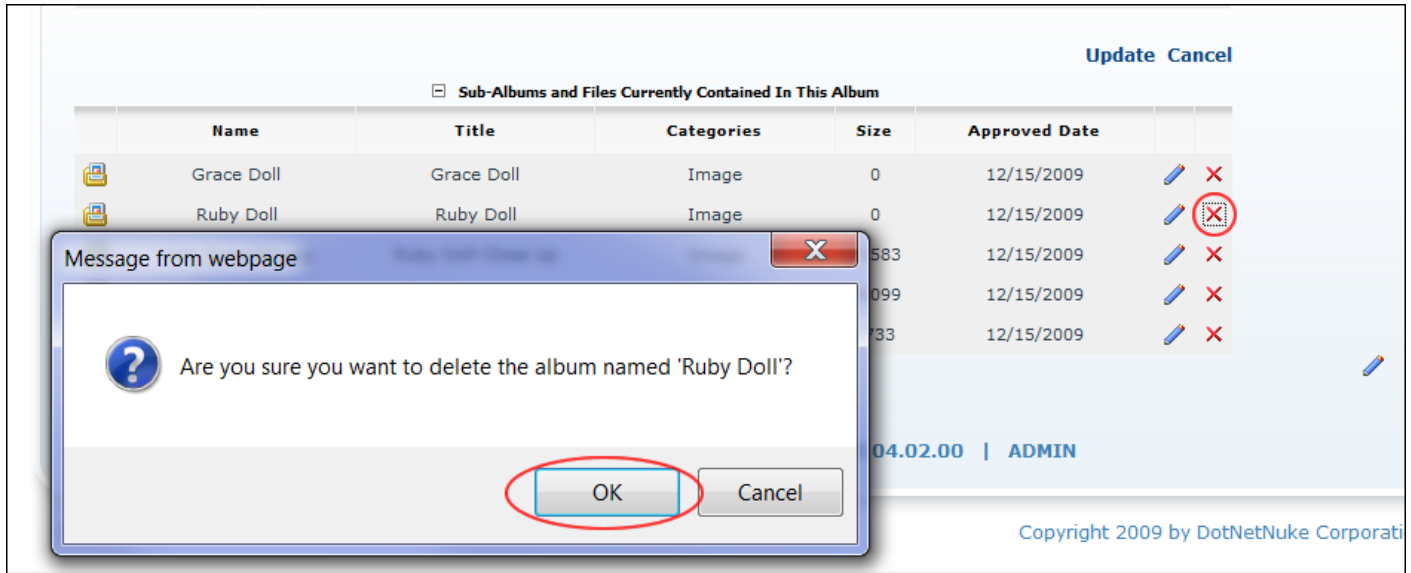
 **Sub-Albums and Files Currently Contained In This Album**

Editing Album Properties

### Deleting a Sub-Album

How to delete a sub-album (child album) from the Gallery module.


1. Navigate to and open the required sub-album menu. See "Opening Albums"
2. Select  **Edit This Album** from the album menu.
3. Go to the **Sub-Albums and Files Currently Contained In This Album** section.
4. Click the **Delete**  button beside the album to be deleted. This displays the message "Are You Sure You Want To Delete The Album Named '[Album Name]'?"
5. Click the **OK** button to confirm.
6. Repeat Steps 4-5 to delete additional albums.



Deleting a Sub-Album

### Adding a File to an Album

How to add one or more files to an album of the Gallery module.

1. Navigate to and open the menu of the required album. See "[Opening the Album Menu](#)"
2. Select  **Add Files** from the menu.
3. **Optional.** Maximize and read the Instructions and Permissible File Upload Types and Available Storage Space sections for additional information.
4. At **Add File**, click the **Browse...** button and select the file from your computer.
5. Complete any of these optional fields.
  - a. **Recommended.** In the **Title** text box, enter a title for the file.
  - b. In the **Author** text box, enter the author of the file.
  - c. In the **Client** text box, enter a client name.
  - d. In the **Location** text box, enter the location where the file was taken.
  - e. In the **Description** text box, enter a description of the file.
  - f. **Recommended.** At **Categories**, select one or more media categories.
6. Click the Add File link. The file is now listed at **Pending Uploads**.

## Edit Album

[Gallery](#) › [EcoZany Dolls](#)

### Add File(s)

<input type="checkbox"/> Instructions	
<input type="checkbox"/> Permissible File Upload Types and Available Storage Space	
<input type="button" value="Add File"/>	C:\DotNetNuke\EcoZa <input type="button" value="Browse..."/> <input type="button" value="Add File"/>
<input text"="" type="button" value="Ruby Doll Close Up"/>	
<input text"="" type="button" value="EcoZany Media Dept"/>	
<input text"="" type="button" value="EcoZany Media Dept"/>	
<input text"="" type="button" value="Studio"/>	
<input text"="" type="button" value="Upper body close up of the Ruby Doll"/>	
<input "="" type="checkbox" value="Categories:&lt;/td&gt;&lt;td&gt;&lt;input checked="/> Image <input type="checkbox"/> Movie <input type="checkbox"/> Music <input type="checkbox"/> Flash	
<input 423="" 437"="" 744="" 797="" data-label="Text" type="button" value="Pending Uploads:&lt;/td&gt;&lt;td&gt;None&lt;/td&gt;&lt;/tr&gt;&lt;/table&gt;&lt;/div&gt;&lt;div data-bbox="/> <p><a href="#">Return</a></p>	

Sub-Albums and Files Currently Contained In This Album



7. Repeat Step 4-6 to add additional files. Note: You must reselect the categories you require each time you add a file.
8. Click the [Upload Pending Files](#) link to upload the added files to the album.
9. Click on the linked [\[Gallery Name\]](#) to return to the gallery.



**▼ Edit Album**

**Add File(s)**

⊕ Instructions

⊕ Permissible File Upload Types and Available Storage Space

🔍 **Add File:**   **Add File**

🔍 **Title:**

🔍 **Author:**

🔍 **Client:**

🔍 **Location:**

🔍 **Description:**

🔍 **Categories:**

- Image
- Movie
- Music
- Flash

🔍 **Pending Uploads:**

	Name	Title	Description	Size	
	Doll_Ruby001.jpg	Ruby Doll Close Up	Upper body close up of the Ruby Doll	759.97	✗
	Doll_Ruby002.jpg	Ruby Doll Detail	Embroidery details of the Ruby Doll	983.00	✗
Total Size of Pending Uploads (kb)				1742.97	

**Upload Pending Files**

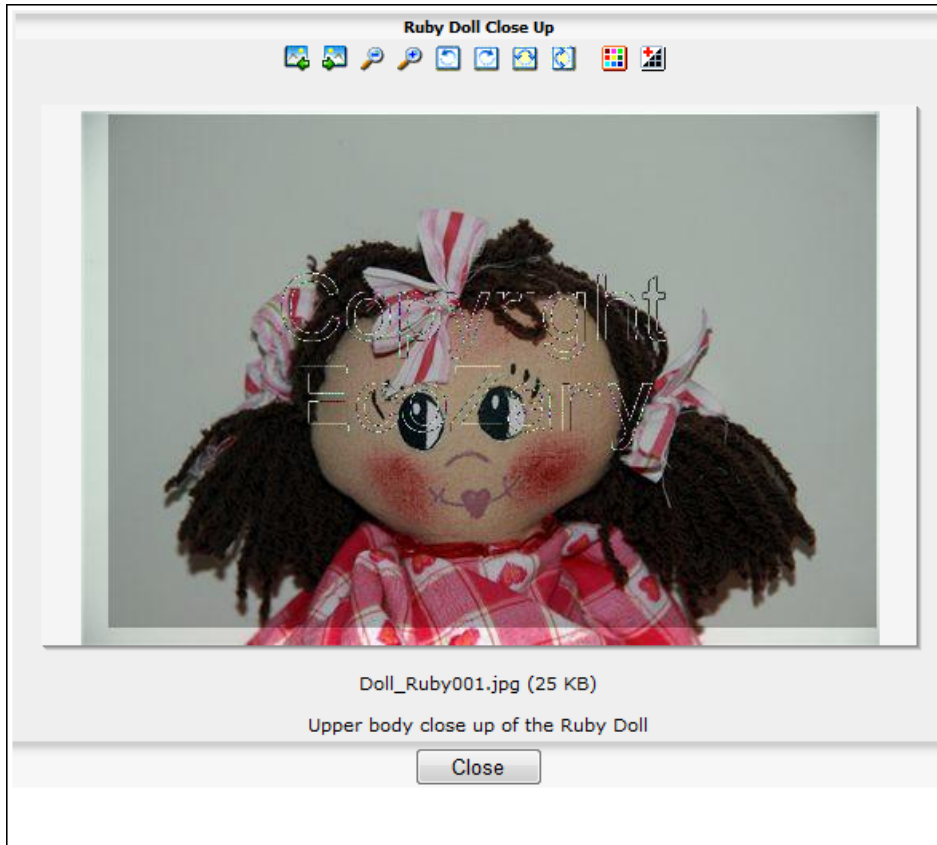
⊖ **Sub-Albums and Files Currently Contained In This Album**

Adding One or More Files to an Album

### Adding a Watermark

How to display a watermark over images in an album of the Gallery module. The image must be added to each album separately.

1. Create a watermark image and name it watermark. E.g. watermark.gif
2. Upload the image to each album where it is required. [See "Adding a File to an Album"](#)

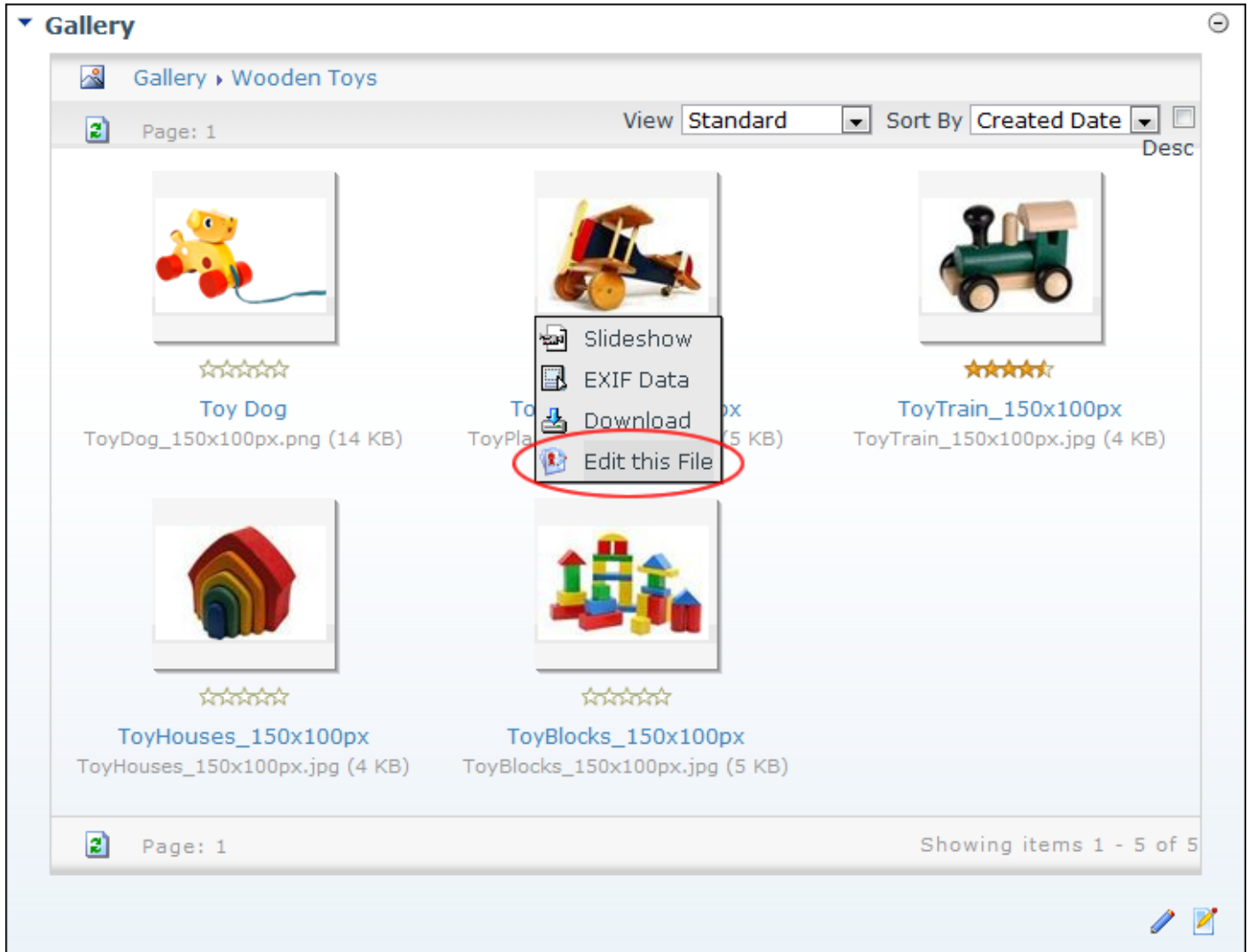




Displaying a Watermark on Images

### Editing File Details

How to edit the details of a file within the Gallery module.


1. Navigate to and open the required album. See ["Opening Albums"](#)





2. In Standard View or Card View, mouse over the required image and the select  **Edit This Album** - OR - In List View click the  **Edit** button. This opens the File Edit page.
3. Edit one or more fields as required.
4. Click the Update link.

▼ **File Edit**

Gallery ▶ Wooden Toys



Path:	<input type="text" value="/Portals/0/Gallery/466/Wooden Toys/ToyPlane_150x100px.jpg"/>
Name:	<input type="text" value="ToyPlane_150x100px.jpg"/>
Title:	<input type="text" value="ToyPlane_150x100px"/>
Author:	<input type="text"/>
Notes:	<input type="text"/>
Location:	<input type="text"/>
Description:	<input type="text"/>
Created Date:	<input type="text" value="12/14/2010"/> 
Categories:	<input type="checkbox"/> Image <input type="checkbox"/> Movie <input type="checkbox"/> Music <input type="checkbox"/> Flash



**Edit Image**

Update Cancel

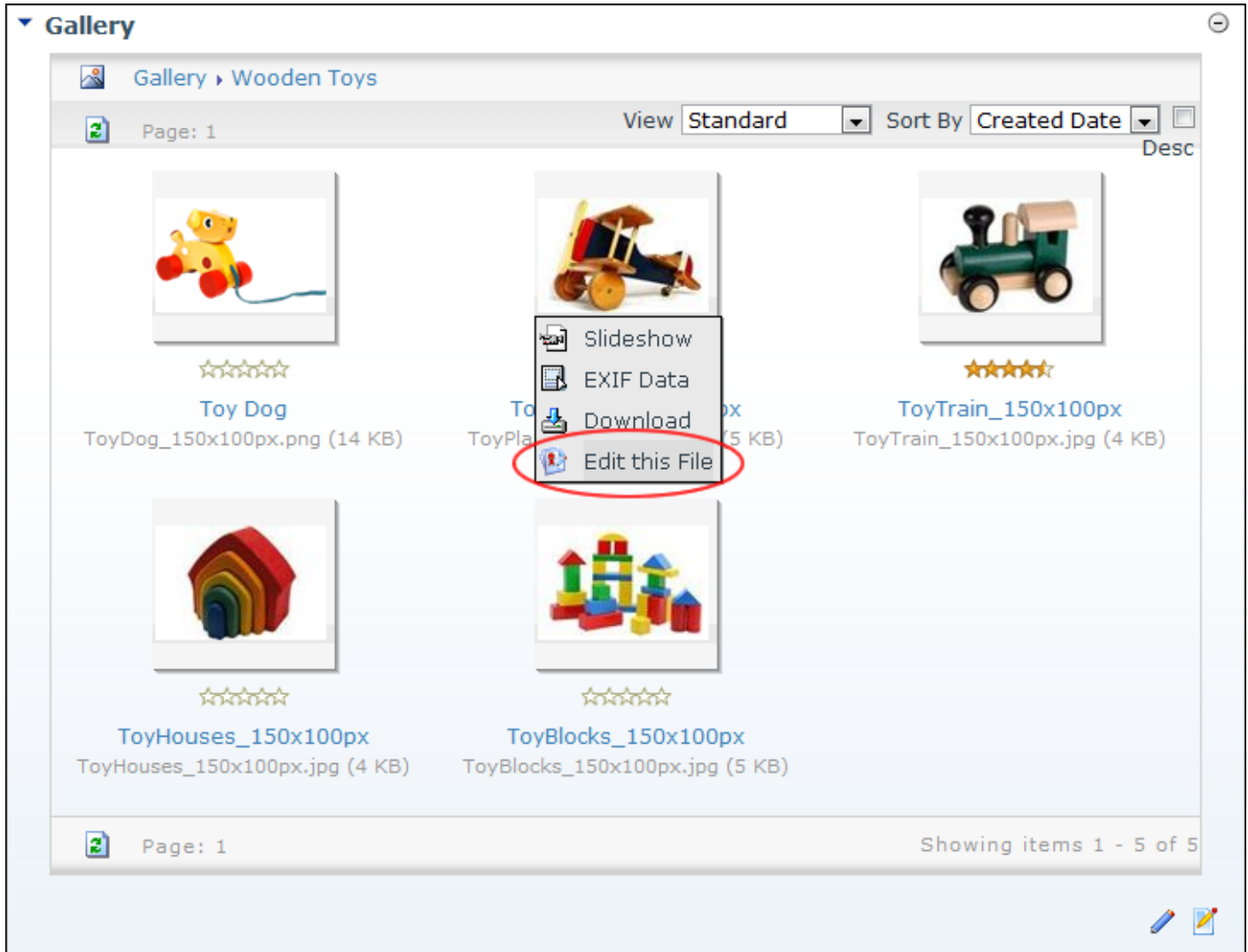
Editing File Details



### Editing Image Properties

How to edit the properties of an image in the Gallery module. Note: If the Save button is not displayed you will need to login with the correct permissions.

**Important.** If a color image is saved as black and white the color cannot be restored to that file.


1. Navigate to and open the required album. See "[Opening Albums](#)"





2. In Standard View or Card View, mouse over the required image and the select  **Edit This Album** - OR - In List View, click the  **Edit** button. This opens the File Edit page.

▼ **File Edit**

Gallery ▶ Wooden Toys



Path:	<input type="text" value="/Portals/0/Gallery/466/Wooden Toys/ToyPlane_150x100px.jpg"/>
Name:	<input type="text" value="ToyPlane_150x100px.jpg"/>
Title:	<input type="text" value="ToyPlane_150x100px"/>
Author:	<input type="text"/>
Notes:	<input type="text"/>
Location:	<input type="text"/>
Description:	<input type="text"/>
Created Date:	<input type="text" value="12/14/2010"/> 
Categories:	<input type="checkbox"/> Image <input type="checkbox"/> Movie <input type="checkbox"/> Music <input type="checkbox"/> Flash












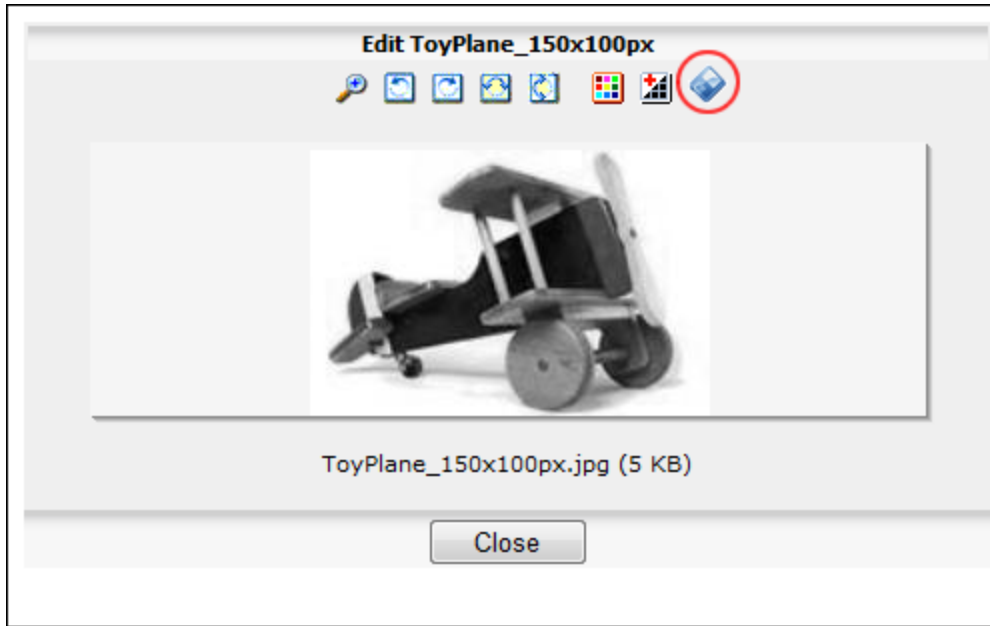
**Edit Image**




**Update Cancel**

3. Click the Edit Image link below the image thumbnail. This opens the Gallery Image Viewer/Editor.

4. Select one or more of these image editing tools as required:


-  **Zoom Out:** View a smaller version of the image.
-  **Zoom In:** View an enlarged version of the image.
-  **Rotate Left:** Rotate the image counter clockwise 90 degrees.
-  **Rotate Right:** Rotate the image clockwise 90 degrees.
-  **Flip Horizontally:** Flip the image in the horizontal plane.
-  **Flip Vertically:** Flip the image in the vertical plane.
-  **Show In Color:** Restore the color to colored images.
-  **Black & White Add:** Click once to change a color image to black and white. Click one or more times to increase contrast on (saved) black and white images.
-  **Less Black & White:** Click one or more times to increase contrast on (saved) black and white images.

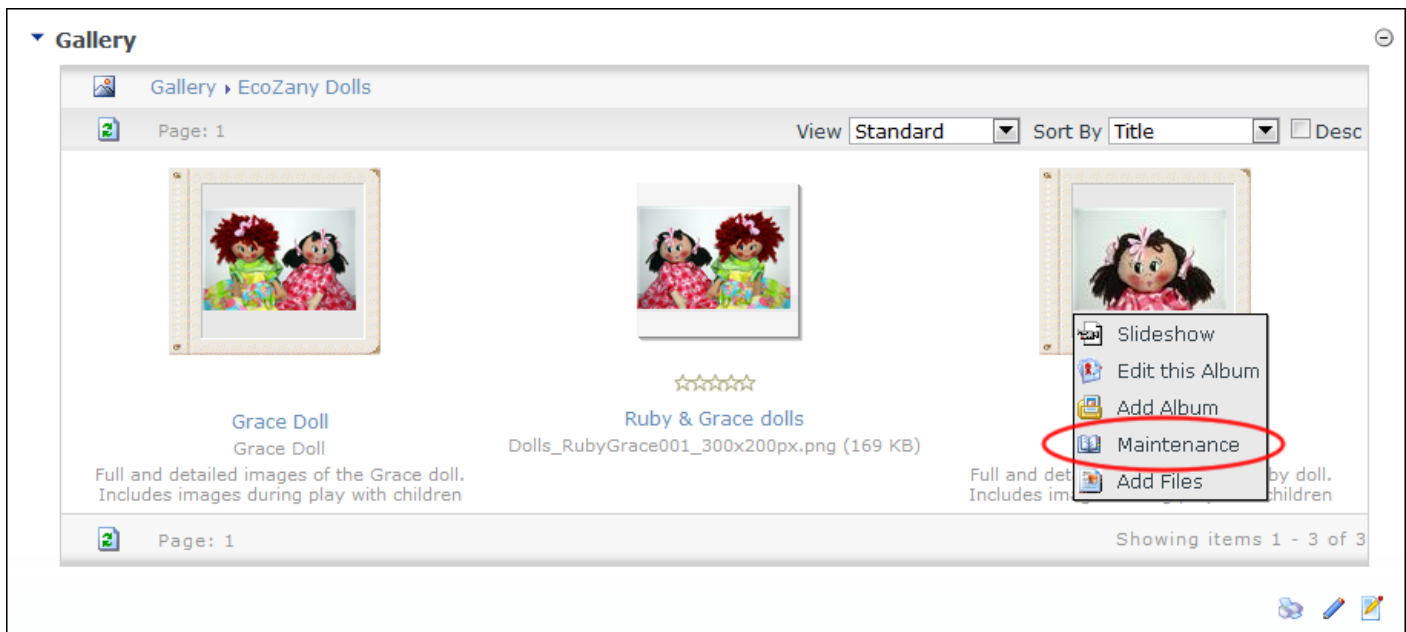


5. Click the **Save**  button. This displays the message "Are you sure you wish to save the changes to this item?"
6. Click the **OK** button to confirm.
7. To edit additional images, use the **Previous**  and **Next**  buttons to move to other images and then repeat Steps 4-6.
8. Click the **Close** button to exit the Gallery Image Viewer/Editor.

### Synchronizing Album Files

How to synchronizing files within an album of the Gallery module.

1. Open the menu of the required album. See "Opening the Album Menu"
2. Select  **Maintenance** from the album menu.



3. Click the Synchronize link.

**Maintenance**

Gallery » EcoZany Dolls » Ruby Doll

**Path:** /Portals/0/Gallery/389/EcoZany Dolls/Ruby Doll

**Name:** Ruby Doll

**Album Info:**  
Item Count: 6  
Items without source: 0  
Items without viewer image: 0  
Items without thumbnails: 0  
Viewer image size: 500 x 500  
Thumbnail image size: 100 x 100

**Synchronize Delete** Select All

Name	Info	Thumb	Image	Source	
Doll_Ruby001.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doll_Ruby002.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doll_Ruby003.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doll_Ruby004.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doll_Ruby005.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doll_Ruby006.jpg		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Return to Gallery](#)

Synchronizing Album Files

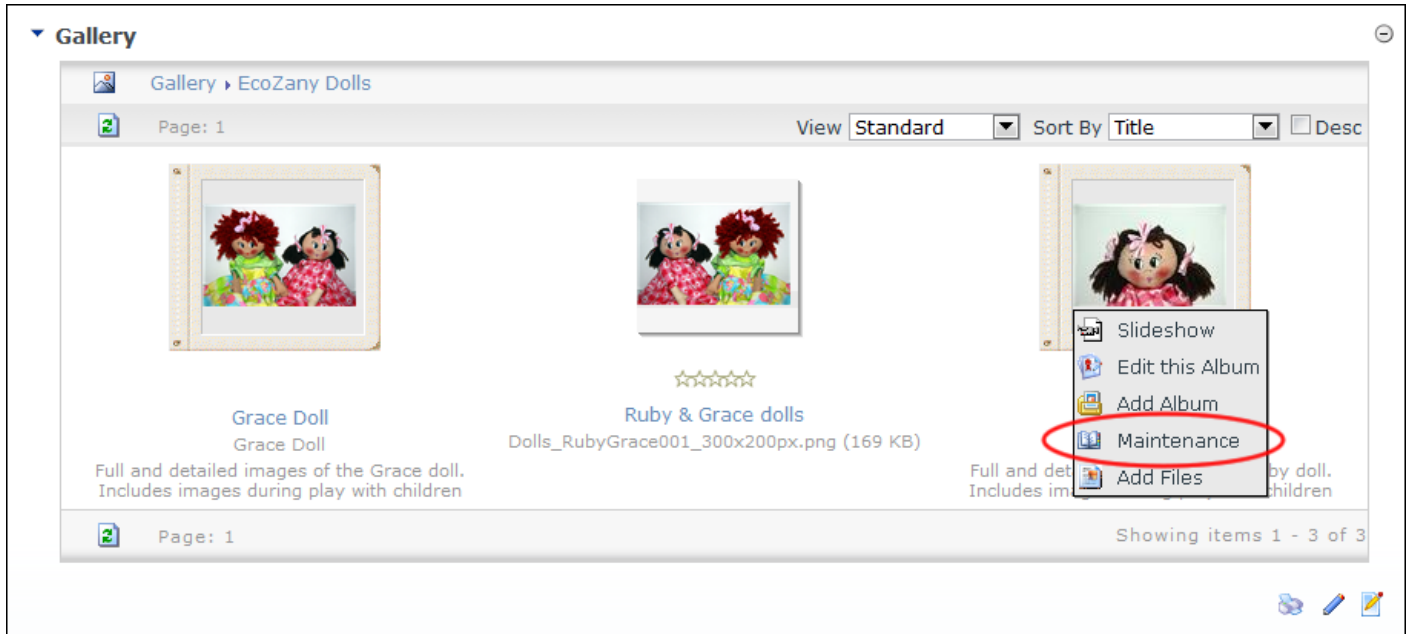
### Refresh Gallery

How to clear cached files from an album of the Gallery module. This synchronizes the gallery and updates any album or file changes which have been made outside of the normal gallery user interface, or if the physical location of the gallery is changed.

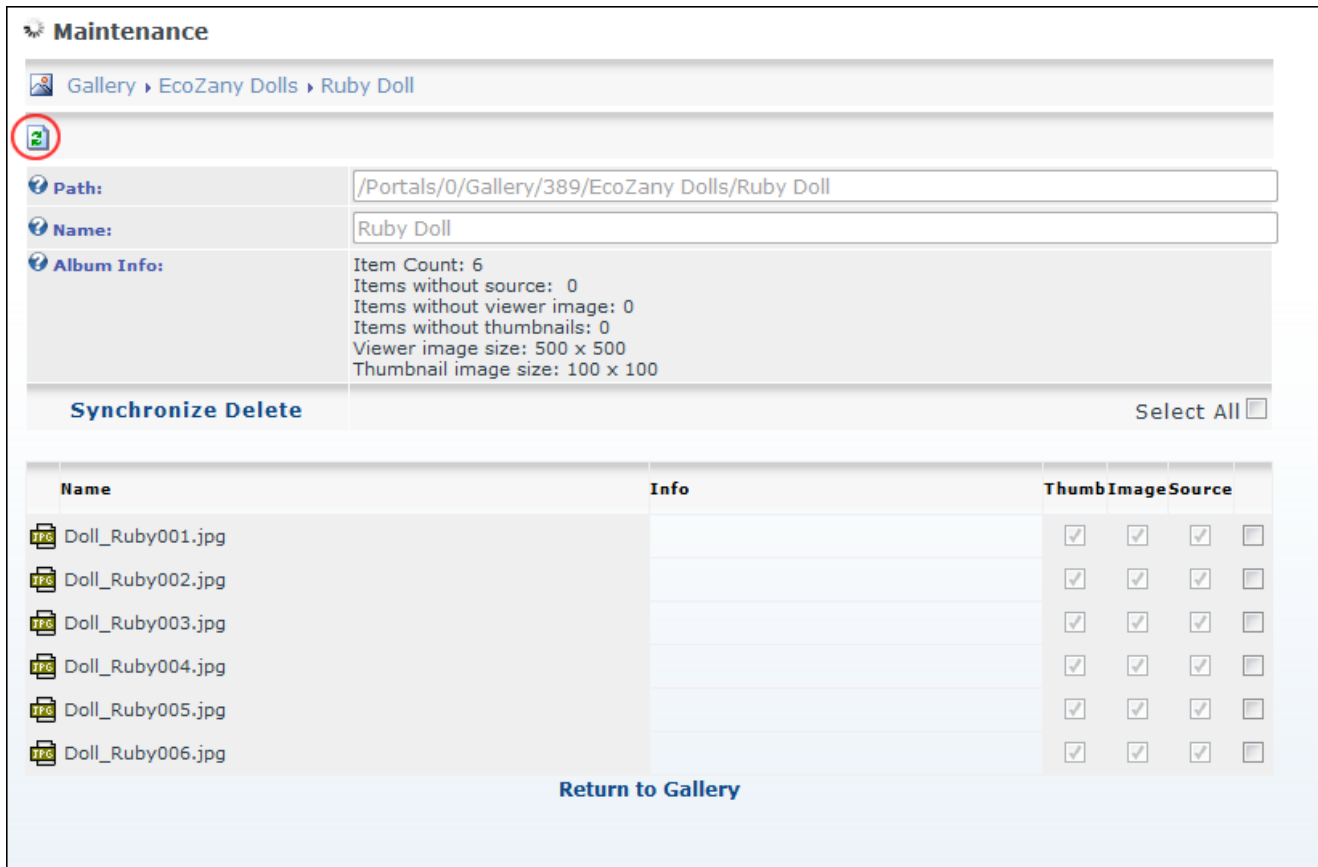
#### Option One:

1. Select **Maintenance** from the Album menu. See "Opening the Album Menu"






2. Click the **Clear Cache**  button.



Clearing the cache



Option Two:

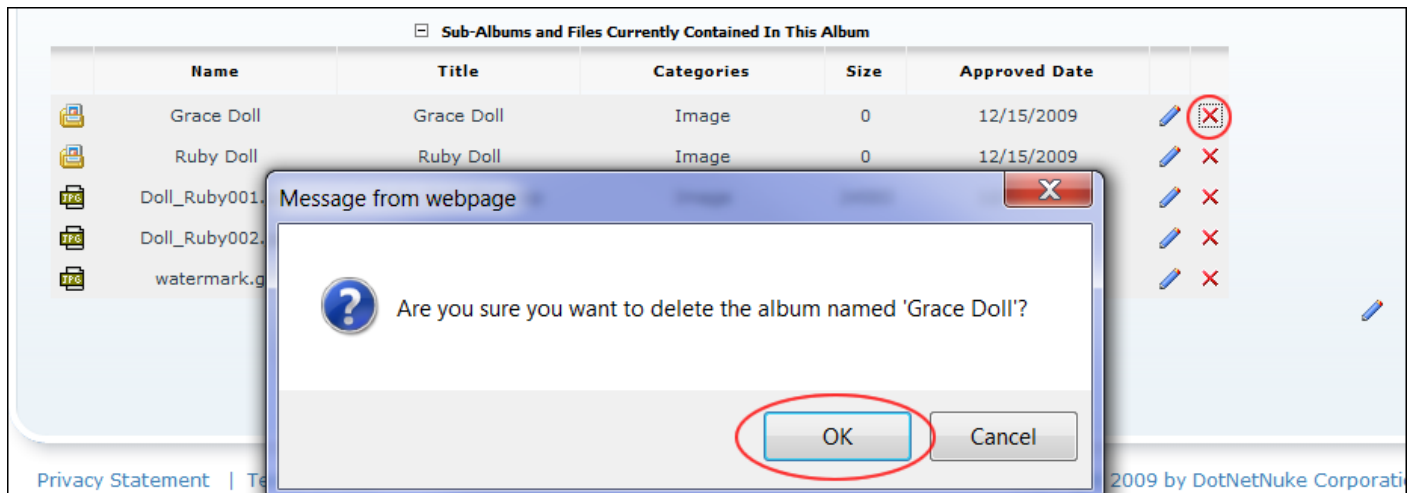
1. Open the required album. See "Opening Albums"
2. Click the **Clear Cache**  button.

### Deleting a File from an Album

How to delete a file from an album within the Gallery module.


#### Option One:

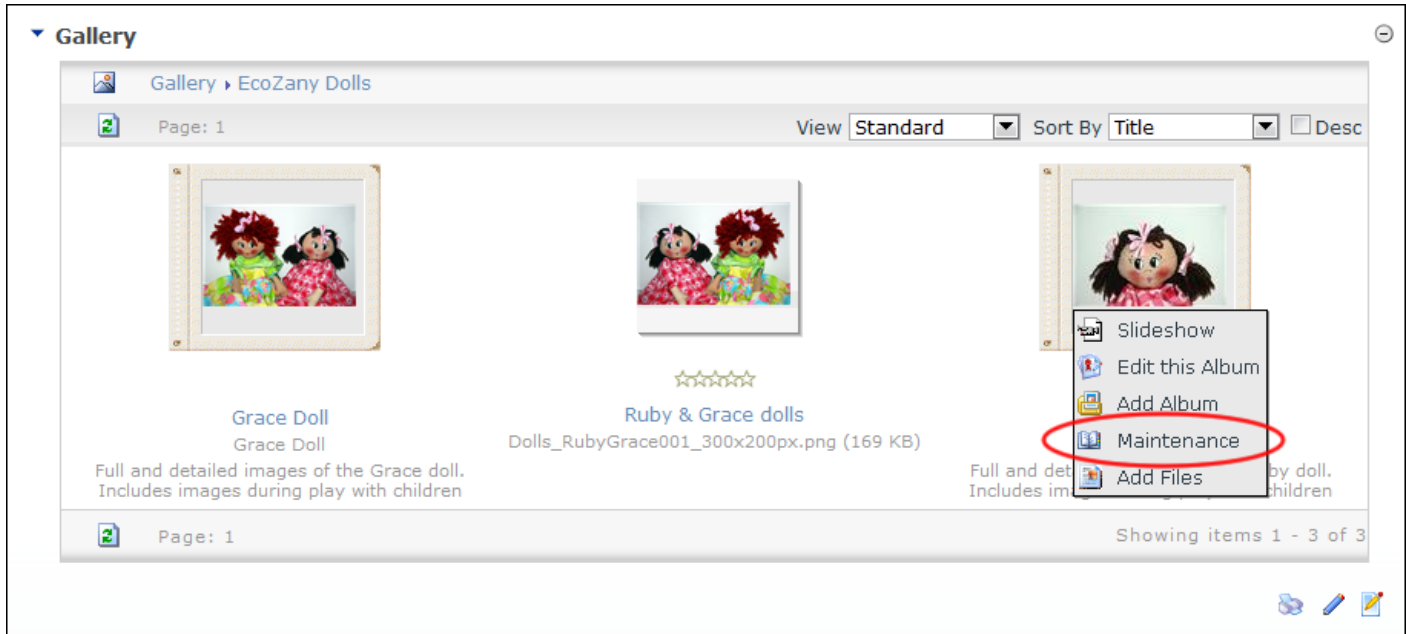
1. Open the menu of the required album. See "Opening the Album Menu"
2. Select  **Edit This Album** from the album menu.
3. Go to the **Sub-Albums and Files Currently Contained In This Album** section.
4. Click the **Delete**  button beside the file to be deleted. This displays the message "Are You Sure You Want To Delete The File Named '[File Name]'?"
5. Click the **OK** button to confirm.
6. Repeat Steps 4-5 to delete additional files from this album.



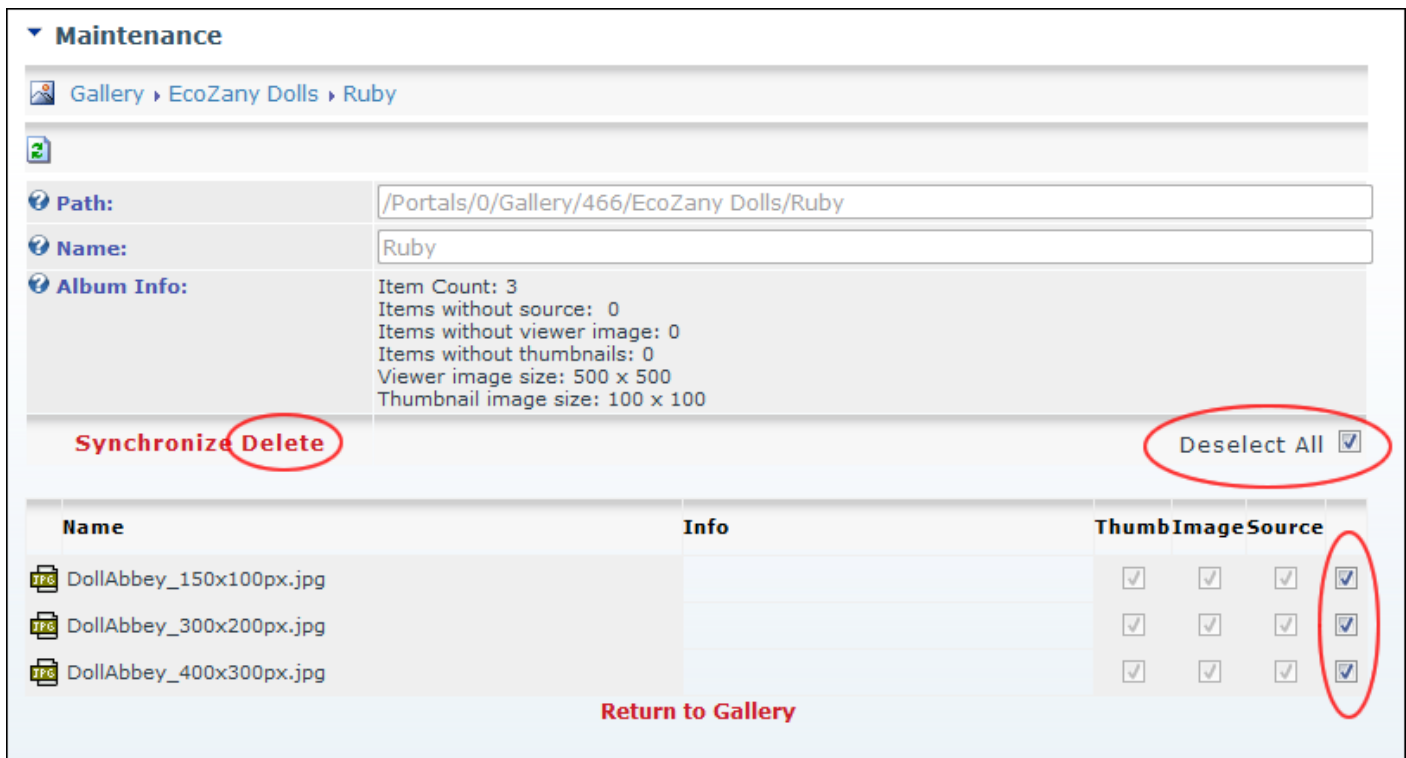
Deleting a File from an Album

#### Option Two:

1. Open the menu of the required album. . See "Opening the Album Menu"
2. Select  **Maintenance** from the album menu. This opens the Maintenance page.



3. Go to the list of files displayed at the base of this page.
4. Check  the check box beside each file to be deleted - OR - Check  the Select All link to select all files for deletion. Note: The **Select All** field changes its name to "Deselect All" once selected.
5. Click the Delete link.



Deleting Multiple Files

## Help

### About the Help Module

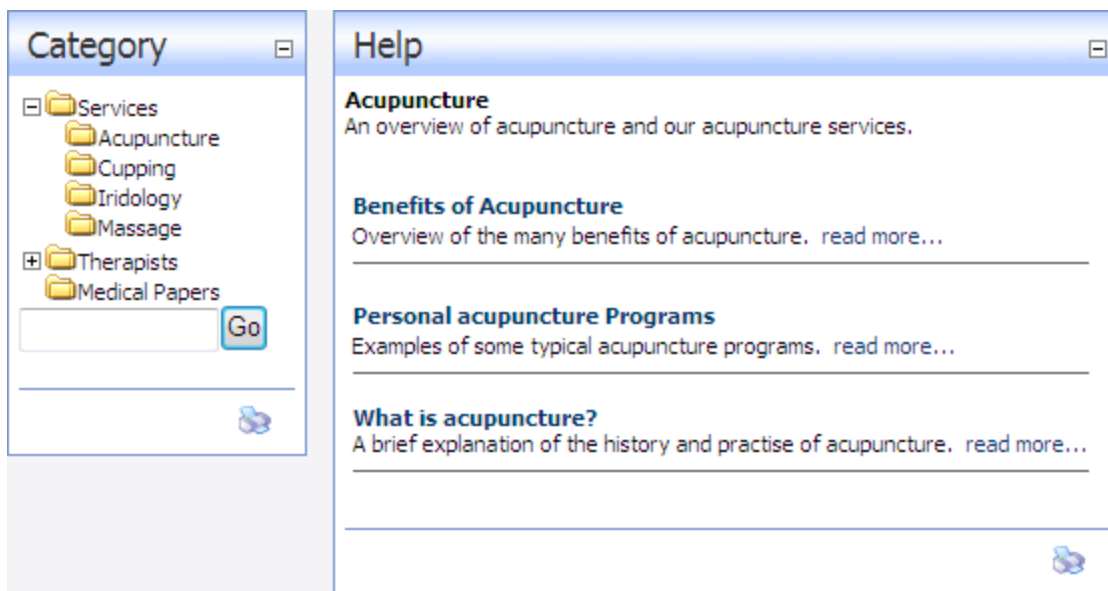
The Help module consists of two integrated modules titled Help and Category. The Category module displays a hierarchical list of categories which have one or more HTML pages associated with it. Clicking on a category name displays a summary list of the related HTML pages (called tutorials) in the Help module. The user can then click a [read more...](#) link beside any summary to display the related tutorial in full. The Category module includes a search facility which displays results in the Help module.

The Help module uses a different import/export feature than other modules which enables Administrators to upload an XML file of content as well as upload a compressed images file and set their root path.

**Module Version:** 03.00.02

**Minimum DNN Version:** 04.05.05

**Features:** ISearchable



The Help Module



### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleHelp/tabid/850/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/81/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnhelp.codeplex.com/workitem/list/basic>

### Configuration

#### Configuring the Help Module

The Help module must be configured before any categories or tutorials can be added. This tutorial explains how to associate the Help and Category modules with each other. If the module is not configured any categories added the Category module will not be displayed on the Edit Tutorials page of the Help module. Note: Only one Help module can be located on a page.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Click the [Update](#) link.

### Help Module Settings

**Category:** Category ▼

**Root path for Images:**

**File Location:**  ▼

**File Name:**  ▼

**Upload XML:** [Upload New File](#)

**File Location:**  ▼

**File Name:**  ▼

**Upload Images:** [Upload New File](#)

Update
[Cancel](#)
[Delete](#)

Configuring the Help module

## All Users

### Viewing a Tutorial

How to navigate to and view a tutorial using the Help module.

1. In the **Category** module, navigate to and click on the name of the category where the tutorial is located. This displays the related tutorials in the Help module.
2. Click on the read more... link beside a tutorial to view it.

#### Category

- Services
- Acupuncture
- Cupping
- Iridology
- Massage
- Therapists
- Medical Papers

#### Help

##### Acupuncture

On overview of acupuncture and our related services.

**What is acupuncture?**  
A brief explanation of the history and practise of acupuncture. read more...

---

**Benefits of acupuncture**  
Find out the major benefits or acupuncture. [read more...](#)

---

*Tip: Use the **Previous** or **Next** buttons to view other tutorials within this category. Click the **Back To Category** button to return to the category.*

## Searching for a Tutorial

You can make a search for tutorials using the search box on the Help Category module. You can search on both keywords and phrases. Results will be exact matches, therefore a single keyword search is recommended. Results are displayed in the Help module. You can also use the site wide Portal Search which will return both matching tutorials and matching results from other modules on this site.

1. In the **Category** module, enter your search criteria into the text box located below the list of categories.
2. Click the **Go** button.





3. The search results are now displayed in the Help module. Click on a read more... link beside a result to view the related tutorial.

## Module Editors

### Adding a Tutorial

How to add a tutorial to the Help module. Note: At least one category must be created using the Category module before a tutorial can be added.

1. Select  **Add Tutorial** from the module actions menu - OR - Click the  Add Tutorial link.
2. In the **Title** text box, enter a title for the tutorial. A maximum of 100 characters is permitted.
3. In the **Short Description** text box, enter a short description of the tutorial.
4. In the **Tutorial** Text Editor, enter the tutorial.
5. **Optional.** In the **Keywords** text box, enter one or more keywords for the tutorial separated by a comma. E.g. alternative therapy, Chinese medicine, health. Enter keywords which aren't included in either of the title, short description or tutorial fields. These keywords will then return this tutorial in both the site search and the help module search.
6. At **Categories**, select one or more categories where this tutorial will be displayed.
7. Click the Update link.

**Edit Tutorials**

**Title:** What is acupuncture?

**Short Description:** A brief explanation of the history and practise of acupuncture.

**Tutorial:**  Basic Text Box  Rich Text Editor

Acupuncture is part of an integrated system of primary health care, known as Traditional Chinese Medicine (TCM) that has an uninterrupted history of development dating back thousands of years in China and other parts of East Asia.

The origins of acupuncture in China can be traced back at least two thousand years, making it one of the oldest and most long-standing health care systems in the world.

Today, acupuncture is an effective, natural and increasingly popular form of health care that is being used by people from a wide range of cultural and social backgrounds.

**Keywords:**

**Categories:**



- Services
  - Acupuncture
  - Cupping
  - Iridology
  - Massage
- Therapists
- Medical Papers

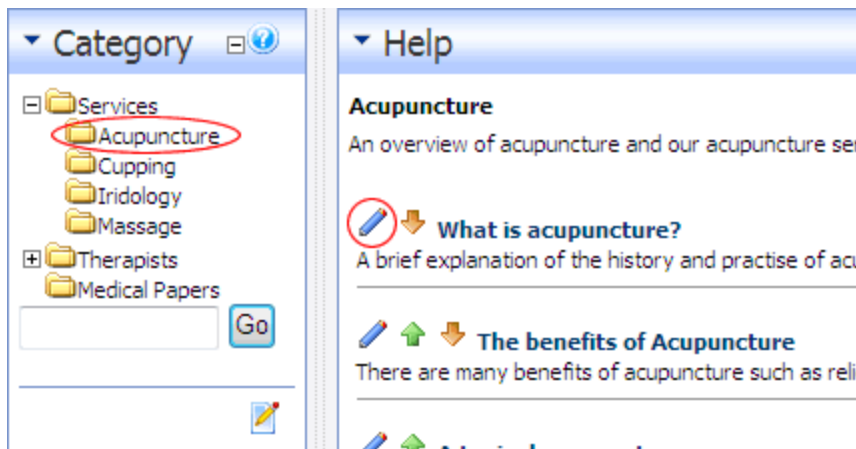
[Update](#) [Cancel](#) [Delete](#)

Adding a tutorial

### Editing a Tutorial

How to edit a tutorial in the Help module.


1. In the **Category** module, navigate to and click on the name of the category in which the tutorial is located.
2. Click the **Edit**  button located beside the tutorial to be edited. Note: You can also click the **Edit**  button displayed when viewing a tutorial.

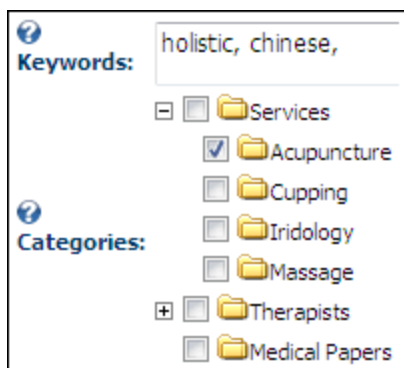


3. Edit one or more fields as required.
4. Click the Update link.

### Changing Tutorial Categories

How to modify the categories that a tutorial is associated on the Help module.

1. In the **Category** module, navigate to and click on the name of the category in which the tutorial is located.
2. Click the **Edit**  button located beside the required tutorial.
3. At **Categories**, perform the following:
  - To add the tutorial to a category: Locate the category and then check  the Category check box.
  - To remove the tutorial from a category: Locate the category and then uncheck  the Category check box.






4. Click the Update link.

### Re-ordering Tutorials

Tutorials are listed in the order they are added by default. Changing the order of a tutorial in one category does not affect how it is displayed in another category. Here's how to move tutorials up or down by one or more positions on the Help module.



1. In the **Category** module, navigate to and click on the name of the category where the required tutorial is located.
2. Click the **Refresh**  button located below the tutorials. This retrieves the latest database information to ensure the correct re-ordering.
3. Click the **Up**  and **Down**  buttons beside the tutorials to re-order them as required.




▼ Help

**Acupuncture**  
An overview of acupuncture and our acupuncture

  **What is acupuncture?**  
A brief explanation of the history and practise of

   **The benefits of Acupuncture**  
There are many benefits of acupuncture such as

  **A typical acupuncture program**  
Although everyone requires a different treatment  
treatment programs. [read more...](#)





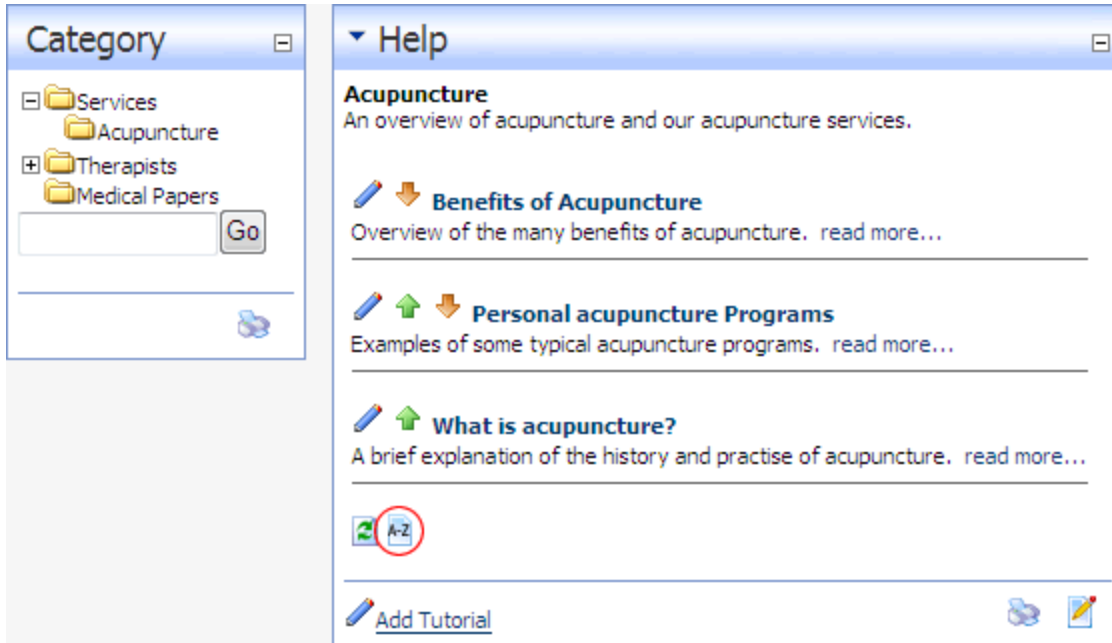
 [Add Tutorial](#)

Reordering Tutorials

### Re-ordering Tutorials Alphabetically

How to re-order all tutorials within a category alphabetically on the Help module. Tutorials are listed in the order they are added by default. Changing the order of a tutorial in one category does not affect how it is displayed in another category.


1. On the **Category** module, navigate to and click on the name of the category where the required tutorial is located.
2. Click the **Refresh**  button. This retrieves the latest database information to ensure the correct re-ordering.
3. Click the **Alphabetical View Order**  button.



Re-ordering Tutorials Alphabetically

### Deleting a Tutorial

How to delete a tutorial from the Help module.

1. In the **Category** module, navigate to and click on the name of the category in which the tutorial is located.
2. Click the **Edit**  button located beside the tutorial to be deleted.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm deletion.

**Edit Tutorials**

**Title:** What is acupuncture?

**Short Description:** A brief explanation of the history and practise of acupuncture.

**Tutorial:**  Basic Text Box  Rich Text Editor

Acupuncture is part of an integrated system of primary health care, known as Traditional Chinese Medicine (TCM) that has an uninterrupted history of development dating back thousands of years in China and other parts of East Asia.

The origins of acupuncture i years, making it one of the o in the world.

Today, acupuncture is an eff care that is being used by pe

**Keywords:**

**Categories:**

- Services
  - Acupuncture
  - Cupping
  - Iridology
  - Massage
- Therapists
  - Medical Papers

Update Cancel **Delete**

Windows Internet Explorer

Are You Sure You Wish To Delete This Item?

OK Cancel

Deleting a Tutorial

**Troubleshooting: Categories Not Displayed on the Edit Tutorials Page**

There are two reasons why categories don't display on the Edit Help page of the Help module when you are trying to add a tutorial, either the module needs to be configured, or no categories have been added.

"Adding the First Category". to resolve this problem.

▼ Edit Tutorials
?

**Title\*:**

**Short Description:**

**Tutorial:**  Basic Text Box  Rich Text Editor

Source
ABC
ab<sub>ac</sub>

B
I
U
abc
x<sub>2</sub>
x<sup>2</sup>

Style  
Format

Font  
Size  
A
ab

[Show custom editor options](#) | [Refresh Editor](#)

**Keywords:**

**Categories:**

[Update](#)   [Cancel](#)

---

*Tip: Only Page Editors can configure the Help module.*

## Settings

### Importing Help Data

How to import help data including images to the Help module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Help Module Settings** tab.
3. In the **Root Path For Images** text box, enter the root path for where the images for this module are to be located. The XML is updated on import using this new path allowing the content to be portable. E.g. If you create the content on your local machine using a standard DNN setup with the portal ID =0 and you need to Import onto a live site with a Portal ID=25 then you set the Root path to Portals/25 so that the Portals/0/OnlineHelp is replaced in all of the HTML you have created which makes the images show properly:
4. At **Upload XML**, select or upload the data xml file which contains the Help content. This file can optionally be zipped (compressed).

5. At **Upload Images**, select or upload a zipped (compressed) images file.
6. Click the Update link.

The screenshot shows a 'Module' settings window with a blue header and a help icon. It contains three expandable sections: 'Module Settings', 'Page Settings', and 'Help Module Settings'. The 'Help Module Settings' section is expanded and contains the following fields:

- Category:** A dropdown menu with 'Category' selected.
- Root path for Images:** A text input field containing 'Portals/25'.
- File Location:** A dropdown menu with 'Root' selected.
- File Name:** A dropdown menu with 'help.xml' selected.
- Upload XML:** A label with a blue circular icon.
- Upload New File:** A blue link below the File Name dropdown.
- File Location:** A dropdown menu with 'Root' selected.
- File Name:** A dropdown menu with 'img.zip' selected.
- Upload Images:** A label with a blue circular icon.
- Upload New File:** A blue link below the File Name dropdown.

At the bottom of the window, there are three buttons: 'Update', 'Cancel', and 'Delete'. The 'Update' button is circled in red.

Importing help data

## Help Category

### Module Editors

#### Adding the First Category

How to add the first category to the Help Category module.

1. Select **Manage Categories** from the Category module actions menu.
2. In the **Name** text box, enter the name for the category as it will appear in the module.

3. In the **Description** text box, enter a description for the category.
4. In the **Keywords** text box, enter one or more keywords separated by a comma. Note: this keywords field is not currently enabled.
5. At **Visible**, check  the check box to make the category visible on the Category module- OR - Uncheck  the check box to hide the category.
6. Click the Add New link. The category is now displayed to the left.

▼ Manage Categories

**Name:**

**Description:**

**Keywords:**

---

**Visible:**

**Parent:**

**View Order:**

[Delete](#) [Add New](#)

[Back](#)

Adding the First Category

### Adding a Child Category

The Categories module uses a tree folder structure. Child categories are located below a Parent category and can be viewed by clicking on the **Maximize** button displayed beside their parent category.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and click on the name of the category you want to add a child category below.
3. Click the Add Child link. This will add a new category to the category tree called "New Category". You can now update the details of this New Category.

**Manage Categories**

Services  
    Acupuncture  
    Cupping  
    Iridology  
    **Message**  
    New Category  
 Therapists  
    Medical Papers

**Name:**   
**Description:**   
**Keywords:**

**Visible:**   
**Parent:**   
**View Order:**

[Update](#) [Delete](#) [Add Sibling](#) [Add Child](#)  
[Back](#)

4. In the **Name** text box, enter the name for the category as it will appear in the module.
5. In the **Description** text box, enter a description for the category.
6. In the **Keywords** text box, enter one or more keywords separated by a comma. Note: this keywords field is not currently enabled.
7. Click the [Update](#) link.
8. Repeat Steps 2-7 to add additional child categories.
9. Click the [Back](#) link to return to the module.

#### Adding a Sibling Category

The Categories module uses a tree folder structure. Sibling categories appear in the same level as each other. A parent category has one or more child categories added to it which is indicated by a Maximize  button.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and click on the name of the category you want to add a sibling category to.

3. Click the Add Sibling link. This will add a new category to the category tree called "New Category". You can now update the details of this "New Category".

Manage Categories

Services

- New Category
- Acupuncture
- Cupping
- Iridology

Message

Therapists

Medical Papers

Name: New Category

Description: New Category

Keywords:

Visible:

Parent: ...Message

View Order:

[Update](#) [Delete](#) [Add Sibling](#) [Add Child](#)

[Back](#)

4. In the **Name** text box, enter the name for the category as it will appear in the module.
5. In the **Description** text box, enter a description for the category.
6. In the **Keywords** text box, enter one or more keywords separated by a comma. Note: this keywords field is not currently enabled.
7. Click the Update link.
8. Repeat Steps 2-7 to add additional sibling categories.
9. Click the Back link to return to the module.

#### Editing Category Details

How to edit the details of a category in the Help Category module.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and click on the name of the category to be edited.



3. Edit the Name or Description details as required.
4. Click the Update link.

The screenshot shows a web interface titled "Manage Categories". On the left, a tree view shows a hierarchy: Services (expanded), Acupuncture (selected and circled in red), Cupping, Iridology, Message (expanded), Therapists (expanded), and Medical Papers. The main content area has the following fields:

- Name:** A text input field containing "Acupuncture".
- Description:** A text area containing "An overview of acupuncture and our acupuncture services.".
- Keywords:** An empty text input field.
- Visible:** A checked checkbox.
- Parent:** A dropdown menu showing "...Message".
- View Order:** Two icons: a green up arrow and a green refresh icon.

At the bottom right, there are four links: "Update" (circled in red), "Delete", "Add Sibling", and "Add Child". A "Back" link is located at the bottom left.

5. Repeat Steps 2-4 to modify additional categories
6. Click the Back link to return to the module.

### Managing the Visibility of a Category

Categories set as visible are displayed in the Categories module. Categories set as not visible will not displayed in Category module. All child categories of a category set as not visible are also hidden.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and select the category to be modified.
3. At **Visible**, check  the check box to set the category as visible - OR - uncheck  the check box to set it as not visible.
4. Click the Update link.

**Manage Categories**

- Services
  - Cupping
  - Acupuncture
  - Iridology
- Message
- Therapists
- Medical Papers

**Name:** Acupuncture

**Description:** An overview of acupuncture and our acupuncture services.

**Keywords:**

---

**Visible:**

**Parent:** ..Services

**View Order:**

[Update](#) [Delete](#) [Add Sibling](#) [Add Child](#)

[Back](#)

5. Repeat Steps 2-4 to modify additional categories.

6. Click the [Back](#) link to return to the module.

### Re-ordering Categories on the Same Level

How to re-order categories on the same level in the Help Categories module.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and select the category to be moved.
3. Click the **Refresh** button.
4. At **View Order**, click the **Up** and **Down** buttons to move the category as required.

▼ Manage Categories ?

Services
  Cupping
  Acupuncture
  Iridology
  Massage
  Therapists
  Medical Papers

**Name:**

**Description:**

**Keywords:**

---

**Visible:**

**Parent:**

**View Order:**

[Update](#) [Delete](#) [Add Sibling](#) [Add Child](#)

[Back](#)

5. Repeat Steps 2-4 to re-order additional categories.

6. Click the [Back](#) link to return to module.

### Changing the Parent of a Category

How to change the parent of a category in the Help Category module.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and select the category to be modified.
3. At **Parent**, select the name of the new parent category.
4. Click the [Update](#) link.

▼ Manage Categories ?

- [-] Services
  - Acupuncture**
  - Cupping
  - Iridology
- + Message
- + Therapists
- Medical Papers

**Name:**

**Description:**

**Keywords:**

---

**Visible:**

**Parent:**

**View Order:**

[Back](#)

5. Repeat Steps 2-4 to modify additional categories.

6. Click the [Back](#) link to return to the module.

### Changing a Child Category to a Parent Category

How to move a child category to the root of the Help Category module. Root categories are top level parent categories.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and click on the name of the child category to be modified.
3. At **Parent**, select **<None Specified>**.
4. Click the [Update](#) link.

▼ Manage Categories ?

- Services
  - Acupuncture
  - Cupping
  - Iridology
- Message
- Therapists
- Medical Papers

**Name:**

**Description:**

**Keywords:**

---

**Visible:**

**Parent:**

**View Order:**

[Back](#)

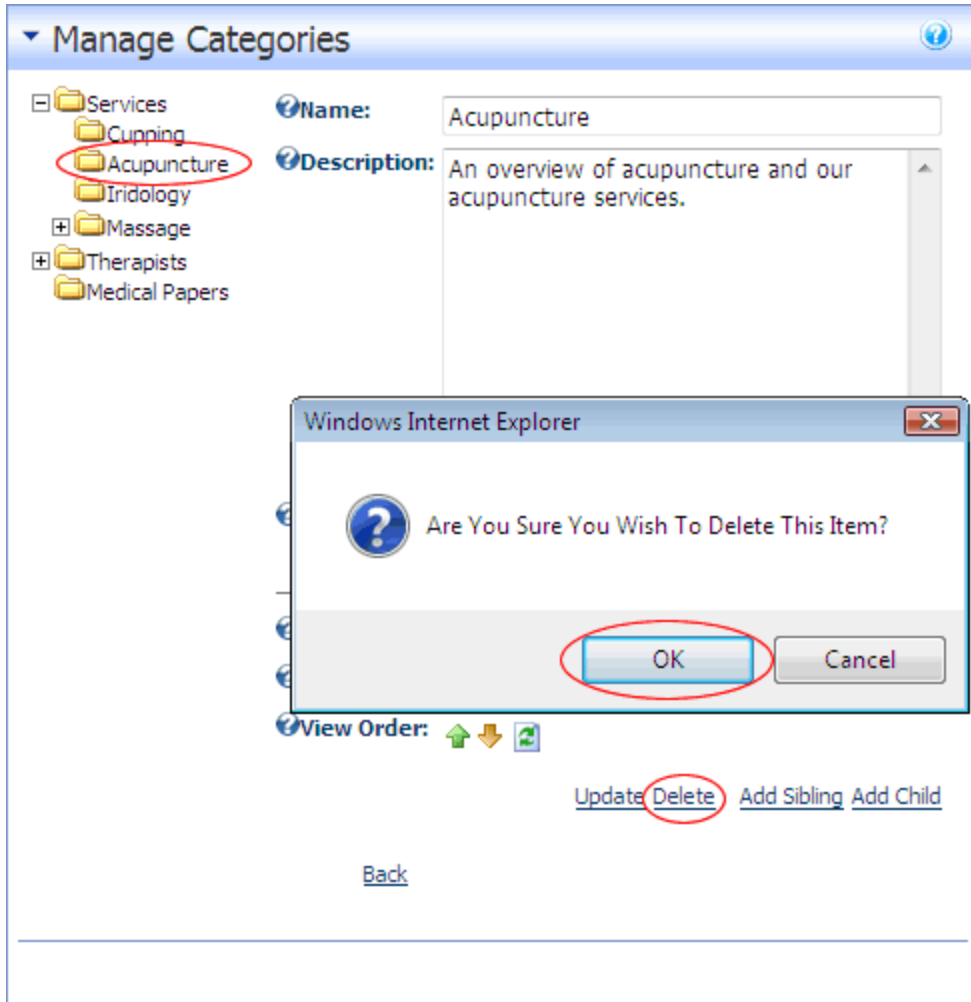
5. Repeat Steps 2-4 to modify other categories.

6. Click the [Back](#) link to return to the module.

### Deleting a Category

How to delete a category from the Help Category module.

1. Select **Manage Categories** from the Category module actions menu.
2. Navigate to and select the category to be deleted.
3. Click the [Delete](#) link. This displays the message "Are You Sure You Wish To Delete This Item?" You are now able to delete categories with Child categories as well as the tutorials associated with them.
4. Click the **OK** button to confirm deletion.



5. Repeat Steps 2-4 to delete additional categories.
6. Click the [Back](#) link to return to the module.

## HTML

### About the HTML Module

The HTML module (typically titled Text/HTML) can display rich text, HTML, images, flash or can perform a script. This is a free form module which uses the Editor control to manage content using either a Basic Text Box or Rich Text Editor.

## Text/HTML

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!



The HTML Module

**Module Version:** 06.00.01

**Minimum DNN Version:** 06.00.01

### Features:

- Replacement Tokens
- IPortable, IUpgradable, ISearchable
- Workflow support for Direct Publish only. (For Content Staging, see "[About the HTML Pro Module](#)". *Only available in DotNetNuke Professional Edition*)

### Related Topics:

- [See "About the Editor"](#)



### Module Editors

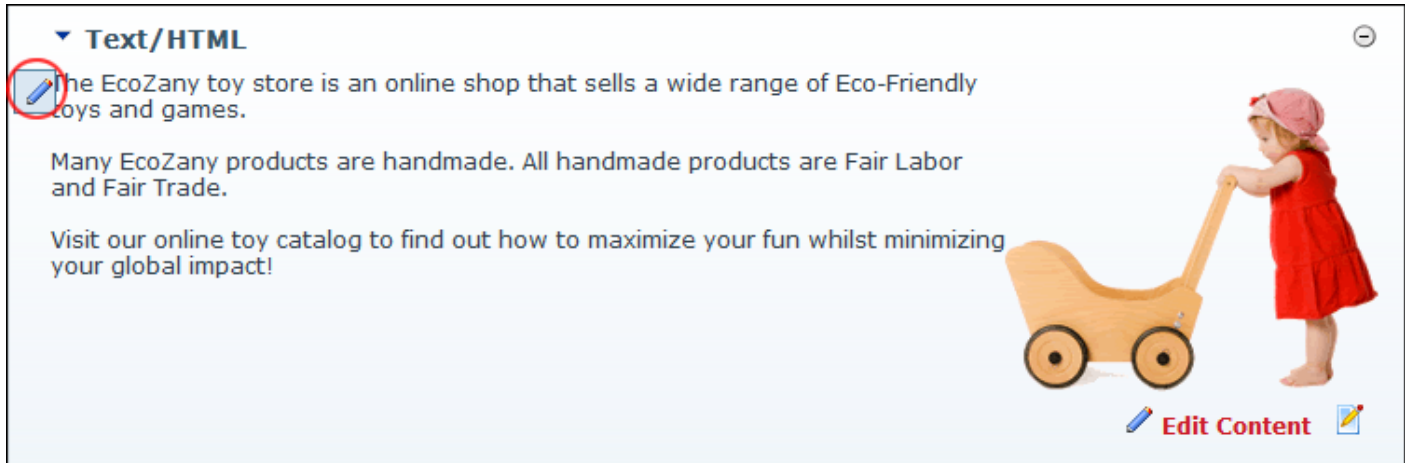
#### Adding/Editing Text Inline



How to add and edit text inline using the HTML module.

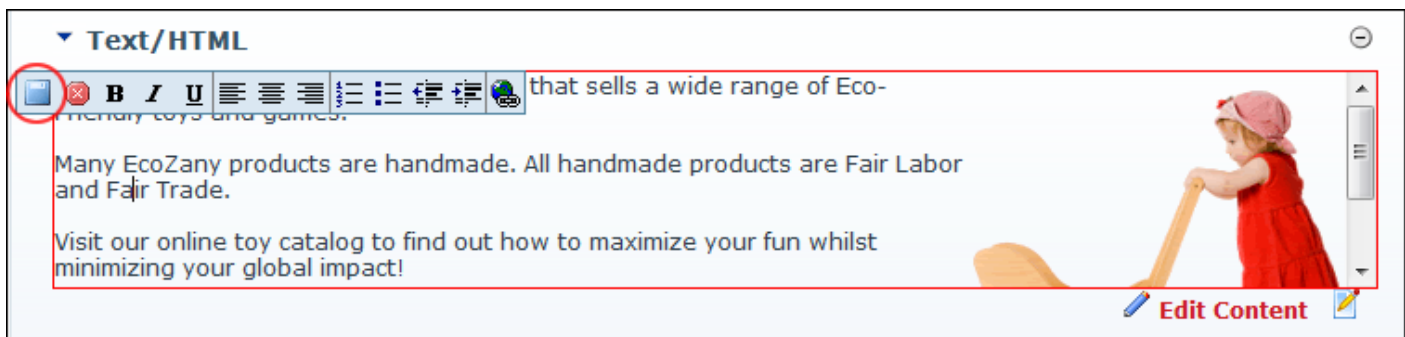
Note 1: Inline editing may be disabled on this site.

Note 2: Inline editing is automatically disabled if token replacement is enabled.

1. Hover your mouse over the content of the HTML module. An **Edit**  button will appear.
2. Click the **Edit**  button.



3. Add or edit content as required. A tool bar with a number basic text formatting tools and link insertion is available.
4. Click the **Save**  button to save your changes - OR - Click the **Cancel**  button to cancel your changes. If Content Staging is enabled, complete these additional steps:
  - a. **Optional.** Click the Lock Module link to lock this content from further changes until it is published.
  - b. These changes must be published before they are displayed on the module. "**Publishing a Draft**".






Editing HTML Module Content Inline

**Related Topics:**




- See "Enabling/Disabling Inline Editing"

**Adding Content to HTML Module**

How to content to the HTML module. Add basic text, rich text or paste in HTML using the Editor.

1. Select  **Edit Content** from the HTML module actions menu - OR - Click the  Edit Content link.
2. See "Adding Basic Text using Editor", "Adding Rich Text Using The Editor". or "Pasting HTML Content"
3. **Optional.** Click the  Preview link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor. If Direct Publish (rather than Content Staging) is used for this module, then skip to Step 7.
4. At **On Save? / Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. See "Setting a Workflow"):



- Check  the check box to publish these changes and set them as ready for approval. This automatically locks the content until it is either published or the lock is manually removed by an Administrator.
  - Uncheck  the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it at a later stage before submitting the content for approval.
    - i. Check  the **Lock Content?** check box to lock this content from further changes until you the changes are published - OR - Uncheck  the check box to allow additional changes to this draft prior to publishing.
5. Click the  Save link. If Direct Publishing is set for this module, the content changes are now displayed in the HTML Pro module. If Content Approval is enabled, continue to Step 7.
  6. **Optional.** In the **Enter Submission Comment** text box, enter a comment relating to this submission.
  7. Click the  Submit link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow.
  8. If Direct Publishing is set for this module, the content changes are immediately displayed in the HTML module. If Content Staging is enabled, complete the following:
    - a. In the **Enter Submission Comment** text box, enter your comments and then click the  Submit link. You will be notified when your changes are approved or rejected.



---

*Tip: If Content Approval is enabled and this content is ready to publish, See "Publishing a Draft"*

---

#### **Adding Replacement Tokens**

How to add replacement tokens into the HTML module. "Enabling/Disabling Token Replacement".

1. Select  **Edit Content** from the HTML module actions menu - OR - Click the  Edit Content link.
2. Enter the replacement token into the Editor. E.g. [User:FirstName] [User:LastName]. See "Replacement Tokens"

**Current Content**

Editor:  Basic Text Box  Rich Text Editor


Normal Verdana 12px **B** *I* U abc [List Icons] [Link Icon] [Apply CSS Cl...]

Welcome [User:FirstName] [User:LastName],

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.



Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!



Design HTML Words: 52 Characters: 315

Version: 6  
 Workflow in Use: Content Staging  
 Workflow State: Draft  
 On Save?  Publish Changes?

Save Cancel Preview

3. **Optional.** Click the  Preview link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor.
4. At **On Save? / Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. "Setting a Workflow");
  - Check  the check box to if the content is ready for publishing/approval.
  - Uncheck  the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it further before submitting it for approval.
5. Click the  Save link. If Direct Publishing is set for this module, the content changes are immediately displayed in the HTML module. If Content Approval is enabled and this content is ready to publish, See "Publishing a Draft". See "Publishing a Draft"

## ▼ Text/HTML

Welcome Rose Booth,

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!






 **Edit Content** 

Replacement Tokens Displaying the User's Name

### Previewing Editor Content

How to preview the current content in the Editor using the HTML module. This allows you to preview the content before updating it and/or publishing it.

1. Select  **Edit Content** from the HTML module actions menu - OR - Click the  Edit Content link.
2. Click the  Preview link located below the Editor. This expands the **Preview** section below (unless it is already expanded) and displays the content currently displayed in the Editor. Note: The state of the version being previewed is displayed at the Workflow State field. I.e. Edit Preview.
3. You can now return to editing the content, or save/cancel this content.

---

*Tip: Each time you modify the content in the Editor, you must re-click the Preview link to see the changes.*

**Current Content**

Editor:  Basic Text Box  Rich Text Editor


Paragraph St... Font Name Real... **B** *I* U abc [List Icons] [Image Icon] [Apply CSS Cl...]

Welcome [User:FirstName] [User:LastName],

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!



Design HTML Words: 53 Characters: 315

Version: 6  
 Workflow in Use: Content Staging  
 Workflow State: Published  
 On Save?  Publish Changes?

Save Cancel **Preview**

**Preview**


Workflow State: Edit Preview

Welcome Rose Booth,

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.



Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!



Previewing Current Content in Editor

### Viewing Previous Versions of Content














How to view previous versions, as well as the currently saved version, of content for an instance of the HTML module.

1. Select  **Edit Content** from the HTML module actions menu - OR - Click the  Edit Content link.
2. Expand the **Version History** section.

3. Click the **Preview**  button beside the required version.

**Version History**

**Maximum Number Of Versions:** 5

Version	Date	User	State	  
6	11/9/2010 3:29:08 PM	Rosie	Published	 
5	11/9/2010 3:01:20 PM	Administrator Account	Published	 
4	11/9/2010 3:00:41 PM	Administrator Account	Published	 
3	11/9/2010 3:00:14 PM	Rosie	Published	 
2	11/9/2010 11:45:59 AM	Administrator Account	Published	 

The Preview section above is now maximized. It displays the content for the selected version and the **Workflow State** set for the version being previewed. In addition, the Item History section can be expanded to view additional details.


**Preview**

**Workflow State:** Published

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!




**Item History**

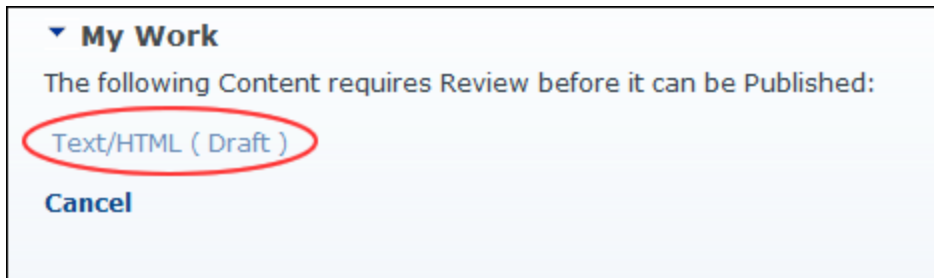
Date	User	State
11/9/2010 3:01:20 PM	Administrator Account	Published
11/9/2010 3:01:11 PM	Rosie	Draft
11/9/2010 3:00:55 PM	Rosie	Draft

Viewing Previous Versions of Content

### Managing My Workflow Tasks

How to view and update content that required reviewing before it can be published using the HTML module. This task requires that Workflow is NOT set to direct publish. See ["Setting a Workflow"](#).



1. Select  **My Work** from the HTML module actions menu. This displays the My Work page and a list of the content to be reviewed and published.
2. Click on one of the listed [Page Name] links. This displays the selected module.

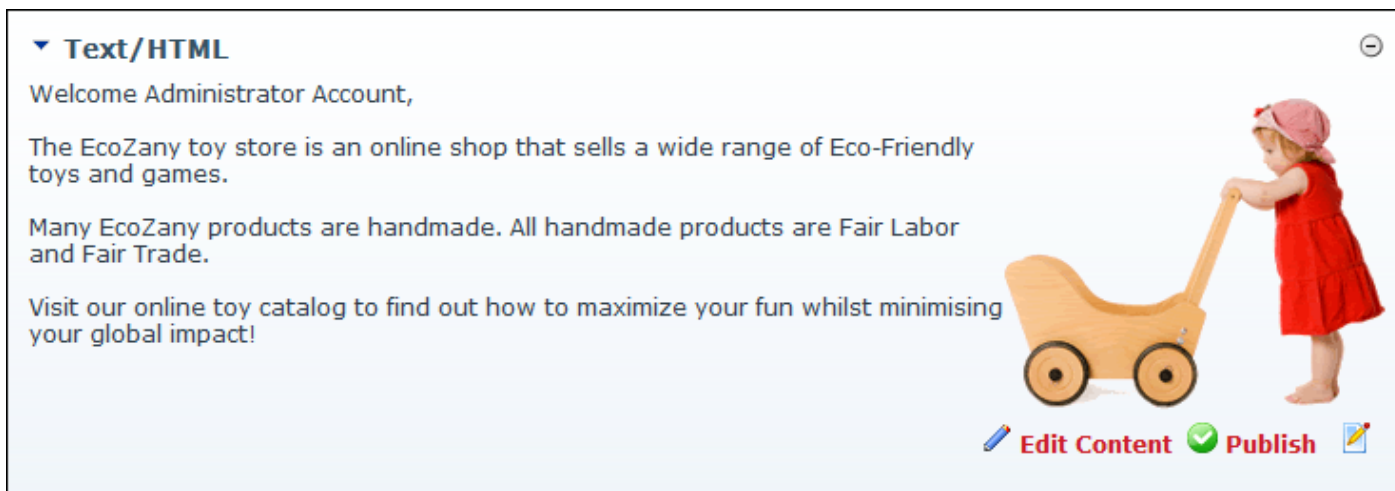


3. You can now choose to edit, preview and/or publish the unpublished content ( "**Publishing a Draft**" ), or you can rollback to a previous version ( "**Rolling Back Content**" ).

### Publishing a Draft

How to publish a draft of content using the HTML module. Note: This tutorial only applies to the Content Staging workflow.




1. Go to the required HTML module. See "**Managing My Workflow Tasks**".
2. Select  **Publish** from the HTML module actions menu - OR - Click the  Publish link.





Publishing a Draft

### Rolling Back Content


















How to rollback to a previous content version using the HTML module. Note: This task requires that Workflow is NOT set to direct publish. "**Setting a Workflow**".

1. Select  **Edit Content** from the HTML module actions menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Locate the required version.

4. **Optional.** Click the **Preview**  button to preview a version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
5. Click the **Rollback**  button. The selected version is published immediately, even if the version was initially a draft (Content Staging).

**Version History**

**Maximum Number Of Versions:** 5






Version	Date	User	State	  
8	11/9/2010 3:58:37 PM	Administrator Account	Published	 
7	11/9/2010 3:43:01 PM	Rosie	Draft	  
6	11/9/2010 3:29:08 PM	Rosie	Published	  
5	11/9/2010 3:01:20 PM	Administrator Account	Published	  
4	11/9/2010 3:00:41 PM	Administrator Account	Published	  

6. Click the Cancel link to return to the module.

#### Administrators

#### Deleting a Content Version

How to delete a specific version of content using the HTML module.

1. Select  **Edit Content** from the HTML module actions menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview**  button to preview the version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
5. Click the **Delete**  button. This displays a message similar to "Are you sure you wish to permanently delete version 3 [ that was created on [date] by [username]."

Version History						
Maximum Number Of Versions:				5  Modify		
Version	Date	User	State			
6	10/19/2010 4:43:44 PM	Smithy	Marketing			
5	10/19/2010 4:23:10 PM	Rosie	Published			
4	10/19/2010 4:21:17 PM	Administrator Account	Published			
3	10/19/2010 4:16:47 PM	Rosie	Published			

6. Click the **OK** button to confirm.
7. Click the Cancel link to return to the module.

### Enabling/Disabling Inline Editor

How to enable or disable inline editing for the HTML module. Inline editing allows authorized users to perform basic editing of HTML module content directly on the web site page (not on the typical edit page). This feature also allows inline editing of titles for all types of modules. Inline editing does not effect the usual editing methods.

1. Navigate to Admin > **Site Settings**.
2. Go to **Advanced Settings > Usability Settings**.
3. At **Inline Editor Enabled**, check  the check box to enable inline editing - OR - Uncheck  the check box to disable it.
4. Click the Update link.

▼ HTML ⊖

...piscing elit. Nunc feugiat arcu eget lectus volutpat  
 mentum fermentum, orci justo viverra ligula, id  
 tristique est neque sed dolor. Sed sed orci tortor. Integer ultrices auctor mauris ac ornare.  
 Update ellentesque suscipit erat in rhoncus.

- Aliquam a nulla et mi fringilla euismod in ac libero.
- Vestibulum porttitor egestas justo, sed pretium enim sodales varius.
- Fusce ut ipsum a lectus commodo suscipit.
- Donec aliquet nibh non ipsum mattis at hendrerit justo dignissim.
- Donec ut augue in tortor mattis ullamcorper et non nulla.
- Sed iaculis elit eget erat fermentum in bibendum diam rhoncus |

**Edit Content**

Editing Content Inline

### Settings

#### Enabling/Disabling Token Replacement

How to enable or disable token replacement on the HTML module. Token replacement enables tokens such as [FirstName] to be replaced with the first name of the authenticated user. Tokens include information such as user details, portal name, key words, date,



time, etc.

**Important.** Inline editing and module caching are disabled if token replacement is enabled.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **HTML Module Settings** tab.
3. At **Replace Tokens**, select from these options:
  - Check  the check box to enable full token replacement.
  - Uncheck  the check box to disable token replacement. This will display any tokens as text in the Editor.
4. Click the Update link.

**HTML Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Replace Tokens:**

**Workflow:** Direct Publish

>> **Published**  
Allows an author to directly publish content to the site

**Update** **Delete** **Cancel**

Enabling Token Replacement

#### **Related Topics:**

- See "Adding Replacement Tokens"

#### **Setting a Workflow**

How to set the workflow for an individual HTML module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **HTML Module Settings** tab.
3. At **Workflow**, select the workflow you wish to use from these options:
  - **Content Staging:** Content staging allows content to be saved as a draft before it is published. Draft content will only be visible when edit mode is selected by users who can edit the module/page. In view mode the most recent published version of content will be displayed instead of the draft. This is the same for users with view permissions only. "Publishing a Draft".
  - **Direct Publish:** With the direct publish workflow any content that is saved on the Edit Content page or through the inline editor will be immediately visible to all users with permissions to view the module. Editing users will be able to see the content for both view and edit mode.
4. Click the Update link.

**HTML Module Settings**

---

**Help :** In this section, you can set up settings that are specific for this module.

**Replace Tokens:**

**Workflow:**  ▼

**>> Draft >> Published**  
 Allows an author to manage content in a staging area before publishing it to the site

↩ **Update** ✕ **Delete** ⬅ **Cancel**

Setting the Workflow for a HTML Module

### Setting a Workflow as Default for Site

How to set a workflow as the default for the site using the HTML module. This option is only available to Administrators.

---

*Tip: To set a new workflow whether it is for an individual module or you wish to set the default for the site an HTML module must first be added to some page on your site.*

---

1. Go to any HTML module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **HTML Module Settings** tab.
4. At **Workflow**, select the workflow you wish to use. "Setting a Workflow".
5. At **Set As Default Workflow For Site?**, select from these options:
  - Check  the check box to set this as the default for the whole site.
  - Uncheck  the check box to set this workflow for this module only.

**HTML Module Settings**

---

**Help :** In this section, you can set up settings that are specific for this module.

**Replace Tokens:**

**Workflow:**  ▼

**>> Draft >> Published**  
 Allows an author to manage content in a staging area before publishing it to the site

✔ **Set As Default Workflow For Site?**

↩ **Update** ✕ **Delete** ⬅ **Cancel**

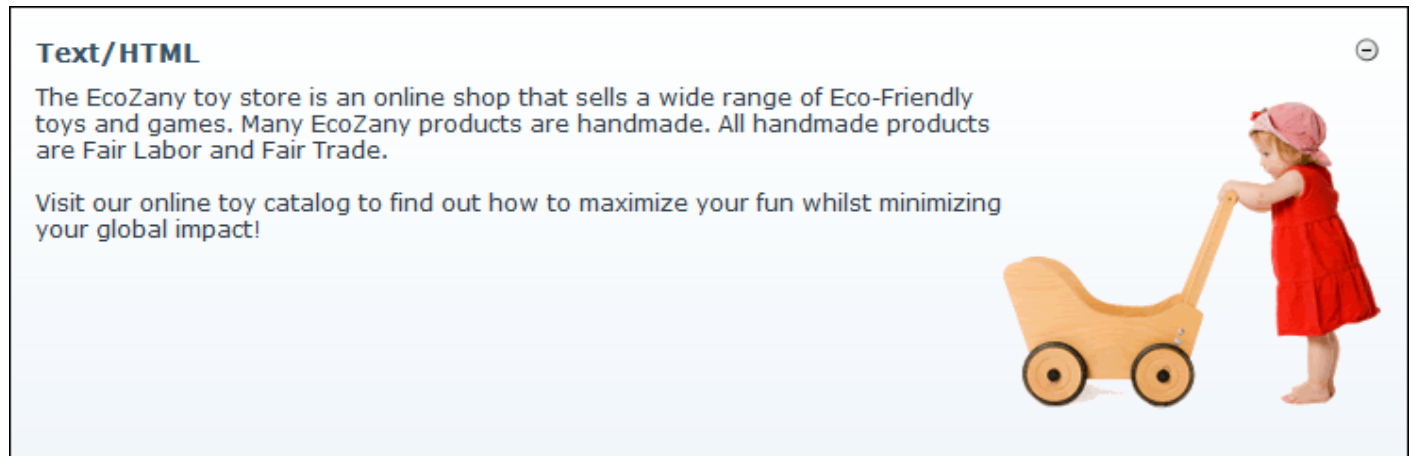
Created By System On 6/29/2009 1:20:34 PM  
 Last Updated By System On 6/29/2009 1:20:34 PM

6. Click the [Update](#) link.

## HTML Pro

### About the HTML Pro Module

The HTML Pro module (typically titled Text/HTML) can display rich text, HTML, images, flash or can perform a script. This is a free form module which uses the Editor control to manage content using either a Basic Text Box or Rich Text Editor.



The HTML Pro Module

**Module Version:** HTML (06.00.01)

**Minimum DNN Version:** 06.00.01

### Features:

- IPortable, IUpgradable, ISearchable
- Replacement Tokens
- Workflow support for Direct Publish and Content Staging which allows editors to save and view content in a staging area prior to publishing. Create additional and unique content staging workflows for suit your business.
- Administrators can set the number of previous versions which are kept and editors can preview and rollback content an earlier version.
- View a detailed history of content versions

**Permissions Bug.** Users must have Add Content/Edit permissions to the Page on which the HTML module is located in order to manage module settings.



### Related Topics:

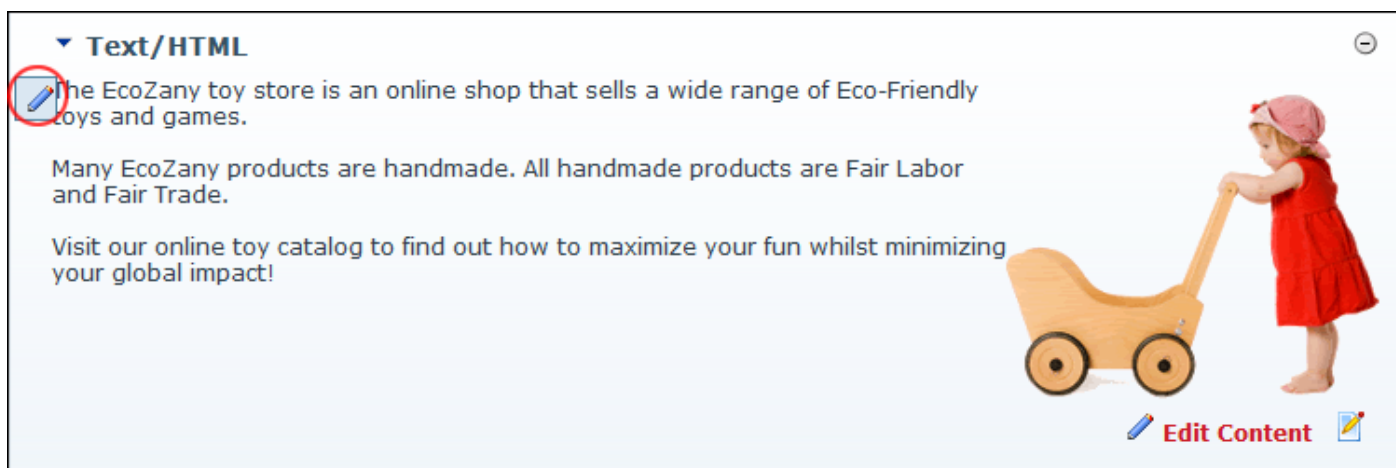
- [See "About the Editor"](#)



### Module Editors

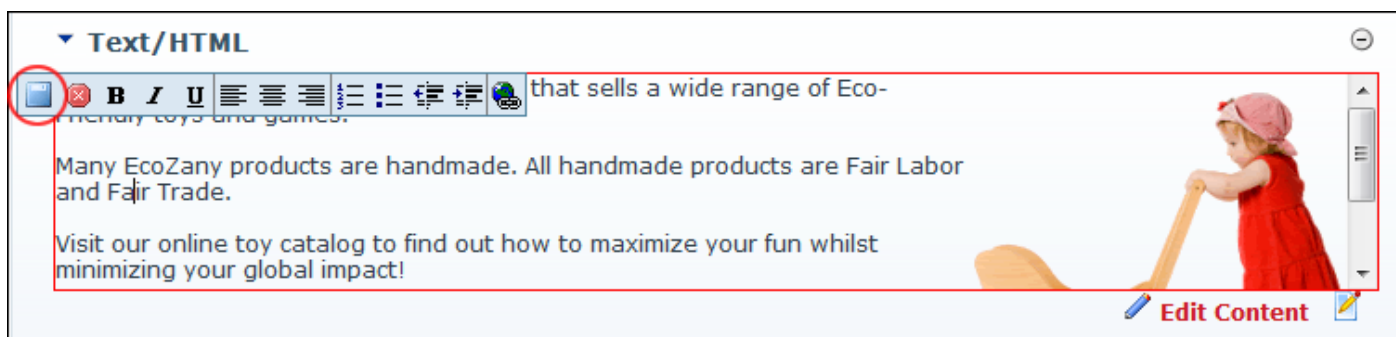
#### Adding/Editing Text Inline

How to add and edit text inline on the HTML Pro module. Note: Inline editing may be disabled on this site. Note: Inline editing is automatically disabled if token replacement is enabled.

1. Hover your mouse over the content of the HTML Pro module. An **Edit**  button will appear.
2. Click the **Edit**  button.



3. Add or edit content as required. A tool bar with a number basic text formatting tools and link insertion is available.
4. Click the **Save**  button to save your changes - OR - Click the **Cancel**  button to cancel your changes. If Content Staging is enabled, complete these additional steps:
  - a. **Optional.** Click the Lock Module link to lock this content from further changes until it is published.
  - b. These changes must be published before they are displayed on the module. See "[Publishing a Draft](#)".








Inline Text Editing

**Related Topics:**

- See "[Enabling/Disabling Inline Editing](#)"





**Adding Basic Text and HTML**


How to add basic text including basic HTML Pro using the Basic Text Box of the HTML Pro module. Note: The Lock Content option is only available on the HTML Pro module which is a DNN Professional only feature.

1. Select  **Edit Content** from the HTML Pro module actions menu - OR - Click the  **Edit Content** link.
2. In the Current Content section, select the **Basic Text Box** radio button located above the Editor. This displays the Editor as a Basic Text Box and displays the content as HTML.
3. At **Render Mode** (below the Editor), select **Text**.
4. Click inside the Editor and then enter or paste (Ctrl + V) your text.
5. **Optional.** Click the  **Preview** link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor. If Direct Publish (rather than Content Staging) is used for this module, then skip to Step 7.
6. At **On Save? / Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. See "Setting a Workflow"):
  - Check  the check box to publish these changes and set them as ready for approval. This automatically locks the content until it is either published or the lock is manually removed by an Administrator. Skip to Step 7.
  - Uncheck  the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it at a later stage before submitting the content for approval.
    - i. Check  the **Lock Content?** check box to lock this content from further changes until you the changes are published - OR - Uncheck  the check box to allow additional changes to this draft prior to publishing.
7. Click the  **Save** link. If Direct Publishing is set for this module, the content changes are displayed in the HTML Pro module. If Content Approval is enabled, continue to Step 8.
8. **Optional.** In the **Enter Submission Comment** text box, enter a comment relating to this submission.
9. Click the  **Submit** link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow.

### Adding Content to HTML Pro Module

How to content to the HTML module. Add basic text, rich text or paste in HTML using the Editor.

1. Select  **Edit Content** from the HTML module actions menu - OR - Click the  **Edit Content** link.
2. See "Adding Basic Text using Editor", See "Adding Rich Text Using The Editor" or See "Pasting HTML Content"
3. **Optional.** Click the  **Preview** link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor. If Direct Publish (rather than Content Staging) is used for this module, then skip to Step 7.
4. At **On Save? / Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. See "Setting a Workflow"):
  - Check  the check box to publish these changes and set them as ready for approval. This automatically locks the content until it is either published or the lock is manually removed by an Administrator.
  - Uncheck  the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it at a later stage before submitting the content for approval.
    - i. Check  the **Lock Content?** check box to lock this content from further changes until you the changes are published - OR - Uncheck  the check box to allow additional changes to this draft prior to publishing.
5. Click the  **Save** link. If Direct Publishing is set for this module, the content changes are now displayed in the HTML Pro module. If Content Approval is enabled, continue to Step 7.

6. **Optional.** In the **Enter Submission Comment** text box, enter a comment relating to this submission.
7. Click the  **Submit** link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow.

---

*Tip: You will be notified when your changes are approved or rejected.*

---

#### **Related Topics:**

- [See "About the Editor"](#)






---

*Tip: If Content Approval is enabled and this content is ready to publish, [See "Publishing a Draft"](#)*

---

#### **Adding Rich Text**

How to add rich text to the HTML Pro module.

1. Select  **Edit Content** from the HTML Pro module menu - OR - Click the  [Edit Content](#) link.
2. In the Current Content section, select the **Rich Text Editor** radio button located above the Editor. This displays the content as rich text. Note: This is the default view for this Editor, however if the Editor was last viewed by you as the Basic Text Box, it will display as such until it is changed.
3. Enter your text, insert images, links, etc. Note: You can also switch the rendering mode of the Editor's content by switching between the **Design** and **HTML** tabs located below the Editor.
4. **Optional.** Click the  [Preview](#) link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor. If Direct Publish (rather than Content Staging) is used for this module, then skip to Step 6.
5. At **On Save? / Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. See "Setting a Workflow"):
  - Check  the check box to publish these changes and set them as ready for approval. This automatically locks the content until it is either published or the lock is manually removed by an Administrator.
  - Uncheck  the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it at a later stage before submitting the content for approval.
    - i. Check  the **Lock Content?** check box to lock this content from further changes until you the changes are published - OR - Uncheck  the check box to allow additional changes to this draft prior to publishing.
6. Click the  [Save](#) link. If Direct Publishing is set for this module, the content changes are now displayed in the HTML Pro module. If Content Approval is enabled, continue to Step 7.
7. **Optional.** In the **Enter Submission Comment** text box, enter a comment relating to this submission.
8. Click the  [Submit](#) link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow.

---

*Tip: You will be notified when your changes are approved or rejected.*

---

Editor:  Basic Text Box  Rich Text Editor

```
<h3>The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.&nbsp;   Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!</h3> <p>&nbsp;  </p> <h2>Fair Labor </h2> <p>EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities. </p> <h2>Fair Trade</h2> <p>EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.</p>
```

Render Mode:  Text  Html  Raw




Adding Rich Text to the HTML Pro Module



#### Related Topics:

- See "About the RadEditor"

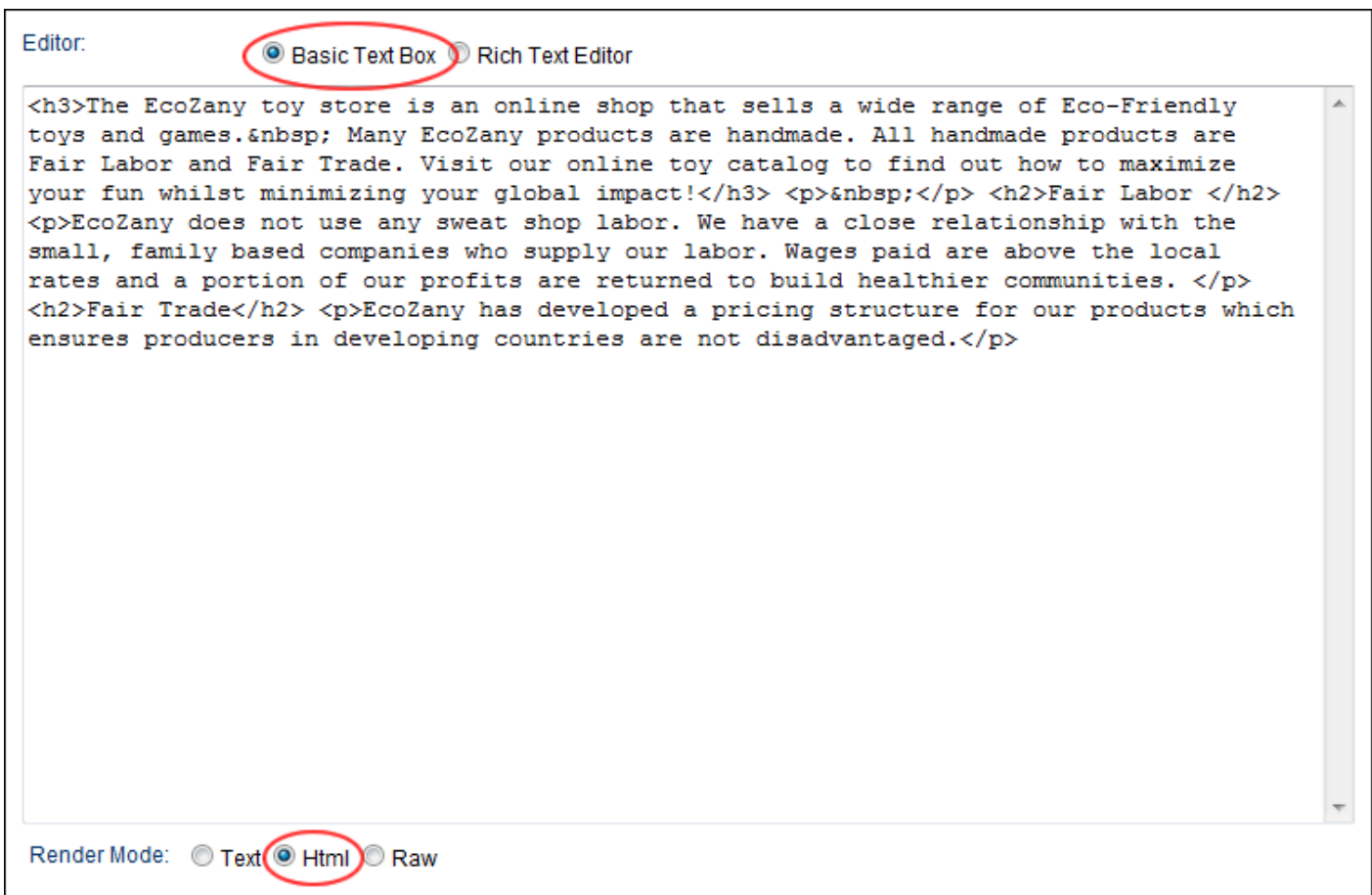
#### Pasting HTML Content

How to paste HTML into the HTML Pro module.

1. Select  **Edit Content** from the HTML Pro module menu - OR - Click the  Edit Content link.
2. In the **Current Content** section, select the **Basic Text Box** radio button located above the Editor. This displays the Editor as a Basic Text Box. Content is displayed as HTML.
3. At **Render Mode** (located below the Editor), select **Html**.
4. Paste in your Html.
5. **Optional.** Click the  Preview link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor. If Direct Publish (rather than Content Staging) is used for this module, then skip to Step 7.
6. At **On Save? / Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. See "Setting a Workflow"):

- Check  the check box to publish these changes and set them as ready for approval. This automatically locks the content until it is either published or the lock is manually removed by an Administrator.
  - Uncheck  the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it at a later stage before submitting the content for approval.
    - i. Check  the **Lock Content?** check box to lock this content from further changes until you the changes are published - OR - Uncheck  the check box to allow additional changes to this draft prior to publishing.
7. Click the  **Save** link. If Direct Publishing is set for this module, the content changes are displayed in the HTML Pro module. If Content Approval is enabled, continue to Step 8.
  8. In the **Enter Submission Comment** text box, enter a comment relating to this submission.
  9. Click the  **Submit** link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow.

*Tip: HTML can also be pasted into the **Raw Render Mode***





The screenshot shows the HTML Pro editor interface. At the top, there are two radio buttons for the editor type: "Basic Text Box" (which is selected and circled in red) and "Rich Text Editor". Below this is a large text area containing HTML code: `<h3>The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.&nbsp;  Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!</h3> <p>&nbsp; </p> <h2>Fair Labor </h2> <p>EcoZany does not use any sweat shop labor. We have a close relationship with the small, family based companies who supply our labor. Wages paid are above the local rates and a portion of our profits are returned to build healthier communities. </p> <h2>Fair Trade</h2> <p>EcoZany has developed a pricing structure for our products which ensures producers in developing countries are not disadvantaged.</p>`. At the bottom, there are three radio buttons for the render mode: "Text", "Html" (which is selected and circled in red), and "Raw".

Pasting HTML into the HTML Pro module

### Adding Replacement Tokens

How to add replacement tokens into the HTML Pro module. See "[Enabling/Disabling Token Replacement](#)".



1. Select  **Edit Content** from the HTML Pro module actions menu - OR - Click the  Edit Content link.
2. Enter the replacement token into the Rich Text Editor. E.g. [User:FirstName] [User:LastName]. See "Replacement Tokens" for a complete list of tokens.

**Current Content**

Editor: Basic Text Box **Rich Text Editor**


Normal Verdana 12px **B** *I* U abc [List Icons] [Table Icon] [Link Icon] [Apply CSS Cl...]

Welcome [User:FirstName] [User:LastName],

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!






Design HTML Words: 52 Characters: 315



**Version:** 6

**Workflow in Use:** Content Staging

**Workflow State:** Draft

**On Save?**  Publish Changes?

 **Save**  **Cancel**  **Preview**

3. **Optional.** Click the  Preview link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor.
4. **Optional.** At **On Save?** select from these options:
  - a. Check  the **Publish Changes?** check box to publish these changes immediately - OR - Uncheck  the check box if the content is not yet ready for publishing. Note: This field only displays when Content Staging is enabled.
  - b. Check  the **Lock Content?** check box to lock this content from further changes until it is published - OR - Uncheck  the check box to allow additional changes.
5. Click the  Save link.

## ▼ Text/HTML

Welcome Rose Booth,

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!






 **Edit Content** 

Replacement Tokens Displaying the User's Name

### Previewing Editor Content

How to preview the current content in the Editor using the HTML Pro module. This allows you to preview the content before updating it and/or publishing it.

1. Select  **Edit Content** from the HTML Pro module actions menu - OR - Click the  Edit Content link.
2. Click the  Preview link located below the Editor. This expands the **Preview** section below (unless it is already expanded) and displays the content currently displayed in the Editor. Note: The state of the version being previewed is displayed at the Workflow State field. E.g. Edit Preview.
3. You can now return to editing the content, or save/cancel this content.

---

*Tip: Each time you modify the content in the Editor, you must re-click the Preview link to see the changes.*



☐ **Version History**

🔍 **Maximum Number Of Versions:** 5

Version	Date	User	State	
2	10/27/2010 11:06:51 AM	Administrator Account	Published	
1	10/27/2010 10:46:44 AM	Administrator Account	Published	

The Preview section above is now maximized. It displays the content for the selected version. It details the following information:

- **Workflow Used:** The workflow that was used for the specific version being previewed
- **Workflow State:** The state of the version being previewed

In addition, the Item History section can be expanded to view additional details.

☐ **Preview**

🔍 **Version:** 1

🔍 **Workflow Used:** Content Approval

🔍 **Workflow State:** Published

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

☐ **Item History**

Date	User	State	Approved	Comment
10/27/2010 10:46:44 AM	Administrator Account	Published	True	
10/27/2010 10:46:05 AM	Administrator Account	Ready For Review	True	approved
10/27/2010 10:06:19 AM	Administrator Account	Draft	True	

Viewing Previous Versions of Content

### Managing My Workflow Tasks

How to view and update content that required reviewing before it can be published using the HTML Pro module. This task requires that Workflow is NOT set to direct publish. [See "Setting a Workflow"](#).

1. Select **My Work** from the HTML Pro module actions menu. This displays the My Work page and a list of the content to be reviewed and published.
2. Click on one of the listed [\[Page Name\]](#) links. This displays the selected module.
3. You can now choose to edit, preview and/or publish the unpublished content. [See "Publishing a Draft"](#), or you can rollback to a previous version. [See "Rolling Back Content"](#).

▼ **My Work**

The following Content requires Review before it can be Published:

[Text/HTML \( Draft \)](#)



**Cancel**

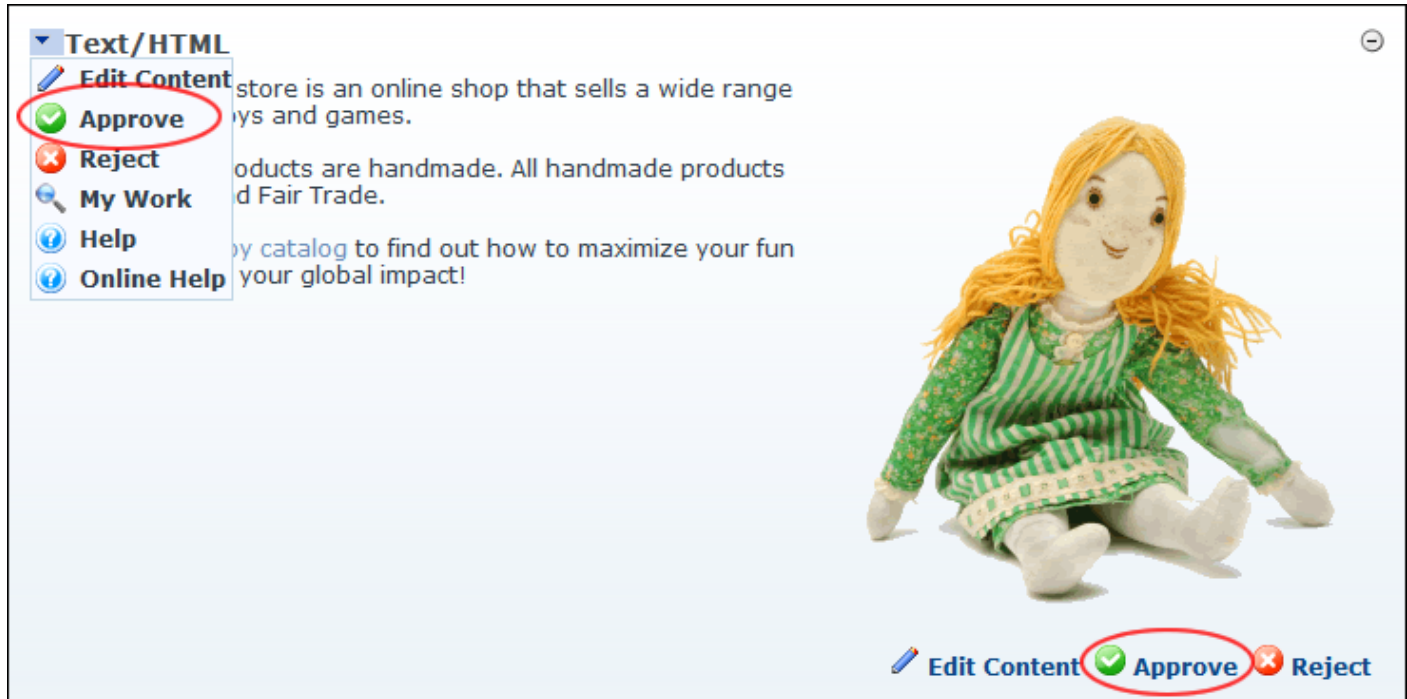
Managing your Workflow Tasks

## Approving Content


How to approve unpublished content using the HTML Pro module. This tutorial applies to the Content Approval workflow and other workflows with more than two states.

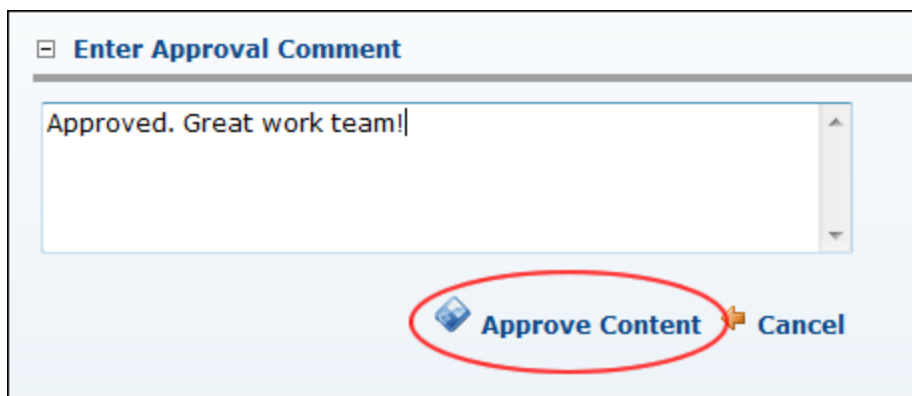
*Tip: As a content approver, you will receive a message when content is ready to be reviewed.*

1. Go to the required HTML module.
2. Select  **Approve** from the HTML Pro module actions menu - OR - Click the  Approve link. This displays the approval comment text box.



The screenshot shows the HTML Pro module interface. On the left, a dropdown menu is open under the heading "Text/HTML". The menu items are: "Edit Content" (pencil icon), "Approve" (green checkmark icon, circled in red), "Reject" (red X icon), "My Work" (magnifying glass icon), "Help" (question mark icon), and "Online Help" (question mark icon). The main content area displays a preview of a page with a doll image and text. At the bottom right of the preview, there are three buttons: "Edit Content" (pencil icon), "Approve" (green checkmark icon, circled in red), and "Reject" (red X icon).

3. **Optional.** In the **Enter Approval Comment** text box, add a comment. This comment is included in the notification message sent to the author.
4. Click the  Approve Content link to approve this content and send an approval message to the author.





The screenshot shows the "Enter Approval Comment" dialog box. It has a title bar with a close button and the text "Enter Approval Comment". Below the title bar is a text input field containing the text "Approved. Great work team!". At the bottom of the dialog, there are two buttons: "Approve Content" (document icon, circled in red) and "Cancel" (document icon).

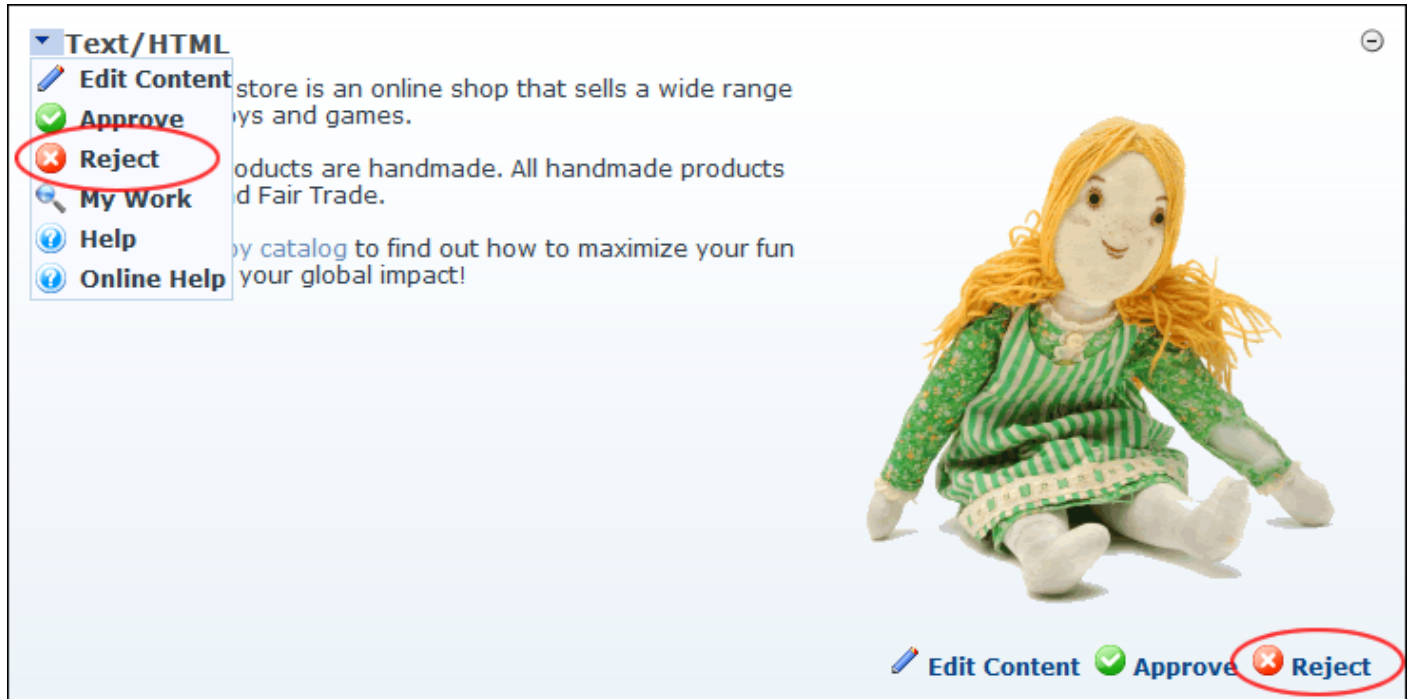
Approving HTML Pro Module Content

## Approving or Rejecting Content


How to reject unpublished content using the HTML Pro module. This tutorial applies to the Content Approval workflow and other workflows with more than two states.

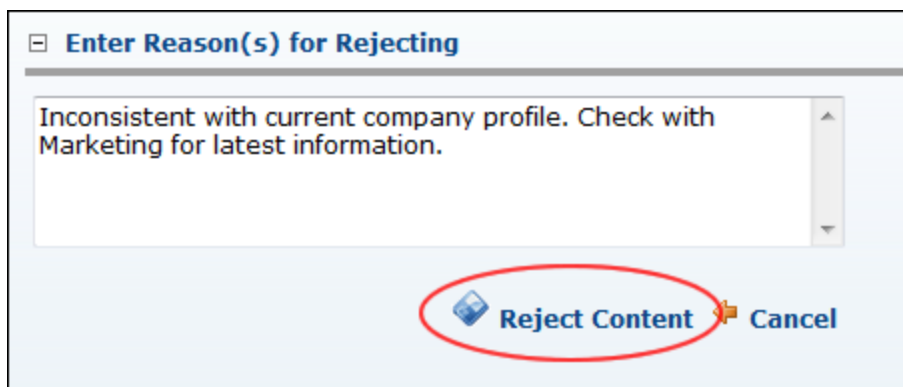
*Tip: As a content approver, you will receive a message when content is ready to be reviewed.*

1. Go to the HTML Pro module.
2. Select  **Reject** from the HTML Pro module actions menu - OR - Click the  **Reject** link. This displays the approval comment text box.



The screenshot shows the HTML Pro module interface. On the left, a dropdown menu is open under the heading "Text/HTML". The menu items are: "Edit Content" (pencil icon), "Approve" (checkmark icon), "Reject" (red X icon, circled in red), "My Work" (magnifying glass icon), "Help" (question mark icon), and "Online Help" (question mark icon). The main content area displays a preview of a webpage with a doll image. At the bottom right of the preview, there are three buttons: "Edit Content" (pencil icon), "Approve" (checkmark icon), and "Reject" (red X icon, circled in red).

3. In the **Enter Reason(s) for Rejecting** text box, enter a comment explaining why the content is being rejected. This comment is included in the notification message sent to the author.
4. Click the  **Reject Content** link to reject this content and send the explanatory message to the author.



The screenshot shows a dialog box titled "Enter Reason(s) for Rejecting". It contains a text area with the following text: "Inconsistent with current company profile. Check with Marketing for latest information." At the bottom of the dialog box, there are two buttons: "Reject Content" (with a blue document icon and a red X icon, circled in red) and "Cancel" (with a yellow X icon).

Rejecting HTML Pro Module Content

### Locking/UnLocking HTML Pro Module Content





How to lock or unlock the content an HTML Pro module. Locking the content prevents further changes to the current content until either the changes are published, or the module is manually unlocked. Unlocking the content enables the currently published content to be edited and published.

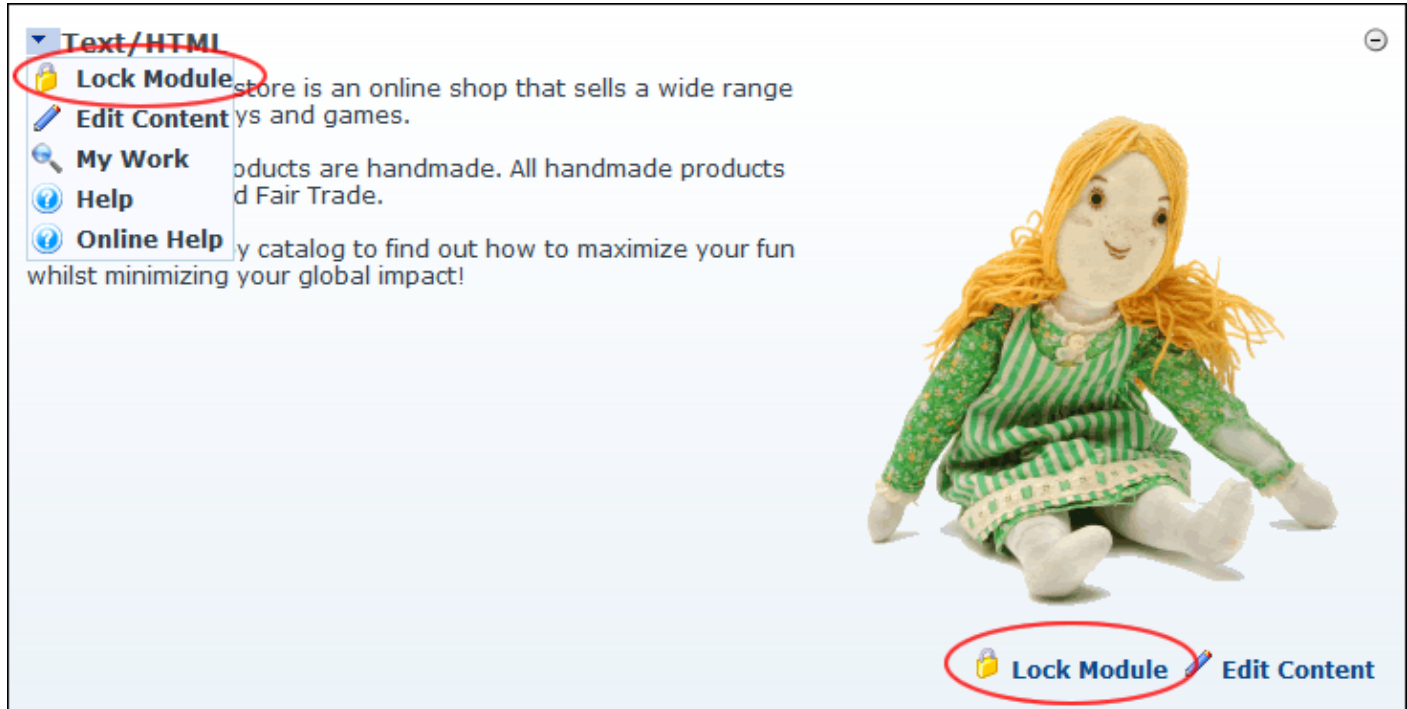
Note: The module is automatically locked when submitting for approval and automatically unlocked on publish.

---

*Tip: Module content can also be locked whilst it is being added.*

---

1. Select  **Lock Module** or  **Unlock Module** from the HTML module actions menu - OR - Click the  Lock Module or  Unlock Module link.



Locking Module Content



### Publishing a Draft

How to publish a draft of content using the HTML Pro module. Note: This tutorial only applies to the Content Staging workflow only, and custom workflows with multiple states.

---

*Tip: The module must be Locked before publishing.*

---

1. Go to the required HTML Pro module.
2. Select  **Publish** from the HTML Pro module actions menu - OR - Click the  Publish link.

## ▼ Text/HTML

Welcome Administrator Account,

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!







 **Edit Content**  **Publish** 

Publishing a Draft

### Rolling Back Content

How to rollback to a previous content version using the HTML Pro module. Note: This task requires that Workflow is NOT set to direct publish. See "[Setting a Workflow](#)".

1. Select  **Edit Content** from the HTML Pro module actions menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview**  button to preview a version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.



**Preview**


**Version:** 3  
**Workflow Used:** Marketing  
**Workflow State:** Published

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.


Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.















Visit our [online toy catalog](#) to find out how to maximize your fun whilst minimizing your global impact!



5. Click the **Rollback**  button. The selected version is published immediately, even if the version was initially a draft (Content Staging).
6. Click the Cancel link to return to the module.

**Version History**

**Maximum Number Of Versions:** 5  **Modify**

Version	Date	User	State			
6	10/19/2010 4:43:44 PM	Smithy	Marketing			
5	10/19/2010 4:23:10 PM	Rosie	Published			
4	10/19/2010 4:21:17 PM	Administrator Account	Published			
3	10/19/2010 4:16:47 PM	Rosie	Published			
2	10/19/2010 4:03:18 PM	Rosie	Published			



## Administrators

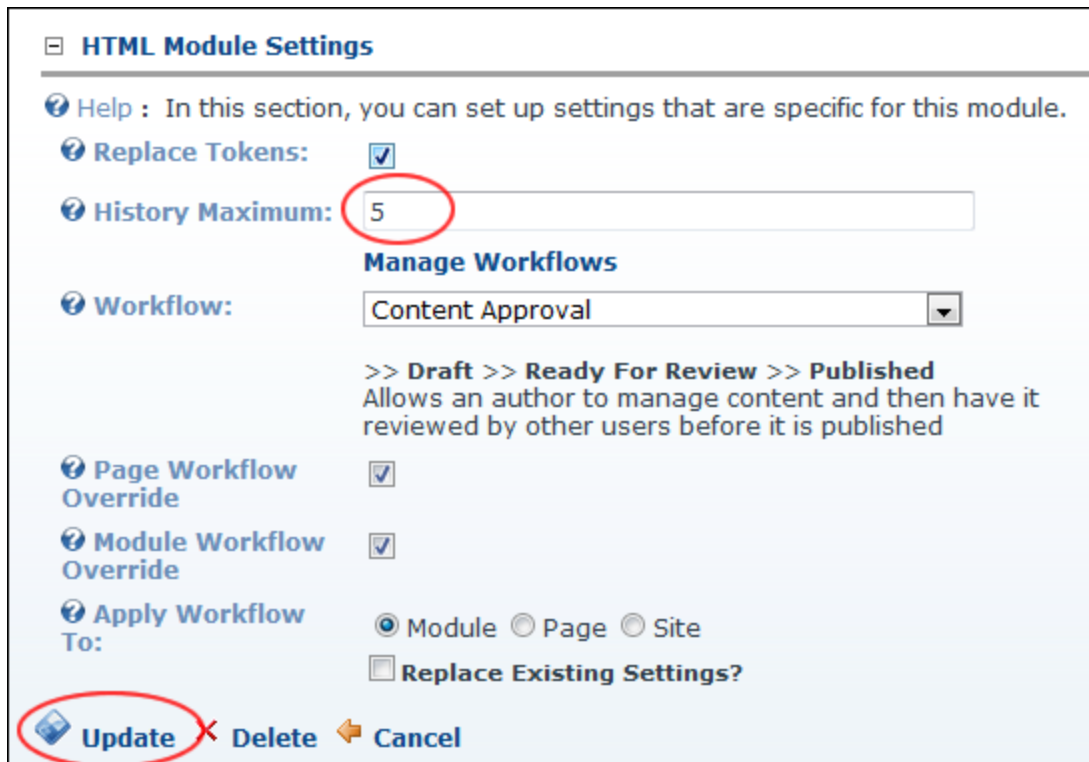
### Setting Maximum Version History

How to set the maximum number of versions to keep in the history for each HTML Pro module instance using the HTML Pro module.

When publishing new content results in more versions than this number, the oldest version(s) will be permanently deleted (purged) until the remaining number of versions matches this number. When the value of the maximum number of versions changes from higher to lower, we will purge (delete) all the exceeding version history items ONLY when a new version is created. If the value changes from higher to lower, we retain all the history items UNTIL a new version is created; thus if we do not create a new version and change the value from lower back to higher the history items, that were not purged, will re-appear.

The purging of older versions may appear to work differently depending on the defined workflow. If content approval is defined somewhere in the workflow, when drafts are created (which are not considered new versions) the above scenario does not apply. Also regarding drafts, drafts are directly related to a version, if a version is purged, then the draft will also be purged. So depending on your workflow, version purging will become more implicit and dependant on your workflow.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. In the **History Maximum** text box, enter the maximum number of versions to save. The default value is 5.
4. Click the Update link.



**HTML Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Replace Tokens:**

**History Maximum:**

**Manage Workflows**

**Workflow:**




>> **Draft** >> **Ready For Review** >> **Published**  
Allows an author to manage content and then have it reviewed by other users before it is published

**Page Workflow Override**

**Module Workflow Override**

**Apply Workflow To:**  Module  Page  Site

**Replace Existing Settings?**

 **Update**  **Delete**  **Cancel**

Setting Maximum Version History



---

*Tip: The Version History List section on the Edit Content page only displays after the first version of content is saved.*

---

### Configuring Admin Workflow Settings

How to configure workflow setting for the HTML Pro module. These are Administrator only settings. For more details on setting available to authorized editors, see "[Setting a Workflow](#)".

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. At **Page Workflow Override**, select from these options:
  - Check  the check box to enable site level workflow configuration to be overridden at the page level. This enables the Page option at the Apply Workflow To field below.
  - Uncheck  the check box to require all HTML Pro modules on all pages to use the workflow configuration defined for the site. This disables the Page option at the Apply Workflow To field below.
4. At **Module Workflow Override**, select from these options:
  - Check  the check box to enable site level workflow configuration to be overridden at the module level. This enables the Module option at the Apply Workflow To field below.
  - Uncheck  the check box to require all HTML Pro modules on this page to use the workflow configuration defined for this page. This disables the Module option at the Apply Workflow To field below.
5. At **Apply Workflow To**, select from these options:
  - **Module**: Select to apply the workflow set on this module to this module only.
    - i. **Optional**. At **Replace Existing Settings**, check  the check box if you want to replace existing settings.
  - **Page**: Select to apply the workflow set on this module to all modules on this page.
    - i. At **Replace Existing Settings**, check  the check box to replace existing settings.
  - **Site**: Select to apply the workflow set on this module across all modules on the site.
    - i. At **Replace Existing Settings?**, check  the check box to replace existing settings.

**HTML Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Replace Tokens:**

**History Maximum:**

**Workflow:** Direct Publish ▼

**>> Published**  
Allows an author to directly publish content to the site

**Page Workflow Override**

**Module Workflow Override**

**Apply Workflow To:**  Module  Page  Site

**Replace Existing Settings?**

**Update** ✕ **Delete** ← **Cancel**

Created By Administrator Account On 10/13/2010 11:38:19 AM  
Last Updated By Administrator Account On 10/13/2010 11:38:19 AM

6. Click the Update link.

---

*Tip: The Replace Existing Settings field must be checked to apply a workflow at the Page or Site level. This provides a safeguard against Administrators accidentally modifying Page and Site workflows.*

---

#### Adding a Workflow

How to add a workflow to the HTML Pro module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **HTML Module Settings** section.
3. Click the Manage Workflows link. This opens the Manage Workflows page.

HTML Module Settings

Help : In this section, you can set up settings that are specific for this module.

Replace Tokens:

History Maximum:

**Manage Workflows**

Workflow:

>> Draft >> Ready For Review >> Published  
 Allows an author to manage content and then have it reviewed by other users before it is published

Page Workflow Override

Module Workflow Override

Apply Workflow To:  Module  Page  Site

Replace Existing Settings?

Update  Delete  Cancel

4. Go to the **Workflow** section
5. Click the Add New Workflow link.
6. In the **Workflow** text box, enter a name for this workflow.
7. In the **Description** text box, enter a description of this workflow.

Manage Workflows

Workflow

Workflow:

Description:

Deleted?



Save Cancel

8. Click the Save link.

9. This saves the new workflow and adds a new section called States. The default workflow states of Draft and Published have been created for this new workflow.

### States

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.



	State	Active
	Draft	True
	Published	True

[Add New State](#)

Next: See "[Adding a Workflow State](#)" to add one or more new states to this workflow.


#### Adding a Workflow State

How to add a new state to a workflow for a HTML Pro module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. Click the [Manage Workflows](#) link. This opens the Manage Workflows page.
4. Go to the **Workflow** section.
5. At **Workflow**, select the required workflow from the workflow drop-down box.
6. Go to the **States** section.
7. Click the [Add New State](#) link. This displays the State Configuration section.

**▼ Manage Workflows**

**Workflow**

**Workflow:** Marketing 



**Description:** Product information updates required approval from Marketing Department.

**Deleted?**


**Save Cancel**

**States**

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.

	State	Active
	Draft	True
	Published	True

**Add New State**

8. Go to the **State Configuration** section.
9. In the **State** text box, enter a name for the workflow.
10. At **Reviewers**, click the check box to Grant  review content permissions to one or more roles and or usernames.
11. At **Notify?**, select from these options:
  - Check  the check box to set the reviewers specified at Permissions to receive an email notification once a version reaches this state. For the published state the author of the version will receive an email notification once it is published.
  - Uncheck  the check box to disable notifications.
12. At **Active?**, check  the check box to enable this new state - OR - Uncheck  the check box if this new state is not currently active.

**State Configuration**

State:

Reviewers:

	Review Content
Administrators	
All Users	<input type="checkbox"/>
Editor	<input type="checkbox"/>
Marketing	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>

Username:  [+ Add](#)

Notify?

Active?

[Save](#) [Cancel](#)

13. Click the [Save](#) link. The newly created workflow state is now listed in the States section.

**States**

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.

	State	Active
	Draft	True
	Marketing	True
	Published	True

[Add New State](#)

14. **Optional.** Repeat Steps 7-13 to add additional workflow states.

15. **Optional.** Use the **Up** and **Down** buttons to reorder each state according to your workflow requirements.



**States**

In this section you can manage the workflow states. Note that once a workflow is being used you cannot delete any of the workflow states associated with the workflow. Also the first and last workflow states of a workflow cannot be deleted.

		State	Active	
		Draft	True	
		Marketing	True	
		Chief Editor	True	
		Published	True	

[Add New State](#)



### Editing a Workflow State

How to edit an existing state in a workflow for the HTML Pro module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **HTML Module Settings** section.
3. Click the [Manage Workflows](#) link. This opens the Manage Workflows page.
4. Go to the **Workflow** section.
5. At **Workflow**, select the required workflow from the drop-down box. This displays details of the selected workflow in the States section.
6. Go to the **States** section.
7. Click the **Edit** button beside the state to be edited. This displays a list of the workflow states associated with this workflow in the State Configuration section.
8. Go to the **State Configuration** section and edit any of the following as required:
  - a. In the **State** text box, edit the workflow name.
  - b. At **Reviewers**, select permissions are required.
  - c. At **Notify?**, select from these options.
    - Check  the check box to set the reviewers specified at Permissions to receive an email notification once a version reaches this state. For the published state the author of the version will receive an email notification once it is published.
    - Uncheck  the check box to disable notifications.
  - d. At **Active?**, check  the check box to enable this state - OR - Uncheck  the check box to disable this state.
9. Click the [Save](#) link.

### Activating/Deactivating a Workflow

How to set an existing workflow as active or inactive for the HTML Pro module. This sets the workflow as inactive on the site.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Go to the **HTML Module Settings** section.
3. Click the Manage Workflows link. This opens the Manage Workflows page.
4. Go to the **Workflow** section.
5. At **Workflow**, select the required workflow from the workflow drop-down box.
6. At **Deleted?** select from these options:
  - Check  the check box to deactivate this workflow. Deactivated workflows cannot be selected when configuring the HTML Module Settings. This allows any existing modules with this workflow set to continue using this workflow if required, but prevents it from being selected again.
  - Uncheck  the check box to activate this workflow.
7. Click the Save link.



**Manage Workflows**

**Workflow**

**Workflow:** Marketing

**Description:** Product information updates required approval from Marketing Department.






**Deleted?**

**Save Cancel**

Activating/Deactivating a Workflow

### Deleting a Content Version

How to delete a specific version of the content using the HTML Pro module.

1. Select  **Edit Content** from the HTML Pro module actions menu - OR - Click the  Edit Content link.
2. **Maximize**  the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview**  button to preview the version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
5. Click the **Delete**  button. This displays a message similar to "Are you sure you wish to permanently delete version 3 [that was created on [date] by [username]."

Version History						
Maximum Number Of Versions:				5  Modify		
Version	Date	User	State			
6	10/19/2010 4:43:44 PM	Smithy	Marketing			
5	10/19/2010 4:23:10 PM	Rosie	Published			
4	10/19/2010 4:21:17 PM	Administrator Account	Published			
3	10/19/2010 4:16:47 PM	Rosie	Published			

6. Click the **OK** button to confirm.
7. Click the Cancel link to return to the module.

## Settings

### Enabling/Disabling Token Replacement

How to enable or disable token replacement on the HTML Pro module. Token replacement enables tokens such as [FirstName] to be replaced with the first name of the authenticated user. Tokens include information such as user details, portal name, key words, date, time, etc.

**Important.** Inline editing and module caching are disabled if token replacement is enabled.

**Important.** Users must have Add Content/Edit permissions to the Page on which the HTML module is located in order to manage module settings.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **HTML Module Settings** tab.
3. At **Replace Tokens**, select from these options:
  - Check  the check box to enable full token replacement.
  - Uncheck  the check box to disable token replacement. This will display any tokens as text in the Editor.
4. Click the Update link.

**HTML Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Replace Tokens:**

**Workflow:** Direct Publish

>> **Published**  
Allows an author to directly publish content to the site

**Update** **Delete** **Cancel**

Enabling Token Replacement

**Related Topics:**

- See "Adding Replacement Tokens"

**Setting a Workflow**

How to set the workflow for the HTML Pro module. The below settings are available to authorized editors. Note: Administrators can also set a workflow as the site default. See "Configuring Admin Workflow Settings"

**Important.** Users must have Add Content/Edit permissions to the Page on which the HTML Pro module is located in order to manage module settings.

---

*Tip: Whether it is for an individual module or you wish to set the default for the site an HTML Pro module must first be added to some page on your site.*

---


1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **HTML Module Settings** tab.
3. At **Workflow**, select the workflow you wish to use from these options:
  - **Content Approval:** Content Approval is similar to Content Staging but it adds an extra "Ready for Approval" state between the draft and published states. This allows reviewers to monitor and either approve or reject any content added before it is actually published to the site.
  - **Content Staging:** Content staging allows content to be saved as a draft before it is published. Draft content will only be visible when edit mode is selected by users who can edit the module/page. In view mode the most recent published version of content will be displayed instead of the draft. This is the same for users with view permissions only. See "Publishing a Draft".
  - **Direct Publish:** With the direct publish workflow any content that is saved on the Edit Content page or through the inline editor will be immediately visible to all users with permissions to view the module. Editing users will be able to see the content for both view and edit mode.
4. At **Module Workflow Override**, select from the below options. Note: This option will be disabled if Page Workflow Override has been disabled by an Administrator. See "Setting Page Workflow Override"
  - Check  the check box to enable page level workflow configuration to be overridden at the module level. This enables a unique workflow to be set for this module, rather than using the workflow set for all modules on this page by an Administrator.
  - Uncheck  the check box to set all modules on this page to use the workflow defined for the page.

5. At **Replace Existing Settings**, check  the check box to replace the existing settings with these new settings. This option must be selected to override the previous settings. It exists as a safeguard against accidental changes.
6. Click the Update link.




**HTML Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Replace Tokens:**

**Workflow:**  

>> **Draft** >> **Published**  
Allows an author to manage content in a staging area before publishing it to the site

 **Update**  **Delete**  **Cancel**

Setting the Workflow for all HTML Pro Modules on this Site

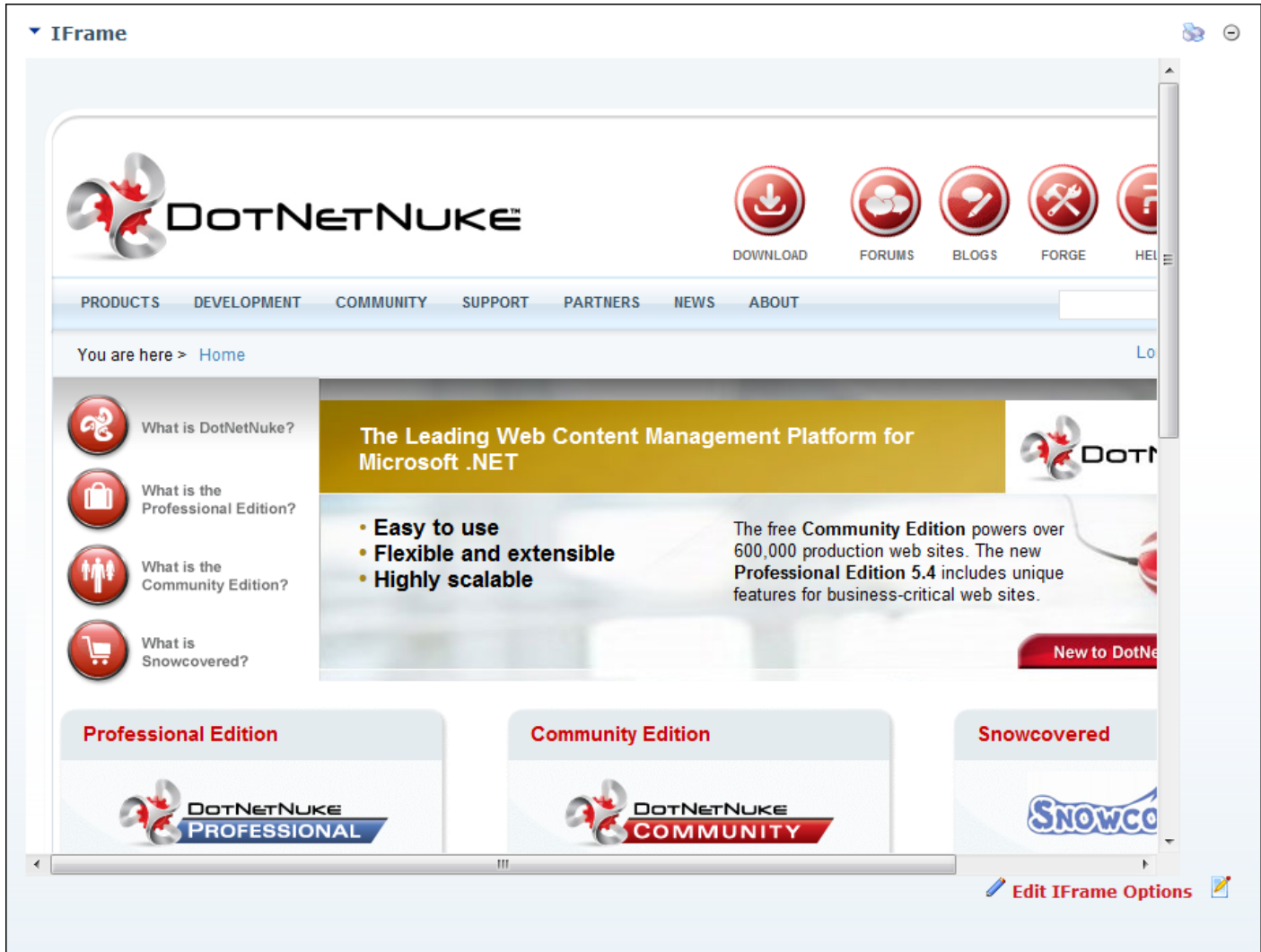
## IFrame

### About the IFrame Module

The IFrame module displays content from your web site or another web site within a frame inside a page. The IFrame can be used to frame content such as documents, PDF files, images or web site pages. Optional settings include displaying a frame border or adding a scroll bar. The width and height of the IFrame can be set as required. A number of querystring parameters can also be set to customize the contents of the IFrame.

**Module Version:** 04.04.00

**Minimum DNN Version:** 04.03.05



The IFrame Module

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleIFrame/tabid/845/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/39/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnniframe.codeplex.com/workitem/list/basic>

### Module Editors

#### Displaying an External URL in an IFrame

How to display an external URL such as a web site page, an image or a file in the IFrame module.

---

*Tip: It is good 'netiquette' (network etiquette) to request permission of a site owner before framing their content.*

---

1. Select **Edit IFrame Options** from the module actions menu - OR - Click the [Edit IFrame Options](#) link.
2. Go to the **Options** section.

3. At **Source**, select **URL ( A Link To An External Resource )**.
4. In the **Location: ( Enter The Address Of The Link )** text box, enter the URL of the content to be displayed. E.g. `http://www.domain.com/brochures/document.docx`
5. The following optional settings are recommended:
  - a. In the **Width** text box, enter the width for the IFrame in either pixels (E.g. 700) or as a percentage (E.g. 100%). If no width is entered a default width of 280 pixels is used.
  - b. In the **Height** text box, enter a height for the IFrame in pixels. If no height is entered a default height of 130px will be used.
  - c. At **Auto Height**, skip this step as it only works for files located on your site.
  - d. At **Scrolling**, set the properties of vertical and horizontal scroll bars:
    - **Auto**: Scroll bar displays only when scrolling is required.
    - **No**: No scroll bar is displayed. If this option is selected, ensure width and height settings are set to ensure all the content can be viewed as users will be unable to scroll.
    - **Yes**: Scroll bars display at all times.
  - d. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFrame content.
6. **Optional. Maximize**  the **Other Options** section to set any of the following fields:
  - a. At **Allow Transparency**, check  the check box to enable transparency on the IFrame, or uncheck  the check box to disallow transparency.
  - b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrame (to use in scripts or as targets for links/IFrames).
  - c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.
  - d. In the **Css Style** text box, enter a CSS style to be used.
  - e. In the **Onload (JavaScript)** text box, enter the JavaScript to be executed when the page loads. This field can only be set by Administrators. You can do things like `alert ("Here's my IFrame")` which will pop up an alert box.
7. Click the Save link.

▼ Edit IFrame

☐ Options

🔗 Source:

Link Type:

- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )

Location: ( Enter The Address Of The Link )

Select An Existing URL

🔗 Width:

🔗 Height:

🔗 Auto height

🔗 Scrolling:

Auto ▾

🔗 Border:

No ▾

☐ Other Options

🔗 Allow Transparency:

🔗 Name:

🔗 Tool tip:

🔗 Css Style:

🔗 onload (Javascript):

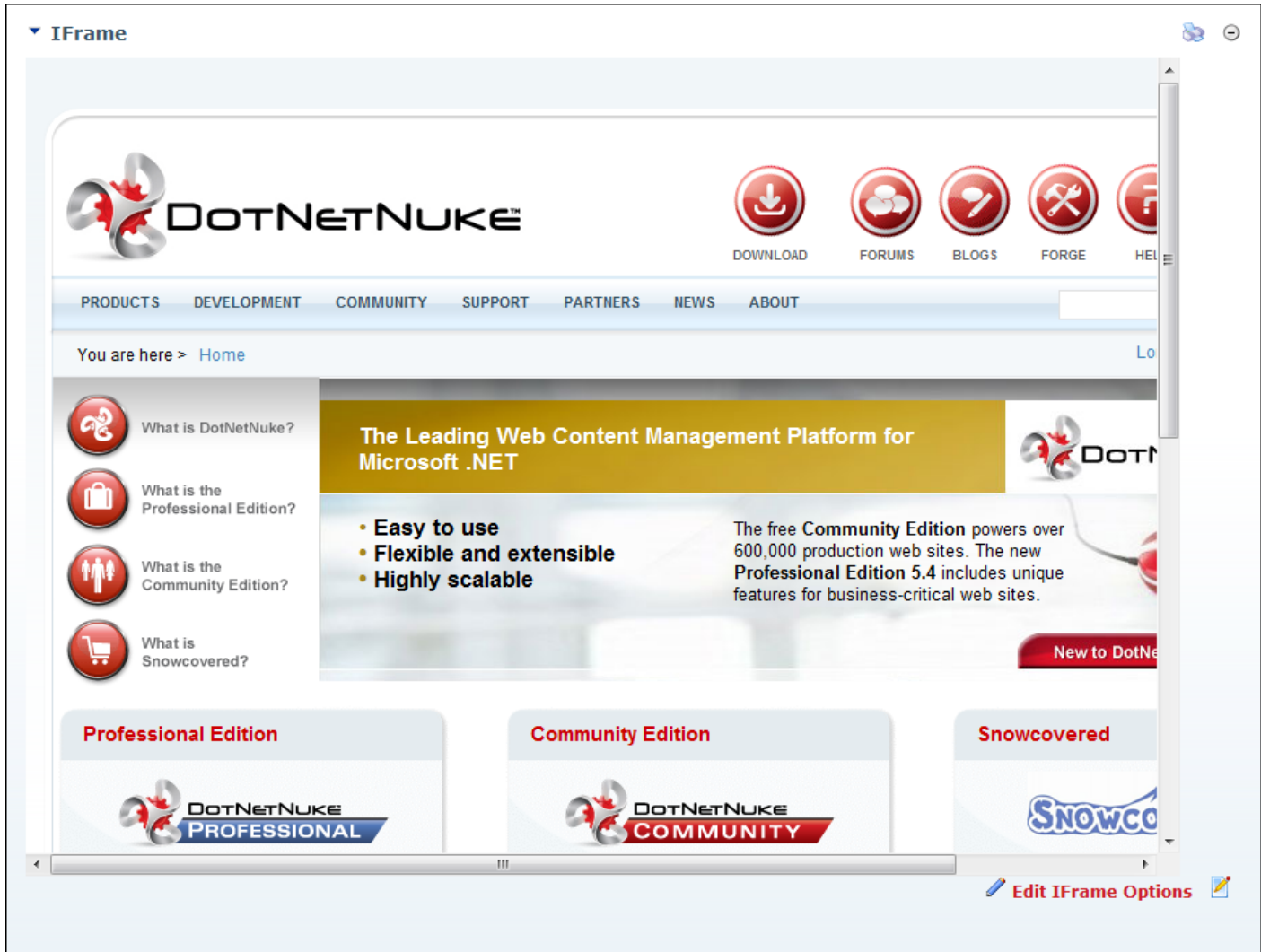
☐ QueryString Parameters

Add QueryString Parameter

**Save** Cancel

Displaying an External URL in an IFrame





A web site displayed in the IFrame module

### Displaying an Internal File in an IFrame

How to display an internal file such as an image or document in the IFrame module. Note: If the document opens in a new window this may be a result of a setting on your Web browser.

1. Select **Edit IFrame Options** from the module actions menu - OR - Click the [Edit IFrame Options](#) link.
2. Go to the **Options** section.
3. At **Source**, select **File ( A File On Your Site )**.
4. At **File Location/File Name**: select or upload the required file.
5. The following optional settings are recommended:
  - a. In the **Width** text box, enter the width for the IFrame in either pixels (E.g. 700) or as a percentage (E.g. 100%). If no width is entered a default height of 280 pixels is used.

- b. In the **Height** text box, enter a height for the IFrame in pixels. If no width is entered a default height of 130px will be used.
- c. At **Auto Height**, check  the check box to automatically display the IFrame at 100% for this file, or uncheck  to disable. This option only works for files located on your site.
- d. At **Scrolling**, select one of the following options:
  - **Auto**: The scroll bar displays only when scrolling is required.
  - **No**: No scroll bar is displayed. If this option is selected, ensure width and height settings are set to ensure all the content can be viewed as users will be unable to scroll.
  - **Yes**: Scroll bars display at all times.
- e. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFrame content.

6. **Optional. Maximize**  the **Other Options** section to set any of the following fields:

- a. At **Allow Transparency**, check  the check box to enable transparency on the IFrame, or uncheck  the check box to disallow transparency.
- b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrames (to use in scripts or as targets for links/IFrames).
- c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.
- d. In the **Css Style** text box, enter a Css style to be used.
- e. In the **Onload (Javascript)** text box, enter the JavaScript to execute when the page loads. This field can only be set by Administrators.

7. Click the [Save](#) link.

▼ **Edit IFrame**

☐ **Options**

---

🔍 **Source:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

**File Location:**

Images/ ▼

**File Name:**

TrainEngineSmall.jpg ▼

**Upload New File**

🔍 **Width:** 380

🔍 **Height:**

🔍 **Auto height**

🔍 **Scrolling:** No ▼

🔍 **Border:** No ▼

⊕ **Other Options**

☐ **QueryString Parameters**

---

**Add QueryString Parameter**

**Save** **Cancel**

Displaying an Internal File in an IFrame

---

*Tip: IFrame content may appear in a new Web browser window rather than in the IFrame on the page. This is caused by settings on the user's Web browser.*

---



The Internal File displayed in the IFrame

### Displaying a Site Page in an IFrame

How to display an internal file such as an image or document in the IFrame module.

1. Select **Edit IFrame Options** from the module actions menu - OR - Click the [Edit IFrame Options](#) link.
2. Go to the **Options** section.
3. At **Source**, select **File ( A File On Your Site )**.
4. At **File Location/File Name**: select or upload the required file.
5. The following optional settings are recommended:
  - a. In the **Width** text box, enter the width for the IFrame in either pixels (E.g. 700) or as a percentage (E.g. 100%). If no width is entered a default height of 280 pixels is used.
  - b. In the **Height** text box, enter a height for the IFrame in pixels. If no width is entered a default height of 130px will be used.
  - c. At **Auto Height**, check  the check box to automatically display the IFrame at 100% for this file, or uncheck  to disable. This option only works for files located on your site.
  - d. At **Scrolling**, select one of the following options:

- **Auto:** The scroll bar displays only when scrolling is required.
- **No:** No scroll bar is displayed. If this option is selected, ensure width and height settings are set to ensure all the content can be viewed as users will be unable to scroll.
- **Yes:** Scroll bars display at all times.

e. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFramed content.

6. **Optional. Maximize**  the **Other Options** section to set any of the following fields:

- a. At **Allow Transparency**, check  the check box to enable transparency on the IFrame, or uncheck  the check box to disallow transparency.
- b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrames (to use in scripts or as targets for links/IFrames).
- c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.
- d. In the **Css Style** text box, enter a Css style to be used.
- e. In the **Onload (Javascript)** text box, enter the JavaScript to execute when the page loads. This field can only be set by Administrators.

7. Click the Save link.

▼ Edit IFrame

☐ Options

🔗 Source:

Link Type:

- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )

Select A Web Page From Your Site:

EcoZany Profile ▼

🔗 Width:

100%

🔗 Height:

600

🔗 Auto height

🔗 Scrolling:

Auto ▼

🔗 Border:

Yes ▼

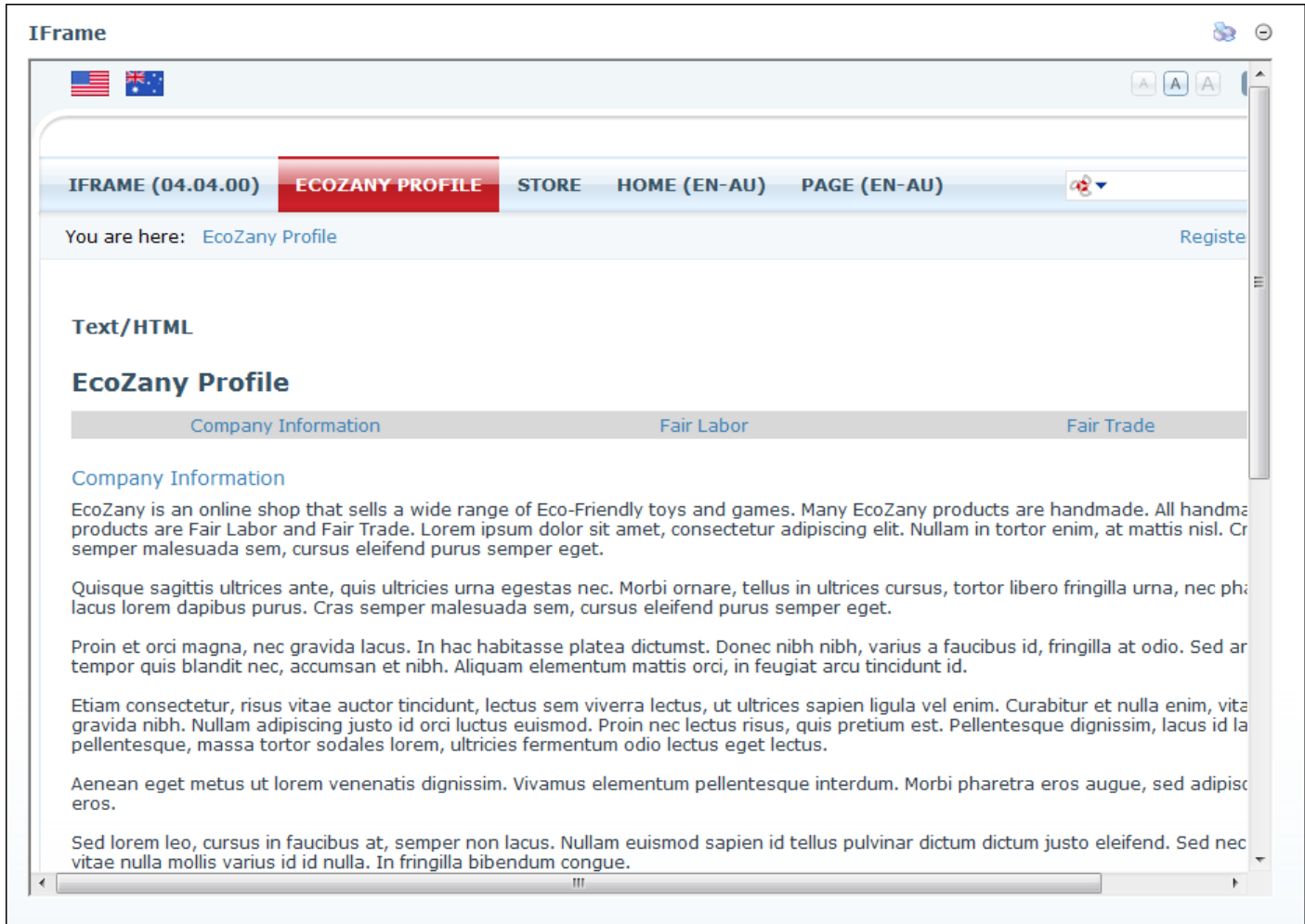
⊕ Other Options

☐ QueryString Parameters

**Add QueryString Parameter**

**Save** Cancel

Displaying a Site Page in an IFrame

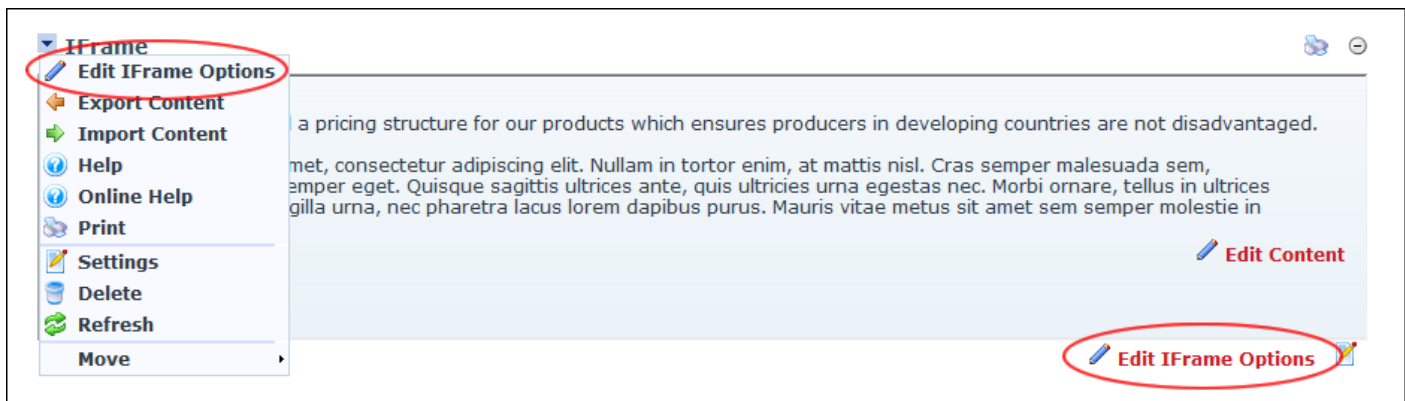


Displaying a Site Page in an IFrame

## Editing an IFrame

How to edit the settings of the IFrame.

1. Select **Edit IFrame Options** from the module actions menu - OR - Click the Edit IFrame Options link.





2. Edit one or more settings as required.
3. Click the [Save](#) link.

### Adding QueryString Parameters

How to add QueryString Parameters to the IFrame module.

Note: QueryString parameters are useful for passing information from your DNN site to the source web site displayed in the IFrame. For example: Let's say the web site displayed in the IFrame needs to know the first name of your user so it can display their first name. In the page you could pass the first name through by entering `FirstName` in the Name text box and by selecting User's First Name from the Value drop down list. This only works if the web site in the IFrame knows how to pick up these parameters from the QueryString. Therefore when setting these values you need to know the names of the parameters which the target web site can use from the QueryString.

1. Select **Edit IFrame Options** from the module actions menu - OR - Click the [Edit IFrame Options](#) link.
2. Set IFrame options as required. See "[Displaying an External URL in an IFrame](#)", See "[Displaying an Internal File in an IFrame](#)" or See "[Displaying a Site Page in an IFrame](#)"
3. **Maximize**  the **QueryString Parameters** section.
4. Click the [Add QueryString Parameter](#) link.
5. In the **Name** text box, enter a name for the QueryString. E.g. TabID
6. At **Value**, select a parameter type from the drop-down list. The following options are available: Static Value, Pass-Through QueryString, Pass-Through Form Post, Custom User Property, Portal ID, Portal Name, Tab ID, User ID, User's Username, User's First Name, User's Last Name, User's Full Name, User's Email, User's Website, User's IM, User's Street, User's Unit, User's City, User's Country, User's Region, User's Postal Code, User's Phone, User's Cell, User's Fax, User's Locale, User's TimeZone, User's Authorized Flag, User's Lock Out Flag, or User's SuperUser Flag.
7. **Optional.** Enter a value in the third text box which will be displayed if either Static Value, Pass-Through QueryString, Pass-Through Form Post, or Custom User Property are selected.
8. **Optional.** At **Use As Hash**, select this option to pass the querystring parameter through to the IFrame as a bookmark/anchor. E.g. Default.aspx#787. This replaces the usual format of Default.aspx?tabid=787.
9. Click the **Save**  button.



**▼ Edit IFrame**

**Options**

**Source:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

**Select A Web Page From Your Site:**

EcoZany Profile

**Width:** 100%

**Height:** 180

**Auto height**

**Scrolling:** No

**Border:** Yes

**Other Options**

**QueryString Parameters**

Name	Value	Use as Hash
TabID	Static Value	<input checked="" type="radio"/>

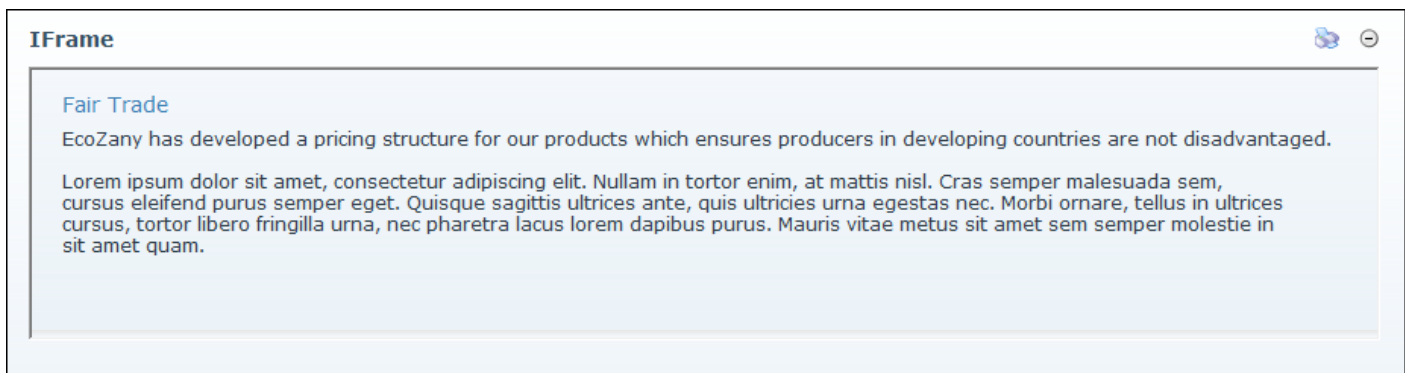
**Add QueryString Parameter**

**Save Cancel**

10. Repeat Steps 4-9 to add additional QueryStrings.

11. Click the Save link.



Note: The below image examples, the IFrame is set to display site content which has been set with the anchor (bookmark) named "Fair-Trade". The Fair Trade information is located a long way down the page, however by setting the IFrame to this bookmark (by selecting the Use As Hash option) this content is displayed at the top of the module.



The Framed Content

## Editing QueryString Parameters

How to edit QueryString Parameters on the IFrame module.

1. Select **Edit IFrame Options** from the module actions menu - OR - Click the [Edit IFrame Options](#) link.
2. **Maximize**  the **QueryString Parameters** section.
3. Click the **Edit**  button beside the parameter to be edited.

▼ **Edit IFrame**

☐ **Options**

🔗 **Source:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

**Select A Web Page From Your Site:**

EcoZany Profile ▼

🔗 **Width:**

🔗 **Height:**


🔗 **Auto height**

🔗 **Scrolling:**  ▼

🔗 **Border:**  ▼


⊕ **Other Options**

☐ **QueryString Parameters**

Name	Value	🔗 Use as Hash
 <b>X</b> TabID	Static Value (FairTrade)	<input type="radio"/>



**Add QueryString Parameter**

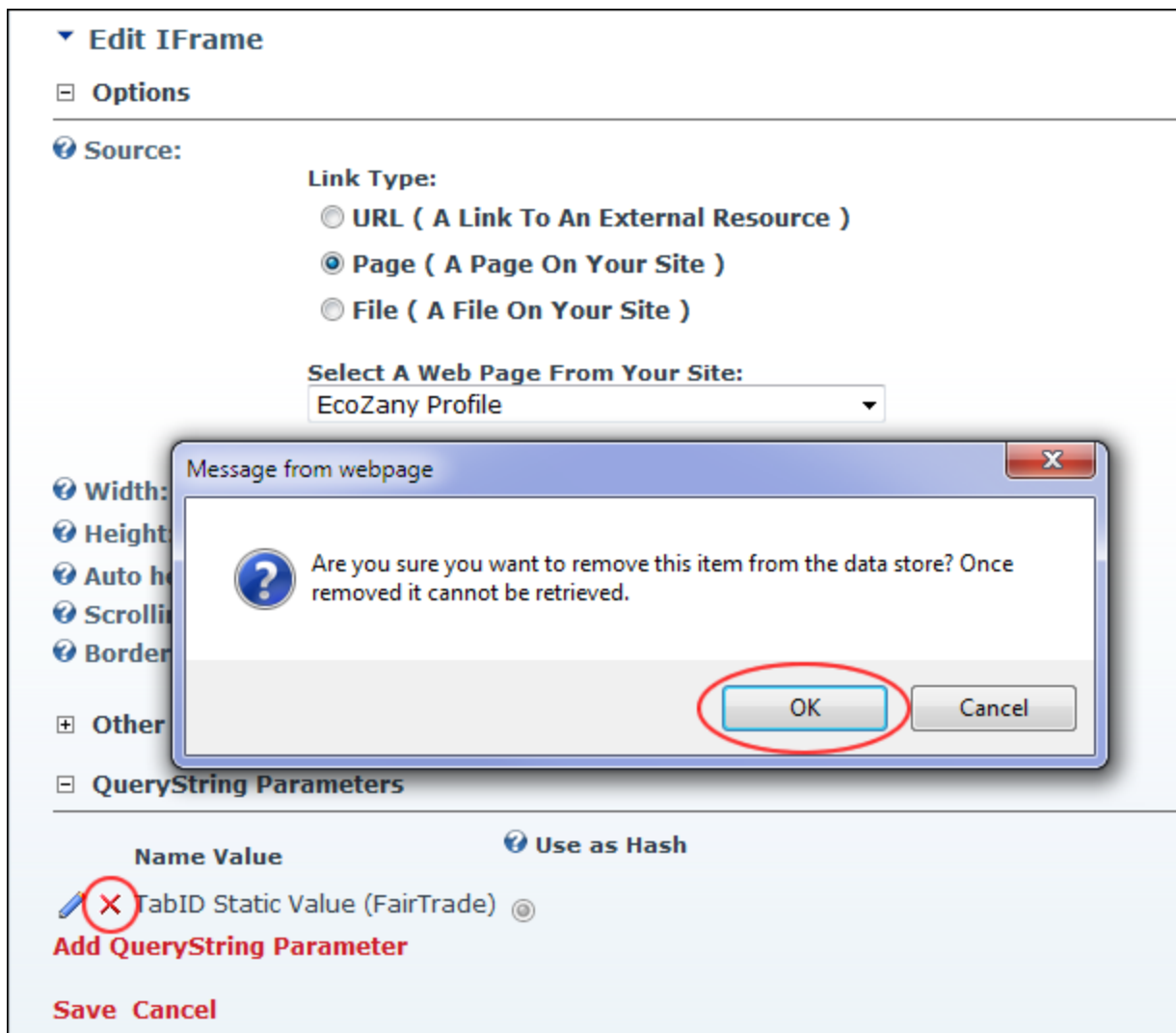
**Save Cancel**

4. Edit the Name and/or Value fields. See ["Adding QueryString Parameters"](#)
5. Click the **Save**  button.
6. Repeat Steps 3-5 to edit additional QueryStrings
7. Click the [Save](#) link.

## Deleting a QueryString Parameter

How to delete QueryString Parameters set on the IFrame module.

1. Select **Edit IFrame Options** from the module actions menu - OR - Click the [Edit IFrame Options](#) link.
2. **Maximize**  the **QueryString Parameters** section.
3. Click the **Delete**  button beside the parameter to be deleted. This displays the message "Are you sure you want to remove this item for the data source? Once remove it cannot be retrieved."
4. Click the **OK** button to confirm deletion.



The screenshot shows the 'Edit IFrame' configuration page. The 'Options' section is expanded, showing 'Source' set to 'EcoZany Profile' and 'Link Type' set to 'Page ( A Page On Your Site )'. A confirmation dialog box titled 'Message from webpage' is overlaid on the page, asking 'Are you sure you want to remove this item from the data store? Once removed it cannot be retrieved.' The 'OK' button in the dialog is circled in red. Below the dialog, the 'QueryString Parameters' section is visible, showing a table with one entry: 'TabID Static Value (FairTrade)'. The 'Use as Hash' checkbox is checked. At the bottom, there are 'Save' and 'Cancel' buttons.

5. Repeat Steps 3-4 to delete additional QueryStrings.
6. Click the [Save](#) link.

#### Administrators

##### Troubleshooting: IFrame Redirects To Source web site

Sites can be programmed to prevent them from being framed with the IFrame module. If these sites are saved as the Source in an IFrame module, the site will not appear inside the IFrame module on the page. Instead, when a user clicks on the page containing this IFrame, they will be redirected to the framed web site. To avoid to this problem, do not frame any sites without first seeking the permission of the

site owner and confirming with their webmaster that the Source to be framed permits framing. If however, a Source URL is to be used without first confirming that the web site can be framed, we suggest the following precautions:

1. Create a new page and test the source URL on this page.
2. If the web site does not permit framing, log in as the Administrator on the home page of the portal.
3. Navigate to Admin > **Pages**.
4. Locate the test page and delete it.

## Links

### About the Links Module

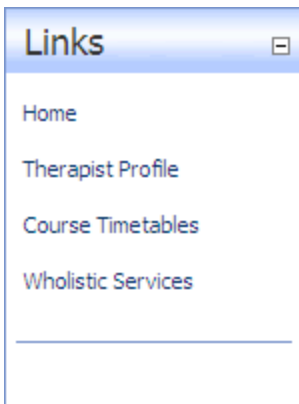
The Links module displays a list of links to a page, file or user on your portal; or to an external URL. Links appear in numerical-alpha-betical order by default, or can be reordered.

Links can be set to display in either vertically (default), horizontally, or in a drop-down list. The link description can be set to display either as a tool tip when the user hovers their mouse over the link title, or as an Info Link (E.g. linked leader dots) which displays when the ... link is clicked. Links can also be set to disallow wrapping and can display the same icon beside each link.

**Module Version:** 04.00.01

**Minimum DNN Version:** 04.06.02

**Features:** IPortable, ISearchable



The Links Module

### Project Links

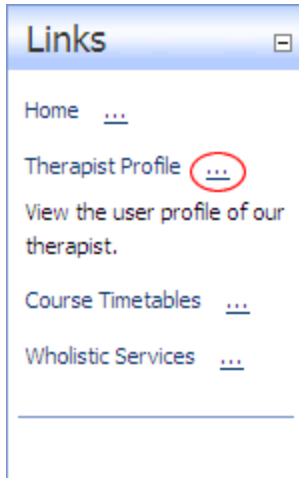
- **Project Home:** <http://www.dotnetnuke.com/Products/Development/Forge/ModuleLinks/tabid/857/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/45/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnlinks.codeplex.com/workitem/list/basic>

### All Users

#### Viewing a Link Description set as an Info Link

How to view the description of a link where the Links module is set to Info Link.

1. Click on the info link leader dots ... displayed beside a link. This displays the description below the link.



Info Link displayed

## Module Editors


### Adding a Link

How to add a link to the Links module.

1. Select **Add Link** from the module actions menu - OR - Click the Add link link.
2. In the **Title** text box, enter a title for the link as it will be displayed in the module.
3. At **Link**, select the required link type and set the link. See one of these tutorials for more:
  - See "Setting a File Link"
  - See "Uploading and Linking to a File"
  - See "Setting a Page Link"
  - See "Setting a URL Link"
  - See "Selecting an Existing URL Link"
  - See "Adding a User Profile Link"
  - See "Setting No Link"
4. The following **Optional** fields are also available:
  - a. At **Track Number Of Times This Link Is Clicked?** check  the check box track the number of times the link is clicked- OR - Uncheck  the check box to disable this feature.
  - b. At **Log The User, Date, And Time For Every Link Click?**, check  the check box to add a Link Log to this screen once the record has been updated- OR - Uncheck  the check box to disable the URL log.
  - c. At **Open This Link In New Browser Window?**, check  the check box to open the link in a new Web browser window - OR - Uncheck  the check box to open the link in the existing Web browser window.
  - d. In the **Description** text box, enter a description for the link.

- e. In the **View Order** text box, enter a number to indicate the order of this link. E.g. 0 = First link; 1 = Second link, etc. This setting overrides the default order. By default, links are order by numeral-alphabetic. E.g. 1, 2, 3, a, b, c.

5. Click the Update link.

▼ **Edit Links** 

**Title:**

**Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

User ( A Member Of Your Site )

**Link:**

**Enter The Username Of A Member Of Your Site:**

Track Number Of Times This Link Is Clicked?

Log The User, Date, And Time For Every Link Click?

Open Link In New Browser Window?

**Description:**

**View Order:**

[Update](#) [Cancel](#) [Delete](#)

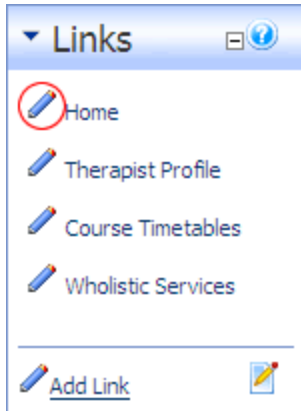
Adding a Link

### **Related Topics**

#### **Editing a Link displayed Horizontally or Vertically**

How to edit a link that is displayed either horizontally or vertically on the Links module.


1. Click the **Edit**  button beside the required link.

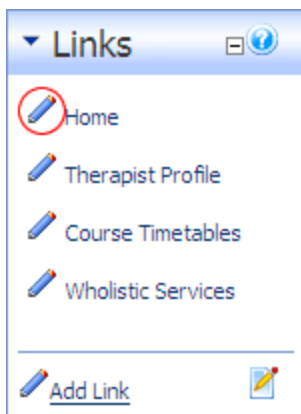


2. Edit the required fields.
3. Click the Update link.

### Editing a Link in a Drop-Down List

How to edit a link displayed in a drop-down list for the Links module.


1. Select the link from the drop-down list.
2. Click the **Edit**  button.

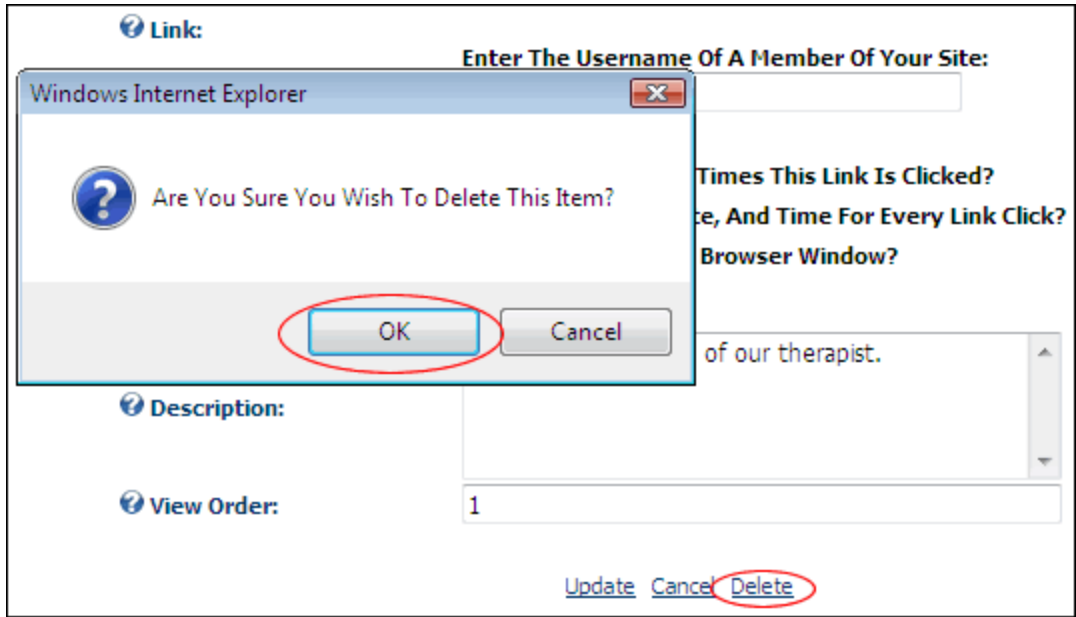


3. Edit the required fields.
4. Click the Update link.

### Deleting a Link displayed Horizontally or Vertically

How to delete a link that is displayed horizontally or vertically in the Links module.

1. Click the **Edit**  button beside the required link.
2. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button to confirm deletion.

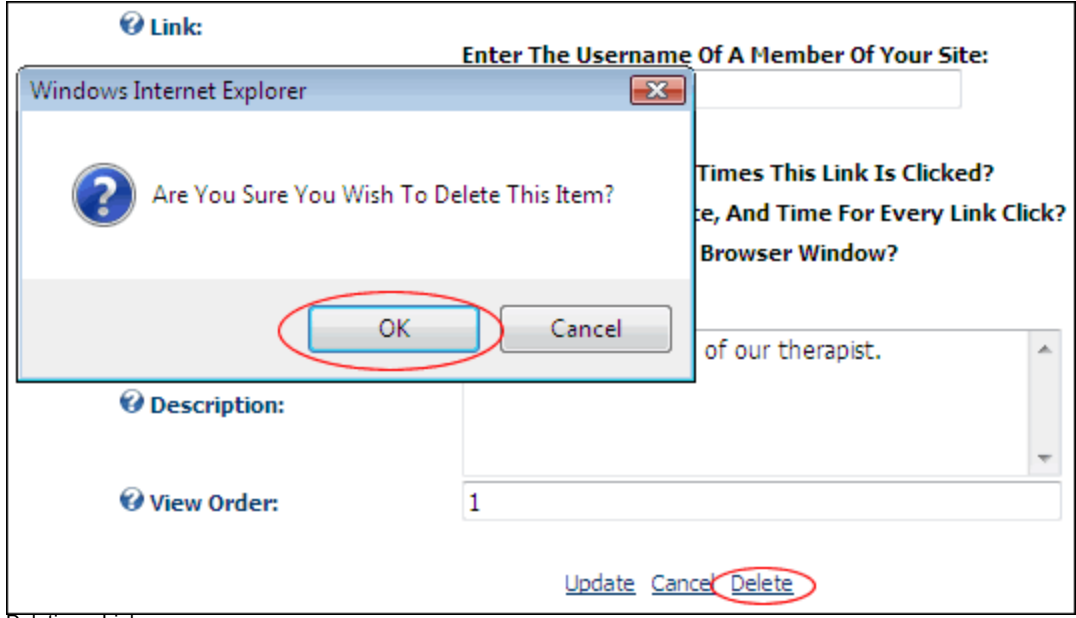


Deleting a Link

### Deleting a Link displayed in a Drop-Down List

How to delete a link displayed in a drop-down list on the Links module.

1. Select the required link from the drop-down list.
2. Click the **Edit** button.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm deletion.



Deleting a Link

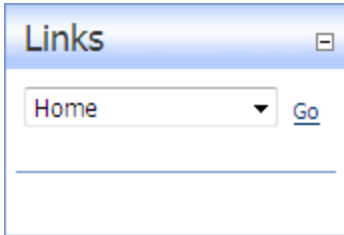


## Settings

### Displaying Links in a Drop-Down List

How to display links in a drop-down list using the Links module. By default, links are displayed in a vertical list.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Link Settings** tab.
3. At **Control Type**, select **Dropdown**.
4. Click the Update link.

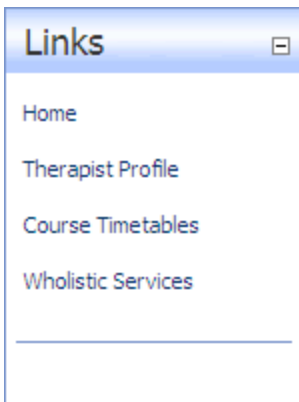


Links Displayed in a Drop-Down List

### Displaying Links Vertically

How to display links in a vertical list on the Links module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Link Settings** tab.
3. At **Control Type**, select **List**.
4. At **List Display Format**, select **Vertical**.
5. At **Display Info Link**, select either **Yes** or **No**.
6. Click the Update link.

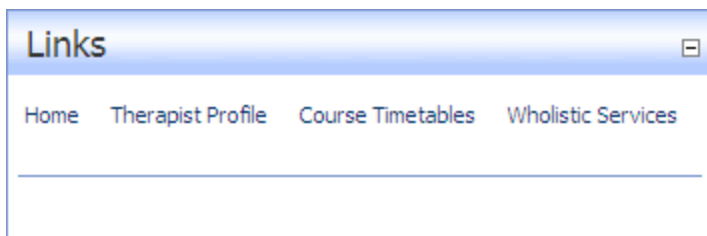


Links Displayed Vertically

### Displaying Links Horizontally

How to set links to display horizontally on the Links module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Link Settings** tab.
3. At **Control Type**, select **List**.
4. At **List Display Format**, select **Horizontal**.
5. Click the Update link.

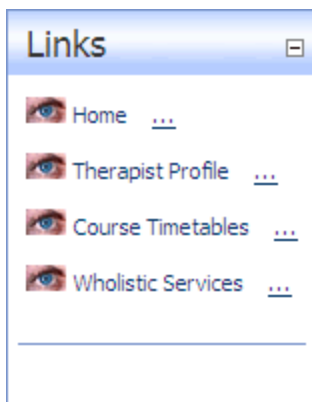


Links Displayed Horizontally

### Displaying the Description as a Link

How to set the link description to display as a link on the Links module. By default, the link description displays when a user hovers over the link. This setting instead displays a series of leader dots ... which can be clicked to display the description. Clicking on the ... link displays the link description below the link title. This setting is useful when the description is lengthy and offers some valuable information about the link.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Link Settings** tab.
3. At **Display Info Link**, select **Yes**.
4. Click the Update link.



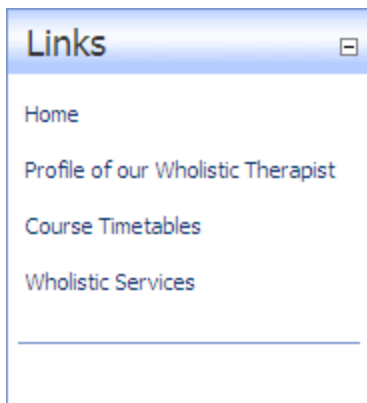
Info Link and Icons Displayed

### Setting Wrapping or No Wrapping for Links

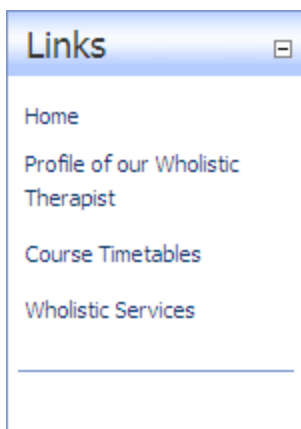
How to set links to allow or disallow wrapping on the Links module. When wrapping is selected the link title is allowed to display on more than one line. When no wrapping is set, the link title will only display on one line and may expand the width of the module to do so.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Link Settings** tab.

3. At **Wrap Links**, select **Wrap** to allow wrapping - OR - **No Wrap** to disallow wrapping.
4. Click the Update link.



Links set with No Wrapping

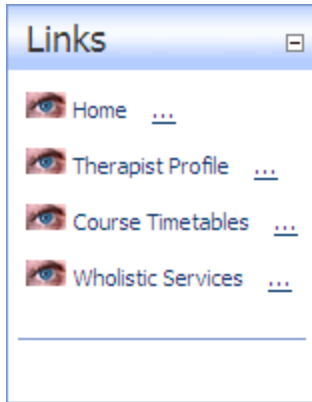


Links set with Wrapping

### Displaying an Icon beside Links

How to set the links module to display an icon beside all links on the Links module. Only one icon (image) can be selected per module and will be displayed beside all links added to that module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Link Settings** tab.
3. At **Display Icon** select or upload the required image. See "[Setting a File Link](#)" or "[Uploading and Linking to a File](#)".
4. Click the Update link.



Icon (and Info Link) Displayed

## Map

### About the Map Module

The Map module, using the Google Maps API, provides the ability to pump any custom data into the Google Map in a number of unique ways.

The Map module provides a standard solution for recording and plotting geo coordinates along with descriptive information in the DNN environment was the core need for the development of the Map module. This documentation provides all the information you will to setup and use all the provided features of the Map module within DNN. It has been structured to make it relatively easy to walk through the environment and its usage.

**Module Version:** 01.00.09

**Minimum DNN Version:** 04.00.03

- **Standard Mode** - Display all the points for the designated Module, simultaneously.
- **Playback Mode** - Display all the points for the designated Module, in the order which they appear in your source data. This data can have associated times and dates that control the functionality of the playback. The most common example of this is the provided "Regions Online" map which plots the Users Online data - one point for each world Region, in the order which that region was first added to your user base. A very effective display, and fun to watch!
- **Positional Mode** - Displays the points in your data source by Longitude, Latitude within a target radius. Whenever the user clicks the map, the points are automatically fetched from the server and plotted on the map around the selected point.
- **Directory Mode** - Displays the points in your data source within a configurable directory structure. This directory, similar to most other map based directory components also uses the Positional Mode interaction, so you data is easily displayed regionally.

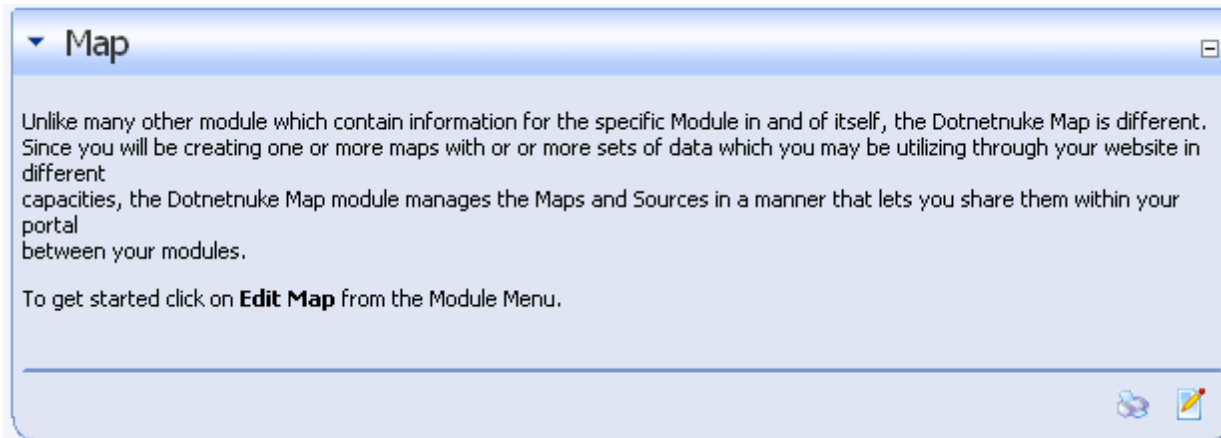
### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleMap/tabid/952/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/130/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnmap.codeplex.com/workitem/list/basic>

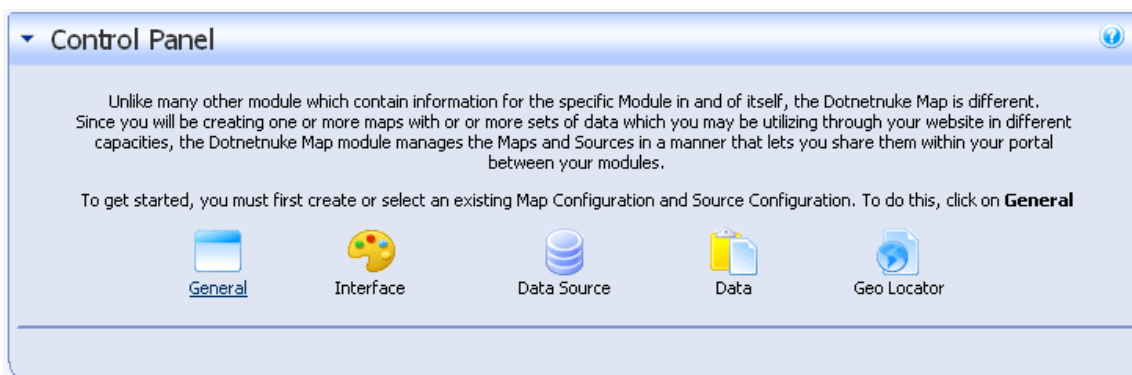
### Module Editors

#### Getting Started with the Map Module

Within a page in your DNN instance, select and add the Map module to one of your panes. Once added, the initial interface of the map will provide a brief description of how to get started:



Select **Edit Map** from the module actions menu. This displays the Map Control Panel where you configure the map. The interface for the Control Panel is broken into the following regions:



- **General** – the interface used to provide a selection of your interface, source and geo locator providers. These also act as the base point for sharing of your map data and map interfaces between map modules.
- **Interface** – the interface provider provides the interface options and administration for the look and feel of the Map
- **Data Source** – the data source provider sets the properties regarding the source of the data. The standard install included Users/Membership, Standard Data Points and Custom Queries.
- **Data** – To manipulate the data for the map, regardless of your data source, use the Data page.
- **Geo Locator** – Whenever an Address must be geo coded, to obtain a longitude and latitude, the Geo Locator configured for the map is utilized.

### To begin setup of your Map

Click the **General** button (If this is a new map, no other Icon will be enabled). Unlike many other module which contain information for the specific Module in and of itself, the DNN Map is different. Since you will be creating one or more maps with one or more sets of data which you may be utilizing through your Web site in different capacities, the DNN Map module manages the Maps and Sources in a manner that lets you share them within your portal and between your modules.

To get started, first pick a Map Configuration. This identifies the basic name and description of your Map interface, not your specific data. Let's say throughout your site you will have many maps which will have the same consistent look and feel, but with different sources of data. The Map Configuration refers to the look and feel of the map.

Map Settings

**Map Information**       Use Existing  Create New

**Name**                     

**Description**               

**Visual Provider**

Once a Name and Description are provided, you can now select from a list of Visual Layouts, called Providers. The core module is delivered with four of these layouts.

- **Standard:** Loading your points all at or near the same time.
- **Time lapse:** Loading your points in a playback sequence dictated by the Sequence Number for each point
- **Positional:** Loading only the points which will populate the display region when clicked.
- **Directory:** An advanced layout combining Positional with a familiar Address Directory look and feel.

Like the Map Interface, you will also need to setup or select the basic Source Settings. These settings provide the ability to pick from the available Data Providers and Geo coders. The default module ships with the Google Geo coder and the Standard Data Provider.

Source Settings

Use Existing  Create New

**Name**                     

**Description**               

**Data Provider**           

**Geocoder**                   

[Save](#) | [Cancel](#)

Again you will need to provide both the Name and optionally the Description of your Map Data Source.

Once complete, and you have satisfied the requirements for the General settings, click the Save link. The Save and Cancel button are always placed in the same location and are common for each interface within the module.

Once a configuration for the Map is either Created or Selected, the remaining items on the Control Panel will be enabled.

For configuration of your map for setting up the Layouts:

- See "Configuring the Directory Settings"
- See "Configuring the Positional Settings"
- See "Configuring the Time Lapse Settings"

For configuration of data sources:

- See "Setting a User/Membership Map"
- See "Setting Standard Data Points"
- See "Managing Map Data"
- See "Adding External Data Sources"
- See "Adding Custom Queries"

### Design/Architecture

The currently provided solution for the core module is broken into three distinct yet separate units:

**Data Source Provider:** One basic provider is installed with the core installation of the Map module, which stores the physical point data. This DOES NOT apply to the configuration settings, source parameters or physical runtime settings of the map, but rather the location, storage and manipulation of the map points for this source provider. Future documentation will be provider for insight and examples of creating your own source providers.

**Visual Provider:** four basic providers for the visual layout of the map are provided with the core installation. These four providers, currently bound to the Google API control the look, feel and interaction of the map. The visual provider is built to contact the source provider for its points, and therefore the points are retrieved and plotted by the visual provider. The visual provider consists of two front-end interfaces: the Admin of the provider and the UI of the provider. Future documentation will be provided to show how to create and manipulate these providers. Additionally more providers are under development for integration with other Map API's (like Yahoo and Microsoft).

**Geo Locator Provider** – one provider is supplied with the core build of the map module. This can be extended or more providers can be created for supporting additional geo coding services. Future documentation on this subject will be provided.

### Setting the Standard Interface

The Standard behavior of the Map is provided to simply load all the points provided within your database. This is the preferred method when dealing within smaller sets of points (in the order of a hundred or so). When you have more records than this, you will undoubtedly require use of the more advanced map layouts to improve performance.

### Setup of the Google API Key

This interface uses the Google API for representation, but can be duplicated to be used with most other Javascript based map solutions.

To begin you must add your Google License Key. This key is bound specifically to a domain name url, unless you operate under a local environment. In that case, the folder is required for the correct license key to work.

1. Click the [Add License Key](#) link to add your key. Click Get One to connect to Google and setup the license key:

### Google License Keys (Get One)

Action	Domain	Key
<a href="#">Add License Key</a>		
Edit License Key		
Domain	<input type="text" value="dotnetnuke.com"/>	
License Key	<input type="text" value="ABQIAAAAFTj12oJRtkpWZesoBC8rMRQv0BUlvC"/>	
<a href="#">Save License Key</a>   <a href="#">Cancel</a>		

2. Click the [Save License Key](#) link to add the key to your License Key list. If your site will be referenced via multiple base URL's, you will need to configure the additional keys here. Note: The Domain is not the specific domain, but rather a portion of the domain itself. Map will find the most appropriate key based on the incoming domain name.

Once you add a key that works for the administration interface, the Interface Map Layout will display the Map based on your current settings. If the Map does not display, no license key that is configured will currently work with that domain name.

### Setup of the Markers

Whenever points are placed on the map, they are plotted based on the Icon Index specified within the Point (the default value is zero). Each point may use its own Icon Index, but most icons are shared among many points. To configure those markers, click on Add Marker in the Markers area of the Interface settings.

Markers are easy to configure – and require 5 basic properties. The Image, Shadow Image, Dimensions of the Image, Dimensions of the Shadow, the Shadow Anchor (relative to the Image) and the Info anchor (relative to the Image).

Here's how to set up marker:

1. Select the **Image** by using the File Link control. This image will be displayed as the marker for your point.
2. Select the **Shadow Image**. This image will be displayed behind the Image set as the Marker Image, and will provide a shadowed effect to the interface.
3. Set the **Width and Height** of the marker – it is not required that the Image match the Width and Height of the marker, but rather the Marker controls its width and height specifically from here. These values are in Pixels.
4. Set the **Shadow Width and Height** – the shadow is usually wider than the actual image to get the correct look and feel. These values are in Pixels.
5. Set the **Anchor X Y**. The shadow image will be anchored to be overlapped by the marker Image at that location. These values are in Pixels.
6. Set the **Info X Y**. The pop-up balloon that is referred to as the Info Window will be plotted on your page, based on the relative position of the Image and this setting. These values are in Pixels.



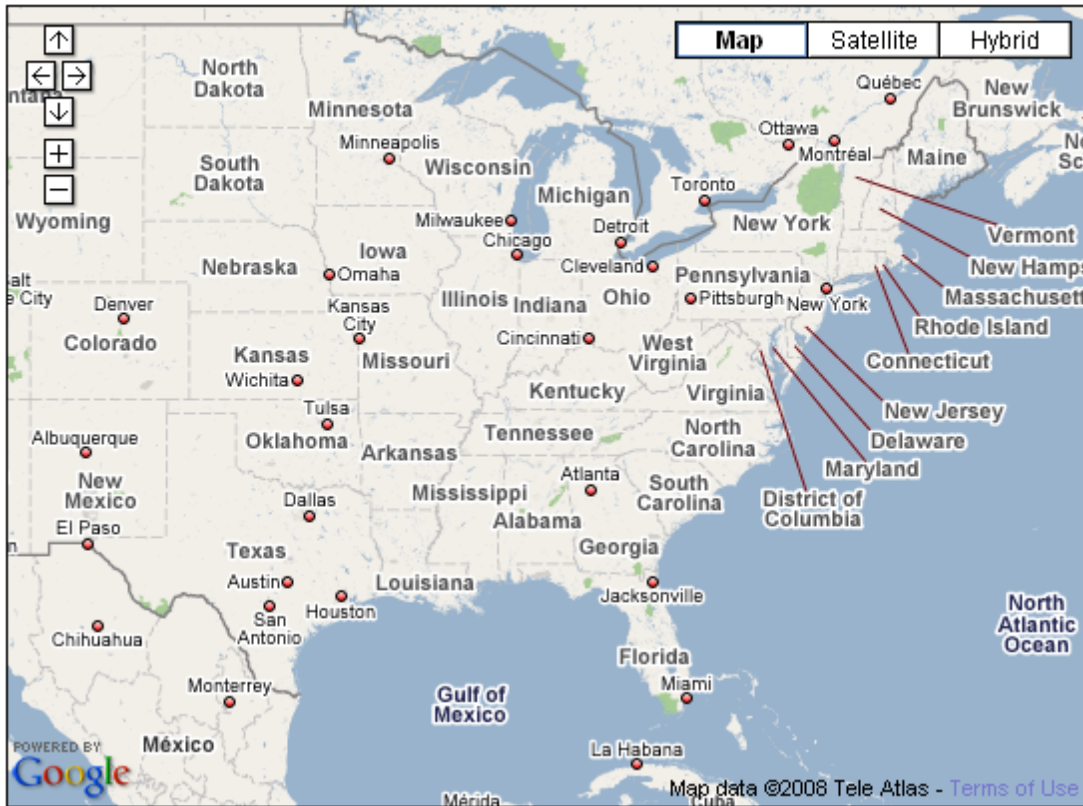
Markers											
Index	Task	Icon	Size		Shadow	Size		Anchor		Info	
			Width	Height		Width	Height	X	Y	X	Y
<a href="#">Add Marker</a>											
Edit Marker											
			<b>File Location:</b>								
			Root <span style="float: right;">▼</span>								
Image			<b>File Name:</b>								
			aspdotnetstorefront.gif <span style="float: right;">▼</span>								
			<b>File Location:</b>								
			Root <span style="float: right;">▼</span>								
Shadow			<b>File Name:</b>								
			aspdotnetstorefront.gif <span style="float: right;">▼</span>								
Width / Height			16	16							
Shadow Width / Height			17	17							
Anchor X Y			2	2							
Info X Y			16	2							
<a href="#">Save Marker</a>   <a href="#">Cancel</a>											

7. Click the [Save Marker](#) link to save the marker settings.

### Setup of the Map Layout

The Map Layout interface is common among the standard core layouts. To configure the Map Layout, you must specify the Latitude and Longitude of the map at a minimum, otherwise location 0,0 is the position of the map (as is shown in the default module settings).

### Map Layout



Latitude

36.66841891894 [Set](#)

Longitude

-86.220703125

Description

Dotnetnuke Module Map Sample point

Width

100%

Height

400px

Zoom Level

12 [Set](#)

Map Type

Map [Set](#)

Control Type

Visible [Set](#)

Navigation Control

Small [Set](#)

Overview Control

Visible [Set](#)

- **Map** – using the familiar Google Map interface, drag around the map until you settle on the location you prefer. This management allows you to quickly set the default map properties you desire. Once you have the location you want, move on to Latitude and Longitude. Alternatively, you can manually set these properties.
- **Latitude / Longitude** – click the Set link to assign the Latitude and Longitude to the current Map view position. Or manually set the Latitude and Longitude to your desired location. If a Description is provided, a point will be plotted at this location.
- **Description** – when provided, a point will be placed on the map with the content of your description in its information window. If Description is not provided, no point is placed at the provided coordinate.
- **Width** – the width of the map, either can be a percentage (as in 100%) or a pixel width (as in 300 or 300px).
- **Height** - the height of the map, can be either a percentage (as in 100%) or a pixel width (as in 300 or 300px).
- **Zoom Level** – the default zoom level to use within the map interface display. Click the Set link to pull the zoom level from the Map Layout.
- **Map Type** – allows you to display the map as either a standard Map, a Satellite Map or a Hybrid Map. Click the Set link to pull the Map Type from the Map Layout.
- **Control Type** – optionally display the Map Type Selector by choosing “Visible” for the Control Type.
- **Navigation Control** – you can display the left hand navigation control in one of three ways – either “Small”, meaning no extended zoom control; “Large” which provides the full zoom control; or “None”.
- **Overview Control**- the small bottom right hand corner Overview Control is provided if “Visible” is selected.

### Setup of the Standard Layout Settings

Each Interface can provide any additional settings that it requires. For the Standard Layout Map, the following options are provided.

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)**- identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the Web site in question has performance issues with the general layout and production of map points.

### Configuring the Directory Settings

The Directory layout for DNN Map provides visual representation of you data points via both the Map itself, and a provided directory structure. The records are paged through a familiar page selector. Overall, the layout can be highly customized, resorting to the default layouts provided by the Map, or by providing your own.

### Setup of the Positional Layout Settings

Each Interface can provide any additional settings that it requires. For the Positional Layout Map, the following options are provided.

Positional Settings	
<b>Initial Delay (ms)</b>	<input type="text" value="0"/>
<b>Retry Delay (ms)</b>	<input type="text" value="0"/>
<b>Default Radius</b>	<input type="text" value="0"/>

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.

- **Retry Delay (ms)** - identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the website in question has performance issues with the general layout and production of map points.
- **Default Radius** – identifies the Mile Radius to use when plotting points that should be displayed relative to the currently selected position.
- **Results Per Page** - the number of records to display per page in the Directory.
- **Search Template** – the default template to use for the text contained within the Search area. The Template allows you to place the default textbox and button within the template via the values: [TEXTBOX] and [BUTTON]. Clicking the Load Default link will automatically place the default value into the text area for you to use or modify. For example:

```
<table align='center' width='100%' border='0' cellpadding='1' cellspacing='1'>
<tr>
<td>Enter an address in the space provided to find locations near you.</td>
</tr>
<tr>
<td>[TEXTBOX][BUTTON]</td>
</tr>
</table>
```

- **No Result Template** - When no results are returned from the Directory, you can provide a specific value. Place that text in this template value. Click the [Load Default](#) link to use the standard value. For example:

The selected location contains no results, please select a different location on the map.

- **Textbox Element ID** - You can provide your own custom search text box by providing the element id as it appears in your html here.
- **Button Element ID** – You can provide your own custom search button by providing the element id as it appears in your html here.
- **Target Element ID** – You can provide your own custom location for the directory results to be displayed, rather than displaying it within the current module. For example, a div who's id is "divMyDirectory". Place the element id as it appears in your html here.
- **Main CSS Name**- override the look and feel of the module by setting your own CSS classes to be used for the layout and structure of the directory. This setting refers to the containing element.
- **Main CSS Item Name** – the class name to use from your CSS for the directory items
- **Main CSS Alternate Name** – the class name to use from the CSS for the alternating directory items
- **Main CSS Hover Name** – the class name to use from the CSS for the mouse over of each directory item.
- **Paging Element ID** – the pager can be placed outside the confines of the Map module, to do this, place the element id as it appears within your html here.
- **Paging CSS Name** – the class name to use from the CSS for the body of the pager.
- **Paging CSS Link Name** – the class name to use from the CSS for the page link in the pager.

- **Paging CSS Hover Name** – the class name to use from the CSS for the page links that are currently handling a mouse over.
- **Item Template** - the default template to use for the directory items. Clicking the Load Default link will automatically place the default value into the text area for you to use or modify. This value can use the following set of replacement parameters:
  - [CLASS] is used for the name of the item class or alternating item class.
  - [ONCLICK] is used to handle the default click of the item in the directory.
  - [ONMOUSEOVER] and [ONMOUSEOUT] are used to change the class name of the item element based on your CSS settings.
  - [ICON] is used to obtain the URL of the image for the specific directory item.
  - [DESCRIPTION] is used to obtain the description of the point.
  - [ADDRESS] is used to obtain the address value of the point.
  - [LONGITUDE] is used to retrieve the longitude of the point.
  - [LATITUDE] is used to retrieve the latitude of the point.
  - [DISTANCE] is used to obtain the distance from the clicked map position to the physical point.

For example:

```
<DIV width=100% class=[CLASS] [ONCLICK] [ONMOUSEOVER] [ONMOUSEOUT]>

[DESCRIPTION]<br>
[DISTANCE]
</DIV>
```

- **onClick Plot** – when checked, the point will be plotted on the map when the directory item is clicked.
- **onClickPan** – when checked, the map will pan to the point at the current zoom level when the item is clicked.
- **onClickZoom** – when set, the map will zoom to the provided zoom level when the directory item is clicked.
- **onClickClear** – when set, the points on the map will be cleared (should be used with Plot) whenever a directory item is clicked.

### Configuring the Positional Settings

The Positional layout of the Map identifies that the points will be loaded automatically whenever the users clicks on a new position within the map, based on the provided radius. In the settings below, provide the standard Map properties, and finally set the Radius you would prefer.

**Important:** See "[Setting the Standard Interface](#)" before you begin for to learn how to set Google API Key, Markets and Map Layout before beginning with Positional Settings.

### Setup of the Positional Layout Settings

Each Interface can provide any additional settings that it requires. For the Positional Layout Map, the following options are provided.

### Positional Settings

<b>Initial Delay (ms)</b>	<input type="text" value="0"/>
<b>Retry Delay (ms)</b>	<input type="text" value="0"/>
<b>Default Radius</b>	<input type="text" value="0"/>

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)** - identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the website in question has performance issues with the general layout and production of map points.
- **Default Radius** – identifies the Mile Radius to use when plotting points that should be displayed relative to the currently selected position.

### Configuring the Time Lapse Settings

The Time lapse layout of the Map identifies that the points will be loaded sequentially, based on the Sequence identified within the points. Below the map, a friendly playback and timeline structure is provided for easy replay. You can choose to automatically playback the points when the page is loaded, or upon user request.

**Important:** See "[Setting the Standard Interface](#)" before you begin, for to learn how to set Google API Key, Markets and Map Layout before beginning with Time Lapse Settings.

### Setup of the Time Lapse Layout Settings

Each Interface can provide any additional settings that it requires. For the Timelapse Layout Map, the following options are provided.

### Timelapse Settings

<b>Initial Delay (ms)</b>	<input type="text" value="0"/>
<b>Retry Delay (ms)</b>	<input type="text" value="0"/>
<b>Timelapse Delay (ms)</b>	<input type="text" value="0"/>

Automatically Begin Playback  
 Display Timer Info in Status Bar  
 Use Timer Difference during Playback

- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)**- identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. This is only required if the web site in question has performance issues with the general layout and production of map points.
- **Time lapse Delay (ms)** – identifies that the this amount of time will transpire between points plotted in the time lapse.
- **Automatically Begin Playback** – identifies that the playback will begin without requiring the user to press “Play”.
- **Display Timer Info in Status Bar** – identifies that the Status of the playback will display the content from the Timer Info value.
- **Use Timer Difference during Playback** – when checked the playback will take the Time lapse delay and multiple that by the ratio of time between the physical Point Info Dates.

### Configuring the Geo Locator Settings

The provided geo locator for the core map module utilizes the Google API for lookup and coding of the requested Address. This is used for any of the standard Interfaces or Sources, and provides the ability to get the longitude and latitude for each point.

First make sure that you have setup the Data Source. The configuration of the Geo Locator is bound to the configuration of the source, because without a Geo Locator you cannot look up points that are missing the longitude and latitude. First setup the source and hit Save.

**Geo Locator Settings**

To automate the process of assigning Global Positions to specific or general Addresses, a Geocoder is built into the module. There are a few setting for this Geocoder to work. First you must obtain or utilize an existing Google API Key. Then, from the checkboxes provided, identify the depth of the lookup against your data. For example, if you are Mapping all the users in the system, but would prefer a roll-up affect that places a marker in each common location - you would probably only choose Country and Region.

**Google API Key (Get One)**

- Include Country in Address**
- Include Region in Address**
- Include Postal Code in Address**
- Include City in Address**
- Include Street in Address**
- Include Unit in Address**

[Save](#) | [Cancel](#)

The Geo Locator allows you to provide the depth of the lookup based on the address information provided. With that said, however, the value physically stored in the Address column will be used when data is directly imported. This interface is used more specifically when you Add an Address from the Data page, or when you Geo Locate the Users for a User/Membership type of map.

- **Google API Key** – if you are using a Google Map based interface, just use one of the keys you have already provided there. This key is used to obtain the point location from Google.
- **Include Country / Region / Postal Code / City / Street / Unit** – when using the Add an Address interface, or when a User is looked up by address for you map, these setting identify the geographic information that is actually passed to the Geo Locator. For example, if you only want one point per region, you would only pick Country and Region.

Press the [Save](#) link to save the Geo Locator settings.

### Setting a User/Membership Map

Once you have established the Interface for you map, you can configure the Data Source. To setup a map that is to be used for a User/Membership scenario, you will be plotting points for the users in your DNN instance.

Setup the Point Description Format within the content you may use any of the following tokens:

- [ADDRESS] - the Address value of your point.
- [DESCRIPTION] - the Description value of your point.
- [SUMMARYCOUNT] - when more than one point has the same location, the Summary is incremented to show the total number of records at that location.
- [TIMERINFO] - The Sequence Info, generally used for Timelapse display.
- [TIMER] - The physical sequence value of your point
- [LATITUDE] - The latitude of the point in degrees

- [LONGITUDE] - The longitude of the point in degrees
- [ICON] - the specified URL of the Icon for the point
- [DISTANCE] - when populated, the Distance between your selected point and the record

Choose **Users Online** as the Data Source Settings.

- **Show Summary Count** – When Checked, the description is not populated. Rather, the Summary Count is provided instead. This eliminates the Names of your users from the records and instead sums the number of users occurring within each point. When Unchecked the summary consists of the users names.
- **Execute User Import** – Click this link to force the users to import who have not yet been imported.
- **Execute Geo Coding** – Click this link to force addresses to geo locate which have not yet attempt geo locating.
- **Delete All Points** – Click this link to reset and clear the points used for this map source.

### Setting Standard Data Points

Standard Data Points provides the simplest inclusion of your records into the Map. You may use the Data page to manipulate your records, perform address lookup and use the Geo Coding service directly. This setting can also be used to handle external data sources. To do this, you must only push your data source records directly into the Map\_Points table, setting the appropriate Source ID. The GUID column of this table provides an ability to link your external source with the specific points.



















- **Execute Geo Coding** – Click this link to force addresses to geo locate which have not yet attempt geo locating.
- **Delete All Points** – Click this link to reset and clear the points used for this map source.

To manage or manipulate your map points, click on the **Data** icon in the Control Panel

### Managing Map Data



Within the Map Points interface, Add, Remove and Edit your data points by picking them from the list below. Note: When no Latitude or Longitude are provided, Geo Coding is automatically performed based on your Geo Locator settings. Additionally, setting the Zoom identifies which levels on the map will display which points. Meaning - in Positional Mode - if you zoom down to a street level you can display points based on that Zoom level, which may be different when you zoom out to a regional level.

To begin Managing your data, click on the Data tab in the Control Panel.

Map Points					
<p>Within the Map Points interface, Add, Remove and Edit your data points by picking them from the list below. It is important to note that when no Latitude or Longitude are provided, GeoCoding is automatically performed based on your Geo Locator settings. Additionally, setting the Zoom identifies which levels on the map will display which points. Meaning - in Positional Mode - if I zoom down to a street level I can display points based on that Zoom level, which may be different when I zoom out to a regional level.</p>					
New   Find Address   Back ... First   1 2 3 4 5 6 7   Last ... Next					
Edit	Timer	Latitude	Longitude	Zoom	Address
  1		44.512899	-87.965584	0	2262 University Avevue Green Bay WI 54302-4537
  2		39.392359	-76.96728	0	Sykesville MD 21784
  2		42.81242	-83.790689	0	604 W Broad St Linden MI 48451-8658
  3		39.238954	-85.094537	0	222 N Meridan St Sunman IN 47041
  4		40.796899	-73.937847	0	2256 Second Ave New York NY 10029-2202
  5		35.957162	-83.936199	0	1901 Clinch Ave Knoxville TN 37916-2307
  6		42.663659	-83.280245	0	940 Joslyn Pontiac MI 48340-2923
  7		34.753962	-92.401996	0	11402 W Markham St Little Rock AR 72211-2806
  8		32.392142	-96.847656	0	610 Ferris Waxahachie TX 75165-3030



- **New / Edit** – create or edit an entry in your Map Points. Click on New to open the Editor with an empty set of attributes. Click on the Edit pencil to open the Editor with the current values.

Icon:	<input type="text" value="0"/>
Latitude:	<input type="text" value="44.512899"/>
Longitude:	<input type="text" value="-87.965584"/>
Timer:	<input type="text" value="1"/>
Timer Info:	<input type="text"/>
Address:	<input type="text" value="2262 University Avevue Green Bay WI 54302-4537"/>
Description:	<input type="text" value="&lt;b&gt;Associated Bank NA&lt;/b&gt;&lt;br&gt;2262 University Avevue&lt;br&gt;Green Bay, WI 54302-4537"/>
Zoom:	<input type="text" value="0"/> 
Zoom (Hide):	<input type="text" value="0"/> 

[Save](#) | [Delete](#) | [Cancel](#)

Icon:	<input type="text" value="0"/>
Latitude:	<input type="text" value="0"/>
Longitude:	<input type="text" value="0"/>
Timer:	<input type="text" value="0"/>
Timer Info:	<input type="text"/>
Address:	<input type="text"/>
Description:	<input type="text"/>
Zoom:	<input type="text" value="0"/> 
Zoom (Hide):	<input type="text" value="0"/> 

[Save](#) | [Delete](#) | [Cancel](#)

- **Icon** – the index of the icon to use from your map Markers.
- **Latitude** – the latitude coordinate of the point. Set this value to an empty value to force geo coding on the next service pass.
- **Longitude** – the longitude coordinate of the point. Set this value to an empty value to force geo coding on the next service pass.
- **Timer** – the Sequence Number of the item. This is often used for identifying the sequence of points when in a Time Lapse interface.
- **Timer Info** – the Sequence Information to display when requested. This is often used for the points in a Time Lapse interface.
- **Address** – The address to be used for geo coding. If you are supplying a Longitude and Latitude with your content, you can place whatever content you desire in the address.
- **Description** – the visual representation of the information for that point, not necessarily an address itself. This is an unlimited length value and can contain HTML syntax.
- **Zoom** – the Zoom level at which to start showing the point. Set this value to zero (0) to always show the point.
- **Zoom Hide** – the Zoom level at which hides the point. Set this value to zero (0) to never hide the point.
- **Find Address** – look for the Latitude and Longitude for an address by clicking on the Find Address link. This window will use the settings for the Geo Locator for the geo coding. If you specify that only Country and Region are used, for instance, then in the following Screenshot – only Washington will be sent to the Geo Locator (because country is not specified). When the Find Address lookup is initiated, the response will announce that the Address was not found, or the Edit window will pop open with the identified Latitude and Longitude.

Address:	8000 Pennsylvania Ave
Country:	
City:	Washington
State:	DC
Zip:	
<a href="#">Find Address</a>	

Managing Map Data

### Adding External Data Sources

Many users of the Map module will find the need to push data from existing sources into the Map Points table for displaying useful information. This is very easy to do with the Map module, and provides not only the ability to display your data, but Geo Code the points and provide an easy way to link back to your source data. To accomplish this technique you must first understand the Map data structures.

First, when you create a Map Data Source, the configuration is stored in the Map\_Sources table. The SourceID of the Map is used to associate Map Points, contained in the Map\_Points table, to the Map Source. First check the Map\_Sources table to determine the SourceID of your Map Data. You can easily distinguish your source from either by the Name and Description columns in combination with your Portal ID.

For Example, assume you are in Portal 0 and the Data Source you created is called "Corporate Locations":

--OBTAIN THE MAP SOURCE ID FOR THIS MAP DATA

Select

```
SourceID
from
  Map_Sources
where
  PortalID = 0 and
  Name = 'Corporate Locations'
```

Assume for this example that the SourceID returned was 2

Next, take a look at the structure of the Map\_Points table. Your external source will need to be inserted into this table for use. Here are the column requirements for the Map\_Points table:

- **PointID:** The Primary Key and identity of the Points, this column is automatically generated and cannot be manually assigned.
- **SourceID:** The foreign key pointer to your Map\_Sources table. This will need to be populated with the SourceID for your data.
- **GUID:** dynamic column, set with an nvarchar(200) definition. This column is used to identify the unique id value of the external source. Place the primary key of your external source into this column so that future queries you create can bind directly to this table.
- **Address:** The address of the point. This should be structured without use of line breaks as it is transmitted as written to the Geo Locator for identifying the Latitude and Longitude of the address. However, if you are providing your own Latitude and Longitude, this may be whatever format you desire.
- **IconIndex:** The Markers created in your Map Interface are bound to the points on the map via this value. Choose the Index of the Marker that should be used to place the point on the map.
- **Longitude:** The physical longitude coordinate of the point. Leave this null if you need the Geo Locator to identify the location of this address.
- **Latitude:** The physical latitude coordinate of the point. Leave this null if you need the Geo Locator to identify the location of this address.
- **Description:** The descriptive value of the point. This column may contain an unlimited amount of text, and is useful for providing any information you may want on the map point balloon.
- **SequenceNumber:** If you are using a Time Lapse layout, the points are plotted in order by this column. Use this to identify the sequence of plotting of points. Remember that if you are using a Time Lapse and plotting points based on the difference in Sequence Numbers, a large gap in the sequence identifies a larger wait between plotting of points.
- **SequenceInfo:** A brief descriptive field, useful for displaying the information about the current Sequence in the plotting of points. Typically only used with Time Lapse interfaces.
- **ZoomShow:** The zoom level at which to start displaying the point (set to zero for always shown)
- **ZoomHide:** The zoom level at which to stop displaying the point (set to zero for always shown)
- **SummaryCount:** When a point on your map is used for representing more than one record. For example – two users at the same geographical location; two users in Canada. This number identifies the number of records contained within the single point.

- **ActionPlot / ActionClick / ActionOpen:** Currently ignored, leave as empty string or null. This will be expanded in future map version to provide differing functionality based on the click, plot or balloon opening of a map point.
- **FailedGeo:** Identifies to the Geo Locator that it was unable to gain the coordinates of the map point due to a failure of the address itself. When 1, no further lookups will be attempted on the address record. You can manually force the geo locator to attempt the address again by clearing the coordinates in the Data interface, or by nullifying this flag in the database.
- **isUser:** When the Users Online is in use, the isser flag identifies that the record pinpoints a specific User record, and assumes that the GUID refers to a UserID from the Users table. Leave this column null for your purposes.

Now that the table structure has been identified, continue with the following example. Assume the data provided in the screenshot is from our source:

Select

\*

from

ExternalDB..CorporateLocations

	RecordID	Location	Street	City	State	PostalCode	ID1	ID3
1	1	Associated Bank NA	2262 University Avevue	Green Bay	WI	54302-4537	On Premise	833
2	2	Alpine Market Place	604 W Broad St	Linden	MI	48451-8658	Off Premise	238
3	3	Fcn Bank	222 N Meridan St	Sunman	IN	47041	Off Premise	1137
4	4	New York National Bank	2256 Second Ave	New York	NY	10029-2202	On Premise	1035
5	5	Covenant Health CU	1901 Clinch Ave	Knoxville	TN	37916-2307	Off Premise	1843
6	6	Cocos Coney Island	940 Joslyn	Pontiac	MI	48340-2923	Off Premise	1714
7	7	U.S. Bank Little Rock	11402 W Markham St	Little Rock	AR	72211-2806	On Premise	8191

The source we are using has appropriate address information, but doesn't contain any Latitude or Longitude. We can inject this data into Map\_Points for SourceID 2 and then force the Geo Locator to lookup the addresses. Insert the records into Map\_Points with a simple query:

```
INSERT INTO Map_Points
```

```
(SourceID,
```

```
GUID,
```

```
IconIndex,SequenceNumber,SequenceInfo,ZoomShow,ZoomHide,SummaryCount,
```

```
ActionPlot,ActionClick,ActionOpen,
```

```
Address,
```

```
Description)
```

```
Select
```

```
2,
```

```
CAST(RecordID as nvarchar(200)),
```

```
0,RecordID,"0,0,1,
```

```
","",
```

--ADDRESS LINE

```
isnull(Street,") + ' ' + isnull(City,") + ' ' + isnull(State,") + ' ' + isnull(PostalCode,"),
```

--DESCRIPTION WITH HTML FORMATTING (BOLD LOCATION NAME AND LINE BREAKS FOR ADDRESS)

```
isnull('<b>' + Location + '</b><br>'," ) +
```



















```
isnull(Street + '<br>'," ) +
```

```
isnull(City + ','," ) + isnull(State + ','," ) + isnull(PostalCode," )
```

From ExternalDB..CorporateLocations

The result of this query has now pumped out data into the Map Points database. Finally, go back into the Map Control Panel. Click Data Source and then "Execute Geo Coding" to Geo Locate your addresses. Remember that depending on your Geo Locator, not all addresses will be Geo Located immediately. You may need to execute the Geo Coding link a number of times to completely Geo Code all your data. Refer to the FailedGeo column to identify addresses that do not work.

Finally, you can click on Data to review the results.

New   Find Address   Back ... First   1 2 3 4 5 6 7   Last ... Next					
Edit	Timer	Latitude	Longitude	Zoom	Address
 	1	44.512899	-87.965584	0	2262 University Avevue Green Bay WI 54302-4537
 	2	39.392359	-76.96728	0	Sykesville MD 21784
 	2	42.81242	-83.790689	0	604 W Broad St Linden MI 48451-8658
 	3	39.238954	-85.094537	0	222 N Meridan St Sunman IN 47041
 	4	40.796899	-73.937847	0	2256 Second Ave New York NY 10029-2202
 	5	35.957162	-83.936199	0	1901 Clinch Ave Knoxville TN 37916-2307
 	6	42.663659	-83.280245	0	940 Joslyn Pontiac MI 48340-2923
 	7	34.753962	-92.401996	0	11402 W Markham St Little Rock AR 72211-2806
 	8	32.392142	-96.847656	0	610 Ferris Waxahachie TX 75165-3030

Adding External Data Sources

### Adding Custom Queries

Custom Query sources provides the ability to select data for your points from external sources. The base requirement for this is the simple fact that your external source will provide its own Longitude and Latitude. Please refer to the Map\_Points table which defines the required columns. Your external source query MUST result in the required data structure. Additionally, with Custom Query you may add any number of Query Variables to be consumed within the Query. This provides the ability to create a robust and interactive search mechanism or direct lookup and plotting of your records based on incoming parameters from your user.

To use an existing source for your data that will not be managed by the Map Points table, or to provide some extended functionality of the incoming forms and parameters for your pages (like custom filtering), you can create a Custom Query data source.

First – in the Data Sources page, select Custom Query. This can only be specified when the user is a Super User, otherwise, you cannot manipulate or gain access to the SQL interface.

Next, specify the Query. The only requirement of the query is that it return a table structure that contains all of the existing columns expected from the Map\_Points table. You may include other columns, but the default columns are required specifically. Any incoming variables you will need can be setup with the Query Editor region. It will use a standard String Replacement technique for using your variables, so make sure that the Target of the variable and the value of your source are setup properly.

If your data source is external, you may use any ODBC or OleDb connection string to connect to that external source.

## Query

Custom Query sources provides the ability to select data for your points from external sources. The base requirement for this is the simple fact that your external source will provide its own Longitude and Latitude. Please refer to the Map\_Points table which defines the require columns. Your external source query MUST result in the required data structure. Additionally, with Custom Query you may add any number of Query Variables to be consumed within the Query. This provides the ability to create a robust and interactive search mechanism or direct lookup and plotting of your records based on incoming parameters from your user.

```
select * from
  map_points
where
  sourceid = 2 and
  latitude between (@Latitude-2.0) and (@Latitude+2.0) and
  longitude between (@Longitude-2.0) and (@Longitude+2.0)
```

## Connection String

## Query Variables

Action	Type	Source	Target	Secure
 	Longitude		@Longitude	<input checked="" type="checkbox"/>
 	Latitude		@Latitude	<input checked="" type="checkbox"/>

[Add Query Variable](#)

As provided in the above screen, a simple example of the use of the Custom Query functionality is presented. Two Query Variables were created that persist the Latitude and Longitude of the current Map view to display points relative to that area.

- **Type:** The following types of variables can be utilized:
  - **Session:** Values contained in the session. The Source consists of the key value of the session variable (Case Sensitive).
  - **QueryString:** Values contained in the incoming request URL. The Source consists of the key value from the query string parameter (Case Sensitive).
  - **Form:** Values contained in the incoming form request. The Source consists of the NAME value of the form element from the request. Be sure that NAME is the source of your element and not the ID value.
  - **TabID / ModuleID / PortalID / UserID** - parameters provided directly by DNN. Source is ignored for these attributes.
  - **Latitude / Longitude** - the coordinates on the interface that are currently the center of the map.

- **Target:** The value that will be replaced within your query with the value bound to your Type/Source. The default use of this is via SQL-like syntax. For example: @Latitude.
- **Left / Right:** If you variable source contains a value - the output of that value will be placed between the Left and Right values. E.g. Single quotes for non numeric values. When the value is empty, the left and right are not consumed.
- **Empty Value:** When your source contains NO value, the output is provided via the Empty Value.
- **Security:** This enforces the check for SQL Injection. It is recommended that this is always used. The end behavior of this is that all variables replace single quotes with escaped single quotes.

## **Marketplace**

### **About the Marketplace Module**

The Marketplace module enables users to search for DNN modules, extension and skins.

**Module Version:** 01.00.00

▼  Marketplace

Search for  In category

**Snowcovered Most Popular for DotNetNuke 5**

Data Springs Collection 3.0 (23 Modules)



Data Springs Collection 3.0 (23 Modules)  
by Data Springs, Inc.

Capture your users attention, enrich your site with multimedia flash, and create and opt in distribution list for your DNN site. These are just a few of the many features the Data Springs Module Collection can provide you.....[read more](#)

Posted: Sunday, September 27, 2009

Flex2 By DrNuke + EasyMod Module



Flex2 By DrNuke + EasyMod Module  
by DrNuke

The amazing ANY COLOUR Flex2 skin + our unique EasyMod module allowing you to customise just about everything in this skin. DrNuke just re-wrote the rule book again.....[read more](#)

Posted: Wednesday, May 13, 2009

Open-DocumentLibrary 4.1



Open-DocumentLibrary 4.1  
by Xepient Solutions

Powerful, Ajax Enabled, Easy to Use. Document Management and Multimedia gallery functionality in one. Open-DocumentLibrary allows DotNetNuke users to organize share and manage documents, offering granular control over Folder and Document access.....[read more](#)

Posted: Wednesday, April 01, 2009

The Marketplace Module

**Working with the Marketplace Module**

How to search for products within the DNN Marketplace using the Marketplace module.



1. At **Search For**, select from these options:
  - **New Products**: View the latest products
  - **Popular Products**: View the most popular products.
  - **Reviews**: View recent product reviews.
2. At **In Category**, select either a DNN Version to view all results in that category, or select a sub-category of the required DNN version to filter results further.
3. Click the **Go** button. This displays a summary list for all matching products.

Marketplace

Search for Popular Products In category DotNetNuke 5 Go

Snowcovered Most Popular for DotNetNuke 5

Data Springs Collection 3.0 (23 Modules)



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Capture your users attention, enrich your site with multimedia flash, and create and opt in distribution list for your DNN site. These are just a few of the many features the Data Springs Module Collection can provide you....[read more](#)

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Flex2 By DrNuke + EasyMod Module



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The amazing ANY COLOUR Flex2 skin + our unique EasyMod module allowing you to customise just about everything in this skin. DrNuke just re-wrote the rule book again....[read more](#)

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by Xepient Solutions

Powerful, Ajax Enabled, Easy to Use. Document Management and Multimedia gallery functionality in one. Open-DocumentLibrary allows DotNetNuke users to organize share and manage documents, offering granular control over Folder and Document access....[read more](#)

Posted: Wednesday, April 01, 2009

4. Select from the following options to find out more on a product:
- Click the Product Name - OR - the read more link for more product details
  - Click the Vendor Name to view all product by this vendor.

## Media

### About the Media Module

The Media module (formerly known as the Image module) displays a single media file which can be an image, a movie or a sound file located on the portal or on an external web site. A large number of media types are supported including Flash, Windows media, Media AVI, MPEG, MP3, ASF, ASX, WMA, WMV, WAV, QuickTime and Real Video. Optional settings include linking an image to another resource such as another page, file, or Web site.

**Module Version:** 04.01.00

**Minimum DNN Version:** 04.06.02

**Features:** IPortable, ISearchable



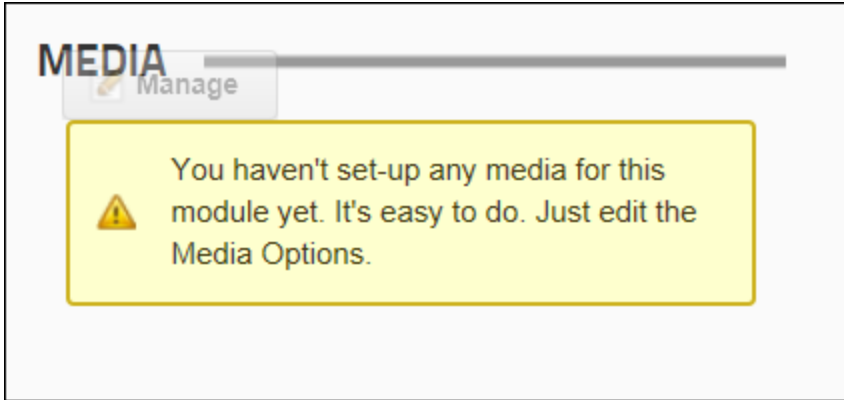
The Media Module

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleMedia/tabid/846/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/42/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnmedia.codeplex.com/workitem/list/basic>

### Configuring The Media Module

When you first add the Media module to a page it displays the message "You haven't set-up any media for this module yet. It's easy to do. Just edit the Media Options."



This message will be removed once you select **Edit Media Options** from the module actions menu and set the media for this module.

### Module Editors

#### Displaying an Image with an optional Link

How to display an image in the Media module. The image can optionally be set to function as a button by adding a link.

1. Select **Edit Media Options** from the module actions menu - OR - Click the **Edit Media Options** button.
2. Expand the **Specify Your Media** section.
  - a. At **Media Type**, select **Standard File System**.
  - b. At **File Location/Link Type** select either a URL or File link to the image. See "[Setting a URL Link](#)", "[Setting a File Link](#)", or "[Uploading and Linking to a File](#)".

### Specify Your Media ^

Media Type:  **Standard File System**  Embed Code  Website URL

File Location:  **Link Type:**  
 URL ( A Link To An External Resource )  
 File ( A File On Your Site )

File Location:

File Name:

[Upload New File](#)

The following file types are currently supported by the website configuration:  
[\[click to view/hide\]](#)

Large files might throw an error due to file size limitations on your website. If this happens, either upload the file using FTP, or consult your website administrator.

3. Expand the **Basic Settings** section.

- a. **Required.** In the **Alternate Text** text box, enter the text to be displayed when a user places their mouse over the image.
- b. **Optional.** In the **Width** text box, enter a width in pixels to override the actual image size.
- c. **Optional.** In the **Height** text box, enter a height in pixels to override the actual image size.
- d. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below this image.
- e. **Optional.** At **Media Alignment**, select either **None**, **Left**, **Center** or **Right** to set the alignment of the image. If no option is selected the default setting **Use Module Settings Value** is used.

### Basic Settings

**Alternate Text:**

**Width:**

Required for all videos and some embedded media content to render properly.

**Height:**

Required for all videos and some embedded media content to render properly.

**Description of the Media:**  Basic Text Box  Rich Text Editor

Editor:

Link to Portal Page... Paragraph Style Apply CSS Cl...

Click here to visit the Eco-Zany Toy Store...


Design HTML Preview Words: 8 Characters: 41

**Media Alignment:**

4. **Optional.** Complete the following steps to add a link to this image, or Skip to Step 5 for no link.
- a. Expand the **Only Images Use the Following Settings** section.
  - b. At **Link / Link Type**, select **URL**, **Page** or **File** as the link type and then set the link. See "[About the Link Control](#)".
  - a. **Optional.** At **Track Number Of Times This Link Is Clicked?**, check  the check box to display the number of times this link is clicked on this screen once the record has been updated.
  - b. **Optional.** At **Open Link In New Browser Window?**, check  the check box to display the media in a new Web browser - OR - Uncheck  the check box to display in the existing Web browser.

### Only Images Use the Following Settings ^

---


**Link Your Image To:**  **Link Type:**

URL ( A Link To An External Resource )

Page ( A Page On Your Site )

File ( A File On Your Site )

Select A Web Page From Your Site:



Track Number Of Times This Link Is Clicked?

Open Link In New Browser Window?

5. Click the [Update](#) link.

## MEDIA

# Welcome to EcoZany!

Welcome to EcoZany - Eco-friendly toys for kids!





Eco-friendly toys for kids!

[Click here to visit the Eco-Zany Toy Store...](#)

An image displayed using the Media module

### Displaying Video and Flash

How to display video or Flash using the Media module. The video displays controls that enables users to play, pause, rewind, volume and other controls is automatically displayed for the movie. Video file types include Flash files (swf), wmv, avi, etc. If the video or Flash is located on your portal, you may need the Host to enable you to upload some file types.

1. Select  **Edit Media Options** from the module actions menu - OR - Click the **Edit Media Options**  button.
2. Expand the **Specify Your Media** section.
  - a. At **Media Type**, select **Standard File System**.
  - b. At **File Location/Link Type** select either a URL or File link to the movie. See "[Setting a URL Link](#)", "[Setting a File Link](#)", or "[Uploading and Linking to a File](#)".

## Specify Your Media ^

Media Type:  **Standard File System**  **Embed Code**  **Website URL**

File Location:  **Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

File Location:

File Name:

[Upload New File](#)

3. Expand the **Basic Settings** section.
  - a. **Required.** In the **Alternate Text** text box, enter the text to be displayed when a user places their mouse over the image.
  - b. **Required.** In the **Width** text box, enter a width in pixels to override the actual image size.
  - c. **Required.** In the **Height** text box, enter a height in pixels to override the actual image size.
  - d. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below this movie.
  - e. **Optional.** At **Media Alignment**, select either **None**, **Left**, **Center** or **Right** to set the alignment of the image. If no option is selected the default setting **Use Module Settings Value** is used.



## Basic Settings

Alternate Text:

Width:

Required for all videos and some embedded media content to render properly.

Height:

Required for all videos and some embedded media content to render properly.

Description of the Media:

Editor:



Basic Text Box



Rich Text Editor


The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), list creation, link management, and alignment. Below the toolbar is a text area containing the text '\*The EcoZany Toy Store\*'. At the bottom of the editor, there are tabs for 'Design', 'HTML', and 'Preview', and a status bar showing 'Words: 4 Characters: 23'.

Media Alignment:

4. In the **Only Videos and Flash Use the Following Settings** section, set the following:

- At **Auto-Start Videos**, check  the check box to automatically start the video when the page loads - OR - Uncheck  the check box to require the user to manually start the video.
- At **Loop Videos**, check  the check box to automatically loop the video when it ends - OR - Uncheck  the check box to only play the video once. User can choose to replay videos which are not looped using the controls.

## Only Videos Use the Following Settings

 **WARNING!** Videos are played by their respective client-side players, installed by your website visitors on their own computers. Each video player and video player version will treat and ignore these settings differently.  
Flash videos must be auto-started and looped within the Flash object itself.

Auto-Start Videos:

Loop Videos:

5. Click the Update link.

## MEDIA



**Video of our all time  
favorite EcoZany Toy!**



A movie displayed in the Media module

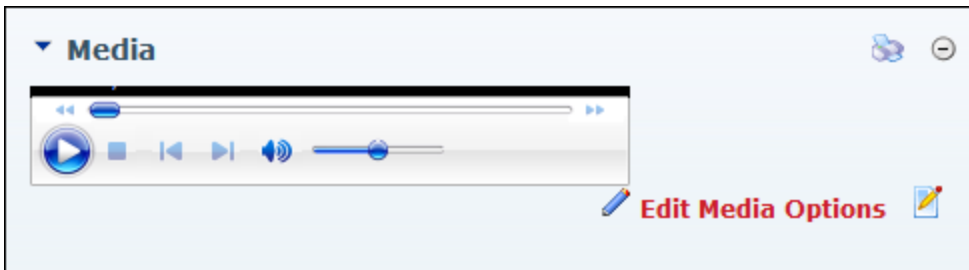
**Related Topics:**

- [See "Managing Allowable File Extensions"](#)

## Displaying a Sound File

How to display a sound file using the Media module. The Media module displays controls with play, pause, rewind, volume and other buttons enabling users to manage the sound. Sound file types include mp3, mwa, etc. Note: If the video or Flash is located on your portal, you may need the Host to enable you to upload some file types.

1. Select  **Edit Media Options** from the module actions menu - OR - Click the **Edit Media Options**  button.
2. Expand the **Specify Your Media** section.
  - a. At **Media Type**, select **Standard File System**.
  - b. At **File Location/Link Type** select either a URL or File link to the sound file. See "[Setting a URL Link](#)", "[Setting a File Link](#)", or "[Uploading and Linking to a File](#)".
3. Expand the **Basic Settings** section.
  - a. **Required**. In the **Alternate Text** text box, enter text describing the sound. This text is not displayed but is a required field.
  - b. **Optional**. In the **Width** text box, enter a pixel width to set the length of the control panel.
  - c. **Optional**. In the **Height** text box, enter a height to set the height of the module body.
  - d. **Optional**. In the **Description of the Media** Editor, enter and format text to be displayed below this image.
  - e. **Optional**. At **Media Alignment**, select either **None**, **Left**, **Center** or **Right** to set the alignment of the image. If no option is selected the default setting **Use Module Settings Value** is used.
4. Click the Update link.





Displaying a Sound File

## Displaying Embedded Code

How to embed media from existing sites and social media outlets such as YouTube, Vimeo, or Twitter in the Media module. Note: The process by which you obtain embedded code with depend on the site, however it is typically as easy as copying and pasting the embed code from the site.

**Bug:** Once embedded code has been set on a module, you may be unable to edit it if the module action menu is hidden behind the video. A workaround solution is to switch your Control Panel to Layout mode, delete the module and then add and set-up a new Media module.

1. Select  **Edit Media Options** from the module actions menu - OR - Click the **Edit Media Options**  button.
2. Expand the **Specify Your Media** section.
  - a. At **Media Type**, select **Embed Code**.
  - b. In the **Embed Code** text box, enter or paste the code to be embedded.

**Specify Your Media** ^

Media Type:  **Embed Code**  Standard File System  Website URL

Embed Code: 

```
<iframe width="425" height="349"
src="http://www.youtube.com/embed/_MnPZPhD4kU"
frameborder="0" allowfullscreen></iframe>
```



Copy embed codes from sites like YouTube, Flickr, and Vimeo. Then, paste it in the textbox above.

3. Expand the **Basic Settings** section.
  - a. **Required.** In the **Alternate Text** text box, enter text describing the video, image, etc. This text is not displayed but is a required field.
  - b. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below this image.
  - c. **Optional.** At **Media Alignment**, select either **None**, **Left**, **Center** or **Right** to set the alignment of the image. If no option is selected the default setting **Use Module Settings Value** is used.
4. In the **Only Videos and Flash Use the Following Settings** section, review the message and then set the following:
  - a. **Optional.** At **Auto-Start Videos**, check  the check box to automatically start the video when the page loads - OR - Uncheck  the check box to require the user to manually start the video.
  - b. **Optional.** At **Loop Videos**, check  the check box to automatically loop the video when it ends - OR - Uncheck  the check box to only play the video once. User can choose to replay videos which are not looped using the controls.
5. Click the Update link.

### Displaying Media using OEmbed Link

How to display media using an OEmbedded link from existing sites and social media outlets such as YouTube using the Media module. This method is widely supported and simply requires you to copy the page URL.

**Bug:** Once the media has been set on a module, you may be unable to edit it if the module action menu is hidden behind the video. A workaround solution is to switch your Control Panel to Layout mode, delete the module, and then add and set-up a new Media module.

1. Select  **Edit Media Options** from the module actions menu - OR - Click the **Edit Media Options**  button.
2. Expand the **Specify Your Media** section.
  - a. At **Media Type**, select **Website URL**.
  - b. In the **Embedable URL** text box, enter or paste the URL.
  - c. Click the >>Validate URL link. This displays a message informing you if the URL you enter is supported or not. If the URL is not supported, you may instead be able to access and embed the code. See "**Displaying Embedded Code**"

### Specify Your Media ^

Media Type:  **Website URL**  
  Standard File System  
  Embed Code

A technology called OEmbed allows you to copy the URL of certain web pages, and paste it here. This allows the module to automatically pull out the media from the page without you needing to know how to find the embed code.

Embedable URL:  >> Validate URL



✔ The URL entered is supported.

✔ The following sites are supported with OEmbed: Clearspring Widgets, Flickr, Hulu, MyOpera, oohEmbed, Poll Everywhere, Qik, Revision3, Viddler, Vimeo, YouTube, and over 30 other popular sites.

3. Expand the **Basic Settings** section.
  - a. **Required.** In the **Alternate Text** text box, enter text describing the video, image, etc. This text is not displayed but is a required field.
  - b. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below this image.
  - c. **Optional.** At **Media Alignment**, select either **None**, **Left**, **Center** or **Right** to set the alignment of the image. If no option is selected the default setting **Use Module Settings Value** is used.
4. In the **Only Videos and Flash Use the Following Settings** section, review the message and then set the following:
  - a. **Optional.** At **Auto-Start Videos**, check  the check box to automatically start the video when the page loads - OR - Uncheck  the check box to require the user to manually start the video.
  - b. **Optional.** At **Loop Videos**, check  the check box to automatically loop the video when it ends - OR - Uncheck  the check box to only play the video once. User can choose to replay videos which are not looped using the controls.
5. Click the Update link.

#### Editing Media Options

How to edit the type and/or details of media set to display in the media module.

1. Select  **Edit Media Options** from the module actions menu - OR - Click the **Edit Media Options**  button.
2. Edit the required fields.
3. Click the Update link.

#### Troubleshooting: Restricted File Type Warning Message

You may receive a Restricted File Type warning message when attempting to upload a file via the Link Control to a module. This message is displayed when you attempt to upload a file with an extension that you are not enabled to upload such as a movie or a sound file. E.g: .avi, .wma.

Contact your Host to request the file types you wish to upload are permitted.

**File Location:**  
Media/

**File Name:**  
Sample Music\Symphony\_No\_3.wma

[Upload Selected File](#)  
[Select An Existing File](#)

**The File**  
C:\DotNetNuke\Releases\DotNetNuke\_Install\Portals\0  
\Media\Symphony\_No\_3.wma Is A Restricted File Type. Valid File  
Types Include ( \*.swf, \*.jpg, \*.jpeg, \*.jpe, \*.gif, \*.bmp, \*.png,  
\*.doc, \*.xls, \*.ppt, \*.pdf, \*.txt, \*.xml, \*.xsl, \*.css, \*.zip, \*.docx,  
\*.wmv ). Please Contact Your Hosting Provider If You Need To  
Upload A File Type Which Is Not Supported.

The Restricted File Type warning message



## Messaging

### About the Messaging Module

The Messaging module enables registered users to send messages to and receive messages from the site administrator as well as other registered users. Users can view their messages from within their DNN portal without having to go to an external email provider (Gmail, Yahoo, Hotmail ...)


User messaging is an alternative to the synchronous Send Mail option on the Newsletters module

**Module Version:** 06.00.01

▼ Messaging  

**My Messages**

	Subject	From	Date	Status
<a href="#">View</a>	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Read
<a href="#">Edit</a>	Launch Campaign Results	Harry	3/2/2010 12:36:25 PM	Draft
<a href="#">View</a>	Invoicing for Tippy Top Toys	Administrator Account	3/2/2010 12:41:14 PM	Unread



The Messaging Module

### Module Editors

#### Viewing a Message

How to view a message sent to you using the Messaging module.

1. Click the View link beside the message. This displays the message on the View Message page.

▼ Messaging  

**My Messages**

	Subject	From	Date	Status
<a href="#">View</a>	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Read
<a href="#">Edit</a>	Launch Campaign Results	Harry	3/2/2010 12:36:25 PM	Draft



2. **Optional.** Click the Cancel link to close the message - OR - Reply to the message. See "Replying to a Message"

### Composing a Message



How to compose a new message using the Messaging module.

---

*Tip: Users must have Edit Content (Edit Module) permissions to compose emails.*


---

1. Select the **Compose New Message** button located at the base of the Messaging module. This opens the Preview Message page.

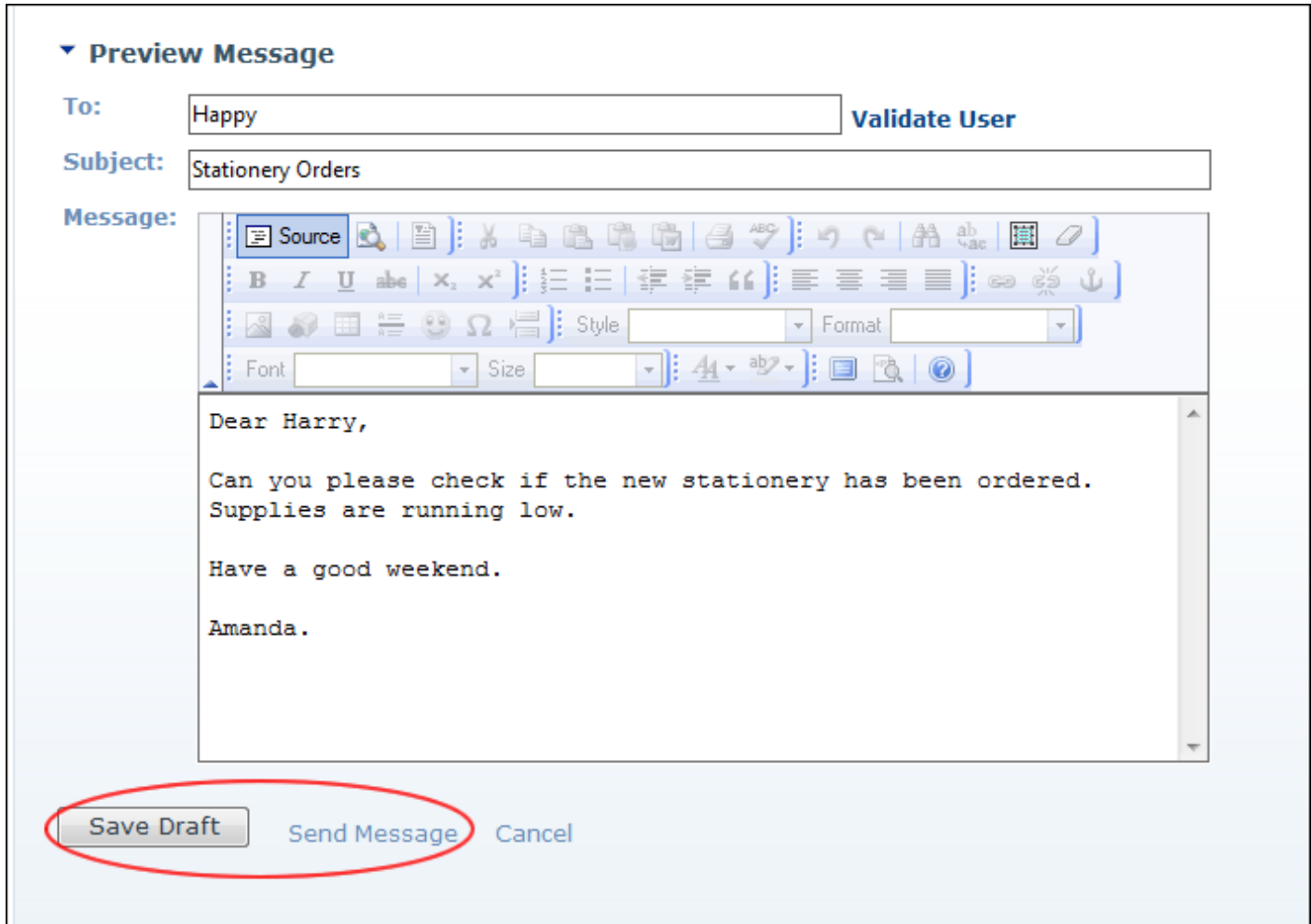
▼ Messaging  

**My Messages**

	Subject	From	Date	Status
<a href="#">View</a>	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Read
<a href="#">Edit</a>	Launch Campaign Results	Harry	3/2/2010 12:36:25 PM	Draft
<a href="#">View</a>	Invoicing for Tippy Top Toys	Administrator Account	3/2/2010 12:41:14 PM	Unread



2. In the **To** text box, enter the user name of the message recipient.
3. Click the Validate User link to validate the user name.
4. In the **Subject** text box, enter the subject of this message.
5. In the **Message** Editor, enter the body of this message.
6. Click the **Save Draft** button to save a draft of this message to send later (See "Editing/Sending a Draft Message") - OR - Click the **Send Message** button to send the message now.



Composing a Message

### Replying to a Message

How to view a message sent to you using the Messaging module.

1. View the required message. See "[Viewing a Message](#)"
2. Click the Reply button to reply to the message.



▼ **View Message**

**From:** Administrator Account

**Subject:** Stationery Order

**Message:** Dear Harry,

Can you please check if the new stationery has been ordered. Supplies are running low.

Have a good weekend.

Amanda

**Reply**

Cancel

3. In the **Message** editor, enter the reply message.
4. Click the **Save Draft** button to save a draft of this message to send later - OR - Click the **Send Message** button to send the message now.

**▼ Preview Message**

**To:**  [Validate User](#)

**Subject:**

**Message:**

Dear Amanda,

The order is due to arrive Monday morning. I will let you know when they arrive.



Cheers,  
Harry

Replying to a Message

**Editing/Sending a Draft Message**


How to edit and/or send a draft message using the Messaging module.

1. Click the Edit link beside the required message.

**▼ Messaging**  

**My Messages**

	<b>Subject</b>	<b>From</b>	<b>Date</b>	<b>Status</b>
<a href="#">Edit</a>	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Draft
<a href="#">Edit</a>	Product Launch Flyers	Administrator Account	3/2/2010 12:35:46 PM	Draft



2. Modify the message subject and/or message if required.
3. Click the **Save Draft** button to save a draft of this message to send later - OR - Click the **Send Message** button to send the message now.

**Preview Message**

**To:**  [Validate User](#)

**Subject:**

**Message:**

Dear Harry,

Can you please check if the new stationery has been ordered.  
Supplies are running low.

Have a good weekend.

Amanda.



[Save Draft](#) [Send Message](#) [Cancel](#)

Sending a Draft Message

### Deleting a Message


How to delete a draft message from the Messaging module.

1. Click the Edit link beside the required message.

▼ **Messaging**  

**My Messages**

	<b>Subject</b>	<b>From</b>	<b>Date</b>	<b>Status</b>
<a href="#">Edit</a>	Stationery Order	Administrator Account	3/2/2010 12:30:08 PM	Draft
<a href="#">Edit</a>	Product Launch Flyers	Administrator Account	3/2/2010 12:35:46 PM	Draft

[Compose New Message](#) 

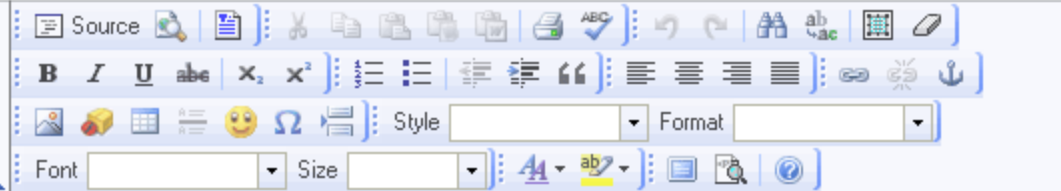
2. Click the [Delete Message](#) link.

▼ **Preview Message**

**To:**  [Validate User](#)

**Subject:**

**Message:**



Dear Harry,

Can you please check if the new stationery has been ordered. Supplies are running low.

Have a good weekend.

Amanda



[Save Draft](#) [Send Message](#) [Delete Message](#) [Cancel](#)

Deleting a Message

**Settings**

**Setting Messaging Template Settings**

How to create a custom template to be used for messages sent from this instance of the Messaging module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Messaging Settings** tab.
3. In the **Template** text box, enter a custom template. Replacement tokens and HTML formatting are allowed.
4. Click the Update link.

**Related Topics:**

- [See "Replacement Tokens"](#)

**My Modules**



**About the My Modules Module**

The My Modules module allows users to view a list of the each of the modules that have module editing rights for. This module is typically added to the default User Profile page as well as any custom User Profile page as created and set by Administrators. *Only available in DotNetNuke Professional Edition*

**Module Version:** 05.06.00

The following details are listed for each module:

- **Page Name:** Displays the name of the page where the module is located and links to the page.
- **Title:** Displays the title given to the module and links to the module.
- **Type:** Displays the type of module. E.g. Links Module
- **Actions:** Displays the editing rights (permissions) granted to the user and links to the editing and/or setting pages which they are authorized to access.

MyModules  			
Page Name	Title	Type	Actions
Home	Products	Links Module	[Settings]
Profile	My InBox	Messaging Module	[Settings]
Profile	My Modules	My Modules Module	[Settings]
About Us	About Us	HTML Pro Module	[Settings] [Edit]
Store	Text/HTML	HTML Pro Module	[Settings] [Edit]

The My Modules Module

**News Feeds (RSS)**

**About the News Feeds (RSS) Module**

The News Feeds (RSS) module displays a summary list of news feeds from one or more sources. A news feed is a dynamically generated list of news items. RSS is an acronym for Really Simple Syndication. Each news item typically includes a date/time stamp, a linked title to read the news item in full, and a brief description. A selection of pre-defined layouts are included allowing you to display the news items in either a static list, as a single scrolling 'ticker' list, as a vertical scrolling list, or in a custom format.

**Module Version:** 04.02.01

**Minimum DNN Version:** 05.04.04

## ▼ News Feeds (RSS)

### [Imec and Coventor Combine Leading Expertise in IC and MEMS Design and Manufacturing](#)

02 Feb 2011 11:57:51 Z

Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

### [NanoSight Releases Latest NS200 Nanoparticle Characterization System](#)

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02 Feb 2011 11:57:51 Z

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### [Research Reports on Nanostructured Coatings and Microscopes](#)

02 Feb 2011 11:57:51 Z

Market Publishers Ltd informs that new in-demand Future Markets, Inc research reports have been added to its catalogue. The World Market for Atomic Force Microscopes and AFM Probes: Revised and Upda...

### [Plasmonics and Nanodomies Aid Development of Efficient Thin-Film Solar Cells](#)

02 Feb 2011 11:57:51 Z

Researchers in solar energy speak of a day when millions of otherwise fallow square meters of sun-drenched roofs, windows, deserts and even clothing will be integrated with inexpensive solar cells tha...

The News Feeds (RSS) Module



## Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleNewsFeeds/tabid/847/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/48/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnnewsfeeds.codeplex.com/workitem/list/basic>

## Module Editors

### Adding News Feeds

How to add one or more syndicated news feeds to the News Feeds (RSS) module.

1. Select  **Edit Newsfeeds** from the module actions menu - OR - Click the  [Edit Newsfeeds](#) link. This opens the Edit News Feeds (RSS) page.
2. Click the [Add Feed](#) link. This displays the input fields for adding a news feed.

3. In the **Feed Url** text box, enter the URL of the news feed. Skip to Step 7 to accept default setting. Note: Step 5 is required if you need to enter you account details to access this feed.
4. **Optional.** In the **Cache Time** text box, enter the number of minutes between refreshes of this feed - OR - enter -1 to use the default setting as set by the feed provider.
5. **Optional.** If the news feed requires security information to authenticate your access to the news feed, complete the following fields:
  - a. In the **User** text box, enter the user account details supplied by the news feed provider.
  - b. In the **Password** text box, enter the password supplied by the news feed provider.
6. **Optional.** At **Feed Transformation**, select from the following options of these from the drop-down box:
  - **The dropdown below shows standard transformations and those stored in directory Portals/0/Newsfeeds/Transformations:** Select a standard transformation type from these options:
    - **Use Default Transformation:** Select to use the default transformation. This is the default option.
    - **ATOM 1.0 Transformation:** Select for feeds using this transformation type.
    - **RDF Transformation:** Select for feeds using this transformation type.
    - **RSS 0.91 Transformation:** Select for feeds using this transformation type.
    - **Internal Twitter Transformation:** Select for a Twitter RSS feed. This transforms tweets into correctly formatted links to tags and people.
  - **Specify a url to an xsl file to use for preprocessing:** Select this option to define a pre-processor for the feed. This allows you to make non-compliant feeds compliant using an XSL transformation (also called a pre-processor).
    - Set the link to the URL where the transformation (XSL) file is located ( "**Setting a URL Link**". ) - OR - Set the link to the internal file ( "**Setting a File Link**". ). **Bug.** A "failure to compile the XSL" error may be displayed. In this case, use the URL option to point to the XSL sheet.
  - **Specify a type that implements IPreProcessor to preprocess the feed:** Select this option if you have a custom pre-processor that implements the IPreProcessor interface. You will need a developer to create one.
    - In the text box, enter the name of your preprocessor. E.g. CustomPreprocessor

My Website > Newssfeed 04.02.00 (Alpha Version: 6.0.0.872) x

**Feed Url:**

**Cache Time:**

**User:**

**Password:**

**Feed Transformation:**  The dropdown below shows standard transformations and those stored in directory *Portals/0/Newsfeeds/Transformations*

▼

Specify a url to an xsl file to use for preprocessing.

Specify a type that implements IPreProcessor to preprocess the feed.


**Currently in Cache:**

[Cancel](#) [Update](#) [Delete](#)

7. Click the Update link. This displays the name of the newly added feed.



My Website > Newssfeed 04.02.00 (Alpha Version: 6.0.0.872)

Feed Url	Secure Feed	Custom Transform
 <a href="http://www.aonano.com/rss.asp">http://www.aonano.com/rss.asp</a>	<input type="checkbox"/>	<input type="checkbox"/>

[Return](#) [Add Feed](#)

8. **Optional.** Repeat Steps 2-7 to add additional feeds.
9. Click the Return link to return to the module.

▼ **News Feeds (RSS)** ⊖

[Imec and Coventor Combine Leading Expertise in IC and MEMS Design and Manufacturing](#)  
*02 Feb 2011 11:57:51 Z*  
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*02 Feb 2011 11:57:51 Z*  
 Researchers in solar energy speak of a day when millions of otherwise fallow square meters of sun-drenched roofs, windows, deserts and even clothing will be integrated with inexpensive solar cells tha...

The Newly Added News Feed

*Tip: You can also add your own XSL transformations to portals/[id]/Newsfeeds/Transformations/ and they will show in the drop-down list.*

## Adding News Feeds from Syndicated Modules


How to add news feeds from syndicated modules on your web site using the News Feeds (RSS) module.


1. Go to the syndicated module.
2. Select **Syndicate**  from the module actions menu - OR - Click the **Syndicate**  button.


### Store Catalog


Search:  inside **Model Name** Go!


#### New Products


**Grace**  
 The Grace rag dolls is beautifully handcrafted using organic cotton and paints.  
**More Info** ▶



**Train Engine**  
 Our wooden train engine is handmade using wood from sustainable forests.  
**More Info** ▶

**Abbey**  
 The Abbey rag dolls is beautifully handcrafted using organic cotton and paints.  
**More Info** ▶

**Ruby**  
 The Ruby rag dolls is beautifully handcrafted using organic cotton and paints.  
**More Info** ▶

**Stacking House**  
 Our colorful wooden stacking house is handmade using wood from sustainable forests.  
**More Info** ▶



3. This displays the XML code for the module content in a new Web browser. Note: You may need to allow pop-ups to view the code.
4. Copy the URL, which is displayed in the Address bar of the Web browser, to your clipboard.
5. Go to a News Feed (RSS) module.
6. Select  **Edit Newsfeeds** from the module actions menu - OR - Click the  Edit Newsfeeds link.
7. Click the Add Feed link.

▼ **Edit News Feeds (RSS)**

🔗 **Feed Url:**

🔗 **Cache Time:**

🔗 **User:**

🔗 **Password:**

[Update](#) [Cancel](#)

**Add Feed**

Update Cancel

8. In the **Feed Url** text box, enter/paste the copied URL.
9. In the **Cache Time** text box, enter the number of minutes between refreshes of this feed - OR - enter -1 to use the default setting of the feed provider.
10. Click the Update link. This displays the name of the newly added feed.
11. **Optional.** Repeat Steps 7-10 to add additional feeds.
12. Click the Cancel link to return to the module.

**News Feeds (RSS)**

*Wed, 16 Jun 2010 02:53:14 +1000*  
[Grace](#)  
 The Grace rag dolls is beautifully handcrafted using organic cotton and paints.

*Wed, 16 Jun 2010 01:53:05 +1000*  
[Ruby](#)  
 The Ruby rag dolls is beautifully handcrafted using organic cotton and paints.

*Wed, 16 Jun 2010 01:49:16 +1000*  
[W001 - Train Engine](#)  
 Our wooden train engine is handmade using wood from sustainable forests.

*Mon, 14 Jun 2010 18:10:14 +1000*  
[W002 - Stacking House](#)  
 Our colorful wooden stacking house is handmade using wood from sustainable forests.




*Mon, 14 Jun 2010 17:58:25 +1000*  
[D001 - Abbey](#)  
 The Abbey rag dolls is beautifully handcrafted using organic cotton and paints.

**Related Topics:**



- [See "Configuring Basic Page Settings for Modules"](#)

**Editing News Feeds**

How to edit the news feeds displayed on the News Feeds (RSS) module.

1. Select  **Edit Newsfeeds** from the module actions menu - OR - Click the  Edit Newsfeeds link.
2. Click the **Edit**  button beside the feed to be edited.

**▼ Edit News Feeds (RSS)**


	Feed Url	Secure Feed	Custom Transform
	<a href="http://www.azonano.com/rss.asp">http://www.azonano.com/rss.asp</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<a href="http://azom.com/rss.asp">http://azom.com/rss.asp</a>	<input type="checkbox"/>	<input type="checkbox"/>

**Return Add Feed**












3. Edit the details as required.
4. Click the Update link.
5. Repeat Steps 2-4 to edit additional feeds.
6. Click the Update link.

#### Refreshing the Feed Cache

How to refresh cached news feed displayed using the News Feeds (RSS) module.

1. Select  **Refresh Feed Cache** from the module actions menu. This reloads these feeds from their source.

**▼ News Feeds (RSS)**




-  Edit Newsfeeds
-  **Refresh Feed Cache**
-  Export Content
-  Import Content
-  Help
-  Online Help
-  View Source
-  Settings
-  Delete
-  Refresh
-  Move

...  
[University of Nottingham Chooses JPK Instrument ForceRobot 300 for Pharmaceutical Research](#)


Refreshing the Feed Cache

#### Deleting News Feeds

How to delete one or more news feeds from the News Feeds (RSS) module.

1. Select  **Edit Newsfeeds** from the module actions menu - OR - Click the  Edit Newsfeeds link.
2. Click the **Edit**  button beside the feed to be deleted.

▼ **Edit News Feeds (RSS)**

Feed Url	Secure Feed	Custom Transform
 http://www.azonano.com/rss.asp	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**Return Add Feed**

3. Click the Delete link at the base of the page. This displays the message "Do you really want to delete the selected RSS feed?"
4. Click the **OK** button to confirm.
5. Repeat Steps 2-4 to delete additional feeds.
6. Click the Return link to return to the module.


## Settings


### Setting Default News Caching


How to set the default cache time for all news items within the News Feeds (RSS) module.


1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **News Module Settings** tab.
3. In the **Default Cache Time** text box, enter the default cache time for all news items. This setting is overridden by the cache time set for each news feed. The default setting is 30.


☐ **News Module Settings**


 **Help :** In this section, you can set up settings that are specific for this module.


 **Default Cache Time:**


 **Retry Times:**


 **Retry TimeOut:**

 **Xsl Transformation:**  ▼




 **Items To Show:**

 **Show Item Details:**

 **Show Item Date:**

 **Use Ajax:**

**Background Download:**

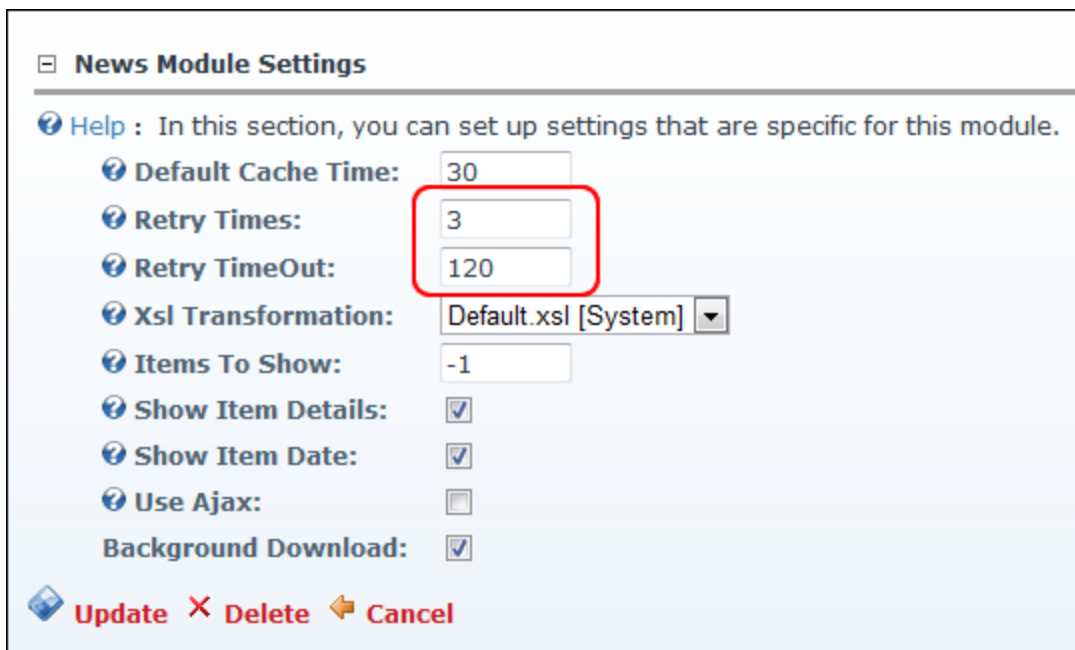
 **Update**  **Delete**  **Cancel**

4. Click the [Update](#) link.

### Configuring News Retry Settings

How to configure the retry settings for retrieving news feeds on the News Feeds (RSS) module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **News Module Settings** tab.
3. In the **Retry Times** text box, enter the number of times the module should attempt to load a feed before waiting for a longer period. The default setting is 3.
4. In the **Retry TimeOut** text box, enter the number of minutes between retries. The default setting is 120.



**News Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

- Default Cache Time:** 30
- Retry Times:** 3
- Retry TimeOut:** 120
- Xsl Transformation:** Default.xsl [System] ▼
- Items To Show:** -1
- Show Item Details:**
- Show Item Date:**
- Use Ajax:**
- Background Download:**

**Update** **Delete** **Cancel**

5. Click the [Update](#) link.

### Setting News Layout

How to set the XSL Transformation file for a News Feeds (RSS) module. This XSL file defines the layout of news items in the module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **News Module Settings** tab.
3. At **Xsl Transformation**, select a XSL transformation from these options:
  - **Default.xsl [System]:** News items display in a static list down the module.

▼ **News Feeds (RSS)**



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*02 Feb 2011 11:57:51 Z*

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Market Publishers Ltd informs that new in-demand Future Markets, Inc research reports have been added to its catalogue. The World Market for Atomic Force Microscopes and AFM Probes: Revised and Upda...

[Plasmonics and Nanodomains Aid Development of Efficient Thin-Film Solar Cells](#)

*02 Feb 2011 11:57:51 Z*

Researchers in solar energy speak of a day when millions of otherwise fallow square meters of sun-drenched roofs, windows, deserts and even clothing will be integrated with inexpensive solar cells tha...

- **Ticker.xml [System]:** News items display in a single line which repeatedly scrolls from left to right across the module. Item details are Date and Time, and Title.

**News Feeds (RSS)**



*02 Feb 2011 13:07:53 Z* - - [Imec and Coventor Combine Leading Expertise in IC and M](#)

- **Ticker2.xml [System]:** Suitable for feeds from Twitter. News items display in a static list down the module. Item details are Date and Time, Title and summary.

## News Feeds (RSS)



\*\*\* NanoSight Releases Latest NS200 Nanoparticle Characterization System \*\*\* Unive

- **Twitter.xsl [System]:** A ape layout where only the Title of each item is displayed, separated by a series of asterisk.

## ▼ News Feeds (RSS)



02 Feb 2011 13:20:09 Z

Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

02 Feb 2011 13:20:09 Z

NanoSight, world-leading manufacturers of unique nanoparticle characterization technology announce the release of their latest NS200 nanoparticle characterization system. It will be shown ...

02 Feb 2011 13:20:09 Z

Market leaders in temperature controlled microscopy, Linkam Scientific Instruments, have been chosen by the Polymer Technology Group of the Dep. of Chemical and Food Engineering of the Univers...

02 Feb 2011 13:20:09 Z

JPK Instruments, a world-leading manufacturer of nanoanalytic instrumentation for research in life sciences and soft matter, is pleased to report on the first work from the University of N...

02 Feb 2011 13:20:09 Z

Biopsies in the future may be painless and noninvasive, thanks to smart laser technology being developed at Michigan State University. To test for skin cancer, patients today must endure doctors cutt...

02 Feb 2011 13:20:09 Z

Market Publishers Ltd informs that new in-demand Future Markets, Inc research reports have been added to its catalogue. The World Market for Atomic Force Microscopes and AFM Probes: Revised and Upda...

- **VScroll.xsl [System]:** News items display in a list which repeatedly scrolls up from the base to the top of the module.



## News Feeds (RSS)

Manufacturing

Coventor, the leading supplier of design technology for micro-electromechanical systems (MEMS) and the nanoelectronics research center imec, today announced a strategic partnership to impr...

02 Feb 2011 13:20:09 Z -

NanoSight Releases Latest NS200 Nanoparticle Characterization System  
NanoSight, world-leading manufacturers of unique nanoparticle characterization technology announce the release of their latest NS200 nanoparticle characterization system. It will be shown ...

02 Feb 2011 13:20:09 Z -

University of Salerno Chooses Controlled Shear Stage from Linkam Scientific Instruments  
Market leaders in temperature controlled microscopy, Linkam Scientific Instruments, have been chosen by the Polymer Technology Group of the Dep. of Chemical and Food Engineering of the Univers...

02 Feb 2011 13:20:09 Z -

University of Nottingham Chooses JPK Instrument ForceRobot 300 for Pharmaceutical Research  
JPK Instruments, a world-leading manufacturer of nanoanalytic instrumentation for research in life sciences and soft matter, is pleased to report on the first work from the University of N...

- **< Other >**: Select this option to set a link to a custom XSL transformation. The link can be set to a URL ( See "Setting a URL Link" ); to a file on your site ( See "Setting a File Link" ); or you can upload an .XSL file if you have the required permissions ( See "Uploading and Linking to a File" )

4. Click the Update link.

### News Module Settings

**Help** : In this section, you can set up settings that are specific for this module.

**Default Cache Time:**

**Retry Times:**

**Retry TimeOut:**

**Xsl Transformation:**

**Items To Show:**

**Show Item Details:**

**Show Item Date:**

**Use Ajax:**

**Background Download:**

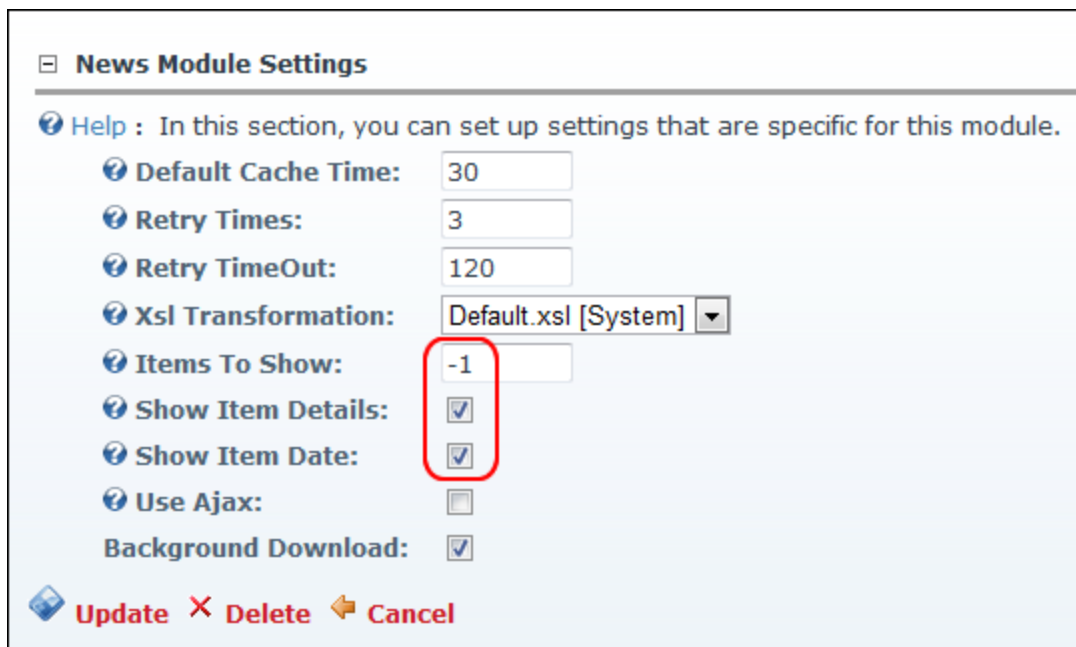
 **Update**  **Delete**  **Cancel**

Setting News Layout

### Setting the Number and Details of News Items

How to set the number of news items as well as the details of each news item displayed on the News Feeds (RSS) module. Note: "Show Item Details" and "Show Item Date" are passed as parameters to the XSL sheet. If you are using a custom XSL sheet and wish to use these parameters you have to include them on the sheet. See the default sheets for an example.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **News Module Settings** tab.
3. In the **Items To Show** text box, enter the number of news items to be displayed - OR - Enter **-1** to use the number set by the news feed provider.
4. At **Show Item Details**, select from the following:
  - Check  the check box to display a brief description of each item. The description is the beginning of the news item.
  - Uncheck  the check box to hide the description.
5. At **Show Item Date**, select from the following:
  - Check  the check box to display the date and time for each item.
  - Uncheck  the check box to hide the date and time.



**News Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

Default Cache Time:	<input type="text" value="30"/>
Retry Times:	<input type="text" value="3"/>
Retry TimeOut:	<input type="text" value="120"/>
Xsl Transformation:	Default.xsl [System] ▼
Items To Show:	<input type="text" value="-1"/>
Show Item Details:	<input checked="" type="checkbox"/>
Show Item Date:	<input checked="" type="checkbox"/>
Use Ajax:	<input type="checkbox"/>
Background Download:	<input checked="" type="checkbox"/>

[Update](#) [Delete](#) [Cancel](#)

6. Click the Update link.

### Configuring Feed Retrieval Settings

How to configure the methods by which the News Feeds (RSS) module retrieves information from news sources. The two options provided are using Ajax, and/or Background Loading. Ajax causes the module to render immediately without any content. The module then uses Ajax to load its contents directly once the complete page has loaded. This is useful if you find the module hampers page loading. Background loading uses the DNN Schedule to manage the frequency with which new data is retrieved. The Schedule runs independently of the News Feed (RSS) modules, enabling the data to be retrieved at the optimum time, rather than when the module is being viewed, which can cause delays.

---

*Tip: By default, Ajax is disabled and Background Download is enabled. These are the recommended settings.*

---

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **News Module Settings** tab.
3. At **Use Ajax**, check  the check box to enable Ajax - OR - Uncheck  the check box to disable Ajax.
4. At **Background Download**, check  the check box to enable - OR - Uncheck  the check box to disable.

**News Module Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Default Cache Time:**

**Retry Times:**

**Retry TimeOut:**

**Xsl Transformation:**  ▼

**Items To Show:**

**Show Item Details:**

**Show Item Date:**

**Use Ajax:**

**Background Download:**

**Update** **Delete** **Cancel**

5. Click the Update link.

#### **Related Topics:**

- [See "About the Schedule Page"](#)

#### **Newsletters**

##### **About the Newsletters Module**

The Newsletters module allows you to send individual or bulk email messages (newsletters). The newsletter can be sent to the members of one or more security roles and/or to one or more email addresses. Messages are sent to each recipient separately to prevent recipients from seeing each other's details. The module also identifies when a newsletter is set to send to an email address more than once and ensures only one copy of the newsletter is sent to that address. The message can be either plain text or HTML format. Files can be attached and replacement tokens can be included.

Once a newsletter is sent, the sender receives the "Bulk Email Report for [Newsletter Subject]" message. [See "The Bulk Email Report"](#)

---

*Permissions Tip: All users who are authorized to view the module can send emails. Unauthenticated users cannot attach files to messages and authenticated users require appropriate File Manager permissions to upload and/or select files.*

---

**Prerequisites:** In order for the newsletter module to function correctly you must first:

1. Ensure you have a valid email address on your user account. This will be the default email address for newsletters, however you can specify a different from address when required. [See "Managing your User Credentials"](#)
2. Ensure your SMTP details are completed and messages can be sent. [See "Setting the SMTP Server and Port"](#)

## Newsletters

### Basic Settings



In this section, you can set up required sender and recipients, as well as subject for your message.

#### Addressees

##### User Role(s):

	Selected Role
Administrators	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (en-AU)	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>

##### Language Filter:

-  English (United States)
-  English (Australia)

##### Additional Emails:

##### From:

##### Reply To:

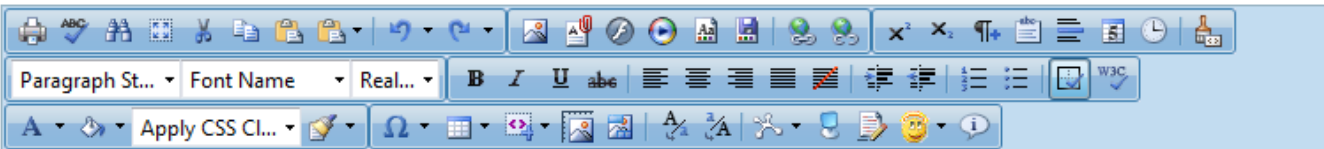
##### Subject:

### Message

You can use the Editor below to write your message.

##### Editor:

Basic Text Box  Rich Text Editor



Paragraph St... Font Name Real... **B** *I* U abc [List Icons] [Indent/Outdent Icons] [Link Icon] [Unlink Icon] [W3C Icon]

A [Color Picker] Apply CSS Cl... [Table Icon] [Image Icon] [Link Icon] [Unlink Icon] [List Icon] [Info Icon]

Words: 0 Characters: 0

### Advanced Settings

[Send Email](#) [Preview Email](#)

## Sending a Basic Newsletter

How to send a newsletter without using replacement tokens or personalization using the Newsletters module.

1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.
2. On the **Basic Settings** tab and complete these fields:
  - a. At **Addressees** complete one or both of these options:
    - i. At **User Role(s)**, check  the check box beside each role which will receive the newsletter. Note: Users in multiple roles will only receive one copy of the newsletter.
    - ii. In the **Additional Emails** text box, enter each of the email addresses to receive the newsletter separated by a semi-colon (;). E.g. john.black@ecozany.com;julie.black@ecozany.com
  - b. **Optional.** In the **From** text box, enter/modify the email address to be displayed in the From field of this newsletter. If you are logged in to the site, the email address associated with your user account is displayed here by default.
  - c. **Optional.** In the **Reply To** text box, enter the reply to email address for the email.
  - d. In the **Subject** text box, enter a subject title for the email.

▼ **Newsletters**

☐ **Basic Settings**

---

In this section, you can set up required sender and recipients, as well as subject for your message.

☐ **Addressees**

🔍 **User Role(s):**

	Selected Role
Administrators	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>

🔍 **Additional Emails:**

🔍 **From:**

🔍 **Reply To:**

🔍 **Subject:**

3. Select the **Message** tab and enter the body of the newsletter into the **Editor**. (Select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images).
4. **Optional.** Click the Preview Email link located at the base of the module if you wish to preview the newsletter before sending it.

**Message**

You can use the Editor below to write your message.

Editor:  Basic Text Box  Rich Text Editor

**Welcome to the EcoZany newsletter!**

This month we have a number of great new offers for subscribers including 20% off all wooden toys for this month only.

[Click here for details of this and other special subscriber offers!](#)

**EcoZany**  
Environmentally friendly toys

[Click here to unsubscribe from this newsletter](#)

Design HTML Words: 45 Characters: 262

5. Select the **Advanced Settings** tab and then set these required settings:
  - a. At **Replace Tokens?**, uncheck  the check box.
  - b. At **Send Method**, select **BCC: One Email To Blind Distribution List ( Not Personalized )**.

**Advanced Settings**

In this section, you can set up the advanced settings for your message.

**Attachment:** **File Location:** Root  
**File Name:** EcoZany Product Catalog October 2011.pdf  
[Upload New File](#)

**Replace Tokens:**

**Priority:** Normal

**Send Method:** **BCC: One Email To Blind Distribution List ( Not Personalized )**

**Send Action:**  Synchronous  Asynchronous

[Send Email](#) [Preview Email](#)

6. Set any of these **Optional** Advanced Settings:

- a. At **Attachment**, select the required attachment (See "Setting a File Link" ), or **See "Uploading and Linking to a File"**.
- b. At **Priority**, select the priority of the email (**High**, **Normal**, or **Low**) from the drop-down box. The default setting is Normal.
- c. At **Send Action**, select from the following options:
  - **Synchronous**: Emails are all sent before your page refreshes. This method is suitable for small mail outs of approximately 100 or less.
  - **Asynchronous**: This starts a separate thread (user process) to send emails. This method is suitable for large mail outs of approximately 100 or more. This is the default option.

7. Click the Send Email link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.



The Newsletter in the recipients mailbox

### Sending a Personalized Newsletter without Tokens

How to send a personalized newsletter without using replacement tokens using the Newsletter module. This option adds a greeting before the message. The greeting for registered users includes their first and last name. E.g. Dear Julie Black. The greeting for other recipients (those entered in the Additional Emails field), are addressed to their email address. E.g. Dear JulieBlack@domain.com.

1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Basic Settings** tab and complete the basic settings as required. See "[Sending a Basic Newsletter](#)"
3. Select the **Message** tab and enter the body of the newsletter into the **Editor**. (Select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images).



4. Select the **Advanced Settings** tab and then set these required settings:
  - a. At **Replace Tokens?**, uncheck  the check box.
  - b. At **Send Method**, select **To: One Message Per Email Address ( Personalized )**.
5. To set any of the optional Advanced Settings, See "[Sending a Basic Newsletter](#)"

**Advanced Settings**

In this section, you can set up the advanced settings for your message.

**Attachment:** **File Location:**  **File Name:**   
[Upload New File](#)

**Replace Tokens:**

**Priority:**

**Send Method:**

**Send Action:**  Synchronous  Asynchronous

[Send Email](#) [Preview Email](#)

6. Click the [Send Email](#) link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.

### Sending a Newsletter with Tokens

How to send a newsletter that includes replacement tokens using the Newsletters module. Using replacement tokens in your messages enables you include relevant and up-to-date information in your messages. For example, you can display the recipient's name in the salutation, or include information such as the site name or description in the body of your message. By using replacement tokens instead of static content, you can be sure that details which may change, such as the portal administrators email address are always current.

---

*Tip: If your message includes [TOKENS] you must check the **Replace Tokens?** check box and set the **Send Method** field to **TO: One Message Per Email Address ( Personalized )**.*

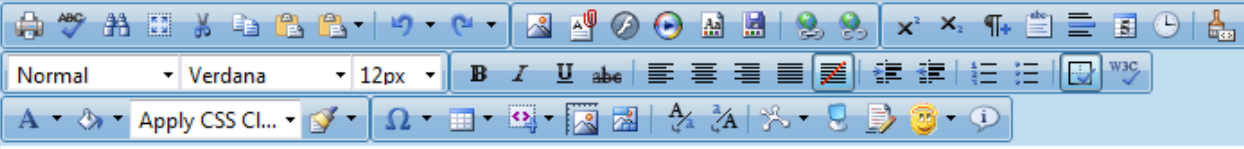
---

1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.
2. On the **Basic Settings** tab and complete the basic settings as required. See "[Sending a Basic Newsletter](#)"
3. Select the **Message** tab and complete the following:
  - a. Select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images.
  - b. Enter the body of the newsletter including replacement tokens into the **Editor**. E.g. [User:FirstName] [User:LastName]. See "[Replacement Tokens](#)"

**Message**

You can use the Editor below to write your message.

Editor:  Basic Text Box  Rich Text Editor




Dear [User:FirstName] [User:LastName],

Welcome to the EcoZany Newsletter.

This month we have a number of great new offers for subscribers including 20% off all wooden toys for this month only.

[Click here for details of this and other special subscriber offers!](#)



[Click here to unsubscribe from this newsletter](#)

Design  HTML Words: 48 Characters: 295

4. Select the **Advanced Settings** tab and then set these required settings:
  - a. At **Replace Tokens?**, check  the check box.
  - b. At **Send Method**, select **To: One Message Per Email Address ( Personalized )**.

**Advanced Settings**

In this section, you can set up the advanced settings for your message.

**Attachment:** **File Location:**

**File Name:**

**Upload New File**

**Replace Tokens:**

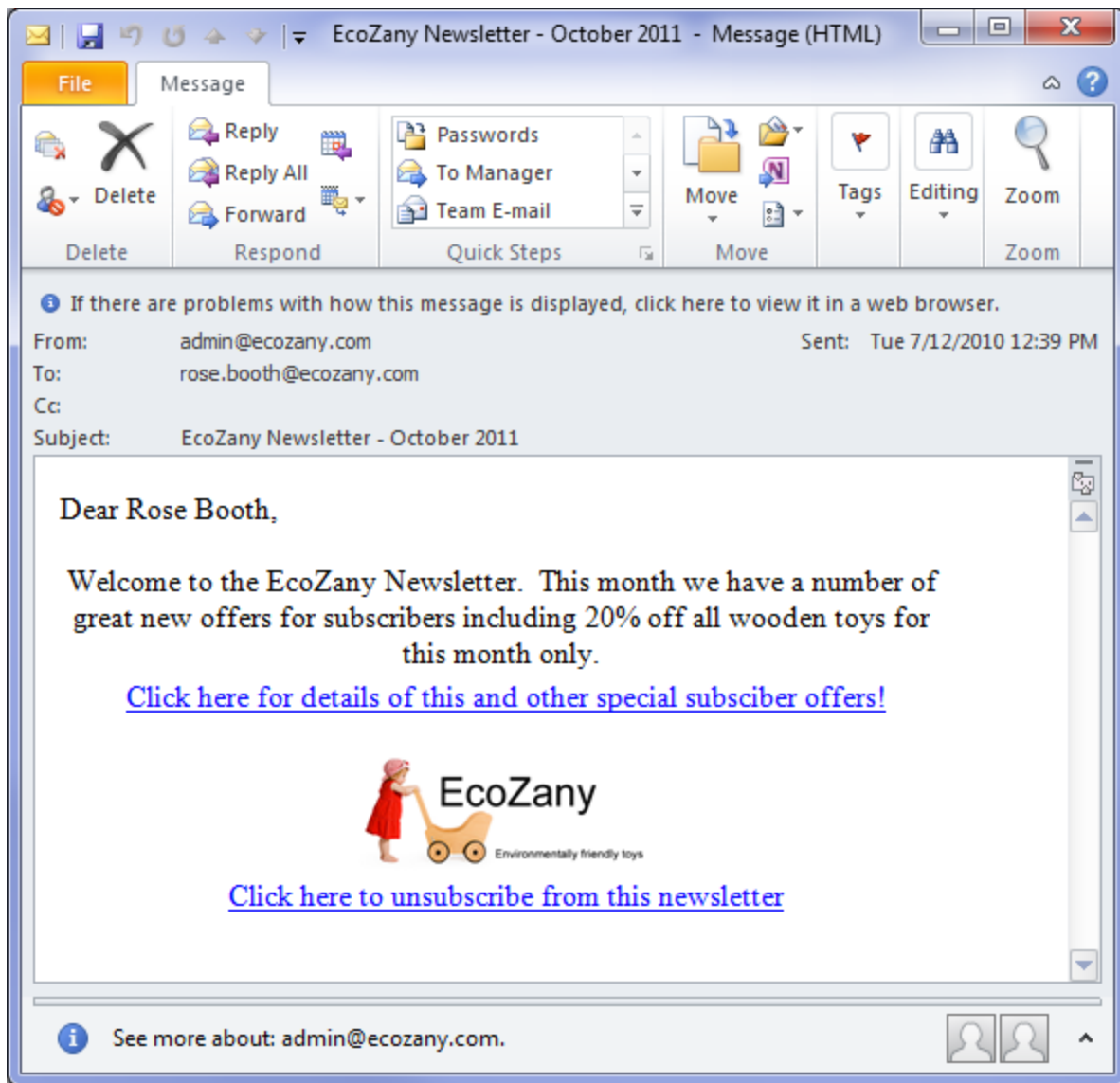
**Priority:**

**Send Method:**

**Send Action:**  Synchronous  Asynchronous

**Send Email** **Preview Email**

- To set any of the optional Advanced Settings, See "[Sending a Basic Newsletter](#)"
- Click the [Send Email](#) link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.



The Received Message. Note the recipients first and last name are included

### Sending a Newsletter to a Relay Service

How to send a newsletter via SMS ("Short Message Service" commonly known as phone texting), IM (instant messaging), fax or other non-email service using a relay service.

- Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.
- On the **Basic Settings** tab, complete the basic settings as required. See "[Sending a Basic Newsletter](#)"

3. Select the **Message** tab and enter the body of the newsletter into the **Editor**. (Select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images).
4. Select the **Advanced Settings** tab and then set these required settings:
  - a. At **Send Method**, select **Relay: One Message Per Email Address ( Personalized )** to a specified relay server.
  - b. At **Relay Address**, enter the address of the relay service.
5. Complete the additional **Advanced Settings** as required. See "[Sending a Basic Newsletter](#)"

**Advanced Settings**

In this section, you can set up the advanced settings for your message.

**Attachment:** **File Location:**    
**File Name:**    
[Upload New File](#)

**Replace Tokens:**

**Priority:**

**Send Method:**    
**Relay Address:**

**Send Action:**  Synchronous  Asynchronous

[Send Email](#) [Preview Email](#)

6. Click the Send Email link. A **Successful** or **Not Successful** message is now displayed. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.

### Sending Newsletters in a User's Preferred Language

How to send a newsletter to user's in their preferred language using the Newsletter module. Multiple languages must be installed and enabled on this portal to display the Language Filter field.

**Important.**When you select a Language Filter, only users associated with that language will receive a newsletter. E.g. If you select English (United States) as the language filter, then only users who have selected English (United States) as their Preferred Locale in their profile will receive the newsletter. Users who have selected English (Australia) will not receive a newsletter. If a user has not set a preferred language, they will only receive newsletters sent to the default site language.

1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.
2. On the **Basic Settings** tab, complete all fields. See other tutorials in this section for full details.
3. At **Language Filter**, check  the check box beside the language(s) to receive this newsletter. If no language is selected then no filter is applied and all users will receive this newsletter.

**▼ Newsletters**

**Basic Settings**


In this section, you can set up required sender and recipients, as well as subject for your message.


**Addressees**

**User Role(s):**

	Selected Role
Administrators	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (en-AU)	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>

**Language Filter:**

 English (United States)

 English (Australia)

**Additional Emails:**

**From:** admin@ecozany.com

**Reply To:**

**Subject:**

**Message**

**Advanced Settings**

[Send Email](#) [Preview Email](#)

4. Select the **Message** tab, enter the body of the newsletter into the editor in the language selected at Step 3. See ["Sending a Basic Newsletter"](#)
5. Select the **Advanced Settings** tab and then set these required settings:
  - a. At **Replace Tokens?**, uncheck  the check box.
  - b. At **Send Method**, select **To: One Message Per Email Address ( Personalized )**.

**Advanced Settings**

In this section, you can set up the advanced settings for your message.

**Attachment:** **File Location:**    
**File Name:**    
[Upload New File](#)

**Replace Tokens:**

**Priority:**

**Send Method:**

**Send Action:**  Synchronous  Asynchronous

[Send Email](#) [Preview Email](#)

6. To set any of the optional Advanced Settings, See "[Sending a Basic Newsletter](#)"
7. Click the [Send Email](#) link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.
8. Repeat Steps 3-7 to send the newsletter in other languages.

#### The Bulk Email Report

When a bulk email is sent using the Newsletters module, the email address displayed in the From field of the Newsletters module will receive the "Bulk Email Report for [Newsletter Subject]" message which contains the following details:

- The date and time when the bulk email operation commenced
- Number of Email Recipients
- Number of Email Messages
- The date and time when the bulk email operation was completed
- Status Report listing any errors which occurred
- List of Recipients

From: host@ecozany.com  
To: host@ecozany.com  
Cc:  
Subject: Bulk Email Report for 'EcoZany Newsletter - October 2011'.

## Bulkmail Report

Operation started at: 7/12/2010 1:04:14 PM  
EmailRecipients: 2  
EmailMessages: 2  
Operation completed: 7/12/2010 1:04:14 PM

Status Report:  
No errors occurred during sending.

---

**Recipients:**  
[admin@ecozany.com](mailto:admin@ecozany.com)  
[rose.booth@ecozany.com](mailto:rose.booth@ecozany.com)

The Bulk Email Report

### Pages (Tabs)

#### About the Pages (Tabs) module

The Pages module (also referred to as the Tabs module) enables authorized users to create and manage pages. This module is located under Admin > Pages on the Control Panel and can be added to site pages. This module has additional page management tools than the Pages section of the Control Panel, including the ability to modify page hierarchy and add multiple pages at one time.

**Version:** 01.00.00. Note: The version number for this module does not update as it is part of the DNN framework.

**Permissions.** Only Page Editors and Administrators can access pages where the Pages module is located.

Users must be granted Edit Page permission in DNN Community Edition, or Add Content permissions in DNN Professional Edition, to the page where the Pages module is located to access the module. This permission enables these users to manage any pages which they are Page Editors for.

**TABS** Manage Expand All

EcoZany

- Home
- Our Toys
- Store
- About Us
- User Profile !
- Search Results !
- Admin !

**Expand All**  
Indicates required fields

---

**Common** ^

Page Name:

Page Title:

Include In Menu?

Disabled?

Secure?

---

**Permissions** v

---

**Modules** v

---

**SEO** v

---

**Metatags** v

---

**Appearance** v

---

**Link** v

---

**Legend**

- Homepage of the portal
- Page is visible to everyone
- Visible to registered users
- Visible to dedicated roles only
- Visible to administrators only
- ! Page is hidden in menu
- Page is disabled

The Pages Module as viewed by Admin

## Page Editors

### Viewing any Page (Pages Module)

How to view any page on your site including pages which aren't displayed in the site menu using the Pages module.

**Permissions.** In addition to the permissions required for the Pages module, you must have View Pages permissions granted to view a page.

1. In the left-hand navigation tree, right-click on the page name and then select **View Page** from the drop-down menu.



The screenshot shows the DNN TABS interface. At the top left, there is a 'Manage' button. Below it, a navigation tree for 'EcoZany' is displayed. The tree includes items: 'Getting Started' (with a home icon), 'Search' (with a magnifying glass icon), 'User Profile' (with a person icon and a yellow warning icon), 'Home' (with a person icon), 'About Us' (with a person icon), 'Our Services' (with a person icon), and 'News & Promotions' (with a person icon). A red circle highlights the 'View Page' button next to the 'Search' item. To the right of the tree is an 'Expand All' link. Below the tree is a 'Legend' box with the following items:

- Home icon: Homepage of the portal
- Person icon: Page is visible to everyone
- Blue person icon: Visible to registered users
- Blue person icon with gear: Visible to dedicated roles only
- Blue person icon with key: Visible to administrators only
- Yellow warning icon: Page is hidden in menu
- Red prohibition icon: Page is disabled

### Editing Page Settings using the Pages Module

How to view and or edit a selection of page settings for any page using the Pages module.

**Permissions.** In addition to the required permissions for the Pages module, users must also have Edit Page (Manage Settings for DNN Professional Edition) permissions to the required page.

1. In the left-hand navigation tree, click on a required page name. This displays the settings for this page to the right.
2. Go to the **Common** section and enter/edit any of the following settings:
  - a. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.
  - b. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.

- c. At **Include In Menu?**, check  the check box to include this page in the menu- OR - Uncheck  the check box to hide the page.
- d. At **Disabled**, select from these options:
  - Check  the check box if the page name is not a link. I.e. When you click on the page name in the menu nothing happens. This option is typically selected for a parent page to provide a way for users to navigate to its child pages.
  - Uncheck  the check box for this page name to be a link to the page. This is the default option.
- e. At **Secure?** check  the check box to force this page to use a secure connection or secure socket layer (SSL). This option requires the Administrator to configure the SSL Settings on the Admin > Site Settings page.

### Common ^

---

Page Name:

Page Title:

Include In Menu?

Disabled?

Secure?



3. Expand the **Permissions** section to update permissions. Note: This section is only visible to Administrators and SuperUsers. See "[Setting Page Permissions](#)"










### Permissions ^

	View	Add	Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  Add


4. Expand the **Modules** section to view a list of all modules on this page.

- Click the **Delete**  button to delete the related module.
- Click the **Edit**  button to go to the Module Settings page for the related module.

Modules 		
Title	Module	Options
About Us	HTML Pro	 
Links	Links	 
Company History	HTML Pro	 
Media	Media	 

5. Expand the **SEO** section and enter/edit any of the following settings:

- In the **Sitemap Priority** text box, enter a number between 0.1- 1.0 that is used to determine the SEO Sitemap priority.
- In the **Page Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
- In the **Page Keywords** text box, enter key words for this page separated by comma.
- In the **Page Tags** text box, select one or more tags associated with this page. Page tagging is a way of categorizing content for more meaningful search results.

SEO 

Sitemap Priority:

Page Description:

Page Keywords:

Page Tags:

6. Expand the **Metatags** section and enter/edit any of the following settings:
- In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
  - In the **Page Header Tags** text box, enter any tags that should be rendered in the "HEAD" tag of the HTML for this page.

## Metatags ^



---



Refresh Interval ?   
(seconds):


Page Header ?  
Tags:

7. Expand the **Appearance** section and edit/set any of these optional settings:
- a. At **Page Skin**, select a skin from the drop down list or select **[Default Skin]** to use the default skin set for the site. See ["Setting the Default Portal Skin and Container"](#)
  - b. At **Default Container**, select a container from the drop down list or select **[Default Container]** to use the default container set for the site. See "Setting the Portal Container"
  - c. At **Large Icon**, select an image to be used as the Large Icon for any Console module relating to this page. Select the location of the required icon from these options:
    - **File (A File On Your Site )**, select to choose any imageSee "Uploading and Linking to a File"
      - i. Set the link to an existing file ( See ["Setting a File Link"](#), or a new file ( ["Uploading and Linking to a File"](#)). Note: You can remove the icon from this and the following field by selecting **< None Specified >** as the File Name when setting a file link.
    - **System Image**: Select to choose an icon which is part of your DNN application. This displays a list of available images.
      - i. Select the required image.
  - d. At **Small Icon**, using the same steps as for the above field, select the image to be displayed beside the page name in the menu. This image is also used as the Small Icon for any Console module relating to this page.

## Appearance


Page Skin:  DarkKnight - 2-Column-Right-Mega-Menu 


Default Container:  DarkKnight - SubTitle\_Grey  [Copy selected Skin to Childpages](#)

Large Icon:  Link Type:


File ( A File On Your Site )

System Image

File Location: Root 


File Name: <None Specified> 


[Upload New File](#)

Small Icon:  Link Type:

File ( A File On Your Site )

System Image

File Location: Root 

File Name: <None Specified> 

[Upload New File](#)

8. Expand the **Link** section and edit/set any of these optional settings:

- a. At **Link URL**, to set this page to be a navigation link to another resource (rather than displaying the page itself), select or add the link here. ["About the Link Control"](#).
- b. At **Permanently Redirect?**, check  the check box to notify the web browser that this page should be considered as permanently moved. This enables Search Engines to modify their URL's to directly link to the resource. Note: This setting is ignored if the Link Type is set to None.

## Link ^

---

Link:  Link Type:

- None
- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )

Permanent Redirect:

9. Click the [Update Page](#) link.

### Editing Page Settings via the Pages Module

How to edit the settings of any page including pages that are not included in the site menu using the Pages module.

**Permissions.** In addition to the required permissions for the Pages module, users must also have Edit Page (Manage Settings for DNN Professional Edition) permissions to the required page.

1. In the left-hand navigation tree, right-click on a page name and then select **Page Settings** from the drop-down menu.

TABS Manage
Expand All

- EcoZany
  - Getting Started
  - Search Results !
  - User Profile !
  - Home
  - About Us
  - Our Ser...
  - News &...

**Legend**

- 🏠 Homepage of the portal
- 👤 Page is visible to everyone
- 👤 Visible to registered users
- 👤 Visible to dedicated roles only
- 👤 Visible to administrators only
- ! Page is hidden in menu
- 🚫 Page is disabled

Expand All

█ Indicates required fields

<b>Common</b>	▼
<b>Permissions</b>	▼
<b>Modules</b>	▼
<b>0</b>	▼
<b>Metatags</b>	▼
<b>Appearance</b>	▼
<b>Link</b>	▼

Update Page
More Settings

2. Edit page settings as required.
3. Click the Update link. You are now returned to the Pages module.

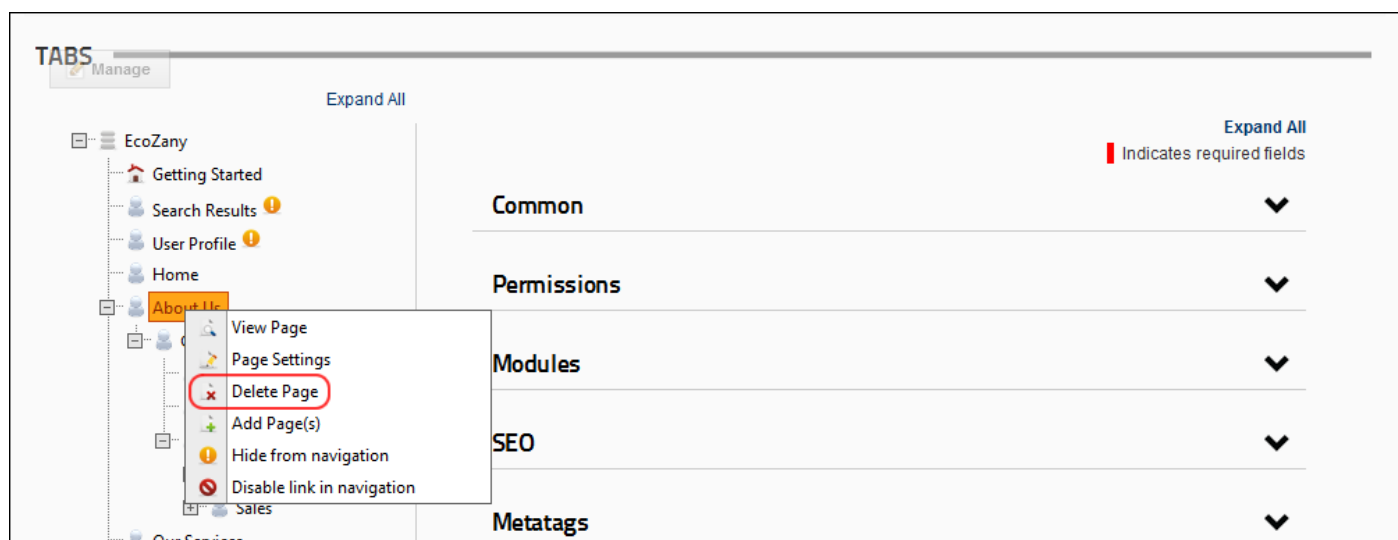
### Deleting a Page (Pages Module)

How to delete a page including any child pages using the Pages module. Deleted pages are stored in the Recycle Bin where they can be restored or permanently deleted. See "[About the Recycle Bin Module](#)"

Note: A page defined as Home, Splash, Login, User Registration, Profile page, or the last visible site page cannot be deleted. You are also unable to delete the Admin and Host Pages.

**Permissions.** In addition to the required permissions for the Pages module, users must also have Edit Page (Delete for DNN Professional Edition) to the page they want to delete.

1. In the left-hand navigation tree, right-click on the required page and then select **Delete Page** from the drop-down menu.



2. This displays the message "This will delete the selected page and all its child pages. Are you sure?"
3. Click the **OK** button to confirm.

### Hiding/Showing a Page in Site Navigation

How to hide or show a page to in the site menu using the Pages module. This settings updates the "Include In Menu?" check box under the settings for this page.

1. In the left-hand navigation tree, right-click on the required page and then select either **Hide From Navigation** or **Show In Navigation** from the drop-down menu.






**TABS** Manage








Expand All

Expand All

Indicates required fields

- EcoZany
  - Getting Started
  - Search Results 
  - User Profile 
  - Home
  - About Us 
  - Our Services
  - News & Events

**Legend**


-  Homepage of the portal
-  Page is visible to everyone
-  Visible to registered users
-  Visible to dedicated roles only
-  Visible to administrators only
-  Page is hidden in menu
-  Page is disabled


View Page

Page Settings

Delete Page

Add Page(s)

 Hide from navigation

 Disable link in navigation

Common

Permissions

Modules



0

Metatags

Appearance

Link

Update Page More Settings

*Tip: Hidden pages display the **Hidden**  icon in the Pages module for quick reference. However, if the page is also disabled, then the **Disabled**  icon will be displayed instead.*

**TABS** Manage

✓ Page About Us Hidden from Navigation

Expand All

EcoZany

- Getting Started
- Search Results !
- User Profile !
- Admin !
- Home
- Our Services
- About Us !
- News & Promotions

**Legend**

- Homepage of the portal
- Page is visible to everyone

**Common**

Page Name:

Page Title:

Include In Menu?

Disabled?

Secure?

**Permissions**

### Enabling/Disabling Page Link (Pages Module)

How to prevent or allow a page to function as a link in the site menu using the Pages module. This settings updates the "Disabled?" check box under the settings for this page.

**Permissions.** In addition to the required permissions for the Pages module, users must also have Edit Page (Manage Settings for DNN Professional Edition) to the page.

1. In the left-hand navigation tree, right-click on the required page and then select either **Disable Link In Navigation** or **Enable Link In Navigation** from the drop-down menu.

**TABS** Manage

Expand All

EcoZany

- Getting Started
- Search Results ⓘ
- User Profile ⓘ
- Home
- About Us
- Our Services
- News & Events

**Legend**

- Homepage of the portal
- Page is visible to everyone
- Visible to registered users
- Visible to dedicated roles only
- Visible to administrators only
- Page is hidden in menu ⓘ
- Page is disabled ⓧ

Indicates required fields

Expand All

Common

Permissions

Modules

0

Metatags

Appearance

Link

Update Page More Settings

View Page

Page Settings

Delete Page

Add Page(s)

Hide from navigation ⓘ

Disable link in navigation ⓧ

*Tip: Disabled pages display the Disabled ⓧ icon in the Pages module for quick reference.*

**TABS** Manage

Page About Us Disabled

Expand All

EcoZany

- Getting Started
- Search Results
- User Profile
- Admin
- Home
- Our Services
- About Us
- News & Promotions

**Legend**

- Homepage of the portal
- Page is visible to everyone
- Visible to registered users
- Visible to dedicated roles only
- Visible to administrators only
- Page is hidden in menu
- Page is disabled

**Common**

Page Name: About Us

Page Title:

Include In Menu?

Disabled?

Secure?

**Permissions**

**Modules**

**SEO**

**Metatags**

## Administrators

### Adding One or More Pages (Pages Module)

How to add one or more new pages to a site using the Pages module.

1. In the left-hand navigation tree, right-click on a page name and then select **Add Page(s)** from the drop-down menu.

**TABS** Manage

Expand All

EcoZany

- Getting Started
- Search Results
- User Profile
- Home
- About Us
- Our Services
- News & Events

View Page

Page Settings

Delete Page

**Add Page(s)**

Hide from navigation

Disable link in navigation

**Legend**

- Homepage of the portal
- Page is visible to everyone
- Visible to registered users
- Visible to dedicated roles only
- Visible to administrators only
- Page is hidden in menu
- Page is disabled

Expand All

Indicates required fields

Common

Permissions

Modules

Metatags

Appearance

Link

Update Page More Settings

2. In the **Pages** multi-line text box, enter each page name on a separate line. If you wish to create a page hierarchy, simply add one right chevron characters ( > ) for each child level.
3. Click the Create Page(s) link.

**TABS** Manage

Expand All

EcoZany

- Getting Started
- Search Results ⓘ
- User Profile ⓘ
- Home
- About Us
- Our Services
- News & Promotions

**Legend**

- Homepage of the portal
- Page is visible to everyone
- Visible to registered users
- Visible to dedicated roles only
- Visible to administrators only
- Page is hidden in menu ⓘ
- Page is disabled

This will create one page per line below the selected page. For creating hierarchies, you may prepend lines with ">".

Pages:

- Company Profile
- >History
- >Mission Statement
- >Staff
- >>Marketing
- >>>Rosie Booth
- >>Sales
- >>>Karren Ballowe
- >>>Karim Sloane

Create Page(s)

4. The new pages are now added to the site menu, the Pages module navigation tree.

**PAGES** manage

- ✓ Page Company Profile Created
- ✓ Page History Created
- ✓ Page Mission Statement Created
- ✓ Page Staff Created
- ✓ Page Marketing Created
- ✓ Page Rosie Booth Created
- ✓ Page Sales Created
- ✓ Page Karren Ballowe Created
- ✓ Page Karim Sloane Created

Expand All

EcoZany

- Getting Started
- Search Results
- User Profile
- Admin
- Home
- About Us
  - Company Profile
  - History
  - Mission Statement
  - Staff
  - Marketing
  - Rosie Booth
  - Sales

Expand All

Indicates required fields

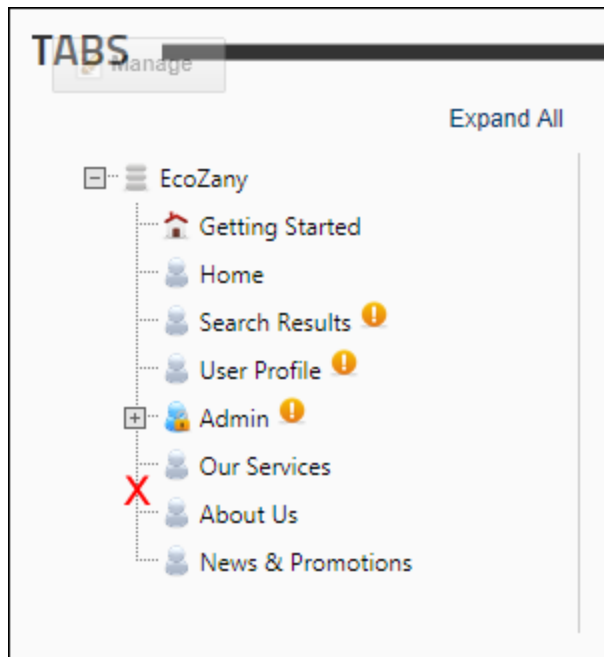
- Common
- Permissions
- Modules
- SEO
- Metatags

### Moving Page Position in Menu

How to move a page to a new position in the site menu using the Pages module.

**Permissions.** In addition to the required permissions for the Pages module, users must also have Edit Page (Manage Settings for DNN Professional Edition) permissions to the required page.

1. Click on the name of the page to be moved and drag to the required location.
  - To move a page into a parent position, drag the page below the page to be displayed to the right of this parent in the menu and the drop the page onto the dotted line.



- To move a page into a child position, drop the page on top of parent page.

## Reports

### About the Reports Module

The Reports module displays the results of an SQL query to the database of the portal. The report is displayed as a series of records. The Reports Module is designed to query a tabular data store (such as a Relational Database like Microsoft SQL Server) and visualize the results. Only the Host is able to create reports. Page Editors are able to configure a range of setting that control the way reports are displayed in the module.

**Module Version:** 05.01.00

**Minimum DNN Version:** 05.00.01



Reports	
Users In Roles	
The number of users in each role in the portal.	
RoleName	UsersInRole
Administrators	1
Registered Users	9
Subscribers	6
Newsletter	1
Page Editor	2
Forum Admin	2
Global Moderator	1
Bloggers	1
Module Editor	1
Forum Member	5

The Reports Module


*Tip: The Reports module is not designed for viewing data from hierarchical sources such as XML, and we recommend you use the XML module if you wish to process XML data.*

### Project Links

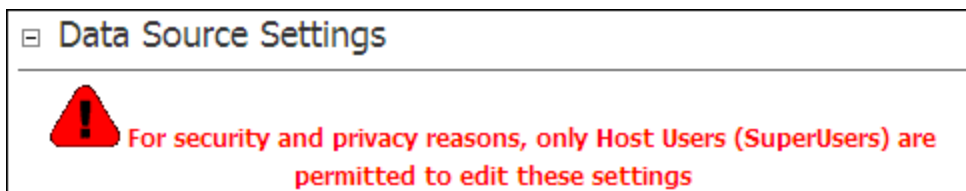
- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleReports/tabid/970/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/136/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnreports.codeplex.com/workitem/list/basic>

### Settings

#### About the Data Source Settings Warning Message

The following Red Warning Message is displayed to Page Editors and Administrators on the Reports Settings - Data Source Settings section on the Module Settings page of the Reports module:  **For security and privacy reasons, only Host Users (SuperUsers) are permitted to edit these settings.**




This message informs users that only SuperUsers are able to edit the Data Source Settings of the Reports module.



Security warning message

### Configuring Display and Caching Settings

How to configure the Display and Caching Settings on the Reports module. Note: The Data Source Settings for this module must first be configured by the Host to display any data.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Report Settings** tab.
3. Go to the **Display and Caching Settings** section.
4. At **Caching**, select from the following options:
  - Check  the check box to enable data caching. If checked you can enter the amount of time to cache the data for, in minutes. Note: the following warning will also be displayed:  Warning! Enabling Caching when using parameters is a security and privacy risk. See the Reports Module documentation for details
  - Uncheck  the check box to disable data caching.
5. At **Show Info Pane**, select from the following options:
  - Check  the check box to display the Info Pane on the view page for the module. The Info Pane displays the title and description of the Report for users.
  - Uncheck  the check box to hide the Info pane.
6. At **Show Controls**, select from the following options:
  - Check  the check box to display the Run Report and Hide Report Result links on the module.
  - Uncheck  the check to hide the Run Report and Hide Report Result links on the module.
7. At **Auto Run Report**, select from the following options:
  - Check  the check box to automatically run the report when a user views the page. Note: By default, a report is automatically run when a user views the module. However, many reports can be time-consuming and resource-intensive. In this case, the Auto Run Report setting can be displayed. However, in order to allow users to run the report the Show Controls setting must be enabled. Note: The module does not, in the current version, automatically enable this setting.
  - Uncheck  the check box to manually run a report.
8. At **Active Visualizer**, select one of the available visualizers. By default, there are three visualizers supplied with the Reports module - the Grid Visualizer, the HTML Template Visualizer and the XSL Transformation Visualizer. The default option of Grid Visualizer does not require any files to be uploaded, unlike the other two options. Once you have selected a Visualizer, a number of additional settings specific to the selected option are displayed. For more details see "[Configuring the Chart Visualizer Settings](#)", "[Configuring the Grid Visualizer Settings](#)", "[Configuring the HTML Template Visualizer Settings](#)", "[Configuring the XSL Transformation Visualizer Settings](#)". and "[Configuring the Microsoft Report Viewer Visualizer Settings](#)".

**Display and Caching Settings**

---

**Caching:**

**Show Info Pane:**

**Show Controls:**

**Auto Run Report:**

**Active Visualizer:**

Grid Visualizer

**Enable Paging?:**

**Enable Sorting?:**

**Show Header?:**

**Grid Lines:** None

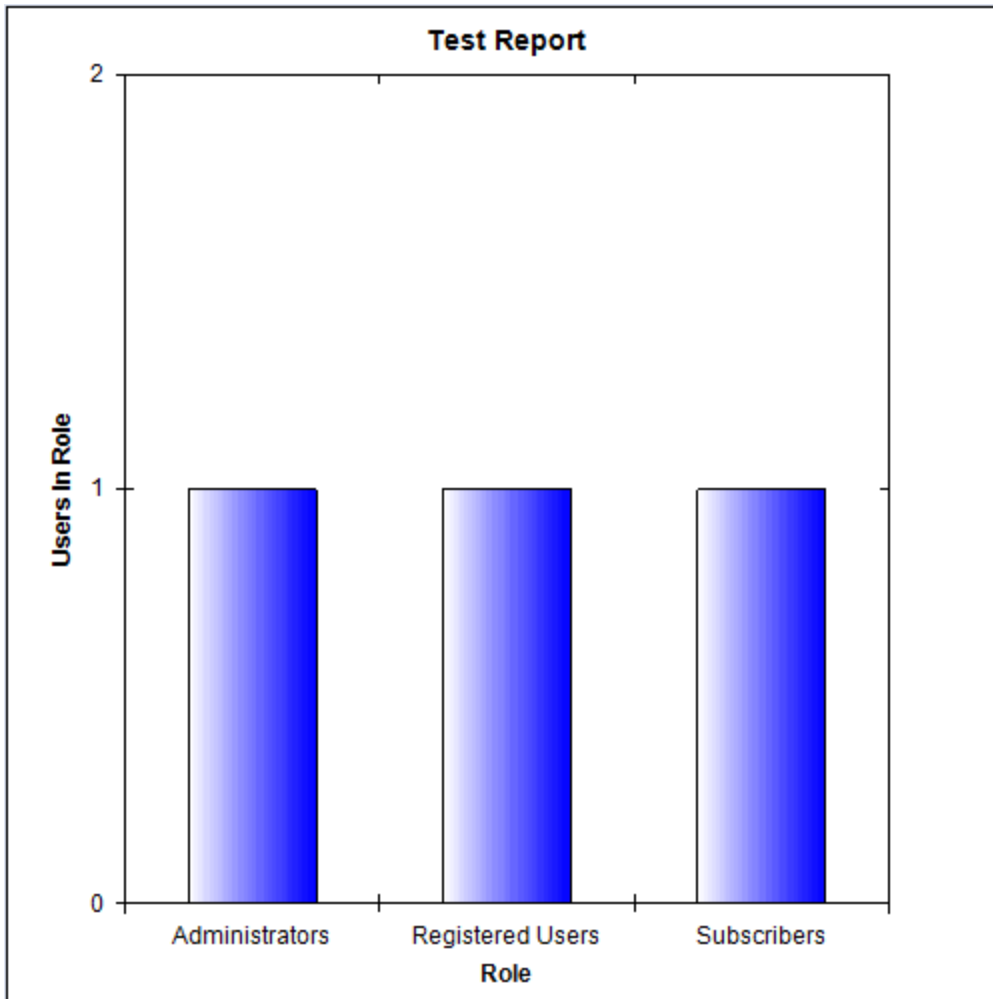
**Additional CSS:**

**CSS Class:**

9. Click the Update link.

#### Configuring the Chart Visualizer Settings

The Chart Visualizer option on the Active Visualizer displays a simple horizontal bar or vertical column chart from the data retrieved by your query. Note: The Chart Visualizer is not included with the Report module; however it can be installed and configured by your Host.



The Chart Visualizer

Here's how to set the Chart Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **Chart Visualizer**. The following additional settings are displayed:
2. At **Chart Type**, select the type of chart that will be rendered from these options:
  - Select **Horizontal Bar Chart** to choose a Bar Chart with bars stretching from left to right.
  - Select **Vertical Column Chart** to choose a Bar Chart with bars stretching from bottom to top. Note: The X-Axis Title and Y-Axis Title settings still refer to the Horizontal and Vertical axes (respectively), no matter what value this setting has.
3. In the **Width** text box, enter the width of the produced chart in pixels. E.g. 500
4. In the **Height** text box, enter the width of the produced chart in pixels. E.g. 500
5. In the **X-Axis Title** text box, enter the title to be displayed along the X-Axis (Horizontal) of the chart.
6. In the **Y-Axis Title** text box, enter the title to be displayed along the Y-Axis (Vertical) of the chart.

7. In the **Bar Name Column** text box, enter the name of the column in the produced dataset that will be used as the name of each bar in the chart.
8. In the **Bar Value Column** text box, enter the name of the column in the produced dataset that will be used to determine the height of each bar in the chart
9. At **Bar Color Mode**, select way in which the color of each bar will be determined from these options:
  - Select **One Color** for every Bar to set every bar as same color.
    1. In the **Bar Color** text box, enter the color to use for the bars in the chart
  - Select **One Color per Bar** to set the color of each bar as given by a column in the dataset.
    1. In the **Bar Color Column** text box, enter the name of the column containing the color for each bar in the chart.

**Active Visualizer:**

Chart Visualizer ▼

**Chart Type:**  Horizontal Bar Graph  
 Vertical Column Graph

**Width:**

**Height:**

**X-Axis Title:**

**Y-Axis Title:**

**Bar Name Column:**

**Bar Value Column:**

**Bar Color Mode:**  **One Color for every Bar**  
 **One Color per Bar**

**Bar Color:**

10. Click the Update link.

---

*Tip: In its current version, the Chart Visualizer is limited to displaying this form of Bar Chart. It is limited to displaying the value of one column as the height of the bar. The Chart Visualizer is not installed by default. After installing the module, the installation packages can be found in the DesktopModules/Reports/Install/Visualizers folder. See the section on installing the Chart Visualizer for details. See Managing Reports Module Add-Ins for information on installing Visualizers and Data Sources.*

---

### Configuring the Grid Visualizer Settings

The Grid Visualizer displays data in a tabular grid. This setting supports paging and sorting of data and includes display options that control the appearance of grid lines as well as finer grained control over the appearance of the grid, through attaching CSS Classes and CSS Attributes to the entire grid.

Here's how to set the Grid Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **Grid Visualizer**. The following additional settings are displayed:
2. At **Enable Paging?**, check  the check box to enable paging on the grid, or uncheck  to disable paging and display all data on one page.
  - In the **Page Size** text box, enter the number of rows to be displayed on each page of data.
3. At **Enable Sorting?**, check  the check box to enable users to sort data by clicking on a column header to sort by that column, or uncheck  to disable sorting. If Show Header? is not checked, this setting has no effect.
4. At **Show Header?**, check  the check box to display of column headers on the Grid, or uncheck  the check box to hide headers.
5. At **Grid Lines**, select an option to control the appearance of grid lines on reports. Select from the following options:
  - **Both**: Select to display both horizontal and vertical lines.
  - **Horizontal**: Select to display horizontal lines only.
  - **None**: Select to hide all lines.
  - **Vertical**: Select to display vertical lines only.
6. In the **Additional CSS** text box, enter any additional CSS attributes to be placed in the 'style' attribute of the < table > element produced by this visualizer.
7. In the **CSS Class** text box, enter a list (separated by single spaces) of CSS classes to apply to the < table > element produced by this visualizer. For more details see CSS Formatting below.

**Active Visualizer:**

Grid Visualizer

**Enable Paging?:**

**Page Size:**

**Enable Sorting?:**

**Show Header?:**

**Grid Lines:**

**Additional CSS:**

**CSS Class:**

8. Click the [Update](#) link.

### Configuring the HTML Template Visualizer Settings

The HTML Template Visualizer uses an HTML Template file to display the data retrieved in the report. The template file is processed once for each row and then rendered as a list. Each Template is processed by locating tokens of the form [Column Name] in the Template and replacing them with the value of Column Name in the returned dataset. The HTML Template Visualizer automatically processes every row retrieved from the data source. If you wish to display just one row, or a smaller set of rows, you must change the Data Source to have it return only the rows you need.

Here's how to configure the HTML Template Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **HTML Template Visualizer**. This displays the Template File fields.
2. At **Template File**, specify the HTML template file to use to generate the display. Failure to set this option to a file may result in an error.
  - a. At **File Location**, select the folder where the file is located. The file must have previously been uploaded to the portal's File Manager. Alternatively, if you have access to upload files, select the name of a folder you have access to upload files to.
  - b. At **File Name**, select the name of the html file - OR - Click the [Upload New File](#) link and upload the new file.

**Active Visualizer:**

HTML Template Visualizer

**Template File:**

**File Location:**

Templates/

**File Name:**

template.html

3. Click the [Update](#) link.

E.g. The following HTML Template was used to produce the output seen below.

Module #[ModuleID]

Title: [ModuleTitle]

**Module #321**

**Title: Portals**

**Module #322**

**Title: Module Definitions**

**Module #323**

**Title: File Manager**

**Module #324**

**Title: Vendors**

Example of HTML Template

### Configuring the XSL Transformation Visualizer Settings

The XSL Transformation Visualizer uses an XSL Transformation file and XML produced by the Data Source to produce HTML that is used to display the report.

The XML produced by the Data Source has the following format:

```
<DocumentElement>

<QueryResults>
<Column1Name>Column1Value</Column1Name>
<Column2Name>Column2Value</Column2Name>
...
</QueryResults>
<QueryResults>
... Same as above, for Row 2 ...
</QueryResults>
```

To ensure the correctness of your XSL, you can use the Show Xml Source command to check the exact XML returned by your Data Source configuration.

For example, to reproduce the results displayed in the "Configuring the XSL Transformation Visualizer Settings on the Active Visualizer" tutorial, the following XSL would be used:

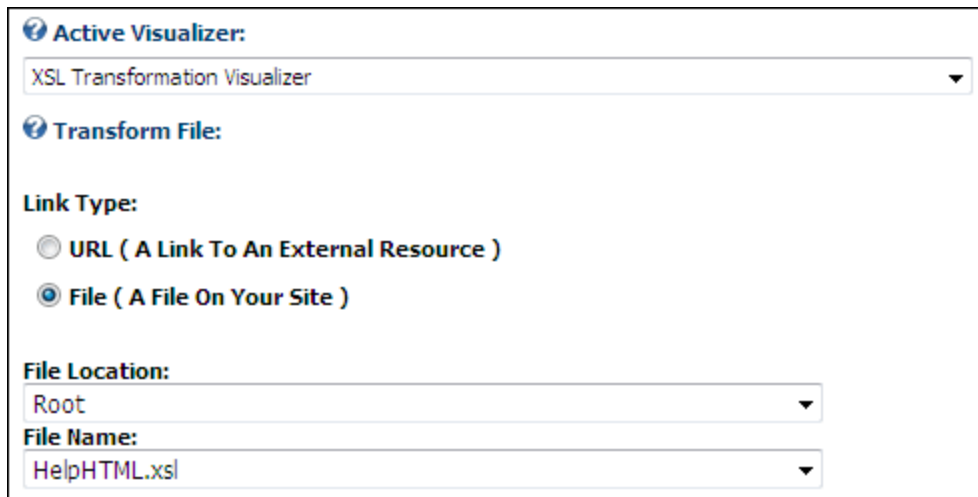
```
<xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform">

<xsl:output method="xml" indent="yes"
doctype-system="http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd"
doctype-public="-//W3C//DTD XHTML 1.0 Transitional//EN" />
<xsl:template match="/DocumentElement/QueryResults">
<h1>Module =<xsl:value-of select="ModuleID" /></h1>
<p>Title: <xsl:value-of select="ModuleTitle" /></p>
</xsl:template>
</xsl:stylesheet>
```

Similar to the HTML Template Visualizer, all of the data retrieved from the Data Source will be displayed in this Visualizer. If you wish to restrict the amount of data displayed, you must modify your Data Source configuration.

Here's how to configure the XSL Transformation Visualizer settings on the Active Visualizer of the Reports module:

1. At **Active Visualizer**, select **XSL Transformation Visualizer**.
2. At **Transform File**, select the XSLT file to use to generate the display. Failure to set this option to a file may result in an error.
3. At **Link Type**, select the link to the transform file. **"About the Link Control"**.



The screenshot shows the configuration interface for the XSL Transformation Visualizer. It includes a dropdown menu for the visualizer type, a section for the transform file, and options for the link type and file location.

**Active Visualizer:**  
XSL Transformation Visualizer

**Transform File:**

**Link Type:**

- URL ( A Link To An External Resource )
- File ( A File On Your Site )

**File Location:**  
Root

**File Name:**  
HelpHTML.xsl



4. Click the [Update](#) link.

### Configuring the Microsoft Report Viewer Visualizer Settings

The Microsoft ReportViewer Visualizer uses the ReportViewer control to display rich reports, as well as reports running on a SQL Server Reporting Services instance. Note: The Microsoft Report Viewer Visualizer is not included with the Report module, however it can be installed and configured by your Host.

**Important:** This Visualizer DOES NOT require a license to Microsoft SQL Server or Microsoft SQL Server Reporting Services. All you need is this module and DNN.

The ReportViewer Visualizer has two modes: Local Report Mode and Server Report Mode.

**About Local Report Mode:** In Local Report Mode, the Report is run by the Reports Module on your web server. Using the Report Designer Add-In for Microsoft Visual Web Developer Express (Both Free Downloads) or Visual Studio 2005 or 2008, you can design a report and save it as an RDLC file. After creating an RDLC file for your report, upload it to your portal and select that file from the Reports-Viewer Visualizer settings page. Then, enter the name of the DataSource used in the RDLC report into the Data Source Name field. The Reports Module will provide the data from the Data Source to the RDLC report through this Data Source.

**About Server Report Mode:** In Server Report Mode, the Report is run by an instance of Microsoft SQL Server Reporting Services (SSRS). In order to use this mode, you will need an instance of SSRS and must know the user name and password of an account with permission to access the server. Specify the URL of the server and the path, within the server, to the Report you wish to display. If authentication is required, specify the User Name, Password, and Domain of a user account with permission to access the server.

Here's how to set the Grid Visualizer settings on the Active Visualizer:

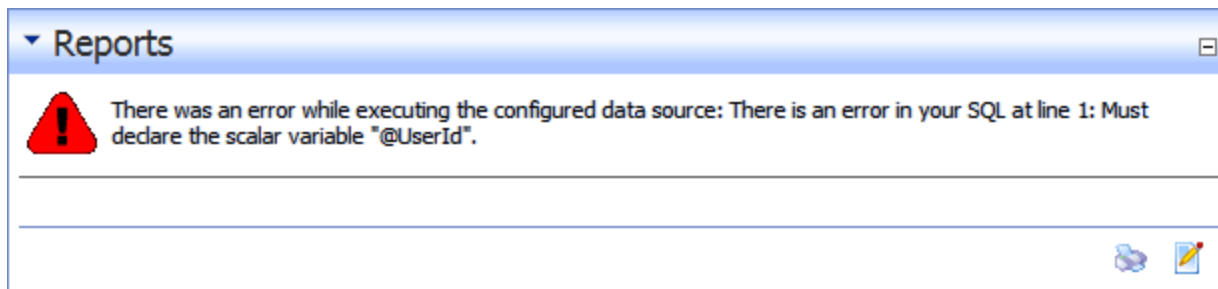
1. At **Active Visualizer**, select **Grid Visualizer**. This displays the following additional settings.
2. In the **Height** text box, enter the height of the ReportViewer control used to display the report in pixels.
3. At **Show**, this field indicates which toolbars, buttons, and other controls to display on the ReportViewer control.
4. At **Report Type**, this field indicates if the ReportViewer should operate in Local Report or Server Report mode. Depending on your choice for the Report Type setting, the module will enter one of these modes.
5. At **Local Report Mode**, the following settings are available in Local Report Mode:
  - a. **Data Source Name:** The name of the data source, defined in the RDLC file, to populate with data from the Reports Module Data Source.
  - b. **Report File:** The location of the RDLC file defining the Report to display.
  - c. **Enable External Images:** Check this check box to allow the visualizer to load images from other sites referenced by the Report.
  - d. **Enable Hyperlinks:** Check this check box to allow the visualizer to display hyperlinks defined in the Report.
6. At **Server Report Mode**, the following settings are available in Server Report Mode:
  - a. **Server Url:** A URL referring to the Web Service interface to an SSRS instance.
  - b. **Server Report Path:** The path, within the SSRS server, to the Report you wish to display.
  - c. **User Name:** The user name to use when authenticating to the SSRS server.

- d. **Password:** The password to use when authenticating to the SSRS server.
- e. **Domain:** The Active Directory domain to use when authenticating to the SSRS server.

7. Click the Update link.

### Special Note Regarding Caching

When caching is enabled, a single copy of the data retrieved by the Data Source is stored in-memory so that future requests for the same report can use the cached data rather than re-executing the Data Source. However, since this cached copy is always used to satisfy requests, any parameters you have used in your queries will be disregarded. Therefore, when using caching, parameterized queries are not allowed. If you use parameters in your query and enable caching, you will see an error message similar to the following when trying to run the report: "There was an error while executing the configured data source: There is an error in your SQL at line 1: Must declare the scalar variable "@ParameterName""



An Error Report

## Repository

### About the Repository Module

The Repository module stores and displays a range of items. The type of items stored is controlled through the skin which is applied to the module. By changing the skin, the Repository can be used for numerous purposes such as a simple blog, a media repository, a file repository, an articles repository, a compact file listing, and more. The module is packaged with a range of module skins, see the Skin Designs section below for an overview of each skin.

**Important Upgrade Note.** If you have modified any of the standard templates that are part of the Repository package, be sure to back them up before installing this new release, then restore them after the release has been installed. Alternatively, you can copy them to the /Portals/n/RepositoryTemplates folder which is the preferred location where modified templates should be stored.

**Module Version:** 03.05.04

**Minimum DNN Version:** 05.03.01

**Features:** ISearchable

**Optional settings** (not available on all skin designs):

- Category management
- Item ratings
- Item comments

UPLOAD


Search

**Categories**  
 Trees ▾

**Sort by**  
 Date ▾

< BACK 1 of 1 NEXT >

Spotted gums




Spotted gum trees at Mystery Bay, New South Wales, Australia.

---

File size	1470 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
EMail	rose.booth@ecozaany.com

**RATING:** ★★☆☆☆ **COMMENTS (0)**

Spotted Gum Trunks



Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

---

File size	1333 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
EMail	rose.booth@ecozaany.com

**RATING:** ★★☆☆☆ **COMMENTS (0)**

< BACK 1 of 1 NEXT >

The Repository Module


### Project Links

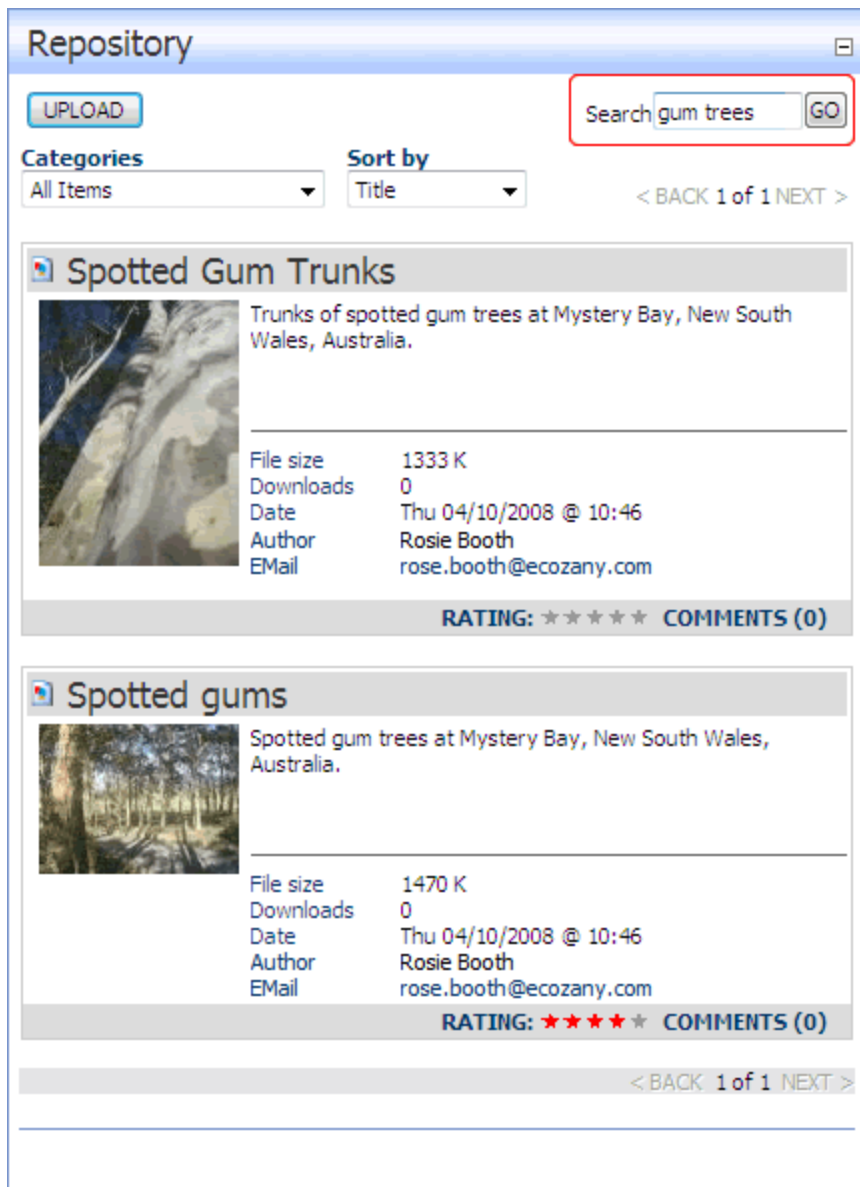
- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleRepository/tabid/830/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/54/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnrepository.codeplex.com/workitem/list/basic>

### All Users

#### Searching for an Item

How to search for an item in the Repository module. The search will return results from the Item Title, Description, Author Name, and Email Address fields. Results include words/numbers that are all or part your search criteria. E.g. Entering "gum tree" will return results for gum, gum tree, trees, tree, etc.

1. At **Categories**, select the category to search within - OR - (if available) Select **All Items** to search all categories.
2. In the **Search** text box, enter your search criteria. E.g. gum trees
3. Click the **GO**  button.



The screenshot shows a web interface titled "Repository". At the top left is an "UPLOAD" button. To the right is a search bar containing the text "gum trees" and a "GO" button. Below the search bar are two dropdown menus: "Categories" set to "All Items" and "Sort by" set to "Title". A navigation link "< BACK 1 of 1 NEXT >" is visible. The main content area displays two search results:

**Spotted Gum Trunks**  
 Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.  
 File size: 1333 K  
 Downloads: 0  
 Date: Thu 04/10/2008 @ 10:46  
 Author: Rosie Booth  
 EMail: rose.booth@ecozany.com  
 RATING: ★★★★★ COMMENTS (0)

**Spotted gums**  
 Spotted gum trees at Mystery Bay, New South Wales, Australia.  
 File size: 1470 K  
 Downloads: 0  
 Date: Thu 04/10/2008 @ 10:46  
 Author: Rosie Booth  
 EMail: rose.booth@ecozany.com  
 RATING: ★★★★★ COMMENTS (0)

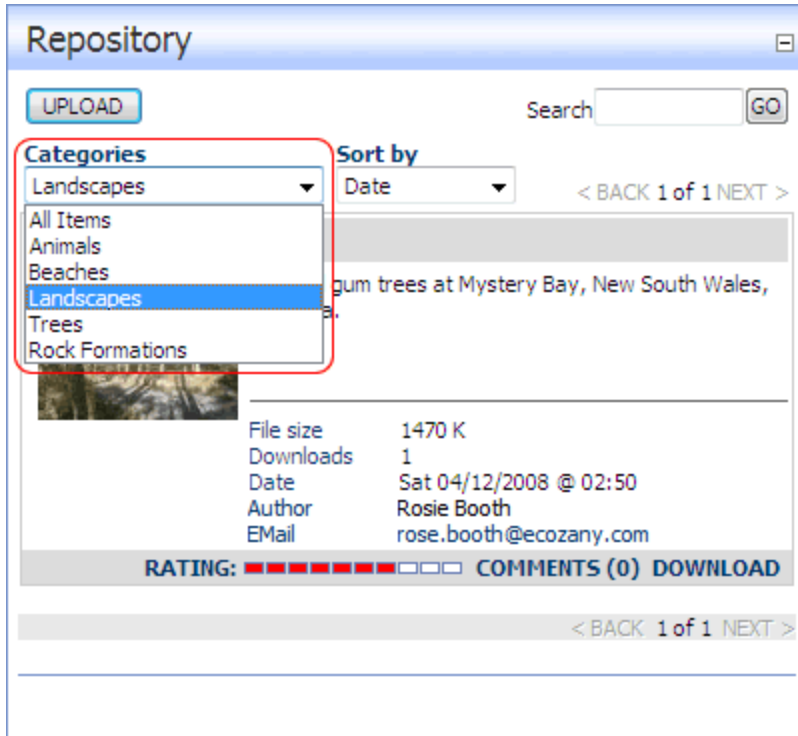
At the bottom of the results area, another "< BACK 1 of 1 NEXT >" link is present.

Searching Repository Items

### Filtering Items by Category

How to filter items by category on the Repository module. Note: The Categories filter is not available on some Repository skins.

1. At **Categories**, select the required category.
2. **Optional.** At **Sort By**, select the field you want to sort the items by.



Filtering Items by Category

### Sorting Items

How to set the sort order of items displayed in the Repository module. Date is the default sort order. Sort order is not persistent if the page is refreshed or navigated away from.

1. At **Sort by**, select the field you want to order items by. The following options are available: Date, Downloads, User Rating, Title, Author Name and CreatedDate.
2. **Optional.** At **Categories**, select a category to filter items - OR - (if available) select **All Items** to view all items.

Repository


UPLOAD Search  GO

Categories  
Beaches

Sort by  
Date

< BACK 1 of 1 NEXT >

**Beach Walkers**



Beach wa  
Australia


ay, New South Wales,

File size	1412 K
Downloads	1
Date	Thu 04/10/2008 @ 10:43
Author	Lorraine Young
E-Mail	lorraine.young@dnnangel.com

**RATING:** ■■■■■■■■■■ **COMMENTS (0)** **DOWNLOAD**

---

**Beach and Rocks**



Beach and Rocks at Mystery Bay, New South Wales, Australia.

File size	1441 K
Downloads	0
Date	Thu 04/10/2008 @ 10:40
Author	Lorraine Young
E-Mail	lorraine.young@dnnangel.com

**RATING:** ■■■■■■■■■■ **COMMENTS (0)** **DOWNLOAD**

< BACK 1 of 1 NEXT >

Sorting Repository Items by Category

### Viewing an Item Image

How to view the image associated with an item on the Repository module. Note: Not all repository designs (skins) have an associate image.

1. Locate the required item.
2. Click on the image displayed to the left. This displays the image in a new Web browser.


Repository

Search pebbles GO

Categories: All Items Sort by: Date < BACK 1 of 1 NEXT >

**Beach Pebbles**

Beach pebbles at Mystery Bay, New South Wales, Australia.



File size	1416 K
Downloads	2
Date	Thu 04/10/2008 @ 10:44
Author	Lorraine Young
E-Mail	lorraine.young@dnnangel.com

RATING:           COMMENTS (0)

< BACK 1 of 1 NEXT >

Viewing an Image

### Viewing Comments

How to view comments added to an item in the Repository module. Note: Comment viewing may not be available to all users. The number of comments added to an item will be displayed on the COMMENTS link. E.g. COMMENTS (0) indicates no comments, COMMENTS (2) indicates 2 comments.

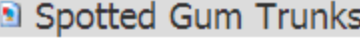
1. Locate required item.
2. Click the COMMENTS link for that item. This displays the comments for this item.


Repository ☐

Search

Categories  Sort by  < BACK 1 of 1 NEXT >

---

 **Spotted Gum Trunks**

 Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

---

File size	1333 K
Downloads	1
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-Mail	rose.booth@ecozaany.com

**RATING:**  **COMMENTS (2)**

**USER COMMENTS:**

on 4/10/2008 12:10:10 PM, Lorraine Young said  
One of my favorite gum trees.

on 4/10/2008 12:07:04 PM, Albert Skittle said  
What a stunning specimen of these beautiful and majestic trees.

< BACK 1 of 1 NEXT >

Viewing comments

### Viewing Item Ratings

How to view the rating of an item in the Repository module. Ratings can be displayed as either a 5 star rating **RATING: ★★★★★** or a 10 Dash rating **RATING: ■■■■■■□□**. Note: Ratings may not be visible to all users.

1. Locate the required item. The RATING score is typically displayed below each item.
2. Mouse over the rating stars/dashes to view the rating %, and the total number of votes.



Repository

UPLOAD MODERATE (2) Search gums GO

Categories All Items Sort by Downloads < BACK 1 of 1 NEXT >

 **Spotted gums**

 Spotted gum trees at Mystery Bay, New South Wales, Australia.

---

File size	1470 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
EEmail	rose.booth@ecozy.com

**RATING:**  **COMMENTS (0) DOWNLOAD**

**RATING: 80% VOTES: 2 (Click to Rate)** EXT >



Viewing Ratings

### Downloading a File

How to download a file from the Repository module. Note: Download may not be available to all users.

1. Search for the required file.
2. Click the DOWNLOAD link. This displays the File Download dialog box, enabling you to save the file to your computer.

**Repository**

UPLOAD

Categories

All Items

Beach Pebbles

File Download

Do you want to open or save this file?

Name: IMG4999.JPG  
Type: JPEG Image, 1.38MB  
From: localhost

Open Save Cancel

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Date Thu 04/10/2008 @ 10:44  
Author Rosie Booth  
EMail rose.booth@ecozany.com

RATING:           COMMENTS (0) DOWNLOAD

< BACK 1 of 1 NEXT >

Downloading a File

### Adding Comments to an Item

How to add a comment to an item in the Repository module. Note: Adding comments may not be available to all users.


1. Locate the required item.
2. Click the COMMENTS link. This displays the User Comments panel and any existing comments.
3. In the **Your Name** text box, enter your name. Note: If you are logged in to the web site your Display Name is displayed here and cannot be edited.
4. In the **Your Comment** text box, enter your comment.
5. Click the **POST YOUR COMMENT** button.

Repository

UPLOAD Search trunks GO

Categories Trees Sort by Date < BACK 1 of 1 NEXT >

**Spotted Gum Trunks**



Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

File size	1333 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-Mail	rose.booth@ecozaany.com

RATING:           COMMENTS (0)

USER COMMENTS:

ADD YOUR COMMENT:

Your Name  
Albert Skittle

Your Comment  
What a stunning specimen of these beautiful and majestic trees.

POST YOUR COMMENT

< BACK 1 of 1 NEXT >

Adding Comments

### Rating an Item

How to rate an item in the Repository module. Note: Rating of items may not be available to all users.

1. Locate the required item.
2. At **RATING**, click on the Rating Stars **RATING: ★★★★★** or Dashes **RATING: ██████████**. This displays the User Rating panel below the item. Note: If you are not authorized to add rating the User Rating panel is not displayed.
3. Click inside a radio button to select your rating. Rating options are 0 - 10.
4. Click the **POST YOUR RATING** button. Your rating is now added to the total tally.

Repository ☰

Search

Categories  Sort by  < BACK 1 of 1 NEXT >

---

 **Spotted gums**

 Spotted gum trees at Mystery Bay, New South Wales, Australia.

---

File size	1470 K
Downloads	0
Date	Thu 04/10/2008 @ 10:46
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

**RATING:** ■■■■■■■■□□ **COMMENTS (0)**

USER RATING:  
There have been 2 votes cast. The average rating is 80%

ADD YOUR RATING:

0  1  2  3  4  5  6  7  8  9  10

< BACK 1 of 1 NEXT >

Posting your Rating

### Configuration

#### Configuring the Repository Module (Default Settings)

How to configure the Repository module by accepting all of the default settings including the Default skin. Undertaking this configuration will remove the message "**ADMIN:** Select Repository Settings from the Module Settings drop down menu to set the Repository Description text as well as set the number of objects to be displayed on each page" which is displayed at the top of the Repository module when you first add it to a page.



**REPOSITORY** Manage

**ADMIN:** Select Repository Settings from the Module Settings drop down menu to set the Repository Description text as well as set the number of objects to be displayed on each page.

Search

Categories  Sort by  < BACK 1 of 1 NEXT >

< BACK 1 of 1 NEXT >

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.

2. Click the Update link. The following settings have now been accepted:

- Only Administrators can upload, moderate, download, rate and comment on files. To modify these permissions, see [See "Setting Repository Role Access"](#)
- There will be no description displayed for this repository.
- All items will be added to the All Items category. There are no other categories.
- The default sort order of items is by date.
- Five ( 5 ) items are displayed per page .
- Authorized users can view comments.
- Authorized users can view ratings.
- The default skin is used .
- Approved, unapproved and anonymous file are stored in the default Repository folder.
- The first image listed in the Root folder will be used when there is no image selected.



Repository with Default Configuration Settings

## Contributors

### Uploading a File (Default and Nifty Skins)

How to upload a file to the Repository module. This tutorial is based on the Default and Nifty skins. Note: Upload may not be available to all users.

---

*Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove the file selected at the File field. For this reason perform any Editor switches before selecting this file.*

---

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter the title for the item.
3. At **File**, click the **Browse...** button and then locate and select the file.
4. In the **Description** text editor, enter a description of the file.
5. **Optional.** At **Image**, click the **Browse...** button and select the required file. Images are displayed scaled down to a width of 100 pixels. If no image is selected the default image will be used but will not be scaled.
6. **Optional.** At **Categories**, select one or more categories if available.

7. **Optional.** In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
8. **Optional.** In the **Your EMail Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
9. **Optional.** At **Show my email address** check  the check box to display your email address on this item listing - OR - Uncheck  to keep your email address private.
10. Click the **Upload** button.

## Add New Item

### Upload a File

MODERATION NOTICE: This is a moderated upload. Your upload will NOT appear until the site Administrator reviews and approves your entry.

**Title**

**File**

**Image**

**Categories**














- Beaches
- Rock Formations
- Trees
- Landscapes





















**Your Name**



























**Your EMail Address**   show my email address







#### Description

Basic Text Box  Rich Text Editor

Source             

**B** *I* **U** **ab** **e** **x** **x<sup>2</sup>**                    

Font  Size       

Caves on the beach at Mystery Bay, New South Wales, Australia

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

11. If you are not a moderator:

- a. This displays a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved."
- b. Click the **OK** button.

### Uploading a Business Card

How to upload a business card to the Repository module. This tutorial is based on the Business Card skin. Note: Upload may not be available to all users.

---

*Tip: Changing the Editor from Basic Text Box to Rich Text Editor or back will remove any file you have selected at the Company Logo field. This means you will need to reselect this file.*

---

1. Click the **UPLOAD** button.
2. In the **Company Name** text box, enter the company name.
3. In the **Company Address** editor, enter the company address.
4. In the **Company Tagline** editor, enter the company tagline.
5. The following **optional** fields are also provided:
  - a. At **Company Logo**, click the **Browse...** button and select a picture of yourself to be displayed beside this article. Logos are scaled down to a width of 48 pixels. If no image is selected the default image is displayed but it is not scaled.
  - b. At **Categories**, select one or more categories if available.
  - c. In the **Your Name\*** text box, enter your name. Your First Name and Last Name will be displayed in this text box if you are logged in to the web site, however these details can be edited.
  - d. In the **Your EMail Address\*** text box, enter your email address. Your email address will be displayed in this text box if you are logged in to the web site, however it can be edited.
  - e. At **Show my email address\*** check  the check box to display your email address on this item listing- OR - Uncheck  to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.

\* Note: The contributor's name and email address are NOT displayed on business cards.



## ▼ Add New Item

### Business Card

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

🔗 **Company Name**

🔗 **Company Logo**

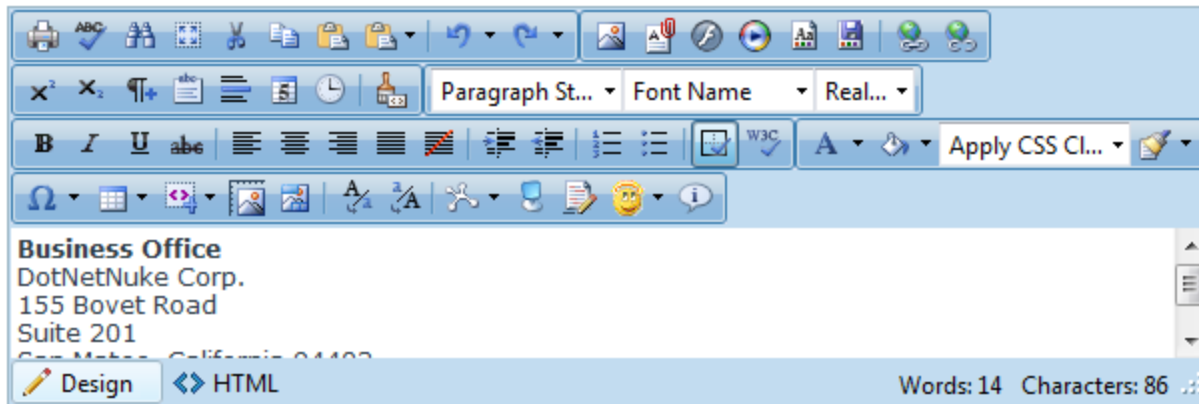
🔗 **Categories**

🔗 **Your Name**

🔗 **Your EMail Address**   **show my email address**

🔗 **Company Address**

🔗 **Editor:**  Basic Text Box  Rich Text Editor



The screenshot shows a rich text editor interface. The top toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and help. Below the toolbar, the text "Business Office" is followed by "DotNetNuke Corp.", "155 Bovet Road", "Suite 201", and "San Mateo, California 94403". The editor has tabs for "Design" and "HTML". At the bottom right, it displays "Words: 14 Characters: 86".

🔗 **Company Tagline**

🔗 **Editor:**  Basic Text Box  Rich Text Editor

🔗 **Render Mode:**  Text  Html  Raw

GUIDELINES: In submitting this entry and image I agree that I have the authority to upload this information and that I am not breaking any copyright law by uploading. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading this information to this server.

Uploading a Business Card

### Uploading a Directory Listing

How to upload a directory listing to the Repository module. This tutorial is based on the Directory skin. Note: Upload may not be available to all users.

---

*Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected at the Resource URL and Image fields. For this reason perform any Editor switches before selecting these files.*

---

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter a title for this directory listing.
3. In the **Resource URL** text box, enter the URL to this resource. E.g. <http://www.domain.com/resource.aspx>
4. In the **Description** Text Editor, enter a description of this directory listing.
5. The following optional settings are also available:
  - a. At **Image\***, click the **Browse...** button and select an image to be displayed on this listing. This image is scaled down to a width of 48 pixels. If no image is selected the default image is displayed but is not scaled.
  - b. At **Categories**, select one or more categories if available.
  - c. In the **Your Name\*** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed, but can be edited if required.
  - d. In the **Your Email Address\*** text box, enter your email address. If you are logged in the email address associated with your user account is displayed but can be edited if required.
  - e. At **Show my email address\*** check  the check box to display your email address on this item listing- OR - Uncheck  the check box to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.

\* Note: The image, contributor's name, and contributor's email address are NOT displayed on directory listings.

## Add New Item

### Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

**Title**

**Resource URL**

**Image**

**Categories**  
 Professional  
 Personal

**Your Name**

**Your EMail Address**   show my email address

#### Description

Basic Text Box  Rich Text Editor

`<p>`The full content of DNN Online Help can be purchased from the DNN Marketplace in an easy to read PDF version. This full color manual is jam-packed with easy to read, step-by-step instructions aimed at all levels of users from beginners to experienced Hosts. DNN Help is written by Lorraine Young who is a founding and ongoing member of the DNN Core Team, a member of the Help Project Team, and the author of the recently published "DotNetNuke For Dummies" book. DNN Help is copyright to DotNetNuke Corporation.`</p>`

Text  Html  Raw

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

Uploading a Directory Listing

### Uploading a File Listing

How to upload a file to the Repository module. This tutorial is based on the Default and Nifty skins. Note: Upload may not be available to all users.

---

*Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any file you have selected at the File field. For this reason perform any Editor switches before selecting this file.*

---

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter a title for the file.
3. At **File**, click the **Browse...** button and then locate and select the file.
4. The following optional settings are also available:
  - a. At **Categories**, select one or more categories if available.
  - b. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed, but these can be edited if required.
  - c. In the **Your EMail Address** text box, enter your email address. If you are logged in the email address associated with your user account is displayed but can be edited if required.
  - d. At **Show my email address** check  the check box to display your email address on this item listing, or uncheck  to keep your email address private.
5. Click the **Upload** button.
6. If you are not a moderator, a message reading "Your upload **MUST** be approved by an Administrator **BEFORE** it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.

Note: The contributor's name and email address are NOT displayed on file listings. Categories are not displayed on this skin.

## Add New Item

### Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

**Title**

**File**

**Categories**  DotNetNuke

**Your Name**

**Your EMail Address**   show my email address

GUIDELINES: In submitting this file I agree that it may be downloaded by other visitors to this web site. I also state that I have the authority to upload this file and that I am not breaking any copyright law by uploading it. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading this file to this server.

Uploading a File Listing

### Uploading a File (Nifty Toggle Skin)

How to upload a file to the Repository module. This tutorial is based on the Nifty Toggle skin. Note: Upload may not be available to all users.

---

*Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected at the File and Image fields. For this reason perform any Editor switches before selecting these files.*

---

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter the title for the item.
3. At **File**, click the **Browse...** button and select the file.
4. In the **Summary** editor, enter a summary description of the file.
5. In the **Description** editor, enter a description of the file.
6. The following **optional** settings are also available:

- a. At **Image**, click the **Browse...** button and select the required file. Large images are scaled down to a width of 100 pixels. If no image is selected the default image will be used.
- b. At **Categories**, select one or more categories if available.
- c. In the **Your Name\*** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
- d. In the **Your EMail Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
- e. At **Show my email address\***, check  the check box to display your email address on this item listing - OR - Uncheck  the check box to keep your email address private.

7. Click the **Upload** button.

8. If you are not a moderator, a message reading "Your upload **MUST** be approved by an Administrator **BEFORE** it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.

- a. Click the **OK** button.

\* Note: The contributor's name and email address are NOT displayed on this module.

## Add New Item

### Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

**Title**

**File**

**Image**

**Categories**  
 Landscapes  
 Beaches

**Your Name**

**Your EMail Address**   show my email address

### Summary

Basic Text Box  Rich Text Editor

Text  Html  Raw

### Description

Basic Text Box  Rich Text Editor

Uploading a File (Nifty Toggle Skin)

### Uploading a Portfolio Listing

How to upload a portfolio listing to the Repository module. This tutorial is based on the Portfolio skin. Note: Upload may not be available to all users.

---

*Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.*

---

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter the title for the item.
3. In the **Description** editor, enter a description of the file.
4. The following **optional** settings are also available:
  - a. At **Image**, click the **Browse...** button and then locate and select the image. Large images are scaled down a thumbnail width of 175 pixels. If no image is selected the default image will be used but will not be scaled.
  - b. At **Categories\***, select one or more categories if available.
  - c. In the **Your Name\*** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
  - d. In the **Your EMail Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
  - e. At **Show my email address\*** check  the check box to display your email address on this item listing- OR - Uncheck  the check box to keep your email address private.
5. Click the **Upload** button.
6. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.

\* Note: The contributor's name and email address are NOT displayed on portfolio listings. Categories are not displayed on this skin.



## Add New Item

### Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

**Title**

**Image**

**Categories**

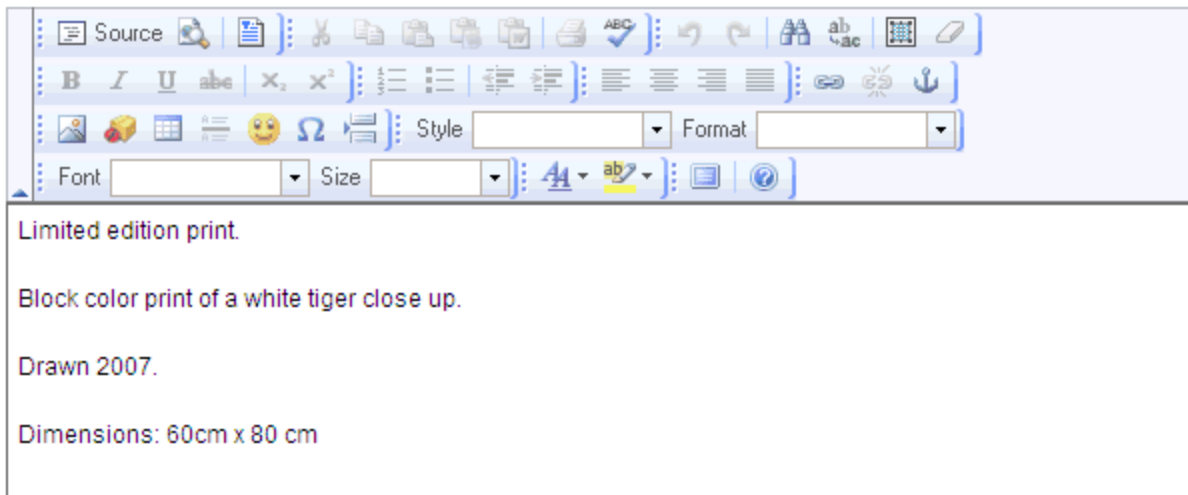
Animals  
 Landscapes

**Your Name**

**Your EMail Address**   show my email address

#### Description

Basic Text Box  Rich Text Editor



The image shows a rich text editor interface. The toolbar includes icons for Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Smiley, Insert Link, Font Face, Font Size, Text Color, Background Color, and a Help icon. The content area contains the following text:

Limited edition print.  
Block color print of a white tiger close up.  
Drawn 2007.  
Dimensions: 60cm x 80 cm

[Show custom editor options](#) | [Refresh Editor](#)

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

### Uploading a Slide Image

How to upload a slide image to the Repository module. This tutorial is based on the Slides skins. Note: Upload may not be available to all users.

---

*Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.*

---

**Important:** This skin has been designed for landscape images. Images that are orientated as portrait do not display correctly inside the slide frame.

1. Click the **UPLOAD** button.
2. In the **Title** text box, enter the title for the item.
3. At **Image**, click the **Browse...** button and then locate and select the required image. Large images are scaled down to a maximum width of 140 pixels. If no image is selected the default image will be used but will not be scaled.
4. In the **Description** Text Editor, enter a description of the file.
5. The following optional settings are also available:
  - a. At **Categories\***, select one or more categories if available. Note: Category filtering is not provided on the Slides skin.
  - b. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
  - c. In the **Your EMail Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
  - d. At **Show my email address**, check  the check box to display your email address on this item listing- OR - Uncheck  to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.

\* **Note:** Category filtering is not provided on the Slides skin.

## Add New Item

### Upload an Image

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

**Title**

**Image**

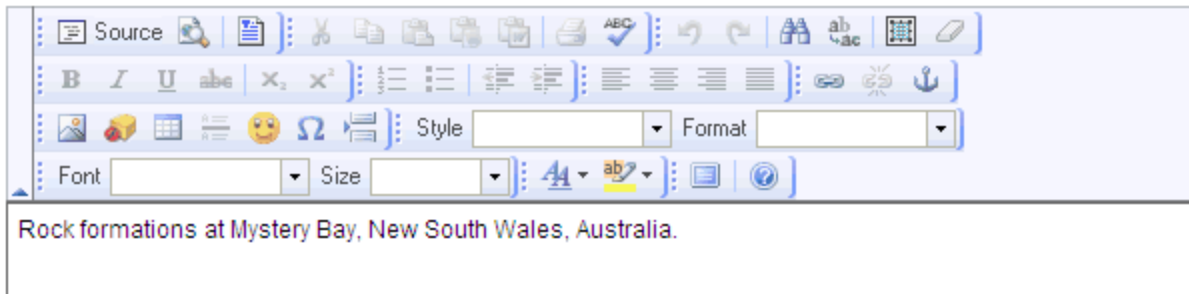
**Categories**  
 Landscapes  
 Beaches

**Your Name**

**Your EMail Address**   show my email address

#### Description

Basic Text Box  Rich Text Editor



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, and image insertion. Below the toolbar are dropdown menus for font and size, and a text area containing the text "Rock formations at Mystery Bay, New South Wales, Australia." Below the text area are two links: "Show custom editor options" and "Refresh Editor".

[Show custom editor options](#) | [Refresh Editor](#)

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

## Uploading a Video Listing

How to upload a video to the Repository module. This tutorial is based on the Nifty Video skin. Note: Upload may not be available to all users.

---

*Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove the file selected at the Image field. For this reason perform any Editor switches before selecting this file.*

---

1. Click the **UPLOAD** button.
2. In the **Video Title** text box, enter the title for the video.
3. At **Video File**, click the **Browse...** button and then locate and select the video.
4. In the **Description** Text Editor, enter a description of the file.
5. The following **optional** settings are also available:
  - a. At **Splash Image**, click the **Browse...** button and then locate and select an image. Images are not scaled down therefore they should not be larger than 320 pixels. If no image is selected the video screen will display as blank.
  - b. At **Categories**, select one or more categories if available.
  - c. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed but can be edited if required.
  - d. In the **Your EMail Address** text box, enter your email address. If you are logged in to the web site, the email address associated with your user account is displayed but it can be edited if required.
  - e. At **Show my email address\*** check  the check box to display your email address on this item listing- OR - Uncheck  to keep your email address private.
6. Click the **Upload** button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.

\* **Note:** The contributors email address will not be displayed on this skin.

## Add New Item

### Upload a Video

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

**Video Title**

**Video File**

**Splash Image**

**Categories**  
 Action  
 Adventure

**Your Name**

**Your EMail Address**   show my email address

#### Description

Basic Text Box  Rich Text Editor

Watch this video of the key note presentation and Microsoft MIX08.

Text  Html  Raw

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

### Uploading an Article

How to upload an article to the Repository module. This tutorial is based on the Articles skin. Note: Upload may not be available to all users.

---

*Tip: Changing the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected from the Downloadable Version and Your Picture fields. This means you will need to reselect these files. For this reason these tasks should be performed last.*

---

1. Click the **UPLOAD** button.
2. In the **Title of the Article** text box, enter the title for the article.
3. At **Article Summary**, click the **Basic Text Box** radio button to enter a summary, and then enter the article summary into the text box. Note: If you do not enter an article summary then the text "Add Article Summary..." will be displayed on this listing.
4. In the **Article** Text Editor, enter your article. Note: If you do not enter text for this article then the text "Add Article Text..." will be displayed on this listing.
5. The following optional settings are also available:
  - a. At **Categories**, select one or more categories if available.
  - b. In the **Your Name** text box, enter your name. If you are logged in to the web site, your First Name and Last Name are displayed, but can be edited if required.
  - c. In the **Your EMAIL Address** text box, enter your email address. If you are logged in the email address associated with your user account is displayed but can be edited if required.
  - d. At **Show my email address\*** check  the check box to display your email address on this item listing- OR - Uncheck  to keep your email address private.
  - e. At Your Picture, click the Browse... button and select a picture of the author to be displayed beside this article. This picture is scaled down to a width of 48 pixels. If no image is selected the default image is displayed but is not scaled.
  - f. At Downloadable Version, click the Browse... button and select a downloadable version of your article such as a .PDF or .DOC file.
6. Click the Upload button.
7. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.

\* **Note:** The contributor's email address is NOT displayed on article listings.

## Add New Item

### Submit an Article

MODERATION NOTICE: Since you are an Moderator for this library, your article will NOT require moderation and will be automatically approved.

**Title of the Article**

**Categories**

News

Gossip

**Your Name**

**Your EMail Address**   show my email address

**Your Picture**

#### Downloadable Version

In addition to presenting your article online, you can provide a downloadable version of your article (.PDF, .DOC) for your readers to download. This is optional and may be left blank.

#### Article Summary

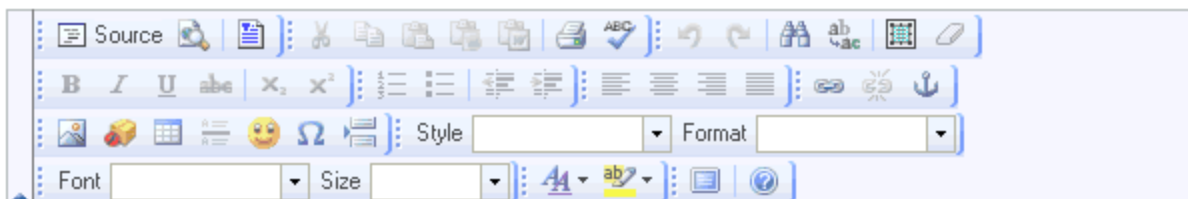
Basic Text Box  Rich Text Editor

<p>How to make a search for tutorials using the search box on the Help Category module.</p>

Text  Html  Raw

#### Article Text

Basic Text Box  Rich Text Editor



The toolbar includes icons for Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Smiley, Link, Font, Size, Font Color, and Background Color.


You can make a search for tutorials using the search box on the Help Category module. You can search on both keywords and phrases. Results will be exact matches, therefore a single keyword search is recommended. Results are displayed in the Help module. You can also use the site wide Portal Search which will return both matching tutorials and matching results from other modules on the portal.

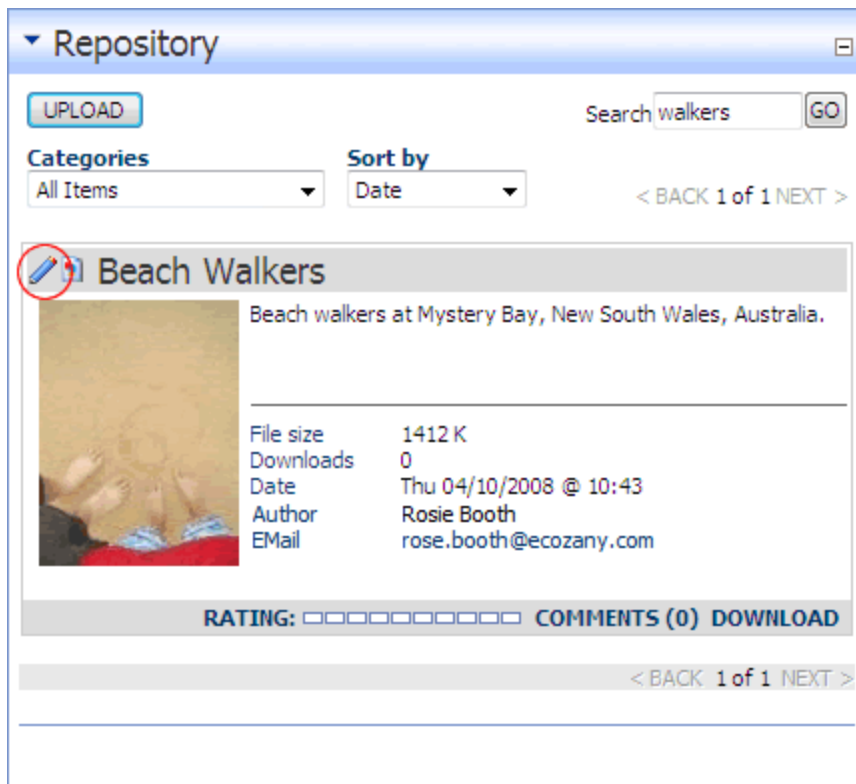
1. In the **Category** module, enter your search criteria into the text box.
2. Click the Go  button. The search results will be displayed in the Help module.

## Uploading an Article

### Editing an Item

How to edit the details of an item in the Repository module. Authenticated users who are authorized to upload items are able to edit their items. Unauthenticated users are unable to edit any items.

1. Locate the item.
2. Click the **Edit**  button beside the item.
3. Edit one or more fields as required.
4. Click the **Upload** button.
5. If you are not a moderator, a message reading "Your upload MUST be approved by an Administrator BEFORE it is displayed on the web site. You will receive an email when your upload has been approved" is displayed.
  - a. Click the **OK** button.



The screenshot shows the 'Repository' interface. At the top, there is a search bar with 'walkers' entered and a 'GO' button. Below the search bar are two dropdown menus: 'Categories' set to 'All Items' and 'Sort by' set to 'Date'. A navigation bar shows '< BACK 1 of 1 NEXT >'. The main content area features an item titled 'Beach Walkers' with a thumbnail image of people at a beach. To the left of the title is a red circle containing a pencil icon, indicating the edit function. Below the title is the description 'Beach walkers at Mystery Bay, New South Wales, Australia.' and a table of metadata:


File size	1412 K
Downloads	0
Date	Thu 04/10/2008 @ 10:43
Author	Rosie Booth
E-Mail	rose.booth@ecozy.com

At the bottom of the item details, there is a 'RATING' section with ten empty boxes, 'COMMENTS (0)', and a 'DOWNLOAD' button. A second navigation bar at the bottom shows '< BACK 1 of 1 NEXT >'.

Editing an Item

### Deleting an Item

How to permanently delete an item from the Repository module. Authenticated users who are authorized to upload items are able to delete their own items. Unauthenticated users are unable to delete any items.

1. Locate the item.
2. Click the **Edit**  button beside the item.



3. Click the **Delete** button. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button.

▼ Edit Item

Upload a File

MODERATION NOTICE: Since you are an Moderator for this module, your upload will NOT require moderation and will be automatically approved.

Title

File    
Honeycombe Canelloni.bmp

Image

Categories

Your Name

Your EMail Address   show my email address

Description

Basic Text Box  Rich Text Editor

The screenshot shows a rich text editor interface with a toolbar containing various icons for text formatting and editing. The text area contains the title "Honeycombe Cannelloni Recipe". Overlaid on the editor is a "Windows Internet Explorer" dialog box with a question mark icon and the text "Are you sure you want to delete this item?". The dialog box has two buttons: "OK" and "Cancel". The "OK" button is circled in red.

[Show custom editor options](#) | [Refresh Editor](#)

GUIDELINES: In submitting this file and image I agree that they may be downloaded by other visitors to this web site. I also state that I have the authority to upload these files and that I am not breaking any copyright law by uploading them. I agree to hold the administrators and owners of this web site harmless for any damages caused by my uploading these files to this server.

Deleting an item

### Troubleshooting: Restricted File Type Warning Message

You may receive a Restricted File Type warning message when attempting to upload a file via the Link Control to a module. This message is displayed when you attempt to upload a file with an extension that you are not enabled to upload such as a movie or a sound file. E.g. .avi, .wma. If you don't have Host access contact your Administrator or Host and request that the file types you want to upload are permitted.

**File Location:**  
Media/

**File Name:**  
Example Music\Symphony\_No\_3.wma

[Upload Selected File](#)  
[Select An Existing File](#)

**The File**  
**C:\DotNetNuke\Releases\DotNetNuke\_Install\Portals\0  
\Media\Symphony\_No\_3.wma Is A Restricted File Type. Valid File  
Types Include ( \*.swf, \*.jpg, \*.jpeg, \*.jpe, \*.gif, \*.bmp, \*.png,  
\*.doc, \*.xls, \*.ppt, \*.pdf, \*.txt, \*.xml, \*.xsl, \*.css, \*.zip, \*.docx,  
\*.wmv ). Please Contact Your Hosting Provider If You Need To  
Upload A File Type Which Is Not Supported.**

The Restricted File Type Warning Message

### Moderators

#### Overview of the Repository Moderator Role

Page Editors can add one or more security roles to the Moderator role of the Repository module. Moderators have the following capabilities:

- Items uploaded to the Repository by a Moderator are unmoderated.
- Moderators receive a notification message when new items are uploaded to the Repository and when existing items are changed.
- Moderators can edit, approve and reject items awaiting moderation.
- Moderators can edit and delete all Repository items.

● rose.booth@ecozany.com

Extra line breaks in this message were removed.

Sent: Sat 12/04/2008 11:27 AM

To: ● rose.booth@ecozany.com

---

Rosie Booth

A file has been uploaded/changed to My Website and is waiting for your Approval.

Portal Website Address: <http://localhost/dotnetnuke>  
Username: Lorraine Young  
User's email address: rose.booth@ecozany.com      File  
Uploaded:

The New/Changed Notification Message

## Approving an Item

How to approve an item awaiting moderation on the Repository module.


Tip: The number of items requiring moderation is displayed on the MODERATE button. E.g. MODERATE (0) indicates there are no items to be moderated, MODERATE (2) indicates 2 items requiring moderation.

1. Click the **MODERATE** button. This opens the Moderate page which displays the items awaiting moderation.
2. **Optional.** Click the [VIEW FILE](#) link to view the file. This permits you to view the file before approving it. Note: The file may not be the same as the image displayed.
3. Click the [APPROVE](#) link. An approval message is now sent to the author's email address.
4. Repeat Steps 2-3 to approve additional items.
5. Click the [RETURN](#) link.

▼ MODERATE

MODERATE UPLOADS

### Spotted Gum Trunks



**Author** Rosie Booth  
**Author's EMail Address** [rose.booth@ecozany.com](mailto:rose.booth@ecozany.com)

**File Size** 1333 K  
**Downloads** 3

**Created** 4/10/2008 10:41:58 AM  
**Updated** 4/12/2008 11:26:52 AM

**Description**

Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

[Click to view larger image](#)

[VIEW FILE](#) [APPROVE](#) [REJECT](#)

< PREV 1 of 1 NEXT >

[RETURN](#)

Approving a Repository Item

## My Website: The file that you uploaded has been Approved.

● rose.booth@ecozany.com

Sent: Sat 12/04/2008 12:21 PM

To: ● rose.booth@ecozany.com

Rosie Booth

The file (IMG5073.4d775aca-277c-439e-8fc5-7675712ebb7f.JPG) that you uploaded to My Website has been Approved.


Portal Address: <http://localhost/dotnetnuke>

Thank you. Your Upload is now available for review/comment/download

The Approval Notification Message


### Editing and Approving an Item

How to edit and approve an item awaiting moderation on the Repository module.

1. Click the **MODERATE** button. The number of items awaiting moderation is displayed on this button.
2. **Optional.** To View File click the VIEW FILE link. You may like to view the file before approving it.
3. Click the  **Edit** button to the left of the item title.
4. Edit one or more fields as required.
5. Click the **UPLOAD** button.
6. Click the APPROVE link. An approval notification will be emailed to the author's email address.
7. Repeat Steps 3-6 to edit and approve additional items.

▼ MODERATE

MODERATE UPLOADS

 Spotted Gum Trunks



[Click to view larger image](#)

**Author** Rosie Booth  
**Author's EMail Address** [rose.booth@ecozany.com](mailto:rose.booth@ecozany.com)

**File Size** 1333 K  
**Downloads** 3

**Created** 4/10/2008 10:41:58 AM  
**Updated** 4/12/2008 11:26:52 AM

**Description**

Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

[VIEW FILE](#) [APPROVE](#) [REJECT](#)

< [PREV](#) 1 of 1 [NEXT](#) >

[RETURN](#)

Editing and Approving an Item

### Rejecting an Item

How to reject an item awaiting moderation in the Repository module.

1. Click the **MODERATE** button. The number of items awaiting moderation is displayed on this button.
2. **Optional.** Click the [VIEW FILE](#) link to view the file.
3. Click the [REJECT](#) link.
4. In the **Rejection Reason** text box, enter the reason the item was rejected.
5. Click the **Send Rejection Notice** button. A rejection message is emailed to the Author's email address.
6. Repeat Step 2-5 to reject additional items.
7. Click the [RETURN](#) link.

▼ MODERATE

MODERATE UPLOADS

 Beach Caves



Click to view larger image

**Author** Rosie Booth  
**Author's EMail Address** rose.booth@ecozany.com

**File Size** 1434 K  
**Created** 4/10/2008 12:29:26 PM  
**Updated** 4/10/2008 12:29:26 PM

**Description**

Caves on the beach at Mystery Bay, New South Wales, Australia

[VIEW FILE](#) [APPROVE](#) [REJECT](#)

**Rejection Reason:**

This file has already been supplied by another contributor.

[Send Rejection Notice](#)

< PREV 1 of 1 NEXT >


[RETURN](#)

Rejecting an Item

**My Website: Your upload has been rejected**

 rose.booth@ecozany.com

**Sent:** Sat 12/04/2008 11:33 AM

**To:**  rose.booth@ecozany.com

Phoenix Bronte,

The file (IMG4930.f695c917-492b-47dc-85ae-5a84071e1aee.JPG) that you uploaded to My Website has been rejected

Portal Address: <http://localhost/>





This file has already been supplied by another contributor.

The Rejection Notification Message

## Settings

### Setting the Repository Design

How to set the layout and design options on the Repository module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Repository Settings** tab.
3. In the **Repository Description** Editor, enter a description for this repository. This description is displayed at the top of the module.
4. At **Default Sort**, select the default field to sort Repository files by. The default setting is Date. Users can modify the sort order using the Sort By field that is displayed on most of the skins provided.
5. In the **Enter the number of Items Per Page** text box, enter the number of items to be displayed on each page of the repository. The default setting is 5.
6. At **Repository Skin**, select the skin for this repository module. The default skin is Default. "[Setting the Repository Skin](#)". for more details.
7. At **Image set to use for Ratings**, select the image to be displayed for ratings from the following options:
  - **Default**: Uses a five star rating scale. 
  - **Dashes**: Uses a ten dash rating scale.  This is default setting.
8. At **No Image\***, select the default image to be displayed where no image is uploaded for an item. See Link Control for more details on selecting images.
9. Click the [Update](#) link.

\* Note: When uploaded images are displayed on the Repository module, they appear as a thumbnail image which is scaled down to a uniform width. This width varies between different skins. However the image you select at No Image is not scaled down. In order to provide the best visual presentation on your Repository you should match the width of the No Image to the thumbnail width on selected skin.

Here's a list of the thumbnail width displayed on each skin:

- **Articles, Business Cards, and Directory**: Images are scaled down to a width of 48 pixels.
- **Default, Nifty, and Nifty Toggle**: Images appear scaled down to a width of 100 pixels.
- **Portfolio**: Large images are scaled down a thumbnail width of 175 pixels.
- **Slides**: Large images are scaled down a thumbnail width of 140 pixels. Note: Default image should be landscape.
- **Blog, File List, and Nifty Video**: Images are not used on these skins.



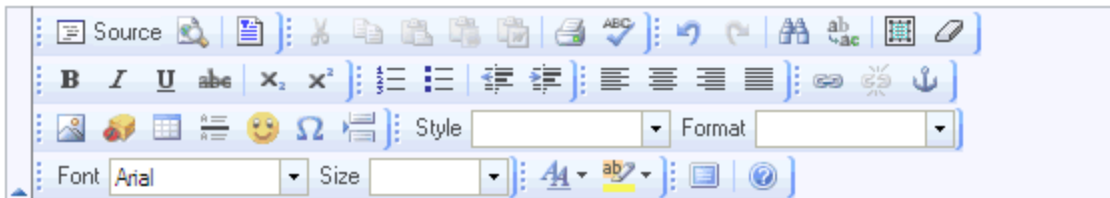
Module Settings

Page Settings

Repository Settings

Repository Description:

Basic Text Box  Rich Text Editor



Portfolio of painting by senior art students.

Categories:

<root>

ADD CATEGORY

- ALL
- Beaches
- Rock Formations
- Trees

↑ ↓ ✎ ✖

Attributes:

ADD ATTRIBUTE

✎ ✖

Attribute Values:

ADD VALUE

Default Sort:

Date

### Adding a Repository Category

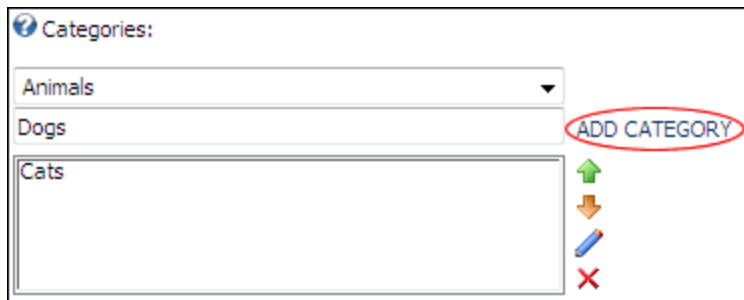
How to add a category to the Repository module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. At the **Categories** drop-down box, select **<root>** to create a parent category, or select an existing category to create a child category.
4. In the **Categories** text box, enter a name for the new category.
5. Click the ADD CATEGORY link.
6. Repeat Steps 3-5 to add additional categories.

---

*Tip: You do not need to click the Update link to save these changes.*

---



Adding a Category

### Editing Repository Categories

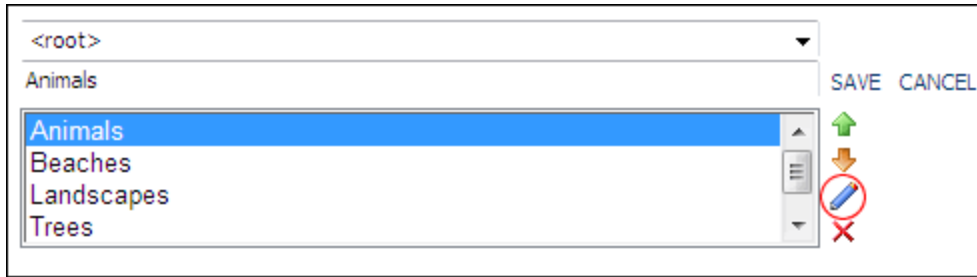
How to edit a category on the Repository module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. At **Categories**, select **<root>** from the drop-down box to edit a root category- OR - Select a parent category to edit a child category.
4. In the **Categories** box below, select the category to be edited.
5. Click the **Edit** button.
6. In the **Categories** text box, edit the category name.
7. Click the SAVE link.

---

*Tip: You do not need to click the Update link to save these changes.*

---



Editing a category

### Reordering Repository Categories

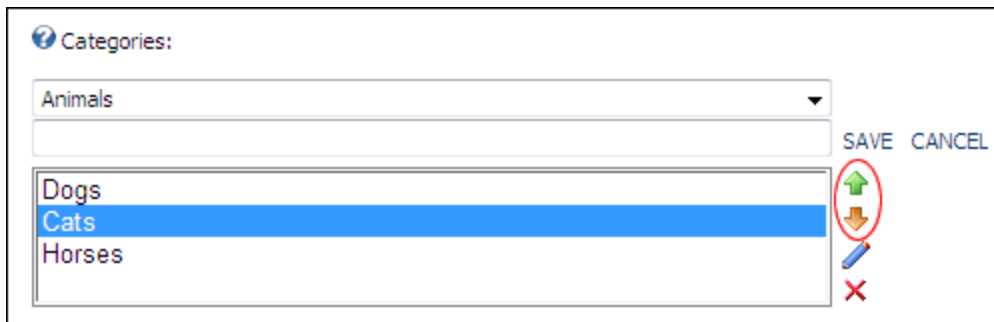
How to reorder categories on the Repository module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. At the **Categories** drop-down box, select **<root>** to reorder parent categories or select a parent category to reorder its child categories.
4. In the **Categories** text box, select the category to be moved.
5. Click the **Up** or **Down** buttons to re-order.
6. Repeat Steps 3-5 to reorder additional categories.

---

*Tip: You do not need to click the Update link to save these changes.*

---



Reordering categories

### Enabling/Disabling the All Items Category

How to enable or disable the All Items category on the Repository module. All items within the Repository are automatically assigned to an All Items category. If this option is enabled, an All Items category is displayed in the Category drop-down list. If this option is disabled, items that are not assigned to a category cannot be viewed. If this option is disabled it is recommended that at least one category is created.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. At **Include All Files**, select one of the following options:
  - Check  the check box to enable the All Items category.
  - Uncheck  the check box to disable the All Items category.

4. Click the Update link.

Include All Files:

Include 'All Items' category

Setting the All Files Category

The screenshot shows the 'Repository' module interface. At the top, there is a search bar with a 'GO' button. Below the search bar, there are two dropdown menus: 'Categories' and 'Sort by'. The 'Categories' dropdown is open, showing a list of categories: 'All Items', 'ALL', 'Animals', 'Beaches', 'Landscapes', 'Trees', and 'Rock Formations'. The 'All Items' category is highlighted and circled in red. To the right of the 'Sort by' dropdown, there is a navigation link '< BACK 1 of 2 NEXT >'. Below the dropdowns, there is a table of metadata for a file:

File size	27 K
Downloads	0
Date	Fri 07/04/2008 @ 03:03
Author	Rosie Booth
EEmail	rose.booth@ecozany.com

The All Items Category

### Deleting a Repository Category

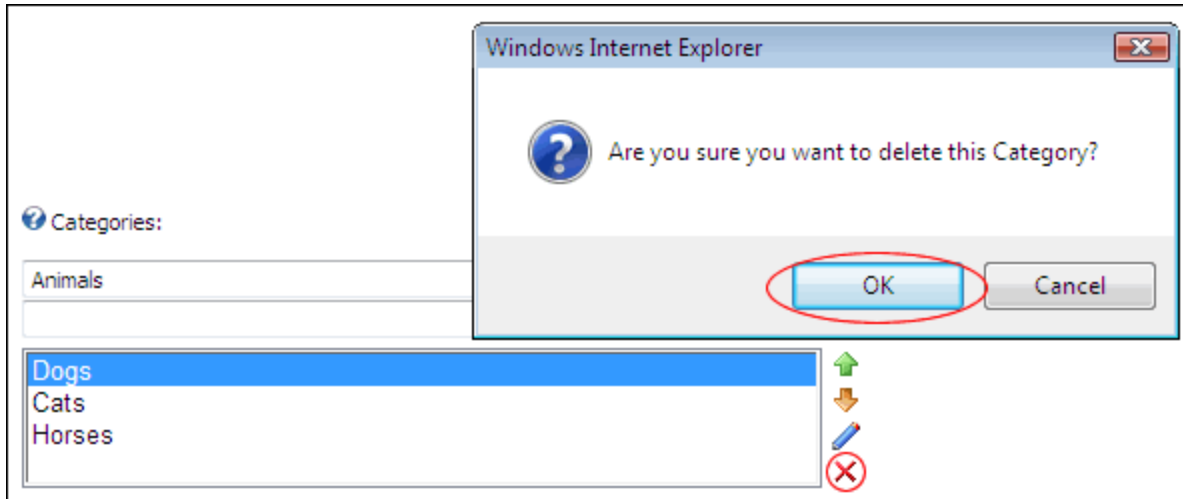
How to delete a category from the Repository module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. At the **Categories** drop-down box, select **<root>** to delete a root category - OR - Select a parent category to delete its child category.
4. In the **Categories** box below, select the category to be deleted.
5. Click the **Delete** button. This displays the message "Are you sure you want to delete this Category?".
6. Click the **OK** button.

---

*Tip: You do not need to click the Update link to save these changes.*

---



Deleting a category

### Adding Attributes

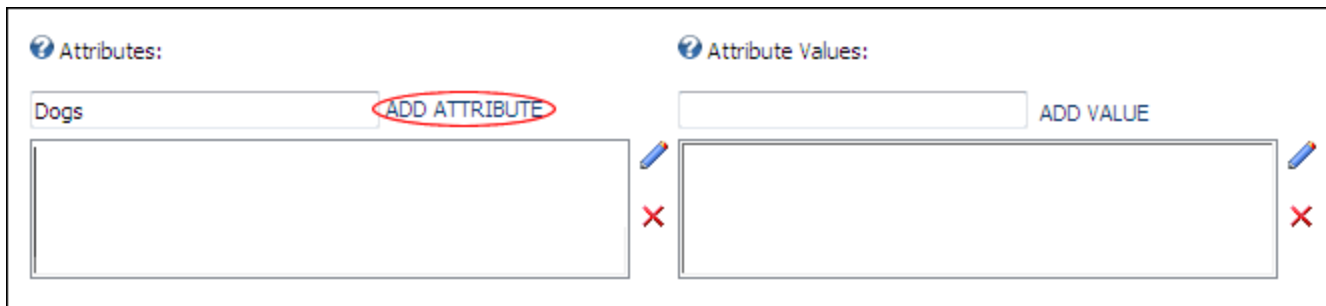
How to add attributes and attribute values to the Repository module. Attributes can be exposed in the Repository by creating a Repository Skin with the [ATTRIBUTES] token.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. In the **Attributes** text box, enter an attribute name in the text box.
4. Click the ADD ATTRIBUTE link.
5. Repeat Steps 3-4 to add additional attributes.
6. To add **Attribute Values** to an existing attribute:
  - a. In the **Attributes** list, click on the attribute name.
  - b. In the **Attribute Values** text box, enter an attribute value.
  - c. Click the ADD VALUE link.
7. Repeat Step 6 to add additional attribute values.
8. Click the Update link.

---

*Tip: You do not need to click the Update link to save these changes.*

---



Adding an Attribute

Adding an Attribute Value

### Editing Attributes

How to edit attributes and attribute values on the Repository module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. In the **Attributes** text box, select the attribute to be edited.
4. To edit the attribute, click the **Edit** button beside it in the Attributes list.
5. In the **Attributes** text box, edit the attribute.
6. Click the SAVE link.
7. To edit an Attribute Value:
  - a. In the **Attributes** list, select the attribute.
  - b. In the **Attribute Values** list, select the attribute value.
  - c. In the **Attributes Values** text box, edit the attribute value.
  - d. Click the SAVE link.

---

*Note: You do not need to click the Update link to save these changes.*

Editing an Attribute

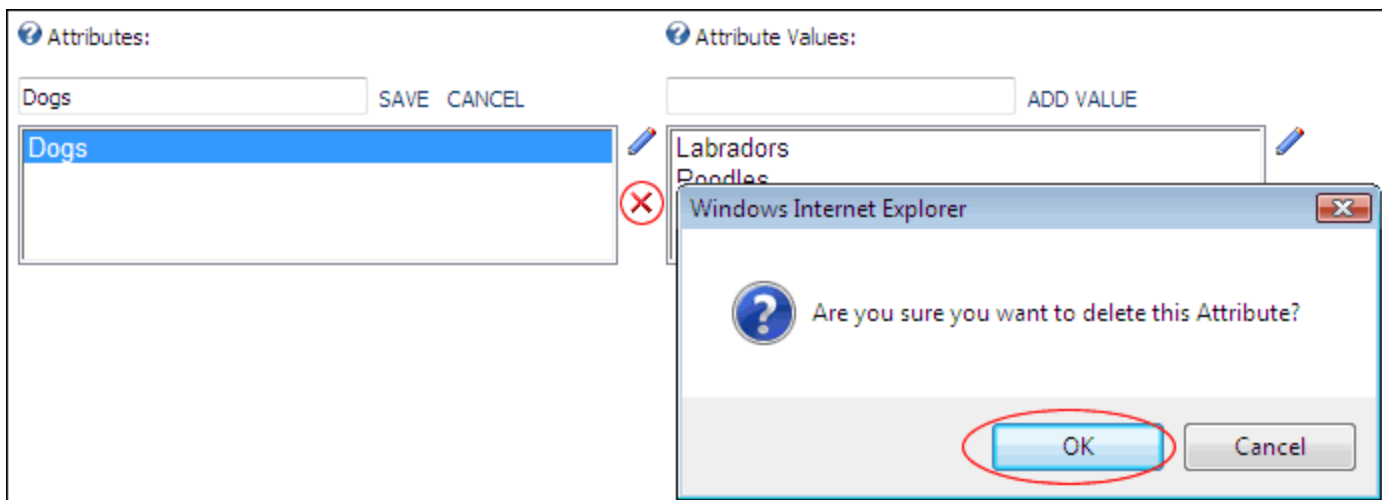


Editing an Attribute Value

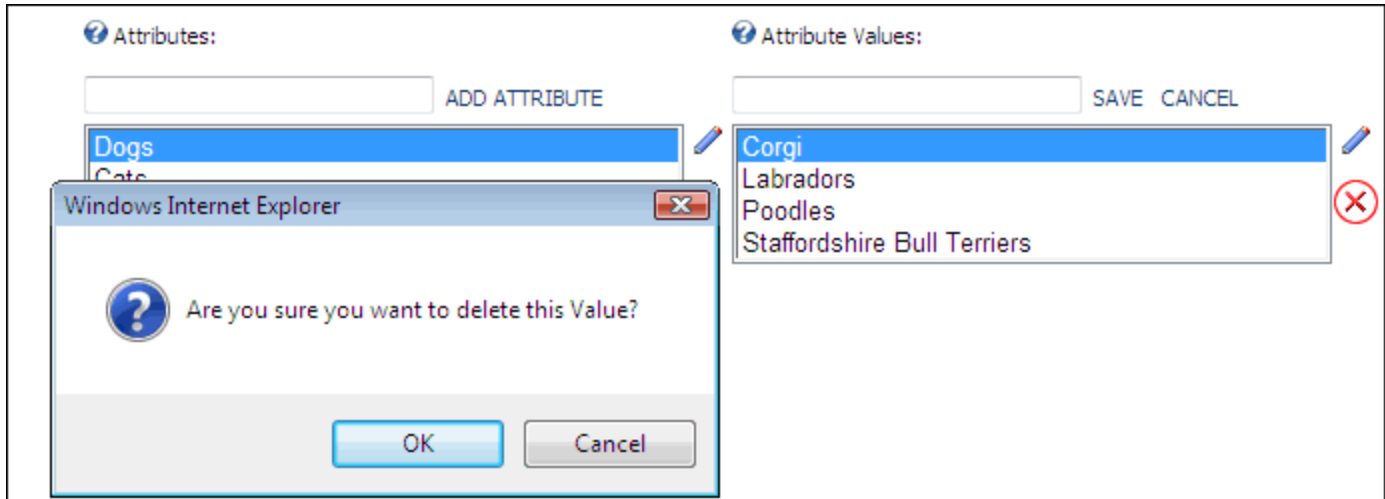
### Deleting Attributes

How to permanently delete attributes and/or attribute values from the Repository module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Repository Settings** tab.
3. At **Attributes**, the following options are available:
4. To delete an attribute including all related attribute values:
  - a. Click on the attribute name in the Attributes list.
  - b. Click the **Delete** button. This displays the message "Are you sure you wish to delete this Attribute?"
  - c. Click the **OK** button to confirm.
5. To delete a single Attribute Value:
  - a. In the **Attributes** list, click on the attribute name.
  - b. In the **Attribute Values** list, click on the attribute value name.
  - c. Click the **Delete** button. This displays the message "Are you sure you wish to delete this Value?"
  - d. Click the **OK** button to confirm.
6. Click the Update link.





Deleting an Attribute




Deleting an Attribute Value

### Setting Repository Role Access

How to set the roles which can perform uploading, downloading, rating, commenting and moderation on the Repository module. These permissions are in addition to the permission set in under Module Settings - Basic Settings. This tutorial also includes how to select the roles who can view comments and ratings. Note: Some Repository skins do not provide file downloading, comments, or ratings.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Repository Settings** tab.
3. Go to the **Security Roles** field.
4. At **Moderation Roles**, check  the check box for each role that can moderate newly uploaded files. Users of this role will also be able to upload files without moderation.
5. At **Download Roles**, check  the check box each role that can download files.
6. At **Upload Roles**, check  the check box each role that can upload files.
7. At **Rating Roles**, check  the check box each role that can add ratings.
8. At **Comment Roles**, check  the check box each role that can add comments.
9. At **View User Comments**, select between the following options:
  - **Authorized Users Only**: Only users who are authorized to add comments can view comments. This is the default setting.
  - **All Users**: All users who can view the module can view comments.
10. At **View User Rating**, select between the following options:
  - **Authorized Users Only**: Only users who are authorized to add ratings can view comments. This is the default setting.
  - **All Users**: All users who can view the module can view ratings.
11. Click the Update link.



 Security Roles:

**Moderation Roles**

All Users     Chat Members     Forum Member     Newsletter     Registered Users  
 Administrators     EditUser     Global Moderator     Page Editor     Subscribers  
 Bloggers     Forum Admin     Module Editor

**Download Roles**

All Users     Chat Members     Forum Member     Newsletter     Registered Users  
 Administrators     EditUser     Global Moderator     Page Editor     Subscribers  
 Bloggers     Forum Admin     Module Editor

**Upload Roles**


All Users     Chat Members     Forum Member     Newsletter     Registered Users  
 Administrators     EditUser     Global Moderator     Page Editor     Subscribers  
 Bloggers     Forum Admin     Module Editor

**Rating Roles**


All Users     Chat Members     Forum Member     Newsletter     Registered Users  
 Administrators     EditUser     Global Moderator     Page Editor     Subscribers  
 Bloggers     Forum Admin     Module Editor

**Comment Roles**

All Users     Chat Members     Forum Member     Newsletter     Registered Users  
 Administrators     EditUser     Global Moderator     Page Editor     Subscribers  
 Bloggers     Forum Admin     Module Editor

 View User Comments:

Authorized Users Only ▼



 View User Ratings:

Authorized Users Only ▼

Configuring the Repository Security Roles

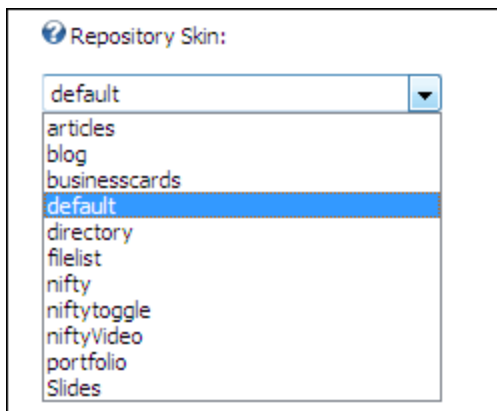
### Setting the Repository Skin

How to set the skin used on the Repository module. Note: It is preferable to choose the Repository skin before uploading files to the module as changing skin changes the fields which are displayed on the upload page.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Repository Settings** tab.
3. At **Repository Skins** select one of these skins:

- **Articles**: Repository for articles. "[Overview of the Articles Repository](#)".
- **Blog**: Repository for blog posts. "[Overview of the Blog Repository](#)".
- **Business Card**: Repository that displays business details in a card design. "[Overview of the Business Card Repository](#)".
- **Default**: Repository for files with image previewing. "[Overview of the Default and Nifty Repositories](#)".
- **Directory**: Repository for a list of resources that link to a URL. "[Overview of the Directory Repository](#)".
- **File List**: Repository which displays a compact list of files. "[Overview of the File List Repository](#)".
- **Nifty Toggle**: Repository for files with image previewing. Similar functionality to the default skin. "[Overview of the Nifty Toggle Repository](#)".
- **Nifty Video**: Repository for viewing videos. "[Overview of the Nifty Video Repository](#)".
- **Portfolio**: Repository for viewing portfolio image. "[Overview of the Portfolio Repository](#)".

4. Click the [Update](#) link.



Setting the Repository Skin


#### **Related Topics:**

- "[Setting the Repository Design](#)".

#### **Administrators**

##### **Editing Item Comments**

How to edit comments on the Repository module. Note: The [COMMENTS](#) link displays the total number of comments for this item.

1. Search for the required item.
2. Click the [COMMENTS \(1\)](#) link. Existing comments for this item are now displayed in the User Comments panel.
3. Click the **Edit**  button beside the comment to be edited.

Repository ≡

Search

**Categories** **Sort by**  
All Items ▼ Date ▼
< BACK 1 of 1 NEXT >

---

**Spotted Gum Trunks**

Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

---

File size	1333 K
Downloads	3
Date	Sat 04/12/2008 @ 02:50
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

**RATING:** 
■
■
■
■
■
■
■
■
■
■
■
■
■
■
■
■
■
■
■
■
**COMMENTS (2)**
**DOWNLOAD**

**USER COMMENTS:**

on 4/12/2008 3:02:35 PM, Lorraine Young said

One of my favorite gum trees.

on 4/10/2008 12:07:04 PM, Albert Skittle said

What a stunning specimen of these beautiful and majestic trees.

**ADD YOUR COMMENT:**

Your Name

Your Comment

---


< BACK 1 of 1 NEXT >

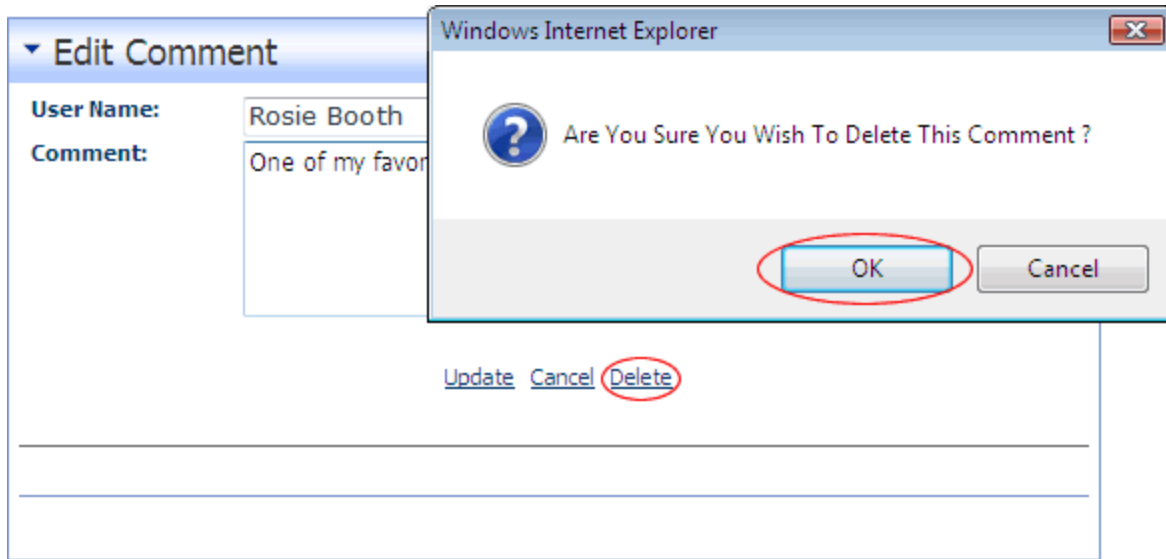
4. In the **Comment** text box, edit the comment as required.



## Deleting Item Comments

How to delete comments from the Repository module.

1. Search for the required item.
2. Click the COMMENTS link. Existing comments will be displayed.
3. Click the **Edit**  button beside the comment to be deleted.
4. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Comment?"
5. Click the **OK** button.



Deleting a Comment

## Skin Designs

### Overview of the Articles Repository

By applying the Articles skin, the Repository module can be used as an article repository.


Each listing displays the article title, a thumbnail image of the author, the author's name, the date and time when the item was last updated, a summary of the article, and a read article button to view the full article. A downloadable version of each article can optionally be uploaded and is available to users in the download role.

Categories, sorting, ratings and comments are enabled on this skin.

Repository ☐

Categories: All Items Sort by: Date < BACK 1 of 1 NEXT >

---

 **Searching for a Tutorial**  
Author :: **Rosie Booth**  
Date :: Tue 12/07/2010 @ 07:25

How to make a search for tutorials using the search box on the Help Category module.

[read article](#)

---

RATING: ★★★★★ COMMENTS (0) < BACK 1 of 1 NEXT >

---

The Articles Repository

### Overview of the Blog Repository

By applying the Blog skin, the Repository module can be used as simple blog module.

Each blog post displays the blog title, blog content, and the date and time when the blog was posted. The blog author can optionally display their email address. Posts are listed from the most recently updated to the oldest. There are no downloads associated with this skin.

Sorting and comments are enabled on this skin.

### DotNetNuke OpenForce 07 - Closing Panel Discussion: DNN - The Road Ahead

As I mentioned yesterday - Cambrian is the name for the next major DNN release (DNN 5) - and here is the overview of what Cambrian will focus upon delivering over the next year:

- Social Networking & widgets
- Workflow
- Core Module Suites - CRM and Social Networking
- Dynamic content localization (multi-language)
- Enhanced Administration User Interface
- Enhanced Skinning Engine

The goal of the project for the coming year will be to:

- Increase DNN adoption
- Use strategic services to increase business confidence in DNN
- Grow ecosystems through innovative programs for vendors and parties. I've just left the final session for OpenForce where all of the DotNetNuke Corporation members joined the DotNetRocks crew to discuss the road ahead for DNN.

Posted @ 4/11/2008 10:02:20 AM by [rose.booth@ecozany.com](mailto:rose.booth@ecozany.com)

---

### More from OpenForce 07 - The upcoming DNN Menu V2

Last day of OpenForce 07 today and I have just come out of Peter Schotman's session on menu controls for DNN skins. Although I don't do much skinning, it was still interesting to hear from an experienced skinner an overview of the range of menus available for DNN as well as the features, pro's and cons of each. Of special interest to skin designers was learning about the capabilities of the upcoming DNN Menu version 2 (dnn:NAV 2.0). This menu is being developed by Jon Henning and is currently in beta stage - testers are encouraged to get involved to help speed up the release. Cool features include the ability to use different colors for each parent tab, to apply a background image to each group of child tabs, as well as a number of cool animations.

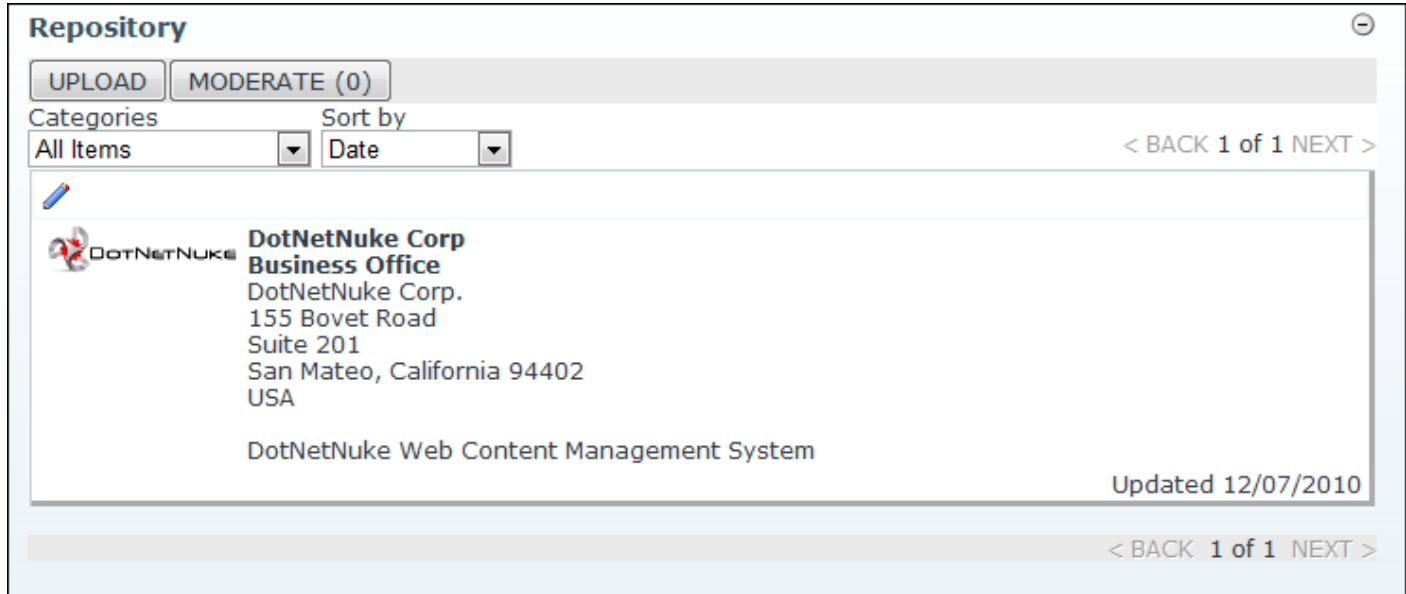
Posted @ 4/11/2008 10:01:29 AM by [rose.booth@ecozany.com](mailto:rose.booth@ecozany.com)

#### Overview of the Business Card Repository

By applying the Business Card skin, the Repository module can be used to display a list of company details in a business card layout.

Each business card displays the company name, company address (this field uses the Rich Text Editor so other details such as email addresses, phone numbers, etc can be entered), the company tagline, and the date when the card was last updated. A company logo can optionally be displayed. There are no downloads associated with this skin.

Categories and sorting are enabled on this skin.



The screenshot shows a web interface titled "Repository" with a close button in the top right. Below the title are two buttons: "UPLOAD" and "MODERATE (0)". There are two dropdown menus: "Categories" set to "All Items" and "Sort by" set to "Date". Navigation links "< BACK 1 of 1 NEXT >" are visible on the right. The main content area displays a business card for "DotNetNuke Corp Business Office" with a logo on the left. The address is "155 Bovet Road, Suite 201, San Mateo, California 94402, USA". The tagline is "DotNetNuke Web Content Management System" and the update date is "Updated 12/07/2010". A second set of navigation links "< BACK 1 of 1 NEXT >" is at the bottom.

The Business Card Repository

### Overview of the Default and Nifty Repositories

By applying either the Default or Nifty skins, the Repository module can be used to display a list of files with a corresponding image. This repository is similar to the Nifty Toggle skin however it does not include the summary field.

Each listing displays the item title, thumbnail image, description, the contributor's name, the file size, the number of times the file has been downloaded, and the date and time when the item was last updated. The contributor can optionally display their email address. Users can click on the image thumbnail to view the full size image in a new Web browser. A link to DOWNLOAD the file is displayed to users in the download role.

Categories, sorting, ratings and comments are enabled on these skins.



# Repository

UPLOAD

Search  GO

Categories

Trees

Sort by

Date

< BACK 1 of 1 NEXT >

## Spotted gums



Spotted gum trees at Mystery Bay, New South Wales, Australia.

File size 1470 K  
Downloads 0  
Date Thu 04/10/2008 @ 10:46  
Author Rosie Booth  
EMail rose.booth@ecozy.com

RATING: ★★☆☆☆ COMMENTS (0)

## Spotted Gum Trunks



Trunks of spotted gum trees at Mystery Bay, New South Wales, Australia.

File size 1333 K  
Downloads 0  
Date Thu 04/10/2008 @ 10:46  
Author Rosie Booth  
EMail rose.booth@ecozy.com

RATING: ★★☆☆☆ COMMENTS (0)

< BACK 1 of 1 NEXT >

**Repository** ☐

---

**Categories** **Sort by**

Beaches Date < BACK 1 of 1 NEXT >

---

**Beach Walkers**



Beach walkers at Mystery Bay, New South Wales, Australia.

---

File size	1412 K
Downloads	0
Date	Thu 04/10/2008 @ 10:43
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

**RATING:**  **COMMENTS (0)** [DOWNLOAD](#)

---

**Beach and Rocks**



Beach and Rocks at Mystery Bay, New South Wales, Australia.

---

File size	1441 K
Downloads	0
Date	Thu 04/10/2008 @ 10:40
Author	Rosie Booth
E-Mail	rose.booth@ecozany.com

**RATING:**  **COMMENTS (0)** [DOWNLOAD](#)

---

< BACK 1 of 1 NEXT >

The Nifty Repository

### Overview of the Directory Repository

The Directory skin for the Repository module displays a of list of resources that link to a URL or fil

Each listing displays the resource title, description, the date and time when the listing was last updated, and the number of times the URL has been hit (i.e. visited from this page). A link to VISIT the resource URL is displayed to users in the download role.

Categories, sorting, ratings and comments are enabled on this skin.

**Repository** -

Search

Categories  Sort by

< BACK 1 of 1 NEXT >

---

**EcoZany Product Catalogue - Spring 2011** -- [↗](#)

Hits: 1 Updated: Tue 12/21/2010 @ 01:50

---

Download the EcoZany product catalogue for Spring 2011. Our full color catalogue includes complete product information and pricing.

---

**EcoZany Product Catalogue - Summer 2011** -- [↗](#)

Hits: 3 Updated: Tue 12/21/2010 @ 01:49

---

Download the EcoZany product catalogue for Summer 2011. Our full color catalogue includes complete product information and pricing.

---

**EcoZany Product Catalogue - Autumn 2011** -- [↗](#)

Hits: 6 Updated: Tue 12/21/2010 @ 01:49

---

Download the EcoZany product catalogue for Autumn 2011. Our full color catalogue includes complete product information and pricing.

---

**EcoZany Product Catalogue - Winter 2010** -- [↗](#)

Hits: 2 Updated: Tue 12/21/2010 @ 01:48

---

Download the EcoZany product catalogue for Winter 2010. Our full color catalogue includes complete product information and pricing.

---

< BACK 1 of 1 NEXT >





The Directory Repository

### Overview of the File List Repository

By applying the File List skin, the Repository module can be used to display a compact list of files.

Each listing displays the file name, the date and time when the file was last updated, and the file size. A link to download the file is displayed to users in the download role.

Ratings, comments and categories are not enabled on this skin. Sorting is enabled.

Repository		
File	Date	Size
 EcoZany Product Catalogue - Winter 2010	12/21/2010 01:38	81 K
 EcoZany Product Catalogue - Autumn 2010	12/21/2010 01:38	29 K
 EcoZany Product Catalogue - Summer 2010	12/21/2010 01:38	81 K
 EcoZany Product Catalogue - Spring 2010	12/21/2010 01:38	81 K

The File List Repository

### Overview of the Nifty Toggle Repository

By applying the Nifty Toggle skin, the Repository module can be used to display of list of files with a corresponding image. This repository skin is similar to the Default and Nifty skins however it includes a summary field.

Each listing displays the item title, image, summary, file size, number of times the file has been downloaded, and the date and time when the item was last updated. Users can click the Show Details button to display the full description of the item. A link to DOWNLOAD the file is displayed to users in the download role.

Categories, sorting ratings and comments are enabled on this skin.


**Repository** ☐

**Categories**  
All Items ▾

**Sort by**  
Date ▾

< BACK 1 of 1 NEXT >

**Spotted gums**



Photograph of spotted gum trees.


HIDE DETAILS

Spotted gum trees at Mystery Bay, New South Wales, Australia.

---

File size	1470 K
Downloads	0
Date	Fri 04/11/2008 @ 11:46

**Pebbles**



Photograph of pebbles on the beach.

SHOW DETAILS

---

File size	1403 K
Downloads	0
Date	Fri 04/11/2008 @ 11:35

< BACK 1 of 1 NEXT >

The Nifty Toggle Repository

### Overview of the Nifty Video Repository

By applying the Nifty Video skin, the Repository module can be used to display a list of videos. Each listing displays the video title, contributor's name, video size, description, and the date and time when the video was last updated. Controls to play, stop, restart and skip along the video are displayed as is volume control.

Categories and sorting are enabled on this skin.

## Repository

### Categories

All Items

### Sort by

Date

< BACK 1 of 1 NEXT >

## Key Note from Microsoft MIX08



**Uploaded By**  
Rosie Booth

**Size**  
2727 K

**Updated**  
Fri 04/11/2008 @ 11:55



### Description

Watch a video of the Key Note presentation from Microsoft MIX08.

## Entertainer at Microsoft Mix 08 Conference



**Uploaded By**  
Rosie Booth

**Size**  
7538 K

**Updated**  
Fri 04/11/2008 @ 11:49



### Description

Watch a video of an entertainer at Microsoft Mix 08 Conference.

< BACK 1 of 1 NEXT >

The Nifty Video Repository

### **Overview of the Portfolio Repository**

By applying the Portfolio skin, the Repository module can be used to display a portfolio of images.

Each listing displays the item title, image, description, and the date and time when the item was last updated. There are no downloads associated with the portfolio.

Ratings and comments are enabled on this skin.

Repository ☐

< BACK 1 of 1 NEXT >

### Tiger



Limited edition print.

Block color print of a white tiger close up.

Drawn 2007.

Dimensions: 60cm x 80 cm

---

:: Fri 04/11/2008 @ 12:09

RATING: ★★★★★ COMMENTS (0)

### Blue Whale



Limited edition print.

Tail of the majestic blue whale disappearing into the ocean in front of the setting sun.

Drawn 2007

Dimensions: 60cm x 80 cm

---

:: Fri 04/11/2008 @ 12:09

RATING: ★★★★★ COMMENTS (0)

< BACK 1 of 1 NEXT >

The Portfolio Repository


#### Overview of the Repository Dashboard Module

The Repository Dashboard module works together with one Repository module. This module can be configured to function as a category list menu, or can display the Latest Upload, Top Downloads, or Top Rated items for the selected Repository module.

Multiple Repository Dashboard modules can be set to operate with one Repository module.



Repository Dashboard ☐	
Latest Uploads	
French Chickens	<b>8/3/2006</b>
Chocolate Labradors	<b>8/3/2006</b>
Pinto Ponies	<b>8/3/2006</b>
Staffordshire Bull Terriers	<b>8/2/2006</b>
Valley Cat	<b>8/2/2006</b>
	

Repository Dashboard ☐	
Top Downloads	
Valley Cat	<b>2</b>
French Chickens	<b>1</b>
Chocolate Labradors	<b>0</b>
Staffordshire Bull Terriers	<b>0</b>
Pinto Ponies	<b>0</b>
	

Repository Dashboard ☐	
Top Rated Items	
Staffordshire Bull Terriers	<b>10.0</b>
Chocolate Labradors	<b>9.0</b>
Pinto Ponies	<b>8.0</b>
Valley Cat	<b>4.0</b>
French Chickens	<b>4.0</b>
	

Three different configurations of the Repository Dashboard Module

### Overview of the Slides Repository

By applying the Slides skin, the Repository module can be used to display a list of images inside frames that looks like traditional slides.

Each listing displays an image thumbnail, description, author name, the date and time when the slide was last updated, and a copyright notice. The author's email address can optionally be displayed. Users can click on the image thumbnail to view the full size image in a new Web browser.


Ratings and comments are enabled on this skin.

Repository ☐

Sort by  ▼

< BACK 1 of 1 NEXT >

---



CLICK FOR FULL VIEW

**Rock Formation**


Description:

Rock formations at Mystery Bay, New South Wales, Australia.

---

Author: Rosie Booth (rose.booth@ecozyany.com)  
Updated 12/7/2010 6:19:25 AM  
Copyright and All rights retained by the Author

---



CLICK FOR FULL VIEW

**Pebbles**

Description:

Slide of pebbles on the beach at Mystery Bay, New South Wales, Australia.

---

Author: Rosie Booth (rose.booth@ecozyany.com)  
Updated 12/7/2010 6:19:25 AM  
Copyright and All rights retained by the Author

< BACK 1 of 1 NEXT >

The Slides Repository

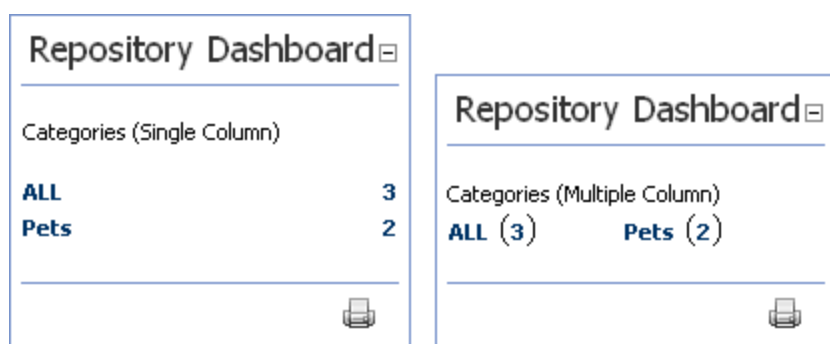
## Repository Dashboard

### Displaying Repository Categories

How to configure the Repository Dashboard module to display all Repository categories.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. **Maximize** the **Dashboard Settings** section.
3. At **Select Repository**, select the Repository to be associated with this module. Repository modules are listed by their Tab Name/Module Title. E.g. Home/Repository.
4. At **Dashboard Mode**, select one of the following options:
  - **Categories (single-column)**: Select to display the categories of the selected Repository in a single column layout.
  - **Categories (double-column)**: Select to display the categories of the selected Repository in a double column layout.
5. Click the Update link.

Note: The below example uses the Module Header field to display the category type displayed in each module.



The Repository Module offers two category layouts

### Displaying the Latest or Top Items

How to configure the Repository Dashboard module to display a select number of the latest uploads, top downloads, or top rated items.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. **Maximize** the **Dashboard Settings** section.
3. At **Select Repository**, select the Repository to be associated with this module. Repository modules are listed by their Tab Name/ModuleTitle. E.g. Home/Repository.
4. At **Dashboard Mode**, select one of the following options:
  - **Latest Uploads**: Select to display the latest uploads to the selected Repository module.
  - **Top Downloads**: Select to display the most downloaded items from the selected Repository module.
  - **Top Rated**: Select to display the best rated items in the selected Repository module.
5. In the **Indicate the number of items to be displayed** text box, enter the number of items to be displayed on the Repository Dashboard. E.g. 5
6. Click the Update link.

Note: The below example uses the Module Header field to display the information displayed in each module. See Module Settings for more details.

<h3>Repository Dashboard</h3> <p>Latest Uploads</p> <table> <tr><td>French Chickens</td><td><b>8/3/2006</b></td></tr> <tr><td>Chocolate Labradors</td><td><b>8/3/2006</b></td></tr> <tr><td>Pinto Ponies</td><td><b>8/3/2006</b></td></tr> <tr><td>Staffordshire Bull Terriers</td><td><b>8/2/2006</b></td></tr> <tr><td>Valley Cat</td><td><b>8/2/2006</b></td></tr> </table>	French Chickens	<b>8/3/2006</b>	Chocolate Labradors	<b>8/3/2006</b>	Pinto Ponies	<b>8/3/2006</b>	Staffordshire Bull Terriers	<b>8/2/2006</b>	Valley Cat	<b>8/2/2006</b>	<h3>Repository Dashboard</h3> <p>Top Downloads</p> <table> <tr><td>Valley Cat</td><td><b>2</b></td></tr> <tr><td>French Chickens</td><td><b>1</b></td></tr> <tr><td>Chocolate Labradors</td><td><b>0</b></td></tr> <tr><td>Staffordshire Bull Terriers</td><td><b>0</b></td></tr> <tr><td>Pinto Ponies</td><td><b>0</b></td></tr> </table>	Valley Cat	<b>2</b>	French Chickens	<b>1</b>	Chocolate Labradors	<b>0</b>	Staffordshire Bull Terriers	<b>0</b>	Pinto Ponies	<b>0</b>	<h3>Repository Dashboard</h3> <p>Top Rated Items</p> <table> <tr><td>Staffordshire Bull Terriers</td><td><b>10.0</b></td></tr> <tr><td>Chocolate Labradors</td><td><b>9.0</b></td></tr> <tr><td>Pinto Ponies</td><td><b>8.0</b></td></tr> <tr><td>Valley Cat</td><td><b>4.0</b></td></tr> <tr><td>French Chickens</td><td><b>4.0</b></td></tr> </table>	Staffordshire Bull Terriers	<b>10.0</b>	Chocolate Labradors	<b>9.0</b>	Pinto Ponies	<b>8.0</b>	Valley Cat	<b>4.0</b>	French Chickens	<b>4.0</b>
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French Chickens	<b>4.0</b>																															

Repository Dashboard set to display different information

### Overview of the Repository Dashboard Module

The Repository Dashboard module works together with one Repository module. This module can be configured to function as a category list menu, or can display the Latest Upload, Top Downloads, or Top Rated items for the selected Repository module. Multiple Repository Dashboard modules can be set to operate with one Repository module.

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### Search Input

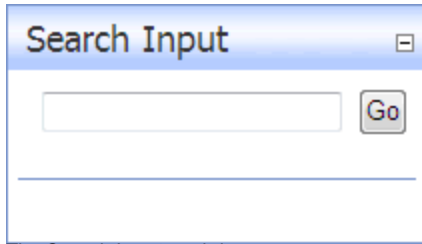
#### About the Search Input Module

The Search Input module is included with DNN Community Edition. The Search Results module displays a search box where users can perform keyword searches of the site. This module can be associated with either the default Search Results module which is included in the site, or may be associated with an instance of the Search Results module which can be added to any page.

**Important.** Professional Edition users should see the [See "About the Search Crawler Module Suite"](#) for details on configuring the Search-Crawler Input module.

**Module Version:** 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.

See "About the Search Admin Module" for details on setting the default search settings and re-indexing site content.



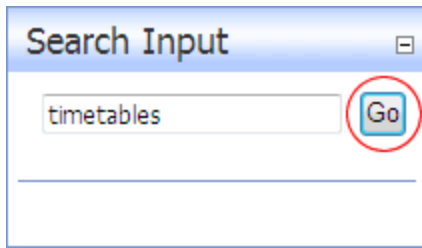
The Search Input module

## All Users

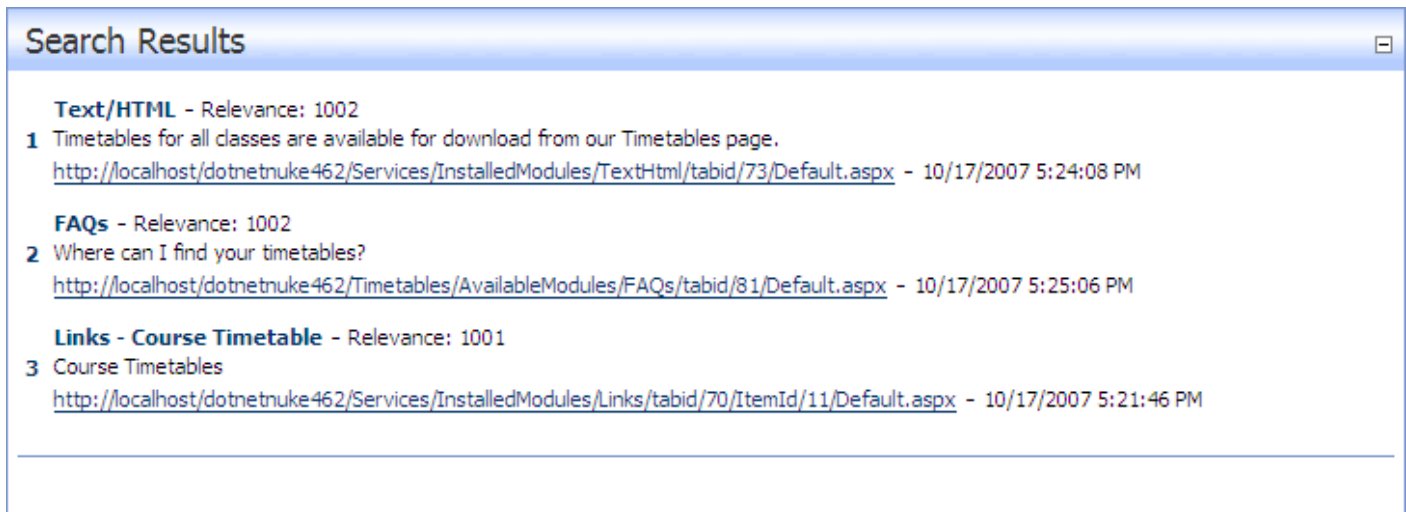
### Performing a search using the Search Input module

How to perform a search using the Search Input module. Note: Keyword matches are exact therefore entering timetables will not return results for the word timetable.

1. Go to a **Search Input** module.
2. Enter a keyword into the Search Input module's text box. E.g. timetables
3. Click the **Go** button.



4. Review the displayed results and then click on a linked title of a result item to go to that page.



Search Results

## Settings

### Configuring the Search Input Module

How to configure the setting of the Search Results module associated with a Search Input module. When a search is made on this Search Input module the results will be displayed in the Search Results module selected here.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Search Input Settings** tab.
3. At **Search Results Module**, select the Search Result module to be associated with this module. Each Search Results modules is listed by page name (E.g. Home). Alternatively, select the default Search Result page. If there aren't any Search Results modules added to the site pages then the default Search Results page will be automatically selected.
4. Click the Update link.

**Search Input Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Search Results Module:** Home

**Show Go Image:**

**Show Search Image:**

[Update](#) [Cancel](#) [Delete](#)

Setting the Search Results module

### Designing the Search Input Module

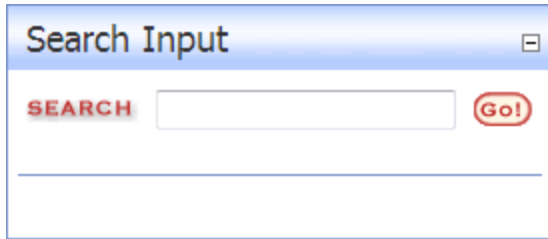
How to set the design options for a Search Input module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Search Input Settings** tab.
3. At **Show Go Image**, select from the following options:
  - Check  the check box to display a **Go** button.
  - Uncheck  the check box to display the default **Go** button of your Web browser.
4. At **Show Search Image**, select from the following options:
  - Check  the check box to display a Search image to the left of the search input box.
  - Uncheck  the check box to remove the Search image.

**Show Go Image:**

**Show Search Image:**

5. Click the Update link.



Search Input module with Go & Search buttons displayed

## Search Results

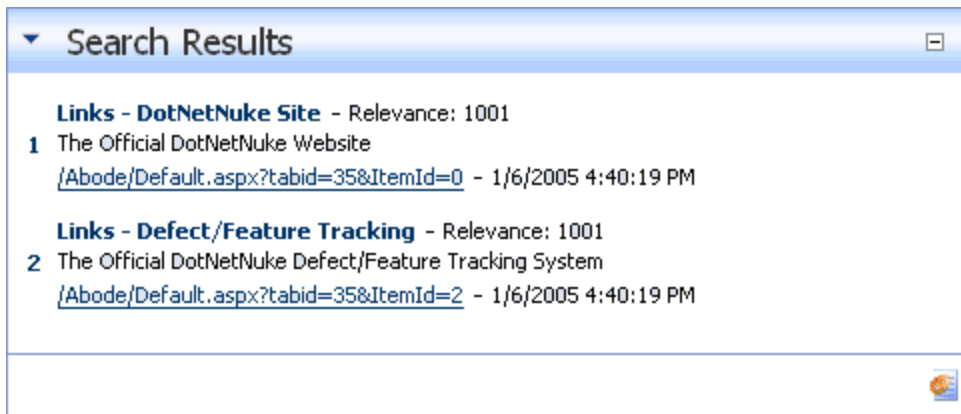
### About the Search Results Module

The Search Results module is included with DNN Community Edition.

**Important.** Professional Edition users should see the [See "About the Search Crawler Module Suite"](#) for details on configuring the Search-Crawler Results module.

The Search Results module displays results of searches conducted using the Search Input module. Note: The Search Input module **MUST** be added to the site in order to perform a search. Page Editors are able to customize the way results are displayed.

**Module Version:** 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.





The Search Results Module

## Settings

### Configuring the Search Results Module

How to configure the appearance of results displayed in the Search Results module.

1. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
2. Select the **Search Results Settings** tab and then set one or more of these **Optional** settings:
3. In the **Maximum Search Results** text box, enter the maximum number of results that the search can display.
4. In the **Results Per Page** text box, enter the maximum number of results to be displayed per results page.
5. In the **Maximum Title Length** text box, enter the maximum number of characters that the search title can display.

6. In the **Maximum Description Length** text box, enter the maximum number of characters that the search description can display.
7. At **Show Description**, check  the check box to display a description for the search results.

### Search Results Settings

---

In this section, you can set up settings that are specific for this module.

[Help](#)

<a href="#">Maximum Search Results:</a>	<input type="text" value="10"/>
<a href="#">Results per Page:</a>	<input type="text" value="15"/>
<a href="#">Maximum Title Length:</a>	<input type="text" value="100"/>
<a href="#">Maximum Description Length:</a>	<input type="text" value="300"/>

[Show Description?](#)

8. Click the [Update](#) link.

## Store

### About the Store Module Suite

The Store module suite consists of the following five (5) integrated modules which are used together to create an online shopping experience.

**Module Version:** 03.00.00

**Minimum DNN Version:** 4.06.02

**Features:** ISearchable

Here's a summary of the five store modules:

**Store Admin:** This module allows Store Administrators to configure the store including payment processor details, manage products and categories and product reviews. Users in the Manage Orders role can only view Orders on this module and similarly users in the Manage Catalog role can only view Categories, Products and Reviews.



## Store Admin



### Store Info

[Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

<b>Store Name:</b>	<input type="text" value="EcoZany Store"/>
<b>SEO Feature:</b>	<input checked="" type="checkbox"/>
<b>Description:</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;">EcoZany Store sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.</div>
<b>Keywords:</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;">toys,ecofriendly,organic toys,fair trade toys,fair labor toys,</div>
<b>Store Email:</b>	<input type="text" value="store@ecozany.com"/>
<b>Currency Symbol:</b>	<input type="text" value="\$"/>
<b>Portal Templates:</b>	<input checked="" type="checkbox"/>
<b>Style Sheet:</b>	<input type="text" value="Template.css"/>
<b>Store Page:</b>	<input type="text" value="Store"/>
<b>Store Account Page:</b>	<input type="text" value="Store Account"/>
<b>Authorize Cancel:</b>	<input checked="" type="checkbox"/>
<b>Inventory Management:</b>	<input checked="" type="checkbox"/>
<b>On Out of Stock:</b>	<input type="text" value="Quantity in stock"/>
<b>Product's Behavior:</b>	<input type="text" value="Accept order if a product is out of stock"/>
<b>Avoid Negative Stock:</b>	<input checked="" type="checkbox"/>
<b>Manage Orders:</b>	<input type="text" value="Order Manager"/>
<b>Manage Catalog:</b>	<input type="text" value="Catalog Manager"/>
<b>Secure Cookie:</b>	<input type="checkbox"/>
<b>Checkout Mode:</b>	<input type="text" value="Registration Required"/>
<b>Allow Virtual Products:</b>	<input type="checkbox"/>
<b>Address Provider:</b>	<input type="text" value="Default Address Provider"/>
<b>Tax Provider:</b>	<input type="text" value="Default Tax Provider"/>
<b>Shipping Provider:</b>	<input type="text" value="Default Shipping Provider"/>
<b>Payment Gateway:</b>	<input type="text" value="AuthorizeNetProvider"/>

**Payment Gateway Settings**

**Update**

**Address Administration**

**Tax Settings**

**Shipping Settings**

**Store Account:** This module enables customers to manage their current and previous orders, including the addresses associated with order.

### Store Account

Checkout Store | My cart | Addresses | Order history

1. Contact 2. Order Review 3. Payment 4. Done

**Billing Address**

Bill To: Select Billing Address ▾

Save:

First Name:

Last Name:

Street:

Unit #:

Postal Code:

City:

Country:  ▾

Region:  ▾

Email:

Daytime Phone:

Evening Phone:

**Shipping Address**

Shipping Address Options:  Ship the order to the billing address.  Separate shipping address.

[Back](#) [Continue](#)

The following three modules are typically used on one page to create the shopping experience:

- **Store Catalog:** This module displays the store products and enables authorized users to add new products and manage existing product. Options include setting a product as featured and including special discount prices. A wide range of layout options can be set using the Setting page.
- **Store Menu:** This module displays the product categories and enables authorized users to add new categories and manage existing categories. Some layout options can be set on the Setting page.
- **Store Mini Cart:** This module displays a summary of the products in the customer's cart and enables them to modify quantities of each.

### Store Menu

Dolls  
Wooden Toys  
Blocks

### Store Mini Cart

Product	Price	Quantity	Subtotal
W002	\$15.00	4	\$60.00
W001	\$20.00	6	\$120.00
<b>Update Cart</b>		<b>Cart total:</b> 10	<b>\$180.00</b>

**View my basket**

### Store Catalog

Search:  inside **Model Name**


Our wooden toys are handmade using wood from sustainable forests.  
.: Sub-categories: [Blocks](#) .:

### Category Products

:: Wooden Toys ::

Selected Category: Wooden Toys - 2 item(s) - Sort By: **Model Name**

#### Stacking House




Our colorful wooden stacking house is handmade using wood from sustainable forests.

\$15.00 - \$16.50 VAT Incl.

**More Info** ▶

#### Train Engine



Our wooden train engine is handmade using wood from sustainable forests.

\$20.00 - \$22.00 VAT Incl.

**More Info** ▶

Page 1 of 1

The Store Catalog, Menu and Mini Cart modules

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleStore/tabid/890/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/114/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnstore.codeplex.com/workitem/list/basic>

### Important Information About Roles

The Store Admin module can be configured to enable a single role to Manage Orders ( update order status and send messages to the customer ) and another ( or the same ) role to Manage Catalog (create and manage categories and products and well as manage reviews). In this way, the Store Admin module can handle all store administrative tasks from one place and provide different levels of access to different users.

Details on granting page and module permissions for the Store Admin module is covered in this tutorial.

To set this up now, you should create the role you want to manage orders and the one you want to manage the catalog before beginning this tutorial. ( See "[Adding a Security Role \(Basic Settings\)](#)" ). Alternatively, you can set up these permissions at any time.

For the purpose of this manual, the following names are used when referring to these user groups:

**Customers:** Users who are members of roles which have been View permissions to the Store page.


**Catalog Managers:** Users who are members of the role which has been selected at the Manage Catalog field on the Store Info page of the Store Admin module. These users can access the Categories, Products and Review pages on the Store Admin module. These users don't have access to view and manage orders or Store Info.

**Store Admin** ⊖

**Categories** [Categories](#) | [Products](#) | [Reviews](#)

---

Name <sup>A</sup>	Parent	Display Order	Date	
Blocks	Wooden Toys	0	3/30/2011 7:48 PM	<a href="#">Edit</a>
Dolls	-	0	3/30/2011 7:39 PM	<a href="#">Edit</a>
Rag Dolls	Dolls	0	3/30/2011 7:45 PM	<a href="#">Edit</a>
Wooden Toys	-	0	3/30/2011 7:46 PM	<a href="#">Edit</a>

 [Add Category](#)

Store Admin module as viewed by a Catalog Manager

**Order Managers:** Users who are members of the role which has been selected at the Manage Orders field on the Store Info page of the Store Admin module. These users can access the Orders pages on the Store Admin module.

**Store Admin** ⊖

**Order History** [Orders](#) |

---

Store Admin module as viewed by an Order Manager

**Store Administrators:** Users who are members of the Administrator or SuperUser role. These users can access all pages of the Store Admin module.

▼ Store Admin



Store Info

[Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

🔍 Store Name:

🔍 SEO Feature:

🔍 Description:

🔍 Keywords:

🔍 Store Email:

🔍 Currency Symbol:

🔍 Portal Templates:

🔍 Style Sheet:

🔍 Store Page:

🔍 Store Account Page:

🔍 Authorize Cancel:

🔍 Inventory Management:

🔍 On Out of Stock:

🔍 Product's Behavior:

🔍 Avoid Negative Stock:

🔍 Manage Orders:

🔍 Manage Catalog:

🔍 Secure Cookie:

🔍 Checkout Mode:

🔍 Allow Virtual Products:

**Please first select providers to use with your store and then save your store settings. Don't forget to define parameters of each provider in its respective section below in order to be able to use your store.**

🔍 Address Provider:

🔍 Tax Provider:

🔍 Shipping Provider:

🔍 Payment Gateway:

⊕ Payment Gateway Settings

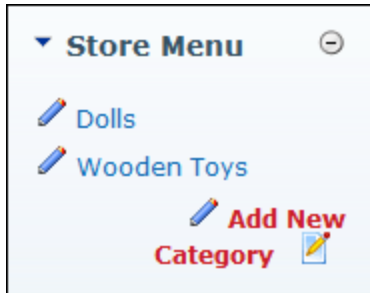
**Update**



Store Admin Module as viewed by a Store Administrator

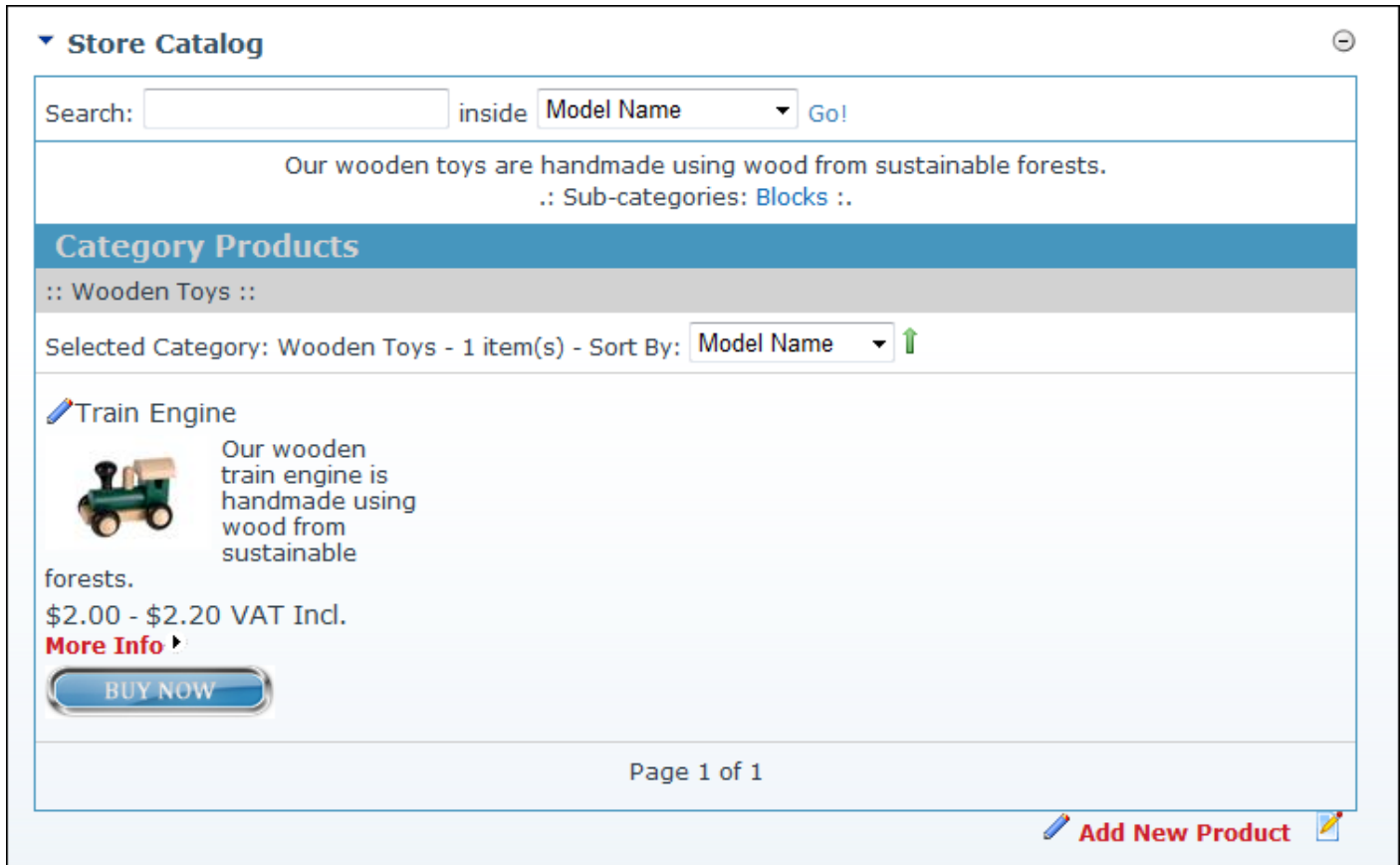
The following additional user groups have been superseded by the Catalog Managers role. They provide limited access to performing category and product management tasks. They are included here to provide details of what tasks are enabled when the below permissions are provided on these modules.

**Category Managers:** Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Menu module. Members of this role can add categories and manage parent categories. This role has been superseded by the Catalog Managers role but is still covered in this manual.



Store Menu module as viewed by a Category Manager

**Product Managers:** Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Catalog module. Members of this role can perform most product manager tasks, however they cannot restore archived products. This role has been superseded by the Catalog Managers role but is still covered in this manual.



Store Catalog module as viewed by a Product Manager

## Configuration

### Configuring the Store Modules

How to configure the five (5) store modules to enable you to begin adding categories and products to the Store modules.

For more comprehensive installation information, download the DotNetNuke Store Installation Guide from <http://dnnstore.codeplex.com/releases/view/61524>.

**Important.** Before beginning configuration, see "[Important Information About Roles](#)".

### Step 1: Creating the Store

1. Add a new page (E.g. Store), granting View Permissions to roles/users who can use the store ( See "[Adding a New Page via the Site Settings Page](#)". Typically all users are granted viewing rights which allows them to browse products before registering, however you may choose to set the module as only viewable by registered users if that is your business model. Note: You may choose to set permissions View at a later time once you have populated your store.

## Page Settings

### Basic Settings

In this section, you can set up the basic settings for this page.

#### Page Details

Page Name:

Page Title:

Description:

Keywords:

Tags:

Parent Page:

Insert Page:  Before  After  Add to End

Template Folder:

Page Template:

Include In Menu?

#### Permissions:

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  [+ Add](#)

### Copy Page

### Advanced Settings

**Update** **Back**

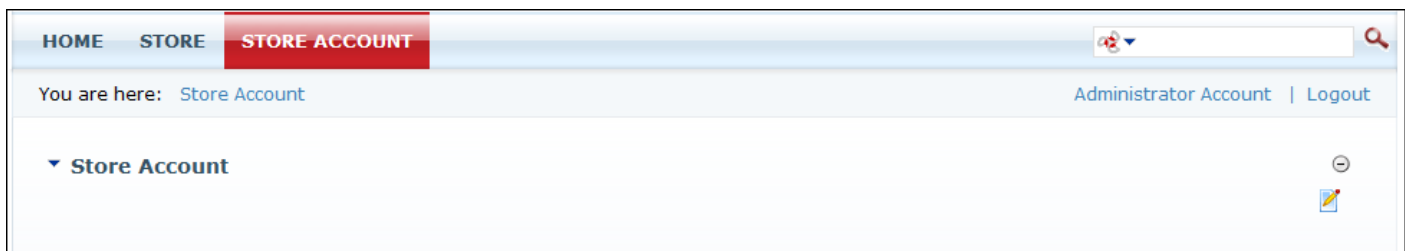


2. Add the Store Catalog module to the content pane.
3. Add the Store Menu to either the left or right pane.
4. Add the Store Mini Cart to the same pane as the Store Menu.



**Step 2: Configuring the Store Account module where Customers manage their Account and Orders**

1. Add a new page (E.g. Store Account) where customers can access their account information, set the page as visible to users that are authorized to go shopping.
2. Add the Store Account module to the content pane.



**Step 3: Creating the Store Administration Area**

1. Add a new page (E.g. Store Admin), restricting View Permissions to roles which can manage orders (E.g. manage order status), manage the catalog (manage categories, products and reviews) and manage store information (includes important business information such as your PayPal/Authorize.net banking details). [See "Adding a New Page via the Site Settings Page"](#)

**Permissions:**

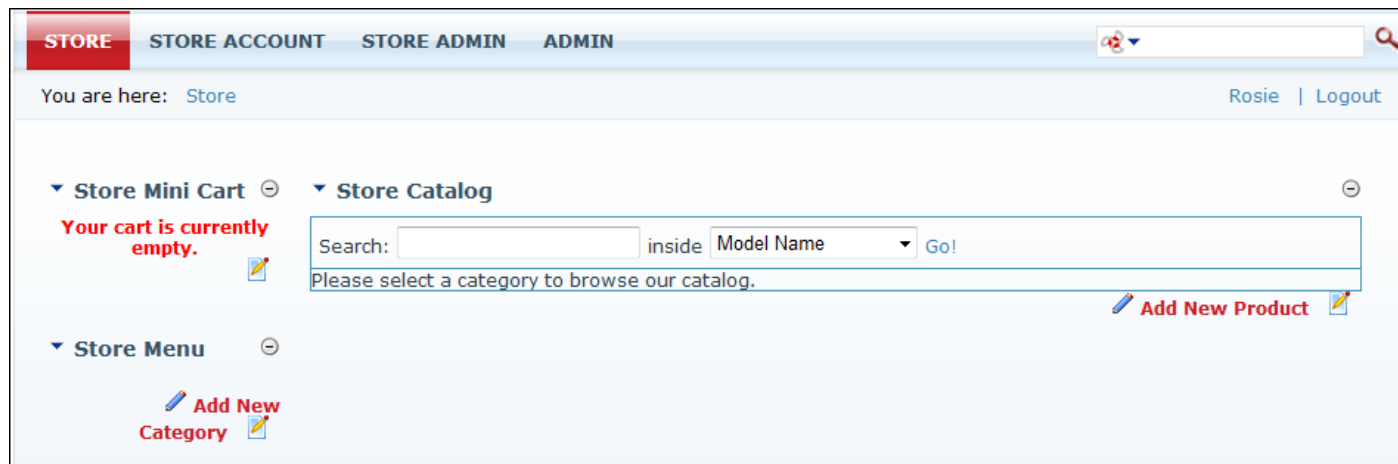
	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catalog Managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Managers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username:  + Add

2. Add the **Store Admin** module to the page. See "Adding a New Module (RibbonBar)".
3. Click the Update link.

#### Step 4: Linking the Store Modules together and Setting Additional Permissions

1. See "Setting Store Info" and related topics in this section.



*Tip: You can use addition instances of these modules on other pages as you like. For example, you might choose to add a second Store Menu module to the Home page of your site to promote sales.*

#### Important Information About Roles

The Store Admin module can be configured to enable a single role to Manage Orders (update order status and send messages to the customer) and another (or the same) role to Manage Catalog (create and manage categories and products and well as manage reviews). In this way, the Store Admin module can handle all store administrative tasks from one place and provide different levels of access to different users.

Details on granting page and module permissions for the Store Admin module are covered in this tutorial.

To set this up now, you should create the role you want to manage orders and the one you want to manage the catalog before beginning this tutorial. ( See "Adding a Security Role (Basic Settings)" ). Alternatively, you can set up these permissions at any time.

For the purpose of this manual, the following names are used when referring to these user groups:

**Customers:** Users who are members of role(s) that have been granted view permissions on the Store page.

**Catalog Managers:** Users who are members of the role which has been selected at the Manage Catalog field on the Store Info page of the Store Admin module. These users can access the Categories, Products and Review pages on the Store Admin module. These users don't have access to view and manage orders or Store Info.

**Store Admin** Categories | Products | Reviews

**Categories**

Name <sup>A</sup>	Parent	Display Order	Date	
Blocks	Wooden Toys	0	3/30/2011 7:48 PM	<a href="#">Edit</a>
Dolls	-	0	3/30/2011 7:39 PM	<a href="#">Edit</a>
Rag Dolls	Dolls	0	3/30/2011 7:45 PM	<a href="#">Edit</a>
Wooden Toys	-	0	3/30/2011 7:46 PM	<a href="#">Edit</a>

[Add Category](#)

Store Admin module as viewed by a Catalog Manager

**Order Managers:** Users who are members of the role which has been selected at the Manage Orders field on the Store Info page of the Store Admin module. These users can access the Orders pages on the Store Admin module.

**Store Admin** Orders |

**Order History**

Store Admin module as viewed by an Order Manager

**Store Administrators:** Users who are members of the Administrator or SuperUser role. These users can access all pages of the Store Admin module.

## Store Admin



### Store Info

[Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

<b>Store Name:</b>	<input type="text" value="EcoZany Store"/>
<b>SEO Feature:</b>	<input checked="" type="checkbox"/>
<b>Description:</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">EcoZany Store sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.</div>
<b>Keywords:</b>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">toys,ecofriendly,organic toys,fair trade toys,fair labor toys,</div>
<b>Store Email:</b>	<input type="text" value="store@ecozany.com"/>
<b>Currency Symbol:</b>	<input type="text" value="\$"/>
<b>Portal Templates:</b>	<input checked="" type="checkbox"/>
<b>Style Sheet:</b>	<input type="text" value="Template.css"/>
<b>Store Page:</b>	<input type="text" value="Store"/>
<b>Store Account Page:</b>	<input type="text" value="Store Account"/>
<b>Authorize Cancel:</b>	<input checked="" type="checkbox"/>
<b>Inventory Management:</b>	<input checked="" type="checkbox"/>
<b>On Out of Stock:</b>	<input type="text" value="Quantity in stock"/>
<b>Product's Behavior:</b>	<input type="text" value="Accept order if a product is out of stock"/>
<b>Avoid Negative Stock:</b>	<input checked="" type="checkbox"/>
<b>Manage Orders:</b>	<input type="text" value="Order Manager"/>
<b>Manage Catalog:</b>	<input type="text" value="Catalog Manager"/>
<b>Secure Cookie:</b>	<input type="checkbox"/>
<b>Checkout Mode:</b>	<input type="text" value="Registration Required"/>
<b>Allow Virtual Products:</b>	<input type="checkbox"/>
<b>Address Provider:</b>	<input type="text" value="Default Address Provider"/>
<b>Tax Provider:</b>	<input type="text" value="Default Tax Provider"/>
<b>Shipping Provider:</b>	<input type="text" value="Default Shipping Provider"/>
<b>Payment Gateway:</b>	<input type="text" value="AuthorizeNetProvider"/>

**Payment Gateway Settings**

**Update**

**Address Administration**

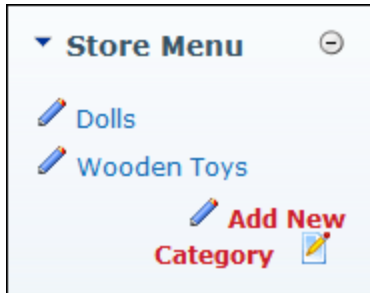
**Tax Settings**

**Shipping Settings**

Store Admin Module as viewed by a Store Administrator

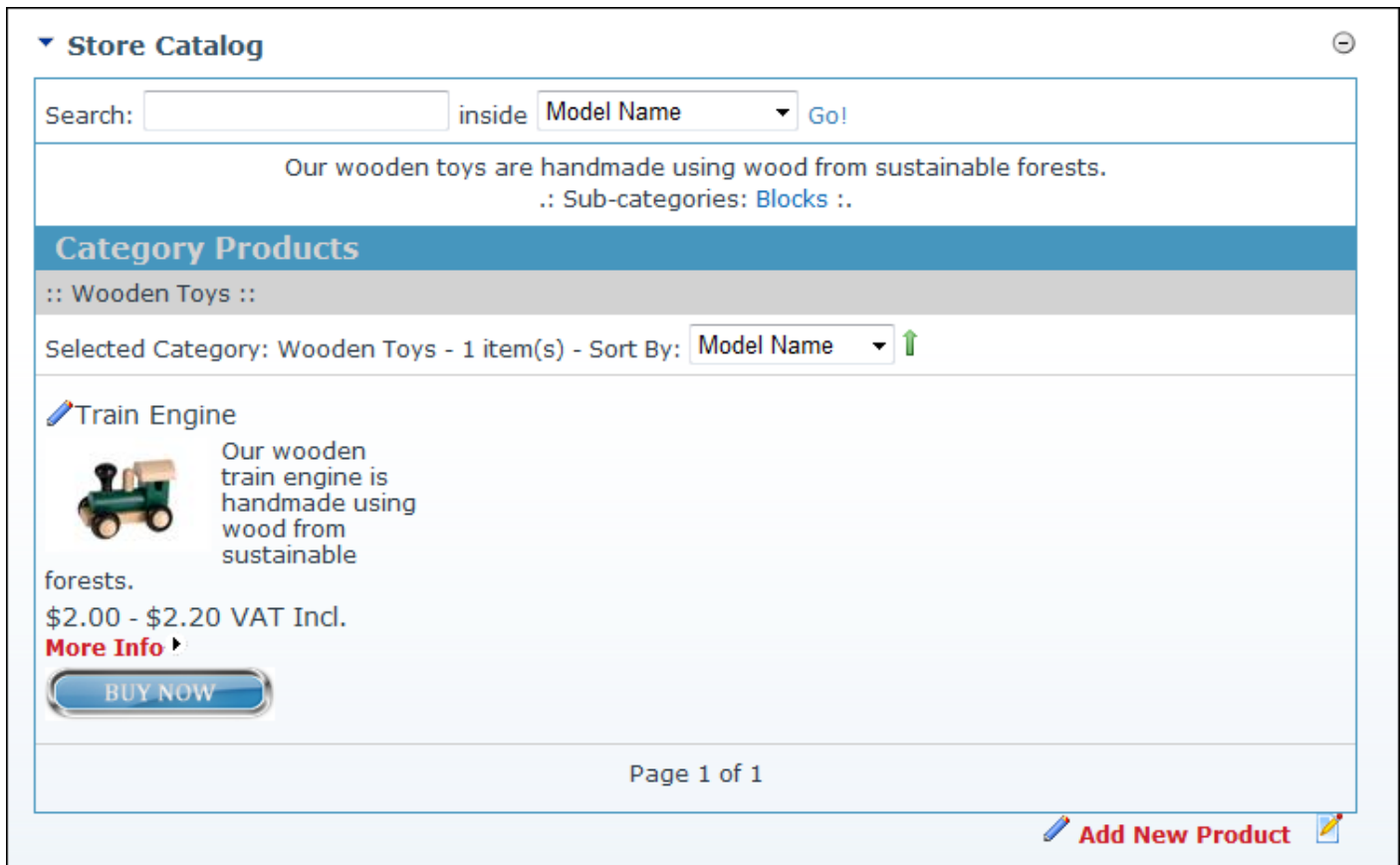
The following additional user groups have been superseded by the Catalog Managers role. They provide limited access to performing category and product management tasks. They are included here to provide details of what tasks are enabled when the below permissions are provided on these modules.

**Category Managers:** Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Menu module. Members of this role can add categories and manage parent categories. This role has been superseded by the Catalog Managers role but is still covered in this manual.



Store Menu module as viewed by a Category Manager

**Product Managers:** Users who are members of the role(s) which have been granted Edit Content/Edit permissions on the Store Catalog module. Members of this role can perform most product manager tasks; however they cannot restore archived products. This role has been superseded by the Catalog Managers role but is still covered in this manual.



Store Catalog module as viewed by a Product Manager

## Working with Product Images

### Image Formats and Locations

Five standard bitmap file formats can be used for products images (BMP, GIF, JPEG, PNG, and TIF). They can be stored anywhere in the portal subfolder (E.g.: ...\\Portals\\n).

The PNG transparency is fully supported (PNG-8 and PNG-24). We recommend using PNG-8 for wider compatibility, included Internet Explorer 6. Because the .NET Framework does not natively support the GIF transparency, therefore you have to define the 'GIF Background' setting if you want to use GIF images with transparency.

You might want to facilitate their management by grouping them into sub-folders by category, and use the product model number as a basis for their file name. You can also use external image files, but the DotNetNuke instance may require the full trust level. Visit the [Microsoft MSDN web site](#) for more information about trust levels. For security reasons, some hosting plans do not allow to operate in this mode.

### Thumbnail Settings

Three settings control the thumbnail display for each product section. The Show Thumbnails setting allows you to turn on/off the thumbnail display without changing the associated template. Thumbnails are created dynamically based on the size specified in the Thumbnail Width setting. Although source images can theoretically be of any size, it is better to reduce their width to the maximum size specified in the Thumbnail Width setting. To do this, you can use any photo editing tool or web site. This can reduce the image processing time and therefore alleviate the server workload. Similarly, the weight of the pictures should also be optimized. Depending on the quality of the source, you can reduce several MB to a few KB, save bandwidth, time and disk space. By default, all generated thumbnails are cached during 2 minutes. They are two settings in the Store Catalog general settings used to enable or disable the cache and the duration. If you use GIF images with transparency, set the 'GIF Background' setting with the hex value of the background color of your template. The default background color is white (FFF). To change this value "[Managing New Product Settings](#)", "[Managing Featured Product Settings](#)", "[Managing Popular Product Settings](#)", and "[Managing Category Product Settings](#)".

### Image Caching

Image caching can be enabled on your store. It is recommended that you disable this feature while designing the Store or you will have to wait for the cache duration to see your image changes (impacted settings are size and background color for GIF images). See "[Managing Store Catalog General Settings](#)"

### Templating and Design Guide

The Store module can easily be personalized. The template system builds pages dynamically, with HTML templates containing tokens, and several cascading styles sheets. The default templates and style sheets are XHTML compliant. They have been tested with Internet Explorer 8 and Firefox 3.

In brief, the chosen content, which is read from the database, is displayed using templates, while its presentation (type, colors and sizes) is defined in the style sheets.

A template is a file containing static HTML code, and dynamic tokens, which retrieve certain content from the database: for example, the products description or properties.

The elegance of the Store module's architecture is that templates can be embedded. This makes the design very flexible. You may for example design the products' presentation once for all catalogs (main, new products, featured, etc.); but alternatively you may design a different layout for every catalog. This helps building your own library of reusable catalog templates, which you can use in other portals like a construction game. Skin objects are small pieces of ready-to-use code that can easily be placed inside a skin by a designer without programming knowledge.

All labels and messages comply with the DotNetNuke localization standards. This provides translation capabilities to other languages. But it may also be used to change the texts and build your own 'pack', adjusting your text to the site's audience.

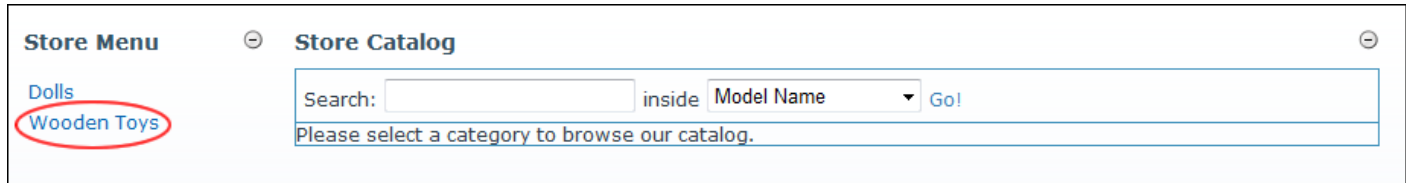
For additional information on setting up portal templates, templates hierarchy, understanding CSS and using store skin objects visit: <http://dnnstore.codeplex.com/documentation>.

## Customers

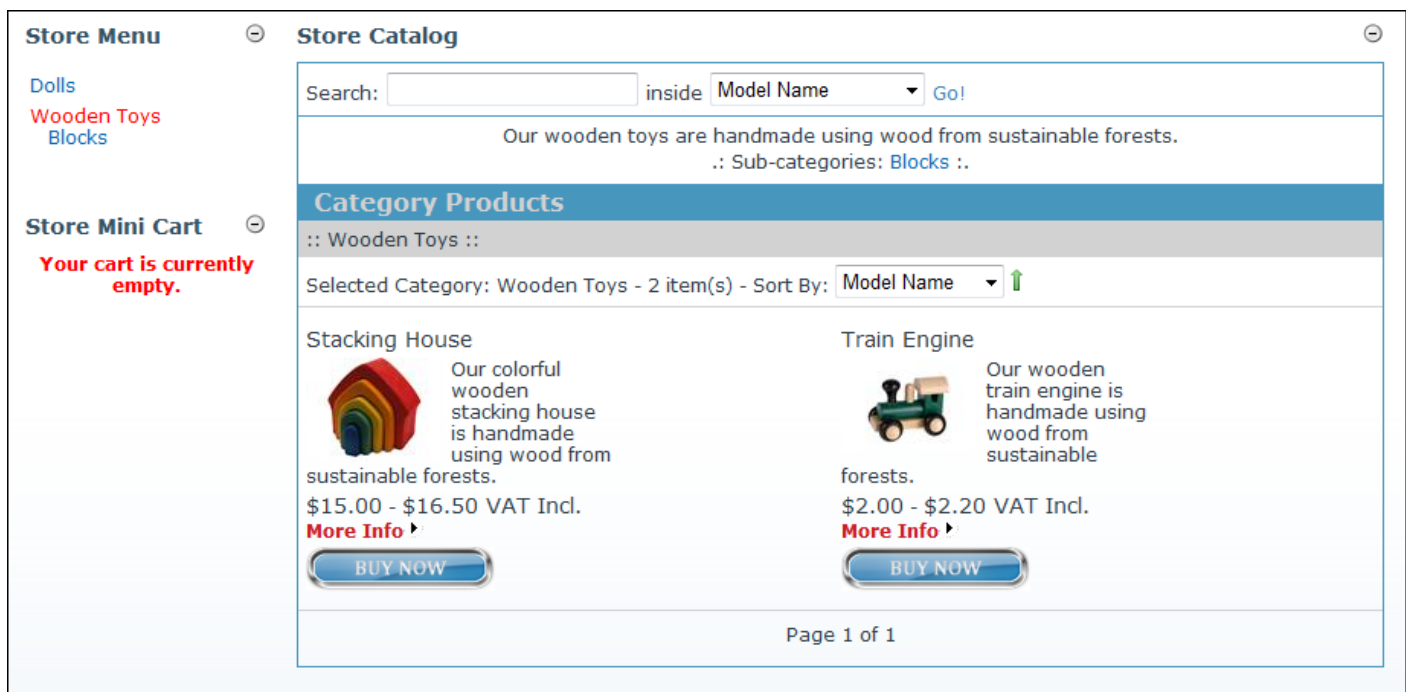
### Viewing Products

How to navigate to and view products associated with a category in the Store module.

1. In the Store Menu, select a category.



2. This displays products within this category in the Store Catalog module. If the selected category is a parent category, products within all related child categories are also displayed.



3. **Optional.** If available, click on a linked Child Category Name in either the Store Menu or the Store Catalog module to filter products by that child category. The related products are again displayed in the Store Catalog module.
4. **Optional.** To view products not displayed on the first page of the category, click on the [Page Number] link located at the base of the module.
5. **Optional.** At **Sort By**, select to sort products by Manufacturer, Model Number, Model Name, Unit Price, or Date. You can also click the related icon to view product in either **Ascending** ↑ or **Descending** ↓ order.

### Viewing Product Details

How to navigate to and view products associated with a category in the Store module.

1. Locate the required product. See "Viewing Products"
2. Click the More Info link beside a product to view product details.

**Store Menu**

Dolls

Wooden Toys

Blocks

**Store Mini Cart**

Your cart is currently empty.

**Store Catalog**



Search:  inside **Model Name** Go!

Our wooden toys are handmade using wood from sustainable forests.  
.: Sub-categories: [Blocks](#) .:

**Category Products**

:: Wooden Toys ::

Selected Category: Wooden Toys - 2 item(s) - Sort By: **Model Name** ↑

<p><b>Stacking House</b></p>  <p>Our colorful wooden stacking house is handmade using wood from sustainable forests.</p> <p>\$15.00 - \$16.50 VAT Incl.</p> <p><b>More Info</b> ▶</p> <p><a href="#">BUY NOW</a></p>	<p><b>Train Engine</b></p>  <p>Our wooden train engine is handmade using wood from sustainable forests.</p> <p><del>\$20.00</del> \$22.00 VAT Incl.</p> <p><b>More Info</b> ▶</p> <p><a href="#">BUY NOW</a></p>
---	---

Page 1 of 1

*Tip: Click the [Return To Category](#) link to return to the category.*

### Viewing Product Reviews

How to view reviews of a product within the store. Only approved reviews are displayed.

1. Go to the Product Details page for the required product. See "[Viewing Product Details](#)". This displays any approved reviews at the base of the module.



## Store Catalog

Search:  inside  Go!

Our wooden vehicles are handmade using wood from sustainable forests.

### Product Details

Category: Vehicles - Manufacturer: EcoZany  
Model Number: W001  
Train Engine



Our colorful wooden train engine is handmade by working parents from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

\$20.00

Quantity:

ADD TO CART

BUY NOW

[Return To Category](#)

Reviews

[Add Review](#)

Annabella says... ★★★★★

My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.

Viewing Product Reviews

### Adding a Product Review

How to submit a review of a product within the Store. Submitted reviews must be approved before it is displayed in the store.

1. Locate the required product.
2. Click the [More Info](#) link to view product details. This displays all approved reviews below the product details.
3. Click the [Add Review](#) link which is typically located at the bottom right corner of this page.
4. In the **Your Name** text box, enter your name. If you are logged in, this field is pre-populated with your display name.
5. At **Rating**, select a rating the drop-down list. This updates the number of stars displayed at this field.
6. **Optional.** In the **Comments** text box, enter your comments.

## Store Catalog

### Product Details

Category: Blocks - Manufacturer: EcoZany  
Model Number: W001  
Train Engine



Our colorful wooden train engine is handmade by working parents ;from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

\$2.00

Quantity:

[ADD TO CART](#)

[BUY NOW](#)

[Return To Category](#)

Reviews

**Your name:**

**Rating:**  ★★★★★

**Comments:**


[Update](#) [Cancel](#)

Your opinion will be added to the list after approval by the administrator of the store.

7. Click the [Update](#) link.

### Buying a Product Now

How to select a product and proceed directly to the checkout to purchase it using the Store module. This adds one unit of the item to your cart and displays your Store Account, enabling you to proceed to the checkout.

1. Locate the required product. "[Viewing Products](#)".
2. Click the [More Info](#) link beside a product to view product details.
3. Click the **Buy Now**  button.


### Store Catalog

Search:  inside  [Go!](#)

Our wooden vehicles are handmade using wood from sustainable forests.

#### Product Details

Category: Vehicles - Manufacturer: EcoZany  
Model Number: W001  
Train Engine




Our colorful wooden train engine is handmade by working parents from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

\$20.00  
Quantity:

[ADD TO CART](#) [BUY NOW](#)

[Return To Category](#)

Reviews [Add Review](#)

**Annabella** says...   
My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.

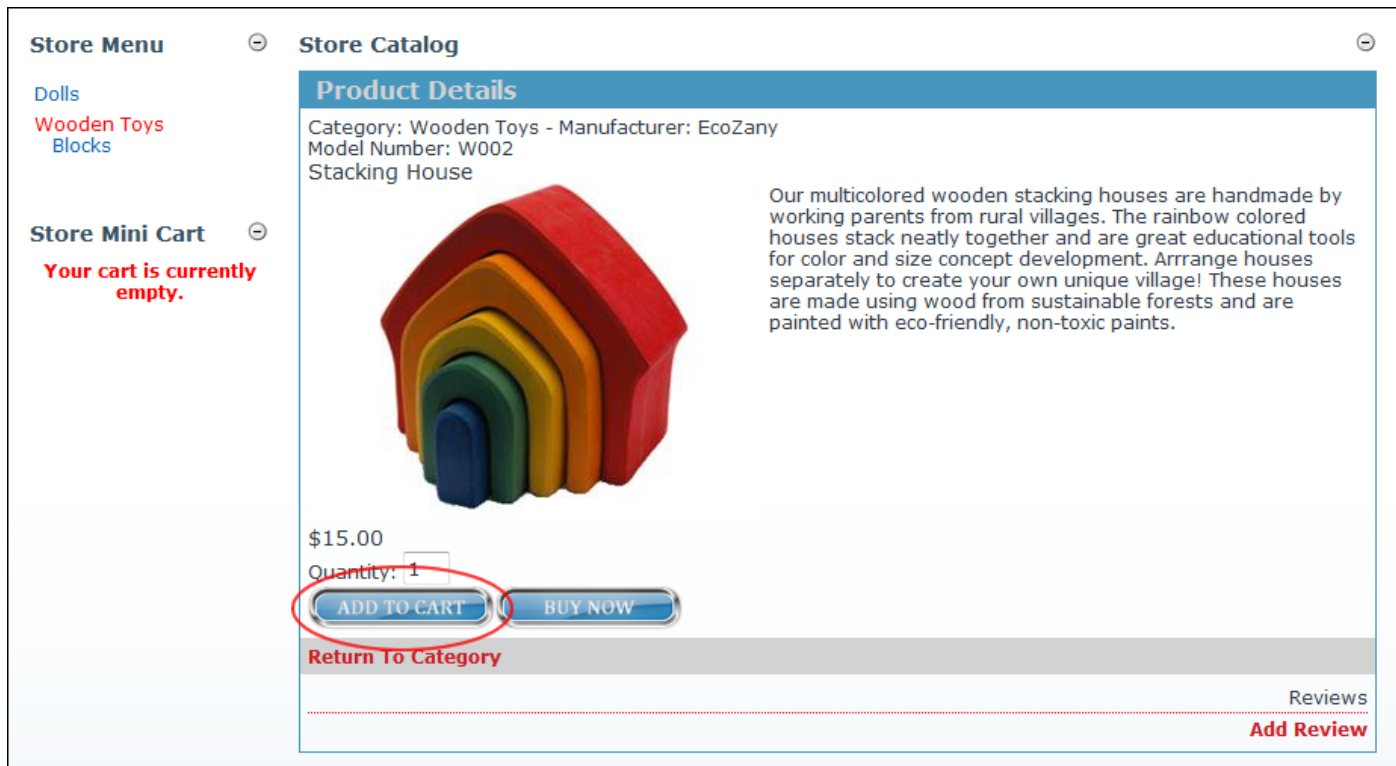
4. The Store Account module is now displayed, enabling you to proceed to the checkout. See "[Completing Checkout - Managing Contact Addresses](#)"

#### Adding a Product to the Cart

How to add a product to your shopping cart using the Store module.

1. Locate and view the required product. See "Viewing Product Details"
2. **Optional.** In the Quantity text box, edit the number of items required.

3. Click the **Add To Cart**  button.



**Store Menu**


- Dolls
- Wooden Toys
- Blocks

**Store Mini Cart**

Your cart is currently empty.

**Product Details**

Category: Wooden Toys - Manufacturer: EcoZany  
Model Number: W002  
Stacking House



Our multicolored wooden stacking houses are handmade by working parents from rural villages. The rainbow colored houses stack neatly together and are great educational tools for color and size concept development. Arrange houses separately to create your own unique village! These houses are made using wood from sustainable forests and are painted with eco-friendly, non-toxic paints.

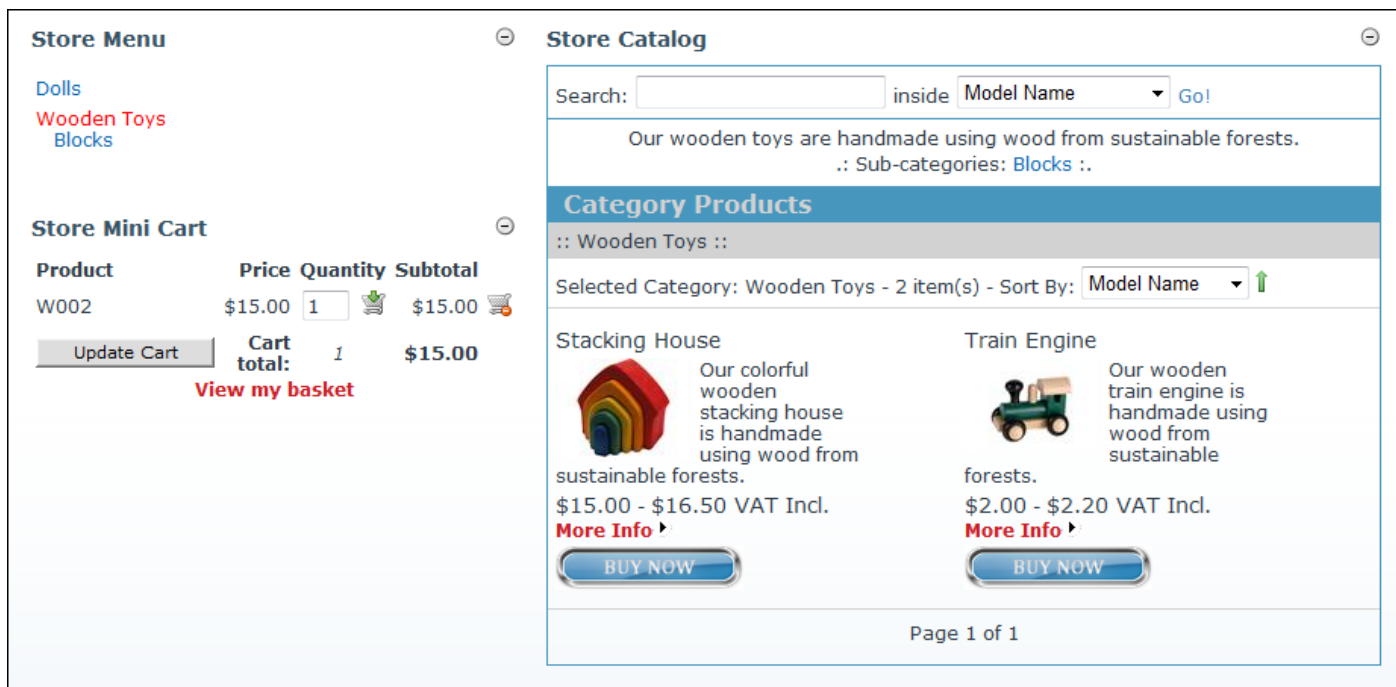
\$15.00  
Quantity: 1

**ADD TO CART** **BUY NOW**

[Return To Category](#)

[Reviews](#)  
[Add Review](#)

4. The product has now been placed in your shopping basket, displays the item in the Store Mini Cart and returns you to the selected category page as shown below.



**Store Menu**

- Dolls
- Wooden Toys
- Blocks

**Store Mini Cart**

Product	Price	Quantity	Subtotal
W002	\$15.00	1	\$15.00
<b>Cart total:</b>		1	\$15.00

[Update Cart](#) [View my basket](#)

**Store Catalog**

Search:  inside **Model Name**


Our wooden toys are handmade using wood from sustainable forests.  
.: Sub-categories: [Blocks](#) .:

**Category Products**

:: Wooden Toys ::


Selected Category: Wooden Toys - 2 item(s) - Sort By: **Model Name**

**Stacking House**



Our colorful wooden stacking house is handmade using wood from sustainable forests.  
\$15.00 - \$16.50 VAT Incl.  
[More Info](#)

**Train Engine**



Our wooden train engine is handmade using wood from sustainable forests.  
\$2.00 - \$2.20 VAT Incl.  
[More Info](#)

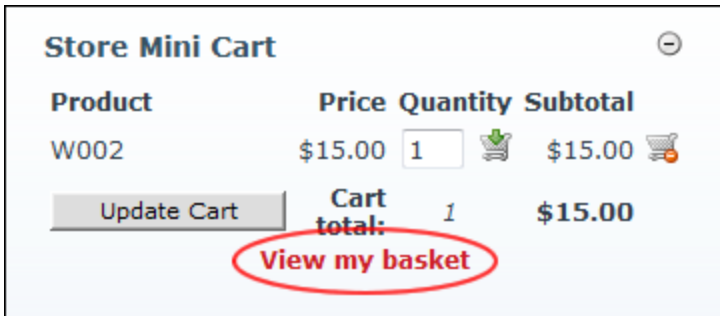
Page 1 of 1

### Viewing Products in your Cart

How to view the products in the shopping basket using the Store module suite.

#### Option One:

1. Go to the Store Mini Cart module. Here you can view a summary list of products added to your basket.
2. Click the [View My Basket](#) link to view additional product details.



Note: You may need to complete the Contact details before continuing to the Order Review tab where product details are displayed.

#### Option Two:

1. Navigate to the Store Account module.
2. **Optional.** Complete any incomplete Contact details. This may not be required depending on the setup of this store.
3. Click the [Continue](#) link.

**Store Account** ☰

Checkout Store | My cart | Addresses | Order history

1. Contact 2. Order Review 3. Payment 4. Done

**Billing Address**

Bill To:

Save:

First Name:

Last Name:

Street:

Unit #:

Postal Code:

City:

Country:

Region:

Email:

Daytime Phone:

Evening Phone:

**Shipping Address**

Shipping Address Options:

Ship the order to the billing address.

Separate shipping address.

Back **Continue**

4. The Order Review tab now displays product details and any additional costs.

**Store Account** ☰

Checkout Store | My cart | Addresses | Order history

1. Contact 2. Order Review 3. Payment 4. Done


Product	Price	Quantity	Subtotal
W002 - Stacking House	\$15.00	<input type="text" value="1"/>	\$15.00
<input type="button" value="Update Cart"/>			
<b>Cart total:</b>			<b>1</b>
Shipping & Handling:			\$7.05
Tax:			\$2.21
<b>Total charge:</b>			<b>\$24.26</b>

Back **Continue**

### Managing Products in your Cart

How to delete or modify the quantity of one or more products in your Cart using either the Store Mini Cart module or the Store Account module. The images used in this tutorial are from the Store Mini Cart; however the process is the same for both locations.

To modify the quantity of a single product:

1. In the **Quantity** text box, the edit the quantity of this product.
2. Click the **Click To Update Entered Quantity**  button.

### Store Mini Cart

Product	Price	Quantity	Subtotal
W002	\$15.00	<input type="text" value="4"/>	\$60.00
W001	\$20.00	<input type="text" value="5"/>	\$100.00

**Cart total:** 9 **\$160.00**

[View my basket](#)

To modify the quantity of multiple products:

1. In each **Quantity** text box, the edit the quantity of products required. Note: Enter zero (0) to remove a product.
2. Click the **Update Cart** button.

### Store Mini Cart

Product	Price	Quantity	Subtotal
W002	\$15.00	<input type="text" value="4"/>	\$60.00
W001	\$20.00	<input type="text" value="5"/>	\$100.00

**Cart total:** 9 **\$160.00**

[View my basket](#)

To delete a product:

1. Click the **Click To Delete This Product From Your Cart**  button.

### Store Mini Cart

Product	Price	Quantity	Subtotal
W002	\$15.00	<input type="text" value="4"/>	\$60.00
W001	\$20.00	<input type="text" value="5"/>	\$100.00

**Cart total:** 9 **\$160.00**

[View my basket](#)

---


*Tip: You can also modify quantities when reviewing your order on the Store Account module.*

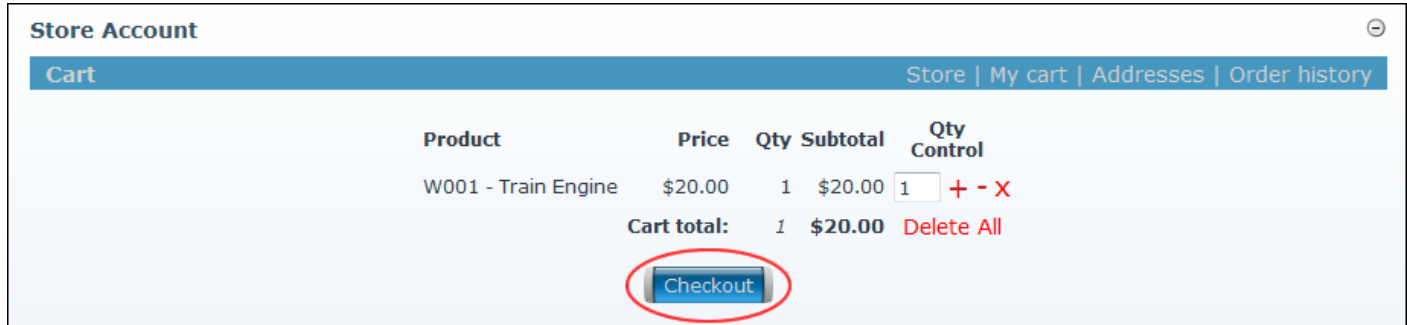
---

#### Proceeding to the Checkout

How to proceed to the Store checkout once you have selected products to buy using the Store module.

**Recommended.** Sign up for a user account ( See "Signing up as a Registered User" ) before continuing to the checkout. If you are already a registered user, log in and complete your Profile details, ensuring your address details are complete (See "Managing your User Profile" ).

1. Click the View My Basket link on the Store Mini Cart module - OR - Go to the Store Account module.
2. **Optional.** Click the **Please Register Or Log In To Checkout** if you are not already logged in. This will take you to the User Login page where you can login or signup for a user account ( See "Signing up as a Registered User" ). Once you have registered and/or logged in you will need to repeat Step 1.
3. Click the **Checkout**  button. The next step is "Completing Checkout - Managing Contact Addresses".



Proceeding to the Checkout

### Completing Checkout - Managing Contact Addresses

How to add a new address or edit an existing address using the Store Account module. You can add multiple addresses to use for billing and shipping orders. Note: Your Registration address is managed under your user profile. If See "Managing your User Profile"

1. Click the View My Basket link on the Store Mini Cart module - OR - Go to the Store Account module. This displays the Contact tab of the Checkout page.
2. At **Bill To**, select the address you wish to use from the drop-down box. If this is the first time you have made a purchase, or if you haven't saved any additional addresses, only your **Registration Address** (the address associated with your user account) will be available.
3. Complete or edit these **Billing Address** fields:
  - a. **Optional.** At **Save**, check  the check box to save this address for later use. Saved addresses are displayed on the Bill To field on this page.
    - i. **Optional.** At **Primary**, check  the check box if this is your primary address.
    - ii. In the **Description** text box, enter a name for this address. E.g. Work, Home, Shop.
  - b. In the **First Name** text box, enter the first name of the person associated with this address. E.g. Elizabeth
  - c. In the **Last Name** text box, enter the last name associated with this address. E.g. Smith
  - d. In the **Street** text box, enter the street address. E.g. 101 Blackburn Road
  - e. **Optional.** In the **Unit #** text box, enter a unit number. E.g. Flat 2
  - f. In the **Postal Code** text box, enter the postal code. E.g. 12345
  - g. In the **City** text box, enter the city. E.g. New York



- h. At **Country**, select a country from the drop-down list. Depending on your selection, this may populate the Region field below with the regions associated with this country.
- i. At **Region**, enter or select the region. E.g. New York
- j. In the **Email** text box, enter the email address associated with this address.
- k. In the **Daytime Phone** text box, enter the daytime telephone number for this address.
- l. In the **Evening Phone** text box, enter the evening telephone number for this address.

4. Complete or edit these **Shipping Address** fields:

- a. At **Shipping Address Options**, select from these options:
  - **Ship the order to the billing address**: Select if the shipping address is the same as the billing address and then Skip to Step 5.
  - **Separate shipping address**: Select if the shipping address is different to the billing address and then complete all shipping address fields.

**Store Account** ⊖

Checkout Store | My cart | Addresses | Order history

**1.** Contact **2.** Order Review **3.** Payment **4.** Done

**Billing Address**

**Bill To:** Home

**First Name:** Iraida

**Last Name:** Bachman

**Street:** 7 Black Road

**Unit #:**

**Postal Code:** SY2 6ND

**City:** Stropshire

**Country:** United Kingdom

**Region:** West Midlands

**Email:** Iraida.Bachman@domain.com

**Daytime Phone:** 03456780000

**Evening Phone:** 03456781111

**Shipping Address Options:**

Ship the order to the billing address.

Separate shipping address.

**Back** [Continue](#)

5. Click the [Continue](#) link. This will save any changes and advance you to the Checkout - Order Review page. See "[Completing Checkout - Order Review](#)"

### Completing Checkout - Order Review

How to review your order during the checkout process using the Store Account module.

1. Complete "[Completing Checkout - Managing Contact Addresses](#)". Once you complete this step, you will be located on the Order Review tab of the Checkout page.
2. Review the products you are about to purchase and any related shipping and handling costs.
3. **Optional.** Adjust product quantities or delete products as required. See "[Managing Products in your Cart](#)"

**Store Account** ⊖

Checkout Store | My cart | Addresses | Order history

1. Contact   2. **Order Review**   3. Payment   4. Done

Product	Price	Quantity	Subtotal
W002 - Stacking House	\$15.00	4	\$60.00
W001 - Train Engine	\$20.00	6	\$120.00
<input type="button" value="Update Cart"/>		<b>Cart total:</b> 10	<b>\$180.00</b>
			Shipping & Handling: \$15.30
			Tax: \$19.53
			<b>Total charge: \$214.83</b>

[Back](#) [Continue](#)

4. Click the [Continue](#) link to proceed to the Payment tab and then complete one of these checkout processes, depending on the payment provider used:
  - See "[Completing Checkout - Authorize.Net Payment](#)"
  - See "[Completing Checkout - PayPal Payment](#)"
  - See "[Completing Checkout - PayPal Payment](#)"

### Completing Checkout - Atos Payment

How to complete the checkout process when Atos is the payment method for the Store.

1. Complete "[Completing Checkout - Order Review](#)". Once you complete this step, you will be located on the Payment tab of the Checkout page.

Note: Once the order is complete you will receive confirmation via email.

### Completing Checkout - Authorize.Net Payment

How to complete the checkout process when Authorize.Net is the payment method for the Store.

1. Complete "[Completing Checkout - Order Review](#)". Once you complete this step, you will be located on the Payment tab of the Checkout page.
2. Complete these Payment Details:
  - a. **Card Name:** Enter the name on your credit card
  - b. **Expiry Date:** Select the month / year when this card expires.
  - c. **Card Verification Code:** Enter the 3 digit verification code displayed on the back of your card.
3. Click the **Confirm Order** button to complete this order. Once the order is complete you will receive confirmation via email.

**Store Account** ☰

Checkout Store | My cart | Addresses | Order history

**1.** Contact **2.** Order Review **3.** Payment **4.** Done

Payment Details

Card Number: 1111222233334444

Expiry Date: 03 / 2011

Card Verification Code: 000

Note that by clicking the "Confirm Order" button below, you are agreeing to EcoZany's terms of Use.

**Confirm Order**

4. Review the details of the order.
5. **Optional.** You can now choose display details of your order.

**Store Account** ☰

Checkout Store | My cart | Addresses | Order history

**1.** Contact **2.** Order Review **3.** Payment **4.** Done

Thank you for shopping with us.  
Your order number is: 1006 **Display Order**

Your order has been successfully recorded and we waiting for the payment. If you have an account, you can check the status of your order at any time from this page.  
The order history section contains detailed informations about your orders.

### Completing Checkout - Email Payment

How to complete the checkout process when email is the payment method for the Store.

1. Complete "**Completing Checkout - Order Review**". Once you complete this step, you will be located on the Payment tab of the Checkout page.
2. Click the **Confirm Order** button to complete this order. You will now receive confirmation via email.

**Store Account** ☰

Checkout Store | My cart | Addresses | Order history

**1.** Contact **2.** Order Review **3.** Payment **4.** Done

**Click the button below to confirm your order.**

Once you have confirmed your order, you will be sent an order confirmation email. We will contact you to arrange payment.

Note that by clicking the button below, you are agreeing to EcoZany's terms of Use.

**Confirm Order**

3. Review the details of the order.
4. **Optional.** You can now choose display details of your order.

**Store Account** ⊖

Checkout Store | My cart | Addresses | Order history

**1.** Contact **2.** Order Review **3.** Payment **4.** Done

Thank you for shopping with us.  
Your order number is: 1006

Your order has been successfully recorded and we waiting for the payment. If you have an account, you can check the status of your order at any time from this page.  
The order history section contains detailed informations about your orders.

5. This displays the order in detail.

**Store Account** ⊖

Orders Store | My cart | Addresses | Order history

Order Details

<b>Order Number</b> 1006	<b>Order Date</b> 03/31/2011 01:59	<b>Order Status</b> Awaiting Payment - 03/31/2011 02:03
<b>Billing Address</b> <i>Iraida Bachman</i> 7 Black Road	<b>Shipping Address</b> Same as billing.	<input type="button" value="Cancel Order"/>
Stropshire West Midlands SY2 6ND 03456780000 03456781111		

Product	Qty	Price	Subtotal
W002 - Stacking House	4	\$15.00	\$60.00
W001 - Train Engine	6	\$20.00	\$120.00
<b>Total:</b>			\$180.00
<b>Shipping &amp; Handling:</b>			\$5.00
<b>Tax:</b>			\$18.50
<b>Total:</b>			\$203.50

Details of the completed order

### Completing Checkout - PayPal Payment

How to complete the checkout process when PayPal is the payment method for the Store.

1. Complete "**Completing Checkout - Order Review**". Once you complete this step, you will be located on the Payment tab of the Checkout page.
2. Click the **Confirm Order** button to proceed to the PayPal web site.

**Store Account** ☰

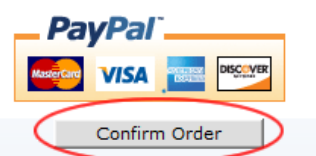
Store | My cart | Addresses | Order history

**1. Contact** | **2. Order Review** | **3. Payment** | **4. Done**

**Click the button below to confirm your order.**

Once you have confirmed your order, you will be transferred to PayPal where you can use your credit/debit card or PayPal account to pay for your order. While redirecting a blank page will be displayed, please wait a moment and do not touch to your browser.

Note that by clicking the button below, you are agreeing to My Website's Terms of Use.



3. Create a PayPal account (if you don't already have one) and then login and complete the transaction on PayPal. Once the order is complete you will receive confirmation via email.

**Your order summary**

Descriptions	Amount
<b>W002 - Stacking House</b> Item number: 3 Item price: \$15.00 Quantity: 4	\$60.00
<b>W001 - Train Engine</b> Item number: 1 Item price: \$20.00 Quantity: 6	\$120.00
<b>Item total</b>	<b>\$180.00</b>
VAT	\$18.50
Postage and packing	\$5.00
<b>Total</b>	<b>\$203.50 USD</b>

**Choose a way to pay**

**Pay with my PayPal account**

Email

PayPal password

**Log In**

[Forgot your email address or password?](#)

**Create a PayPal account**  
And pay with your debit or credit card

[Cancel and return to mustbetalkingtoanangel@hotmail.com](#)

Completing Checkout using PayPal Payment

### Canceling an Order

How to cancel an order placed in the Store using the Store Account module. This option may not be available on all stores.

#### Option One:

1. Go to the Store Account module.
2. Click the Order History link.
3. Click the Details link beside the required order.

**Store Account**

Orders Store | My cart | Addresses **Order history**

Number	Order Date	Total	Status	Status Date	Details	Cancel
1000	06/15/2010 03:40	\$27.50	Awaiting Payment	06/15/2010 03:40	<b>Details</b>	<b>Cancel</b>

4. Click the **Cancel Order** button. The order status is updated to Canceled.

**Store Account**

Orders Store | My cart | Addresses | Order history

Order Details

<b>Order Number</b> 1000	<b>Order Date</b> 06/15/2010 03:40	<b>Order Status</b> Awaiting Payment - 06/15/2010 03:40
<b>Billing Address</b> Elizabeth Smith 101 Blackburn Road Flat 2 New York New York 12345 01 2345 6789	<b>Shipping Address</b> Annabella Chin 100 Hope Ave Queens New York NY 11368 (212) 123-4567	<b>Cancel Order</b>

Product	Qty	Price	Subtotal
W001 - Train Engine	1	\$20.00	\$20.00
<b>Total:</b>			\$20.00
<b>Shipping &amp; Handling:</b>			\$5.00
<b>Tax:</b>			\$2.50
<b>Total:</b>			\$27.50

**Return**

**Option Two:**

1. Go to the Store Account module.
2. Click the Order History link.
3. Click the Cancel link beside the required order.

**Store Account**

Orders Store | My cart | Addresses **Order history**

Number	Order Date	Total	Status	Status Date	Details	Cancel
1000	06/15/2010 03:40	\$27.50	Awaiting Payment	06/15/2010 03:40	<b>Details</b>	<b>Cancel</b>

Canceling an Order

**Viewing your Order History**

How to view your order history as a customer of the Store using the Store Account module

1. Go to the Store Account module.
2. Click the Order History link.

**Store Account** ⊖

Orders Store | My cart | Addresses | **Order history**

Number	Order Date	Total	Status	Status Date		
1000	06/15/2010 03:40	\$27.50	Awaiting Payment	06/15/2010 03:40	<b>Details</b>	Cancel

3. **Optional.** Click the Details link to view details of any order.

**Store Account** ⊖

Orders Store | My cart | Addresses | Order history

Order Details

<b>Order Number</b> 1000	<b>Order Date</b> 06/15/2010 03:40	<b>Order Status</b> Awaiting Payment - 06/15/2010 03:40
<b>Billing Address</b> <i>Elizabeth Smith</i> 101 Blackburn Road Flat 2 New York New York 12345 01 2345 6789	<b>Shipping Address</b> <i>Annabella Chin</i> 100 Hope Ave Queens New York NY 11368 (212) 123-4567	<input type="button" value="Cancel Order"/>

Product	Qty	Price	Subtotal
W001 - Train Engine	1	\$20.00	\$20.00
<b>Total:</b>			\$20.00
<b>Shipping &amp; Handling:</b>			\$5.00
<b>Tax:</b>			\$2.50
<b>Total:</b>			\$27.50

Viewing Order Details

### Downloading Virtual Products

How to download virtual products which have been ordered using the Store module.

1. Go to the Store Account module.
2. Click the Downloads link.

**Store Account** ⊖

Cart Store | My cart | Addresses | Order history | **Downloads**

**Your cart is currently empty.**

3. **Optional.** Click the Download link to download the file and follow the prompts on your computer.

**Store Account**

Downloads | Store | My cart | Addresses | Order history | Downloads

**IMPORTANT: Whenever you click on the 'Download' button, the file download counter is incremented regardless of the outcome.**

Order	Product	Allowed	Downloaded	
1012	P001 - Nurse Uniform	Unlimited	0	<a href="#">Download</a>


**Important.** Whenever you click on the 'Download' button, the file download counter is incremented regardless of the outcome.

## Catalog Managers

### Categories

#### Adding a Product Category

How to add a product category to the store using the Store Admin module.

1. On the Store Admin module, click the [Categories](#) link.
2. Click the  [Add Category](#) link.

**Store Admin**

Categories | Store Info | Orders | [Categories](#) | Products | Reviews

[Add Category](#)

3. In the **Name** text box, enter a name for the category.
4. **Optional.** In the **SEO Name** text box, enter the search engine optimization name to be appended to the URL for this category. Only alpha-numerical characters without spaces can be entered.
5. **Optional.** In the **SEO Keywords** text box, enter keywords separated by a comma. This value will be inserted in the META Keywords when the catalog page is displayed. The SEO Feature setting must be enabled in the Store settings for works.
6. **Optional.** In the **Description** text box, enter a full description of the category.
7. In the **Display Order** text box, enter a number to set the order of this category. E.g. Enter 1 to display this product first, Enter 2 to display this product second, etc. Leave the field blank to display categories in the order they are created.
8. At **Parent**, leave this field set to **None** - OR - Select the name of parent category from the drop-down list.
9. **Optional.** In the **Message** Editor, enter a message to be displayed above the category listing.



▼ Store Admin ⊖

Categories Store Info | Orders | Categories | Products | Reviews

---

**Add Category**

🔍 Name:

🔍 SEO Name:

🔍 SEO Keywords:

🔍 Description:

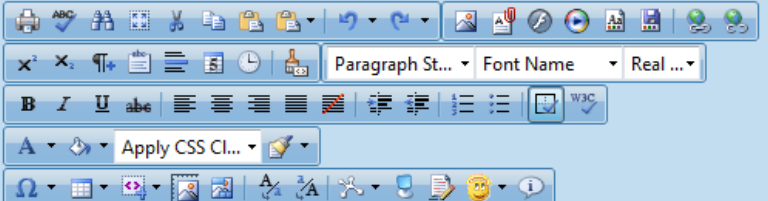
🔍 Display Order:

🔍 Parent:

🔍 Archived:

🔍 Message:

🔍 Editor:  Basic Text Box  Rich Text Editor



These handmade dolls are so soft and cuddly your child will just love snuggling up to them.

Design ↔ HTML Words: 17 Characters: 90

**Update Cancel**

10. Click the Update link. You can now view the newly added category details by click the category name in the Store Menu module. This displays the category name and description in the Store Catalog module as shown below.

▼ **Store Catalog** ⊖

Search:  inside **Model Name** ▼ [Go!](#)

These handmade dolls are so soft and cuddly your child will just love snuggling up to them.

**Category Products**

:: Dolls ::

Selected Category: Dolls - 0 item(s) - Sort By: **Model Name** ▼ ↑

There is no product in this category.

**Add New Product**

The Newly Added Category

### Editing a Product Category

How to edit a product category in the Store module using the Store Admin module.

1. On the Store Admin module, click the [Categories](#) link.
2. Click the [Edit](#) link beside the category to be edited.

▼ **Store Admin** ⊖

**Categories** [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Name <sup>A</sup>	Parent	Display Order	Date	
Blocks	Wooden Toys	0	3/30/2011 7:48 PM	Edit
Dolls	-	0	3/30/2011 7:39 PM	Edit
Rag Dolls	Dolls	0	3/30/2011 7:45 PM	Edit
Wooden Toys	-	0	3/30/2011 7:46 PM	Edit

**Add Category**

3. Edit one or more fields as required.
4. Click the [Update](#) link.
5. Repeat Steps 2-4 to edit additional categories.

### Deleting a Product Category

How to delete a product category from the Store module using the Store Admin module.

---

*Tip: You cannot delete categories with child categories. In this scenario, you must first delete the child category, change the child category to a parent category, or associate the child category with a different parent category.*

---

1. On the Store Admin module, click the [Categories](#) link.
2. Click the [Edit](#) link beside the category to be deleted.
3. Click the [Delete](#) link. This displays the message "Are You Sure You Wish To Delete This Item?"

▼ Store Admin Store Info | Orders | Categories | Products | Reviews

Categories

---

**Edit Category**

🔍 Name:

🔍 SEO Name:

🔍 SEO Keywords:

🔍 Description:

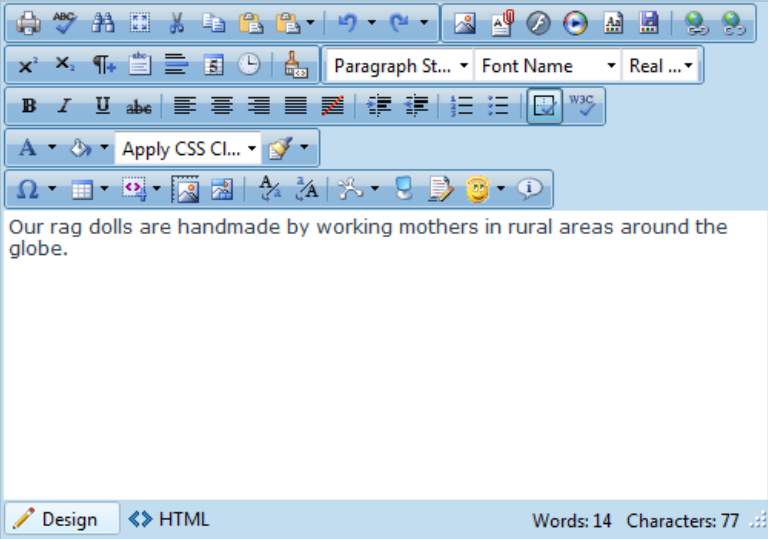
🔍 Display Order:

🔍 Parent:

🔍 Archived:

🔍 Message:

🔍 Editor:  Basic Text Box  Rich Text Editor



Our rag dolls are handmade by working mothers in rural areas around the globe.

Design <> HTML Words: 14 Characters: 77

**Update Cancel Delete**

4. Click the **OK** button to confirm.
5. Repeat Steps 2-4 to delete additional categories.

### Managing Product Category Archiving

How to enable or disable archiving of a product category on the Store module using the Store Admin module.

1. On the Store Admin module, click the Categories link.
2. Click the Edit link beside the category to be archived.

3. At **Archived**, select from these options:

- Check  the check box to archive the product. Archiving a category removes it and its associated products from the Store Menu module. Archiving a parent category, will archive all of its child categories.
- Uncheck  the check box to remove archiving. Restoring a category will display it in the Store Menu module. Restoring a parent category also restores all child categories unless they are individually set as archived.

4. Click the Update link.

**Store Admin** Store Info | Orders | Categories | Products | Reviews

**Categories**

### Edit Category

**Name:**

**SEO Name:**

**SEO Keywords:**

**Description:**

**Display Order:**

**Parent:**

**Archived:**

**Message:**

**Editor:**  Basic Text Box  Rich Text Editor

Our rag dolls are handmade by working mothers in rural areas around the globe.

**Update** Cancel Delete

5. Repeat Steps 2-4 to modify archive status for additional categories.

## Products

### Adding a Product

How to add a product to the Store using the Store Admin module.

Note 1: The SEO Feature option must be enabled to use the SEO Name and SEO Keywords fields. See "[Setting Store Info](#)"


Note 2: Before you begin adding products, consider how you want to manage your product images which are stored in the File Manager. Typically, images are uploaded to the Portal Root/Store folder. If you have a large number of products, consider creating a child folder for each category (See "Adding a New Folder"). See "[Working with Product Images](#)" for more detailed information.

Note 3: If you wish to add customers who purchase this product to a Security Role, you should create this role before adding the product.

---

*Tip: If you are adding multiple products at once, it is quickest to upload all of your store images before adding your products. Don't forget to set Folder Security Permissions for your Catalog Managers if you want to enable them to add images.*

---

1. On the Store Admin module, click the [Products](#) link.
2. Click the  [Add Product](#) link.
3. **Strongly Recommended.** At **Category**, select the category for this product from the drop-down list.
4. In the **Manufacturer** text box, enter the name of the product manufacturer. E.g. EcoZany
5. In the **Model Number** text box, enter a model number. E.g. W001
6. **Strongly Recommended.** In the **Model Name** text box, enter the product name. E.g. Train Engine
7. **Optional.** In the **SEO Name** text box, enter the search engine optimization name to be appended to the URL for this product. Only alpha-numerical characters without spaces can be entered.
8. **Recommended.** In the **SEO Keywords** text box, enter one or more keywords separated by a comma. This value is inserted in the META Keywords when the detailed product page is displayed. Note: SEO Feature setting must be enabled. See "Setting Store Info"
9. **Recommended.** In the **Summary** text box, enter a short description of the product.
10. **Recommended.** In the **Unit Price** text box, enter the price of this product.
11. **Optional.** At **Virtual Product**, check  the check box if this is a virtual product. I.e. A document, image, etc which can be delivered online.

▼ **Edit Catalog**

🔗 **Category:**

🔗 **Manufacturer:**

🔗 **Model Number:**

🔗 **Model Name:**

🔗 **SEO Name:**

🔗 **SEO Keywords:**

🔗 **Summary:**

🔗 **Unit Price:**

🔗 **Virtual Product:**

12. In the Product Dimension section, complete the following fields:

- a. **Recommended.** In the **Shipping Weight** text box, enter the weight of this product. This weight is used for shipping costs by weight range. This is the default shipping provider. See "Adding Shipping Rates"
- b. **Optional.** The following fields are provided for DNN Developers who want to create advanced shipping rates. These fields can be used by PayPal gateway and shipping providers to compute shipping cost. Moreover, they can be displayed in templates using the corresponding tokens (See "[Templating and Design Guide](#)"). Because the Store module uses the provider model, DNN developers can create their own shipping and/or gateway provider using these values.
  - i. In the **Shipping Height** text box, enter the height of this product.
  - ii. In the **Shipping Length** text box, enter the length of this product.
  - iii. In the **Shipping Width** text box, enter the width of this product.

☐ **Product Dimensions**

🔗 **Shipping Weight:**

🔗 **Shipping Height:**

🔗 **Shipping Length:**

🔗 **Shipping Width:**

13. In the Stock Management section, complete the following fields:

- a. **Strongly Recommended.** In the **Quantity** text box, enter the quantity of this product currently in stock. If the value is zero ( 0 ) then the product may not be displayed. See "[Setting Store Info](#)" for details on how zero quantity is configured in your store set-up.
- b. In the **Low Threshold** text box, enter the minimum quantity in stock before reorder.
- c. In the **High Threshold** text box, enter the maximum quantity in stock.
- d. In the **Delivery Time** text box, enter the number of days required to receive a new delivery of this product.
- e. In the **Purchase Price** text box, enter the price you have must pay to purchase this product from its original supplier.

14. At **Apply Role**, select the role users are added to when they purchase this product.

**Stock Management**

**Quantity:**

**Low Threshold:**

**High Threshold:**

**Delivery Time:**

**Purchase Price:**

**Archived:**

**Apply Role:**

15. At **Featured**, select from these option:

- Check  the check box to set the product as featured. This displays the Special Offer Pricing section.
- Uncheck  the check box to remove the product from the featured list. Skip to Step 17


16. In the Special Offer Pricing section, complete the following fields:


- a. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
- b. At **Special Offer Start Date**, navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
- c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.

**Featured:**

**Special Offer Pricing**

**Special offer unit price:**

**Special offer start date:**   **Calendar**

**Special offer end date:**   **Calendar**

17. **Recommended.** At **Image**, select or upload an image for this product. See "Setting a File Link", "Uploading and Linking to a File". or "Setting a URL Link".

**Image:**

**Link Type:**

None

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

**File Name:**

**Upload New File**

18. **Recommended.** In the **Description** text box, enter the full description of the product including any addition images, etc.



**Description:**

**Editor:**  Basic Text Box  Rich Text Editor

Our colorful wooden train engine is handmade by working parents ;from rural villages. This engine is made using wood from sustainable forests and is painted with eco-friendly, non-toxic paints.

Design HTML Words: 29 Characters: 187

**Update Cancel**

19. Click the Update link. The new product is now displayed in the Store Catalog module and a summary is displayed to Catalog Managers in the Product list.

**Store Admin**

**Products** [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category filter:

Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	50	No	Yes	\$2.00	<b>Edit</b>

[Add Product](#)

## Adding a Virtual Product

How to add a virtual product to the Store using the Store Admin module. A virtual product can include a file such as a document, image, etc.

Note 1: The SEO Feature option must be enabled to use the SEO Name and SEO Keywords fields. See ["Setting Store Info"](#)


Note 2: Before you begin creating virtual products, consider how you want to manage your product downloads and product images which are stored in the File Manager. Typically, downloads and images are uploaded to the Portal Root/Store folder. However if you have a large number of products, you may want to create a child folder for each category and/or for your downloads. (See ["Adding a New Folder"](#)). See ["Working with Product Images"](#) for more detailed information.

Note 3: If you wish to add customers who purchase this product to a Security Role, you should create this role before adding the product.

---

*Tip: If you are adding multiple products at once, it is quickest to upload all of your images or downloads before adding your products. Don't forget to set Folder Security Permissions for your Catalog Managers if you want to enable them to add images.*

---

1. On the Store Admin module, click the [Products](#) link.
2. Click the  [Add Product](#) link.
3. **Strongly Recommended.** At **Category**, select the category for this product from the drop-down list.
4. In the **Manufacturer** text box, enter the name of the product manufacturer. E.g. EcoZany
5. In the **Model Number** text box, enter a model number. E.g. W001
6. **Strongly Recommended.** In the **Model Name** text box, enter the product name. E.g. Train Engine
7. **Optional.** In the **SEO Name** text box, enter the search engine optimization name to be appended to the URL for this product. Only alpha-numerical characters without spaces can be entered.
8. **Recommended.** In the **SEO Keywords** text box, enter one or more keywords separated by a comma. This value is inserted in the META Keywords when the detailed product page is displayed. Note: SEO Feature setting must be enabled. See ["Setting Store Info"](#)
9. **Recommended.** In the **Summary** text box, enter a short description of the product.
10. **Recommended.** In the **Unit Price** text box, enter the price of this product.

**Products**

**Category:**

**Manufacturer:**

**Model Number:**

**Model Name:**

**SEO Name:**

**SEO Keywords:**

**Summary:**

**Unit Price:**

11. At **Virtual Product**, check  the check box. This displays the Download Information section.

12. In the Download Information section, complete the following fields:

a. At **Product File**, select from these options:

- **None:** Select if there is no downloadable file associated with this product.
- **File ( A File On Your Site ):** Select to associate a file with this product. See "Setting a File Link" or "Uploading and Linking to a File"..

b. In the **Allowed Downloads** text box, enter the maximum numbers of downloads permitted. If there is no limit, enter -1. The default settings is for unlimited downloads.

**Download Informations**

**Product File:**

**Link Type:**

**None**

**File ( A File On Your Site )**

**File Location:**

**File Name:**

**Allowed Downloads:**

13. In the Stock Management section, complete the following fields:

- a. **Strongly Recommended.** In the **Quantity** text box, enter the quantity of this product currently in stock. If the value is zero ( 0 ) then the product may not be displayed. See "[Setting Store Info](#)" for details on how zero quantity is configured in your store set-up.
- b. In the **Low Threshold** text box, enter the minimum quantity in stock before reorder.
- c. In the **High Threshold** text box, enter the maximum quantity in stock.
- d. In the **Delivery Time** text box, enter the number of days required to receive a new delivery of this product.
- e. In the **Purchase Price** text box, enter the price you have must pay to purchase this product from its original supplier.

14. At **Apply Role**, select the role users are added to when they purchase this product.

**Stock Management**

**Quantity:**

**Low Threshold:**

**High Threshold:**

**Delivery Time:**

**Purchase Price:**

**Archived:**

**Apply Role:**

15. At **Featured**, select from these option:

- Check  the check box to set the product as featured. This displays the Special Offer Pricing section.
- Uncheck  the check box to remove the product from the featured list. Skip to Step 17


16. In the Special Offer Pricing section, complete the following field:


- a. In the **Special Offer Unit Price** text box, enter the offer price - OR - Leave this field blank to remove special offer pricing.
- b. At **Special Offer Start Date**, navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
- c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.

**Featured:**

**Special Offer Pricing**

**Special offer unit price:**

**Special offer start date:**   **Calendar**

**Special offer end date:**   **Calendar**

17. **Recommended.** At **Image**, select or upload an image for this product. See "Setting a File Link", "Uploading and Linking to a File". or "Setting a URL Link".

**Image:**

**Link Type:**

None

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

**File Name:**

**Upload New File**

18. **Recommended.** In the **Description** text box, enter the full description of the product including any addition images, etc.

**Description:**

Editor:  Basic Text Box  Rich Text Editor

Pattern to create a nurses uniform suitable for all of our rag dolls.

Design HTML Words: 13 Characters: 68

**Update Cancel**

- Click the Update link. The new product is now displayed in the Store Catalog module and a summary is displayed to Catalog Managers in the Product list.

**Store Admin**

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category filter:

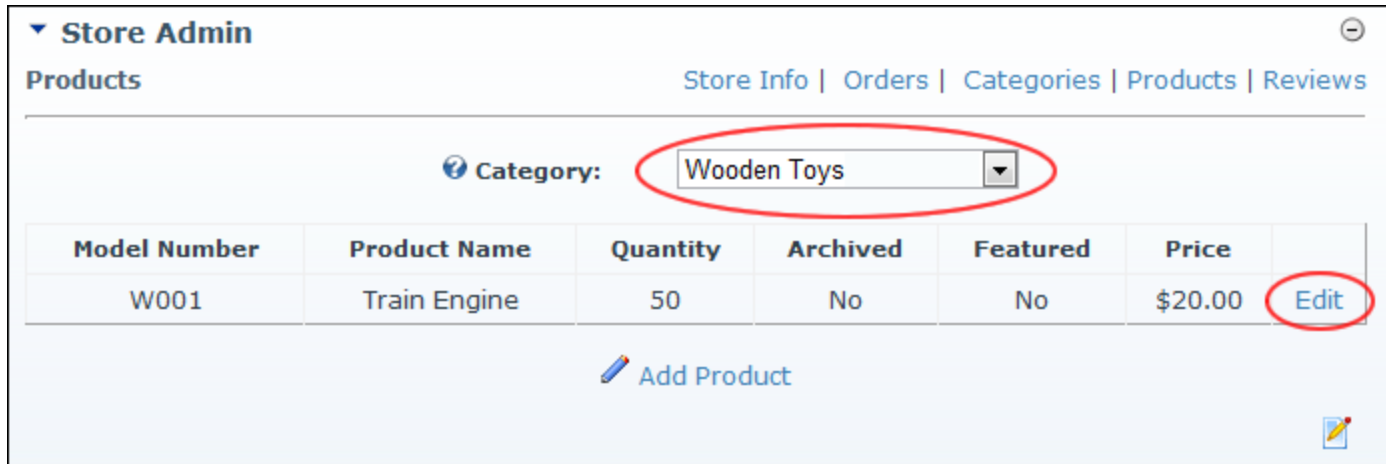
Model Number	Product Name	Quantity	Archived	Featured	Price	
P001	Nurse Uniform	0	No	Yes	\$0.10	<a href="#">Edit</a>

[Add Product](#)

## Editing a Product

How to edit a product in the Store using the Store Admin module.

1. On the Store Admin module, click the [Products](#) link.
2. At **Category Filter**, select the category associated with the required product.
3. Click the [Edit](#) link beside the product.



The screenshot shows the 'Store Admin' interface. At the top, there are navigation links: 'Store Info | Orders | Categories | Products | Reviews'. Below this is a 'Category:' dropdown menu with 'Wooden Toys' selected. A table lists products with columns: Model Number, Product Name, Quantity, Archived, Featured, Price, and an 'Edit' link. The first row shows 'W001', 'Train Engine', '50', 'No', 'No', '\$20.00', and 'Edit'. Below the table is an 'Add Product' button.

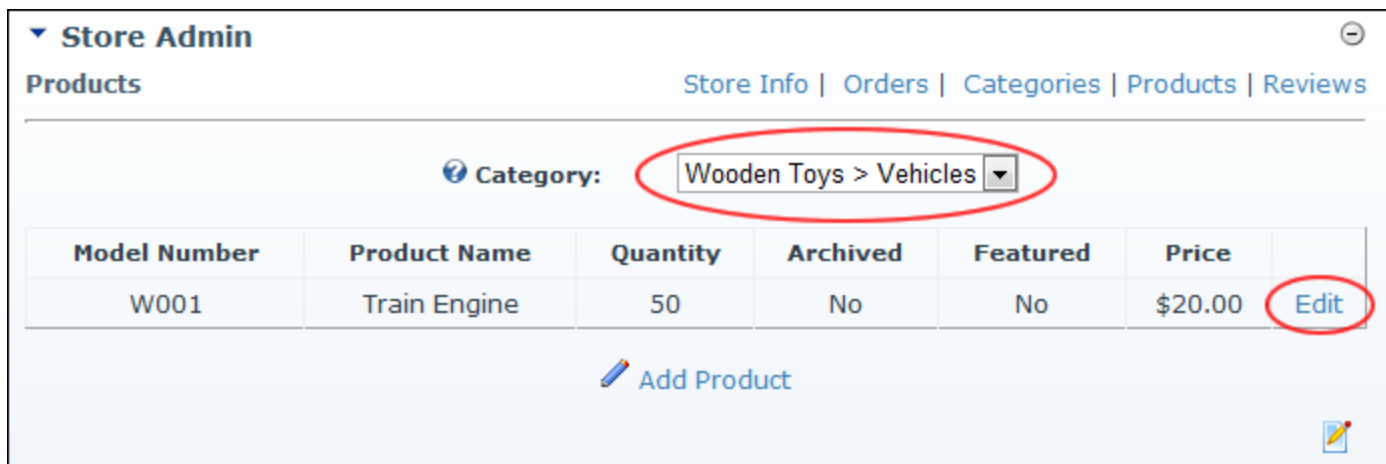
Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	50	No	No	\$20.00	<a href="#">Edit</a>

4. Edit the required fields. See "[Adding a Product \(Product Manager\)](#)" for details of available fields.
5. Click the [Update](#) link.

## Deleting a Product

How to delete a product from the Store using the Store Admin module. Deleted products cannot be restored. If you plan to offer the product in the future you should archive the product instead. See "[Managing Product Archiving](#)"

1. On the Store Admin module, click the [Products](#) link.
2. At **Category**, select the category the product belongs to.
3. Click the [Edit](#) link beside the product.



The screenshot shows the 'Store Admin' interface. At the top, there are navigation links: 'Store Info | Orders | Categories | Products | Reviews'. Below this is a 'Category:' dropdown menu with 'Wooden Toys > Vehicles' selected. A table lists products with columns: Model Number, Product Name, Quantity, Archived, Featured, Price, and an 'Edit' link. The first row shows 'W001', 'Train Engine', '50', 'No', 'No', '\$20.00', and 'Edit'. Below the table is an 'Add Product' button.

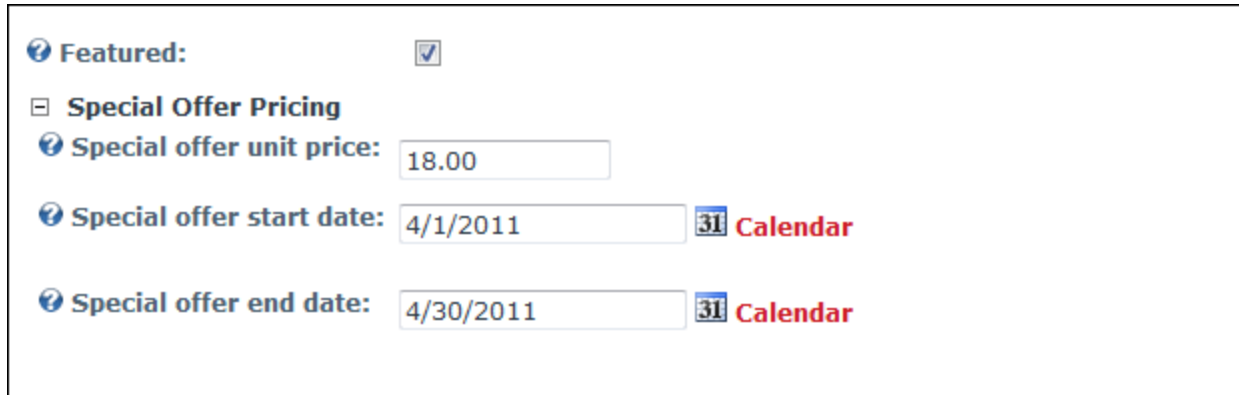
Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	50	No	No	\$20.00	<a href="#">Edit</a>

4. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **OK** button.

### Managing Featured Products

How to set a product as featured in the Store using the Store Admin module. Featured products are typically displayed at the top of the Store Catalog module. Additional settings enable you to create a special offer price for featured products with optional start and end dates for the offer.

1. On the Store Admin module, click the Products link.
2. At **Category**, select the category of the required product.
3. Click the Edit link beside the product.
4. At **Featured**, select from these option:
  - Check  the check box to set the product as featured. This displays the Special Offer Pricing section.
    - a. **Optional.** Go to the **Special Offer Pricing** section and complete any of the following settings:
      - i. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
      - ii. At **Special Offer Start Date**, click the Calendar link and select the commencement date for this offer price. If no start date is selected the offer will commence immediately.
      - iii. At **Special Offer End Date**, click the Calendar link and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.



The screenshot shows a form with the following elements:

- Featured:**
- Special Offer Pricing** (expanded section):
  - Special offer unit price:**
  - Special offer start date:**  [31 Calendar](#)
  - Special offer end date:**  [31 Calendar](#)

- Uncheck  the check box to remove the product from the featured list. Any special offer pricing which has been entered will now be ignored.
5. Click the Update link.




**Store Catalog** -



Search:  inside

**Featured Products**

Train Engine  
\$20.00 **Buy Now!**

 Our wooden vehicles are handmade using wood from sustainable forests.  
**More Info** ▶

**New Products**

<p>Abbey</p> <p> Our rag dolls are handmade by working mothers in rural areas around the globe. <b>More Info</b> ▶</p>	<p>Train Engine</p> <p> Our wooden vehicles are handmade using wood from sustainable forests. <b>More Info</b> ▶</p>
---	---

Featured Product Displayed in the Store Catalog

**Related Topics:**

- See "Working with the Calendar"

**Managing Product Archiving**

How to archive a product or remove it from the archive in the store using the Store Admin module. Archived products are not displayed in the Store Catalog module.

---

*Tip: You can archive a product rather than delete it if you may want to restore at a later time. See "Managing Product Archiving"*

---


1. On the Store Admin module, click the Products link.
2. At **Category**, select the category of the required product.
3. Click the Edit link beside the product.


▼ Store Admin ⊖

Products [Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

Category: Wooden Toys ▼

Model Number	Product Name	Quantity	Archived	Featured	Price	
W001	Train Engine	50	No	No	\$20.00	Edit

 [Add Product](#)



4. At **Archived**, select from these options

- Check  the check box to archive the product. This removes the product from the store and lists it as archived in the Product summary list of the Store Admin module.
- Uncheck  the check box to remove archiving. This displays the product in the Store Catalog module.

▼ Store Admin



Products

[Store Info](#) | [Orders](#) | [Categories](#) | [Products](#) | [Reviews](#)

**Category:**

**Manufacturer:**

**Model Number:**

**Model Name:**

**SEO Keywords:**

**Summary:**

**Unit Price:**

**Shipping Weight:**

**Shipping Height:**

**Shipping Length:**

**Shipping Width:**

**Stock Management**

**Quantity:**

**Low Threshold:**

**High Threshold:**

**Delivery Time:**

**Purchase Price:**

**Archived:**

**Apply Role:**

5. Click the Update link. This displays the Product page with the product marked as archived.

▼ Store Admin ⊖

Products Store Info | Orders | Categories | Products | Reviews

---

📁 Category: Wooden Toys > Blocks ▼

Model Number	Product Name	Quantity	Archived	Featured	Price	
W002	Stacking House	100	No	No	\$15.00	<a href="#">Edit</a>
W001	Train Engine	50	Yes	No	\$20.00	<a href="#">Edit</a>

[Add Product](#)

The Archived Product

### Managing Special Offer Pricing on Products (Store Admin Only)

How to enable or disable a special offer price for a product in the Store using the Store Admin module. The special price is controlled by date range and can be set to occur either from a start date until an end date; from a start date with no end date; or with no start date but with an end date.

1. On the Store Admin module, click the [Products](#) link.
2. At **Category**, select the product category.
3. Click the [Edit](#) link beside the required product.
4. **Maximize** the **Special Offer Pricing** section and complete the following:
  - a. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
  - b. At **Special Offer Start Date**, navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
  - c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.

**Featured:**

**Special Offer Pricing**

**Special offer unit price:**

**Special offer start date:**

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

**Special offer end date:**

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

5. Click the [Update](#) link.

*Tip: To clear a start or end date, click either the **Clear Start Date** or **Clear End Date** buttons respectively.*

## Reviews

### Filtering Product Reviews

How to filter product reviews that have been submitted to the Store using the Store Admin module.

1. On the Store Admin module, click the [Reviews](#) link and then apply one or more of these filters.
2. At **Status**, select from these options:
  - **--- ALL ---**: Select to view both approved and unapproved reviews.
  - **Not Approved**: Select to only view unapproved reviews. These reviews are not visible to customers.
  - **Approved Only**: Select to view only reviews that are approved. These reviews are visible to customers.
3. At **Category**, select **--- ALL ---** to view reviews for products in all categories - OR - Select a category to only view reviews for products within that category.
4. At **Product**, select **--- ALL ---** to view reviews for all products - OR - Select a product to only view reviews for that product.

**Store Admin** Categories | Products | Reviews

**Reviews**

Status: --- All ---  
 Category: --- All ---  
 Product: --- All ---

Submitter	Product:	Rating	Comments	
Sam Gausz	Train Engine	☆☆☆	A lovely little toy, however if you would sell matching carriages and a caboose would be great.	Edit
Smithy	Stacking House	☆☆☆☆☆		Edit

Filtering Product Reviews

### Approving Product Reviews

How to approve one or more product reviews on the Store using the Store Admin module. Reviews can be submitted to the Store by all users; however they do not appear until they are authorized.

**Bug.** A bug in Store (03.00.00) prevents Catalog Managers, Store Administrators and Administrators from approving product reviews. As a result, only SuperUsers can approve reviews in this version.

1. On the Store Admin module, click the Reviews link.
2. **Recommended.** At **Status**, select either **Approved Only** or **Not Approved** to filter reviews accordingly.
3. **Optional.** Filter reviews by Category and/or Product fields. See "Filtering Product Reviews"
4. Click the Edit link beside the required review.

**Store Admin** Categories | Products | Reviews

**Reviews**

Status: Not Approved  
 Category: --- All ---  
 Product: --- All ---

Submitter	Product:	Rating	Comments	
Sam Gausz	Train Engine	☆☆☆	A lovely little toy, however if you would sell matching carriages and a caboose would be great.	Edit
Smithy	Stacking House	☆☆☆☆☆		Edit

5. **Optional.** In the **Comments** text box, edit the comments if required.
6. At **Approved**, select from these options:
  - Check the check box to approve the review. This will displays the review on the product detail page.
  - Uncheck  the check box if the review is not approved. This will removes the review product detail page.
7. Click the Update link to approve this comment.

**Store Admin** Categories | Products | Reviews

---

**Your name:**

**Rating:**  ★★☆☆

**Comments:**

[Update](#) [Cancel](#) [Delete](#)

Your opinion will be added to the list after approval by the administrator of the store.

- Repeat Steps 3-7 to approve additional reviews.

### Editing Product Reviews

How to edit product reviews submitted to the Store using the Store Admin module. Note: Ratings cannot be edited.

- On the Store Admin module, click the Reviews link.
- Filter reviews by Status, Category and/or Product as required. See "[Filtering Product Reviews](#)"
- Click the Edit link beside the required review.
- In the **Comments** text box, edit the comments as required.
- Click the Update link.

**Store Admin** Categories | Products | Reviews

---

**Your name:**

**Rating:**  ★★☆☆

**Comments:**

[Update](#) [Cancel](#) [Delete](#)

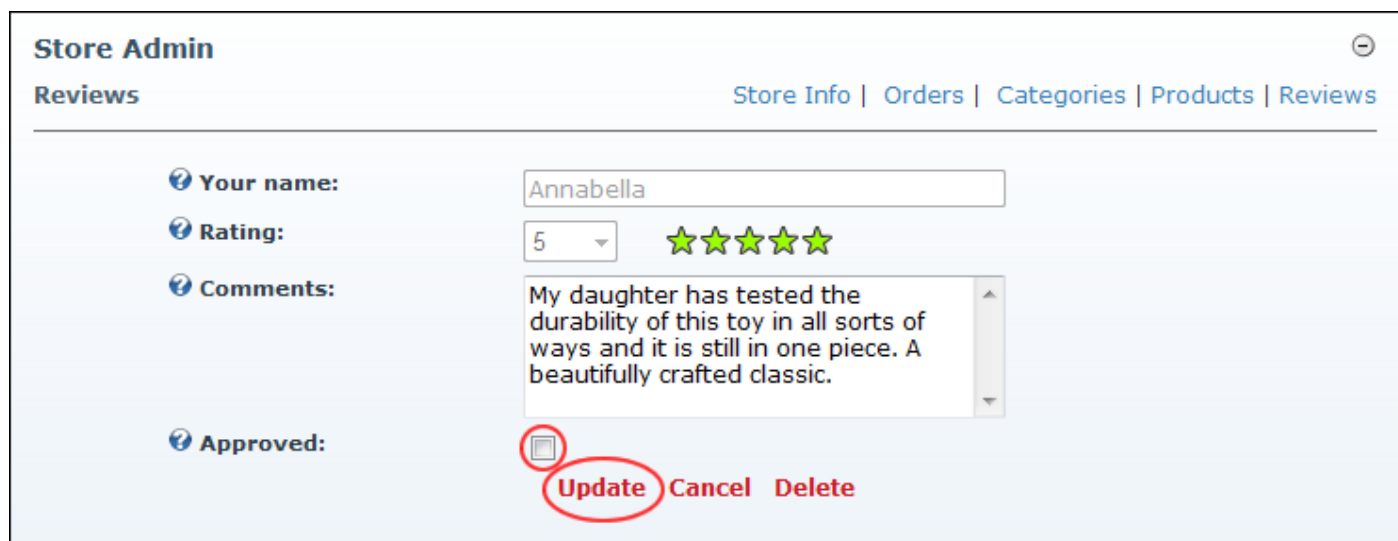
Your opinion will be added to the list after approval by the administrator of the store.

6. Repeat Steps 2-5 to edit additional reviews.

### Unapproving Product Reviews

How to remove approval for one or more product reviews which have been previously been approved for viewing in the Store using the Store Admin module. Removing approval removes the review from the Store Catalog thereby hiding it from customers. Unapproved reviews can still be managed via the Reviews list of the Store Admin module.

1. Click the [Reviews](#) link.
2. At **Status**, select **Approved Only**.
3. **Optional.** Filter reviews by Category and/or Product. See "[Filtering Product Reviews](#)".
4. Click the [Edit](#) link beside the required review.
5. At **Approved**, uncheck  the check box.
6. Click the [Update](#) link.



The screenshot shows the 'Store Admin' interface with the 'Reviews' section active. The breadcrumb trail includes 'Store Info | Orders | Categories | Products | Reviews'. The review form contains the following fields:

- Your name:** Annabella
- Rating:** 5 (represented by five green stars)
- Comments:** My daughter has tested the durability of this toy in all sorts of ways and it is still in one piece. A beautifully crafted classic.
- Approved:**  (unchecked and circled in red)

At the bottom of the form, there are three buttons: **Update** (circled in red), **Cancel**, and **Delete**.

7. Repeat Steps 2-6 to set additional reviews as unapproved.

### Deleting Product Reviews

How to permanently delete product reviews from the store using the Store Admin module.

1. On the Store Admin module, click the [Reviews](#) link.
2. Filter reviews by Status, Category and/or Product as required. See "[Filtering Product Reviews](#)".
3. Click the [Edit](#) link beside the required review.
4. Click the [Delete](#) link. This displays the message "Are You Sure You Wish To Delete This Item?"



**Store Admin** Categories | Products | Reviews

**Reviews**

**Your name:**

**Rating:**  ★★☆☆

**Comments:**

**Update** **Cancel** **Delete**

Your opinion will be added to the list after approval by the administrator of the store.

5. Click the **OK** button.
6. Repeat Steps 3-5 to delete additional reviews.

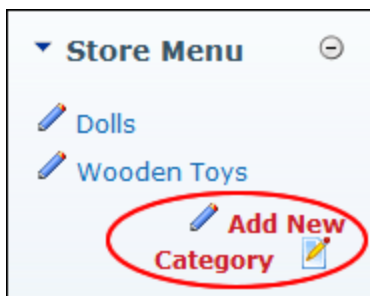
### Category Managers

#### Adding a Product Category (Category Manager)

How to add a category to the Store using the Store Menu module. This tutorial is can be completed by Category Managers and Catalog Managers.

**Important.** The SEO Feature option must be enabled to use the SEO Name and SEO Keywords fields. See "[Setting Store Info](#)"

1. Click the [Add New Category](#) link - OR - Select **Add New Category** from the Store Menu module actions menu. This opens the Edit Catalog page.

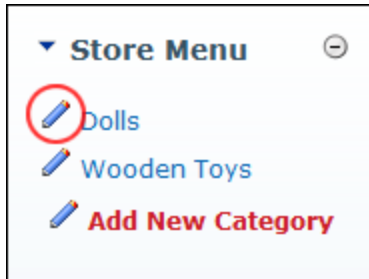


2. Complete Steps 3 onwards in "[Adding a Product Category](#)".

#### Editing a Parent Category (Category Manager)

How to edit a parent category in the store using the Store Menu module. This tutorial is can be completed by Category Managers and Catalog Managers. Note: Child categories can only be edited using the Store Admin module. See "[Editing a Product Category](#)"


1. On the Store Menu module, click the **Edit** button beside of the required parent category. This opens the Edit Catalog page.



2. Edit one or more fields as required.
3. Click the [Update](#) link.

#### Deleting a Parent Category (Category Manager)

How to delete a parent category from the store using the Store Menu module. Categories cannot be deleted if there are products within the category or if it has one or more child categories. This tutorial is can be completed by Category Managers and Catalog Managers.

1. On the Store Menu module, click the **Edit**  button beside of the required parent category. This displays the Edit Catalog page.
2. Click the [Delete](#) link. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button to confirm.

#### Order Managers

##### Viewing a Customer Order

How to view details of a single customer order using the Store Admin module.

1. On the Store Admin module, click the [Orders](#) link. This displays the Order History page.
2. In the **Order Number** text box, enter the number of the required order.
3. Click the **Search** button. If the order is found, then the details of the selected order are displayed below in the Order Details section. If the order number selected is not found, then a message reading "Order number not found" is displayed. In this scenario, enter a new order number and retry your search, or use a filter to locate the order.

**Store Admin**
⊖

**Order History**
[Orders |](#)

---

**Order Number:**

**Customers:**

**Order Status:**

Order Details

**Order Number**  
1004

**Billing Address**  
Iraida Bachman  
7 Black Road  
  
Stropshire  
West Midlands  
SY2 6ND  
03456780000  
03456781111  
[Iraida.Bachman@ecozany.com](mailto:Iraida.Bachman@ecozany.com)

**Order Date**  
03/31/2011 01:55

**Shipping Address**  
Same as billing.

**Order Status**  
Awaiting Payment - 03/31/2011 01:55

Product	Qty	Price	Subtotal
W002 - Stacking House	4	\$15.00	\$60.00
W001 - Train Engine	6	\$20.00	\$120.00
<b>Total:</b>			\$180.00
<b>Shipping &amp; Handling:</b>			\$15.30
<b>Tax:</b>			\$19.53
<b>Total:</b>			\$214.83

**Order Status Management**

Comment to the customer (optional):

Change Status:   Confirm by email

Order Details displayed on the Order History page

---

*Tip: Click on the customers email address to send them an email message.*

### Filtering Customer Orders

How to filter customer orders by customer or order status using the Store Admin module.

1. On the Store Admin module, click the Orders link. This displays the Order History page.
2. Select one of these filters:
  - At **Customers**, select to view all orders placed by the selected customer.
  - At **Order Status**, select to view all orders set to the selected status. Available options are: Awaiting Payment, Paid, Processing, Awaiting Stock, Packing, Dispatched, or Canceled.

**Store Admin** Orders |

**Order History**

Order Number:    
 Customers: Bachman, Iraida   
 Order Status:

Number	Order Date	Total	Status	Status Date		
1006	03/31/2011 01:59	\$203.50	Paid	04/06/2011 03:16	<a href="#">Details</a>	<a href="#">Cancel</a>
1004	03/31/2011 01:55	\$214.83	Awaiting Payment	03/31/2011 01:55	<a href="#">Details</a>	<a href="#">Cancel</a>
1002	03/31/2011 01:30	\$214.83	Awaiting Payment	03/31/2011 01:46	<a href="#">Details</a>	<a href="#">Cancel</a>
1000	03/31/2011 09:31	\$214.83	Awaiting Payment	03/31/2011 01:15	<a href="#">Details</a>	<a href="#">Cancel</a>

3. **Optional.** Click the Details link beside an order to view more details and/or modify the order.

### Modifying Order Status

How to modify the status of a customer order using the Store module. The customer is sent an email informing them of the new status of their order. Note: You cannot reverse a canceled order.

1. Locate the required order and go to the Order Details page. See "[Viewing a Customer Order](#)" or "[Filtering Customer Orders](#)".  
Note: The current Status of the selected order is displayed at the Order Status field.
2. At **Change Status**, select a new status for the order from these options: Awaiting Payment, Paid, Processing, Awaiting Stock, Packing, Dispatched, Canceled.

**Store Admin** Orders |

**Order History**

Order Number:    
 Customers:   
 Order Status:

[Order Details](#)

<b>Order Number</b> 1006	<b>Order Date</b> 03/31/2011 01:59	<b>Order Status</b> Paid - 04/06/2011 03:16
<b>Billing Address</b> Iraida Bachman 7 Black Road  Stropshire West Midlands SY2 6ND 03456780000 03456781111 Iraida.Bachman@ecozyany.com	<b>Shipping Address</b> Same as billing.	

Product	Qty	Price	Subtotal
W002 - Stacking House	4	\$15.00	\$60.00
W001 - Train Engine	6	\$20.00	\$120.00

<b>Total:</b>	\$180.00
<b>Shipping &amp; Handling:</b>	\$5.00
<b>Tax:</b>	\$18.50
<b>Total:</b>	\$203.50

**Order Status Management**

Comment to the customer (optional):  
 Complimentary express post for valued regular customer.

Change Status: Dispatched  Confirm by email [Save](#)

3. At **Confirm By Email**, select from these option:

- Check  the check box to send email notification to the customer of this status change.
  - a. **Optional.** In the **Order Status Management** text box, enter a comment to be included in the email message to this customer.
- Uncheck  the check box if you don't want to send a message informing the customer of the status change.

4. Click the Save link. This returns you to the Order History page where you can view the updated Status and Status Date fields.

**Store Admin** Orders |

**Order History**

Order Number:  Search

Customers: Bachman, Iraida

Order Status: --- Select ---

Number	Order Date	Total	Status	Status Date	Details	Cancel
1006	03/31/2011 01:59	\$203.50	Dispatched	04/06/2011 04:20	Details	Cancel
1004	03/31/2011 01:55	\$214.83	Awaiting Payment	03/31/2011 01:55	Details	Cancel
1002	03/31/2011 01:30	\$214.83	Awaiting Payment	03/31/2011 01:46	Details	Cancel
1000	03/31/2011 09:31	\$214.83	Awaiting Payment	03/31/2011 01:15	Details	Cancel

Modified Orders Status on the Order History page

### Canceling Customer Orders

How to cancel one or more customer orders using the Store Admin module. Canceling of orders can be enabled or disabled using the Authorize Cancel field on the Store Admin module. See "Setting Store Info"

Note: Orders cannot be canceled once they have been dispatched, however they can be canceled following payment, in this case the associated role is removed. The Store module doesn't manage payment refunds. These must be managed using your back office payment system.

#### Option One:

1. Filter orders. See "Filtering Customer Orders"
2. Click the Cancel link beside the required order.

**Store Admin** Orders |

**Order History**

Order Number:  Search

Customers: Bachman, Iraida

Order Status: --- Select ---

Number	Order Date	Total	Status	Status Date	Details	Cancel
1006	03/31/2011 01:59	\$203.50	Dispatched	04/06/2011 04:20	Details	Cancel
1004	03/31/2011 01:55	\$214.83	Awaiting Payment	03/31/2011 01:55	Details	Cancel
1002	03/31/2011 01:30	\$214.83	Awaiting Payment	03/31/2011 01:46	Details	Cancel
1000	03/31/2011 09:31	\$214.83	Awaiting Payment	03/31/2011 01:15	Details	Cancel

3. This updates the order status to Canceled.

**Store Admin** Orders |

**Order History**

Order Number:  Search  
 Customers: Bachman, Iraida ▾  
 Order Status: --- Select --- ▾

Number	Order Date	Total	Status	Status Date		
1006	03/31/2011 01:59	\$203.50	Dispatched	04/06/2011 04:20	<a href="#">Details</a>	<a href="#">Cancel</a>
1004	03/31/2011 01:55	\$214.83	Cancelled	04/06/2011 04:33	<a href="#">Details</a>	<a href="#">Cancel</a>
1002	03/31/2011 01:30	\$214.83	Awaiting Payment	03/31/2011 01:46	<a href="#">Details</a>	<a href="#">Cancel</a>
1000	03/31/2011 09:31	\$214.83	Awaiting Payment	03/31/2011 01:15	<a href="#">Details</a>	<a href="#">Cancel</a>



**Option Two:**

1. Modify order status to Canceled. See "Modifying Order Status"

**Product Managers**

**Adding a Product (Product Manager)**



How to add a product to the store using the Store Catalog module. This tutorial is can be completed by Product Managers and Catalog Managers. Note: If you wish to add customers who purchase this product to a Security Role, you must create this role before beginning this tutorial.

1. Go to the Store Catalog module.
2. Select  **Add New Product** from the module actions menu - OR - Click  Add New Product link. This opens the Edit Catalog page.

**Store Catalog**

Search:  inside Model Name ▾ Go!


Please select a category to browse our catalog.

 **Add New Product** 

3. Complete Steps 3 onwards in "Adding a Product". or See "Adding a Virtual Product".

**Editing a Product**



How to edit a product as a Catalog Manager using the Store module.

1. Go to the Store page.
2. Using the Store Menu module, navigate to and select the category where the product is located.
3. In the Store Catalog module, locate the required product.
4. Click the **Edit**  button beside the title of the required product.

5. Edit one or more product details. See "Adding a Product Category" for details of available fields.
6. Click the Update link.

### Setting Special Offer Pricing on Products

How to set a special offer price for products in the Store using the Store Menu module. The special price is controlled by date range and can be set to occur either from a start date until an end date; from a start date with no end date; or with no start date but with an end date.

1. Go to the Store page.
2. Using the Store Menu module, navigate to and select the category where the product is located.
3. In the Store Catalog module, locate the required product.
4. Click the **Edit**  button beside the title of the required product.
5. **Maximize**  the **Special Offer Pricing** section and complete the following:
  - a. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.
  - b. At **Special Offer Start Date**, navigate to and select the first date for this offer price. If no start date is selected the offer will commence immediately.
  - c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.
6. Click the Update link.

---

*Tip: To clear a start or an end date click the Clear Start Date or Clear End Date buttons.*



**Featured:**

**Special Offer Pricing**

**Special offer unit price:**

**Special offer start date:**

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9


**Special offer end date:**

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Special offer pricing set from 1 September 2010 - 30 September 2010

### Managing Products (Product Manager)

How to manage product using the Store Menu and Store Catalog modules. This tutorial is can be completed by Product Managers and Catalog Managers.

1. Go to the Store page.
2. Using the Store Menu module, navigate to and select the category where the product is located.
3. In the Store Catalog module, locate the required product.
4. Click the **Edit**  button beside the title of the required product.

5. You can now perform any of these product managements tasks by completing the below tutorials from Step 4 onwards.

- See "Editing a Product"
- See "Deleting a Product"
- See "Managing Product Archiving" Note: Archived products can only be restored by a Store Administrator using the Store Admin module.
- See "Managing Featured Products"

## Settings

### Catalog Settings

#### Managing Store Catalog General Settings

How to set the general settings applied to the Catalog of the Store module.

1. Go to the Store Catalog module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Catalog Settings** tab.
4. Go to the General Settings section and modify any of the following settings:
  - a. At **Catalog Template**, select the template to be applied to the default Catalog page. The default selection is Catalog.htm, which is used in store images throughout this manual. For details on using other templates, see "Templating and Design Guide".

b. At **Use Default Category**, select from these options:

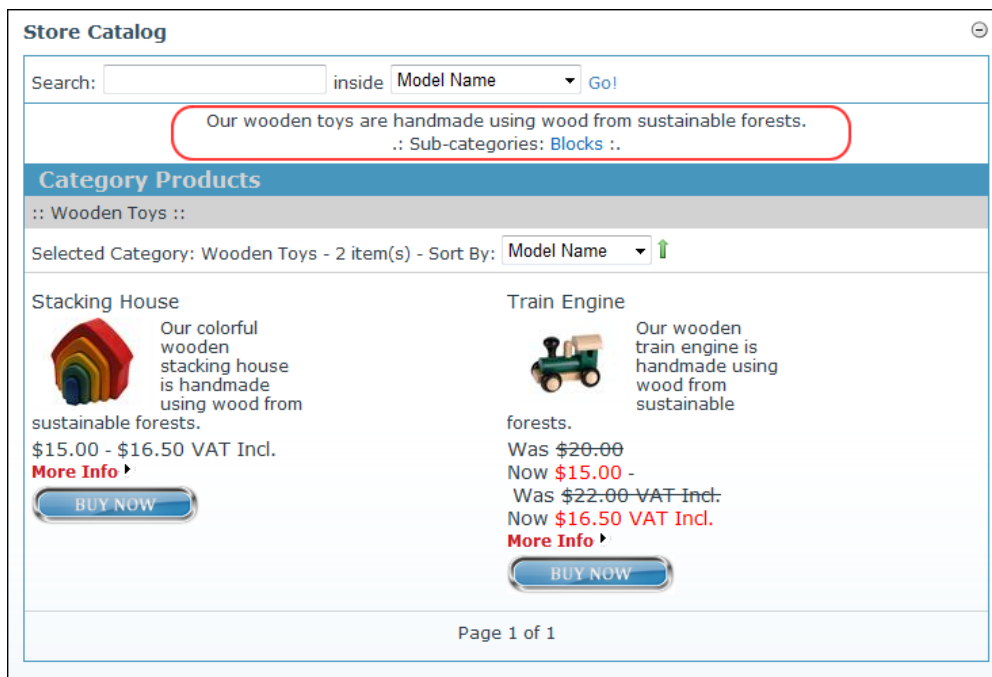
- Check  the check box to set a default category to be displayed on the default catalog page.

i. At **Default Category**, select the default category - OR - Select **None**.

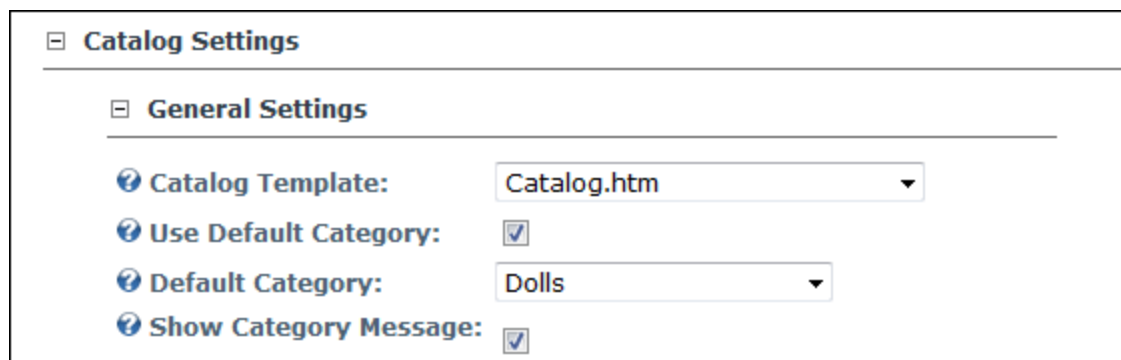
- Uncheck  the check box to use the option set in the selected catalog template. By default this will be new products and featured products.

c. At **Show Category Message**, select from these options:

- Check  the check box to display the message entered in the Message field of the category. This is the default selection.



- Uncheck  the check box to hide the message.



d. At **Show Category Products**, select from these options:

- Check  the check box to displays products in the Store Catalog module. See "[Managing Category Product Settings](#)", "[Managing Search Settings](#)". and "[Managing Sort Settings](#)".
- Uncheck  the check box to hide products in the Store Catalog module. **Warning.** Users cannot view products in the Store Catalog if this option is selected.

e. At **Show Product Detail**, select from these options:

- Check  the check box to enable the Product Details page associated with the [More Info](#) link on the Store Catalog. See "[Managing Product Details Settings](#)" to manage the related settings. This option also enables you to manage the Show Also Bought Products field and its related settings.


i. At **Show Also Bought Products**, select from these options:

- Check  the check box to display the "Customers Who Bought This Product Also Bought" section on the Product Details page. See "[Managing Also Bought Product Settings](#)" to manage the related settings.

### Store Catalog

#### Product Details

Category: Wooden Toys - Manufacturer: EcoZany  
Model Number: W002  
Stacking House



Our multicolored wooden stacking houses are handmade by working parents from rural villages. The rainbow colored houses stack neatly together and are great educational tools for color and size concept development. Arrange houses separately to create your own unique village! These houses are made using wood from sustainable forests and are painted with eco-friendly, non-toxic paints.

\$15.00  
Quantity:


[ADD TO CART](#) [BUY NOW](#)

[Return To Category](#)

[Reviews](#)  
[Add Review](#)

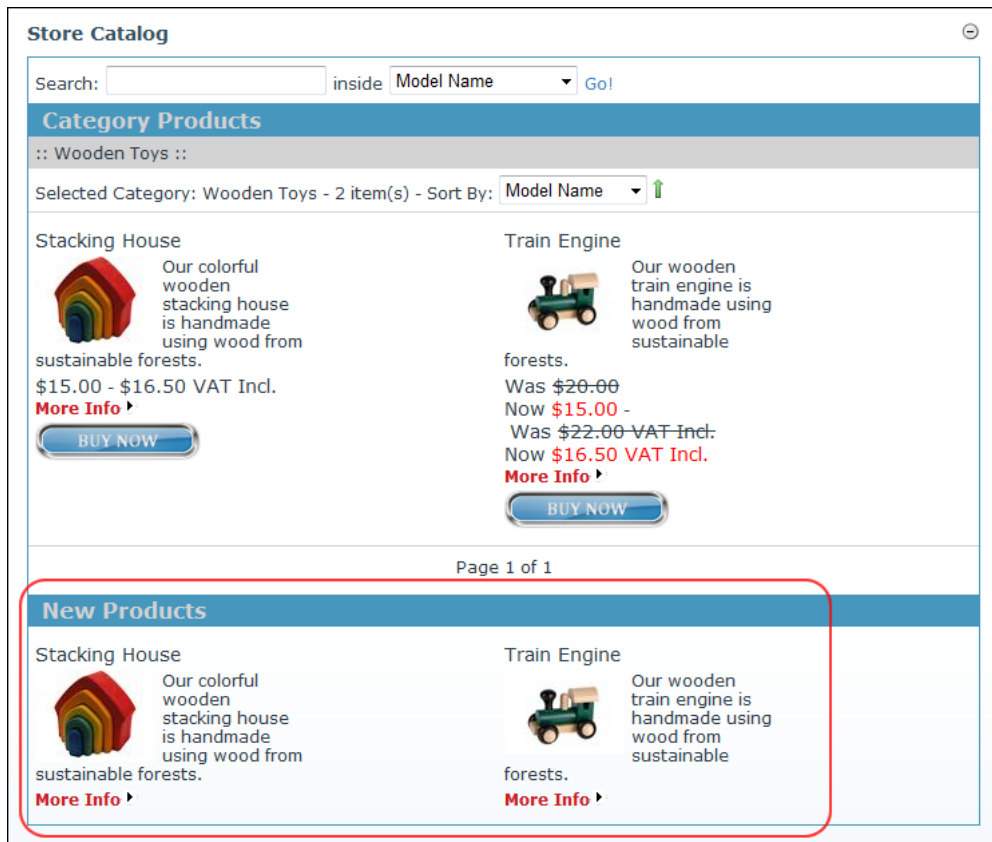
#### Customers Who Bought This Product Also Bought

Train Engine  
Was ~~\$20.00~~  
Now **\$15.00 Buy Now!**



Our wooden train engine is handmade using wood from sustainable forests.  
[More Info](#) ▶

- Uncheck  the check box to disable the Also Bought Products field.
  - Uncheck  the check box to hide the Product Details page. *If this option is selected, it is recommended that you trial this setting with different Catalog Templates to find the correct combination for your store.*
- f. At **Show New Products**, select from these options:
- Check  the check box to display the New Products section in the Store Catalog module. *See "Managing New Product Settings" to manage the related settings.*



- Uncheck  the check box to disable the New Products section.
- g. At **Show Featured Products**, select from these options:
- Check  the check box to display featured products in the Store Catalog module. *See "Managing Featured Product Settings" to manage the related settings.*



**Store Catalog**

Search:  inside **Model Name**

**Category Products**

:: Wooden Toys ::

Selected Category: Wooden Toys - 2 item(s) - Sort By: **Model Name**

<p><b>Stacking House</b></p>  <p>Our colorful wooden stacking house is handmade using wood from sustainable forests.</p> <p>Was \$15.00 - \$16.50 VAT Incl.</p> <p><b>More Info</b> ▶</p> <p><input type="button" value="BUY NOW"/></p>	<p><b>Train Engine</b></p>  <p>Our wooden train engine is handmade using wood from sustainable forests.</p> <p>Was <del>\$20.00</del></p> <p>Now <b>\$15.00</b> -</p> <p>Was <del>\$22.00</del> VAT Incl.</p> <p>Now <b>\$16.50</b> VAT Incl.</p> <p><b>More Info</b> ▶</p> <p><input type="button" value="BUY NOW"/></p>
--	--


Page 1 of 1

**Featured Products**

**Train Engine**

Was ~~\$20.00~~

Now **\$15.00** **Buy Now!**



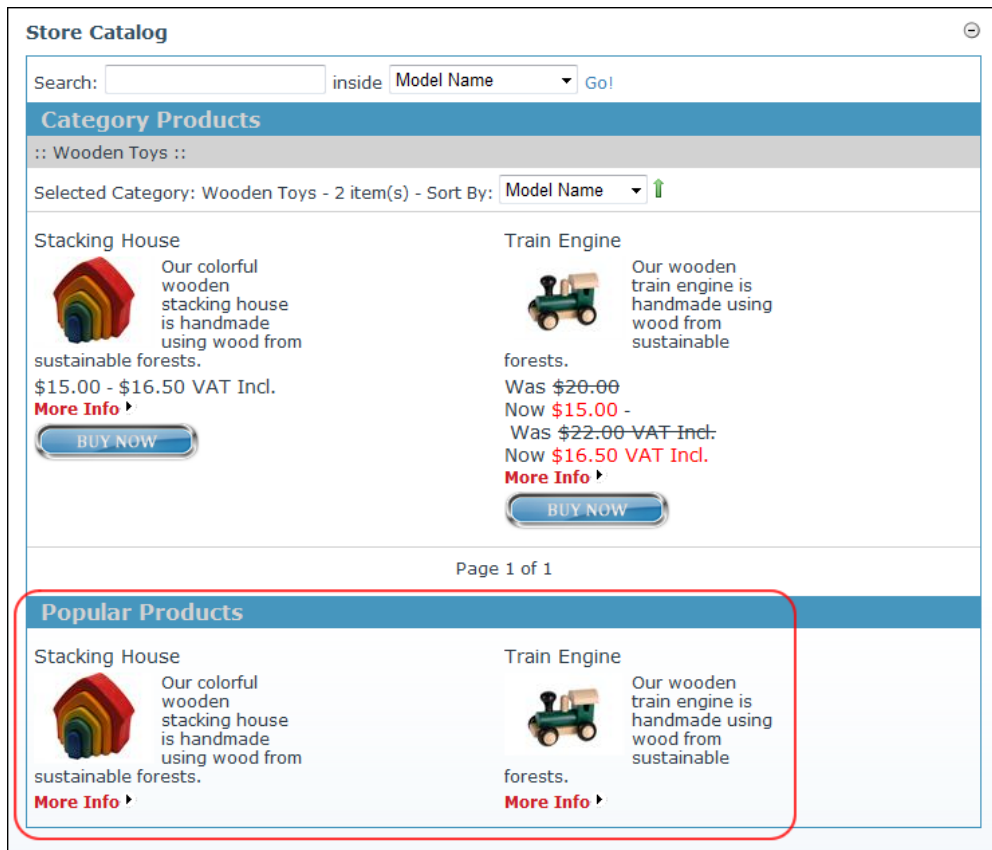
Our wooden train engine is handmade using wood from sustainable forests.

**More Info** ▶

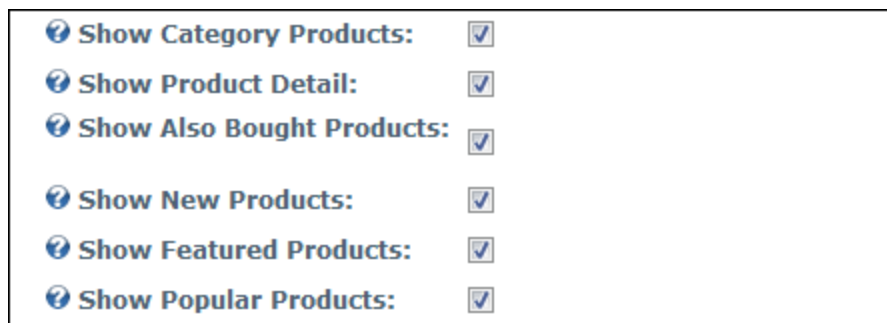
- Uncheck  the check box to disable featured products.

h. At **Show Popular Products**, select from these options:

- Check  the check box to display popular products in the Store Catalog module. See "Managing Popular Product Settings" to manage the related settings.



- Uncheck  the check box to hide popular products.



i. At **Allow Print?**, select from these options:

- Check  the check box to disable the default print module setting. You have to add the StorePrint.Action button to your container skin to be able to use this feature. See "Templating and Design Guide"
- Uncheck  the check box to use default print option.

j. At **Enable Content Indexing**, select from these options:

- Check  the check box to enable content indexing by the DNN search engine. If you use several Store Catalog modules, you should check this setting on **ONLY** one Store Catalog module instance. Otherwise, your products will be indexed twice (or more) by the search engine.
- Uncheck  the check box to disable DNN Search.

k. At **Enable Image Caching**, select from these options:

- Check  the check box to enable image caching. Note: This option should be unchecked while designing the Store or you will have to wait for the cache duration to see your image changes (impacted settings are size and background color for GIF images).
- Uncheck  the check box to disable image caching.

l. In the **Cache Duration** text box, enter the cache duration (in minutes) for images. The default setting is 2.

 <b>Allow Print:</b>	<input type="checkbox"/>
 <b>Enable Content Indexing:</b>	<input checked="" type="checkbox"/>
 <b>Enable Image Caching:</b>	<input checked="" type="checkbox"/>
 <b>Cache Duration:</b>	<input type="text" value="20"/>

5. Click the [Update](#) link.




### Managing Category Product Settings

How to manage the layout of category product listings in the Store Catalog module.

---

*Tip: The Show Category Products field must be checked in the General Settings section to configure these settings.*

---

1. Go to the Store Catalog module.
2. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
3. Select the **Catalog Settings** tab.
4. **Maximize**  the **Category Product Settings** section and modify any of the following settings.
  - a. At **Container Template**, select the template to be applied to the default Catalog page. The template included with the Store is called CategoryContainer.htm.
  - b. At **List Template**, select the template to be applied to the default Catalog page. The templates included with the Store are called ProductList.htm and ProductListFullInfo.htm templates. The default setting is ProductList.htm.
  - c. In the **Rows** text box, enter the number of row of items to be displayed across the page. The default setting is 10.
  - d. In the **Columns** text box, enter the number of columns of items to be displayed down the page. The default setting is 2.
  - e. In the **Column Width** text box, enter the pixel width of each column. The default setting is 200.
  - f. In the **Repeat Direction** text box, select either **Horizontal** or **Vertical** to set the direction that items incrementally repeat. E.g. down the page or across the page.



- g. At **Show Thumbnail**, select from these options:
- Check  the check box to display a thumbnail image. This is the default setting.
  - Uncheck  the check box to hide the thumbnail image. If this option is selected, skip the next step.
- h. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image. The default setting is 90.
- i. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. Valid values: #FFFFFF, #f00, FF0000, F09, etc.
- j. At **Detail Page**, select the page where product details are displayed. Choose **Same Page** to open the product details on the same page. This is the typical behavior however if you have multiple Store Catalog modules on your site and you want the product details to be displayed on that page, then select that page name.
- k. At **Sub-Categories**, select from these options:
- Check  the check box to include in the list products of the sub categories of the selected category.
  - Uncheck  the check box to disable.
- l. At **Repositioning**, select from these options:
- Check  the check box to apply repositioning at the top of the module rather than at the top of the page when a user is viewing the catalog.
  - Uncheck  the check box to disable repositioning.

**Category Product Settings**

---

**Container Template:**

**List Template:**

**Rows:**

**Columns:**

**Column Width:**

**Repeat Direction:**

**Show Thumbnail:**

**Thumbnail Width:**

**GIF Background:**

**Detail Page:**

**Sub-Categories:**

**Repositioning:**

5. Click the [Update](#) link.

### Managing Search Settings

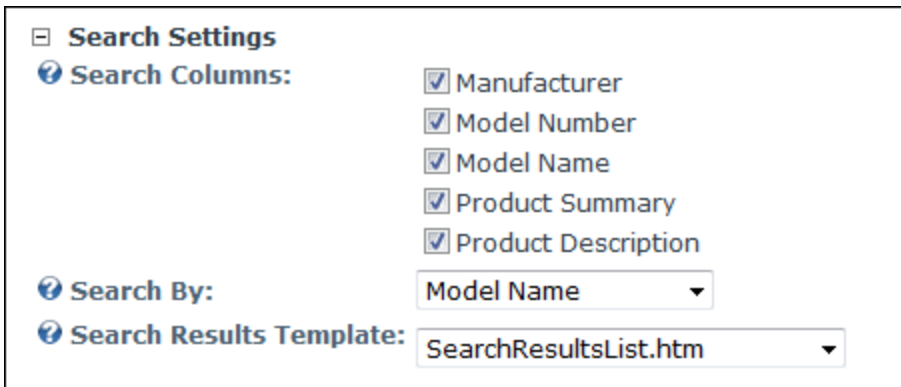
How to manage search setting for the Store Catalog module.

---

*Tip: The Show Category Products field must be checked in the General Settings section to configure these settings.*

---

1. Go to the Store Catalog module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **Sort Setting** section and modify any of the following settings:
  - a. At **Search Columns**, check the check box beside each of the columns which can be searched on. The available options are Manufacturer, Model Number, Model Name, Product Summary, and Product Description.
  - b. At **Search By**, select the default search column.
  - c. At **Search Results Template**, select the template to be used for search results. The template included with the Store is called SearchResultsList.htm.



**Search Settings**

**Search Columns:**

- Manufacturer
- Model Number
- Model Name
- Product Summary
- Product Description

**Search By:** Model Name

**Search Results Template:** SearchResultsList.htm

5. Click the [Update](#) link.

### Managing Sort Settings

How to manage the way product sorting is managed in the Store Catalog module.

---

*Tip: The Show Category Products field must be checked in the General Settings section to configure these settings.*

---

1. Go to the Store Catalog module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Catalog Settings** tab.
4. **Maximize** the **Sort Setting** section and modify any of the following settings:
  - a. At **Sort Columns**, Check the check box beside each of the product fields which customers can sort by. The available options are Manufacturer, Model Number, Model Name, Unit Price, and Created Date.
  - b. At **Sort By**, select the default field that products are sorted by.
  - c. At **Direction**, select the default direction, Ascending or descending that products are displayed in.

**Sort Settings**

**Sort Columns:**

- Manufacturer
- Model Number
- Model Name
- Unit Price
- Created Date

**Sort By:**

**Direction :**

5. Click the [Update](#) link.

### Managing Product Details Settings

How to manage the layout of product details in the Store Catalog module.

---

*Tip: The Show Product Detail field must be checked in the General Settings section to configure these settings.*

---

1. Select **Settings** from the Store Catalog module actions menu.
2. Select the **Catalog Settings** tab.
3. **Maximize**  the **Product Details Settings** section and modify any of the following settings.
  - a. At **Detail Template**, select the template to be applied to the product details page. The templates included with the Store are called ProductDetail.htm and ProductDetailFullInfo.htm. The default setting is ProductDetail.htm.
  - b. At **Cart Warning**, select from these options:
    - Check  the check box to display a warning message when the selected product is already in cart.
    - Uncheck  the check box to hide warning message.
  - c. At **Show Thumbnail**, select from these options:
    - Check  the check box to display a thumbnail image.
      - i. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image. The default setting is 300.
      - ii. In the **GIF Background** text box, enter a hexadecimal value to set the background color for GIF images. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
    - Uncheck  the check box to hide the thumbnail image.
  - d. At **Show Reviews**, select from these options:
    - Check  the check box to show reviews on the Product Details page.
    - Uncheck  the check box to hide reviews. If reviews are hidden then only Store Administrators can read review using the Store Admin module.

- e. At **Return To**, select the page where the user will be taken to when they click on the Return To Category link on the Product Details page. The default setting is Same Page.

☐ **Product Details Settings**

---

🔗 **Detail Template:** ProductDetail.htm ▼

🔗 **Cart Warning:**

🔗 **Show Thumbnail:**

🔗 **Thumbnail Width:**

🔗 **GIF Background:**

🔗 **Show Reviews:**

🔗 **Return To:** Same Page ▼

4. Click the Update link.

#### Managing Also Bought Product Settings

How to manage the layout of the Customers Who Bought This Product Also Bought section in the Store Catalog module.

---

*Tip: The Show Product Detail and Show Also Bought Products fields must be checked in the General Settings section to configure these settings.*

---

1. Go to the Store Catalog module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Catalog Settings** tab.
4. **Maximize** ☒ the **Also Bought Product Settings** section and modify any of the following settings:
  - a. At **Container Template**, select the template to be applied to the container of the Also Bought Products section. The template included with the Store is called ListContainer.htm.
  - b. At **List Template**, select the template to be applied to the Also Bought Products section list. Templates included with the Store are AlsoBoughtProduct.htm and AlsoBoughtProduct\_Small.htm. The default setting is AlsoBoughtProduct.htm
  - c. In the **Rows** text box, enter the number of row of items to be displayed across the page. The default setting is 10.
  - d. In the **Columns** text box, enter the number of columns of items to be displayed down the page. The default setting is 2.
  - e. In the **Column Width** text box, enter the pixel width of each column. The default setting is 200.
  - f. In the **Repeat Direction** text box, select either **Horizontal** or **Vertical** to set the direction that items incrementally repeat. E.g. down the page or across the page.

g. At **Show Thumbnail**, select from these options:

- Check  the check box to display a thumbnail image. This is the default setting.
  - i. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image. The default setting is 90.
  - ii. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
- Uncheck  the check box to hide the thumbnail image.

h. At **Detail Page**, select the page where you want to display the product details page. The page must have a Store Catalog module on it. Typically this will be set to **Same Page**, unless you are using multiple Store Catalog modules.

**Also Bought Product Settings**

**Container Template:**

**List Template:**

**Rows:**

**Columns:**

**Column Width:**

**Repeat Direction:**

**Show Thumbnail:**

**Thumbnail Width:**

**GIF Background:**

**Detail Page:**

5. Click the Update link.

### Managing New Product Settings


How to set the layout of new product listings in the Store Catalog module.


---


*Tip: The Show New Products field must be checked in the General Settings section to configure these settings.*


---


1. Go to the Store Catalog module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Catalog Settings** tab.


4. **Maximize**  the **New Product Settings** section and modify any of the following settings:
- At **Container Template**, select the template to be applied to the default Catalog page.
  - At **List Template** select the template to be applied to the default Catalog page.
  - In the **Rows** text box, enter the number of row of items to be displayed across the page. The default setting is 10.
  - In the **Columns** text box, enter the number of columns of items to be displayed down the page. The default setting is 2.
  - In the **Column Width** text box, enter the pixel width of each column. The default setting is 200.
  - In the **Repeat Direction** text box, select either **Horizontal** or **Vertical** to set the direction that items incrementally repeat. I.e. Either down or across the page respectively.
  - At **Show Thumbnail**, select from these options:
    - Check  the check box to display a thumbnail image.
      - In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image.
      - In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
    - Uncheck  the check box to hide the thumbnail image.
  - At **Detail Page**, select the page where product details are displayed. Choose **Same Page** to open the product details on the same page. This is the typical behavior however if you have multiple Store Catalog modules on your site and you want the product details to be displayed on that page, then select that page name.


 **New Product Settings**


 **Container Template:**


 **List Template:**


 **Rows:**


 **Columns:**


 **Column Width:**

 **Repeat Direction:**

 **Show Thumbnail:**

 **Thumbnail Width:**

 **GIF Background:**

 **Detail Page:**

5. Click the [Update](#) link.

### Managing Featured Product Settings

How to set the layout of featured product in the Store Catalog module.

---

*Tip: The Show Featured Products field in the General Settings section must be checked to configure these settings.*

1. Go to the Store Catalog module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. **Maximize** the **Sort Setting** section and modify any of the following settings:
  - a. At **Container Template**, select the template to be applied to the default Catalog page.
  - b. At **List Template** select the template to be applied to the default Catalog page.
  - c. In the **Rows** text box, enter the number of row of items to be displayed across the page.
  - d. In the **Columns** text box, enter the number of columns of items to be displayed down the page.
  - e. In the **Column Width** text box, enter the pixel width of each column.
  - f. In the **Repeat Direction** text box, select either **Horizontal** or **Vertical** to set the direction that items incrementally repeat. I.e. Down the page or across the page.
  - g. At **Show Thumbnail**, select from these options:
    - Check  the check box to display a thumbnail image.
      - i. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image.
      - ii. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f00, FF0000, F09, etc.
    - Uncheck  the check box to hide the thumbnail image.
  - h. At **Detail Page**, select the page where product details are displayed. Choose **Same Page** to open the product details on the same page. This is the typical behavior however if you have multiple Store Catalog modules on your site and you want the product details to be displayed on that page, then select that page name.

☰ **Featured Product Settings**

🔍 **Container Template:** ListContainer.htm ▼

🔍 **List Template:** FeaturedProduct.htm ▼

🔍 **Rows:** 10

🔍 **Columns:** 2

🔍 **Column Width:** 200

🔍 **Repeat Direction:** Horizontal ▼

🔍 **Show Thumbnail:**

🔍 **Thumbnail Width:** 90

🔍 **GIF Background:** FFF

🔍 **Detail Page:** Same Page ▼

4. Click the Update link.




## Managing Popular Product Settings

How to manage the layout of popular product listings in the Store Catalog module.

---

*Tip: The Show Popular Products field in the General Settings section must be checked to configure these settings.*

---

1. Go to the Store Catalog module.
2. Select  **Settings** from the module actions menu - OR - Click the **Settings**  button.
3. Select the **Catalog Settings** tab.
4. **Maximize**  the **Popular Product Settings** section and modify any of the following settings.
  - a. At **Container Template**, select the template to be applied to popular products in the Catalog. Default template is List-Container.htm
  - b. At **List Template**, select the template to be applied to popular products on the default Catalog page. Choose from the PopularProduct.htm, or PopularProduct\_Small.htm template.
  - c. In the **Rows** text box, enter the number of row of items to be displayed across the page.
  - d. In the **Columns** text box, enter the number of columns of items to be displayed down the page.
  - e. In the **Column Width** text box, enter the pixel width of each column. If the value is higher than 0, the value will be inserted to the style attribute of the corresponding table cell. For a better control display, you should set this value to 0 and use the CCS classes: td.StorePopularProductItem and td.StorePopularProductAlternatingItem as defined in the file StoreFront.css.
  - f. In the **Repeat Direction** text box, select either **Horizontal** or **Vertical** to set the direction that items incrementally repeat. E.g. down the page or across the page.
  - g. At **Show Thumbnail**, select from these options:
    - Check  the check box to display a thumbnail image.
      - i. In the **Thumbnail Width** text box, enter the pixel width of each thumbnail image.
      - ii. In the **GIF Background** text box, enter the hex value of the background color to use with GIF image format. The default setting is white (FFF). Valid hexadecimal values are #FFFFFF, #f0, FF0000, F09, etc.
    - Uncheck  the check box to hide the thumbnail image. If this option is selected, skip the next step.
  - h. At **Detail Page**, select the page where product details are displayed. Choose **Same Page** to open the product details on the same page. This is the typical behavior however if you have multiple Store Catalog modules on your site and you want the product details to be displayed on that page, then select that page name.



**Popular Product Settings**

Container Template: ListContainer.htm

List Template: PopularProduct.htm

Rows: 10

Columns: 2

Column Width: 200

Repeat Direction: Horizontal

Show Thumbnail:

Thumbnail Width: 90

GIF Background: FFF

Detail Page: Same Page

5. Click the [Update](#) link.

## Menu Settings

### Managing Category Menu Settings

How to manage the category menu settings of the Store module.

1. Go to the **Store Menu** module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Category Menu Settings** tab.
4. At **Display Mode**, select from these options:
  - **Table**: Displays categories inside an HTML table. This is the default settings.
  - **List**: Displays categories using an HTML unordered list (UL > LI). This option allows web designers use jQuery or Java.
5. In the **Column Count** text box, enter the number of columns to use when displaying categories. In the below example, a column count of two ( 2 ) is used.
6. At **Catalog Page**, select the page where the Store Catalog module is located. Typically this will be **Same Page**, which is the default setting. You may however prefer to have two Store Menus for your store. E.g. You may have one Store Menu module on the Home page of your site that drives people to your store. In this case, you would set Store Menu module on the Home page to direct to the page name of your Store.

**Category Menu Settings**

---

Display mode: Table

Column Count: 1

Catalog Page: Same Page

- Click the [Update](#) link.

## Store Administrators


### Shipping Settings

#### Adding Shipping Rates

How to add one or more shipping rates for the default shipping provider of the Store module. Different rates can be created for different weight ranges. Shipping rates are added to the price of orders at checkout.

---

*Tip: When adding weight and cost values for this tutorial, the fields are decimal values.*

- Go to the Store Admin module.
- If the **Store Info** page isn't displayed, click the [Store Info](#) link.
- Maximize**  the **Shipping Settings** section.
- In the **Description** text box, enter a description for this fee. E.g. Light Weight
- In the **Min. Weight** text box, enter the minimum weight of items within this shipping fee range as a decimal value. E.g. 0.01
- In the **Max. Weight** text box, enter the minimum weight of items within this shipping fee range as a decimal value. E.g. 5
- In the **Cost** text box, enter the cost for this shipping fee range as a decimal value. E.g. 5
- Click the [Add](#) link.

Shipping Settings				
Description	Min. Weight	Max. Weight	Cost	Delete
Small Parcel	0.01	5.00	5.00	<input type="checkbox"/>
Medium Parcel	5.01	10.00	7.50	<b>Add</b>

**Update Shipping Rates**

- The newly added shipping rate is now displayed in the Shipping Settings section.

Shipping Settings				
Description	Min. Weight	Max. Weight	Cost	Delete
Small Parcel	0.01	5.00	5.00	<input type="checkbox"/>
Medium Parcel	5.01	10.00	7.50	<input type="checkbox"/>
				<b>Add</b>

**Update Shipping Rates**

- Repeat Steps 4-8 to add additional rates.

**Important.** If virtual products are enabled on your store, you must create a shipping rate for a zero ( 0 ) weight range.

Shipping Settings				
Description	Min. Weight	Max. Weight	Cost	Delete
Small Parcel	0.01	5.00	5.00	<input type="checkbox"/>
Medium Parcel	5.01	10.00	7.50	<input type="checkbox"/>
Large Parcel	10.01	25.00	12.50	<input type="checkbox"/>
Virtual Product	0.00	0.00	0.00	<input type="checkbox"/>
				<b>Add</b>

**Update Shipping Rates**

### Editing a Shipping Rate

How to edit one or more shipping rates on the Store module.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the [Store Info](#) link.
3. **Maximize**  the **Shipping Settings** section.
4. Edit one or more field as required.
5. Click the [Update Shipping Rates](#) link.

Shipping Settings				
Description	Min. Weight	Max. Weight	Cost	Delete
Small Parcel	0.01	5.00	5.00	<input type="checkbox"/>
Medium Parcel	5.01	10.00	7.50	<input type="checkbox"/>
Large Parcel	10.01	25.00	12.50	<input type="checkbox"/>
				<b>Add</b>

**Update Shipping Rates**

Editing Shipping Rates

### Deleting a Shipping Rate

How to permanently delete one or more shipping rates from the Store module.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the [Store Info](#) link.
3. **Maximize**  the **Shipping Settings** section.

- In the **Delete** column, check  the check box beside each shipping rate to be deleted.
- Click the [Update Shipping Rates](#) link.

Shipping Settings				
Description	Min. Weight	Max. Weight	Cost	Delete
Small Parcel	0.01	5.00	5.00	<input type="checkbox"/>
Medium Parcel	5.01	10.00	7.50	<input type="checkbox"/>
Large Parcel	10.01	25.00	12.50	<input checked="" type="checkbox"/>
				<b>Add</b>

**Update Shipping Rates**

Deleting a Shipping Fee

### Tax Settings

#### Disabling Taxation on Orders

How to disable taxation on orders placed in the Store using the Site Admin module.

- Go to the Store Admin module.
- If the Store Info page isn't displayed, click the [Store Info](#) link.
- Maximize**  the **Tax Administration** section.
- At **Enable Tax**, uncheck  the check box.

Tax Administration	
Enable Tax:	<input type="checkbox"/>
Tax Rate:	10
<a href="#">Update Tax Settings</a>	

- Click the [Update Tax Settings](#) link.

#### Managing Taxation on Orders

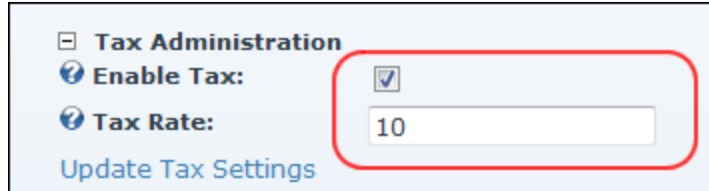
How to enable and set or disable taxation for orders created using the Store module. This tutorial is for the default taxation provider. Taxation is added to an order when the customer proceeds to the checkout.

- Go to the Store Admin module.
- If the **Store Info** page isn't displayed, click the [Store Info](#) link.
- Maximize**  the **Tax Settings** section.

4. At **Enable Tax**, select from these options:

- Check  the check box to enable taxation.

a. In the **Tax Rate** text box, enter the taxation rate as a percentage. E.g. 10



The screenshot shows a settings panel for 'Tax Administration'. It includes a section for 'Enable Tax' with a checked checkbox and a 'Tax Rate' text box containing the number '10'. A red rounded rectangle highlights these two elements. Below the text box is a blue link labeled 'Update Tax Settings'.

- Uncheck  the check box to disable taxation.

5. Click the [Update Tax Settings](#) link.

### Setting Store Info

How to set the general information of the store as displayed in the Store and the Shopping Cart pages of the Store module.

Note: You can configure the Store to enable one or more roles to manage orders or manage the catalog (reviews, products and categories). If you would like to set this up now, you should create those roles ( [See "Adding a Security Role \(Basic Settings\)"](#) ) and add the users to those roles ( [See "Adding a User to a Security Role"](#) ) before beginning this tutorial. Alternatively, you can set up these permissions at any time.

1. Go to the Store Admin module.

2. If the **Store Info** page isn't displayed, click the [Store Info](#) link.

3. In the **Store Name** text box, enter a name for your store. E.g. EcoZany Store

4. **Recommended.** At **SEO Feature**, select from these options:

- Check  the check box to inject the Store Name, Description and Keywords into the corresponding META fields of the page where the catalog module is placed. This allows a better indexing by search engines and produces higher ranking. When product details are displayed, the product's fields model name, summary and keywords are used.

a. In the **Description** text box, enter a description of your store.

b. In the **Keywords** text box, enter one or more key words or phrases separated by a comma.

- Uncheck the check box to disable.

5. In the **Store Email** text box, enter the email address to be used in emails sent by the store. Order details will also be sent to this address.

▼ Store Admin ⊖

Store Info Store Info | Orders | Categories | Products | Reviews

---

Store Name: EcoZany Store  
 SEO Feature:  
 Description: EcoZany Store sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.  
 Keywords: toys,ecofriendly,organic toys,fair trade toys,fair labor toys,  
 Store Email: store@ecozany.com

6. In the **Currency Symbol** text box, enter the symbol to be displayed for product prices. E.g. \$
7. **Optional.** At **Portal Templates**, check  the check box to enable portal templates on your store.
8. At **Style Sheet**, select the style sheet to be used for the store.
9. At **Store Page**, select the page name where the Store Catalog and Store Menu modules are located.
10. At **Store Account Page**, select the page name where the Store Account module is located.
11. **Optional.** At **Authorize Cancel**, check  the check box to enable customers to cancel their orders.

**Currency Symbol:** \$  
 **Portal Templates:**  
 **Style Sheet:** Template.css  
 **Store Page:** Store  
 **Store Account Page:** Store Account  
 **Authorize Cancel:**

12. **Optional.** At **Inventory Management**, check  the check box to enable inventory management. This displays these additional fields:

- a. At **On Out of Stock**, select the message to be displayed when a product is out of stock. Note: This feature only works when the [STOCKQUANTITY] token is used in templates.
  - b. At **Product's Behavior**, select the behavior for out of stock products from these options:
    - Accept order if a product is out of stock
    - Hide quantity, links and buttons. This hides the field quantity, links/buttons "Add to Cart" and "Buy now!"
    - Hide the Product
13. **Optional.** At **Avoid Negative Stock**, check  the check to enable an additional availability test to be performed when a product is added to shopping cart. Note: There is no guarantee of stock availability due to the nature of the Internet.

<input checked="" type="checkbox"/> <b>Inventory Management:</b>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> <b>On Out of Stock:</b>	Quantity in stock ▾
<input checked="" type="checkbox"/> <b>Product's Behavior:</b>	Accept order if a product is out of stock ▾
<input checked="" type="checkbox"/> <b>Avoid Negative Stock:</b>	<input checked="" type="checkbox"/>

14. At **Manage Orders**, select the role which is allowed to manage orders. By default, Administrators and SuperUsers are allowed to manage orders.
15. At **Manage Catalog**, select the role which is allowed to manage products, categories and reviews. By default, Administrators and SuperUsers are allowed to manage these.
16. **Optional.** At **Secure Cookies**, check  the check box to encrypt cookie values.
17. At **Checkout Mode**, select from these options:
- **Registration Required:** Shopper must be registered users to complete the checkout process.
    - a. **Optional.** At **Allow Virtual Products**, check  the check box to allow virtual products. Note: Registration is required for virtual products because a user account is required to save the download counter.
  - **User Choice:** Shopper can either be registered users or anonymous users to complete the checkout process.
    - a. At **Impersonated Account**, select which user account to use if the customer chooses to remain anonymous.
  - **Always Anonymous:** Shopper are always anonymous when completing the checkout process.
    - a. At **Impersonated Account**, select which user account to use.
18. At **Address Provider**, select the address provider to use.
19. At **Tax Provider**, select the tax provider to use.
20. At **Shipping Provider**, select the shipping provider to use.
21. At **Payment Gateway**, select the payment gateway provider to use and then configure the related settings. See "[Configuring Atos as the Payment Gateway](#)", "[Configuring Authorize.Net as the Payment Gateway](#)". and "[Configuring PayPal as the Payment Gateway Provider](#)".

🔗 <b>Manage Orders:</b>	Order Manager ▼
🔗 <b>Manage Catalog:</b>	Catalog Manager ▼
🔗 <b>Secure Cookie:</b>	<input type="checkbox"/>
🔗 <b>Checkout Mode:</b>	Registration Required ▼
🔗 <b>Allow Virtual Products:</b>	<input type="checkbox"/>
🔗 <b>Address Provider:</b>	Default Address Provider ▼
🔗 <b>Tax Provider:</b>	Default Tax Provider ▼
🔗 <b>Shipping Provider:</b>	Default Shipping Provider ▼
🔗 <b>Payment Gateway:</b>	PayPalProvider ▼

22. Click the Update link. The Address Administration, Tax Settings, and Shipping Settings sections are now displayed, enabling you to configure these settings as required. Note: There are no Address Administration settings associated with the Default Address Provider.

### Configuring Atos as the Payment Gateway

How to set and configure Atos as the payment provider for your Store using the Store Admin module. **Important.** Before configuring this setting, you must register for an account at <http://www.sips-atos.com/Fr/index.html> to obtain a Merchant ID and Merchant certificate.

To test your integration with ATOS Payment Gateway, you can use the demonstration Merchant ID - Certificate file pair. To process real payments, you should change the demonstration Merchant ID into the production Merchant ID in your configuration form and upload the production certificate file using this form.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Payment Gateway**, select **AtosProvider**.
4. In the **Merchant ID** text box enter ID provided to you by SIPS at the time of the registration of its shop. This ID allows the identification of a shop SIPS. It generally corresponds to the SIRET preceded by 0.
5. In the **PathFile Folder** text box, click the Load Pathfile link and upload your Merchant Certificate.
6. At **PathFile Folder**, select the file you just uploaded at Step 5.
7. At **Bank Logo**, select the logo.
8. Click the Update link.

### Configuring Authorize.Net as the Payment Gateway

How to set and configure Authorize.Net as the payment provider for your Store using the Store Admin module. **Important.** Before configuring this setting, you must create an account at <http://www.authorize.net> to obtain the account information.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Payment Gateway**, select **AuthorizeNetProvider**.



4. In the **Transaction POST URL**, text box enter the POST URL provided to you by Authorize.Net. The default option is <https://secure.authorize.net/gateway/transact.dll>.
5. **Optional**. In the **Version** text box, edit the version number of the AIM gateway you are posting to if required. This field is pre-populated with the version number "3.1" which is the typical choice, unless you are told otherwise.
6. In the **API Login ID** text box, enter the API Login ID provided by authorize.Net.
7. In the **Transaction Key** text box, enter the transaction key provided by authorize.Net.
8. At **Capture Type**, select from the following options:
  - **Auth and Capture**: This option authorizes the payment and captures the funds.
  - **Auth Only**: This option authorizes the payment but does not capture the funds. This is the default option.
  - **Capture Only**: This option captures the funds but does not authorize the payment.
9. At **Test Mode**, select from these options:
  - Check  the check box to use the store in test mode only. Transactions are not live in this mode.
  - Uncheck  the check box to begin accepting payments.

The screenshot shows a configuration form for the Authorize.Net payment gateway. The fields are as follows:

- Payment Gateway:** A dropdown menu set to "AuthorizeNetProvider".
- Payment Gateway Settings:** A collapsed section header.
- Transaction POST URL:** A text box containing "https://secure.authorize.net/gateway/transact.dll".
- Version:** A text box containing "3.1".
- API Login ID:** A text box containing "1234567890".
- Transaction Key:** A text box containing "1234567890".
- Capture Type:** A dropdown menu set to "Auth Only".
- Test Mode:** A checkbox that is currently unchecked.

At the bottom of the form is a red "Update" button.

10. Click the Update link.

#### Enabling/Disabling Authorize.Net Test Mode

How to enable or disable the Authorize.Net test mode on the Store. Enabling Test mode allows orders to be sent to the payment gateway without taking live transactions. This tutorial assumes Authorize.Net has already been configured as the gateway. See "[Configuring Authorize.Net as the Payment Gateway](#)"

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Test Mode**, select from these options:
  - Check  the check box to use the store in test mode only (Transactions are not live in this mode).
  - Uncheck  the check box to begin accepting payments.

<input type="checkbox"/> <b>Payment Gateway Settings</b>	
Transaction POST URL:	<input type="text" value="https://secure.authorize.net/gateway/transact."/>
Version:	<input type="text" value="3.1"/>
API Login ID:	<input type="text" value="975zTZxR9Q"/>
Transaction Key:	<input type="text" value="4v8KXeDSz845827s"/>
Capture Type:	<input type="text" value="Auth and Capture"/>
Test Mode:	<input checked="" type="checkbox"/>

4. Click the Update link.

### Setting the Store Gateway as Email Only

How to use email notifications to process orders placed using the Store module. Note: There are no additional Payment Gateway Settings associated with this provider.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Gateway**, select **EmailProvider**.

Payment Gateway:	<input type="text" value="EmailProvider"/>
<input type="checkbox"/> <b>Payment Gateway Settings</b> There is no setting for this provider.	
<input type="button" value="Update"/>	

4. Click the Update link.

### Configuring PayPal as the Payment Gateway Provider

How to set and configure PayPal as the payment provider for your Store using the Store Admin module. **Important.** Before completing this tutorial you must first obtain a PayPal account at <http://www.paypal.com/>.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. At **Gateway**, select **PayPalProvider**.
4. At **Use PayPal Sandbox**, select from these options:
  - Check  the check box to use the store in test mode only. Transactions are not live in this mode.
  - Uncheck  the check box to begin accepting payments.
5. In the **PayPal ID** text box, enter the email address associated with this account.
6. **Recommended.** In the **Secure ID** text box, enter the Secure Merchant Account ID displayed on your profile summary at PayPal. Complete this field to harden your security.
7. **Optional.** In the **PayPal Verification URL** text box, edit the PayPal URL used for verifying payments if required. This default value should not require editing.

8. **Optional.** In the **PayPal Payment URL** text box, edit the PayPal URL used for processing payments if required. This default value should not require editing.
9. In the **PayPal Language** text box, enter an abbreviation to represent the language to be used on the PayPal site. E.g. US. Options are:
  - **AU:** Australian English
  - **DE:** German
  - **ES:** Spanish
  - **FR:** French
  - **GB:** English
  - **IT:** Italian
  - **US:** American English. This is the default option.
9. **Optional.** In the **Charset** text box, edit the character set to be used for the transferring data. A default value of UTF-8 is provided.
10. **Optional.** In the **PayPal Button URL** text box, edit the URL of the default PayPal button if you want to use your own button. Note: You must first upload the button to a secure page on your web site.
11. In the **Currency** text box, enter the three character PayPal currency code. A default value of USD for United States Dollars is provided.
12. **Optional.** In the **Surcharge (Percent)** text box, enter the percentage surcharge for using PayPal. This amount will be added at the checkout. Enter 0 or leave blank if no percentage surcharge is charged. This option can be combined with a fixed surcharge as below. Refer to the PayPal documentation for details.
13. **Optional.** In the **Surcharge (Fixed)** text box, enter the fixed surcharge cost for using PayPal. This amount will be added at the checkout. Enter 0 or leave blank for no fixed surcharge is charged. This option can be combined with a percentage surcharge as above.

Payment Gateway:	PayPalProvider
Payment Gateway Settings	
Use PayPal Sandbox:	<input type="checkbox"/>
PayPal ID:	rosie.booth@ecozany.com
Secure ID:	ABCDEF1GHI2JK
PayPal Verification URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Payment URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Language:	US
Charset:	UTF-8
PayPal button URL:	https://www.paypal.com/en_US/i/bnr/horizonta
Currency:	USD
Surcharge (Percent):	5.00
Surcharge (Fixed):	1.00
<b>Update</b>	

14. Click the [Update](#) link.

---

*Tip: When you are ready to begin taking live transactions, you should uncheck  the Use PayPal Sandbox check box.*

---

#### Enabling/Disabling PayPal Sandbox

How to enable or disable the PayPal sandbox or test mode on the Store using the Store Admin module. Enabling the sandbox allows orders to be sent to the payment gateway without taking live transactions. This tutorial assumes PayPal has already been configured as the gateway. See "[Configuring PayPal as the Payment Gateway Provider](#)"

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the [Store Info](#) link.
3. At **Use PayPal Sandbox**, select from the following options:
  - Check  the check box to use the store in test mode only. Transactions are not live in this mode.
  - Uncheck  the check box to begin accepting payments.

Payment Gateway:	PayPalProvider
Payment Gateway Settings	
Use PayPal Sandbox:	<input checked="" type="checkbox"/>
PayPal ID:	rosie.booth@ecozany.com
Secure ID:	ABCDEF1GHI2JK
PayPal Verification URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Payment URL:	https://www.paypal.com/cgi-bin/webscr/
PayPal Language:	US
Charset:	UTF-8
PayPal button URL:	https://www.paypal.com/en_US/i/bnr/horizonta
Currency:	USD
Surcharge (Percent):	5.00
Surcharge (Fixed):	1.00
<b>Update</b>	

4. Click the Update link.

## Survey

### About the Survey Module

The Survey module displays a survey consisting of one or more survey questions. Questions can have either a single or multiple choice answers. One answer to a question can be selected as the correct response, thereby enabling the survey to function as a quiz. Authorized users can submit their response to the survey and/or can view current survey results. This module uses cookies to remember which computers have already submitted a response to the survey, reducing the opportunity for one person to answer the survey repeatedly. Optional features include the ability to set a closing date for submitting responses to the survey, and the ability to set the width of the results graph.

**Module Version:** 04.70.00

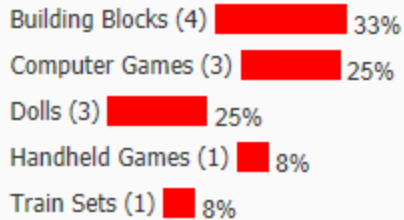
**Minimum DNN Version:** 05.05.01

**Features:** ISearchable

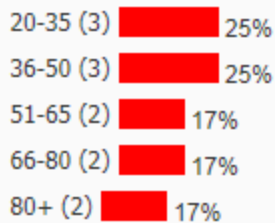
## SURVEY

Thank You for Participating

### 1. What was your favorite toy as a child?



### 2. What is your age range in years?



### 3. Where did you live as a child?



[View Survey](#)

The Survey Module

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleSurvey/tabid/837/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/51/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnsurvey.codeplex.com/workitem/list/basic>

### All Users

#### Submitting Survey Response

How to submit a response to a survey on the Survey module. Note: Access to view results may be restricted.

1. If a message reading "You must sign in to vote in this survey" is displayed below the questions you must Login to the site to submit a response to the survey.
2. Click in the selection boxes to select your answer(s) for each question.
3. Click the Submit Survey link.

## SURVEY

---

What was your favorite toy as a child?

- Building Blocks
- Computer Games
- Dolls
- Handheld Games
- Train Sets

What is your age range in years?

- 20-35
- 36-50
- 51-65
- 66-80
- 80+

Where did you live as a child?

- City
- Semi-Rural Area
- Rural Area

[Submit Survey](#) [View Results](#)

4. If you are authorized to view survey results, the accumulative results are displayed. If you are unable to view results the message "Thank You for Participating" is displayed.

### Viewing Survey Results

How to view survey results. Note: Access to view results may be restricted.

1. Click the [View Results](#) link. The results are now displayed.

## SURVEY


Thank You for Participating

### 1. What was your favorite toy as a child?

Building Blocks (4)  33%

Computer Games (3)  25%

Dolls (3)  25%

Handheld Games (1)  8%

Train Sets (1)  8%

### 2. What is your age range in years?

20-35 (3)  25%

36-50 (3)  25%

51-65 (2)  17%

66-80 (2)  17%

80+ (2)  17%

### 3. Where did you live as a child?

City (6)  38%

Semi-Rural Area (7)  44%

Rural Area (3)  19%

[View Survey](#)

2. **Optional.** To return to the survey, click the [View Survey](#) link.

---



*Tip: If a correct answer is provided a question, it will be indicated as >CorrectAnswer<.*

---

## Module Editors

### Adding a Question

How to add a question to the Survey module. Single selection questions permit users to select only one answer to a question.

1. Select  **Add Question** from the module actions menu - OR - Click the  [Add Question](#) link.
2. In the **Question** text box, enter the question. E.g. Who was the leader female actor in My Fair Lady?
3. At **Type**, select one of the following options:
  - Select **Single Selection** to restrict users to selecting only one answer.
  - Select **Multiple Selection** to permit users to select multiple answers.



4. **Optional.** In the **View Order** text box, enter a number to set the position of this question in the list of questions. E.g. 1=first question, 2=second question, etc. Leave this field blank to order questions in the order they are entered.
5. In the **New Option** text box, enter an option that the user can choose. E.g. Audrey Hepburn.
6. **Optional.** At **Option Is Correct Answer?** check  the check box to mark this option as the correct answer, or uncheck  the check box if the answer is incorrect, or if you do not want to indicate the correct answer. Note: A question may have multiple correct answers.
7. Click the Add Option link.

**ADD QUESTION**

Question:

Type:

View Order:

New Option:

Option Is Correct Answer? [Add Option](#)


Options:

[Update](#) [Cancel](#)

8. Repeat Steps 5-7 to add additional options.
9. Click the Update link to save the question and it's associated answer options.

### Editing a Survey Question

How to edit a question in the Survey module. Existing options cannot be edited, therefore you must delete and/or add options to change the available options.

1. Click on the **Edit**  button beside the question.




**SURVEY** Manage

 What was your favorite toy as a child?

- Bicycle
- Building Blocks
- Computer Games
- Dolls
- Handheld Games
- Train Set

[Submit Survey](#) [View Results](#)


2. Edit any of the following question properties:

- a. In the **Question** text box, edit the question.
- b. At **Type**, change the selection type if required.
- c. In the **View Order** text box, modify the view order of the question.
- d. To manage question options, perform any of the following:
  - To add an option: enter the option name in the New Options text box and click the Add Option link. Repeat Step 3a to add additional options.
  - To delete an option: select it and click the Delete  button.
  - To reorder an option, select the option and then click either the **Move Option Up**  or **Move Option Down**  button one or more times to move the selected option up or down one or more positions respectively.

3. Click the Update link.

### Deleting a Survey Question

How to permanently delete a question from a Survey module.

1. Click the **Edit**  button beside the question.
2. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"

## ADD QUESTION

Question:

Type:

View Order:

New Option:

Options:

Update Cancel **Delete**

Created By Administrator Account On 7/7/2011

Message from webpage

Are You Sure You Wish To Delete This Item?

OK Cancel

3. Click the **OK** button to confirm deletion.

### Settings

#### Setting Survey Closing Date

How to set the closing date for survey responses. Once the close date is reached, the Submit Survey link is hidden. Survey results are displayed to users who are authorized to view results.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. At **Survey Closing Date**, click the Calendar link and select the final date that a response can be submitted.

Module Settings	Permissions	Page Settings	Survey Settings
Survey Closing Date: <input type="text" value="6/30/2011"/> <a href="#">Calendar</a>			
Maximum Bar Graph Width: <input type="text" value=""/>			
Vote Tracking: <input type="radio"/> Vote tracking via cookie			
<input type="radio"/> 1 Vote/Registered User			

4. Click the [Update](#) link.

**Related Topics:**

- See "[Working with the Calendar](#)"

**Setting the Maximum Graph Width**

How to set the maximum bar graph width of survey results displayed in the Survey module. For example, if you set the width to 200 pixels then the maximum width of the graph bar will be 200 pixels for a 100% response. The default width of the survey bar graph is 100% of the module width.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. In the **Maximum Bar Graph Width** text box, enter the maximum pixel width for the bar graph.

Module Settings	Permissions	Page Settings	Survey Settings
Survey Closing Date: <input type="text"/> <a href="#">Calendar</a>			
Maximum Bar Graph Width: <input type="text" value="200"/>			
Vote Tracking: <input checked="" type="radio"/> Vote tracking via cookie			
<input type="radio"/> 1 Vote/Registered User			

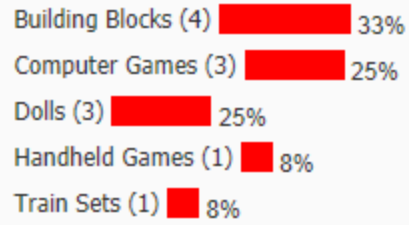
4. Click the [Update](#) link.

## SURVEY

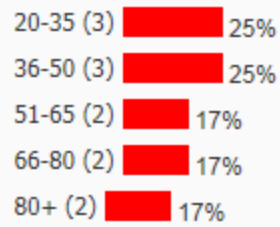
---

Thank You for Participating

### 1. What was your favorite toy as a child?



### 2. What is your age range in years?



### 3. Where did you live as a child?

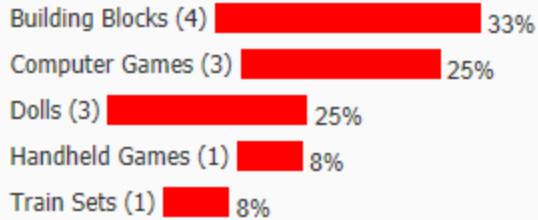


[View Survey](#)

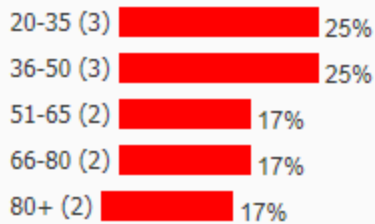
Maximum Bar Graph Width set to 200 pixels

## SURVEY

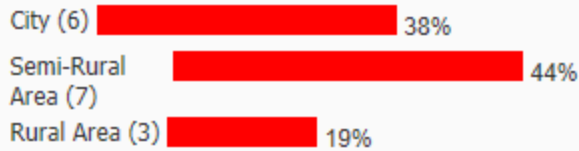
### 1. What was your favorite toy as a child?



### 2. What is your age range in years?



### 3. Where did you live as a child?



[View Survey](#)

Maximum Bar Graph Width not set

## Setting Vote Tracking

How to set the type of tracking used to track the responses to a survey.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. At **Vote Tracking**, select from the following options:
  - **Vote tracking via cookie:** Select to restrict voting to one vote per computer using a cookie. Each computer can only submit results once, unless the cookie is deleted. This option doesn't require users to login to vote.
  - **1 Vote/Registered User:** Select to restrict voting to one per registered user and requires users to be logged in to vote.

Module Settings	Permissions	Page Settings	Survey Settings
Survey Closing Date:	<input type="text" value="6/30/2011"/>	Calendar	
Maximum Bar Graph Width:	<input type="text"/>		
Vote Tracking:	<input checked="" type="radio"/> Vote tracking via cookie <input type="radio"/> 1 Vote/Registered User		

4. Click the [Update](#) link.

### Setting Survey Results as Public or Private

How to set the survey results as public to all users authorized to view the module or private for Administrators only.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. At **Survey Results**, select **Public** or **Private** as required.

Module Settings	Permissions	Page Settings	Survey Settings
Survey Closing Date:	<input type="text"/>	Calendar	
Maximum Bar Graph Width:	<input type="text"/>		
Vote Tracking:	<input checked="" type="radio"/> Vote tracking via cookie <input type="radio"/> 1 Vote/Registered User		
Survey Results:	<input checked="" type="radio"/> <b>Public</b> <input type="radio"/> Private		
Survey Result Template:	<pre>&lt;table border="0" cellpadding="2" cellspacing="0" summary="Survey Results"&gt;&lt;tr&gt;&lt;td valign="top" class="YourCompanyNameSurveyResults"&gt;[SURVEY_OPTION_NAME] &amp;nbsp; ([SURVEY_OPTION_VOTES])&lt;/td&gt;&lt;td align="left" valign="top" class="Normal" nowrap="nowrap"&gt;&lt;img src="[SURVEY_OPTION_IMAGEPATH]/Images/red.gif" width="[SURVEY_OPTION_GRAPH_WIDTH]" border="0" height="15" alt="" /&gt;&amp;nbsp; [SURVEY_OPTION_PERCENTAGE] %&lt;/td&gt;&lt;/tr&gt;&lt;/table&gt;</pre>		
Survey Results Data:	<input type="checkbox"/> Export Data		
Clear Results Data:	<input type="checkbox"/> Clear		
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			

4. Click the [Update](#) link.

## Modifying the Survey Result Template

How to modify the template which defines the content, layout and style of survey results in the Survey module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. In the **Survey Results Template** text box, edit the HTML as desired.

The screenshot shows the 'Survey Settings' tab in a web application. The interface includes several configuration options: 'Survey Closing Date' with a calendar icon, 'Maximum Bar Graph Width' with a text input, 'Vote Tracking' with radio buttons for 'Vote tracking via cookie' (selected) and '1 Vote/Registered User', and 'Survey Results' with radio buttons for 'Public' (selected) and 'Private'. The 'Survey Result Template' field is highlighted with a red box and contains the following HTML code:

```
<table border="0" cellpadding="2" cellspacing="0"
summary="Survey Results"><tr><td valign="top"
class="YourCompanyNameSurveyResults">[SURVEY_OPTION_NAME]
&nbsp; ([SURVEY_OPTION_VOTES])</td><td align="left"
valign="top" class="Normal" nowrap="nowrap">&nbsp; [SURVEY_OPTION_PERCENTAGE] %</td></tr></table>
```

Below the template field are 'Survey Results Data' with an 'Export Data' button and 'Clear Results Data' with a 'Clear' button. At the bottom of the settings panel are three buttons: 'Update', 'Delete', and 'Cancel'.

4. Click the Update link.

## List of the Survey Template Tokens

The list of the replacement tokens for the survey results template of the Survey module.

Token	Description
[SURVEY_OPTION_NAME]	Displays the name of each option.
[SURVEY_OPTION_VOTES]	Displays the total number of votes for this option.
[SURVEY_OPTION_IMAGEPATH]	Sets the image path to the survey bar graphic
[SURVEY_OPTION_GRAPH_WIDTH]	Enables the 'Maximum Bar Graph Width' setting

## Exporting Survey Results Data

How to export the votes of registered users submitted to the Survey module. Results are saved as a csv (comma separated values) file.



1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. At **Survey Results Data**, click the [Export Data](#) link.

Module Settings	Permissions	Page Settings	Survey Settings
<p>Survey Closing Date: <input type="text"/> Calendar</p> <p>Maximum Bar Graph Width: <input type="text"/></p> <p>Vote Tracking: <input checked="" type="radio"/> Vote tracking via cookie  <input type="radio"/> 1 Vote/Registered User</p> <p>Survey Results: <input checked="" type="radio"/> Public <input type="radio"/> Private</p> <p>Survey Result Template: <pre>&lt;table border="0" cellpadding="2" cellspacing="0" summary="Survey Results"&gt;&lt;tr&gt;&lt;td valign="top" class="YourCompanyNameSurveyResults"&gt;[SURVEY_OPTION_NAME] &amp;nbsp; ([SURVEY_OPTION_VOTES])&lt;/td&gt;&lt;td align="left" valign="top" class="Normal" nowrap="nowrap"&gt;&lt;img src="[SURVEY_OPTION_IMAGEPATH]/Images/red.gif" width="[SURVEY_OPTION_GRAPH_WIDTH]" border="0" height="15" alt="" /&gt;&amp;nbsp; [SURVEY_OPTION_PERCENTAGE]%%&lt;/td&gt;&lt;/tr&gt;&lt;/table&gt;</pre></p> <p>Survey Results Data: <a href="#">Export Data</a></p> <p>Clear Results Data: <input type="button" value="Clear"/></p>			
<p><input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/></p>			

4. Save the file to your computer as required.

#### Clearing Survey Results Data

How to clear the existing votes on a Survey module. This allows you to restart the survey and is useful if you have been testing or demonstrating the survey.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. At **Clear Results Data**, click the [Clear](#) link. The link is now disabled, indicating there are currently no existing results.

Module Settings	Permissions	Page Settings	Survey Settings
Survey Closing Date:	<input type="text"/>	Calendar	
Maximum Bar Graph Width:	<input type="text"/>		
Vote Tracking:	<input checked="" type="radio"/> Vote tracking via cookie <input type="radio"/> 1 Vote/Registered User		
Survey Results:	<input checked="" type="radio"/> Public <input type="radio"/> Private		
Survey Result Template:	<pre>&lt;table border="0" cellpadding="2" cellspacing="0" summary="Survey Results"&gt;&lt;tr&gt;&lt;td valign="top" class="YourCompanyNameSurveyResults"&gt;[SURVEY_OPTION_NAME] &amp;nbsp; ([SURVEY_OPTION_VOTES])&lt;/td&gt;&lt;td align="left" valign="top" class="Normal" nowrap="nowrap"&gt;&lt;img src="[SURVEY_OPTION_IMAGEPATH]/Images/red.gif" width="[SURVEY_OPTION_GRAPH_WIDTH]" border="0" height="15" alt="" /&gt;&amp;nbsp; [SURVEY_OPTION_PERCENTAGE]%%&lt;/td&gt;&lt;/tr&gt;&lt;/table&gt;</pre>		
Survey Results Data:	<input type="checkbox"/> Export Data		
Clear Results Data:	<input type="button" value="Clear"/>		
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			

4. Click the Update link.

## Users Online

### About the Users Online Module

The Users Online module displays a range of information about your portal users.

**Module Version:** 05.01.00

**Minimum DNN Version:** 05.01.00

The module can be set to display one, two or three types of the user information called Membership, People Online and Online Now as detailed below:

#### Membership:

- **Latest:** Displays the username of the latest user to register on the portal.
- **New Today:** Displays the number of users who registered today.
- **New Yesterday:** Displays the number of users who registered yesterday.
- **Overall:** Displays the total number of registered users for this portal.

#### People Online:

- **Visitors:** Displays the number of unauthenticated users currently visiting the portal.
- **Members:** Displays the number of registered users currently visiting the portal.
- **Total:** Displays the total number of user currently visiting the portal.

**Online Now:**

- Displays the User Names of all members currently online.



The Users Online Module

**Project Links**

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleUsersOnline/tabid/835/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/36/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnusersonline.codeplex.com/workitem/list/basic>

**Settings**

**Setting the Member Details**

How to set the member details displayed in the Users Online module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. At **Show Membership**, check  the check box to display the Membership section- OR - Uncheck  the check box to hide it.
4. At **Show People Online**, check  the check box to display the People Online section- OR - Uncheck  the check box to hide it.
5. At **Show Users Online**, check  the check box to display the Online Now section- OR - Uncheck  the check box to hide it.

## UsersOnline Settings

---

**Help:** In this section, you can set up settings that are specific for this module.

- Show Membership:
- Show People Online:
- Show Users Online:

6. Click the [Update](#) link.

## Vendors

### About the Vendors Module

The Vendors module enables authorized users to create and manage vendor accounts, vendor banners and affiliate accounts. This Administration module can be deployed to any site page and provides users with view permissions can view Vendor details and users with edit permissions can manage vendor accounts, banners and affiliate accounts. DNN comes with two Vendor directories: Site Vendors and Host Vendors.

**Important.** The Vendors module located on the Admin > Vendors page manages banners which are exclusive to that portal. The Vendors module located on the Host > Vendors page manages banners which are available to all portals within this DNN installation.

**Banner Advertising:** Banner can be images, text or script. Each banner record records a number of statistics including tracking of clicks, views and impressions. Multiple banners can be added to each vendor and can be displayed on pages using the Banners module. "About the Banners Module".. They can also be displayed in a skin using the [BANNER] token which is controlled by Administrators ( See "Enabling/Disabling Banner Advertising" ).

**Affiliate Referrals:** The Vendors module can be set up to track commission for banner advertising on other portals and the commissions received for banner advertisement on the portal.

## Vendors

⊞

**Search**

**Records per Page**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Unauthorized

Name	Address	Telephone	Fax	Email	Authorized	Banners
EcoZany International	Victoria, Australia			joanne.biggs@ecozany.com	☑	0
EcoZany	New York, United States			rose.booth@ecozany.com	☑	0

Page 1 of 1
First Previous Next Last

The Vendors Module

## All Users

### Changing the Records per Page

How to change the number of vendor records displayed on each page of the Vendors module. This is set to ten (10) by default and will return to ten (10) when the page is refreshed.

1. At **Records per Page**, select the number of records to be displayed. Options are: 10, 25, 50, 100, or 250.



### Filtering Vendors by Company Name

How to filter vendor records by the first letter of the company name using the Vendors module.

1. Click on the linked [letter of the alphabet] that corresponds with the first letter of required vendor name (company name). The corresponding vendor accounts are listed in alphabetical order.

The screenshot shows the Vendors module interface. At the top, there is a search bar and a 'Records per Page' dropdown set to 10. Below the search bar, there is a navigation bar with letters A through Z, and 'All' and 'Unauthorized' links. The letter 'E' is circled in red. Below the navigation bar, there is a table of vendor records:

Name	Address	Telephone	Fax	Email	Authorized	Banners
EcoZany International	Victoria, Australia			joanne.biggs@ecozany.com	<input checked="" type="checkbox"/>	0
EcoZany	New York, United States			rose.booth@ecozany.com	<input checked="" type="checkbox"/>	0

At the bottom, there is a pagination bar showing 'Page 1 of 1' and navigation links: First, Previous, Next, Last.

Filtering Vendors by Name

### Filtering Vendors by Unauthorized Vendors

How to view all vendor accounts that have been set as unauthorized on the Vendors module.

1. Click the Unauthorized link. By default, the first ten (10) unauthorized vendor accounts will be listed in alphabetical order by name. Use the Pager Control to navigate to further records.

**Vendors**

Search Records per Page

Name 10

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All **Unauthorized**

Name	Address	Telephone	Fax	Email	Authorized	Banners
Joe's Shedding				joie@Joesshedding.co.uk	<input type="checkbox"/>	0
Steven's Mowing				steven.james@vendors.com	<input type="checkbox"/>	0

Page 1 of 1 First Previous Next Last

[Delete Unauthorized Vendors](#)

[Add New Vendor](#)

Viewing Unauthorized Vendor Accounts Only

### Searching Vendors by Company Name

How to search for vendors by all or part of the beginning of their company name on the Vendors module.

1. In the **Search** text box, enter all or part of the Vendor's company name.
2. Select **Name** from the drop-down box.
3. Click the **Search** button. This displays all matching vendor records.

**Vendors**

Search Records per Page

eco Name 10

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All **Unauthorized**


Name	Address	Telephone	Fax	Email	Authorized	Banners
EcoZany International	Victoria, Australia				<input checked="" type="checkbox"/>	0
EcoZany	New York, United States				<input checked="" type="checkbox"/>	0

Page 1 of 1 First Previous Next Last

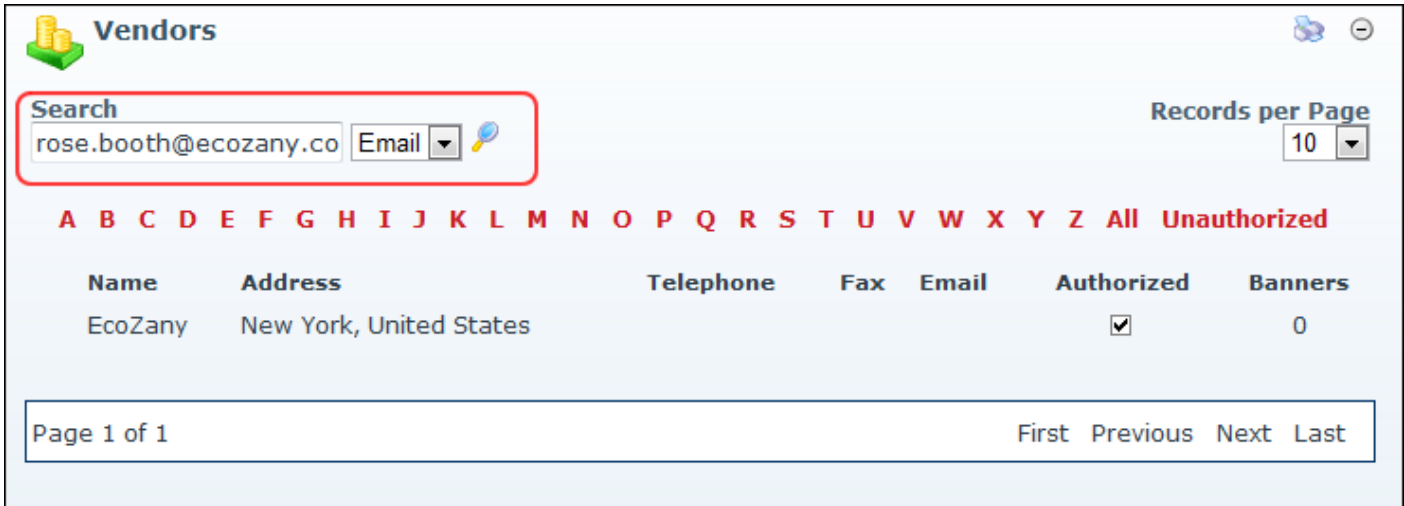
Search for a Vendor by the Company Name

### Searching Vendors by Email

How to search for a vendor account by email address on the Vendors module.

1. In the **Search** text box, enter the vendor's full email address.
2. Select **Email** from the drop-down box.
3. Click the **Search**  button. This displays all exact matches.

*Tip: You must enter the full and exact email address.*



The screenshot shows the 'Vendors' module interface. At the top left is a green icon of three gold coins. The title 'Vendors' is in blue. On the right, there are icons for help and a close button. Below the title is a search bar with the text 'Search' and a magnifying glass icon. The search input field contains 'rose.booth@ecoZany.co'. To the right of the input field is a dropdown menu set to 'Email' and a search button with a magnifying glass icon. To the right of the search bar is a 'Records per Page' dropdown menu set to '10'. Below the search bar is a navigation bar with letters A through Z and 'All' and 'Unauthorized' links. The 'All' link is highlighted in red. Below the navigation bar is a table with columns: Name, Address, Telephone, Fax, Email, Authorized, and Banners. The table contains one row: Name: EcoZany, Address: New York, United States, Telephone: (empty), Fax: (empty), Email: (empty), Authorized: , Banners: 0. At the bottom of the table is a pagination bar showing 'Page 1 of 1' and navigation links: First, Previous, Next, Last.

Searching for a Vendor by Email Address

#### Viewing All Vendor Accounts

How to view all vendor accounts on the Vendors module.

1. Click the All link. By default, the first ten (10) of all vendor accounts are listed in alphabetical order by vendor name.



The screenshot shows the 'Vendors' module interface. At the top left is a green icon of three gold coins. The title 'Vendors' is in blue. On the right, there are icons for help and a close button. Below the title is a search bar with the text 'Search' and a magnifying glass icon. The search input field is empty. To the right of the input field is a dropdown menu set to 'Name' and a search button with a magnifying glass icon. To the right of the search bar is a 'Records per Page' dropdown menu set to '10'. Below the search bar is a navigation bar with letters A through Z and 'All' and 'Unauthorized' links. The 'All' link is circled in red. Below the navigation bar is a table with columns: Name, Address, Telephone, Fax, Email, Authorized, and Banners. The table contains two rows: Name: EcoZany International, Address: Victoria, Australia, Telephone: (empty), Fax: (empty), Email: (empty), Authorized: , Banners: 0; Name: EcoZany, Address: New York, United States, Telephone: (empty), Fax: (empty), Email: (empty), Authorized: , Banners: 0. At the bottom of the table is a pagination bar showing 'Page 1 of 1' and navigation links: First, Previous, Next, Last.

Viewing All Vendor Accounts

#### Related Topics:

- See "About the Pager"

## Module Editors



### Affiliate Accounts



#### About Vendor Affiliate Accounts


One or more affiliate accounts can be created for Vendors in the Vendors module. These accounts are used for tracking advertising of this site on other web sites. DNN generates the link for other web sites to use, so that it can track each time a visitor clicks through to the portal, from an advertising site, so that the difficulty in collecting information for commissions to be paid can be easily managed.

#### Adding an Affiliate Referral Account


How to add affiliate referral account to a vendor in the Vendors module. This generates a link which affiliates can add to their web site. The number of clicks and acquisitions for the link is tracked within the Affiliate Referral module, permitting the tracking of commission owing to the vendor.


1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
4. Click the Add New Affiliate link.
5. **Optional.** At **Start Date**, click the Calendar link and select a start date.
6. **Optional.** At **End Date**, click the Calendar link and select an end date.
7. In the **Cost Per Click ( CPC )** text box, enter the advertising charge. CPC is the commission paid to the vendor when a visitor is referred to your site.
8. In the **Cost Per Acquisition ( CPA )** text box, enter the advertising charge. CPA is the commission paid to the vendor when a visitor becomes a member of your site.
9. Click the Update link.

  **Edit Affiliate**

 \* **Start Date:**  **Calendar**

\* **End Date:**  **Calendar**

 **Cost Per Click ( CPC ):**

 **Cost Per Acquisition ( CPA ):**

\* = Optional

**Update Cancel Send Notification**


Adding an Affiliate Account

#### Related Topics:



- See "Working with the Calendar"


#### Editing an Affiliate Referral Account


How to edit the details of an affiliate referral account using the Vendors module.

1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.





3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
4. Click the **Edit**  button beside the required record.


 **Edit Vendors**


 **Vendor Details**


---

 **Company:**  \*


 **First Name:**  \*

 **Last Name:**  \*


 **Email Address:**  \*

 **Address Details**


---

 **Other Details**


---

 **Vendor Classification**


---

 **Banner Advertising**

---

 **Affiliate Referrals**

---




	Start	End	CPC	Clicks	Total	CPA	Acquisitions	Total
	12/30/2010	12/29/2011	0.01	0	0.0	1.0	0	0.0

**Add New Affiliate**  
**Update Cancel Delete**

5. Edit fields as required.
6. Click the Update link.

#### Deleting an Affiliate Referral Account




How to permanently delete an affiliate referral account from the Vendors module.

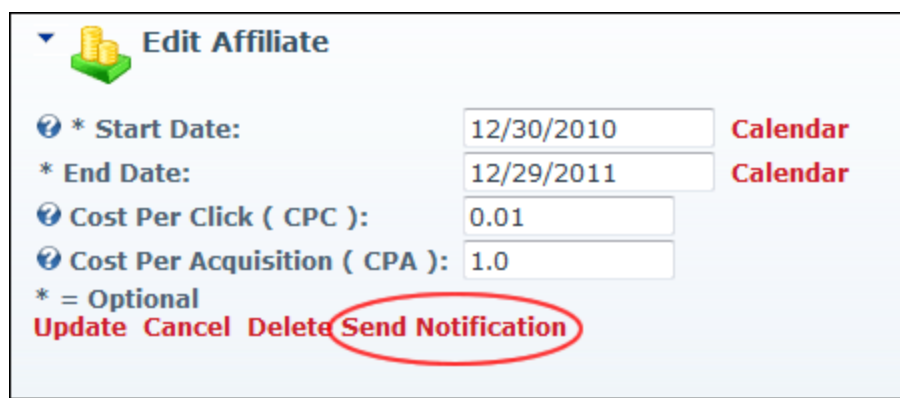
1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
4. Click the **Edit**  button beside the required record.
5. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"

6. Click **OK** to confirm deletion.

### Sending Notification of Affiliate Referral Account

How to send an affiliate report email to an affiliate using the Vendors module. The report provides details of the site they have been made an affiliate of and the URL link to be used.

1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
4. Click the **Edit**  button beside the required record.
5. Click the Send Notification link.



**Edit Affiliate**

\* Start Date:  **Calendar**

\* End Date:  **Calendar**

Cost Per Click ( CPC ):

Cost Per Acquisition ( CPA ):

\* = Optional



**Update Cancel Delete Send Notification**

6. Click the Cancel link to return to the module.


### Vendor Accounts

#### Adding a New Vendor

How to add a vendor account using the Vendors module. Note: Mandatory fields are indicated with an asterisk ( \* ). Where a check box is displayed beside a field, uncheck  the check box to make the field optional - OR - Check  the check box to make the field mandatory.

1. Select  **Add New Vendor** from the module actions menu- OR -Click the  Add New Vendor link. This opens the Edit Vendors page.
2. In the **Vendor Details** section, complete all of these fields:
  - a. In the **Company\*** text box, enter the company name of the vendor.
  - b. In the **First Name\*** text box, enter the first name of the contact person for the vendor.
  - c. In the **Last Name\*** text box, enter the last name of the contact person for the vendor.
  - d. In the **Email Address\*** text box, enter the email address of the contact person listed above.
4. **Optional.** In the **Address Details** section, complete the address details. Note: Address field names and required details may vary.
  - a. In the **Street** text box, enter the street part of the Vendor's address. E.g. 10 Main Road
  - b. In the **Unit #** text box, enter the unit number. E.g. Unit 6, or Suite 6, etc.

- c. In the **City** text box, enter the Vendor's city. E.g. Melbourne
  - d. At **Country**, select the Vendor's country.
  - e. In the Region text box, enter the Region/State/Province of the Vendor - OR - select from the drop down list where available. (See Host > Lists for more details on creating regions for countries).
  - f. In the **Postal Code** text box, enter the Vendor's postal code. E.g. 31234
  - g. In the **Telephone** text box, enter the Vendor's telephone number. E.g. +61 3 9421 6555
  - h. In the **Cell** text box, enter the Vendor's cell (mobile) number. E.g. 0400 100 100
  - i. In the **Fax** text box, enter the Vendor's facsimile number. E.g. + 61 3 9421 6444
5. In the **Other Details** section, the following optional field is available:
- a. In the **Website** text box, enter the Vendor's web site address. E.g. <http://www.domain.com>.
6. Click the Update link.

▼  **Edit Vendors**

☐ **Vendor Details**

---

🔍 **Company:**  \*

🔍 **First Name:**  \*

🔍 **Last Name:**  \*

🔍 **Email Address:**  \*

☐ **Address Details**

---

🔍 **Street:**

🔍 **Unit #:**

🔍 **City:**

🔍 **Country:**   \*

🔍 **Province:**

🔍 **Postal Code:**

🔍 **Telephone:**

🔍 **Cell:**

🔍 **Fax:**

☐ **Other Details**

---


🔍 **Website:**

**Update Cancel**


*Tip: Once a new vendor is created the following additional settings will be available vendor logo, authorization, classifications, banner advertising, and affiliate referrals. To complete these additional fields, you must edit the vendor record.*

#### Editing/Adding Vendor Account Details

How to edit existing details and add new details to a vendor account in the Vendors module. If the vendor account has just been created a logo field, additional settings are available.

2. Locate the required vendor account by selecting a filter or doing a search.
3. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
4. Edit any of the below fields as required.

5. In the **Vendor Details** section, edit any of the required fields.
6. In the **Address Details** section, edit/complete any the address fields.
7. In the **Other Details** section, edit/complete any of the following optional fields:
  - a. In the **Website** text box, enter the Vendor's web site address. E.g. www.domain.com
  - b. At **Logo**, select or upload a logo for this vendor. See the Common Tools > Link Control section for more details.
  - c. At **Authorized**, check  the check box if the vendor account is authorized- OR - Uncheck  the check box if the vendor account is not authorized. This setting enables Administrator(s) to easily identify unauthorized vendors however it doesn't prevent current banners from displaying in the Banners module.
9. **Maximize**  the **Vendor Classification** section to access these fields which are not implemented:
  - In the **Classifications** box, define the classifications for the Vendor. This setting is not currently enabled.
  - In **Key Words** text box, enter key words for the Vendor.
10. Click the Update link.

▼  **Edit Vendors**

☐ **Vendor Details**

---

🔍 **Company:**  \*

🔍 **First Name:**  \*

🔍 **Last Name:**  \*

🔍 **Email Address:**  \*

☐ **Address Details**

---

🔍 **Street:**

🔍 **Unit #:**

🔍 **City:**

🔍 **Country:**    \*

🔍 **Province:**

🔍 **Postal Code:**

🔍 **Telephone:**

🔍 **Cell:**

🔍 **Fax:**

☐ **Other Details**

---

🔍 **Website:**

**File Location:**

🔍 **Logo**    
**Upload New File**

🔍 **Authorized:**

☐ **Vendor Classification**

---

☐ **Banner Advertising**

---

☐ **Affiliate Referrals**


---

[Update](#) [Cancel](#) [Delete](#)

## Editing a Vendor Account

### Authorizing/Unauthorizing a Vendor Account

How to authorize or unauthorize a vendor account using the Vendors module.

1. Locate the required vendor account by selecting a filter or doing a search - OR - Click the Unauthorized link to view all unauthorized vendor accounts.
2. Click the **Edit**  button beside the vendor.
3. Go to the **Other Details** section.
4. At **Authorized**, check  the check box to authorize the account - OR - uncheck  the check box to unauthorize the account.
5. Click the Update link.

**Other Details**

---

**Website:**

**File Location:**

**File Name:**


**Logo** [Upload New File](#)


**Authorized:**

Authorizing a Vendor Account

### Deleting a Vendor Account

How to permanently delete a vendor account from the Vendors module.

1. Locate the required vendor account.
2. Click the **Edit**  button beside the required vendor.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"

 Edit Vendors ?

Vendor Details

---

Address Details

---

Other Details

---

Vendor Classification

---

Banner Advertising

---

Affiliate Referrals

---

[Update](#) [Cancel](#) [Delete](#)

**Last Updated By Administrator Account On 9/5/2007 1:27:11 PM**

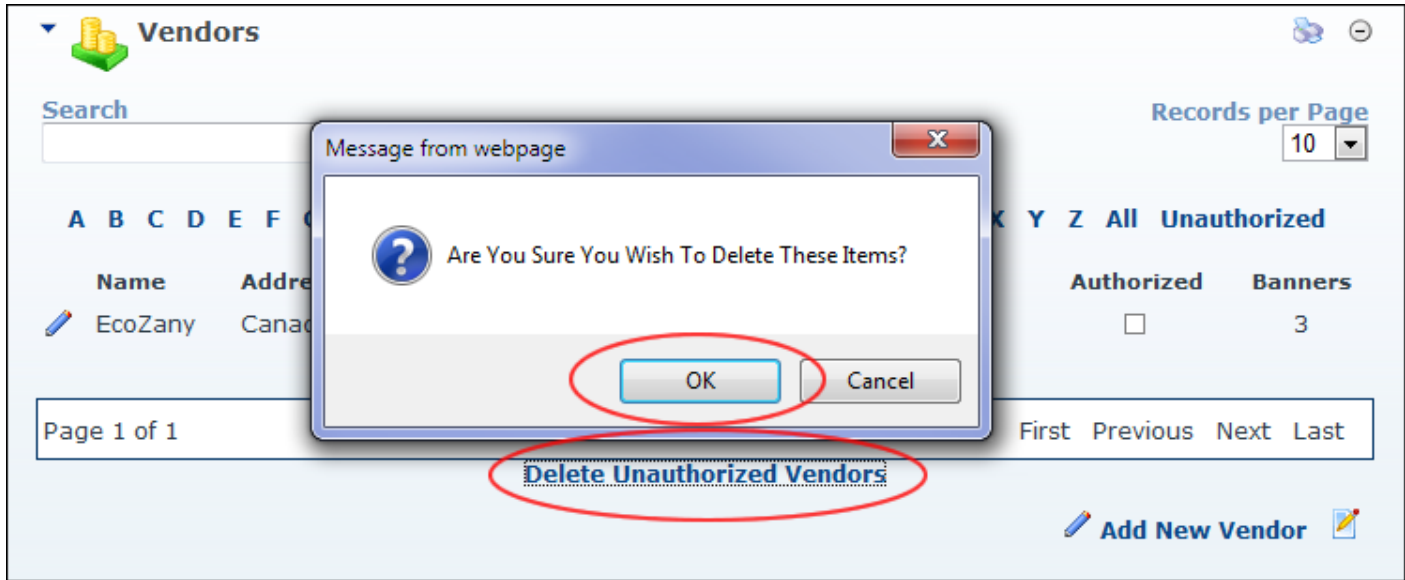
4. Click the **OK** button to confirm deletion.

#### Deleting all Unauthorized Vendors

How to permanently delete all unauthorized vendors from the Vendors module. Deleting a vendor does not delete any related Vendor banner for the File Manager, however the banners will no longer be displayed in the banners module.

1. **Optional.** Click the Unauthorized link to view unauthorized vendor accounts before deleting them.
2. Click the Delete Unauthorized Vendors link. This displays the message "Are You Sure You Wish To Delete These Items?"
3. Click the **OK** button to confirm.







Deleting all Unauthorized Vendors

## Vendor Banners

### Adding an Image Banner to a Vendor

How to add an image banner to a vendor account using the Vendors module.

1. Locate the required vendor account by using a filter or by searching.
2. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the Add New Banner link. This displays the Edit Banners page.
5. In the **Banner Name** text box, enter a name for this banner. If the Text/Script field below is left blank then the Banner Name is the alternate text for the banner.
6. At **Banner Type**, select either **Banner**, **MicroButton**, **Button**, **Block**, or **Skyscraper**.
7. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
8. At **Image/Link**, select the image for this banner. **See "Setting a File Link"**.
9. Complete any of the following **optional** settings - OR - Skip to Step 11.
  - a. In the **Text/Script** text box, enter the text of the banner. This is the alternate text for this banner and is displayed when a user places their mouse over this image.
  - b. At **URL**, select one of the following options:
    - Select **URL ( A Link To An External Resource )** and leave the text box empty. This sets the link to the Vendors web site.

- Select **URL ( A Link To An External Resource )** and enter the URL user will be taken to when they click on the banner name. This URL is also displayed below the banner.
  - Select **Page ( A Page On Your Site )** and select the page users are taken to when they click on this banner.
  - Select **File ( A File On Your Site )** and select the file to be displayed when a user clicks on this banner.
- c. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the Vendor will charge the listed amount. Alternatively, the vendor may charge a flat fee for banner advertising.
- d. In the **Impressions** text box, enter the number of impressions the banner will display for. A impression is made each time a banner is displayed on the page.
- e. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
- f. At **End Date**, click the Calendar link and select the last date the banner will be displayed.
- g. At **Criteria**, select one of the following options:
- i. **And:** Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
  - ii. **Or:** Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks or it has expired.
10. Click the Update link. This returns you to the Edit Vendor page.

▼  **Edit Banner**

**Banner Name:**

**Banner Type:**

**Banner Group:**

**Link Type:**

**URL ( A Link To An External Resource )**

**File ( A File On Your Site )**

**Image/Link:**

**File Location:**

**File Name:**

**Upload New File**

**Width:**

**Height:**

**Text/Script:**

**Link Type:**

**URL ( A Link To An External Resource )**

**Page ( A Page On Your Site )**

**File ( A File On Your Site )**

**URL:**

**Select A Web Page From Your Site:**

**CPM/Cost:**

**Impressions:**



**Start Date:**  **Calendar**

**End Date:**  **Calendar**

**Criteria:**  **OR**  **AND**

**Update Cancel**

11. **Optional.** To view a preview of the newly added banner:

- a. **Maximize**  the **Banner Advertising** section.
- b. Click the **Edit**  button beside the new banner. This opens the Edit Banner page which displays a preview of the banner.

 **Edit Banner**

---



**Banner Name:**

**Banner Type:**

**Banner Group:**

**Link Type:**

**URL ( A Link To An External Resource )**



Previewing a newly added image banner

**Related Topics:**

- See "Working with the Calendar"

**Adding a Text Banner to a Vendor**

How to add a text banner to a vendor account using the Vendors module.

1. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
2. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
3. Click the Add New Banner link. This opens the Edit Banner page.
4. In the **Banner Name** text box, enter the text to be displayed at the top of this banner. This text is displayed as a link to the vendor's web site or to the URL, Page or File as set at the URL field below.
5. At **Banner Type**, select **Text**.
6. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.

7. **Optional.** At **Image/Link**, select an image to be associated with this banner. The image isn't displayed on the banner, instead the image name is displayed as a link to view the image. You can also select URL to add a link to an image, file or page. The full URL will be displayed on the text banner. "**About the Link Control**". section for more details on setting links.
8. In the **Text/Script** text box, enter the text of the banner. HTML formatting can be used.
9. Complete any of the following **Optional** settings - OR - Skip to Step 10.
  - a. At **URL**, select one of the following options:
    - Select **URL ( A Link To An External Resource )** and leave the text box empty. This sets the link to the Vendor's web site.
    - Select **URL ( A Link To An External Resource )** and enter the URL users go to when they click on the banner name. This URL also displays at the bottom of the banner.
    - Select **Page ( A Page On Your Site )** and select the page users go to when they click on the banner name. The page number is also displayed at the bottom of the banner. E.g. 85
    - Select **File ( A File On Your Site )** and select the file the user go to when they click on the banner name. The file ID number is also displayed at the bottom of the banner. E.g. FileID=148.
  - b. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the vendor will charge the listed amount. Alternatively, the Vendor may charge a flat fee for banner advertising.
  - c. In the **Impressions** text box, enter the number of impressions the banner will display for.
  - d. At **Start Date**, click the Calendar link and select the first date the banner is displayed.
  - e. At **End Date**, click the Calendar link and select the last date the banner is displayed.
  - f. At **Criteria**, select one of the following options:
    - **And:** Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
    - **Or:** Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.

## ▼ Edit Banner



**Banner Name:**

**Banner Type:**

**Banner Group:**

### Link Type:

- URL ( A Link To An External Resource )
- File ( A File On Your Site )

**Image/Link:** **File Location:**

**File Name:**

[Upload New File](#)

**Width:**

**Height:**

**Text/Script:**

### Link Type:

- URL ( A Link To An External Resource )
- Page ( A Page On Your Site )
- File ( A File On Your Site )

**URL:** **Location: ( Enter The Address Of The Link )**

[Select An Existing URL](#)

**CPM/Cost:**

**Impressions:**

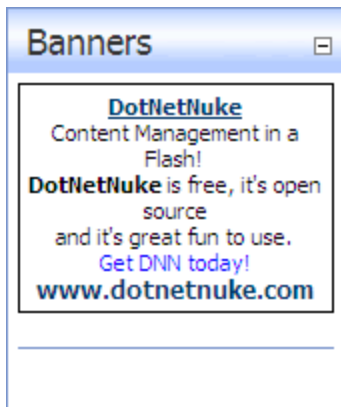
**Start Date:**  [Calendar](#)

**End Date:**  [Calendar](#)

**Criteria:**  OR  AND

[Update](#) [Cancel](#)

10. Click the Update link.





Text Banner (with a one pixel border)



#### **Related Topics:**

- See "Working with the Calendar"

#### **Adding a Script Banner to a Vendor**

How to add a JavaScript banner to a vendor account using the Vendors module.

1. Locate the required vendor account by using a filter or by searching.
2. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the Add New Banner link. This displays the Edit Banner page.
5. In the **Banner Name** text box, enter a name for this banner.
6. At **Banner Type**, select **Script**.
7. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
8. In the **Text/Script** text box, enter the script for this banner.
9. Complete any of the following **Optional** settings - OR - Skip to Step 10.
  - a. At **URL**, select one of the following options:
    - Select **URL ( A Link To An External Resource )** and leave the text box empty. This sets the link to the Vendors web site.
    - Select **URL ( A Link To An External Resource )** and enter the URL user will be taken to when they click on the banner name. This URL is also displayed below the banner.
    - Select **Page ( A Page On Your Site )** and select the page users are taken to when they click on this banner.
    - Select **File ( A File On Your Site )** and select the file to be displayed when a user clicks on this banner.




- b. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the Vendor will charge the listed amount. Alternatively, the vendor may charge a flat fee for banner advertising.
  - c. In the **Impressions** text box, enter the number of impressions the banner will display for. A impression is made each time a banner is displayed on the page.
  - d. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
  - e. At **End Date**, click the Calendar link and select the last date the banner will be displayed.
  - f. At **Criteria**, select one of the following options:
    - i. **And:** Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
    - ii. **Or:** Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.
10. Click the Update link. This returns you to the Edit Vendor page.
11. **Optional.** To view a preview of the newly added banner:
- a. **Maximize**  the **Banner Advertising** section.
  - b. Click the **Edit**  button beside the new banner. This opens the Edit Banner page which displays a preview of the banner.



**Related Topics:**

- See "Working with the Calendar"

**Editing a Vendor Banner**

How to edit the properties of a banner using the Vendors module.

1. Locate the required vendor account by selecting a filter or doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the **Edit**  button beside the banner to be edited.




Banner Advertising									
Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End	
 See more toys...	Banner		0	0.00	36	0	9/22/2010		
 Pull along dog	Banner		0	0.00	35	0	9/22/2010		



5. Edit the required fields.
6. Click the Update link.

**Deleting a Vendor Banner**

How to edit the properties of a banner using the Vendors module.





1. Locate the required vendor account by selecting a filter or doing a search.
2. Click the **Edit**  button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the **Edit**  button beside the banner to be deleted.



Banner Advertising									
Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End	
 See more toys...	Banner		0	0.00	36	0	9/22/2010		
 Pull along dog	Banner		0	0.00	35	0	9/22/2010		

5. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm.

#### Viewing the Clicks and Views for a Banner

How to view the number of times a banner has been viewed and clicked using the Vendors module.




1. Locate the required vendor account by using a filter or by searching.
2. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
3. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor including:
  - **Views**: The number of time a banner has been clicked on.
  - **Clicks**: The number of times a banner has been displayed on a page.

Banner Advertising									
Banner	Type	Group	Impressions	CPM	Views	Clicks	Start	End	
 See more toys...	Banner		0	0.00	10	0	9/22/2010		
 Pull along dog	Banner		0	0.00	35	'20	9/22/2010		

Viewing Banner Views and Clicks

#### Emailing Banner Status to Vendor

How to send a banner status report to the related vendor using the Vendors module. The report contains the following information: Banner Name, Banner Description, Image Name, Number of CPM/Cost, Number of Impressions, Start Date, End Date, Number of Views, and Number of Click Through's.

1. Click the **Edit**  button beside the required Vendor. This opens the Edit Vendor page.
2. **Maximize**  the **Banner Advertising** section. This displays all banners associated with this vendor.
3. Click the **Edit**  button beside the required banner.

4. Click the [Email Status to Vendor](#) link at the base of the module. A success or failure message is displayed at top of the module letting you know if the email sent successfully.
5. Click the [Cancel](#) link to return to the module.

## View Profile

### About the View Profile Module

The View Profile module (also called My Profile) enables users to manage their user credentials, password, profile and subscriptions to services. The module is accessed by clicking on your display name (the name you chose to be displayed to you and to others on the web site) which is typically located in the top right hand corner of the web site.

**Module Version:** 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.

### Related Topics:

- See "Managing your User Profile"
- See "Subscribing to a Member Service"



The View Profile or My Profile module

## Whats New

### About the What's New Module

The What's New module displays a summary of the major features for each release including lists of the Major Highlights, Security Fixes, and Updated Modules/Providers.

**Module Version:** 03.03.00

## What's New

Below is a summary of the major features for each release. For more information about a specific issue please refer to the [official change log](#).

### What's New in 05.06.02



#### Major Highlights

- Fixed issue where HTML Editor dialogs were not displaying correctly in alternate languages
- Fixed issue with Regex for email validation
- Fixed race condition in the core scheduler
- Fixed issue where editing Host page settings would result in broken host menu
- Fixed issue where "Apply to All Modules" setting was not propogating settings correctly.
- Fixed issue where browser language detection was not working for child portals
- Fixed issues where ASPX pages in subfolders were returning an error
- Fixed issue where the Host Users list was not showing the correct users
- Fixed issue where SendMail API was throwing validation error on valid email address.
- Fixed issue where adding `runAllManagedModulesForAllRequests="true"` to `web.config` would result in some file types not being accessible
- Enhanced Host>SQL module to log module usage
- Enhanced user manager to allow users to be restored or hard-deleted
- Enhanced the way modules are identified in HTML for easier CSS control
- Added the ability to disable the Auto-PortalAlias feature
- Added numerous performance enhancements

#### Updated Modules/Providers

The following modules and providers have been updated in the 5.6.2 packages. Please see the specific project pages for notes on what bugs or enhancements were corrected with each release.

#### Modules

- Blog 04.01.00
- Documents 04.01.01
- Forum 05.00.01
- RazorHost 01.00.01

### What's New in 05.06.01



### What's New in 05.06.00



### What's New in 05.05.01



The What's New Module

#### Project Links

- **Project Home:** <http://dnnwhatsnew.codeplex.com/>
- **Issue Tracker:** <http://dnnwhatsnew.codeplex.com/workitem/list/basic>

## Wiki

### About the Wiki Module

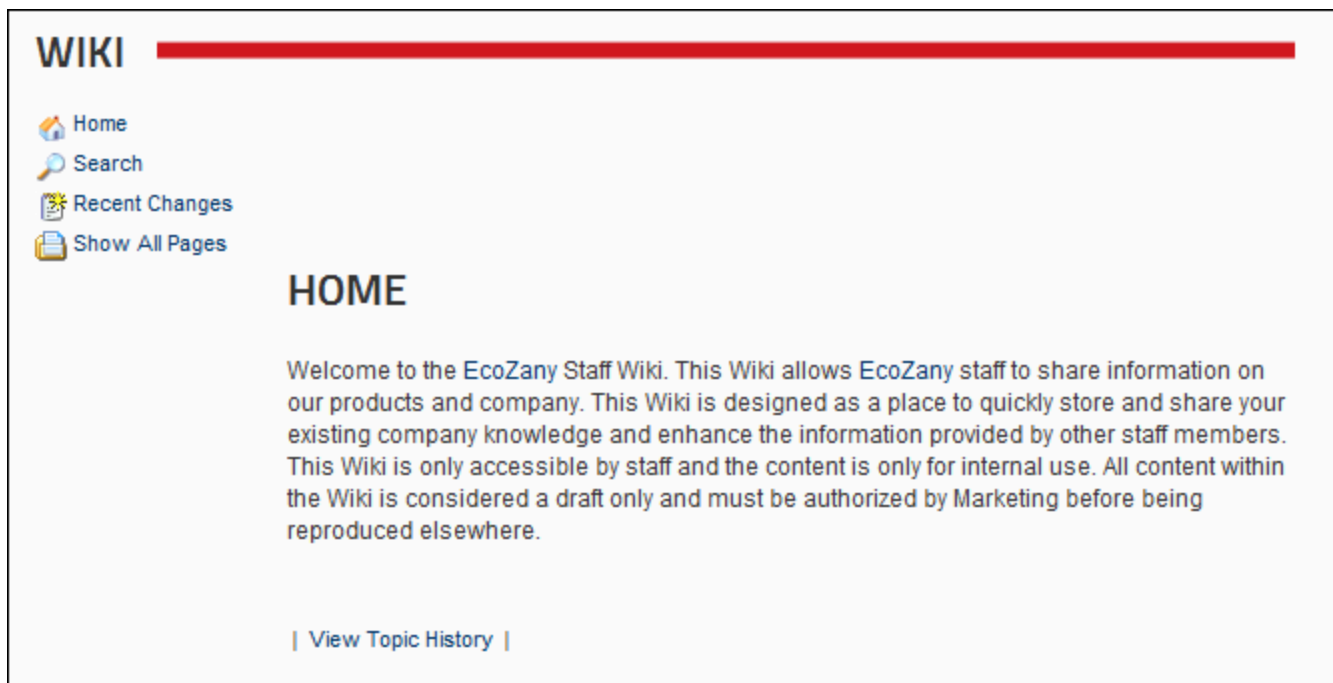
The Wiki module enables authorized users to create and manage a Wiki web site. Wiki's are designed to enable multiple contributors to build a community based information resource. Contributors add new content and update existing information to progressively enrich the caliber of the content. Wiki's are typically accessible to anonymous contributors however the usual security levels can be set on this Wiki.

Each Wiki topic is a Wiki page. Links between pages are created by adding a link the topic name. This Wiki includes searching, version history, comments and ratings.

**Important.** It is recommended that the module is configured prior to use.

**Module Version:** 04.05.00

**Minimum DNN Version:** 05.06.02



The Wiki Module


### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleWiki/tabid/848/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/70/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnwiki.codeplex.com/workitem/list/basic>

### Configuration

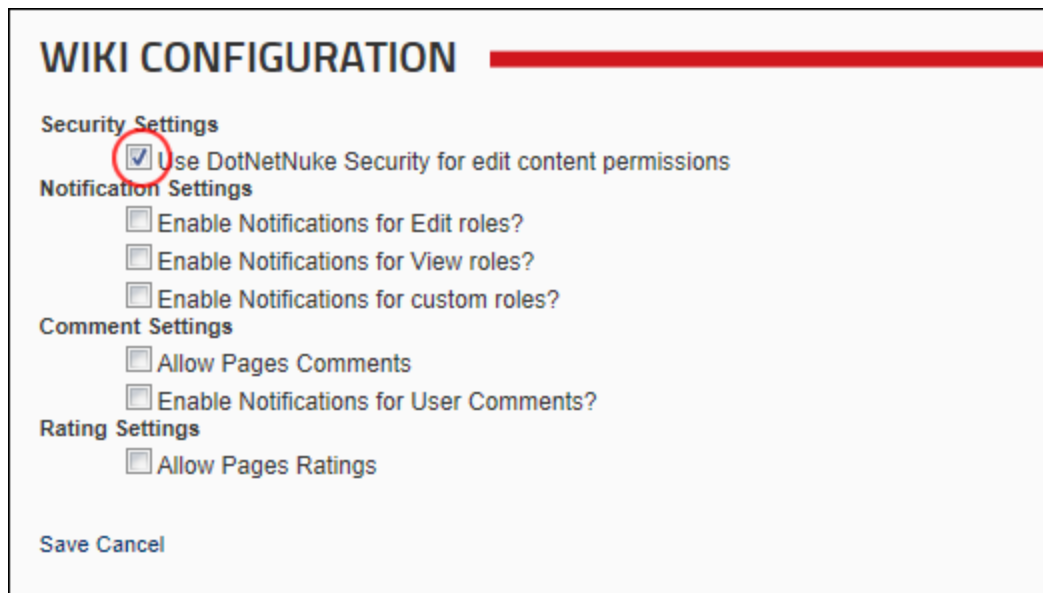
#### Configuring Wiki Editing Permissions

How to configure editing permissions for the Wiki module. You can use either the standard module permissions as set on the Module Settings page, or create a unique set of editing permissions. Note: Only Administrators and SuperUsers can access manage configuration.

1. Select  **Configuration** from the Wiki module actions menu.
2. Go to the **Security Settings** section.

3. At **Use DotNetNuke Security for edit content permissions**, select from these options:

- Check  the check box to use the standard module permissions. See "Setting Module Permissions".



**WIKI CONFIGURATION**

**Security Settings**

- Use DotNetNuke Security for edit content permissions

**Notification Settings**

- Enable Notifications for Edit roles?
- Enable Notifications for View roles?
- Enable Notifications for custom roles?

**Comment Settings**

- Allow Pages Comments
- Enable Notifications for User Comments?

**Rating Settings**

- Allow Pages Ratings

Save Cancel

- Uncheck  the check box to create custom permissions as follows:
  - To assign a role as an editor, click on the role name in the Available list and click the **Add selected Available Item to Assigned**  $\geq$  link.
  - To remove a role as an editor, click on the role name in the Assigned list and click the **Remove selected Assigned Item**  $<$  link.
  - To assign all roles as editors, click the **Add All selected Available Items to Assigned**  $\gg$  link.
  - To remove all roles as editors, click the **Remove All Assigned Items**  $\gg$  link.

## WIKI CONFIGURATION

**Security Settings**

Use DotNetNuke Security for edit content permissions

Available		Assigned
Administrators	>	Staff
All Users	<	Subscribers
Registered Users	>>	
Translator (en-US)	<<	

**Notification Settings**

Enable Notifications for Edit roles?

Enable Notifications for View roles?

Enable Notifications for custom roles?

**Comment Settings**

Allow Pages Comments

Enable Notifications for User Comments?

**Rating Settings**


Allow Pages Ratings

Save Cancel

4. Click the Save link.

### Configuring Notification Settings

How to enable user groups to receive notification when a page is updated on the Wiki module.

1. Select  **Configuration** from the Wiki module actions menu.
2. Go to the **Notification Settings** section and select from these options:
  - To enable typical notifications:
    - **Optional.** At **Enable Notifications for Edit roles?** check  the check box to notify all roles who are authorized to edit the Wiki.
    - **Optional.** At **Enable Notifications for View roles?** check  the check box to notify all roles who are authorized to view the Wiki.

## WIKI CONFIGURATION

---

**Security Settings**  
 Use DotNetNuke Security for edit content permissions

**Notification Settings**  
 Enable Notifications for Edit roles?  
 Enable Notifications for View roles?  
 Enable Notifications for custom roles?

**Comment Settings**  
 Allow Pages Comments  
 Enable Notifications for User Comments?

**Rating Settings**  
 Allow Pages Ratings

Save Cancel

- At **Enable Notifications for custom roles?** check  the check box to create custom permissions and set as follows:
  - To assign a role as an editor, click on the role name in the Available list and click the **Add selected Available Item to Assigned**  $\geq$  link.
  - To remove a role as an editor, click on the role name in the Assigned list and click the **Remove selected Assigned Item**  $<$  link.
  - To assign all roles as editors, click the **Add All selected Available Items to Assigned**  $\gg$  link.
  - To remove all roles as editors, click the **Remove All Assigned Items**  $\gg$  link.

**WIKI CONFIGURATION**

**Security Settings**  
 Use DotNetNuke Security for edit content permissions

**Notification Settings**  
 Enable Notifications for custom roles?

Available		Assigned
Administrators	>	Staff
Registered Users	<	Subscribers
Translator (en-US)	>>	
	<<	

**Comment Settings**  
 Allow Pages Ratings

Save Cancel

3. Click the [Save](#) link.

### Enabling Comments on All Wiki Pages

How to enable comments to be added to all pages of the Wiki module. Note: When adding or edit a Wiki page, the editor will still have the option of disabling comments for that page.

1. Select **Configuration** from the Wiki module actions menu.
2. Go to the **Comment Settings** section.
3. At **Allow Page Comments**, check  the check box.
4. At **Activate comments on all pages after settings are saved!**, check  the check box to enable comments to be added to all pages.



# WIKI CONFIGURATION

## Security Settings

Use DotNetNuke Security for edit content permissions

Available

Assigned

Administrators	>	Registered Users
All Users	<	
Subscribers	>>	
Translator (en-US)	<<	

## Notification Settings

Enable Notifications for custom roles?

Available

Assigned

Administrators	>	
Registered Users	<	
Subscribers	>>	
Translator (en-US)	<<	

## Comment Settings

Allow Pages Comments

Activate comments on all pages after settings are saved!

Enable comments by default in add topic control

Enable Notifications for User Comments?

## Rating Settings


Allow Pages Ratings

[Save](#) [Cancel](#)

5. **Optional.** At **Enable comments by default in add topic control**, check  the check box to pre-select the "Enable Page Comments" field when adding a new page.
6. **Optional.** At **Enable Notifications for User Comments?** check  the check box if you want to send a notification message when a comment is added. Notifications will be sent to role as set in the Notification Settings section. See "[Configuring Notification Settings](#)".
7. Click the [Save](#) link.

## Allowing Wiki Comments for Individual Pages

How to allow users to add comments to one or more pages of the Wiki module. This setting enables the "Enable Page Comments" field on the Add Wiki Topic page, enabling you to enable or disable rating for individual pages when adding or editing a page.

1. Select  **Configuration** from the Wiki module actions menu.
2. Go to the **Comment Settings** section.
3. At **Allow Page Comments**, check  the check box.

## WIKI CONFIGURATION

---

**Security Settings**

Use DotNetNuke Security for edit content permissions

**Notification Settings**

Enable Notifications for Edit roles?

Enable Notifications for View roles?

Enable Notifications for custom roles?

**Comment Settings**

Allow Pages Comments

Activate comments on all pages after settings are saved!

Enable comments by default in add topic control

Enable Notifications for User Comments?

**Rating Settings**

Allow Pages Ratings

[Save](#) [Cancel](#)

4. At **Activate comments on all pages after settings are saved!**, uncheck  the check box.
5. At **Enable comments by default in add topic control**, select from these options:
  - Check  the check box to pre-select the "Enable Page Comments" field on both existing and new pages.
  - Uncheck  the check box to deselect the "Enable Page Comments" field when adding a new page. This will not change this setting on existing pages. Selecting this option will require you to enable comments for individual pages. See "[Enabling Comments on Individual Wiki Pages](#)"
6. **Optional.** At **Enable Notifications for User Comments?** check  the check box if you want to send a notification message when a comment is added. Notifications will be sent to role as set in the Notification Settings section. See "[Configuring Notification Settings](#)"
7. Click the [Save](#) link.

### Enabling Comments on Individual Wiki Pages

How to enable comments on an existing page of the Wiki module. This tutorial assumes comments have been allowed for this Wiki, See "[Allowing Wiki Comments for Individual Pages](#)"

1. Navigate to the required page. See "[Navigating the Wiki](#)"
2. Click the [Edit Wiki Topic](#) link.
3. At **Enable Page Comments**, check  the check box.
4. Click the [Save](#) link.

**WIKI** Manage

Home  
Search  
Recent Changes  
Show All Pages

Page Name: WikiHomePage

Page Search Engine Optimization

Editor: Basic Text Box Rich Text Editor

Link to Portal Page...

**B** *I* U abc Paragraph Style Apply CSS Cl...

Welcome to the [[EcoZany]] Staff Wiki. This Wiki allows [[EcoZany]] staff to share information on our products and company. This Wiki is designed as a place to quickly store and share your existing company knowledge and enhance the information provided by other staff members. This Wiki is only accessible by staff and the content is only for internal use. All content within the Wiki is considered a draft only and must be authorized by Marketing before being reproduced elsewhere.

Design HTML Preview Words: 79 Characters: 469

Wiki Text Directions

Enable Page Comments  Enable Page Ratings

Save | Save & Continue | Cancel

5. Repeat Steps 6-8 to enable comments on other pages.

### Disabling Comments on Individual Wiki Pages

How to disable comments from being added to one or more pages of the Wiki module. Note: This tutorial requires comments to be enabled for single Wiki pages.


1. Navigate to a page where you want to disable comments.
2. Click the Edit link.
3. At **Enable Page Comments**, uncheck  the check box.

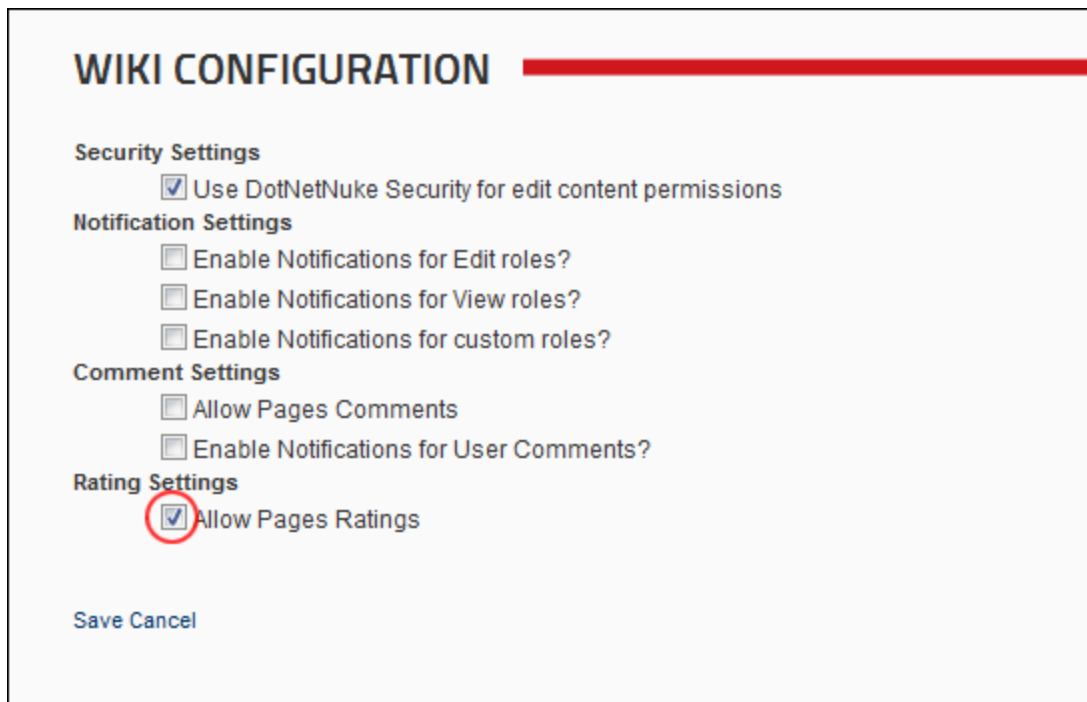
The screenshot displays a Wiki page editor interface. At the top left, there is a 'WIKI' logo and a 'Manage' button. Below this, a navigation menu includes 'Home', 'Search', 'Recent Changes', and 'Show All Pages'. The main editing area features a 'Page Name' field containing 'WikiHomePage'. Below the page name is a section for 'Page Search Engine Optimization' with an 'Editor' dropdown set to 'Rich Text Editor'. The editor toolbar includes various icons for text formatting (bold, italic, underline, text color, background color), list creation, link insertion, and a 'Link to Portal Page...' dropdown. The main text area contains the following paragraph: 'Welcome to the [[EcoZany]] Staff Wiki. This Wiki allows [[EcoZany]] staff to share information on our products and company. This Wiki is designed as a place to quickly store and share your existing company knowledge and enhance the information provided by other staff members. This Wiki is only accessible by staff and the content is only for internal use. All content within the Wiki is considered a draft only and must be authorized by Marketing before being reproduced elsewhere.' At the bottom of the editor, there are buttons for 'Design', 'HTML', and 'Preview', along with a word and character count: 'Words: 79 Characters: 469'. Below the editor is a 'Wiki Text Directions' section containing two checkboxes: 'Enable Page Comments' (which is circled in red) and 'Enable Page Ratings'. At the very bottom, there are buttons for 'Save', 'Save & Continue', and 'Cancel'.

4. Click the Save link.
5. Repeat Steps 1-4 to disable comments on other pages.

### Enabling Ratings on All Wiki Pages

How to enable users to add ratings to all pages of the Wiki module.


1. Select  **Configuration** from the Wiki module actions menu.
2. Go to the **Rating Settings** section.
3. At **Allow Page Ratings**, check  the check box.



The screenshot shows the 'WIKI CONFIGURATION' page with a red header bar. Below the header, there are several sections of settings:

- Security Settings**:  Use DotNetNuke Security for edit content permissions
- Notification Settings**:
  - Enable Notifications for Edit roles?
  - Enable Notifications for View roles?
  - Enable Notifications for custom roles?
- Comment Settings**:
  - Allow Pages Comments
  - Enable Notifications for User Comments?
- Rating Settings**:
  - Allow Pages Ratings

At the bottom left, there are two links: 'Save' and 'Cancel'.

4. Click the Save link.
5. Select  **Configuration** from the Wiki module actions menu.
6. Go to the **Rating Settings** section.
7. At **Activate ratings on all pages after settings are saved!**, check  the check box to enable comments to be added to all pages.
8. **Optional.** At **Enable ratings by default in add topic control**, check  the check box to pre-select the Enable Page Comments field when adding a new page.

## WIKI CONFIGURATION

### Security Settings

- Use DotNetNuke Security for edit content permissions

### Notification Settings

- Enable Notifications for Edit roles?
- Enable Notifications for View roles?
- Enable Notifications for custom roles?

### Comment Settings

- Allow Pages Comments
- Enable Notifications for User Comments?

### Rating Settings


- Allow Pages Ratings
- Activate ratings on all pages after settings are saved!
- Enable ratings by default in add topic control

[Save](#) [Cancel](#)

9. Click the [Save](#) link.

### Disabling Ratings on All Wiki Pages

How to prevent users from adding rating on all pages of the Wiki module. This hides any existing rating but doesn't delete them. If ratings are enabled again in the future, the existing rating will be restored.

1. Select  **Configuration** from the Wiki module actions menu.
2. Go to the **Rating Settings** section.
3. At **Allow Page Ratings**, uncheck  the check box.

## WIKI CONFIGURATION

### Security Settings

- Use DotNetNuke Security for edit content permissions

### Notification Settings

- Enable Notifications for Edit roles?
- Enable Notifications for View roles?
- Enable Notifications for custom roles?

### Comment Settings

- Allow Pages Comments
- Enable Notifications for User Comments?

### Rating Settings


- Allow Pages Ratings

[Save](#) [Cancel](#)

4. Click the [Save](#) link.

### Allowing Wiki Ratings for Individual Pages

How to allow users to add ratings to one or more pages of the Wiki module. This setting enables the "Enable Page Ratings" field on the Add Wiki Topic page, enabling you to enable or disable rating for individual pages when adding or editing a page.

1. Select  **Configuration** from the Wiki module actions menu.
2. Go to the **Rating Settings** section.
3. At **Allow Page Ratings**, check  the check box.

## WIKI CONFIGURATION

---

**Security Settings**

Use DotNetNuke Security for edit content permissions

**Notification Settings**

Enable Notifications for Edit roles?

Enable Notifications for View roles?

Enable Notifications for custom roles?

**Comment Settings**


Allow Pages Comments

Enable Notifications for User Comments?

**Rating Settings**

Allow Pages Ratings

[Save](#) [Cancel](#)

4. Click the [Save](#) link.
5. Complete the following additional steps to pre-select the Enable Page Comments field when adding a new page.
6. Select  **Configuration** from the Wiki module actions menu.
7. Go to the **Rating Settings** section.
8. At **Activate ratings on all pages after settings are saved!**, uncheck  the check box.
9. At **Enable ratings by default in add topic control**, select from these options:
  - Check  the check box to pre-select the "Enable Page Ratings" field on both existing and new pages.
  - Uncheck  the check box to deselect the "Enable Page Ratings" field when adding a new page. This will not change this setting on existing pages. Selecting this option will require you to enable rating for individual pages. See ["Enabling Ratings for an Existing Wiki Page"](#)
10. Click the [Save](#) link.

### Enabling Ratings for an Existing Wiki Page

How to enable ratings on an existing page of the Wiki module. This tutorial assumes ratings have been allowed for this Wiki, See ["Allowing Wiki Ratings for Individual Pages"](#)

1. Edit an existing ([See "Editing a Wiki Page"](#))
2. At **Enable Page Ratings**, check  the check box.
3. Repeat Steps 1-2 to enable ratings on additional pages.

### Disabling Ratings on Individual Wiki Pages

How to disable rating from being added to one or more pages of the Wiki module. This task assumes ratings have been enabled for individual pages. This task can also be performed when adding a new page.



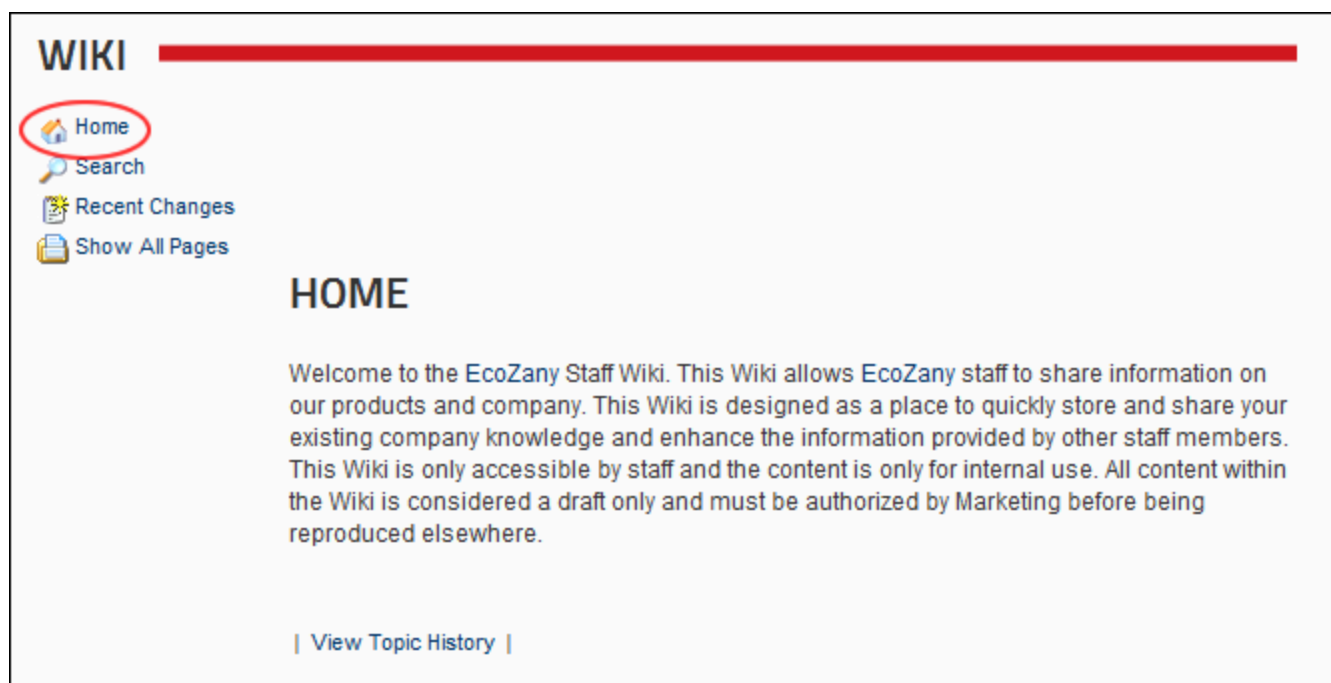
1. Navigate to a page where you want to disable ratings.
2. Click the Edit link.
3. At **Enable Page Ratings**, uncheck  the check box.
4. Click the Save link.
5. Repeat Steps 1-4 to disable ratings on other pages.

#### All Users

#### Go to Wiki Home

How to go to the Home page of a Wiki module.

1. Click the  Home link.




Go to Wiki Home Page

#### Navigating the Wiki

How to navigate to all pages and locate topics within the Wiki module.

#### Viewing all Wiki Pages

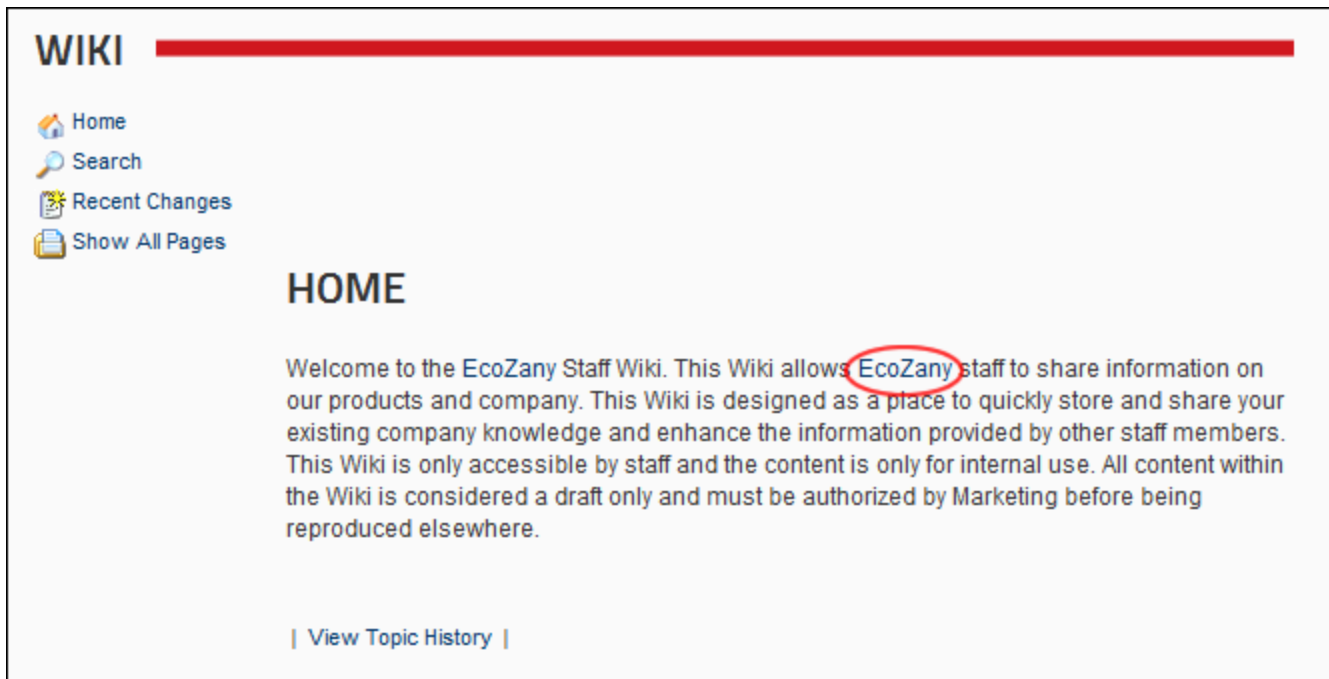
- Click the  Show All Pages link to display links to all Wiki pages. Click on a link to visit that page.



Navigating the Wiki Module

#### Locating Wiki Topics without Pages

1. Navigate to the page which has a link to the topic.
2. Click on the [Topic Name] link.



#### Searching the Wiki

How to search the Wiki module. Searches return results for all or part of the search criteria.

1. Click the  [Search](#) link.

**WIKI**

- Home
- Search**
- Recent Changes
- Show All Pages

## HOME

Welcome to the EcoZany Staff Wiki. This Wiki allows EcoZany staff to share information on our products and company. This Wiki is designed as a place to quickly store and share your existing company knowledge and enhance the information provided by other staff members. This Wiki is only accessible by staff and the content is only for internal use. All content within the Wiki is considered a draft only and must be authorized by Marketing before being reproduced elsewhere.

[| View Topic History |](#)

2. In the **Search** text box, enter your search criteria.
3. Click the Go link. This displays the search results below.

**WIKI**

- Home
- Search
- Recent Changes
- Show All Pages

## SEARCH:

[Go](#)


Topic	Updated By	Updated On
<a href="#">Eco-Friendly</a>	Ryann Horetiak	7/27/2011 6:19:23 AM
<a href="#">EcoZany Toy Store</a>	Cody Koelliker	7/26/2011 7:50:15 PM
<a href="#">Fair Labor</a>	Georgene Balicki	7/27/2011 6:17:44 AM
<a href="#">Fair Trade</a>	Ryann Horetiak	7/27/2011 6:18:50 AM

[Add Wiki Topic](#)

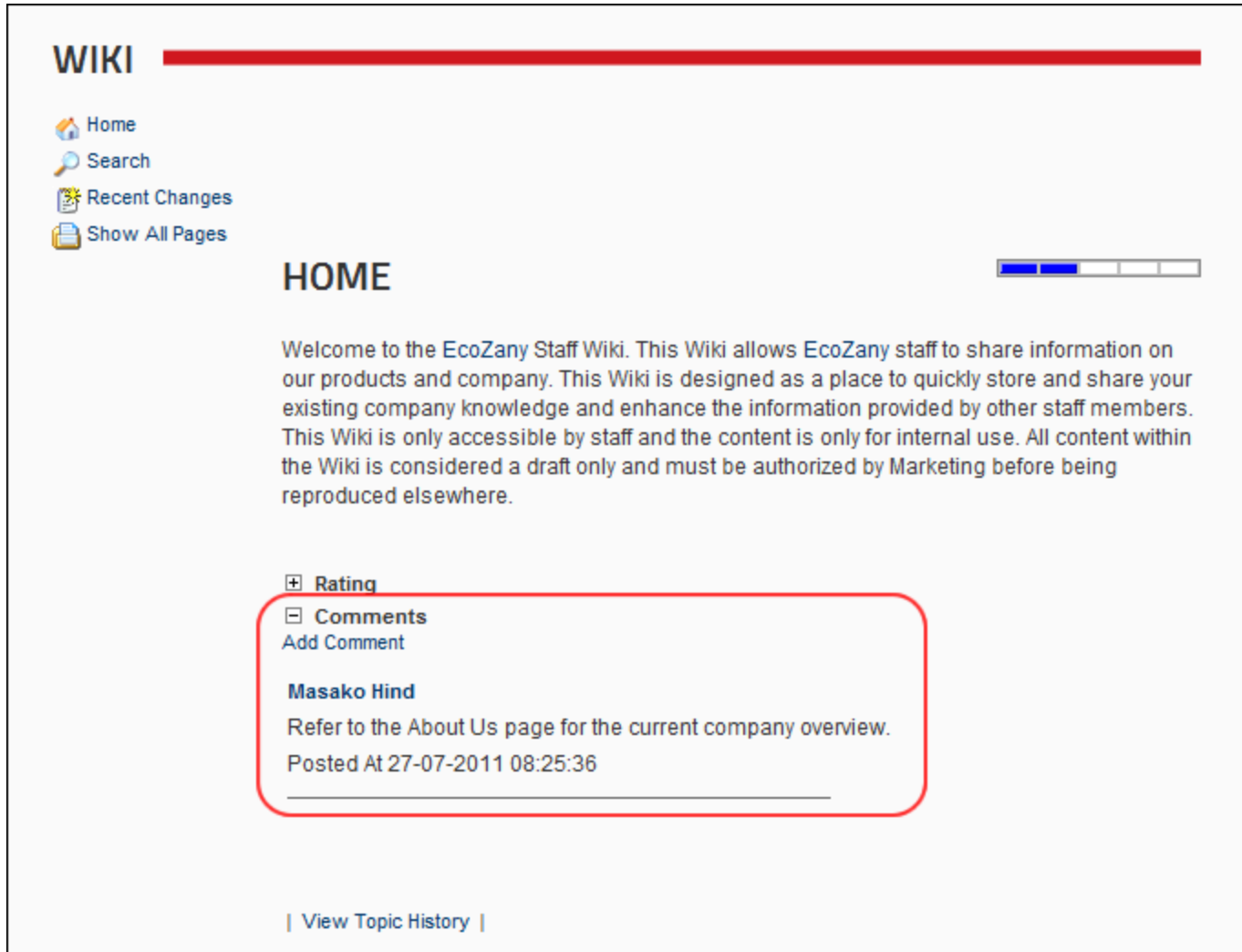
4. To visit a page, click on the linked page name in the Topic column.

### Viewing Comments

How to view the comment added to a Wiki page. Note: Comments may be disabled.

1. Navigate to the required page. See "[Navigating the Wiki](#)"
2. If required, **Maximize**  the **Comments** section.

All comments for this page are displayed in the **Comments** section.




The screenshot shows a Wiki page titled "HOME". On the left, there is a navigation menu with links for Home, Search, Recent Changes, and Show All Pages. The main content area features a welcome message for the EcoZany Staff Wiki. Below the welcome message, there is a "Rating" section with a plus icon, and a "Comments" section with a minus icon and an "Add Comment" link. A comment by Masako Hind is displayed, stating "Refer to the About Us page for the current company overview." and "Posted At 27-07-2011 08:25:36". At the bottom of the page, there is a link to "View Topic History".

---





*Tip: You can send an email to the person who posted a comment by clicking on their name which is displayed above their comment.*

### Viewing Ratings

How to view the average rating and total number of ratings for a page in the Wiki module. Note: Ratings may be disabled on some or all pages.

1. Navigate to the required page. See "[Navigating the Wiki](#)"
2. Click on the required page name. The average rating tally is displayed in the top right corner of the module. E.g. 2 blue bars indicates an average rating of 2 out of a total of 5.
3. **Maximize**  the **Rating** section (if required) to view the number of ratings included in the tally.

# WIKI

-  Home
-  Search
-  Recent Changes
-  Show All Pages

## HOME



Welcome to the [EcoZany Staff Wiki](#). This Wiki allows [EcoZany staff](#) to share information on our products and company. This Wiki is designed as a place to quickly store and share your existing company knowledge and enhance the information provided by other staff members. This Wiki is only accessible by staff and the content is only for internal use. All content within the Wiki is considered a draft only and must be authorized by Marketing before being reproduced elsewhere.

### Rating

Thank you for rating this Page!

Average rating: 2



Number of Ratings : 1


### Comments

[| View Topic History |](#)

Viewing Page Ratings

## Viewing Recent Changes

How to view recent changes to a Wiki module.

1. Click the  [Recent Changes](#) link. This displays all recent changes.

## RECENT CHANGES

Topic	Updated By	Updated On
<a href="#">inactibe commets on all pages</a>	Administrator Account	7/27/2011 8:40:07 AM
<a href="#">Eco-Friendly</a>	Ryann Horetiak	7/27/2011 6:26:57 AM
<a href="#">Fair Trade</a>	Ryann Horetiak	7/27/2011 6:18:50 AM
<a href="#">Fair Labor</a>	Georgene Balicki	7/27/2011 6:17:44 AM
<a href="#">Home</a>	Cody Koelliker	7/26/2011 8:08:52 PM
<a href="#">EcoZany Toy Store</a>	Cody Koelliker	7/26/2011 7:50:15 PM

| [Last 24 Hours](#) | [Last 7 days](#) | [Last Month](#) |

2. **Optional.** Click one of the following links to filter recent changes by that time period:





- [Last 24 Hours](#)
- [Last 7 Days](#)
- [Last Month](#)

### Viewing Topic History

How to view the history of the changes made to a page in the Wiki module.

1. Navigate to the required page. See "[Navigating the Wiki](#)"
2. Click the [View Topic History](#) link. This displays the History for this page.

## WIKI

-  Home
-  Search
-  Recent Changes
-  Show All Pages

### HISTORY FOR ECOZANY ...

Select what version of this topic you want to review.

Topic	Title	Updated By	Updated On
EcoZany	EcoZany Toy Store	Nicky Brient	7/26/2011 7:50:15 PM
EcoZany	EcoZany Toy Store	Isaura Also	7/26/2011 7:49:26 PM
EcoZany	EcoZany Toy Store	Isaura Also	7/26/2011 7:48:58 PM

[|<< Back |](#)

[| Add Wiki Topic | Edit Wiki Topic](#) [View Topic History](#)





3. In the **Topic** column, click on any version to view the content of that version.
4. Click the [<< Back](#) to return to the History.
5. Repeat Steps 3-4 to view other versions.

### Adding a Comment

How to add a comment to a Wiki page. Note: Commenting may not be available on some or all pages.

1. Navigate to the required page. See ["Navigating the Wiki"](#)
2. In the **Comments** section, click the [Add Comment](#) link.
3. **Unauthenticated Users Only**, complete these fields:
  - a. In the **Name** text box, enter your name.
  - b. In the **Email** text box, enter your email address.
4. In the **Comments** text box, enter your comment.

# WIKI

-  Home
-  Search
-  Recent Changes
-  Show All Pages

## HOME

Welcome to the [EcoZany Staff Wiki](#). This Wiki allows [EcoZany staff](#) to share information on our products and company. This Wiki is designed as a place to quickly store and share your existing company knowledge and enhance the information provided by other staff members. This Wiki is only accessible by staff and the content is only for internal use. All content within the Wiki is considered a draft only and must be authorized by Marketing before being reproduced elsewhere.

### Comments

#### Post a comment

Name

Email

Comments

**Subscribe to E-Mail Notifications**





| [Post Comment](#) | [Cancel](#) |

| [Add Wiki Topic](#) | [Edit Wiki Topic](#) | [View Topic History](#) |

5. **Optional.** Check  the **Subscribe to E-Mail Notifications** check box to be notified of updates to this Wiki page.
6. Click the [Post Comment](#) link. This displays the comment including the date and time it was posted in the Comments section.



# WIKI

-  Home
-  Search
-  Recent Changes
-  Show All Pages

## HOME

Welcome to the EcoZany Staff Wiki. This Wiki allows EcoZany staff to share information on our products and company. This Wiki is designed as a place to quickly store and share your existing company knowledge and enhance the information provided by other staff members. This Wiki is only accessible by staff and the content is only for internal use. All content within the Wiki is considered a draft only and must be authorized by Marketing before being reproduced elsewhere.

 **Comments**  
Add Comment

**Masako Hind**

Refer to the About Us page for the current company overview.

Posted At 27-07-2011 08:25:36





[| Add Wiki Topic](#) | [Edit Wiki Topic](#) | [View Topic History](#) |

The newly added Comment

### Adding a Rating

How to rate the content of a Wiki page. Users are restricted to one rating per page which is tracked by computer using a cookie. Note: Ratings may be disabled on some or all pages.

1. Navigate to the required page. See "[Navigating the Wiki](#)"
2. In the **Rating** section, click inside one of the five radio boxes to select your rating from one to five where one is poor and five is great.

-  Home
-  Search
-  Recent Changes
-  Show All Pages

## ECOZANY TOY STORE

Not Rated Yet

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Most EcoZany products are handmade and all of our handmade products are sourced in accordance with Fair Labor and Fair Trade practices.

### Rating

Rate This Page: Poor      Great | [Rate Content](#) | Average rating: **No Ratings Yet**  
Number of Ratings : 0





### Comments

[Add Comment](#)

**No Comments Yet**

[View Topic History](#)

- Click the [Rate Content](#) link. Your rating is now added to the rating tally and a message reading "Thank you for rating this Page!" is displayed.

-  Home
-  Search
-  Recent Changes
-  Show All Pages

## ECOZANY TOY STORE

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Most EcoZany products are handmade and all of our handmade products are sourced in accordance with Fair Labor and Fair Trade practices.

### Rating

Thank you for rating this Page!

Average rating: 5  
Number of Ratings : 1

### Comments

Add Comment

No Comments Yet

[| View Topic History |](#)





The Rating Thank You Page

### Module Editors

#### Adding a Wiki Page


How to add a new page to a Wiki module. Note: Page Name is the only required field. This allows you to create pages and then add content at a later stage.

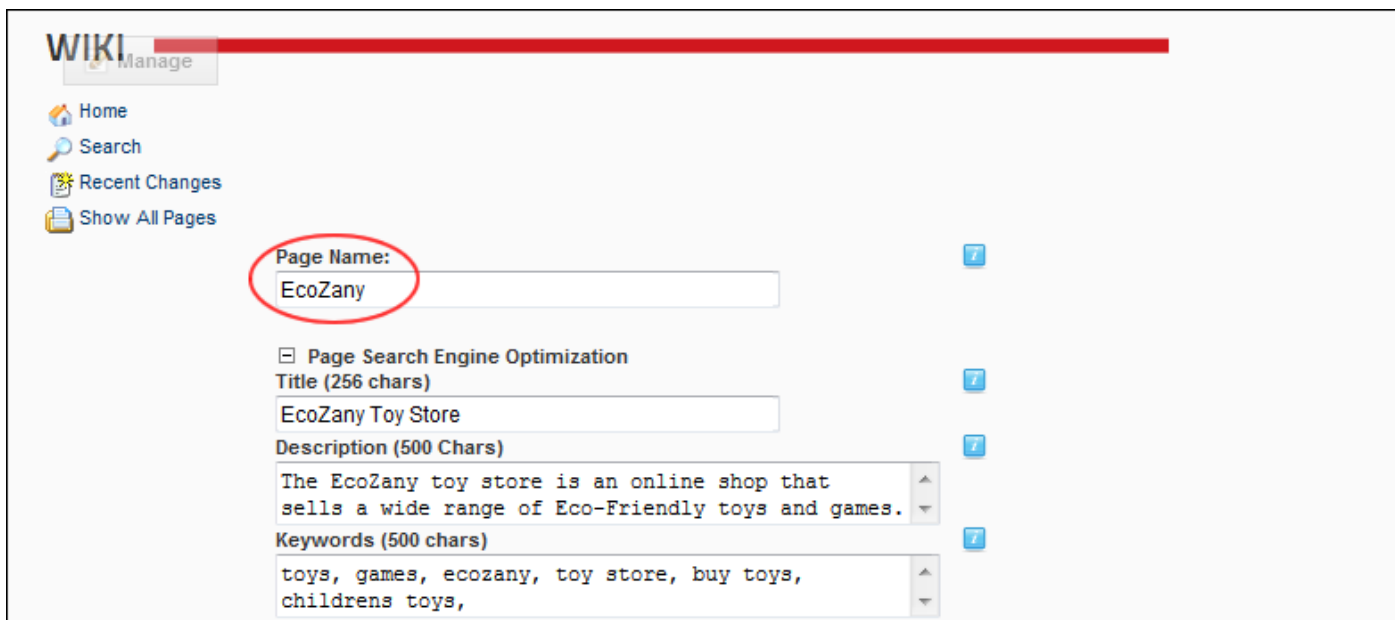
1. Click the [Add Wiki Topic](#) link.


-  Home
-  Search
-  Recent Changes
-  Show All Pages

## HOME


[Add Wiki Topic](#)

2. In the **Page Name** text box, enter the name for the new page. Note: The page name appears in the Wiki Index using the capitalization entered here. E.g. EcoZany will create a page titled "EcoZany". Note: A maximum of 50 characters is permitted.
3. Optional. **Maximize**  the **Page Search Engine Optimization** section.
  - a. In the **Title** text box, enter a title to be displayed on this Wiki page as well as in the browser title for this page. Note: A maximum of 256 characters is permitted.
  - b. In the **Description** text box, enter a description to be used in the Meta-Description tag for the HTML of the page where this module is located. Note: A maximum of 500 characters is permitted.
  - c. In the **Keywords** text box, enter a description to be used in the Meta-Description tag for the HTML of the page where this module is located. Note: A maximum of 500 characters is permitted.





WIKI  Manage


[Home](#)  
[Search](#)  
[Recent Changes](#)  
[Show All Pages](#)


**Page Name:**  

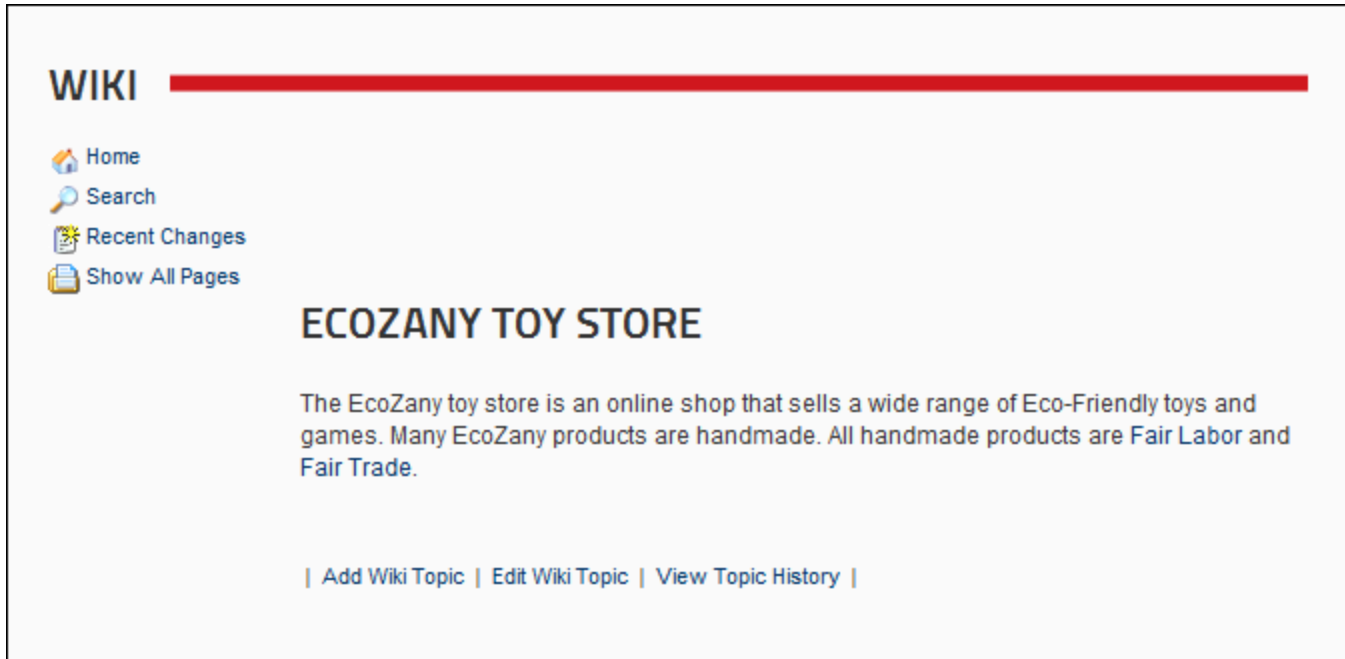
**Page Search Engine Optimization**

**Title (256 chars)** 

**Description (500 Chars)** 

**Keywords (500 chars)** 

4. In the **Editor**, enter the page content. Note: When you create a link to a page which does not yet exist, the page will not appear in the Wiki Index until content is added to it. For details on adding page links, **Maximize**  the **Wiki Text Directions** section.
5. **Optional.** Check  the **Enable Page Comments** check box to enable users to post comments to this page.
6. **Optional.** Check  the **Enable Page Ratings** check box to enable users to rate this page.
7. **Optional.** Click the Save & Continue link to save the details entered so far and immediately continue adding content.
8. Click the Save link.



### Adding Content to a Topic

How to add content to a topic which has been created as a link on another Wiki page but has not yet had content created. These topics don't have an associated Wiki Page, and are therefore not displayed in the Show All Pages list.

#### Option One:


1. Navigate to the page which has a link to the topic (See "[Navigating the Wiki](#)").
2. Click on the [Topic Name] link.
3. Complete Steps 2 onwards in "[Adding a Wiki Page](#)".

#### Option Two:

You can also simply add a Wiki page (See "[Adding a Wiki Page](#)"), however you need to ensure the spelling of the Page Name is exactly the same as linked Topic Name.





### Editing a Wiki Page

How to edit the content of a Wiki page or add content to an existing page which has no content.

**Important.** To add content to the  Home page of your Wiki, you must add a new page ( See "[Adding a Wiki Page](#)" ) with the Page Name **WikiHomePage**. Once this has been done the first time, the [Edit Wiki Topic](#) link will be visible on the Home page.

1. Navigate to or search for the required page. See "[Navigating the Wiki](#)" or "[Searching the Wiki](#)".
2. Click the [Edit Wiki Topic](#) link.

## WIKI

-  Home
-  Search
-  Recent Changes
-  Show All Pages

# ECOZANY TOY STORE

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.

| [Add Wiki Topic](#) | [Edit Wiki Topic](#) | [View Topic History](#) |





3. In the **Editor**, add or edit page content.
4. **Optional.** Click the [Save & Continue](#) link to save your changes to date and continue editing.
5. Click the [Save](#) link to save and view the edited page.

### Restoring Previous Version

How to restore a previous version of a Wiki page to make it the current page visible in the Wiki module.

1. Locate the previous version to be restored. See "[Viewing Topic History](#)"
2. When you are viewing the version you want to restore, click the [Restore](#) link.

## WIKI

-  Home
-  Search
-  Recent Changes
-  Show All Pages

# HISTORY FOR ECOZANY (history as of 7/26/2011 7:49:26 PM)

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade and all of our handmade products are sourced in accordance with Fair Labor and Fair Trade practices.

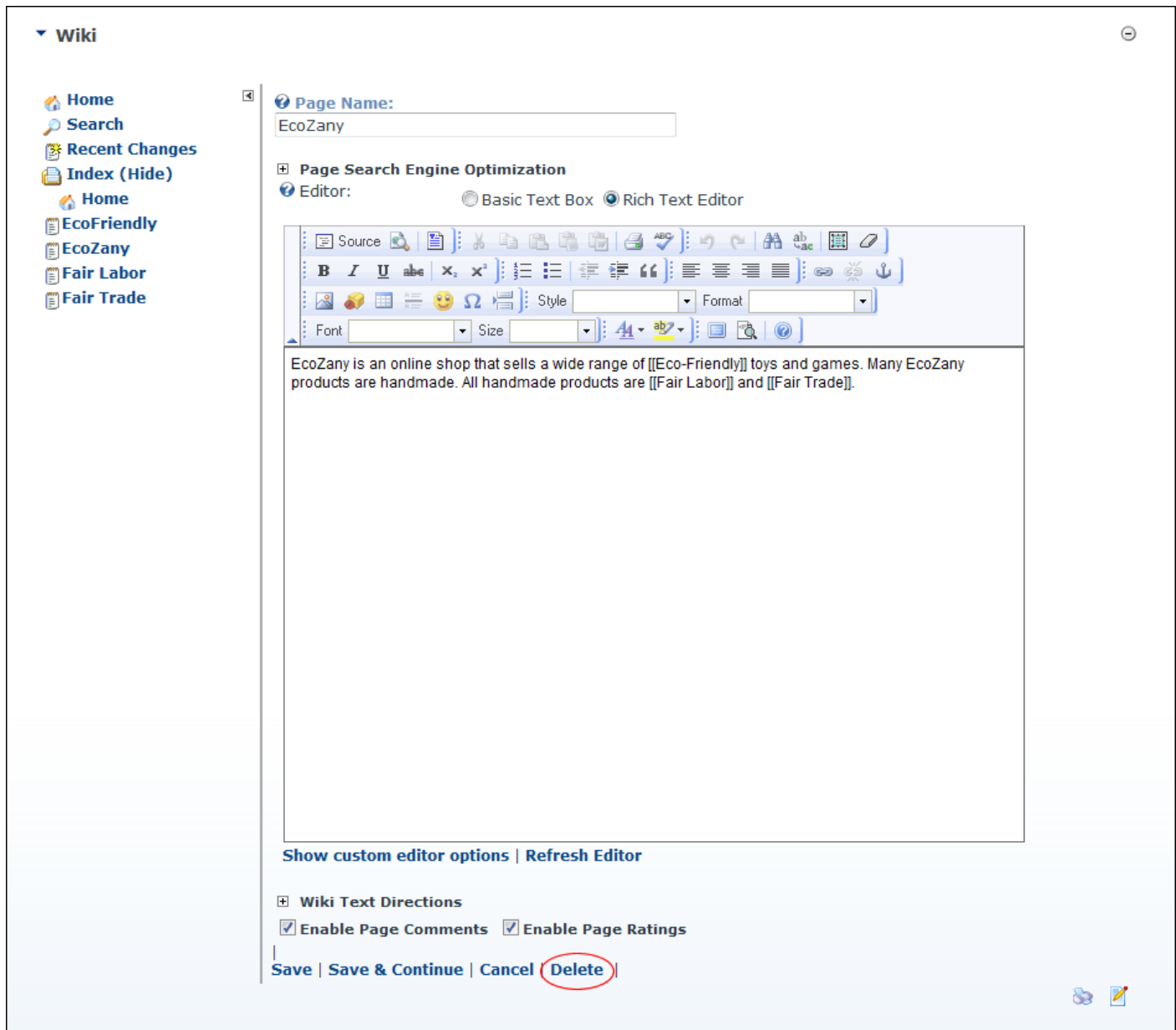
|<< Back | [Restore](#) | Restore will make this version the current version

| [Add Wiki Topic](#) | [Edit Wiki Topic](#) | [View Topic History](#) |

## Deleting a Wiki Page

How to delete the content from a Wiki page including the page history from the Wiki module. Note: Links to the page which exist on other pages are not deleted.

1. Navigate to the required Wiki page. See "Setting the Wiki Index"
2. Click the [Edit Wiki Topic](#) link.
3. Click the [Delete](#) link.




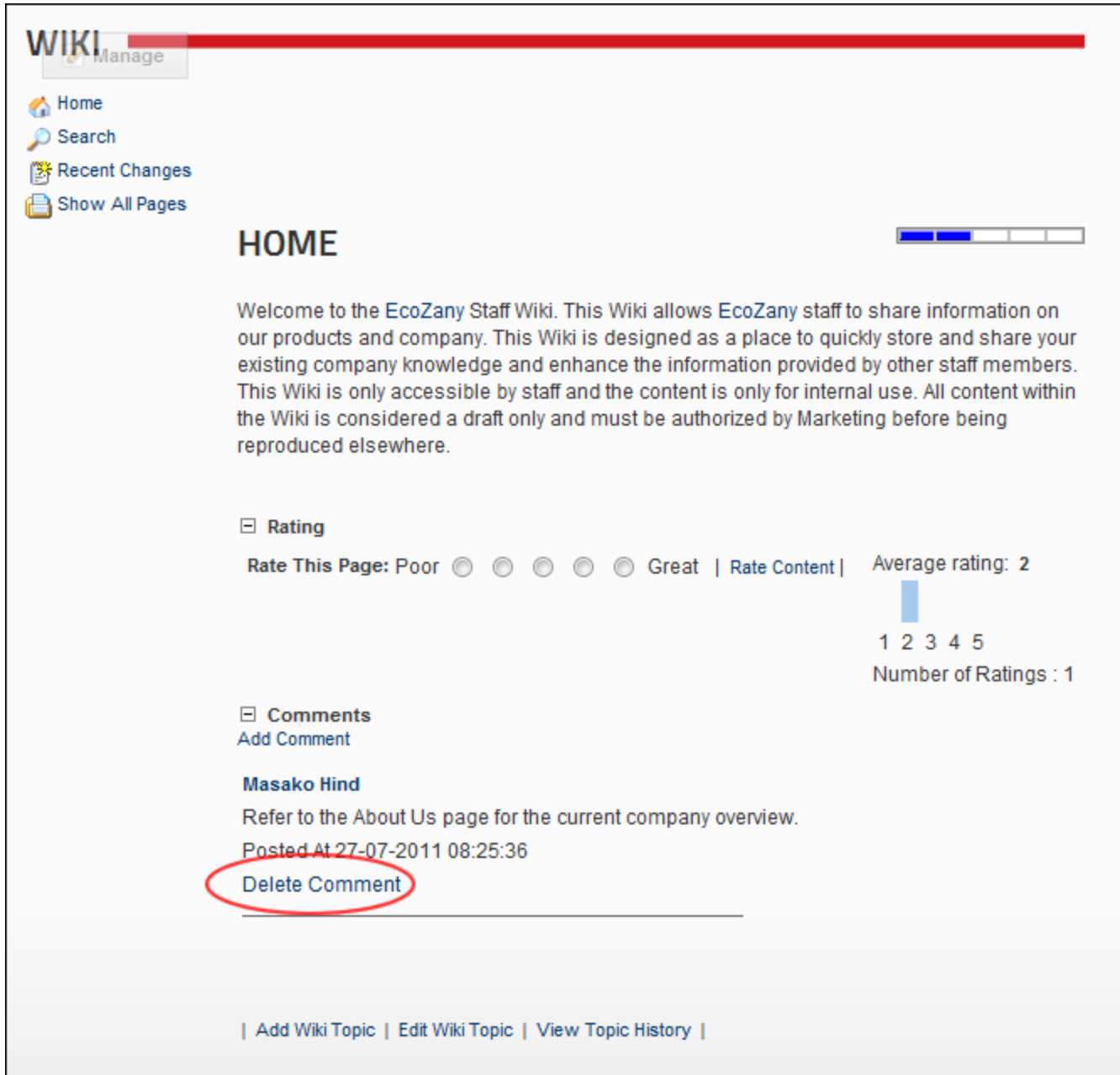
The screenshot shows the Wiki page editor for the page titled "EcoZany". On the left is a navigation menu with links to Home, Search, Recent Changes, Index (Hide), Home, EcoFriendly, EcoZany, Fair Labor, and Fair Trade. The main editor area has a "Page Name:" field containing "EcoZany". Below this is a "Page Search Engine Optimization" section with an "Editor:" dropdown set to "Rich Text Editor". The editor toolbar includes options for Source, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and various font settings. The text area contains the following content: "EcoZany is an online shop that sells a wide range of [[Eco-Friendly]] toys and games. Many EcoZany products are handmade. All handmade products are [[Fair Labor]] and [[Fair Trade]].". Below the editor are links for "Show custom editor options" and "Refresh Editor". Under "Wiki Text Directions", both "Enable Page Comments" and "Enable Page Ratings" are checked. At the bottom, there are buttons for "Save", "Save & Continue", "Cancel", and "Delete", with the "Delete" button circled in red. A small icon of a pencil and eraser is visible in the bottom right corner.

*Tip: The Home page cannot be deleted.*

## Deleting a Comment

How to delete a comment from a Wiki page.

1. Navigate to the required page. See "Navigating the Wiki"
2. Maximize  the **Comments** section.
3. Click the Delete Comment link.



The screenshot shows a Wiki page with a navigation menu on the left containing 'Home', 'Search', 'Recent Changes', and 'Show All Pages'. The main content area is titled 'HOME' and contains a welcome message. Below the message is a rating section with five stars and a 'Rate Content' link. To the right of the stars, it says 'Average rating: 2' and 'Number of Ratings : 1'. Below the rating is a 'Comments' section with an 'Add Comment' link. A comment by 'Masako Hind' is displayed, with the text 'Refer to the About Us page for the current company overview.' and a timestamp 'Posted At 27-07-2011 08:25:36'. The 'Delete Comment' link is circled in red. At the bottom of the page, there are links for 'Add Wiki Topic', 'Edit Wiki Topic', and 'View Topic History'.

## XML

### About the XML/XSL Module

The XML/XSL module displays the result of an XML/XSL transform. By combining the transformation language of XSL (Extensible Style Sheet Language) to the data contained in an XML (Extensible Markup Language) document, you can create multiple output formats from



the same XML document. For example you can have an XSL document that will transform an XML document into HTML, PDF, Word and many other formats.

**Module Version:** 04.03.05

**Minimum DNN Version:** 04.03.05

## XML/XSL

URL with transformation

**Welcome to The BeerFiles updated daily**  
Welcome to The BeerFiles, Australia's most informative, opinionated and in your face ICT infor...


**Call for open source archiving in government**  
Local open source association, Open Source Victoria (OSV), has called on Australian state government...

**NewSat and Austrade trial portable satellite broadband**  
Satellite communications provider NewSat, a division of Multiimedia (<http://www.multiimedia.com/>) (A...

**Red Hat and ACS to build Open Source skills**  
Linux vendor Red Hat has partnered with the Australian Computer Society (ACS) to offer ACS members d...

**Redflex wins multi-million US traffic enforcement contract**  
Redflex Traffic Systems, a US subsidiary of the Redflex Group (<http://www.redflex.com.au/>) (ASX:RDF ...

**AEEMA aims to build ICT bridges with Japan**  
The Australian Electrical and Electronic Manufacturers' Association (AEEMA) has forged links with th...



The XML/XSL Module

### Project Links

- **Project Home:** <http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleXML/tabid/836/Default.aspx>
- **Support Forum:** <http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/59/scope/threads/Default.aspx>
- **Issue Tracker:** <http://dnnxml.codeplex.com/workitem/list/basic>

### Module Editors

#### Adding a Basic XML/XSL Transformation

How to add an XML/XSL transformation to the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. Go to the **XML Data Source Settings** section.
3. At **Link Type**, set the link control to the XML file.
4. Go to the **XSL Transformation Settings** section.
5. At **Link Type**, set the link control to the XSL file.
6. Click the Update link.

## XML Module Configuration



### XML Data Source Settings

In this section, you can define the source of your XML data. It can be provided as a local file or be queried via http using dynamic querystrings.

#### Link Type:

- URL ( A Link To An External Resource )**  
 **File ( A File On Your Site )**

#### Location: ( Enter The Address Of The Link )

[Select An Existing URL](#)

- Querystring Parameters**
- Querystring URL Encoding**
- Security Options (optional)**

### XSL Transformation Settings

In this section, you can define the source of your XSL Stylesheet. You can also define additional parameters to provide your script with context information.

#### Link Type:

- URL ( A Link To An External Resource )**  
 **File ( A File On Your Site )**

#### File Location:

#### File Name:

[Upload New File](#)

- XSL Parameters**








### Advanced Options


[Update](#) [Cancel](#)

Setting a basic XML/XSL transformation

### Adding an XML/XSL Transformation (All Settings)

How to set all of the settings available for an XML/XSL transformation on the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. Go to the **XML Data Source Settings** section.
3. At **Link Type**, set the link to the XML file.
4. The following **optional** settings are also available:
  - a. **Maximize**  the **Querystring Parameters** section and set the following:
    - i. Click the Add Parameter link.
    - ii. In the **Name** text box, enter a name for this querystring parameter.
    - iii. At **Required**, check  the check box if this parameter is required or uncheck  it if this parameter is optional.
    - iv. At **Data Origin**, select a value from the drop-down box.
    - v. Click the **Save**  button.
    - vi. **Optional**. To add a fallback parameter, complete the following steps:
      1. Click the **Edit**  button.
      2. Enter the fallback value in the text box to the left.
      3. Click the **Save**  button.
  - b. **Maximize**  the **Querystring URL Encoding** section and set the following for services that use a different type of encoding:
    - i. **ASCII**
    - ii. **Windows Default**
    - iii. **UTF 8** (this is the default setting and most commonly required)
  - c. **Maximize**  the **Security Options (optional)** section and set the following optional settings:
    - i. In the **Domainusername** text box, enter the domain name or username given to you by the service provider.
    - ii. In the **Password** text box, enter the password given to you by the service provider.
5. Go to the **XML Data Source Settings** section.
6. At **Link Type**, set the link to the XSL file.
7. **Maximize**  the **XSL Parameters** section and set the following:
  - a. Click the Add Parameter link.
  - b. In the **Name** text box, enter a name for this XSL parameter.

- c. At **Data Origin**, select a value from the drop-down box.
- d. Click the **Save**  button.

8. Click the [Update](#) link.


---

*Tip: The URL Query string parameters allow you to pass data to the URL that is producing the XML. The source of the XML does not need to be an XML file it could be a dynamic page that takes in the parameters and process them and produces an XML output. The security settings allow you access secure services that provide XML such as weather or stock prices services.*


---

### Enabling/Disabling XML Search Indexing

How to enable or disable the DNN Search for the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. At **Allow Indexing**, select one of the following search options to set how often this module is updated in search:
  - Never (search is disabled)
  - Only on next run
  - Always
  - Once per hour
  - Once per day

The Output of the XML Module is not searchable in DotNetNuke Search by default. However, if you want to allow searching and your setup doesn't depend on dynamic parameters you can switch it on.

 **Allow Indexing:**


- never (search is disabled)**
- only on next run**
- always**
- once per hour**
- once per day**

[Clear Search Index](#)

4. Click the [Update](#) link.

### Clearing XML Search Index

How to clear cached data from the DNN Search for the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. Go to the **Allow Indexing** section.
4. Click the [Clear Search Index](#) link.

The Output of the XML Module is not searchable in DotNetNuke Search by default. However, if you want to allow searching and your setup doesn't depend on dynamic parameters you can switch it on.

- Allow Indexing:**
- never (search is disabled)
  - only on next run
  - always
  - once per hour
  - once per day


[Clear Search Index](#)

Clearing Search Index

### Setting the Required Querystring Parameter/ Value Pair


Setting these options will stop the module executing unless the querystring parameter set in the XML Data Source section matches exactly. You can use this feature for example to only show the content to users in a particular locale by setting the query string parameter Name to locale and the Data origin to User's Locale. Then in the defined querystring section set Querystring Param to locale and set Querystring Value = en-US, this will then only show the content to users from the US.

How to set a defined querystring parameter/value pair that is required for the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. In the **Querystring Param** text box, enter the querystring parameter.
4. In the **Querystring Value** text box, enter the querystring value.
5. Click the Update link.




### Clearing/Disabling Required Querystring Parameter/Value Pair

How to clear or disable a defined querystring parameter/value pair that is required for the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. Click the Clear/Disable link.




### Editing a Querystring Parameter

How to edit a querystring parameter that has been added to an XML/XSL transformation on the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. Go to the **XML Data Source Settings** section.
3. **Maximize**  the **Querystring Parameters** section.
4. Click the **Edit**  button beside the parameter to be edited.
5. Edit one or more settings as required.
6. Click the **Save**  button.




### Deleting a Querystring Parameter

How to permanently delete a querystring parameter from an XML/XSL transformation on the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. Go to the **XML Data Source Settings** section.
3. **Maximize**  the **Querystring Parameters** section.
4. Click the **Edit**  button beside the parameter to be deleted.
5. Click the **Delete**  button. This displays the message "Are you sure you want to remove this item from the data store? Once removed it cannot be retrieved."
6. Click the **OK** button.




### Editing a XSL Parameter

How to edit a XSL parameter that has been added to an XML/XSL transformation on the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. Go to the **XSL Transformation Settings** section.
3. **Maximize**  the **XSL Parameters** section.
4. Click the **Edit**  button beside the parameter to be edited.
5. Edit one or more settings as required.
6. Click the **Save**  button.


### Deleting a XSL Parameter

How to permanently delete a XSL parameter from an XML/XSL transformation on the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. Go to the **XSL Transformation Settings** section.
3. **Maximize**  the **XSL Parameters** section.
4. Click the **Edit**  button beside the parameter to be deleted.
5. Click the **Delete**  button. This displays the message "Are you sure you want to remove this item from the data store? Once removed it cannot be retrieved."
6. Click the **OK** button.

### Setting XML Rendering Output

How to set the rendering output for the XML/XSL module.

1. Select **Edit XML/XSL Options** from the XML/XSL module actions menu. This opens the XML Module Configuration page.
2. **Maximize**  the **Advanced Options** section.
3. At **Output**, select one of the following output options:

- **Inside Module:** This renders the output to be viewed inside the module. This is the default option.
- **As Link to a Download:** This displays a Download link enabling users to download the file.
- **As Download:** This renders the output as a downloadable file.

4. At **Content Type**, select one of the following formats for the content:

- \*.xml (text/xml)
- \*.htm (text/html)
- \*.csv (text.comma-separated-values)
- \*.txt (text/plain)

### Advanced Options

By default the XML Module will render the output (as HTML) inside the module. However it is also possible to create downloads.

**Output:**

- inside module
- as link to a download
- as download

**Content Type:**

- \*.xml (text/xml)
- \*.htm (text/html)
- \*.csv (text/comma-separated-values)
- \*.txt (text/plain)

5. Click the Update link.

# Advanced Site Management

## Advanced Site Management

This section covers how to use Administration modules which provide advanced site management tools.

Sub-Sections	Contents
Application Health	Monitor database health, security, files and your web server.
Extensions	Deploy modules to a site and set your sites authentication (log-in) method.
Logs	View data logs from your site using the Log Viewer (See " <a href="#">About the Log Viewer Module</a> ") and Site Log ( See " <a href="#">About the Site Log Module</a> " )
Multi Language Sites	Manage installed modules and create module content in multiple languages.
Recycle Bin	Restore pages and modules to your site.
Search Optimization	Maximize your search engine results with these modules.
Users and Roles	Add and manage user accounts and security roles.

## Application Health

### File Integrity Checker

#### About the File Integrity Checker Module

The File Integrity Checker module (Host > Professional Features > Application Integrity) provides a summary of the files on your site. This feature can detect files that have been modified since the install, files that are missing and files that are not included in the list of allowable file types. By keeping an eye on these categories you can ensure you do not have any malicious files that could cause problems on your site. *Only available in DotNetNuke Professional Edition*

**Module Version:** 06.00.00

**Minimum DNN Version:** 06.00.00

- **File Integrity Summary:** Using the signature file included in the install, this section allows you to see which files have been modified or are missing. The file integrity summary will tell you if this signature file has been modified or not. If the File Integrity Database has not been tampered with then all of the files in the unmodified section are in the same state as they were when the site was installed.
- **Unmodified Files:** The files that are listed in this section have not been modified since installing DNN professional.
- **Modified Files:** The list of files in this section is files that have been modified since installing DNN professional edition. Files in this section are not necessarily malicious, they could just be there because of customization changes you have made.
- **Missing Files:** The missing files section refers to files that are included in the default installation of DNN professional but are not in the section currently. Missing files could cause certain DNN features to work incorrectly, or not work at all.
- **Other Files:** The list of other files includes all of the files on your site with a file extension that is not in the list of allowable extensions. Third party or custom modules may be included in this list but that does not mean they are malicious. Files in this list could contain executable code, and could be a potential security threat to your site. It is important to monitor the files in this list for files that could be a threat to your site.



## Working with the File Integrity Checker Module

### Health Monitoring

#### About the Health Monitoring Module

The Health Monitoring module (Host > Professional Features > Health Monitoring) works in conjunction the [DotNetNuke web site](#) to ensure that your site is running correctly. Once your site has been configured through the DNN support network the "health" of your site is monitored using the DNN servers.

The Health Monitoring service "pings" your site regularly to ensure it is online and sends you notification if it is not. Health monitoring also provides your site with a "Keep alive" service, if your site does not receive a high amount of traffic the regular pings will ensure that IIS does not unload your site from memory. By keeping your site in IIS's memory you will avoid long loading times when you site receives visitors. *Only available in DotNetNuke Professional Edition*

**Module Version:** 06.00.00

**Minimum DNN Version:** 06.00.00

#### Configuring Health Monitoring

How to configure the Health Monitoring Service for your portal.

1. Sign in with the account you used when you purchased your copy of DNN professional.
2. Navigate to Host > Professional Features > **Health Monitoring** - OR - Go to a Health Monitoring module.
3. Click the [Configure Health Monitoring](#) link. This opens the Health Monitoring page of the DNN Support Network.
4. Click the [Add Site](#) link.

Resources Overview

Forums

Language Packs

Downloads

Download DotNetNuke

Report A Bug

Books and Documentation

Microsoft Programs

Manuals

Support

Overview

Online Manual

[DotNetNuke Support Network](#)

## Health Monitoring Service

The DotNetNuke Professional Health Monitoring service will monitor your website to ensure that it is functioning and always loaded in memory. You can register your site and view recent site monitoring activity below. Any site that you register must have an active DotNetNuke Professional License and must be running DotNetNuke Professional Edition 5.1.

You do not have any websites associated with your account.

[Add Site](#)

5. In the **Site URL** text box, enter the URL for your site.
6. Click the [Check URL](#) link. This will verify that the URL you entered is running DNN Professional Edition and the domain name is correct.
7. **Optional.** At **Enable Monitoring**, check  the check box to enable health monitoring on your site.
8. **Optional.** At **Enable Notifications**, check  the check box to receive email notifications. These emails will be sent to the email entered for the account you purchased DNN professional with.

The screenshot shows the 'Health Monitoring Service' configuration page. On the left is a sidebar with links: Resources Overview, Forums, Language Packs, Downloads, Download DotNetNuke, Report A Bug, Books and Documentation, Microsoft Programs, Manuals, Support (Overview, Online Manual, DotNetNuke Support Network), and Blogs. The main content area has a title 'Health Monitoring Service' and a paragraph explaining the service. Below this is a form with a 'Site URL' field containing 'www.ecozany.com', a 'Check URL' button, and two checked checkboxes for 'Enable Monitoring' and 'Enable Notifications'. At the bottom are 'Update' and 'Cancel' buttons.

9. Click the [Update](#) link to save these settings.

### Viewing the Health Logs

The health logs provide you with the information that the Health Monitoring servers collected from your site, and will give you a clear idea of the current health of your site. Once your site has been configured with health monitoring you can access these logs through the Health Monitoring page on the DNN Support network, or through the link on your DNN pro sites' Health Monitoring page.

1. To view your sites health logs click on the icon next to the site URL. The health log for your site will now be displayed. The log will show you information about when it was pinged by the Health monitoring servers. For each time your site was pinged you will see the date and time it was checked, the time it took to respond and the status of that ping, you may also see a comment.

Date Checked	Response Time	Status	Comment
7/15/2009 6:37:14 PM	3265.5832ms	Success	
7/15/2009 6:27:06 PM	3265.625ms	Success	
7/15/2009 6:16:59 PM	3203.535ms	Success	
7/15/2009 6:05:37 PM	3624.9536ms	Success	
7/15/2009 5:56:43 PM	3328.0824ms	Success	
7/15/2009 5:46:36 PM	3421.8312ms	Success	
7/15/2009 5:36:28 PM	4046.8232ms	Success	
7/15/2009 5:26:19 PM	3249.9584ms	Success	
7/15/2009 5:16:13 PM	3468.7056ms	Success	
7/15/2009 5:06:02 PM	3578.0792ms	Success	
7/15/2009 4:55:52 PM	3453.0808ms	Success	
7/15/2009 4:45:45 PM	3406.2064ms	Success	
7/15/2009 4:35:36 PM	3109.3352ms	Success	
7/15/2009 4:25:26 PM	3234.3336ms	Success	
7/15/2009 4:15:19 PM	3078.1053ms	Success	
7/15/2009 4:05:10 PM	3140.7657ms	Success	
7/15/2009 3:55:02 PM	3687.4528ms	Success	
7/15/2009 3:44:54 PM	3109.3352ms	Success	
7/15/2009 3:34:46 PM	3421.8312ms	Success	
7/15/2009 3:24:37 PM	2968.712ms	Success	

Page 1 of 3

First Previous [1] **2 3** Next Last

[Return to Site List](#)

Viewing the Health Logs

## Security Center

### About the Security Center Module

The Security Center module (Host > Professional Features > Security Center) dynamically loads a list of any known security vulnerabilities affecting the version of DNN application you are running. It also provides you with navigational guidance to acquire the latest upgrade. *Only available in DotNetNuke Professional Edition*

**Module Version:** 06.00.00

**Minimum DNN Version:** 06.00.00

## SECURITY CENTER

There are currently no Security Bulletins for DotNetNuke version 06.00.00.

The Security Center Module

### Web Server Manager

#### About the Web Server Manager Module



The Manage Web Servers module (Host > Professional Features > Manage Web Servers), also known as the Web Server Manager module, is designed to help you manage your web servers easily. This administration module can be added to any site page and is also located under Host > Professional Features > Manage Web Servers. It allows users to view all the web servers that your site is currently using, edit the URL and disable/enable a server, view the memory usage for your servers, and select the caching provider that you are currently using. *Only available in DotNetNuke Professional Edition*

**Module Version:** 06.00.00

**Minimum DNN Version:** 06.00.00

## MANAGE WEB SERVERS

### Caching

Caching provider  WebRequestCachingProvider 

Web Farm Enabled? 

Use IIS App Name? 

Save

### Servers

### Memory Usage

The Manage Web Servers Module

### Managing Cache Items

How to view the details of a cached item and optionally choose to expire the item. If you have a large number of objects in the cache this will take a bit longer.

*Only available in DotNetNuke Professional Edition*

1. Navigate to Host > Professional Features > **Manage Web Servers**.
2. Expand the **Memory Usage** section.
3. Click the Load Cache Items link. This displays the Items list of active cache items.

4. At **Items**, select an item. This displays the following information for the selected item:

- **Key**: Displays the full cache key name of the item.
- **Value**: Displays the value associated to the item.
- **Size**: Displays the approximate size of the item.

The screenshot shows the 'MANAGE WEB SERVERS' interface. It has a sidebar with 'Caching', 'Servers', and 'Memory Usage' sections. The main area displays details for a server named 'LORRAINE-PC'. The details include: Memory Limit (99%), Private Bytes (3746 KB), Cache Objects (111), and a list of items. The selected item is 'TokenReplaceRegEx\_Objectless', which has a key 'DNN-TokenReplaceRegEx\_Objectless' and a value '<Regex xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" />'. The size of this item is 591 Bytes. A red circle highlights a dropdown arrow on the right side of the 'Items' field. At the bottom, there is a link labeled 'Expire Cache Item'.

5. **Optional.** Click the [Expire Cache Item](#) link to expire this item from the cache.

6. Repeat Steps 4-5 to view and optionally expire additional items.

### Managing Your Web Server

How to set the URL for a server and set it as enabled or disabled.

#### *Only available in DotNetNuke Professional Edition*

1. Navigate to Host > Professional Features > **Manage Web Servers**.
2. Expand the **Servers** section.
3. Click the **Edit [Server Name]** button. From here you will be able to edit the URL and optionally enable the server.

- At **URL**, select a URL from the drop-down list. The URL's listed here are the portal aliases for your site. If you are using a web farm then the URL for each of your servers will be unique. The URL will identify each server, you may need to add these URL's to your list of portal aliases.

The screenshot shows a web management interface titled "MANAGE WEB SERVERS". At the top left, there is a "Manage" button. Below the title, there are two expandable sections: "Caching" and "Servers". The "Servers" section is expanded, showing configuration details for a server named "LORRAINE-PC". The details include: "IIS App Name: /LMW3SVC/93/ROOT", "URL: ecozany.com" (with a dropdown arrow circled in red), "Created: 7/27/2011 9:59:58 PM", "Last Restart: 8/1/2011 10:01:01 AM", and "Enabled: ". At the bottom left, there are "Save" and "Cancel" buttons.

- At **Enabled**, check  the check box to enable the server - OR - Uncheck  the check box to disable it.
- Click the **Save** button.

### Setting the Default Caching Provider

How to set the default caching provider for your web server.


*Only available in DotNetNuke Professional Edition*

- Navigate to Host > Professional Features > **Manage Web Servers**.
- Expand the **Caching** section.
- At **Caching Provider**, select the default caching provider from these options:
  - FileBasedCachingProvider
  - WebRequestCachingProvider

## MANAGE WEB SERVERS

Manage

### Caching

Caching provider  

Web Farm Enabled?

Use IIS App Name?

**Save**

### Servers

### Memory Usage

4. Click the **Save** button.

#### Viewing Memory Usage Information

The memory usage section of the page provides some information about how your server is using memory. *Only available in DotNetNuke Professional Edition*





1. Navigate to Host > Professional Features > **Manage Web Servers**.
2. Go to the **Memory Usage** section. The following information is listed:
  - **Server**: Displays the server name.
  - **Memory Limit**: Displays the maximum amount of memory that can be used by the application.
  - **Private Bytes**: Displays how much physical memory (in KB) is available to your application for caching.
  - **Cache Objects**: Displays the number of cache objects that are in memory currently.

## MANAGE WEB SERVERS

### Caching

### Servers

### Memory Usage

Server		LORRAINE-PC
Memory Limit		99%
Private Bytes		3746 KB
Cache Objects		109

Load Cache Items

Viewing Memory Usage Information

## Extensions

### About the Extensions Module

The Extensions module allows Administrators and authorized users to view and manage extensions which have been installed on the site by SuperUsers. This Admin module is located on the Admin > Extensions page and can be added to additional pages. The module displays a details of each extension and indicates which extensions are in use on this site.

**Module Version:** 06.00.00

**Minimum DNN Version:** 06.00.00




EXTENSIONS	
Installed Extensions	Expand All
Modules	▼
Authentication Systems	▼
Containers	▼
Core Language Packs	▼
Dashboard Controls	▼
DNN_Reports_DataSource	▼
DNN_Reports_Visualizer	▼
Extension Language Packs	▼
Libraries	▼
Providers	▼
Skins	▼
Skin Objects	▼
Widgets	▼

The Extensions Module (as displayed on the Admin page)

## All Users

### Viewing Extension Information

How to view details including a description and version number for all extensions installed on a site using the Extensions module.

1. Using the Control Panel, go to the **Admin** >  **Extensions** page - OR - Navigate to an **Extensions** module.
2. Select the **Installed Extensions** tab. Note: This tab should be pre-selected.
3. Click on a extension type heading to view the associated extensions. Extensions types are: Authentication Systems, Containers, Core Language Packs, Dashboard Controls, Extension Language Packs, Libraries, Modules, Providers, Skins, Skin Objects and Widgets.

**Extensions** ⊖

Installed Extensions	Available Extensions	More Extensions
<b>Authentication Systems</b> <span style="float: right;">▼</span>		
<b>Containers</b> <span style="float: right;">▼</span>		
<b>Core Language Packs</b> <span style="float: right;">▼</span>		
<b>Dashboard Controls</b> <span style="float: right;">▼</span>		
<b>Extension Language Packs</b> <span style="float: right;">▼</span>		
<b>Libraries</b> <span style="float: right;">▼</span>		
<b>Modules</b> <span style="float: right;">▼</span>		
<b>Providers</b> <span style="float: right;">▼</span>		
<b>Skins</b> <span style="float: right;">▼</span>		
<b>Skin Objects</b> <span style="float: right;">▼</span>		
<b>Widgets</b> <span style="float: right;">▼</span>		

4. A list of the extensions within the selected type are now displayed. Each record displays the extension icon, name, description and version number. For modules only, the **In Use** column displays a **Yes** or **No** statement if the module is or isn't in use on this site.

## Extensions



Installed Extensions

Available Extensions

More Extensions

### Authentication Systems



### Containers



### Core Language Packs



### Dashboard Controls



### Extension Language Packs









### Libraries



### Modules



Name	Description	Version	In Use	Upgrade
 Announcements	This module renders a list of announcements. Each announcement includes title, text and a "read more" link.	4.0.3	Yes	
 Authentication	Allows you to manage authentication settings for sites using Windows Authentication.	1.0.0	No	
 Banners	Banner advertising is managed through the Vendors module in the Admin tab. You can select the number of banners to display as well as the banner type.	1.0.0	No	
 Configuration Manager		1.0.0	No	
 Console	Display children pages as icon links for navigation.	1.0.0	Yes	
 Content List	This module displays a list of content by	1.0.0	Yes	


#### Related Topics:


- ["Viewing Added To Pages Module Settings"](#).

## Module Editors

### Enabling/Disabling DNN Active Directory Authentication

How to enable or disable DNN Active Directory Authentication and configure the optional settings. This authentication system uses the Windows Active Directory authentication protocol to authenticate users.



1. Go to an Extensions module - OR - Navigate to Admin > **Extensions**.
2. At **Filter by Type**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside **DNN\_ActiveDirectoryAuthentication**.
4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these options:
  - Check  the check box to enable this authentication.
  - Uncheck  the check box to disable. Skip to Step 9.
6. At **Hide Login Controls?**, select from these options:
  - Check  the check box to hide the Windows Login button on the Login screen.
  - Uncheck  the check box to display the Windows Login button on the Login screen.
7. At **Synchronize Role?**, select from these options:
  - Check  the check box to synchronize the user's role with the Windows Active Directory security group each time user logon.
  - Uncheck  the check box to disable.
8. At **Do Not Automatically Create Users?** select from these options:
  - Check  the check box to prevent Active Directory users from log into the DNN portal until an account is created.
  - Uncheck  the check box to disable.
9. At **Provider**, select the Authentication provider for this portal. E.g. ADSIAuthenticationProvider
10. At **Authentication Type**, select the Authentication type for this portal. Note: Delegation is recommended.
11. In the **Root Domain** text box, enter your Root Domain in the format `yourdomain.com` or `DC=yourdomain,DC=com`. Leave this value blank if you want to obtain Active Directory objects from root forest.
12. In the **User Name** text box, enter who has permission to access Active Directory.
13. In the **Password** text box, enter the password for the above user name.
14. In the **Confirm Password** text box, re-enter the above password.
15. **Optional.** In the **Email Domain** text box, enter the Email Domain to be used for user email when your network doesn't have Windows Active Directory. Note: It is recommended that you leave this field blank.
16. **Optional.** In the **Default Domain** text box, enter the default domain to enable users to login with just their username instead of DOMAIN\Username.

17. **Optional.** In the **Auto-login IP Address (Optional)** text box, enter the IP string, address, or range separated by semicolons that you want to automatically log in (E.g.: 192.168.0.1-192 - 192.168.0.100 for any IP in that range, 192.168.0.50 for only that IP.). An example string could look like 192.168.0.100;192.168.0.1-192.168.0.100.
18. Click the  [Update Authentication Settings](#) link.
19. Click the [Cancel](#) link to return to the module.

### Enabling/Disabling LiveID Authentication


How to enable or disable the LiveID authentication system and configure the authentication settings using the Extensions module.

To obtain your ApplicationID (and Secret Key) you will need to register on "live.com" (<https://msm.live.com/app/default.aspx>).

1. Go to an Extensions module - OR - Navigate to Admin > Extensions.
2. At **Filter by Type**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside **DNN\_LiveIDAuthentication**.
4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these options:
  - Check  the check box to enable LiveID authentication.
  - Uncheck  the check box to disable. Skip to Step 9.
6. **Optional.** At **Include Help?** check  the check box to render help text for the LiveID Login box - OR - Uncheck  the check box to hide it.
7. In the **Application ID** text box, enter your Windows LiveID Application ID.
8. In the **Secret Key** text box, enter your Windows LiveID secret key.
9. Click the  [Update Authentication Settings](#) link.
10. Click the [Cancel](#) link to return to the module.

### Enabling/Disabling the Default DNN Authentication Settings

How to enable or disable the default DNN authentication system and set the associated authentication settings.

1. Navigate to Admin > **Extensions** - OR - Go to an Extensions module.
2. At **Type Filter**, select **Authentication System** from the drop-down box.
3. Click the **Edit**  button beside **Default Authentication**.
4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these options:
  - Check  the check box to enable DNN authentication.
  - Uncheck  the check box to disable. Skip to Step 7.

6. **Optional.** At **Use Captcha?**, select from these options:
  - Check  the check box to require a Security Code to be entered during login.
  - Uncheck  the check box to disable.
7. Click the [Update Authentication Settings](#) link.
8. Click the [Cancel](#) link to return to the module.

The screenshot shows a web form titled "Account Login". It has three main input sections: "User Name:" with the text "admin", "Security Code:" with a green box displaying "hi73h4" and an input field containing "hi73h4", and "Password:" with a masked input field of seven dots. A blue "Login" button is circled in red. Below the password field is a "Remember Login" checkbox. At the bottom, there are links for "Register" and "Forgot Password?".

Default login system with CAPTCHA enabled


### Viewing the Extension Settings and Package Setting of a Container Package

How to view the extension settings and package settings of containers installed on this site using the Extensions module.

1. At **Filter by Type**, select **Container** from the drop-down box. This filters the extensions list and displays the Name, Description and Version for each container package.
2. Click the **Edit** button beside the required container package.
3. Go to the **Extension Settings** section. The following details are listed:
  - **Skin Package Name:** Displays the name of the related skin package.
  - **Skins:** Displays the names of each container within this package.
4. Go to the **Package Settings** section to view the Package Settings. For a full list of these fields "[Viewing Package Settings for all Extension Types](#)".
5. Click the [Cancel](#) link to return to the module.

### Viewing the Extension Settings and Package Setting of a Skin Package


How to view the extension settings for skins installed on this site using the Extensions module. This provides detail of each container within the container package.


1. At **Filter by Type**, select **Skin** from the drop-down box. This filters the extensions list and displays the Name, Description and Version for each skin package.
2. Click the **Edit**  button beside the required skin package.
3. Go to the **Extension Settings** section. The following details are listed:
  - **Skin Package Name**: Displays the name of this skin package.
  - **Skins**: Displays the names of each skin within this package.
4. Go to the **Package Settings** section to view the Package Settings. For a full list of these fields "[Viewing Package Settings for all Extension Types](#)".
5. Click the Cancel link to return to the module.

### Viewing Package Settings for all Extension Types

How to view the package settings of any extension using the Extensions module. Package Settings provide detail such as the friendly name, description, version, license, release notes, owner, organization name and contact details.

This task can be performed by any user with edit rights on an Extensions module.

1. **Optional.** At **Filter by Type**, select an extension type from the drop-down box to filter extensions. E.g. Authentication System, Container, Module, Skin.
2. Click the **Edit**  button beside the required extension.
3. Go to the **Package Settings** section. The following details are listed:
  - **Name**: Displays the name of this container package.
  - **Friendly Name**: Displays the friendly name of this package.
  - **Description**: Displays a description of this package.
  - **Version**: Displays the package version number.
  - **License**: Displays the license for this package.
  - **Release Notes**: Displays any release notes for this package.
  - **Owner**: Displays the name of the owner of this package.
  - **Organization**: Displays the name of the organization responsible for this package.
  - **Url**: Displays the URL of the organization.
  - **Email Address**: Displays a contact email address for this package.

▼  **Edit Extension**

**Configure Default Authentication Extension Settings for this Portal**

⊕ **Extension Settings**

---

⊖ **Package Settings**






---

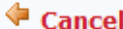
 **Name:** DefaultAuthentication  
 **Friendly Name:** Default Authentication  
 **Description:** The Default UserName/Password Authentication System for DotNetNuke.  
 **Version:** 1.0.0  
 **License:** DotNetNuke® - <http://www.dotnetnuke.com>  
Copyright (c) 2002-2008  
by DotNetNuke Corporation

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 **Release Notes:** There are no release notes for this version.  
 **Owner:** DotNetNuke  
 **Organization:** DotNetNuke Corporation  
 **Url:** [www.dotnetnuke.com](http://www.dotnetnuke.com)  
 **Email Address:** [support@dotnetnuke.com](mailto:support@dotnetnuke.com)








4. Click the Cancel link to return to the module.


## Administrators

### Setting Permissions to Deploy a Module


How to set role and username permissions to deploy a module to the site. I.e. Add a module to a page.



1. Navigate to Admin > **Extensions**.
2. **Optional.** At **Filter by Type**, select **Module** from the drop-down box. This filters the extensions list to display only modules.
3. Click the **Edit**  button beside the required module.
4. Go to the **Extension Settings** section.
5. **Optional.** To set permission for individual users, complete the following:
  - a. In the **Username** text box, enter a username.
  - b. Click the  **Add** link.
6. **Optional.** At **Filter By Group**, select **<Global Roles>**, **<All Roles>** or a **Role Group** to view the related roles. Note: This field may not be displayed.
7. At **Desktop Module Permissions**, select permissions for each role/username as follows:
  -  **Permission Granted:** Permission is granted to add this module.
  - **Not Specified:** Permission is not specified. These roles/users are unable to deploy the module unless they belong to another role that has been granted permissions.
  -  **Permission Denied:** Permission is denied to add this module. These roles/users are unable to deploy the module regardless of whether they belong to another role that has been granted permissions.
8. Click the  **Update Desktop Module** link.


 **Edit Extension**

**Configure Recycle Bin Extension Settings for this Portal**


 **Extension Settings**


---

In this section you can set deploy permissions for this module. Clicking a checkbox twice will make sure users in that role cannot put this module on a page (Deny Permission).

 **Desktop Module Permissions:**

	<b>Deploy Module</b>
Administrators	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>
Subscribers	<input checked="" type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>

Username:   **Add**

 **Update Desktop Module**

*Tip: When setting module permissions, you can change the selection at **Filter By Group** and set permissions for any of the related roles before updating.*

## Logs

### Log Viewer

#### About the Log Viewer Module

The Log Viewer module (also known as the Event Viewer or Viewer module) is located on the Admin > Event Viewer page. This Administration module can be deployed to portals and added to pages.

The Log Viewer is an historical log of database events such as event schedules, exceptions, account logins, module and page changes, user account activities, security role activities, etc. Authorized users can Send Exceptions to any email address and SuperUsers can add, edit and delete event records for all portals.

**Log Viewer** -

**Viewer Settings**  **Color Coding Legend**

**Portal:**   **Type:**

**Records per page:**   **Color Coding On**

Click on a row for details.

Date	Log Type	Username	Portal
<input type="checkbox"/> 2/9/2011 2:27:26 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:26:04 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:25:43 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:21:27 PM	Application Started	...	
<input type="checkbox"/> 2/9/2011 1:31:06 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:42 PM	General Exception	admin	AssemblyVersion: 5.6.2; PortalID: 0; PortalName< ...
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:18 PM	Login Failure	uasdf EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:44 PM	Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin EcoZany	IP: 127.0.0.1; ...

Page 1 of 2 First Previous [1] **2** Next Last

**Delete Selected Exceptions** **Clear Log**

**Send Exceptions**



**Edit Log Settings**

The Log Viewer Module

### All Users

#### Enabling/Disabling Event Log Color Coding

How to enable or disable color coding of rows in the event log of the Log Viewer module.

1. Navigate to Admin > Event Viewer - OR - Navigate to a page with the Log Viewer module.
2. At **Color Coding On**, select from these options:
  - Check  the check box to enable color coding of logged events. This displays the Color Coding Legend field.
    - a. **Optional.** At **Color Coding Legend**, click the **Maximize**  button to view the color code legend - OR - Click the **Minimize**  button to hide it.

### Log Viewer ⊖

**Viewer Settings**

Type:

Records per page:   **Color Coding On**

Click on a row for details.

**Color Coding Legend**

- Exception
- Item Created
- Item Updated
- Item Deleted
- Operation Success
- Operation Failure
- General Admin Operation
- Admin Alert
- Host Alert
- Security Exception

Date	Log Type	Username	Portal
<b>Summary</b>			
<input type="checkbox"/>	2/9/2011 2:27:26 PM Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 2:26:04 PM Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 2:25:43 PM Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 1:31:06 PM Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 1:30:42 PM General Exception	admin	AssemblyVersion: 5.6.2; PortalID: 0; PortalName< ...
<input type="checkbox"/>	2/9/2011 1:30:25 PM Login Success	admin EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 1:30:18 PM Login Failure	uasdf EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 1:09:44 PM Login - Superuser	host EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 1:09:33 PM Login Success	admin EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/>	2/9/2011 12:21:13 PM SQL Query Executed	host EcoZany	User: host; SQL Query: Select * From Users; ...

Page 1 of 2 First Previous [1] **2** Next Last

- Uncheck  the check box to disable color coding. This display all log rows in gray and hides the Color Code Legend.

**Log Viewer** ⊖

☐ **Viewer Settings**

Type:  ▼

Records per page:  ▼  **Color Coding On**

Click on a row for details.

Date	Log Type	Username	Portal	Summary
<input type="checkbox"/> 2/9/2011 2:27:26 PM	Login - Superuser	host	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:26:04 PM	Login - Superuser	host	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 2:25:43 PM	Login - Superuser	host	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:31:06 PM	Login - Superuser	host	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:42 PM	General Exception	admin		AssemblyVersion: 5.6.2; PortalID: 0; PortalName< ...
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:18 PM	Login Failure	uasdf	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:44 PM	Login - Superuser	host	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 12:21:13 PM	SQL Query Executed	host	EcoZany	User: host; SQL Query: Select * From Users; ...

Page 1 of 2 First Previous [1] **2** Next Last

**Filtering Events by any Event Type**

How to filter the records displayed in the Log Viewer module by a single event type.

1. **Maximize** ⊕ the **Viewer Settings** section.
2. At **Type**, select an event type. This displays the results in the event log below.

**Log Viewer** ⊖

☐ **Viewer Settings** ⊕ **Color Coding Legend**

Type:  ▼

Records per page:  ▼  **Color Coding On**


Click on a row for details.

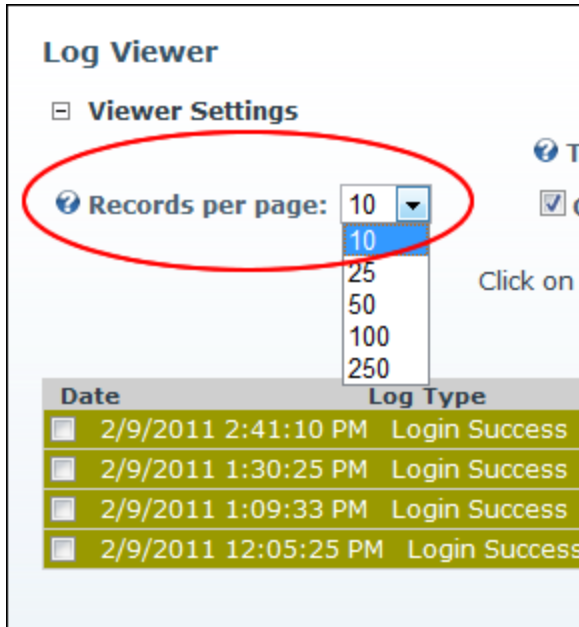
Date	Log Type	Username	Portal	Summary
<input type="checkbox"/> 2/9/2011 2:41:10 PM	Login Success	admin	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:30:25 PM	Login Success	admin	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 1:09:33 PM	Login Success	admin	EcoZany	IP: 127.0.0.1; ...
<input type="checkbox"/> 2/9/2011 12:05:25 PM	Login Success	admin	EcoZany	IP: 127.0.0.1; ...

Filtering Events by Type

## Setting Records Per Page

How to set the number for records displayed per page on the Log Viewer module. Ten (10) records are displayed per page by default. You can choose to display up to 250 records per page however the module defaults back to ten ( 10 ) each time the page is refreshed.

1. **Maximize**  the **Viewer Settings** section. This is the default setting.
2. At **Records per page**, select the number of records ( 10, 25, 50, 100, or 250 ) from the drop-down list.

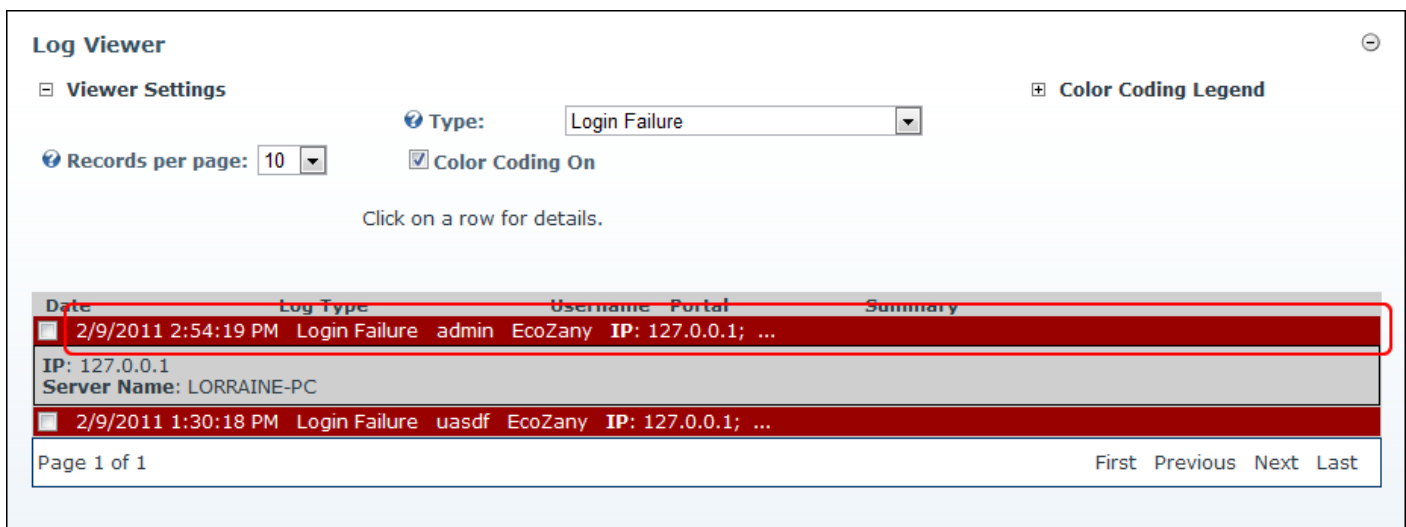


Setting the Records per Page

## Viewing Event Details

How to view a detailed report of a logged event using the Log Viewer module.

1. **Optional.** At **Type**, select the required event type to filter records.
2. Click on a record. A detailed report for the selected record is displayed.



3. **Optional.** Click on the record a second time to close it.

**Log Viewer**

**Viewer Settings**

**Records per page:** 10

**Type:** Login Failure

**Color Coding Legend**

**Color Coding On**

Click on a row for details.

Date	Log Type	Username	Portal	Summary
2/9/2011 2:54:19 PM	Login Failure	admin	EcoZany	IP: 127.0.0.1; ...
2/9/2011 1:30:18 PM	Login Failure	uasdf	EcoZany	IP: 127.0.0.1; ...

Page 1 of 1

First Previous Next Last

## Module Editors

### Sending Exceptions by Email

How to send one or more selection exception records via email using the Log Viewer module.

**Warning:** By using this feature, you may be sending sensitive data over the Internet in clear text (not encrypted). Before sending your exception submission, please review the contents of your exception log to verify that no sensitive data is contained within it.

1. Navigate to Admin > Event Viewer - OR - Navigate to a page with the Log Viewer module.
2. Locate the required exceptions. Filtering records by type such as General Exception can be useful. Note: If color coding is enabled, exceptions are colored red.
3. Check  the check box beside each record to be emailed.
4. **Maximize**  the **Send Exceptions** section.
5. In the **Email Address** text box, enter one or more email addresses separated by a semi-colon ( ; ). E.g. host@domain.com;host@domain.com.au
6. **Optional.** In the **Subject** text box, enter a subject for the message. Leave blank to use "[Portal Name] Exceptions".
7. **Optional.** In the **Message (optional)** text box, enter a message.
8. Click the Send Selected Exceptions link.

Date	Log Type	Username	Portal	Summary
<input checked="" type="checkbox"/> 1/20/2010 2:05:51 PM	General Exception	admin	AssemblyVersion: -1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/20/2010 9:49:11 AM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:38:56 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:38:09 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:38:09 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:37:24 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:37:24 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:37:24 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:36:39 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	
<input type="checkbox"/> 1/13/2010 2:36:38 PM	General Exception		AssemblyVersion: 5.2.1; PortalID: -1; PortalName ...	

Page 1 of 10 First Previous [1] 2 3 4 5 6 7 8 9 10 Next Last

[Delete Selected Exceptions](#) [Clear Log](#)

**Send Exceptions**

**Please note:** By using these features below, you *may* be sending sensitive data over the Internet in clear text (*not* encrypted). Before sending your exception submission, please review the contents of your exception log to verify that no sensitive data is contained within it. Only the log entries checked above will be sent.

To Specified Email Address

Email Address:

Subject:

Message (optional):

[Send Selected Exceptions](#)

[Edit Log Settings](#)

Sending Exceptions by Email

**Site Log**

**About the Site Log Module**

The Site Log module enables users to view statistical reports on site activity. Twelve (12) reports are provided. Each report can be set by date range, with the previous month being the default setting. Any user who has been granted access to view this module can view reports. The Host is able to enable the Site Log and restrict the number of days log history is kept for.

**Site Log**

**Report Type:** Page Views By Month

**Start Date:** 8/30/2007 [Calendar](#)

**End Date:** 9/6/2007 [Calendar](#)

[Display](#)

Month	Views	Visitors	Users
9	13	1	1

The Site Log Module

### Troubleshooting: Site Log History Has Been Disabled

If the Site Log module displays the yellow warning message: "Your Hosting Provider Has Disabled the Site Log History Feature For Your Portal" you are unable to access site log reports. Contact your Host to configure this setting.

**Site Log**

Your Hosting Provider Has Disabled the Site Log History Feature For Your Portal.

**Report Type:** Affiliate Referrals

**Start Date:** 8/30/2007 [Calendar](#)

**End Date:** 9/6/2007 [Calendar](#)

[Display](#)


A Disabled Site Log

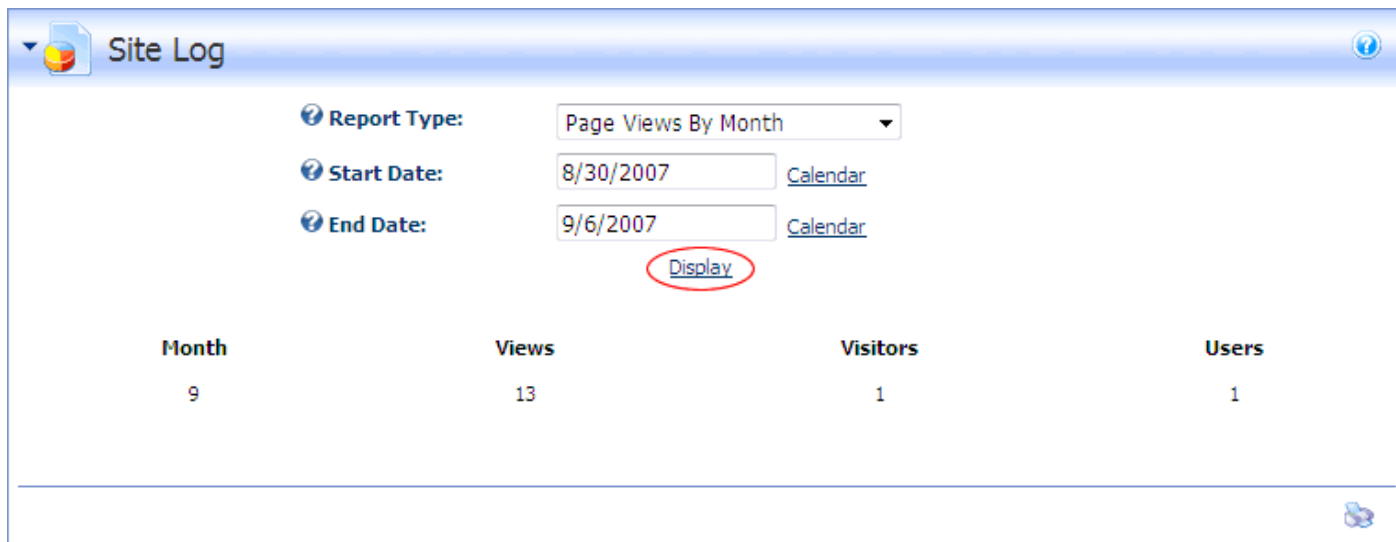
### Viewing a Site Report

How to view a site report in the Site Log. Site reports are set to display the report for the previous week by default.

1. Navigate to Admin > **Site Log**.
2. At **Report Type**, select the required report.
3. **Optional.** At **Start Date**, click the **Calendar** button and select the start date for the report.



4. **Optional.** At **End Date**, click the **Calendar**  button and select the start date for the report.
5. Click the Display link.



**Site Log**

**Report Type:** Page Views By Month

**Start Date:** 8/30/2007 [Calendar](#)

**End Date:** 9/6/2007 [Calendar](#)

[Display](#)

Month	Views	Visitors	Users
9	13	1	1

Viewing a Site Log Report

- See "Working with the Calendar"

#### Site Log Reports

#### Affiliate Referrals

The Affiliate Referrals site log report tracks referrals from affiliates by adding an affiliate ID = number in the URL to your site.

#### Report Fields:

- **Affiliate Id:** The ID number of the affiliate
- **Requests:** Number of requests associated with this affiliate
- **Last Referral:** Date and time when the last referral occurred



**Site Log**

**Report Type:** Affiliate Referrals

**Start Date:** 8/30/2007 [Calendar](#)

**End Date:** 9/6/2007 [Calendar](#)

[Display](#)

AffiliateId	Requests	LastReferral
1	1	12/12/2004 1:50:00 PM

The Affiliate Referrals Report

## Detailed Site Log

The Detailed Site Log site log report displays a detailed log of all site activity. This report includes activity for all users, including Administrators and Hosts.

### Report Fields:

- **Date Time:** Date and time of the visit
- **Name:** Displays the user name of authenticated users
- **Referrer:** The previous web site the user visited during this session
- **User Agent:** The type of Web browser used
- **User Host Address:** The Host address of the user
- **Tab Name:** The name of the page being visited

DateTime	Name	Referrer	UserAgent	UserHostAddress	TabName
12/12/2004 2:03:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log
12/12/2004 1:57:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log
12/12/2004 1:55:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log
12/12/2004 1:53:00 PM	Administrator Account		Internet Explorer 6	10.10.100.1	Site Log



The Detailed Site Log Report


## Page Popularity


The Page Popularity site log report displays a summary list of the most visited pages.


### Report Fields:

- **Page Name:** The page being visited
- **Requests:** The number of times the page has been visited
- **Last Request:** The last time the page was visited

 Site Log 


 **Report Type:**

 **Start Date:**  [Calendar](#)

 **End Date:**  [Calendar](#)

[Display](#)

Page	Requests	LastRequest
Home	20	9/5/2007 4:55:00 PM
Services	9	9/5/2007 4:55:00 PM
Contact Us	5	9/5/2007 4:54:00 PM
Timetables	4	9/5/2007 4:54:00 PM





The Page Popularity Report

### Page Views By Day Of Week

The Page Views By Day Of Week site log report displays a summary list of the number of visitors and users who viewed the site during the selected day range.

#### Report Fields:

- **Week Day:** The day of the week
- **Views:** Number of views for the day
- **Visitors:** Number of all visitors for the day
- **Users:** Number of registered user visits for the day


 **Site Log** 

Report Type:  ▾

Start Date:

End Date:

WeekDay	Views	Visitors	Users
1	20	15	0
2	189	17	2
3	246	24	1
4	28	1	1
5	41	24	1
6	25	19	0
7	18	14	0





The Page Views By Day Of Week Report

### Page Views By Day

The Page Views By Day site log report provides a summary list of the number of visitors and users who viewed the site for the selected day range.

#### Report Fields:

- **Date:** Date of the visit
- **Views:** Number of views for the day
- **Visitors:** Number of all visitors for the day
- **Users:** Number of registered user visits for the day


 Site Log 

Report Type:

Start Date:

End Date:

Date	Views	Visitors	Users
2007.09.05	27	1	1
2007.09.04	246	24	1
2007.09.03	189	17	2
2007.09.02	20	15	0
2007.09.01	18	14	0
2007.08.31	25	19	0
2007.08.30	41	24	1



The Page Views By Day Report

### Page Views By Hour

The Page Views By Hour site log report provides a summary list of the number of visitors and users who viewed the site each hour for the selected day range.

#### Report Fields:

- **Hour:** The hour in which the visitor came to the web site. This field uses a 24 hour clock
- **Views:** Number of views for the hour
- **Visitors:** Number of all visitors for the hour
- **Users:** Number of registered user visits for the hour

Site Log

Report Type:

Start Date:

End Date:

Hour	Views	Visitors	Users
0	39	10	1
1	8	6	0
2	3	2	0
3	5	5	0
4	17	12	0
5	10	5	0
6	7	5	0
7	3	3	0
8	14	8	0
9	10	4	0
10	5	5	0
11	6	5	0
12	3	3	0
13	7	4	0
14	2	2	0
15	5	3	1
16	29	6	1
17	31	8	1
18	54	6	1
19	56	3	1
20	88	8	1
21	49	6	1
22	53	7	2
23	64	6	1

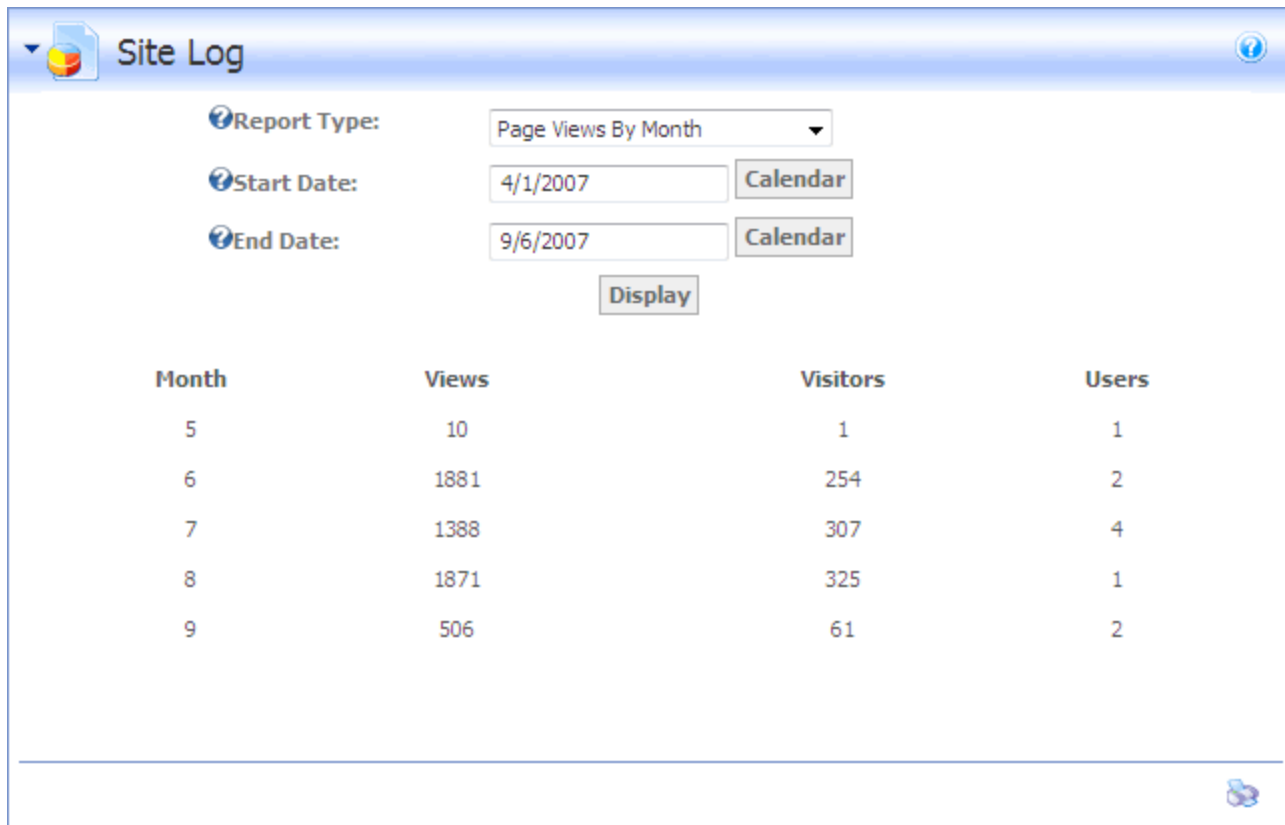


### Page Views By Month

The Page Views By Month site log report displays the total number of visitors and users who viewed the site each month for the selected range of months.

#### Report Fields:

- **Month:** A number representing the calendar month. E.g. 1 = January
- **Views:** Number of views for the month
- **Visitors:** Number of all visitors for the month
- **Users:** Number of registered user visits for the month



The screenshot shows a web application window titled "Site Log". It features a "Report Type" dropdown menu set to "Page Views By Month". Below this are "Start Date" and "End Date" input fields with "4/1/2007" and "9/6/2007" respectively, each accompanied by a "Calendar" button. A "Display" button is positioned below the date fields. The main content area contains a table with four columns: "Month", "Views", "Visitors", and "Users". The table lists data for months 5 through 9. A "Refresh" icon is visible in the bottom right corner of the window.

Month	Views	Visitors	Users
5	10	1	1
6	1881	254	2
7	1388	307	4
8	1871	325	1
9	506	61	2



The Page Views By Month Report

### Site Referrals

The Site Referrals site log report displays a summary list of web sites or search engines used by users who visit this site.

#### Report Fields:

- **Referrer:** The URL of the referring web site
- **Requests:** Number of requests
- **Last Request:** Date and time of the last request


 **Site Log** 

Report Type:

Start Date:

End Date:

Referrer	Requests	LastRequest
<a href="http://localhost/dotnetnuke460/Services/InstalledModules/Banners/tabid/63/Default.aspx">http://localhost/dotnetnuke460/Services/InstalledModules/Banners/tabid/63/Default.aspx</a>	4	9/4/2007 9:56:00 PM
<a href="http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/108/threadid/165112/scope/posts/Default.aspx">http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/108/threadid/165112/scope/posts/Default.aspx</a>	3	9/4/2007 9:17:00 AM
<a href="http://www.google.com/search?hl=en&amp;q=lorraine+young&amp;btnG=Google+Search">http://www.google.com/search?hl=en&amp;q=lorraine+young&amp;btnG=Google+Search</a>	3	8/30/2007 8:51:00 AM
<a href="http://blogs.msdn.com/acoat/archive/2007/08/30/tweet-change-editors.aspx">http://blogs.msdn.com/acoat/archive/2007/08/30/tweet-change-editors.aspx</a>	2	9/1/2007 5:51:00 AM
<a href="http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/-1/threadid/166005/scope/posts/Default.aspx">http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/-1/threadid/166005/scope/posts/Default.aspx</a>	1	9/4/2007 5:14:00 PM



The Site Referrals Report



### User Agents

The User Agents site log report displays a summary list of search engine bots and Web browsers users used to go to the site.

### Report Fields:

- **User Agent:** Search engine or Web browser
- **Requests:** Number of requests
- **Last Request:** Date and time of the last request




 Site Log 

Report Type:

Start Date:

End Date:

UserAgent	Requests	LastRequest
Internet Explorer	446	9/5/2007 12:27:00 AM
Netscape Navigator 6+	94	9/4/2007 7:46:00 PM
Internet Explorer 6	12	9/4/2007 9:38:00 PM
	11	9/4/2007 5:49:00 PM
msnbot/1.0 (+http://search.msn.com/msnbot.htm)	4	9/4/2007 7:03:00 AM
msnbot-media/1.0 (+http://search.msn.com/msnbot.htm)	3	9/2/2007 1:50:00 PM
Internet Explorer 5	2	9/4/2007 12:37:00 AM



The User Agents Report

### User Frequency

The User Frequency site log report displays a list of registered users and shows how many pages they have visited as well as the time of their last visit.

### Report Fields:

- **Name:** First name and last name of the user
- **Requests:** The total number of page requests by this user
- **Last Request:** Date and time of the last request

Site Log
?

? **Report Type:**

? **Start Date:**

? **End Date:**

Name	Requests	LastRequest
Lorraine Young	405	9/5/2007 12:30:00 AM
Philip Beadle	4	9/3/2007 10:43:00 PM

The User Frequency Report

### User Registrations By Country

The User Registrations By Country site log report displays the number of new registered users for each country for the selected date range.

#### Report Fields:

- **Full Name:** The first name and last name of the user
- **User Name:** The user name of the user
- **Country:** The country associated with the user as set on their profile.

 Site Log 

**Report Type:** User Registrations By Country ▾

**Start Date:** 8/30/2007 [Calendar](#)

**End Date:** 9/6/2007 [Calendar](#)

[Display](#)

Full Name	User Name	Country
Caroline Chisholm	Caroline	Australia
Harry Homer	Harry	Australia
Amanda Awesome	Amanda	Cambodia
Burt Bold	Burt	Cyprus
Alby Albert	Zabba	N/A
Daisy Duckworth	Daisy	N/A
...	...	..



The User Registrations By Country Report

### User Registrations By Date

The User Registrations By Date site log report displays the number of new Registered Users for each date within the selected date range.

### Report Fields:

- **Full Name:** The first name and last name of the user
- **User Name:** The user name of the user
- **Date Registered:** The date and time of the user registration

**Site Log**

**Report Type:** User Registrations By Date  
**Start Date:** 8/30/2007 [Calendar](#)  
**End Date:** 9/6/2007 [Calendar](#)  
[Display](#)

Full Name	User Name	Date Registered
Marion Morton	Mazza	9/4/2007 3:22:41 PM
Lorraine Young	LorraineYoung	9/4/2007 2:31:37 PM
Fred Freeman	Fred	9/4/2007 1:52:27 PM
Emma Eversome	Emma	9/4/2007 1:51:53 PM
Donald Duckfield	Donald	9/4/2007 1:51:16 PM
Caroline Chisholm	Caroline	9/4/2007 1:50:48 PM

The User Registrations By Date Report

## Multi Language Sites

### Content Localization

#### About Content Localization

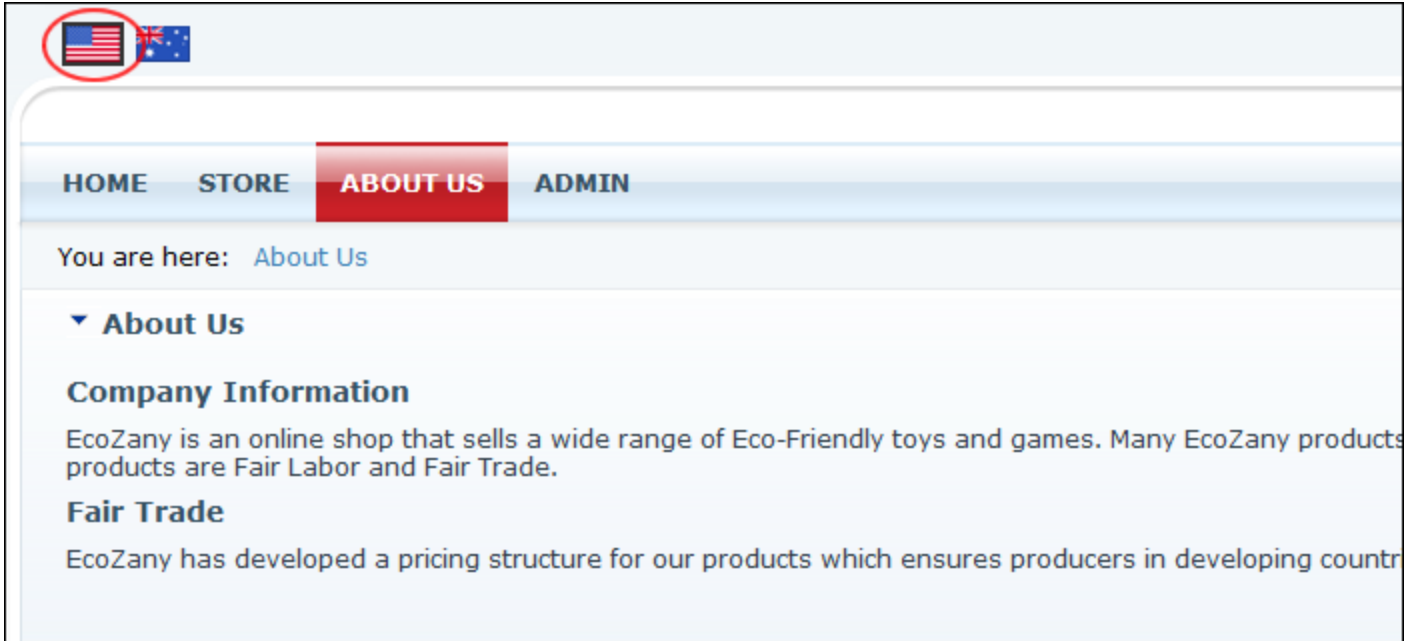
Content Localization allows Administrators or editors to create localized module content in multiple languages (cultures). Content localization requires more than one language to be enabled on the site and localized content to be created. See "About the Languages Module"

**Important.** Content localization must be enabled by the Host.

#### Viewing a Site in the Default Language

How to view a site in the default site language. This tutorial assumes more than one language is enabled on the site and that content localization is enabled.

1. Click on the country flag icon displayed on the left hand side. This displays the site menu in the default language.



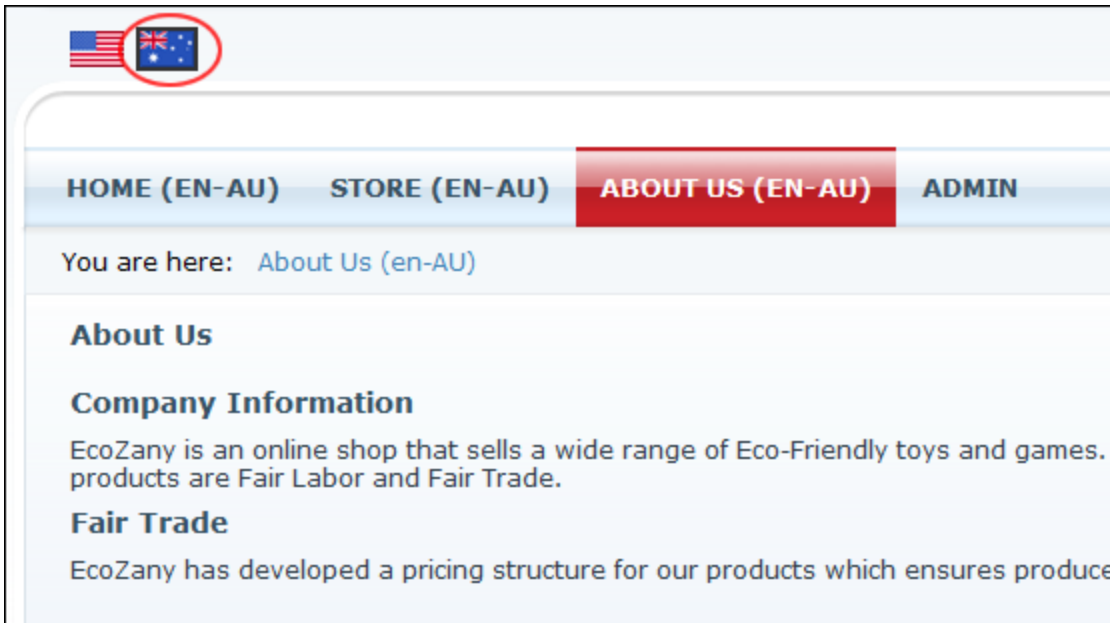
Viewing a Site in the Default Language

#### Viewing a Site in a Secondary Language

How to view the site in a secondary language (e.g. a language other than the default site language).

Tip: Translators can view unpublished languages which they are authorized to translate. Administrators and SuperUsers can view all unpublished languages.

1. Click on the country flag icon associated with the required secondary Language.



Viewing a Site in a Secondary Language

#### Adding a New Page (Default Language)

How to add a page to a site once Content Localization is enabled. This adds a new page for the language.

1. View the site in the default language. See ["Viewing a Site in the Default Language"](#)
2. Add the new page as per usual ensuring you set the Localization settings as required. See ["Adding a New Page via the Site Settings Page"](#) and ["Localization Settings for New Pages"](#).
3. Add modules and content to this page as required.
4. If you have chosen to create localized versions of the page, once the content is completed, you can set page for translation. See ["Setting a Page as Ready for Translation"](#)

### Adding a Module to all Languages

How to add a new module (and then add module content) for all enabled languages on your site.

1. View the site in the default language. See ["Viewing a Site in the Default Language"](#)
2. Navigate to the page where you want to add the module. See ["Viewing Any Page"](#)
3. Add the module. See ["Adding a New Module \(RibbonBar\)"](#)
4. Add module content as required. See ["Editing Module Content"](#).

▼ **Edit Content**

**Visible By Administrators Only**

☐ **Master Language Version**

Editor:  Basic Text Box  Rich Text Editor

Normal Verdana 12px **B** *I* U abc [List Icons] [Table Icon] W3C

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many handmade. All handmade products are Fair Labor and Fair Trade.



Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!

Note: The section name "Master Language Version" is displayed above the Editor.

### Setting a Page as Ready for Translation


How to set a page as ready for translation using the Languages module. Setting a page as ready for translation creates a copy of the page (including modules and content) for each of the enabled language. This also provides translators with Edit Rights to the page and notifies translators (by sending both an message via email and using the My Messages module) that the page is ready for translation.

1. Ensure you are viewing the site in default site language. See ["Viewing a Site in the Default Language"](#)
2. Navigate to the required page.


- On the RibbonBar, hover over the Pages link and select Page Settings - OR - On the Iconbar, go the Page Functions section and select  Settings. This opens the Page Settings page.
- Recommended.** If you haven't already done so, you should now set the view rights for this page. E.g. All Users.
- Go to the **Localization** section. You can view the current localization information on this page, as well as review related notes.
- Click the  Ready For Translation link.

**Localization**









---



**Page Culture:**  English (United States) \*\* This is the default site language

Click the button below to mark this page "Ready for Translation". This will copy the module content to the sub-language versions of the page and send messages to any user in a Page Translation role for that language, to indicate that the page is ready for translation.

 **Ready for Translation**


**Page Localization**

<input type="checkbox"/>	Culture	Page Name	View	Edit	Translated?				
<input type="checkbox"/>	 English (Australia)	About Us (en-AU)				0	0	0 0%	0 0%

 **Mark as Translated**  **Mark as Not Translated**


**Module Localization**

	Culture	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	Neutral Culture	HTML	Enter Title	NA	NA

- Optional. Maximize**  the Location section again to view the updated localization details.

## Localization









### Page Culture:

 English (United States) \*\* This is the default site language

Click the button below to mark this page "Ready for Translation". This will copy the module content to the sub-language versions of the page and send messages to any user in a Page Translation role for that language, to indicate that the page is ready for translation.





 **Ready for Translation**





### Page Localization

<input type="checkbox"/>	Culture	Page Name	View	Edit	Translated?				
<input type="checkbox"/>	 English (Australia)	About Us (en-AU)				1	1	1 100%	0 0%

 **Mark as Translated**  **Mark as Not Translated**

### Module Localization

<input type="checkbox"/>	Culture	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	 English (United States)	HTML	Enter Title	NA	NA
<input type="checkbox"/>	 English (Australia)	HTML	Enter Title		

 **Detach from Default Culture**  **Reference Default Culture**  
 **Mark as Translated**  **Mark as Not Translated**

The page is now ready to be translated. See ["Translating a Page"](#). Note: The English (Australia) language page cannot be viewed by users until it is translated.

*Tip: To remove this page from one or more languages, a translator or Administrator must hide the page using permissions. See ["Setting Page Permissions"](#)*

### Adding Modules to a Secondary Language Only

How to add one or more modules to the site which only display when the user is viewing the site in a secondary language (i.e. a language other than the default site language).

1. View the site in the required secondary language. See ["Viewing a Site in a Secondary Language"](#)
2. Navigate to the page where you want to add the module.
3. Add the module. See ["Adding a New Module \(RibbonBar\)"](#)
4. Add module content as required, typically this will be in the selected language.

### Translating a Page

How to translate a page including both the page name and the content of modules into a language other than the default language. Localized content must first be created. See ["Enabling Localized Content"](#).

1. Login to your user account. See ["Logging into a Site"](#) Note: The language flag for the site you are a translator for is now displayed above the control panel. Since this page is not yet translated, this flag is only visible to translators, Administrators and SuperUsers until the content has been set as translated. Administrators and SuperUsers can always view all pages in all enabled languages



regardless of translation status.

2. Click on your Display Name. As a translator, you will receive a message whenever content is awaiting translation. See "[Viewing a Message](#)"

See "[Viewing a Message](#)"

3. In the View Message screen, click the Page name link to go to the page. Note: the Page Name is appended with the language code. E.g. About Us is now About Us (EN-AU)
4. Translate the page content as required. Note: In the below image, see how a version of the content in the Master Language is displayed above the Editor.
5. **Optional.** You may also wish to translate the page name. See "[Page Details Settings for Existing Pages](#)"

Next Step: See "[Setting a Page as Translated](#)"

The screenshot shows the 'Edit Content' interface. At the top, it says 'Visible By Administrators Only'. Below that, there is a section for the 'Master Language Version' which contains the text: 'The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact!'. Below this is the 'Editor' section, which has two radio buttons: 'Basic Text Box' and 'Rich Text Editor'. The 'Rich Text Editor' is selected. The editor toolbar includes various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, and a 'W3C' icon. Below the toolbar, the editor area shows the text: 'The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labour and Fair Trade. Visit our online toy catalogue to find out how to maximise your fun whilst minimising your global impact!'. The text in the editor is slightly different from the 'Master Language Version' text, reflecting the translation process.

Translating a Page


### Translating a Page (Admin)

How to translate a page including both the page name and module content into a language other than the default language. You must be either a translator or an administrator to perform this task. Localized content must first be created. See "[Enabling Localized Content](#)"

---



*Tip: Administrators and SuperUsers can view Flag buttons for all enabled languages.*

---

1. Click the Country Flag button associated with the language to be translated. This button is typically located in the top right corner of the site. E.g. The **English (Australia)**  button. This displays the site in the selected language. Page Names are appended with the language code. E.g. Home is now Home (EN-AU)


HOME (EN-AU) OUR TOYS (EN-AU) STORE (EN-AU) ABOUT US (EN-AU)

You are here: [Home \(en-AU\)](#)

▼ Hello from EcoZany!  










The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.





Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximize your fun whilst minimizing your global impact.


 [Edit Text](#)

- Go to the Page Settings page. See "[Editing Page Settings](#)"
- In the **Page Name** text box, edit the page name as required. E.g. Change it from Home (EN-AU), to Home.
- See "[Page Details Settings for Existing Pages](#)"
- In the **Module Localization** grid, check  the check box beside each module to be translated - OR - check  the top check box to select all modules.
- Click the [Localize](#) link.

**Module Localization**

<input checked="" type="checkbox"/>	Language	Module	Module Title	Localized?	Translated?
<input checked="" type="checkbox"/>	 English (Australia)	HTML Pro	Hello from EcoZany!		
<input checked="" type="checkbox"/>	 English (Australia)	Links	Links		
<input checked="" type="checkbox"/>	 English (Australia)	Media	Media		

 [Localize](#)  [De-Localize](#)  [Mark Translated](#)  [Mark Not Translated](#)

- The **Green OK**  button is now displayed in the **Localized?** column.
- Click the [Update](#) link.
- Edit the text of the modules as usual. E.g. For the HTML Pro module.
- Click the [Edit Text](#) link.
- Return to the Page Settings page.
- In the **Module Localization** grid, check  the check box beside each module which has been translated - OR - check  the top check box to select all modules.
- Click the [Mark Translated](#) link.

**Module Localization**

<input checked="" type="checkbox"/>	Language	Module	Module Title	Localized?	Translated?
<input checked="" type="checkbox"/>	English (Australia)	HTML Pro	Hello from EcoZany!		
<input checked="" type="checkbox"/>	English (Australia)	Links	Links		
<input checked="" type="checkbox"/>	English (Australia)	Media	Media		

Localize
 De-Localize
 **Mark Translated**
 Mark Not Translated

Translating a Page as an Administrator

### Setting a Page as Translated

How to mark localized versions of pages as translated or not translated.

1. Ensure you are viewing the site in the required language.
2. Go to the Page Settings page. See "[Editing Page Settings](#)"
3. **Maximize** the Localization section.
4. At **Is Translated**, check  the check box to set this page as translated - OR - uncheck  the check box to set the page as requiring translation.

**Localization**

---

**Page Culture:** English (Australia)

**Is Translated?**

**Default Culture:** English (United States)

**Module Localization**

<input type="checkbox"/>	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	HTML	Enter Title		

**Detach from Default Culture**
**Reference Default Culture**

**Mark as Translated**
**Mark as Not Translated**

**Advanced Settings**



---

**Update**
**Delete**
**Cancel**

5. Click the Update link.

### Publishing a Secondary Language Page

How to publish a secondary language page once it has been translated. This copies the view permissions from the default language to this page.

1. Navigate to the required page.
2. On the RibbonBar, go to the Pages tab and select Page Settings - OR - On the Iconbar, go the Page Functions section and select  Settings. This opens the Page Settings page.
3. **Recommended.** If you haven't already done so, you should now set the view rights for this page. E.g. All Users.
4. Go to the **Localization** section. Here you can view the current localization information on this page.
5. At **Publish Page**, click the **Save**  button.

**Localization**

---

 **Page Culture:**  English (Australia)

 **Is Translated?**

 **Default Culture:**  English (United States)  **View**

 **Publish Page** 

**Module Localization**

<input type="checkbox"/>	Module	Module Title	Is Detached?	Translated?
<input type="checkbox"/>	HTML	Enter Title		

 **Detach from Default Culture**
 **Reference Default Culture**

 **Mark as Translated**
 **Mark as Not Translated**

Publishing a Site Page

### Adding a Module to all Languages

How to add a new module which will be displayed in all languages which are enabled on your site.

1. View the site in the default language. See ["Viewing a Site in the Default Language"](#)
2. Navigate to the page where you want to add the module. See ["Viewing Any Page"](#)
3. Add the module. See ["Adding a New Module \(RibbonBar\)"](#). At this stage the module only exists for the default language.
4. Add module content as required. See ["Editing Module Content"](#)

Next Step: See ["Setting a Page as Ready for Translation"](#) to creates copies of the module in secondary languages.

### Adding Modules to a Secondary Language Only

How to add one or more modules to the site which only display when the user is viewing the site in a secondary language (i.e. a language other than the default site language).

1. View the site in the required secondary language. See ["Viewing a Site in a Secondary Language"](#)
2. Navigate to the page where you want to add the module.
3. Add the module. See ["Adding a New Module \(RibbonBar\)"](#)
4. Add module content as required.

Next Step: See ["Setting a Page as Translated"](#) to make the page visible on the site.

### Editing the Content of Shared Modules


How to edit the content of a shared module. Note: Since shared modules are a reference to a single instance of the module, when updating a module, all the pages that contain the reference are updated.

1. View the site in the default language. See "[Viewing a Site in the Default Language](#)"
2. Navigate to the page where the shared module is located. See "[Viewing Any Page](#)"
3. Edit the module content. See "[Editing Module Content](#)"

### Editing (Translating) Localized Module Content

How to edit and translate module content into a language other than the default site language.

**Important.** Localized content must first be created. See "[Enabling Localized Content](#)".

1. View the site in the required secondary language. See "[Viewing a Site in a Secondary Language](#)"
2. Select the edit option for this module. E.g. For the HTML module, click the [Edit Text](#) link.
3. Edit/translate text as required.
4. Click the  [Save](#) link.

▼ **Edit Text/HTML**

Editor:  Basic Text Box  Rich Text Editor

The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.

Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade. Visit our online toy catalog to find out how to maximise your fun whilst minimising your global impact.

50 282

**Save** **Cancel** **Preview**









Translating Localized Module Content

### Modifying Module Localization Status

How to manually modify the status of one or more modules located on a page which is in a secondary language.

1. Ensure you are viewing the site in the required language. See "[Viewing a Site in a Secondary Language](#)"
2. Go to the Page Settings page. See "[Editing Page Settings](#)"
3. Select the **Localization** tab.
4. Go to the **Module Localization** section which lists of each of the modules on this page.
5. Check  the check box beside each of the modules whose status you want to modify - OR - Select the check box located in the header row to select all modules.

6. Click one of the following links as required:

-  **Detach from Default Culture:** Select to create a separate version of the module content from the default culture. You can then translate this content as required. This displays the Grant  button in the Is Detached? column.
-  **Reference Default Culture:** Select to make module content the same as the content in the default culture. This displays the message "Binding to the default culture version will delete the content from the sub culture versions. This action is irreversible. Are you sure you wish to proceed?"
  - a. Click the **OK** button to confirm. This displays the Deny  button in the Is Detached? column.
-  **Mark as Translated:** Select to mark these modules as translated. This displays the **Grant**  button in the **Is Detached?** column.
-  **Mark as Not Translated:** Select to mark these modules as requiring translation. This displays the **Deny**  button in the **Is Detached?** column.

7. Click the Cancel link to return to the module.

### Delete Modules from Secondary Language

How to delete a module from a page which is in a secondary language. Note: The module is still available in other languages.

1. View the site in the required secondary language. See "[Viewing a Site in a Secondary Language](#)"
2. Navigate to the required page. See "[Viewing Any Page](#)"
3. Delete the module. See "[Deleting a Module](#)"

### Languages

#### About the Languages Module

The Languages module (also titled the Language Management module) is located under the Admin page and can also be added to pages.

It allows authorized users to perform the following:


- Enable multiple languages (cultures)
- Manage the languages files (such as the welcome email message sent to new users) associated with a site
- Manage Content Localization, which allows you to create localized module content in multiple languages (cultures).  
Note: Additional tasks relating to Content Localization which are not undertaken using the Languages module are covered in Content Localization section. See "[About Content Localization](#)"

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*Tip: A large section of language packs are available from the [DotNetNuke web site](#) and the [DotNetNuke Store \(Snowcovered.com\)](#).*

















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**Languages**

**Default Language**  English (United States)

**Language Settings**

*\*A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Static Resources		Content Localization			
		Edit Language	Portal				Published *
 English (United States) **	<input checked="" type="checkbox"/>			--	--		<input checked="" type="checkbox"/>
 Swedish (Sweden)	<input checked="" type="checkbox"/>			--	--		
 English (Australia)	<input checked="" type="checkbox"/>			4 100%	0 0%		<input type="checkbox"/>
 Arabic (Jordan)	<input type="checkbox"/>			--	--		

The Languages (Language Management) Module

## All Users

### Setting the Default Site Language


How to set the default language for this site. This language is allocated to site members upon registration, or when the regional language selected by a user is unavailable.

Note 1: A language must be enabled to become the default site language. If it is not enabled, it is automatically enabled when you set it as the default.

Note 2: Changing the default language doesn't update the language allocated to existing users. Only English (United States) is installed by default.

Contact your host to add additional languages which can then be enabled or disabled by Administrators.


For more on languages, See "[About the Languages Module](#)".

- Using the Control Panel, go to the **Admin** >  **Languages** page - OR - Navigate to a **Languages** module. This opens the Languages page.
- At **Site Default**, select the default language for this site from the drop-down list.




**Languages**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.







**System Default:**  English (United States)

**Site Default:** dansk (Danmark)

**Enable Browser Language Detection?**

 **Update**

**\*\* - The default site language cannot be disabled**

Culture	Enabled	Edit	Static Resources	
			Site	
 English (United States)	<input checked="" type="checkbox"/>			
 Danish (Denmark) **	<input checked="" type="checkbox"/>			

3. Click the Update link.


## Editors

### Enabling Browser Language Detection

How to enable Web browser Language Detection for a single portal. If enabled, the user's Web browser language is used to detect the user's preferred language.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. At **Enable Browser Language Detection?**, check  the check box to enable - OR - Uncheck  the check box to disable.


**Languages**

**System Default:**  English (United States)

**Site Default:** English (United States)

Native Name  English Name

**Enable Browser Language Detection?**

 **Update**

3. Click the Update link.

### Enabling/Disabling a Language

How to enable or disable a language on your site using the Languages module. Note: More than one core language packs must be installed to perform this task as one language must always be enabled. Whenever a language is enabled, the site displays an image of that country's flag on the page. Users can click on the flag to view the site in that language. This displays field labels and may also include translated module content.

**Skin Token:** The skin applied to the site (or any individual site pages) must include the Languages skin token to view flag icons on site pages.

1. Go to a Languages module - OR - Navigate to Admin > Languages. This displays the list of available languages.

- In the **Enabled** column, check  the check box beside the language to be enabled - OR - Uncheck  the check box to disable the language. Note: The default language cannot be disabled.

**Languages**

**Default Language** English (United States) Update

Native Name  English Name

**Language Settings**

\*\* - The default site language cannot be disabled **Enable Localized Content**

Culture	Enabled	Static Resources			
		Edit Language	System	Host	Portal
English (United States) **	<input type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				
English (Australia)	<input type="checkbox"/>				
Arabic (Jordan)	<input type="checkbox"/>				

*Tip: Where two or more languages are enabled on a site, different settings can be configured for each language via the Site Settings page.*

HOME
STORE
ABOUT US
ADMIN

You are here: [Home](#)

A Country Flag icon is displayed above the menu for each enabled Language. The language the site is currently viewed in is highlighted.

**Related Topics:**

**Enabling/Disabling a Language**

How to enable or disable a language on your site using the Languages module. Note: More than one core language packs must be installed to perform this task as one language must always be enabled. Whenever a language is enabled, the site displays an image of that country's flag on the page. Users can click on the flag to view the site in that language. This displays field labels and may also include translated module content.

Skin Token: The skin applied to the site (or any individual site pages) must include the Languages skin token to view flag icons on site pages.

- Go to a Languages module - OR - Navigate to Admin > Languages. This displays the list of available languages.

- In the **Enabled** column, check  the check box beside the language to be enabled - OR - Uncheck  the check box to disable the language. Note: The default language cannot be disabled.

**Languages**

**Default Language** English (United States) Update

Native Name  English Name

**Language Settings**

**\*\* - The default site language cannot be disabled** Enable Localized Content

Culture	Enabled	Static Resources			
		Edit Language	System	Host	Portal
English (United States) **	<input type="checkbox"/>				
Swedish (Sweden)	<input checked="" type="checkbox"/>				
English (Australia)	<input type="checkbox"/>				
Arabic (Jordan)	<input type="checkbox"/>				

*Tip: Where two or more languages are enabled on a site, different settings can be configured for each language via the Site Settings page.*

---

HOME
STORE
ABOUT US
ADMIN

You are here: [Home](#)


A Country Flag icon is displayed above the menu for each enabled Language. The language the site is currently viewed in is highlighted.

**Related Topics:**

**Enabling Browser Language Detection**

How to enable Web browser language detection for a single portal. If enabled, the user's Web browser language is used to detect the user's preferred language.


- Go to a Languages module - OR - Navigate to Admin > Languages.
- At **Enable Browser Language Detection?**, check  the check box to enable - OR - Uncheck  the check box to disable.

**▼ Languages**  
 System Default:  English (United States)  
 Site Default:   
 Native Name  English Name  
 Enable Browser Language Detection?   
[Update](#)

3. Click the Update link.


### Setting Fallback Languages

How to set the fallback language using the Languages module. The fallback language is used if the selected language is not available.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Edit** column of the Culture grid, click the **Edit**  button for the required language. This opens the Edit Language page.

**Language Management**
















DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

System Default:  English (United States)

Site Default:  [Update](#)

Native Name  English Name

**\*\* - The default site language cannot be disabled** [Enable Localized Content](#)

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>		
 Arabic (Jordan)	<input type="checkbox"/>		

[Language Settings](#)

3. **Optional.** At **Fallback Language**, select **Native Name** to view names in their native spelling, or **English Name** to view names in English spelling.
4. At **Fallback Language**, select the fallback language to be used.
5. Click the Update link.

### Edit Language

**Language:**  Native Name  English Name  
 English (Australia)

**Fallback Language:**  Native Name  English Name  
 English (United States)

**Localized Content Translators:**

**Selected Role**

Administrators

Registered Users

Subscribers

**Update** **Delete** **Cancel**

### Setting Language Files as Pending Translation

How to set the values (language files) associated with a language package as pending translation using the Languages module.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Static Resources - Site** column of the Culture grid, click the **Edit** button for the language file to be edited. This displays the GlobalResources file ready for editing.

### Language Management

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.



**System Default:** English (United States)

**Site Default:** English (United States) **Update**  
 Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;"> </span>
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**


3. At **Highlight Pending Translations**, check  the check box to set all values as pending translation. This displays the text in the Localized Values text boxes as highlighted in red.
4. To edit a resource file, perform one of the following options:
  - In the **Localized Value** text box, edit the text - OR -
  - Click the **Edit**  button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
    - a. Click the **OK** button.
    - b. In the **Editor**, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
    - c. Click the Update link. Note: The red highlight is removed from the box each time you update a value using the Editor.
5. At **Highlight Pending Translations**, uncheck  the check box once translations are completed or if you wish to hide pending translations.
6. Click the  Save Resource File link.

Language Editor

Highlight Pending Translations






Resources:

- Local Resources
- Global Resources

**Selected Language:**  English (Australia)

**Selected Folder:** \App\_GlobalResources



**Selected Resource File:** GlobalResources.en-AU.Portal-0.resx

Default Value	Localized Value
Resource Name: //Admin.String <input type="text" value="Admin"/>	<input type="text" value="Admin"/> 
Resource Name: //Admin//Extensions.String <input type="text" value="Extensions"/>	<input type="text" value="Extensions"/> 
Resource Name: //Admin//FileManager.String <input type="text" value="File Manager"/>	<input type="text" value="File Manager"/> 
Resource Name: //Admin//Languages.String <input type="text" value="Languages"/>	<input type="text" value="Languages"/> 
Resource Name: //Admin//LogViewer.String <input type="text" value="Event Viewer"/>	<input type="text" value="Event Viewer"/> 

1

2 3 4 5 6 7 8 9 10 ...


Page 1 of 30, items 1 to 5 of 150.




 Save Resource File
✕ Delete Resource File
 Return


*Tip: Whenever you check Highlight Pending Translations, the fields that haven't been translated will once again be displayed.*

### Editing Portal Language Files


How to edit the Language files associated with a Language Pack on your site using the Languages module. See the Language Files section below for a complete list of the email messages, error messages, and portal messages available for editing.


1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Static Resources - Site** column of the Culture grid, click the **Edit**  button beside the language to be edited. This displays the GlobalResources file ready for editing. Note: This is where you will find the files most commonly edited files such as messages. If these are the required files, skip to Step 4.

 **Language Management**
 

 DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.


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**System Default:**  English (United States)


**Site Default:** English (United States)  **Update**


Native Name  English Name

**\*\* - The default site language cannot be disabled**


 **Enable Localized Content**

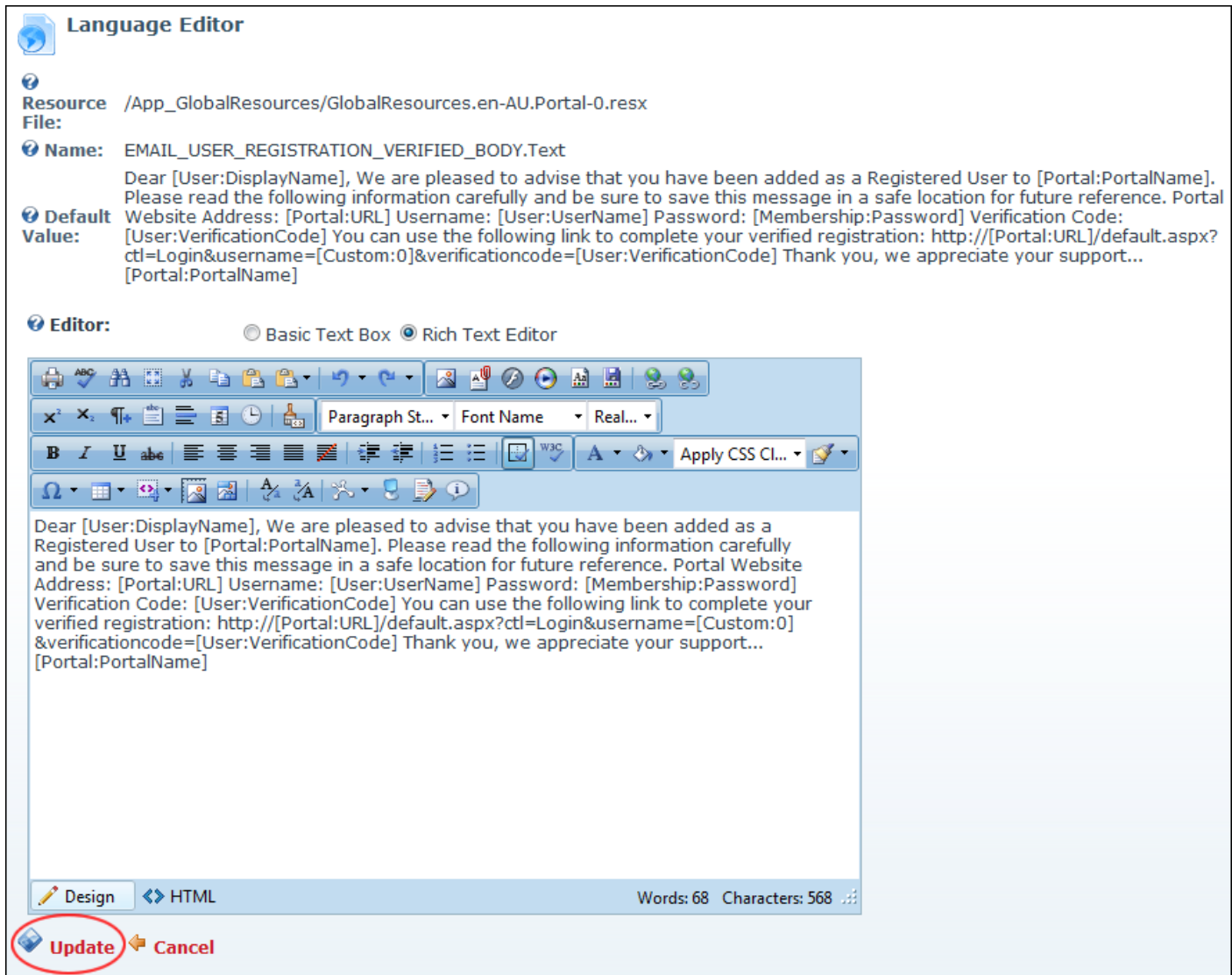
Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>		 <span style="border: 2px solid red; border-radius: 50%; padding: 2px;"> </span>
 Arabic (Jordan)	<input type="checkbox"/>		

 **Language Settings**

3. **Optional.** In the **Resources** folder list, navigate to and select the required file from the below folders.
  - **Local Resources:** Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins.
  - **Global Resources:** Files which are used across the site. This is divided into GlobalResources and SharedResources. This is where you can edit the messages that are sent to users, error messages, portal messages, etc.
4. Locate the required resource file. Note: If Paging is enabled, the file may be located on another page. See ["Enabling Browser Language Detection"](#)
5. To edit a resource file, perform one of the following options:
  - In the **Localized Value** text box, edit the text  
- OR -
  - Click the **Edit**  button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
    - a. Click the **OK** button.
    - b. In the Editor, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.

c. Click the Update link.

6. **Optional.** To edit the subject associated with email messages, edit the associated Subject resource file which will be listed above the Body resource file.
7. Repeat steps 4-6 to edit additional files.
8. Click the  Save Resource File link to save your changes.



**Language Editor**

**Resource File:** /App\_GlobalResources/GlobalResources.en-AU.Portal-0.resx

**Name:** EMAIL\_USER\_REGISTRATION\_VERIFIED\_BODY.Text

**Default Value:** Dear [User:DisplayName], We are pleased to advise that you have been added as a Registered User to [Portal:PortalName]. Please read the following information carefully and be sure to save this message in a safe location for future reference. Portal Website Address: [Portal:URL] Username: [User:UserName] Password: [Membership:Password] Verification Code: [User:VerificationCode] You can use the following link to complete your verified registration: http://[Portal:URL]/default.aspx?ctl=Login&username=[Custom:0]&verificationcode=[User:VerificationCode] Thank you, we appreciate your support... [Portal:PortalName]

**Editor:**  Basic Text Box  Rich Text Editor

The editor toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, font name, font size, paragraph style, bulleted list, numbered list, link, unlink, insert image, and apply CSS class.

Dear [User:DisplayName], We are pleased to advise that you have been added as a Registered User to [Portal:PortalName]. Please read the following information carefully and be sure to save this message in a safe location for future reference. Portal Website Address: [Portal:URL] Username: [User:UserName] Password: [Membership:Password] Verification Code: [User:VerificationCode] You can use the following link to complete your verified registration: http://[Portal:URL]/default.aspx?ctl=Login&username=[Custom:0]&verificationcode=[User:VerificationCode] Thank you, we appreciate your support... [Portal:PortalName]

Design HTML Words: 68 Characters: 568


**Update** **Cancel**

Editing Portal Language Files


### Deleting a Resource File

How to delete the resource file associated with a Language Pack on your site using the Languages module.





1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Static Resources - Site** column, click the **Edit**  button beside the language associated with the resource file to be deleted.

### Language Management


 DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.
















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**System Default:**  English (United States)


**Site Default:**   **Update**

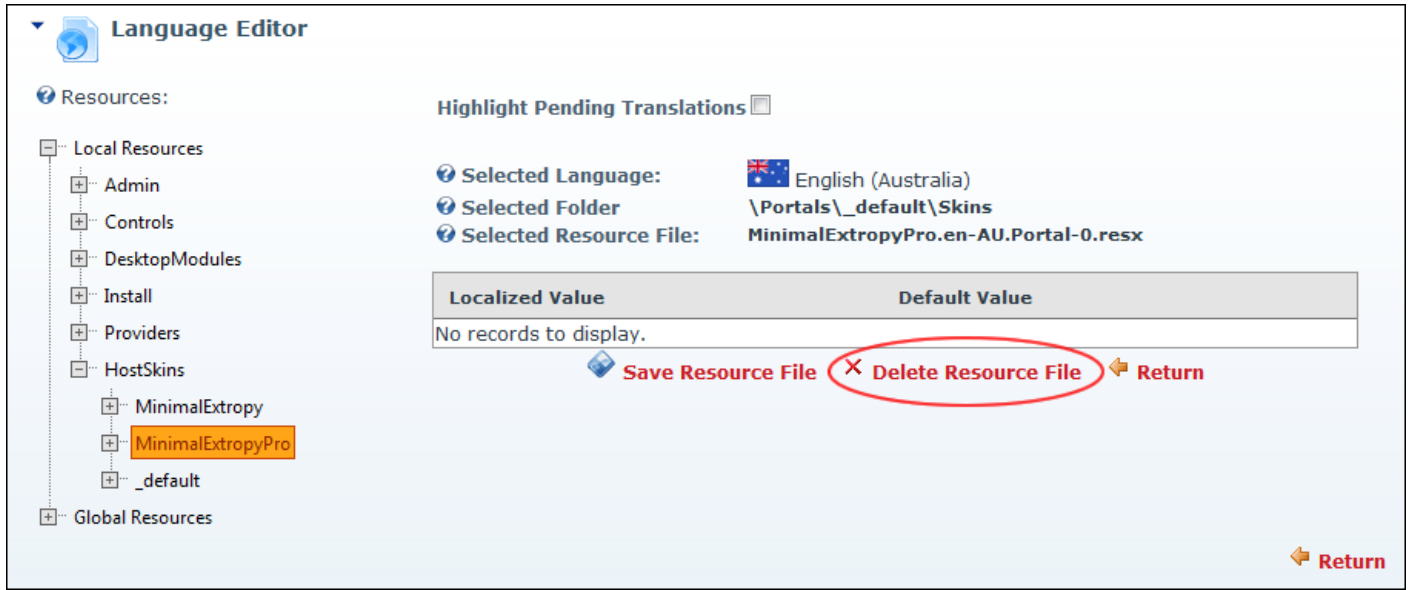
Native Name  English Name

*\*\* - The default site language cannot be disabled*  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>		 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;"> </span>
 Arabic (Jordan)	<input type="checkbox"/>		

 **Language Settings**

3. In the **Resources** folder list, navigate to and select the required file from the below folders:
  - **Local Resources:** Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins.
  - **Global Resources:** Files which are used across the site. This is divided into GlobalResources and SharedResources. This is where you can edit the messages that are sent to users, error messages, portal messages, etc.
4. The name of the file you selected for deletion at Step 3 is now displayed at **Selected Resource File**.
5. Click the  Delete Resource File link (located at the base of the page) to delete the file. This displays the message "Are You Sure You Wish To Delete This Item?"



6. Click the **OK** button to confirm.

### Enabling Localized Content

How to create a localized copy of the current site content for each of the enabled languages using the Languages module. This creates a translator role ( titled Translator and then appended with the country code. E.g. Translator (EN-AU) ) for each enabled language.

**Important.** Once localized content is enabled it cannot be disabled.

**Important.** The ability to enable localized content must first be enabled by the Host. See "[Enabling/Disabling Content Localization](#)"

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. Click the [Enable Localized Content](#) link.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:**  **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

- The Enable Localized Content message box is now displayed, which shows the Current Site Default language and informs you that this language cannot be changed once localized content is enabled. If you wish to change the default site culture, you must select Cancel now and change the default language.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage languages. If you would like more languages please contact the Host User for your site.

System Default:  
Site Default:

\*\* - The default site language cannot be changed.

Culture

- English (United States) \*\*
- Swedish (Sweden)
- Mongolian (Traditional Mongolian)
- English (Australia)
- Arabic (Jordan)

Language Settings

**Enable Localized Content**

Enabling localized content allows you to provide translated module content in addition to displaying translated static text. Once enabled it cannot be disabled.

**Current Site Default:** English (United States)

Once localized content is enabled the default site culture will be set permanently and **you will no longer be able to change it.**

Click Cancel if you need to change the current site default.

Cancel

---

Total Progress 60% (1) Total Languages 2

Progress 20% (1) Total Pages 5


Processing: en-AU: Page 1 of 5 - Home  
 Elapsed time: 00:00:07s


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- Click the **Enable Localized Content** link. This displays progress bars which show the languages and pages being created for each of the enabled languages. This creates a copy of each of these pages (including the modules and content on these pages) for each language. It also creates a translator role for each language. Once completed, a new section titled Content Localization is displayed in the grid.
  - No of Pages:** The number of pages and the percentage of pages that have been localized. Note: In this example, the number of pages is shown as five ( 5 ). These are the Home, Store and About Us pages which I have created, as well as the Search Results and User Profile pages.
  - Translated Pages:** The number of pages and percentage that have been translated.
  - Active:** Localized content is activated / not activated
  - Publish:** The **Publish Pages** icon enables editors to publish pages which are marked as translated for this language.



















## Language Management

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:**  English (United States)

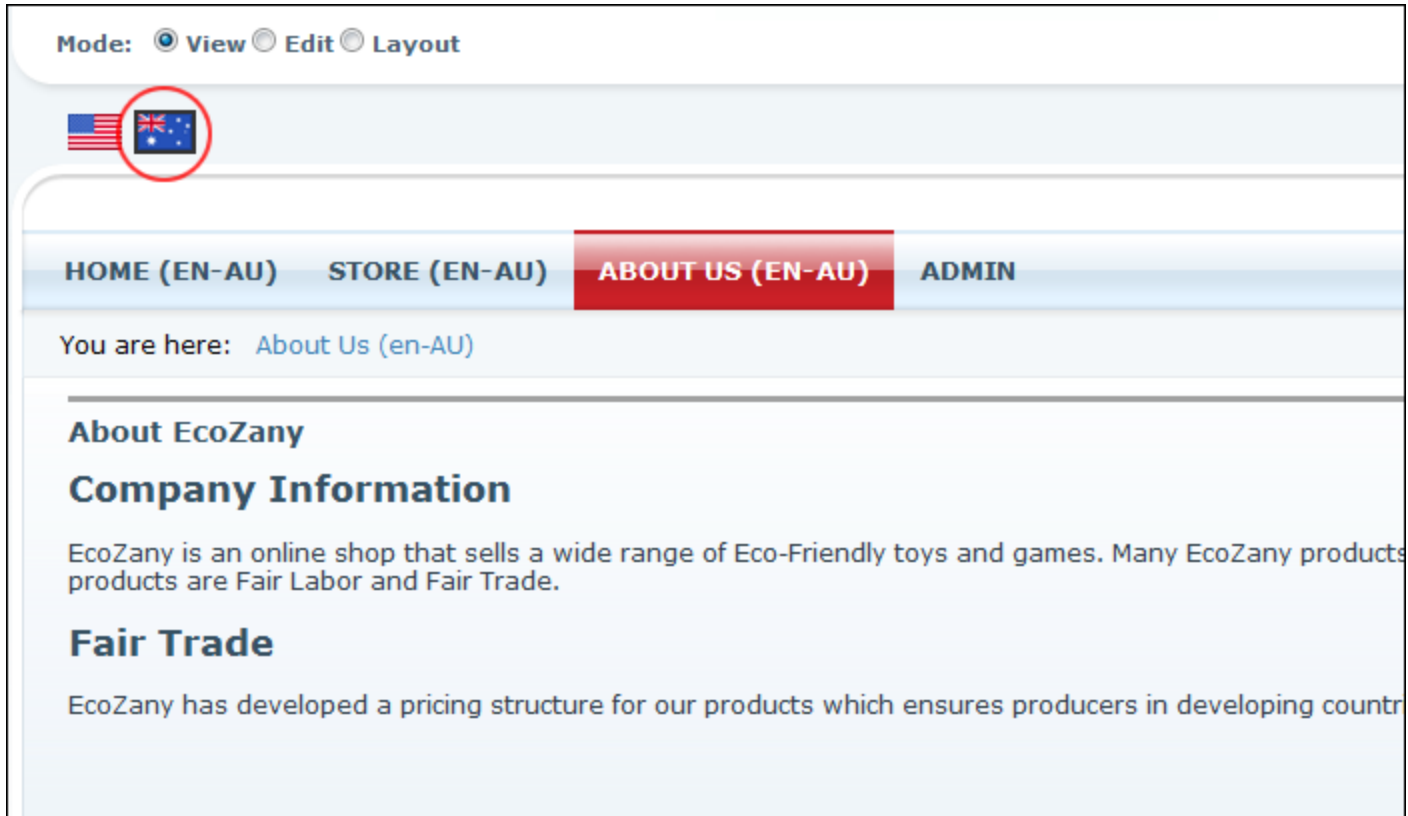
**Site Default:**  English (United States)

*\* A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization			
			Site				Active *	Publish *
 English (United States) **	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
 Swedish (Sweden)	<input type="checkbox"/>						<input type="checkbox"/>	
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>						<input type="checkbox"/>	
 English (Australia)	<input checked="" type="checkbox"/>				6 100%	0 0%	<input checked="" type="checkbox"/>	
 Arabic (Jordan)	<input type="checkbox"/>						<input type="checkbox"/>	

[Language Settings](#)

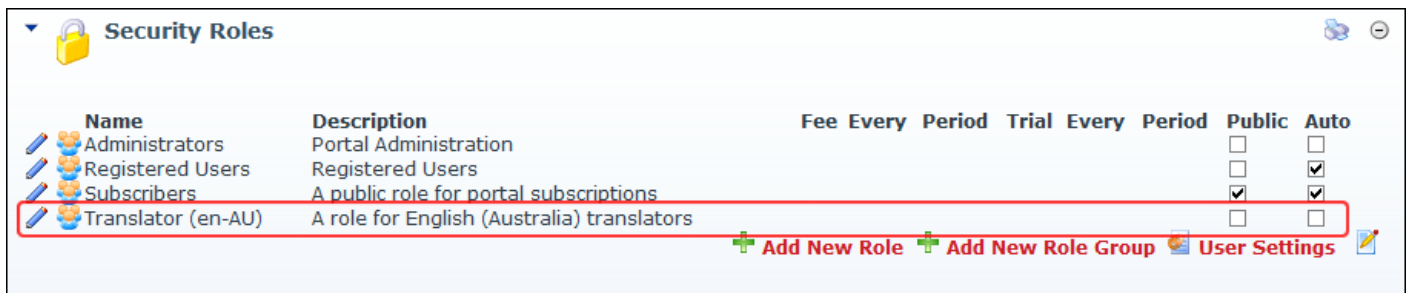
To view the newly created localized copies for this language, click on the country flag for this language (typically located in the top right corner of the site above the menu). This displays the localized copies of these pages in the menu. Note: Page names are appended with the country code. E.g. For Australia it is (EN-AU). You can modify these names as you like by editing the Page Name. See ["Page Details Settings for Existing Pages"](#)



Enabling Localized Content

A translator role named Translator (en-AU) is now displayed in the Security Roles module for Australian English. Before translation can begin, the users who are the translators for each language should be added to the newly created translator roles. See ["Adding a User to a Security Role"](#)

*Tip: You can also assign other roles as translators for a language. See ["Setting Translator Roles"](#)*



For details on translating content and managing content for multiple languages, See ["About Content Localization"](#)

### Creating Localized Pages for a Language

How to create localized pages for a language using the Languages module. This creates a translator role ( titled Translator and then appended with the country code. E.g. Translator (EN-AU) ) for each enabled language. Users will need to be added to this role. See ["Adding a User to a Security Role"](#)


Note: Localized content must first be enabled. See ["Enabling Localized Content"](#).


1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the **Enabled** column of the Culture grid, check  the check box beside the language.

### Language Management 🔄 ⌵
















**i** DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

---

**System Default:**  English (United States)

**Site Default:**  English (United States)

*\* A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization	
			Site		Published *	
 English (United States) **	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
 Swedish (Sweden)	<input type="checkbox"/>					
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>					
 English (Australia)	<input checked="" type="checkbox"/>			5 100%	0 0%	<input type="checkbox"/>
 Arabic (Jordan)	<input type="checkbox"/>					

**Language Settings**

3. This enables the language and creates localized pages.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:** English (United States)

*\* A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization	
			Site		Published *	
English (United States) **	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>
Swedish (Sweden)	<input checked="" type="checkbox"/>			5 100%	0 0%	<input type="checkbox"/>
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>					
English (Australia)	<input checked="" type="checkbox"/>			5 100%	0 0%	<input type="checkbox"/>
Arabic (Jordan)	<input type="checkbox"/>					

**Language Settings**

Creating Localized Pages for a Language

### Setting Translator Roles

How to enable or disable one or more roles to have Edit Rights to translate all new pages and localized modules for a language using the Languages module. Note: A translator role is automatically created for each language upon creation of localized content. This tutorial explains how to add additional roles if required.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the Edit column of the Culture grid, click the **Edit** button beside the required language. This opens the Edit Language page.


















## Language Management

DotNetNuke's security model requires that host users must create new languages. As a site administrator, you must create new languages. If you would like more languages please contact the Host User for your site.

**System Default:**  English (United States)

**Site Default:**  English (United States)

*\*A language must be enabled before it can be activated and it must be deactivated before it can be disabled  
\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources	
			Site	
 English (United States) **	<input checked="" type="checkbox"/>			
 Swedish (Sweden)	<input type="checkbox"/>			
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>			
 English (Australia)	<input checked="" type="checkbox"/>			
 Arabic (Jordan)	<input type="checkbox"/>			

- At **Localized Content Translators**, check  the check box in the Selected Role column beside each role which can translate this language. Note: The translator role associated with this language is checked by default.
- Click the [Update](#) link.

## Edit Language

**Language:**  English (Australia)

**Fallback Language:**  English (United States)

**Localized Content Translators:**

**Selected Role**

Administrators	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>
Translator (en-AU)	<input checked="" type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>

 **Update**  **Cancel**

## Activating/Deactivating a Language

How to activate or deactivate a language using the Languages module. Activating a language enables site visitors to see these pages. A language is typically activated once it has been translated.

1. Go to a **Languages** module - OR - Navigate to Admin > **Languages**. This displays the list of available languages.
2. In the Content Localization column of the Culture grid, check  the **Active** check box to activate a language - OR - Uncheck  the check box to deactivate it. Note: Deactivating a language disables the Publish button.

### Languages

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:** English (United States)

**Enable Browser Language Detection?**

*\*A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization			
			Site			Active *	Publish *	
English (United States) **	<input checked="" type="checkbox"/>						<input type="checkbox"/>	
English (Australia)	<input checked="" type="checkbox"/>			6 100%	0 0%	<input checked="" type="checkbox"/>		

Activating a Language

## Publishing Localized Content

How to publish localized content using the Languages module. Once a language is published, site visitors can click on the associated country flag and view the translated pages. Note: A language must be Active in order to be published.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. In the Content Localization section of the Culture grid, click the **Publish Pages** icon in the Publish column to publish pages which are marked as translated for this language. Note: This copies the View Settings from the default language to that language.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:** English (United States)

*\*A language must be enabled before it can be activated and it must be deactivated before it can be disabled*  
*\*\* - The default site language cannot be deactivated or disabled*

Culture	Enabled *	Edit	Static Resources		Content Localization		
			Site		Active *	Publish *	
English (United States) **	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	
Swedish (Sweden)	<input type="checkbox"/>					<input type="checkbox"/>	
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>					<input type="checkbox"/>	
English (Australia)	<input checked="" type="checkbox"/>			6 100%	0 0%	<input checked="" type="checkbox"/>	
Arabic (Jordan)	<input type="checkbox"/>					<input type="checkbox"/>	

**Language Settings**

Publishing Localized Content

## Manage Settings

### Configuring the Portal Language Settings

How to configure language settings for a single portal.

1. Go to a Languages module - OR - Navigate to Admin > Languages.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Go to the **Portal Language Settings** section.
3. At **Enable Language Parameter in URLs?**, check  the check box to enable - OR - Uncheck  the check box to disable.
4. At **Use Paging in Editor?**, select from these options:
  - Check  the check box to enable paging which is disabled by default. Use paging to reduce the size of the page.
    - a. At **Editor Page Size** enter the number of items to be displayed on each page of the editor. The default setting is 10.
  - Uncheck  the check box to disable paging.

**Portal Language Settings**

**Enable Language Parameter in URLs?**

**Use Paging in Editor?**

**Editor Page Size:**

**Update** **Delete** **Cancel**

5. Click the Update link.

**Related Topics:**

- See "About the Pager"

**Language Files**


**Overview of the Type of Language Files**

The Core Language Pack included with DNN includes language files which can be modified. Here's a list of the types of language files which can be edited using the Languages module.

- Actions: The names given to common actions such as clear cache, delete module, edit module.
- Strings: String resources are the names attributed Admin and Host pages, Banner types and Permission to Deploy modules.
- Error Messages: Messages which appear when an error occurs.
- Email Messages: Email messages are sent by DNN when users request password reminders, subscribe to a role, etc. They can also be message to editors or Administrators confirming actions such as deleting user accounts or sending newsletters.
- Text: Text language files.


**Example: Adding/Editing the Login Message**


How to edit the login instructions displayed on the Account Login module using the Languages module. No message is displayed by default.

1. Go to a **Languages** module - OR - Navigate to Admin > **Languages**. This displays the Culture grid which lists the available languages.
2. In the **Static Resources - Portal** column, click the **Edit**  button beside the language file to be edited. This displays GlobalResources.Portal-0.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as portal and email messages.


### Language Management
















DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:**  English (United States)

**Site Default:**   **Update**

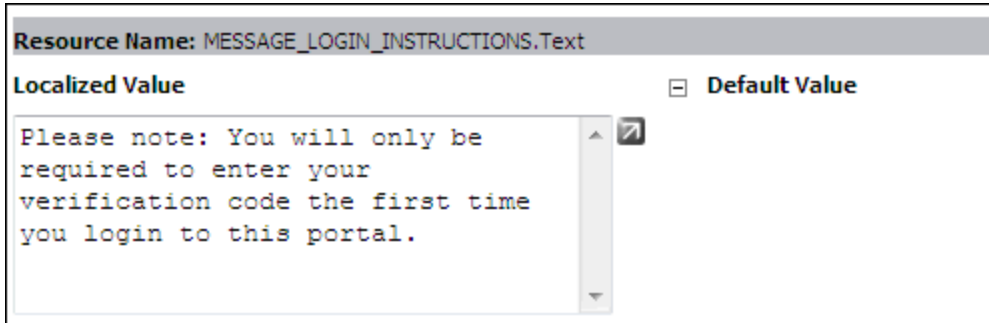
Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
 English (United States) **	<input checked="" type="checkbox"/>		
 Swedish (Sweden)	<input type="checkbox"/>		
 Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
 English (Australia)	<input checked="" type="checkbox"/>		
 Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

3. Find **Resource Name: MESSAGE\_LOGIN\_INSTRUCTIONS.Text**. Note: If Paging is enabled then it may be located on a subsequent page. See "Enabling Browser Language Detection"
4. To edit the message, perform one of the following options:
  - Edit the message body using HTML tags in the Localized Value text box below




Resource Name: MESSAGE\_LOGIN\_INSTRUCTIONS.Text

Localized Value Default Value

Please note: You will only be required to enter your verification code the first time you login to this portal.


- OR -

- Click the **Edit**  button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
    - i. Click the **OK** button.
    - ii. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
    - iii. Click the Update link to return to the Language Editor.
5. **Optional.** To edit the subject associated with email message language files, edit the associated Subject resource file which will be listed above the Body resource file.
  6. Click the Update link.
  7. **Optional.** Repeat all of the above steps to update this message for another language.

Login Instructions on the User Log In page

#### Example: Editing Privacy and Terms of Use Statements

How to edit the Privacy statement and/or the Terms of Use Statements using the Languages module. No message is displayed by default. See "[Portal Privacy Text](#)"

1. Go to a **Languages** module - OR - Navigate to Admin > **Languages**. This displays the Culture grid which lists the available languages.
2. In the **Static Resources - Portal** column, click the **Edit**  button beside the language file to be edited. This displays GlobalResources.Portal-0.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as portal and email messages.

**Language Management**

DotNetNuke's security model requires that host users must create new languages. As a site administrator you can manage existing languages. If you would like more languages please contact the Host User for your site.

**System Default:** English (United States)

**Site Default:**  **Update**

Native Name  English Name

**\*\* - The default site language cannot be disabled**  **Enable Localized Content**

Culture	Enabled	Edit	Static Resources Site
English (United States) **	<input checked="" type="checkbox"/>		
Swedish (Sweden)	<input type="checkbox"/>		
Mongolian (Traditional Mongolian, PRC)	<input type="checkbox"/>		
English (Australia)	<input checked="" type="checkbox"/>		
Arabic (Jordan)	<input type="checkbox"/>		

**Language Settings**

3. Find **Resource Name: MESSAGE\_PORTAL\_PRIVACY.Text** or **MESSAGE\_PORTAL\_TERMS.Text** as desired. Note: If Paging is enabled then it may be located on a subsequent page. See "[Enabling Browser Language Detection](#)"
4. To edit the message, perform one of the following options:
  - Edit the message body using HTML tags in the Localized Value text box below  
- OR -
  - Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
    - i. Click the **OK** button.
    - ii. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
    - iii. Click the Update link to return to the Language Editor.
5. **Optional.** To edit the subject associated with email message language files, edit the associated Subject resource file which will be listed above the Body resource file.
6. Click the Update link.
7. **Optional.** Repeat all of the above steps to update this message for another language.

## Email Messages

### Affiliate Notification Email Message

The Affiliate Notification email message is sent to an affiliate when their account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [Custom:0],

Your account for the [Portal:PortalName] Affiliate Program has been created.

To begin earning rewards, please use the following URL to link to our site: [Custom:1]

Thank you, [Portal:PortalName]

#### **Banner Notification Email Message**

The Banner Notification email message is sent to a Vendor and provides them with up to the minute information on one of their banners.

Here is the default value (default text) of this email message in the DNN core language pack:

Banner: [Custom:0]

Description: [Custom:1]

Image: [Custom:2]

CPM/Cost: [Custom:3]

Impressions: [Custom:4]

StartDate: [Custom:5]

EndDate: [Custom:6]

Views: [Custom:7]

Click Throughs: [Custom:8]

#### **Bulk Email Confirmation Email Message**

The Bulk Email Confirmation email message is sent to the primary Administrator when a bulk email (newsletter) mail out is completed.

Here is the default value (default text) of this email message in the DNN core language pack:

##### **Bulkmail Report**

Operation started at: [Custom:0]

EmailRecipients: [Custom:1]

EmailMessages: [Custom:2]

Operation completed: [Custom:3]

[Custom:4] Number of errors:{0} ]

Status Report:

[Custom:5]

[Custom:6]

-----

Recipients:

{0}

---

*Tip: There is a HTML and a text version of this email*

---

#### **Password Reminder Email Message**

The Password Reminder email message is sent to a user when they request a password reminder.

Here is the default value (default text) of this email message in the DNN core language pack:



Dear [User:DisplayName],

You have requested a Password Reminder from [Portal:PortalName].

Please login using the following information:

Portal Website Address: [Portal:URL]

Username: [Membership:Username]

Password: [Membership:Password]

Sincerely,

[Portal:PortalName]

\*Note: If you did not request a Password Reminder, please disregard this Message.

#### **Portal Signup Email Message**

The Portal Signup email message is sent to the new site Administrator when the portal is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your Portal Website Has Been Created. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [Portal:URL]

Username: [Membership:UserName]

Verification Code: [User:VerificationCode]

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...

[Host:HostTitle]

#### **Profile Updated Email Message**

The Profile Updated email message is sent to a user when they update their profile.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your profile on [Portal:PortalName] has been successfully updated.

Sincerely,

[Portal:PortalName]

<b>Resource Name:</b> EMAIL_PROFILE_UPDATED_BODY.Text	
<b>Localized Value</b>	<input type="checkbox"/> <b>Default Value</b>
Dear [User:DisplayName],  Your profile on [Portal:PortalName] has been successfully updated.	<input checked="" type="checkbox"/> Dear [User:DisplayName], Your profile on [Portal:PortalName] has been successfully updated. Sincerely, [Portal:PortalName]
<b>Resource Name:</b> EMAIL_PROFILE_UPDATED_SUBJECT.Text	
<b>Localized Value</b>	<input type="checkbox"/> <b>Default Value</b>
[Portal:PortalName] Profile Update Notice	<input checked="" type="checkbox"/> [Portal:PortalName] Profile Update Notice

Editing the Profile Updated email

### Retrieve Password Instructions

The Retrieve Password instructions are displayed to a user when a question and answer is required to modify or retrieve their password.

Here is the default value (default text) for these instructions in the DNN core language pack:

In order to retrieve your password, you will need to provide your user name, and the answer to the Password Question.

<b>Resource Name:</b> MESSAGE_RETRIEVEPASSWORD_INSTRUCTIONS.Text	
<b>Localized Value</b>	<input type="checkbox"/> <b>Default Value</b>
In order to retrieve your password, you will need to provide your user name, and the answer to the Password Question.	<input checked="" type="checkbox"/> In order to retrieve your password, you will need to provide your user name, and the answer to the Password Question.

Editing the Retrieve Password Instructions

### Role Assignment Email Message

The Role Assignment email message is optionally sent to a user when they are assigned to a role.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your user account at [Portal:PortalName] has been recently updated to include access to the following Security Role:

Role: [Custom:0]

Description: [Custom:1]

Effective Date: [Custom:2]

Expiry Date: [Custom:3]

Thank you, we appreciate your support...  
[Portal:PortalName]

The screenshot shows a localization editor interface. It contains two sections, each with a header, a 'Localized Value' text area, and a 'Default Value' label with a plus icon.

**Resource Name:** EMAIL\_ROLE\_UNASSIGNMENT\_BODY.Text

**Localized Value:** Dear [User:FullName],  
Your user account at the [Portal:PortalName] portal website has been recently updated to restrict access to the

**Default Value:** [Portal:PortalName] User Account Update

**Resource Name:** EMAIL\_ROLE\_UNASSIGNMENT\_SUBJECT.Text

**Localized Value:** [Portal:PortalName] User Account Update

**Default Value:** [Portal:PortalName] User Account Update

Editing the Role Assignment email

### Role Unassignment Email Message

The Role Unassignment email message is optionally sent to a user when they are unassigned from a role.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your user account at [Portal:PortalName] has been recently updated to restrict access to the following Security Role:

Role: [Custom:0]

Description: [Custom:1]

Thank you, we appreciate your support...

[Portal:PortalName]

**Resource Name:** EMAIL\_ROLE\_UNASSIGNMENT\_BODY.Text

**Localized Value** + **Default Value**

Dear [User:FullName],

Your user account at the [Portal:PortalName] portal website has been recently updated to restrict access to the

---

**Resource Name:** EMAIL\_ROLE\_UNASSIGNMENT\_SUBJECT.Text

**Localized Value** - **Default Value**

[Portal:PortalName] User Account Update

[Portal:PortalName] User Account Update

Editing the Role Unassignment email

### SMTP Configuration Test Email Message

The SMTP Configuration Test email message is sent to the Host when they test the SMTP configuration. [See "Testing Outgoing Email Settings"](#)

Here's the default value (default text) of this email message in the DNN core language pack:

[Host:HostTitle] SMTP Configuration Test

### User Registration Administrator Email Message

The User Registration Administrator email message is sent to the primary site Administrator when a user registration occurs. This includes those made by visitors, users authorized to create user accounts, and other Administrators.

Here is the default value (default text) of this email message in the DNN core language pack:

Date: [Date:Current]  
 First Name: [Profile:FirstName]  
 Last Name: [Profile:LastName]  
 Unit: [Profile:Unit]  
 Street: [Profile:Street]  
 City: [Profile:City]  
 Region: [Profile:Region]  
 Country: [Profile:Country]  
 Postal Code: [Profile:PostalCode]  
 Telephone: [Profile:Telephone]  
 Email: [User:Email]

<b>Resource Name:</b> EMAIL_USER_REGISTRATION_ADMINISTRATOR_BODY.Text	
<b>Localized Value</b>	<input checked="" type="checkbox"/> <b>Default Value</b>
Date: [Date:Current] First Name: [Profile:FirstName] Last Name: [Profile:LastName] Unit: [Profile:Unit] Street: [Profile:Street] Suburb: [Profile:City] State:	<input checked="" type="checkbox"/>
<b>Resource Name:</b> EMAIL_USER_REGISTRATION_ADMINISTRATOR_SUBJECT.Text	
<b>Localized Value</b>	<input type="checkbox"/> <b>Default Value</b>
[Portal:PortalName] New User Registration	<input checked="" type="checkbox"/> [Portal:PortalName] New User Registration

Editing the User Registration Administrator email message body and subject

### User Registration Private Email Message

The User Registration Private email message is used when site registration is set as Private. It is sent to the new user when they register for a user account.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Thank you for registering at [Portal:PortalName].

Please read the following information carefully and be sure to save this message in a safe location for future reference.  
Portal

Website Address: [Portal:URL]

Username: [Membership:UserName]

Password: [Membership:Password]

Your account details will be reviewed by the portal Administrator and you will receive a notification upon account activation.

Thank you, we appreciate your support...

[Portal:PortalName]

<b>Resource Name:</b> EMAIL_USER_REGISTRATION_PRIVATE_BODY.Text	
<b>Localized Value</b>	<input type="checkbox"/> <b>Default Value</b>
<pre>[Portal:PortalName]</pre> <p>Thank you for registering at the [Portal:PortalName] portal website. Please read the following information carefully and be sure to save this message</p>	<input checked="" type="checkbox"/>
<b>Resource Name:</b> EMAIL_USER_REGISTRATION_PRIVATE_SUBJECT.Text	
<b>Localized Value</b>	<input type="checkbox"/> <b>Default Value</b>
<pre>[Portal:PortalName] New User Registration</pre>	<input checked="" type="checkbox"/> [Portal:PortalName] New User Registration

Editing the Private User Registration email

### User Registration Public Email Message

The User Registration Public email message is used when site registration is set as Public. It is sent to the new user when they register for a user account.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

We are pleased to advise that you have been added as a Registered User to [Portal:PortalName].

Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [Portal:URL]

Username: [Membership:UserName]

Password: [Membership>Password]

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...

[Portal:PortalName]

**Resource Name:** EMAIL\_USER\_REGISTRATION\_PUBLIC\_BODY.Text

**Localized Value** + **Default Value**

Dear [User:FullName],

We are pleased to advise that you have been added as a Registered User to the [Portal:PortalName] portal website. Please read the

---

**Resource Name:** EMAIL\_USER\_REGISTRATION\_PUBLIC\_SUBJECT.Text

**Localized Value** - **Default Value**

[Portal:PortalName] New User Registration

[Portal:PortalName] New User Registration

The Public User Registration email message body and subject

### User Registration Verified Email Message

The User Registration Verified email message is used when site registration is set as Verified. It is sent to the new user when they register for a user account.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

We are pleased to advise that you have been added as a Registered User to [Portal:PortalName].

Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [Portal:URL]

Username: [Membership:UserName]

Password: [Membership>Password]

Verification Code: [User:VerificationCode]

You may use the following link to complete your verified registration: [http://-\[Portal:URL\]/default.aspx?ctl=Login&username=\[Custom:0\]&verificationcode=\[User:VerificationCode\]](http://-[Portal:URL]/default.aspx?ctl=Login&username=[Custom:0]&verificationcode=[User:VerificationCode])

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...

[Portal:PortalName]

**Resource Name:** EMAIL\_USER\_REGISTRATION\_VERIFIED\_BODY.Text

**Localized Value** + **Default Value**

Dear [User:DisplayName],

We are pleased to advise that you have been added as a Registered User to [Portal:PortalName]. Please read the following

---

**Resource Name:** EMAIL\_USER\_REGISTRATION\_VERIFIED\_SUBJECT.Text

**Localized Value** - **Default Value**

[Portal:PortalName] New User Registration

Editing the Verified User Registration email

### User Unregister Email Message

The User Unregister email message is sent to the primary site Administrator when a user unregister or is unregistered.

Here is the default value (default text) of this email message in the DNN core language pack:

Date: [Date:Current]  
 First Name: [Profile:FirstName]  
 Last Name: [Profile:LastName]  
 Unit: [Profile:Unit]  
 Street: [Profile:Street]  
 City: [Profile:City]  
 Region: [Profile:Region]  
 Country: [Profile:Country]  
 Postal Code: [Profile:PostalCode]  
 Telephone: [Profile:Telephone]  
 Email: [User:Email]

### Vendor Registration Administrator Email Message

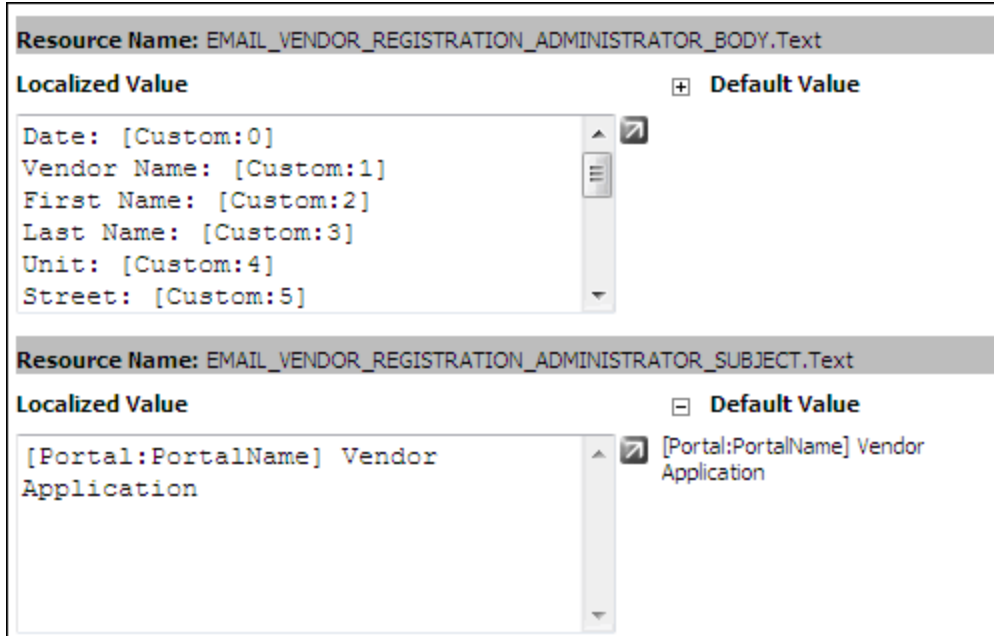
The Vendor Registration Administrator email message is sent to the primary site Administrator when a new Vendor account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Date: [Custom:0]  
 Vendor Name: [Custom:1]  
 First Name: [Custom:2]  
 Last Name: [Custom:3]  
 Unit: [Custom:4]  
 Street: [Custom:5]  
 City: [Custom:6]  
 Region: [Custom:7]  
 Country: [Custom:8]  
 Postal Code: [Custom:9]



Telephone: [Custom:10]  
Fax: [Custom:11]  
Cell: [Custom:12]  
Email: [Custom:13]  
Website: [Custom:14]



The screenshot shows two sections of a localization editor. The first section is titled "Resource Name: EMAIL\_VENDOR\_REGISTRATION\_ADMINISTRATOR\_BODY.Text" and has a "Default Value" checkbox checked. The localized values are: Date: [Custom:0], Vendor Name: [Custom:1], First Name: [Custom:2], Last Name: [Custom:3], Unit: [Custom:4], and Street: [Custom:5]. The second section is titled "Resource Name: EMAIL\_VENDOR\_REGISTRATION\_ADMINISTRATOR\_SUBJECT.Text" and has a "Default Value" checkbox unchecked. The localized value is: [Portal:PortalName] Vendor Application.

Editing the Administrator's Vendor Registration email message

### Vendor Registration Email Message

The Vendor Registration email message is sent to a Vendor when their new Vendor account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [Custom:0] [Custom:1],  
[Custom:2] company has been successfully registered at [Portal:PortalName].  
Thank you,  
[Portal:PortalName]

**Resource Name:** EMAIL\_VENDOR\_REGISTRATION\_BODY.Text

**Localized Value** + **Default Value**

Dear [Custom:0] [Custom:1],

Your company has been successfully registered at the [Portal:PortalName] portal website.

---

**Resource Name:** EMAIL\_VENDOR\_REGISTRATION\_SUBJECT.Text

**Localized Value** - **Default Value**

[Portal:PortalName] Vendor Application

Editing the Vendor Registration email

## Error Messages

### The Default 403\_3 Error Message

Here is the default text for the 403\_3 Error Message in the DNN core language pack:

DotNetNuke Configuration Error {0} DotNetNuke has extensive file upload capabilities for content, modules, and skins. These features require custom security settings so that the application is able to create and remove files in your web site.

Using Windows Explorer, browse to the root folder of the web site ( C:\DotNetNuke by default ). Right-click the folder and select Sharing and Security from the popup menu ( Note: If you are using Windows XP you may need to **Disable Simple File Sharing** before these options are displayed ). Select the Security tab. Add the appropriate User Account and set the Permissions.

- **If using Windows 2000 - IIS5**

- the [SERVER]ASPNET User Account must have Read, Write, and Change Control of the virtual root of your web site.

- **If using Windows 2003 - IIS6**

- the NT AUTHORITY\NETWORK SERVICE User Account must have Read, Write, and Change Control of the virtual root of your web site.

### The Default 404 Error Message

Here is the default text for the 404 Error Message in the DNN core language pack:

#### **Domain Name {0} Does Not Exist In The Database**

DNN supports multiple portals from a single database/codebase. It accomplishes this by converting the URL of the client Web browser Request to a valid PortalID in the Portals database table. The following steps describe the process:

## 1. Web Server Processing

- When a web server receives a Request from a client Web browser, it compares the file name extension on the target URL resource to its Application Extension Mappings defined in IIS.
- Based on the corresponding match, IIS then sends the Request to the defined Executable Path ( aspnet\_asapi.dll in the case of ASP.NET Requests ).
- The aspnet\_isapi.dll engine processes the Request in an ordered series of events beginning with Application\_BeginRequest.

## 2. HttpModule.UrlRewrite OnBeginRequest ( UrlRewriteModule.vb )

- The Request URL is parsed based on the "/" character A Domain Name is constructed using each of the relevant parsed URL segments.  
Examples:  
URL: http://www.domain.com/default.aspx = Domain Name: www.domain.com  
URL: http://209.75.24.131/default.aspx = Domain Name: 209.75.24.131  
URL: http://localhost/DotNetNuke/default.aspx = Domain Name: localhost/DotNetNuke  
URL: http://www.domain.com/virtualdirectory/default.aspx = Domain Name: www.domain.com/virtualdirectory  
URL: http://www.domain.com/directory/default.aspx = Domain Name: www.domain.com/directory
- Using the Domain Name, the application queries the database ( Portals table - PortalAlias field ) to locate a matching record.  
Note: If there are multiple URLs which correspond to the same portal then the PortalAlias field must contain each valid Domain Name in a comma seperated list.  
Example: URL: http://localhost/DotNetNuke/default.aspx  
URL: http://MACHINENAME/DotNetNuke/default.aspx  
URL: http://209.32.134.65/DotNetNuke/default.aspx  
PortalAlias: localhost/DotNetNuke,MACHINENAME/DotNetNuke,209.32.134.65/DotNetNuke  
  
Note: If you are installing the application to a remote server you must modify the PortalAlias field value for the default record in the Portals table according to the rules defined above.

## Portal Messages

### License Text

The DotNetNuke License is displayed in the code of the site. It is not displayed on any page.

Here is the default value (default text) of this email message in the DNN core language pack:

DotNetNuke® - http://www.dotnetnuke.com Copyright (c) 2002-2009 by DotNetNuke Corporation

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

## Portal Privacy Text

The Portal Privacy text is associated with the Privacy skin token.

This language file is located in the Language Editor Resources List under: Local Resources - Admin - Portal - App-LocalResources: Privacy.ascx

Here is the default value (default text) of this email message in the DNN core language pack:

[Portal:PortalName] is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the [Portal:PortalName] web site and governs data collection and usage. By using the [Portal:PortalName] web site, you consent to the data practices described in this statement.

### Collection of your Personal Information

[Portal:PortalName] collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. [Portal:PortalName] also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites.

There is also information about your computer hardware and software that is automatically collected by [Portal:PortalName]. This information can include: your IP address, browser type, domain names, access times and referring web site addresses. This information is used by [Portal:PortalName] for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the [Portal:PortalName] web site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through [Portal:PortalName] public message boards, this information may be collected and used by others. Note: [Portal:PortalName] does not read any of your private online communications.

[Portal:PortalName] encourages you to review the privacy statements of web sites you choose to link to from [Portal:PortalName] so that you can understand how those web sites collect, use and share your information. [Portal:PortalName] is not responsible for the privacy statements or other content on web sites outside of the [Portal:PortalName] and [Portal:PortalName] family of web sites.

### Use of your Personal Information

[Portal:PortalName] collects and uses your personal information to operate the [Portal:PortalName] web site and deliver the services you have requested. [Portal:PortalName] also uses your personally identifiable information to inform you of other products or services available from [Portal:PortalName] and its affiliates. [Portal:PortalName] may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

[Portal:PortalName] does not sell, rent or lease its customer lists to third parties. [Portal:PortalName] may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, [Portal:PortalName] may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to [Portal:PortalName], and they are required to maintain the confidentiality of your information.

[Portal:PortalName] does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

[Portal:PortalName] keeps track of the web sites and pages our customers visit within [Portal:PortalName], in order to determine what [Portal:PortalName] services are the most popular. This data is used to deliver customized content and advertising within [Portal:PortalName] to customers whose behavior indicates that they are interested in a particular subject area. [Portal:PortalName] web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process

served on [Portal:PortalName] or the site; (b) protect and defend the rights or property of [Portal:PortalName]; and, (c) act under exigent circumstances to protect the personal safety of users of [Portal:PortalName], or the public.

### **Use of Cookies**

The [Portal:PortalName] web site use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize [Portal:PortalName] pages, or register with [Portal:PortalName] site or services, a cookie helps [Portal:PortalName] to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same [Portal:PortalName] web site, the information you previously provided can be retrieved, so you can easily use the [Portal:PortalName] features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the [Portal:PortalName] services or web sites you visit.

### **Security of your Personal Information**

[Portal:PortalName] secures your personal information from unauthorized access, use or disclosure. [Portal:PortalName] secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other web sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

### **Changes to this Statement**

[Portal:PortalName] will occasionally update this Statement of Privacy to reflect company and customer feedback. [Portal:PortalName] encourages you to periodically review this Statement to be informed of how [Portal:PortalName] is protecting your information.

### **Contact Information**

[Portal:PortalName] welcomes your comments regarding this Statement of Privacy. If you believe that [Portal:PortalName] has not adhered to this Statement, please contact [Portal:PortalName] at [Portal:Email]. We will use commercially reasonable efforts to promptly determine and remedy the problem.

### **Portal Terms Text**

The Portal Terms text is associated with the Terms skin token.

Here is the default value (default text) of this email message in the DNN core language pack:

#### **AGREEMENT BETWEEN USER AND [Portal:PortalName]**

The [Portal:PortalName] Web Site is comprised of various Web pages operated by [Portal:PortalName].

The [Portal:PortalName] Web Site is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of the [Portal:PortalName] Web Site constitutes your agreement to all such terms, conditions, and notices.

#### **MODIFICATION OF THESE TERMS OF USE**

[Portal:PortalName] reserves the right to change the terms, conditions, and notices under which the [Portal:PortalName] Web Site is offered, including but not limited to the charges associated with the use of the [Portal:PortalName] Web Site.

## **LINKS TO THIRD PARTY SITES**

The [Portal:PortalName] Web Site may contain links to other Web Sites ("Linked Sites"). The Linked Sites are not under the control of [Portal:PortalName] and [Portal:PortalName] is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. [Portal:PortalName] is not responsible for webcasting or any other form of transmission received from any Linked Site. [Portal:PortalName] is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by [Portal:PortalName] of the site or any association with its operators.

## **NO UNLAWFUL OR PROHIBITED USE**

As a condition of your use of the [Portal:PortalName] Web Site, you warrant to [Portal:PortalName] that you will not use the [Portal:PortalName] Web Site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the [Portal:PortalName] Web Site in any manner which could damage, disable, overburden, or impair the [Portal:PortalName] Web Site or interfere with any other party's use and enjoyment of the [Portal:PortalName] Web Site. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the [Portal:PortalName] Web Sites.

## **USE OF COMMUNICATION SERVICES**

The [Portal:PortalName] Web Site may contain bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, and/or other message or communication facilities designed to enable you to communicate with the public at large or with a group (collectively, "Communication Services"), you agree to use the Communication Services only to post, send and receive messages and material that are proper and related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.

- Harvest or otherwise collect information about others, including e-mail addresses, without their consent.
- Violate any applicable laws or regulations.

[Portal:PortalName] has no obligation to monitor the Communication Services. However, [Portal:PortalName] reserves the right to review materials posted to a Communication Service and to remove any materials in its sole discretion. [Portal:PortalName] reserves the right to terminate your access to any or all of the Communication Services at any time without notice for any reason whatsoever.

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TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL [Portal:PortalName] AND/OR ITS SUPPLIERS BE LIABLE FOR ANY DIRECT, INDIRECT, PUNITIVE, INCIDENTAL, SPECIAL, CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF USE, DATA OR PROFITS, ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE USE OR PERFORMANCE OF THE [Portal:PortalName] WEB SITE, WITH THE DELAY OR INABILITY TO USE THE [Portal:PortalName] WEB SITE OR RELATED SERVICES, THE PROVISION OF OR FAILURE TO PROVIDE SERVICES, OR FOR ANY INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS OBTAINED THROUGH THE [Portal:PortalName] WEB SITE, OR OTHERWISE ARISING OUT OF THE USE OF THE [Portal:PortalName] WEB SITE, WHETHER BASED ON CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE, EVEN IF [Portal:PortalName] OR ANY OF ITS SUPPLIERS HAS BEEN ADVISED OF THE POSSIBILITY OF DAMAGES. BECAUSE SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU. IF YOU ARE DISSATISFIED WITH ANY PORTION OF THE [Portal:PortalName] WEB SITE, OR WITH ANY OF THESE TERMS OF USE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO DISCONTINUE USING THE [Portal:PortalName] WEB SITE.

SERVICE CONTACT : [Portal:Email]

#### **TERMINATION/ACCESS RESTRICTION**

[Portal:PortalName] reserves the right, in its sole discretion, to terminate your access to the [Portal:PortalName] Web Site and the related services or any portion thereof at any time, without notice. GENERAL To the maximum extent permitted by law, this agreement is governed by the laws of the State of Washington, U.S.A. and you hereby consent to the exclusive jurisdiction and venue of courts in King County, Washington, U.S.A. in all disputes arising out of or relating to the use of the [Portal:PortalName] Web Site. Use of the [Portal:PortalName] Web Site is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, including without limitation this paragraph. You agree that no joint venture, partnership, employment, or agency relationship exists between you and [Portal:PortalName] as a result of this agreement or use of the [Portal:PortalName] Web Site. [Portal:PortalName]'s performance of this agreement is subject to existing laws and legal process, and nothing contained in this agreement is in derogation of [Portal:PortalName]'s right to comply with governmental, court and law enforcement requests or requirements relating to your use of the [Portal:PortalName] Web Site or information provided to or gathered by [Portal:PortalName] with respect to such use. If any part of this agreement is determined to be invalid or unenforceable pursuant to applicable law including, but not limited to, the warranty disclaimers and liability limitations set forth above, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of the agreement shall continue in effect. Unless otherwise specified herein, this agreement constitutes the entire agreement between the user and [Portal:PortalName] with respect to the [Portal:PortalName] Web Site and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral or written, between the user and [Portal:PortalName] with respect to the [Portal:PortalName] Web Site. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish to the parties that this agreement and all related documents be drawn up in English.

#### **COPYRIGHT AND TRADEMARK NOTICES:**

All contents of the [Portal:PortalName] Web Site are: [Portal:FooterText] and/or its suppliers. All rights reserved.

#### **TRADEMARKS**

The names of actual companies and products mentioned herein may be the trademarks of their respective owners. The example companies, organizations, products, people and events depicted herein are fictitious. No association with any



real company, organization, product, person, or event is intended or should be inferred. Any rights not expressly granted herein are reserved.

### NOTICES AND PROCEDURE FOR MAKING CLAIMS OF COPYRIGHT INFRINGEMENT

Pursuant to Title 17, United States Code, Section 512(c)(2), notifications of claimed copyright infringement under United States copyright law should be sent to Service Provider's Designated Agent.

### ALL INQUIRIES NOT RELEVANT TO THE FOLLOWING PROCEDURE WILL RECEIVE NO RESPONSE.

See Notice and Procedure for Making Claims of Copyright Infringement.

### User Lockout Email Message

The User Lockout email message is sent to the primary site Administrator when a user is locked out of their account.

Here is the default value (default text) of this email message in the DNN core language pack:

An attempt was made to access a locked out user account ( username: [Custom:0] ) on [Date:Current]. You may wish to investigate this matter further...

Thank you,  
[Portal:PortalName]

The screenshot shows two sections of a localization editor. The first section is titled "Resource Name: EMAIL\_USER\_LOCKOUT\_BODY.Text" and contains a text area with the following text: "An attempt was made to access a locked out user account ( username: [Custom:0] ) on [Date:Current]. You may wish to investigate this matter further...". To the right of the text area is a "Default Value" checkbox which is checked. The second section is titled "Resource Name: EMAIL\_USER\_LOCKOUT\_SUBJECT.Text" and contains a text area with the following text: "[Portal:PortalName] User Account Lockout Alert". To the right of the text area is a "Default Value" checkbox which is checked.

Editing the User Lockout email

### Recycle Bin

#### About the Recycle Bin Module

The Recycle Bin module stores all pages and modules that have been deleted from a site. These pages and modules can be restored to the portal or permanently removed.



#### The Pages Window

- Pages are listed in the Recycle Bin by page name
- Pages are listed in the order that they were deleted from most recently deleted to first deleted

#### The Modules Window

- Modules are listed in the Recycle Bin by page name - module title. E.g. Home - Announcements
- Modules are listed in the order that they were deleted from most recently deleted to first deleted

#### Restoring Modules and Pages

- Restoring a page will restore it to its previous location on the site menu. All modules (including content) will also be restored.
- A module (including content) is restored to a selected page

#### Deleting Modules and Pages

- Deletion is permanent
- Page deletion includes modules and content
- Module deletion includes content

---

*Tip: It is recommended that unwanted pages and module are regularly deleted from the recycle bin. This will ensures that the Recycle Bin doesn't become so large that Site Administrators must search through a large number of modules and pages to find the required item.*

---

## Viewing Pages and Modules in the Recycle Bin

How to view details of pages and modules that are stored in the Recycle Bin module. Users who are authorized to view the Recycle Bin module are able to see details of all pages and modules in the Recycle Bin. Users must have editing rights to restore or delete page and modules.

1. Navigate to Admin > **Recycle Bin** - OR - Go to a Recycle Bin module. All deleted pages and modules are listed.




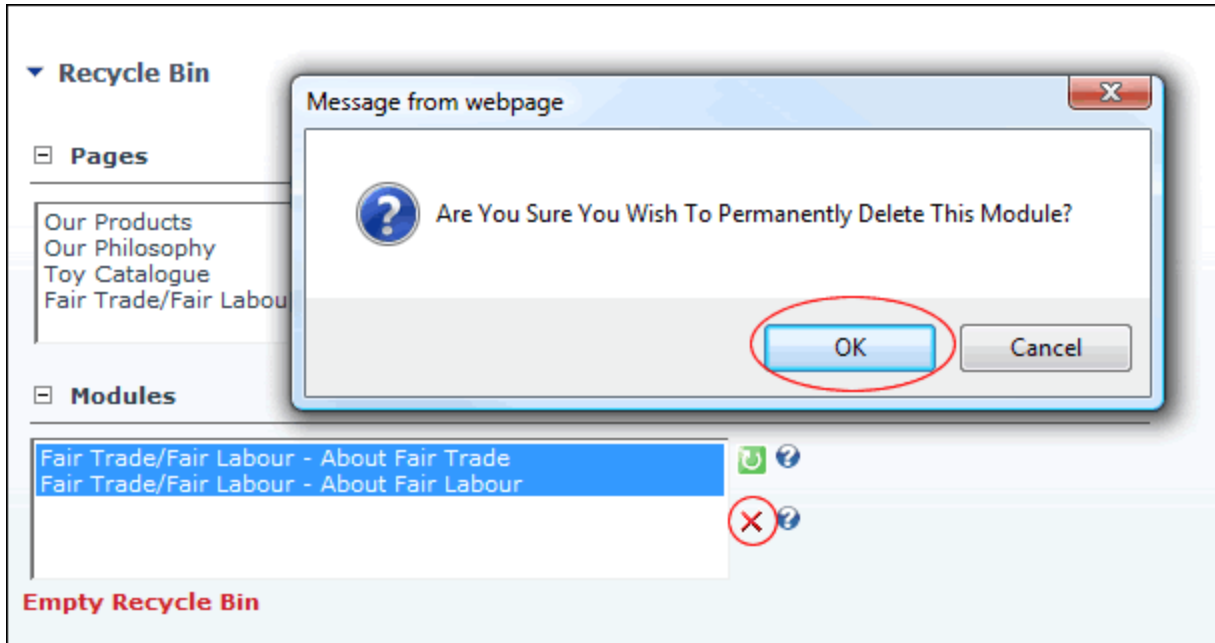
Viewing Pages and Modules in the Recycle Bin

## Module Editors

### Deleting Modules from the Recycle Bin

How to permanently delete one or more modules (including module content) from your site using the Recycle Bin module.


1. Go to a Recycle Bin module.
2. In the **Modules** window, select one or more modules.
3. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Permanently Delete This Module?"
4. Click **OK** to confirm deletion.

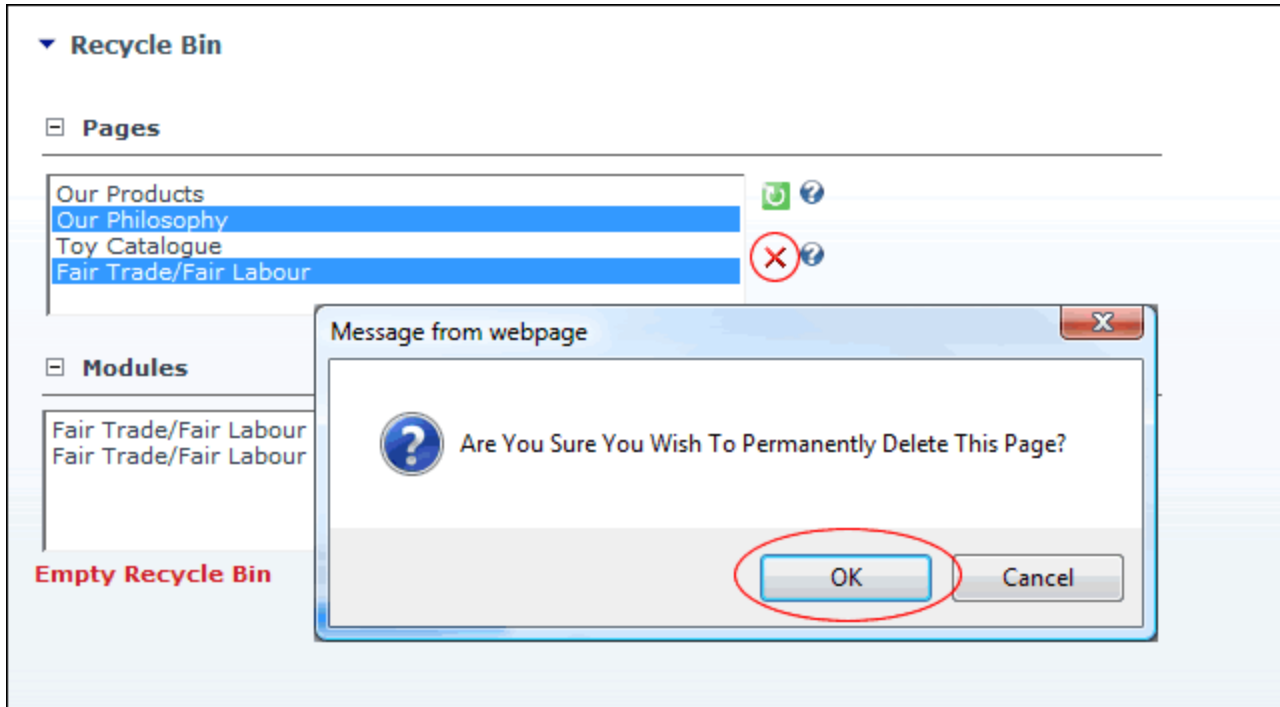


Permanently deleting one or more modules

### Deleting Pages from the Recycle Bin

How to permanently delete one or more pages (including modules and module content) from your database using the Recycle Bin module.

1. In the **Pages** window, click on the name of each page to be permanently deleted.
2. Click the **Delete**  button. This displays the "Are You Sure You Wish To Permanently Delete This Page" message.
3. Click **OK** to confirm deletion.

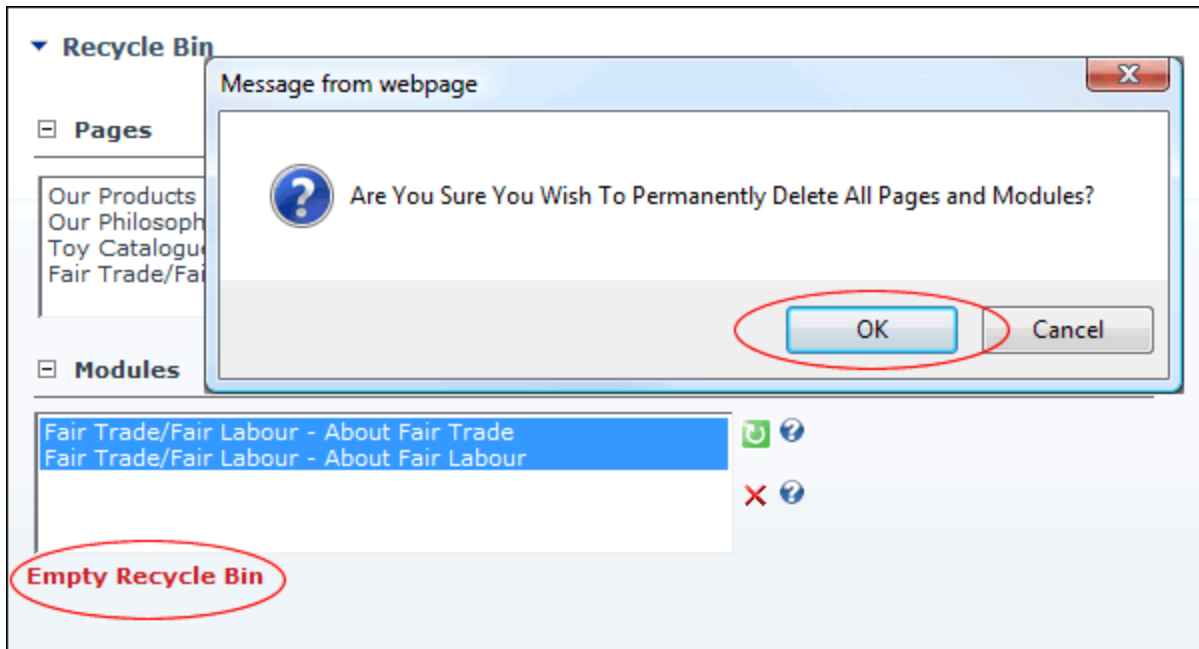


Deleting one or more pages

### Emptying the Recycle Bin

How to permanently delete all pages and modules from the Recycle Bin module.


1. Click the [Empty Recycle Bin](#) link. This displays the message "Are You Sure You Wish To Permanently Delete All Pages and Modules?"
2. Click the **OK** button to confirm deletion.



Emptying the Recycle Bin

## Restoring Deleted Modules

How to restore one or more deleted modules (including module content) to their original page using the Recycle Bin module.

1. Navigate to Admin > **Recycle Bin**.
2. In the **Modules** window, click on the name of each module to be restored.
3. Click the **Restore**  button.



Restoring deleted modules to a page


## Restoring Deleted Pages

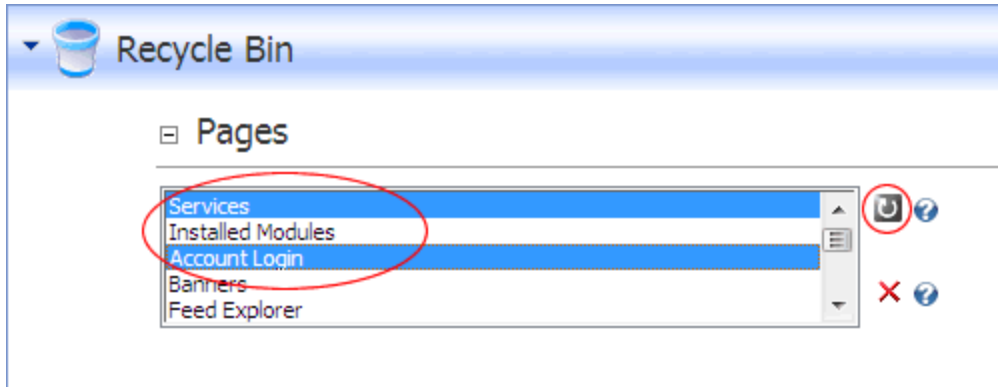
How to restore one or more deleted pages to the site using the Recycle Bin module. This restores the selected pages including any modules and module content on those pages prior to deletion. The pages are restored to their previous location in the pages list and site menu.

---

*Tip: You cannot restore a page whose parent page has also been deleted unless you restore the parent page first.*

---


1. Navigate to Admin > **Recycle Bin**.
2. In the **Pages** window, click on the name of each page to be restored.
3. Click the **Restore**  button.





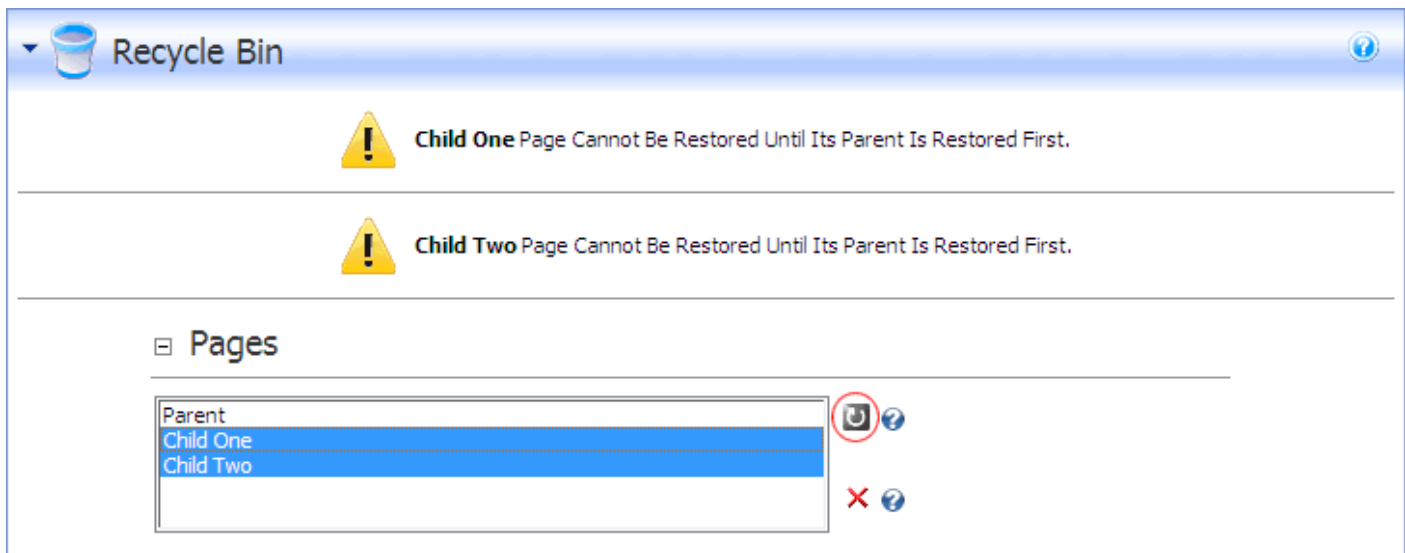
Restoring deleted pages to the site

#### Troubleshooting: Page Cannot Be Restored Until Its Parent Is Restored First

A yellow warning message is displayed if you attempt to restore a page whose parent page has also been deleted and is in the Recycle Bin.

The message reads:  **[PageName]** Page Cannot Be Restored Until Its Parent Is Restored First.


If this happens you must first **Restore**  the parent page and then **Restore**  the child page .




*Tip: Once you have restored the pages, you can always move the child page to a new location in the menu and delete the parent page.*


#### Troubleshooting: Page Cannot Be Deleted Until Its Children Have Been Deleted First

You will receive a yellow warning message if you attempt to delete a parent page that has one or more children pages in the Recycle Bin.




The warning message reads:  **[PageName]** Page Cannot Be Deleted Until Its Children Have Been Deleted First.

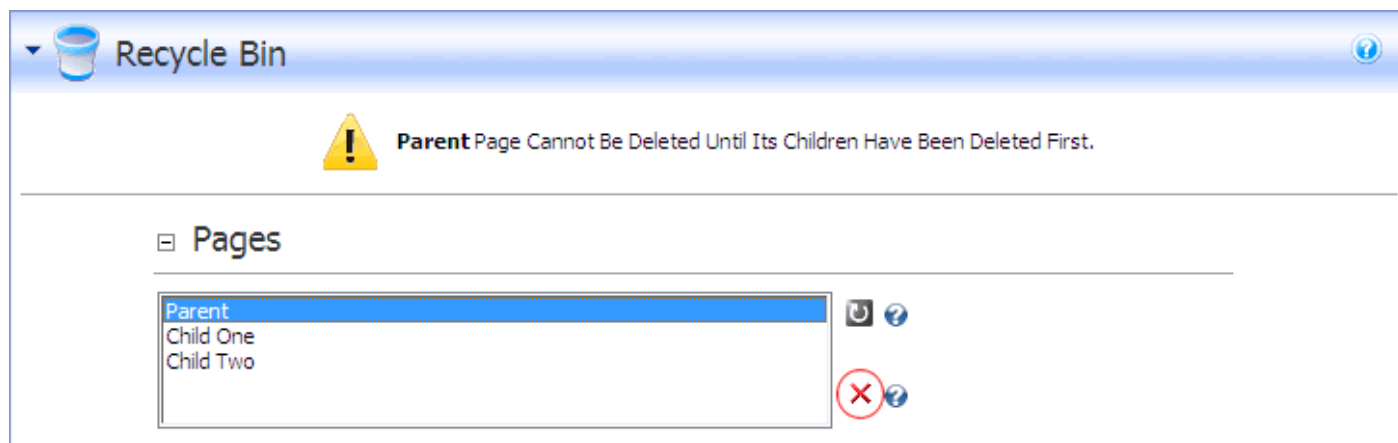
In this case, here's how to delete both the children and parent pages:

1. Click on the name of one or more child pages.
2. Click the **Delete**  button.

3. Click on the name of the parent page.
4. Click the **Delete**  button.

If you don't want to permanently delete the children pages you can:

1. Click on the name of the parent page.
2. Click the **Restore**  button.
3. Click on the name(s) of the child page(s).
4. Click the **Restore**  button.
5. Modify the settings of the child pages and set them as parent pages or assign them a new parent.
6. Delete the parent and children pages so they are moved back to the Recycle Bin.
7. Click on the name of the parent page.
8. Click the **Delete**  button.



Troubleshooting: Page Cannot Be Deleted Until Its Children Have Been Deleted First

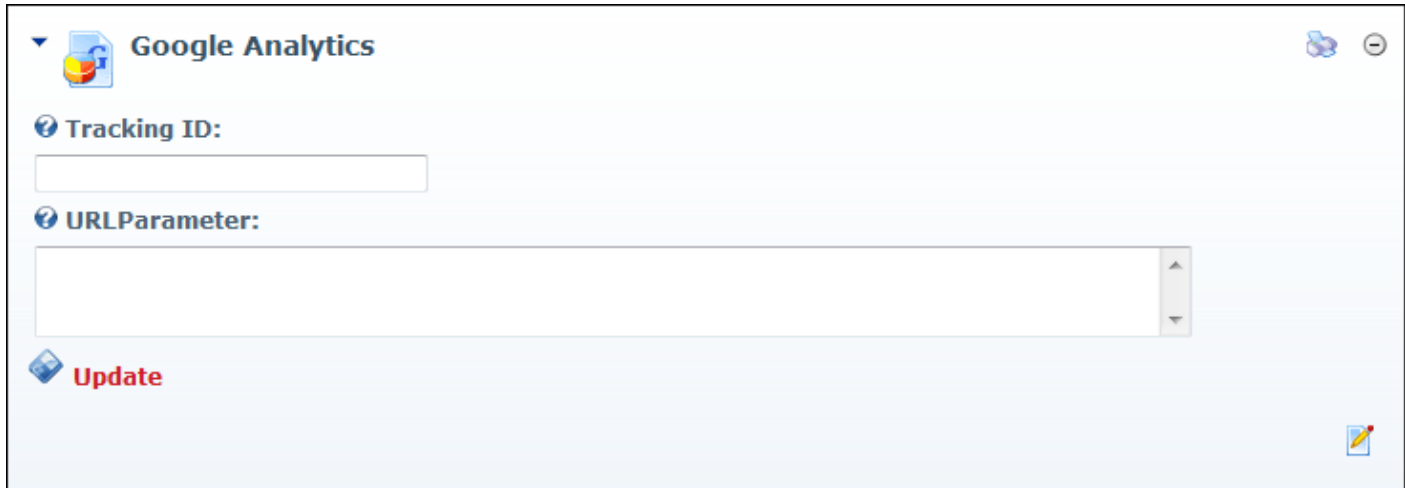
## Search Optimization

### Google Analytics

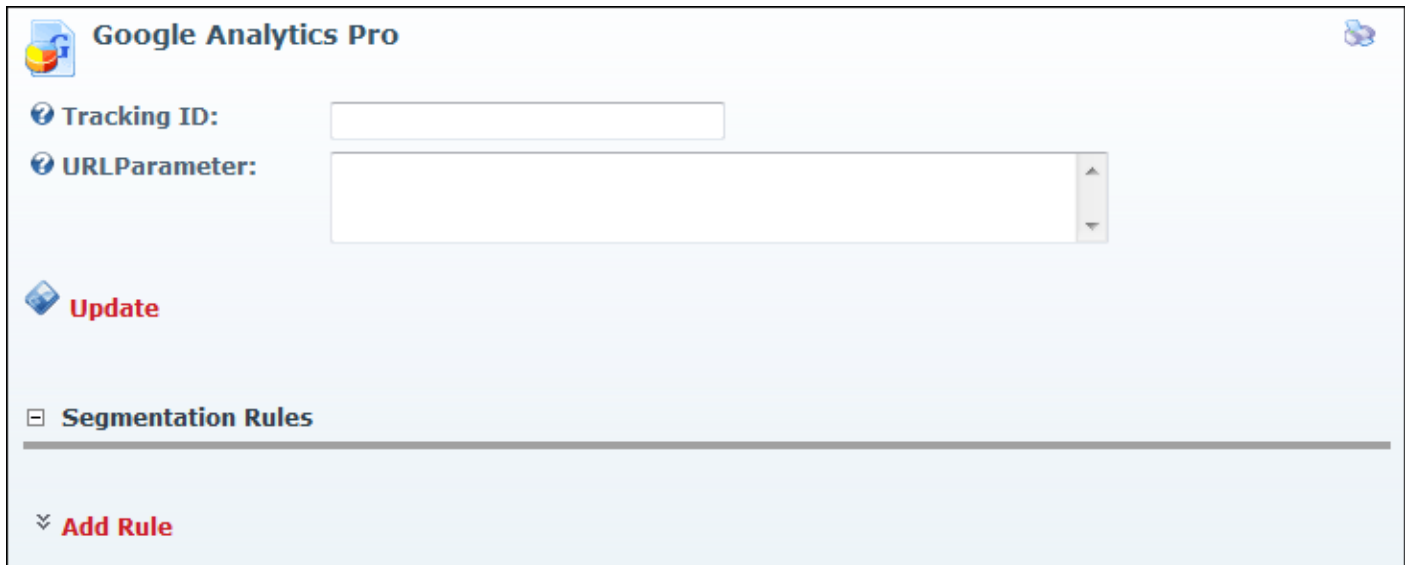
#### About the Google Analytics Module

The Google Analytics (or Google Analytics Pro in DNN Professional Edition) module is located on the Admin > Google Analytics / Google Analytics Pro page and can also be added to any site page. This module enables Administrators and authorized users to analyze and improve online search results.





The Google Analytics Module



The Google Analytics Pro module includes the ability to add Segmentation Rules

### What Is Google Analytics and why should I consider using it?

Taken directly from the Google Analytics site (<http://www.google.ca/analytics/>), Google Analytics is...  
"...the enterprise-class web analytics solution that gives you rich insights into your web site traffic and marketing effectiveness. Powerful, flexible and easy-to-use features now let you see and analyze your traffic data in an entirely new way. With Google Analytics, you're more prepared to write better-targeted ads, strengthen your marketing initiatives and create higher converting web sites."

Currently, some of the major feature points include:

- Analytics Intelligence: Google Analytics monitors your reports and automatically alerts you of significant changes in data patterns.
- Advanced Segmentation: Isolate and analyze subsets of your traffic with a fast interactive segment builder. *Only available in DotNetNuke Professional Edition*

- Flexible Customization: Get the data you need, organized in the way you want to see it with custom reports, custom variables, and a flexible tracking API.
- E-Commerce Tracking: Trace transactions to campaigns and keywords, get loyalty and latency metrics, and identify your revenue sources. GOALS Track sales and conversions. Measure your site engagement goals against threshold levels that you define. MOBILE TRACKING Track web-enabled phones, mobile web sites and mobile app's.
- Data Export: API Integrate business information and develop applications that access Google Analytics data.
- Advance Analysis Tools: Perform advanced data analysis with pivot tables, filtering and multiple dimensions. Discover new trends and insights with motion chart visualizations.
- Benchmarking Find out whether your site usage metrics under perform or outperform those in your industry.

### How do I get an account?

For details on Google Analytics and to sign up for an account, visit the Google Analytics web site at <http://www.google.com/analytics> and look for the sign up link.

### Signing Up for GA

How to sign up for a Google Analytics account.

1. Go to <http://www.google.ca/analytics/>.
2. Click the Sign Up Now link and follow the prompts.
3. Once you gain access to the Google Analytics dashboard, go ahead and create an account for your site. Here are different pathways for new users and existing Google Analytics users.

### New Users

1. At **My Analytics Accounts** (located on the top right) select "Create New Account" from the drop-down box and then click the **Sign Up** button. This displays the "Analytics: New Account Signup" page.
2. Complete the "Analytics: New Account Signup" information as per your requirements, along with the Contact Information, and User Agreement pages.

### Analytics: New Account Signup

[General Information](#) > 
 [Contact Information](#) > 
 [Accept User Agreement](#) > 
 [Add Tracking](#)

Please enter the URL of the site you wish to track, and assign a name as it should appear in your Google Analytics reports. been set up. [Learn more.](#)

**Website's URL:**  (e.g. www.mywebsite.com)

**Account Name:**

**Time zone country or territory:**

**Time zone:**

Cancel Continue »

- Once complete, you will end up on the "Add Tracking" page, which should resemble something similar to the below image. The single most important piece of information on this page is the Tracking ID, based on the above screen shot our new Tracking ID is: "UA-17965093-1". Copy this down in a safe place.

### Analytics: Tracking Instructions

General Information > Contact Information > Accept User Agreement > **Add Tracking**

Standard **Advanced** Custom

#### 1 What are you tracking?

**A single domain (default)**  
Domain: www.google.com

One domain with multiple subdomains

Multiple top-level domains

---

I want to track AdWords campaigns

#### 2 Paste this code on your site

Copy the following code, then paste it onto every page you want to tra

```

<script type="text/javascript">

var _gaq = _gaq || [];
_gaq.push(['_setAccount', 'UA-17965093-1']);
_gaq.push(['_trackPageview']);

(function() {
  var ga = document.createElement('script'); ga
  ga.src = ('https:' == document.location.protocol
  var s = document.getElementsByTagName('script
  }) ();
</script>

```

### Existing Users

- Existing Users should see their account on the home page of Google Analytics, something similar to this image:

### Overview: all accounts

Jul 12, 2010 - Aug 11, 2010  
Comparing to: Jun 11, 2010 - Jul 11, 2010

Day **Week** Month Year

Accounts
+ Add new account

Name↑	Visits	Avg. Time on Site	Bounce Rate	Completed Goals	Visits % Change	Actions
http://www.ecozany.com	9	00:00:00	11.11%	0	↑ 350.00%	Edit
http://www.ecozany.net	0	00:00:00	0.00%	0	N/A	
http://www.ecozany2.com	0	00:00:00	0.00%	0	N/A	Edit

Find account:

Show rows: 10 1 of 1

- Under the Name field, click the relevant Domain which you need to start tracking. It should switch over, and now the Name field includes the URL along with the tracking code to the right. Similar to:

All
Starred

Website Profiles

Name↑	Reports	Status	Visits	Avg. Time on Site	Bou
h [redacted] t UA-78805-1					
☆ Website - .iet	<a href="#">View report</a>	✓	9	00:00:00	

Find profile:

**[Add Website Profile»](#)**  
 A profile allows you to track a website and/or create different views of the reporting data using filters. [Learn more](#)

**[User Manager»](#)**  
**Number of Users: 1**  
 Add or edit Users. [Learn more](#)

- As you can see above, the tracking code is "UA-78805-1", copy this down into a safe place. You are now ready to begin "Setting Google Analytics".

#### Module Editors

#### Setting Google Analytics

How to configure Google Analytics for your site using the Google Analytics or the Google Analytics Pro module. You must sign up for a Google Analytics account to complete this tutorial at <http://www.google.com/analytics/>

- Go to a **Google Analytics Pro** or **Google Analytics** module - OR - Navigate to Admin > **Google Analytics Pro** or **Google Analytics**.
- In the **Tracking ID** text box, enter the web site tracking ID that you obtained from Google when you signed up for an account.
- Optional.** In the **URL Parameter** text box, enter the Javascript code fragment that will be passed as a parameter to the page tracker (used to customize the value tracked in Google Analytics instead of the default location.href value).

4. Click the  Update link.

### Adding a Segmentation Rule

How to add up to 5 segmentation rules using the Google Analytics Pro module. *Only available in DotNetNuke Professional Edition*


Segmentation Rules allow you to isolate and analyze subsets of your traffic in a granular fashion. The rule editor is designed to facilitate the creation of a list of rules that are enumerated in order until a match is found. The order of rules is important because the match criteria are Page, then membership within a Role. In order to see code emitted on the page, two conditions would have to be met: Restart app after changing rules as they are cached; and At least one rule much match.

1. Go to the Segmentation Rules section of the Google Analytics Pro module.
2. Click the Add Rule link. This displays the Edit Segmentation Rule section.
3. In the **Label** text box, enter a name (label) for this rule.
4. At **Page**, select the page name - OR - Select **Any Page**.
5. At **Role**, select the role name - OR - Select **Any Role**.

6. Click the Save link.


### Editing a Segmentation Rule

How to edit a segmentation rule to the Google Analytics Pro module. *Only available in DotNetNuke Professional Edition*

1. Go to the Segmentation Rules section of the Google Analytics Pro module.
2. Click the **Edit**  button beside the rule to be edited. This displays the Edit Segmentation Rule section.
3. Edit one or more fields as required.
4. Click the Save link.

### Deleting a Segmentation Rule

How to delete a segmentation rule from Google Analytics. *Only available in DotNetNuke Professional Edition*

1. Go to the Segmentation Rules section of the Google Analytics Pro module.
2. Click the **Delete**  button beside the required rule.

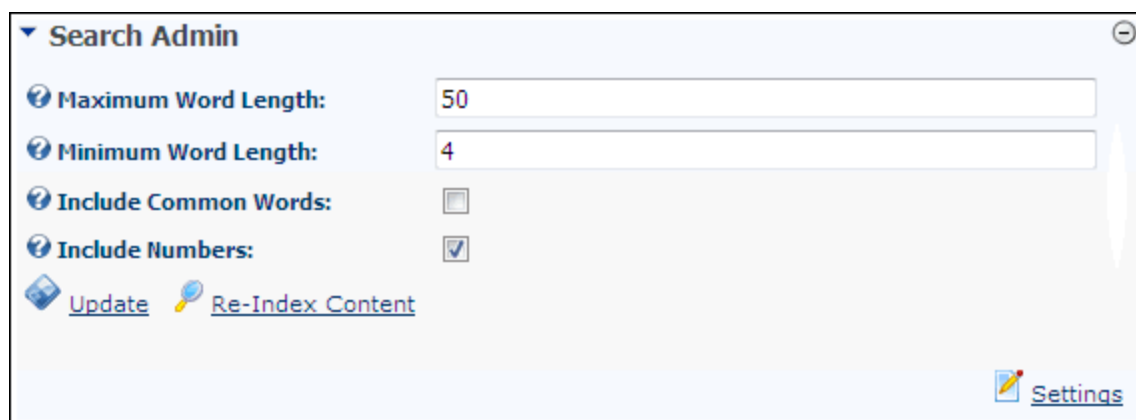
### Search Admin

#### About the Search Admin Module

The Search Admin module enables authorized users to specify the settings associated with DNN's search capability which will be applied to this site.

#### Optional Settings:

- Maximum and minimum word length when searching
- Whether to include common words and numbers
- Ability to re-index the search catalog (the content which is searched) if there has been significant changes since the last indexing




The screenshot shows the 'Search Admin' settings panel. It features a title bar with a dropdown arrow and a close button. Below the title, there are four settings: 'Maximum Word Length' with a text input field containing '50', 'Minimum Word Length' with a text input field containing '4', 'Include Common Words' with an unchecked checkbox, and 'Include Numbers' with a checked checkbox. At the bottom left, there are two buttons: 'Update' with a floppy disk icon and 'Re-Index Content' with a magnifying glass icon. At the bottom right, there is a 'Settings' link with a pencil icon.

The Search Admin Module

#### Including Common Words in Searches

How to set searches made on this site to include common words such as 'the' using the Search Admin module.

1. At **Include Common Words**, check the check box to search for common words.
2. Click the  Update link.

Search Admin

Maximum Word Length: 20

Minimum Word Length: 3

Include Common Words:


Include Numbers:

[Update](#) [Re-Index Content](#)

Including Common Words in Searches

### Including Numbers in Searches

How to set searches made on this site to include numbers using the Site Admin module.

1. At **Include Numbers**, check the check box to include numbers in searches.
2. Click the  [Update](#) link.

Search Admin

Maximum Word Length: 20

Minimum Word Length: 3

Include Common Words:

Include Numbers:

[Update](#) [Re-Index Content](#)

Including Numbers in Searches

### Re-Indexing Searched Content

How to re-index the search content for maximum efficiency and to ensure all new content is included in searches made on this site using the Search Admin module.

1. Click the  [Re-Index Content](#) link to re-index the search content for maximum efficiency.

Search Admin

Maximum Word Length: 20

Minimum Word Length: 3

Include Common Words:


Include Numbers:

[Update](#) [Re-Index Content](#)

Re-indexing Searchable Content

### Setting the Maximum Word Length for Searches

How to set the default maximum word length for searches on this site using the Search Admin module.

1. In the **Maximum Word Length** text box, enter the maximum length word to search for as a numeric value. E.g. 20
2. Click the  [Update](#) link.

Search Admin

Maximum Word Length: 20

Minimum Word Length: 3

Include Common Words:


Include Numbers:

[Update](#) [Re-Index Content](#)

Setting the Maximum Word Length for Searches

### Setting Minimum Word Length for Searches

How to set the default minimum word length for searches on this site using the Search Admin module.

1. In the **Minimum Word Length** text box, enter the minimum length word to search for as a numeric value. E.g. 3
2. Click the  [Update](#) link.



Search Admin

Maximum Word Length: 20

Minimum Word Length: 3

Include Common Words:

Include Numbers:

[Update](#) [Re-Index Content](#)

Setting the Minimum Word Length for Searches

## Search Crawler

### About the Search Crawler Module Suite

The Search Crawler module suite ( also known as the DNN Search Engine) provides an enterprise level search engine capable of indexing and searching any site the Administrator chooses, as well as directly indexing physical directories.

*Only available in DotNetNuke Enterprise Edition*

The Search Crawler module suite consists of three modules:

- SearchCrawlerAdmin module. This module is located on the Host > Professional Features > SearchCrawler Admin page. It can also be added to any page if you choose to give an Administrator or another user the ability to manage the spider administration. See "[About the SearchCrawlerAdmin module](#)"
- SearchCrawlerInput and SearchCrawlerResults modules. Neither of these modules are installed by default. See "[Setting up Search Crawler Searching](#)"

**Important.** The Search Engine must be configured before searches can be made. See "[Enabling Search Crawler Functionality](#)"

**Module Version:** 03.00.00

**Minimum DNN Version:** 05.05.00

**SearchCrawler Admin**

Paths Documents Options Duplicates

URL(s) to Index:

+

Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url

Directory(ies) to Index: - Select a Directory -

+  
×

**Update**

The SearchCrawlerAdmin module

**SearchCrawlerInput**

toys  Search

The SearchCrawlerInput module

**SearchCrawlerResults**

results 1 - 2 of 2 for fair trade. (0.01 seconds)

[EcoZany > Announcements](#)

EcoZany > Announcements (Alpha Version: 5.3.0.0) Site Web You are here: Announcements Register | Login Announcements New **Fair Trade** Arrangement with Thailand - Tuesday, September 21, 2010 New **Fair Trade** Arrangement with Thailand Home | About Us | Announcements | Search | Search Crawler Admin  
<http://www.ecozany.com/Announcements.aspx>  
 relevance: 248

[EcoZany > About Us](#)

. Many EcoZany products are handmade. All handmade products are **Fair Labor** and **Fair Trade**. Visit our.... How does EcoZany define **Fair Trade**? Home | About Us | Announcements | Search | Search Crawler  
<http://www.ecozany.com/AboutUs.aspx>  
 relevance: 241

1

The SearchCrawlerResults module

PDF and Microsoft Office Documents (Word, Excel, and PowerPoint) are also indexed by default.

**Features:**

- Allows for multiple sites to be indexed
- Indexing of PDF and Microsoft Office Documents (Word, Excel, and PowerPoint). Once indexed, the content of the PDF is searchable.
- Integrated DNN security while spidering, and spidering as a particular role (with the role's view access).
- Meta Data contained in the meta data tags such as Description tag will be relevant in a query, and results will be displayed if the query term matches the information found in such a tag.
- Search Input implemented as a Skin Object. You can include the search input box directly into your skin as a Skin Object, so that it will appear on every page on your site, with no need to add it as a module.
- Configurable Search Scope. Every search result module can be configured to limit the search results to only some of the sites that the spider has indexed. This is helpful in case you have different searches in different pages on your site, and only want to show results from specific sites.
- Configurable Search Impersonation. When spidering your own site, you can impersonate a role other than the anonymous user. This will allow you to index content that was not previously accessible to the spider. All the pages available to a user in the role you selected will be indexed by the spider.
- Compliance with META directives. Follow the directives of "no index", "no follow" that can be found on some web pages. This way, if these directives are present, the page will either not be indexed and/or its links not be followed nor spidered.
- Automatic exclusion of anonymous modules. Pages such as Privacy, Terms, Login and Register, are in reality modules that load in the same page where the user is referencing them from. This means that from DNN, you can access the same content from different URL's. This caused searches for terms such as "terms" that appear in the Terms page, to appear listed as many times as there were pages on your site. With this new version, they will only appear once.

## General Notes

- All styles can be changed through the module.css style sheet found in the module's specific directories.
- All text can be localized through the .resx files found in the App\_LocalResources directories in the module's specific directories.

## Configuration

### Enabling Search Crawler Functionality

The following steps must be completed to configure the Search Crawler ( DNN Search Engine) for your site.

#### 1. Set Your Site to Full Trust


Lucene.net requires your web site to be running on Full Trust. The <trust> element in the web.config, configures the level of code access security (CAS) that is applied to an application. By default, Web applications run with Full trust, or with the trust configured in the web.config or machine.config. When the trust level is set in a DNN default installation, it is set to Medium. You will need to verify this setting in the web.config and set it to Full as in the example below:



















#### Required web.config <trust> settings





```
<system.web>
...
<trust level="Full" originUrl="http://localhost.*" />
...
</system.web>
```

## 2. Enable Search Crawler Task in Schedule

The SearchCrawler task must be enabled in the Schedule. This task is not enabled by default. See "Enabling/Disabling Scheduled Tasks"

 **Schedule**

Name	Enabled	Frequency	Retry Time Lapse	Next Start	
 Purge Users Online	<input type="checkbox"/>	Every 1 Minute	Every 5 Minutes		 History
 Purge Site Log	<input type="checkbox"/>	Every 1 Day	Every 2 Hours		 History
 Purge Schedule History	<input checked="" type="checkbox"/>	Every 1 Day	Every 2 Days	9/15/2010 3:36:54 PM	 History
 Purge Log Buffer	<input type="checkbox"/>	Every 1 Minute	Every 5 Minutes		 History
 Send Log Notifications	<input type="checkbox"/>	Every 5 Minutes	Every 10 Minutes		 History
 Search Engine Scheduler	<input checked="" type="checkbox"/>	Every 30 Minutes	Every 60 Minutes	9/15/2010 9:28:27 AM	 History
 Purge Cache	<input type="checkbox"/>	Every 2 Hours	Every 30 Minutes		 History
 Purge Module Cache	<input checked="" type="checkbox"/>	Every 1 Minute	Every 30 Seconds	9/15/2010 9:08:40 AM	 History
 SearchCrawler	<input checked="" type="checkbox"/>	Every 1 Day	Every 30 Minutes	9/15/2010 3:55:00 PM	 History


 Add Item to Schedule  View Schedule Status  View Schedule History 


## 3. Add URL's for Indexing

See "Adding URL's for Indexing"


### Configuring the SearchCrawlerAdmin module


Here's how to quickly enable spidering of a URL using the SearchCrawlerAdmin module. A spider is a program that visits all the pages of the web site which you have configured for crawler. The spider makes an index of their content. Note: For sites with many links, you will need to add at least one duplicate pattern. See "Adding a Duplicate Pattern"

1. Navigate to Host > Professional Features >  **SearchCrawler Admin**. This displays the Paths tab of the SearchCrawlerAdmin module.
2. In the **URL(s) To Index**, enter the URL to spider. E.g. `http://www.domain.com`


 **SearchCrawler Admin**



Paths Documents Options Duplicates

 **URL(s) to Index:**




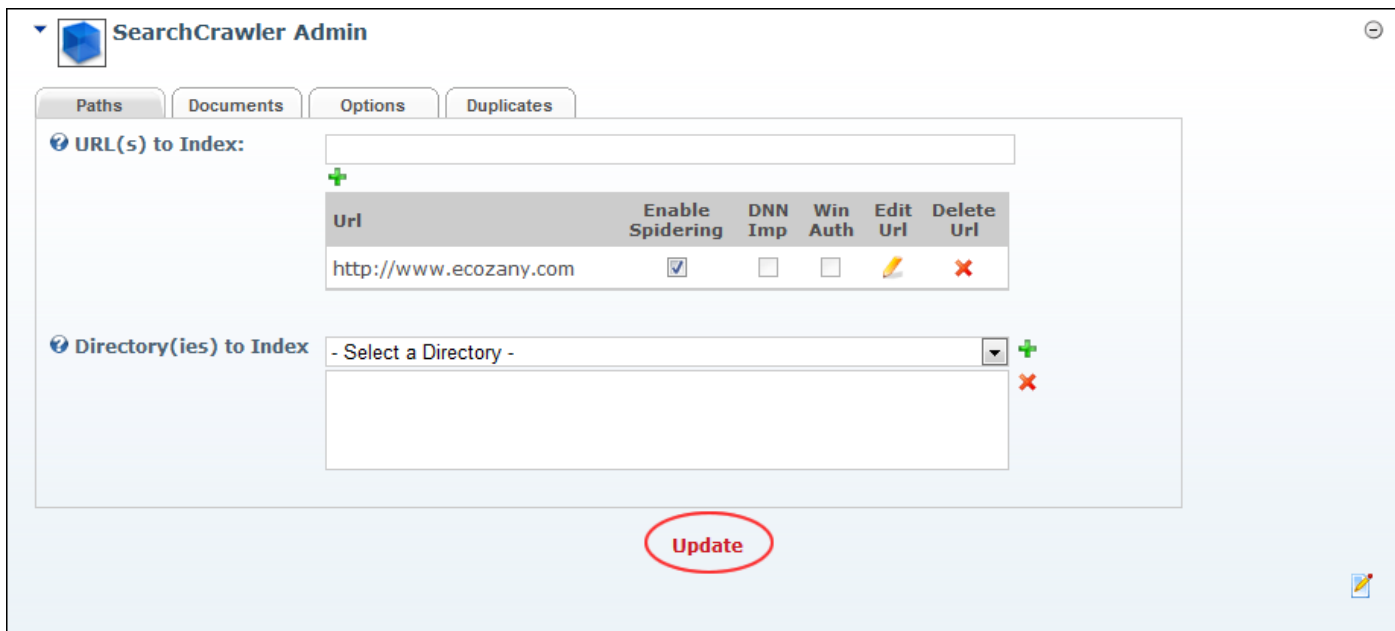
Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url
-----	------------------	---------	----------	----------	------------

 **Directory(ies) to Index**

**Update**

3. Click the **Add URL**  button. The URL (if valid) will automatically be added to the list of available URL's. If enabled ( [See "Enabling/Disabling Scheduled Tasks"](#) ) , the Search Engine will index its contents next time the Schedule runs or when you chose to run it ([See "Running a Task"](#) )



4. Click the Update link.

#### Configuring Search Crawler Modules for Upgrade Portals

How to set up your upgraded portal to prepare to use the Search Crawler (DNN Search Engine) modules. This task must be performed by an Administrator (or a SuperUser) prior to configuring searches. Note: This task is only required for DNN Professional Edition.

1. Navigate to Admin > Pages.
2. Locate and view the **Search Results** page. [See "Viewing any Page \(Pages Module\)"](#). This displays the Search Results page.
3. Delete the core Search Results module from the Search Results page. [See "Deleting a Module"](#)
4. Add the SearchCrawlerResults module to the Search Results page. [See "Adding a New Module \(RibbonBar\)"](#)
5. Navigate to Admin > Site Settings.
6. Set the Search Results Page setting to the Search Results page. [See "Setting the Search Results Page"](#)

#### All Users

##### Performing a Search

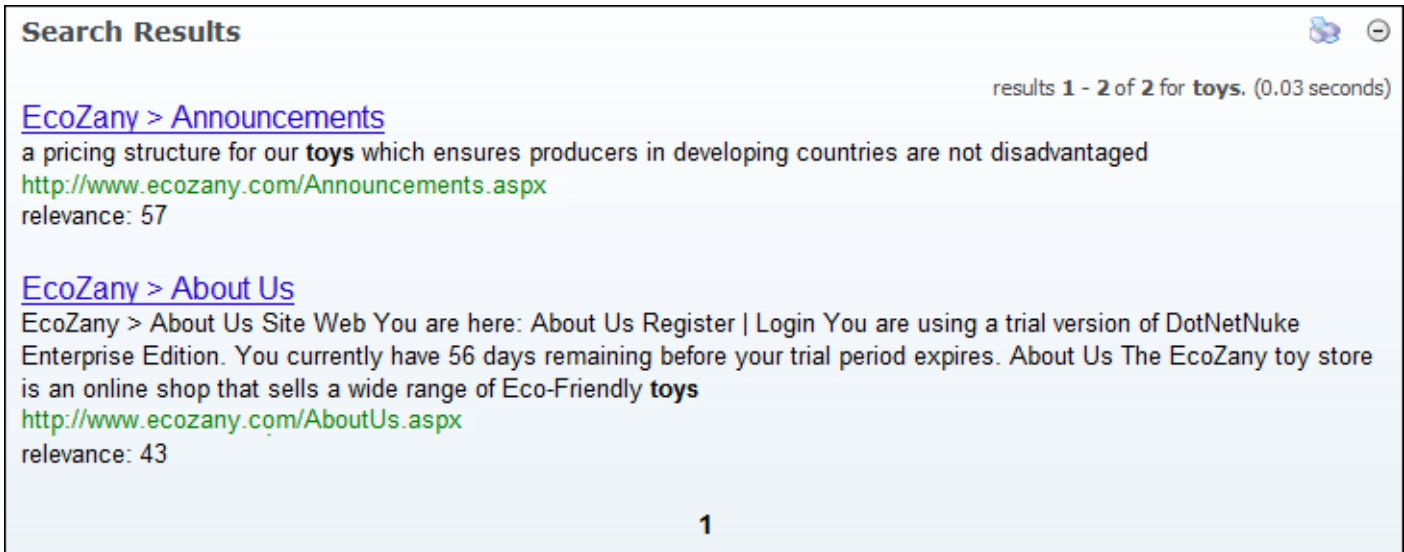
How to perform a search using the SearchCrawlerInput module. Results are displayed using the SearchCrawlerResults module, which may be located on another page.

1. Go to a **SearchCrawlerInput** module - OR - Use the Search box, typically located in the top right corner of all site pages.
2. Enter a keyword into text box - OR - . E.g. toys

3. Click the **Search** icon or button- OR - Strike the Enter key to perform your search. Note: Striking the Enter key to search may be disabled on this module. This displays your search results in the associated SearchCrawlerResults module.



4. Review the displayed results and then click on a linked result title to view it.



Search Results

**Related Topics:**

- "Help with Search Queries".

**Help with Search Queries**

The SearchCrawlerInput module allows you to enter the query term or phrase. There is a rich syntax that allows you to fine tune your searches and obtain very accurate results as shown in the tips below:

## Sample Query Syntax

Query	Example	Notes
single term	document	Searches for documents that contain "document" term in the default field.
phrase	"important document"	Searches for documents that contain the phrase "important document" in the default fields.
searching fields	title:document	Searches for documents that contain "document" term in the "title" field.
wildcard search	doc?ment	Single-character wildcard search. It will match "document" and "dociment" but not "docooment".
	document*	Multi-character wildcard search. It will match "document" and "documentation".
fuzzy search	document~	Search based on similar spelling.
	document~0.9	Search based on similar spelling. 0.9 is the required similarity (default: 0.5)
proximity search	"important document"~5	Find words of a phrase that are not next to each other. Maximum distance in this example is 5 words.
range search	author:{Einstein TO Newton}	Searches for document with "author" field value between specified values.
	date:{20050101 TO 20050201}	Searches for document with "date" field (DateTime type) value between specified dates.
relevance	important^4 document	Set boost factor of the term "important" to 4. Default boost factor is 1.
	"important document"^4	You can set boost factor for phrases too.
	"search engine"	
OR operator	important document	"OR" is the default operator.
	important OR document	The default field must contain either "important" or "document".
AND operator	important AND document	The default field must contain both word.
+ operator	important +document	The default field must contain "document" and may contain "important".
NOT/- operator	-important document	The default field must contain "document" but not "important".
grouping	(important OR office) AND document	Use parentheses for expression grouping.
	author:(Einstein OR Newton)	Parentheses work with fields as well.

## Prohibited Queries

Query	Example	Notes
wildcard at the beginning of a term	?ocument *ocument	Throws Lucene.Net.QueryParsers.ParseException.
stop words	a, the, and	Stop words are not indexed.
special characters: + - &&    ! ( ) { } [ ] ^ " ~ * ? : \	\+, \:	Use a backslash to escape the special characters.

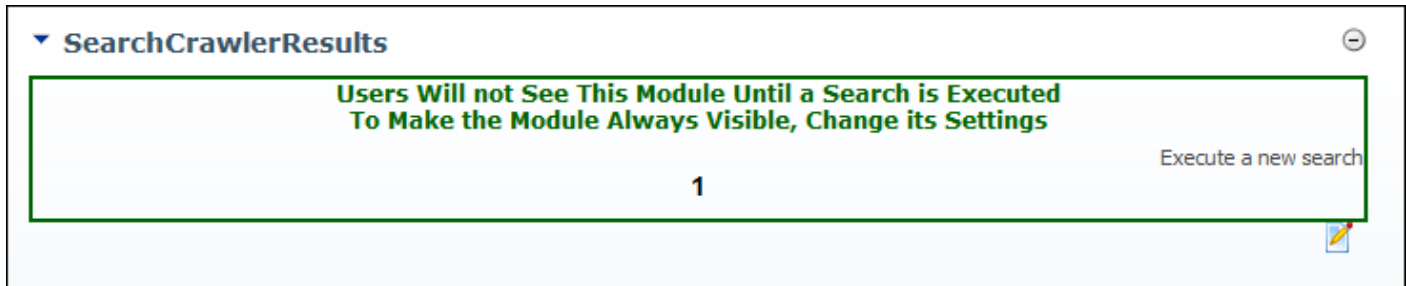
## Module Editors

### Setting up Search Crawler Searching

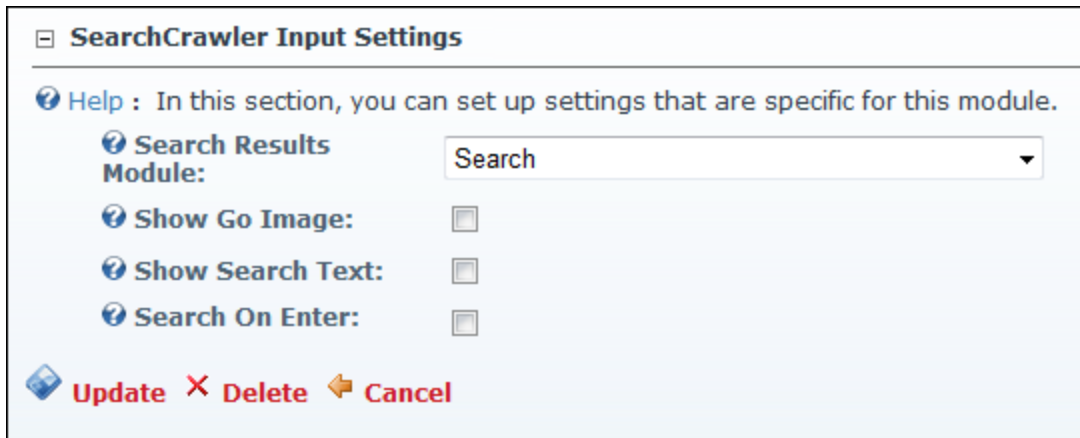
How to add Search Crawler (DNN Search Engine) searching to a page using the SearchCrawlerInput and SearchCrawlerResults modules. Note: User's must be granted Add Content permissions for the required page to undertake this tutorial.

1. Add an instance of the SearchCrawlerInput module to a page. See ["Adding a New Module \(RibbonBar\)"](#), or ["Adding an Existing Module \(RibbonBar\)"](#).

2. **Optional.** Add an instance of the SearchCrawlerResults module to a page. Note: The SearchCrawlerResults module can be located on another page if preferred. If no SearchCrawlerResults module is added, then the default Search Results page is used.



3. Go to the SearchCrawlerInput module.
4. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
5. Go to the **SearchCrawler Input Settings** section.
6. At **Search Results Module**, select the SearchCrawlerResults module which will display the results of searches made with this SearchCrawlerInput module from the drop-down list. SearchCrawlerResults modules are listed by page name (E.g. Home). If there are no SearchCrawlerResults modules on any site page, then the default Search Results page is used.



7. Click the Update link.

### Upgrading Existing Sites

The Administrator of existing sites will need to undertake these steps to prepare to use these search modules.

1. Remove the core Search Results module from the Search Results page.
2. Add the SearchCrawlerResults module to the Search Results page.
3. In Admin/Site Settings set the Search Results Page setting to the Search Results page.

### Related Topics:

- [See "Configuring the SearchCrawler Input Settings"](#)

### Settings

#### Configuring the SearchCrawler Input Settings

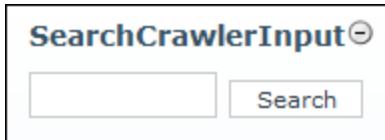
How to set the mandatory and optional settings for the SearchCrawlerInput module.



**Important.** If you are using a Professional Edition site which has just been upgraded to include these search modules, Administrators must undertake some basic steps prior to configuring upgraded web sites. See "[Configuring Search Crawler Modules for Upgrade Portals](#)"

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **SearchCrawler Input Settings** section.
3. At **Search Results Module**, select the SearchCrawlerResults module which will display the results of searches made with this SearchCrawlerInput module from the drop-down list. SearchCrawlerResults modules are listed by page name (E.g. Home).
4. **Optional.** At **Show Go Image**, select from the following:

- Check  the check box to display the **Execute Search** button.

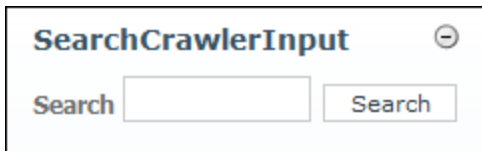


- Uncheck  the check box to display the default Search button of your Web browser.

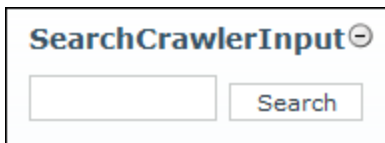


5. **Optional.** At **Show Search Text**, select from the following:

- Check  the check box to display the text "Search" to the left of the search input box on this module.



- Uncheck  the check box to remove the Search image.



6. **Optional.** At **Show On Enter**, select from the following:

- Check  the check box to enable users to click the Enter key to perform a search.
- Uncheck  the check box to disable Enter key to perform a search.

7. Click the Update link.

**SearchCrawler Input Settings**

**Help :** In this section, you can set up settings that are specific for this module.

**Search Results Module:**

**Show Go Image:**

**Show Search Text:**

**Search On Enter:**

**Update** **Delete** **Cancel**

Configuring the SearchCrawler Input Settings

### Configuring the SearchCrawler Results Settings

How to set the mandatory and optional settings for the SearchCrawlerResults module.

1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **SearchCrawler Results Settings** section and set any of these **Optional** settings:
  - a. At **Show Module On Search Only?**, select from the following:
    - Check  the check box to always display this module on the page.
    - Uncheck  the check box to hide this module until a search is made. This is the default setting.
  - b. At **Display Results By Role?**, select from the following:
    - Check  the check box to enforce user role's view permissions. If the user cannot access a page, then it will not be displayed to them in the search results.  
 Note: This option will only work if the index you are getting the results from is on the same DNN installation as the SearchCrawlerAdmin module. It enforces user role's view permissions. If the user cannot access a page, then it will not be displayed in the search results. Note: The way this option works does not guarantee 100% accurate results. The search results module will detect if there is a tabid parameter in the URL of the result. If there is a tabid, then it will look for the corresponding portal or child portal permission for the user that is doing the search. If the permissions the current user has, are apt to see the page, then the result is displayed, otherwise it is not. What this method does not take into consideration is module level permissions. Also, some URL's contain additional parameters such as ct!edit that share tabid but do not share view permissions. The module will not detect that, and will show the result in any case if the user has view permission on the tabid. If a result is shown and the user does not have permission to navigate to that page, the user will be prompted to login when they click the link.
    - Uncheck  the check box to display all results.
  - c. At **Results Scope**, select the sites to be included in search results displayed using this module. Tip: Hold down the Ctrl key to select multiple URL's. By default, all sites are selected. **Important.** If you do limit the scope, keep in mind that any modification that you make to the name of one of the URL's that you did select from the list, will cause that URL to be dropped, so you will need to go back to the settings and select it again.
  - d. In the **Max. Results Per Page** text box, enter the maximum number of results to display in a page. The default setting is 10.

- e. In the **Max. Title Length** text box, enter the maximum number of characters that will appear in the title portion of each search result. This is useful to avoid the title wrapping when you only have limited horizontal space on your web site. The default setting is 100.
- f. At **Title Link Target**, select to open the link associated with a result in either the **Same Page** or a **New Window** (I.e. open a new Web browser).
- g. In the **Max. Description Frags** text box, enter the maximum number of "." separated bits of descriptions that will appear in the description portion of each search result. The default setting is 3.
- h. At **Hide Description?**, select from the following:
  - Check  the check box to hide the description in the search results.
  - Uncheck  the check box to display the description in the search results. This is the default setting.

3. Click the Update link.

**SearchCrawler Results Settings**

Show Module on Search Only?

Display Results By Role?

Results Scope:




Max. Results Per Page:

Max. Title Length:

Title Link Target:

Max. Description Frags:

Hide Description?

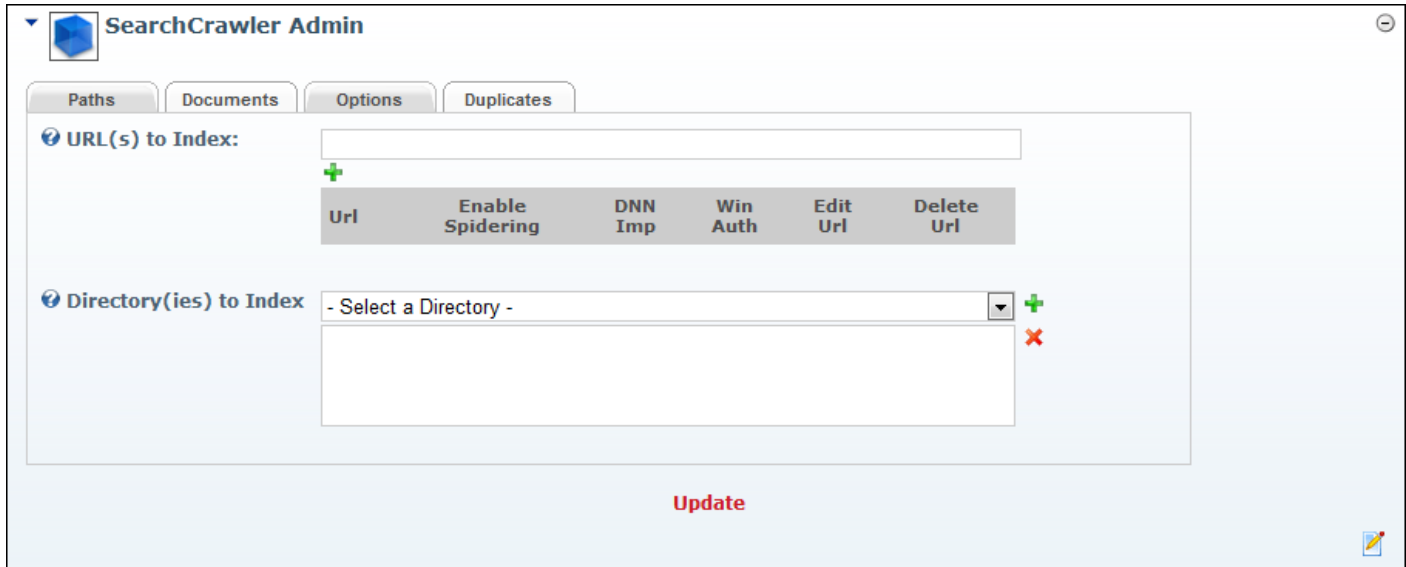
 **Update**  **Delete**  **Cancel**

Configuring the SearchCrawlerResults Settings

### SearchCrawlerAdmin

#### About the SearchCrawlerAdmin module

The SearchCrawlerAdmin module forms part of the Search Crawler module suite. It is located on the Host > Professional Features > SearchCrawler Admin page and can be added to additional pages. This module is used to configure the settings relative to the spider.



SearchCrawlerAdmin module

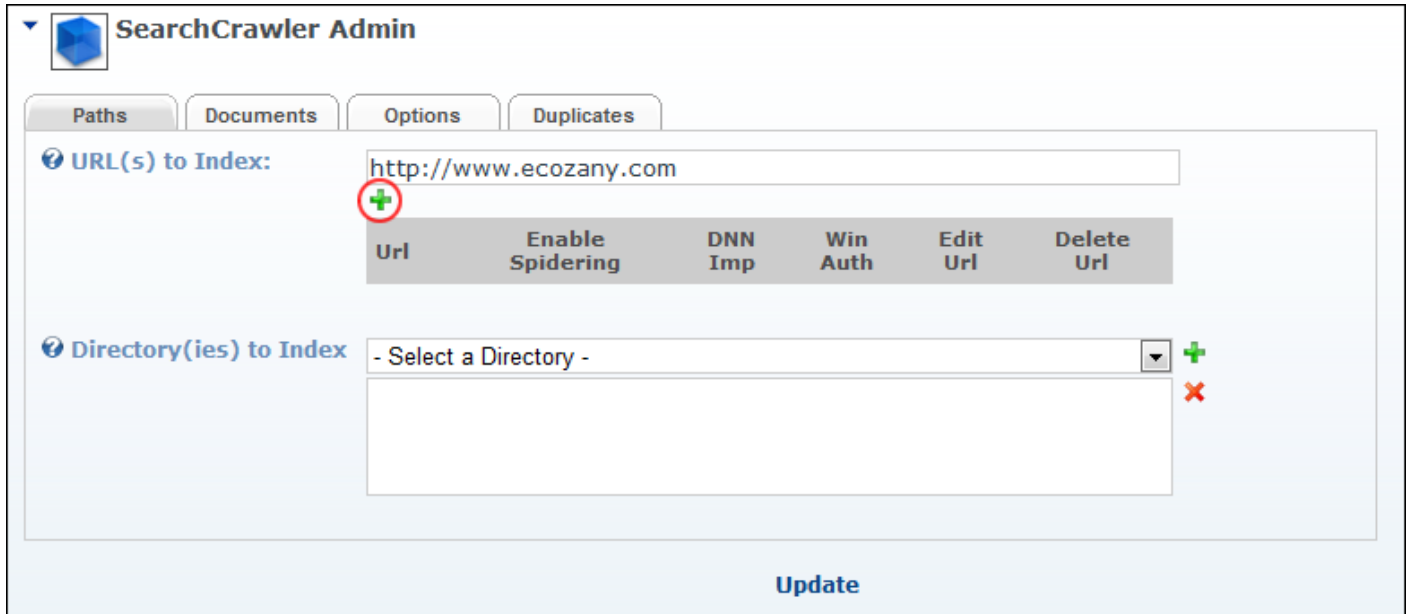
**Related Topics:**


- See "About the Search Crawler Module Suite"

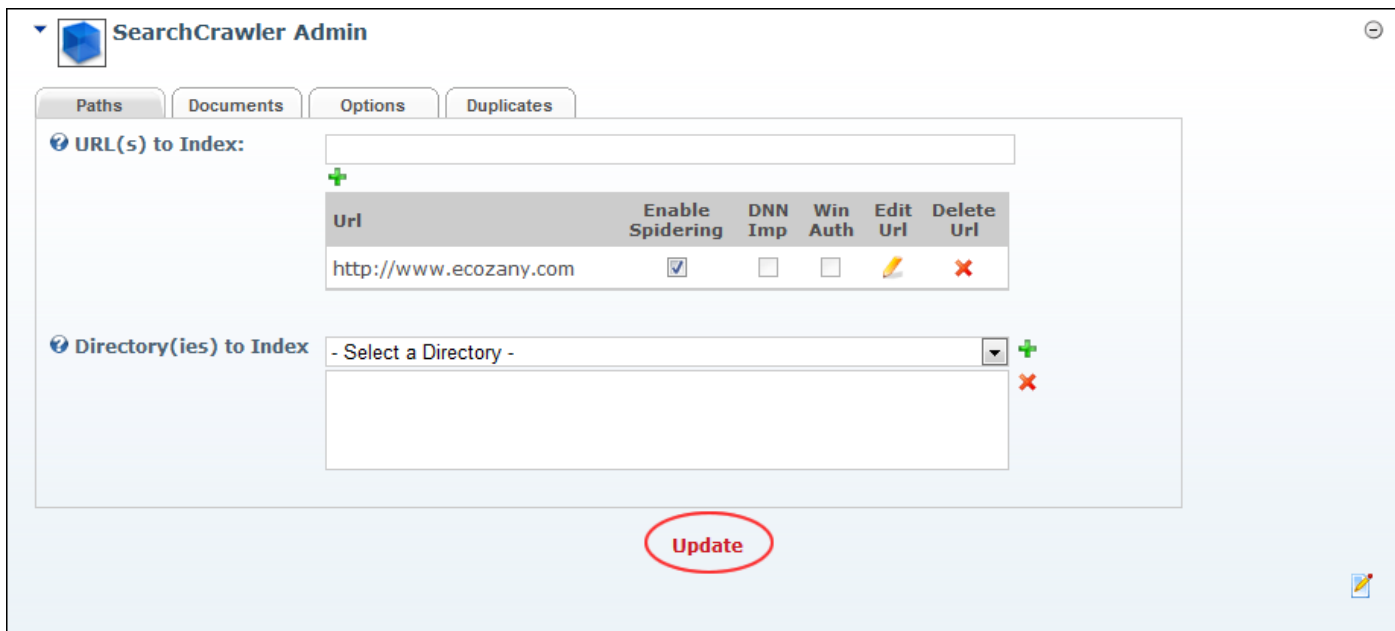
**Adding URL's for Indexing**

How to add one or more URL's to specific sites and/or directories to be indexed using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features > **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module with the Paths tab selected.
2. In the **URL(s) to Index** text box, enter the URL's of the web sites that you want the Search Crawler (DNN Search Engine) to index through a spider crawl.




3. Click the **Add URL**  button. The URL (if valid) will automatically be added to the list of available URL's that the spider will index by default. The URL is added to a grid like list, where there are various columns and check boxes. You may now wish to undertake "Adding Directories to the Index".

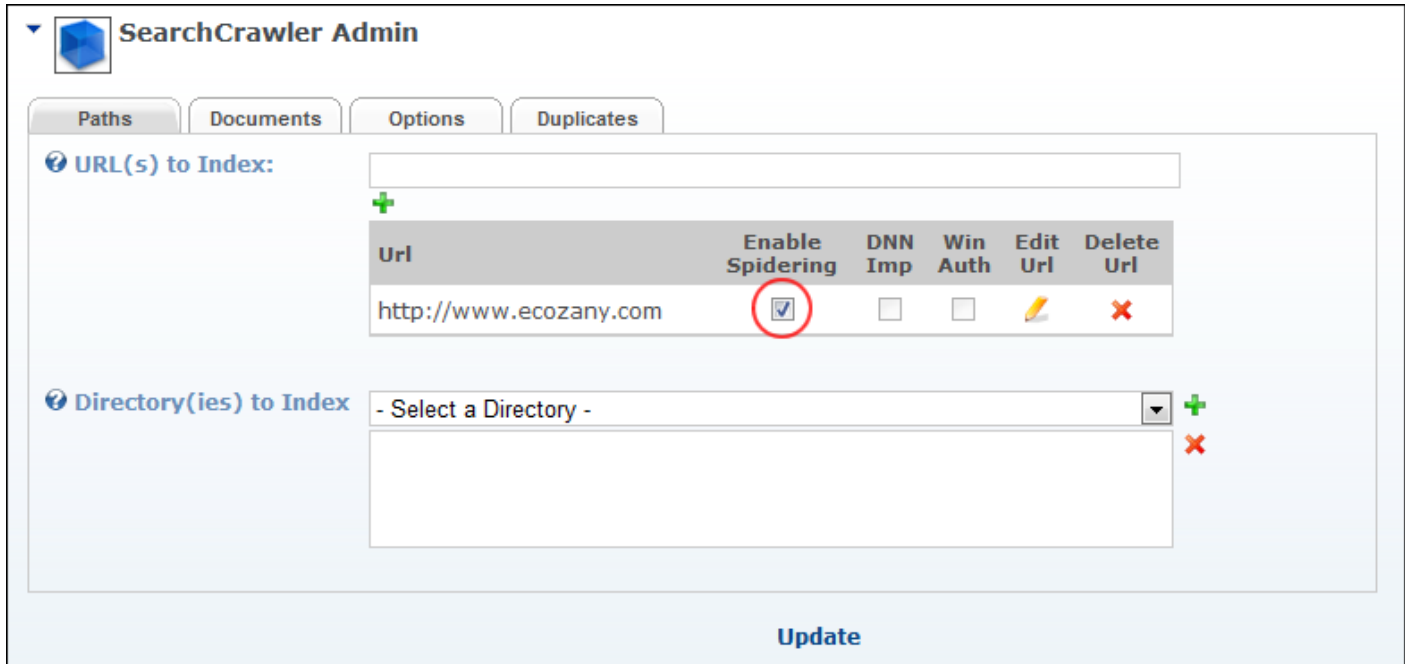


*Tip: Always point to the default URL. E.g: `http://www.website.com` and NOT `http://www.website.com/default.aspx`. This is because the spider will go to the first page you indicate, and from there, start collecting links to all the pages in the site. So, eventually, it will get to any specific page you need.*

### Enabling/Disabling Spidering

How to enable or disable spidering of one or more URL's set for indexing using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module with the Paths tab selected.
2. Go to the URL(s) to Index field which displays a table listing all of the URL's which are indexed for spidering.
3. At **Enable Spidering**, select from these options:
  - Check  the check box to display event detail on a new page. This is the default setting.
  - Uncheck  the check box to display event details on the same page. If you uncheck it and click on "Update", the spider will not index the site (or, if it has already been indexed, it will not repeat the indexing next time the spider runs). This is very useful in case you want to spider many sites, but there are some that you do not want to refresh on every run.



4. Click the Update link.

### Managing URL's for Indexing

How to manage the URL's and functionality related to the specific sites and/or directories to be indexed using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features > **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module with the Paths tab selected.
2. Go to the **URL(s) to Index** field. Each of the indexed URL's are listed in a grid.
3. In the URL grid, Click the **Edit URL** button beside the URL to be edited. This displays the Edit Url page.
4. In the **URL** text box, view/edit the URL of the site that the spider is going to index.
5. At **Enable Spidering**, select from these options:
  - Check  the check box to display event detail on a new page. This is the default setting.
  - Uncheck  the check box to display event details on the same page. If you uncheck it and click on "Update", the spider will not index the site (or, if it has already been indexed, it will not repeat the indexing next time the spider runs). This is very useful in case you want to spider many sites, but there are some that you do not want to refresh on every run.
6. At **DNN Role Impersonation**, select the type of role that the spider should use to index your site. Essentially the spider makes requests to pages and follows the links it encounters on those pages. If you tell the spider to impersonate a particular role, it will make requests to pages that the role you have selected has access to. For example, if you select the Administrators role, pages where only an admin has access to will be indexed as well.  
In order for DNN Role Impersonation to be enabled, the site must exist in the same DotNetNuke instance (database) where the spider is installed. This means that a portal and all of its child portals are eligible for DNN Role Impersonation, as long as the spider is installed on that portal.

7. **Optional.** At **Windows Authentication**, select from these options:

- Check  the check box to enable Windows Authentication (See Notes below) and set any of these optional settings:
  - a. In the **Windows Domain (optional)** text box, enter the Computer Domain of the user account that will be used.
  - b. In the **Windows User Account (optional)** text box, enter Login Name (user account) that will be used.
  - c. In the **Windows User Password (optional)** text box, enter the Password that will be used.
- Uncheck  the check box to disable Windows Authentication.

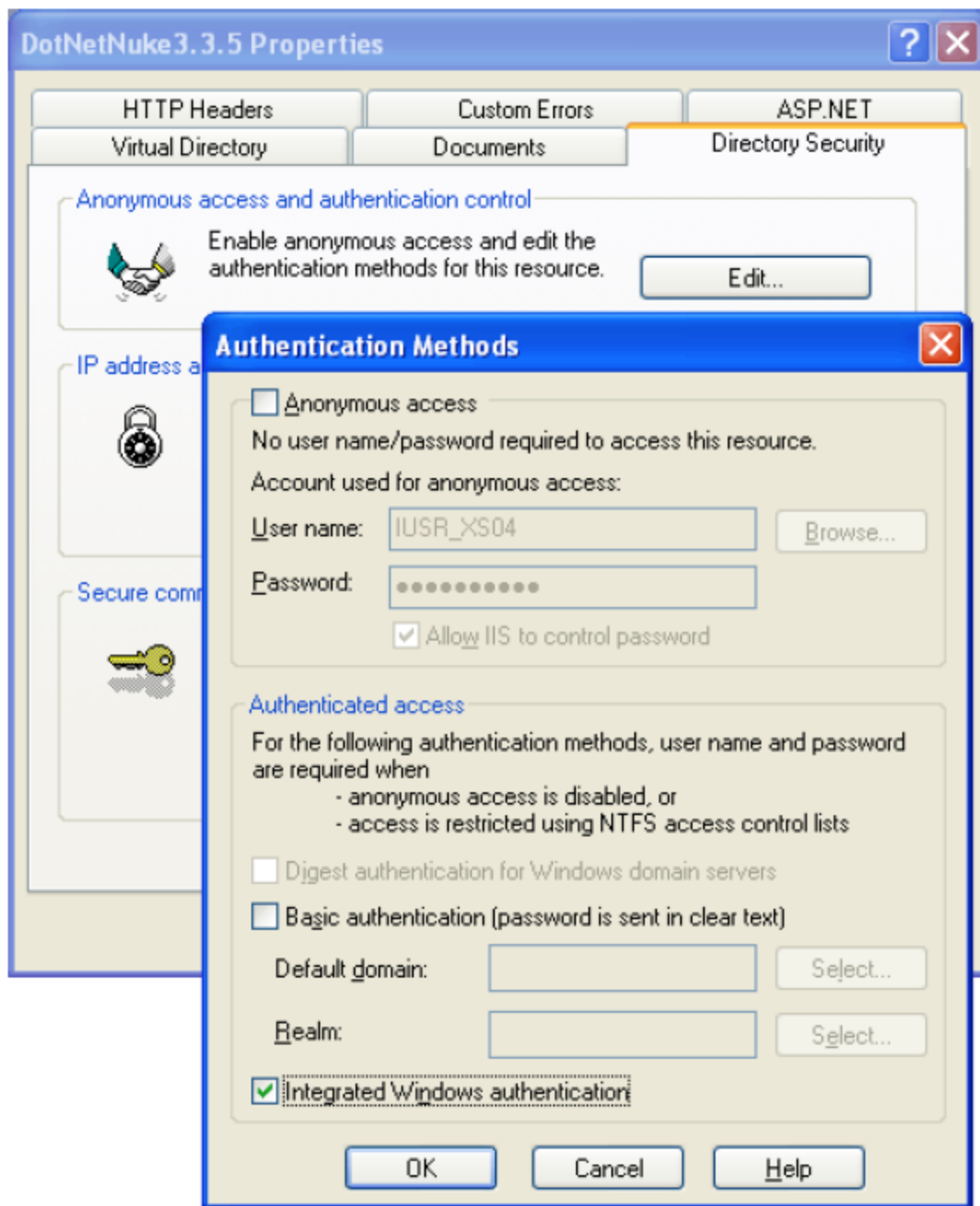
8. Click the Update URL link.

The screenshot shows the SearchCrawler Admin interface. At the top, there is a navigation bar with tabs for 'Paths', 'Documents', 'Options', and 'Duplicates'. Below this is a dialog box titled 'Edit Url'. The dialog contains the following fields and options:

- Url:** A text box containing 'http://ecozany.com'.
- Enable Spidering:** A checked checkbox .
- DNN Role Impersonation:** Radio buttons for 'None' (selected), 'Administrators', 'Registered Users', and 'Subscribers'.
- Windows Authentication:** An unchecked checkbox .
- Windows Domain (optional):** An empty text box.
- Windows User Account (optional):** An empty text box.
- Windows User Password (optional):** An empty text box.
- Buttons:** 'Update Url' and 'Cancel'. The 'Update Url' button is circled in red.

#### Notes on Windows Authentication

If the site you want to index is an intranet (technically: if the IIS authentication methods does not allow Anonymous Access, and requires Integrated Windows Authentication as in the below image), then you want to enable Windows Authentication.





Clicking on the Windows Authentication checkbox of the SearchCrawlerAdmin module, will tell the spider to use the Default User Credentials that are stored on the server where Search Crawler (DNN Search Engine) is installed. This will work in most cases where the Search Crawler (DNN Search Engine) modules are installed in the same server as the site you want to spider. If you want to index a remote site, or you simply need to use a specific user, then you can fill in the rest of the information such as Windows Domain, Windows User Account and Windows User Password.

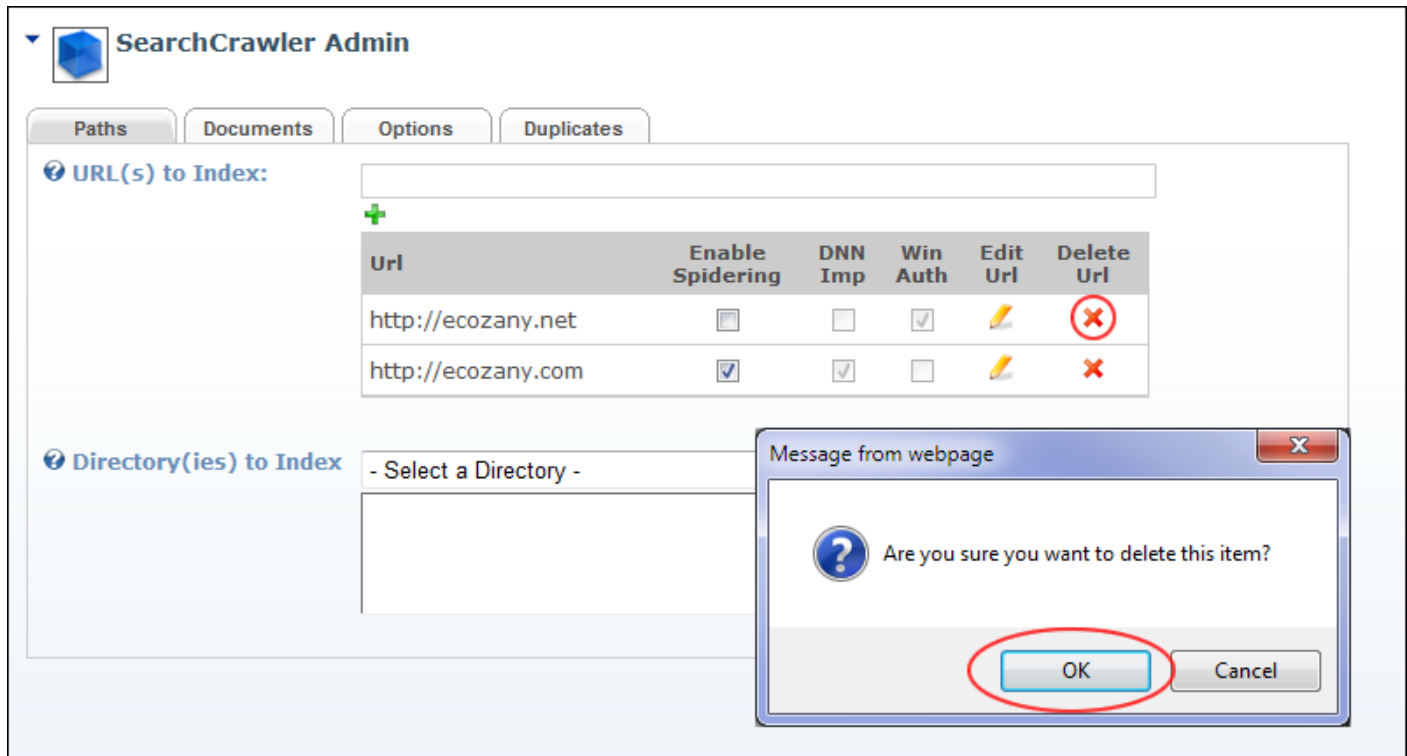
**Important.** If the site you want to spider is a DNN site using the ADSI authentication provider, then the steps above are still valid, but will only be applicable if the SearchCrawlerAdmin module is installed in the same server or network as the site you want to spider.







## Deleting URL's from Indexing

How to permanently delete one or more URL's from the list of spidered sites using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module with the Paths tab selected.
2. Go to the **URL(s) to Index** field. Each of the indexed URL's are listed in a grid.
3. In the URL grid, Click the **Delete URL**  button beside the URL to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.



The screenshot shows the SearchCrawler Admin interface with the 'Paths' tab selected. The 'URL(s) to Index' section contains a table with the following data:


Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url
http://ecozany.net	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
http://ecozany.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

A confirmation dialog box titled "Message from webpage" is overlaid on the interface, asking "Are you sure you want to delete this item?". The "OK" button is circled in red.

5. Click the Update URL link.

## Adding Directories to the Index

How to add one or more directories for indexing using the SearchCrawlerAdmin module. The Spider will directly access your file system and index the contents of the directory you specify. The index created through direct directory access, will be seamlessly integrated into the search results.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module with the Paths tab selected.
2. At **Directory(ies) to Index**, select the directory that you would like the Search Crawler (DNN Search Engine) to index directly, without performing a web site crawl, from the drop-down box.

3. Click the **Add a Directory** **+** button to add the directory to the list of directories that the spider will index. This adds the directory to the list below. If multiple portal aliases exist for the newly added directory, then a second drop-down box is now displayed on this page.

**SearchCrawler Admin**

Paths Documents Options Duplicates

URL(s) to Index:

Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url
http://www.ecozany.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Directory(ies) to Index: 0

Update

4. At **Select a new the Portal Alias**, select the required portal alias.
5. Click the Update link.

**SearchCrawler Admin**

Paths Documents Options Duplicates

URL(s) to Index:

Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url
http://www.ecozany.com/Portals/0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
http://www.ecozany.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Directory(ies) to Index: - Select a Directory -

http://www.ecozany.com/Portals/0

ecozany.com

Update

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*Tip One: The list of directories that can be indexed is limited to the directories found under the “<dnroot>/Portals” folder. This folder is where the default portal and all child portals are created.*

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*Tip Two: All the files in that directory will be indexed, regardless of any access level you might have assigned through the File Manager.*



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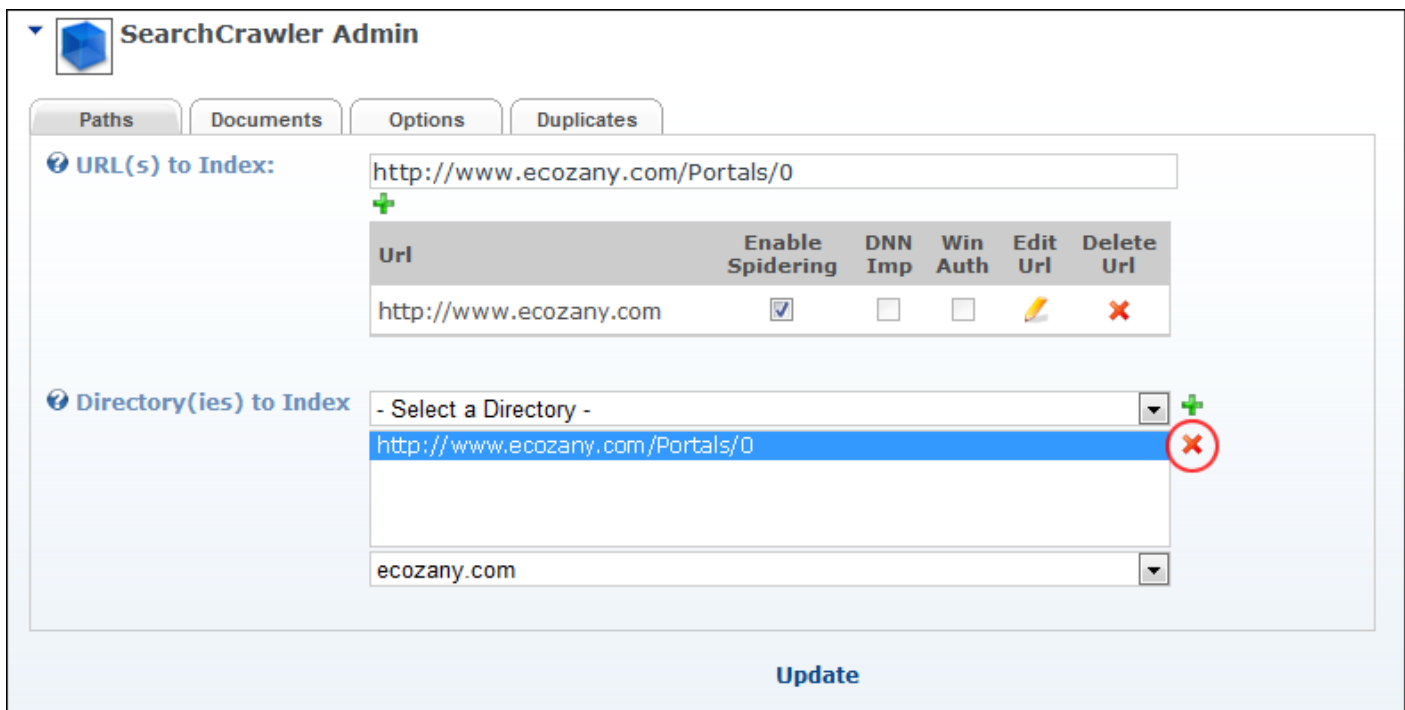
*Tip Three: If you index a directory in this way, and you also perform an index of the Web site that has links to some of the documents in the directory, you may get duplicate results.*

---

### Deleting Directories from the Index

How to delete one or more directories set for indexing using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module with the Paths tab selected.
2. At **Director(ies) to Index**, select the directory to be deleted from the list of directories.
3. Click the **Delete The Selected Directory**  button to remove it to the list of directories to be spidering.






**SearchCrawler Admin**


Paths Documents Options Duplicates

URL(s) to Index:

+

Url	Enable Spidering	DNN Imp	Win Auth	Edit Url	Delete Url
http://www.ecozany.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Directory(ies) to Index: - Select a Directory - 

http://www.ecozany.com/Portals/0 


ecozany.com

Update

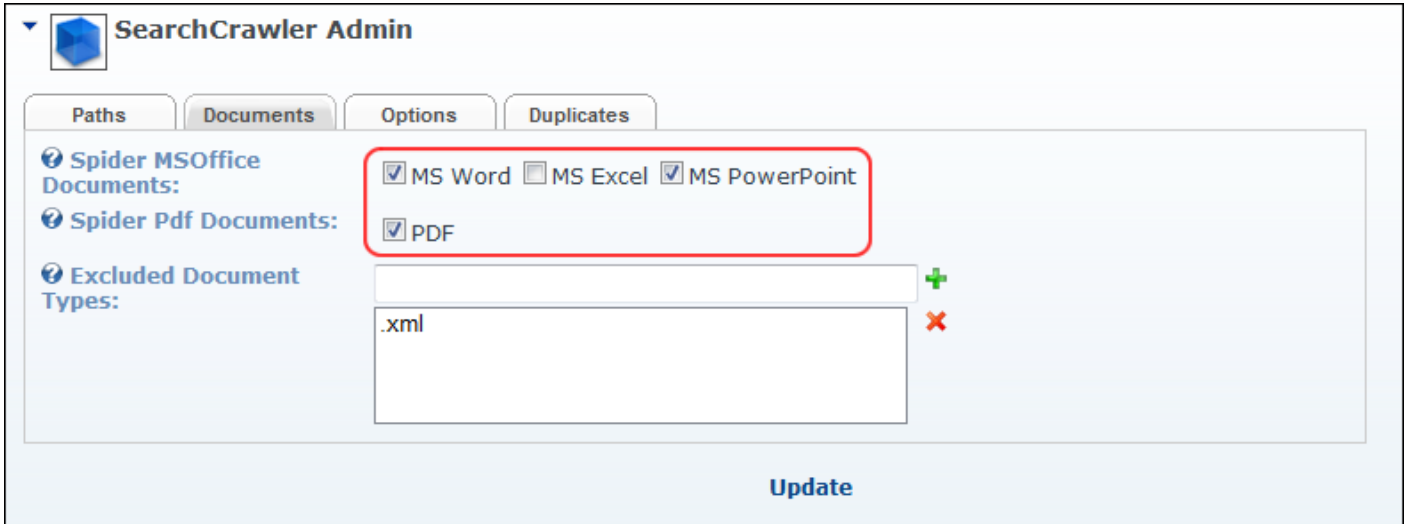
Deleting Directories from the Index

### Managing Spidered Documents



How to select which documents can or cannot be indexed using the SearchCrawlerAdmin module. These settings are global to all sites and/or directories that you will spider.

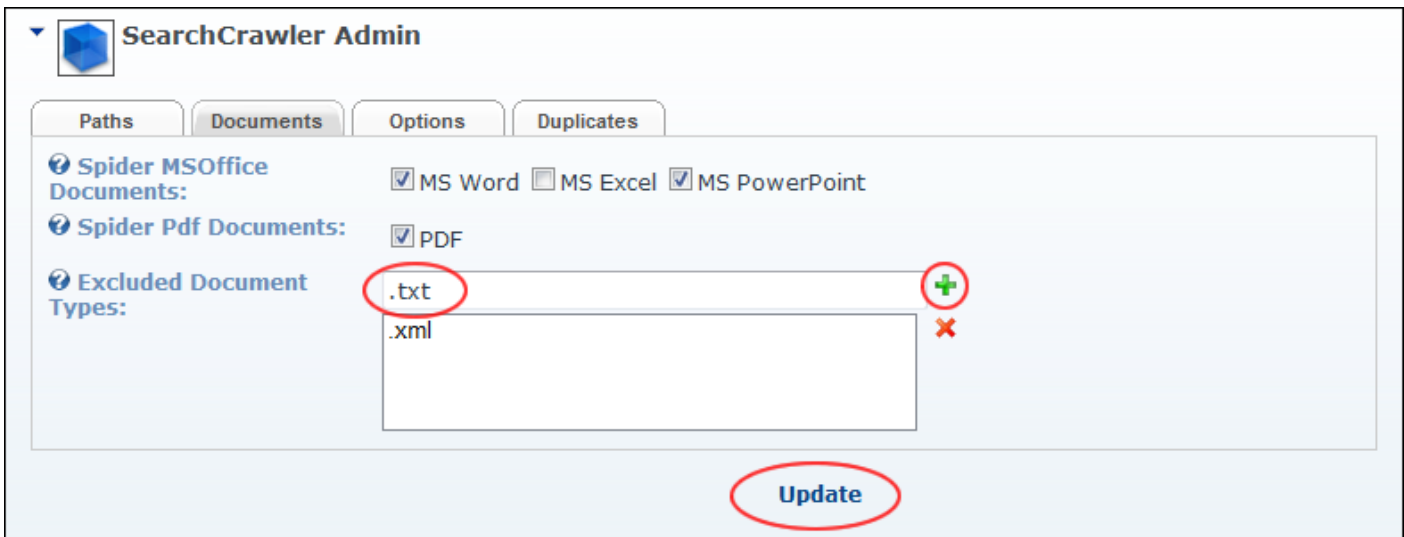
1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module.
2. Select the Documents tab.

3. At **Spider MSOffice Documents**, check  the check box beside each type of Microsoft Office document that you would like the spider to index. The following options are available: **MS Word**, **MS Excel**, and **MS PowerPoint**.
4. At **Spider Pdf Documents**, click on the checkbox corresponding to the PDF document that you would like the spider to index.



The screenshot shows the 'SearchCrawler Admin' interface with the 'Documents' tab selected. Under 'Spider MSOffice Documents', the checkboxes for 'MS Word', 'MS Excel', and 'MS PowerPoint' are checked. Under 'Spider Pdf Documents', the checkbox for 'PDF' is checked. The 'Excluded Document Types' section contains a text input field with '.xml' and a red 'X' delete button. A blue 'Update' button is at the bottom.

5. At **Excluded Document Types**, you can maintain a list of the file extensions to be ignored by the spider ( The spider also maintains an internal list of file types that are automatically excluded, such as images, style sheets etc... ). For example, if your site contains many .txt files that you do not want to be indexed, adding the .txt extension to the list will bypass these files, and make your spider faster.
  - To add an extension: enter the required extension in the text box and then click the **Add**  button.
  - To remove an extension: select the extension in the list and then click the **Delete**  button.
6. Click the Update link.




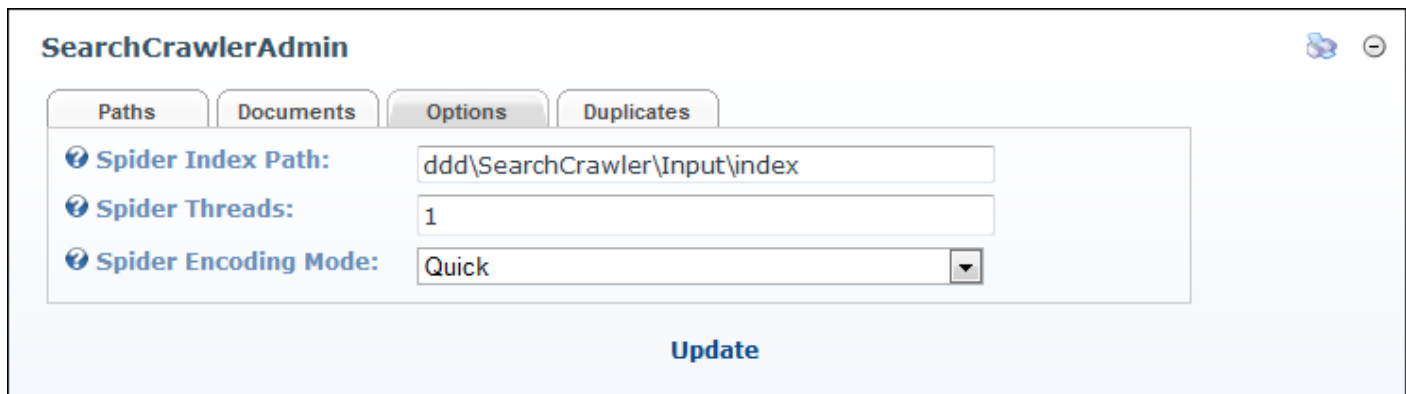
This screenshot shows the same 'SearchCrawler Admin' interface, but with '.txt' added to the 'Excluded Document Types' list. The text input field now contains '.txt' and a green '+' button is visible. The '.xml' entry remains in the list with a red 'X' delete button. The 'Update' button at the bottom is circled in red.

Managing Spidered Documents (Adding an excluded document shown)

## Setting SearchCrawlerAdmin Options

How to set the Options tab which groups miscellaneous functionality related to spider paths and performance on the SearchCrawlerAdmin module. These settings are global.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module.
2. Select the Options tab.
3. At **Spider Index Path**, enter the relative path of the folder where the Spider Index will be stored. E.g. DesktopModules\DNNCorp\SearchEngine\Input\Index
4. At **Spider Threads**, enter the number of threads that the Spider will use. A maximum of 10 is allowed. For “best” performance you can use up to 10 separate threads. Having multiple threads allows you to spider and index more than one page at a time, possibly improving indexing times. However, it also means that more memory resources are utilized by the spider. Tip: DNN hosted sites are especially vulnerable to a lack of memory resources. It is advisable to leave this parameter to its default value of 1.
5. At **Spider Encoding Mode**, select the required encoding mode from the following options:
  - **Quick**: Select this option if the sites you are indexing use Western character set encoding or, in case of Non-Western character sets, Content-Type is always returned in the HTML headers
  - **Deep**: Select if you are spidering sites that do not use Western Characters (such as Chinese).



6. Click the Update link.

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### Tip - Spider Index Path

When you spider a site, there are two physical directories created, that will be placed under the “Spider Index Path” that you have indicated. The first directory takes the name of the url being spidered, and is considered a working directory. The second directory is what is used during a search, and is a copy of the last index the spider completed successfully.

For Example: If you want to index <http://www.yoursite.com>, the spider will create a the following directory:

**<DNN root>/DesktopModules/XSSearchInput/Index/www.yoursite.com**

Then, when the spider completes successfully, the contents of the above directory, will be copied to

**<DNN root>/DesktopModules/XSSearchInput/Index/www.yoursite.com.out**

*Having a working directory avoids that user searches, that occur while the spider is working, be affected by the index being created.*

---

**Tip - Encoding:** Text encoding is what allows the spider to read, store and search html text correctly. Since determining the right encoding can be a resources intensive task, Search Crawler (DNN Search Engine) provides two ways of doing it.

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### Quick and Deep what is the real difference?



*Quick tries to get the encoding from the HttpRequest's Content Type. This attribute is not always set, so, if it is blank, the spider defaults to iso-8859-1 encoding, which encompasses Western Characters.*

*Enter the rest of the world: the Deep mode. In the above scenario, the spider would not work if we were to spider a site written in Chinese or Arabic. To determine the encoding, if the HttpRequest's Content Type attribute was empty, we would need to inspect the HTML and look for the charset meta tag, that tells us what character set the site is using. In order to do this, the page needs to be downloaded as ASCII, scanned, and the value of charset collected. Based on that, we can determine the appropriate encoding. This is quite more expensive than the Quick method, so use it when necessary only.*

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### Adding a Duplicate Pattern

How to add a duplicate pattern to the SearchCrawlerAdmin module. The Duplicates tab allows the manipulation and creation of what is called Duplicate Patterns. This functionality is specific to the indexing of DNN sites, and is meant as a means to reduce duplicates in the search results. Duplicate Patterns are regular expressions that recognize URL parameters. Thanks to duplicate patterns, by default, in a DNN site, the spider indexes the same "tabid" only once. If you have a control that through the use of URL parameters posts to the same page, and creates dynamic content through URL parameters, then you will have to create a regular expression that recognizes such parameters and add it to the list. The Spider will recognize the parameters and not consider the same "tabid" as a duplicate.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module.
2. Select the Duplicates tab.
3. In the **Duplicate Patterns** text box, enter the regular expression that will recognize the parameters specific to a module, which will change the content of the html dynamically.
4. Click the **Add**  button. A record for this item is added to the list below.

SearchCrawlerAdmin

Paths Documents Options Duplicates

Duplicate Patterns:

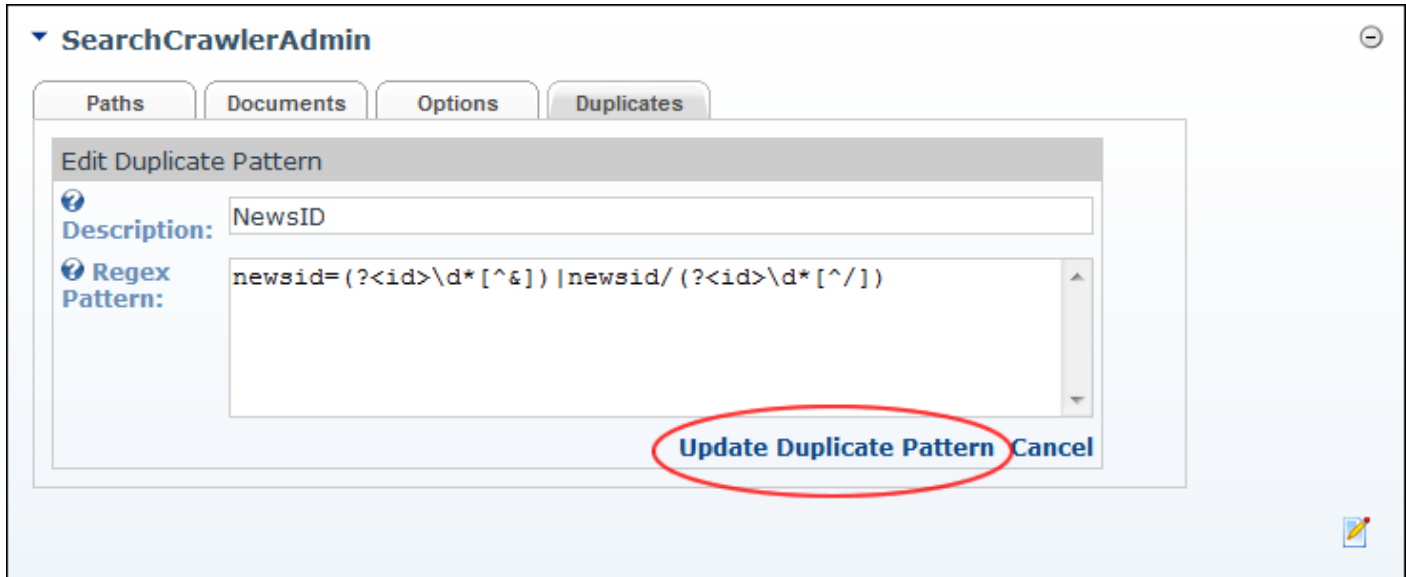
newsid=(?<id>\d\*[^&])|newsid/(?<id>\d\*[^/])

+

Description	Regex	Edit Regex	Delete Regex
tabid	tabid=(?\d*[^&]) tabid/(?\d*[^/...		
ctl terms	ctl=(?terms*[^&]) ctl/(?terms*[...		
ctl privacy	ctl=(?privacy*[^&]) ctl/(?priva...		
linkclick	linkclick.aspx\W*link=(?[^&]+) link...		
dnn forum	forumid/(?\d*[^/])(?:/threadid/(?<...</td>		
dnn blog	entryid=(?\d*[^&]) entryid/(?\d...		
active forum	forumid/(?\d*[^/])(?:/page/(?		
multi page content	pagecontentid=(?\d*[^&]) pageconten...		
multilanguage	language=(?\w*-\w*[^&]?) language/...		

Update

5. Click the **Edit** button beside the newly added record. This opens the Edit Duplicate Pattern page.
6. In the **Description** text box, update the automatically generated code with a friendly name. E.g. NewsID
7. Click the Update Duplicate Pattern link.



Tip: Duplicate Patterns are stored in an XML file in the `<DNN root>/DesktopModules/XSSearchSpider/XSSearchSpiderDuplicatePatterns.xml` file. For the correct functioning of the duplicates reduction mechanism, some entries are required: Tabid, ctl terms, and ctl privacy. You can always choose not to filter for duplicates and delete all entries, or simply delete the physical .xml file.

#### Example One:

You have just installed a fantastic “custom links module” that shows a brief description and a “more...” link, to see the details. Clicking on the more... link, will cause a refresh of the page, and the links module will disappear to be replaced by some very interesting details. Yes, you are still on the same page, your view has simply changed because clicking on more... caused the URL of your Web browser to get an additional parameter: `newsid=xx`

So, here is what the spider sees by default:

Before clicking on more...:

URL: `http://www.yoursite.com/default.aspx?tabid=1`

After clicking on more...:

URL: `http://www.yoursite.com/default.aspx?tabid=1&newsid=1`

Since in both cases `tabid=1`, then the spider would not follow the more... link, because it would consider it a duplicate.

We then need to teach the spider that `tabid=x + newsid=x` is a unique identifier for a page. Since `tabid` is already taken care of by another regular expression (one of the required ones), we only need to worry about recognizing `newsid`.

The easiest thing to do is to copy a regular expression that already exists on the list, and start modifying it. We'll take the one that recognizes `tabid` as a template since it recognizes a single parameter that is a number.

```
tabid=(?<id>\d*[^&])|tabid/(?<id>\d*[^/])
```

you will see there is a "|" in the middle of the regex. This is the equivalent of an "or" because all of our regular expressions need to recognize 2 formats: regular URLs and friendly URLs. The left side recognizes normal URLs and the right side of the "|" recognizes friendly URLs.

Let's take the left side of the "or" and analyze that:



```
tabid=(?<id>\d*[^&])
```

this tells me that I am looking for something that starts with tabid=, and I want to capture the value to the right of the "=" sign, which is a decimal (\d\*), up to the first occurrence of an "&" and place this value in a variable called <id>... in English: gimme the value of the parameter tabid.

We want to do exactly the same for our newsid parameter. So let's start changing some names: tabid will become newsid (and that's really all you need to do).

```
newsid=(?<id>\d*[^&])|newsid/(?<id>\d*[^/])
```



that's all. Notice the following:

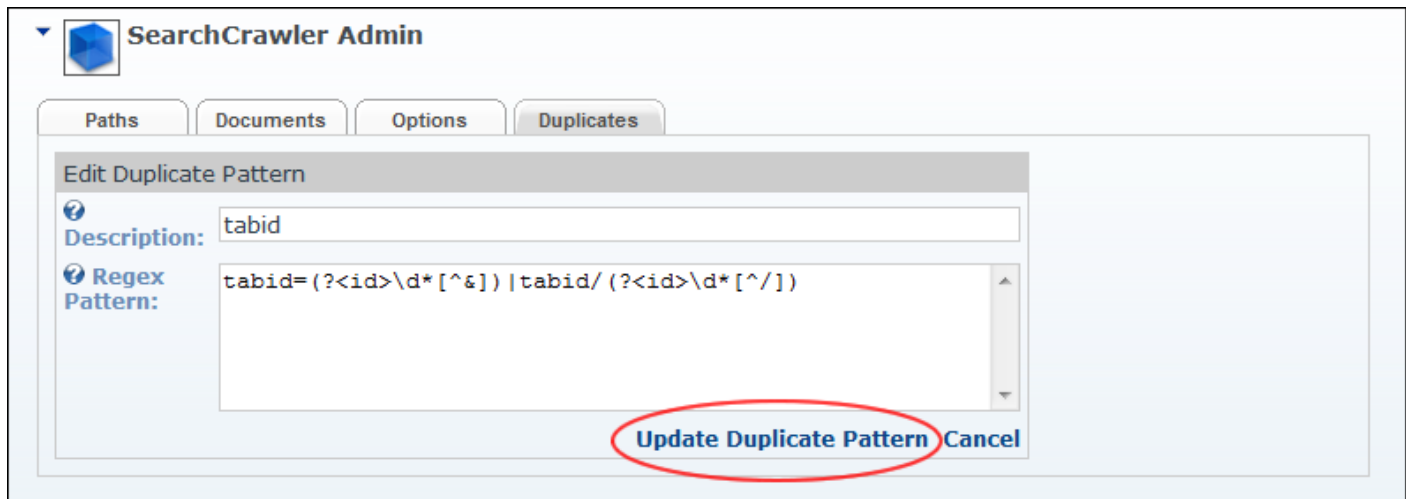
- If the value of newsid had been an alphanumeric instead of a number, then you could have used \w\* instead of \d\*.
- The name of the variable <id> where you will place the value is irrelevant, as long as it is unique within the same regular expression.

Adding the above regular expression to the list of Duplicate Patterns, will ensure that the spider will index not only the list of links, but also the details of every link.

### Editing a Duplicate Pattern

How to edit a duplicate pattern using regular expressions, as maintained using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module.
2. Select the Duplicates tab.
3. In the list of regular expressions, click the **Edit**  button beside the item to be edited. This opens the Edit Duplicate Pattern page.
4. In the **Description** text box, edit the name given to this regular expression.
5. In the **Regex Pattern** text box, edit the name given to this regular expression.
6. Click the [Update Duplicate Pattern](#) link.





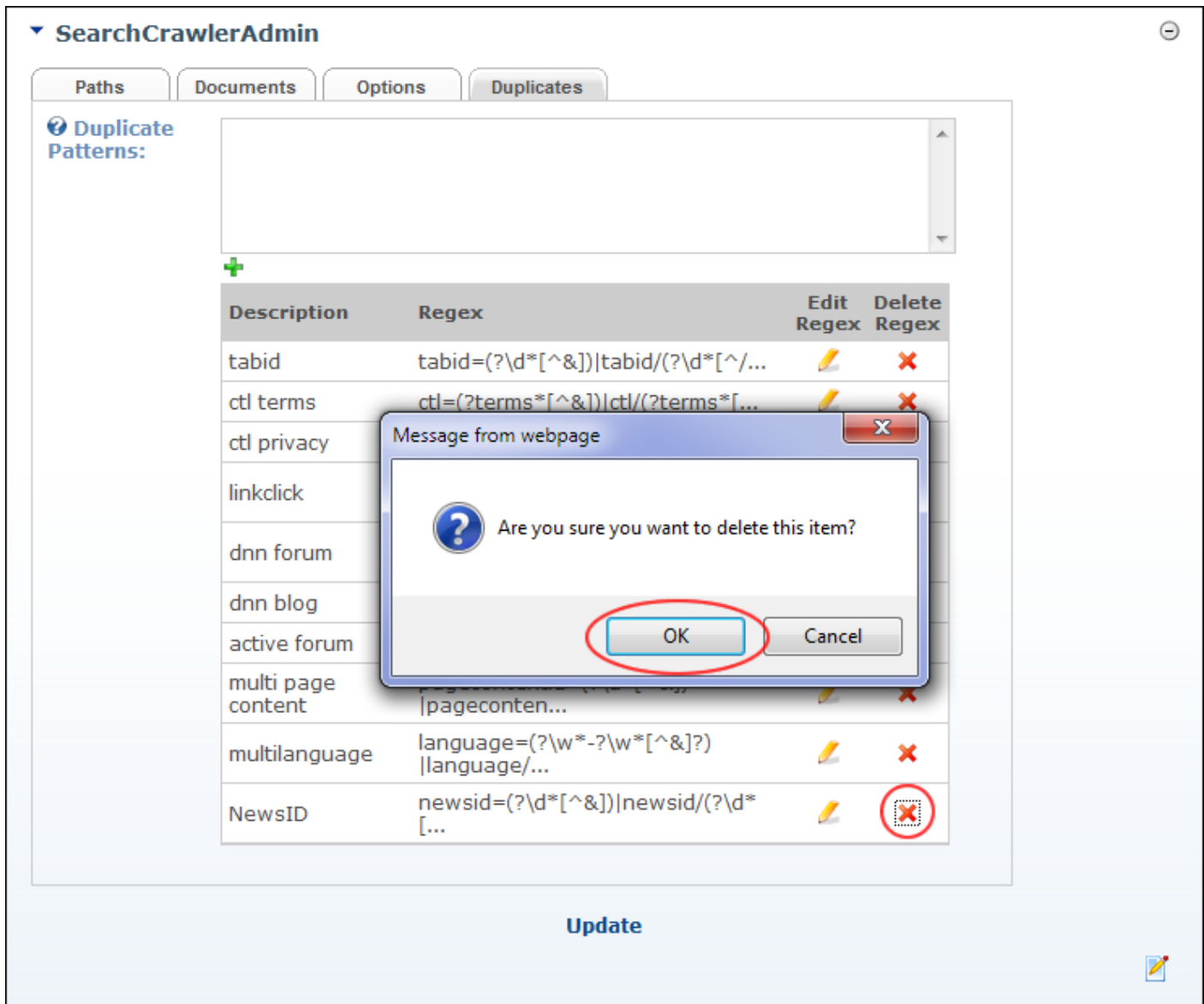
The screenshot shows the SearchCrawler Admin interface with the 'Duplicates' tab selected. A dialog box titled 'Edit Duplicate Pattern' is open, containing two text input fields: 'Description' with the value 'tabid' and 'Regex Pattern' with the value 'tabid=(?<id>\d\*[^&])|tabid/(?<id>\d\*[^/])'. At the bottom of the dialog, there are two buttons: 'Update Duplicate Pattern' (circled in red) and 'Cancel'.

Editing a Duplicate Pattern

### Deleting a Duplicate Pattern

How to delete a duplicate pattern using regular expressions, as maintained using the SearchCrawlerAdmin module.

1. Navigate to Host > Professional Features >  **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module.
2. Select the Duplicates tab.
3. In the list of regular expressions, click the **Delete Regex**  button beside the required item. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.



Deleting a Duplicate Pattern

## Search Engine SiteMap

### About the Search Engine SiteMap Module

The Search Engine SiteMap (or Sitemap) module enables authorized users (any user authorized to view the module), to configure a Site-Map which can be submitted to one or more search engines for improved search optimization.

Sitemap providers for DotNetNuke allows any DotNetNuke module to participate into the Google/Yahoo!/Bing Sitemap generation for your site. Sitemap files generated by DotNetNuke Sitemap provider are fully compliant with protocol specification published at: <http://www.sitemaps.org/protocol.php>

### Sitemap

**Sitemap URL:** <http://ecozany.com/SiteMap.aspx>

	Name	Description	Override Priority	Priority	Enabled
Edit	coreSitemapProvider		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>

**Base Page Urls Settings**

Modify the basic settings that apply to general DotNetNuke pages.

Use page level based priorities?

Minimum Priority for pages:

Include Hidden Pages?

**Refresh Page Priorities**

**General Sitemap Settings**

Configure the settings that apply to all URLs included in the Sitemap.

Exclude urls with a priority lower than:

Days to cache Sitemap for:  **Clear Cache**

**Site Submission**

In this section you can submit your site to different search engines.

Search Engine:  **Submit**

Verification:

**Create**

**Save Sitemap Configuration**

The Sitemap Module

### Configuring the SiteMap Settings

How to configure the search engine settings and priorities using the Sitemap module.

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. At **Sitemap URL**, here you can view the URL of your Sitemap as well as the Sitemap providers which are enabled. E.g. <http://ecozany.com/SiteMap.aspx>

3. **Optional.** Go to the Base Page URL's Settings section. Here you can modify the basic settings that apply to general DotNetNuke pages.

a. At **Use page level based priorities?**, select from these options:

- Check  the check box to set the priority for each page based on the hierarchical level of the page. Top level (parent) pages will have a value of 1, second level (first level child pages) 0.9, third level 0.8, (second level child pages), etc. This setting will not change the value stored in the actual page but it will use the computed value when required.
- Uncheck  the check box if you don't wish to use page level based priorities. Skip to step 3c.

b. In the **Minimum Priority for pages** text box, if **Use page level based priorities?** is checked, this field allows you set the lowest priority that will be used on low level pages. You must provide a valid number between 0.0 and 1.0.

c. At **Include Hidden Pages?** select from these options:

- Check  the check box to include hidden pages (those not visible in the menu) in the Sitemap.
- Uncheck  the check box to exclude hidden pages from the Sitemap. This is the default setting.

d. Click the [Refresh Sitemap Priorities](#) link.

**Base Page Urls Settings**

Modify the basic settings that apply to general DotNetNuke pages.

- Use page level based priorities?
- Minimum Priority for pages:
- Include Hidden Pages?
- Refresh Page Priorities**

4. **Optional.** Go to the **General Sitemap Settings** section. Here you can configure the settings that apply to all URL's included in the Sitemap.

a. In the **Exclude URL's with a priority lower than** text box, enter a number between 0.0 and 1.0 This option can be used to remove certain pages from the Sitemap. For example you can setup a priority of -1 for a page and enter -1 here to cause the page to be excluded from the generated Sitemap.

b. At **Days To Cache Sitemap For** select from these options:

- To enable Sitemap caching: Select the number of days (from 1 Day to 7 Days) the Sitemap is cached for. This stops the Sitemap from being generated every time it is requested. This is especially necessary for big sites. If your site has more than 50.000 URL's the Sitemap will be cached with a default value of 1 day.
- To disable Sitemap caching: Set this value to zero. I.e. 0

c. Click the [Save Sitemap Configuration](#) link.

General Sitemap Settings

Configure the settings that apply to all URLs included in the Sitemap.

Exclude urls with a priority lower than:

Days to cache Sitemap for

Clear Cache

+ Site Submission

Save Sitemap Configuration

Configuring Sitemap Settings

### Purging Cached Sitemap

How to purge the currently cached Sitemap forcing it to be regenerated on the next request.

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Go to the **General Sitemap Settings** section.
3. At **Days To Cache Sitemap For**, click the Clear Cache link.

General Sitemap Settings

Configure the settings that apply to all URLs included in the Sitemap.

Exclude urls with a priority lower than:

Days to cache Sitemap for

Clear Cache

Purging the cached Sitemap


### Setting the Sitemap Providers

How to enable and configure one or more Sitemap providers to be used for your DNN site. DNN comes with a default provider named coreSitemapProvider. It also uses a provider model to allow third-party modules to participate in Sitemap generation.

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Below the **Sitemap URL** field, you can view details Sitemap provider which is in use.
3. Click the Edit link beside the Sitemap Provider to be modified.
4. At **Enabled**, select from these options:
  - Check  the check box to enable this Sitemap provider. If only one provider is enabled, skip to Step 5.
    - i. **Optional.** At **Override Priority**, check  the check box to override the priority given to pages crawled by a Sitemap provider - OR - Uncheck  the check box to use the priority given to pages crawled by a Sitemap provider.
    - ii. **Optional.** In the **Priority** text box, enter a numerical value to set the priority for this provider.

- Uncheck  the check box to disable it.

5. Click the Update link.


**Search Engine SiteMap**
🔍 ⌵

**Sitemap URL:** <http://dotnetnukeprofessional050300.install/SiteMap.aspx>

	Name	Description	Override Priority	Priority	Enabled
Edit	coreSitemapProvider		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>

Setting the Sitemap Providers

### Submitting Site to Google

How to submit a site for indexing to the Google search engine using the Sitemap module. This tutorial assumes you have already configured the Sitemap settings. See "[Configuring the SiteMap Settings](#)"

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Go to the Site Submission section.
3. At **Search Engine**, select **Google**.
4. When signing up with Google Webmaster Tools you will need to Verify your site ownership. Choose the "Upload an HTML file" method from the Google Verification screen.
5. In the **Verification** text box, enter the filename displayed. I.e. google53c0cef435b2b81e.html
6. Click the Create link.
7. Return to Google and select the **Verify** button.
8. Return to the Sitemap module.
9. At **Search Engine**, click the Submit link.

☰
**Site Submission**

---

In this section you can submit your site to different search engines.

🔍 **Search Engine:**

Google
▼

Submit

🔍 **Verification:**

google53c0cef435b2b81e.html

Create

Submitting Site to Google

### Submitting Site to Yahoo! or Bing

How to submit a site for indexing to either the Yahoo! or Bing search engine using the Sitemap module.

1. Navigate to Admin > **Search Engine Sitemap** - OR - Go to a **Sitemap** module.
2. Go to the Site Submission section.
3. At **Search Engine**, select either **Bing** or **Yahoo!**.

4. Click the Submit link.
5. Repeat Steps 3-4 to submit the site to the other search engine if desired.

**Site Submission**

In this section you can submit your site to different search engines.

Submitting Sitemap to Yahoo! or Bing

## Taxonomy Manager

### About the Taxonomy Manager Module

The Taxonomy Manager module is located on Admin > Taxonomy page and can also be added to site pages. This module enables the management of vocabularies (tags). These tags can be associated with pages (See "Page Details Settings for Existing Pages") and modules and are also used to classify site content.

The Taxonomy Manager module enables authorized users to view vocabularies. Editors and Administrators can create and manage portal specific vocabularies. SuperUsers can create and manage application wide vocabularies which are available to all portals. User created tags (See "Tagging Page Content") are managed using the Taxonomy Manager module.

## TAXONOMY MANAGER

---

### List of Vocabularies

	Name	Description	Type	Scope
🔍	Tags	System Vocabulary for free form user entered Tags	Simple	Application
🔍	Module_Categories	System Vocabulary to manage Module Categories	Simple	Application

The Taxonomy Manager Module

### Viewing Vocabularies List



Users who are authorized to view the Taxonomy Manager module are able to view the list of vocabularies which have been created.

The Taxonomy Manager module displays the following information:

- Name: The Vocabulary name
- Description: The description given to the vocabulary
- Type: Whether the vocabulary is a simple or hierarchical list
- Scope: Whether the vocabulary is available to all portals in this DNN application (i.e. Application) or only this portal (i.e. Portal).

# TAXONOMY MANAGER

## List of Vocabularies

Name	Description	Type	Scope
 Tags	System Vocabulary for free form user entered Tags	Simple	Application
 Module_Categories	System Vocabulary to manage Module Categories	Simple	Application

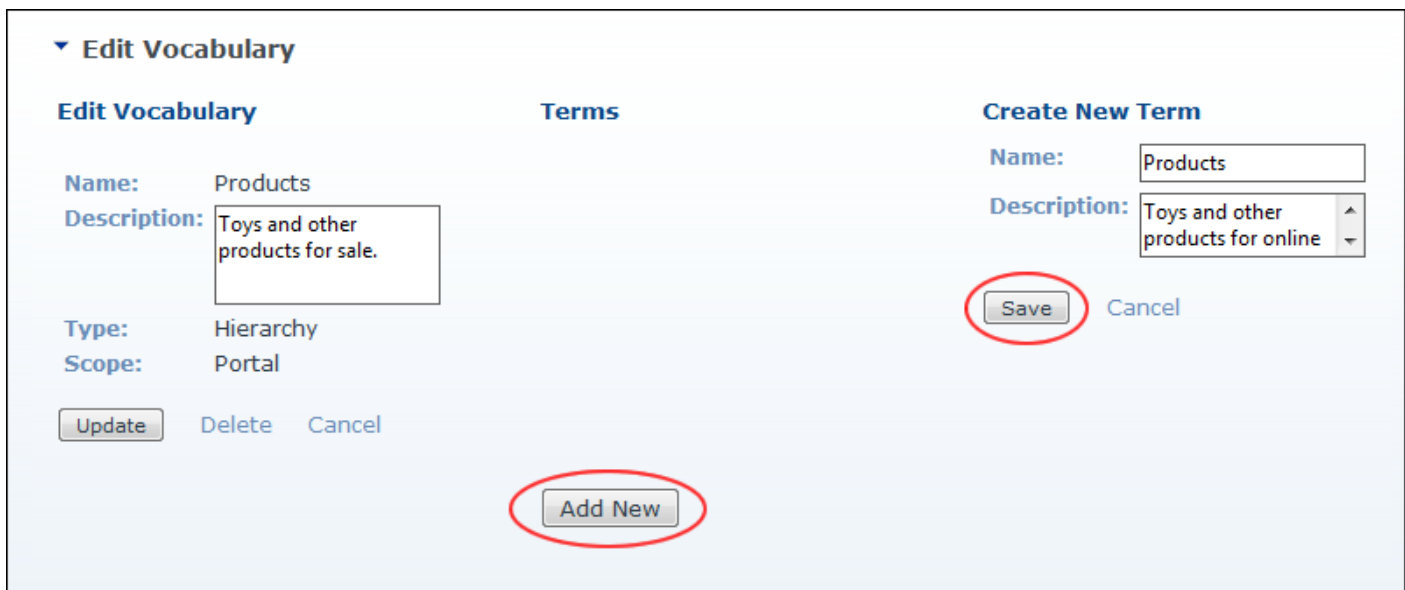
The Taxonomy Module

### Module Editors

#### Adding the First Term (Hierarchical Vocabulary)

How to add the first term to a hierarchical vocabulary using the Taxonomy Manager module. **Important.** It is recommended that you name this first term the same as the Vocabulary name. This allows you to create a hierarchical tree of terms. Failure to set up terms in this way will restrict you to only one top level parent term.

1. Click the Edit link beside the vocabulary for the new terms. This opens the Edit Vocabulary page.
2. Click the **Add New** button. This displays the Create New Term section.
3. In the Create New Term section, complete these fields:
  - a. In the **Name** text box, enter the vocabulary name.
  - b. In the **Description** text box, enter a description for this term. Tip: Copying the Vocabulary description is suitable.
4. Click the **Save** button.



▼ Edit Vocabulary

**Edit Vocabulary**

Name: Products

Description: Toys and other products for sale.

Type: Hierarchy

Scope: Portal

Update Delete Cancel

**Terms**

**Create New Term**

Name: Products

Description: Toys and other products for online

Save Cancel

Add New

5. The newly added term is now displayed in the Terms section. You can now add additional terms. See ["Adding Additional Terms \(Hierarchical Vocabulary\)"](#)



▼ **Edit Vocabulary**

**Edit Vocabulary** **Terms**

**Name:** Products

**Description:** Toys and other products for sale.

**Type:** Hierarchy

**Scope:** Portal

The newly added first hierarchical term

#### Adding Additional Terms (Hierarchical Vocabulary)

How to add terms to a hierarchical vocabulary using the Taxonomy Manager module.

**Important.** The first term for a vocabulary requires a different process. See ["Adding the First Term \(Hierarchical Vocabulary\)"](#)

1. Click the Edit link beside the vocabulary for this term. This opens the Edit Vocabulary page.
2. Click the **Add New** button. This displays the Create New Term section.
3. In the Create New Term section, complete these fields:
  - a. In the **Name** text box, enter a name for this term.
  - b. In the **Description** text box, enter a description for this term.
  - c. At **Parent Term**, select the parent term for this term.
4. Click the **Save** button. The new term is now displayed in the Terms hierarchical list.
5. Repeat Steps 2-4 to add additional terms.

Example: In the below image, the first term added was called Products. Two additional terms called Dolls and Wooden Toys were added next. Finally, this image displays the term Blocks being added to the parent category Wooden Toys.

▼ **Edit Vocabulary**

**Edit Vocabulary**

**Name:** Products

**Description:** Toys and other products for sale.

**Type:** Hierarchy

**Scope:** Portal

[Delete](#) [Cancel](#)

**Terms**

- [-] Products
  - [-] Dolls
  - [-] Wooden Toys

**Create New Term**

**Name:**

**Description:**

**Parent Term:**

[Cancel](#)

▼ **Edit Vocabulary**

**Edit Vocabulary**

**Name:** Products

**Description:** Toys and other products for sale.

**Type:** Hierarchy

**Scope:** Portal

[Delete](#) [Cancel](#)

**Terms**

- [-] Products
  - [-] Dolls
  - [-] Wooden Toys
    - [-] Blocks

The newly added hierarchical term

### Adding Terms (Simple Vocabulary)

How to add terms to a simple vocabulary using the Taxonomy Manager module.

1. Click the Edit link beside the vocabulary for this term. This opens the Edit Vocabulary page.

▼ **Taxonomy Manager**

**List of Vocabularies**

	Name	Description	Type	Scope
Edit	Products	Toys and other products for sale.	Hierarchy	Portal
<b>Edit</b>	Eco Projects	Ecofriendly projects supported by EcoZany.	Simple	Application

Create New Vocabulary

2. Click the **Add New** button. This displays the Create New Term section.
3. In the Create New Term section, complete these fields:
  - a. In the **Name** text box, enter a name for this term.
  - b. In the **Description** text box, enter a description for this term.
4. Click the **Save** button. The new term is now displayed in the Terms hierarchical list.
5. Repeat Steps 2-4 to add additional terms.

▼ **Edit Vocabulary**

**Edit Vocabulary**

**Name:** Eco Projects

**Description:** Ecofriendly projects supported by EcoZany.

**Type:** Simple

**Scope:** Application

Update Delete Cancel

**Terms**

Environmental

**Add New**

**Create New Term**

**Name:** Endangered Animals

**Description:** Projects assisting animals on the

**Save** Cancel

Adding a term to a simple vocabulary list

**Creating a Vocabulary**

How to create a new vocabulary using the Taxonomy Manager module.

*Tip: Only the Description field can be edited once the vocabulary is saved.*

1. Click the **Create New Vocabulary** button located at the base of the Taxonomy Manager module. This opens the Create New Vocabulary page.

2. In the **Name** text box, enter the name for this vocabulary.
3. In the **Description** text box, enter the description of this vocabulary.
4. At **Type**, select from this options:
  - **Simple**: Select to create a flat list.
  - **Hierarchy**: Select to hierarchical tree list.
5. At **Scope**, **Portal** is pre-selected. This confirms that the vocabulary is only available to this portal.
6. Click the **Create Vocabulary** button. You can now add terms to this vocabulary. See "[Adding the First Term \(Hierarchical Vocabulary\)](#)"

▼ **Create New Vocabulary**

**Name:**

**Description:**

**Type:**  Simple  Hierarchy

**Scope:**

Creating a Vocabulary

### Deleting Terms

How to delete one or more term associated with either a simple or hierarchical vocabulary using the Taxonomy Manager module.

1. Click the Edit link beside the vocabulary which the term is associated with. This opens the Edit Vocabulary page.
2. In the Terms list, select the term to be edited. This displays the Edit Term section.
3. Click the Delete link located below the Edit Term section.
4. Repeat Steps 2-3 to delete additional terms.
5. Click the Cancel link to return to the module.

**▼ Edit Vocabulary**

**Edit Vocabulary**

**Name:** Eco Projects

**Description:** Ecofriendly projects supported by EcoZany

**Type:** Simple

**Scope:** Application

**Terms**

Endangered Animal

Environmental

**Edit Term**

**Name:** Environmental

**Description:** Environmental projects

Deleting Vocabulary Terms

**Deleting a Vocabulary**

How to delete a vocabulary from the Taxonomy Manager module.

**Permissions:** Editors cannot delete vocabularies created by Administrators or SuperUsers. Similarly, Administrators cannot delete vocabularies created by SuperUsers.

1. Click the Edit link beside the vocabulary to be deleted. This opens the Edit Vocabulary page.

**▼ Taxonomy Manager**

**List of Vocabularies**

	Name	Description	Type	Scope
<a href="#">Edit</a>	Products	Toys and other products for sale.	Hierarchy	Portal
<a href="#">Edit</a>	Eco Projects	Ecofriendly projects supported by EcoZany	Simple	Application

2. Click the Delete link.

▼ **Edit Vocabulary**

**Edit Vocabulary**

**Name:** Products

**Description:** Toys and other products for sale.

**Type:** Hierarchy

**Scope:** Portal

**Terms**

- Products
  - Dolls
    - Wooden Toys
      - Blocks

Deleting a Vocabulary

### Editing Terms

How to edit one or more term associated with either a simple or hierarchical vocabulary using the Taxonomy Manager module.

1. Click the Edit link beside the vocabulary which the term is associated with. This opens the Edit Vocabulary page.
2. In the Terms list, select the term to be edited. This displays the Edit Term section.
3. In the **Edit Term** section, edit one or more fields:
  - a. In the **Name** text box, edit the name of this term.
  - b. In the **Description** text box, edit the description of this term.
  - c. At **Parent Term**, select the parent term for this term. Note: This option is only displayed on Hierarchical\_vocabularies.
4. Click the **Update** button.
5. Repeat Steps 2-4 to edit additional terms.
6. Click the Cancel link to return to the module.

**▼ Edit Vocabulary**

**Edit Vocabulary**

**Name:** Eco Projects

**Description:** Ecofriendly projects supported by EcoZany

**Type:** Simple

**Scope:** Application

**Terms**

Endangered Animal

Environmental

**Edit Term**

**Name:** Environmental

**Description:** Environmental projects

Editing Vocabulary Terms

**Editing a Vocabulary**

How to edit the description of a vocabulary using the Taxonomy Manager module.

1. Click the Edit link beside the vocabulary to be edited. This opens the Edit Vocabulary page.

**▼ Taxonomy Manager**

**List of Vocabularies**


	Name	Description	Type	Scope
<input type="button" value="Edit"/>	Products	Toys and other products for sale.	Hierarchy	Portal
<input type="button" value="Edit"/>	Eco Projects	Ecofriendly projects supported by EcoZany	Simple	Application

2. In the **Description** text box, edit the description of this vocabulary.
3. Click the **Update** button.

**Viewing User Entered Tags**


How to view the tags which have been created by users. SuperUsers are able to edit and delete tags.

1. Click the Edit link beside the pre-existing entry named "Tags". This opens the Edit Vocabulary page where all of the tags are listed in the Terms list.

▼ **Taxonomy Manager**  

**List of Vocabularies**

	Name	Description	Type	Scope
Edit	Tags	System Vocabulary for free form user entered Tags	Simple	Application



2. In the Terms list, click on a tag. This displays the description in the Edit Term section.
3. Repeat Step 2 to view descriptions for other tags.
4. Click the Cancel link to return to the module.

## Users and Roles

### Controlling Site Access

Site access is controlled by restricting access to pages and modules to users who are members of particular security roles. See "Key Concepts"

The following is modules are used to restrict site access:

- The Security Roles module is used to create roles which one or more users (user accounts) can be assigned to. See "[About the Security Roles Module](#)".
- The User Accounts module is used to create user accounts. See "About the User Accounts Module"
- The File Manager module is used in controlling site access when folders containing files are restricted to one or more roles. See "[About the File Manager Module](#)".
- Access to view and manage pages and modules is restricted using page settings or module settings. See "[About Page Permissions](#)" and "[Setting Module Permissions](#)".

### Add New User

#### About the Add New User Module

The Add New User module enables authorized users to create new user accounts.

---

*Tip: This module forms part of the Users & Roles module package.*

---

Once the user account is created, it can be managed using the User Accounts module. See "[About the User Accounts Module](#)"



▼ **Add New User**

**Add New User**

🔒 **User Name:**  🔒

🔒 **First Name:**  🔒

🔒 **Last Name:**  🔒

🔒 **Display Name:**  🔒

🔒 **Email Address:**  🔒

🔒 **Authorize:**



🔒 **Notify:**

Optionally enter a password for this user, or allow the system to generate a random password

🔒 **Random Password**

🔒 **Password:**  🔒

🔒 **Confirm Password:**  🔒


 **Add New User**  **Cancel**

The Add New User Module

### Adding a User Account

How to add new user accounts to this site using the Add New User module. Note: The Add New User module is part of the Users & Roles module package.

---

*Tip: Fields marked with a Required  icon are mandatory.*

1. Go to the Add New User module.
2. In the **User Name** text box, enter a user name. The user name cannot be changed. Note: Usernames are unique; a new user cannot be added with an existing Username. If you attempt to save a user account using an existing username this displays the message: "A User Already Exists For the Username Specified. Please Register Again Using A Different Username."
3. In the **First Name** text box, enter the person's first name.
4. In the **Last Name** text box, enter the person's last name.
5. In the **Display Name** text box, enter the name to be displayed to other site members. Note: This field may not be displayed. **"Managing User Accounts Settings"**.
6. In the **Email Address** text box, enter a valid email address.

7. At **Authorize**, select from the following options:

- Check  the check box if the user is authorized to access the portal. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
- Uncheck  the check box if the new user is not yet authorized to access the portal. The Administrator is required to authorize this account at a later date.

8. At **Notify**, select from the following options:


- Check  the check box to send a notification email to the user's email address. This is the default setting.
- Uncheck  the check box if you don't wish to send notification. If the account is not authorized, you may like to send the notification at a later time.


9. To create the user's password, select from these options:


- To generate a random password, check  the **Random Password** check box.
- To create a password manually:
  - a. Uncheck  the **Random Password** check box.
  - b. In the **Password** text box, enter a password.
  - c. In the **Confirm Password** text box, re-enter the same password.


▼ **Add New User**


**Add New User**

**User Name:**  

**First Name:**  

**Last Name:**  

**Display Name:**  


**Email Address:**  


**Authorize:**



**Notify:**

Optionally enter a password for this user, or allow the system to generate a random password

**Random Password**

**Password:**  

**Confirm Password:**  

 **Add New User**  **Cancel**

10. Click the  Add New User link.

---

*Tip: The site may be set to required unique passwords, as for usernames. In this case, choose a new password, or opt for a random password.*

---

## Security Roles

### About Security Roles in DNN

#### Default Security Roles

The Security Roles module has three (3) default Security Roles: Administrators, Registered Users and Subscribers.

- **Administrators:** Members of this role have full access to manage this site. This includes access to add, delete and edit all pages and modules on the site. Members of this role also have access to the Admin Console, which enable users to access all of the Site Administration modules which other users can be authorized to access as well as the additional Pages, Solutions Explorer, What's New, Pages and Site Settings pages. This role cannot be deleted or modified.
- **Registered Users:** Everyone who is a registered user of this site is a member of this role. Members of this role can manage their User Profile and may be granted rights to view pages and modules which are only displayed to logged in users. Registered user accounts can be set as either Authorized or Unauthorized. If an account is Unauthorized, then the user cannot access pages/modules which are restricted to this role. This role cannot be deleted or modified.
- **Subscribers:** All Registered Users are automatically added to this role upon registration. ( i.e. this role is set as Auto Assignment) Authenticated users can unsubscribe or re-subscribe to this role under Membership Services on the View Profile (also called the My Profile) module. Administrators can choose to delete this role, or change its settings as required. This role cannot be deleted.

#### Security Role Groups

The following terms are used throughout the DNN application. They refer to groups of users as well as their status.

- **All Users:** All Users refers to all site visitors regardless of whether they are logged in or registered on the site. This term is used on page and module setting pages to enable them to be set as accessible to all users. This term is not used on the Security Roles module.
- **Authenticated Users:** An authenticated user is a registered user who is logged into the site.
- **Unauthenticated Users:** An unauthenticated user is a site visitor who isn't logged into the site. This term is used on page settings and module setting pages, but is not displayed as a role on the Security Roles module. A typical application for these users would be to set a page or module as viewable to Unauthenticated Users, but not to All Users. Then when an unauthenticated user logs into the site, the page or module is no longer visible. This could be used for information about joining the site which isn't relevant to users who are already registered.
- **Module Deployer:** A Module Deployer is any person or role who has been granted permission to add one or more types of modules to site pages. This term is used on the Extensions module.

#### About Security Role Settings

Security Roles can be configured in a number of ways to change the way users can access roles. The following options are available.

- **Public Role:** Roles set as public enable all registered users to be able to subscribe or unsubscribe to the role. Public Roles are managed by authenticated users under Membership Services on the View Profile (also called the My Profile) module.
- **Private Role:** When a role is not set as public, it is a private role. Only Administrators have access to manage user access to these roles, unless the role includes an RSVP Code.
- **RSVP Code:** When a role includes an RSVP code, users can subscribe to the role by entering the code into a text box under Manage Services on their profile. This provides a quick way to subscribe and also enables subscriptions to be limited to those with the code if the role is set as Private.

- **RSVP Link:** The RSVP link setting automatically adds a user to that role when they go to the RSVP link. This provides a very easy way of subscribing to a role.
- **Auto Assignment:** All registered users are automatically added to these roles upon registration. If the role is also set as Public, users can unsubscribe and unsubscribe to it. If the role is set as Private, only Administrators can manage user access.

### About the Security Roles Module

The Security Roles module enables the creation and management of security roles and security role groups. It also permits authorized user to manage users within roles.

*Tip: This module forms part of the Users & Roles module package.*

Name	Description	Fee Every Period	Trial Every Period	Public	Auto
Administrators	Portal Administration			<input type="checkbox"/>	<input type="checkbox"/>
Monthly Online Magazine	Join this free service to receive our online magazine each month including monthly prize draw, discount coupons and more			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Newsletter	Subscribe to our monthly newsletter on what's new in holistic medicine and our latest classes.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	Registered Users			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Subscribers	A public role for portal subscriptions			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The Security Roles Module

### All Users

#### Filtering Security Roles by Role Group

How to view the security roles within a role group using the Security Roles module.

1. At **Filter By Role Group**, select one of the following options:
  - **<All Roles>**: Displays all roles including both roles within and not within a role group.
  - **<Global Roles>**: Displays all roles that do not belong to a role group including the Administrators and Registered Users roles.
  - **[Role Group Name]**: Select the name of a role group to view each of the roles associated with that Role Group.

**Security Roles**

Filter By Role Group:

< Global Roles > ▼

< All Roles >

< Global Roles >

Staff

Clients

Name	Description	Fee Every Pe
Administrators	Portal Administration	
Newsletter	Subscribe to our monthly newsletter on what's new in wholistic medicine and our latest classes.	
Registered Users	Registered Users	
Subscribers	A public role for portal subscriptions	

[Add New Role Group](#) [Add New Role](#) [User Settings](#)

Filtering by Role Group

### Viewing Security Role Details

How to view the details of roles on the Security Roles module.

All users who are authorized to view the Security Role module are able to view details of the roles which have been added to this site. The following details of each role are typically displayed:

- Role Name
- Role description
- Role fee and period
- Trial fee and period
- If the role is public
- If users are automatically assigned to the role

### Module Editors

#### User Settings



#### Managing User Account Settings

How to view and manage the settings applied to the User Accounts module. These settings can be accessed using either the User Accounts or Security Roles module.

- See "Viewing Membership and Password Settings"
- See "Setting User Registration Options"
- See "Managing User Accounts Settings"
- See "Setting the Login and Logout Options"

### Adding a Security Role (Basic Settings)

How to add a basic security role to a site using the Security Roles module.

1. Select  **Add New Role** from the module actions menu - OR - Click the  Add New Role link.
2. In the **Basic Settings** section complete the following fields:
  - a. In the **Role Name** text box, enter a name for the Security Role.
  - b. In the **Description** text box, enter a brief description of the Security Role.
  - c. **Optional.** At **Role Group**, select a group for this role if desired. Note: One or more role groups must already be created to set this field. You can also associate a role with a role group at a later time. See "**Adding a Role Group**".
  - d. At **Public Role?**, select one of the following options:
    - Check  the check box if all users are able to view details of this role and subscribe to this role. Users can subscribe to or unsubscribe from these roles when they manage their profile.
    - Uncheck  the check box if the role is Private. Only Administrators can add a user to a private role unless it has an RSVP Code or RSVP Link (see below) which has been supplied to the user.
  - e. At **Auto Assignment?**, choose from the following options:
    - Check  the check box if users are automatically assigned to this role.
    - Uncheck  the check box if users must be manually added to the role.
4. Click the Update link.

▼ Edit Security Roles

---

**Basic Settings**

In this section, you can set up the basic settings for this role.

**Role Name:**

**Description:**

**Role Group:**

**Public Role?:**

**Auto Assignment?:**

**Advanced Settings**



[Update](#)
[Cancel](#)

Adding a Security Role - Basic Settings

### Creating a Membership Service

How to create a Membership Service using the Security Roles module. A Membership Service is a security role which is set as Public. These roles are displayed to users when they manage their account under the Manage Services link on the Manage Profile page. For here users can view details of the available membership services and elect to subscribe to or unsubscribe to them. A trial period, trial fee, service period, and service fee can also be set for membership services. **"Adding a Security Role with a Fee"**.

1. Select  **Add New Role** from the module actions menu - OR - Click the  **Add New Role** link.
2. Go to the **Basic Settings** section.
3. In the **Role Name** text box, enter a name for the role.
4. In the **Description** text box, enter a brief description of the role.
5. **Optional.** At **Role Group**, select a role group for this role if required.
6. At **Public Role?**, check  the check box to set this role as a Membership Service.
7. **Optional.** At **Auto Assignment**, select from the following options:
  - Check  the check box to assign all users to this role. This includes both existing and new users.
  - Uncheck  the check box if users must subscribe to the role.

 **Edit Security Roles** 

**Basic Settings**

In this section, you can set up the basic settings for this role.

**Role Name:**

**Description:**

**Role Group:**

**Public Role?**

**Auto Assignment?**

**Advanced Settings**

[Update](#) [Cancel](#)

8. Click the [Update](#) link.


---

*Tip: The new role is now displayed as a member's service on the View Profile (also called the My Profile) module.*



## Manage Profile

 [Manage User Credentials](#)

 [Manage Password](#)

 [Manage Profile](#)

 [Manage Services](#)

This section allows you to manage your subscriptions on the site. You can subscribe to some Services by entering an RSVP Code. If you have been given a special RSVP code you can subscribe to these Services by entering the code in the RSVP Code field and clicking the "Subscribe" button next to the field.

To manage the other subscription services provided by this site you can use the grid below. Some services may require payment. If this is the case you will be redirected to a payment site. When you return to this site, you can check back here to view your subscription.

 **Enter RSVP Code:**

[Subscribe](#)



	Name	Description	Service Fee	Trial Fee	Expiry Date
<a href="#">Unsubscribe</a>	Subscribers	A public role for portal subscriptions	Free	Free	
<a href="#">Subscribe</a>	Monthly Online Magazine	Join this free service to receive our online magazine each month including monthly prize draw, discount coupons and more	Free	Free	
<a href="#">Subscribe</a>	Newsletter	Subscribe to our monthly newsletter on what's new in wholistic medicine and our latest classes.	Free	Free	

Member Services displayed on the Manage Profile page on the User Profile page

### Adding a Security Role with a Fee

How to create a security role which charges a subscription and/or a trial fee using the Security Roles module.

**Important:** You will need to configure the Payment Processor under Site Settings, in order to enable fee based roles/services. The fee and billing period fields do not display until the payment processor is configured. See "[Setting the Payment Processor](#)"

1. Select  **Add New Role** from the module actions menu - OR - Click the  [Add New Role](#) link.
2. In the **Basic Settings** section complete the following fields:
  - a. In the **Role Name** text box, enter a name for the Security Role.
  - b. In the **Description** text box, enter a brief description of the Security Role.
  - c. **Optional.** At **Role Group**, select a group for this role if required.
  - d. At **Public Role?**, select one of the following options:
    - Check  the check box if all users are able to view details of this role and subscribe to this role. Public Roles can be maintained by user on their profile under Manage Service.
    - Uncheck  the check box if the role is Private. Details of private roles are not displayed on the user profile page. Only Administrators can add a user to a Private role unless it has an RSVP Code (see below) which has been supplied to the user.
  - e. At **Auto Assignment**, choose from the following options:


- Check  the check box if users are automatically assigned to this role.
- Uncheck  the check box if users must be manually added to the role.

3. **Maximize**  the **Advanced Settings** section and complete one or more of the following fee settings:

- a. In the **Service Fee** text box, enter the fee amount charged to become a member of the Security Role. If no fee is to be charged, leave this field blank. If no service fee is charged, skip to Step 3C.
- b. In the **Billing Period (Every)** text box, enter a number and select a billing period. If no fee is charged, but access to the role will expire on a given day, complete this field as this sets the access period for the role.
- c. In the **Trial Fee** text box, enter the fee amount charged to access the Security Role for a trial period. If no fee is charge, leave this field blank. If no trial period is charged, skip to Step 4.
- d. In the **Trial Period (Every)** text box, enter a number and select a billing period. If no trial fee is charged, but access to the role will expire on a given day, complete this field as this sets the access period for the role.

4. **Optional.** The following optional **Advanced Settings** are also available:

- a. In the **RSVP Code** text box, enter a code which enables users to subscribe to this role.
- b. At **Icon**, select or upload an image for the role. **"Setting a File Link"**.

 **Edit Security Roles**

**Basic Settings**

---

In this section, you can set up the basic settings for this role.

**Role Name:**

**Description:**

**Role Group:**

**Public Role:**

**Auto Assignment:**

**Advanced Settings**

---

In this section, you can set up more advanced settings for this role.

**Service Fee:**

**Billing Period (Every):**

**Trial Fee:**

**Trial Period (Every):**



**RSVP Code:**

**RSVP Link:**

**Icon:** **File Location:**

**File Name:**




[Upload New File](#)

 **Update**    **Cancel**

5. Click the Update link.

#### Adding a Security Role with an RSVP Code

How to create an RSVP Code for a security role using the Security Roles module. By providing the RSVP code or link to users you can enable them to subscribe to the role either by linking on the link or by entering the code on the Manage Services page when managing their User Profile.

1. Select  **Add New Role** from the module actions menu - OR - Click the  Add New Role link.
2. In the **Basic Settings** section complete the following fields:
  - a. In the **Role Name** text box, enter a name for the Security Role.
  - b. In the **Description** text box, enter a brief description of the Security Role.
  - c. **Optional.** At **Role Group**, select a group for this role if desired.
  - d. At **Public Role?**, choose from the following options:
    - Check  the check box if all users are able to view details of this role and subscribe to this role. Users can subscribe to or unsubscribe from these roles when they manage their profile.
    - Uncheck  the check box if the role is Private.
  - e. At **Auto Assignment?**, choose from the following options:
    - Check  the check box if users are automatically assigned to this role.
    - Uncheck  the check box if users must be manually added to the role.
3. **Maximize**  the **Advanced Settings** section.
  - a. In the **RSVP Code** text box, enter a code which enables users to subscribe to this role. The code can be any combination of letters and numbers.
4. Click the Update link. This saves the new role and generates an RSVP link which displays on the Edit Security Roles page. See ["Obtaining an RSVP Link"](#)

**Edit Security Roles**

**Basic Settings**

In this section, you can set up the basic settings for this role.

**Role Name:** Newsletter

**Description:** Monthly newsletter includes new product reviews, giveaway and competition offers.

**Role Group:** < Global Roles >

**Public Role:**

**Auto Assignment:**

**Advanced Settings**

In this section, you can set up more advanced settings for this role.

**Service Fee:**

**Billing Period (Every):**  None

**Trial Fee:**

**Trial Period (Every):**  None

**RSVP Code:** N!ce|

**RSVP Link:**

**Icon:**

**File Location:** Root

**File Name:** <None Specified>

[Upload New File](#)



[Update](#) [Cancel](#)

Adding a Security Role with an RSVP Code

**Obtaining an RSVP Link**

How to obtain an RSVP link using the Security Roles module. Once you have created a security role with an RSVP Code an RSVP Link will be generated for that role. Users can subscribe to the role simply by clicking on the link or going to the URL.

1. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select **<All Roles>**.

2. Click the **Edit**  button beside the required Security Role.
3. **Maximize**  the **Advanced Settings** section.
4. At **RSVP Link**, copy the link.
5. Click the Cancel link to return to the module.

### Edit Security Roles

---

#### Basic Settings

In this section, you can set up the basic settings for this role.

**Role Name:** Newsletter

**Description:**

**Role Group:**

**Public Role:**

**Auto Assignment:**

---

#### Advanced Settings

In this section, you can set up more advanced settings for this role.

**Service Fee:**

**Billing Period (Every):**

**Trial Fee:**

**Trial Period (Every):**

**RSVP Code:**





**RSVP Link:**

**Icon:**

**File Location:**


**File Name:**

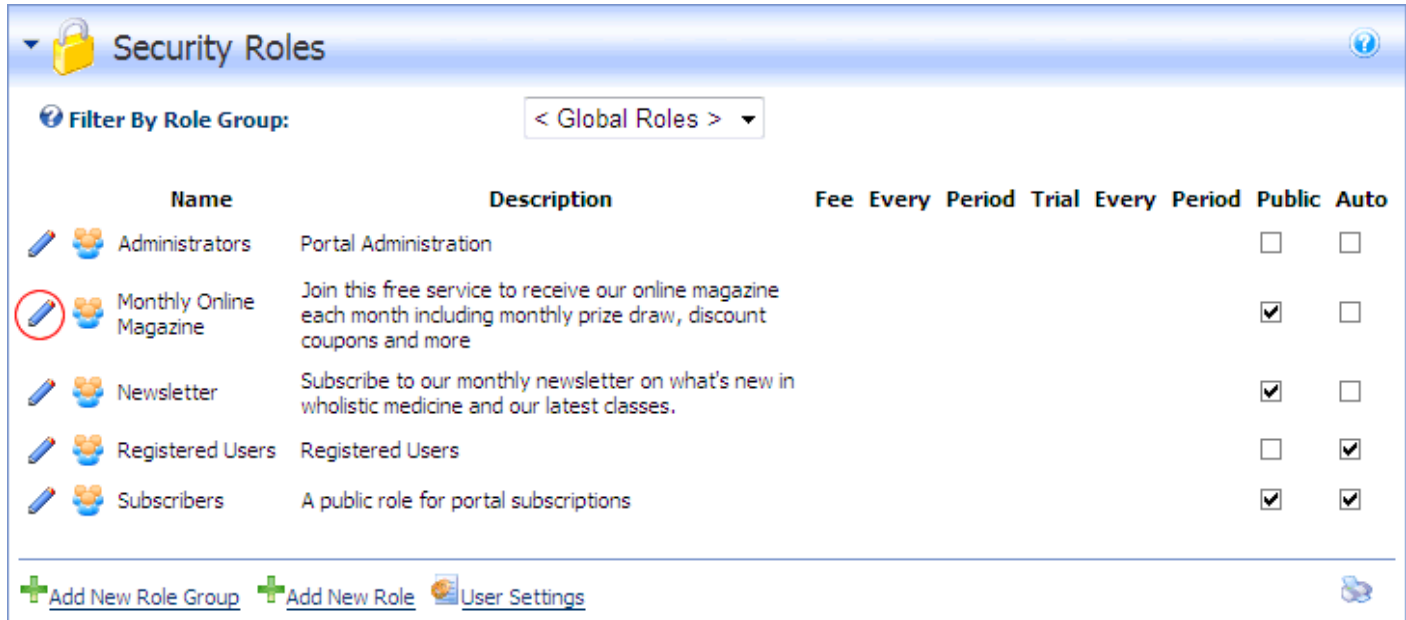
[Upload New File](#)











 **Update**  **Delete**  **Manage Users in this Role**  **Cancel**

## Editing a Security Role

How to edit the settings and details of a security role using the Security Roles module.

1. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select **<All Roles>**.
2. Click the **Edit**  button beside the role to be edited.
3. Edit the settings as required.
4. Click the Update link.



Name	Description	Fee Every Period	Trial Every Period	Public	Auto
  Administrators	Portal Administration			<input type="checkbox"/>	<input type="checkbox"/>
  Monthly Online Magazine	Join this free service to receive our online magazine each month including monthly prize draw, discount coupons and more			<input checked="" type="checkbox"/>	<input type="checkbox"/>
  Newsletter	Subscribe to our monthly newsletter on what's new in holistic medicine and our latest classes.			<input checked="" type="checkbox"/>	<input type="checkbox"/>
  Registered Users	Registered Users			<input type="checkbox"/>	<input checked="" type="checkbox"/>
  Subscribers	A public role for portal subscriptions			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Editing a Security Role



## Deleting a Security Role

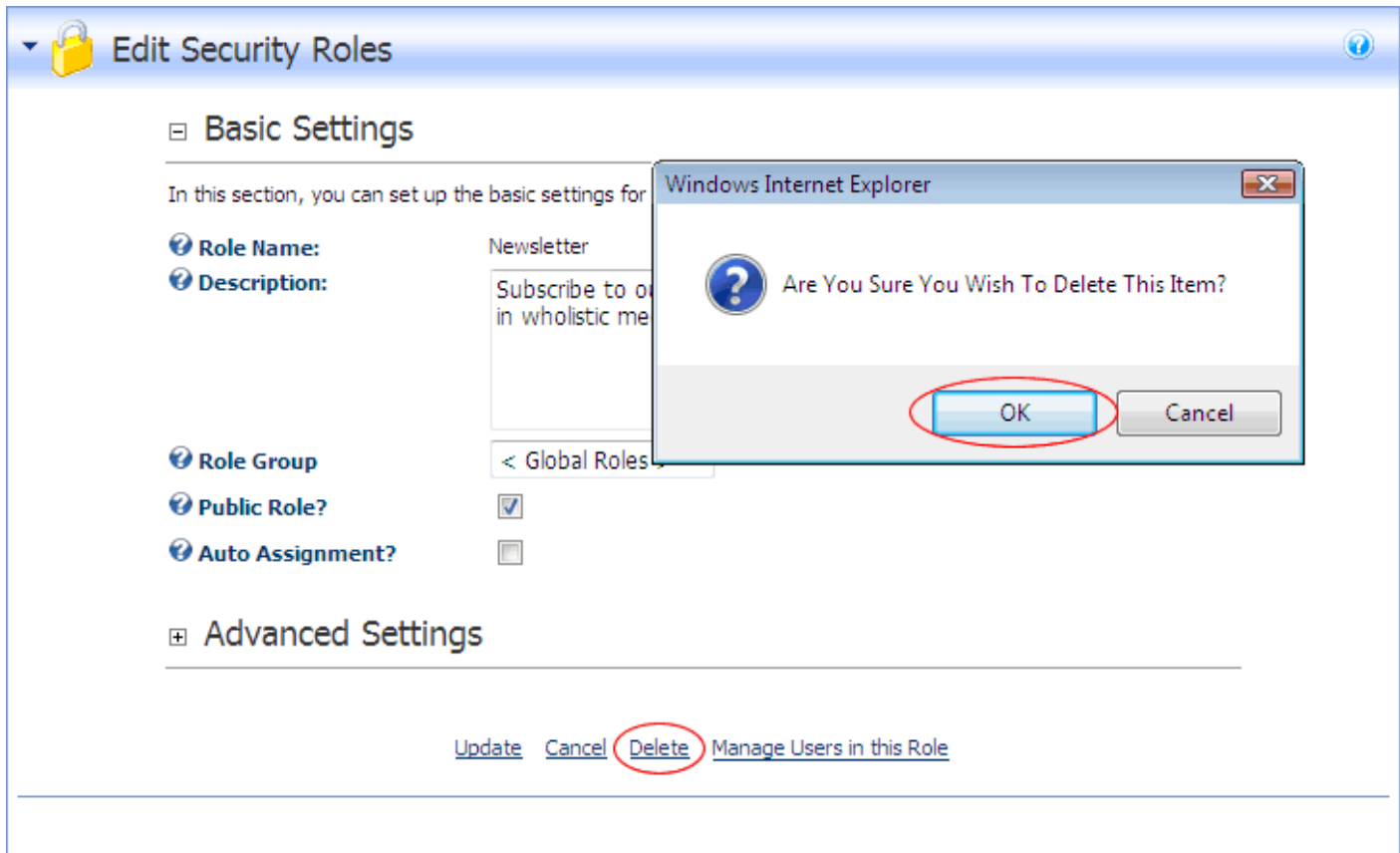
How to permanently delete a security role from the Security Roles module. This will also delete the information of which users were members of this role.

---

*Tip: The Administrators and Registered Users roles cannot be deleted.*

---

1. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select **< All Roles >**.
2. Click the **Edit**  button beside the role to be deleted.
3. Click the  Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button to confirm.



Deleting a Security Role

### Adding a Role Group

How to add a role group to a Security Role using the Security Roles module. Role Groups enable you to group multiple roles together, making them easier to manage. E.g. The Role Group called Staff could have the following Security Roles associated with it: All Staff, Tel-marketing, Marketing, Sales, Information Technology, etc. Roles can be filtered by Role Group, which is useful on sites with lots of roles. Once a role group has been added, one or more security roles can be added to the role group. "[Adding a Security Role \(Basic Settings\)](#)". and "[Editing a Security Role](#)".

1. Select **+ Add New Role Group** from the module actions menu - OR - Click the **+ Add New Role Group** link.
2. In the **Group Name** text box, enter a name for the Security Role Group. E.g. Staff
3. In the **Description** text box, enter a brief description of the Security Role Group.
4. Click the Update link.



**Edit Role Group**

**Group Name:** Staff


**Description:** All staff members.

[Update](#) [Cancel](#)



Adding a Role Group

### Editing a Role Group

How to edit a security role group using the Security Roles module.

1. At **Filter By Role Group**, select the role group from the drop-down box. This displays the Edit button beside this field.
2. Click the **Edit**  button. This opens the Edit Role Group page.
3. In the **Group Name** text box, edit the name of the role group.
4. In the **Description** text box, edit the role group description.
5. Click the [Update](#) link.

**Security Roles**

**Filter By Role Group:** Staff  

Name	Description	Fee	Every
<a href="#">+ Add New Role Group</a> <a href="#">+ Add New Role</a> <a href="#">User Settings</a>			

Editing a role group


### Deleting a Role Group

How to delete a role group from the Security Roles module.

---

*Tip: You must first remove all roles belonging to that role group. This can be achieved by editing each role associated with the Role Group and either changing the associated role group - OR - disassociating the role group from all roles. E.g. selecting <Global Roles>. If a role group has associated roles, the delete option will not be displayed.*

---

1. At **Filter By Role Group**, select the role group from the drop-down box.
2. Click the **Delete**  button. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** button to confirm.

Deleting a Role Group

### Adding a User to a Security Role





How to add a user to a security role using the Security Roles module. Once a user is added to a new role they will immediately gain access to any modules or pages restricted to the members of the selected role. The user may need to refresh their Web browser to view additional areas of access.

1. Click the **Manage Users** button beside the required role.
2. At **User Name**, select or enter a user name.
3. **Optional.** At **Effective Date**, click the **Calendar** button and select the first date the user can access this role. See "Working with the Calendar". Where no date is selected access will be immediately granted.
4. **Optional.** At **Expiry Date**, click the **Calendar** button and select the last date the user can access this role. See "Working with the Calendar". Where no date is selected access will not expire.
5. **Optional.** At **Send Notification?**, select from the following options:
  - Check  the check box to send a notification email to the user. This option is ticked by default.
  - Uncheck  the check box to add the user to a role without sending them notification.
7. Click the **Add User to Role** link. The name of the user will be added to the list of users associated with this role.

7. Repeat Steps 3-7 to add new users.
8. Click the Cancel link to return to the module.

### Editing a User's Security Role Access

How to modify the date range that a user is able to access a security role using the Security Roles module.



1. Click the **Manage Users**  button beside the role.
2. At **User Name**, select the required user from the drop-down box - OR - Enter the user's User Name into the text box and click the Validate link. If the user name remains in the text box then it is 'valid'.
3. **Optional.** At **Effective Date**, click the  Calendar link and select the first date the user can access this role. Where no date is selected access will be immediately granted.
4. **Optional.** At **Expiry Date** click the  Calendar link and select the last date the user can access this role. Where no date is selected access will not expire.
5. At **Send Notification?**, select from the following options:
  - Check  the check box to send a notification email to the user informing them of their new role access. This is the default setting.
  - Uncheck  the check box to add the user to the role without notifying them.
6. Click the  Add User To Role link. This either adds a new record for this user in the User Name table below, or updates the existing record.
7. Click the Cancel link to return to the module.

### Related Topics:

- See "[Working with the Calendar](#)"

### Deleting a User from a Security Role

How to delete a user from a security role using the Security Roles module. Users will immediately be denied access to any modules or pages which are restricted to members of the selected roles.

1. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role - OR - Select **<All Roles>**.
2. Click the **Manage Users**  button beside the required role. This opens the Manage Users In Role page for the selected role.
3. Locate the user and click the **Delete**  button located to the left of their name. This displays the message "Are you sure you want to remove [username] from the [role name] role?"
4. Click the **OK** button to confirm.

**User Roles**

**Manage Users in Role: Translator (en-US)**

**User Name** **Effective Date** **Expiry Date**

Rosie (Rosie) [calendar icon] 31 [calendar icon] 31 **+ Add User to Role**

**Send Notification?**

User Name
<a href="#">Rosie</a>

Message from webpage

Are you sure you want to remove 'Rosie' from the 'Translator (en-US)' role?

**OK** **Cancel**

*Tip: On the Manage Users In Role page, each user who is a member of the role is listed by Username. Clicking on a linked Username will display their users profile and enable you to check their account details and ensure you have the correct user.*

## User Accounts

### About the User Accounts Module

The User Accounts module enables the creation and management of registered user's account, as well as assignment of security roles. The fields displayed on the module can be set, as well as the way user accounts are handled. See the Manage Profile Properties and User Settings sections. New profile properties can be created. This Administration module can be deployed to any page by an authorized user. It is also displayed on the Admin > User Accounts page.

Note: This module forms part of the Users & Roles module package which is set as a Premium Module by default to reduce the instance of it being accidentally added to a page and revealing personal user information.

## USER ACCOUNTS

Username

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#) [Online](#) [Unauthorized](#) [Deleted](#)

	Username	Display Name	Address	Telephone	Created Date	Authorized
	admin	Administrator Account			7/27/2011 9:59:03 PM	<input checked="" type="checkbox"/>
	Bacig	Melody Bacig			7/28/2011 1:59:27 PM	<input checked="" type="checkbox"/>
	Bernstein	Georgene Bernstein			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Bohon	Albertina Bohon			7/28/2011 1:59:30 PM	<input checked="" type="checkbox"/>
	buis	Orlando buis			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Gilston	Clemmie Gilston			7/28/2011 1:59:30 PM	<input checked="" type="checkbox"/>
	haskitt	Brunilda haskitt			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Kadamula	Carolina Kadamula			7/28/2011 1:59:28 PM	<input checked="" type="checkbox"/>
	Kuespert	Annalisa Kuespert			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Storey	Horace Storey			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>

Page 1 of 2 First Previous [1] 2 Next Last

The UserAccounts Module

### All Users

#### Filtering User Accounts by Username

How to filter user account records by the first letter of all user names on the User Accounts module.

1. Click on the linked [letter of the alphabet] which is the first letter of the persons user name. This displays all matching user accounts is alphabetical order.

## USER ACCOUNTS

Username

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#) [Online](#) [Unauthorized](#) [Deleted](#)

	Username	Display Name	Address	Telephone	Created Date	Authorized
	Bacig	Melody Bacig			7/28/2011 1:59:27 PM	<input checked="" type="checkbox"/>
	Bernstein	Georgene Bernstein			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Bohon	Albertina Bohon			7/28/2011 1:59:30 PM	<input checked="" type="checkbox"/>
	buis	Orlando buis			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>

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Filtering User Accounts by Username

#### Viewing All User Accounts

How to view all user accounts in the User Accounts module.

1. Click the All link. By default, the first ten (10) of all user accounts will be listed in alphabetical order by username. Use the Pager Control to navigate to further records. "About the Pager".

**USER ACCOUNTS**

Manage

Username

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **All** Online Unauthorized Deleted

	Username	Display Name	Address	Telephone	Created Date	Authorized
	admin	Administrator Account			7/27/2011 9:59:03 PM	<input checked="" type="checkbox"/>
	Bacig	Melody Bacig			7/28/2011 1:59:27 PM	<input checked="" type="checkbox"/>
	Bernstein	Georgene Bernstein			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Bohon	Albertina Bohon			7/28/2011 1:59:30 PM	<input checked="" type="checkbox"/>
	buis	Orlando buis			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Gilston	Clemmie Gilston			7/28/2011 1:59:30 PM	<input checked="" type="checkbox"/>
	haskitt	Brunilda haskitt			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Kadamula	Carolina Kadamula			7/28/2011 1:59:28 PM	<input checked="" type="checkbox"/>
	Kuespert	Annalisa Kuespert			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Storey	Horace Storey			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>

Page 1 of 2 First Previous [1] 2 Next Last

*Tip: "Managing User Accounts Settings". to modify the default number of records displayed or to display all records by default*

### Filtering User Accounts by Online Users

How to filter user accounts to only view users who are currently logged in to this site using the User Accounts module. This filter is integrated with the Users Online module which must be enabled by the Host. "About the Users Online Module".

1. Click the Online link.

**USER ACCOUNTS**

Manage

Username

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All **Online** Unauthorized Deleted

	Username	Display Name	Address	Telephone	Created Date	Authorized
	admin	Administrator Account			7/23/2011 8:48:35 AM	<input checked="" type="checkbox"/>
	Also	Isaura Also			7/26/2011 10:12:10 AM	<input checked="" type="checkbox"/>

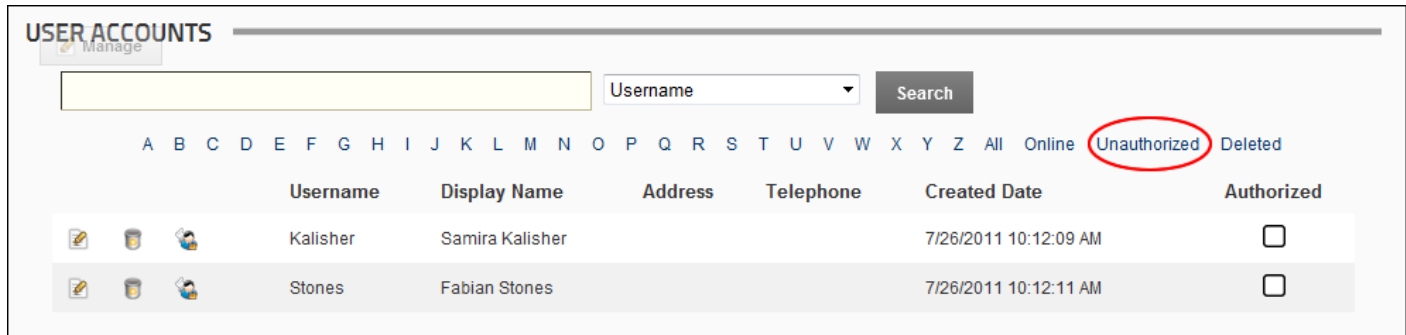
Page 1 of 1 First Previous Next Last

Filtering User Accounts by Online Users Only

## Filtering User Accounts by Unauthorized Users

How to filter user accounts to display only unauthorized users using the User Accounts module. Unauthorized user accounts display the **Unchecked**  icon in the Authorized column.

1. Click the [Unauthorized](#) link. By default, the first ten ( 10 ) unauthorized user accounts are listed in alphabetical order by user-name. Use the Pager Control to navigate to further records. **"About the Pager"**.



The screenshot shows the 'USER ACCOUNTS' module interface. At the top, there is a search bar with a dropdown menu set to 'Username' and a 'Search' button. Below the search bar, there are navigation links for letters A through Z, 'All', 'Online', 'Unauthorized' (circled in red), and 'Deleted'. A table below displays user accounts with columns for Username, Display Name, Address, Telephone, Created Date, and Authorized. Two users are listed: 'Kalisher' (Samira Kalisher) and 'Stones' (Fabian Stones), both with unchecked checkboxes in the 'Authorized' column.

Filtering User Accounts by Unauthorized User Accounts

## Searching for a User Account

How to search for a user account on the User Accounts module. Searches can be performed using one of several account details such as user name, address, email, name, etc.

1. In the **Search** text box located at the top right of the module, enter the search criteria.
2. Select one of the following options from the drop down list:
  - **Username:** Searches for exact matches and all or part of the beginning of the username. E.g. Entering Ad, Admin, or A will return Admin.
  - **Email:** Searches for exact matches only.
  - **Prefix:** Searches for exact matches and all or part of the beginning of the prefix. E.g. Entering M, or Mr will return Mr and Mrs.
  - **First Name, Middle Name and Last Name:** Searches for exact matches and all or part of the beginning of the name. E.g. Entering J will return all names beginning with J.
  - **Suffix:** Searches for exact matches and all or part of the beginning of the suffix. E.g. Entering E or Esq will return Esq. and Esquire.
  - **Unit:** Searches for exact matches and all or part of the beginning of the unit address.
  - **Street:** Searches for exact matches and all or part of the beginning of the street address. The street number must be included. E.g. Entering 1 Jack, 1 Jack Street will return 1 Jack Street and 1 Jackson Street. Entering Jack Street will not all addresses with Jack street.
  - **City:** Searches for exact matches and all or part of the beginning of the city name. E.g. Entering Melb will return Melbourne.
  - **Region:** Searches for exact matches and all or part of the beginning of the region name. E.g. Entering V or Vic will return Victoria.

- **Country:** Searches for exact matches and all or part of the beginning of the region name. E.g. Entering Aus will return Austria and Australia.
- **Postal Code:** Searches for exact matches and all or part of the beginning of the postal code.
- **Telephone and Cell and Fax:** Searches for exact matches and all or part of the beginning of the number.
- **Website:** Searches for exact matches only as displayed on the user's profile. E.g. If the user's web site is entered as www.domain.com, searching on domain.com will not return a match.
- **IM:** Searches for exact matches only as displayed on the user's profile.

3. Click the **Search** button.

**USER ACCOUNTS** Manage

ba  Username

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

	Username	Display Name	Address	Telephone	Created Date	Authorized
	Bakler	Evelin Bakler			7/26/2011 10:12:11 AM	<input checked="" type="checkbox"/>
	Balicki	Georgene Balicki			7/26/2011 10:12:10 AM	<input checked="" type="checkbox"/>
	Ballowe	Karren Ballowe			7/26/2011 10:12:11 AM	<input checked="" type="checkbox"/>

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Searching for a User Account

## Module Editors

### Adding a User Account

How to add new user account to the site using the User Accounts module.

1. Select **Add New User** from the User Accounts module actions menu - OR - Click the **Add New User** link. This opens the Add New User page.
2. In the **User Name** text box, enter a user name. The user name cannot be changed. Note: Usernames are unique; a new user cannot be added with an existing Username. If you attempt to save a user account using an existing username this displays the message: "A User Already Exists For the Username Specified. Please Register Again Using A Different Username."
3. In the **First Name** text box, enter the person's first name.
4. In the **Last Name** text box, enter the person's last name.
5. In the **Display Name** text box, enter the name to be displayed to other site members. Note: This field may not be displayed. **"Managing User Accounts Settings"**.
6. In the **Email Address** text box, enter a valid email address.



7. At **Authorize**, select from the following options:

- Check  the check box if the user is authorized to access the portal. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
- Uncheck  the check box if the new user is not yet authorized to access the portal. The Administrator is required to authorize this account at a later date.

8. At **Notify**, select from the following options:

- Check  the check box to send a notification email to the user's email address. This is the default setting.
- Uncheck  the check box if you don't wish to send notification. If the account is not authorized, you may like to send the notification at a later time.

9. To create the user's password, select from these options:

- To generate a random password, check  the **Random Password** check box.
- To create a password manually:
  - a. Uncheck  the **Random Password** check box.
  - b. In the **Password** text box, enter a password.
  - c. In the **Confirm Password** text box, re-enter the same password. Note: The site may be set to required unique passwords. In this case, choose a new password, or opt for a random password.

## Add New User

User Name:	<input type="text" value="Fizzy"/>
First Name:	<input type="text" value="Julia"/>
Last Name:	<input type="text" value="Fizzle"/>
Display Name:	<input type="text" value="Julia Fizzle"/>
Email Address:	<input type="text" value="julia.fizzle@ecozy.com"/>
Authorize:	<input checked="" type="checkbox"/>
Notify:	<input checked="" type="checkbox"/>

Optionally enter a password for this user, or allow the system to generate a random password

Random Password	<input checked="" type="checkbox"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>


10. Click the [Add New User](#) link.

### Editing a User Account

How to edit the details of a user's account using the User Accounts module.

---




*Tip: The user name field cannot be edited.*

1. Find the user to be edited using a filter or by searching.
2. Click the **Edit**  button beside their record. This opens the Edit User Accounts page.

**USER ACCOUNTS** Manage

ba Username Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted



	Username	Display Name	Address	Telephone	Created Date	Authorized
	Bakler	Evelin Bakler			7/26/2011 10:12:11 AM	<input checked="" type="checkbox"/>
	Balicki	Georgene Balicki			7/26/2011 10:12:10 AM	<input checked="" type="checkbox"/>
	Ballowe	Karren Ballowe			7/26/2011 10:12:11 AM	<input checked="" type="checkbox"/>

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3. Select the **Manage User Credentials** tab.
4. Edit one or more fields as required. Editable fields are the user's first name, last name, display name and email address.
5. Click the Update link.

### UnAuthorizing a User

How to unauthorize a user's account using the User Accounts module. Unauthorized users will be unable to login to the portal or thereby removing their access to all role restricted areas.

1. Find the user to be unauthorized using a filter or by searching.
2. Click the **Edit**  button beside their record. This opens the Edit User Accounts page.
3. Select the **Manage User Credentials** tab.
4. Click the UnAuthorize User link. This displays the " User Successfully UnAuthorized" message and sets the Authorized field to False.

Manage User Credentials	Manage Roles for this User	Manage Password	Manage Profile
-------------------------	----------------------------	-----------------	----------------

Indicates required fields


### Edit User - Bacig (Id: 3)

User Name: <input type="checkbox"/>	Bacig	Created Date: <input type="checkbox"/>	7/28/2011 1:59:27 PM
First Name: <input type="checkbox"/>	<input type="text" value="Melody"/>	Last Login Date: <input type="checkbox"/>	7/28/2011 1:59:27 PM
Last Name: <input type="checkbox"/>	<input type="text" value="Bacig"/>	Last Activity Date: <input type="checkbox"/>	7/28/2011 8:32:47 PM
Display Name: <input type="checkbox"/>	<input type="text" value="Melody Bacig"/>	Last Password Change: <input type="checkbox"/>	7/28/2011 1:59:27 PM
Email Address: <input type="checkbox"/>	<input type="text" value="Melody.Bacig@ecozy.com"/>	Last Lock-out Date: <input type="checkbox"/>	Never
		User Is Online: <input type="checkbox"/>	False
		Locked Out: <input type="checkbox"/>	False
		Authorized: <input type="checkbox"/>	True
		Update Password: <input type="checkbox"/>	False
		Deleted: <input type="checkbox"/>	False

[UnAuthorize User](#)

Unauthorizing a User Account

## User Log In

 You are not currently authorized to login to this site.

---

**User Name:**

**Password:**


Remember Login


[Forgot Password ?](#)

The Message Displayed to an Unauthorized User Attempting Login

### Authorizing an Unauthorized User

How to authorize an unauthorized user account using the User Accounts module.

1. Click the Unauthorized link to display only unauthorized accounts and find the required account.
2. Click the **Edit**  button beside their record.

3. Click the [Authorize User](#) link. This displays the " User Successfully Authorized" message and sets the Authorized field to True.

**Manage User Credentials** | **Manage Roles for this User** | **Manage Password** | **Manage Profile**

Indicates required fields

---

### Edit User - Bacig (Id: 3)

---

User Name: <input type="text" value="Bacig"/>	Created Date: <input type="text" value="7/28/2011 1:59:27 PM"/>
First Name: <input type="text" value="Melody"/>	Last Login Date: <input type="text" value="7/28/2011 1:59:27 PM"/>
Last Name: <input type="text" value="Bacig"/>	Last Activity Date: <input type="text" value="8/1/2011 8:22:45 PM"/>
Display Name: <input type="text" value="Melody Bacig"/>	Last Password Change: <input type="text" value="7/28/2011 1:59:27 PM"/>
Email Address: <input type="text" value="Melody.Bacig@ecozyany.com"/>	Last Lock-out Date: <input type="text" value="Never"/>
	User Is Online: <input type="text" value="False"/>
	Locked Out: <input type="text" value="False"/>
	Authorized: <input type="text" value="False"/>
	Update Password: <input type="text" value="False"/>
	Deleted: <input type="text" value="False"/>


---

---

[Authorize User](#) [Force Password Change](#)

### Deleting all Unauthorized User Accounts

How to permanently delete all unauthorized user accounts using the User Accounts module.

1. **Optional.** Click the [Unauthorized](#) link to view a list of unauthorized users before deleting them.
2. Select  **Delete Unauthorized Users** from the module actions menu - OR - Click the [Delete Unauthorized Users](#) link. This displays the message "Are You Sure You Wish To Delete These Items?"

**USER ACCOUNTS** Manage

**Edit**

Add New User
 Remove Deleted Users  
**Delete Unauthorized Users**
 Manage Profile Properties  
 User Settings

**Admin**

Help
 Settings
 Delete  
 Refresh

**Move**

Top
 Up
 Down  
 Bottom
 To SocialMediaPane
 To LeftPane  
 To RightPane
 To BottomPane
 To Footer\_LeftPane  
 To Footer\_RightPane
 To Footer\_BottomPane

T U V W X Y Z All Online Una

Telephone	Created Date
	7/28/2011 1:59:27 PM
	7/28/2011 1:59:30 PM

3. Click the **OK** button to confirm deletion.

### Deleting a User Account

How to "soft" delete a user account from a site using the User Accounts module. Information about this deleted account can still be viewed using this module.

1. Find the user to be deleted using a filter or by searching.
2. Click the **Delete** button beside their record. This displays the message "Are You Sure You Wish To Delete This Item?"

**USER ACCOUNTS** Manage

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

	Username	Display Name	Address	Telephone	Created Date	Authorized
	Bacig	Melody Bacig			7/28/2011 1:59:27 PM	<input type="checkbox"/>
	Bernstein	Georgene Bernstein			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>
	Bohon	Albertina Bohon			7/28/2011 1:59:30 PM	<input type="checkbox"/>
	buis	Orlando buis			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>

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









3. Click the **OK** button to confirm.

**USER ACCOUNTS**

Manage

✓ User Deleted Successfully


A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

	Username	Display Name	Address	Telephone	Created Date	Authorized
  	Bacig	Melody Bacig			7/28/2011 1:59:27 PM	<input type="checkbox"/>
    	Bernstein	Georgene Bernstein			7/28/2011 1:59:28 PM	<input checked="" type="checkbox"/>
  	Bohon	Albertina Bohon			7/28/2011 1:59:30 PM	<input type="checkbox"/>
  	buis	Orlando buis			7/28/2011 1:59:29 PM	<input checked="" type="checkbox"/>







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### Managing User Roles


How to add a user to a Security Role or change a users role access using the User Accounts module.


1. Find the required user by using a filter or by performing a search.
2. Click the **Manage Roles**  button beside the required user account.
3. At **Security Role**, select the role this user is to be added to.



**Manage Roles for User: Also**

Security Role   
 Effective Date   
 Expiry Date   

Send Notification?

Security Role	Effective Date	Expiry Date
Registered Users		
 Subscribers		

 Cancel




4. **Optional.** At **Effective Date**, click the  Calendar link and select the first date the user can access this role. If no date is selected then access to this role is immediately granted.
5. **Optional.** At **Expiry Date**, click the  Calendar link and select the last date the user can access this role. If no date is selected then access to this role will not expire.

6. At **Send Notification?**, select from the following options:

- Check  the check box to send a notification email to the user informing them of their new role access. This is the default setting.
- Uncheck  the check box to add the user to the role without notifying them.



7. Click the [Update User Role](#) link. The updated role details are now displayed in the list below.


### Manage Roles for User: Also

Security Role  Effective Date  Expiry Date 

Administrators   31  31

Send Notification?

Security Role	Effective Date	Expiry Date
Registered Users		
 Subscribers		
 Administrators		

 Cancel

8. Repeat Steps 3-7 to add this user to additional roles.

9. Click the [Cancel](#) link to return to the module.


#### **Related Topics:**

- See "Working with the Calendar"


#### **Editing a User's Security Role Access**

##### **Deleting a User from a Security Role**





How to delete a user from a security role using the User Accounts module.


1. Locate the required user using a filter or by performing a search.
2. Click the **Manage Roles**  button beside the required user account.
3. At **Send Notification?**, select from the following options:
  - Check  the check box to send a notification email to the user informing them that they have been removed from the role. This is the default setting.
  - Uncheck  the check box to delete role access without sending a notification email.



4. Click the **Delete**  button beside the role the user is to be deleted from. This displays the message "Are You Sure You Wish To Delete This Item?"

### Manage Roles for User: Also


Security Role 	Effective Date 	Expiry Date 	<b>Add Role to User</b>
<input type="text" value="Administrators"/>	<input type="text" value="31"/>	<input type="text" value="31"/>	
<input checked="" type="checkbox"/> Send Notification?			
<b>Security Role</b>	<b>Effective Date</b>	<b>Expiry Date</b>	
Registered Users			
 Subscribers			

 Cancel

5. Click the **OK** button to confirm.
6. Repeat Steps 4-5 to delete this user from additional roles.


### Forcing a Password Change

How to force a user to change their password next time they login to the site using the User Accounts module.

1. Find the required user using a filter or by searching.
2. Click the **Edit**  button beside their user account.
3. Select the **Manage User Credentials** tab.
4. Click the Force Password Change link. This removes the Force Password Change link; sets the **Update Password** field to **True**; and displays the "User must update password on next login" message.


### Managing a User Profile

How to manage all fields of a user's profile using the User Accounts module. Editable fields include address information, contact information, biography, time zone and preferred locale.

1. Find the user account to be edited using a filter or by searching.
2. Click the **Edit**  button beside their user account.
3. Select the **Manage Profile** tab.
4. Edit any fields as required.
5. Click the Update link.

### Managing a User's Password



How to change or reset a user's password as well as view details regarding the user's current password settings using the User Accounts module.

1. Find the user to be edited using a filter or by searching.
2. Click the **Edit**  button beside the required user account.
3. Select the **Manage Password** tab.
4. The following details regarding the user's password are displayed:
  - **Password Last Changed**: Displays the date the password was last changed.
  - **Password Expires**: Displays the date the password will expire, if any.
5. To change the password, perform the following in the Change Password section:
  - a. In the **New Password** text box, enter a new password.
  - b. In the **Confirm Password** text box, re-enter the new password.
7. To reset the password, perform the following in the Reset Password section:
  - a. Click the Reset Password link. This generates a random password which is sent to the user's email address.
8. Click the Cancel link to return to the module.





## Profile Properties

### Managing Global User Profile Properties

How to set the properties of the fields in the user profile using the User Accounts module.

1. Select  **Manage Profile Properties** from the User Accounts module actions menu - OR - Click the  Manage Profile Properties link. This displays the Users Accounts page where you can perform any of the following management tasks.

### Reordering Fields

- Click the **Down**  button to move a field down one position on the profile page, and then click the  Apply Changes link.
- Click the **Up**  button to move a field up one position on the profile page, and then click the  Apply Changes link.

User Accounts (Version: 6.0.0)

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	DefaultVisibility	Required	Visible
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				LastName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Suffix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Unit	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Street	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				City	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Region	Address	Region	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Country	Address	Country	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				PostalCode	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Telephone	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Cell	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Fax	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Website	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				IM	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Photo	Preferences	Image	0			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Biography	Preferences	RichText	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				TimeZoneInfo	Preferences	TimeZoneInfo	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				PreferredLocale	Preferences	Locale	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Setting Fields as Required or Optional

1. At **Required**, select one or the following options:

- Click on the check box located at the top of this column to set all fields at the same time as follows:
  - Check  the check box to set all fields as required.
  - Uncheck  the check box to set all fields as optional.

User Accounts (Version: 6.0.0)

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	DefaultVisibility	Required	Visible
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				LastName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Check  the check box beside a field to set it as mandatory on the User's Profile page. The user will be prompted to update this field when they edit their profile. Note: The field will only be required at Registration if set under User Settings. See "Setting Registration Options"
- Uncheck  the check box beside a field to set it as optional.

User Accounts (Version: 6.0.0)

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	DefaultVisibility	Required	Visible
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				LastName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Click the Apply Changes link.

### Setting Field Visibility

1. At **Visible**, select from the following options to set the visibility of fields on the Manage Profile page:
  - Click on the check box located at the top of this column to set **all fields** at the same time as follows:
    - Check  the check box to set all fields are visible in the User Profile.
    - Uncheck  the check box to set all fields as not visible in the User Profile.

User Accounts (Version: 6.0.0)

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	DefaultVisibility	Required	Visible
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				LastName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Check  the check box beside a field to set it as visible.
- Uncheck  the check box beside a field to set it as not visible.

User Accounts (Version: 6.0.0)

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	DefaultVisibility	Required	Visible
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				LastName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Click the [Update](#) link.

### Refreshing the Profile Properties Grid

1. Click the [Refresh Grid](#) link located at the base of the module. This refreshes the grid with any recent updates.

User Accounts (Version: 6.0.0)

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.

Edit	Del	Dn	Up	Name	Category	Data Type	Length	Default Value	Validation Expression	Default Visibility	Required	Visible
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				LastName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Suffix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Unit	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Street	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				City	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Region	Address	Region	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Country	Address	Country	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				PostalCode	Address	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Telephone	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Cell	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Fax	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Website	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				IM	Contact Info	Text	50			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Photo	Preferences	Image	0			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				Biography	Preferences	RichText	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				TimeZoneInfo	Preferences	TimeZoneInfo	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				PreferredLocale	Preferences	Locale	0			AdminOnly	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Apply Changes Refresh Grid


## Adding a User Profile Property

How to add a new property (field) to the user profile using the User Accounts module.

1. Select **Manage Profile Properties** from the module actions menu - OR - Click the Manage Profile Properties link.
2. Select **Add New Profile Property** from the Manage Profile Properties menu - OR - Click the Add New Profile Property link. This opens the Add Profile Property Definition wizard.














3. On the Add New Property Details page complete the following:



- a. In the **Property Name** text box, enter a name for this property as it will appear on the Manage Profile page.
- b. At **Data Type**, select a data type from the following options: Checkbox, Date, DateTime, Country, List, Locale, Page, Region, RichText, TimeZone, Integer, Multi-line Text, Text, TrueFalse, Image, TimeZoneInfo and Unknown.
- c. In the **Property Category** text box, enter the category that this property belongs to. This determined where it is displayed in the profile. Pre-existing categories are: Name, Address, Contact Info, Preferences.
- d. **Optional.** In the **Length** text box, enter the maximum character length for this field. This is only relevant to fields where users enter information such as Text and RichText data types.
- e. **Optional.** In the **Default Value** text box, enter the default value for this field.
- f. **Optional.** In the **Validation Expression** text box, enter a regular expression to validate data entered into this field.
- g. **Optional.** At **Required**, check  the check box to set the field as required - OR - Uncheck  the check box to set it as optional.
- h. **Optional.** At **Visible**, check  the check box to set the field as visible in the User Accounts module - OR - Uncheck  the check box to hide it.
- i. **Optional.** In the **View Over** text box, enter the view order for this property.
- j. At **Default Visibility**, select one of the following options to set the default visibility of this property:
  - **All Users:** All users can view this property by default.
  - **Members Only:** Only registered users can view this property by default.
  - **Admin Only:** Only Administrators can view this property by default.
- k. Click the  **Next** link. This saves this information and opens the Manage List Entries page.



 **Add Profile Property Definition**


**Add New Property Details**

The first step in setting up a Profile Property Definition is to define the property's details. Enter the details in this page and click "Next" to create the Property Definition. **Note:** All fields marked with a red arrow are required.

 <b>Property Name:</b>	<input type="text" value="Callback"/> 
 <b>Data Type:</b>	<input type="text" value="List"/> 
 <b>Property Category:</b>	<input type="text" value="Customer Service"/> 
 <b>Length:</b>	<input type="text" value="0"/>
 <b>Default Value:</b>	<input type="text" value="False"/>
 <b>Validation Expression:</b>	<input type="text"/>
 <b>Required:</b>	<input checked="" type="checkbox"/>
 <b>Visible:</b>	<input type="checkbox"/>
 <b>View Order:</b>	<input type="text" value="0"/>
 <b>Default Visibility:</b>	<input type="text" value="Admin Only"/>


 **Next**    **Return to Profile Properties List**


4. On the **Manage List Entries** page add the list entries for this property:
  - a. Click the  [Add Entry](#) link. This displays the Add Entry fields.
  - b. In the **Entry Text** text box, enter the text to be displayed for this entry.
  - c. In the **Entry Value** text box, enter the value for this entry.
  - d. At **Enable Sort Order**, check  the check box enable sort order to be modified - OR - Uncheck  the check box to use the default order which is the order in which entries are saved.
  - e. Click the  [Save](#) link.
5. Repeat Step 4 to add additional entries. Note: The Enable Sort Order field is only displayed when adding the first entry.


 **Add Profile Property Definition**

**Manage List Entries**


The property details have been updated. This property is a List type property. The next step is to define the list entries.


 **List Name:** Callback


 **Total:** 0 entries



 [Add Entry](#)



---


 **Entry Text:**

 **Entry Value:**



 **Enable Sort Order:**


 [Save](#)  [Cancel](#)

 [Next](#)  [Return to Profile Properties List](#)

















6. Click the  [Next](#) link to manage localization and opens the Manage Localization page - OR - If localization isn't required, Skip to Step 9.
7. On the **Manage Localization** page, you can create different text for different languages. This requires you to have more than one language pack installed. Here's how to set the localized text for this property:
  - a. At **Choose Language**, choose a language from the list of languages enabled on this portal.
  - b. In the **Property Name** text box, edit the name of this property as it is displayed in the profile. For this example I have changed Prefix to Title.
  - c. In the **Property Help** text box, edit the help for this property. For this example I have edited this text.
  - d. In the **Required Error Message** text box, enter the error message to display for this field when the property is Required but not present.




- e. In the **Validation Error Message** text box, enter the error message to display for this field when the property fails the Regular Expression Validation.
  - f. In the **Category Name** text box, enter the category name in the selected language.
  - g. Click the  Save Localized Text link.
8. **Optional.** Repeat Step 7 to set localized text for other languages.
  9. Click the  Return to Profile Properties List link to return to the Manage Profile Properties page where the new property is listed.





 **Manage Profile Properties**

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the "Apply Changes" button to save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column of the grid.



Edit	Del	Dn	Up	Name	Category	Data Type	Length	Default Value	Validation Expression	Default Visibility	Required	Visible
				Callback	Customer Service	List	0	False		AdminOnly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Prefix	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				FirstName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				MiddleName	Name	Text	50			AllUsers	<input type="checkbox"/>	<input checked="" type="checkbox"/>


10. **Optional.** Move the property to the required position by clicking the **Down**  button repeatedly, and then click the  Apply Changes link. For further options, See "[Managing Global User Profile Properties](#)"


 **Edit User Accounts**


 [Manage User Credentials](#)  [Manage Roles for this User](#)  [Manage Password](#)  [Manage Profile](#)


**Edit Profile - Rose (Id: 3)**

 **Callback**  

 **Prefix:**

 **First Name:**





 **Middle Name:**



 **Last Name:**

The new property displayed on the Manage Profile page

### Editing a User Profile Property




How to edit the properties of user profile fields using the User Accounts module.


1. Select  **Manage Profile Properties** from the User Accounts module actions menu - OR - Click the  Manage Profile Properties link.
2. Click the **Edit**  button beside the field to be edited.
3. On the Edit Property Details page, edit one or more fields as required and then click the  Next link.

- On the Manage Localization page, edit one or more fields as required, and then click the  [Save Localized Text](#) link.
- Click the  [Return to Profile Properties List](#) link to return to the Manage Profile Properties page.







































### Deleting a Profile Property

How to delete a user profile property (field) using the User Accounts module.


- Select  **Manage Profile Properties** from the User Accounts module actions menu - OR - Click the  [Manage Profile Properties](#) link.
- In the **Del** column, click the **Delete**  button beside the property to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"
- Click the **OK** button to confirm.

 **Manage Profile Properties**

You can change the order of the profile fields, and whether they are Required or Visible on this screen. Click on the save any changes you make. To edit other properties of each Profile Property click the pencil icon in the first column

Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	De	Visi
				Prefix	Name	Text	50			AllUser	
				FirstName	Name	Text	50			AllUser	
				MiddleName	Name	Text	50			AllUser	
				LastName						AllUser	
				Suffix						AllUser	
				Unit						AdminC	
				Street						AdminC	
				City						AdminC	
				Region						AdminC	
				Country	Address	Country	0			AdminC	

Message from webpage

 Are You Sure You Wish To Delete This Item?

Deleting a Profile Property

### User Settings

#### Viewing Membership and Password Settings

How to view membership provider and password security settings applied to this site. These tasks can be performed using either the User Accounts or Security Roles module.

- Select  **User Settings** from the User Accounts or the Security Roles module actions menu - OR - Click the  [User Settings](#) link.

2. Select the **Membership Provider Settings** tab to view the following settings:

- **Requires Unique Email:** If checked  a unique email address is required for each user account.
- **Password Format:** Displays the password format. The default option is Encrypted.
- **Password Retrieval Enabled:** If checked  users can retrieve their password using the account login module.
- **Password Reset Enabled:** If checked  Administrators can reset user passwords.
- **Minimum Password Length:** Displays the minimum number of characters required for a valid password.
- **Minimum No of Non AlphaNumeric Characters:** Displays the minimum number of non-alphanumeric characters required for a valid password.
- **Requires Question and Answer:** If checked  users must answer a question to retrieve their password.
- **Password Regular Expression:** Displays the regular expression used to validate a password.
- **Maximum No of Invalid Attempts:** Displays the maximum number of times a user may attempt to login with invalid credentials (in the time period specified in the next field) before they are locked out of their account. If a user is locked out an Administrator must unlock the account.
- **Invalid Attempt Window (in mins):** The maximum number of minutes in which the set number of invalid login attempts (as set in the above field) must be made before lock out occurs.

The screenshot shows a web application interface for 'EcoZany > User Accounts > User Settings'. At the top, there are three tabs: 'Membership Provider Settings' (selected), 'Password Aging Settings', and 'User Accounts Settings'. Below the tabs is a blue-bordered box containing a message: 'In this section you can review the membership provider's settings. Some providers may allow you to edit the settings. The default provider based on the ASP.NET MemberRole requires you to edit web.config, so the settings can not be updated here.' Below this message is a list of settings, each with a help icon (a blue square with a white question mark) and a control element (checkbox or text input). The settings are: 'Requires Unique Email' (checkbox, unchecked), 'Password Format' (text input, 'Encrypted'), 'Password Retrieval Enabled' (checkbox, checked), 'Password Reset Enabled' (checkbox, checked), 'Minimum Password Length' (text input, '7'), 'Minimum No of Non AlphaNumeric Characters' (text input, '0'), 'Requires Question and Answer' (checkbox, unchecked), 'Password Regular Expression' (text input, empty), 'Maximum No of Invalid Attempts' (text input, '5'), and 'Invalid Attempt Window (in mins)' (text input, '10'). At the bottom left, there are two buttons: 'Update' and 'Cancel'.

EcoZany > User Accounts > User Settings

Membership Provider Settings | Password Aging Settings | User Accounts Settings

In this section you can review the membership provider's settings. Some providers may allow you to edit the settings. The default provider based on the ASP.NET MemberRole requires you to edit web.config, so the settings can not be updated here.

Requires Unique Email:

Password Format: Encrypted

Password Retrieval Enabled:

Password Reset Enabled:

Minimum Password Length: 7

Minimum No of Non AlphaNumeric Characters: 0

Requires Question and Answer:

Password Regular Expression:

Maximum No of Invalid Attempts: 5

Invalid Attempt Window (in mins): 10

Update Cancel

3. Select the **Password Aging Settings** tab, the following settings are displayed:



- **Password Expiry (in days):** Displays the number of days before a user's password expires. Users will be prompted to change their password the next time they login. Note: 0 = no expiry
- **Password Expiry Reminder (in days):** Displays the number of days warning given to a user that they will be required to change their password.

The screenshot shows a web interface for 'EcoZany > User Accounts > User Settings'. At the top, there are three tabs: 'Membership Provider Settings', 'Password Aging Settings' (which is selected), and 'User Accounts Settings'. Below the tabs, there is a light blue box with a checkmark icon and the text 'You can set up Password aging settings in this section.' Below this box, there are two input fields. The first is labeled 'Password Expiry (in days):' with a checkmark icon and a value of '0'. The second is labeled 'Password Expiry Reminder (in days):' with a checkmark icon and a value of '7'. At the bottom left, there are two buttons: 'Update' and 'Cancel'.

4. Click the Cancel link to return to the module.

### Managing User Accounts Settings

How to view and manage the settings applied to the User Accounts module. This task can be performed using either the User Accounts or Security Roles module.

1. Select  **User Settings** from the User Accounts or the Security Roles module actions menu - OR - Click the  User Settings link.
2. Select the **User Accounts Settings** tab.
3. For each of the below fields, set each column as visible (True) or hidden (False) on the User Account page:
  - a. **Show Address Column.** The default value is True (visible).
  - b. **Show Authorized Column.** The default value is True (visible).
  - c. **Show Created Date Column.** The default value is True (visible).
  - d. **Show Name Column.** The default value is True (visible).
  - e. **Show Email Column.** The default value is False (hidden).
  - f. **Show First Name Column.** The default value is False (hidden).
  - g. **Show Last Login Column.** The default value is False (hidden).
  - h. **Show Last Name Column.** The default value is False (hidden).
  - i. **Show Telephone Column.** The default value is True (visible).
4. At **Default Display Mode**, select one of the following options to set the way the User Accounts page is displayed:

- **All:** All user accounts are displayed on the User Accounts module by default.
  - **First Letter:** All user accounts for the first letter of the alphabet are displayed by default.
  - **None:** No user accounts are displayed on the User Accounts module by default.
5. At **Disable Results Paging**, select from these options:
- **True:** Select to hide the page in the user accounts grid if only one page of records exists.
  - **False:** Select to display results paging regardless of the number of results.
6. At **Default Profile Visibility Mode**, select one of the following options to set the default visibility of user profiles:
- **All Users:** All users can view profiles by default.
  - **Members Only:** Only registered users can view profiles by default.
  - **Admin Only:** Only Administrators can view profiles by default.
7. At **Display Profile Visibility**, select **True** to enable a user to override the Default Profile Visibility Mode as set at Step 7 - OR - Select **False** to remove this option.
8. At **Display Manage Services**, select **True** to display the Manage Services section in the Users profile - OR - Select **False** to hide it. This option is set as True by default.
9. In the **Users per Page** text box, enter the number of users to be displayed on each page. The default setting is 10.

## EcoZany > User Accounts > User Settings

Membership Provider Settings

Password Aging Settings

User Accounts Settings




Show Address Column:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> True	<input type="radio"/> False
Show Authorized Column:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> True	<input type="radio"/> False
Show Created Date Column:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> True	<input type="radio"/> False
Show Name Column:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> True	<input type="radio"/> False
Show Email Column:	<input type="checkbox"/>	<input type="radio"/> True	<input checked="" type="radio"/> False
Show First Name Column:	<input type="checkbox"/>	<input type="radio"/> True	<input checked="" type="radio"/> False
Show Last Login Column:	<input type="checkbox"/>	<input type="radio"/> True	<input checked="" type="radio"/> False
Show Last Name Column:	<input type="checkbox"/>	<input type="radio"/> True	<input checked="" type="radio"/> False
Show Telephone Column:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> True	<input type="radio"/> False
Default Display Mode:	<input type="checkbox"/>	All <input type="button" value="v"/>	
Disable Results Paging:	<input type="checkbox"/>	<input type="radio"/> True	<input checked="" type="radio"/> False
Default Profile Visibility Mode:	<input type="checkbox"/>	Admin Only <input type="button" value="v"/>	
Display Profile Visibility:	<input type="checkbox"/>	<input checked="" type="radio"/> True	<input type="radio"/> False
Display Manage Services:	<input type="checkbox"/>	<input checked="" type="radio"/> True	<input type="radio"/> False
Users per Page:	<input type="checkbox"/>	<input type="text" value="10"/>	

10. In the **Display Name Format** text box, enter tokens to set the format of the users display name. Setting this option will remove the user's ability to edit their display name. Available tokens include [FIRSTNAME], [LASTNAME], [USERNAME].
11. In the **Email Address Validation** text box, modify the provided email validation expression.

Display Name Format:	<input type="checkbox"/>	<input type="text"/>
Email Address Validation:	<input type="checkbox"/>	<input type="text" value="^\s*[a-zA-Z0-9_%+#&amp;'*/=^`{}~-](?:\.[a-zA-Z0-9_%"/>

12. In the **User Name Validation** text box, modify the provided user name validation expression.
13. At **Users display mode in Manage Roles**, select one of the following display options for the User Name field on the Manage Roles page:
  - **Combo Box**: User names are displayed in a drop down selection box. This is the default setting. Note: The Combo Box always displays using the user's display mode in Manage Roles field regardless of which option is set.



- **Text Box:** Displays a text box in which to enter a user name.

<b>User Name Validation</b> 	<input type="text" value="^[a-zA-Z0-9]{5,}\$"/>
<b>Users display mode in Manage Roles:</b> 	<input type="text" value="Combo Box"/> 

14. Click the Update link.

### Setting User Registration Options

How to set the user registration options applied to this portal. This task can be performed using either the User Accounts or Security Roles module. Settings include a redirect page, enabling the CAPTCHA security code and setting validation requirements.

1. Select  **User Settings** from the User Accounts or the Security Roles module actions menu - OR - Click the  User Settings link.
2. Select the **User Account Settings** tab and set the following options:
  - a. At **Redirect After Registration**, select the name of the page that users are redirected to after registering on the portal. To disable redirection choose the 'blank' option at the top of the pages list.
  - b. At **Use CAPTCHA For Registration**, select from these options:
    - **True:** Select to use CAPTCHA feature during registration.
    - **False:** Select to disable CAPTCHA. This is the default setting.
  - c. At **Require a Valid Profile for Registration**, select from these option:
    - **True:** Select to require users to enter a valid profile during registration. Valid Profiles require the User Name, First Name, Last Names, Display Name, Email Address and Password fields to all be completed. In addition, all fields set as required on the Manage Profile Properties page are required when registering on the site. **"Managing Global User Profile Properties"**.
    - **False:** Select to disable. This is the default setting.

EcoZany > User Accounts > User Settings

Membership Provider Settings | Password Aging Settings | **User Accounts Settings**

Show Address Column:  True  False

Show Authorized Column:  True  False

Show Created Date Column:  True  False

Show Name Column:  True  False

Show Email Column:  True  False

Show First Name Column:  True  False

Show Last Login Column:  True  False

Show Last Name Column:  True  False

Show Telephone Column:  True  False

Default Display Mode:  All

Disable Results Paging:  True  False

Default Profile Visibility Mode:  Admin Only

Display Profile Visibility:  True  False

Display Manage Services:  True  False

Users per Page:  10

Redirect After Login:

Redirect After Logout:

Redirect After Registration:

Use CAPTCHA For Associating Logins:  True  False

Use CAPTCHA For Registration:  True  False

Use CAPTCHA to Retrieve Password:  True  False

Display Name Format:

Email Address Validation:   ^[a-zA-Z0-9\_%+#&\*/=^{}~\.\?]{1,256}@[a-zA-Z0-9](?:\.\?|\.\?)\*[a-zA-Z0-9]

Require a valid Profile for Registration:  True  False

Require a valid Profile for Login:  True  False



User Name Validation:   ^[a-zA-Z0-9]{5}\$

Users display mode in Manage Roles:  Combo Box

3. Click the Update link.

### Setting the Login and Logout Options

How to set the login and logout options for this portal. This task can be performed using either the User Accounts or Security Roles module.

1. Select  **User Settings** from the User Accounts or Security Roles module actions menu - OR - Click the  User Settings link.
2. Select the **User Accounts Settings** tab and set any of the following options:
  - a. At **Redirect After Login**, select a page to redirect users to when they login to the portal. To disable redirection choose the 'blank' option at the top of the pages list.



- b. At **Redirect After Logout**, select a page to redirect users to when they log out of the portal. To disable redirection after login choose the 'blank' option at the top of the pages list.
- c. At **Use CAPTCHA For Associate Logins**, select from these options:
- Select **True** to use the CAPTCHA security code with authentication methods (E.g. LiveID) other than the default DNN authentication method.
  - Select **False** to only use CAPTCHA on the default DNN authentication method.
- d. At **Use CAPTCHA To Retrieve Password**, select from these options:
- Select **True** to enable the CAPTCHA security code features when a user retrieves their password.
  - Select **False** to disable CAPTCHA.
- e. At **Require a Valid Profile for Login**, select from these options:
- **True**: Select to require users to update their profile during login if their profile no longer meets the requirements for a valid profile. E.g. If the required fields for a valid profile have changed since the user last logged in.
  - **False**: Select if a valid profile is now required to login. This is the default setting.

EcoZany > User Accounts > User Settings

Membership Provider Settings | Password Aging Settings | **User Accounts Settings**

Show Address Column:  True  False

Show Authorized Column:  True  False

Show Created Date Column:  True  False

Show Name Column:  True  False

Show Email Column:  True  False

Show First Name Column:  True  False

Show Last Login Column:  True  False

Show Last Name Column:  True  False

Show Telephone Column:  True  False

Default Display Mode:  All

Disable Results Paging:  True  False

Default Profile Visibility Mode:  Admin Only

Display Profile Visibility:  True  False

Display Manage Services:  True  False

Users per Page:  10

Redirect After Login:

Redirect After Logout:

Redirect After Registration:

Use CAPTCHA For Associating Logins:  True  False

Use CAPTCHA For Registration:  True  False

Use CAPTCHA to Retrieve Password:  True  False

Display Name Format:

Email Address Validation:   ^[a-zA-Z0-9\_%+#&\*/=^{}~|]~|(?!\.?[a-zA-Z0-9\_%+#&\*/=^{}~|])\*(?!\.?[a-zA-Z0-9\_](?:(?!\.?)\*)[a-zA-Z0-9\_%+#&\*/=^{}~|])\$

Require a valid Profile for Registration:  True  False

Require a valid Profile for Login:  True  False

User Name Validation:   ^[a-zA-Z0-9]{5}\$

Users display mode in Manage Roles:   Combo Box

3. Click the Update link.

## User Switcher

### About the User Switcher Module

The User Switcher module enables authorized users to impersonate the identity of any registered site user. This enables you to quickly identify what editing access different users have across the site, as well as manage their profile. Note: You cannot assume SuperUser level accounts.

*Only available in DotNetNuke Professional Edition*

**UserSwitcher**

Search:  User Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online

	Username	DisplayName	Address	CreatedDate
	admin	Administrator Account		1/5/2010 11:48:19 AM
	Happy	Harry		2/23/2010 12:02:45 PM
	Jo	Smithy		2/9/2010 5:07:13 AM
	Rosie	Rosie		2/23/2010 12:03:13 PM

Page 1 of 1 First Previous Next Last

The User Switcher Module

### Impersonating a User

How to impersonate a user using the User Switcher module. Note: You cannot assume SuperUser level accounts.

**Warning.** Any user with View access to this module can impersonate other users, regardless of other permission settings.

1. Locate the user you want to impersonate. See tip below.
2. Click on the **Impersonate User** button.

**UserSwitcher**

Search:  User Name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online

	Username	DisplayName	Address	CreatedDate
	admin	Administrator Account		1/5/2010 11:48:19 AM
	Happy	Harry		2/23/2010 12:02:45 PM
	Jo	Smithy		2/9/2010 5:07:13 AM
	Rosie	Rosie		2/23/2010 12:03:13 PM

Page 1 of 1 First Previous Next Last

*Tip: To locate the user, use one of these methods which are the same as the User Accounts module: See "Searching for a User Account", See "Filtering User Accounts by Username", See "Viewing All User Accounts", See "Filtering User Accounts by Online Users"*

# Managing Site Design

## Managing Site Design

Manage skin design in DNN using the Skins module which allows you to upload a Skin Package and the Skin Designer module. These are the main tools used for site design management:

- The Admin > Skins page which displays the Skins and Skin Designer modules. The Skins module can also be added to other pages. [See "About the Skins Module"](#) and ["About the Skin Designer Module"](#).
- The Stylesheet Editor section located on the Admin > Site Settings page. [See "About the Stylesheet Editor"](#)

Note: This manual does not cover how to build skins.

**Important.** On the new 6.0 skin there are two pages that are created by default (getting started and home) these pages are hard coded to stay using the default 6.0 skin unless a user goes into the pages settings and tells it to use another skin. This may cause some confusion if you install a skin via extensions then change the site skin only to notice that the home page is using the default DNN skin. It is expected that the user will delete the getting started page.

**Skin Editor**

Skin Type:  Host  Site









Skins: MinimalExtropy Containers: MinimalExtropy

Apply To:  Portal  Admin

---

**Skins**

**This set of skins cannot be deleted because it is being used**

<p><b>index 1024</b></p>  <p>Preview   Apply</p>	<p><b>index 1280</b></p>  <p>Preview   Apply</p>	<p><b>index full</b></p>  <p>Preview   Apply</p>
<p><b>index leftmenu 1024</b></p>  <p>Preview   Apply</p>	<p><b>index leftmenu 1280</b></p>  <p>Preview   Apply</p>	<p><b>index leftmenu full</b></p>  <p>Preview   Apply</p>
<p><b>index leftmenu</b></p>  <p>Preview   Apply</p>	<p><b>index</b></p>  <p>Preview   Apply</p>	



---

**Containers**

**This set of containers cannot be deleted because it is being used**

<p><b>title_blue</b></p> <p><b>Blue</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   Apply</p>	<p><b>title_grey</b></p> <p><b>Grey</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   Apply</p>	<p><b>title_red</b></p> <p><b>Red</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> <p>Preview   Apply</p>
---	---	---

Parse Options:  Localized  Portable

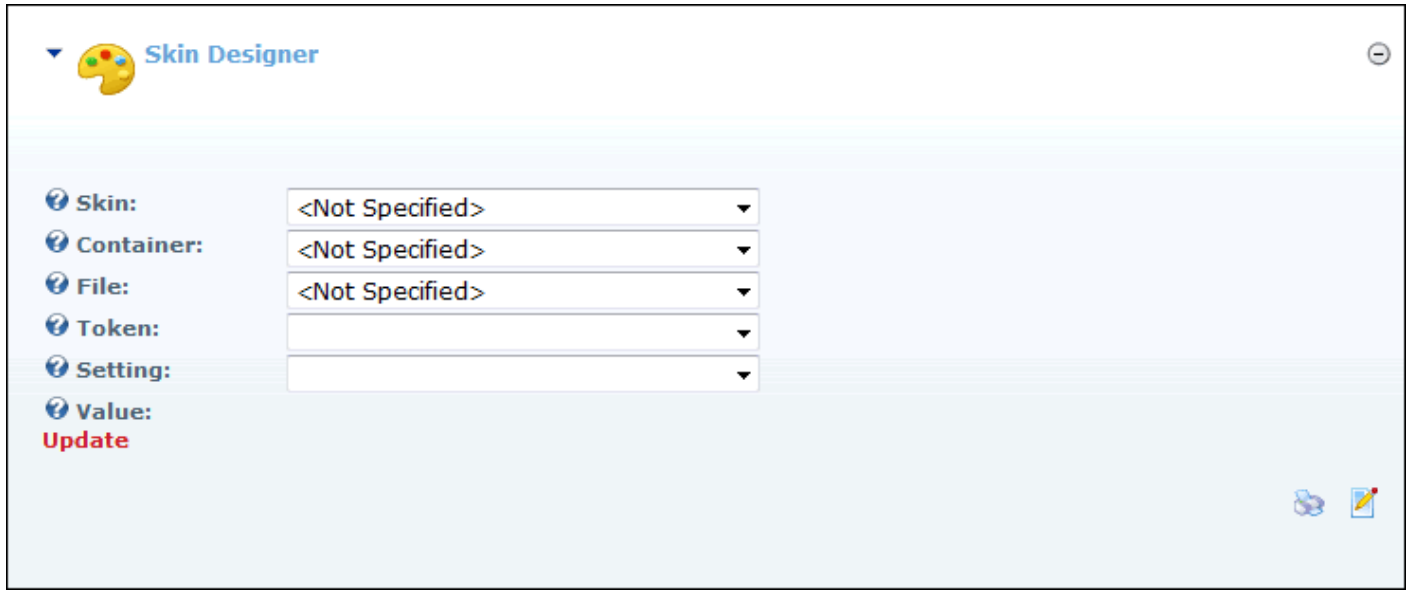
 Parse Skin Package  Restore Default Skin

Skins or Skin Editor module

## Skin Designer

### About the Skin Designer Module

The Skin Designer module is only located on the Admin > Skins page. It enables Administrators to set container and skin token values.



The Skin Designer Module

### Setting Container Token Values

How to set the values of container tokens using the Skin Designer module.

1. Navigate to Host > **Skins**.
2. Go to the **Skin Designer** module.
3. At **Skin**, select a skin package. This lists all skins within this package at the **File** field below.
4. At **Container**, select a container package.
5. At **File**, select the name of the required container.
6. At **Token**, select a skin token. If a yellow warning message reading "Object Selected Does Not Have Settings Defined" is displayed there are no values associated with that token. In this case, reselect a new token." At **Setting**, select a setting from the options. This displays a description of this setting below.
7. In the **Value** text box, enter the value for the setting.
8. Click the Update link.

### Setting Skin Token Values

How to set the values of skin tokens using the Skin Designer module.

1. Navigate to Host > **Skins**.
2. Go to the **Skin Designer** module.
3. At **Skin**, select a skin package. This lists all skins within this package at the **File** field below.
4. At **File**, select the name of the required skin.

- At **Token**, select a skin token. If a yellow warning message reading "Object Selected Does Not Have Settings Defined" is displayed there are no values associated with that token. In this case, reselect a new token." At **Setting**, select a setting from the options. This displays a description of this setting below.
- In the **Value** text box, enter the value for the setting.
- Click the Update link.



An example of the Logo token with a BorderWidth value set to 3

### Troubleshooting the Yellow Warning Message "You Must Select A Token Setting"

When using the Skin Designer on the Host > Skins page, the yellow warning message "You Must Select A Token Setting" displays when one or more settings are incomplete.

To resolve this error, complete all fields.

## Skins

### About the Skins Module

The Skins module (also titled the Skin Editor module) enables users to manage skin packages, skins and containers. Skins which have been installed on this portal are available to all portals within this DNN installation.

This module is located under the Admin page and can also be added to site pages.

### Skins





Skin Type:  Host  Site

Skins: MinimalExtropy Containers: MinimalExtropy

Apply To:  Portal  Admin

#### Skins


**This set of skins cannot be deleted because it is being used**

<b>index 1024</b>  Preview   Apply	<b>index 1280</b>  Preview   Apply	<b>index full</b>  Preview   Apply
<b>index</b>  Preview   Apply		

#### Containers

**This set of containers cannot be deleted because it is being used**

<b>title_blue</b> <b>Blue</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.	<b>title_grey</b> <b>Grey</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.	<b>title_red</b> <b>Red</b> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.
Preview   Apply	Preview   Apply	Preview   Apply

 **Restore Default Skin**

The Skins Module



## All Users

### Applying a Default Site Container

How to apply a container as the default container for all modules on a site. This setting does not override containers set for individual modules on the module settings page. See "Setting the Portal Container".

1. Go to the **Skins** module.
2. Locate and optional preview the required container. "[Previewing a Container Package](#)".
3. At **Apply To**, select one or both of the following options:
  - **Portal**: check  the check box to apply the container to all site pages.
  - **Admin**: check  the check box to apply the container to all Admin Console pages.
4. Click the [Apply](#) link below the chosen container.

The screenshot shows the 'Skins' module interface. At the top, there are settings for 'Skin Type' with checkboxes for 'Host' and 'Site', both checked. Below that, 'Skins' is set to '<Not Specified>' and 'Containers' is set to 'MinimalExtropy'. Under 'Apply To', both 'Portal' and 'Admin' checkboxes are checked. The main content area is titled 'Containers' and displays a warning: 'This set of containers cannot be deleted because it is being used'. Three container options are shown: 'title\_blue' (Blue), 'title\_grey' (Grey), and 'title\_red' (Red). Each option includes a preview of the container's content and 'Preview' and 'Apply' links. The 'Apply' link for the 'Grey' container is circled in red. At the bottom, there is a 'Restore Default Skin' button with a trash icon.

Setting the Default Site Container

### Applying the Default Site Skin

How to apply a skin as the default skin for all modules on a site. This setting does not override page settings. See "[Advanced Settings for Existing Pages](#)".

1. Go to the **Skins** module.
2. Locate and optional preview the required skin. "Previewing a Skin Package".
3. At **Apply To**, select one or both of the following options:
  - a. **Portal**: check  the check box to apply the skin to all site pages.
  - b. **Admin**: check  the check box to apply the skin to all Admin Console pages.
4. Click the Apply link.

**Skins** ⊖

Skin Type:  Host  Site

Skins: MinimalExtropy Containers: MinimalExtropy

Apply To:  Portal  Admin

---

**Skins**

**This set of skins cannot be deleted because it is being used**

**index 1024**



Preview | **Apply**

**index 1280**



Preview | Apply

**index full**



Preview | Apply

**index**



Preview | Apply

---

**Containers**

**This set of containers cannot be deleted because it is being used**

**title\_blue**

**Blue**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Preview | Apply

**title\_grey**

**Grey**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Preview | Apply

**title\_red**

**Red**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.

Preview | Apply

 **Restore Default Skin**



Applying the Default Site Skin

### Previewing a Container Package

How to preview all of the containers within a container package.

1. Go to the **Skins** module.
2. At **Skin Type**, select one or both of these options:
  - **Host**: Select to view skins which are available to all sites.
  - **Site**: Select to view skins which are only available to this site.
3. **Optional**. At **Skins**, select from these options:
  - Select a skin package from the drop-down list to only view containers associated with that skin. A thumbnail image for each skin and container is displayed.
  - Select **<Not Specified>** to hide all skins.
4. At **Containers**, select a container package from the drop-down list. A thumbnail image for each container is displayed.
5. Click the Preview link to preview a container. This opens a new Web browser with a preview of the container.
6. Repeat Step 5 to preview additional containers.

The screenshot shows the 'Skins' module interface. At the top, there are filters for 'Skin Type' (with 'Host' and 'Site' checked), 'Skins' (set to '<Not Specified>'), and 'Containers' (set to 'MinimalExtropy'). Below these are 'Apply To' filters for 'Portal' and 'Admin'. The main content area is titled 'Containers' and displays a message: 'This set of containers cannot be deleted because it is being used'. Below this message are three container packages: 'title\_blue' (Blue), 'title\_grey' (Grey), and 'title\_red' (Red). Each package has a 'Preview' and 'Apply' link. The 'Preview' link for the 'Grey' package is circled in red. At the bottom, there is a 'Restore Default Skin' button.

Previewing a Container Package

### Previewing a Skin Package

How to preview all skins and containers contained within a skin package.

1. Go to the **Skins** module.
2. At **Skin Type**, select one or both of these options:
  - **Host**: Select to view skins which are available to all sites.
  - **Site**: Select to view skins which are only available to this site.
3. At **Skins**, select a skin package from the drop-down list. A thumbnail image for each skin and container is displayed.
4. Click a Preview link to preview that skin or a container. This opens a new Web browser with a preview of the skin.
5. Repeat Step 4 to preview additional containers.

**Skins**

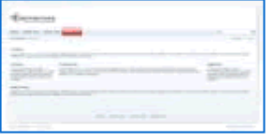
Skin Type:
  Host
  Site

Skins: MinimalExtropy
  Containers: MinimalExtropy

Apply To:  Portal  Admin

**Skins**

This set of skins cannot be deleted because it is being used

<p><b>index 1024</b></p>  <p style="color: red; font-weight: bold;">Preview   Apply</p>	<p><b>index 1280</b></p>  <p style="color: red; font-weight: bold;">Preview   Apply</p>	<p><b>index full</b></p>  <p style="color: red; font-weight: bold;">Preview   Apply</p>
<p><b>index</b></p>  <p style="color: red; font-weight: bold;">Preview   Apply</p>		

Containers

This set of containers cannot be deleted because it is being used

<p><b>title_blue</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;"> <p><b>Blue</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> </div> <p style="color: red; font-weight: bold;">Preview   Apply</p>	<p><b>title_grey</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e6e6e6;"> <p><b>Grey</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> </div> <p style="color: red; font-weight: bold;">Preview   Apply</p>	<p><b>title_red</b></p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #ffe6e6;"> <p><b>Red</b></p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat.</p> </div> <p style="color: red; font-weight: bold;">Preview   Apply</p>
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Restore Default Skin

Previewing Skins

### Restoring the Default Skin

How to restore the default skin to a site. For more on setting the default skin See ["Setting the Default Portal Skin and Container"](#).

1. Go to the **Skins** module.
2. Click the Restore Default Skin link located at the base of the module.

# Skins

Skin Type:  Host  Site

Skins: MinimalExtropy

Containers: MinimalExtropy

Apply To:  Portal  Admin

## Skins

This set of skins cannot be deleted because it is being used

index 1024



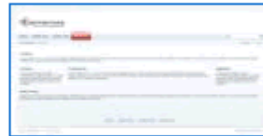
Preview | Apply

index 1280



Preview | Apply

index full



Preview | Apply

index



Preview | Apply

## Containers

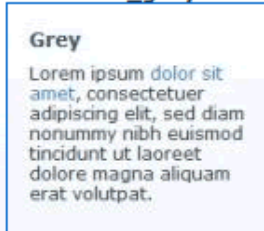
This set of containers cannot be deleted because it is being used

title\_blue



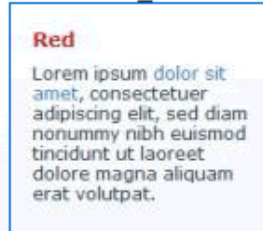
Preview | Apply

title\_grey



Preview | Apply

title\_red



Preview | Apply

 Restore Default Skin