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) 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

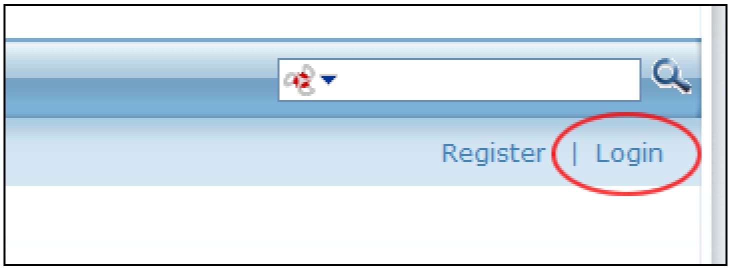
Managing Your User Account

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.

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

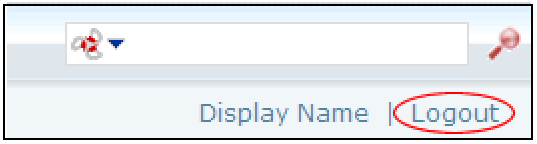
Related Topics:

- 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.

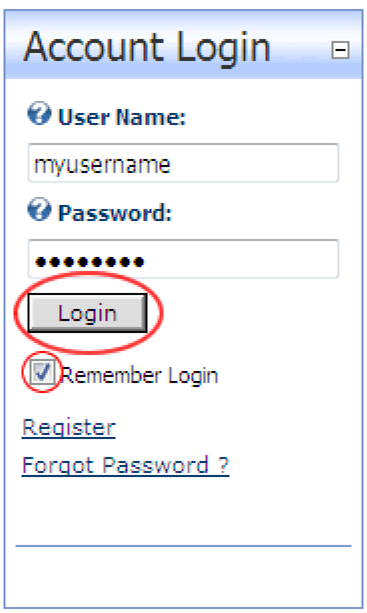


Tip: To exit a site without logging out, simply close your Web browser. This does not cancel the Remember Login setting.

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.

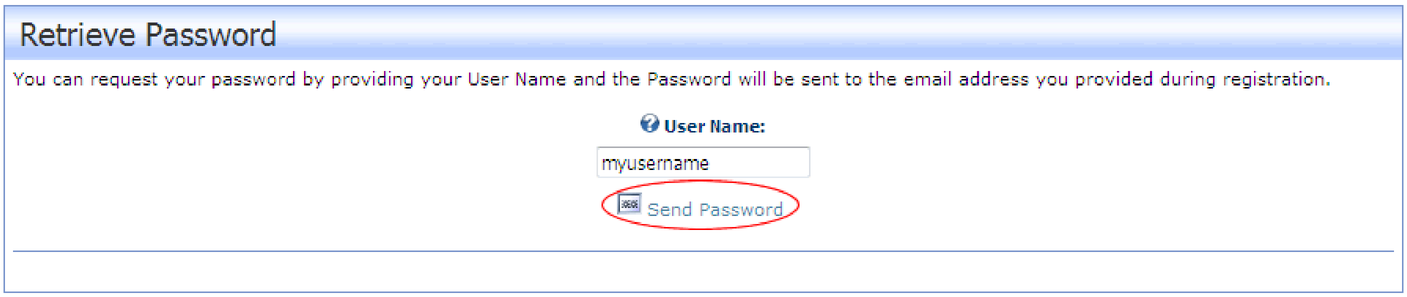


Tip: To exit a site, simply close your Web browser. If you click the Logout link you will need to login next time.

Retrieving your Password

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

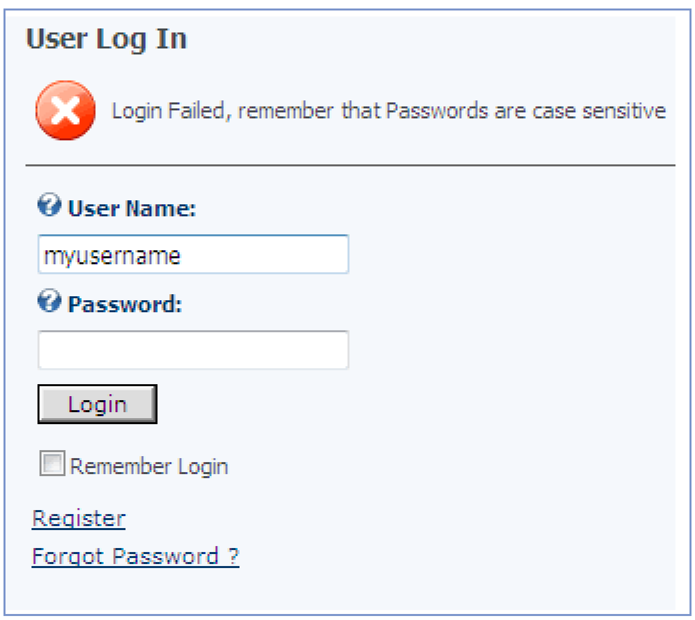
1. Click the Login link or navigate to an Account Login module.
2. Click the Retrieve Password link.
3. In the **User Name** text box, enter your user name.
4. **Optional.** If the **Security Code** field is displayed, enter the code displayed as a picture into the Security Code text box.
5. Click the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



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.



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.

Changing your Password

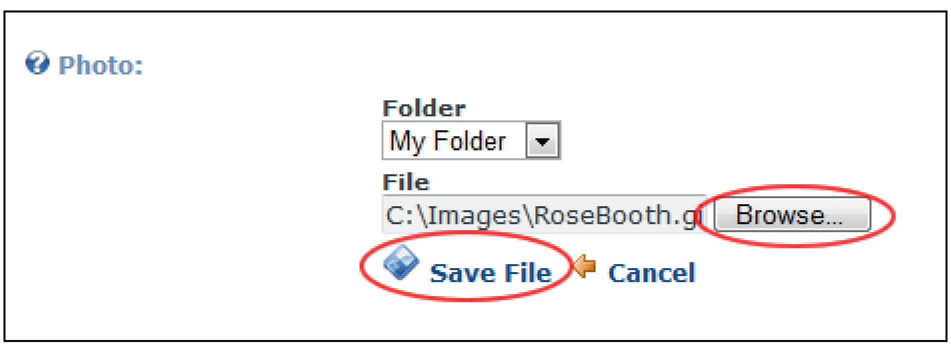
Managing your Profile Photo

How to manage the photo associated with your user profile.

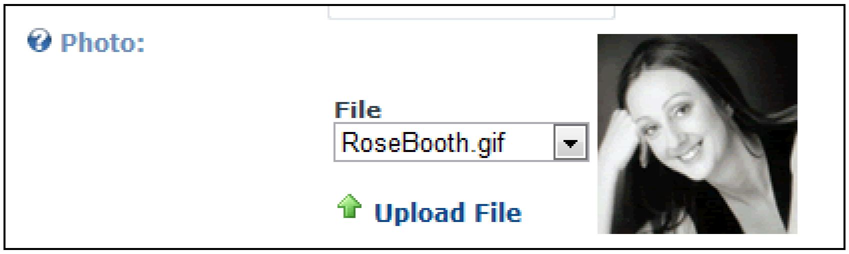
1. Go to the Manage Profile page of the View Profile (also titled My Profile) module. See "Managing your User Profile"
2. Go to the **Photo** field and select from these options:

Uploading a New Image

1. Click the Upload File link.
2. Click the **Browse...** button and select the file from your computer.



3. Click the Save File link to save the selected file.
4. This displays the selected image.



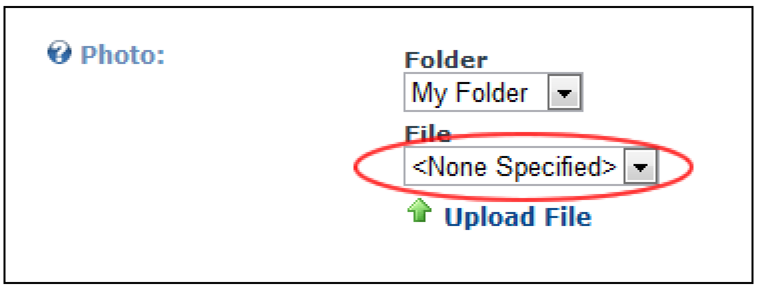
5. Click the Update link.

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>**.

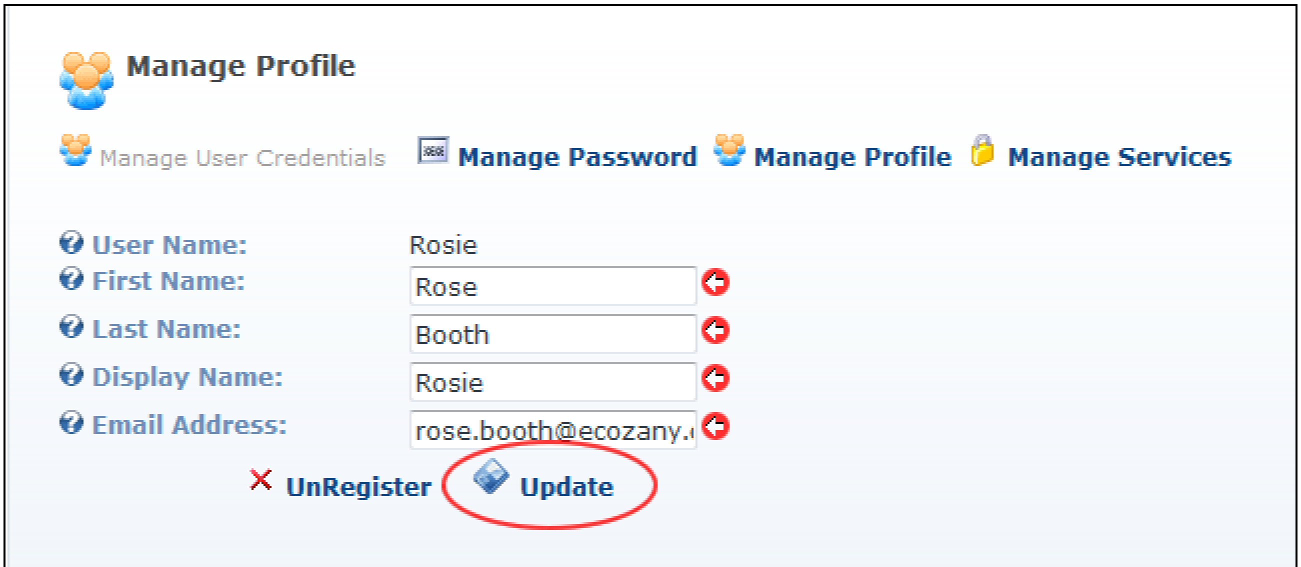


Managing your User Credentials

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.



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"*

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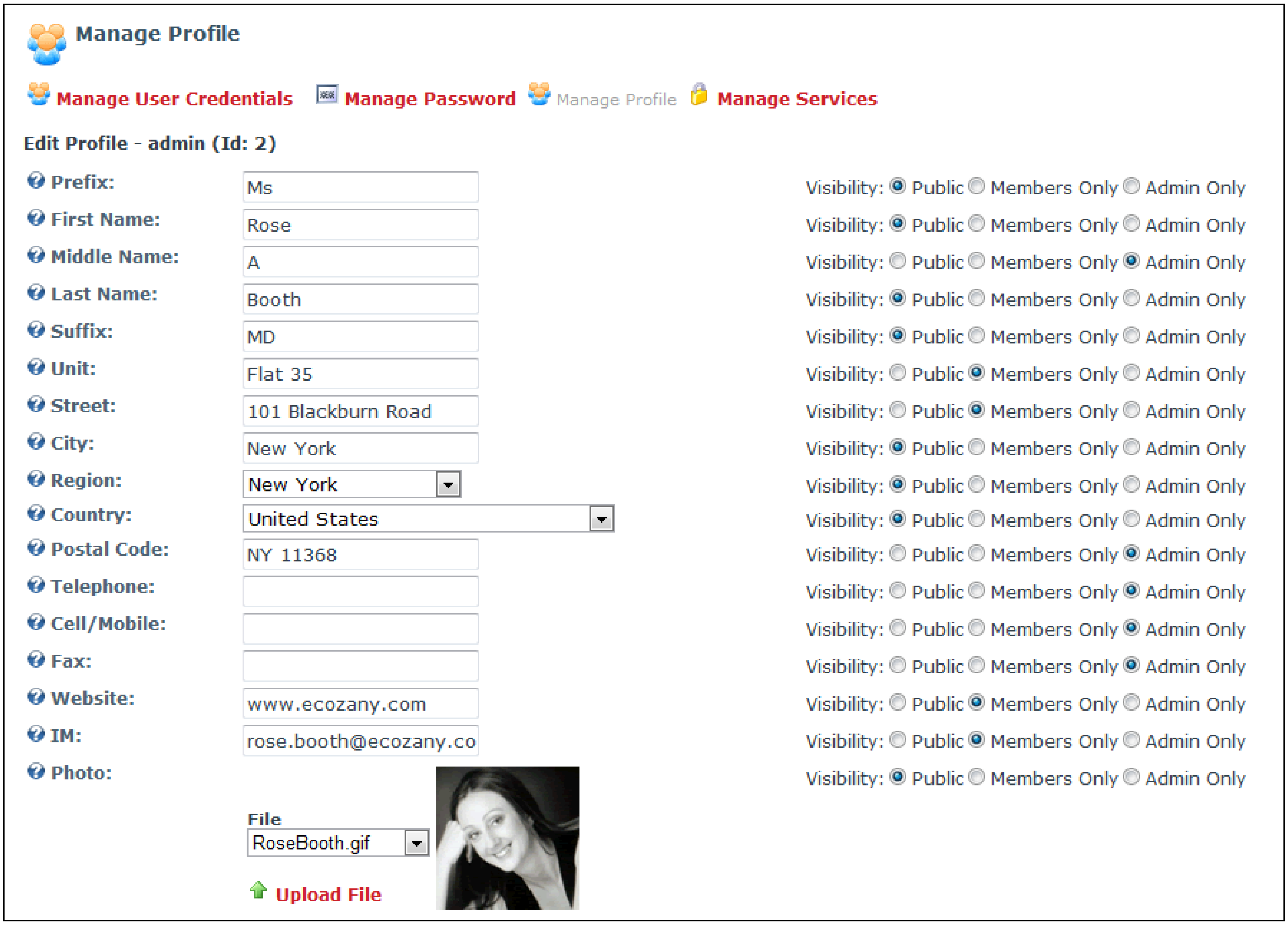
1. Login to the site. "Logging into a Site".
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR -Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the Edit Profile link.
4. **Optional.** If the Manage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

Prefix:	Ms	Visibility: Public Members Only Admin Only
First Name:	Rose	Visibility: Public Members Only Admin Only
Middle Name:	A	Visibility: Public Members Only Admin Only
Last Name:	Booth	Visibility: Public Members Only Admin Only
Suffix:	MD	Visibility: Public Members Only Admin Only
Unit:	Flat 35	Visibility: Public Members Only Admin Only
Street:	101 Blackburn Road	Visibility: Public Members Only Admin Only
City:	New York	Visibility: Public Members Only Admin Only
Region:	New York	Visibility: Public Members Only Admin Only
Country:	United States	Visibility: Public Members Only Admin Only
Postal Code:	NY 11368	Visibility: Public Members Only Admin Only
Telephone:		Visibility: Public Members Only Admin Only
Cell/Mobile:		Visibility: Public Members Only Admin Only
Fax:		Visibility: Public Members Only Admin Only
Website:	www.ecozany.com	Visibility: Public Members Only Admin Only
IM:	rose.booth@ecozany.co	Visibility: Public Members Only Admin Only
Photo:	File RoseBooth.gif Upload File	Visibility: Public Members Only Admin Only

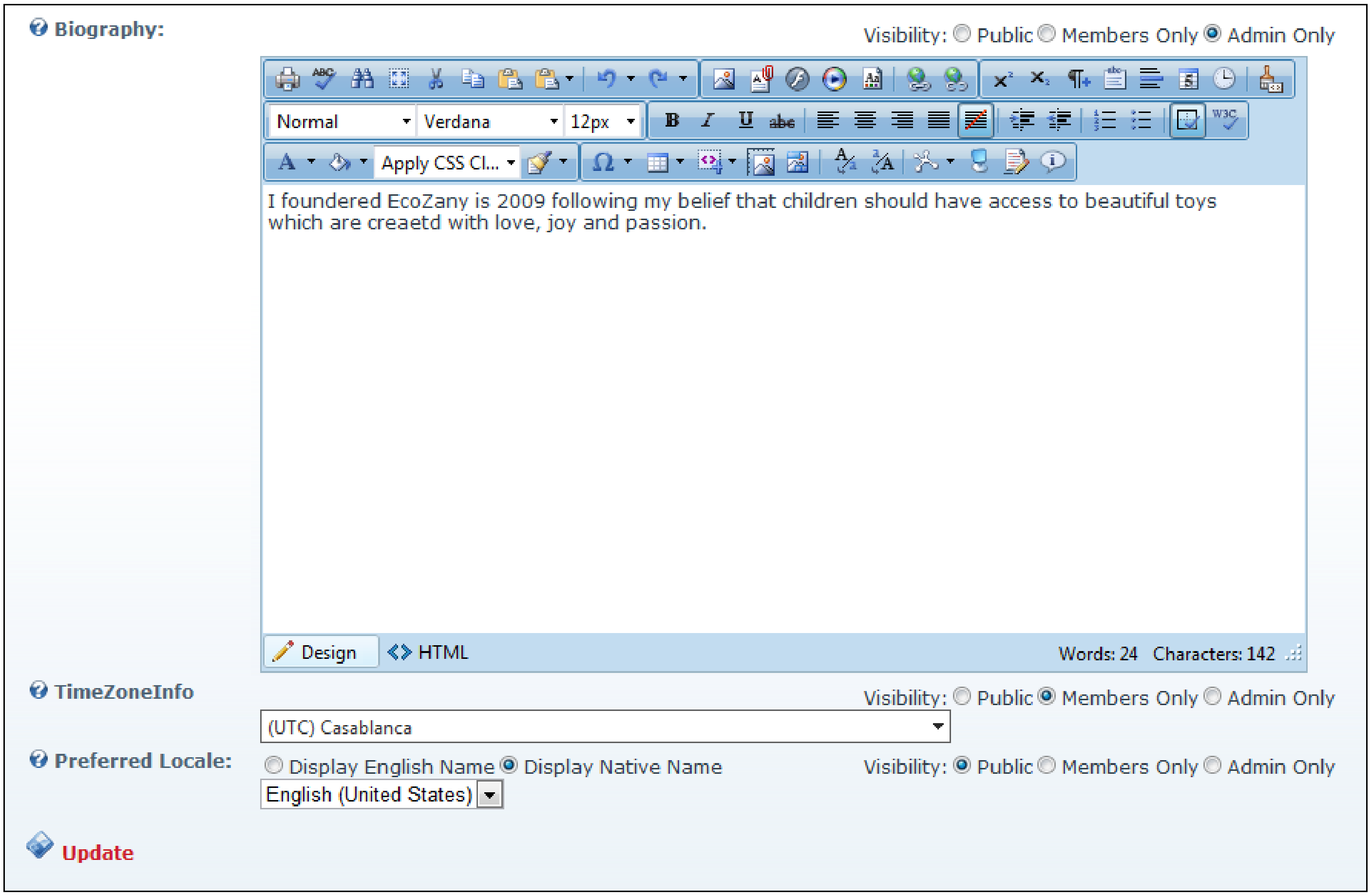
r. In the **Biography** Editor, enter a biography.

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.



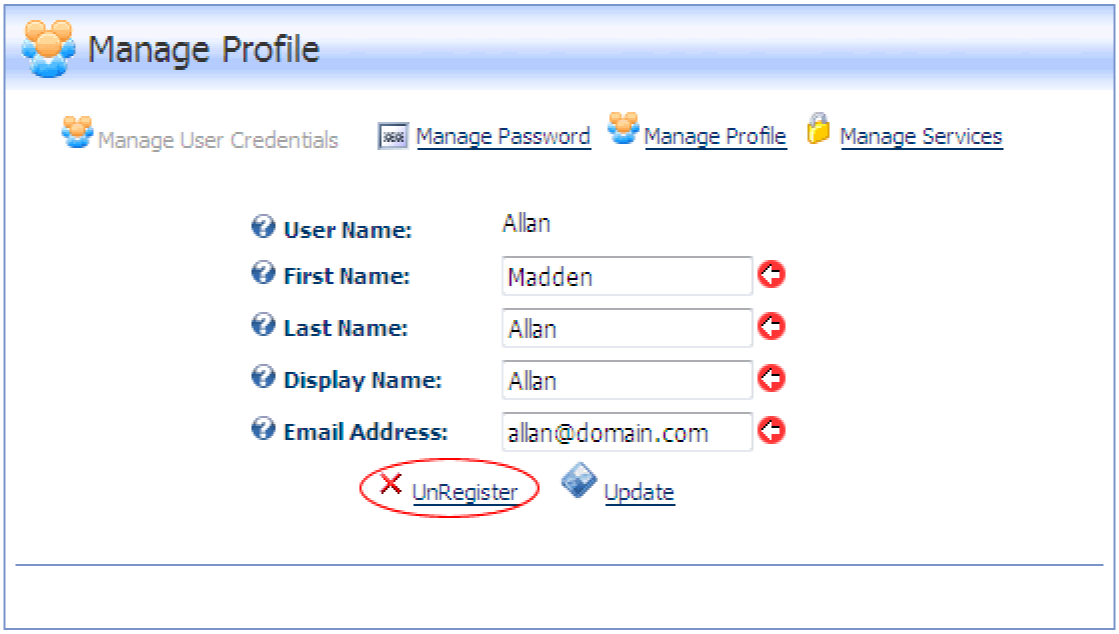
6. Click the Update link.

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.

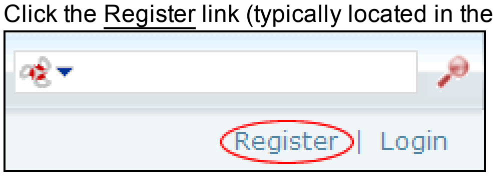
Signing Up for a User Account

Signing up as a Registered User

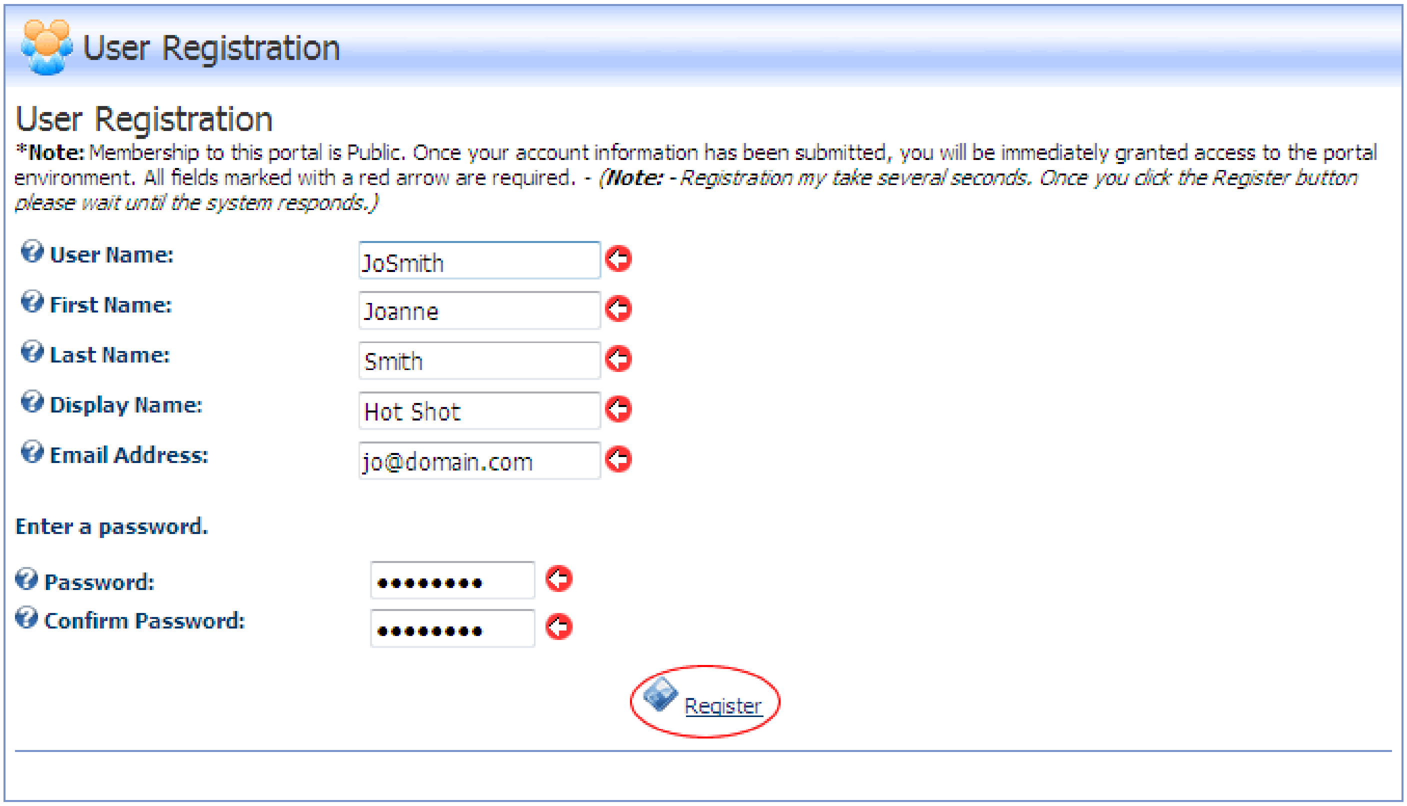
How to sign up to become a registered user of a site.

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.



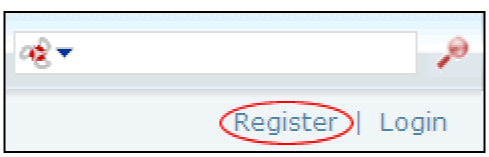
Tip: Depending on the set up of the site, you may be automatically logged in and your account details displayed, or you may need to open your welcome email to obtain additional information to complete login.

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.

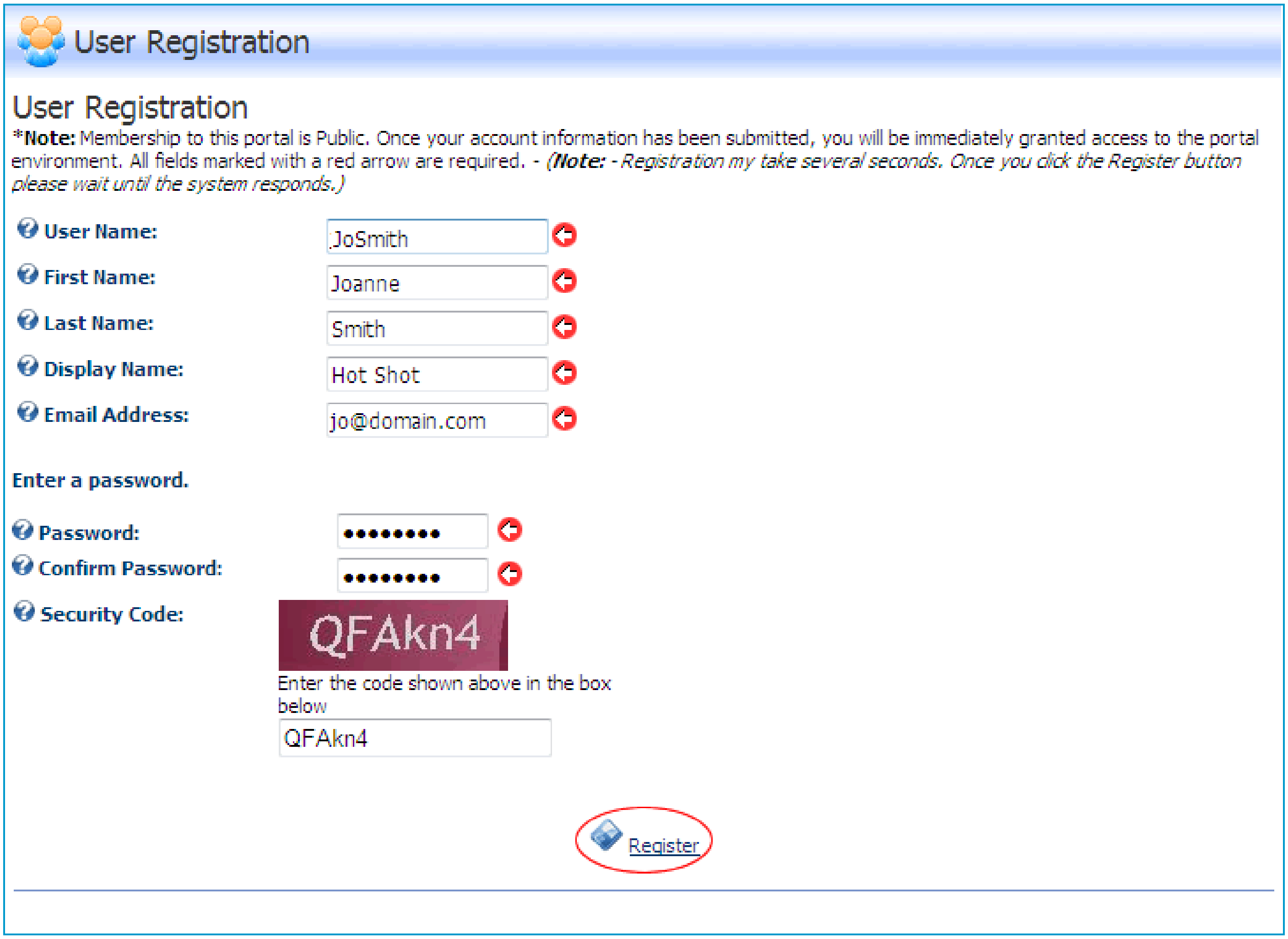
Mandatory fields are indicated by the **Required** button.

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.



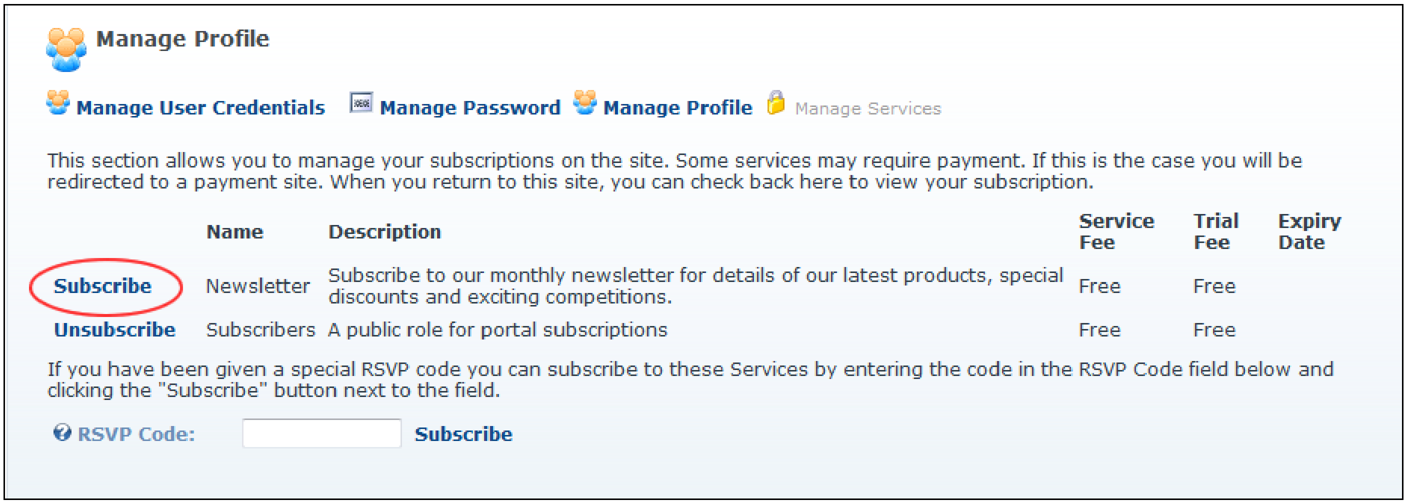
Tip: Depending on the set up of the site, you may be automatically logged in and your account details displayed, or you may need to open your welcome email to obtain additional information to complete login.

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.

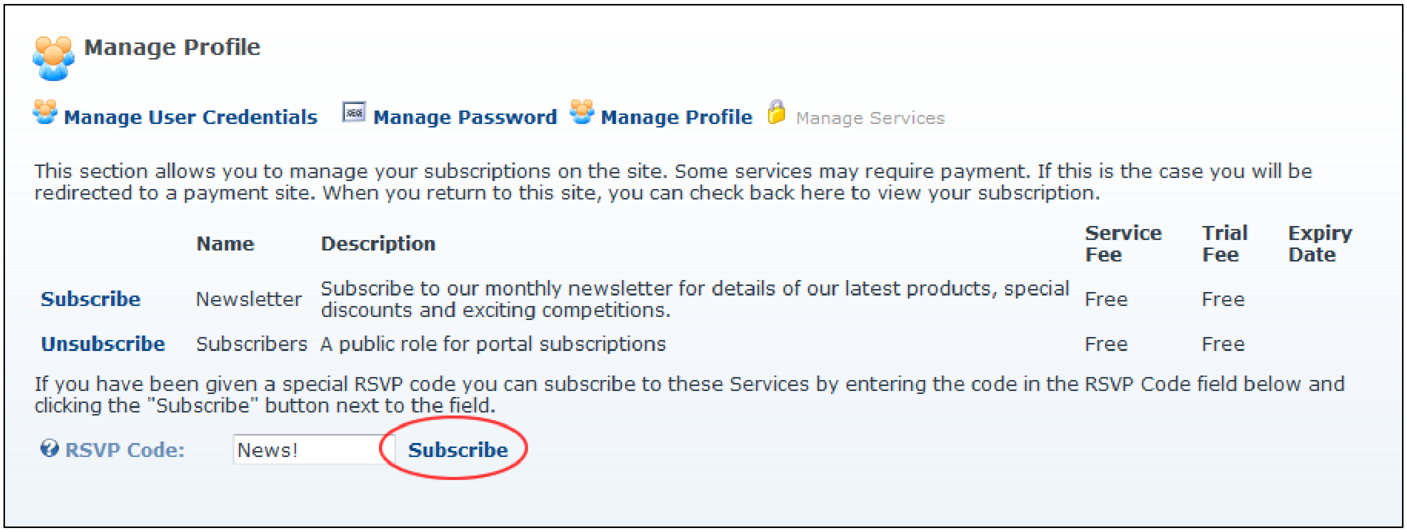


Tip: Where a fee is charged for the service you will be redirected to the payment Web site to complete the payment process.

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.



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.

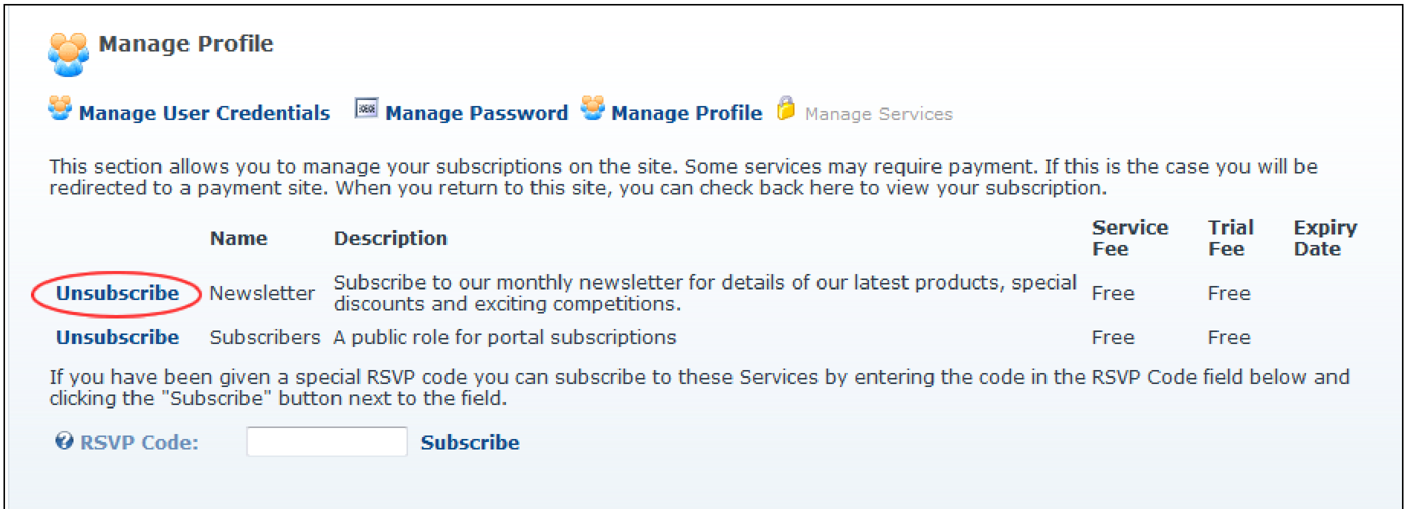
1. Login to the site. "Logging into a Site".
2. Enter the RSVP link into the Address window or your Web browser - OR - click on the RSVP link in an email message. E.g. http//www.domain.com/Default.aspx?rsvp=rsvpcode&portalid=0
3. Logout and then Login to the site to gain access to the new services.

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."



Unsubscribing from a Member Service

Working with Content

Minimizing and Maximizing Content

How to minimize or maximize module content.

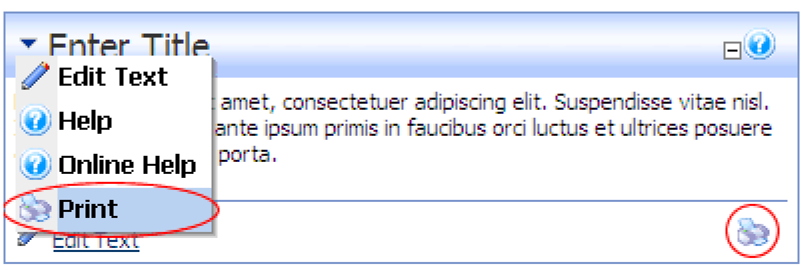
- Click the **Maximize** button to show content.
- Click the **Minimize** button to hide content. Only the title, header and footer are visible.

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.

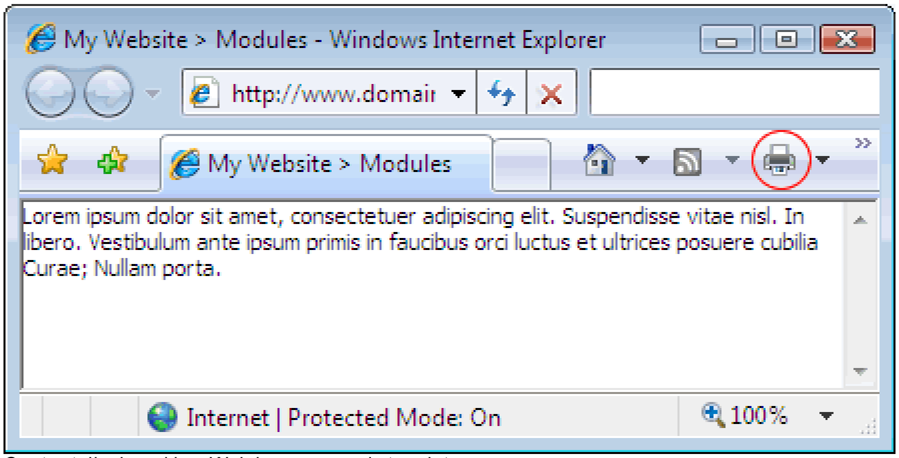
Printing Content

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.



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.

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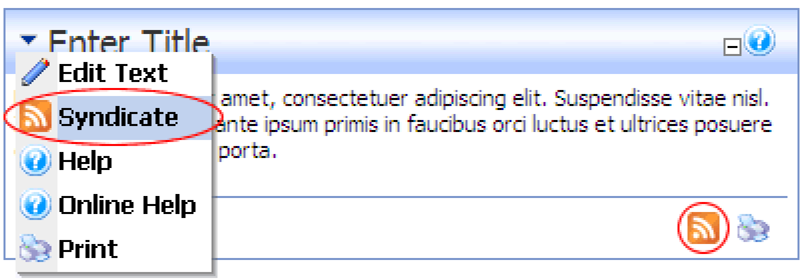
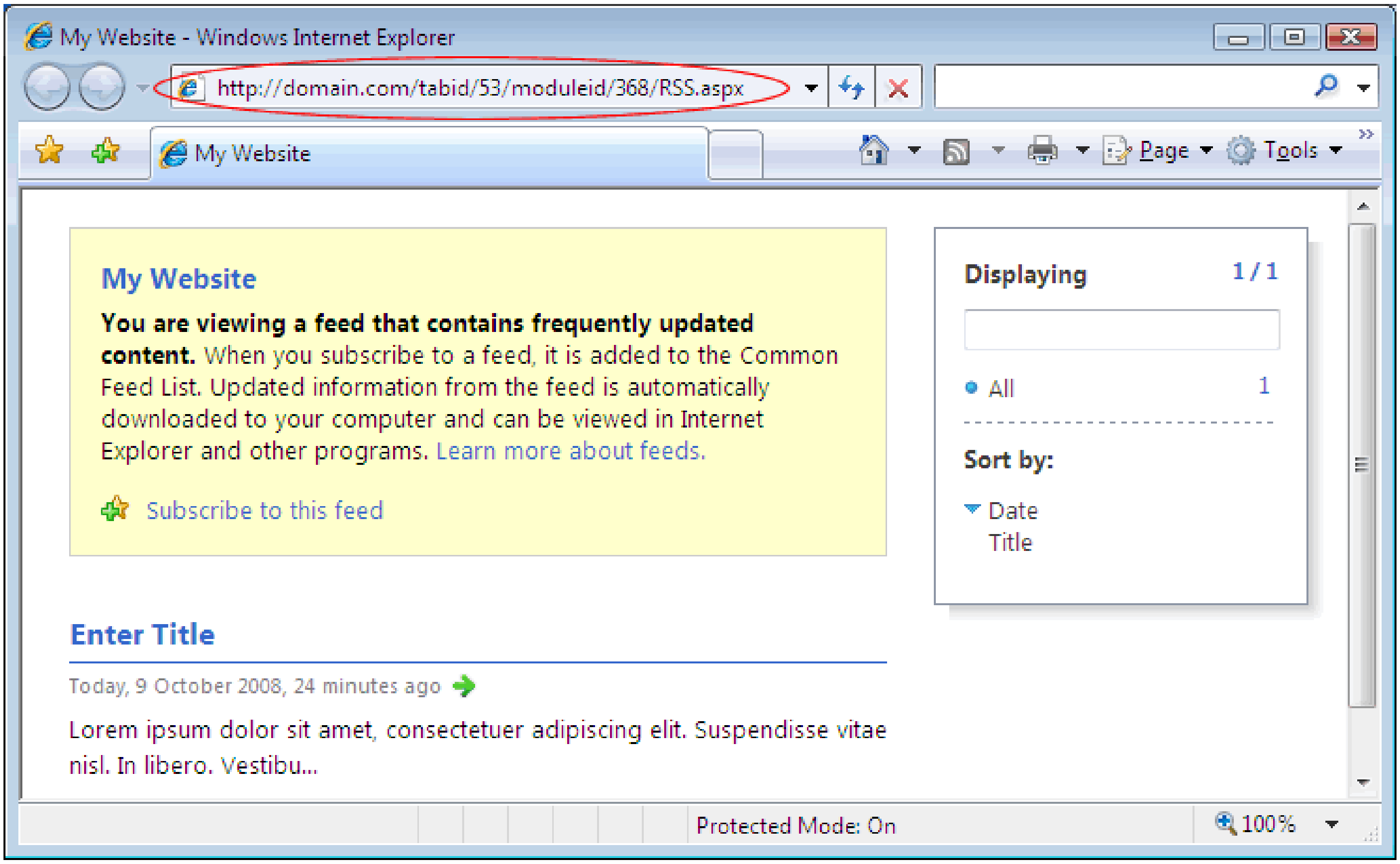
1. Click the **Syndicate** button (typically located in the bottom right corner of the module) - OR - Select **Syndicate** from the module actions menu. This displays the XML code for the module content.

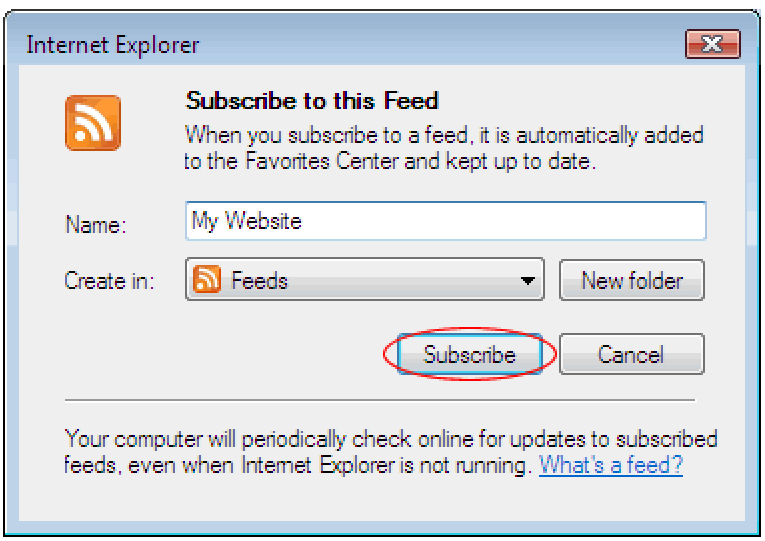


You can now do one of the following:

- 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.

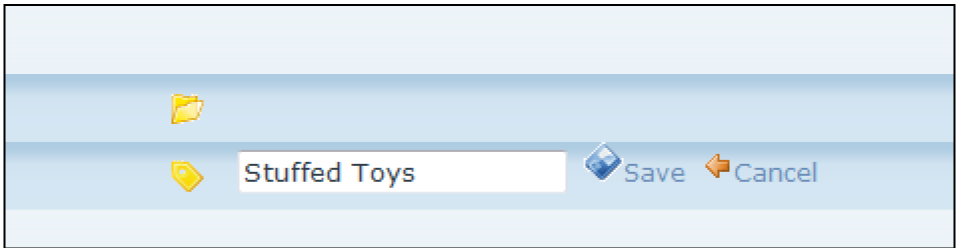


Tagging Page Content

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

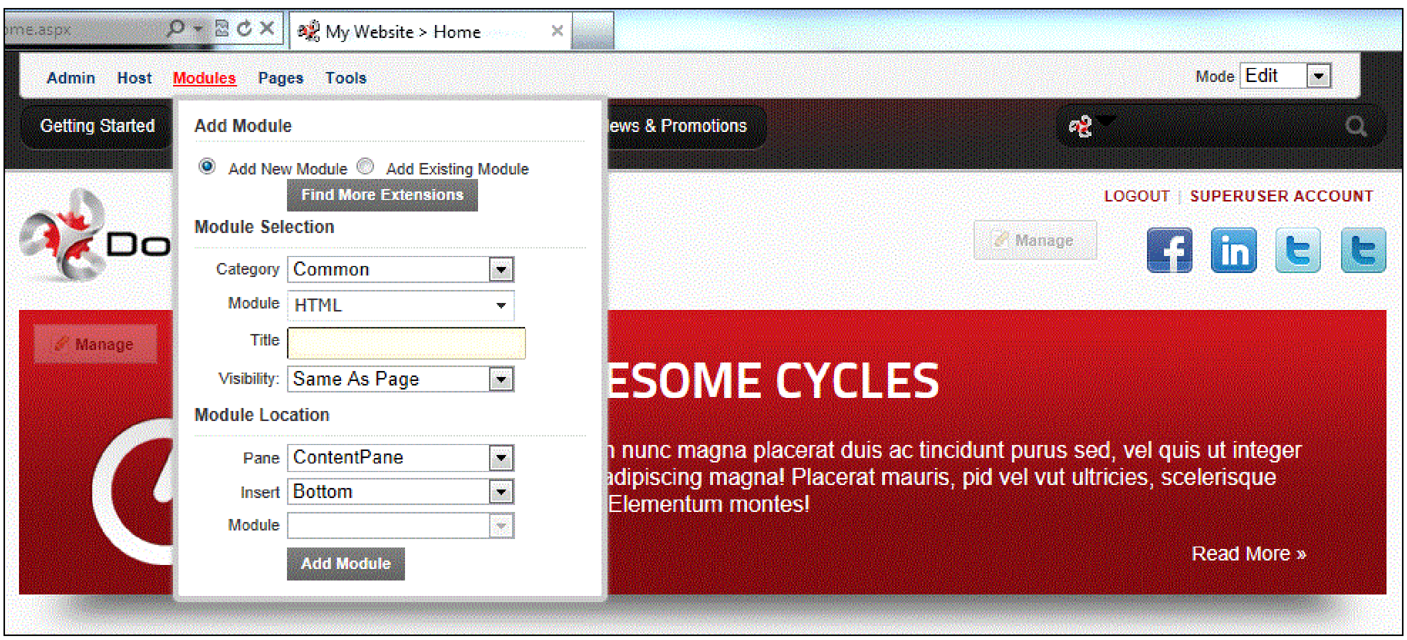
The RibbonBar is the default Control Panel. It displays the Modules and Pages menus to users who are authorized to manage the current page. The Admin and Tools and menus are displayed to the Administrator and the Host menu is displayed to SuperUsers.

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",

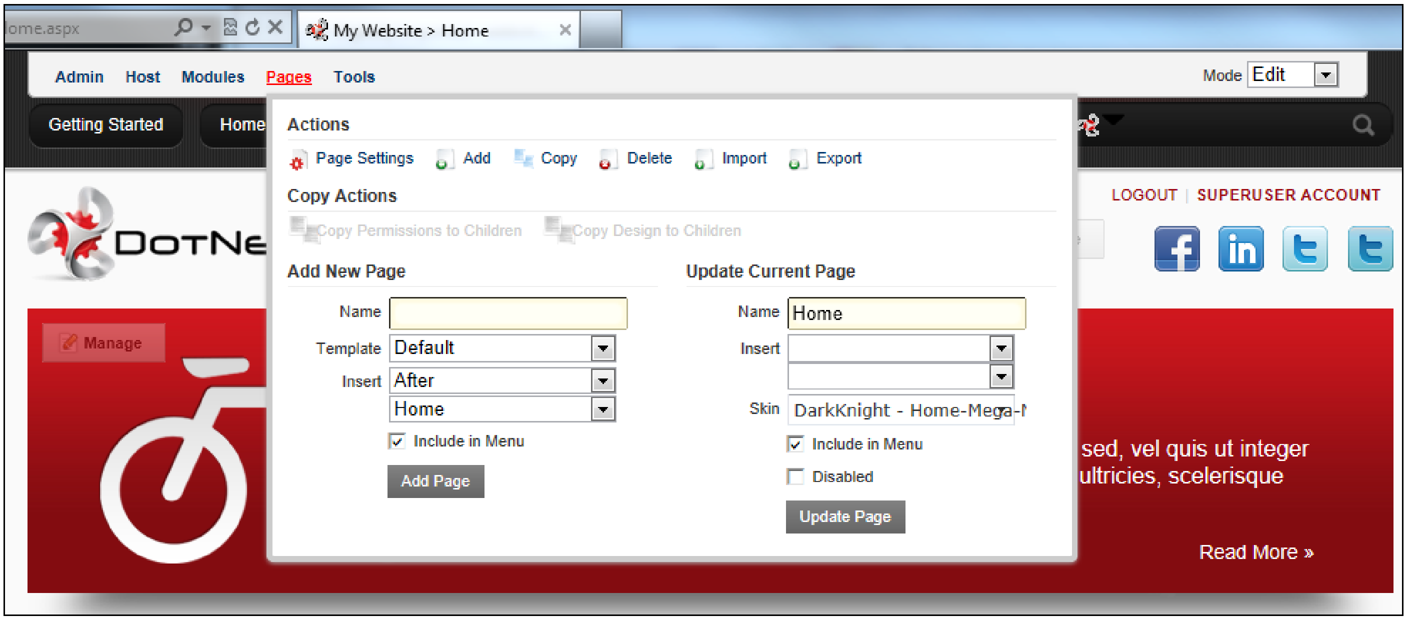
The Modules Console



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

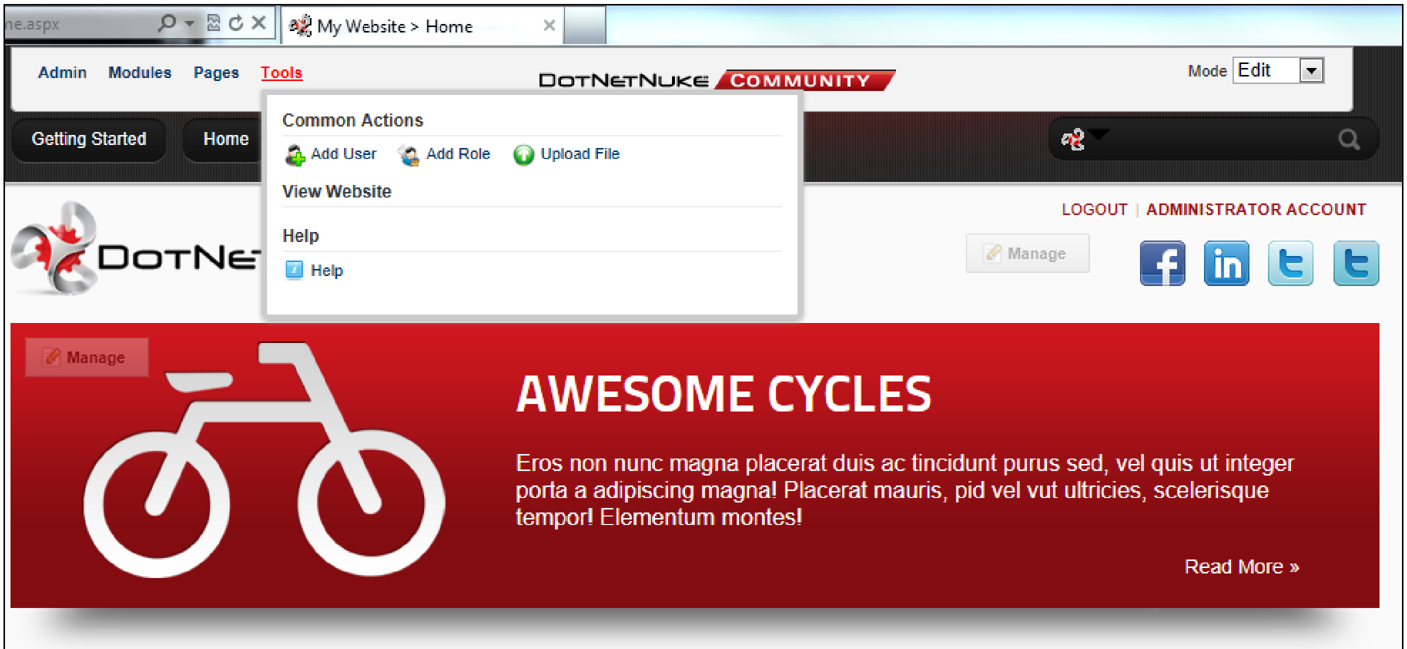
The Pages Console

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	Permis munity
Actions Section		
Page Settings	Link to edit current page settings. See "Editing Page Settings"	Edit Pa
Add	Select to add a new page and configure setting. See "Adding a New Page via the Site Settings Page"	Edit Pa
Copy	Select to copy the current (or any other) page including modifying modules. See "Copying a Page"See "Copying a Page"	Edit Pa
Delete	Link to delete current page. See "Deleting a Page"See "Deleting a Page" Enabled if the current page is not a special page.	Edit Pa
Import	Link to import a page. See "Importing a New Page"	Edit Pa
Export	Link to export a page.See "Exporting a Page"	Edit Pa
Copy Actions Section		
Copy Permissions to Children	Copy current page permission to children pages. See "Copying Permissions to Descendant Pages"Enabled if page has child pages.	Admini Setting
Copy Design to Children	Copy current page design (skin and container settings) to children. See "Copying Design to Children Pages"	Edit Pa
Add New Page Section		
Add New Page	Add a new page directly from the Control Panel. See "Adding A New Page Visible to Administrators only using the RibbonBar"	Edit Pa
Update Current Page Section		
Update Current Page	Update the page name, menu options and skin for the current page.	Edit Pa

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"	

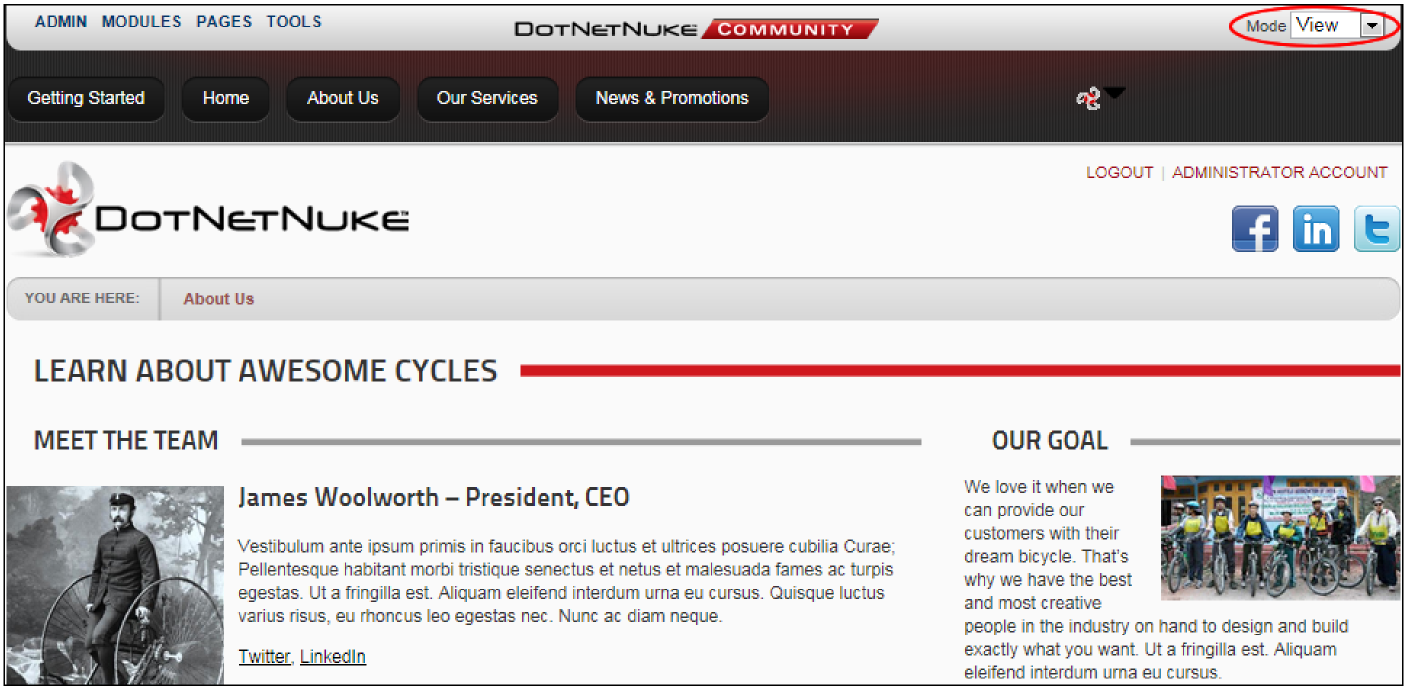
Setting the RibbonBar Mode

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

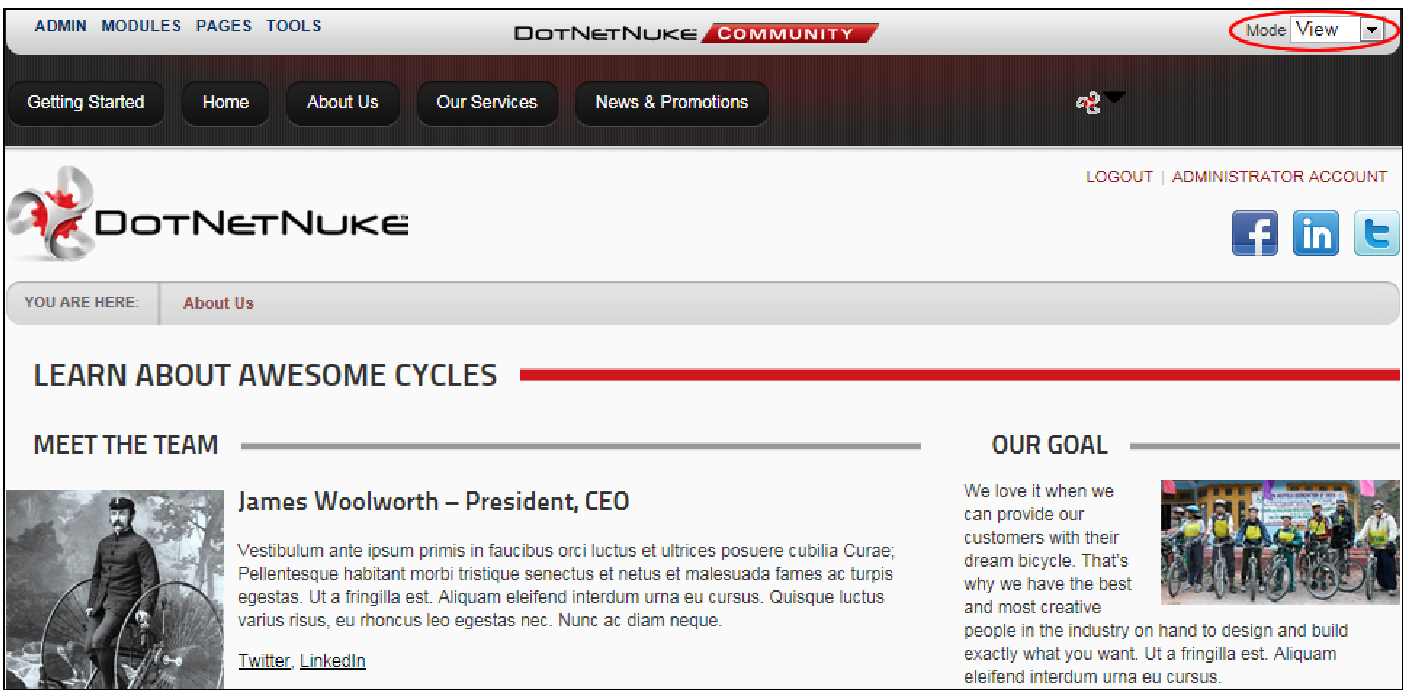
Important. You cannot view the module menu which enables you to manage the modules on the current page if you are in View mode.

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

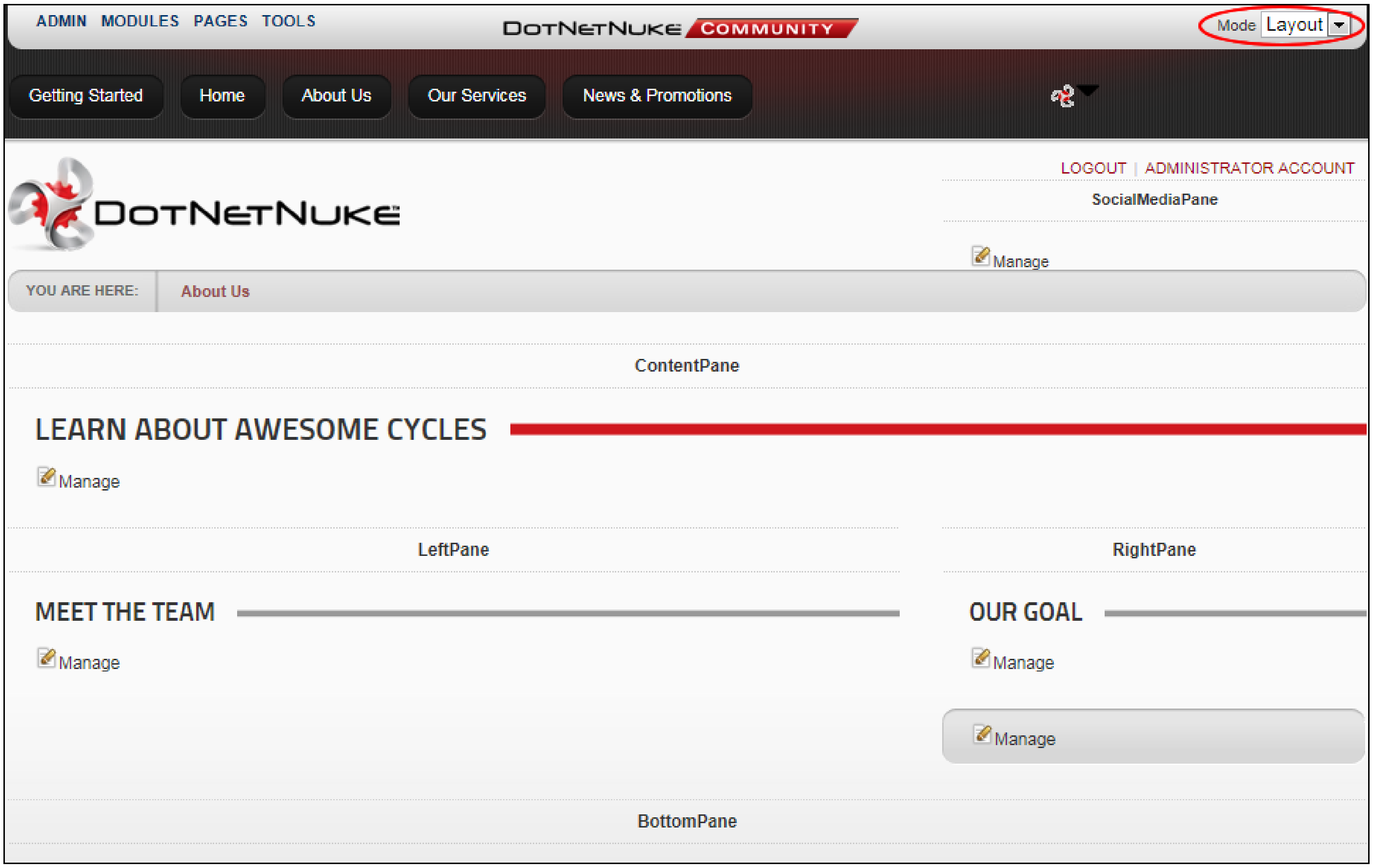
- **View**: Select to view your site as a typical user without editing rights. This hides the module actions menu on all modules and disables the Tools menu.



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



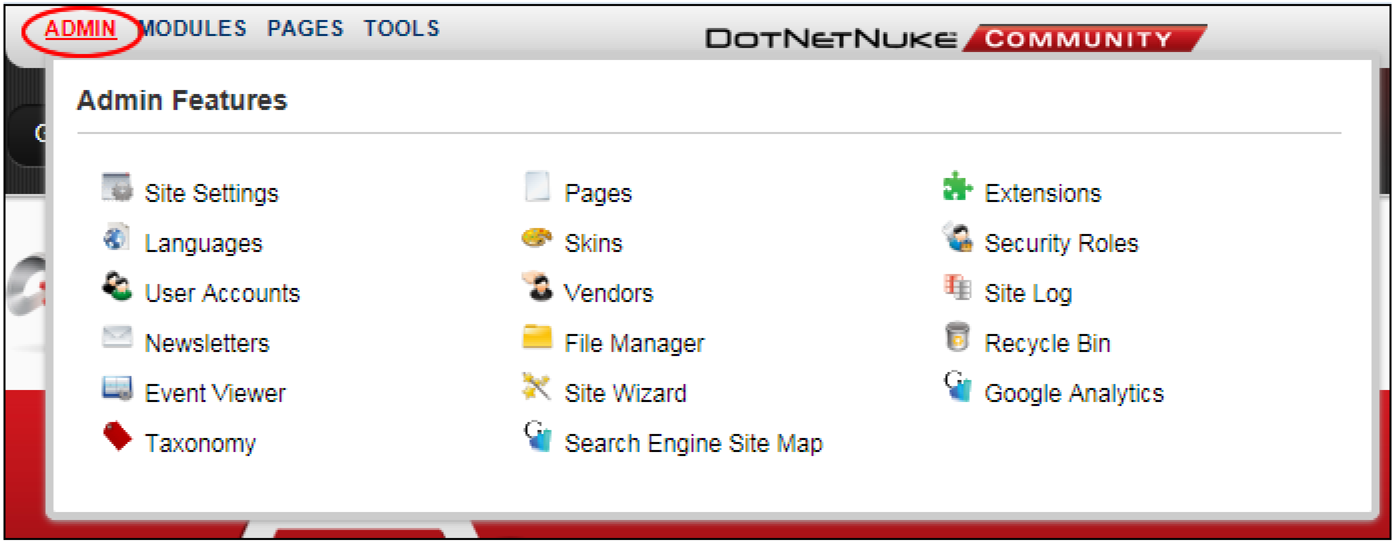
- **Layout**: Select to view the layout of the current page. This displays the pane layout of the skin applied to this page, the titles of all modules within each pane including the module actions menu.



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 leftr-hand corner of the RibbonBar. This displays the management console associated with the chosen link.

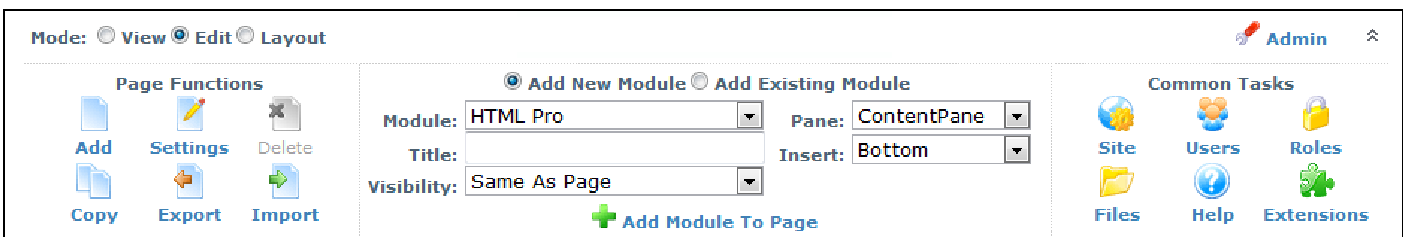


Tip: Click on the Admin link to view the Admin Console as a page rather than as a drop-down menu.

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.

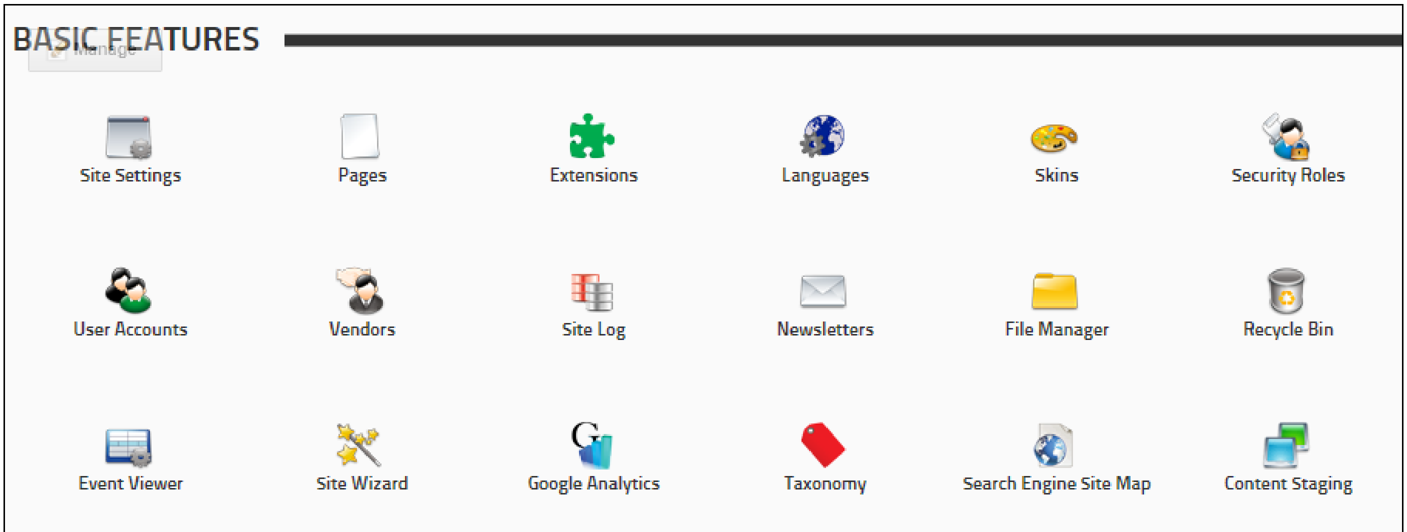
Maximizing/Minimizing the IconBar

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. See "About the Site Settings Page"
	Pages	The Admin > Pages page displays the Tabs module which enables full page management including the ability to modify page hierarchy. See "About the Pages (Tabs) module"
	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. See "About the Extensions Module"
	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. See "About the Languages Module" *Tip: A large section of language packs are available from the DotNetNuke Web site and the DotNetNuke MarketPlace.*
	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. See "About the Skins Module" and "About the Skin Designer Module".
	Security Roles	The Admin > Security Roles page displays the Security Roles module which enables the management of security roles as well as role assignment. See "About the Security Roles Module"
	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. See "About the User Accounts Module"
	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. See "About the Vendors Module"

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. See "About the Site Log Module"
	Newsletters	The Admin > Newsletters page displays the Newsletters module which enables sending bulking email messages to individual email addresses and security roles. See "About the Newsletters Module"
	File Manager	The Admin > File Manager page displays the File Manager module which enables management of site files. See "About the File Manager Module"
	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. See "About the Recycle Bin Module"
	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. See "About the Log Viewer Module"
	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. See "About the Site Wizard Module"
	Google Analytics Pro	The Admin > Google Analytics page displays the Google Analytics module which improves your site results online. See "About the Google Analytics Module"
	Taxonomy	The Admin > Taxonomy page displays the Taxonomy Manager module. See "About the Taxonomy Manager Module"
	Search Engine Site Map	The Admin > Search Engine SiteMap page displays the Sitemap module. See "About the Search Engine SiteMap Module"
	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. See "About the Content Staging Module" *Only available in DotNetNuke Enterprise Edition*

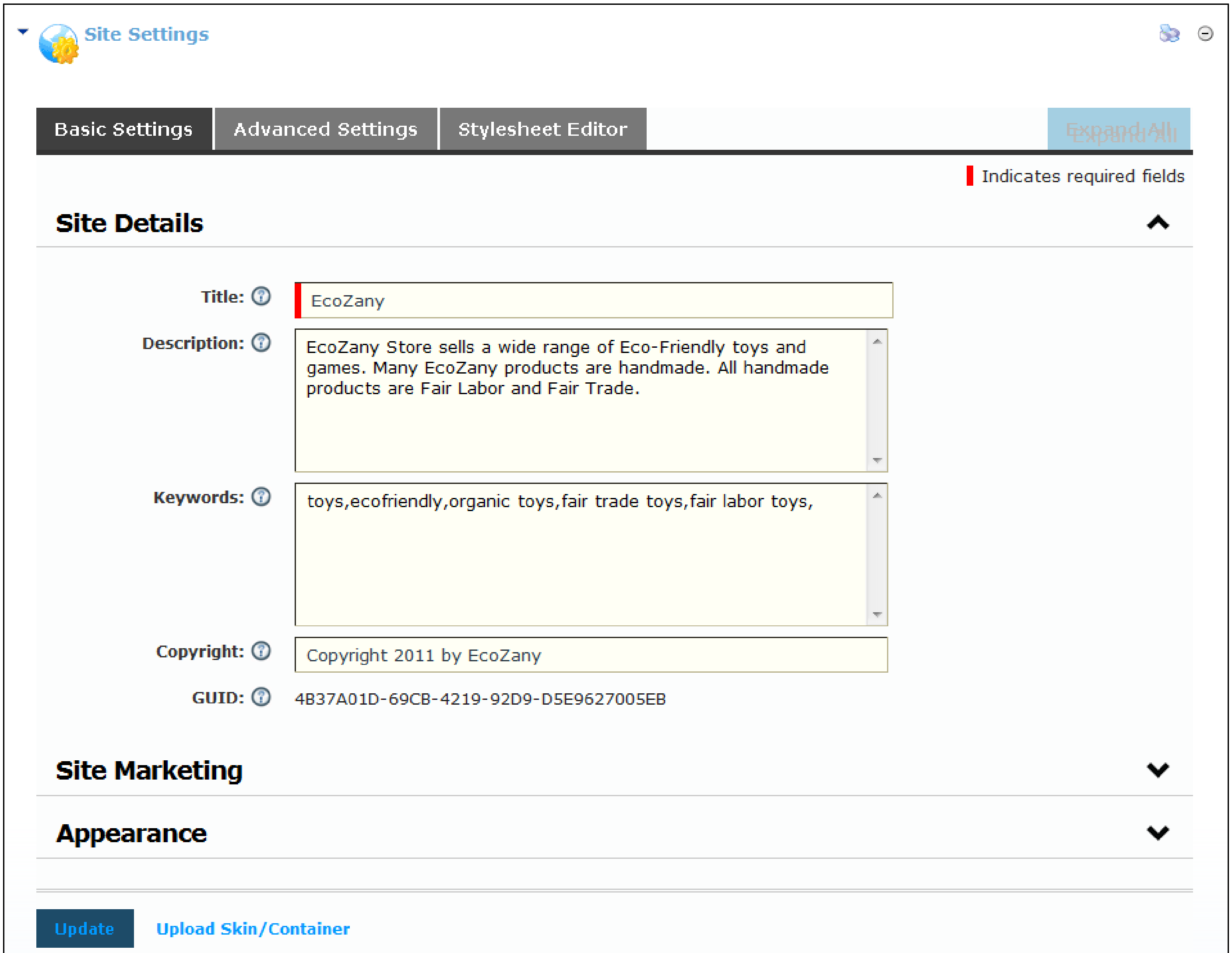
Tip: Click the Admin button in the main menu to go to the Admin page which displays icons linking to each child page.

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 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.

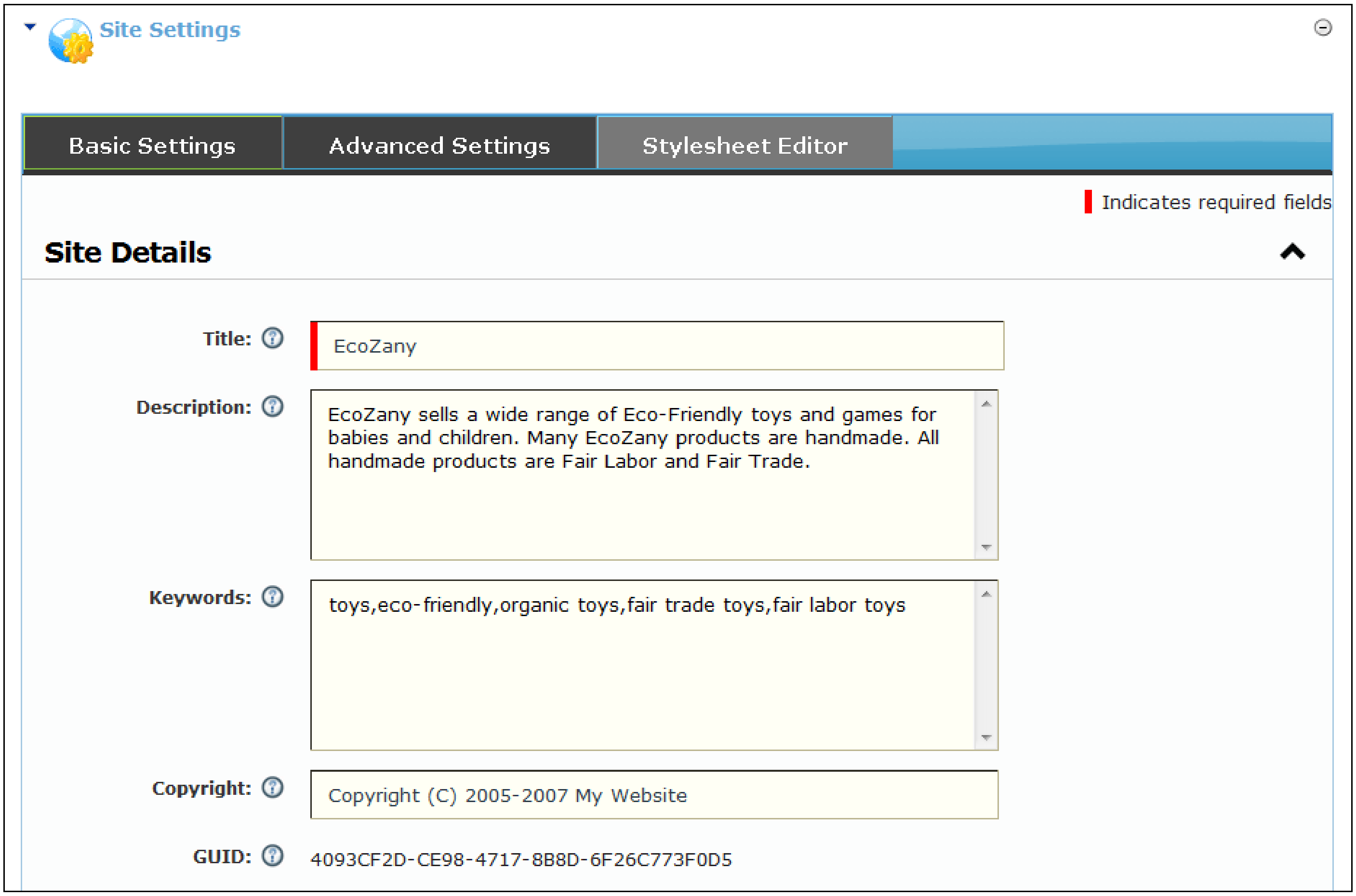
Note 2: Title is the only required field.

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".



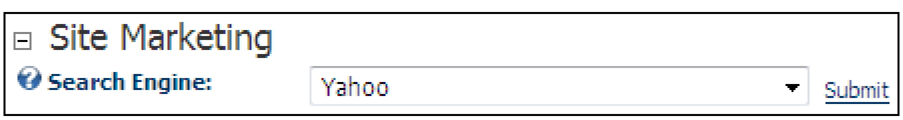
9. Click the Update link.

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.



6. Click the Submit link.

7. Repeat Steps 5-6 to submit your site to one or both of the other search engines.

Tip: Page Editors and Administrator can also to 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.

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.

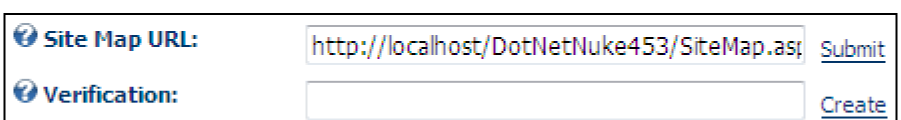
    b. Click the Create link.

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.

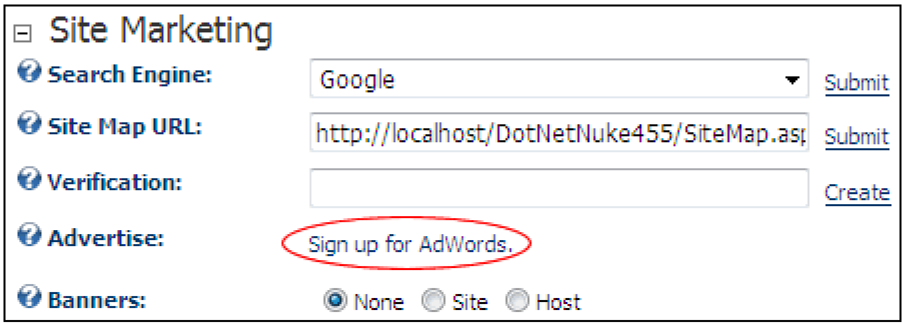


Submitting your Site Map URL to Google

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.

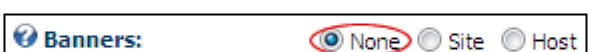


4. Click the **Start Now** button and complete the Sign-up steps. View the Sign-up demos on this page for full details.

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.



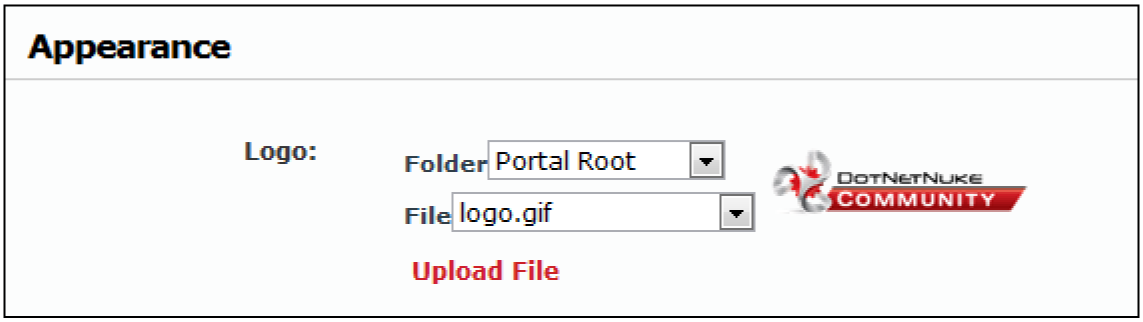
Banner Advertising set as Disabled

Appearance

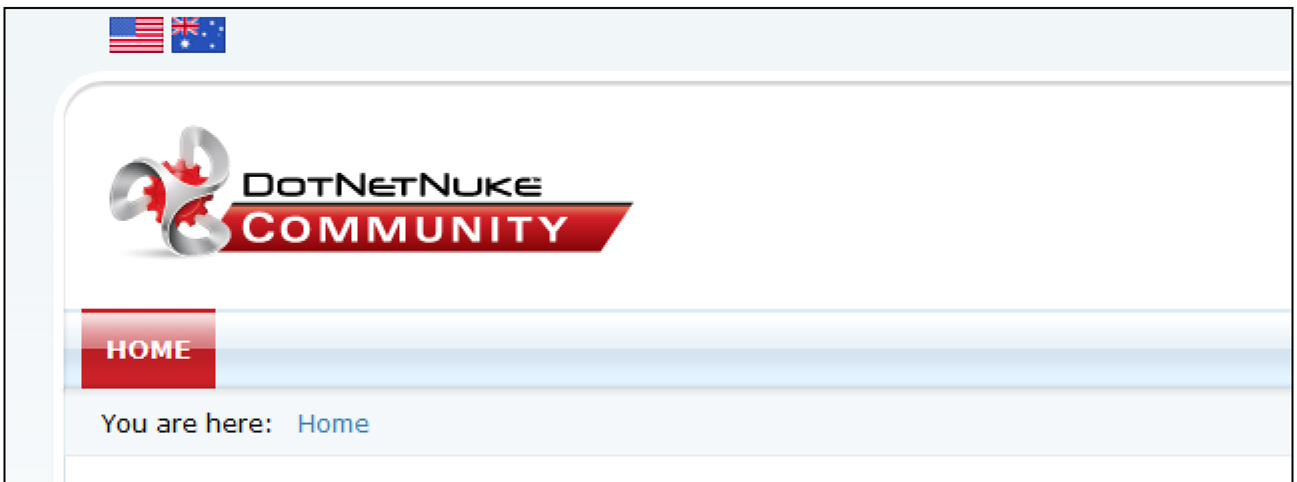
Setting the Site Logo

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.



5. Click the Update link.



The Site Logo

Setting the Body Background

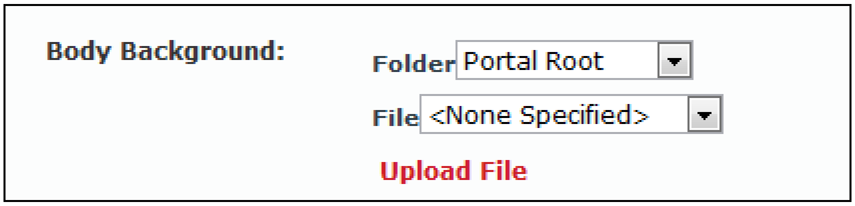
How to set the background image to be tiled on all pages of this site. If the background has been set in the skin, this setting will be overridden. Upload the image to the Admin > File Manager.

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.



5. Click the Update link.

Setting the Favicon

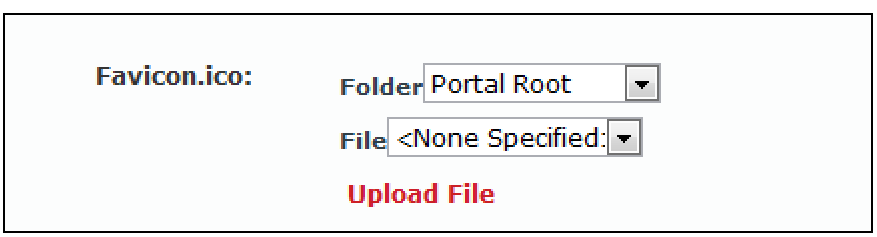
How to set the favicon for your site. A favicon (short for favorites icon) is an icon file, most commonly 16x16 pixels, associated with a particular Web site or web page. A web designer can create such an icon and install it into a web site (or web page) by several means, and graphical web browsers will 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.



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.

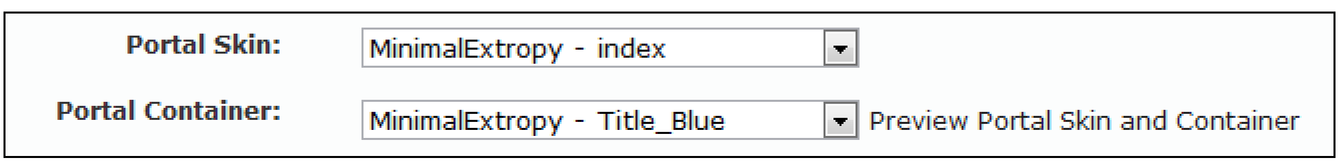
Setting the Default Portal Skin and Container

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.



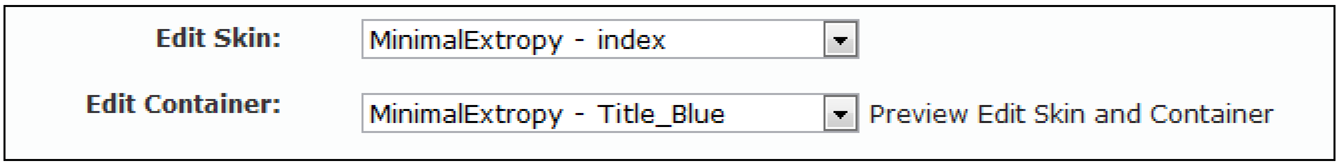
7. Click the Update link.

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.



7. Click the Update link.

Advanced Settings

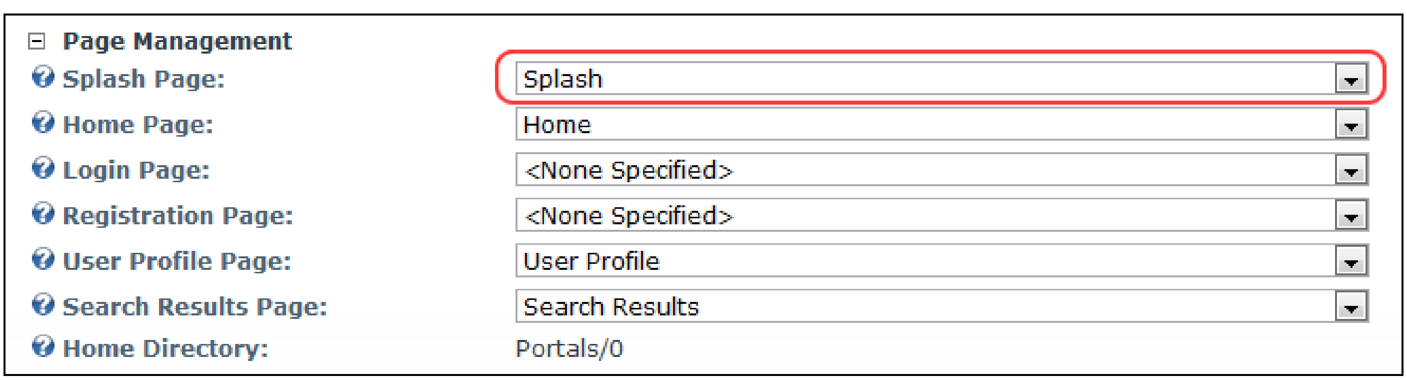
Page Management

Enabling/Disabling a Splash Page

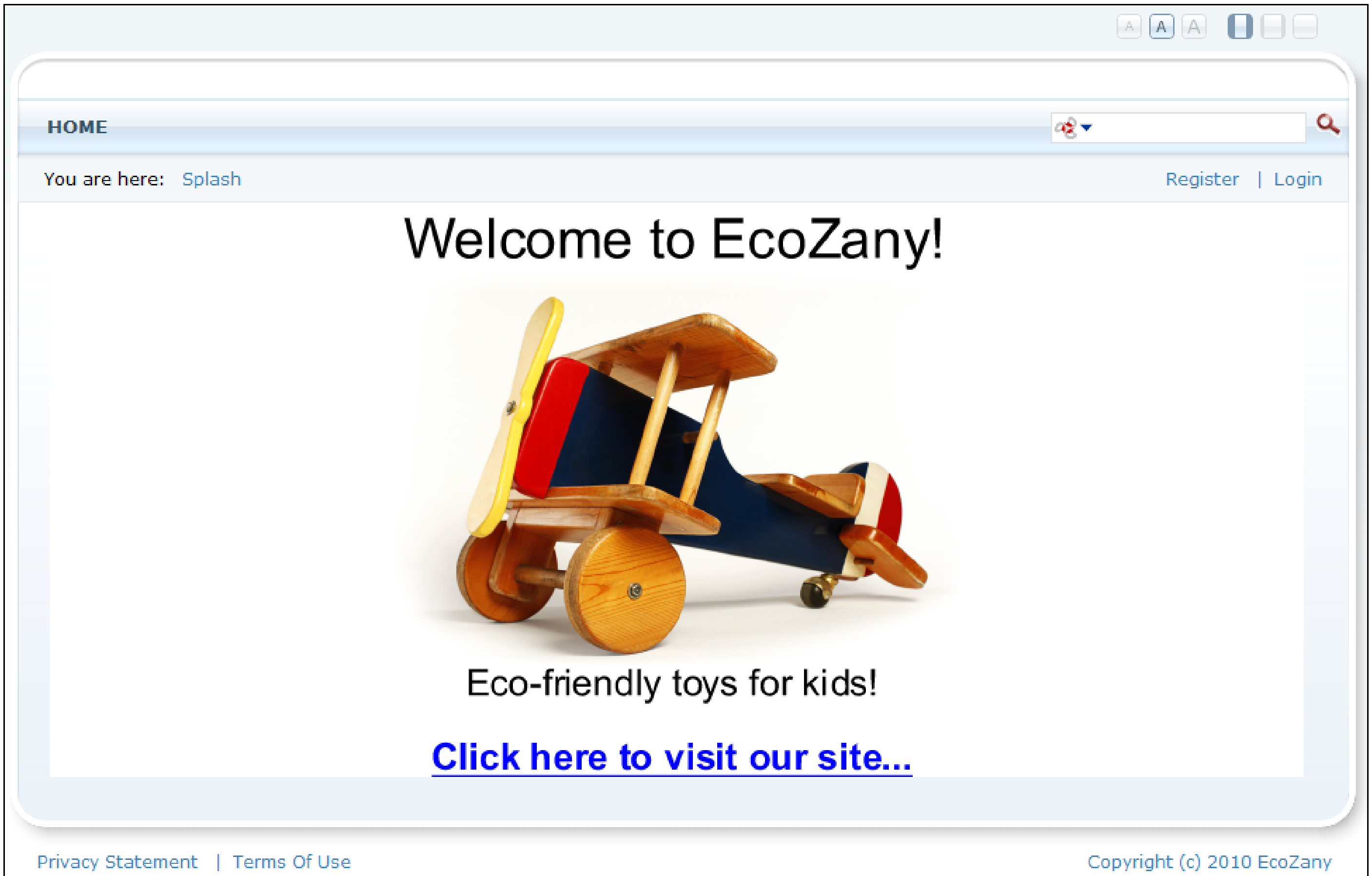
How to enable or disable a Splash page for this site. When a visitor first comes to the standard URL of your site, that is the main URL (E.g. http://www.domain.com or http://www.domain.com/default.aspx) rather than a specific page (E.g. http://www.domain.com/ContactUs/tabid/103/Default.aspx) the Splash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



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.

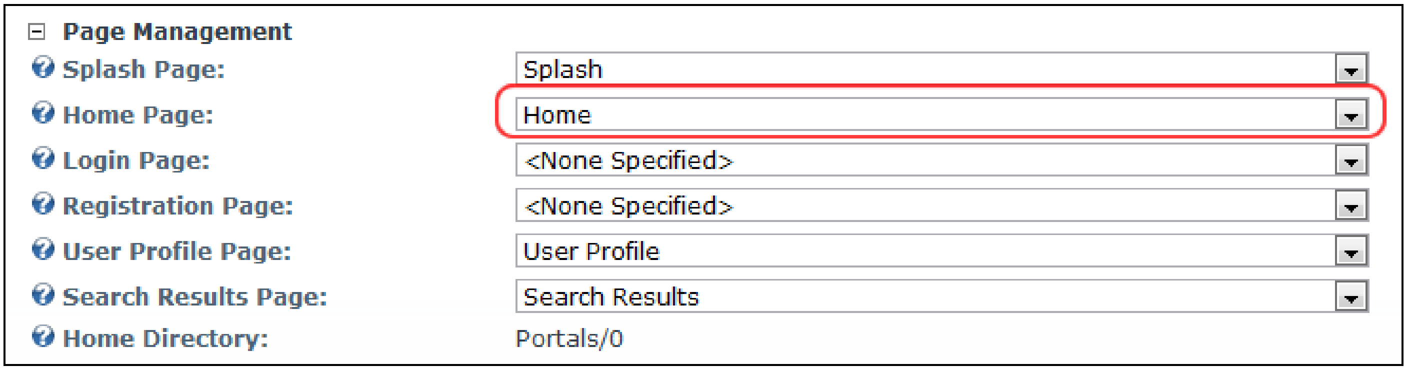
Tip 1: You cannot delete the page set as the Home page. To do so, you must first select a new home page or select None Specified.

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>**.



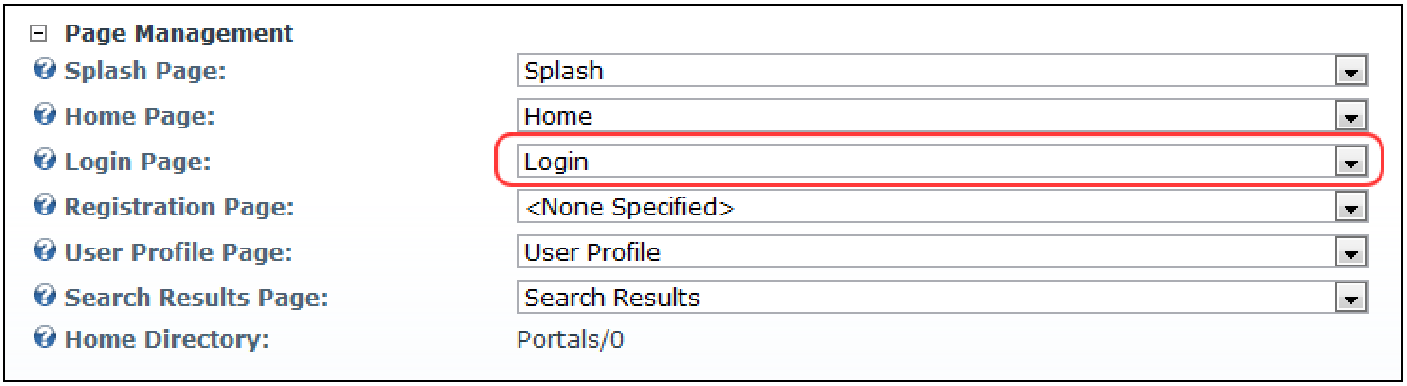
5. Click the Update link.

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.



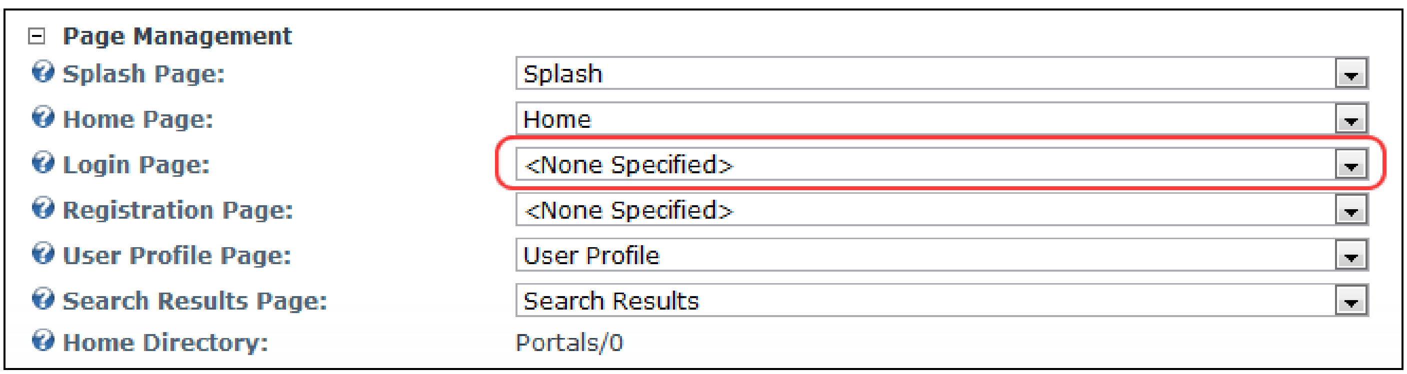
6. Click the Update link.

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>**.



5. Click the Update link.

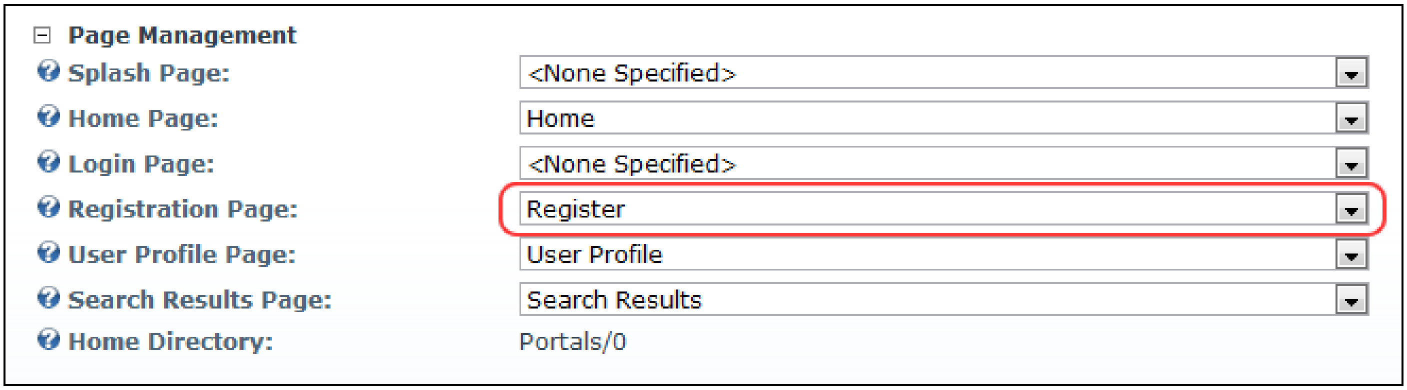
Setting a Custom Registration Page

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

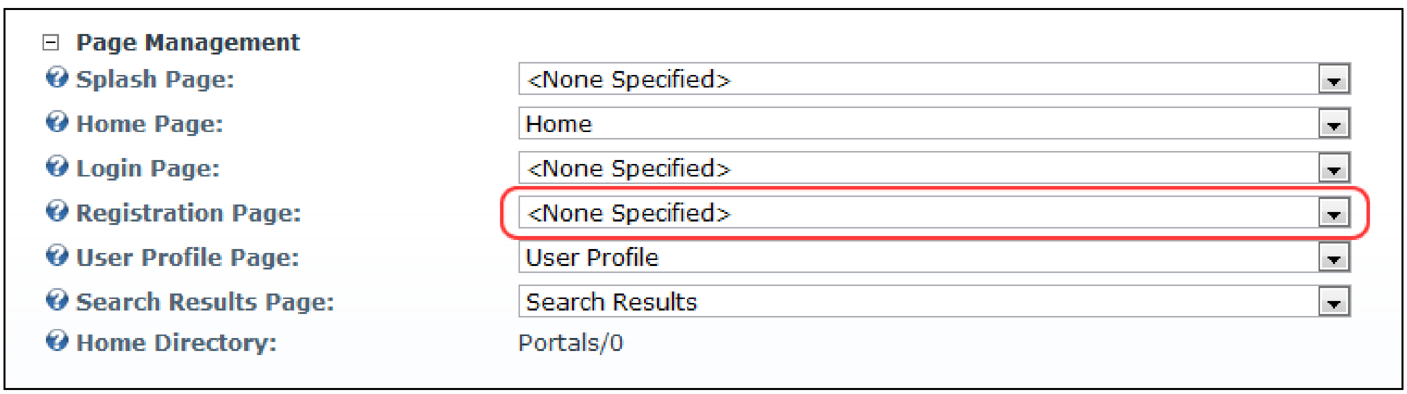


5. Click the Update link.

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>**.



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**.

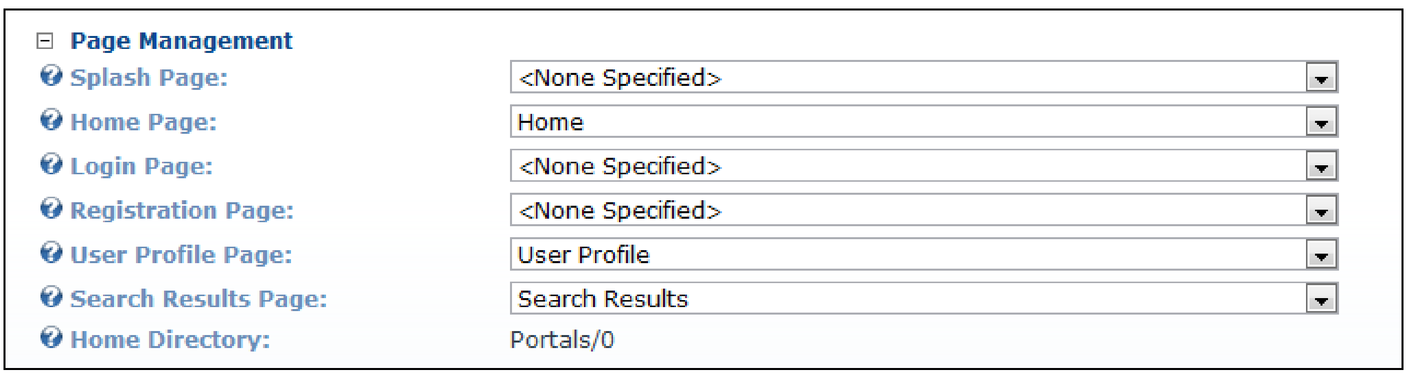
   d. At **User Profile Page**, select the user profile page you created from the drop-down list.

   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**.



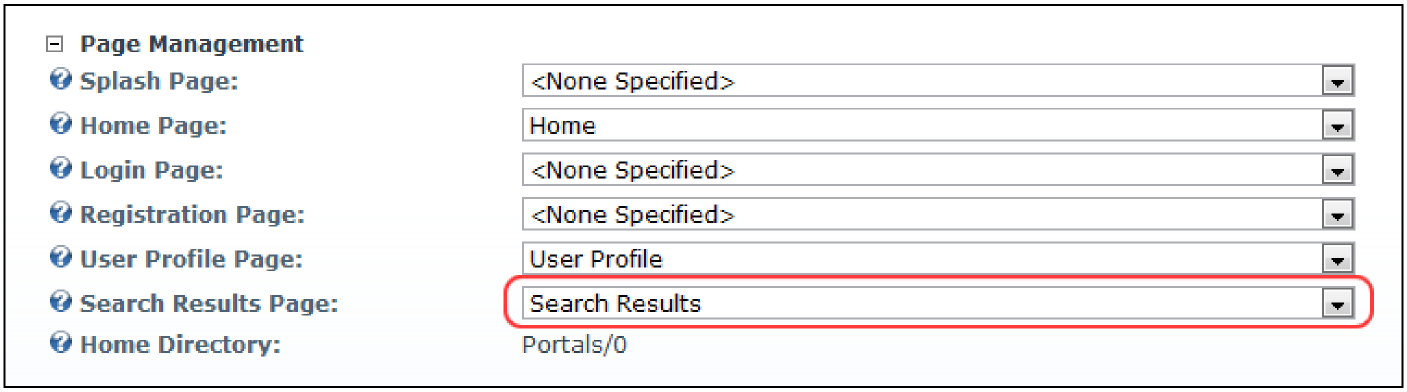
5. Click the Update link.

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>**.



4. Click the Update link.

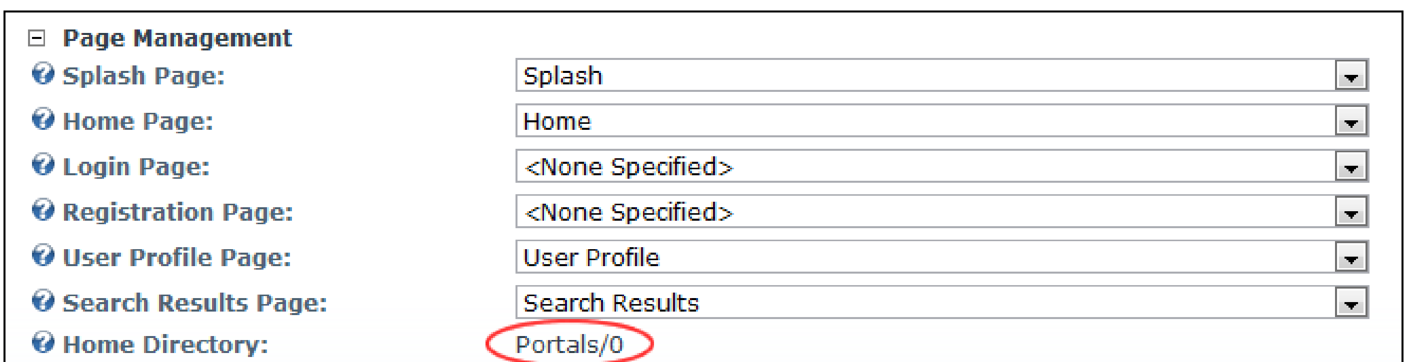
Related Topics:

- 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.



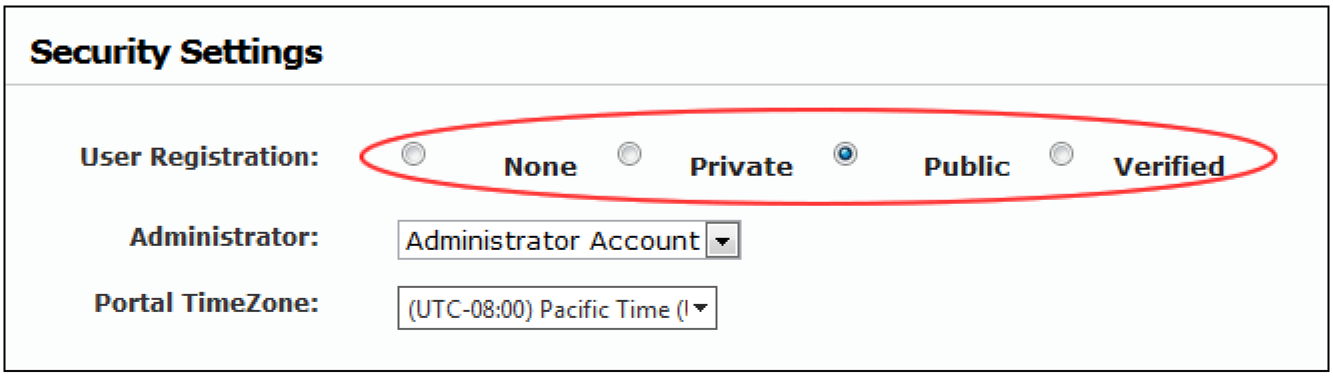
Viewing the Home Directory

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.



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").

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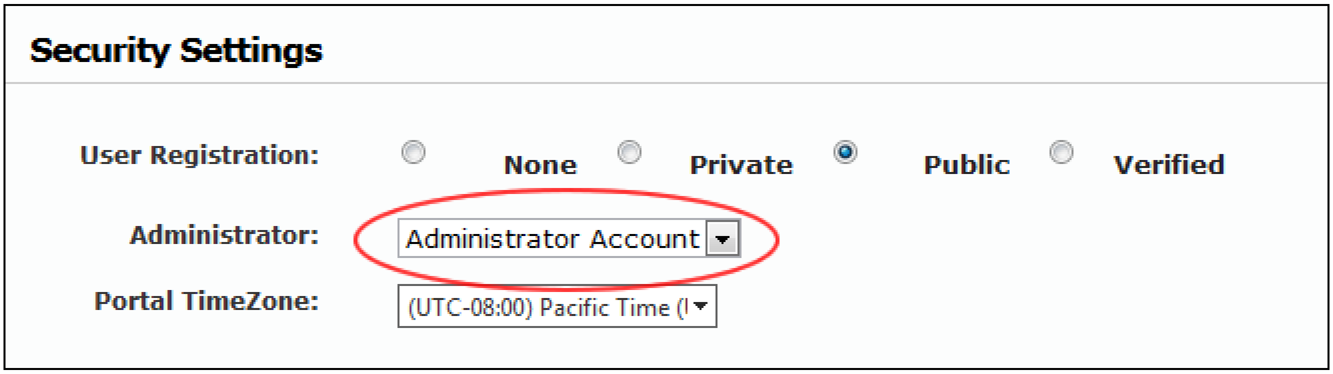
1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Go to **Advanced Settings** > **Security Settings**.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

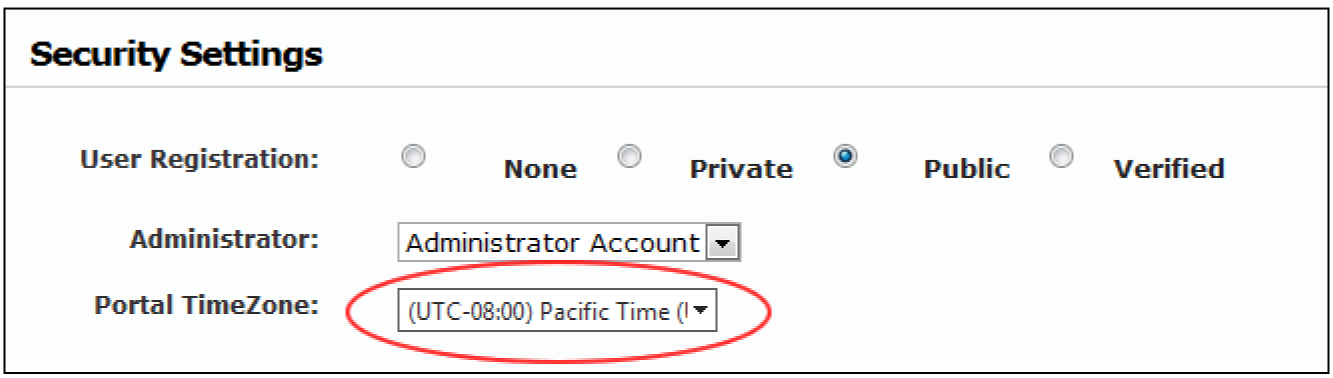


5. Click the Update link.

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.



5. Click the Update link.

Payment Settings

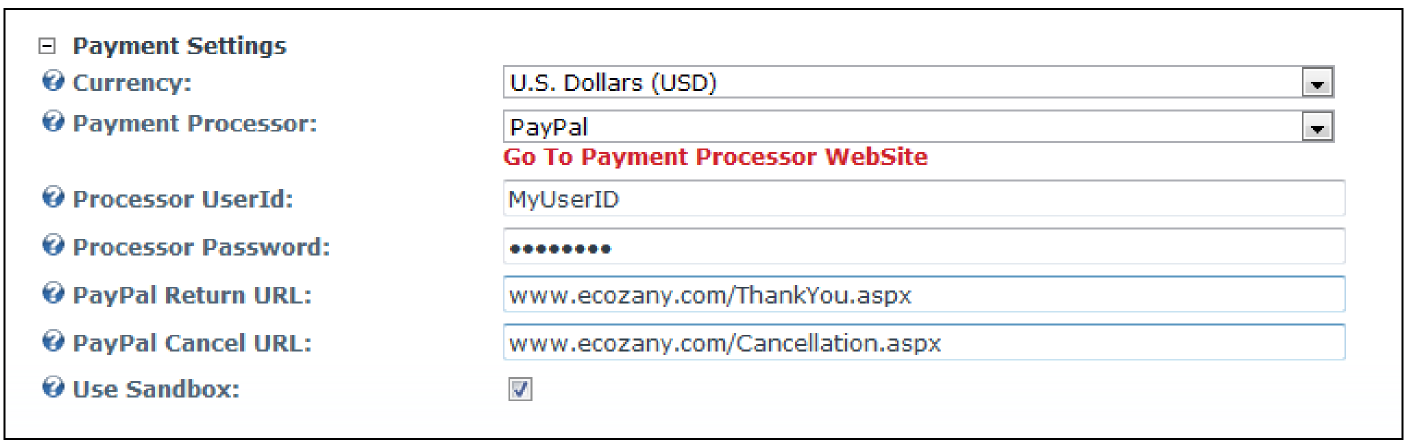
Setting the Payment Processor

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.



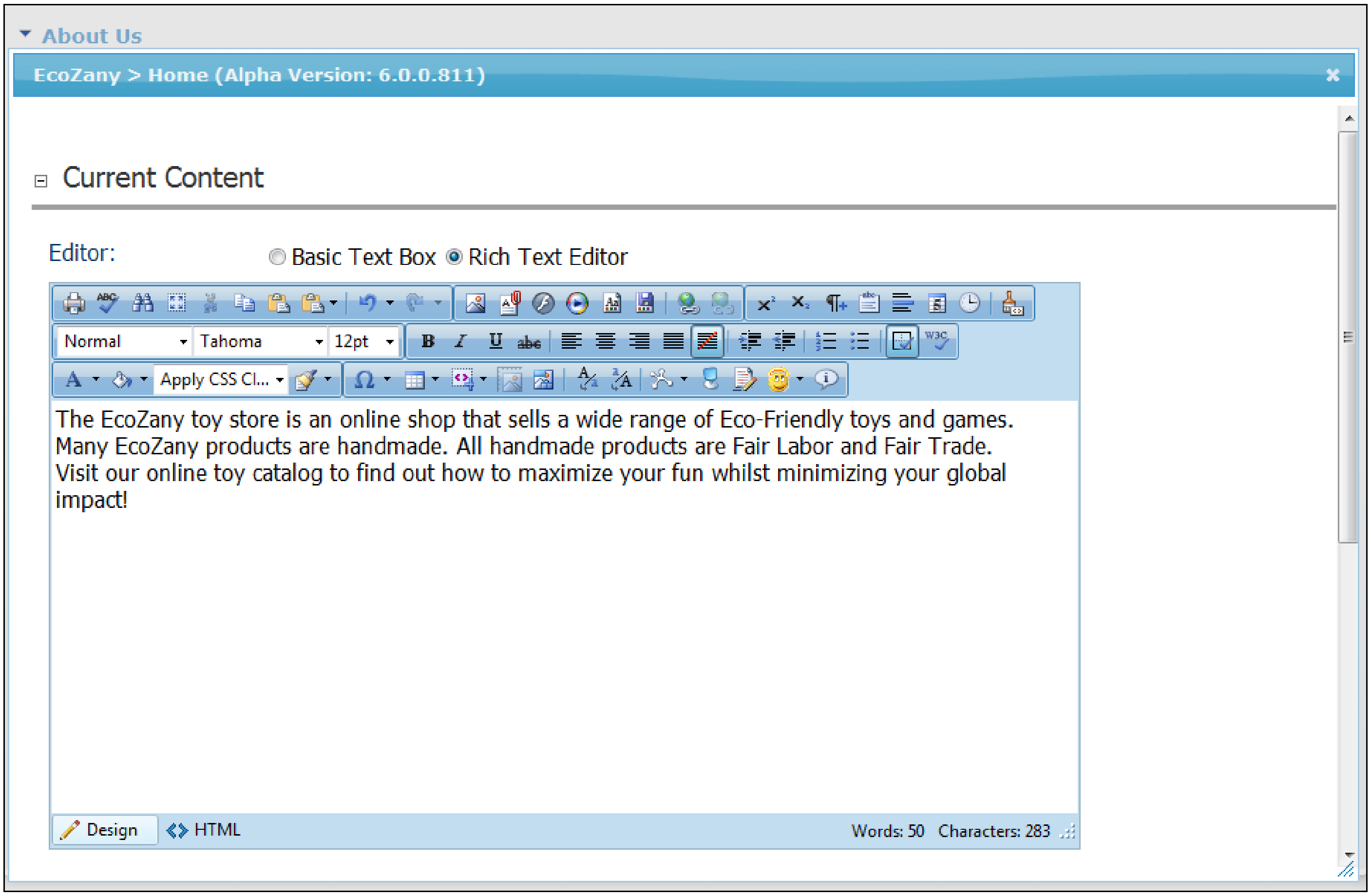
12. Click the Update link.

Usability Settings

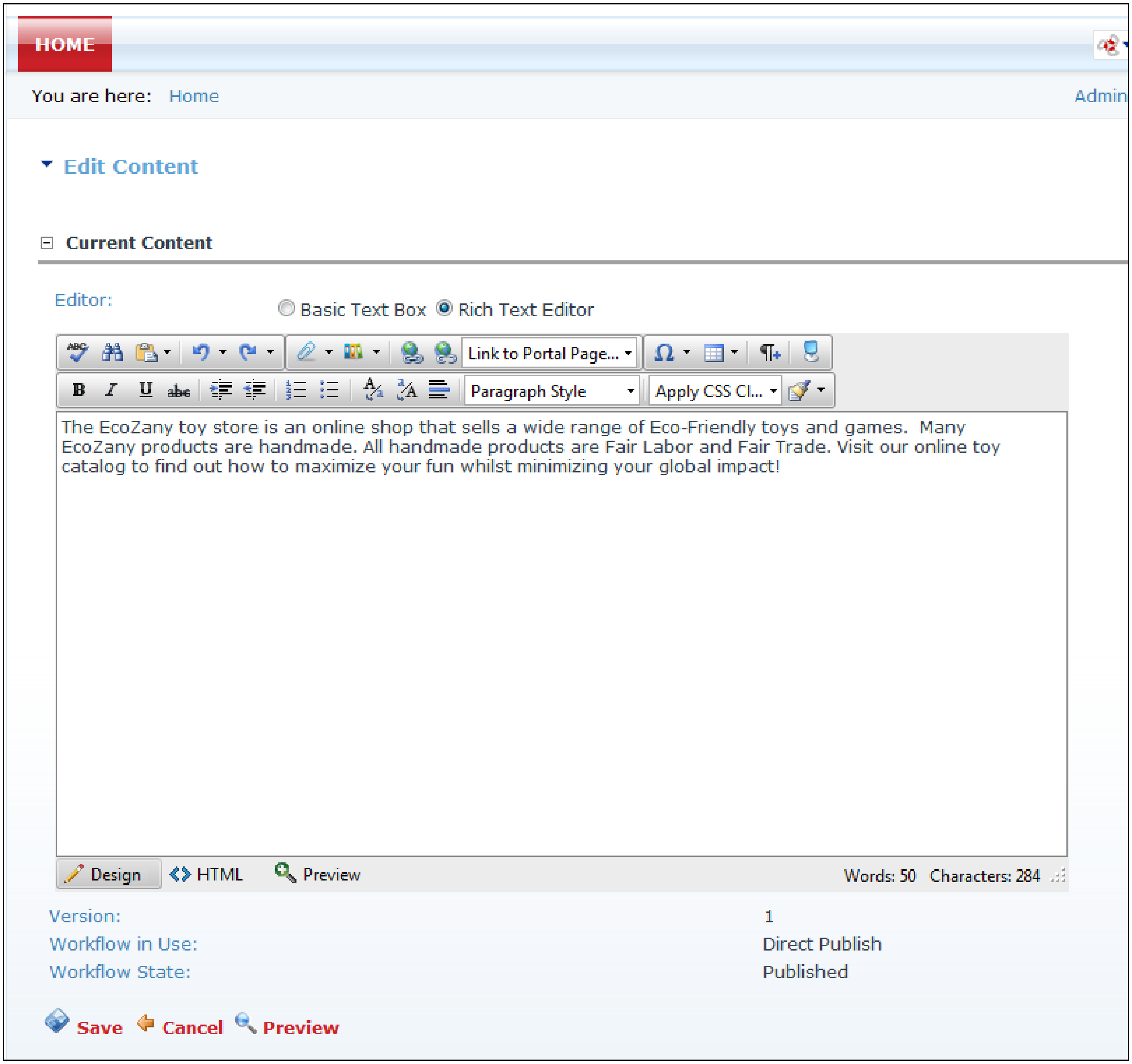
Enabling/Disabling Inline Editing

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.



- Uncheck the check box to use separate edit pages.



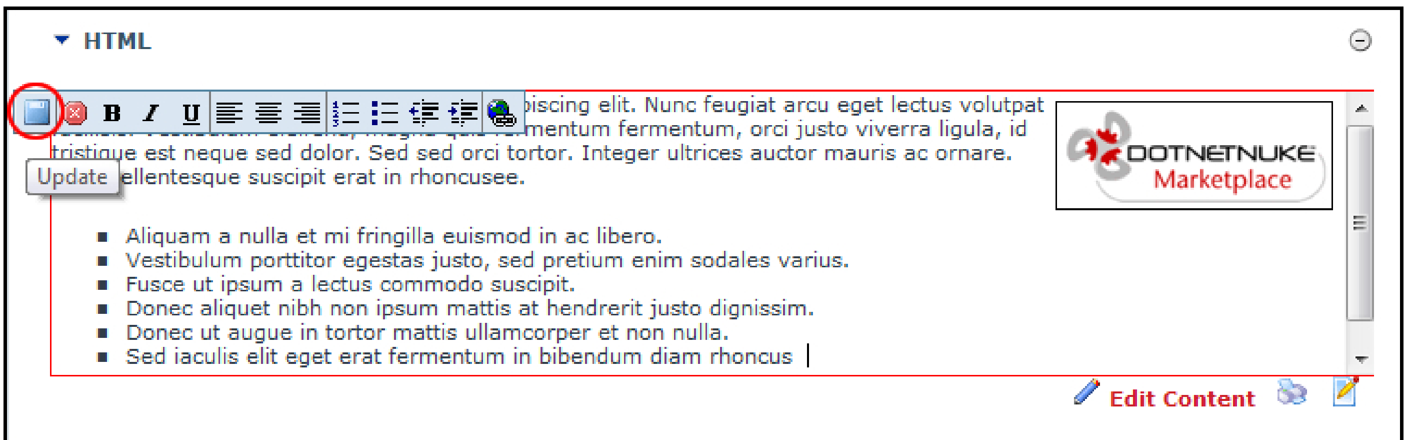
5. Click the Update link.

Enabling/Disabling Inline Editing

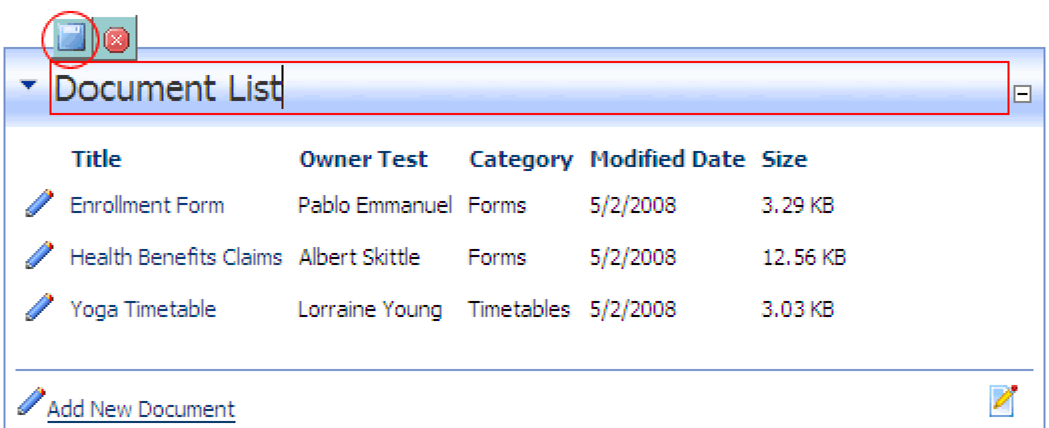
How to enable or disable inline editing. Inline editing enables authorized users to perform basic editing of HTML module content directly on the web page. It also enables inline editing of all module titles. Inline editing doesn't affect the standard method for editing content and module titles.

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

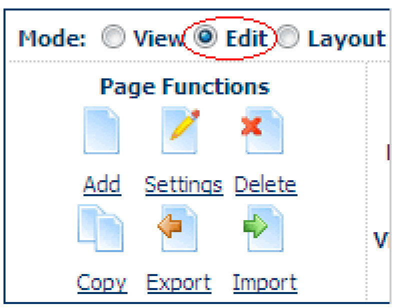
How to prevent or allow adding hidden folders or folders that start with underscore when performing folder synchronization.

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.

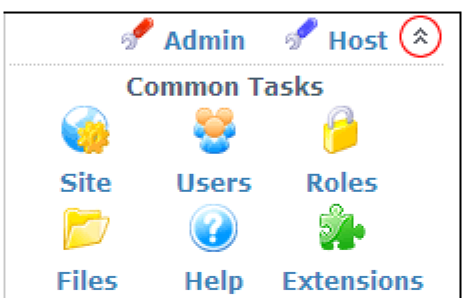
Configuring the Control Panel Options

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**.



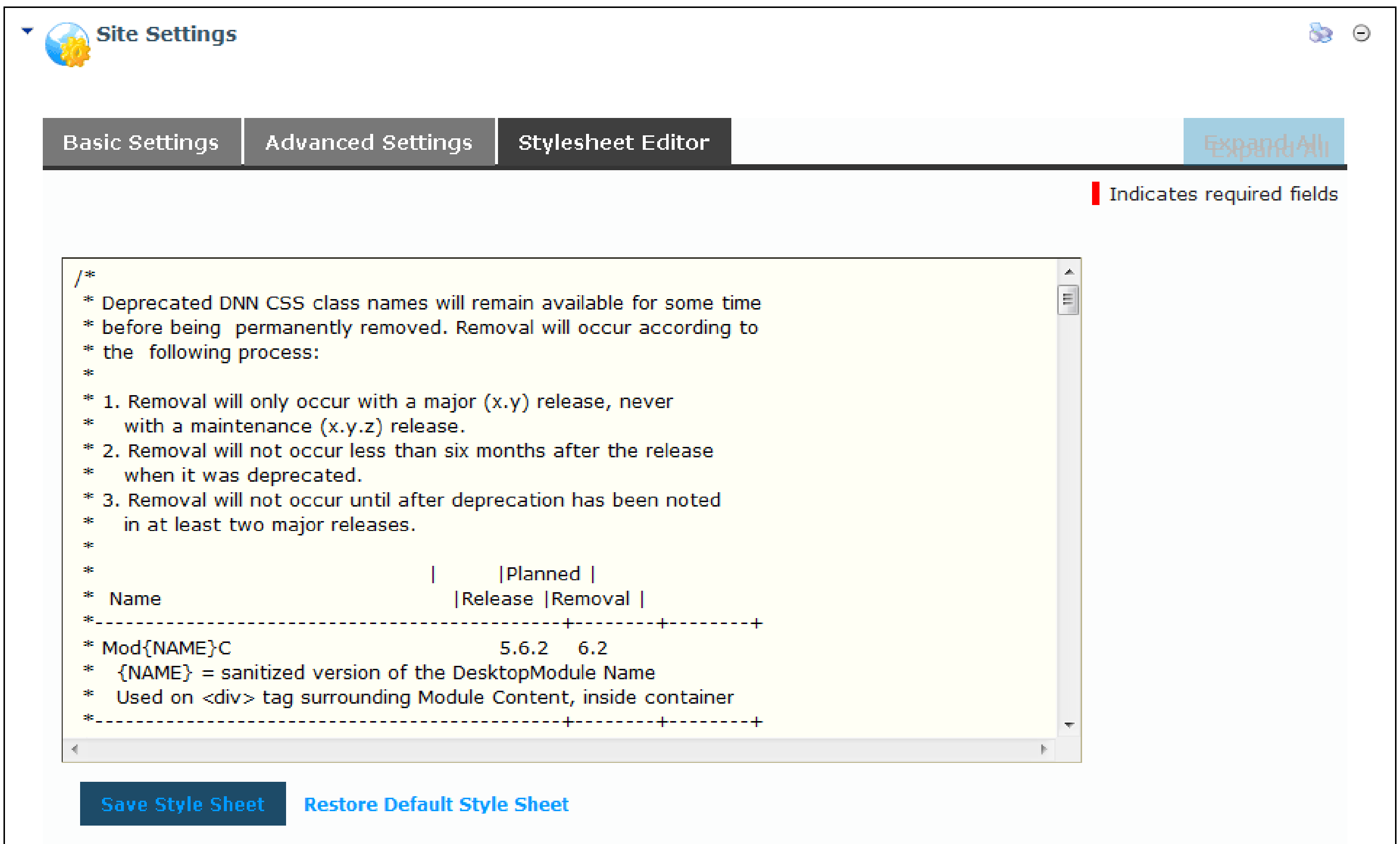
7. At **Control Panel Security**, select from the following options to set which editors (Page Editors and Module Editors, or Page Editors only) can view the Control Panel. Tip: Module Editor is any user authorized to edit module content, manage module content, etc. A Page Editor is any user authorized 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/

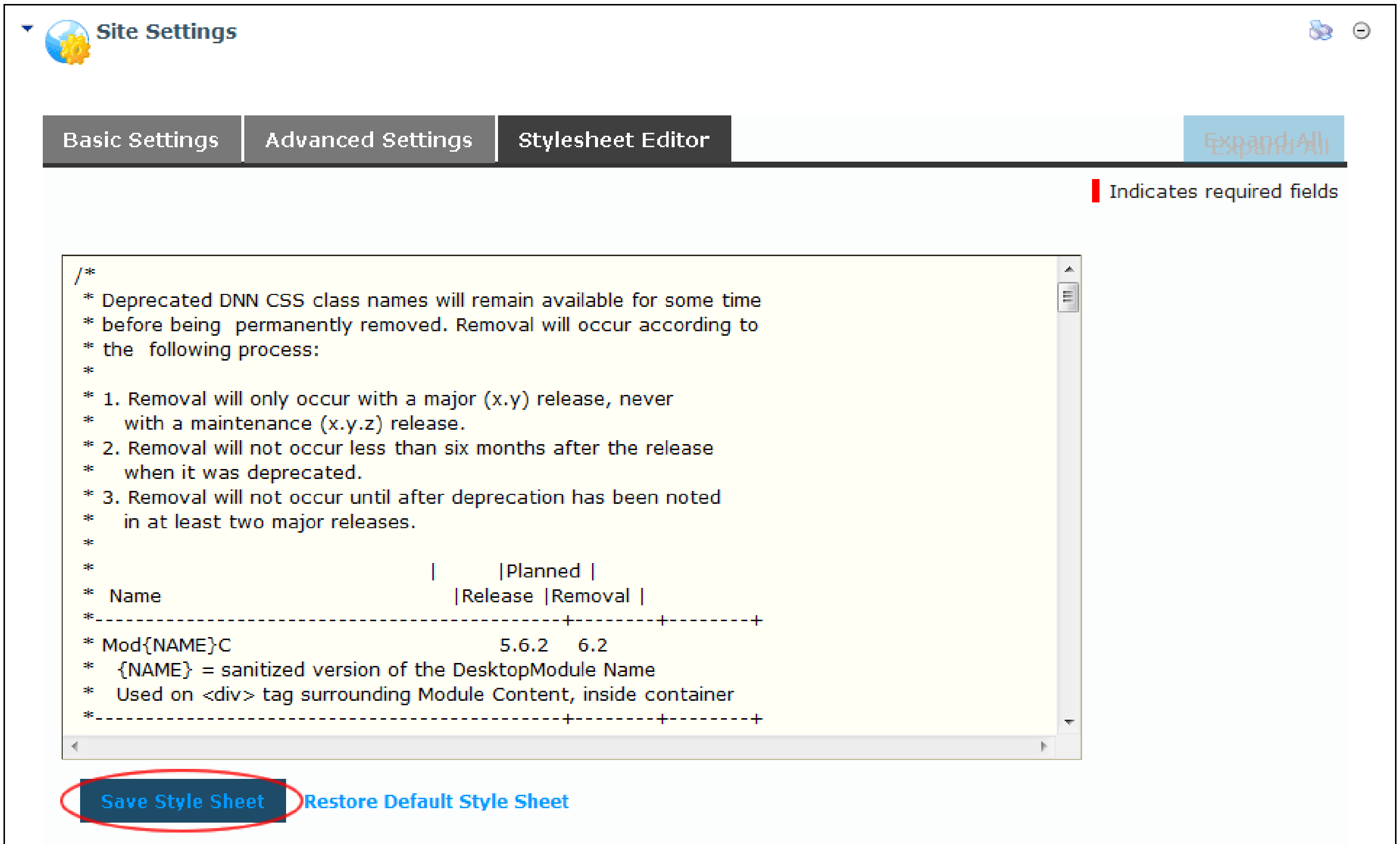


The DNN Stylesheet Editor

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.

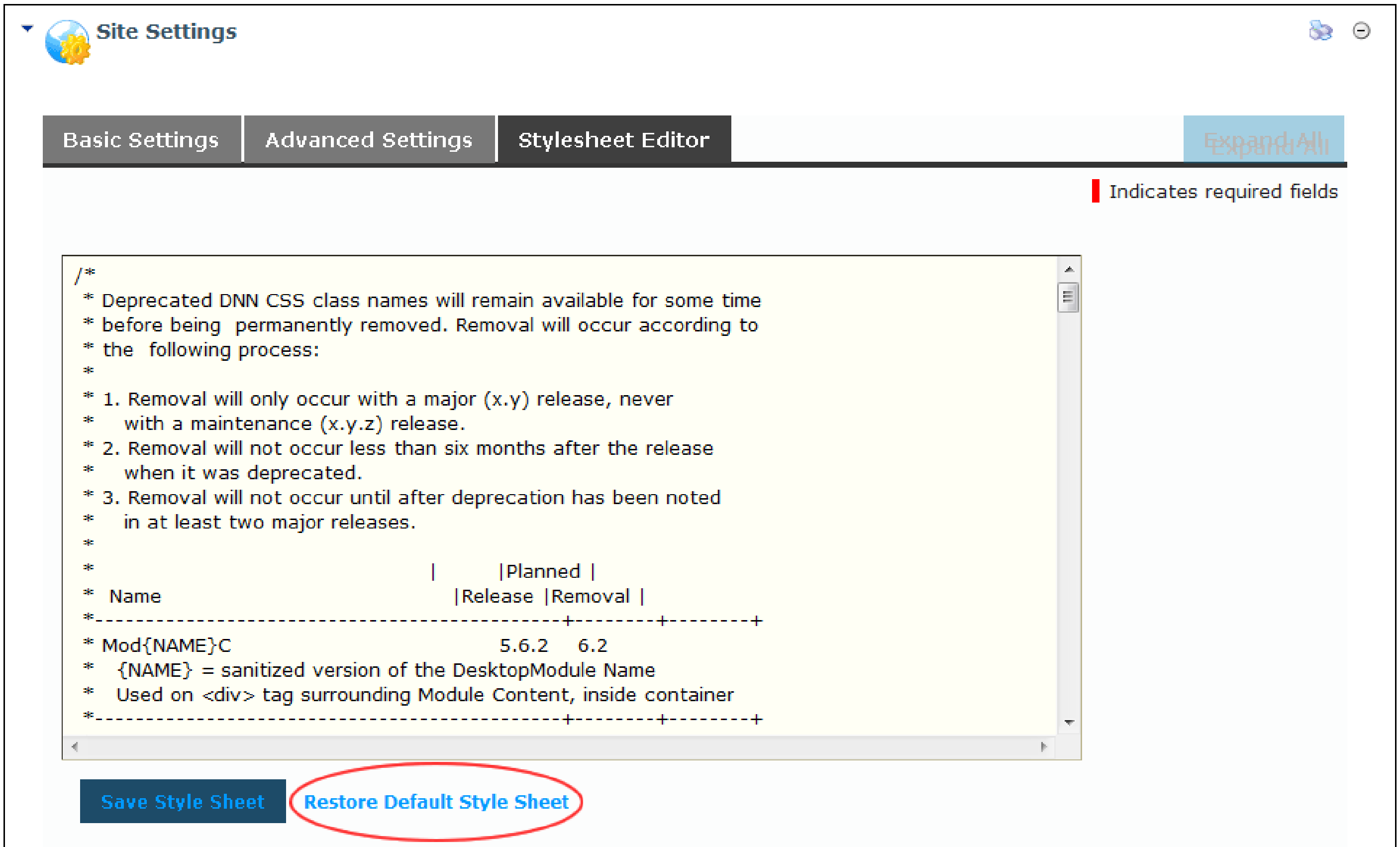


Editing the Stylesheet

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.



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 can also 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.

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).

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.

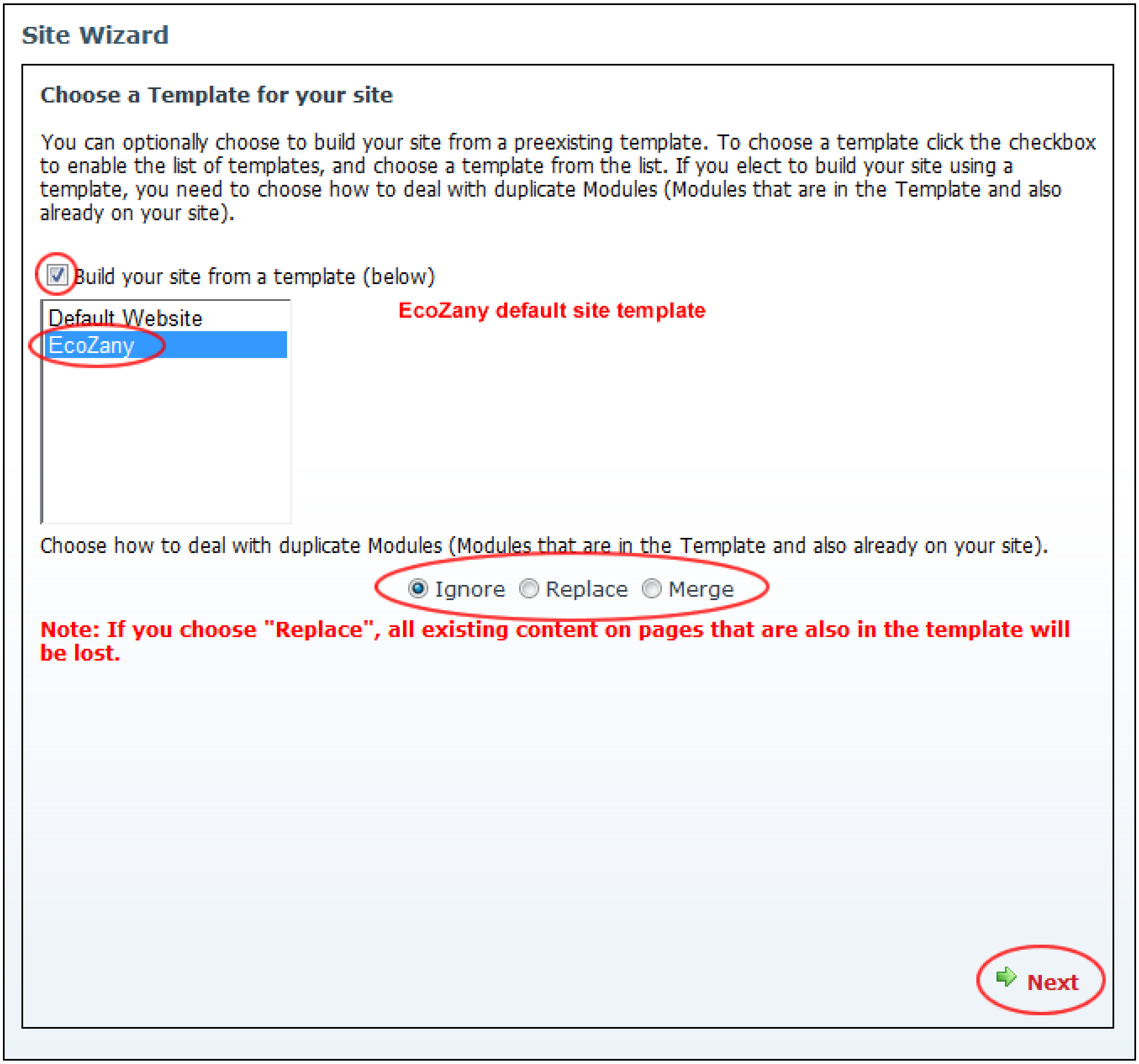
Step 1 - Site Configuration Wizard

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

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.

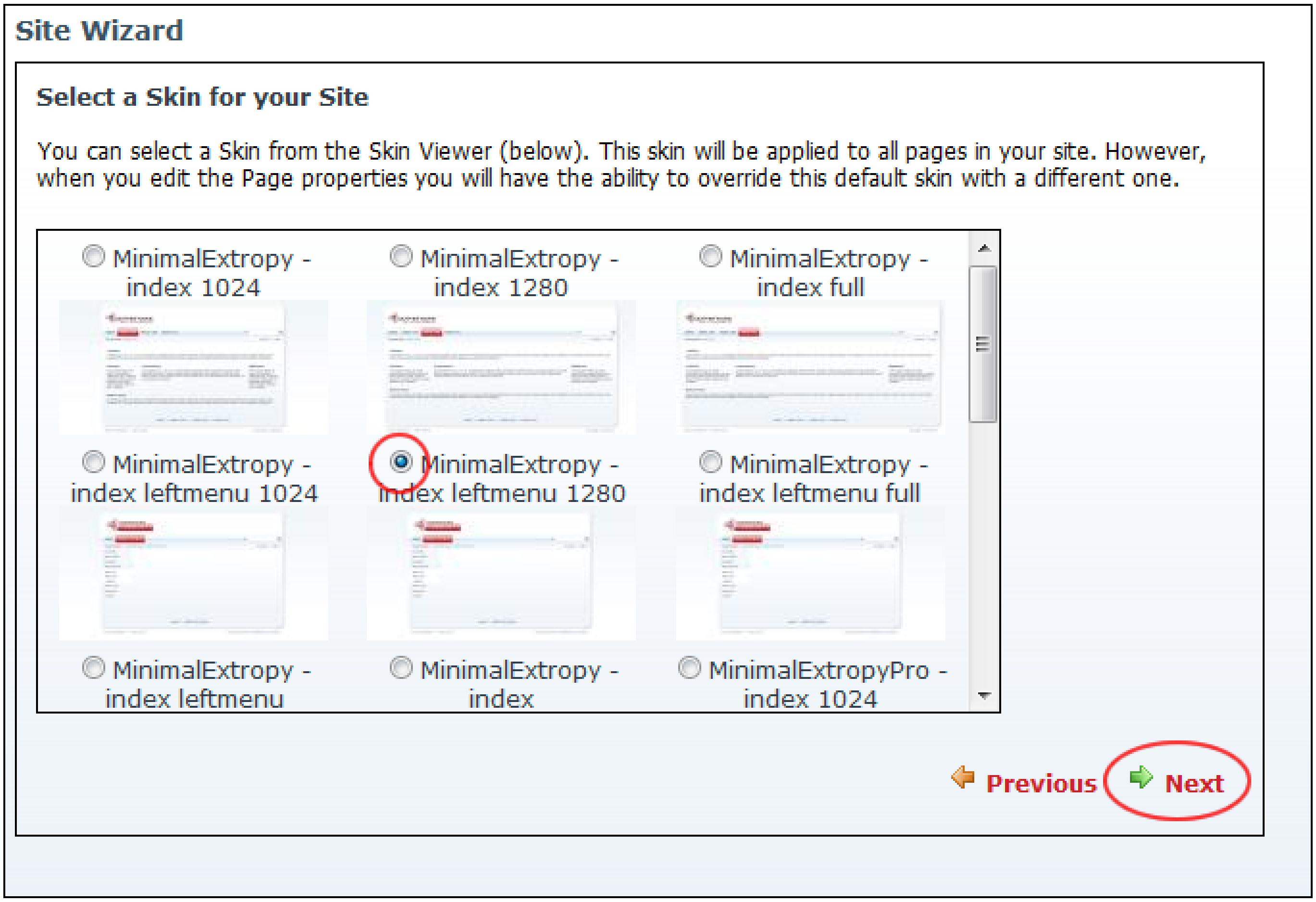


Step 3 - Select a Skin for your Site

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.

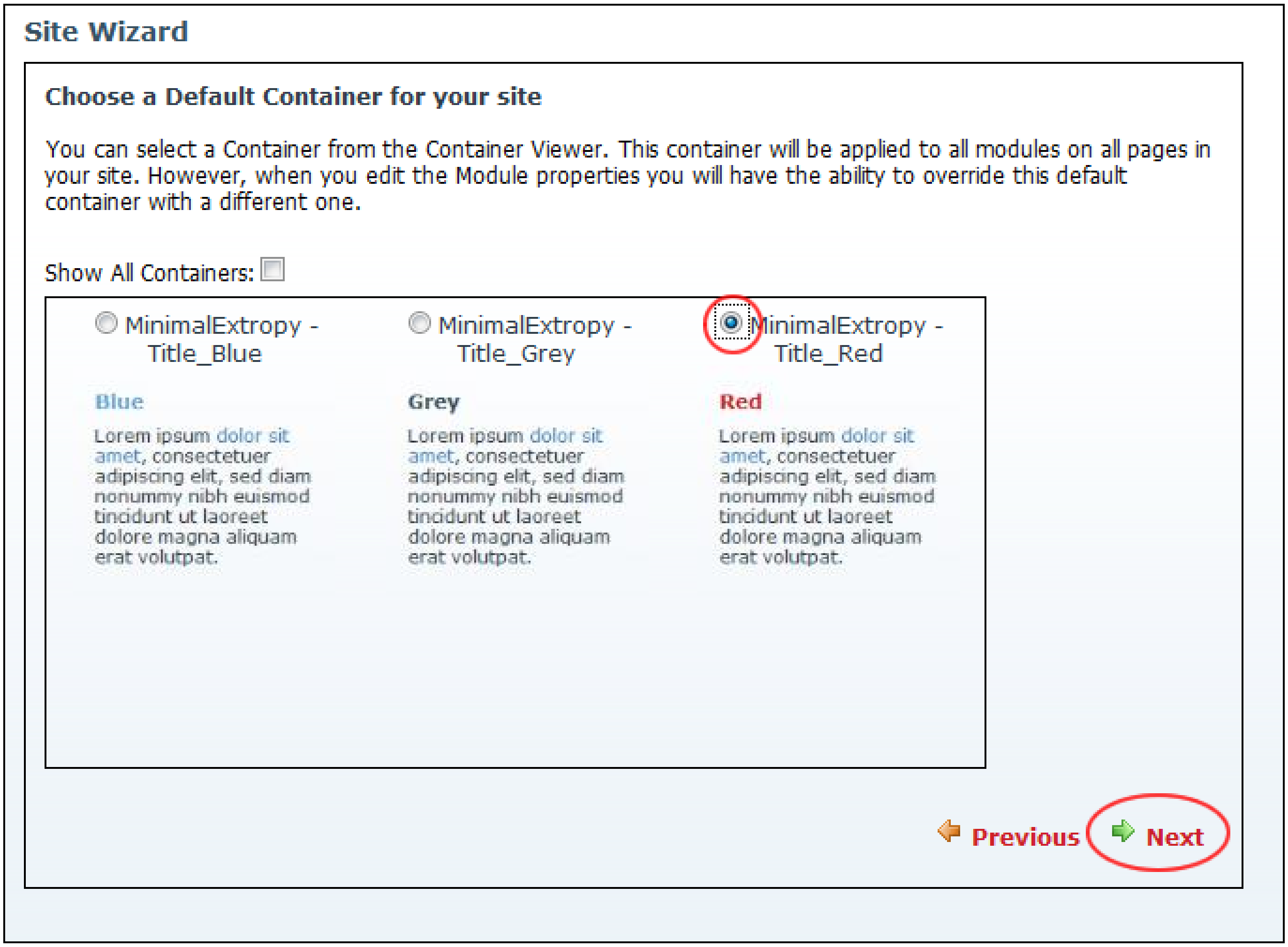


Step 4 - Choose a Default Container for your site

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.

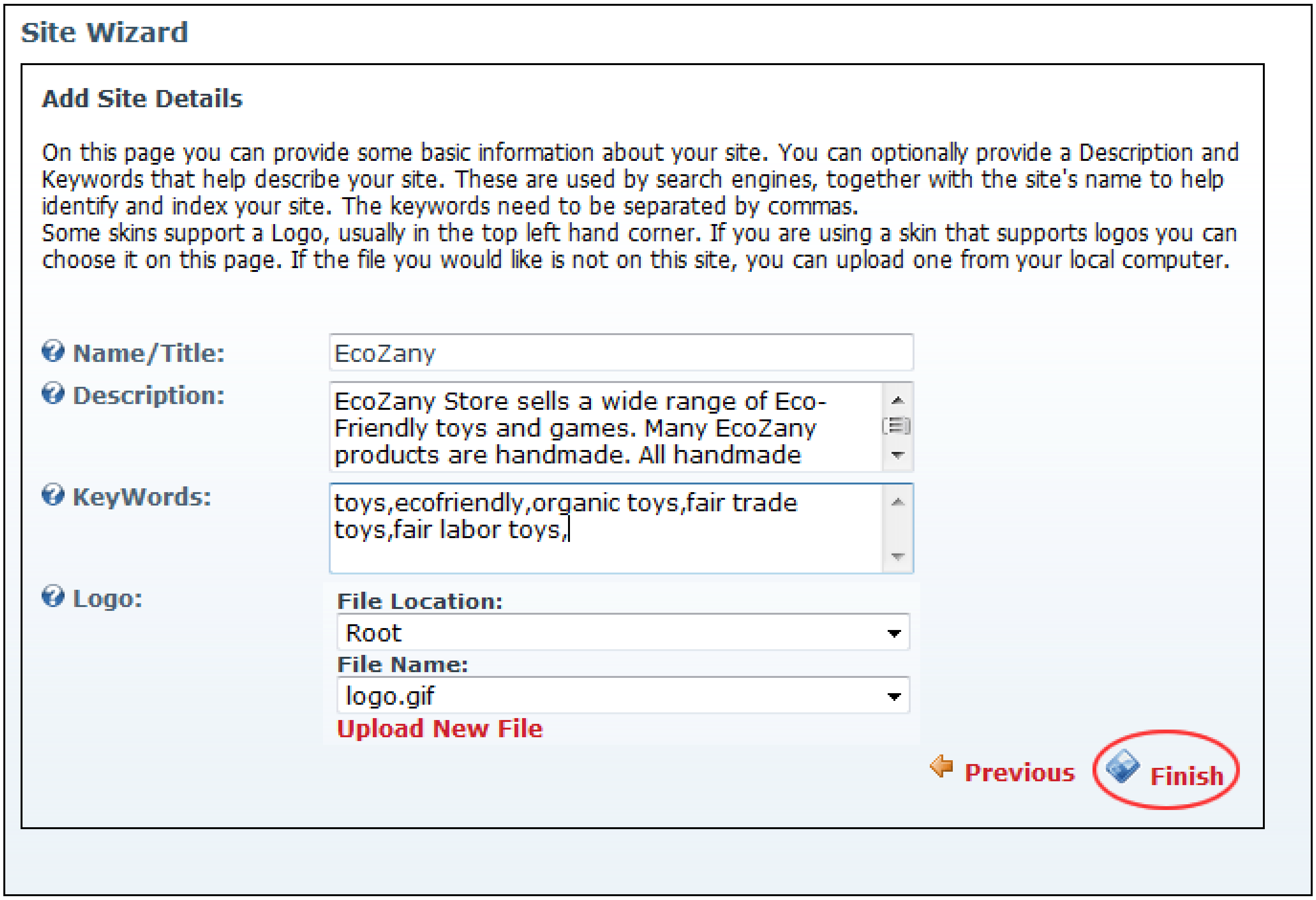


Step 5 - Add Site Details

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.



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)"

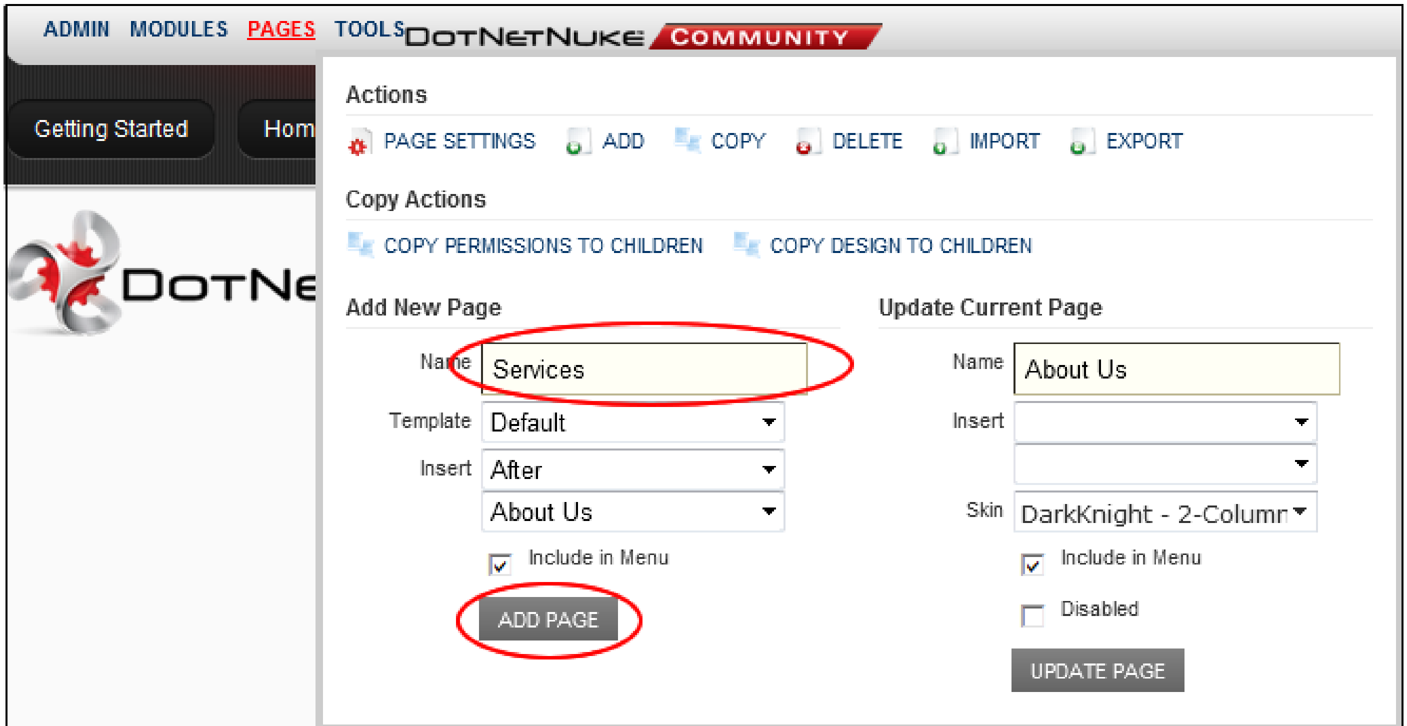
Adding A New Page Visible to Administrators only using the RibbonBar

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.



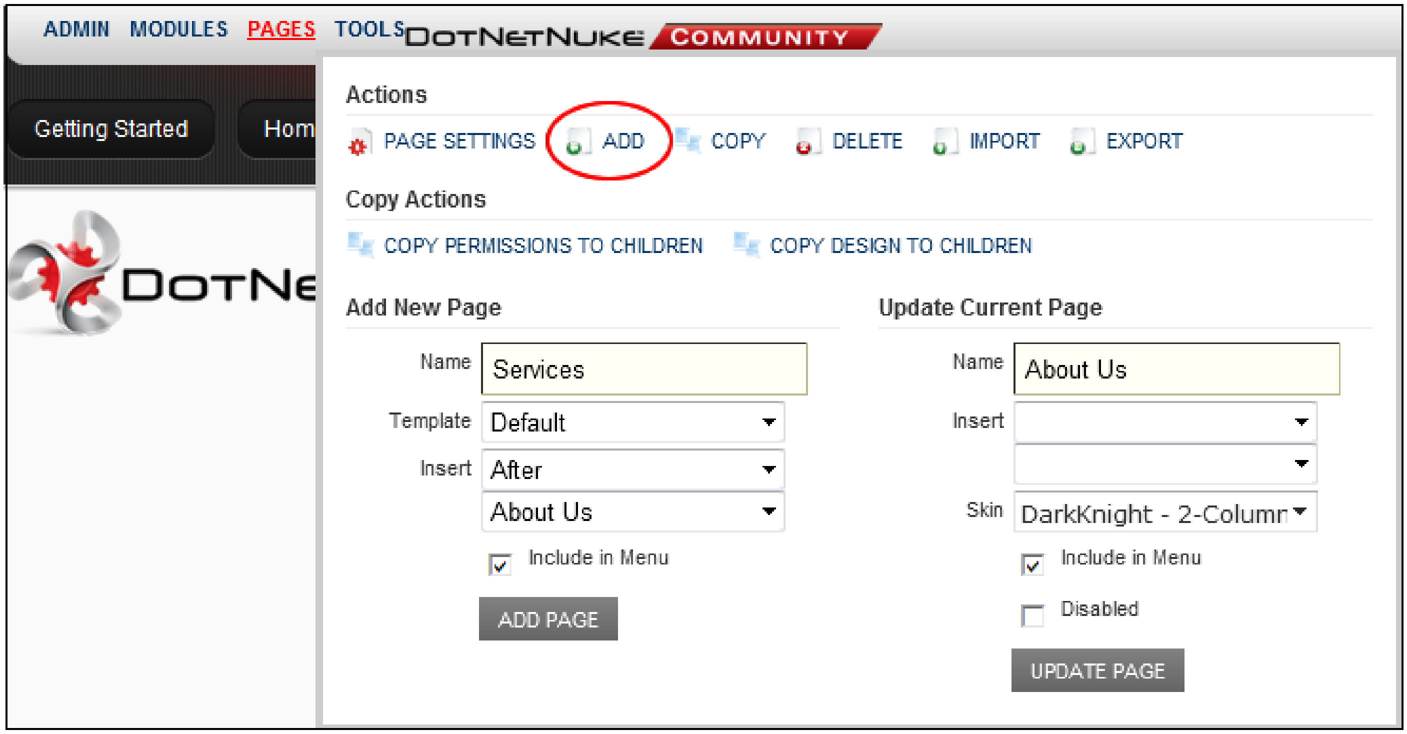
Adding a New Page using the RibbonBar

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:

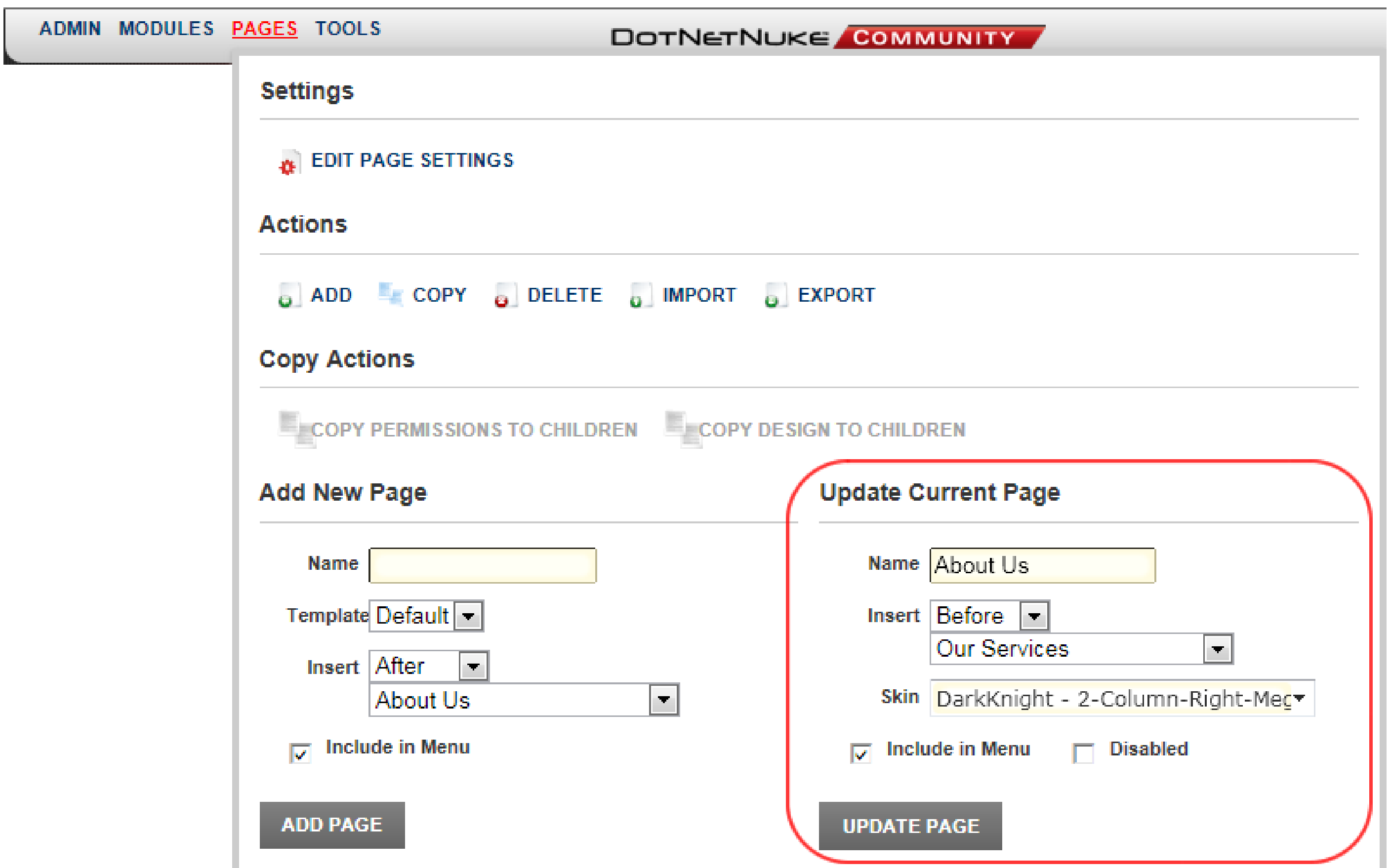
- See "Adding a New Page (Default Language)"

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.



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.

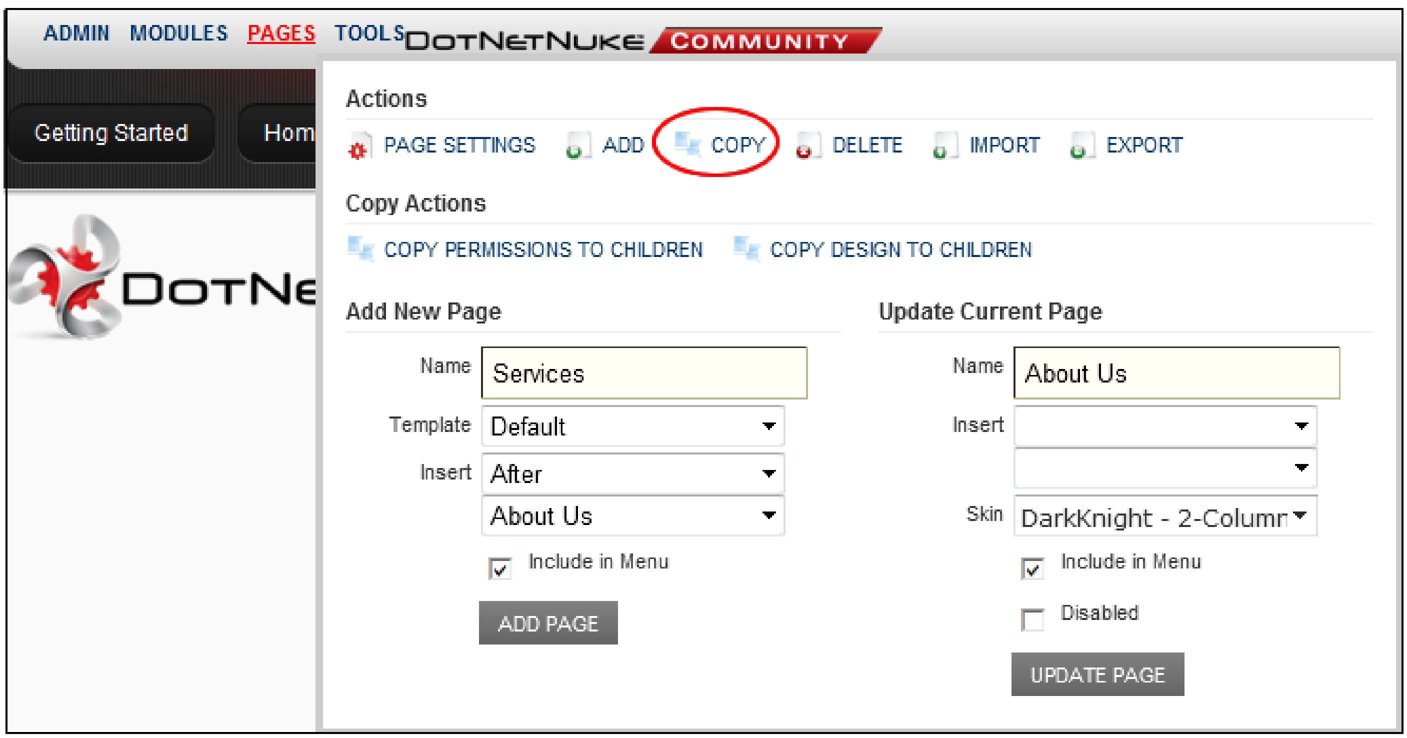
Copying a Page

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.



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 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

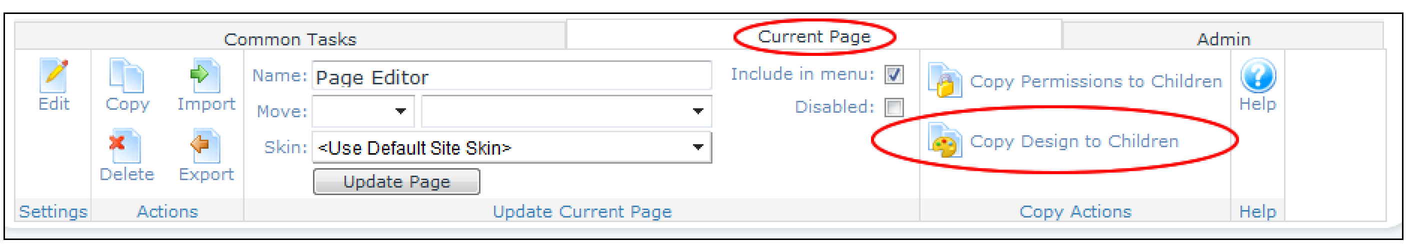
How to copy the design applied to a page to all of its child (descendant) pages. This applies the Page Skin and Page Container settings of the parent page to all child pages. This setting is only available for existing pages with child pages.

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".

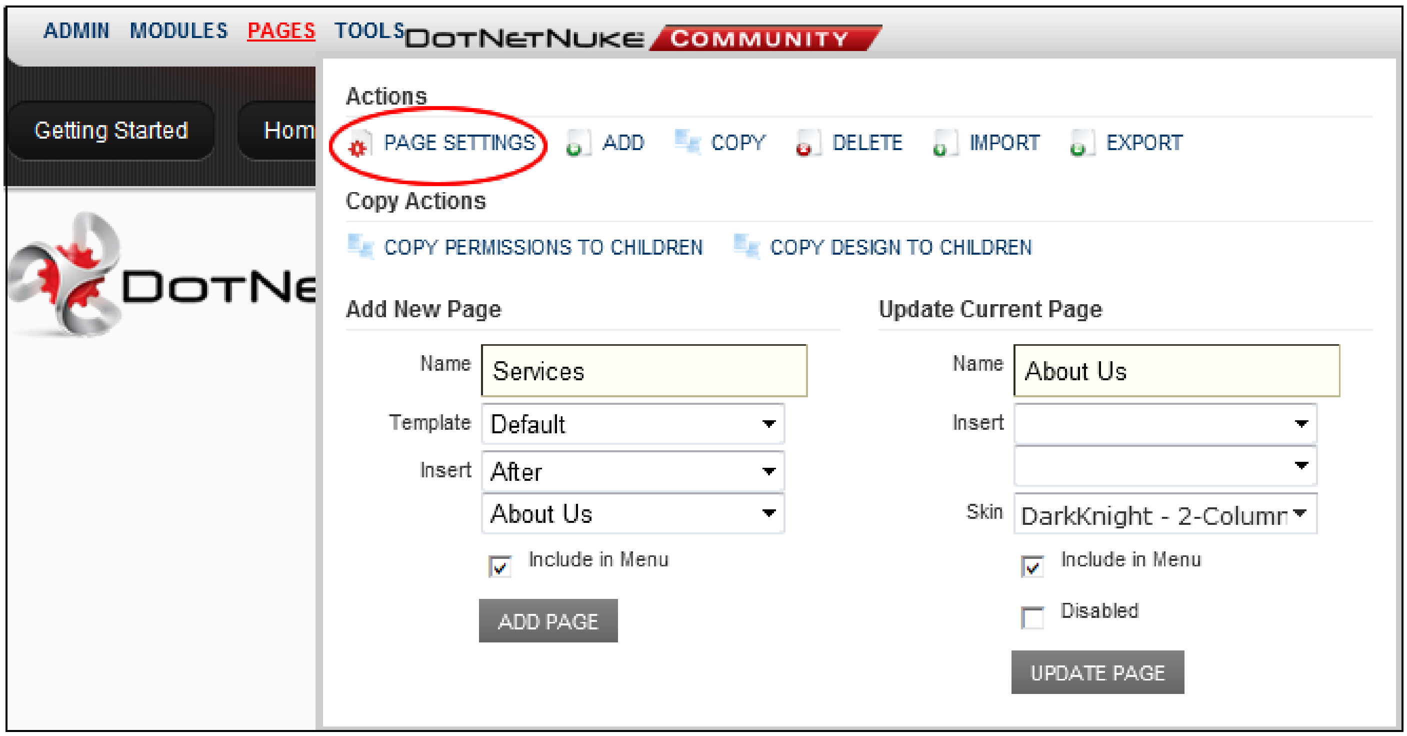
2. Go the Page Functions section and select Settings. This opens the Page Settings page.

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

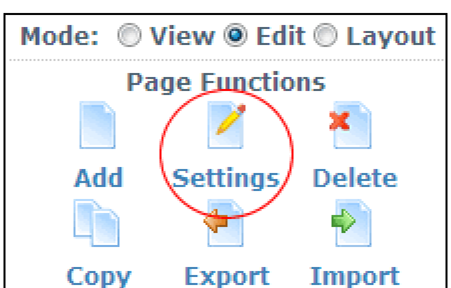
How to edit the settings of the current page via the Control Panel

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



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.



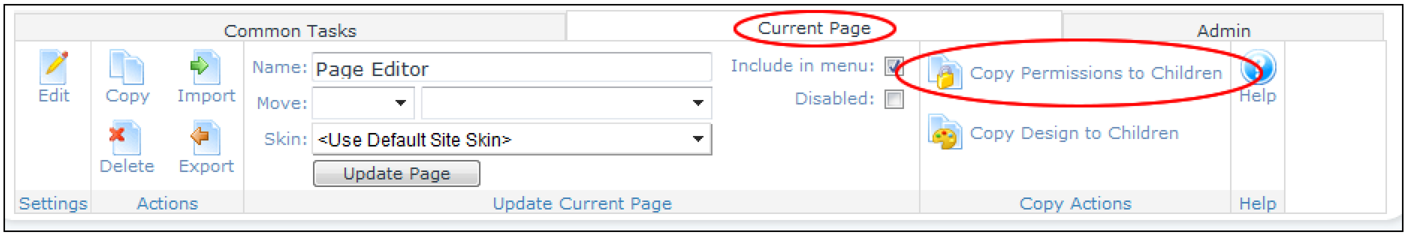
Accessing Page Settings using the Iconbar

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

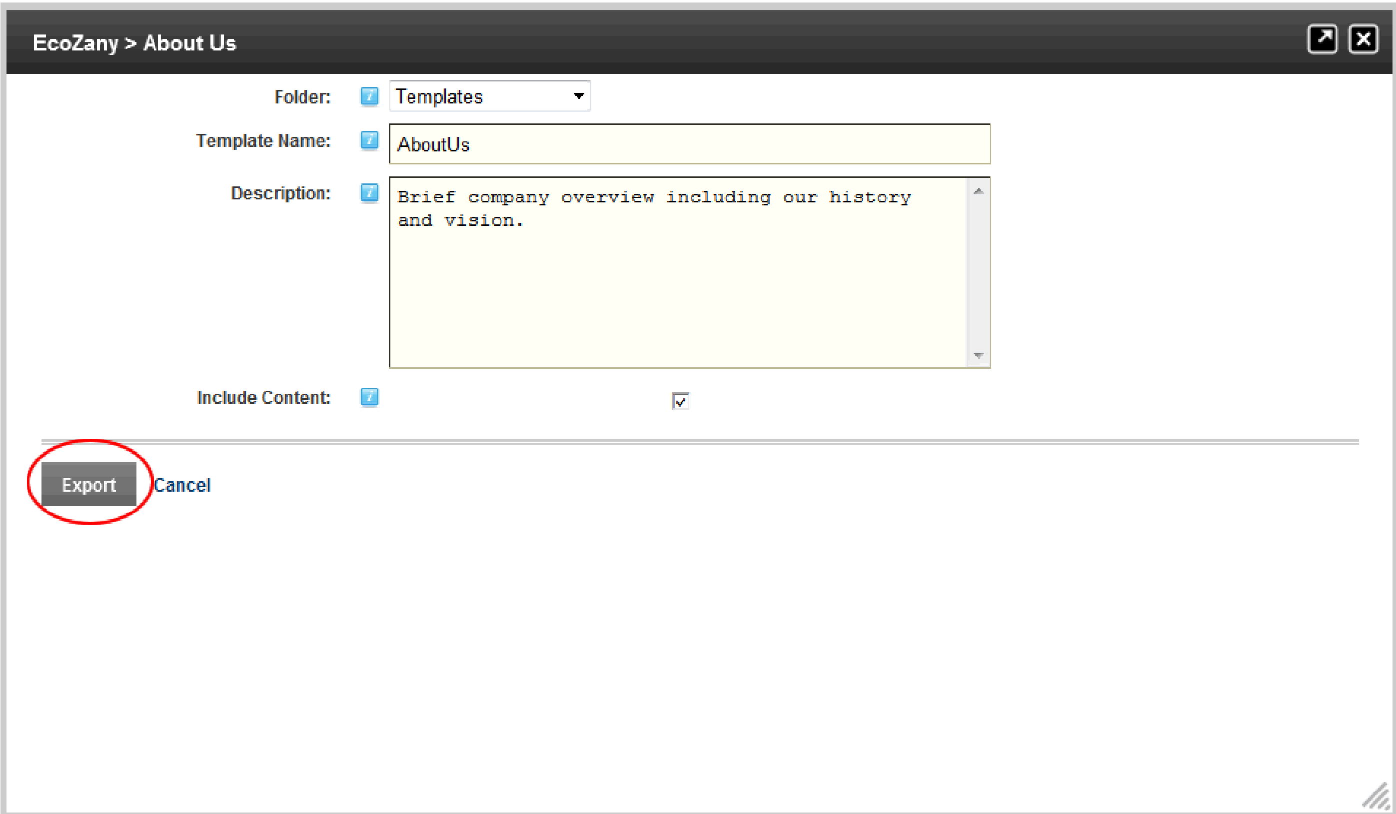
1. Navigate to the required parent page.
2. Maximize the Control Panel.
3. Go the Page Functions section and select Settings.
4. Go the **Basic Settings - Page Details** section.
5. At **Copy Permissions to Descendants**, click the Copy Permissions link.
6. Click the Update link.

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.



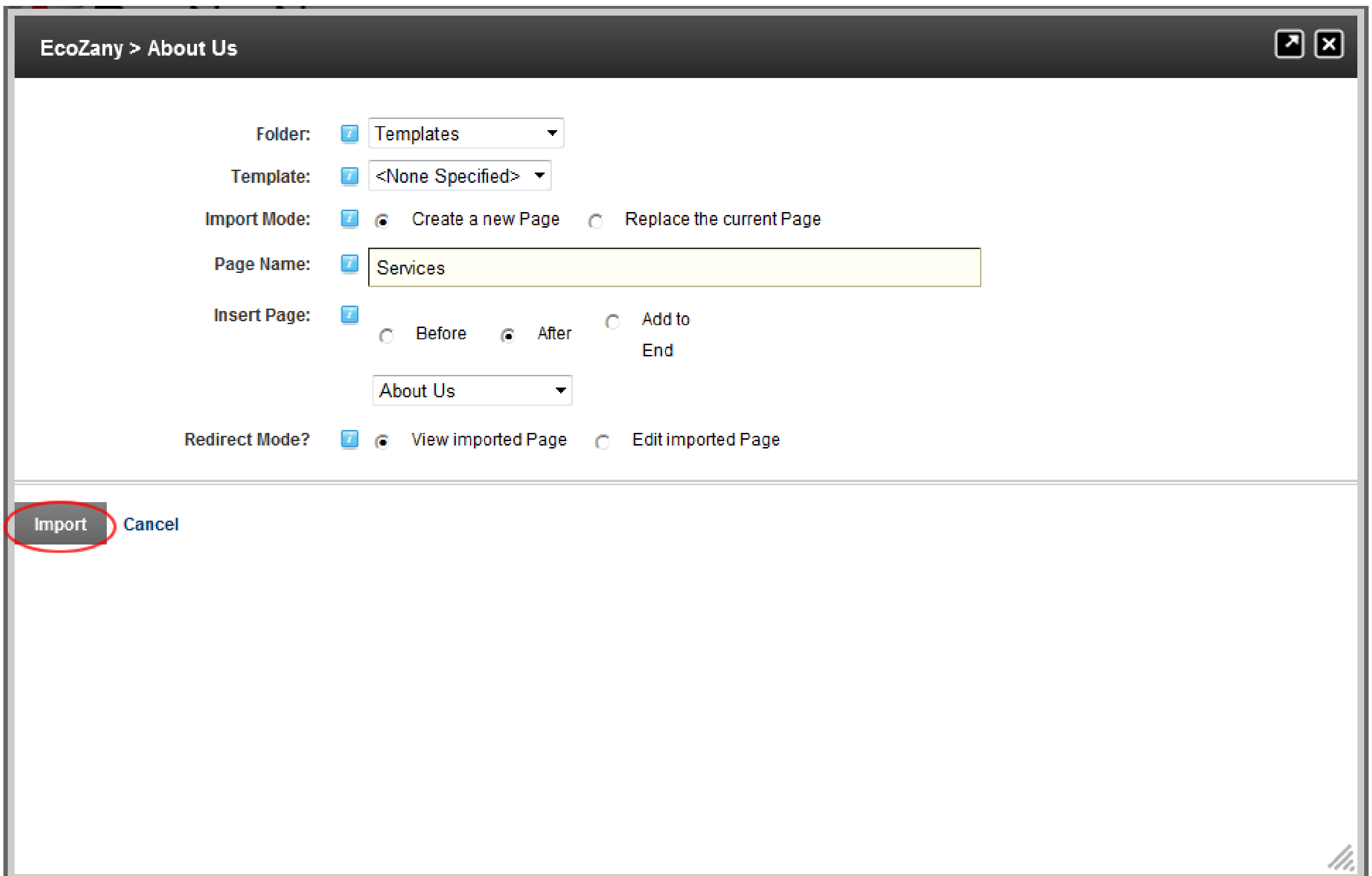
8. The path where the page template has been created is now displayed.

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

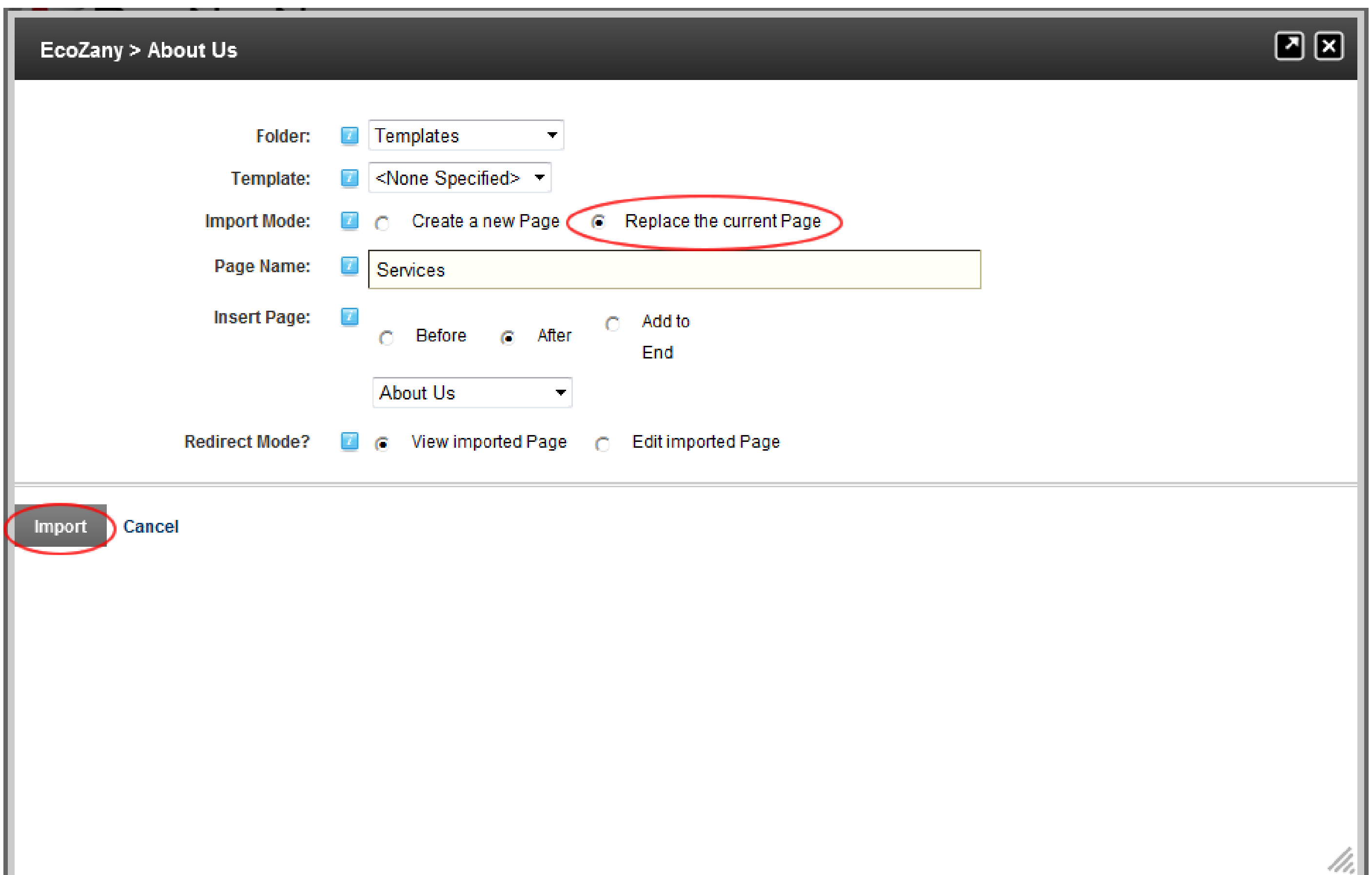
Tip: View the new page to ensure that any modules that are set to display on all pages are not duplicated. This may occur if the selected template includes modules that are displayed on all pages.

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.

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.

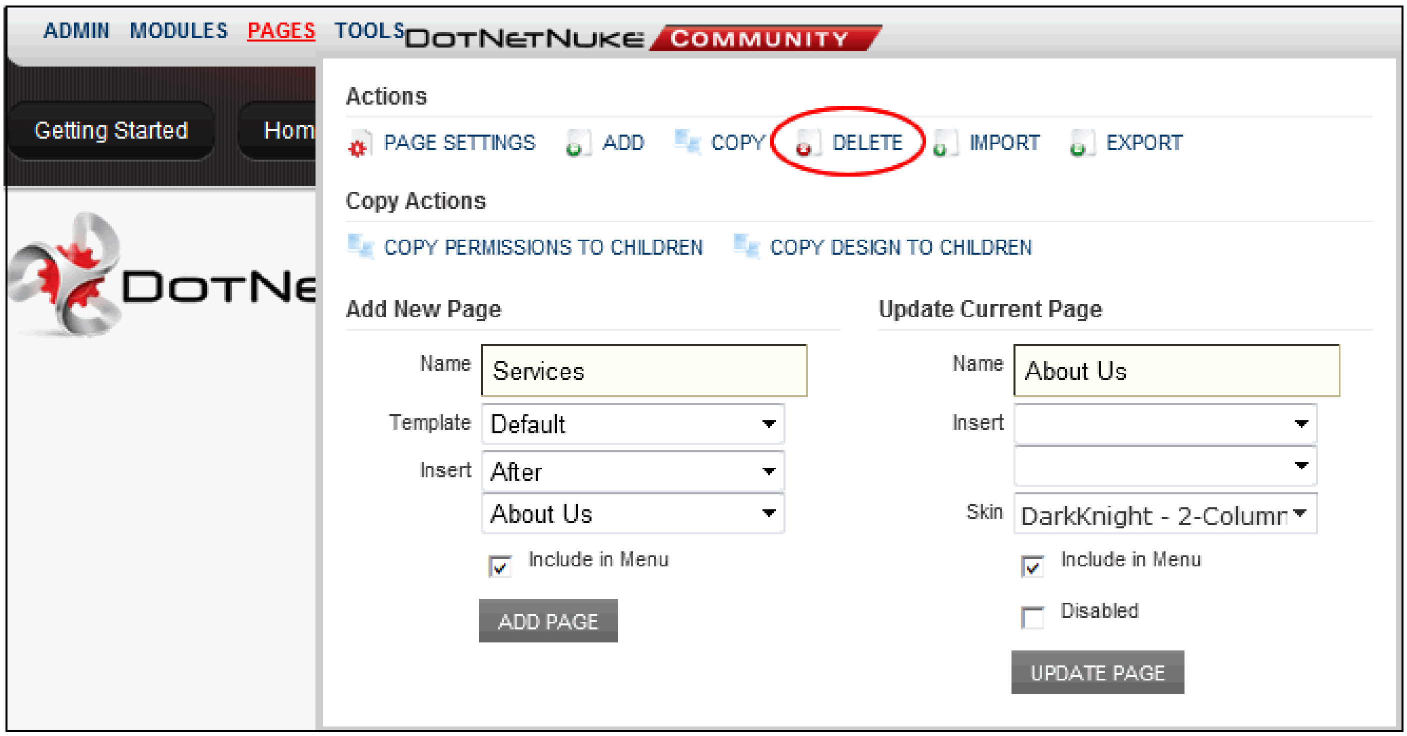


Replacing the Current Page with a Page Template (Import Page)

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?"



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

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

Related Topics:

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

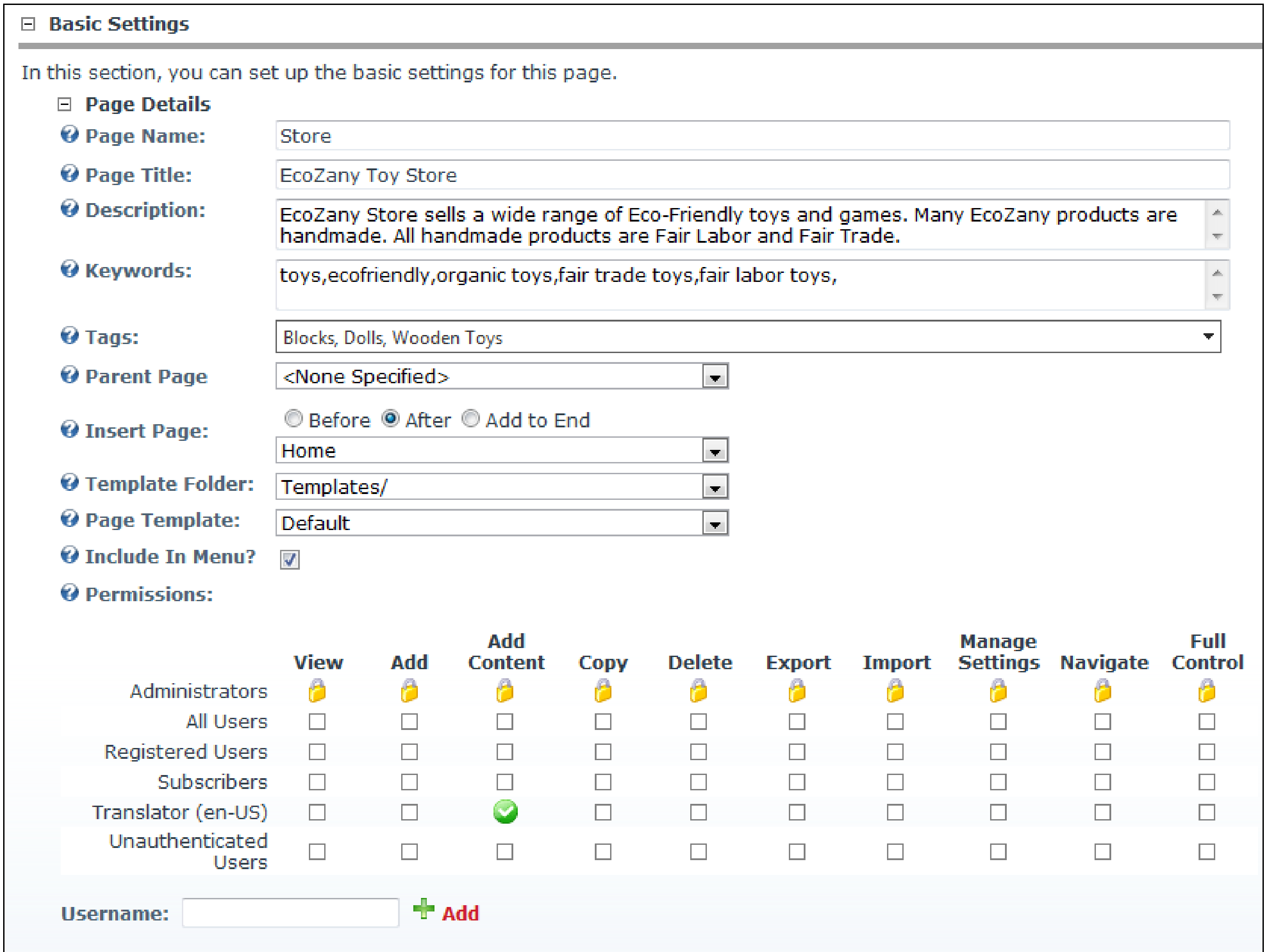
Page Settings

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 for New Pages

Related Topics:

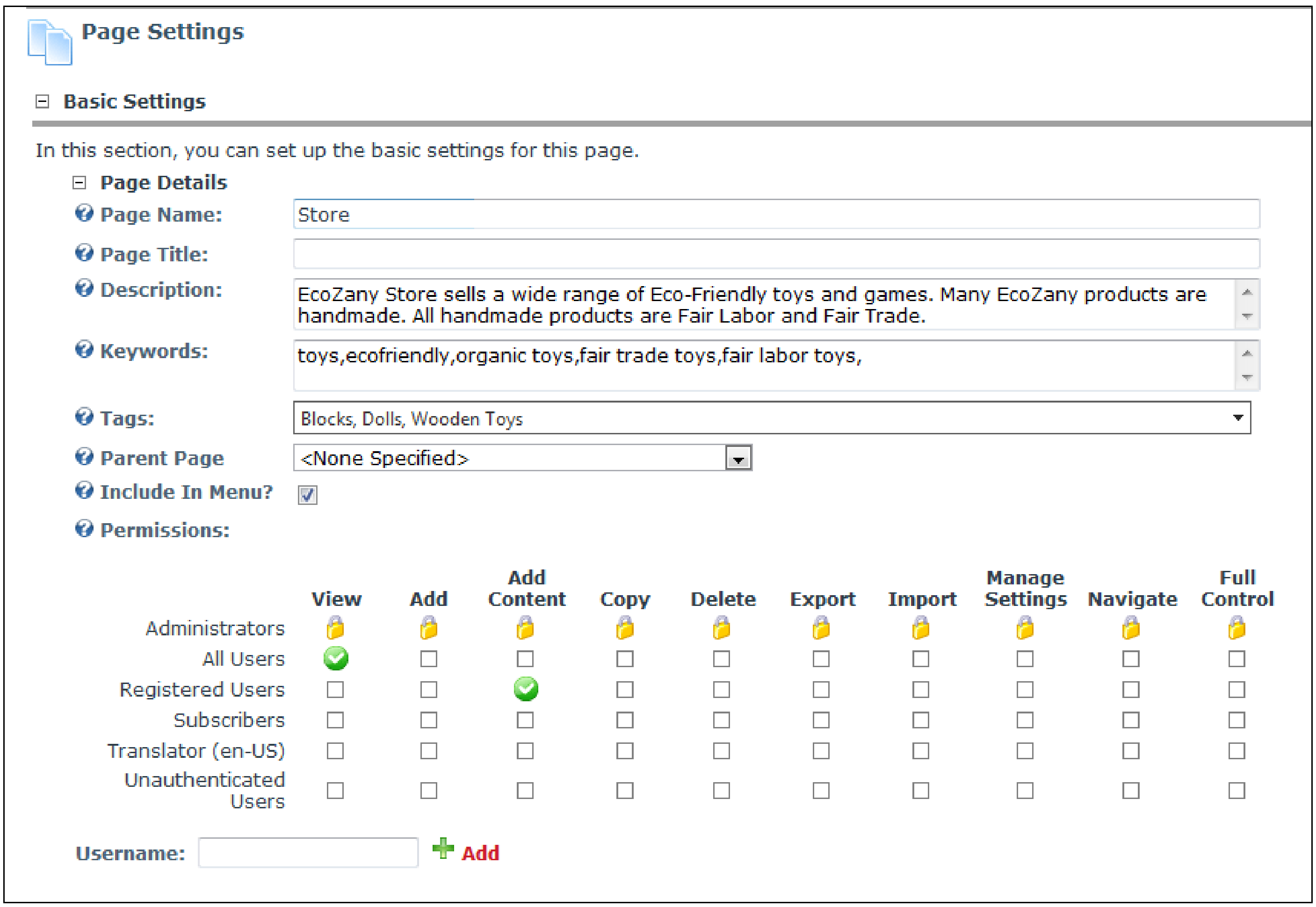
- See "About the Taxonomy Manager Module"

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.

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. Note: Tags can be created by users (See "Tagging Page Content") or editors (See "Creating a Vocabulary").
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: Users can only select parent pages which they have been granted **Add**, **Full Control** permissions for (Edit permissions in Community Edition)
8. At **Include In Menu?**, check the check box to include this page in the menu - OR - Uncheck the check box to hide the page.
9. Click the Update Page link.



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"

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.

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.

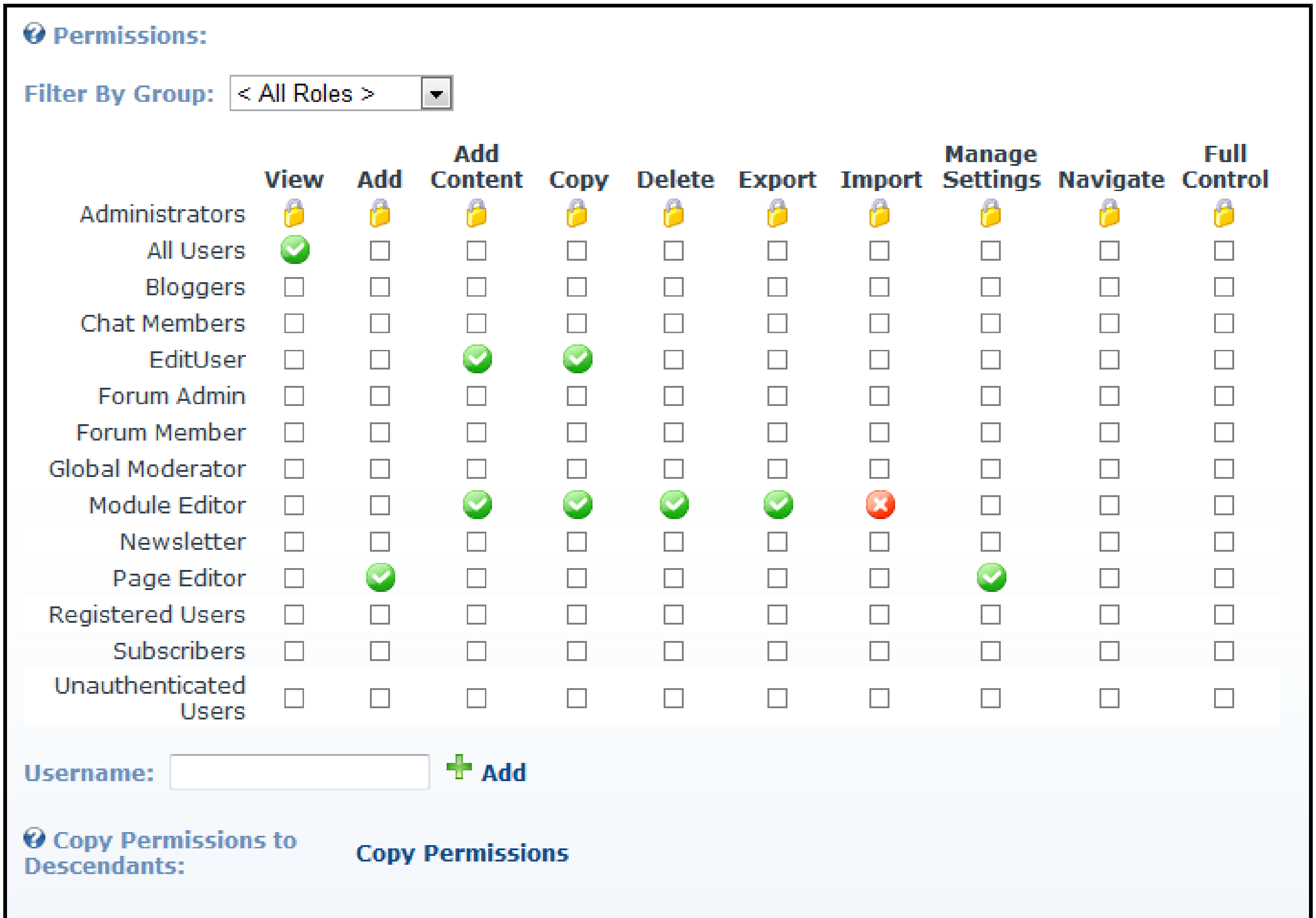
- **Permission Denied**: Permission to copy the page is denied, unless Full Control is granted.
- **Not Specified**: Permissions are not specified. Users are unable to copy the page unless they belong to another role/username which has been granted permission.

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.



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".

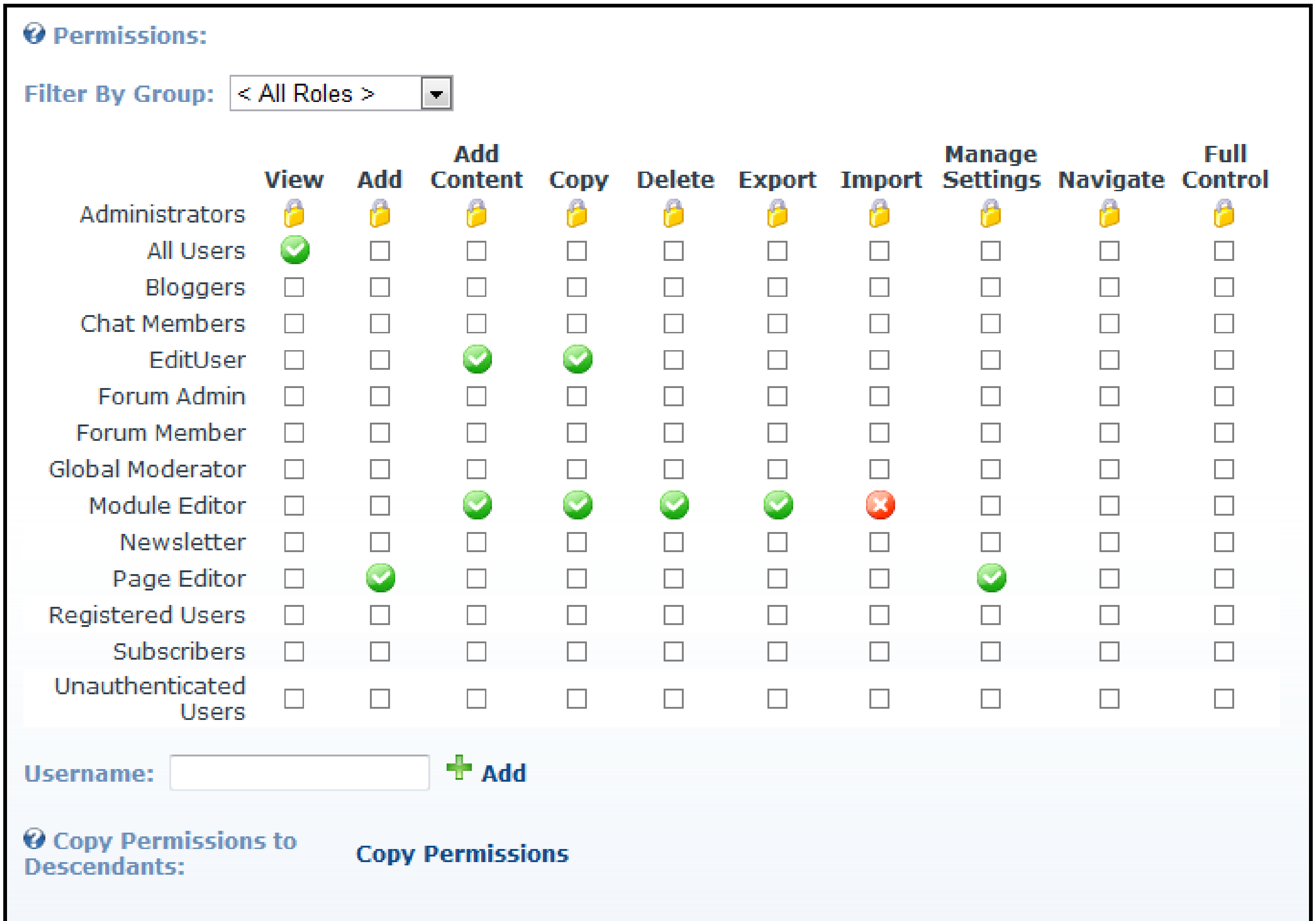
Important. In DNN Community edition, page management permissions consist of only two settings: **View Page** and **Edit Page**. In DNN Professional, page management has ten permissions.

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.

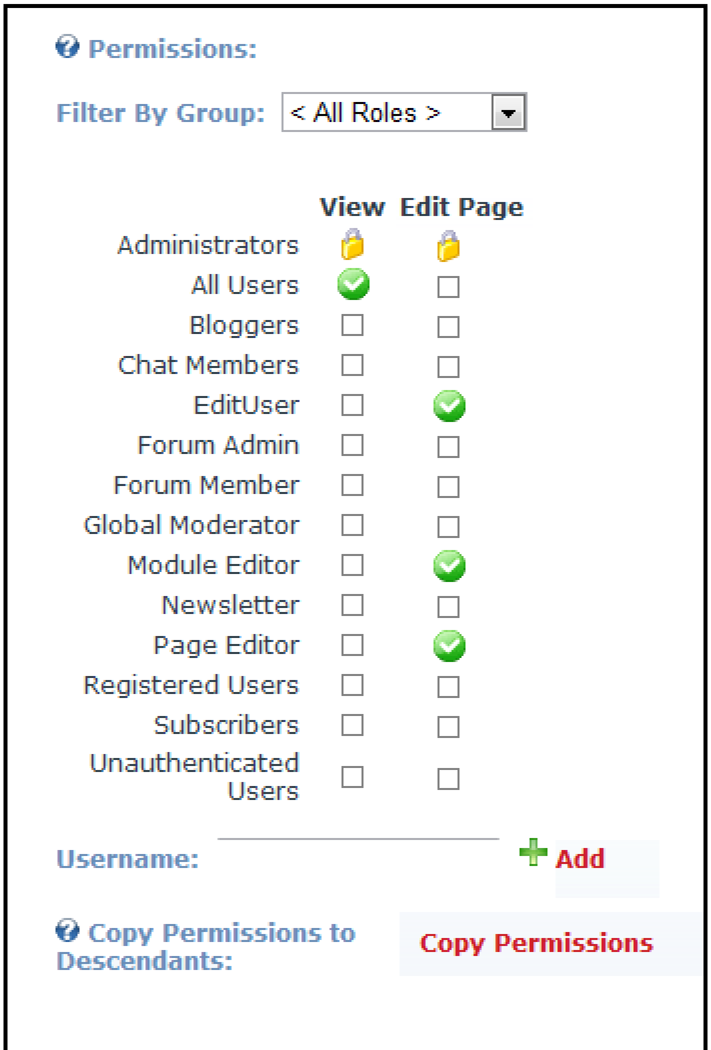


Page Permissions in DNN Professional Edition

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.



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.

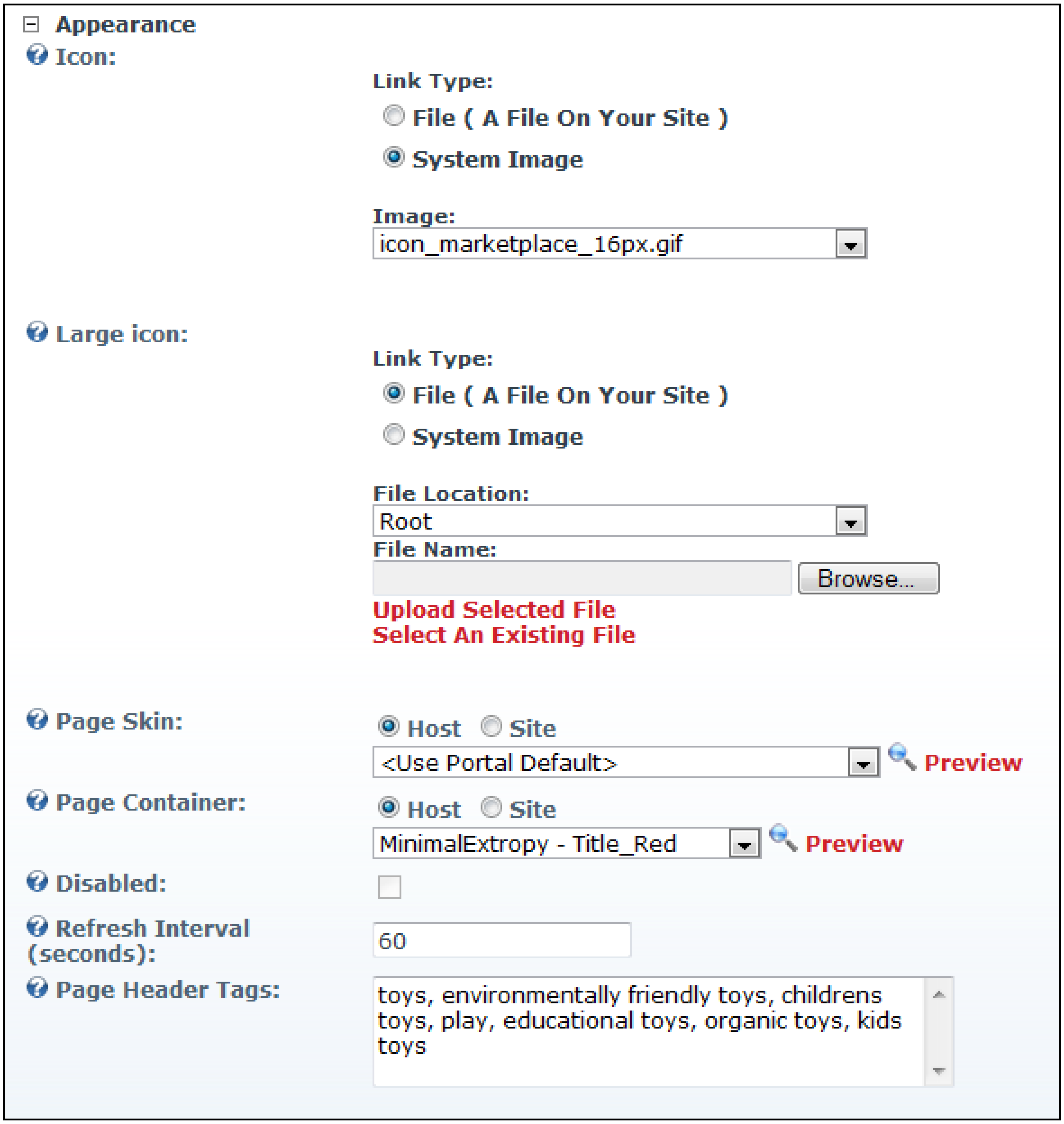
b. At **Large Icon**, using the same steps as for the above field, select an image to be used as the Large Icon for any Console module relating to this page.

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"

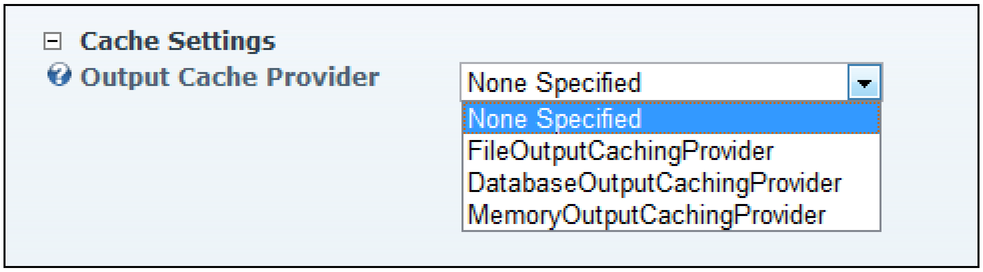
d. At **Page Container**, select **Host** or **Site** to view the associated containers and then select a container from the drop down list. Note: The default option of **<Use Portal Default>** uses the skin is set as the default for this site. See "Setting the Default Portal Skin and Container"

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.



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.

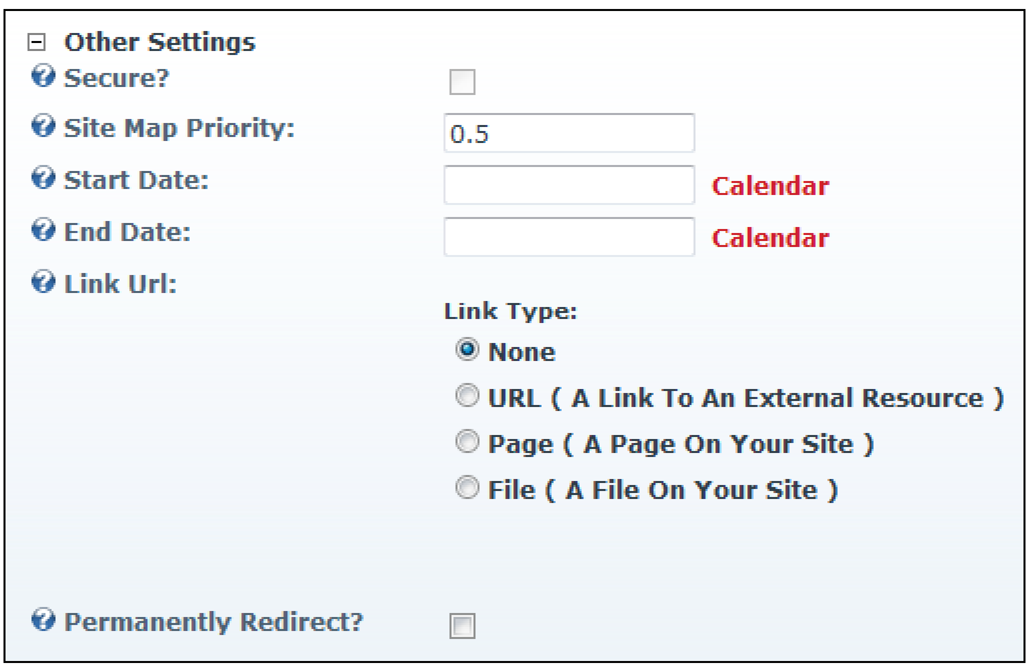
   b. At **Site Map Priority**, enter the desired priority (between 0 and 1.0). This helps determine how this page is ranked in Google with respect to other pages on your site (0.5 is the default).

   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"

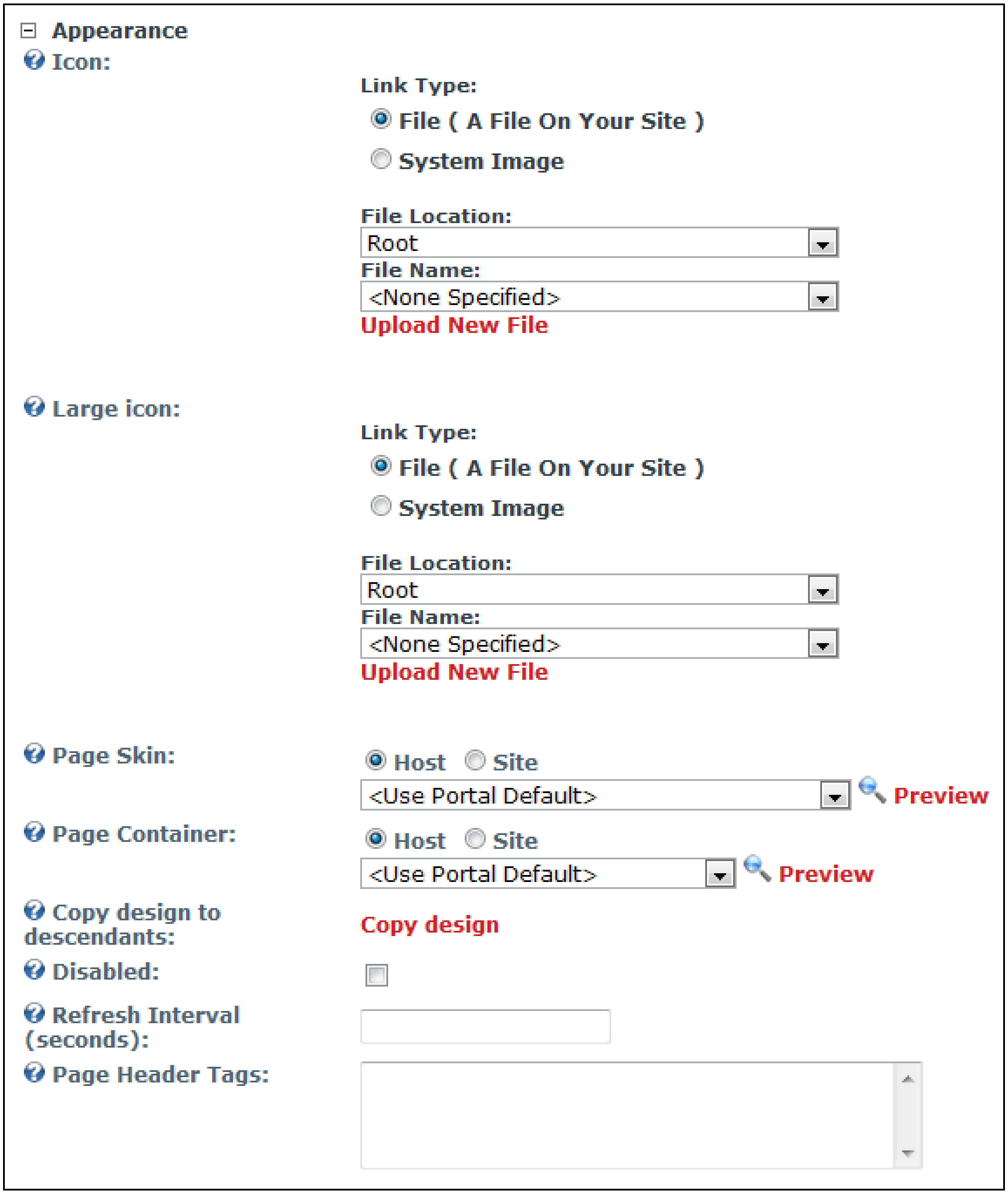
   d. At **Page Container**, select **Host** or **Site** to view the associated containers and then select a container from the drop down list. The default option of **<Use Portal Default>** uses whichever skin is set as the default for this site.

   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

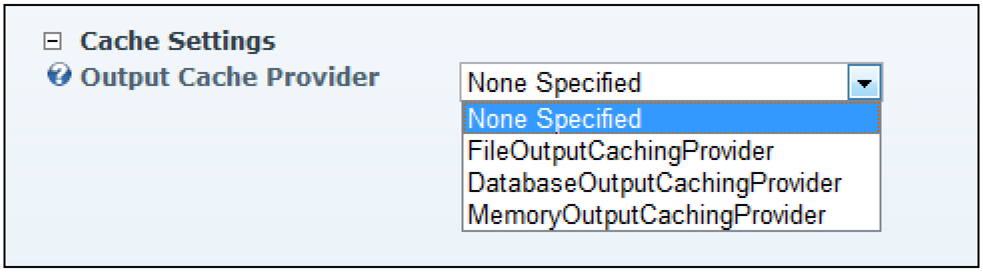


3. In the **Cache Settings** section, the following setting is available:

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

      - FileOutputCachingProvider
      - DatabaseOutputCachingProvider

- MemoryOutputCachingProvider



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

   a. 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.

   b. 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).

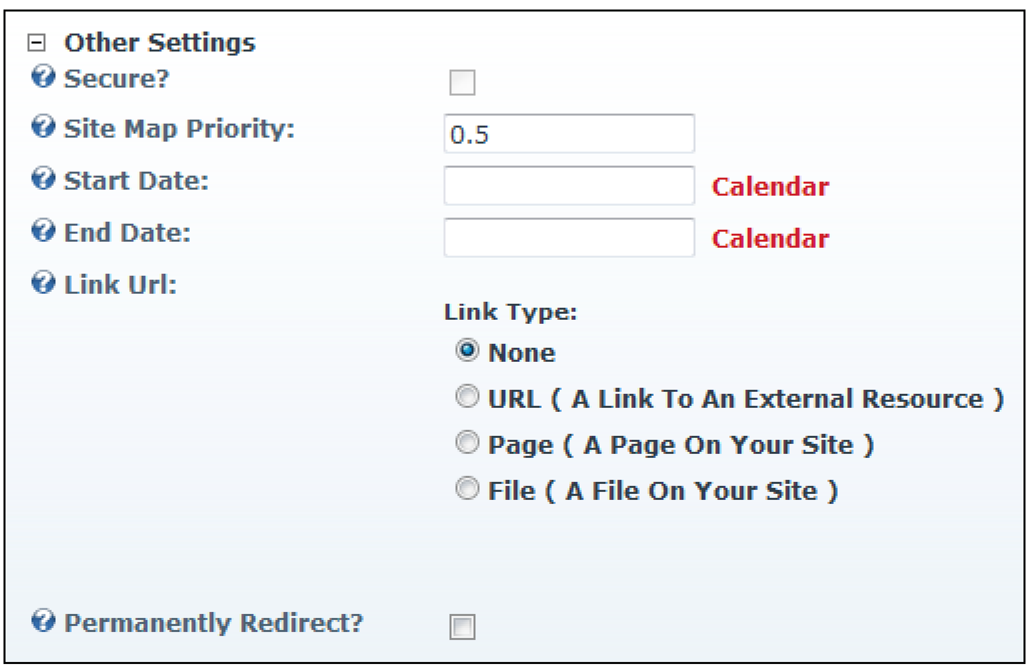
   c. At **Start Date**, click the Calendar link and select the first date the page is viewable.

   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. See "Viewing any Page (Pages Module)".

   e. 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".

   f. 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.

5. Click the Update Page link.

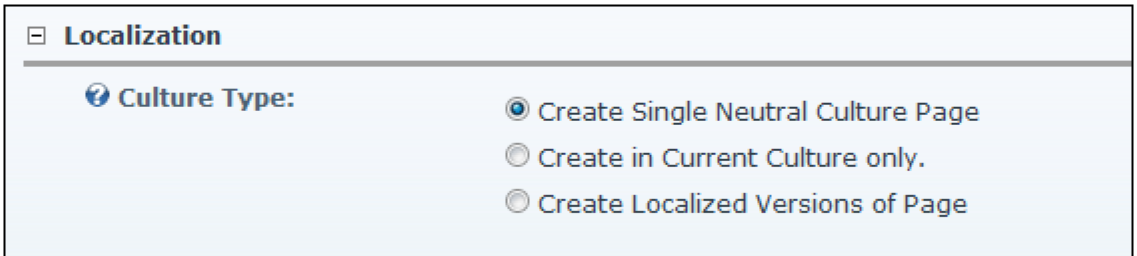


Localization Settings for New Pages

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.



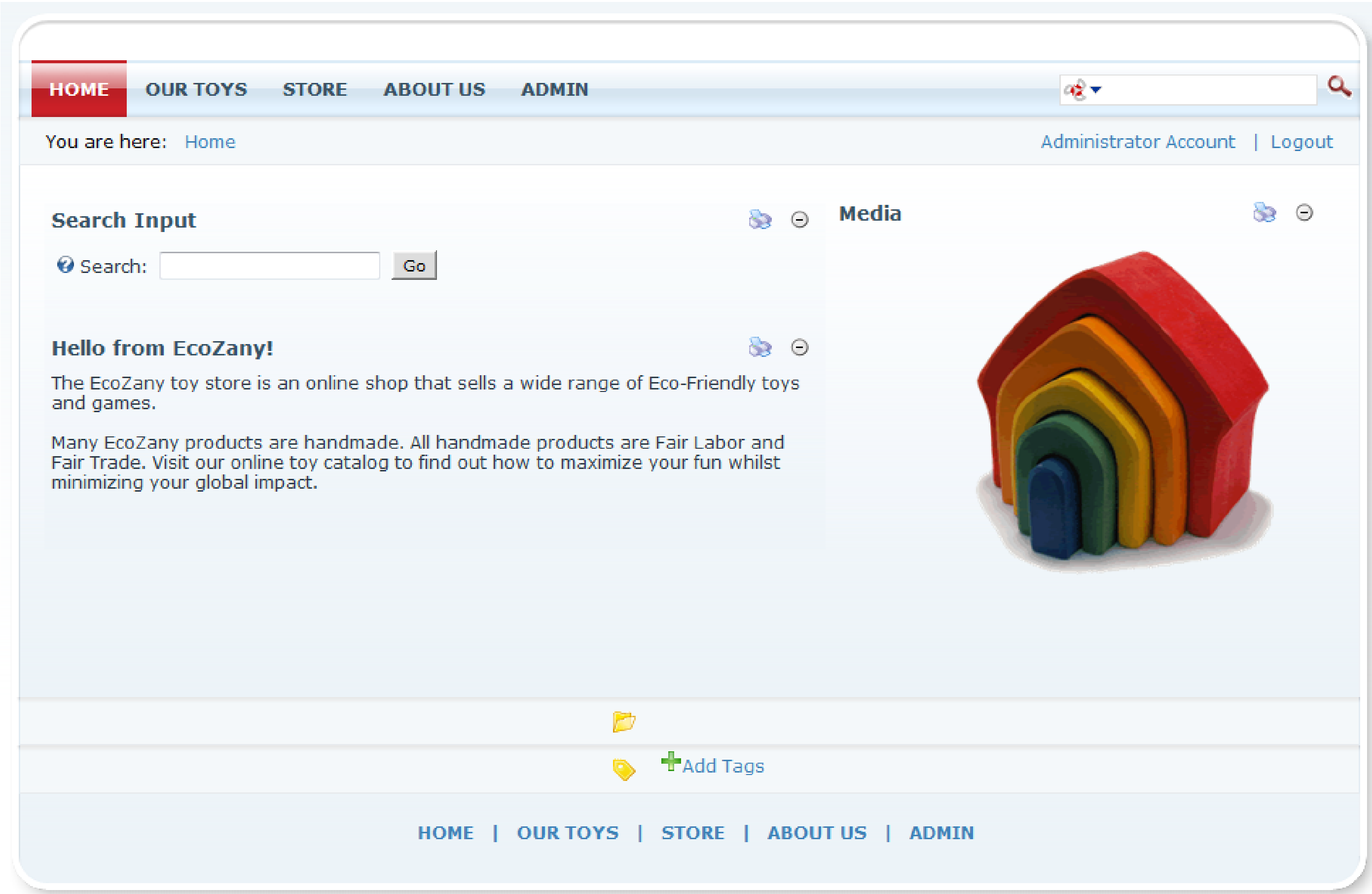
Setting Localization Settings for New Pages

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).



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.

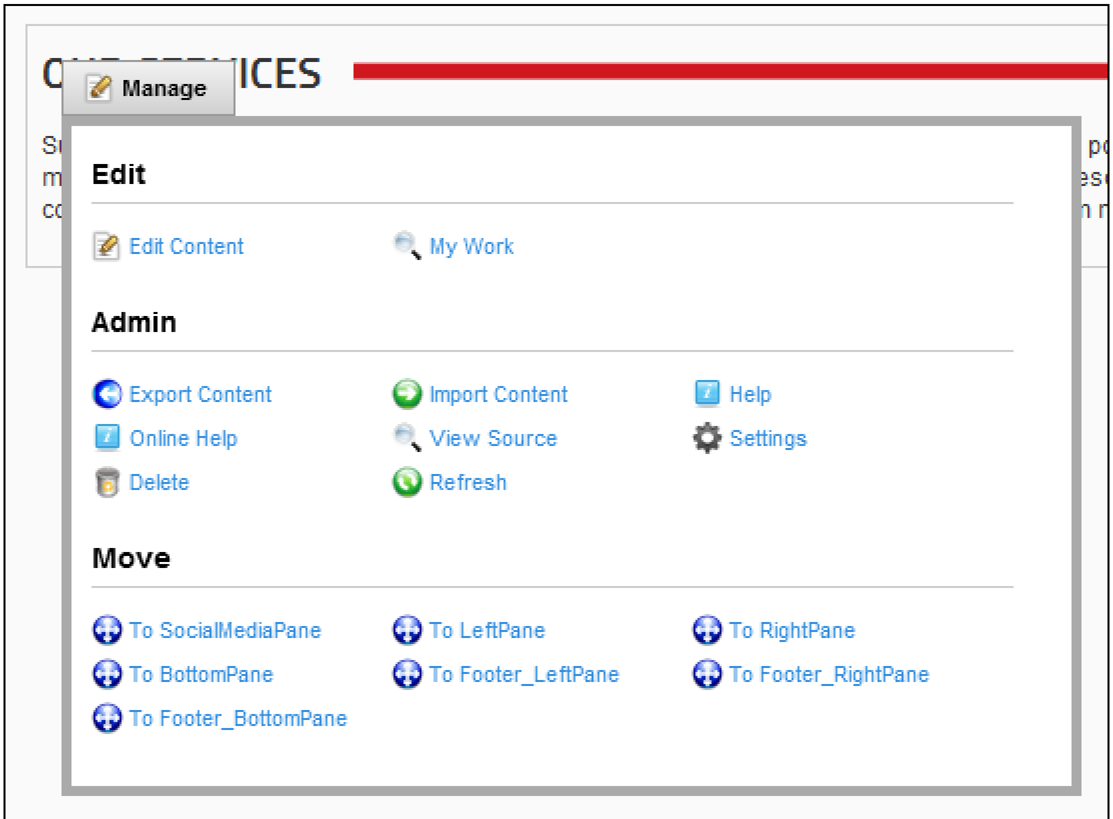
- See "Minimizing and Maximizing Content"
- See "Printing Content"
- See "Subscribing to Syndicated Content"
- See "Tagging Page Content"

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.

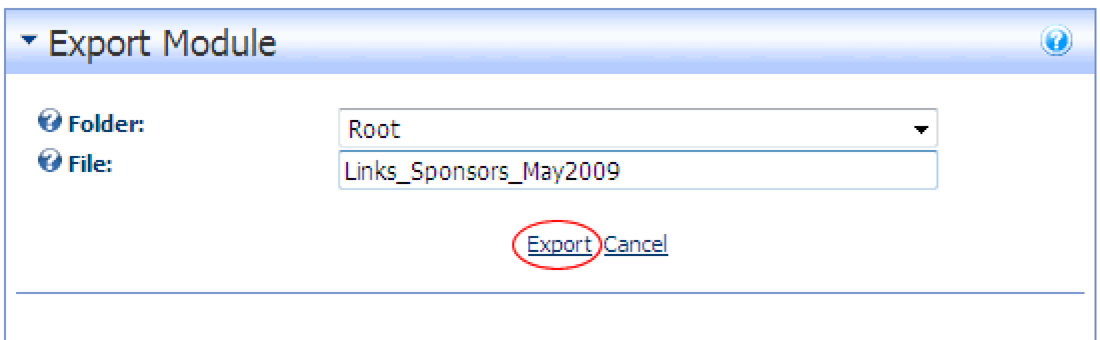
Tip: You can drag the Manage button to any location within the boundaries of its module.

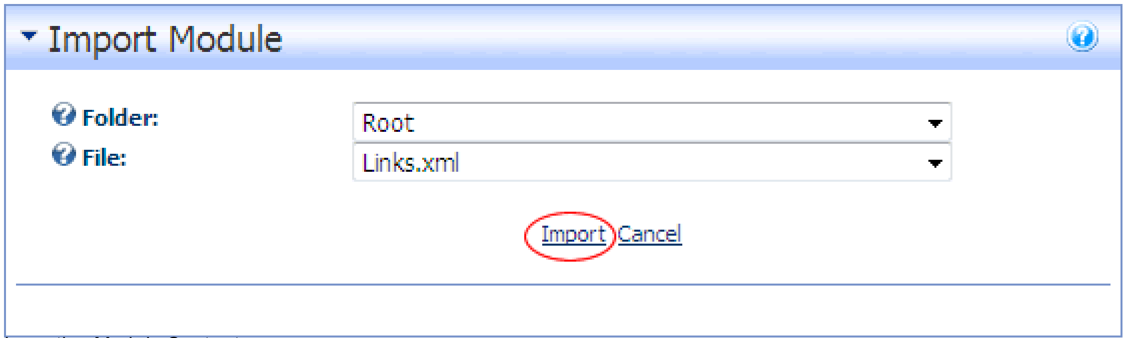
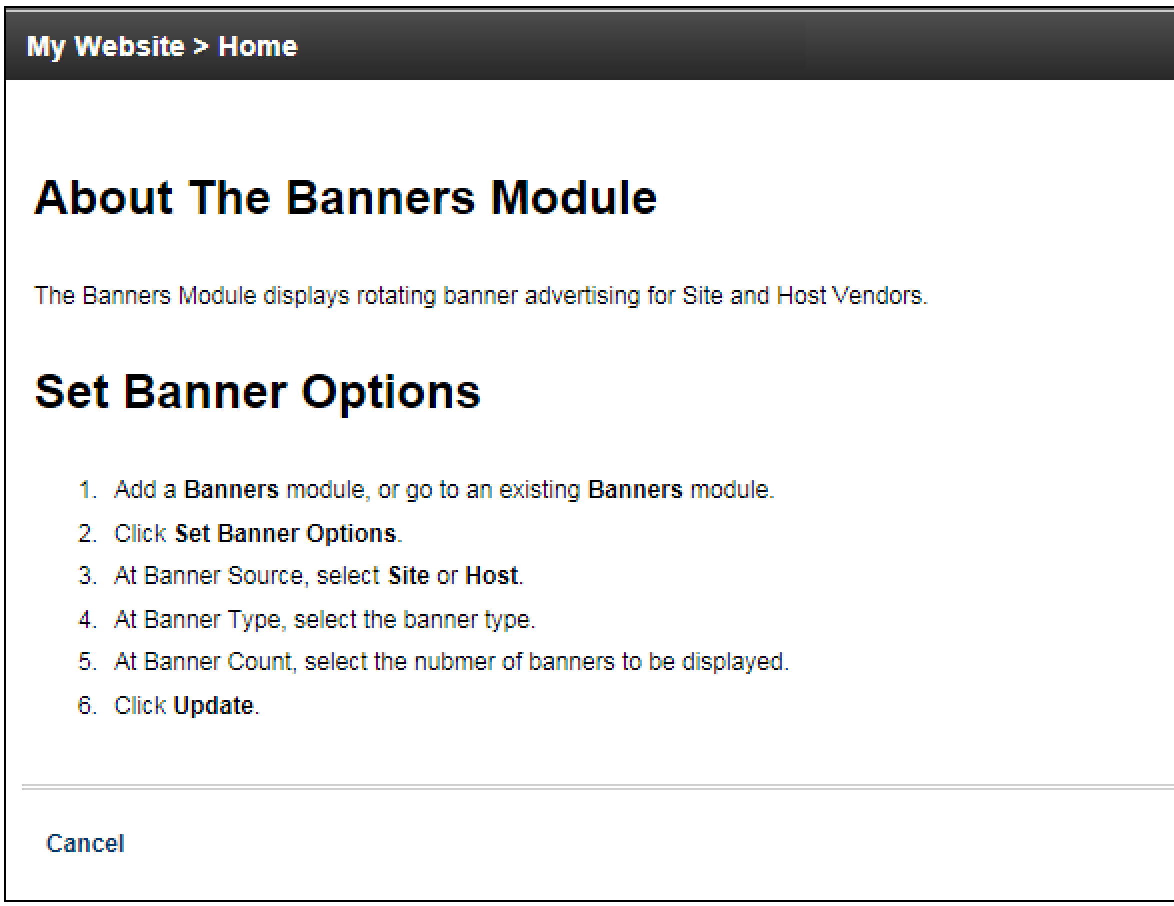
---

1. Mouse over the **Manage** 

button to view the drop-down menu.

Function of Menu Icons

Icon	Name	Function
Edit		
	Edit Content	Add a new record to the module or edit the existing content.
	My Work	View your current workflow tasks in the HTML/HTML Pro module.
Admin		
	Export Content	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. 1. Select **Export Content** from the module actions menu. This opens the Export Module page. 2. At **Folder**, select the folder where you want to save the exported content. 3. In the **File** 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 4. Click the Export link. This creates an XML file which is saved to the selected folder.  Exporting Module Content
	Import 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. 1. Select **Import Content** from the module actions menu. This opens the Import Module page. 2. At **Folder**, select the folder where exported file is located from the drop-down list. 3. At **File**, select the file name from the drop-down list. 4. Click the Import link. *Tip: If the module already contains content, the imported content is merged with the existing content.*

Icon	Name	Function
		 Importing Module Content
	Syndicate	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"
	Help	Opens the Module Help page for this module. Here you can view basic module information and help.  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
	Online Help	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.
	Print	Provides a print friendly copy of the module content for printing. Print must be enabled on the Module Setting page of a module. See "Configuring Basic Page Settings for Modules"
	Settings	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. *Tip: Ensure Mode is set to Edit on the Control Panel.* 1. Select **Settings** from the module actions menu - OR - Click the **Settings** button. 2. This opens the Module Settings page. 3. Edit one or more settings as required. 4. Click the Update link.
	Delete	Delete the module. See "Restoring Deleted Modules"
	Refresh	Refreshes the module with the latest content.
Move Section		
	To Top	Move the module to the top (above all other modules) within the current pane.
	To Up	Move the module up one position within the current pane.
	To Down	Move the module down one position within the current pane.
	To Bottom	Move the module to the bottom (below all other modules) within the current pane.
	To [PaneName]	Move the module to another pane on the current page.

Adding a New Module (RibbonBar)

How to 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.

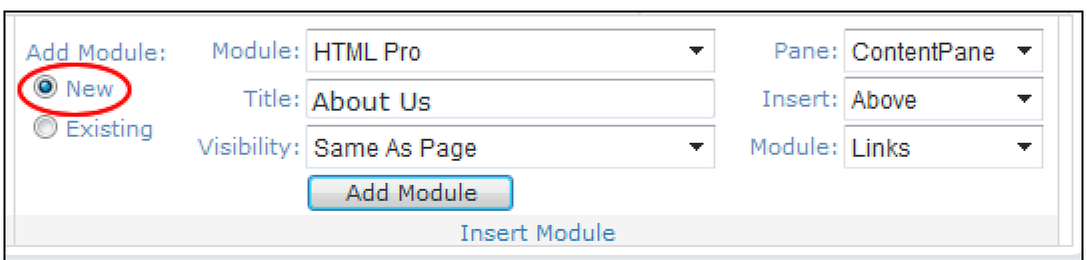
Important. If content localization is enabled, See "Adding a Module to all Languages" or "Adding Modules to a Secondary Language Only". as required.

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 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).

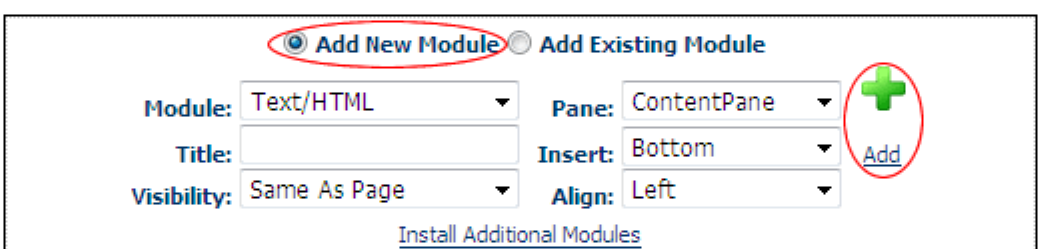
b. At **Module**, select the module to be added. E.g. HTML

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"

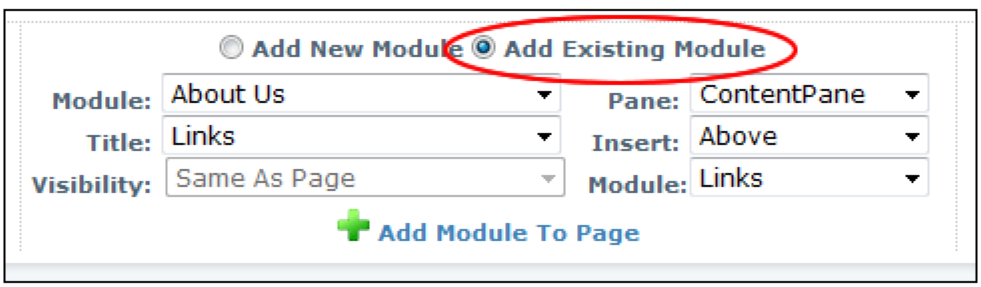
Adding an Existing Module (Iconbar)

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.

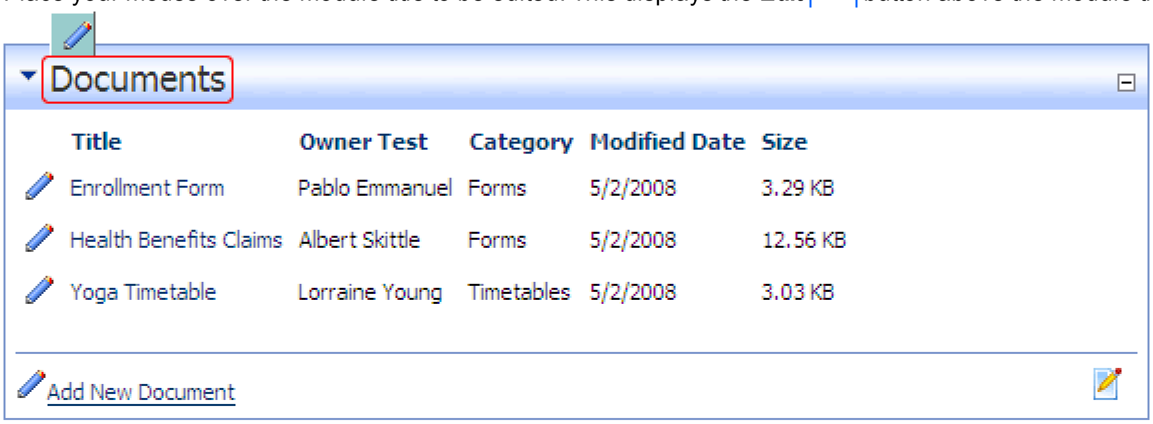
Related Topics:

- "Adding Module Content".

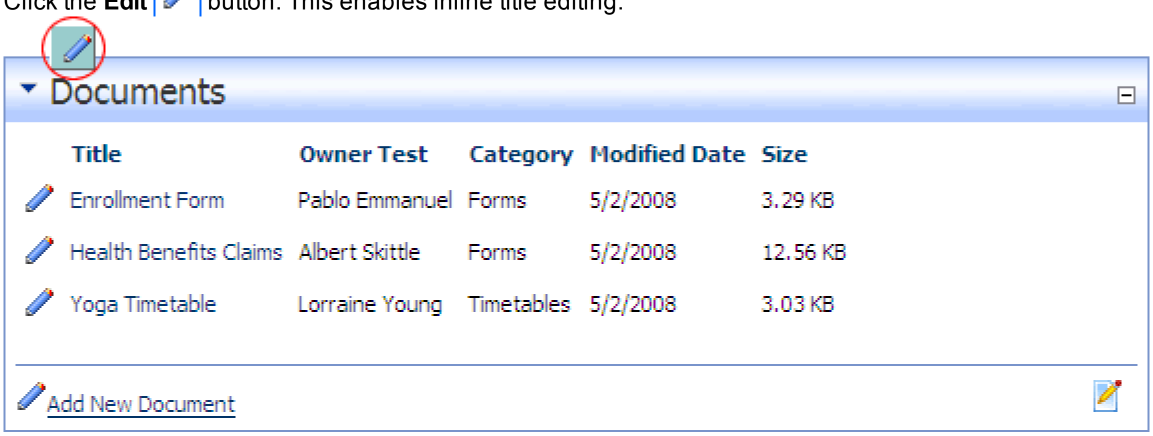
Editing Module Title Inline

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".

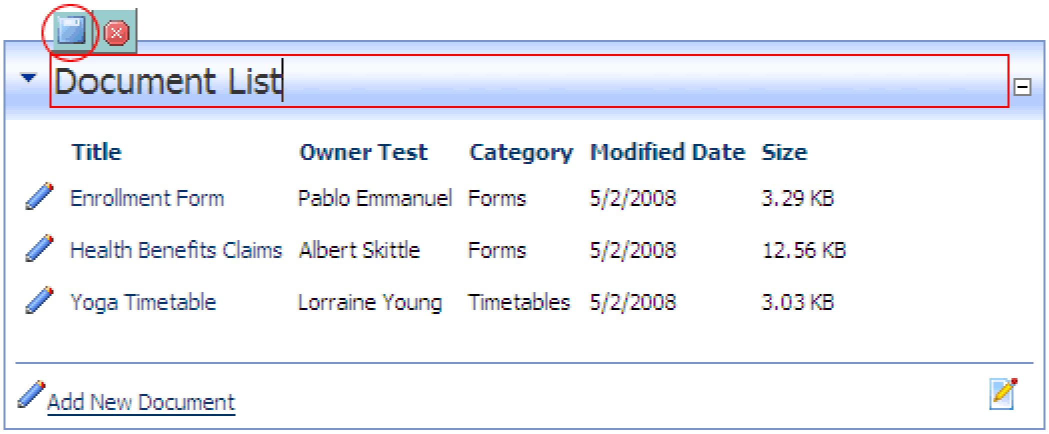
1. Place your mouse over the module title to be edited. This displays the **Edit** button above the module title.



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.

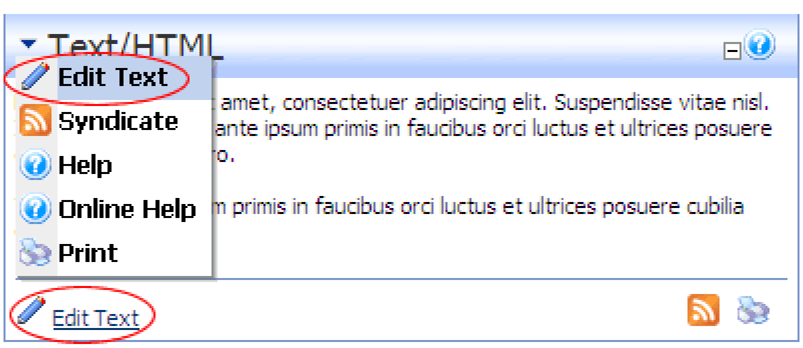
Editing Module Content

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:

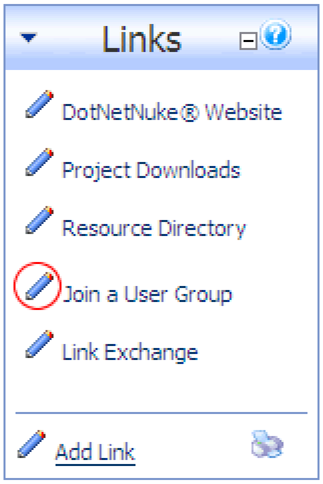
1. Select **Edit [Item]** from the module actions menu - OR - Click the Edit [Item] link (typically located at the base of the module). This opens the Edit page for this module.



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:

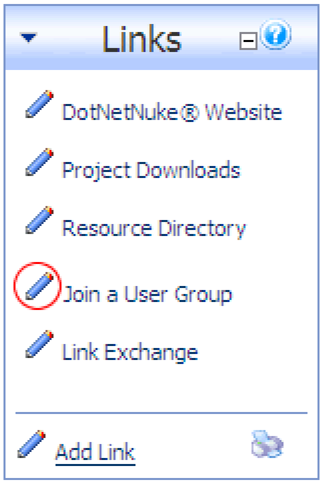
- See "Editing (Translating) Localized Module Content"
- See "Editing the Content of Shared Modules"

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.

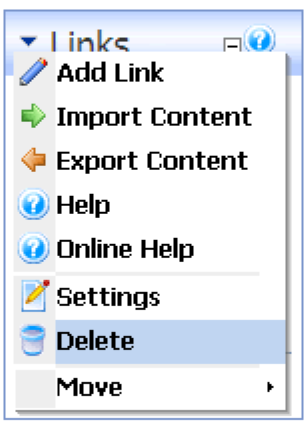
Deleting a Module

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.

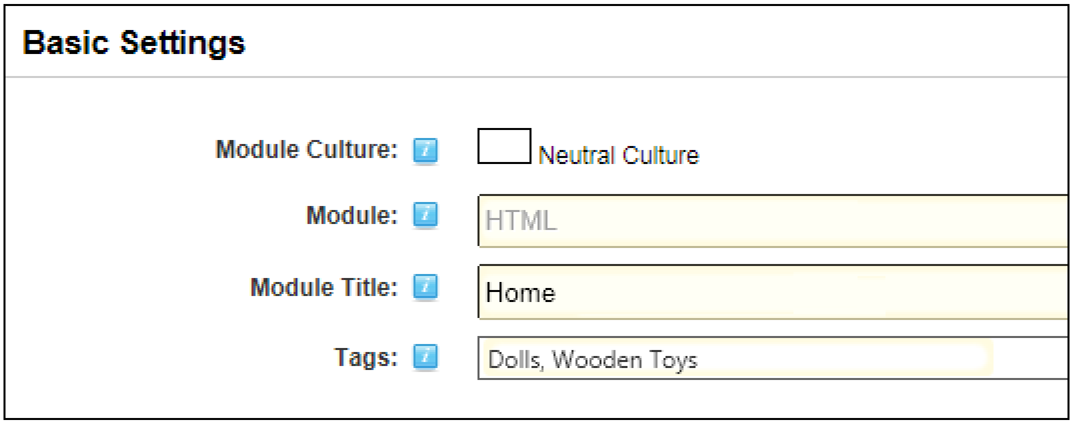
Module Settings

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").



7. Click the Update link.

Tip: You may be able to edit the module title directly on the page. See "Editing Module Title Inline".

Related Topics:

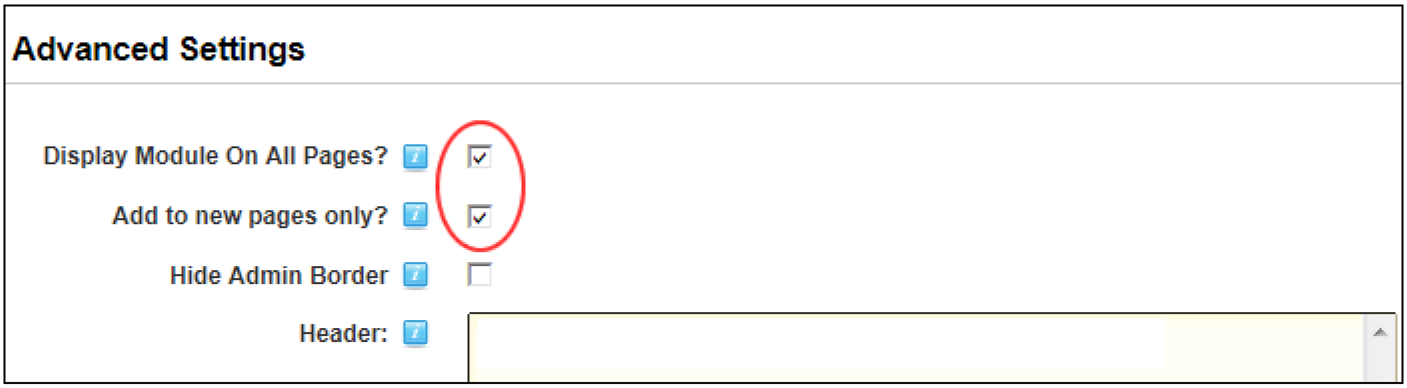
- See "Tagging Page Content"
- See "Creating a Vocabulary"

Configuring Advanced Module Settings

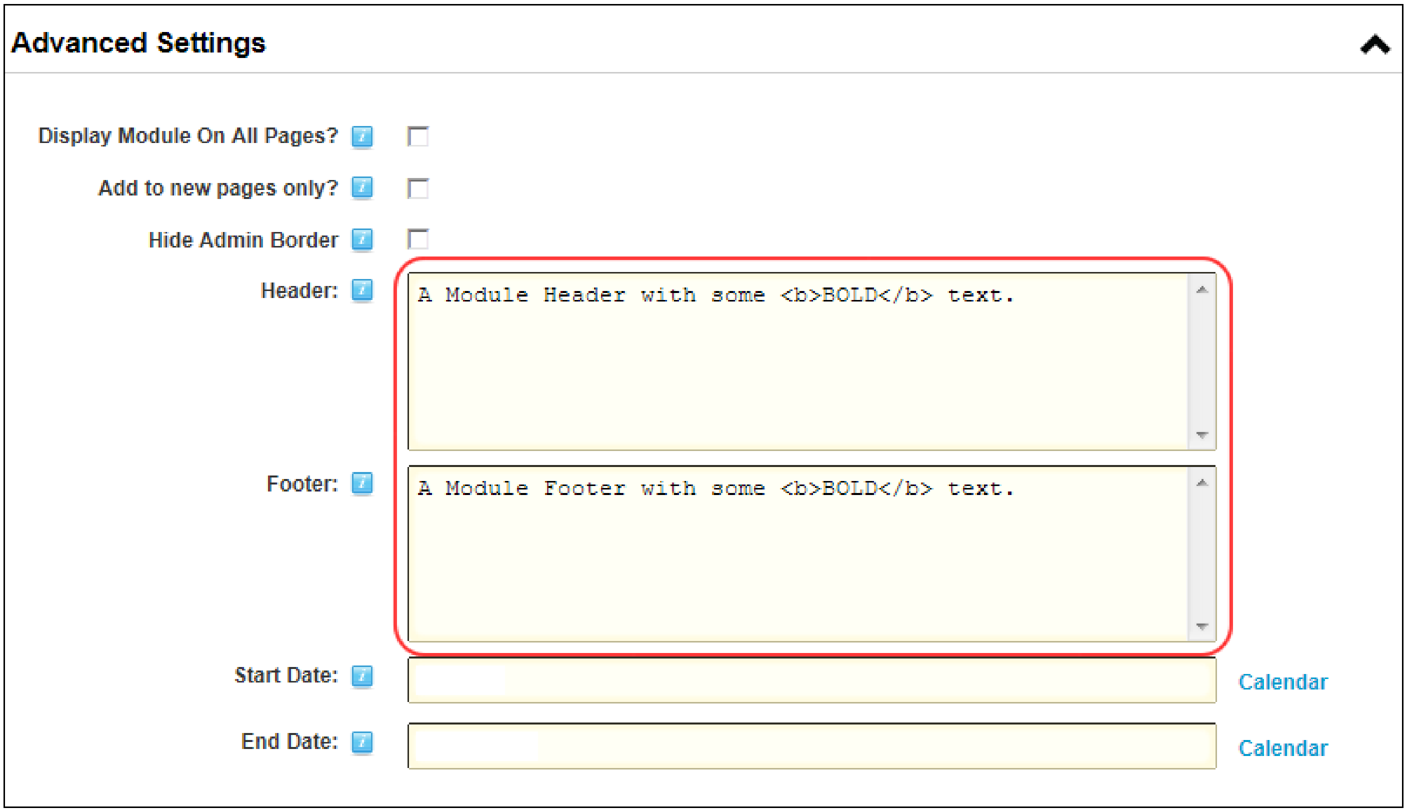
How to set a module to display on all pages including the Admin Console pages, or to only on newly added pages. Module content is shared therefore changes made on one instance of the module are reflected on all instances of the module. If you choose to only display the module on new pages, this doesn't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

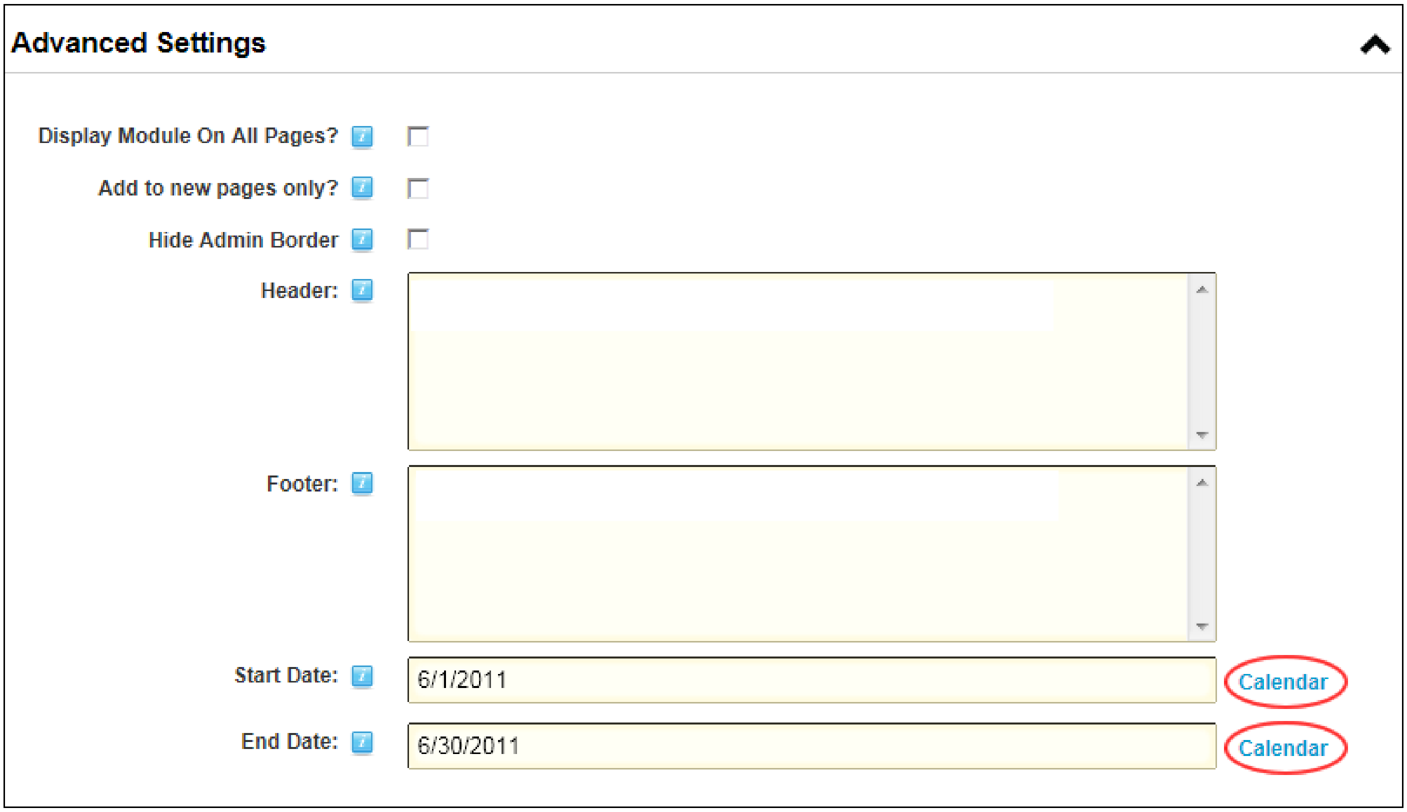


4. At **Hide Admin Border**, select from these options to set the visibility of the "Visible By Administrators Only" message. The message is displayed to Administrators and SuperUsers on modules which are only visible to Administrators. This message appears on the page where the module is located as 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.

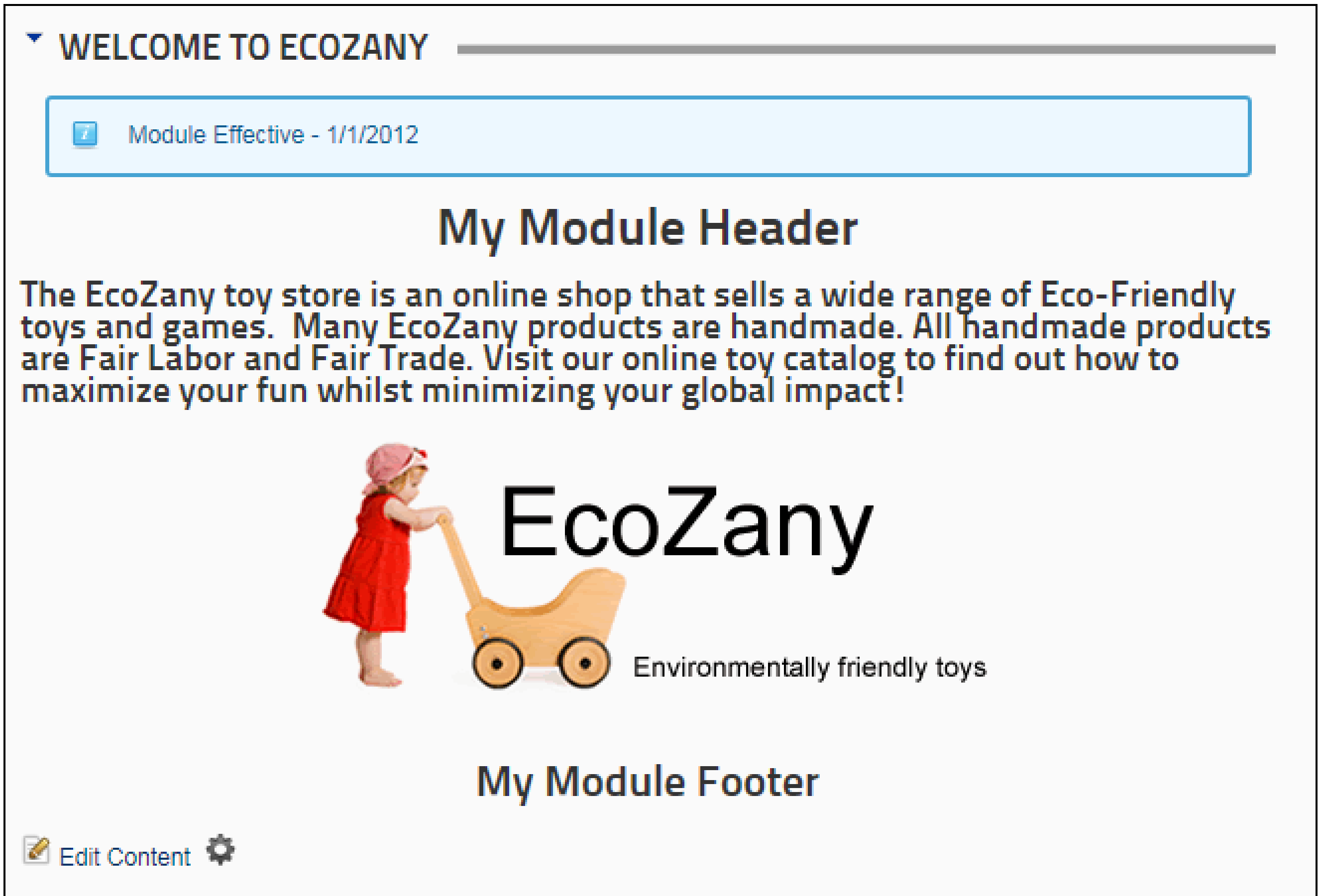


7. At **Start Date**, click the Calendar link and select the first day that the module will be visible on the site. Modules with a start date are only visible to Page Editors and Administrators prior to that date, enabling them to create content in advance. A "Module Effective - [start date]" message is displayed to these users prior to the start date.

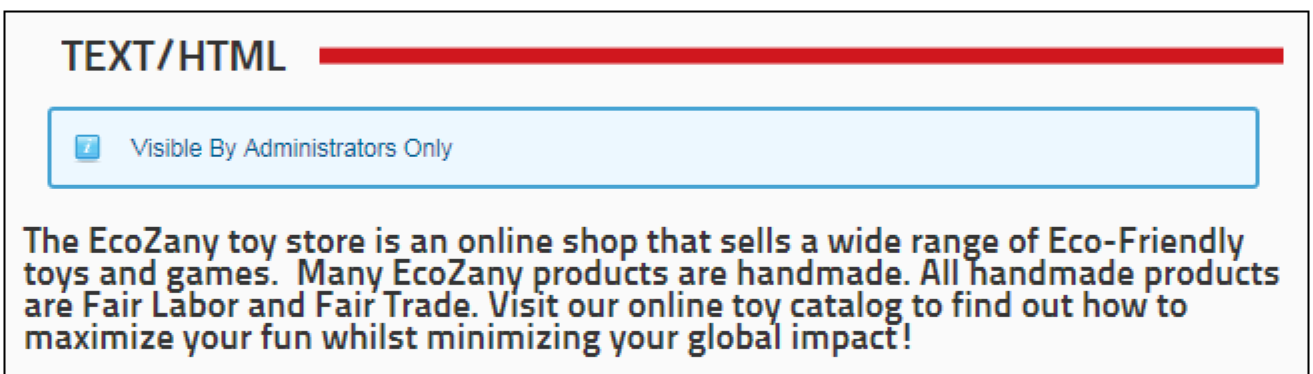
8. At **End Date**, click the Calendar link and then select the last day that the module will be visible on the site. Once the end date is reached, the module is only visible to Page Editors and Administrators, enabling them to retain, edit and republish the content as desired. A "Module Expired [end date]" message is displayed to these users once the module has expired.



9. Click the Update link.



Module with a start date, header and footer



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.*

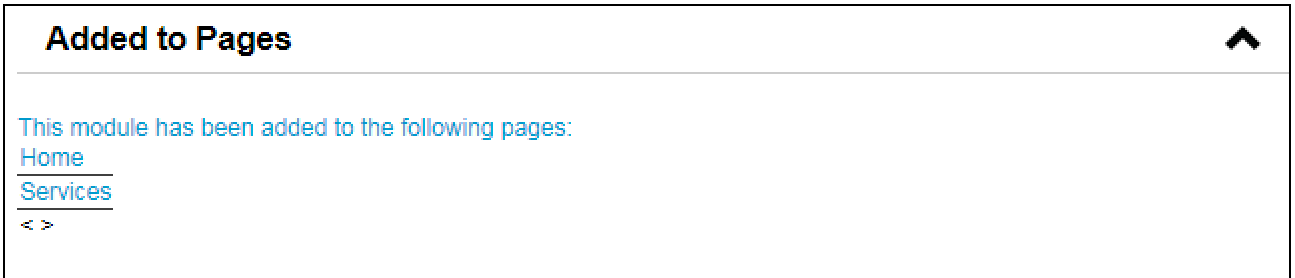
See "Working with the Calendar".

- 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"

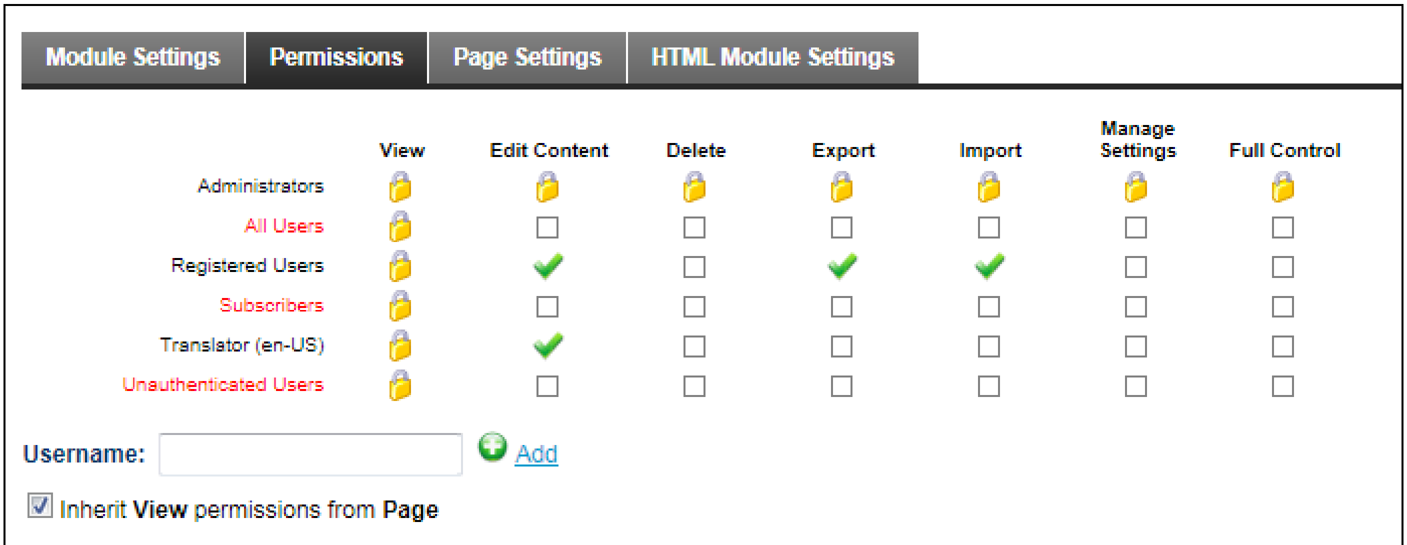
Important. In DNN Community edition, module management permissions consist of only two settings: View and Edit. In DNN Professional, module management has seven permissions.

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.

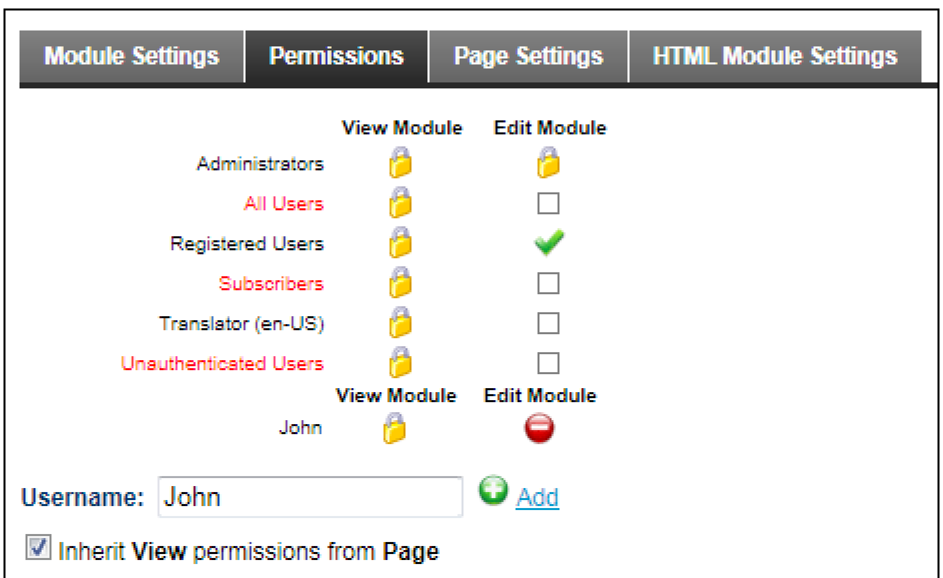


Module Permissions in DNN Professional Edition

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 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.

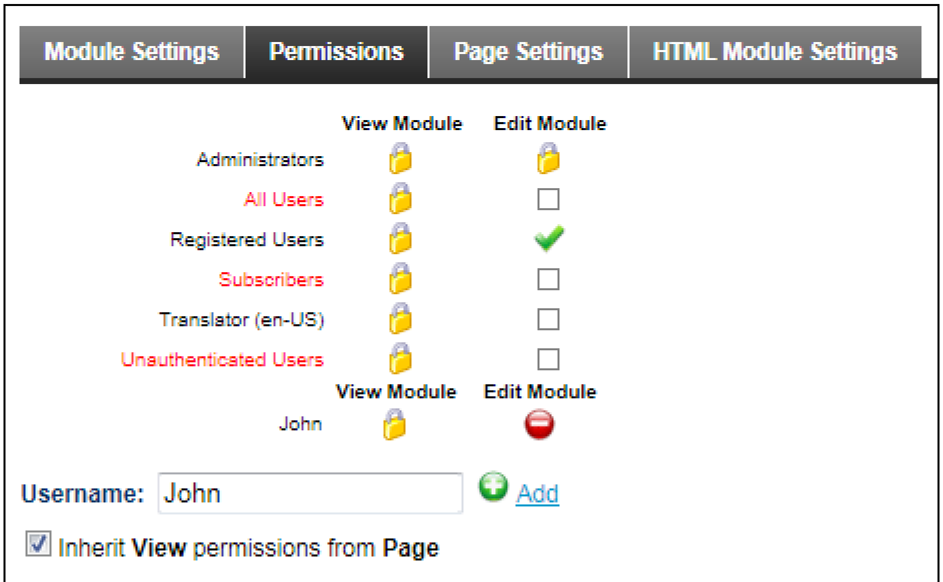
Fine grain management of modules is available in Professional Edition by providing these additional settings: Delete, Import, Export, Manage Settings, and Full Control. *Only available in DotNetNuke Professional Edition*

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.



Setting Module Permissions

Page Settings

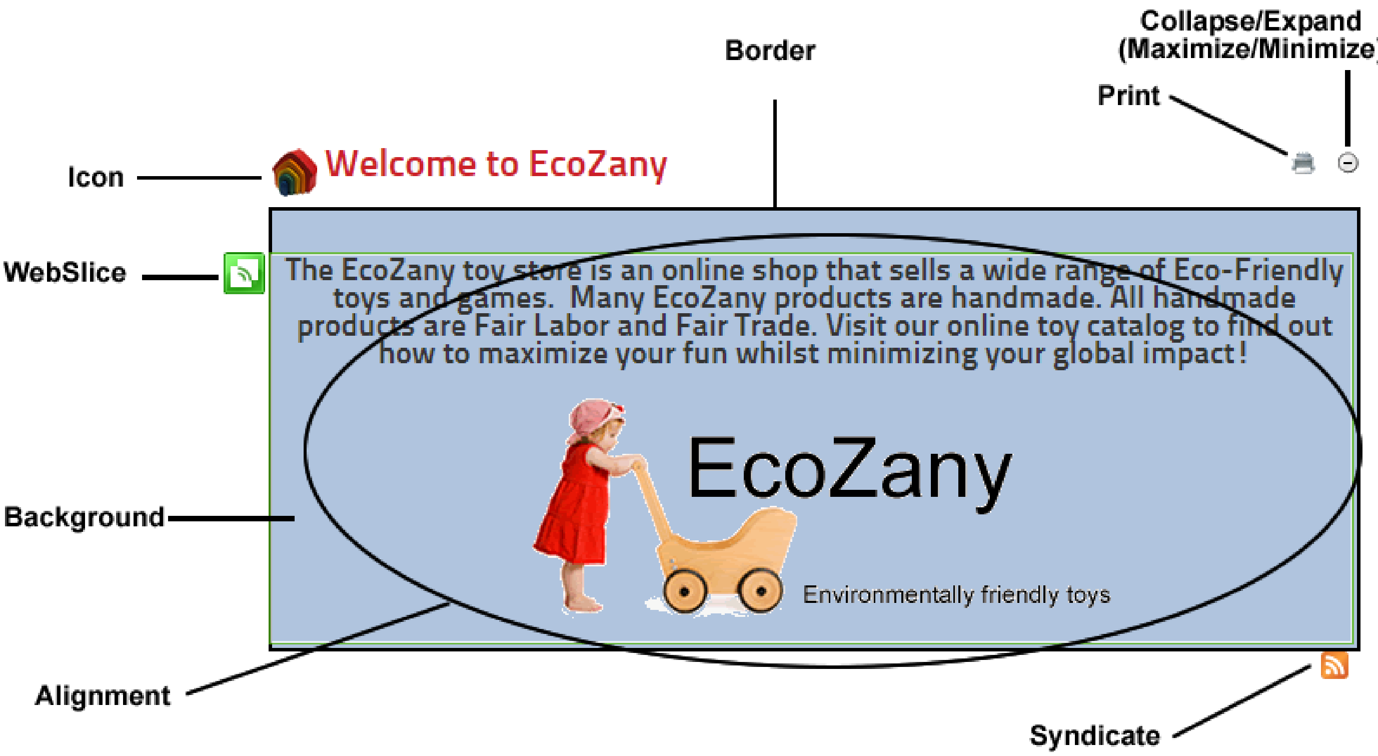
Configuring Basic Page Settings for Modules

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

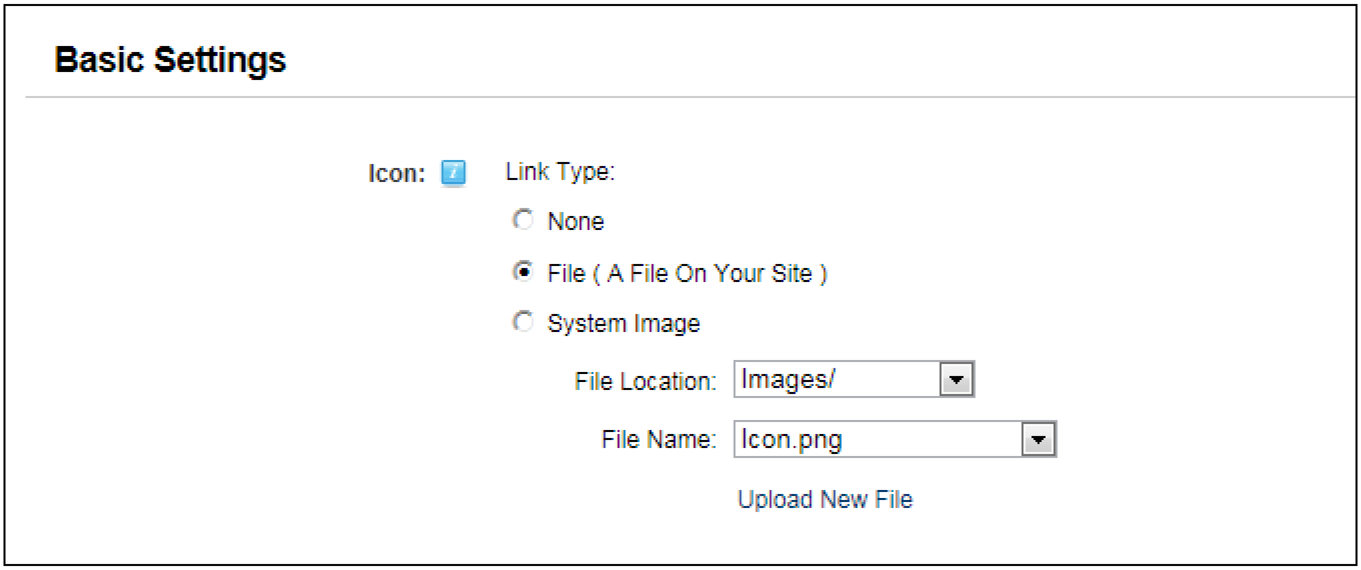
Note: Some module containers may not include the skin token required to view the icon, module title, Minimize/Maximize button, Print button or Syndicate button.

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.



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

6. 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.
7. 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.
8. 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.

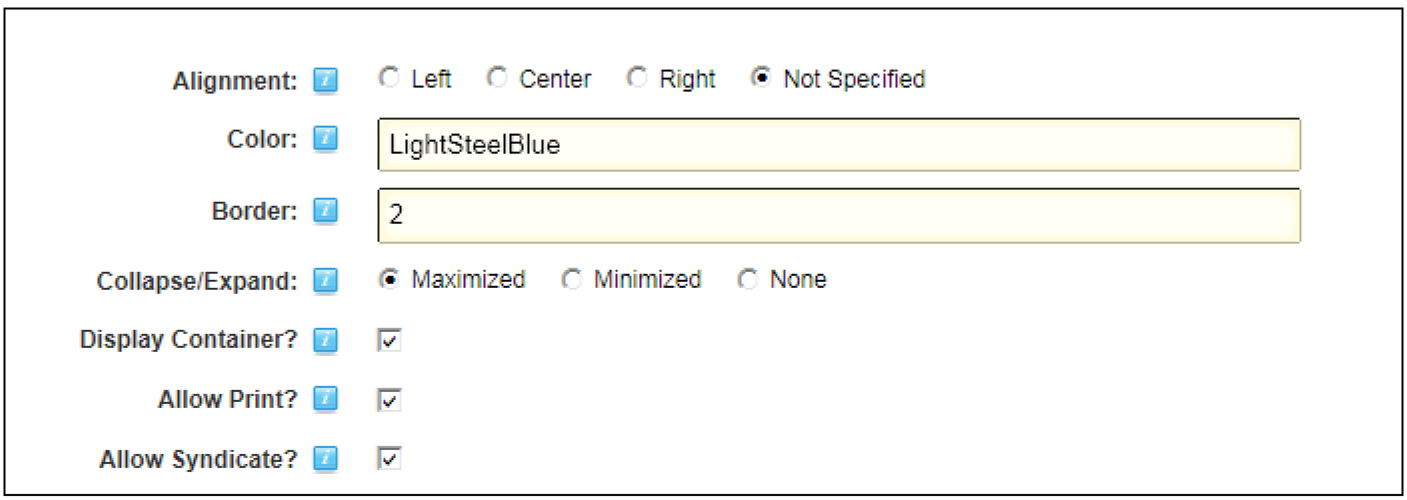
10. At **Display Container?**, check the check box to display the module container - OR - Uncheck the check box to hide the module container including the icon, module title, Minimize/Maximize button, Print button or Syndicate button.

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.



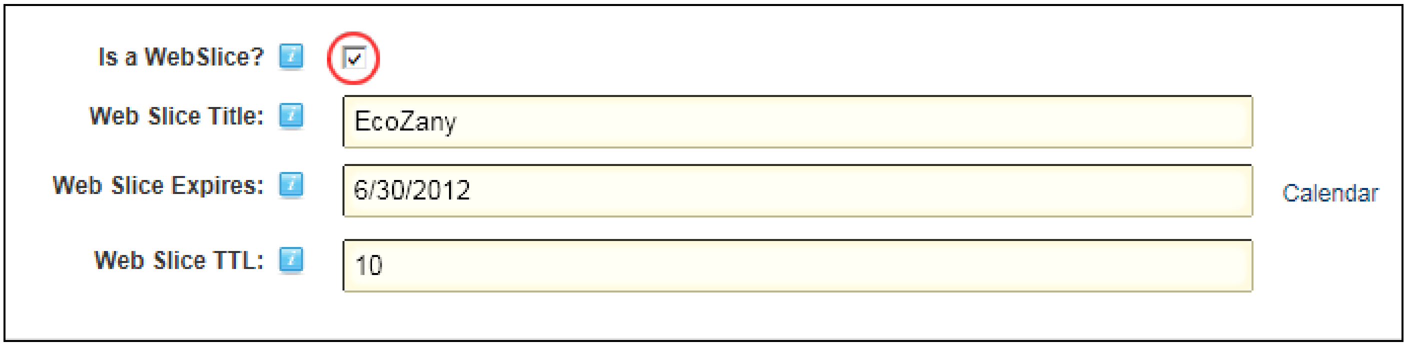
13. At **Is a WebSlice?**, optionally set this module as a WebSlice.

   - 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".

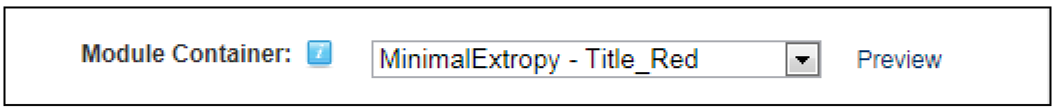
c. **Optional.** In the **Web Slice TTL** text box, enter the Time to Live (TTL) for this web slice in minutes - OR - Leave blank to use the default to the cache time (converted as minutes).



- 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.



15. Click the Update link.

Related Topics:

- See "Adding News Feeds from Syndicated Modules"

Configuring Cache Settings for a Module

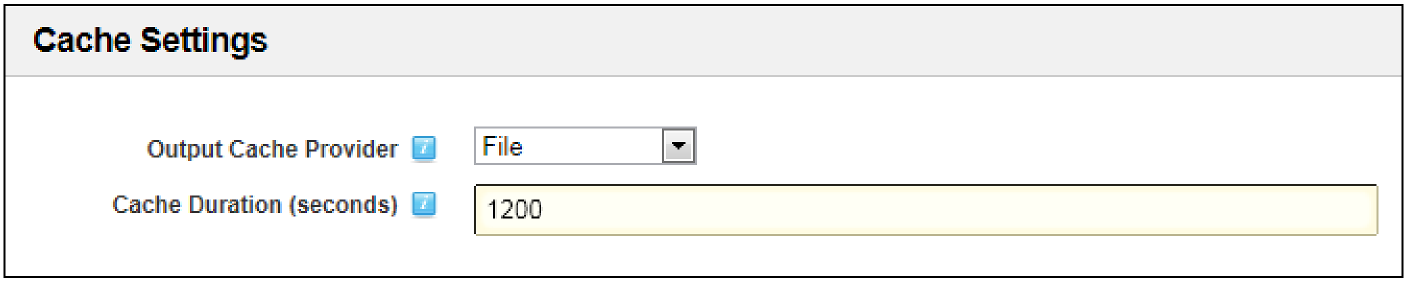
How to set the provider used for cached files and set the period before the cache in DNN refreshes.

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. It 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.

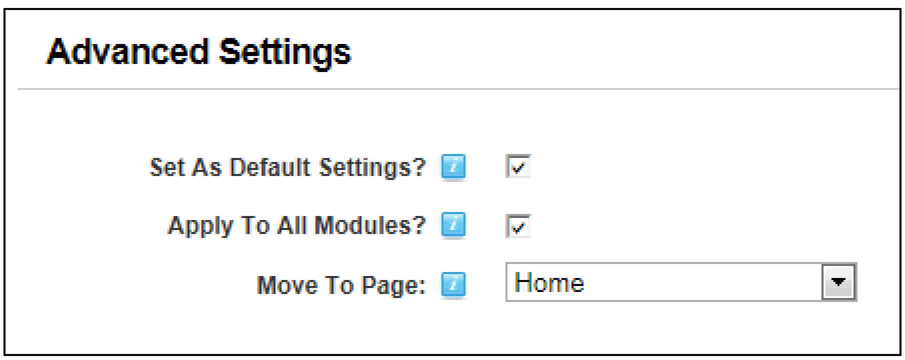


5. Click the Update link.

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.



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.

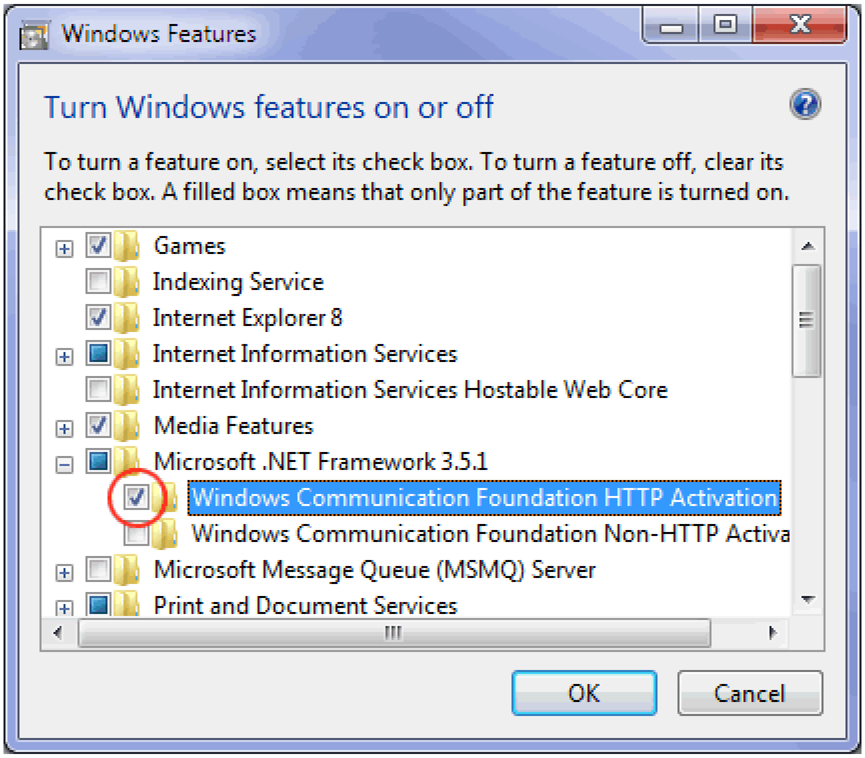
Configuring Content Staging

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

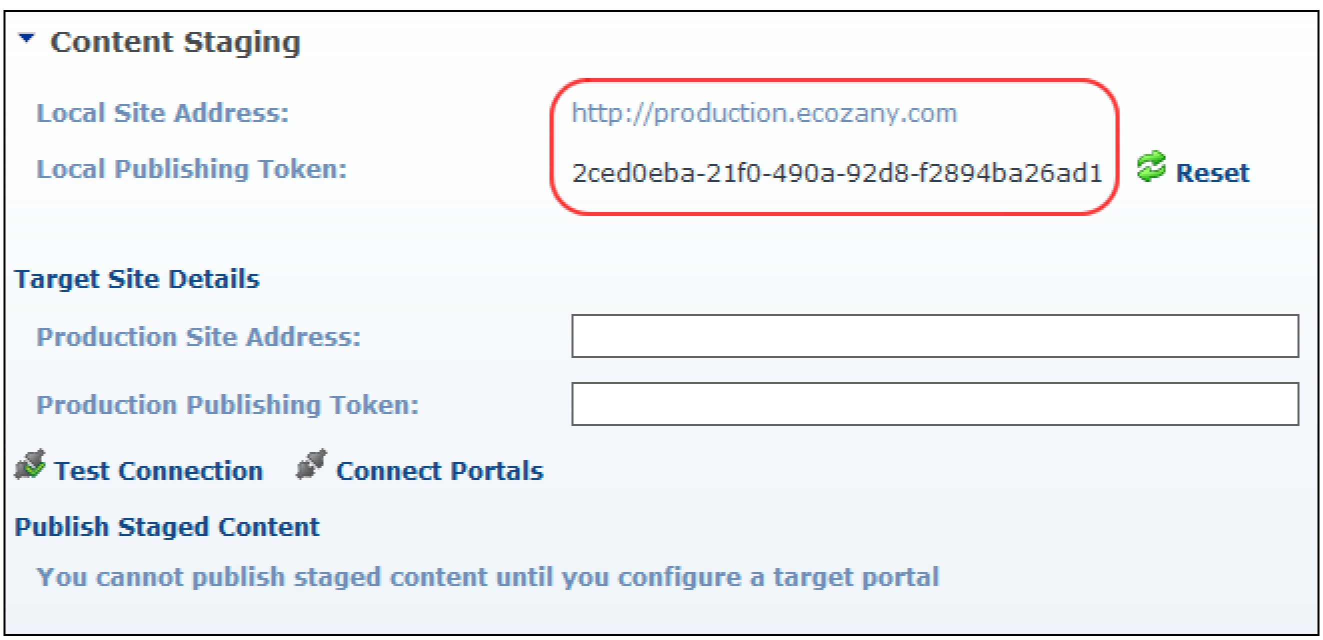
Pairing Your Portals

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

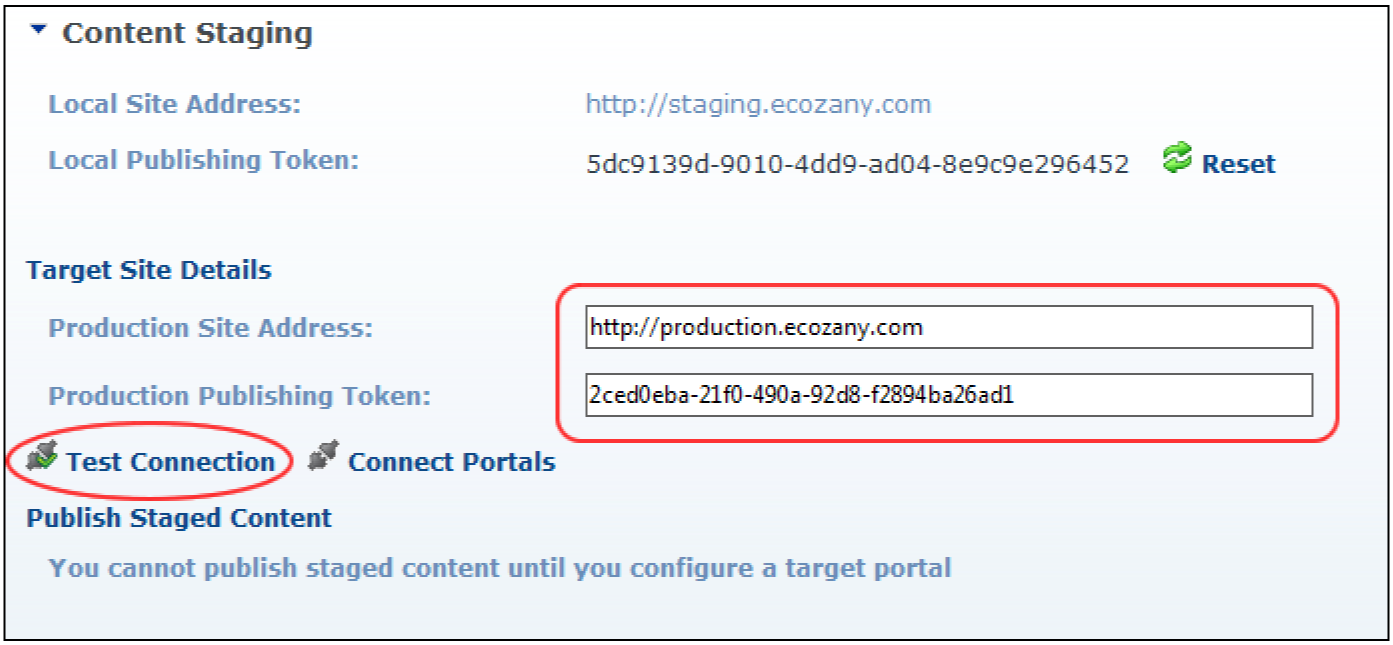
Important. Content Staging relies upon Windows Communication Foundation (WCF) services which must be enabled on your production web server before commencing the below topic. To do this turn on Windows feature Windows Communication Foundation HTTP Activation.



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.



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.



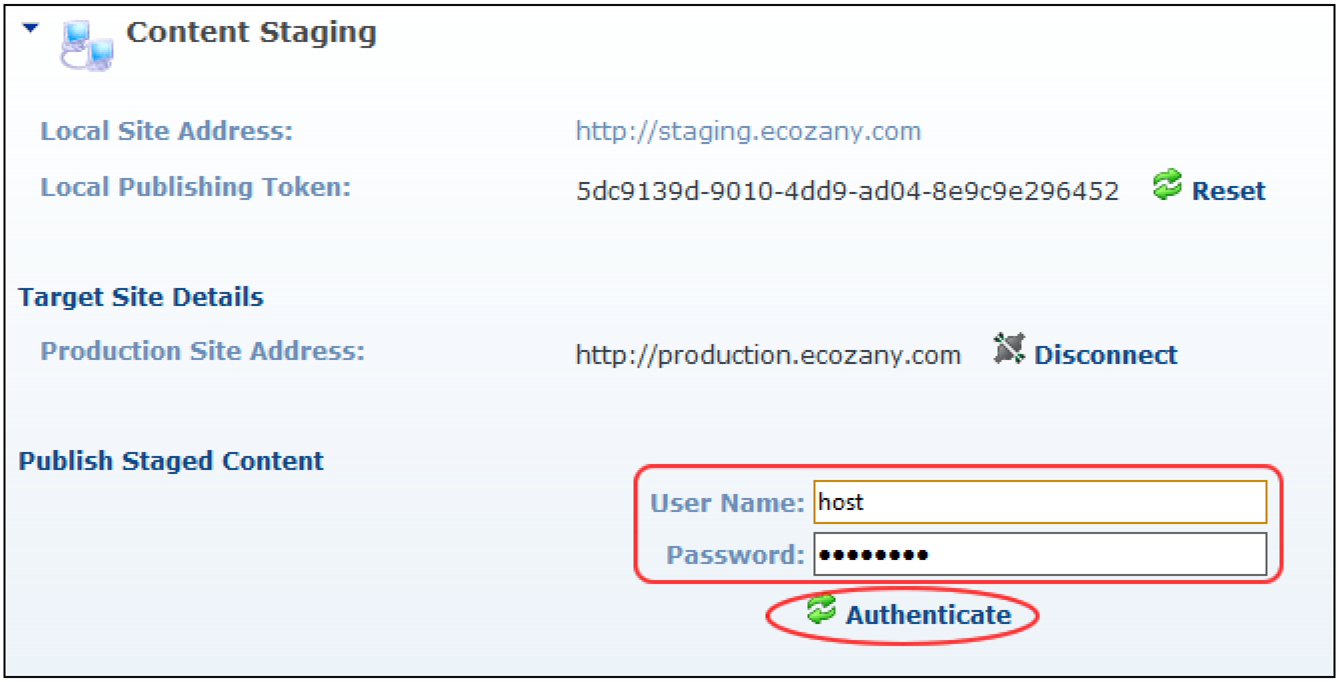
8. Click the Connect Portals link. You have successfully paired your production and staging portals and are ready to publish staged content. See "Publishing Staged Content"

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.

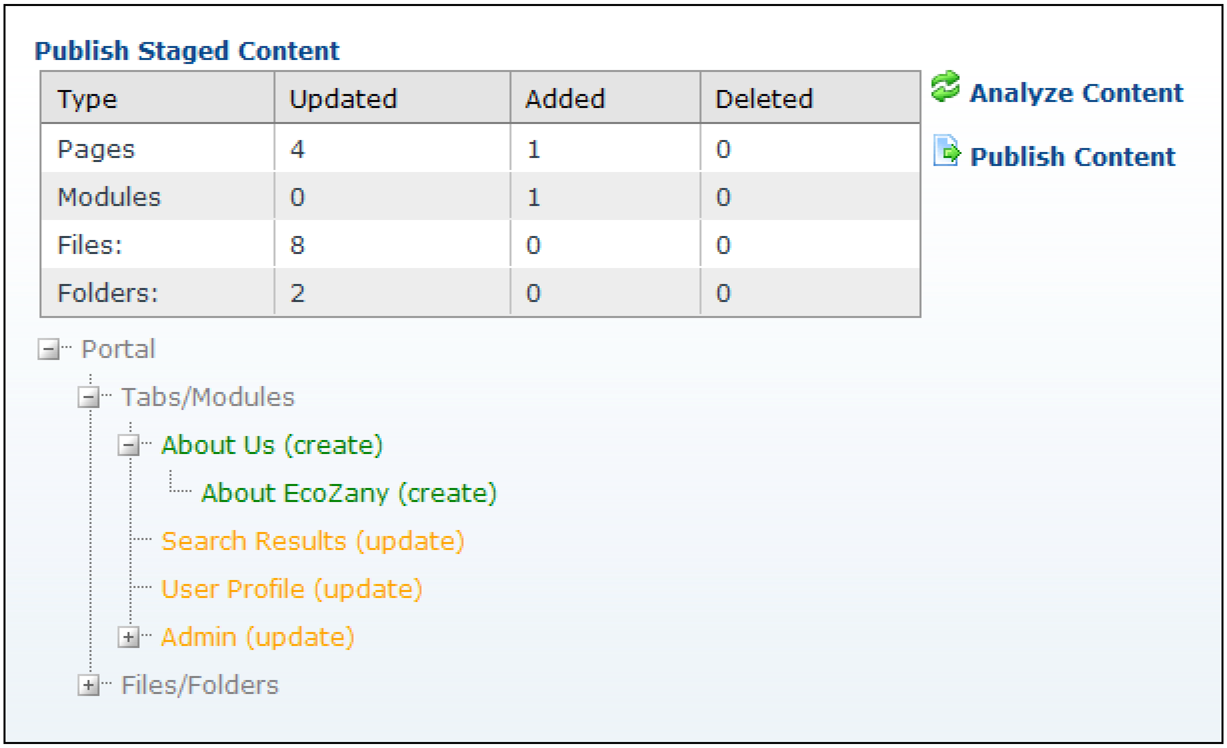
1. Login to your staging portal.
2. Navigate to Admin > Content Staging - OR - Go to a Content Staging module.
3. Go to the Publish Staged Content section.
4. In the **User Name**/**Password** text boxes, enter either the Host or Admin login details. Note: Even though the user name and password are entered 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.



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"



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

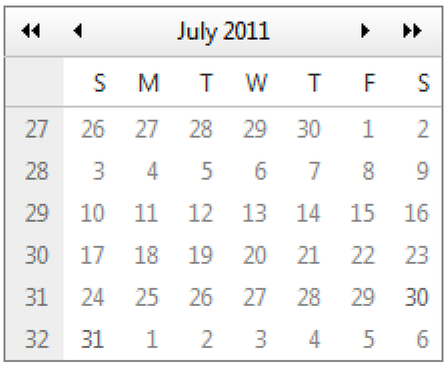
Working with the Calendar

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.

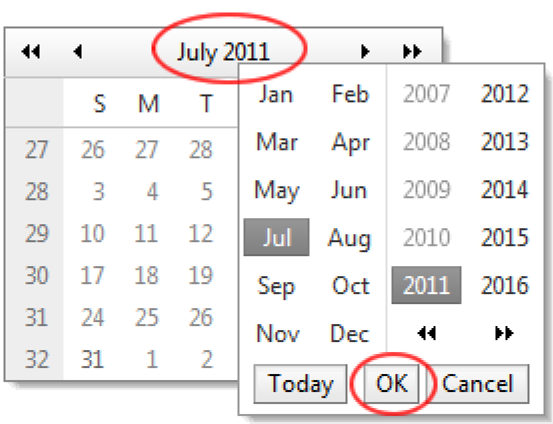
To view the Calendar, click the Calendar link or the **Calendar** button.



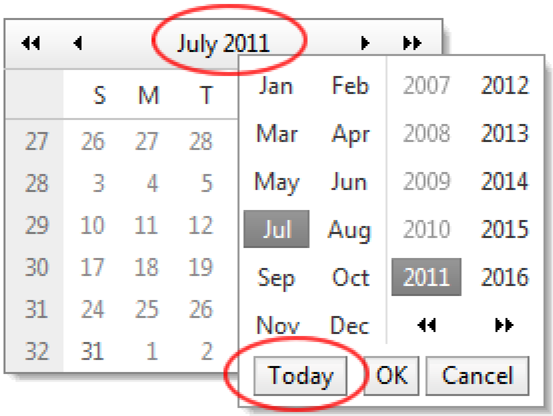
Step One: Locating the required date

- **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.



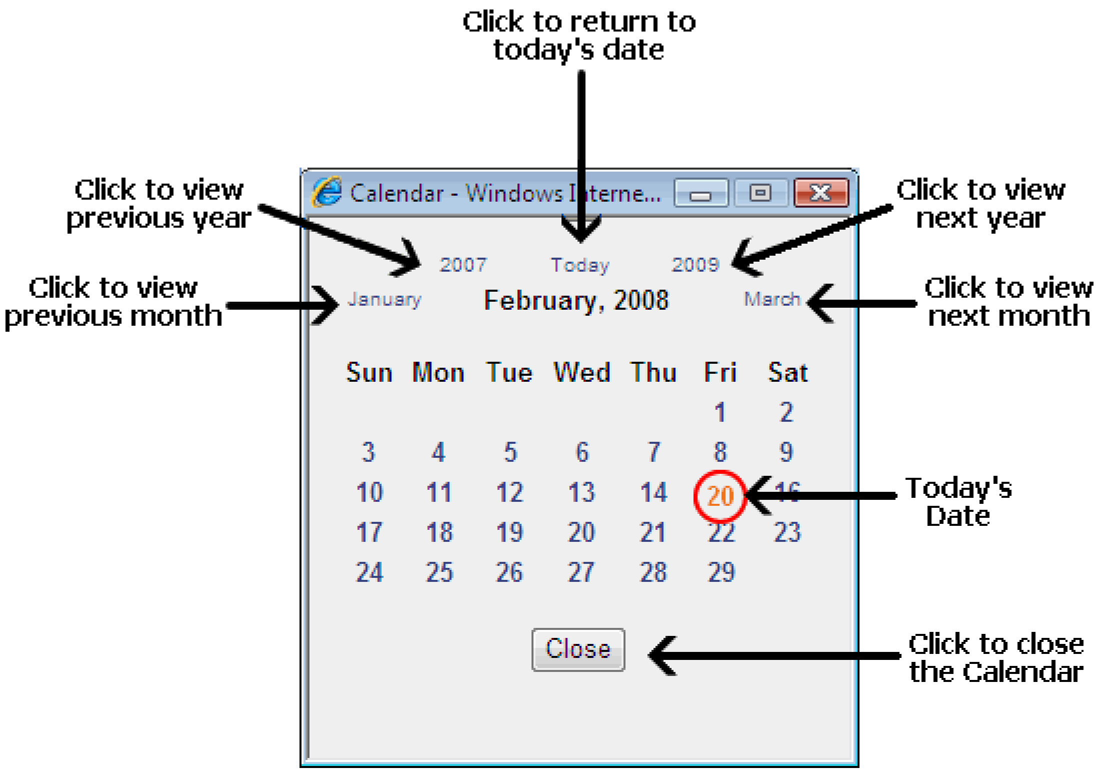
- **Navigating to Other Months:**
  - Click the **Left Arrow** button above the calendar month to view the calendar for the previous month.
  - Click the **Double Left Arrow** button above the calendar month to view the calendar for the three months previous.
  - Click the **Right Arrow** button above 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

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.
User Tokens		
[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.
Membership Tokens		
[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.

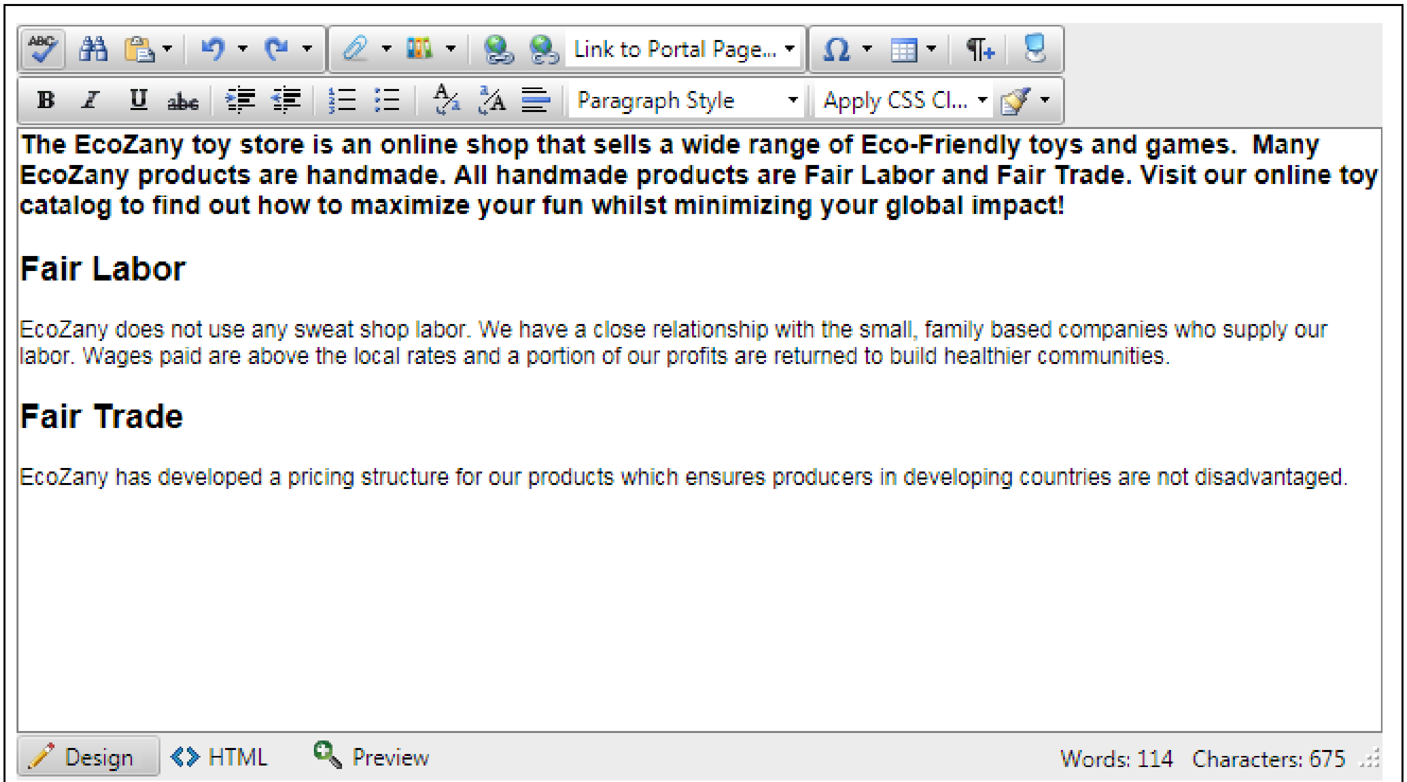
Editor

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

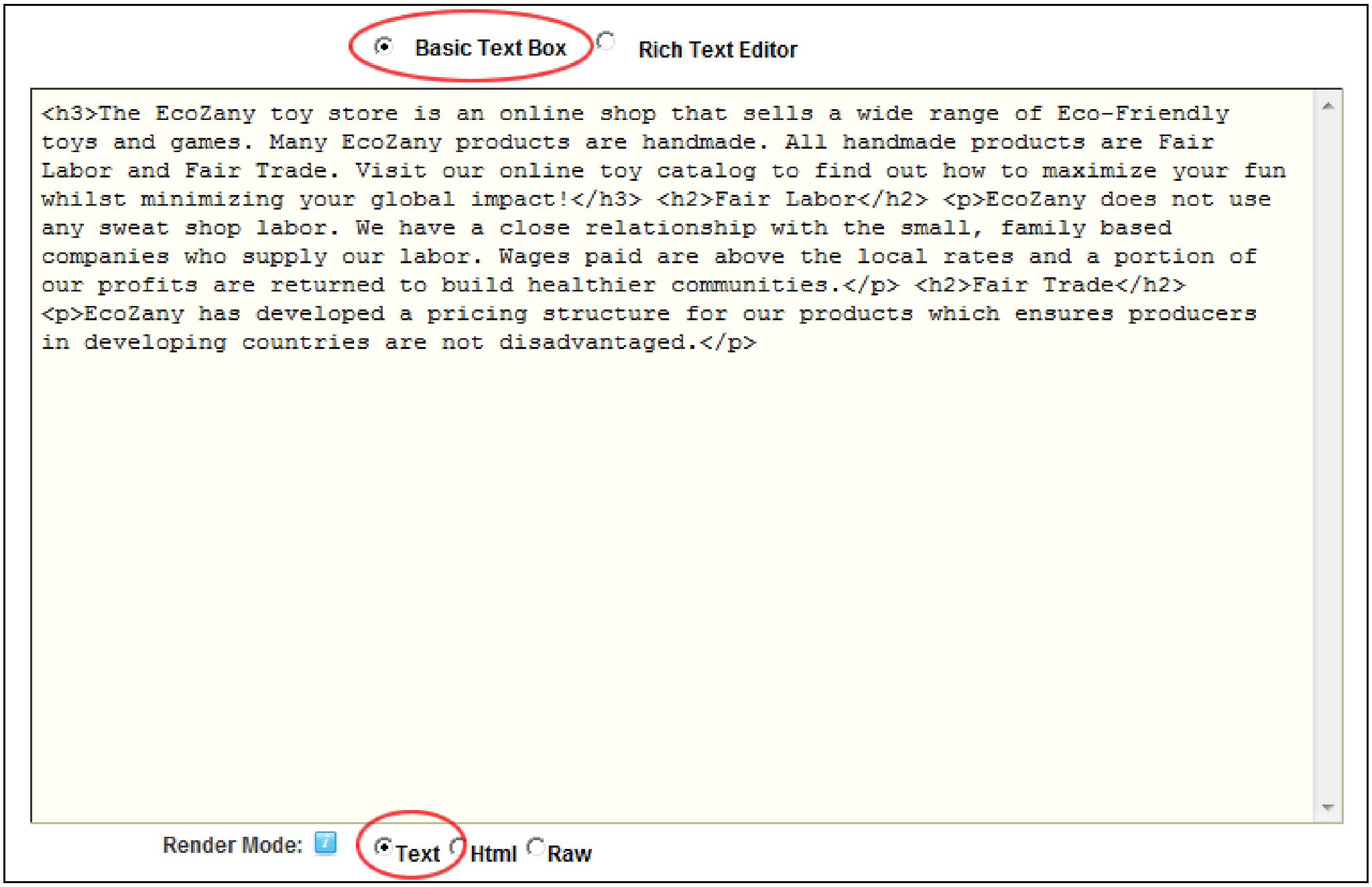
Related Topics:

- 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.



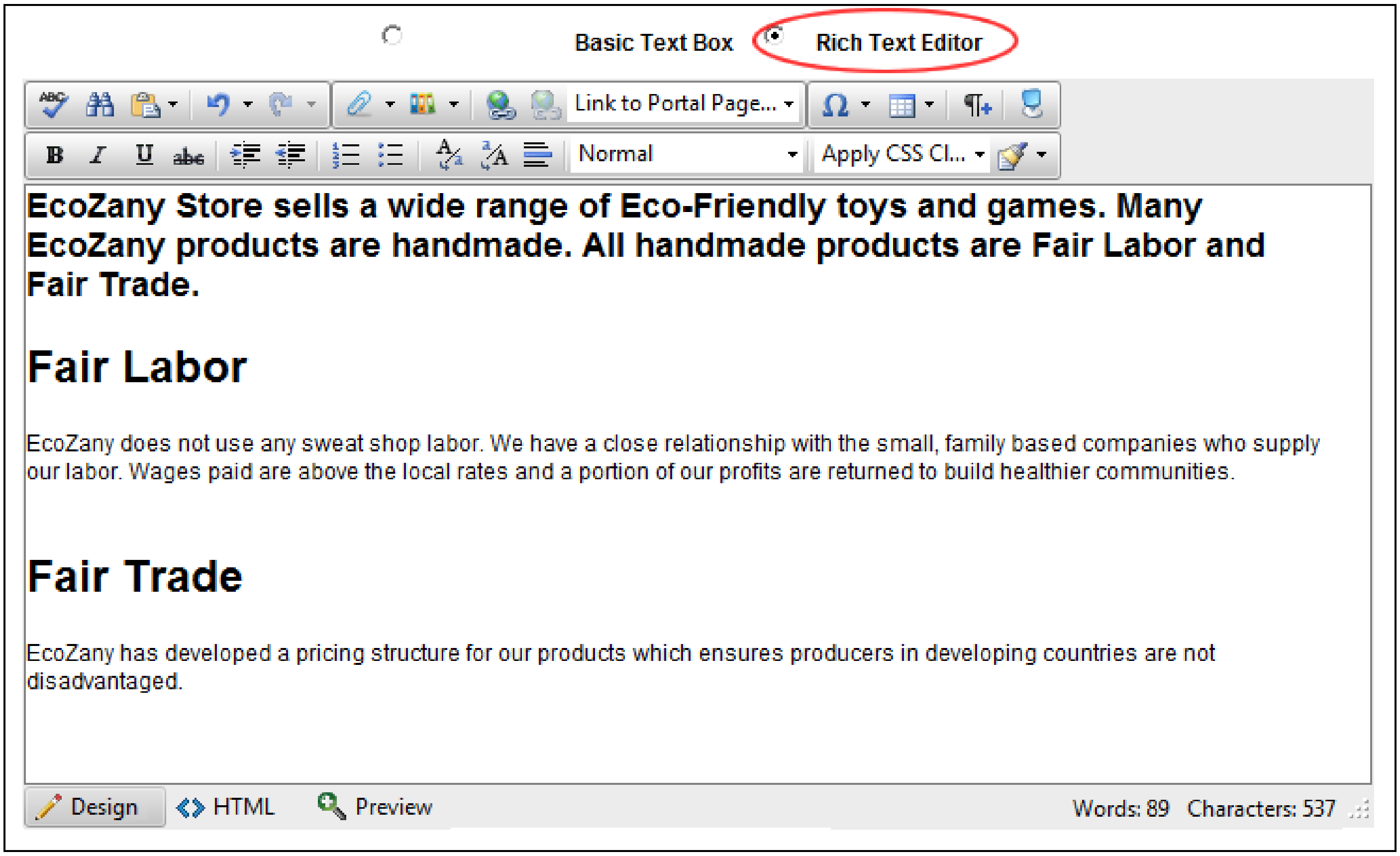
3. Click inside the Editor and then enter or paste (Ctrl + V) your text.

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.

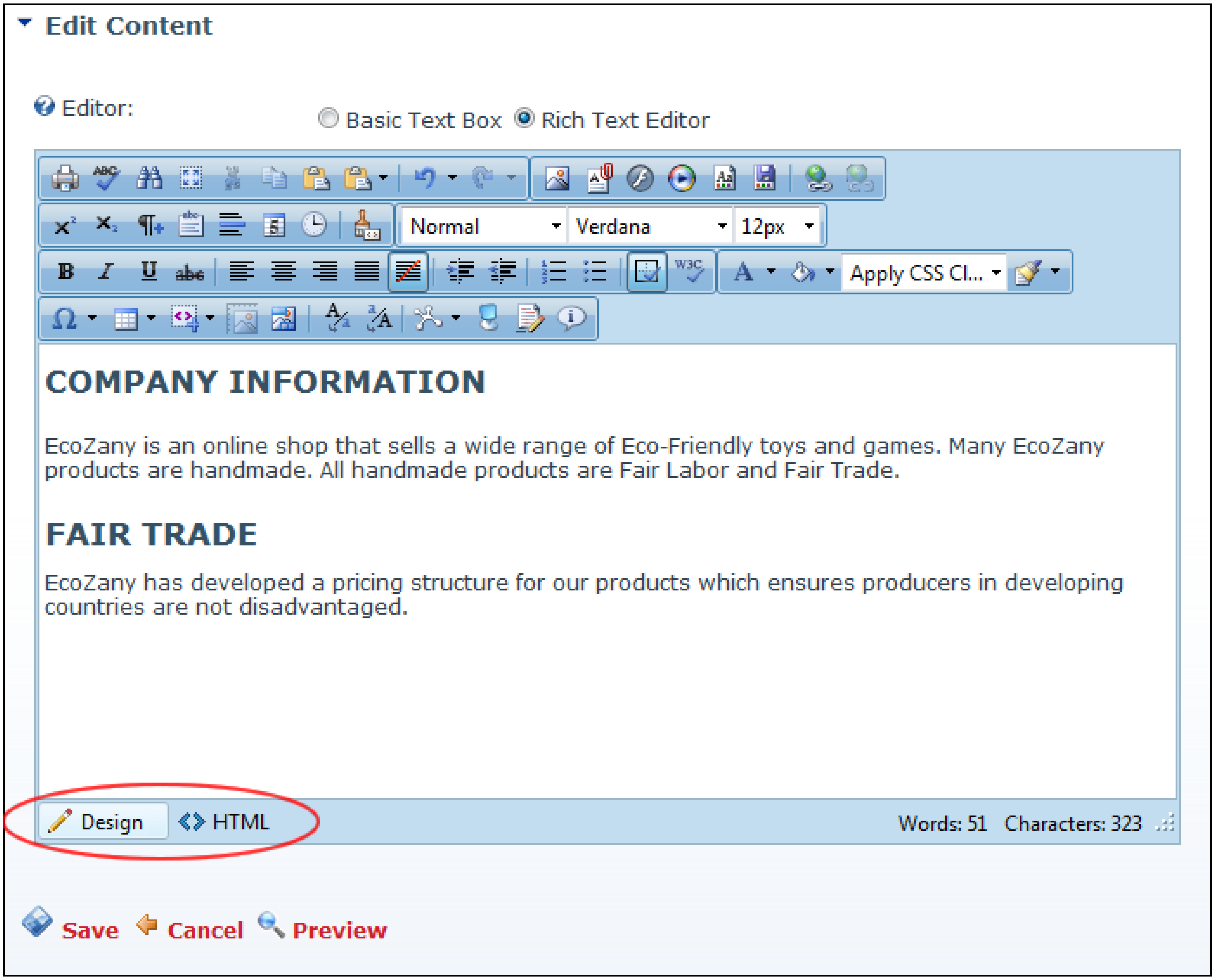
Tip: HTML can also be pasted into the **Raw** *Render Mode*

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.

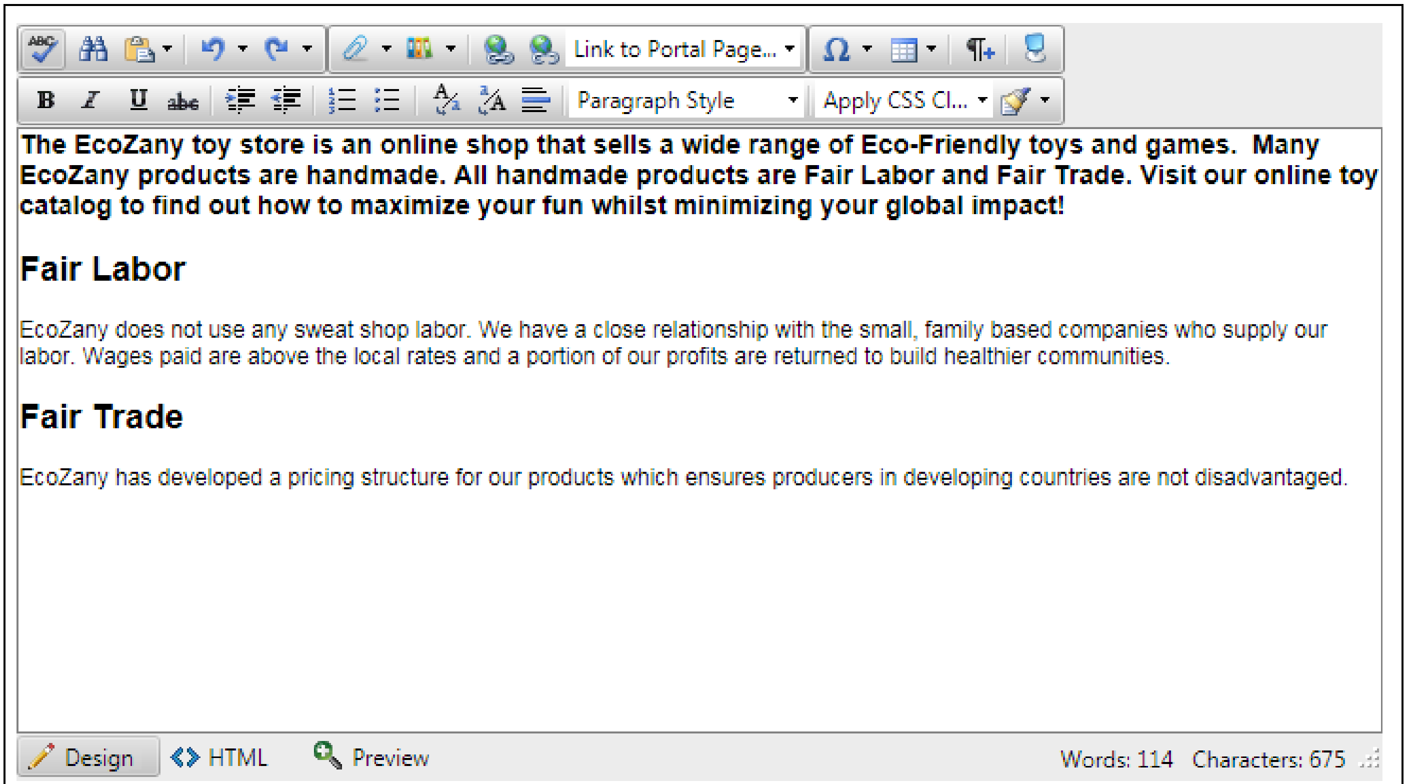


RadEditor

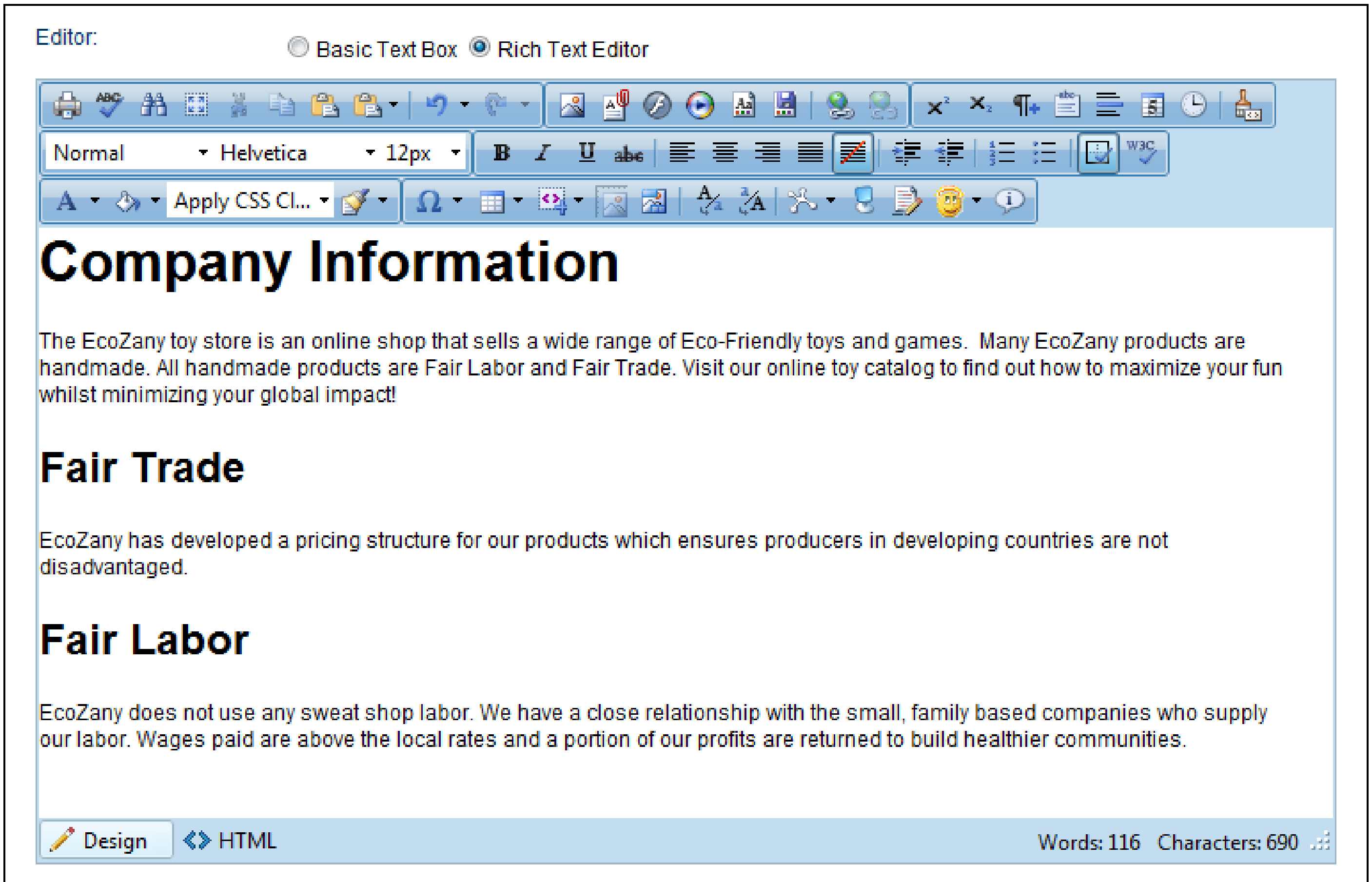
About the RadEditor

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+.



The DotNetNuke.RadEditorProvider (default)



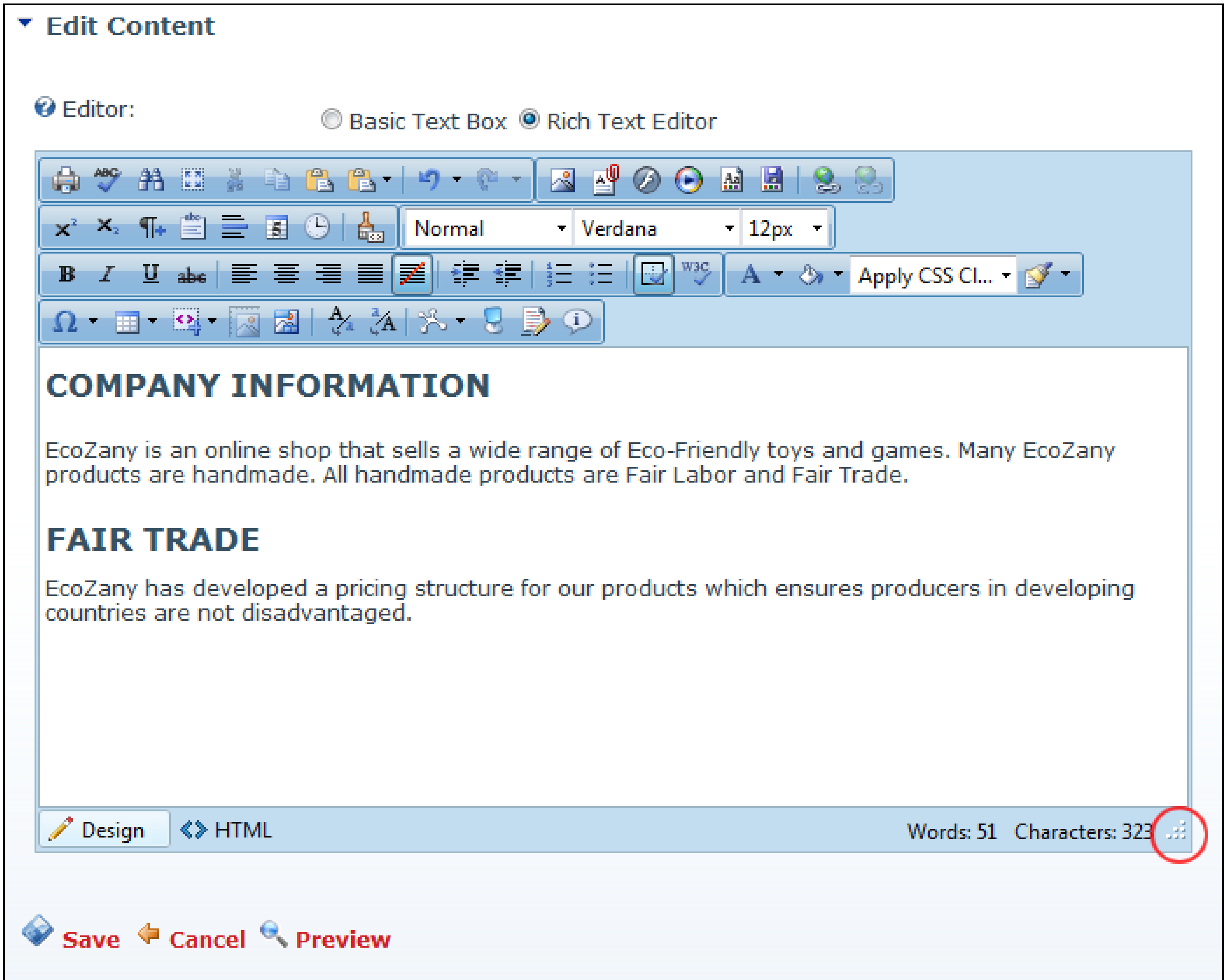
The TelerikEditorProvider

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.

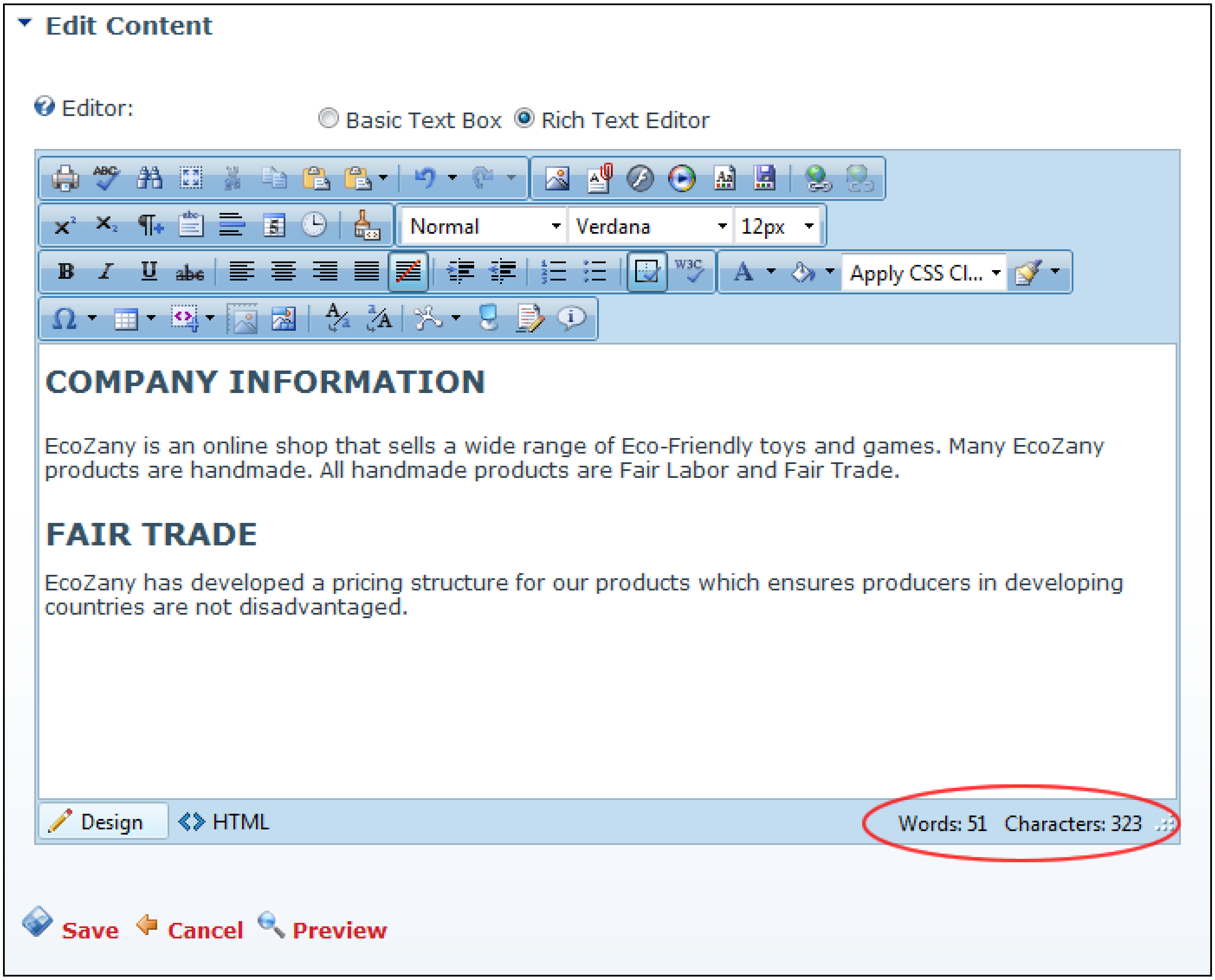
Tip: An alternative option is to click the  **Toggle Full Screen Mode (F11)** *button to toggle Editor to/from full screen mode.*



Modifying Editor Size

Viewing Word and Character Count

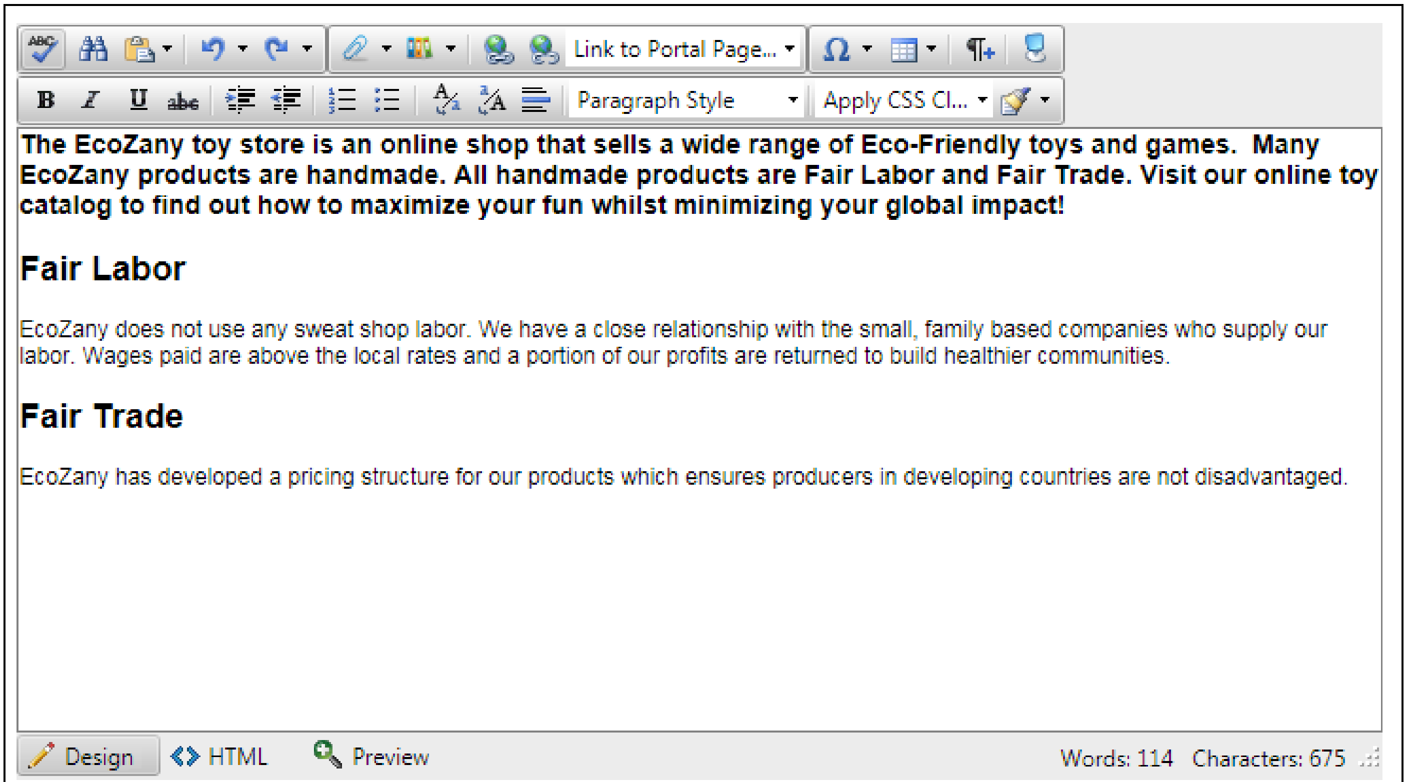
The number of words and characters inside the RadEditor is displayed in the bottom right corner. These are updated each time you click inside the editor after a modification.



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 DotNetNuke.RadEditorProvider Editor

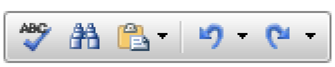
Related Topics:

- 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. See "Check Spelling"
Find And Replace (CTRL + F)		Click the **Find And Replace**  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)	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.

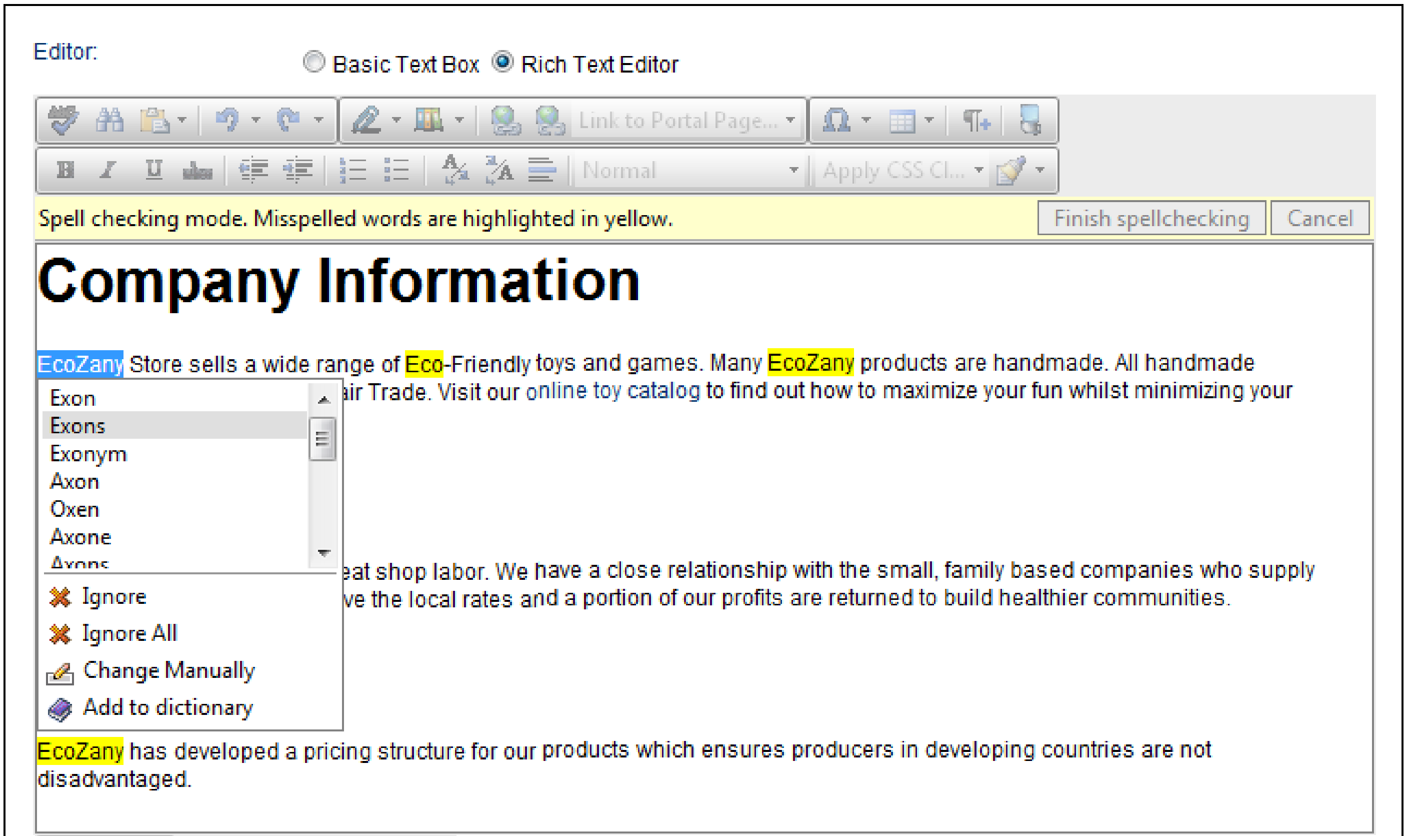
Tool	Icon	Description
Undo (CTRL + Z)		**Option One:** Click the **Undo** icon to undo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and undo multiple actions at one time.
Redo (CTRL + Y)		**Option One:** Click the **Redo** icon to redo the last action.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

Check Spelling

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

1. Place your cursor inside the Editor.
2. 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.
3. Repeat for each misspelt word.
4. Click the **Finish Spellchecking** button when you are finished - OR - Click the **Cancel** button to exit Spell checking mode.

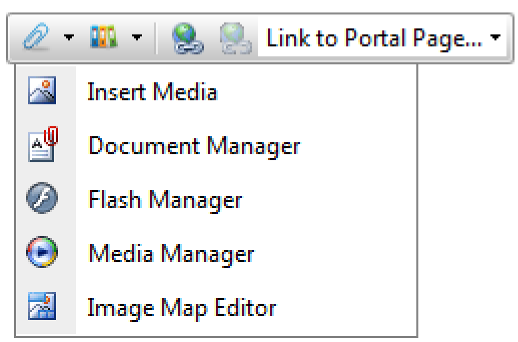
Tip: Edit any misspelt word by clicking on it.



Spell Checking using the DotNetNuke.RadEditorProvider RTE

Insert Toolbar

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

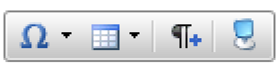
Tool	Icon	Description
Insert Media		Click the **Insert Media** icon to open the drop-down list of media insertion tools. Select from these options: Insert Media, Document Manager, Flash Manager, Media Manager, or Image Map Editor.  Once you have selected an option, the icon associated with that option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

Tool	Icon	Description
		To choose an option other that the one displayed in the toolbar, click the **Arrow** 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 "Inserting Images"
Document Manager *		Opens the Document Manager which enables you to insert a document link into the Editor. Additional link settings are available. See "Inserting a Document"
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 "Inserting Flash"
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 "Inserting Media"
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 "Creating an Image Map"
Template Manager *		Opens the Template Manager which enables you to insert a template (*.htmtemplate) into the Editor. See "Inserting a Template"
Save Template		Save the content in the Editor as a new template. See "Saving a Template"
Hyperlink Manager (CTRL + K) *		Insert a link, anchor or email link. Additional settings are available. See "Adding an Email Link", "Adding a URL Link"., or "Adding an Anchor".
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content. See "Deleting a Link"
Link to Portal Page	Link to Portal Page...	Link to a site of your page. See "Linking to a Portal Page"

* 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

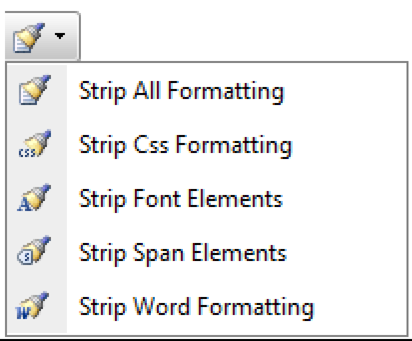
The Dropdown toolbar of the DotNetNuke.RadEditorProvider has the following tools:



Tool	Icon	Description
Insert Symbol		**Option One:** Click the **Arrow** icon to open the symbol gallery and then select the required symbol to be inserted. **Option Two:** Click the **Insert Symbol** icon to insert the symbol that was inserted previously.
Insert Table		Click the **Insert Table** icon to insert a table in the current location - OR - Select Table Wizard to design a more complex table. See "Inserting a Table"
New Paragraph		Place your cursor in the required location and then select the **New Paragraph** 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

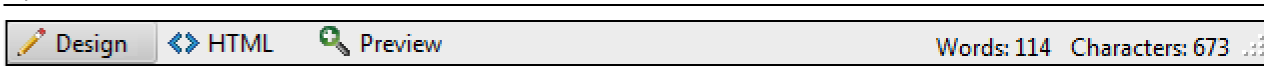
The Formatting toolbar of the DotNetNuke.RadEditorProvider RTE has the following tools:

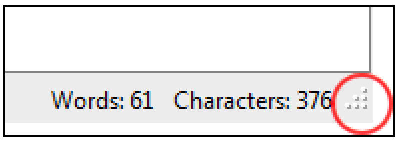
Tool	Icon	Description
Text Formatting		
Bold (CTRL + B)		Add/remove bolding to selected content.
Italicize (CTRL + I)		Add/remove italics to selected content.
Underline (CTRL + U)		Add/remove underline to selected content.
Strikethrough		Add/remove strikethrough to selected content.
Indent and Lists		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
Other		
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	Normal	Select the paragraph style for the selected text.
Apply CSS Class	Apply CSS Cl...	Select the CSS Class to be applied to the selected content.
Format Stripper		1. Select the content you want to strip formatting from (such as font color, font heading). 2. Click the **Arrow** 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 

Content Toolbar

The Content toolbar of the DotNetNuke.RadEditorProvider RTE.

Tip: This toolbar is located below the editor.



Tool	Icon	Description
Design	Design	Click to view content in design mode. This enables all toolbars.
HTML	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	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**		How to increase or decrease the size of the Editor. 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 your mouse button when you are finished.

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

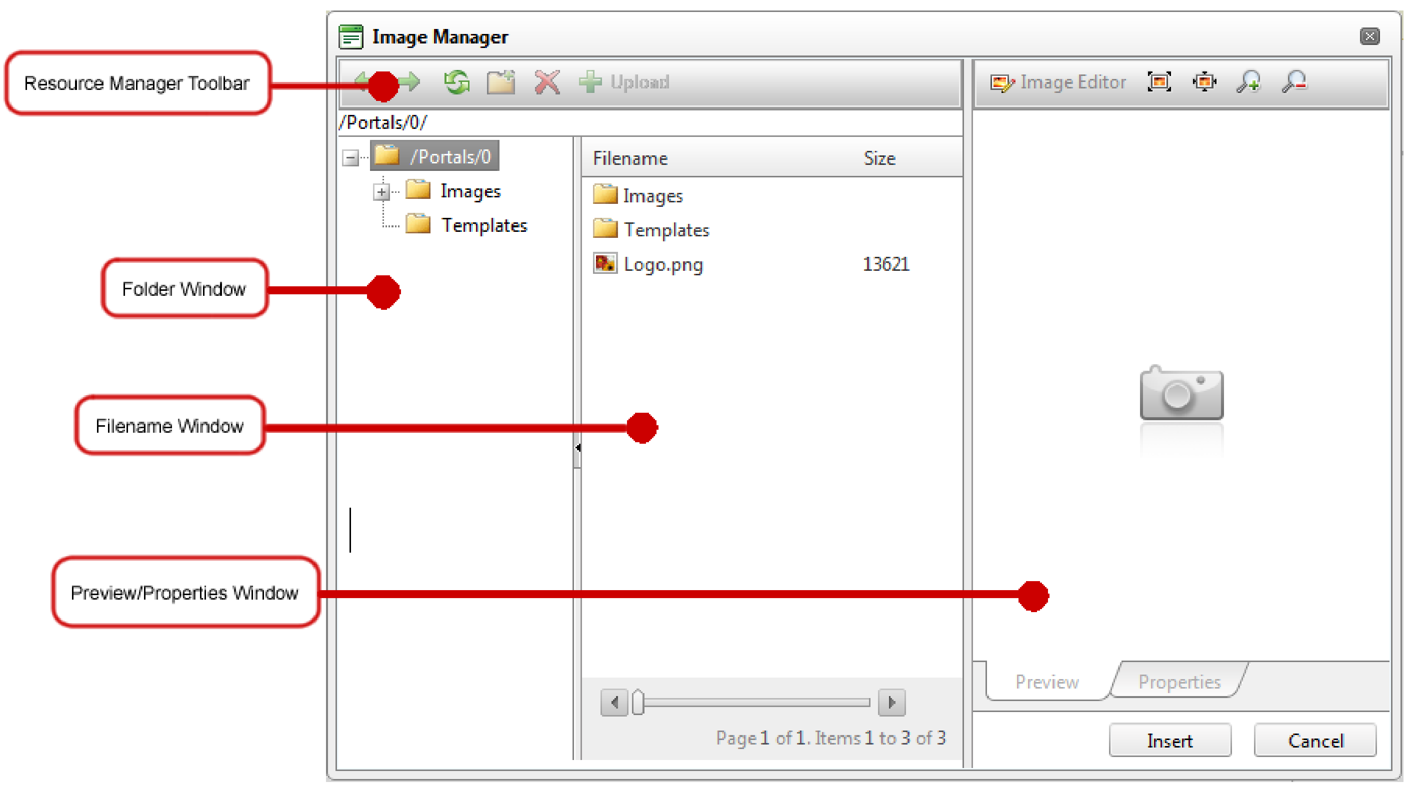
Managing Images and Media

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.



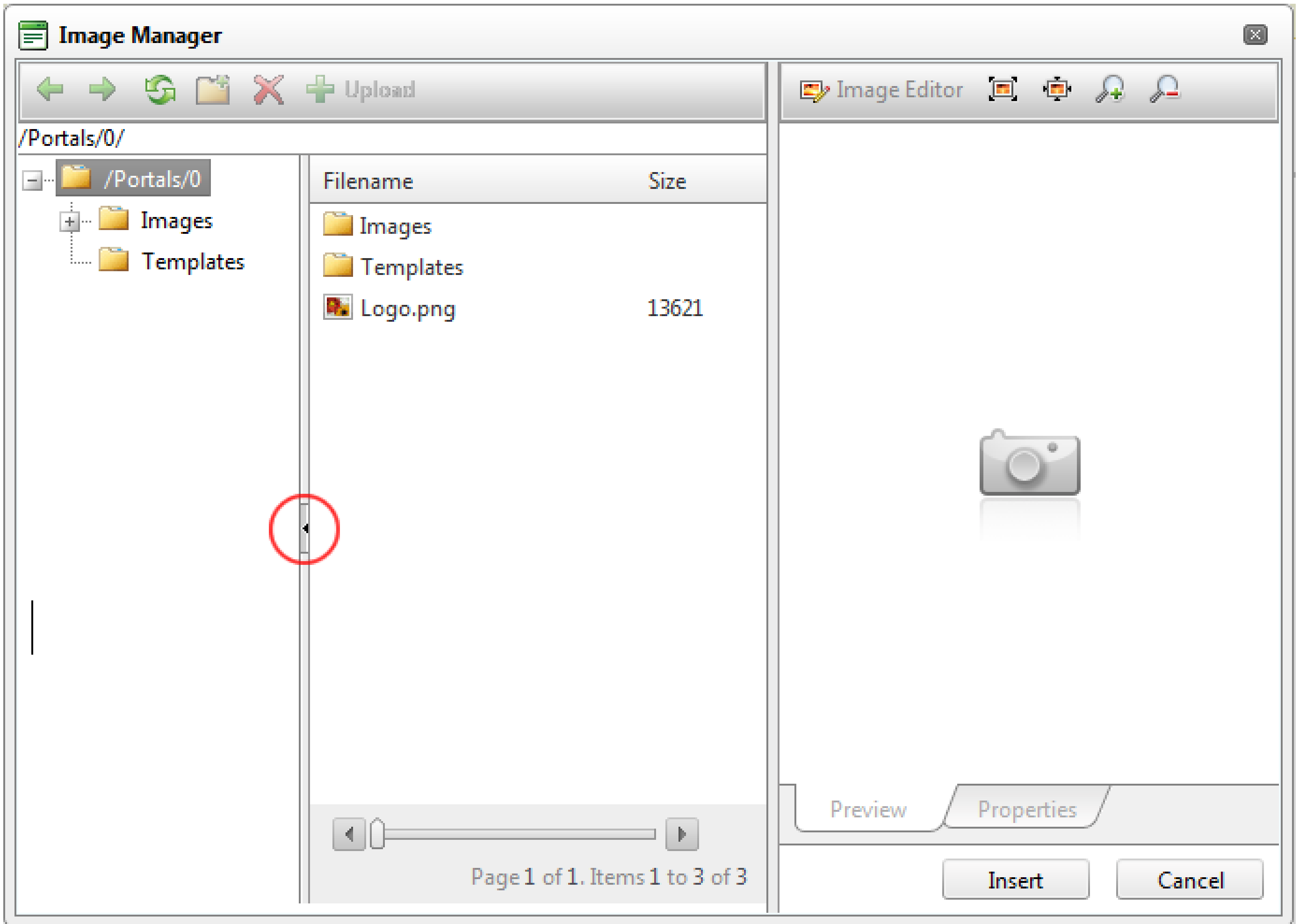
Resource Manager Toolbar

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 **New Folder** button.
Delete		1. Select the image or folder to be deleted and then click the **Delete** 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." 2. Click the **OK** button to confirm.
Upload	Upload	In the Folders window, select the folder where the file will be uploaded to and then click the **Upload** Upload 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.*



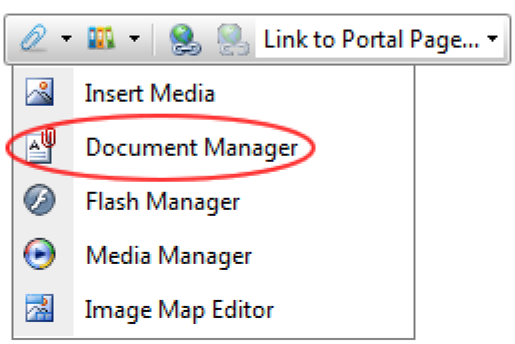
Collapse/Expand the left pane

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

Inserting a Document

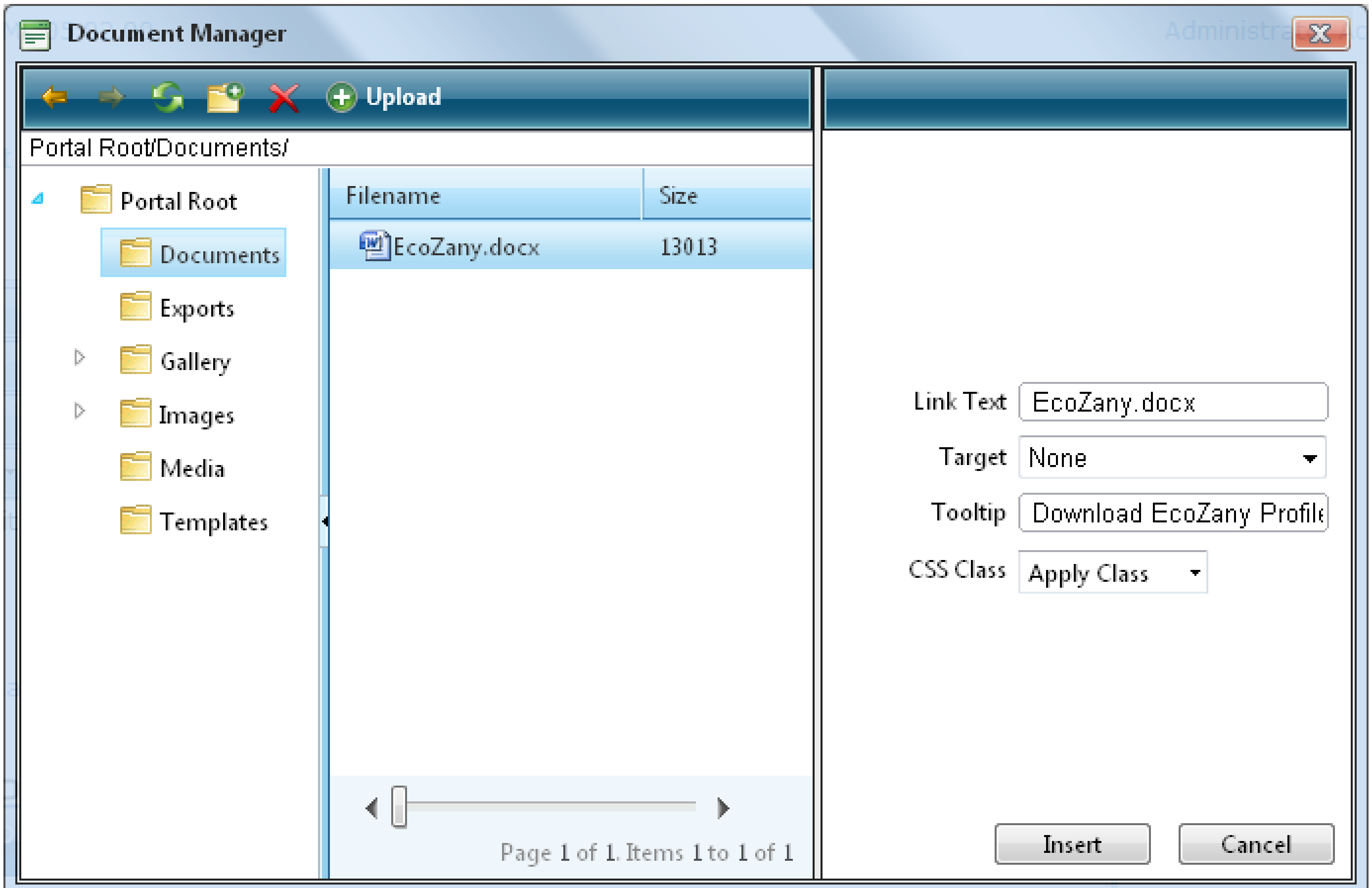
How to insert a document using the DotNetNuke.RadEditorProvider RTE.

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.

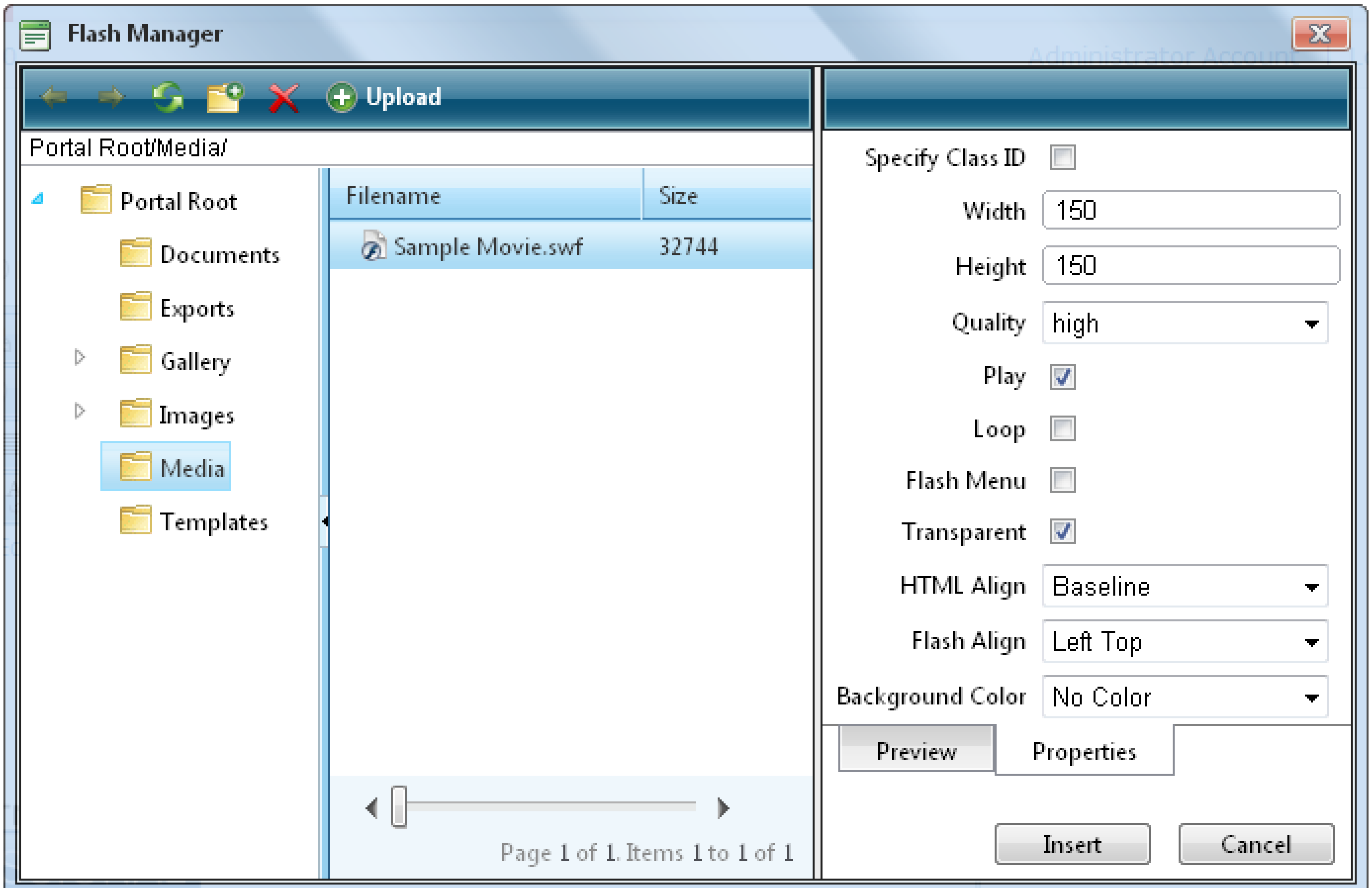
2. Navigate to and select the required Flash. See "Using the Resource Manager"
3. **Optional.** Click the **Properties** tab and set the properties.
   a. At **Specify Class ID**, select from these options:
      - Check the check box to set a class for this media. This reveals the Class ID text box.
        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.

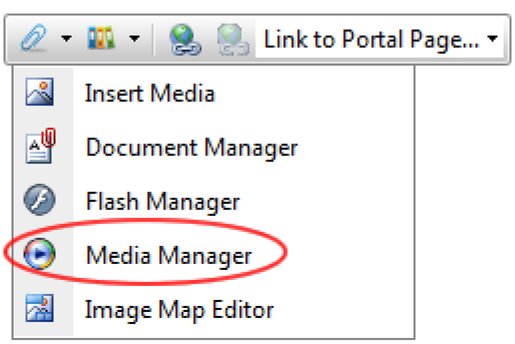


The Flash Manager

Inserting Media

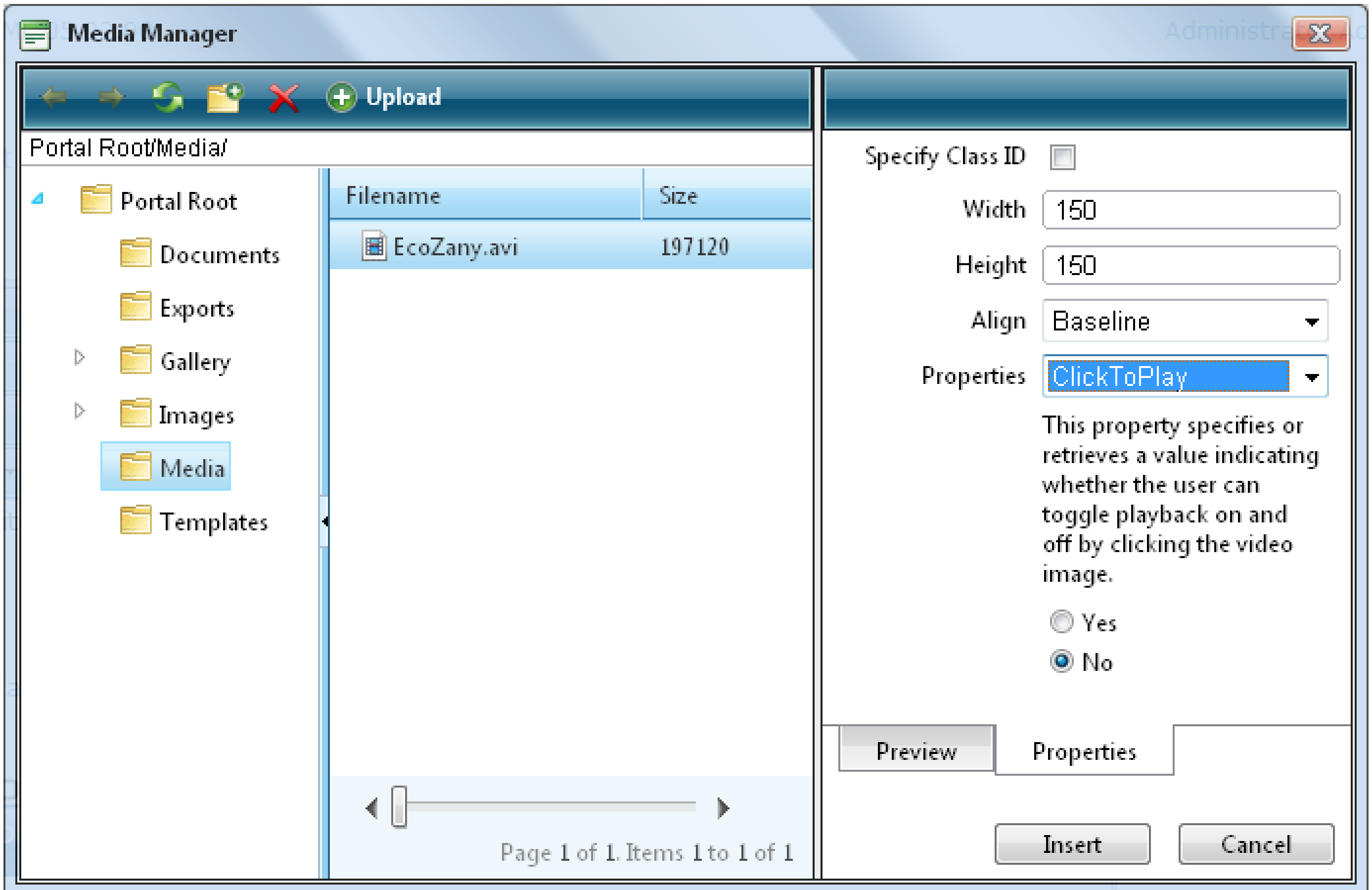
How to insert media (such as sound and movie files) using the DotNetNuke.RadEditorProvider for the RTE.

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.

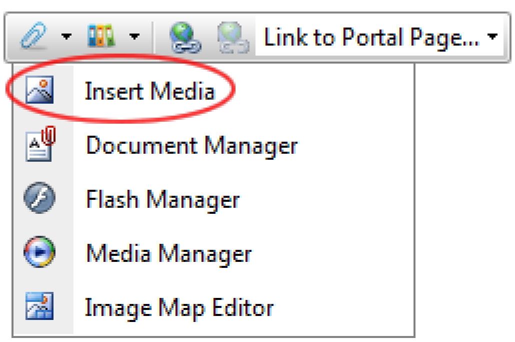


The Media Manager

Inserting Images

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

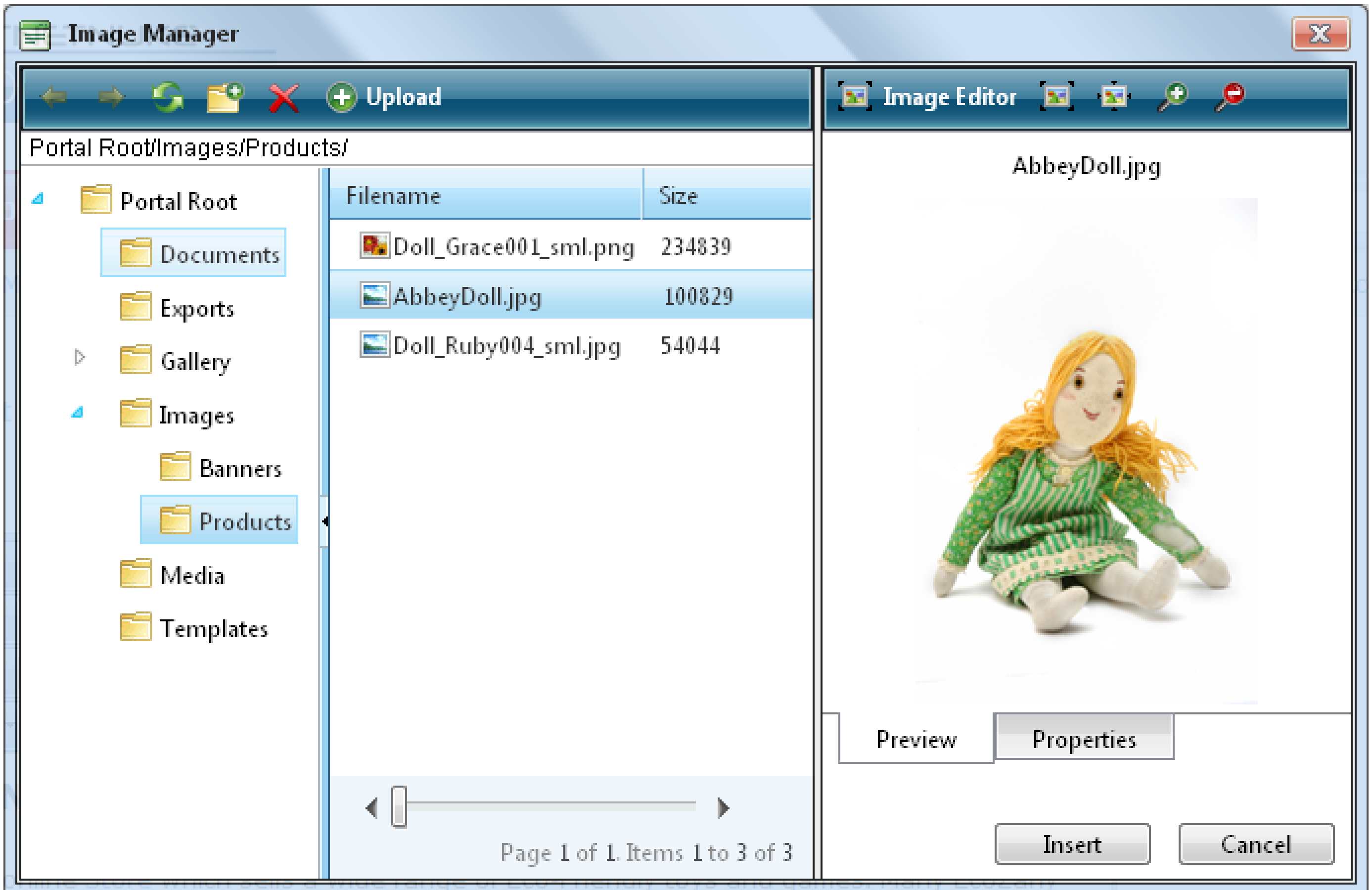
1. Select **Insert Media** (CTRL + G) from the actions toolbar. This opens the Image Manager.



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"

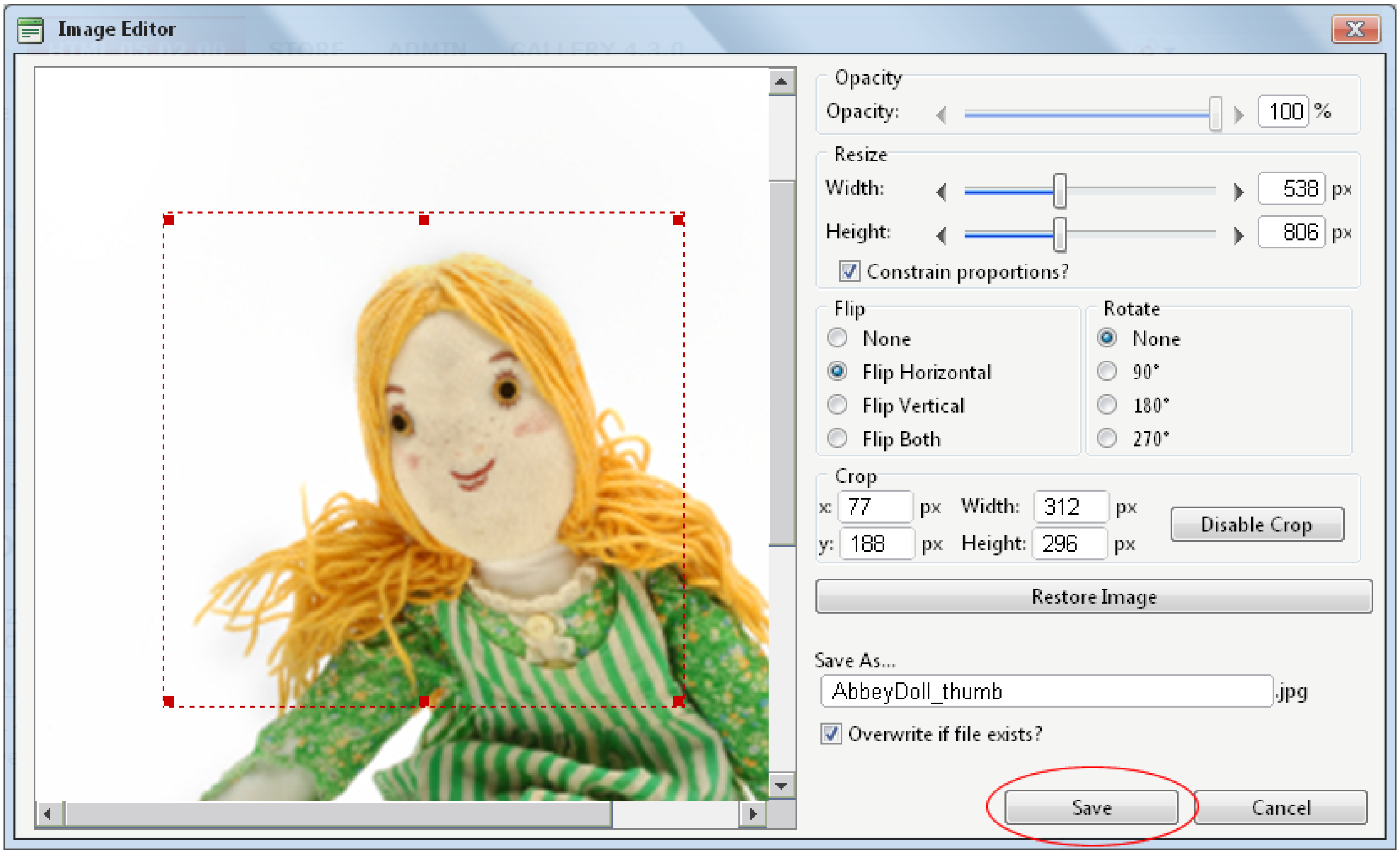
4. Click the **OK** button to confirm.

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.



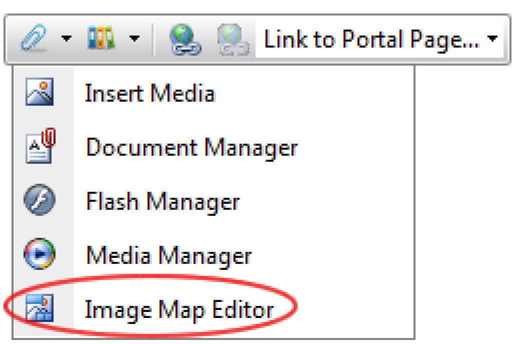
Troubleshooting. If the message "A file with a name same as the target already exists!" is displayed, this is preventing you from over-writing an existing image. Repeat Steps 4 and 6.

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

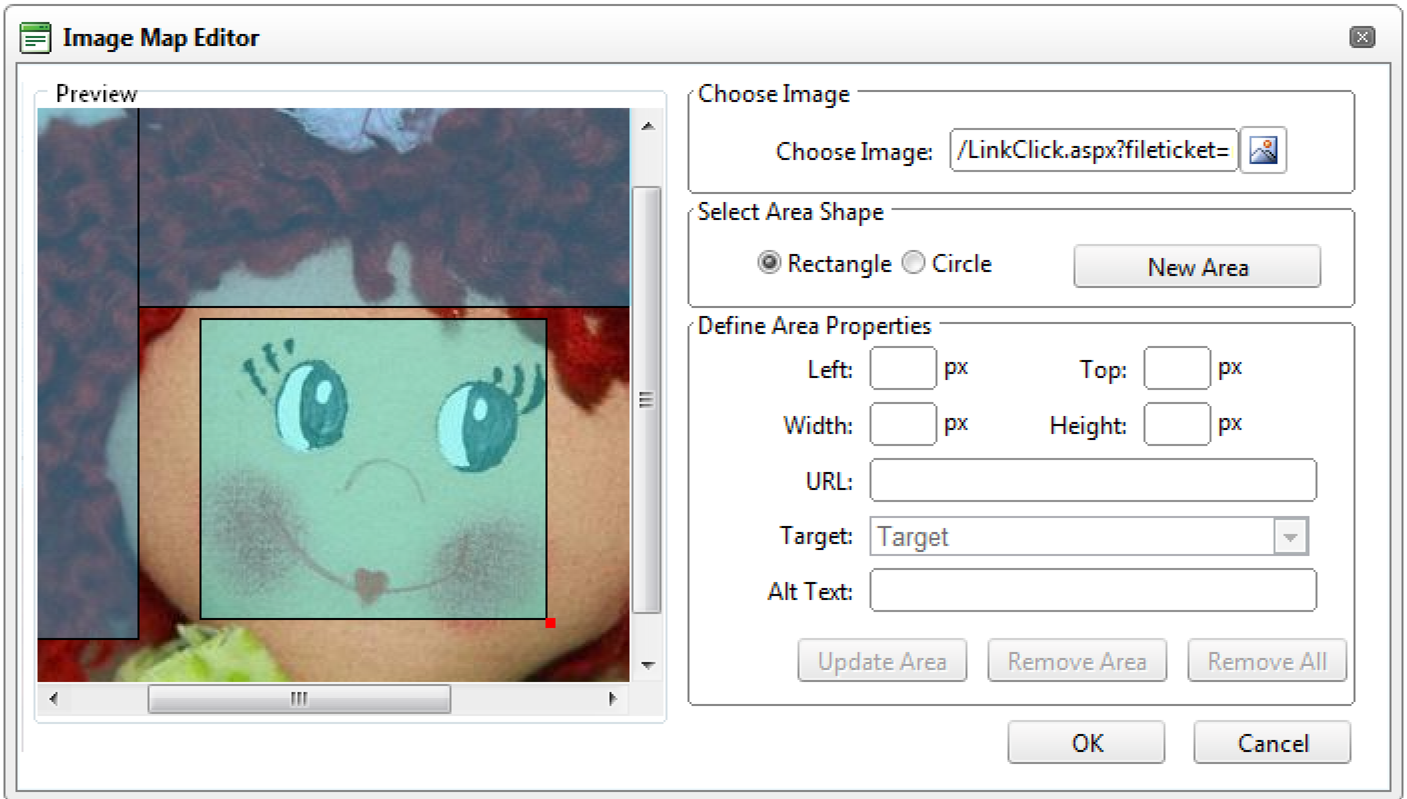
Creating an Image Map

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.



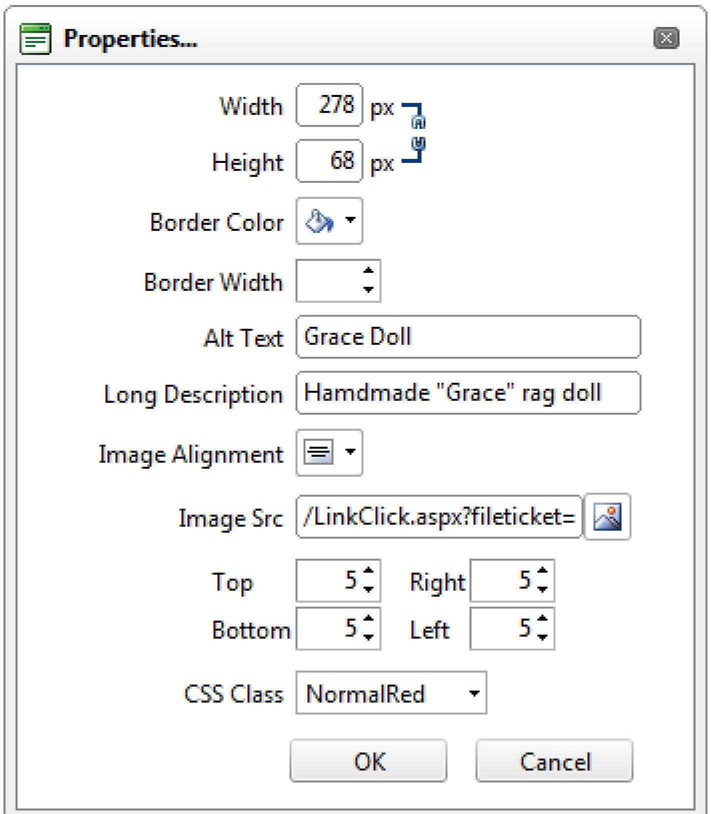
Creating an Image Map

Setting Image Properties

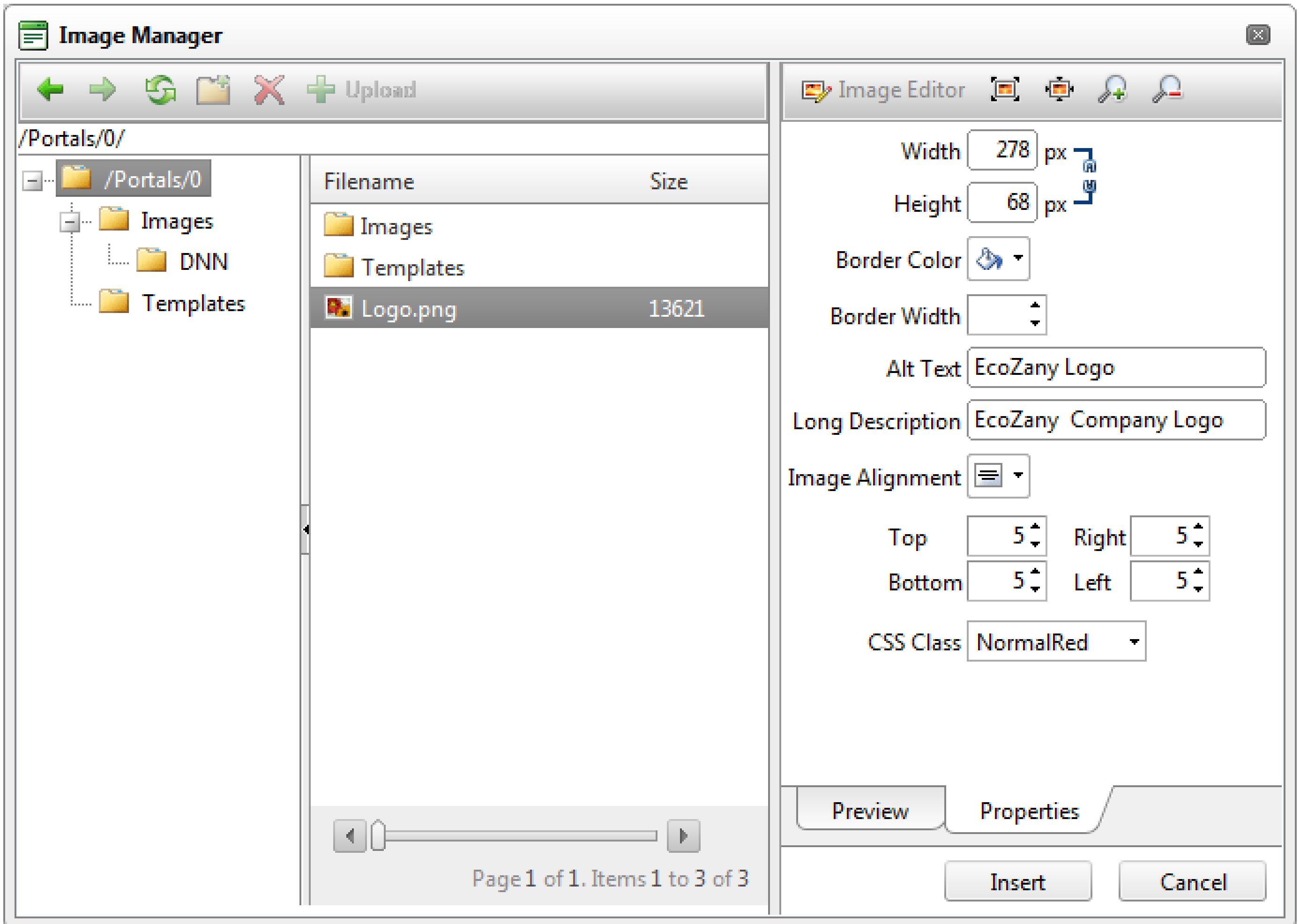
How to set the optional properties of an image using the Image Manager of the DotNetNuke.RadEditorProvider for the RTE.

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

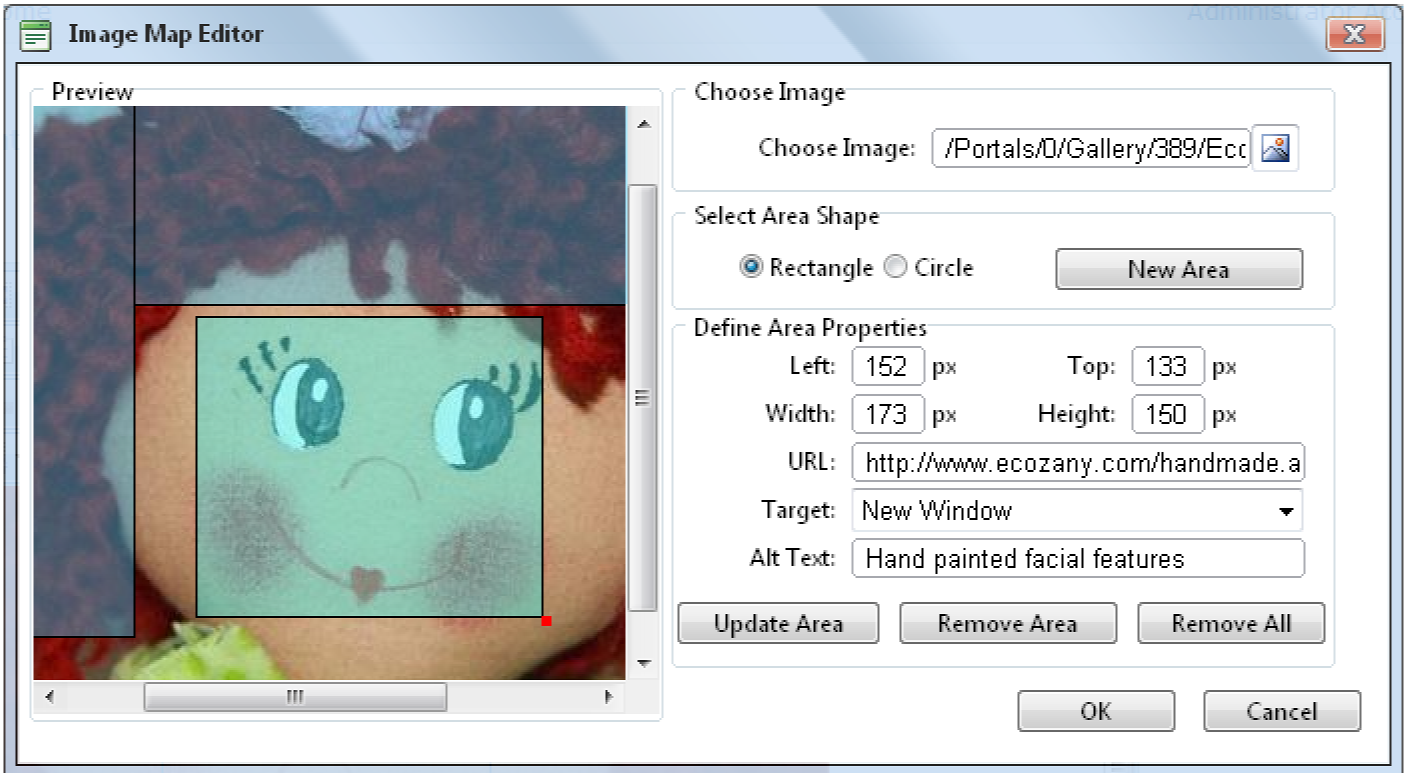


Setting the properties of an image during insertion

Editing an Image Map

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

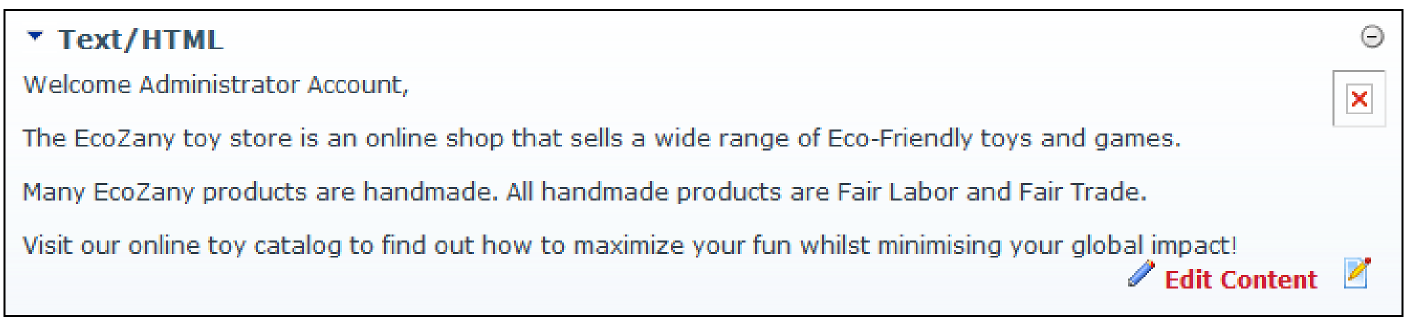
1. Select the mapped image.
2. Click the **Image Map Editor** button in the toolbar - OR - Right click on the image and then select **Image Map Editor** from the drop-down menu. This opens the Image Map Editor window.
3. Add, edit/update and delete mapped areas as required. See "Creating an Image Map"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

Troubleshooting: Image Not Displaying in HTML Module

Managing Links and Anchors

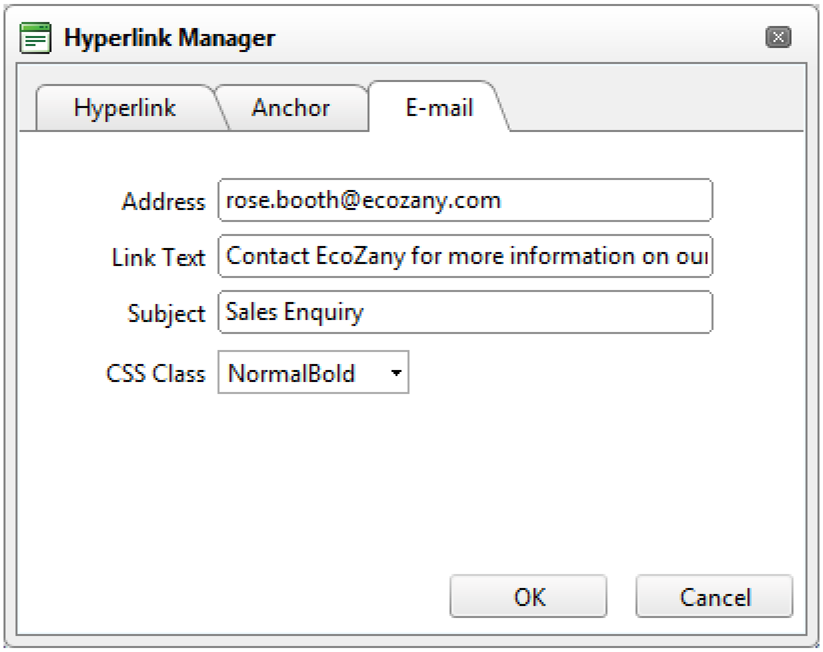
Adding an Email Link

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.

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 you 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.

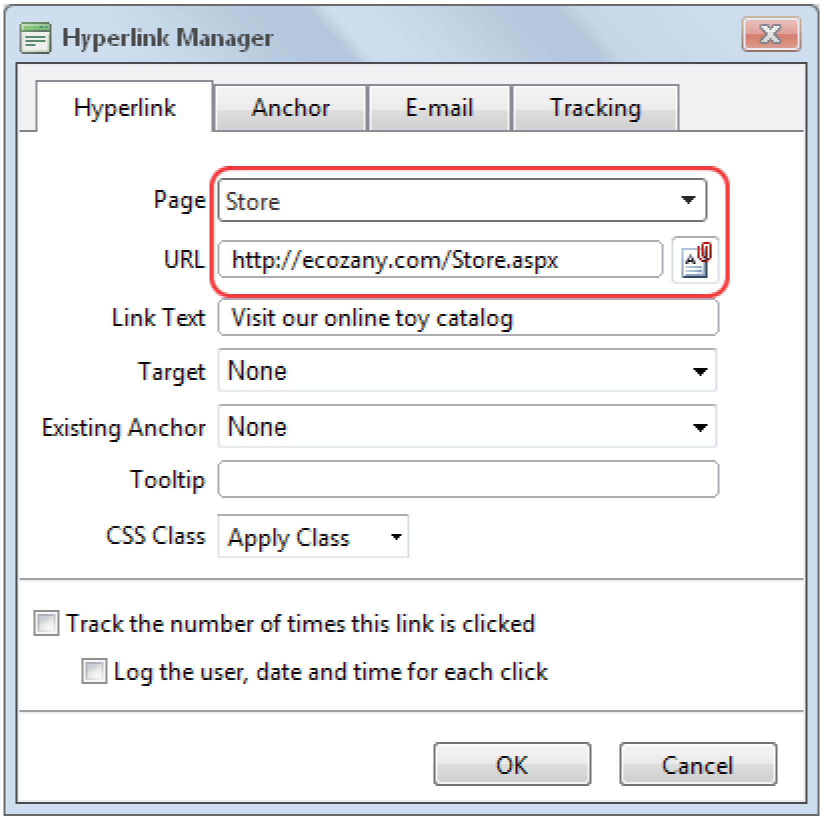


8. Click the **OK** button to confirm.

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 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 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.



4. The following **optional** setting 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:

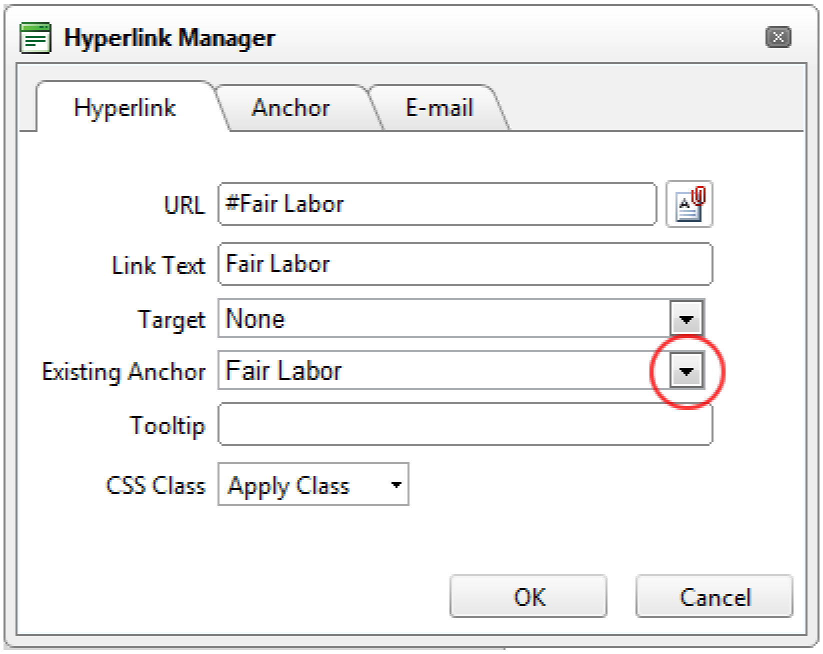
- See "Viewing Link Tracking Report"

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



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:

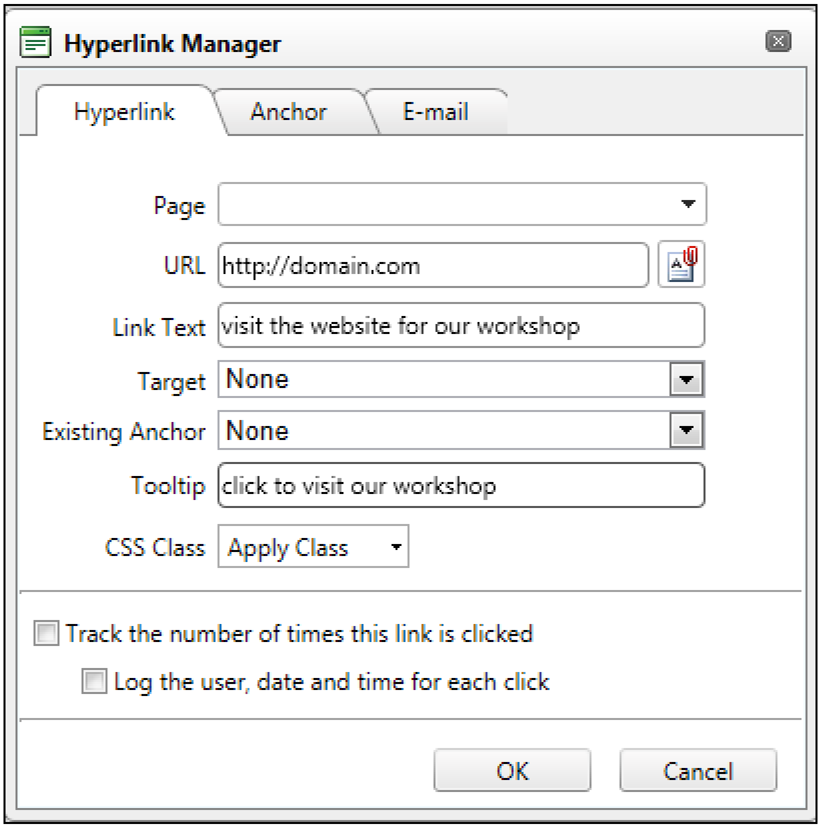
- See "Adding an Anchor"

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 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.** 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.

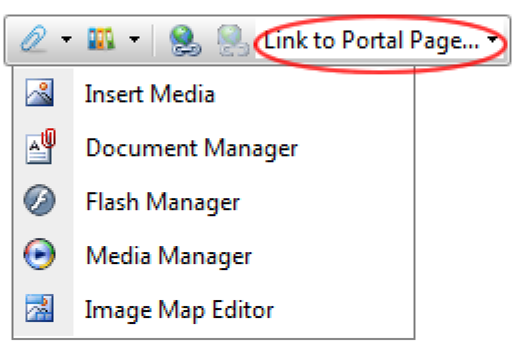


8. Click the **OK** button to confirm.

Linking to a Portal Page

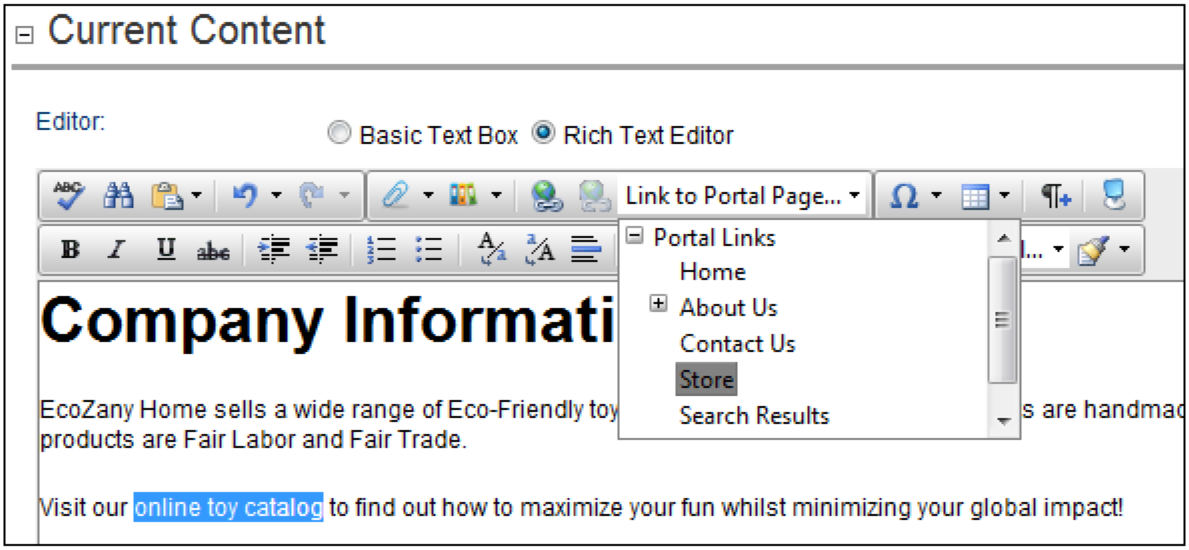
How to link to any page of your portal using the DotNetNuke.RadEditorProvider for the RTE. Note: You can only select links which you are authorized to view. E.g. Only Administrators can link to the Admin Console pages.

1. Highlight the text/object for the link - OR - Place you 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

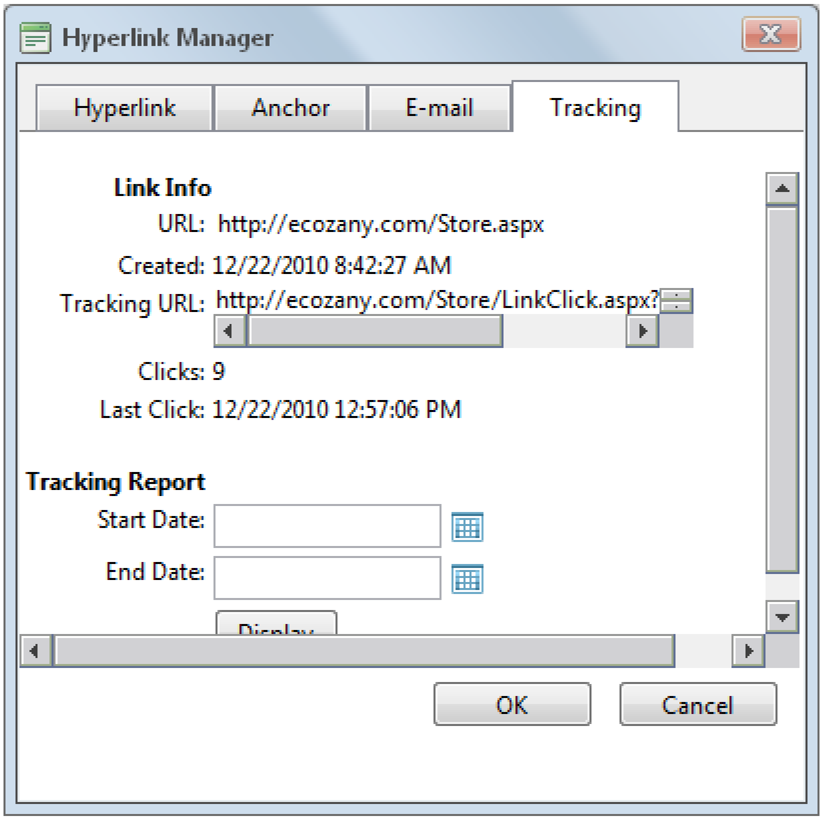
How to view tracking information for a tracked link within the TelerikEditorProvider RTE. In additional the tracking report displays data for the selected date range.

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://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.

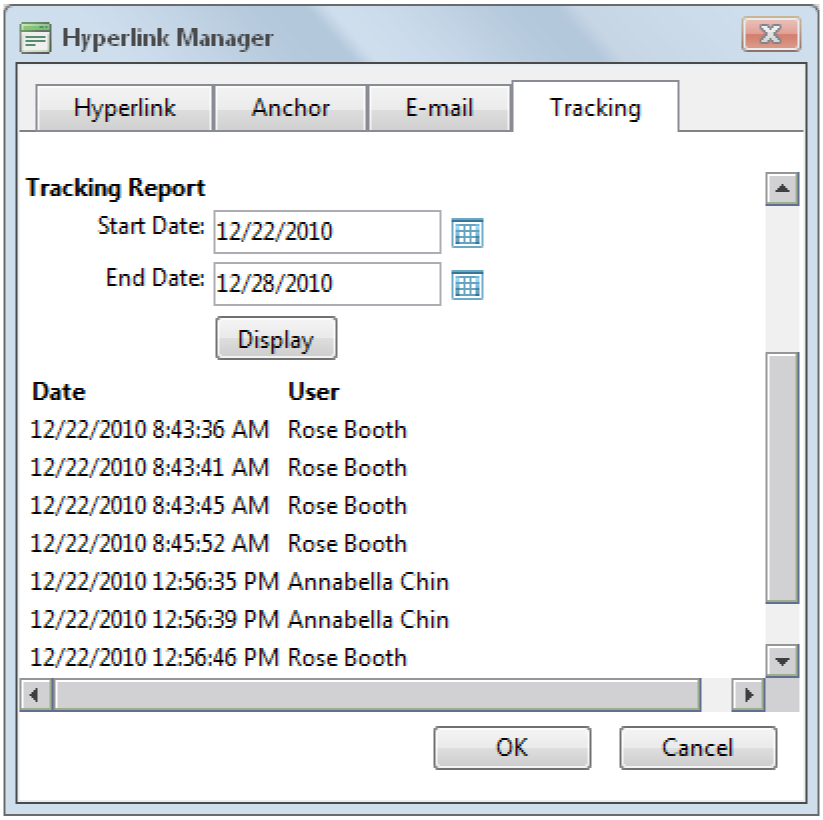


4. In the **Tracking Report** section, complete the following to view the report:

    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.

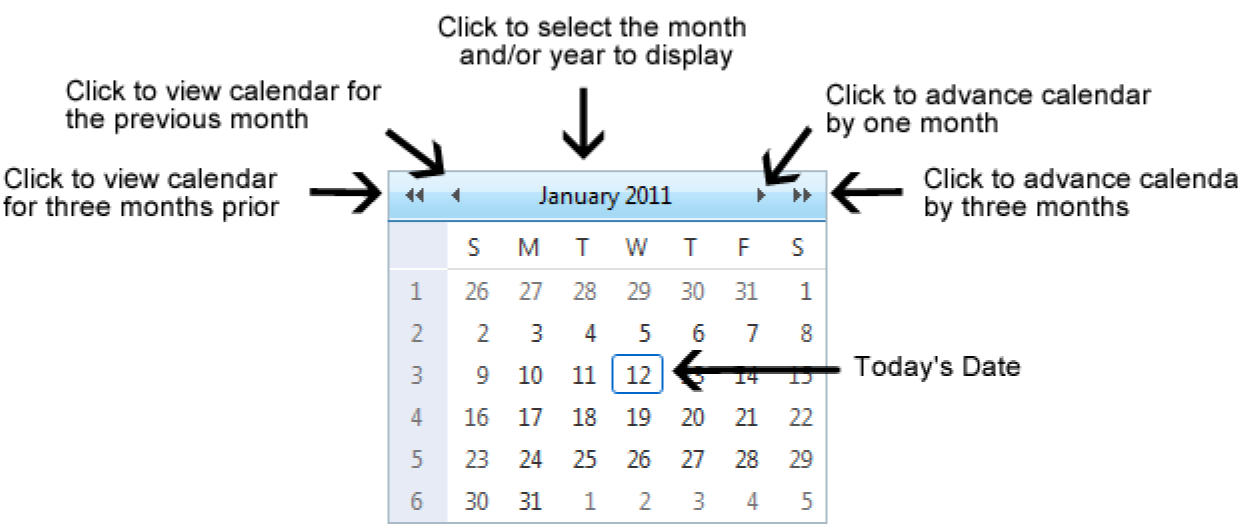
    c. Click the **Display** button. This displays the date and time when the link was clicked and the first and last name of authenticated users.



5. Click the **Cancel** button to close the Hyperlink Manager.

Working with the RADCalendar

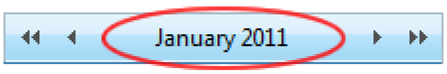
The RADCalendar is date selection tool which is used when viewing link tracking reports within the TelerikEditorProvider RTE.

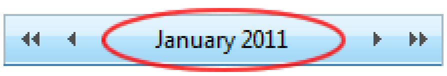


Selecting a Date

Step One - View the required Month/Year in Calendar

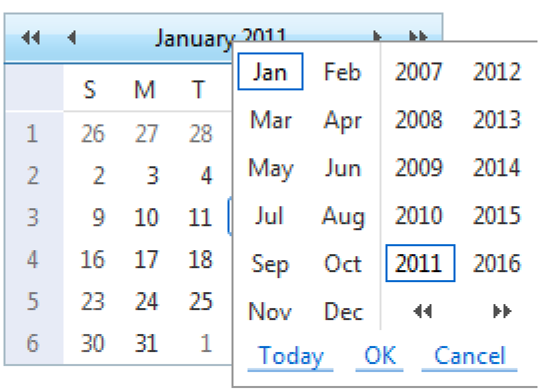
1. Click the **Calendar** button. This opens the RADCalendar. Here's an overview of the date selection options available for the RADCalendar:

- **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.

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 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:

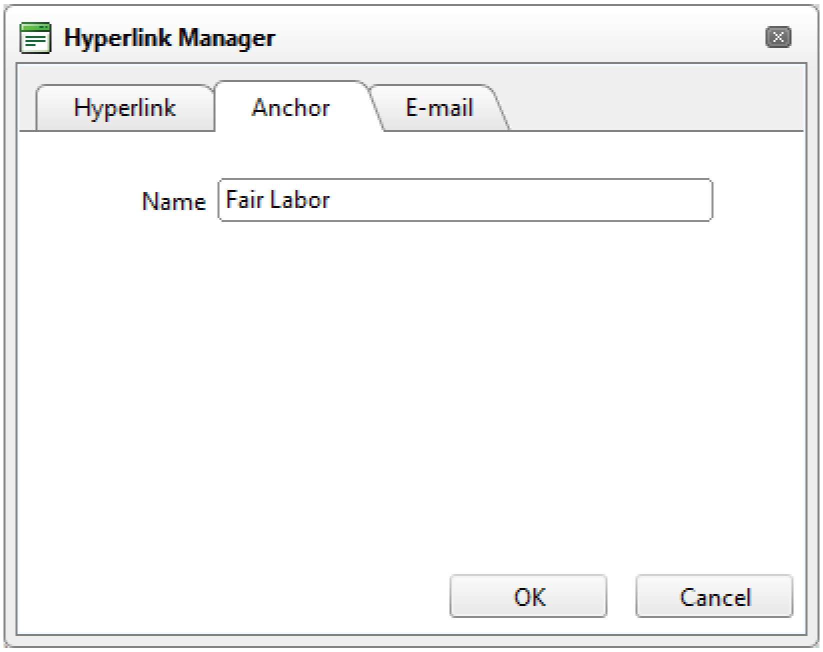
1. Right-click on the linked text or object.
2. Select **Remove Link** from the drop-down menu. This opens the Hyperlink Manager.

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.

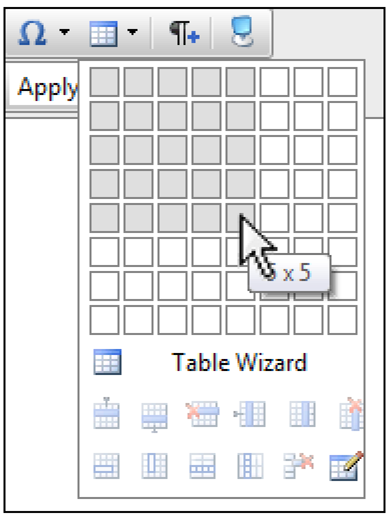
1. Select the **HTML** tab.
2. Locate and delete the anchor HTML which will look something like `<a name="anchor name"></a>`

Managing Tables

Inserting a Table

How to insert a table using the DotNetNuke.RadEditorProvider.

1. Place you 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.

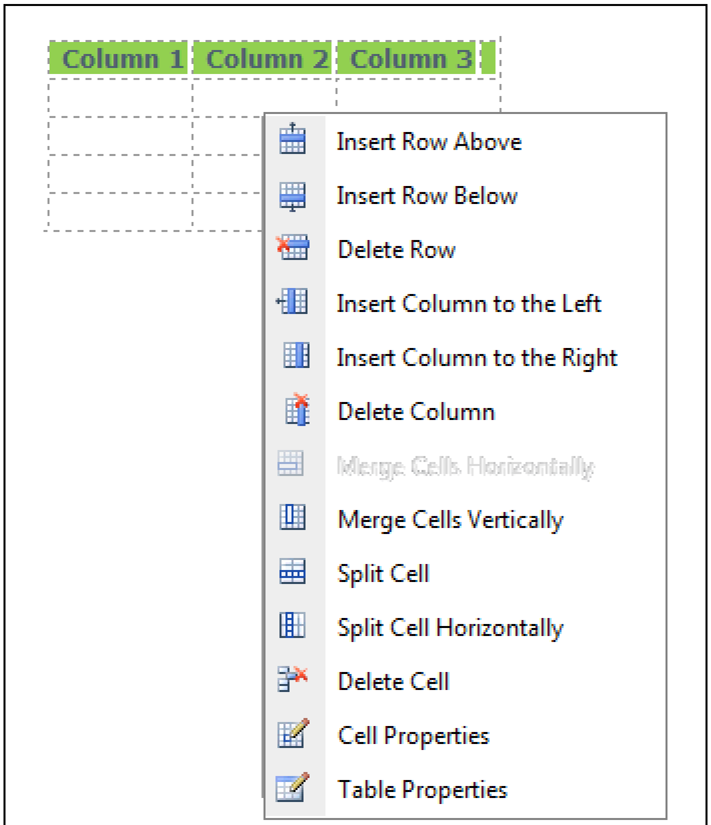


   - **To design a more complex table**, click the **Table Wizard** button. See "Setting the Table Design"

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.

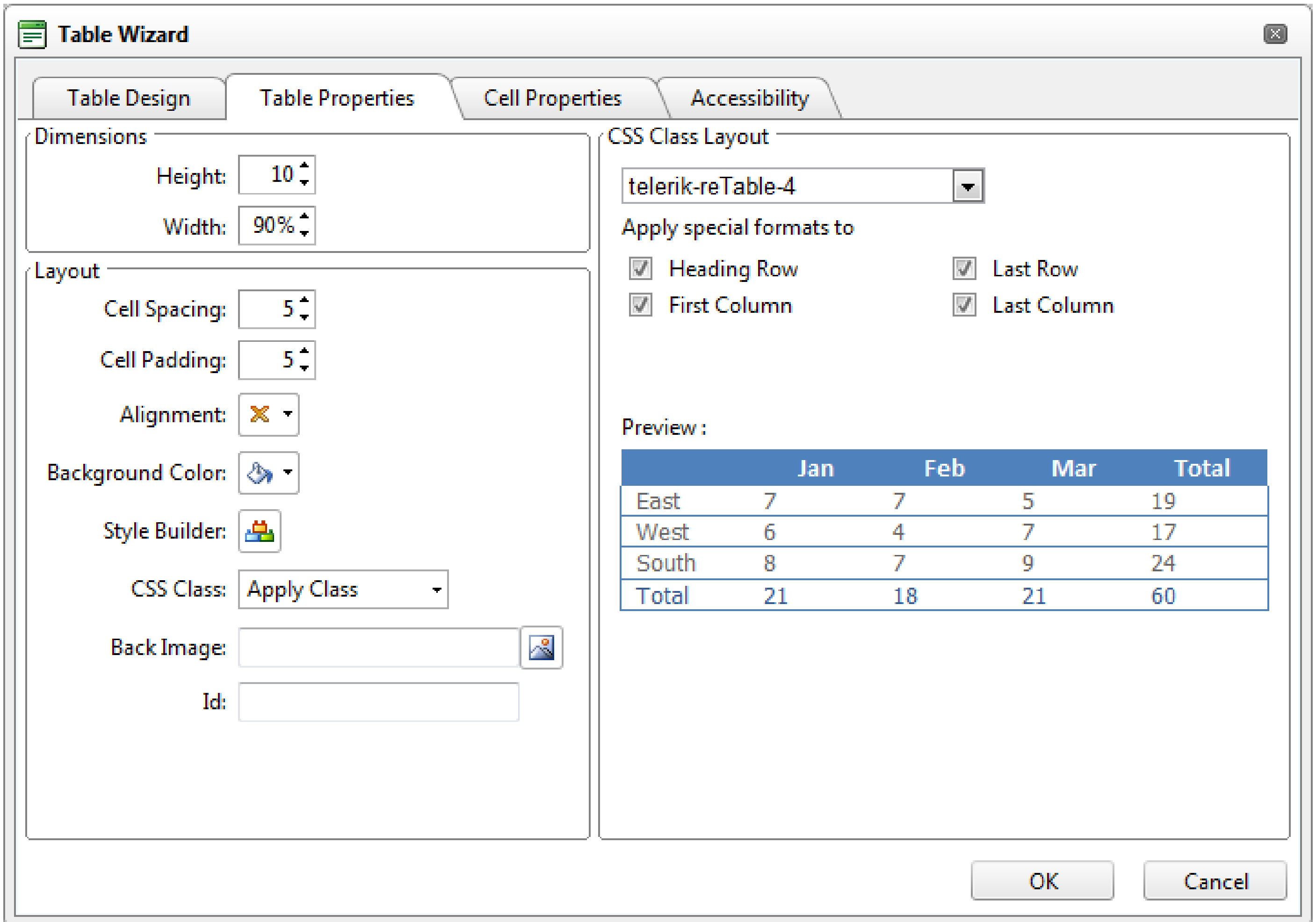
5. In the CSS Class Layout section:

   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.

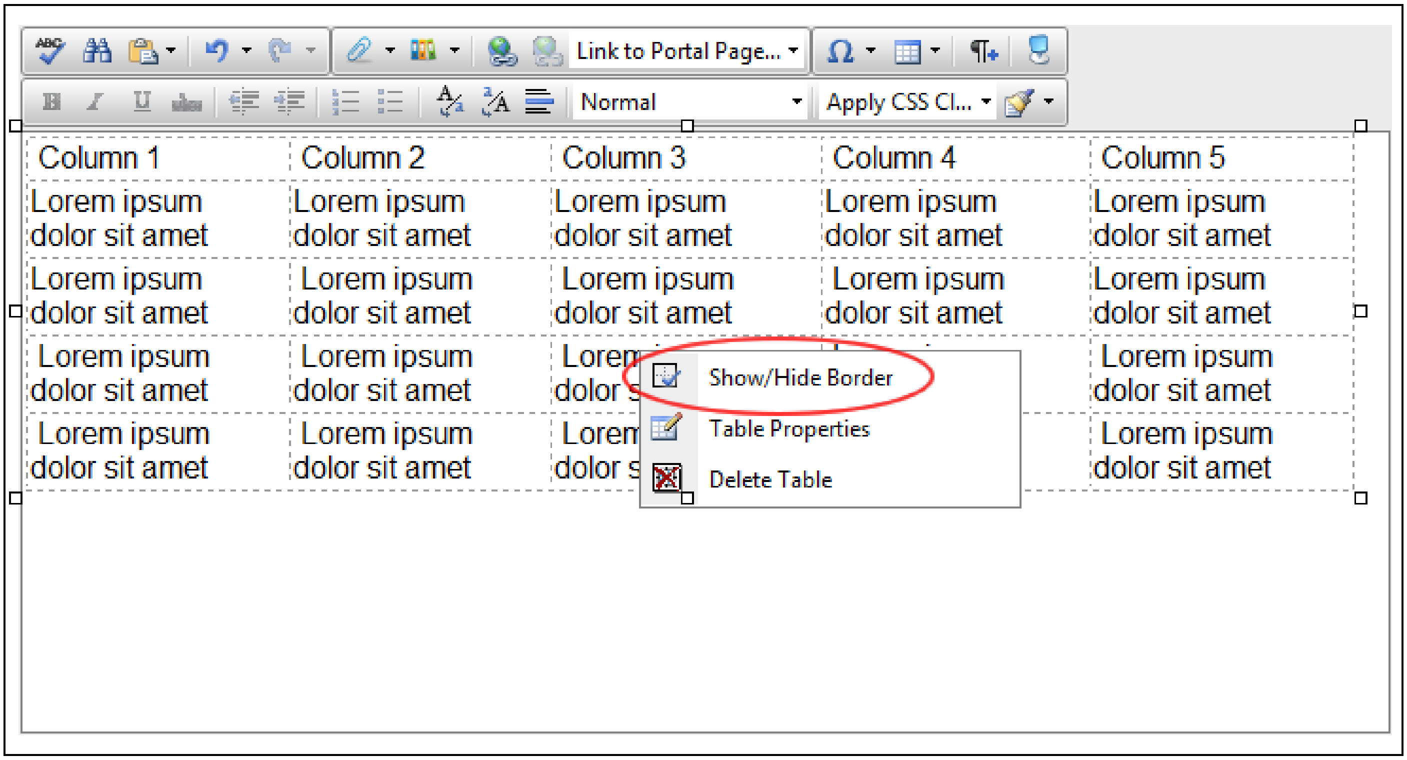


Setting Table Properties

Showing/Hiding Table Border

How to hide or show the table borders using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

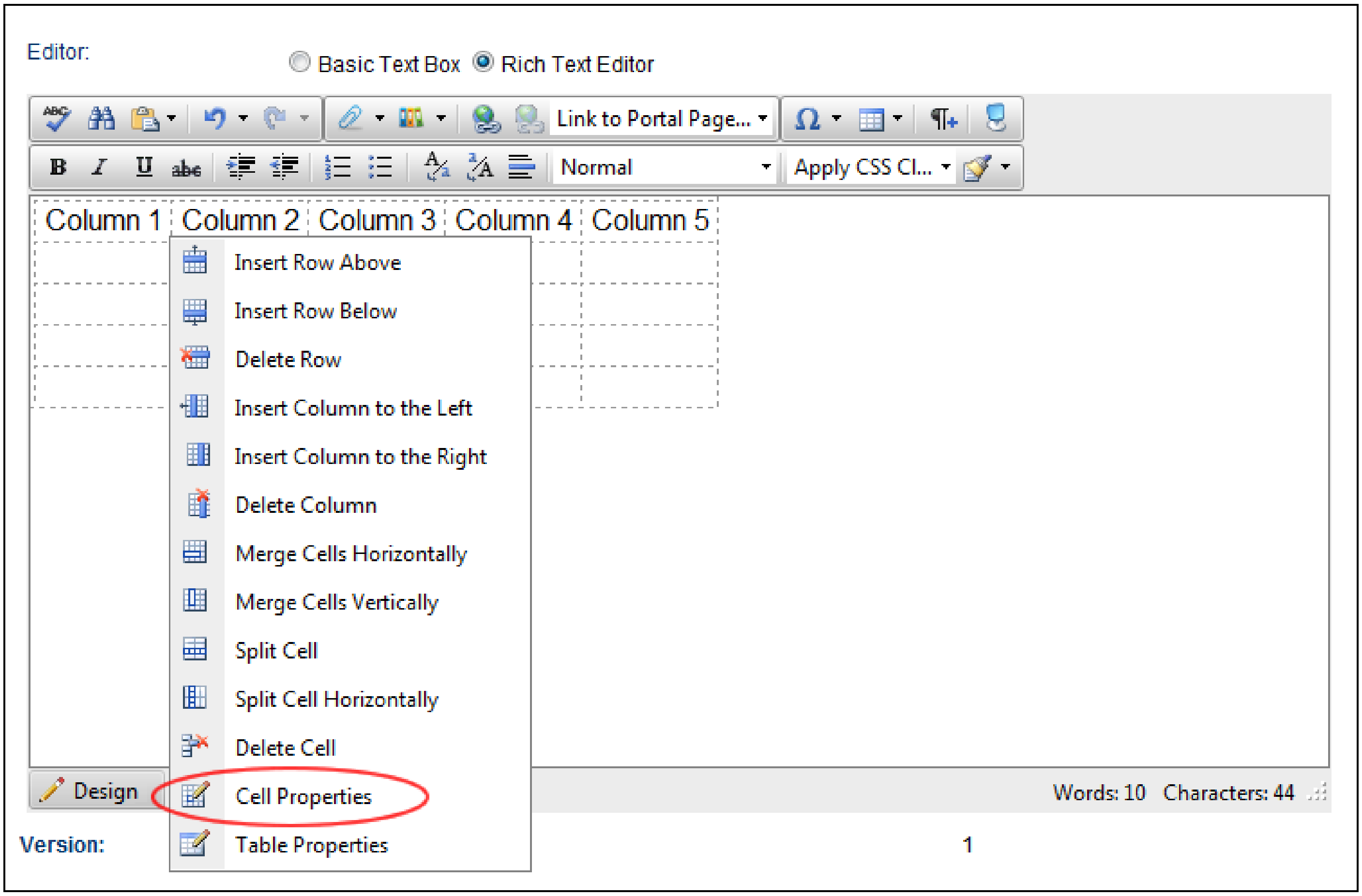
1. Place your cursor on the outer edge of the table. The cursor will change to show the table can be selected.
2. Right-click and select **Show/Hide Border** from the drop-down menu to either hide or show the table border.



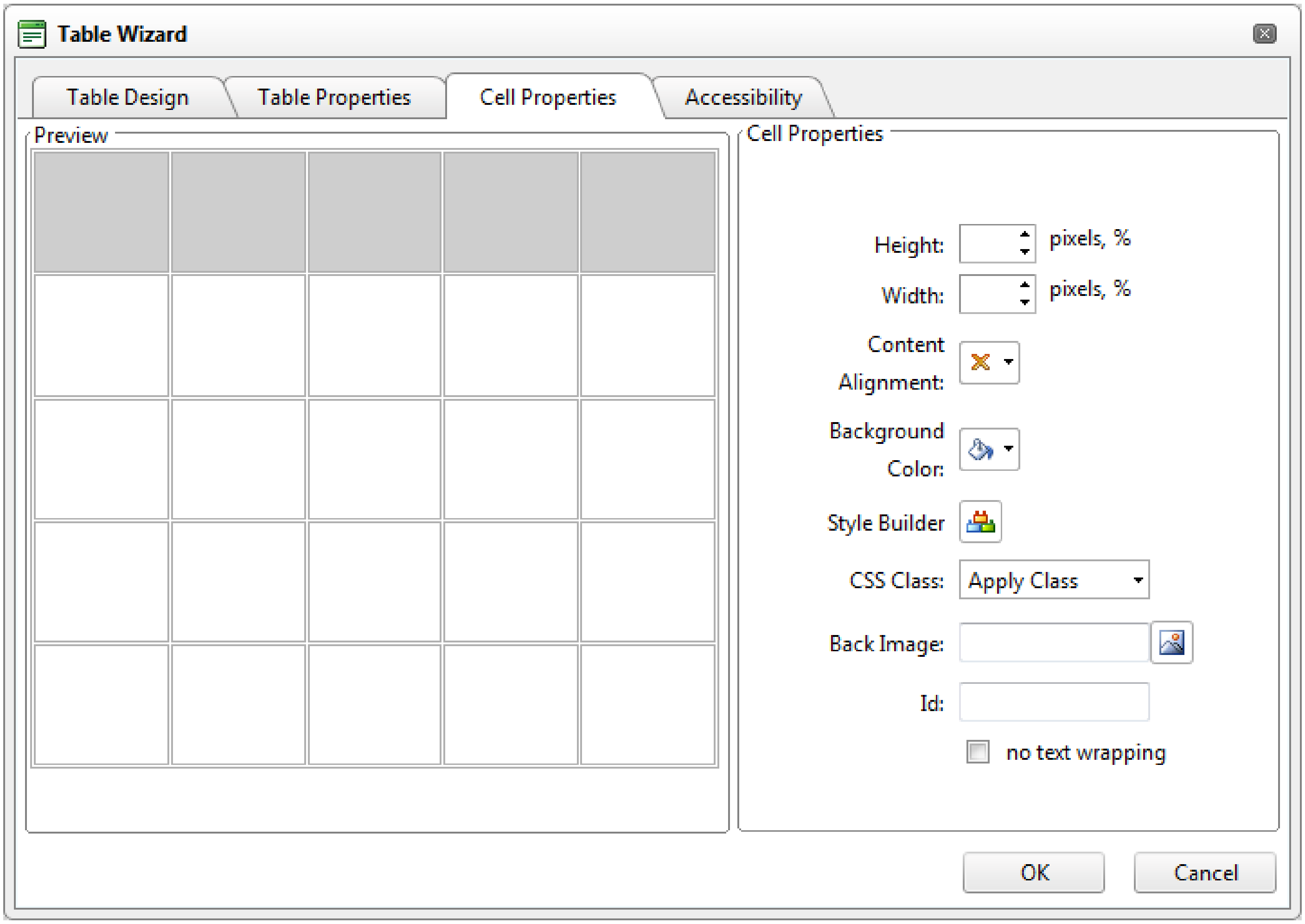
Setting Cell Properties

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.



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.

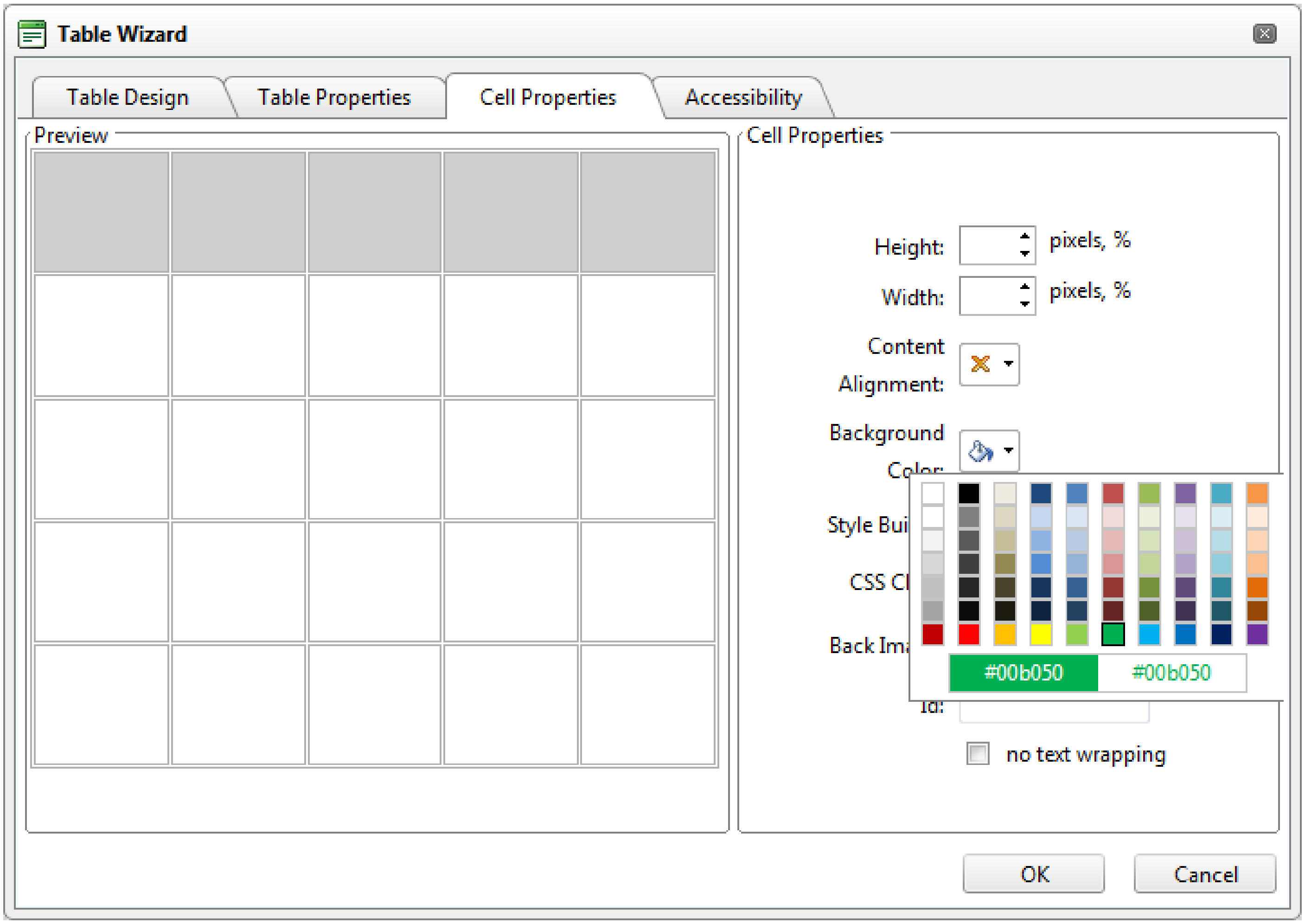
4. At **Cell Properties**, set any of the following:

   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"

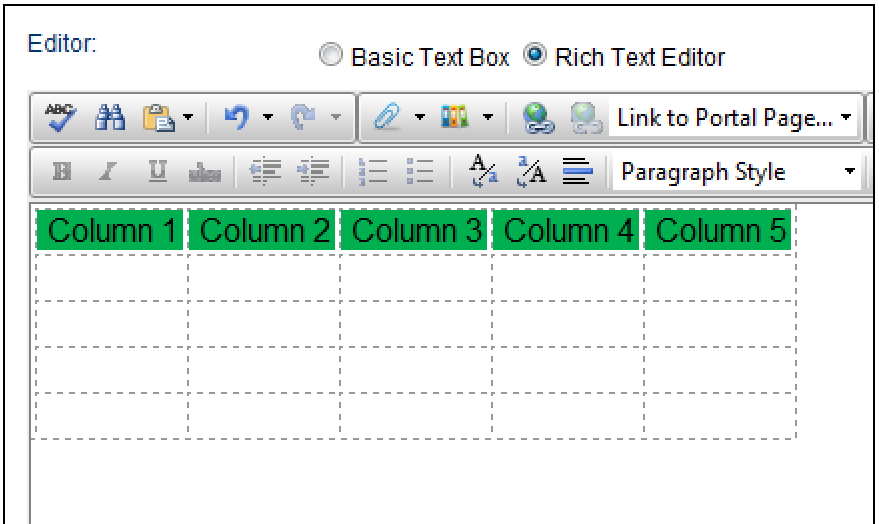
f. At **CSS Class**, select a class for this/these cells.

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.

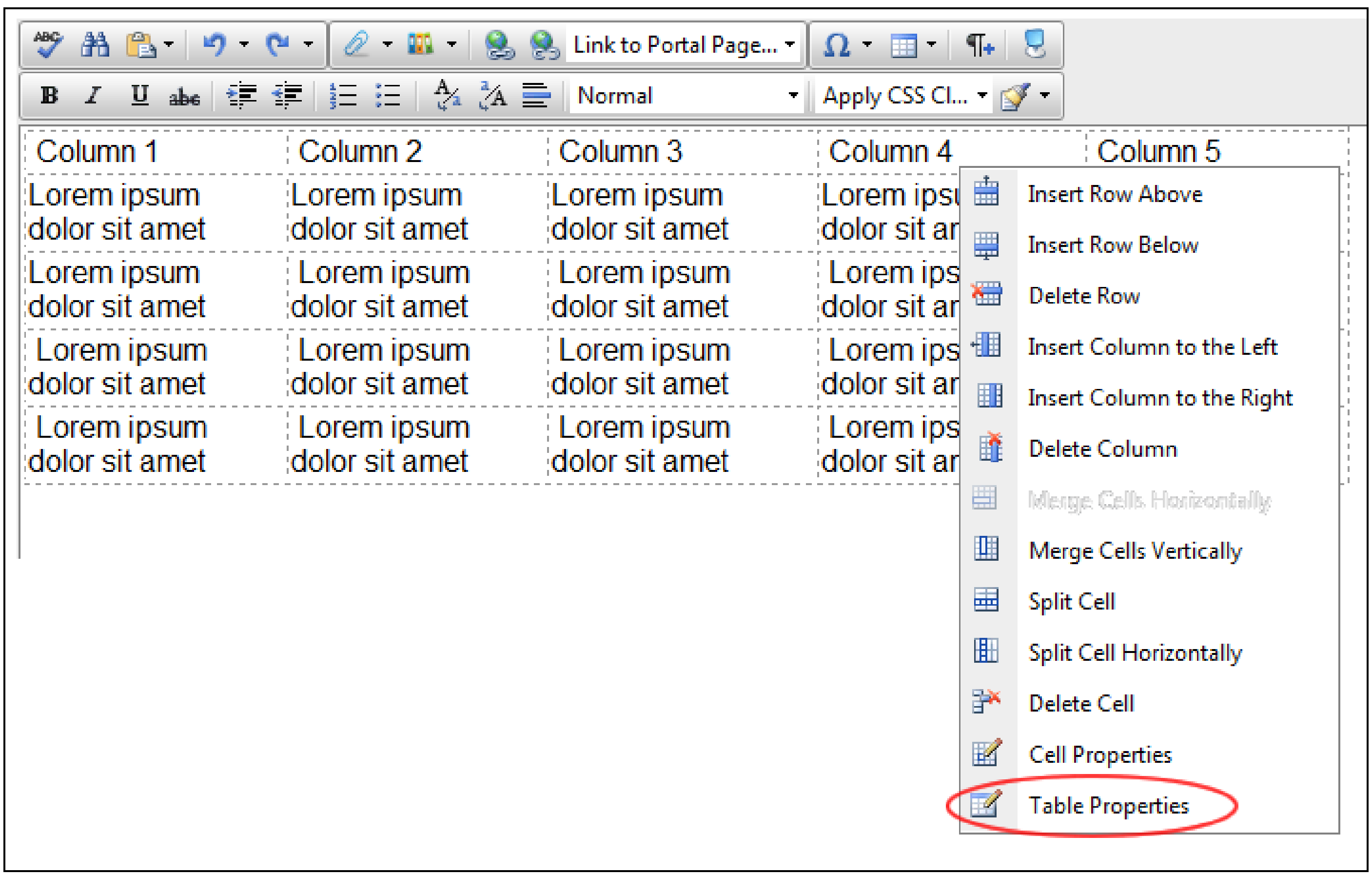


Setting Cell Properties

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.

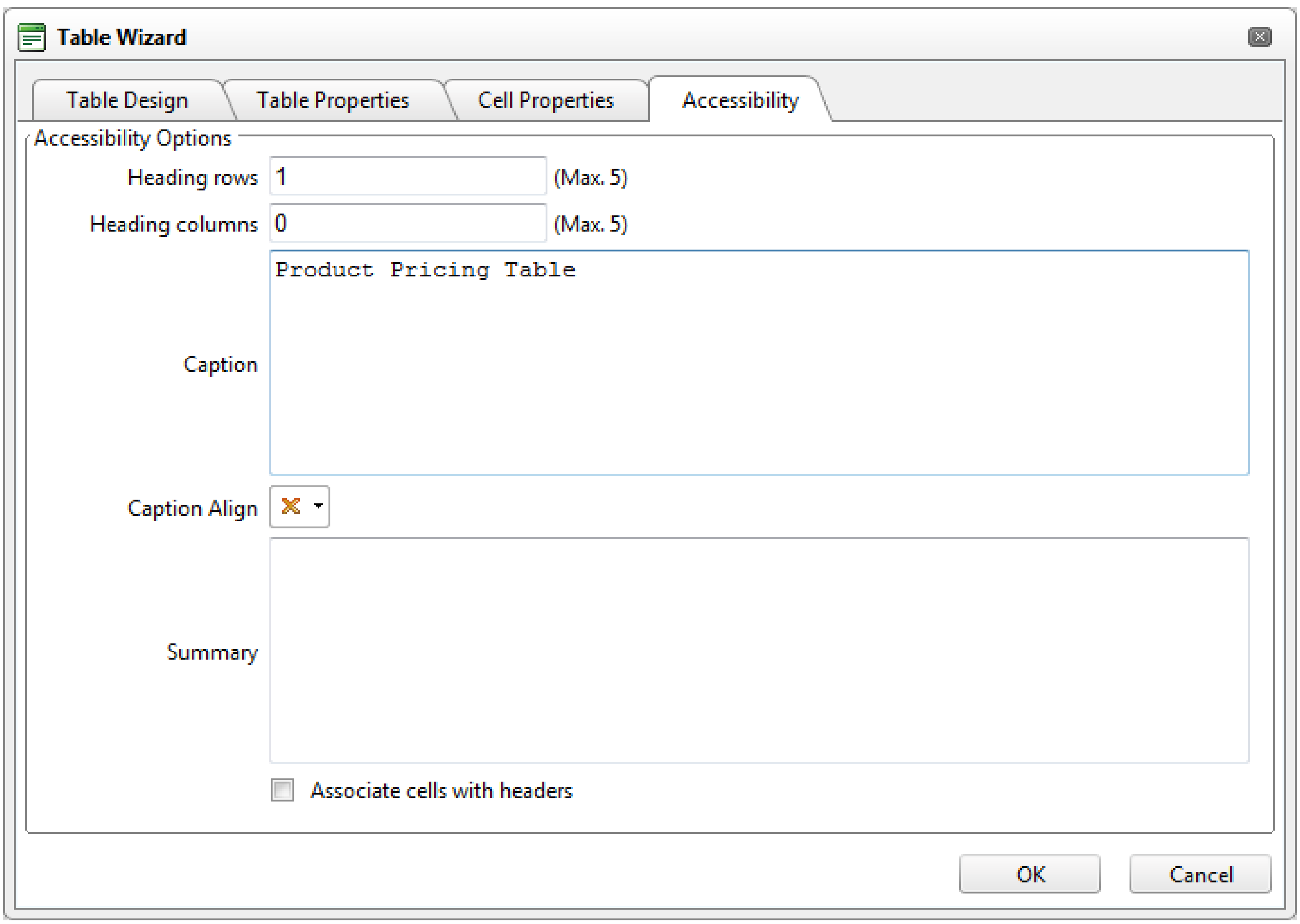
   c. In the **Caption** text box, enter a caption to be displayed above the table.

   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.

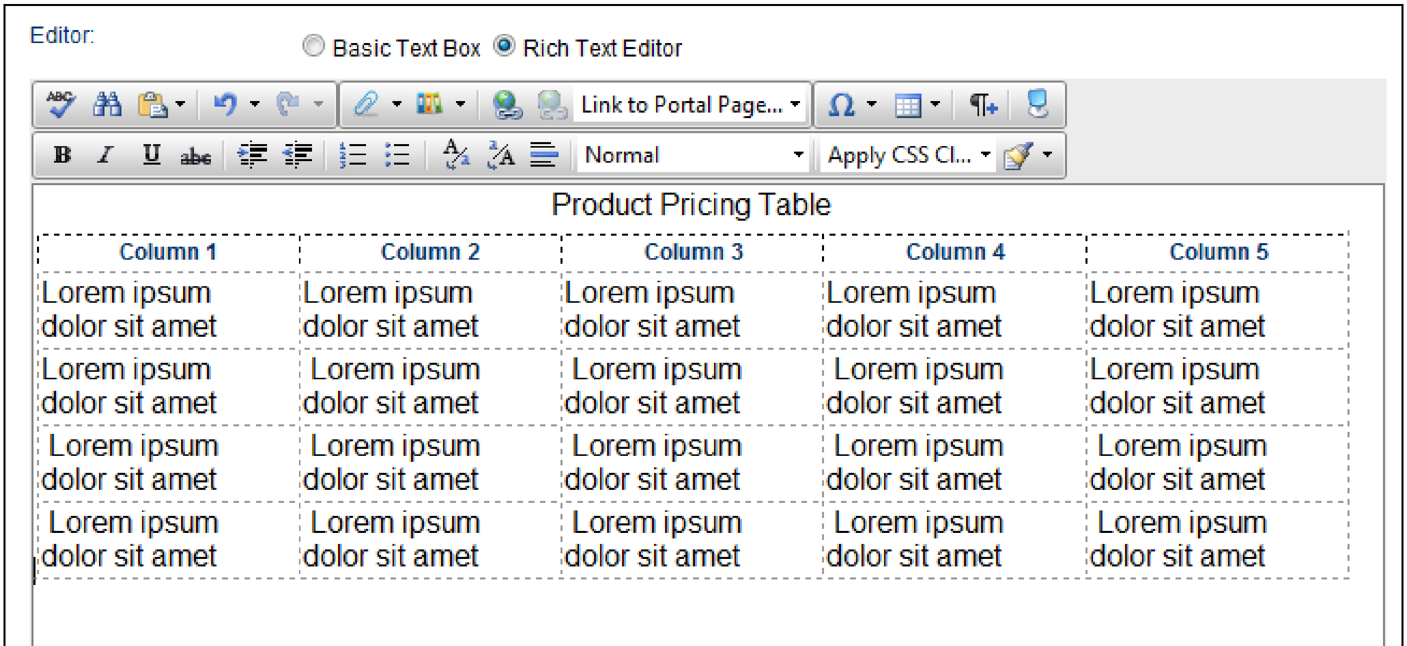
   e. In the **Summary** text box, enter a summary of the table contents. The table summary isn't displayed on the page, but can be read using accessibility tools such as text readers.

   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.



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.

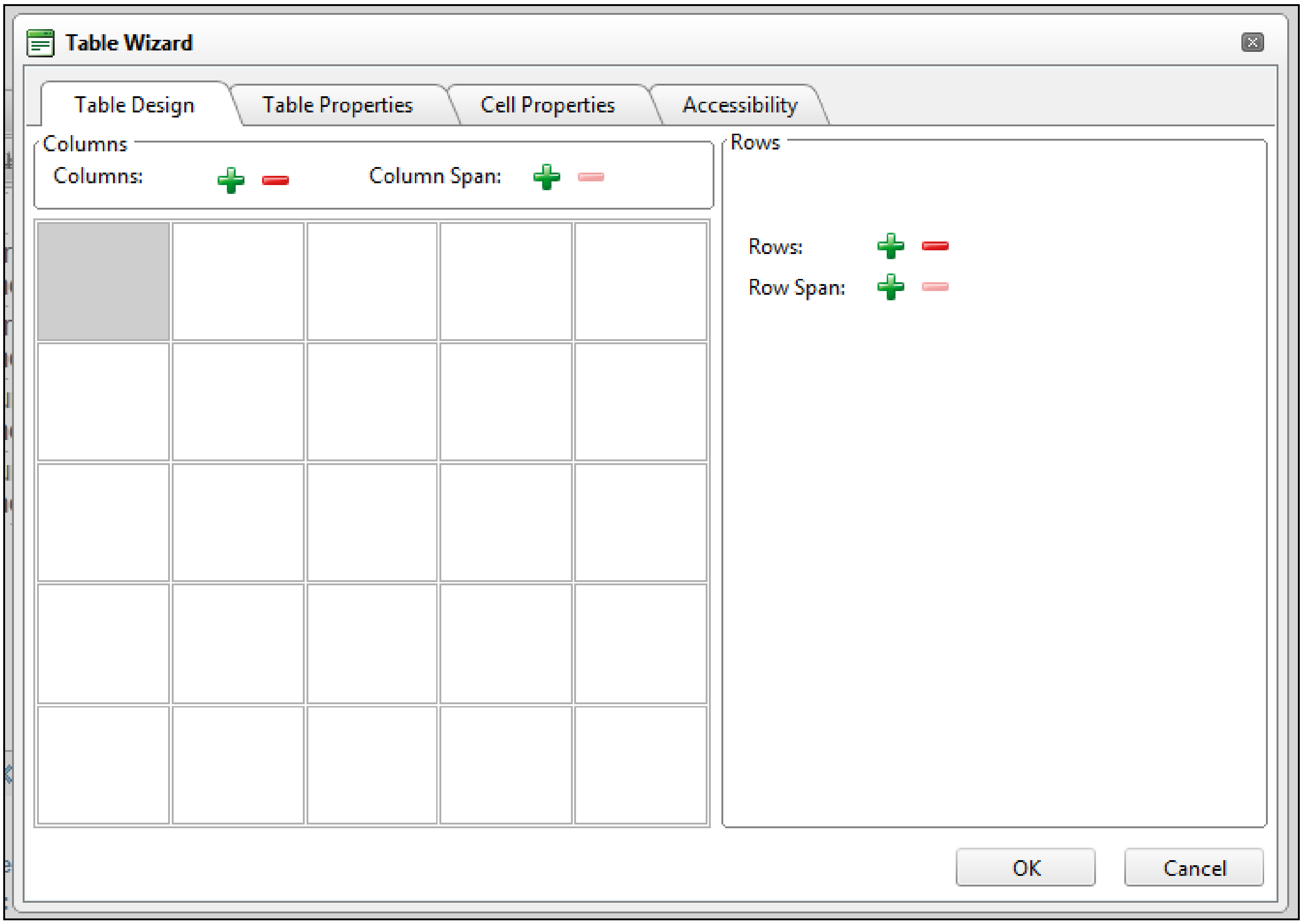
Setting the Table Design

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

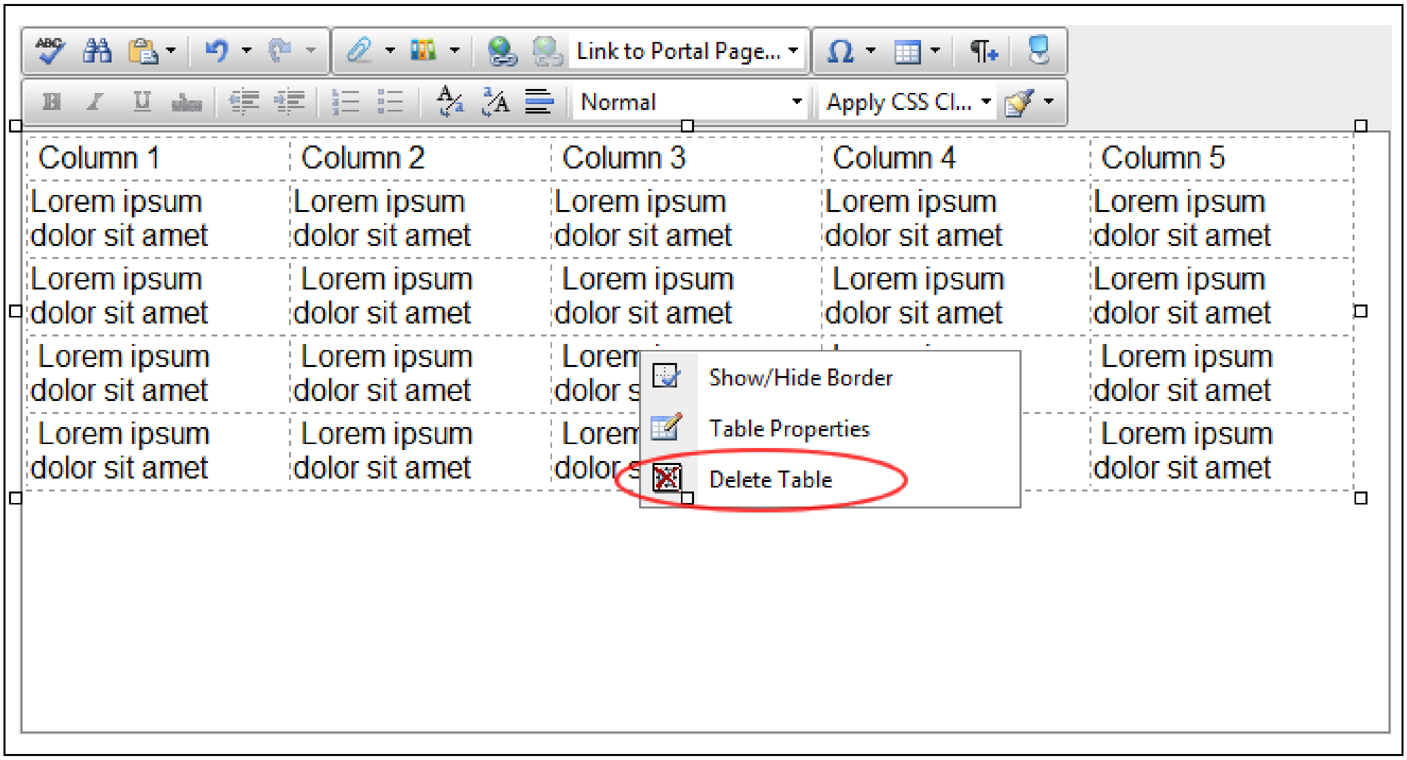
How to delete a table from the DotNetNuke.RadEditorProvider for the RTE.

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:

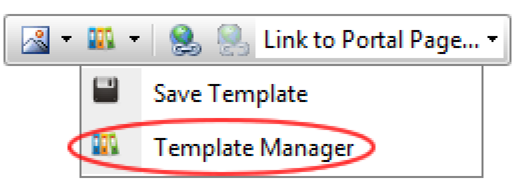
1. Place your cursor before or after the table.
2. Strike either the **Backspace** or **Delete** button on your keyboard respectively.

Managing Templates

Inserting a Template

How to insert a template using the DotNetNuke.RadEditorProvider for the RTE.

1. Place you cursor where you want to insert the template.
2. Select **Template Manager** from the actions toolbar. This opens the Template Manager.

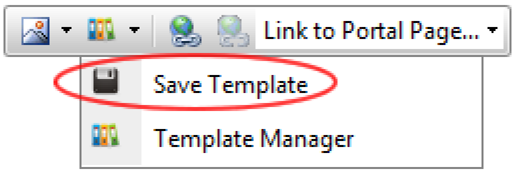


3. Navigate to and select the required template. Note: Templates are typically stored in the Portal Root > Templates folder. See "Using the Resource Manager"
4. Click the **Insert** button. This inserts the template into the editor read for you to edit.

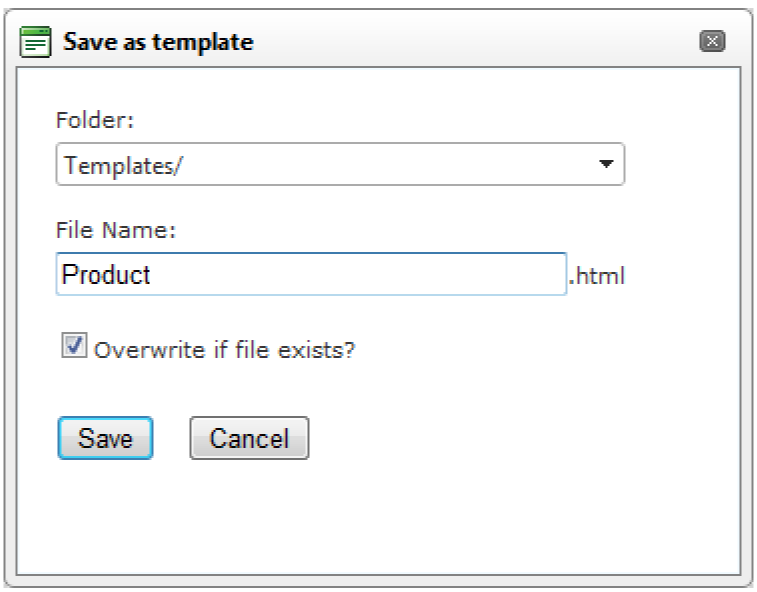
Saving a Template

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.

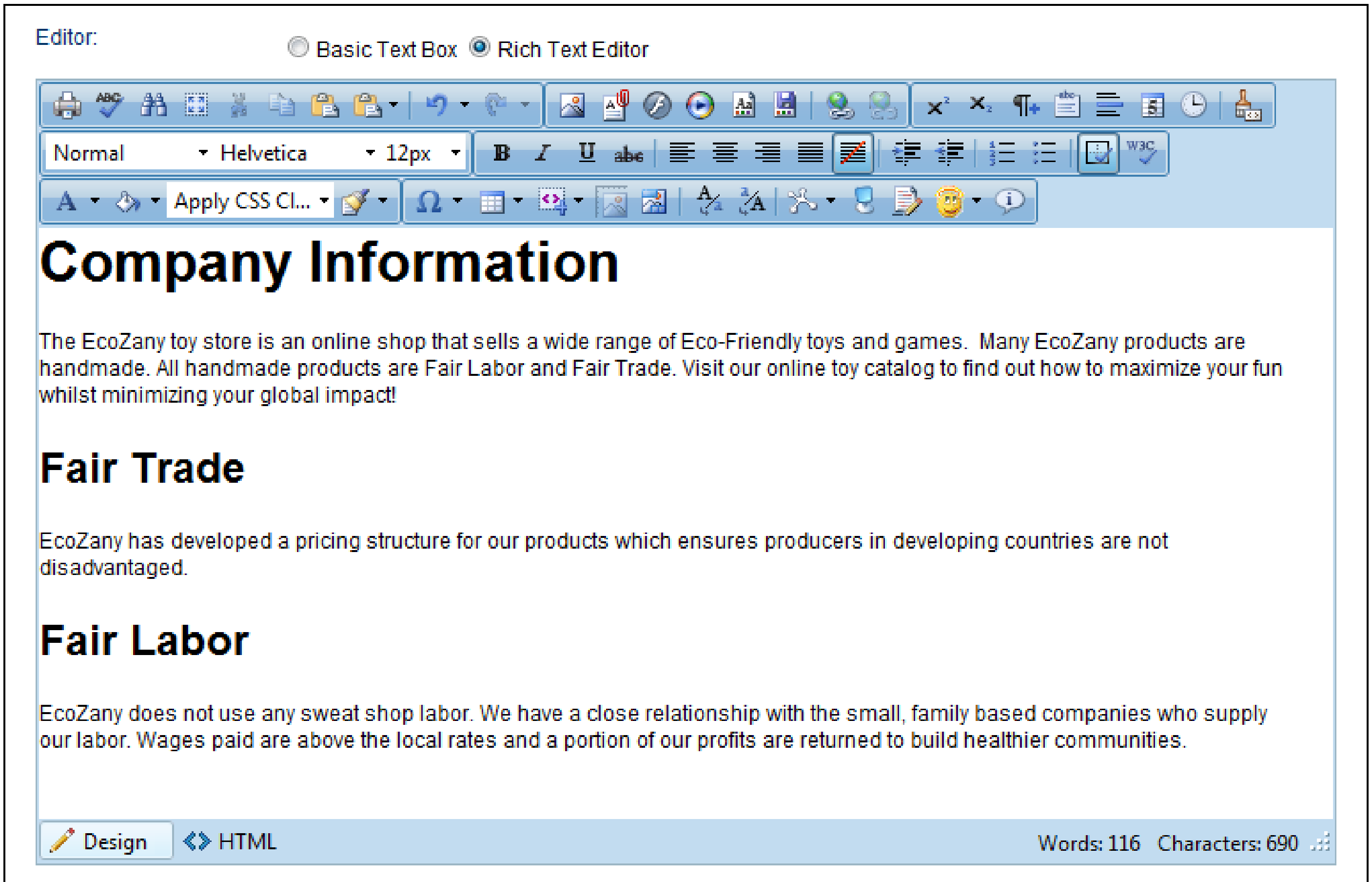


6. Click the **Save** button.
   - If there is no conflict with overwriting, the message "The template was saved successfully'" is displayed. Click **OK** to close the window.
   - If there is a conflict, a message reading "The template was not saved. The following error was reported: The file already 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.



The TelerikEditorProvider RadEditor

Toolbars

Actions Toolbar

The actions toolbar of the TelerikEditorProvider RTE has the following tools:

Tool	Icon	Description
Print (CTRL + 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. Print Options: • Print All Linked Documents: Creates separate printouts for each link. E.g. Page links display the page. Document content is not printed in full. • Print Table of Links: A reference table of any links is appended to the printout.

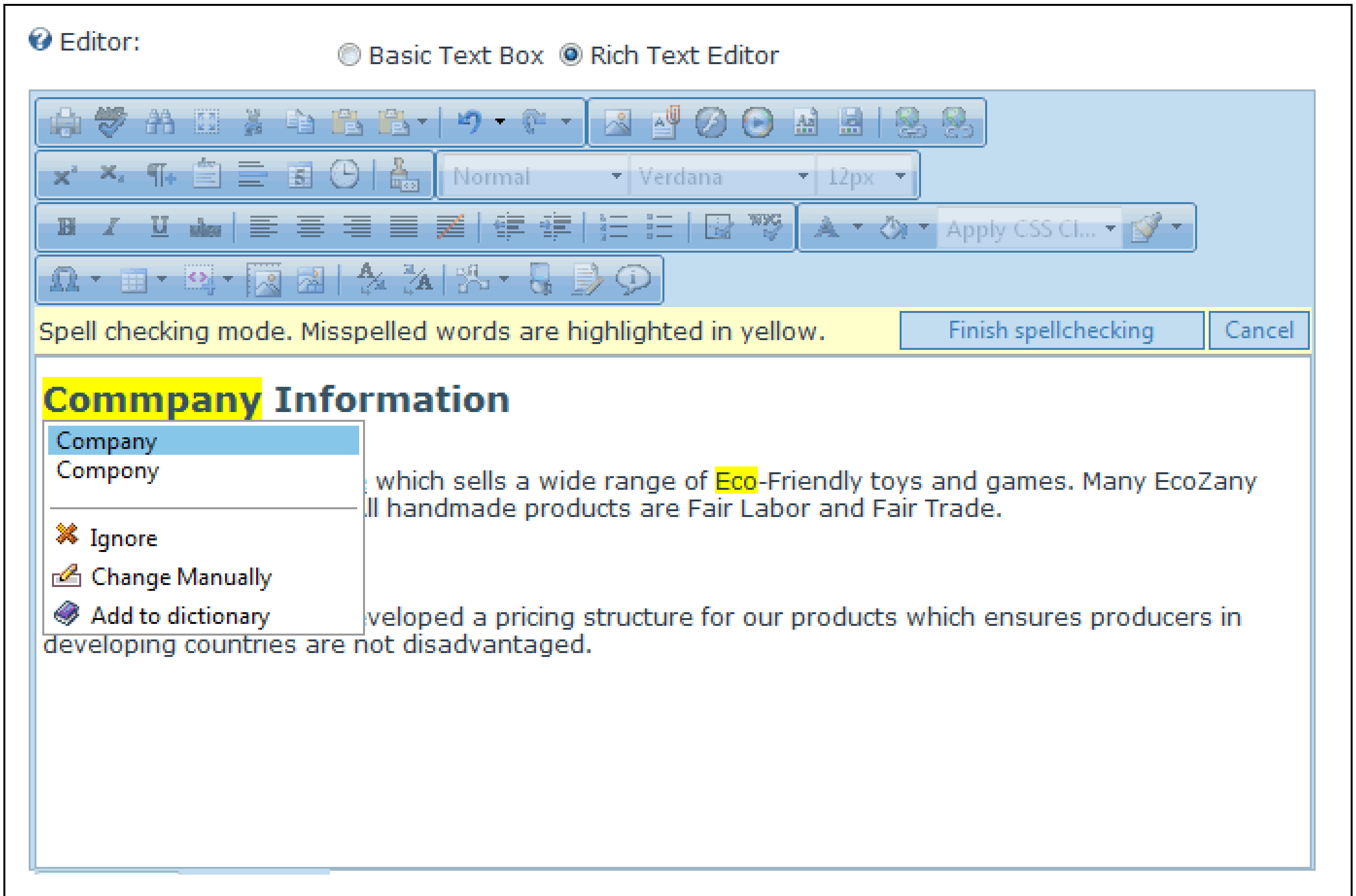
Tool	Icon	Description
AJAX Spellchecker		Click to enable Spell checking mode. Misspelled words are highlighted in yellow. See "Check Spelling"
Find & Replace (CTRL + F)		Click the **Find And Replace** icon (or CTRL + F) to open the Find / Find And Replace dialog box. Choose to either find, find and replace, 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.
Undo (CTRL + Z)		**Option One:** Click the **Undo** icon to undo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and undo multiple actions at one time.
Redo (CTRL + Y)		**Option One:** Click the **Redo** icon to redo the last action. **Option Two:** Click the **Arrow** 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.

1. Place your cursor inside the Editor.
2. 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.
3. Repeat for each misspelt word.
4. Click the **Finish Spellchecking** button when you are finished - OR - Click the **Cancel** button to exit Spell checking mode.

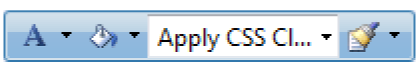
Tip: Edit any misspelt word by clicking on it.

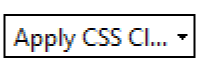


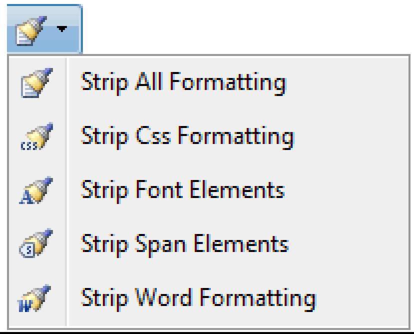
Spell Checking using the RadEditor

Color and CSS Toolbar

The Color and CSS toolbar of the TelerikEditorProvider RTE has the following tools:



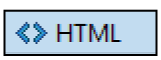
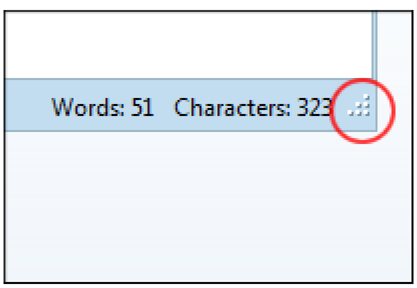
Tool	Icon	Description
Foreground Color		**Option One:** Click the **Arrow**  icon associated with the Foreground Color button open the color picker and then select the required foreground color for the selected content. **Option Two:** Click the **Foreground Color** icon to apply the used last color to the content.
Background Color		**Option One:** Click the **Arrow**  icon associated with the Background Color button to open the color picker and then select the required background color for the selected content. **Option Two:** Click the **Background Color** icon to apply the used last color to the selected content.
Apply CSS Class		Select the CSS Class to be applied to the selected content.
Format Stripper		1. Select the content you want to strip formatting from (such as font color, font heading).

Tool	Icon	Description
		2. Click the **Arrow** 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. 

Content Toolbar

The Content toolbar of the TelerikEditorProvider RTE.

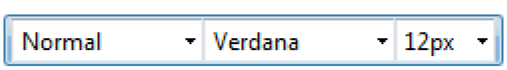
Tip: This toolbar is located below the editor.

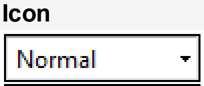
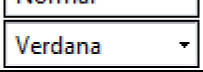
Tool	Icon	Description
Design		Click to view content in design mode. This enables all toolbars.
HTML		Click to view, add or edit the HTML for this content. This disables all tools and toolbars with the exception of the **Design** button.
Words*	N/A	Displays the number of words inside the RadEditor.
Characters*	N/A	Displays the number of characters inside the RadEditor.
Resize Editor**		Increase or decrease the Editor window size. 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 your mouse button when you are finished. Tip: A similar tool is the **Toggle Full Screen Mode (F11)** button which toggles the Editor between the current editor size and the full screen of the edit page.

* 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)	12px	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
Text Formatting		
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.
Alignment		
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.
Indent and Lists		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
Other		
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:

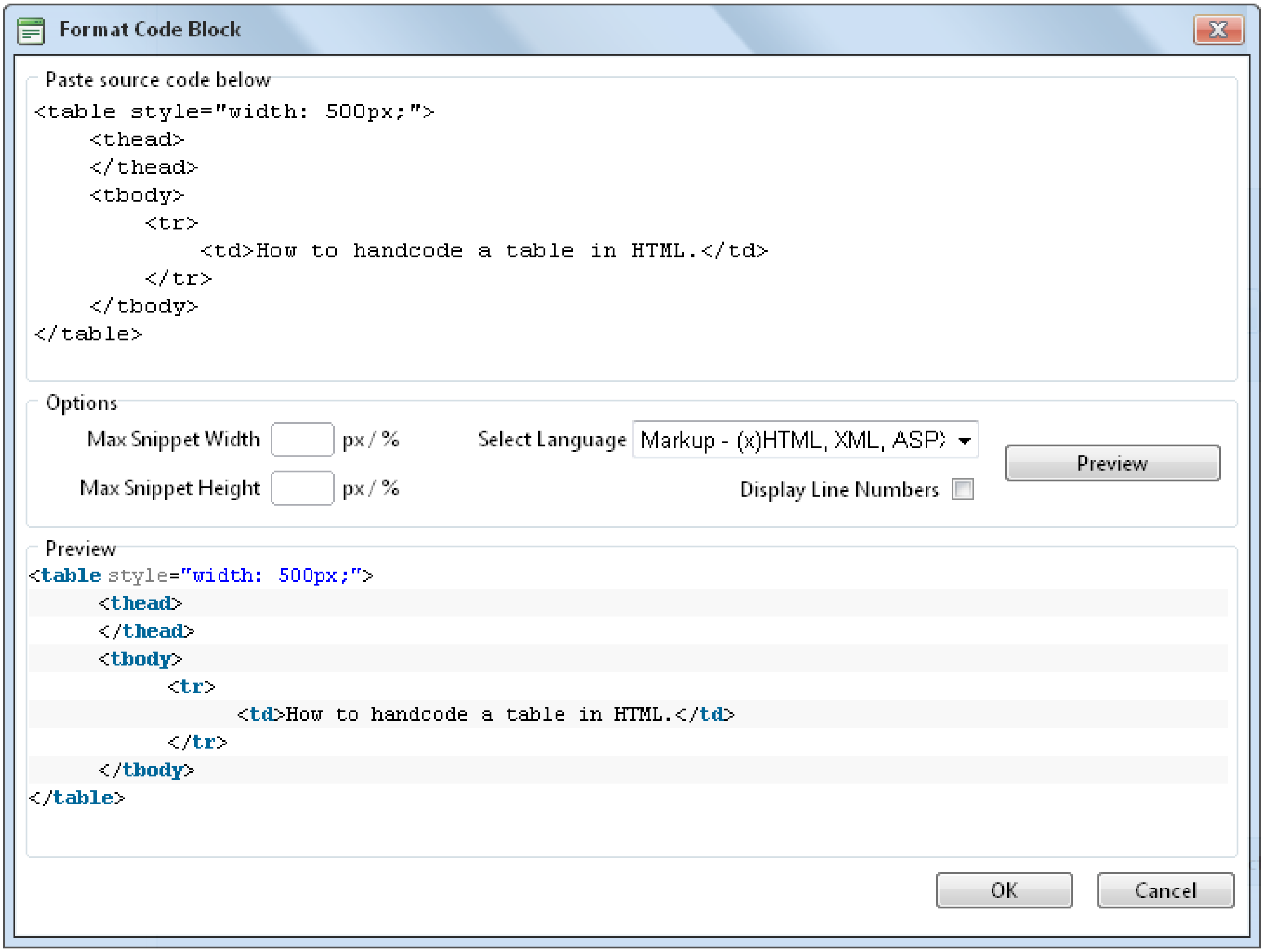
Tool	Icon	Description
SuperScript		Transforms selected content to superscript.
Subscript		Transforms selected content to subscript.
New Paragraph		Inserts a new paragraph.
Insert Groupbox		Inserts a group box. Use to layout forms and to label sections of your content.

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 "Formatting Code Block"

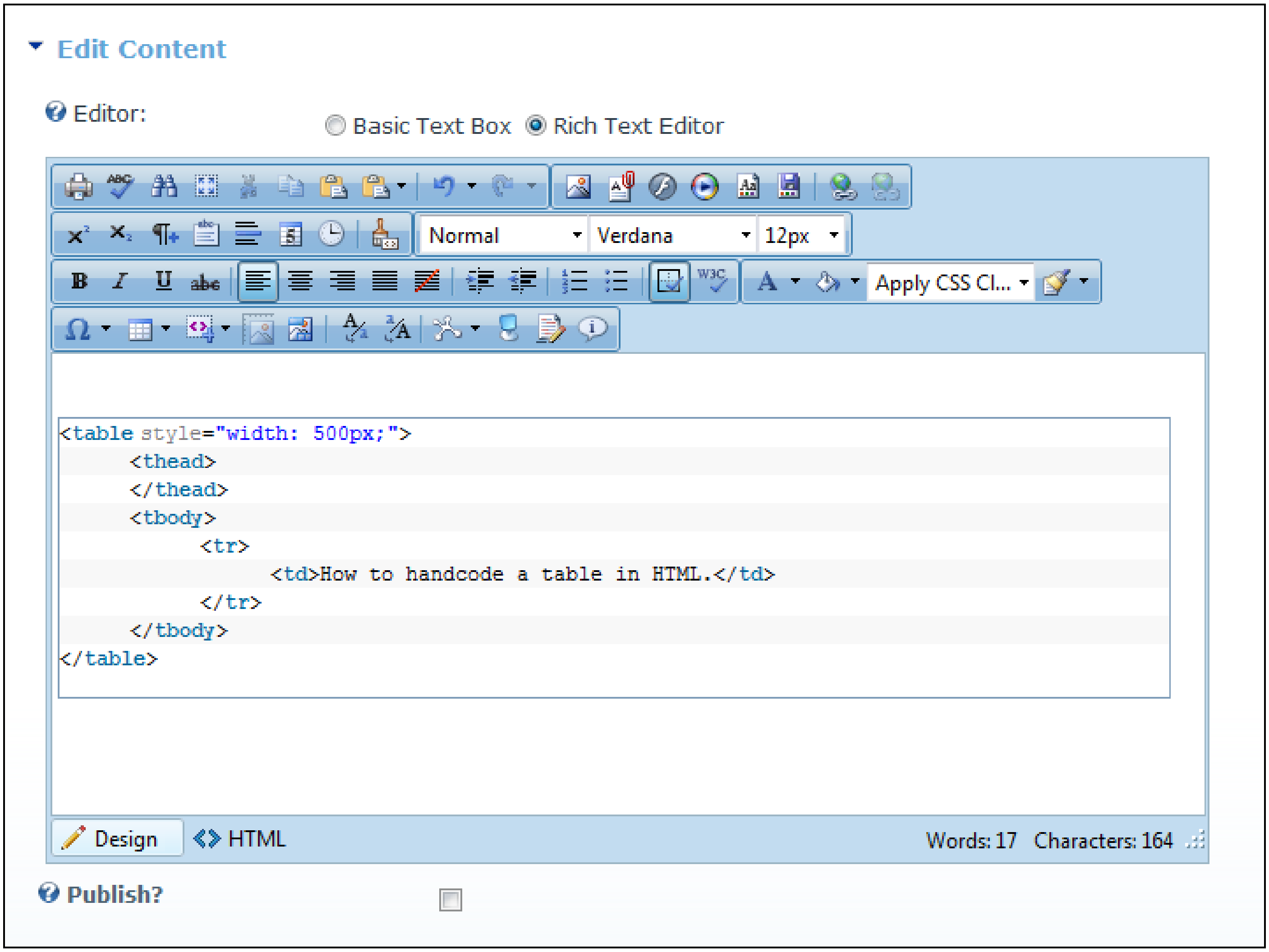
Formatting Code Block

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.



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 (*.htmtemplate) into the Editor.

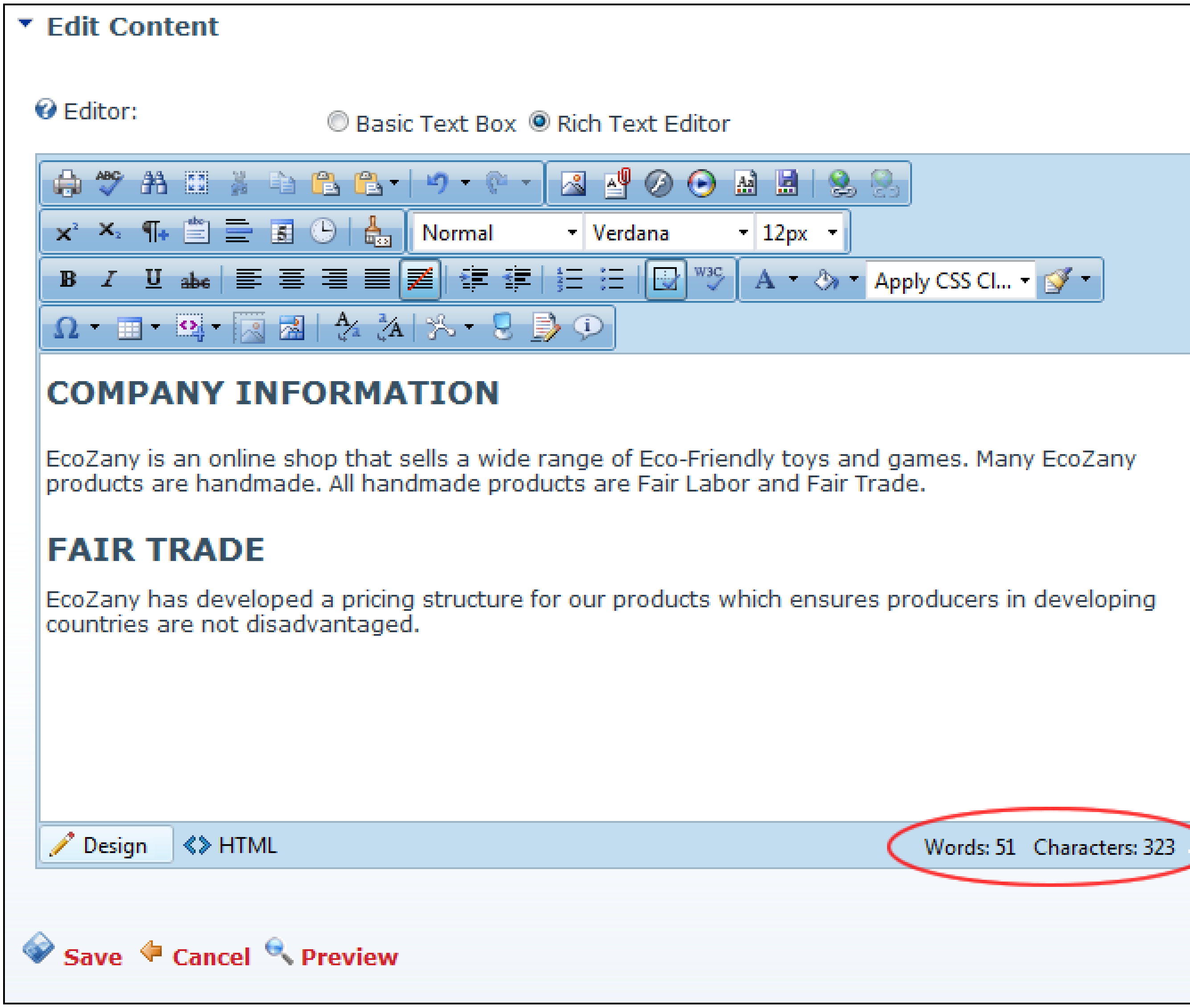
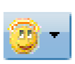
Tool	Icon	Description
Save Template		Save the content in the Editor as a new template.
Hyperlink Manager (CTRL + K) *		Insert a link, anchor or email link. Additional settings are available.
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content.

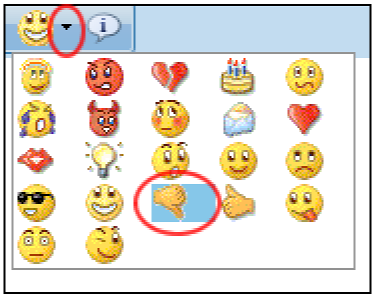
* These tools provide access your portal's File Manager where, depending on your authorization level, you can also create folders, as well as upload and manage files.

Tables and Tools Toolbar

The Tables and Tools toolbar of the TelerikEditorProvider RTE has the following tools:

Tool	Icon	Description
Insert Symbol		**Option One:** Click the **Arrow** icon to open the symbol gallery and then select the required symbol to be inserted. **Option Two:** Click the **Insert Symbol** 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 **Set Absolute Position** button. Drag the image to the required absolute po tion.
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 displa current number of words and characters inside the RadEditor in the bottom right corner of the Editor. These statistics are upc each time you click inside the editor following a edit.

Tool	Icon	Description
		
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 back ground 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 butt 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 a set it as the default emoticon for this session.

Tool	Icon	Description
		
About Rad-Editor		Opens the About RadEditor window which has a link more information on the RadEditor.

General Tools

Formatting Toolbar

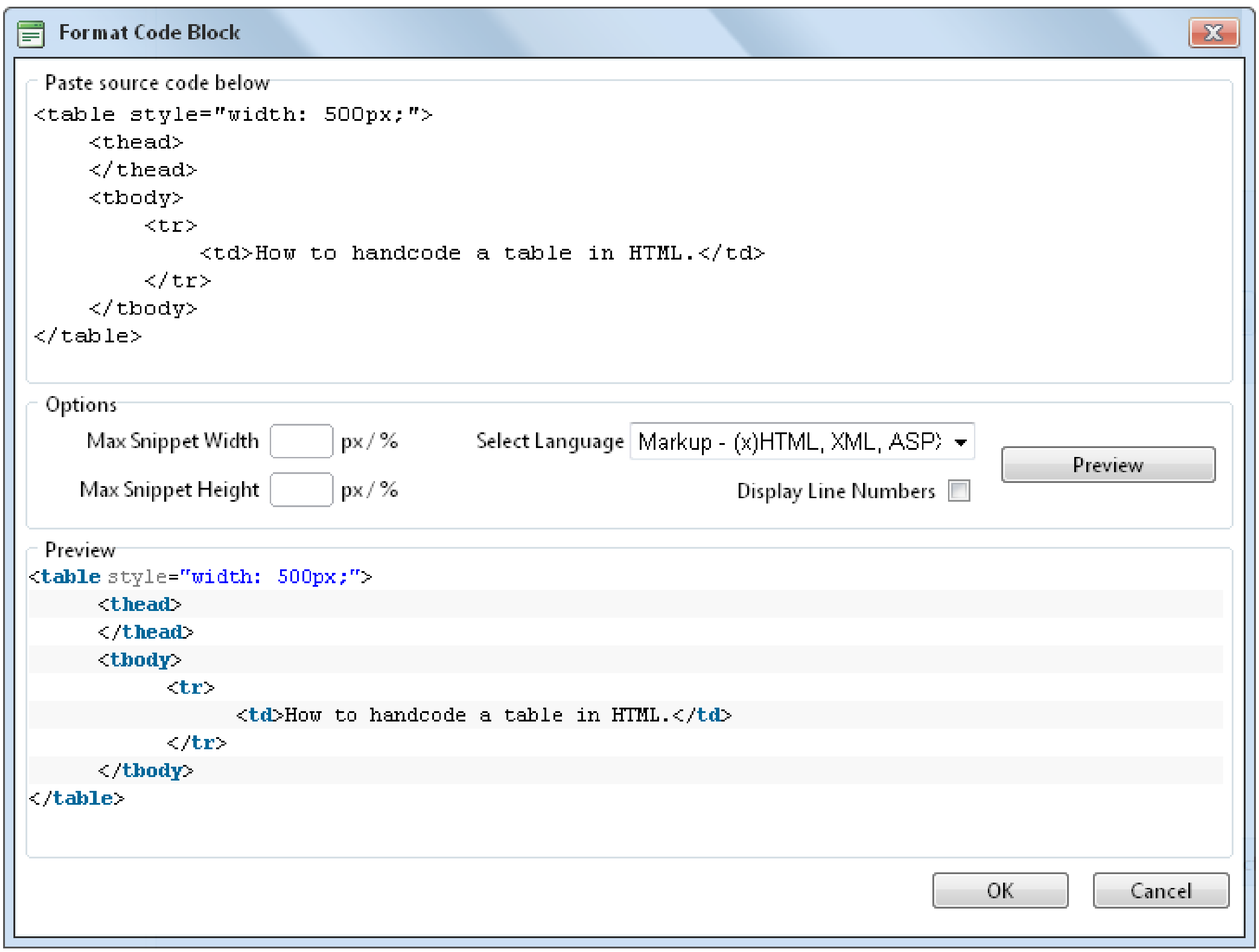
The Formatting toolbar of the RadEditor has the following tools:

Tool	Icon	Description
Text Formatting		
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.
Alignment		
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.
Indent and Lists		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
Other		
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.

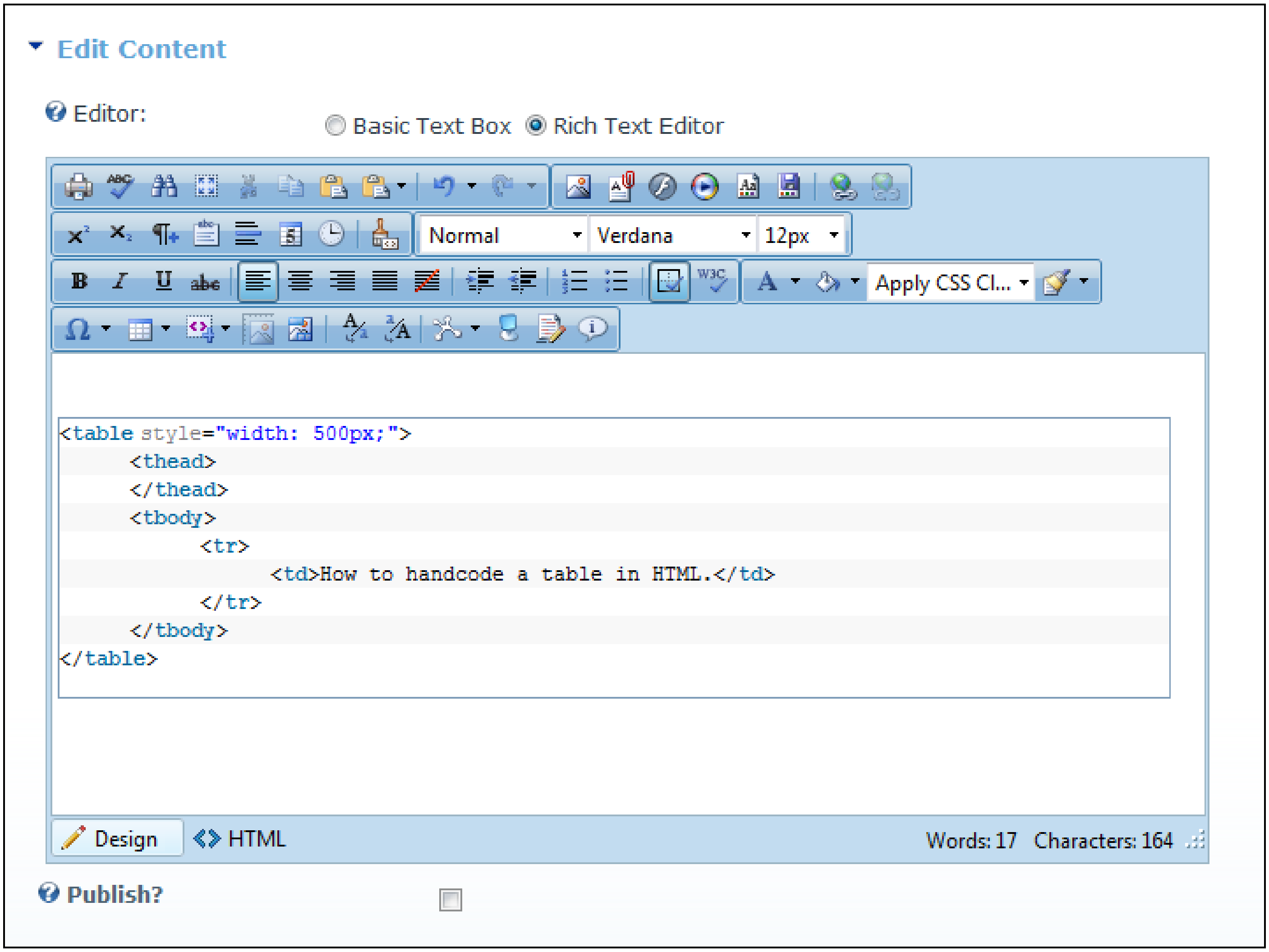
Formatting Code Block

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.



9. **Optional.** Click the Preview button to preview the code in the Preview window below.



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.

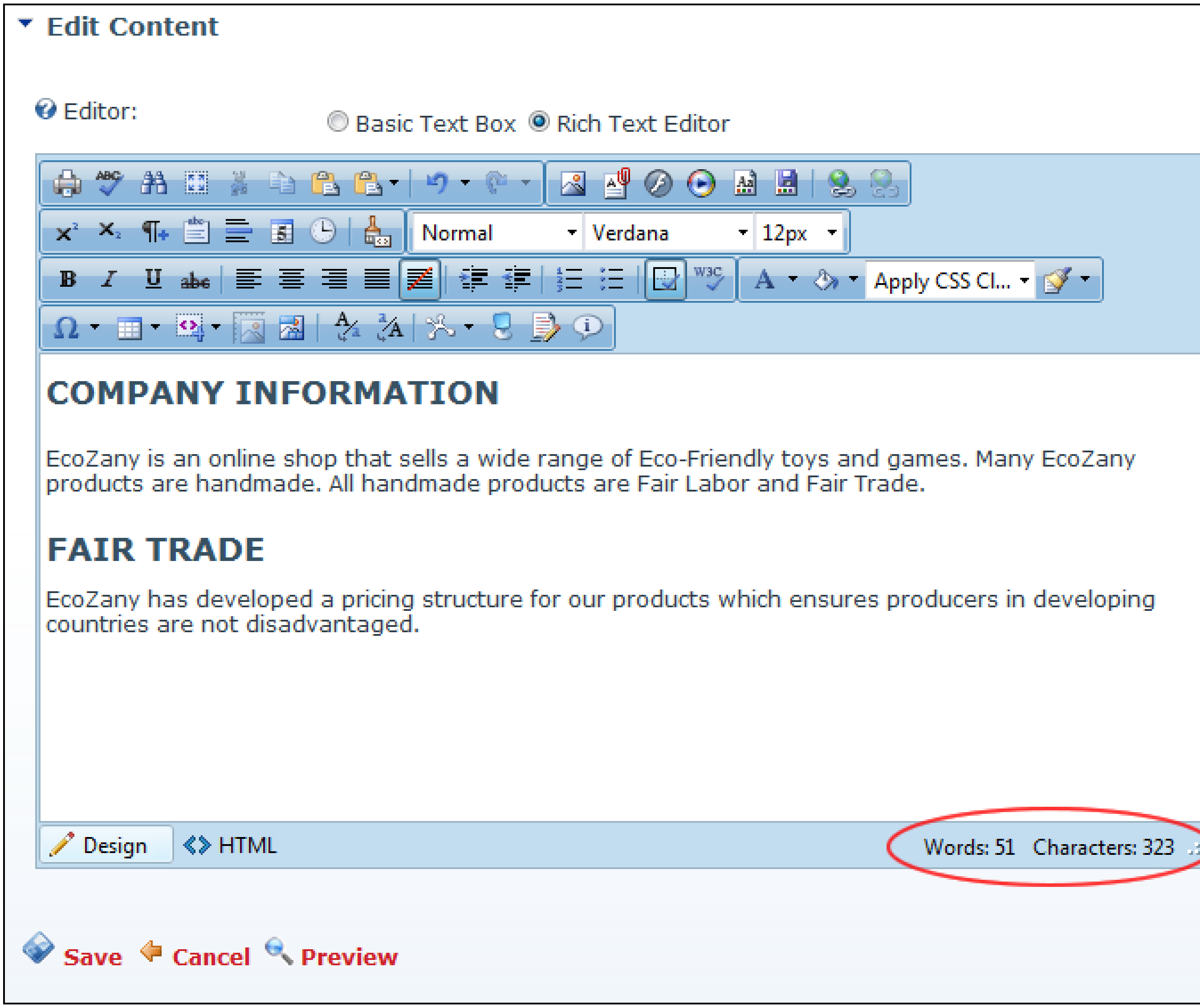
Tool	Icon	Description
Media Manager *		Opens the Media Manager which enables you to insert media into the Editor. The properties tab enables you to set properties of the media to be inserted.
Template Manager *		Opens the Template Manager which enables you to insert a template (*.htmt-emplate) into the 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.

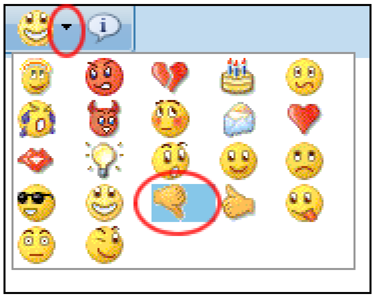
* These tools provide access your portal's File Manager where, depending on your authorization level, you can also create folders, as well as upload and manage files.

Tables and Tools Toolbar

The Tables and Tools toolbar of the RadEditor has the following tools:

Tool	Icon	Description
Insert Symbol		**OPTION ONE**: Click the **Arrow** icon to open the symbol gallery and then select the required symbol to be inserted. **OPTION TWO**: Click the **Insert Symbol** 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 **Set Absolute Position** button. Drag the image to the required absolute pos tion.
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 numb of words and characters inside the RadEditor in the bottom right corner of the Editor. These statistics are updated each time y click inside the editor following a edit.

Tool	Icon	Description
		
Toggle Full Screen Mode (F11)		Select to toggle 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 back-ground 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 butto 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 anc 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.

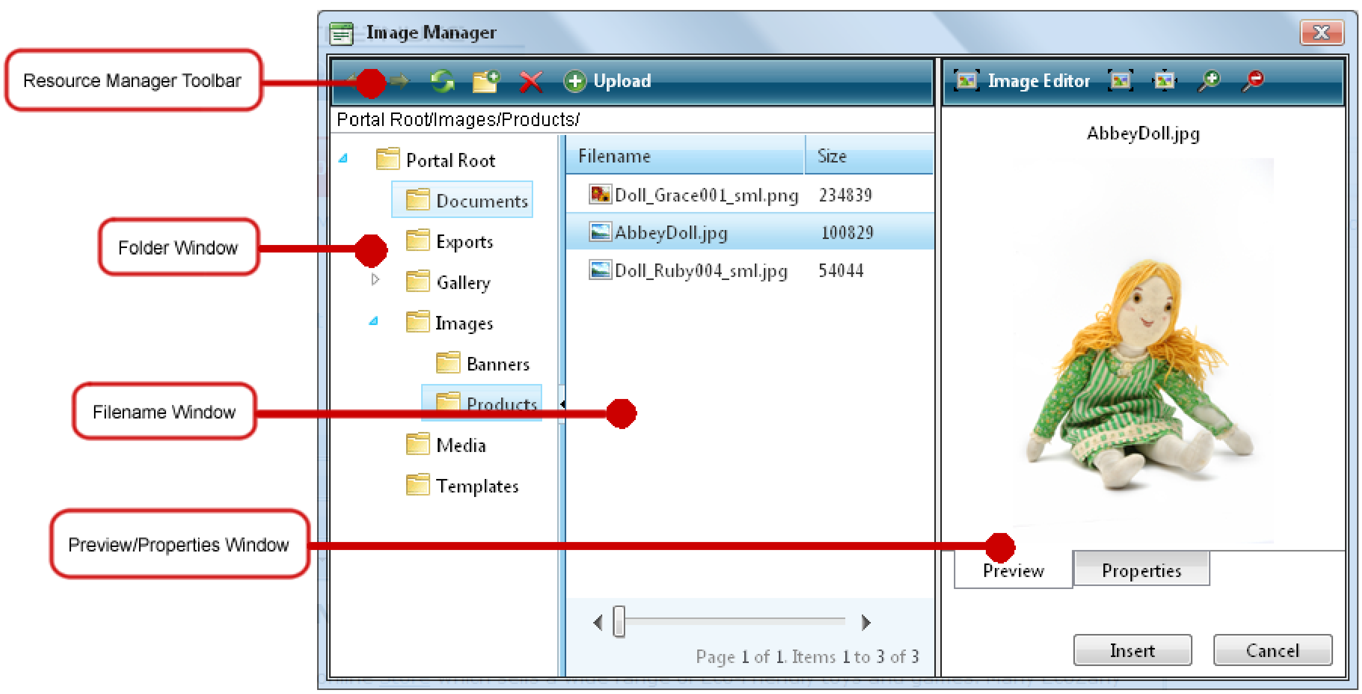
Managing Images and Media

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.



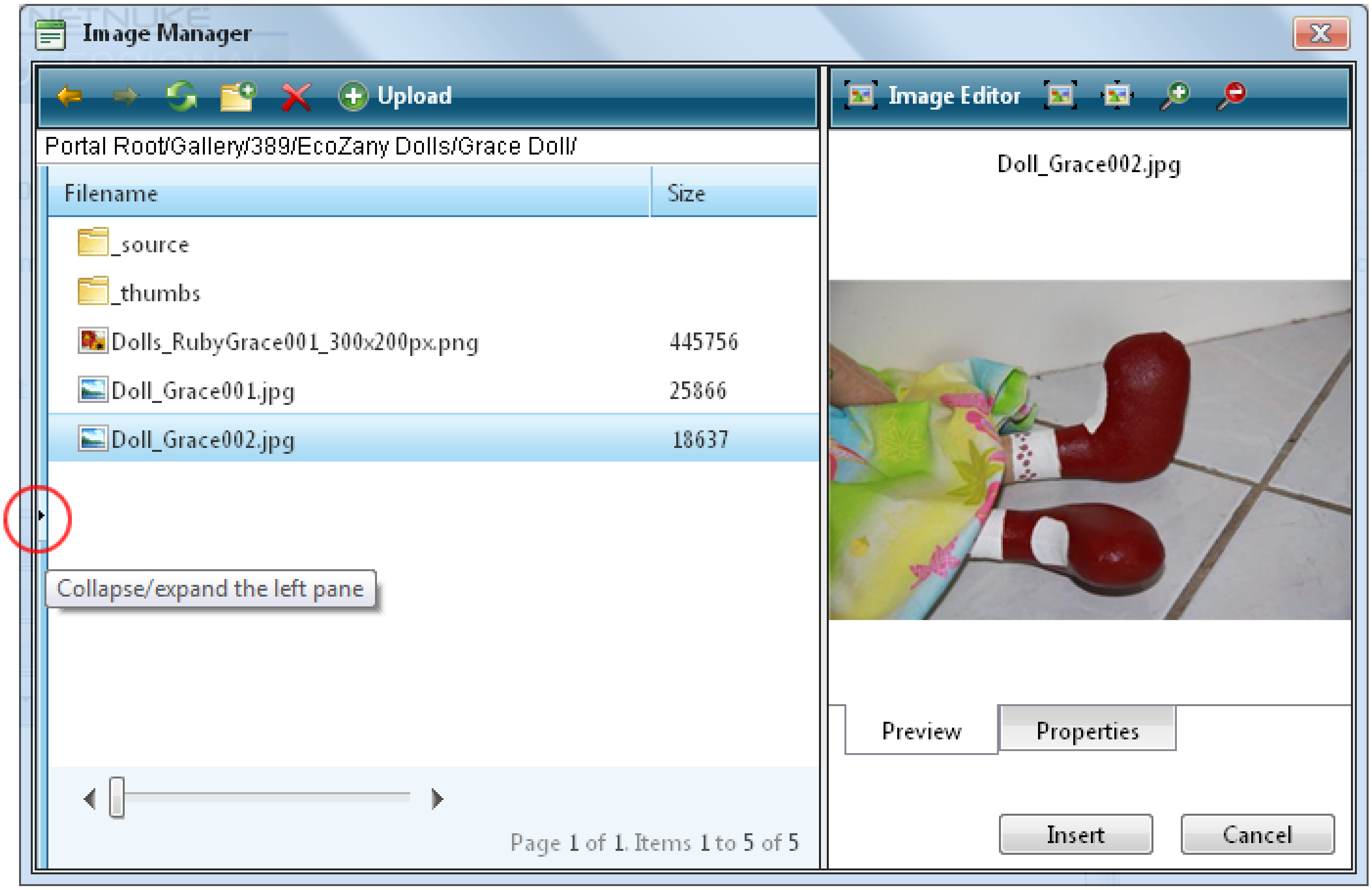
Resource Manager Toolbar

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 **New Folder**  button.
Delete		1. Select the image or folder to be deleted and then click the **Delete** 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." 2. Click the **OK** button to confirm.
Upload		In the Folders window, select the folder where the file will be uploaded to and then click the **Upload**  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.*



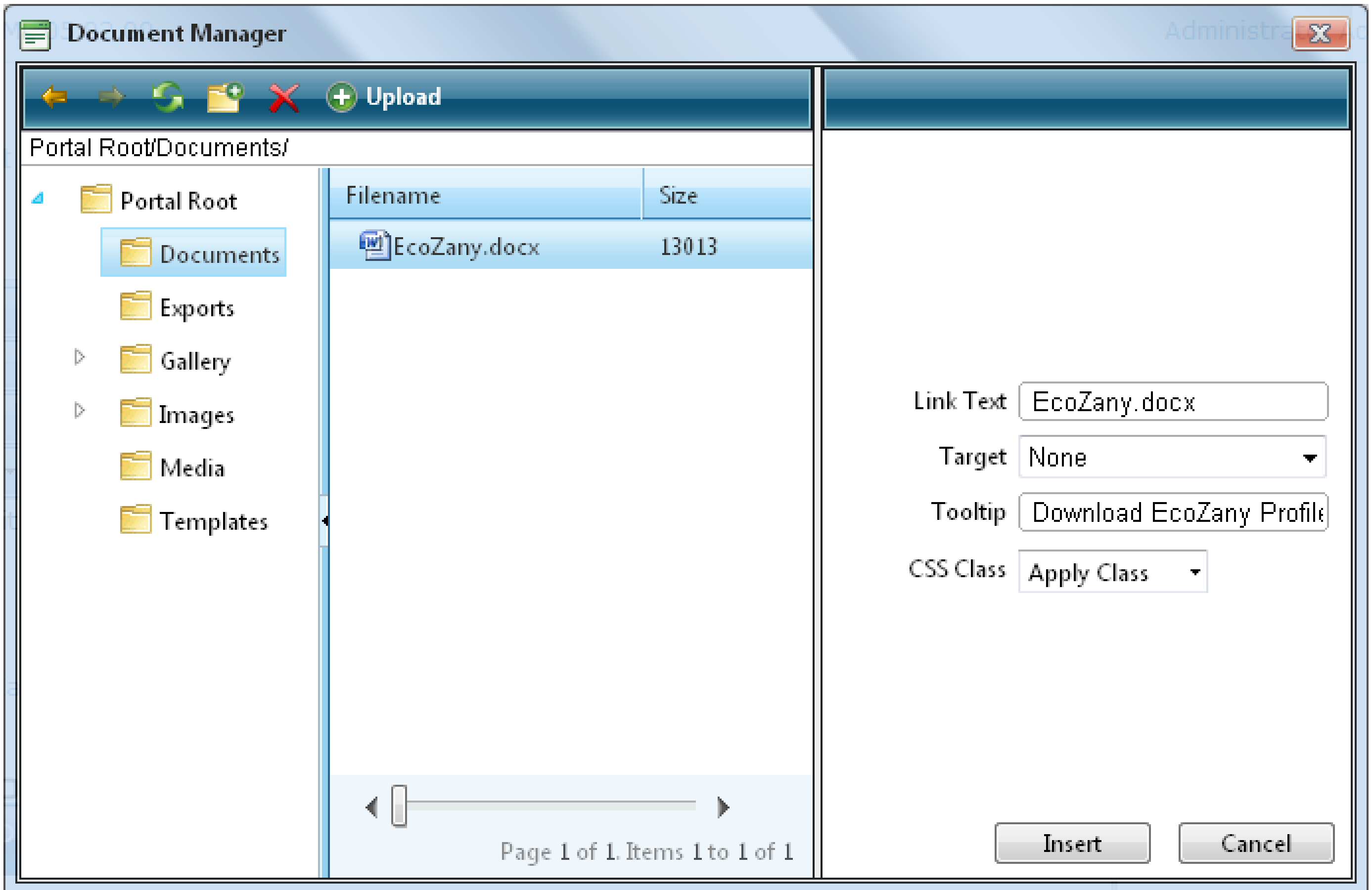
Preview/Properties Window: Displays a preview and/or properties of the selected file. Properties can be modified as required.

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.

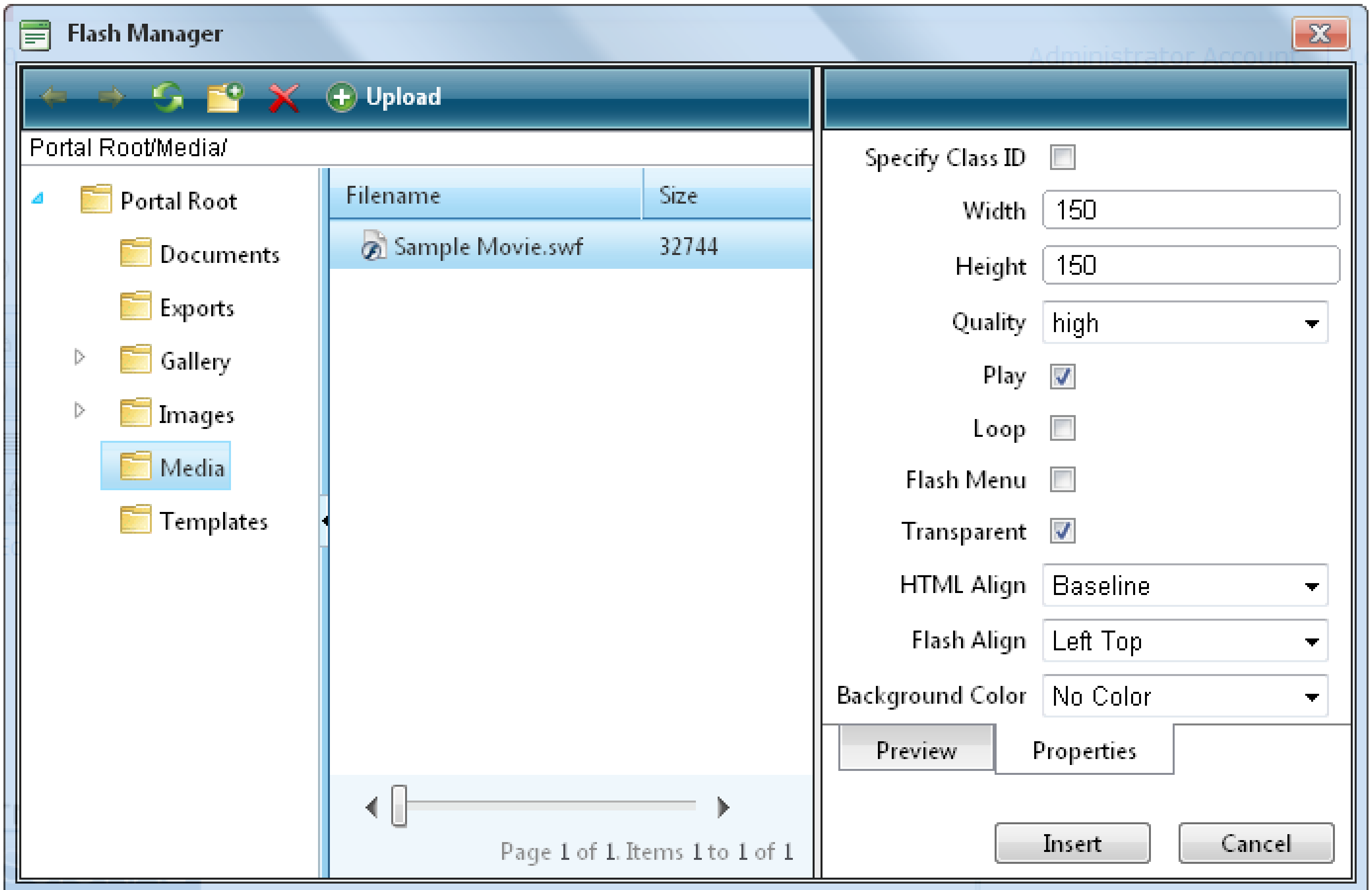
   i. At **HTML Align**, select the HTML alignment.

   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.

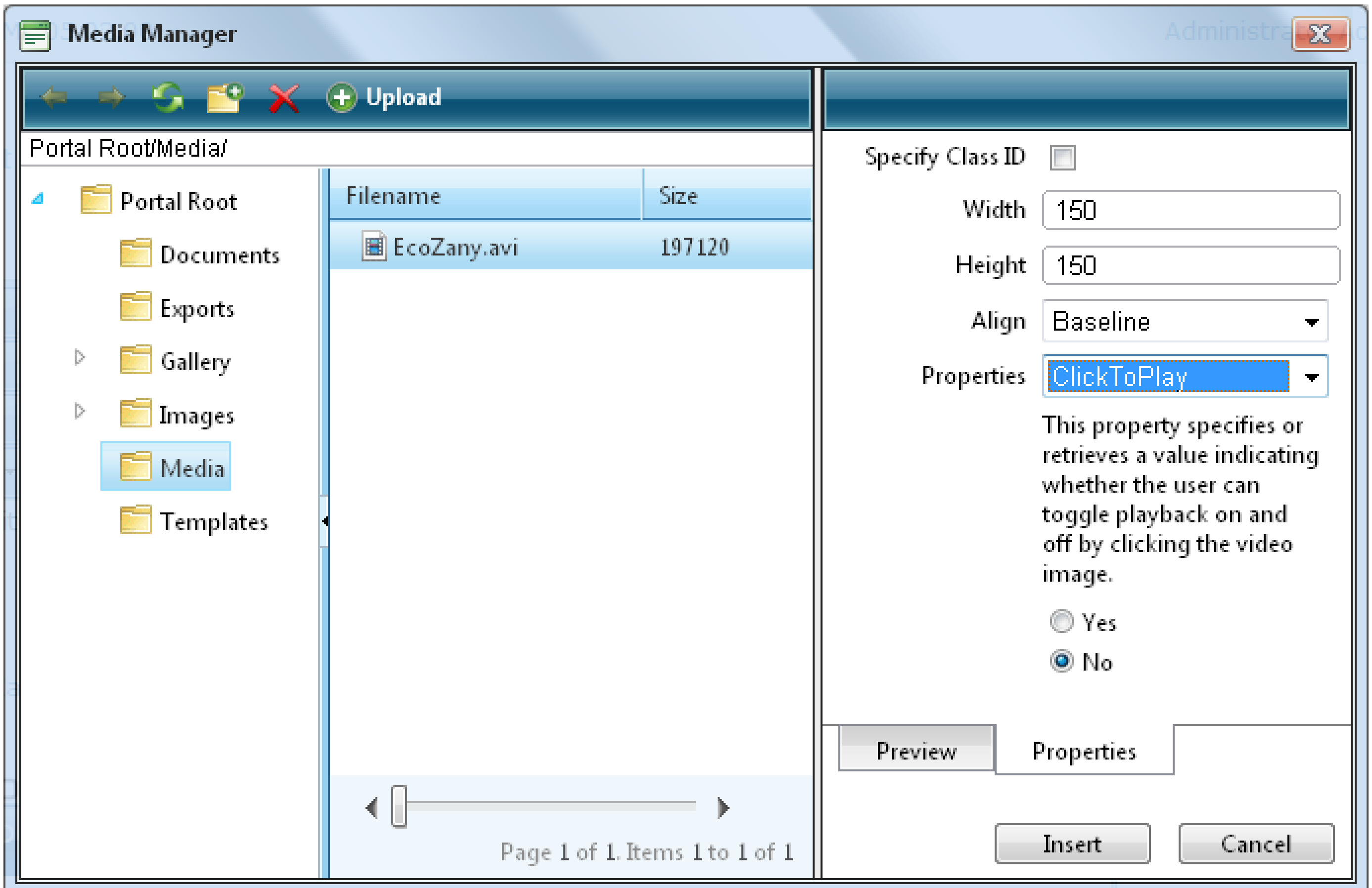
1. Click the **Media Manager** button. This opens the Media Manager.
2. Navigate to and select the required media. See "Using the Resource Manager"
3. **Optional.** Click the **Properties** tab and set the properties.
   a. At **Specify Class ID**, select from these options:
      - Check the check box 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.

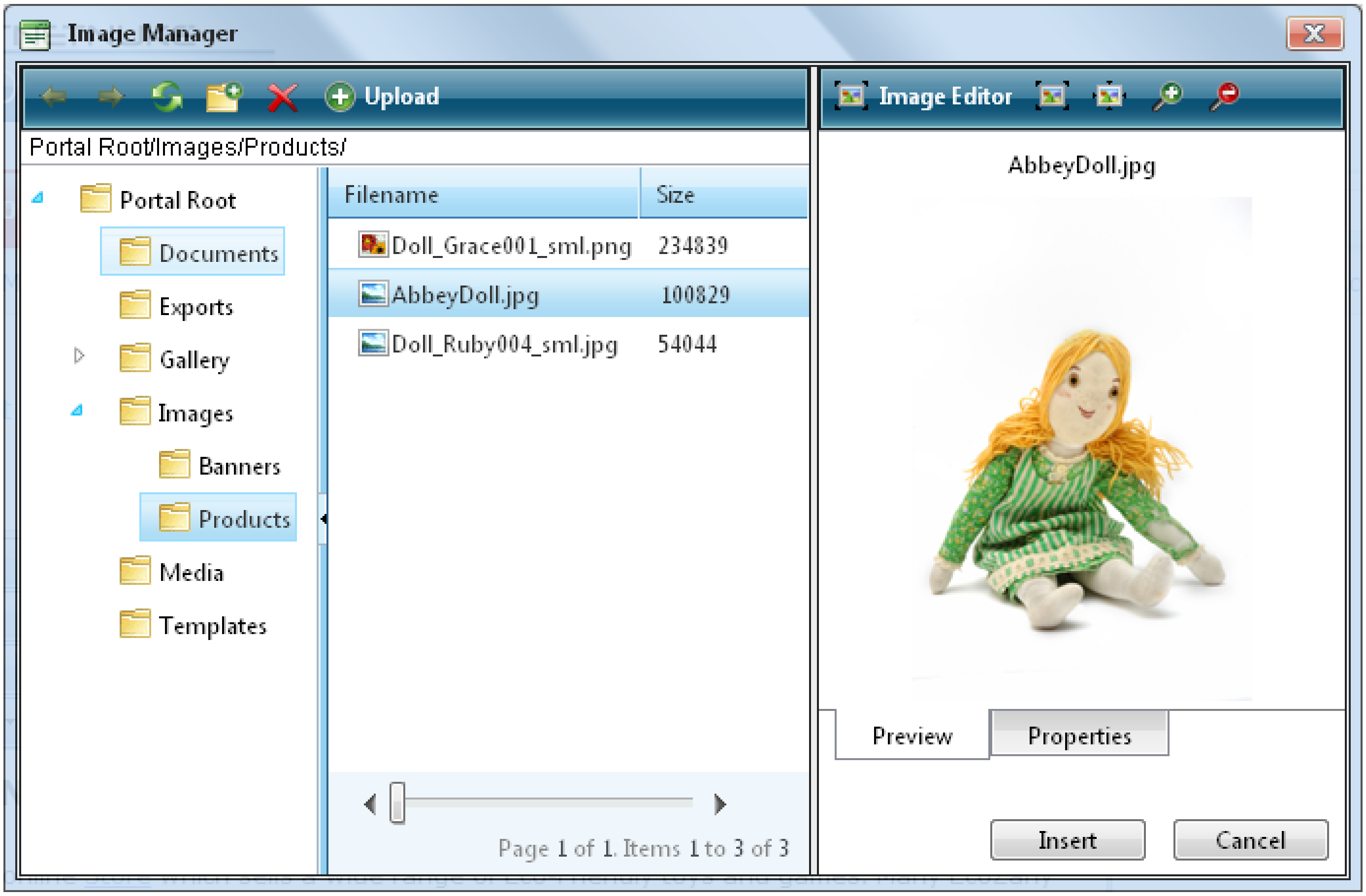
3. Navigate to and select the required image. See "Using the Resource Manager"

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"

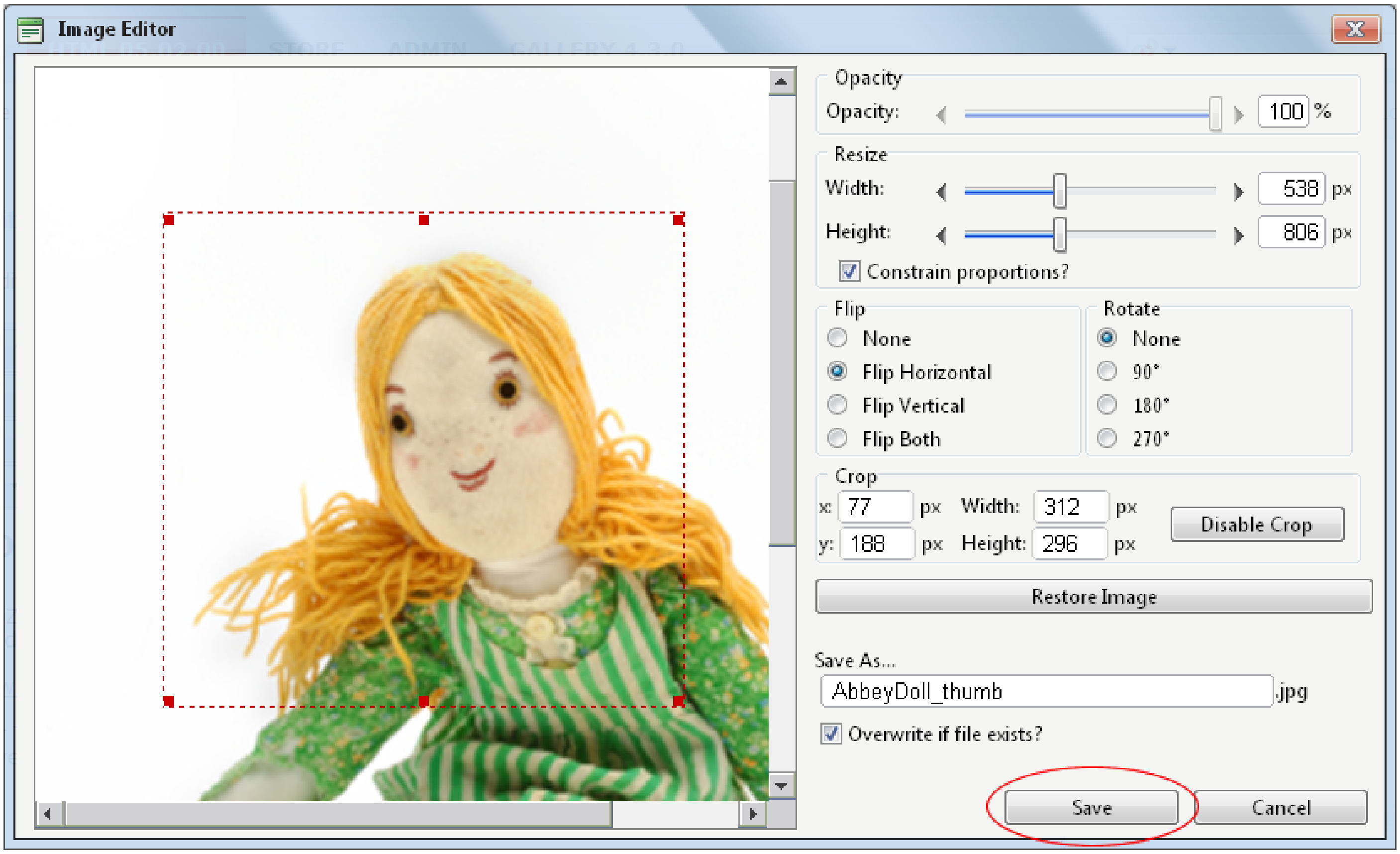
4. Click the **OK** button to confirm.

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** 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 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.

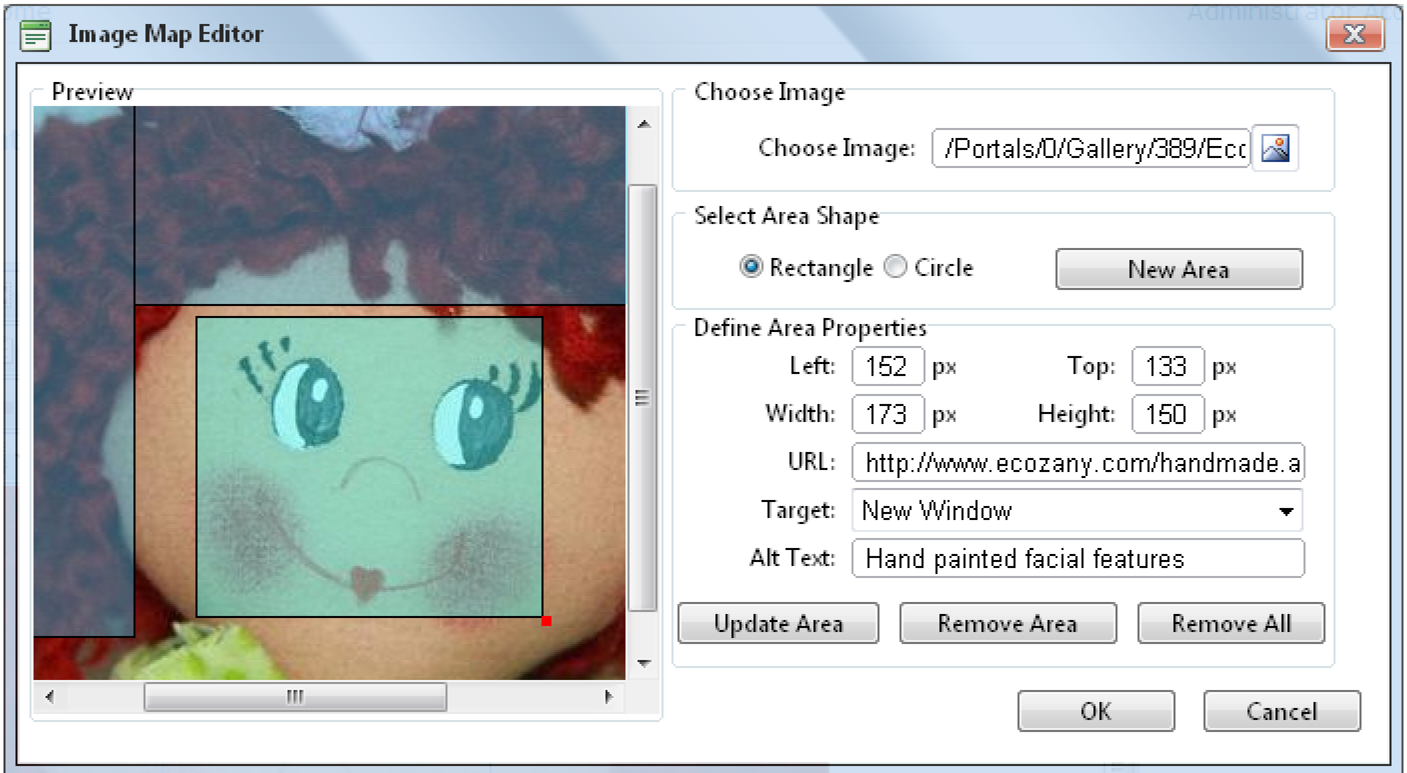
   i. At **Target**, select the target for the URL.

      - **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.



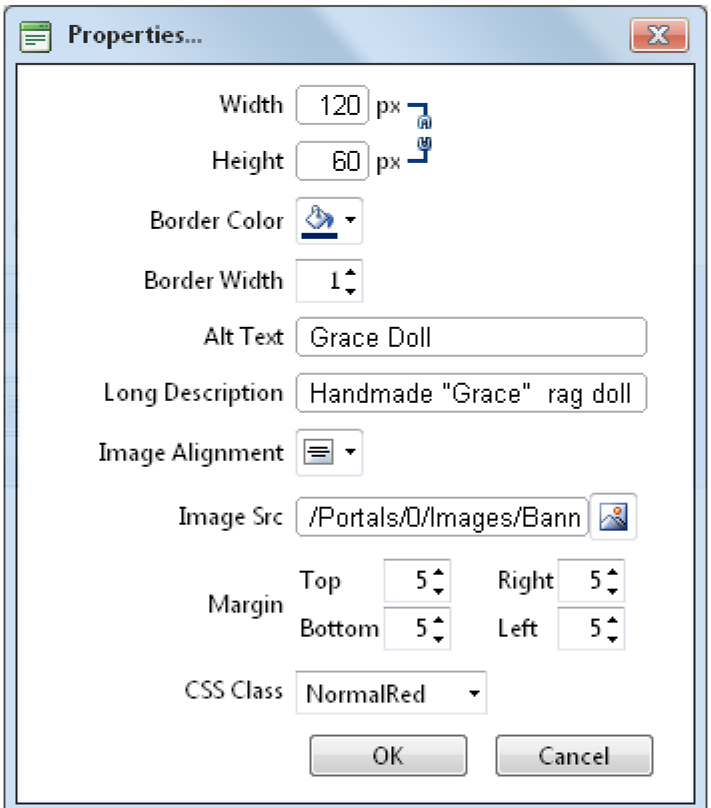
Creating an Image Map

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.

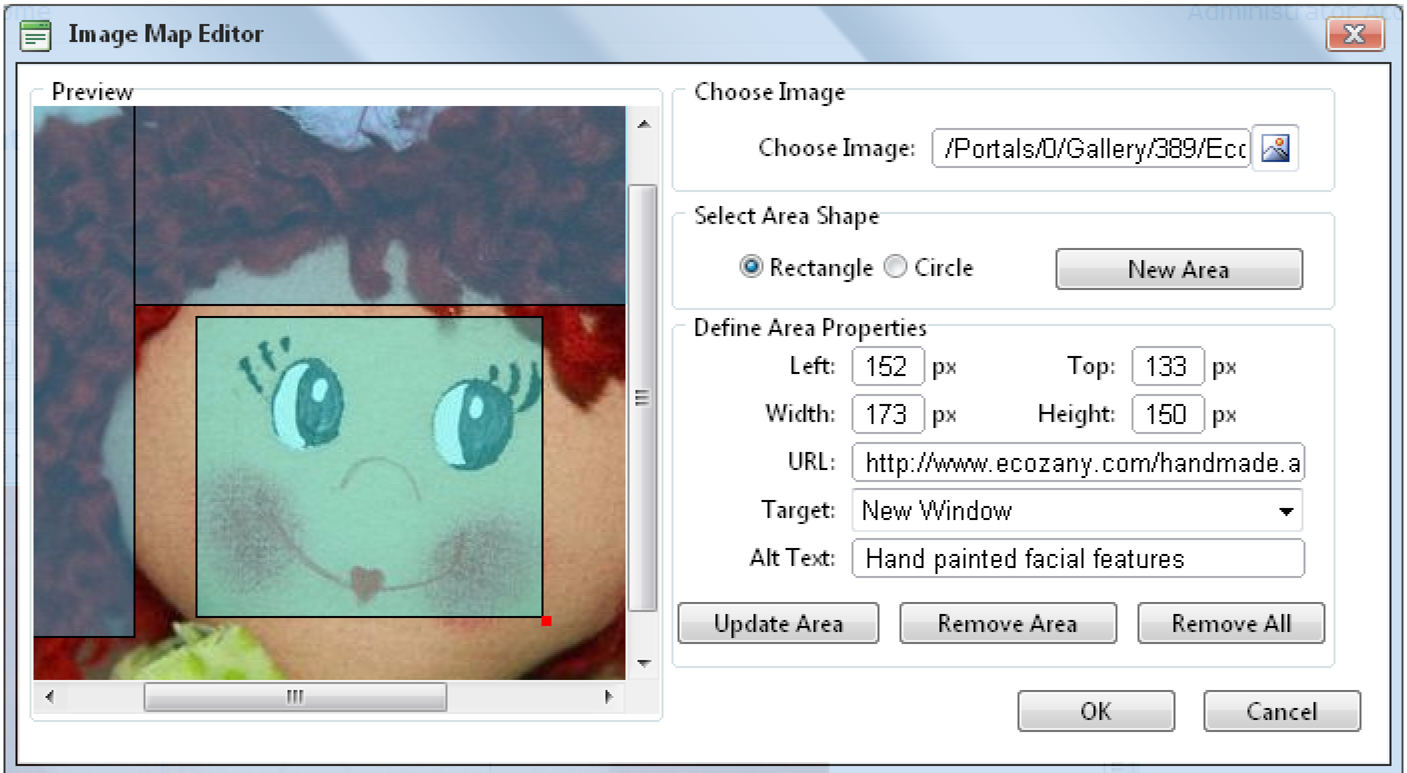


Setting Image Properties

Editing an Image Map

How to edit an image map using the TelerikEditorProvider for the RTE.

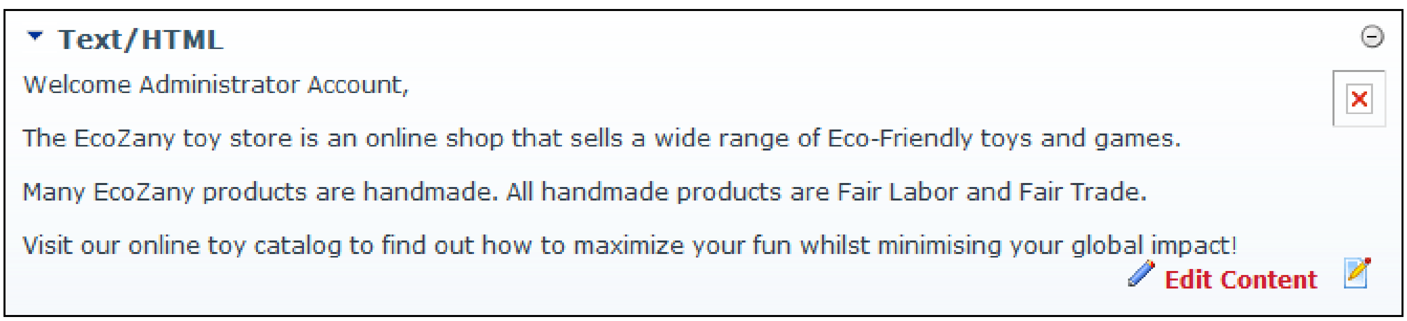
1. Select the mapped image.
2. Click the **Image Map Editor** button in the toolbar - OR - Right click on the image and then select **Image Map Editor** from the drop-down menu. This opens the Image Map Editor window.
3. Add, edit/update and delete mapped areas as required. See "Creating an Image Map"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

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.

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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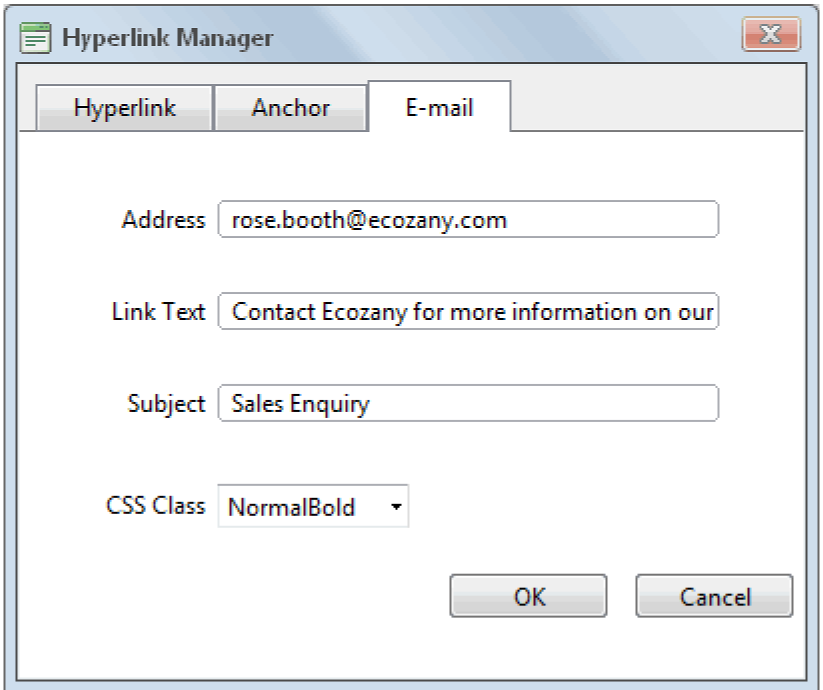
1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **E-mail** tab.
4. In the **Address** text box, enter the email address. If you have selected a recognized 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.

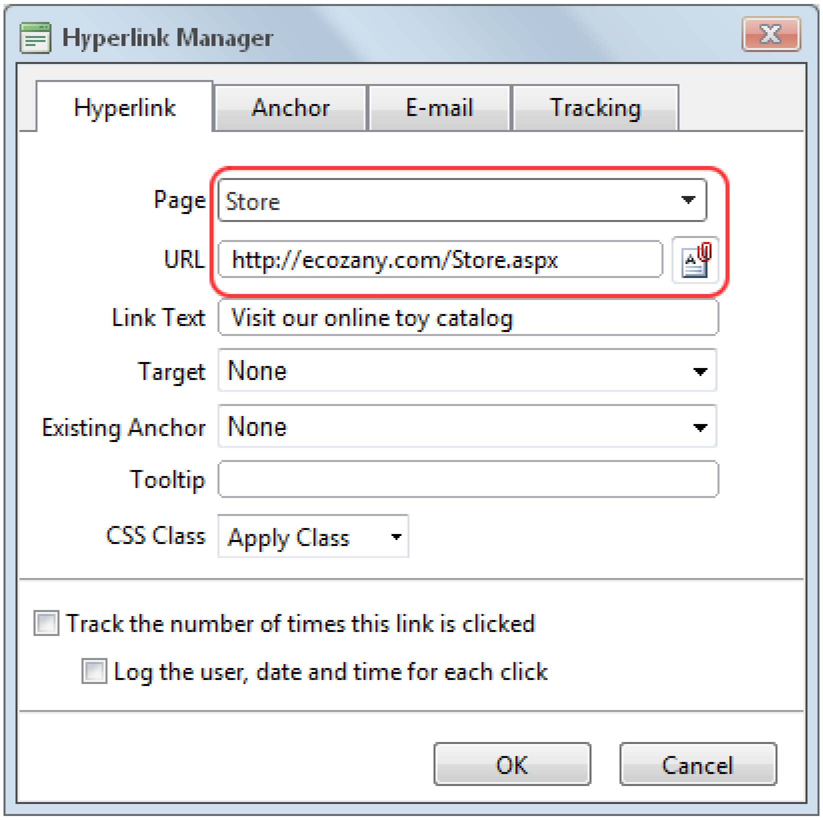


Adding an Email Link

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 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 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.



4. The following **optional** setting 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:

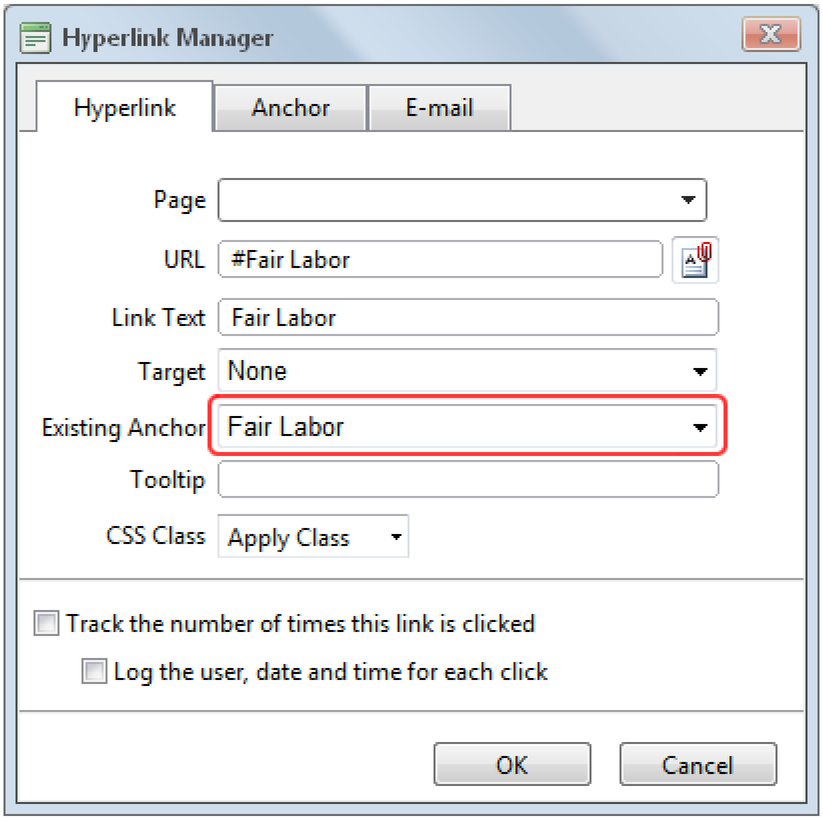
- See "Viewing Link Tracking Report"

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



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

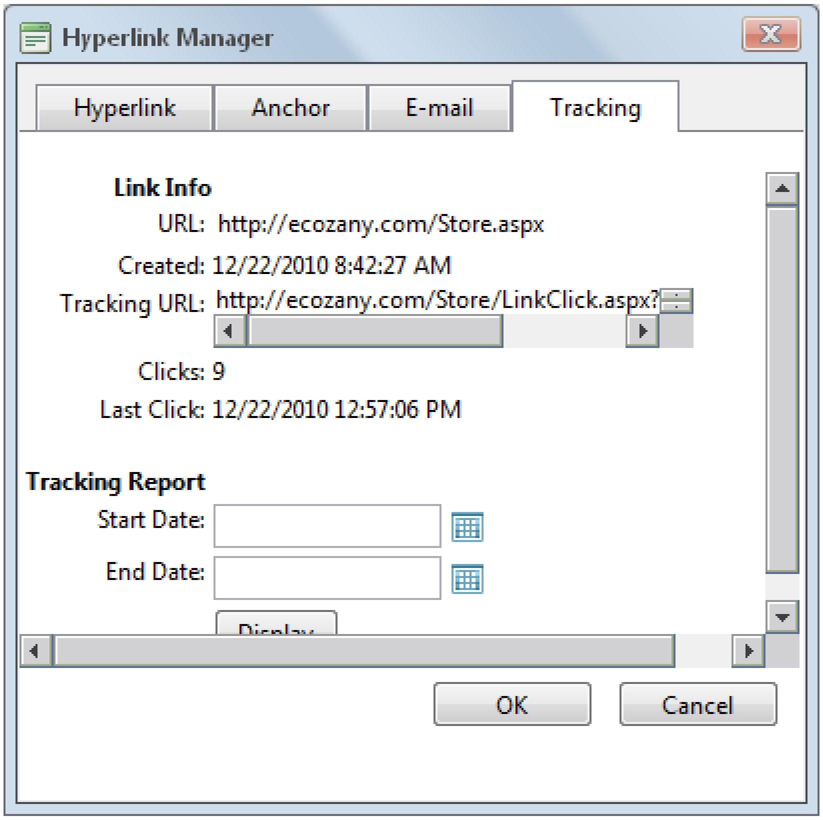
How to insert a link to a URL located on another web site using the TelerikEditorProvider for the RTE.

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://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.

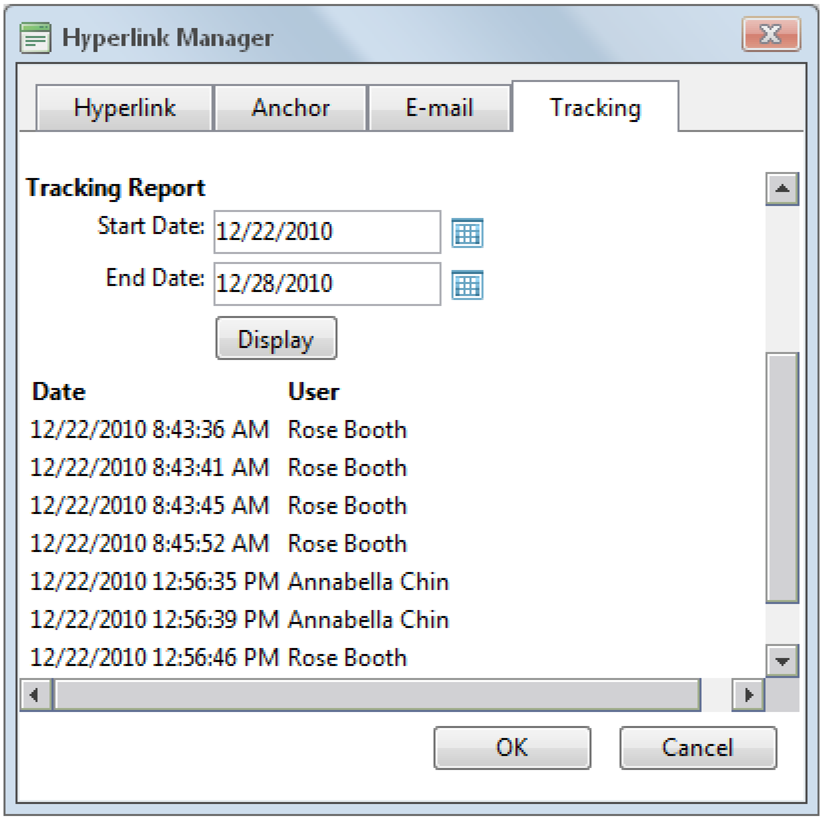


4. In the **Tracking Report** section, complete the following to view the report:

   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.

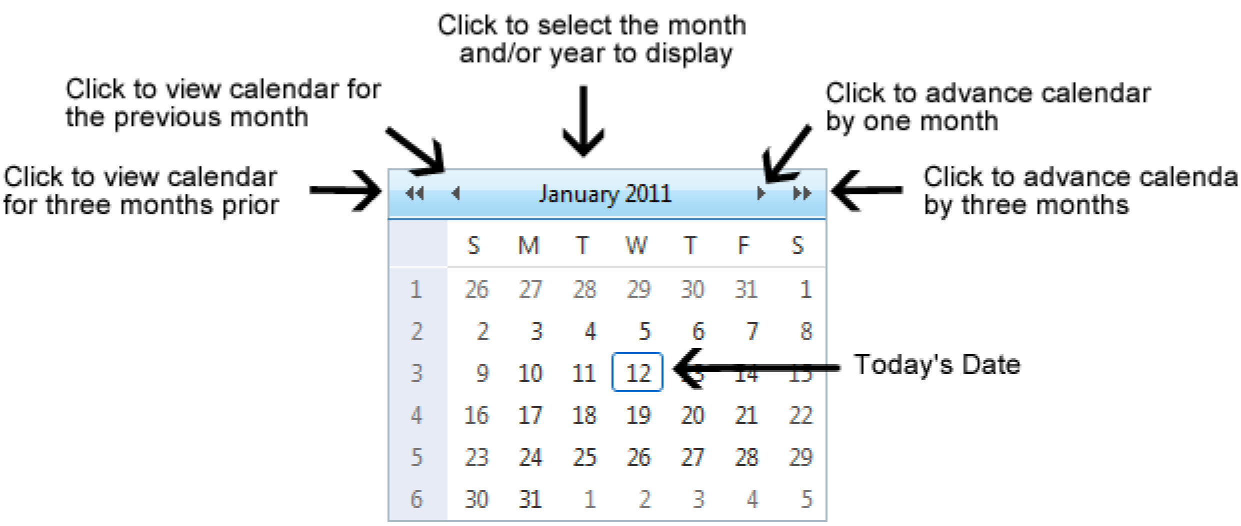
   c. Click the **Display** button. This displays the date and time when the link was clicked and the first and last name of authenticated users.



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 for the RTE.



Selecting a Date

Step One - View the required Month/Year in Calendar

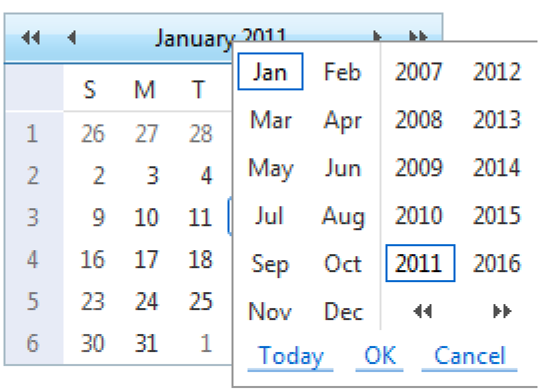
1. Click the **Calendar** button. This opens the RADCalendar. Here's an overview of the date selection options available for the RADCalendar:

- **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.

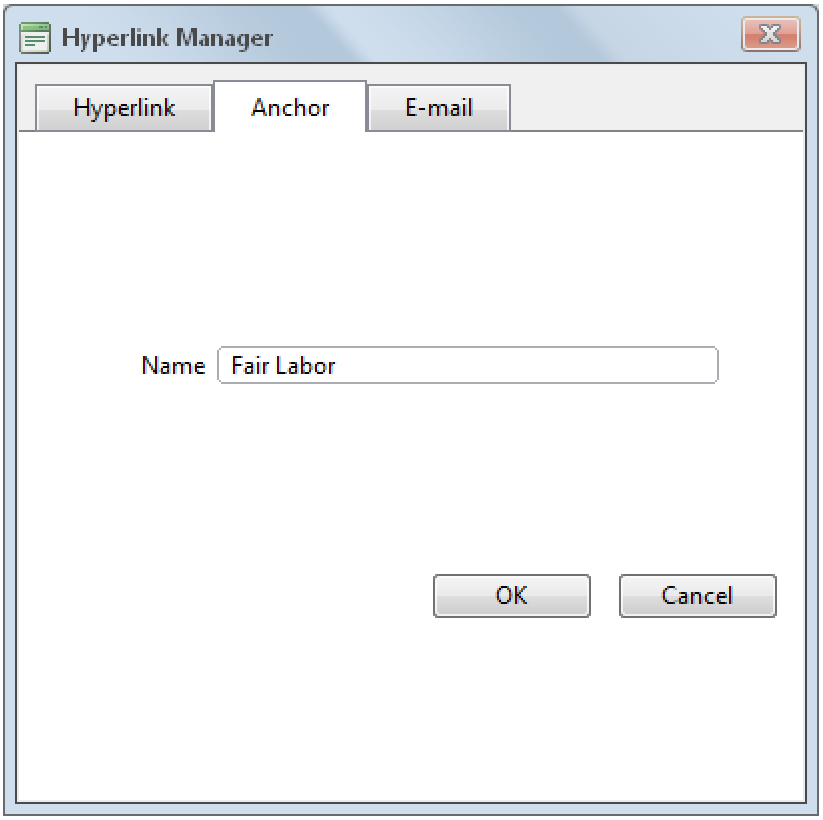
Option Two:

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.

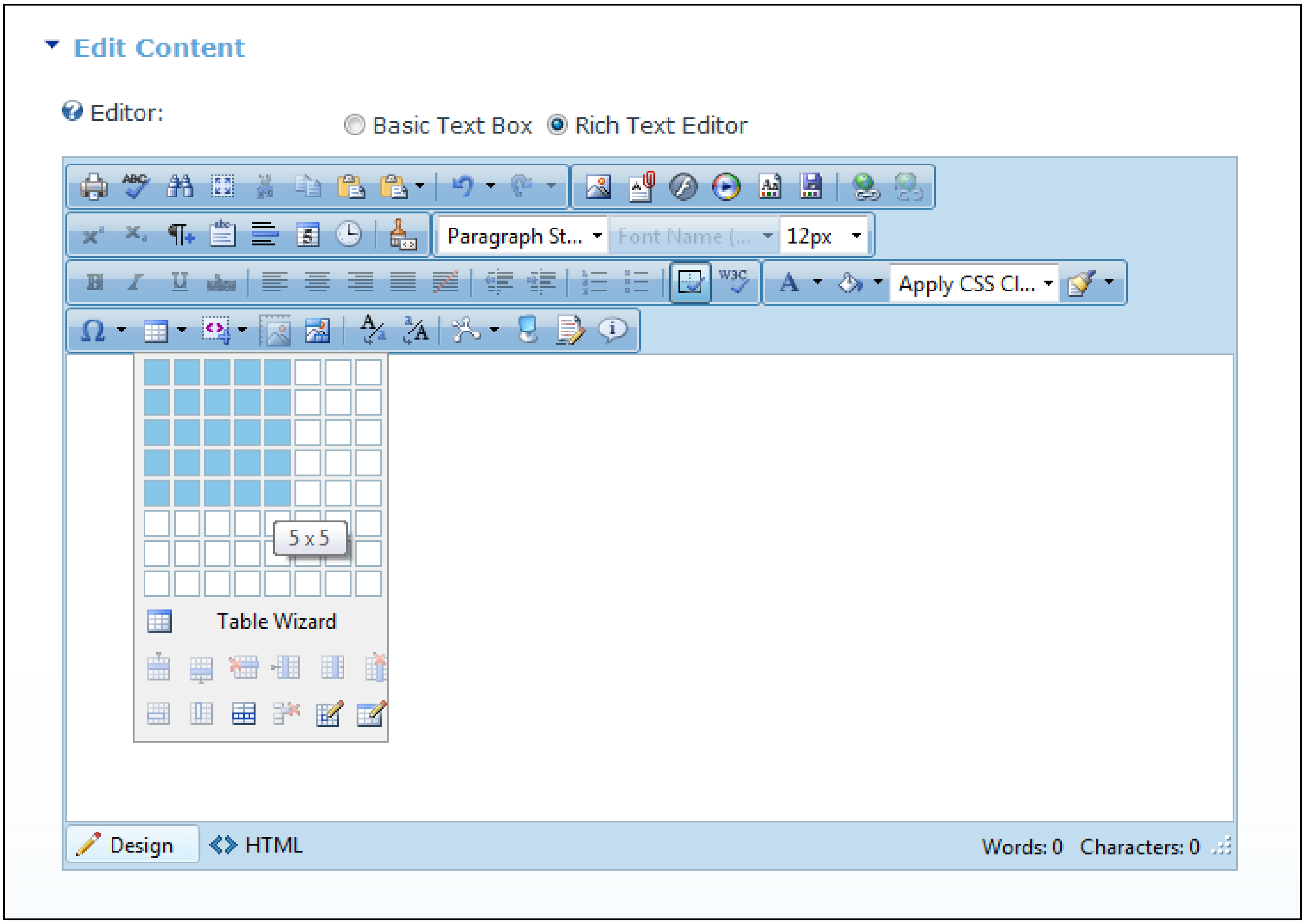
1. Select the **HTML** tab.
2. Locate and delete the anchor HTML which will look something like

Managing Tables

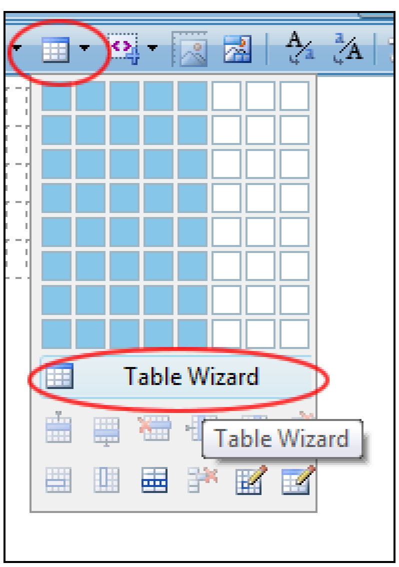
Inserting a Table

How to insert a table using the TelerikEditorProvider for the RTE.

1. Place you 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.



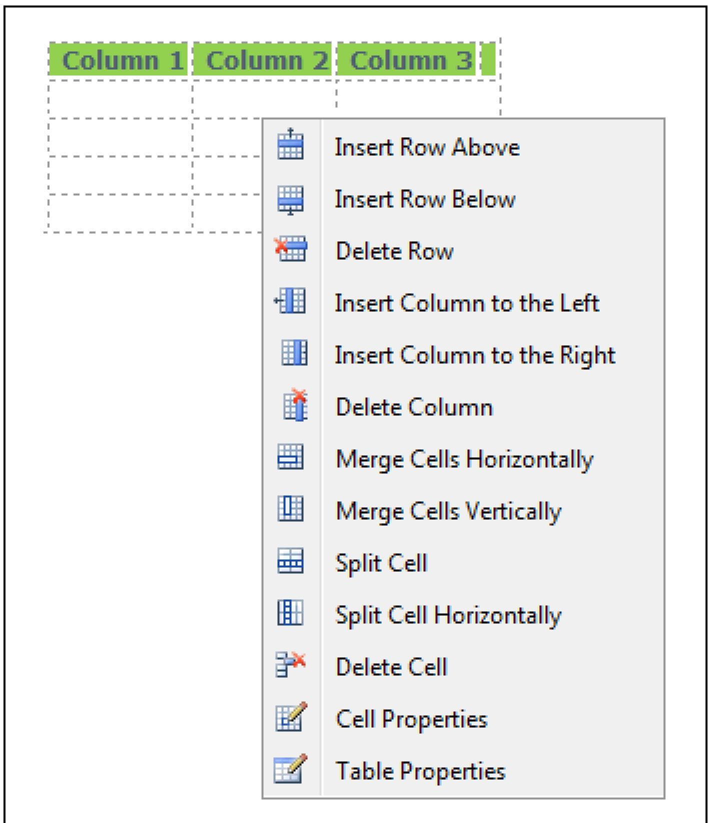
- **To design a more complex table**, click the **Table Wizard** button. See "Setting the Table Design"



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.

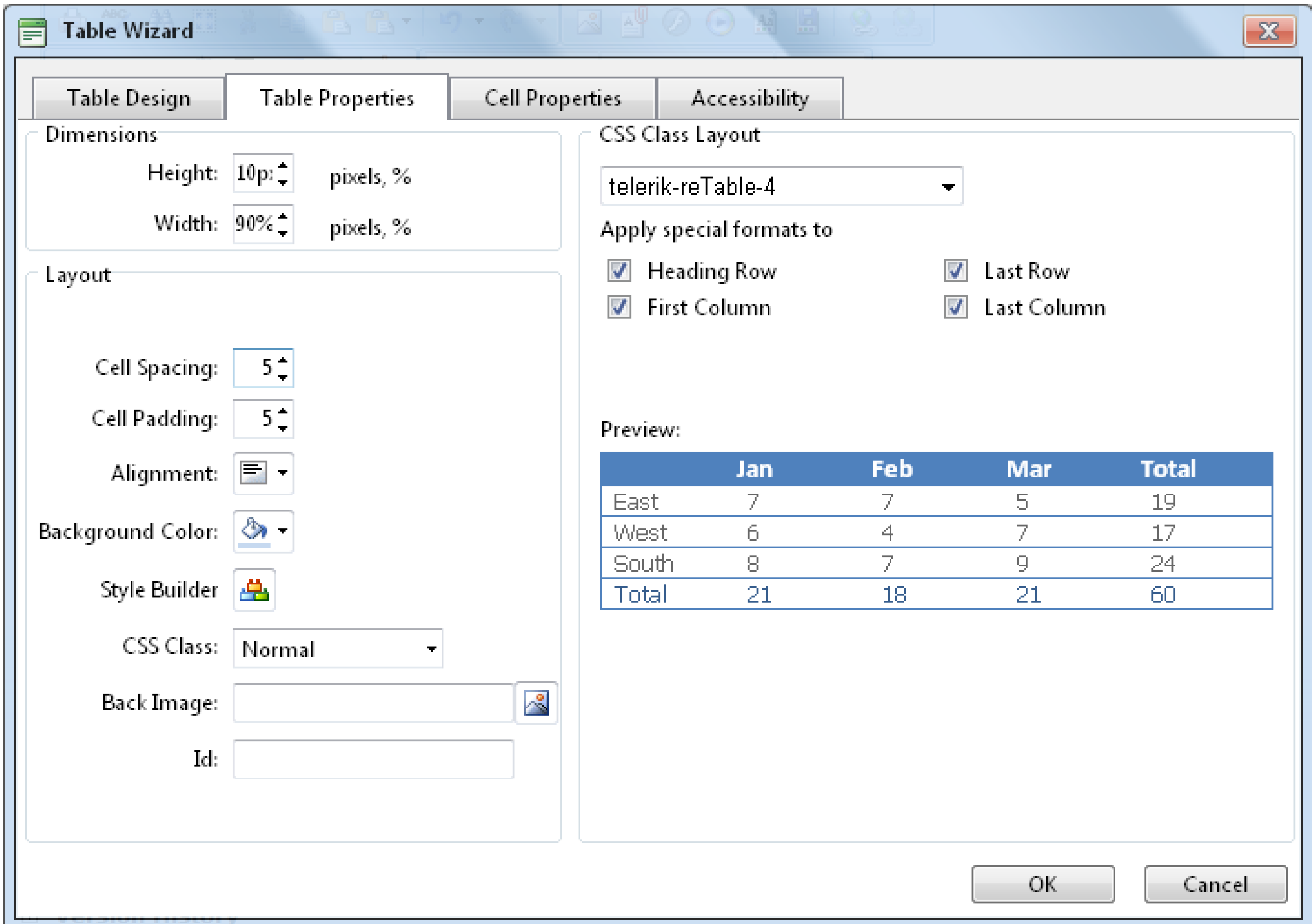
5. In the CSS Class Layout section:

   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.

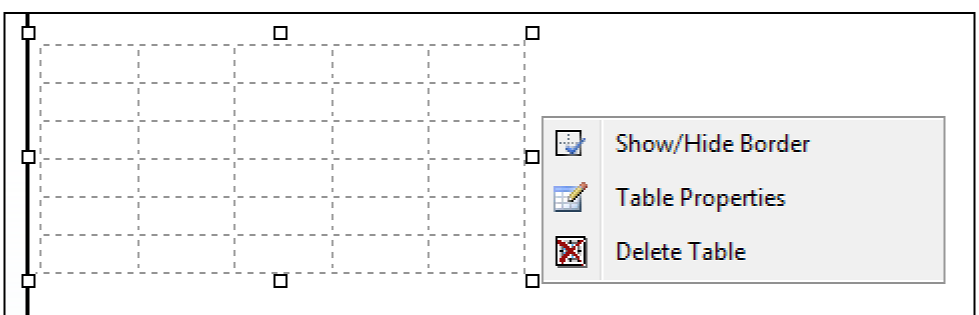


Setting Table Properties

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.

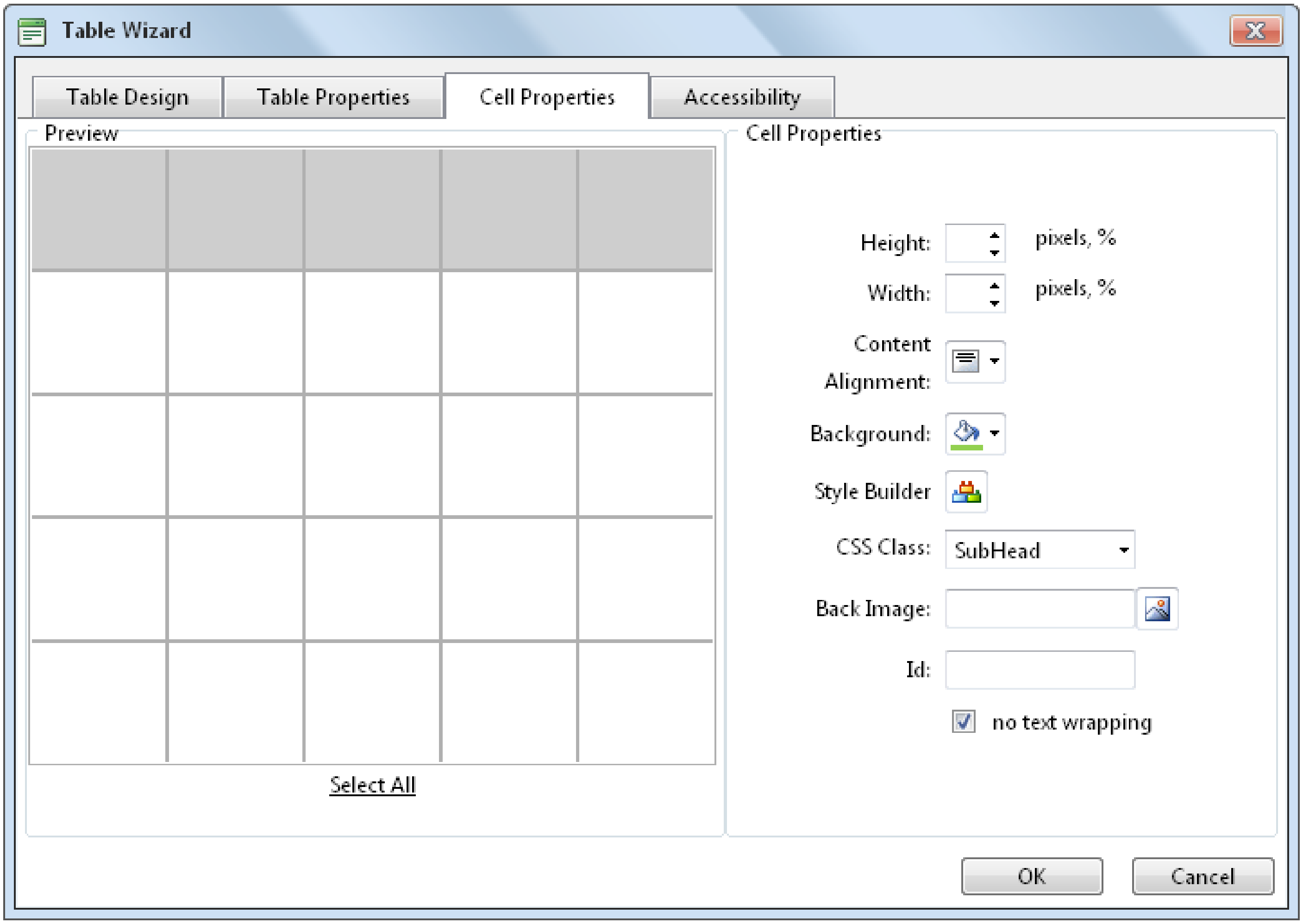
   e. At **Style Builder**, click the **Style Builder** button and build one or more styles. See "Using the Style Builder"

   f. At **CSS Class**, select a class for this/these cells.

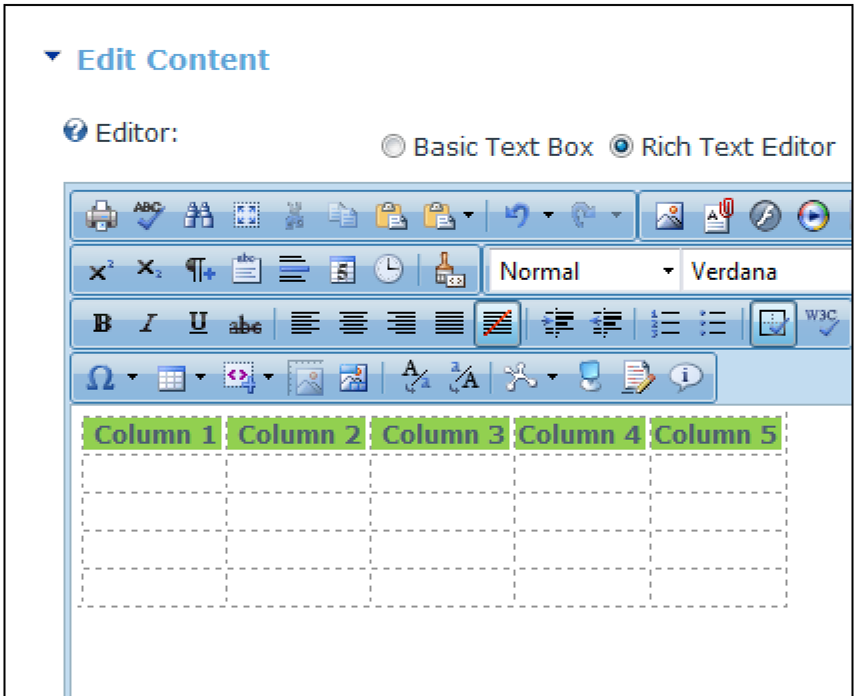
   g. At **Back Image**, click the **Image Manager** button and select a background image for the table.

   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.

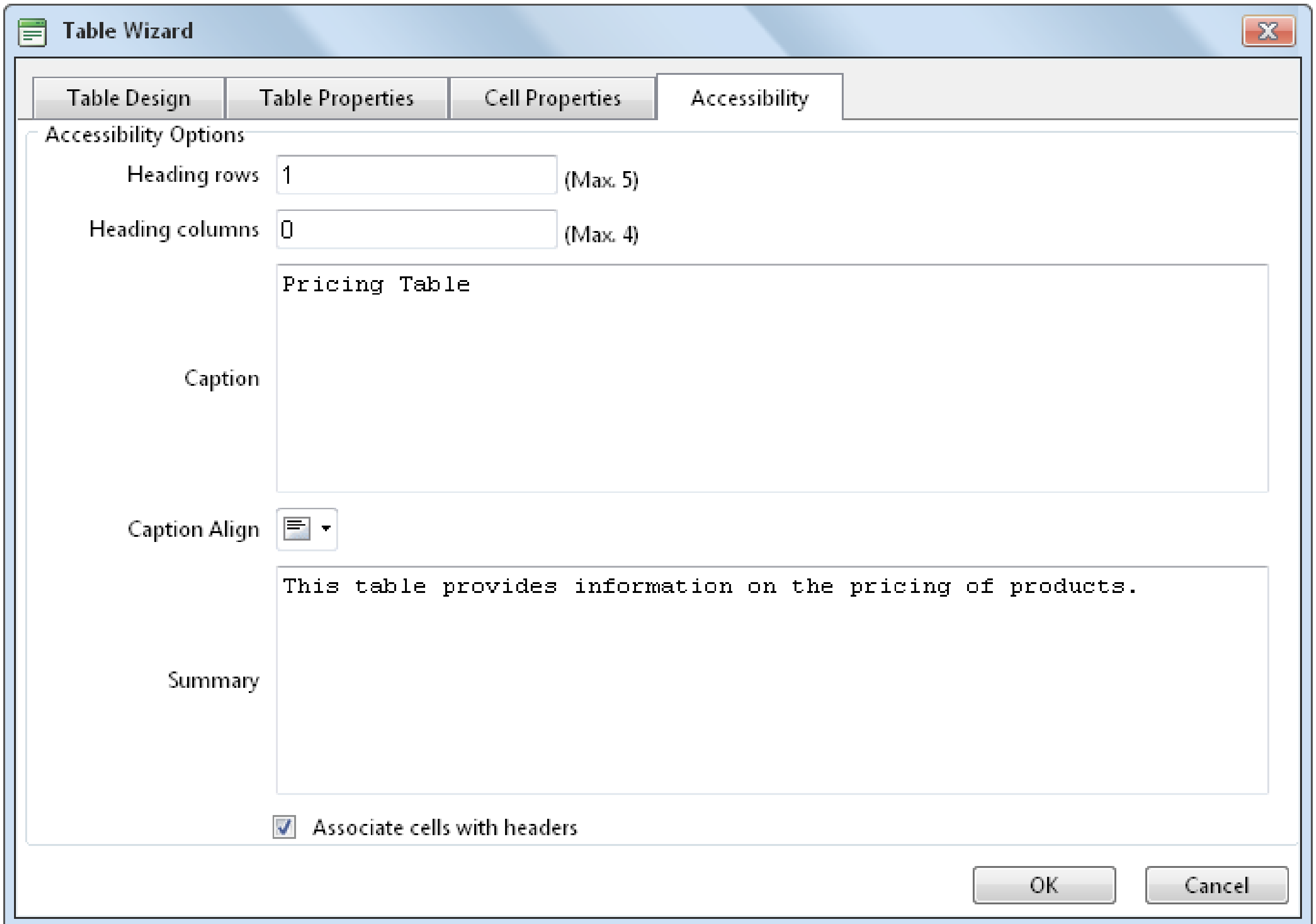


Setting Cell Properties

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

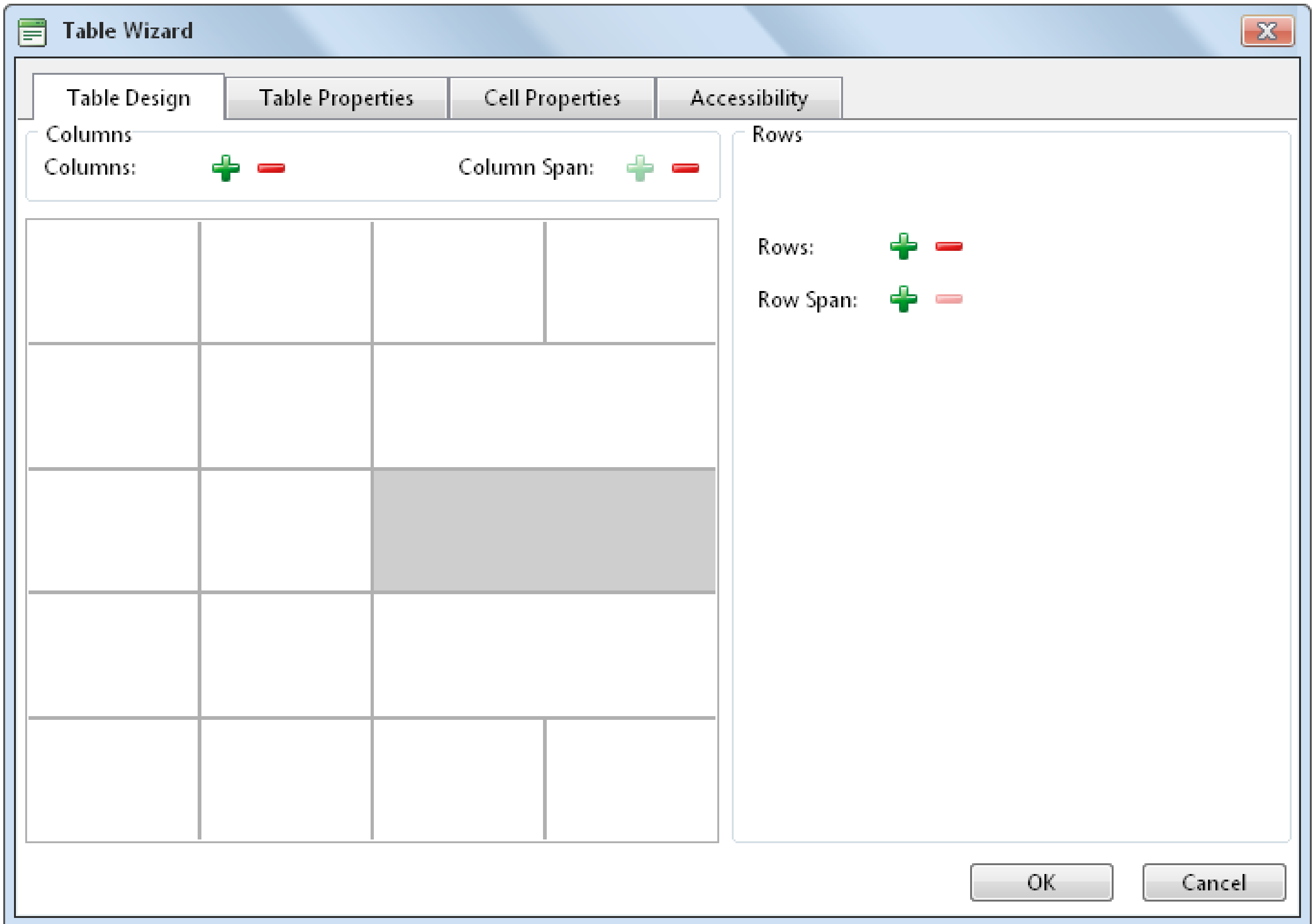
How to design a table using the Table Wizard of the TelerikEditorProvider for the RTE.

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:

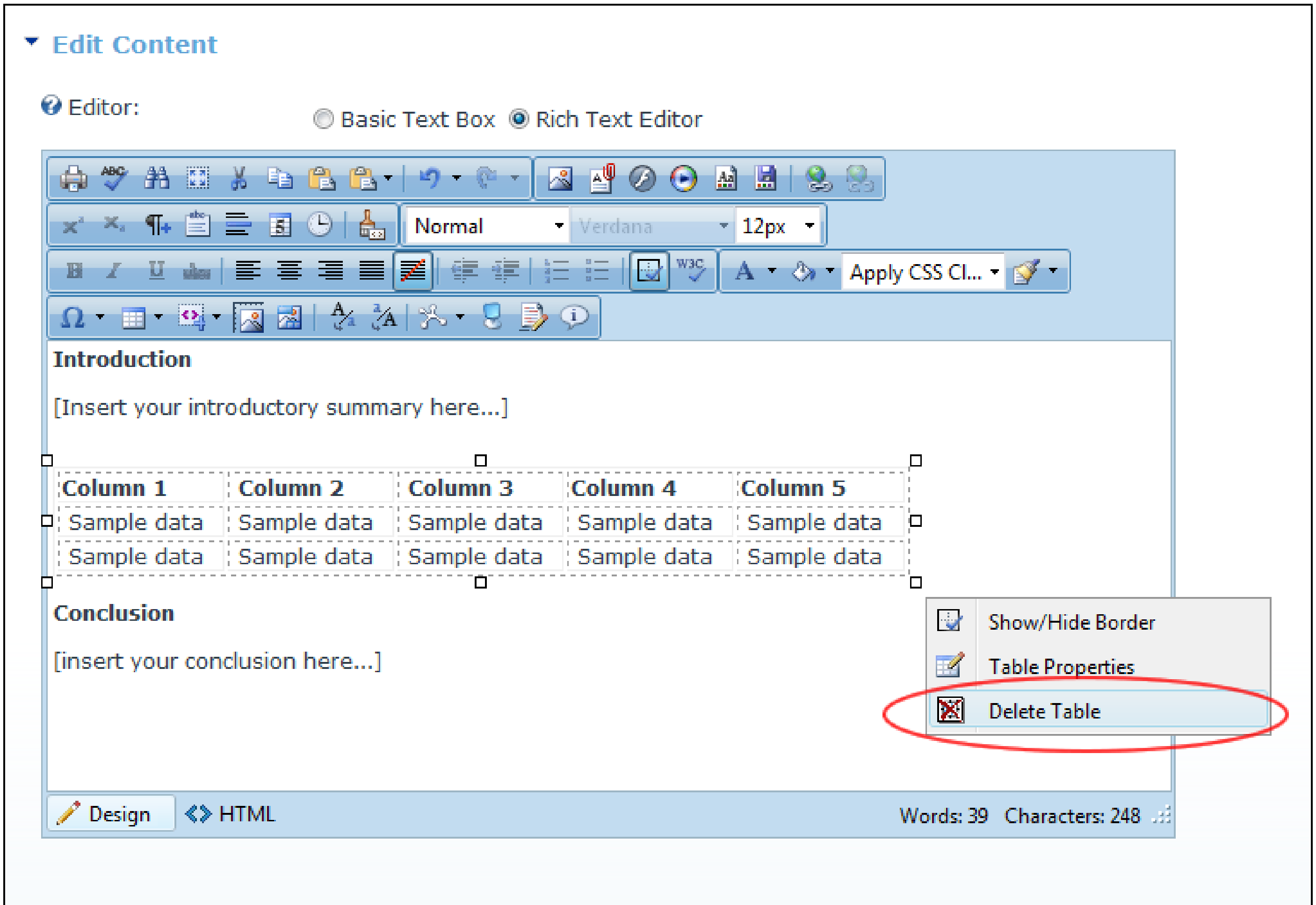
1. Click on the corner of the table to select it.
2. Strike the **Delete** button on your keyboard.

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.



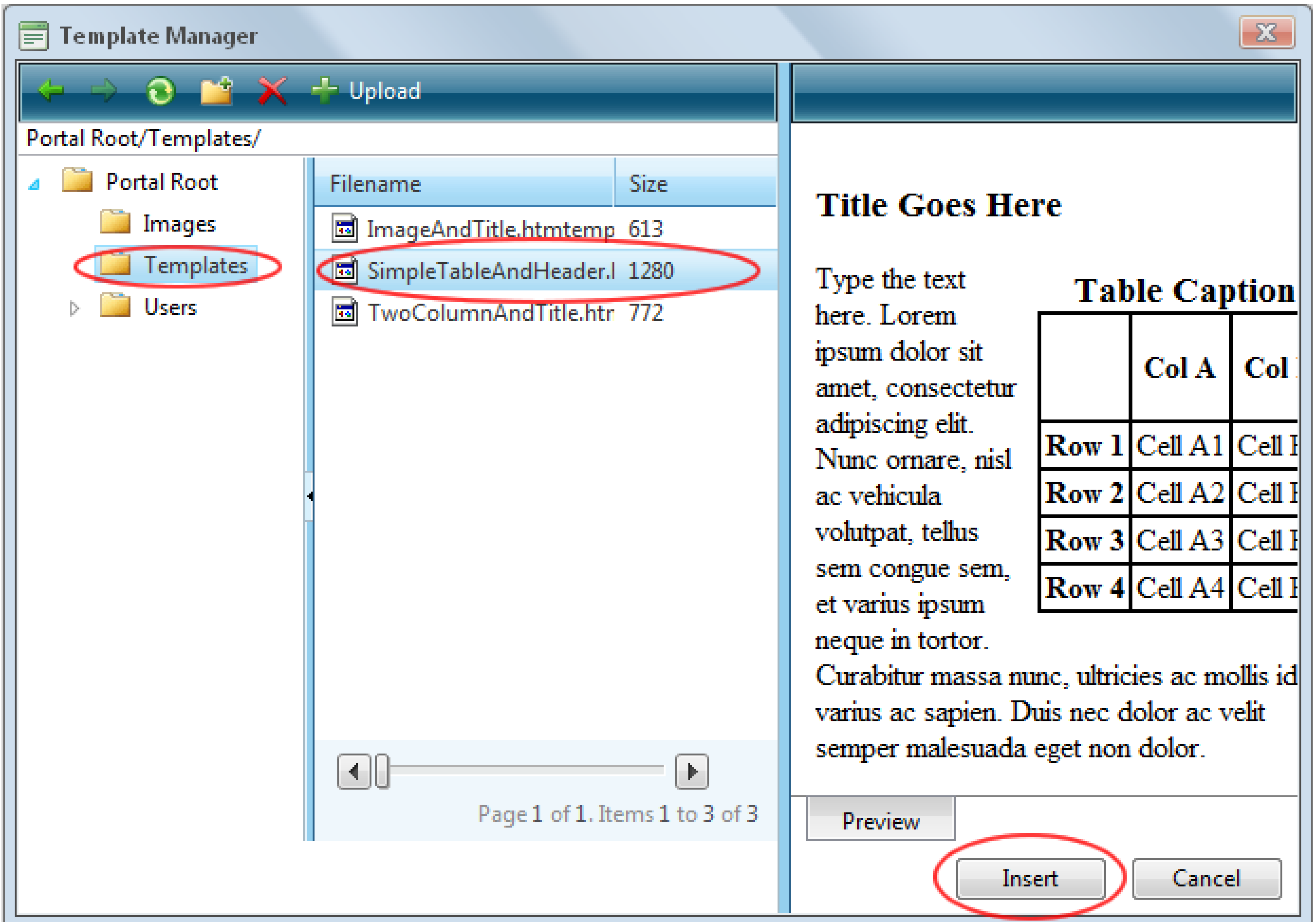
Deleting a Table

Managing Templates

Inserting a Template

How to insert a template using the TelerikEditorProvider for the RTE.

1. Place you 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 read for you to edit.

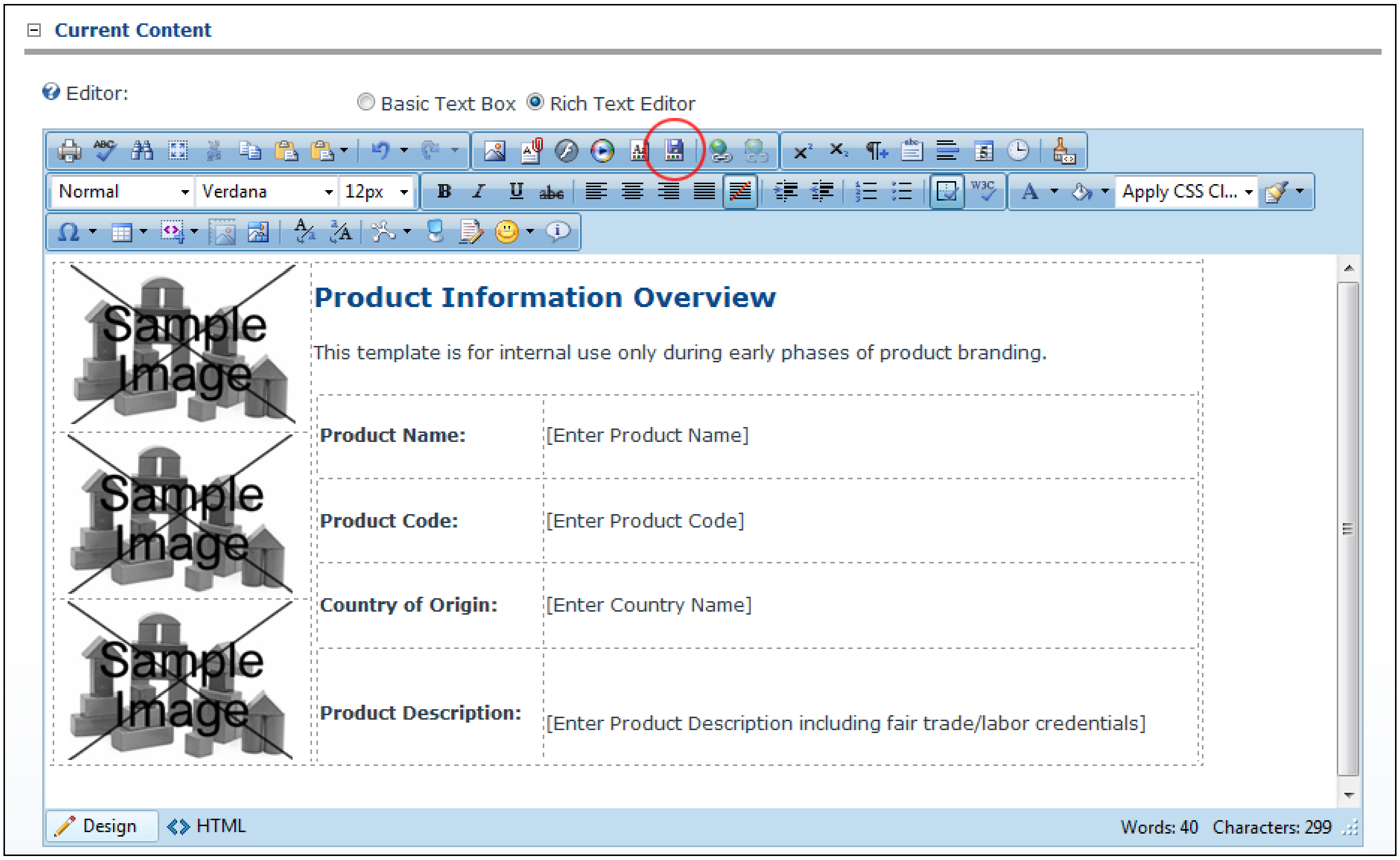


Inserting a Template

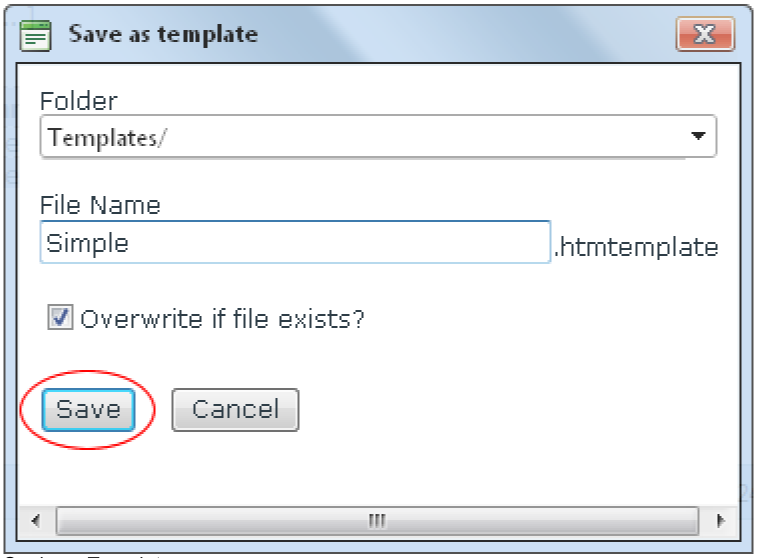
Saving a Template

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

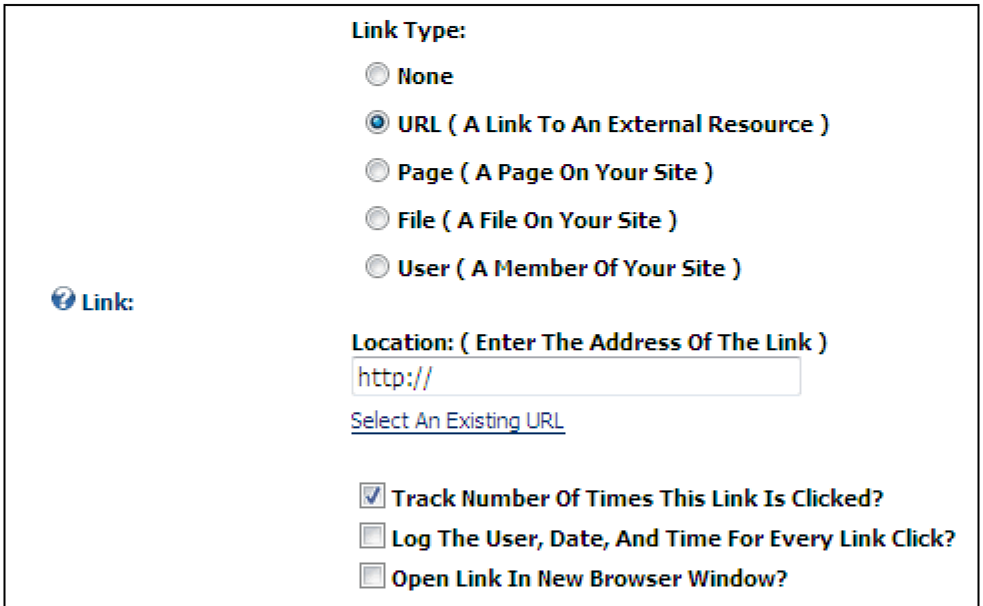
Link Control

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"



The Link Control

Related Topics:

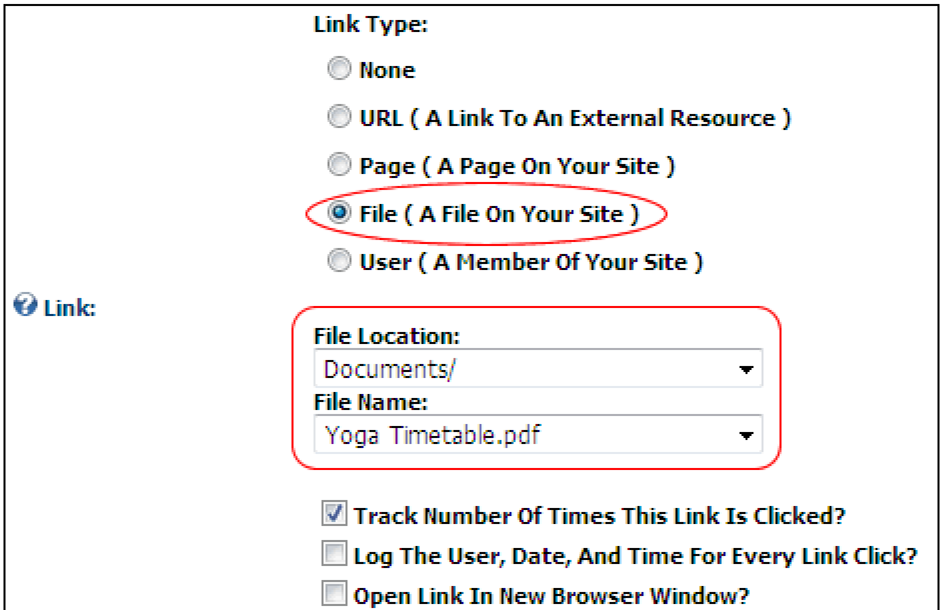
- "Setting a File Link".
- "Setting a Page Link".
- "Setting a URL Link".
- "Adding a User Profile Link".

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.

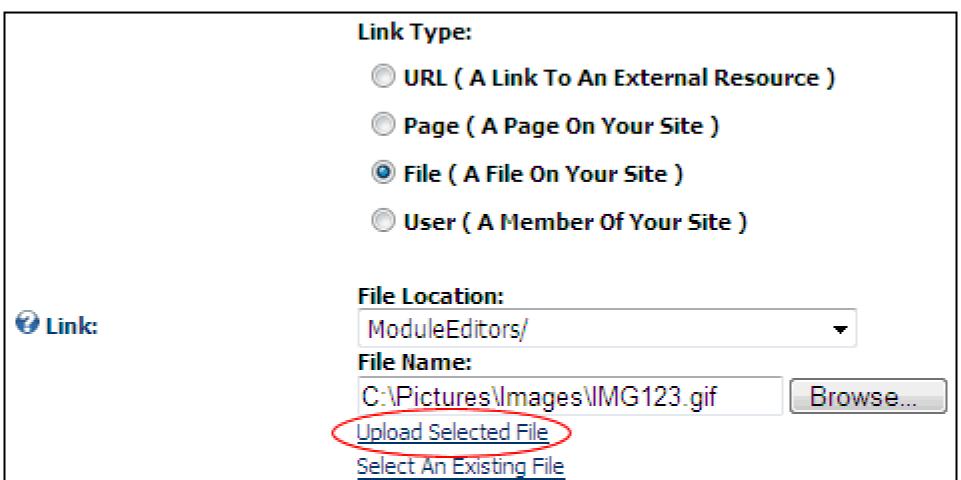


Setting a File Link

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.



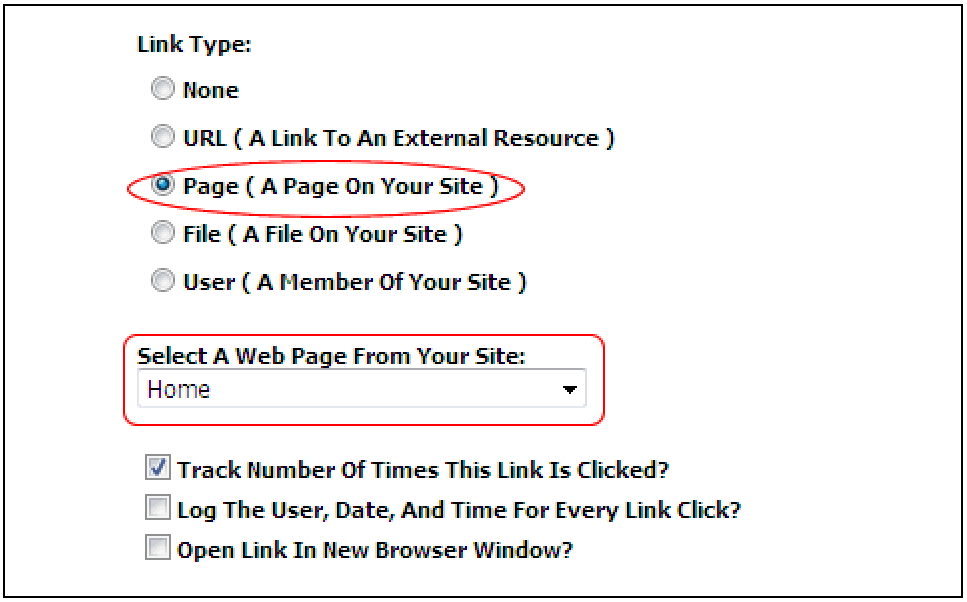
Uploading and Linking to a File

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.



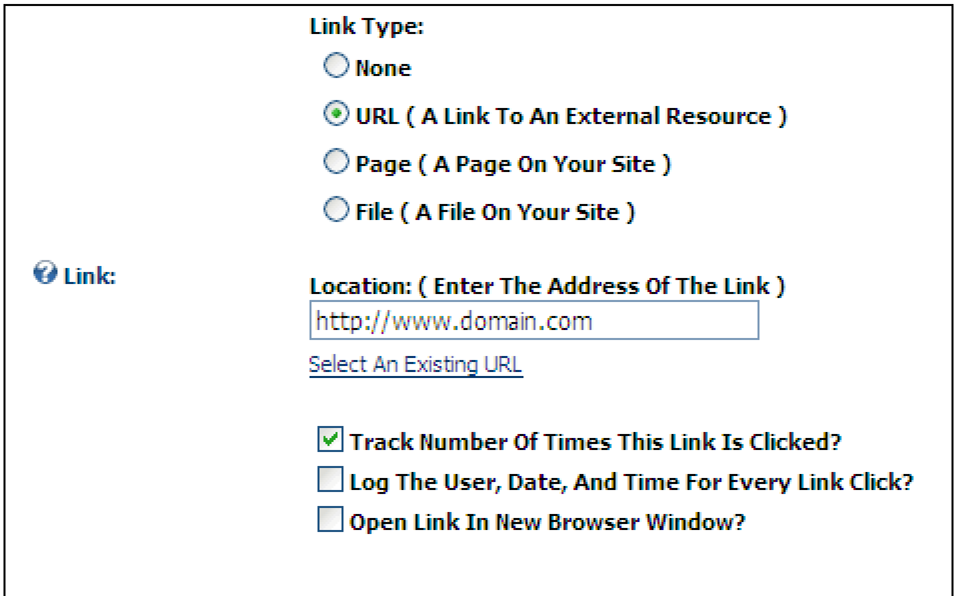
Tip: Pages which are set as disabled are displayed in the list of pages. Disabled pages can be linked to, however the link will only work for Administrators and SuperUsers. Other users will see the link but nothing will happen when they click on it. It is therefore recommended that you test page links.

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.

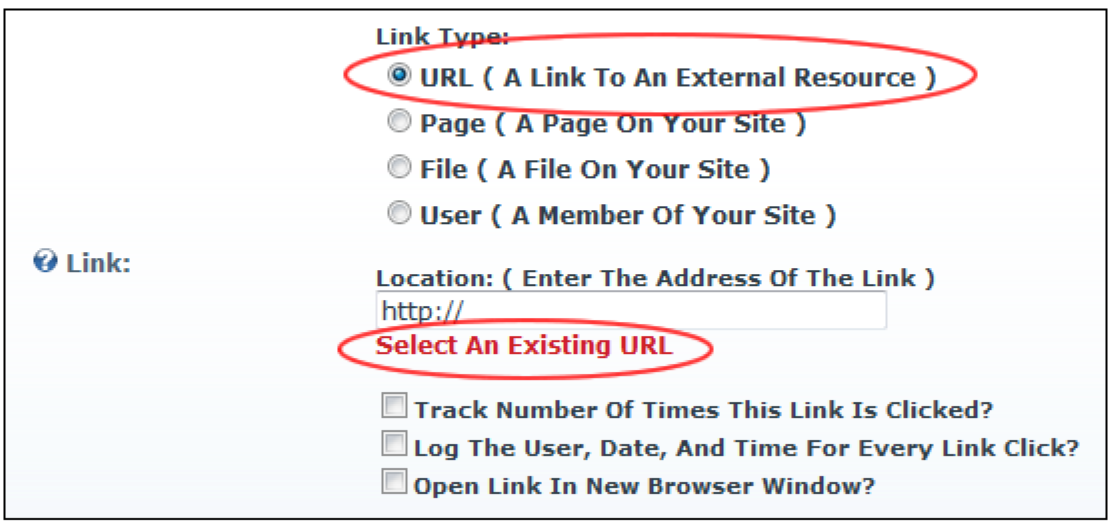


Setting a URL link

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)**.



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.

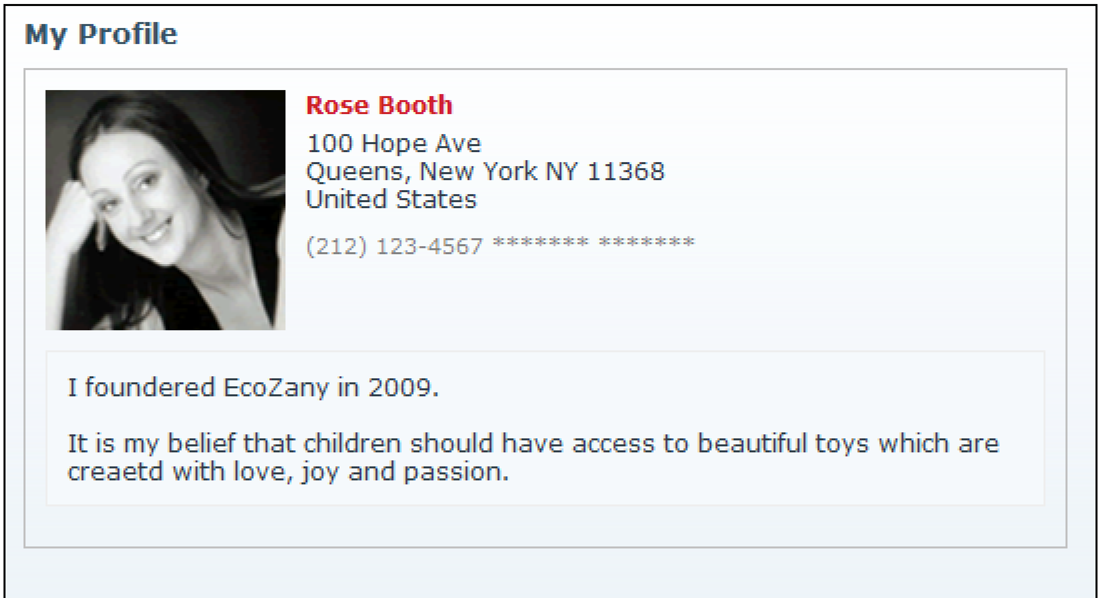
3. At **Link / Location: (Enter The Address Of The Link)**: select the URL from the drop-down list.

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.

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.

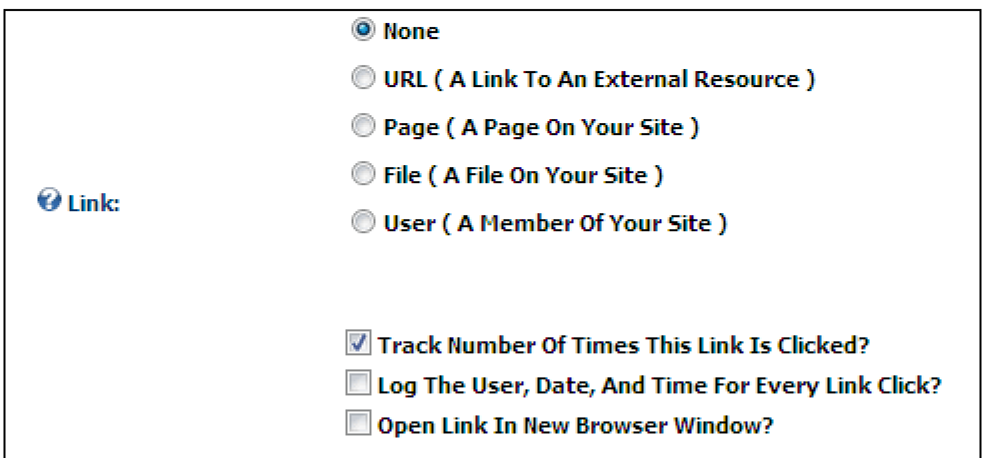


The User's Profile

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**.

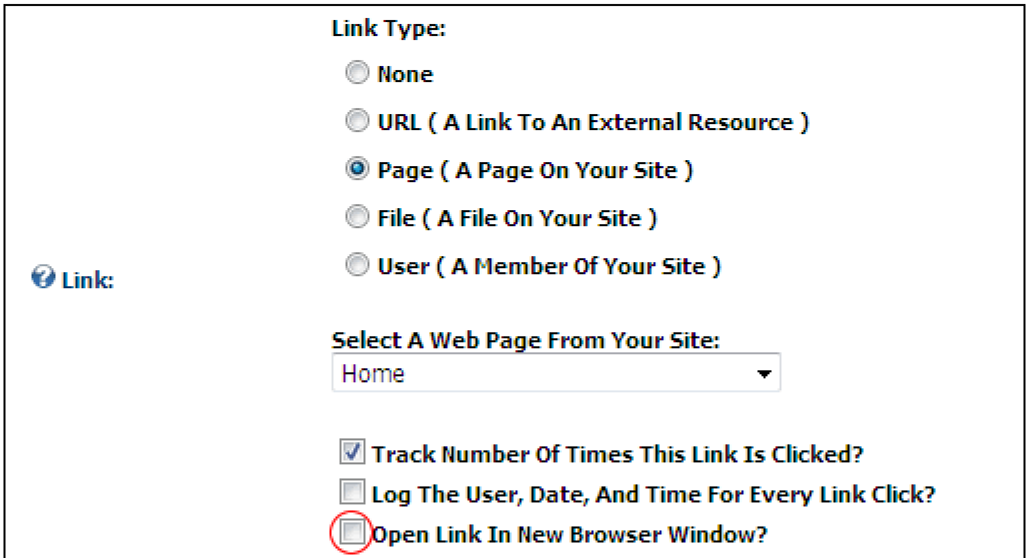


Setting No Linking

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.

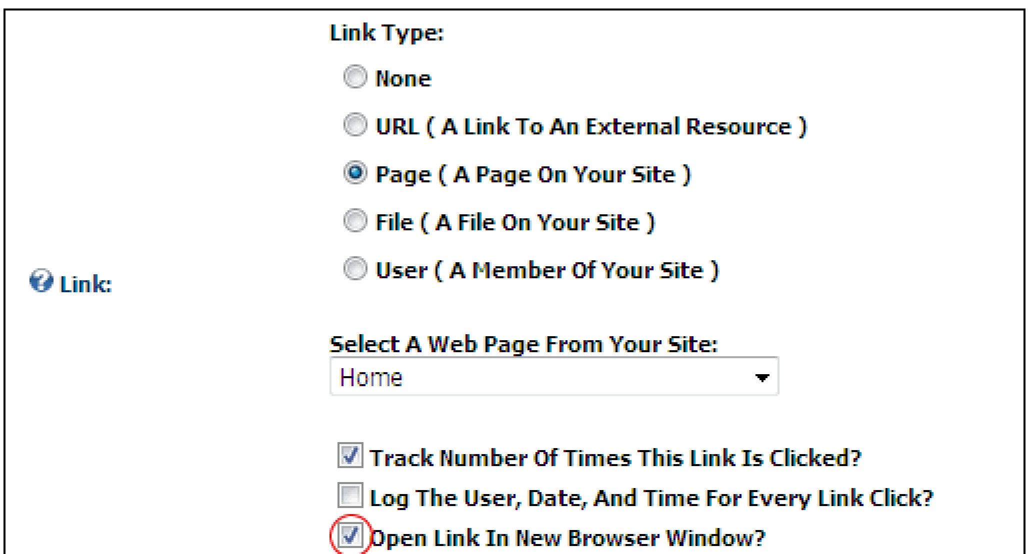


Setting a Link to Open in the Same Web Browser Window

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.

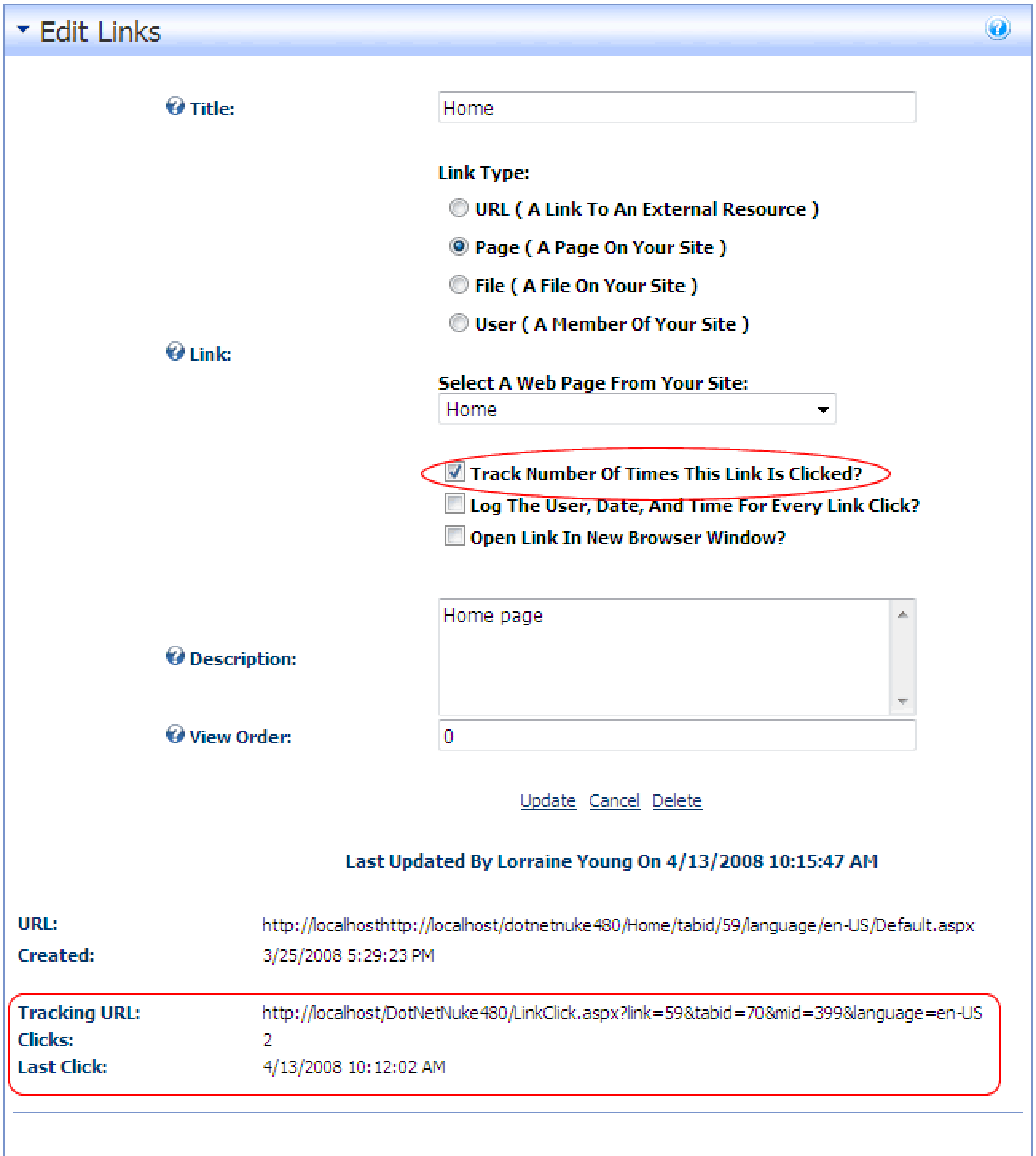


Setting a Link to Open in a New Web Browser Window

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.

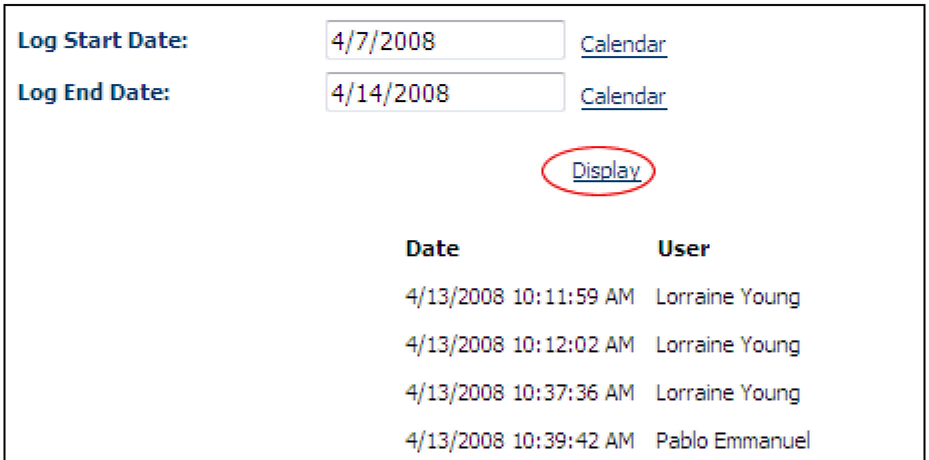


Link Tracking Enabled

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.



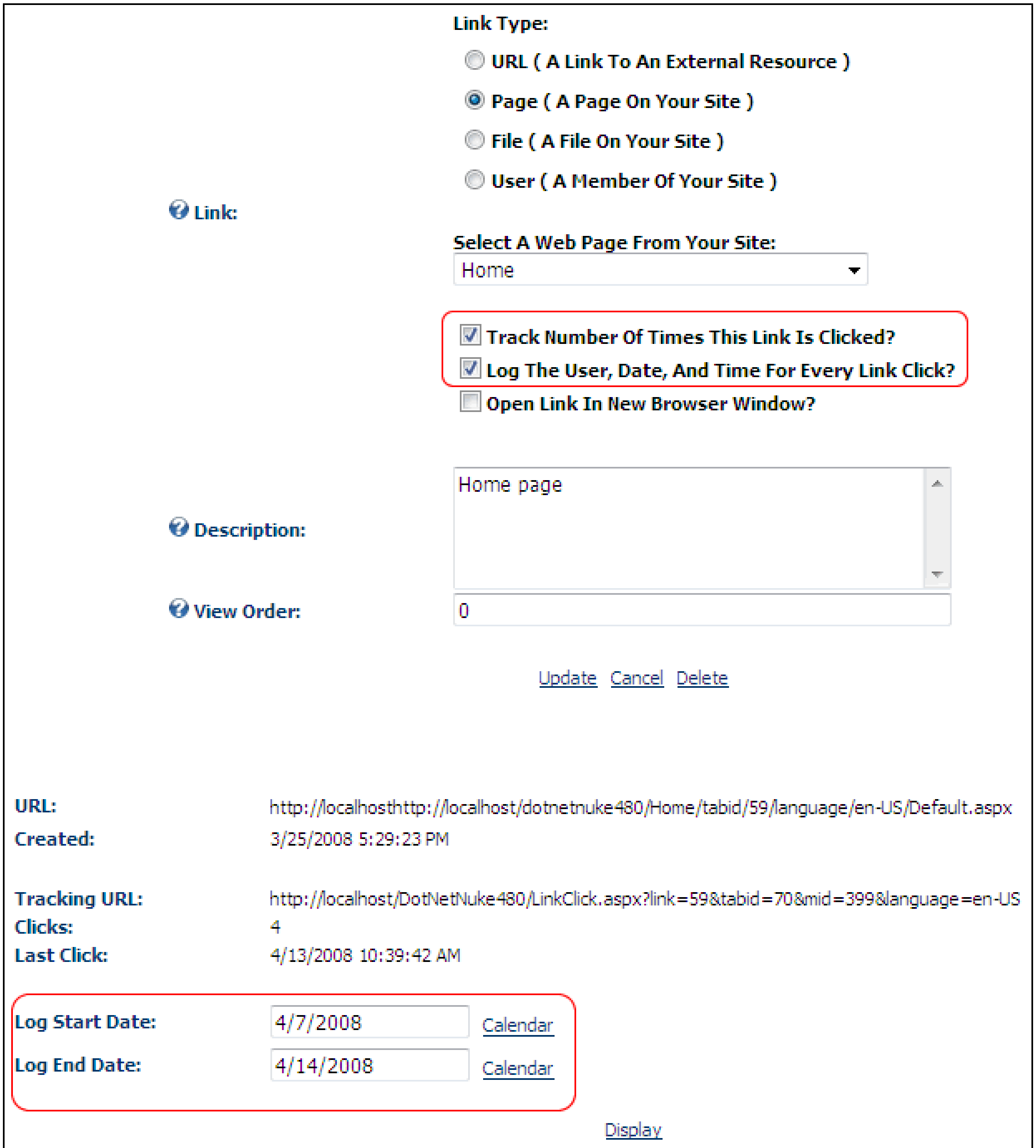
The Link Log

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.

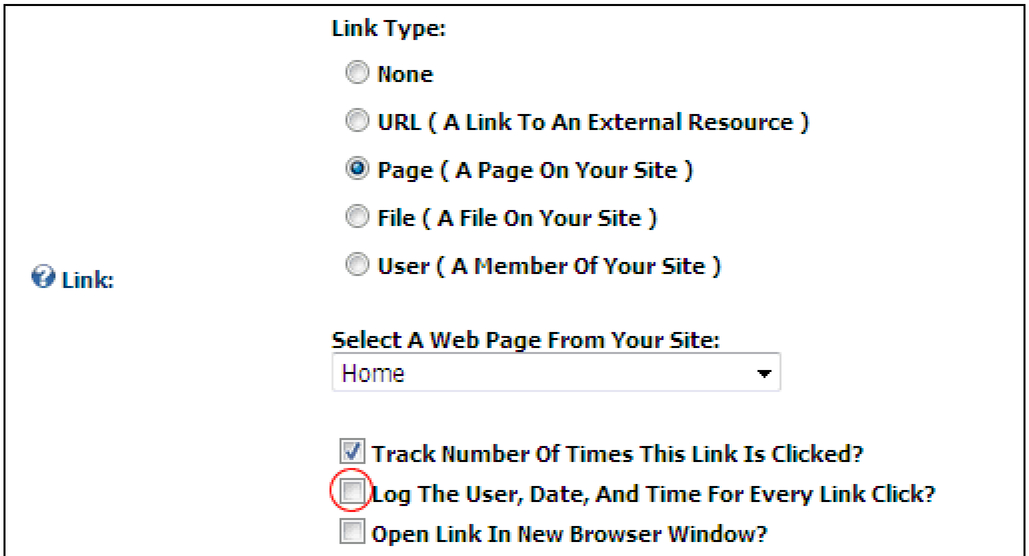


Enabling the Link Log

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.

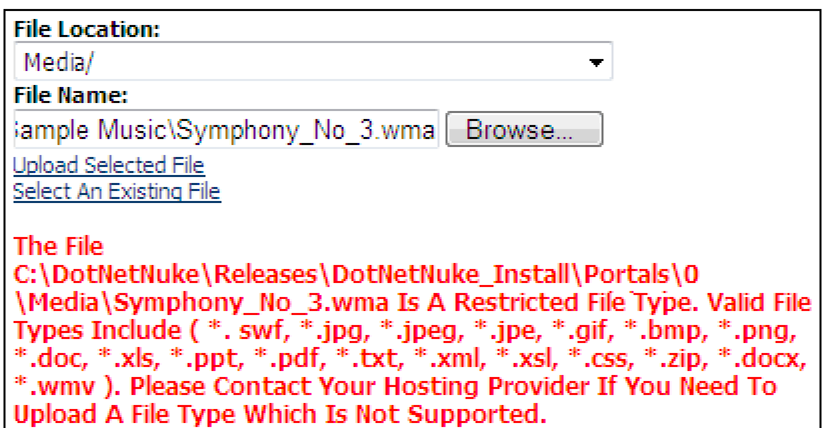


Disabling the Link Log

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.



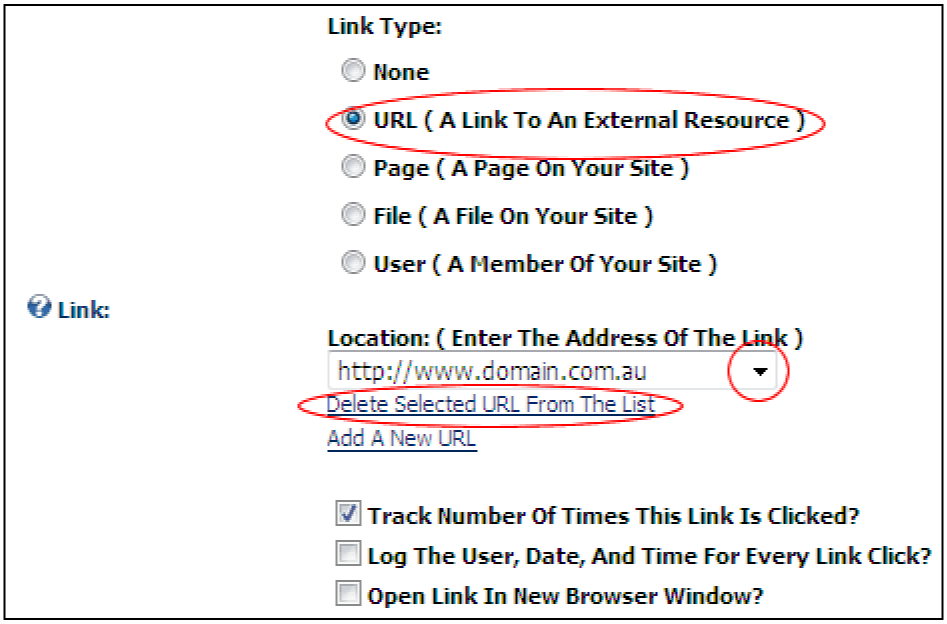
The Restricted File Type Warning Message

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?"



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.	See "About the Extensions Module"
	File Manager	Building Your Portal > File Manager	See "About the File Manager Module"
	Google Analytics	Advanced Site Management > Search Engine Optimization	See "About the Google Analytics Module"
	Languages	Advanced Site Management > Languages	See "About the Languages Module"
	Event Viewer/Log Viewer	Advanced Site Management > Logs	See "About the Log Viewer Module"
	Newsletters	Managing Individual Modules > Newsletters	See "About the Newsletters Module"
	Recycle Bin	Advanced Site Management > Recycle Bin	See "About the Recycle Bin Module"
	Security Roles	Advanced Site Management > Users and Roles	See "About the Security Roles Module"
	Site Log	Advanced Site Management > Logs	See "About the Site Log Module"
	Site Wizard	Building Your Portal > Site Wizard	See "About the Site Wizard Module"
	Search Engine Site Map	Advanced Site Management > Search Optimization	See "About the Search Engine SiteMap Module"
	Skins	Managing Site Design > Skins	See "About the Skins Module"
	Pages/Tabs	Managing Individual Modules > Pages (Tabs) module	See "About the Pages (Tabs) module"
	Taxonomy Manager	Advanced Site Management > Search Optimization	See "About the Taxonomy Manager Module"

Icon	Module Name	Manual Section Name and Tutorial Link	Tutorial Link
	User Accounts	Advanced Site Management > Users and Roles	See "About the User Accounts Module"
	Vendors	Managing Individual Modules > Vendors	See "About the Vendors Module"

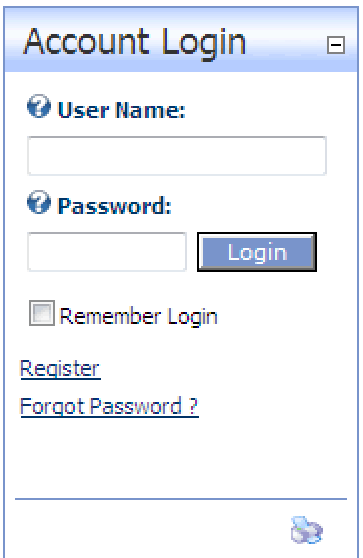
Account Login

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:

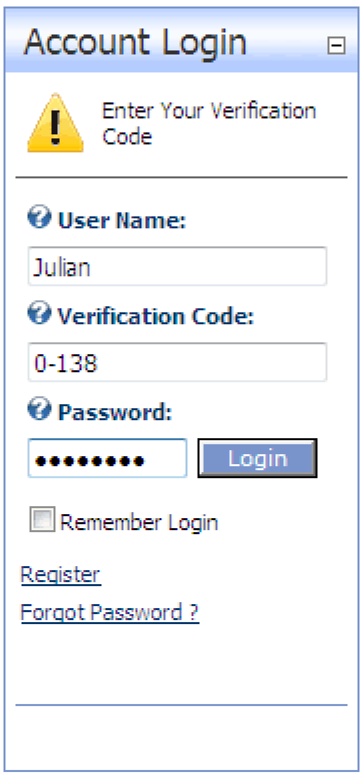
- See "Example: Adding/Editing the Login Message"
- See "Restoring the Default Login Page"
- See "Enabling a Custom Login Page"

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.



7. Click the **Login** button again.

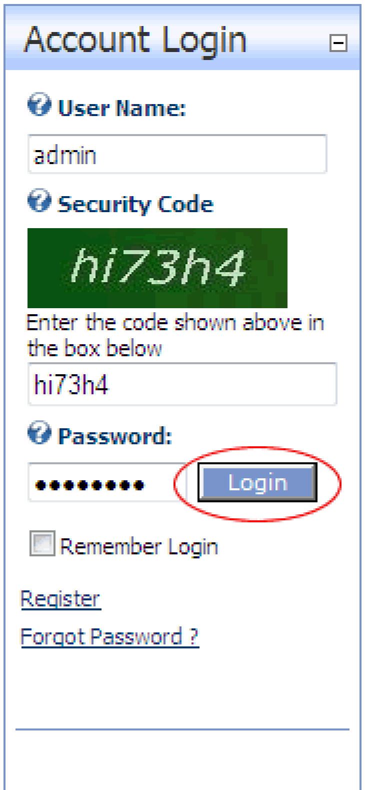
Logging in with a Security Code

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.

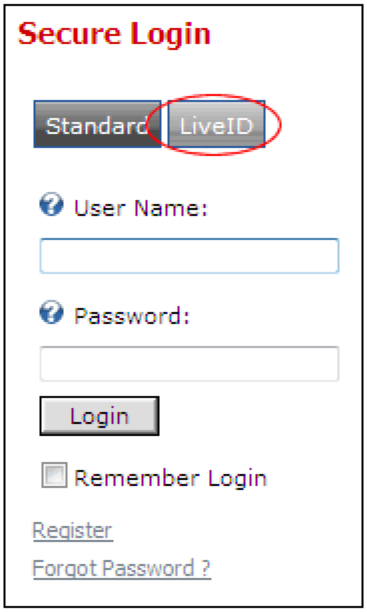


Logging in with a Security Code

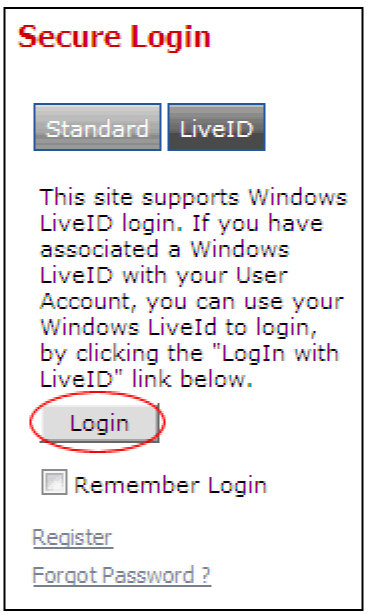
Logging in with LiveID

How to login to a DNN web site using your LiveID credentials.

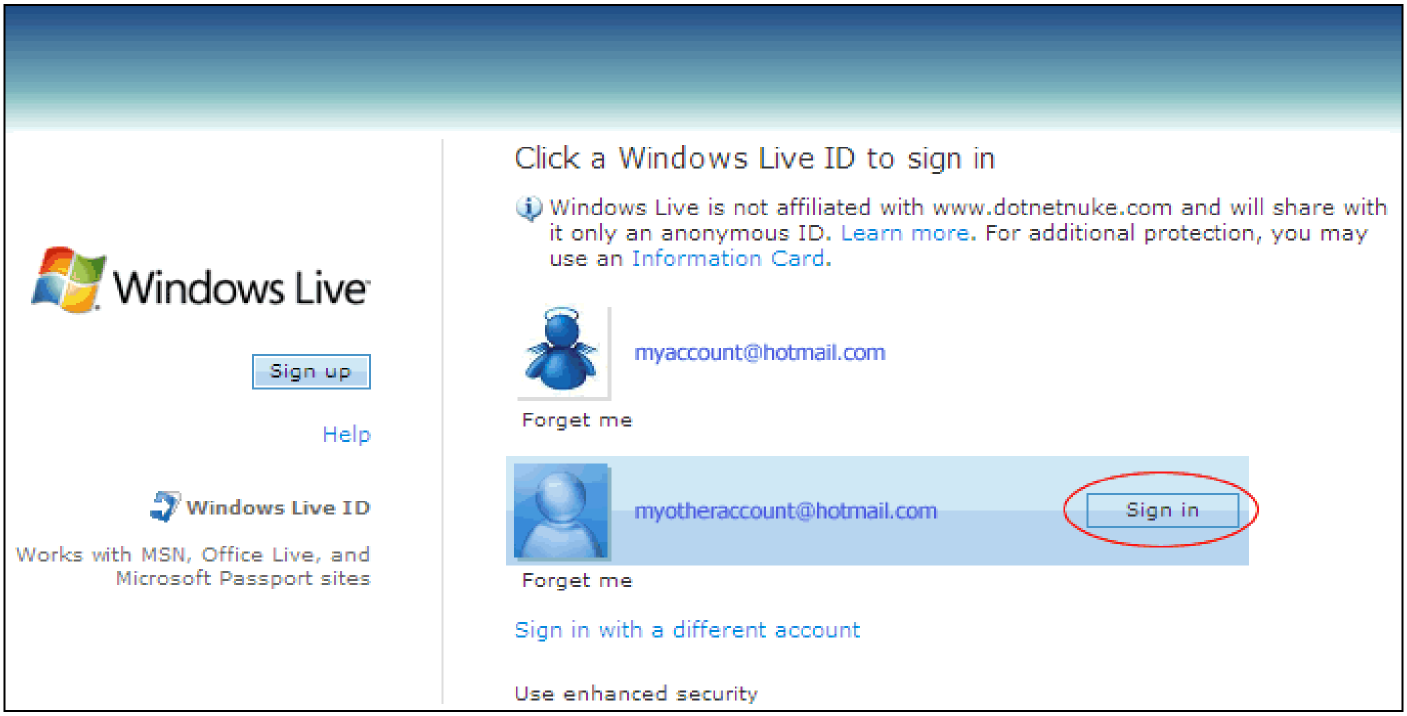
1. Click the Login link (typically located in the top right corner) to display the User Log In page - OR - Navigate to an Account Login module.
2. Click the **LiveID** button.



3. Click the **Login** button to be redirected to the LiveID web site.

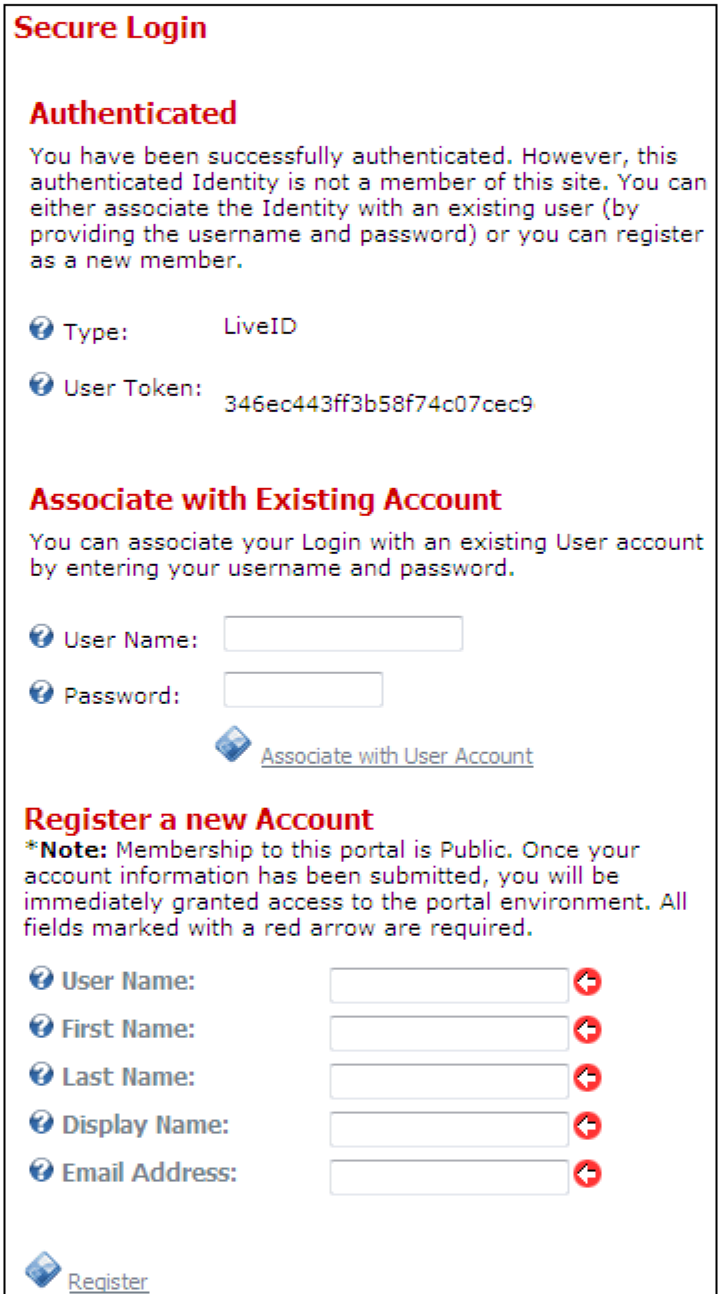


4. Select your profile (and Sign In if required) - OR - Add a new profile.



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.



Logging In With LiveID

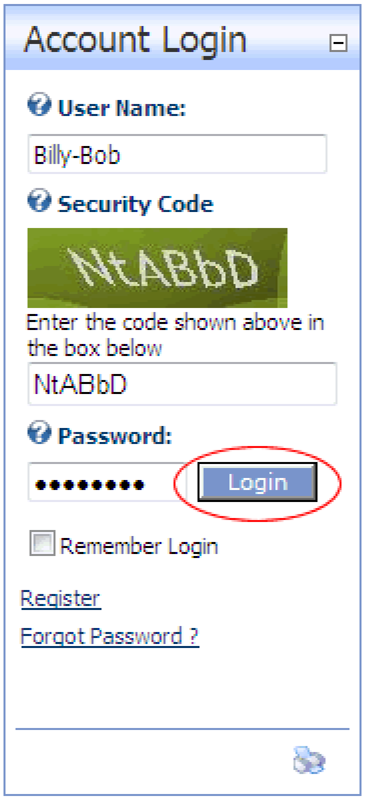
Logging in with a Verification Code and a Security Code

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.

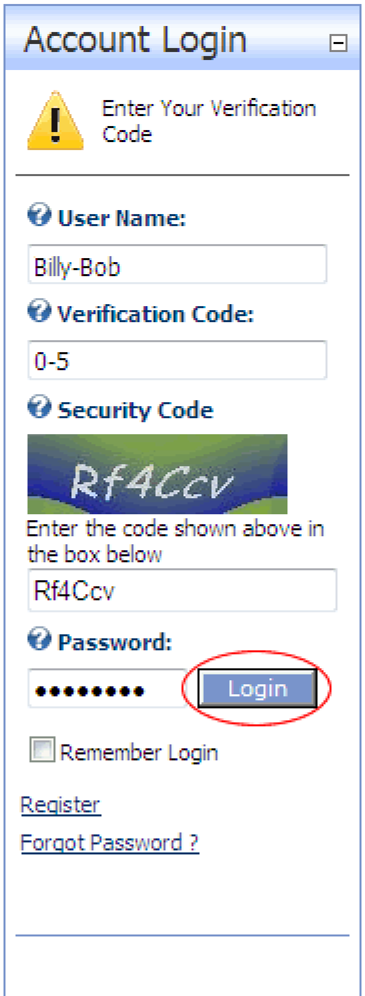
---

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.



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.



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?"

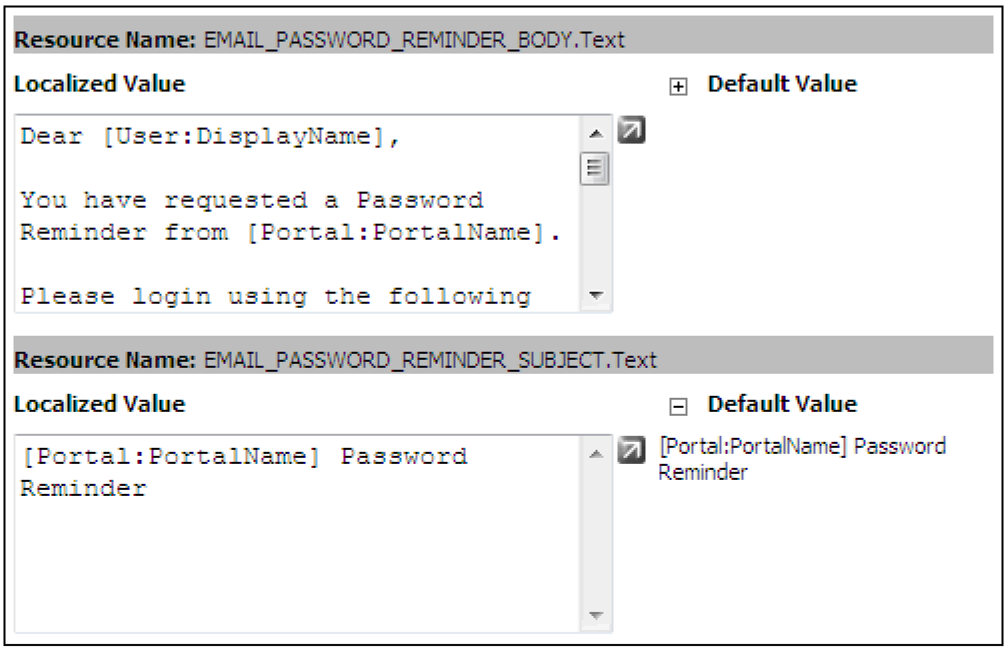
b. Click the **OK** button.

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.



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.

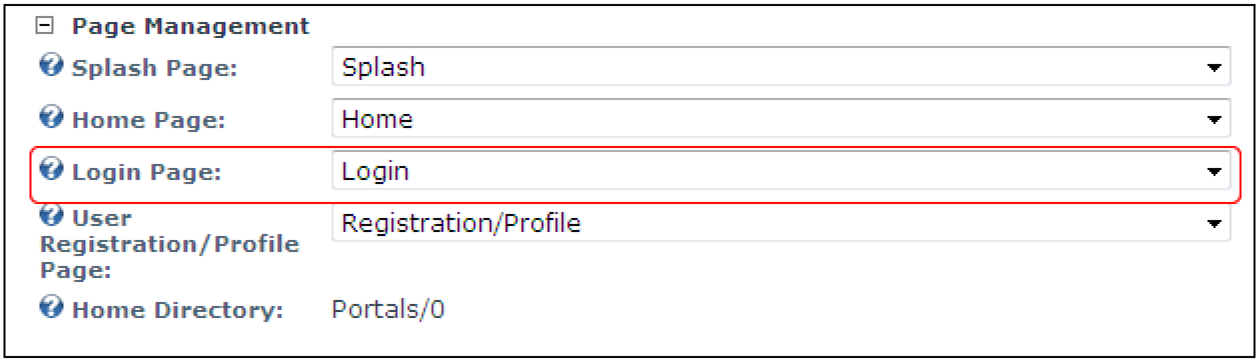
1. Create a Login page ensuring the Permissions to View Page are set to All Users. The Login page must also have the Account Log In module added to it. You can add any other modules and content to this new Login page.

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.



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.

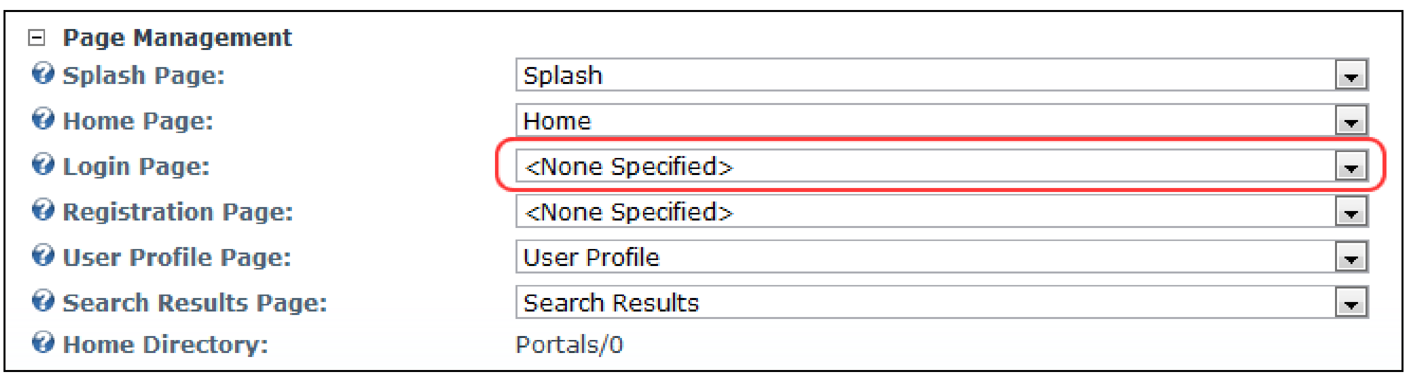
Warning. The [LOGIN] skin token must be included on the portal skin to access the default login page. Don't restore the default User Log In page without this skin token.

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>**.



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

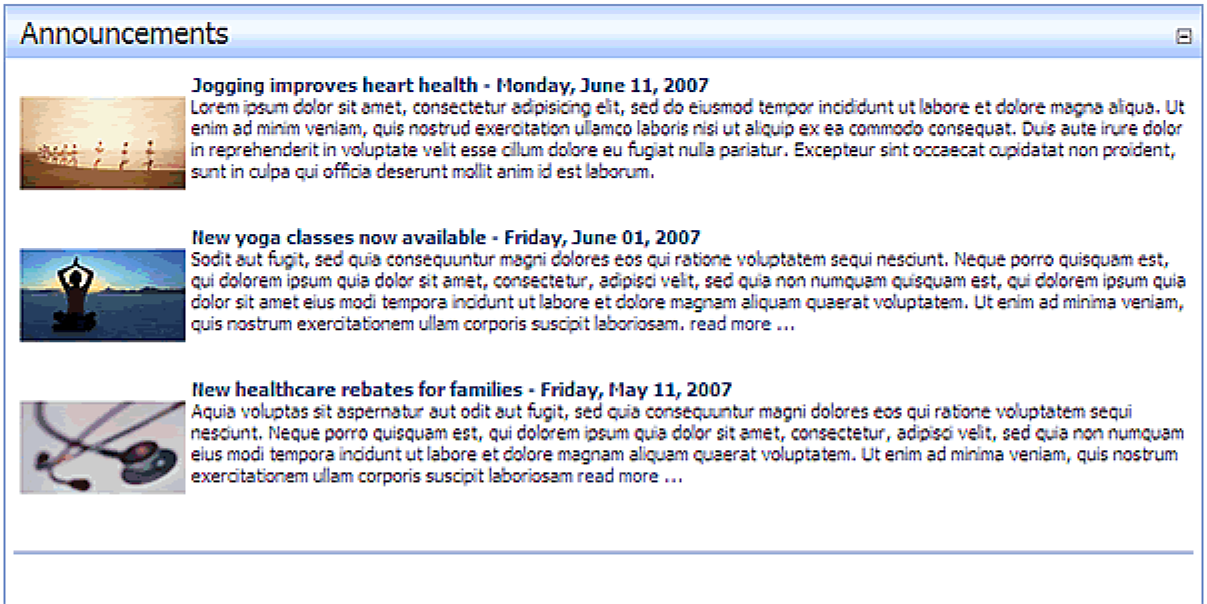
About the Announcements Module

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



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:

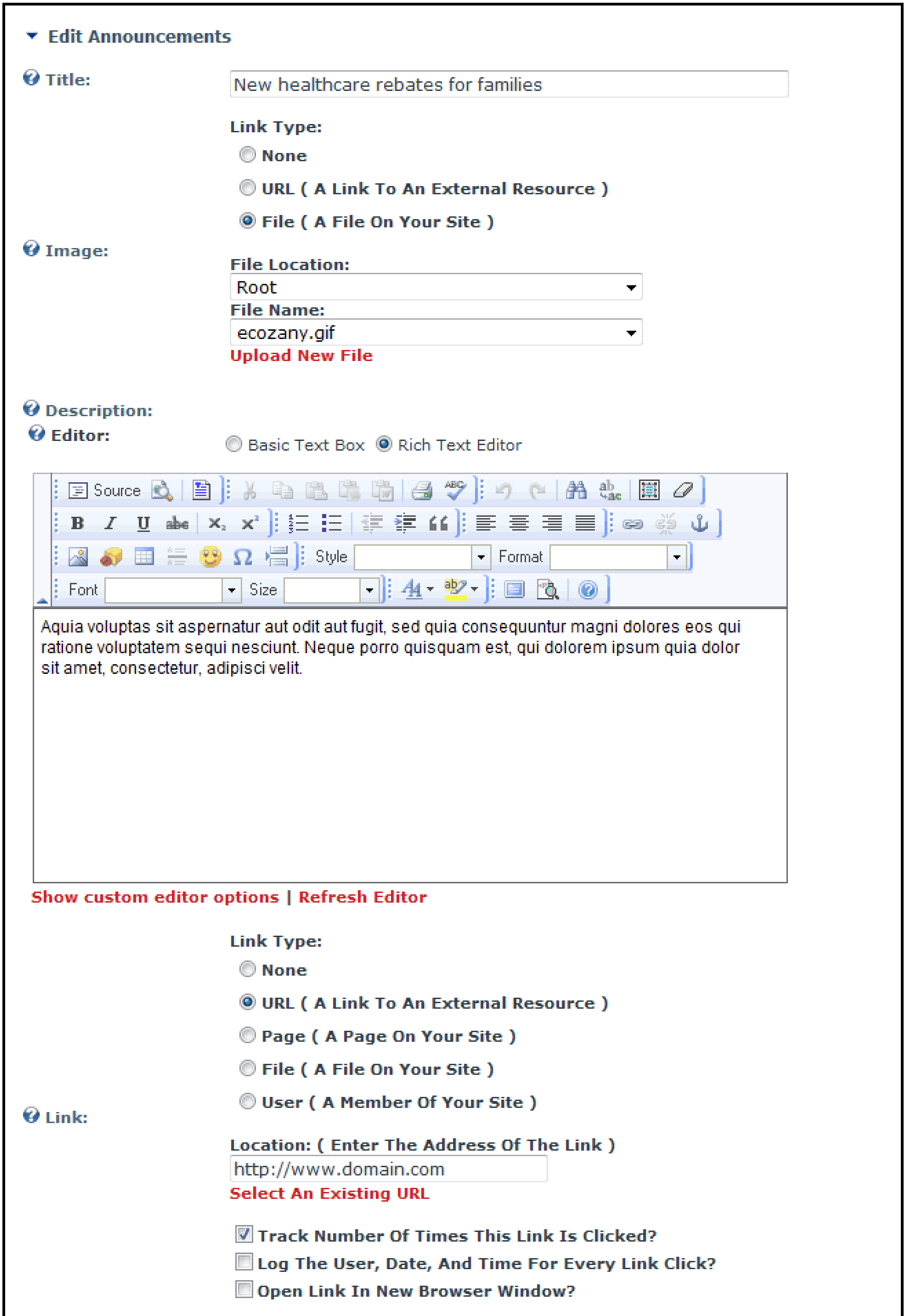
    - Click the Calendar link and select the date when the announcement will expire from the module. Expired announcements can still be viewed and managed by content editors.
    - **Optional.** Select the **Hour**, **Minute** and **AM/PM** to set an expiry time. The default time is 12:00 AM.

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:

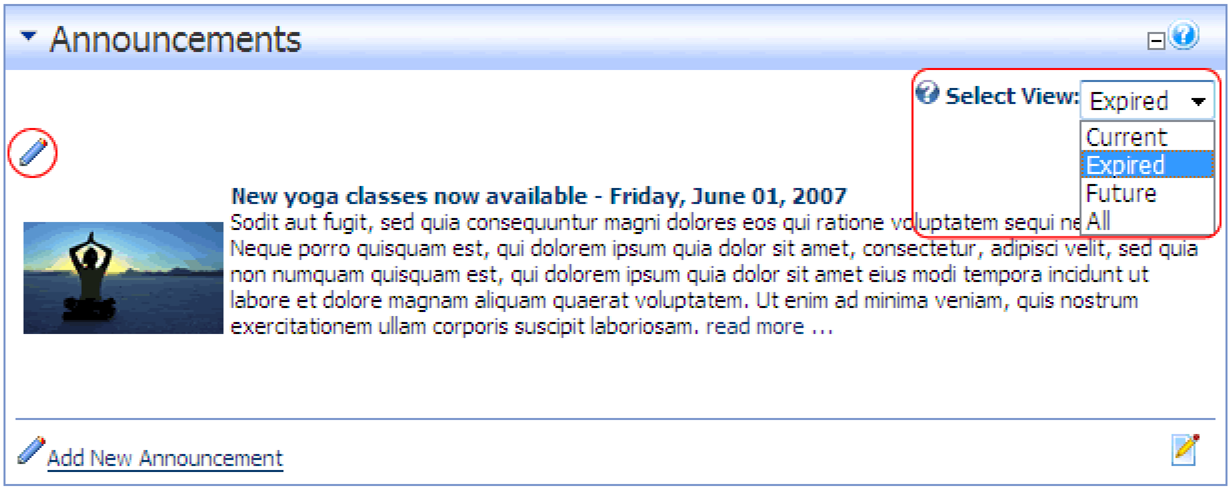
- See "Working with the Calendar"


Edit Announcements
Title:
New healthcare rebates for families
Link Type:
None
URL (A Link To An External Resource)
File (A File On Your Site)
Image:
File Location:
Root
File Name:
ecozany.gif
Upload New File
Description:
Editor:
Basic Text Box
Rich Text Editor
Source
Style
Format
Font
Size
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)
http://www.domain.com
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?

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.

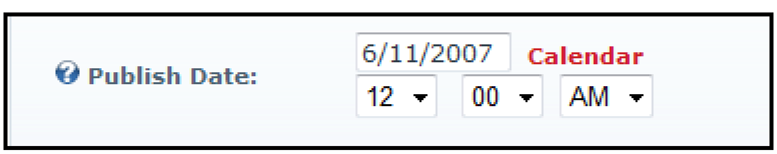


3. Edit any fields as required.
4. Click the Update link.

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.

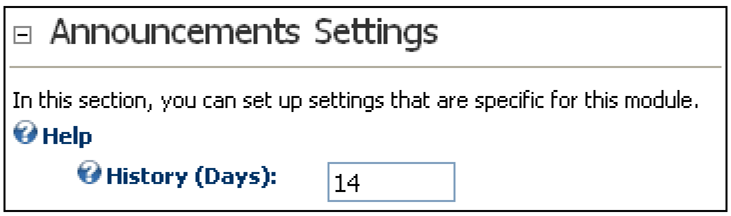
1. **Optional.** If the announcement isn't displayed go to the **Select View** drop-down list and select **All**.
2. Click the **Edit** button beside the announcement to be deleted.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button.

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.

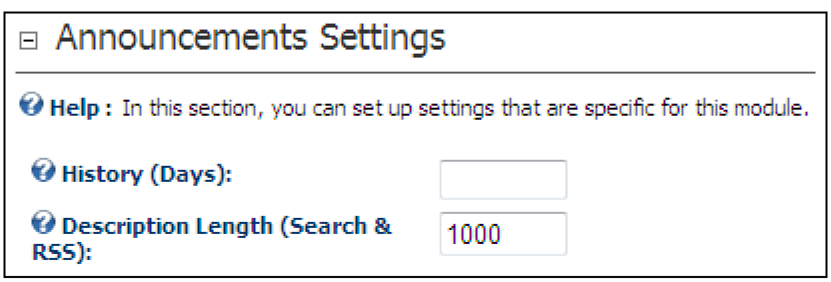


4. Click the Update link.

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.



4. Click the Update link.

Setting the Default View for Announcements

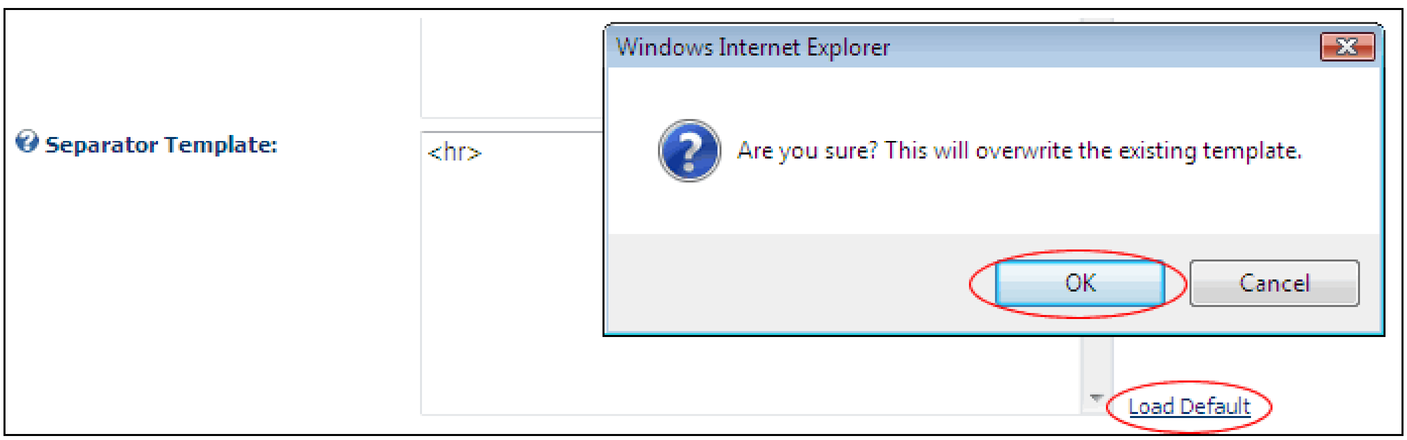
How to set the default view for announcements in the Announcements module. This setting enables users who are authorized to add a copy of an existing Announcements module on a different page and then set the default view of that module to expired, future, current or all. This enables you to display an 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

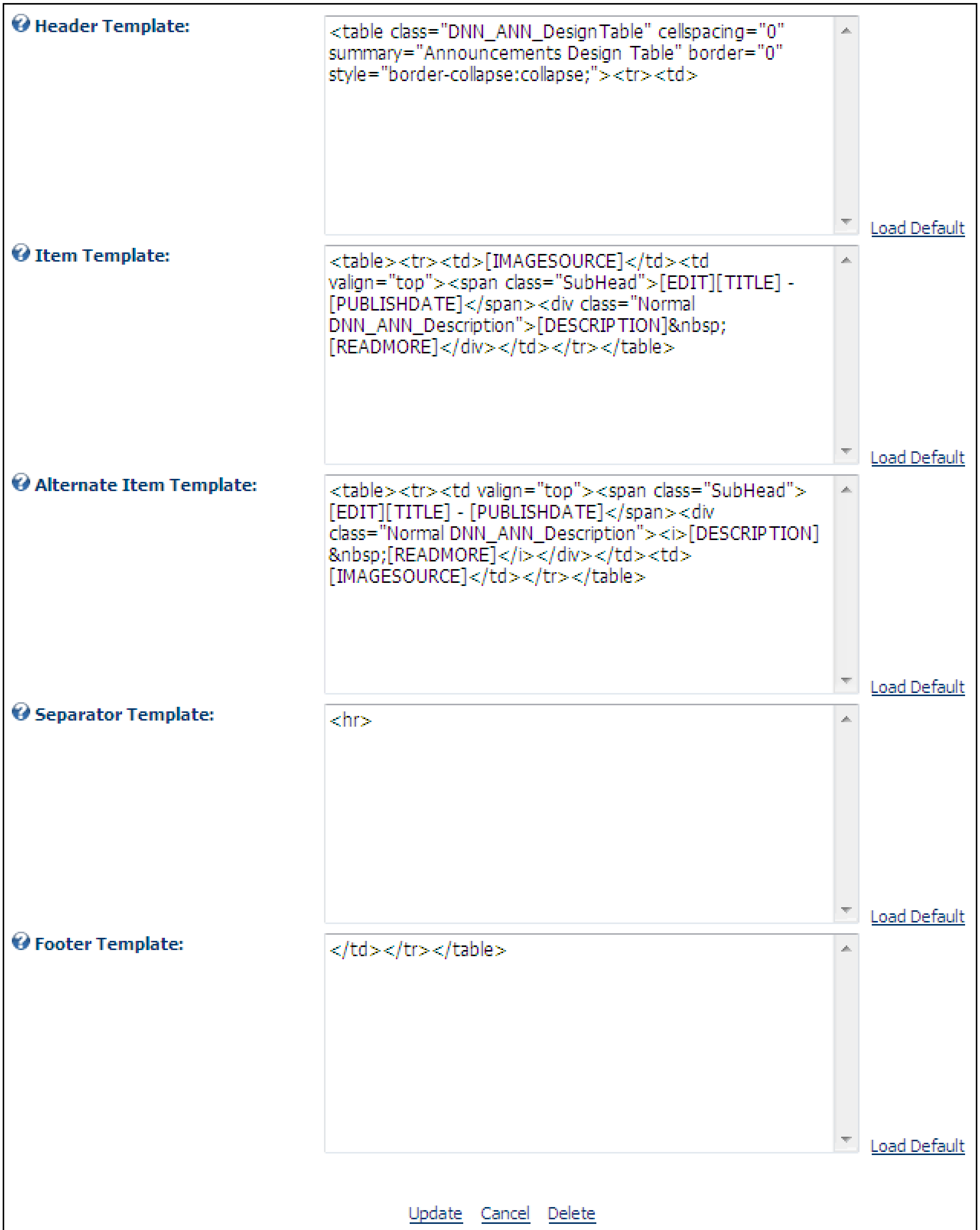
How to modify the five templates that defines the content, layout and style of announcements in an Announcements module.

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.

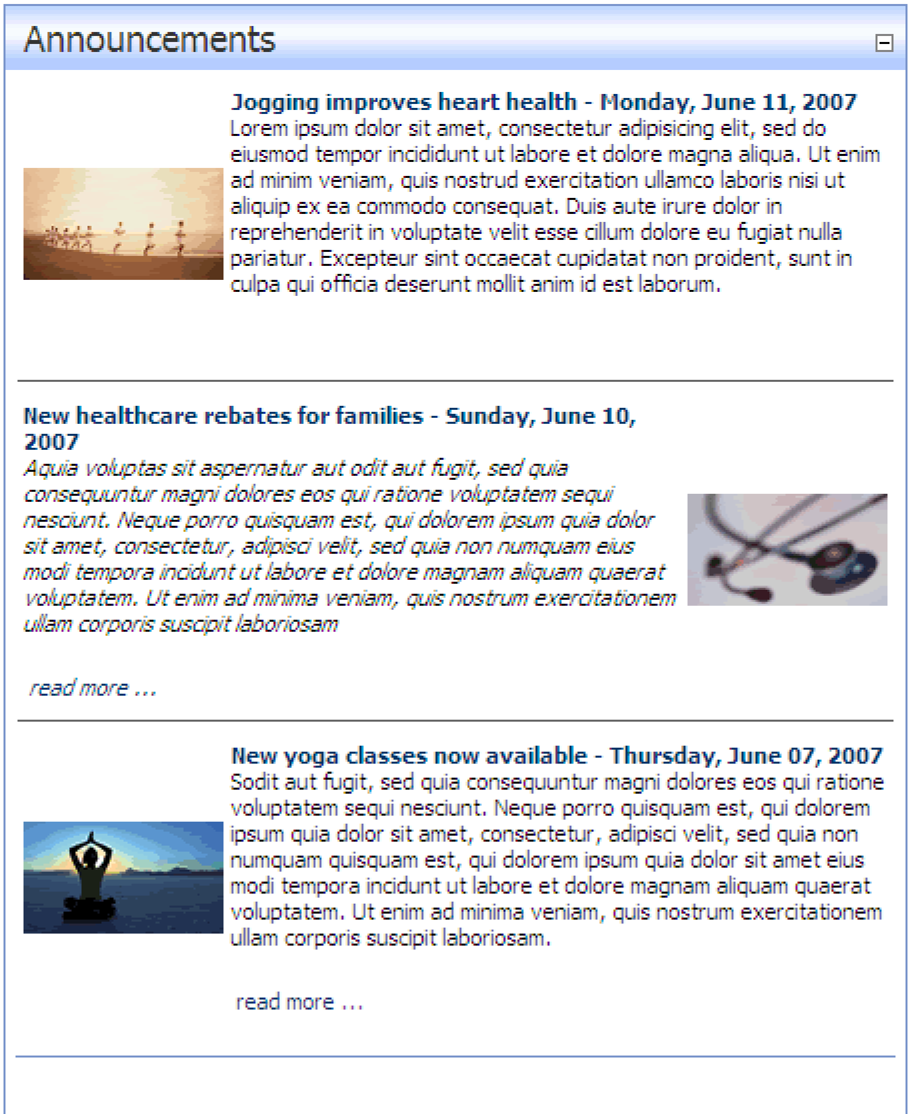
4. In the **Item Template** text box, edit the template as required. This template controls each announcement items.
5. In the **Alternate Item Template** text box, edit the template as required. This template controls each alternate announcement item. E.g. Announcement 2, Announcement 4, etc. Leave 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.*



The Announcement Templates



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:

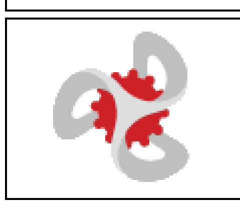
- See "About the Vendors Module"
- See "Adding an Image Banner to a Vendor"
- See "Enabling/Disabling Banner Advertising"

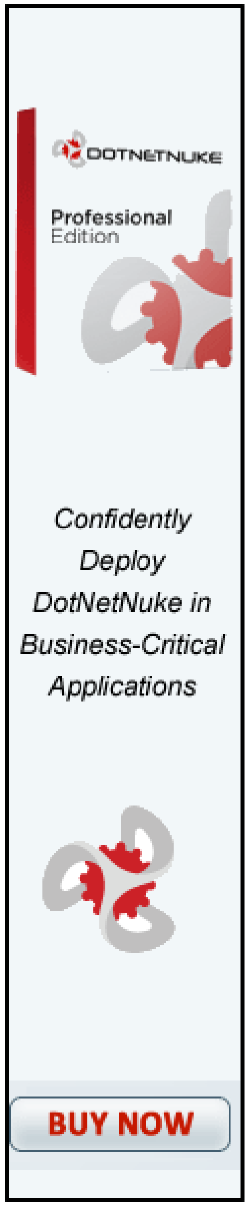
Module Editors

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.

Banner 468 x 60 pixel 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"	
Micro Button 120 x 60 pixels	
Button 120 x 90 pixels	

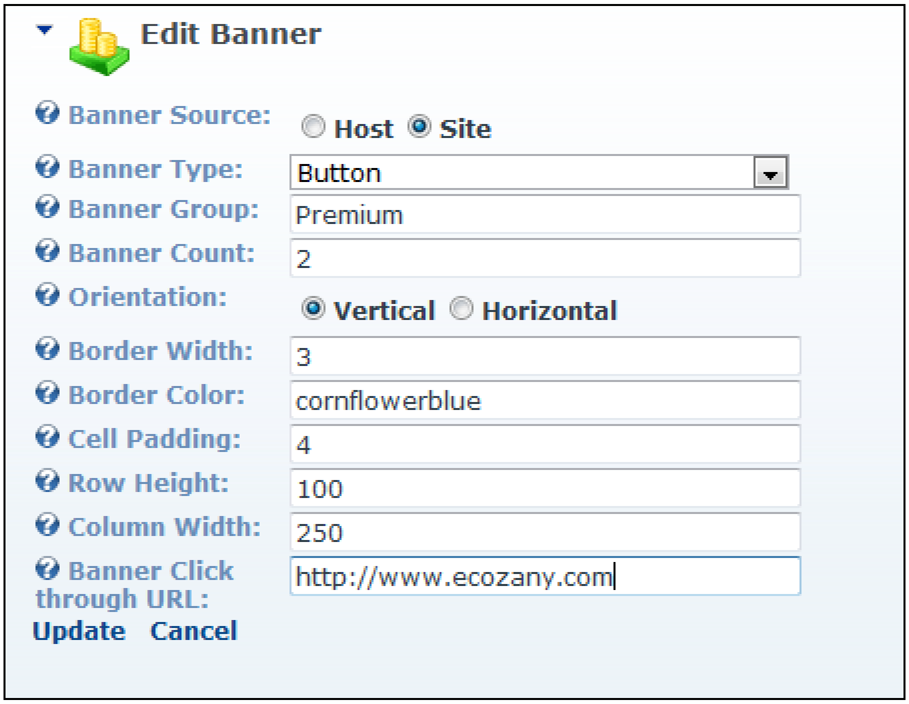
Block 125 x 125 pixels	
Skyscraper 120 x 600 pixels	
Script Banner Script type banners can contain java-script which is executed when the banner is shown on the portal.	

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.



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.

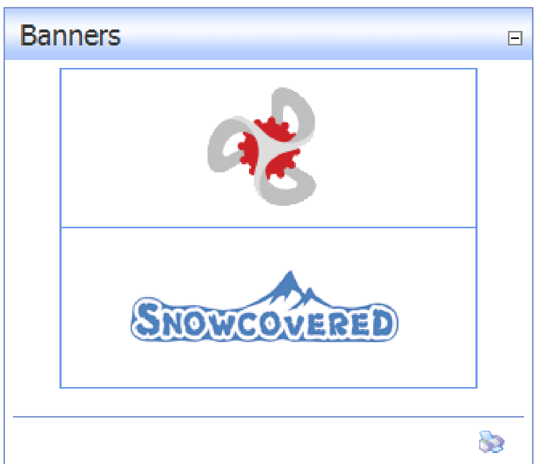
1. Select **Banner Options** from the module actions menu.
2. At **Orientation**, select **Horizontal**.
3. **Optional.** In the **Column Width** text box, enter a number to set the width of each column cell. If this setting is left empty the banners may not align evenly across the module.
4. Click the Update link.

Displaying Banners Horizontally

Displaying Banners Vertically

How to set the banners module to display banners vertically down the page.

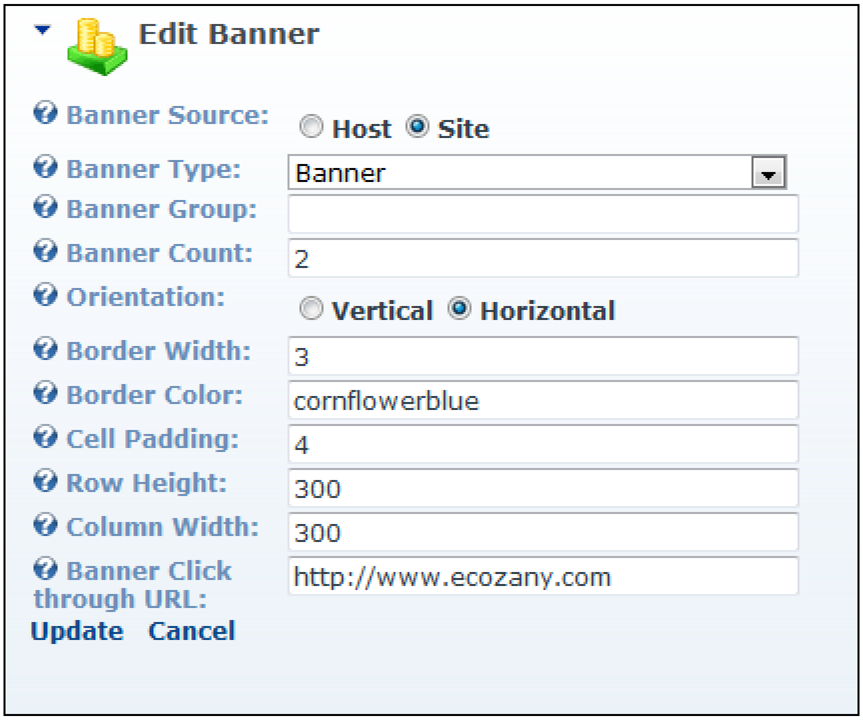
1. Select **Banner Options** from the module actions menu.
2. At **Orientation**, select **Vertical**.
3. Click the Update link.



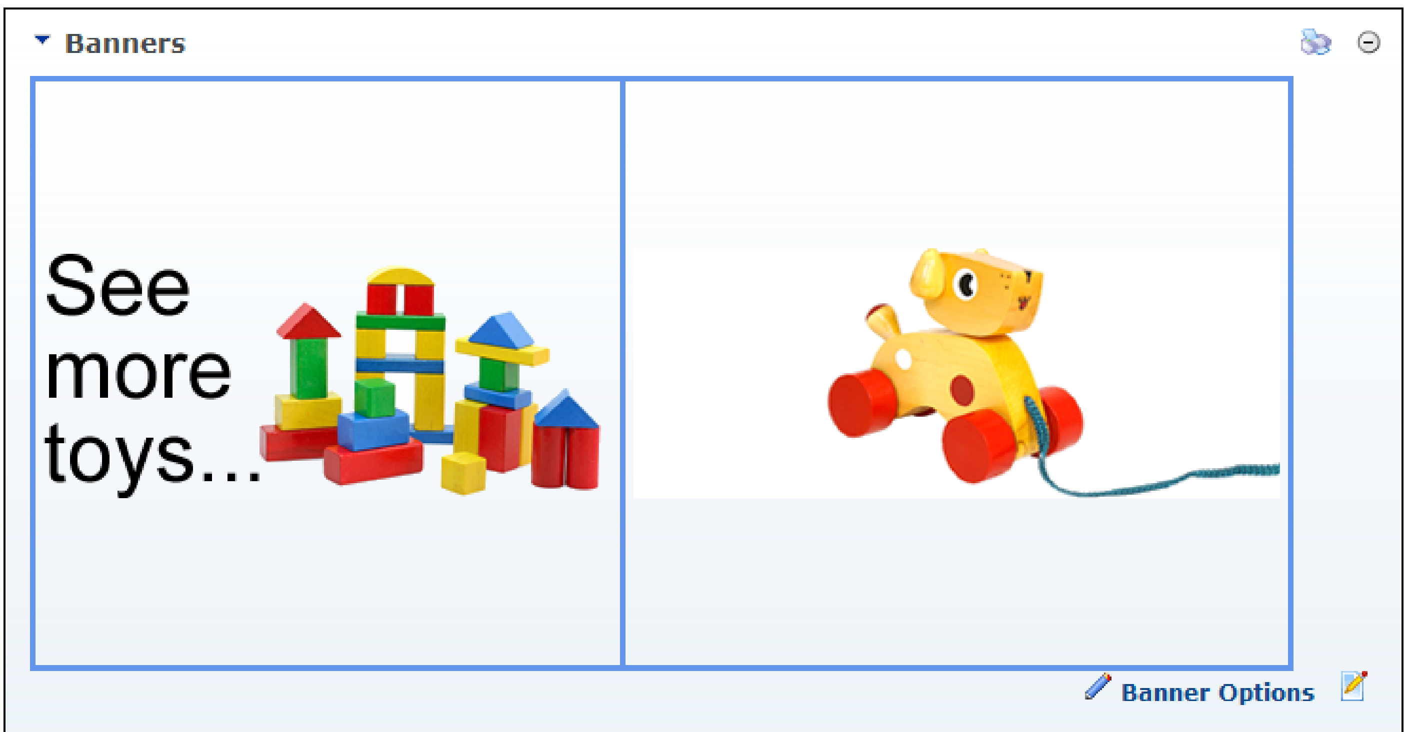
Displaying Banners Vertically

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.



6. Click the Update link.

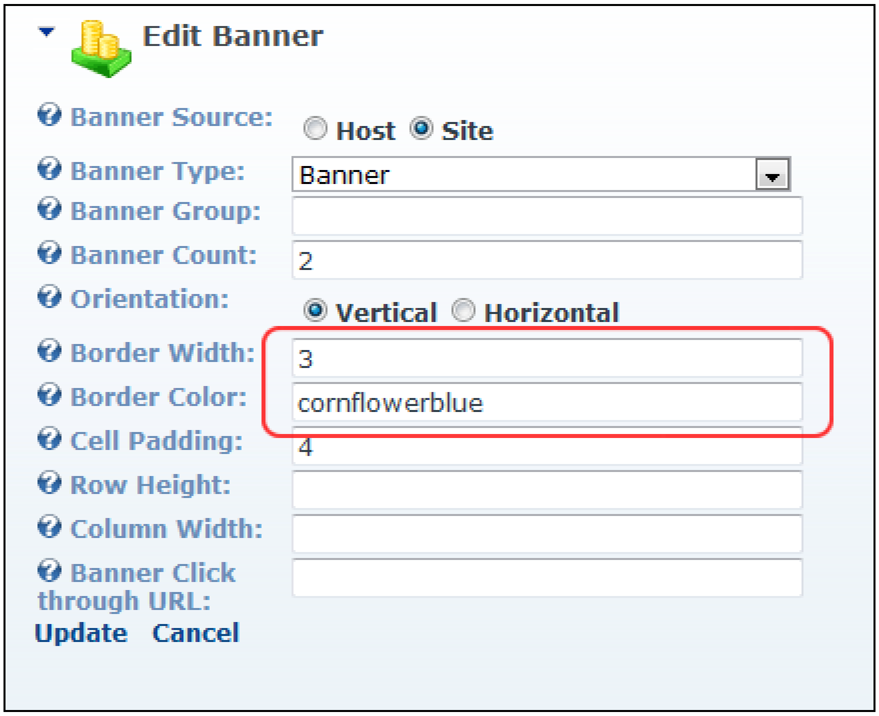


Setting Banner Spacing

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.



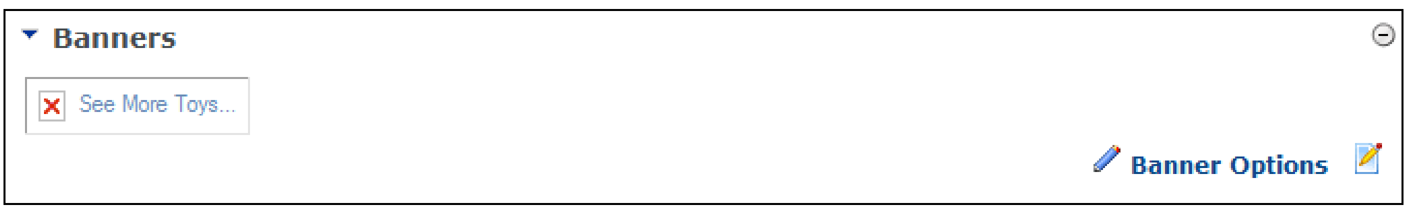
4. Click the Update link.

Tip: You may like to uncheck the **Display Container?** *check box on the Settings page of this module to hide the module container.*

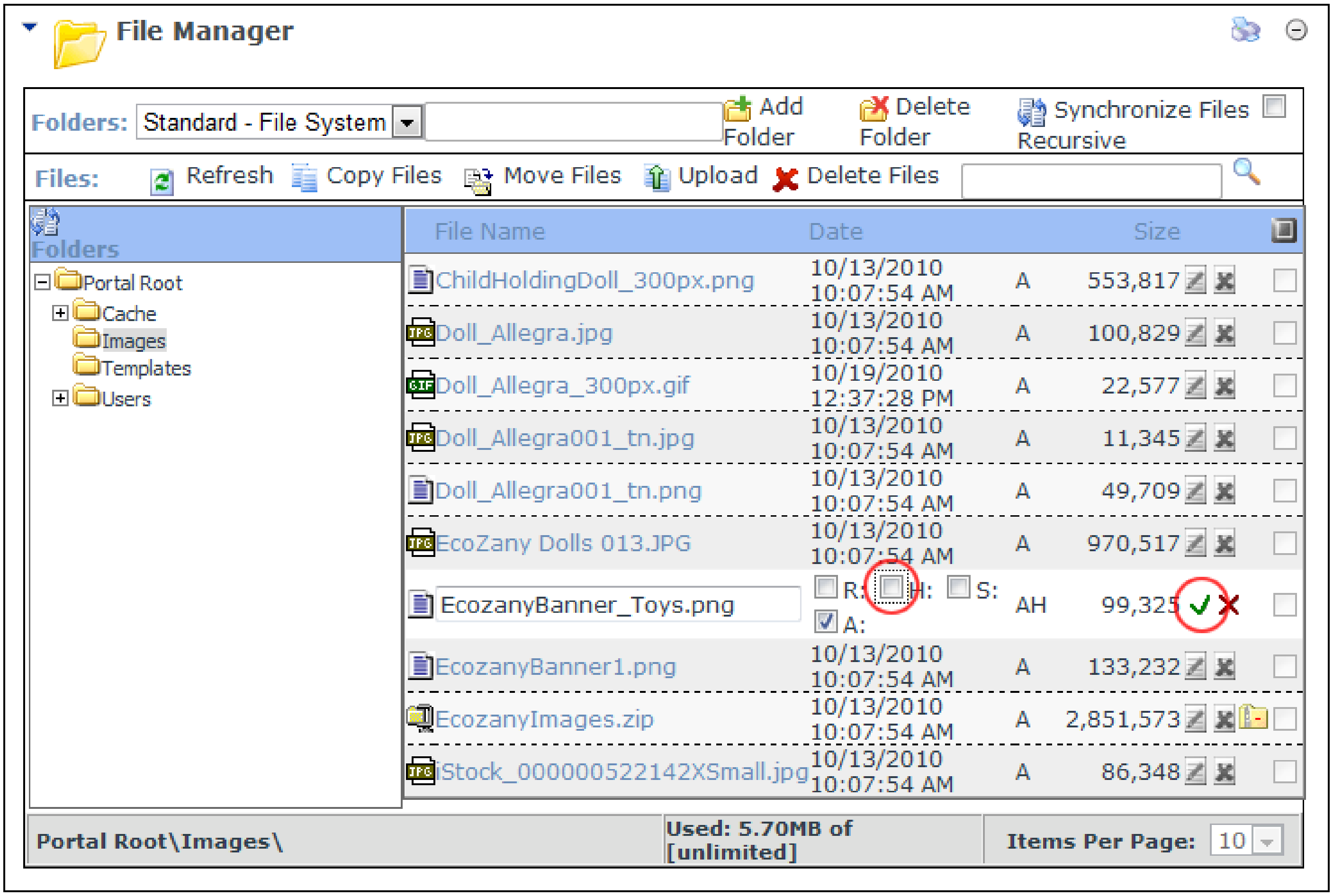
Banners Module with Borders Displayed

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.



6. 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).

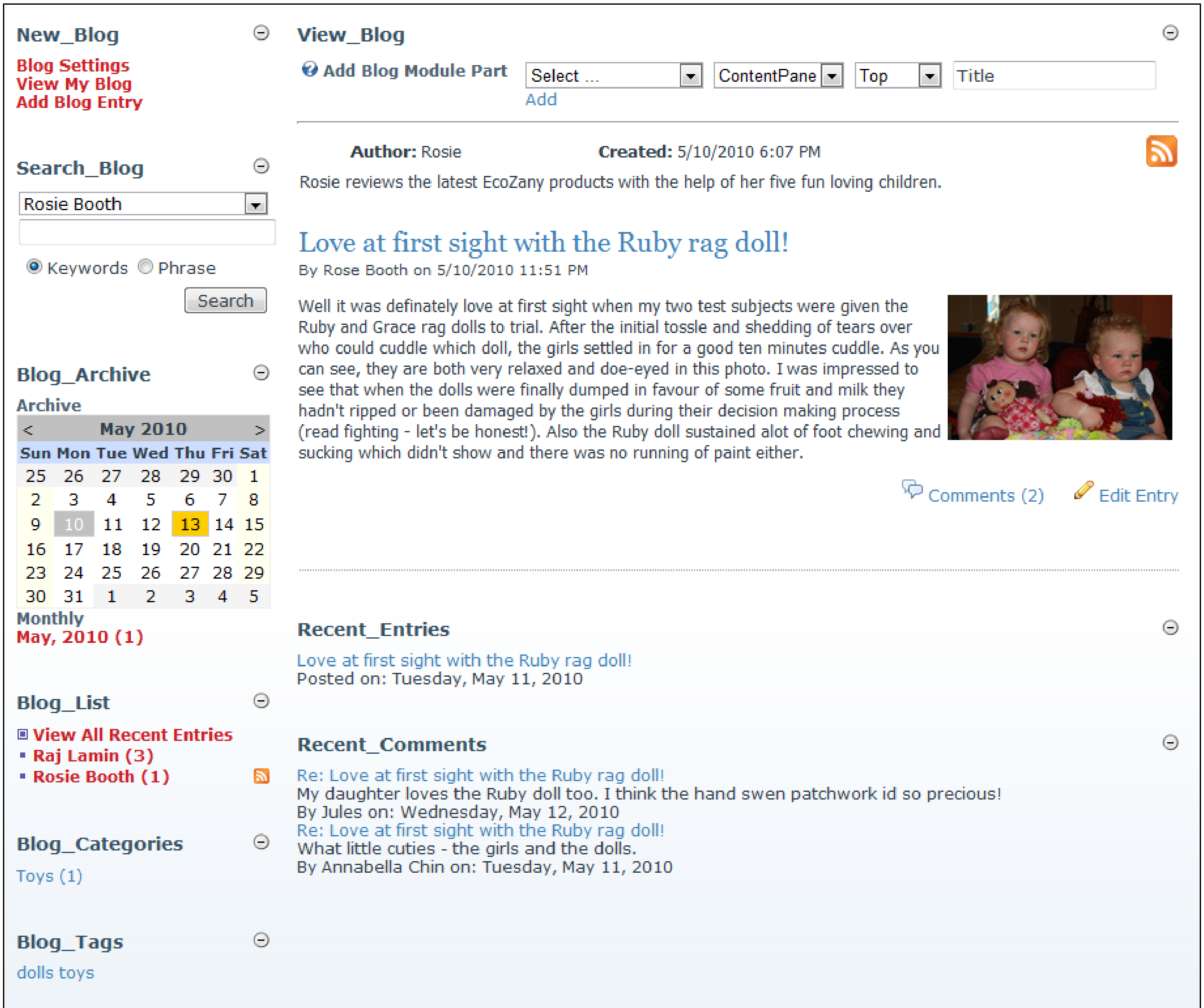
Search_Blog: Enables all users to search blogs by keywords or a phrase. Searches can be made across all blogs or can be limited to a single blogs. Results are displayed in the View_Blog module.

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.



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.

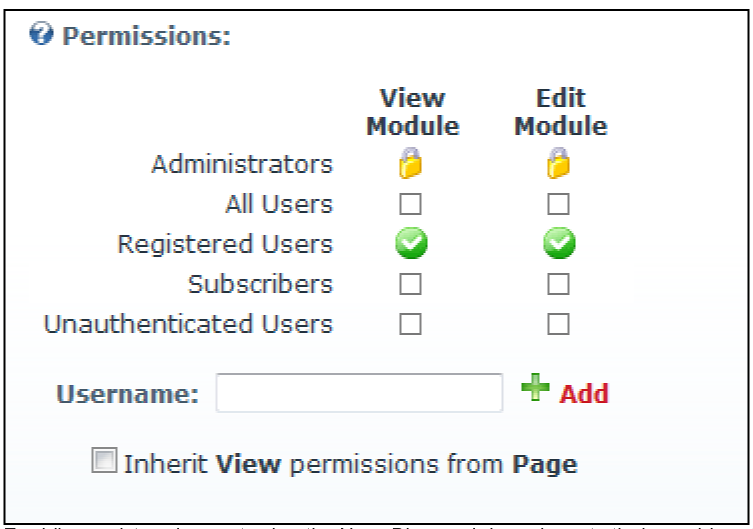
1. Add the Blog modules to a page. See "Adding a New Module (RibbonBar)" This adds one of each of the eight modules in the Blog module suite.
2. Move the modules to your preferred pane layout. A typical layout would be:
   - **Left Pane** or **Right Pane** (Recommended): Search_Blog, Blog_Archive and 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"

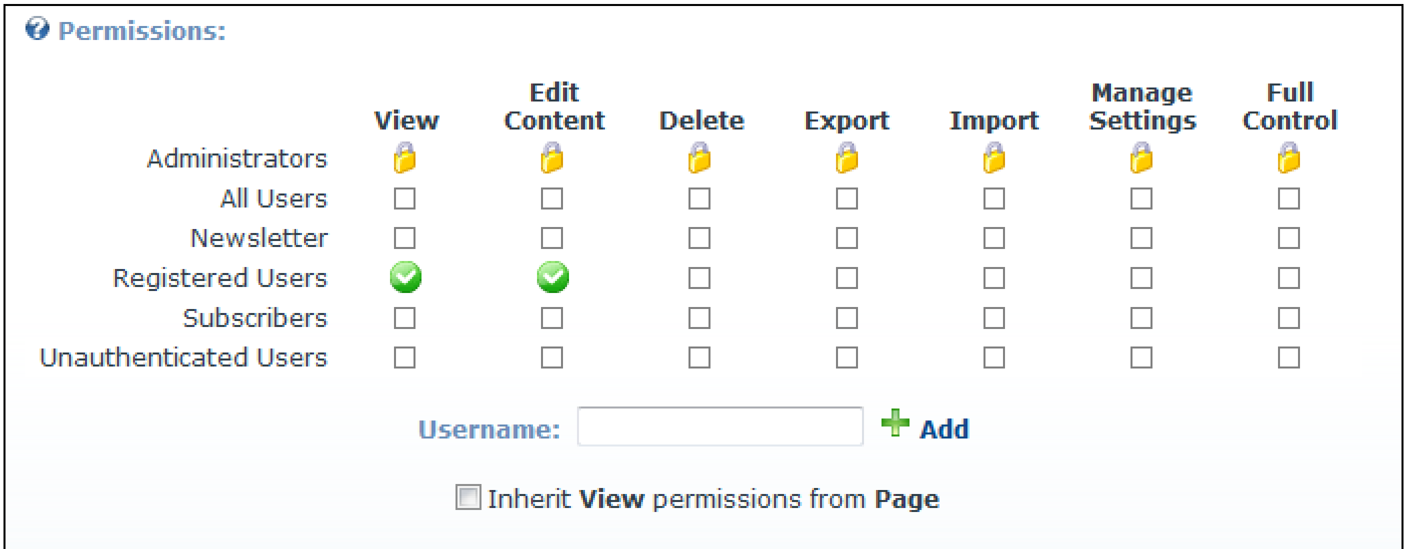
Enabling Users to Create Blogs

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.

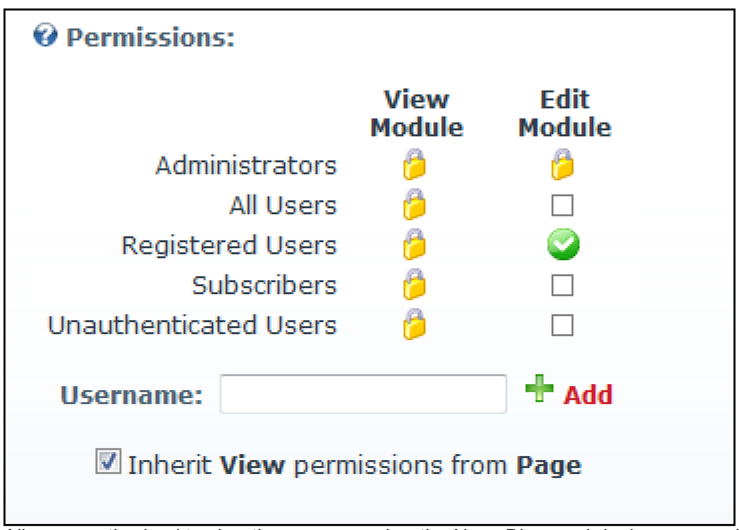


Enabling registered users to view the New_Blog module and create their own blog - DNN Community Edition

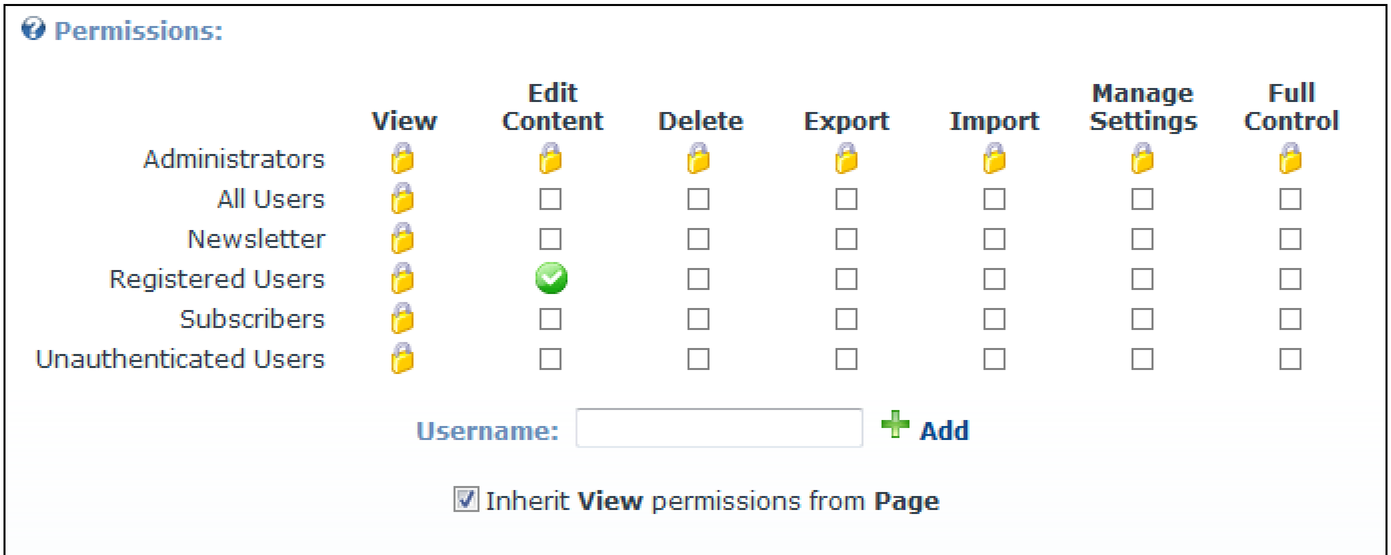


Enabling registered users to view the New_Blog module and create their own blog - DNN Professional Edition

- **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.
    a. Leave the **Inherit View permissions from Page** check box checked. This allows all users who can view this page to view this module.
    b. At **Full Control**/**Edit Module**, select each role/username that is authorized to create a blog.



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



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

5. 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:

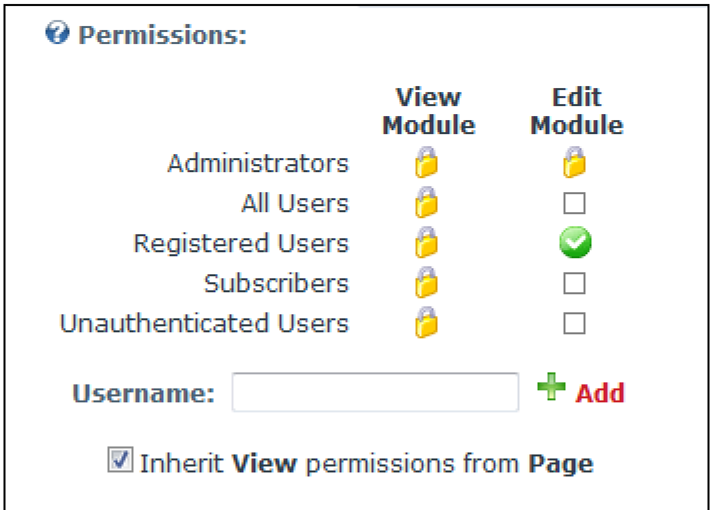
- See "Setting Module Permissions".
- See "Enabling Bloggers Blog Management Rights"

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.

1. Go to the **View_Blog** module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Permissions** tab.
4. At **Edit Module** (DNN Community Edition) or **Full Control** (DNN Professional), select the roles/usernames who are authorized to create a blog.



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 tor 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.

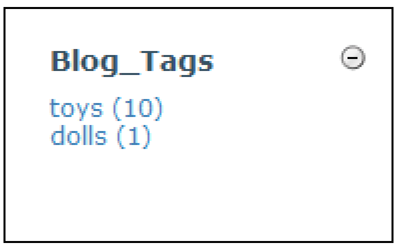
Adding a Blog Module Part

Configuring Blog Tag Settings

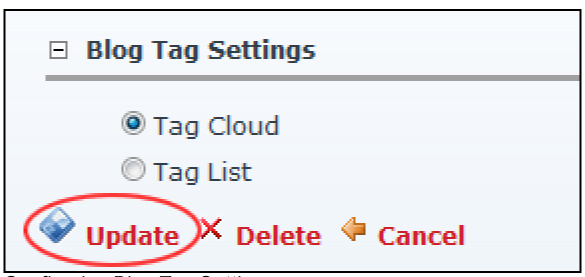
How to set the way blog tags are displayed on the Blog_Tags module which forms part of the Blog module suite.

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.

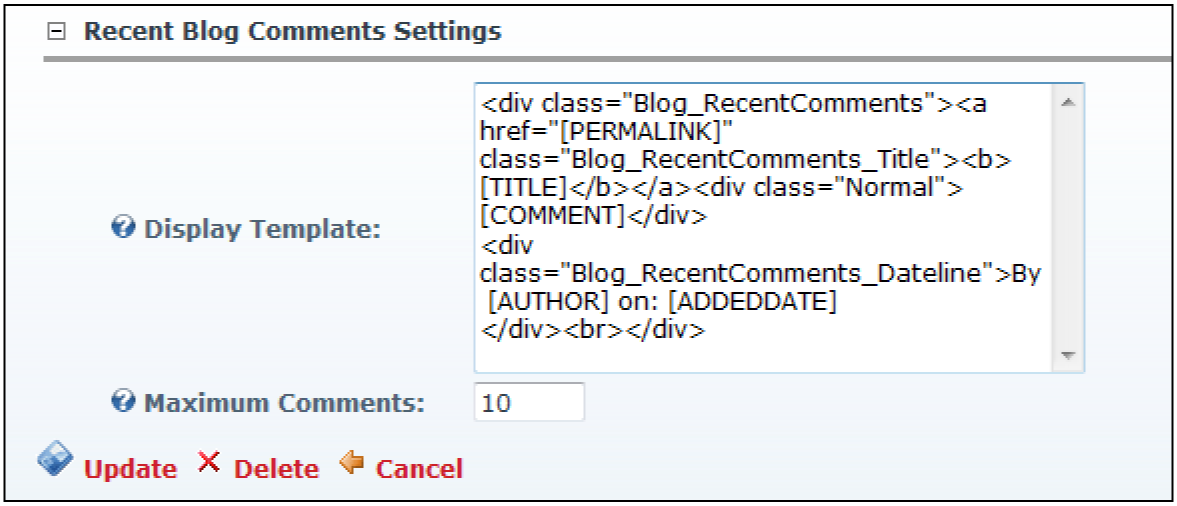


Configuring Blog Tag Settings

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.



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_Date-
line">By [AUTHOR] on: [ADDEDDATE]</div></div>
```

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.

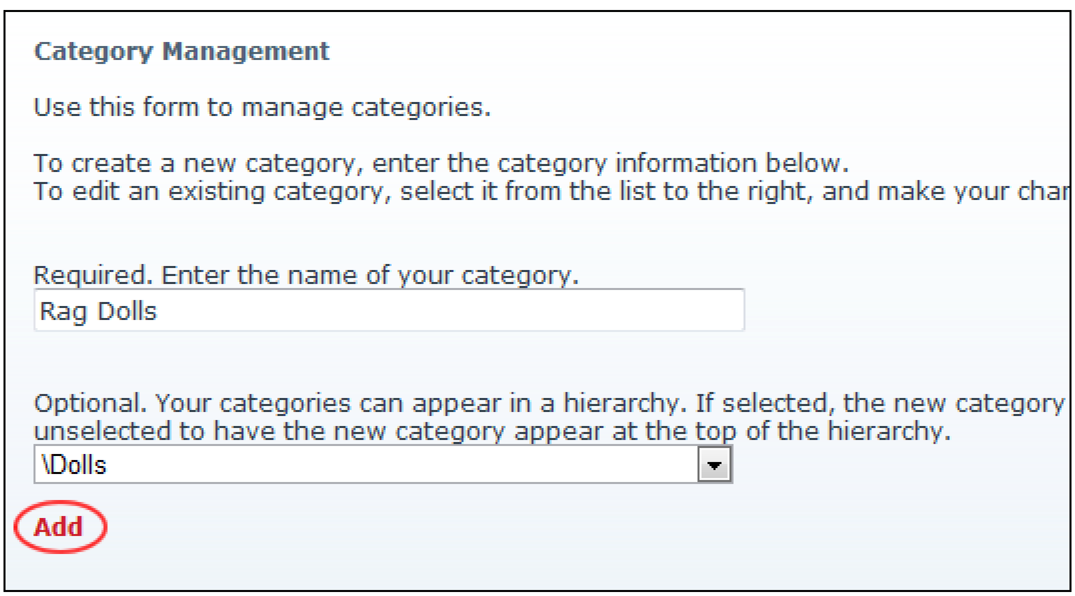
A Personal Blog Page Including the Search_Blog and Blog Archive Modules

Blog Categories

Adding Blog Categories

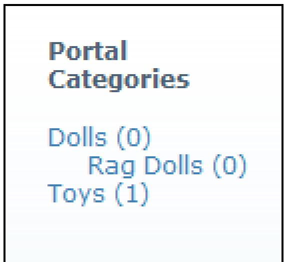
How to add blog categories using the Blog_Categories module which forms part of the Blog module suite.

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.



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.



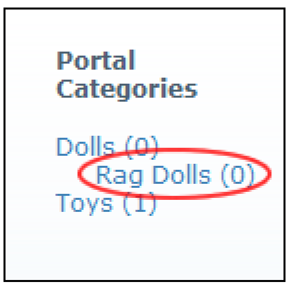
A Newly Added Blog Category

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.

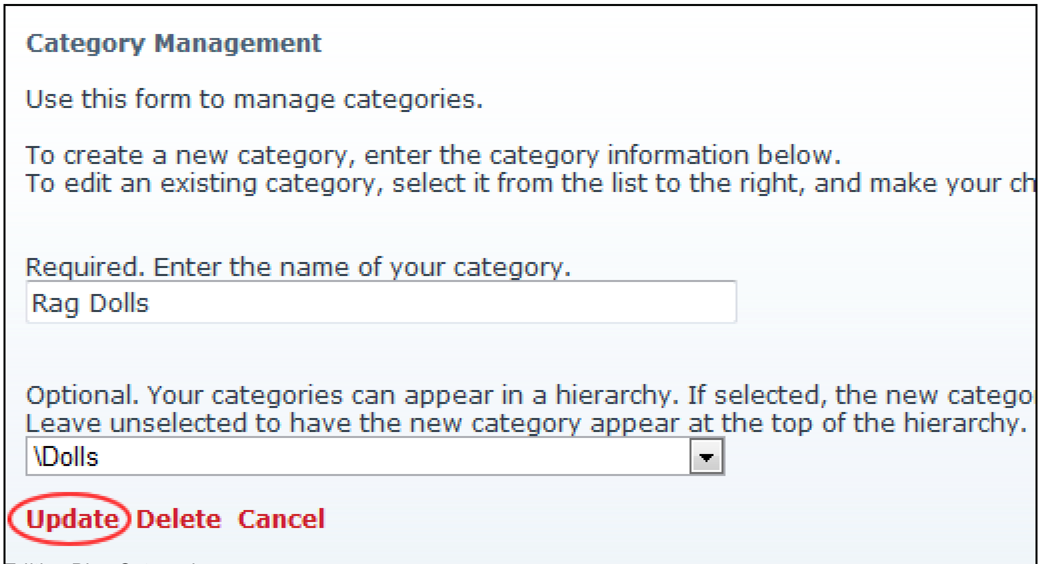
2. In the **Portal Categories** list (displayed on the right of this page) click on the category to be edited.



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.

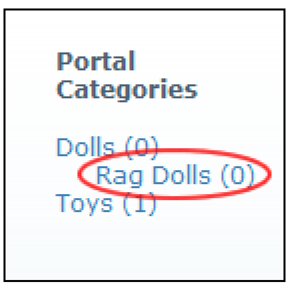


Editing Blog Categories

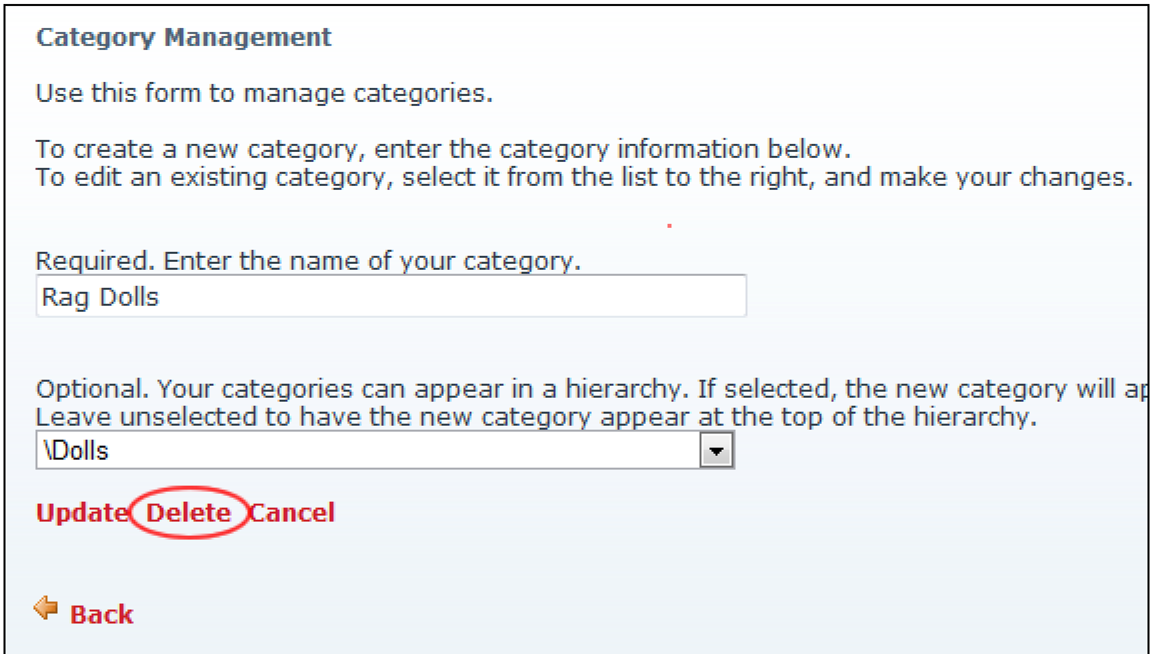
Deleting Blog Categories

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.



3. Click the Delete link.



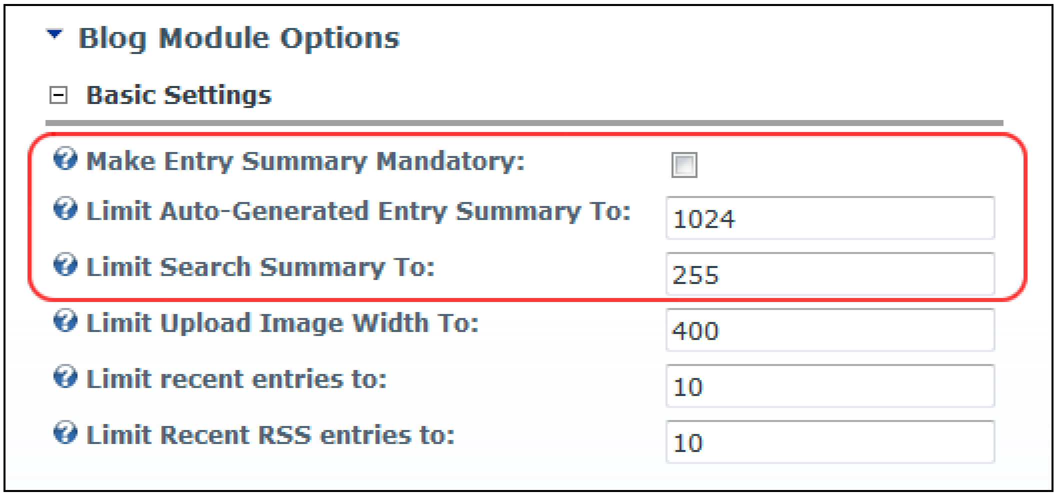
Deleting Blog Categories

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.

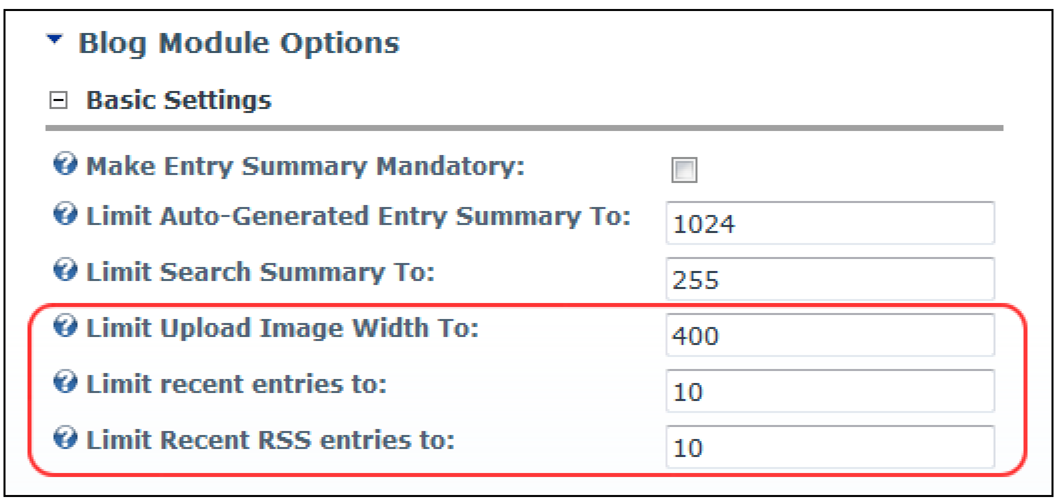
1. Select **Module Options** from the **View_Blog** module actions menu. This opens the Blog Module Options page.
2. Go to the **Basic Settings** section.
3. At **Make Entry Summary Mandatory**, select from these options:
   - Check the check box to set the Summary field on the Add Blog Entry page of 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.



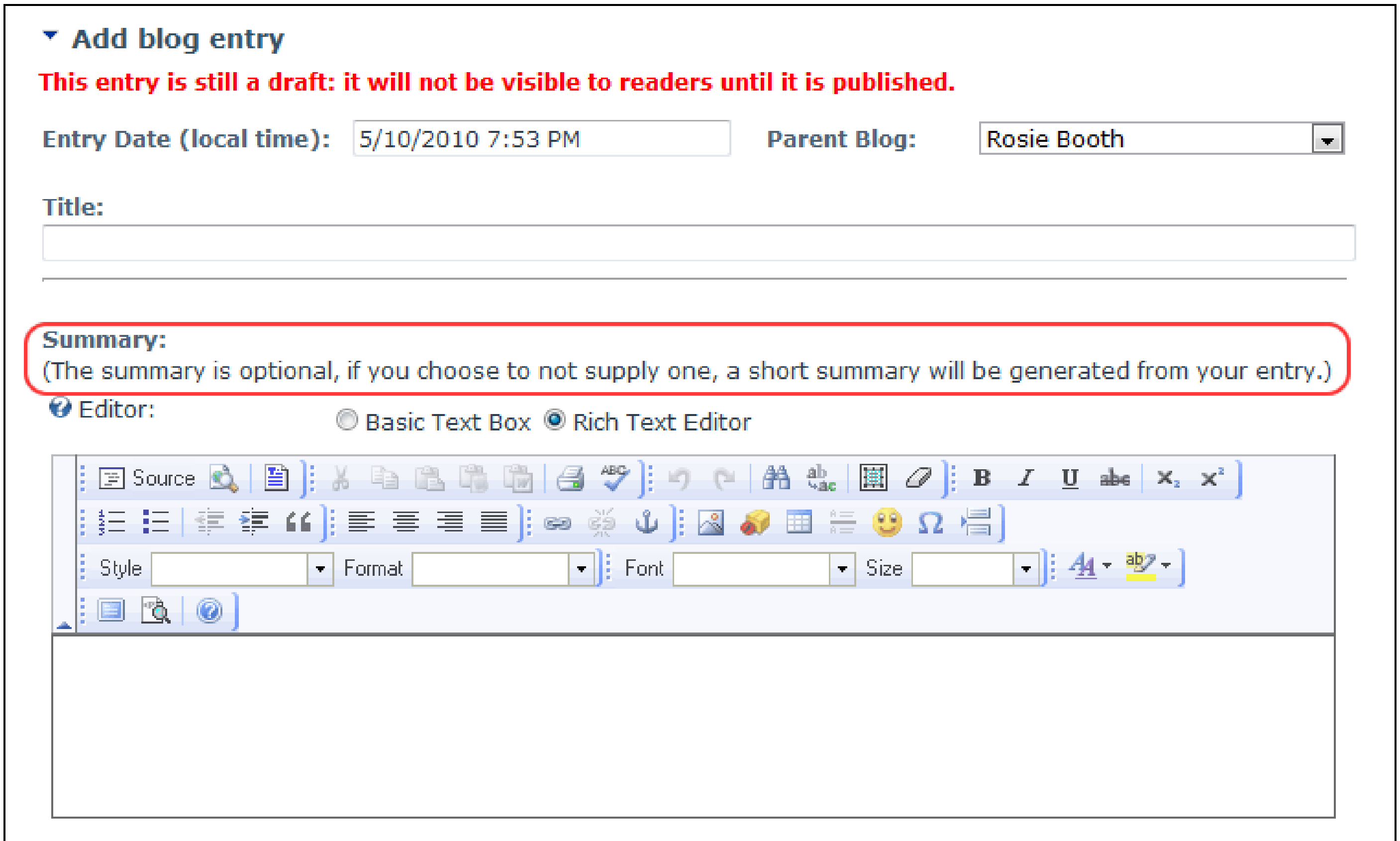
4. In the **Limit Upload Image Width To** text box, enter the maximum pixel width for images which can be uploaded by bloggers when adding an entry. Larger images can be uploaded, however they will be scaled down to this width. The default setting is 400.

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.



7. Click the Update link.



Example of the Summary field set as optional when adding a new blog entry

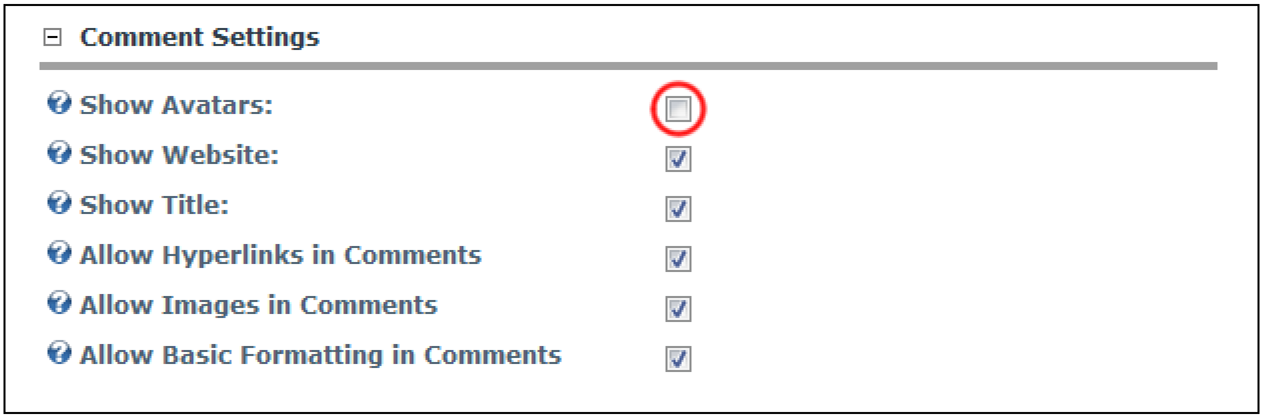
Related Topics:

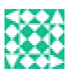
- See "Configuring Advanced Entry Summary Settings"
- See "Allowing Bloggers to Upload Files"

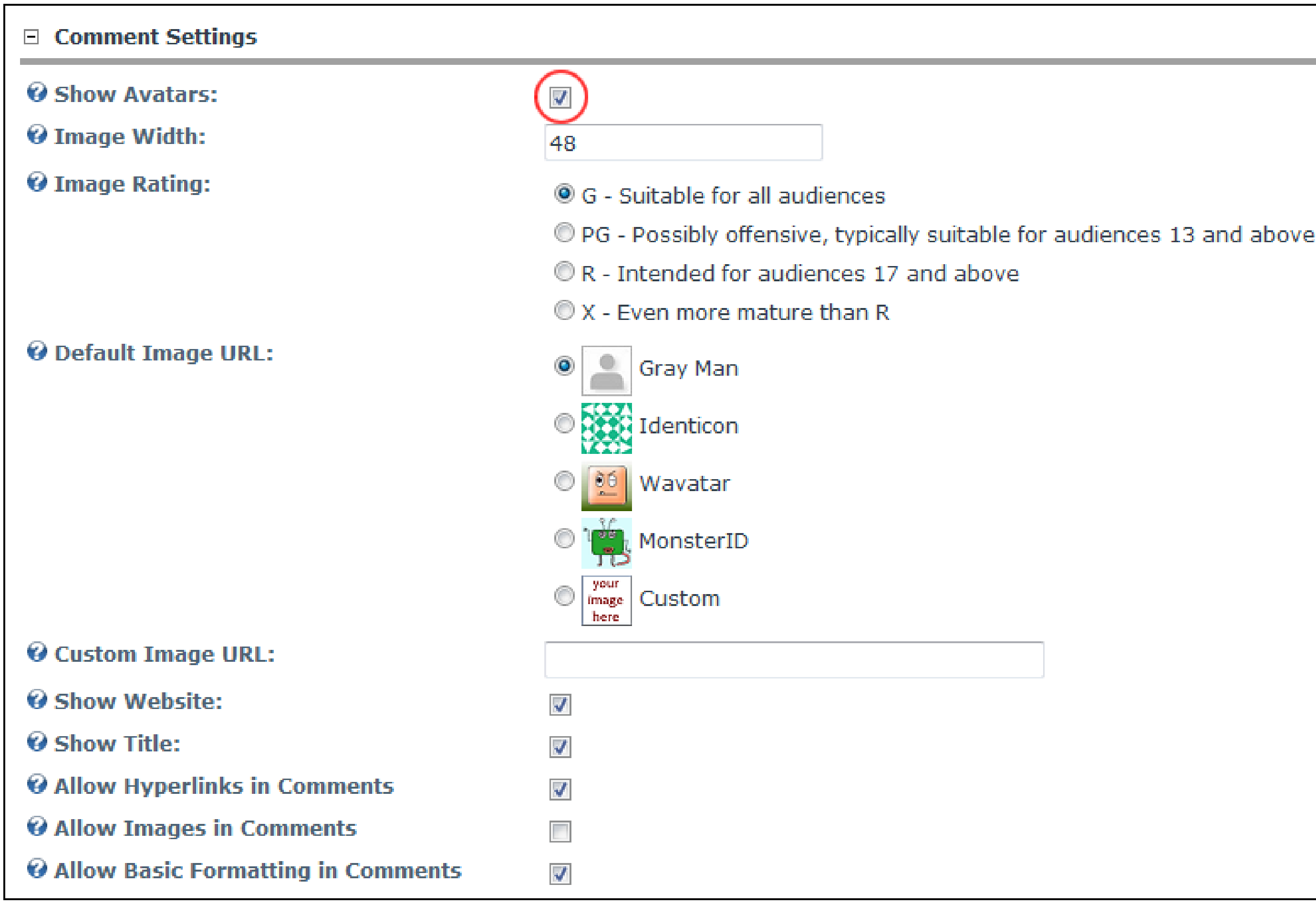
Configuring Blog Comment Settings

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.



- 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



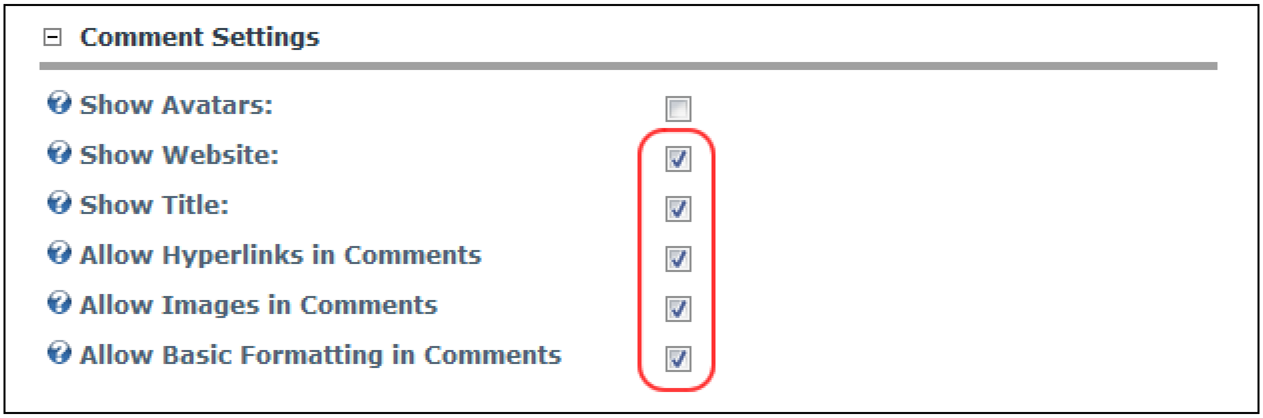
4. At **Show Website**, check the check box to display a user web site address (as set on their profile) with their comments - OR - Uncheck the check box to hide.

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.

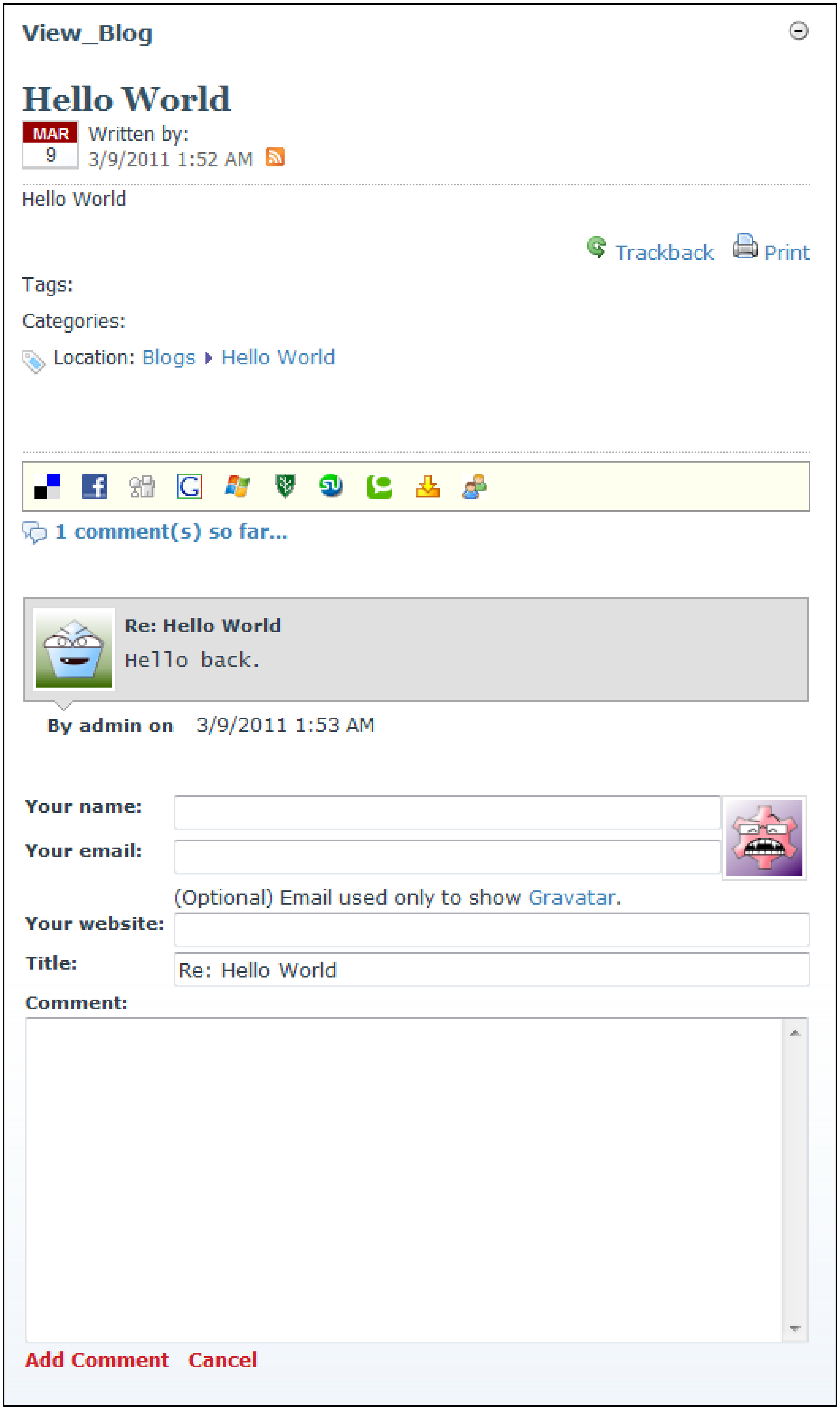
6. At **Allow Hyperlinks in Comments** , check the check box to enable users to include hyperlinks in comments - OR - Uncheck the check box to disable.

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.



9. Click the Update link.

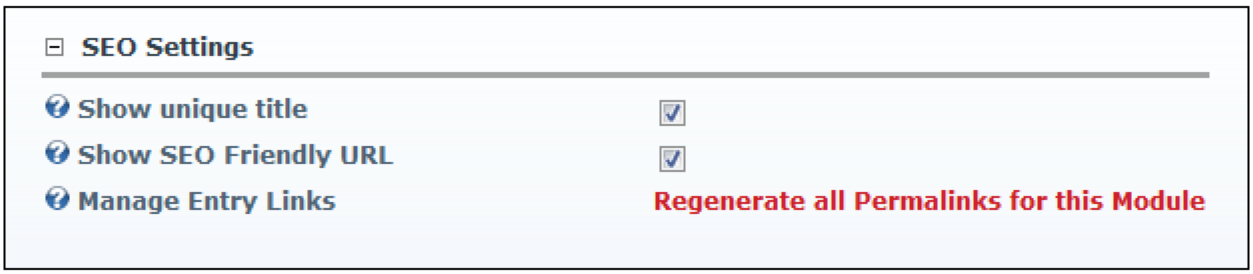

View_Blog
Hello World
MAR
9
Written by:
3/9/2011 1:52 AM
Hello World
Trackback
Print
Tags:
Categories:
Location: Blogs
Hello World
1 comment(s) so far...
Re: Hello World
Hello back.
By admin on 3/9/2011 1:53 AM
Your name:
Your email:
(Optional) Email used only to show Gravatar.
Your website:
Title:
Re: Hello World
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.



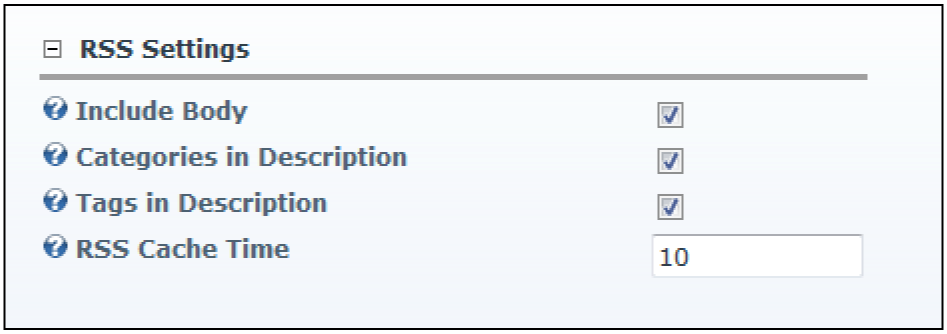
6. Click the Update link.

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.



8. Click the Update link.

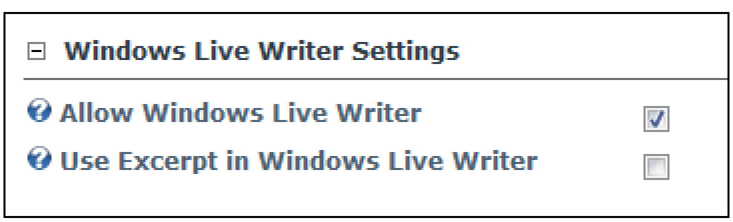
Related Topics:

- 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).



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.

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.

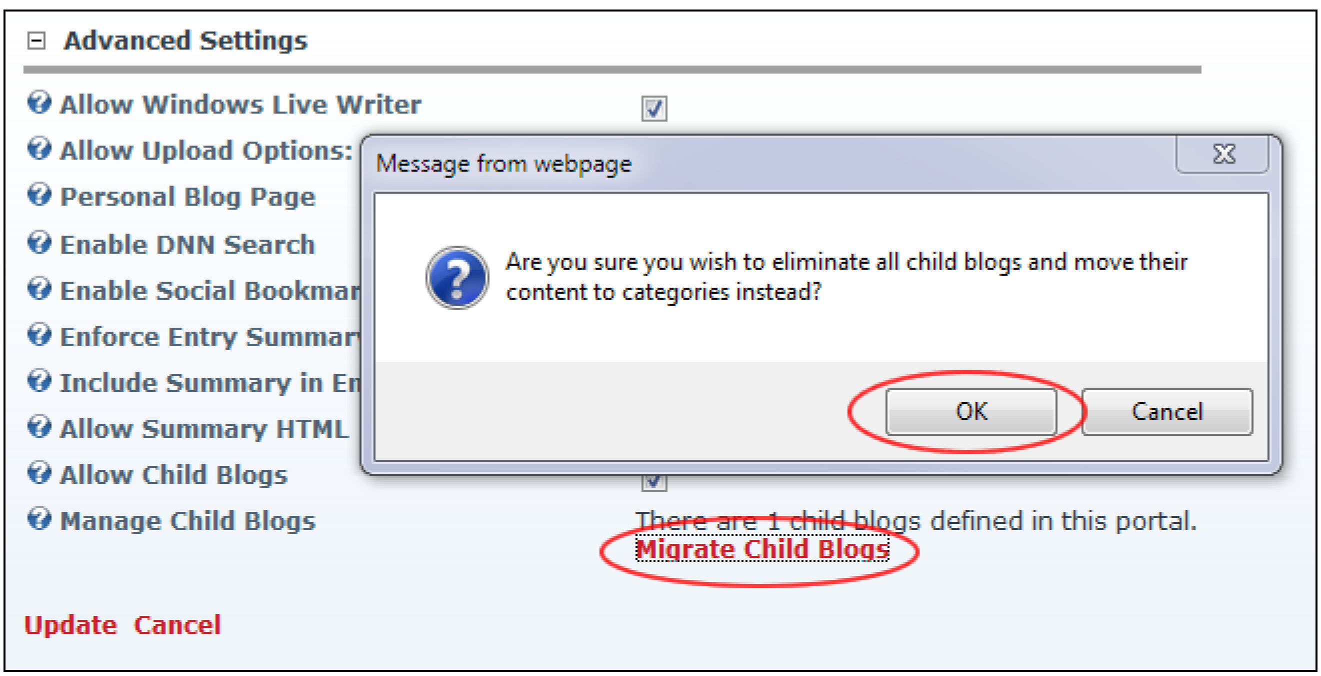
Related Topics:

- 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.



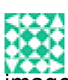
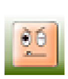
3. At **Manage Child Blogs**, click the Migrate Child Blogs link. This displays the message "Are you sure you wish to eliminate all child blogs and move their content to categories instead?"
4. Click the **OK** button. Child blogs are now removed from the Blog_List module and listed in the Blog_Categories 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

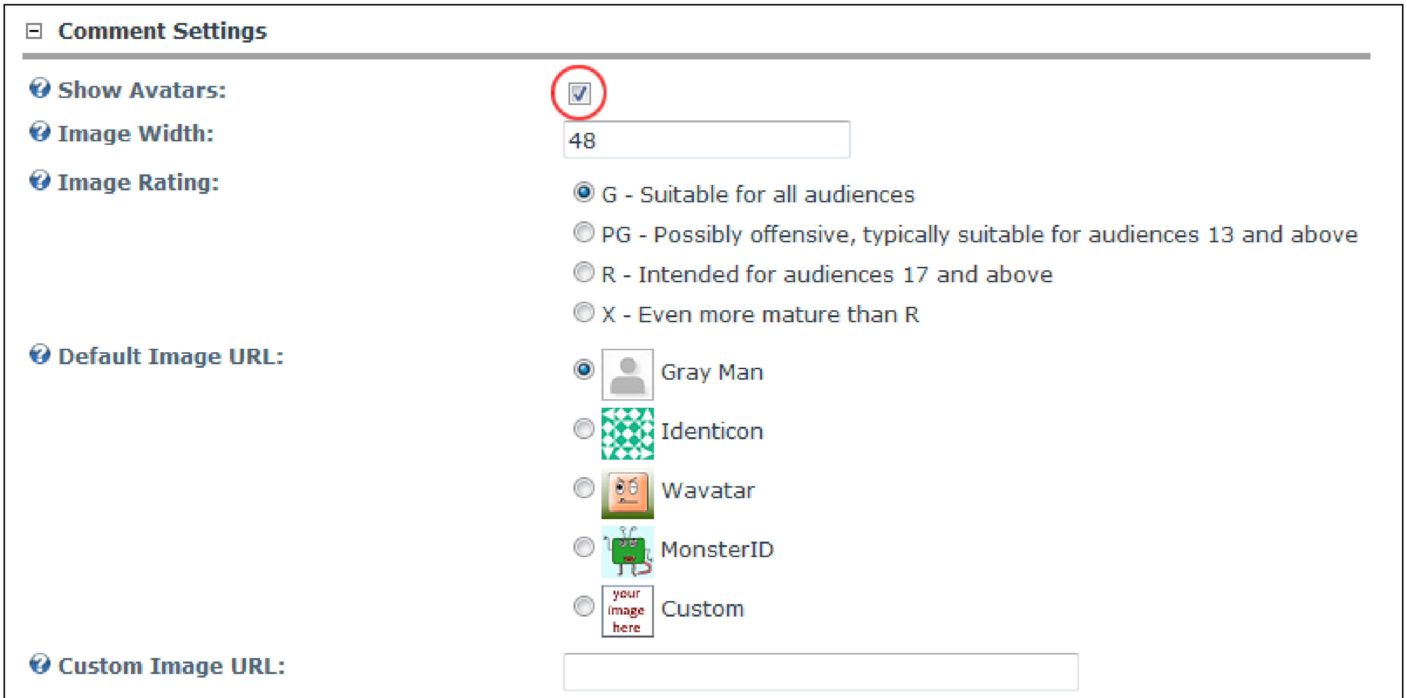
Managing Comment Avatars

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.



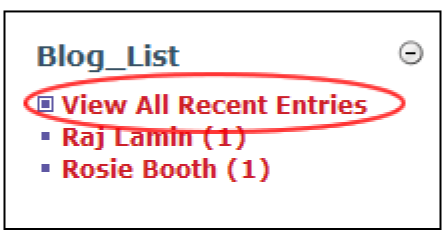
Enabling Comment Avatars

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.

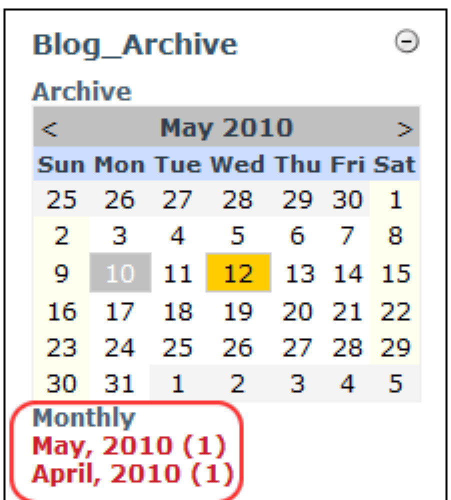
1. Go to the Blog_Tag module. This module displays a list of all of the existing tags with the number of each blog entry associated with each tag.
2. Click on a linked [Tag Name]. This displays associated blog entries results are displayed in the View_Blog module.

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

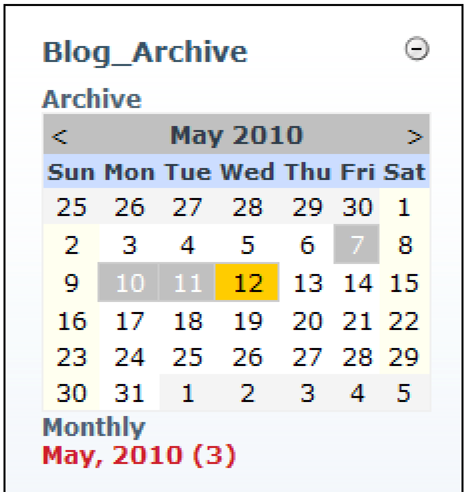
Viewing Blog Entries for a Single Date

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.

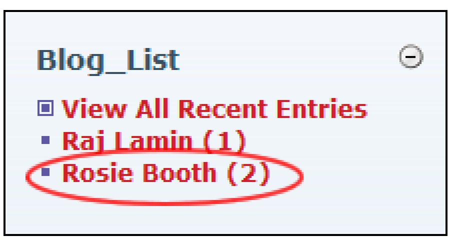


Viewing all blog entries for a date

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

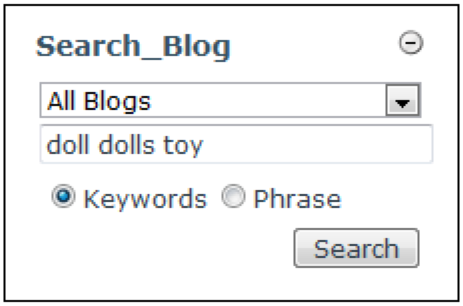
How to search one or all blogs for a phrase or key word using the Blog module.

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.

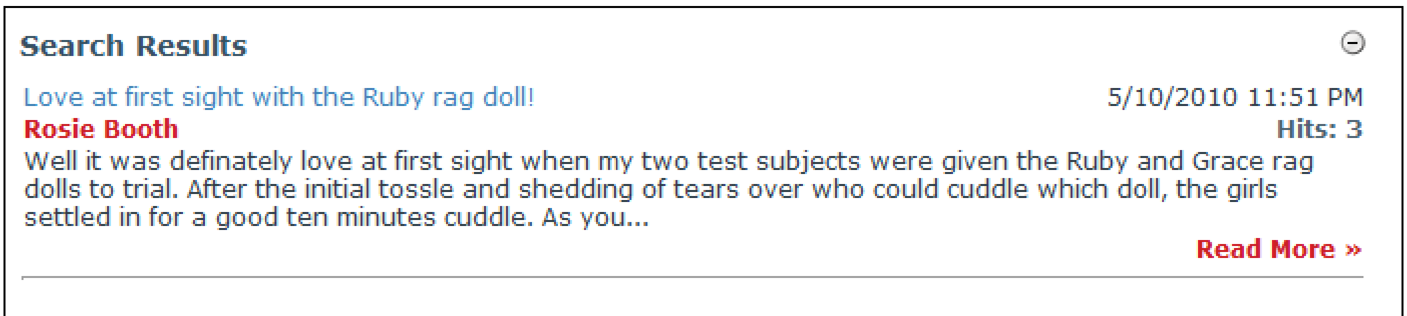
3. In the text box, enter one or more keywords (E.g. doll toy) or a phrase (E.g. rag doll). Note: Do not separate keywords by punctuation.

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.



6. Click the Read More... link to read the post.



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.

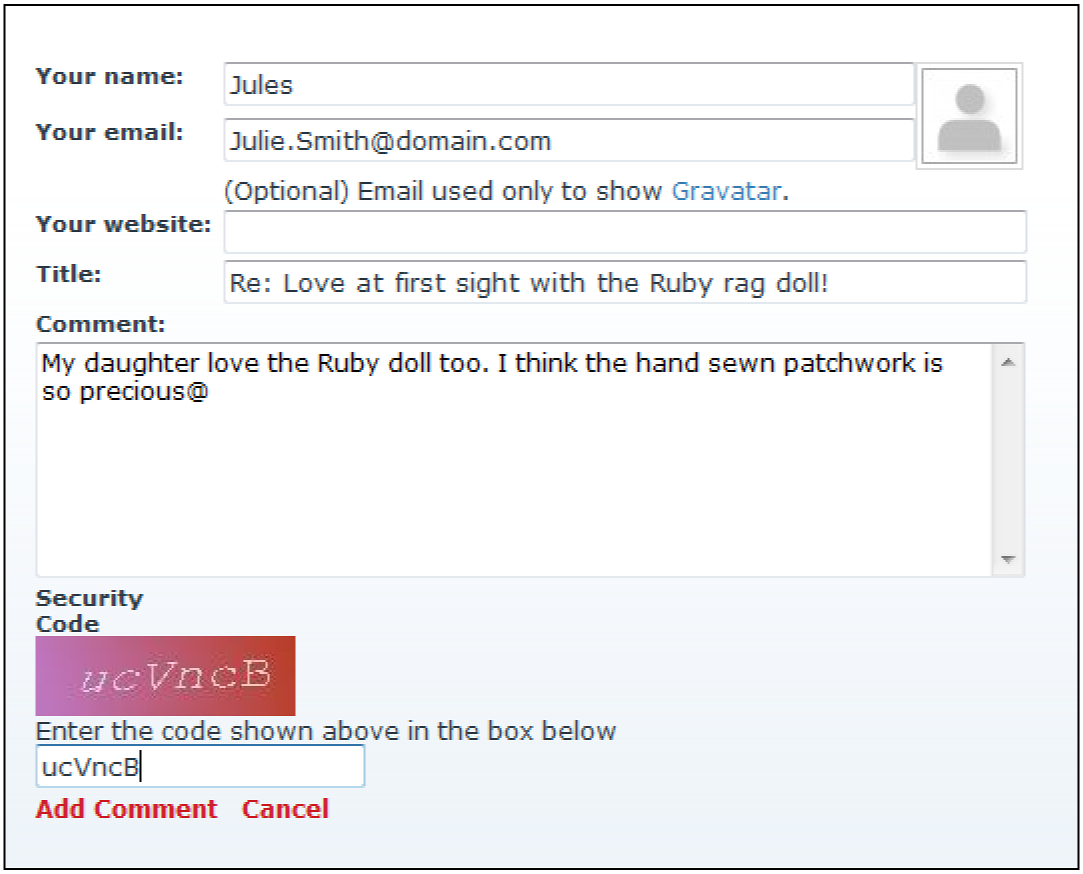
Viewing Recent Comments

Adding a Blog Comment (Authenticated Users)

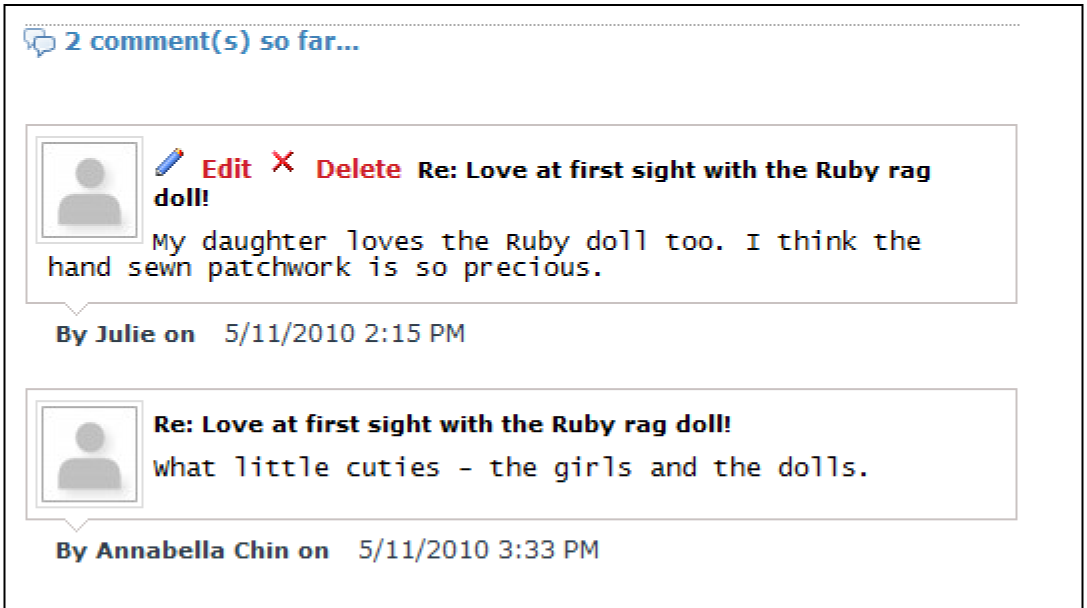
How to add a blog entry comment on the Blog module as an authenticated user. Note: Comments may be disabled, may require approval or may use the CAPTCHA security code.

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.

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.



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.



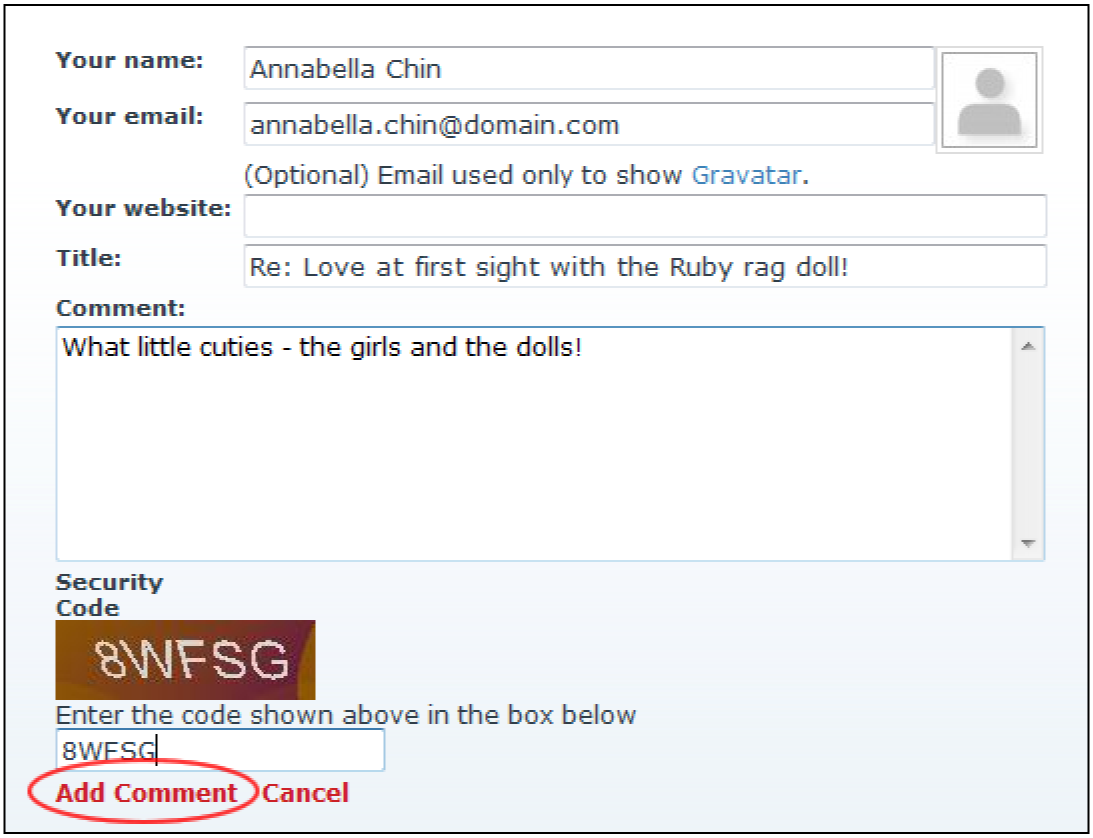
The Approved Comment Displays Below The Post

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.

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.



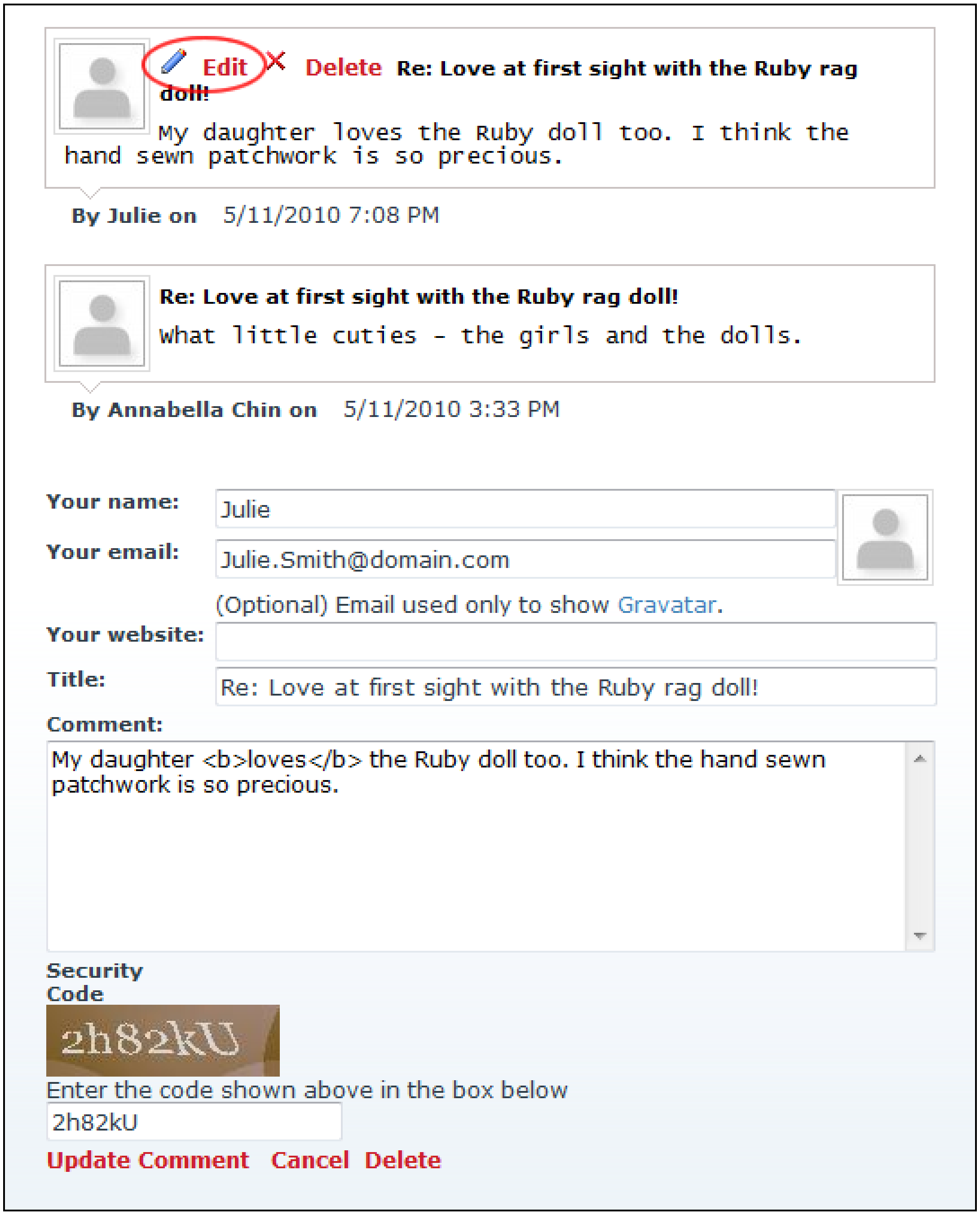
10. **Optional.** If comments require approval, this displays the message "Your comment MUST be approved by the blog owner BEFORE it is displayed on the web site. Do you wish to save your comment now?"
11. Click the **OK** button. If the comment doesn't require approval it will be displayed on the View_Blog 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.



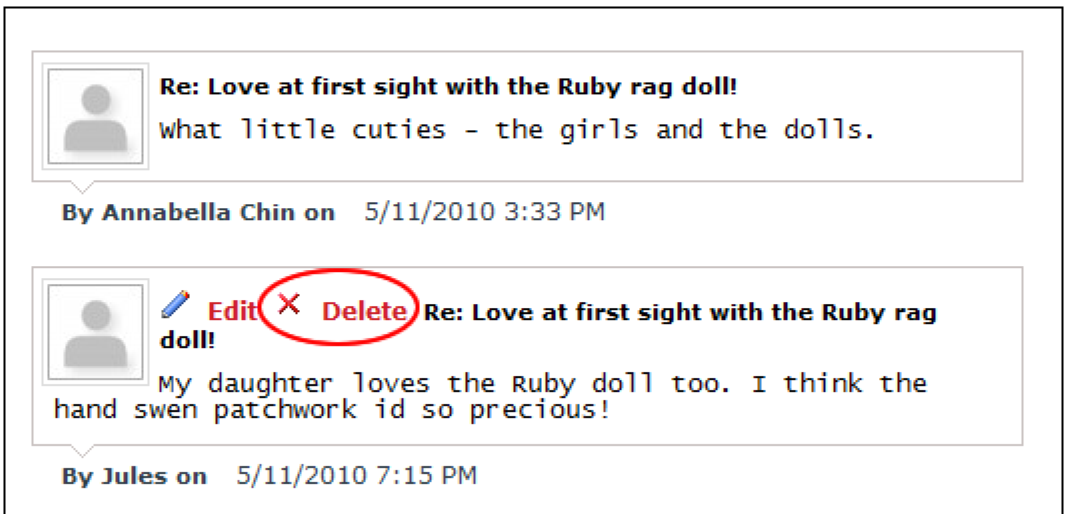
4. Edit the comment as required.
5. **Optional.** In the **Security Code** text box, enter the displayed security code.
6. Click the Update Comment link.

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.



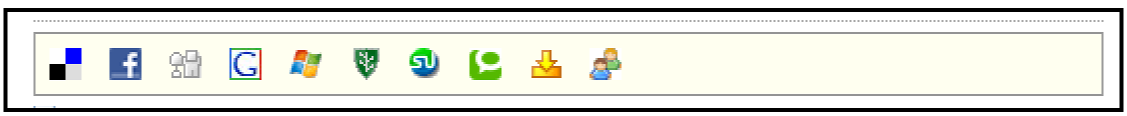
Editing Your Comments

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**, **Newsvine**, **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.

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.

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): 5/10/2010 11:51 PM **Parent Blog:** Rosie Booth

Title:

Love at first sight with the Ruby rag doll!

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

<p>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.
</p>

Tags: dolls

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.

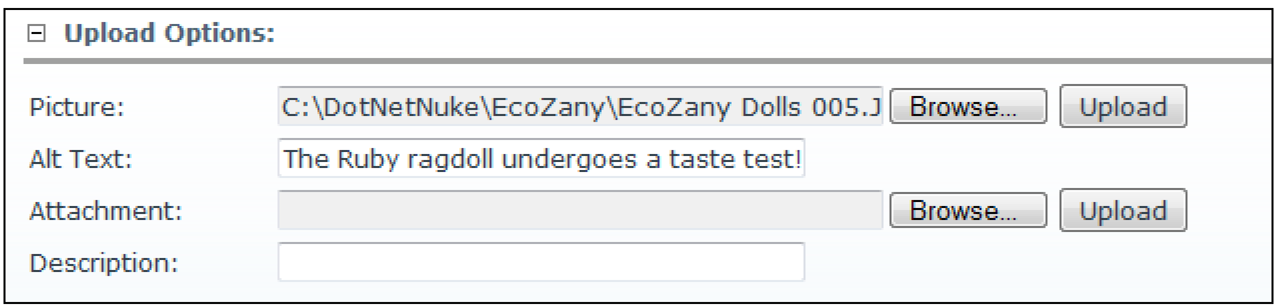
- To add an attachment to this blog post:

    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.



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.

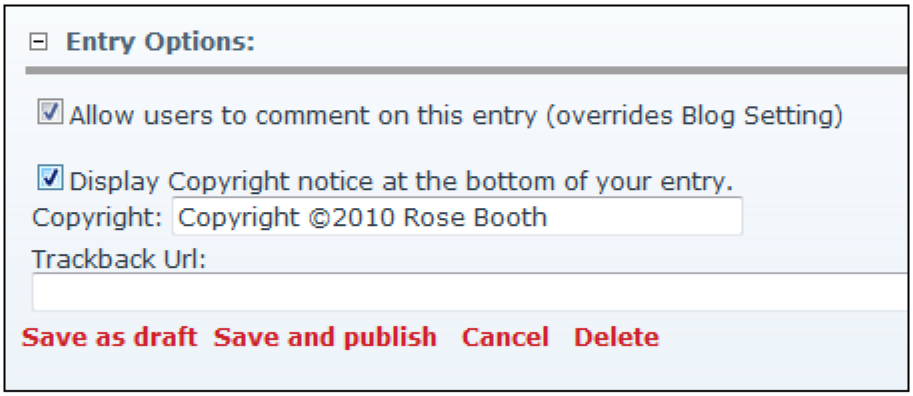
11. **Optional.** Go to the **Entry Options** section.

    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.

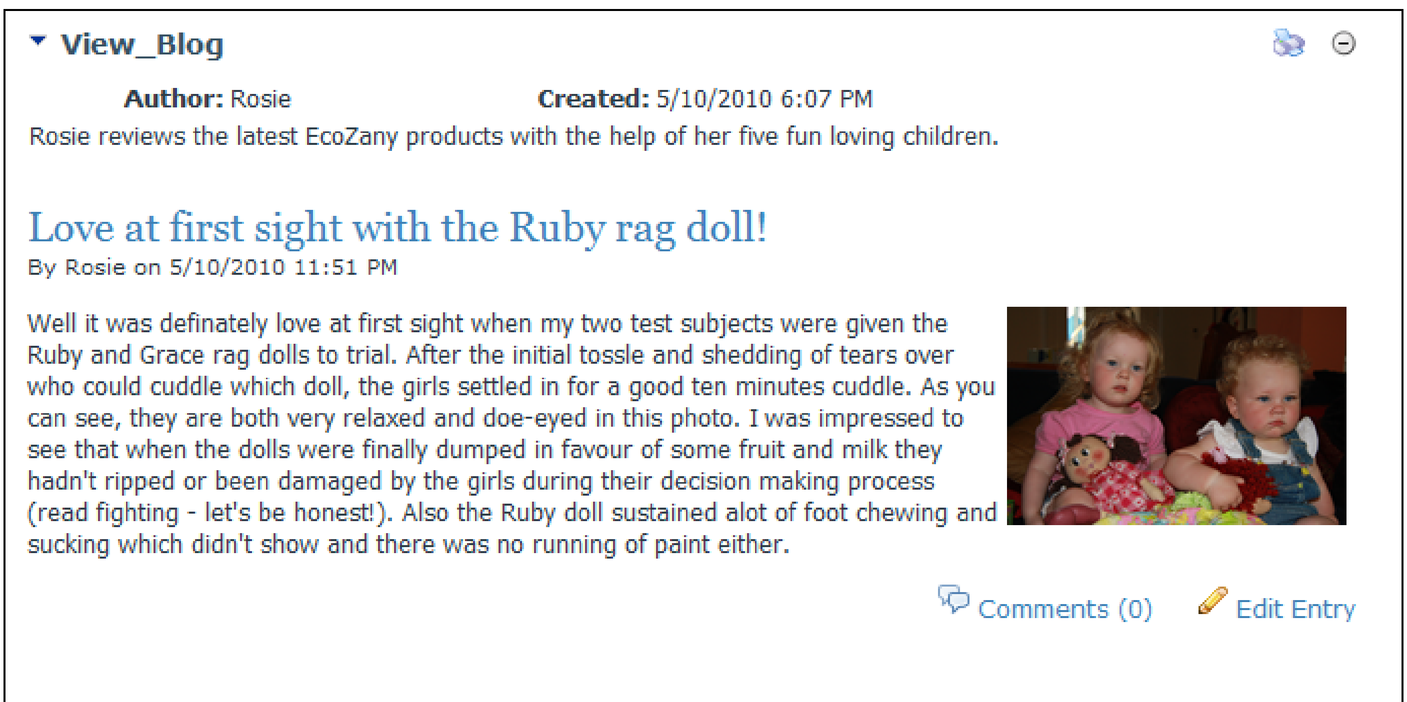
b. At **Display Copyright notice at the bottom of your entry**, select from these options:

- 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.



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.



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): 5/11/2010 1:04 AM **Parent Blog:** Rosie Booth

Title:
Love at first sight with the Ruby rag doll!

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 Normal 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.

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.

3. Edit one or more fields as required. See "Adding a Basic Blog Entry"
4. Click the Save link.

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.

3. Click the Save and Publish link.

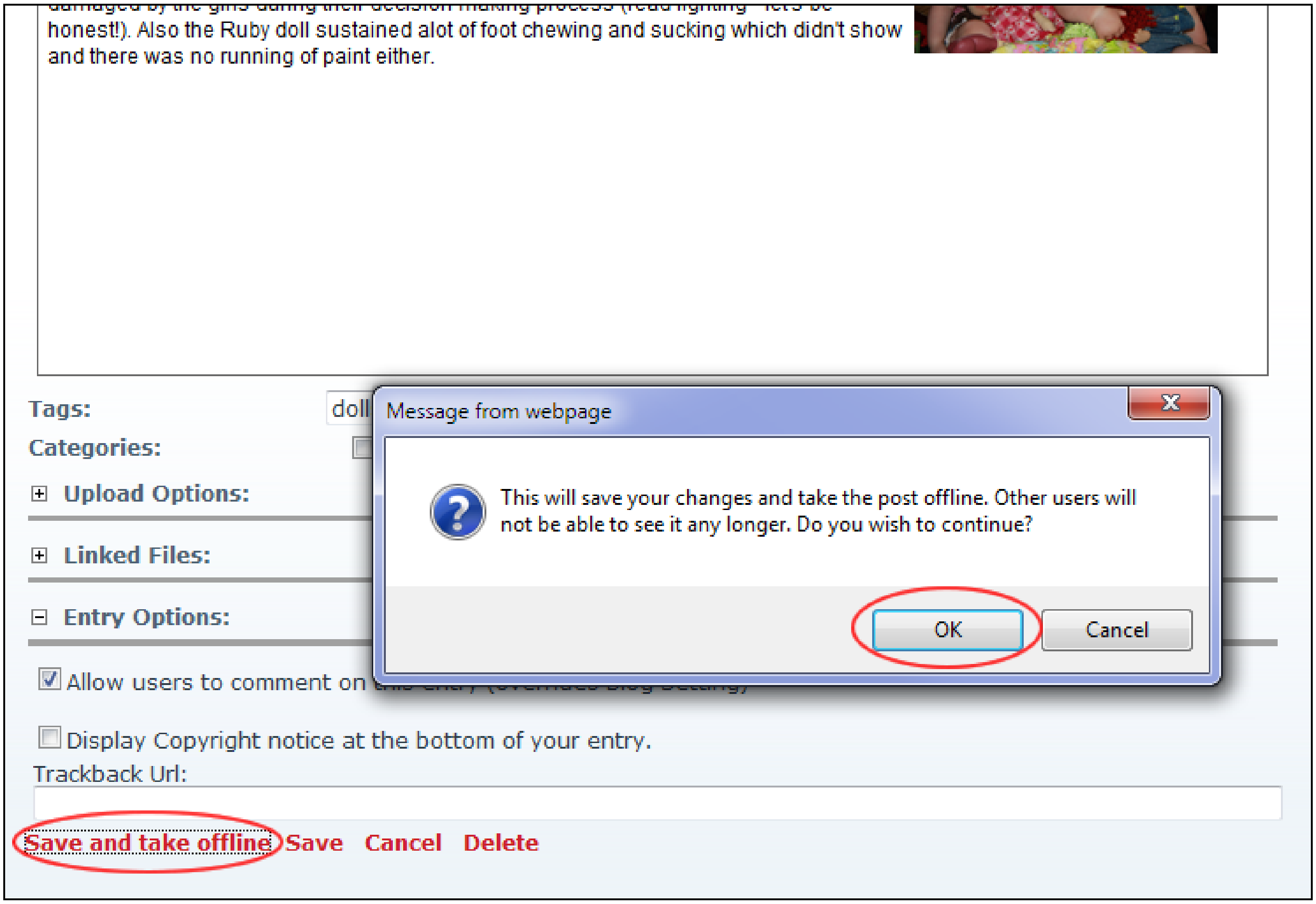
Saving and Publishing a Draft Blog Entry

Unpublishing a Blog Entry

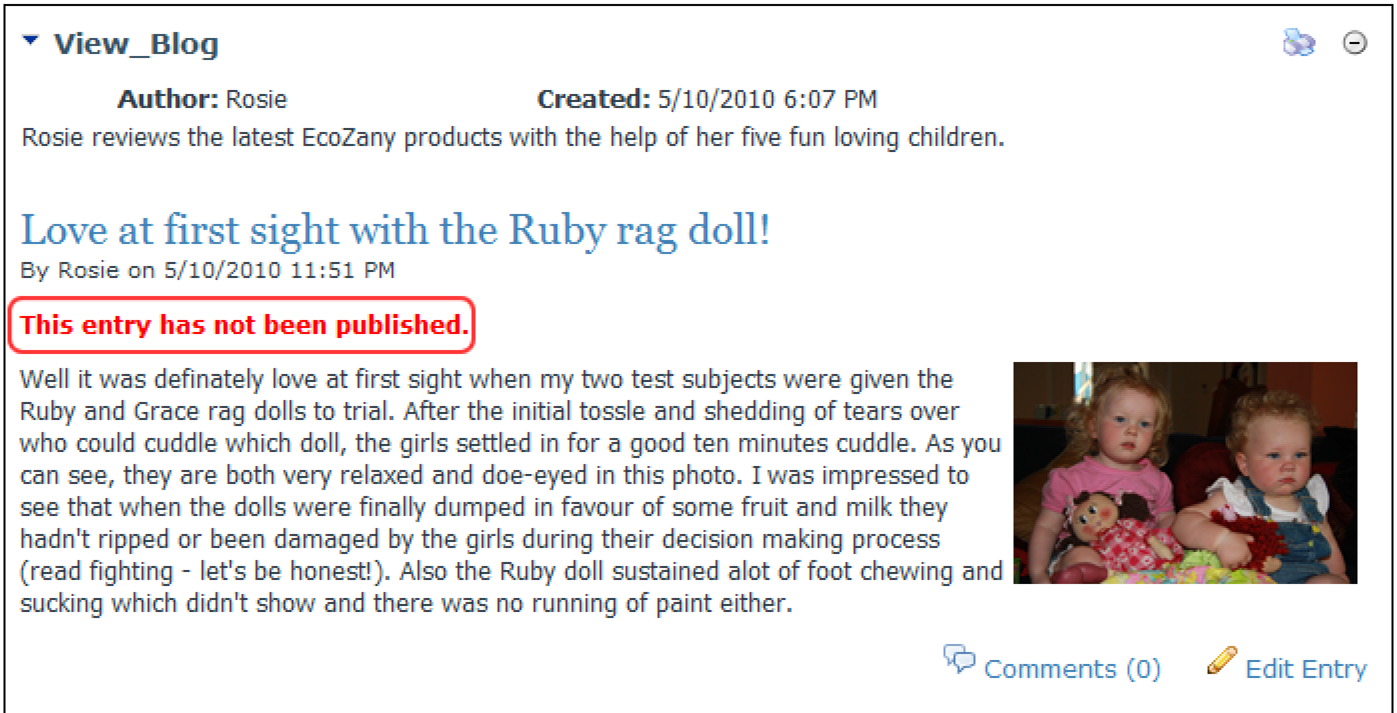
How to take a blog entry offline using the Blog module. This allows the entry to be removed from the web site without deleting it. This task can be performed by bloggers on their own blogs and by Administrators on all blogs.

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.

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."



5. Click the Cancel link to return to the module.



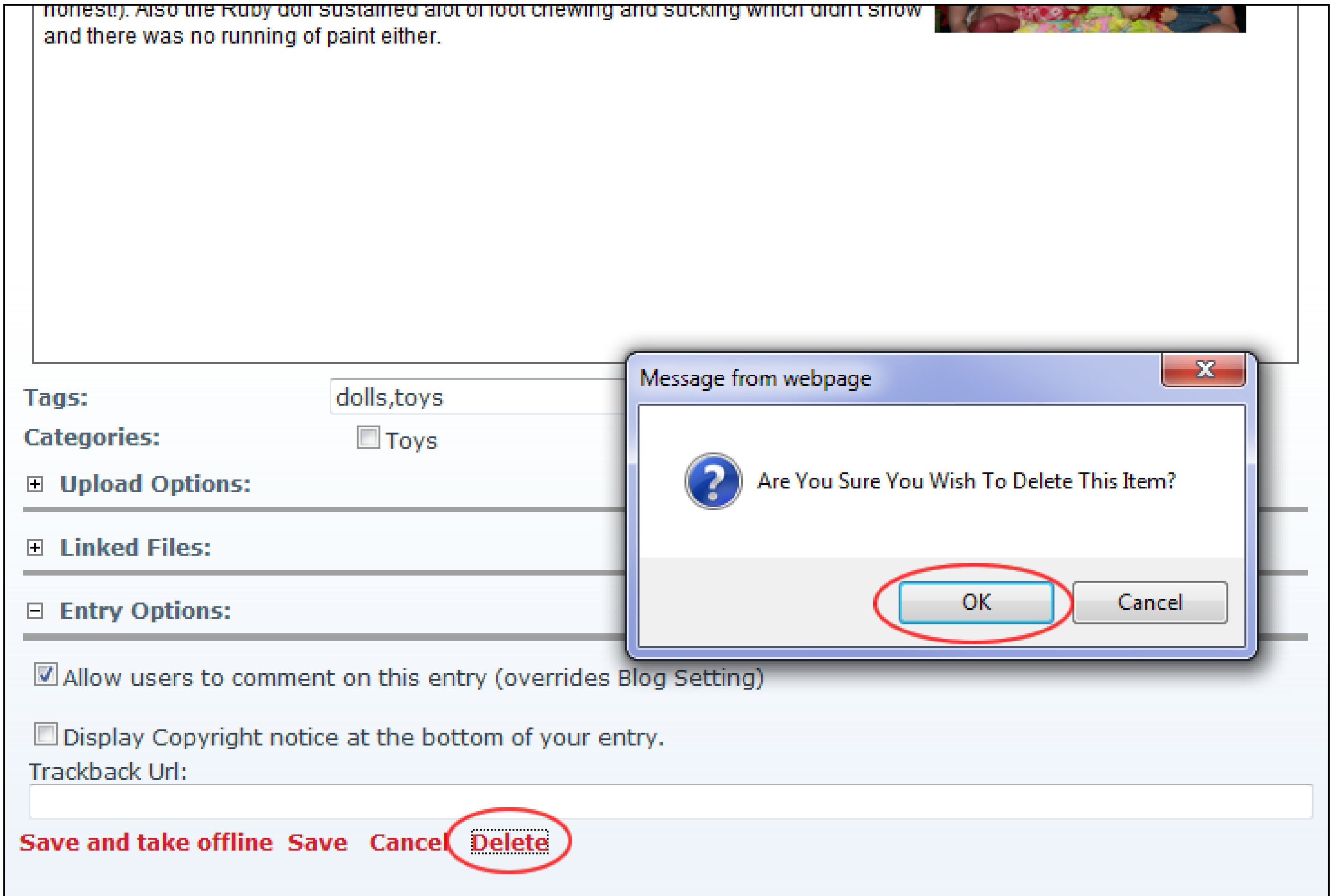
An Unpublished Blog Entry

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.

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.



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).

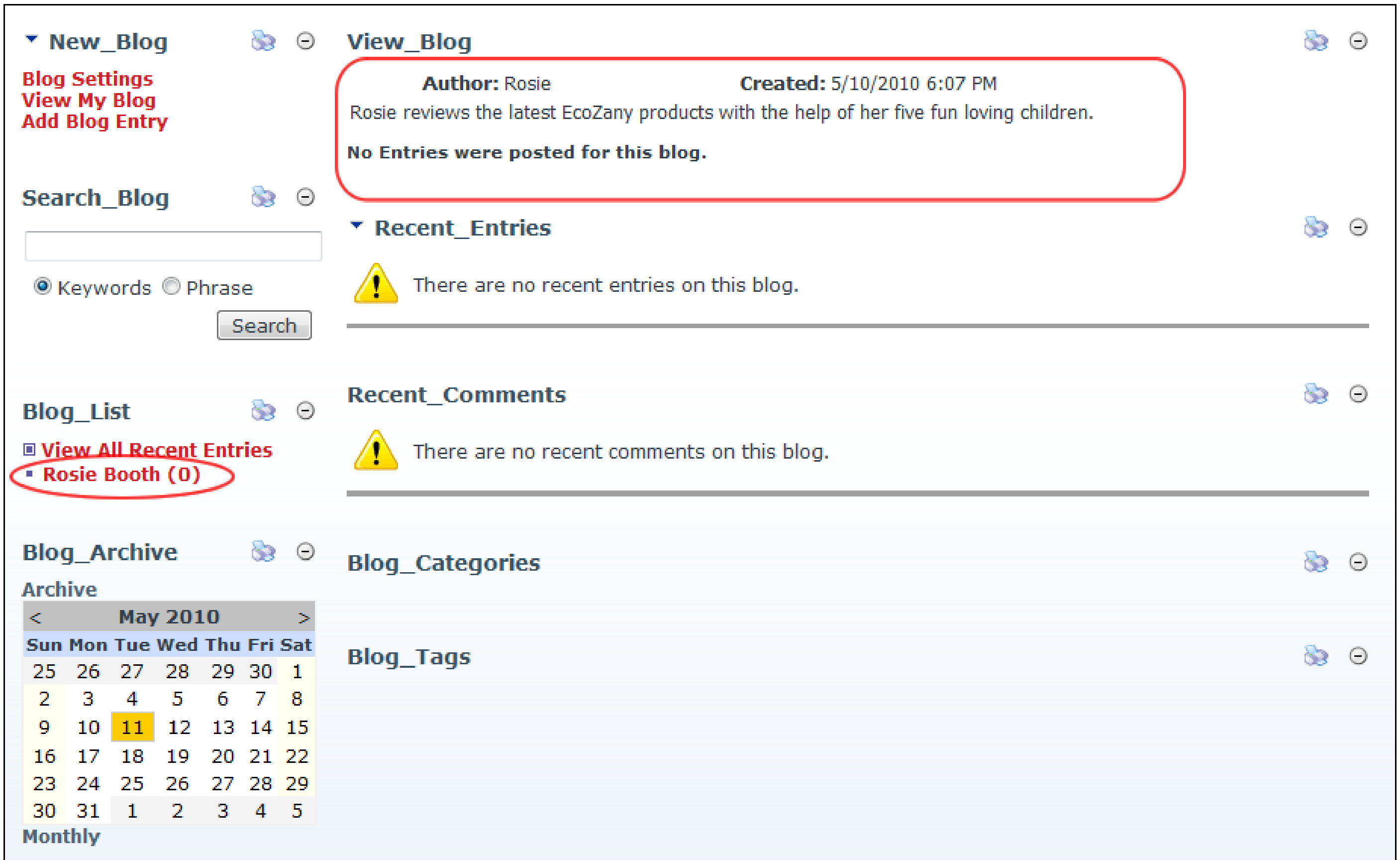
Note: Only authorized users can create blogs. See "Enabling Users to Create Blogs"

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.

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.



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.

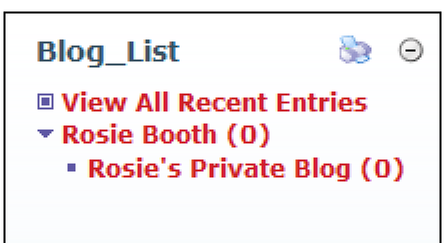
1. Click the Blog Settings link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module actions menu. This opens the Edit Blog page.
2. In the **Child Blogs** section (located at the base of this page), click the **Add** 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.

Adding a blog. This blog is set as public.



The child blog

Related Topics:

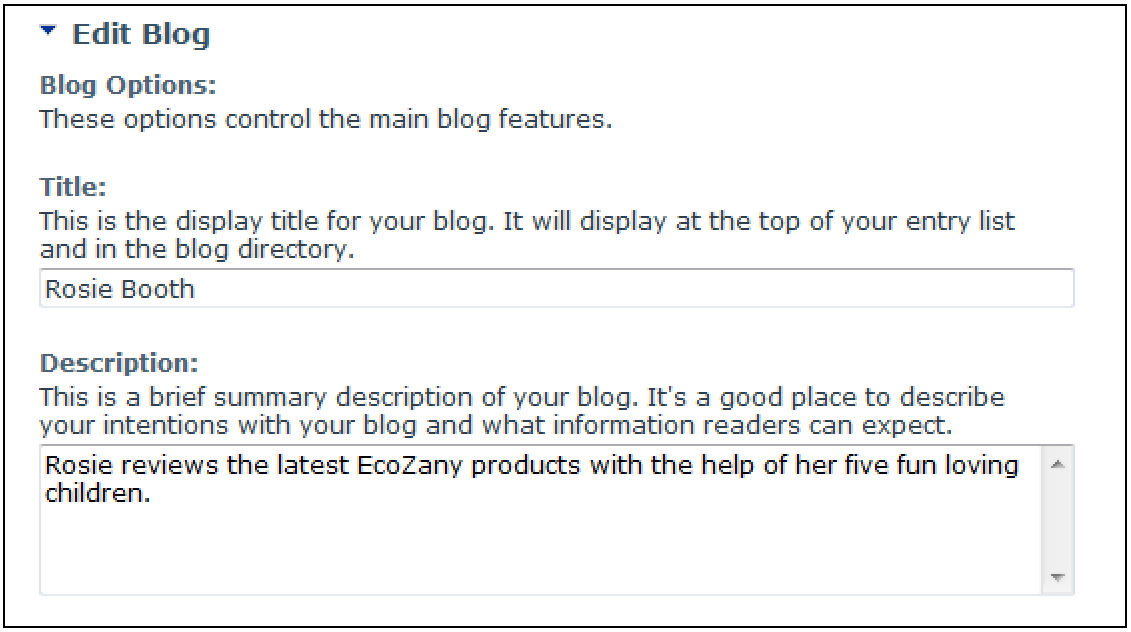
- See "Creating a Parent Blog (Create My Blog)"
- See "Enabling/Disabling Child Blogs"

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.



4. Click the Update link.

Blog Title and Description displayed on the Blog

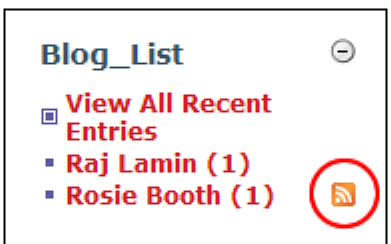
Enabling/Disabling Blog Syndication

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.

4. In the **Use this email for the "ManagingEditor" RSS** text box, enter an email address.
5. Click the Update link.

RSS Button displays on Syndicated Blogs on the View_Blog module



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.

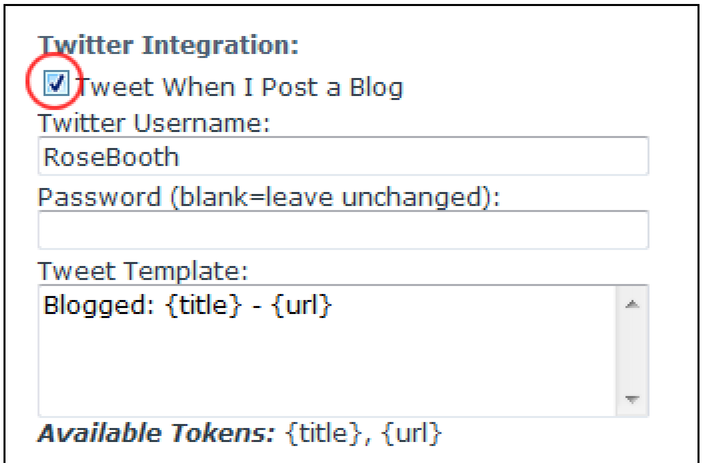
1. Click the Blog Settings link on the New_Blog module - OR - Click the blog name on the Blog_List module and then select **Edit Blog Settings** from the View_Blog module actions menu. This opens the Edit Blog page.
2. Go to the **Twitter Integration** section.
3. At **Tweet When I Post A Blog**, check 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

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:

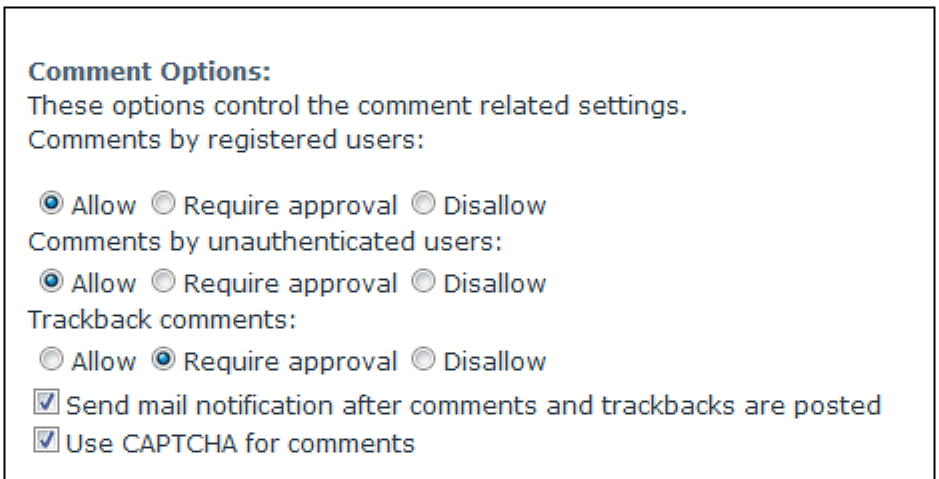
   - **Allow**: Select to allow registered users to add comments. Comment approval isn't required.
   - **Require Approval**: Select to allow registered users to add comments. Comments must be approved by the blog owner or an Administrator before they are displayed.
   - **Disallow**: Select to disallow 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.

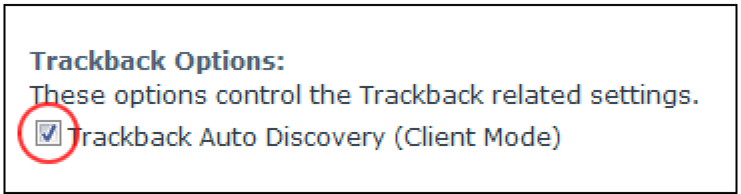


Managing Blog Comment Options

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.

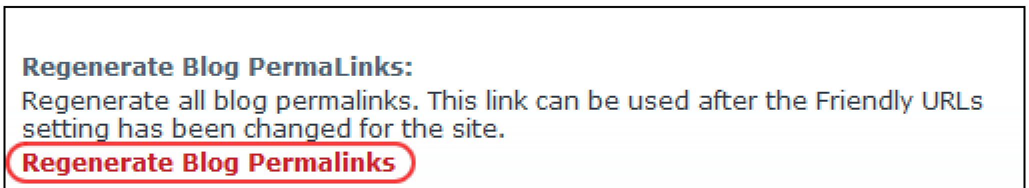


Managing Trackback Options

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.

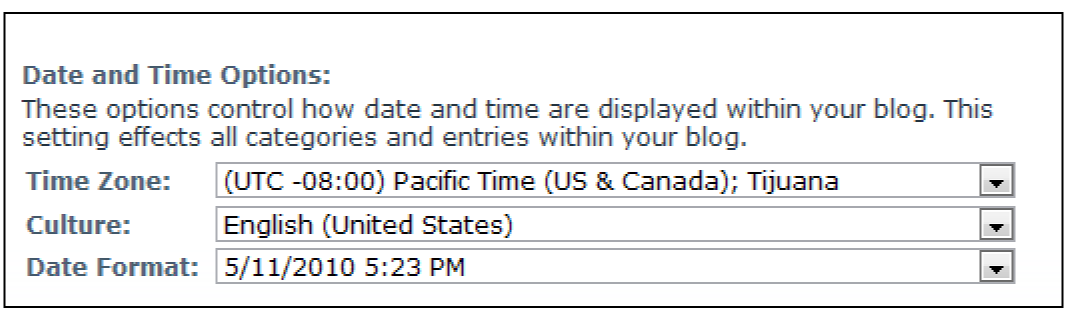


Regenerating Blog Permalinks

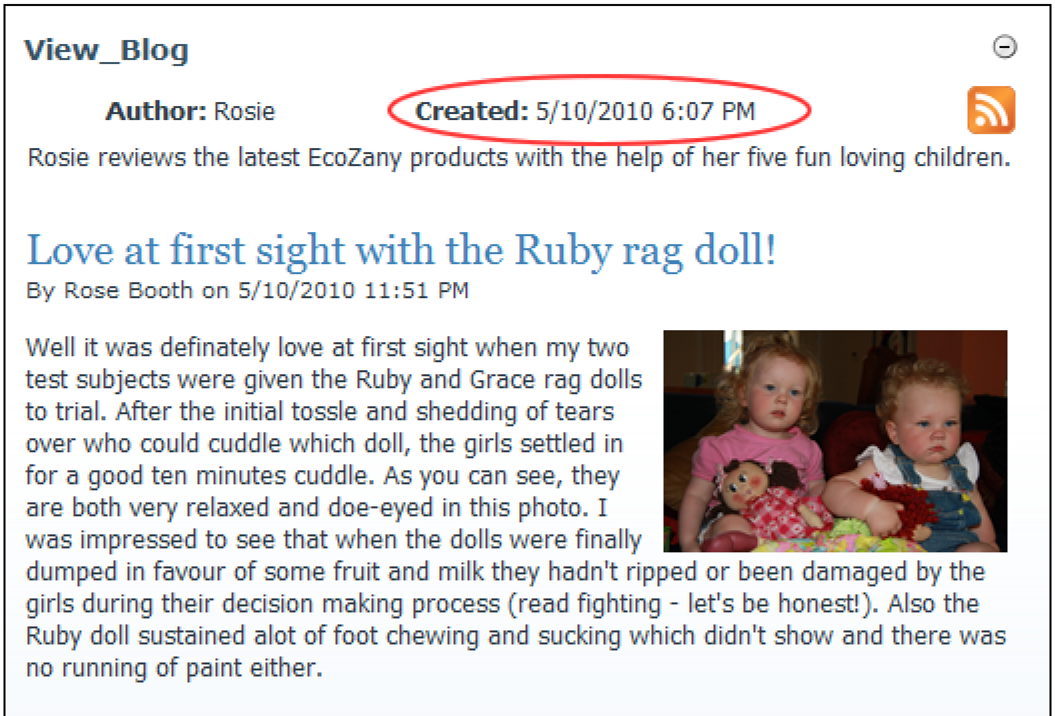
Setting Blog Date, Time and Culture Options

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.



6. Click the Update link.



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.

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

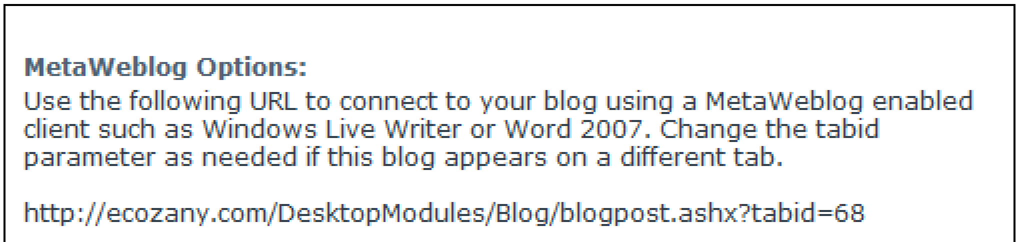
4. Click the Update link.

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.



Setting MetaWeblog Options

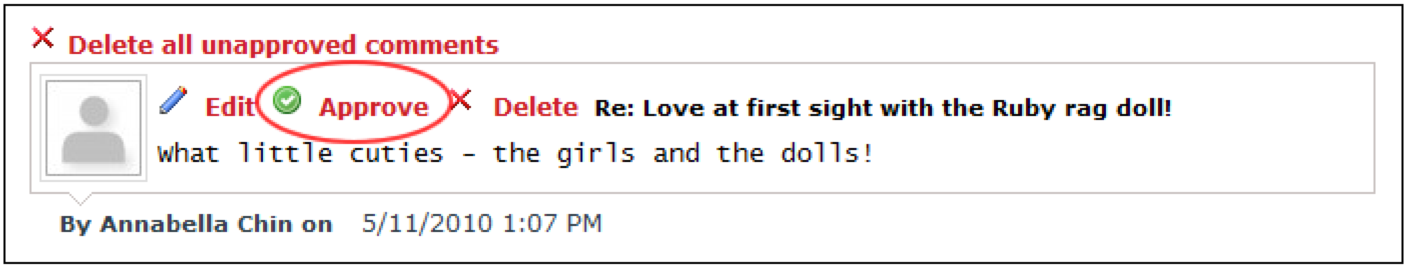
Managing Comments

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".

2. Click the Comments (1) link.



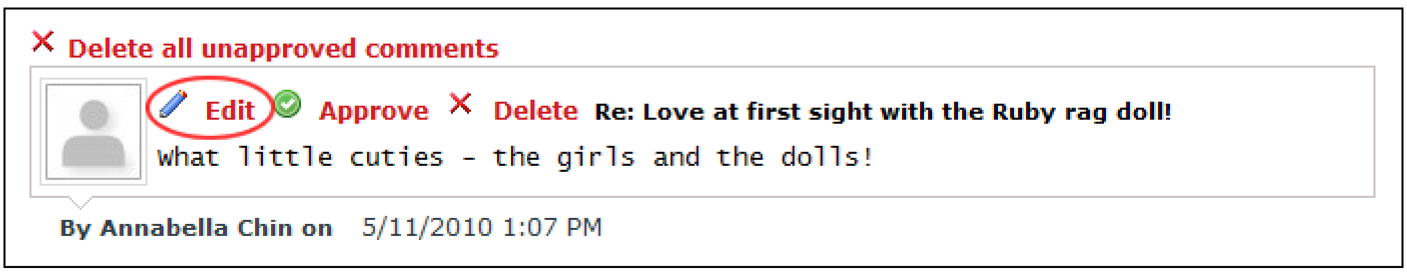
3. Click the **Approve** button or the Approve link. Note: You cannot undo approval for a comment, however you can edit or delete it.

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.

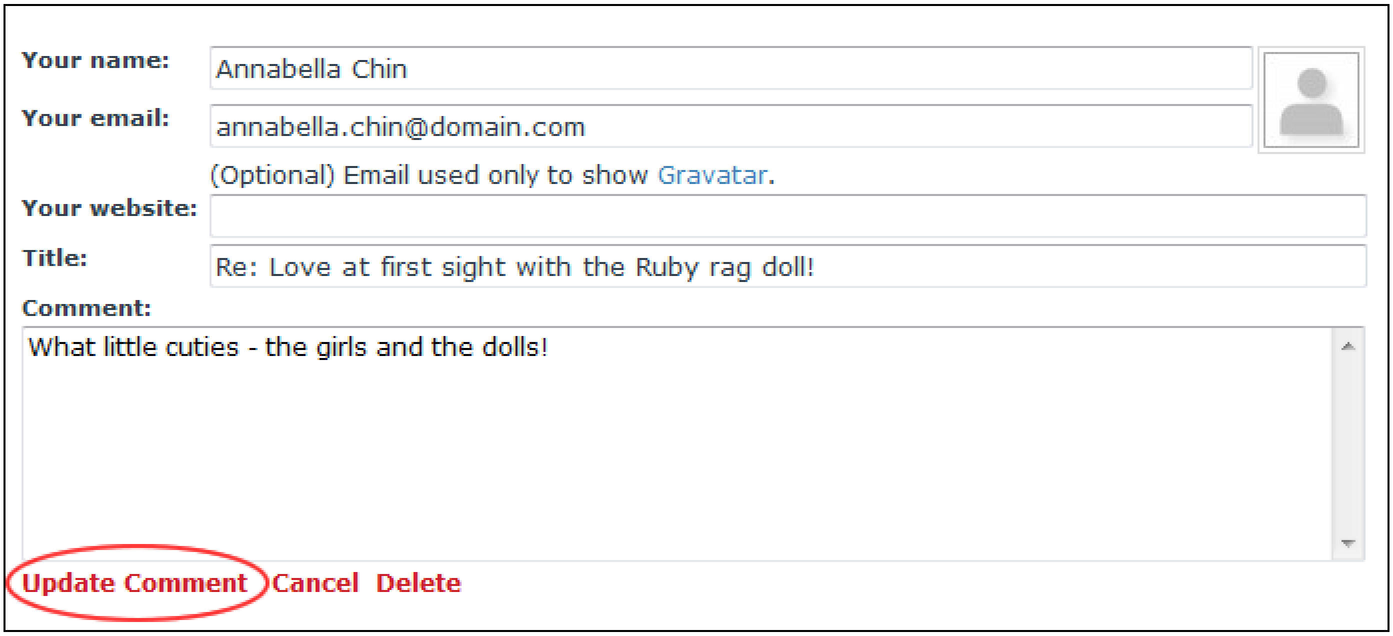
Editing a Blog Comment

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.



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.

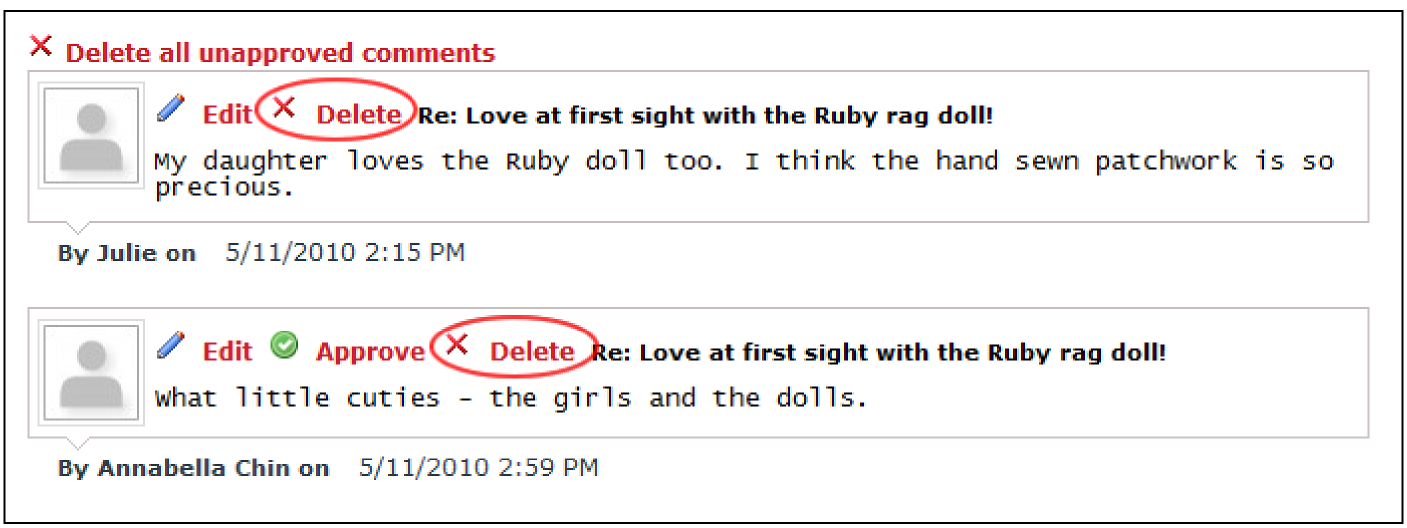


5. Click the Update Comment link.

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.

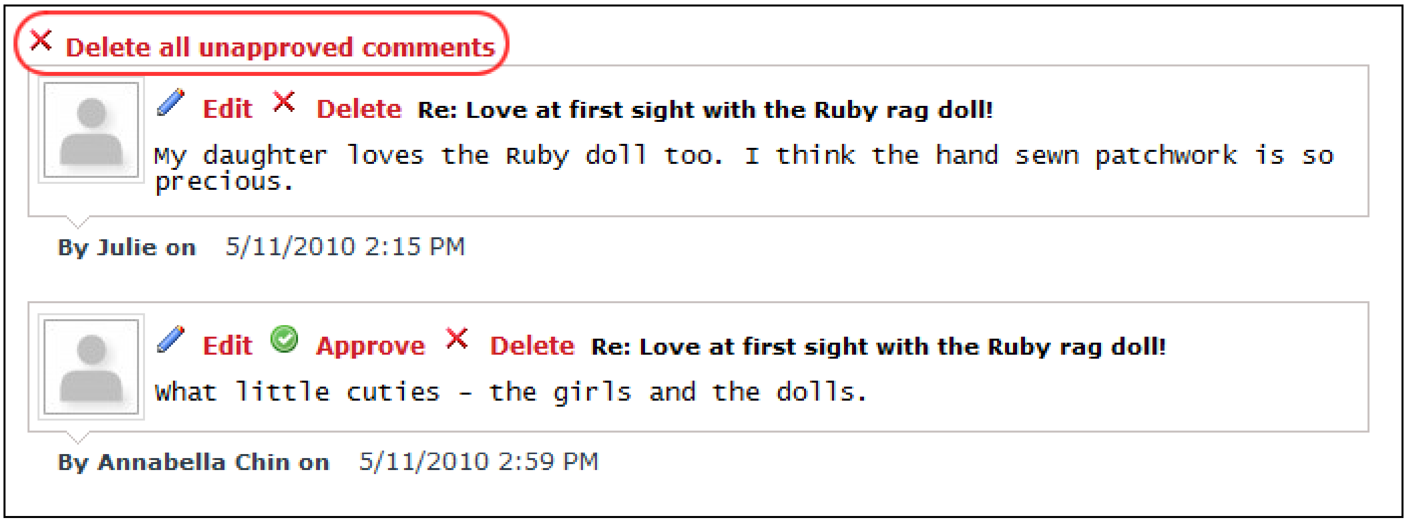


3. Click the **Delete** button or the Delete link beside the comment to be deleted.
4. Repeat Step 3 to delete additional comments from this blog entry.

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.



3. Click the Delete all unapproved comments link located above all the comments associated with this entry.

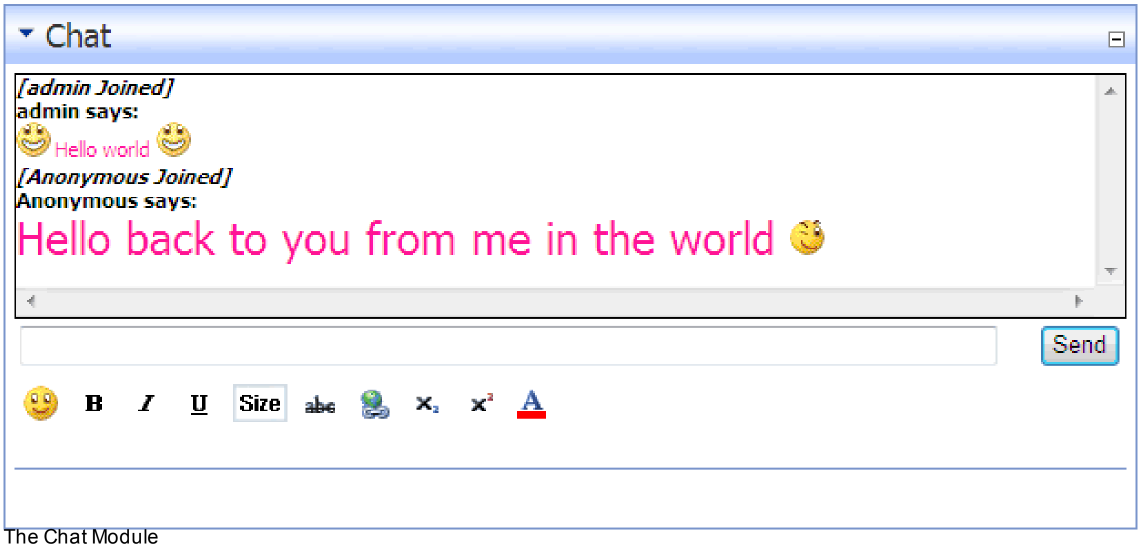
Chat

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

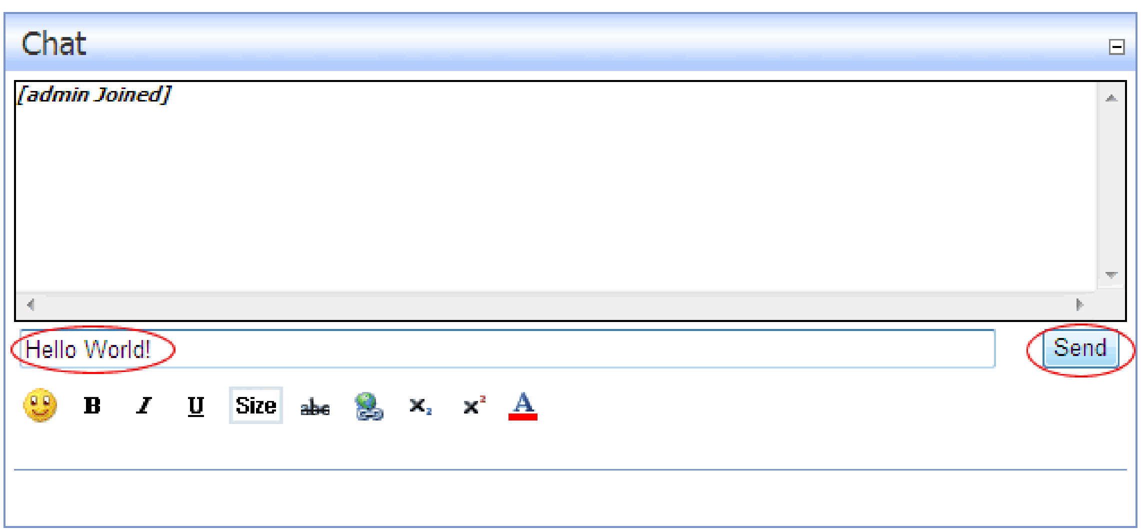
- **Project Home**: http://www.dotnetnuke.com/Products/Development/Forge/ModuleChat/tabid/965/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/133/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnchat.codeplex.com/workitem/list/basic

Chat Members

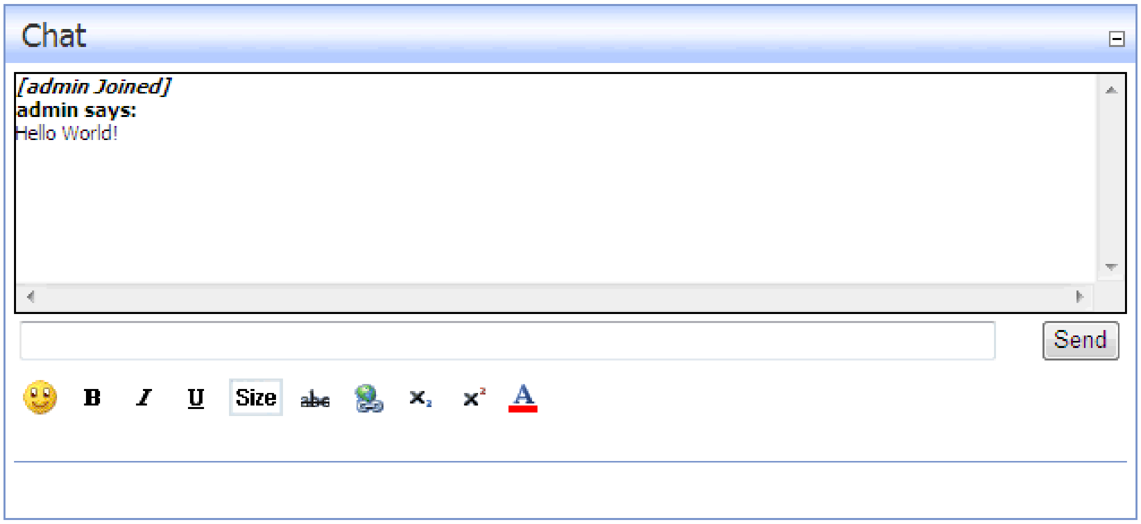
Chatting in the Chat Room

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.

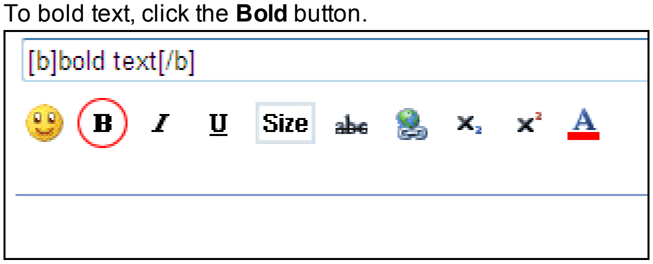


Formatting your Chat Message

How to format your message text before sending it on the Chat module. Note: Formatting can be disabled under module settings.

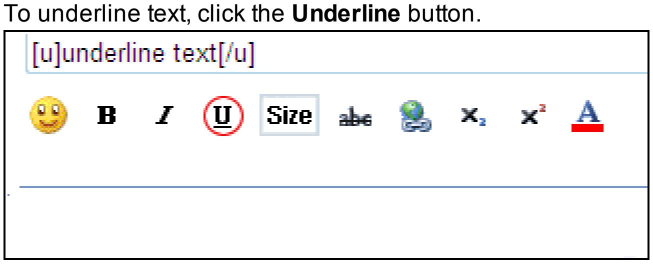
1. Click on one of the following buttons to choose your formatting:

   - To bold text, click the **Bold** button.

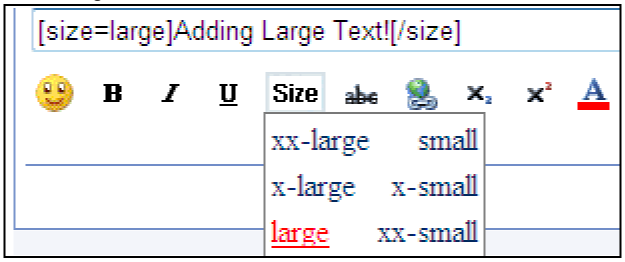


   - To italicize text, click the **Italic** button.

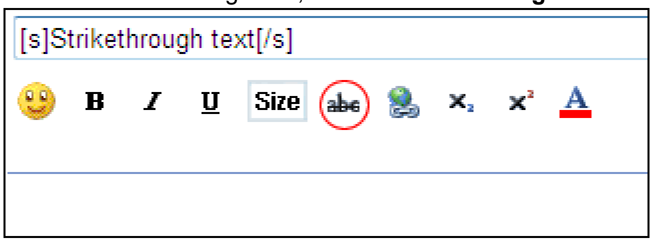
   - To underline text, click the **Underline** button.



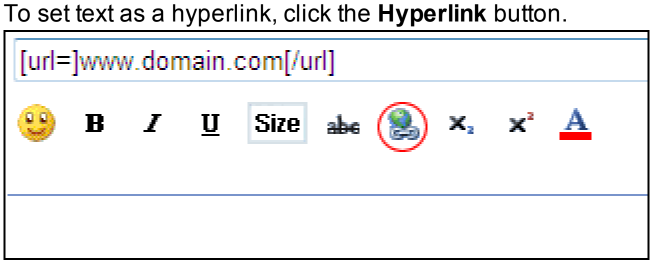
- To change text size, mouse over the **Size** button and select a text size.



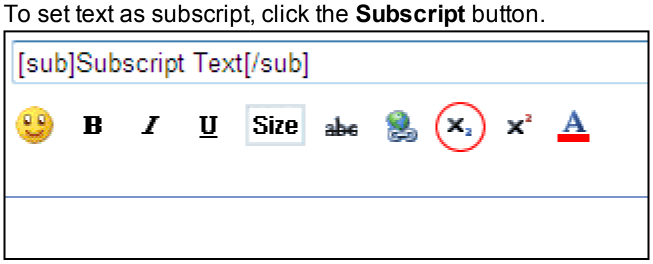
- To add a strike through text, click the **Strikethrough** button.



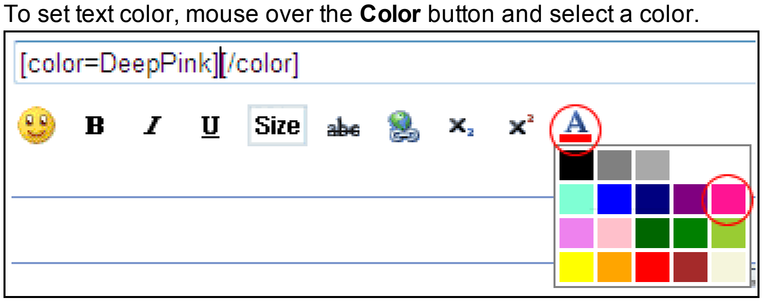
- To set text as a hyperlink, click the **Hyperlink** button.



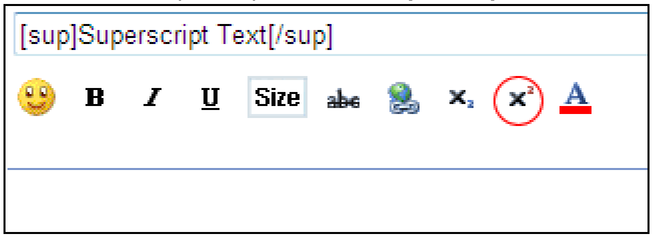
- To set text as subscript, click the **Subscript** button.



- To set text color, mouse over the **Color** button and select a color.



- To set text as superscript, click the **Superscript** button.



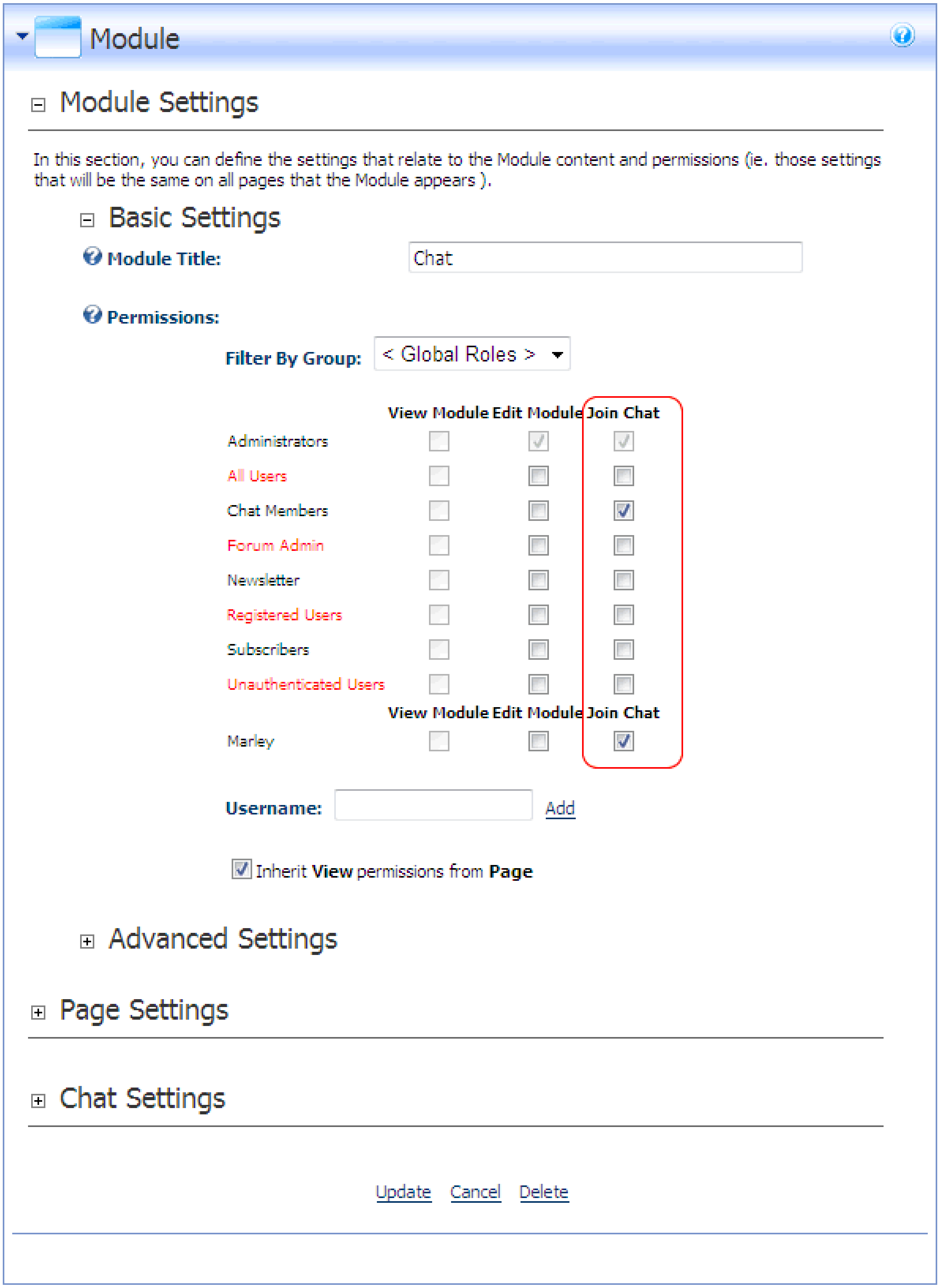
2. Enter your text.
3. Move your cursor to the end of the text box.
4. Repeat steps 1-2 to add additional text formatting.
5. Click the **Send** button. Your message will now appear in the chat room.

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.

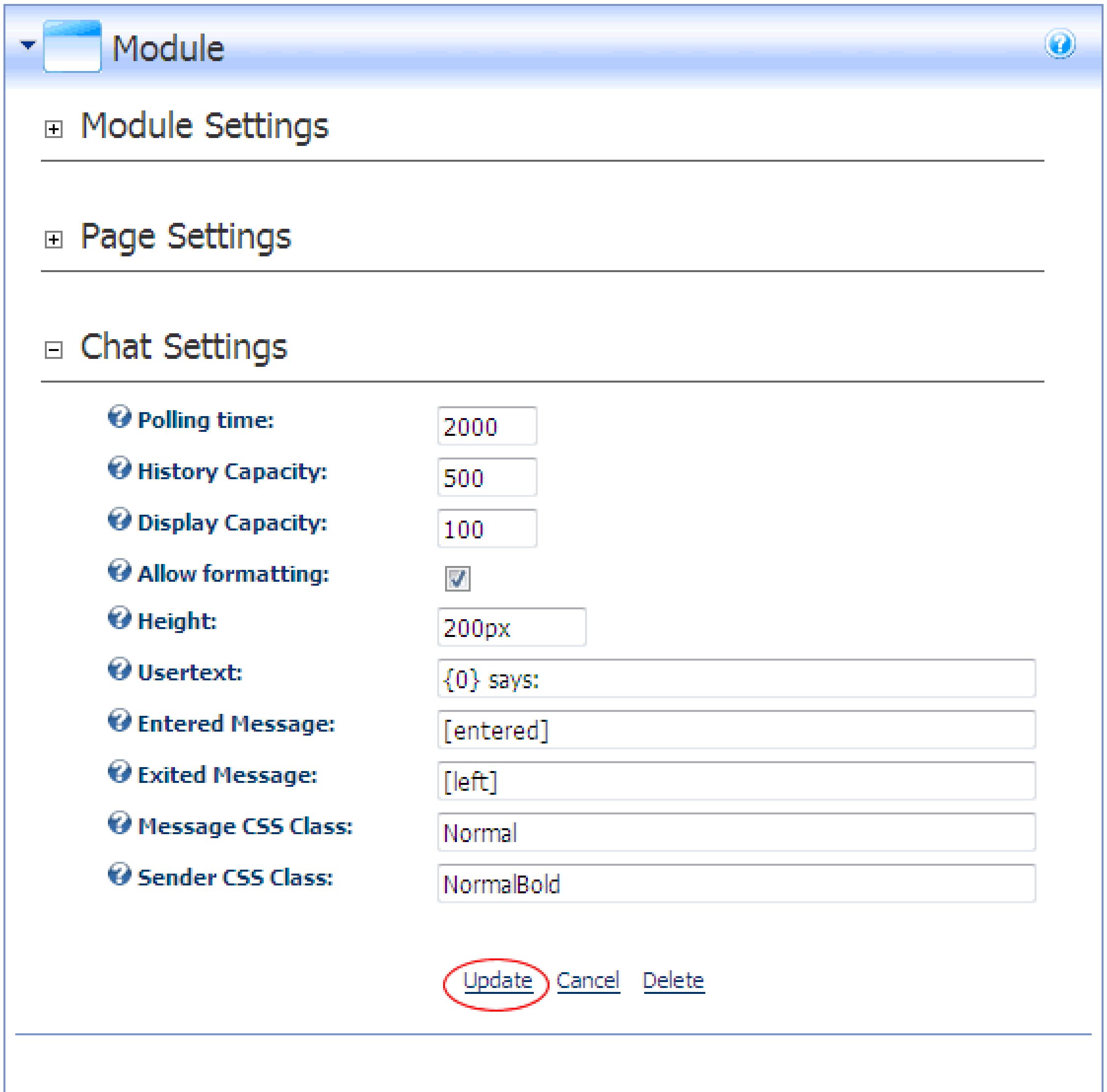

Module
Module Settings
In this section, you can define the settings that relate to the Module content and permissions (ie. those settings that will be the same on all pages that the Module appears).
Basic Settings
Module Title:
Chat
Permissions:
Filter By Group:
< Global Roles >
View Module Edit Module Join Chat
Administrators
All Users
Chat Members
Forum Admin
Newsletter
Registered Users
Subscribers
Unauthenticated Users
View Module Edit Module Join Chat
Marley
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.

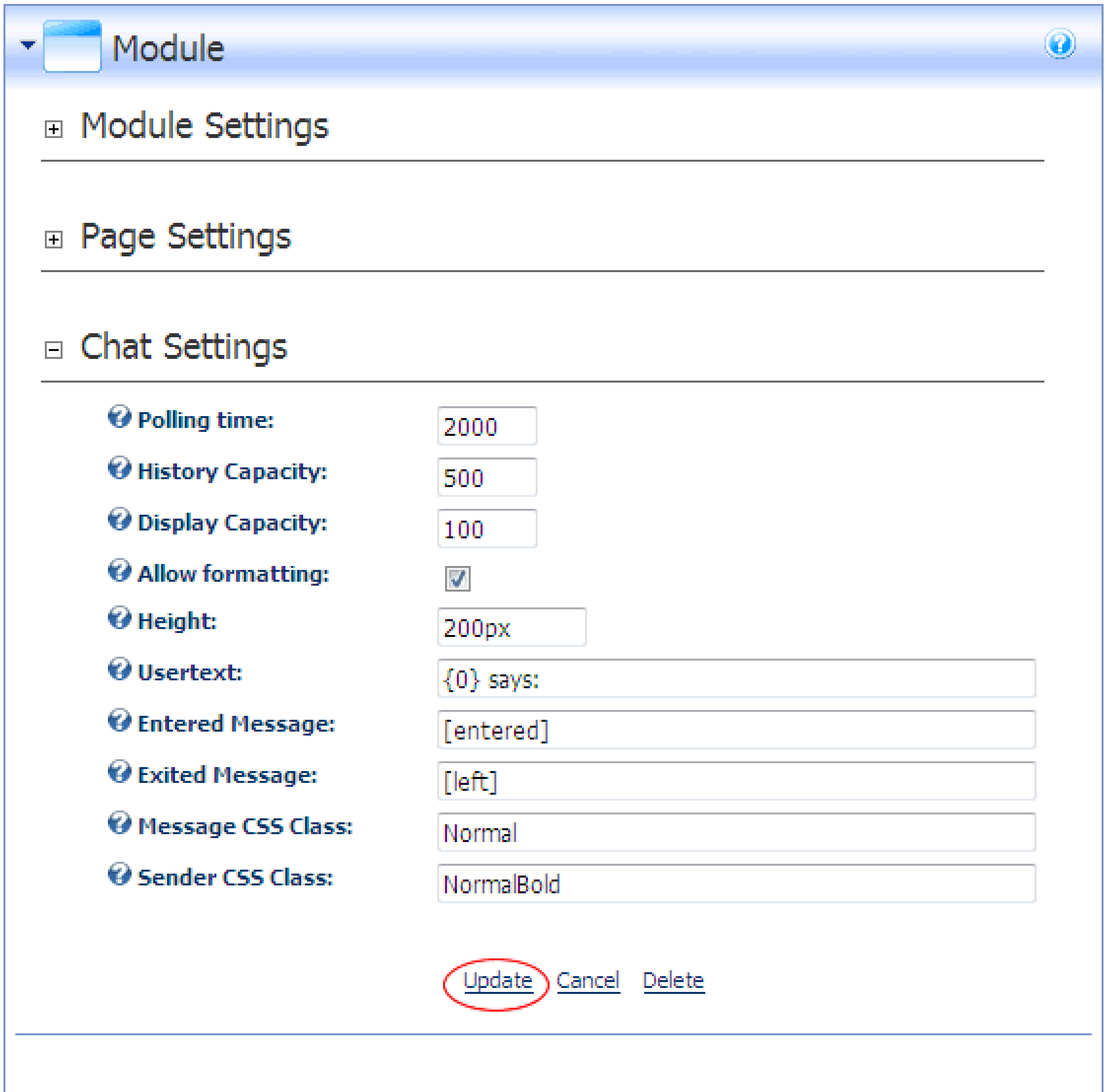


Setting Chat Formatting and Styles

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.



Setting the Chat Room Speed and History

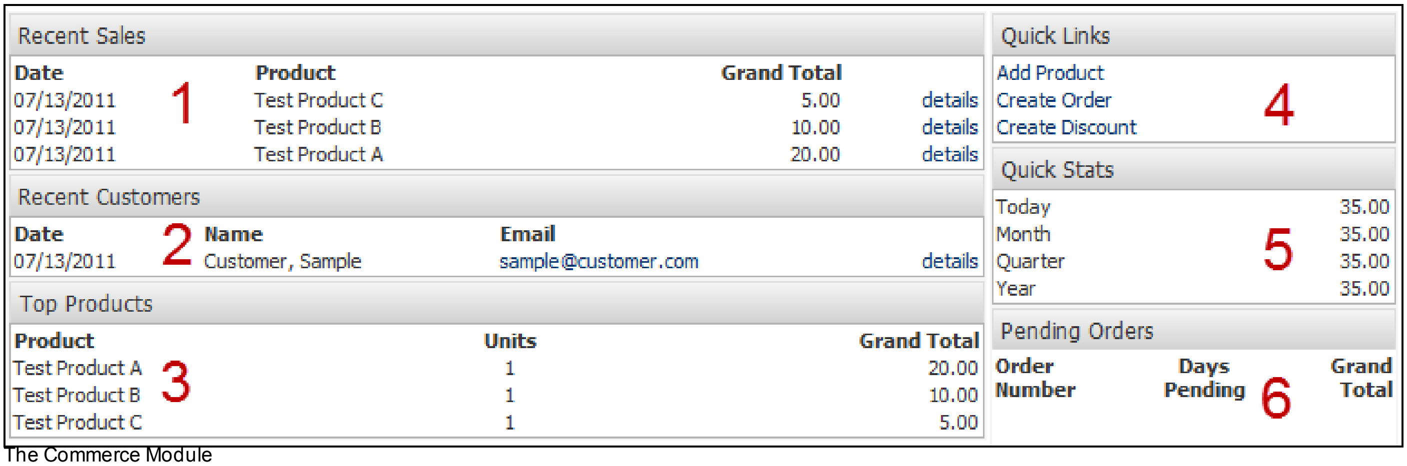
Commerce

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

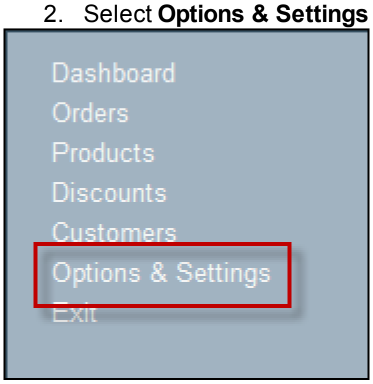


The Commerce Module

Configuring the Commerce Module

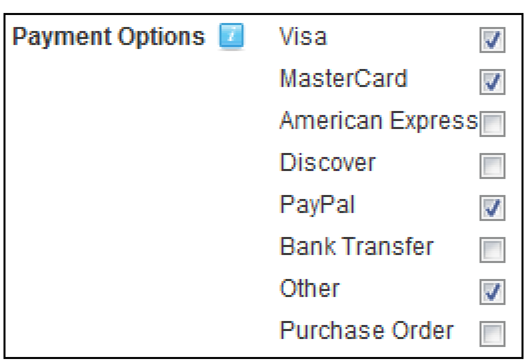
How to configure the commerce module.

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.



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.

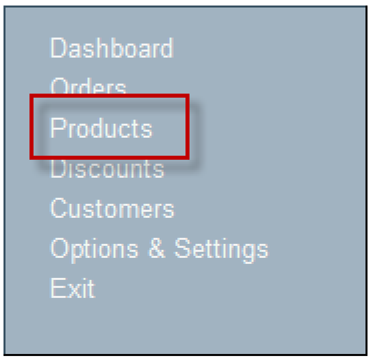
    a. In the **Account ID** text box, enter your PayPal ID. This information will come directly from the PayPal Web site.

    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.

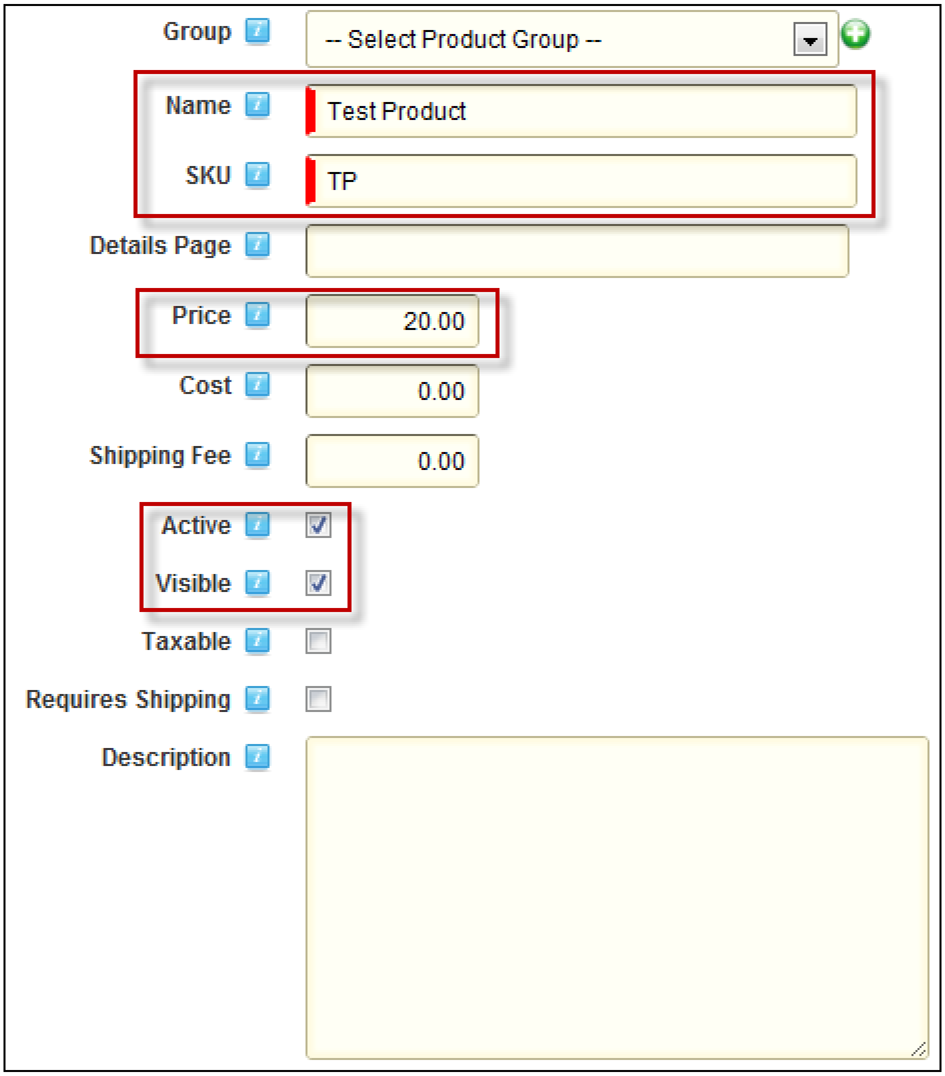
10. **Required.** In the **Name** text box, enter the name of your product.

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.



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.

---

*Tip: Clicking the **Buy Now** button will add the "Test Product" to the Shopping Cart and begin the purchase process.*

Purchasing a Product

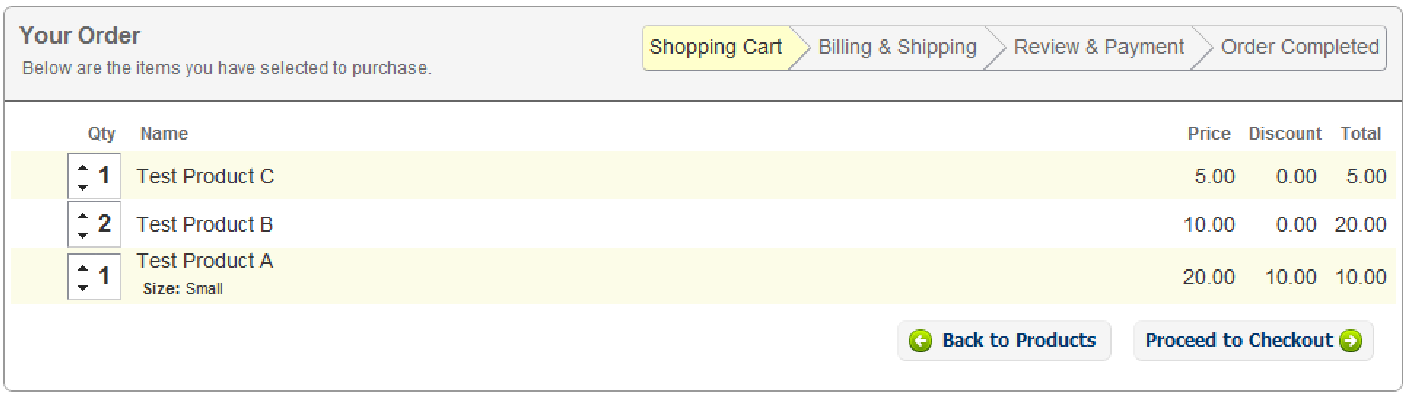
An overview of the functionally available when purchasing a product and the purchasing process using the Commerce module.

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.

Shopping Cart

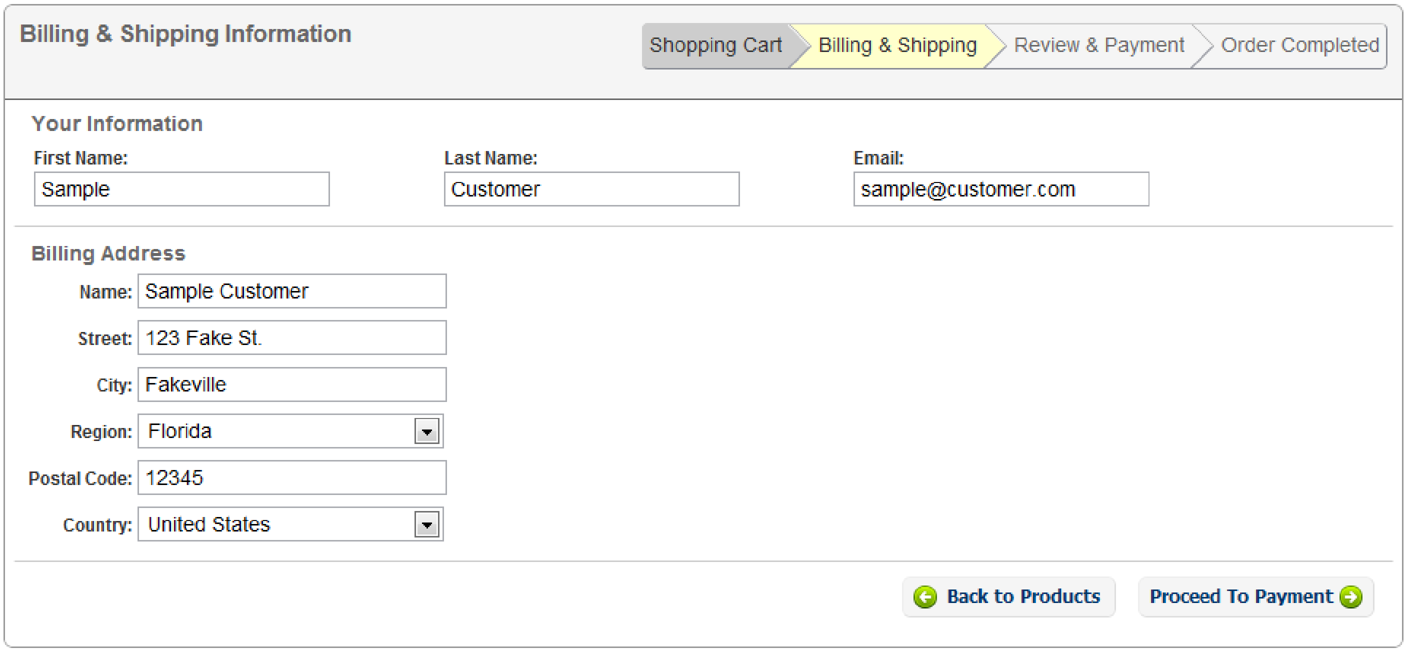


- **Delete**: Hovering over a product will cause a small gray X icon to display. Clicking the icon will remove the product from the shopping cart.

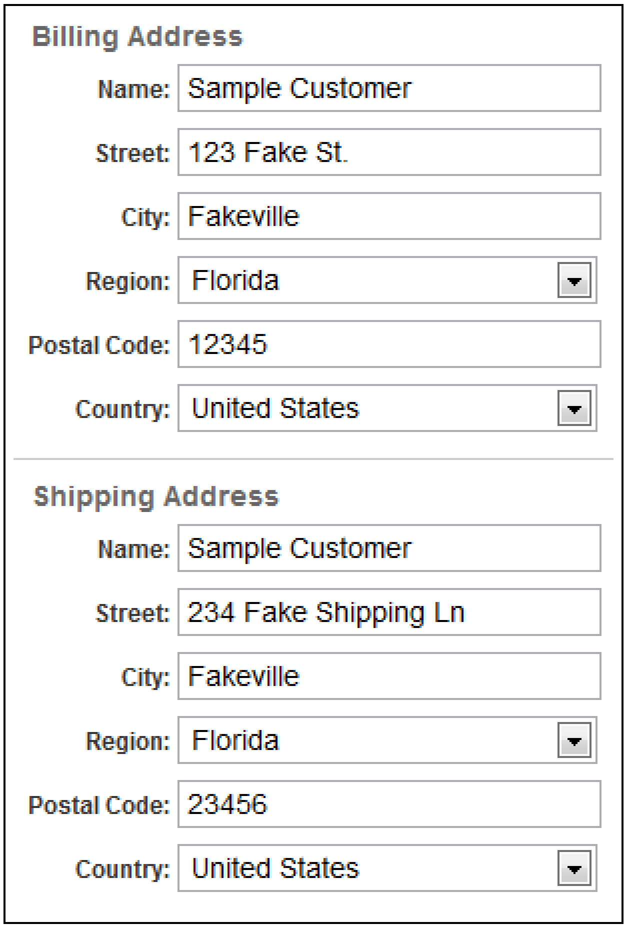
- **Qty**: The quantity of the product being purchased. The number can be adjusted by clicking the up and down arrows, after the product has been added to the cart.
- **Name**: The name of the product.
  - **Properties**: The values entered for the product's properties will be displayed below the name.
- **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:



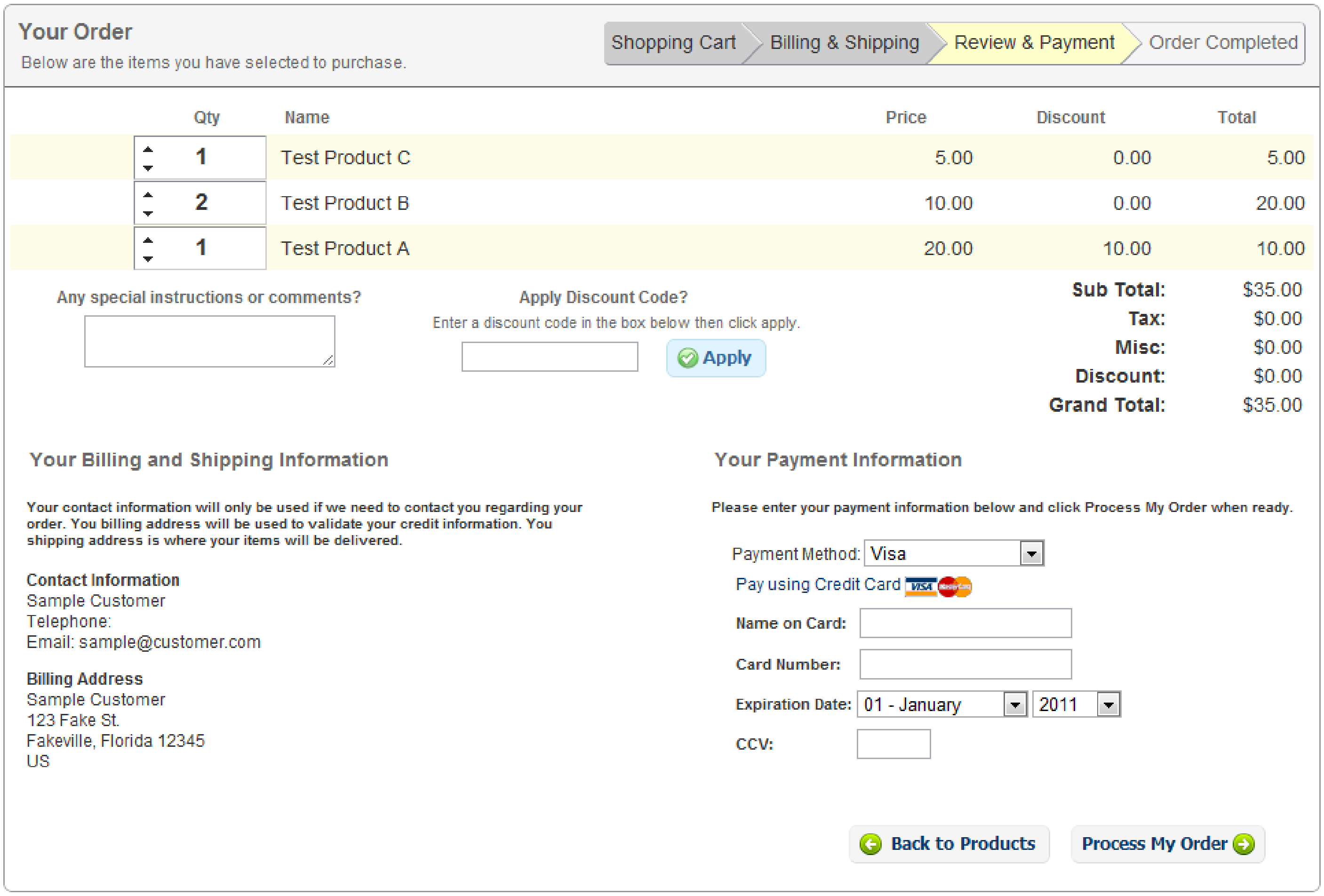
- **Your Information**:
  - **First Name**: Entered by the customer.
  - **Last Name**: Entered by the customer.
  - **Email**: The customers email.
- **Billing Address**: This will usually need to be the address on file with the customer's credit card company.
  - **Name**: Enter the full name.
  - **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.



- **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

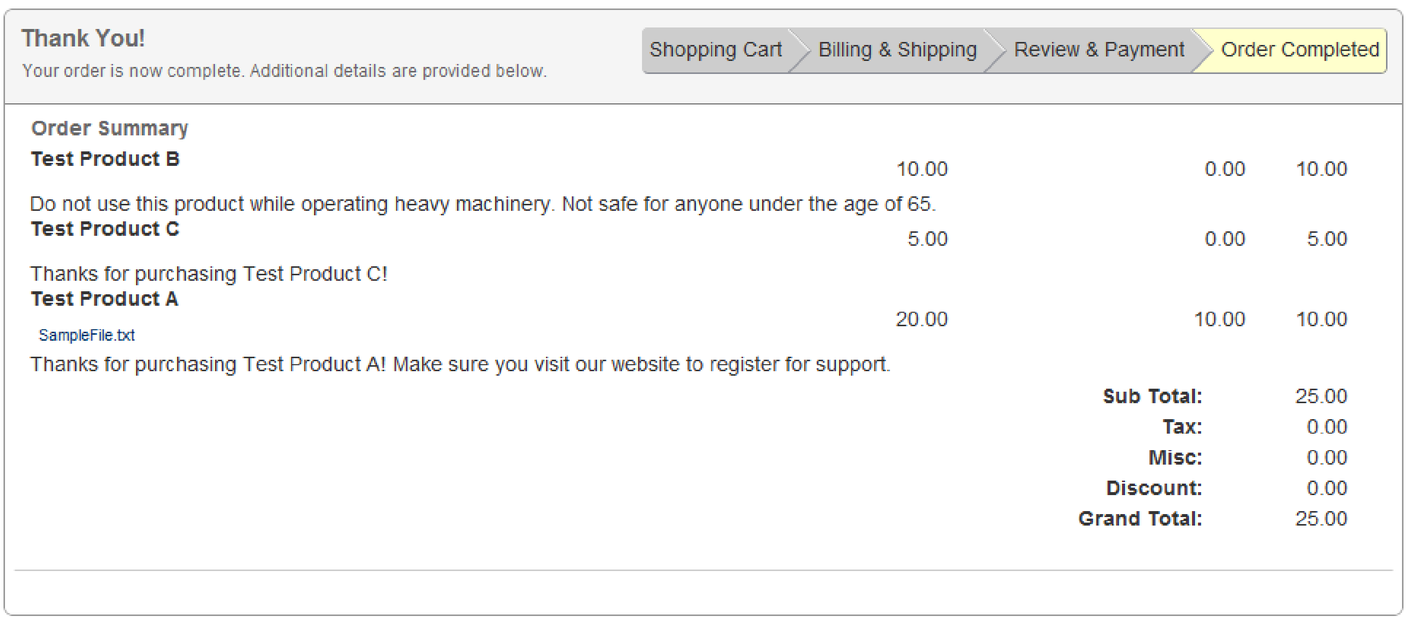
An overview of the Review and Payment page and how to complete the required fields.



- **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



- **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?

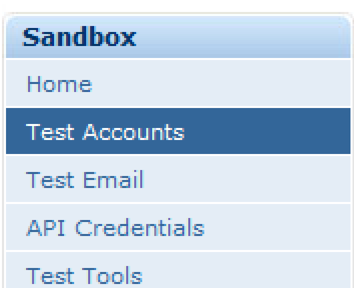
A: This information will be available in the Wiki on www.dotnetnuke.com.

Q: How do I create a PayPal test account?

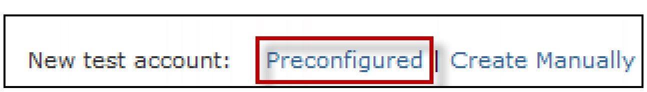
A: Complete the below tutorial:

1. Navigate to https://developer.paypal.com/
2. Click the orange **Sign Up Now** button.

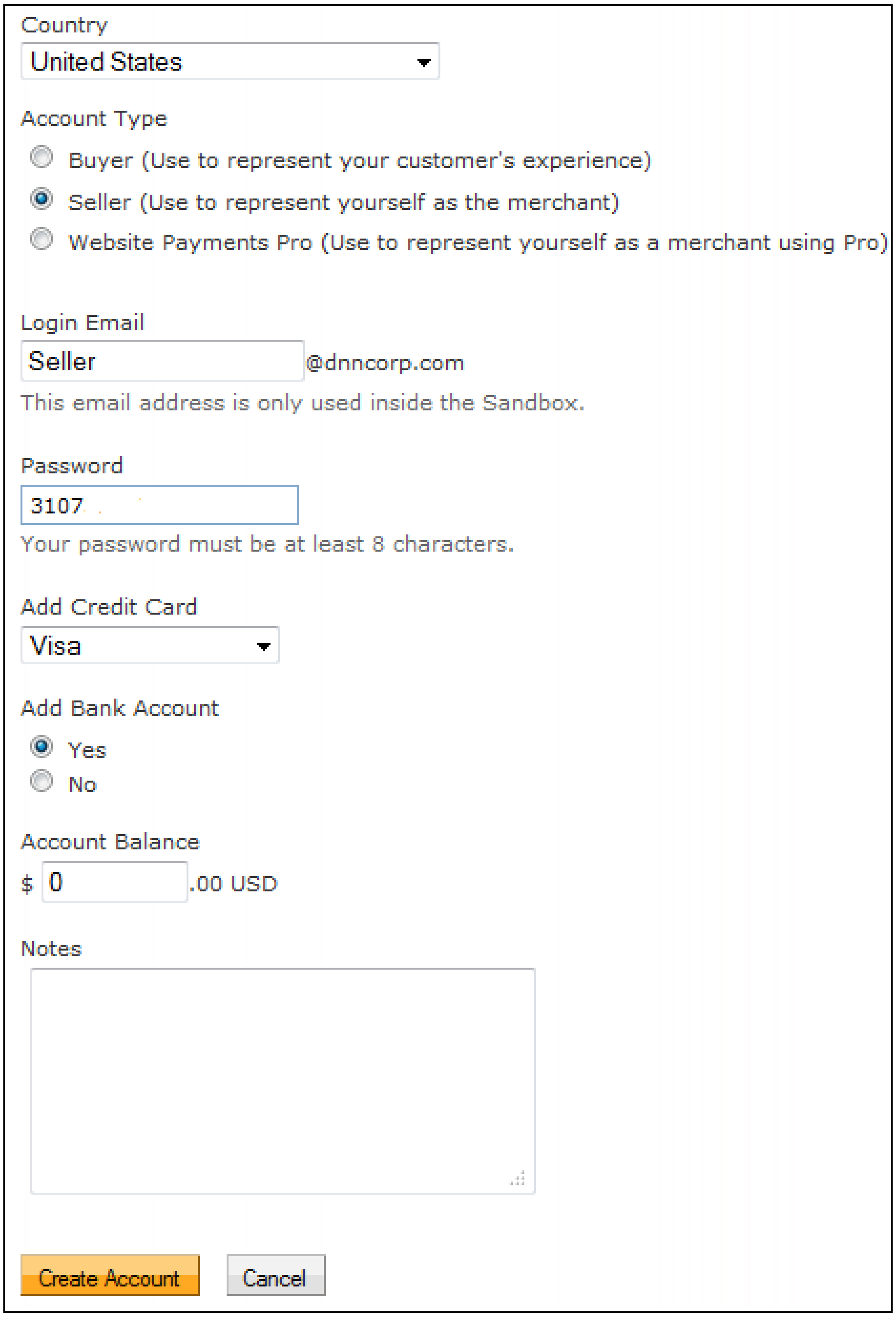
3. Complete the required fields. You should use a valid email address, but not one associated with a live PayPal account. Click Agree and Submit when finished.
4. PayPal will send an email to you. Locate the email and click the link to verify your email address.
5. Login with the new account.
6. Click **Test Accounts**.



7. Click New Test Account: Preconfigured

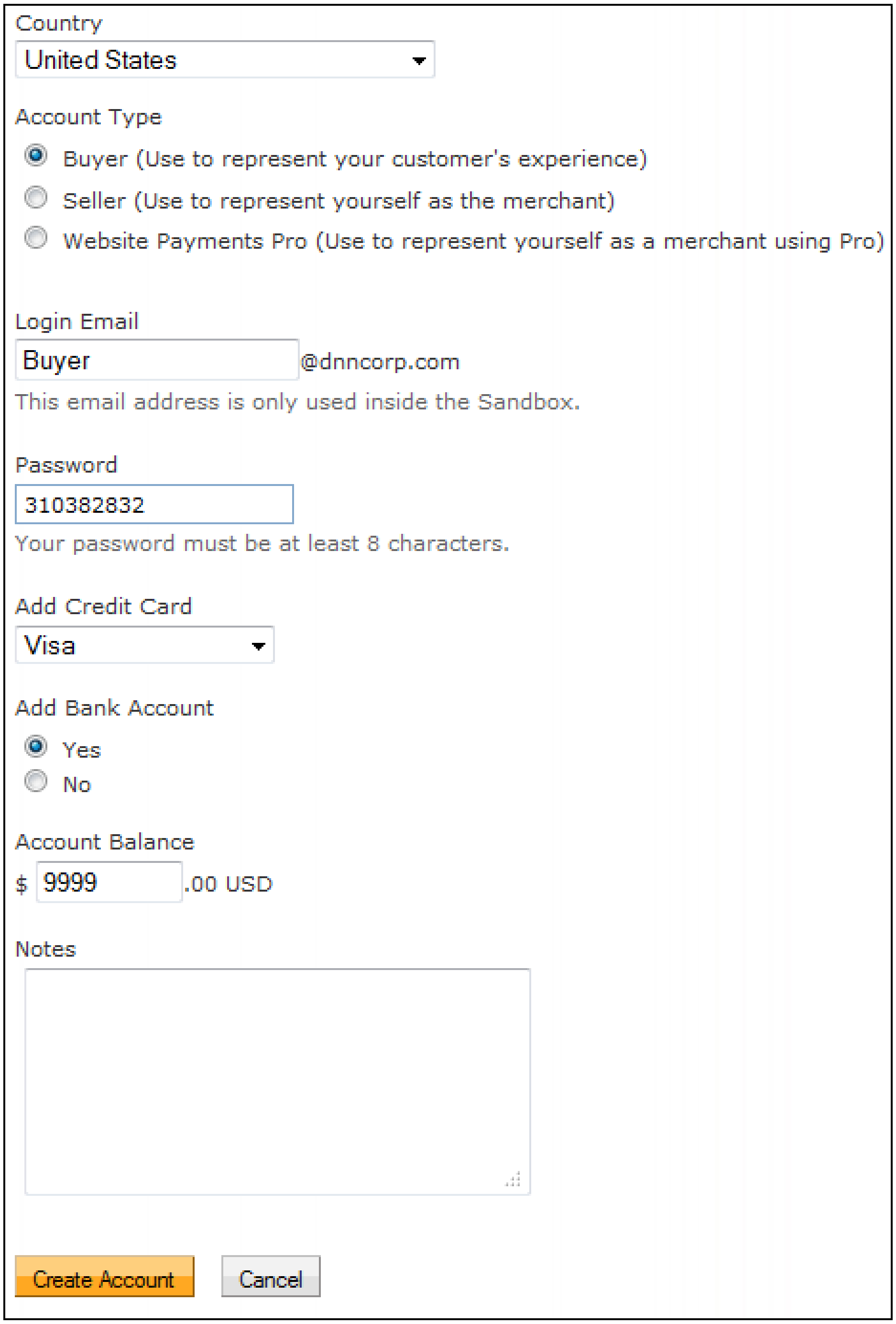


8. Set the Account Type to **Seller**. The email address is only used in the sandbox test area, so choose something you will remember. The password will probably change when you reset the test account later, so write this down. Add a bank account and a credit card, to make sure the account is "verified".



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.



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.

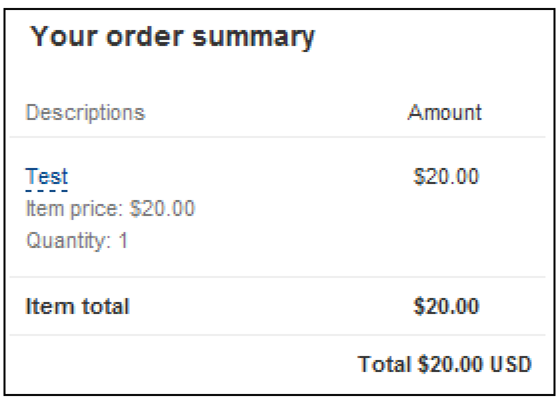
17. Close the Sandbox Test Site window, but do not logout of the Sandbox account. You will need to remain logged in to https:/-/developer.paypal.com/ while doing any PayPal testing.

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.



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.

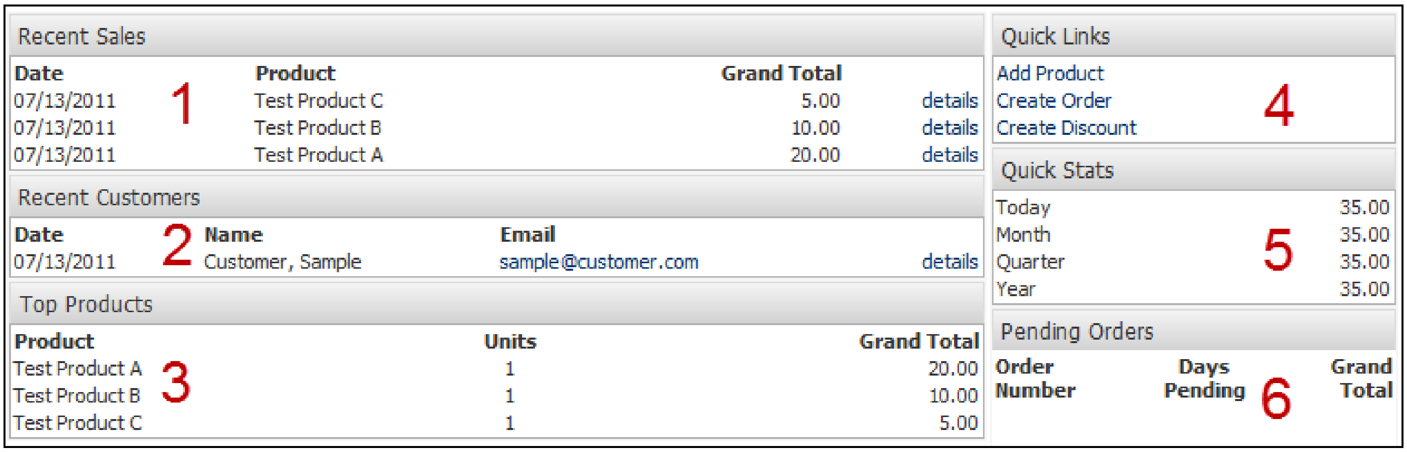
27. Viewing the Order Details > Post Purchase Log will show information about the transaction. There should be an IPN Received entry if it processed correctly.

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.



1. **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.

2. **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.

3. **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.

4. **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.

5. **Quick Stats**: This section shows the total sales figures for the current day, month, quarter and year.

6. **Pending Orders**: This section displays orders that have been initiated but not completed. Purchases that have not received a payment are considered pending.

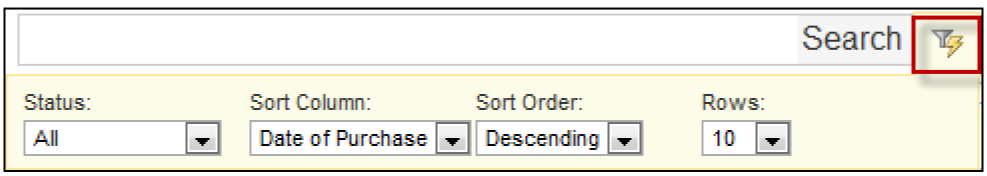
Commerce Control Panel - Orders

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.

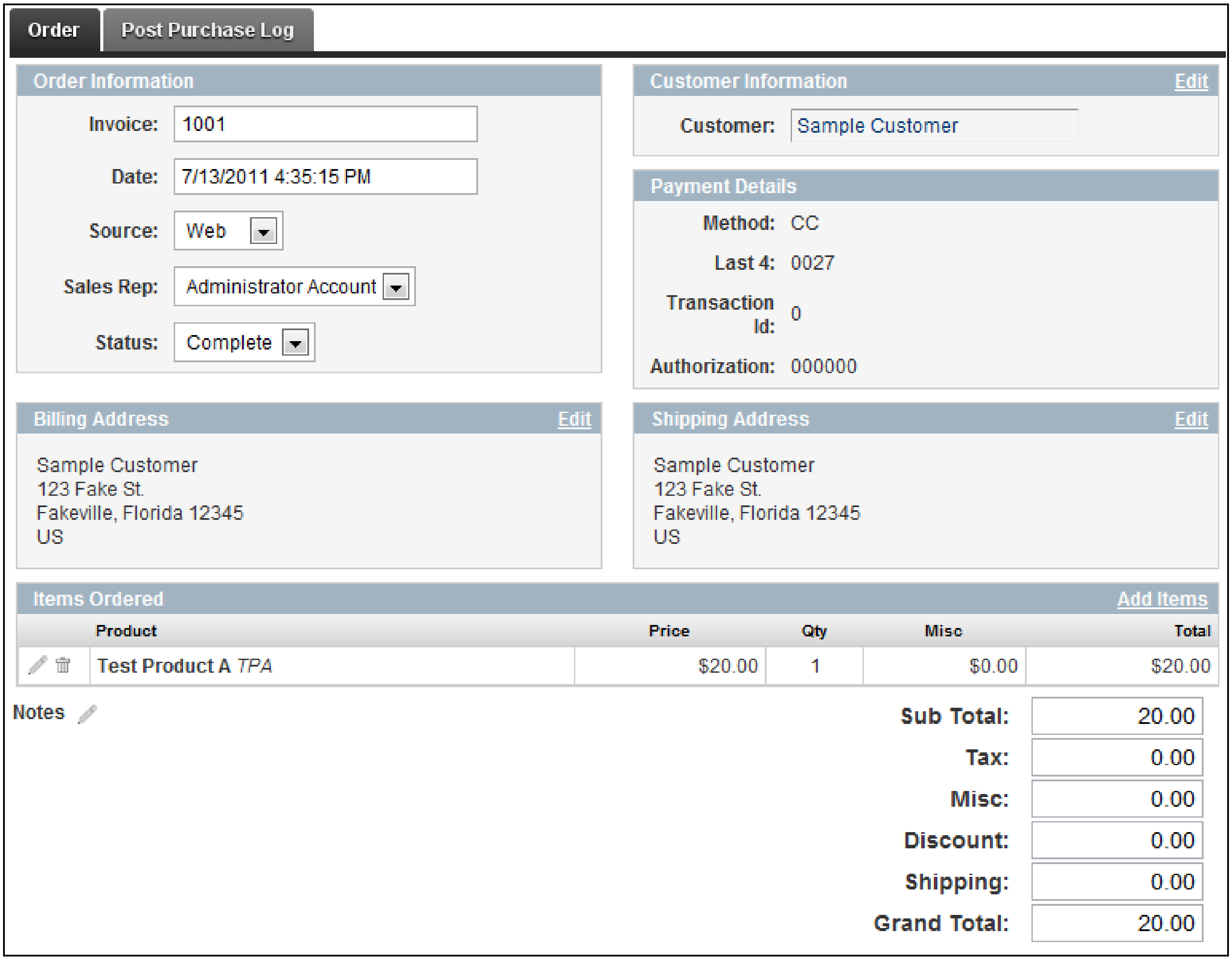
Search: The search box allows you to enter a customer name, order number, or grand total amount to filter the list. The order list will instantly display the filtered results of your search as you type.

Search Options: Clicking the small lightning bolt icon to the right of the Search button will expand the search options.



- **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.

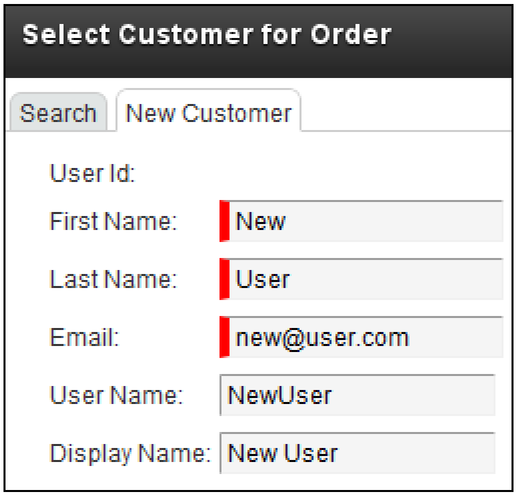


Order Information

- **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

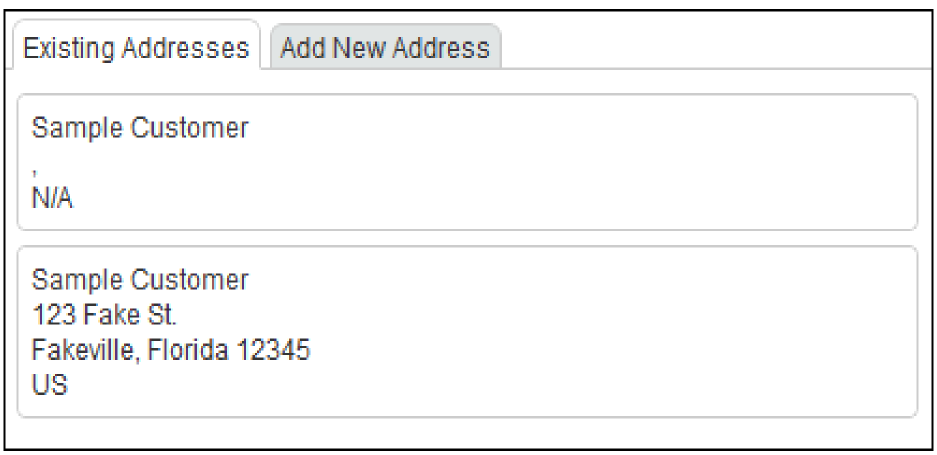
- Clicking on the name will lead to the customer's details view.
- Clicking edit will display a screen used to select a customer to associate with the purchase.
- If the customer does not exist as a DNN user, the New Customer tab can be used to create a new user to attach to the order.



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.

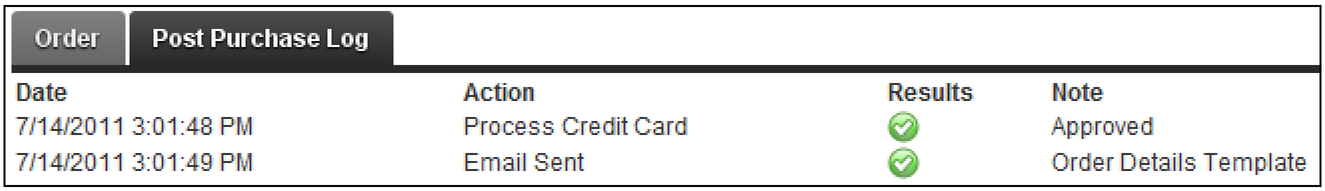


Shipping Address: The shipping address for the customer. This might be the same as the billing address. Clicking the pencil will display the currently available addresses, and the option to add a new address.

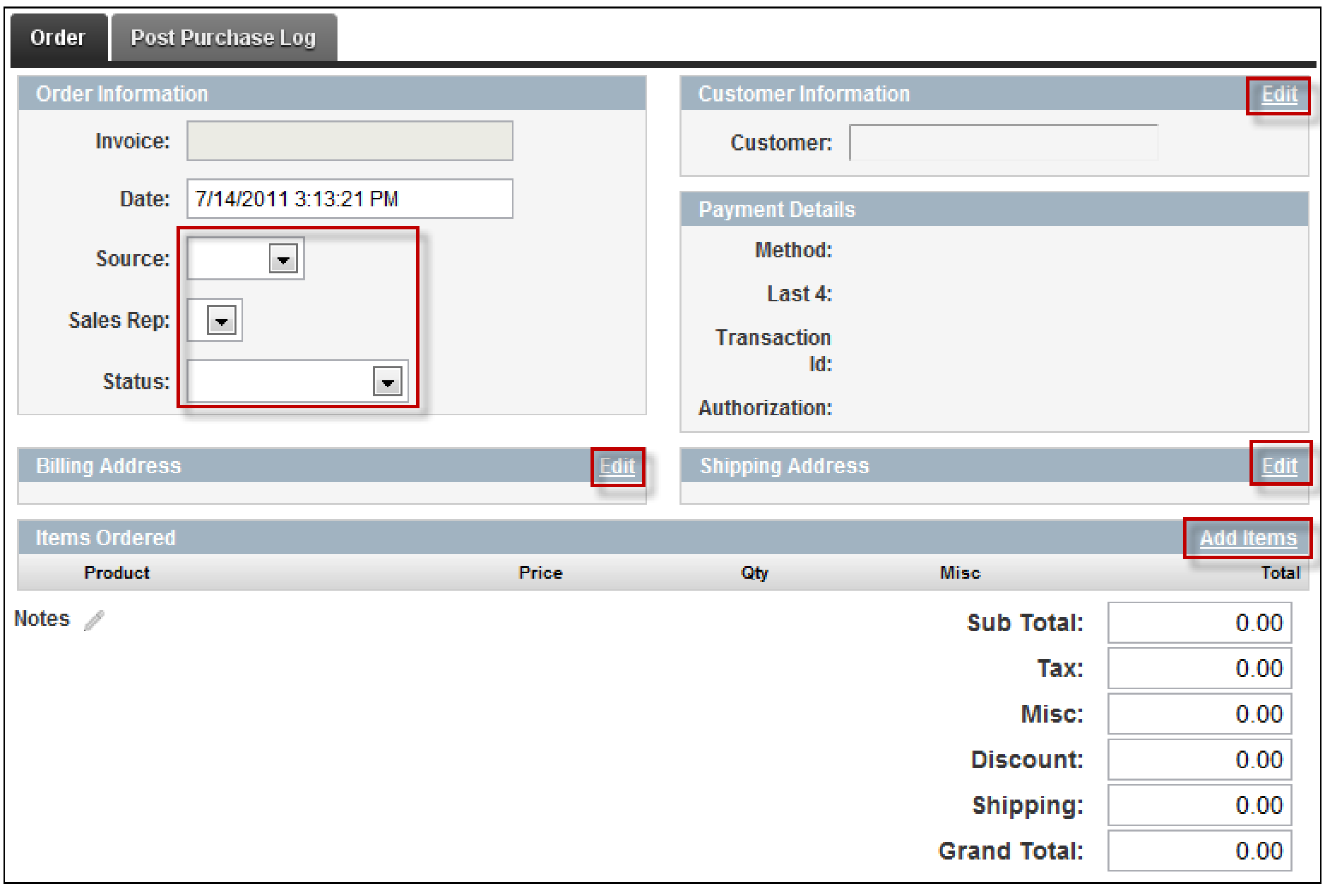
Items Ordered List: Below the header is a list of the products included in the current order. Listed here is the name of the product, per unit price, quantity purchased, miscellaneous fees and the total price per product.

- 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.

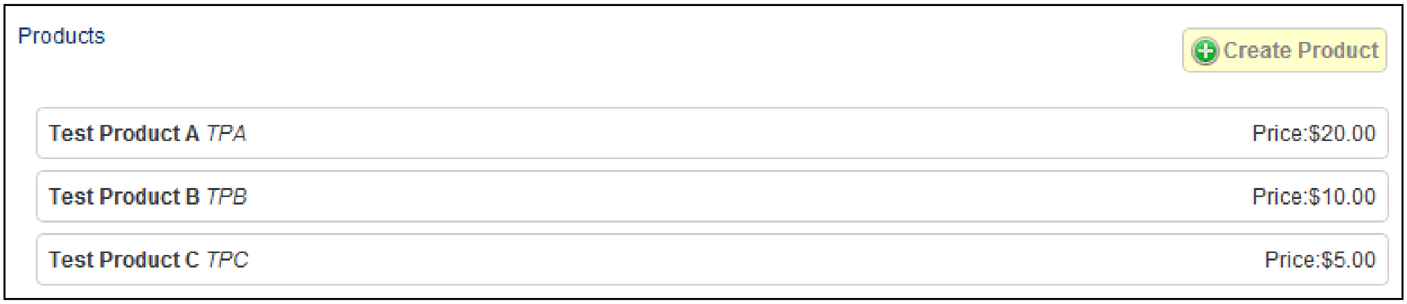


Create Order: Clicking the **Create Order** button on the order list will display a blank Order Details page. When creating an order it is important to complete as many fields as possible. The various Edit buttons and Add Items button, in addition to the drop down lists are used to add content.



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.

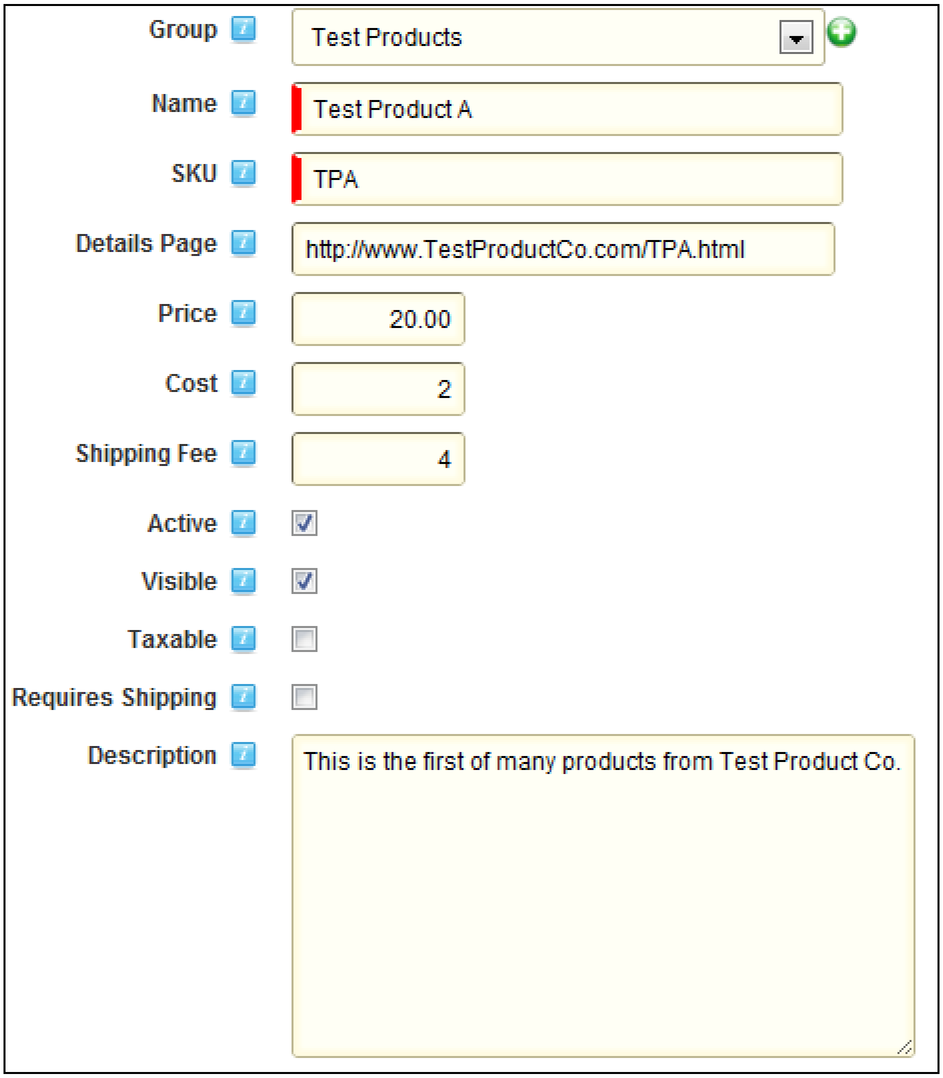


Product List: The products page displays a list of all the available products. Clicking on an individual product will display the product details.

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.

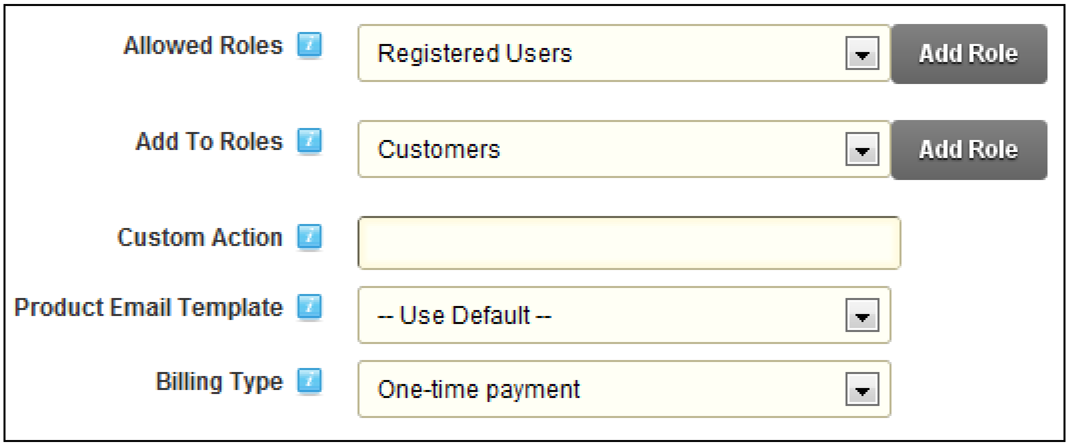
Product Details

- **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.

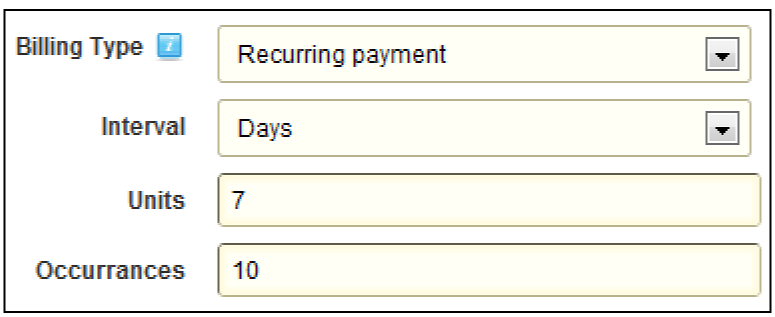


Product Options

- **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**

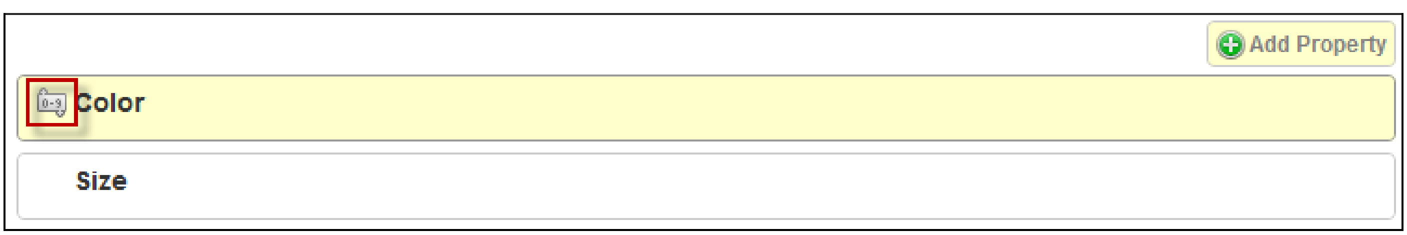


- **One-time Payment**: A typical situation where a customer pays once, then receives the product.
- **Recurring Payment**: Used for subscriptions or products that require multiple payments from the customer.
  - **Interval**: Select Days if you want the payment to occur after a specific number of days 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.



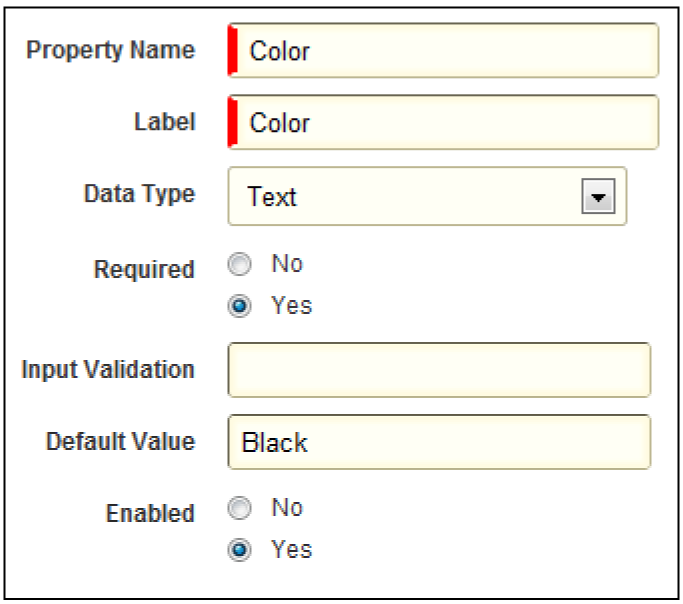
Note: The interval, units and occurrences work together to control the schedule of recurring payments. Example: If the values “Days”, “7”, and “10” are entered, then the customer will be billed every 7 days, starting 7 days after the initial purchase, until a total of 10 additional periodic payments 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”.

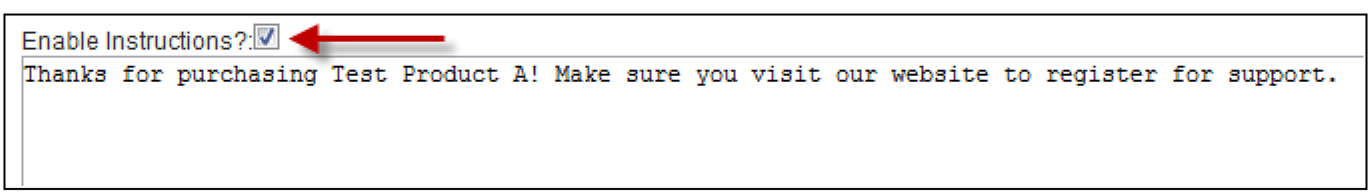


Property List: A list of existing properties for the product. Clicking the name of a property will display the Property Editor. Click and drag the small 0-9 icon to change the order of the list.

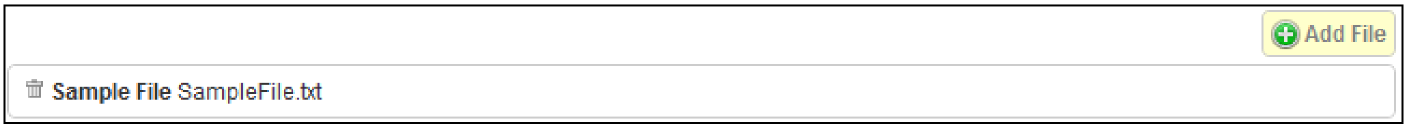
- **Add Property**: Clicking the Add Property button will display the Property Editor.
    - **Property Name**: A short name for the product property.
    - **Label**: The localized value that will be displayed to the customer during the purchase process. It may be the same value as the property name.
    - **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.



- **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.



- **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.

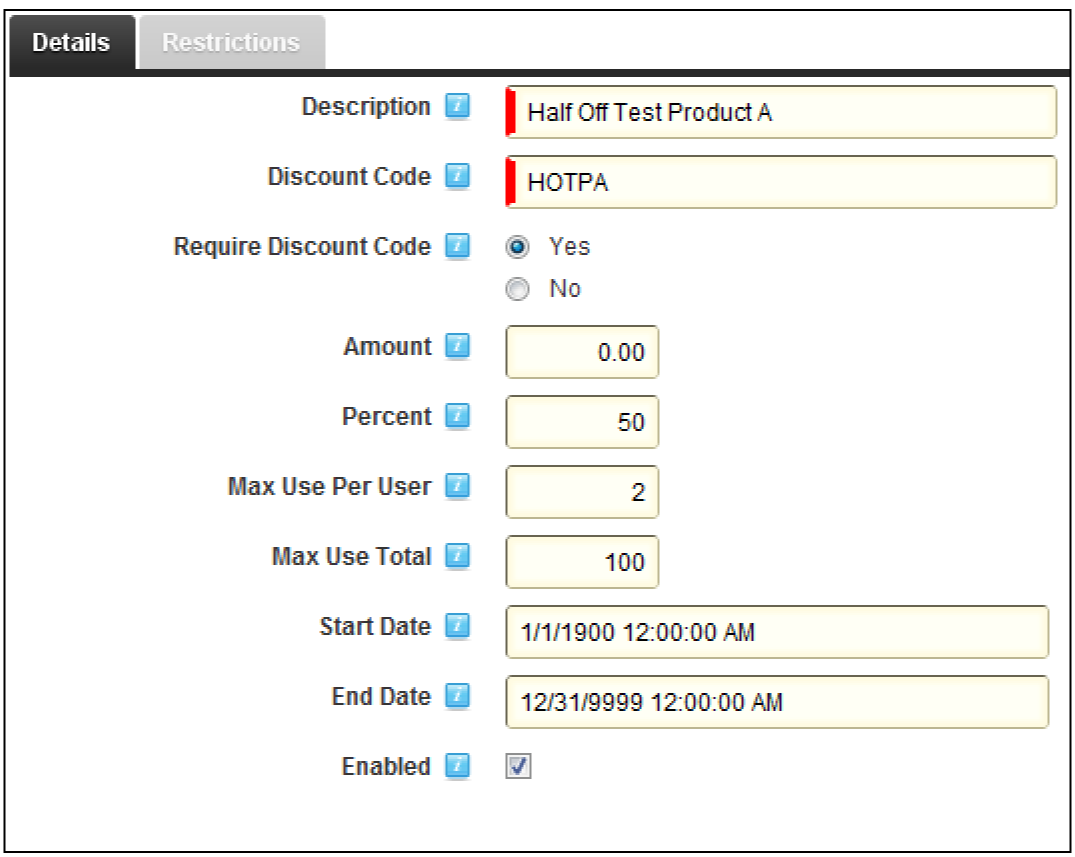


Commerce Control Panel - Discounts

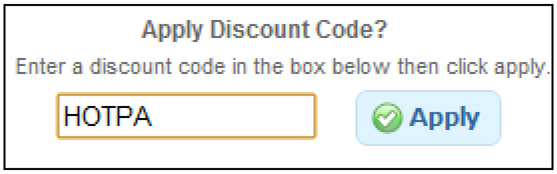
The Discounts section of the Commerce module Control Panel includes two types of discounts. Coupon Codes can be applied during the purchase process to reduce the price of a product. Default Discounts are temporary price decreases that are automatically applied to specific products.

Create Discount: Clicking **Create Discount** will display an empty Discount Details page, enter all the information described below then click save.

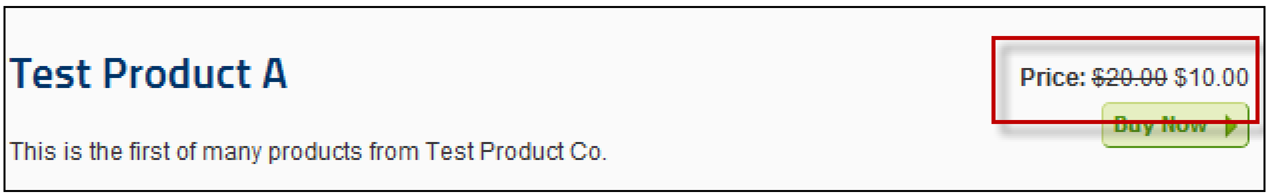
Discount Details: Clicking on a discount in the list will display the discount details.



- **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.

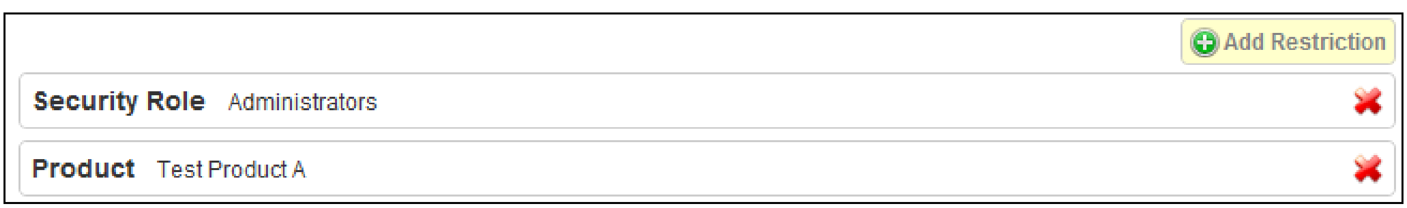


  - If **No** is selected, the discount will be a Default Discount. It will automatically reduce the price of applicable products. A Specific Product Discount Restriction must be added in order to activate a Default Discount.



- **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.

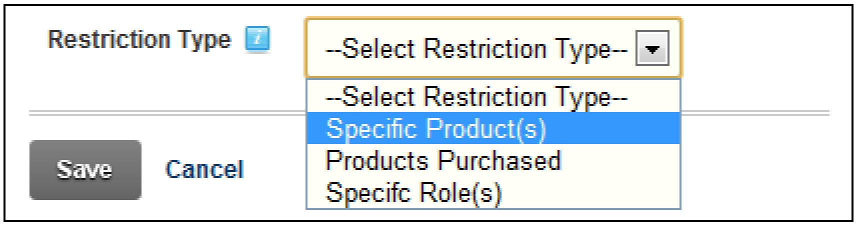
Discount Restrictions



Restriction List: Click the red X to delete a restriction.

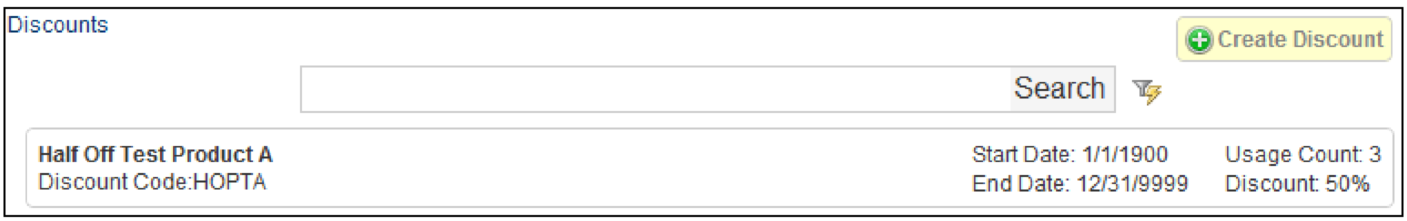
Add Restriction: Click the Add Restriction button to create a new discount restriction.

- **Restriction Type**: Select a type from the drop-down list.



- **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.

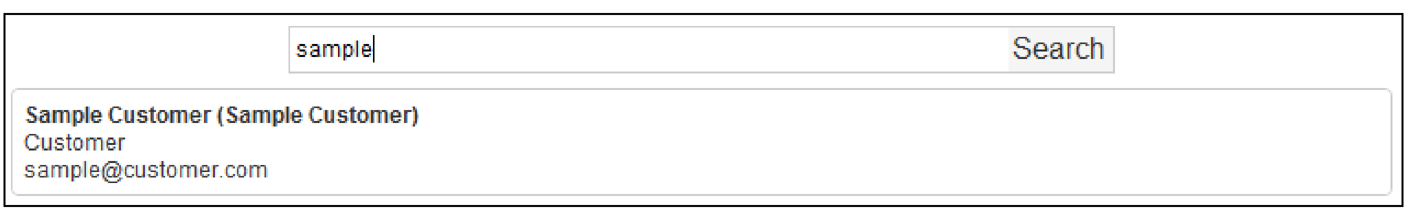
Discount List: A list of available discounts.



- **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.



Customer List

After searching, a list of customers will be displayed here. Click on a single user to display additional details.

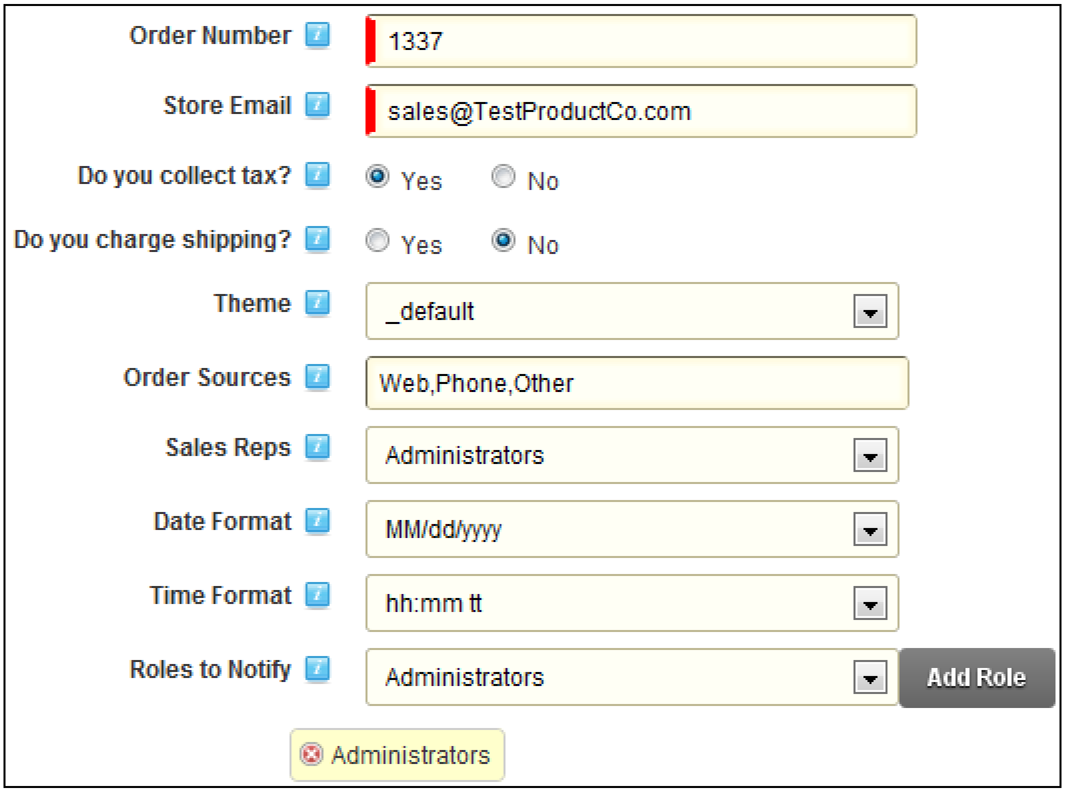
- **Search**: Enter the first few letters of a customer's first name, last name, username or display name. The results should be displayed instantly.

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.

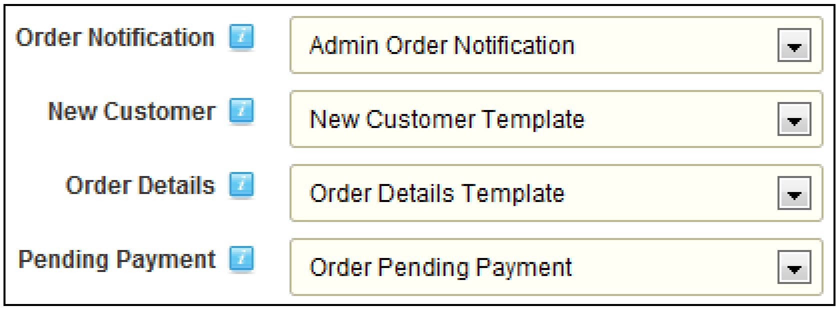
Configuring Module Options & Settings

How to configure the settings for the Commerce module.



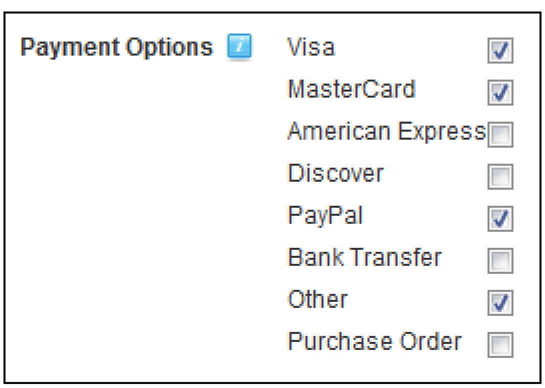
- **Order Number**: The number of the most recent invoice. If no purchases have been made, any number entered will be the starting point for invoice numbers.
- **Store Email**: The email address that appears as the “From” address in outgoing email notifications.
- **Do you collect tax?**: Toggle if sales 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.



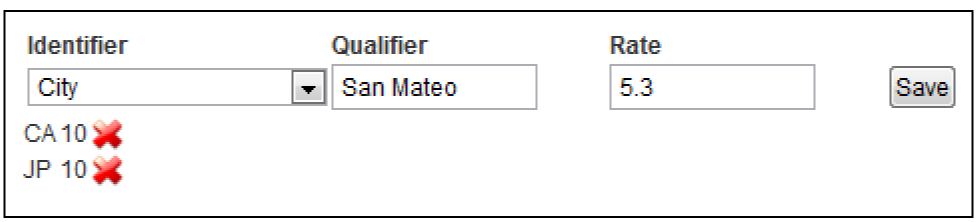
Payment Options

- **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.



- **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**: 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.

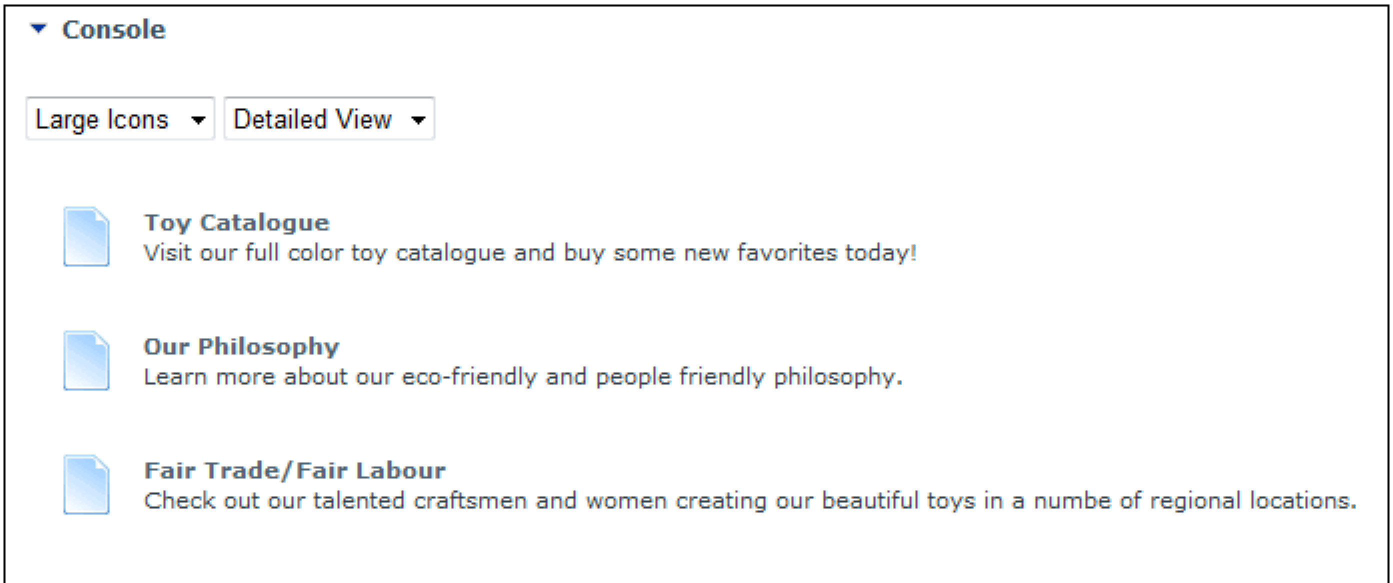
- **Edit**: Click the pencil and paper icon to change the name of an existing option.
- **Delete**: Click the red **X** to delete and existing option.
- **New**: Enter a name in the text box, then click Save to create a new option.

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

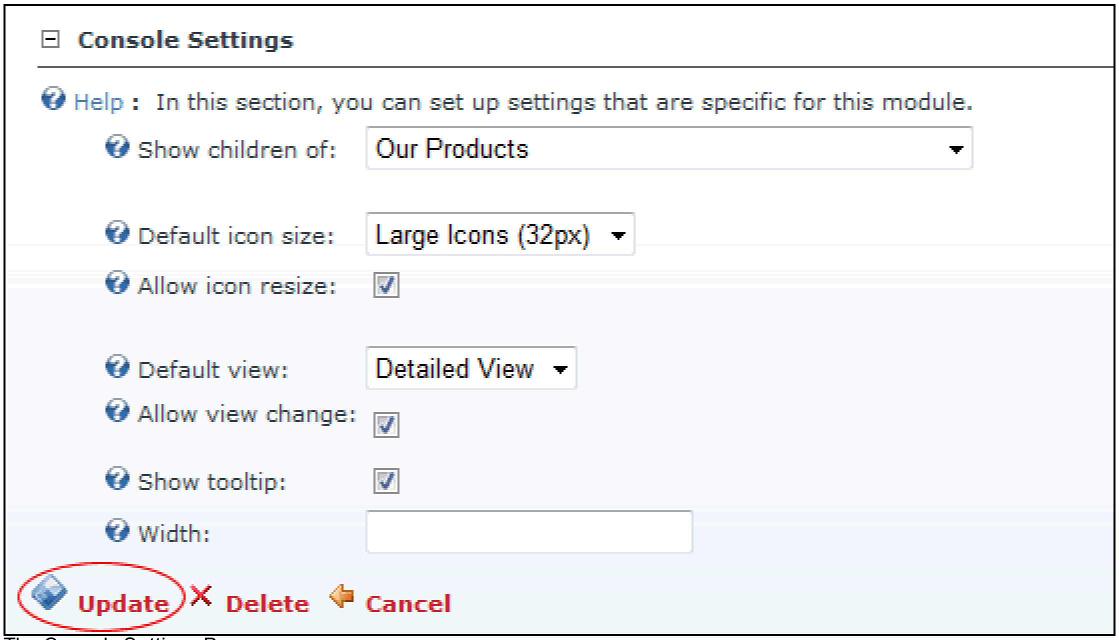
How to configure the module settings which are specific to the Console module.

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".

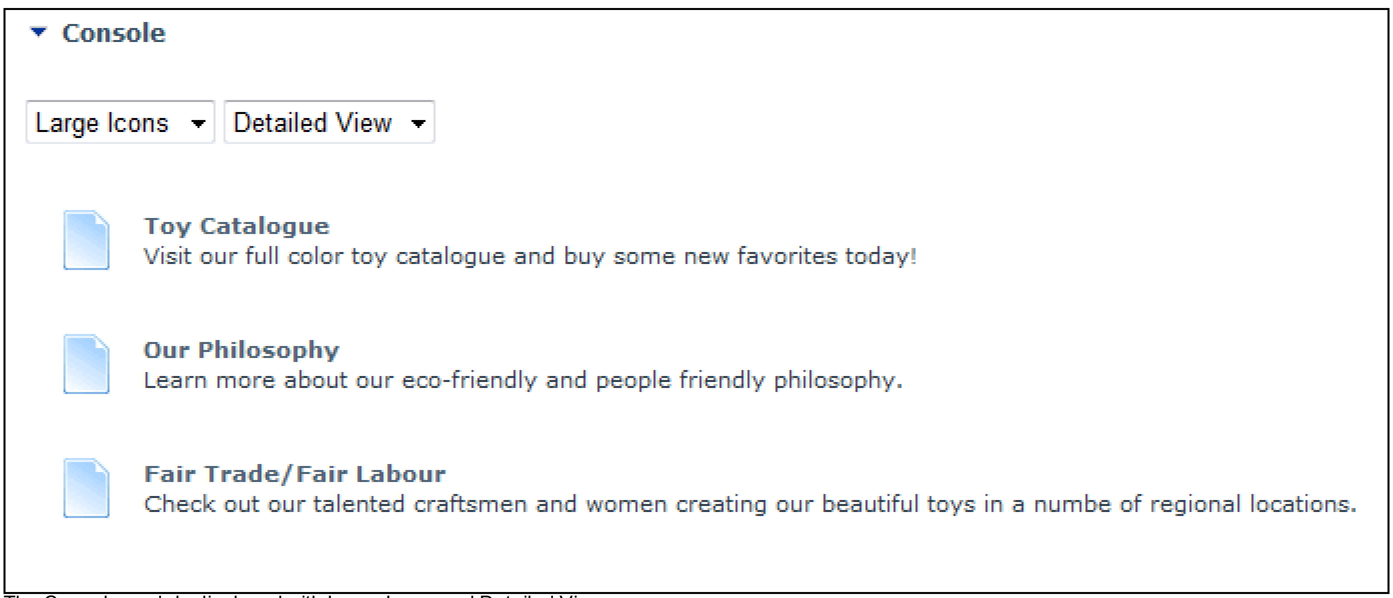
---

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.



The Console Settings Page



The Console module displayed with Large Icons and Detailed View

Document Library

About the Document Library Module

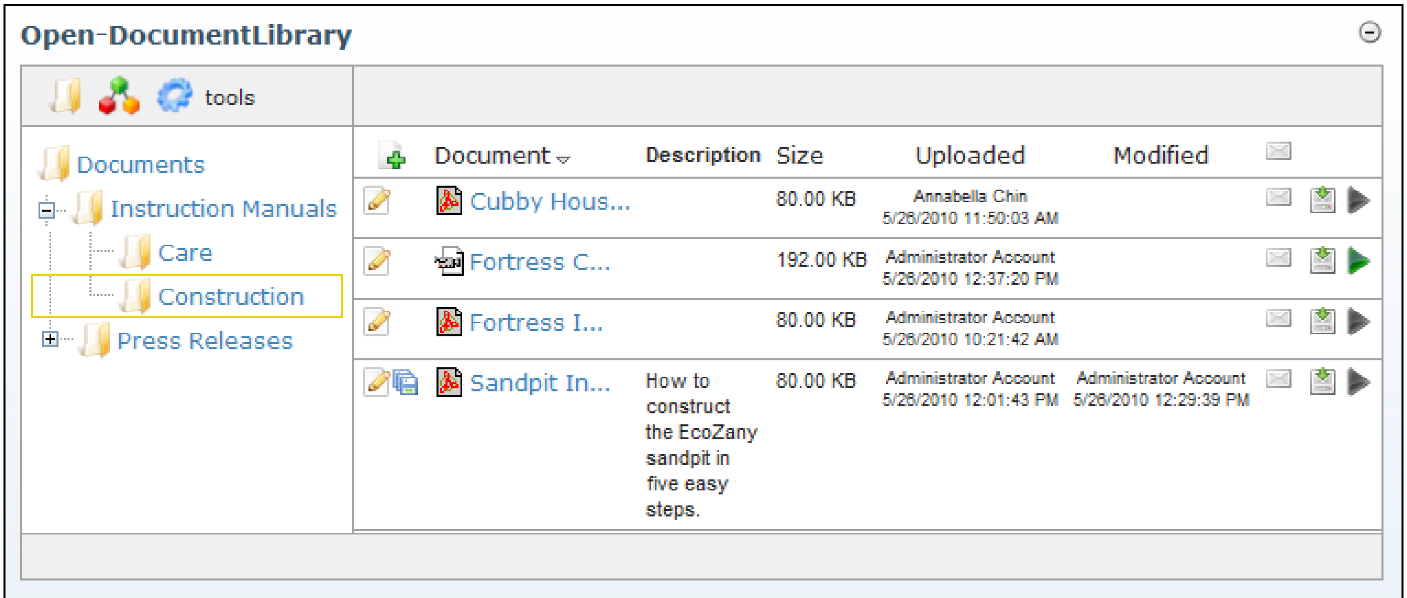
The Document Library (also referred to as the Open-Document Library module) module enables users manage and share documents in a flexible, intelligent way, offering granular control over Folder and Document access. The module offers the possibility to organize documents by physical Folder and by logical 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

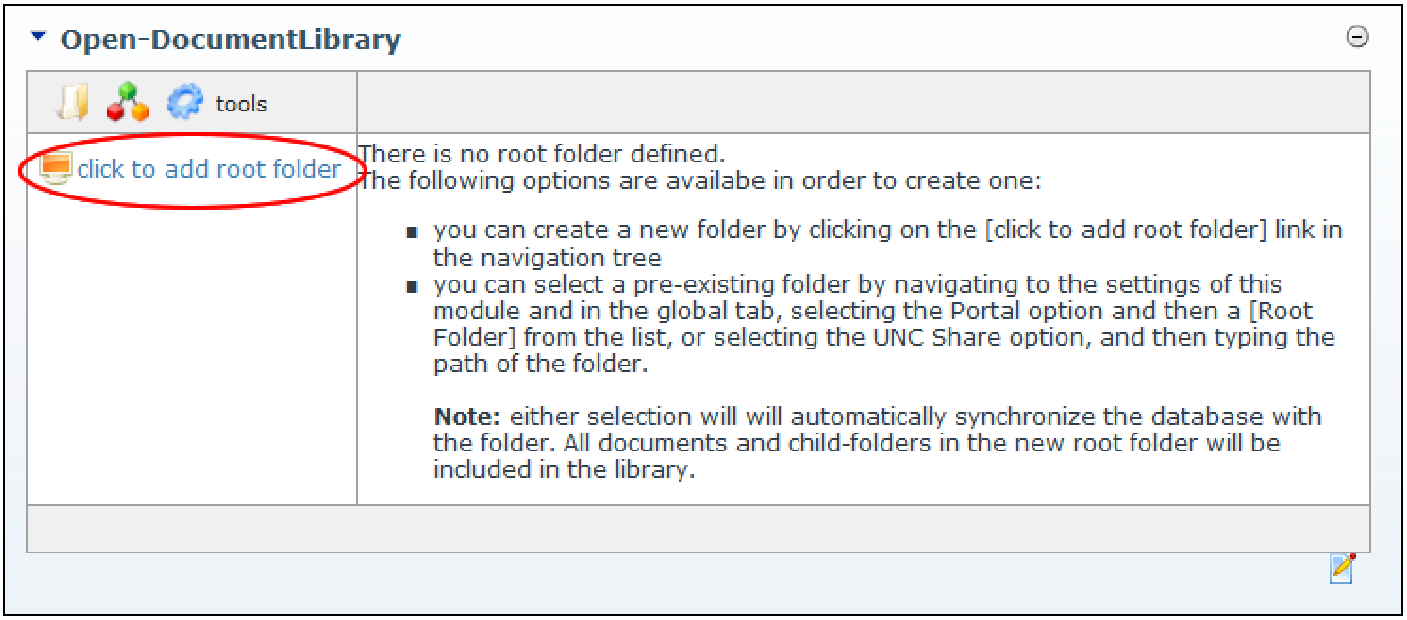
Configuration

Creating a Library from Scratch (Adding a Parent Folder)

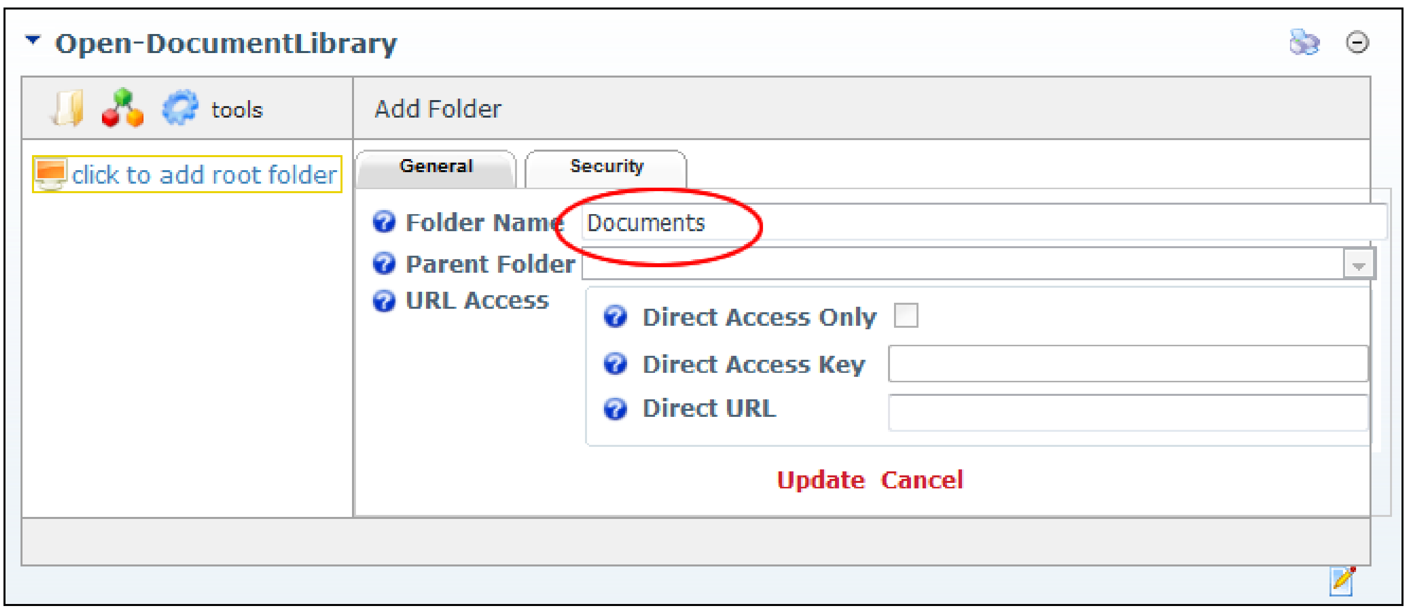
How to create a library from scratch by adding the first folder (also called the root folder) to the Document Library module. Multiple sub-folders (child folders) can be added beneath the parent category. Only Administrators can perform this task.

Important. Alternatively, to use an existing folder structure rather than create a library from scratch, see "Importing a Library".

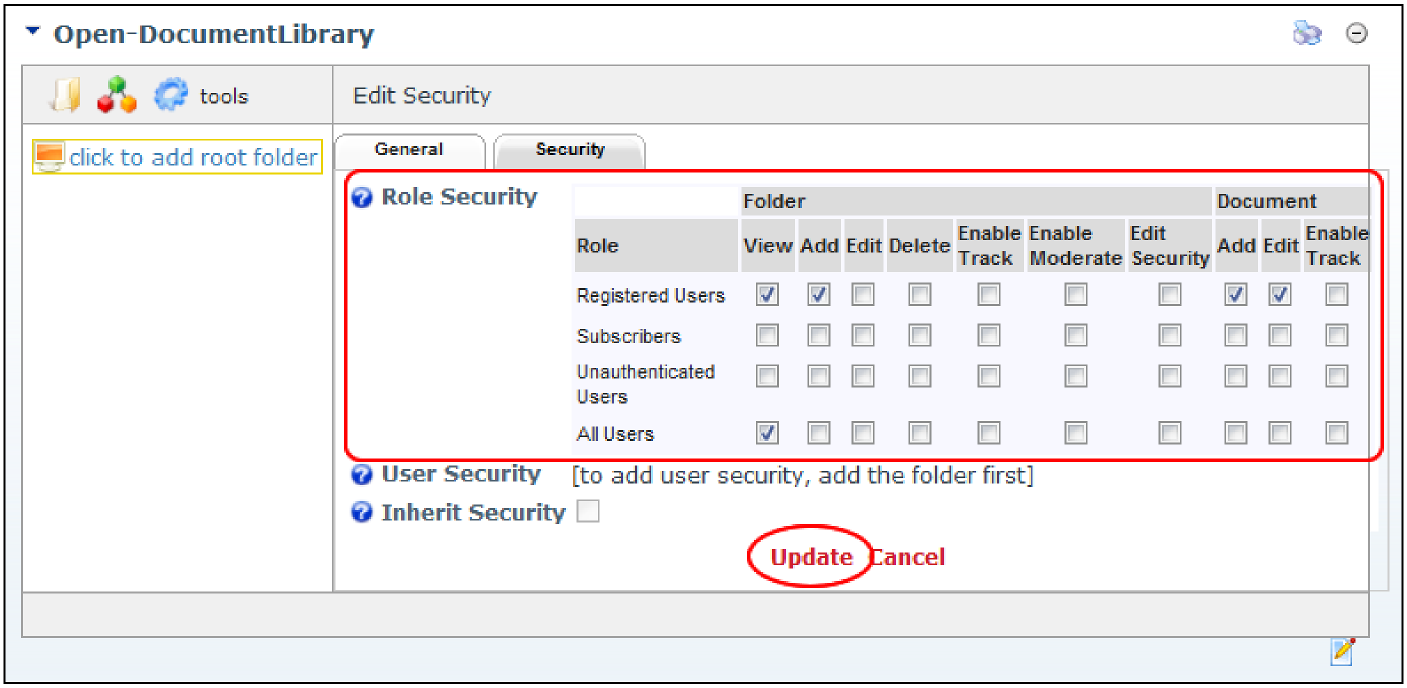
1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Click the Click To Add To Root Folder link in the navigation tree. This displays the Add Folder section.



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"

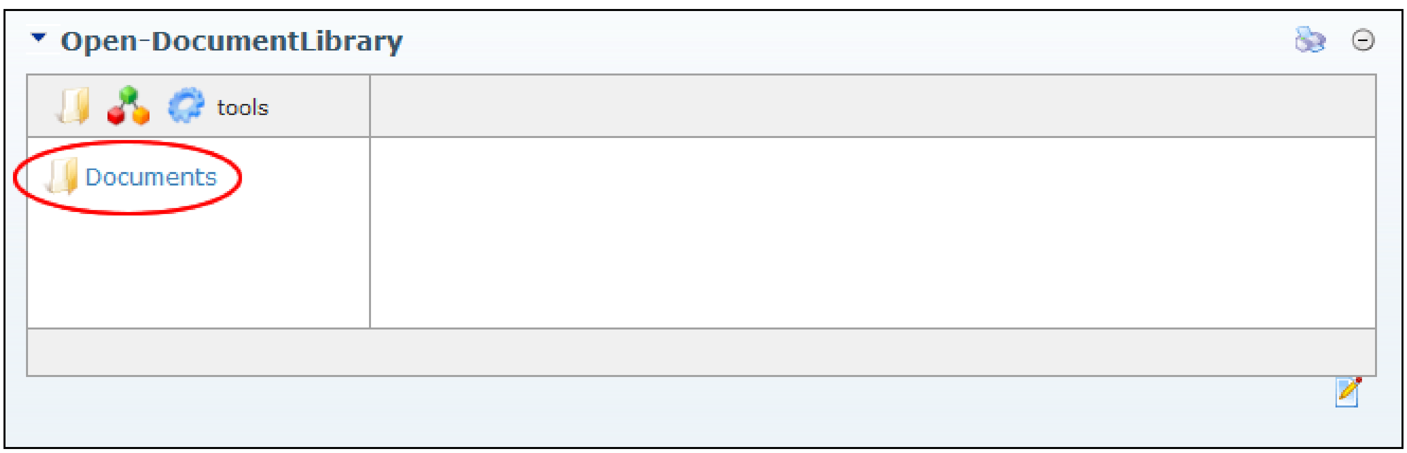


5. Select the Security tab.
6. At **Role Security**, check the check box beside each role which can access this folder and associated documents. See "Configuring Security Settings for Folders"



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:

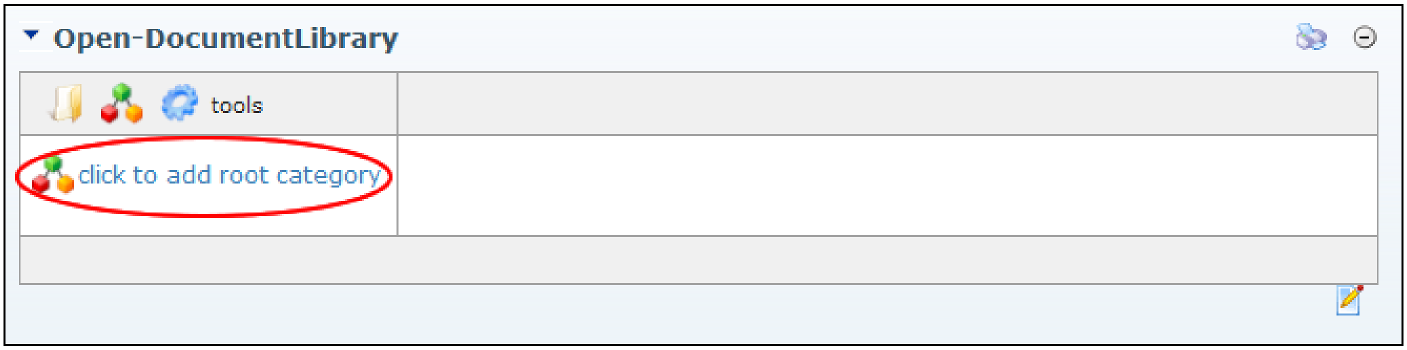
- See "Setting User Security for Folders"

Adding the Parent Category to Library

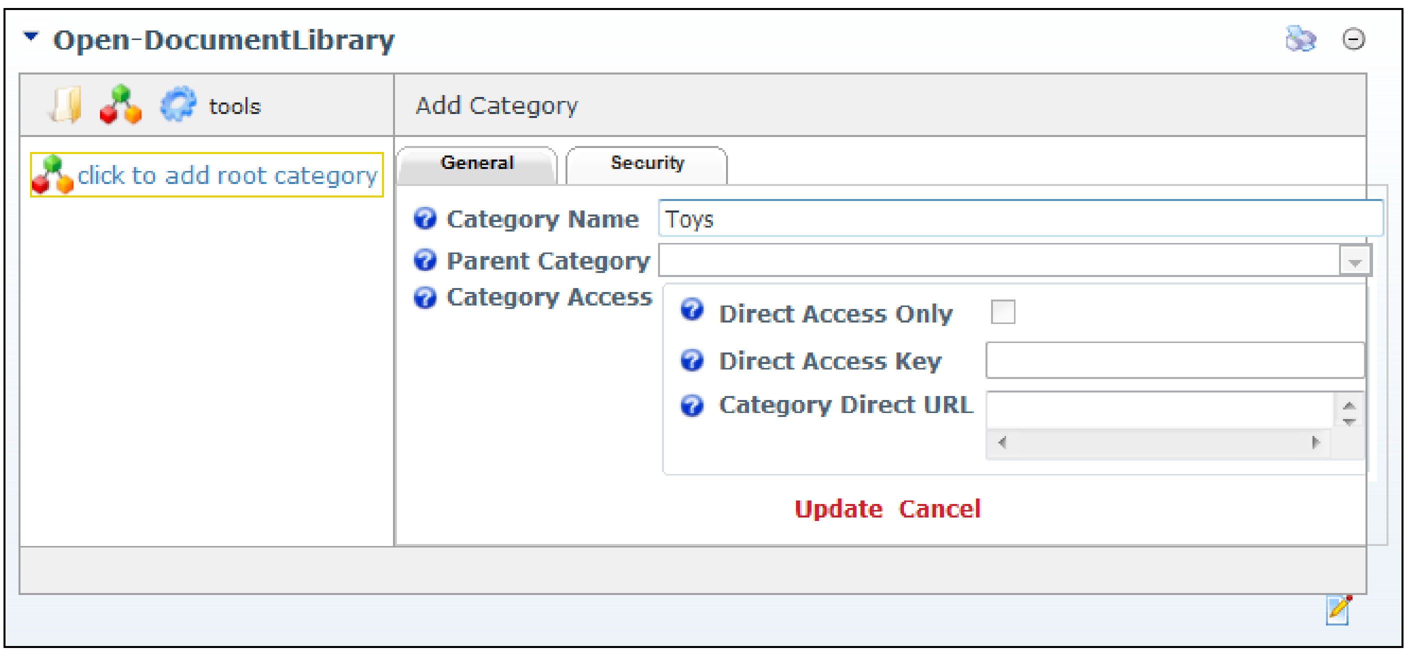
How to create the parent category (also called root category) to the Document Library module. Multiple sub-categories (child categories) can be added below the parent category. Only Administrators can perform this task.

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.

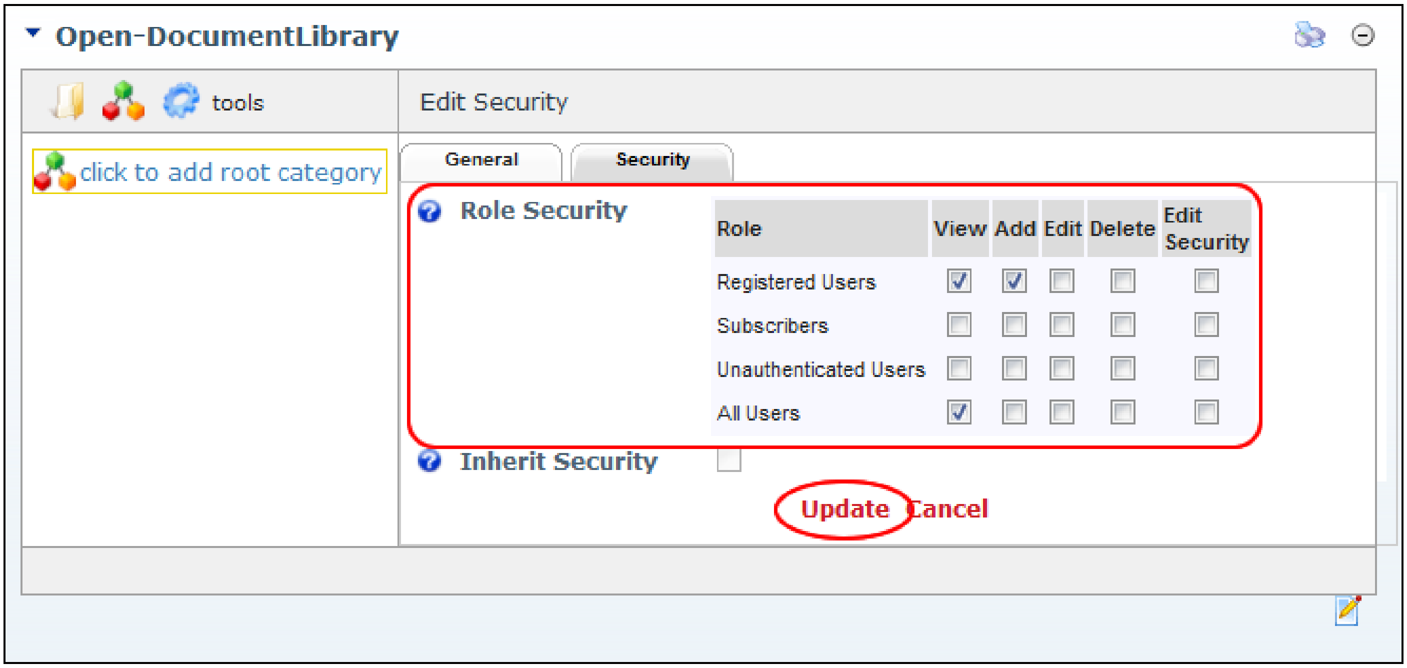
1. Click the **Category** icon in the toolbar. This displays the Category navigation tree.
2. Click the Click To Add To Root Category link in the navigation tree. This displays the Add Category section.



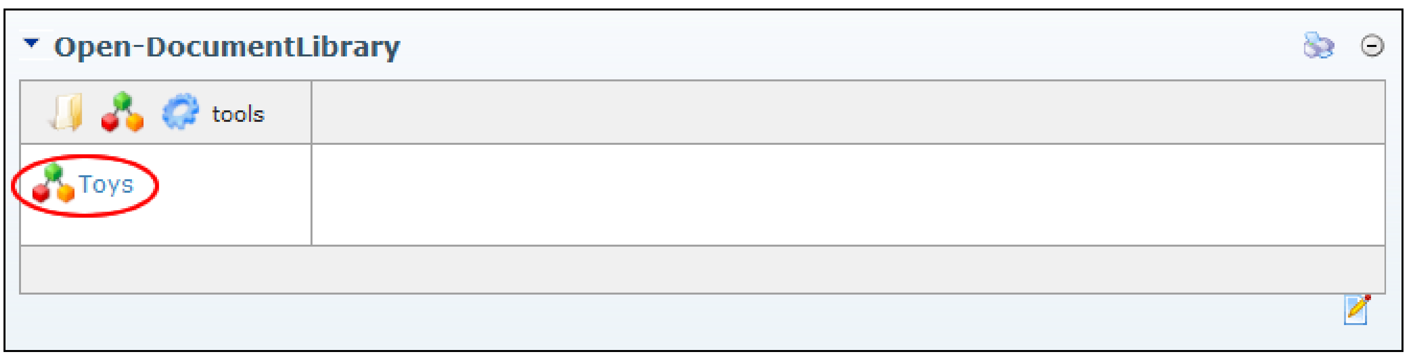
3. In the Add Category section, go to the General tab.
4. In the **Category Name** text box, enter the name of your root category. See "Configuring General Settings for Categories"



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.xsdl.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.

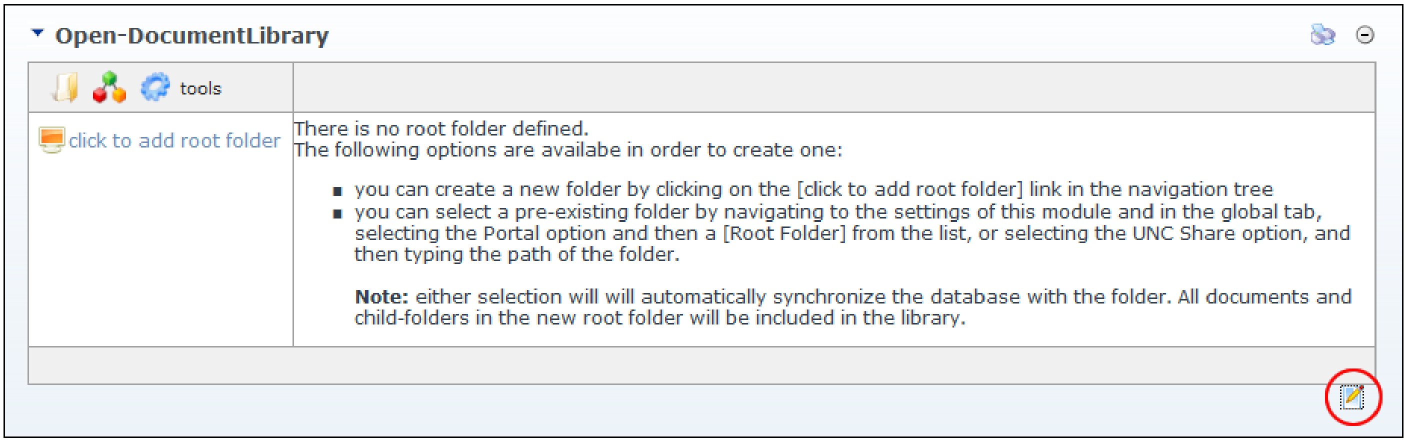
Remember that in DNN, folders are required to grant read, write and modify permissions to the ASP.NET or Network Services user, depending on the operating system you are using. Your newly created folders will inherit these permissions from the parent folder you place them in (in the example Portals/0), 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.

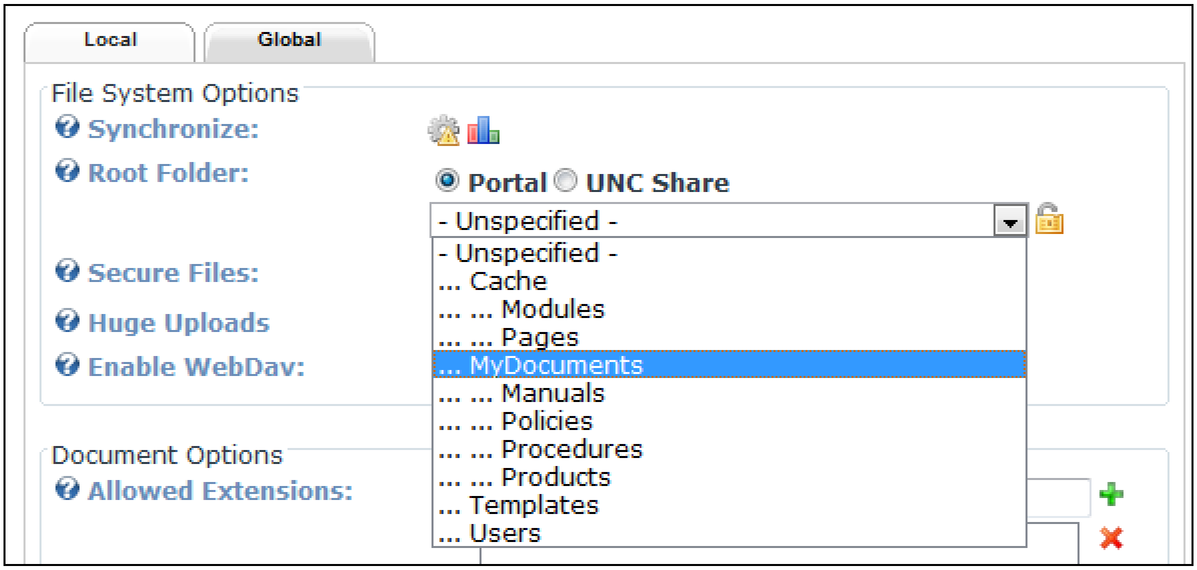
- **Type Portal**: When of type Portal, the root directory will be located under the "Default Directory" of your DNN portal or child portal. In a default portal DNN installation, the default directory would have the following route: <DNN virtual root>/Portals/0 In a child portal (named child), the default 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

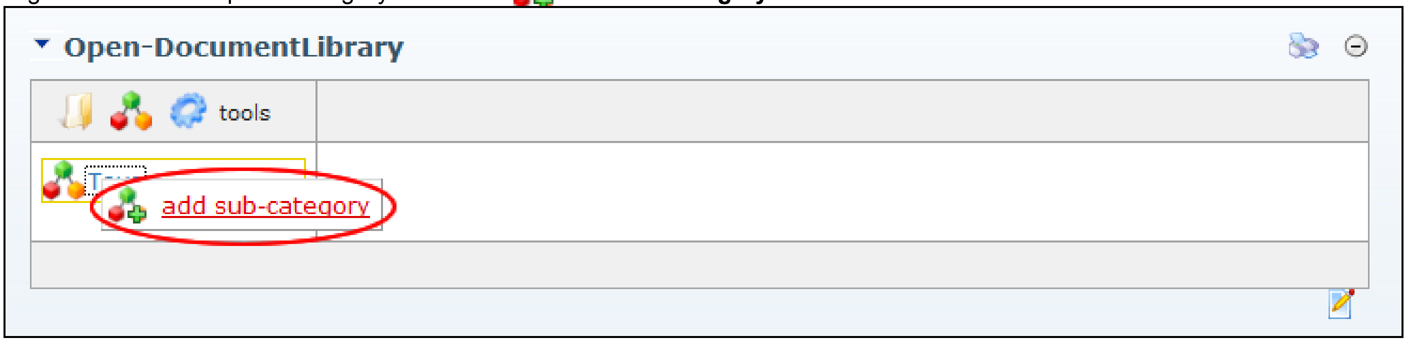
Contributors

Managing Categories

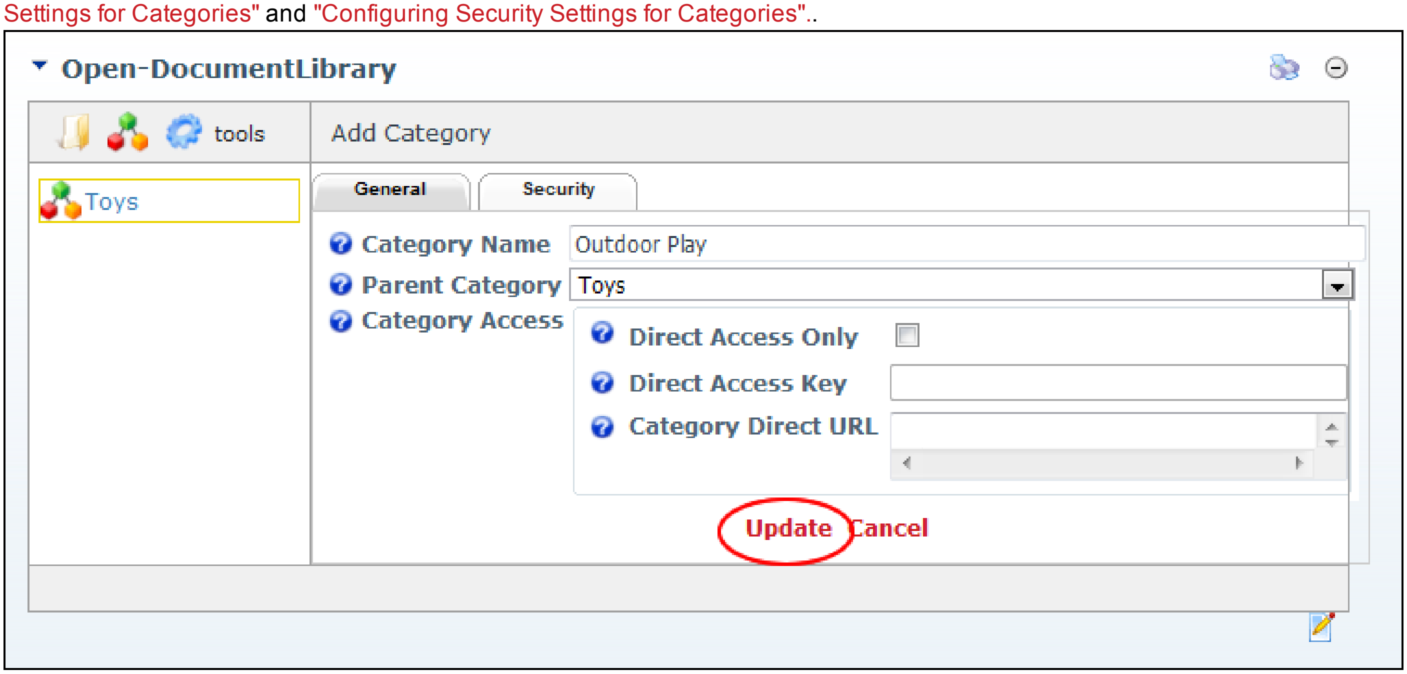
Adding a Sub-Category

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".

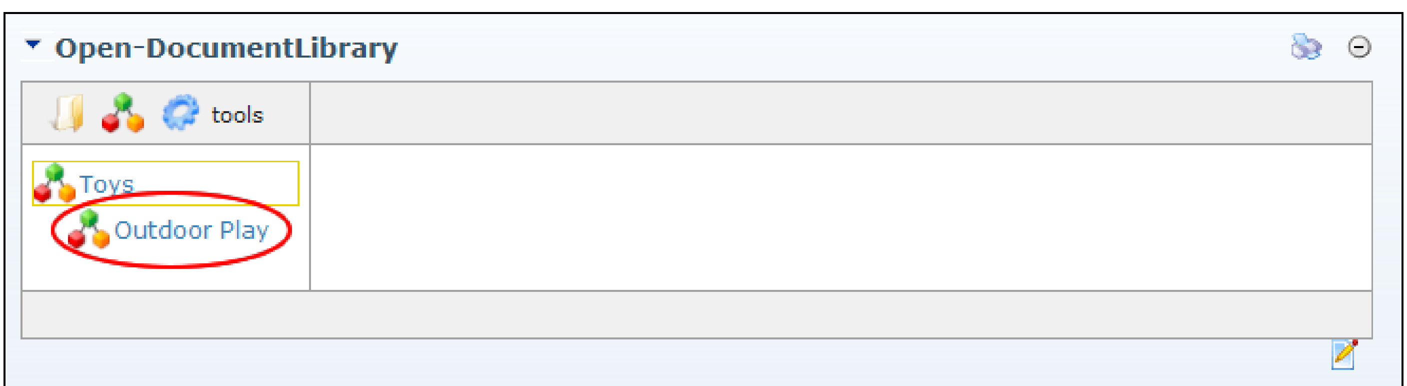
1. **Optional.** Click the **Category** icon in the toolbar. This displays the Category navigation tree.
2. Right-click on the required category and select **Add Sub-Category**.



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.

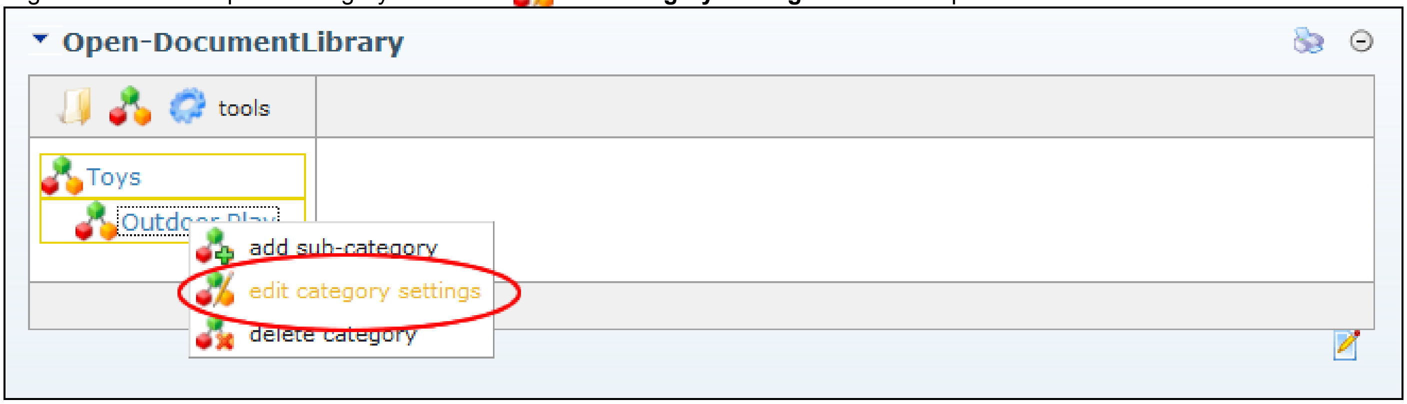


Adding a Sub-Category

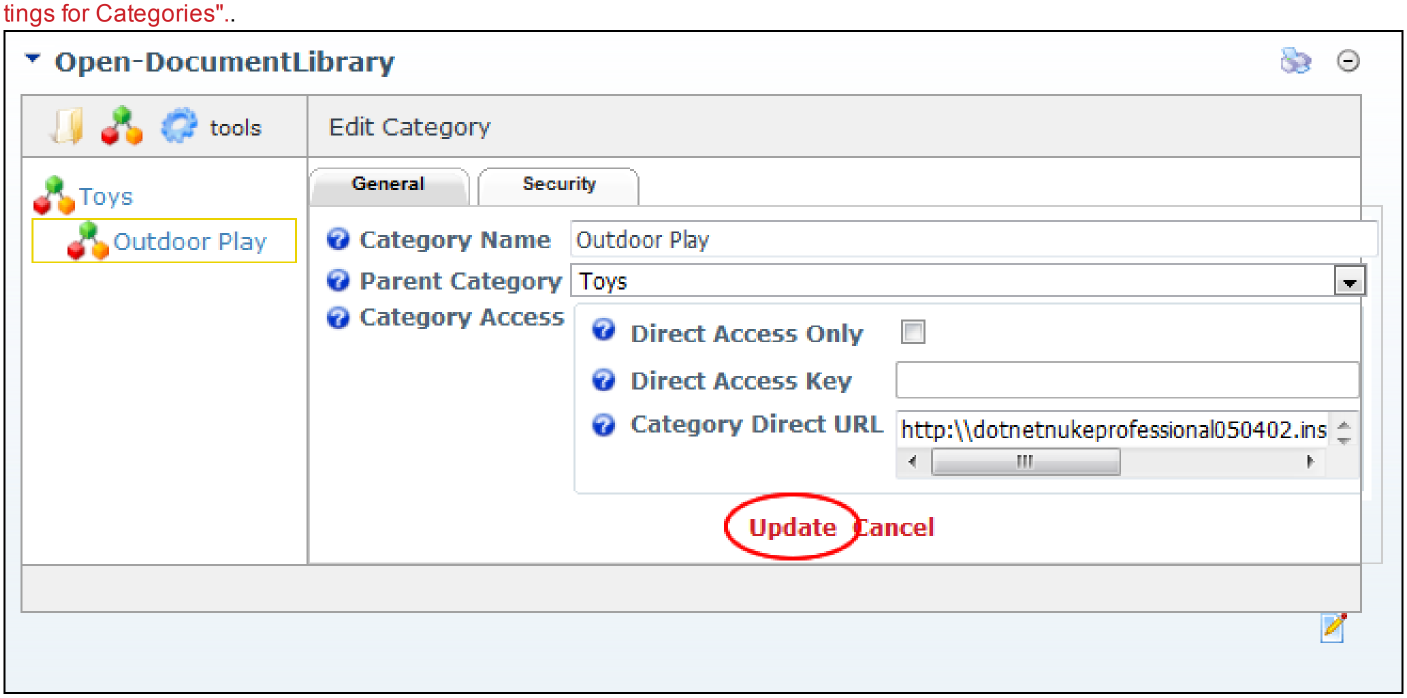
Editing Category Settings

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"..



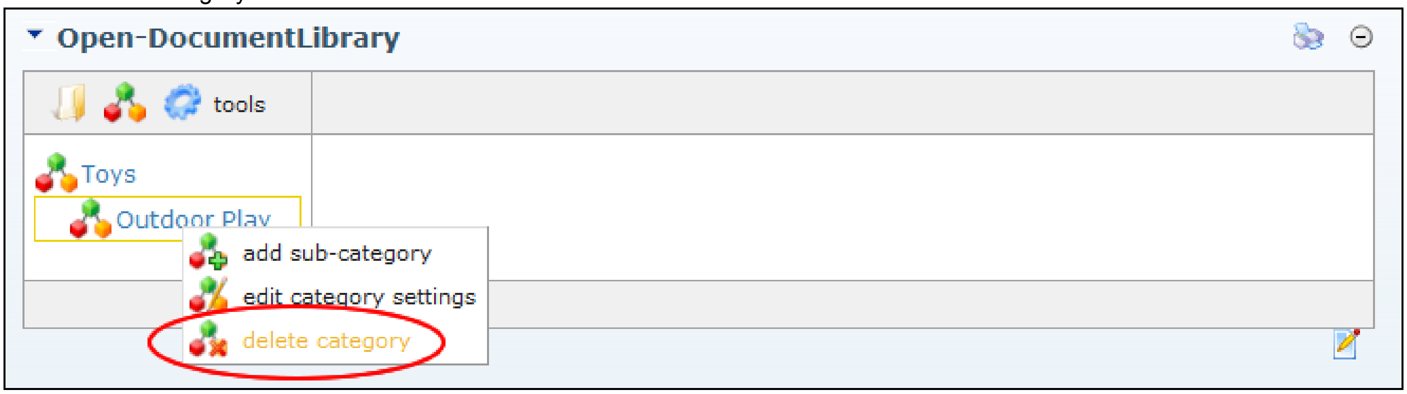
4. Click the Update link.

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.

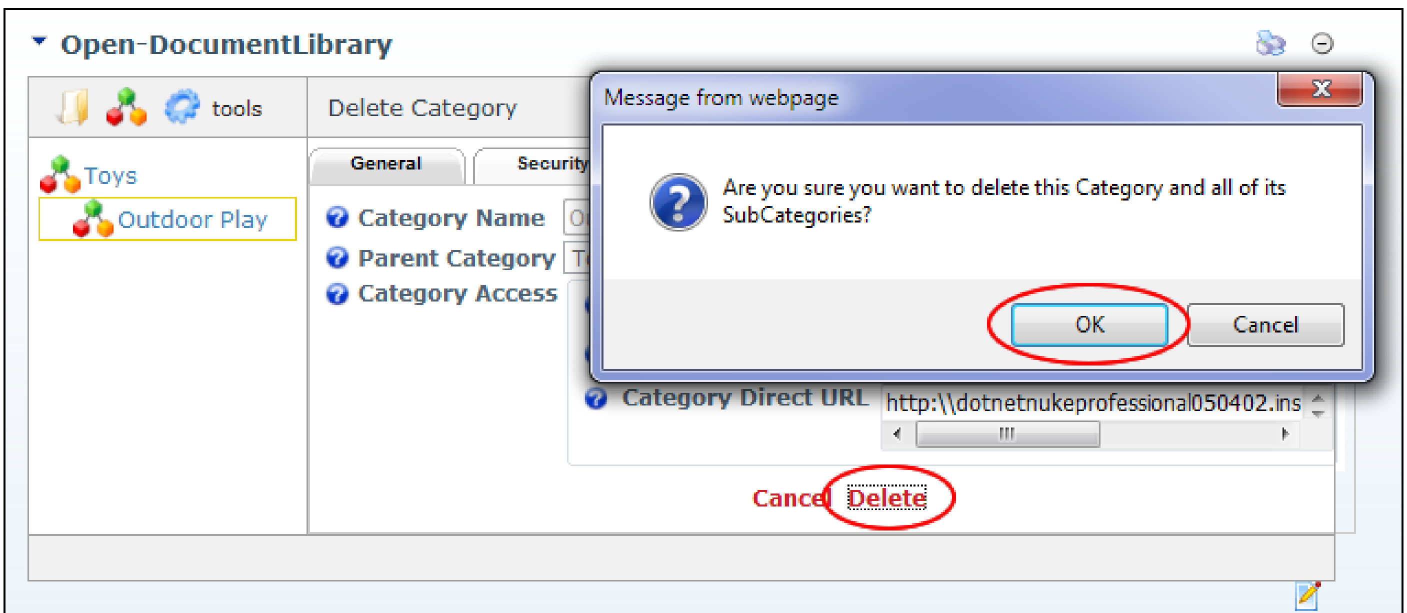
Deleting a Category

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.



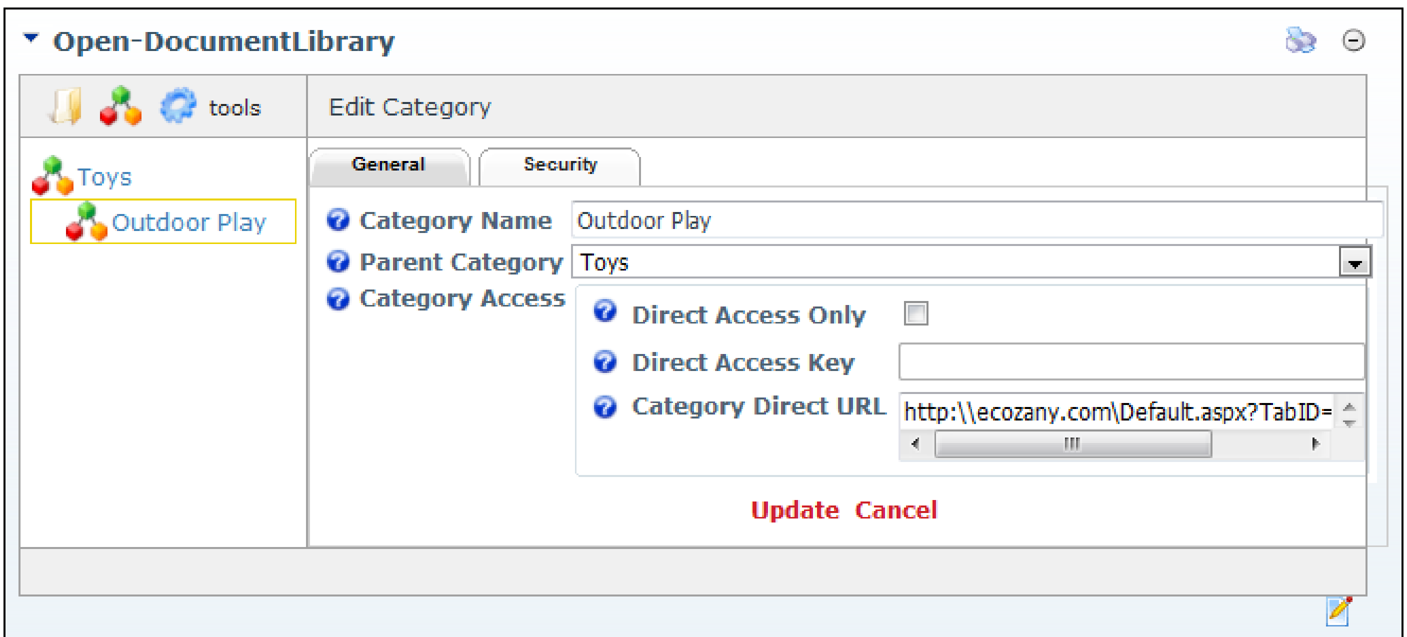
Deleting a Category from the Document Library Module

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.
     1. 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]
     2. 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.



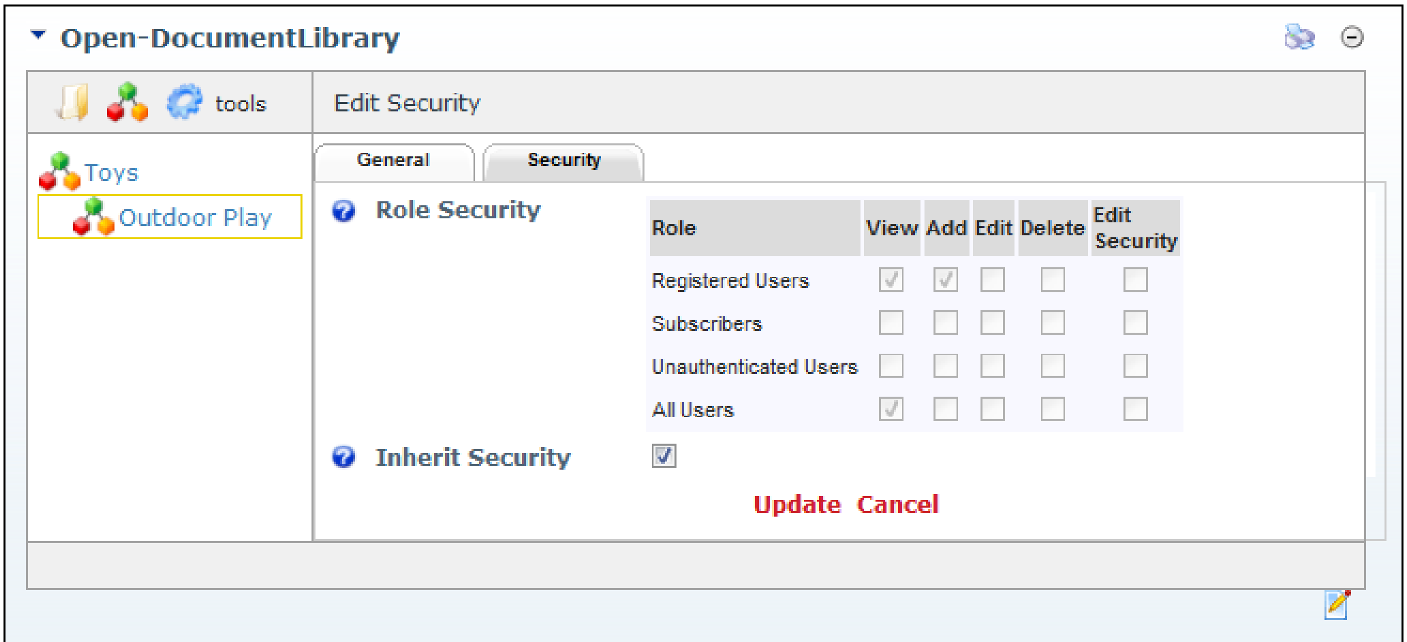
Configuring Category General Settings

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.



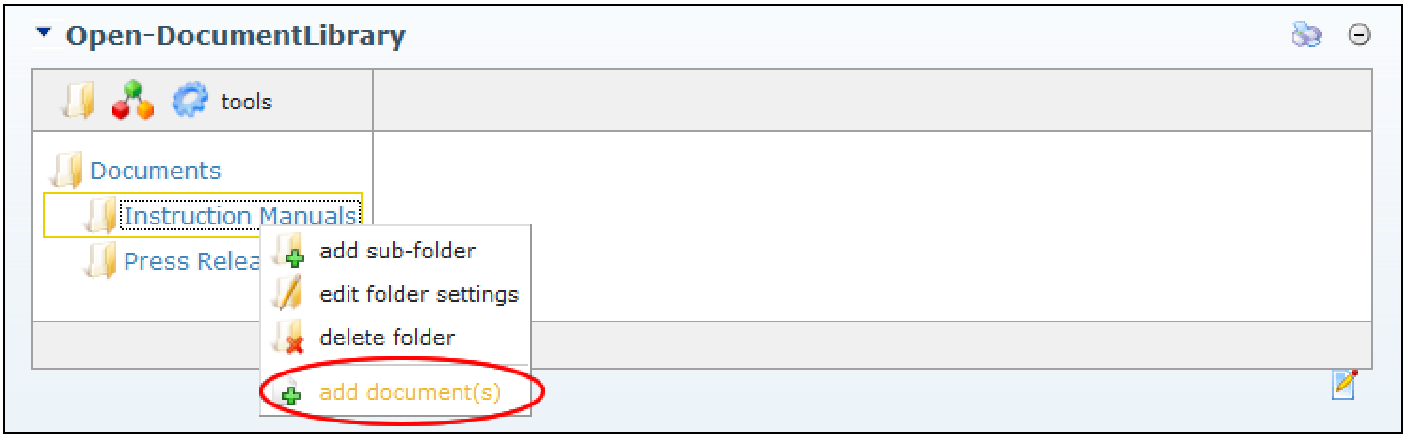
Configuring Category Security Settings

Managing Documents

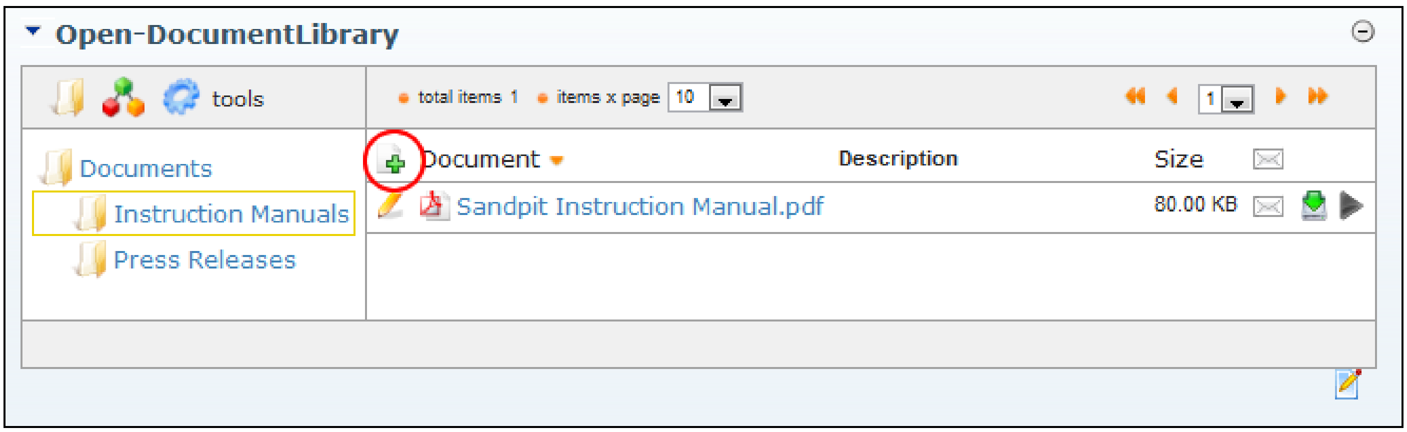
Adding a Document

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".

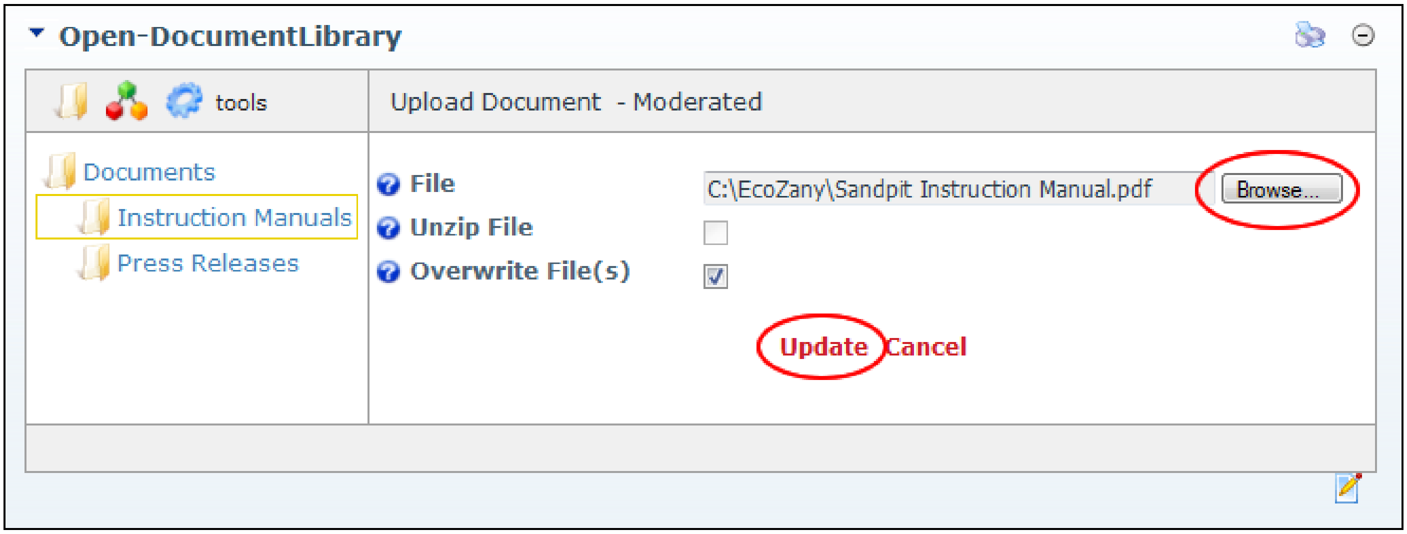
1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. **Option One:** Right-click on the required folder and then select **Add Document(s)** from the drop-down menu.



Option Two: Click on a folder to select it and then click the select **Add Document(s)** button. This displays the Upload Document section.

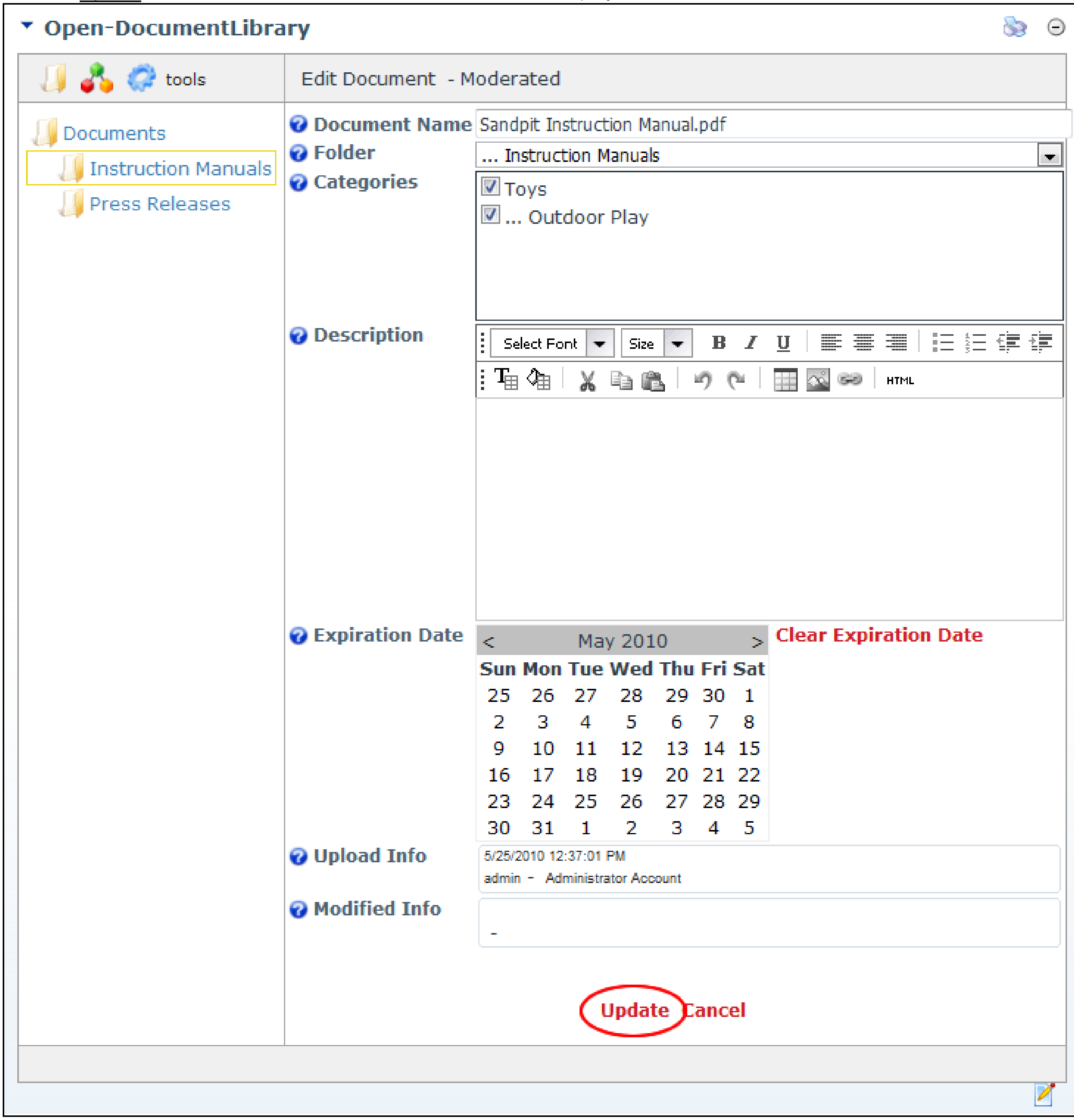


3. At **File**, click the **Browse...** button and then select the required file from your computer.
4. **Optional.** At **Unzip File**, check the check box if you are uploading a zip (*.zip) file that you want to unzip. If the .zip package contains a structure of folders and sub-folders, the corresponding 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"



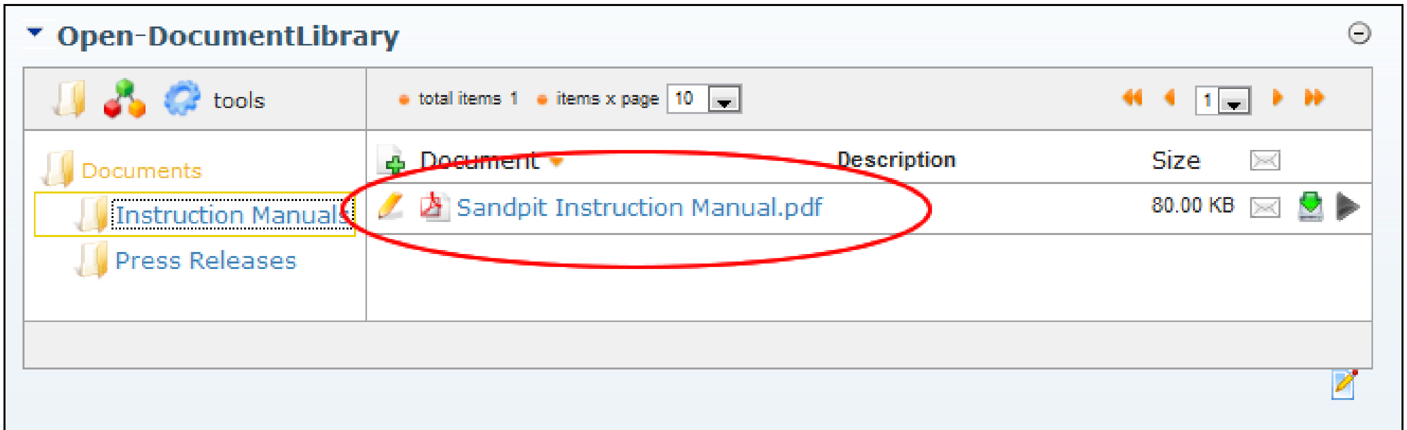
7. **Optional.** If this folder is moderated a message reading "Moderated folder upload. All uploaded documents will be reviewed before being published" is displayed.
    a. Click the **OK** button.
8. To add document without adding any metadata, click the Cancel link and the document is now uploaded - 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.



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

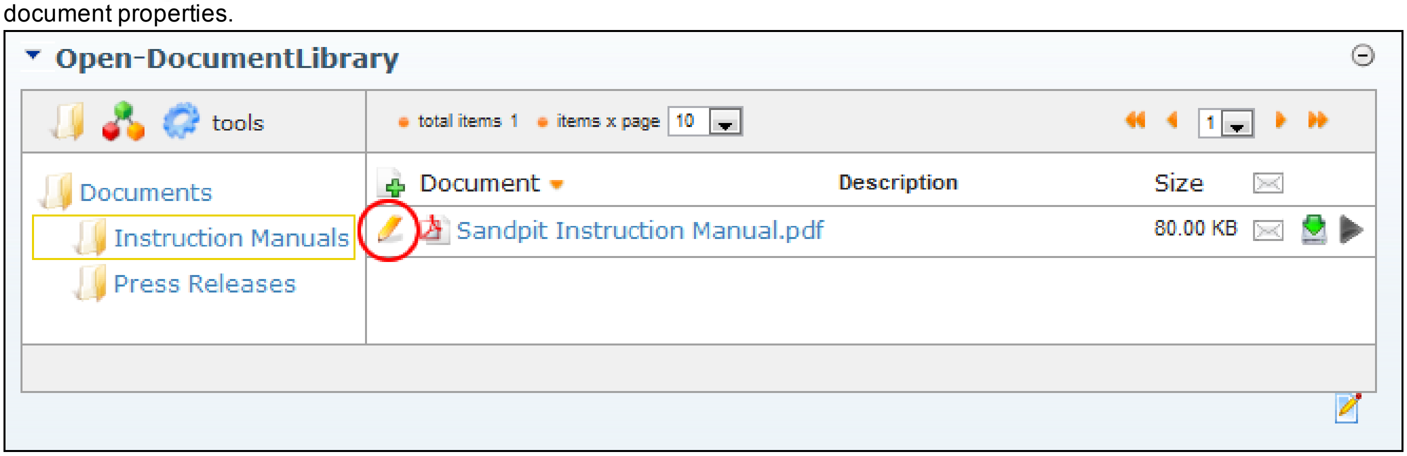
Editing a Document

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.

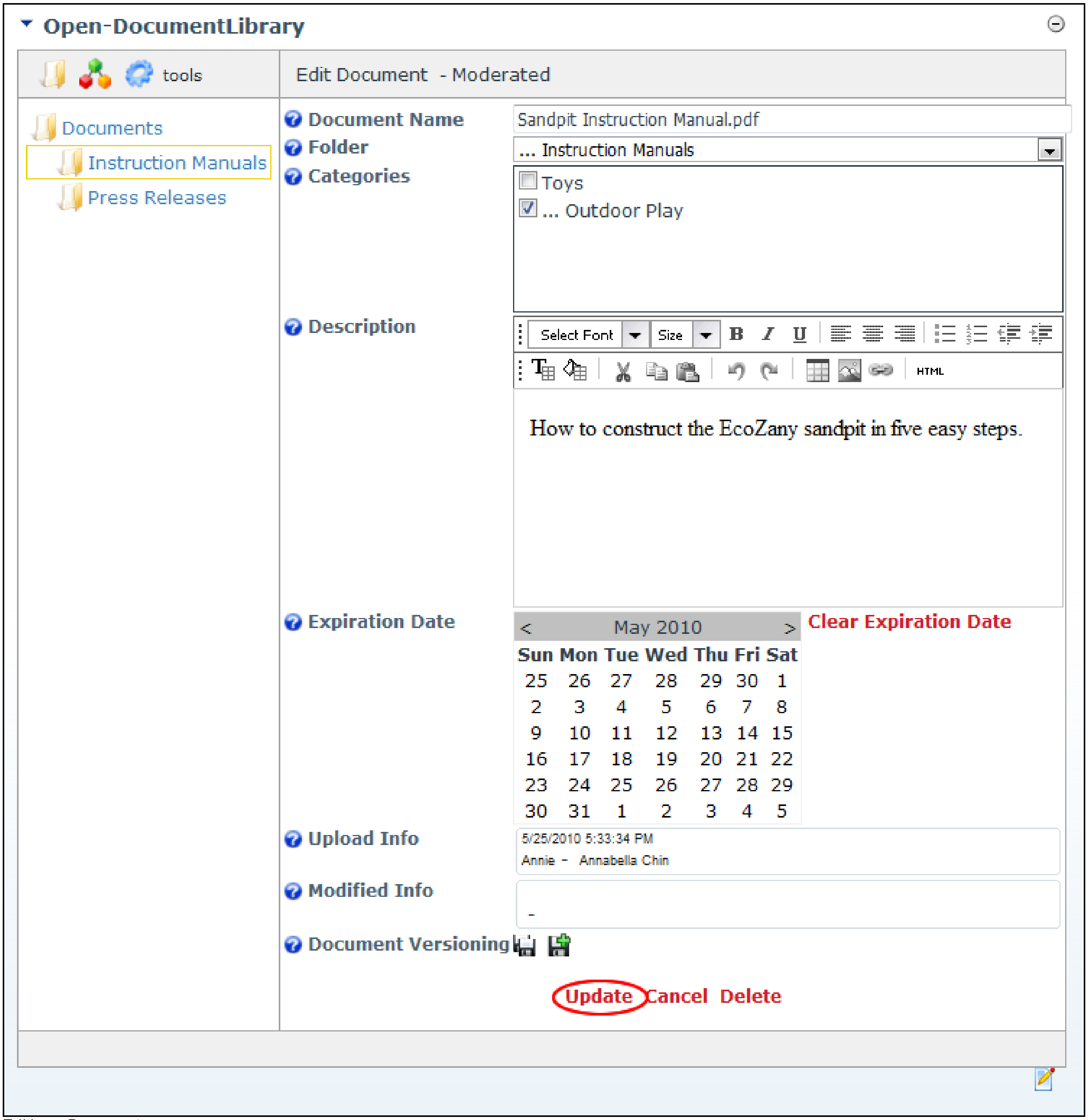
5. At **Categories**, select the categories you want to associate this document with.

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.

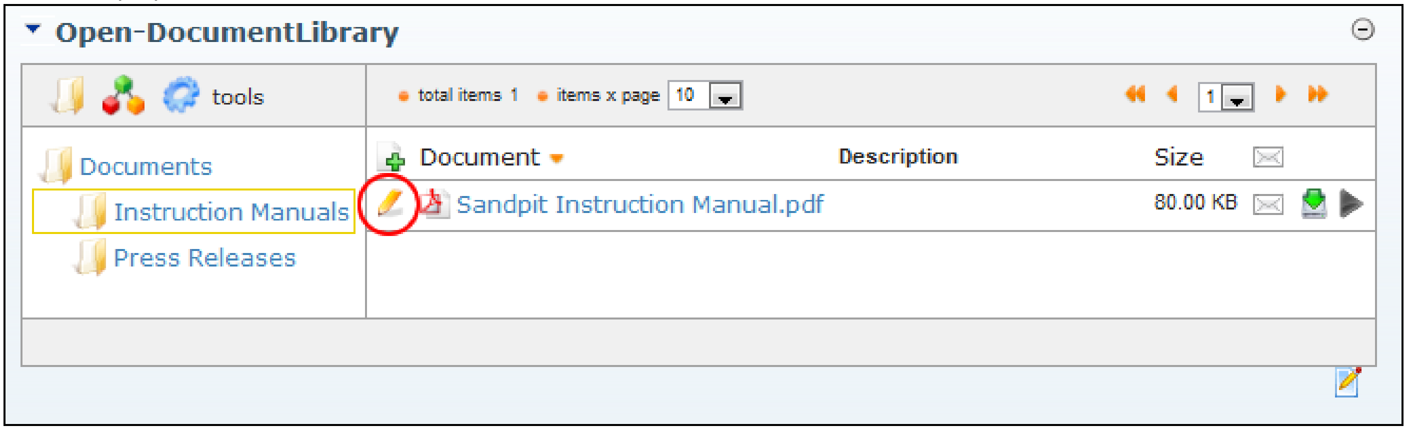


Editing a Document

Deleting a Document

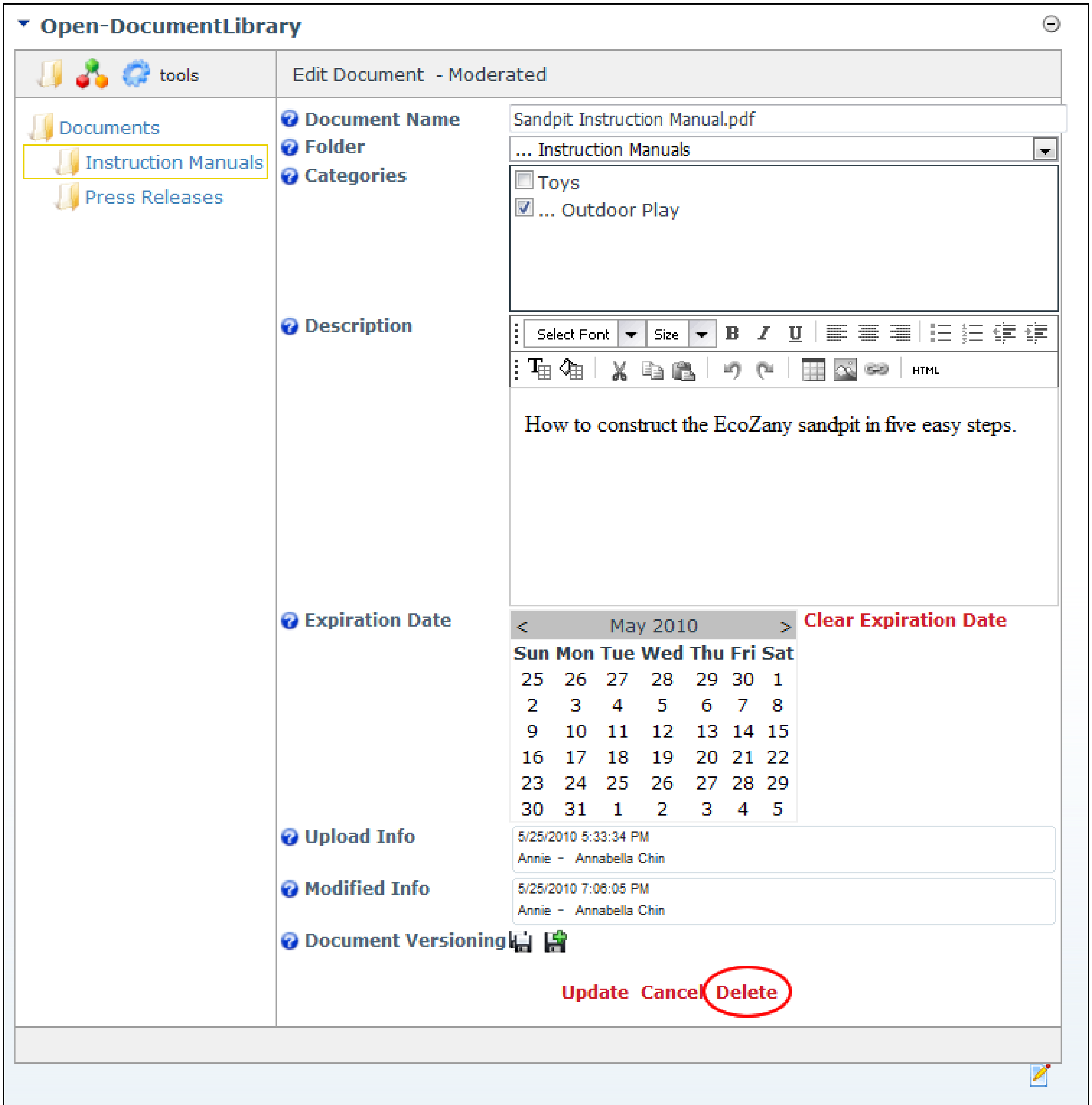
How to delete a document which has been uploaded to Document Library module.

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.

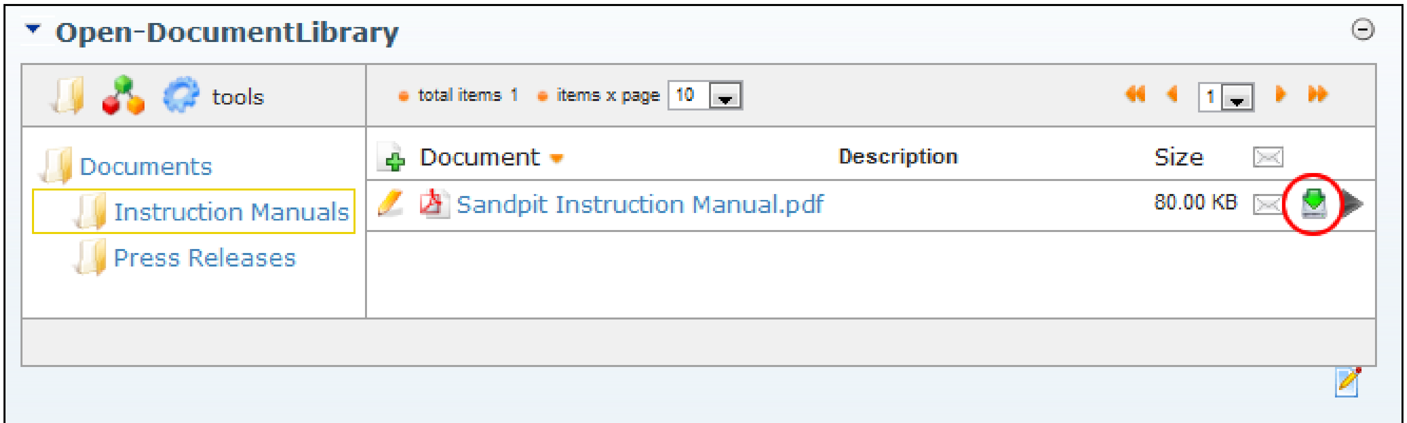


Deleting a Document

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.

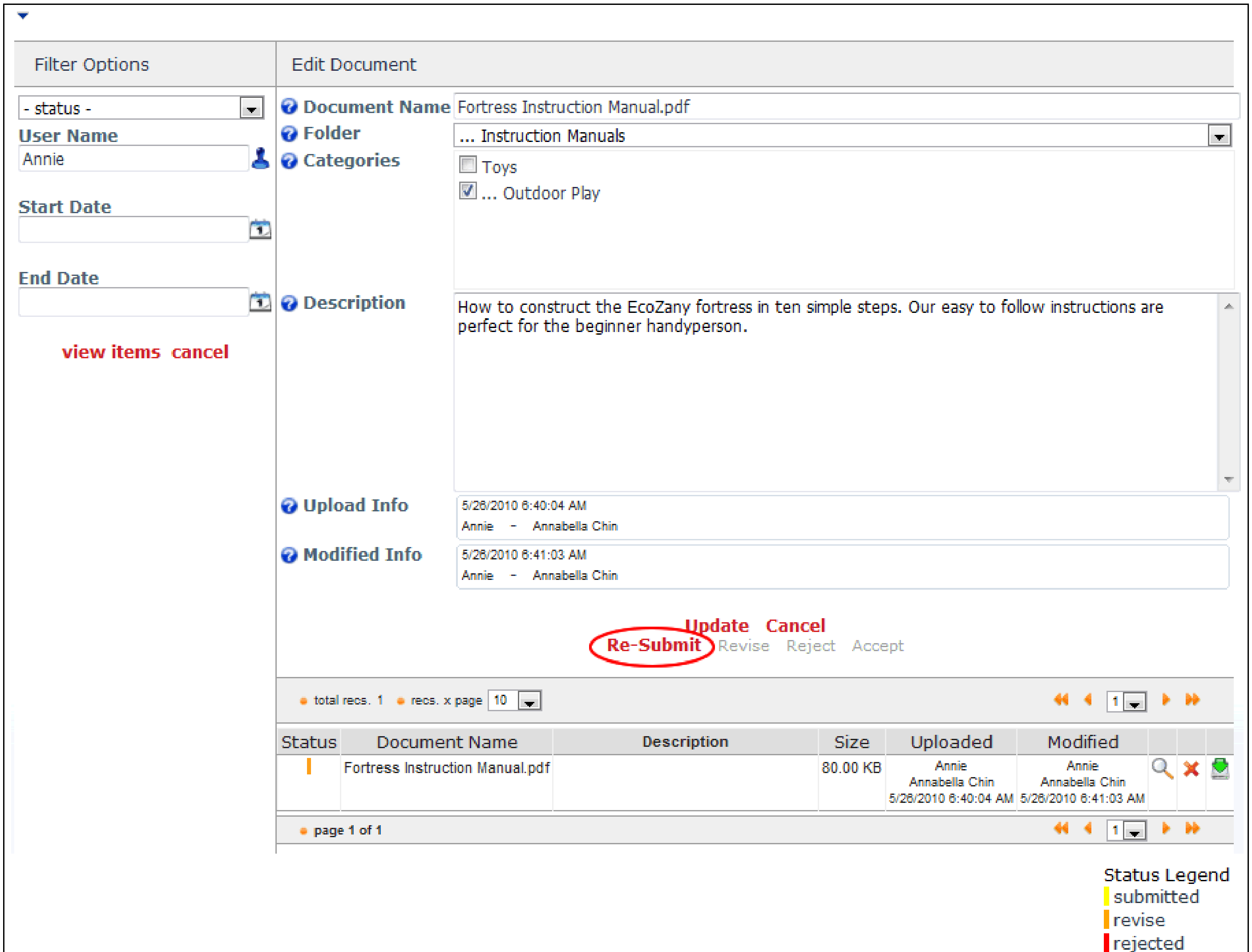


Downloading a Document

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.



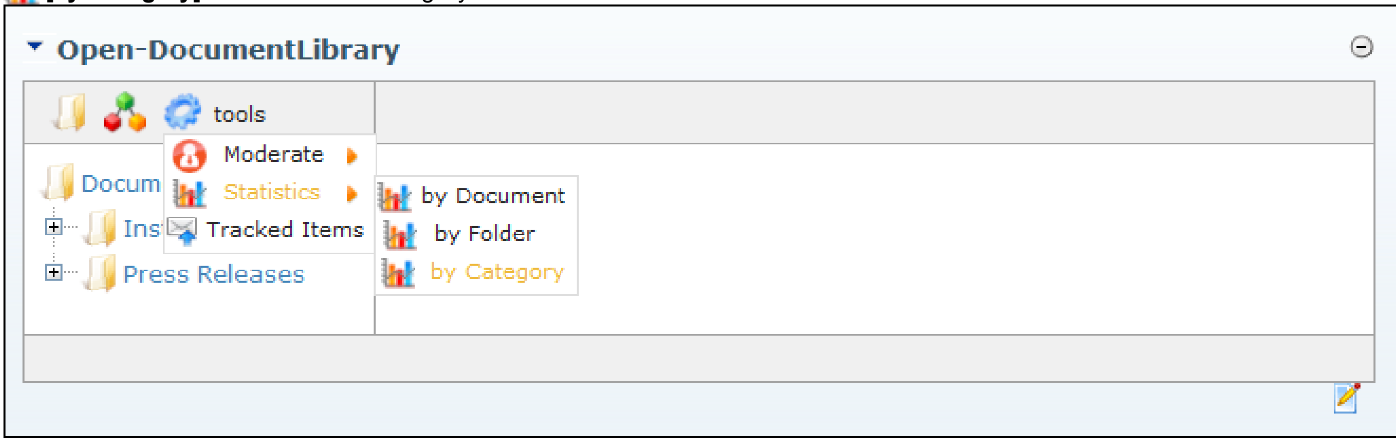
Re-Submitting a Document

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.

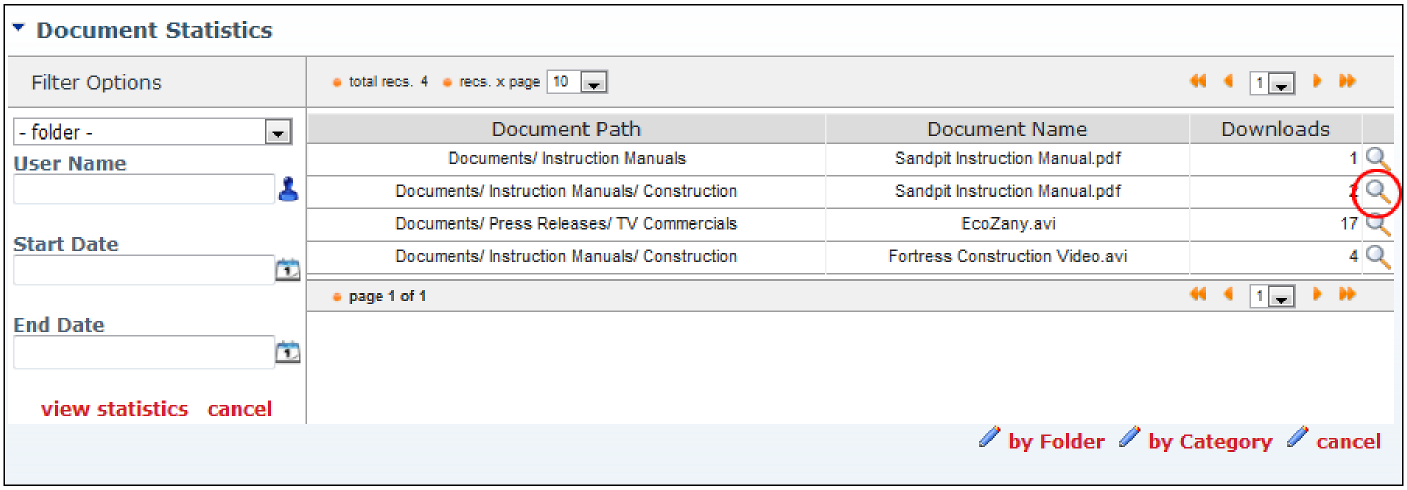
      i. Use the A-Z links across the top to filter users by the first letter of their username.

      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.

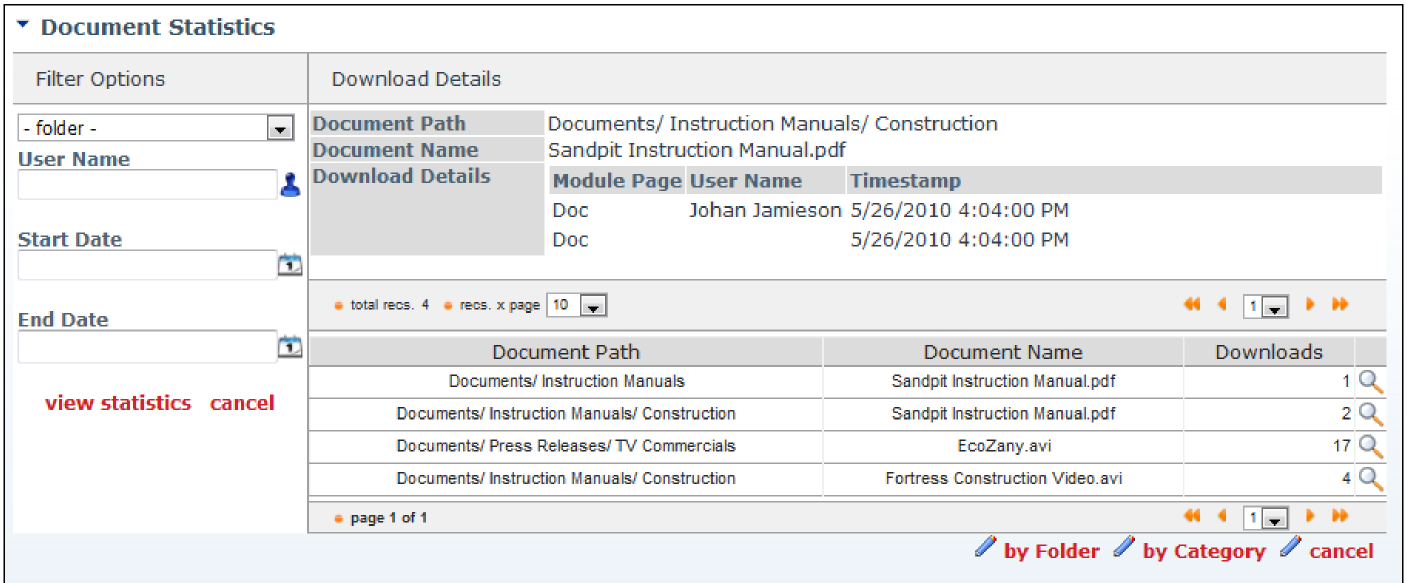
   c. At **Start Date**, click the **Calendar** button and select the first date statistical information was retrieved. See "Working with the Calendar"

   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.



4. To view more details of any of the items in the list, click the **View Details** button. This displays the Download Details section.



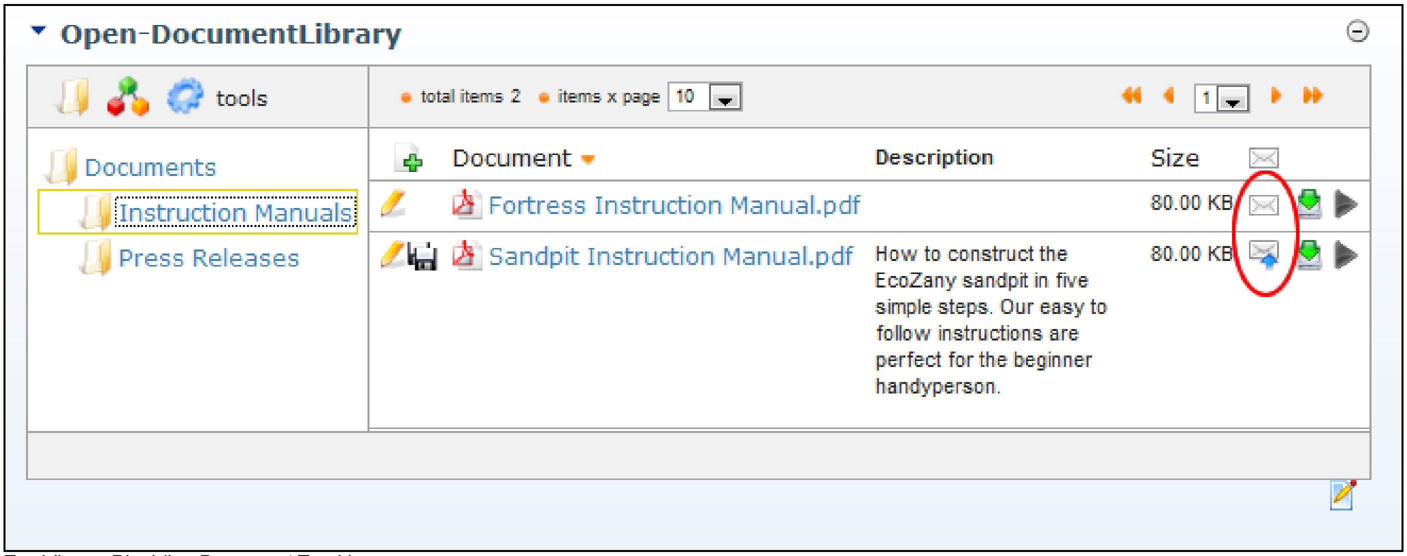
Viewing Statistics

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.

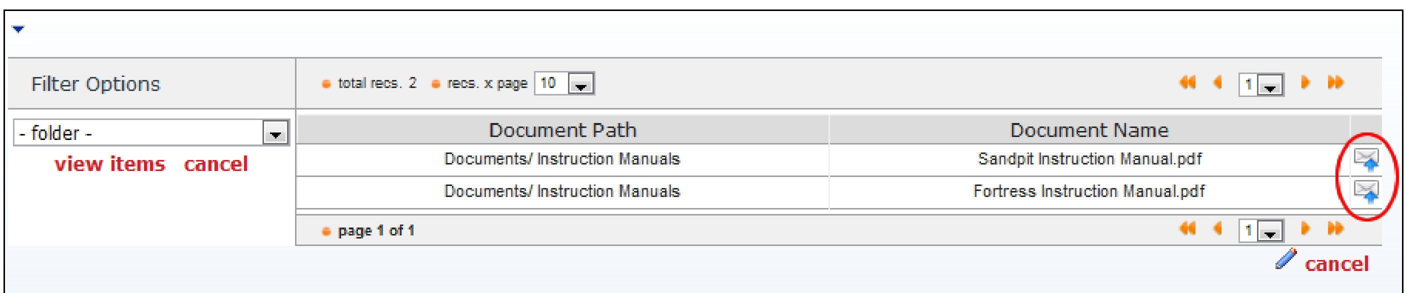


Enabling or Disabling Document Tracking

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.



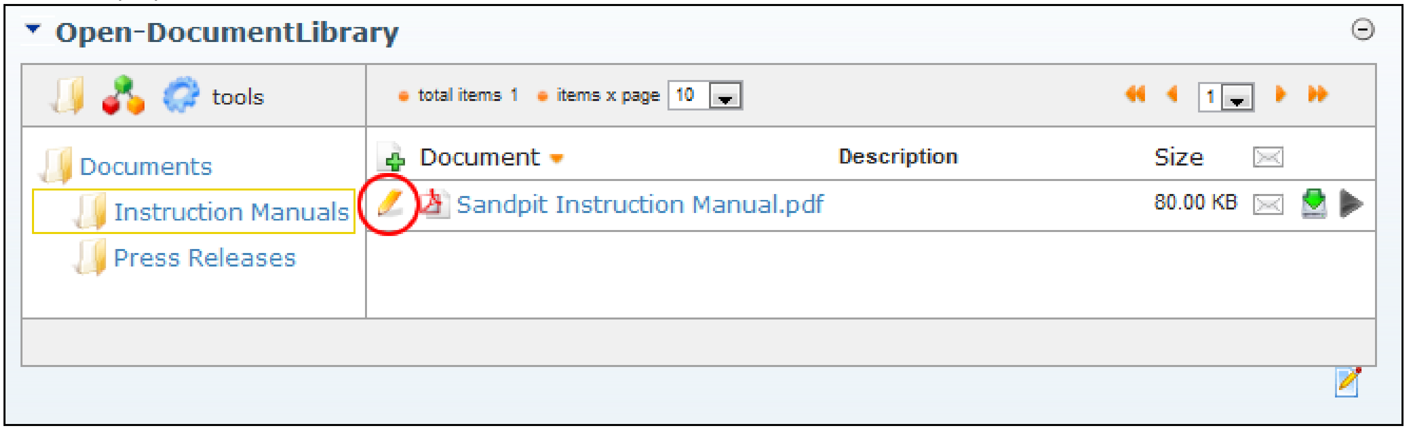
Managing Document Tracking

Adding a Document Version

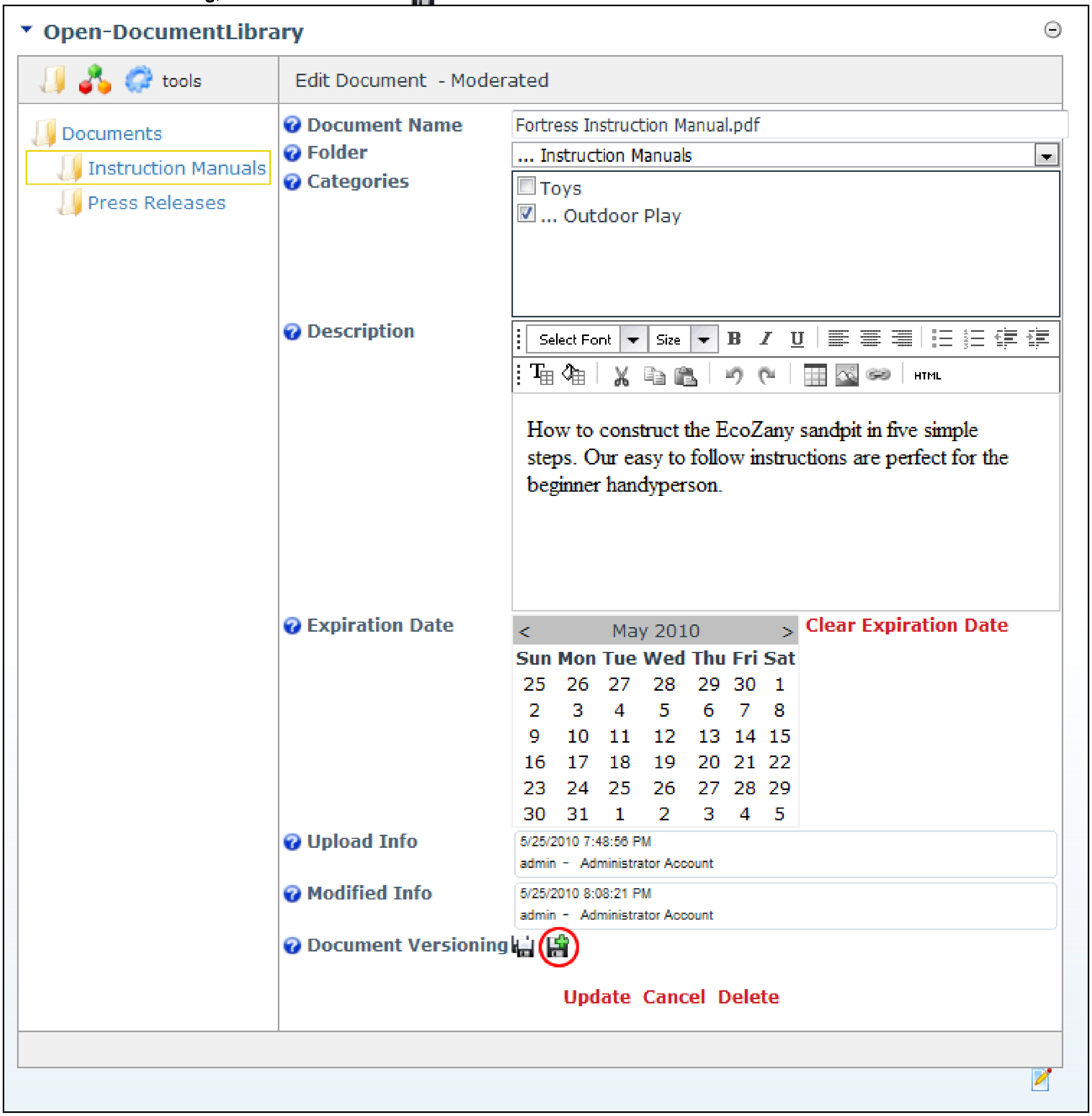
How to create a version of a document which has been uploaded to Document Library module.

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.

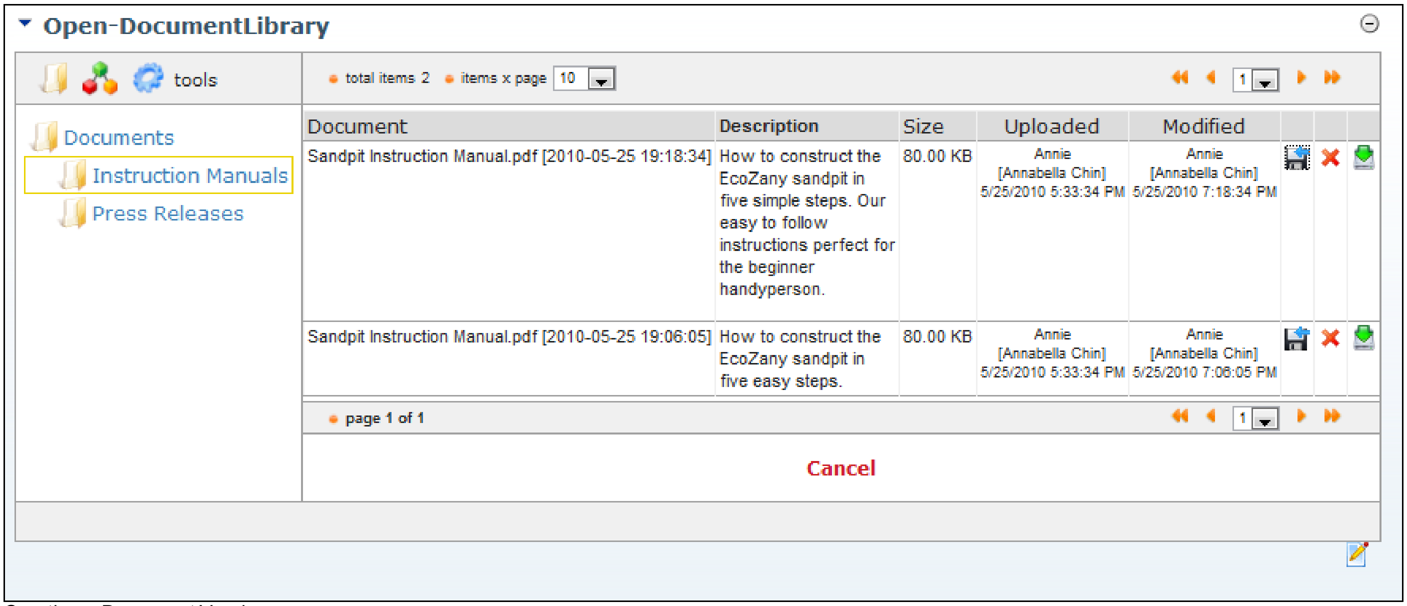
3. Click the **Edit** button beside the required document. This displays the Edit Document section where you can edit the following document properties.



4. At **Document Versioning**, click the **Add Version** button.



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.

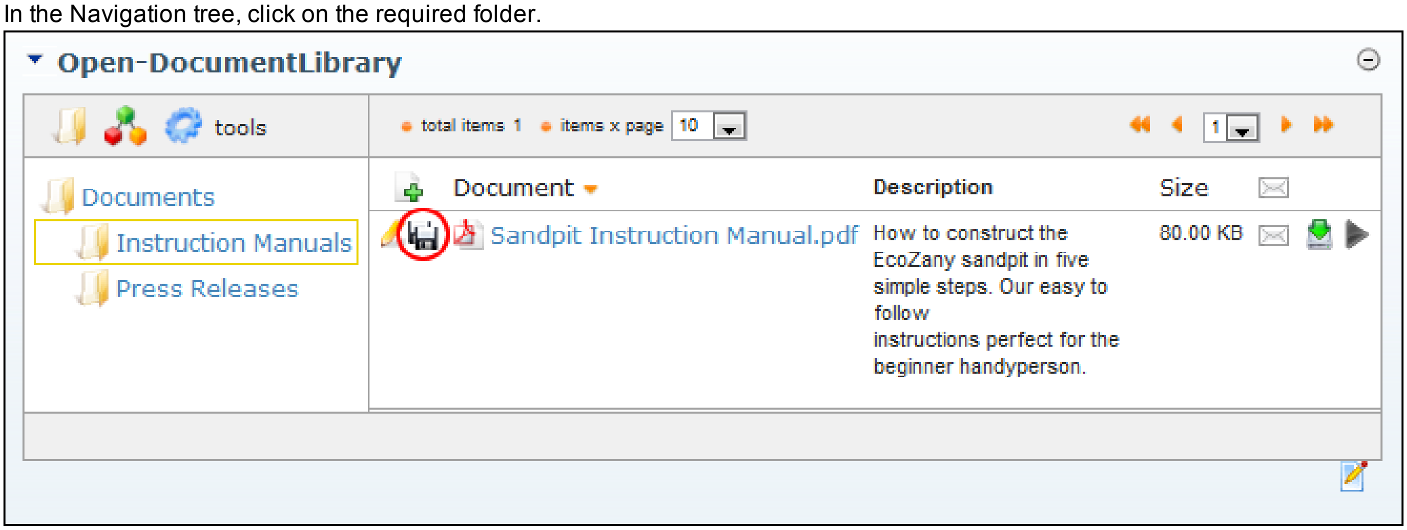


Creating a Document Version

Managing Document Version Info

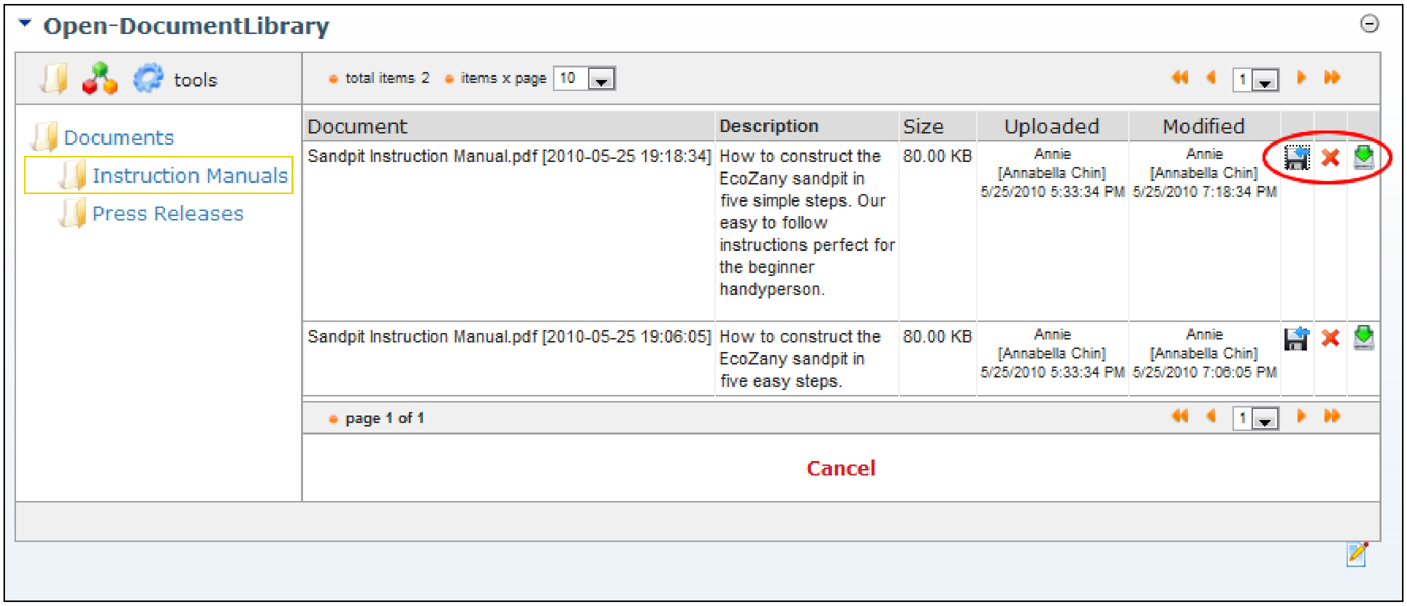
How to view version information and choose to restore, permanently delete or download previous versions of the document. A version is automatically created every time a document is re-uploaded in the same folder and with the same name.

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.

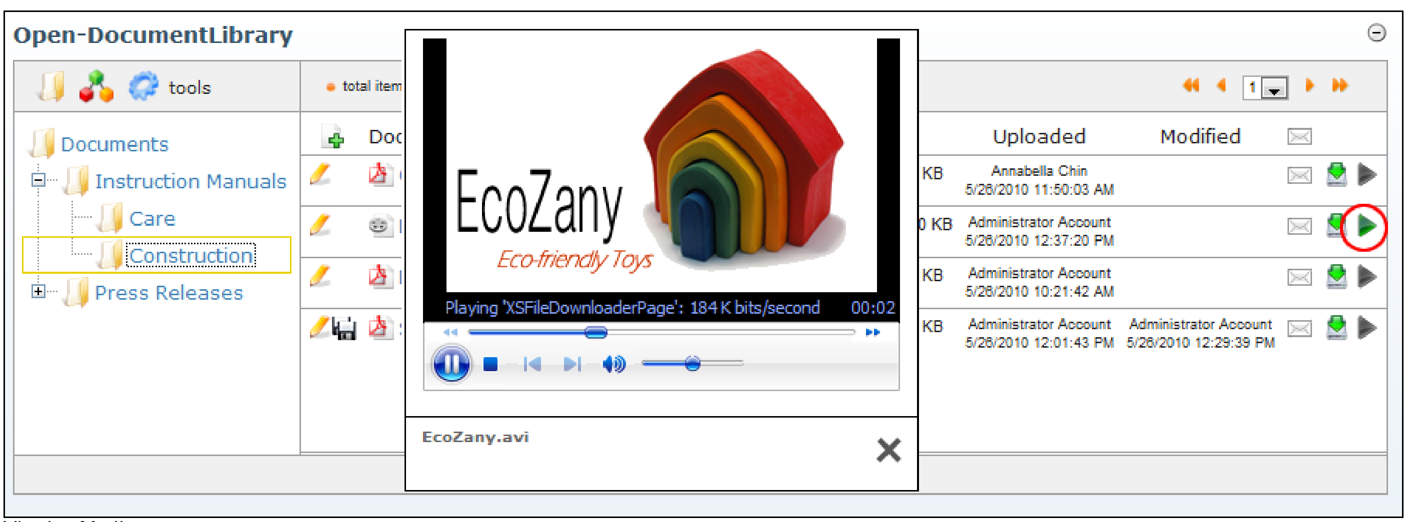


Tip: When you restore a document, the restored version becomes the current document, and what was the current document gets added as a new version.

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.

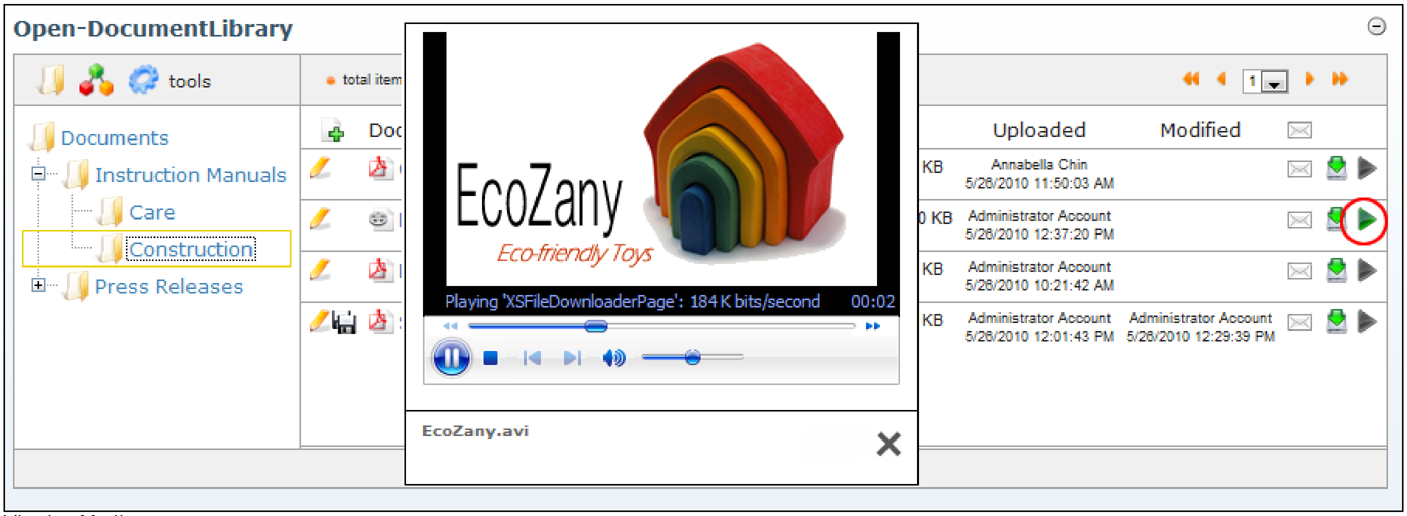


Viewing Media

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.



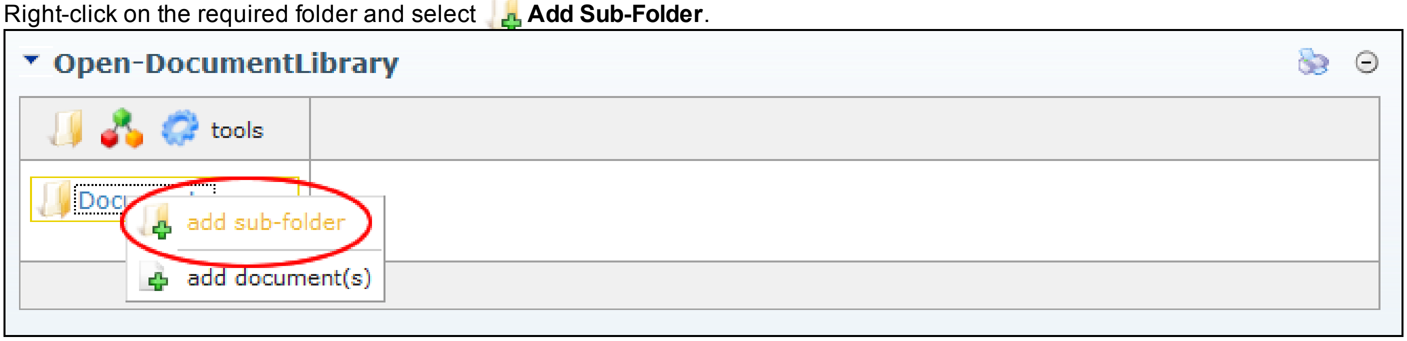
Viewing Media

Managing Folders

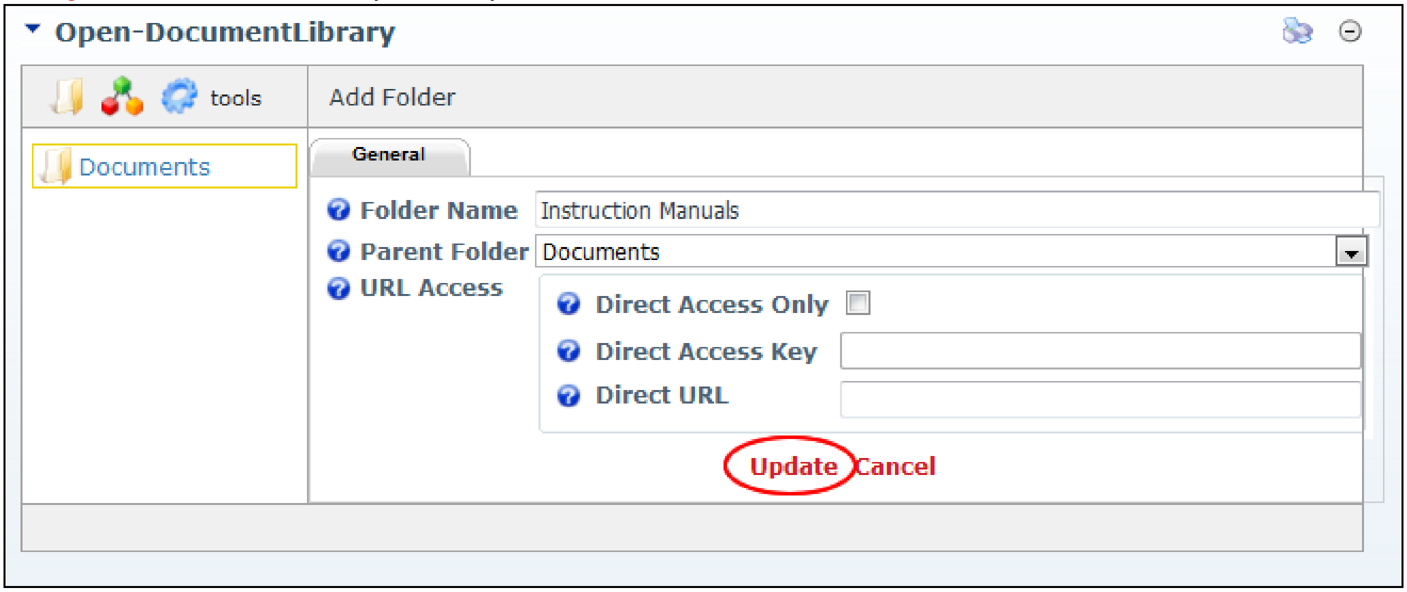
Adding a Sub-Folder

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".

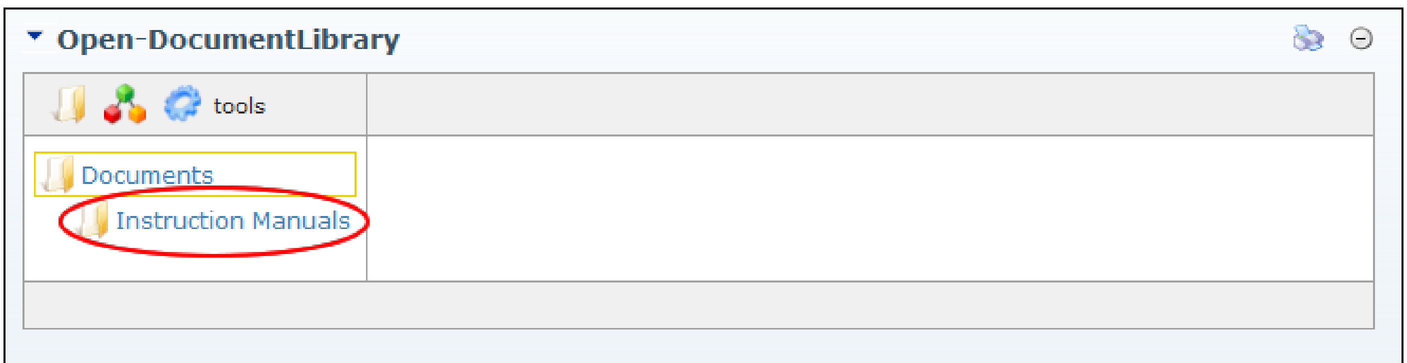
1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Right-click on the required folder and select **Add Sub-Folder**.



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.



4. Click the Update link. This displays the new folder in the navigation tree.

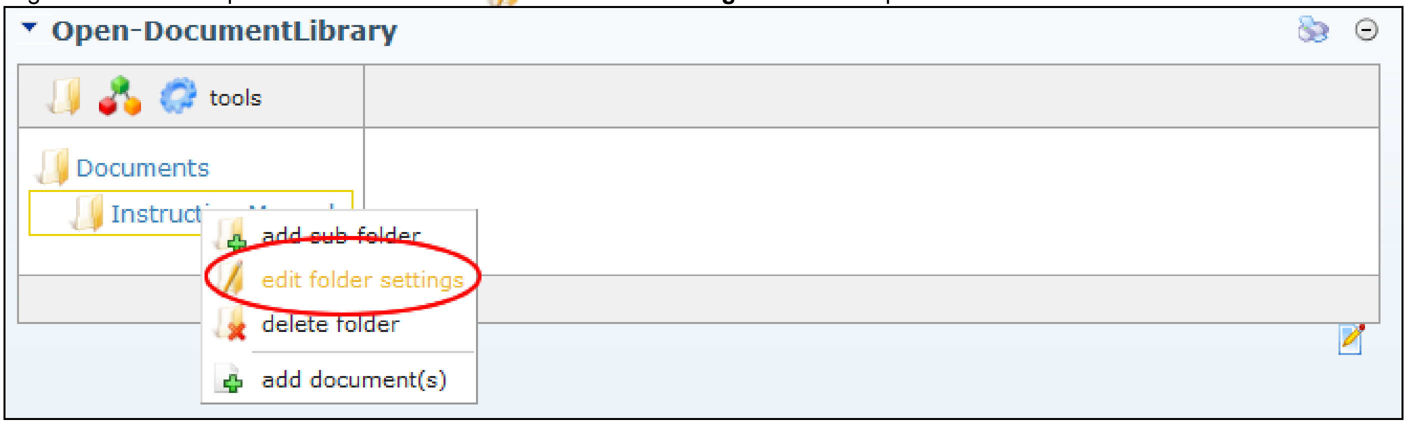


Adding a Sub-Folder

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.



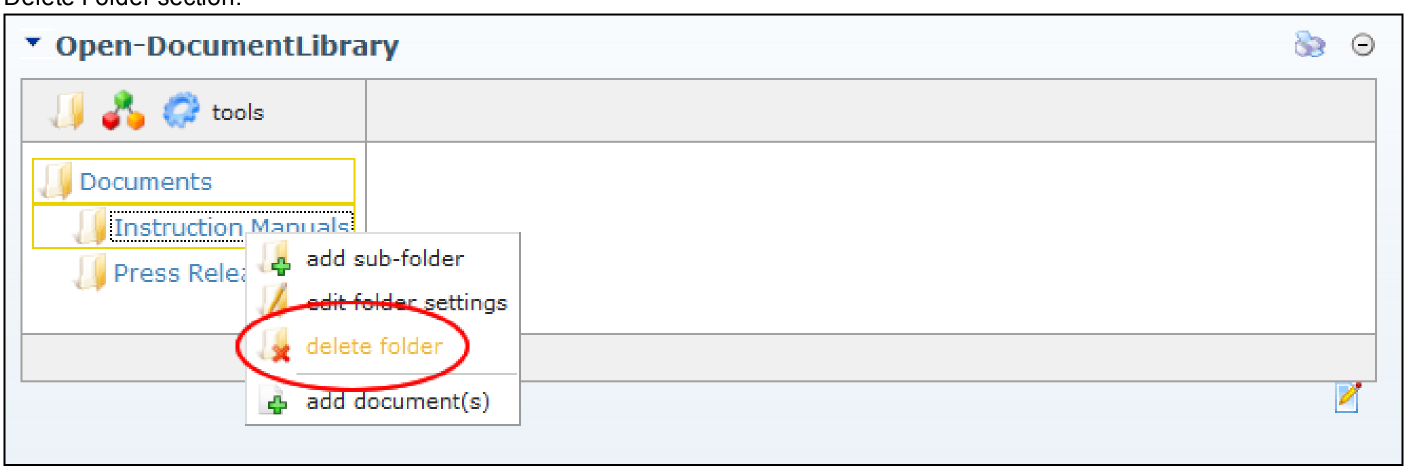
3. Configure the General and Security tab settings. See "Configuring General Settings for Folders" and See "Configuring Security Settings for Folders".
4. Click the Update link.

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.

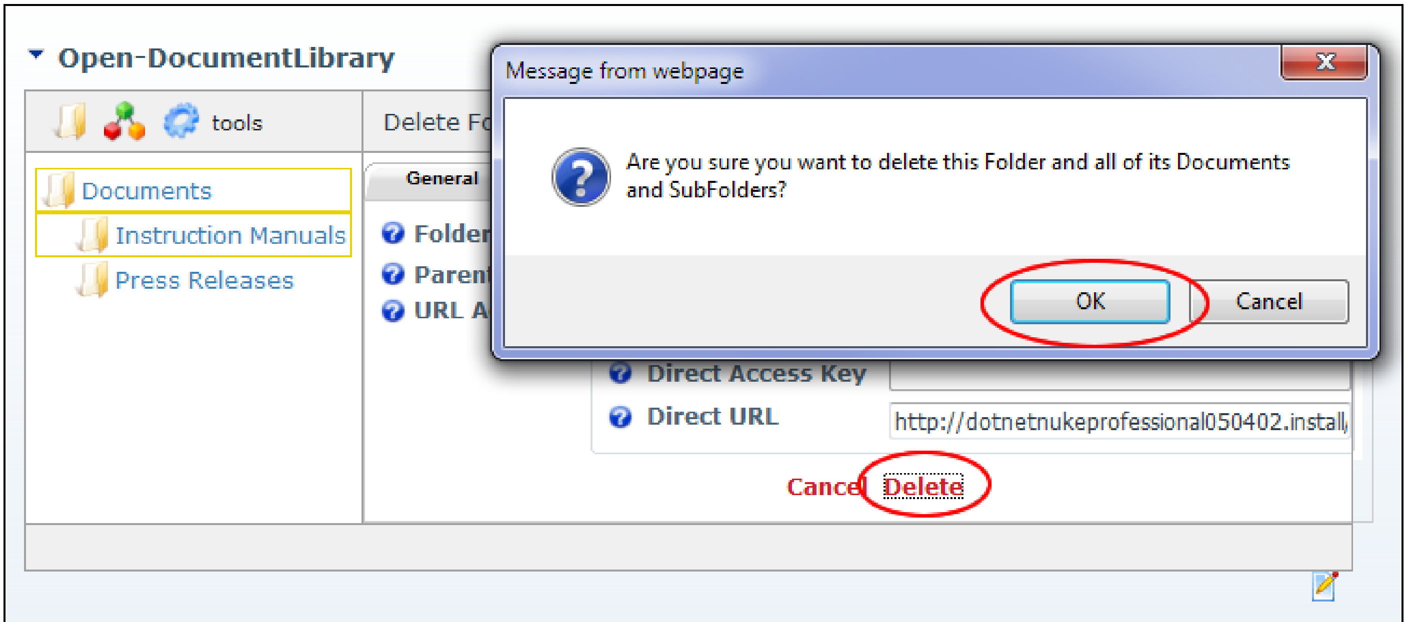
Deleting a Folder

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.



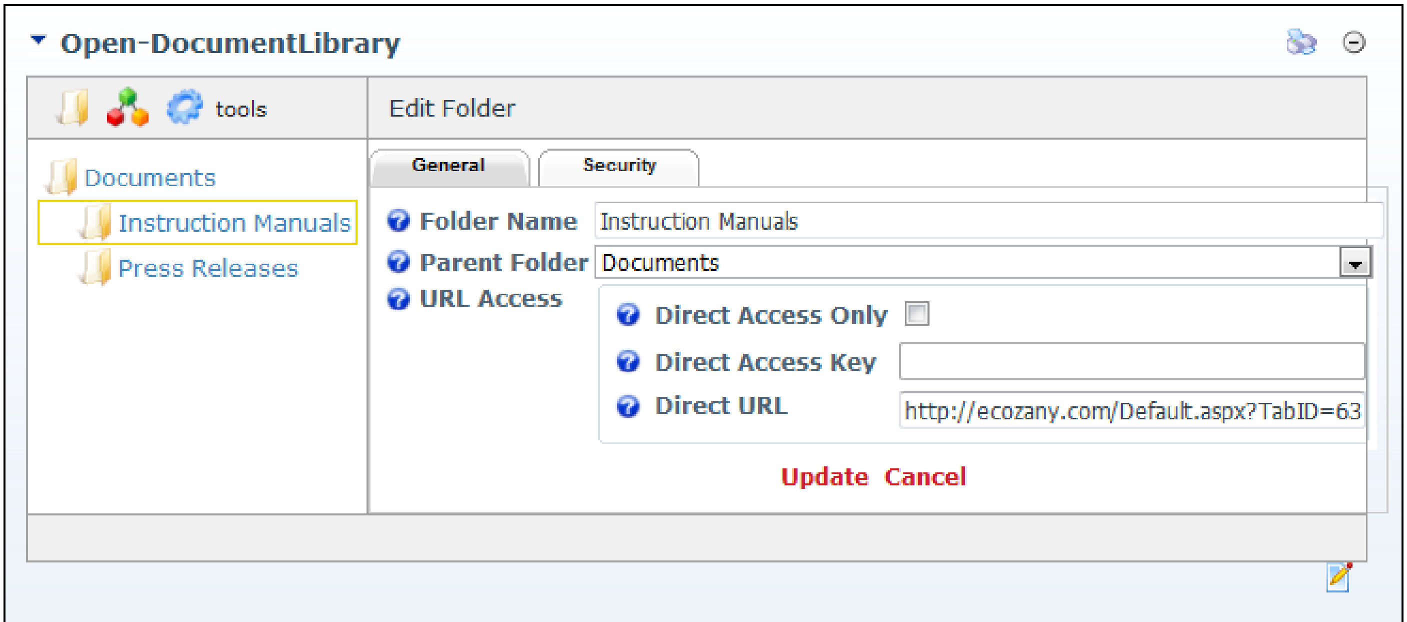
Deleting a Folder from the Document Library Module

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 though 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.
     1. 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]
     2. 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

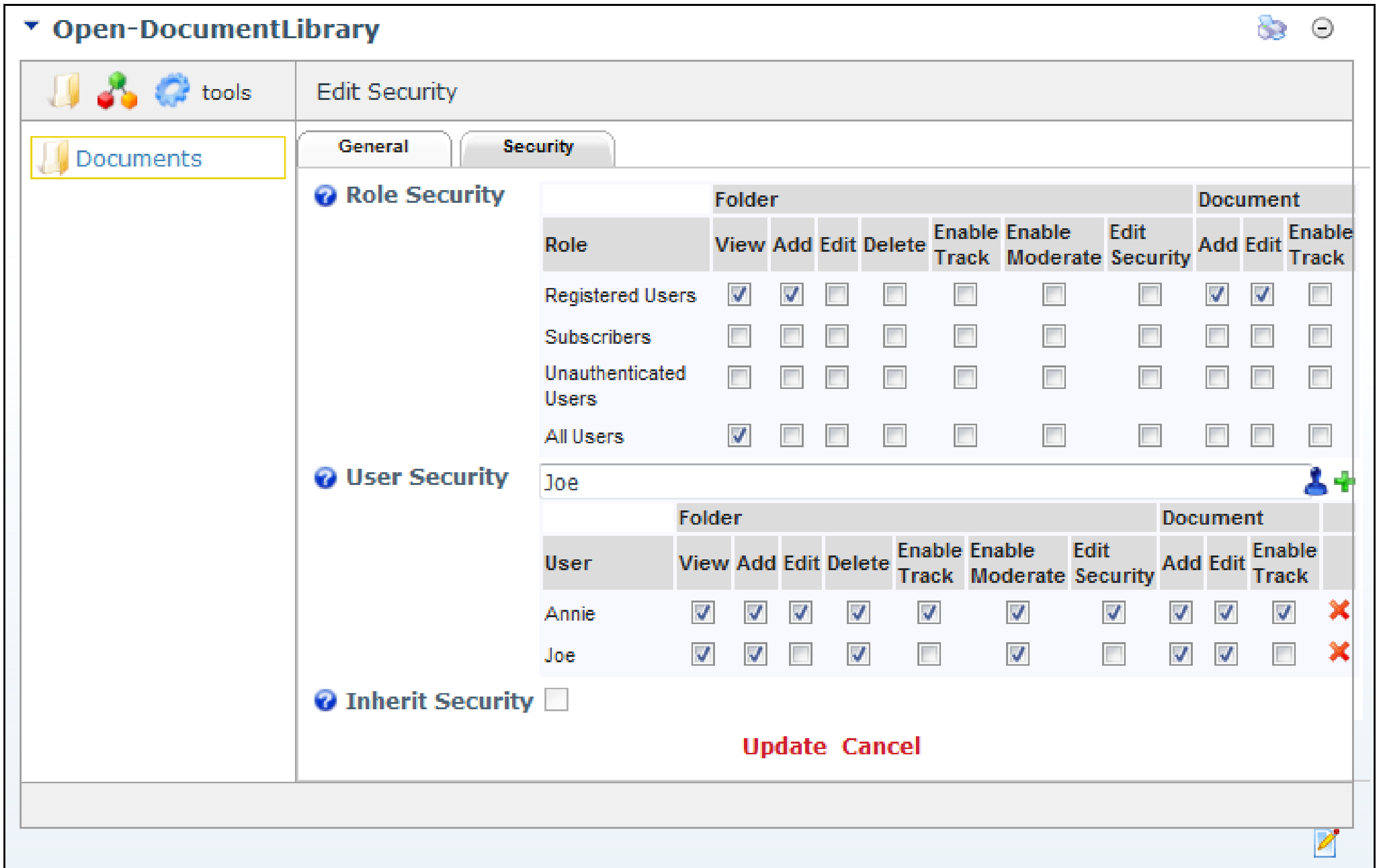
Configuring Security Settings for Folders

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"

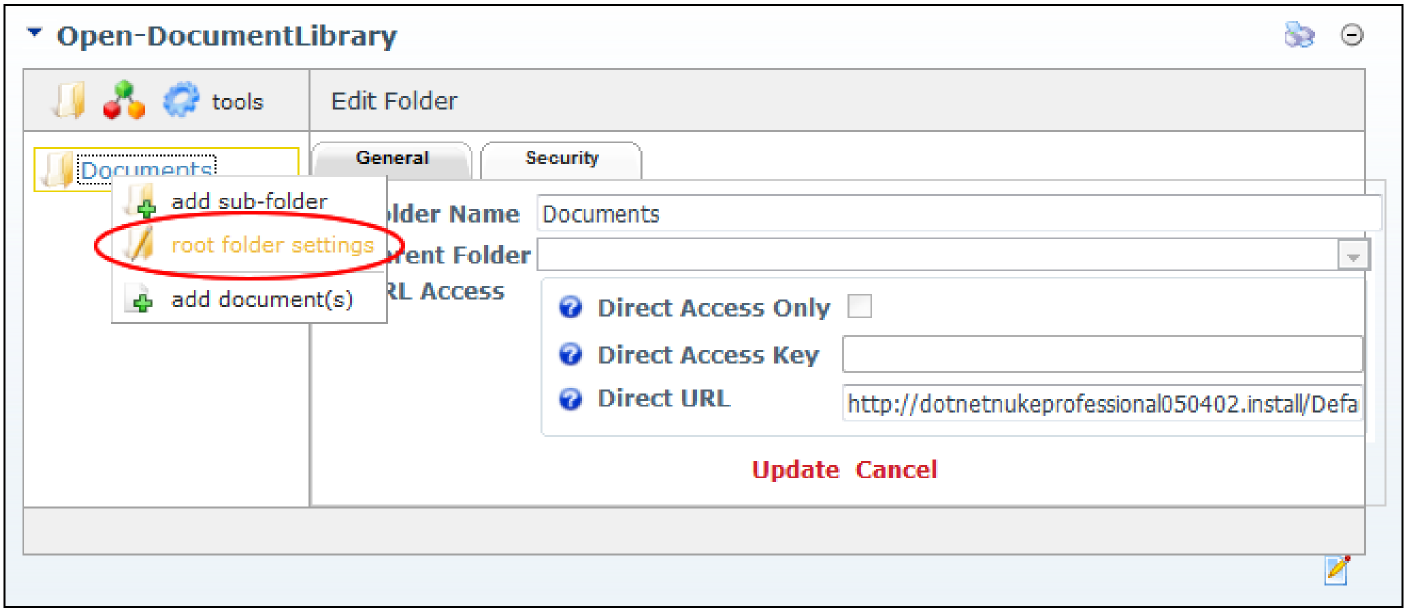


The Security tab for Folder Settings

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.

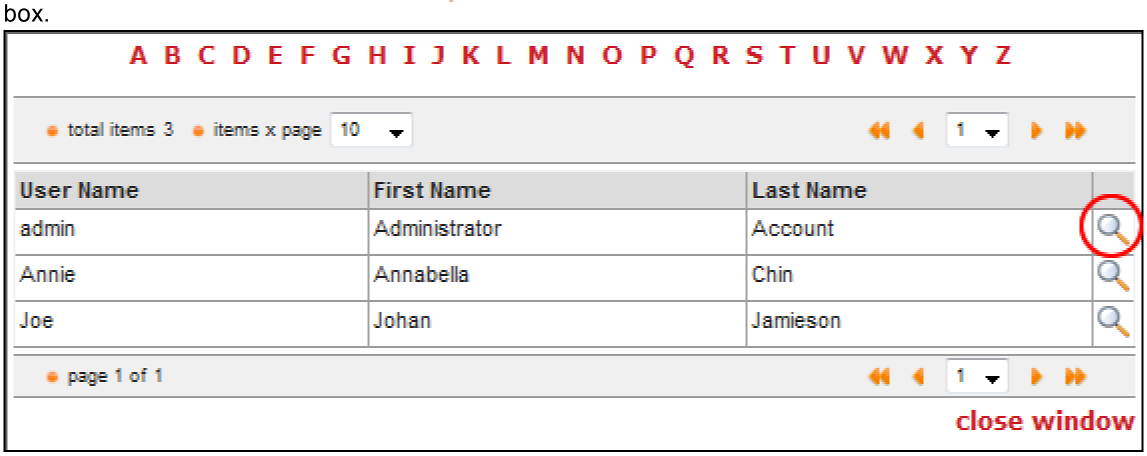


2. Select the Security tab.

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.

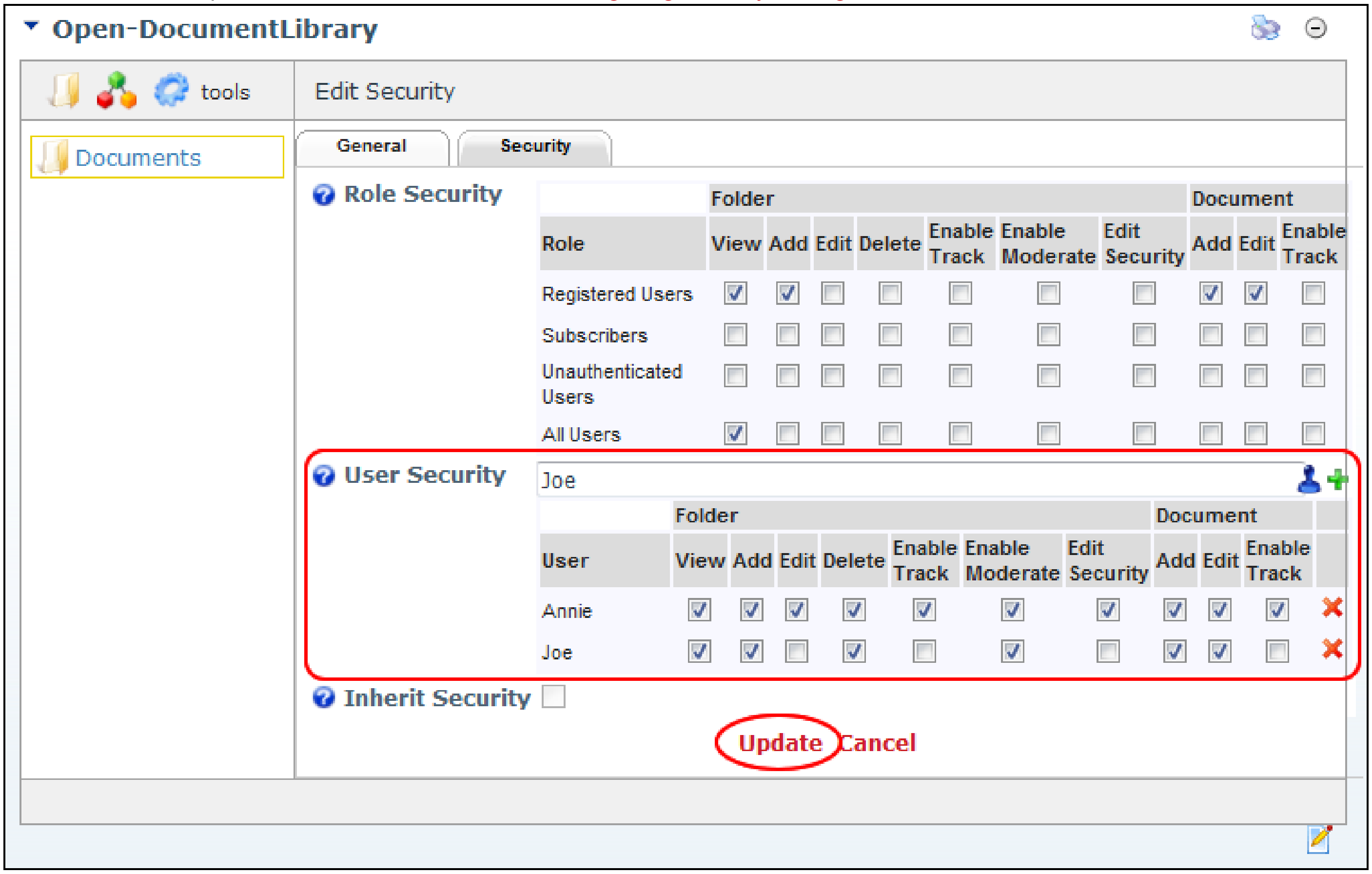
5. To select a user, click the **Select User** button to the right of their name. This displays their username in the User Security text box.



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".



9. Click the Update link.

Moderation

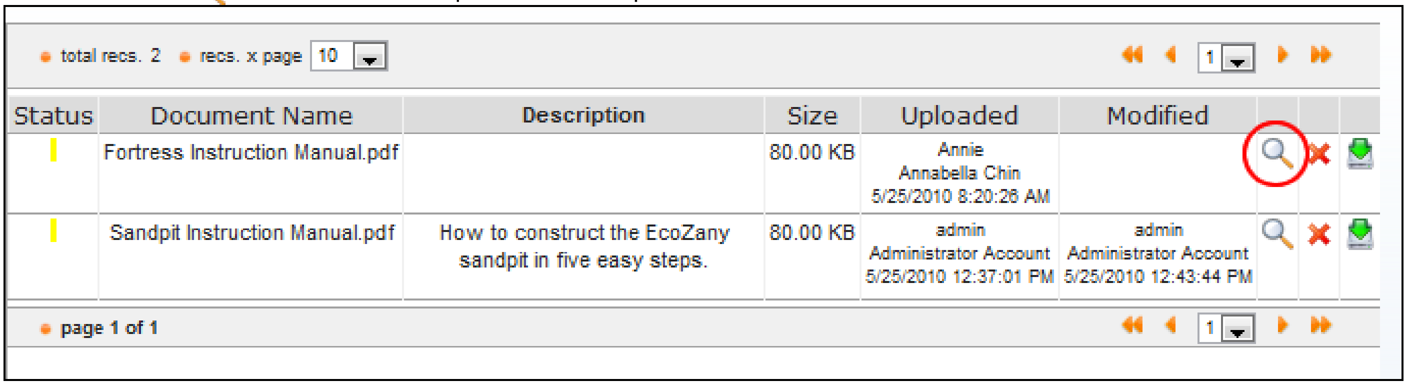
Moderating Uploaded Files

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"

3. Click the **Review** button beside the required file. This opens the Edit Document section.


total recs. 2 recs. x page 10 1

Status	Document Name	Description	Size	Uploaded	Modified
	Fortress Instruction Manual.pdf		80.00 KB	Annie Annabella Chin 5/25/2010 8:20:26 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

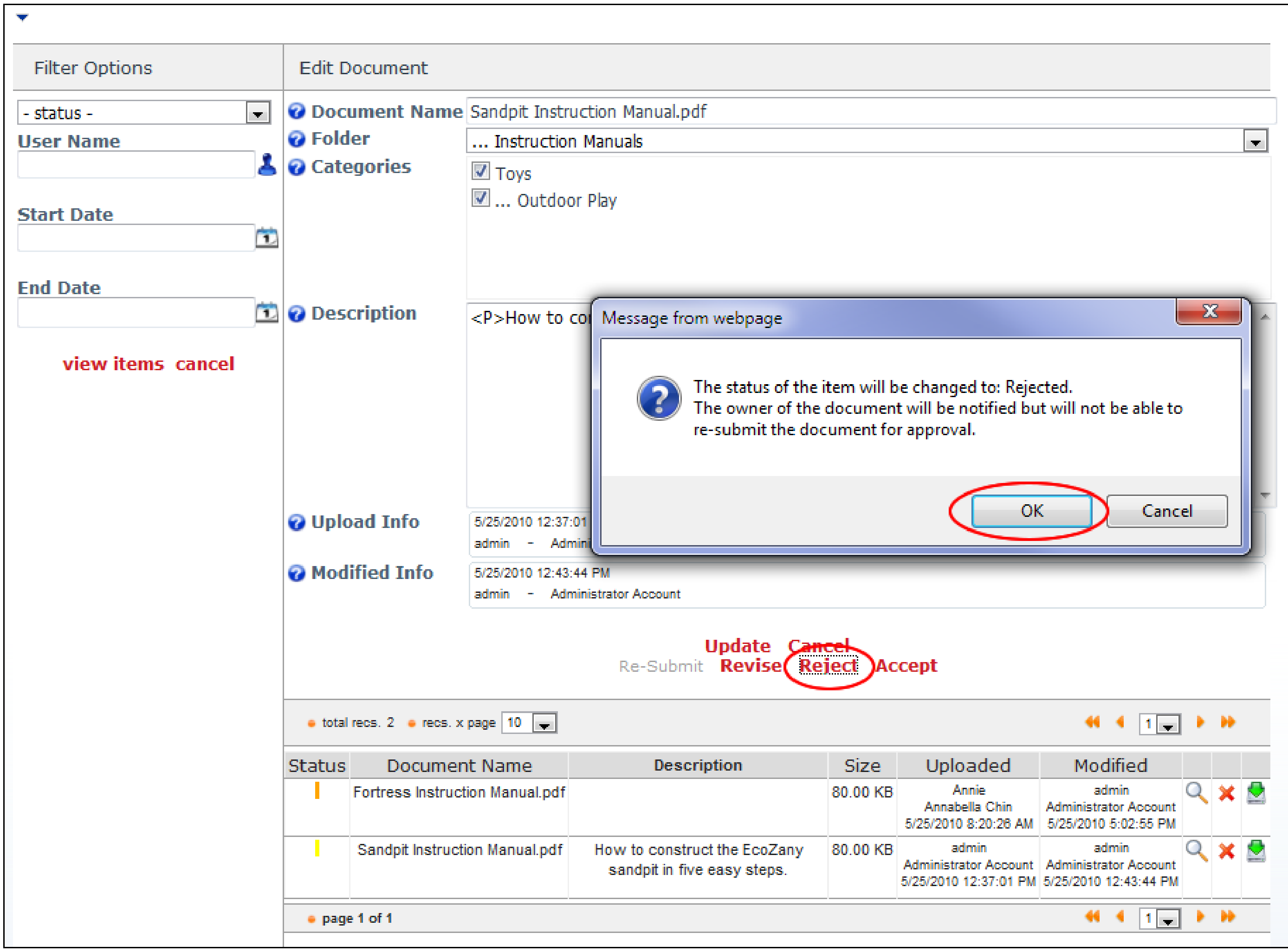
page 1 of 1 1

4. **Optional.** Edit one or more document fields and then click the Update link.
5. 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.

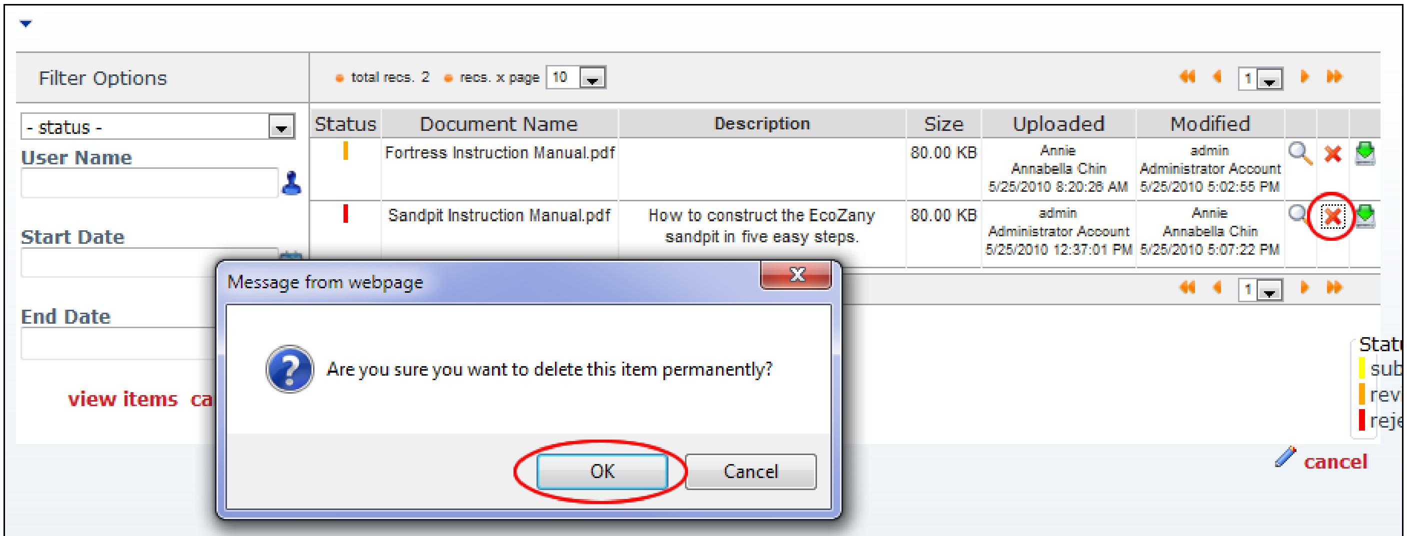
1. On the toolbar, navigate to **Tools** > **Moderate** and then select **Moderate All Items** to view all items in the moderation queue - OR - Select **My Items** to see only items you have submitted which are awaiting moderation.
2. **Optional.** In the Filter Options section, apply one or more filters. See "Moderation Filter Options"
3. **Optional.** Click the **Download** button beside the required file to download and view the file.
4. **Optional.** Click the **Review** button beside the required file to notify the owner that the file has been rejected.
   a. 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.



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.



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.

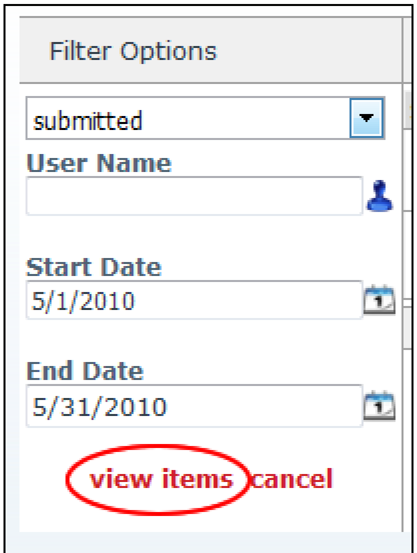
1. In the Filter Options section, apply one or more filters from these options:
   a. At **Status**, select one of the following from the drop-down box:
      - **- Status -**: Select to view items of all status. E.g. Submitted, Revised and Rejected.
      - **Submitted**: Select to view all submitted 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.



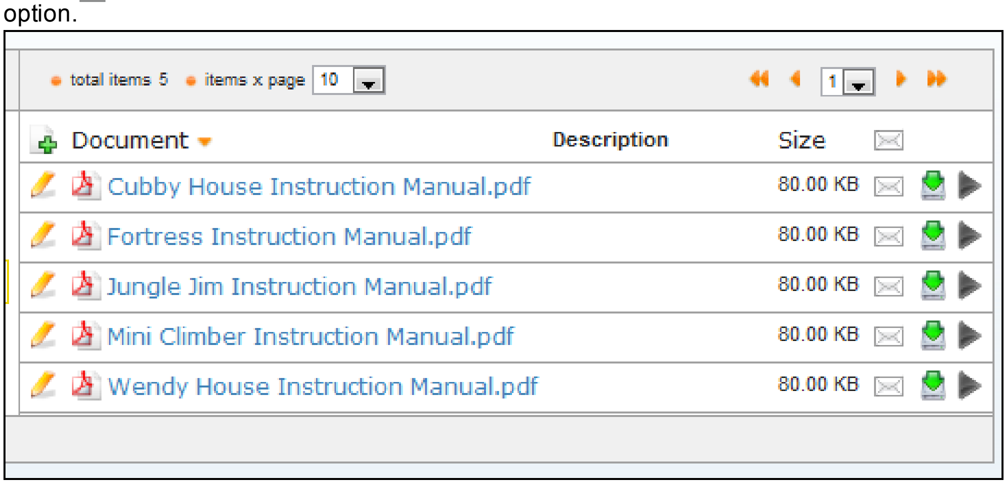
Moderation Queue Filter Options

Settings

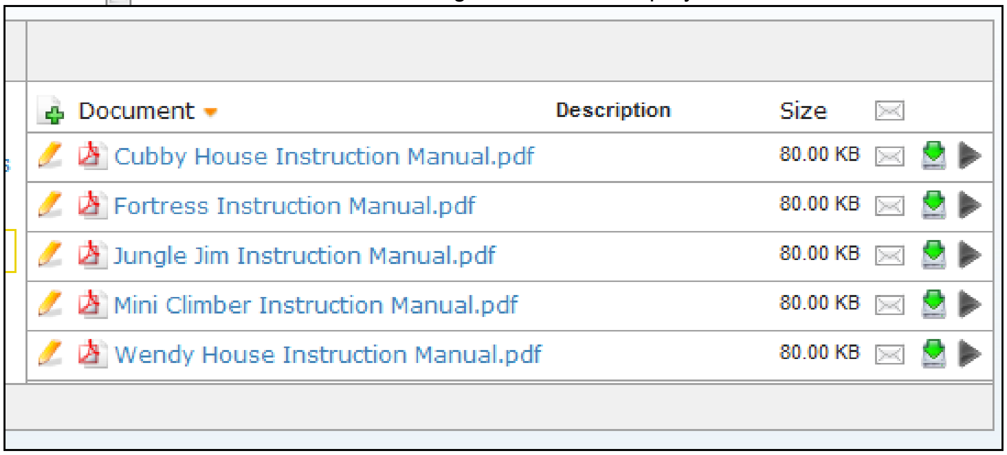
Configuring Local Settings - Document Grid

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.



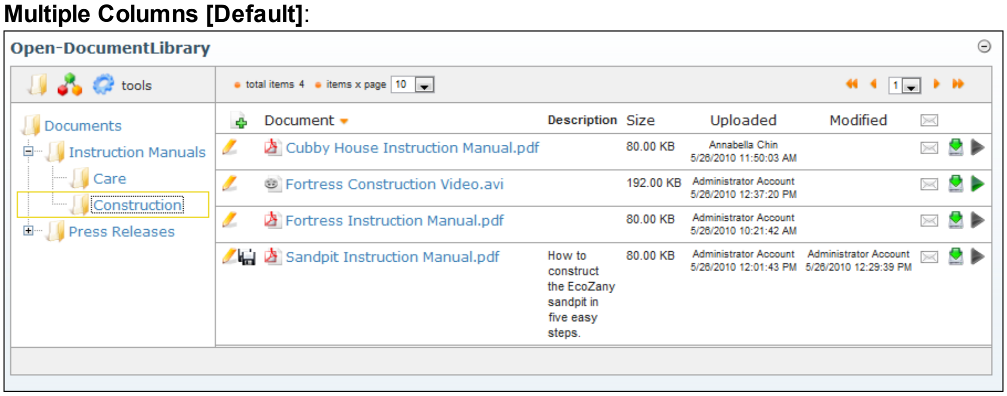
- Uncheck the check box to remove navigation bar and display all items in the list at once.



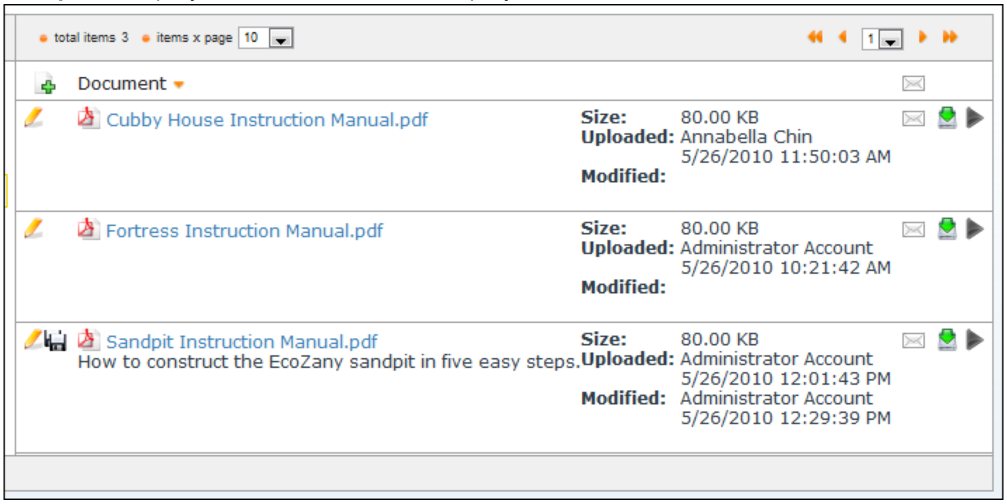
5. At **Items Per Page**, select the number of items to be displayed in the grid at once. Available options are: 10, 25, 50, or 100. The default setting is 10.

6. At **Layout**, select the layout to be applied to the document grid. The below images show each layout with all available fields displayed.

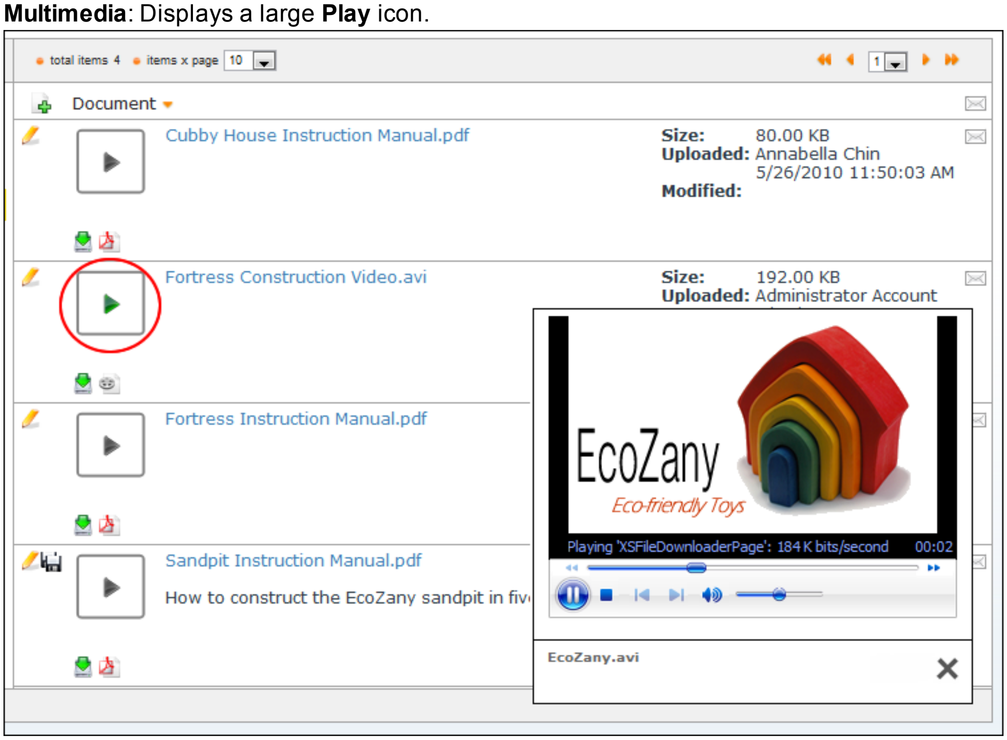
- **Multiple Columns [Default]**:



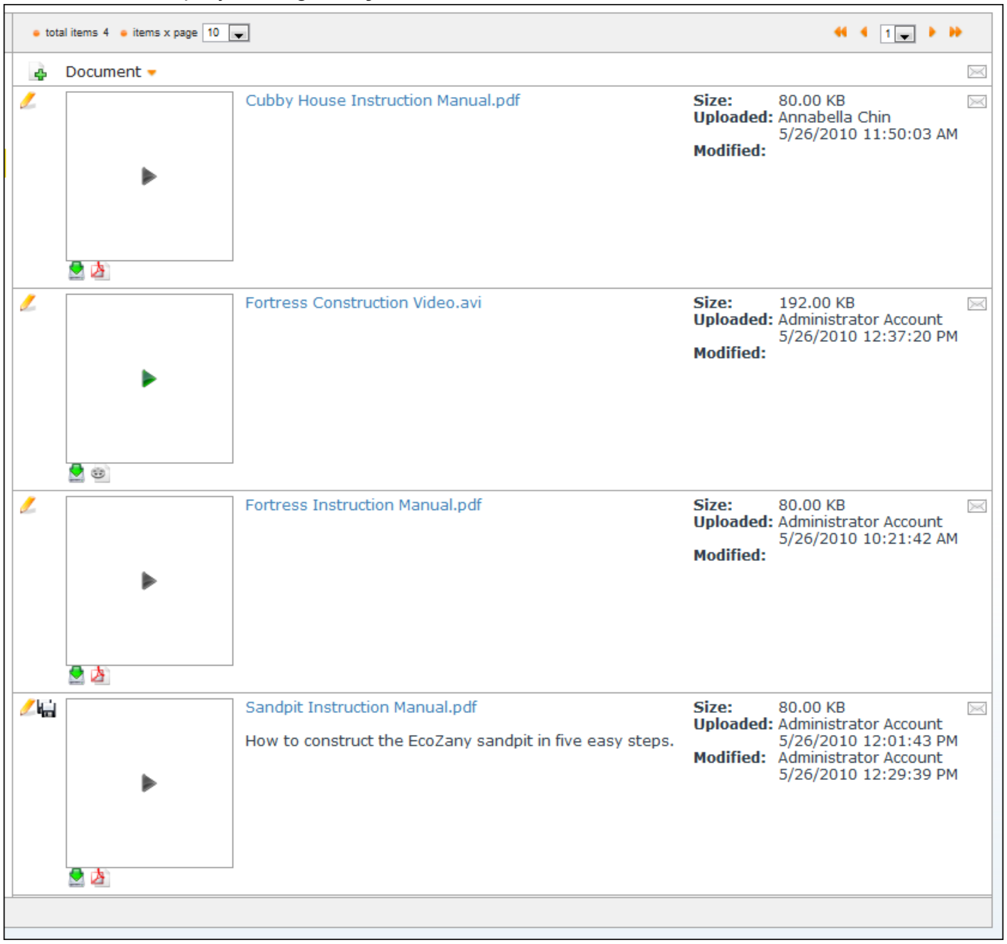
- **Compact**: Displayed here with all fields displayed.



- **Multimedia**: Displays a large **Play** icon.



- **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.

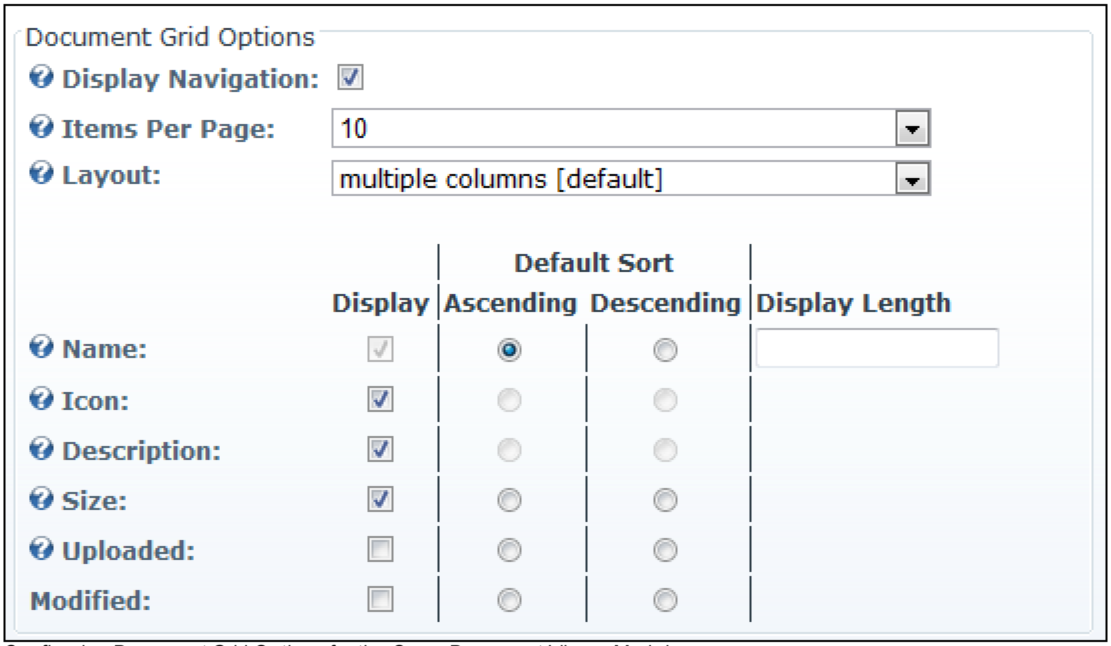
   c. **Uploaded**: Select to view the date and Display Name of the user that uploaded the document in the Document Grid.

   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.



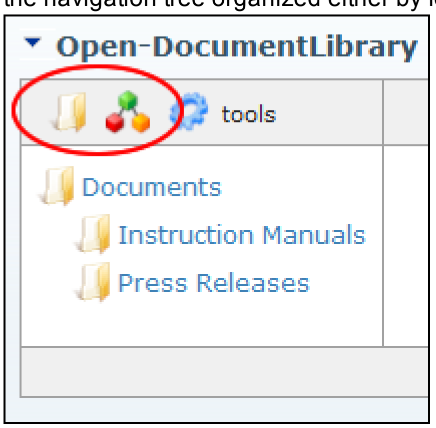
Configuring Document Grid Options for the Open-Document Library Module

Configuring Local Settings - Navigation Tree

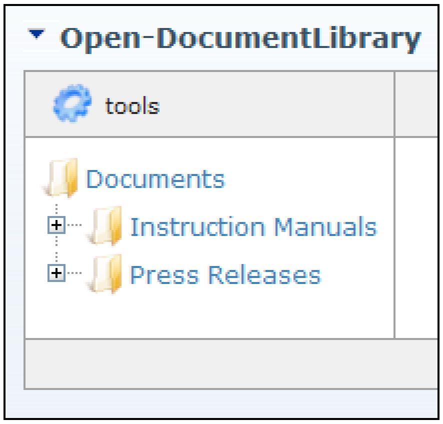
How to configure local settings for the Document Library module. This section allows you to control the way users can navigate through the document hierarchies. Options selected here only apply to this specific instance of the module.

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:

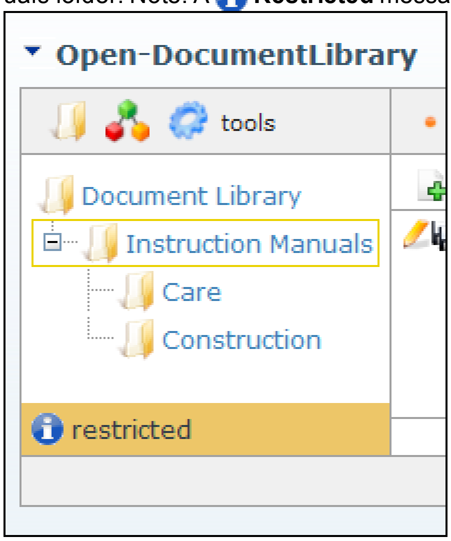
- Check the check box to display both the **Folder** or **Category** icons in the toolbar. This enables users to view the navigation tree organized either by folders or categories and access both the Folder and Category drop-down menus.



- 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.

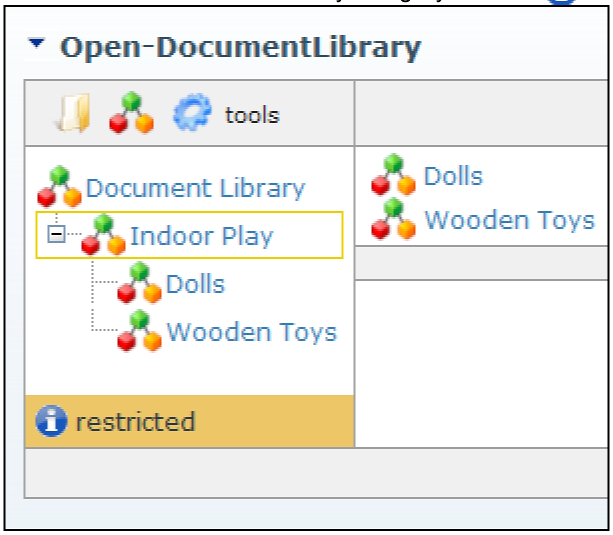


6. At **Restrict Tree to 1 Folder**, select a folder to restrict this instance of the module to display only that folder. Users can navigate to sub-folders and documents belonging to the selected folder. The below image displays the tree restricted to the Instruction Manuals folder. Note: A **Restricted** message is displayed to Administrators.



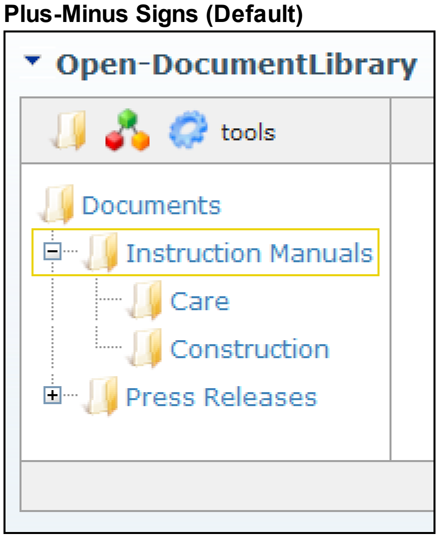
7. At **Restrict Tree to 1 Category** select a category name from the drop-down box to restrict this instance of the module to that category. Users can navigate to subcategories and documents belonging to the selected category. The below image displays the

tree restricted to the Indoor Play category. Note: A **Restricted** message is displayed to Administrators.

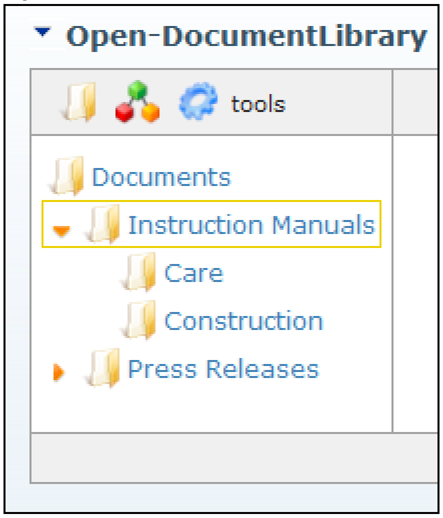


8. At **Tree Style**, select the style for the navigation tree from these options:

- **Plus-Minus Signs (Default)**

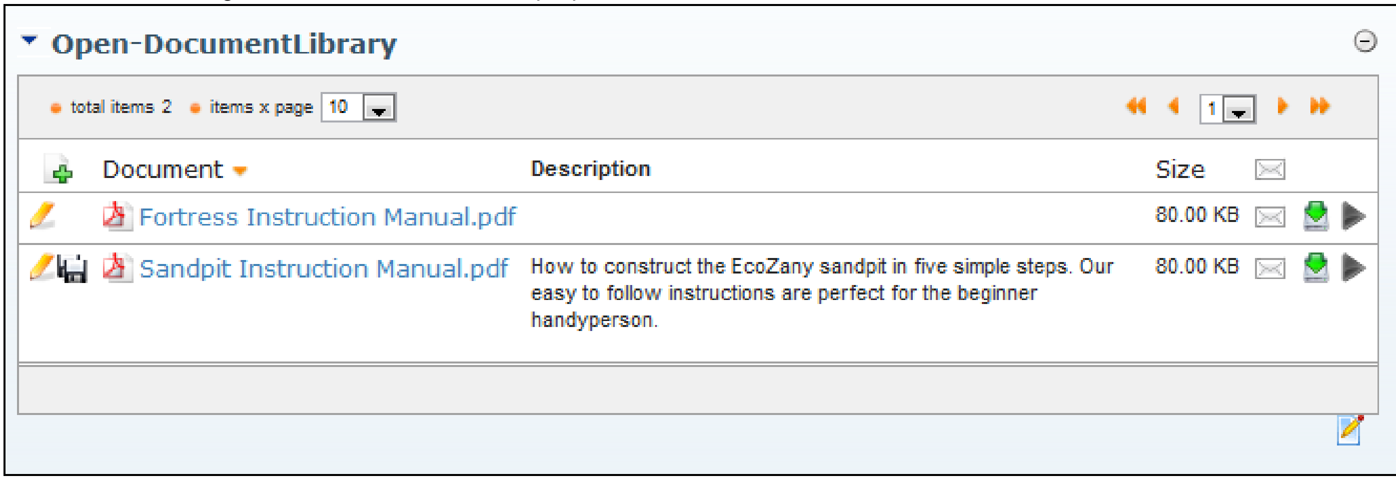


- **Up-Down Arrows**



9. At **Hide Tree [Flat View]**, select from these options:

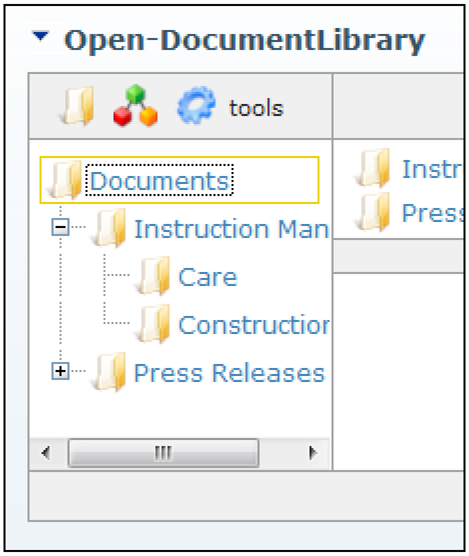
- Check the check box hide the navigation tree. This displays all the documents within the selected folder (as selected at "Restrict Tree to 1 Folder") or category (as selected at "Restrict Tree to 1 Category"), including documents within the sub-folders/sub-categories. Important. Tree must be restricted 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.

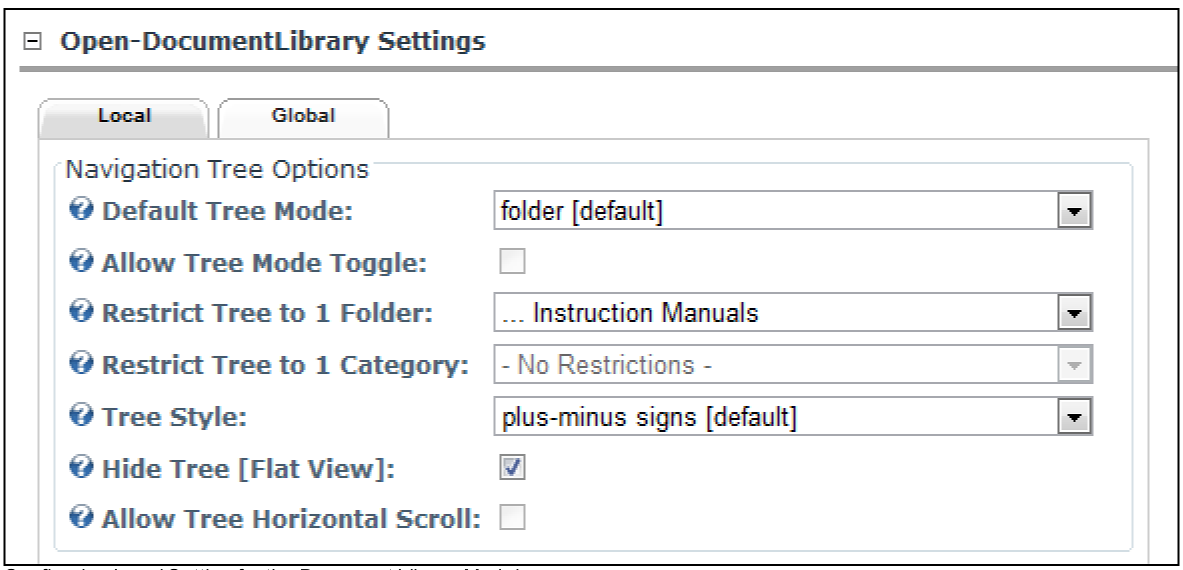
10. **Allow Tree Horizontal Scroll** select from these options:

- 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:

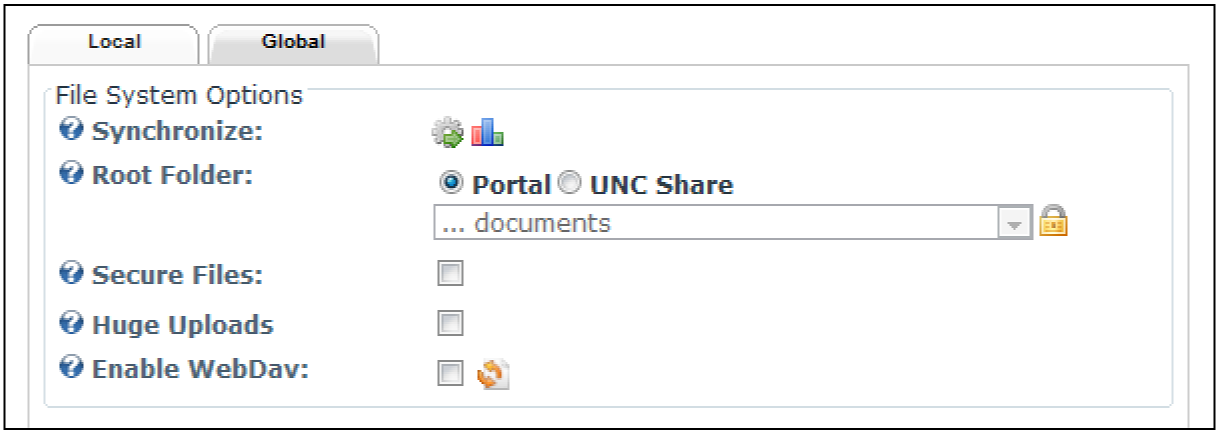
      - Check the check box to protect your documents from direct download by renaming them to a type of extension that is not directly served by a Web Server [xsdl.resx]. As a result, the only possible way to access the document will be through the document library interface.
      - Uncheck the check box 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** 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.

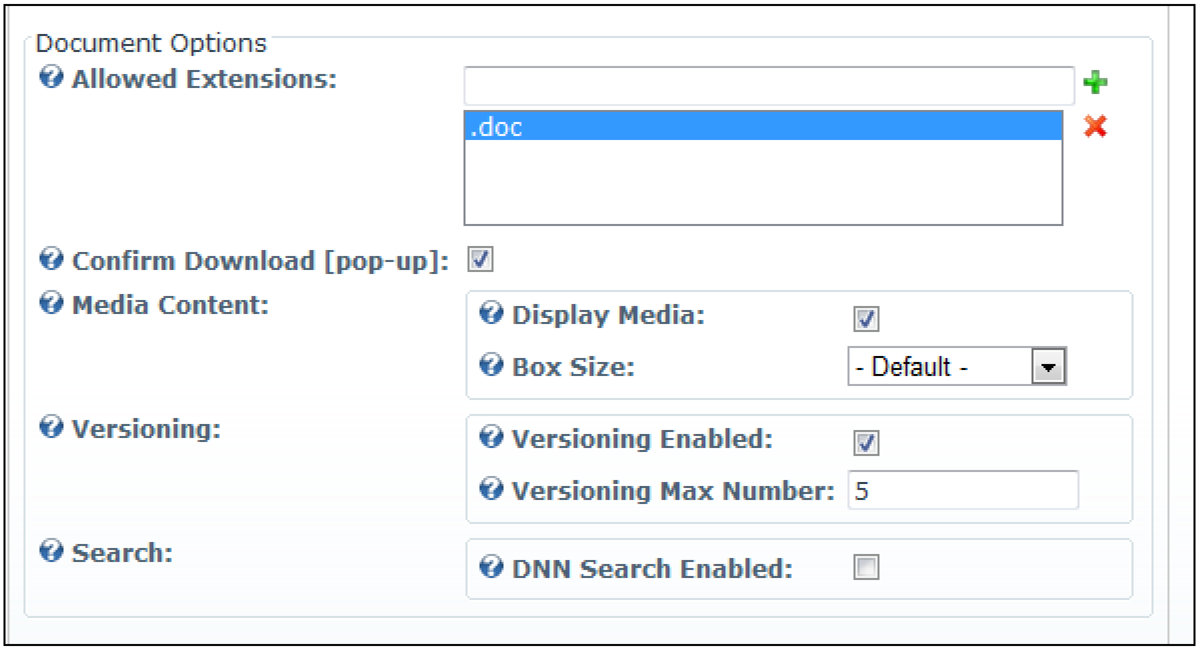
            i. In the **Versioning Max Number** text box, enter the maximum number of versions which can be saved for each document.

         - Uncheck the check box to disable.

   e. At **Search - DNN Search Enabled**, select from these options:

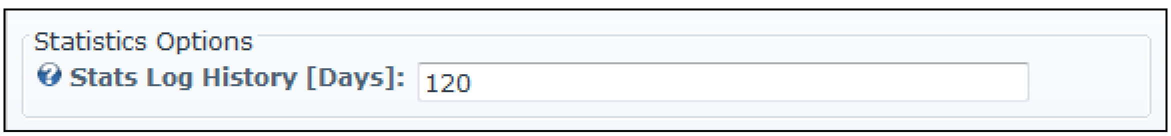
      - Check the check box to enable the documents to be included in the default DNN Search. The searchable fields are the Name and the Description of the document. Note: The default DNN Search does not index document content. Also, it does not implement any kind of security. Therefore, unauthorized users may see descriptions for documents they may not have access to. Such documents will still be download protected.

- Uncheck the check box to disable.



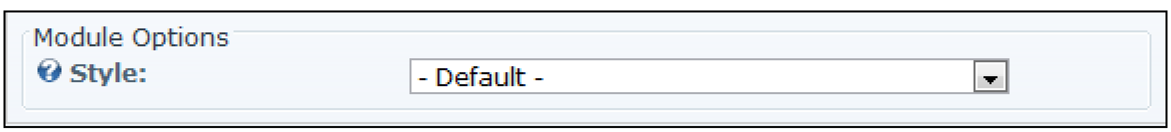
6. In the **Statistics Options** section update the following setting:

   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.



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.



8. Click the Update link.

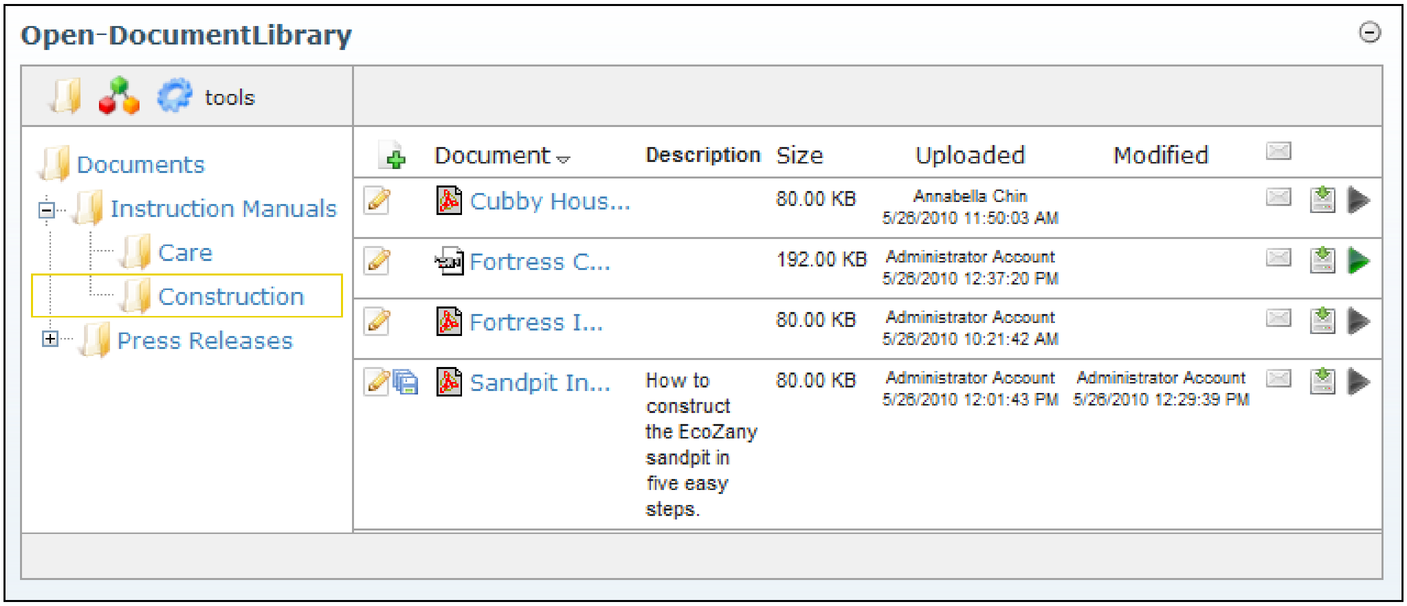
Open-Document Module Styles

A pictorial overview of the styles available for the Document Library module.

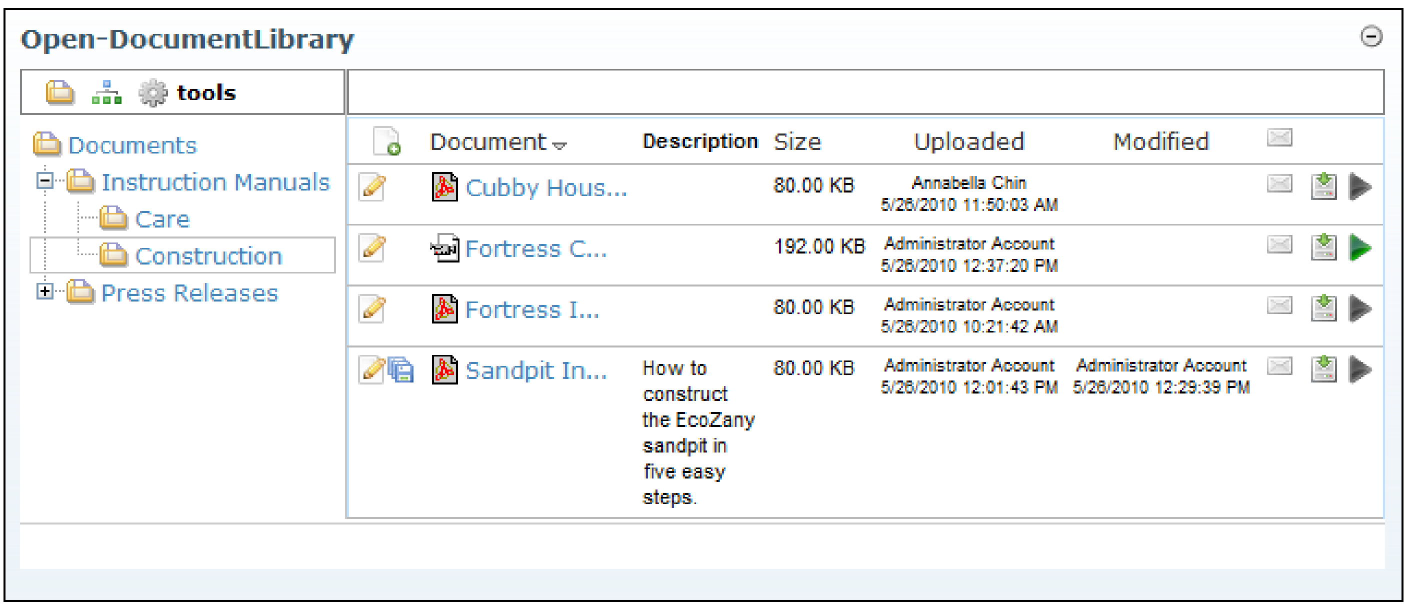
Tip: All styles can be changed through the module.css style sheet found in the module's specific directories.

See "Configuring Global Settings"

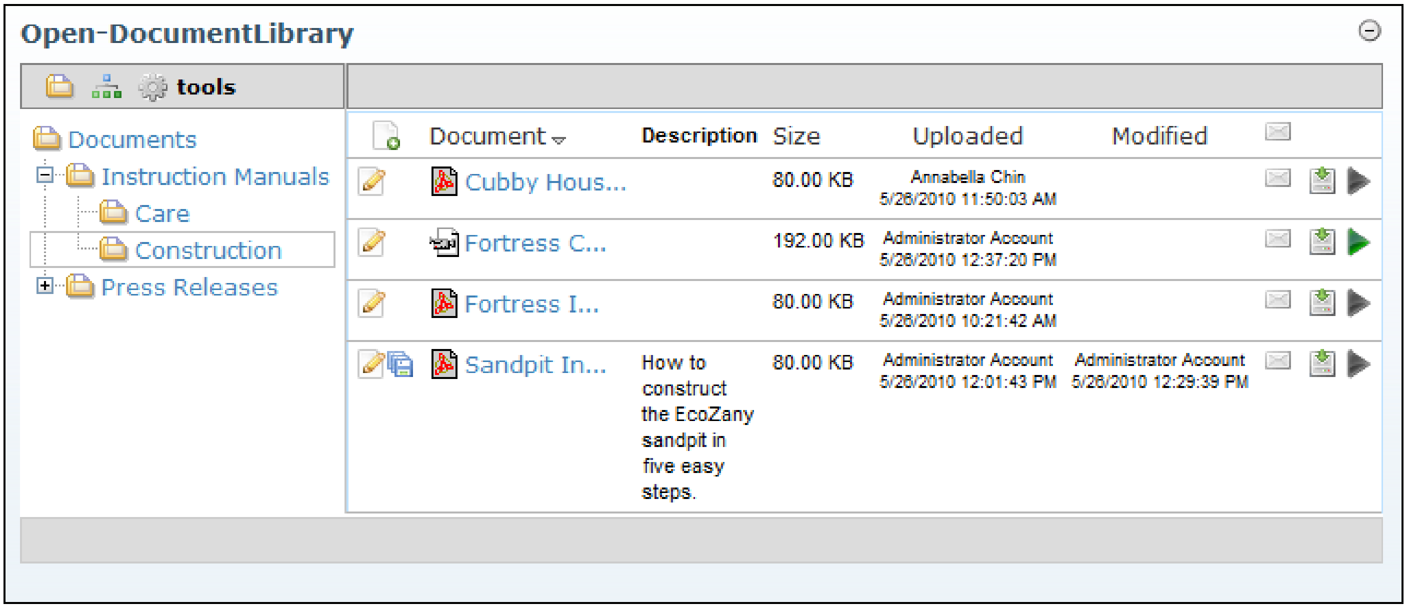
Default Style:


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

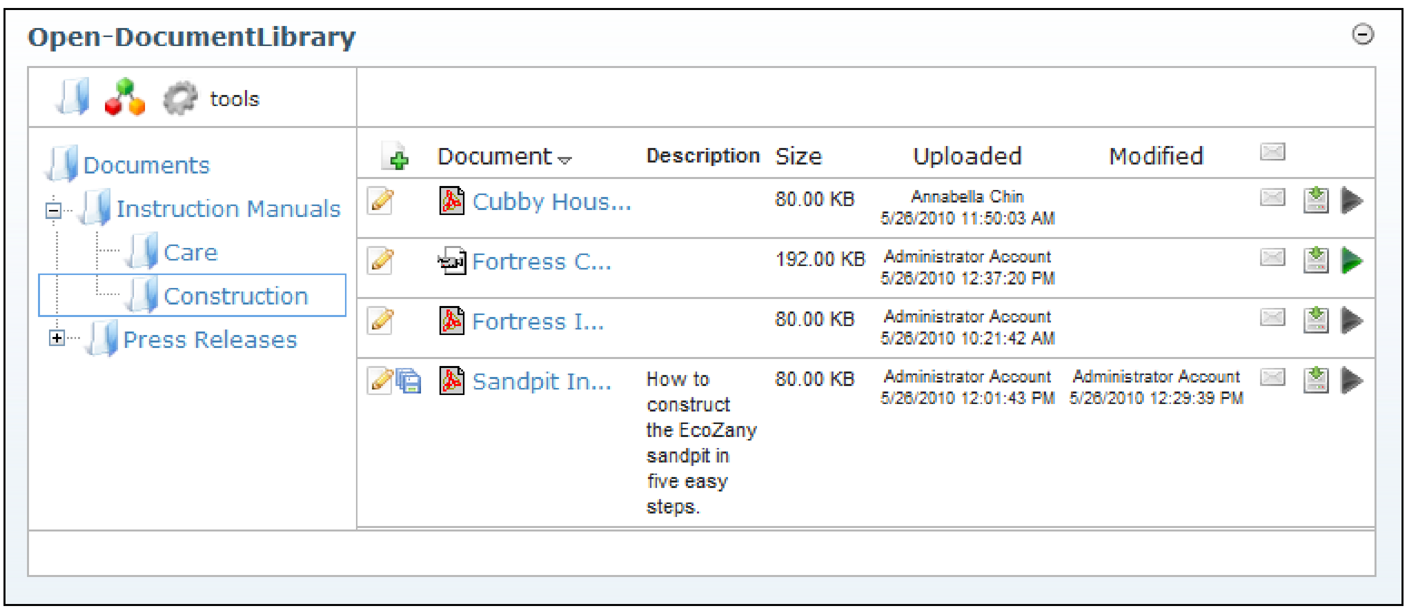
White:


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

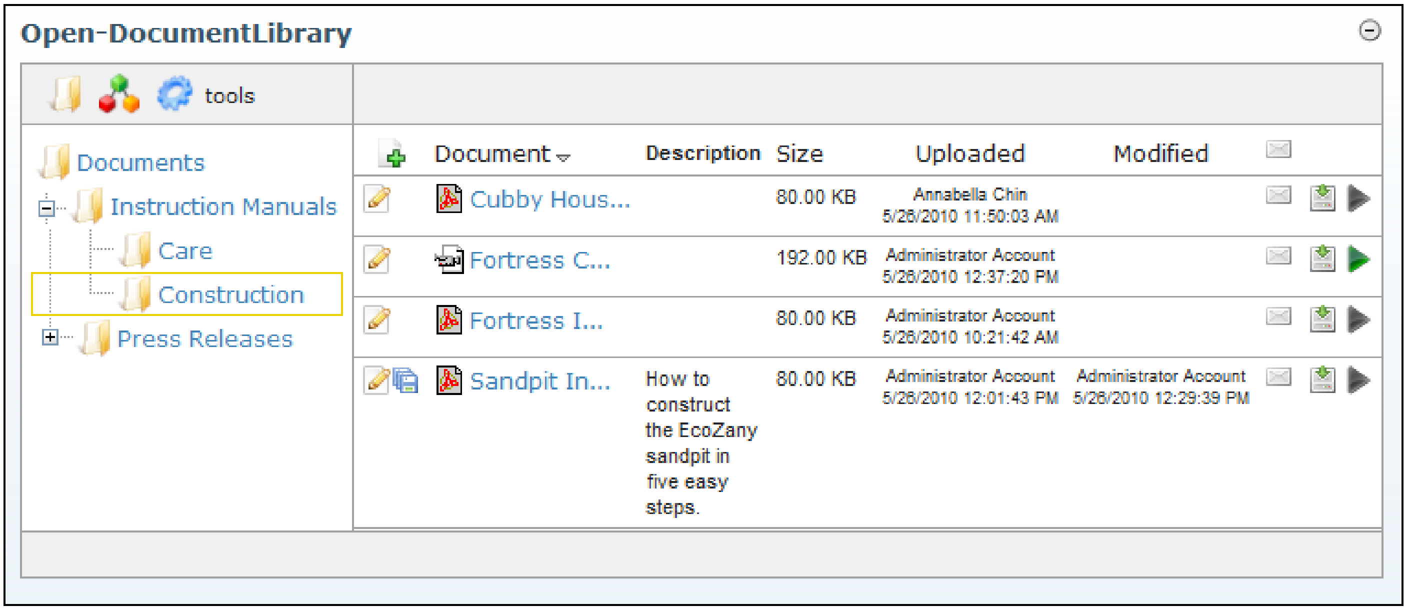
Gray:



White Web 2.0:



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.

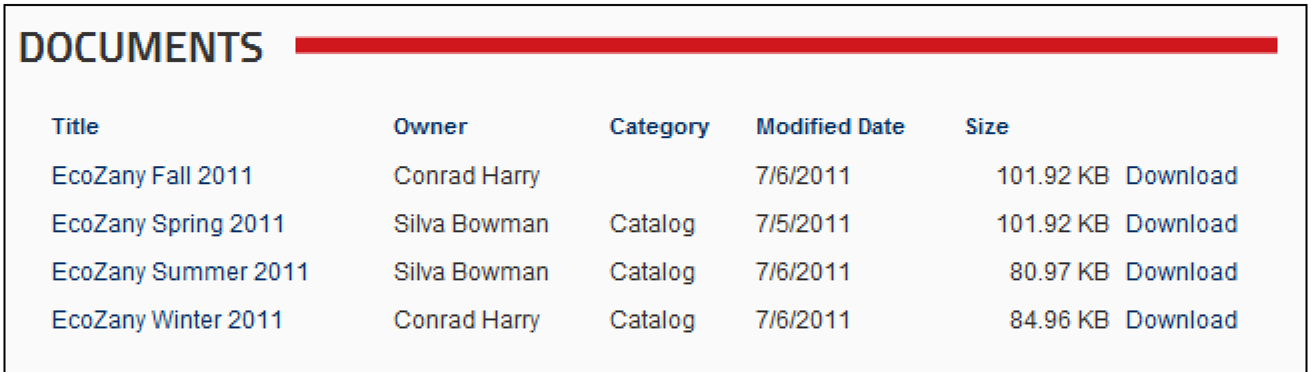
The follow data is automatically recorded for each document and can be optionally displayed:

- **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	Download
EcoZany Spring 2011	Silva Bowman	Catalog	7/5/2011	101.92 KB	Download
EcoZany Summer 2011	Silva Bowman	Catalog	7/6/2011	80.97 KB	Download
EcoZany Winter 2011	Conrad Harry	Catalog	7/6/2011	84.96 KB	Download

The Documents Module (default settings)

Project Links

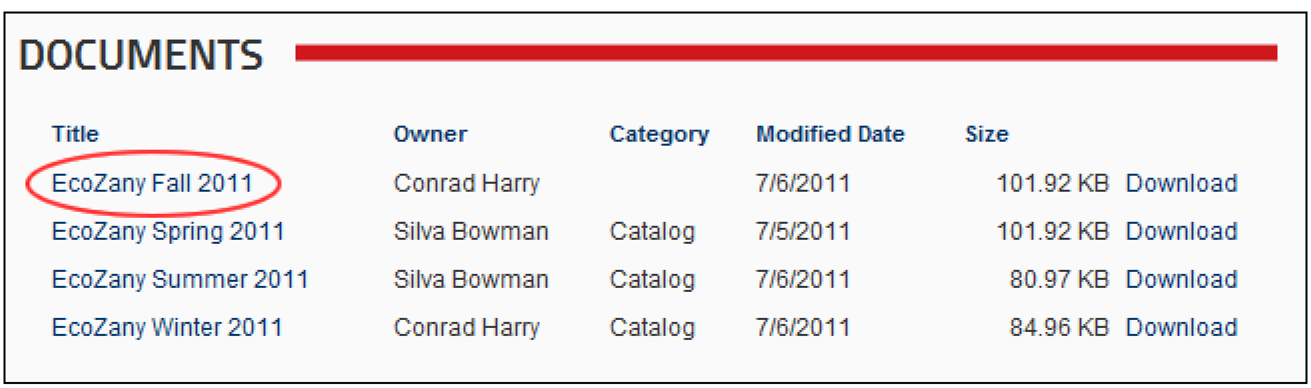
- **Project Home**: http://www.dotnetnuke.com/Products/Development/Forge/ModuleDocuments/tabid/826/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/18/scope/threads/Default.aspx
- **Issue Tracker**: http://dnndocuments.codeplex.com/workitem/list/basic

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	
EcoZany Fall 2011	Conrad Harry		7/6/2011	101.92 KB	Download
EcoZany Spring 2011	Silva Bowman	Catalog	7/5/2011	101.92 KB	Download
EcoZany Summer 2011	Silva Bowman	Catalog	7/6/2011	80.97 KB	Download
EcoZany Winter 2011	Conrad Harry	Catalog	7/6/2011	84.96 KB	Download

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.

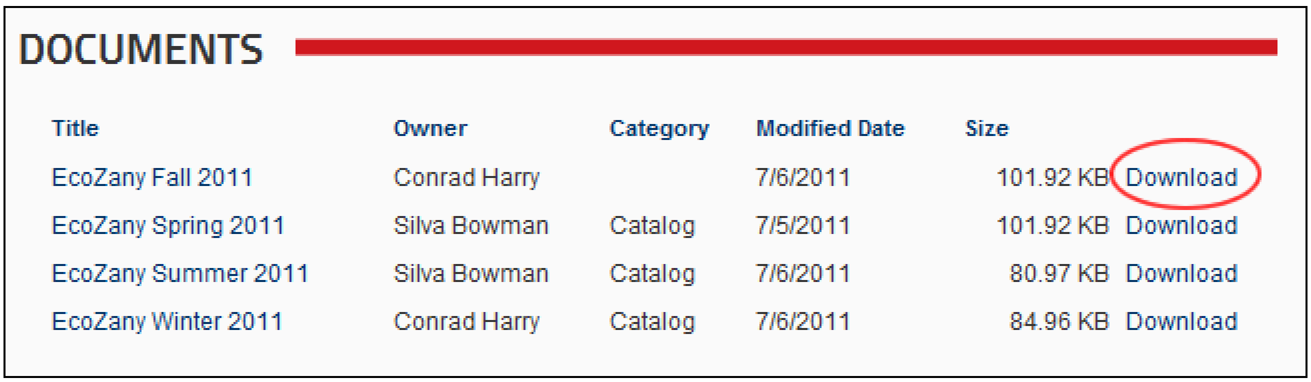
Related Topics:

- 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.



2. Open or save the document to your computer as desired.

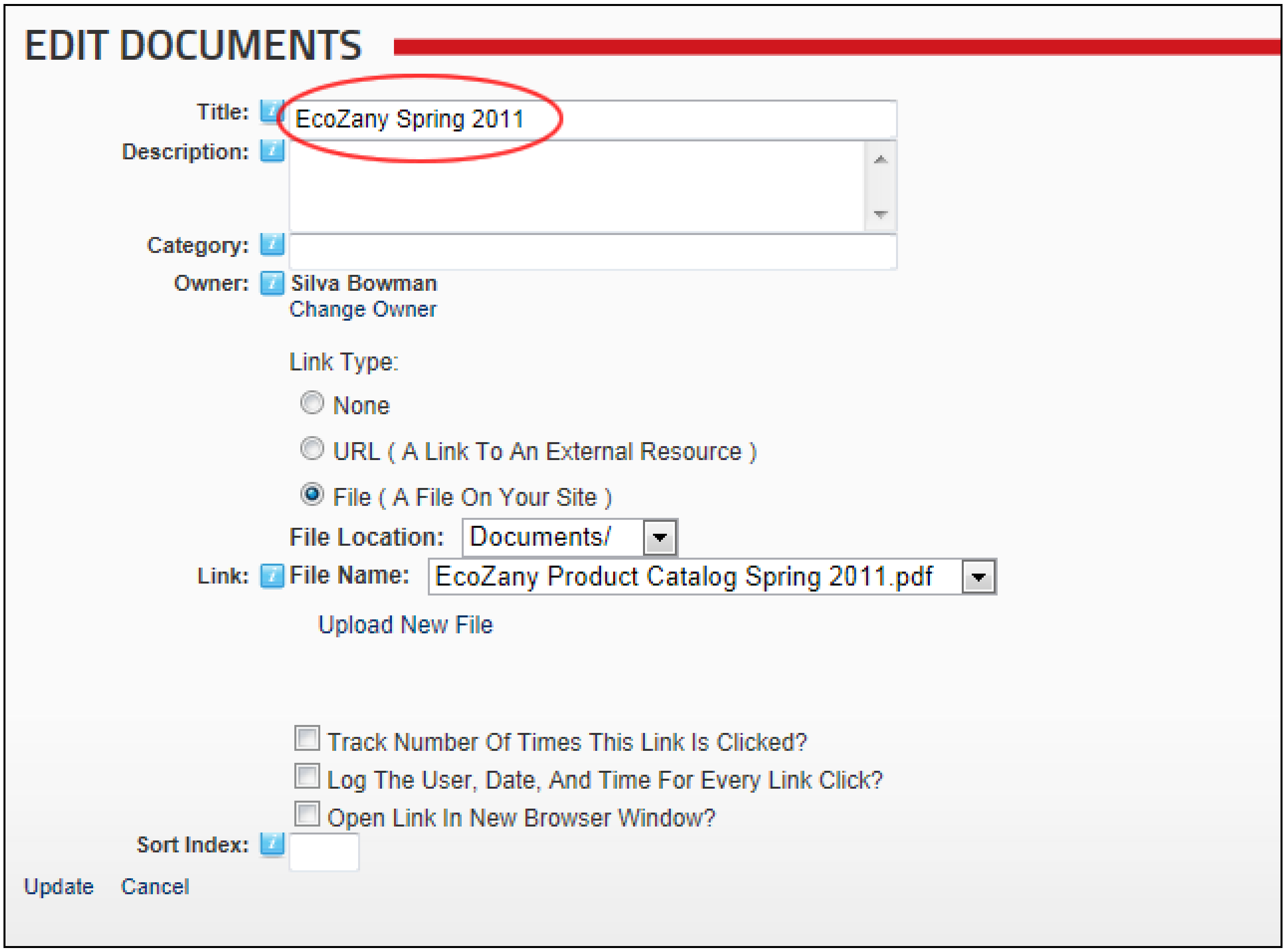
Module Editors

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.



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:

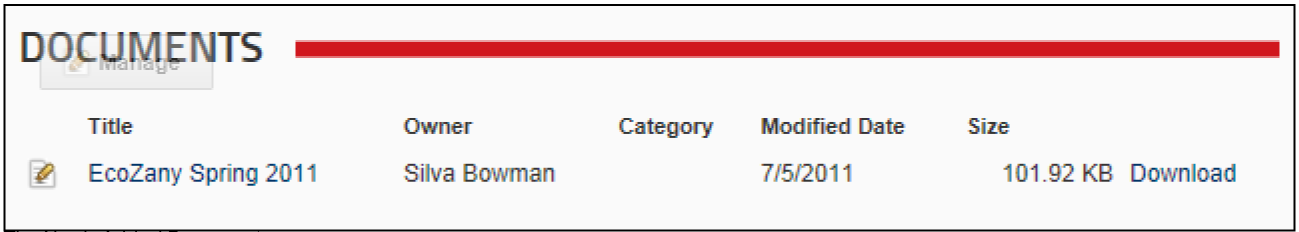
   - Click the Change Owner link and select a different user to be listed as the owner of this document
   - Select **None Specified** to leave the owner field blank.

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.

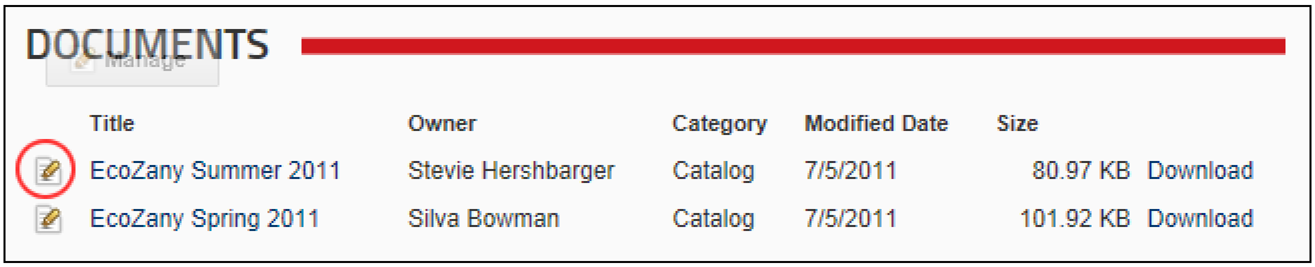


The Newly Added Document

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.

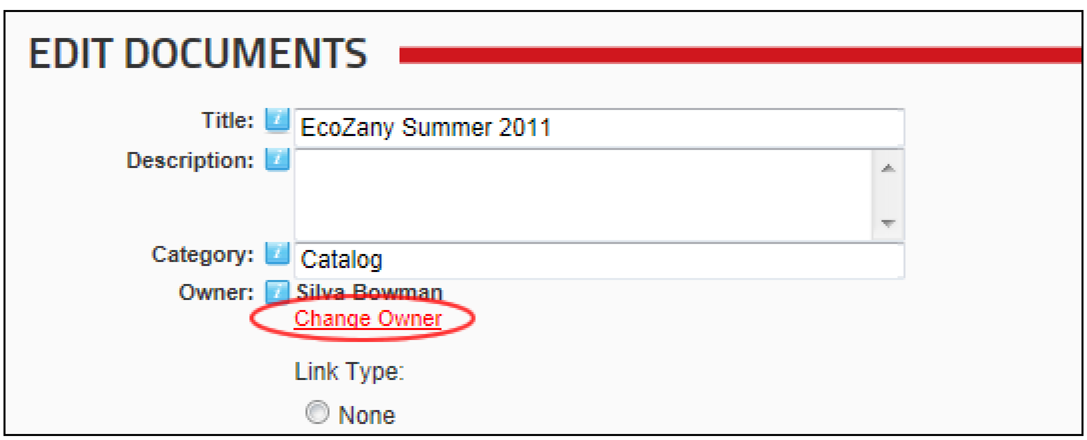


2. Edit the document fields as required.
3. Click the Update link.

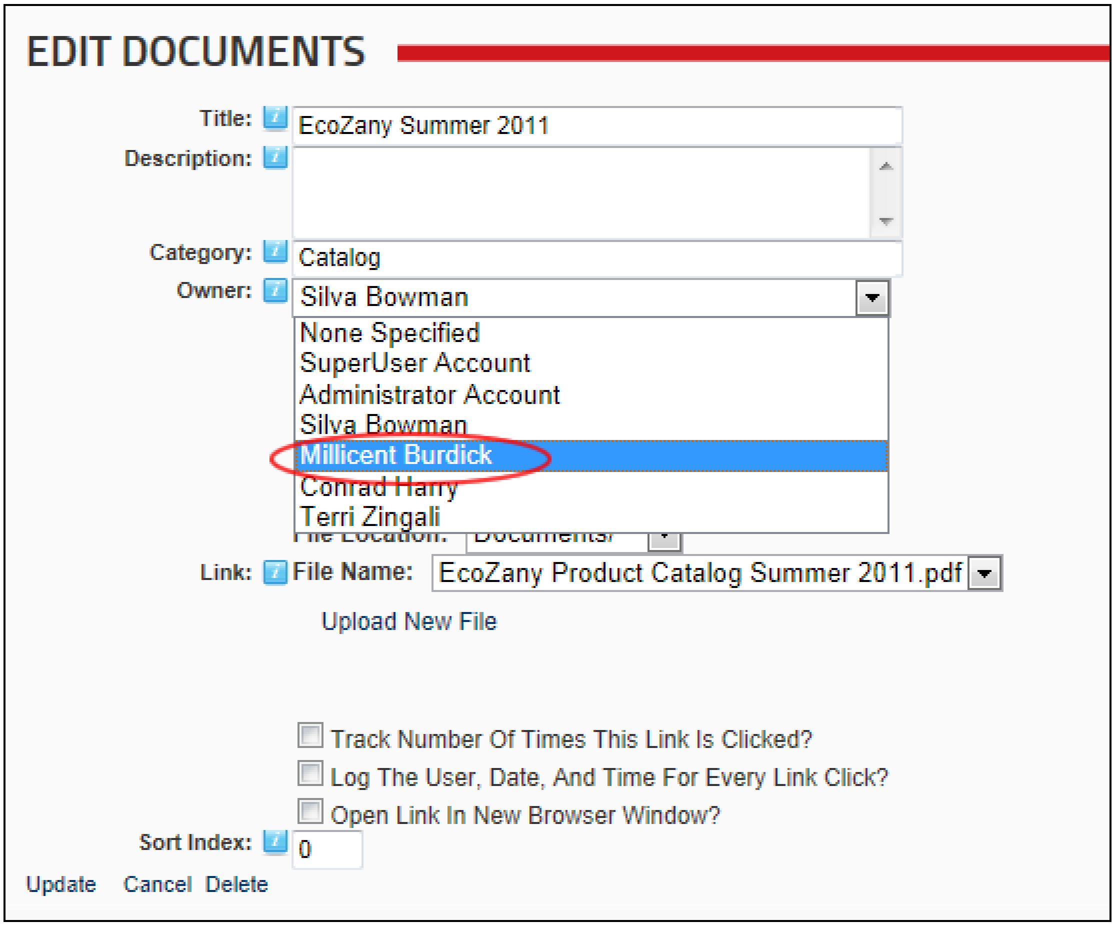
Changing the Document Owner

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.



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.

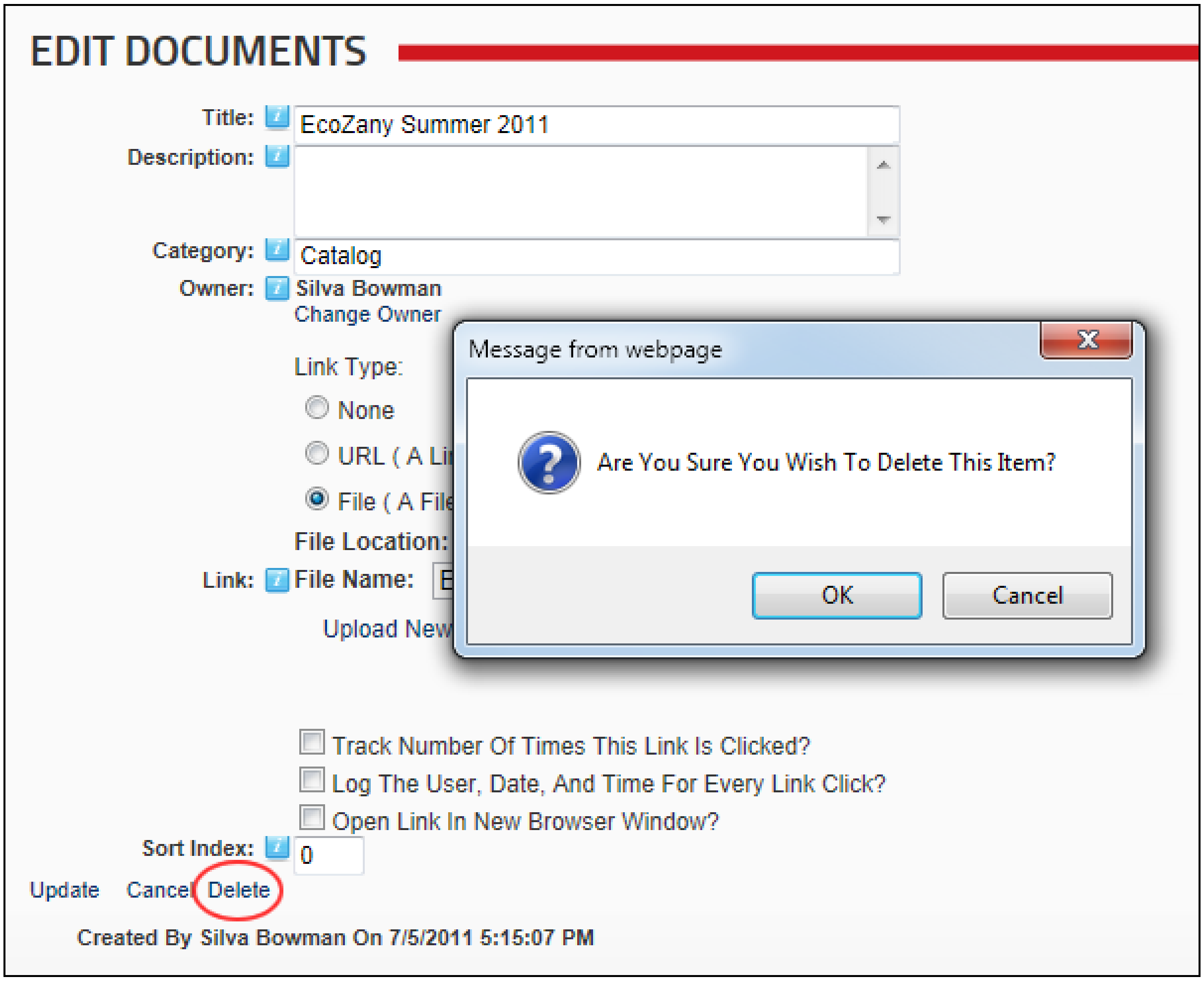


4. Click the Update link.

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?"

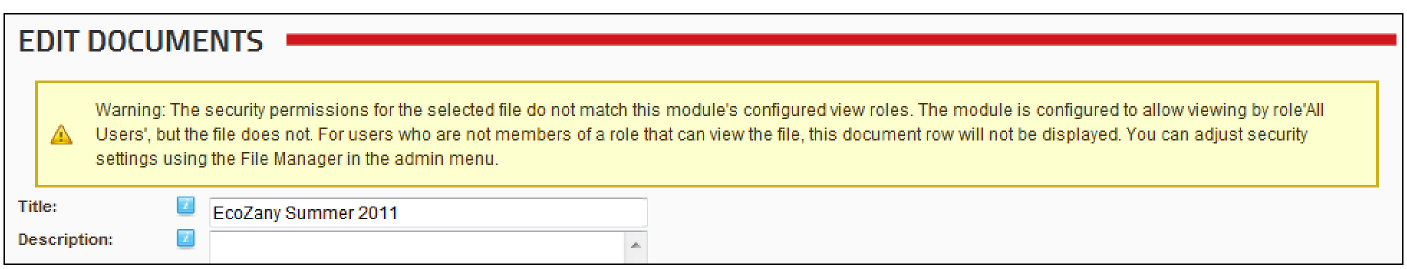


3. Click the **OK** button to confirm deletion.

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."

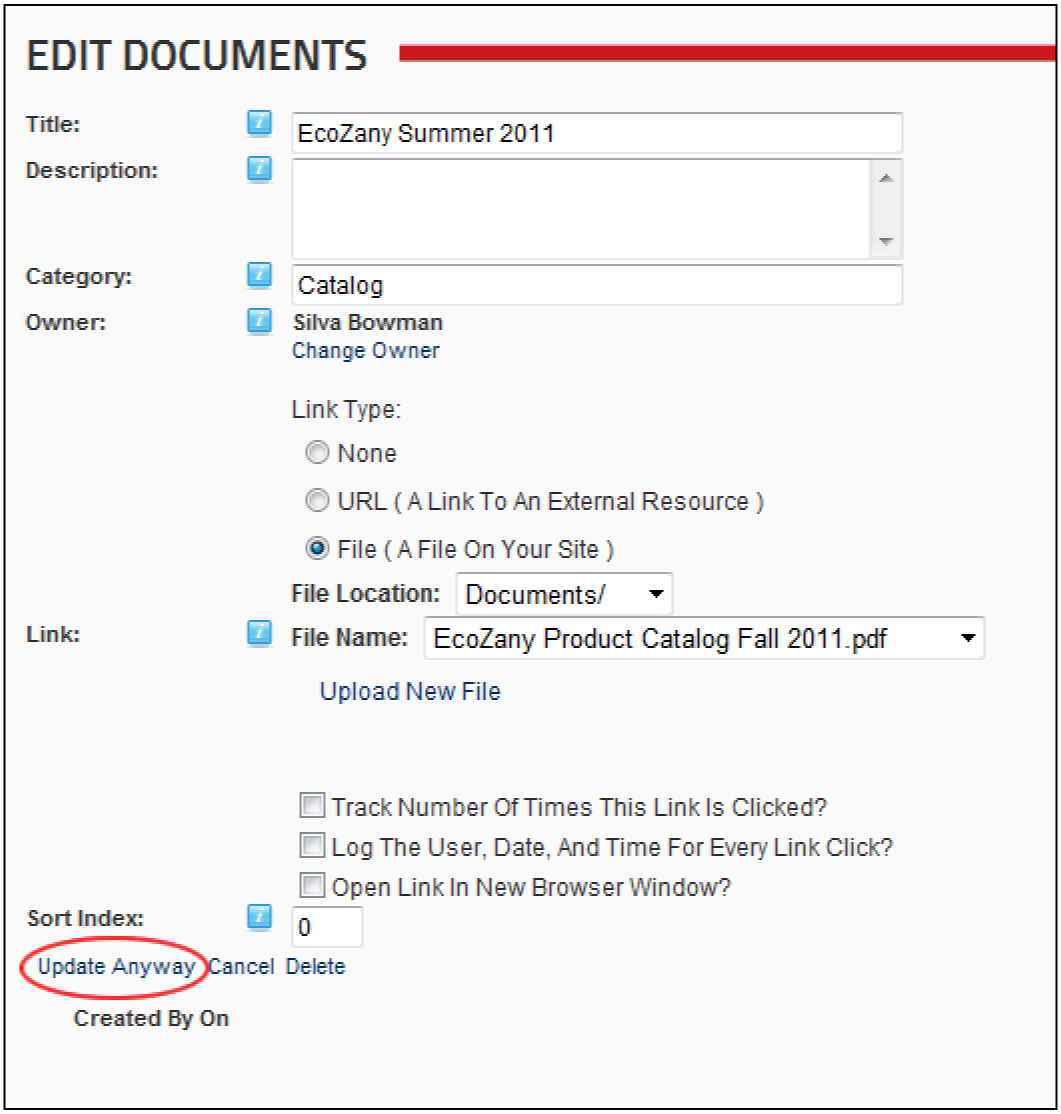


Here are the options to fix this problem:

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.



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".

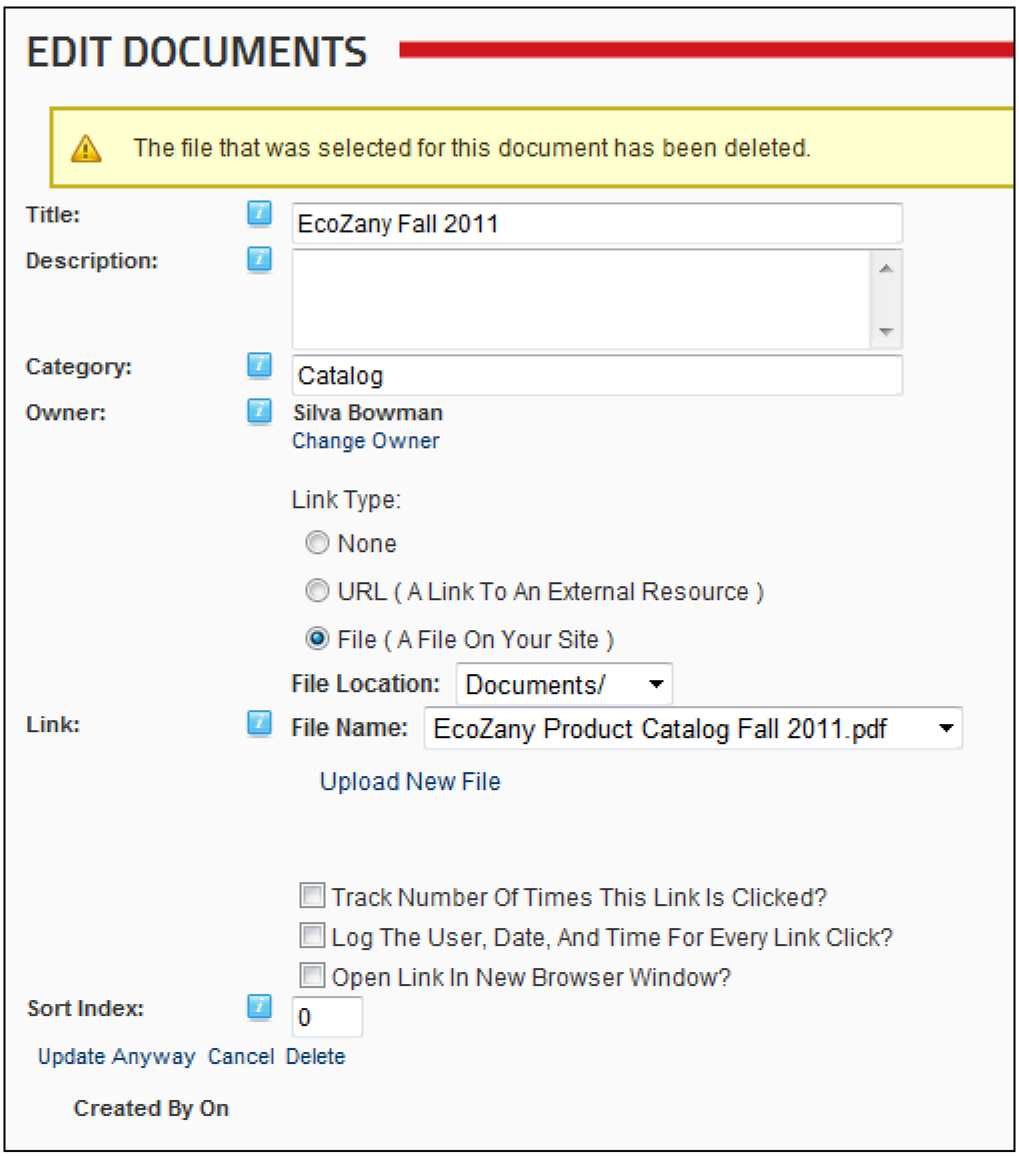
1. At **Link**, select a new **File Location** which is accessible to all users which are authorized to view this module. The Warning message is now removed.
2. Upload the file to the selected folder. See "Uploading and Linking to a File"
3. The uploaded file should now be displayed. If not, select the 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.

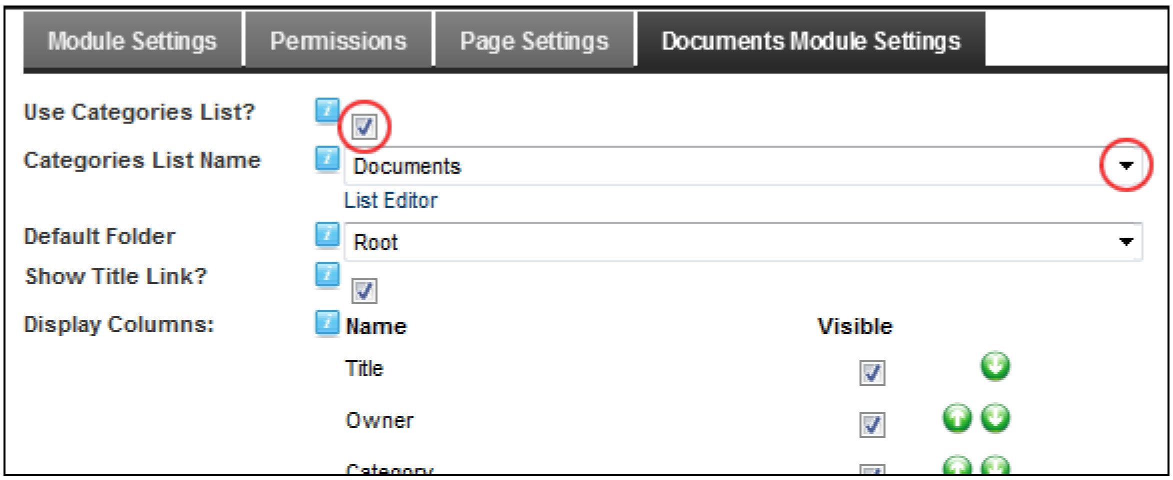


Settings

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 enablingthem.

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



5. Click the Update link.

Setting the Default Folder for Documents

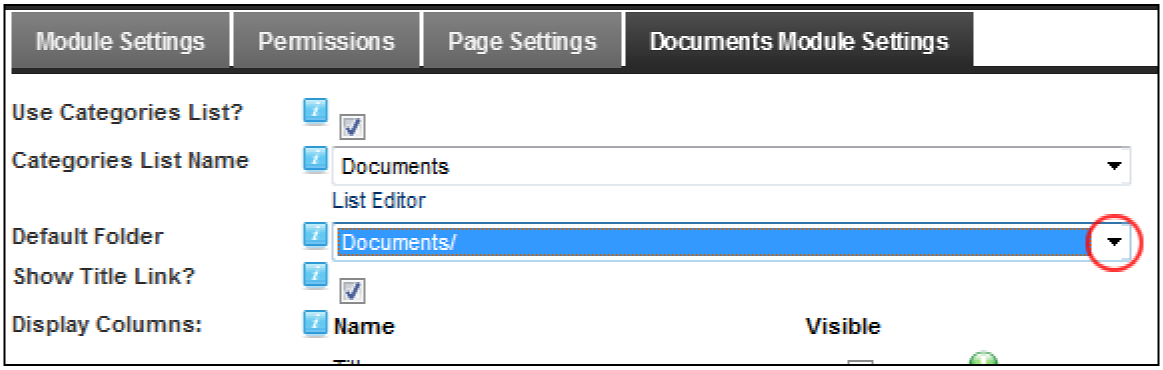
How to set the default folder for documents being added to the Documents module. This setting pre-populates the **Link** - **File Location** field on the Edit Documents page with the selected folder. This setting does not restrict users selecting other folders.

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.

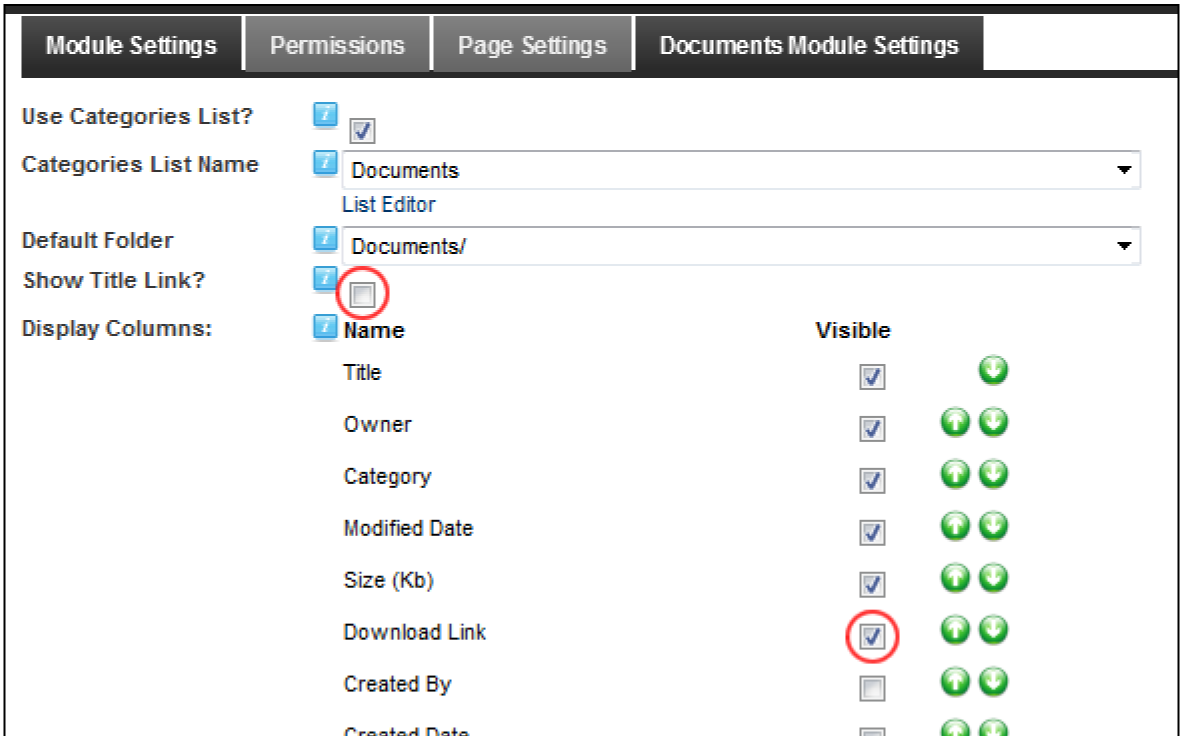


4. Click the Update link.

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.



Title Link disabled and the alternative Download Link enabled

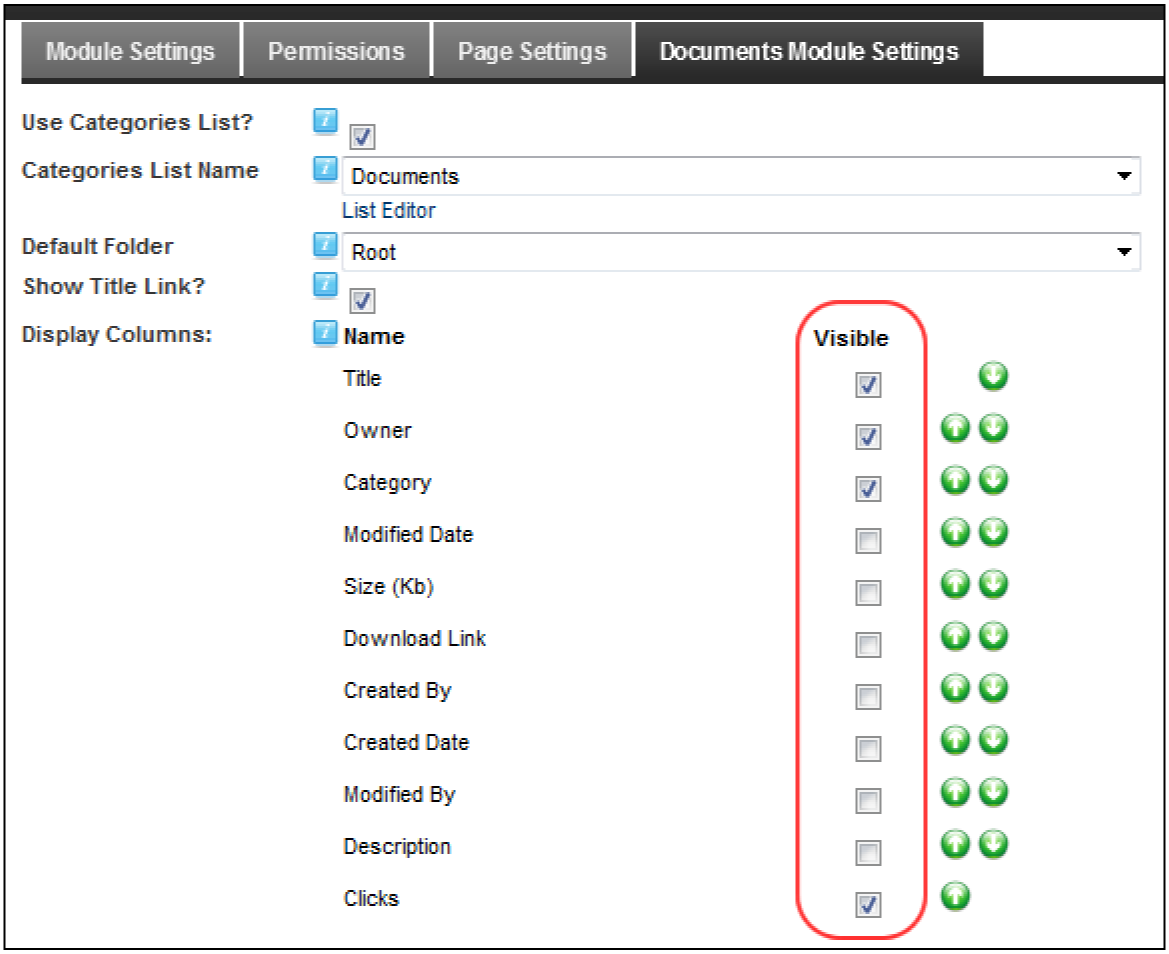
Setting the Visibility of Document Columns

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.

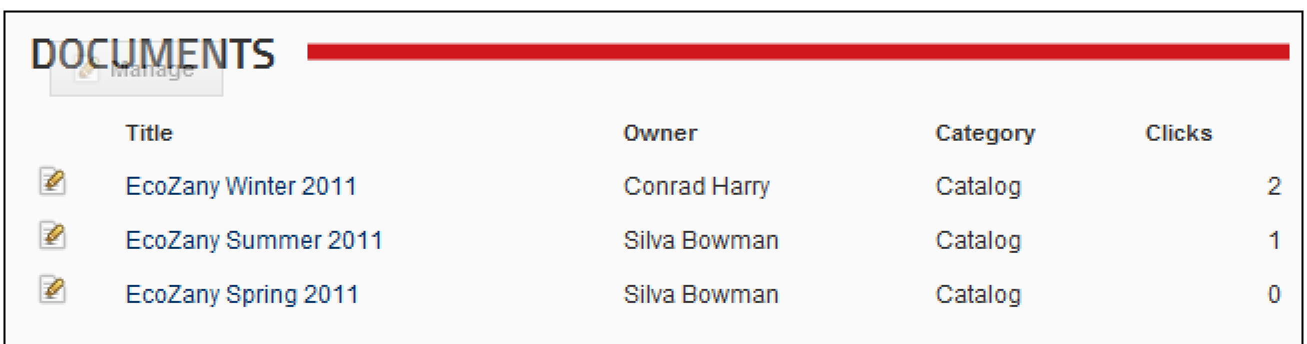
Important. Documents cannot be downloaded if the 'Show Title Link' field is disabled and the 'Download Link' is hidden. In this scenario, the document titles and visible columns are displayed as static text to all users who can view the module.

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.



4. Click the Update link.



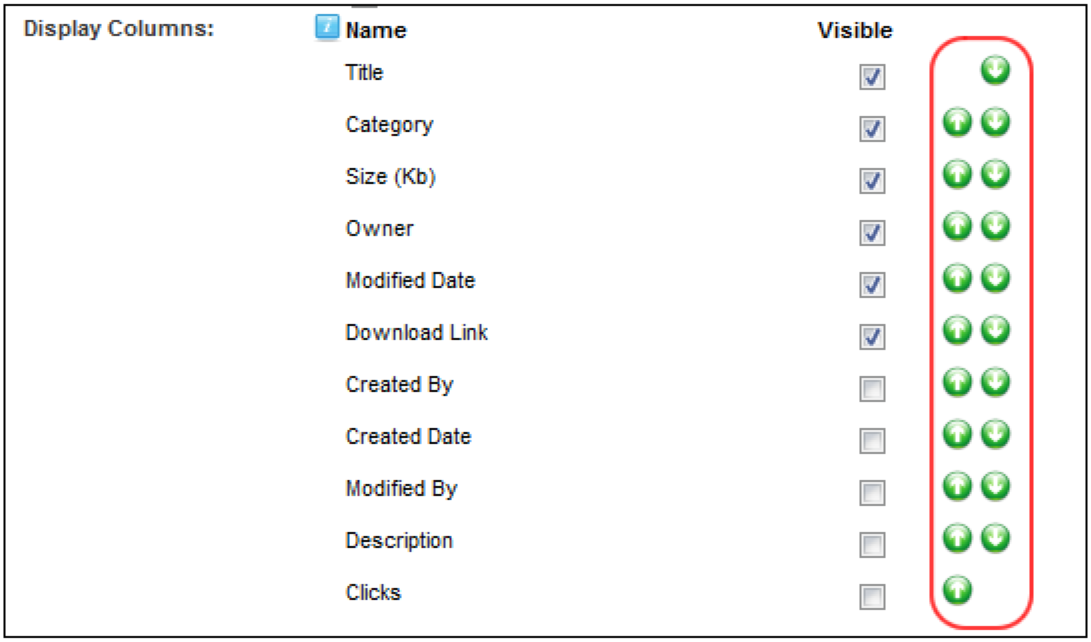
Documents Module with Visible Columns Modified

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).



4. Click the Update link.

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.

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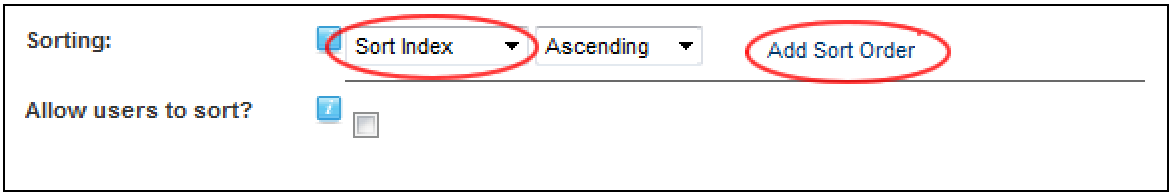
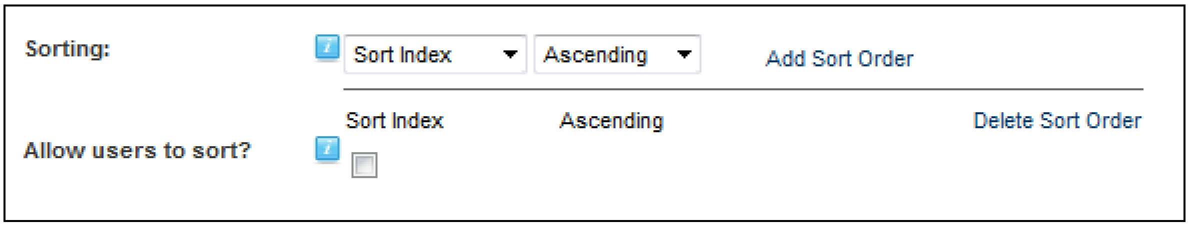
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Documents Module Settings** tab.

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.

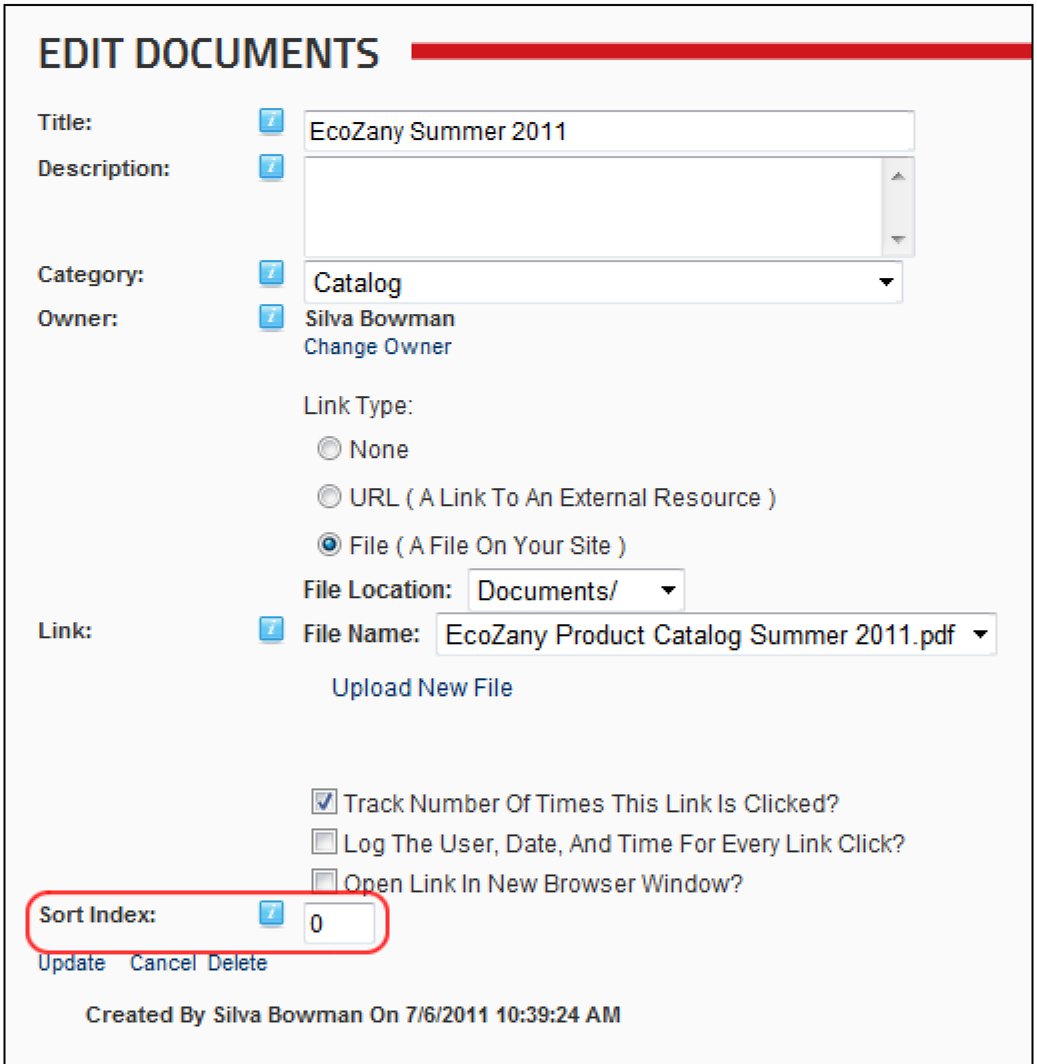


5. This displays a new row of headings and the Delete Sort Order link.



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.

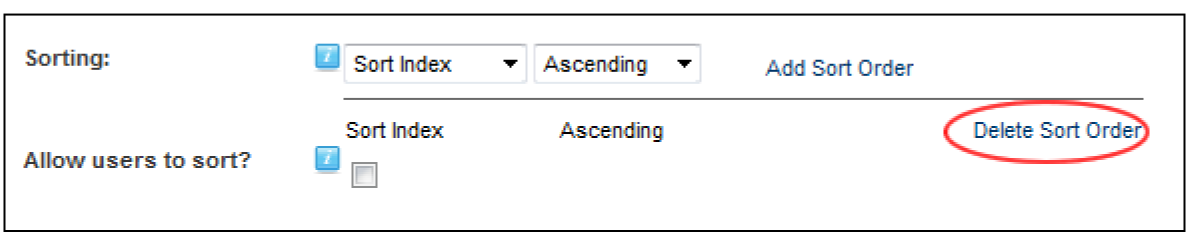


The Sort Index field displayed on the Edit Documents page

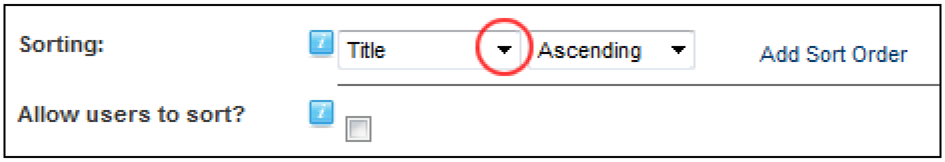
Adding Document Sorting by Column Name

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.

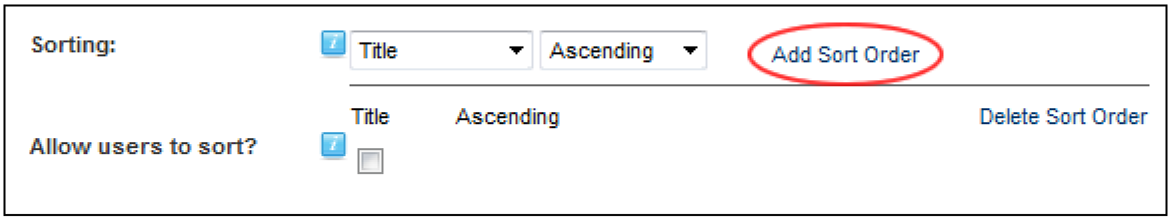


4. At **Sorting**, select the first column name to sort documents by from the left drop-down box. E.g. Title



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.



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.

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

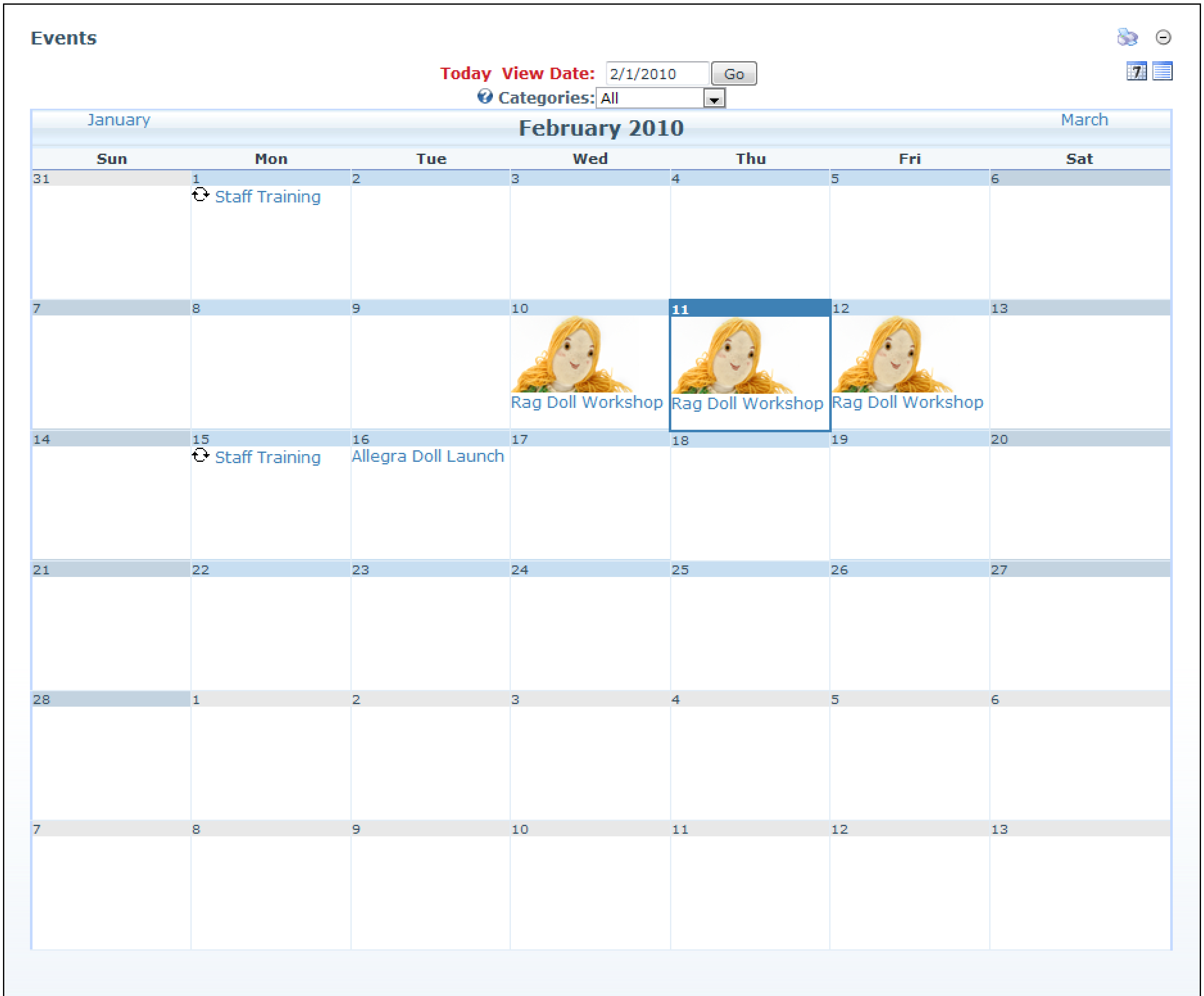
The Events module displays a list of upcoming events. Events can be displayed in chronological order as list or in a monthly or weekly calendar. Each event includes a title, start and end date/time, a description and an optional image. Events can be set to automatically expire on a particular date, or 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



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

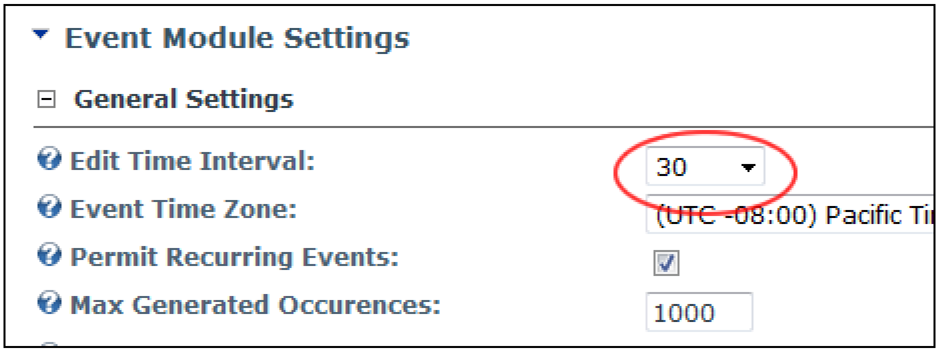
Configuration

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.



4. Click the Update Settings link.

All Users

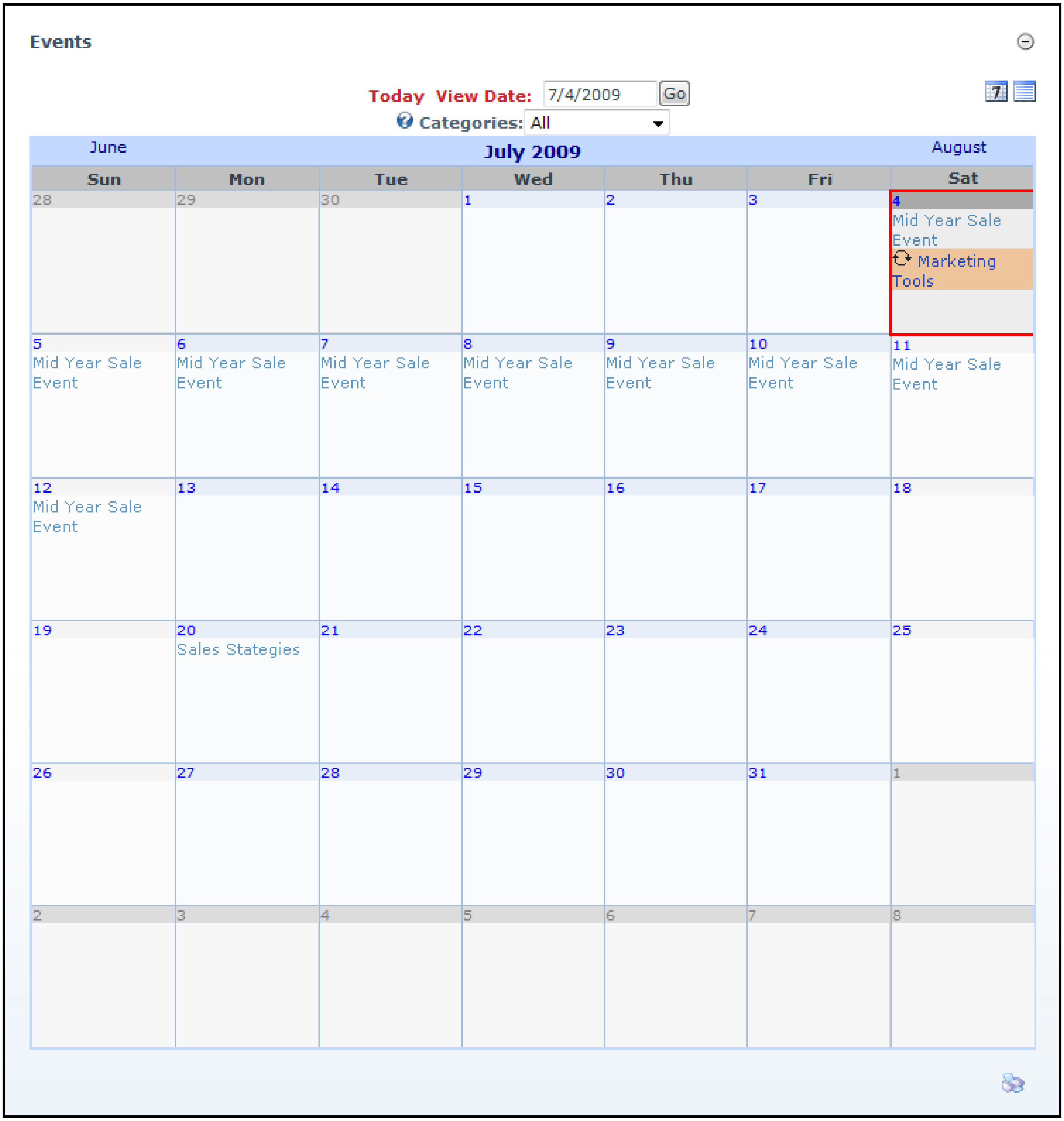
Changing the Event View

How to change the way events are displayed in the Events module.

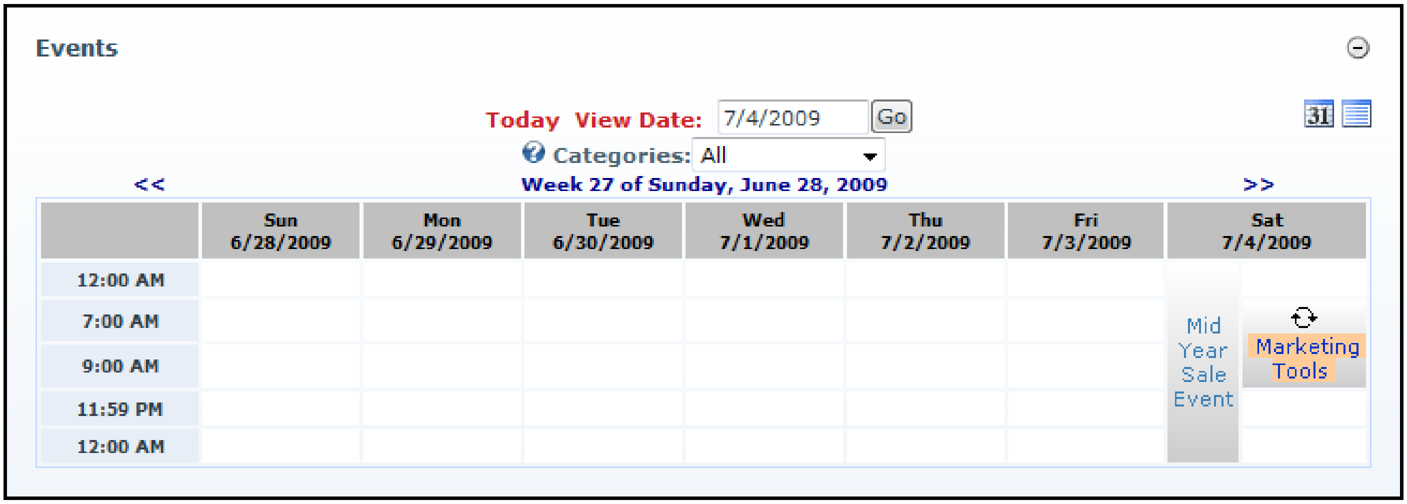
Important. If the Icon Bar has been disabled, unauthenticated are unable to change the view as access to the module actions menu is restricted to authenticated users only.

Note: The design and fields for views displayed in the below images will vary depending on settings.

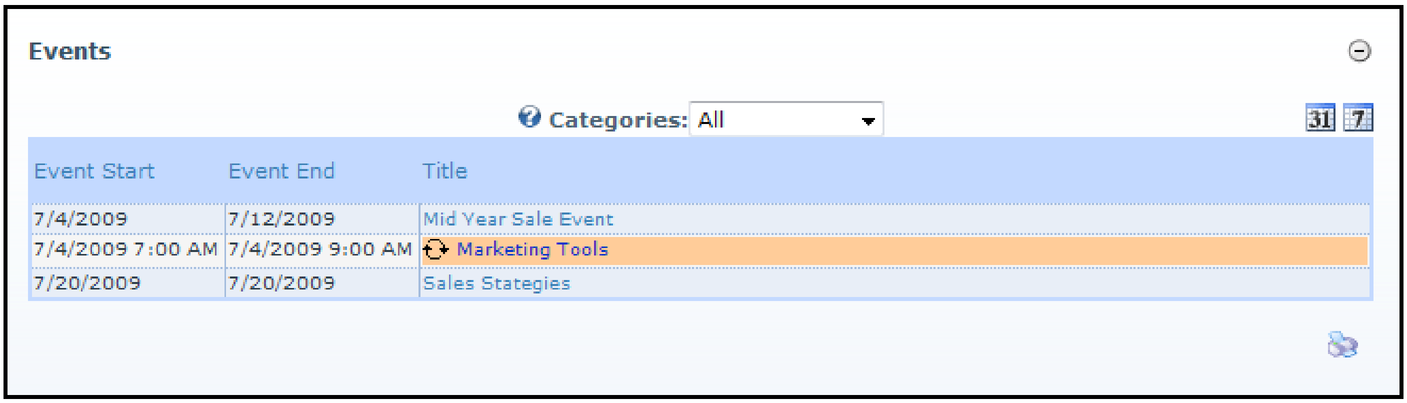
1. Select one of the following options from either the module actions menu or the Event module Icon Bar:
   - **Month View**: Displays events in a monthly calendar. By default the current date is highlighted. Links to the previous month and the next month enable you view other months.



- **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.



- **List View**: Displays events in a list.

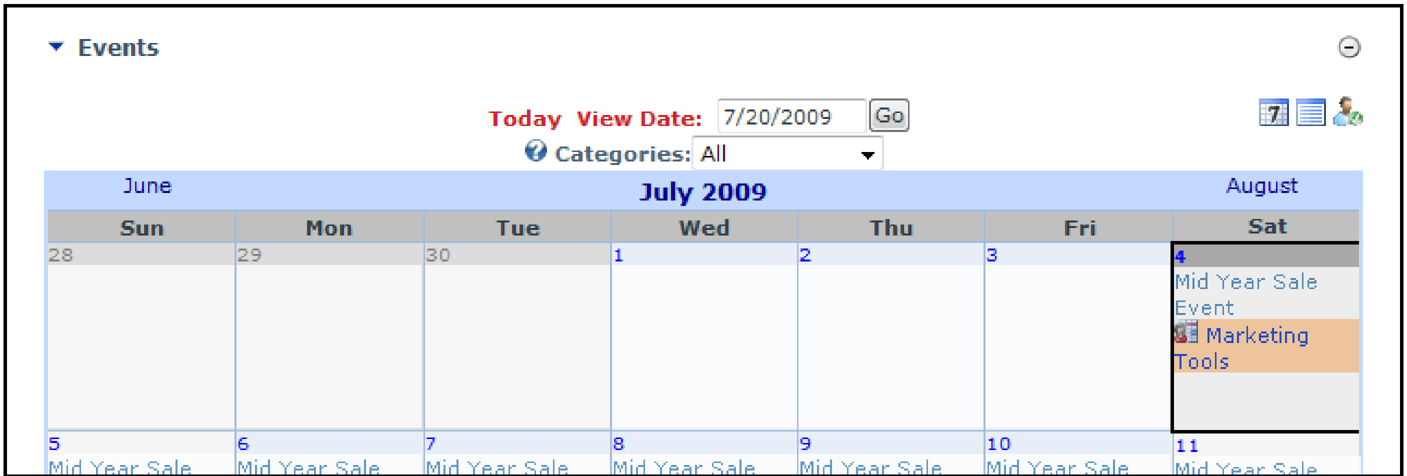


Navigating to Events (Month View)

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.

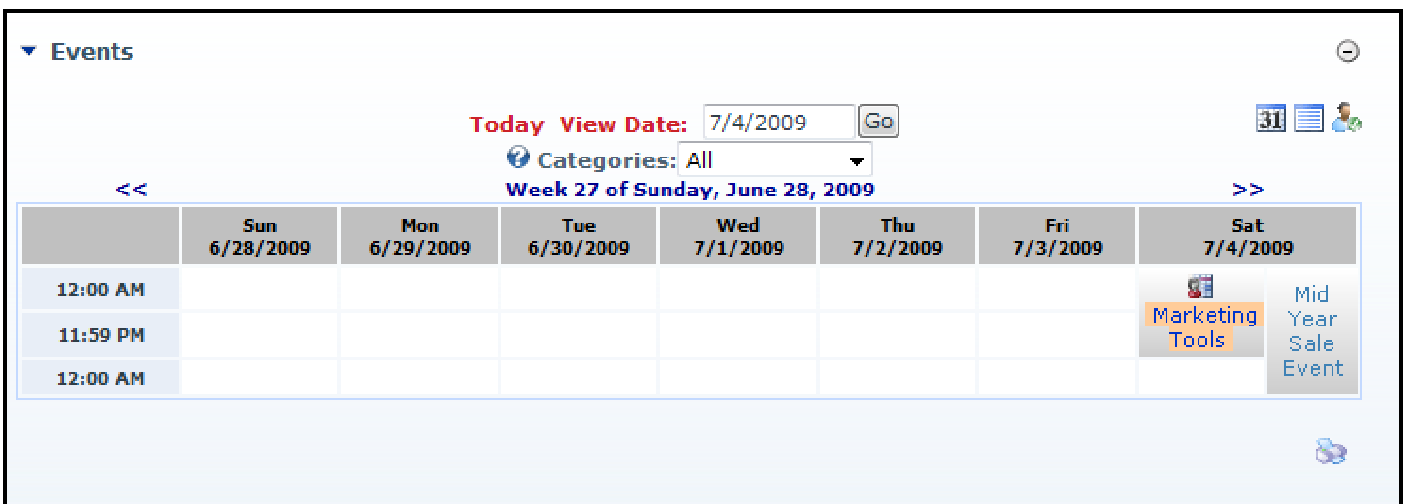


Navigating to Events in Month View

Navigating to Events (Week View)

How to navigate to an event when they are displayed in week view.

1. Click the **Week View** 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.



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.

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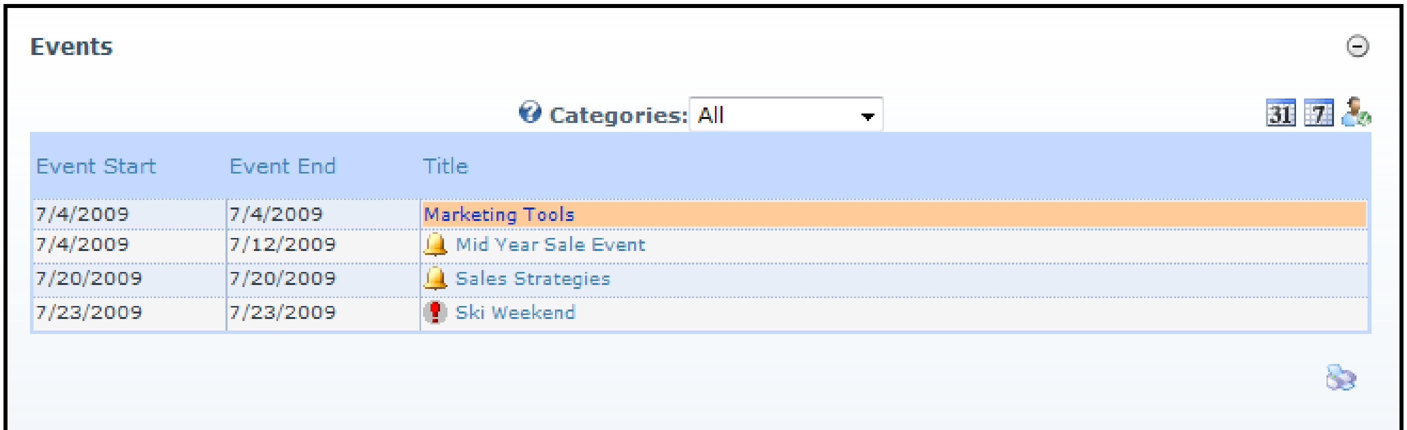
1. Click the **List View** button.
2. Click on the [Title] link to view event details in full.
3. Click the Return link to return to the list.



Viewing Event Details in List View

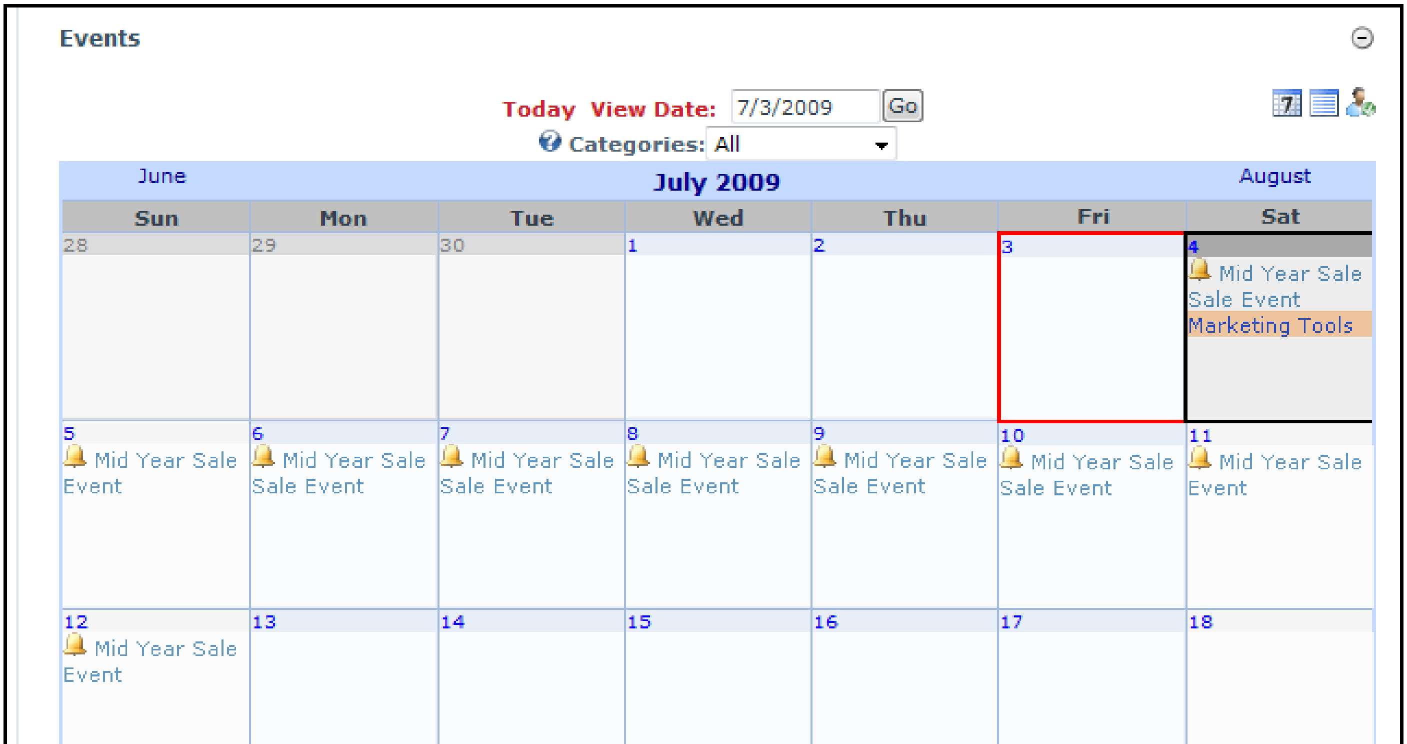
Viewing Event Details (Month View)

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.



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.

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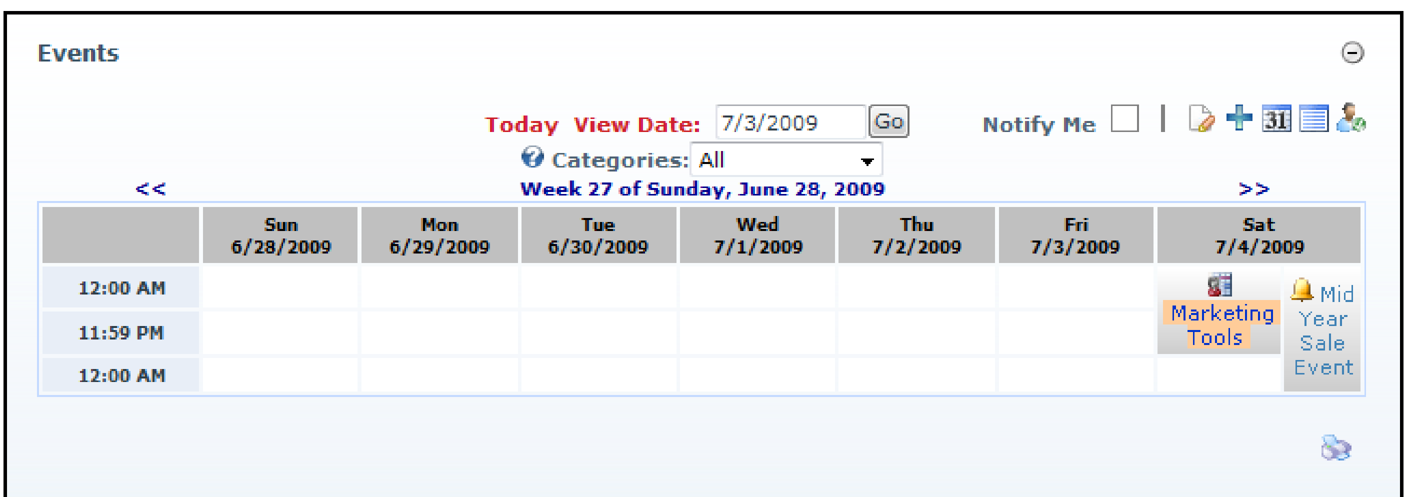
1. Click the **Week View** button and navigate to the event.
2. Click the [Event Title] link.
3. Click the Return link to return to the previous page.

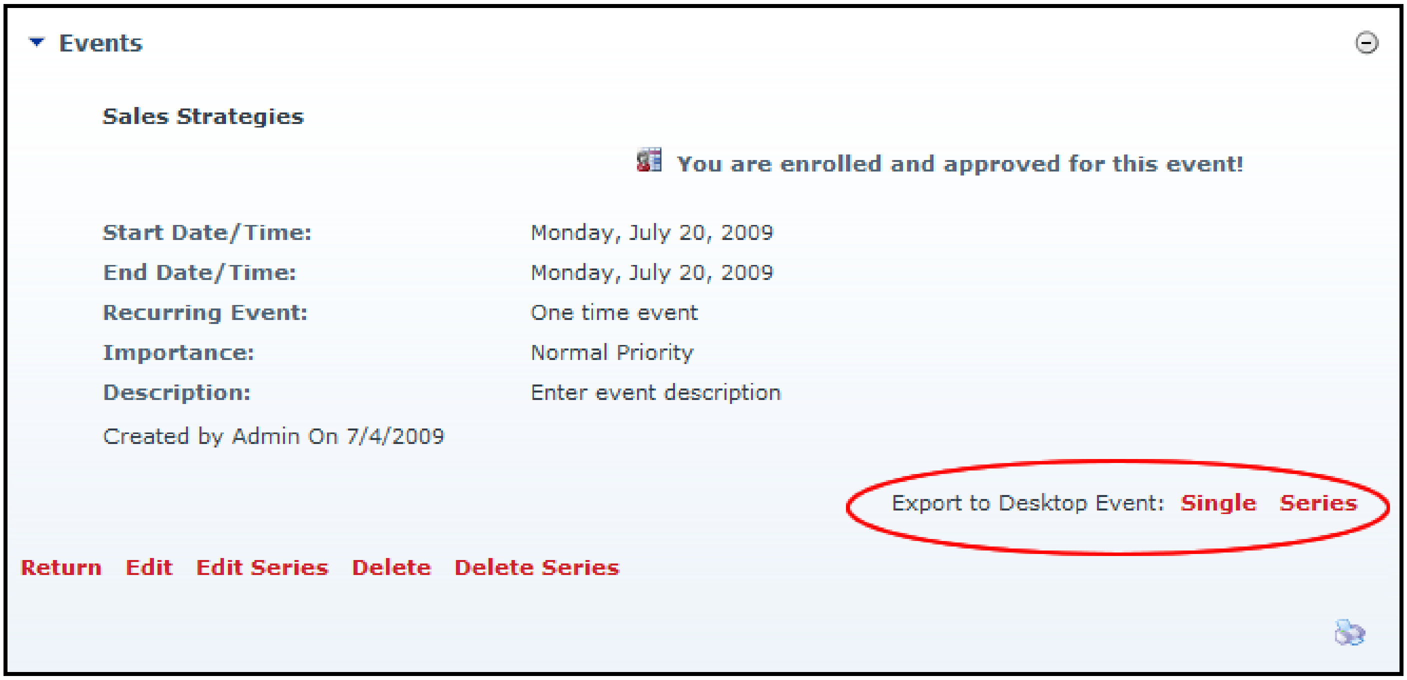


Viewing Event Details in Week View

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.



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

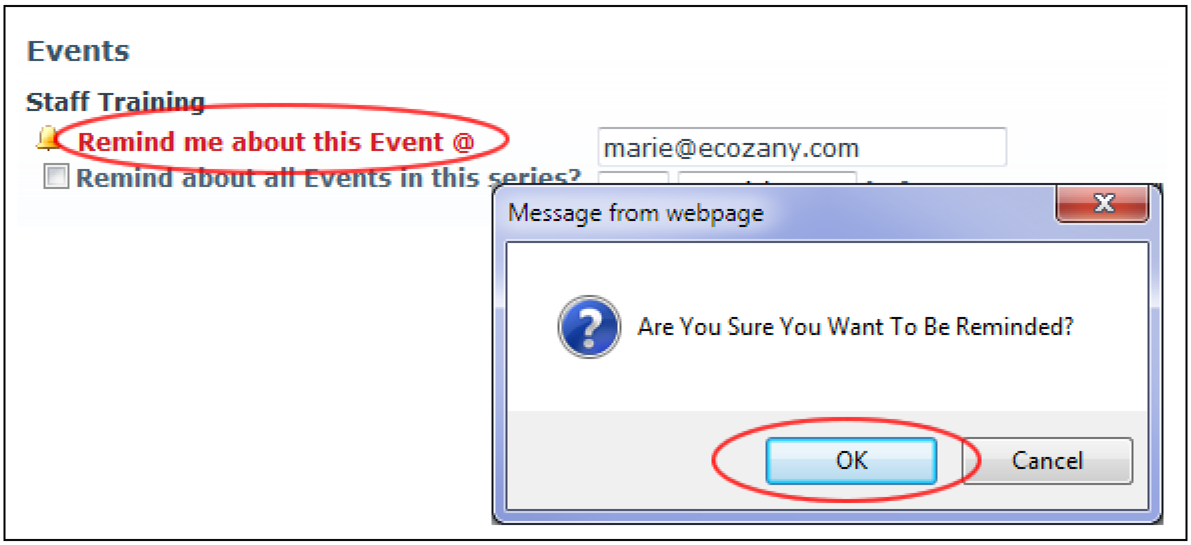
How to request notification of an event on the Events module. Note: Reminders may not be available on some or all events.

Tip: Events which allow notifications typically display the **Reminder** *icon.*

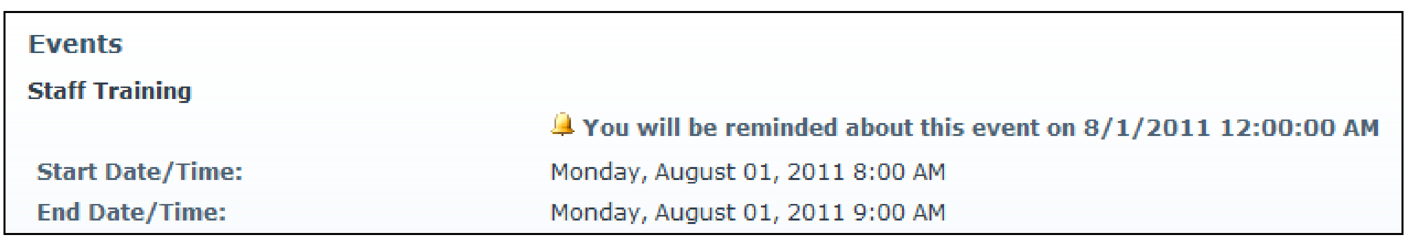
---

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.

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?"



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]"



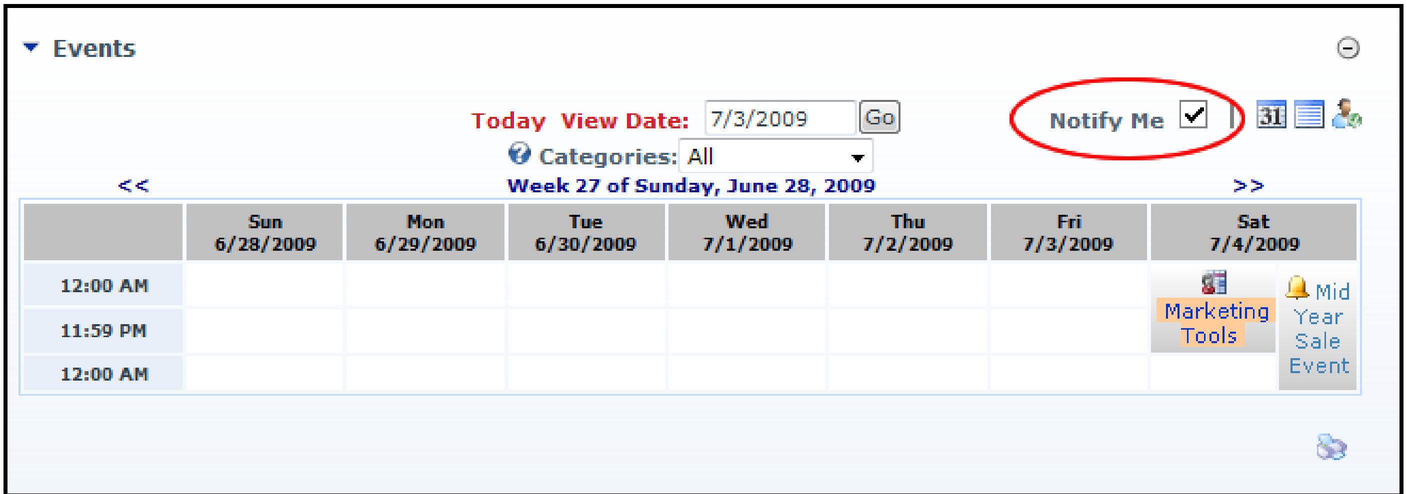
Related Topics:

- 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.



Notification of new events enabled

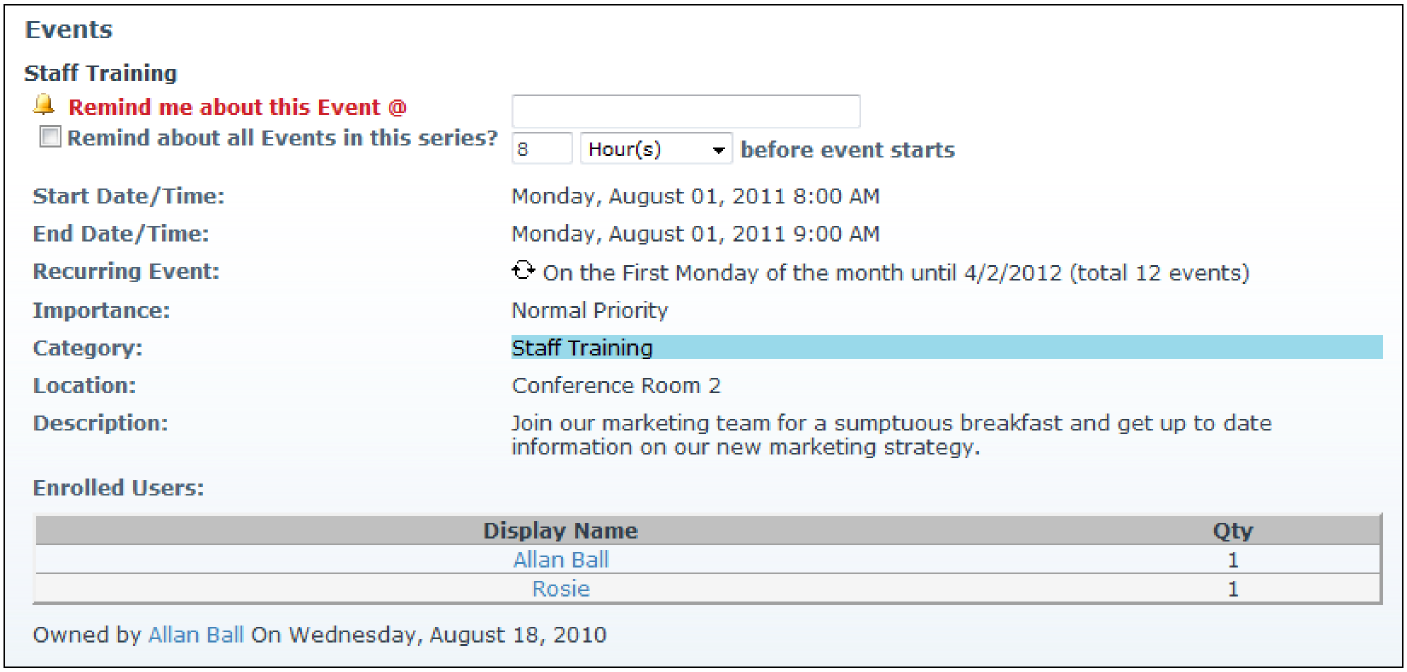
Related Topics:

- See "Configuring the Event Email Settings"

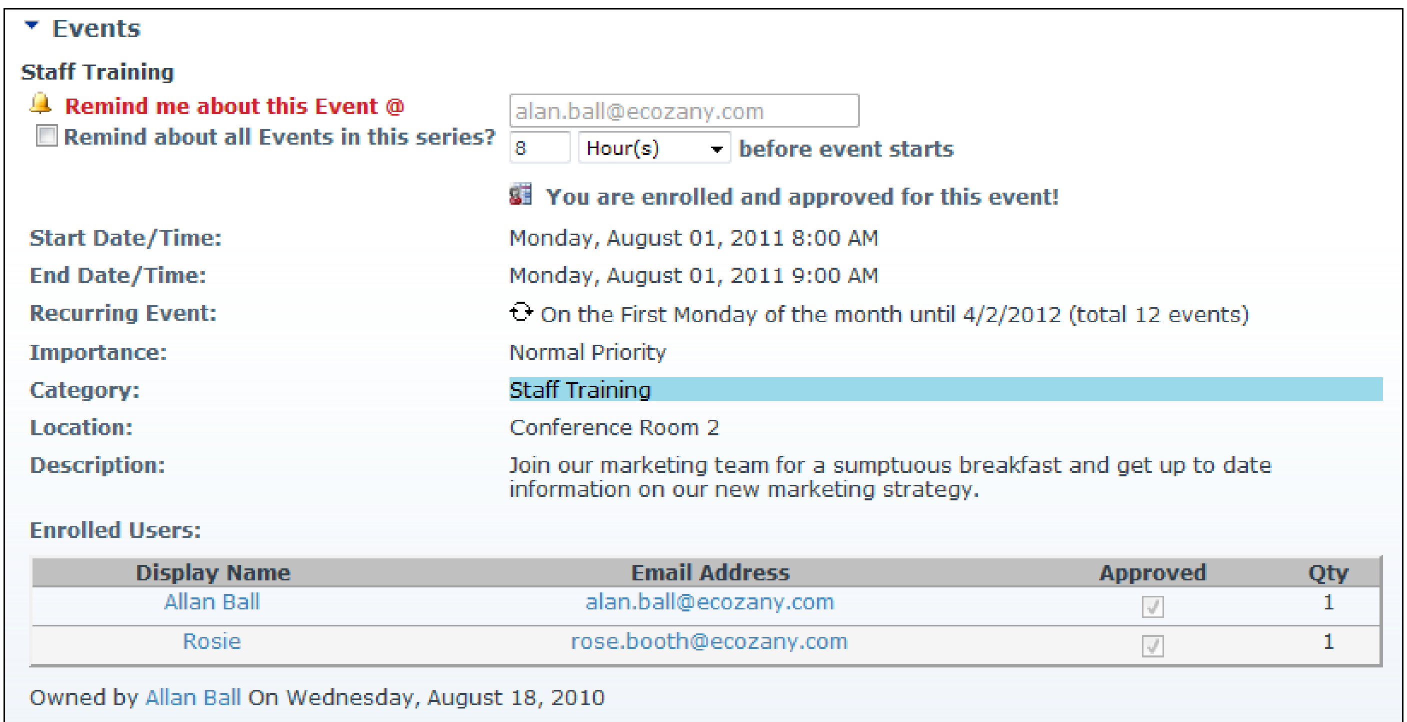
Viewing Enrolled Users

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.



A more detailed table is displayed to Administrators which displays the enrollee's email address, and whether the enrollment is approved.



Viewing Enrolled Users as an Administrator

Enrolling for a Free Event

How to enroll to attend a free event using the Events module.

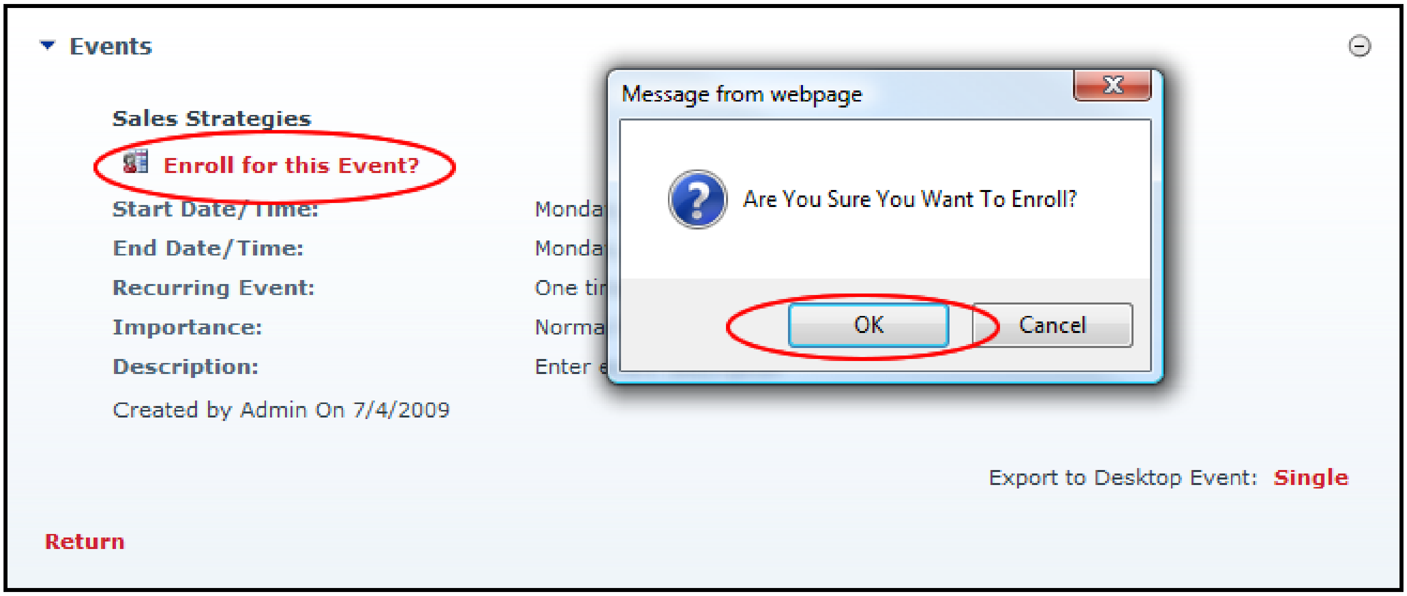
Tip: Events which allow enrollment may display the **Enroll** *icon.*

---

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?"

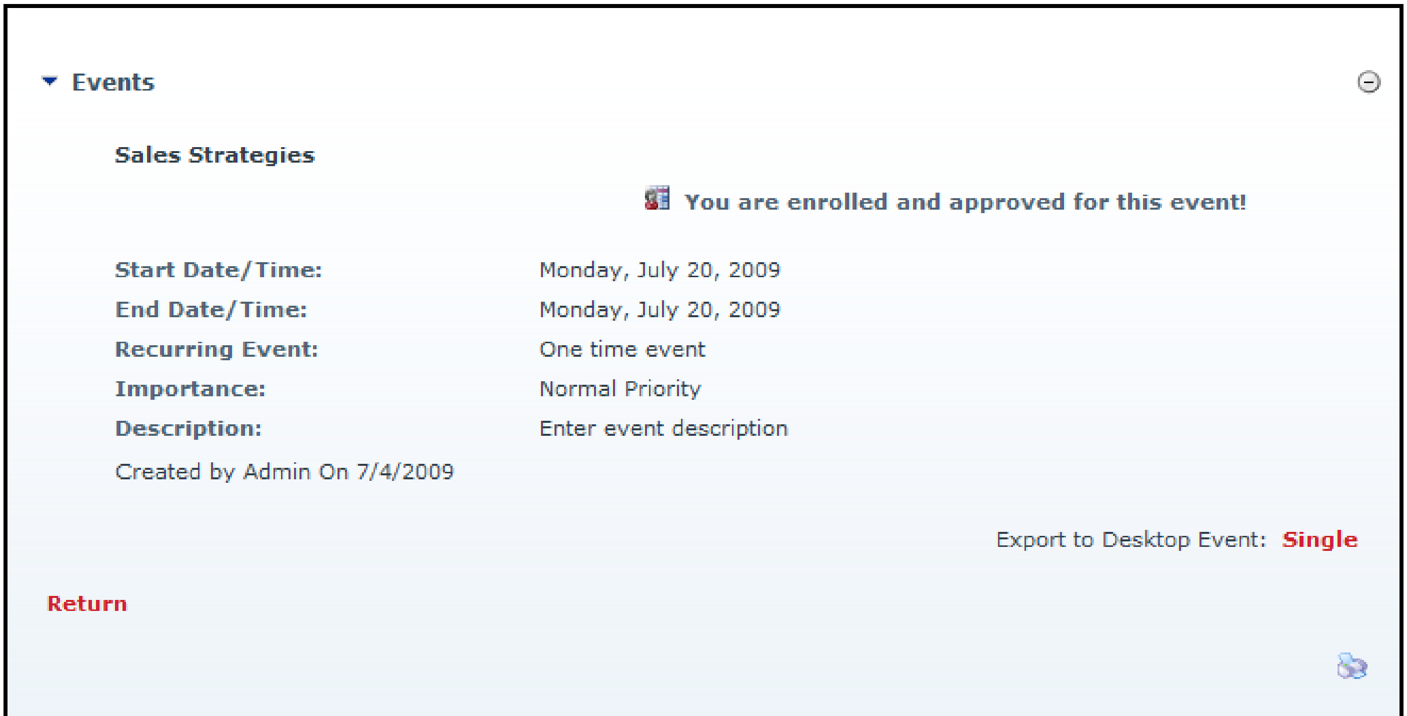
3. Click the **OK** button.



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!**



Completed Event Enrollment

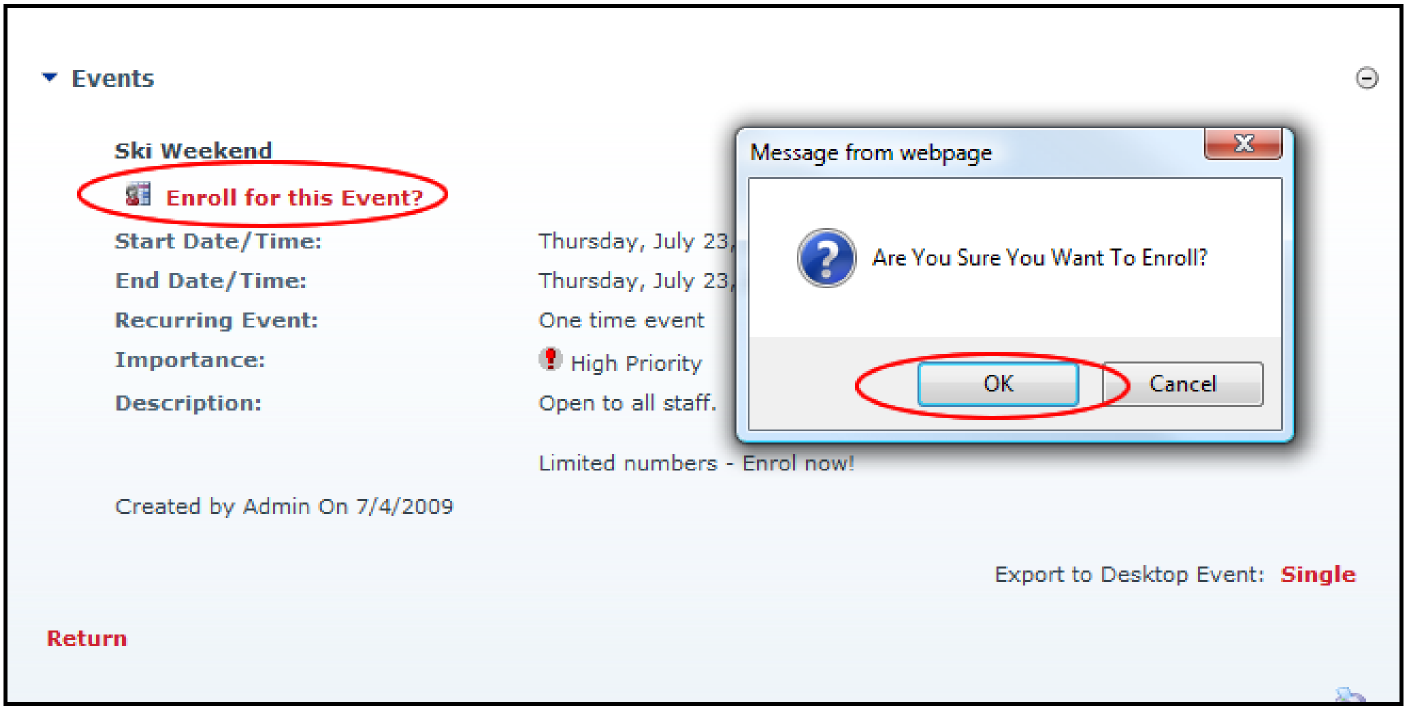
Enrolling for a Paid Event

How to enroll for a paid event using the Events module.

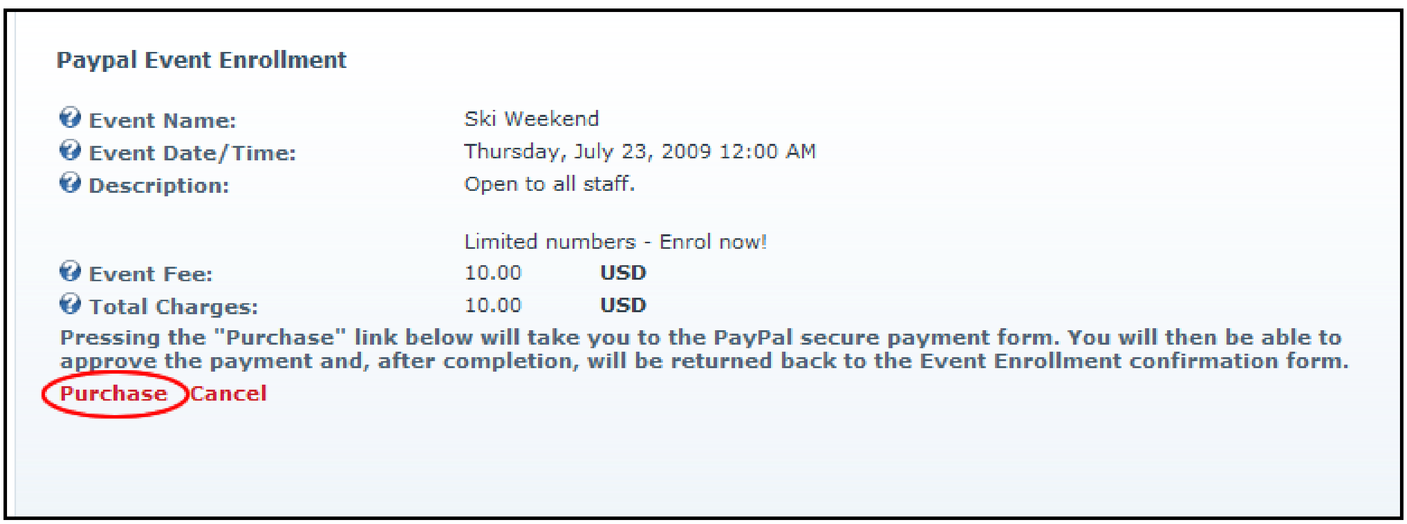
Tip: Events which allow enrollment may display the ***Enroll*** *icon.*

---

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.



4. On the **Paypal Event Enrollment** page, review the event information and then click the Purchase link. This takes you to the PayPal web site.



5. Complete the secure payment process. You will then be returned to the web site.

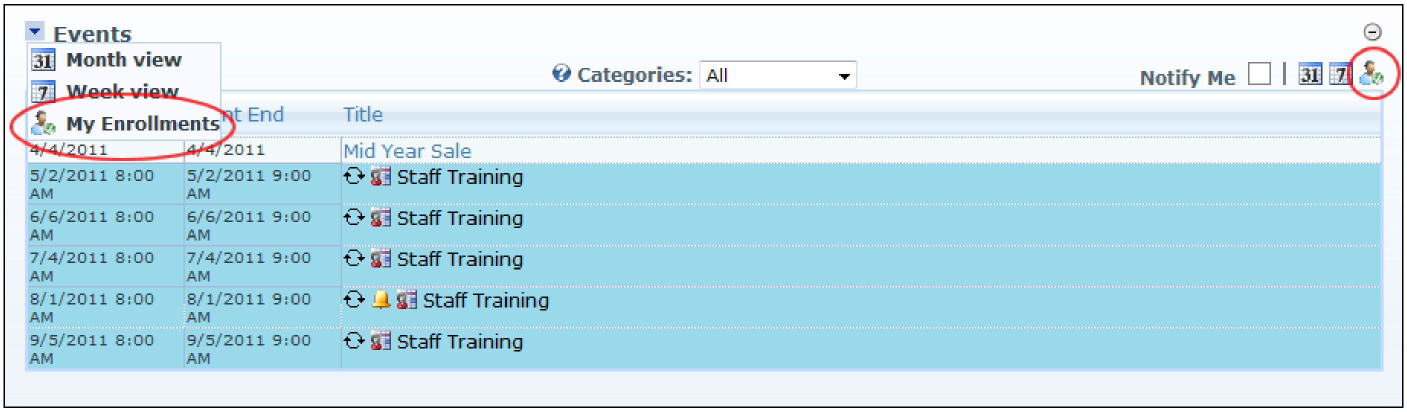
One of the following messages is now displayed advising of your enrollment status:

- 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

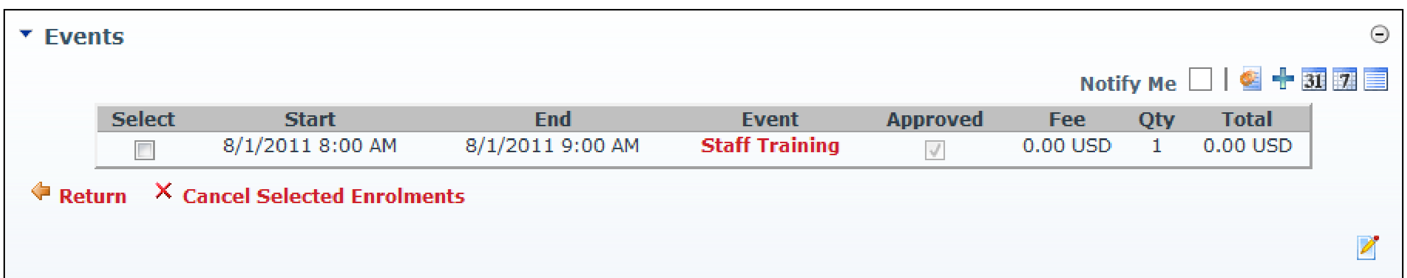
How to view details your event enrollments using the Events module.

1. Select My Enrollments from the module actions menu - OR - Click the **My Enrollments** button in the Event module icon bar (if displayed).



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.

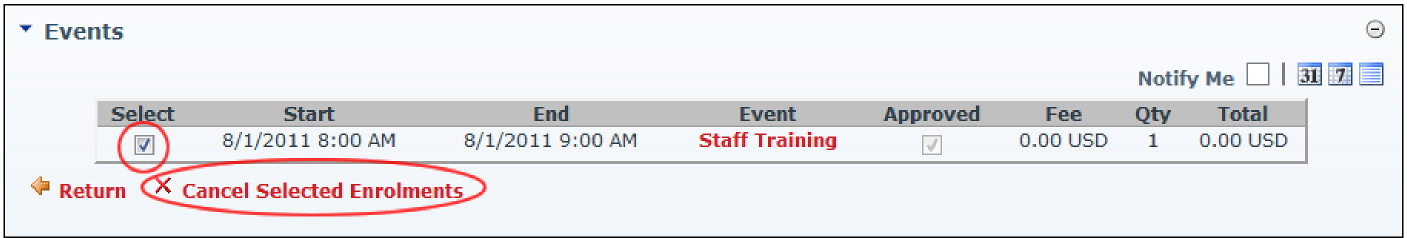


Viewing your Enrollments

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.



Canceling an Event Enrollment

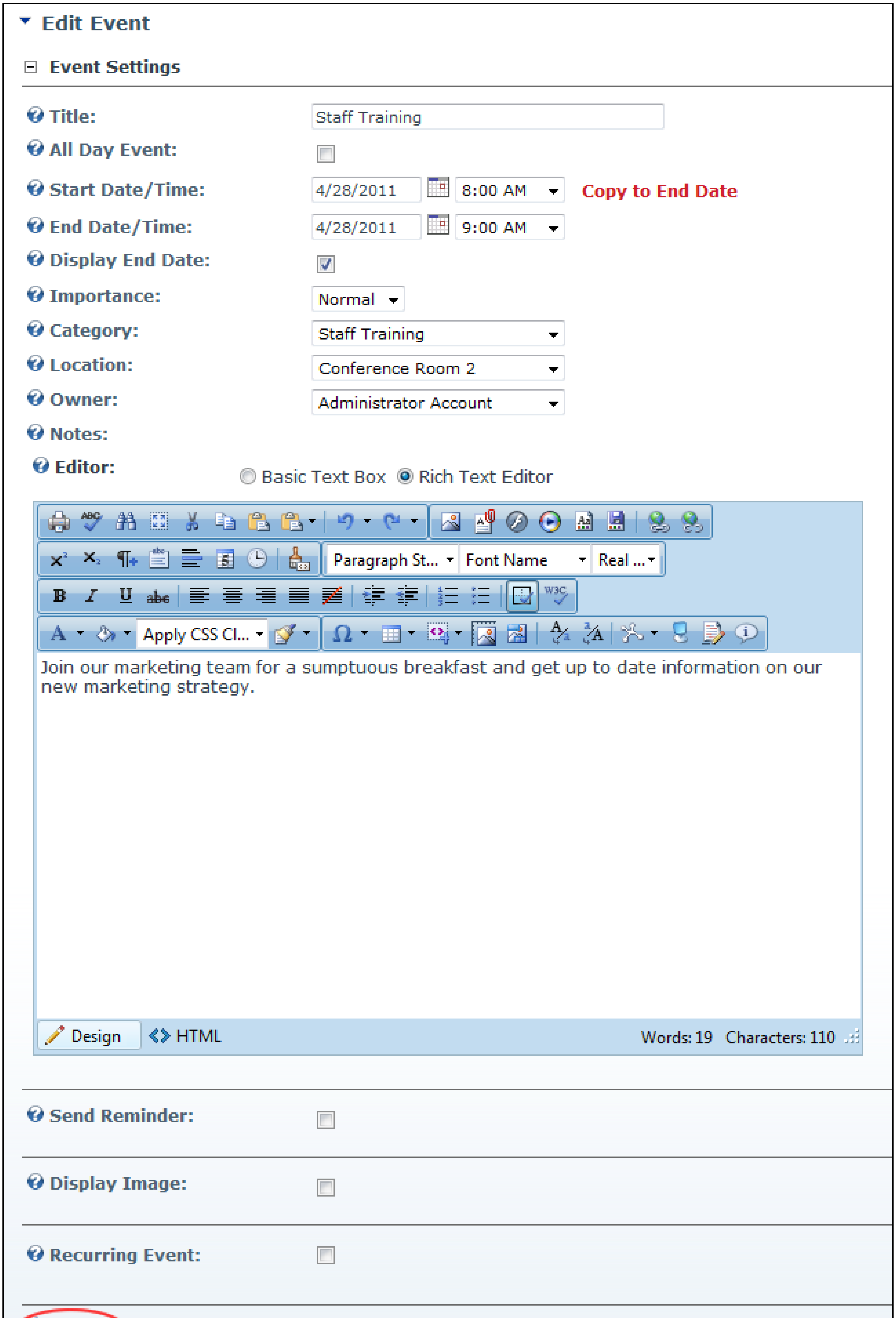
Module Editors

Adding an Event

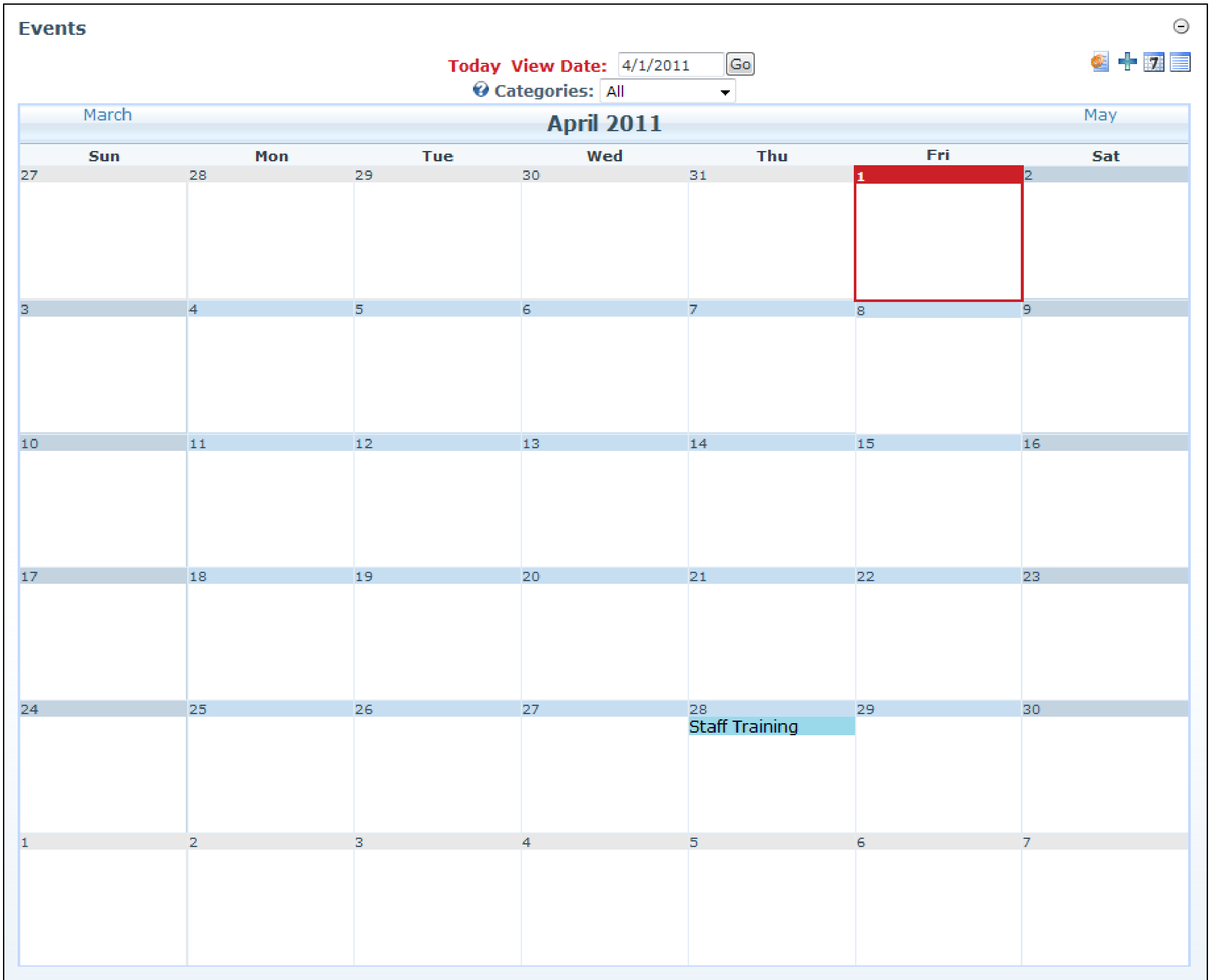
How to add an event to the Events module. Newly added events are sorted in the order they are entered within date/time. This topic covers the main settings. See related topics below for additional settings.

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:
Staff Training
All Day Event:
Start Date/Time:
4/28/2011
8:00 AM
Copy to End Date
End Date/Time:
4/28/2011
9:00 AM
Display End Date:
Importance:
Normal
Category:
Staff Training
Location:
Conference Room 2
Owner:
Administrator Account
Notes:
Editor:
Basic Text Box
Rich Text Editor
Paragraph St...
Font Name
Real ...
Apply CSS Cl...
Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.
Design
HTML
Words: 19
Characters: 110
Send Reminder:
Display Image:
Recurring Event:

Adding an Event



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)".

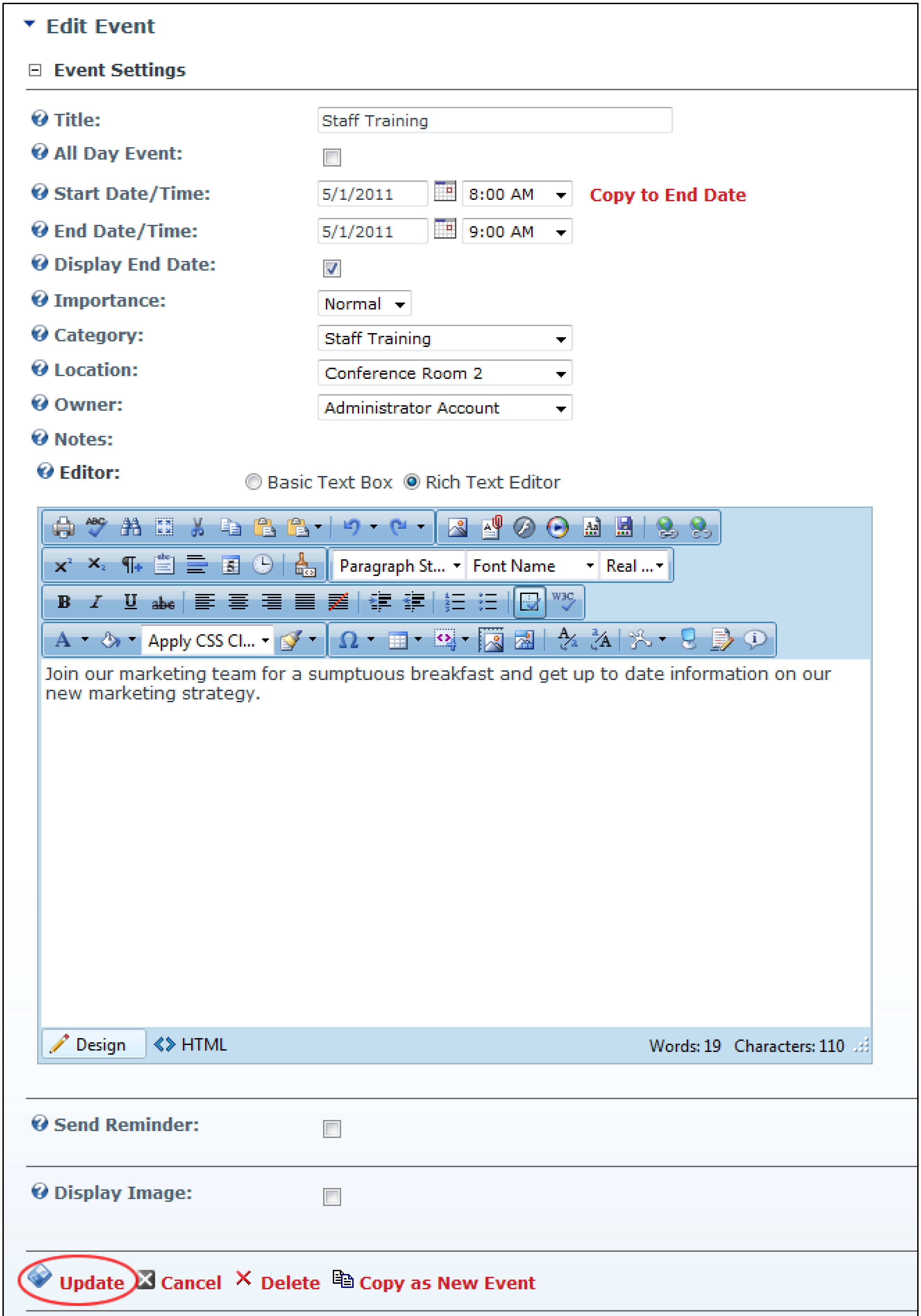
2. Select from these options:

   - 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.

3. Edit the event details as required.

4. **Optional.** At **Owner**, select a new owner for this event.

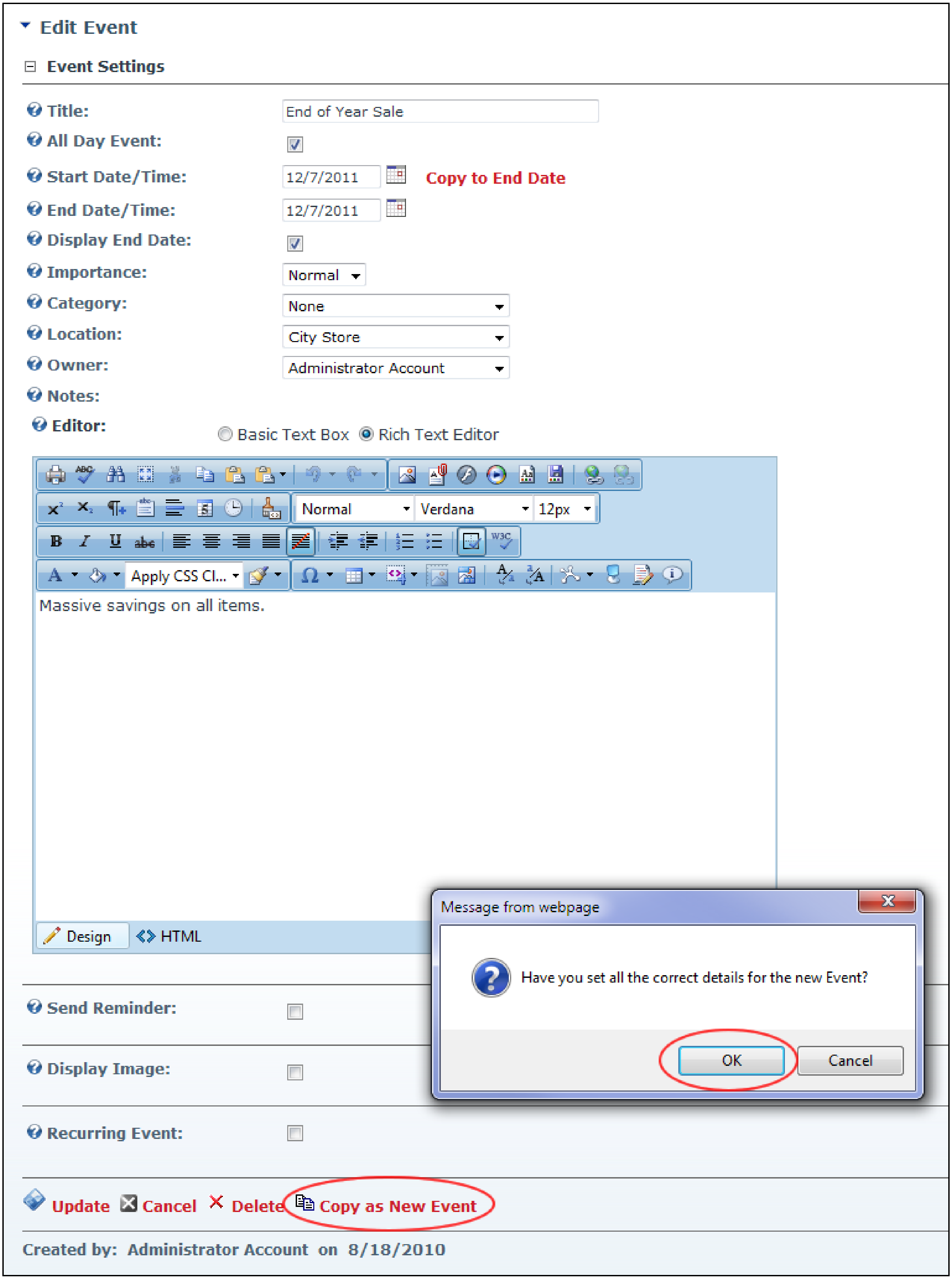
5. Click the Update link.


Edit Event
Event Settings
Title:
Staff Training
All Day Event:
Start Date/Time:
5/1/2011
8:00 AM
Copy to End Date
End Date/Time:
5/1/2011
9:00 AM
Display End Date:
Importance:
Normal
Category:
Staff Training
Location:
Conference Room 2
Owner:
Administrator Account
Notes:
Editor:
Basic Text Box
Rich Text Editor
Paragraph St...
Font Name
Real ...
Apply CSS Cl...
Join our marketing team for a sumptuous breakfast and get up to date information on our new marketing strategy.
Design
HTML
Words: 19
Characters: 110
Send Reminder:
Display Image:
Update
Cancel
Delete
Copy as New 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:
End of Year Sale
All Day Event:
Start Date/Time:
12/7/2011
Copy to End Date
End Date/Time:
12/7/2011
Display End Date:
Importance:
Normal
Category:
None
Location:
City Store
Owner:
Administrator Account
Notes:
Editor:
Basic Text Box
Rich Text Editor
Normal
Verdana
12px
Apply CSS Cl...
Massive savings on all items.
Design
HTML
Message from webpage
Have you set all the correct details for the new Event?
OK
Cancel
Send Reminder:
Display Image:
Recurring Event:
Update
Cancel
Delete
Copy as New Event
Created by: Administrator Account on 8/18/2010

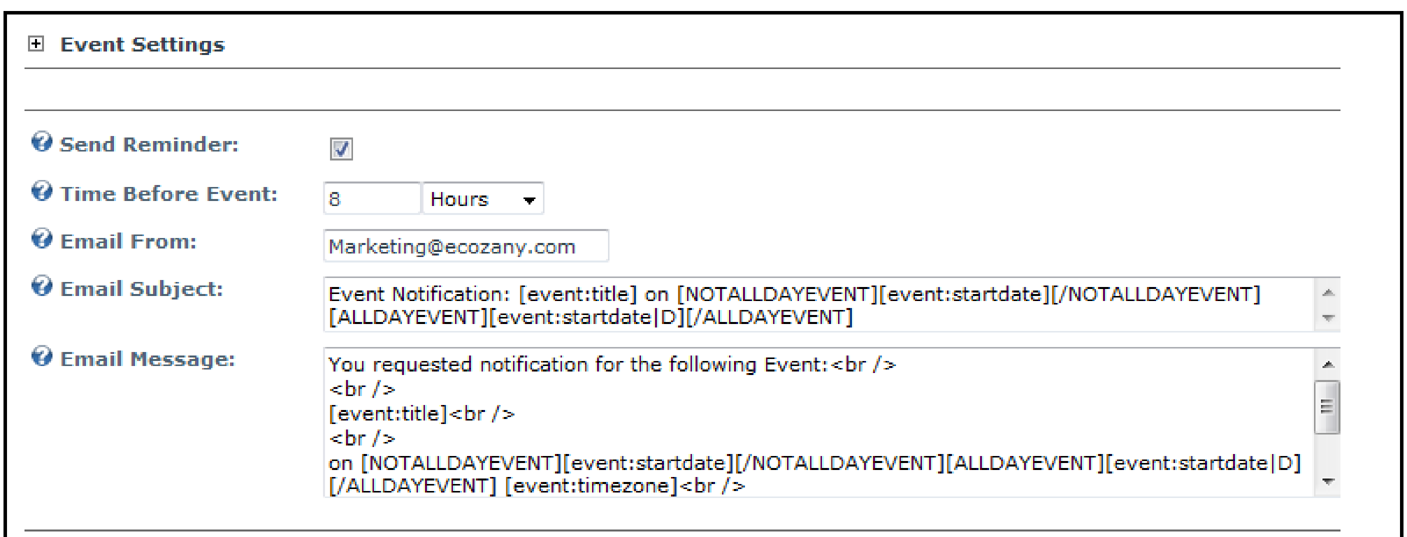
Enabling/Disabling and Configuring an Event Reminder

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



Enabling and Setting Event Reminders

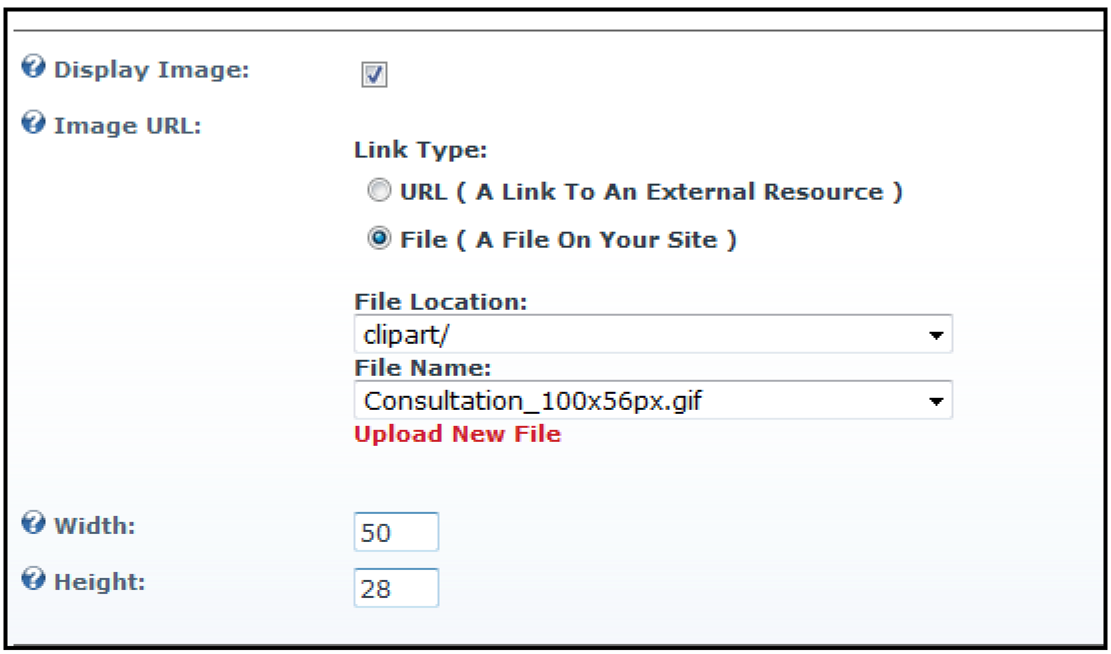
Enabling/Disabling and Configuring an Event Image

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.

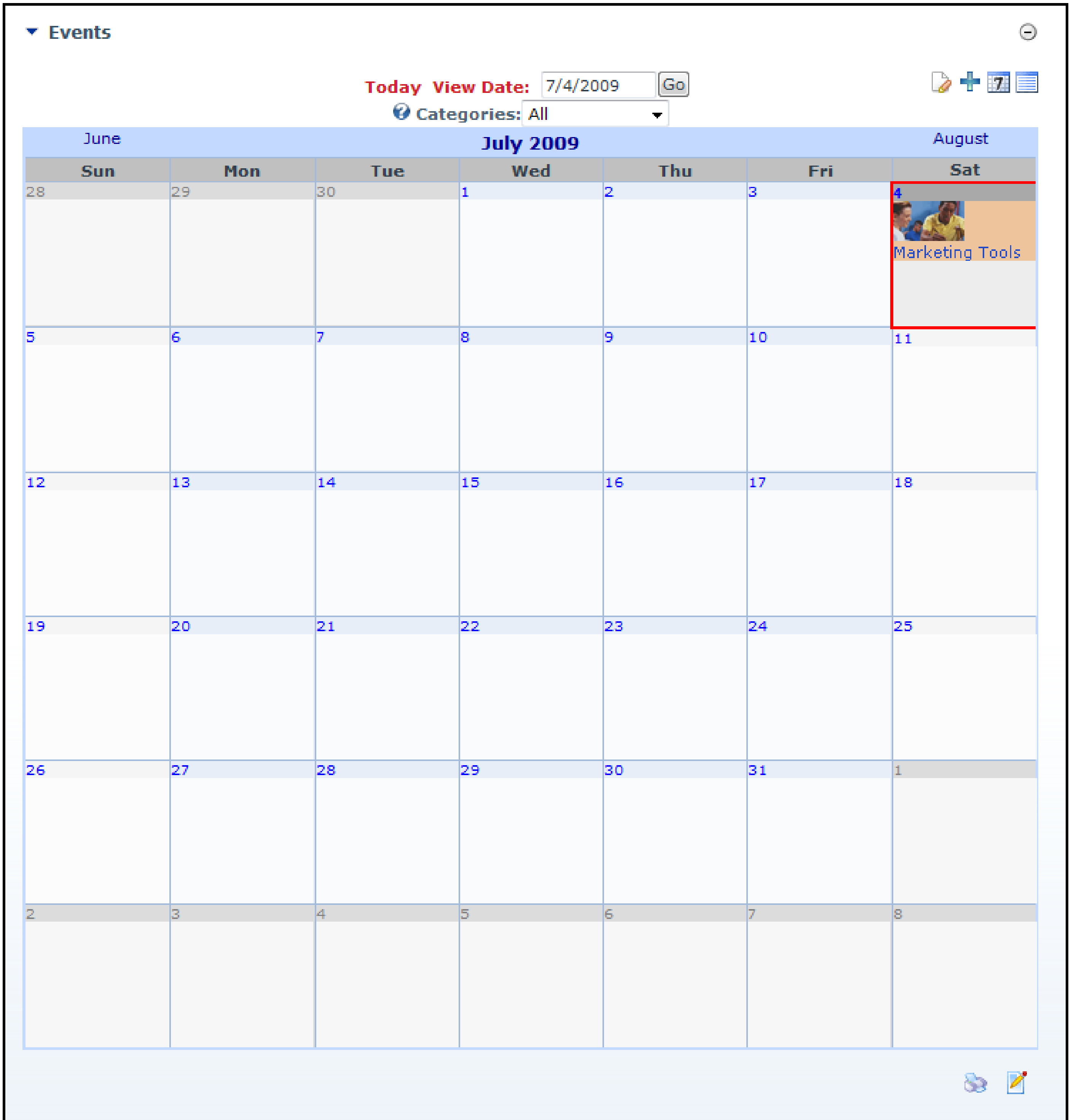
Tip: See Manage Settings section for more on managing images.

---

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.



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.



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.

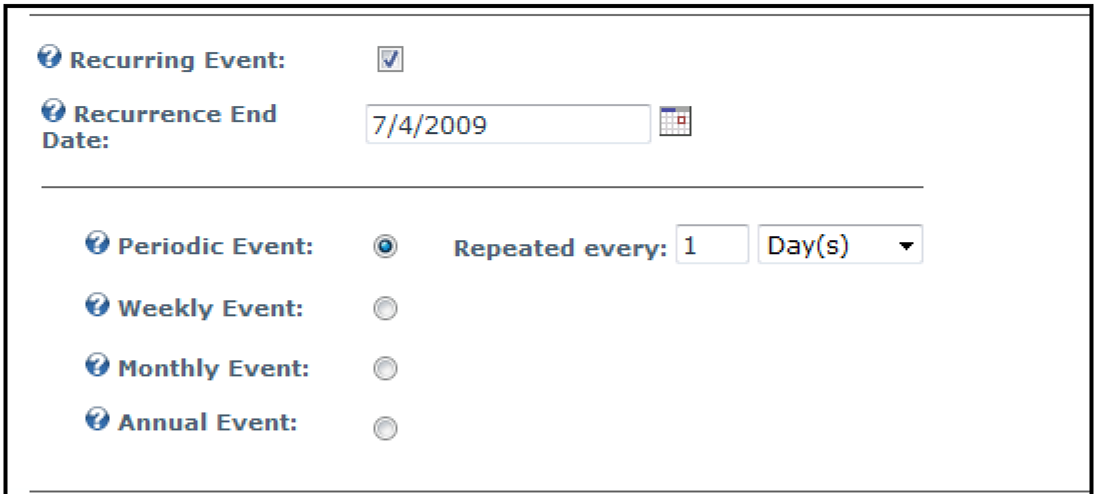
1. Commence adding a new event ("Adding an Event".) but don't click the Update link until completing the below steps - OR - Edit an existing event ("Editing an Event".
2. Go to the **Recurring Event** section.
3. At **Recurring Event**, select from these options:
   - Check the check box to set the event 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.

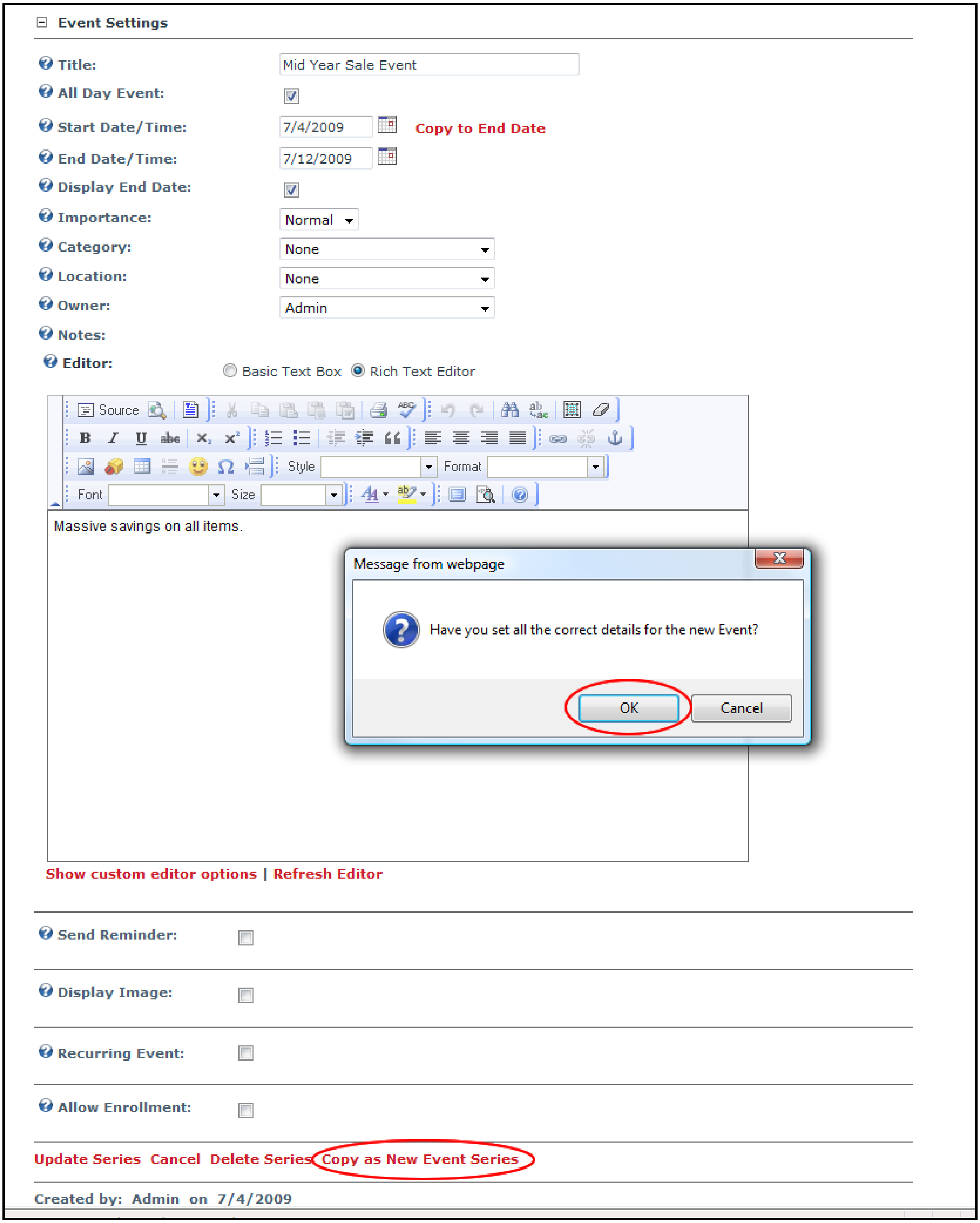


Setting Recurring Events

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
Source
Style
Format
Font
Size
Massive savings on all items.
Message from webpage
Have you set all the correct details for the new Event?
OK
Cancel
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

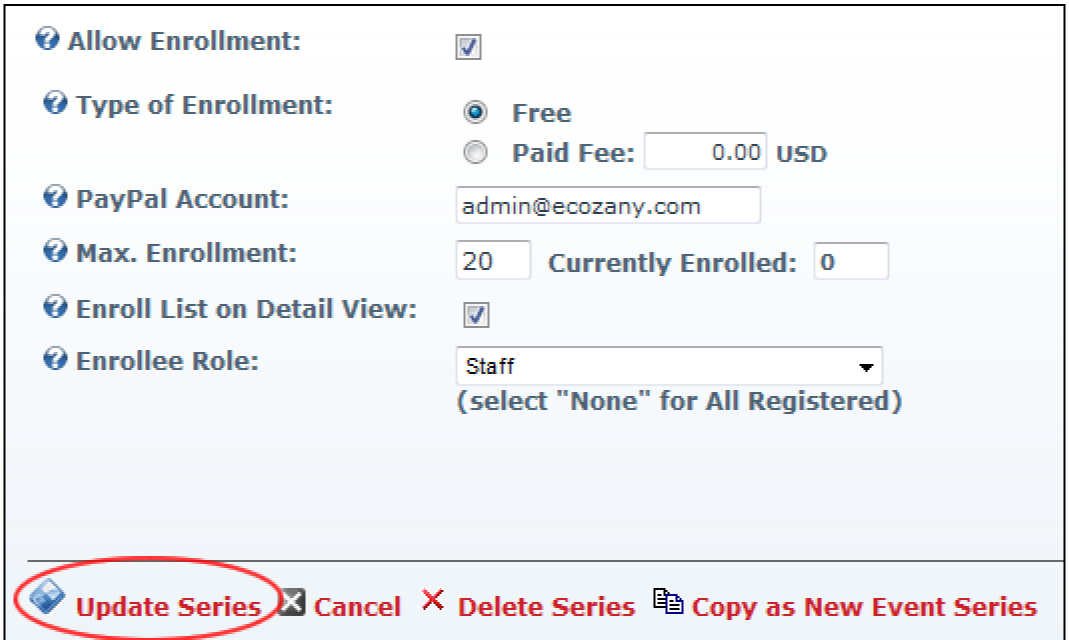
Enabling/Disabling and Configuring Event Enrollment

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".

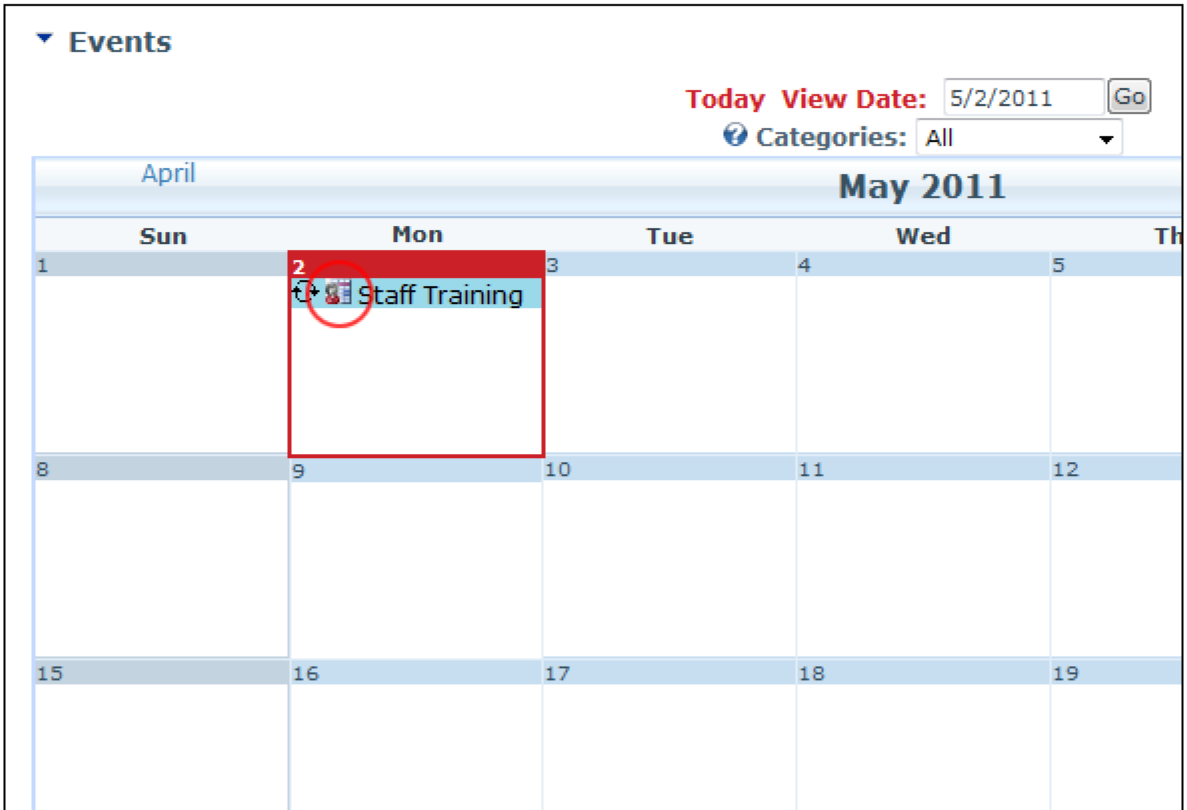
1. Add a new event, or edit an existing event. "Adding an Event". or "Editing an Event".
2. Go to the event details page of the required event. See "Viewing Event Details (List View)", "Viewing Event Details (Month View)". or "Viewing Event Details (Week View)".
3. Select from these options:
   - Click 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.

4. At **Allow 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.



Enabling and Configuring Event Enrollment



Event Enrollment Enabled on an Event

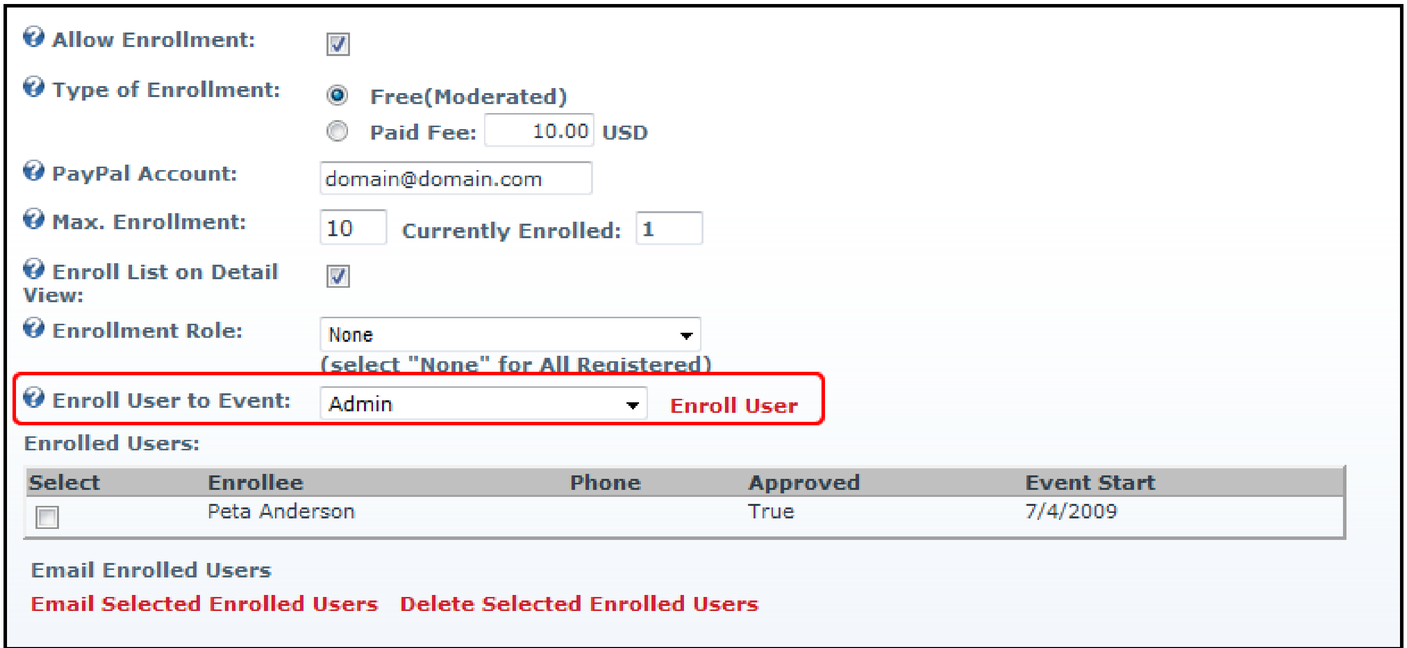
Related Topics:

- "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 Enroll-ment 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.

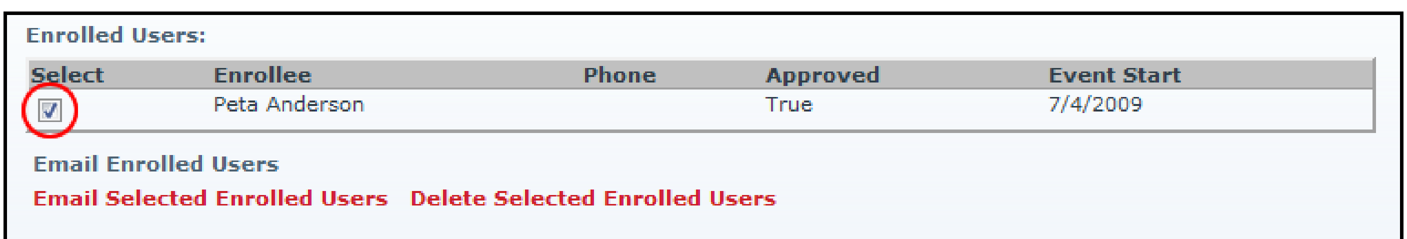


Enrolling Users to Events

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.



Managing Existing User Enrollments

Deleting an Event or Event Series

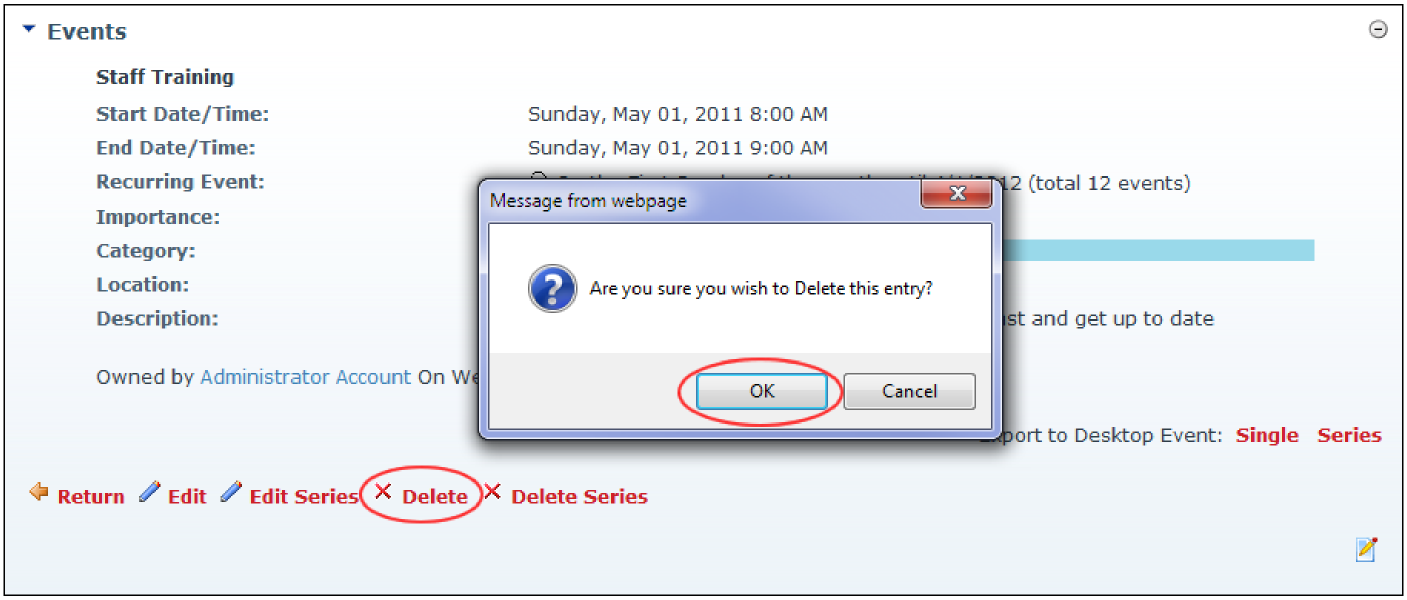
How to permanently delete an event from the Events module. Note: Module and Page Editors may only be able to delete their own events. This depends on the moderation settings configured by a Page Editor on the Settings page of this module.

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:

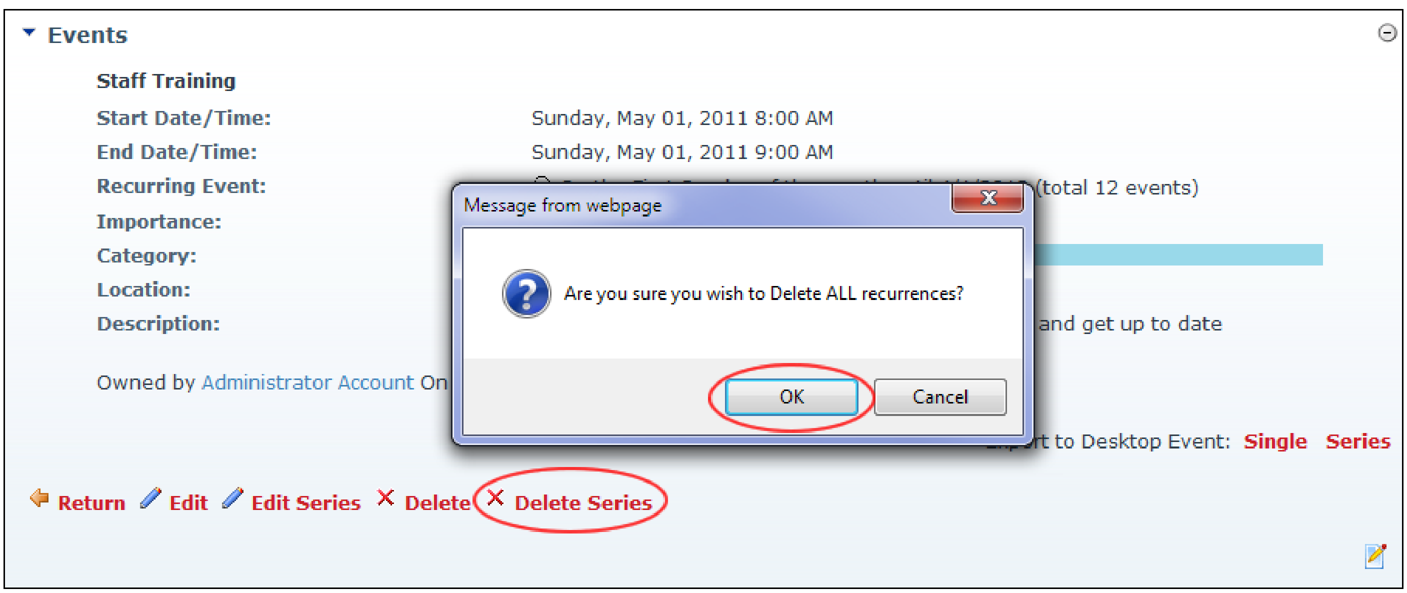
- Click the Delete link to delete a one time event or this instance of a recurring event. This displays the message "Are you sure you wish to Delete this entry?"

   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.

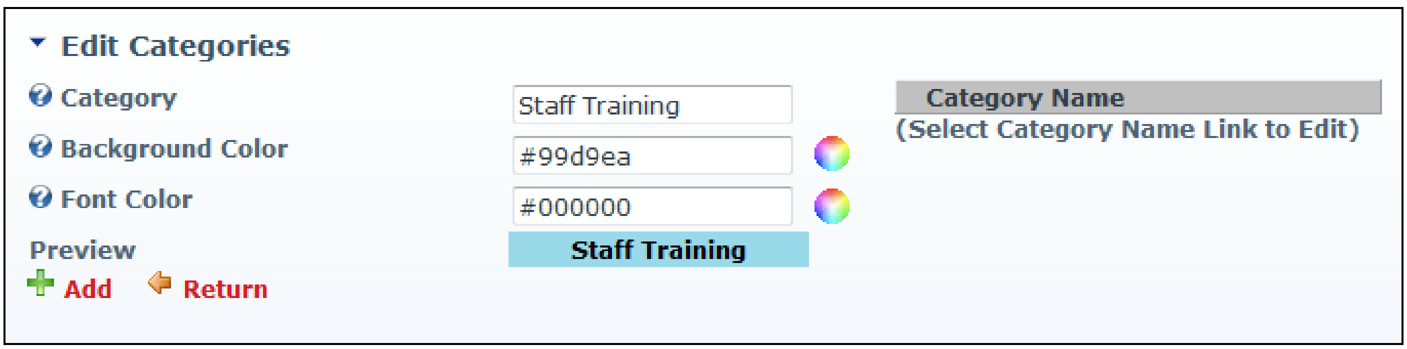


Global Category Editor

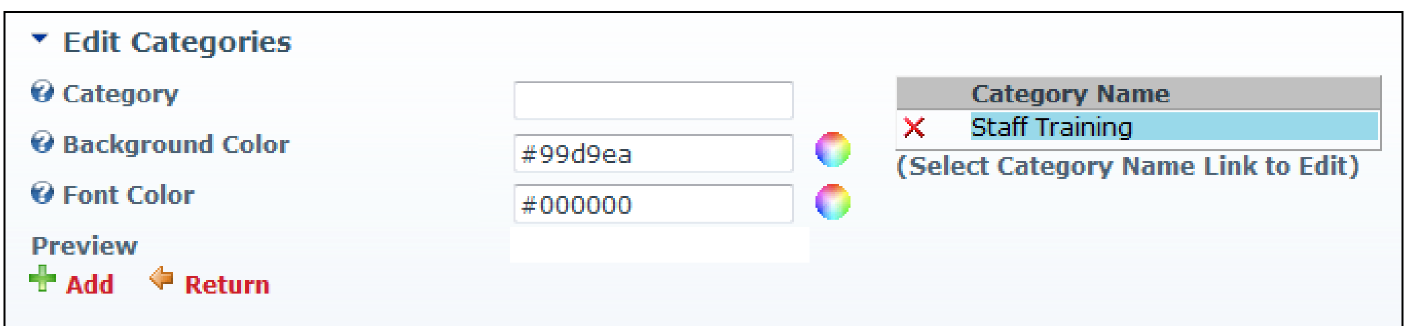
Adding Event Categories

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.



7. Repeat Steps 2-6 to add additional categories.
8. Click the Return link to return to the module.

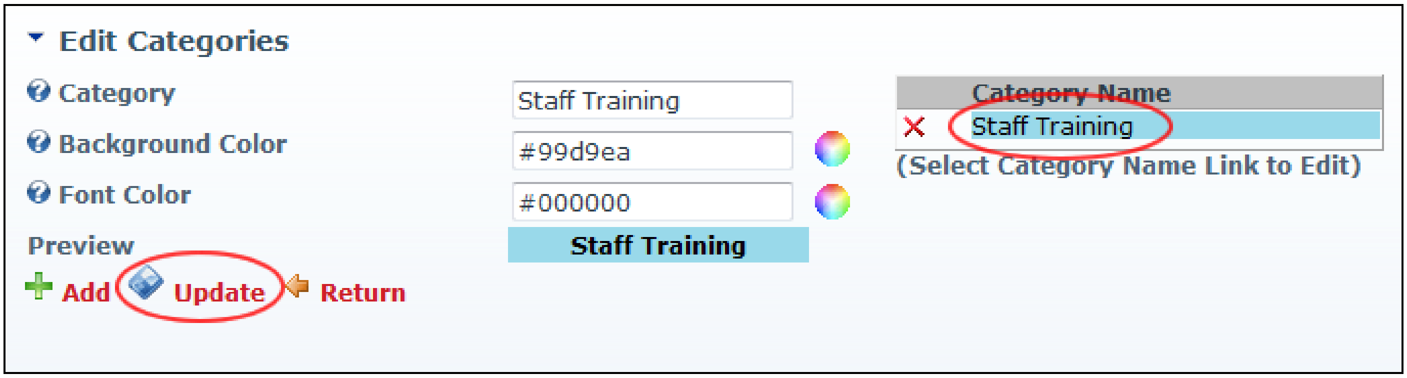


Adding an Event Category

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.

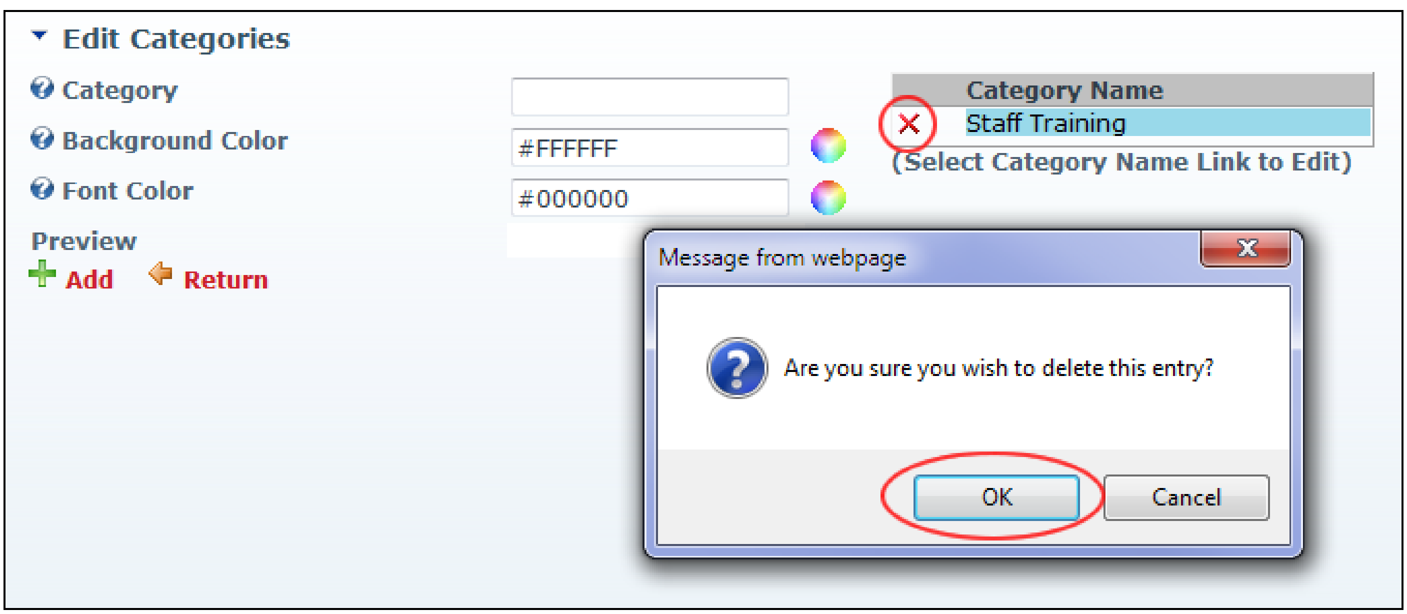


5. Repeat Steps 2-4 to edit additional categories.
6. Click the Return link to return to the module.

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.



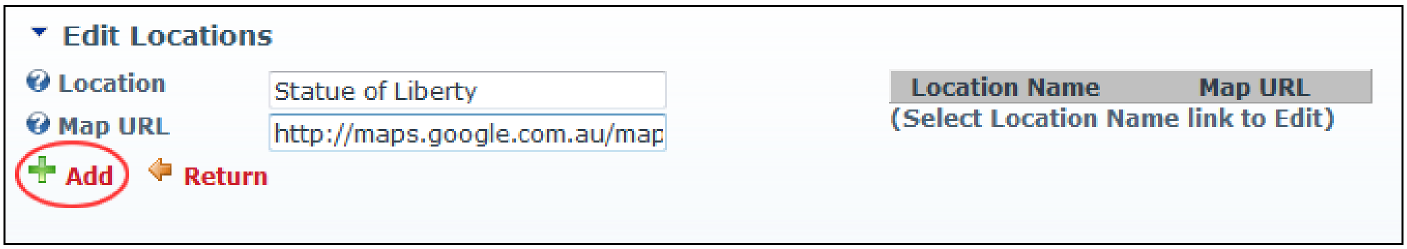
4. Repeat Steps 2-3 to delete additional categories.
5. Click the Return link to return to the module.

Global Location Editor

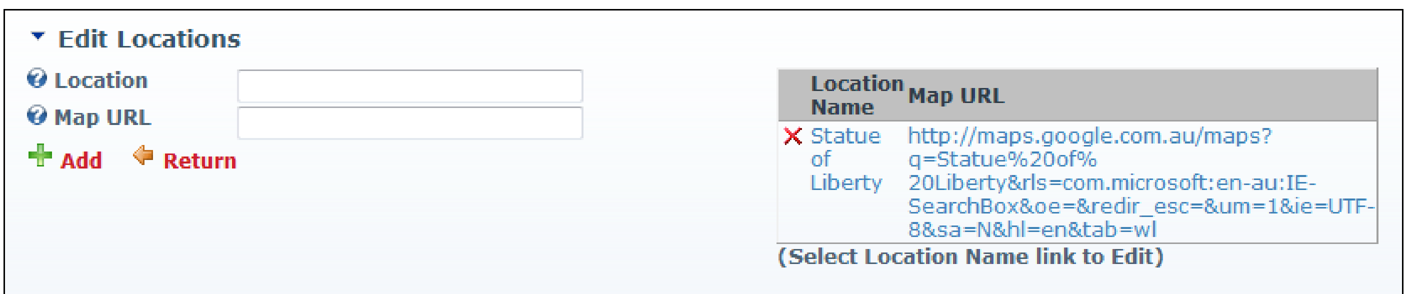
Adding Event Locations

How to add one or more locations to the Events module.

1. Select **Edit Locations** from the module actions menu.
2. In the **Location** text box, enter the location name.
3. **Optional.** In the **Map URL** text box, enter the URL which will link to a map of the location.
4. Click the Add link. This displays the location in the Location Name list.



6. Repeat Steps 2-4 to add additional locations.
7. Click the Return link to return to the module.

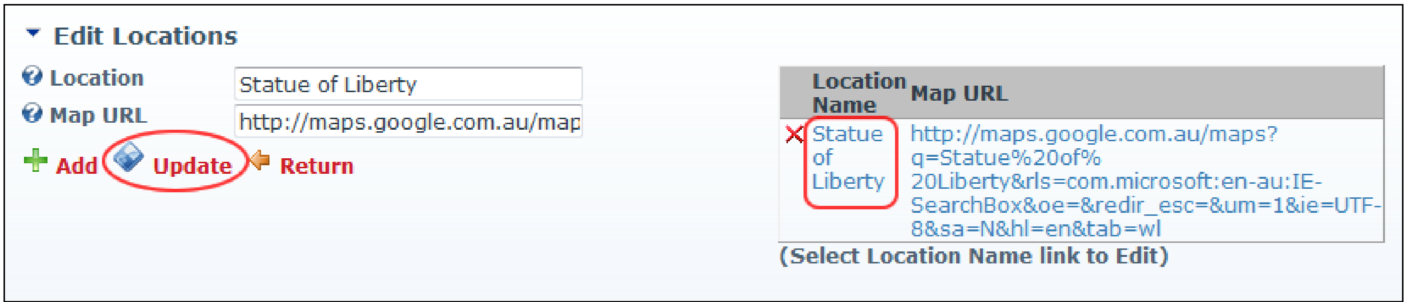


Adding an Event Location

Editing Event Locations

How to edit one or more locations on the Events module.

1. Select **Edit Locations** from the module actions menu.
2. 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.
3. Edit the **Location** and/or **Map URL** fields as required.
4. Click the Update link.
5. Repeat Steps 2-4 to add additional locations.
6. Click the Return link to return to the module.

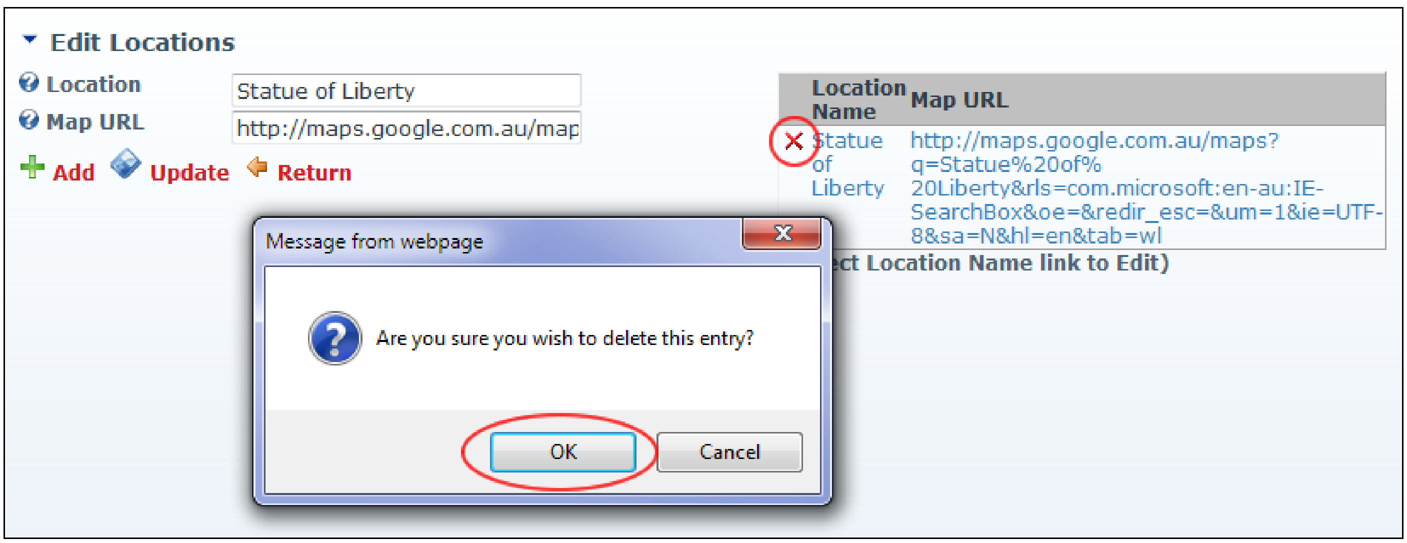


Editing an Event Location

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

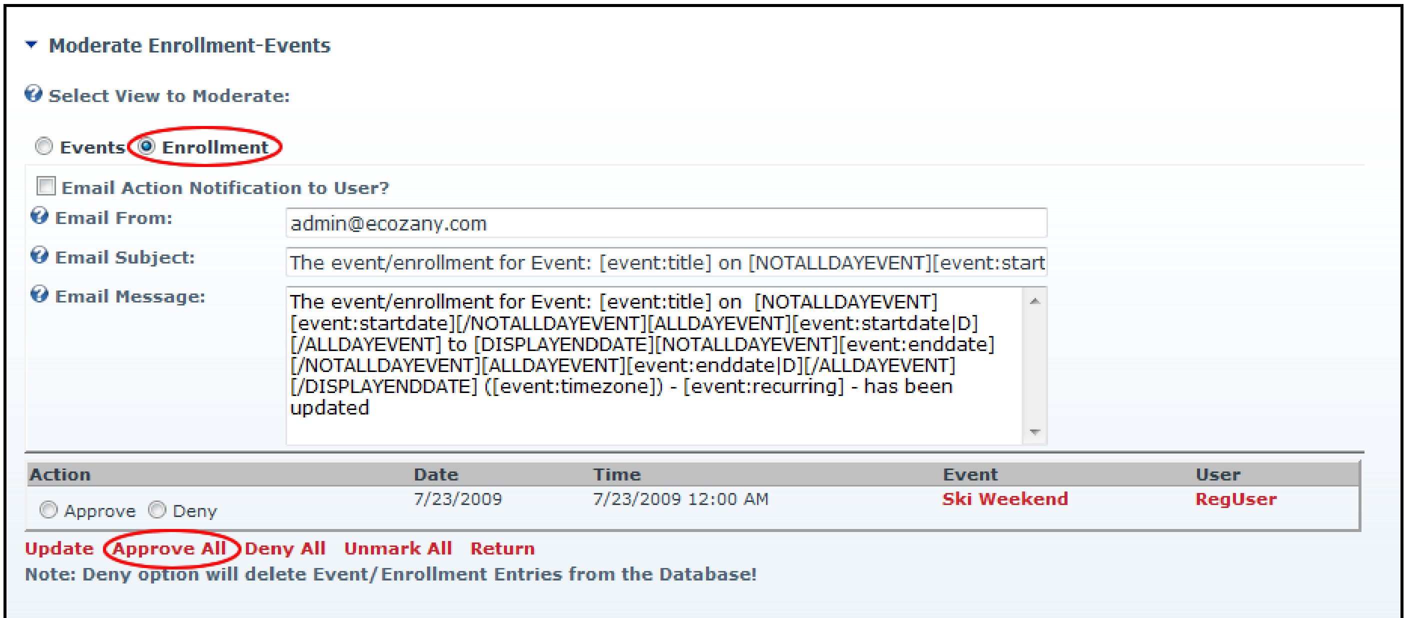
The Events module can be configured to require moderation of events and enrollments. Moderation can be required for all event/enrollment changes or only for new items. One or more moderators will be sent email notification when items require moderation.

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.



Approving all Moderated Enrollments

Approving All Moderated Events

How to approve all events awaiting moderation on the Events module.

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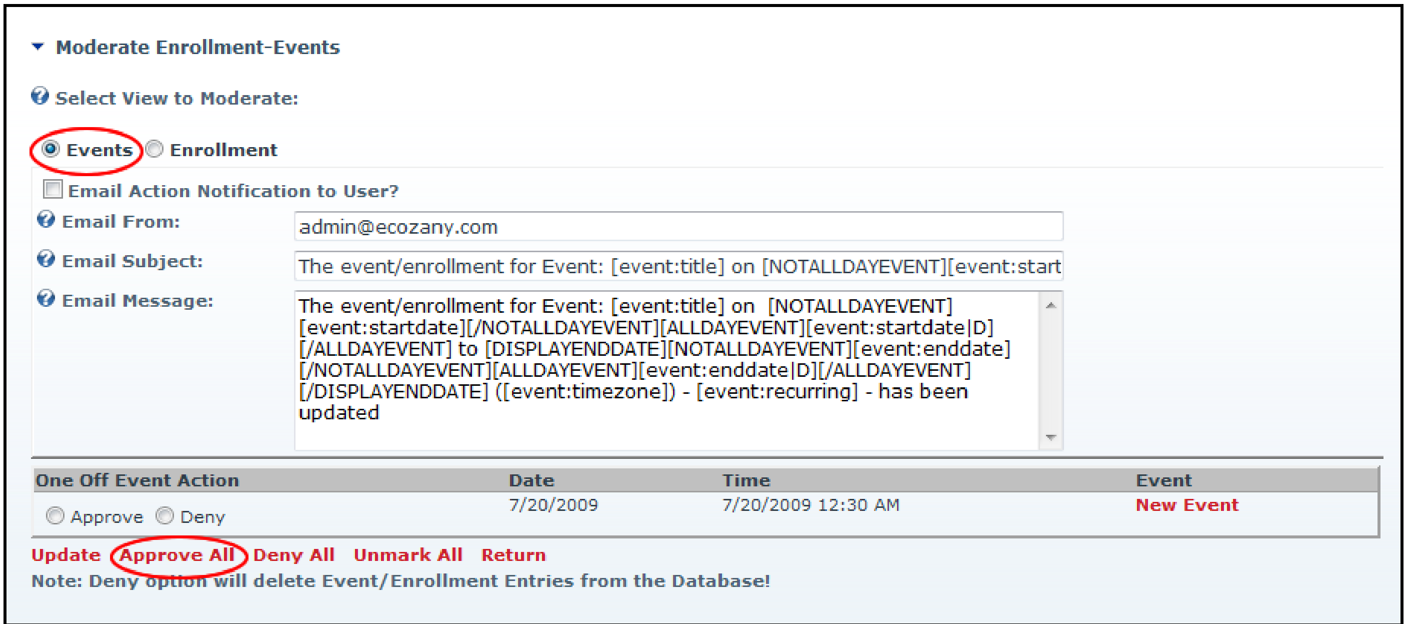
2. At **Select View to Moderate**, select **Events**. This displays the list of events awaiting moderation.
3. At **Email Action Notification to User?**, select one of these options:
   - Check the check box to send email notification to the users who created the events.
     a. **Optional.** In the **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.



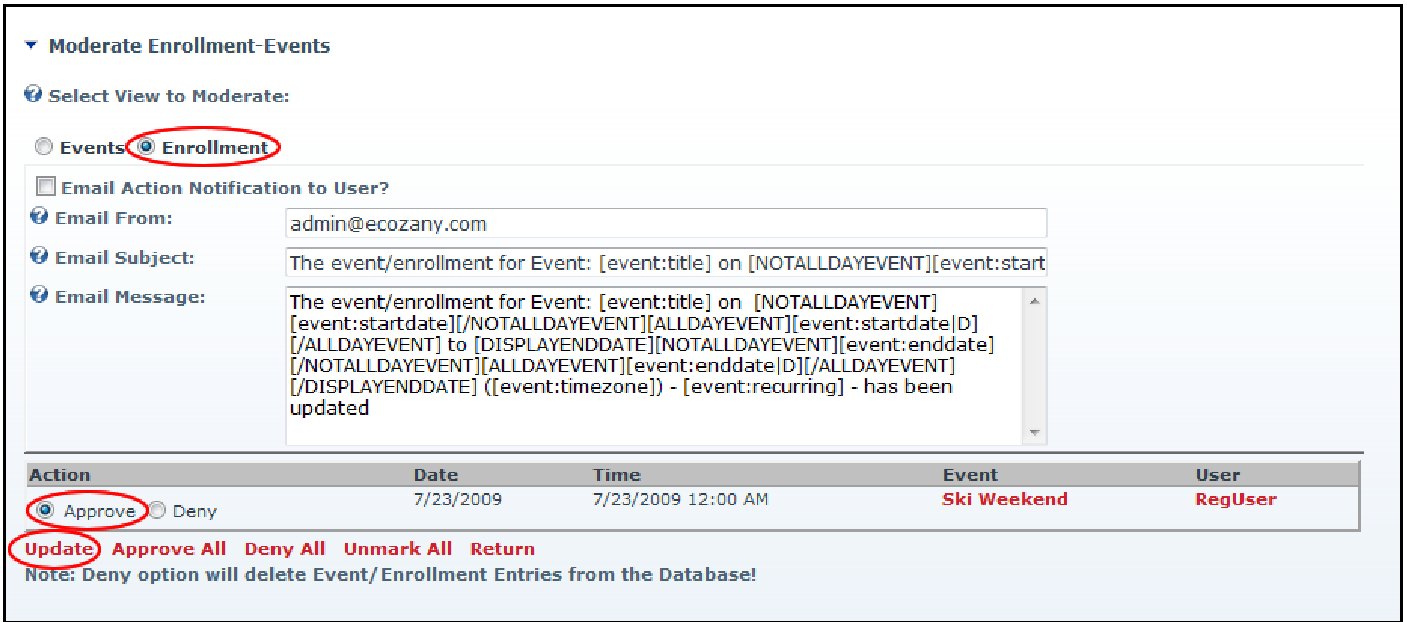
Approving all Moderated Events

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.*



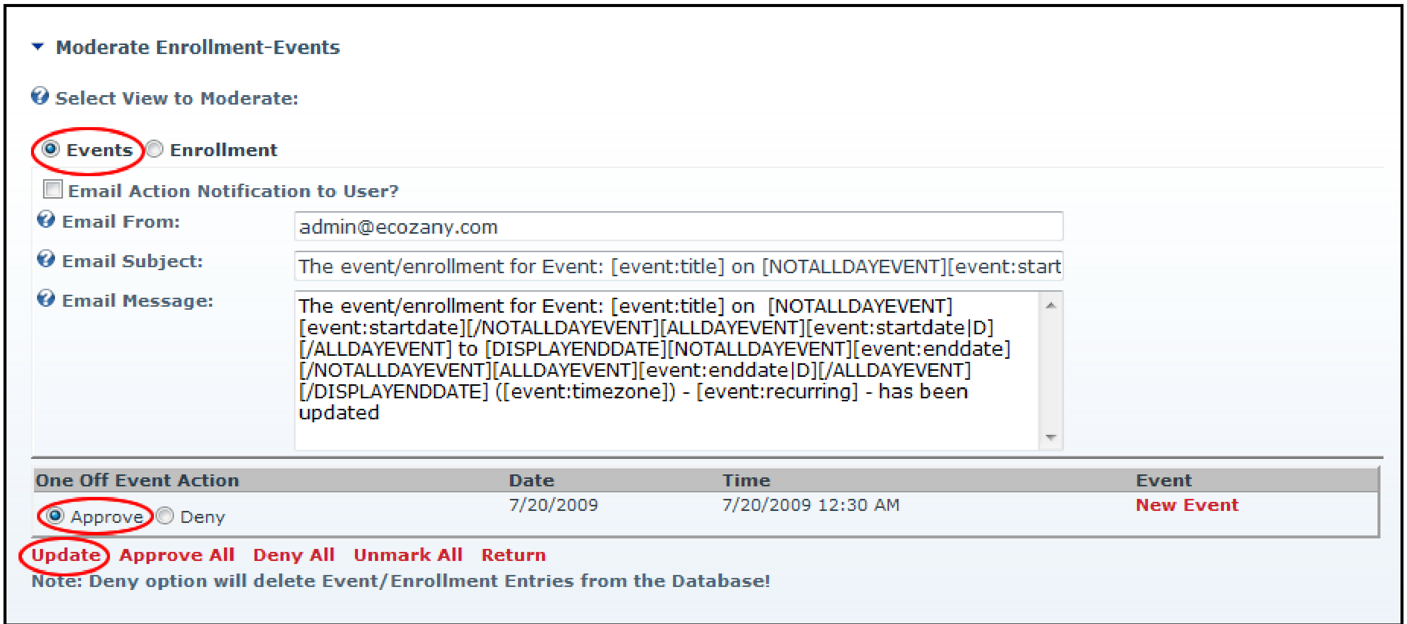
Approving Moderated Enrollments

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.*

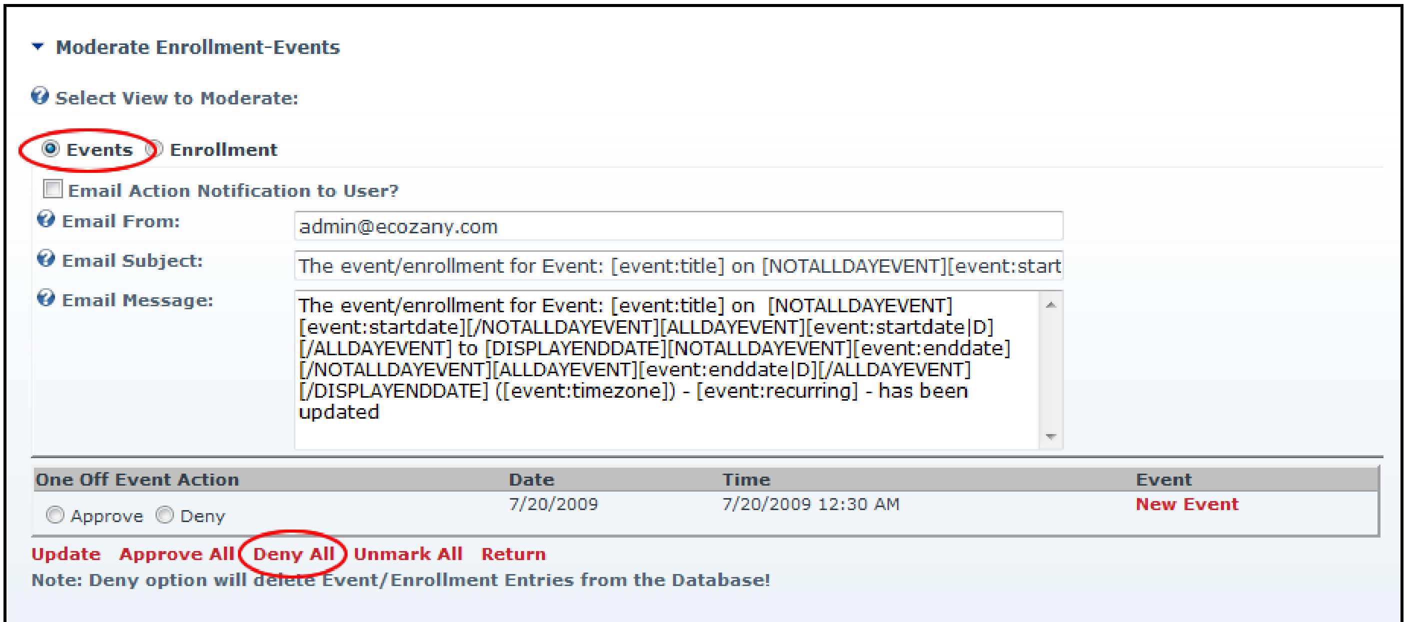


Approving Moderated Events

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.

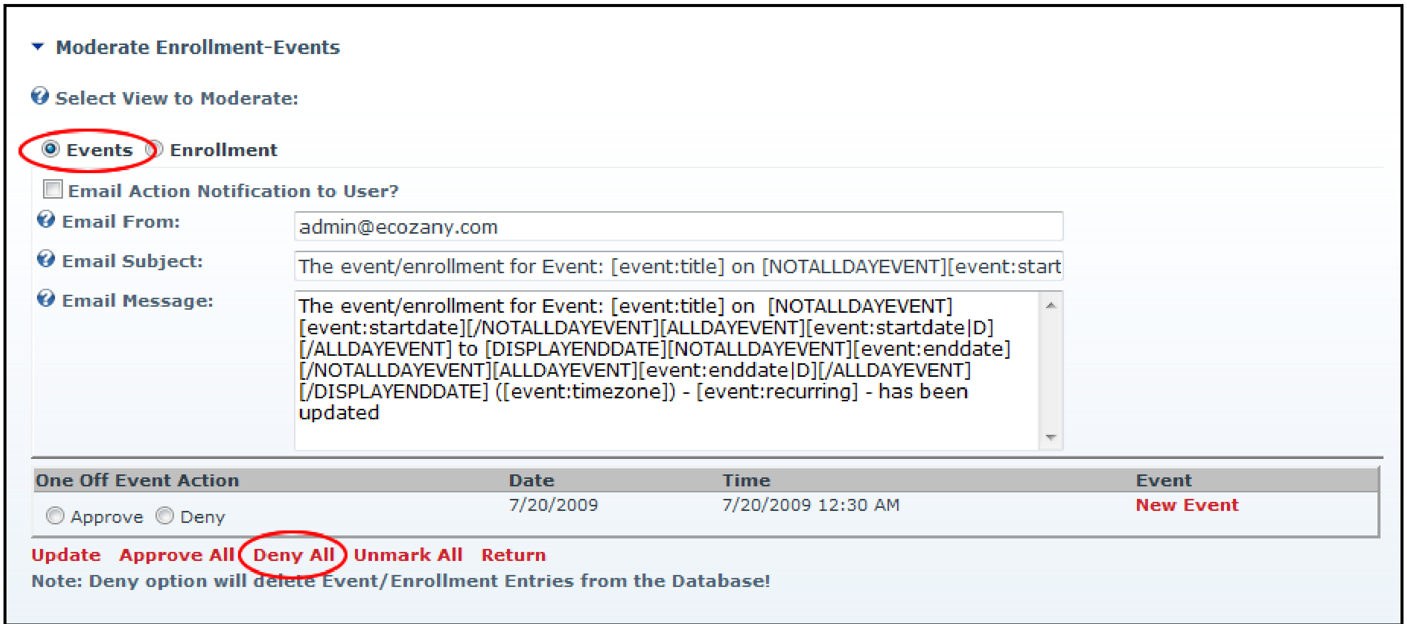


Denying all Moderated Enrollments

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.

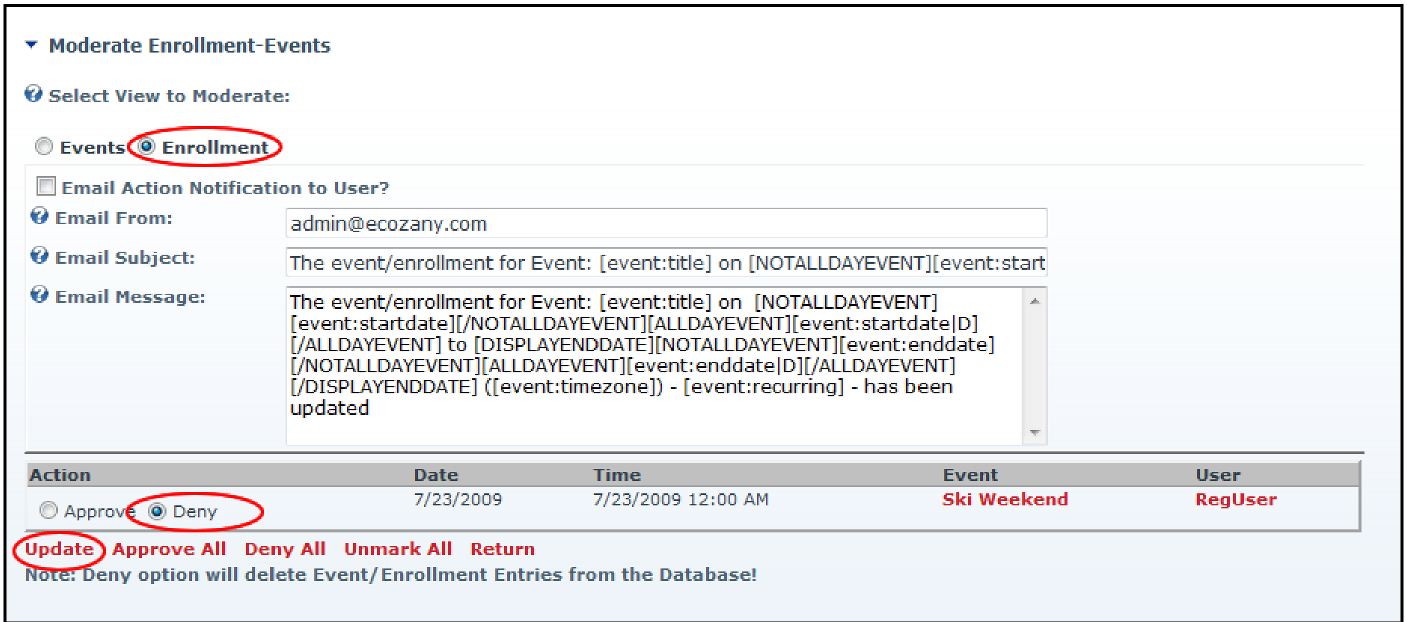


Denying all Moderated Events

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.

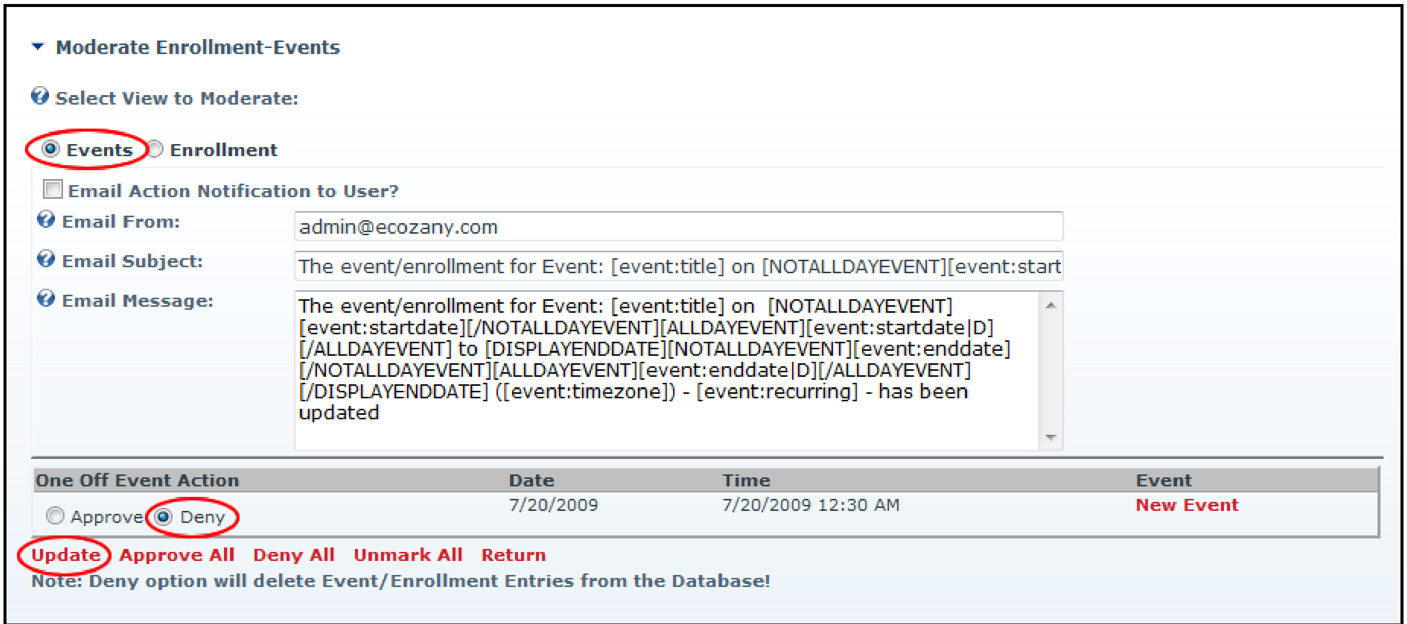


Denying Moderated Enrollments

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.



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.

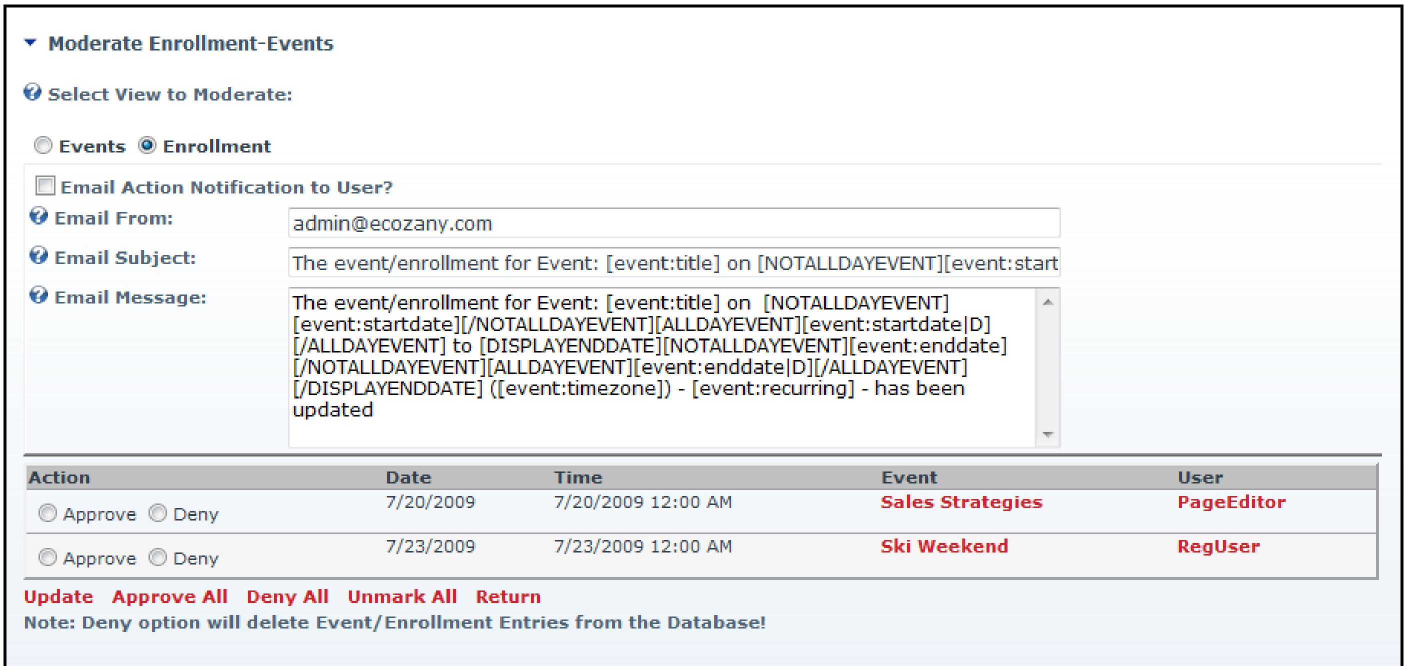
     b. **Optional.** In the **Email Message** text box, edit the message of the email.

   - 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.*



Moderating Multiple Enrollments

Moderating Multiple Events

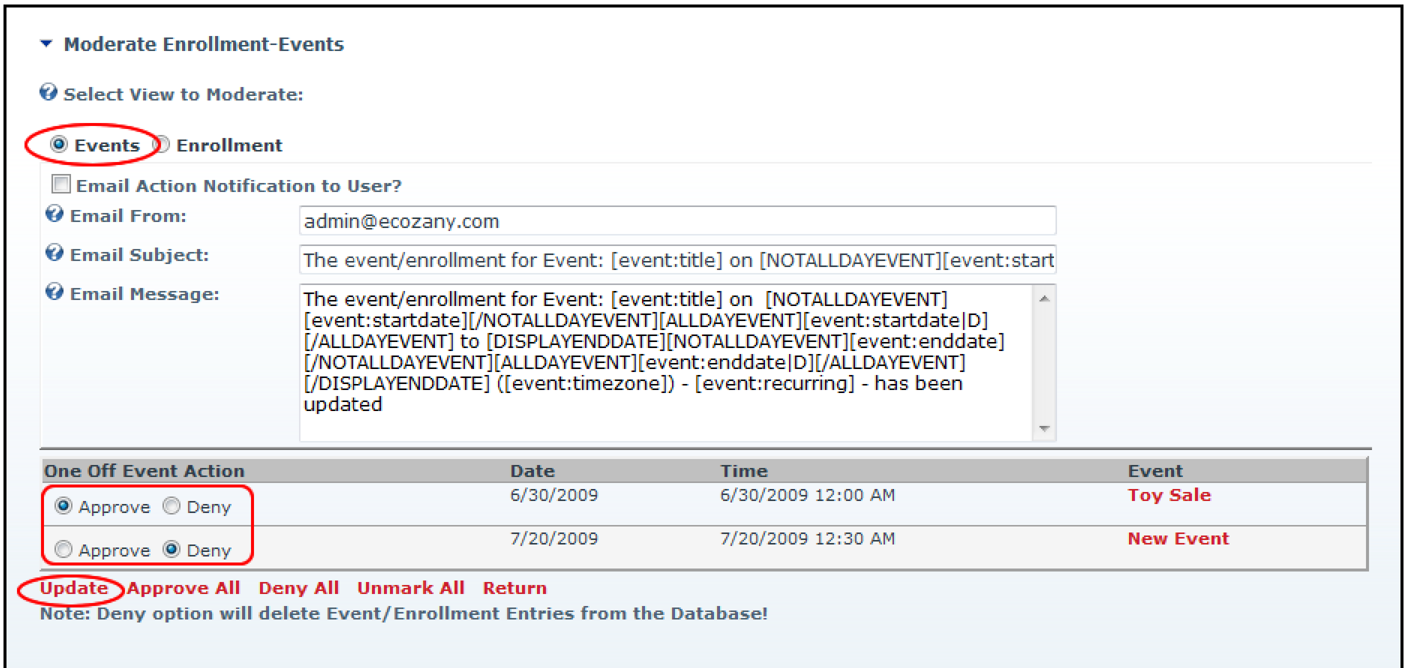
How to approve and deny multiple events on the Events module.

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.*



Moderating Multiple Events

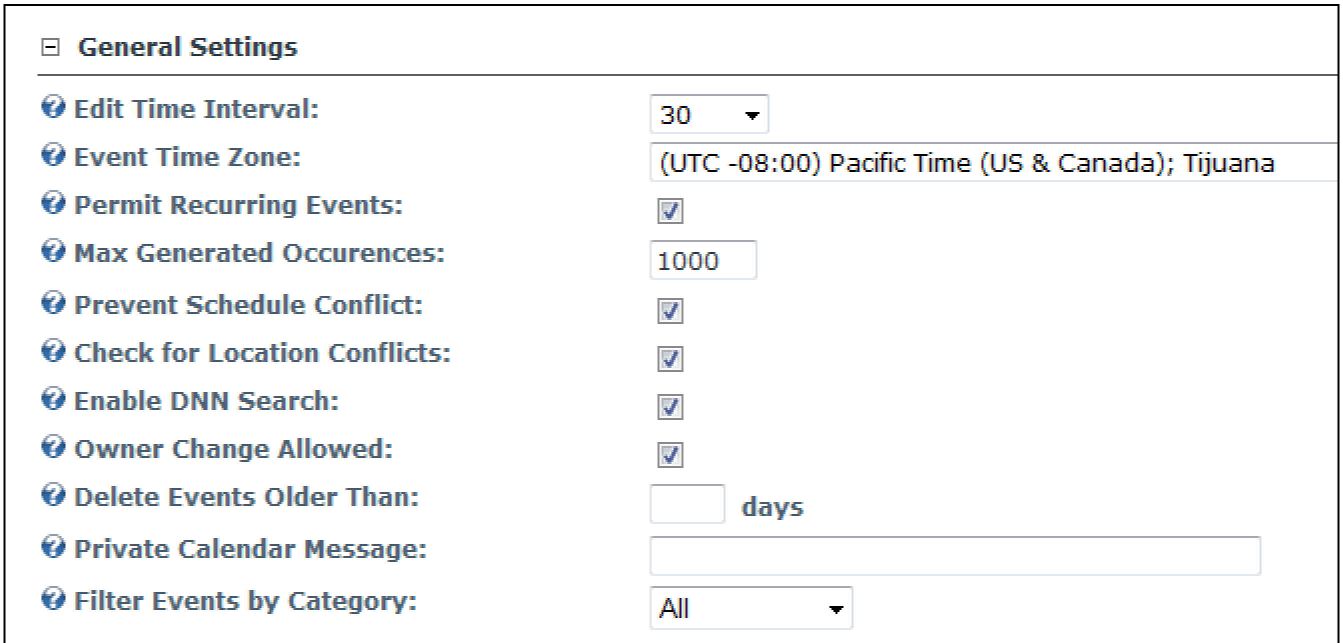
Edit Settings

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.



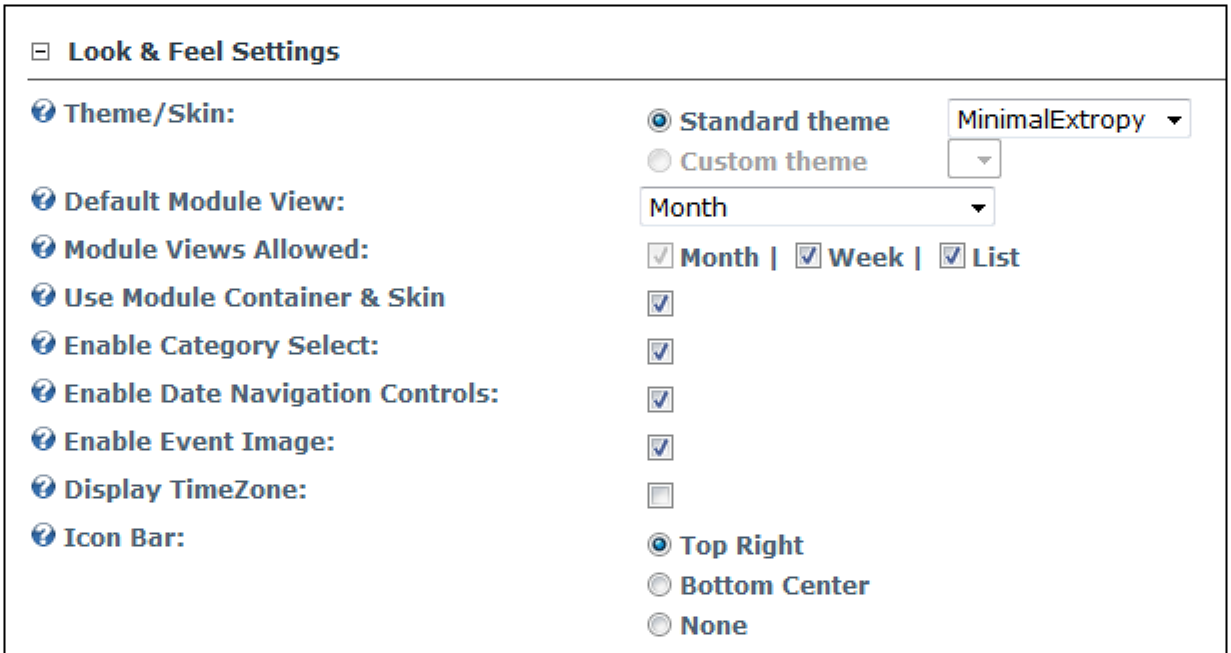
Configuring Event General Settings

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.



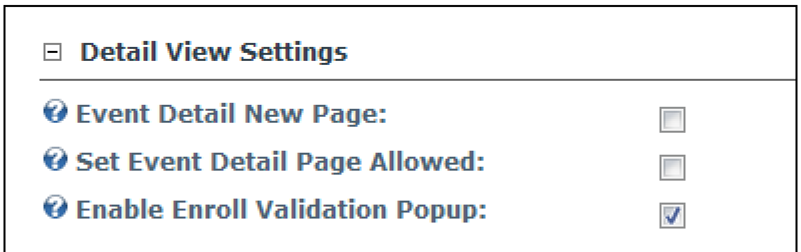
Configuring Event Look and Feel Settings

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.



Configuring Detail View Settings

Configuring Event Month View Settings

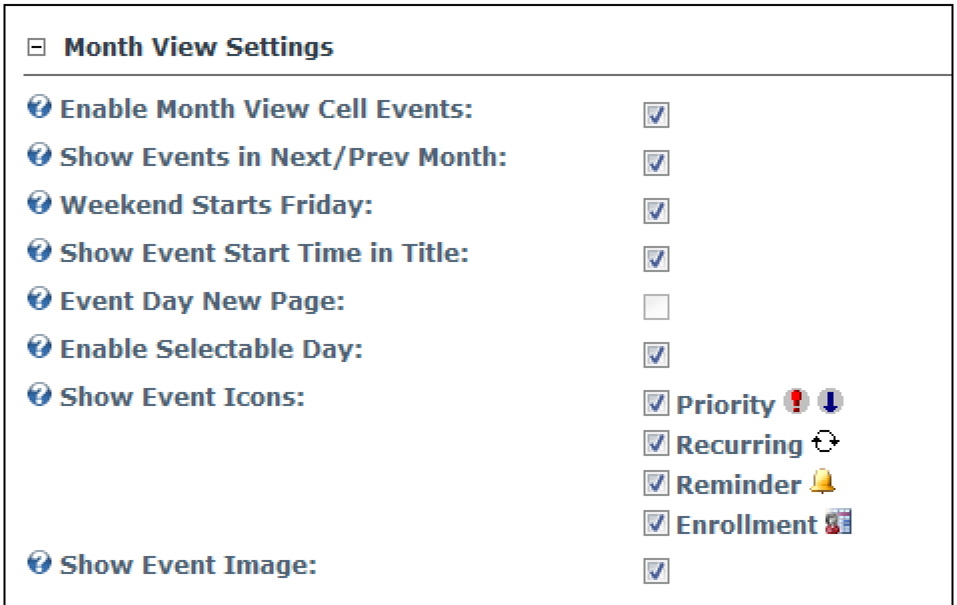
How to configure the month view settings of the Events module.

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 31st 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.



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.

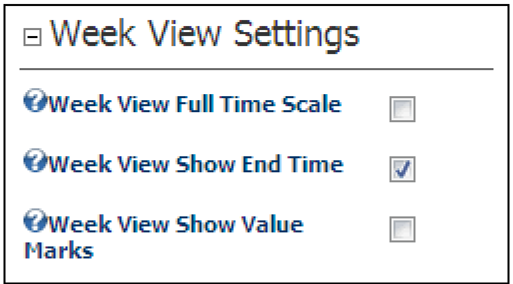
4. At **Include End Value**, check the check box to display the end time of the event in the week view - OR - Uncheck the check box to hide the end time.

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.



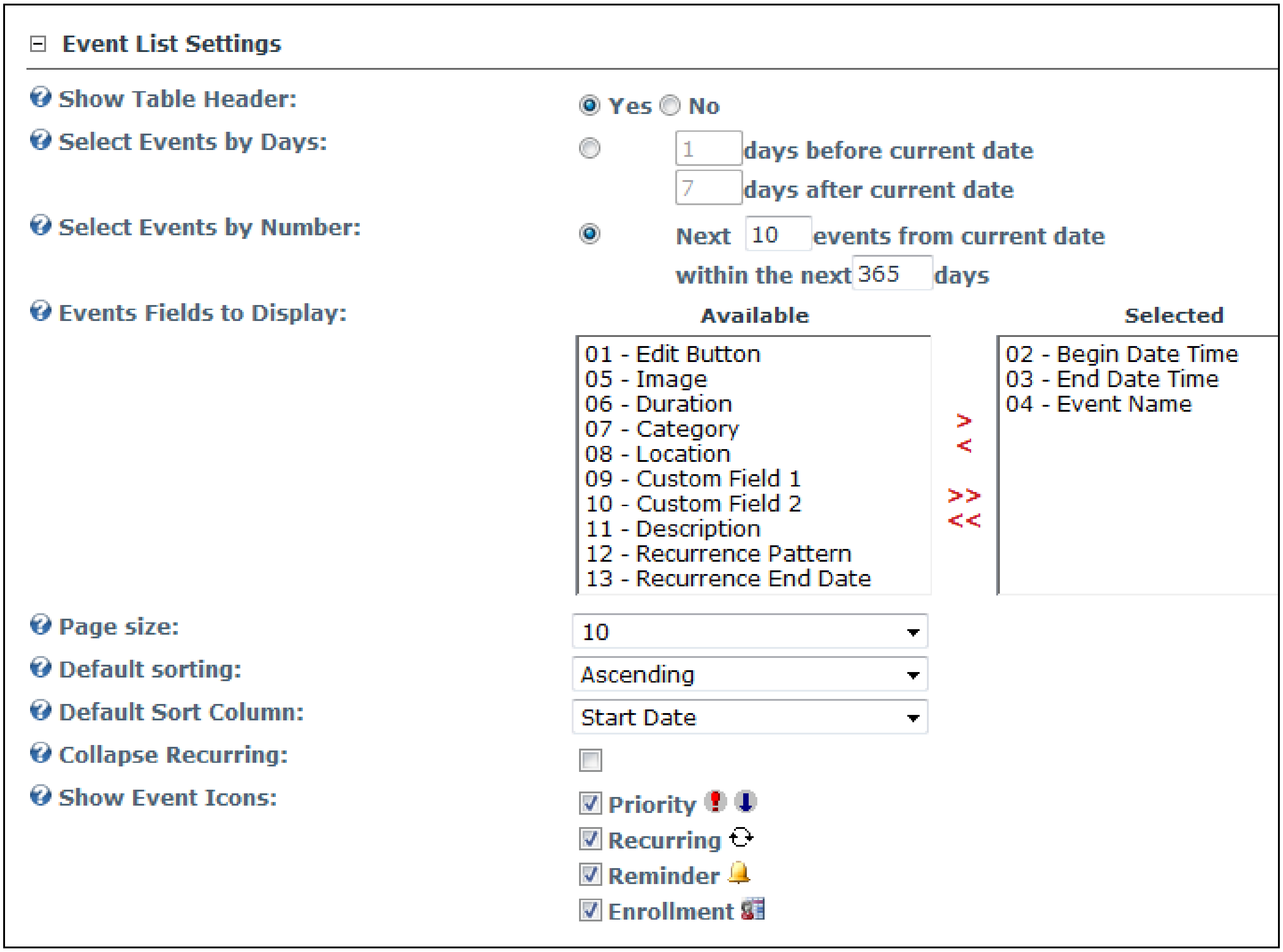
Configuring Week View Settings

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** > link.
   - To **Add All Fields**, click the **Add All** >> link.
   - To **Remove a Field**, click on the field name in the **Selected** box and then click the **Remove** < link.
   - To **Remove All Field**, click the **Remove All** << 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.



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.

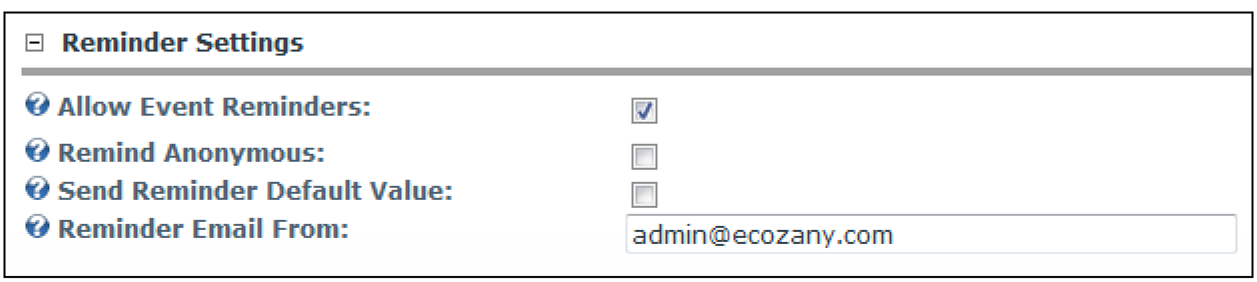
4. At **Allow Email Send by Event Editor**, check the check box to allow editors to send an event email to a role - OR - Uncheck the check box to disallow.

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.

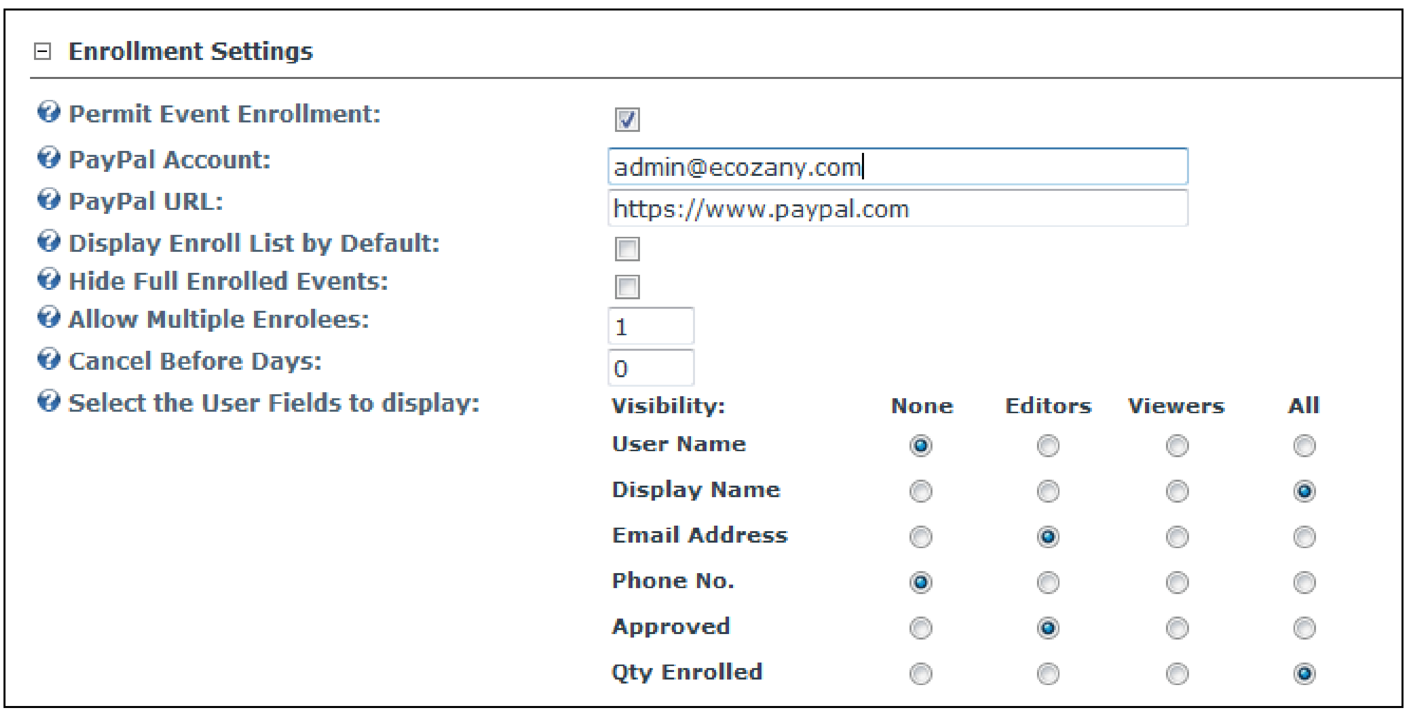


7. Click the Update Settings link.

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.

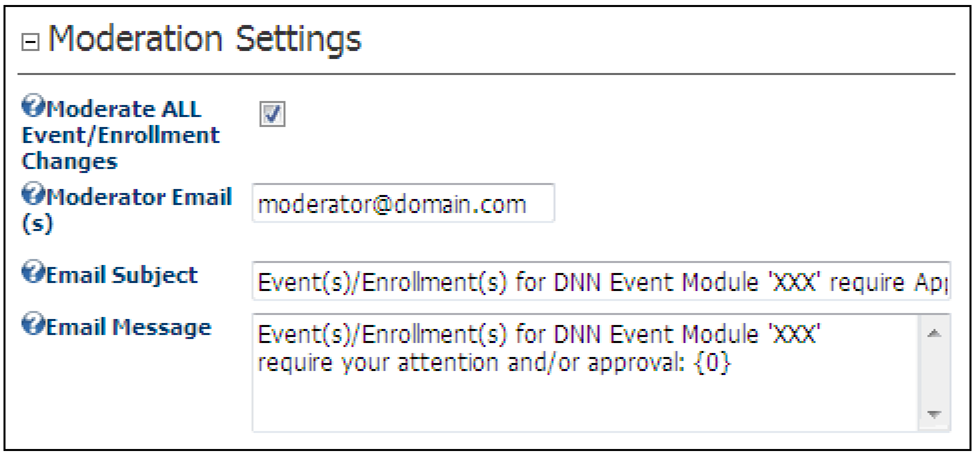


11. Click the Update Settings link.

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.



5. Click the Update Settings link.

Configuring the SubCalendar Settings

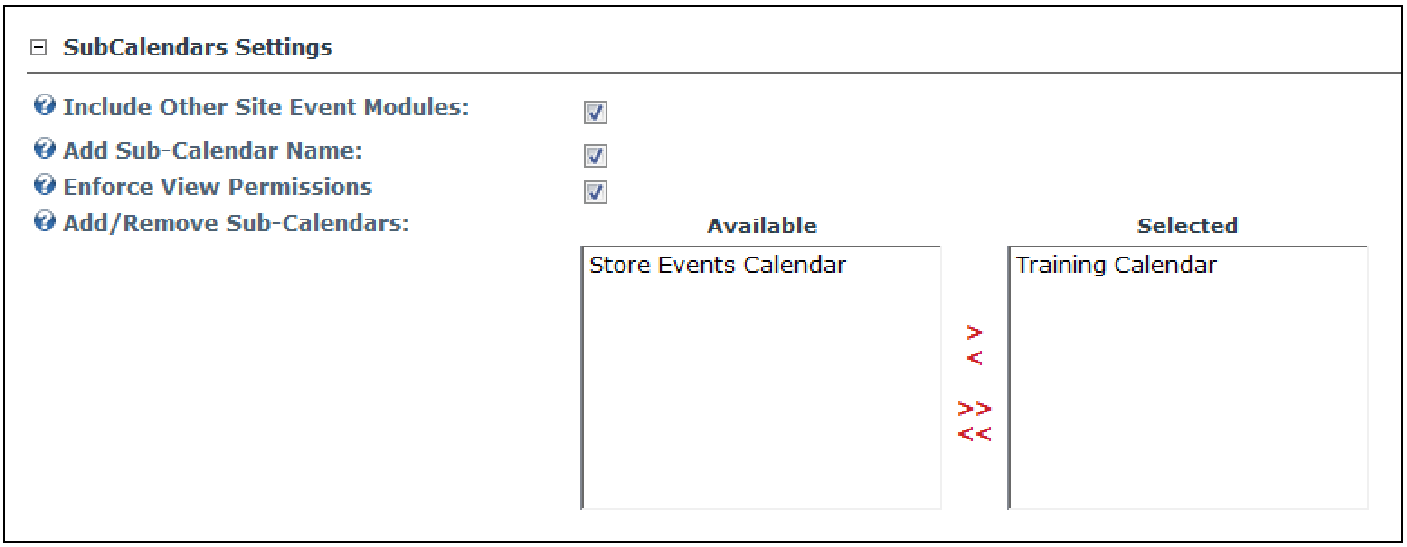
How to display events from one or more events modules (SubCalendars) in an Events module. A SubCalendar is an Events module which is located on another page. A maximum of 1000 SubCalendars can be added.

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 (SubCalendars) 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** > link.
- To **Add all Calendars**, click the **Add All** >> link.
- To **Remove a Calendar**, click on the calendar name in the **Selected** box and then click the **Remove** < link.
- To **Remove all Calendars**, click the **Remove All** << link.

- Uncheck the check box to only display events added using this Events module.

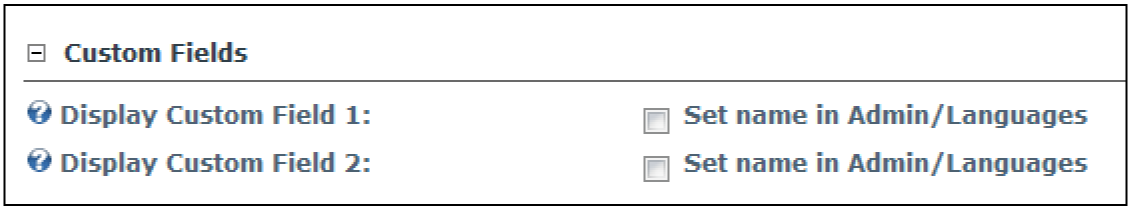


4. Click the Update Settings link.

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.

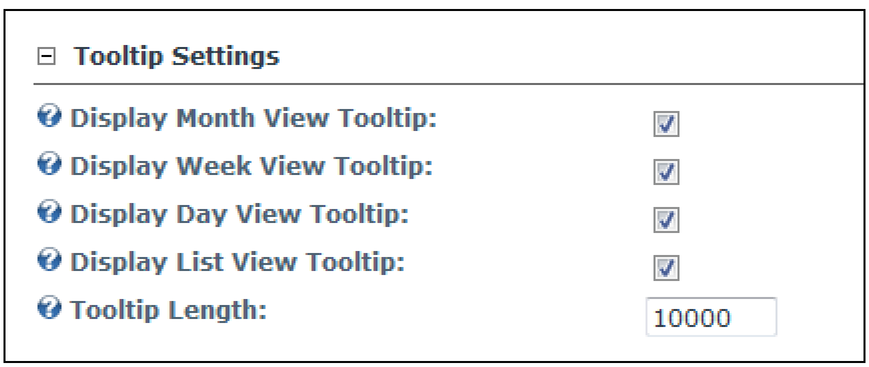


5. Click the Update Settings link.

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.



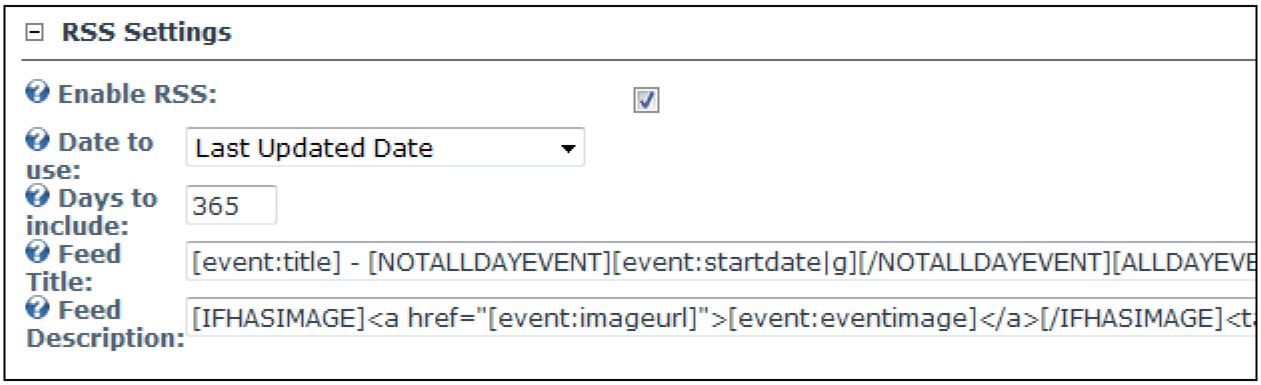
7. Click the Update Settings link.

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.

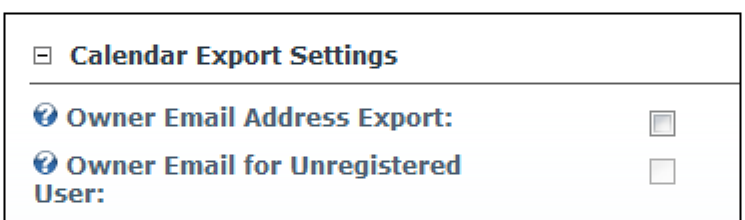


4. Click the Update Settings link.

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.

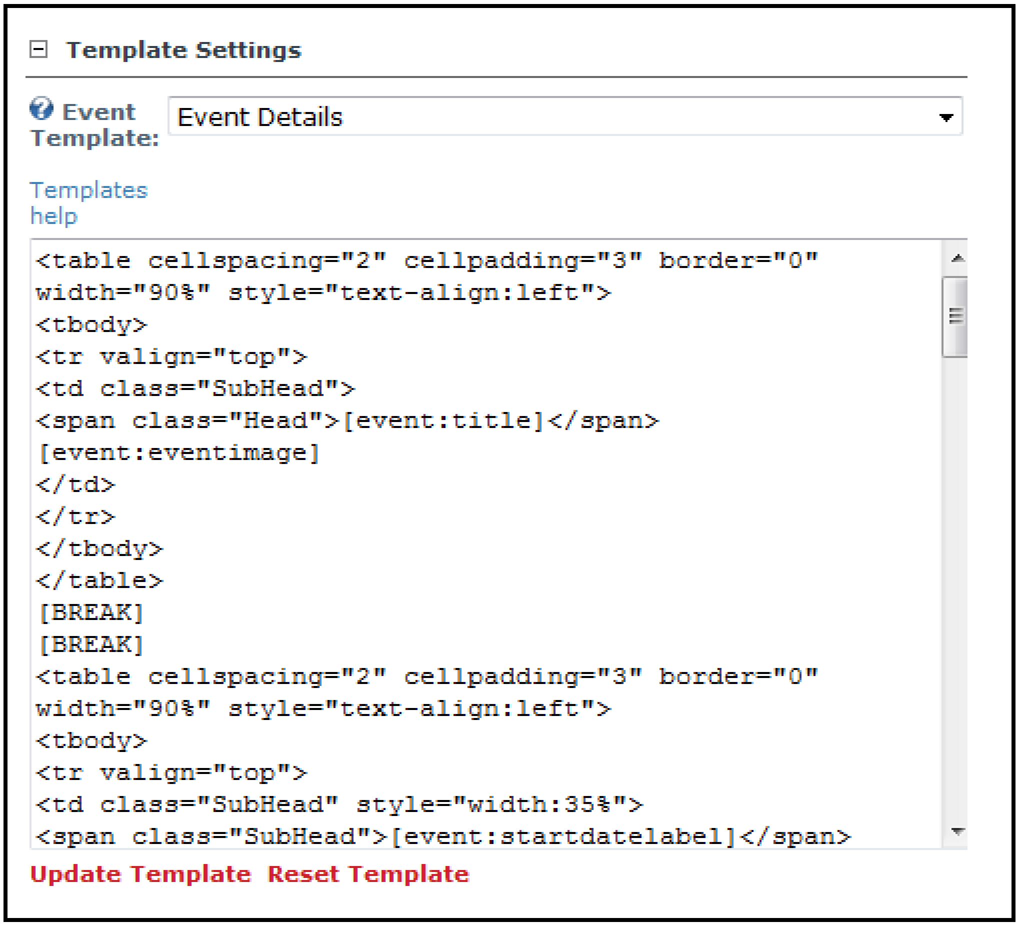


Configuring Calendar Export Settings for the Events Module

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.



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

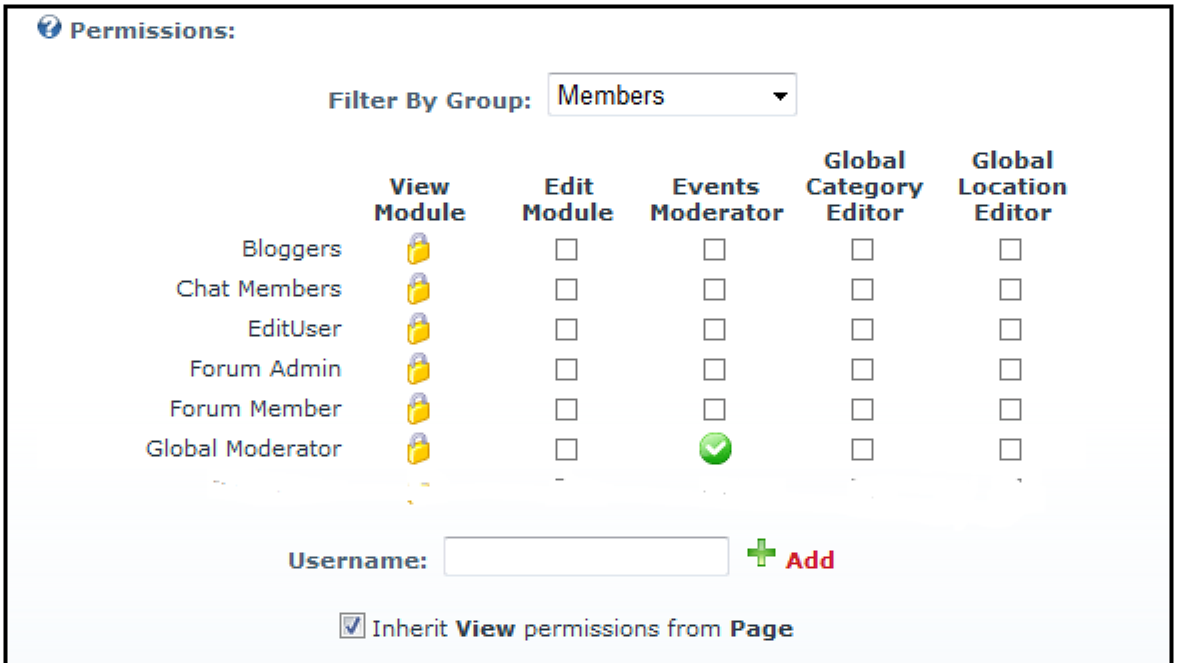
If you are unable to add new events or edit existing events to the Events module this may be cause by Friendly URL's being disabled on your web site. Host level access is required to modify this setting. Contact your Administrator or Host to request enabling of friendly URL's.

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.



Assigning roles and users as Events Moderators

Related Topics:

- "Setting Module Permissions".

FAQ

About the FAQs Module

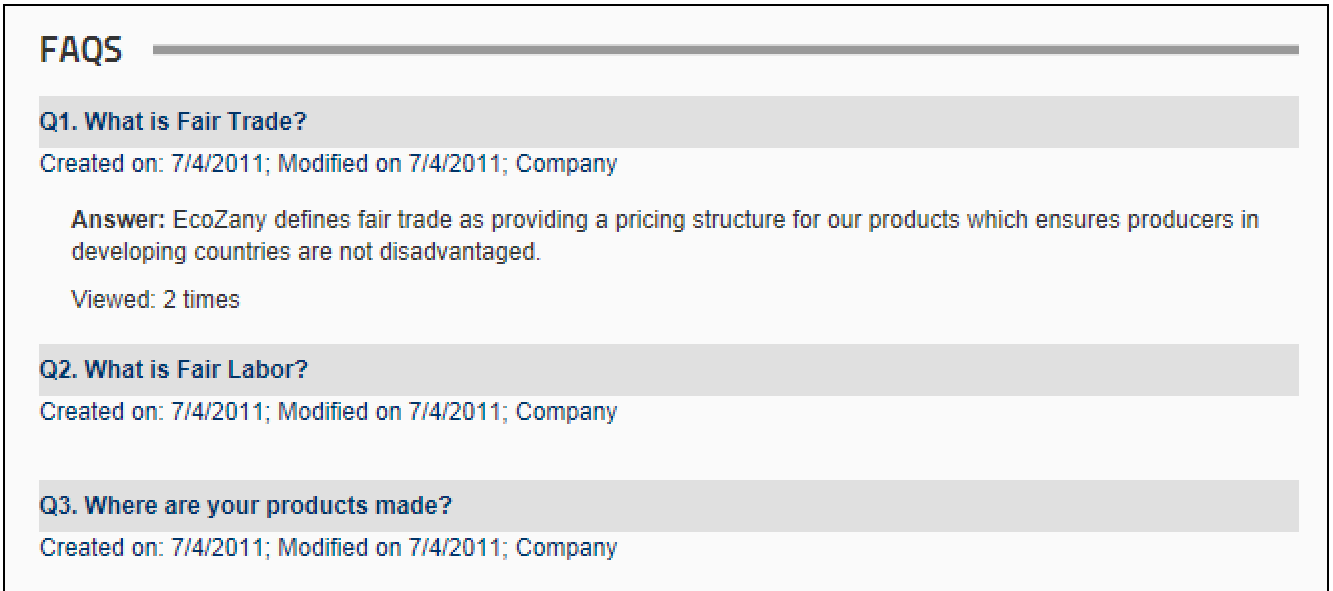
The FAQs module enables authorized users to manage a list of questions and corresponding answers. The question is displayed as a link, requiring the user to click on a question to view the corresponding answer. FAQ's can be managed using your own categories.

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



The FAQ Module

Project Links

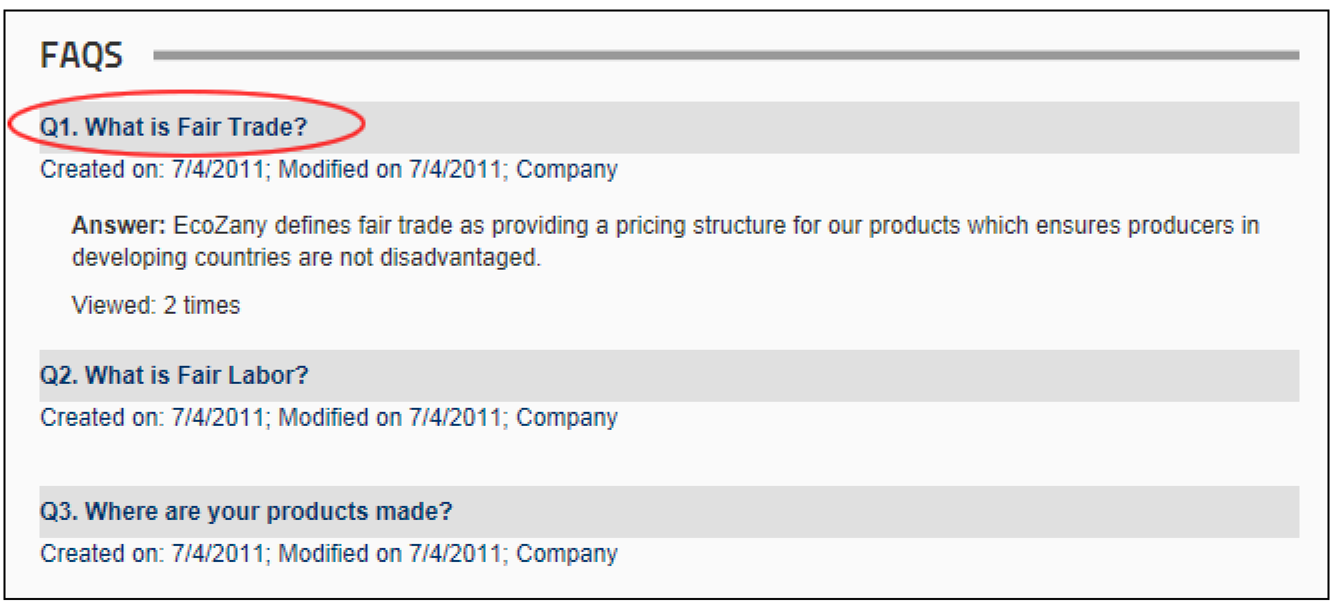
- **Project Home**: http://www.dotnetnuke.com/Products/Development/Forge/ModuleFAQ/tabid/892/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/27/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnfaq.codeplex.com/workitem/list/basic

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.



2. **Optional.** Click the link again to hide the answer.

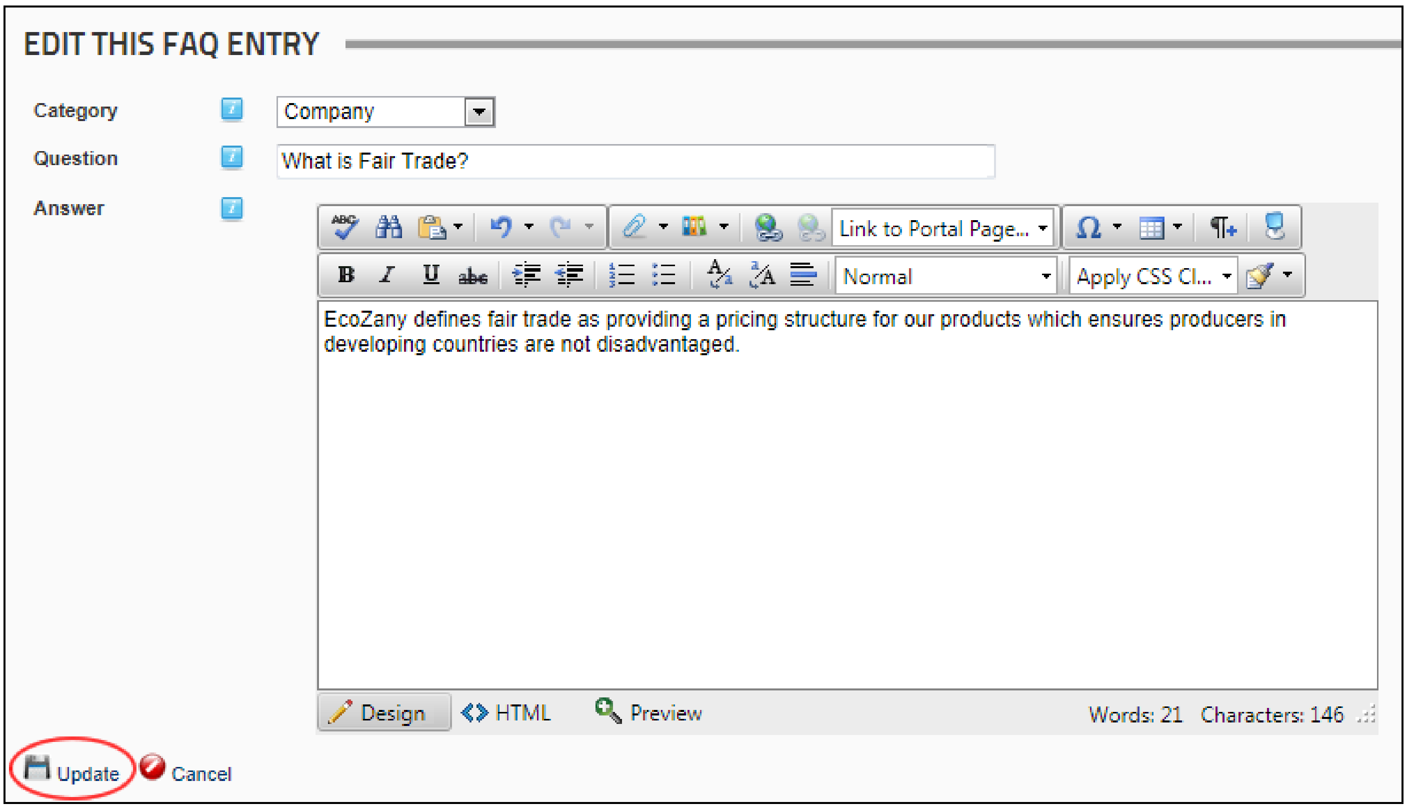
Module Editors

Adding an FAQ

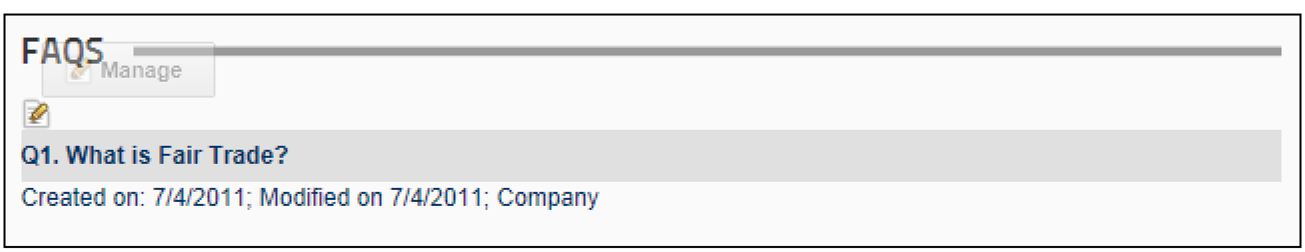
How to add a frequently asked question to the FAQs module. Note: You cannot include movies, sound files, etc. Only basic HTML is permitted.

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.



5. Click the Update link. The newly added FAQ is now displayed in the module.



Editing an FAQ

How to edit a frequently asked question on the FAQs module.

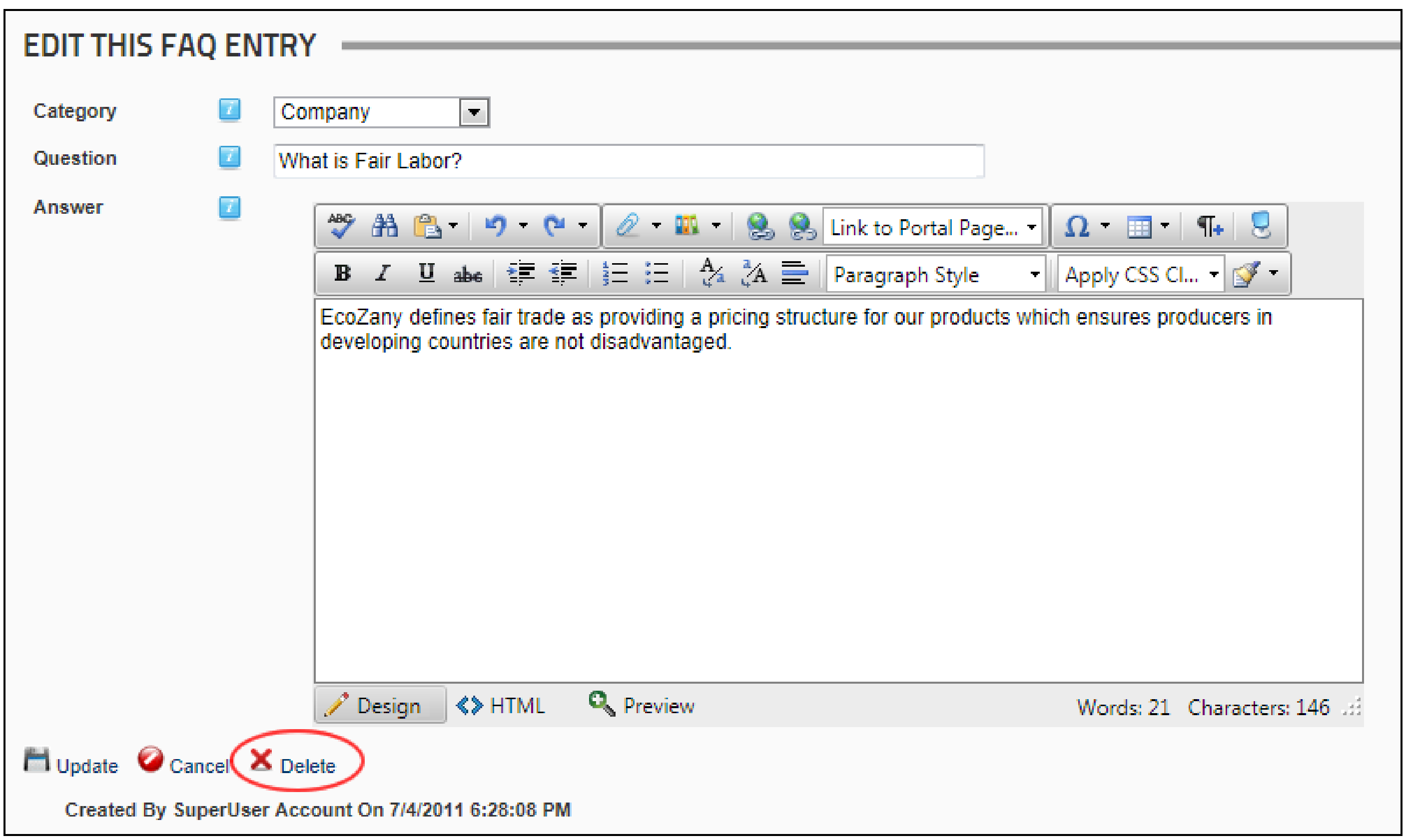
1. Click the **Edit** button associated with the FAQ to be edited.

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?"

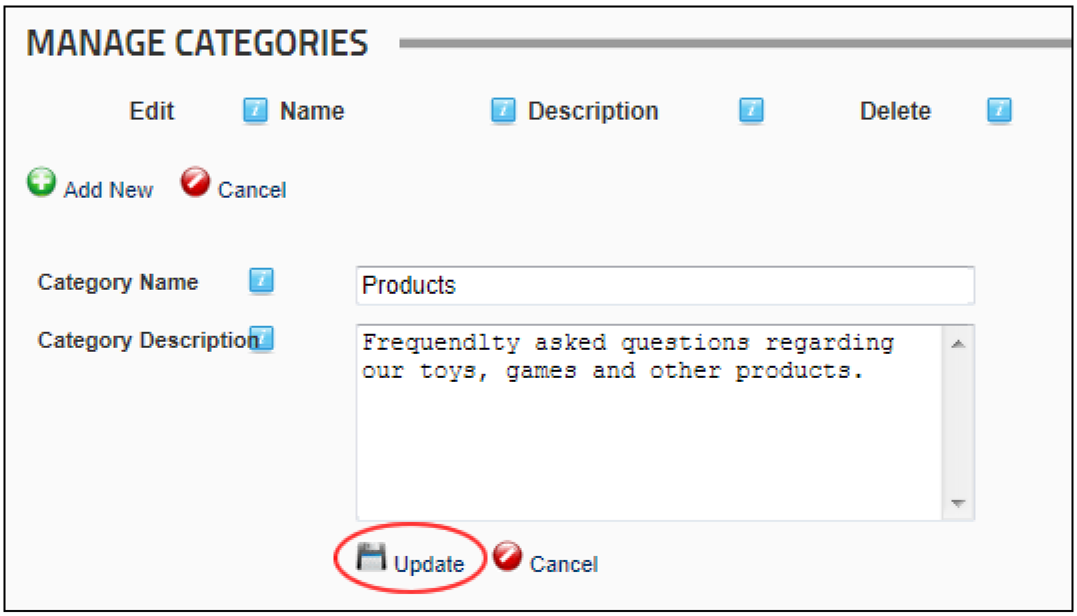


3. Click the **OK** button to confirm.

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.

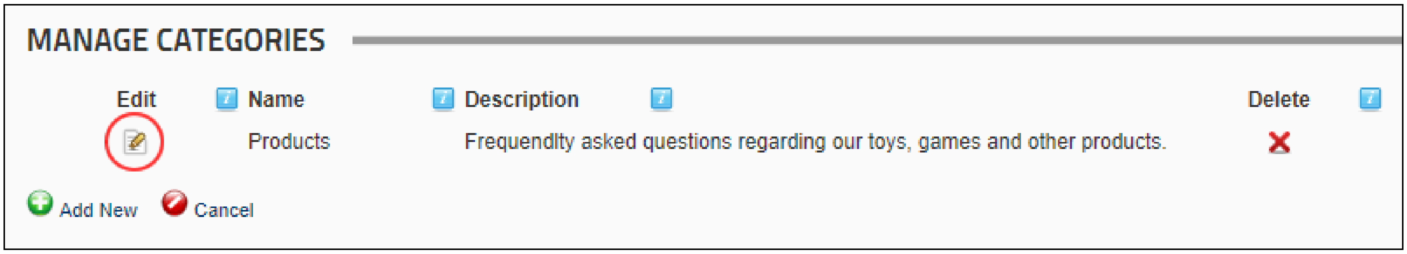


6. Repeat Steps 2-5 to add additional categories.
7. Click the Cancel link to return to the module.

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.

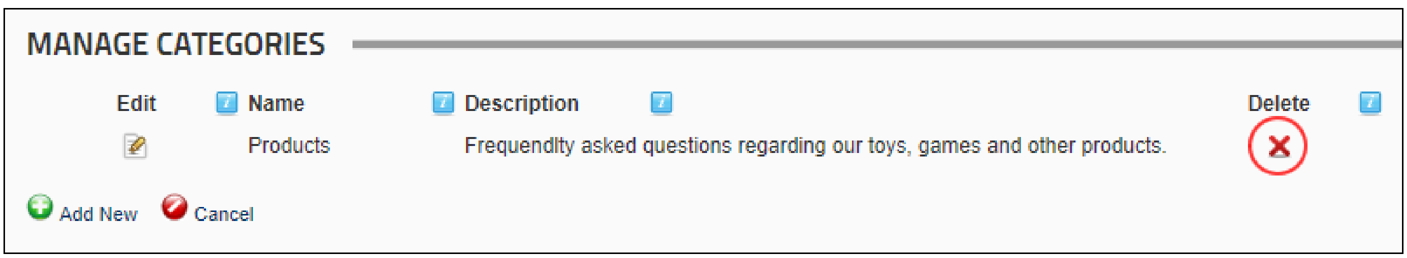


5. Repeat Steps 2-4 to edit additional categories.
6. Click the Cancel link to return to the module.

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.

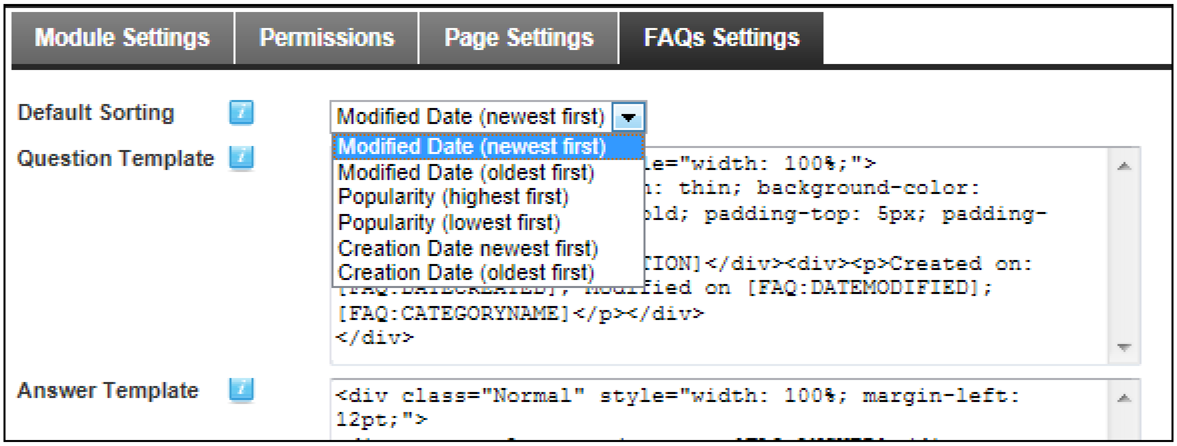
Settings

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.

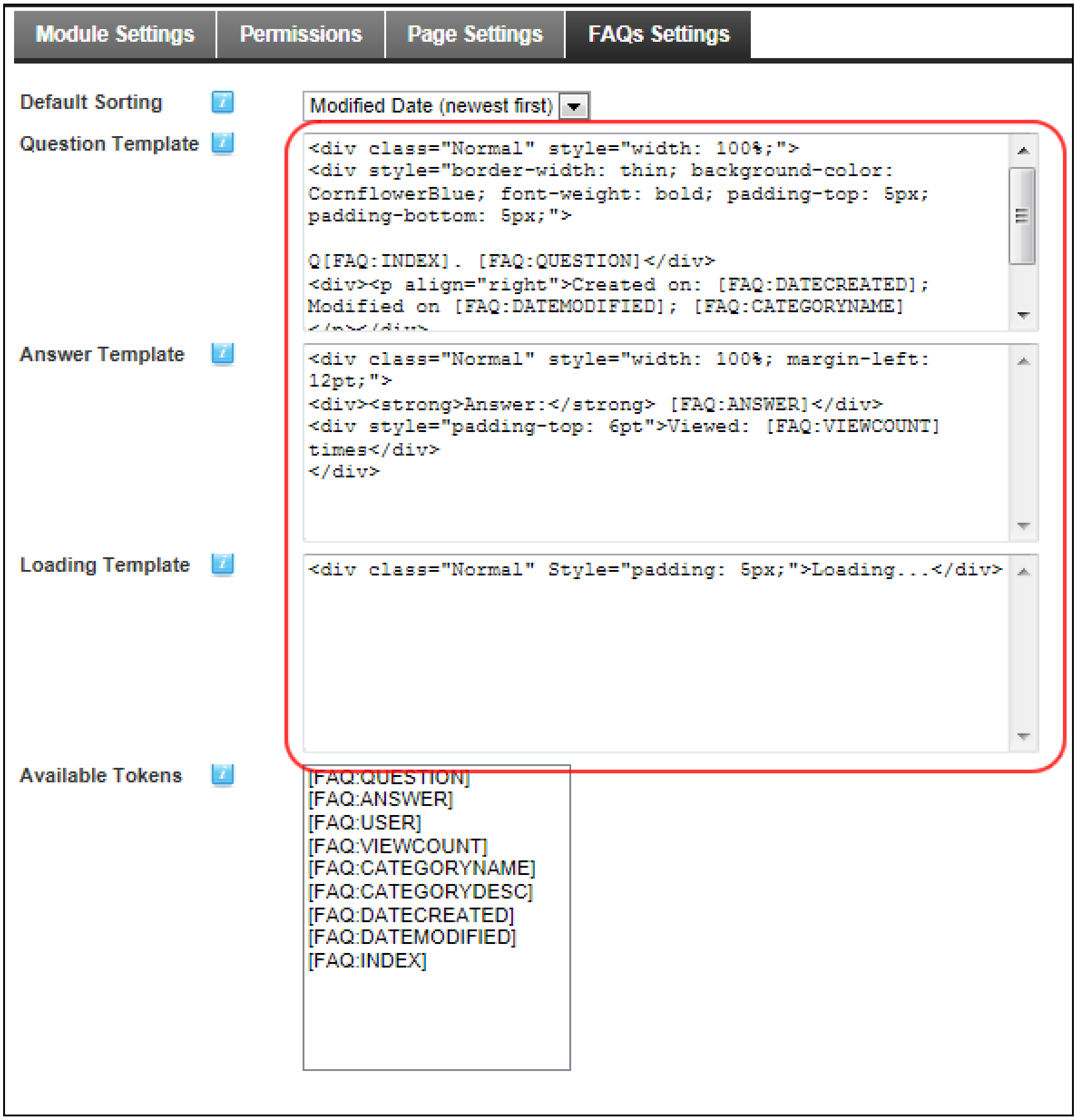


4. Click the Update link.

Editing the FAQ Templates

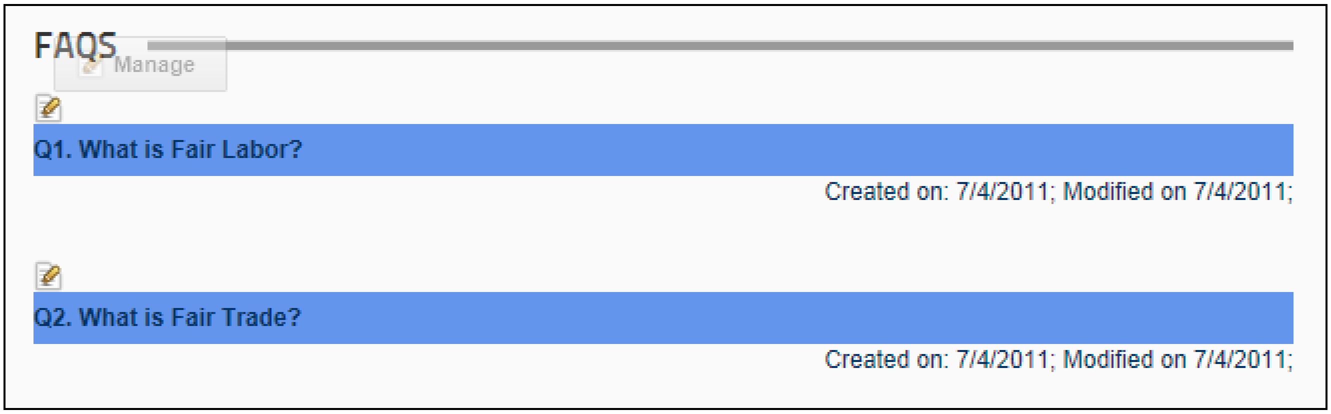
How to edit the templates which control the layout of FAQ's in the FAQs module. A template is provided for the answer, the question, as well as a loading template to be display while AJAX is loading the question. Nine different tokens can be added to these templates to display information such as the 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.



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.



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

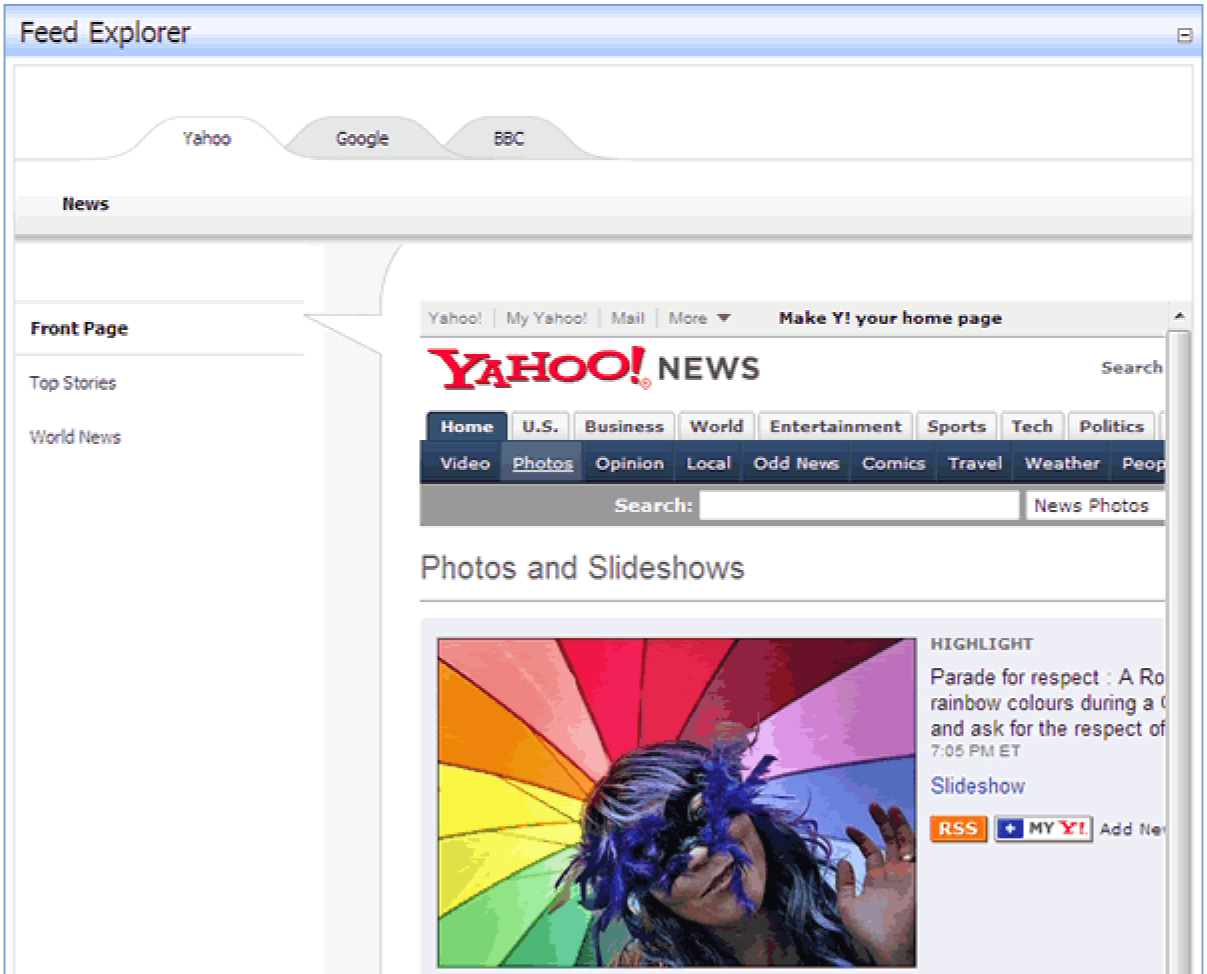
[FAQ:QUESTION]	Displays the information entered into the question field.
[FAQ:ANSWER]	Displays the information entered into the answer field.
[FAQ:USER]	Displays the first name last name of the user who last updated the FAQ. This token can only be added into the Answer template.
[FAQ:VIEWCOUNT]	Displays 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:

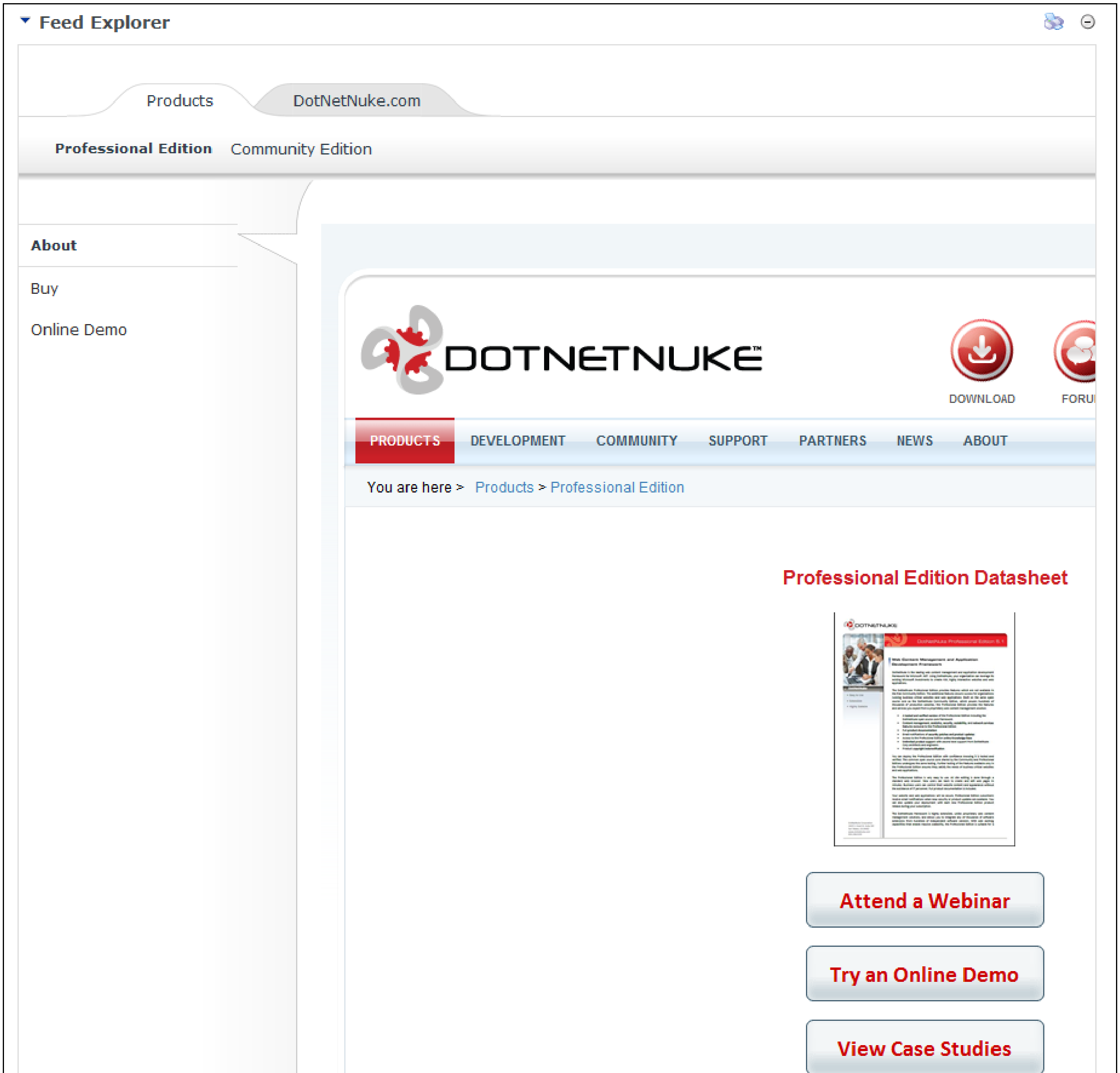
- **Marketplace**: This tab provides access to the DotNetNuke Store (Snowcovered.com) which sells extensions for DNN. Many of these extensions have all been reviewed by DNN Corporation so you can be confident that they will not break or cause errors on your site. This tab is divided into three sections:
  - **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).

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.



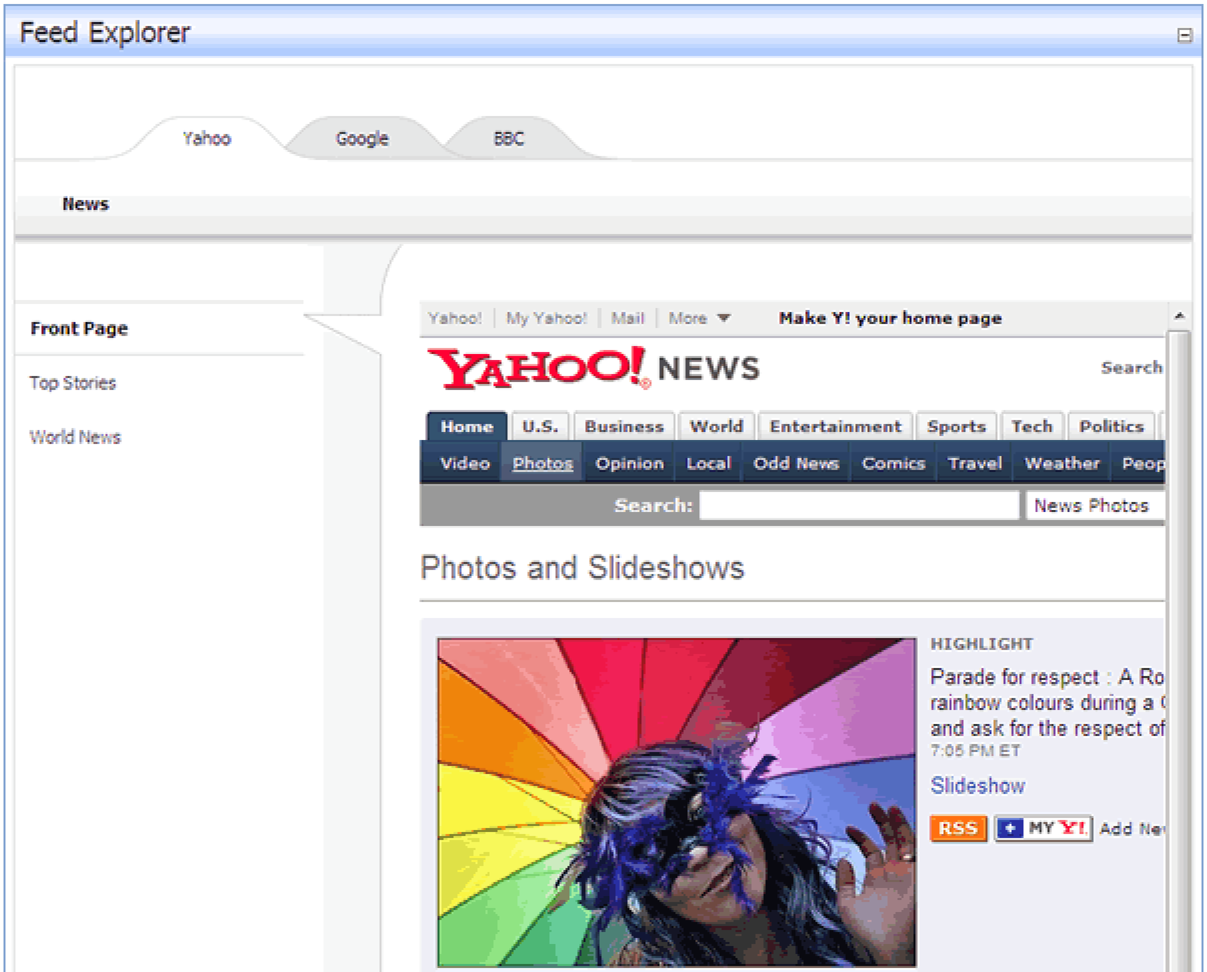
Displaying DNN Solutions in the Feed Explorer

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.

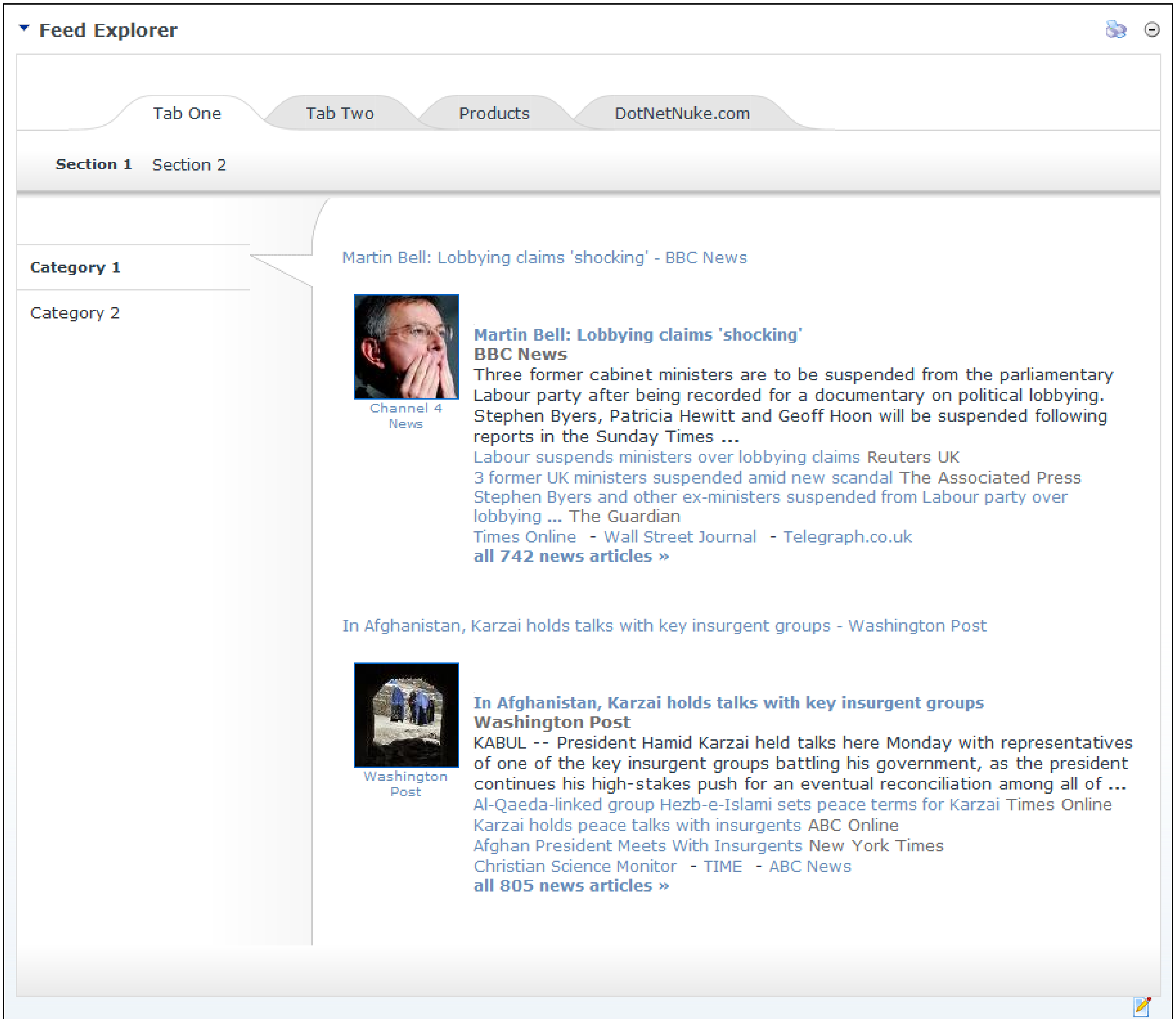
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feed Explorer Settings** tab.
3. At **Content Source**, select the **Custom OPML Text** radio button.
4. Edit the existing text in the **Custom OPML Text** text box - OR - Delete the existing text 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" />
```

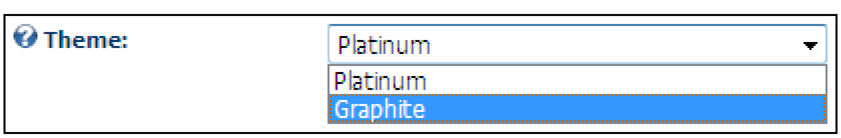


This OPML produces the below output in the Feed Explorer

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.



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"

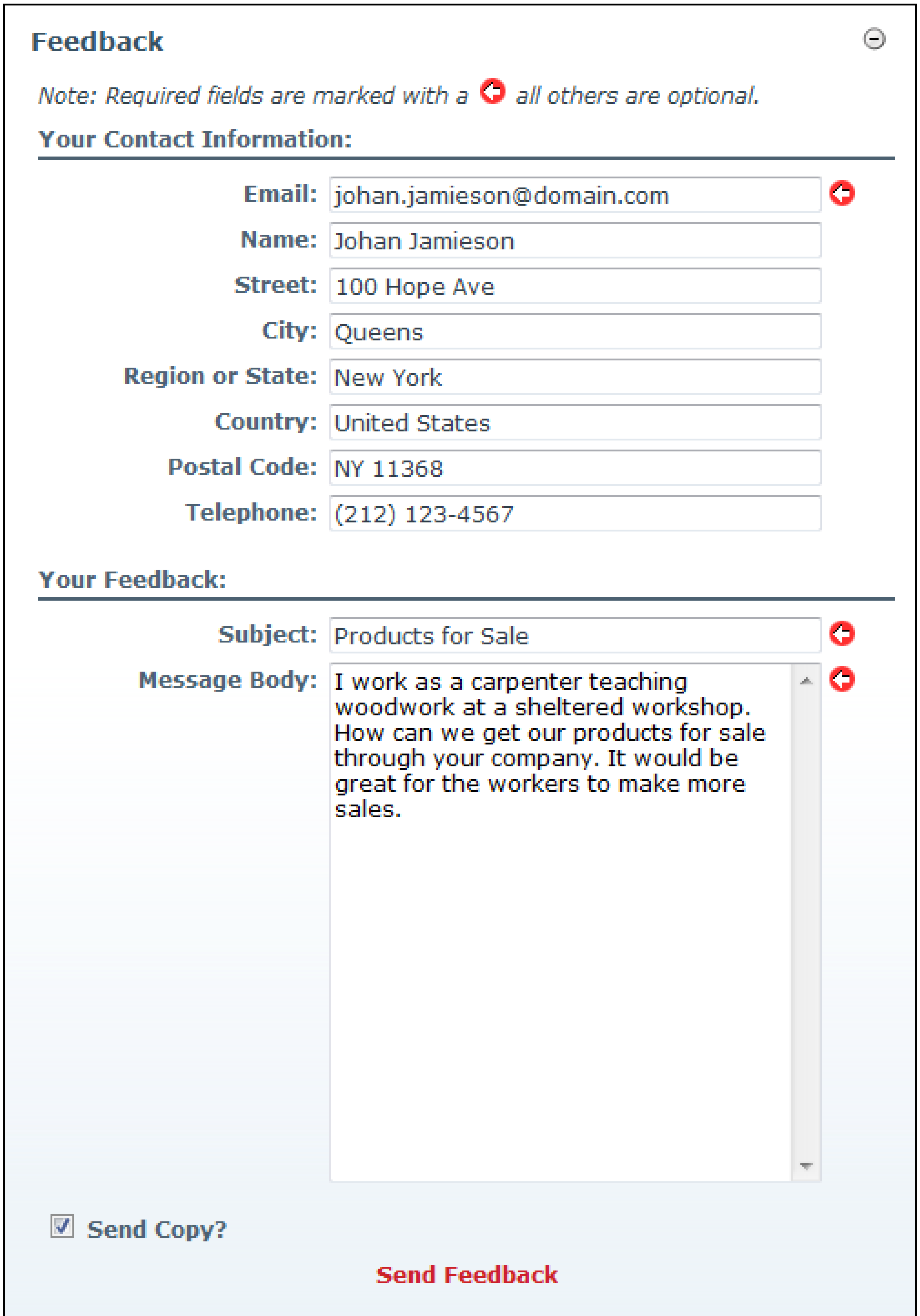
Module Version: 05.00.02

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



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.

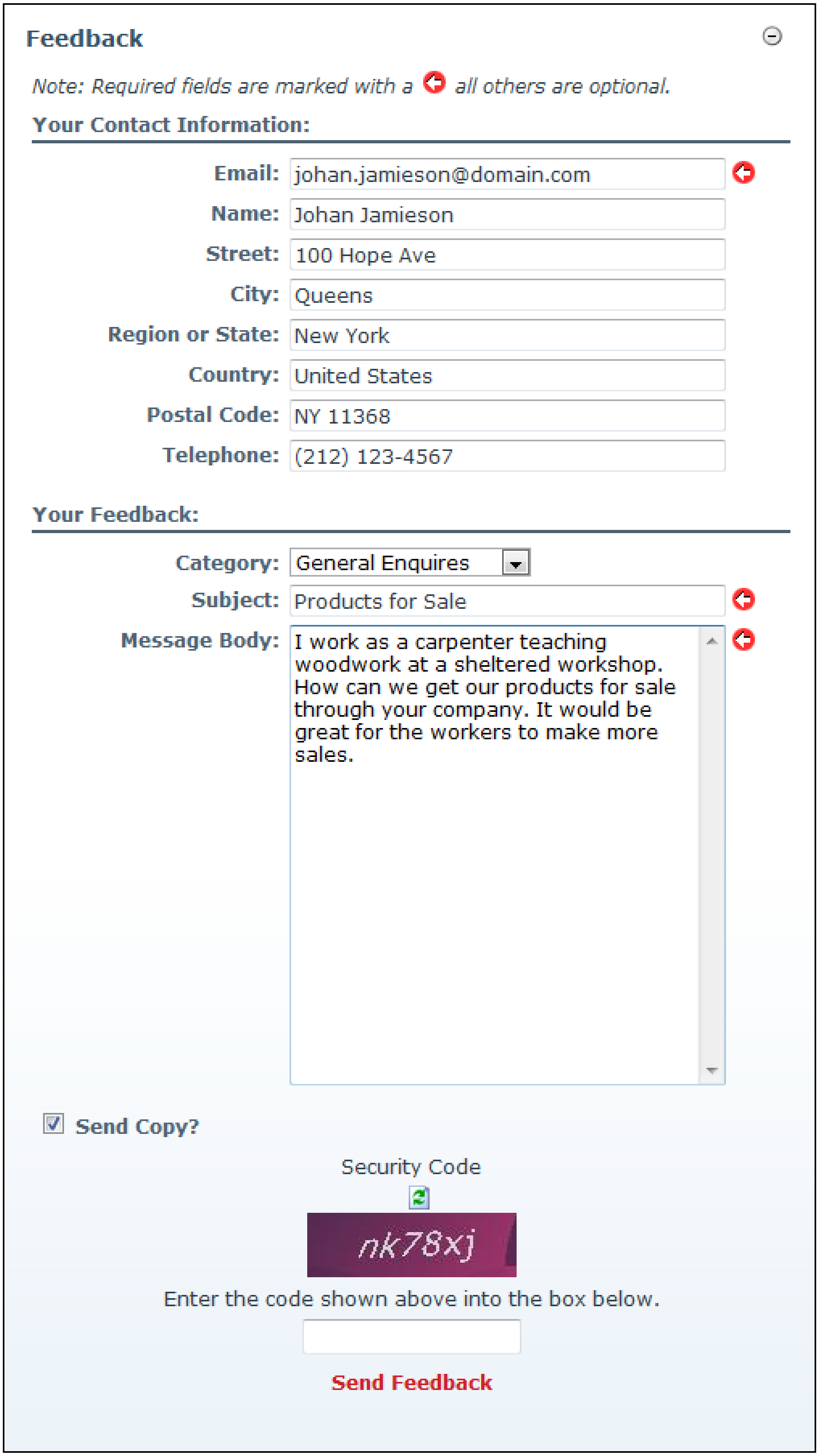
6. The following optional fields may also be available:

    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: johan.jamieson@domain.com
Name: Johan Jamieson
Street: 100 Hope Ave
City: Queens
Region or State: New York
Country: United States
Postal Code: NY 11368
Telephone: (212) 123-4567
Your Feedback:
Category: General Enquires
Subject: Products for Sale
Message Body: 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.
Send Copy?
Security Code
nk78xj
Enter the code shown above into the box below.
Send Feedback

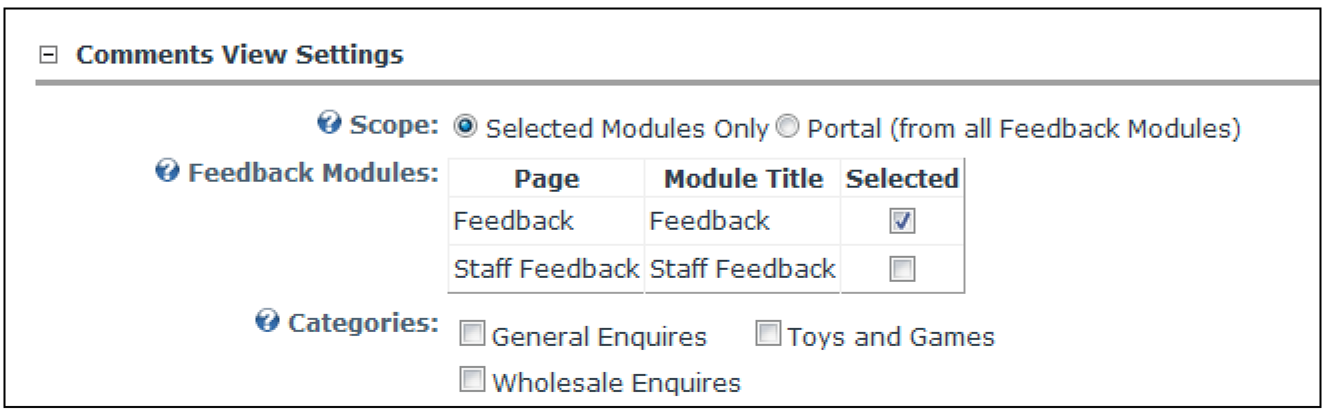
Feedback Comments

Settings

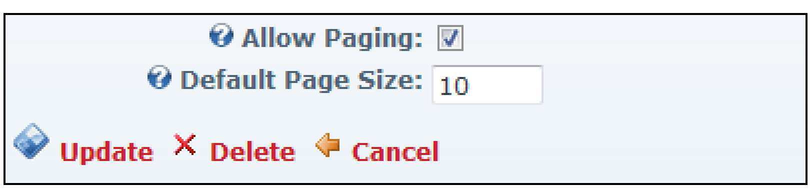
Configuring Comments View Settings

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.



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.



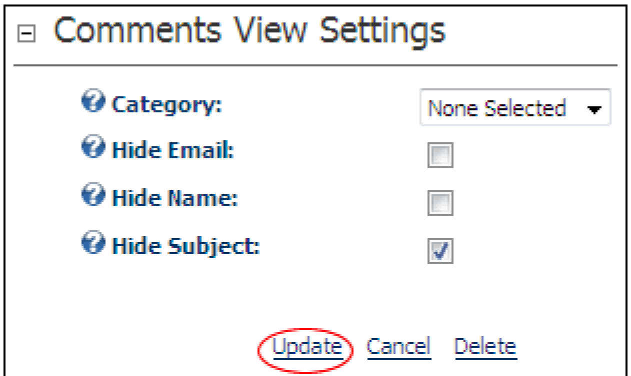
7. Click the Update link.

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.



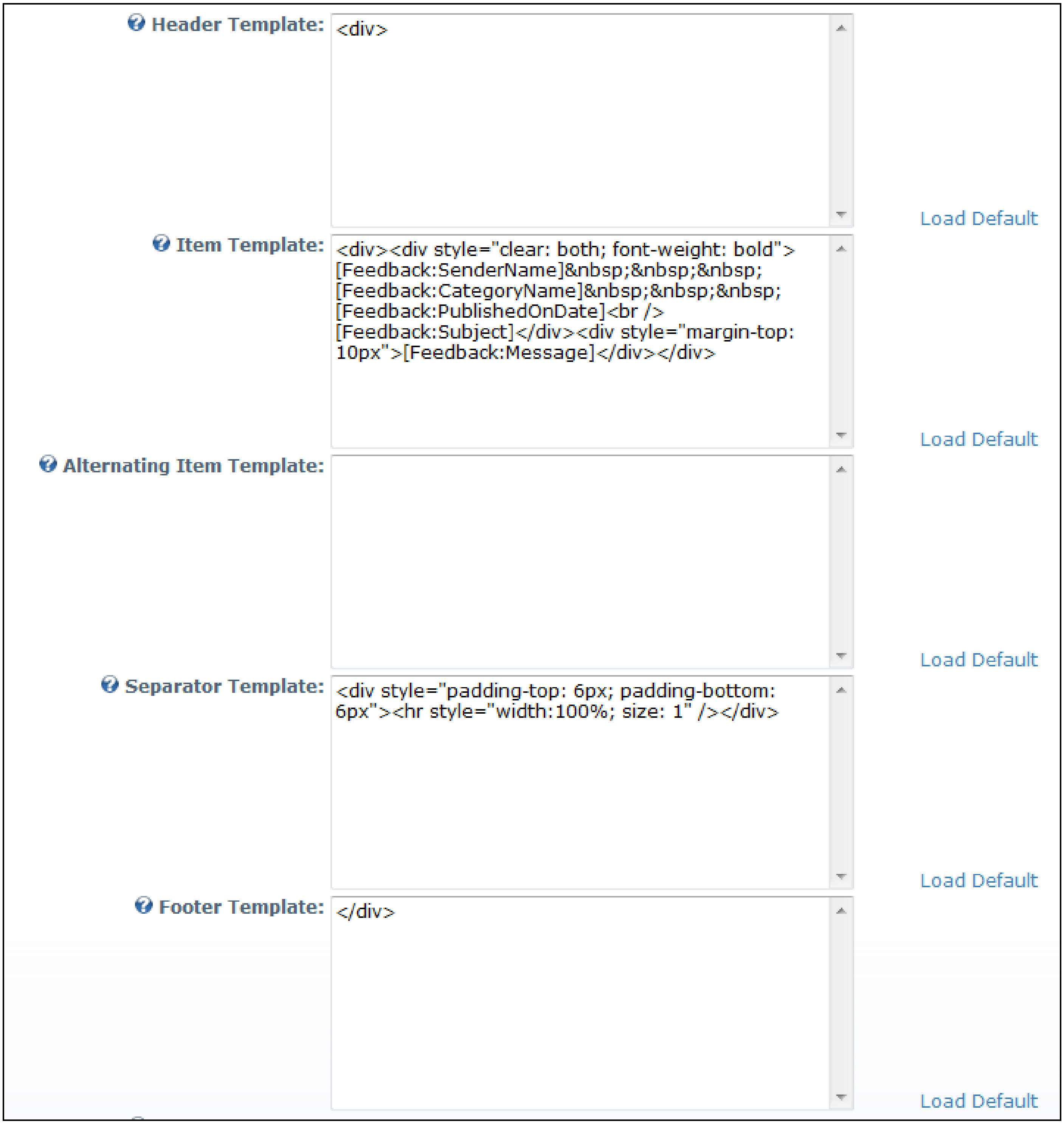
Display Feedback for All Categories

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.



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]

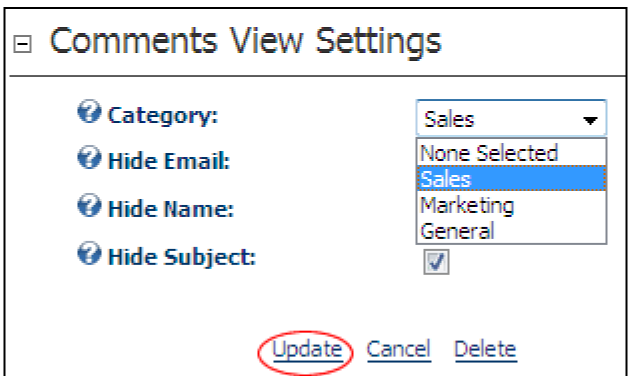
Displaying Feedback for a Single Category

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.

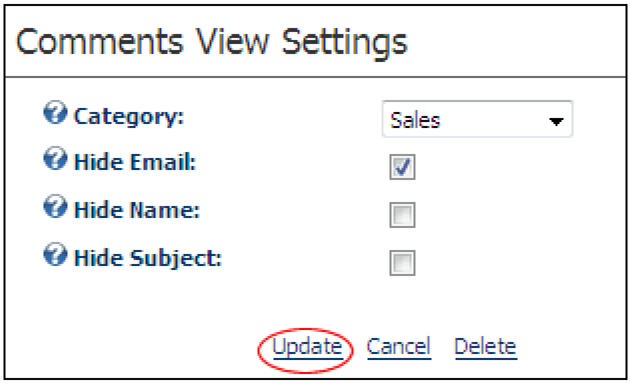


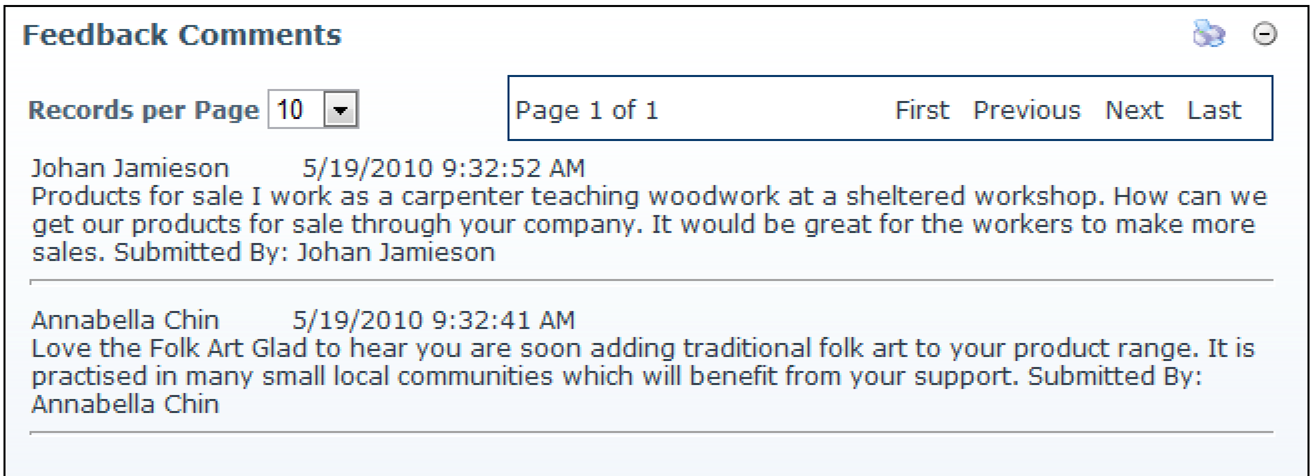
Displaying Feedback for a Single Category

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.



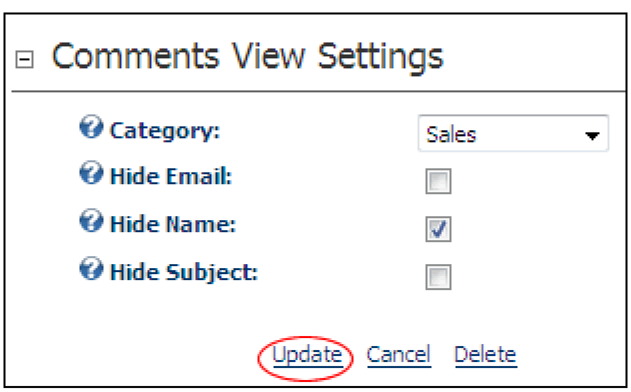


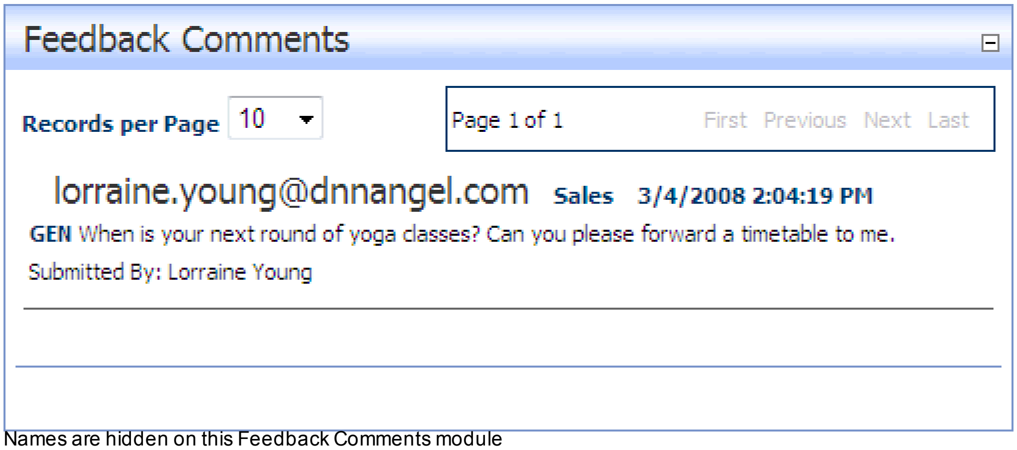
Email Addresses are Hidden on this Feedback Comments Module

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.



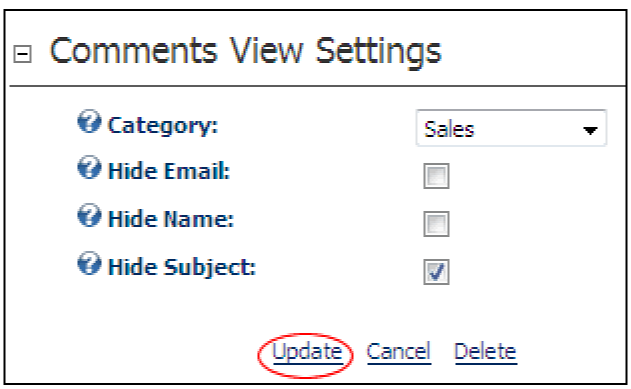


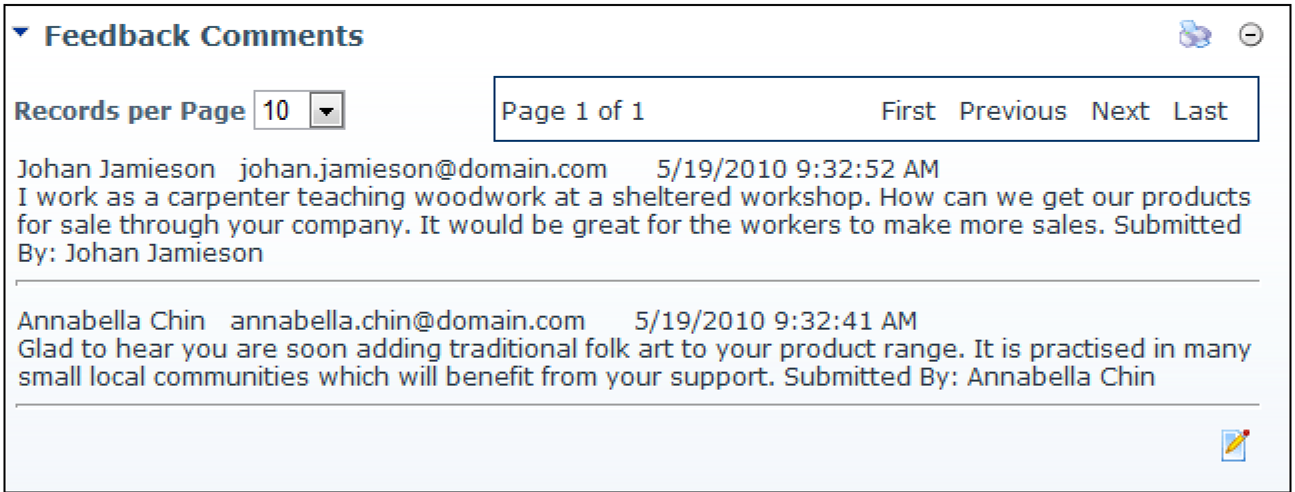
Names are hidden on this Feedback Comments module

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.

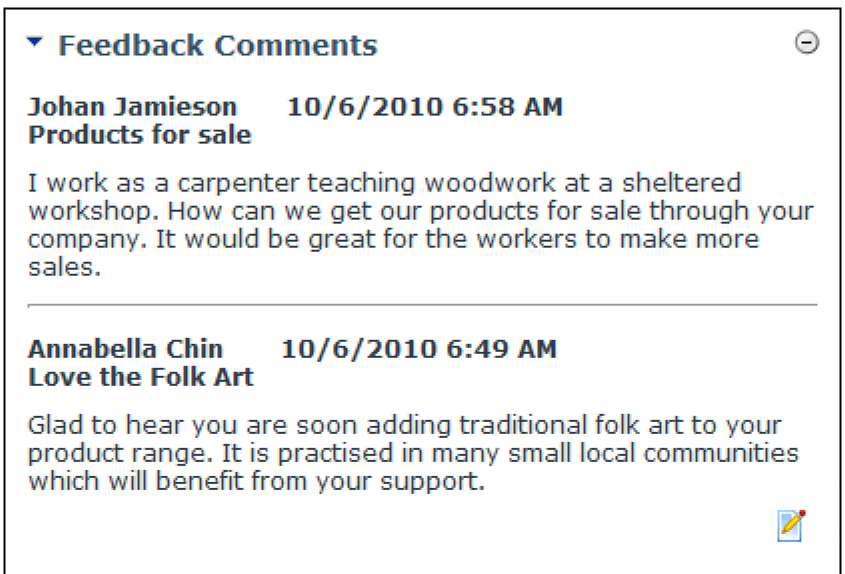




The Feedback Subject List Value is Hidden on this Feedback Comments Module

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.



The Feedback Comments Module

Manage Feedback Lists

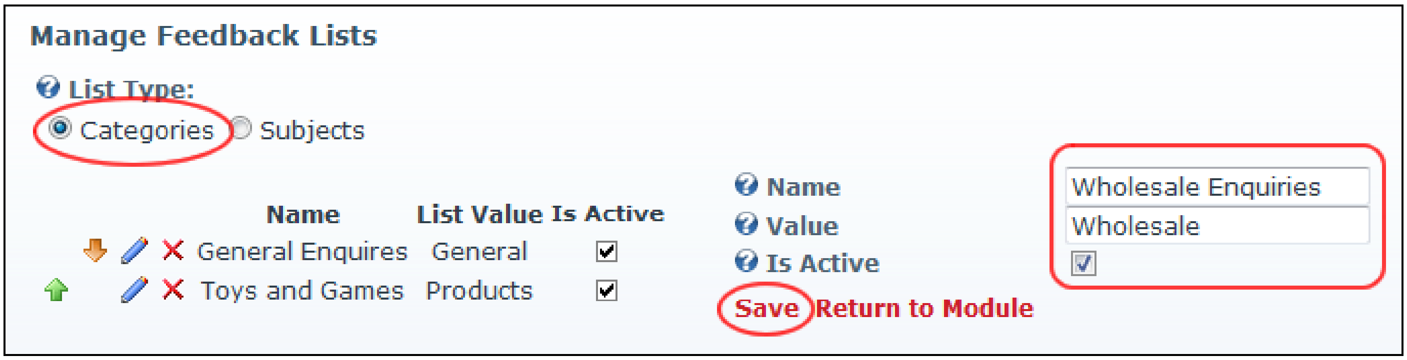
Adding Feedback Categories

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.

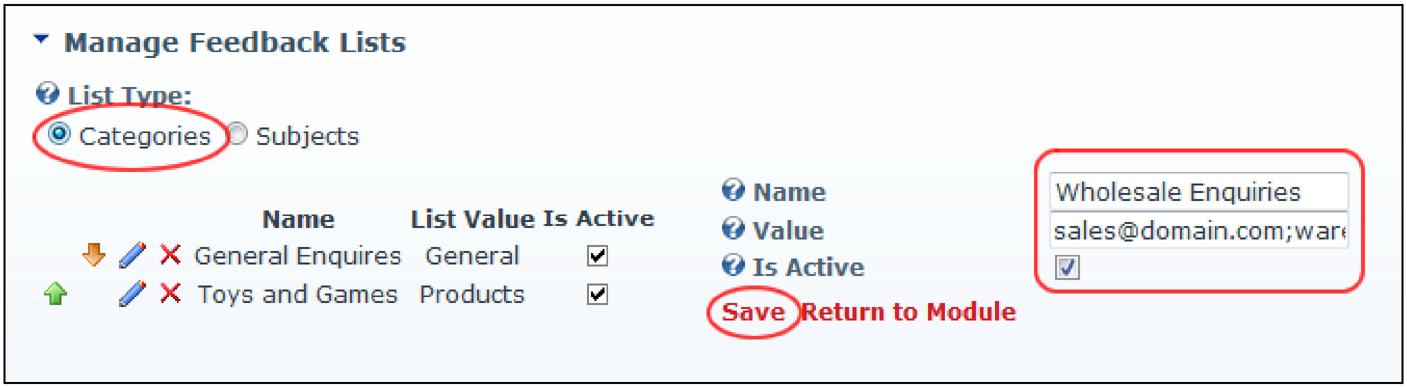


7. Repeat Steps 3-6 to add additional categories.
8. Click the Return to Module link to return to the module.

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.

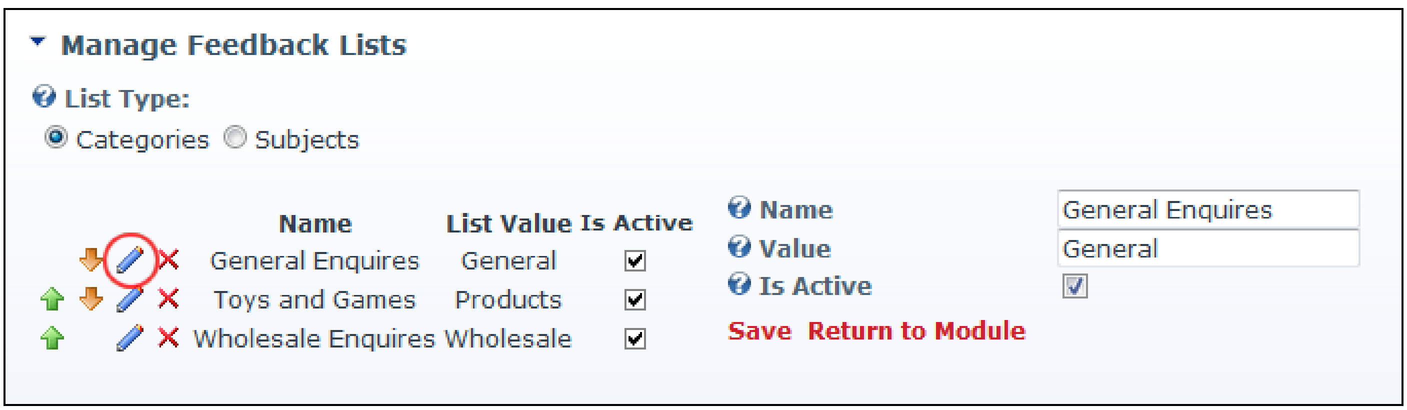


7. Repeat Steps 3-6 to add additional categories.
8. Click the Return to Module link to return to the module.

Editing Feedback Categories

How to edit categories in the Feedback module.

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 edited. The properties of this category are now displayed in the fields to the right.



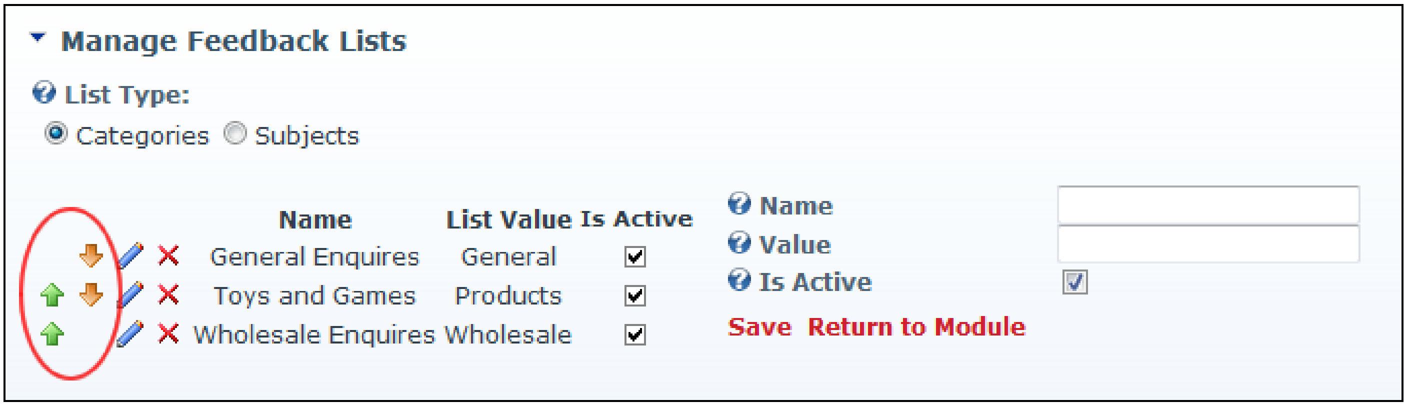
4. Edit the category details as required.
5. Click the Save link. The new details for this category are now displayed to the left.
6. Repeat Steps 3-5 to edit additional categories.
7. Click the Return to Module link to return to the module.

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.

1. Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
2. 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.

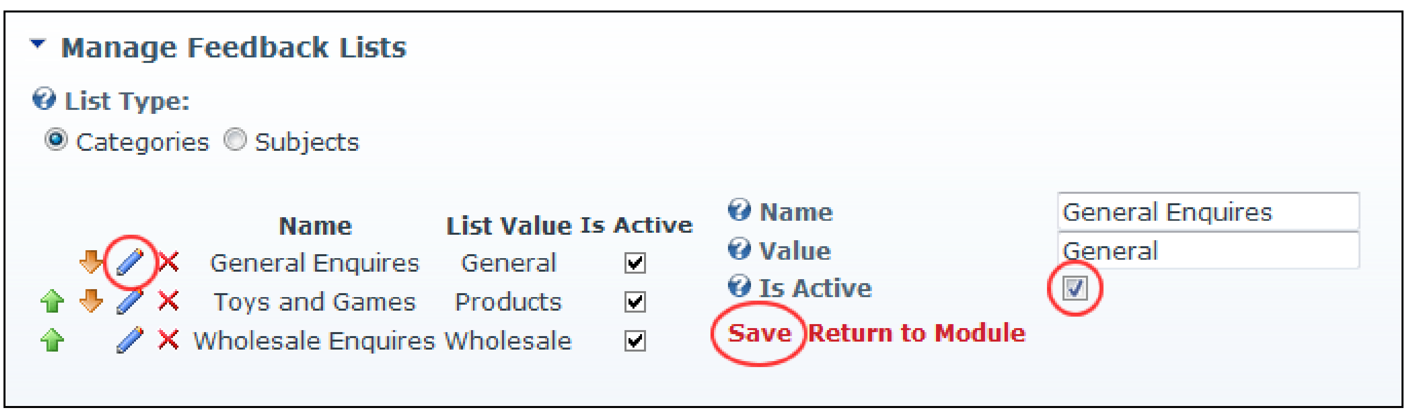


5. Click the Return to Module link to return to the module.

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.



6. Repeat Steps 3-5 to modify additional categories.
7. Click the Return to Module link to return to the module.

Deleting Feedback Categories

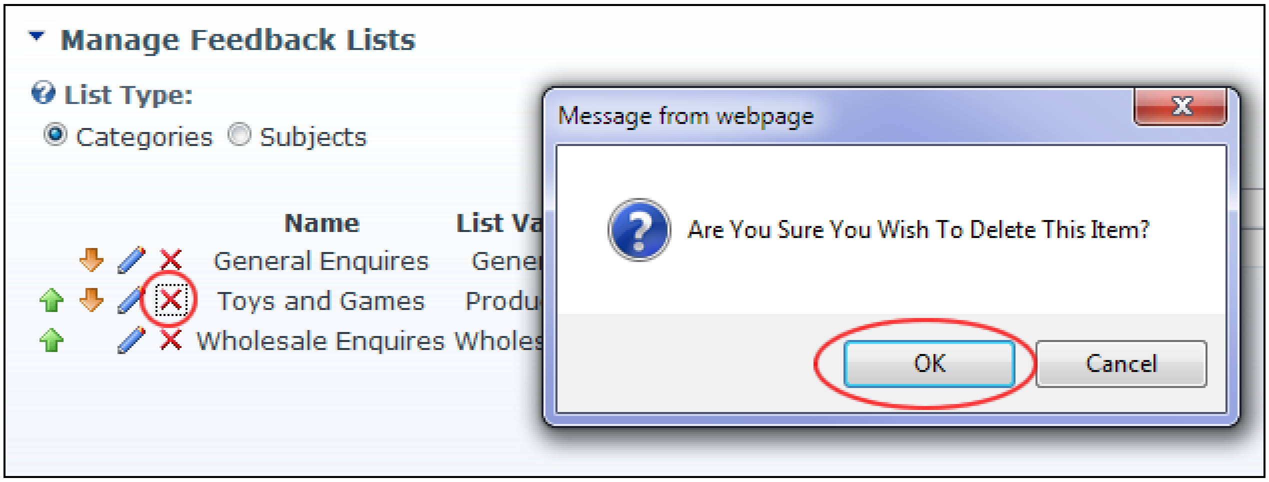
How to permanently delete categories from the Feedback module. As an alternative to deleting a feedback category, you can deactivate it.

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.

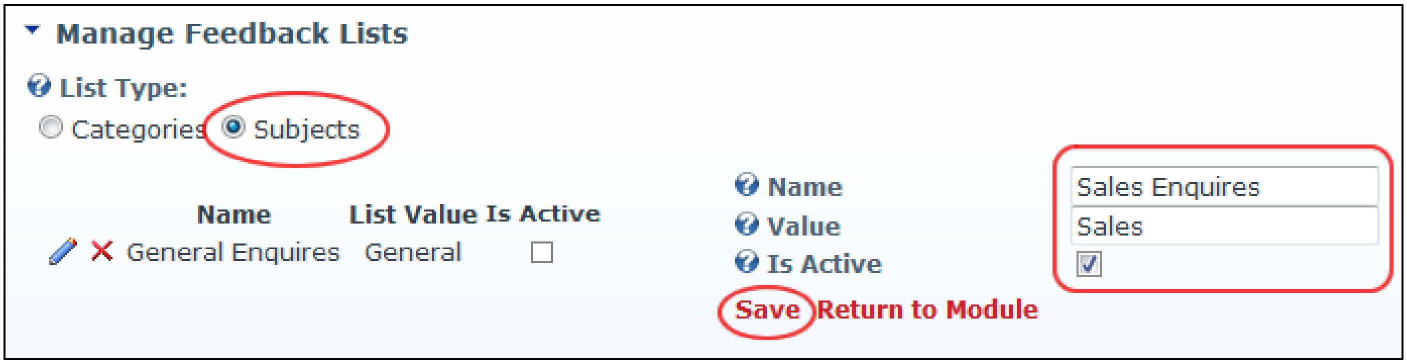
2. At **List Type**, select **Subjects**.

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.

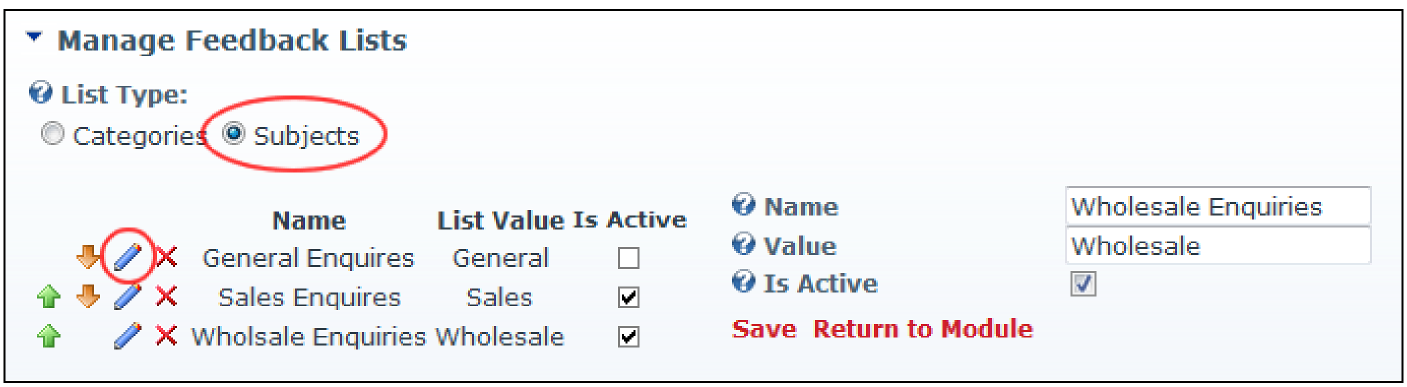


7. Repeat Steps 3-6 to add additional subjects.
8. Click the Return to Module link to return to the module.

Editing Feedback Subjects

How to edit subjects on the Feedback module.

1. Select **Feedback Category/Subject Lists** from the Feedback module actions menu.
2. At **List Type**, select **Subjects**.
3. Click the **Edit** button beside the subject to be edited.
4. Edit the subject fields as required.
5. Click the Save link. The edited subject is displayed to the left.

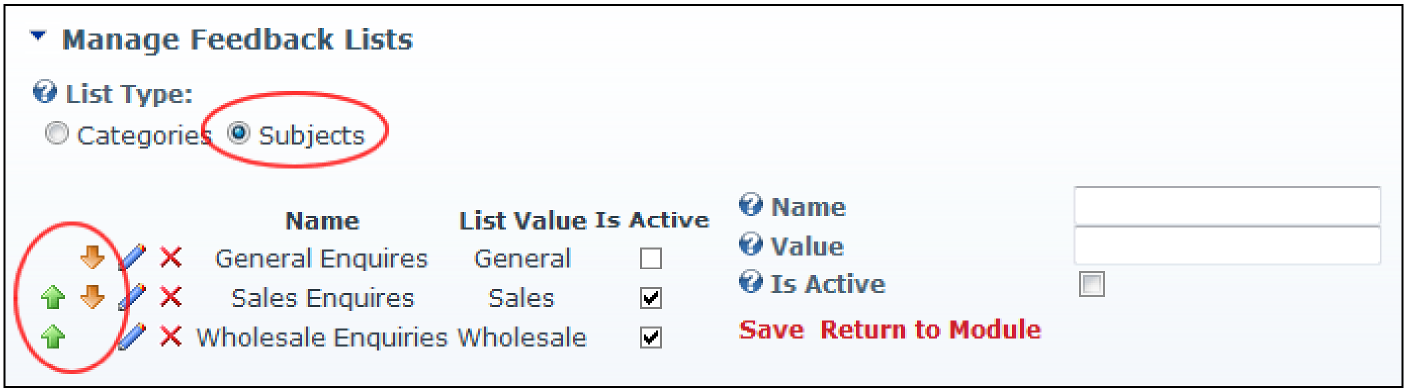


6. Repeat Steps 3-5 to edit additional subjects.
7. Click the Return to Module link to return to the module.

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.

1. Select **Feedback Lists** from the Feedback module actions menu.
2. At **List Type**, select **Subjects**.
3. Click the **Up** or **Down** button beside a subject to move it up or down one position in the list.

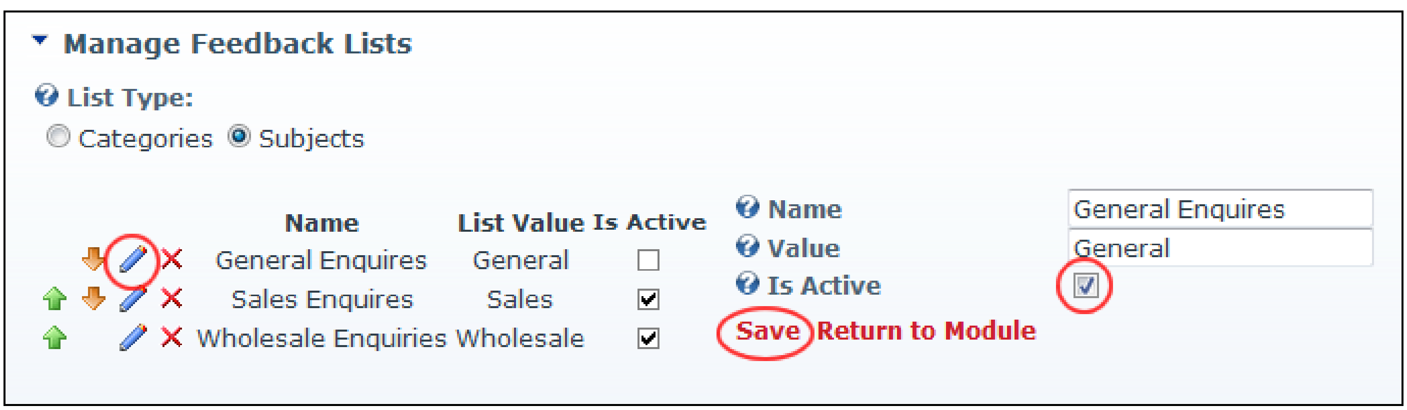


4. Repeat Steps 3 to re-order additional subjects.
5. Click the Return to Module link to return to the module.

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.

1. Select **Feedback Lists** from the Feedback module actions menu.
2. At **List Type**, select **Subjects**.
3. Click the **Edit** button beside the subject to be activated or deactivated.
4. At **Is Active**, select from the following options:
   - Check the check box to activate the subject.
   - Uncheck the check box to deactivate the subject.
5. Click the Save link.

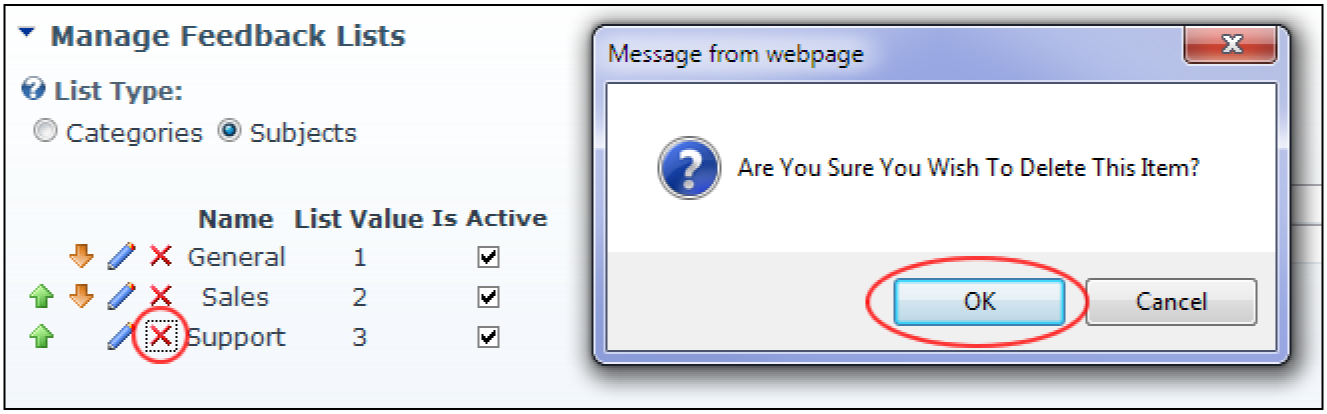


6. Repeat Steps 3-5 to activate or deactivate additional subjects.
7. Click the Return to Module link to return to the module.

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.

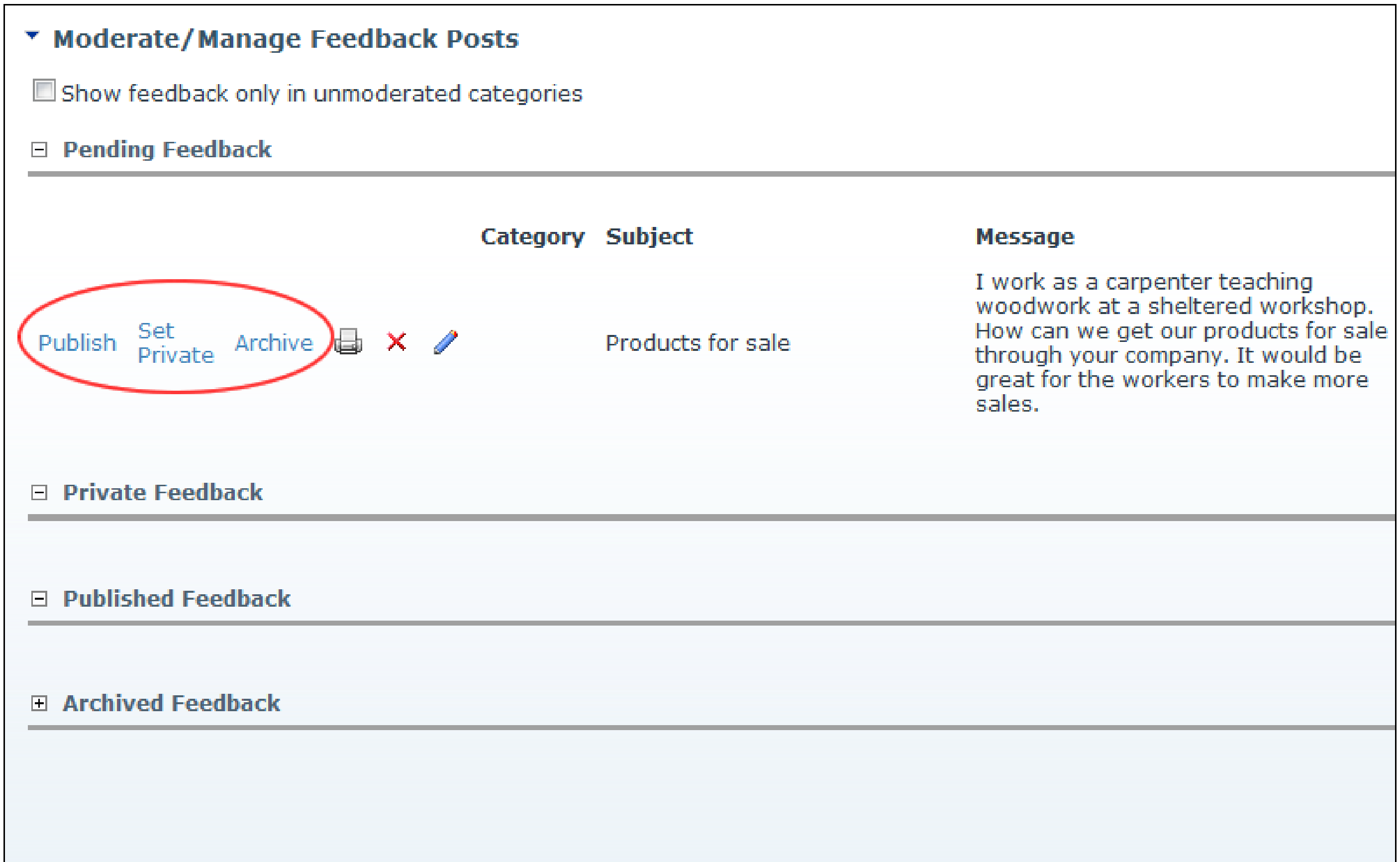
Note: Posts which are displayed in the Pending Feedback section of the Moderate/Manage Feedback Posts page can consist of these feedback posts:

- 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.

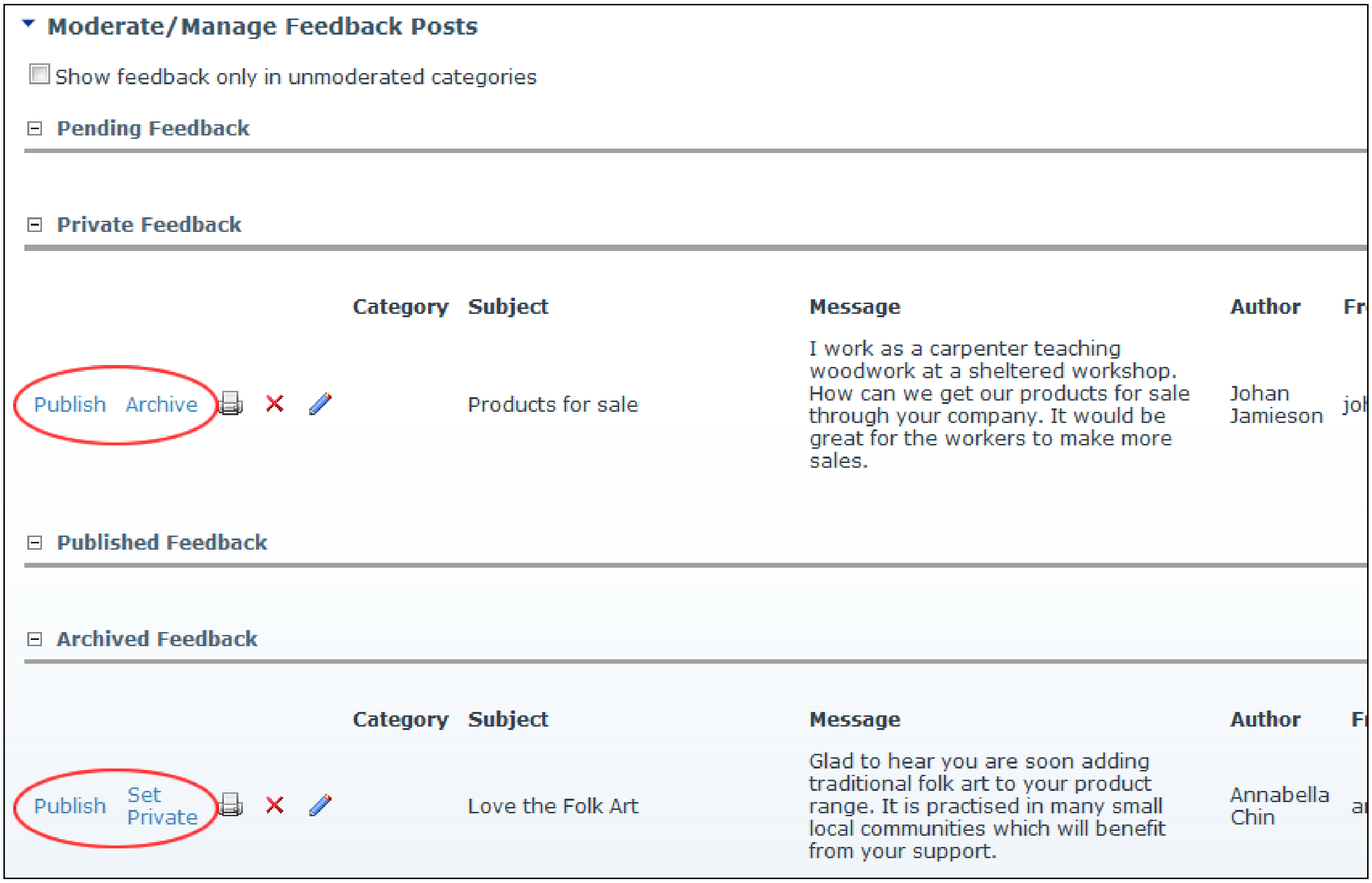


Moderating pending feedback

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.



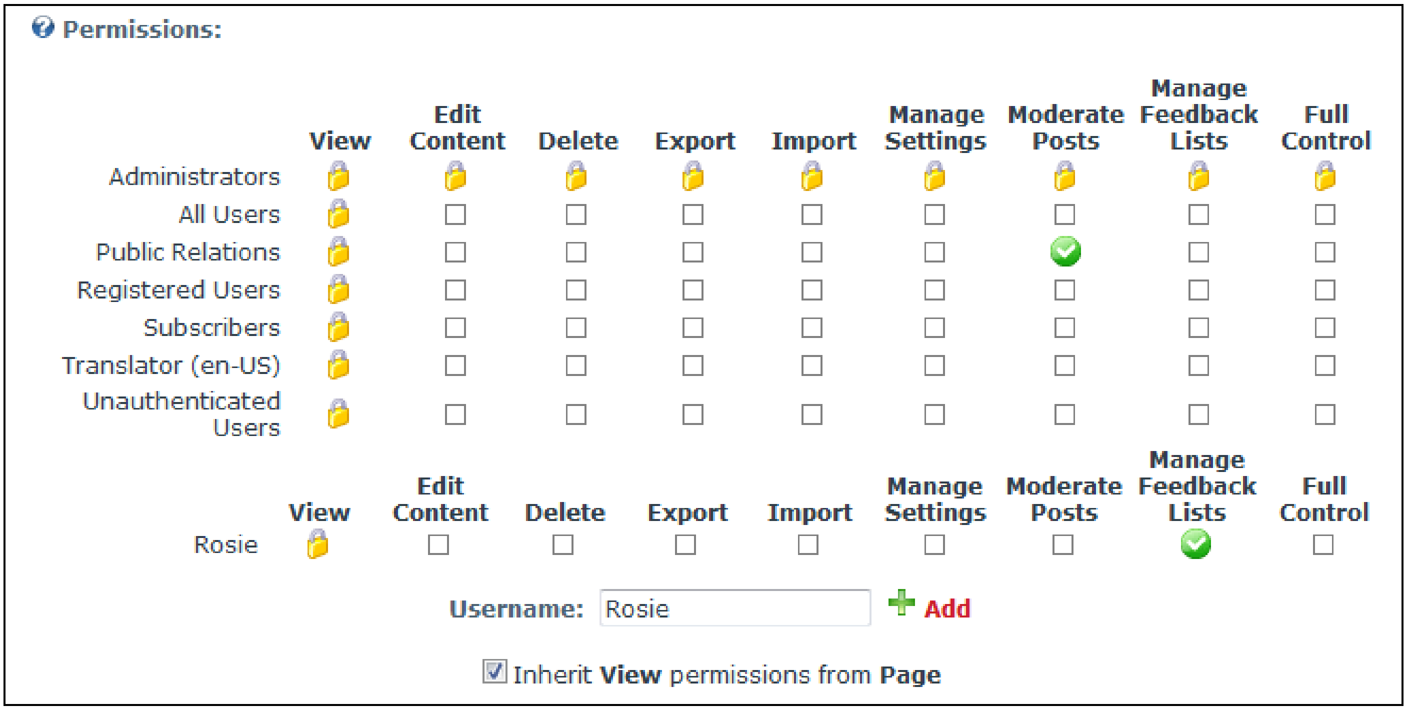
4. Click the Return to module link to return to the module.

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.



5. Click the Update link.

Related Topics:

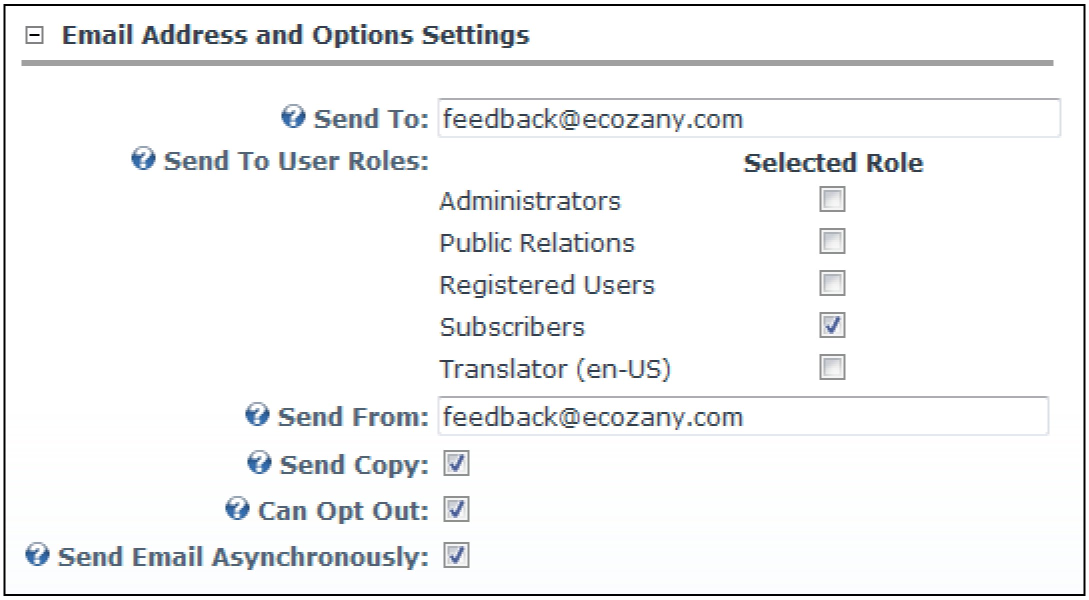
- See "About Module Permissions"

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 it feed-back is emailed to a large number of recipients.
   - Uncheck the check box to send emails immediately.



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"*

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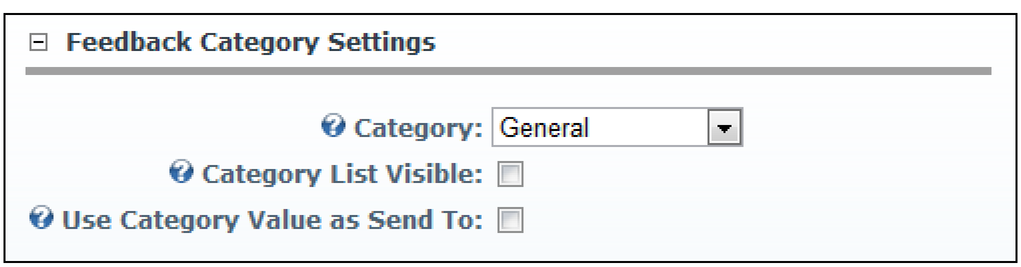
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feedback Settings** tab.
3. **Maximize** the **Feedback Category Settings** section.
4. At **Category**, select the category associated with this module. This displays the selected category name 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.

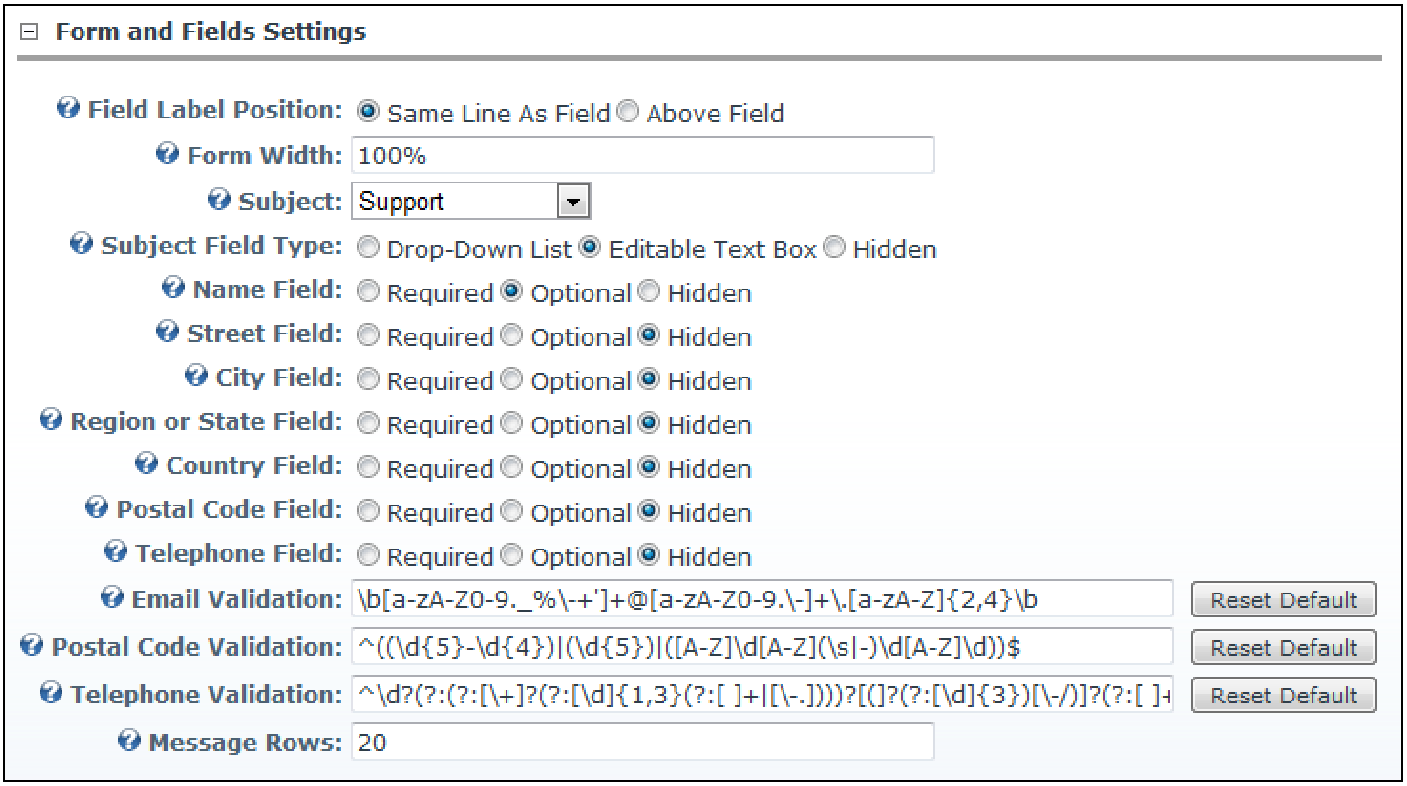


7. Click the Update link.

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.



19. Click the Update link.

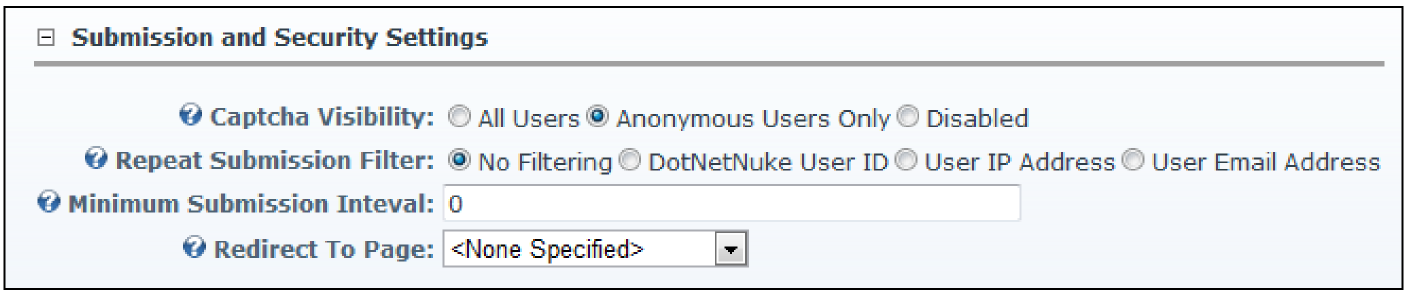
Tip: You can reset default value for any of the validation fields by clicking the **Reset Default** *button.*

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 uses 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.



8. Click the Update link.

Configuring Moderation and Feedback Management Settings

How to configure the moderation and feedback management settings of the Feedback module.

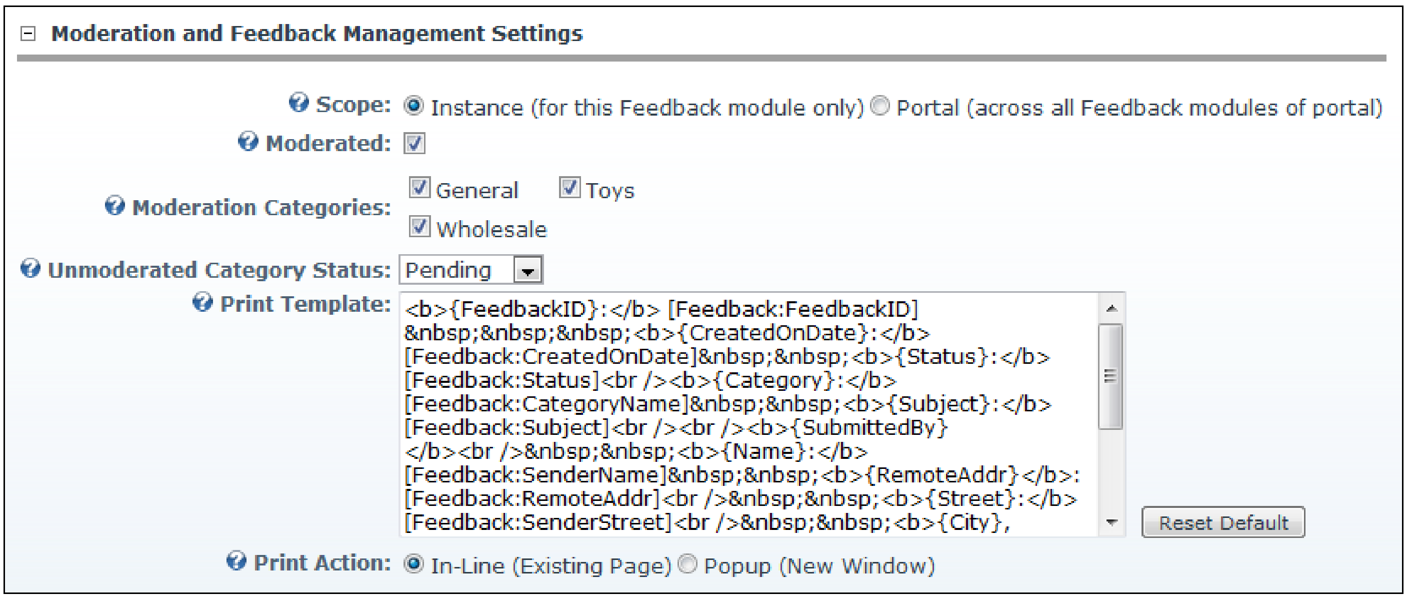
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Feedback Settings** tab.
3. **Maximize** the **Moderation and Feedback Management Settings** section.
4. At **Scope**, select the scope of moderation from these options:
   - **Instance (for this 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.

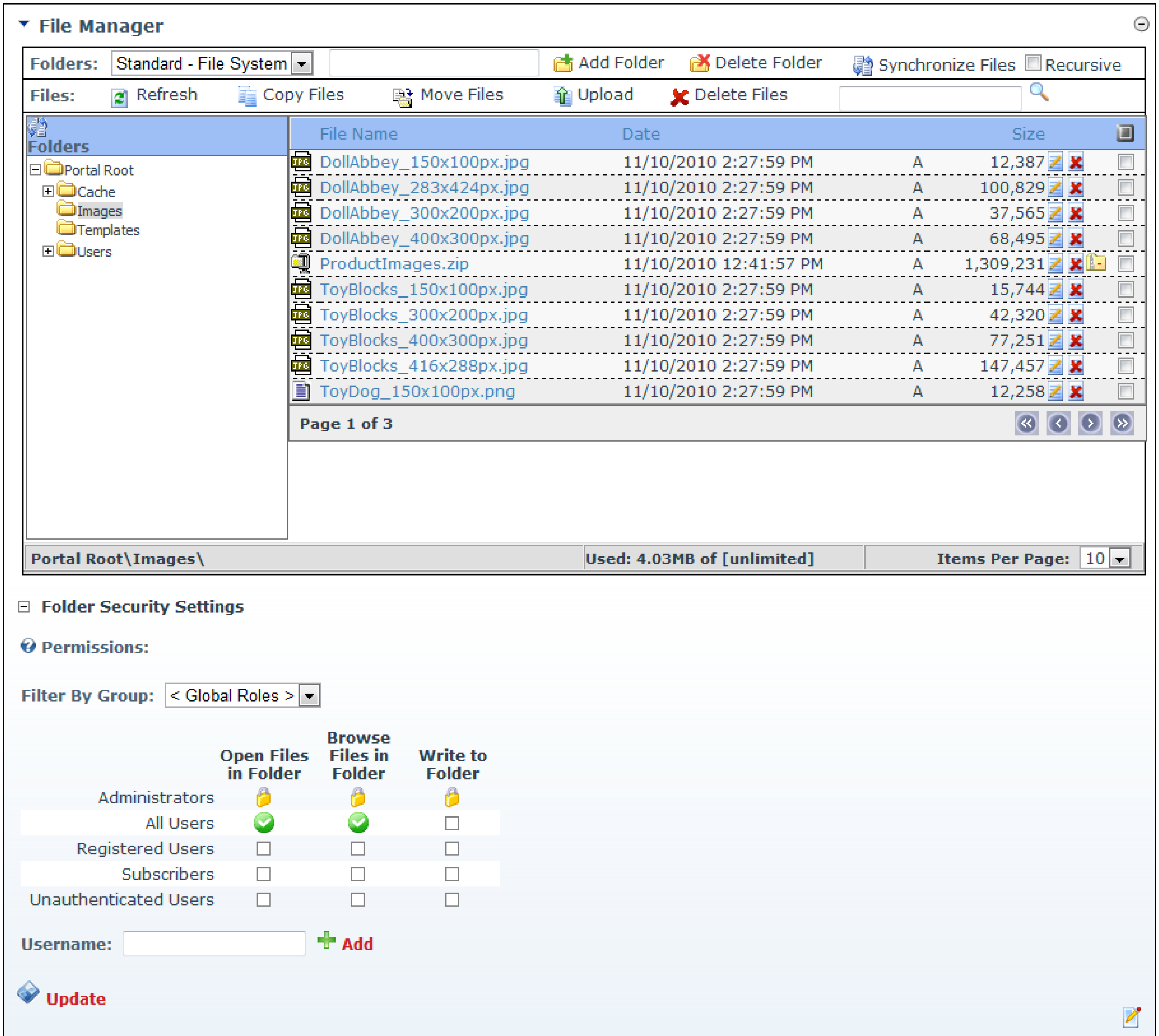


8. Click the Update link.

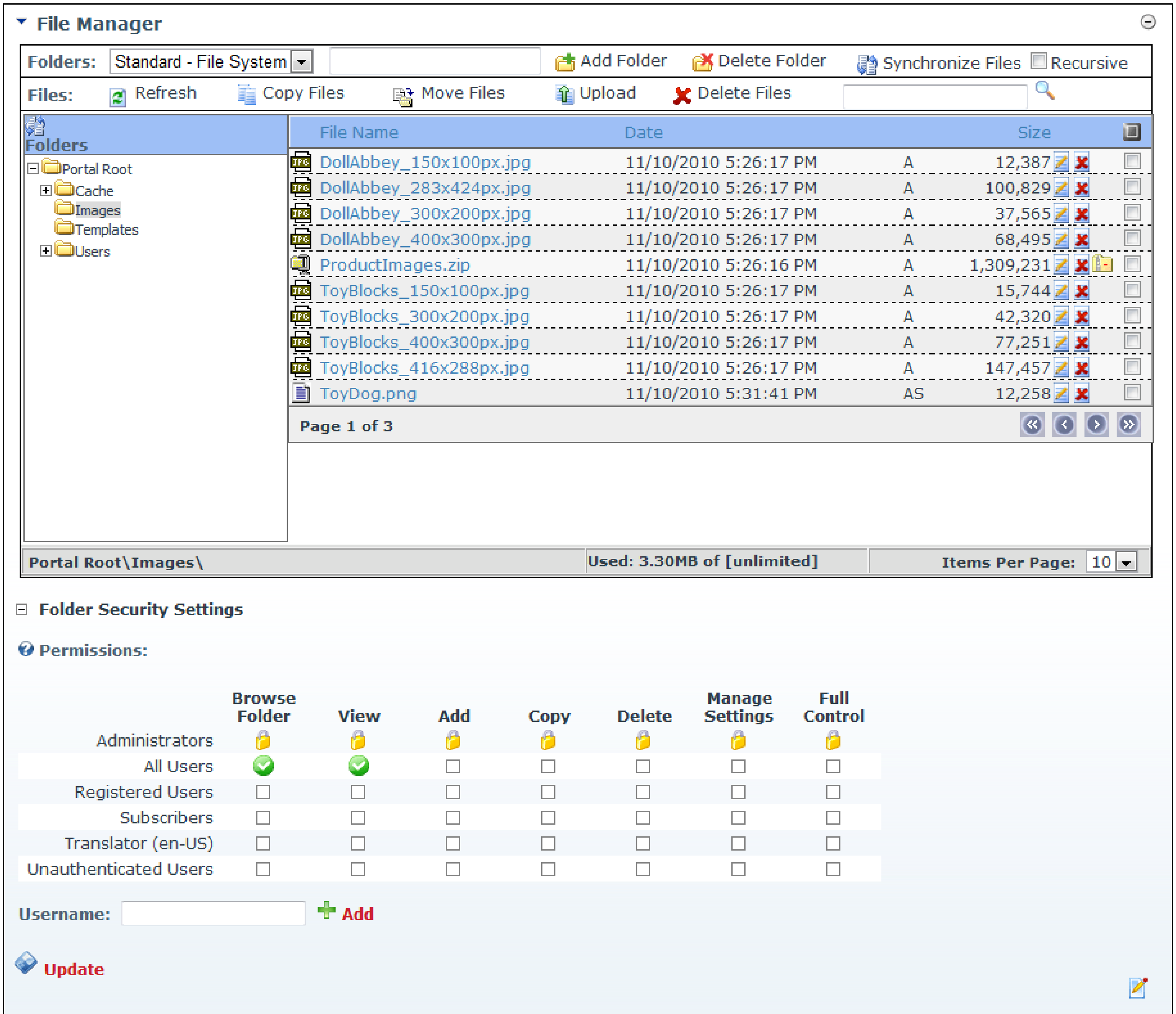
File Manager

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.



The File Manager Module - Community Edition



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:

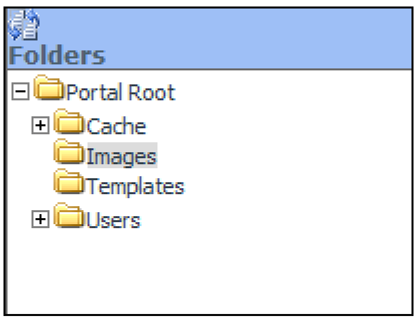
Folders Toolbar: Located at the very top of the File Manager, this toolbar enables the management of folders, as well as file synchronization. The Folders Toolbar includes the following tools:

- **Add Folder**: See "Adding a New Folder"
- **Delete Folder**: See "Deleting a Folder"
- **Synchronize Files** / **Recursive**: See "Synchronizing Files within a Folder"

Files Toolbar: Located below the Folders toolbar, this toolbar enable management of files within the selected folder. The File Toolbar includes the following tools:

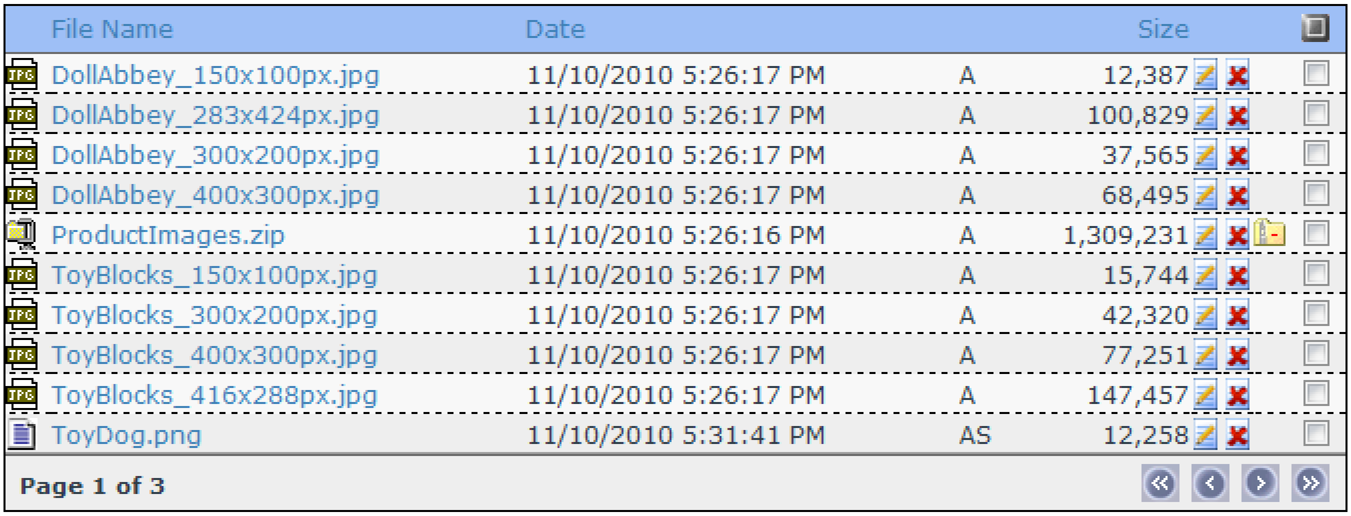
- **Refresh**: See "Refreshing All Files within a Folder"
- **Copy Files**: See "Copying Files"
- **Move Files**: See "Moving Files"
- **Upload**: See "Uploading Files" or "Uploading Multiple Files"
- **Delete Files**: See "Deleting Multiple Files"
- **Filter**: See "Filtering Files"

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"

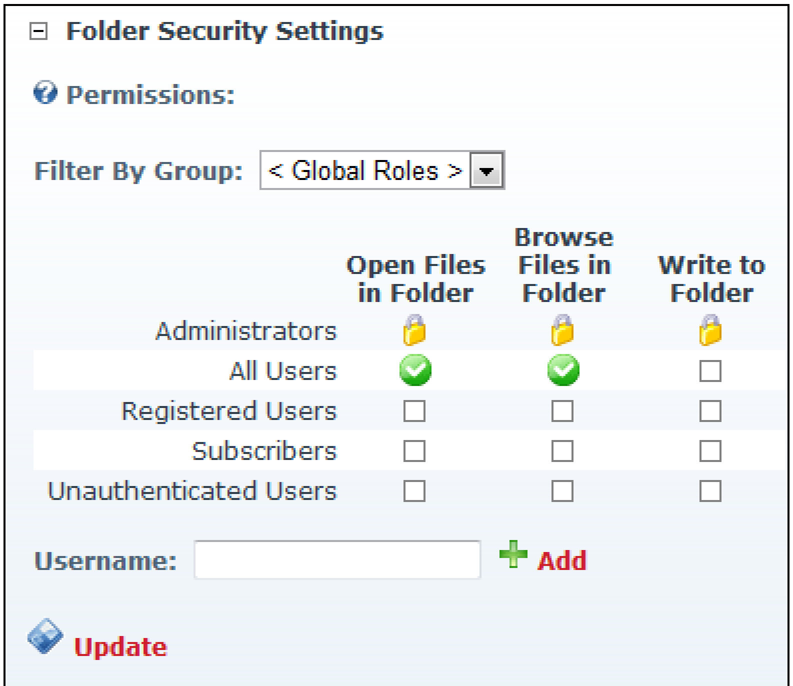


Files Navigation Bar: This bar provides navigation and file display tools. It displays the Page [Page Number] of [Number of Pages]: enables the user to scroll through files when there are more items than displayed on one page. E.g. Page 1 of 5.

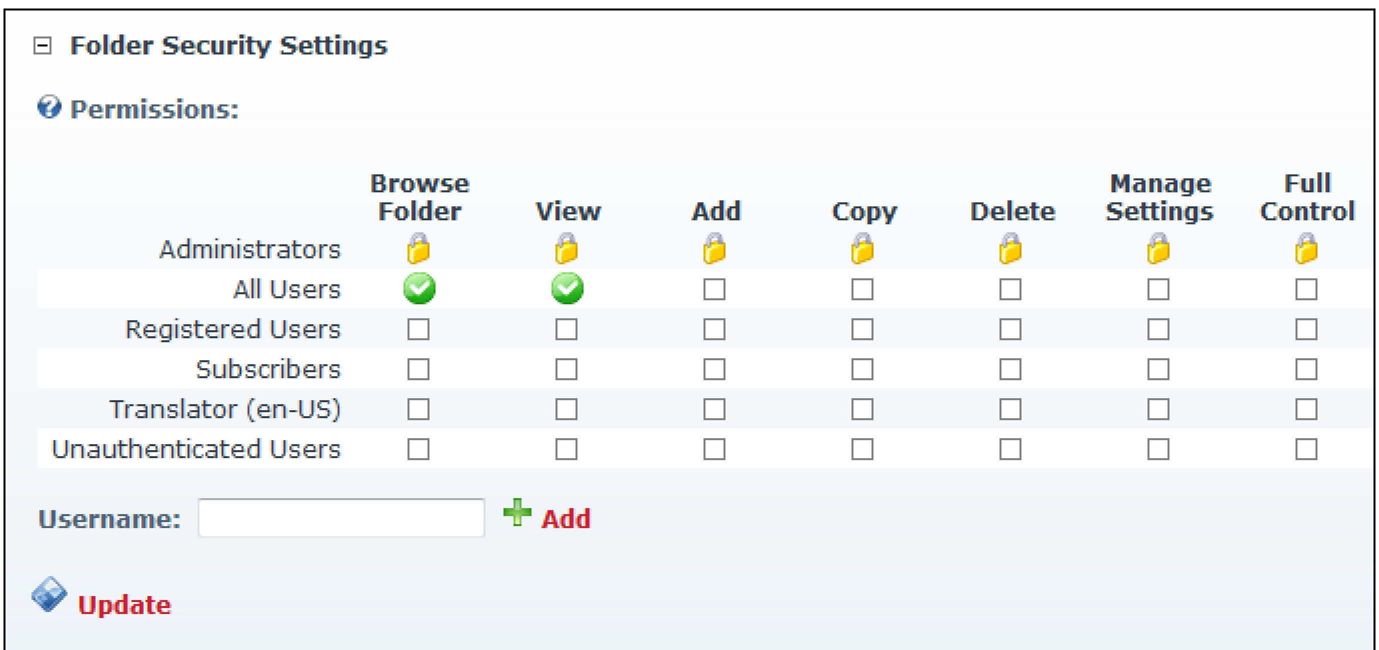
Folder Information Bar: This information bar is located below the Folder Explorer and provides details related to the File Manager. The following information is displayed from left to right:

- 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 - Community Edition



Folder Security Settings - Professional Edition

All Users

Navigating to and Selecting Folders

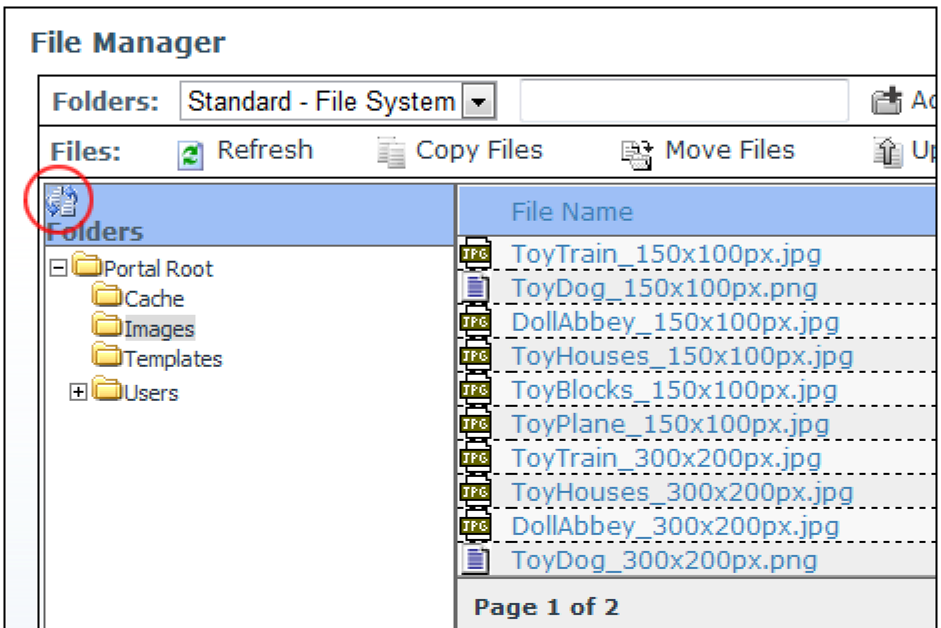
How to navigate to and select a folder with the File Manager module.

- 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 highlight 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.



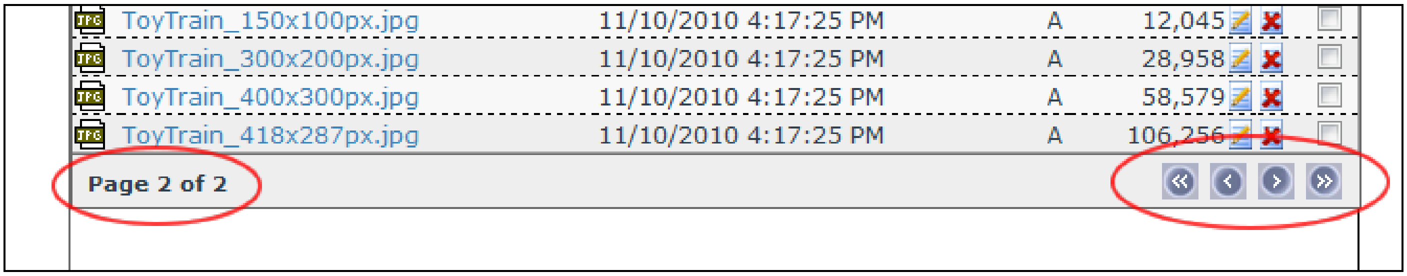
Synchronizing Folders

Navigating to Files

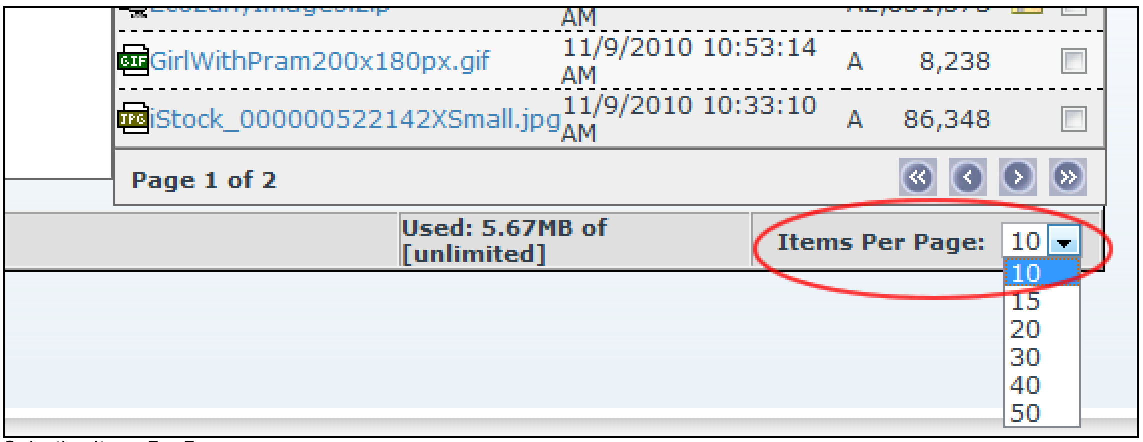
By default the File Manager displays the first ten (10) files within the selected folder inside the Files Window. When there are more than ten (10) files, the following options are displayed enabling you to navigate to the additional files as well as change the default number of files displayed.

- **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.

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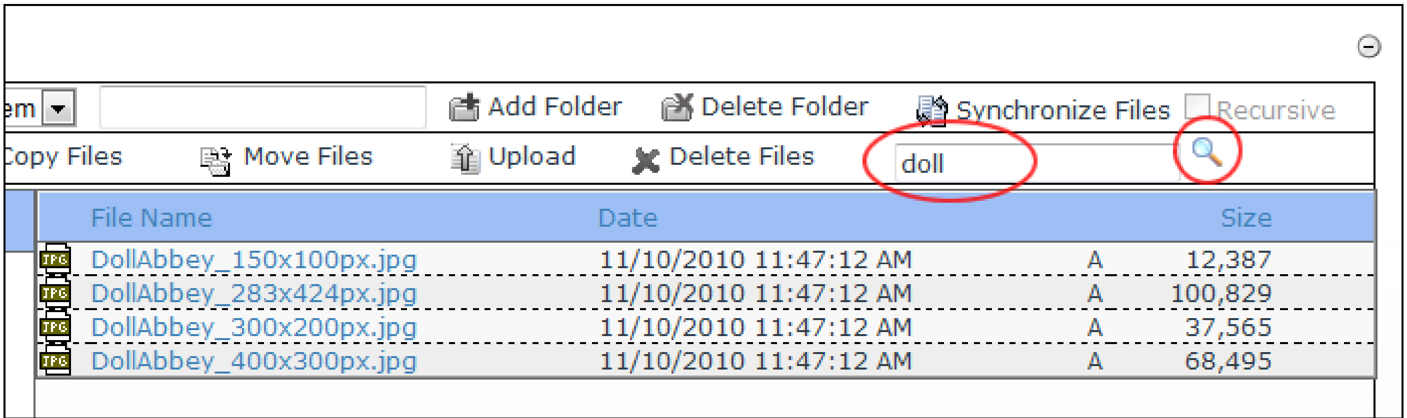
*Tip: You must remove the filter to view all files again. Do this by deleting the filter criteria from the text box and clicking the **Filter** button.*

---

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.

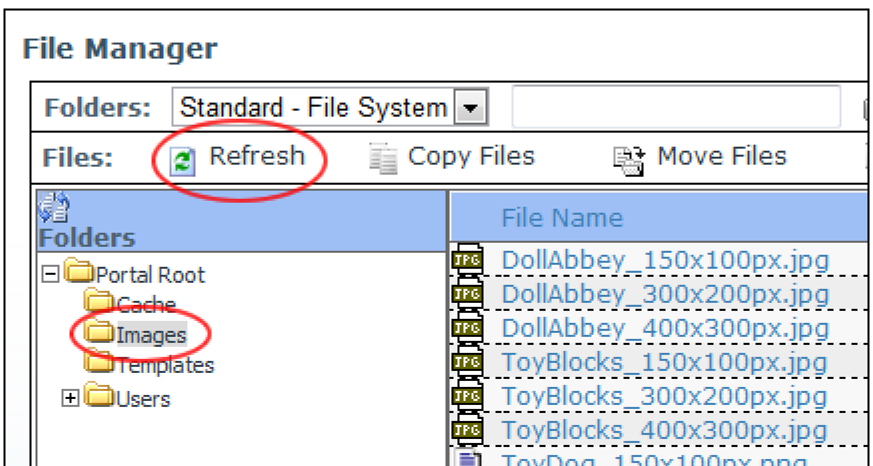


Filtering Files

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.

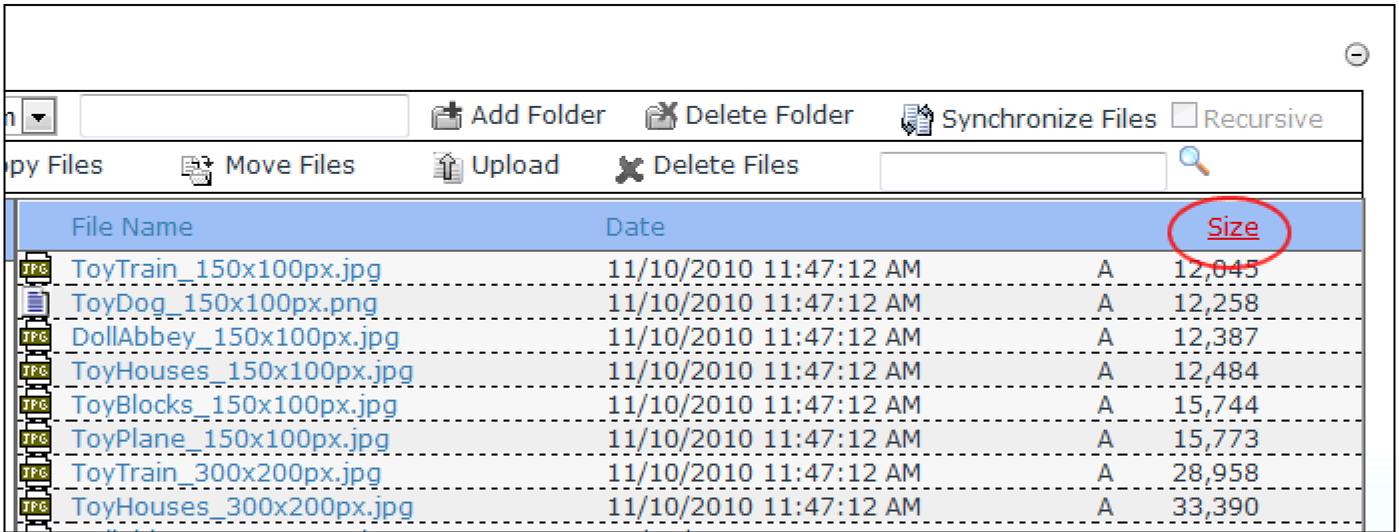


Refreshing Files

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.

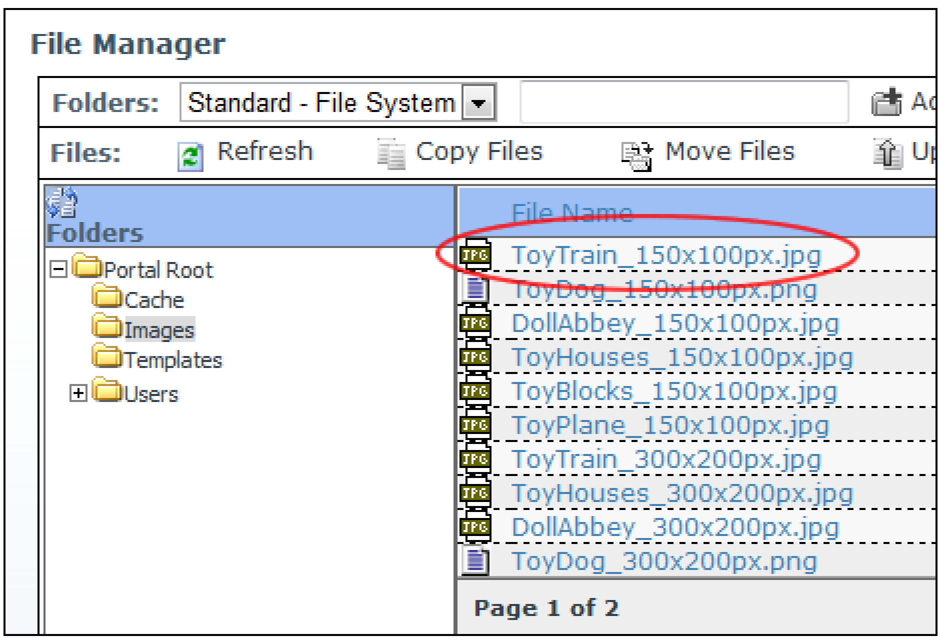


Ordering Files by Size

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.



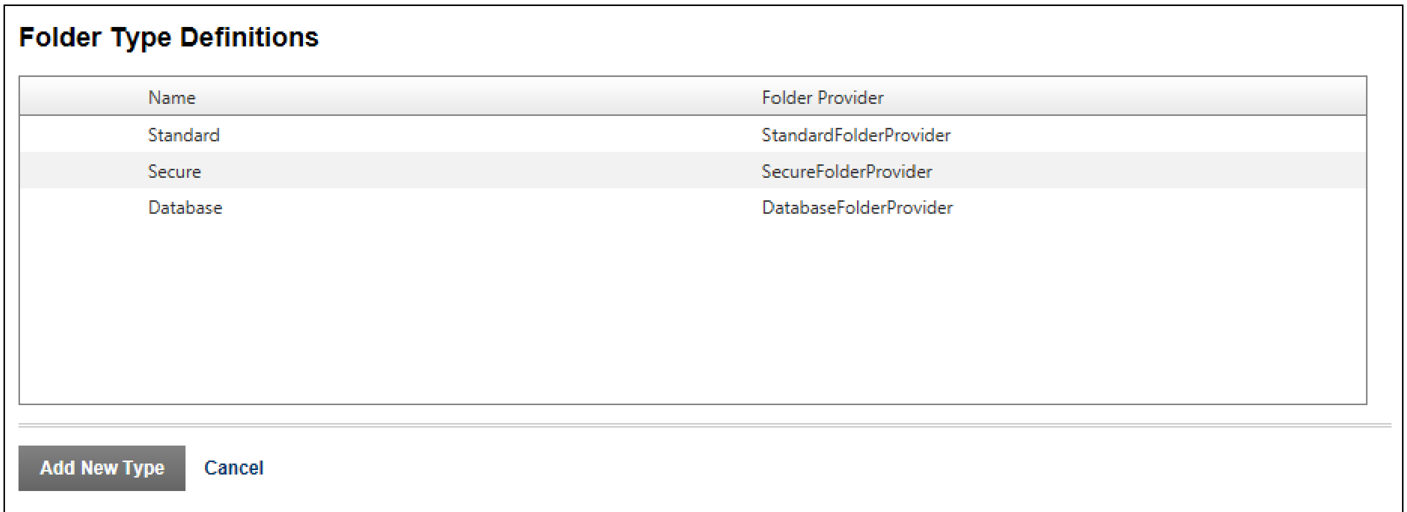
4. Save the file to your computer.

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.



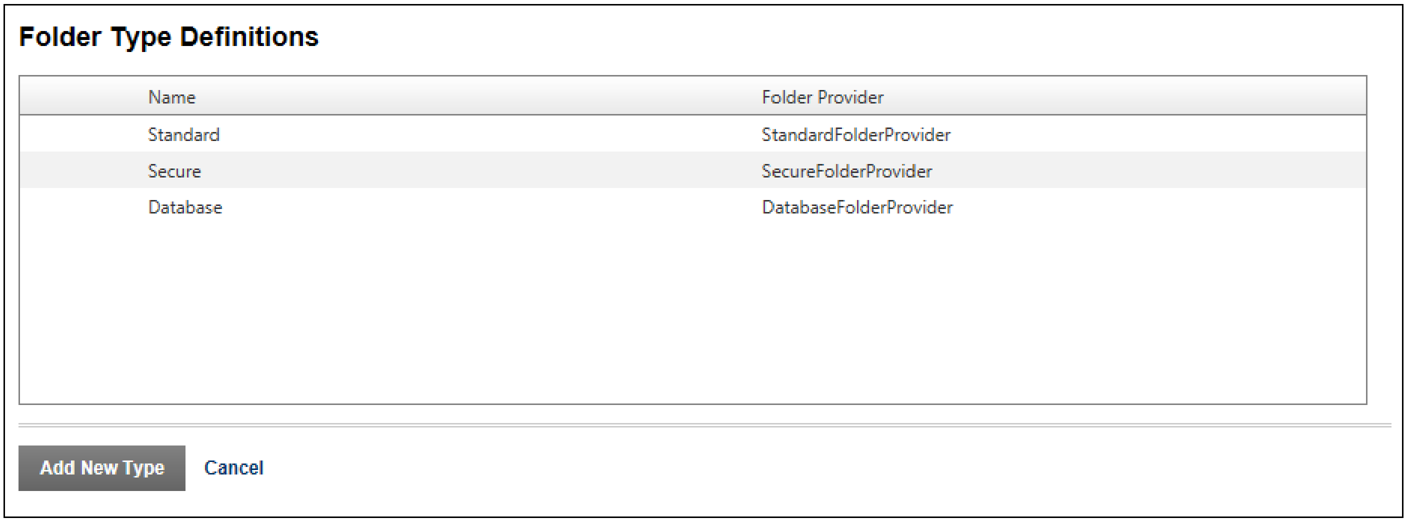
The Folder Type Definitions Page

Adding an Amazon S3 Folder Type

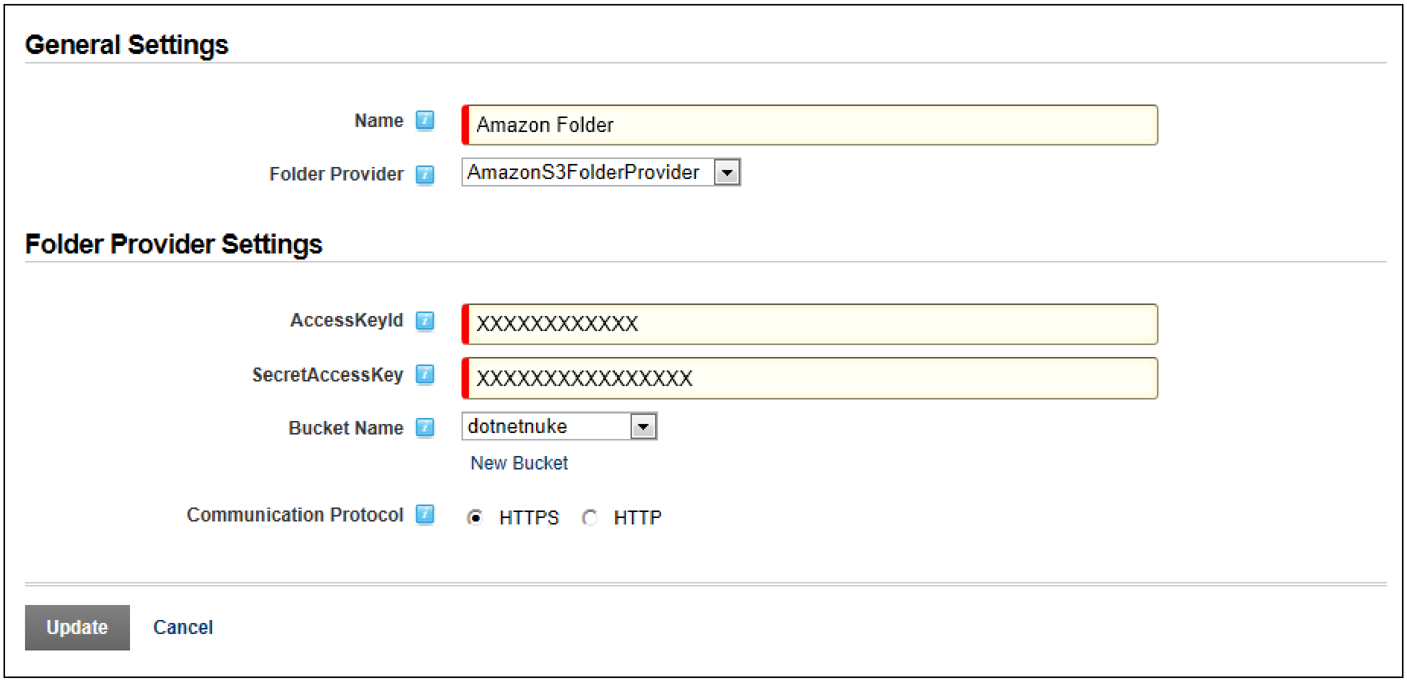
How to add an Amazon Simple Storage Service (Amazon s3) folder type to the File Manager. This enables you to store your files on the Amazon cloud using the paid Amazon S3 service.

Prerequisites. You must first sign up for an Amazon S3 account. For details and to sign up, go to http://aws.amazon.com/s3.

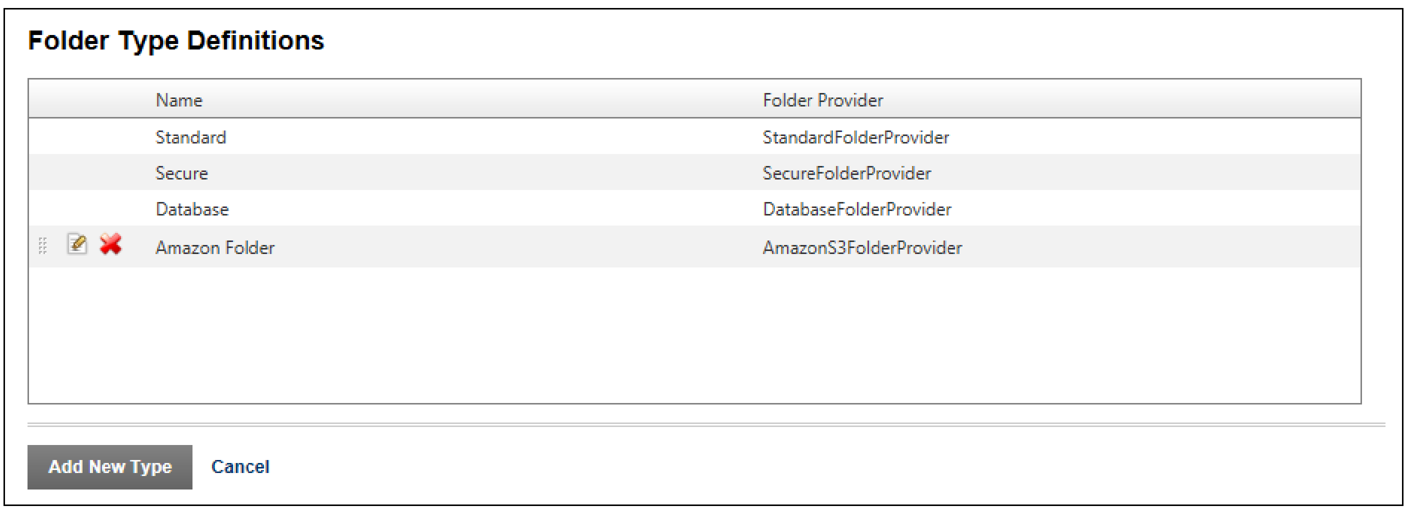
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Select **Manage Folder Types** from the module actions menu.



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.



12. Click the **Update** button. This returns to the Folder Types list and displays the new Amazon S3 Folder Provider.



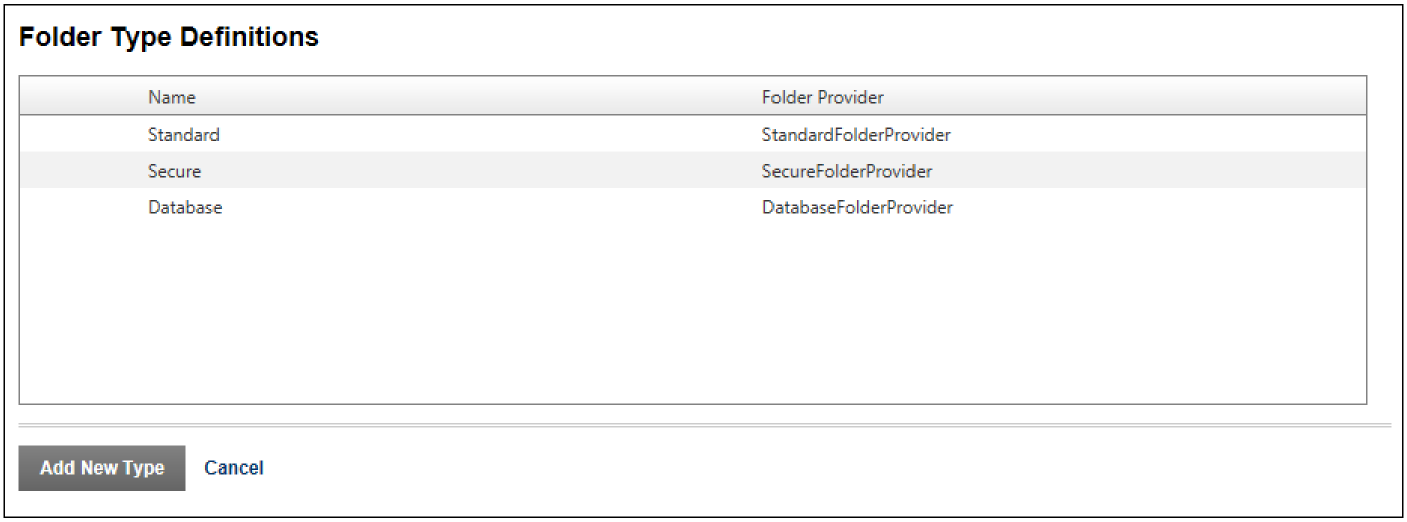
Adding a Windows Azure Folder Type

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.

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.



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.

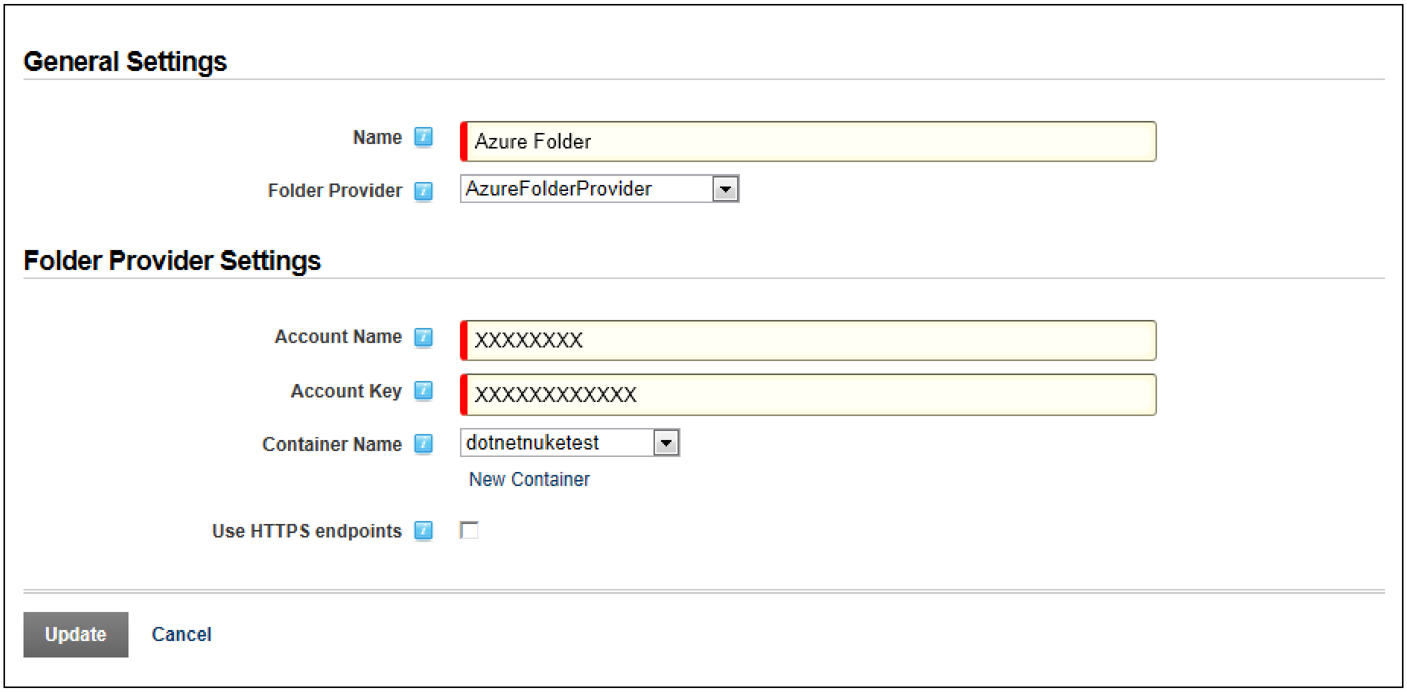
7. At **Folder Provider**, select **AzureFolderProvider** from the drop-down list. This displays the Folder Provider Settings section.

8. In the **Account Name** text box, enter your account name.

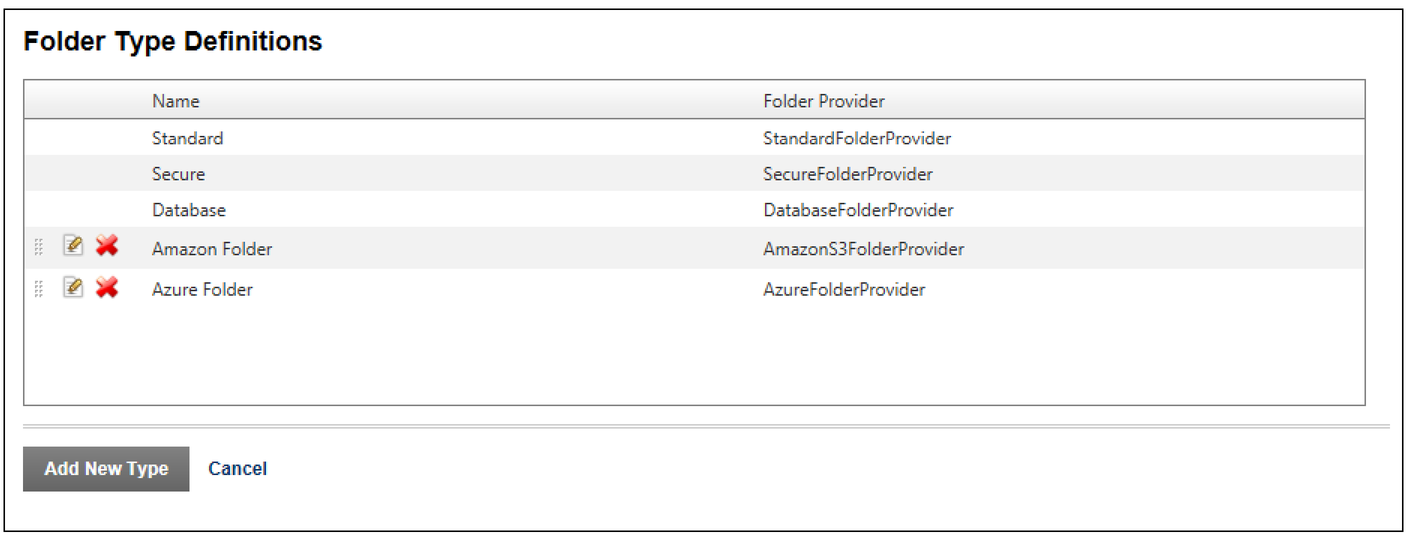
9. In the **Account Key** text box, enter the account key for your service.

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.



12. Click the **Update** button. This will now take you back to the Folder Types list and show the new Azure Folder Provider.



Folder Editors

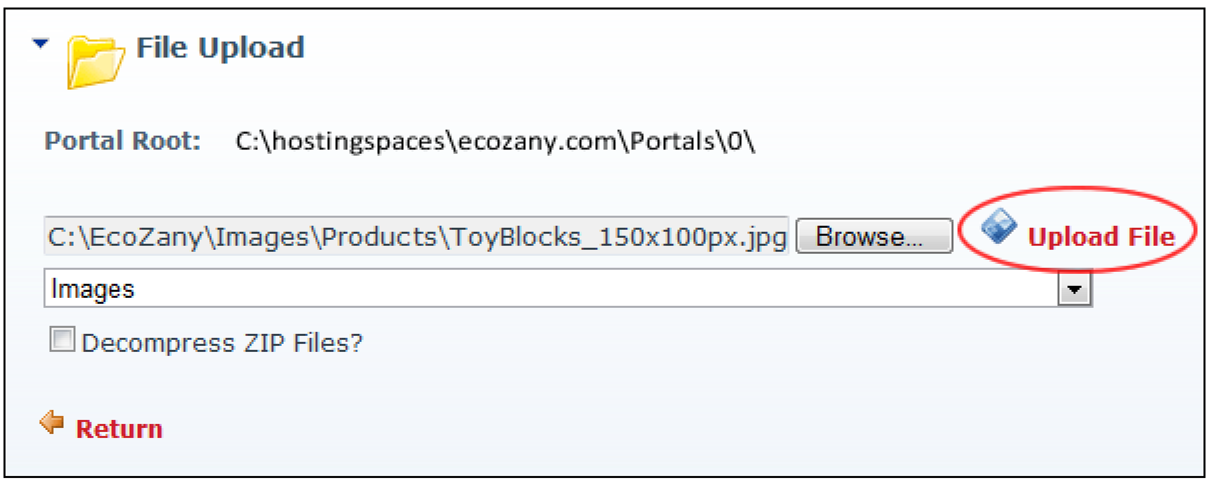
Uploading Files

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:

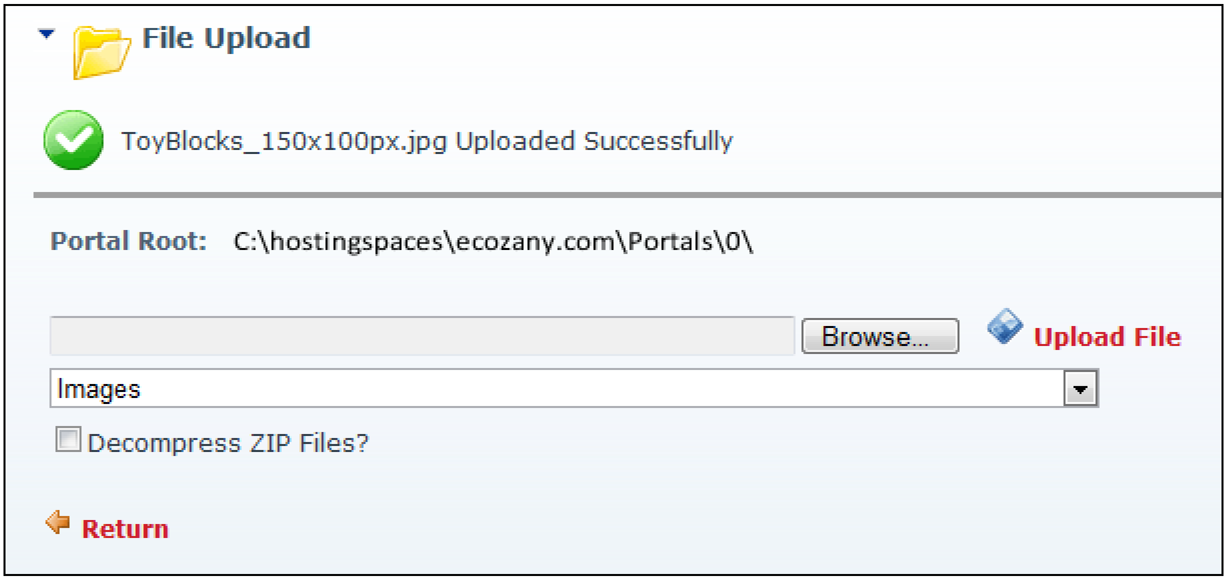
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file will be uploaded to.

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"



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"

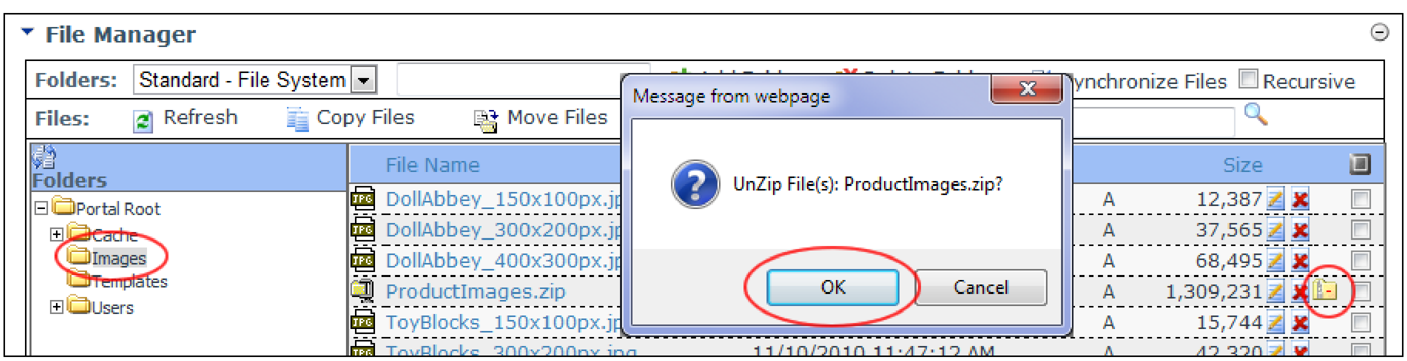
Unzipping Compressed Files

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:

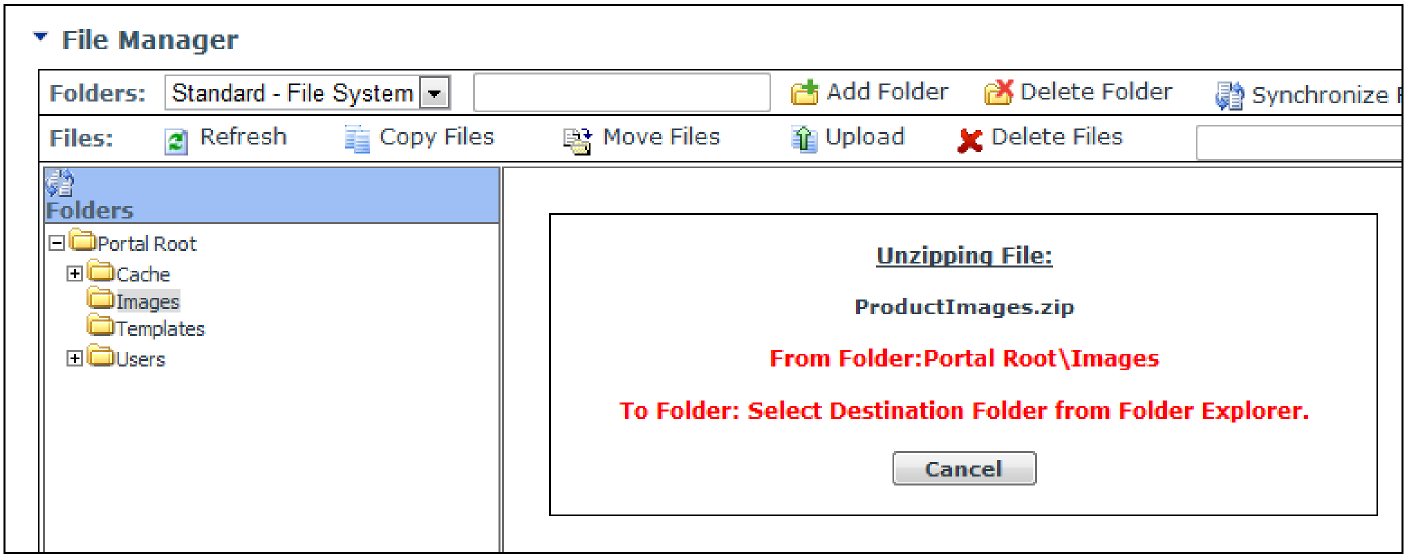
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

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 Files(s): [FileName]?"

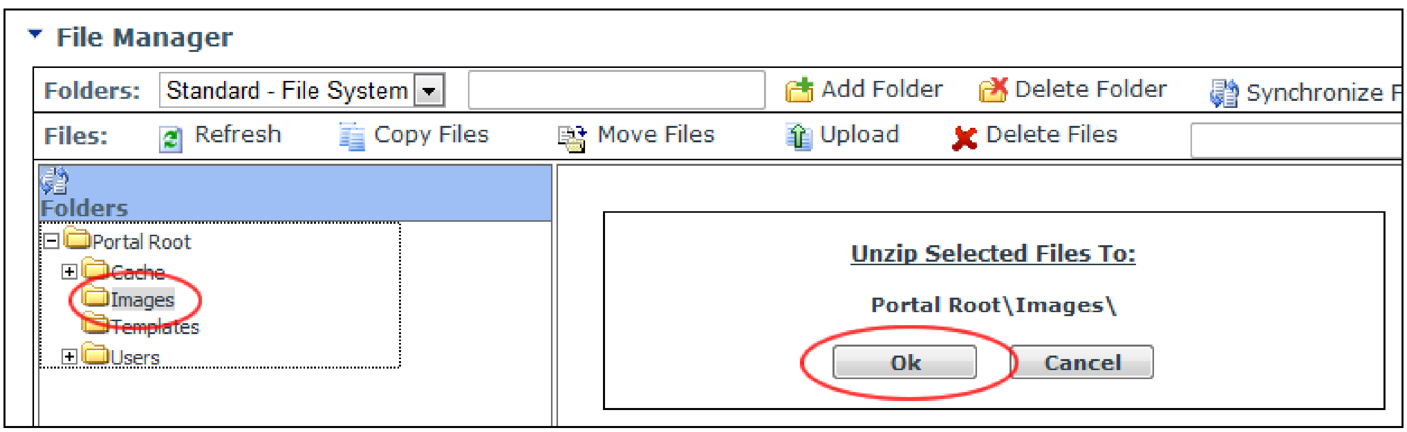


4. Click the **OK** button to confirm. This displays a message asking you to select the destination folder from the Folder Explorer.



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.



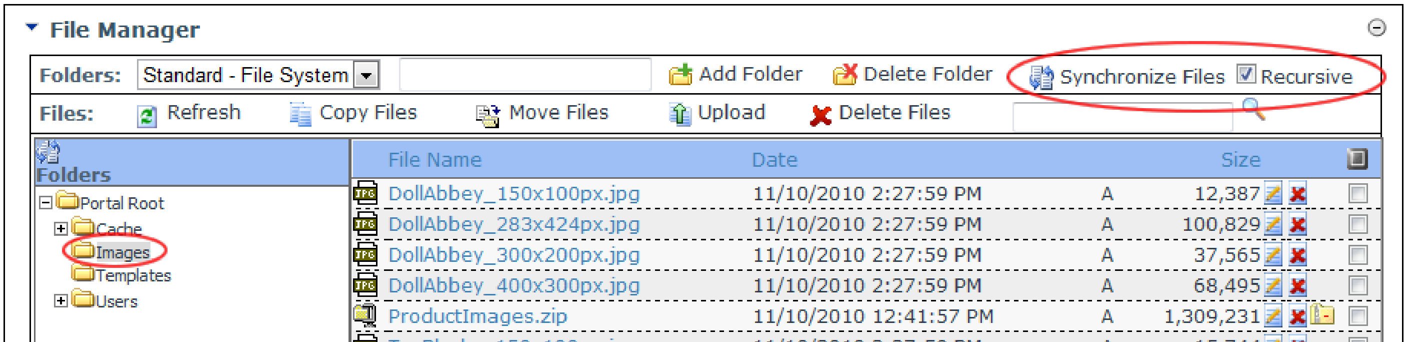
Synchronizing Files within a Folder

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:

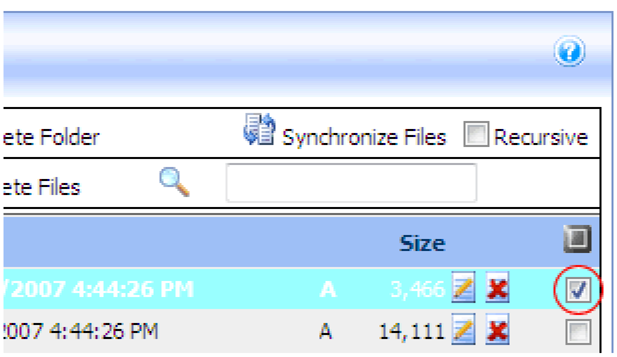
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and View

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions").

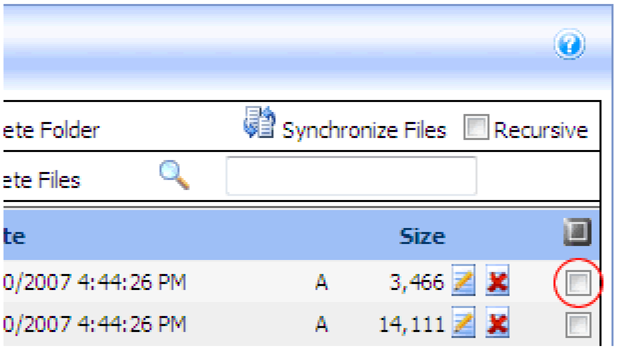
Note: These permissions enable users to select files and perform file refreshing and filtering. Additional permissions are required to perform specific tasks.

Here are the options for selecting files:

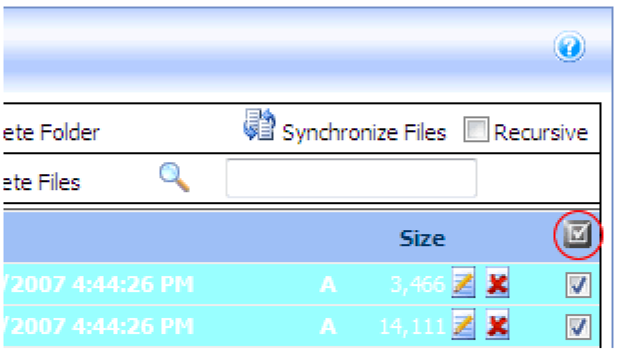
Select a File: Check the check box to the right of the file to select it.



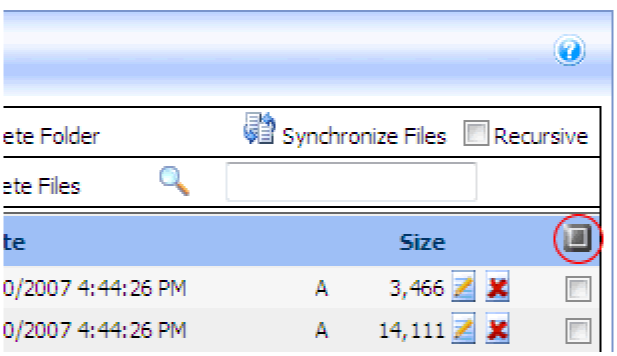
Deselect a File: Uncheck the check box to the right of the file to deselect it.



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:

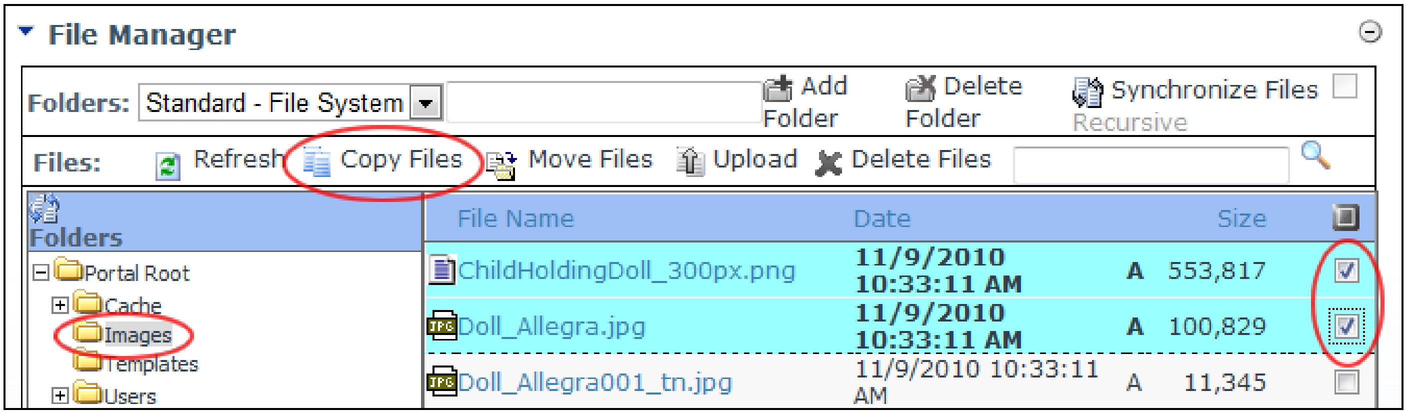
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

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.

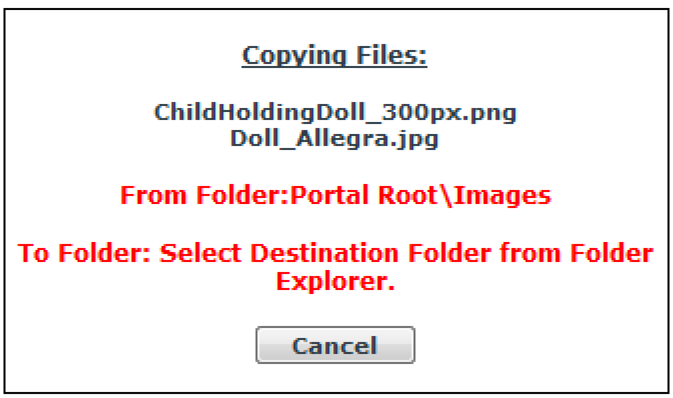
2. Navigate to and select the folder where the files to be copied are located. See "Navigating to and Selecting Folders"

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.



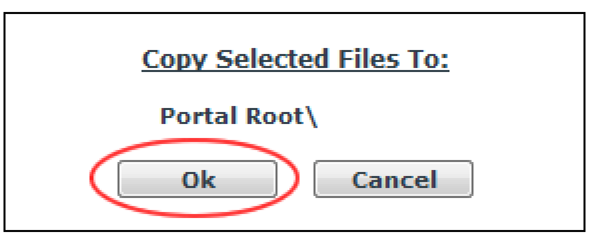
4. Click the **Copy Files** button. This displays the "Copy Checked Files?" message.

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.



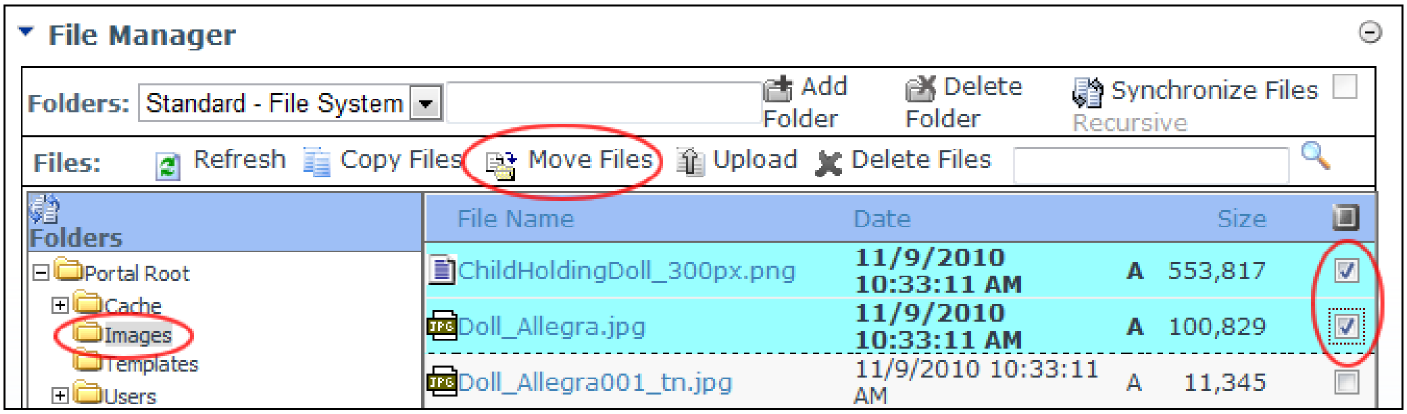
Moving Files

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:

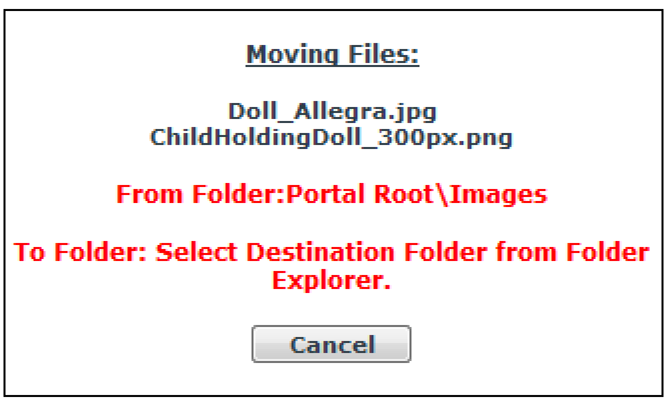
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

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.

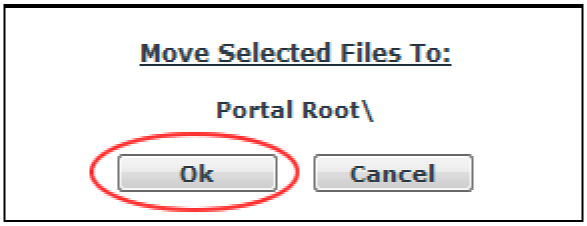
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder where the files to be moved are located. See "Navigating to and Selecting Folders"
3. In the Files Window, check 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.



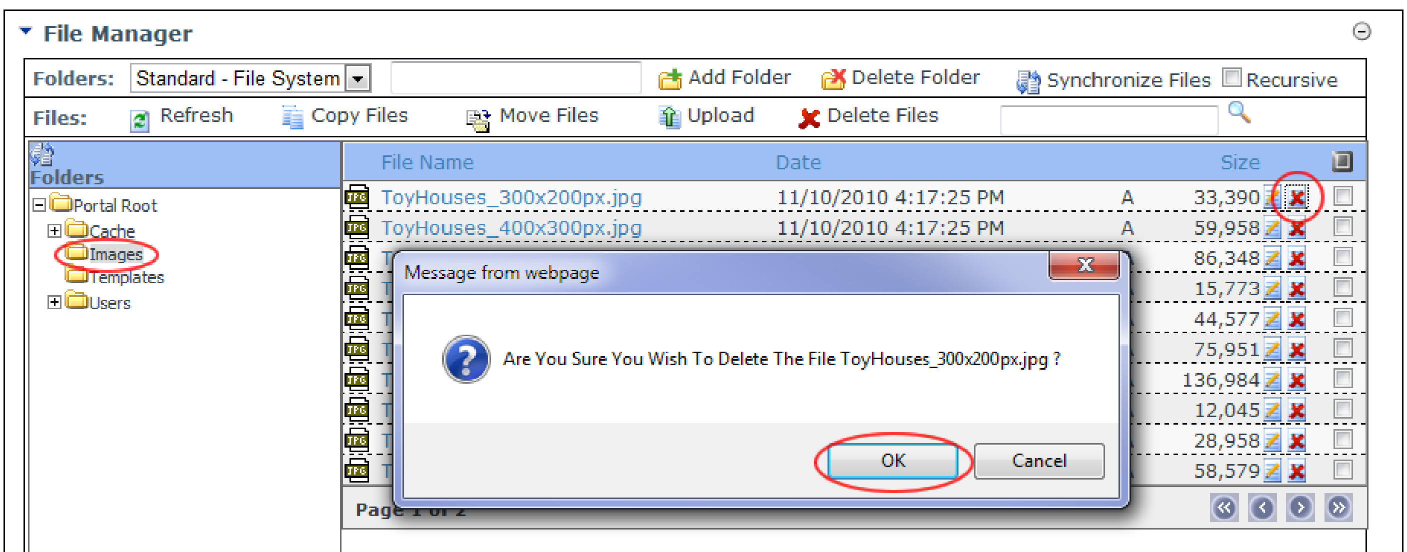
Deleting a File

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

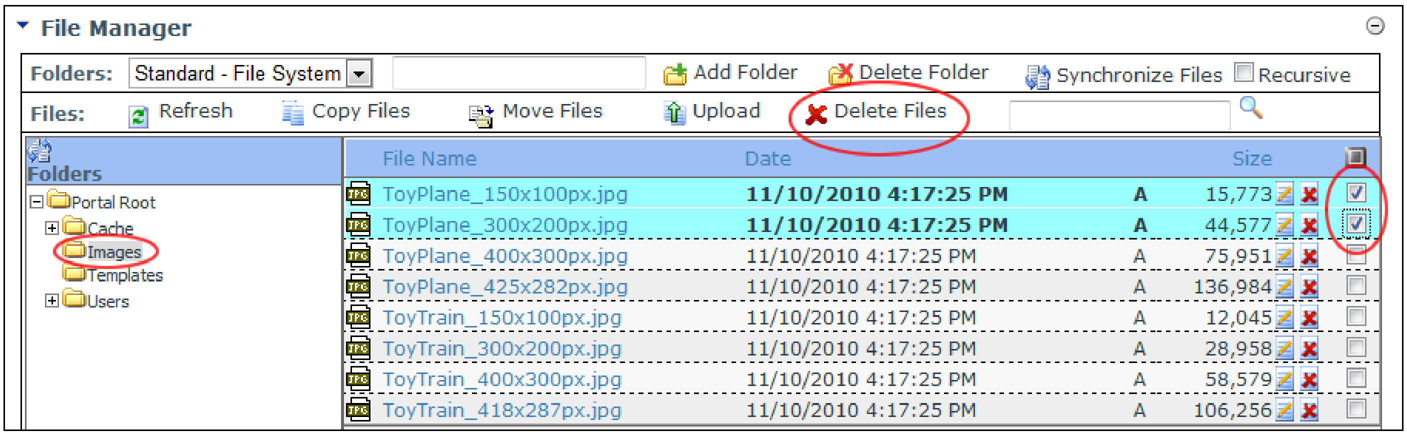
Deleting Multiple Files

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

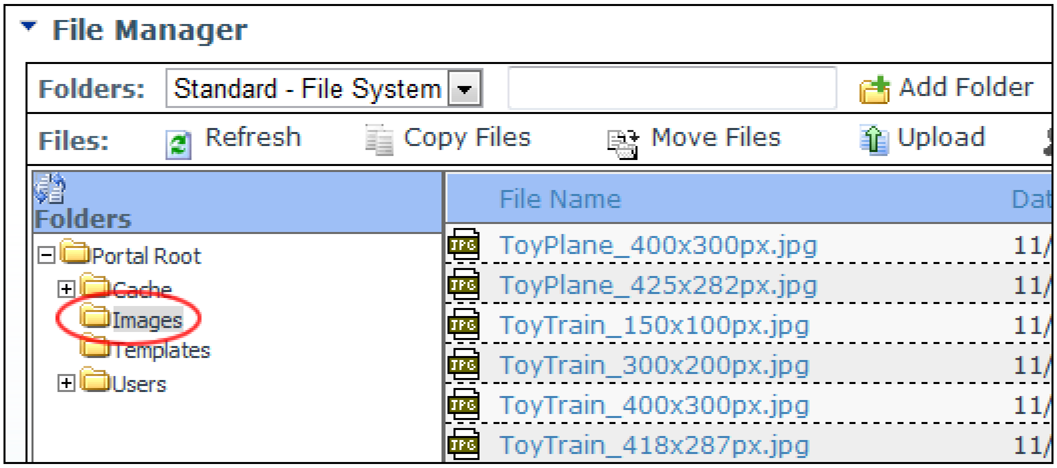
How to add a new folder to the File Manager module. The new folder will inherit the permissions assigned to its parent folder.

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.

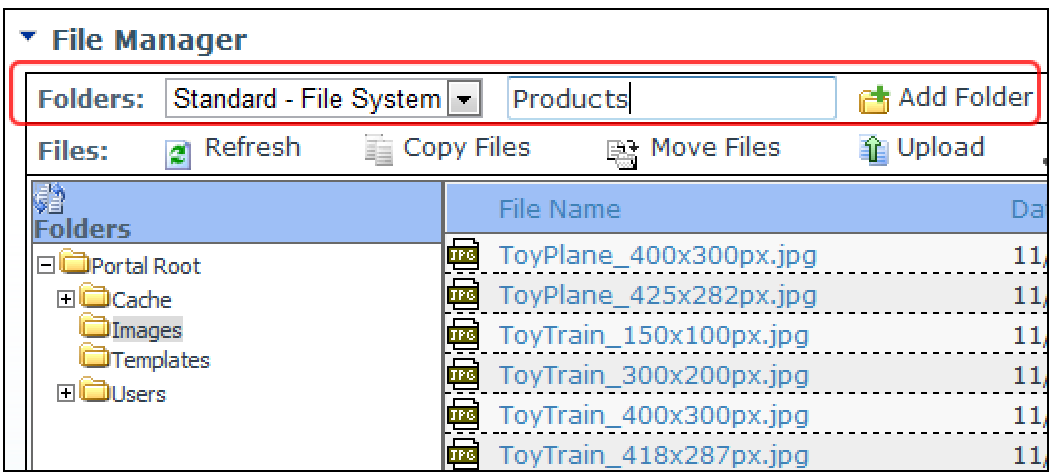
1. Go to a File Manager module - OR - Navigate to Admin > **File Manager** - OR - Select **File Manager** from the Admin section of the Control Panel.
2. Navigate to and select the folder which will be the parent for the new folder. See "Navigating to and Selecting Folders"



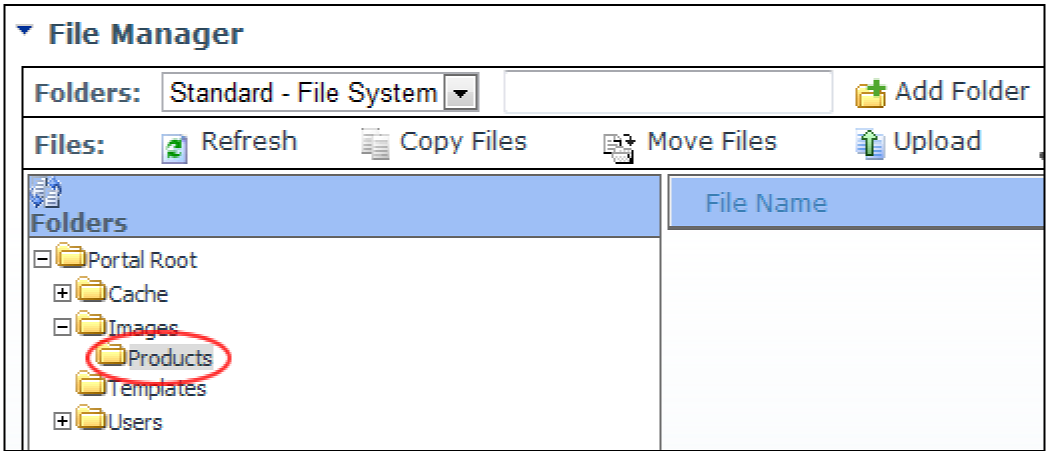
3. On the Folders Toolbar, select one of the following options from the **Folders**drop-down list:

  - **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:

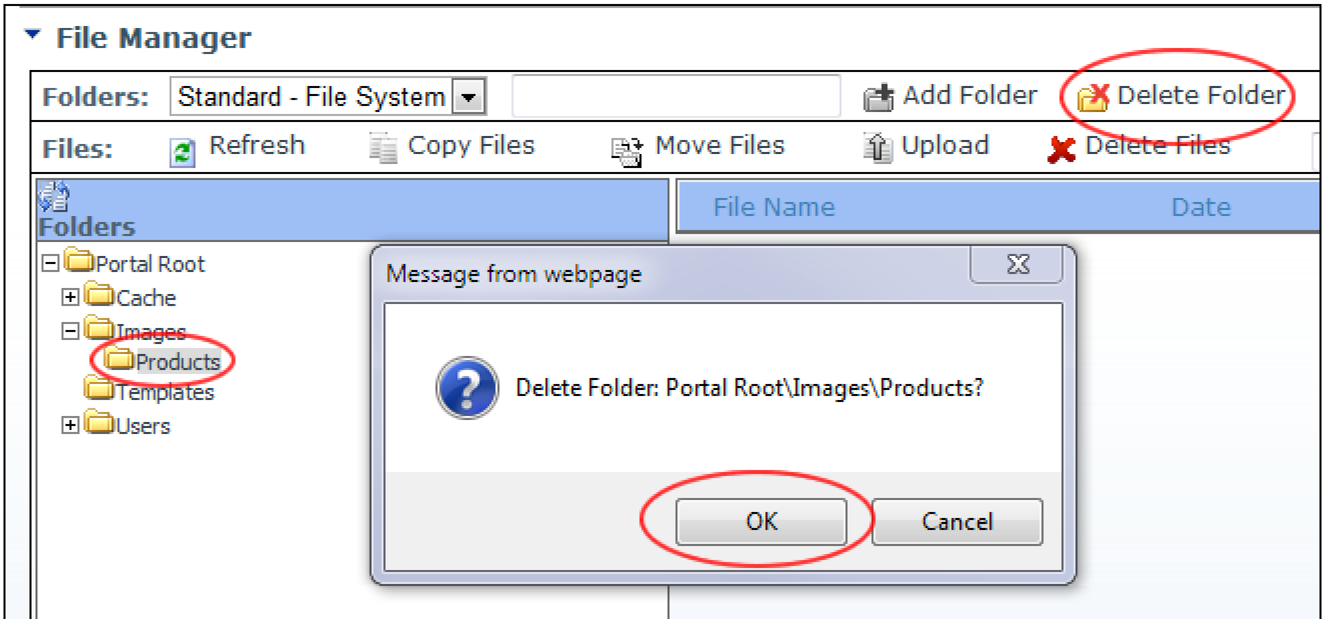
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder to be deleted.

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

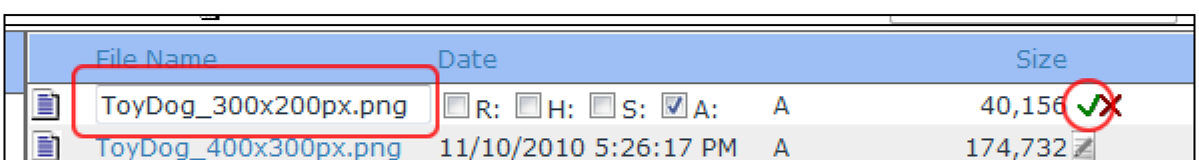
How to rename a file in the File Manager module. Users require the following minimum permissions to complete this task:

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:

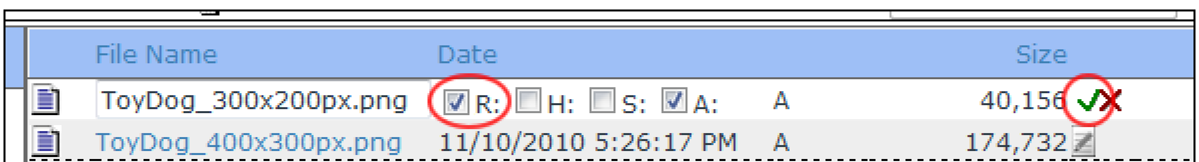
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

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.



Setting a file as read only

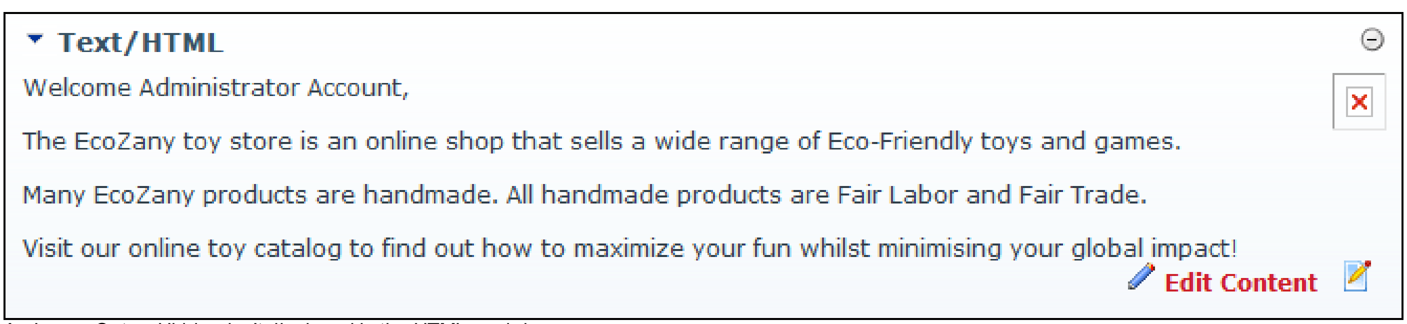
Tip: The letter ***R*** *is displayed beside files set as Read Only.*

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.

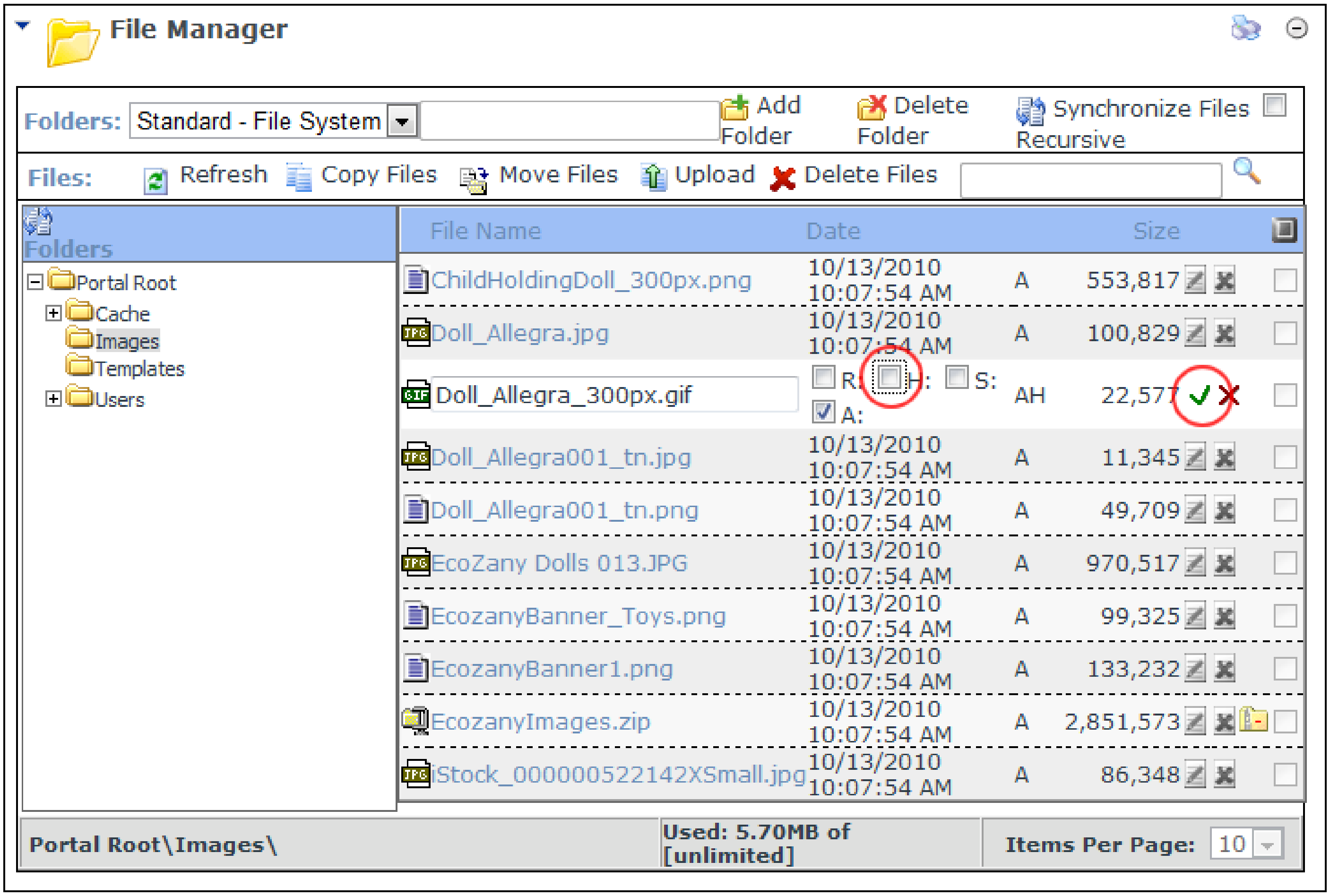
DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.



An Image Set as Hidden isn't displayed in the HTML module

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.



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

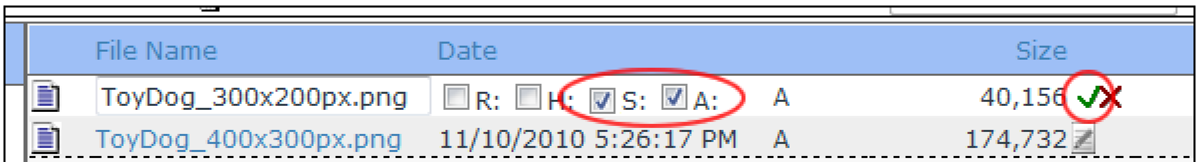
How to set the archiving and indexing properties of a file within the File Manager. Users require the following minimum permissions to complete this task:

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.



Set archiving and indexing for a file

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*Tip: The letters **S** and **A** are displayed beside the selected files if these options are set./or*

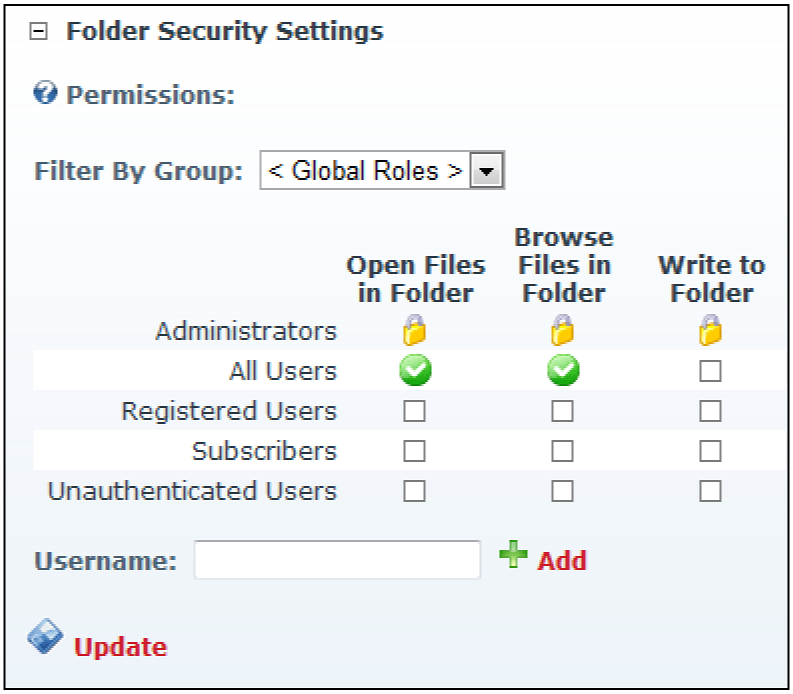
Administrators

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:

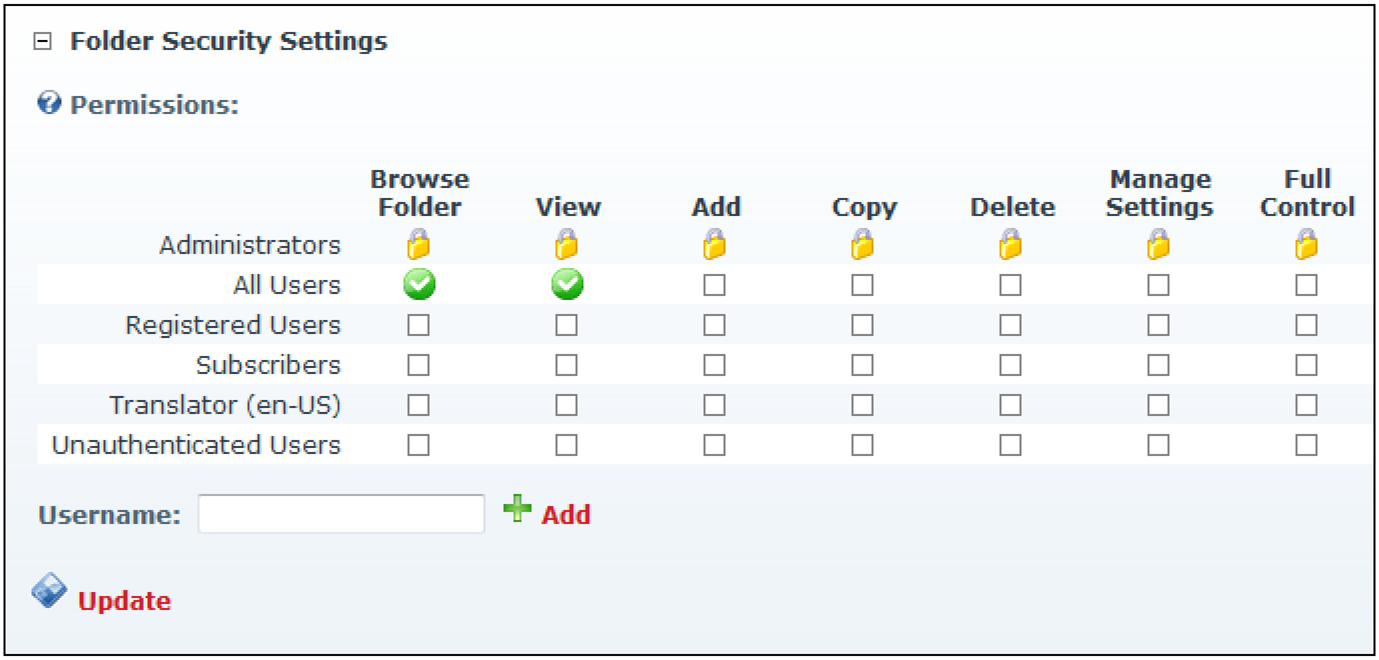
Community Edition Permissions

- **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.



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.



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

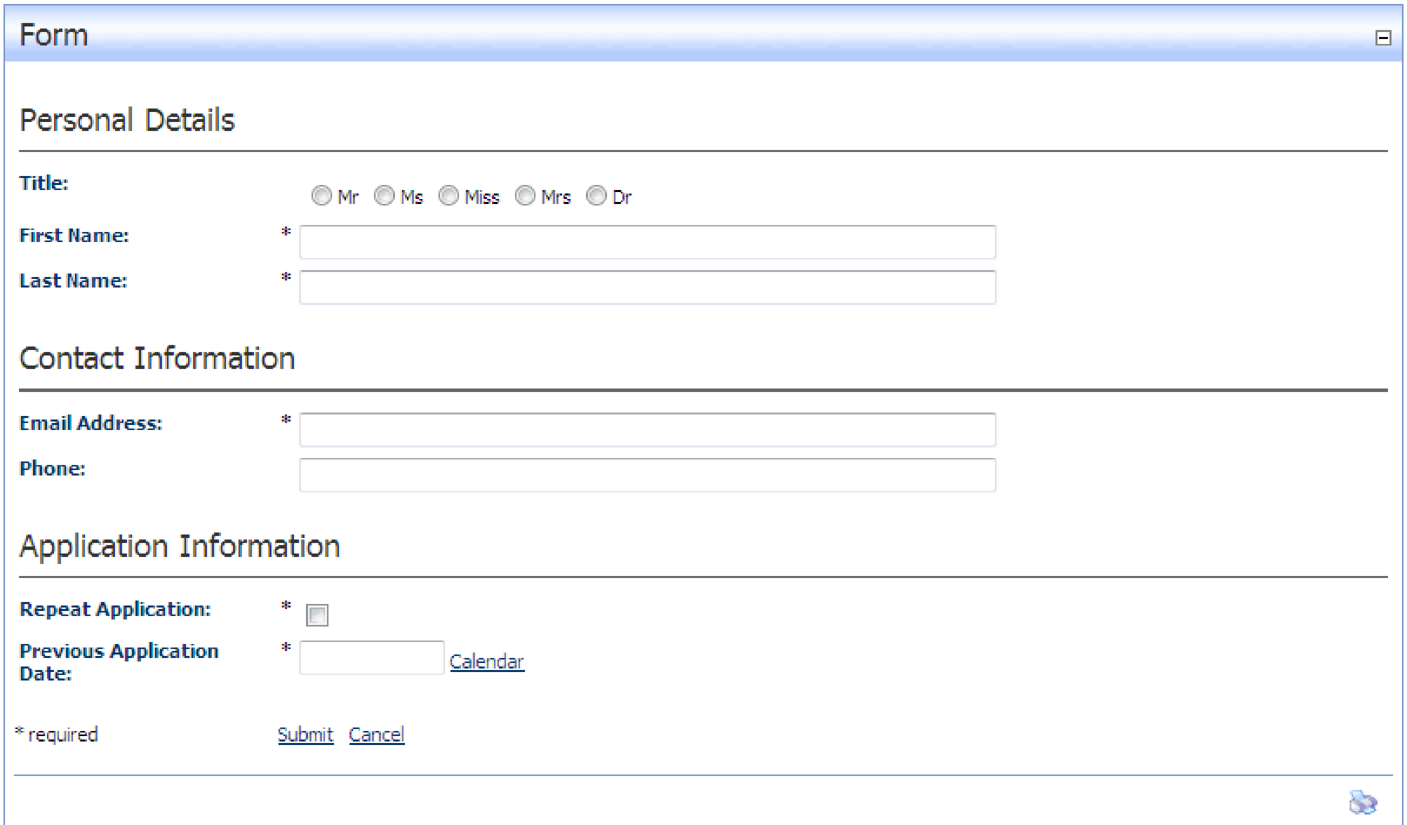
About the Form And List Module

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



The Form & List Module configured to display as a Form

Title	First Name	Last Name	Email Address	New Contact	Appointment Date/Time	Notes
Ms	Joanne	Artine	Contact this person	☑	2/10/2011 10:00 AM	Potential instore distributor for Australasia.
Ms	Jill	Hill	Contact this person	☑	2/10/2011 10:00 AM	Opportunity to work with Jill on providing work opportunities for Nepalese village.
Mr	Ali	Smith	Contact this person	☑	2/25/2010 10:15 AM	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.
Ms	Anushka	DeSilva	Contact this person	☑	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://dnnfnl.codeplex.com/workitem/list/basic
- **Advanced User Documentation**: http://dnnfnl.codeplex.com/releases/view/38489

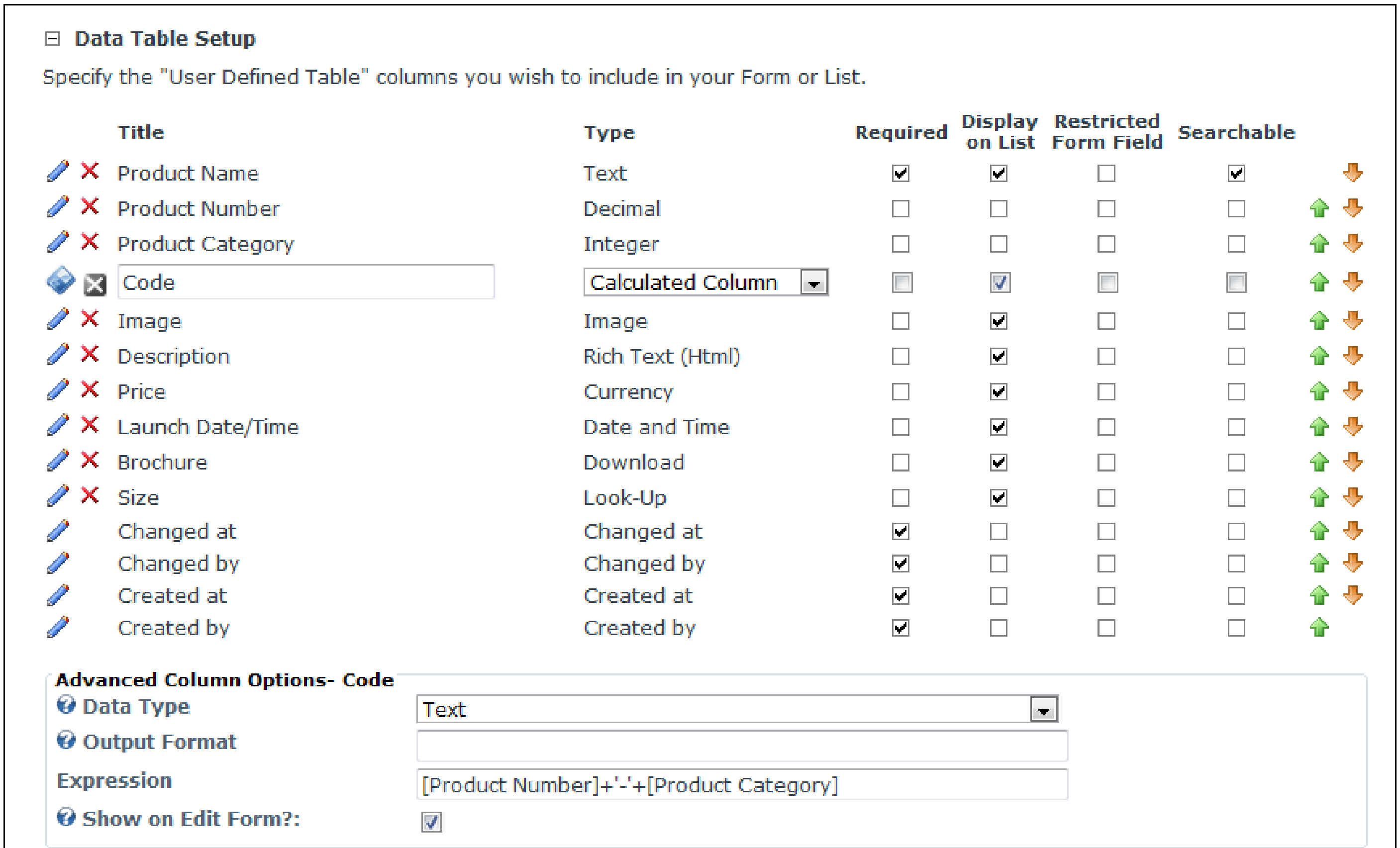
Configuration

Advanced Column Options

Advanced Calculated Column Options

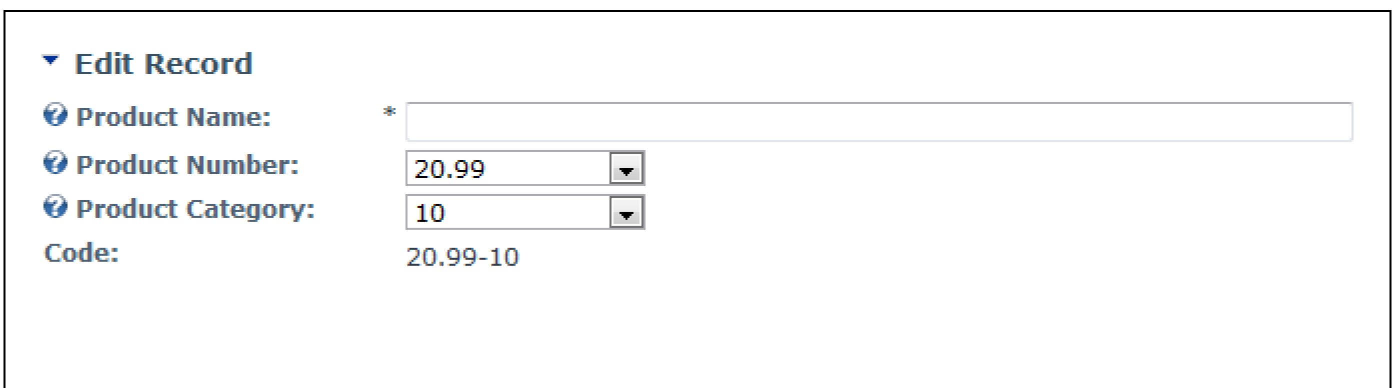
How to configure the optional Advanced Column Options for calculated columns for a form or list in the Form & List module. This topic assumes you are currently adding or editing a calculated column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

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.



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.



The Calculated Column is displayed on the Edit Record page once it has been updated

List

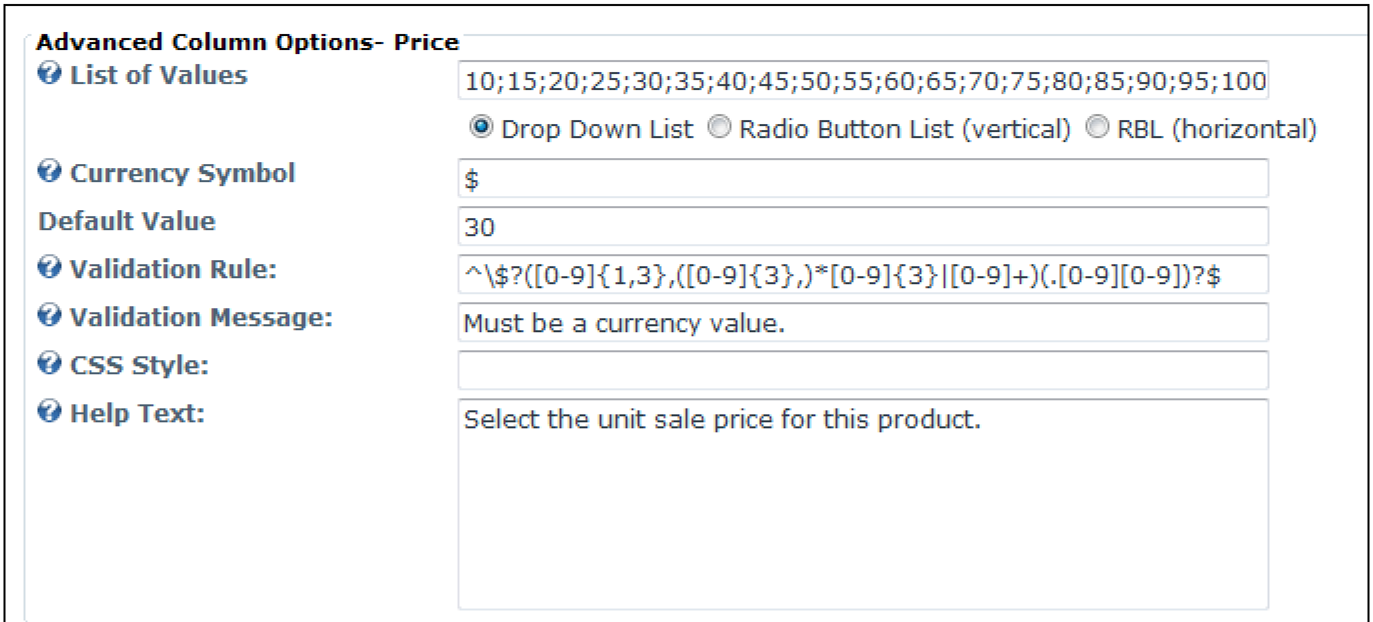
Product Name	Code	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50-10		Beautiful handcrafted rag doll.	50.00 $	2/4/2010 12:00 PM	View Brochure	13,633 bytes
Allegra Doll	10-10		Pretty handmade rag doll. All organic materials.	55.00 $	2/11/2010 12:00 PM	View Brochure	13,013 bytes
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 Calculated Column Displayed in a List

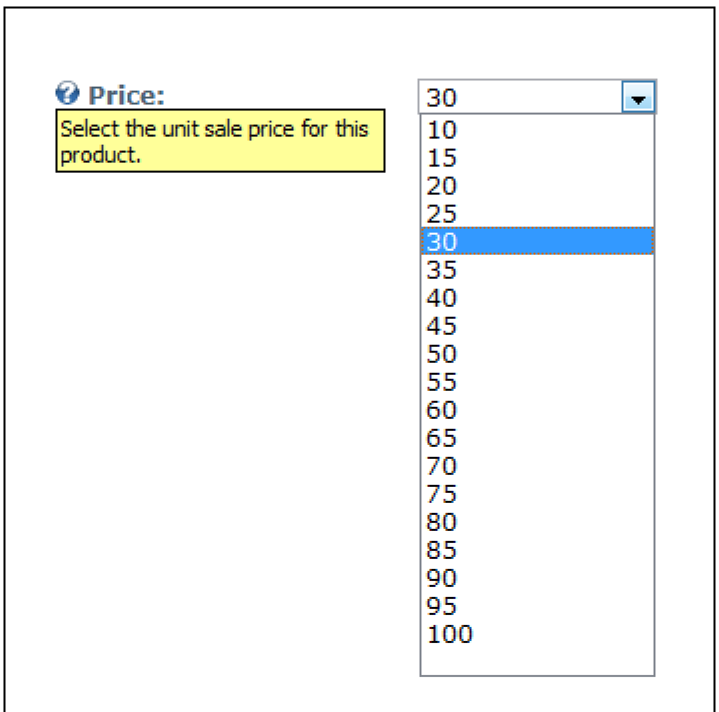
Advanced Currency Column Options

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"

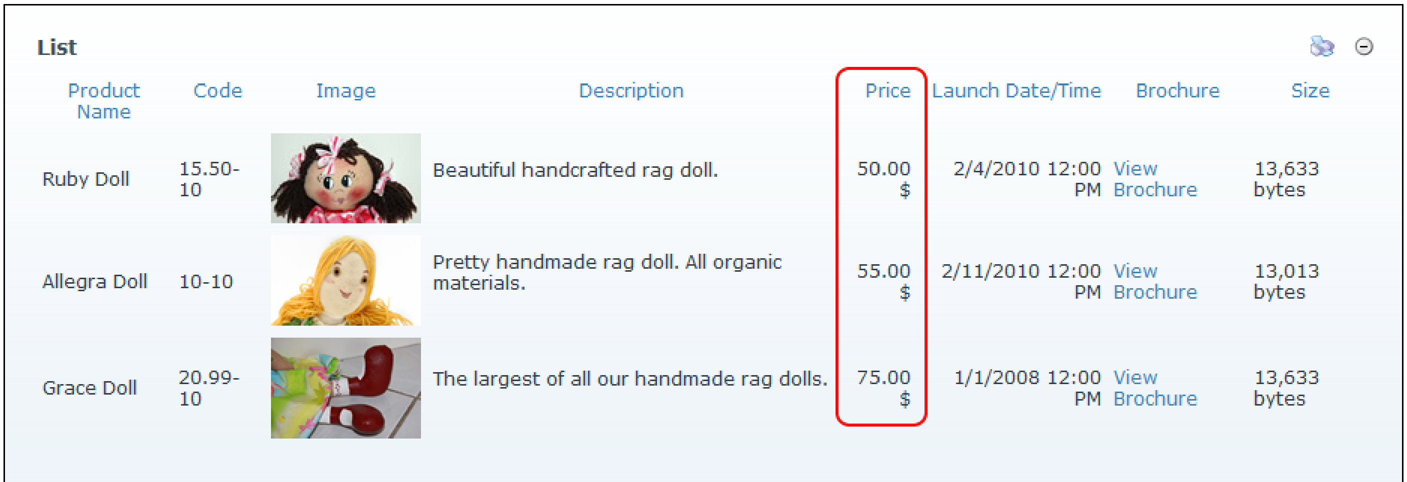
1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
    a. In the **List of Values** text box, enter one or more values separated by a semi-colon (;). E.g. 10;10.50;20;20.50;30;30.50 - OR - Leave this field blank to 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.



Setting the Advanced Options for a Currency column



Adding a currency record to a list on the Edit Record page

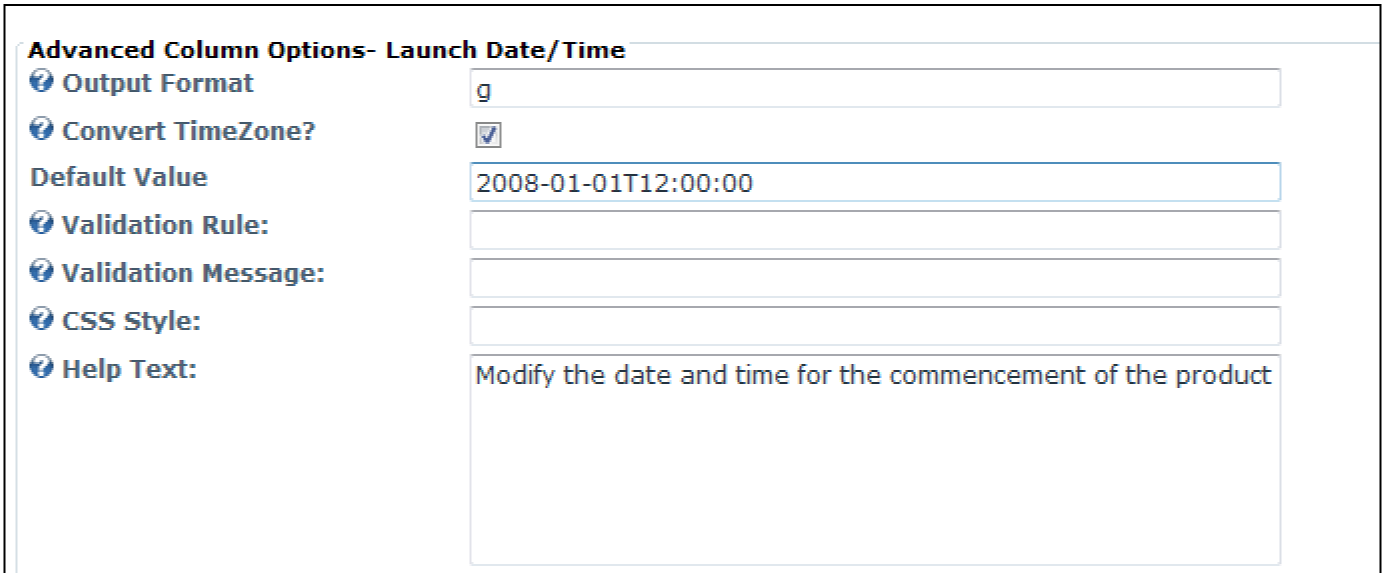


The currency column with the currency symbol set as displayed in a list

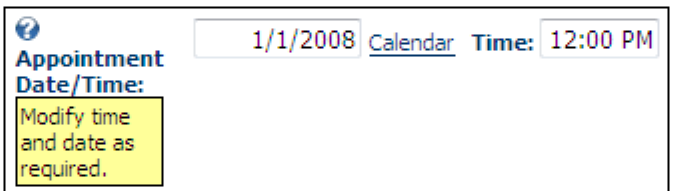
Advanced Date and Time Column Options

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"

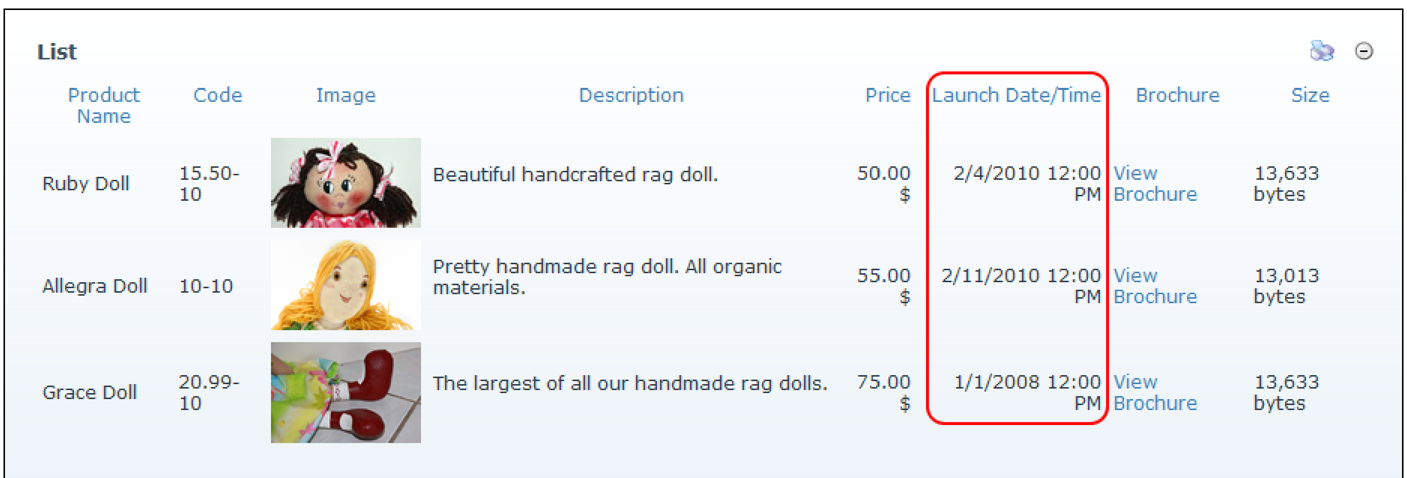
1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. In the **Output Format** text box, enter the format to set how the column data will be displayed in the table - OR - Leave blank to use default format. The following options are available:
   - **f**: Enter 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
3. 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.
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.



Setting the Advanced Options for a Date And Time column



Adding a date and time record to a list on the Edit Record page



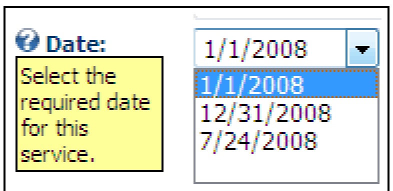
The Date and Time field displayed in a List

Advanced Date Column Options

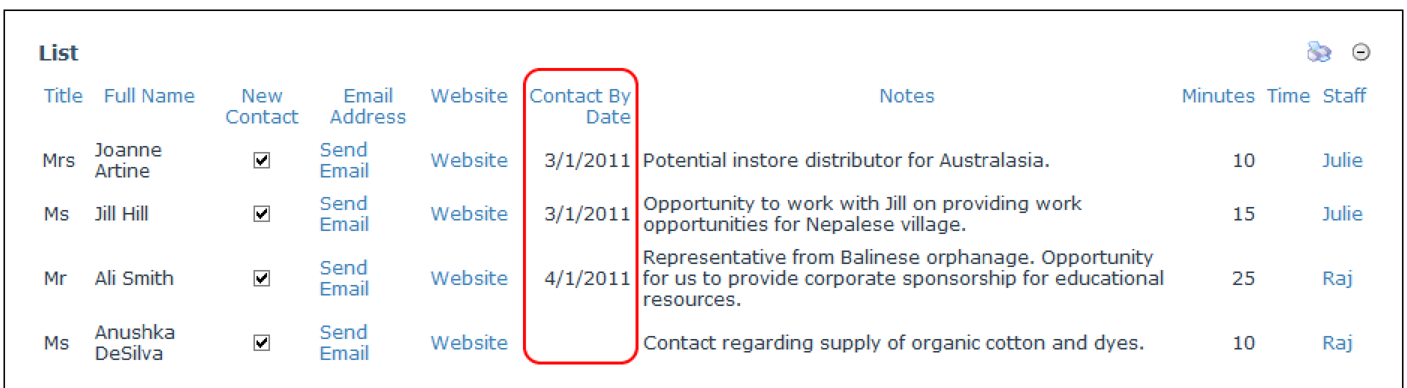
How to configure the optional Advanced Column Options for date columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a date column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

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.

Setting the Advanced Options for a Date column



Adding a date record to a list on the Edit Record page


List

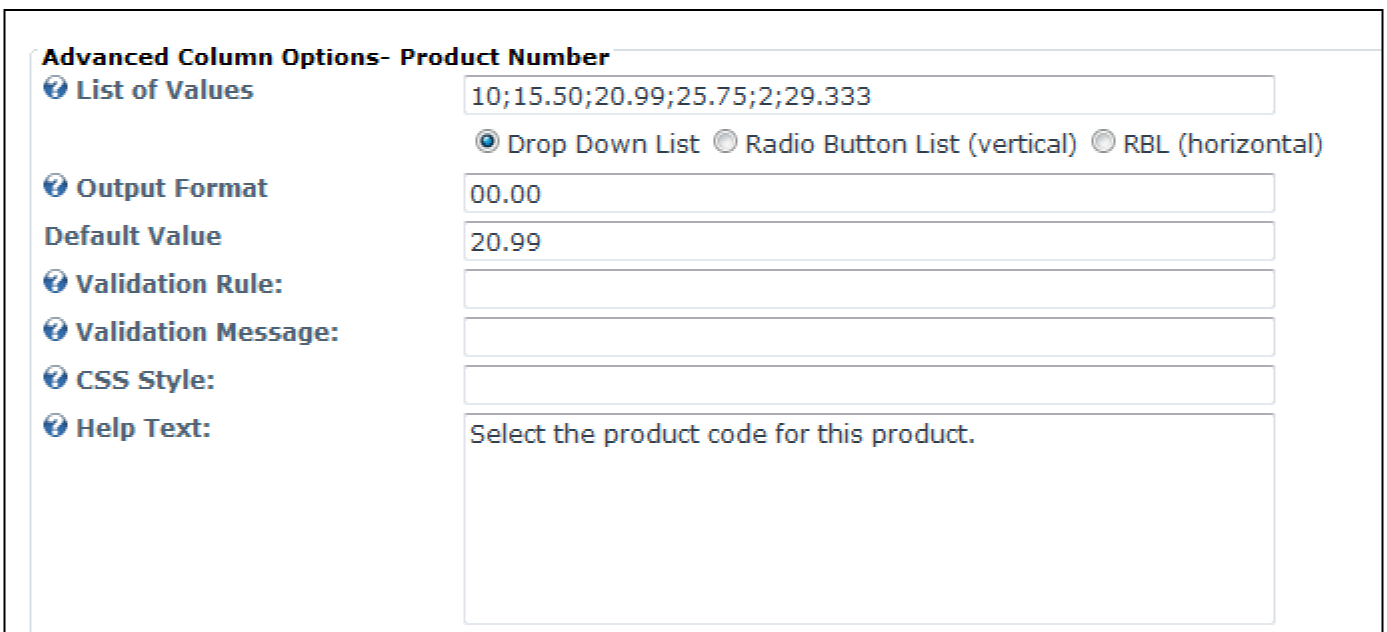
Title	Full Name	New Contact	Email Address	Website	Contact By Date	Notes	Minutes	Time	Staff
Mrs	Joanne Artine	☑	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	☑	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	☑	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	☑	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

The Date field displayed in a List

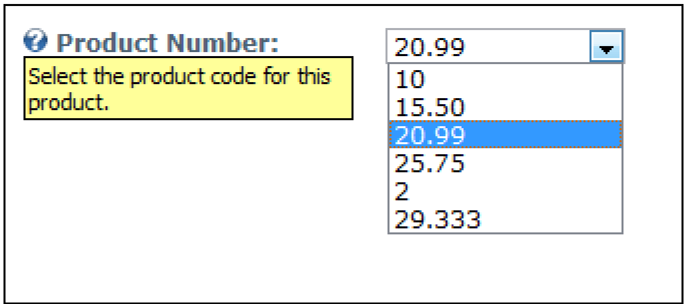
Advanced Decimal Column Options

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"

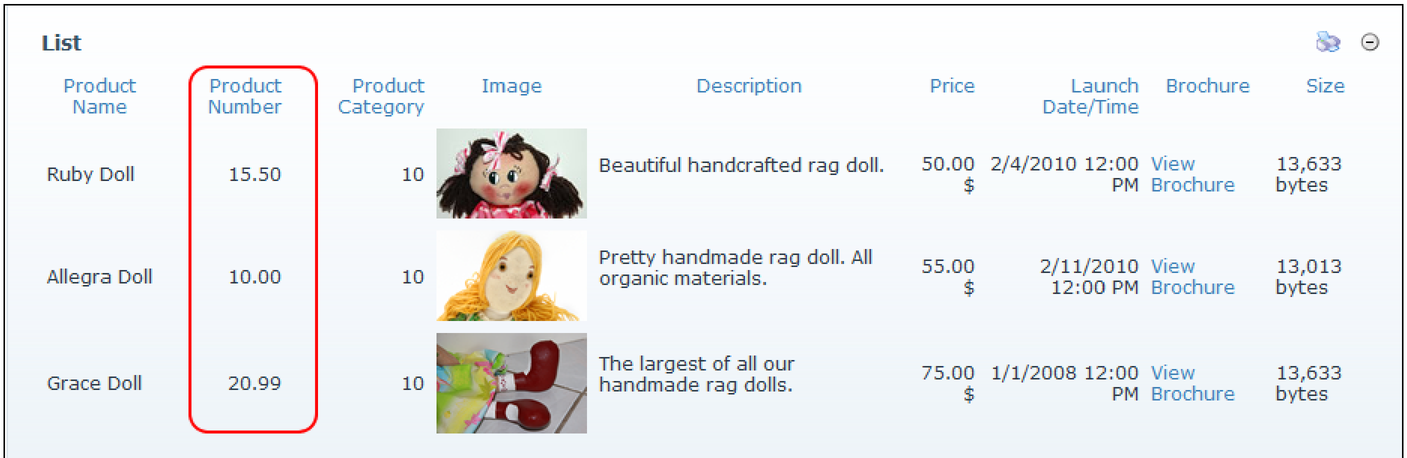
1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
    a. In the **List of Values** text box, enter a list of values that can be selected for this field. Setting this field will remove the user's ability to enter 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.



Setting the Advanced Options for a Decimal column



The decimal column as displayed on the Edit Record page



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"

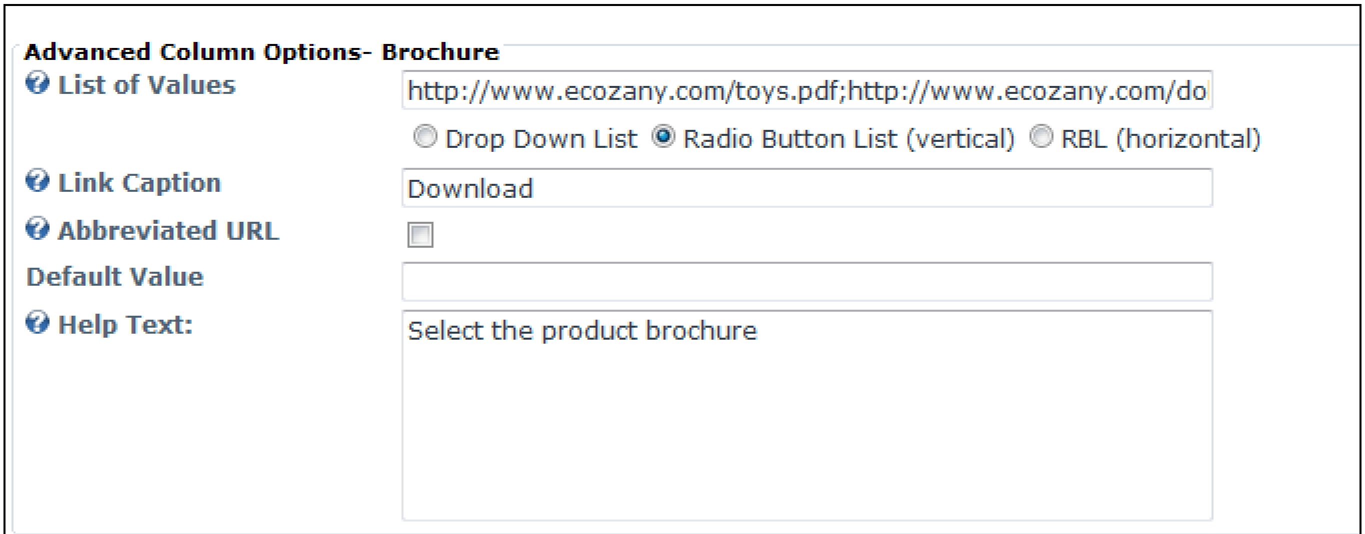
Error: An error occurs when a List Of Values is entered for download columns. It is recommended that Advanced Options are not used.

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.



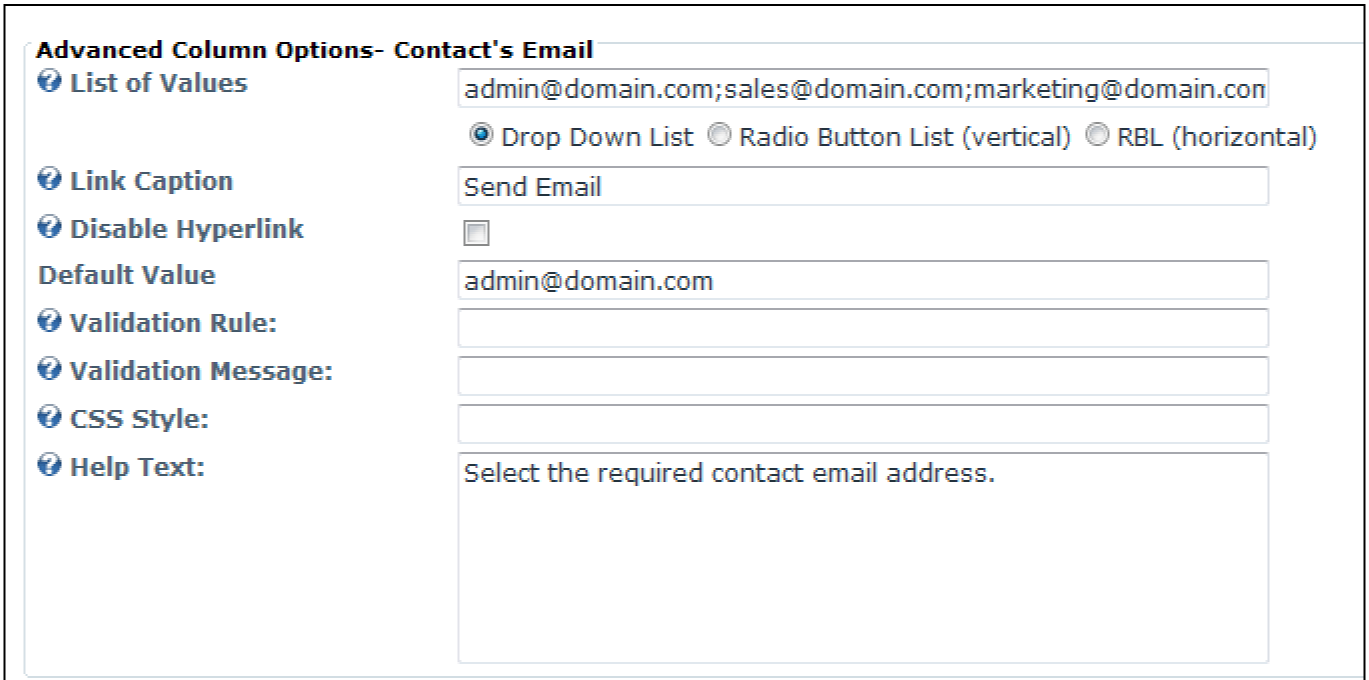
Setting the Advanced Options for a Download column

A download column with a Link Caption as displayed in a list

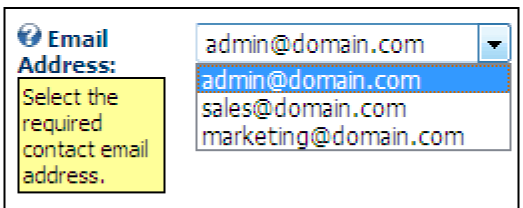
Advanced Email Column Options

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.



Setting the Advanced Options for an Email column



Adding an email record to a list on the Edit Record page

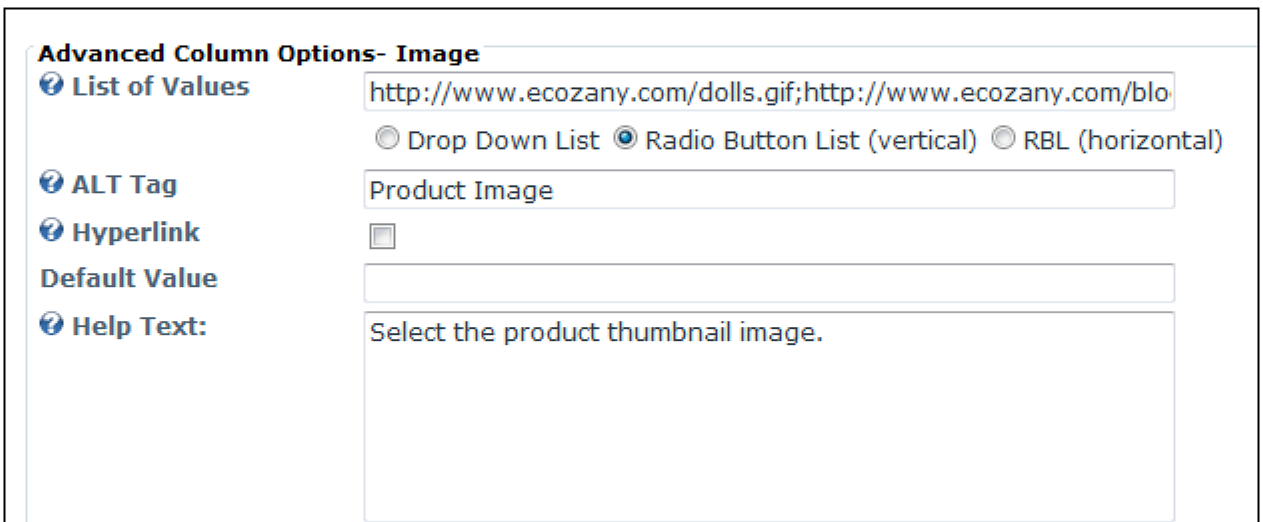
The email column with a Link Caption in a list

Advanced Image Column Options

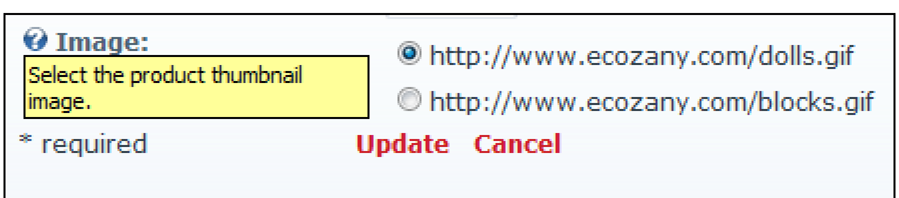
How to configure the optional Advanced Column Options for image columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing an Image column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

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.

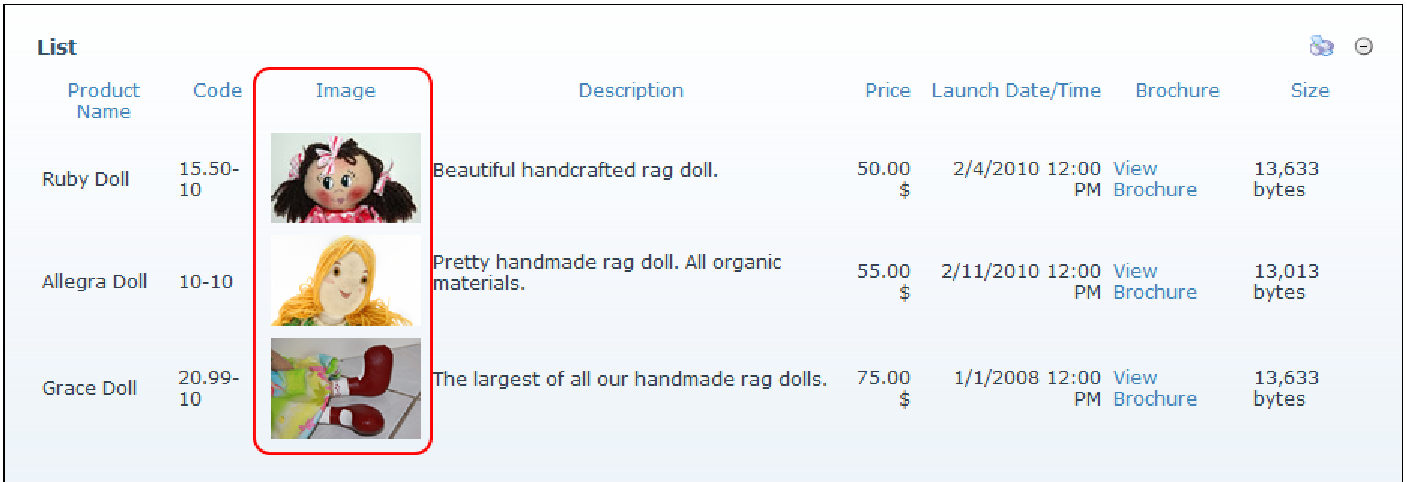
Related Topics: "Configuring Image Column Settings". to configure additional setting for this column type.



Setting the Advanced Options for an Image column



Setting an image to a list on the Edit Record page

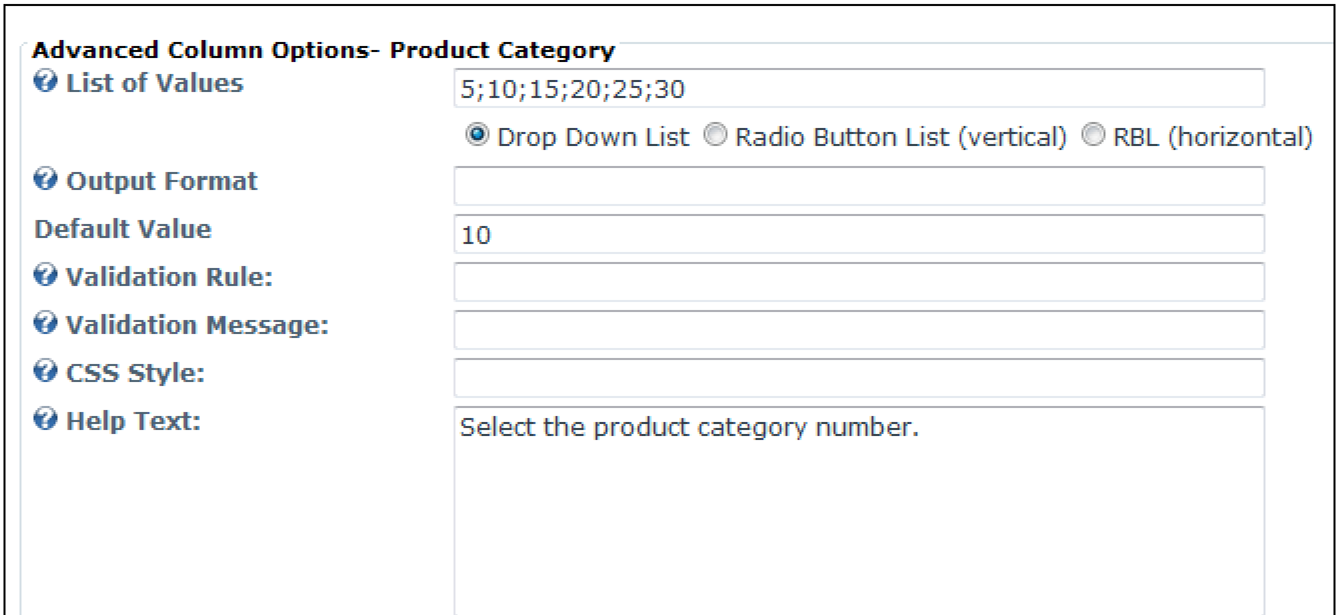


The Image Column displayed in a List

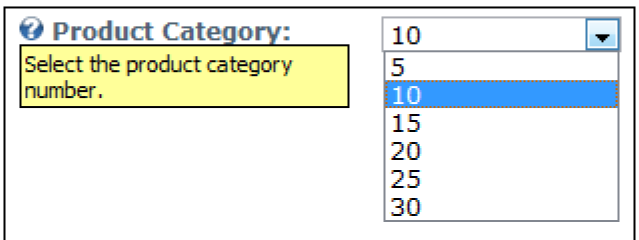
Advanced Integer Column Options

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"

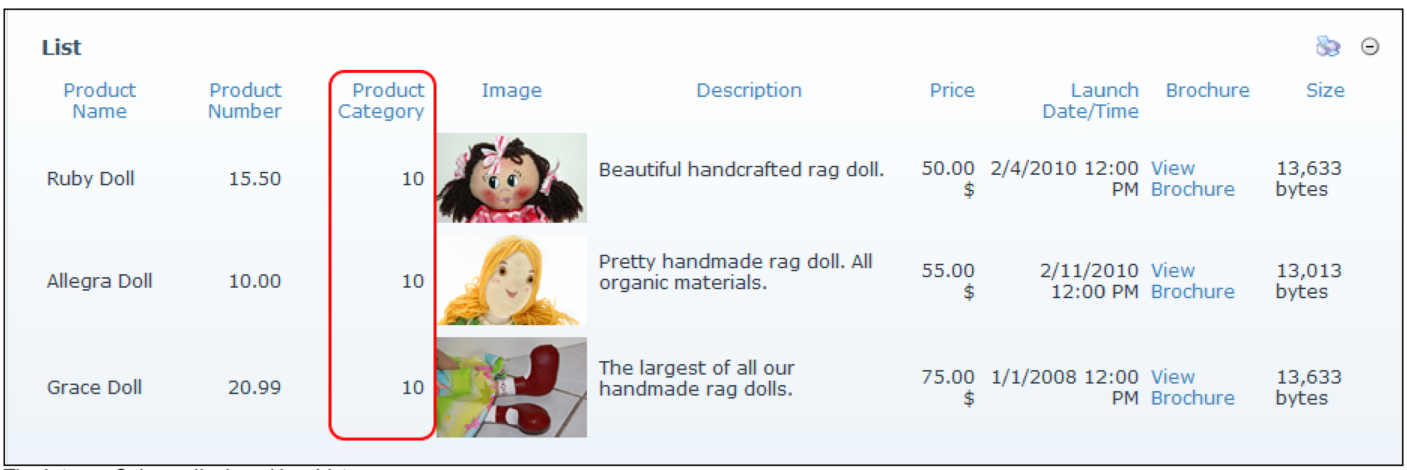
1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **List of Values** set the following:
    a. In the **List of Values** text box, enter a list of integers that can be selected for this field. Setting this field will remove the user's ability to enter 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.



Setting the Advanced Options for an Integer column



The Integer column on the Edit Record page of a list



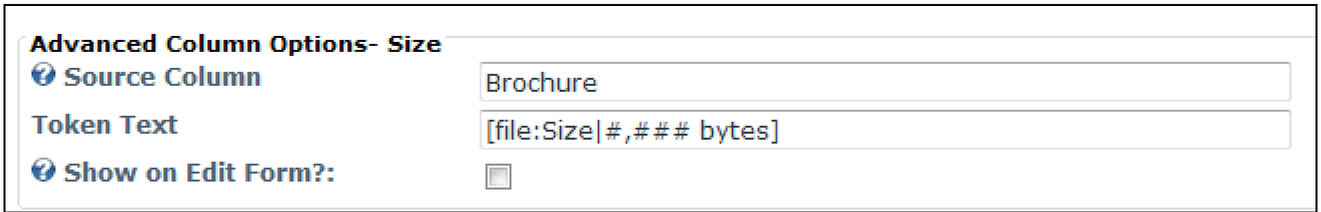
The Integer Column displayed in a List

Advanced Look-Up Column Options

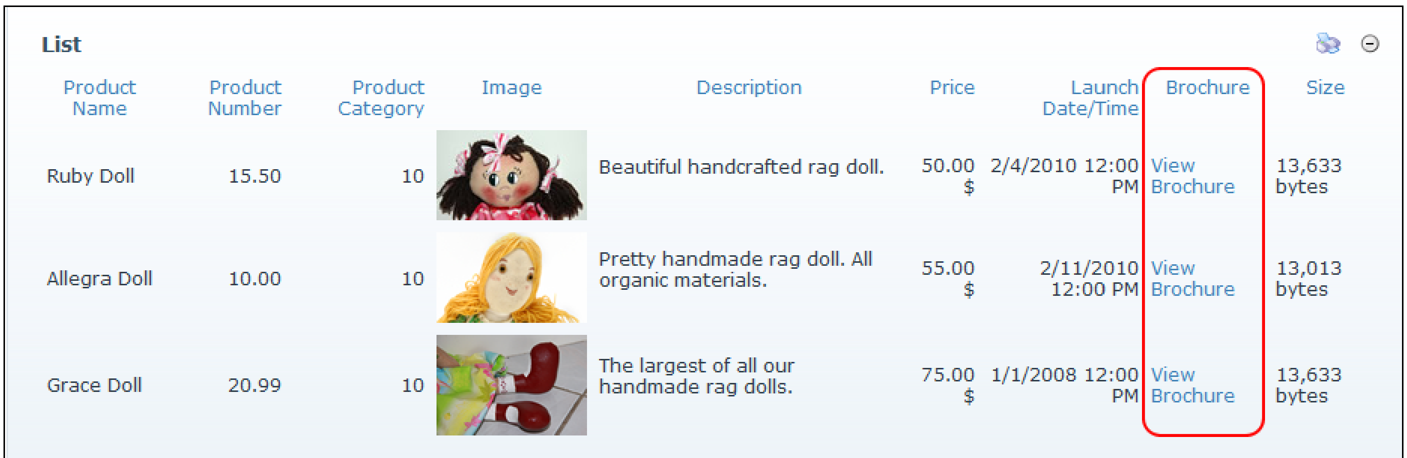
How to configure the optional Advanced Column Options for look-up columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a Look-Up column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

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.



Setting the Advanced Options for a Look-Up column



The Look-Up Column displayed in a List

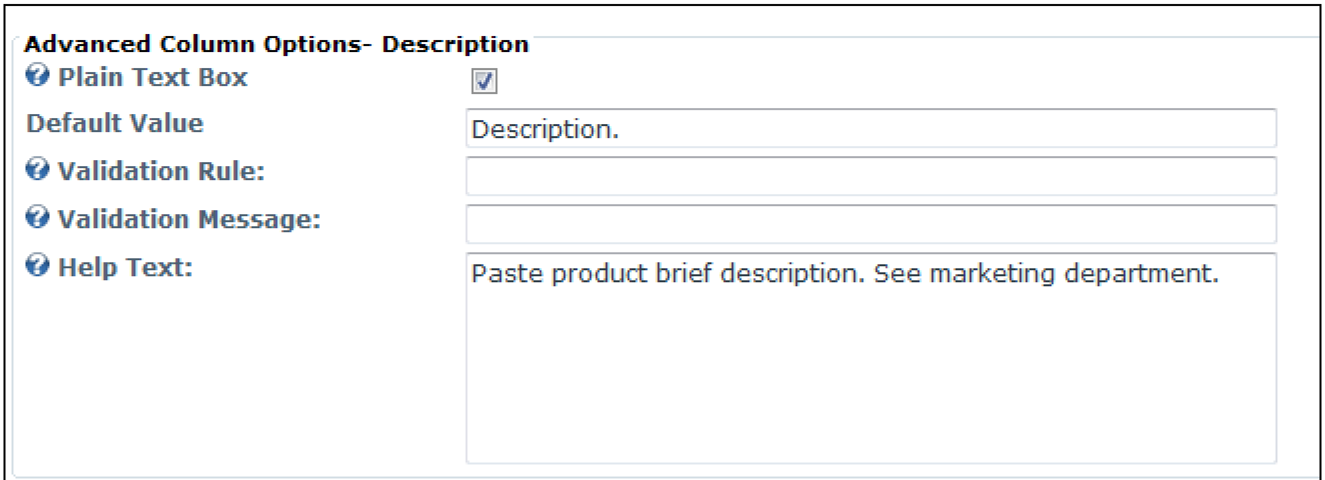
Advanced Rich Text (Html) Column Options

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"

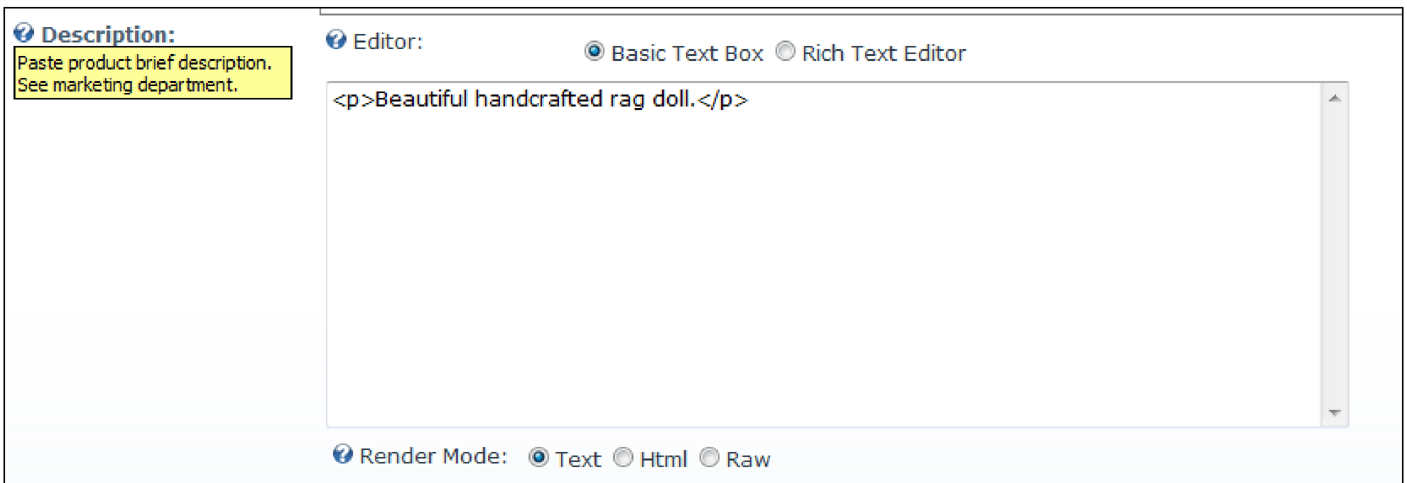
1. Go to the **Advanced Column Options** section and set any of the following optional fields:
2. At **Plain Text Box** select from the following options:
   - Check the check box to display the plain text box only. The Plain text box will still be multiple lines deep.
   - Uncheck the check box to display 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.

5. In the **Validation Message** text box, enter the message to be displayed if the value entered is incorrect for the validation rule.

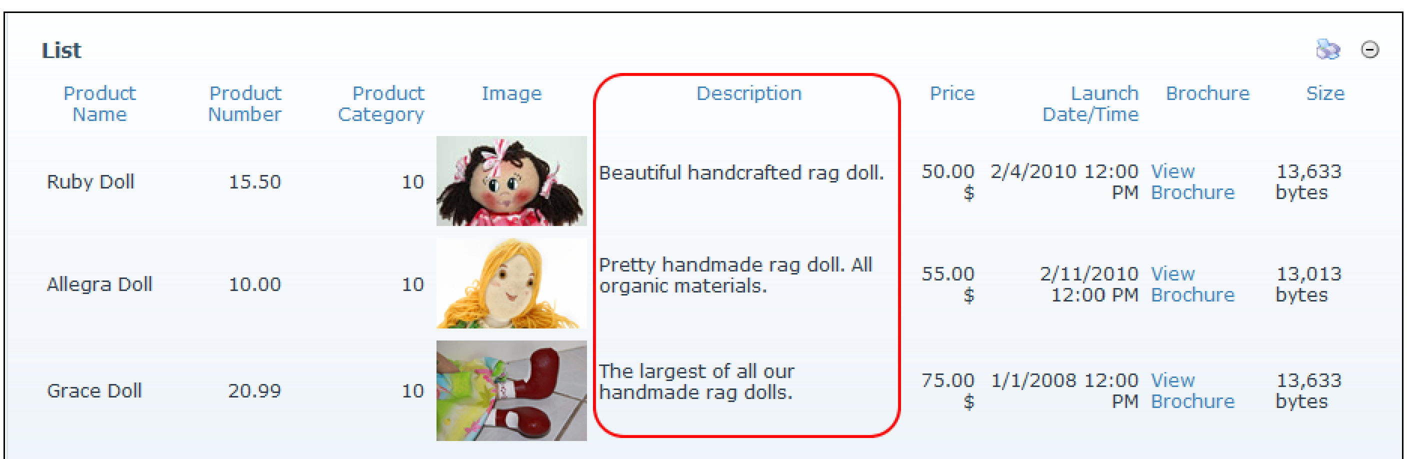
6. In the **Help Text** text box, enter a help message to assist users when entering data for this column.



Setting the Advanced Options for a Rich Text (Html) column



Adding Basic Text/Rich Text to a list on the Edit Record page


List

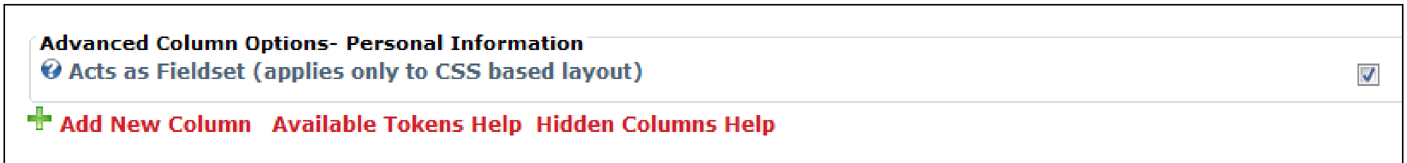
Product Name	Product Number	Product Category	Image	Description	Price	Launch Date/Time	Brochure	Size
Ruby Doll	15.50	10		Beautiful handcrafted rag doll.	50.00 $	2/4/2010 12:00 PM	View Brochure	13,633 bytes
Allegra Doll	10.00	10		Pretty handmade rag doll. All organic materials.	55.00 $	2/11/2010 12:00 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 Rich Text Column displayed in a List

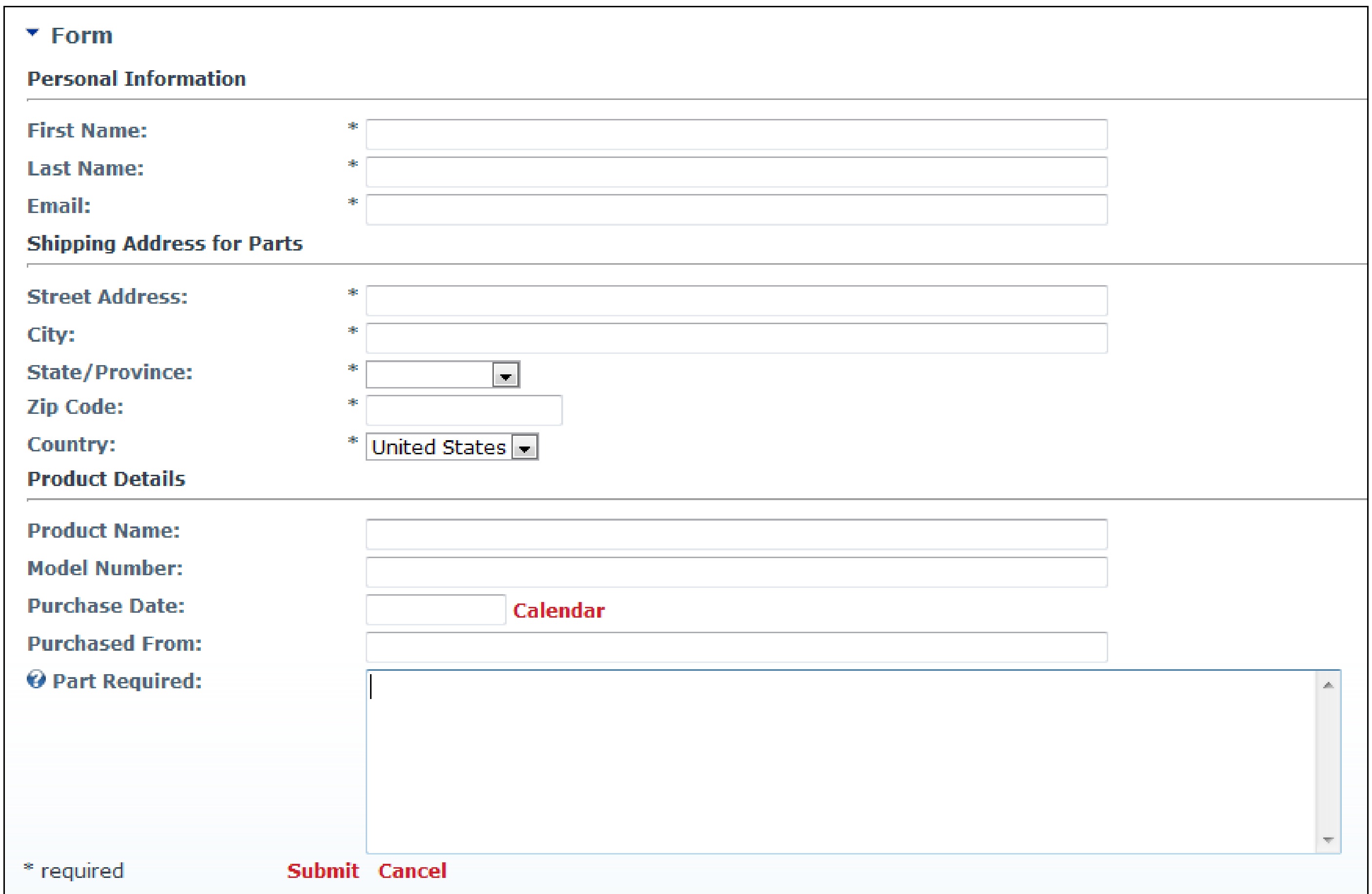
Advanced Separator Column Options

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.



Setting the Advanced Options for a Separator

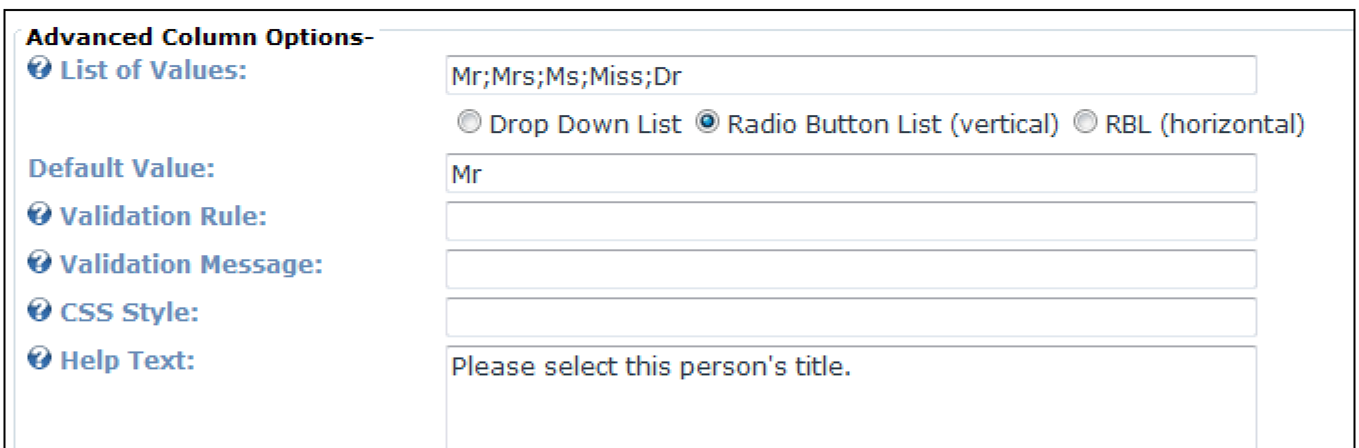


Separators displayed on a Form

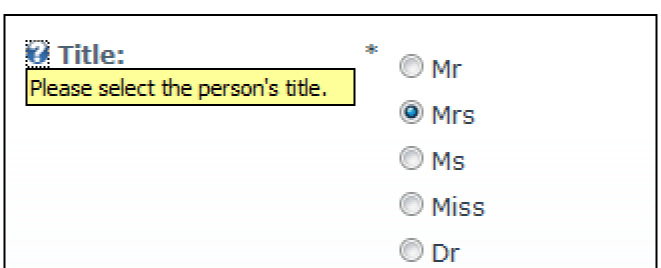
Advanced Text Column Options

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.



Setting the Advanced Options for a Text column



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	☑	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	☑	Send Email	Website	3/1/2011	Opportunity to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	☑	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	☑	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

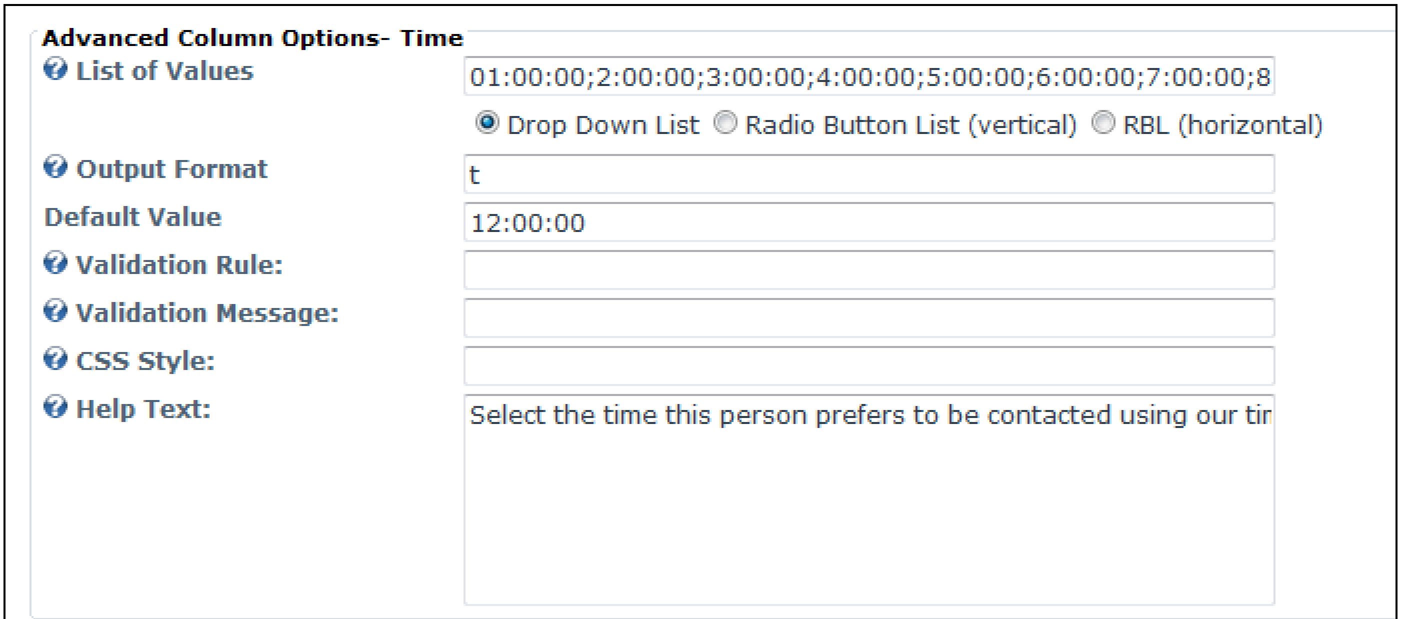
Text displayed on a Form

Advanced Time Column Options

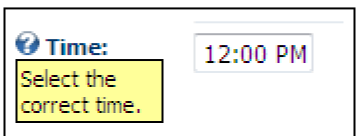
How to configure the optional Advanced Column Options for Time columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a time column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

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.



Setting the Advanced Options for a Time column

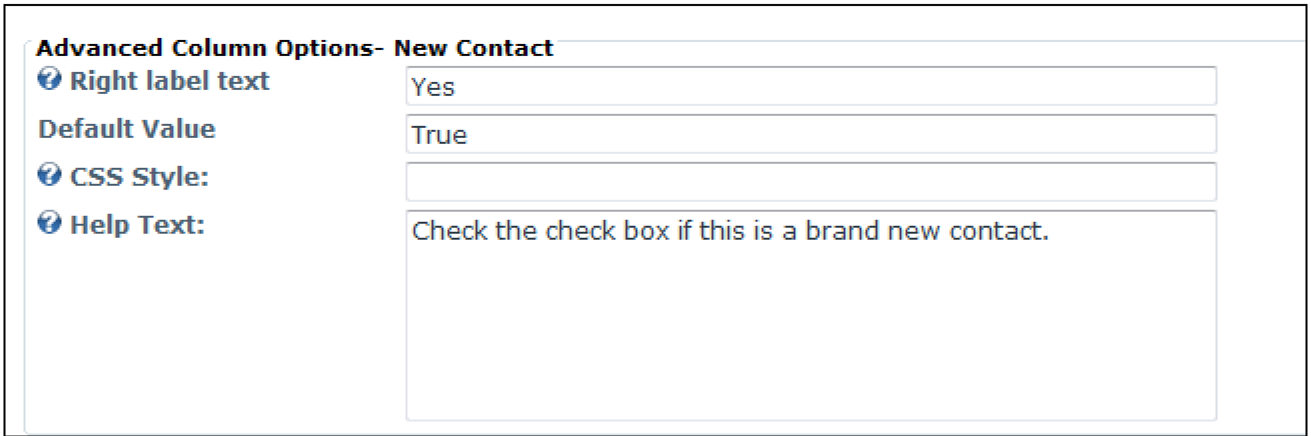


Adding a time record to a list on the Edit Record page

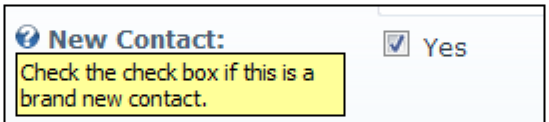
Advanced True/False Column Options

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.



Setting the Advanced Options for a True/False column



Adding a True/False record to a list on the Edit Record page

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.

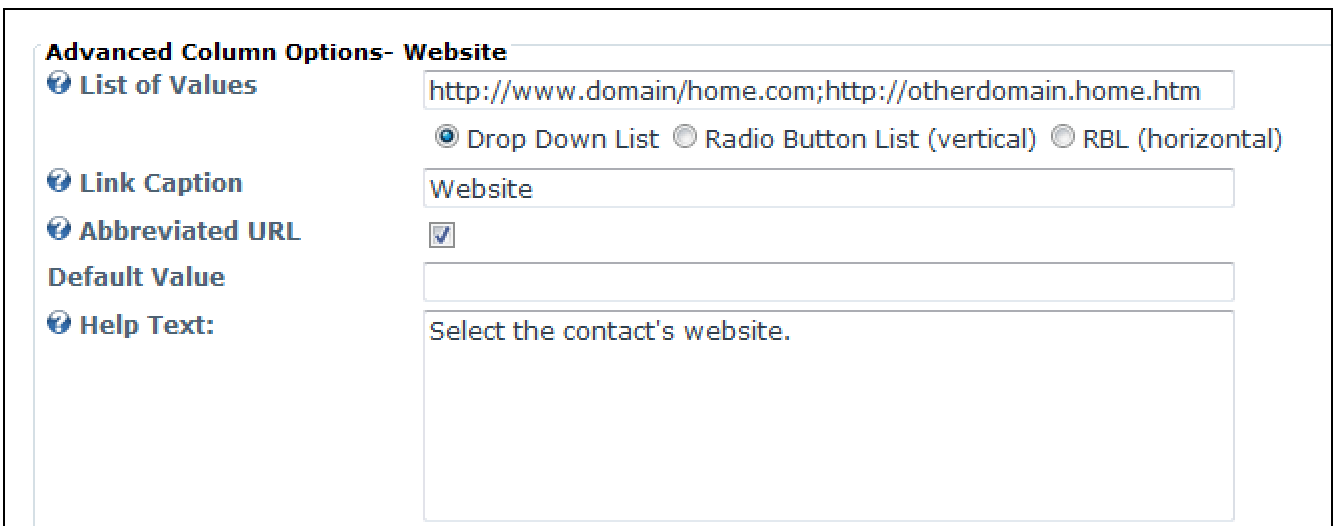
3. In the **Link Caption** text box, enter the text that you want to display instead of the URL in the table. E.g. Visit this website. This text will then display as a mailto link.

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.

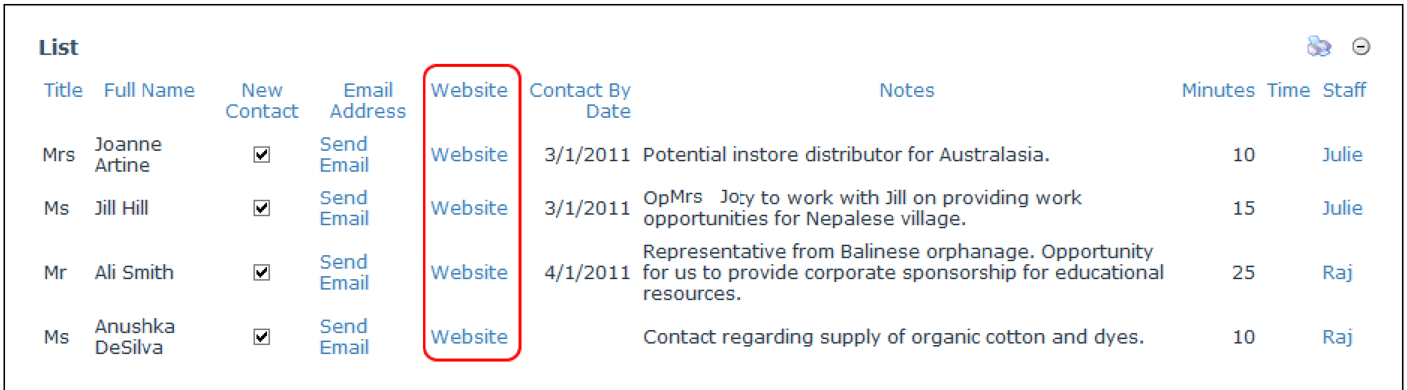
6. In the **Help Text** text box, enter a help message to assist users when entering data for this column.

"Configuring URL Column Settings". to configure additional settings for this column type.



Setting the Advanced Options for a URL column

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	☑	Send Email	Website	3/1/2011	Potential instore distributor for Australasia.	10		Julie
Ms	Jill Hill	☑	Send Email	Website	3/1/2011	OpMrs Jo:y to work with Jill on providing work opportunities for Nepalese village.	15		Julie
Mr	Ali Smith	☑	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	☑	Send Email	Website		Contact regarding supply of organic cotton and dyes.	10		Raj

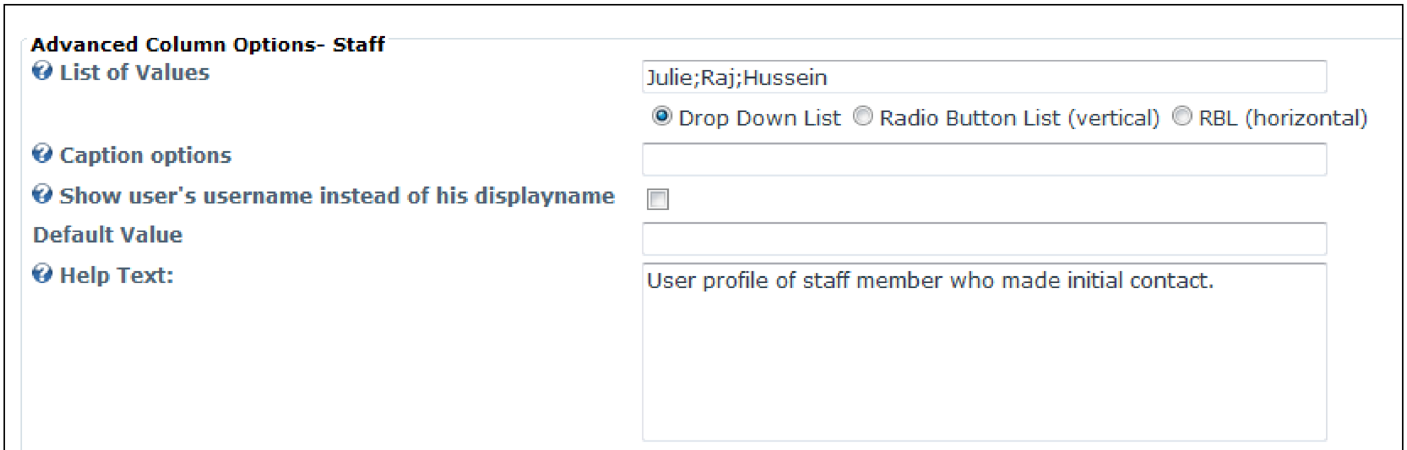
The URL column displayed in a List

Advanced User Profile Link Column Options

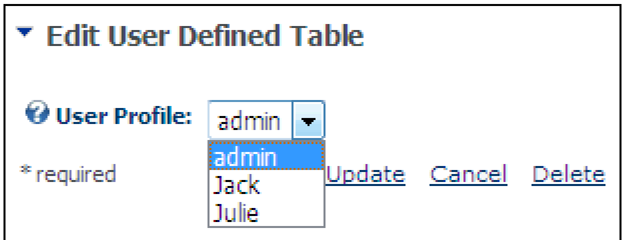
How to configure the optional Advanced Column Options for Link To User's Profile columns for a form or list in the Form & List module. This tutorial assumes you are currently adding or editing a User Profile Link column. See "Creating a List", See "Creating a Form" or See "Editing List or Form Columns"

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 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.
    b. 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.
3. 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.
4. 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.
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 they add and manage data for this column.

"Configuring User Profile Link Settings". to configure additional settings for this column type.



Setting the Advanced Options for a User Profile Link column



The Link to User's Profile column as displayed on the Edit Record page

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.

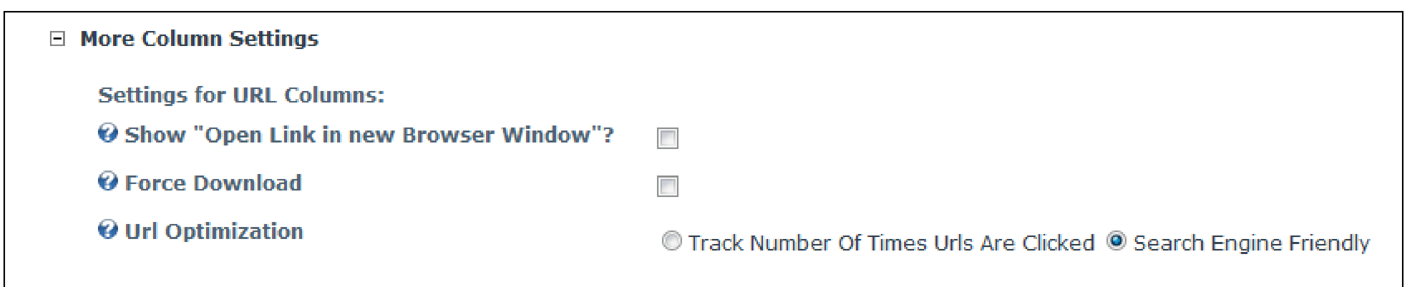
4. Click the Save Configuration and Return link to save this setting and return to the module.

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.



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:

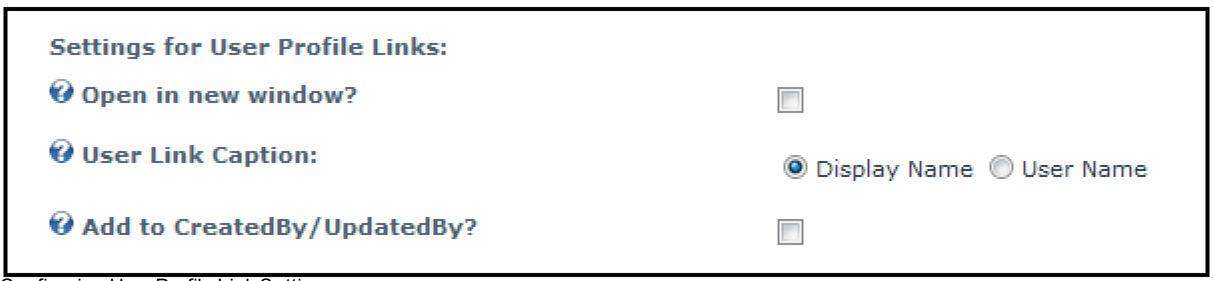
   a. At **Open in New Window**, check the check box to open the profile in a new Web browser window - OR - Uncheck the check box to open the profile in the same window.

   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.



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.

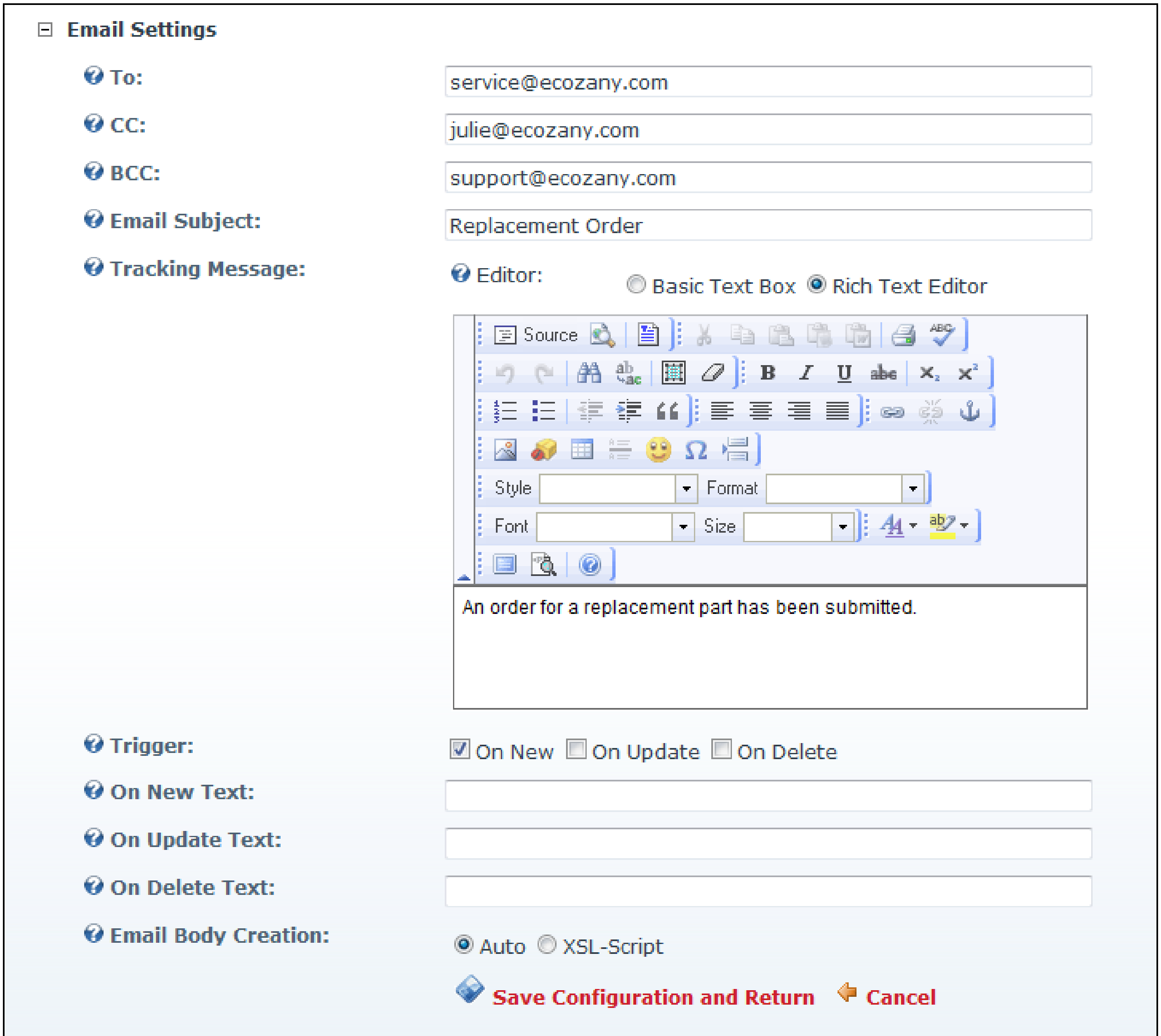
7. In the **BCC** text box, enter each email address to be sent a 'blind carbon copy' of this message. See To field for more details.

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.



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.

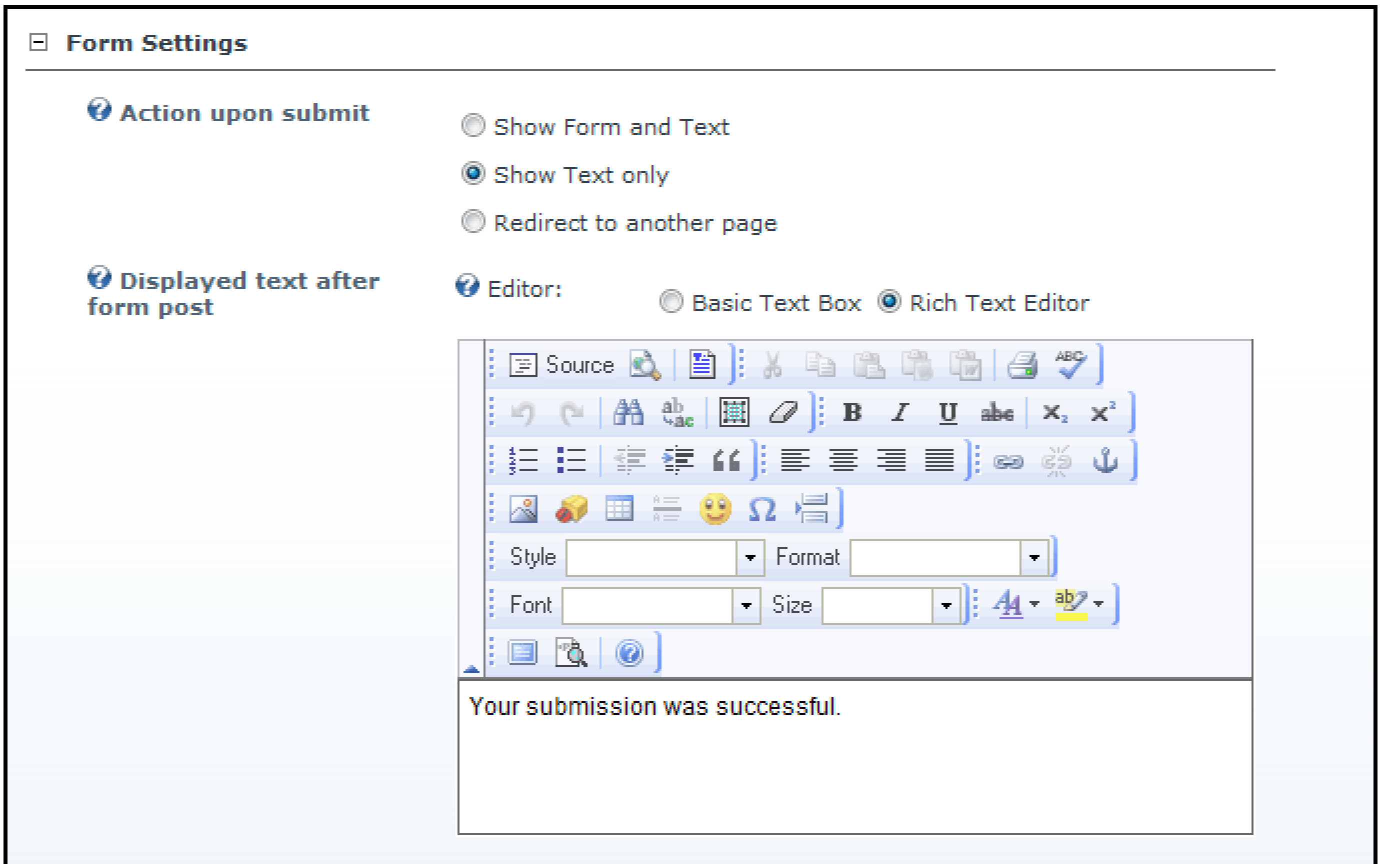
    a. At **Action Upon Submit** select from these options to set what happens once the form is submitted:

    - **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.

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.

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.
- **Unordered List**: Renders each record inside its own list item tag. E.g.
- **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.

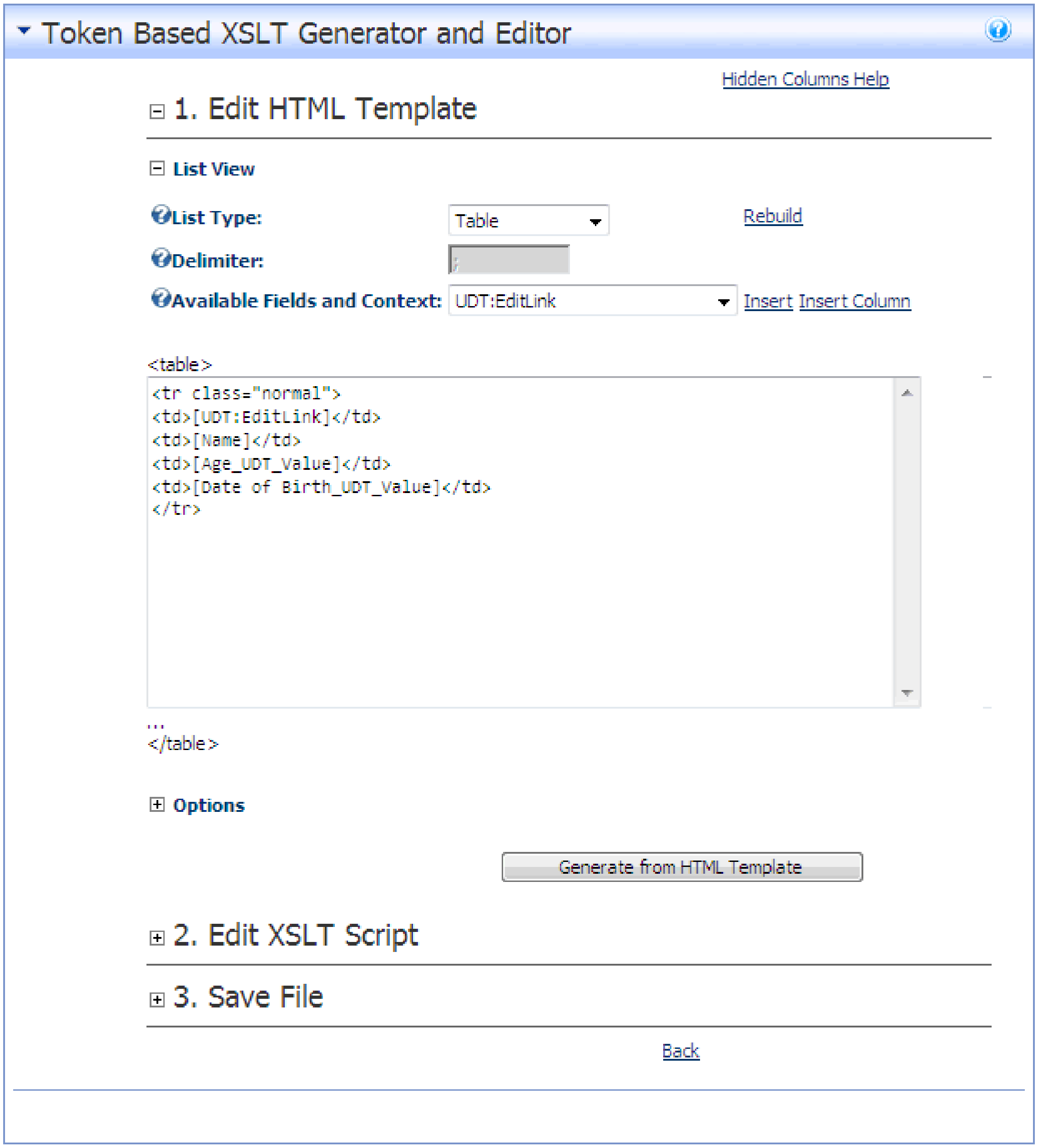
Tip: Click the Rebuilt link located in the 1. Edit HTML Template section to rebuild the HTML template if required. Note: All changes will be lost.

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.



6. In the **List View section**, complete the following to edit the displayed HTML to create your custom XSL transformation:

   a. 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.

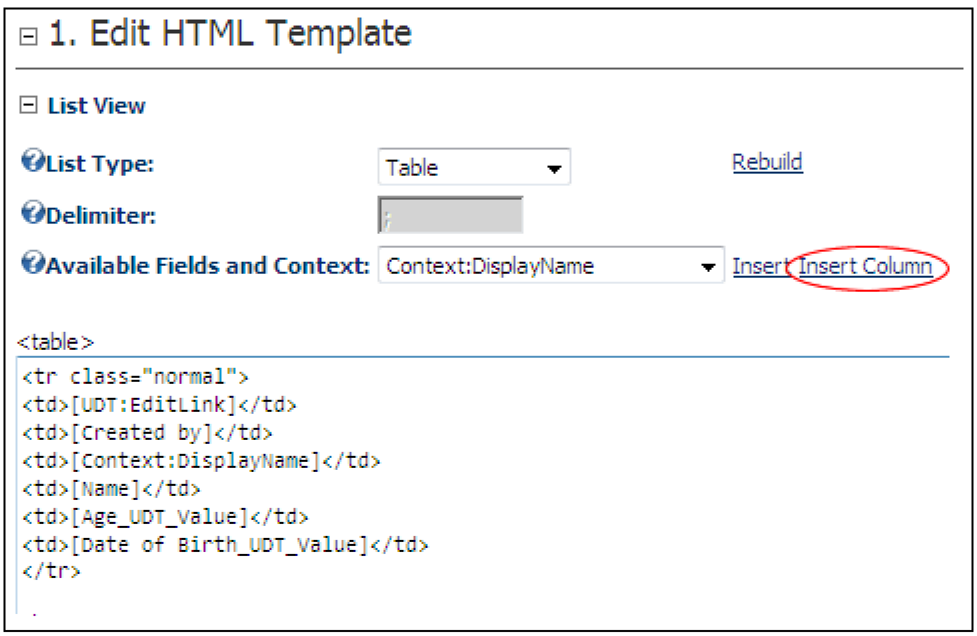
c. At **Available Fields and Context**, insert one or more fields or columns as follows:

i. 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.

ii. 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.



7. **Optional. Maximize** the **Options** section, complete the following optional settings:

a. **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.

b. **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.

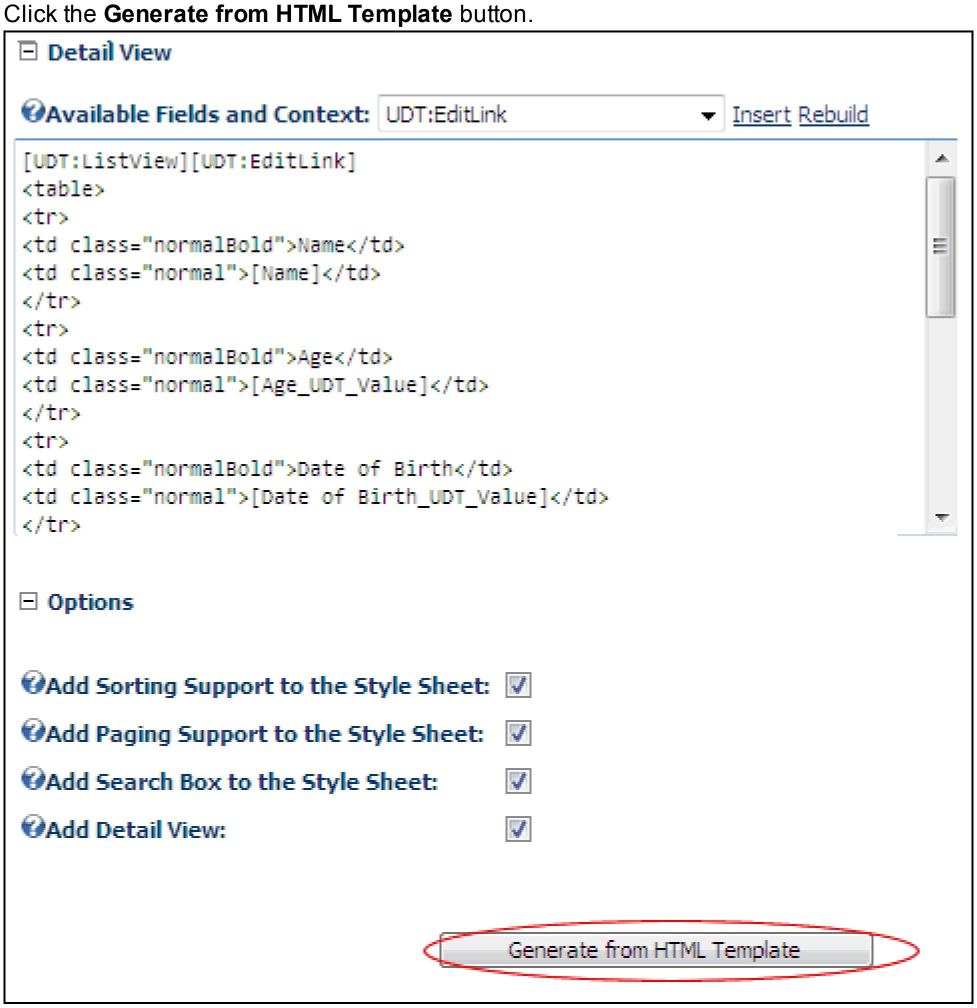
      2. At **Available Fields and Content**, select the field you wish to insert.

      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.

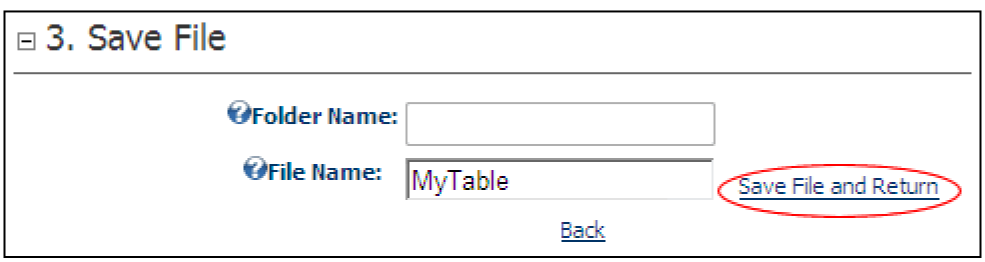


9. **Optional.** In the **2. Edit XSLT Script** section, view and edit the XSLT script if required.

10. Go to the **3. Save File** section.

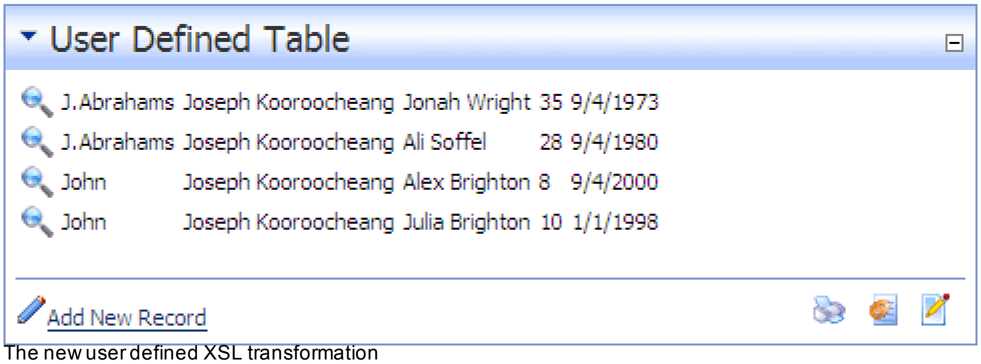
    a. In the **File Name** text box, enter a file name.

    b. Click the Save File and Return link.



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.

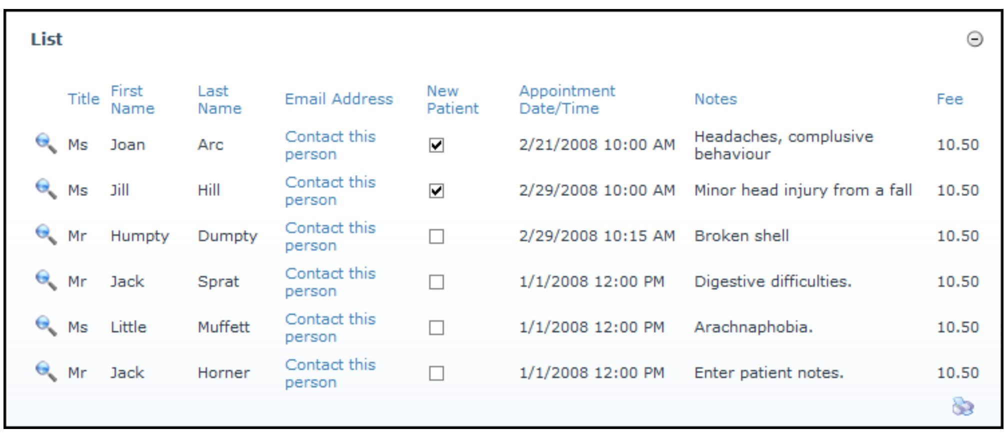


The new user defined XSL transformation

Rendering a List using built-in Stylesheets

How to render list using one of the built-in stylesheets on the Forms & Lists module.

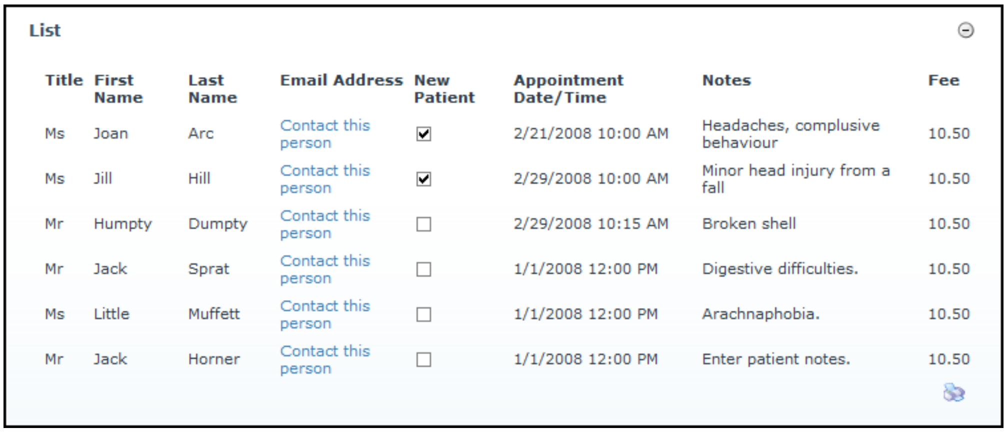
1. Select **Form and List Configuration** from the module actions menu - OR - Click the **Form and List Configuration** button.
2. **Maximize** the **List Settings** section.
3. At **Rendering Method**, select **XSLT using built-in stylesheets**.
4. At **XSL Script**, select one of the following designs:
   - **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	Contact this person	☑	2/21/2008 10:00 AM	Headaches, complusive behaviour	10.50
	Ms	Jill	Hill	Contact this person	☑	2/29/2008 10:00 AM	Minor head injury from a fall	10.50
	Mr	Humpty	Dumpty	Contact this person	☐	2/29/2008 10:15 AM	Broken shell	10.50
	Mr	Jack	Sprat	Contact this person	☐	1/1/2008 12:00 PM	Digestive difficulties.	10.50
	Ms	Little	Muffett	Contact this person	☐	1/1/2008 12:00 PM	Arachnaphobia.	10.50
	Mr	Jack	Horner	Contact this person	☐	1/1/2008 12:00 PM	Enter patient notes.	10.50

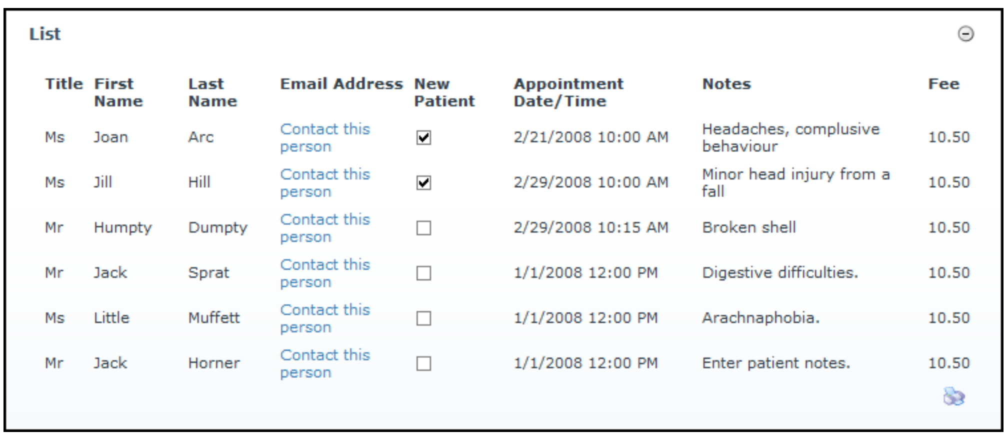
- **Basic Table** (pictured below): Similar to the default grid table however this table does not have column sorting or paging.



List

Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Ms	Joan	Arc	Contact this person	☑	2/21/2008 10:00 AM	Headaches, complusive behaviour	10.50
Ms	Jill	Hill	Contact this person	☑	2/29/2008 10:00 AM	Minor head injury from a fall	10.50
Mr	Humpty	Dumpty	Contact this person	☐	2/29/2008 10:15 AM	Broken shell	10.50
Mr	Jack	Sprat	Contact this person	☐	1/1/2008 12:00 PM	Digestive difficulties.	10.50
Ms	Little	Muffett	Contact this person	☐	1/1/2008 12:00 PM	Arachnaphobia.	10.50
Mr	Jack	Horner	Contact this person	☐	1/1/2008 12:00 PM	Enter patient notes.	10.50

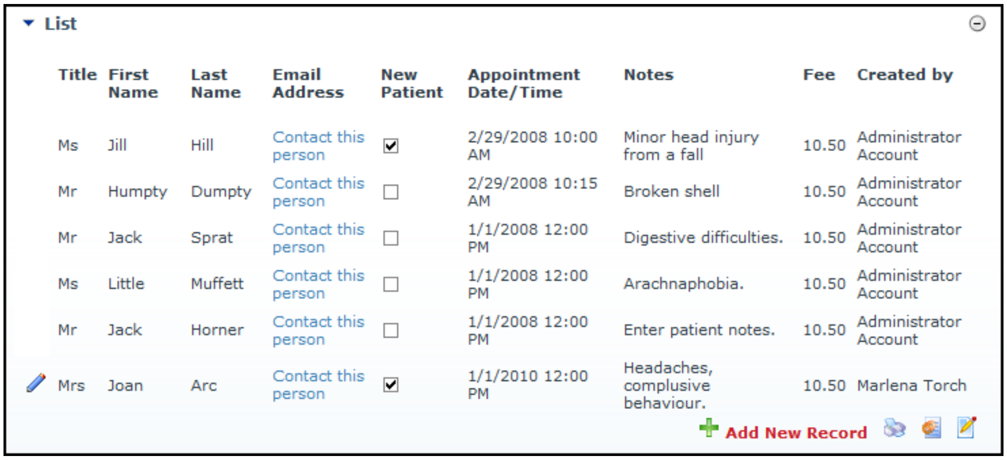
- **Card View** (pictured below): Records displayed in cards.



List

Title	First Name	Last Name	Email Address	New Patient	Appointment Date/Time	Notes	Fee
Ms	Joan	Arc	Contact this person	☑	2/21/2008 10:00 AM	Headaches, complusive behaviour	10.50
Ms	Jill	Hill	Contact this person	☑	2/29/2008 10:00 AM	Minor head injury from a fall	10.50
Mr	Humpty	Dumpty	Contact this person	☐	2/29/2008 10:15 AM	Broken shell	10.50
Mr	Jack	Sprat	Contact this person	☐	1/1/2008 12:00 PM	Digestive difficulties.	10.50
Ms	Little	Muffett	Contact this person	☐	1/1/2008 12:00 PM	Arachnaphobia.	10.50
Mr	Jack	Horner	Contact this person	☐	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	Contact this person	☑	2/29/2008 10:00 AM	Minor head injury from a fall	10.50	Administrator Account
	Mr	Humpty	Dumpty	Contact this person	☐	2/29/2008 10:15 AM	Broken shell	10.50	Administrator Account
	Mr	Jack	Sprat	Contact this person	☐	1/1/2008 12:00 PM	Digestive difficulties.	10.50	Administrator Account
	Ms	Little	Muffett	Contact this person	☐	1/1/2008 12:00 PM	Arachnaphobia.	10.50	Administrator Account
	Mr	Jack	Horner	Contact this person	☐	1/1/2008 12:00 PM	Enter patient notes.	10.50	Administrator Account
	Mrs	Joan	Arc	Contact this person	☑	1/1/2010 12:00 PM	Headaches, complusive behaviour.	10.50	Marlena Torch

Add New Record

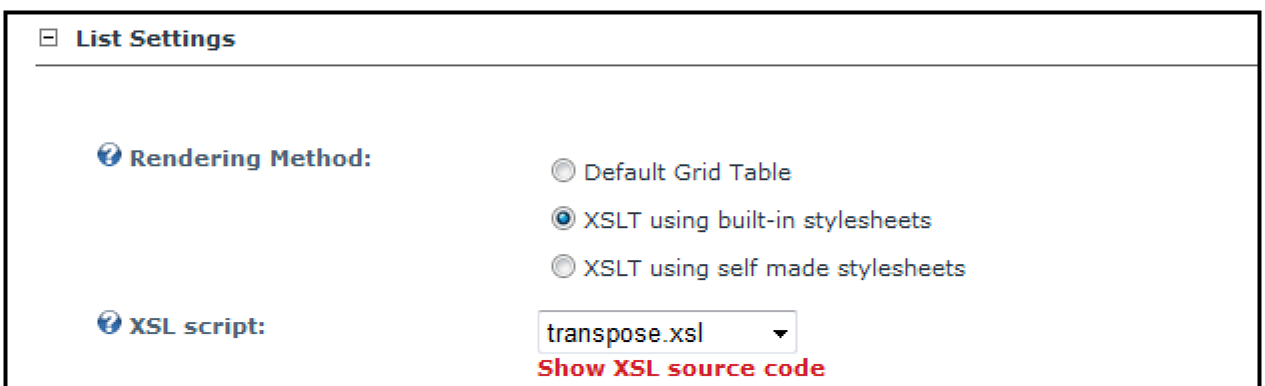
- **Transpose** (pictured below): Columns are displayed down the page. Column sorting or paging are disabled.

List

Title	Ms	Ms	Mr	Mr	Ms	Mr	Mrs
First Name	Joan	Jill	Humpty	Jack	Little	Jack	Joan
Last Name	Arc	Hill	Dumpty	Sprat	Muffett	Horner	Arc
Email Address	Contact this person	Contact this person	Contact this person	Contact this person	Contact this person	Contact this person	Contact this person
New Patient	☑	☑	☐	☐	☐	☐	☑
Appointment Date/Time	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
Notes	Headaches, complusive behaviour	Minor head injury from a fall	Broken shell	Digestive difficulties.	Arachnaphobia.	Enter patient notes.	Headaches, complusive behaviour.
Fee	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.

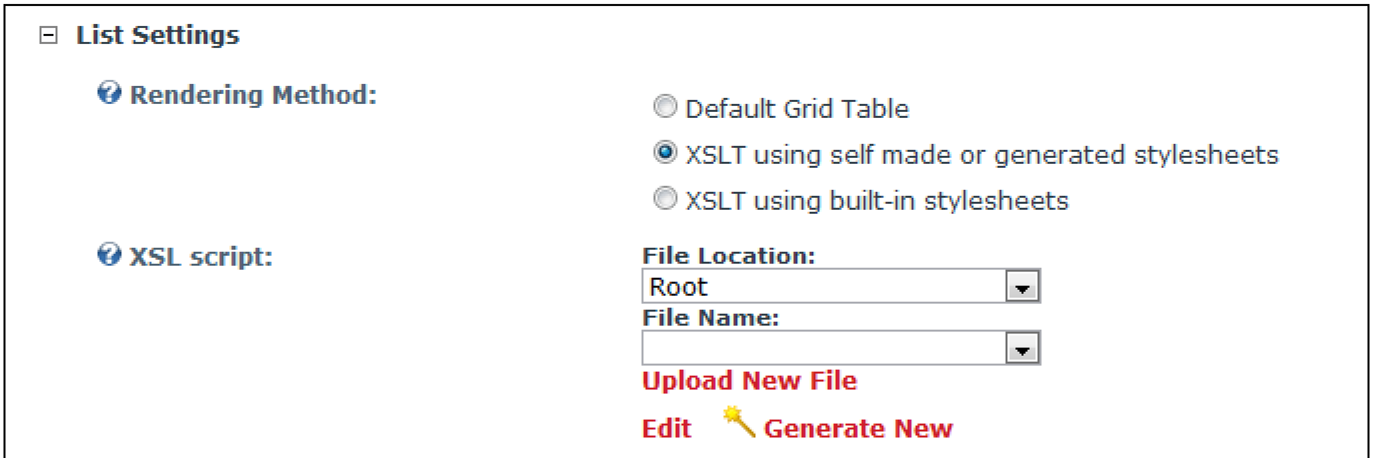


Setting the rendering method

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.

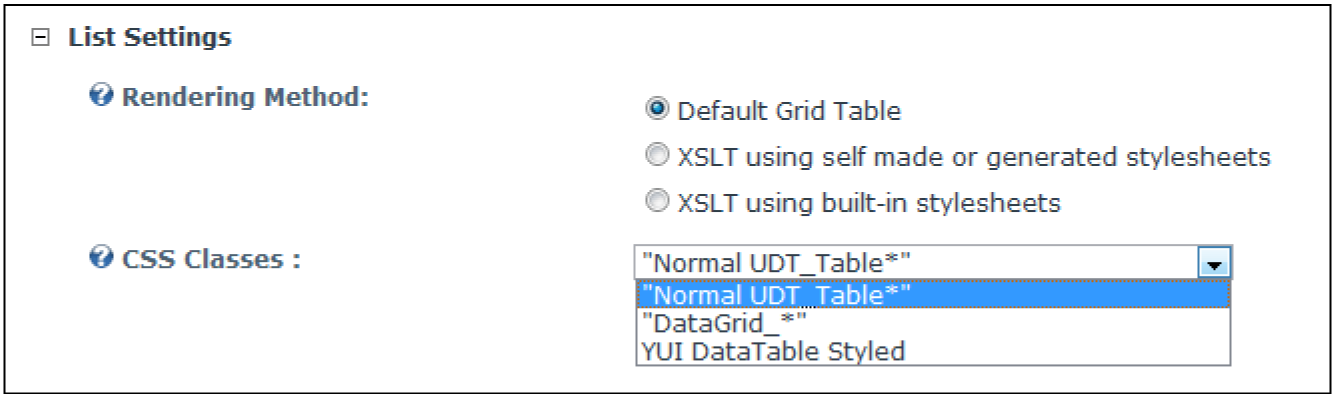


Rendering a List using Self Made Stylesheets

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.

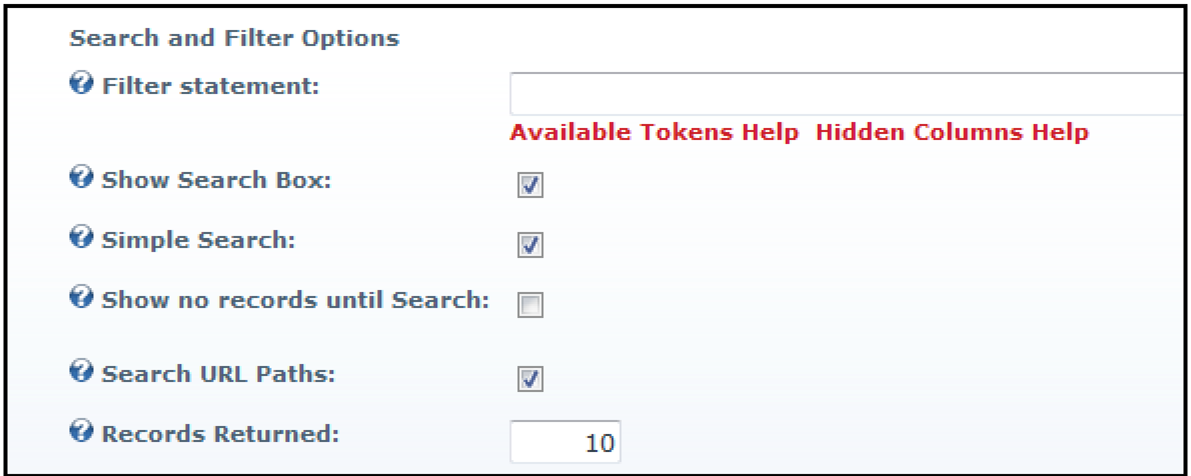


Setting the List Design using Default Grids

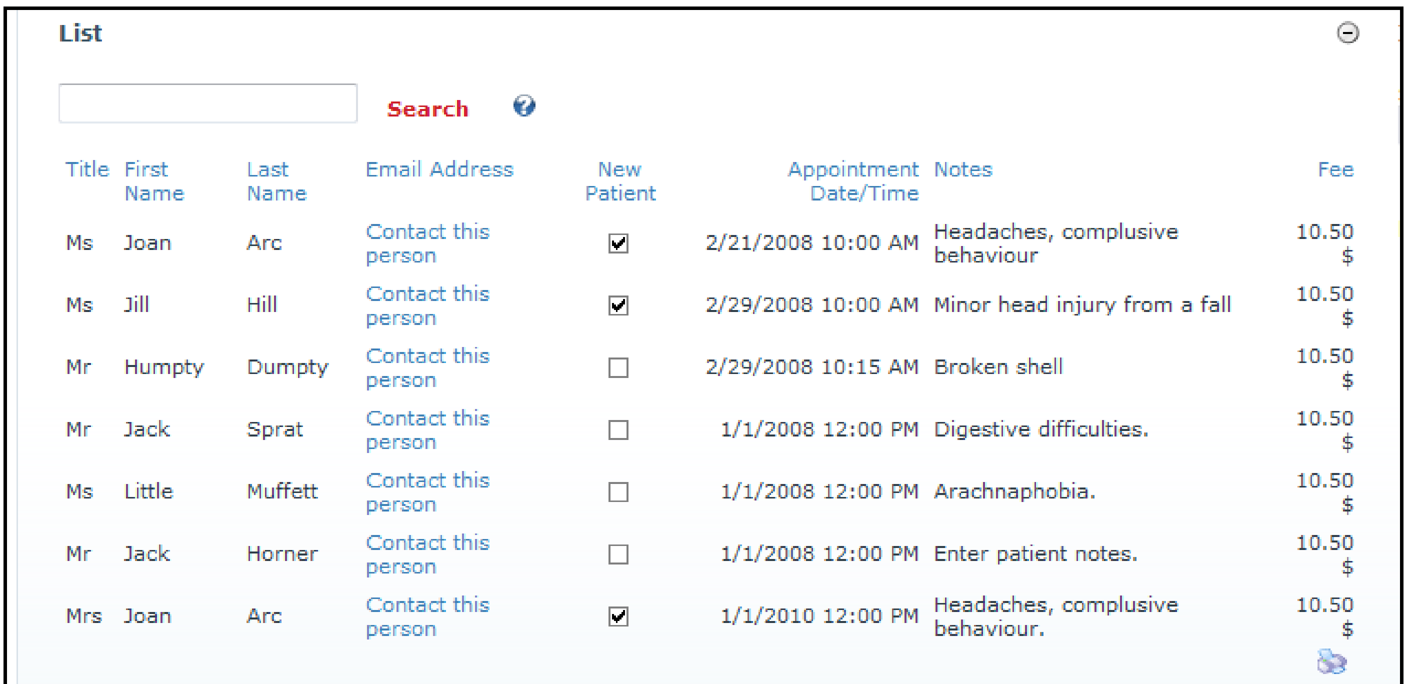
Setting List Search and Filter Options

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.



Enabling the list search box



List with Simple Search

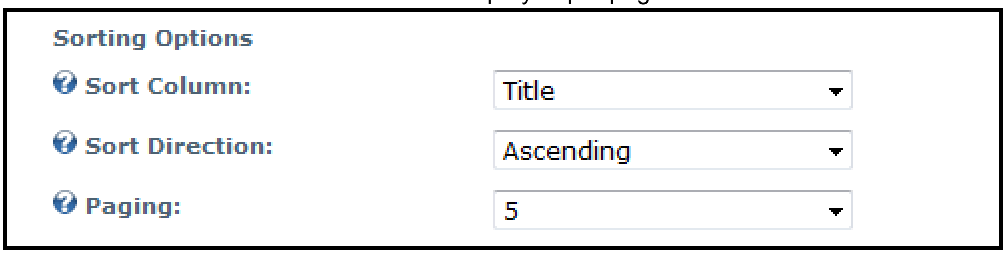
Setting List Sorting Options

How to set the default sort order and direction of list records in the Forms & Lists module.

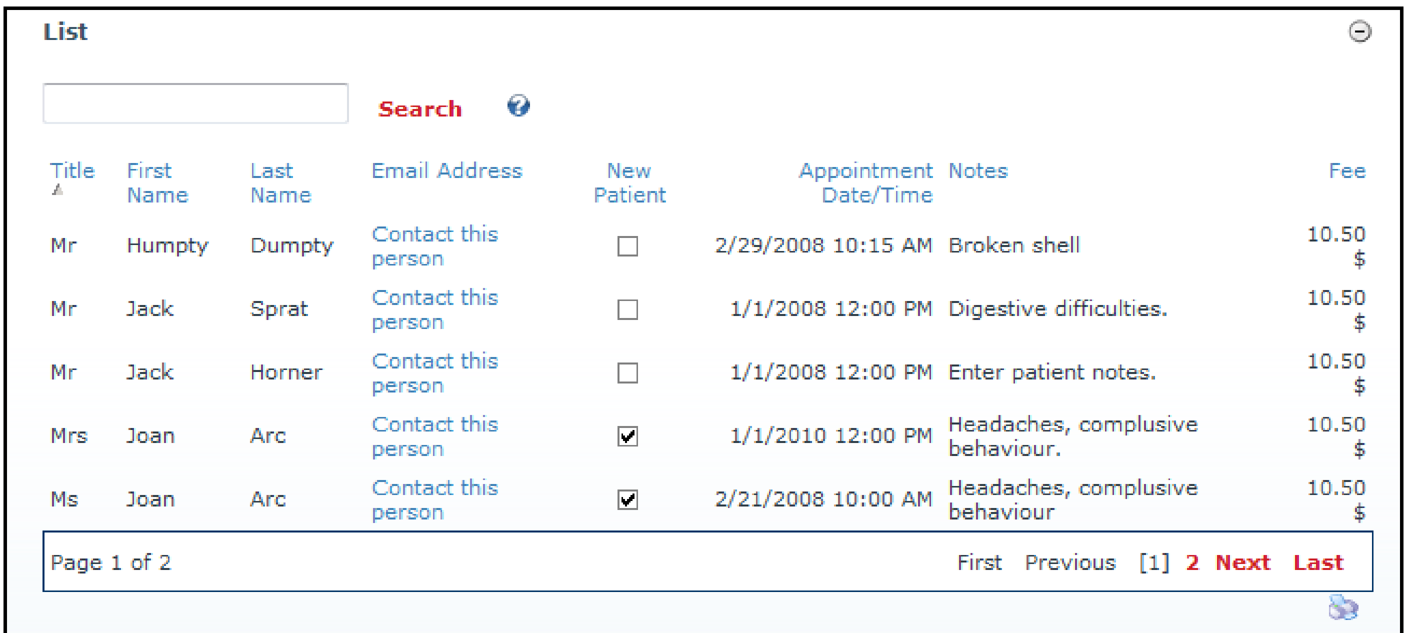
1. Select **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration** button.
2. **Maximize** the **List Settings** section.
3. At **Sort Column**, select a column title from the drop-down box to set the column list record are sorted by - 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.



6. Click the Save Configuration and Return link to update these settings and return to the module.



Setting column sorting and direction

Creating a Form

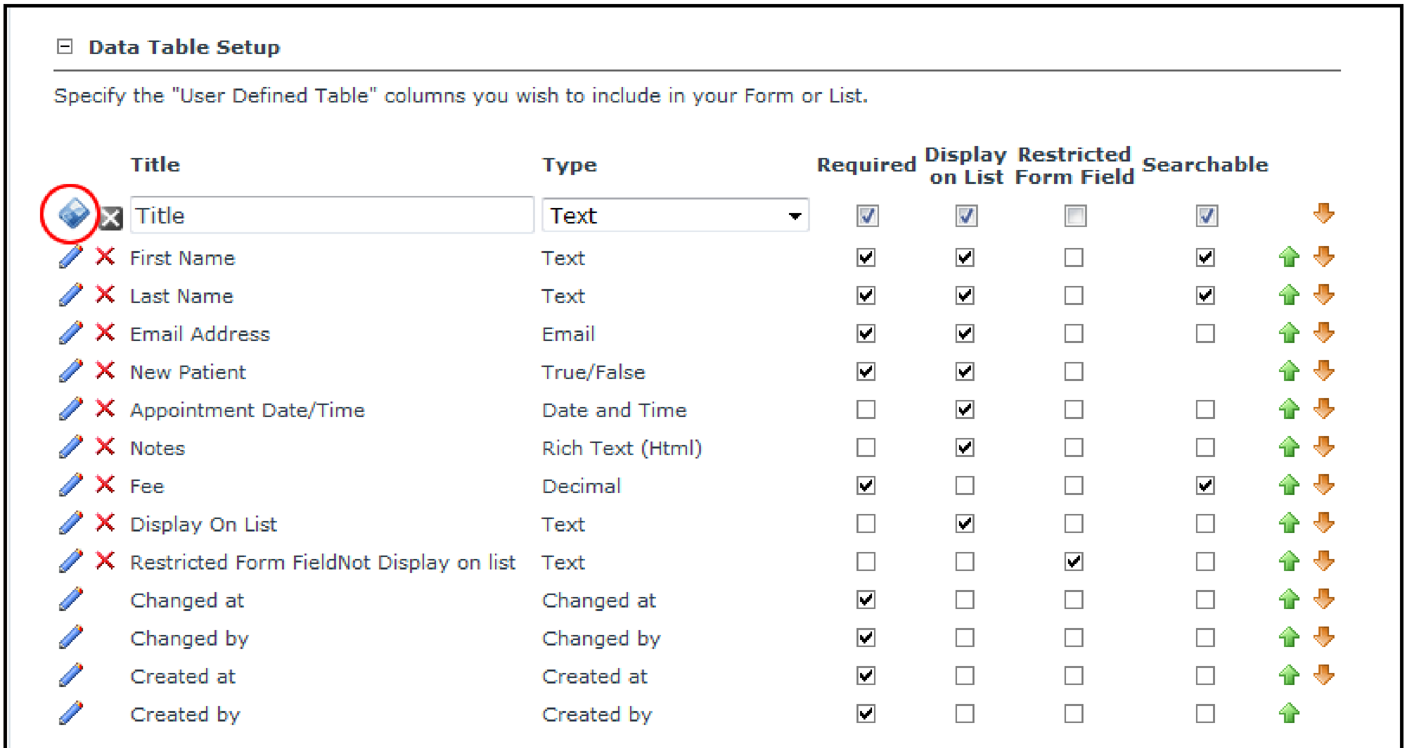
How to add one or more fields to create a form on the Form & List module. This topic assumes you have already configured the module as a form. See "Configuring a Form".

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.



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".

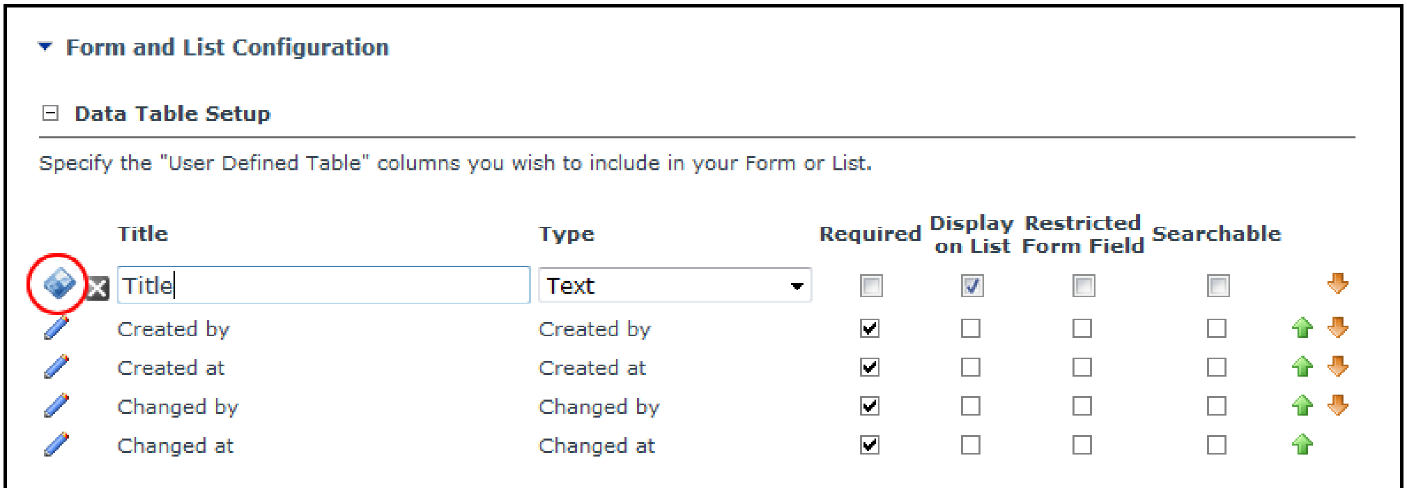
1. Select **Form and List Configuration** from the Form and List module actions menu - OR - Click the **Form and List Configuration** button.
2. Go to the **Schema Definition - Data Table Setup** section.
3. Click the Add New Column link to add a new column.
4. In the **Title** text box, enter a title 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.

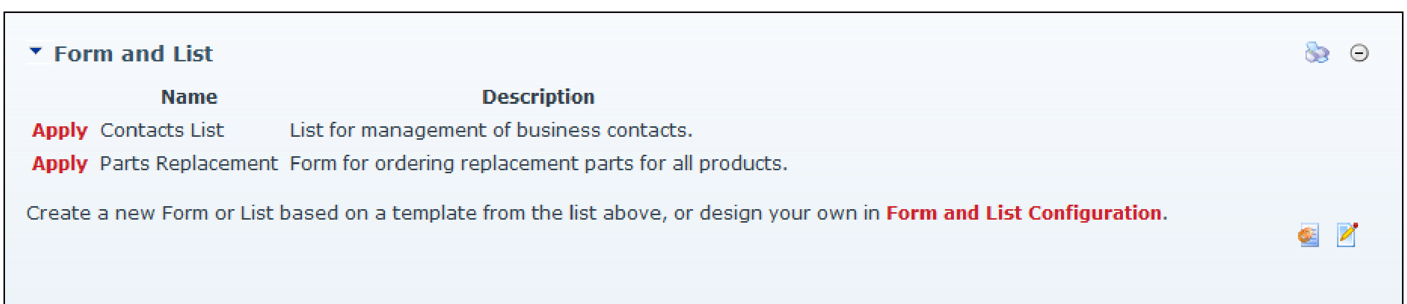


Creating a list

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.

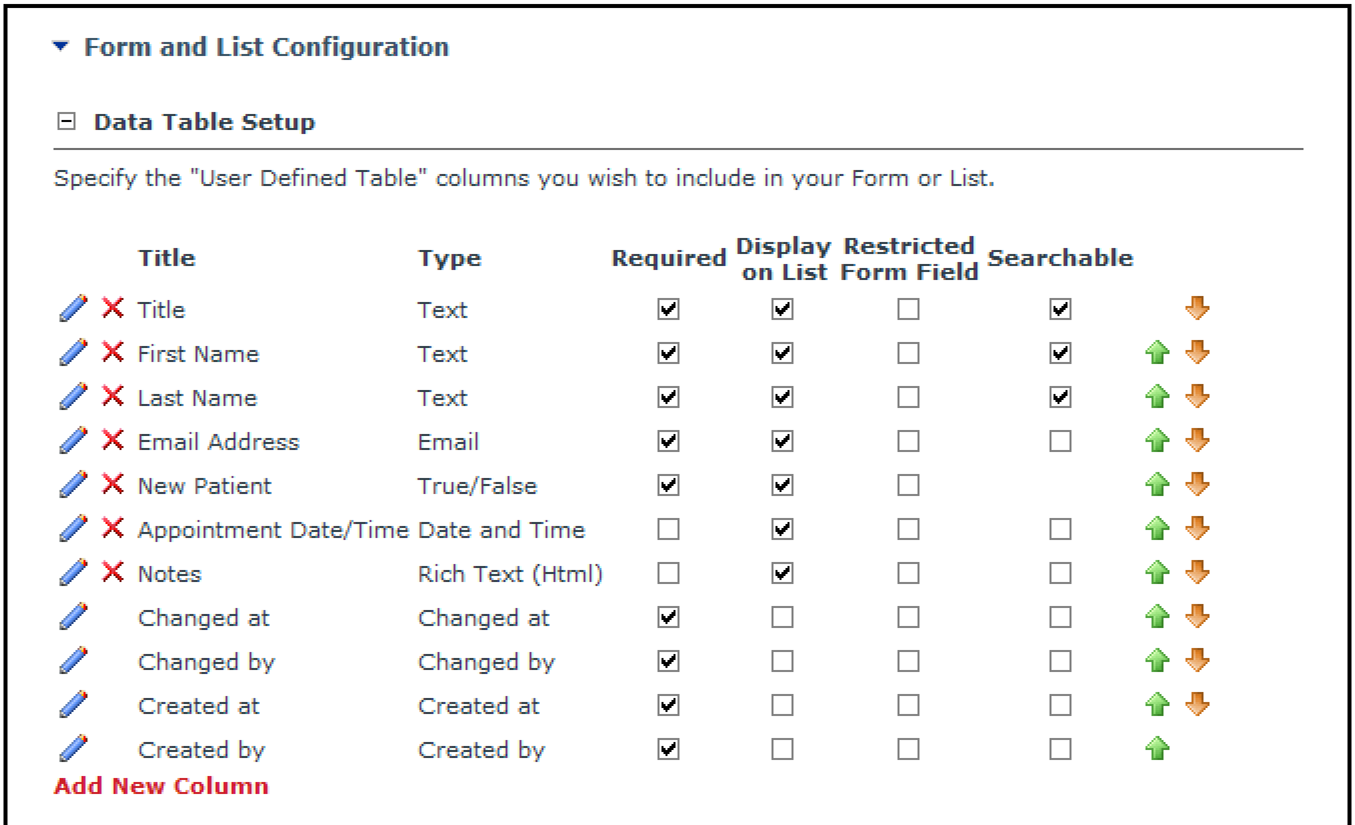


Applying a Template

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	☑	☑	☐	☑
First Name	Text	☑	☑	☐	☑
Last Name	Text	☑	☑	☐	☑
Email Address	Email	☑	☑	☐	☐
New Patient	True/False	☑	☑	☐	
Appointment Date/Time	Date and Time	☐	☑	☐	☐
Notes	Rich Text (Html)	☐	☑	☐	☐
Changed at	Changed at	☑	☐	☐	☐
Changed by	Changed by	☑	☐	☐	☐
Created at	Created at	☑	☐	☐	☐
Created by	Created by	☑	☐	☐	☐

Add New Column

Re-ordering list or form columns

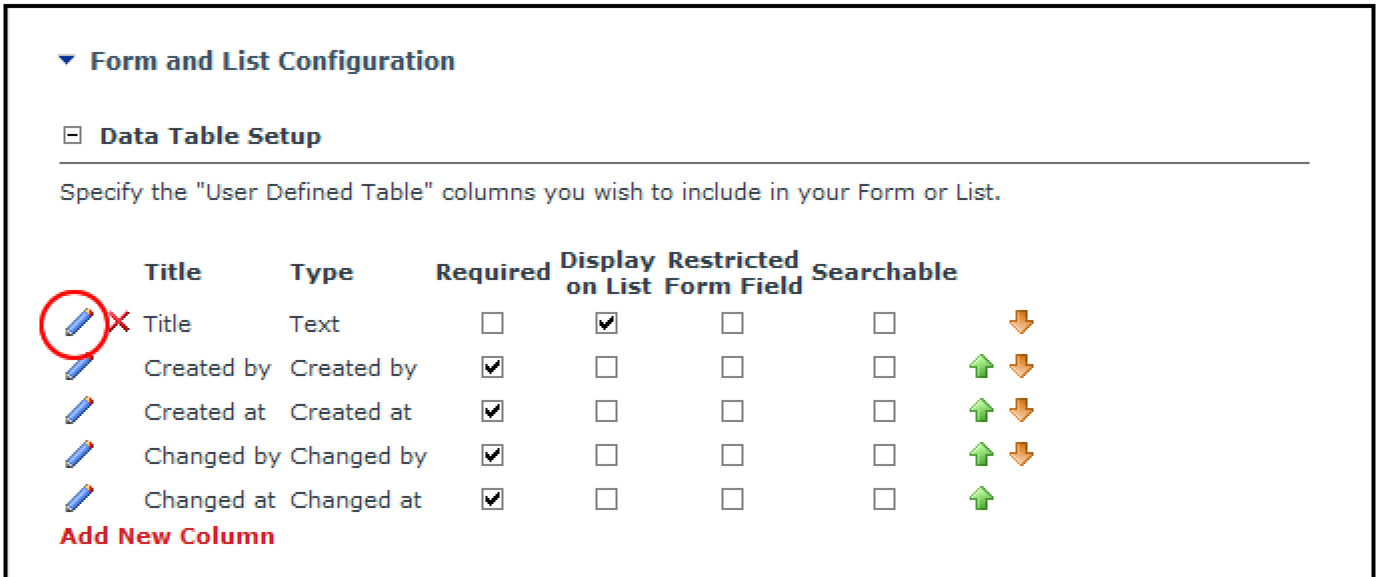
Editing List or Form Columns

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.

5. Repeat Steps 2-4 to edit additional columns.
6. Click the Save Configuration and Return link to return to the module.

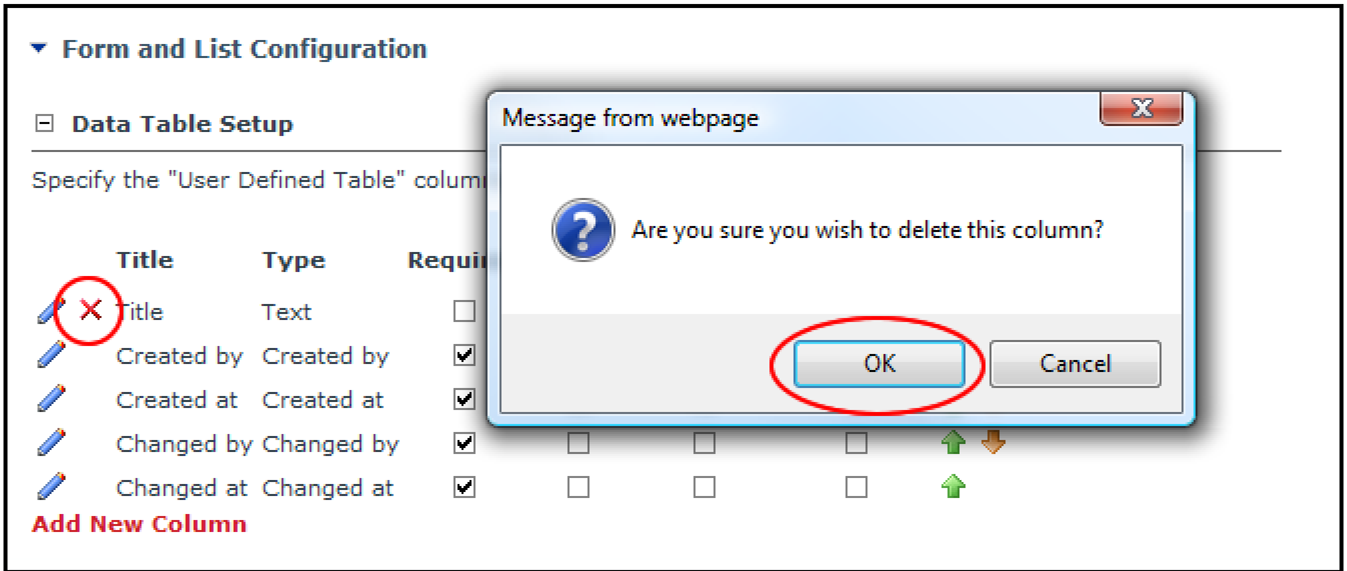


Editing list or form columns

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.

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 **Delete** button beside the column to be deleted. This displays the message "Are You Sure You Wish To Delete This Column?"
3. Click the **OK** button to confirm deletion.
4. Repeat Steps 2-3 to delete additional columns.
5. Click the Save Configuration and Return link to return to the module.

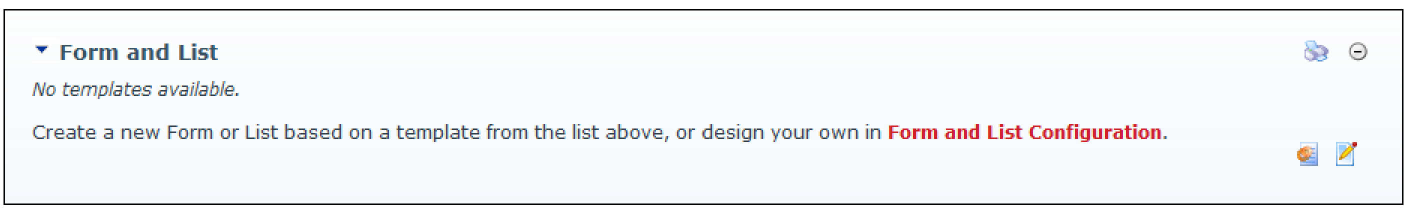


Deleting a column

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".

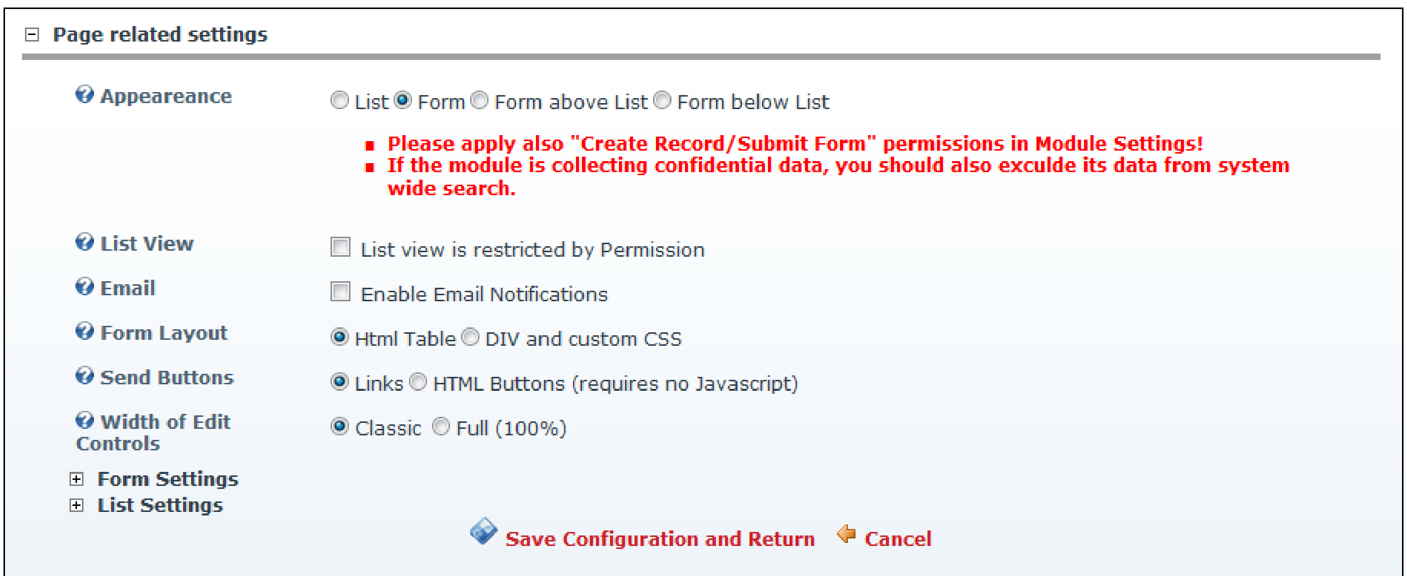
f. At **Width of Edit Controls**, select from these options:

- **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".

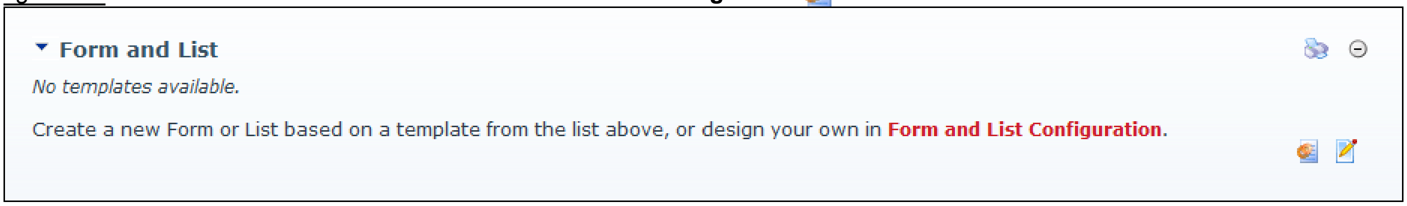


Configuring a Form

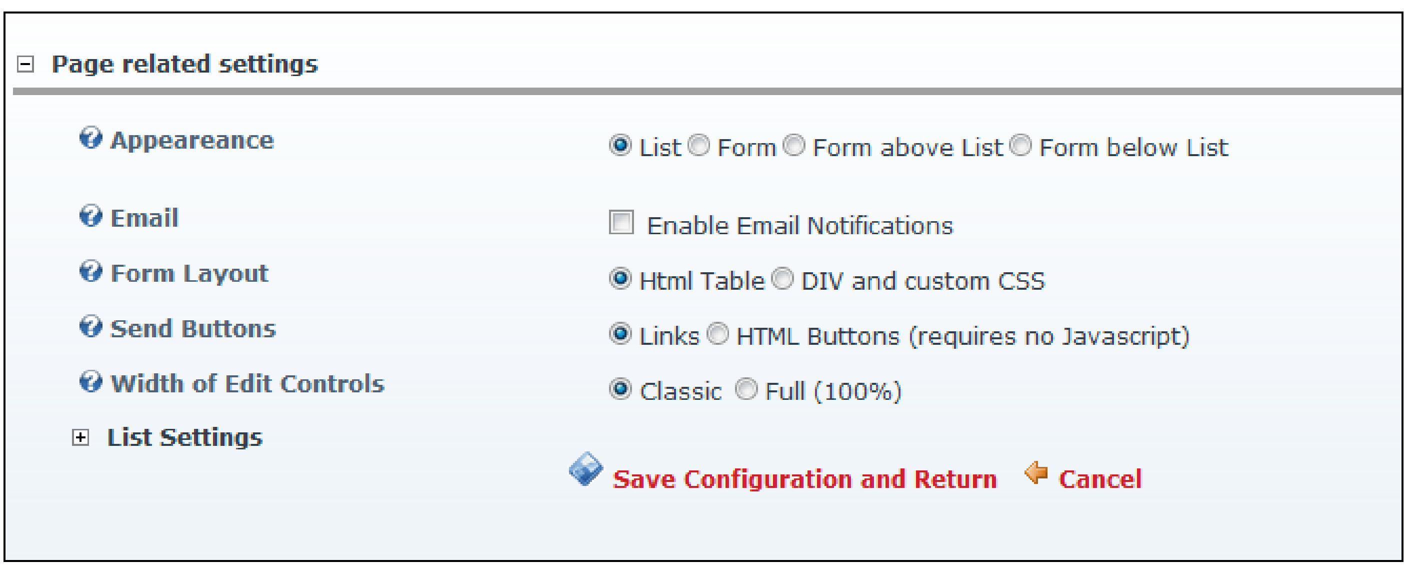
Configuring a List

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 Con-figuration link on the module - OR - Click the **Form and List Configuration** button.



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."



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.

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)".

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	Contact this person	☑	2/25/2010 10:15 AM	Representative from Balinese orphanage. Opportunity for us to provide corporate sponsorship for educational resources.
Ms	Joanne	Artine	Contact this person	☑	2/10/2011 10:00 AM	Potential instore distributor for Australasia.
Ms	Jill	Hill	Contact this person	☑	2/10/2011 10:00 AM	Opportunity to work with Jill on providing work opportunities for Nepalese village.
Ms	Anushka	DeSilva	Contact this person	☑	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.

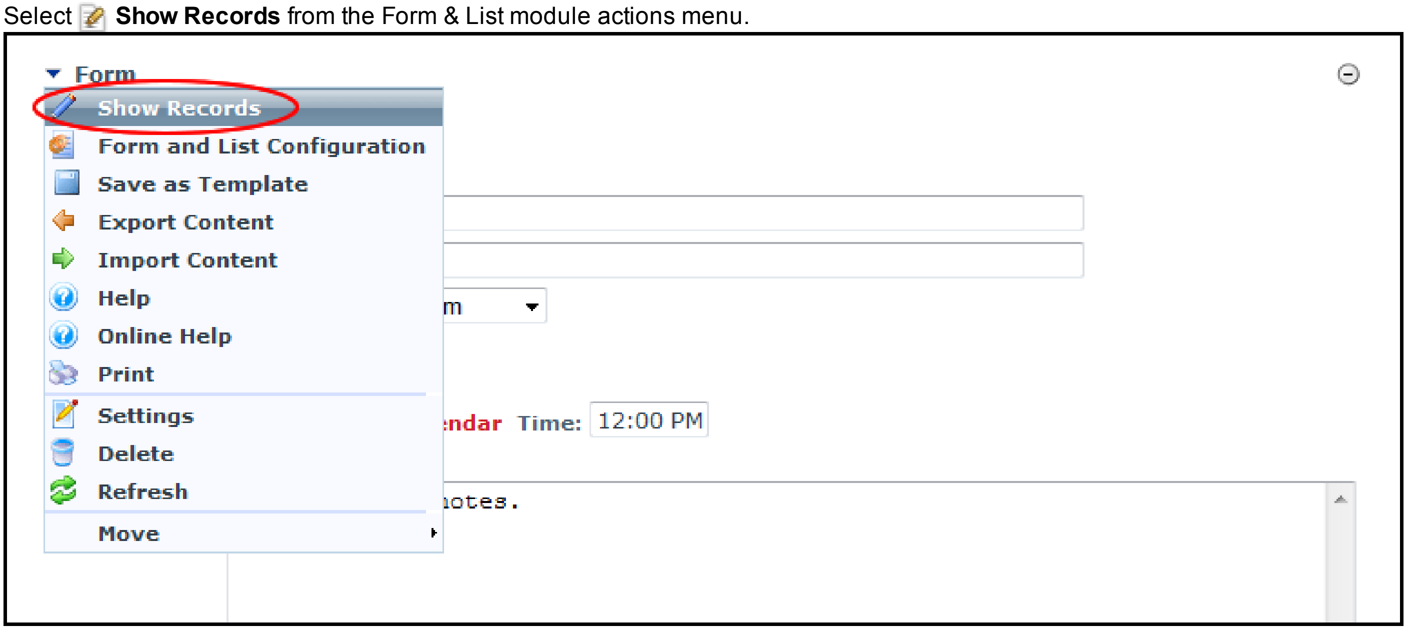
1. Select **Show Records** from the Form & List module actions menu.
2. Click the Show Form link to return to the module.

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	Contact this person		2/21/2008 10:00 AM	Headaches, complusive behaviour	10.50 $
Ms	Jill	Hill	Contact this person		2/29/2008 10:00 AM	Minor head injury from a fall	10.50 $
Mr	Humpty	Dumpty	Contact this person		2/29/2008 10:15 AM	Broken shell	50.00 $
Mr	Jack	Sprat	Contact this person		1/1/2008 12:00 PM	Digestive difficulties.	10.50 $
Ms	Little	Muffett	Contact this person		1/1/2008 12:00 PM	Arachnaphobia.	10.50 $
Mr	Jack	Horner	Contact this person		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:

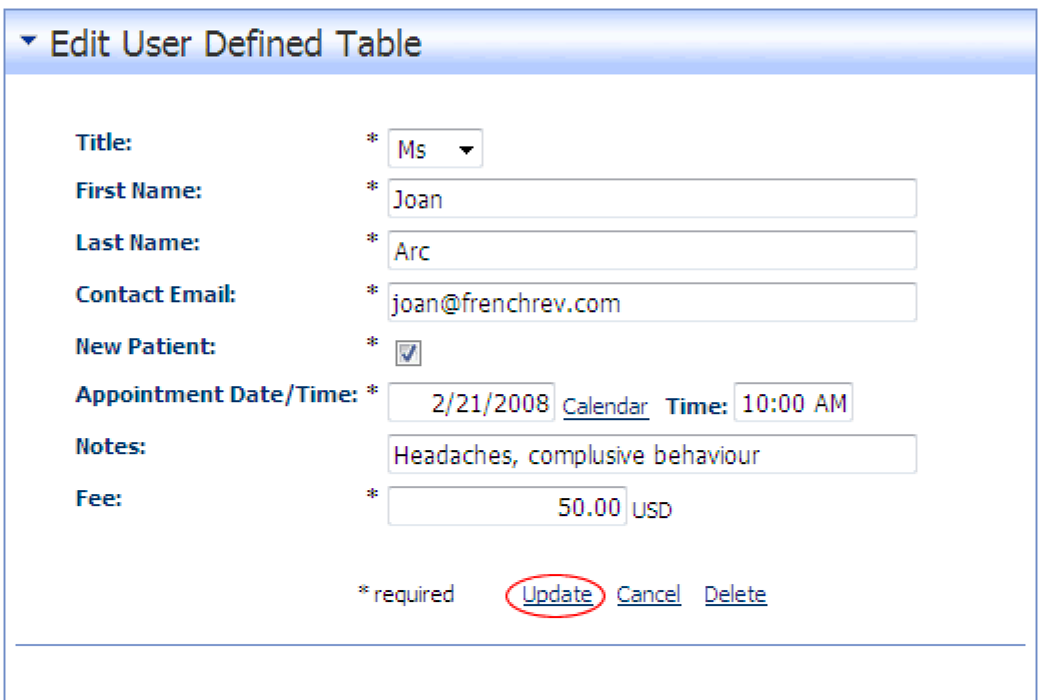
- **Calculated Column**: This field permits an ASP.NET developer to write code to display data that is calculated.
- **Currency**: Enter an amount into the text box. The currency type is displayed to the right of the text box. The currency type is set under Admin > Site Settings.
- **Date and Time**, **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.



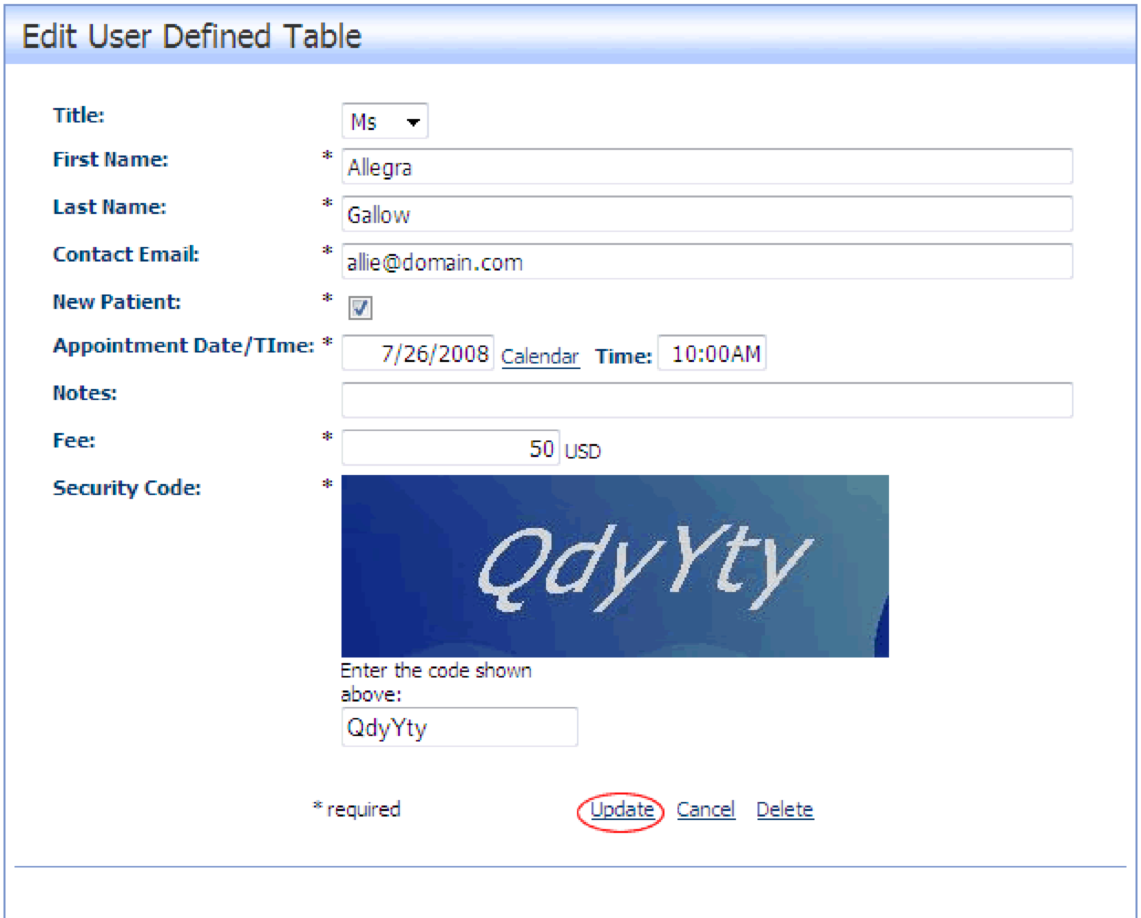
Adding a record to a list

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.

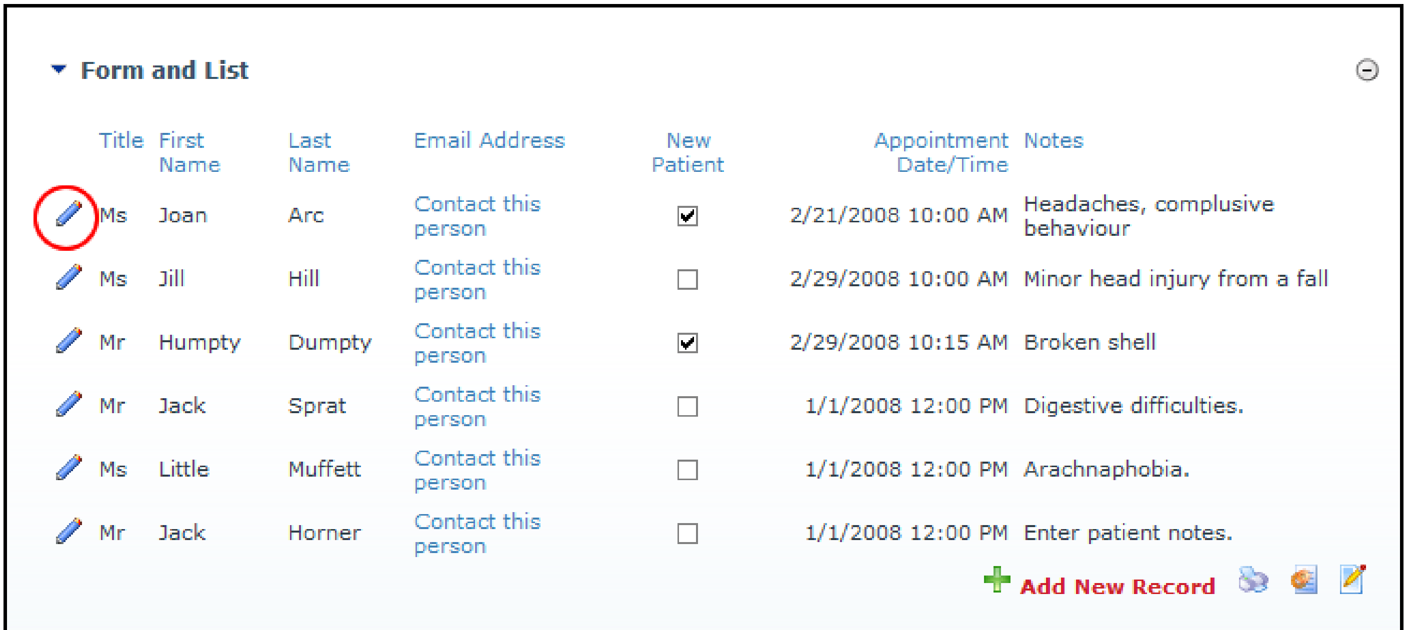


Adding a record to a list when a security code is required

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.

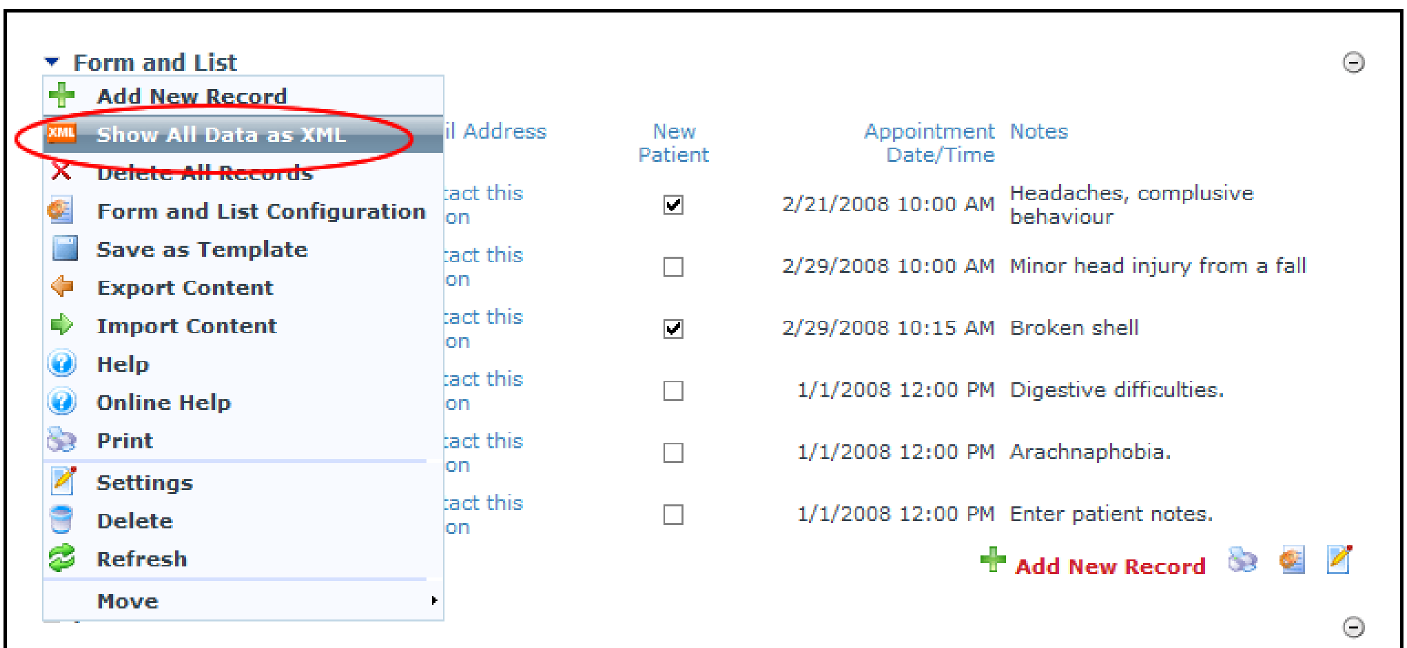


Editing a list record

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.

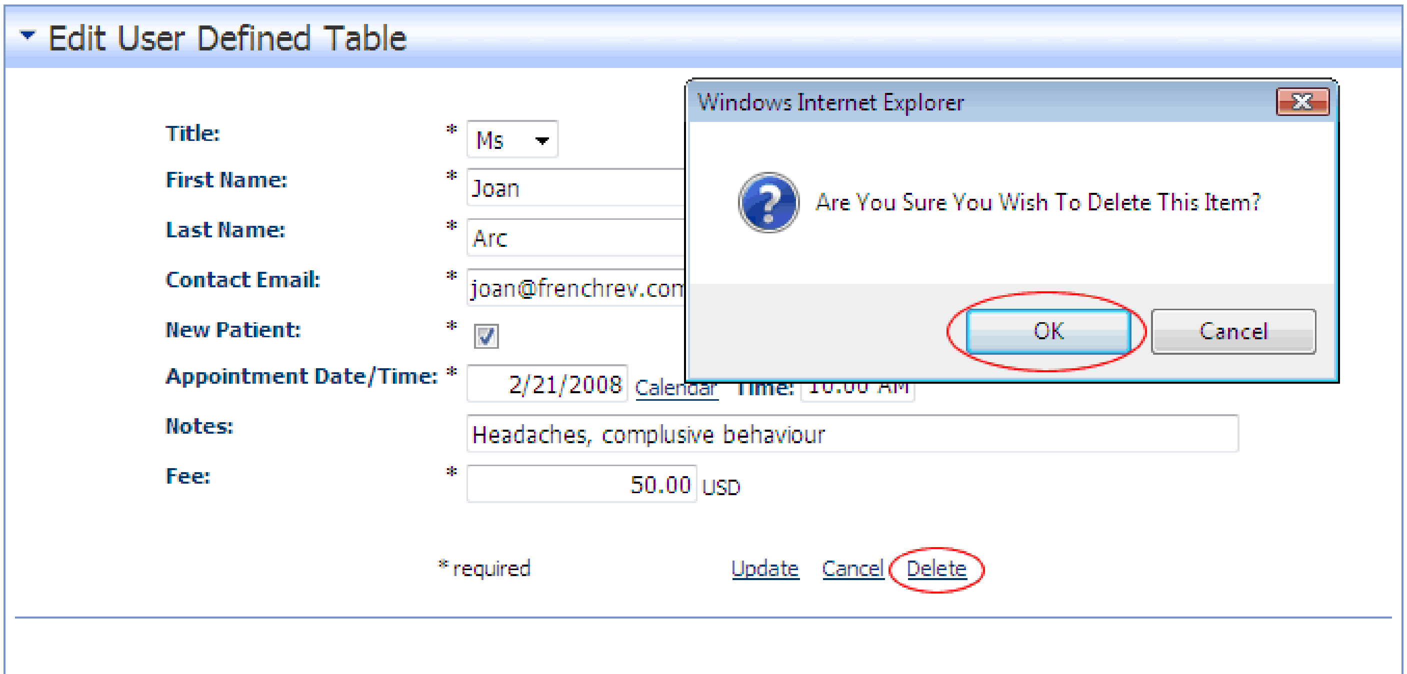


Show all list data as XML

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.



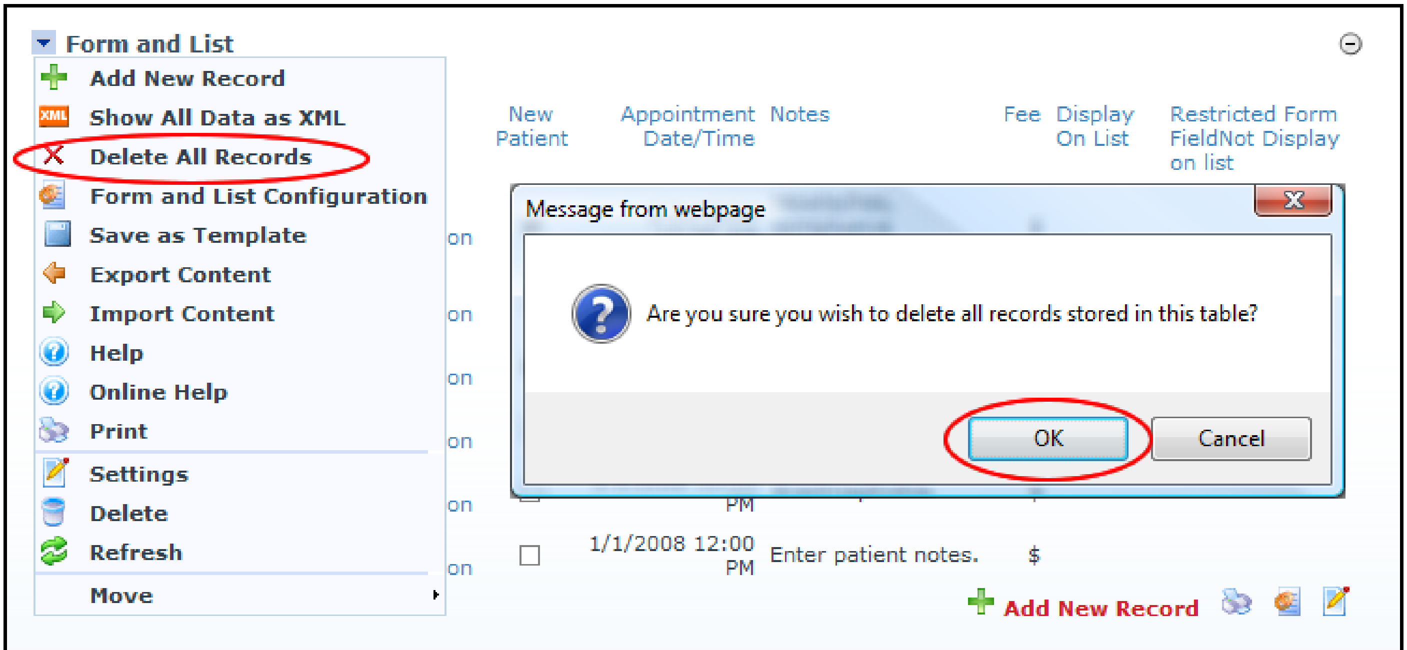
Deleting a list record

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.



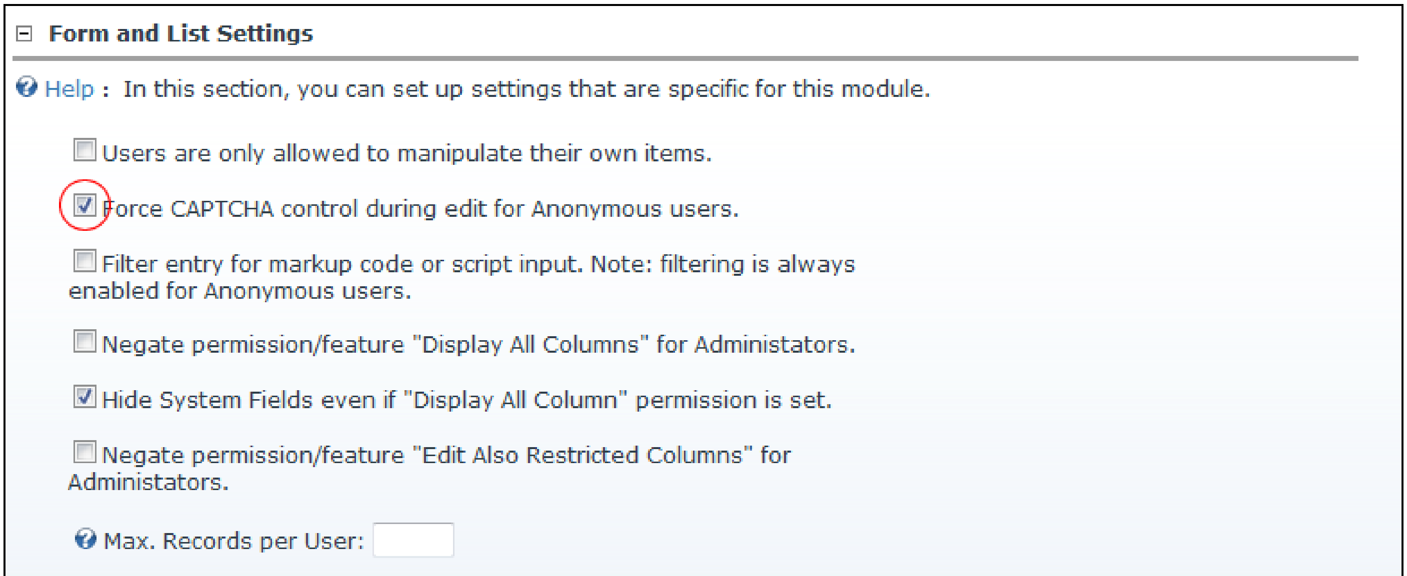
Deleting all rows

Settings

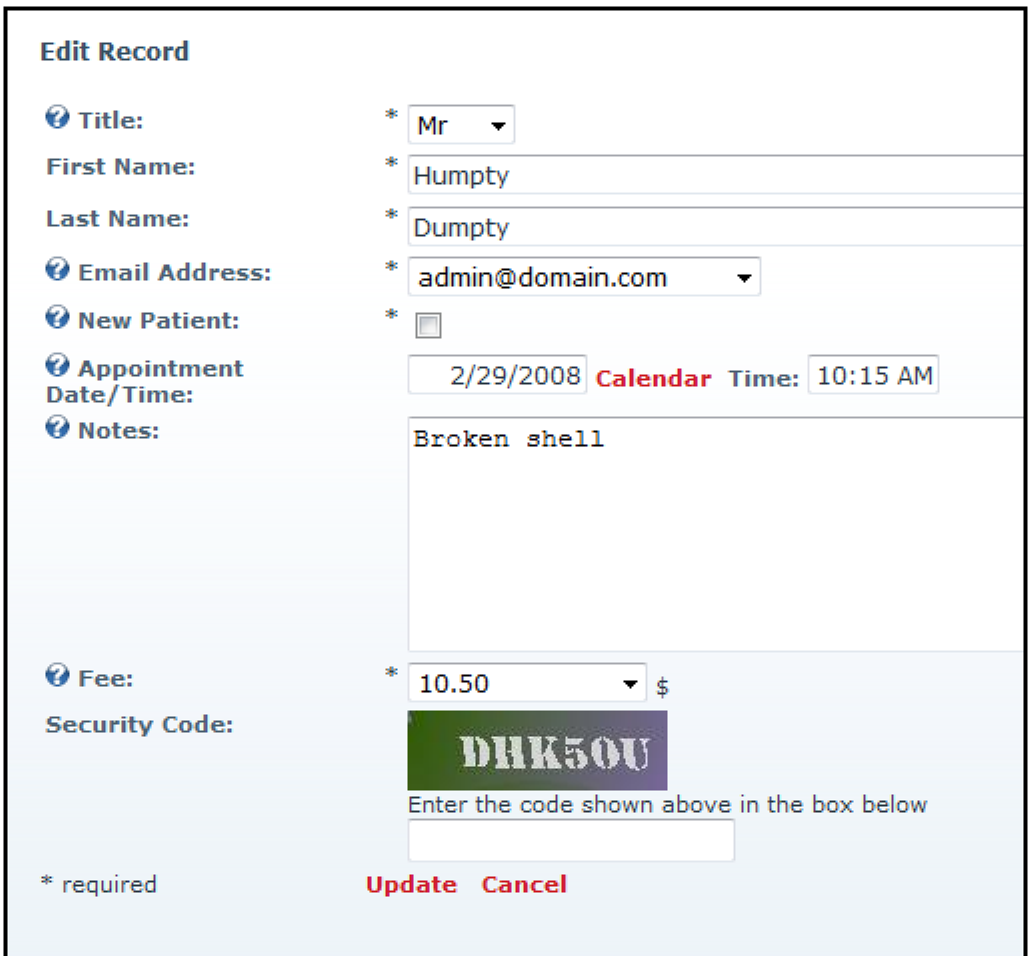
Enabling/Disabling CAPTCHA for Anonymous Users

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.



Enabling CAPTCHA for anonymous users

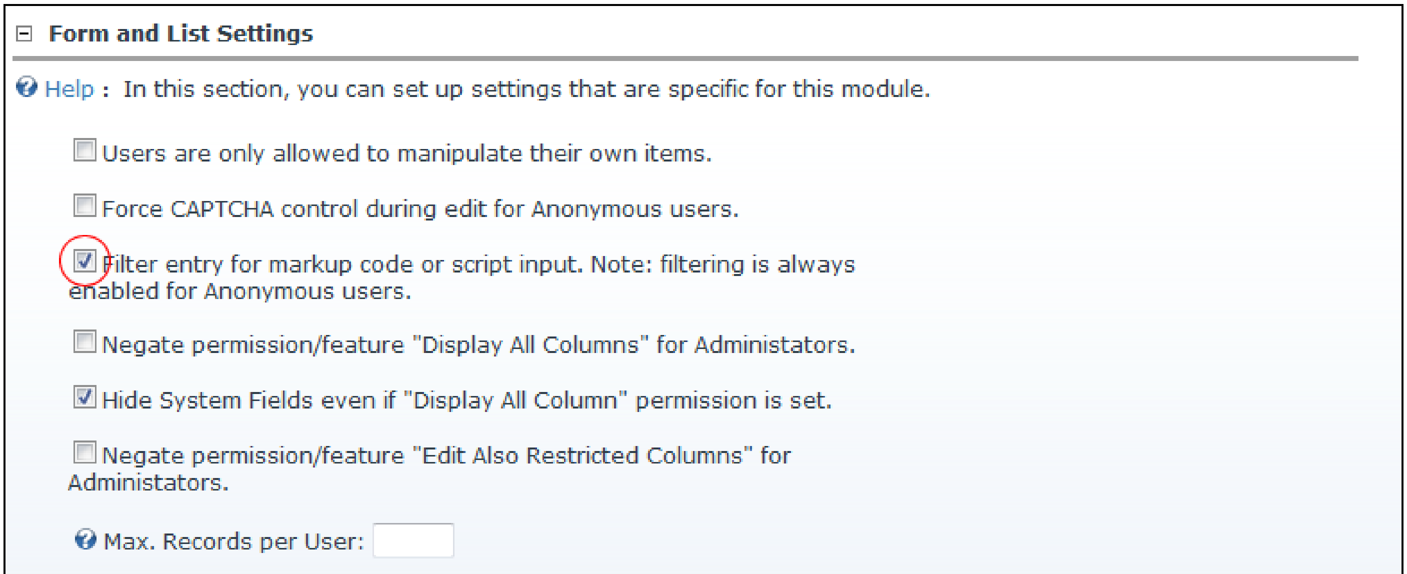


CAPTCHA enabled

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.

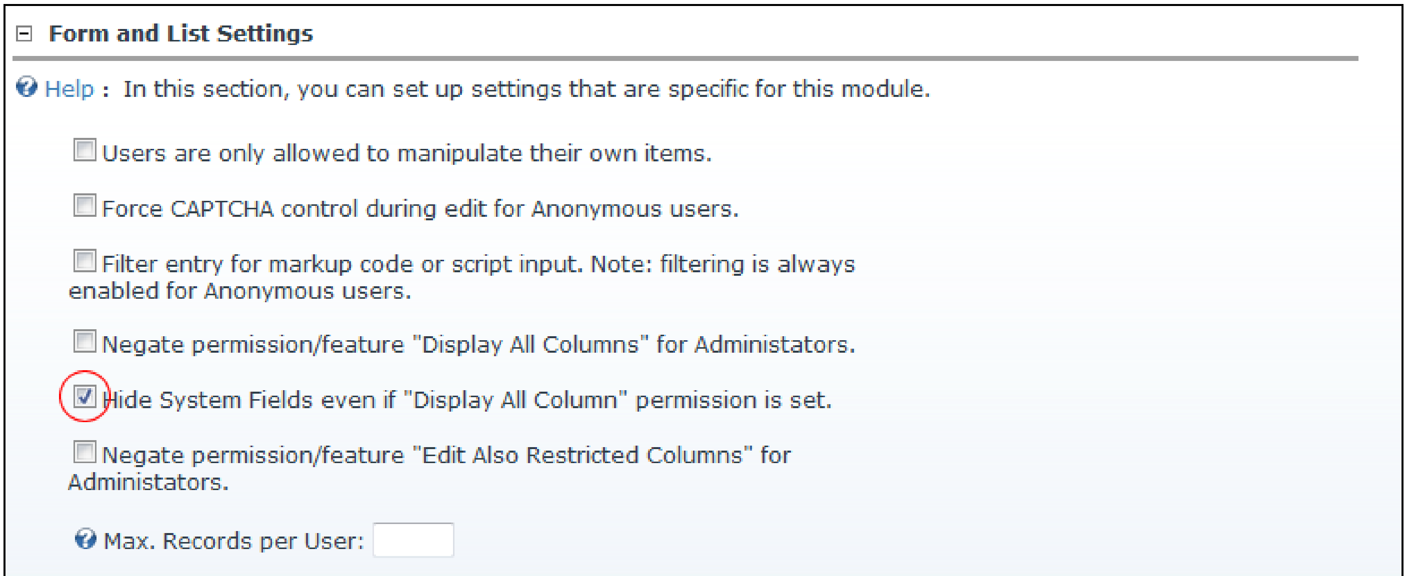


Enabling data filtering for lists and forms

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.



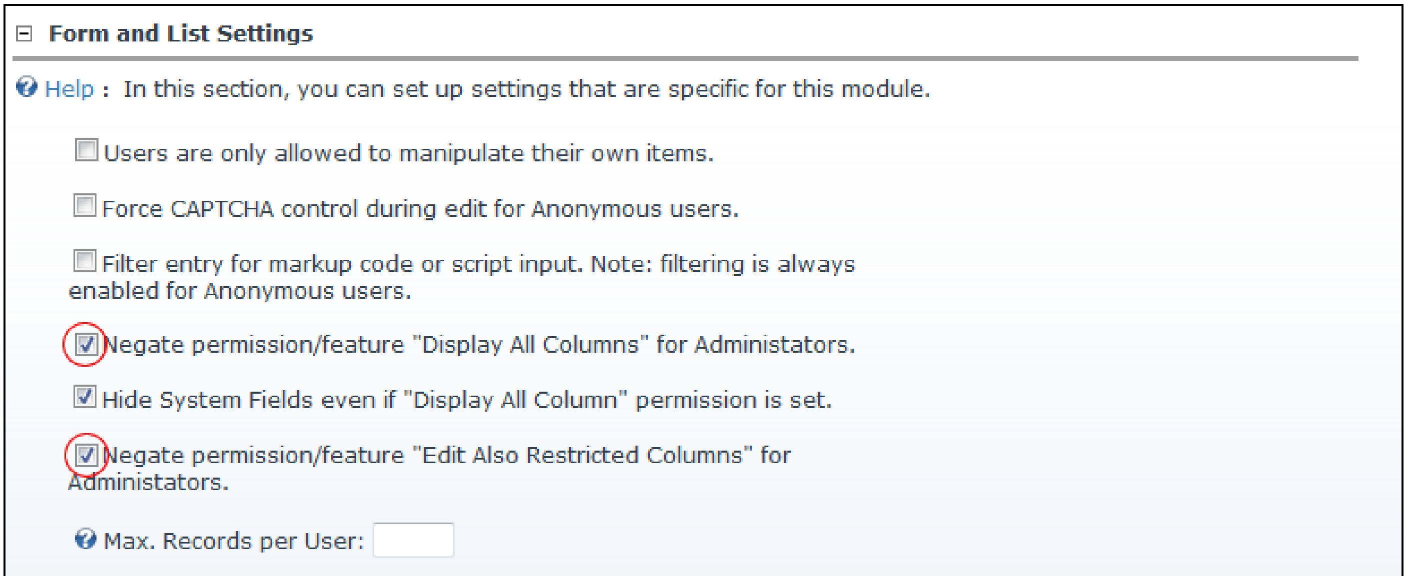
Hiding System Fields

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".

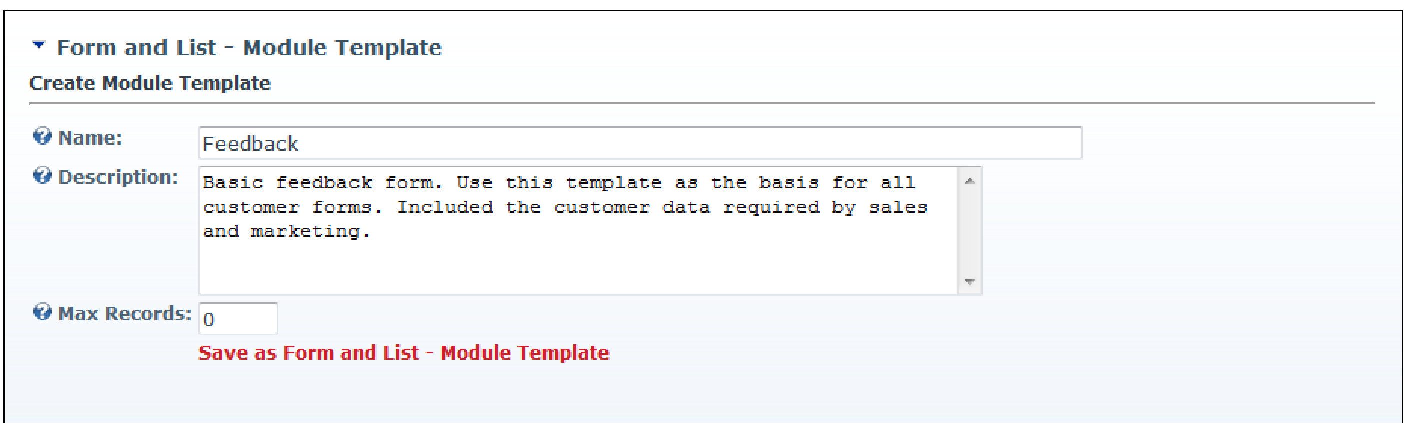


Negating Permissions

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.



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.

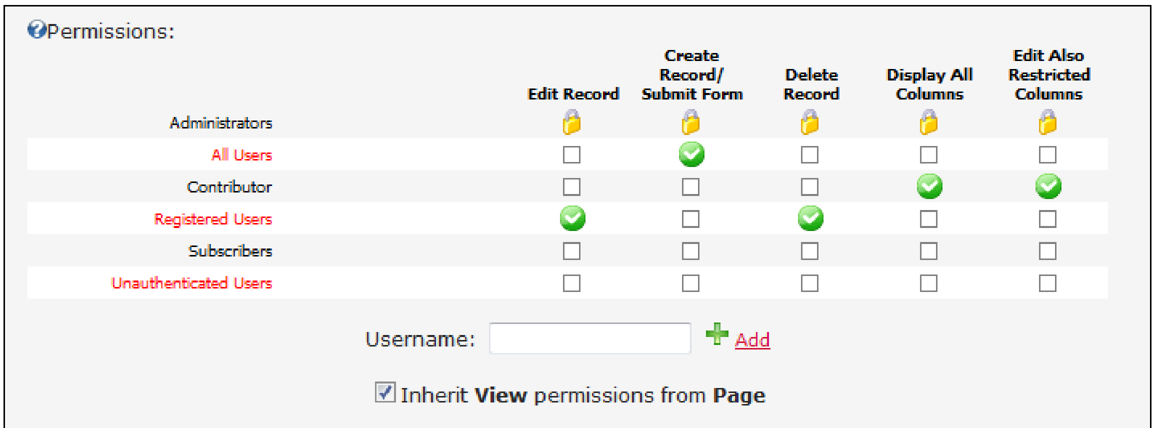
   e. **Edit Also Restricted Columns**, set the following for each role/username:

- **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.



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.

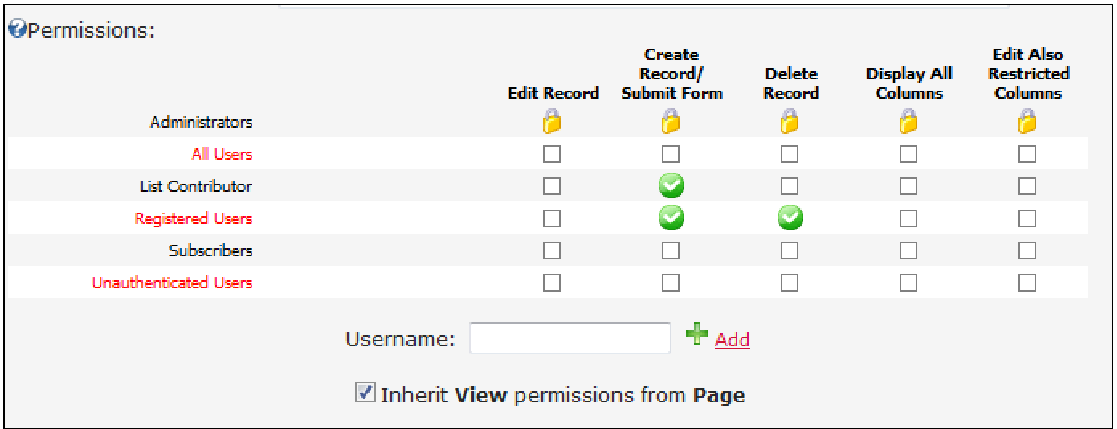
d. **Display All Columns**, set the following for each role/username:

- **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.

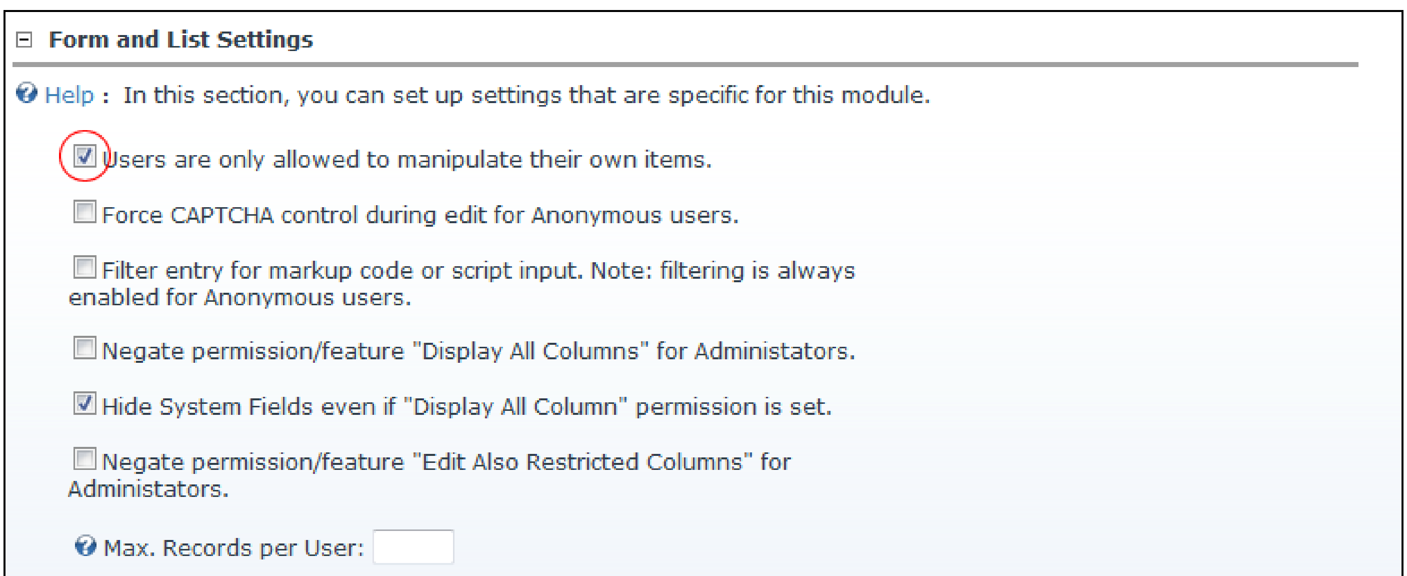


Managing Additional List Permissions on the Form & List Module

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.

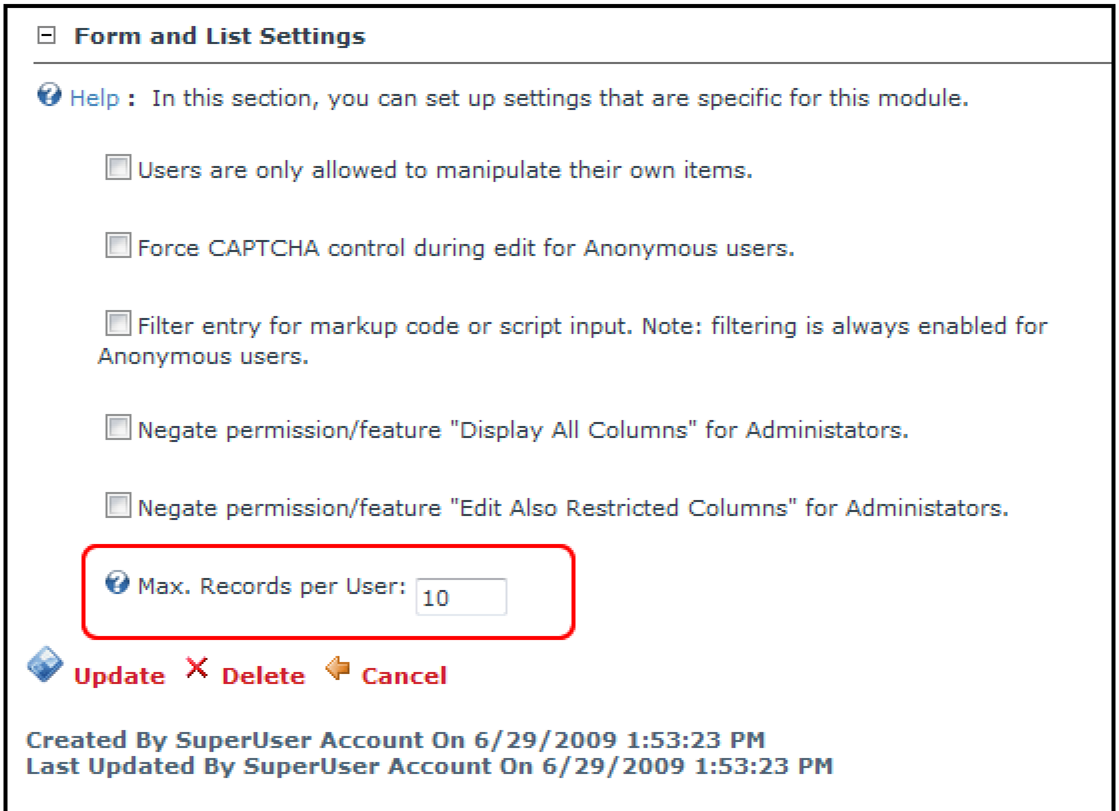


Users can only modifying their own list records

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.



Setting Maximum Records Per User

Forum

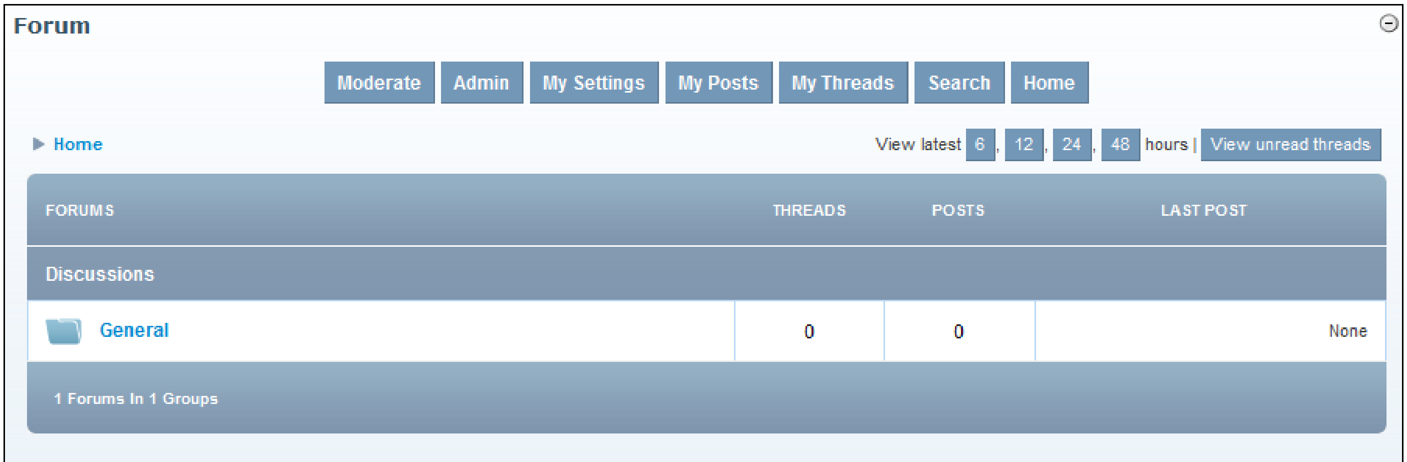
About the Forum Module

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



The Forum Module

Project Links

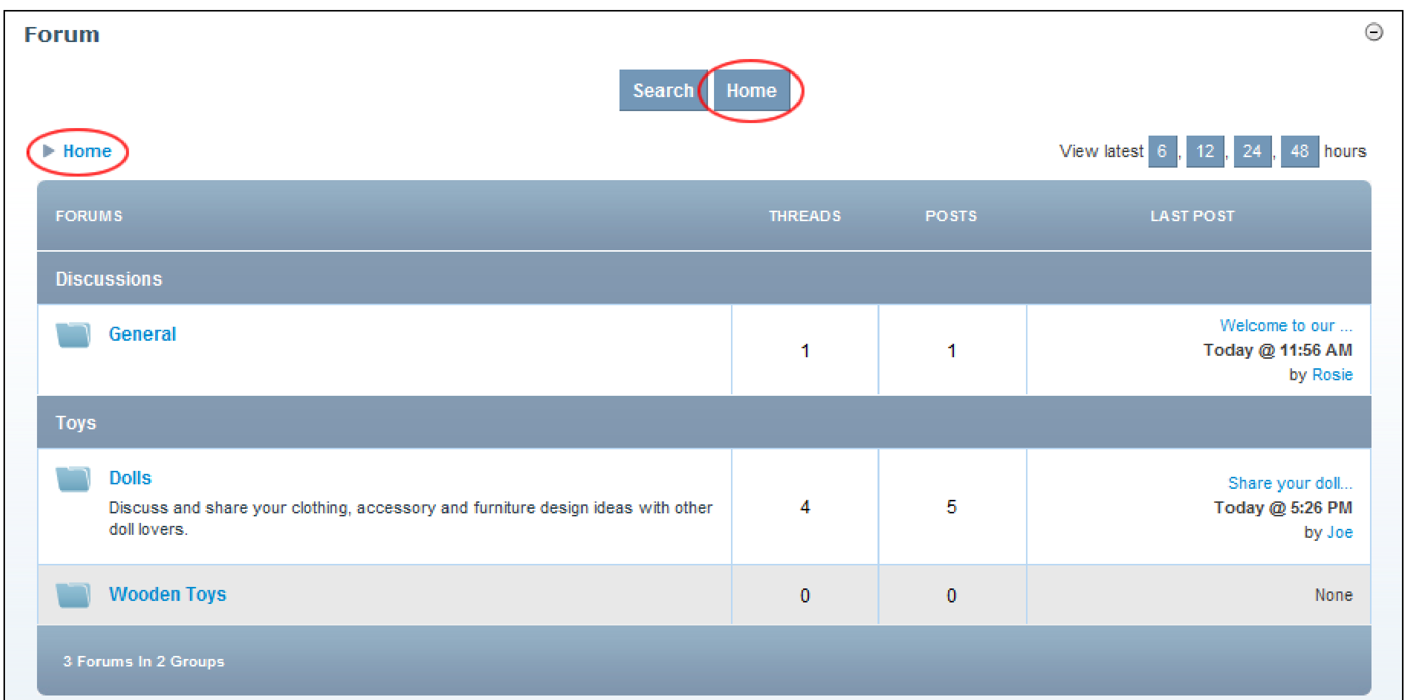
- **Project Home**: http://www.dotnetnuke.com/Products/Development/Forge/ModuleForums/tabid/820/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/7/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnforum.codeplex.com/workitem/list/basic

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.



Go to Forum Home

Navigating to Forums & Forum Groups

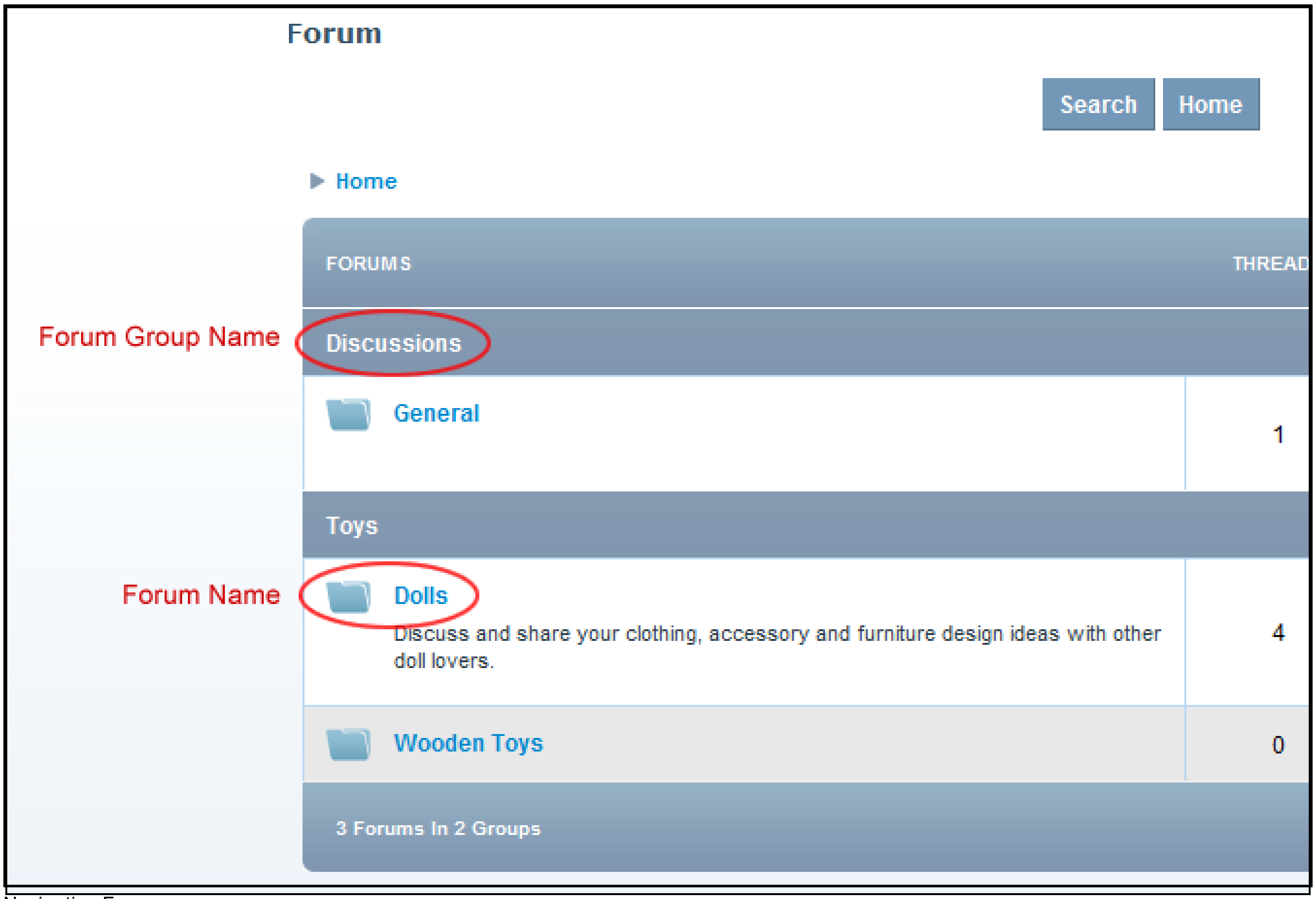
How to navigate to forum groups, forums, threads and posts from the Home page of the Forum module.

Go to a Forum Group

1. Click on the [Forum Group Name] link.

Go to a Forum

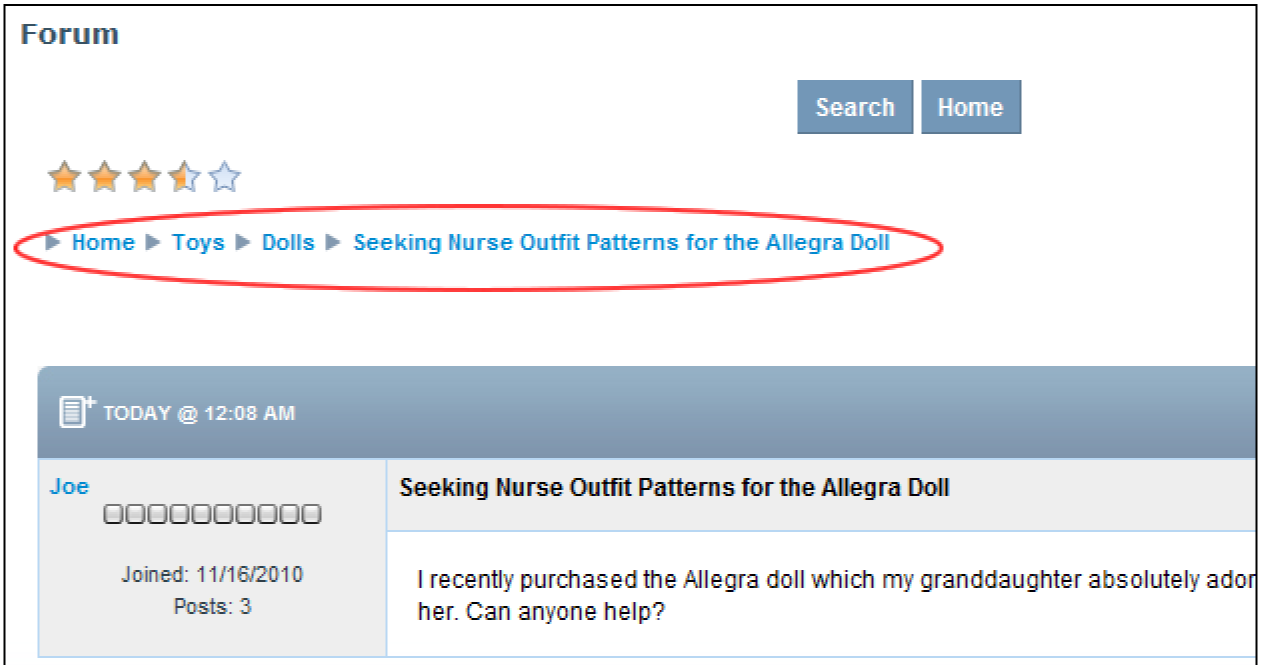
1. Click on the [Forum Name] link.
2. **Optional**. Click the Show No Replies or Show With Replies link (located under the Search box in the top right-hand corner of the module) to modify the threads are displayed.
3. **Optional.** Change the order of threads from Oldest To Newest or Newest To Oldest by selecting either option from the drop-down box located in the bottom right corner of the page.



Navigating Forums

Navigating Using Breadcrumbs

Breadcrumbing of forum names enables you to quickly view other forums without returning to the Forum Home.

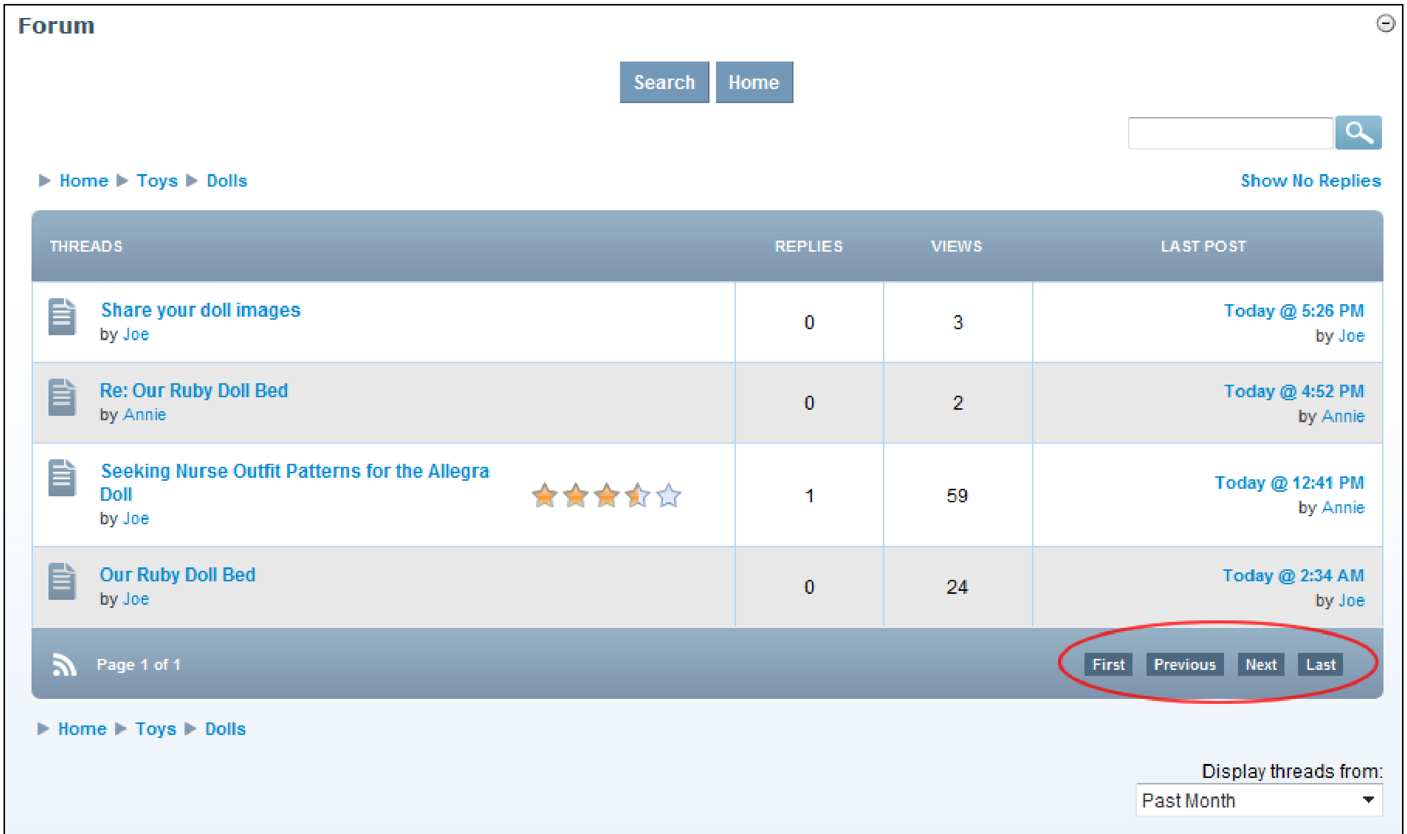


Breadcrumbs enable users to quickly navigate Forums

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.



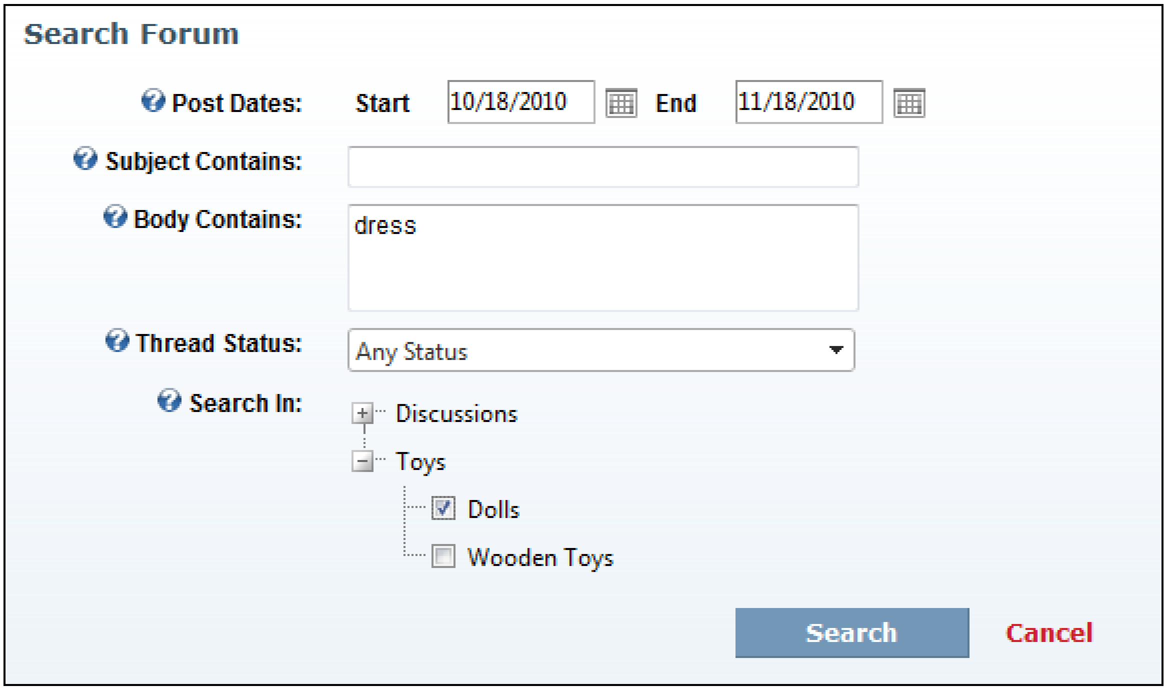
Navigating Threads

Searching One or More Forums

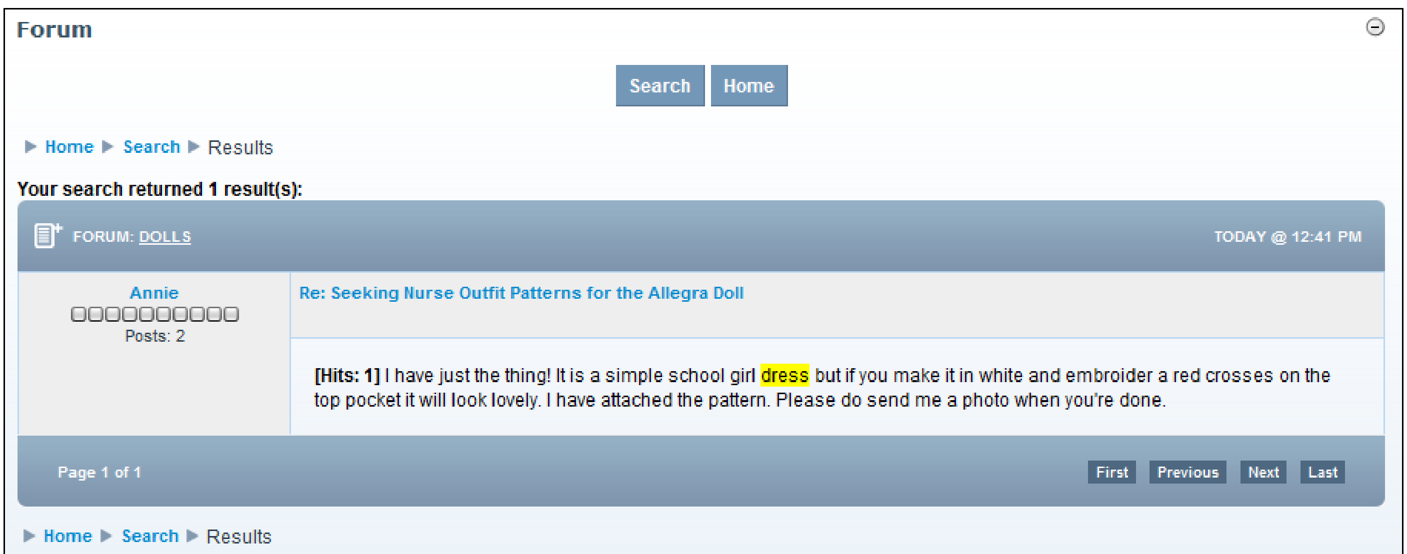
How to search for posts within one or more forums using the Forum module.

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.



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.

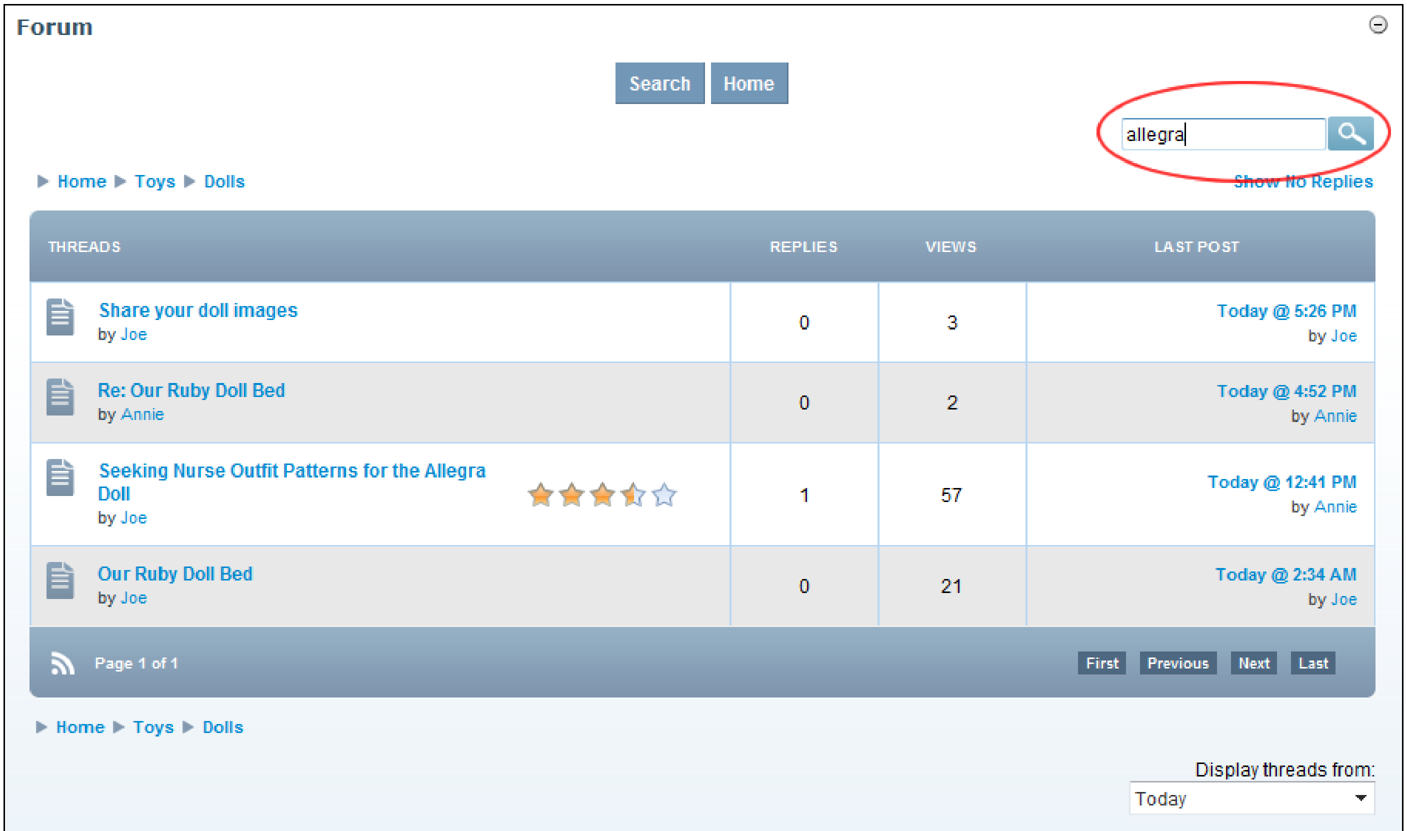


Search Results Displayed in Forum Module

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.

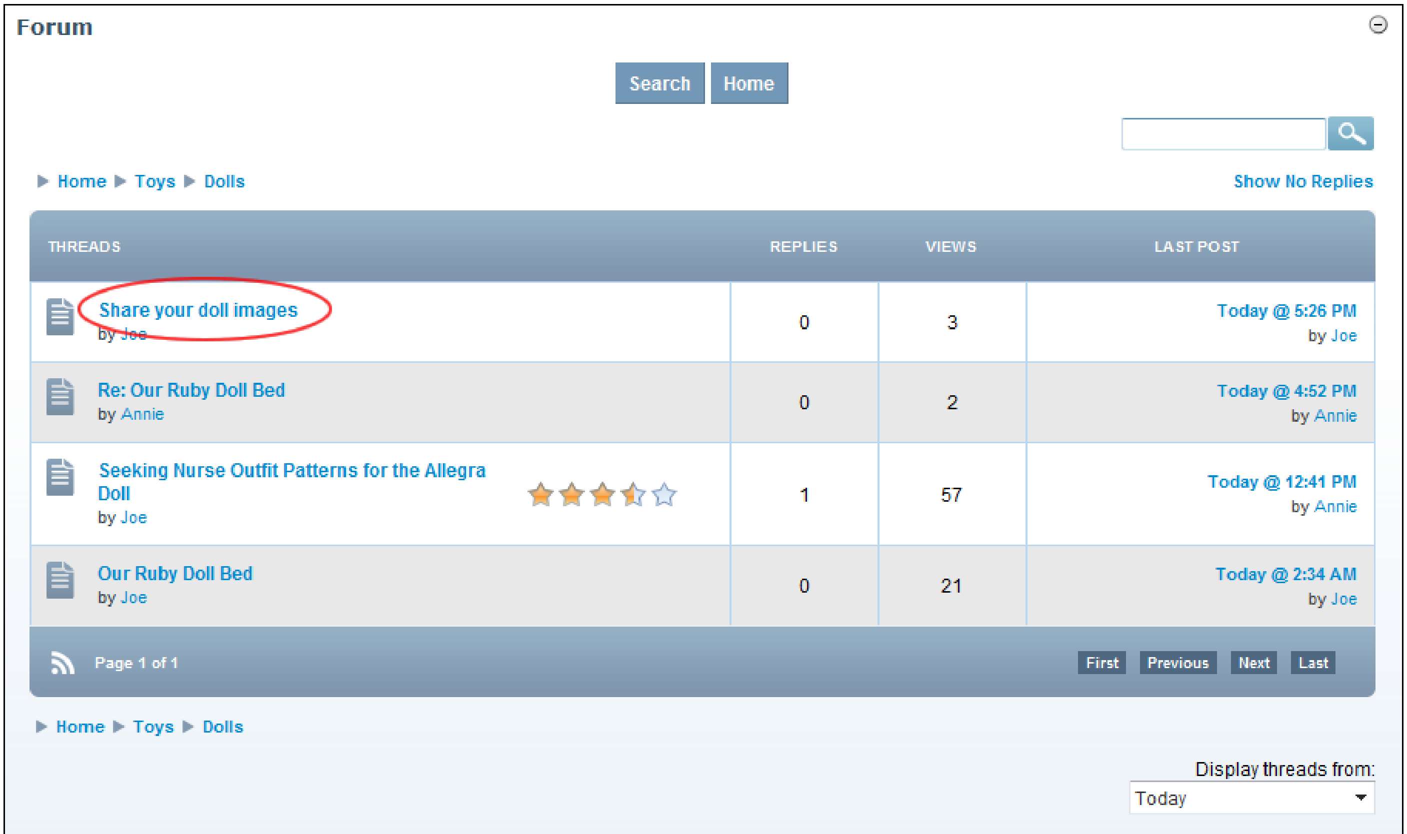


Searching a Single Forum

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.

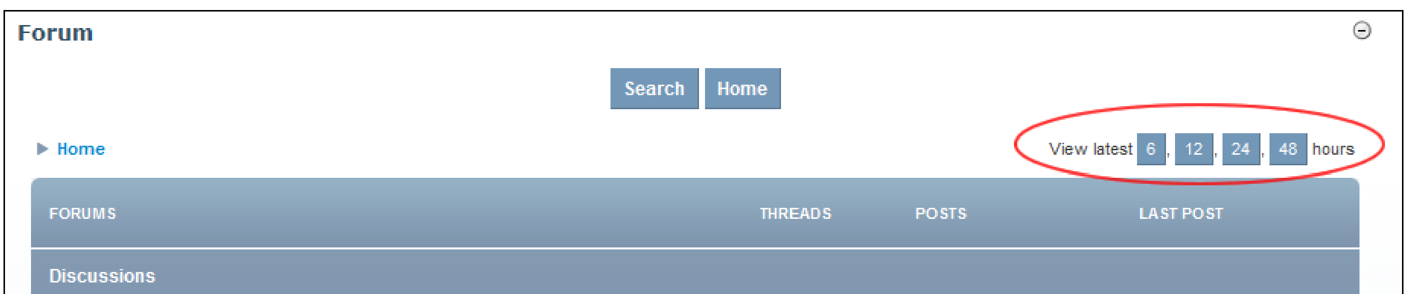


Viewing any post

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.



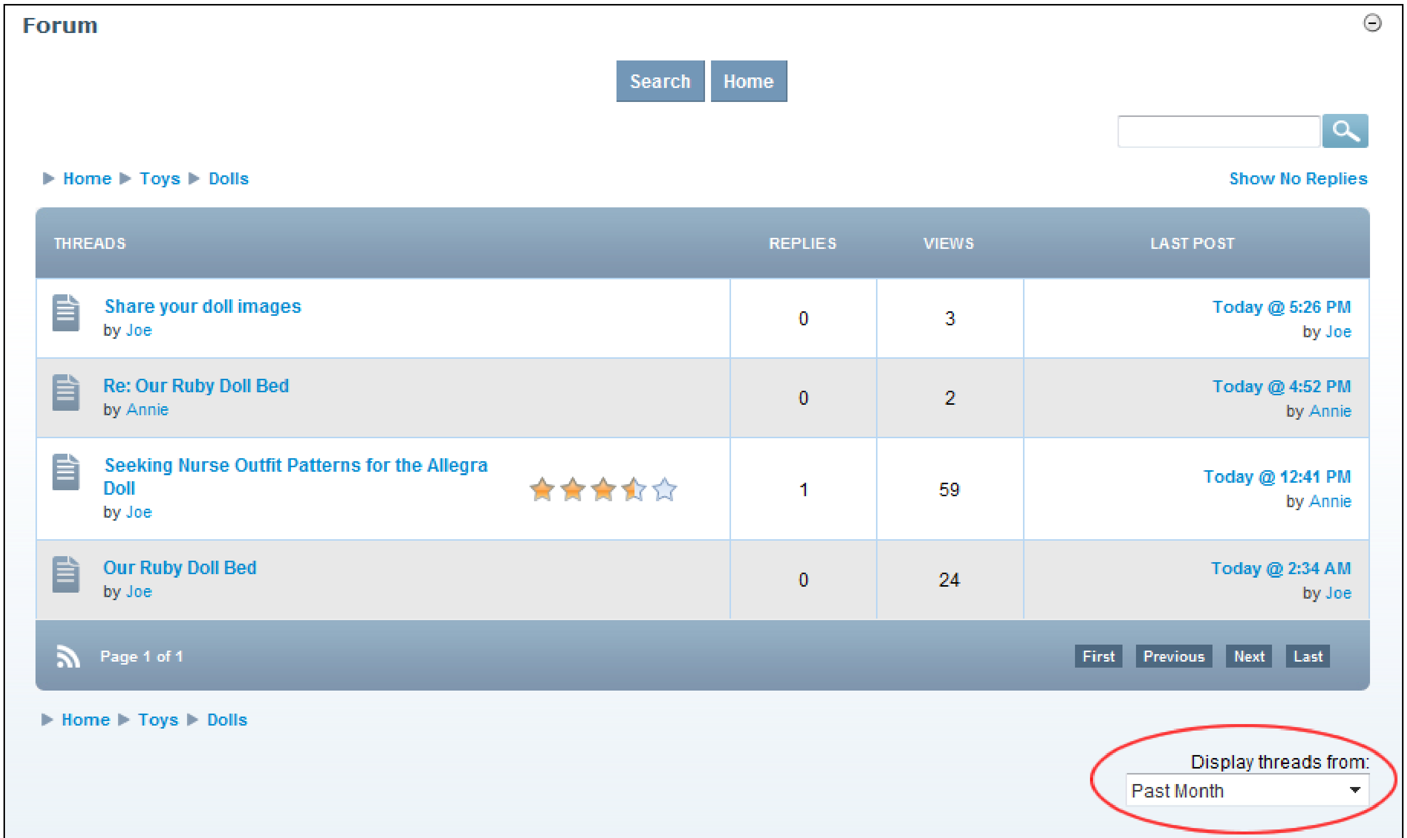
Viewing Latest Posts

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.

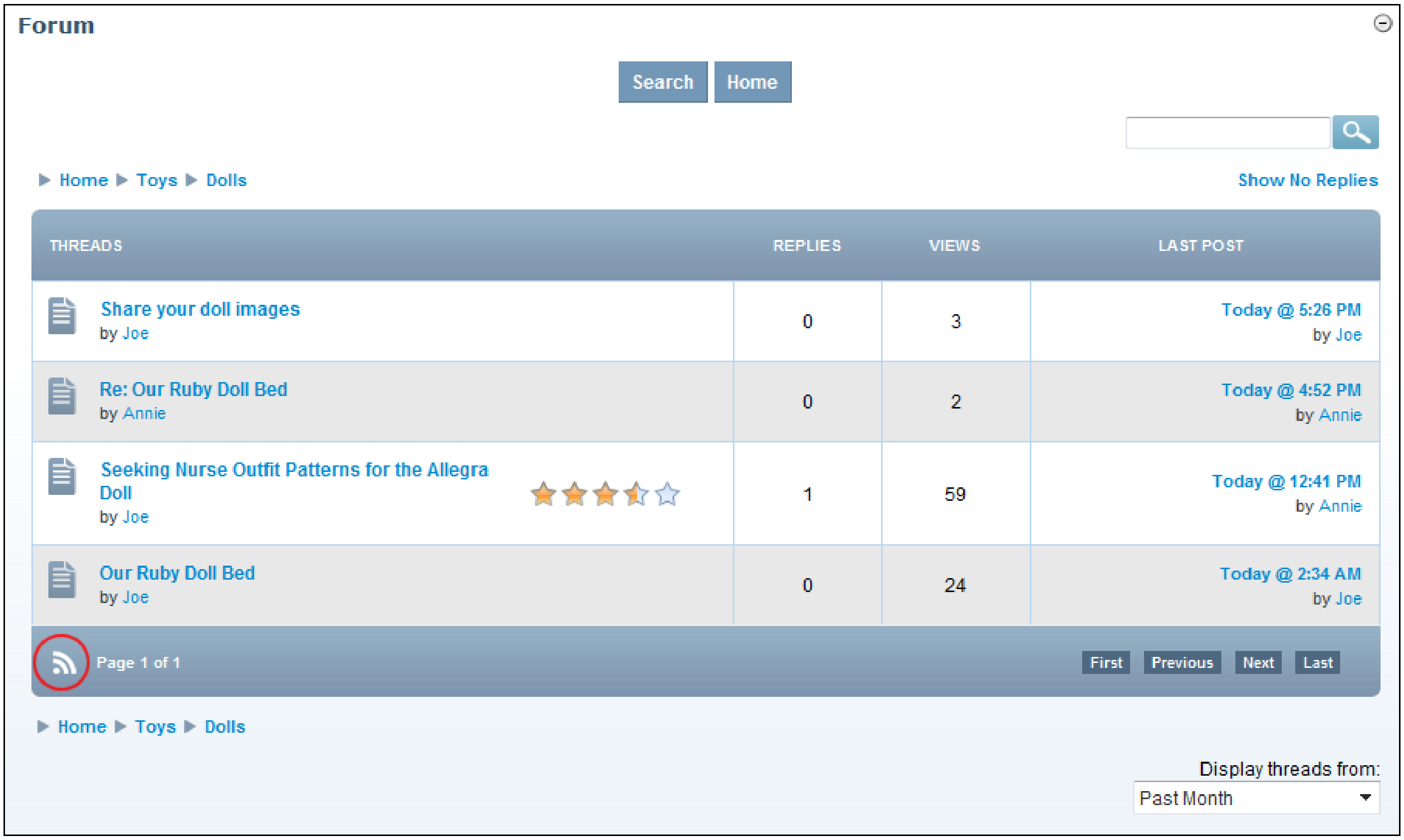


Filtering Threads from a Single Forum

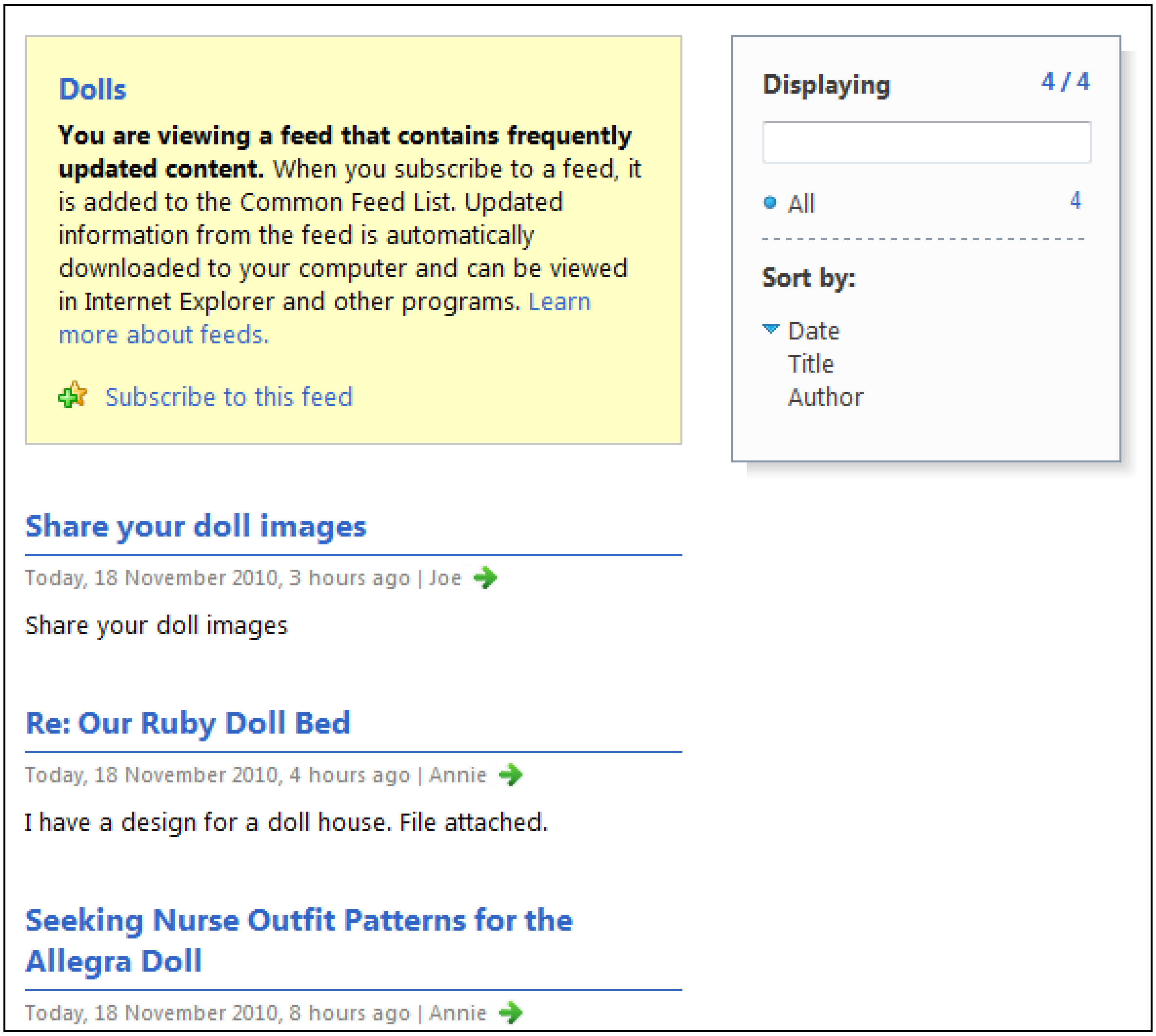
Viewing a Forum as an RSS Feed

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"



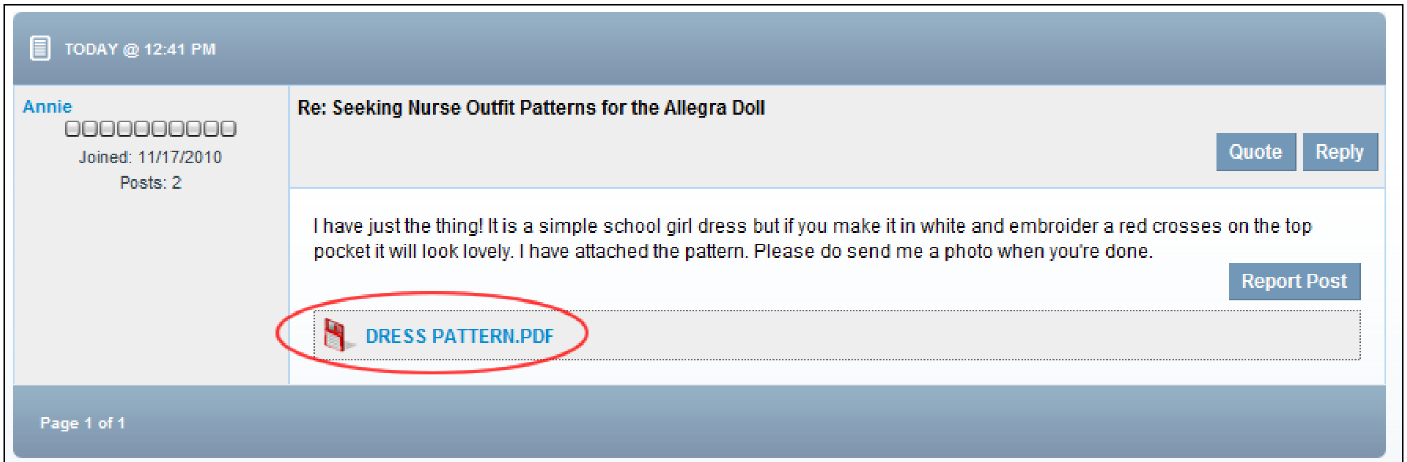
1. Click the **RSS** button located at the bottom right of the module. This displays the RSS feed.



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.



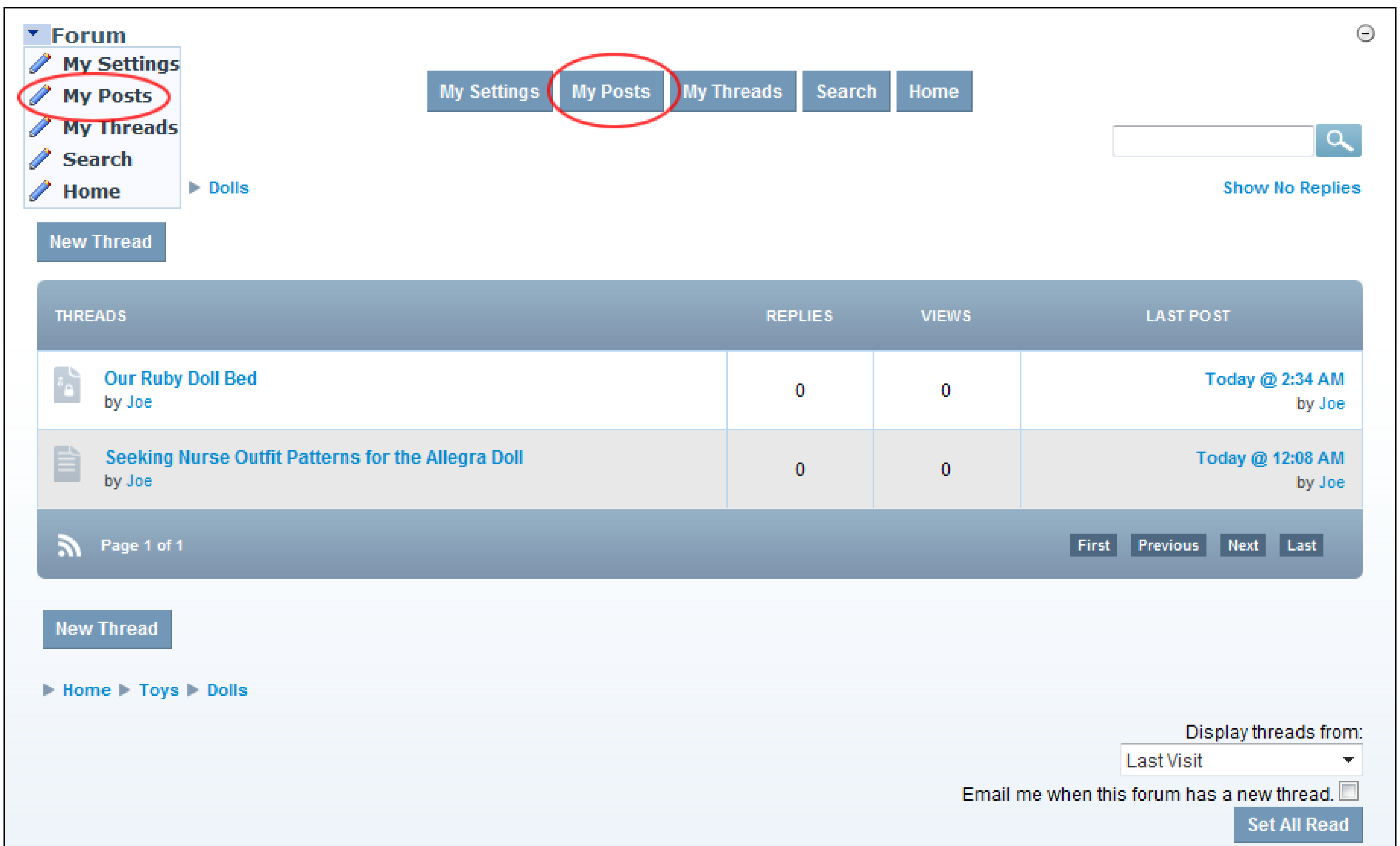
Downloading an Attachment

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.



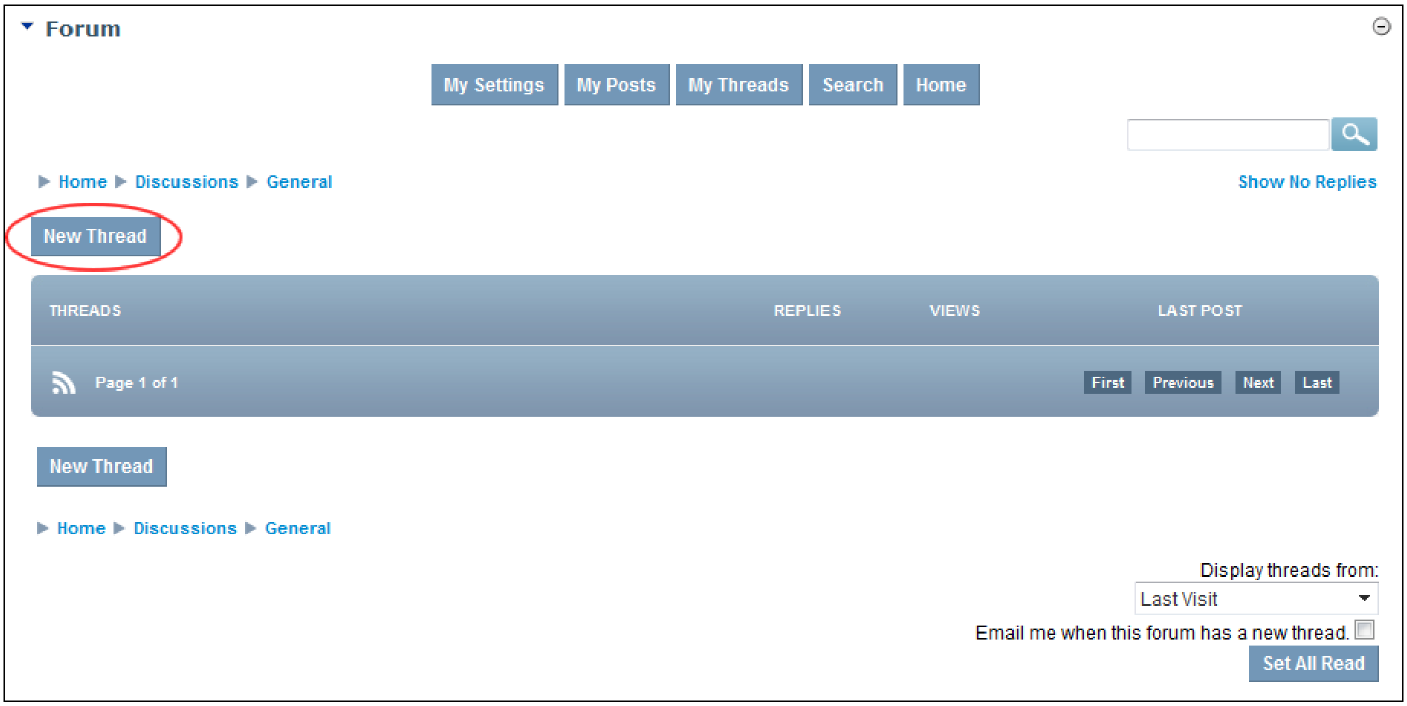
Viewing Your Posts

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.

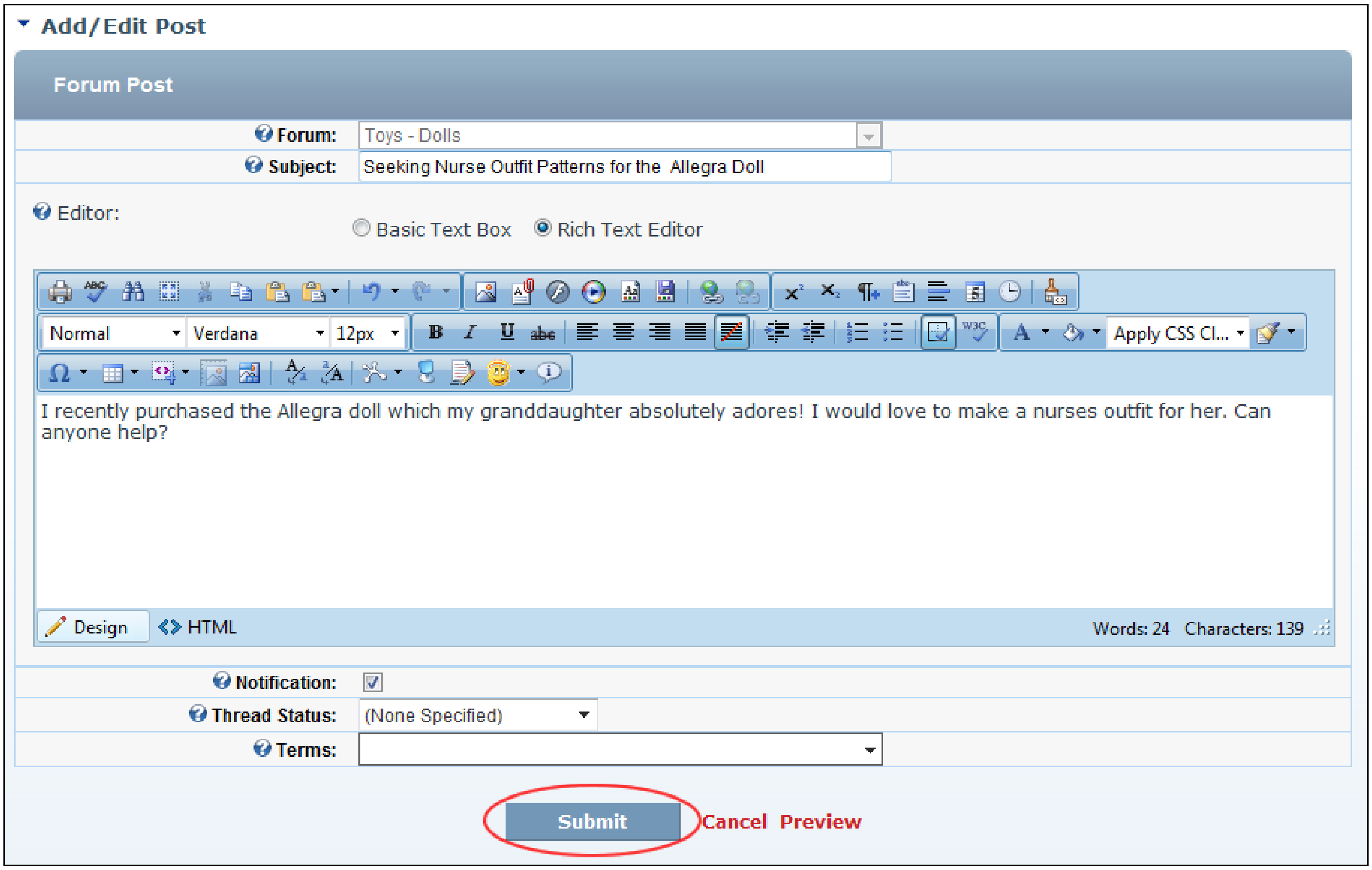
Adding a Forum Post (Basic)

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.

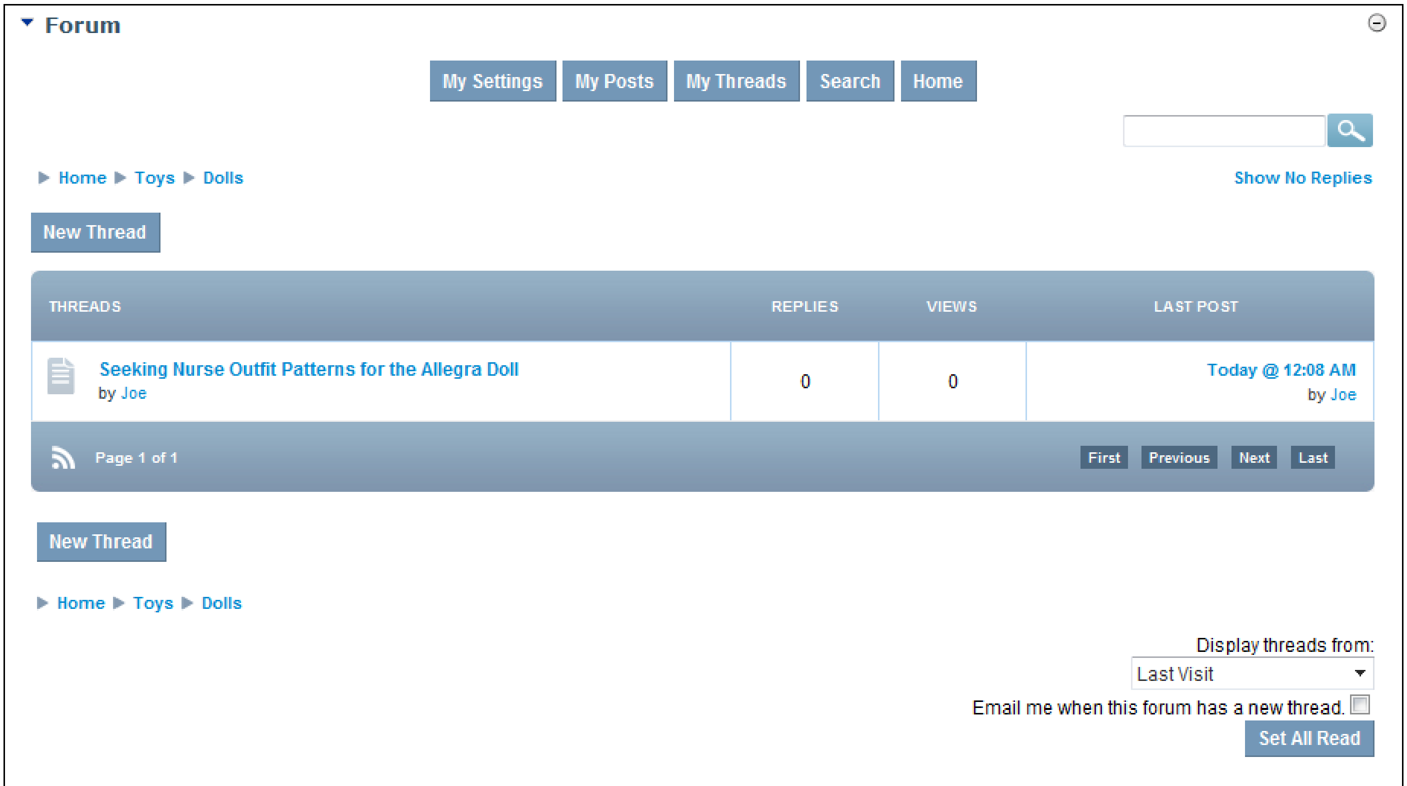
1. Navigate to the forum where you want to add the new post. See "Navigating to Forums & Forum Groups"
2. Click the New Thread link.



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.



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.

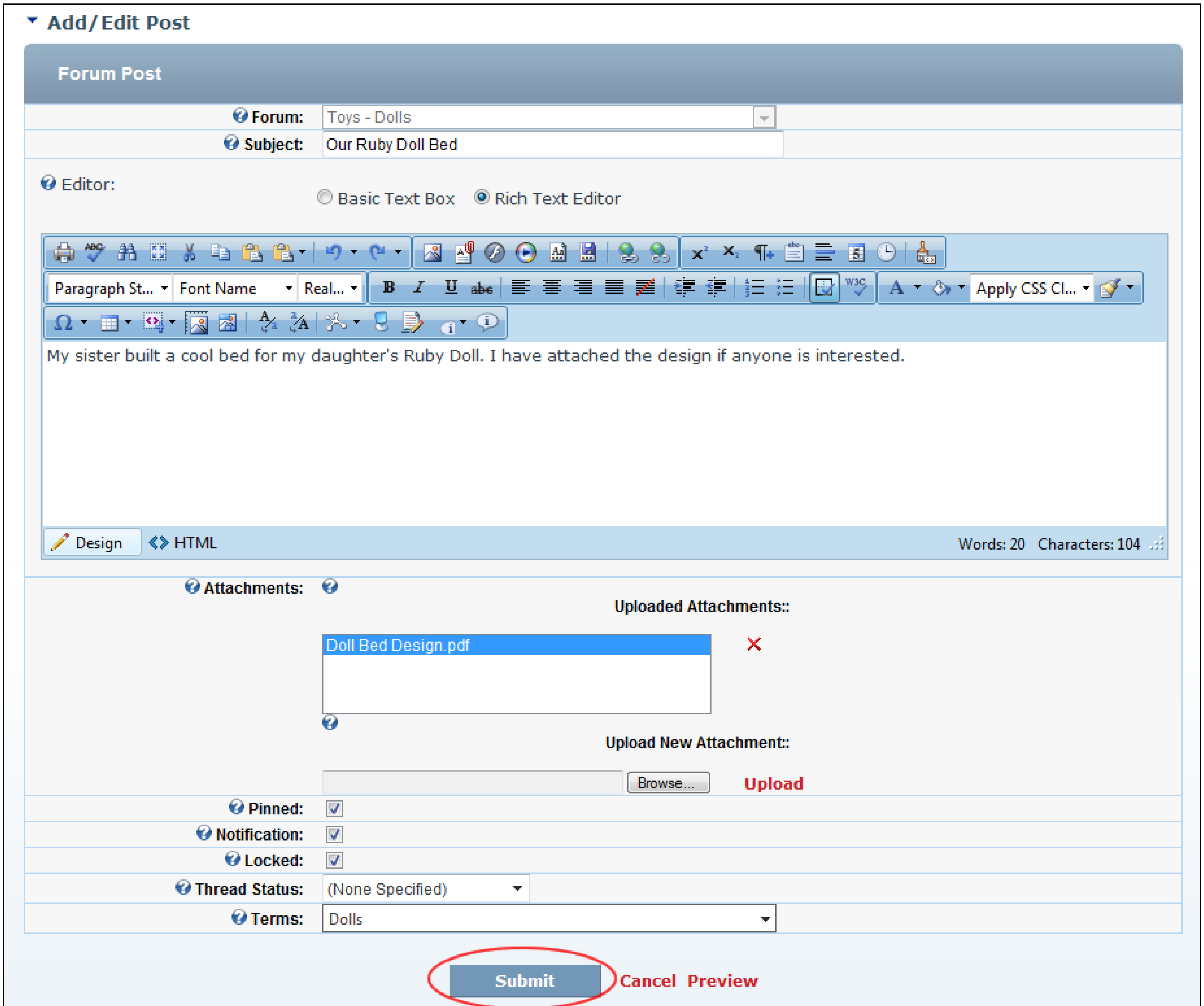
e. At **Thread Status**, select one of the following options:

- **(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.

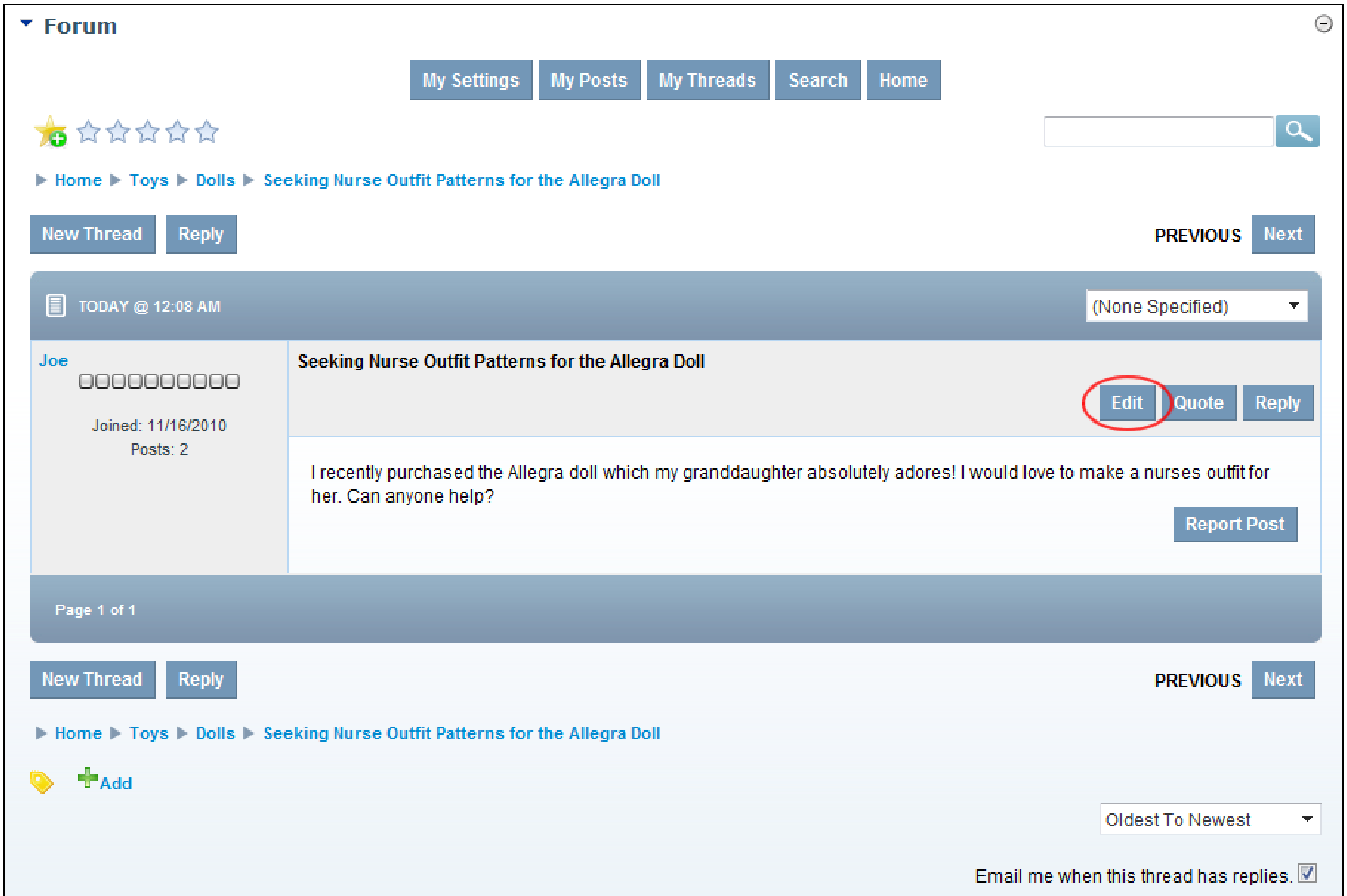


Adding a Post Including Attachments and Optional Settings

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.



Editing Your Post

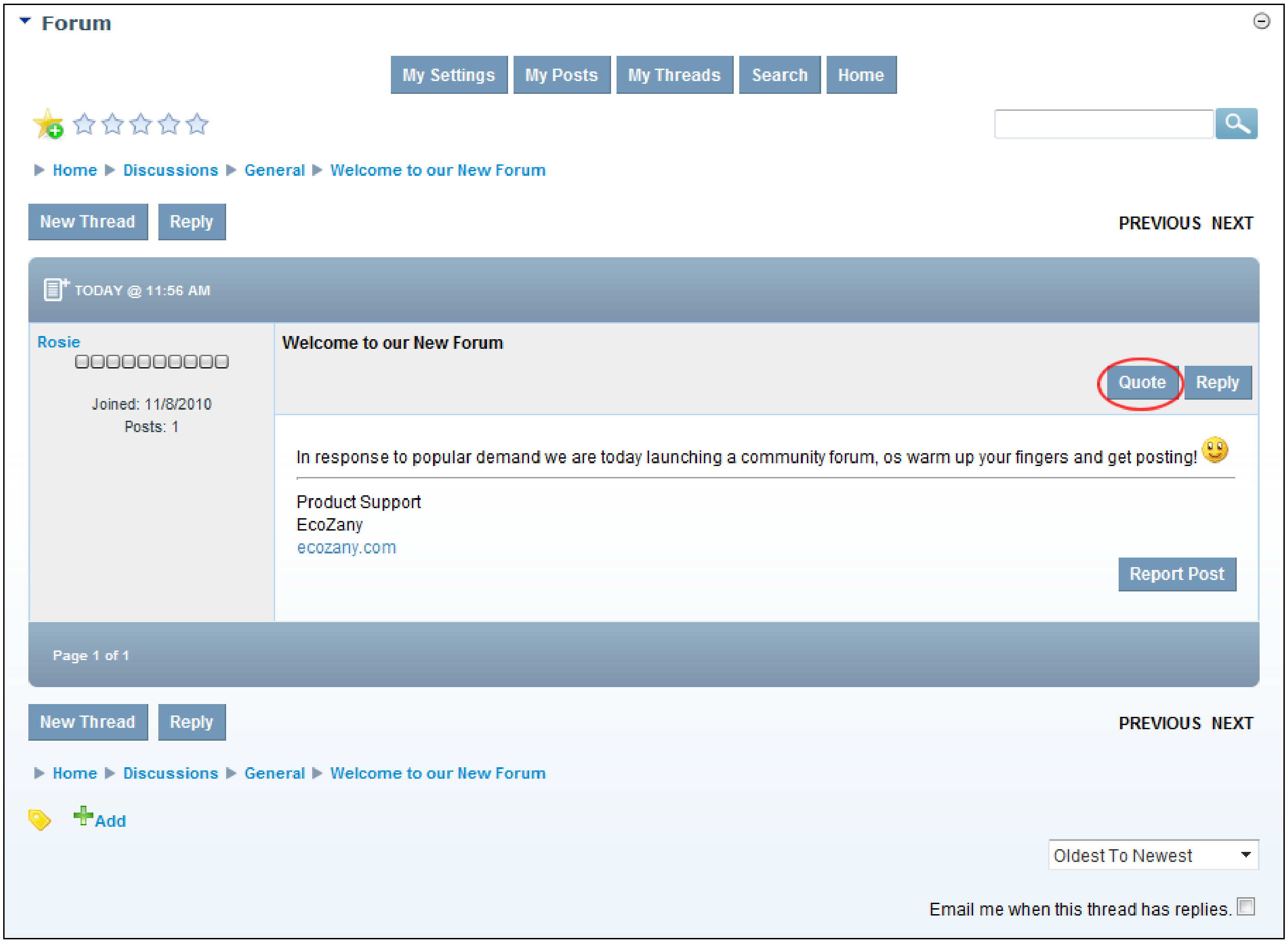
Related Topics:

- 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.

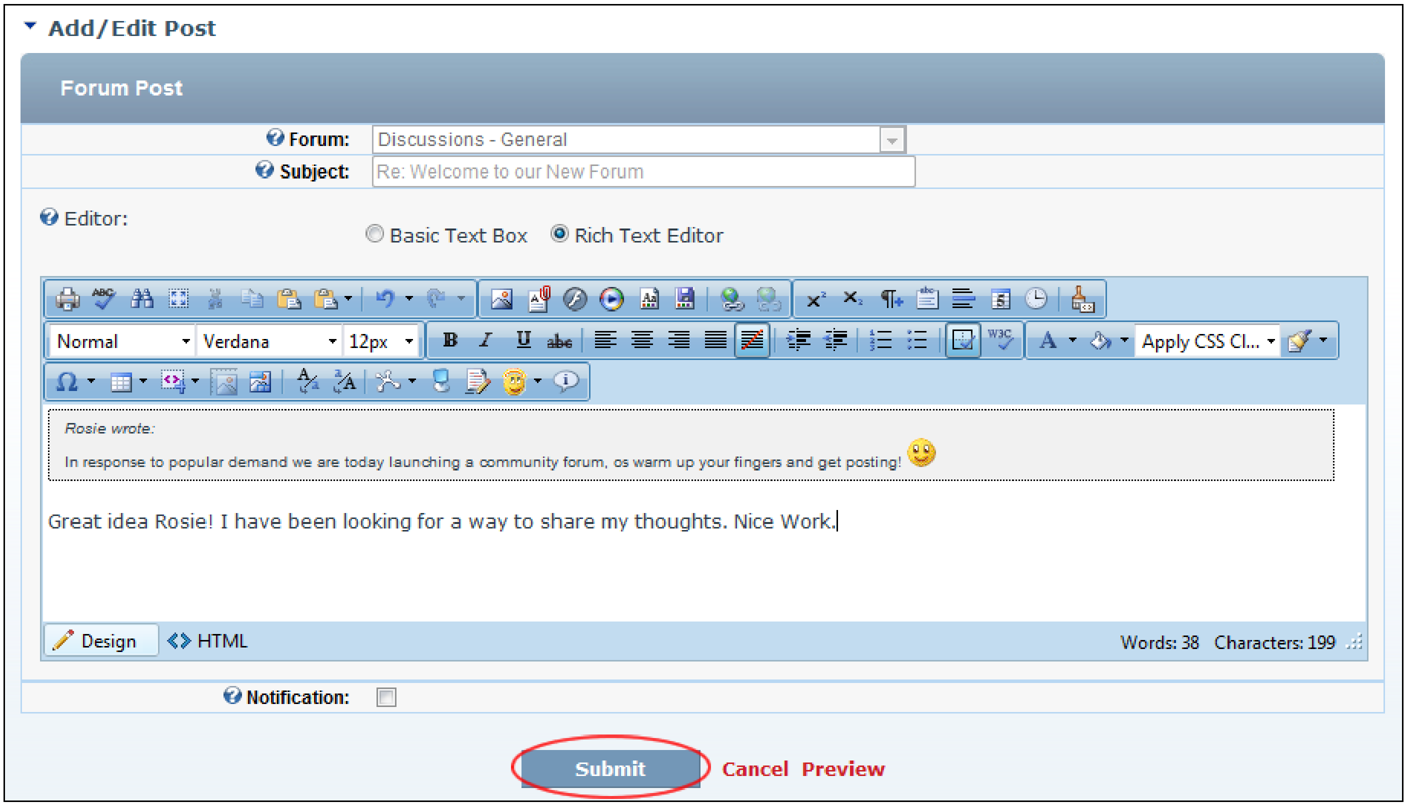
1. Locate and open the required post. See "Viewing any Post"



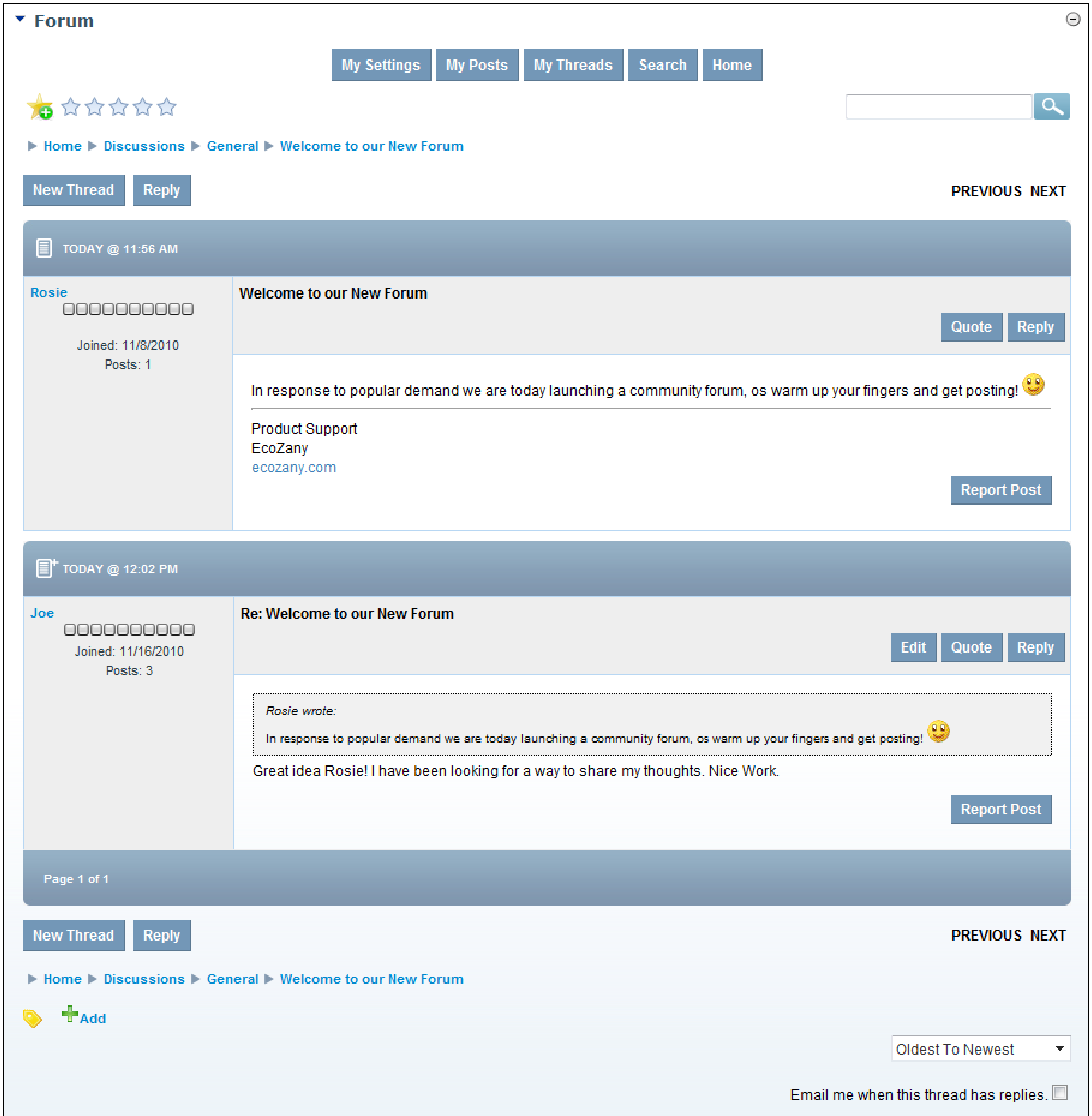
2. Click the Quote link located to the right of the post title. This opens the Add/Edit Post page which displays the quoted post in the Editor.

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.



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.



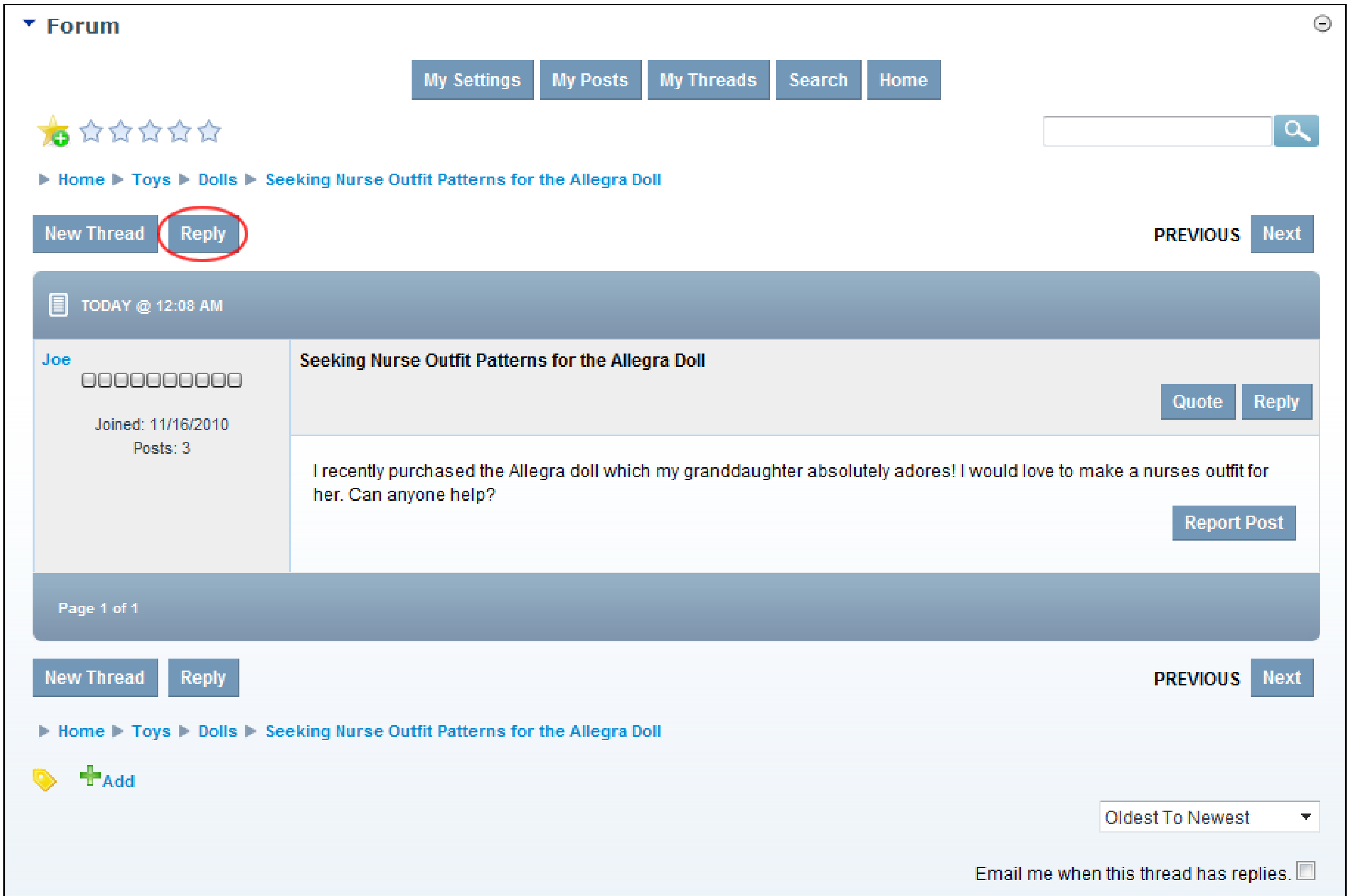
The Quoted Post

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.

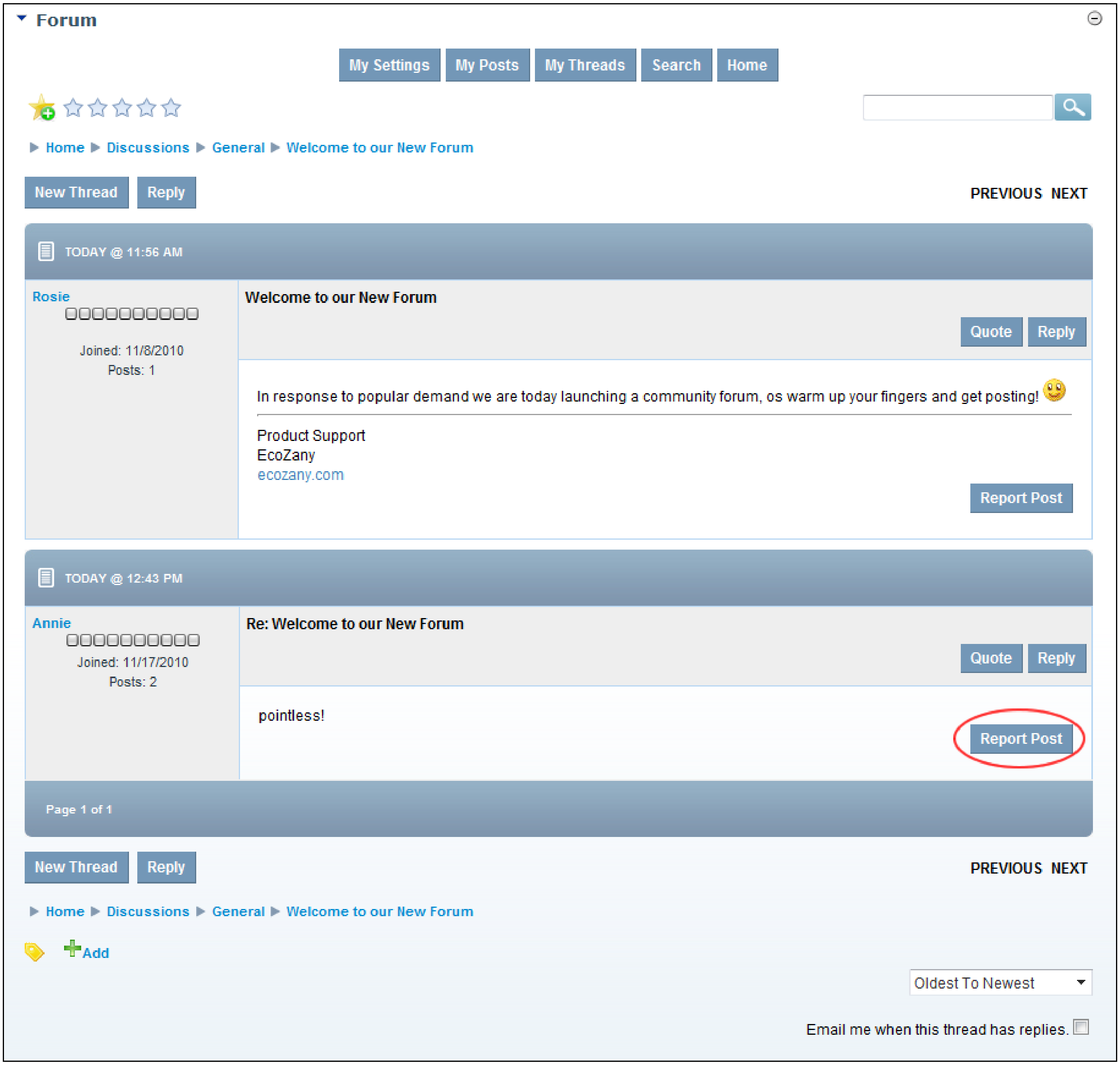


Replying to a Post

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"



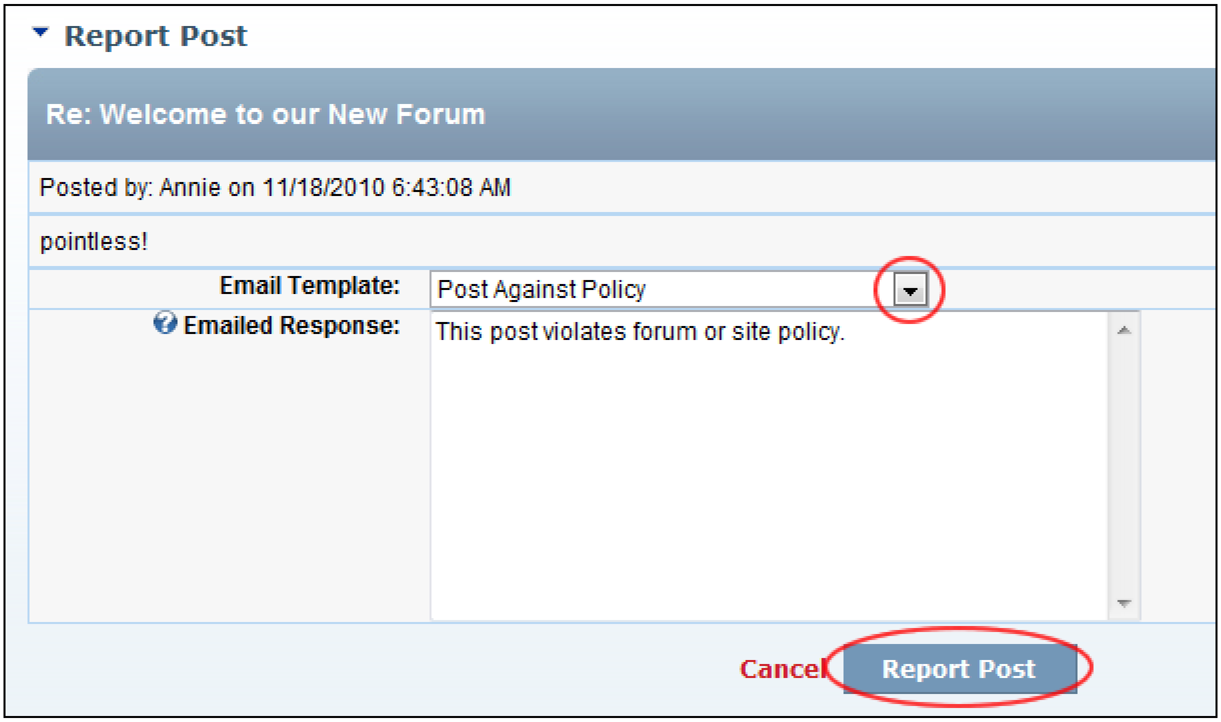
2. Click the Report Post link. This opens the Report Post page.

3. At **Email Template**, select the reason for reporting the post from these options:

   - Post is Duplicate
   - Post is Against Policy
   - Post is Spam

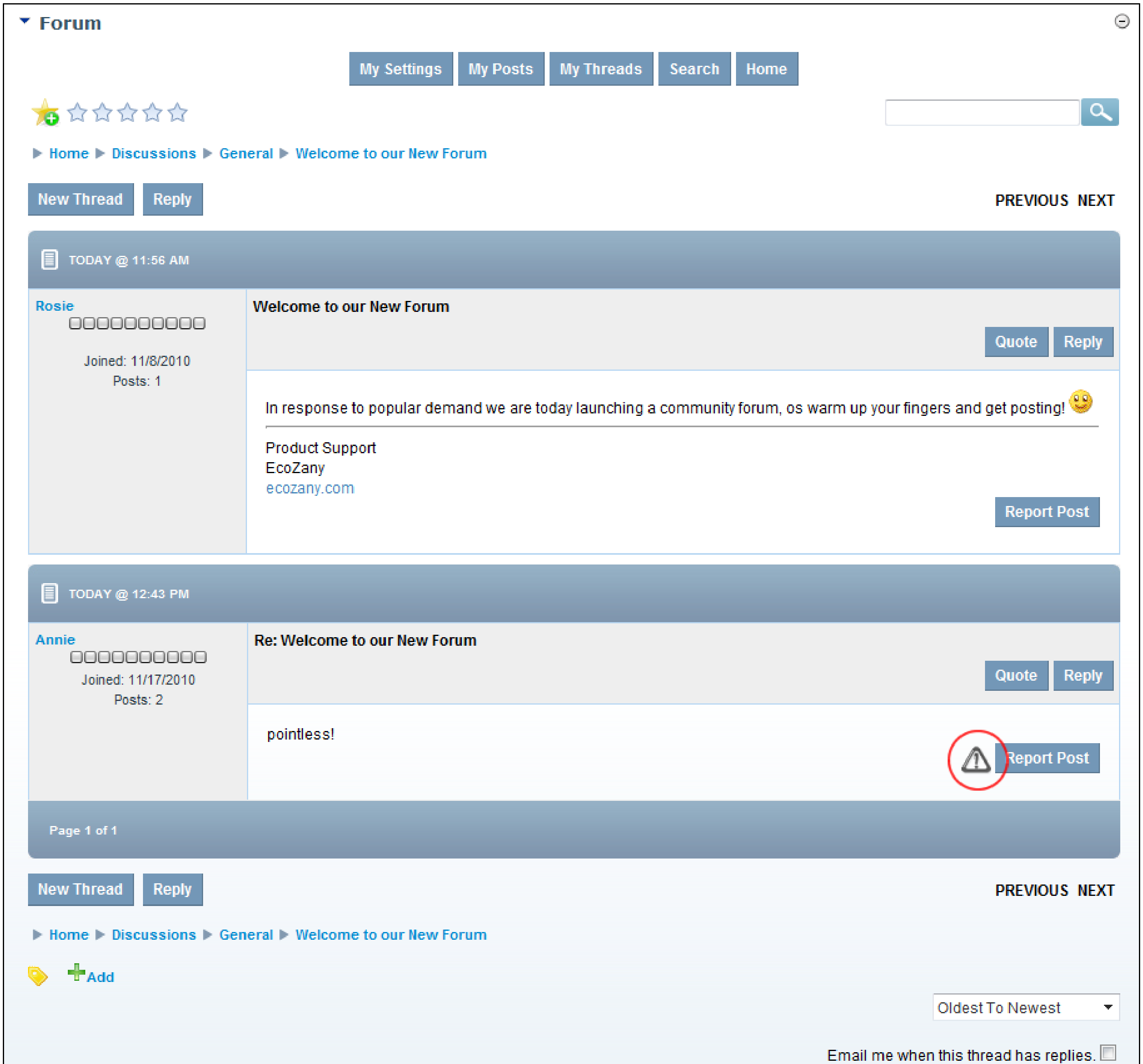
- Post Off Topic
- Post Contains Profanity
- Post Contains Excessive Advertising

4. **Optional.** In the **Emailed Response** text box, edit email message.



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.

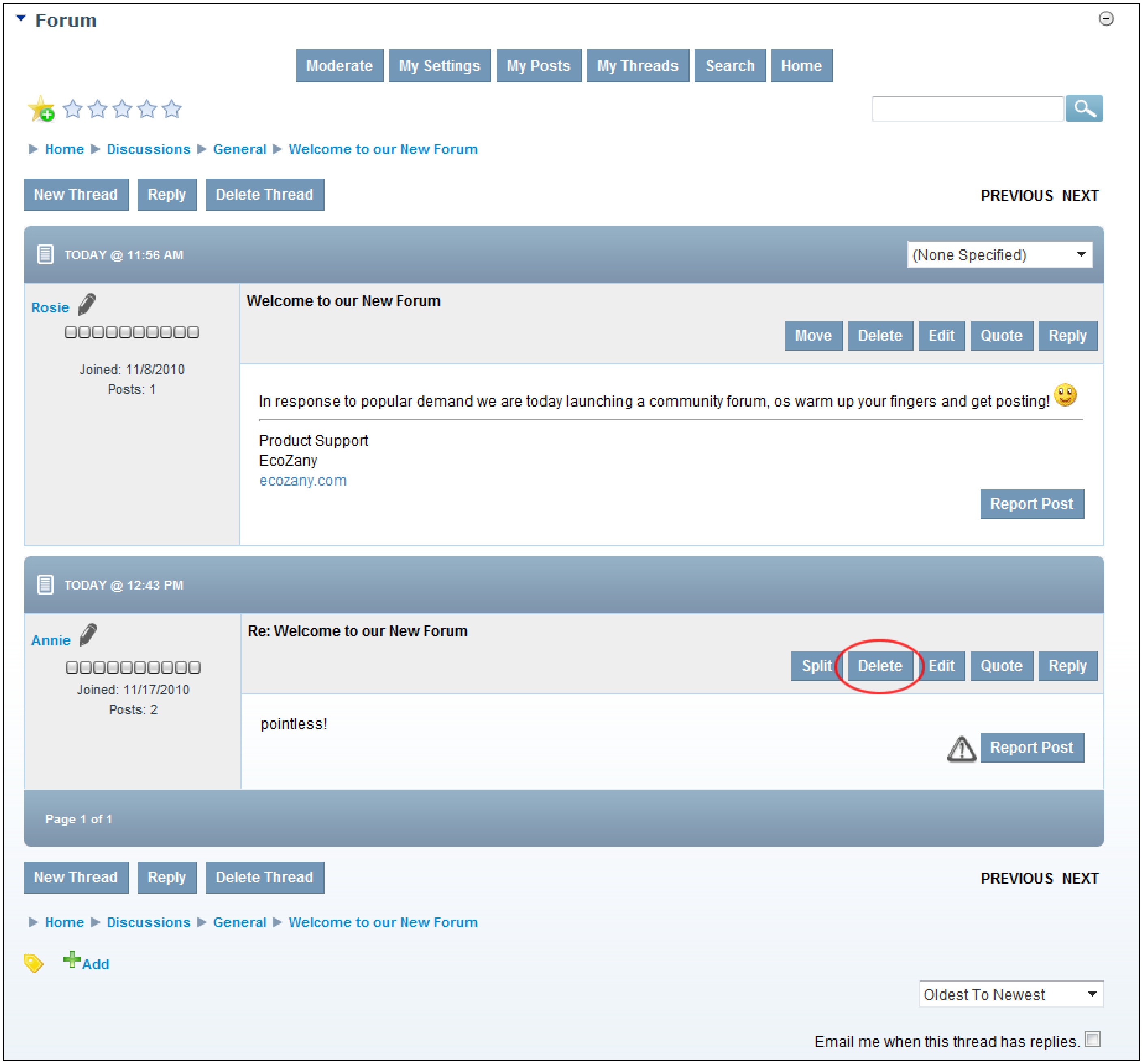


A Reported Post

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.



3. **Optional.** Complete this step to send email notification to the poster that this post has been deleted:

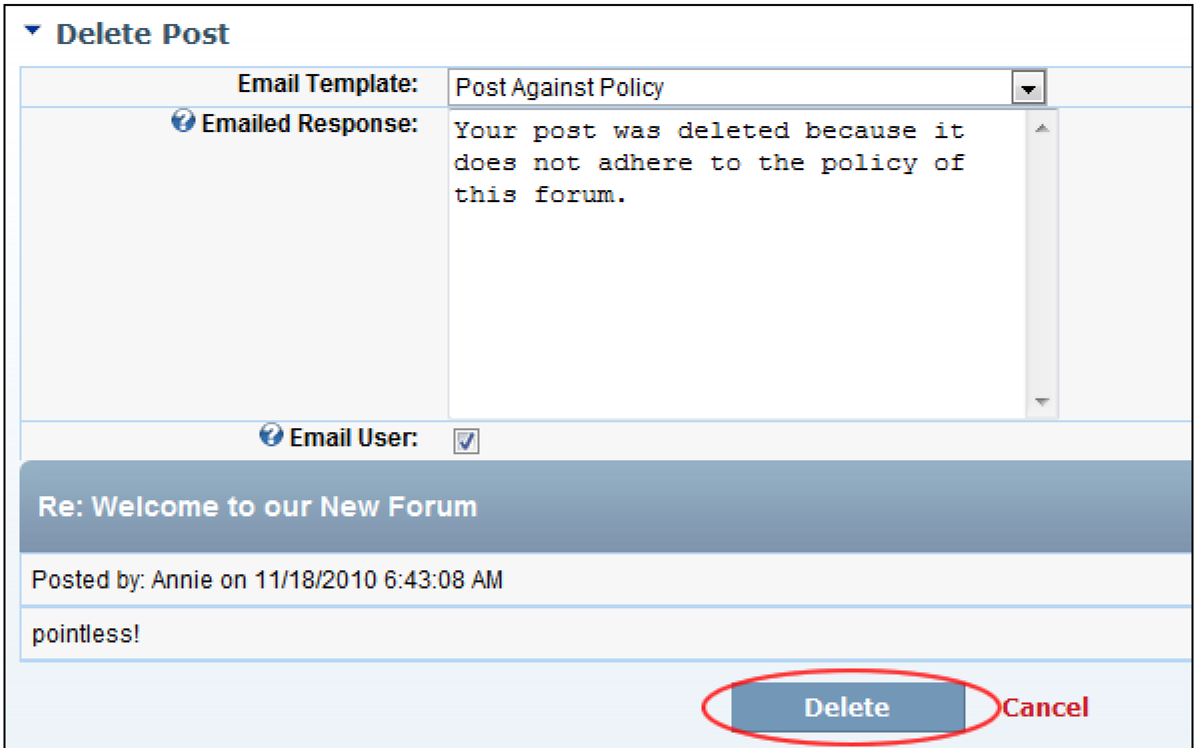
   a. At **Email Template**, select the reason why the post is being deleted.

   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.

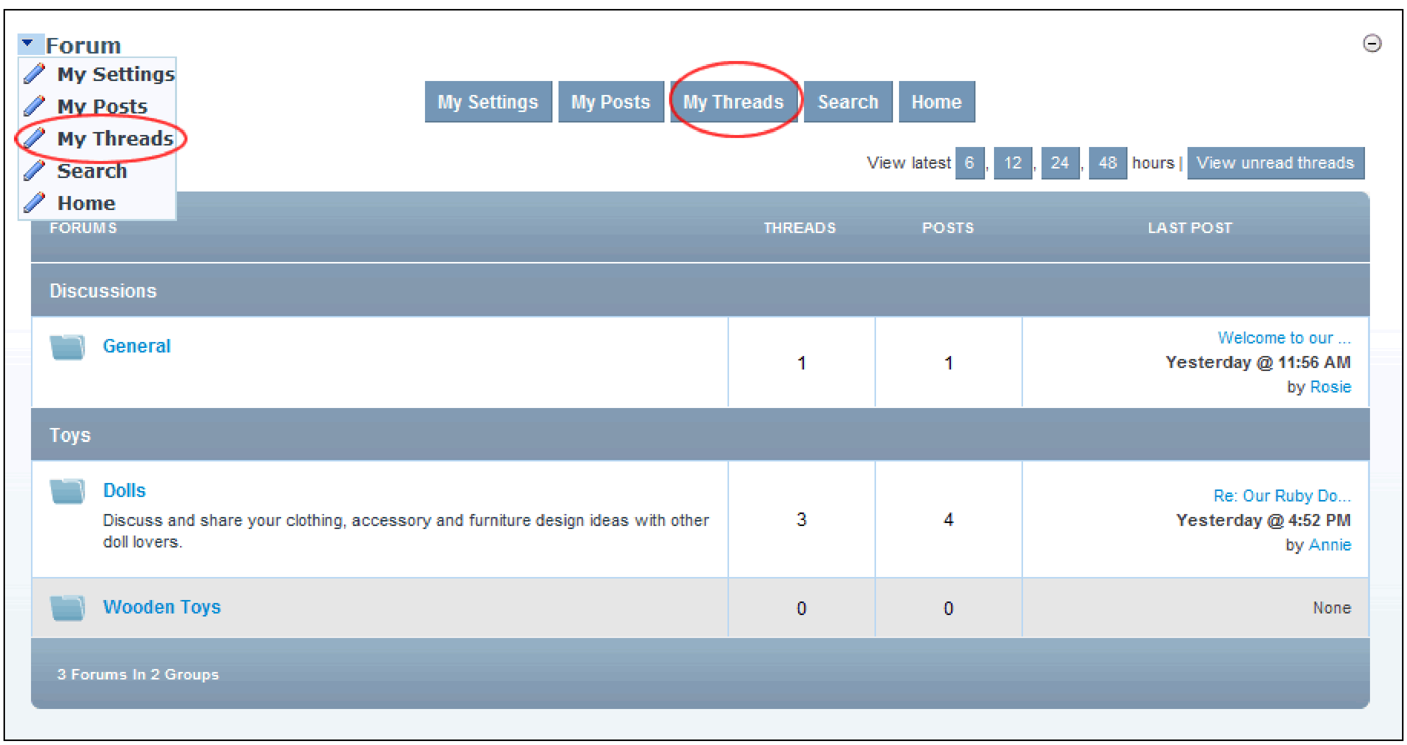


Deleting a Post

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.



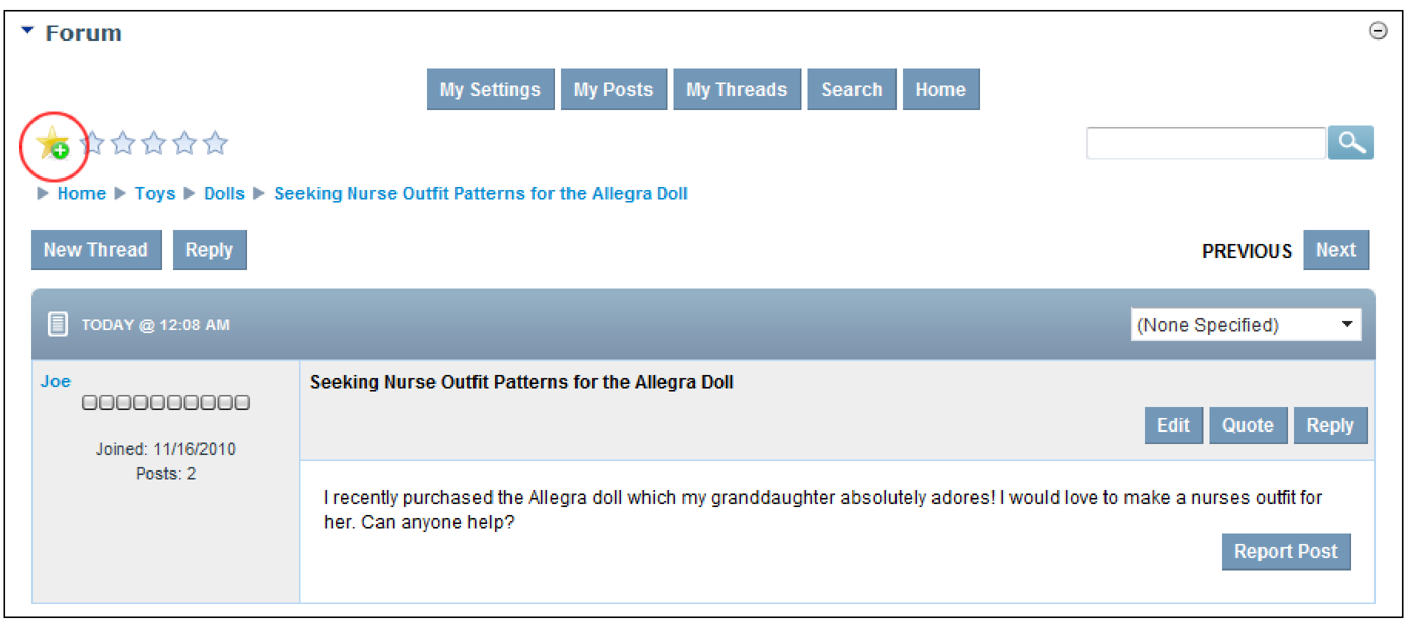
2. **Optional.** Click on the title of a thread to view it in full.

Tip: When viewing a thread, you can order it from <u>*Oldest To Newest*</u> *or* <u>*Newest To Oldest*</u> *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"

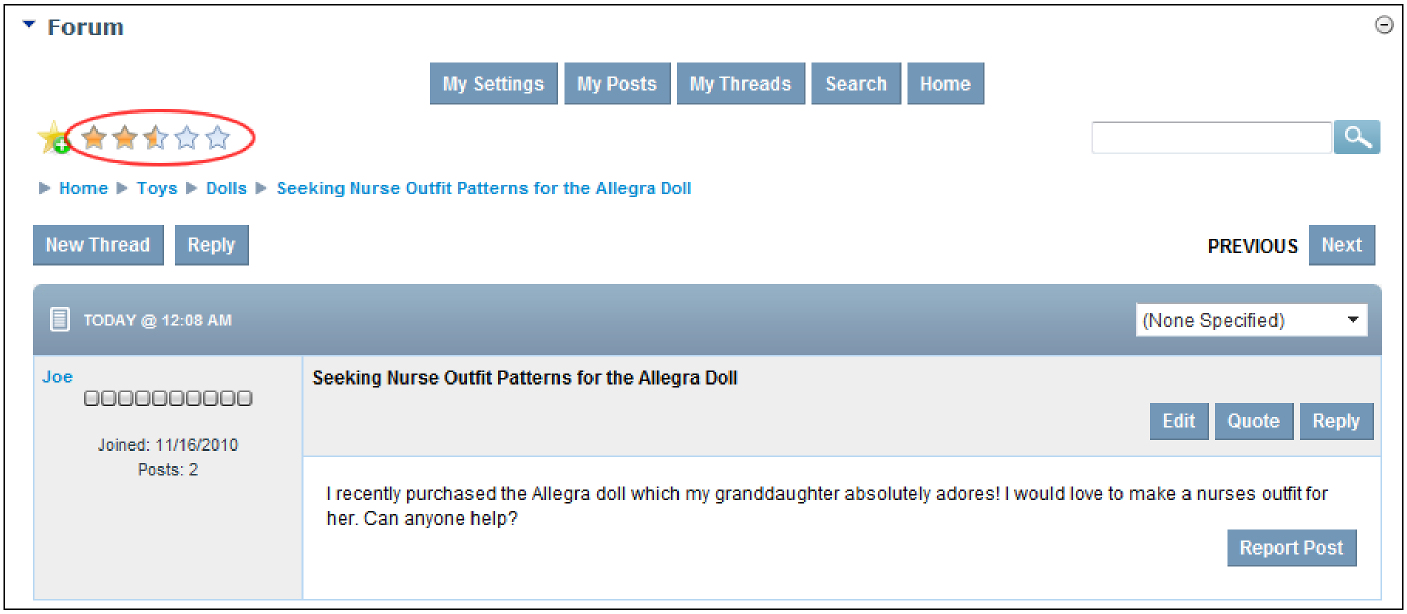


2. Click the **Add To Bookmarks** button to add a bookmark - OR - Click the Remove From Bookmarks button to remove the bookmark.

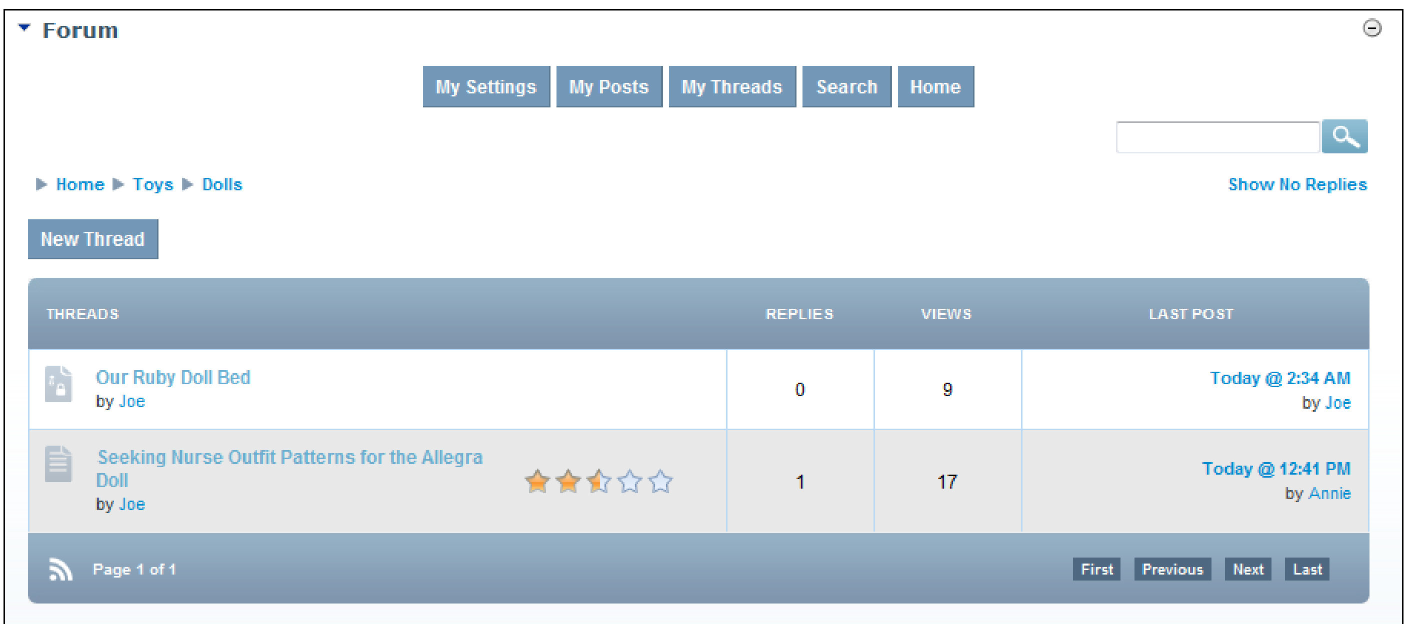
Rating a Thread

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.



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.

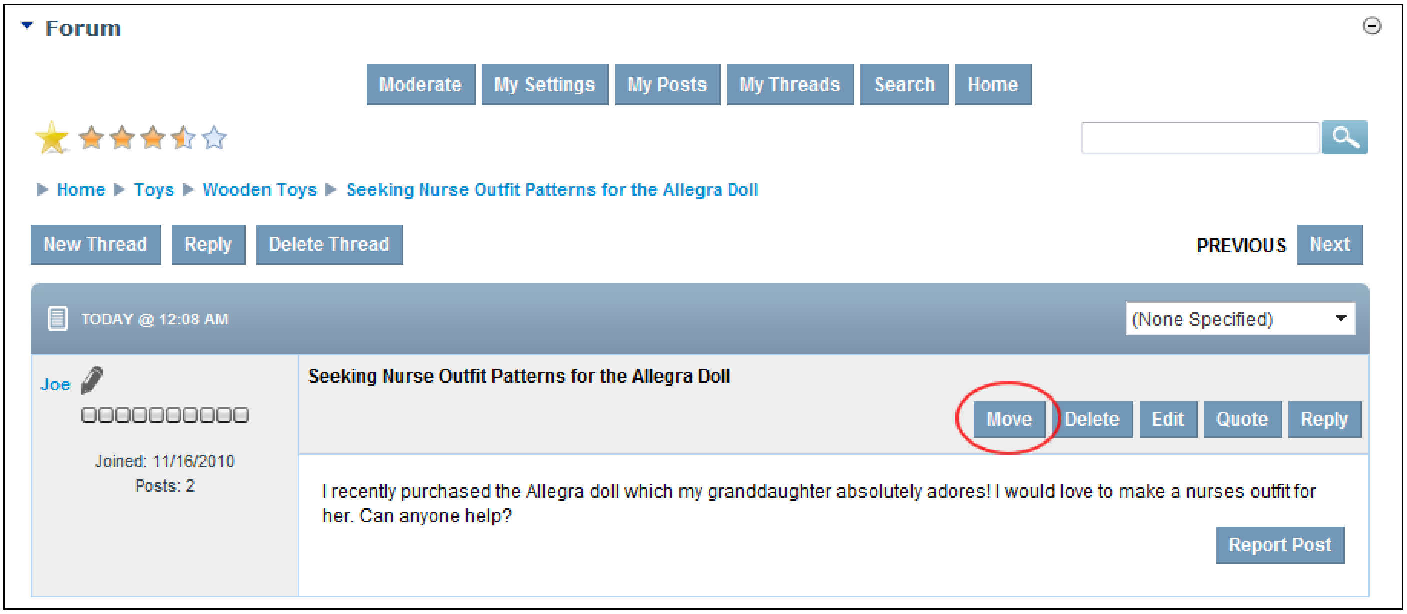


The Rated Thread

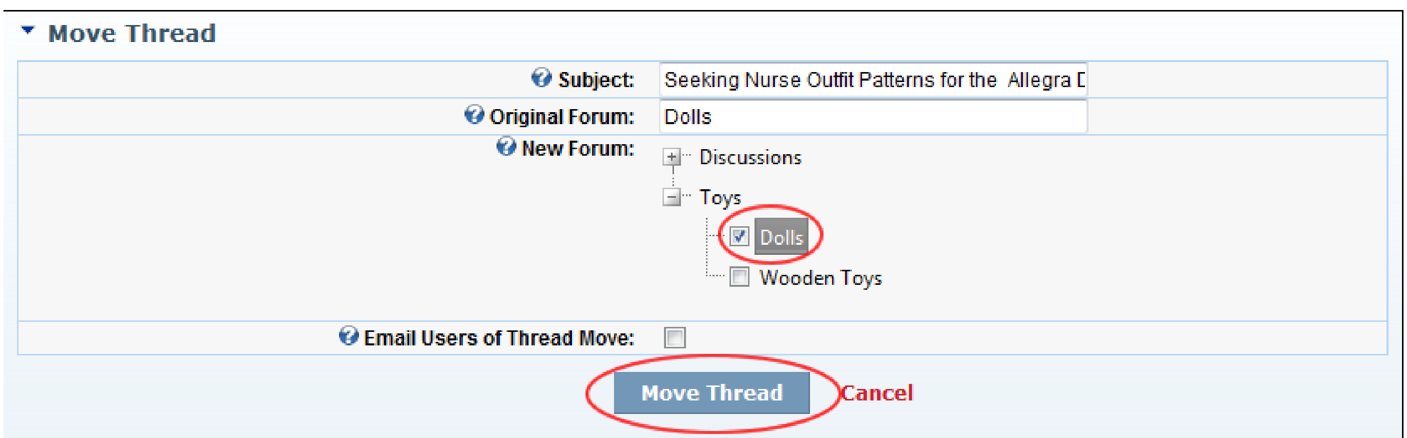
Moving a Thread

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".



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.

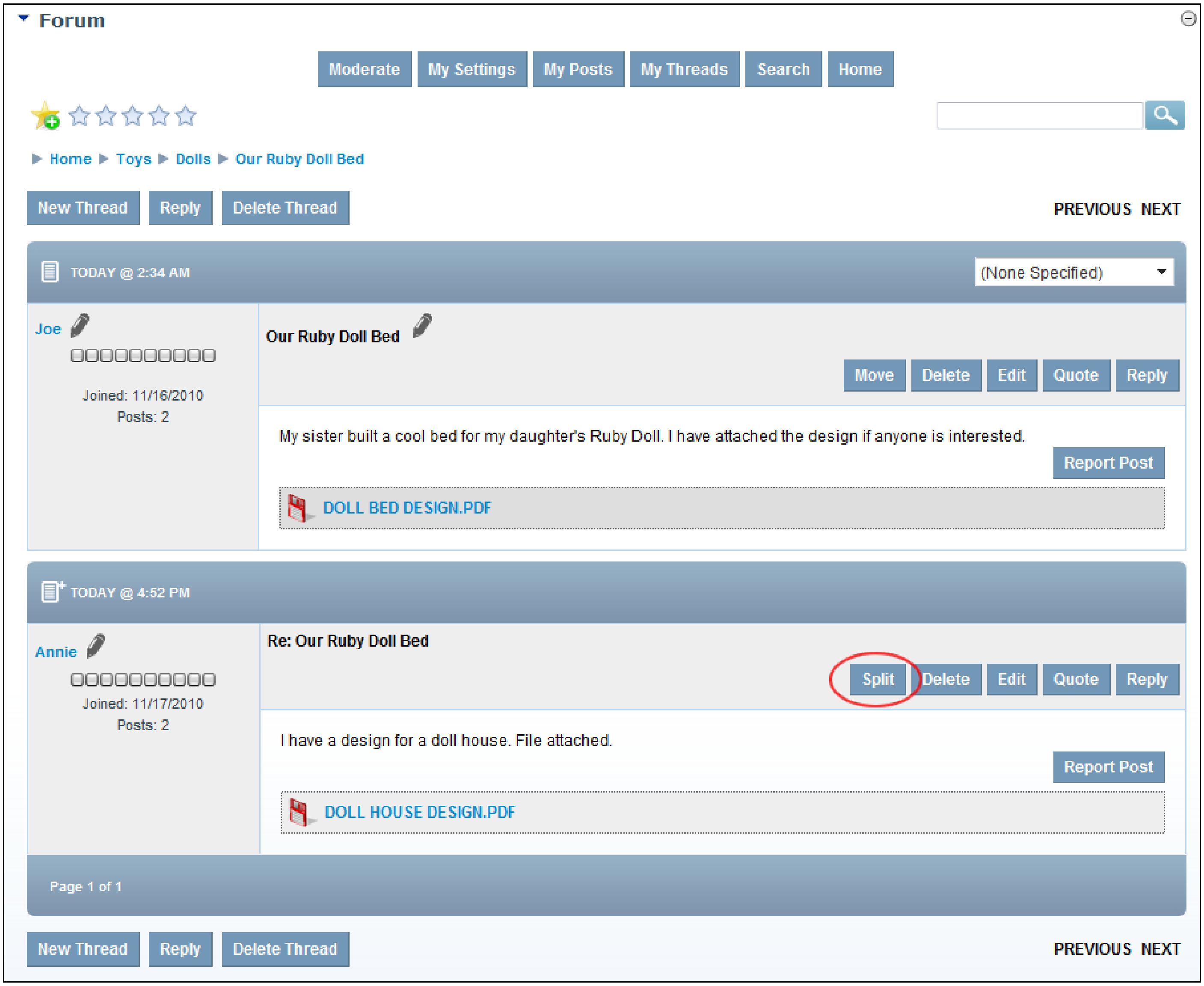


5. Click the Move Thread link.

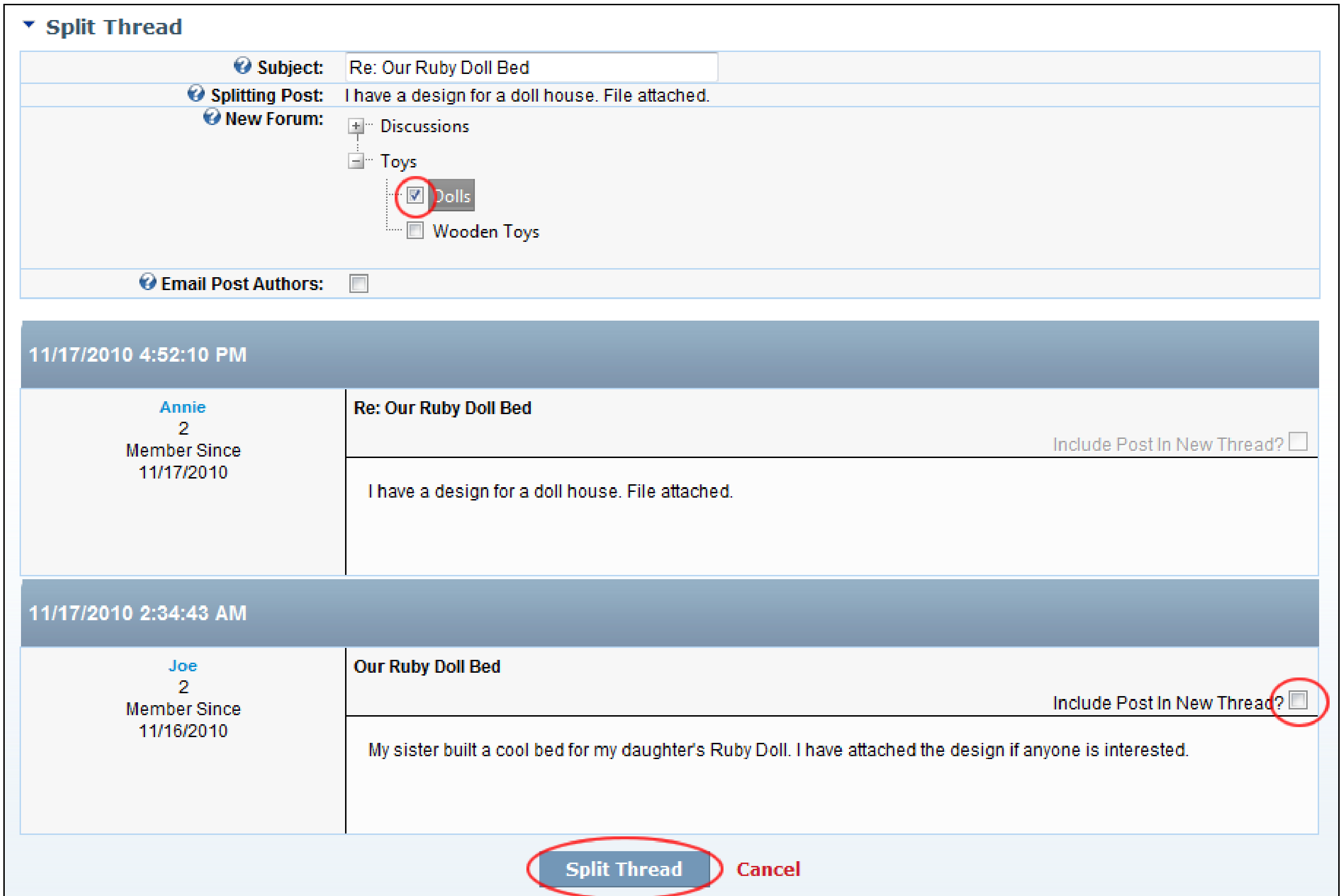
Splitting a Thread

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"



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.

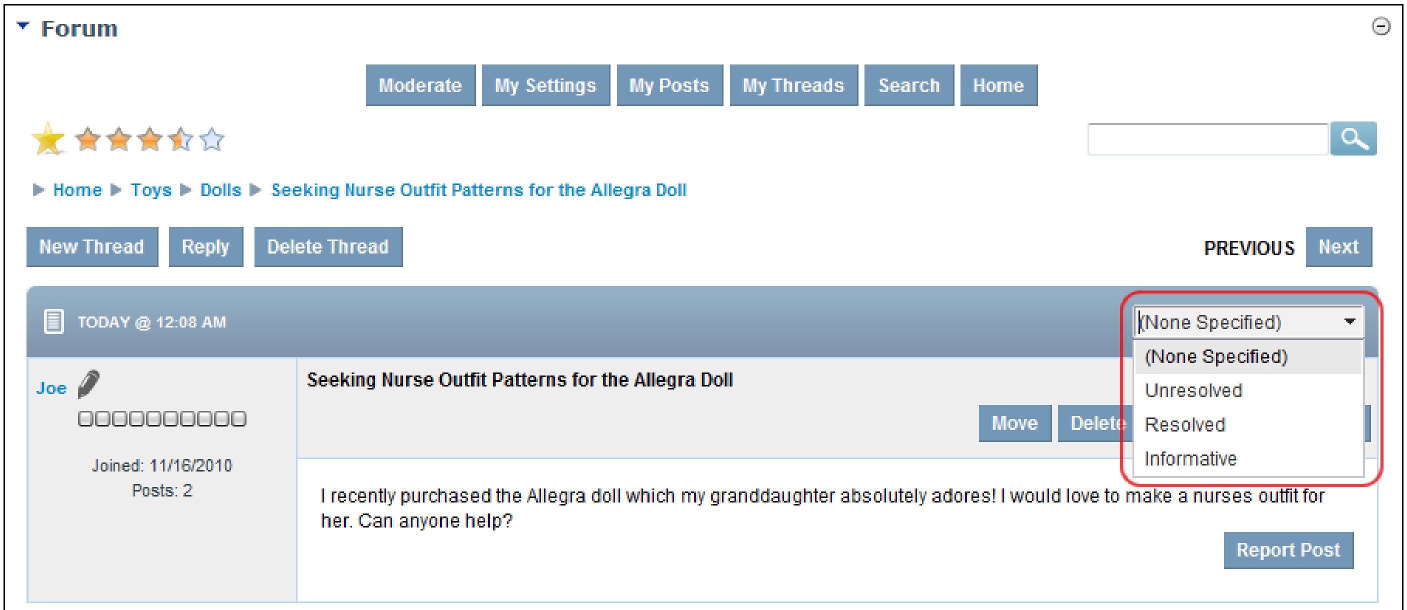


Splitting a Thread

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

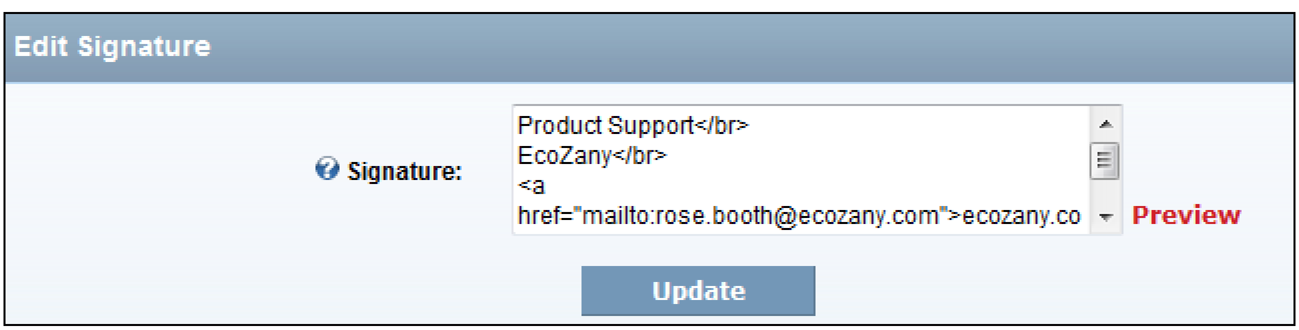
How to edit your user profile via the Forum module. Note: This tutorial explains how to manage your user profile when the Forum module uses the core DNN User Profile. Where an alternate non-core module is used, you must follow instructions provided by your module developer from Step 2.

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".

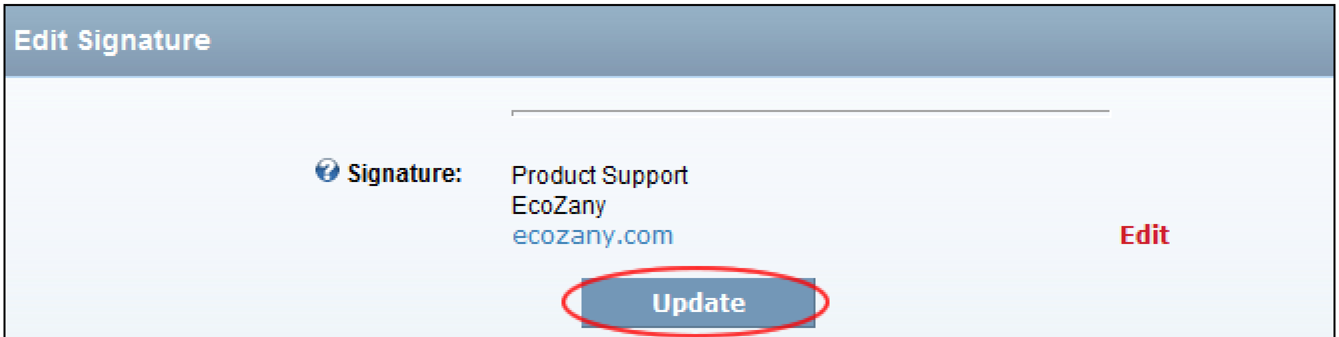
Editing your Forum Signature

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.

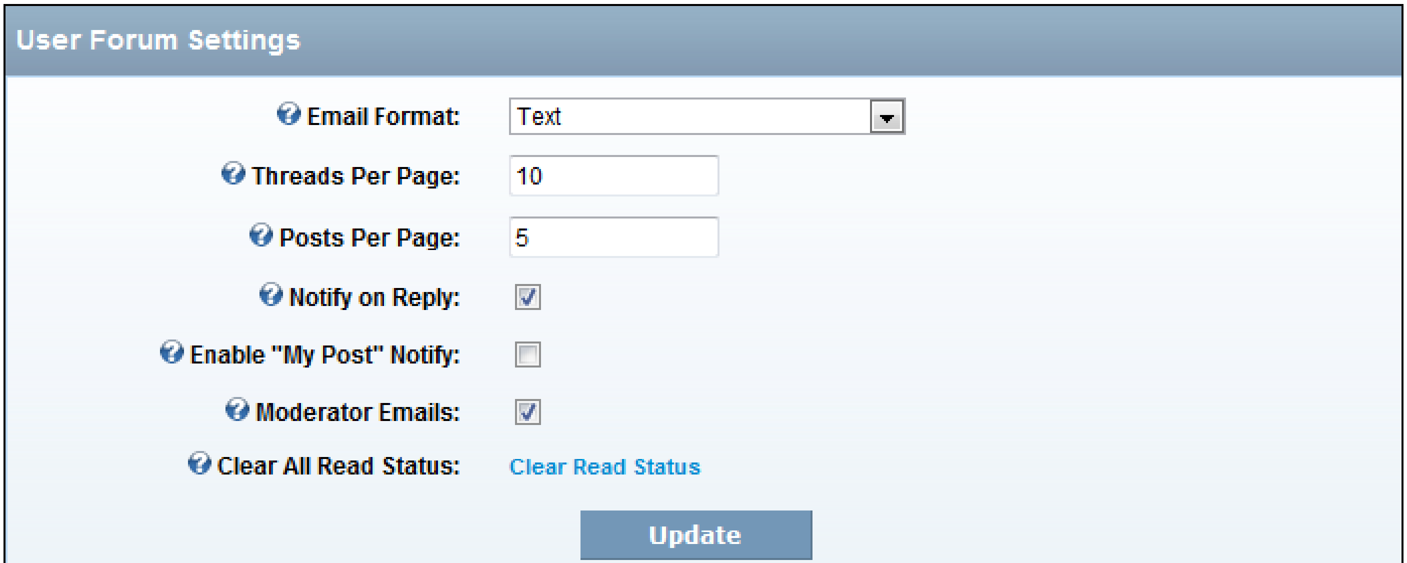


Editing Your Signature (This image displays Signature in Preview mode)

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.



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.

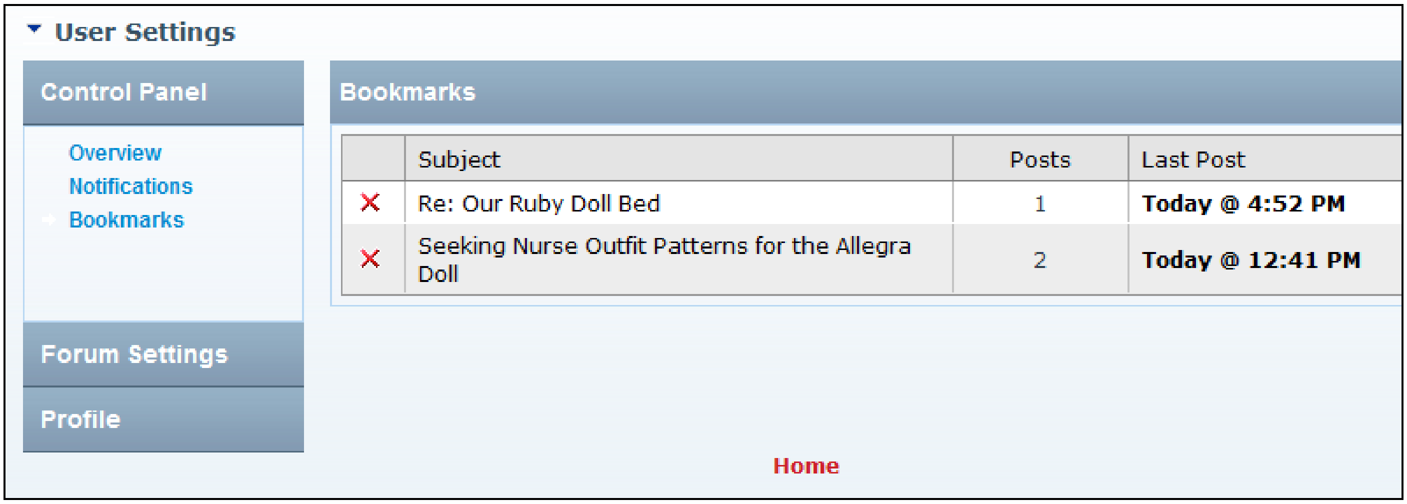
1. Select **My Settings** from the module actions menu - OR - Click the My Settings link. This opens the User Settings page. The Control Panel > Overview window is displayed.
2. In the right-hand panel, select **Control Panel** > Notifications. This displays the Tracked Forums and Threads window with 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



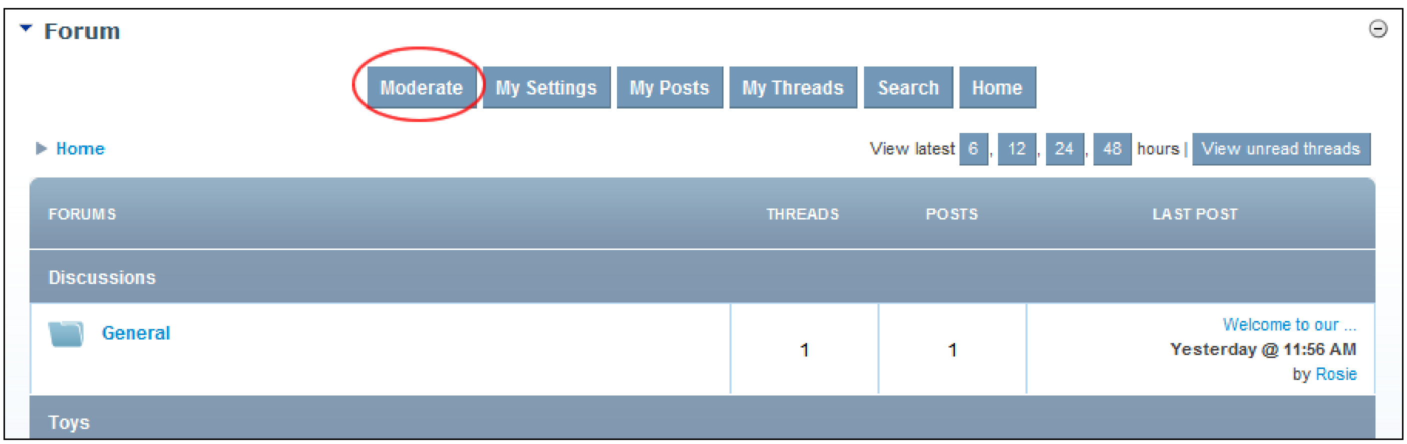
Related Topics:

- See "Adding a Bookmark to a Thread"

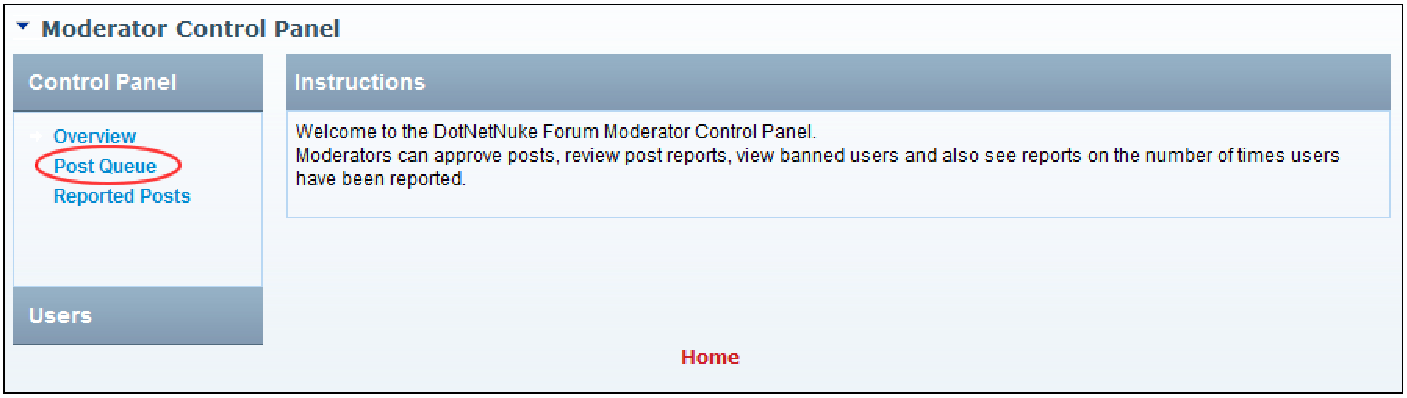
Forum Moderators

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.



2. In the left-hand panel, select **Post Queue**. This displays a summary list of forums with posts awaiting approval.

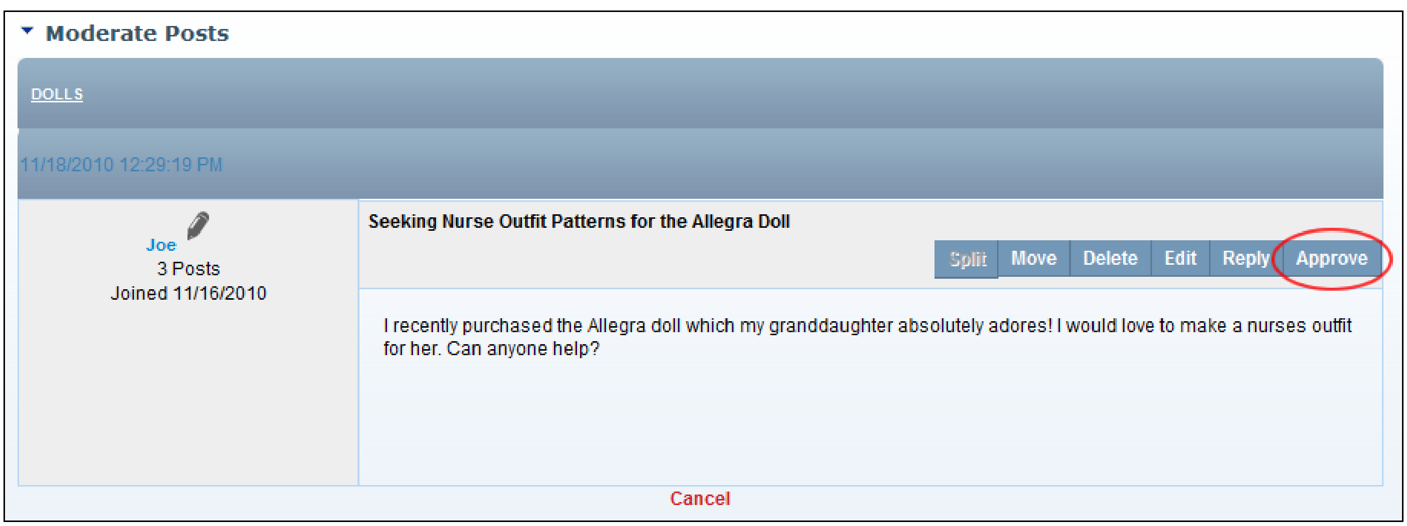


Approving a Post

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.

3. Click the Approve link beside the post to be approved.



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.

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.

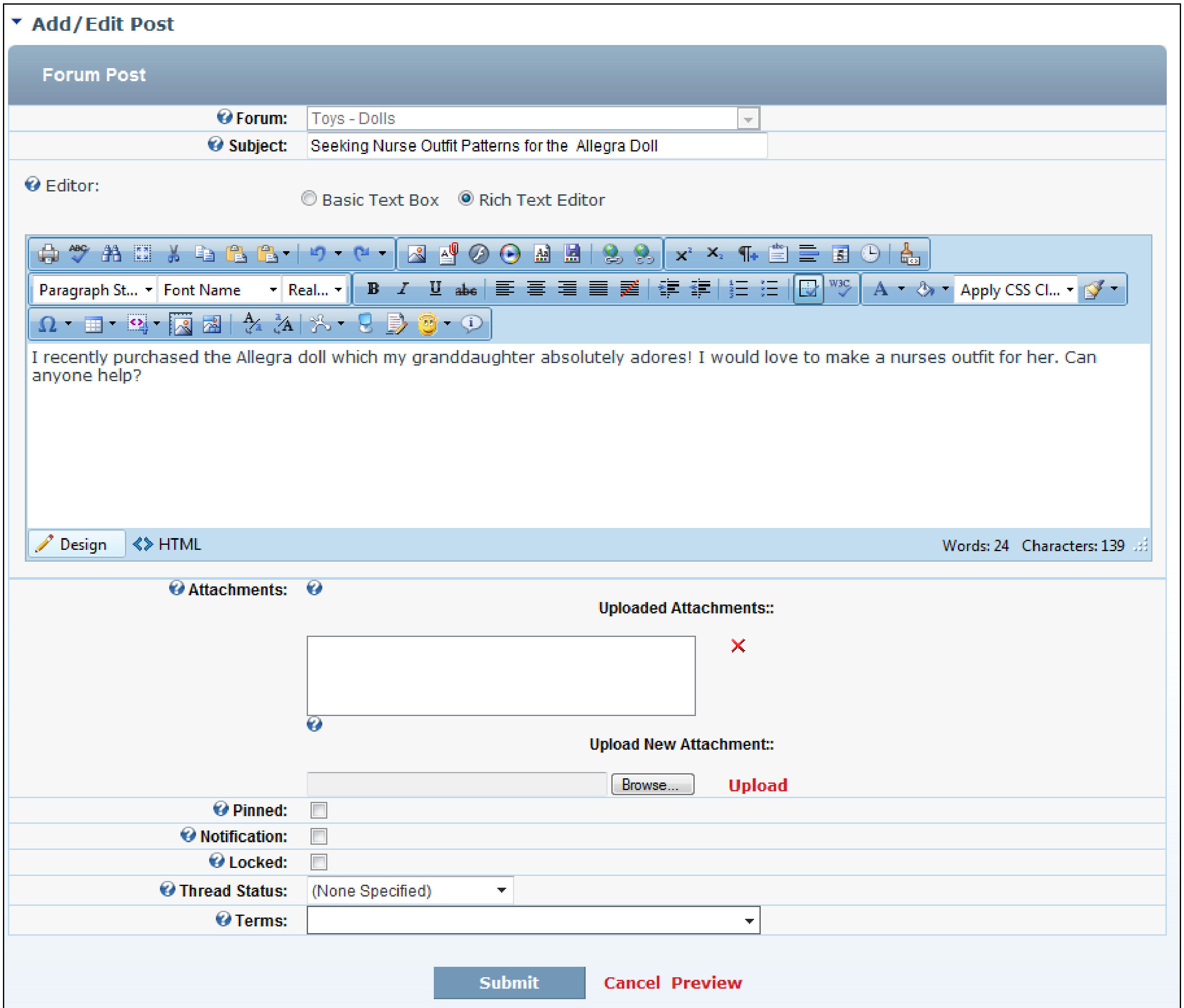
   e. At **Thread Status**, update the status as required. E.g. Informative

   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.



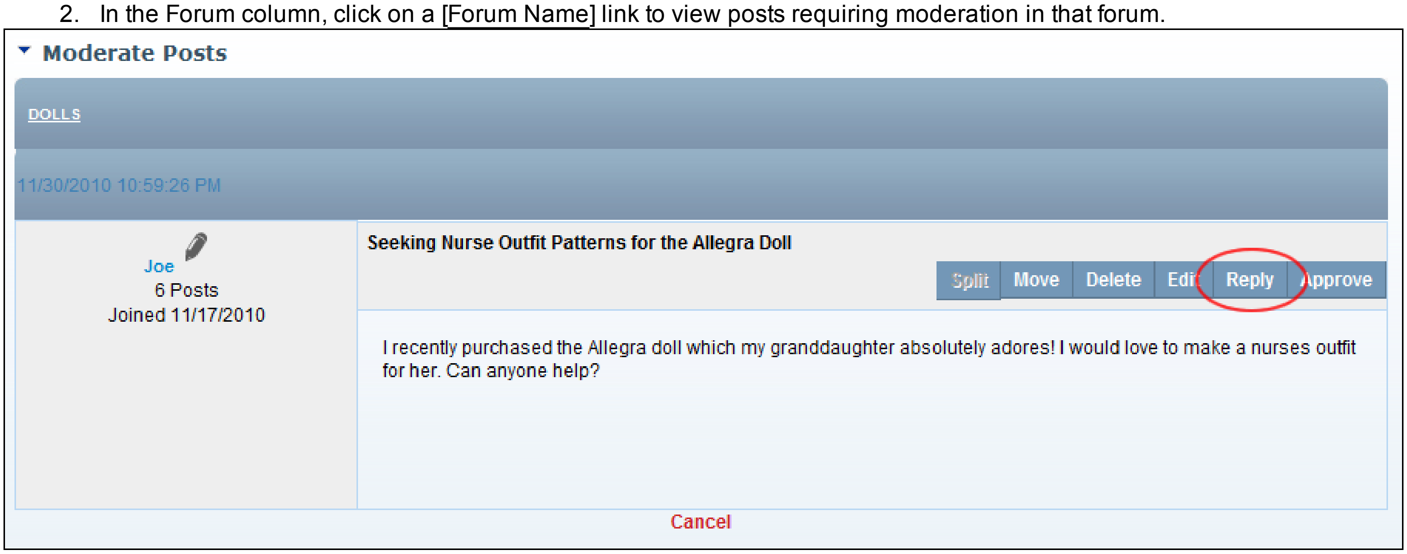
Approving and Editing a Moderated Post

Approving and Replying to a Post

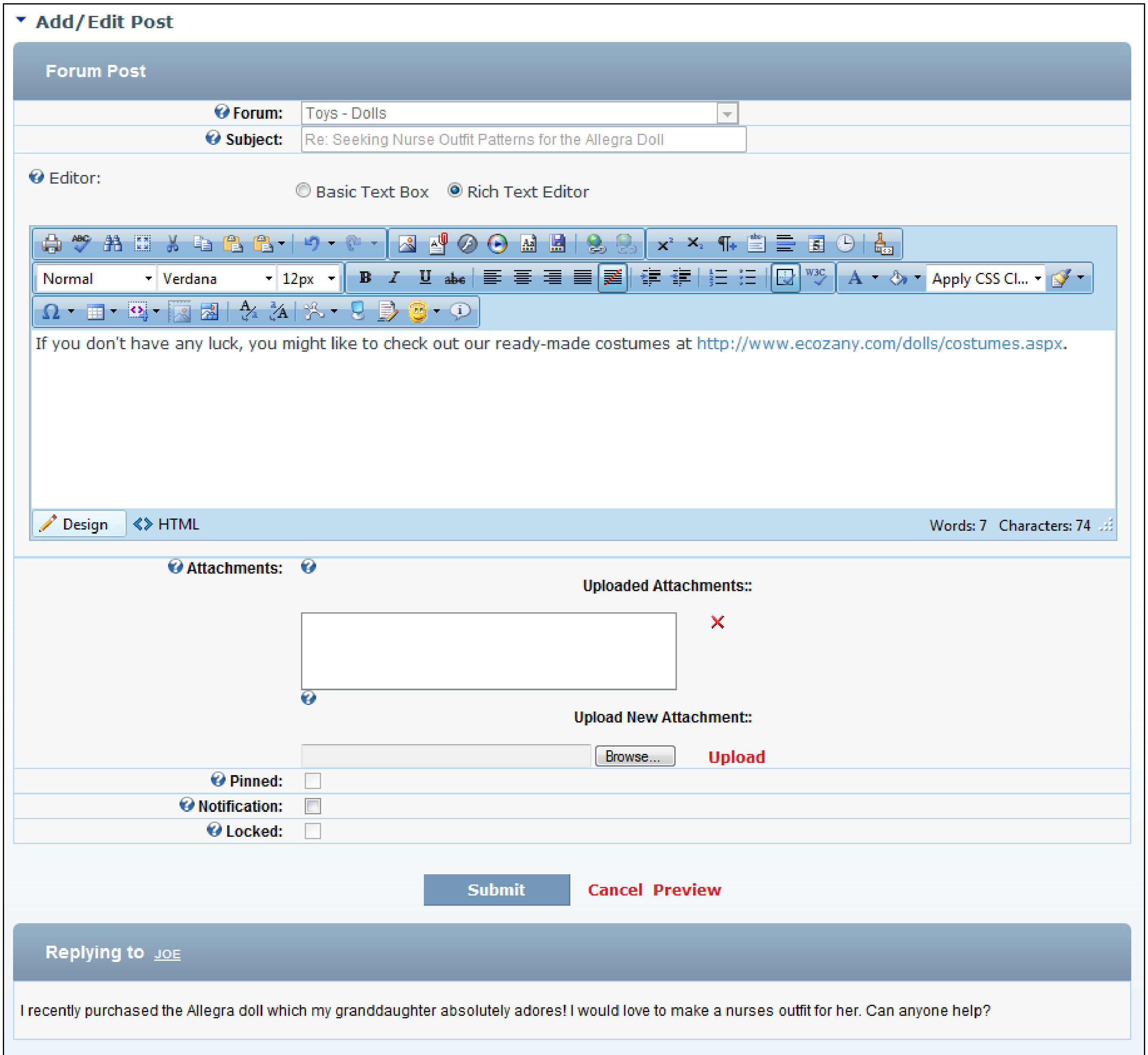
How to approve a post and add reply to the post.

1. Go to the moderator post queue. See "Navigating to the Moderator Post Queue"

2. In the Forum column, click on a [Forum Name] link to view posts requiring moderation in that forum.



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.



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.

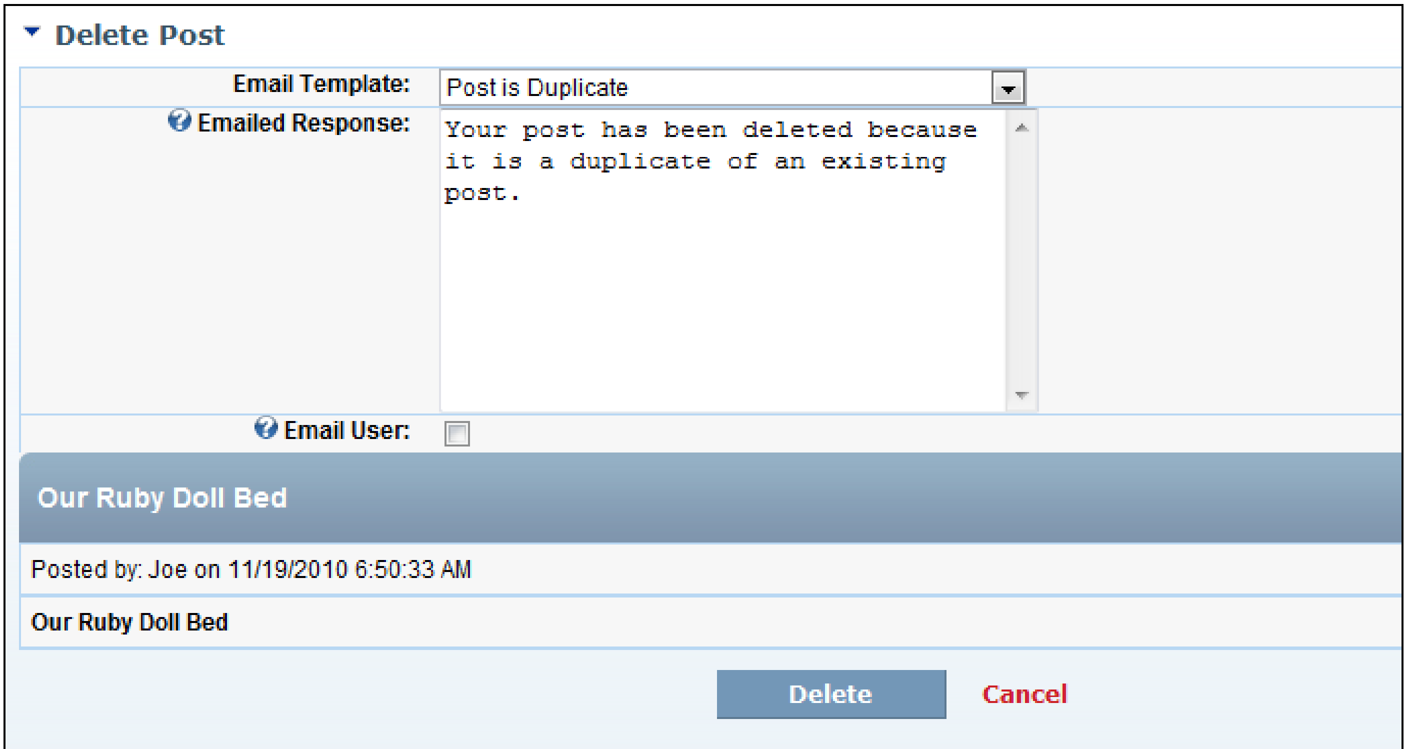
3. Click the Split link beside the required post. This opens the Add/Edit Post page.
4. Enter your reply in the Editor.
5. **Optional.** Add/set one or more of these settings:
   a. At **Attachments**, modify the attachments if required.
   b. At **Pinned**, check the check box to set this post to always 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.

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.

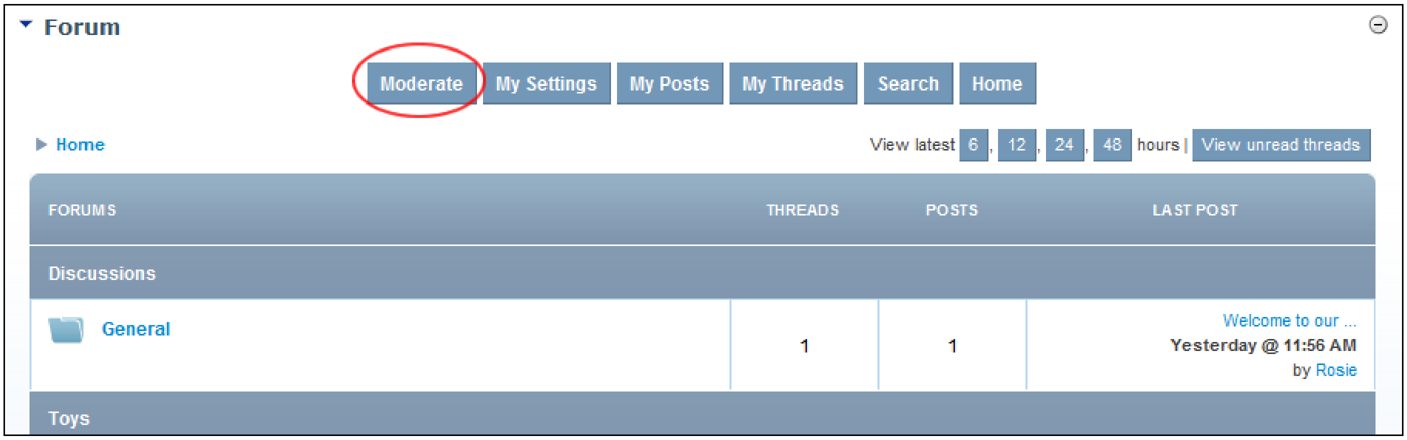


Deleting a post awaiting moderation

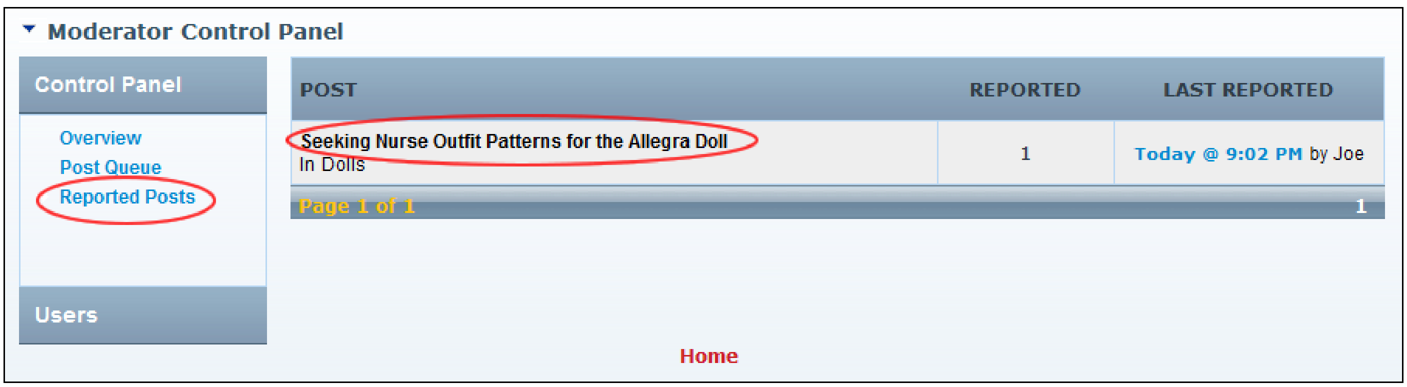
Managing Reported Posts

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.



2. In the left-hand panel, select **Reported Posts**. This displays a summary list of reported posts.
3. In the **Post** column, click on a post title link to view the post in full.

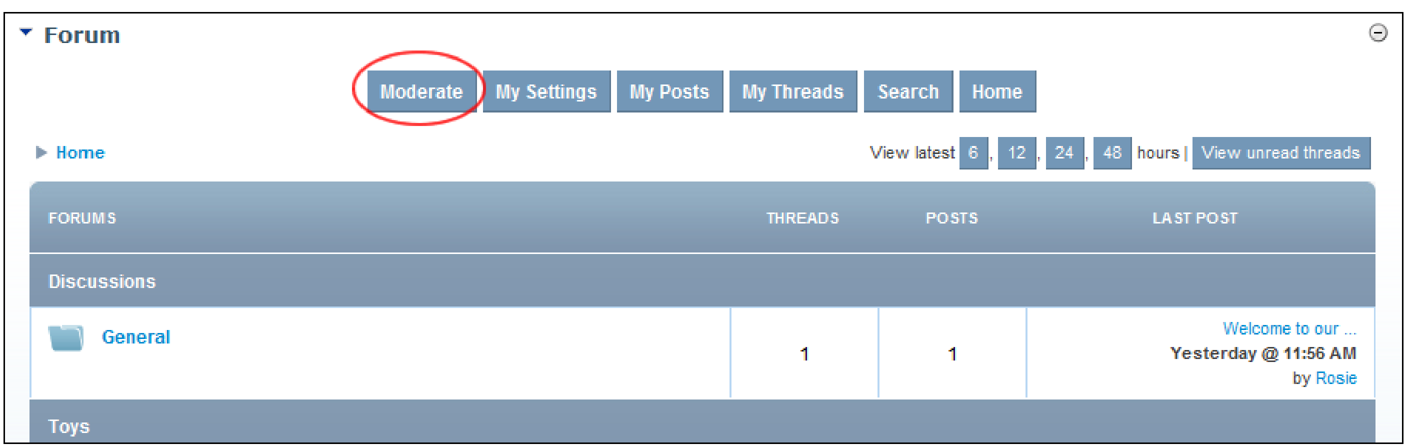


4. Optional. Click the **Click To Address Report** button to address this reported post. This displays the **This Report Has Been Addressed** icon.
5. Address the reported post as required.

Viewing Banned Users

How to view a list of users who are been banned from 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** > **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.

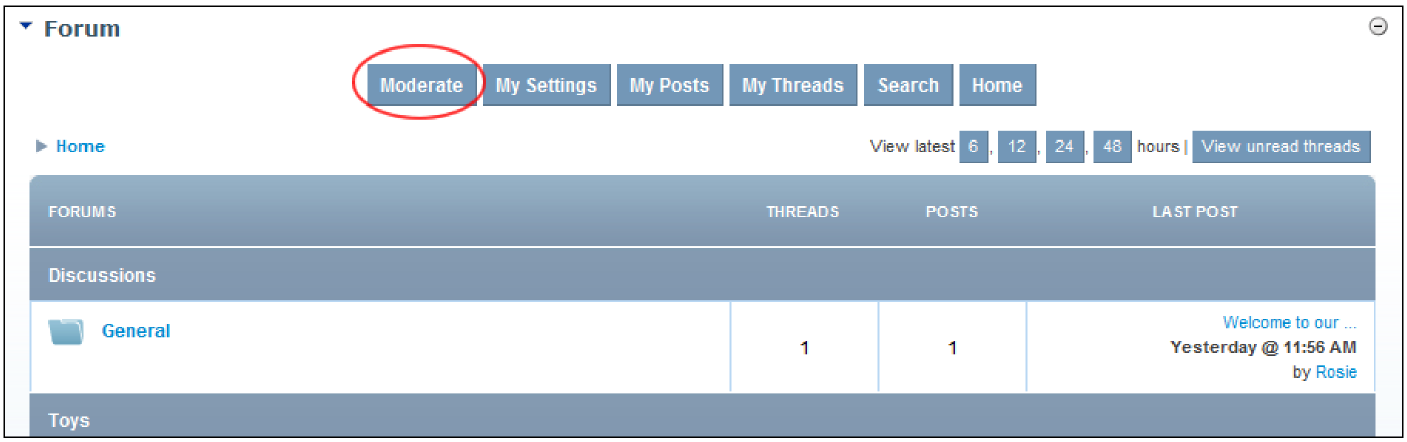
Related Topics:

- 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.

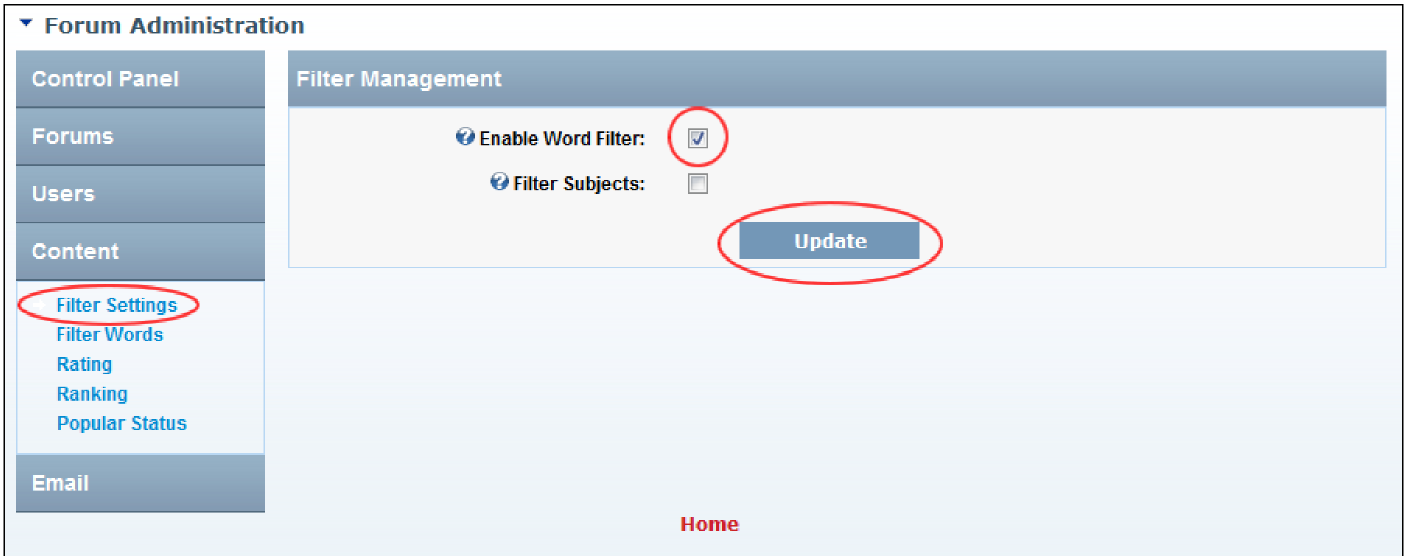
1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"

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.

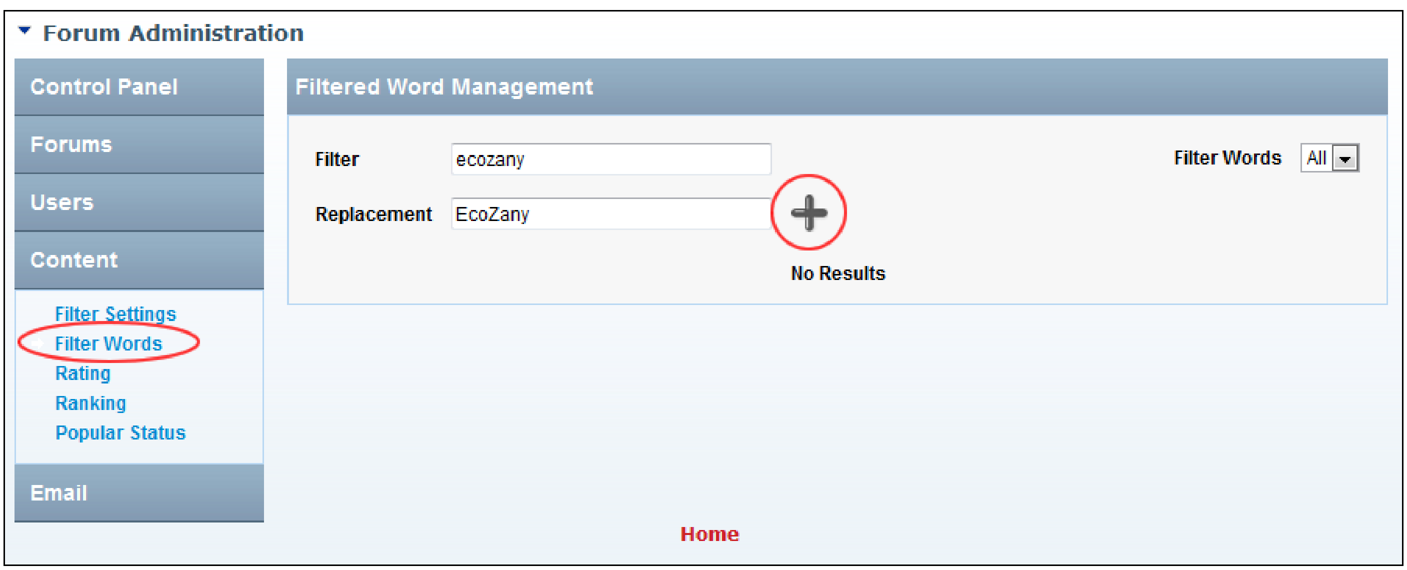


Enabling Word Filtering

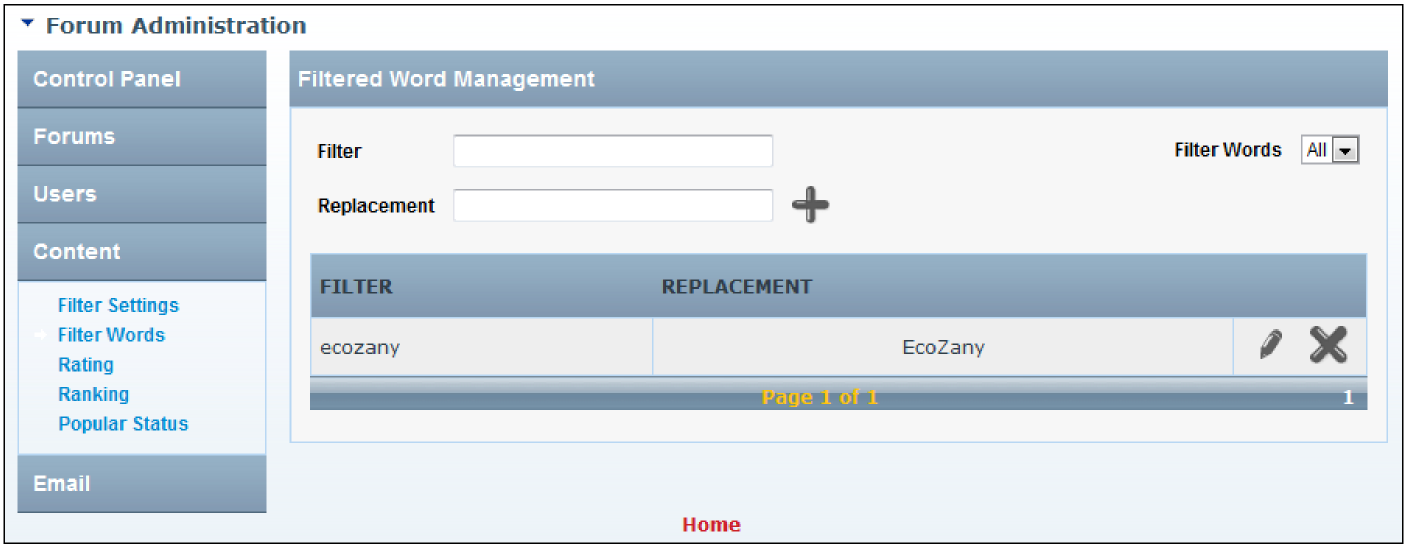
Adding a Filtered Word

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.



5. Click the **Add** button. The newly added filtered word is now displayed in the Filtered Word List on this page.

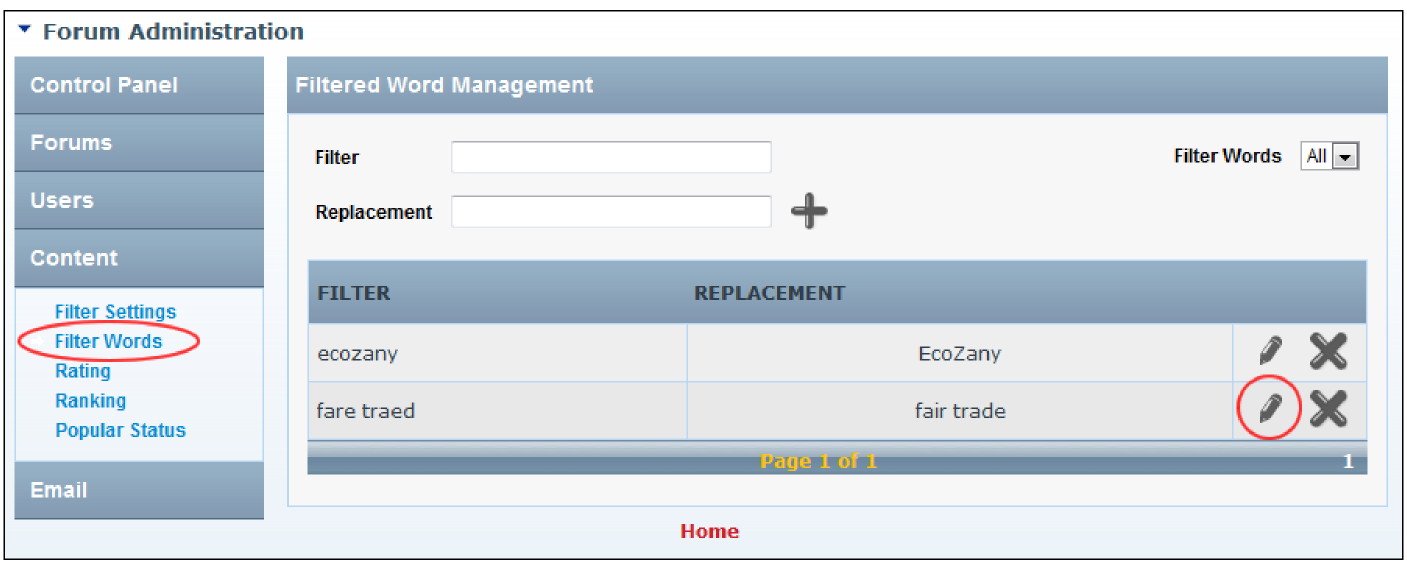


Tip: You can filter any content such as numbers and phrases.

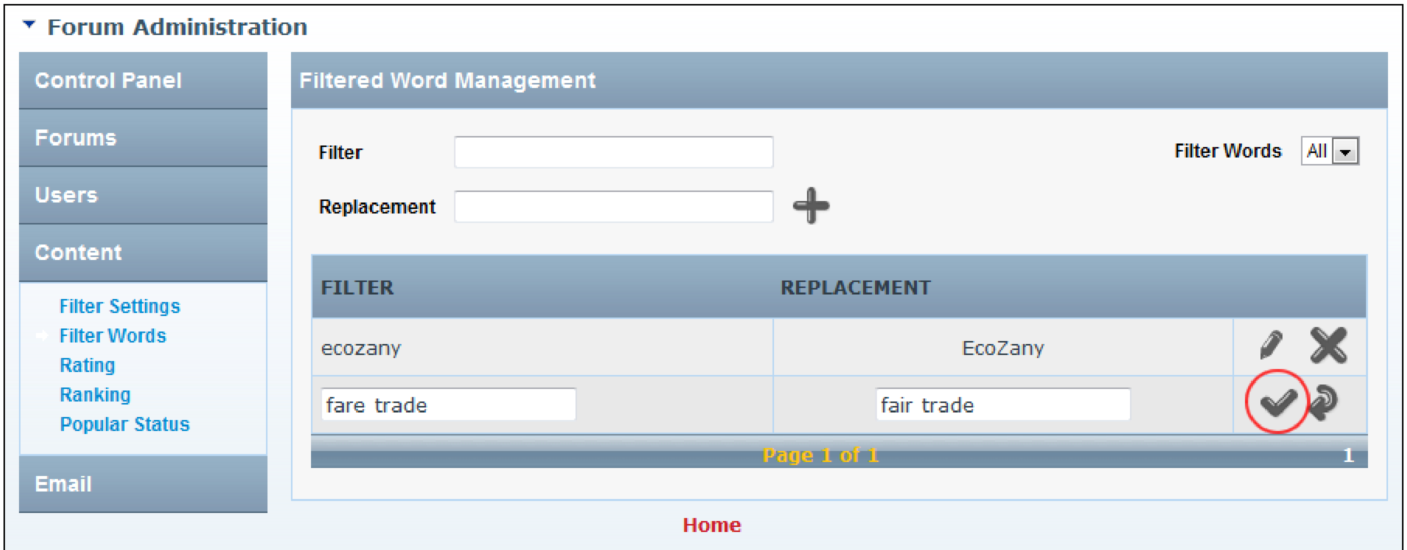
Editing Filtered Words

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.



1. Edit the **Filter** and/or the optional **Replacement** word as required.
2. Click the **Update** button.

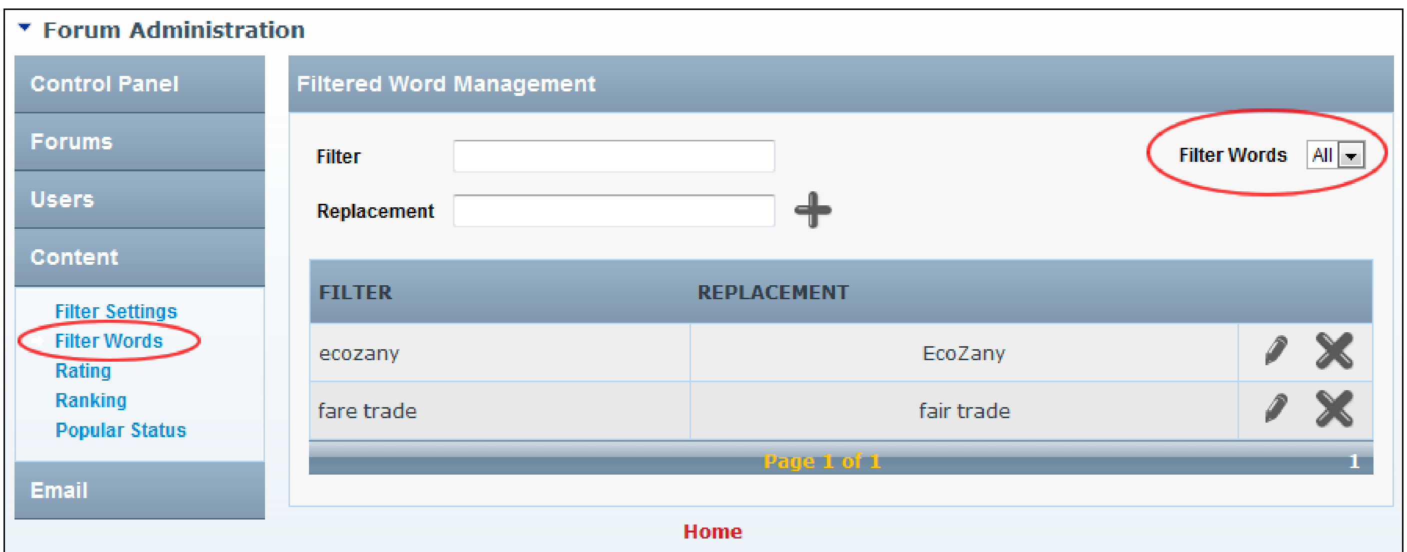


Editing Filtered Words

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.



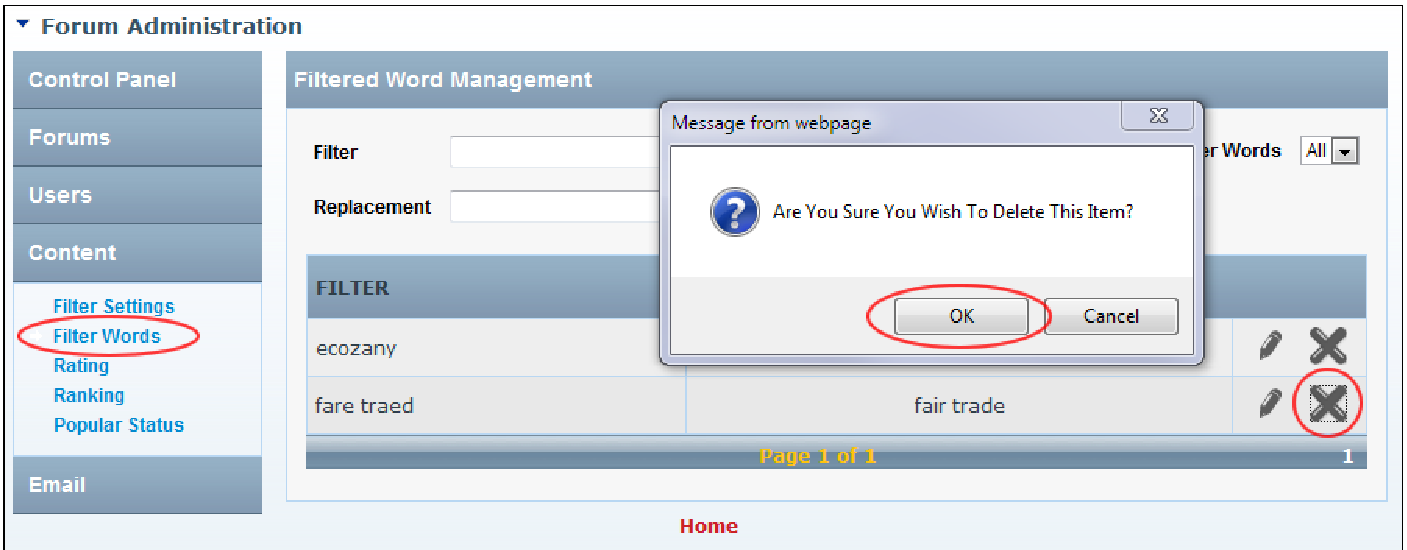
Filtering Filtered Words

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.

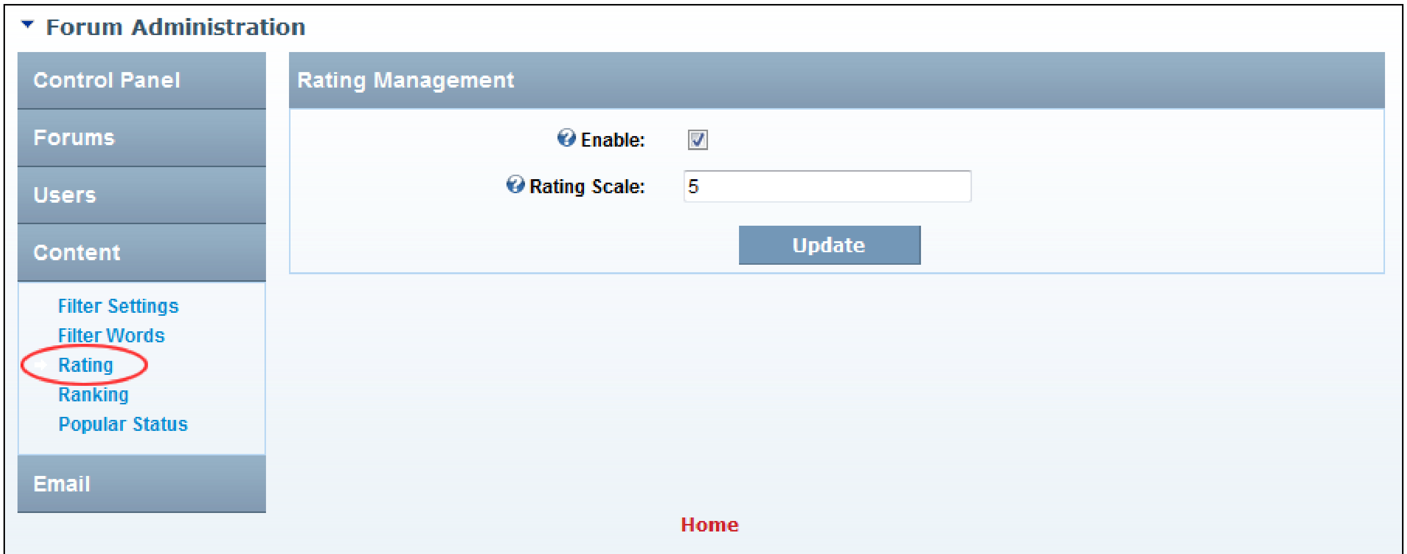


Deleting a Filtered Word

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.

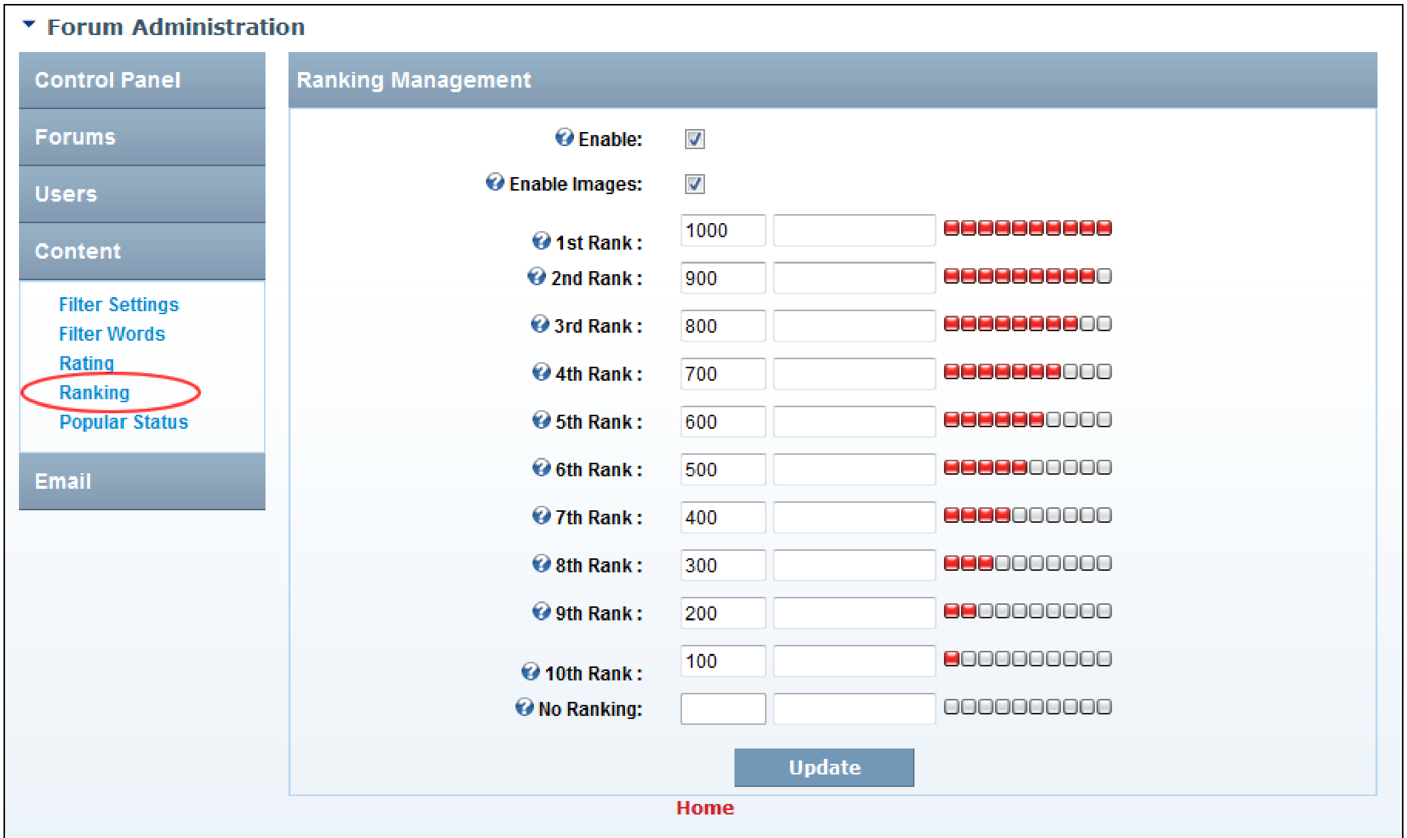


Enabling Thread Rating and Setting Maximum Number of Stars

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.

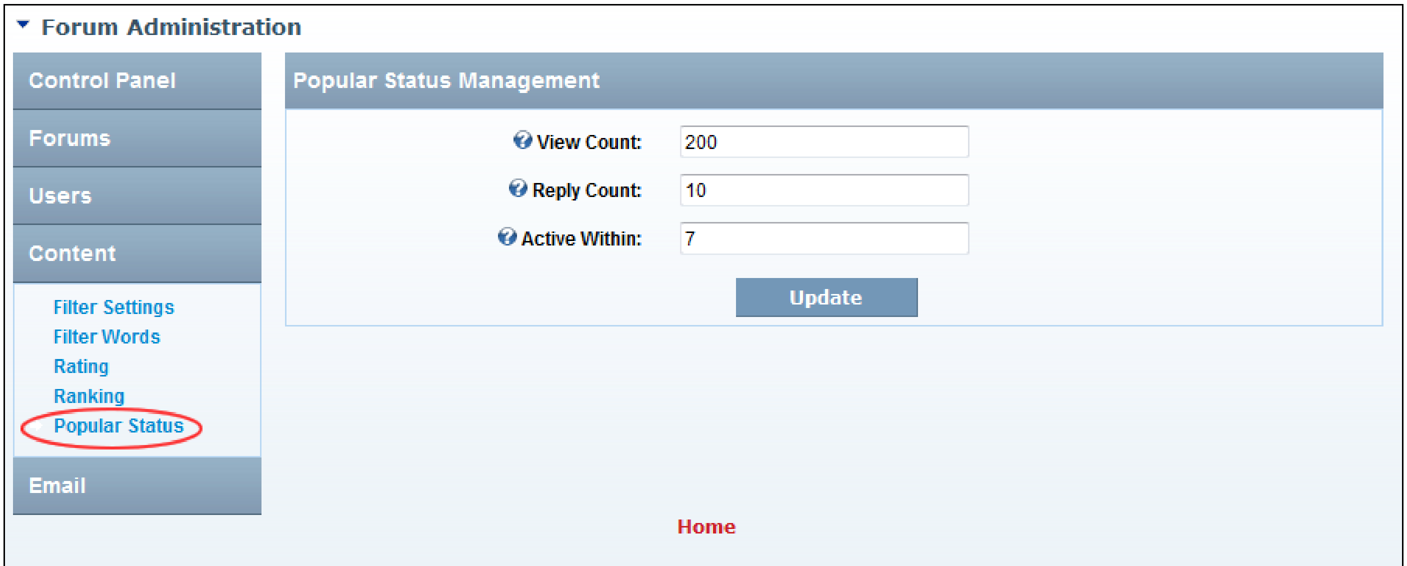


Configuring Post Ranking Settings

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.



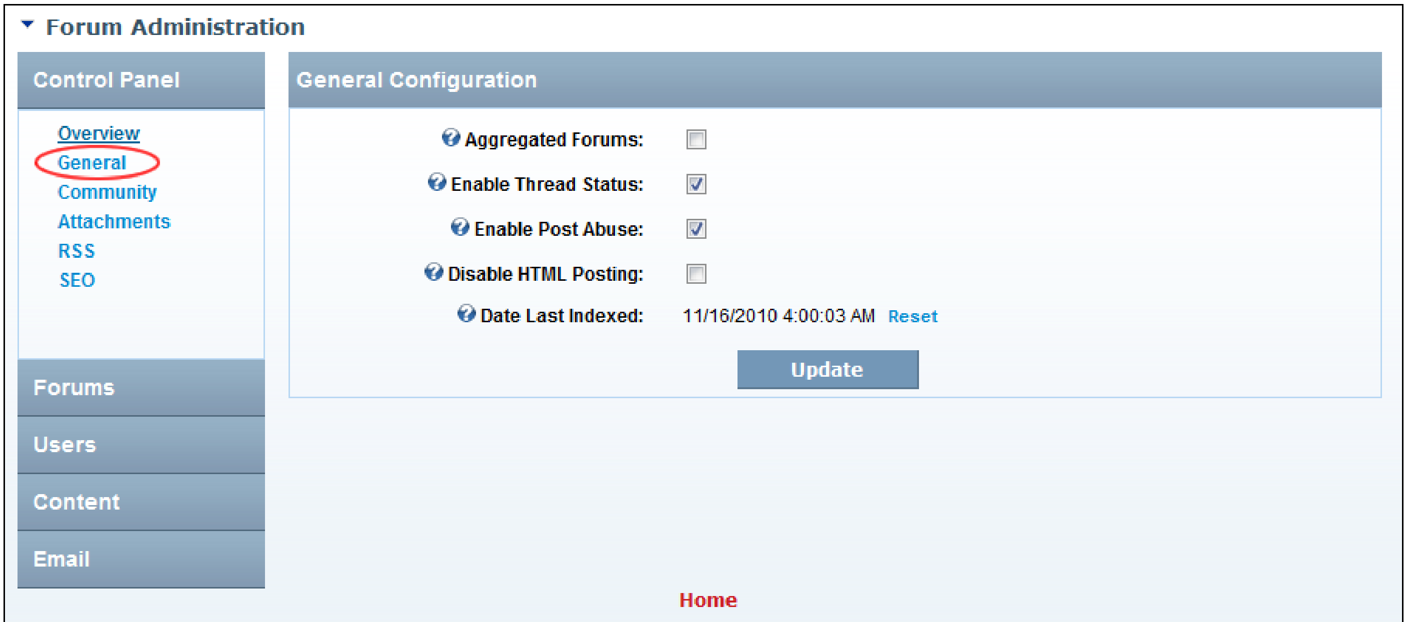
Managing Popular Thread Status

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.

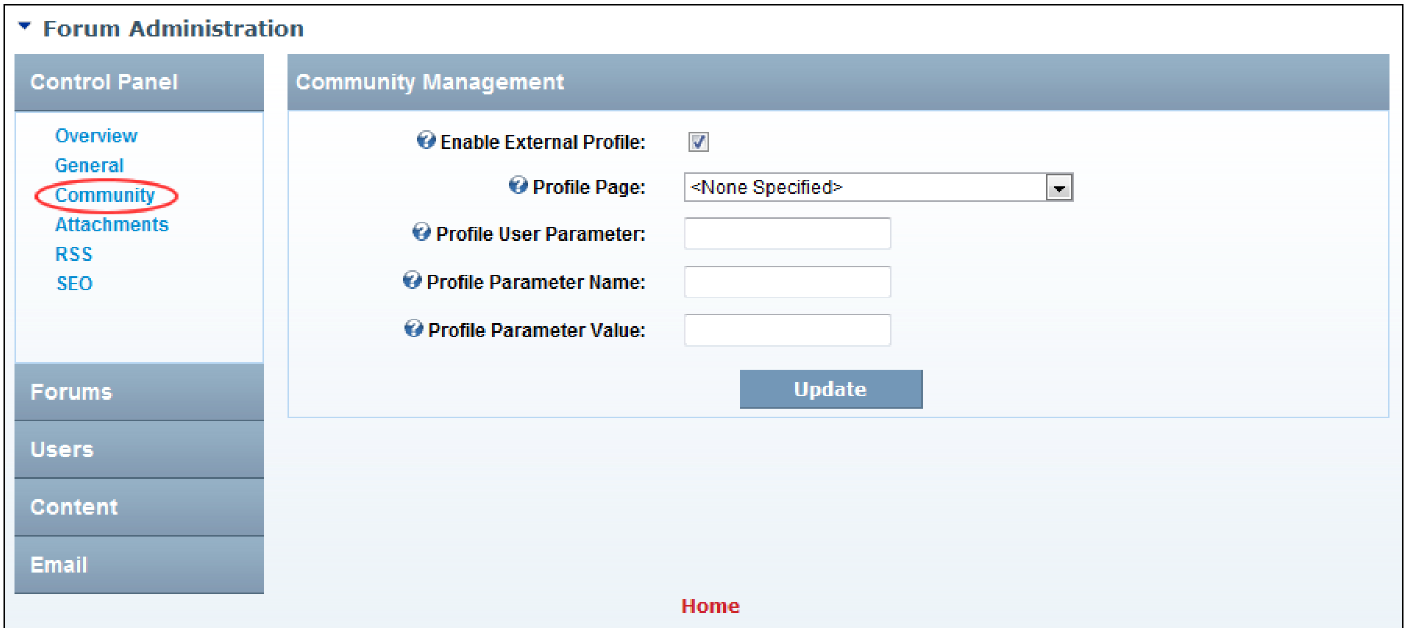


General Configuration Settings for the Forum

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.

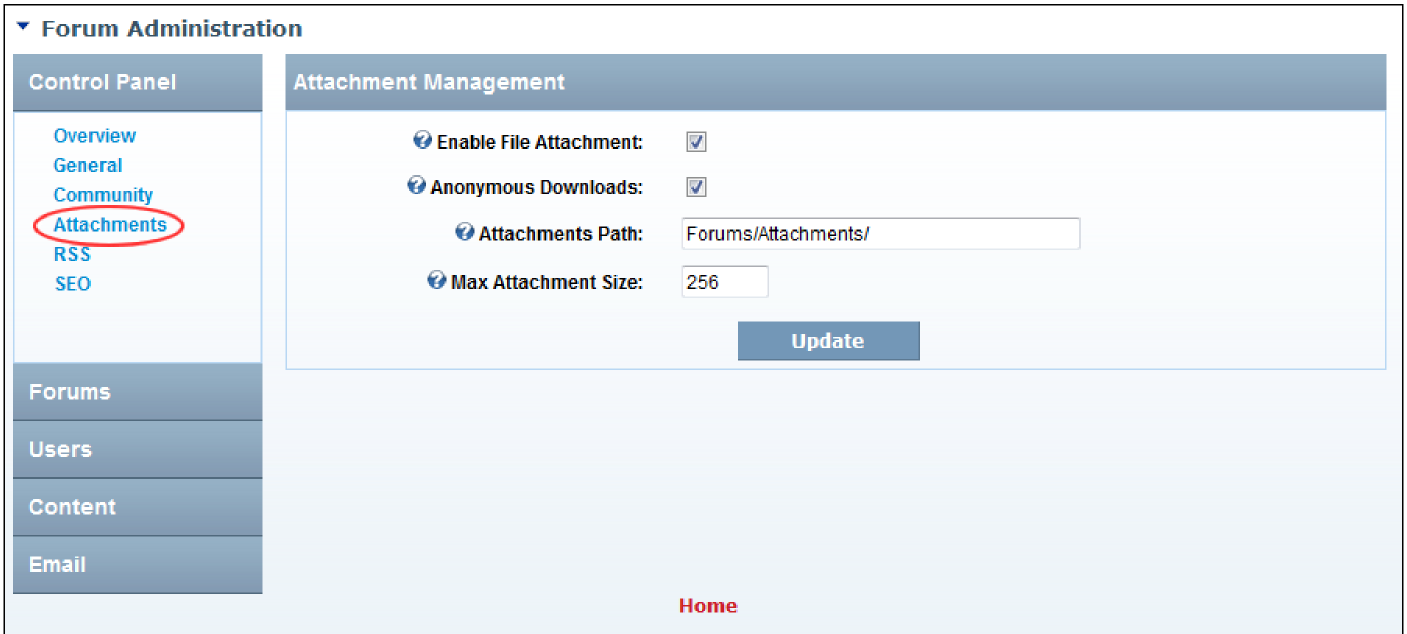


Forum Community Management Settings

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.

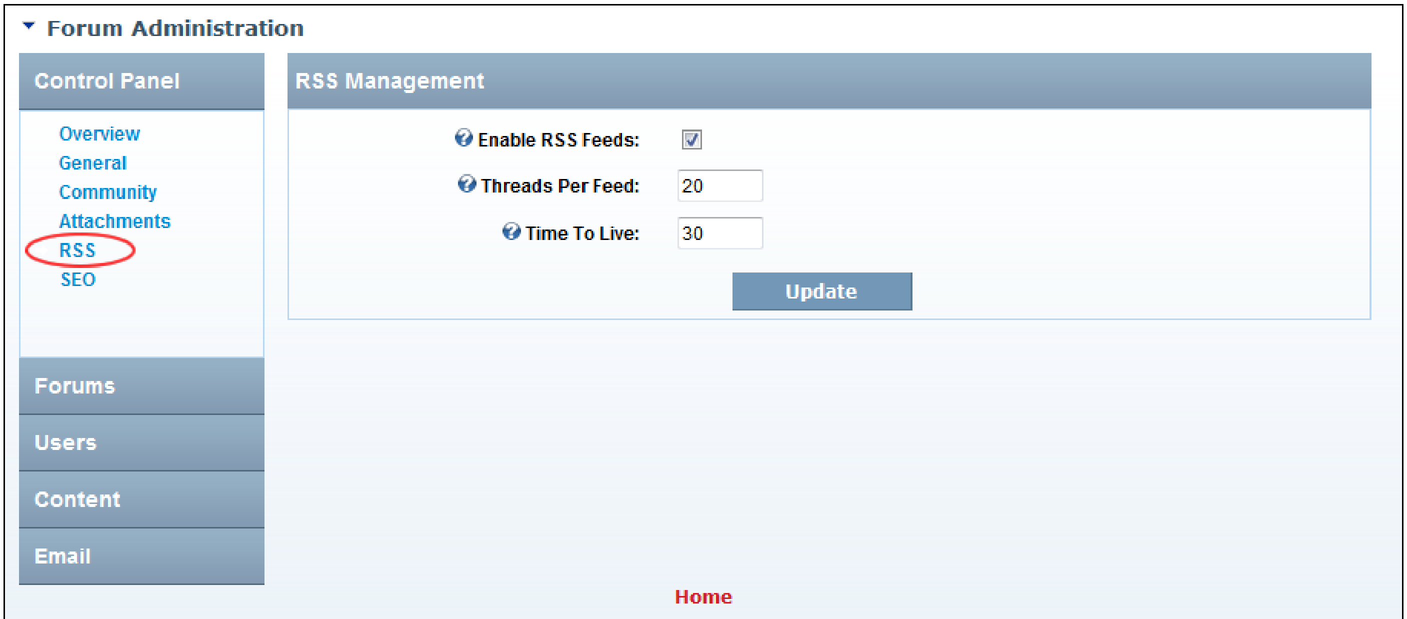


Managing forum post attachments

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.

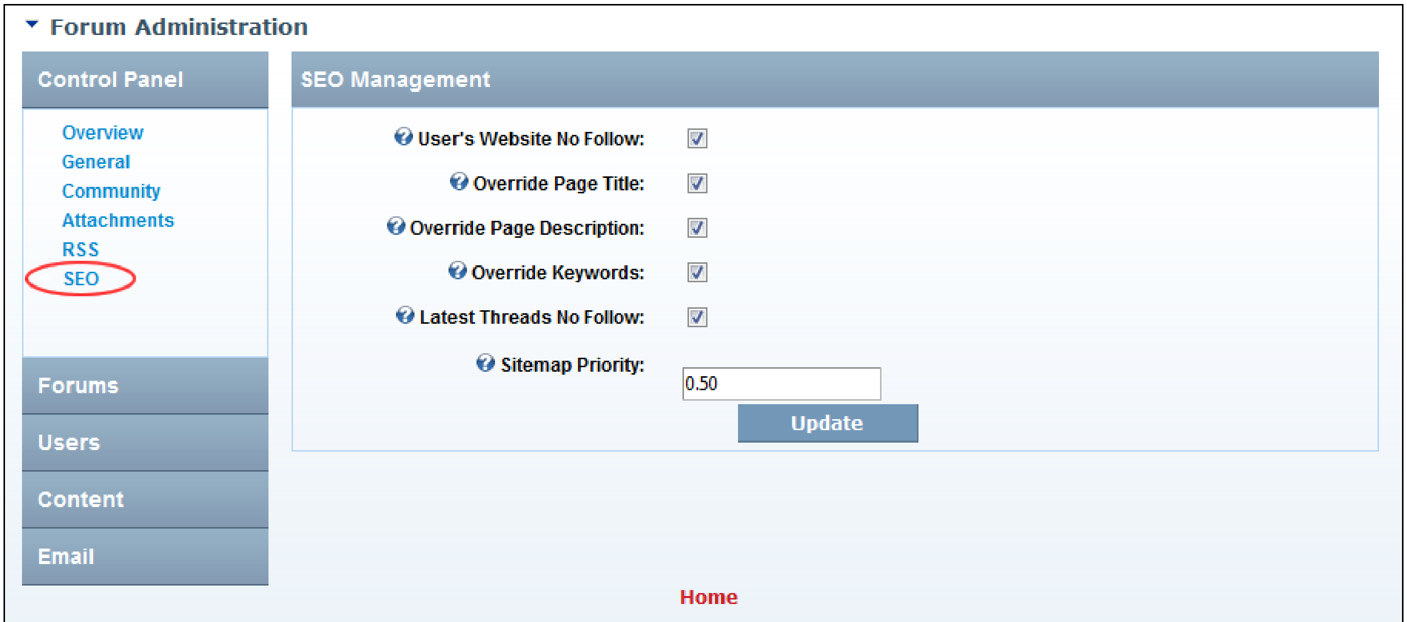


Manage RSS Feeds for Forums

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.



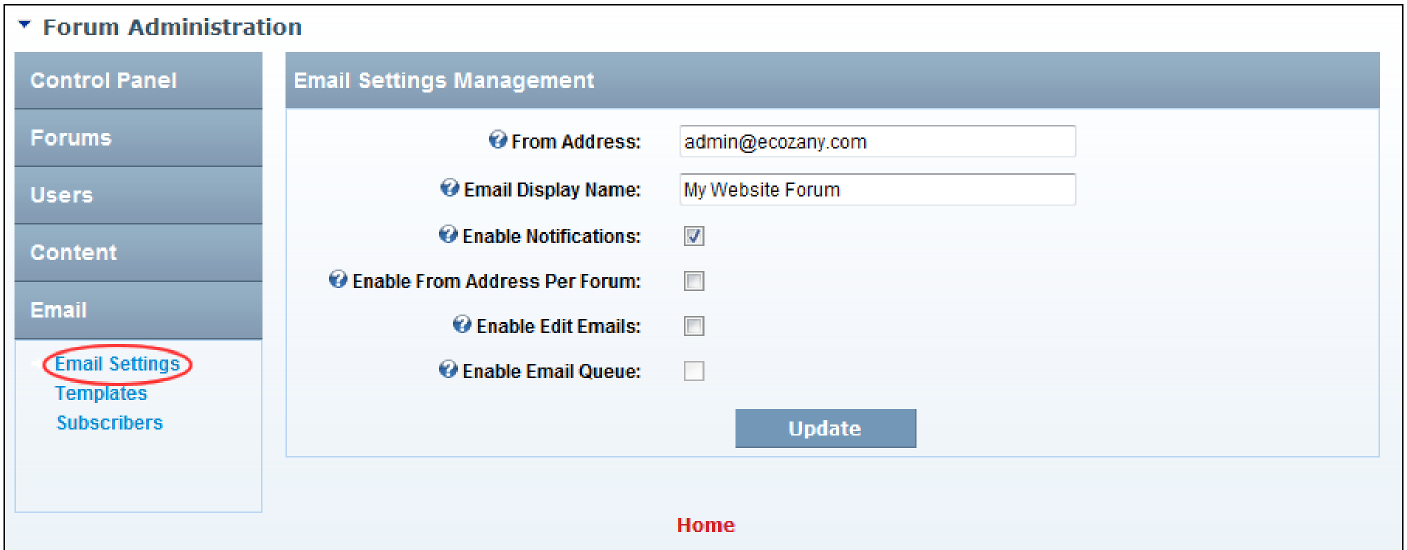
Configuring the Forum Search Engine Optimization Settings

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.



Managing email notifications from the Forum module

Related Topics:

- See "Enabling/Disabling Scheduled Tasks"

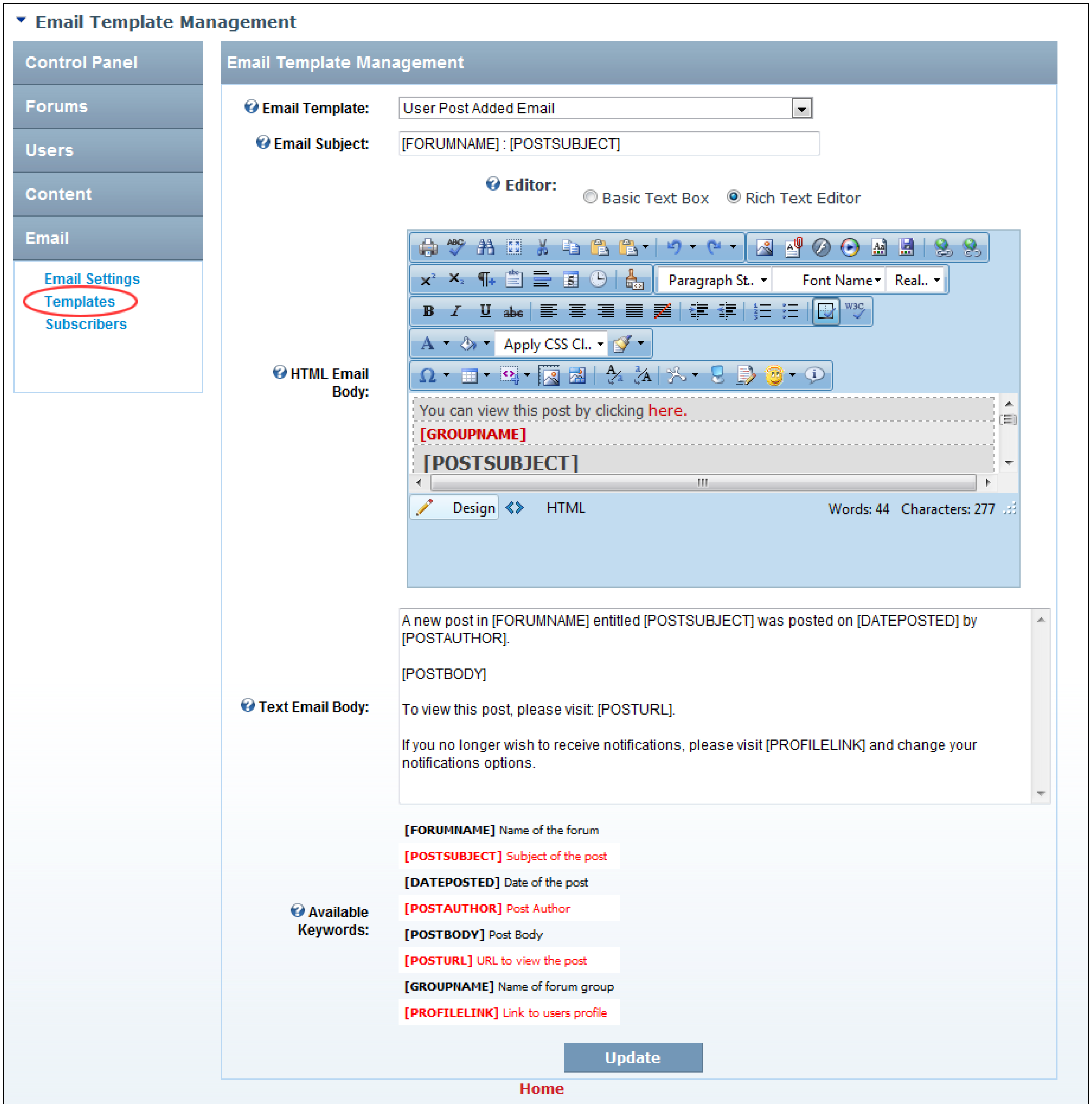
Managing Email Templates

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

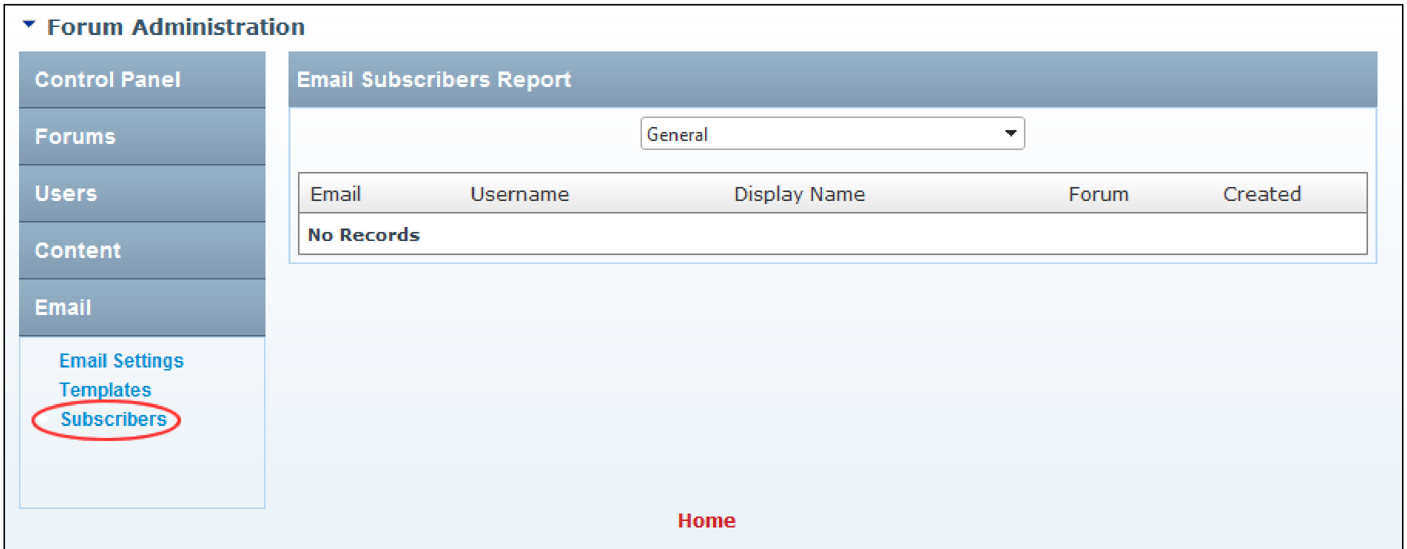


Managing Email Notification Templates

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.



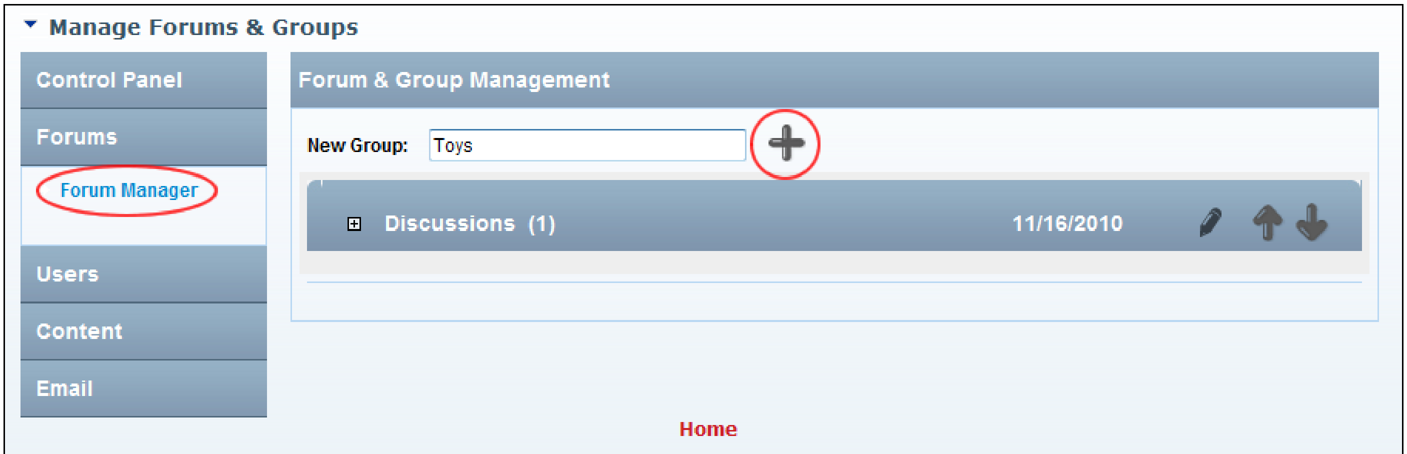
Viewing Email Subscribers Report

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.

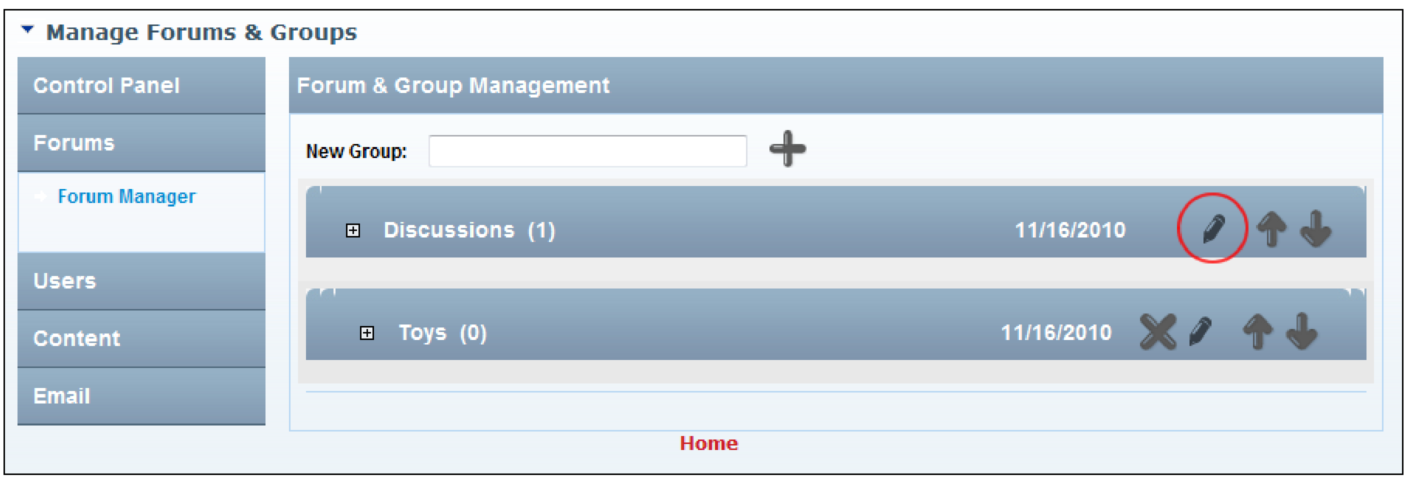


Adding a Forum Group

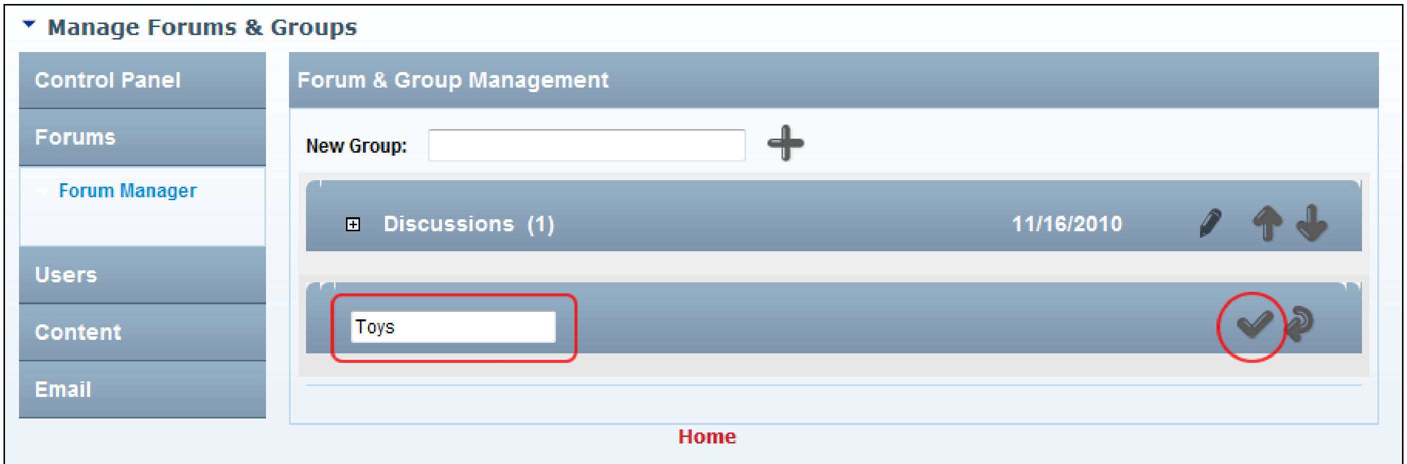
Editing a Forum Group

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.

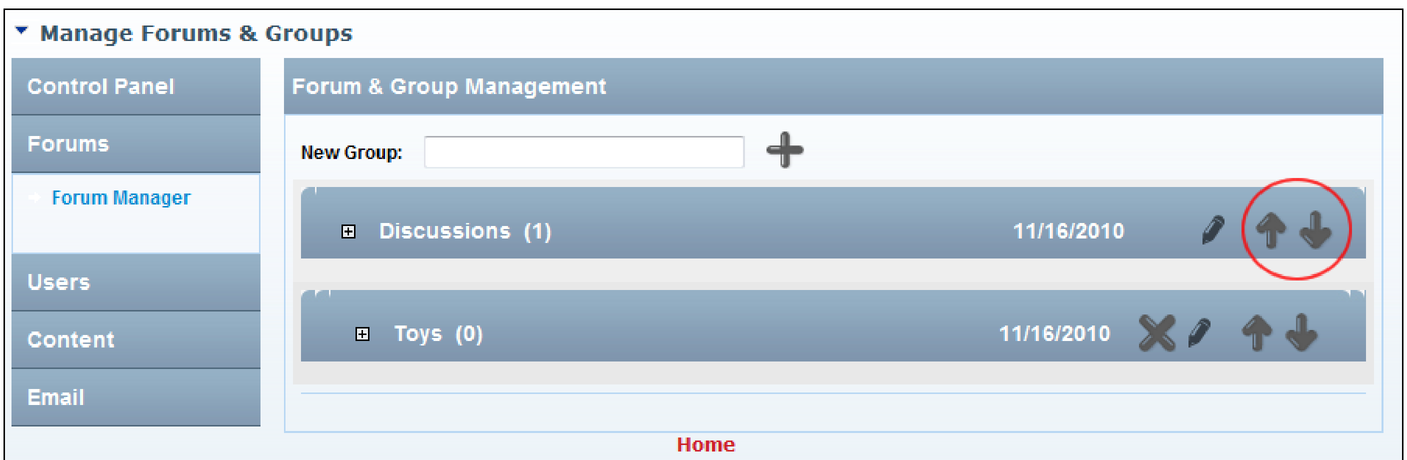


Editing a Forum Group

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.



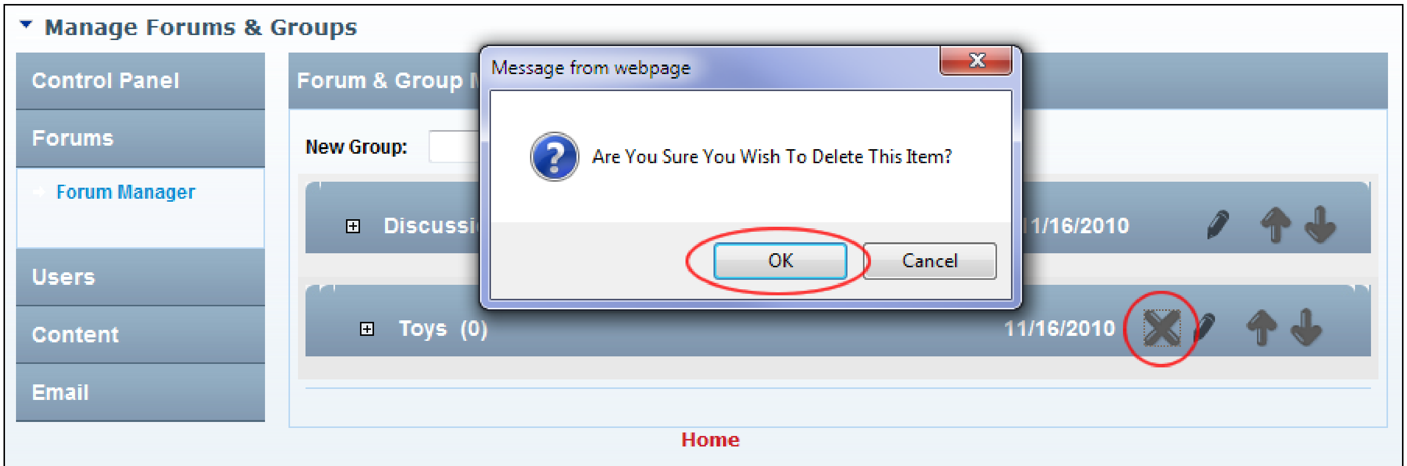
Reordering Forum Groups

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.

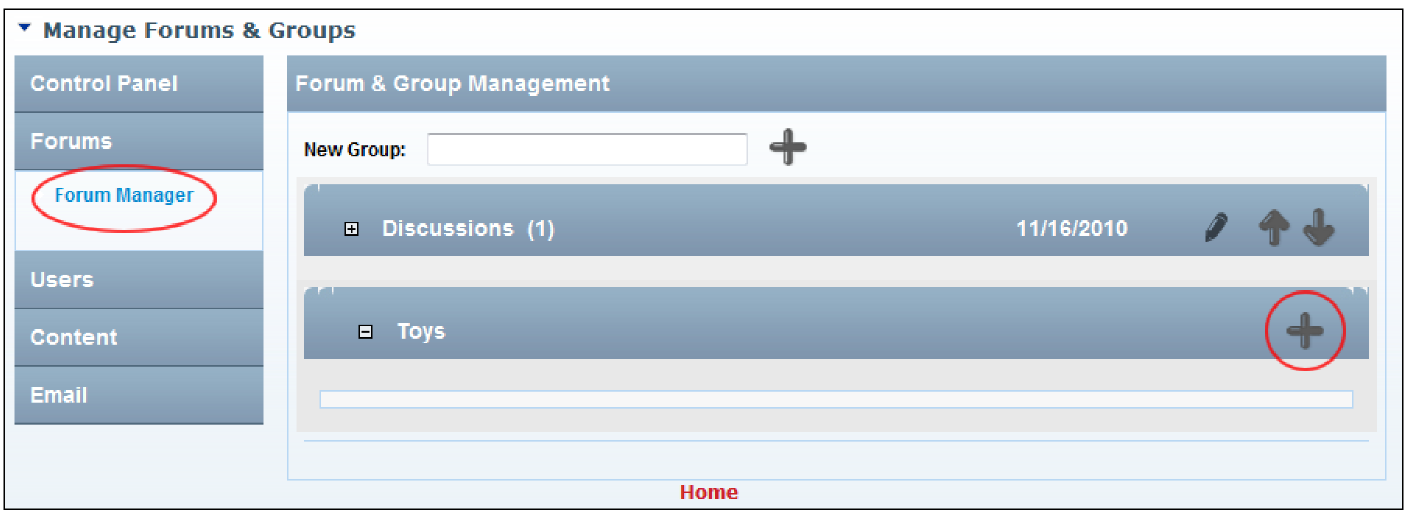


Deleting a Forum Group

Adding a Forum

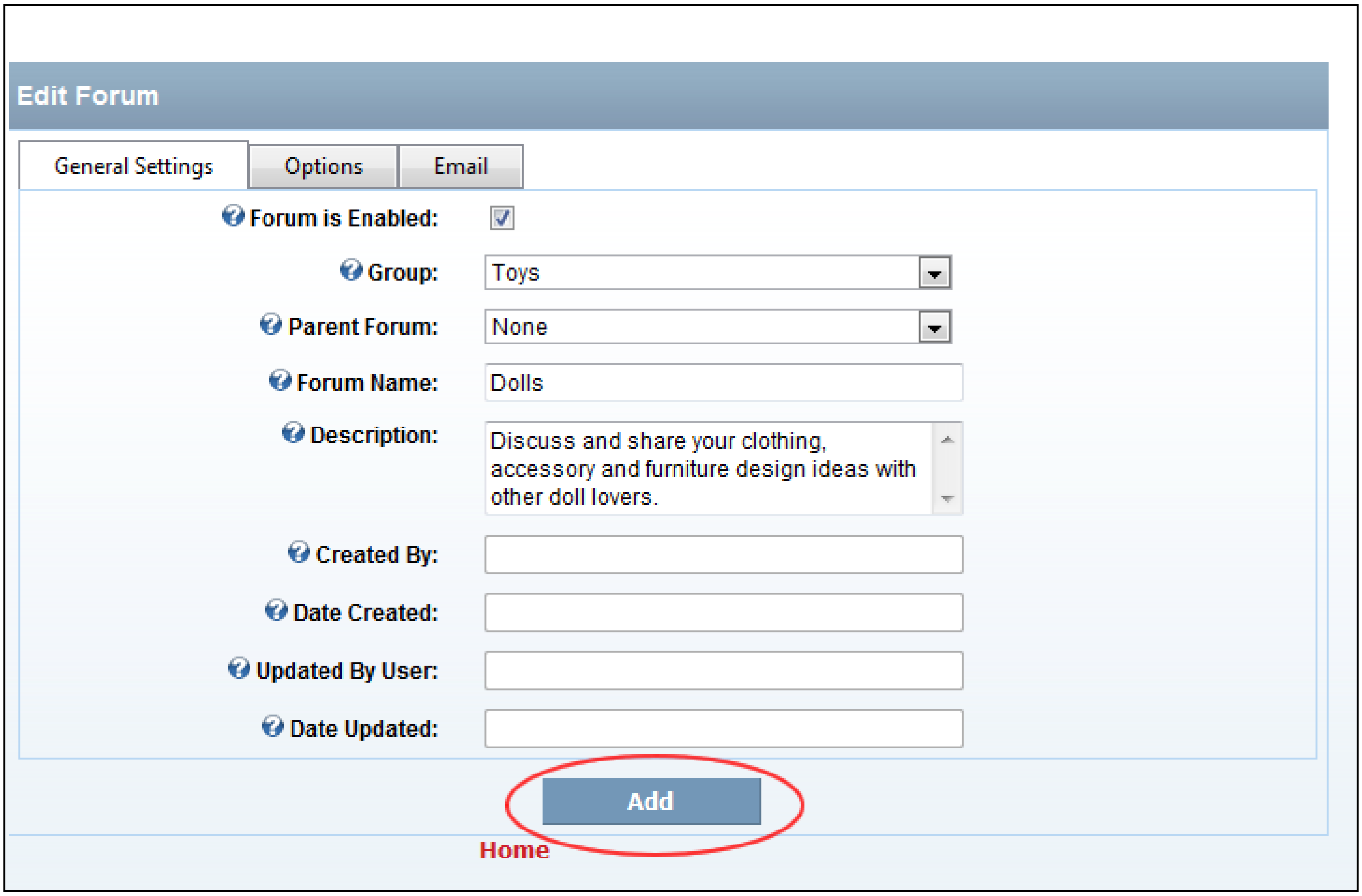
How to add a new forum to the Forum module.

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.

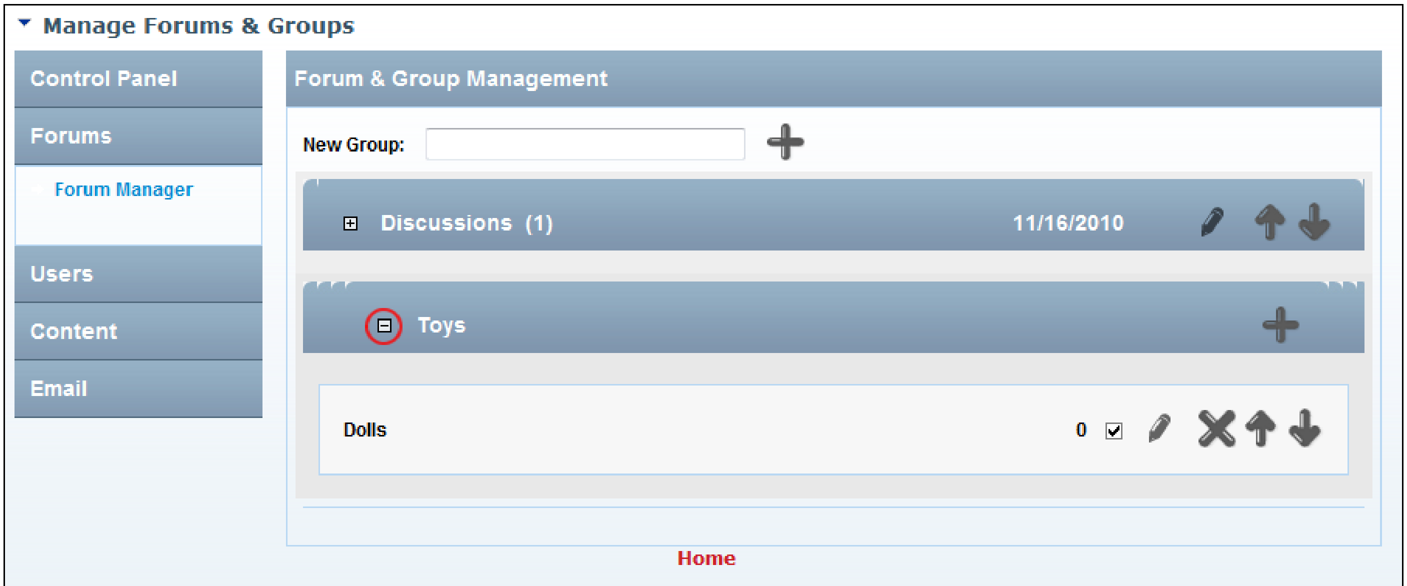


4. Click the **Add Forum** button located in the title bar of the selected group. This displays the General Settings tab of the Edit Forum window.
5. At **Forum is Enabled**, check the check box if the forum to be displayed and allowing posting - OR - Uncheck the check box if the forum is disabled.

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".

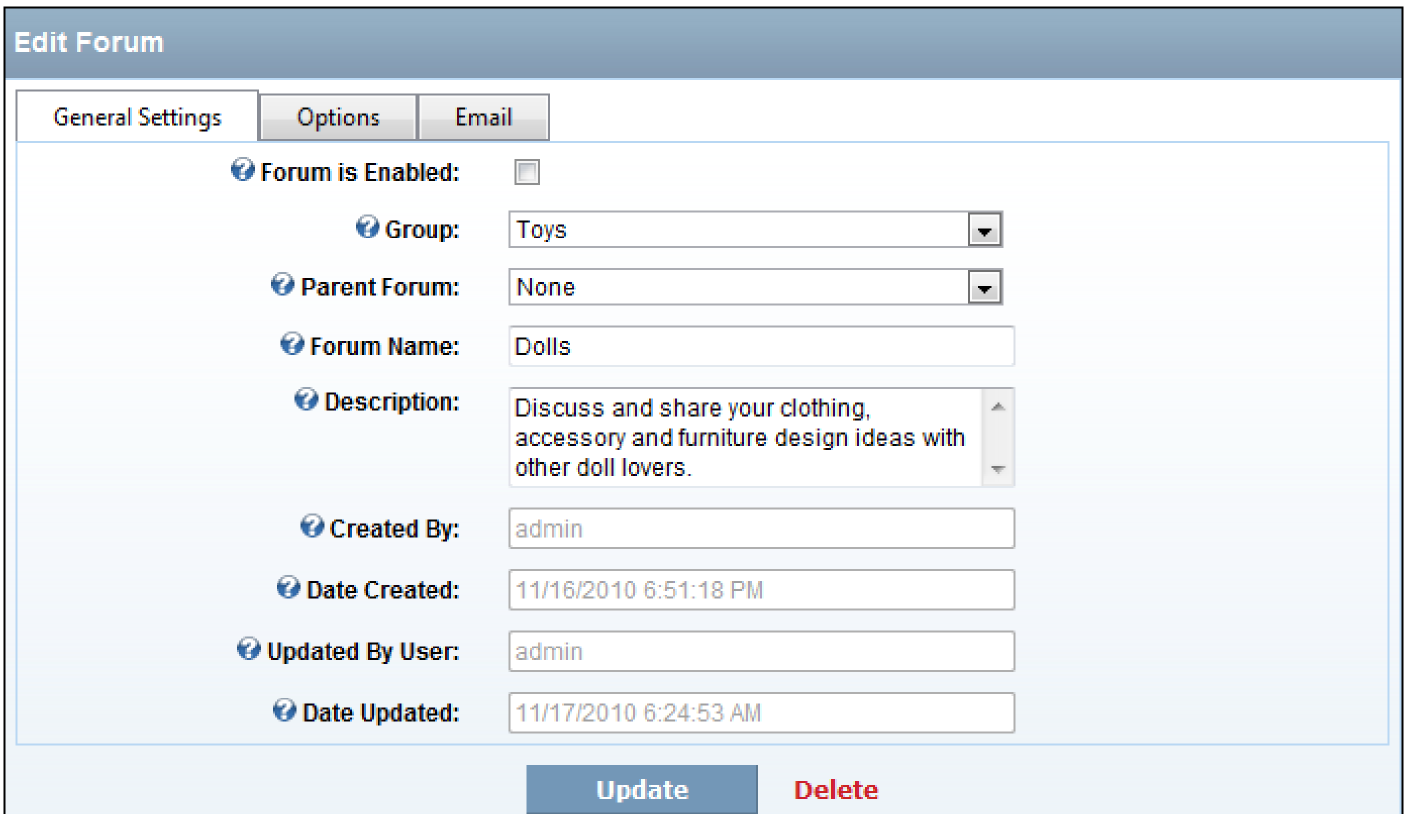


11. Click the Add link. The new forum is now added to the selected group.
12. **Optional. Maximize** the **Forum Group** to view the new forum.



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.

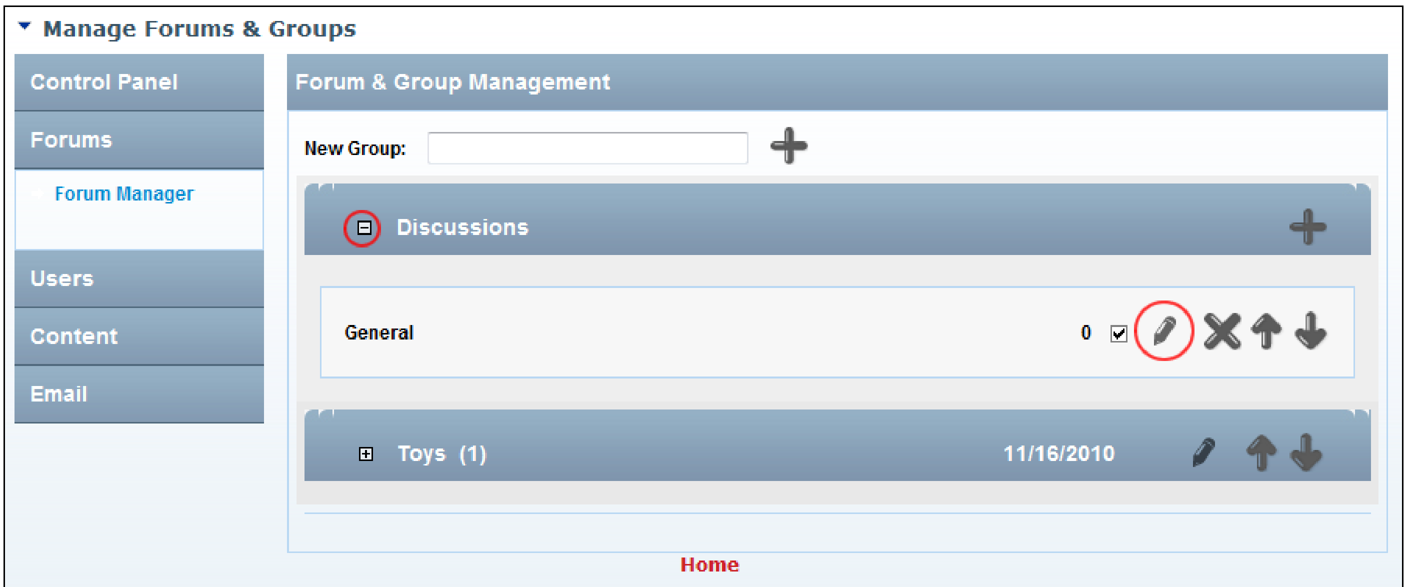


Details of the Newly Added Forum on the Edit Forum page

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.

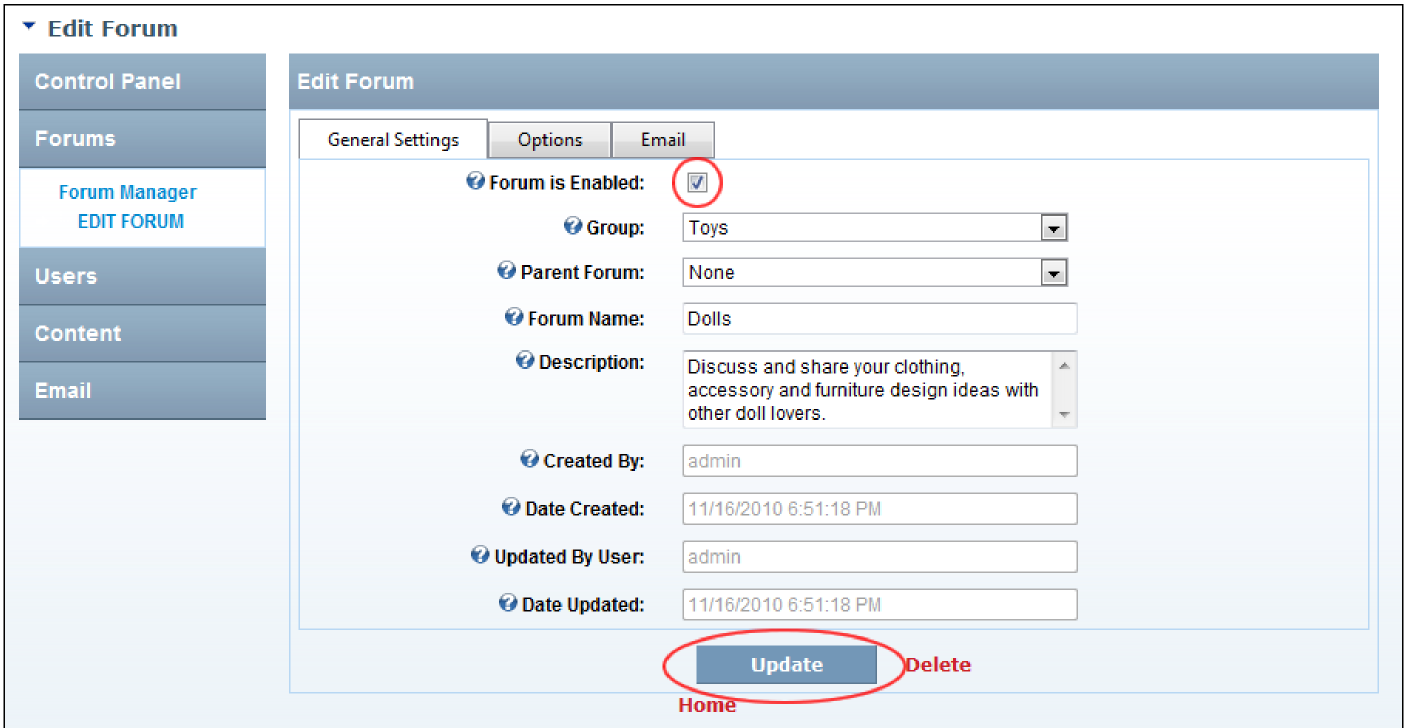


Editing a Forum

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.

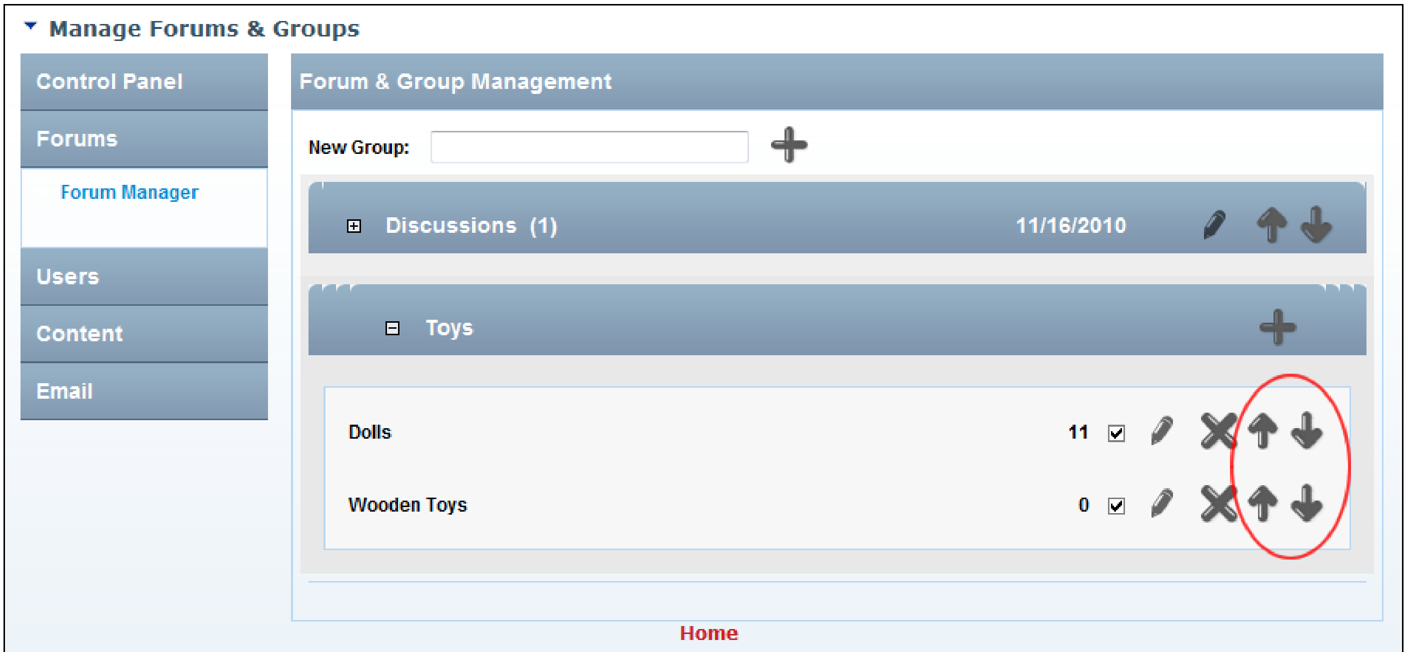


Enabling or disabling a forum

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.



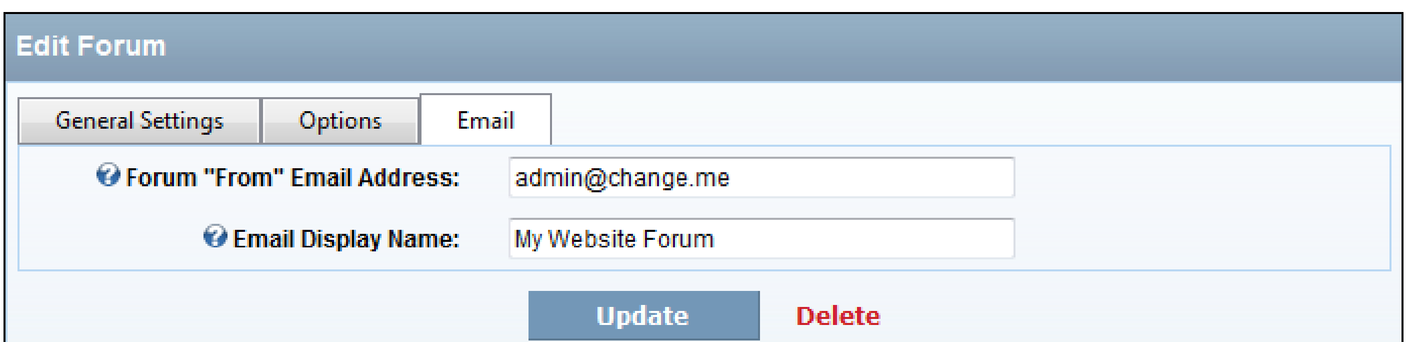
Reordering Forums

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.



Setting Forum Options

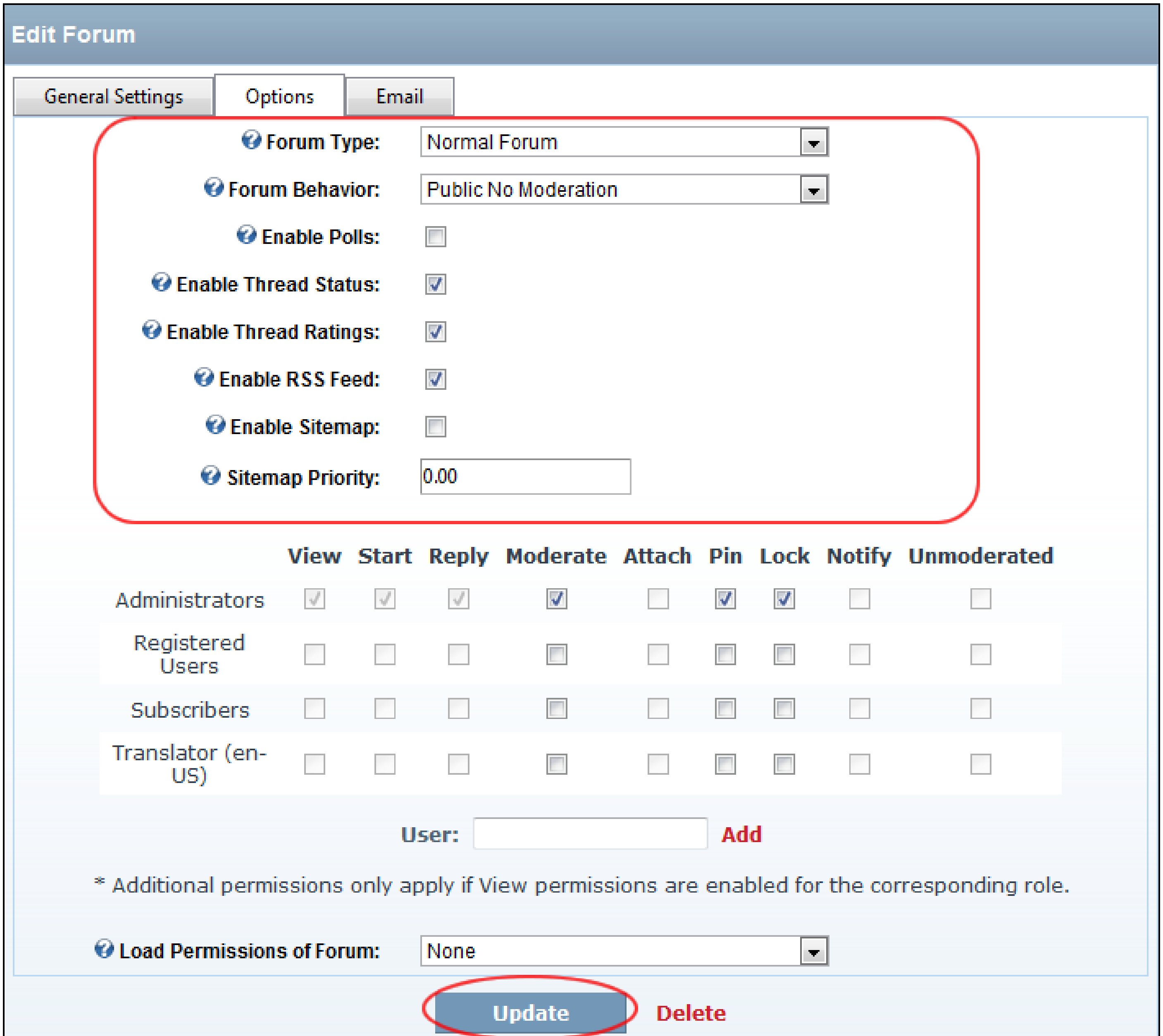
Setting Forum Options

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.

10. 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.

11. Click the Update link.

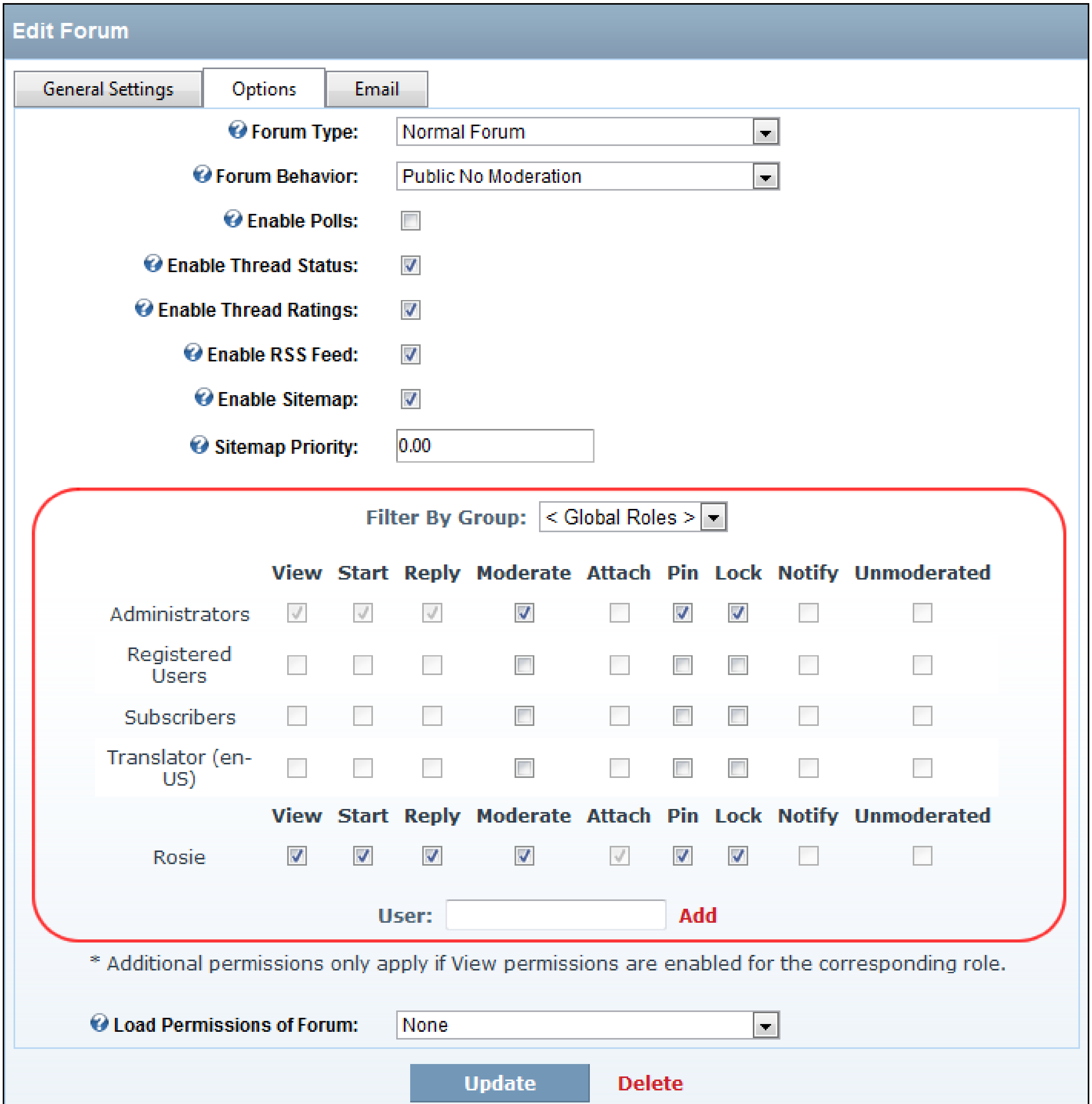


Setting Forum Options

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.

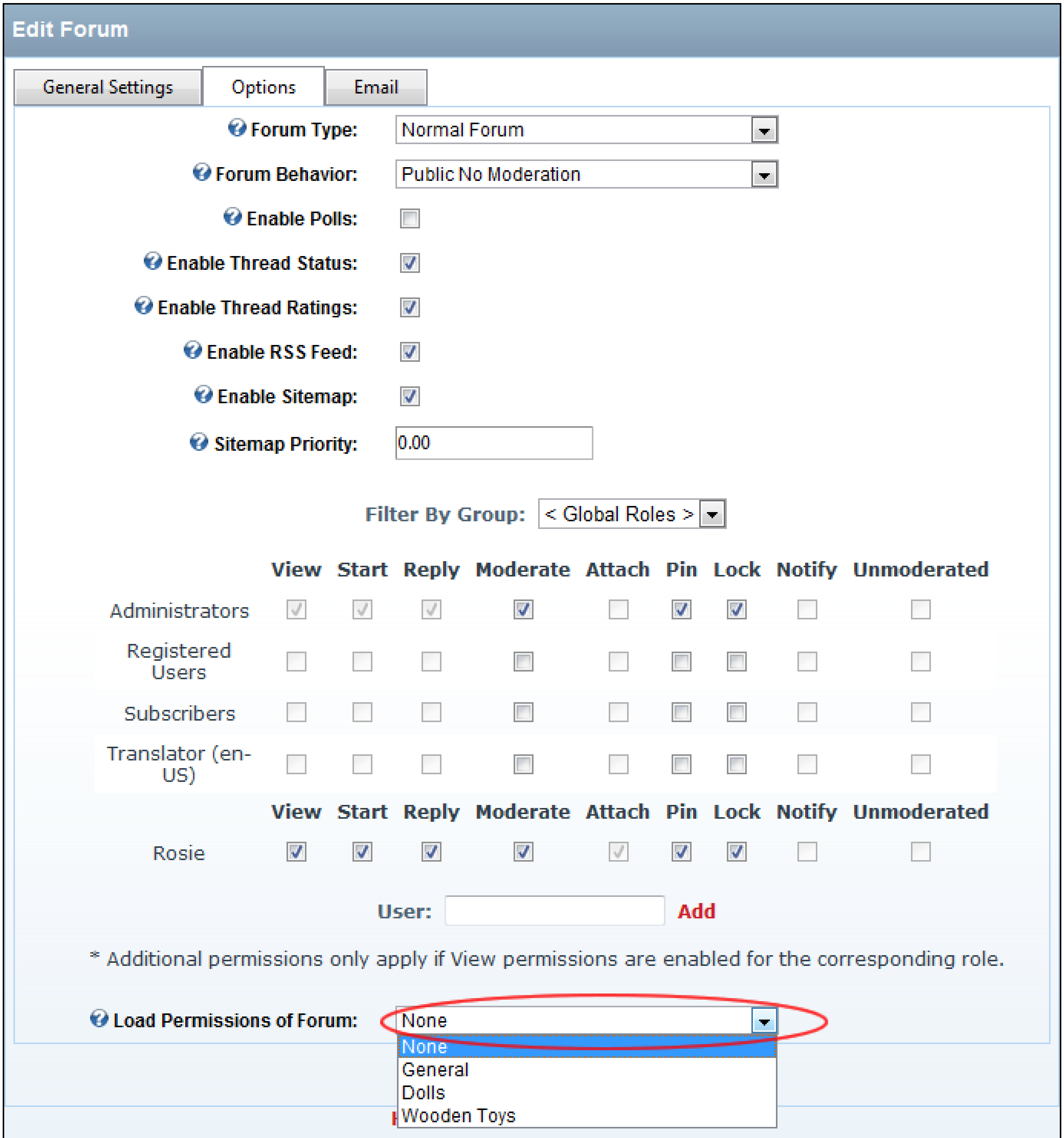


Setting Forum Permissions

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.

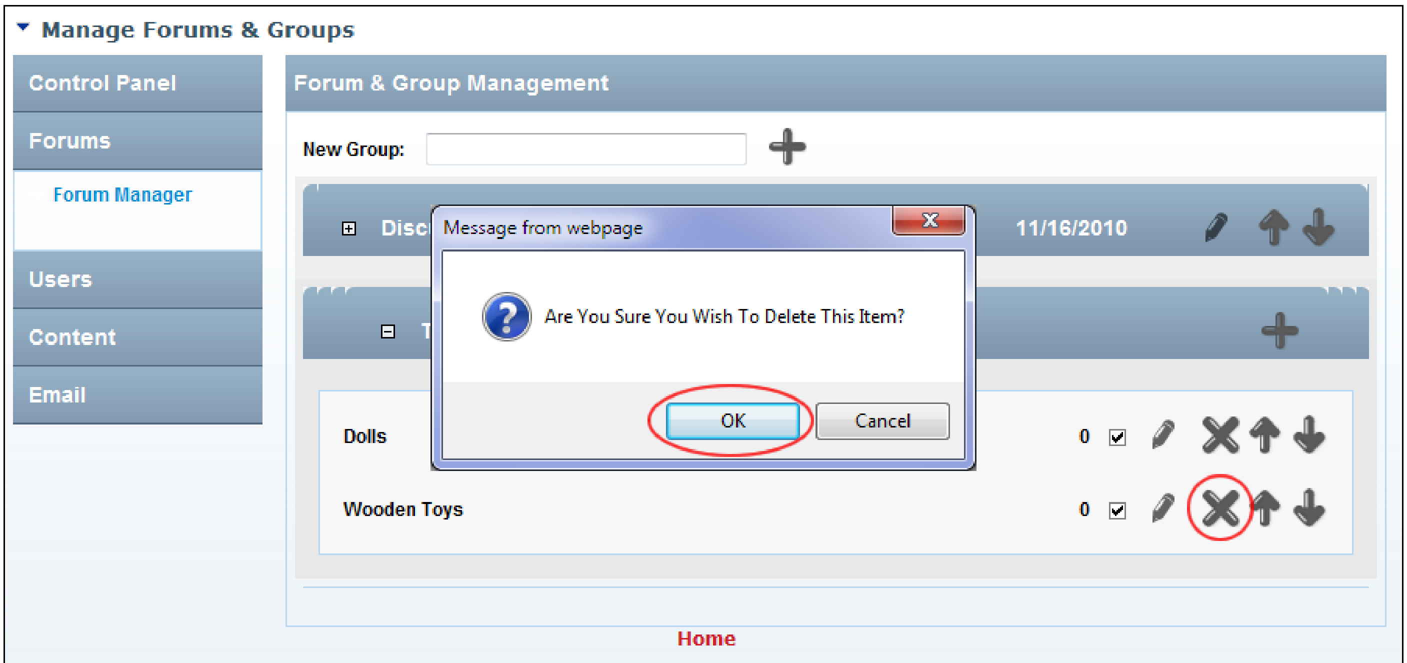


Loading Existing Forum Permissions

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

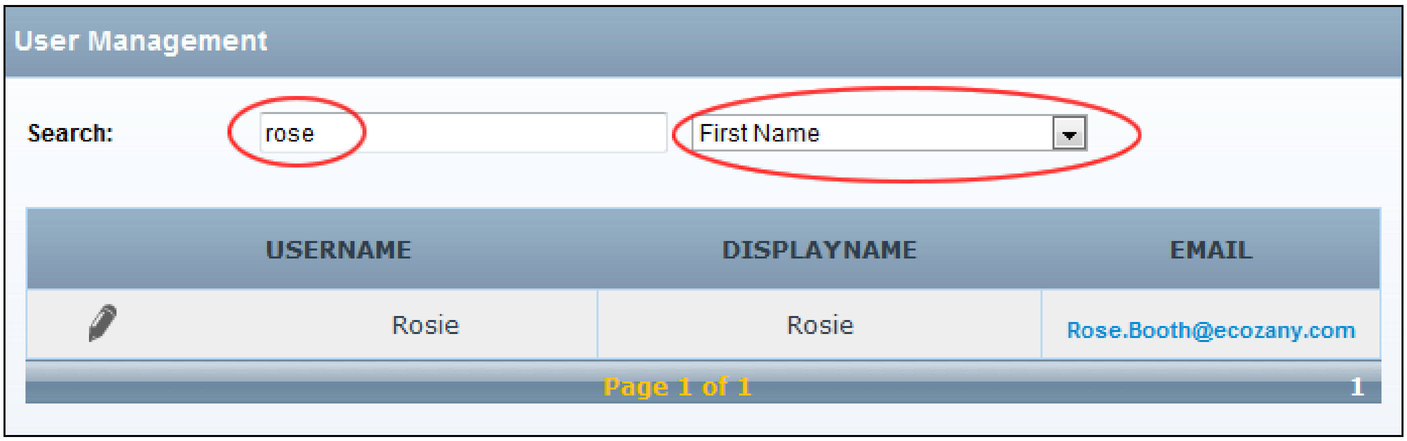
How to search forum user accounts by username, email, display name, first name or last name.

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:

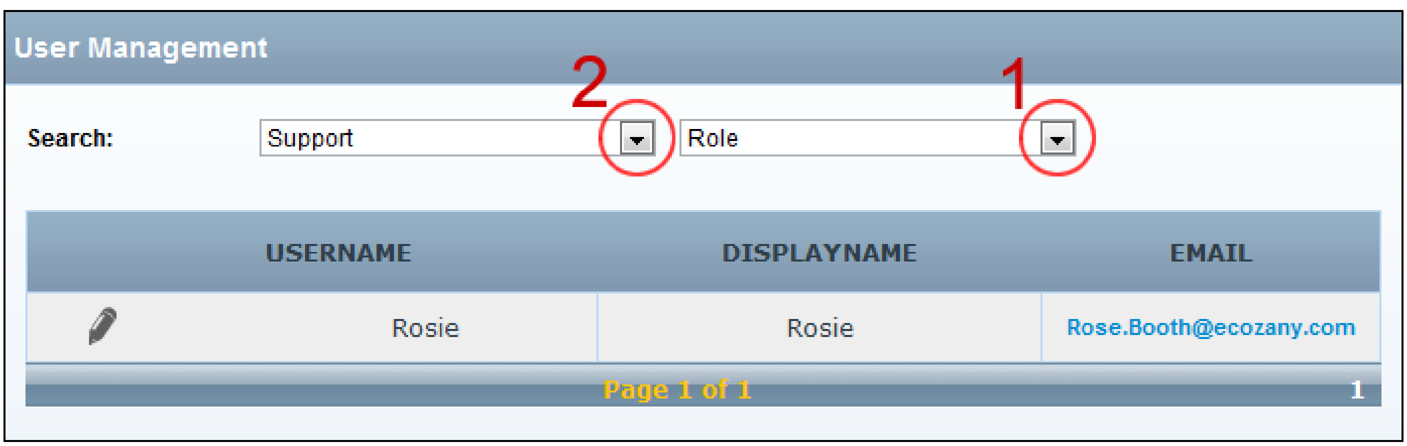
1. In the **Search** text box, enter the search criteria.
2. Select one of the following filters from the drop down list:
    - **All**: Returns all users whose account includes the criteria.
    - **Online**: View all online users who match the search criteria.

- **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.



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.



Related Topics:

- See "Editing any Forum User's Profile"

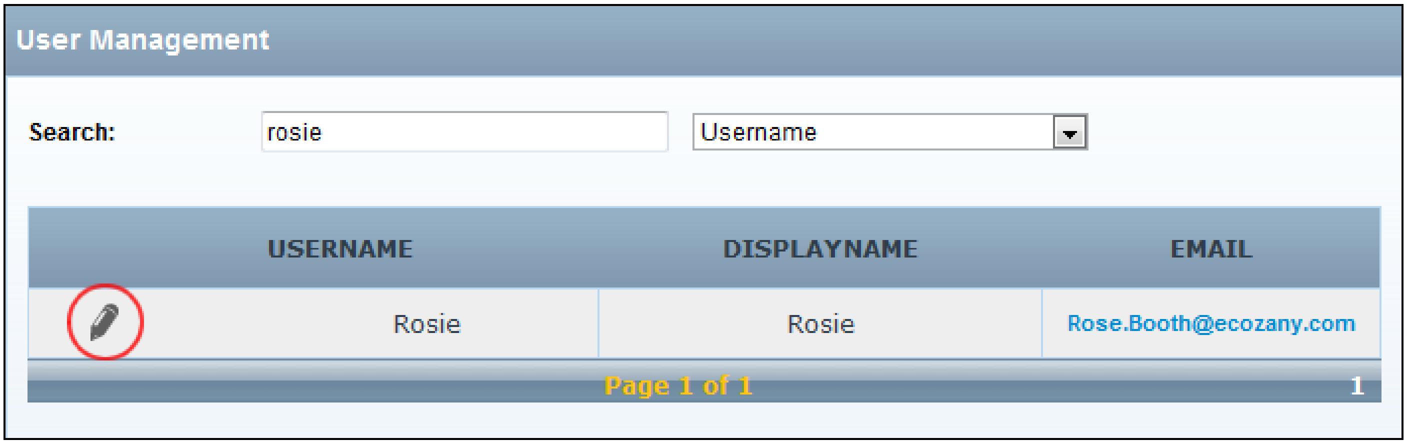
Editing any Forum User's Profile

How to edit any forum user's profile using the Forum module.

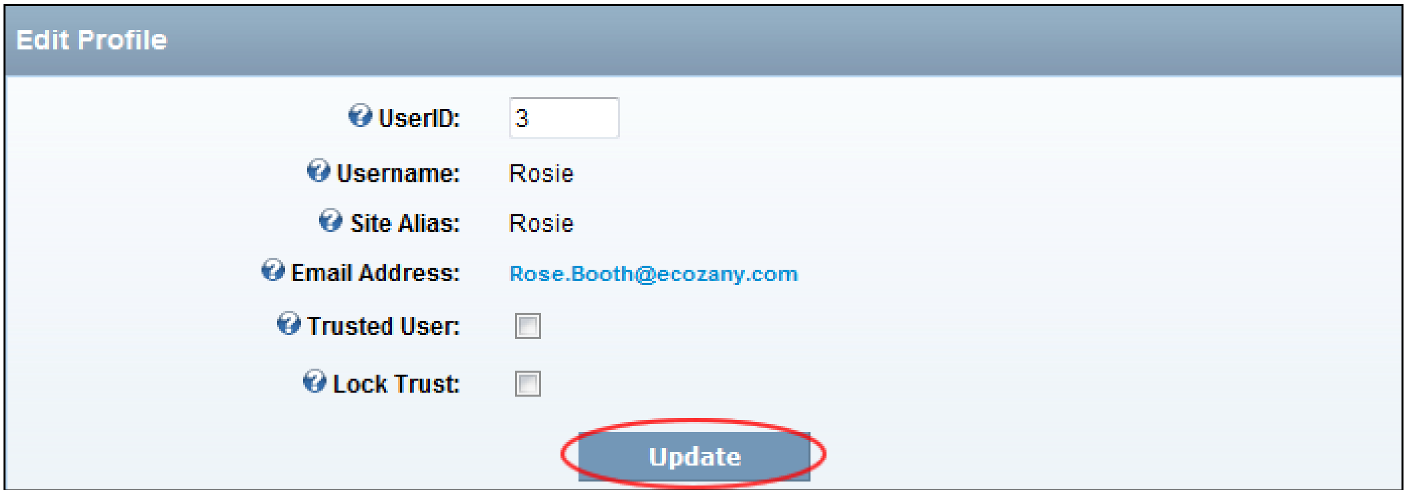
Tip: Field visibility is managed by the user on their DNN user profile.

Tip: Forum users can manage their own profile under My Settings.

1. Search and located the required user. See "Searching Forum User Accounts"



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.

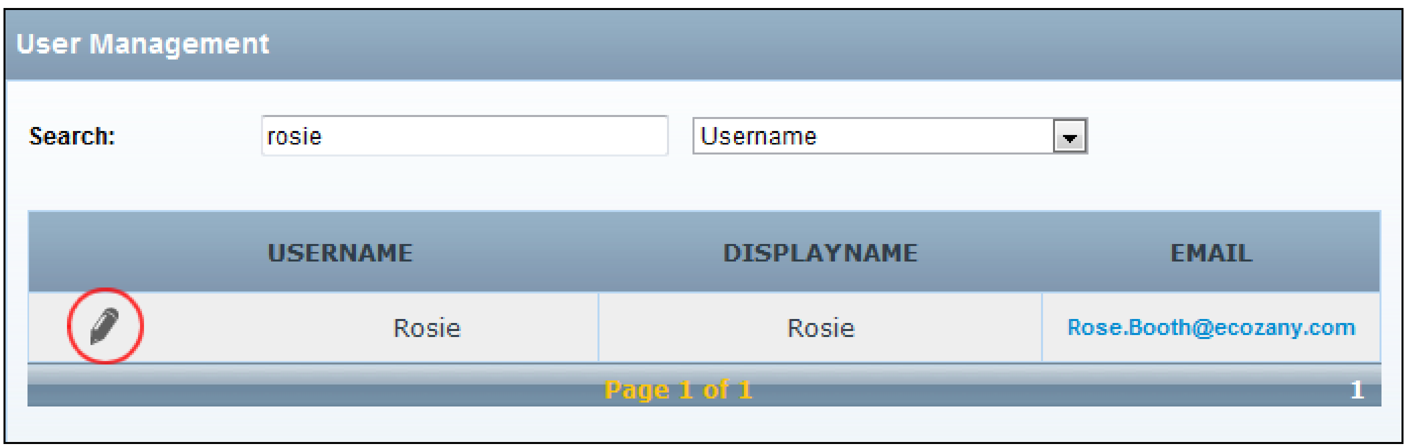


Viewing/Editing a Forum User's Profile

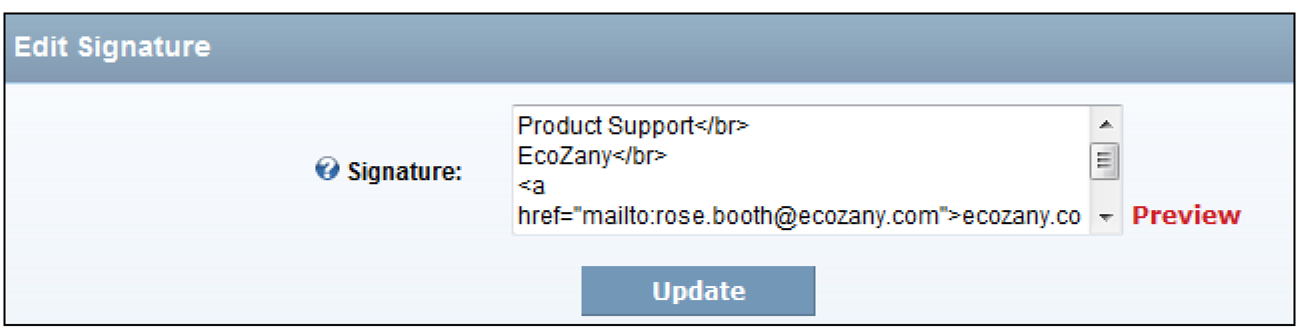
Editing any Forum User's Signature

How to edit any Forum user's signature using the Forum module.

1. Search and located the required user. See "Searching Forum User Accounts"

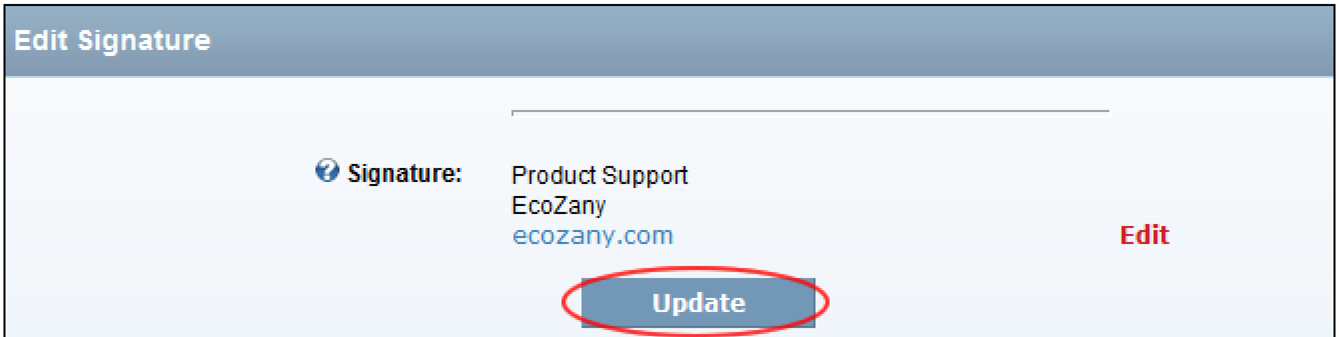


2. Locate the required user and click the **Edit** button beside their username. This displays the Edit Profile page.



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)

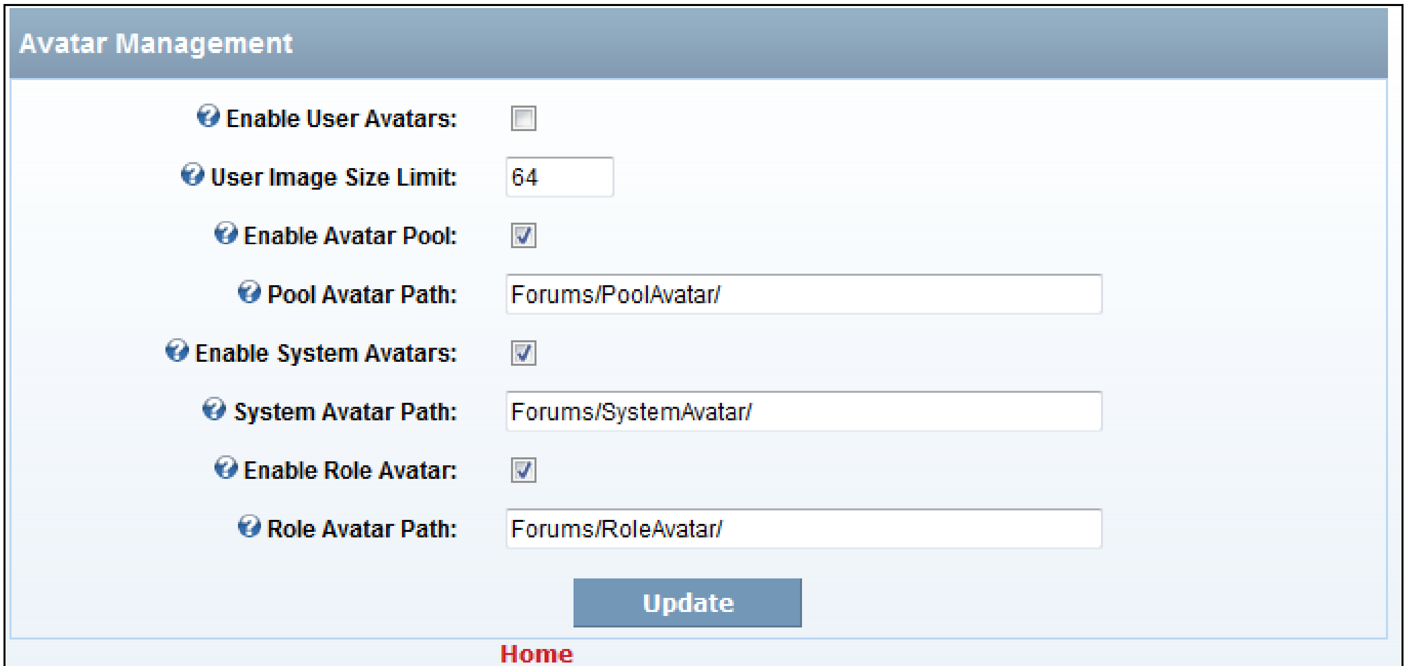
Configuring System Avatars

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.



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.

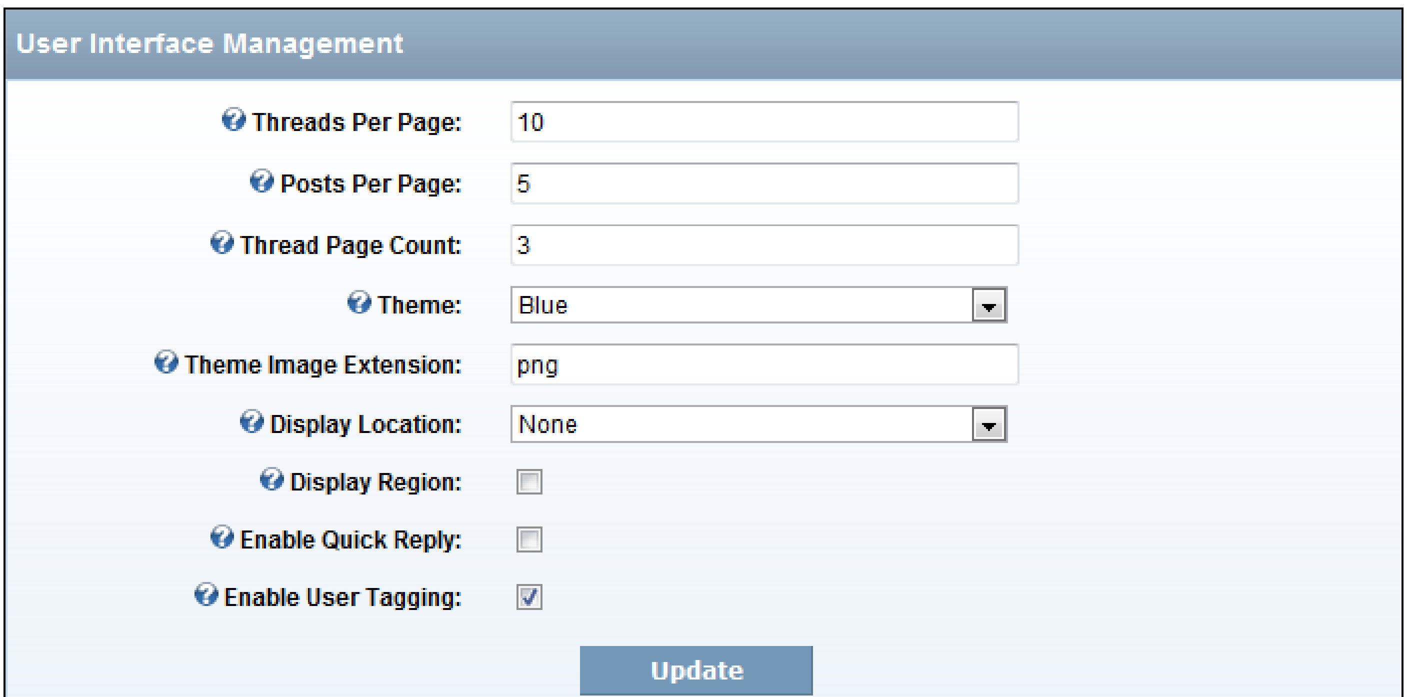
1. Go to the Forum Administration page. See "Navigating to the Forum Admin Page"
2. In the left-hand panel, select **Users** > **User Settings**. This displays the User Settings Management window.
3. At **Member Name Display**, select either Username or Display Name from the drop-down box. This sets 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.



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.

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.

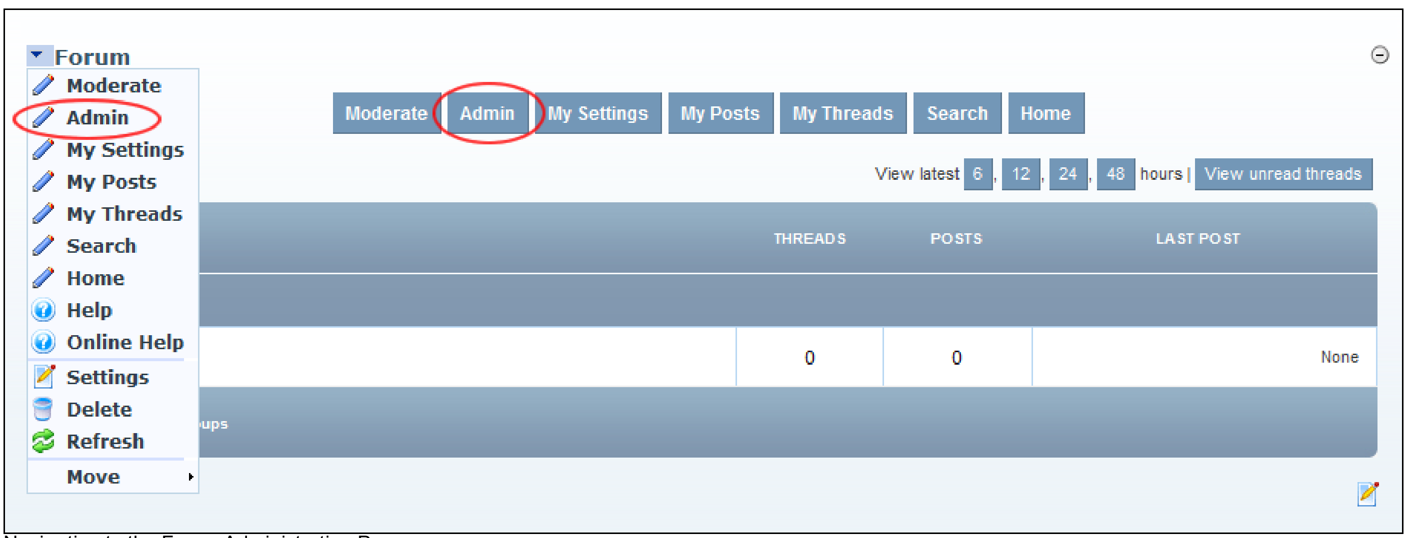
Email

- **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

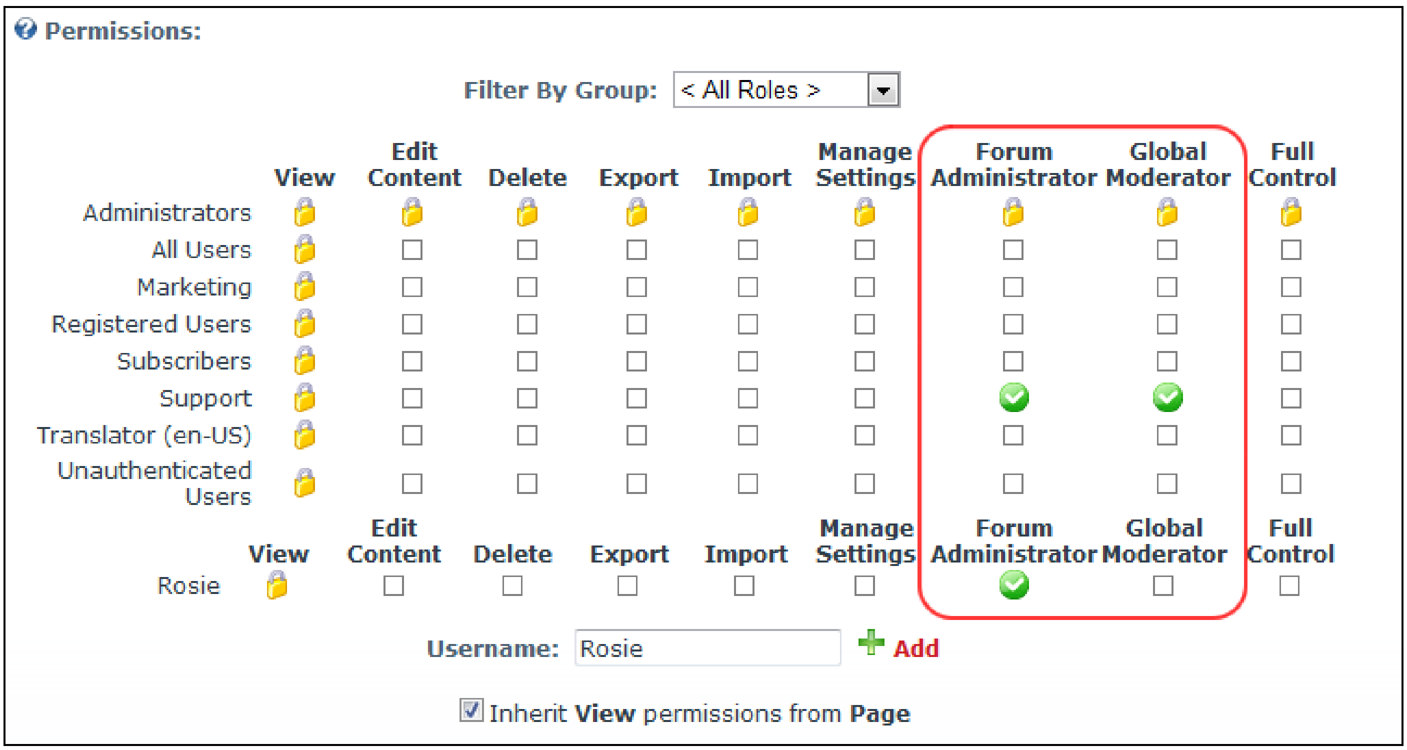
Settings

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.



7. Click the Update link.

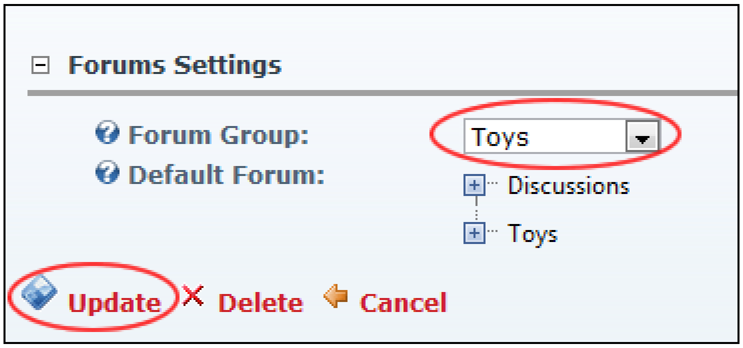
Setting a Single or Aggregated Forum Group

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.

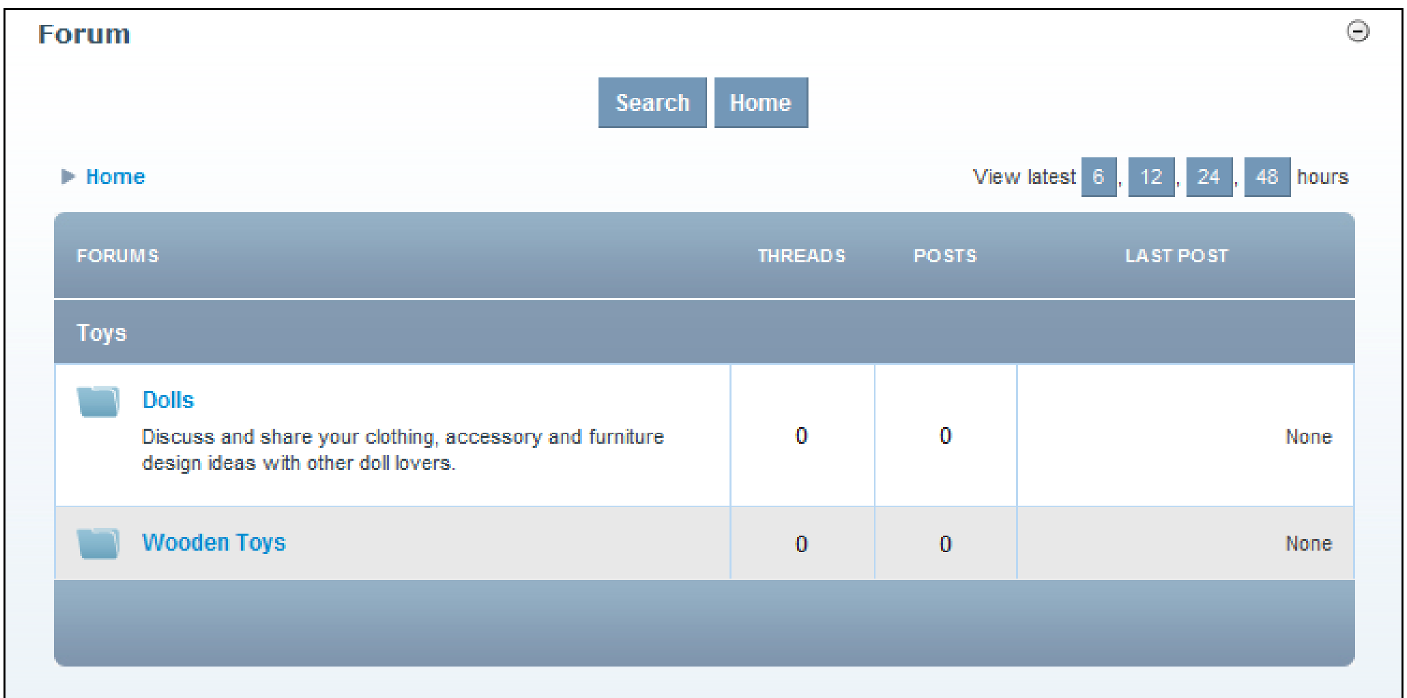
Note: These settings are stored on a per page/module basis so even a copy of a module can have a different default group.

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.



4. Click the Update link.



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.

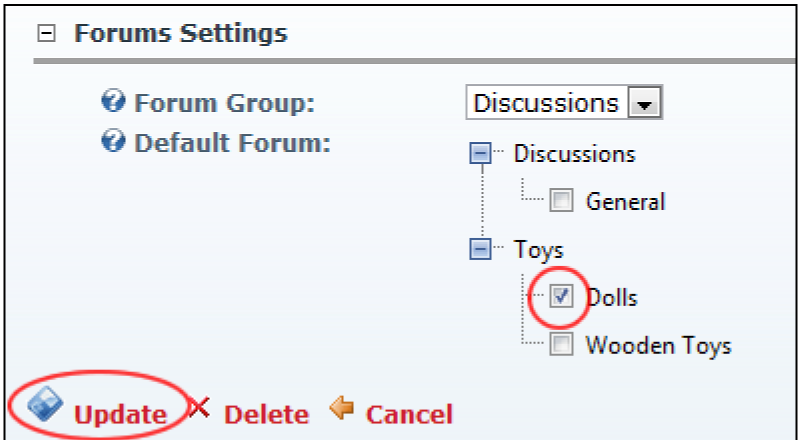
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **Forum Settings** section.

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

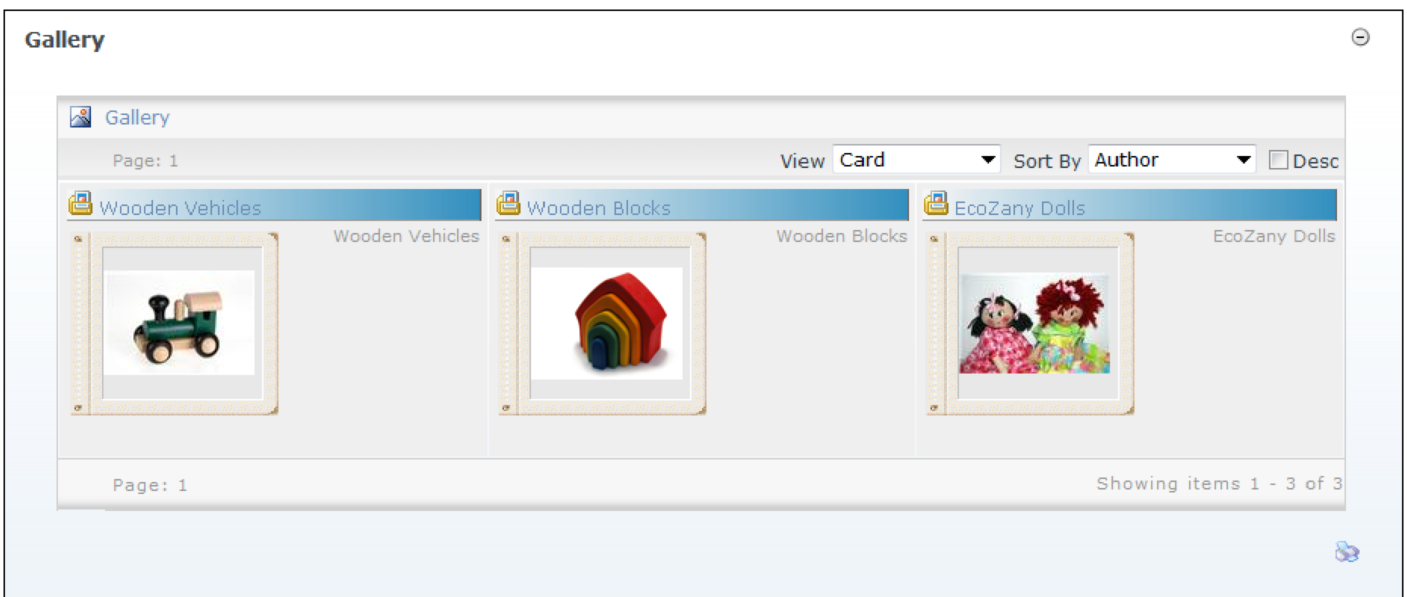
Gallery

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

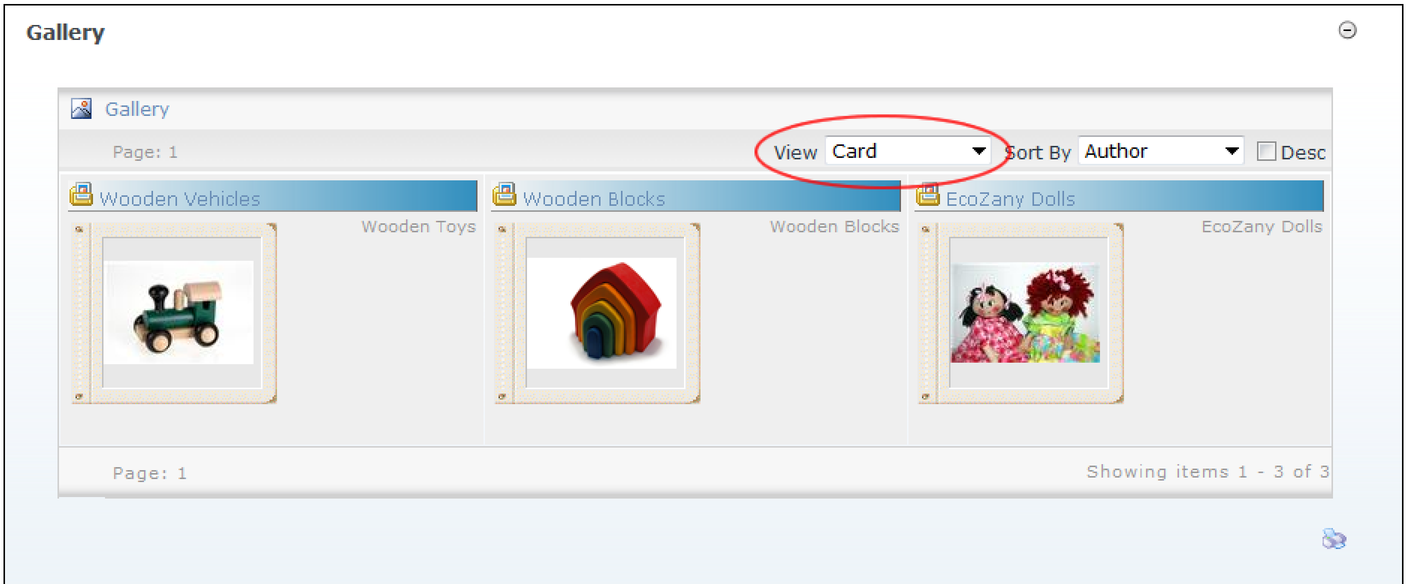
- **Project Home**: http://www.dotnetnuke.com/Products/Development/Forge/ModuleGallery/tabid/843/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/9/scope/threads/Default.aspx
- **Issue Tracker**: http://dnngallery.codeplex.com/workitem/list/basic

All Users

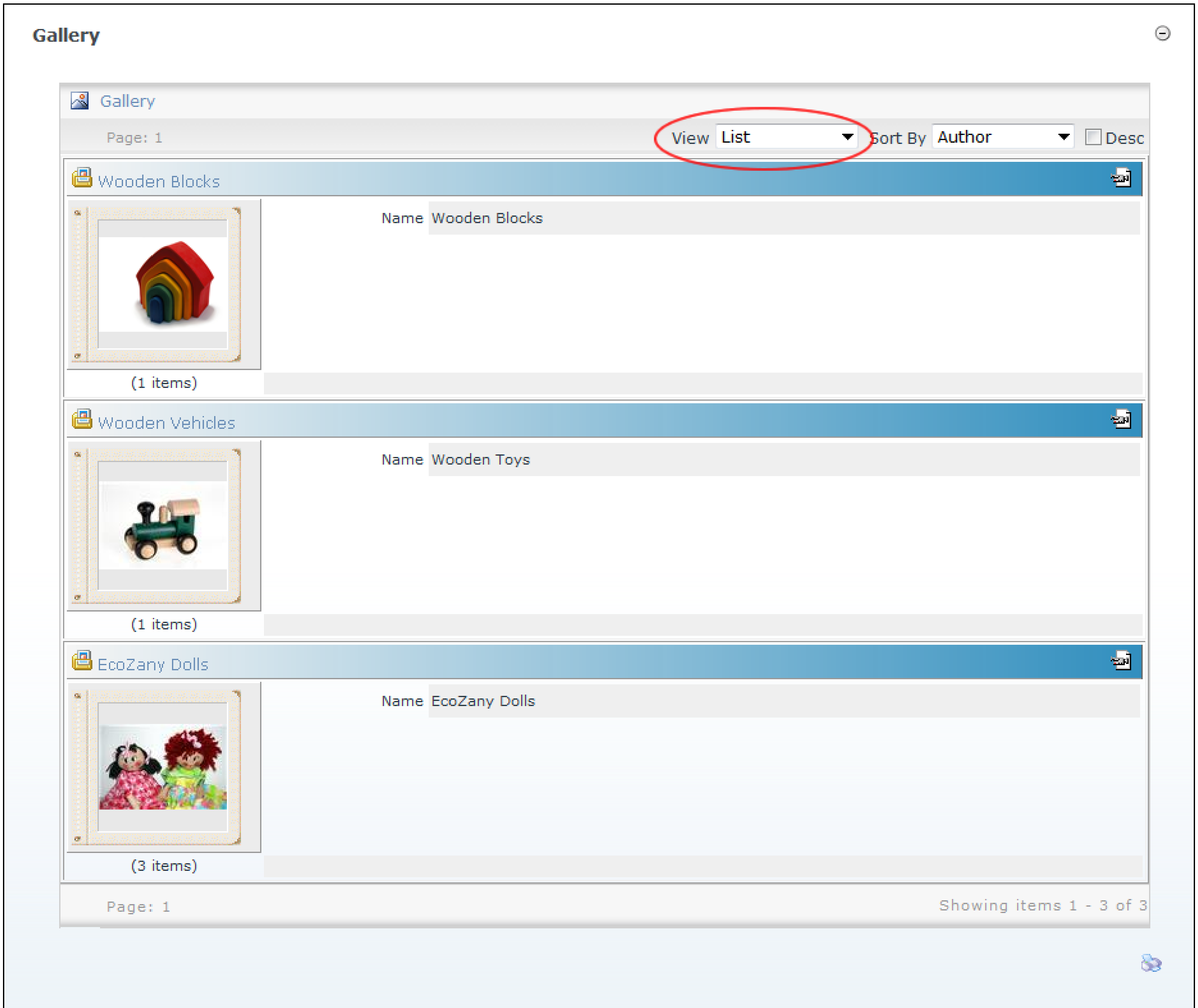
Setting Gallery View

How to set the way albums are viewed in the Gallery module. Note: This field may be disabled.

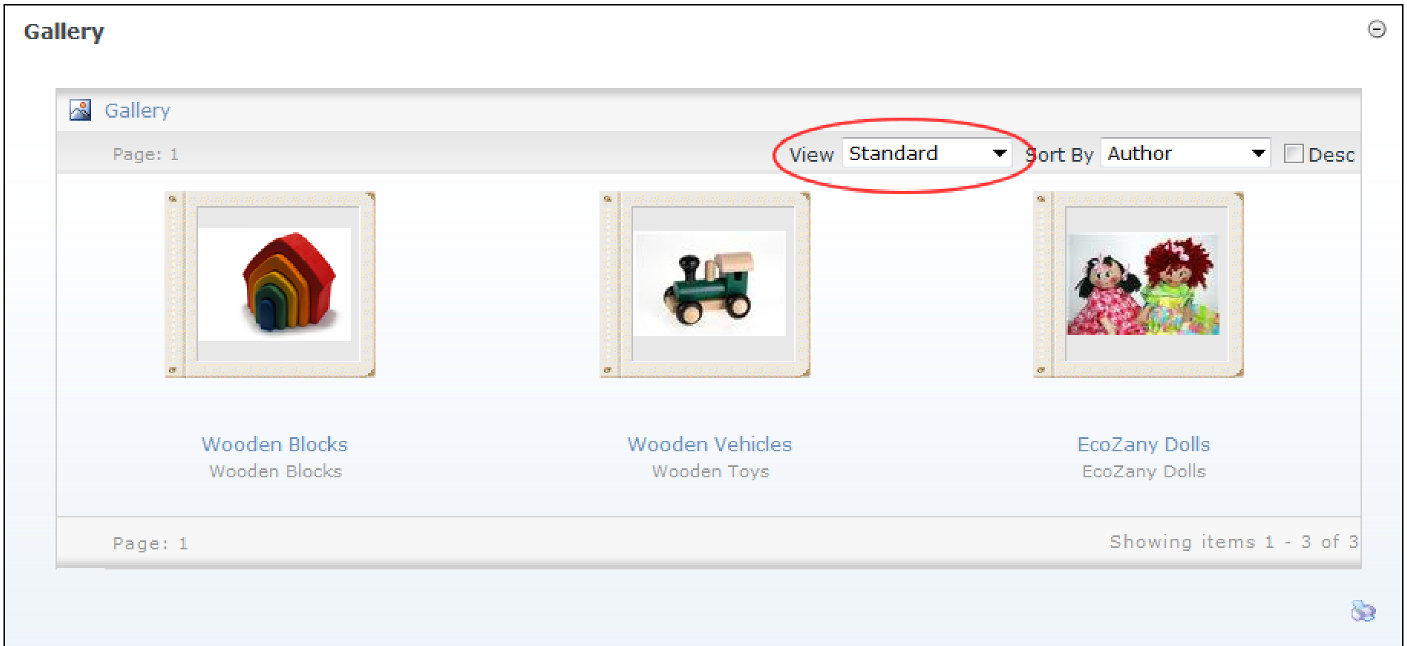
1. At **View**, select from **Card**, **List** or **Standard**.



Gallery displayed in Card View



Gallery displayed in List View



Gallery displayed in Standard View

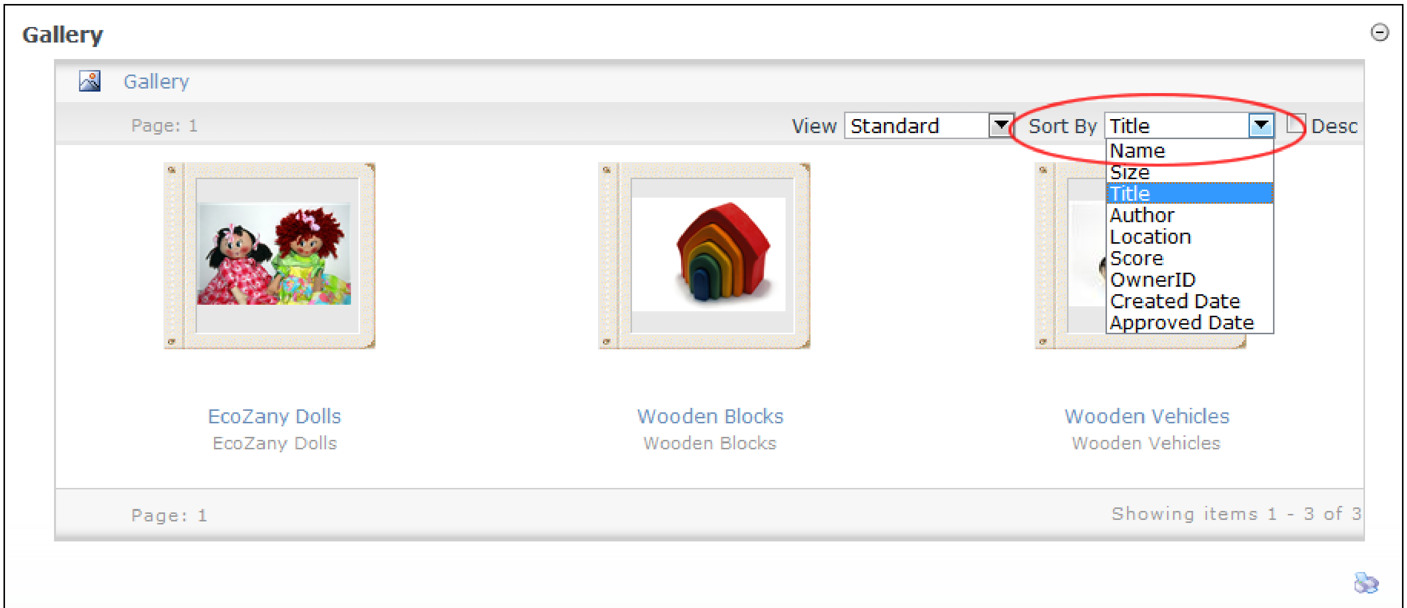
Related Topics:

- 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"

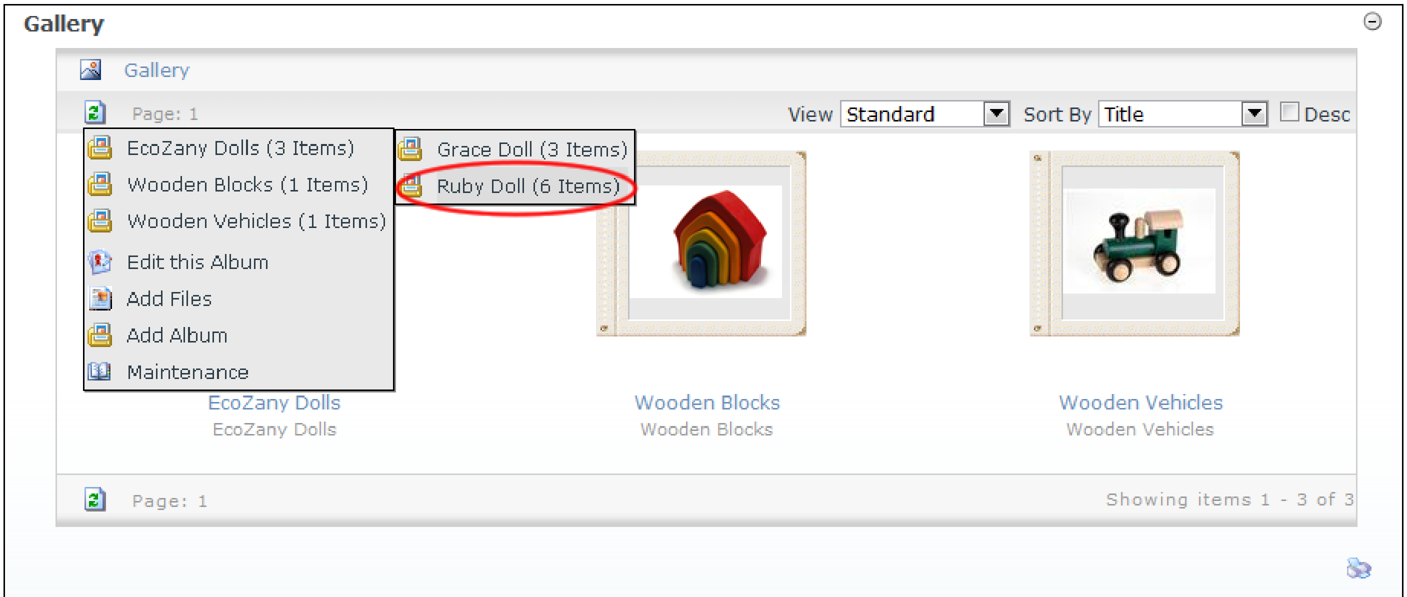
Opening Albums

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.

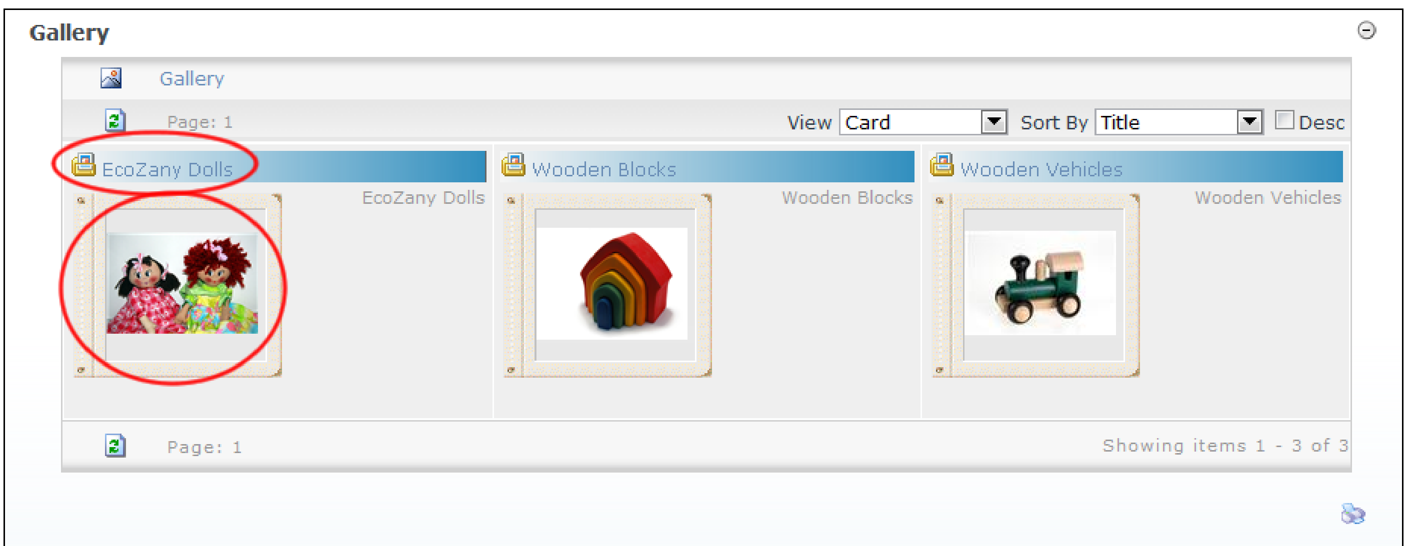
Tip: The multi-level navigation (as pictured below) which displays all of the albums including sub-albums within the current album may be disable. In this case, only the top level navigation is displayed which lists the albums directly below the current album.



Select an Album to Open

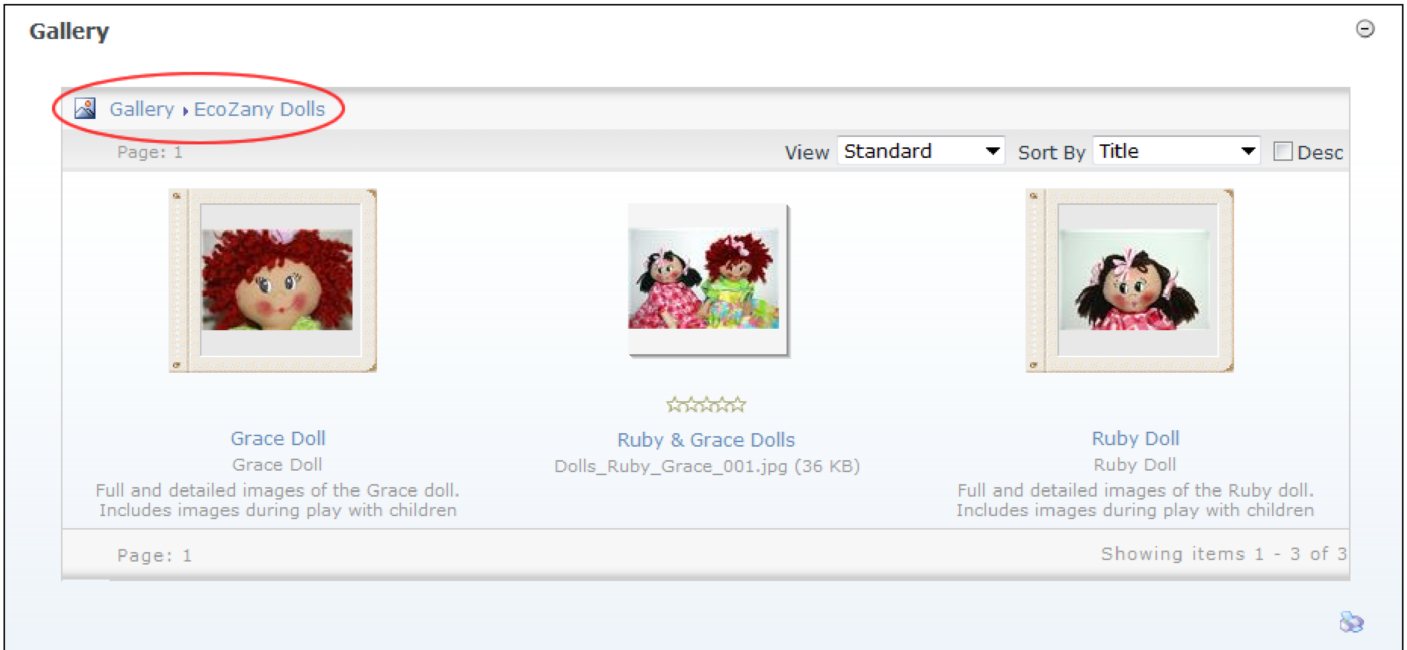
Option Two

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.

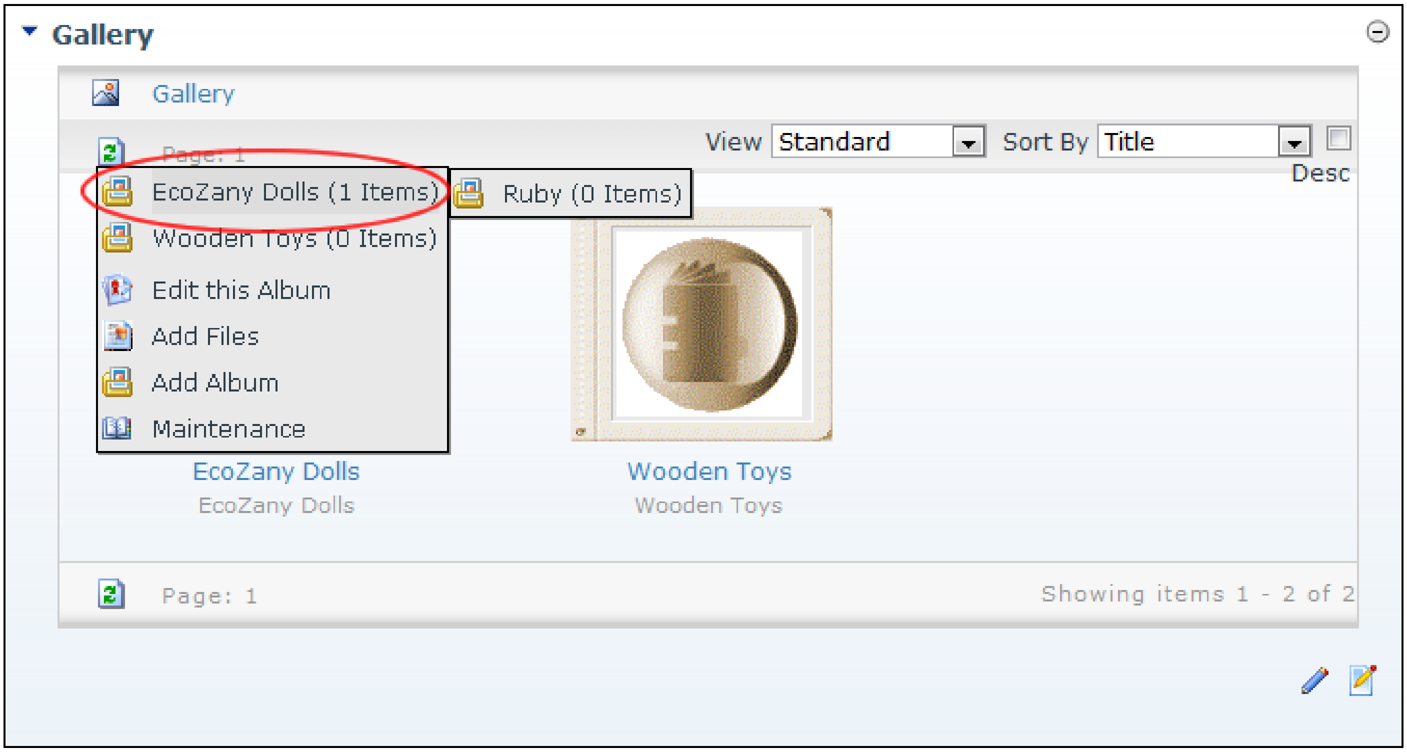
Parent Albums

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.

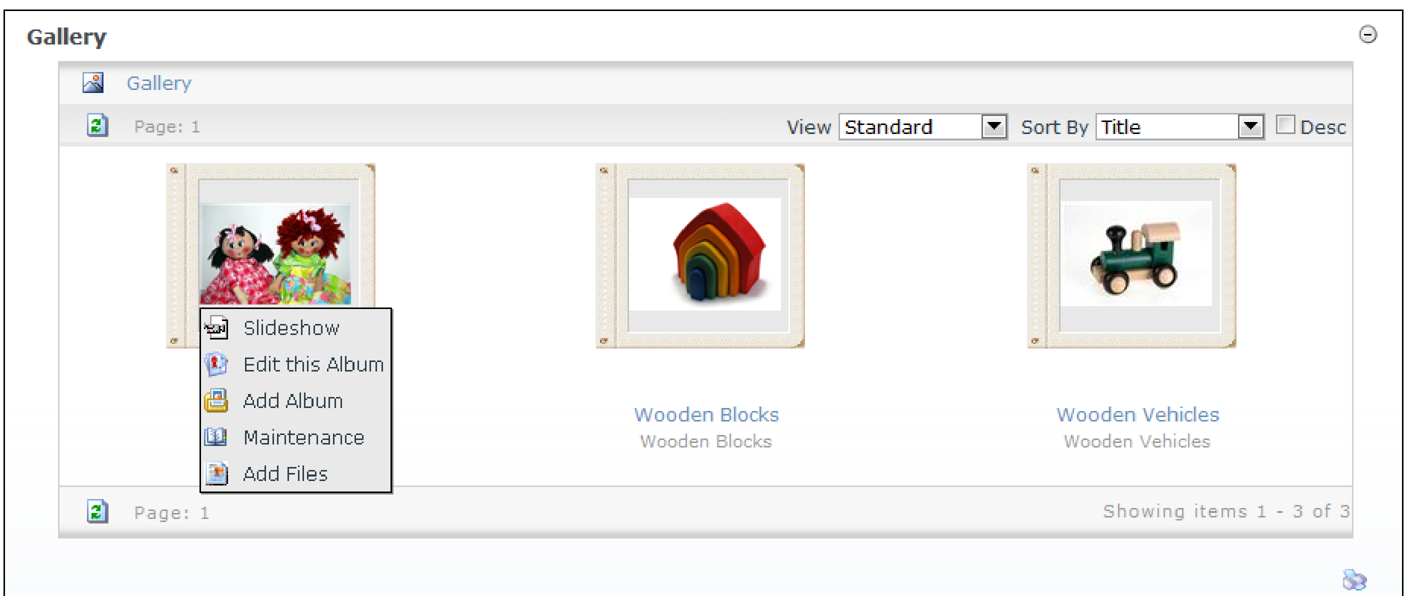
Sub-Albums (Child Albums)

Tip: Select a parent album to access its sub-album menus.

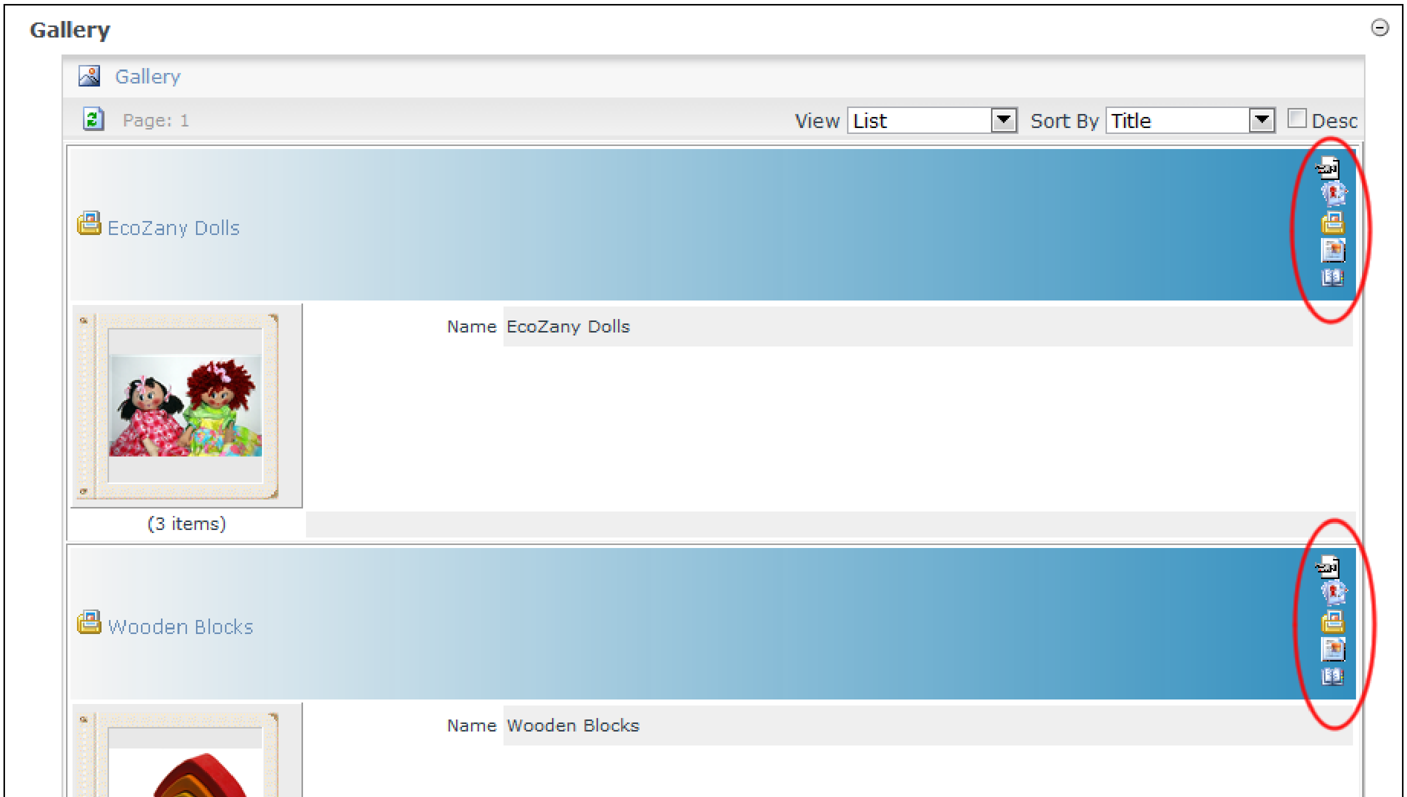
1. Go to the Gallery Home page.
2. Mouse over the Gallery icon to view the gallery main menu.
3. Select the parent of the required sub-album. E.g. In the below image, select the EcoZany Dolls album to access the Ruby album menu.



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



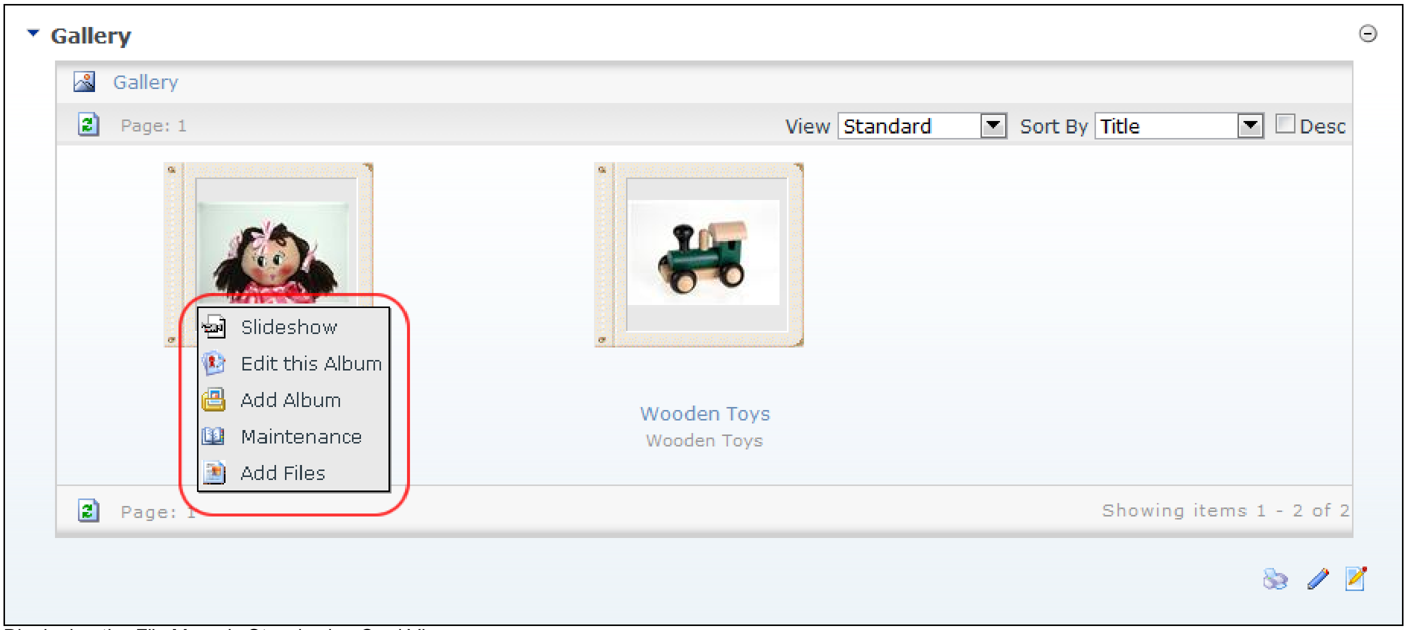
The Album Menu in List View

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:

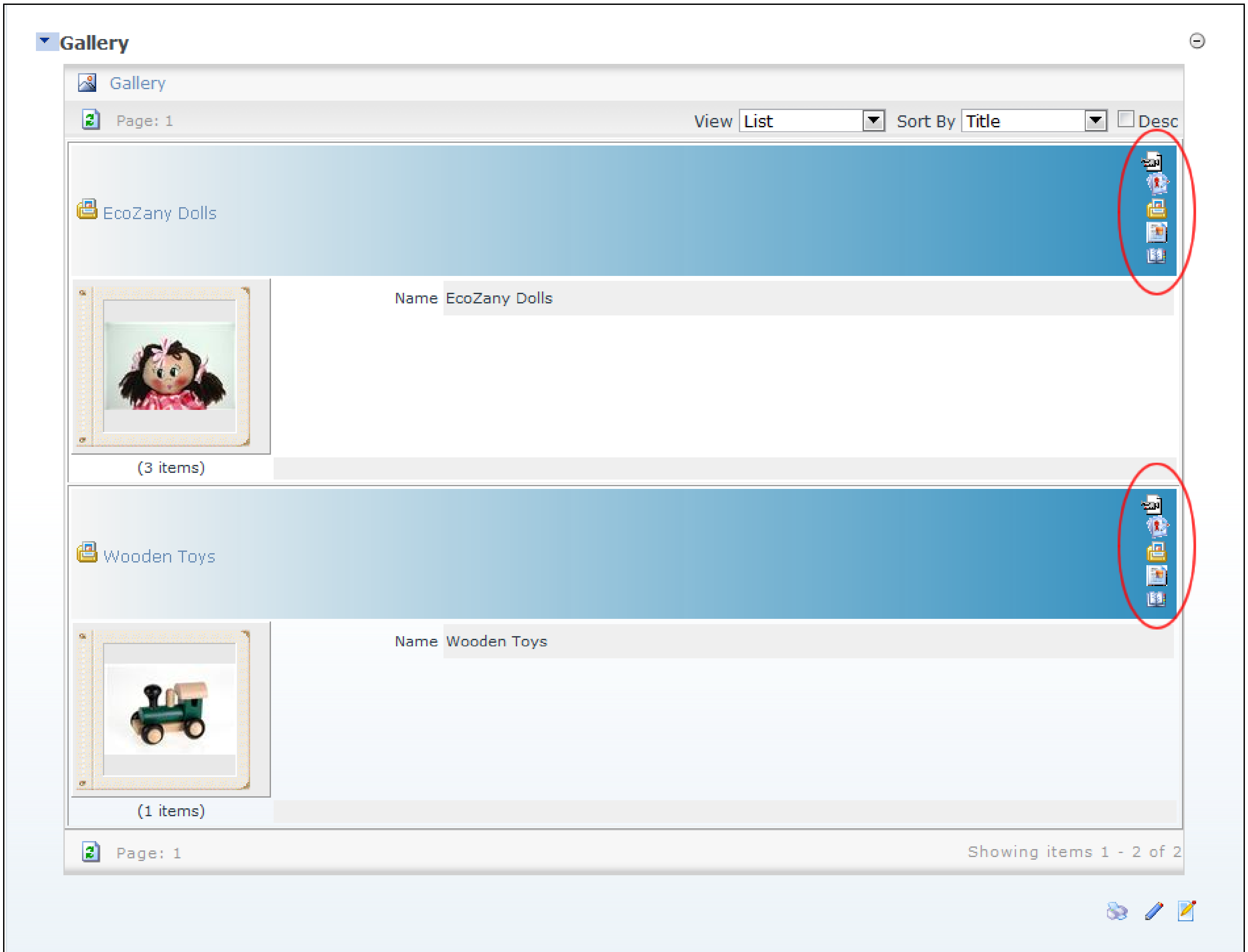
1. Open the required album or sub-album. See "Opening Albums"
2. Mouse over the file thumbnail.



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.



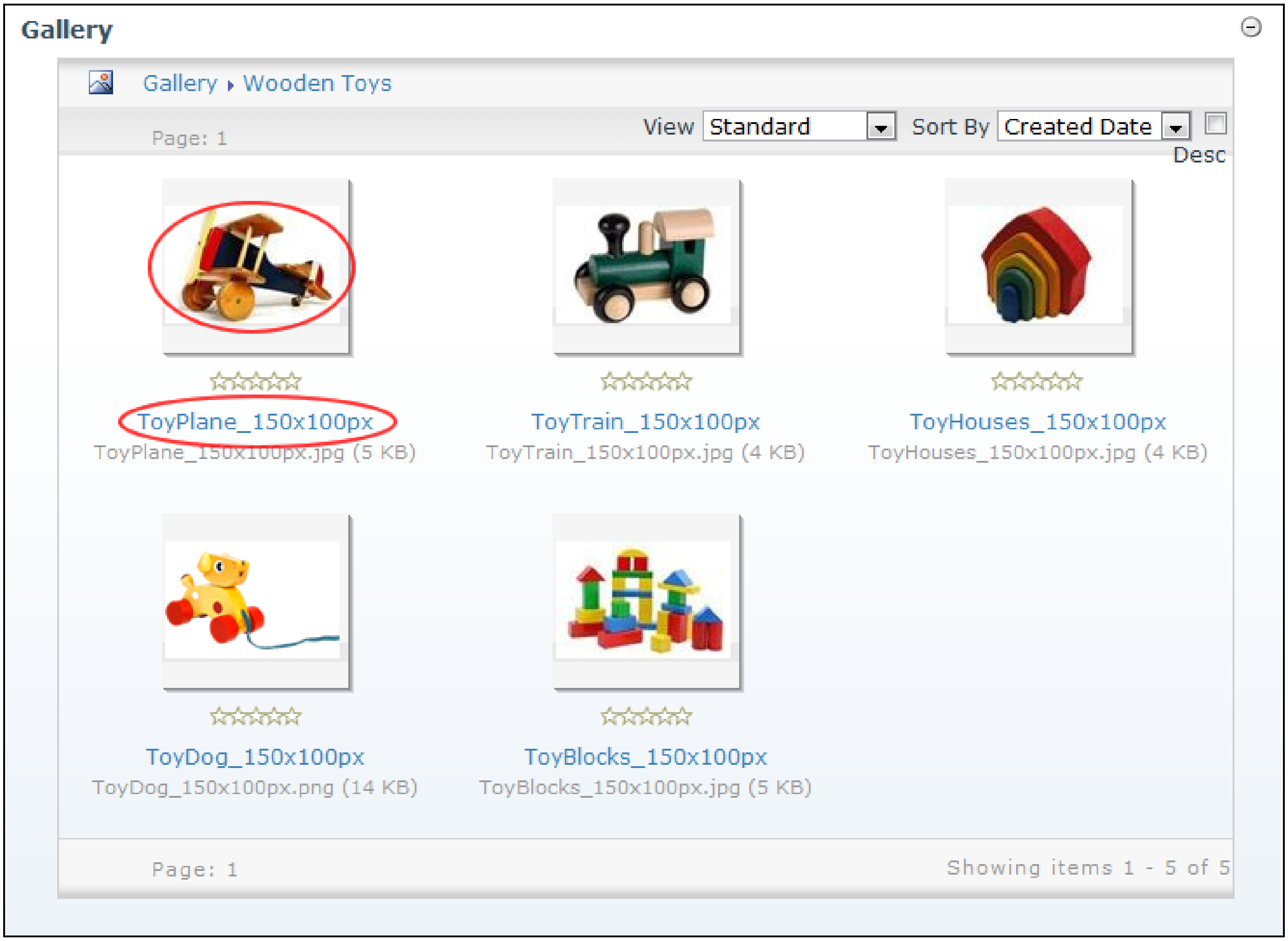
Displaying the File Menu in List View

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.

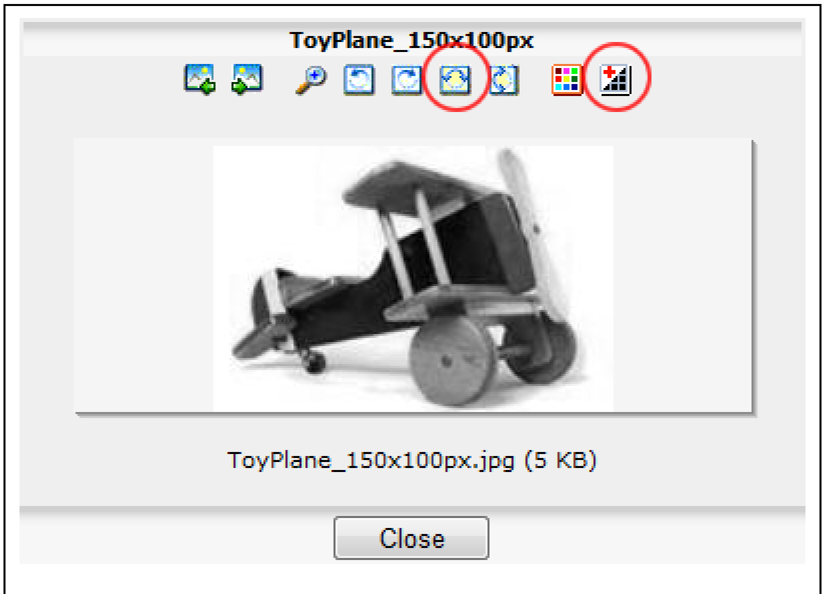
1. Open the required album. See "Opening Albums"



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.

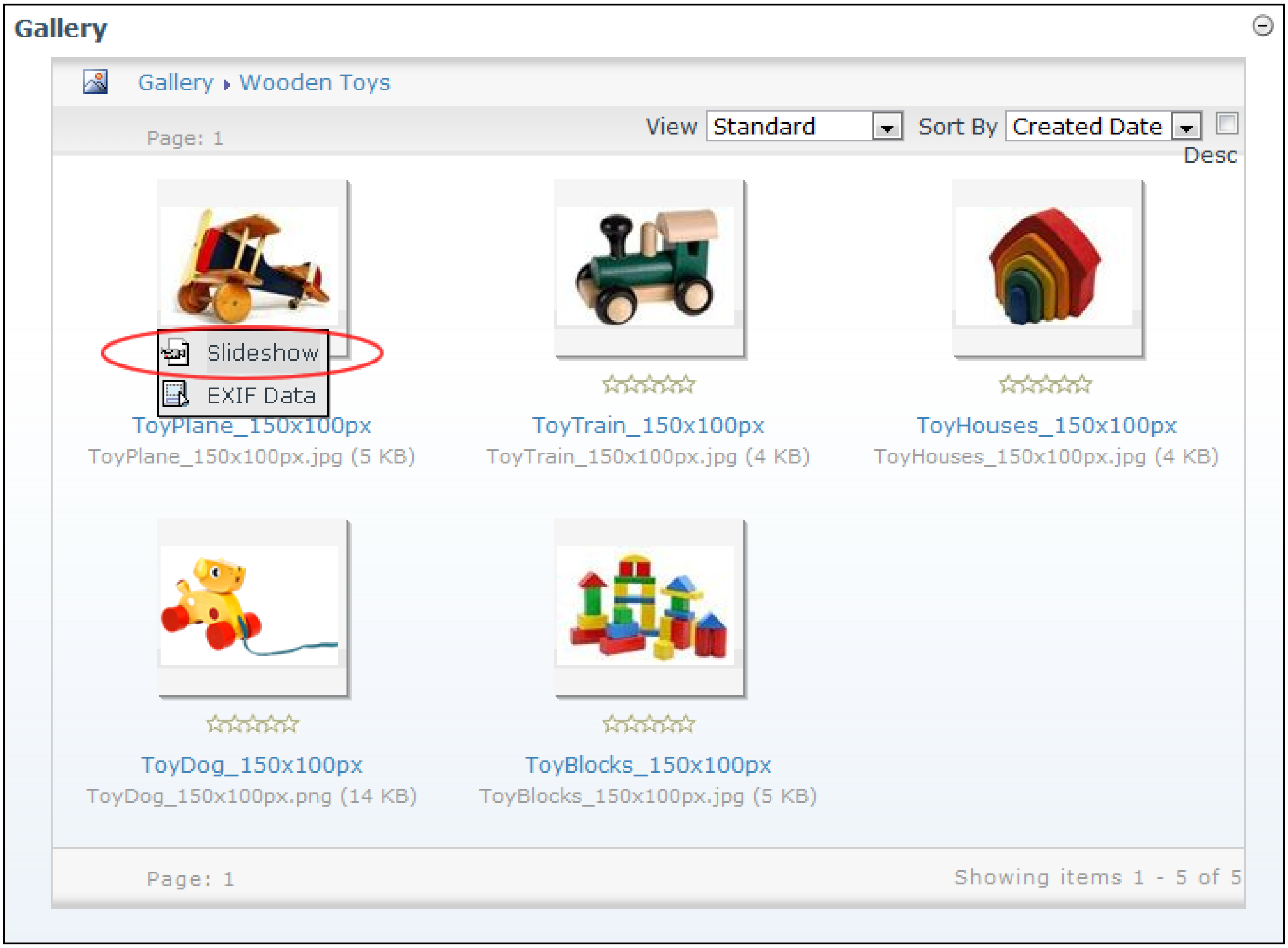


Viewing and Manipulating Images

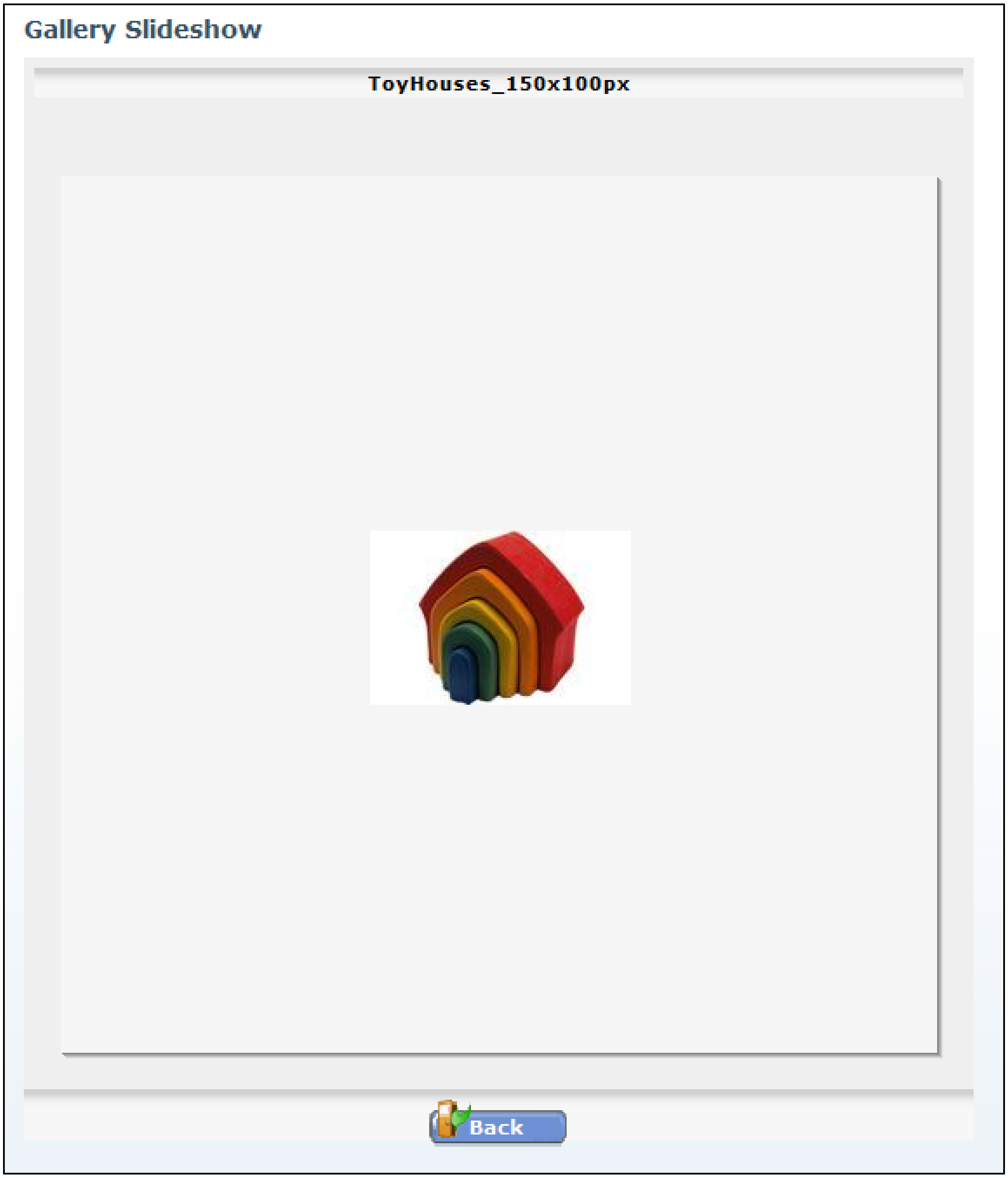
Viewing Image Slideshow

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"



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.



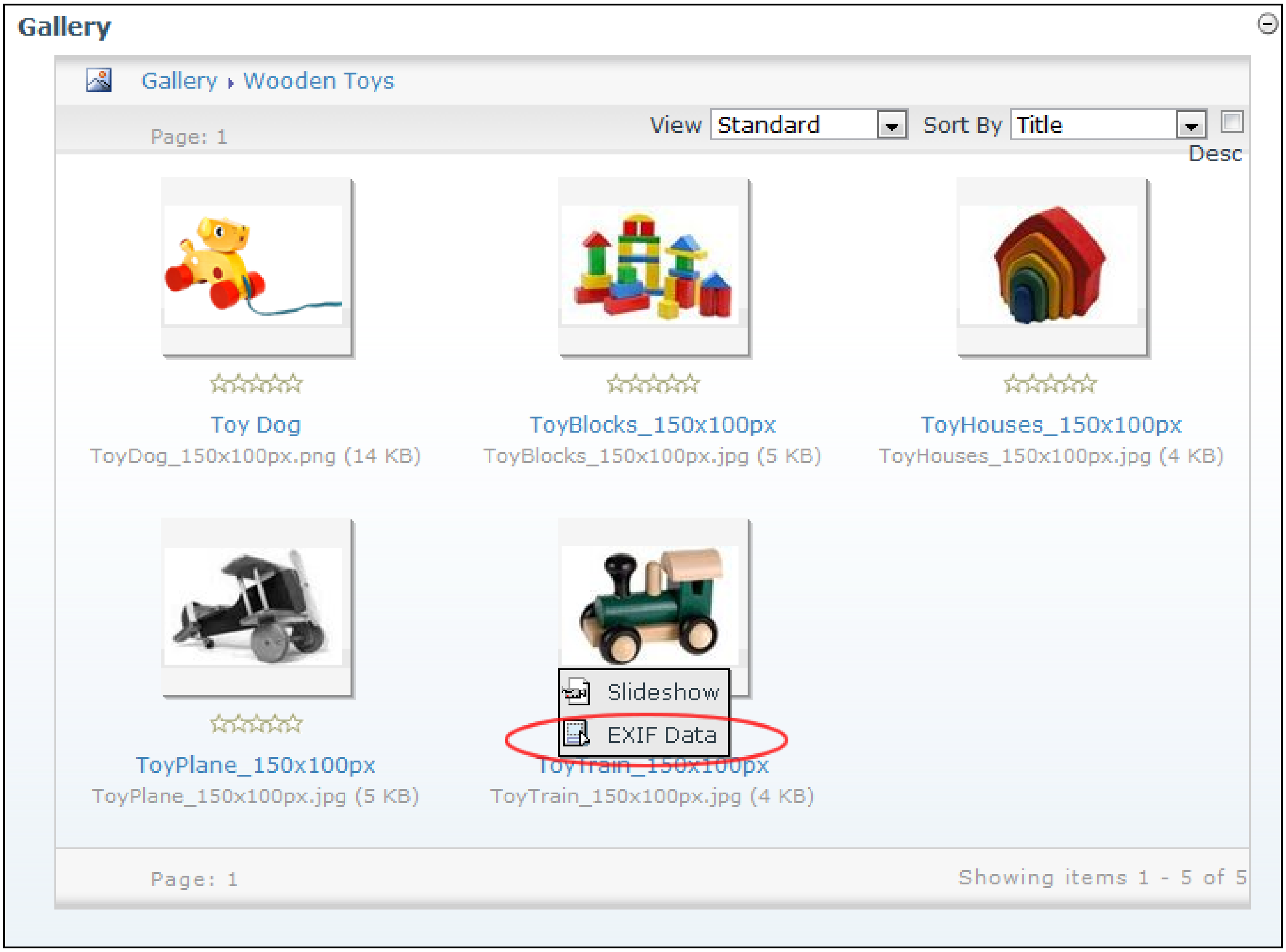
3. Click the **Back** button when you have finished.

Viewing Exif Metadata

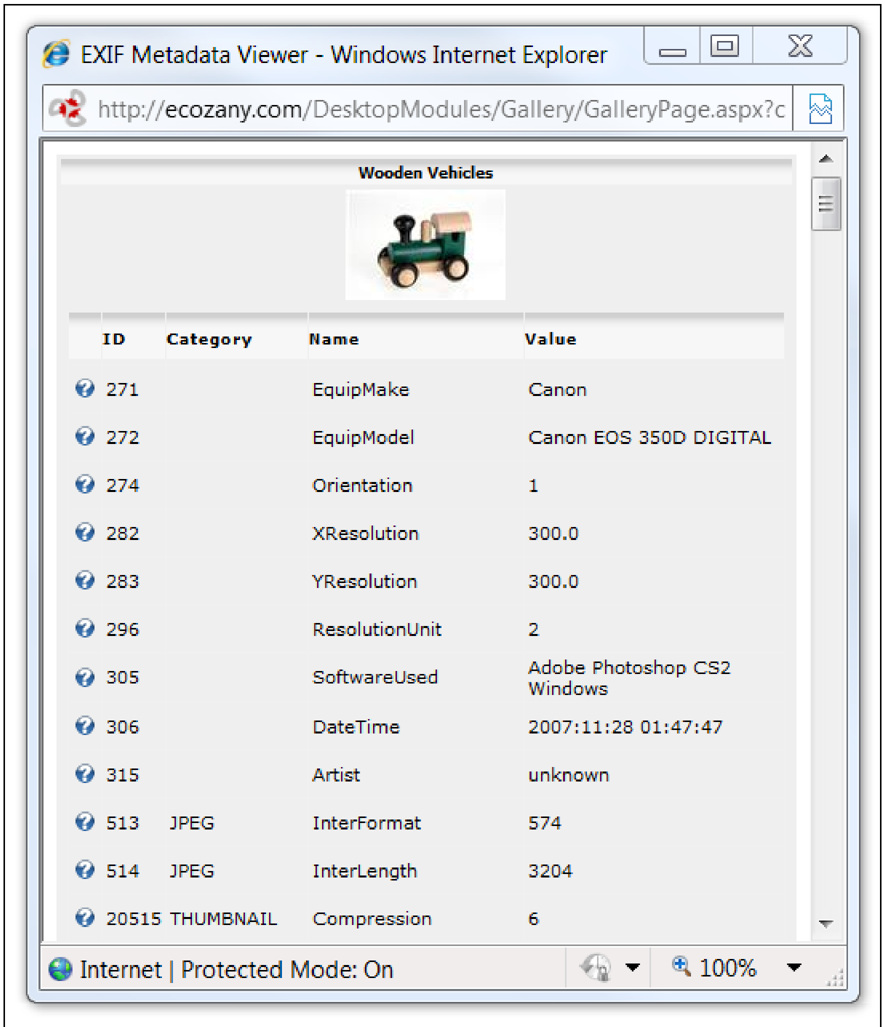
Exif (Exchangeable Image File Format) is a variation of the JPEG format and is used by most digital cameras. When you take a picture Exif Metadata information is stored for each picture. This information varies between cameras but can include information such as the date, time, camera settings, shutter 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"



3. Select **EXIF Data** from the File menu.

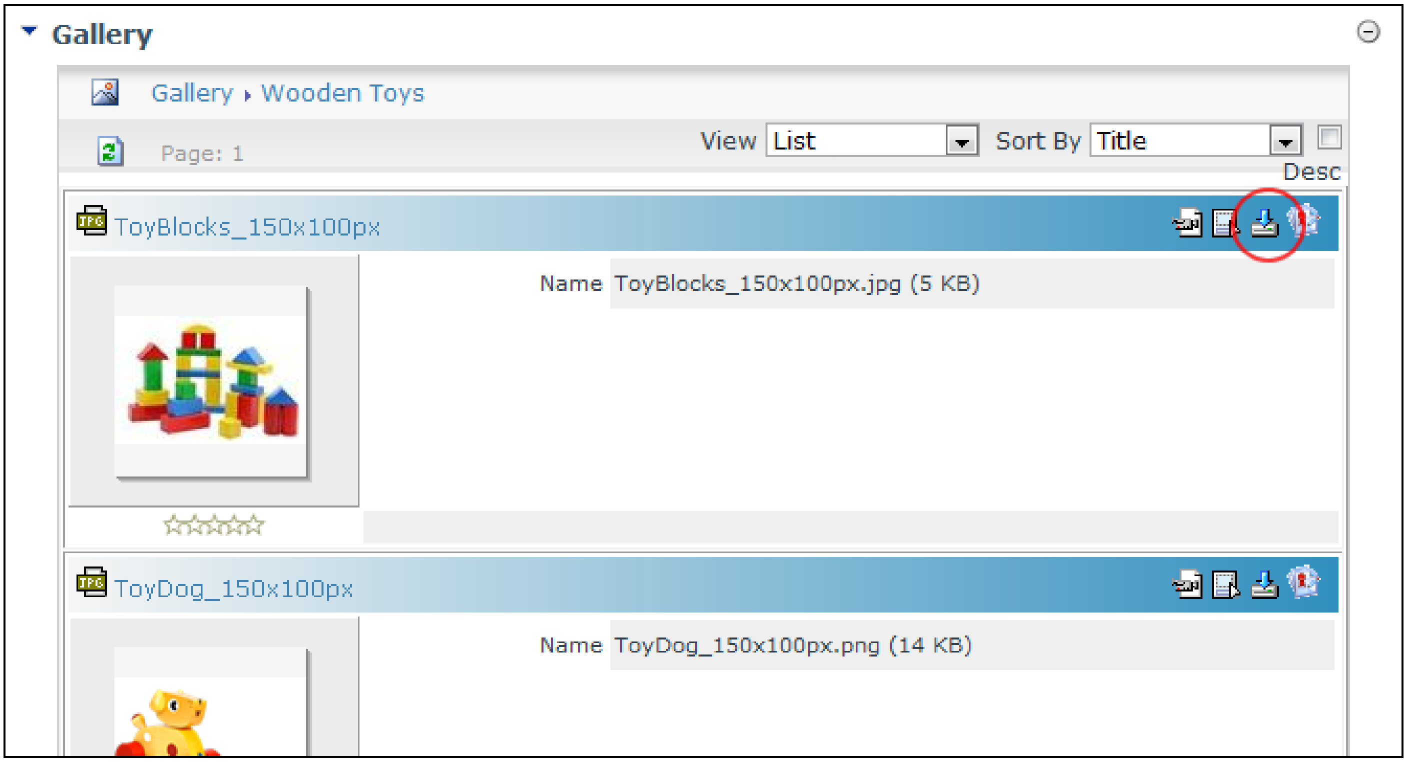


Viewing Exif Metadata (Standard View)

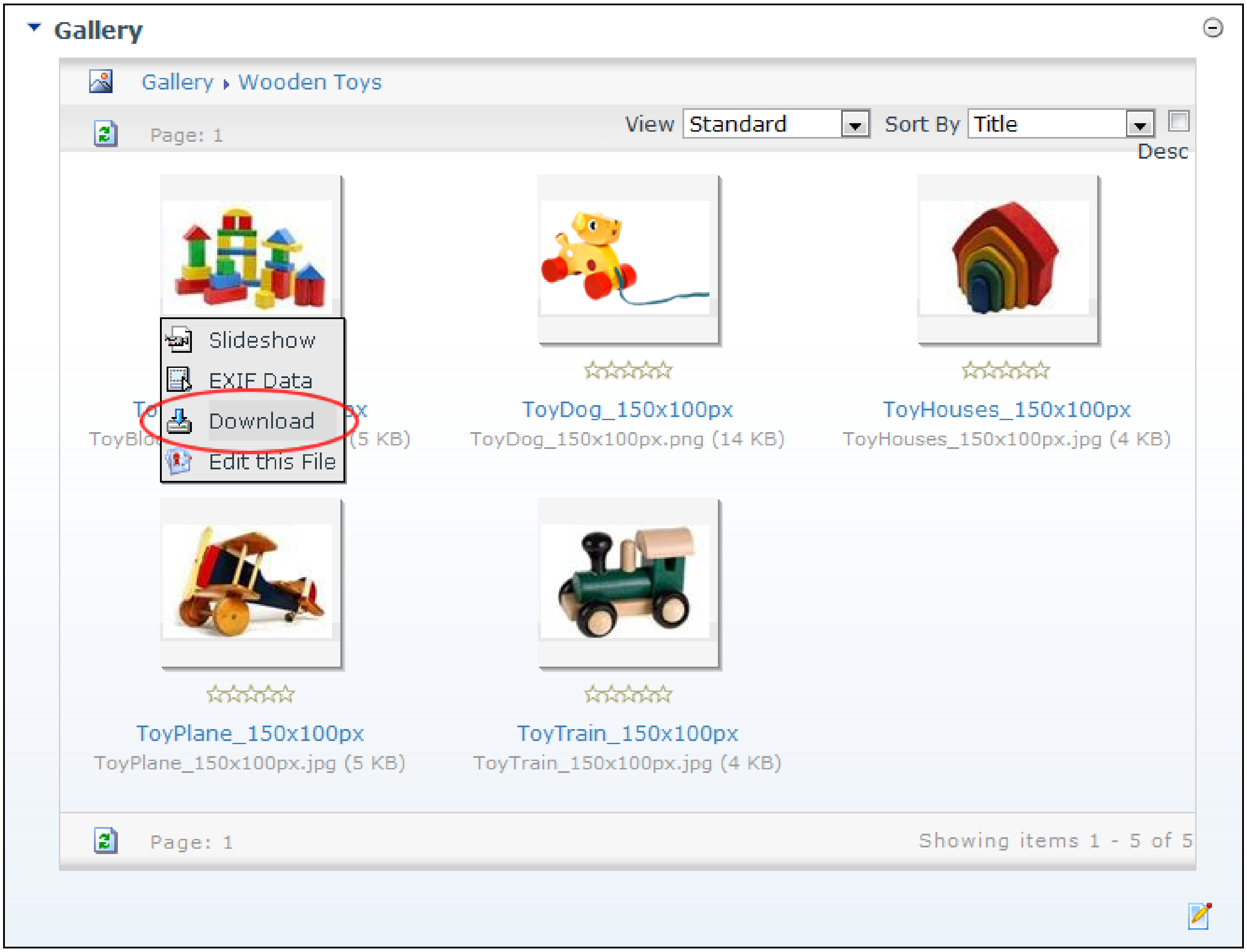
Downloading a File

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.



- In Standard View/Card View, mouse over file and then select **Download**.

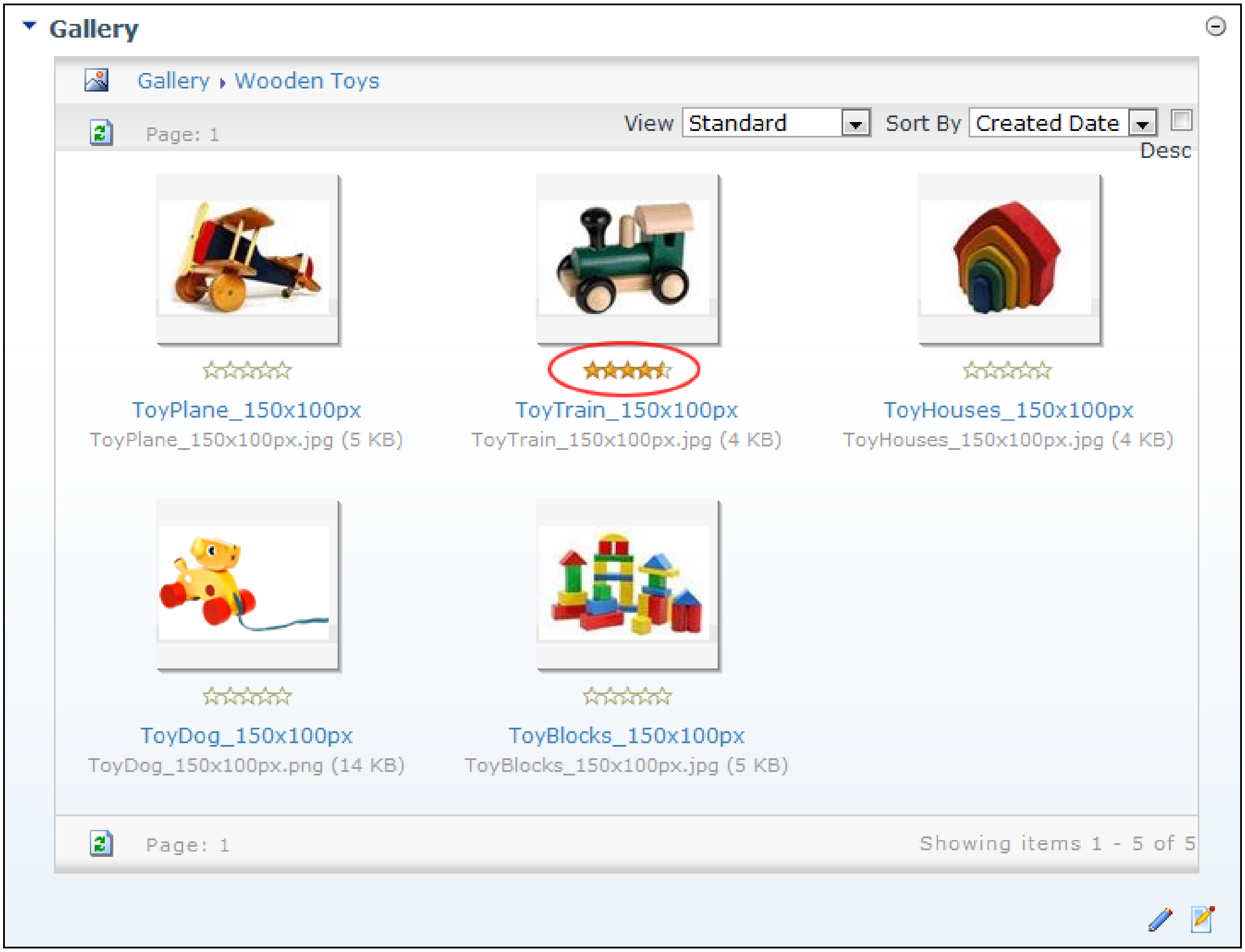


Tip: For image file types, the file to be downloaded will be the full-resolution file which was originally uploaded rather than a reduced resolution file such as that presented when viewing the image.

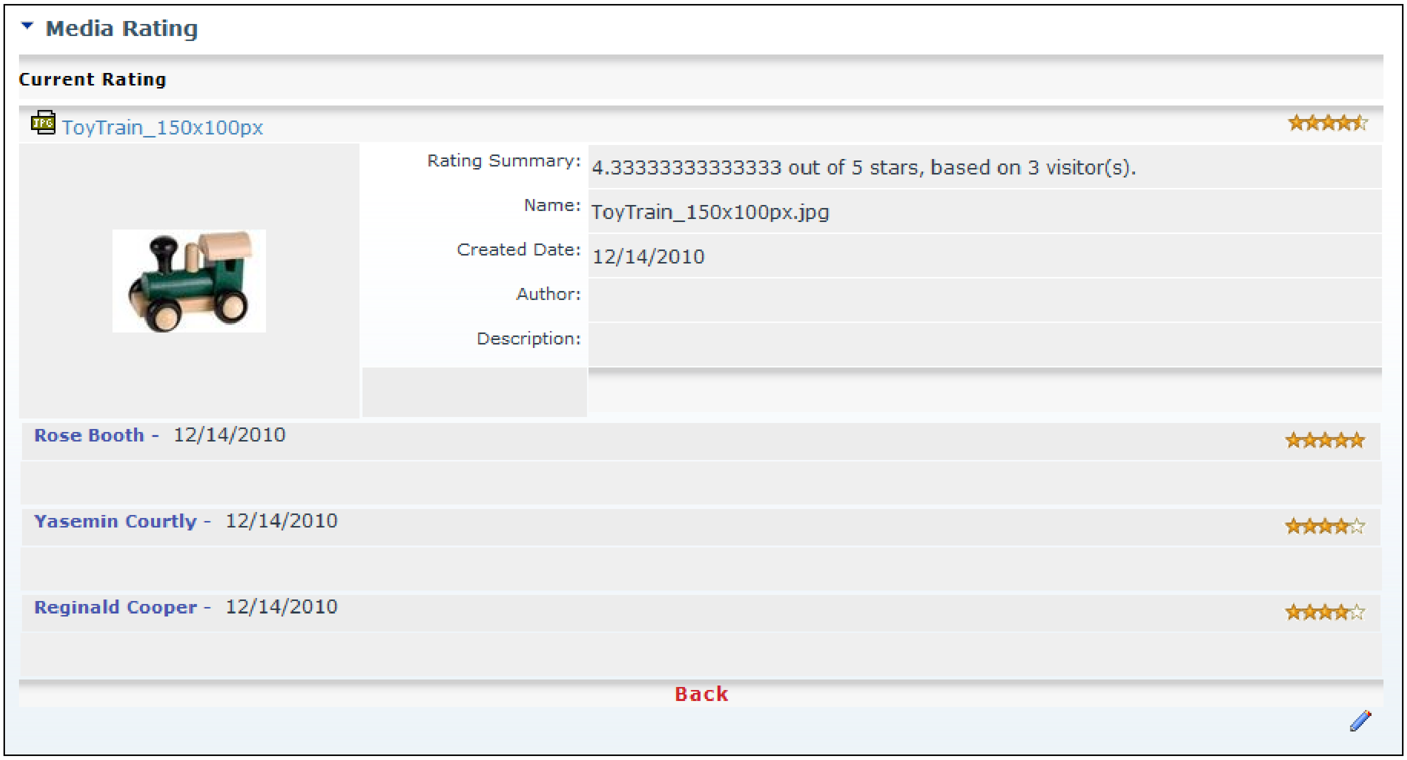
Viewing File Ratings

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.



3. **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.



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.

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.

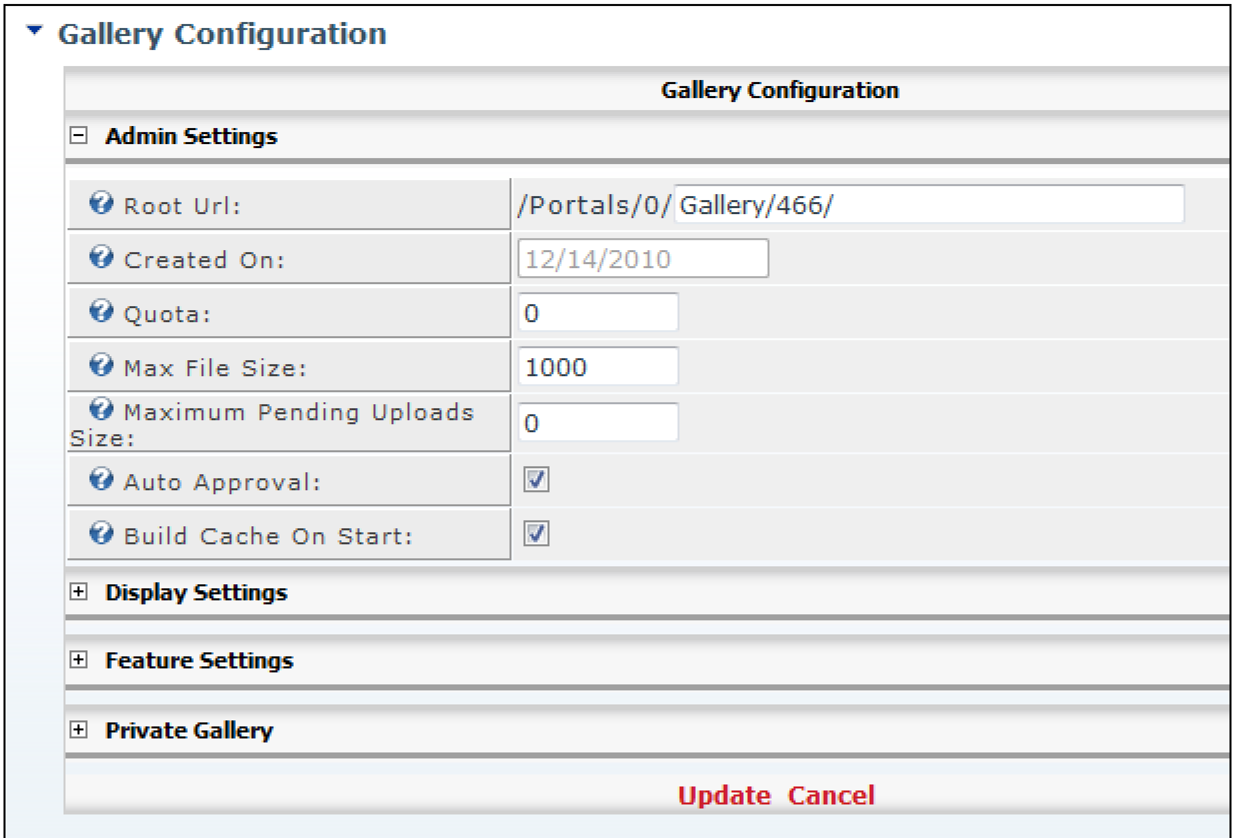
Adding a Rating

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.



Admin Settings for the Gallery module

Configuring Display Settings

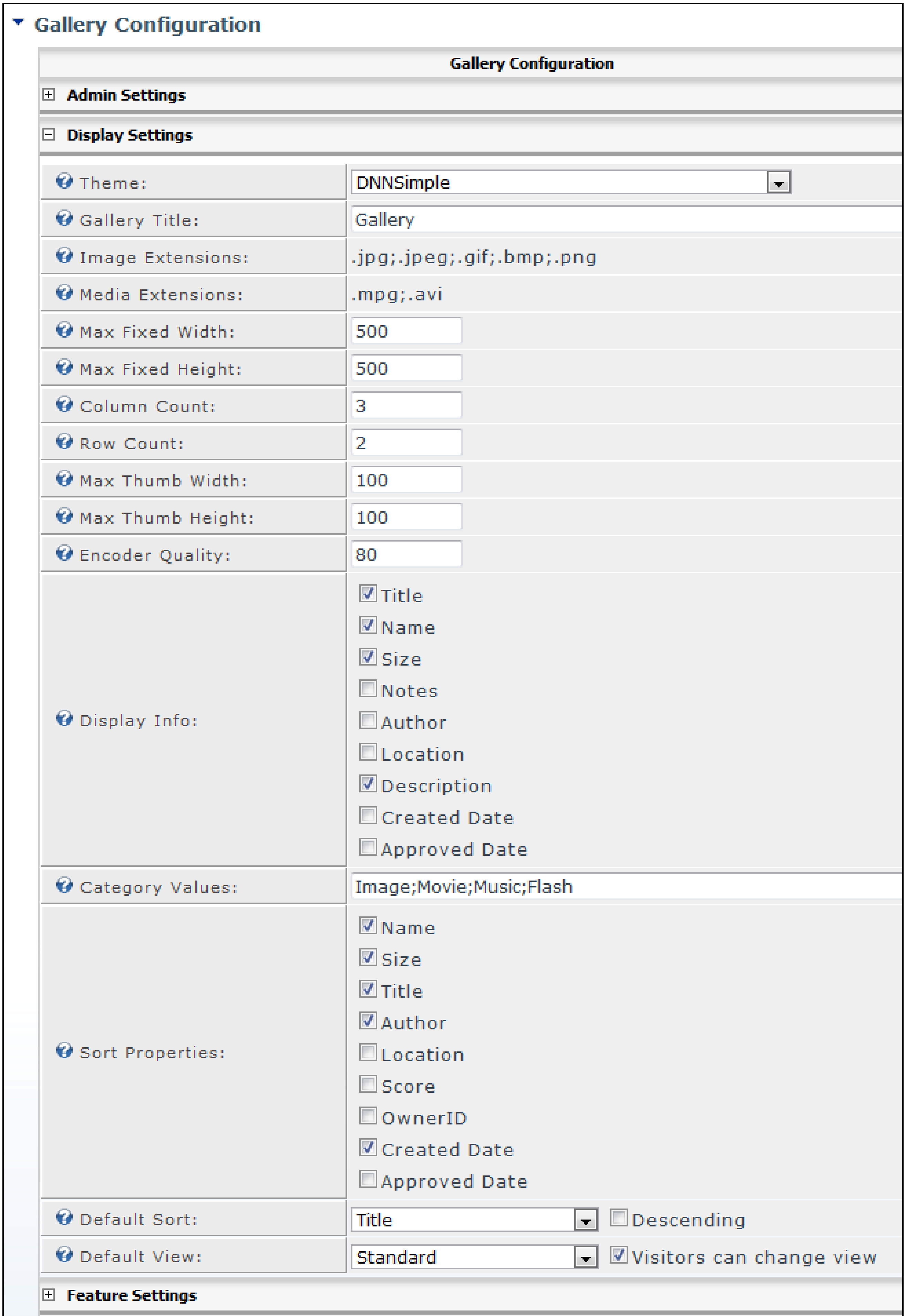
How to configure the display settings of the Gallery module. Here you can set the design and layout of the gallery and gallery media.

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.

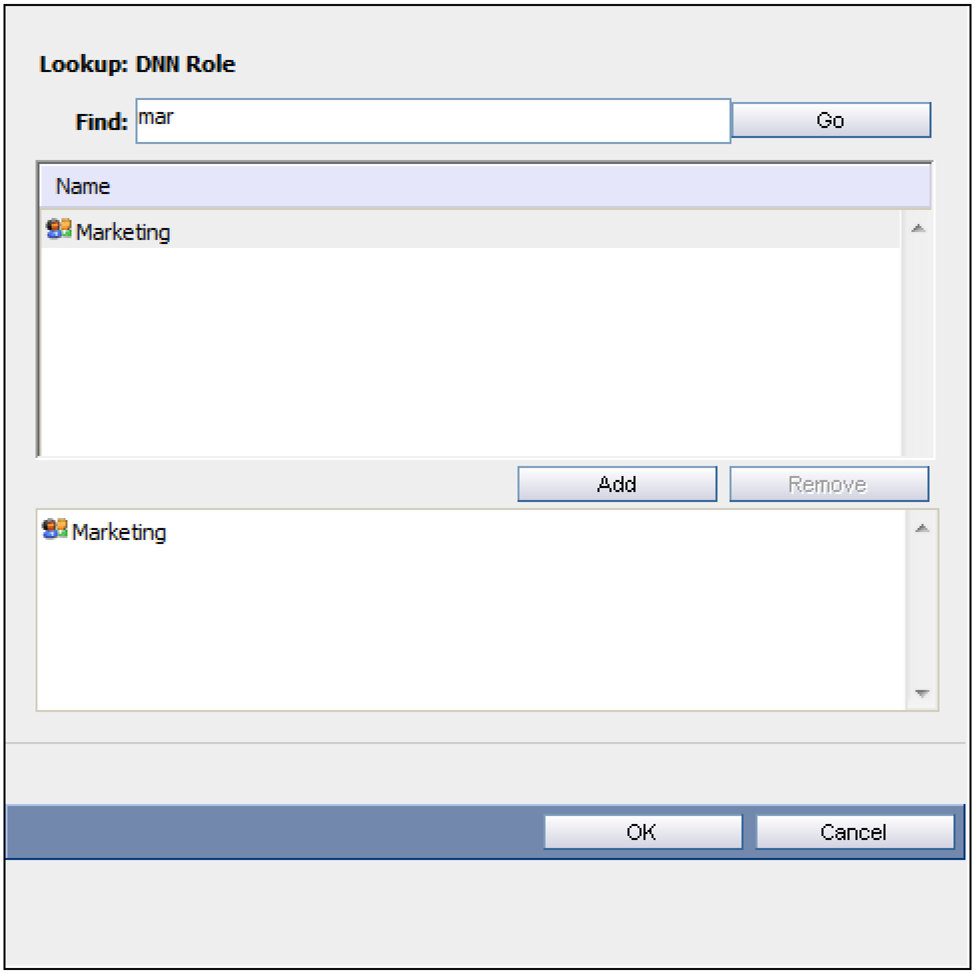
8. In the **Max Fixed Height*** text box, enter the maximum pixel height an image will be displayed in the gallery. The default is set to 500.
9. In the **Column Count** text box, enter the number of thumbnails displayed in each column of the gallery. The default is set to 3 columns.
10. In the **Row 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:
Title
Name
Size
Notes
Author
Location
Description
Created Date
Approved Date
Category Values: Image;Movie;Music;Flash
Sort Properties:
Name
Size
Title
Author
Location
Score
OwnerID
Created Date
Approved Date
Default Sort: Title
Descending
Default View: Standard
Visitors can change view
Feature Settings

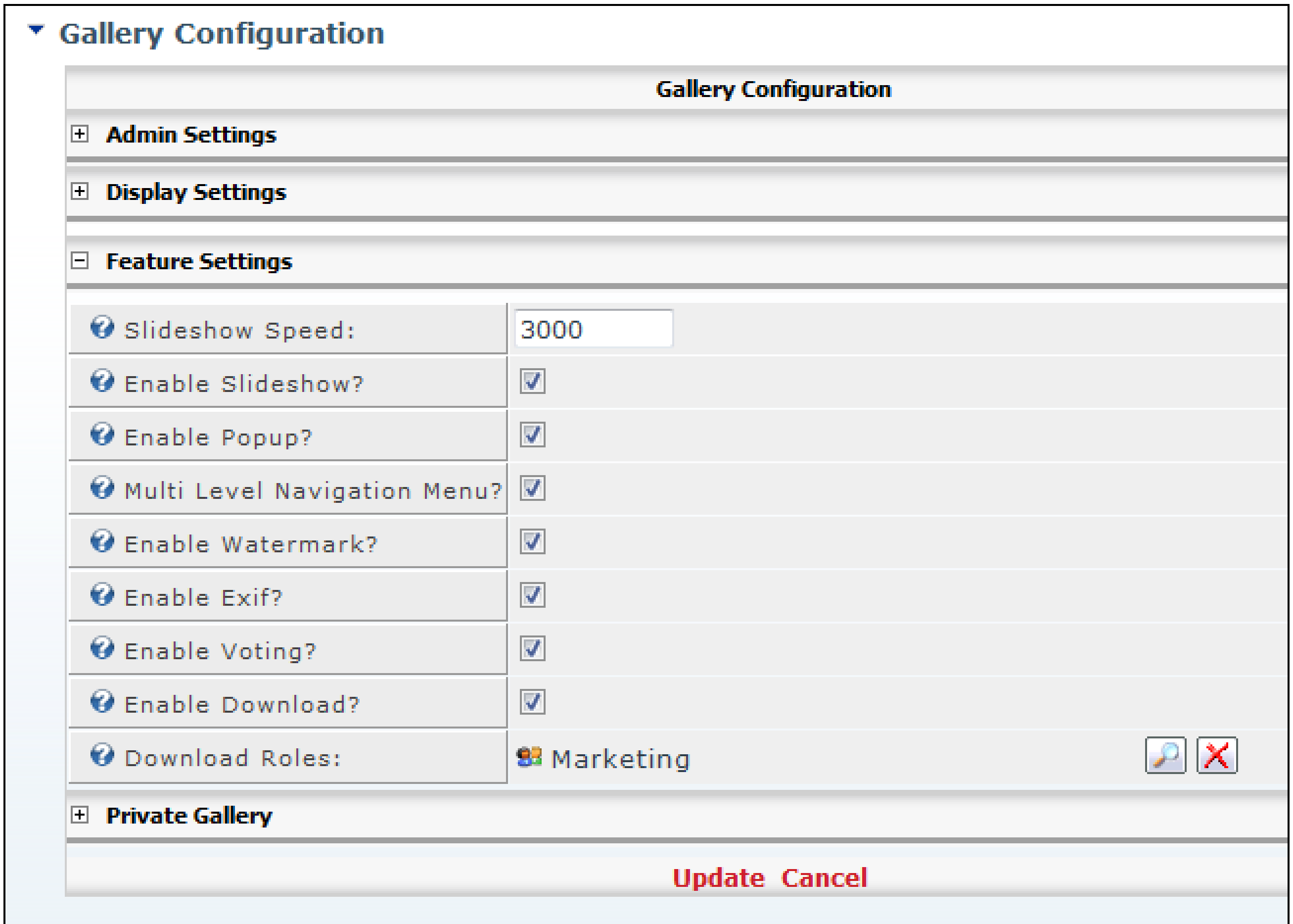
Configuring Feature Settings

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 is 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.



12. Click the Update link.



Feature Settings for the Gallery Module

Configuring Private Gallery

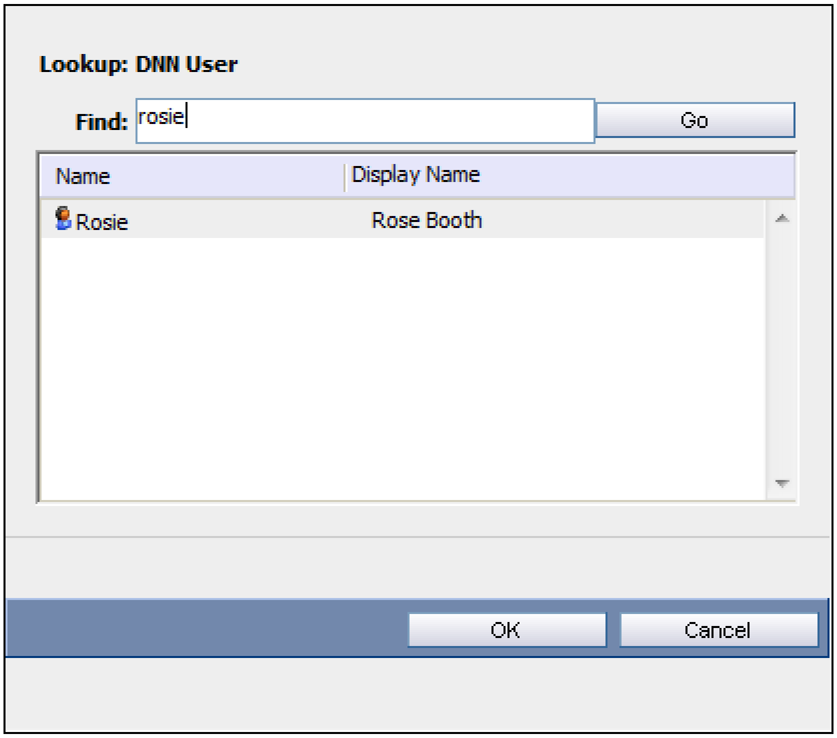
How to create a private gallery using the Gallery module. This restricts the adding of files and sub albums to the selected gallery owner. Users who are authorized to view the gallery can view all approved files.

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.

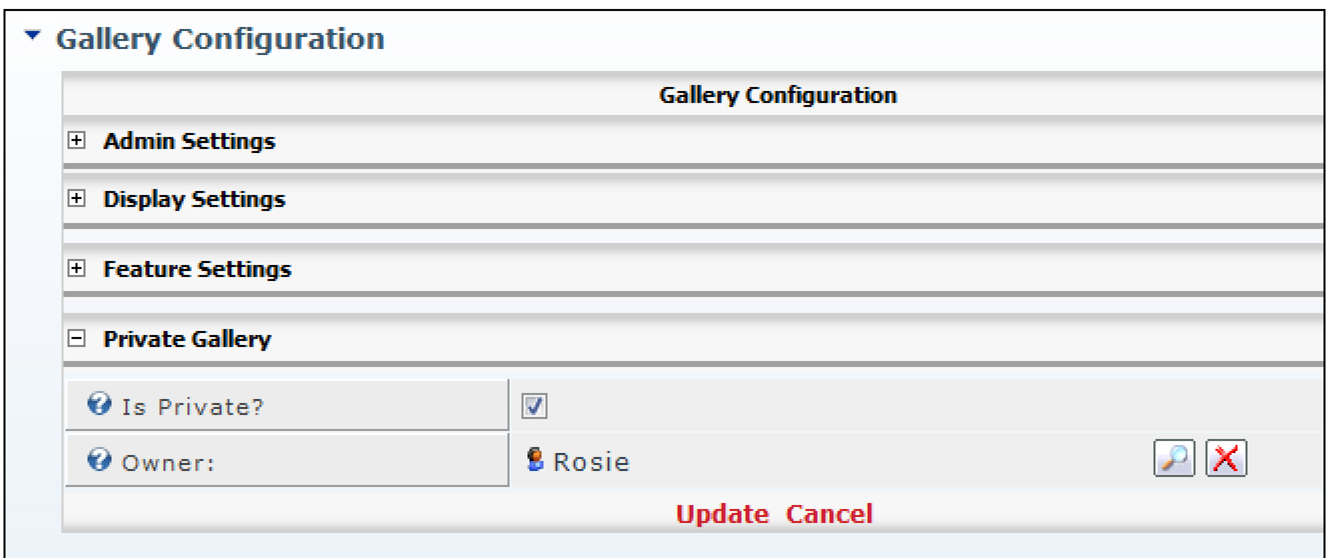
c. Click the **Go** button. This displays the matching users in the Name/Display Name list.

d. Select the required user.

e. Click the **OK** button.



5. Click the Update link.



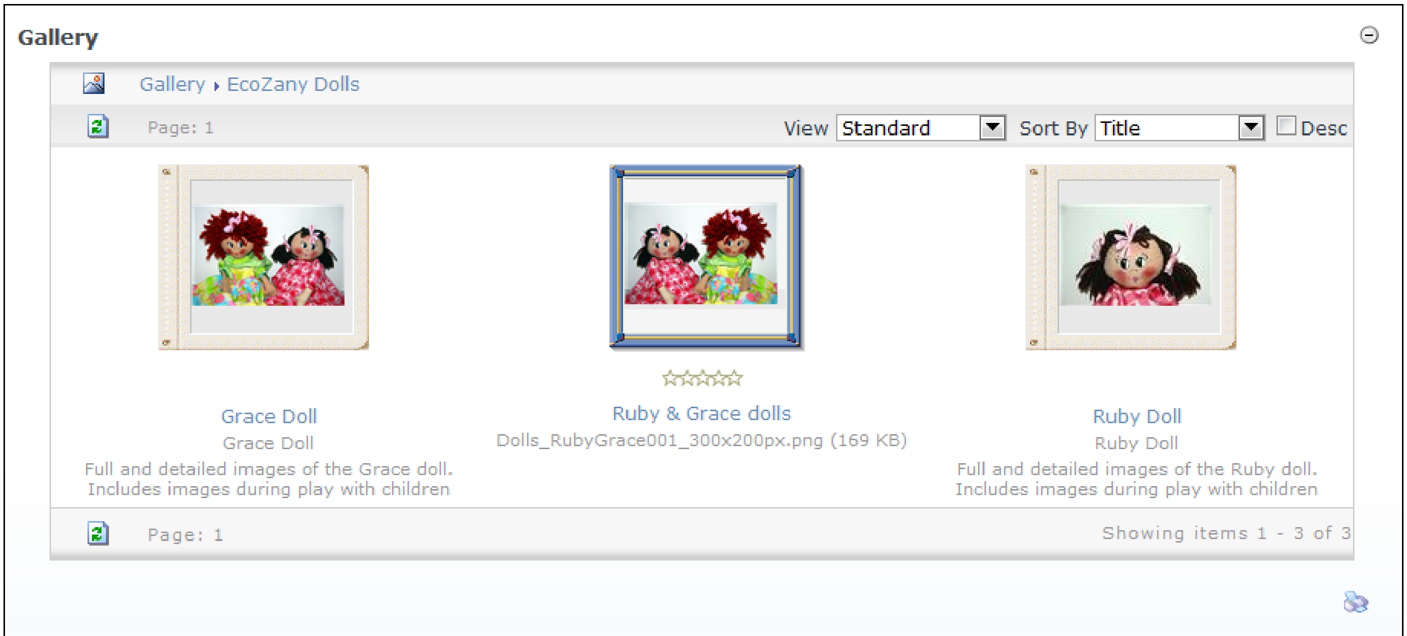
Configuring a Private Gallery

Gallery Themes

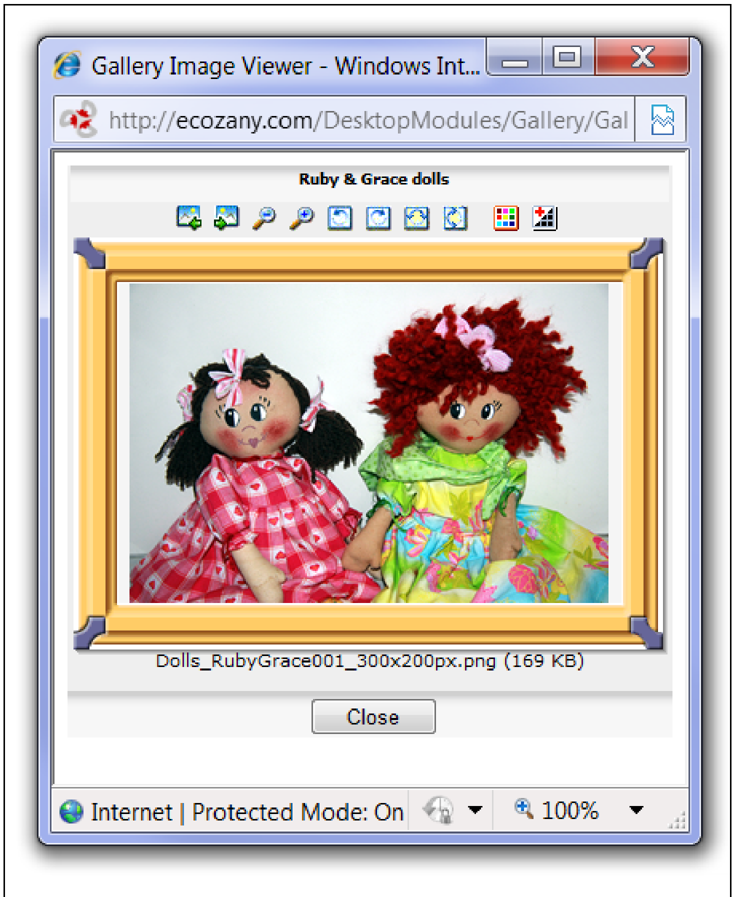
A look at some of the differences between the four themes provided with the Gallery module.

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



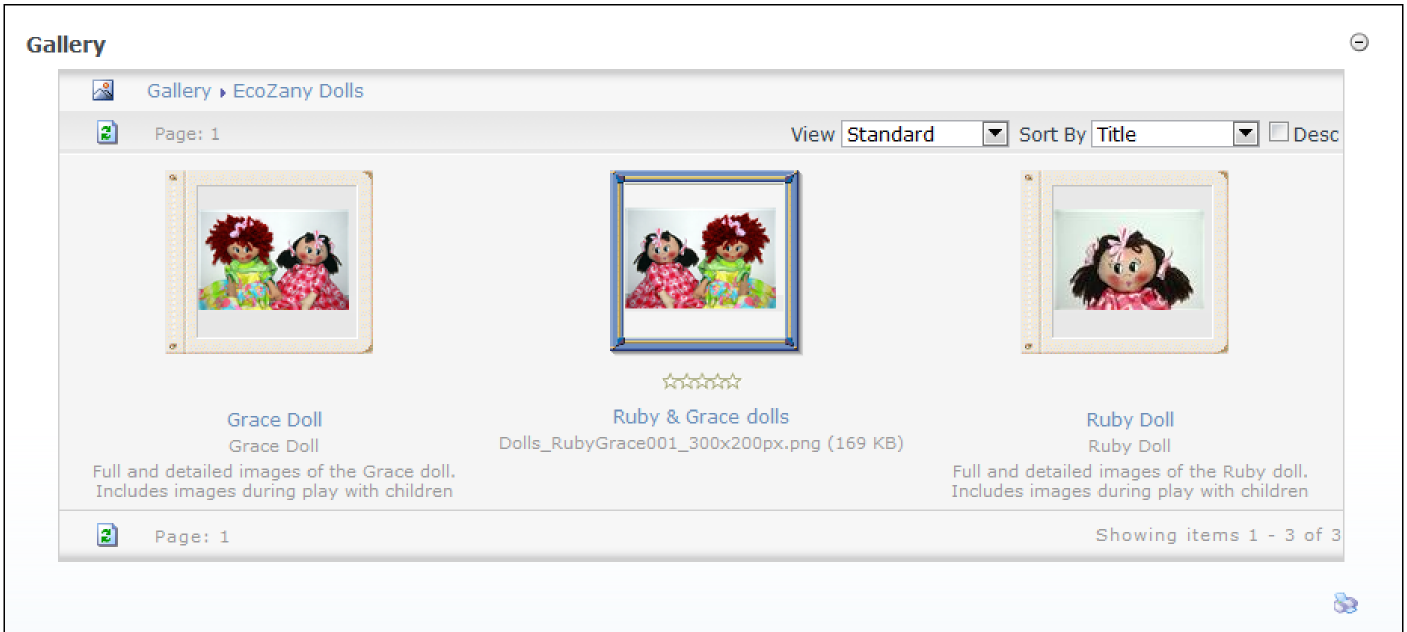
DNNGray Theme Gallery



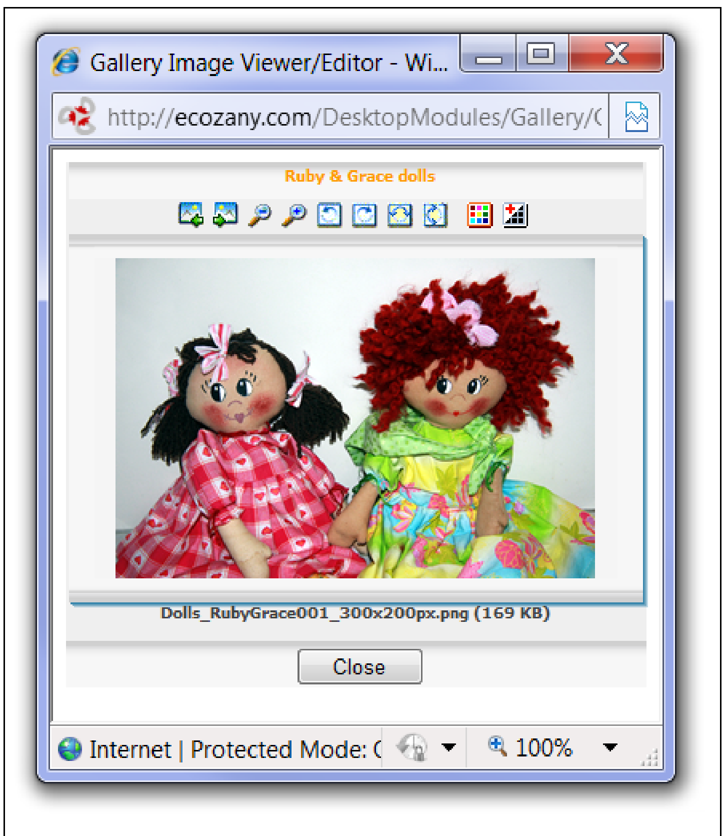
DNNGray Theme Image Viewer

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



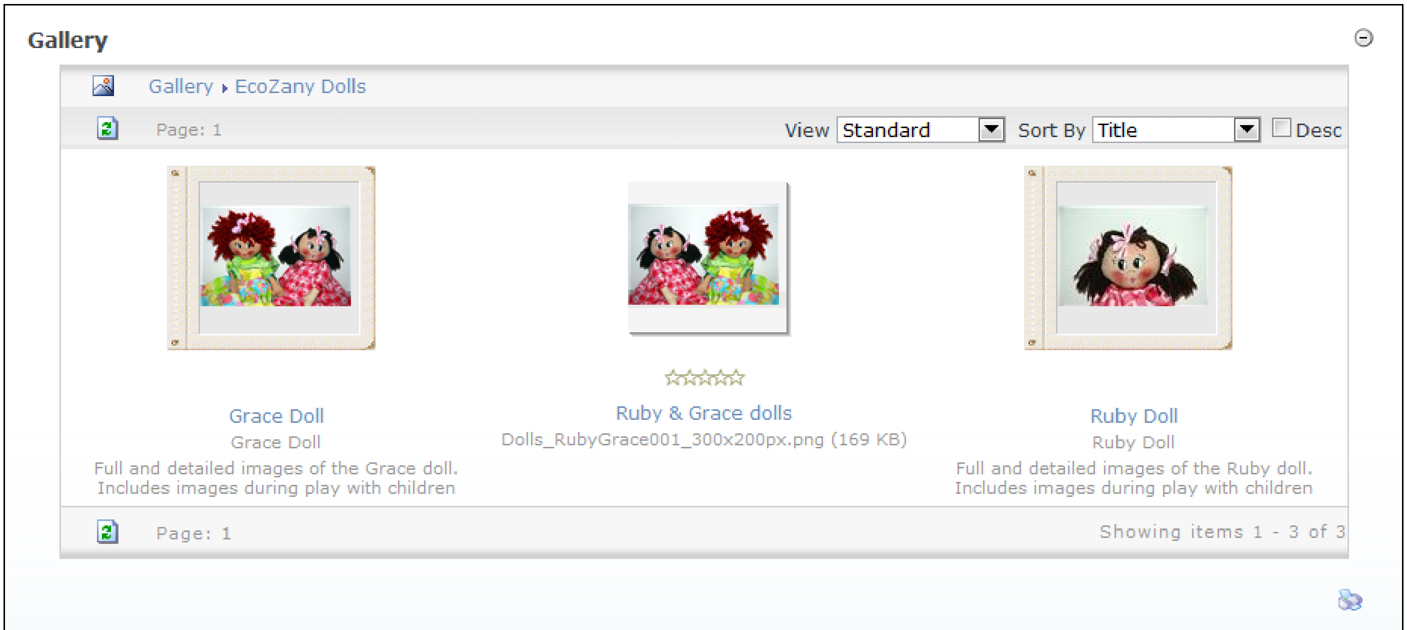
DNNSilver Theme Gallery



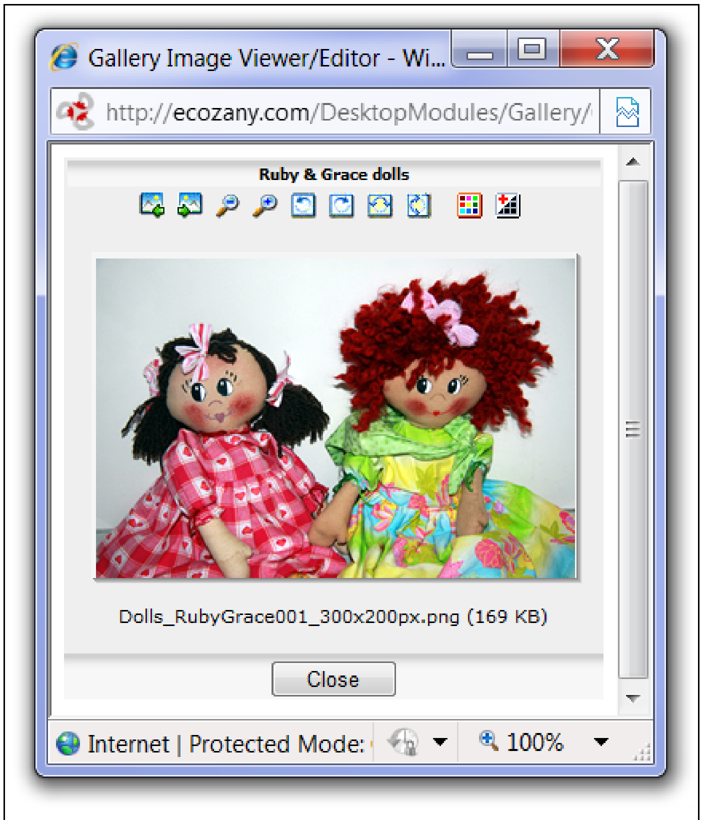
DNNSilver Theme Image Viewer

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



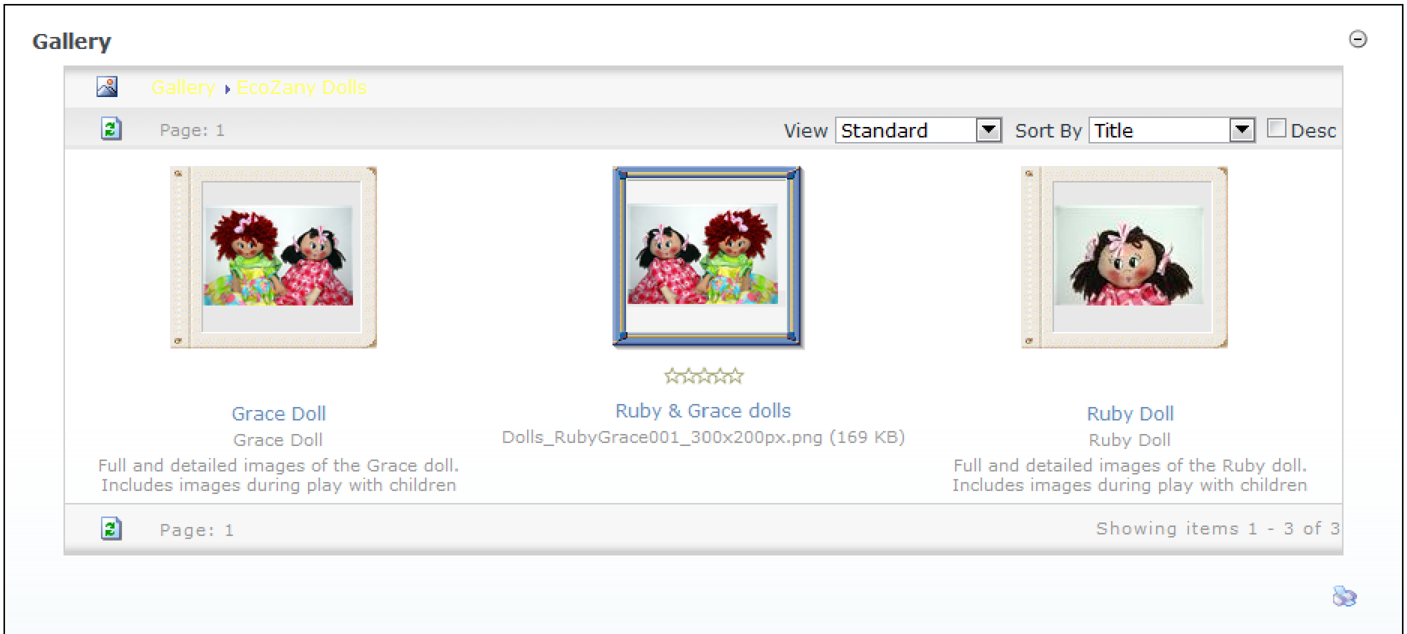
DNNSimple Theme Gallery



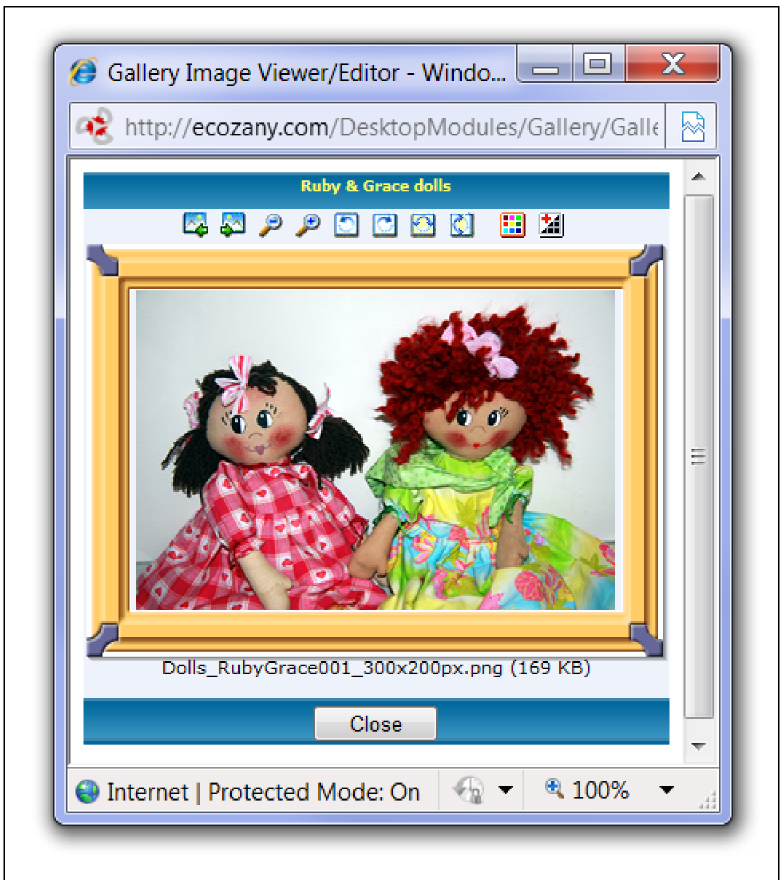
DNNSimple Theme Image Viewer

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

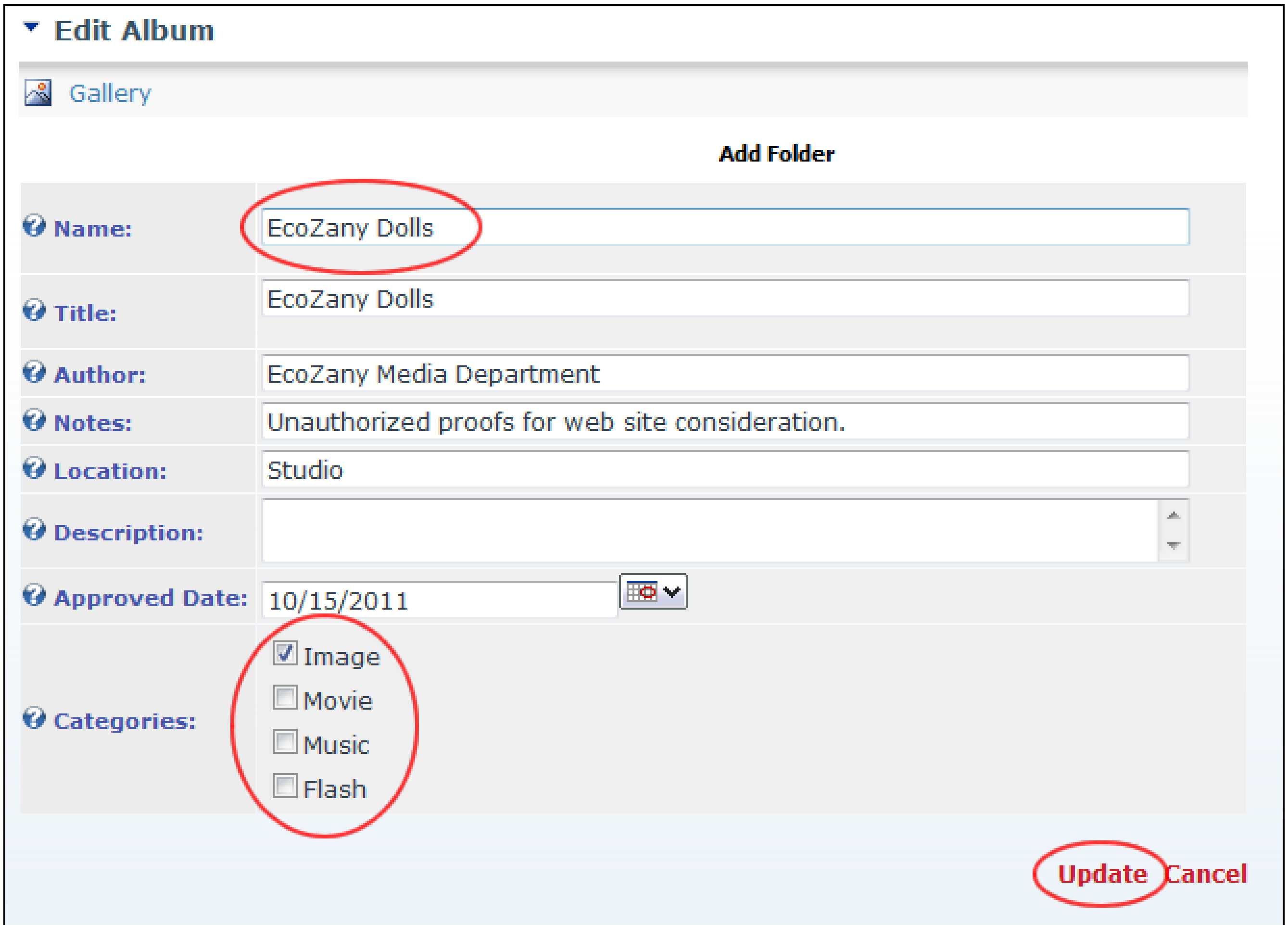
- See "Configuring Display Settings"

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 plan 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.



Adding a Parent Gallery

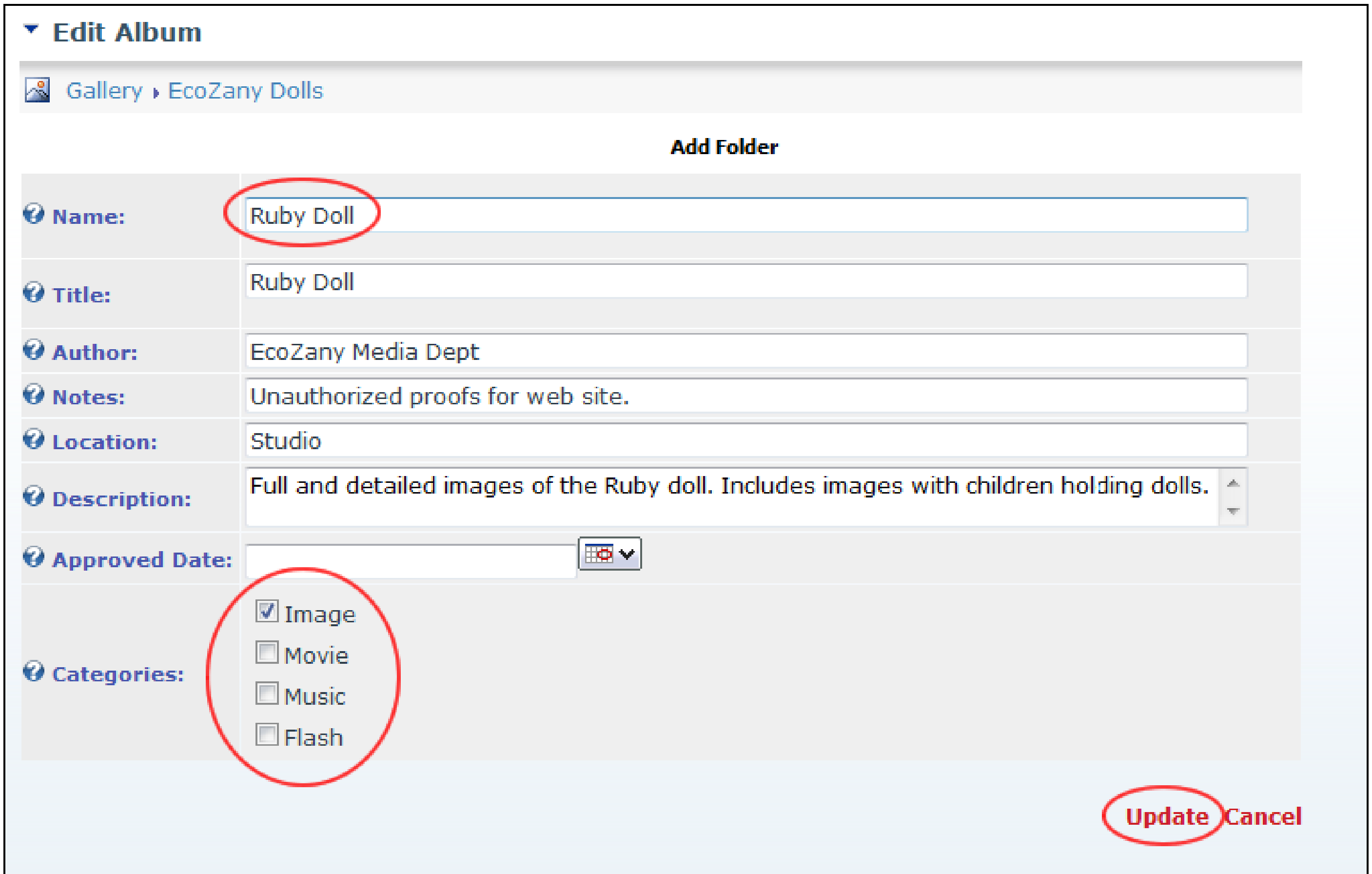
Adding a Sub-Album

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 plan 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.



A Newly Added Child Album (Sub-Album)

Editing Albums

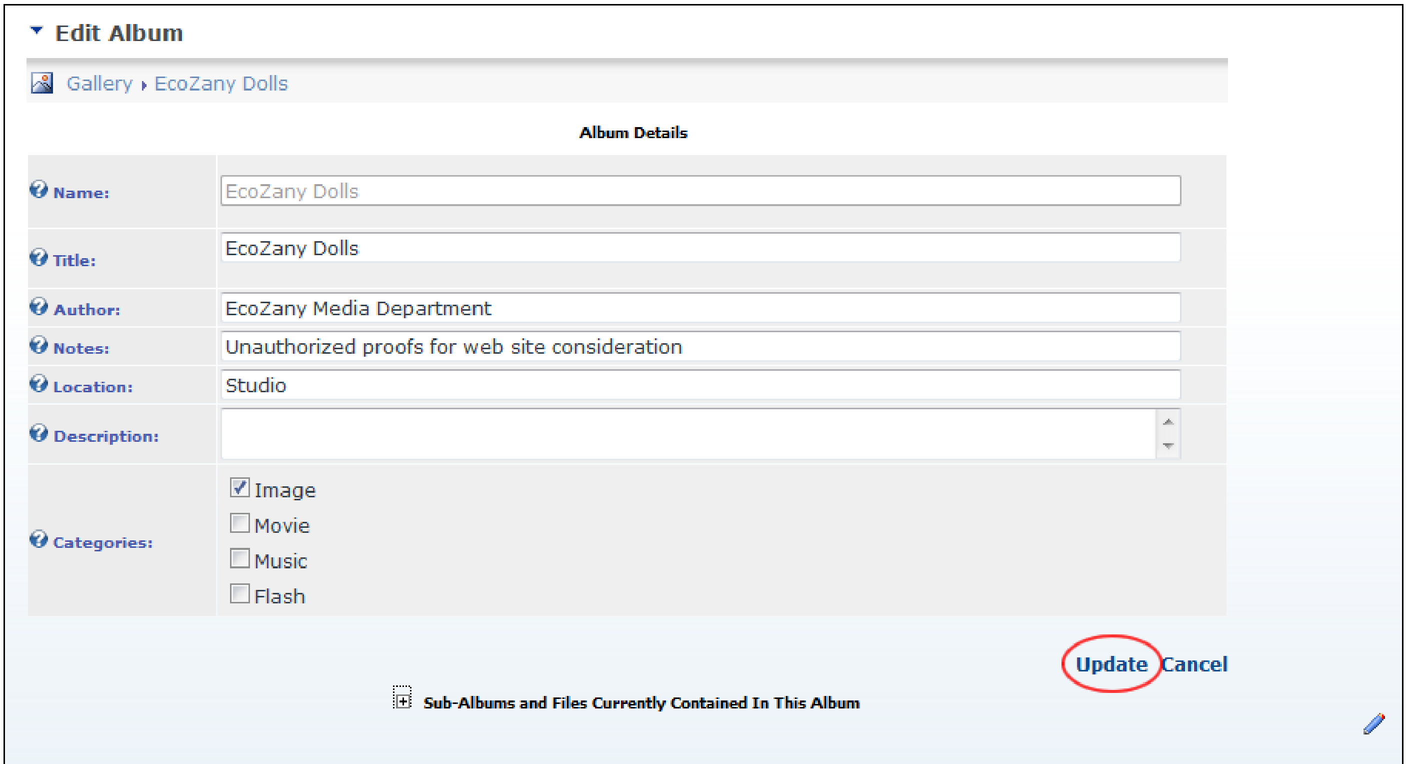
How to edit the settings of the albums in the Gallery module. Note: The name of sub-album galleries cannot be edited.

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.

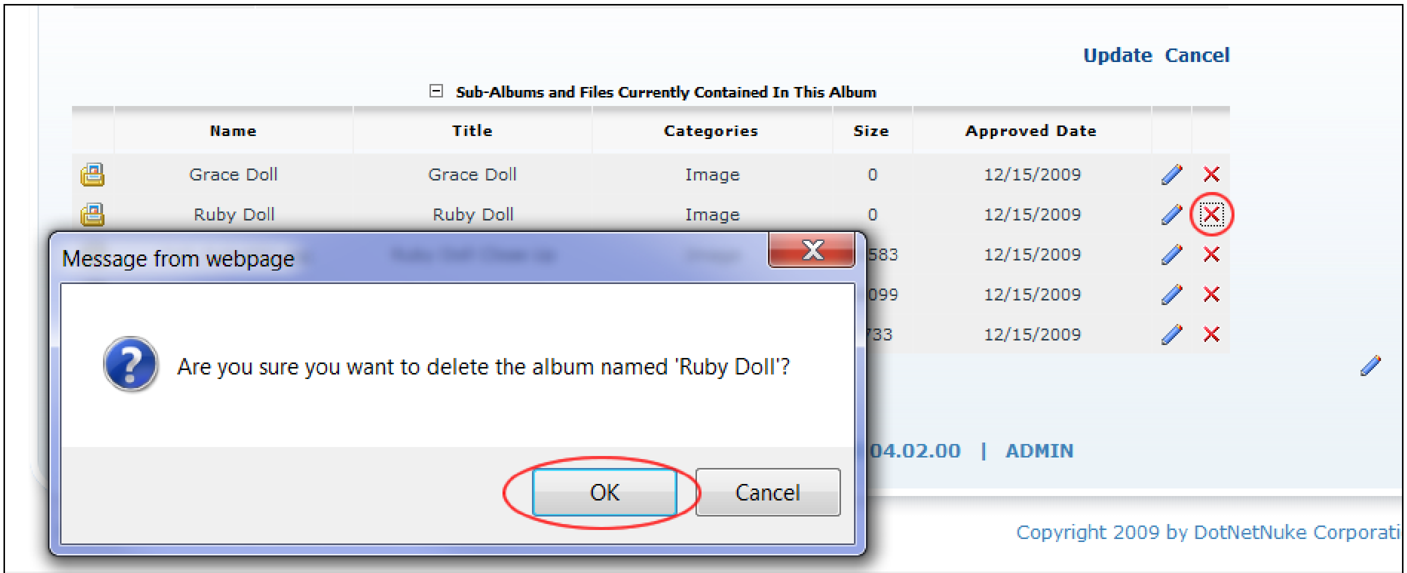


Editing Album Properties

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.



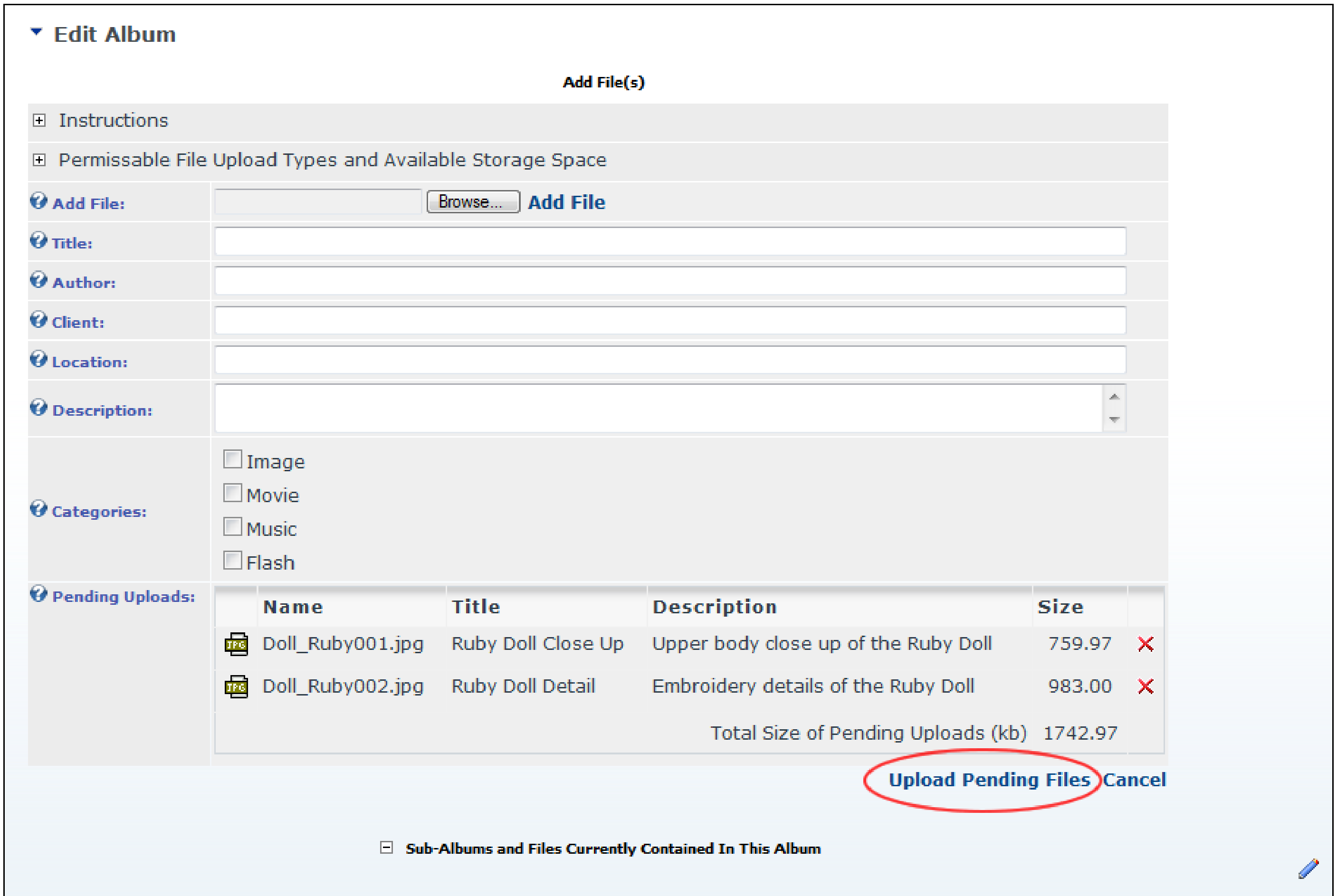
Deleting a Sub-Album

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**.

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.



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.

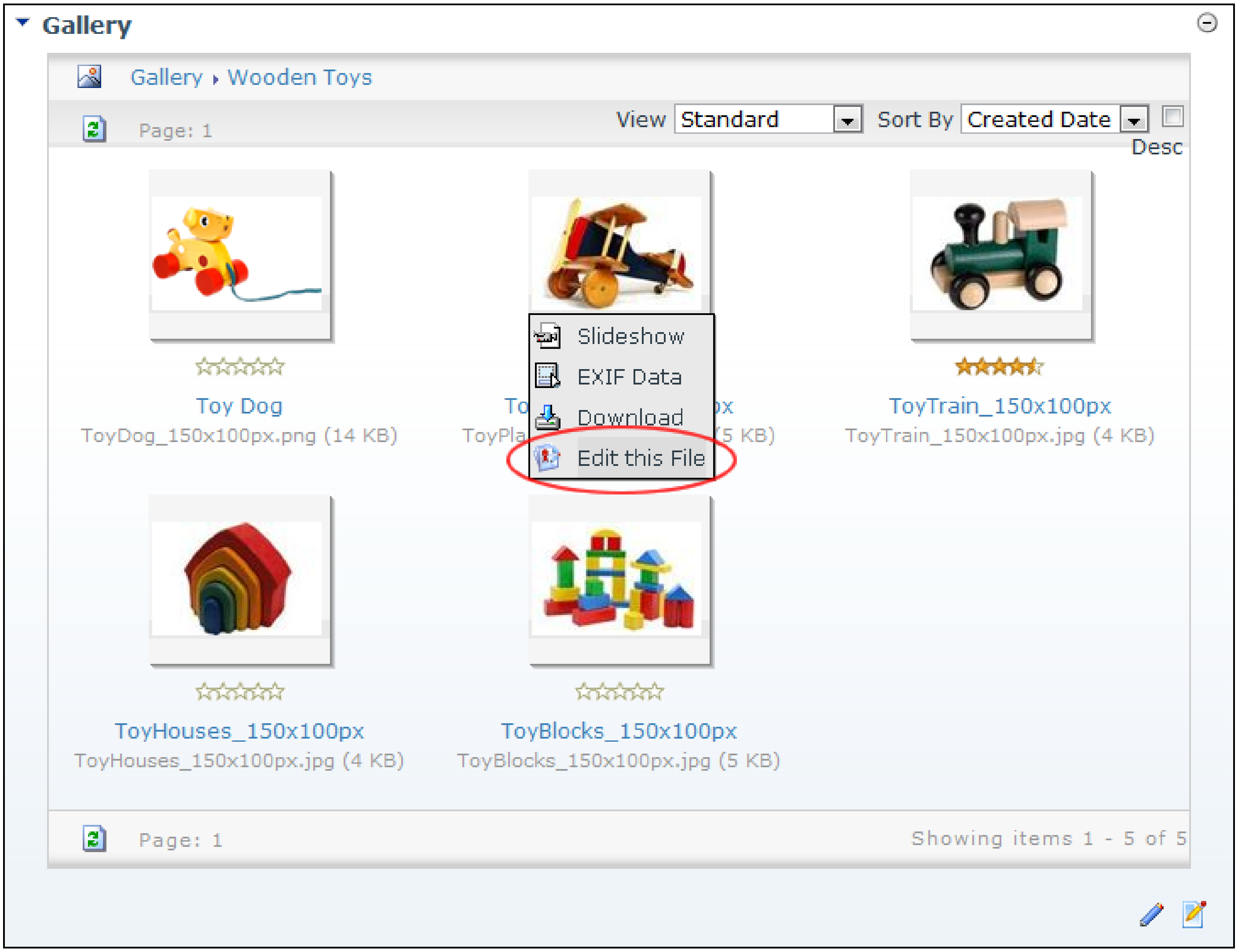
1. Create a watermark image and name it watermark. E.g. watermark.gif
2. Upload the image to each album where it is required. See "Adding a File to an Album"

Displaying a Watermark on Images

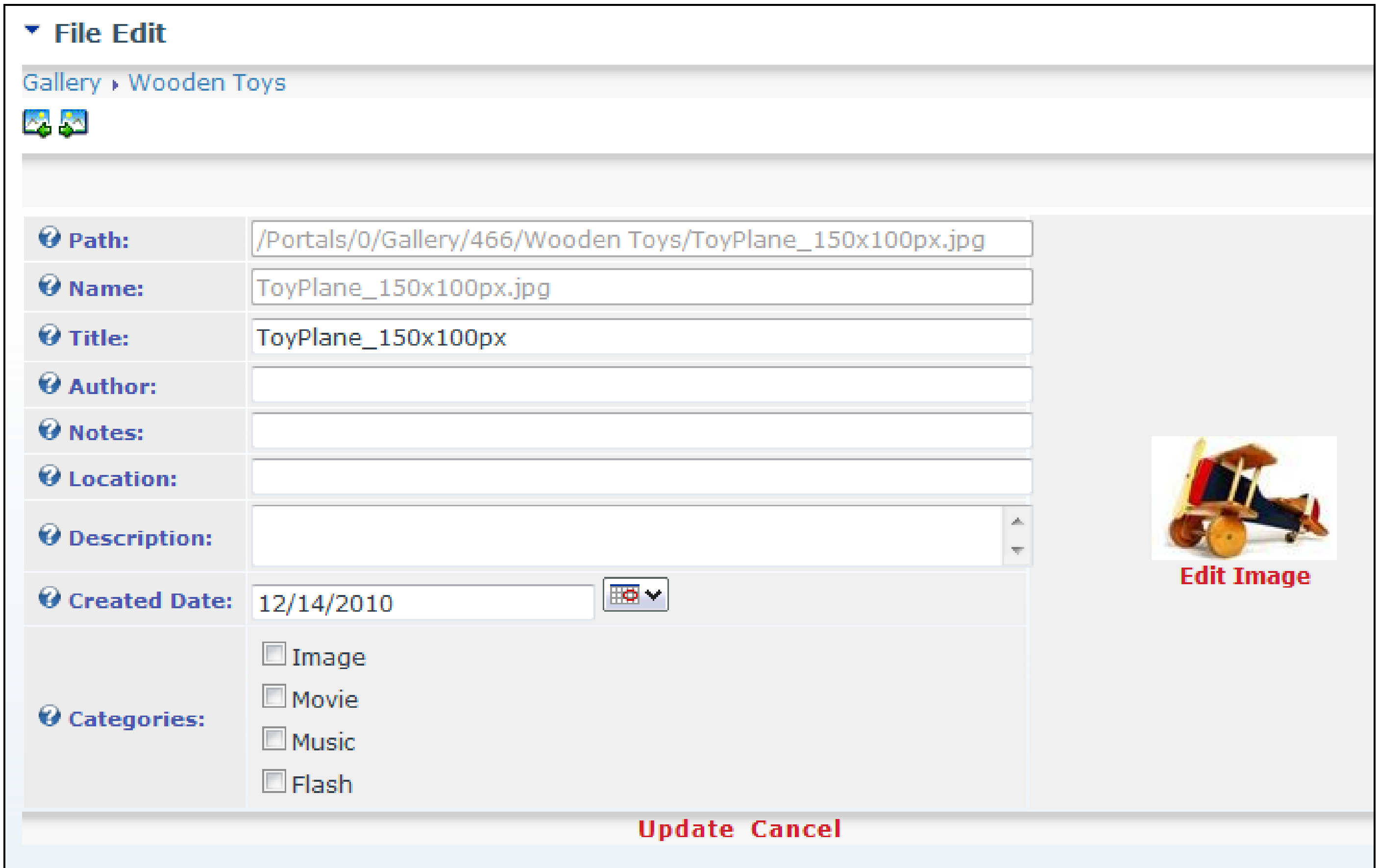
Editing File Details

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.



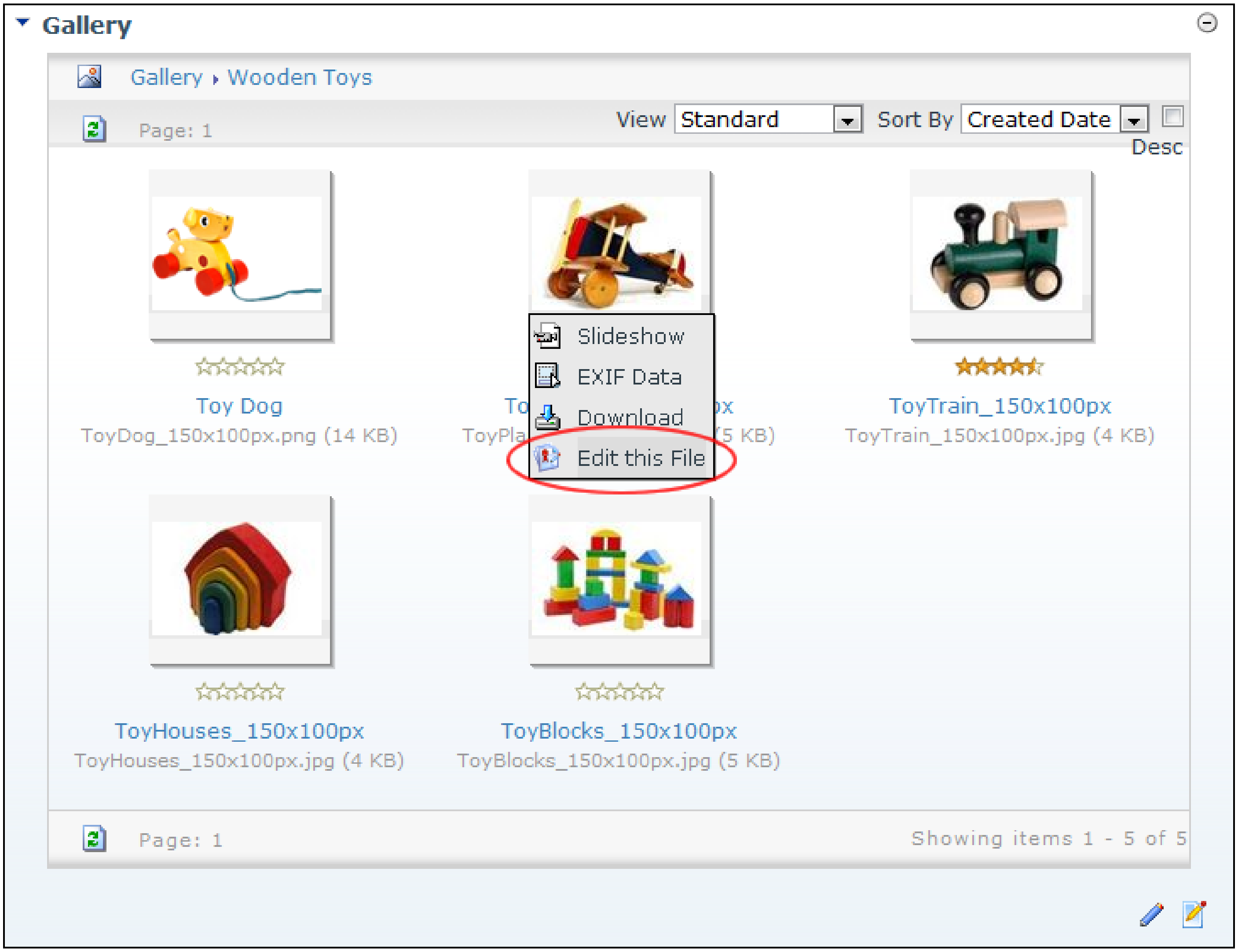
Editing File Details

Editing Image Properties

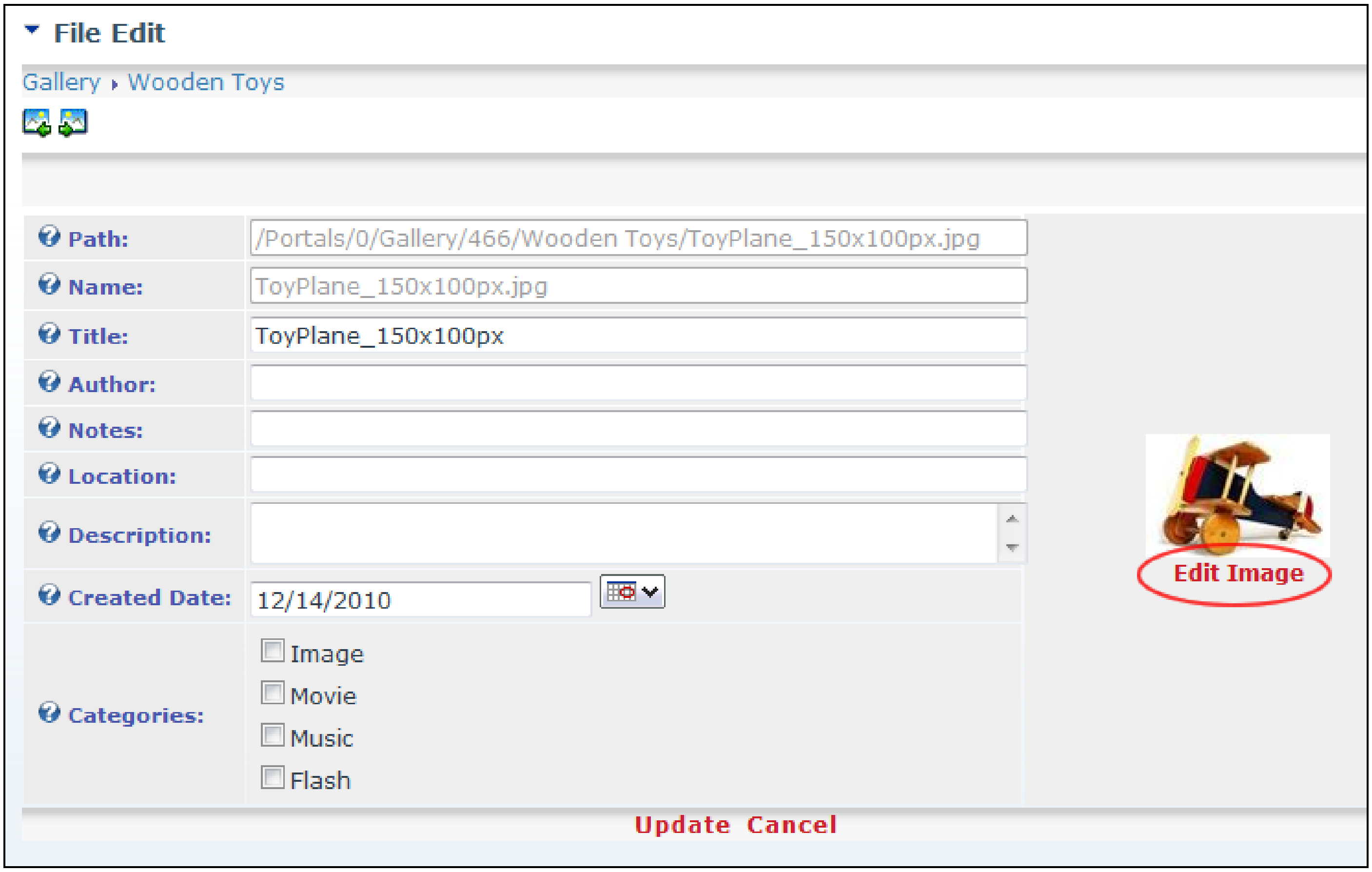
How to edit the properties of an image in the Gallery module. Note: If the Save button is not displayed you will need to login with the correct permissions.

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"



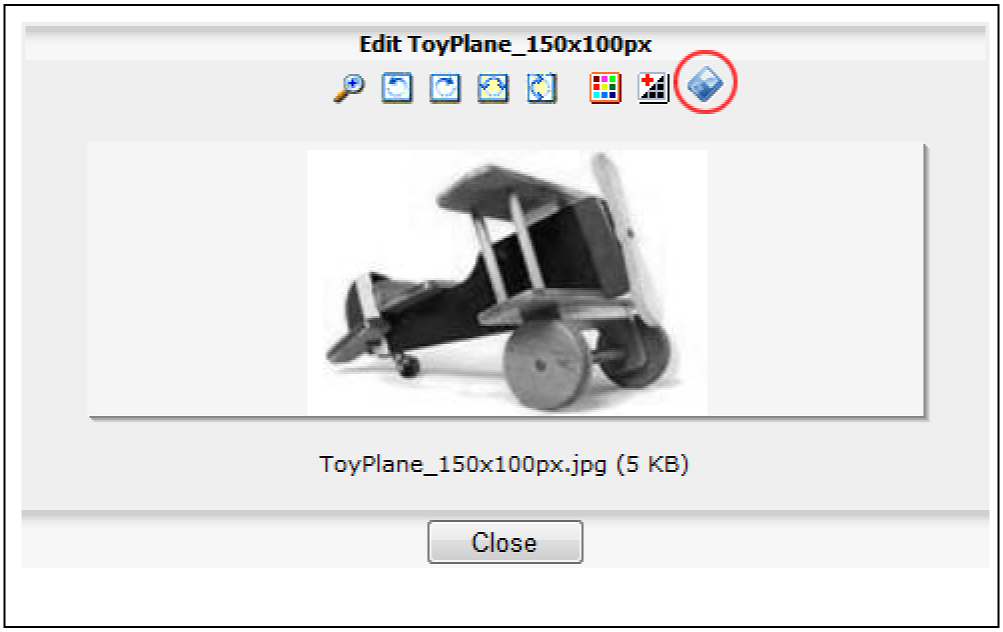
2. In Standard View or Card View, mouse over the required image and the select **Edit This Album** - OR - In List View, click the **Edit** button. This opens the File Edit page.



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.

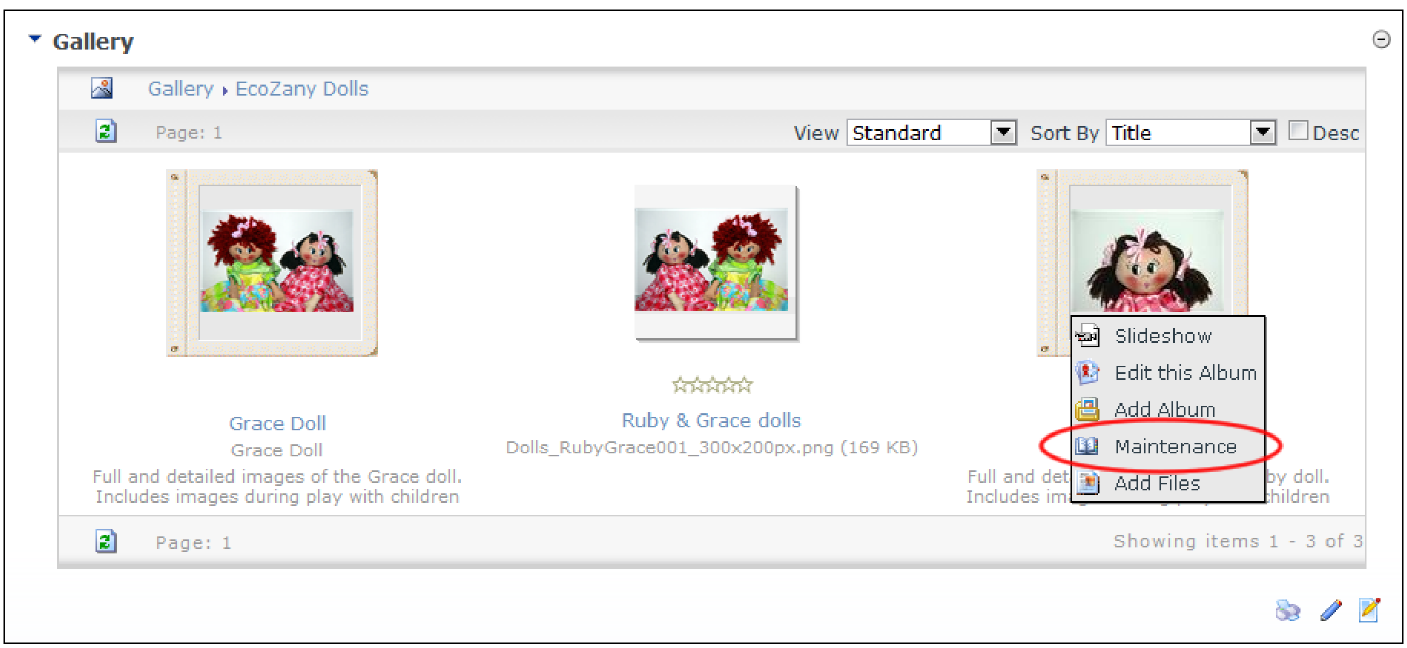
8. Click the **Close** button to exit the Gallery Image Viewer/Editor.

Synchronizing Album Files

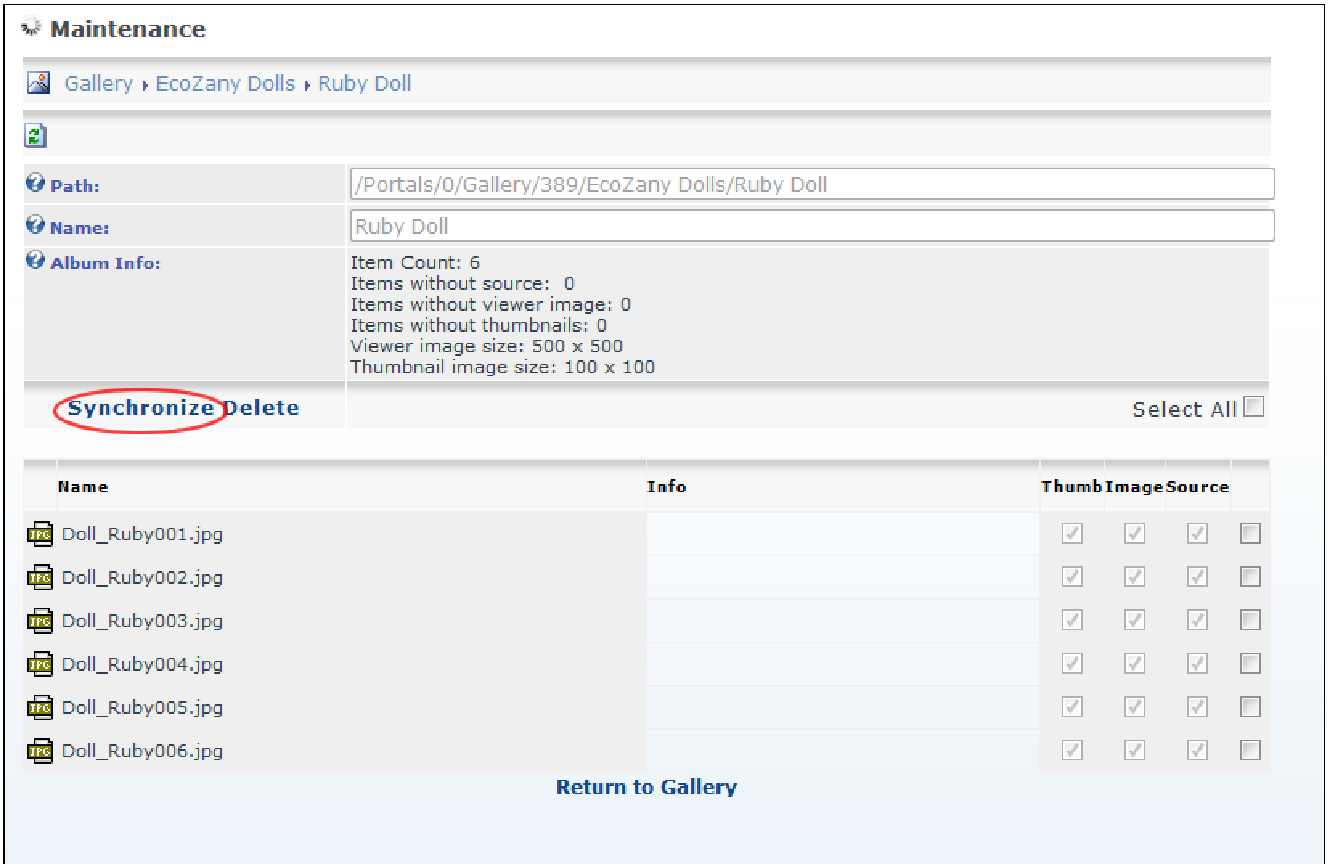
How to synchronizing files within an album of the Gallery module.

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.



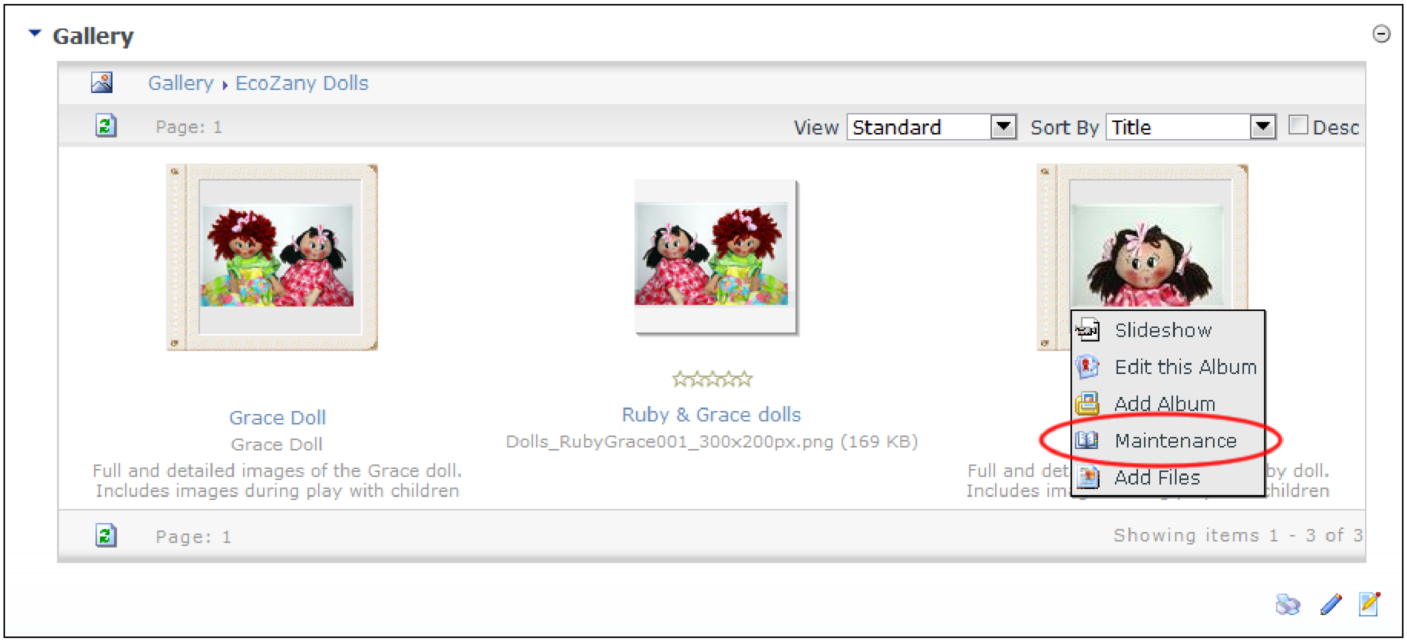
Synchronizing Album Files

Refresh Gallery

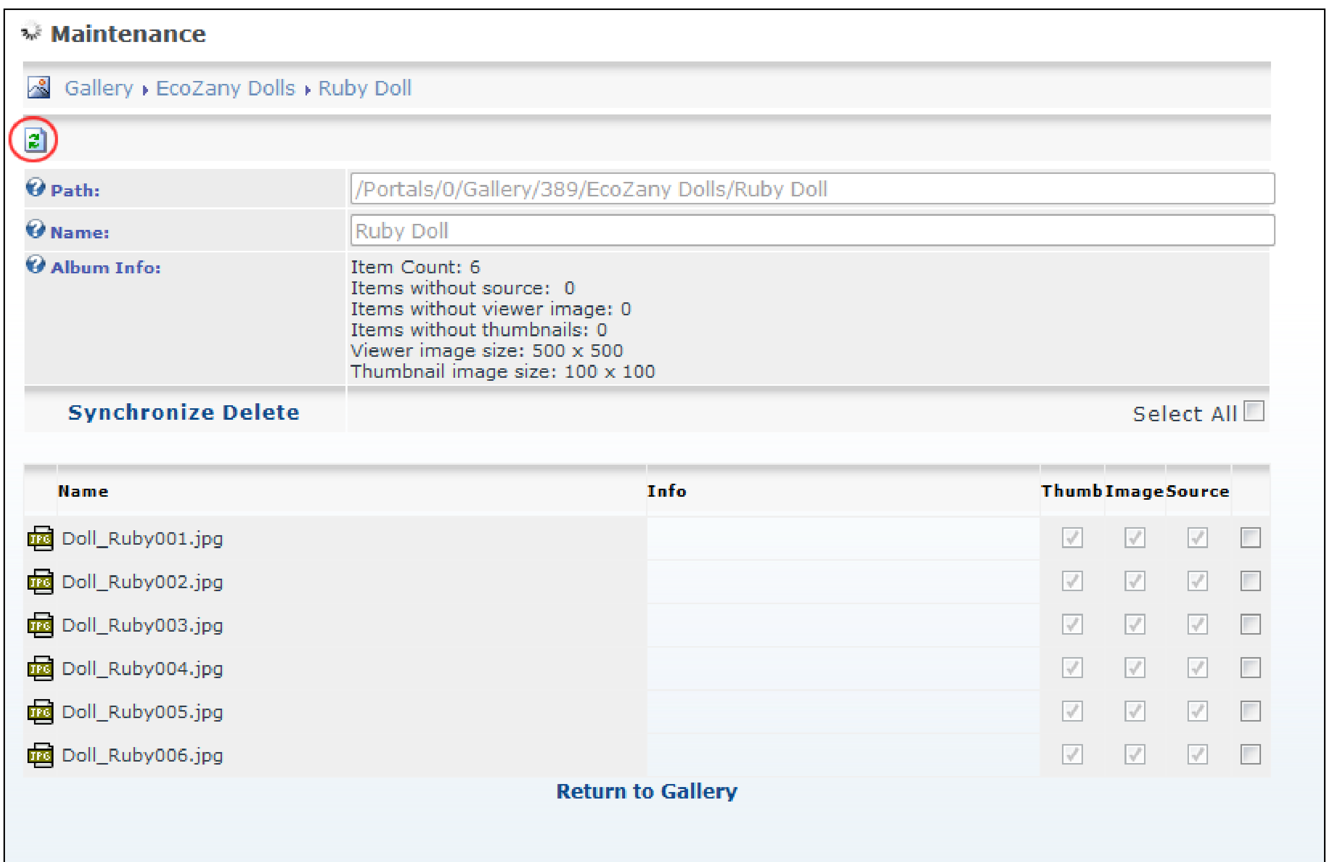
How to clear cached files from an album of the Gallery module. This synchronizes the gallery and updates any album or file changes which have been made outside of the normal gallery user interface, or if the physical location of the gallery is changed.

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:

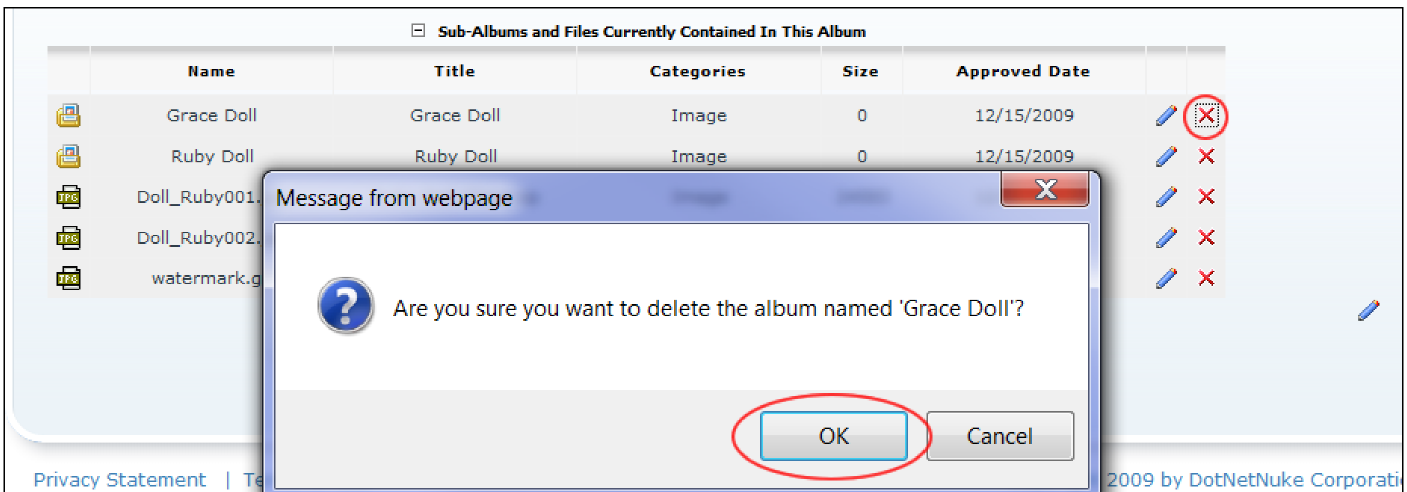
1. Open the required album. See "Opening Albums"
2. Click the **Clear Cache** button.

Deleting a File from an Album

How to delete a file from an album within the Gallery module.

Option One:

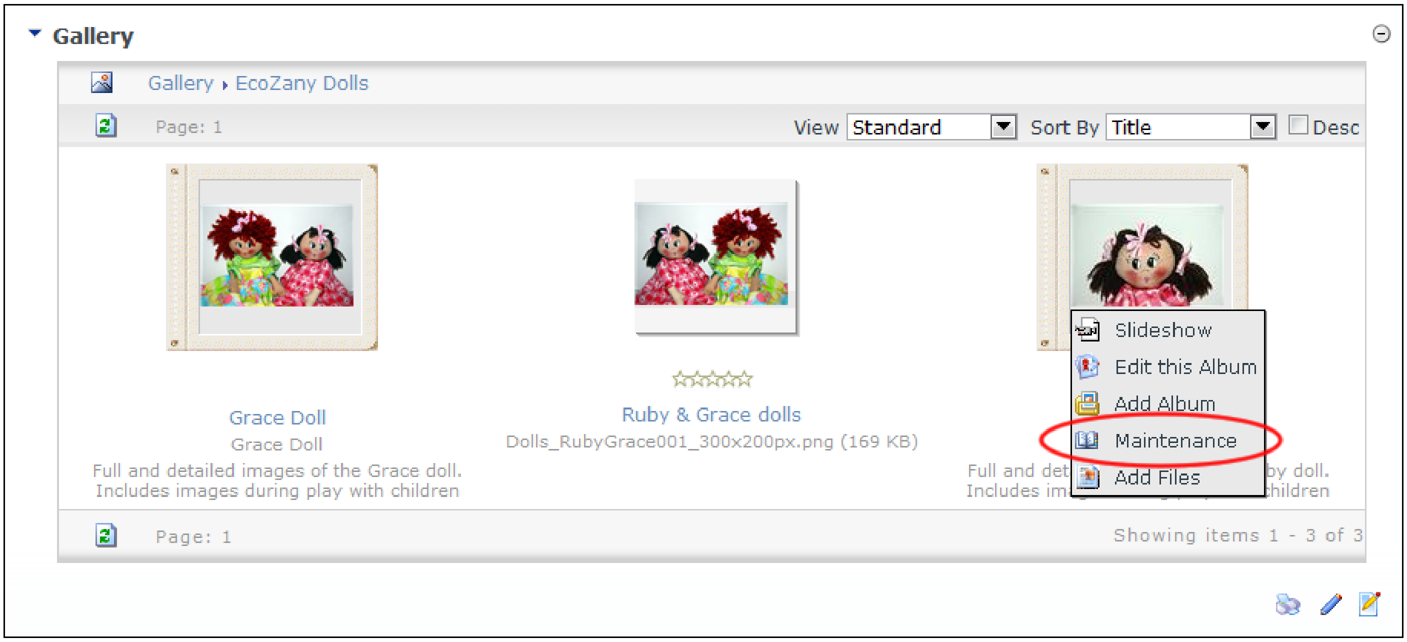
1. Open the menu of the required album. See "Opening the Album Menu"
2. Select **Edit This Album** from the album menu.
3. Go to the **Sub-Albums and Files Currently Contained In This Album** section.
4. Click the **Delete** button beside the file to be deleted. This displays the message "Are You Sure 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.



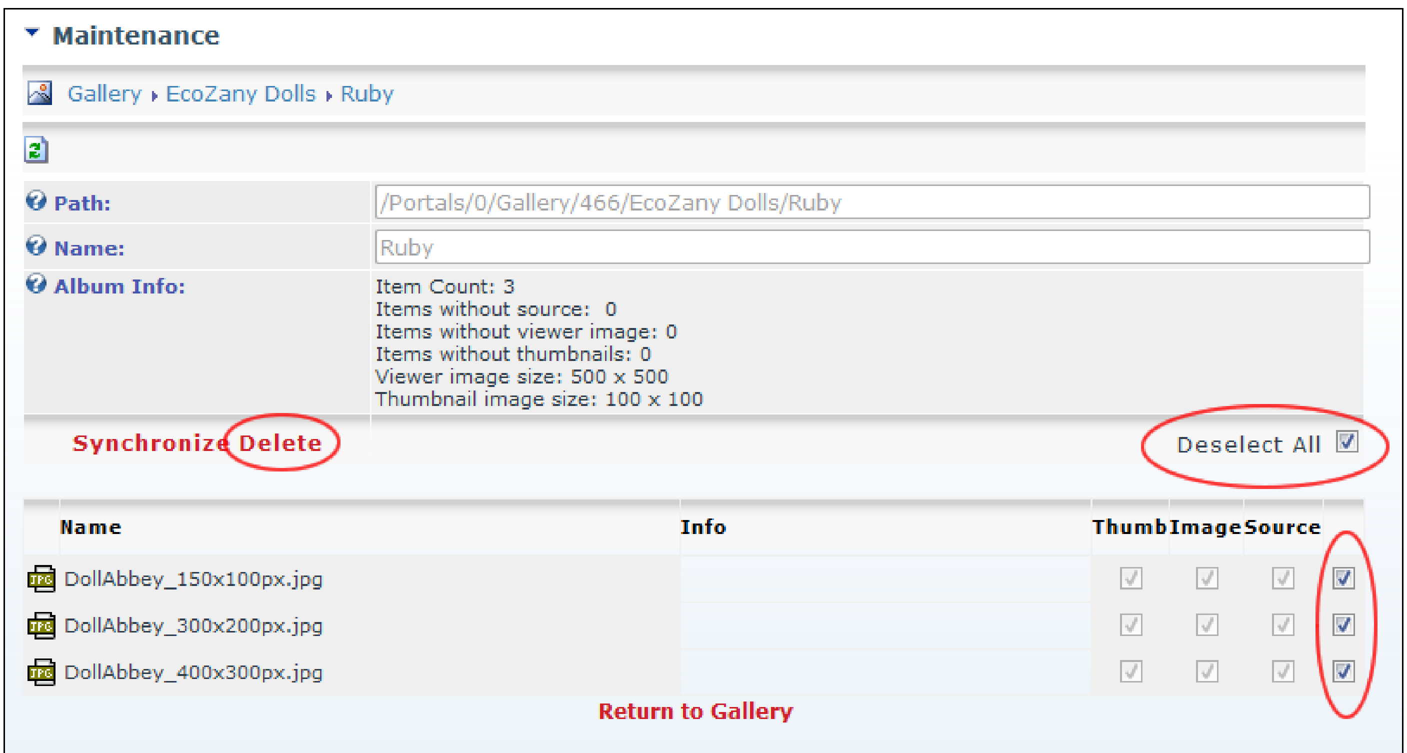
Deleting a File from an Album

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

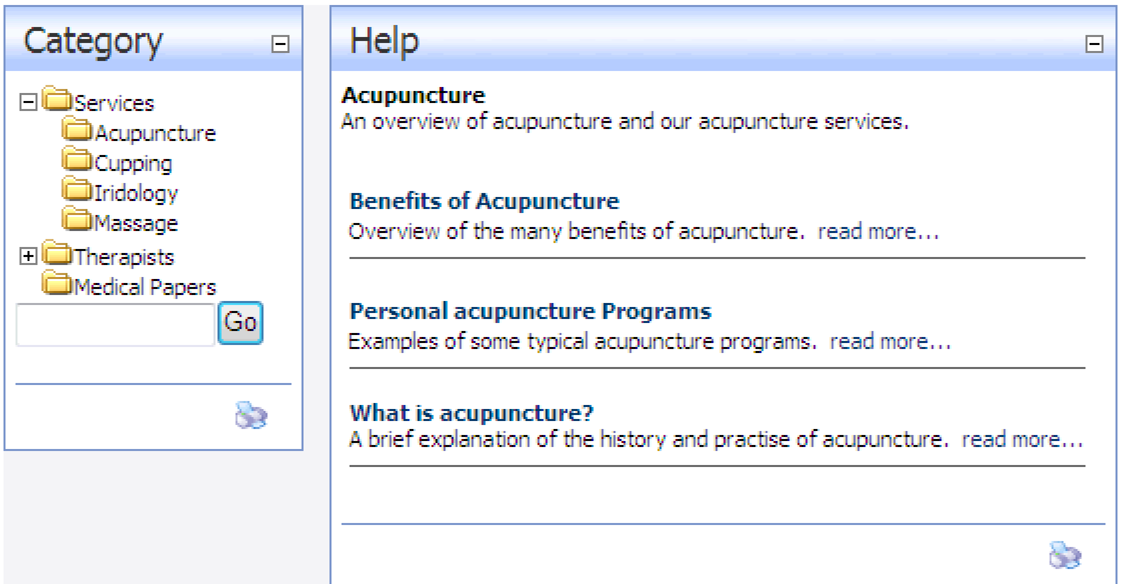
The Help module consists of two integrated modules titled Help and Category. The Category module displays a hierarchical list of categories which have one or more HTML pages associated with it. Clicking on a category name displays a summary list of the related HTML pages (called tutorials) in the Help 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

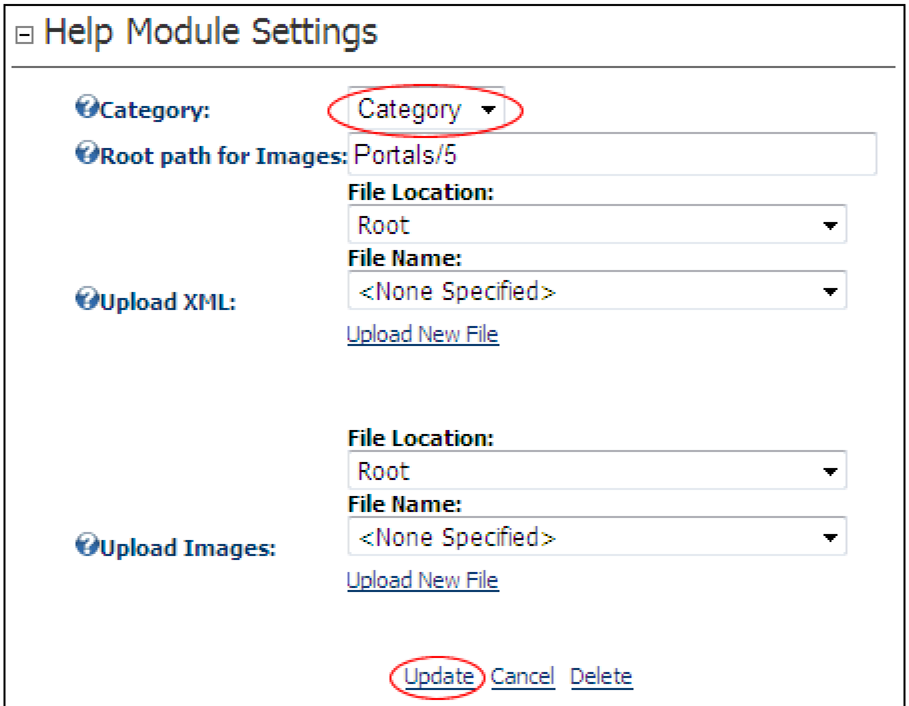
- **Project Home**: http://www.dotnetnuke.com/Products/Development/Forge/ModuleHelp/tabid/850/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/81/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnhelp.codeplex.com/workitem/list/basic

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.



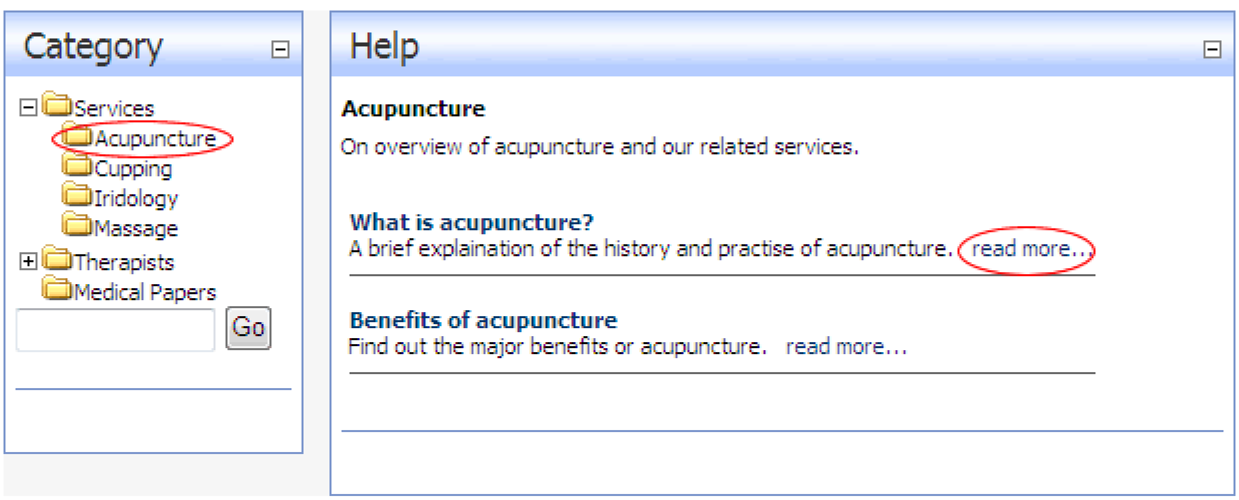
Configuring the Help module

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.



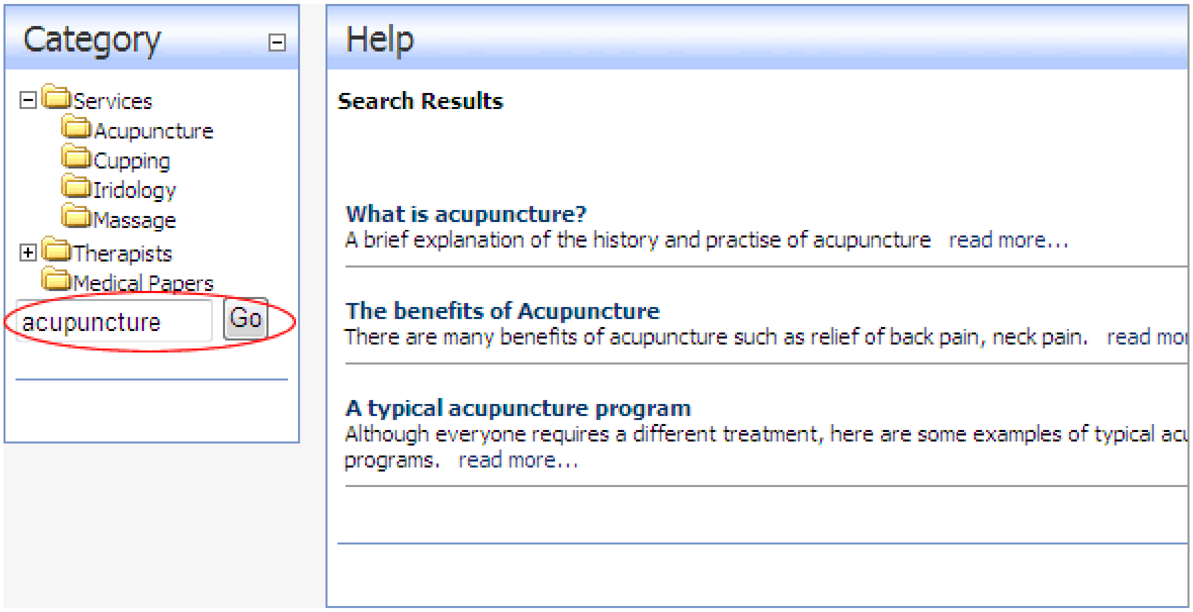
Tip: Use the ***Previous*** *or* ***Next*** *buttons to view other tutorials within this category. Click the Back To Category button to return to the category.*

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.

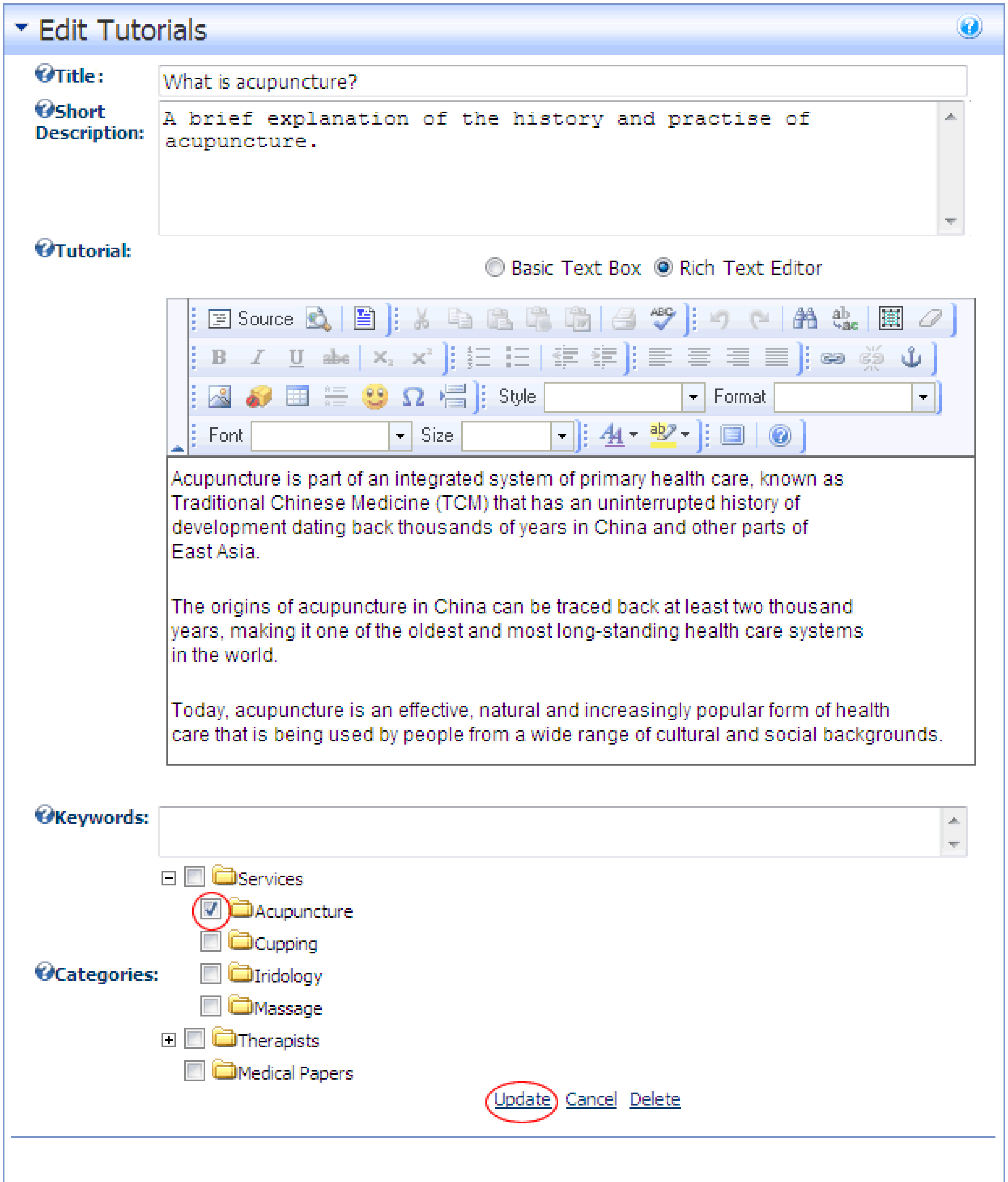
3. In the **Short Description** text box, enter a short description of the tutorial.

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.

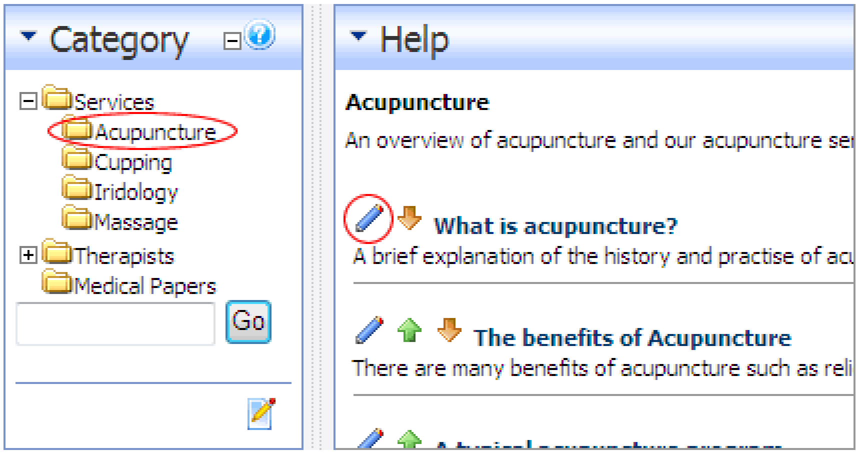


Adding a tutorial

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.

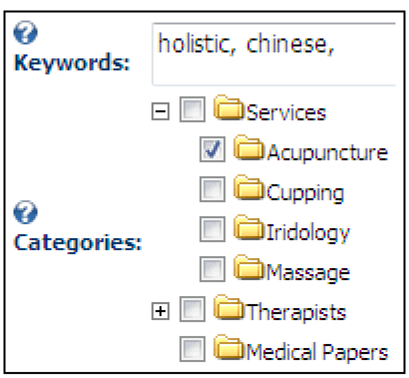


3. Edit one or more fields as required.
4. Click the Update link.

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.

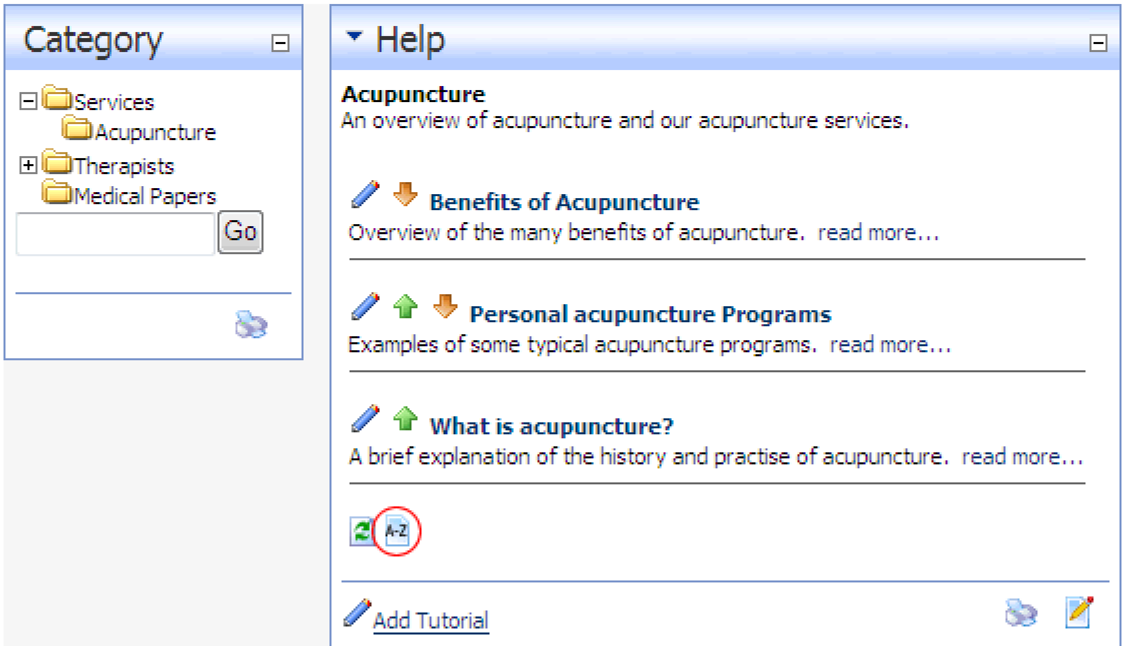
1. In the **Category** module, navigate to and click on the name of the category where the required tutorial is located.
2. Click the **Refresh** button located below the tutorials. This retrieves the latest database information to ensure the correct re-ordering.
3. Click the **Up** and **Down** buttons beside the tutorials to re-order them as required.

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.

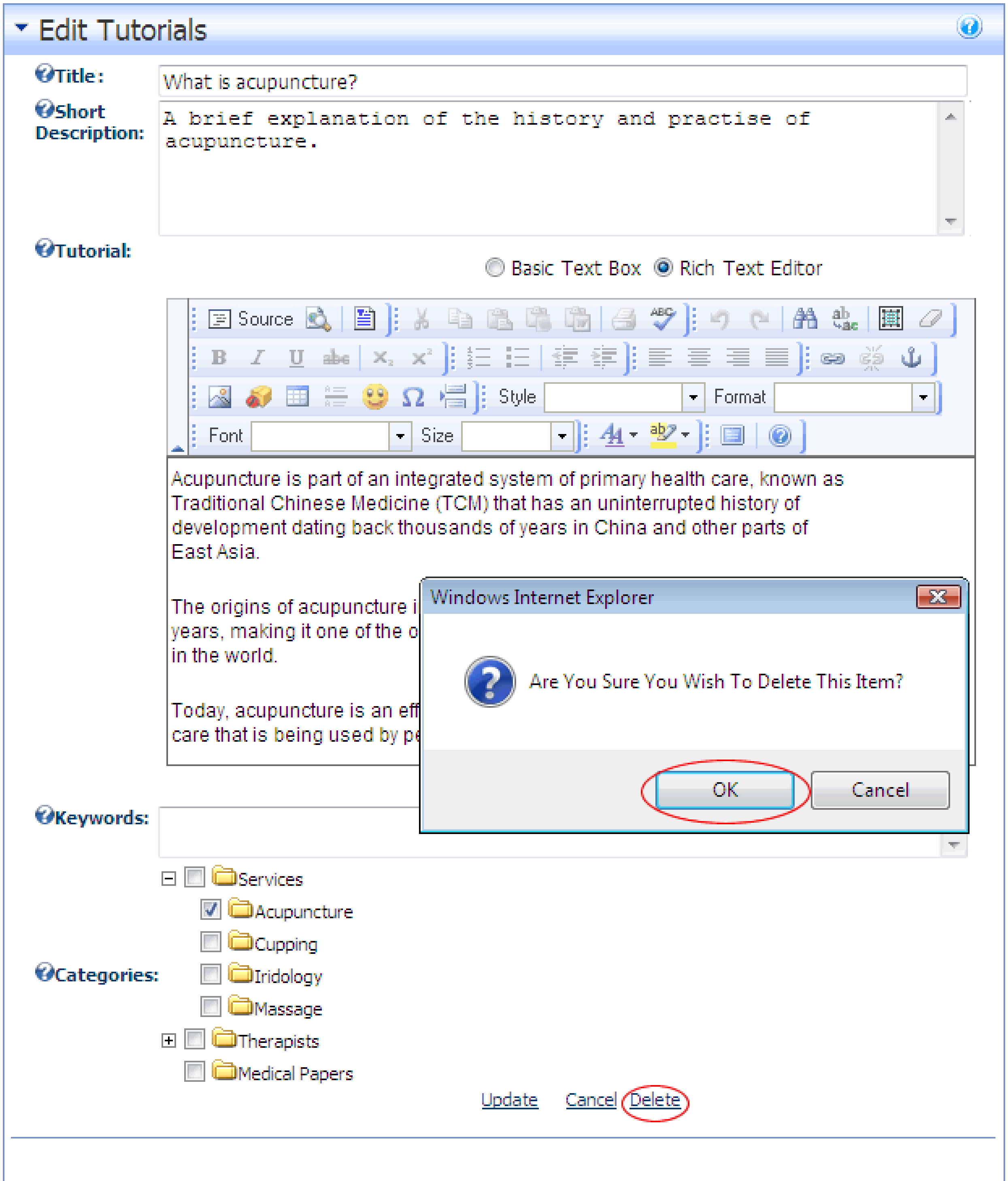


Re-ordering Tutorials Alphabetically

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.

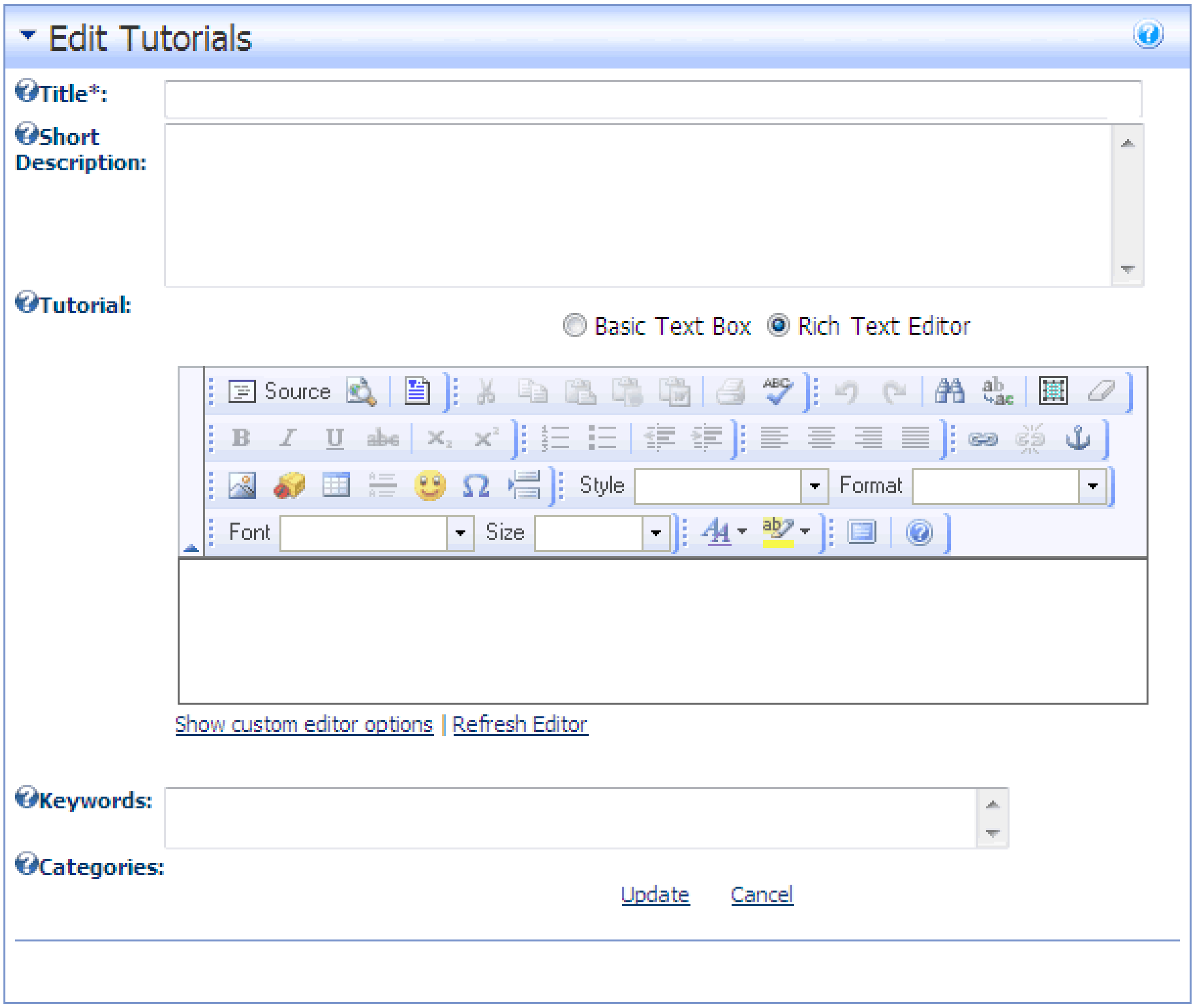


Deleting a Tutorial

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.



Tip: Only Page Editors can configure the Help module.

Settings

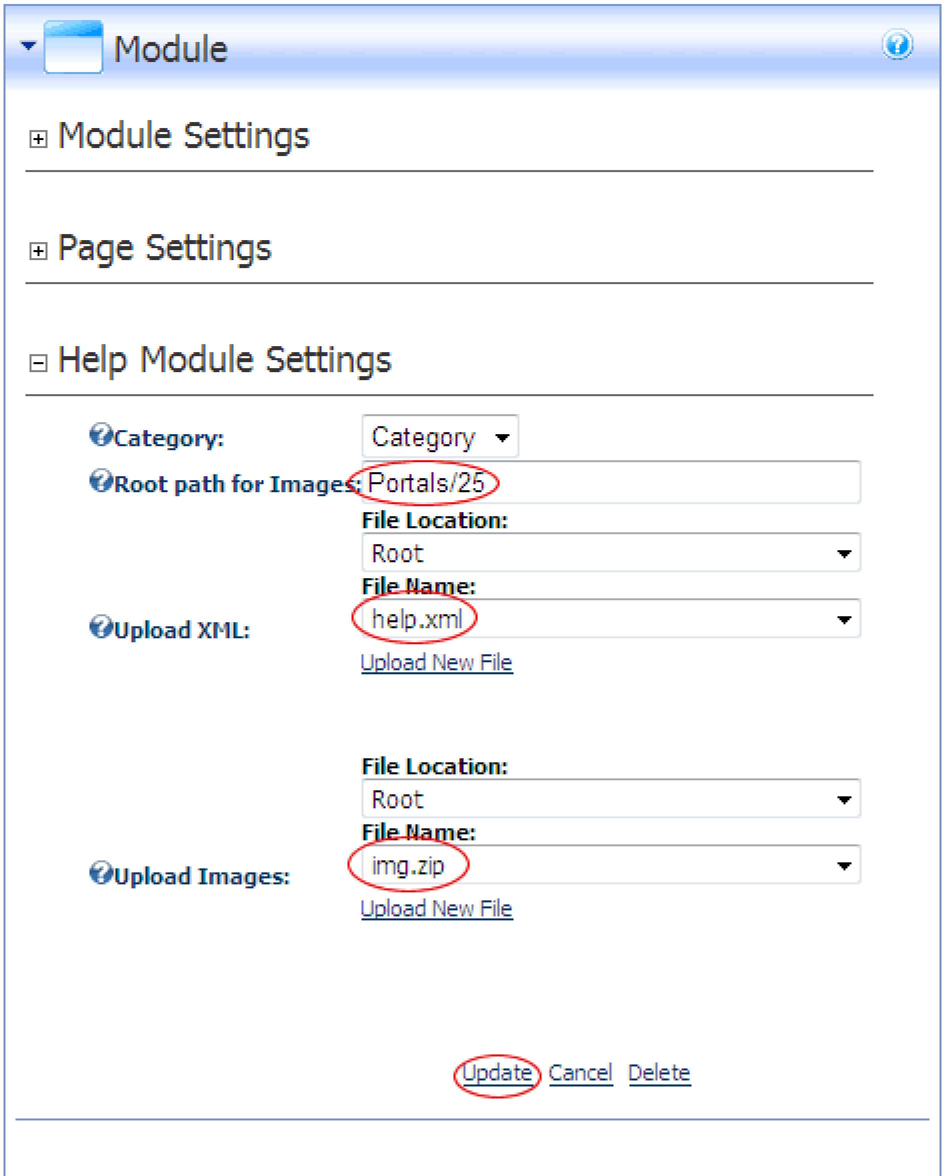
Importing Help Data

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.



Importing help data

Help Category

Module Editors

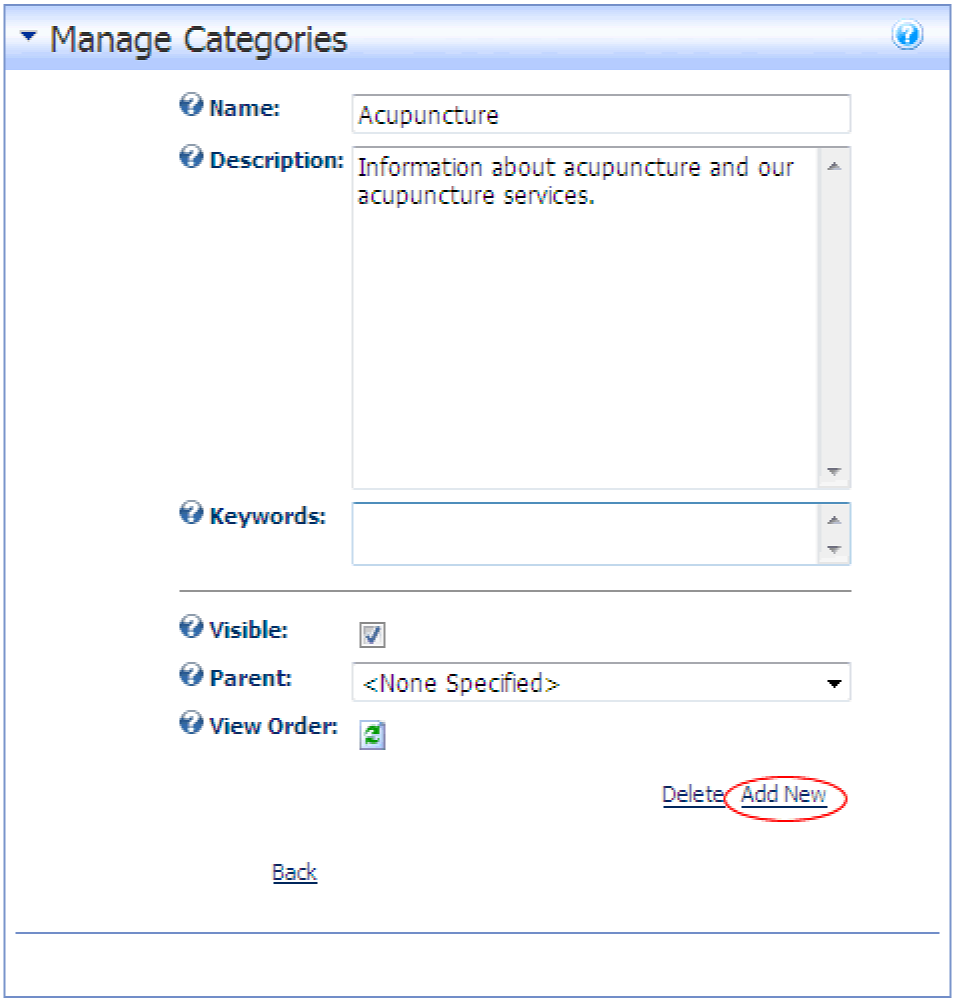
Adding the First Category

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 of 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.

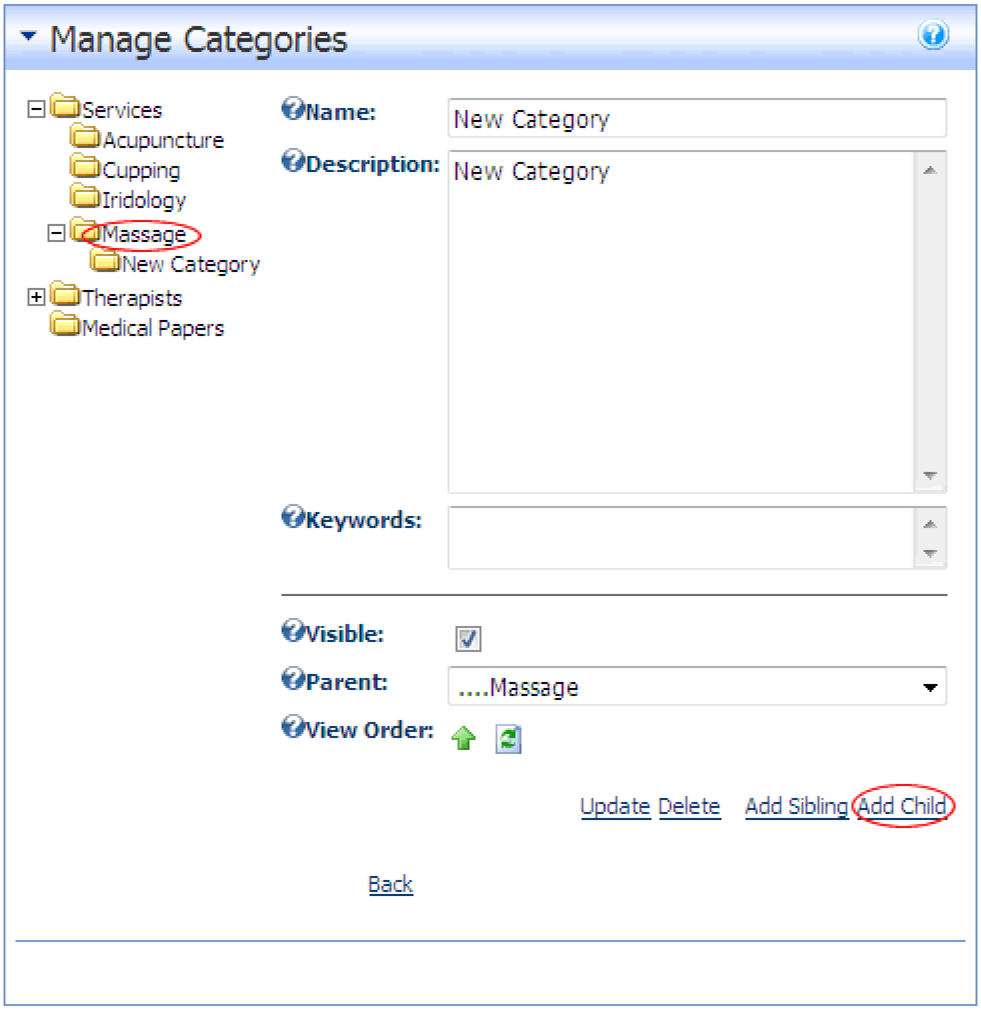


Adding the First Category

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.



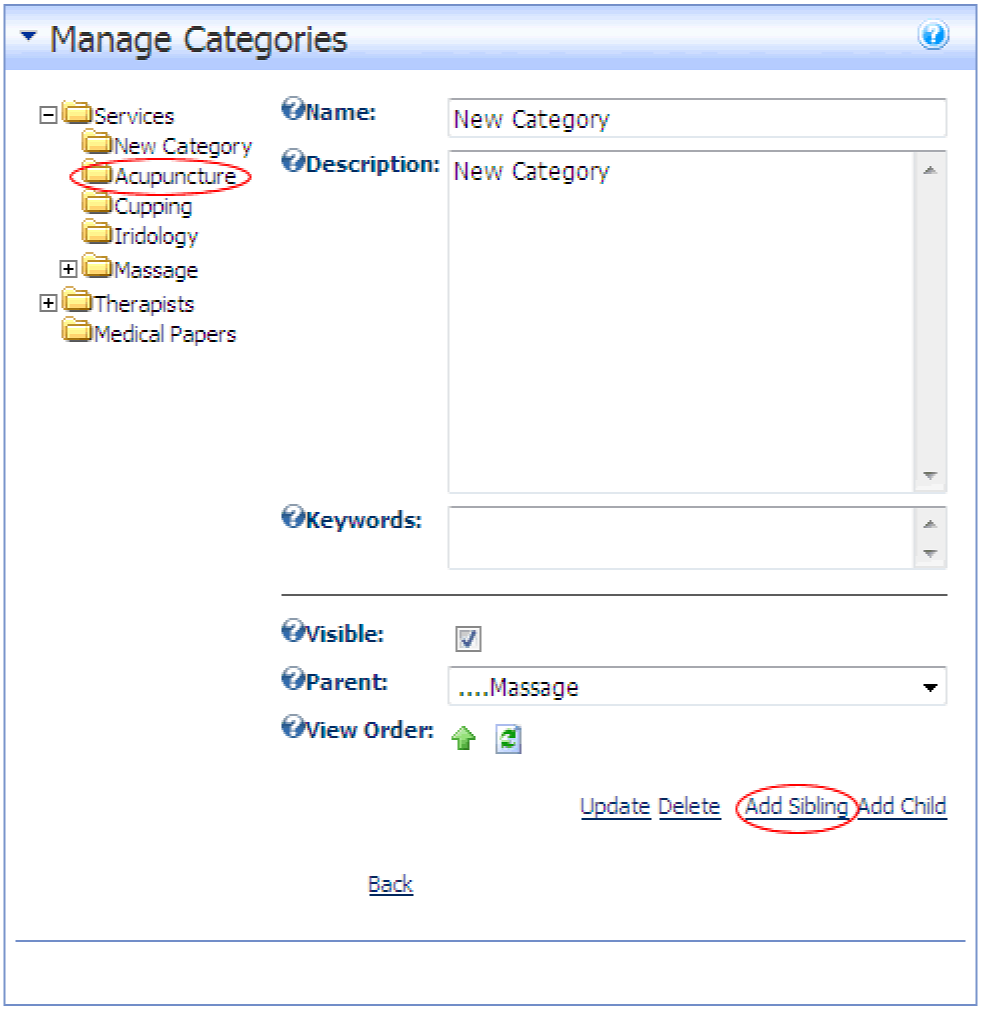
4. In the **Name** text box, enter the name for the category as it will appear in the module.
5. In the **Description** text box, enter a description for the category.
6. In the **Keywords** text box, enter one of more keywords separated by a comma. Note: this keywords field is not currently enabled.
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".



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 of 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.

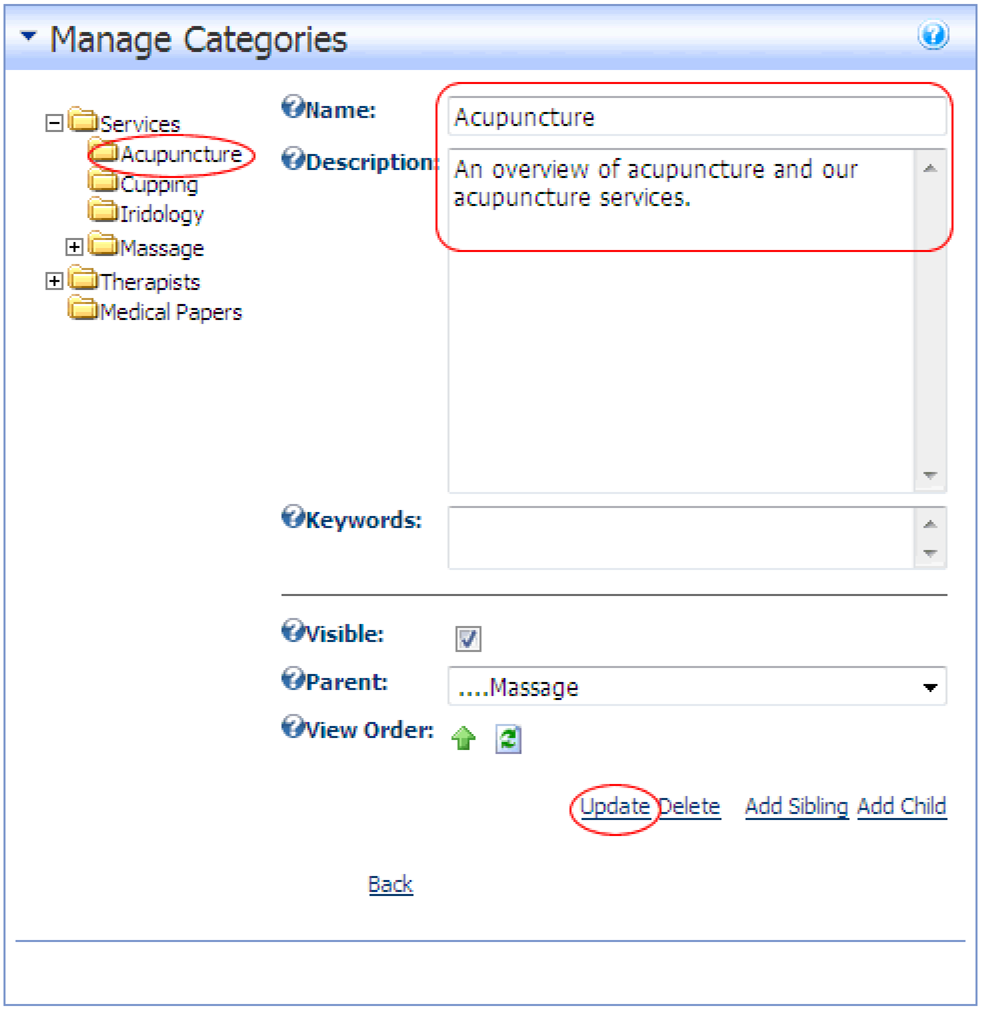
Editing Category Details

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.



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

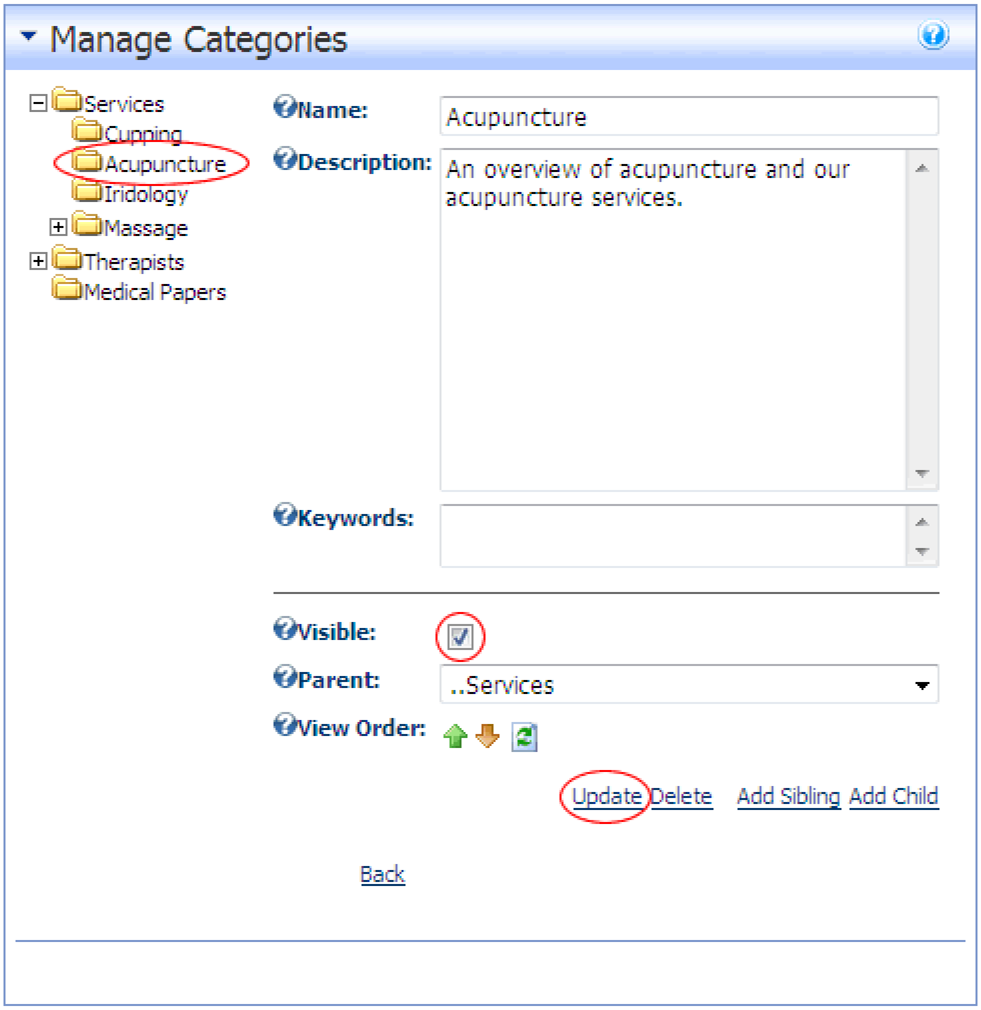
Categories set as visible are displayed in the Categories module. Categories set as not visible will not displayed in Category module. All child categories of a category set as not visible are also hidden.

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.

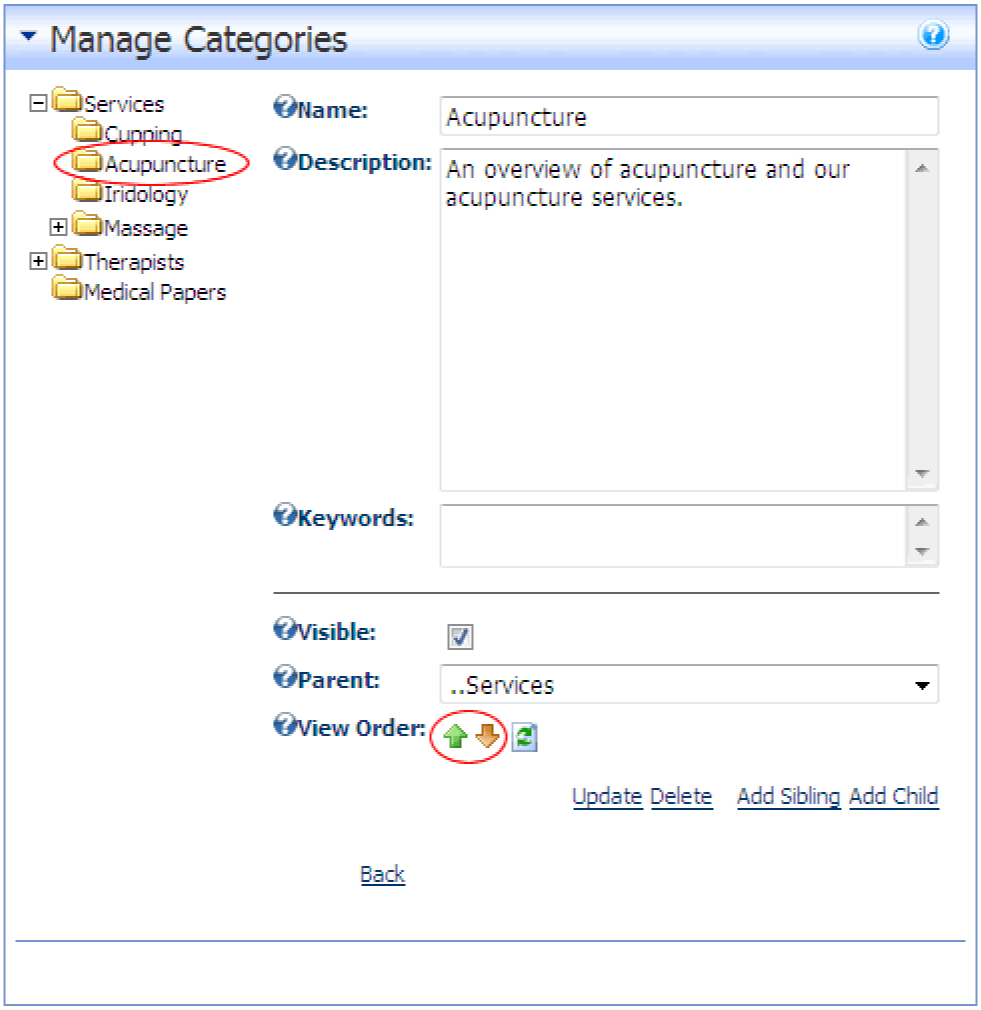


5. Repeat Steps 2-4 to modify additional categories.
6. Click the Back link to return to the module.

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.



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

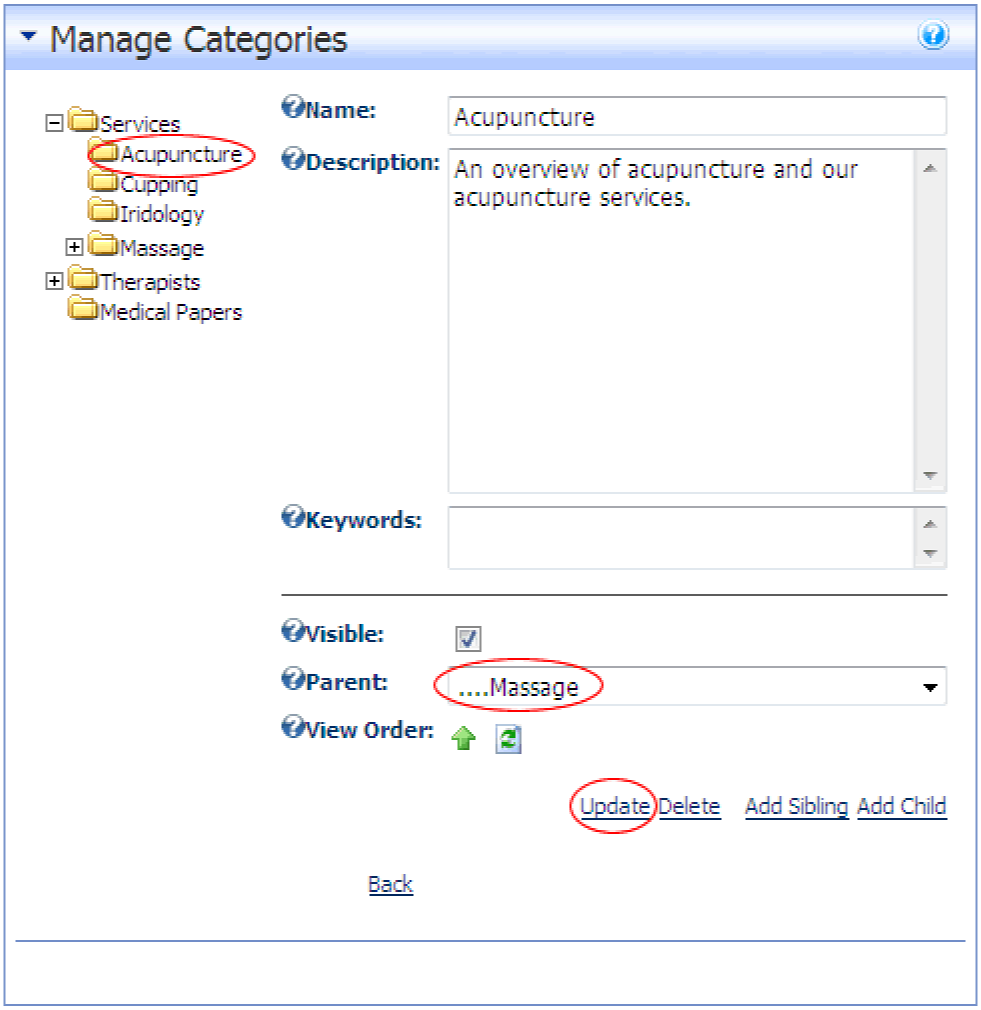
How to change the parent of a category in the Help Category module.

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.

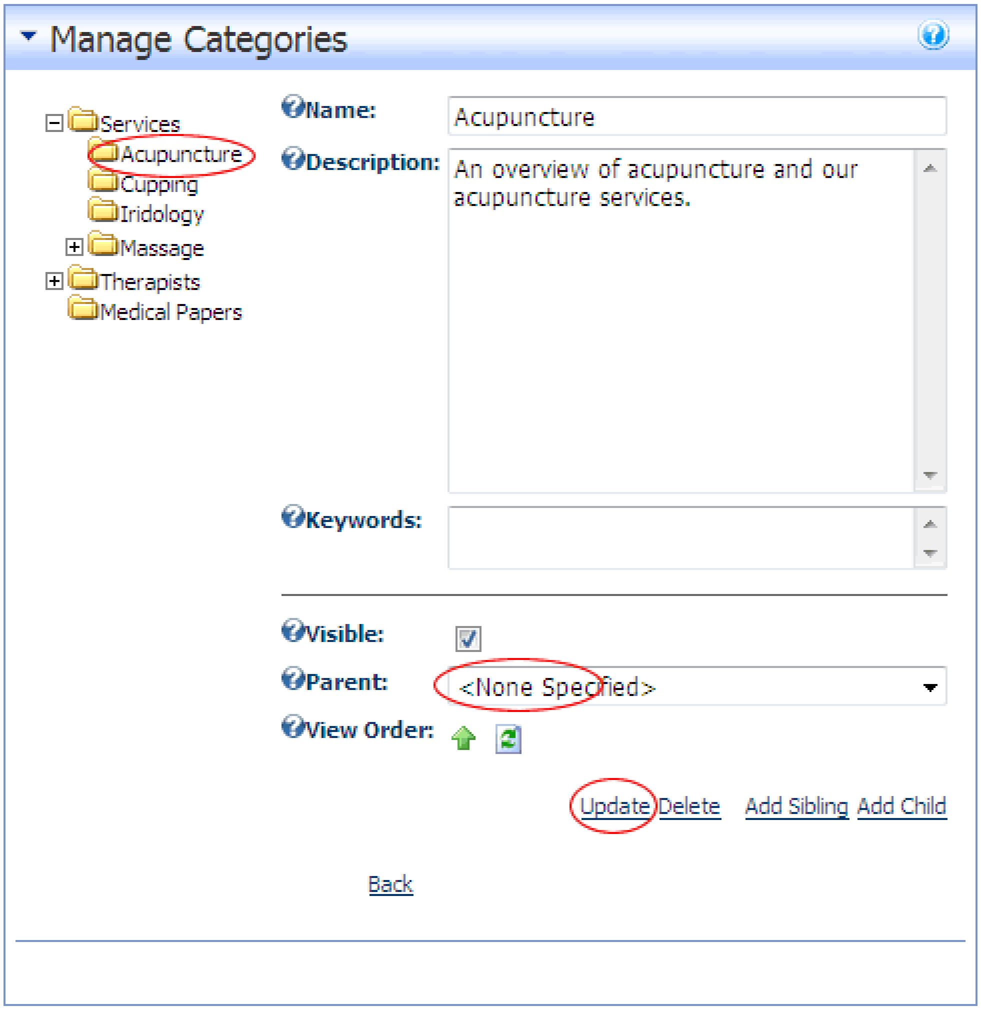


5. Repeat Steps 2-4 to modify additional categories.
6. Click the Back link to return to the module.

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.



5. Repeat Steps 2-4 to modify other categories.

6. Click the Back link to return to the module.

Deleting a Category

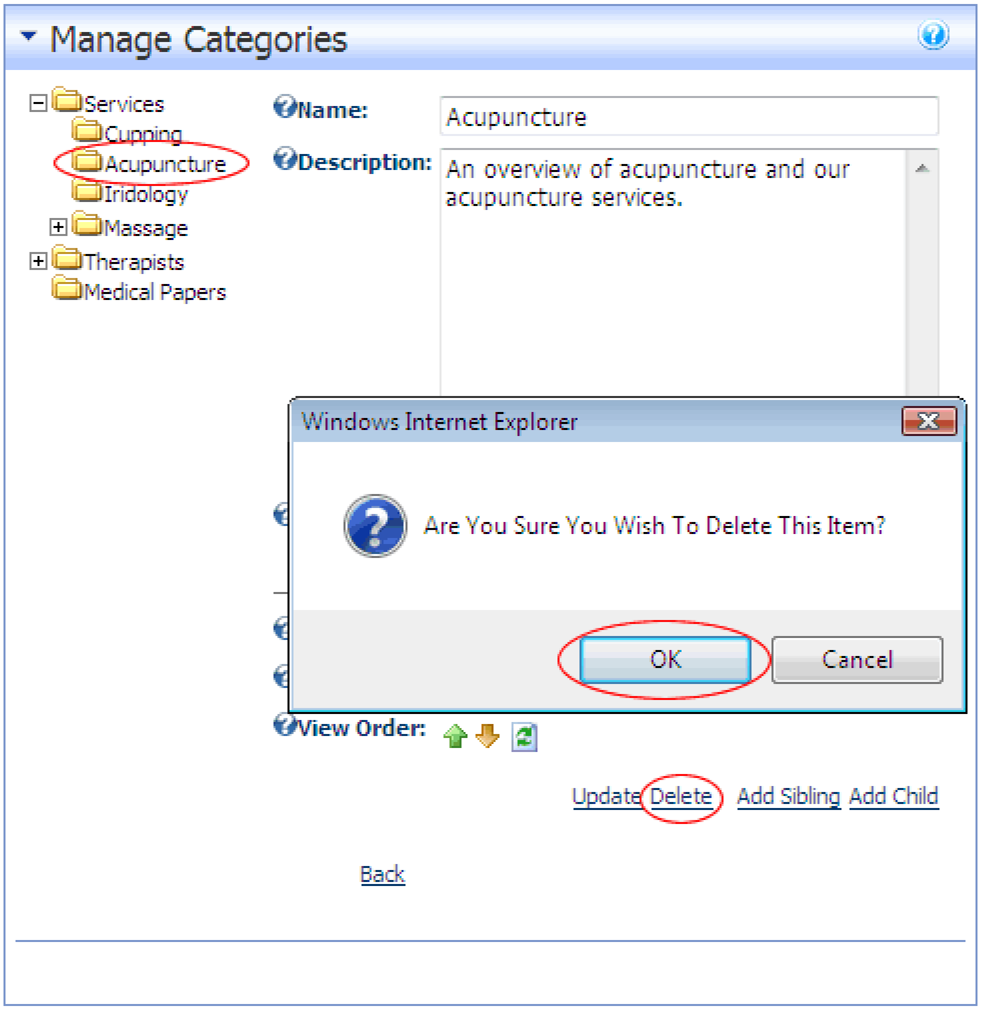
How to delete a category from the Help Category module.

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.



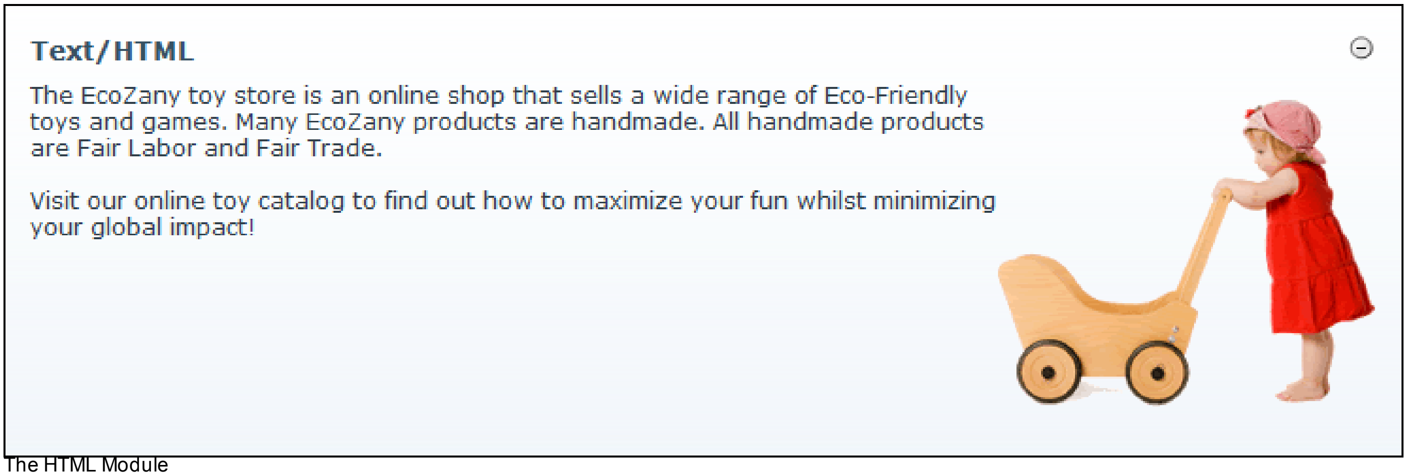
5. Repeat Steps 2-4 to delete additional categories.

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 is uses the Editor control to manage content using either a Basic Text Box or Rich Text Editor.



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.

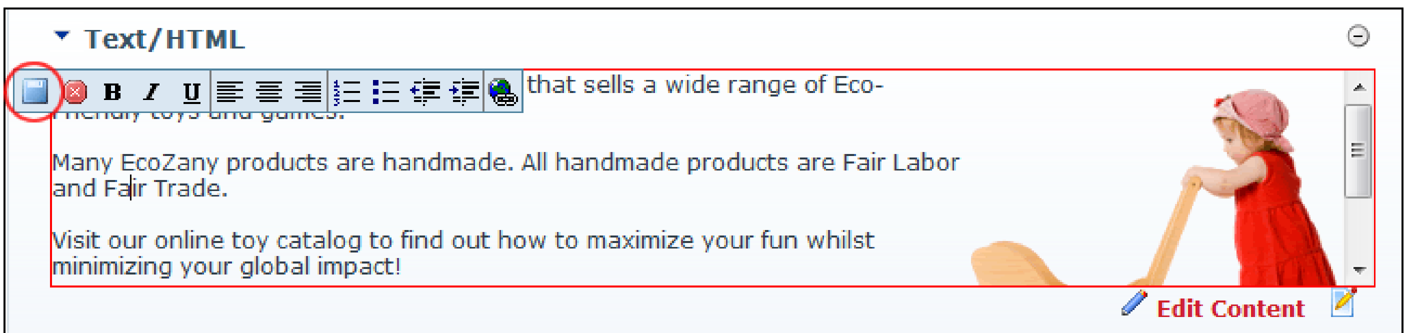
1. Hover your mouse over the content of the HTML module. An **Edit** button will appear.
2. Click the **Edit** button.

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:

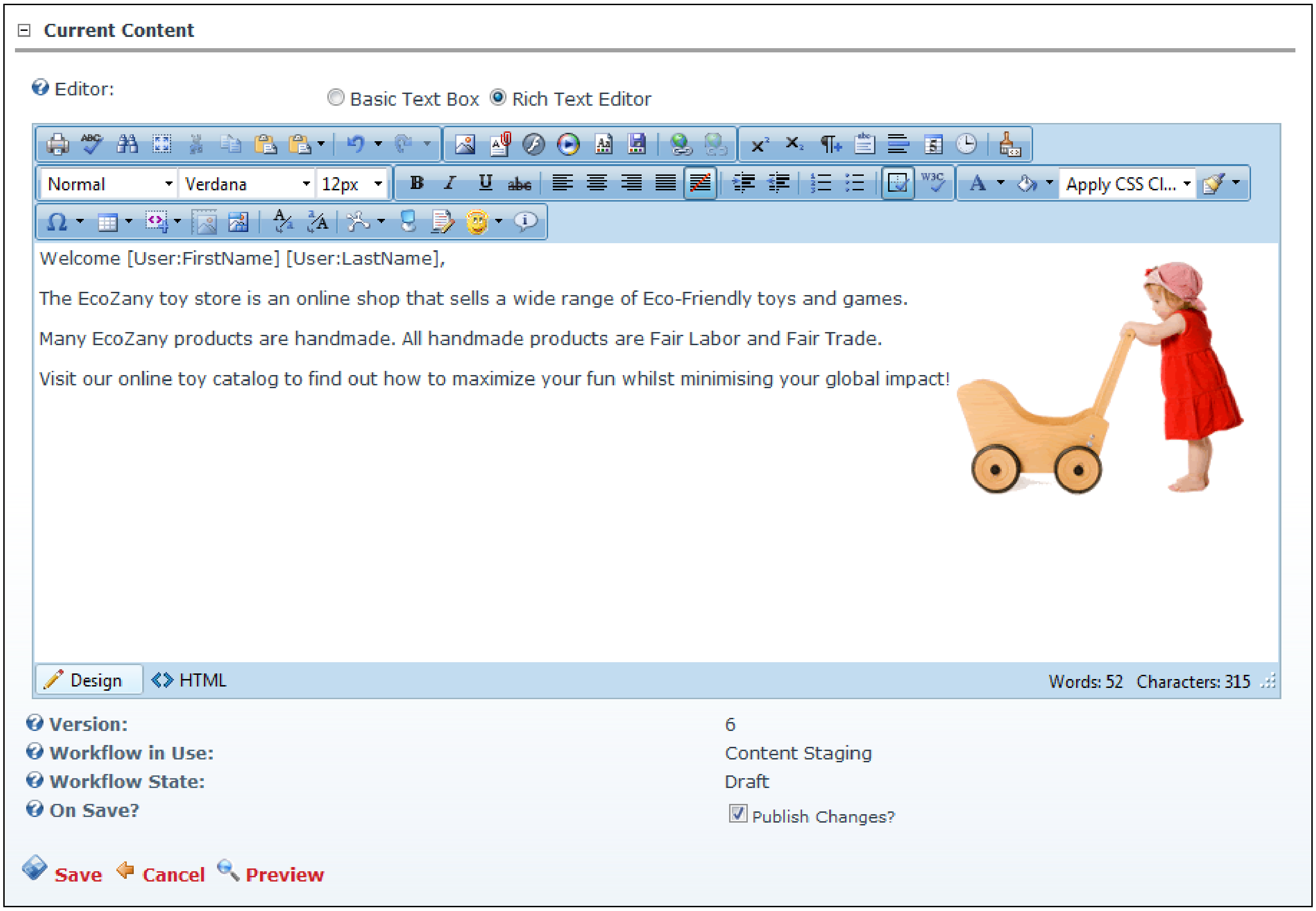
    a. In the **Enter Submission Comment** text box, enter your comments and then click the Submit link. You will be notified when your changes are approved or rejected.

Tip: If Content Approval is enabled and this content is ready to publish, *See "Publishing a Draft"*

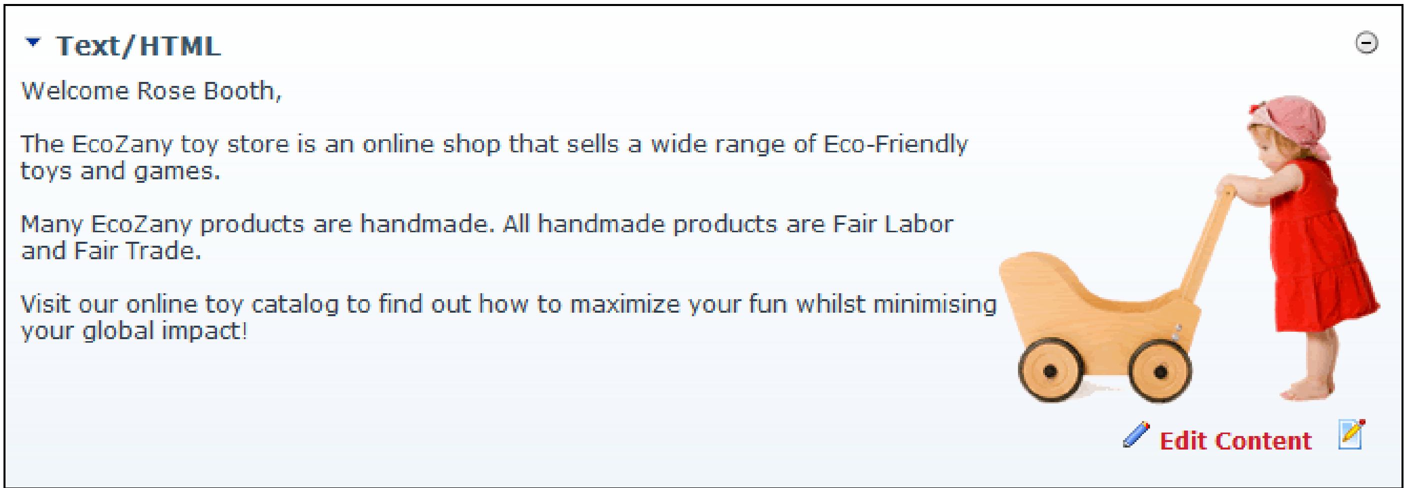
Adding Replacement Tokens

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"



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"



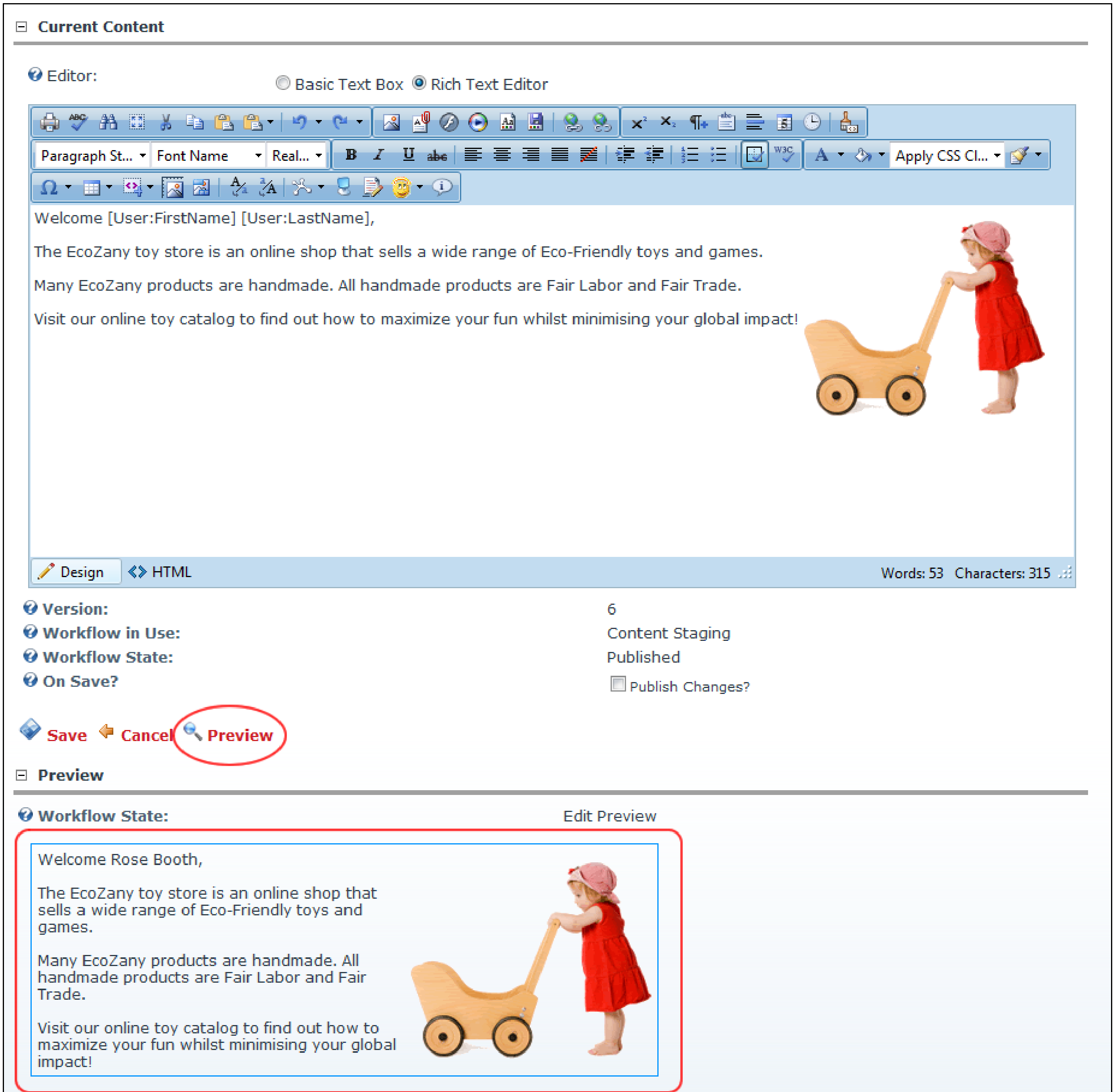
Replacement Tokens Displaying the User's Name

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.



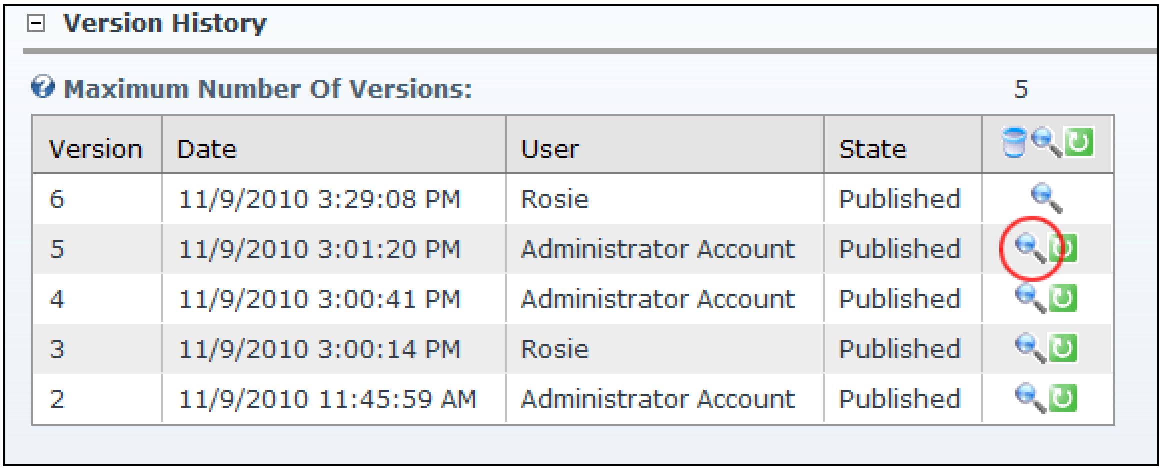
Previewing Current Content in Editor

Viewing Previous Versions of Content

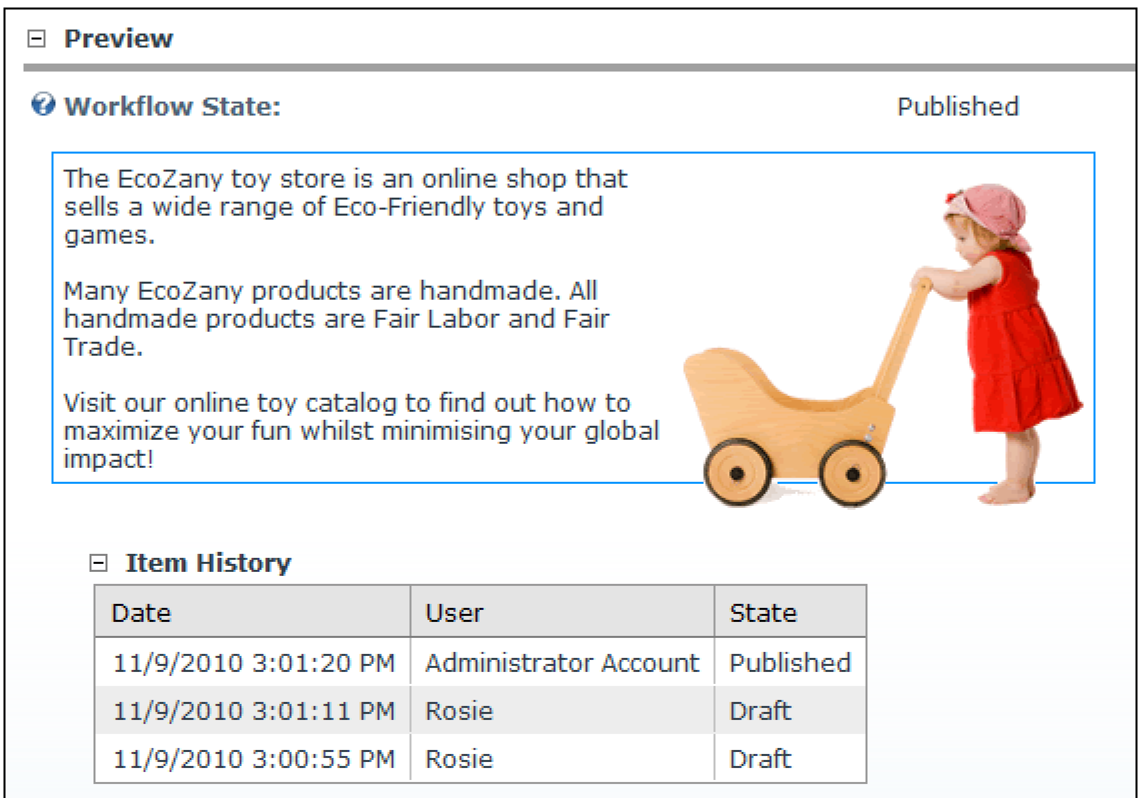
How to view previous versions, as well as the currently saved version, of content for an instance of the HTML module.

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.



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.

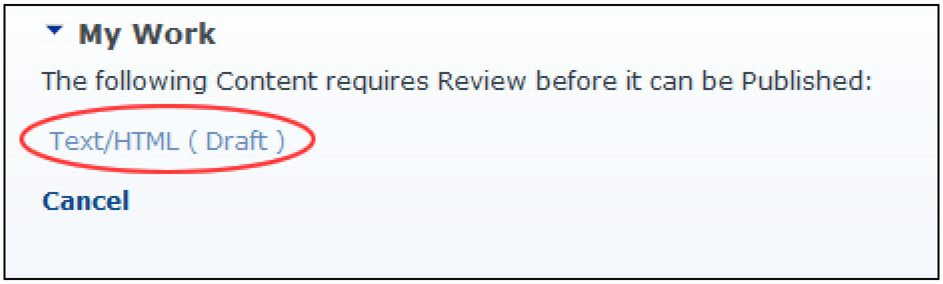


Viewing Previous Versions of Content

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.

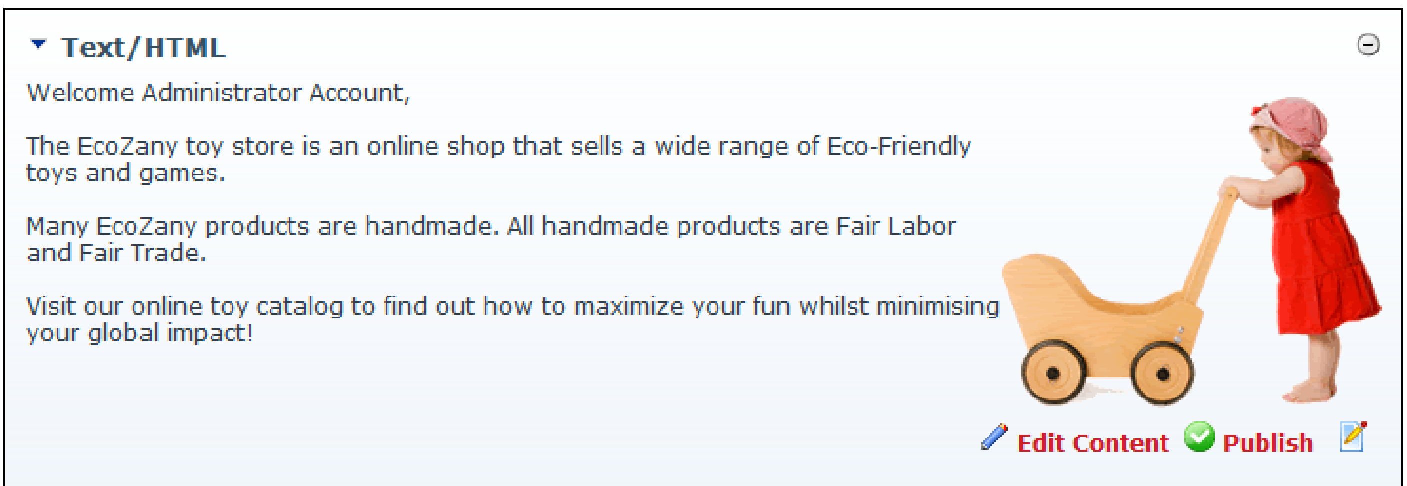


3. You can now choose to edit, preview and/or publish the unpublished content ("Publishing a Draft".), or you can rollback to a previous version ("Rolling Back Content".

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

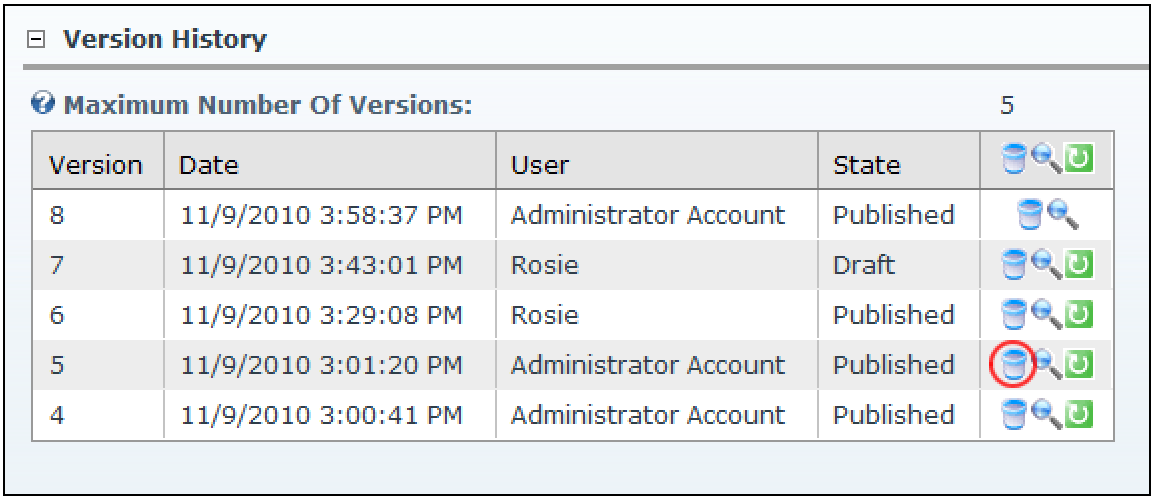
Rolling Back Content

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.

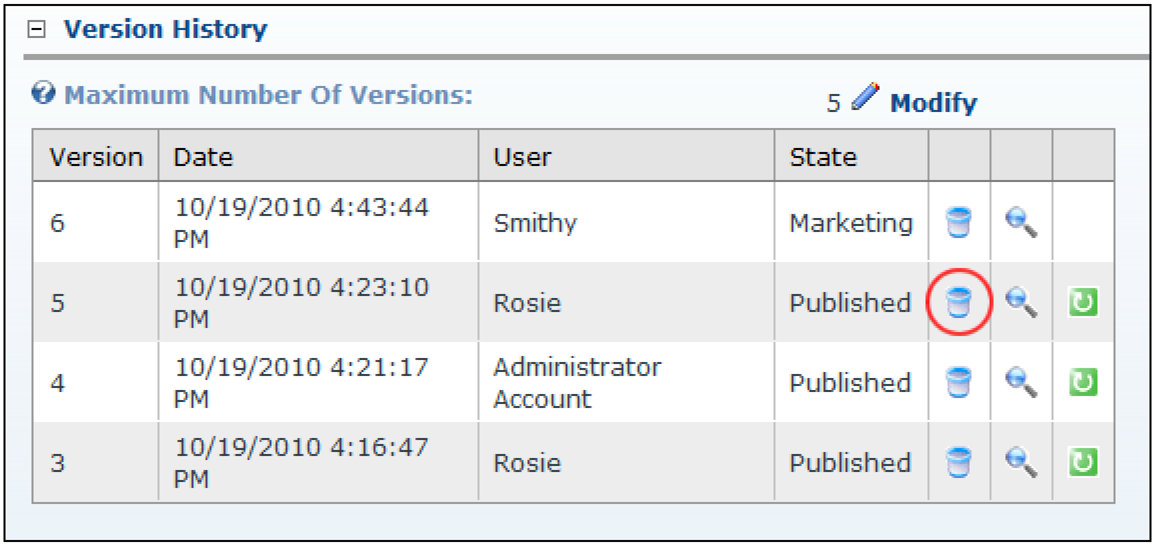
1. Select **Edit Content** from the HTML module actions menu - OR - Click the Edit Content link.

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]."



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

7. Click the Cancel link to return to the module.

Enabling/Disabling Inline Editor

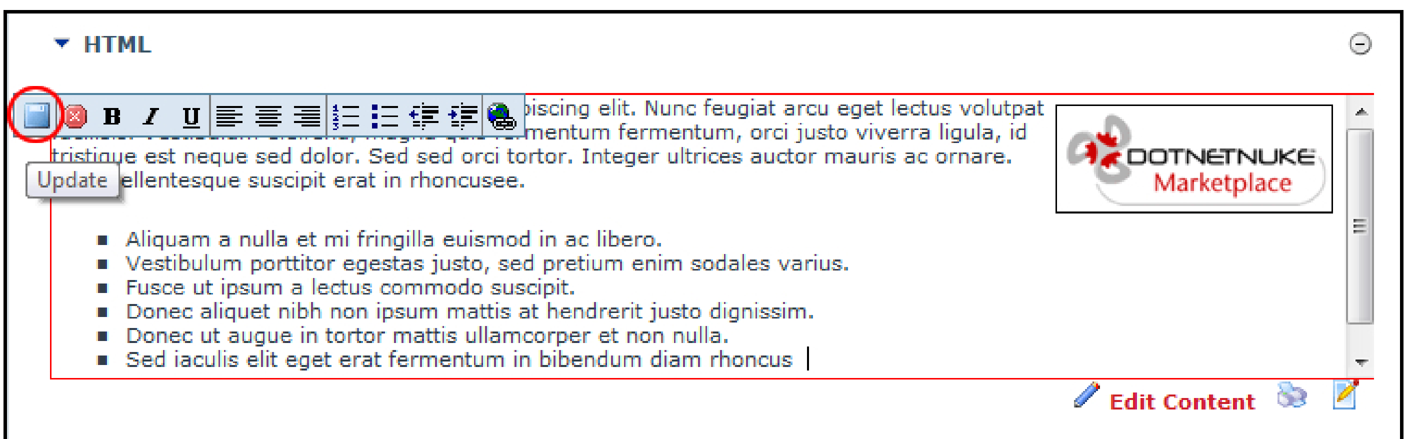
How to enable or disable inline editing for the HTML module. Inline editing allows authorized users to perform basic editing of HTML module content directly on the web site page (not on the typical edit page). This feature also allows inline editing of titles for all types of modules. Inline editing 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.



Editing Content Inline

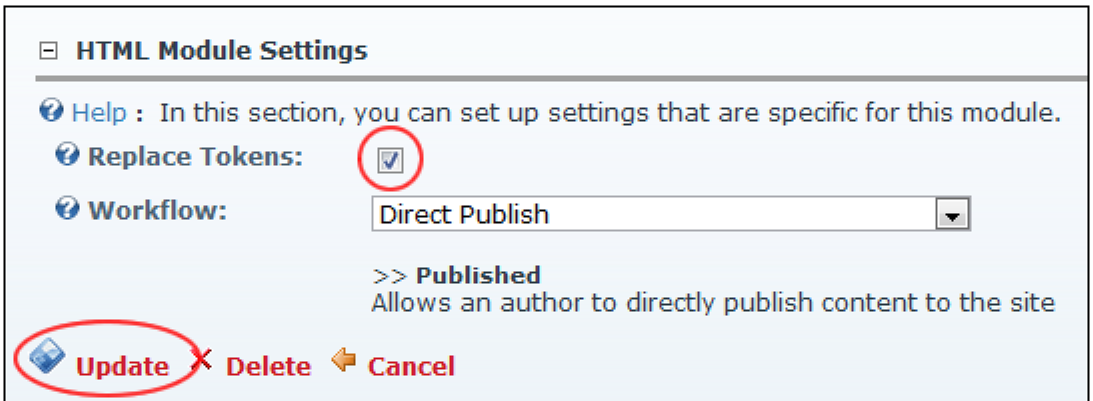
Settings

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.



Enabling Token Replacement

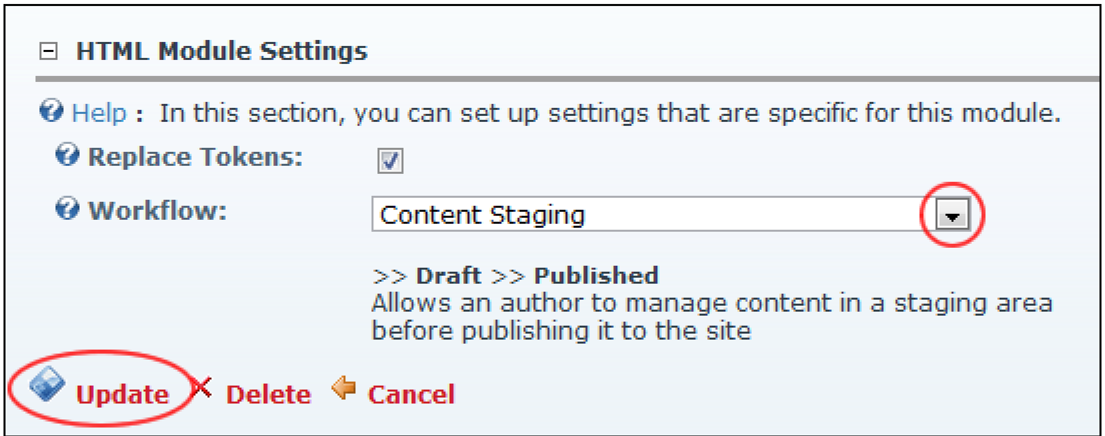
Related Topics:

- 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.



Setting the Workflow for a HTML Module

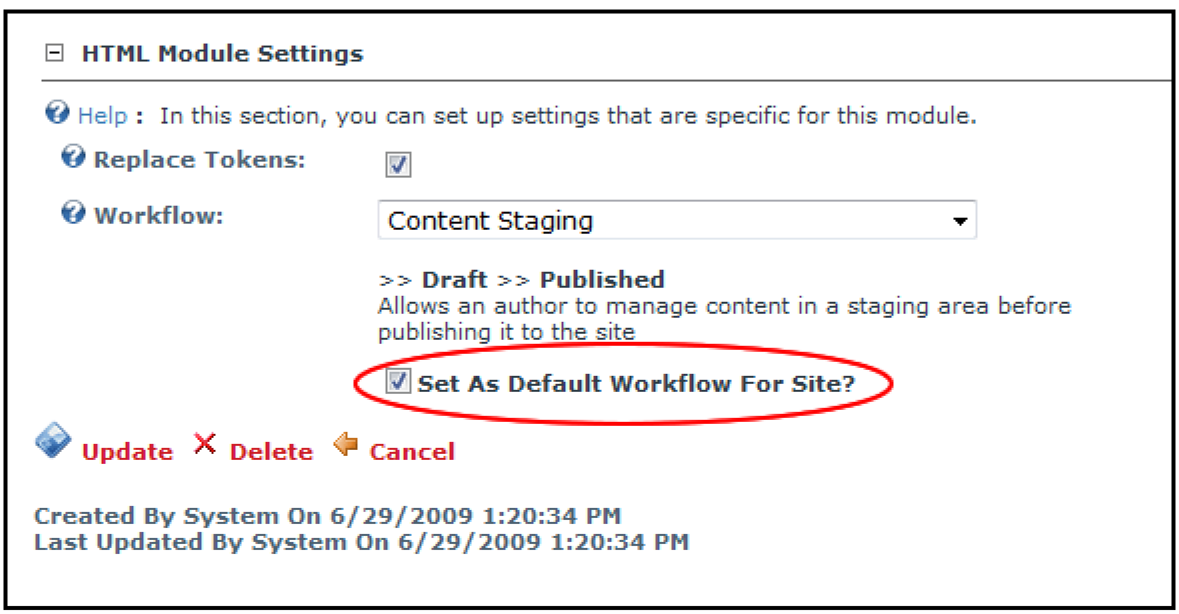
Setting a Workflow as Default for Site

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.

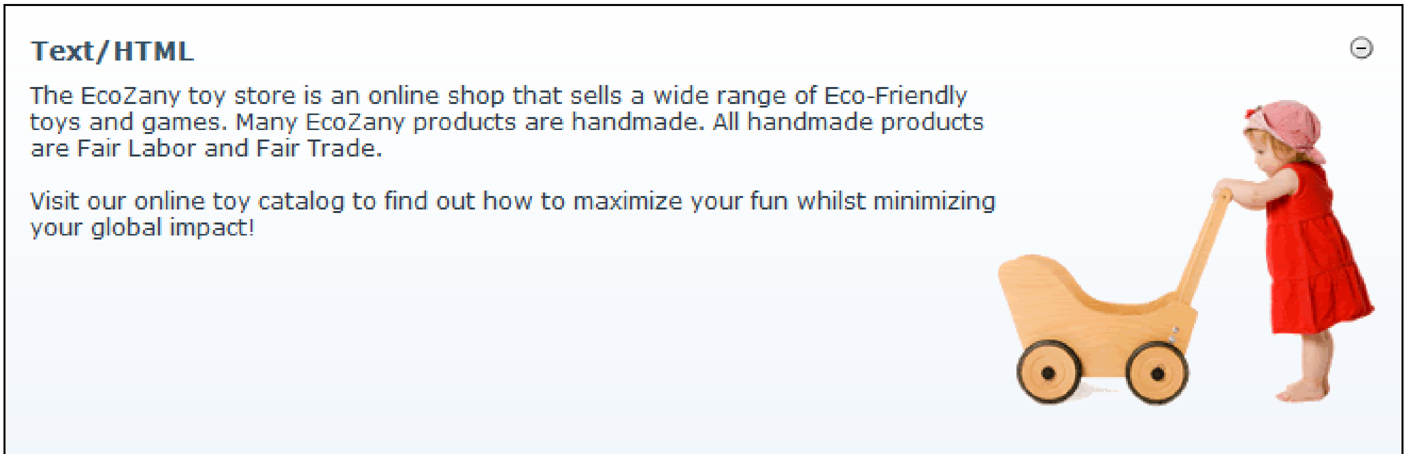


6. Click the Update link.

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 is 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.

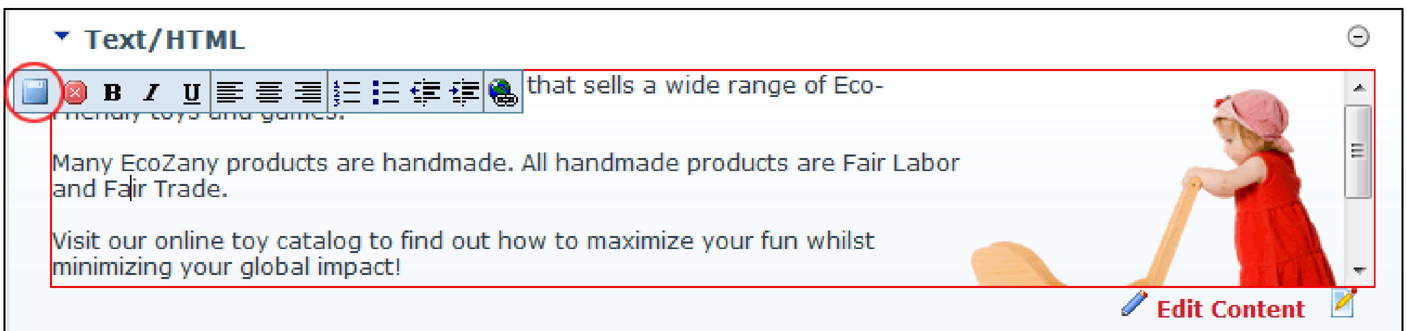
2. Click the **Edit** button.

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.

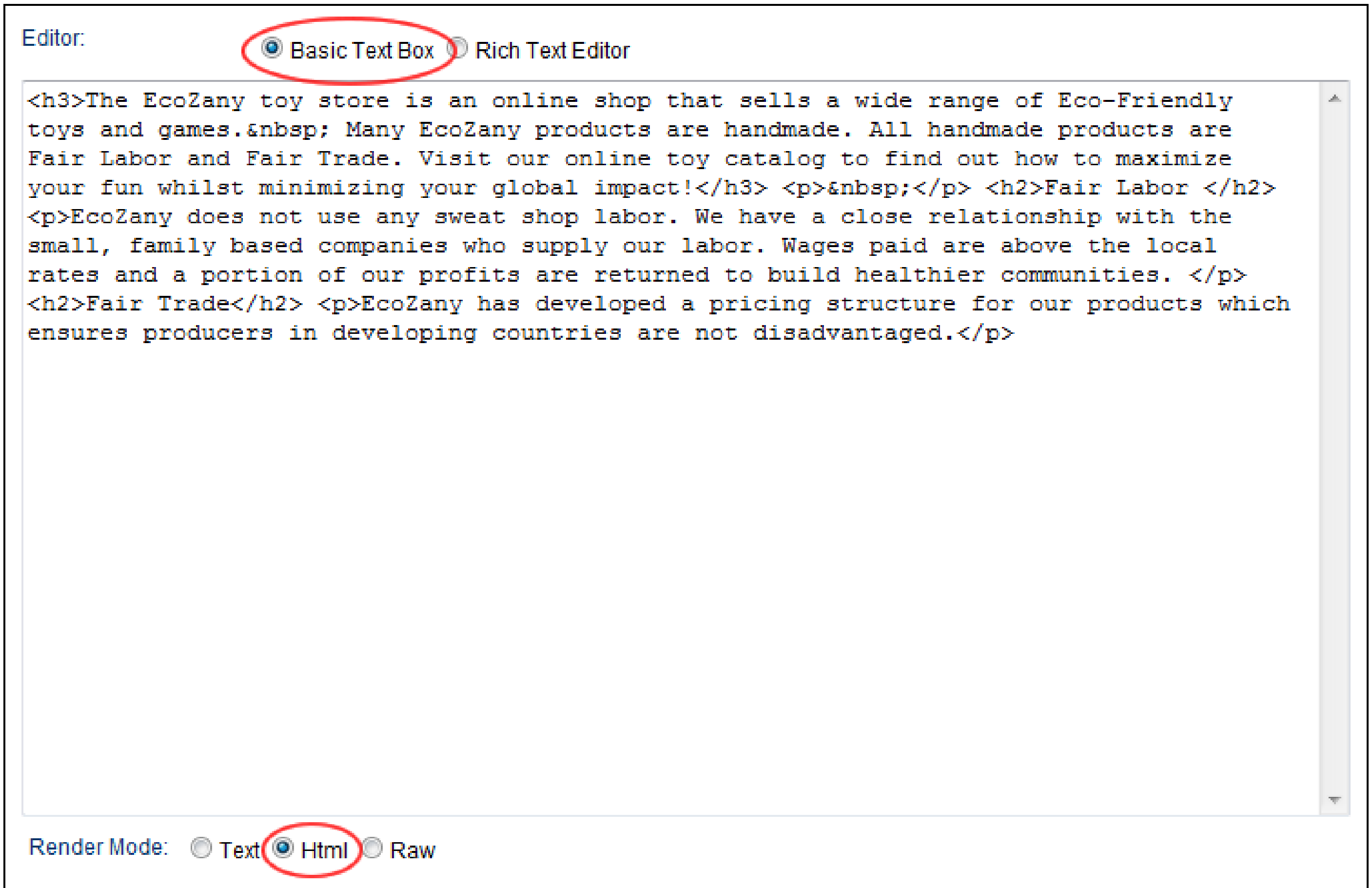
     i. Check the **Lock Content?** check box to lock this content from further changes until you the changes are published - OR - Uncheck the check box to allow additional changes to this draft prior to publishing.

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.



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.

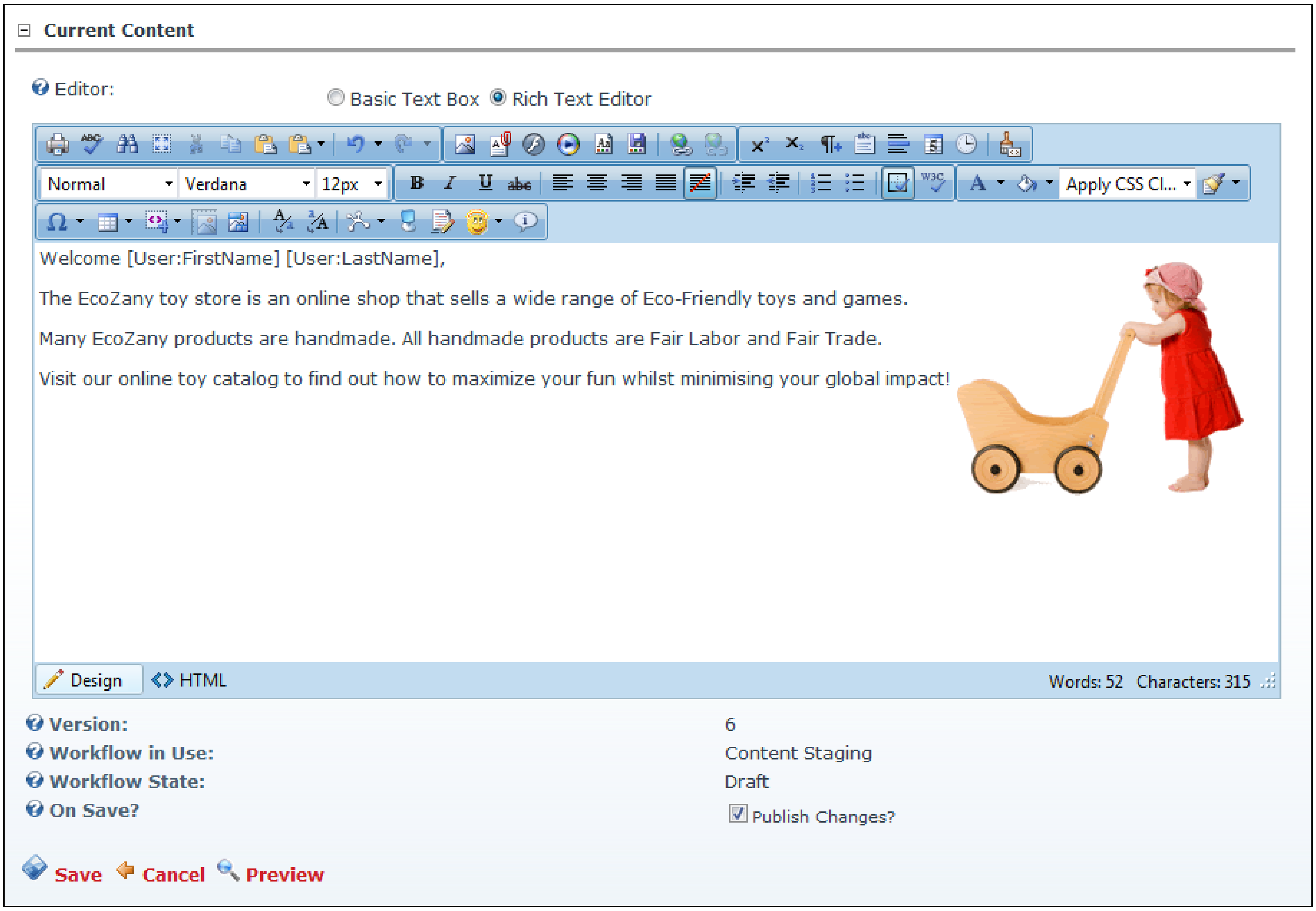
Tip: HTML can also be pasted into the ***Raw*** *Render Mode*

Pasting HTML into the HTML Pro module

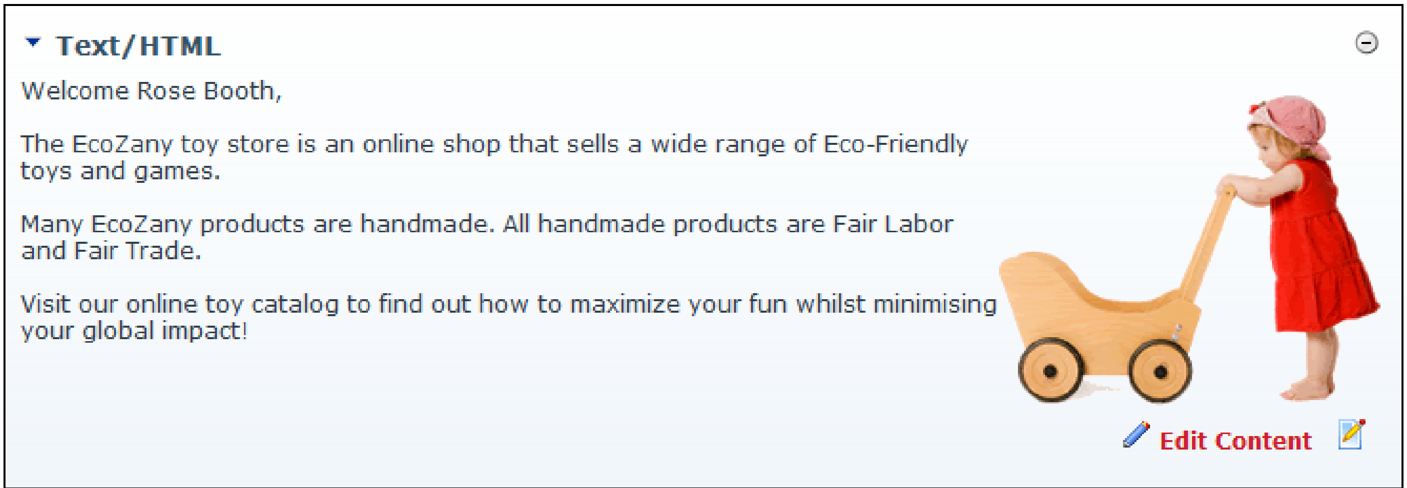
Adding Replacement Tokens

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.



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.



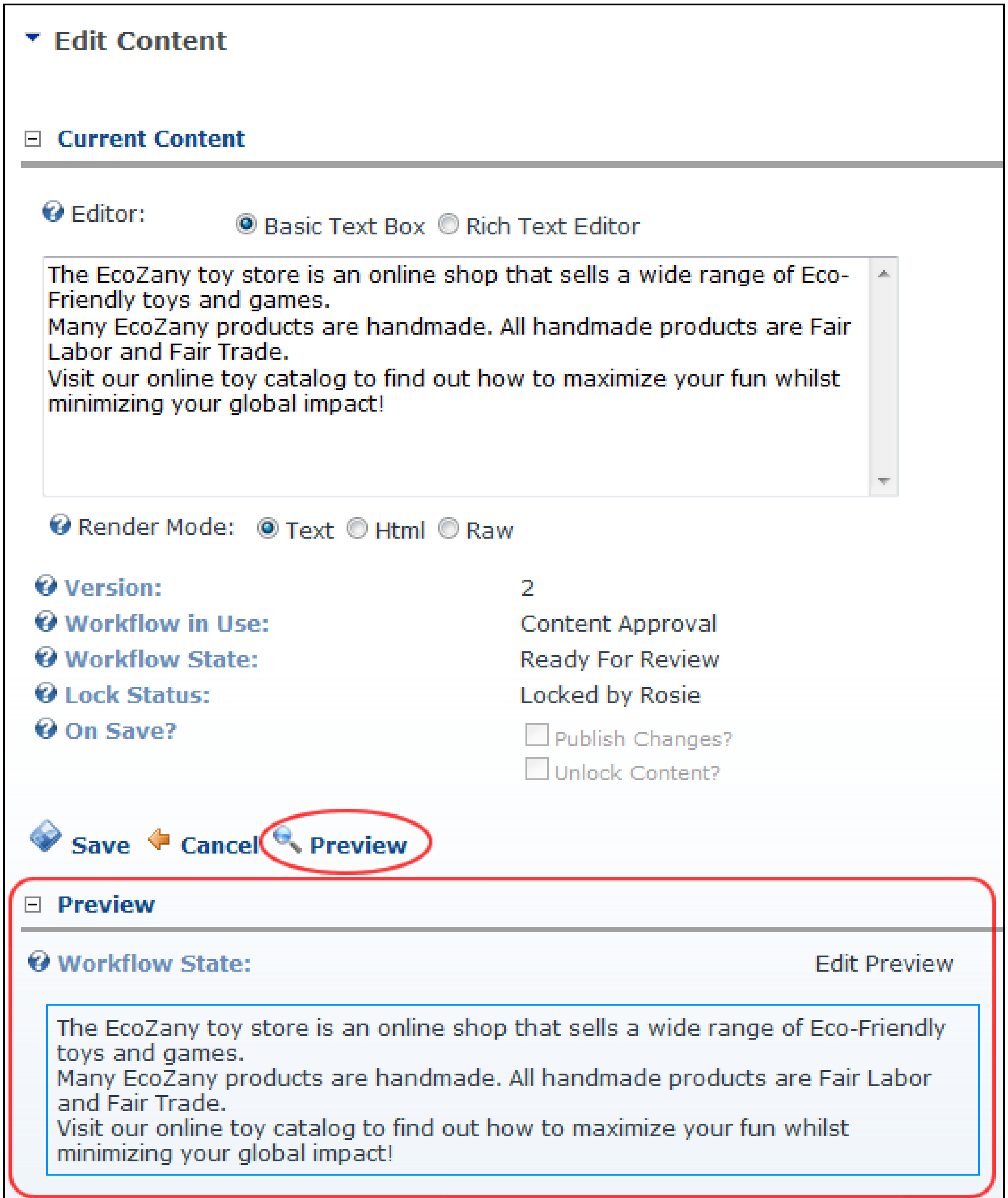
Replacement Tokens Displaying the User's Name

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.

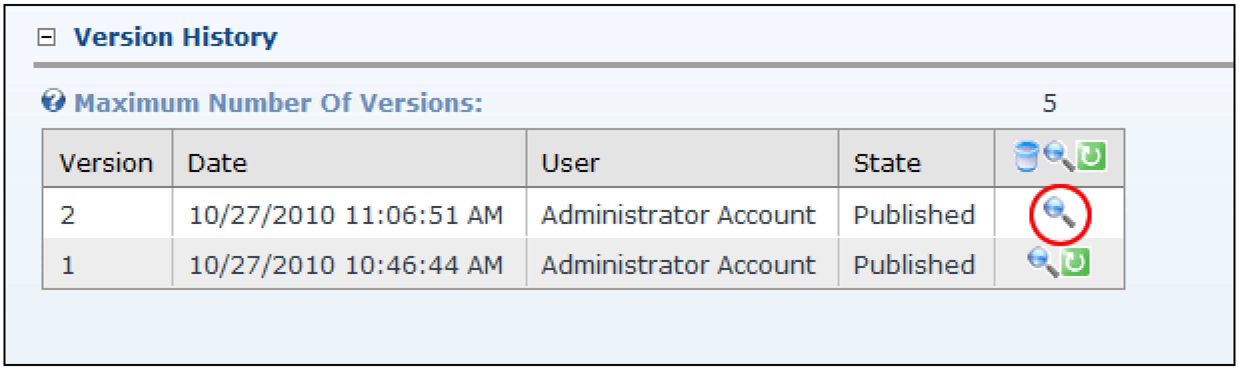


Previewing Editor Content

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 Pro module.

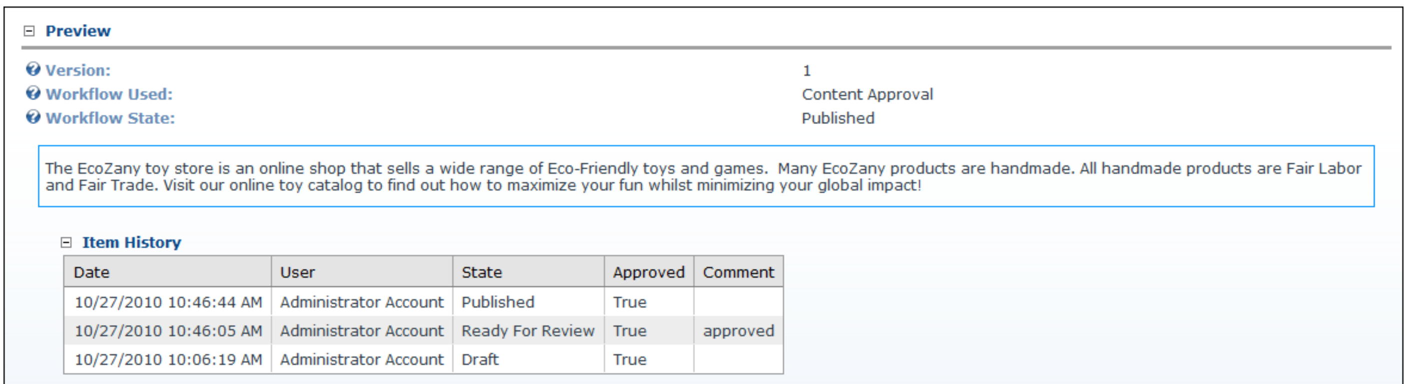
1. Select **Edit Content** from the HTML Pro module actions menu - OR - Click the Edit Content link.
2. Expand the **Version History** section.
3. Click the **Preview** button beside the required version.



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.

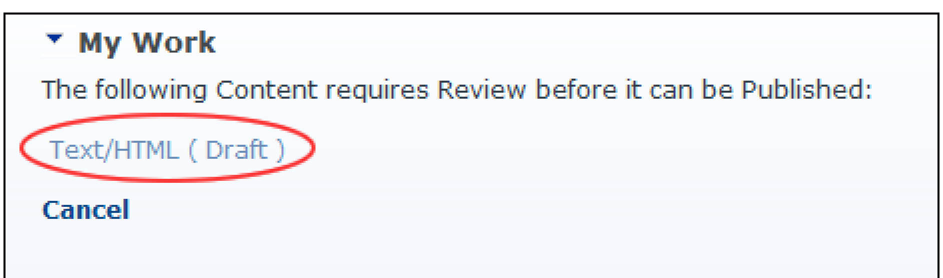


Viewing Previous Versions of Content

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".



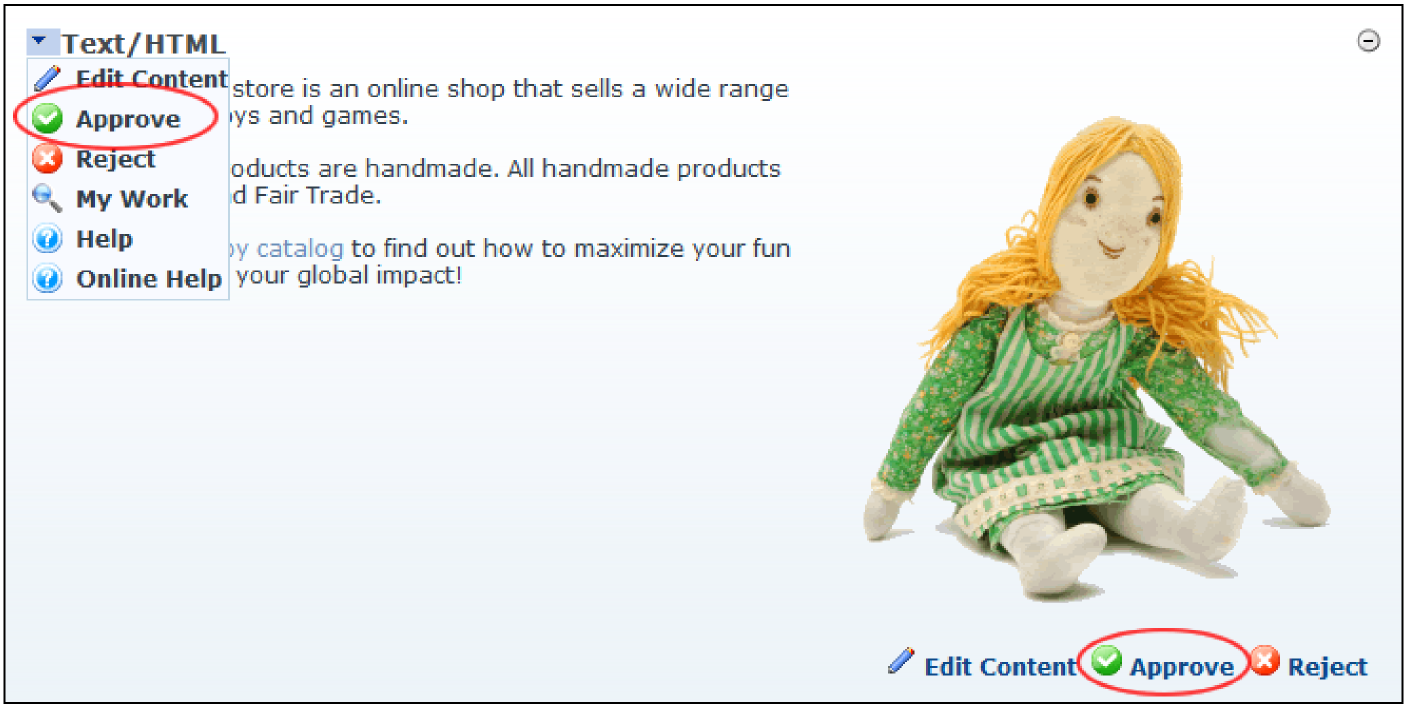
Managing your Workflow Tasks

Approving Content

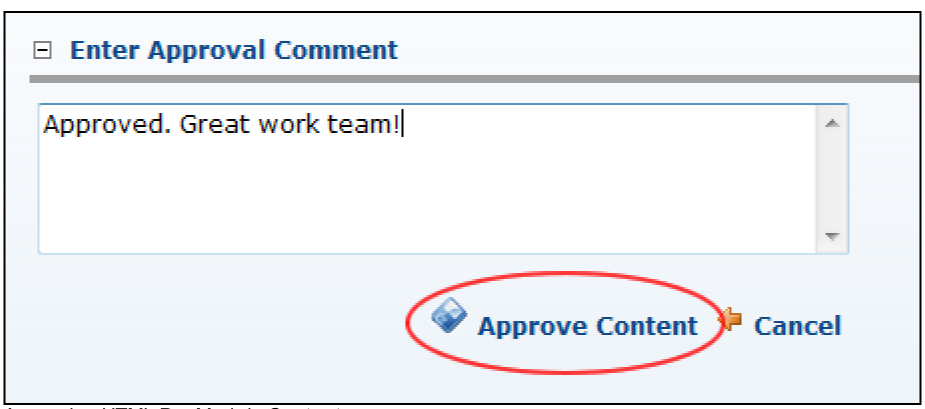
How to approve unpublished content using the HTML Pro module. This tutorial applies to the Content Approval workflow and other workflows with more than two states.

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.



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.



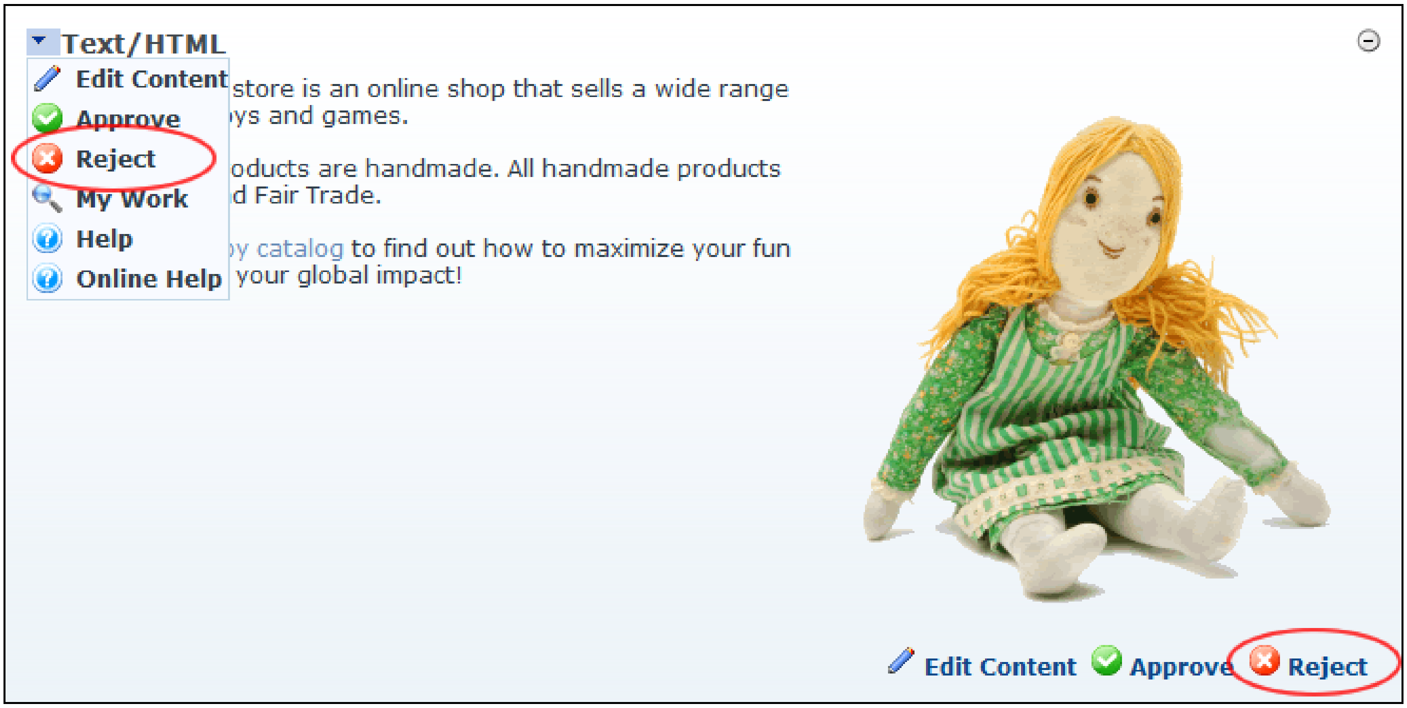
Approving HTML Pro Module Content

Approving or Rejecting Content

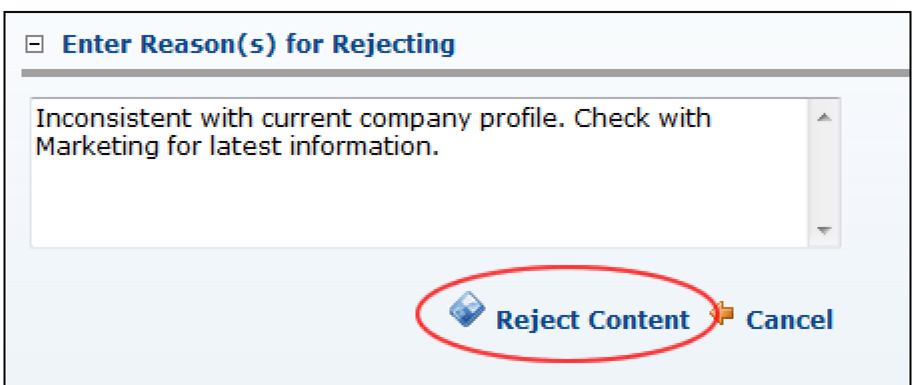
How to reject unpublished content using the HTML Pro module. This tutorial applies to the Content Approval workflow and other workflows with more than two states.

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.



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.



Rejecting HTML Pro Module Content

Locking/UnLocking HTML Pro Module Content

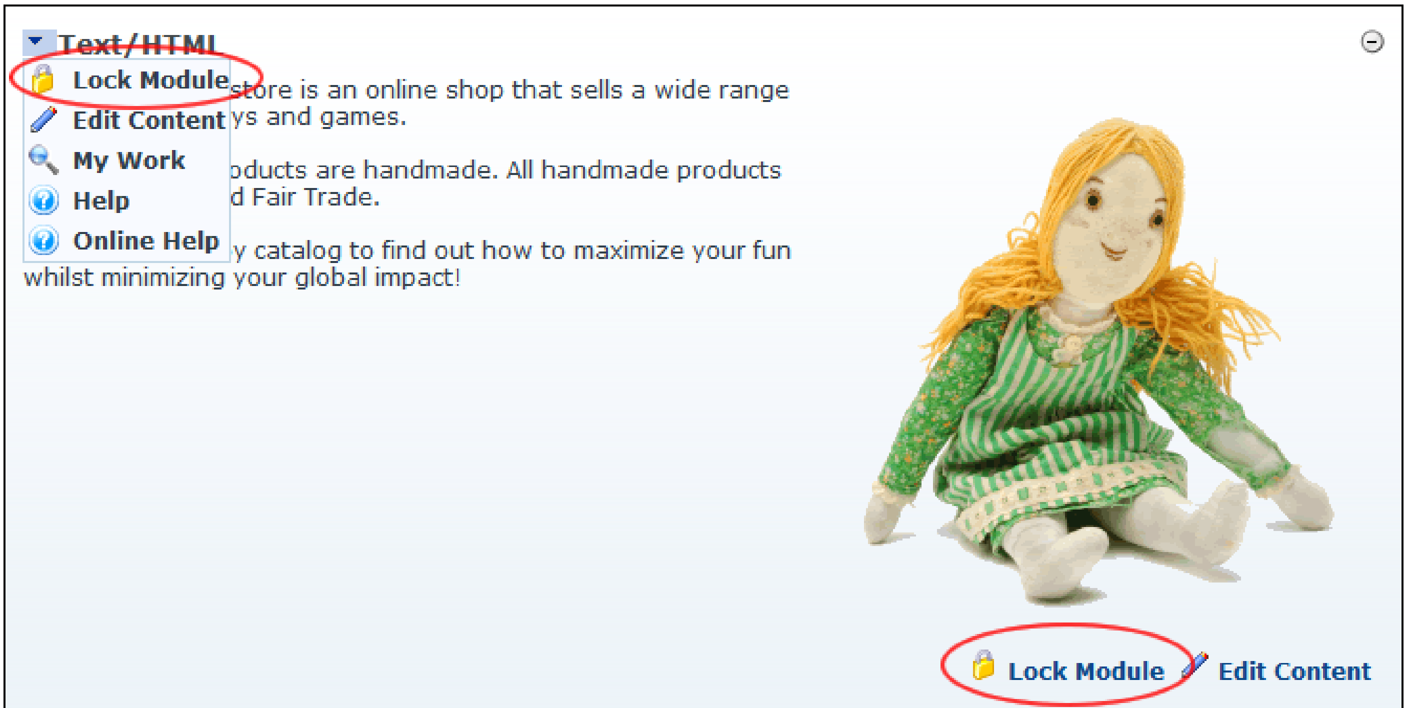
How to lock or unlock the content an HTML Pro module. Locking the content prevents further changes to the current content until either the changes are published, or the module is manually unlocked. Unlocking the content enables the currently published content to be edited and published.

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

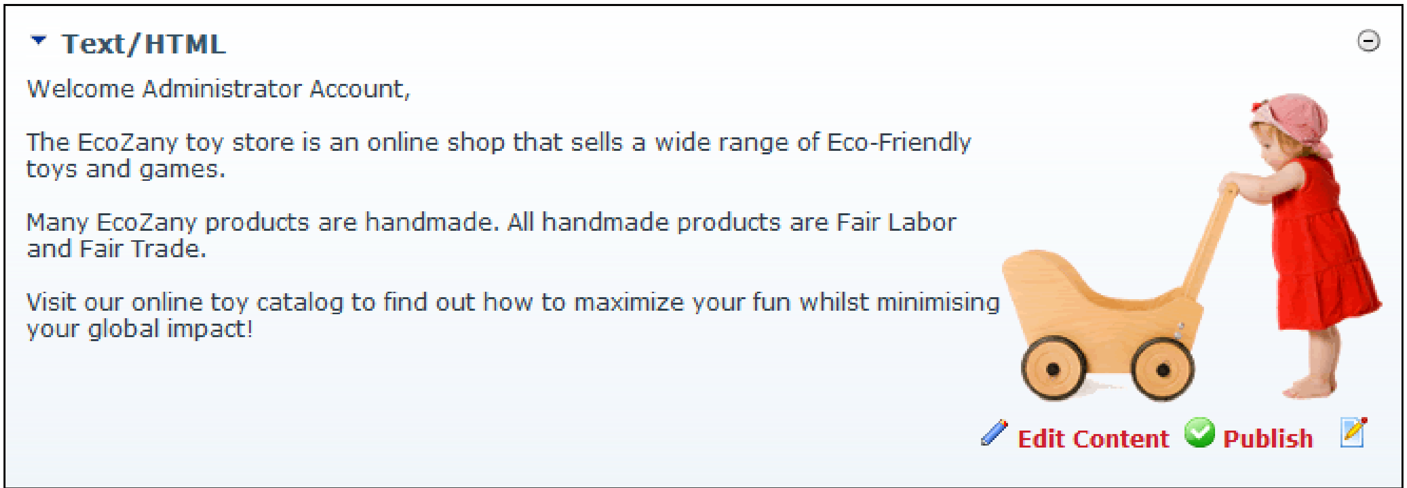
Publishing a Draft

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.

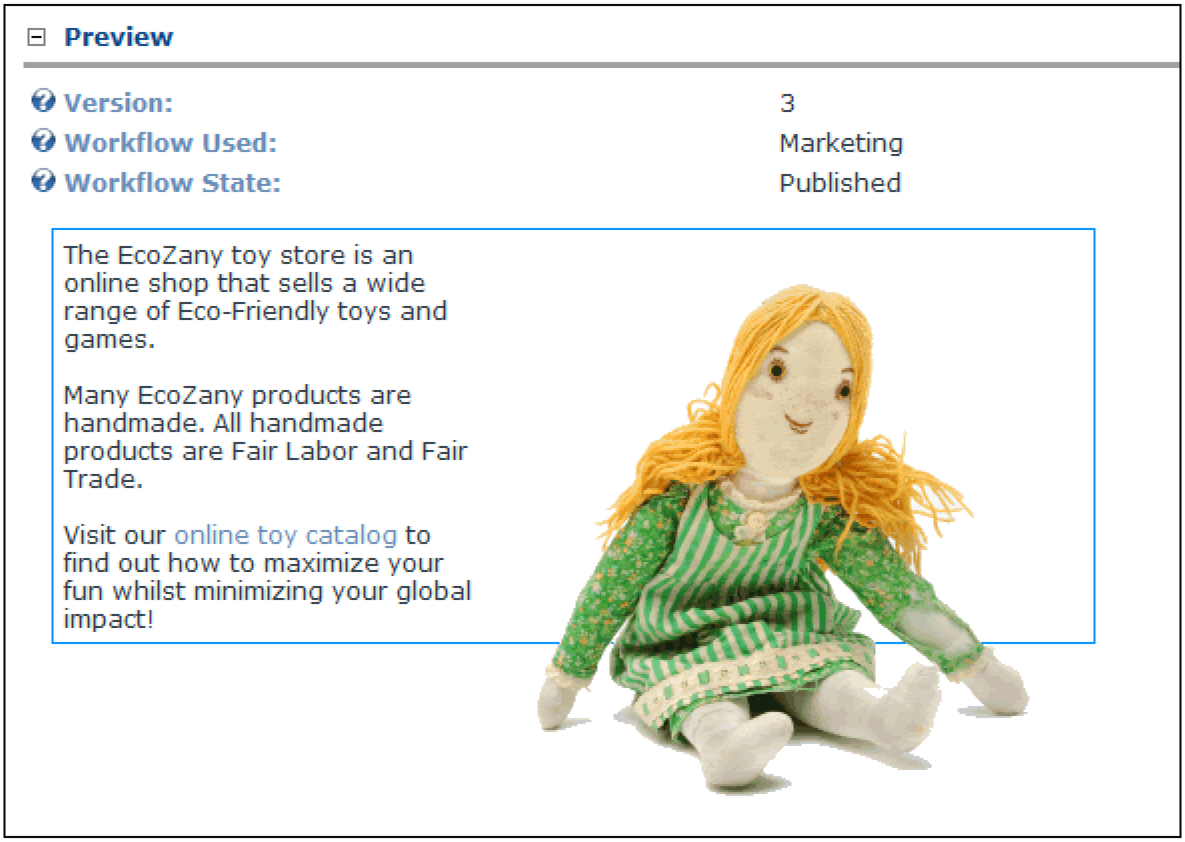


Publishing a Draft

Rolling Back Content

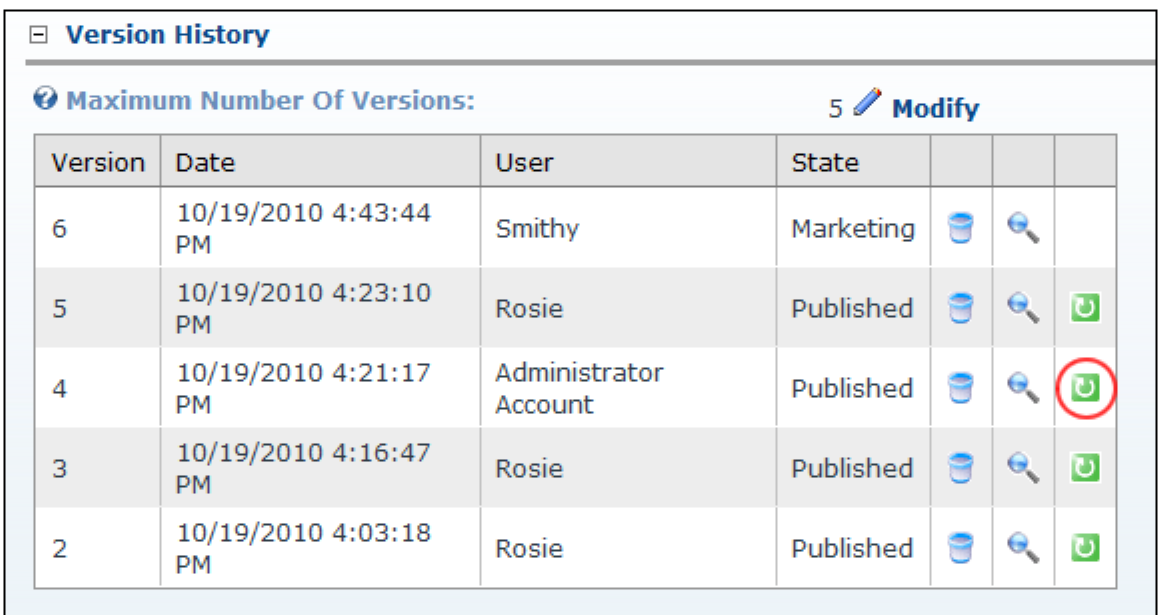
How to rollback to a previous content version using the HTML Pro module. Note: This task requires that Workflow is NOT set to direct publish. See "Setting a Workflow".

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.



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	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			

Rollback Module Content

Administrators

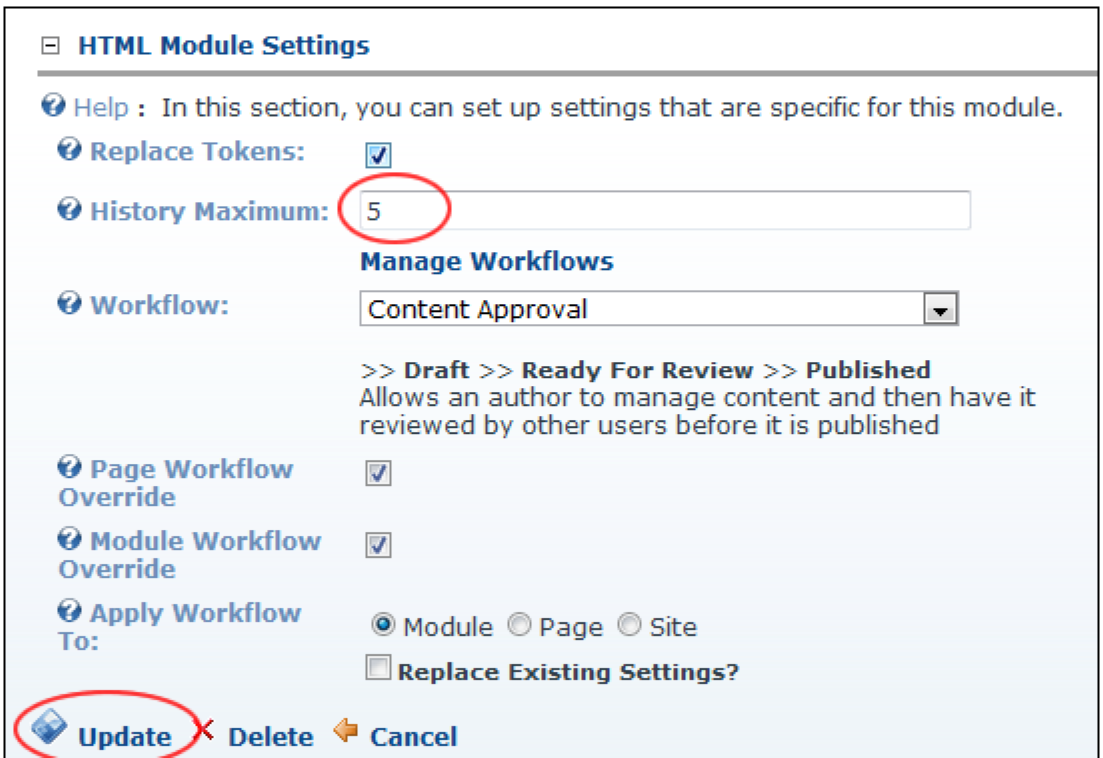
Setting Maximum Version History

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.



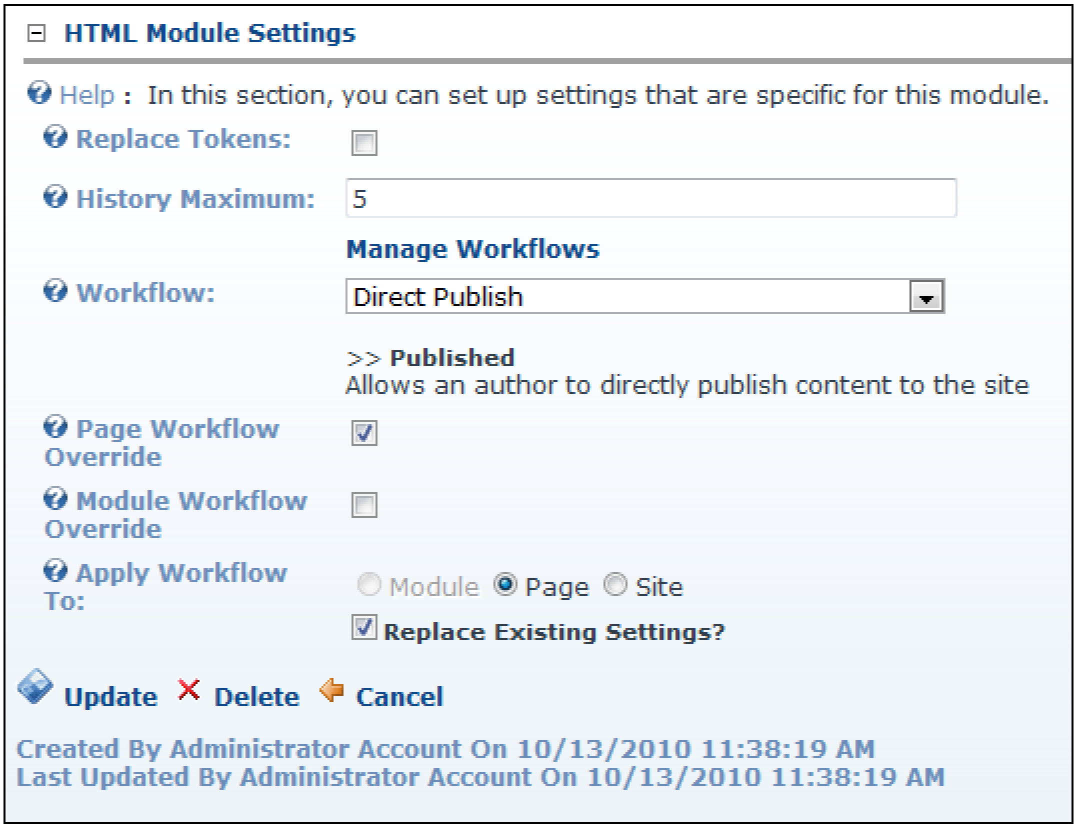
Setting Maximum Version History

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.



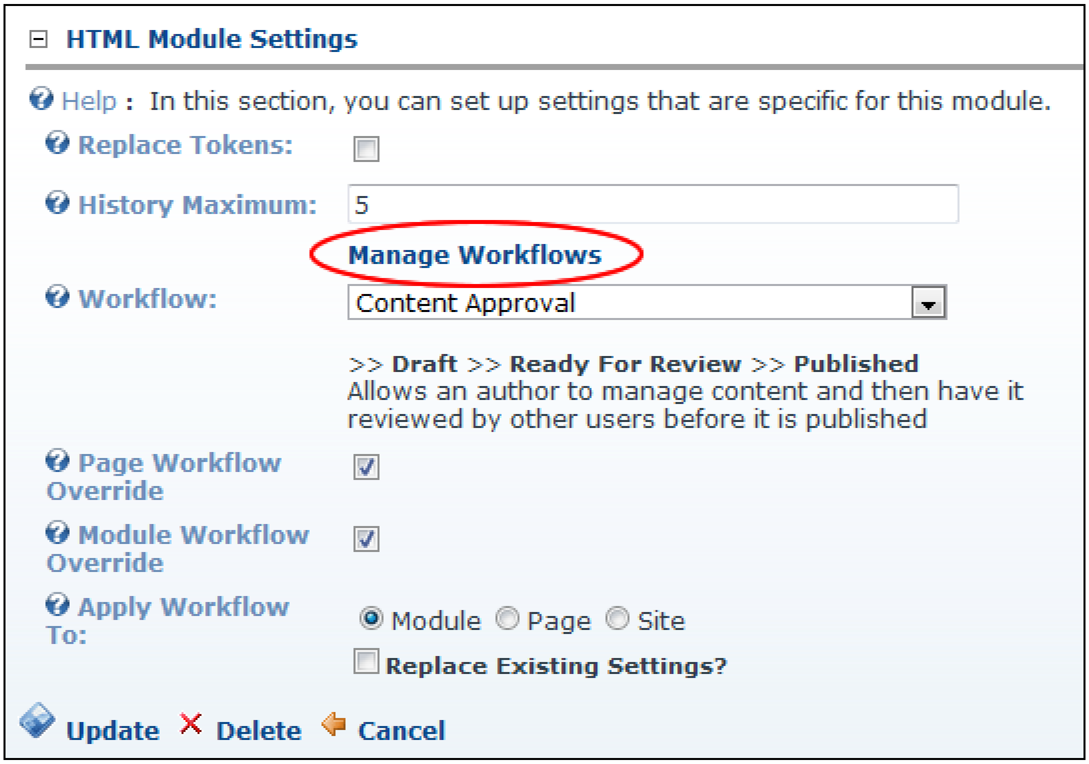
6. Click the Update link.

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.

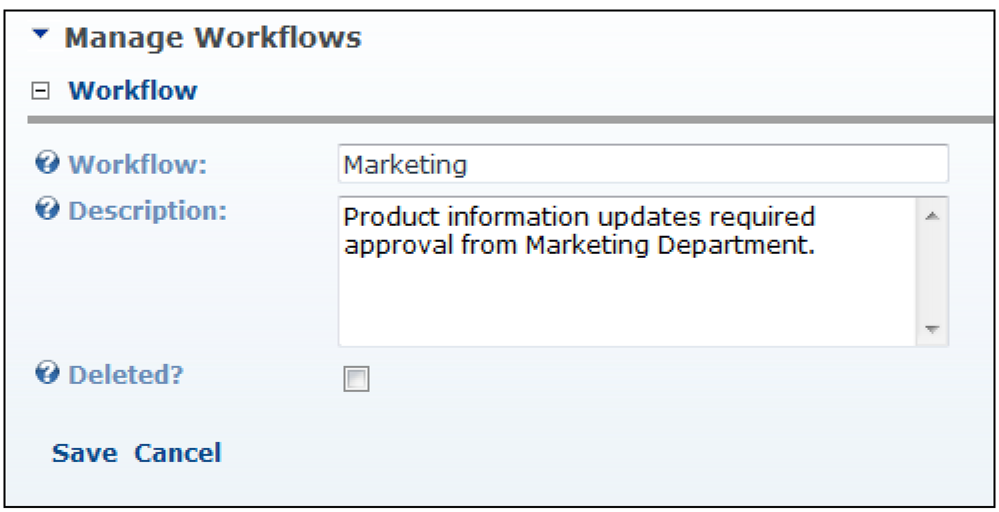
Adding a Workflow

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.

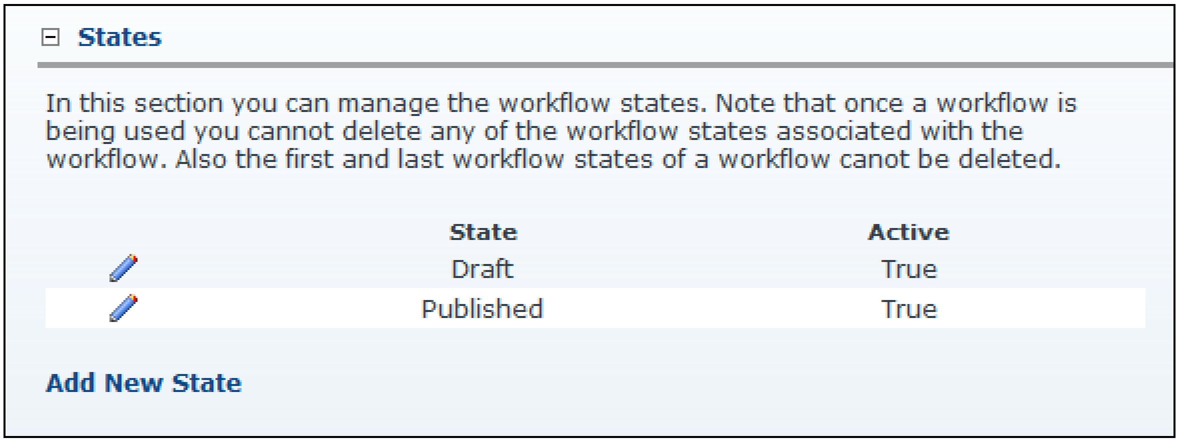


4. Go to the **Workflow** section
5. Click the Add New Workflow link.
6. In the **Workflow** text box, enter a name for this workflow.
7. In the **Description** text box, enter a description of this workflow.



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.

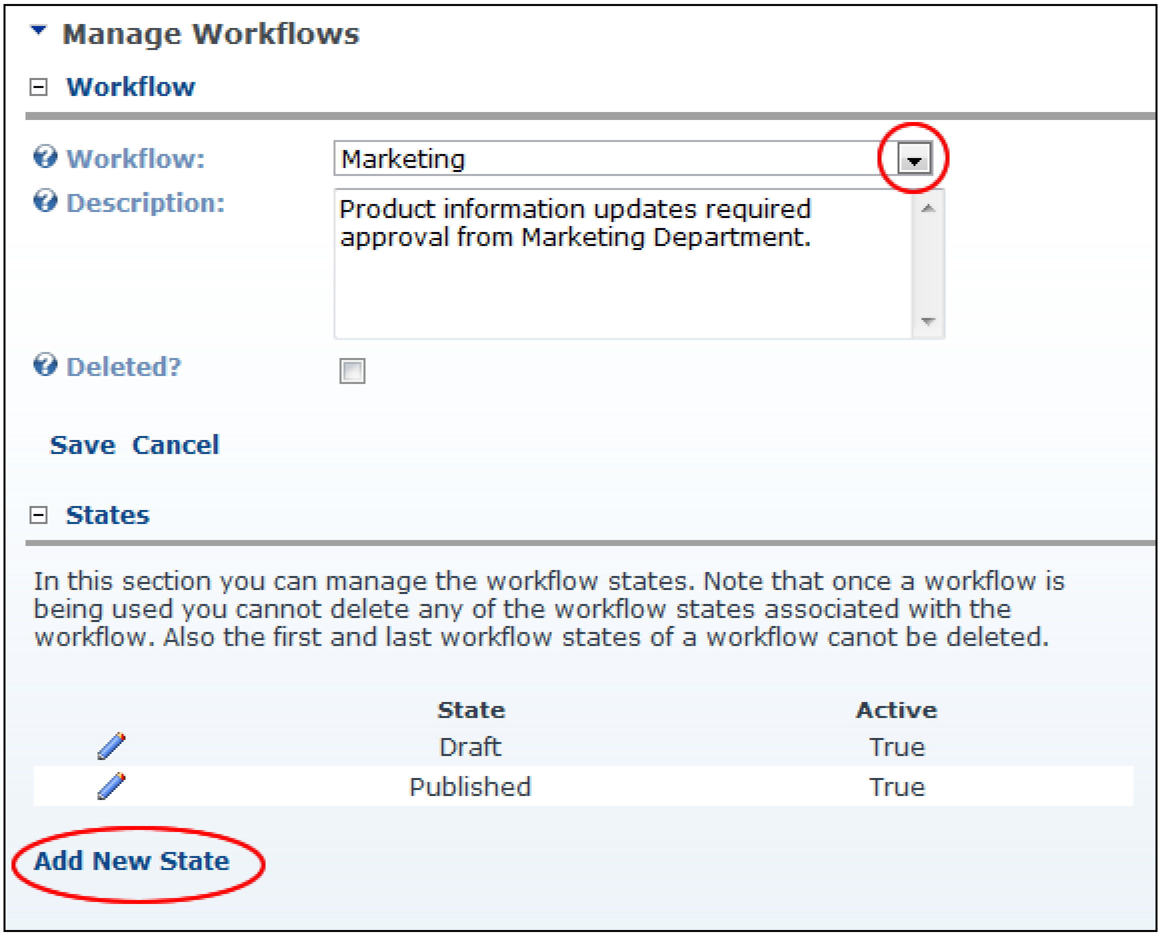


Next: See "Adding a Workflow State" to add one or more new states to this workflow.

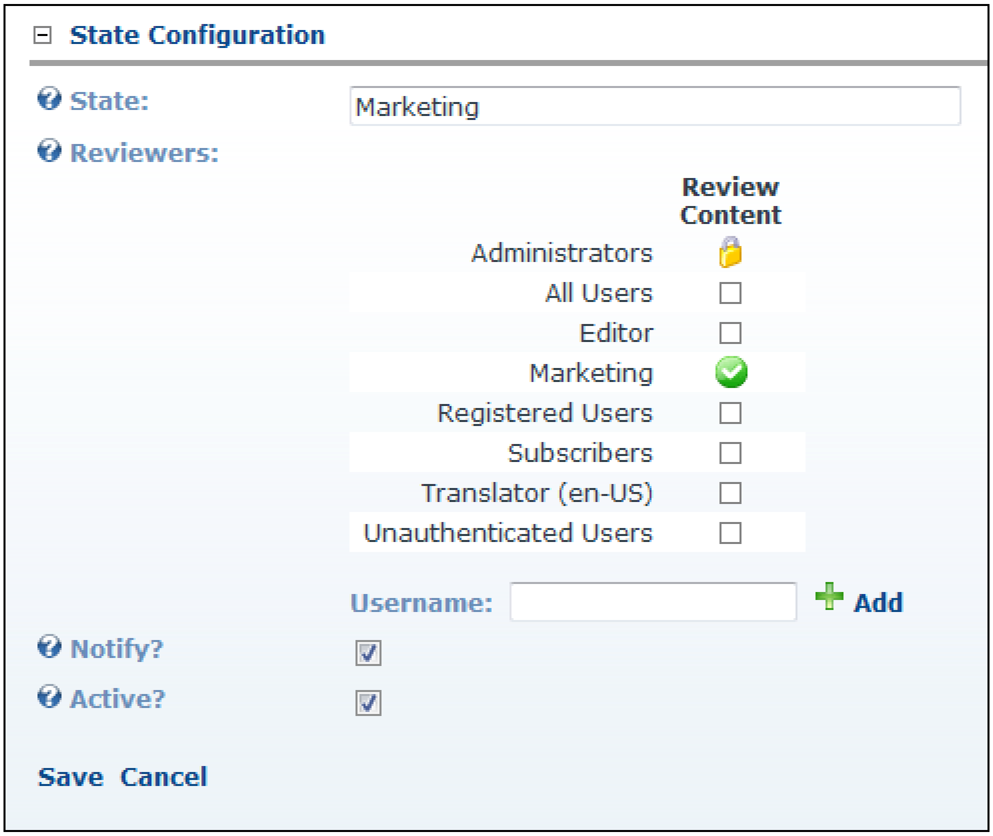
Adding a Workflow State

How to add a new state to a workflow for a HTML Pro module.

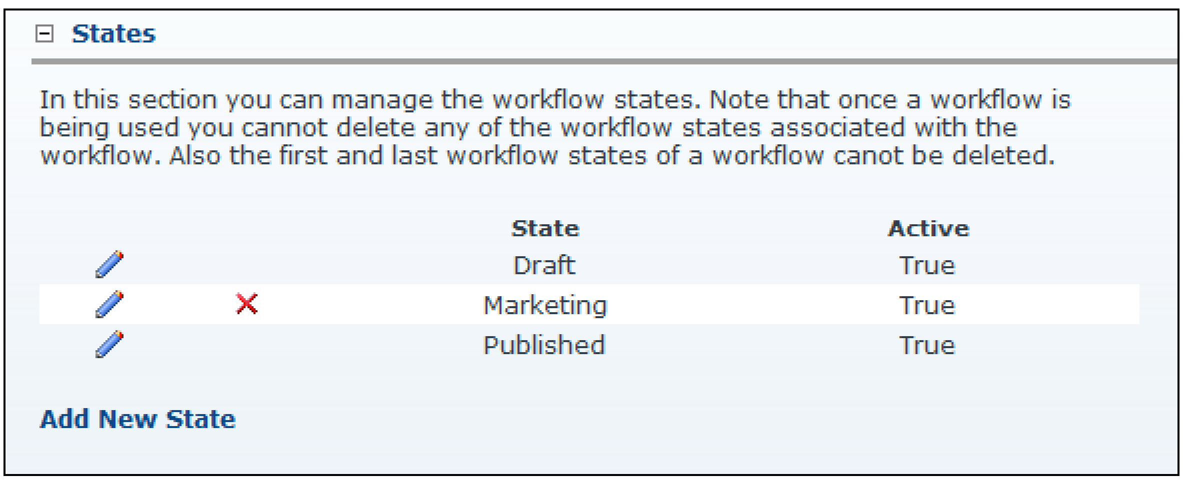
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **HTML Module Settings** section.
3. Click the Manage Workflows link. This opens the Manage Workflows page.
4. Go to the **Workflow** section.
5. At **Workflow**, select the required workflow from the workflow drop-down box.
6. Go to the **States** section.
7. Click the Add New State link. This displays the State Configuration section.



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.

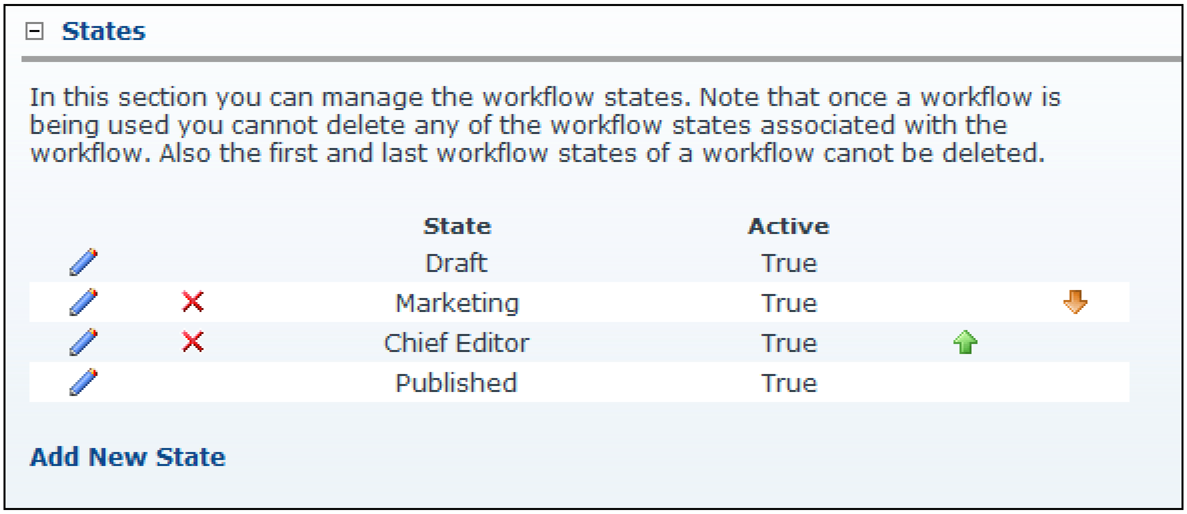


13. Click the Save link. The newly created workflow state is now listed in the States section.



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.



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.

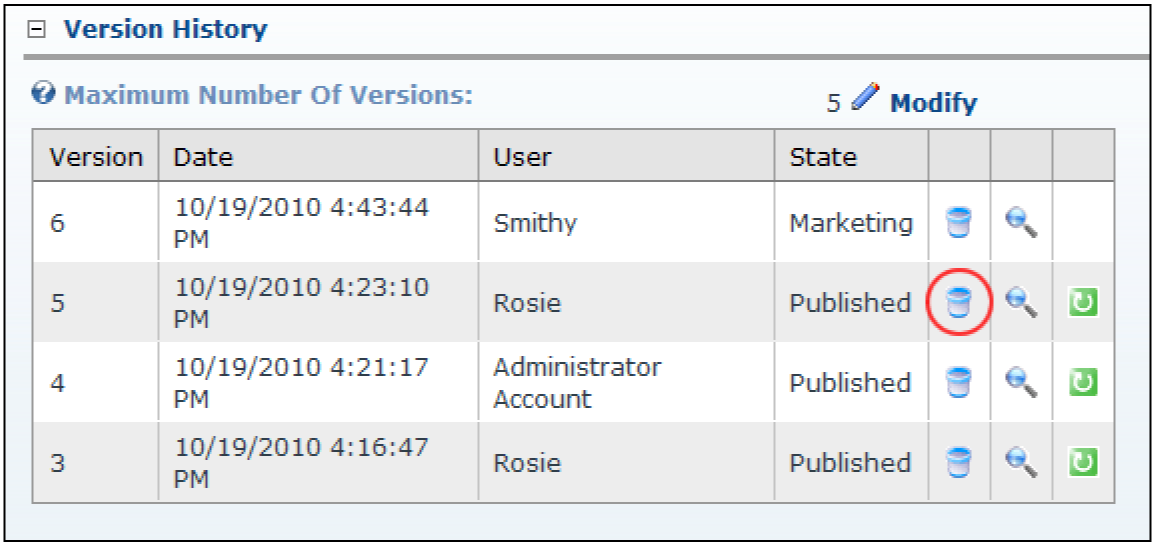
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **HTML Module Settings** section.
3. Click the Manage Workflows link. This opens the Manage Workflows page.
4. Go to the **Workflow** section.
5. At **Workflow**, select the required workflow from the 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.

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]."



6. Click the **OK** button to confirm.
7. Click the Cancel link to return to the module.

Settings

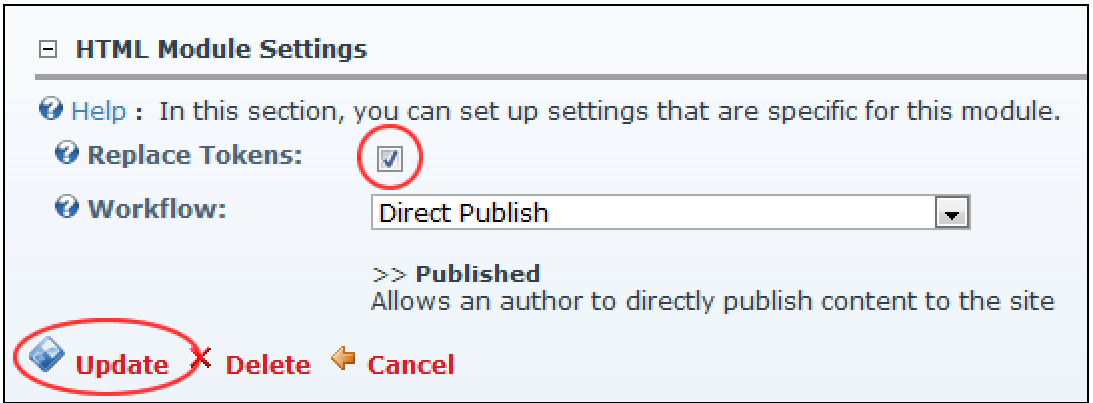
Enabling/Disabling Token Replacement

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.



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.

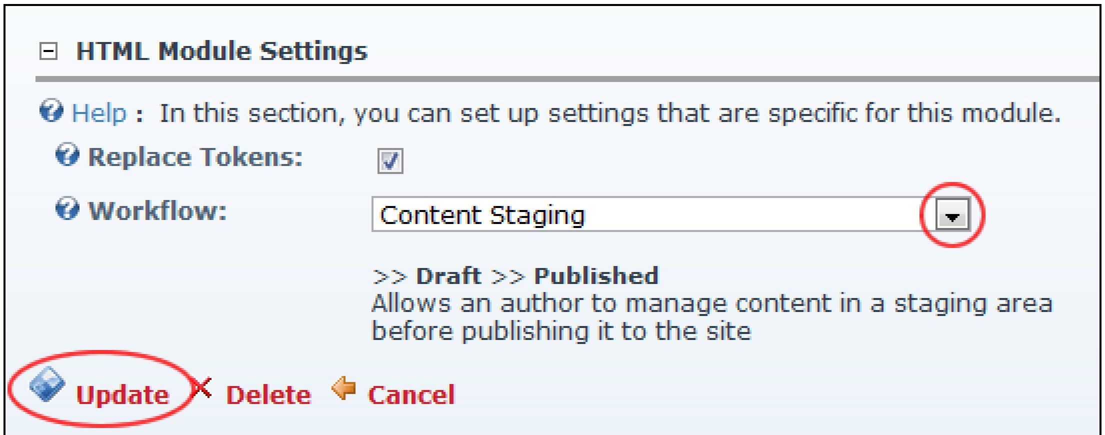
Tip: Whether it is for an individual module or you wish to set the default for the site an HTML Pro module must first be added to some page on your site.

---

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 the 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.



Setting the Workflow for all HTML Pro Modules on this Site

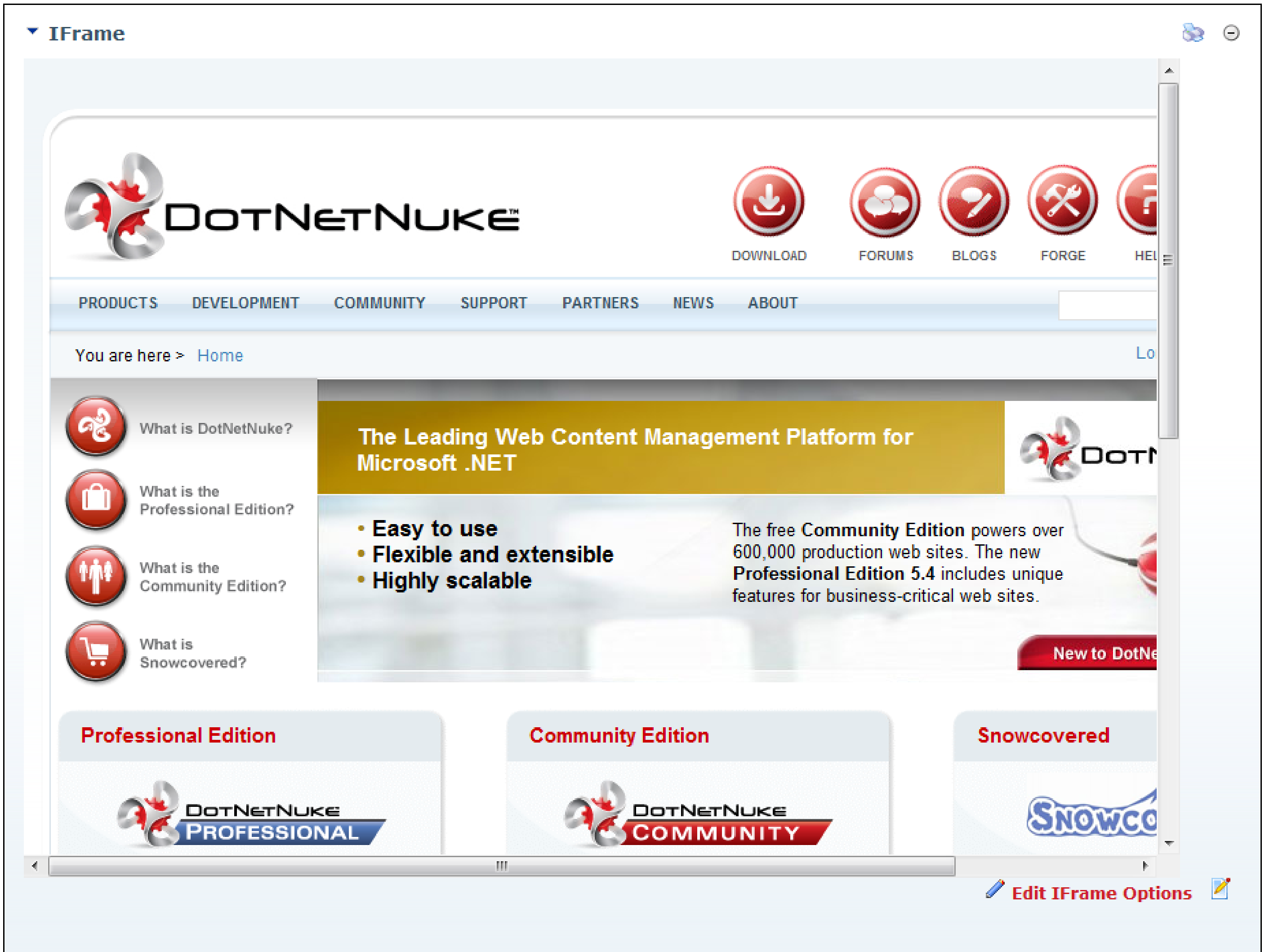
IFrame

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://ww-w.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.

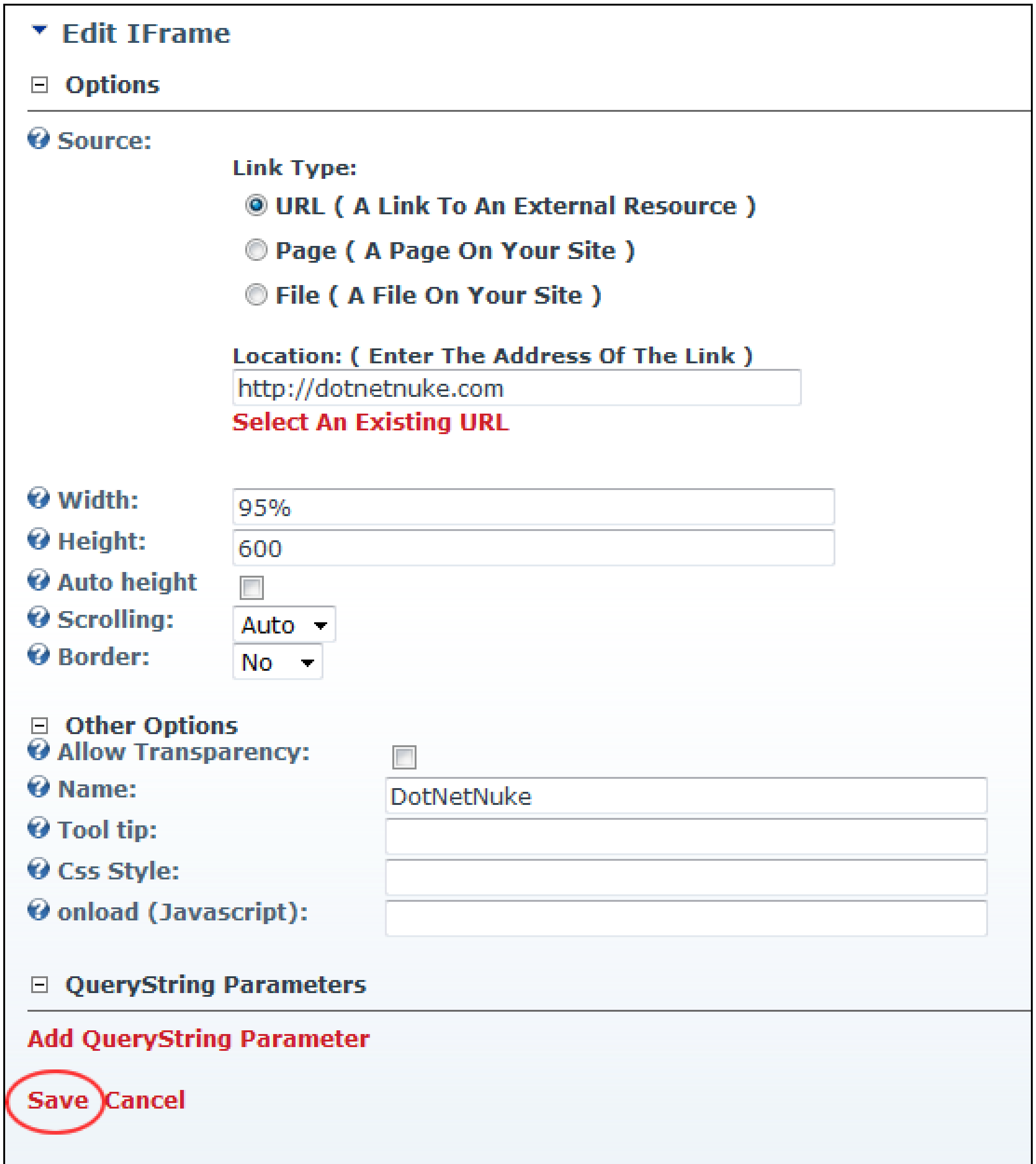
    d. At **Border**, select **No** to display the file without a border - OR - Select **Yes** to display a border around the IFramed con-tent.
6. **Optional. Maximize** the **Other Options** section to set any of the following fields:
    a. At **Allow Transparency**, check the check box to enable transparency 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).

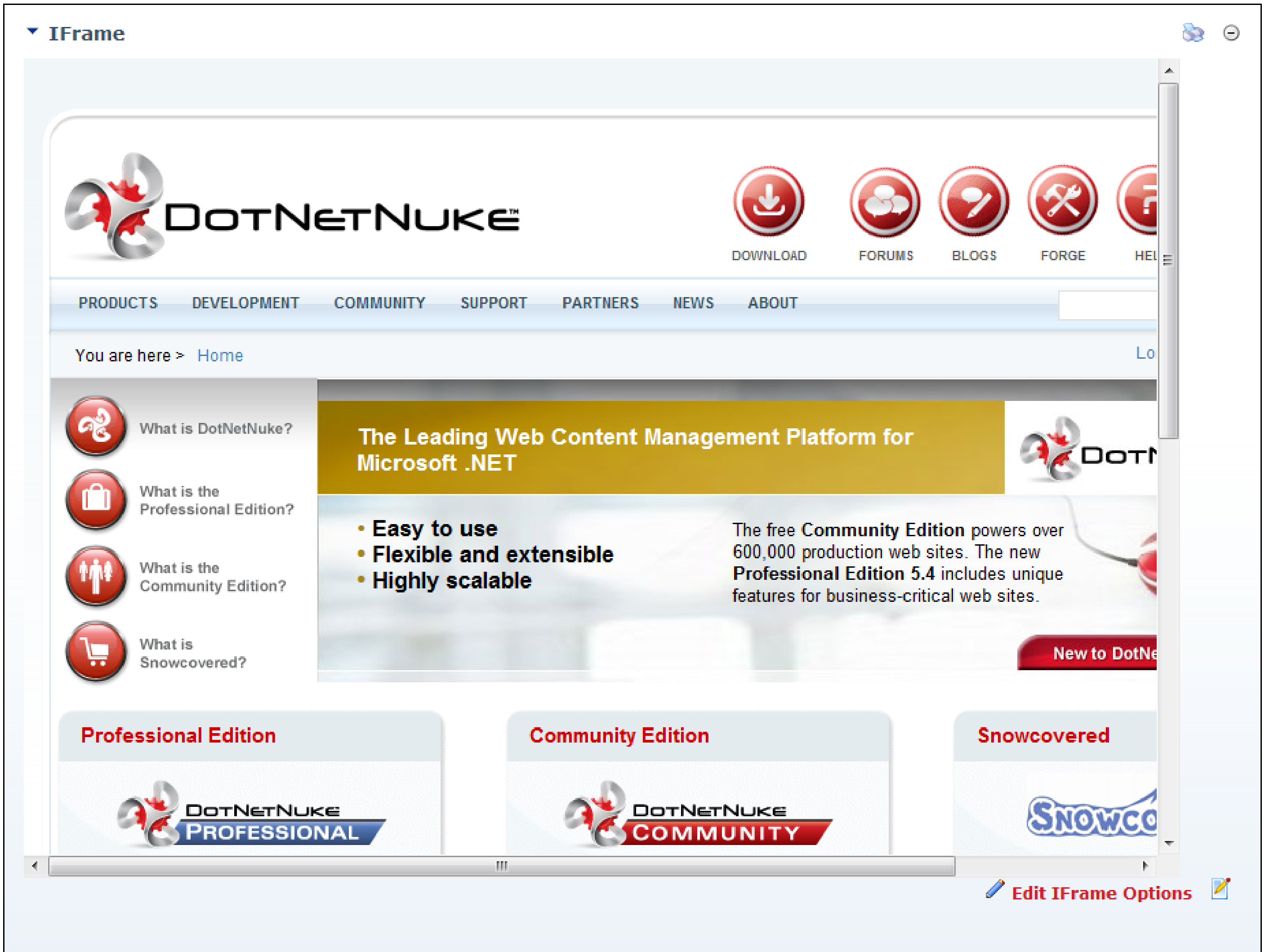
    c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.

    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.



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 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.

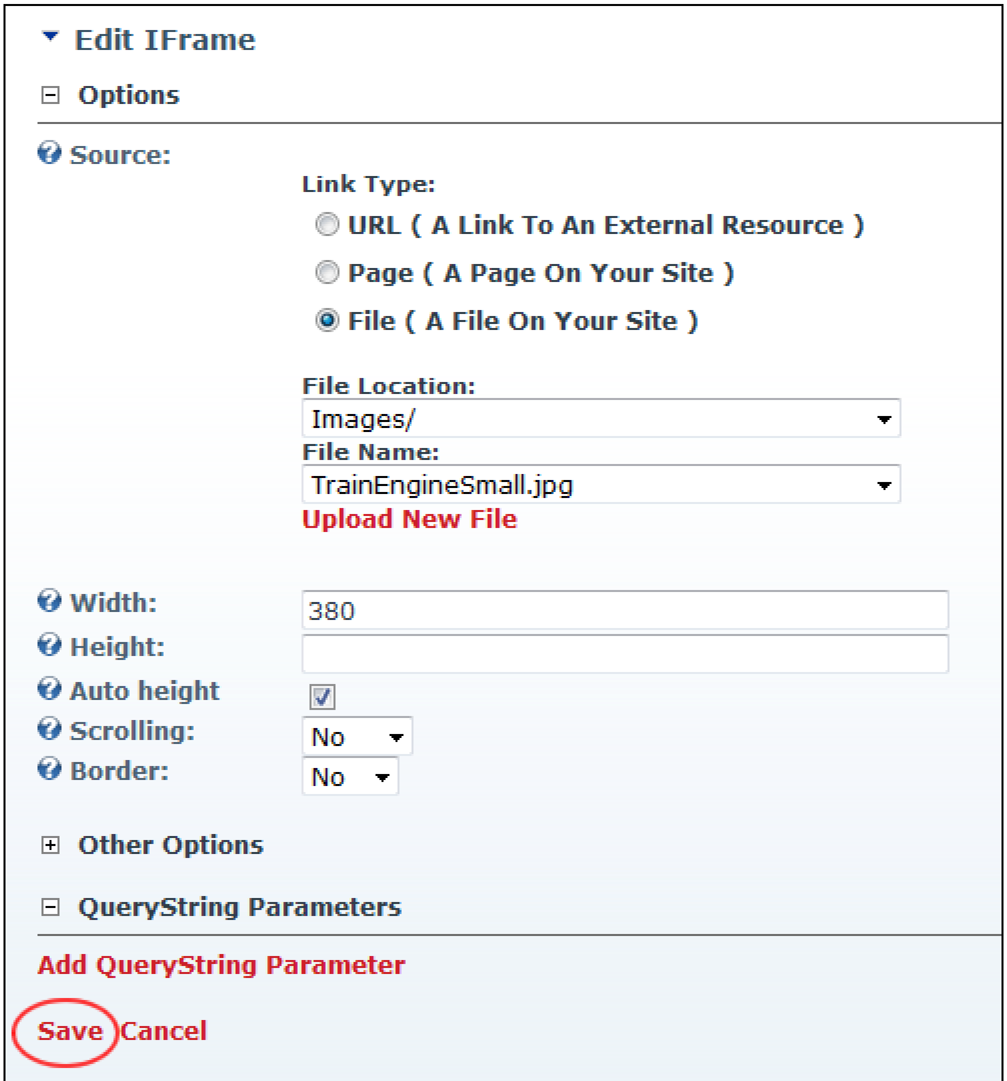
b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrames (to use in scripts or as targets for links/IFrames).

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.



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.

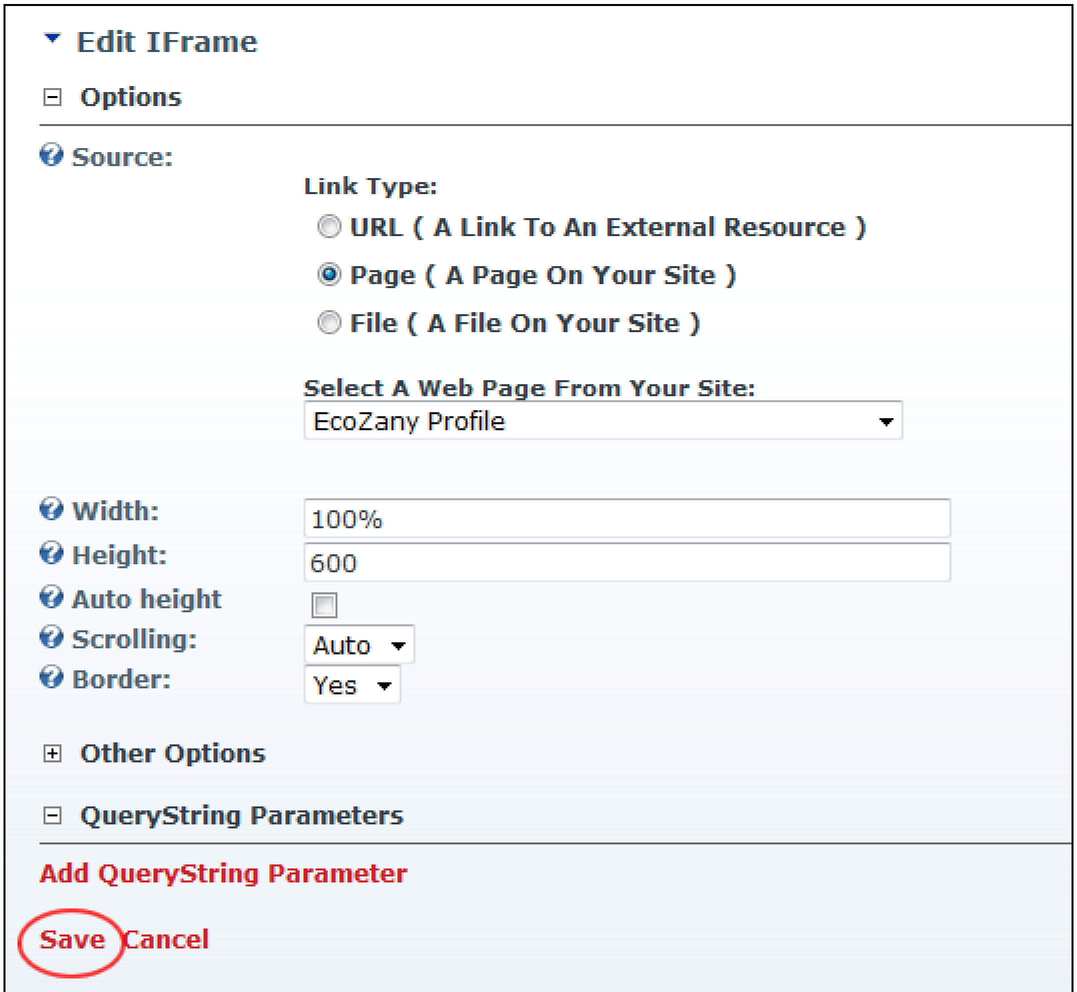
b. In the **Name** text box, enter a name for this IFrame content. This name specifies a unique name of the IFrames (to use in scripts or as targets for links/IFrames).

c. In the **Tool Tip** text box, enter the tool tip to be displayed when the user hovers their mouse over the IFrame.

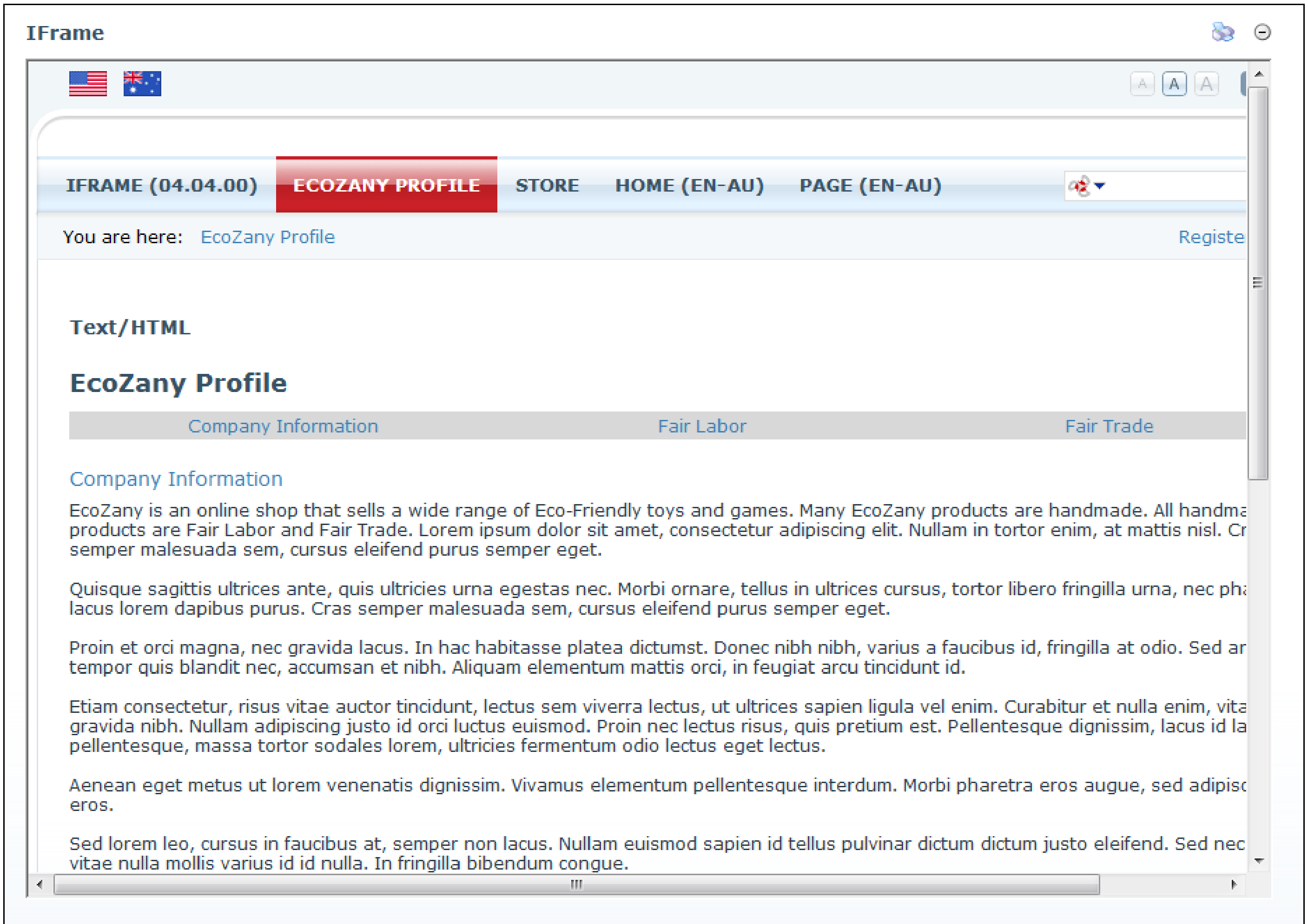
d. In the **Css Style** text box, enter a Css style to be used.

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.



Displaying a Site Page in an IFrame

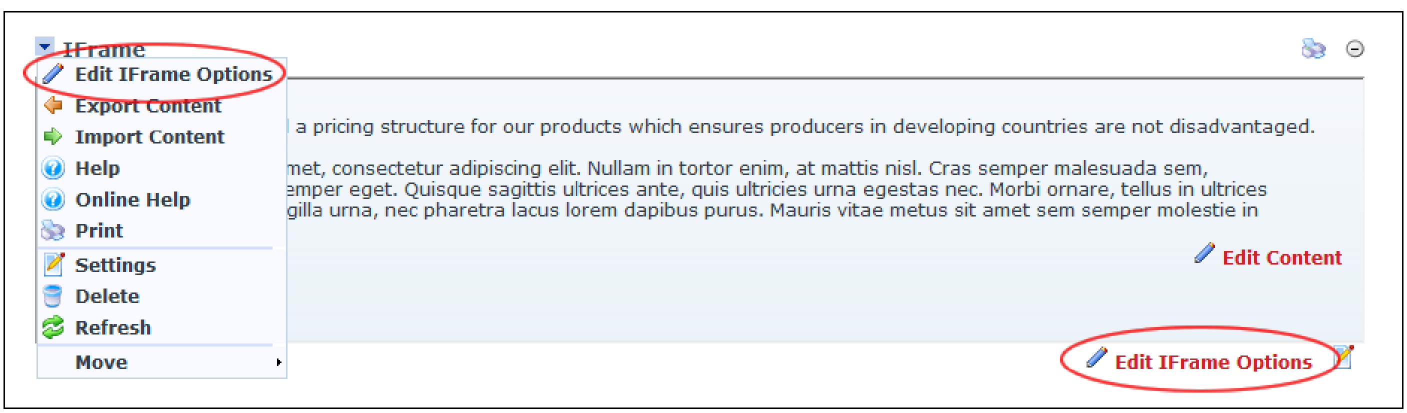


Displaying a Site Page in an IFrame

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.



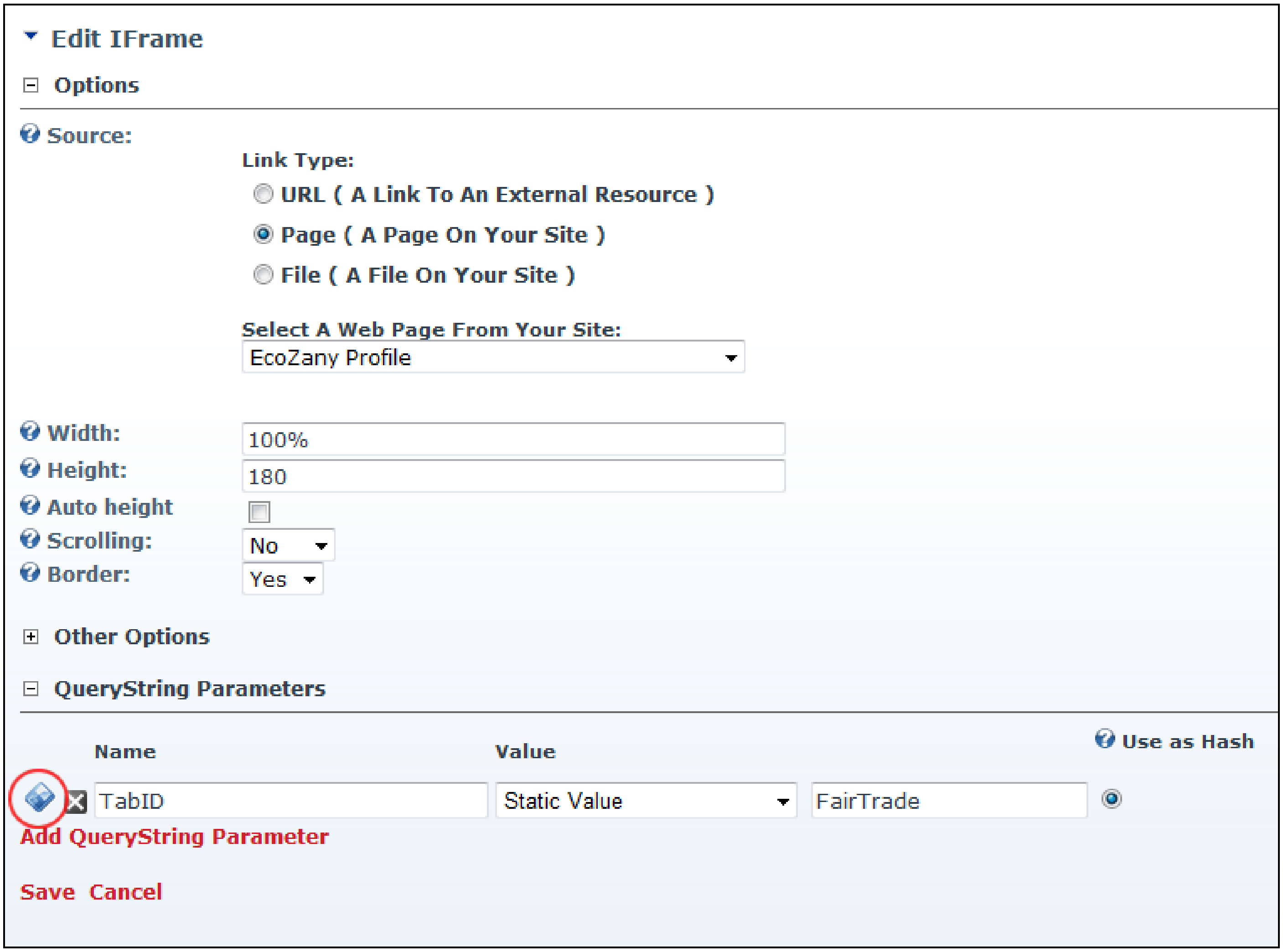
2. Edit one or more settings as required.
3. Click the Save link.

Adding QueryString Parameters

How to add QueryString Parameters to the IFrame module.

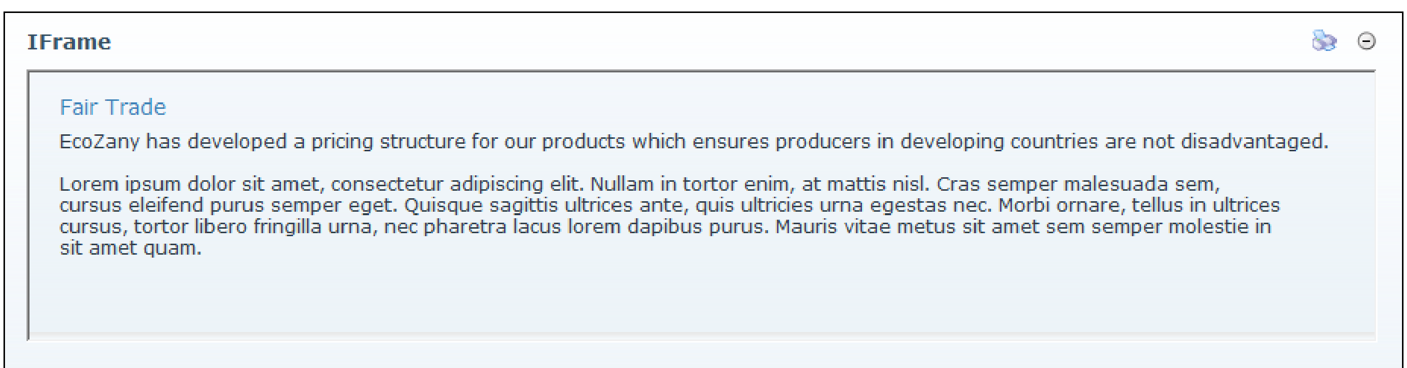
Note: QueryString parameters are useful for passing information from your DNN site to the source web site displayed in the IFrame. For example: Let's say the web site displayed in the IFrame needs to know the first name of your user so it can display their first name. In the page you could pass the first 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.



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.

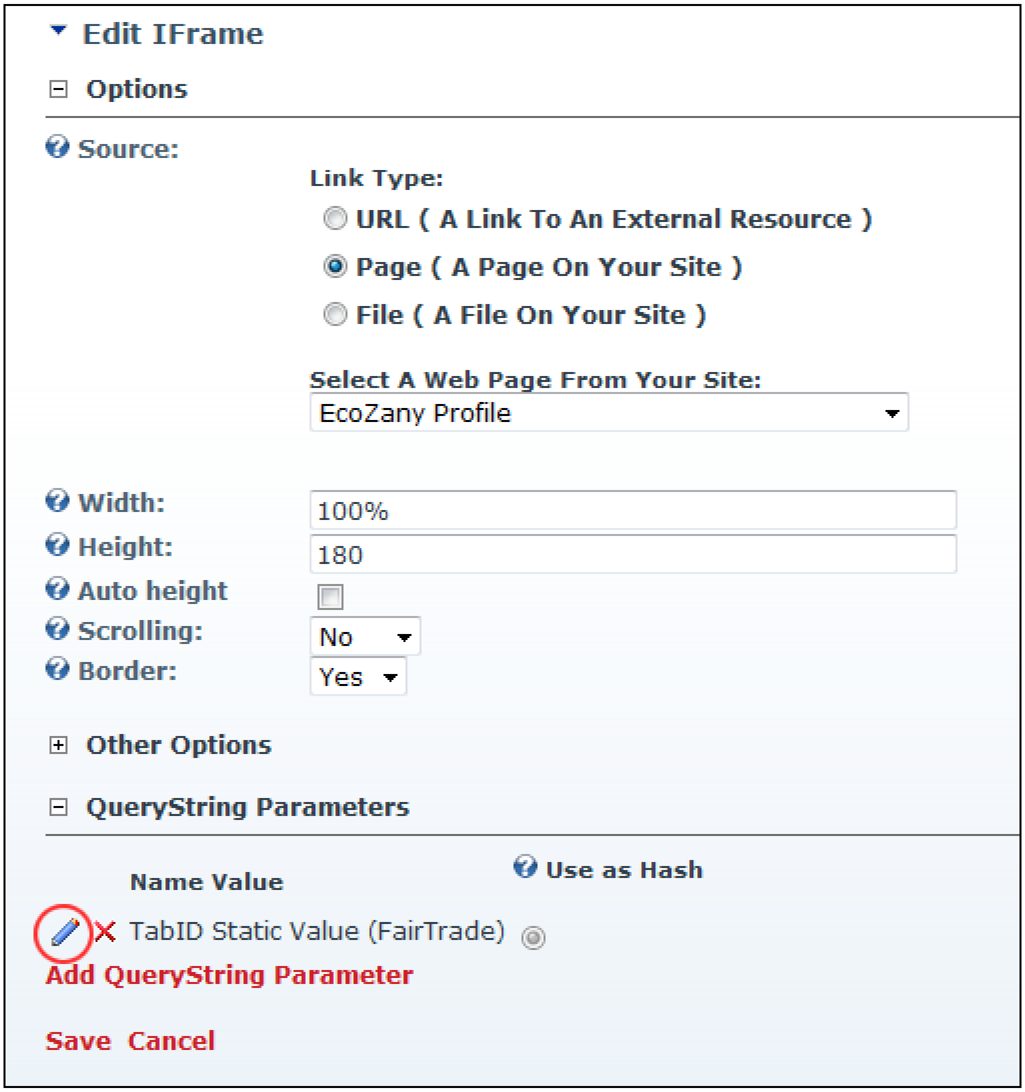


The Framed Content

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.

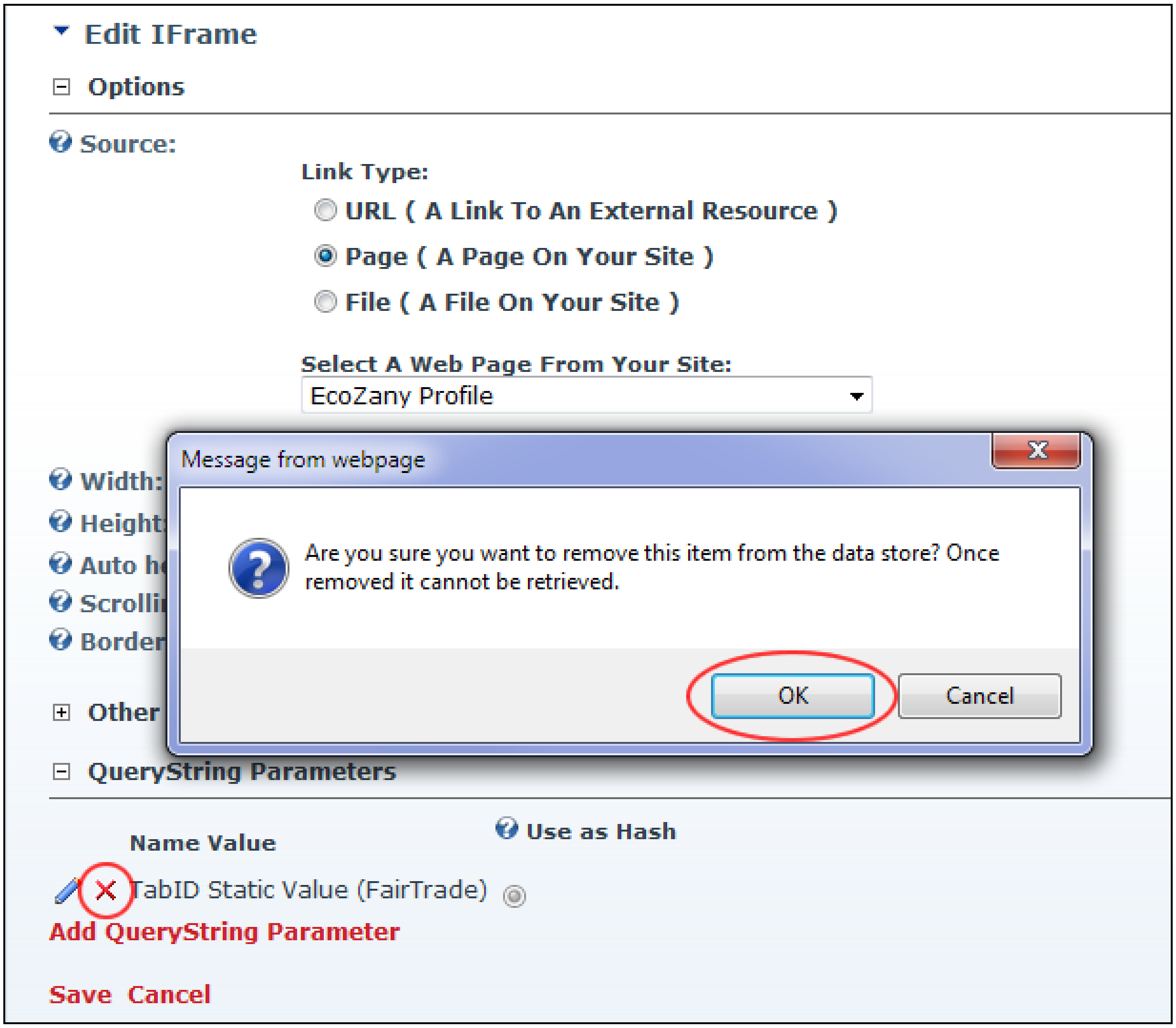


4. Edit the Name and/or Value fields. See "Adding QueryString Parameters"
5. Click the **Save** button.
6. Repeat Steps 3-5 to edit additional QueryStrings
7. Click the Save link.

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.



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

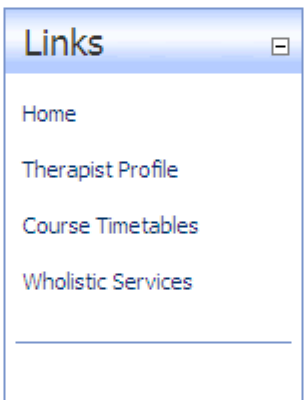
The Links module displays a list of links to a page, file or user on your portal; or to an external URL. Links appear in numerical-alphabetical order by default, or can be reordered.

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

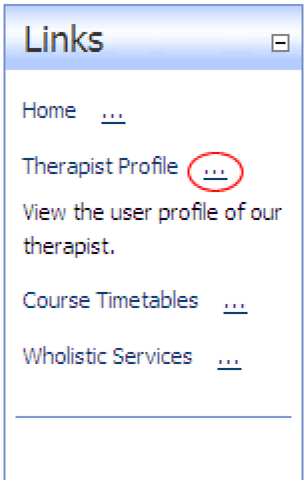
- **Project Home**: http://www.dotnetnuke.com/Products/Development/Forge/ModuleLinks/tabid/857/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Community/Forums/tabid/795/forumid/45/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnlinks.codeplex.com/workitem/list/basic

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.

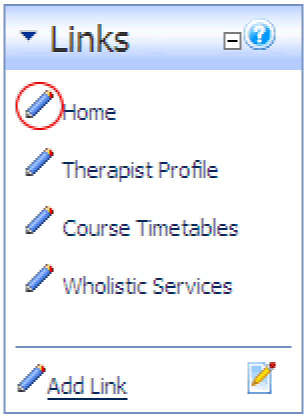
Adding a Link

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.

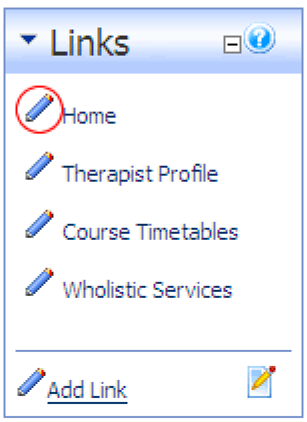


2. Edit the required fields.
3. Click the Update link.

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.

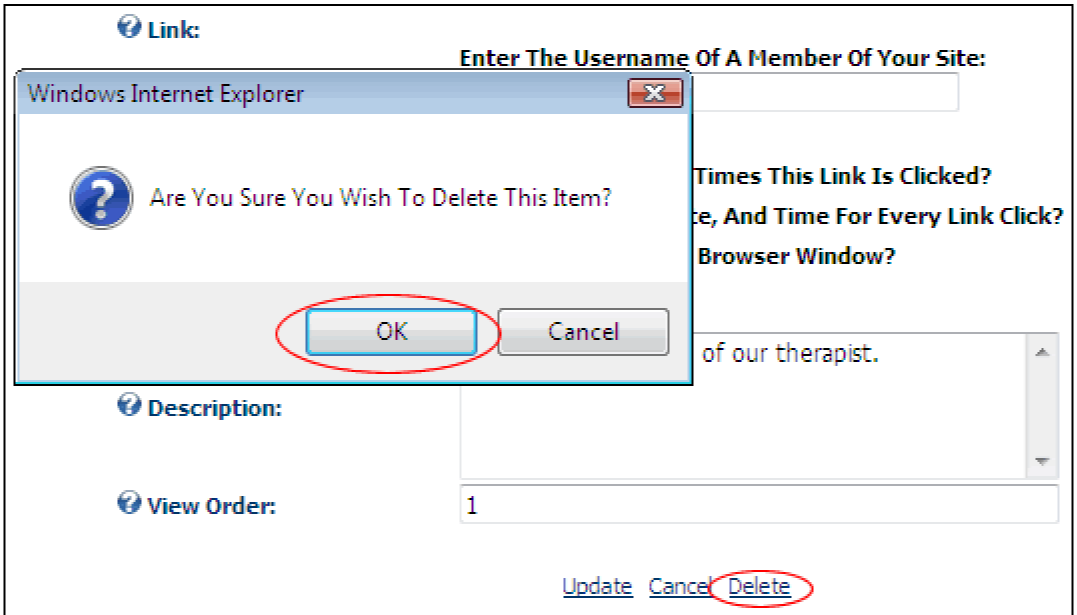


3. Edit the required fields.
4. Click the Update link.

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.

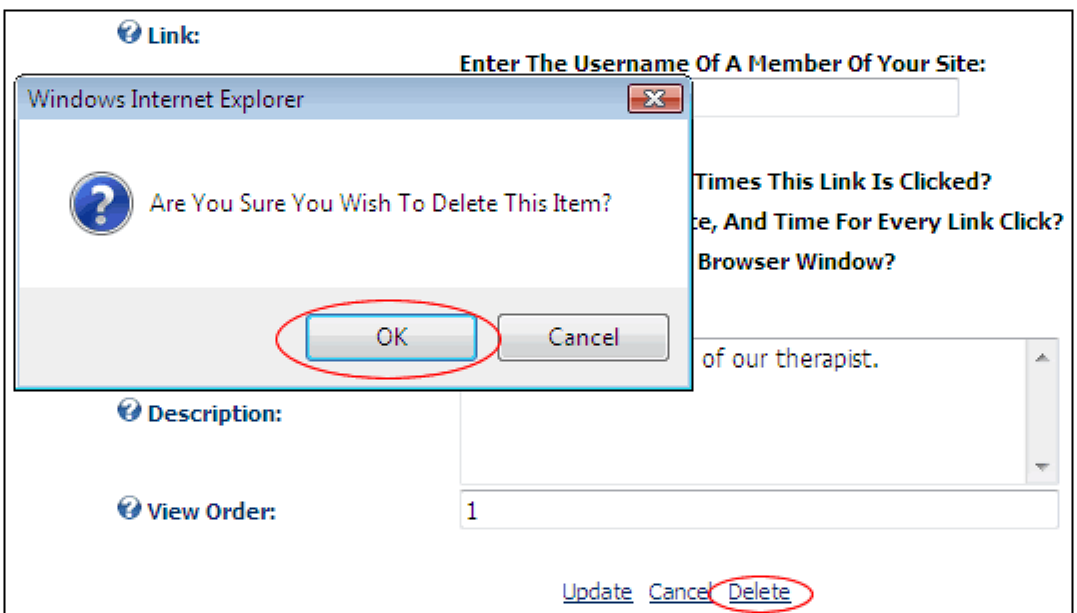


Deleting a Link

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.



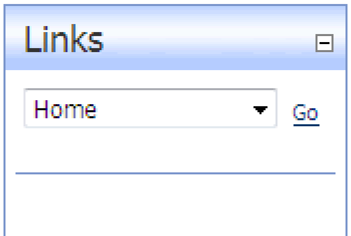
Deleting a Link

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.

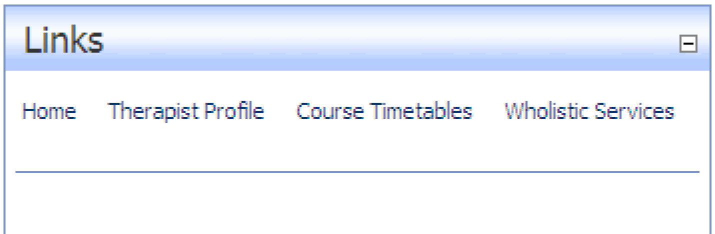
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Link Settings** tab.
3. At **Control Type**, select **List**.
4. At **List Display Format**, select **Vertical**.
5. At **Display Info Link**, select either **Yes** or **No**.
6. Click the Update 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.

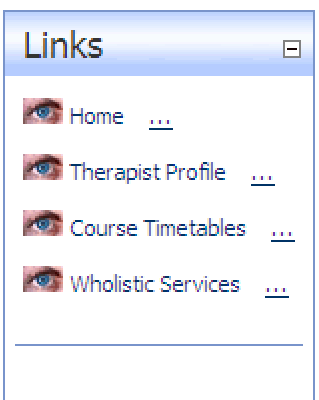


Links Displayed Horizontally

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.



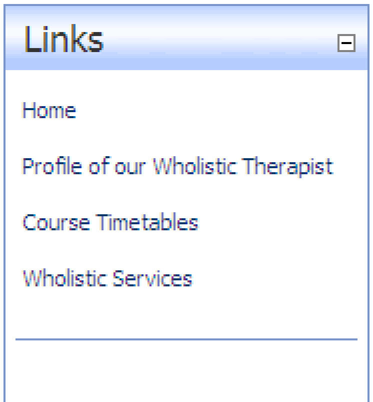
Info Link and Icons Displayed

Setting Wrapping or No Wrapping for Links

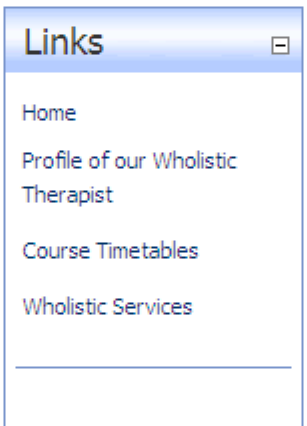
How to set links to allow or disallow wrapping on the Links module. When wrapping is selected the link title is allowed to display on more than one line. When no wrapping is set, the link title will only display on one line and may expand the width of the module to do so.

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

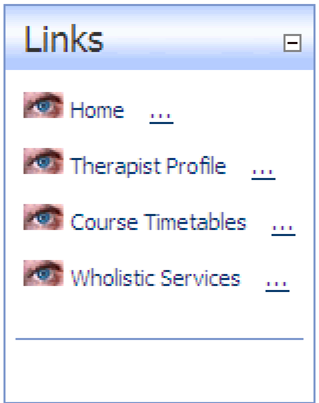


Links set with Wrapping

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.

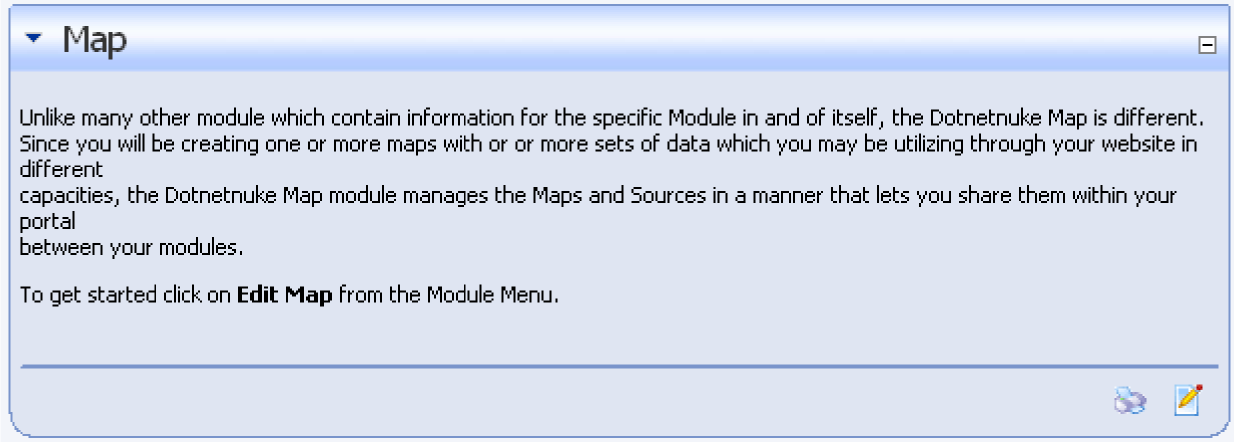
Project Links

- **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

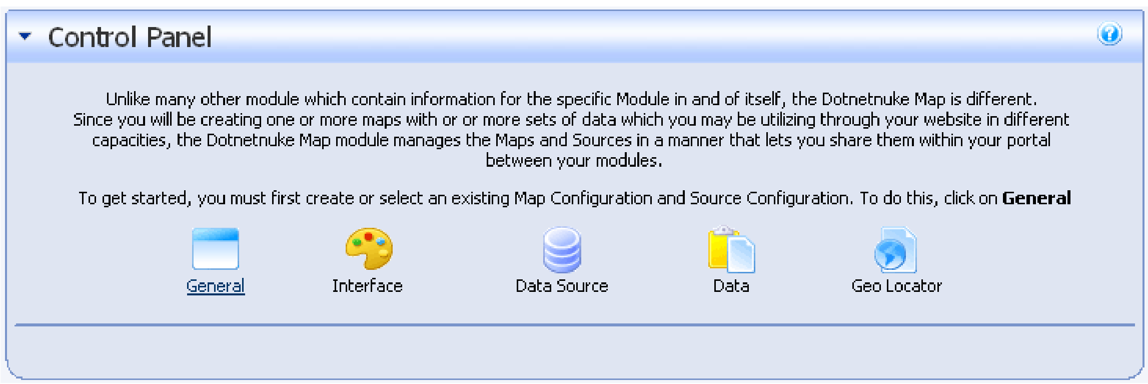
Module Editors

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:

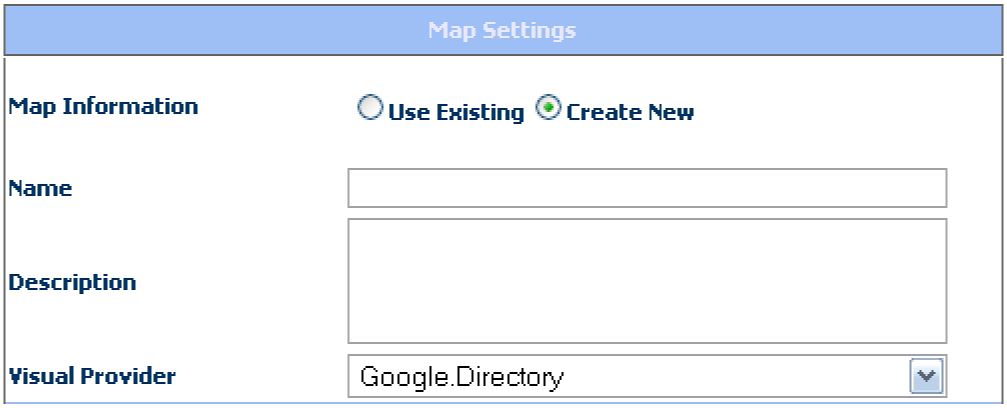


- **General** – the interface used to provide a selection of your interface, source and geo locator providers. These also act as the base point for sharing of your map data and map interfaces between map modules.
- **Interface** – the interface provider provides the interface options and administration 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.

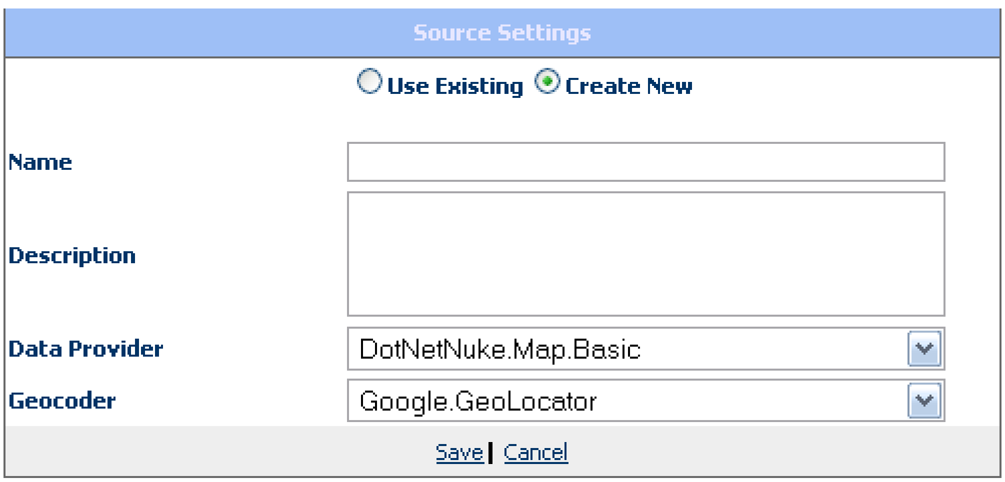
To get started, first pick a Map Configuration. This identifies the basic name and description of your Map interface, not your specific data. Let's say throughout your site you will have many maps which will have the same consistent look and feel, but with different sources of data. The Map Configuration refers to the look and feel of the map.



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.



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

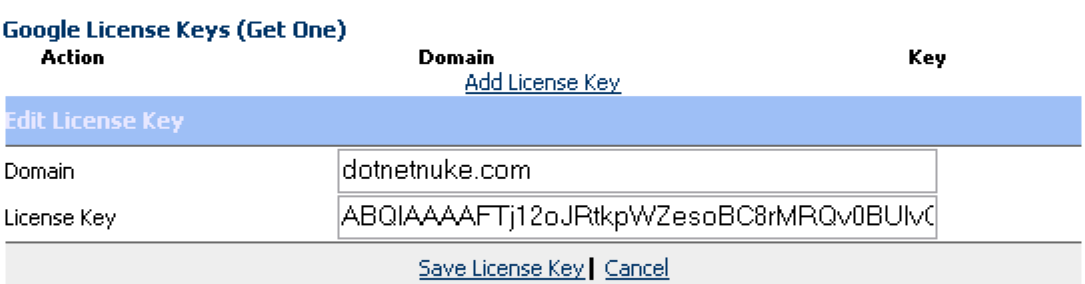
The Standard behavior of the Map is provided to simply load all the points provided within your database. This is the preferred method when dealing within smaller sets of points (in the order of a hundred or so). When you have more records than this, you will undoubtedly require use of the more advanced 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:



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.

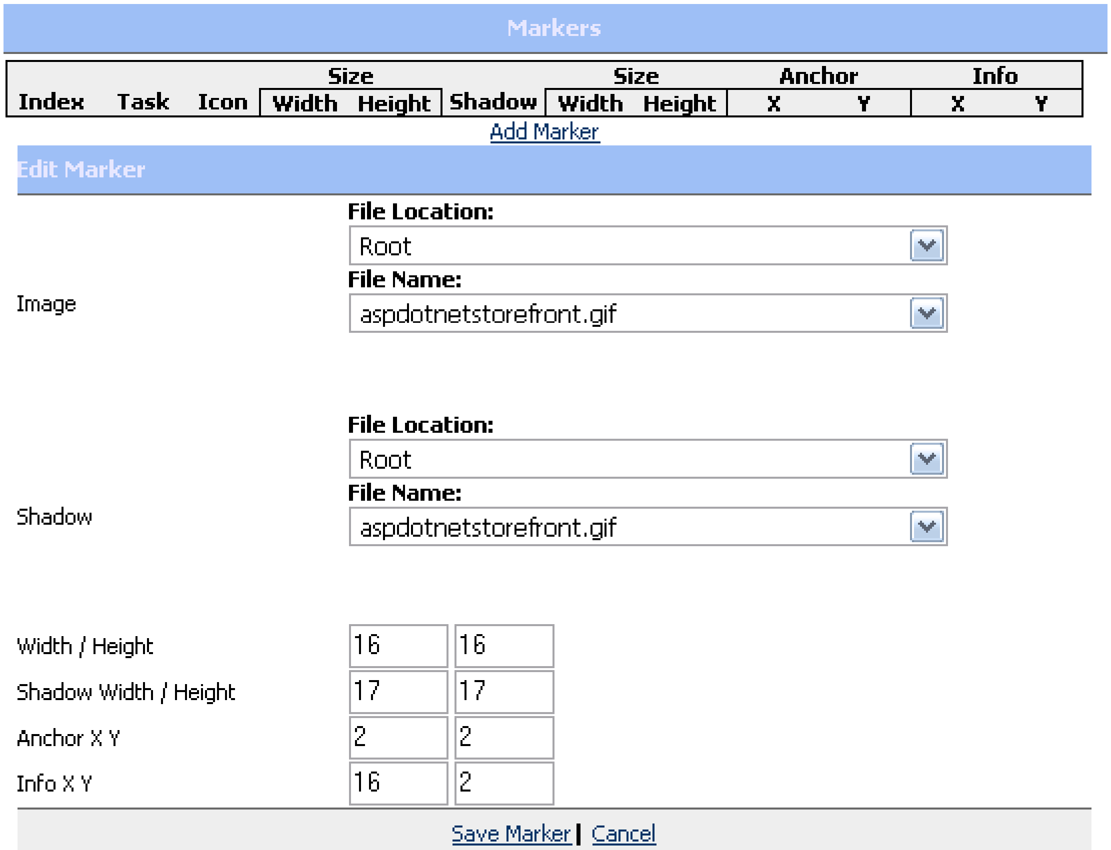
Setup of the Markers

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.

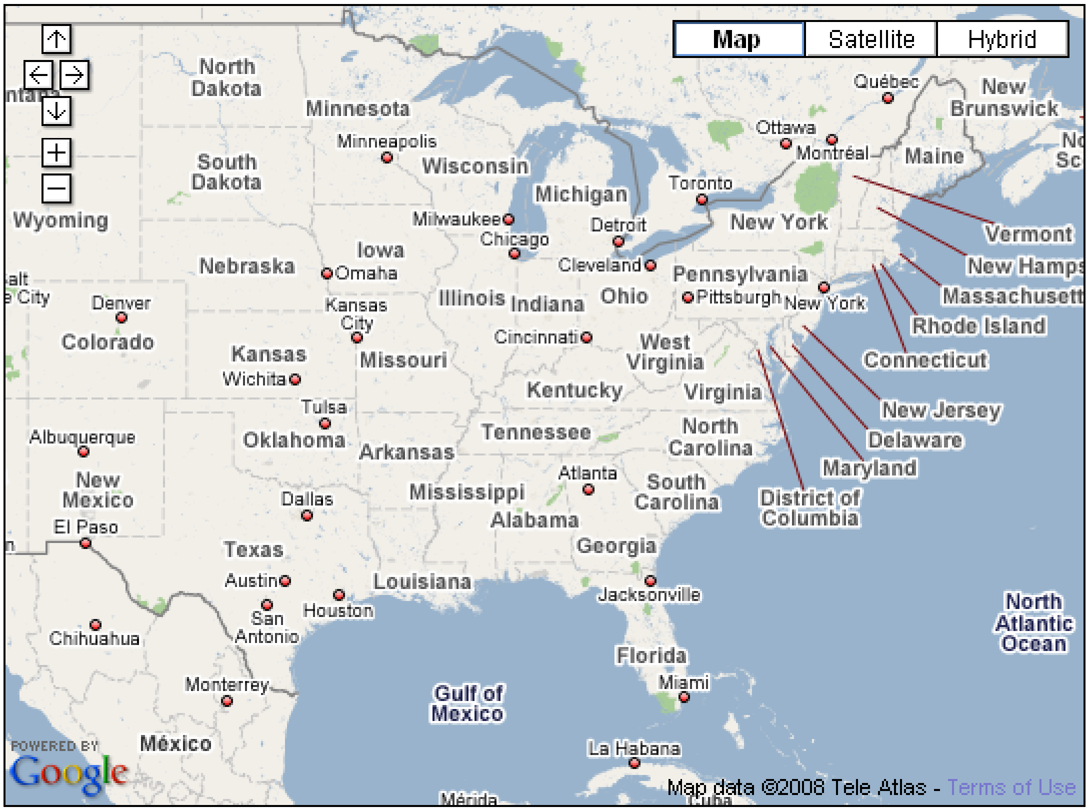


7. Click the Save Marker link to save the marker settings.

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

Navigation Control Small

Overview Control Visible

- **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.

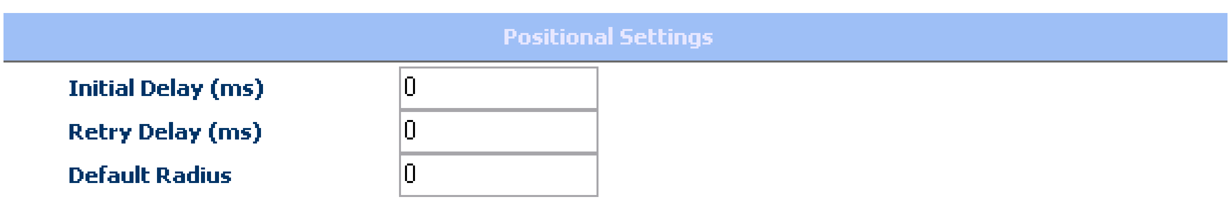
- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)**- identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. 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.



- **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 form 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]>

<img src="[ICON]" align=right valign=middle>

[DESCRIPTION]

[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.

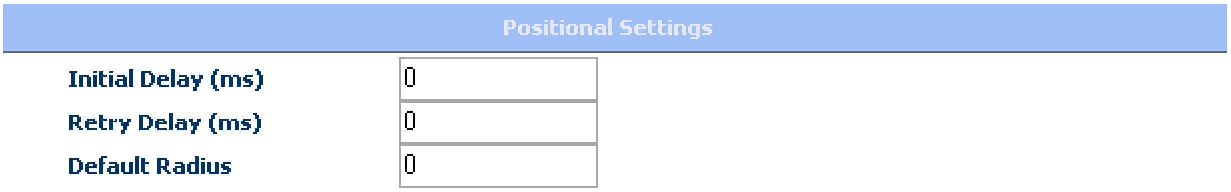
Configuring the Positional Settings

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.



- **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.

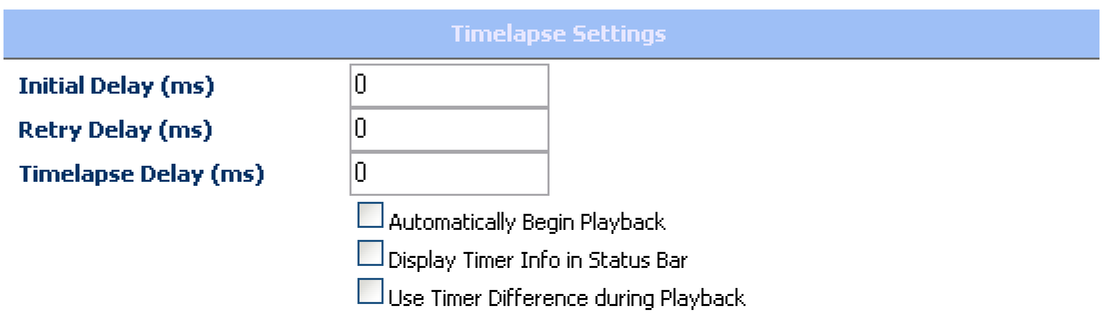
Configuring the Time Lapse Settings

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.

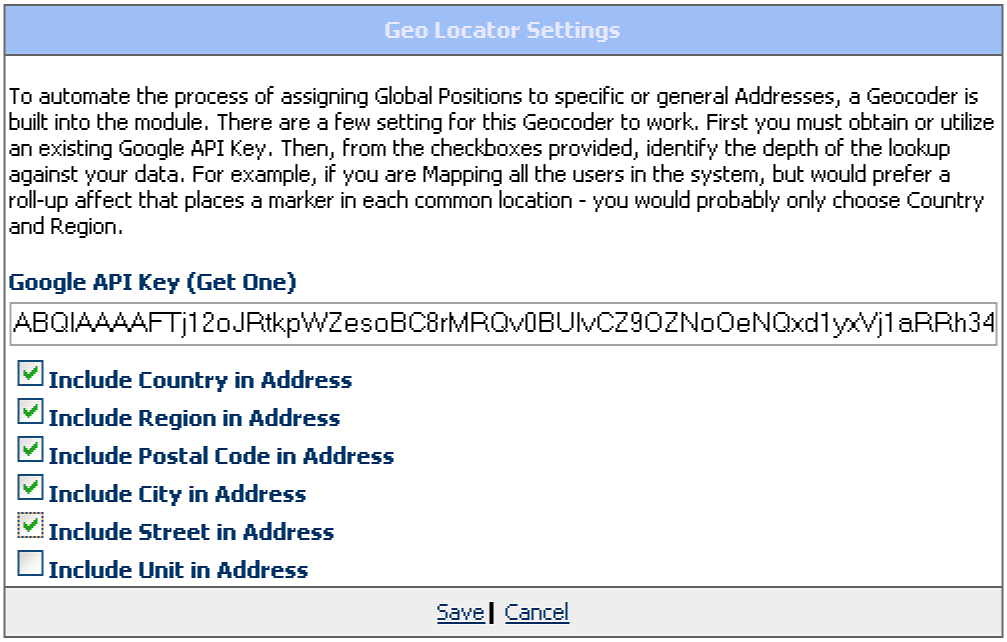


- **Initial Delay (ms)** – identifies to the Google API that it should hesitate a brief number of milliseconds before attempting to begin requesting for point information.
- **Retry Delay (ms)**- identifies to the Google Map lookup that it will retry the Initial connection on a specific loop amount. 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.



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.

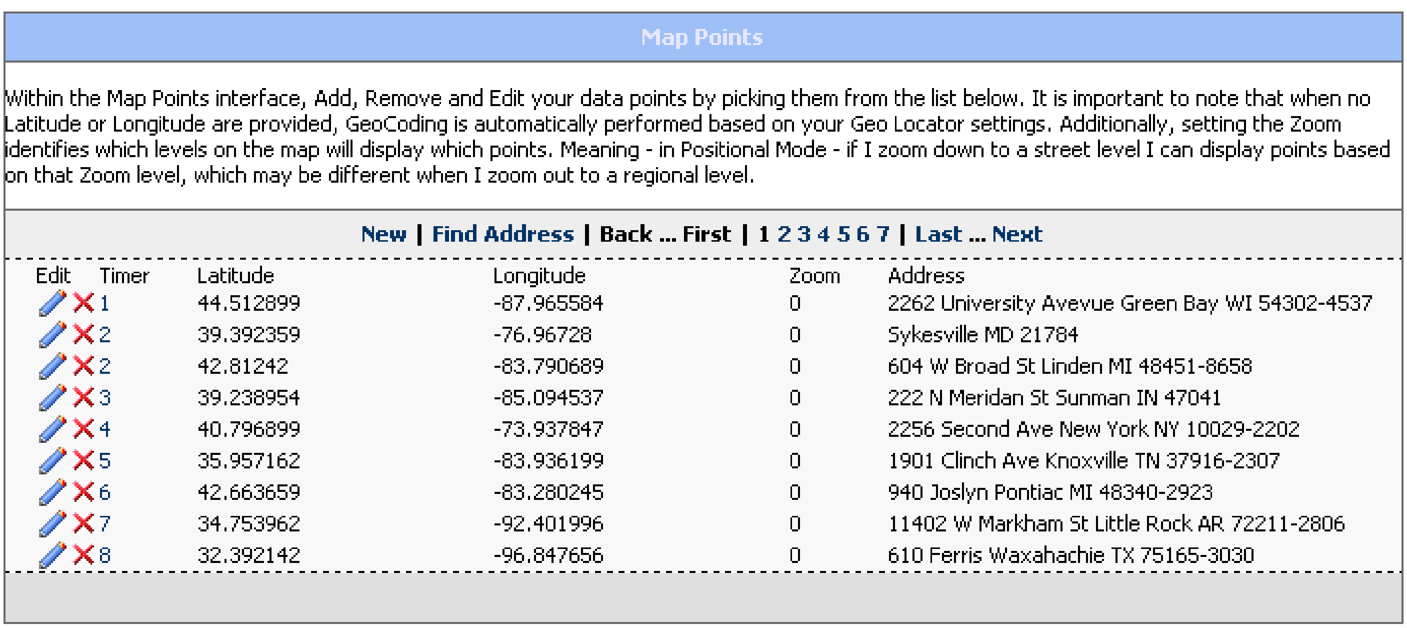
- **Execute Geo Coding** – Click this link to force addresses to geo locate which have not yet attempt geo locating.
- **Delete All Points** – Click this link to reset and clear the points used for this map source.

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.



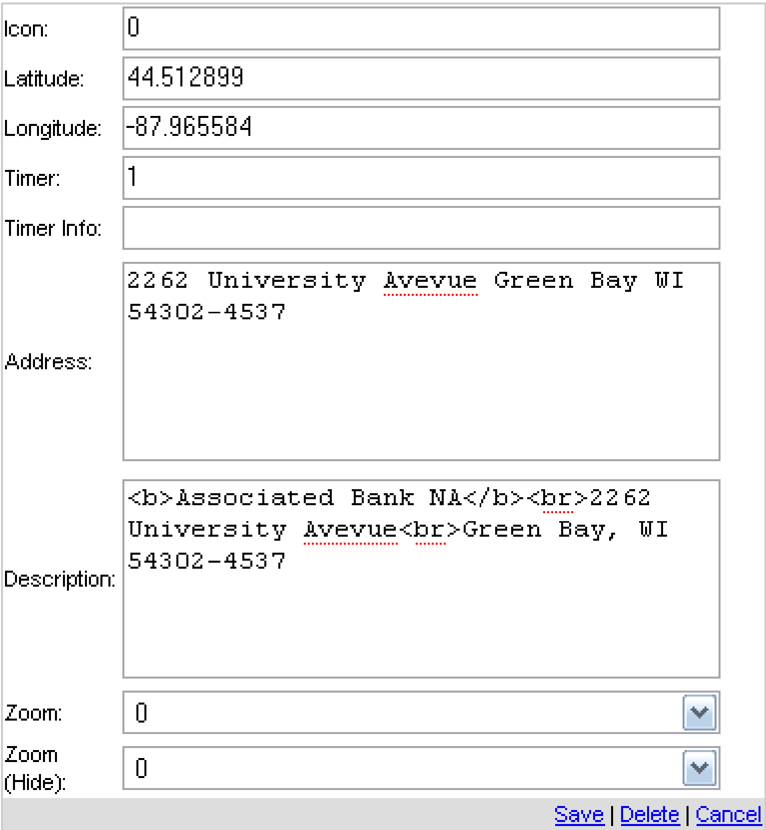
Map Points

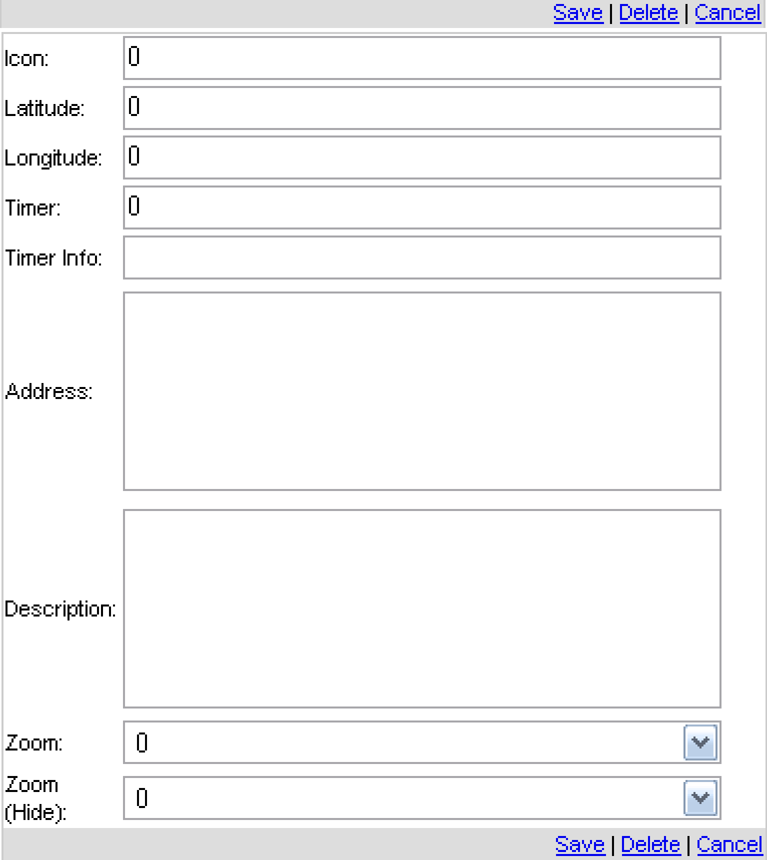
Within the Map Points interface, Add, Remove and Edit your data points by picking them from the list below. It is important to note that when no Latitude or Longitude are provided, GeoCoding is automatically performed based on your Geo Locator settings. Additionally, setting the Zoom identifies which 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.

New | Find Address | Back ... First | 1 2 3 4 5 6 7 | Last ... Next

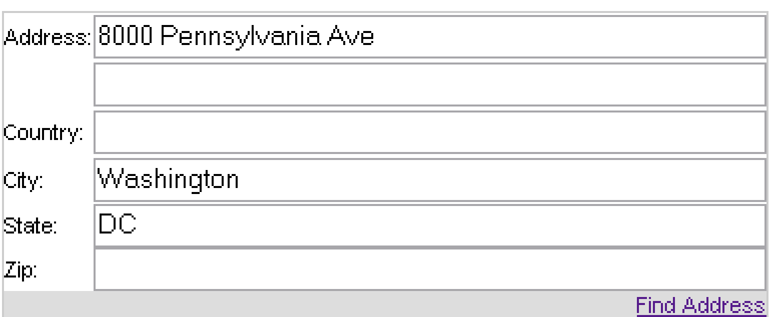
Edit	Timer	Latitude	Longitude	Zoom	Address
	1	44.512899	-87.965584	0	2262 University Avevue Green Bay WI 54302-4537
	2	39.392359	-76.96728	0	Sykesville MD 21784
	2	42.81242	-83.790689	0	604 W Broad St Linden MI 48451-8658
	3	39.238954	-85.094537	0	222 N Meridan St Sunman IN 47041
	4	40.796899	-73.937847	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** – 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 (o) 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.



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**: he 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 is 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('' + Location + '
',") +

isnull(Street + '
',") +

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

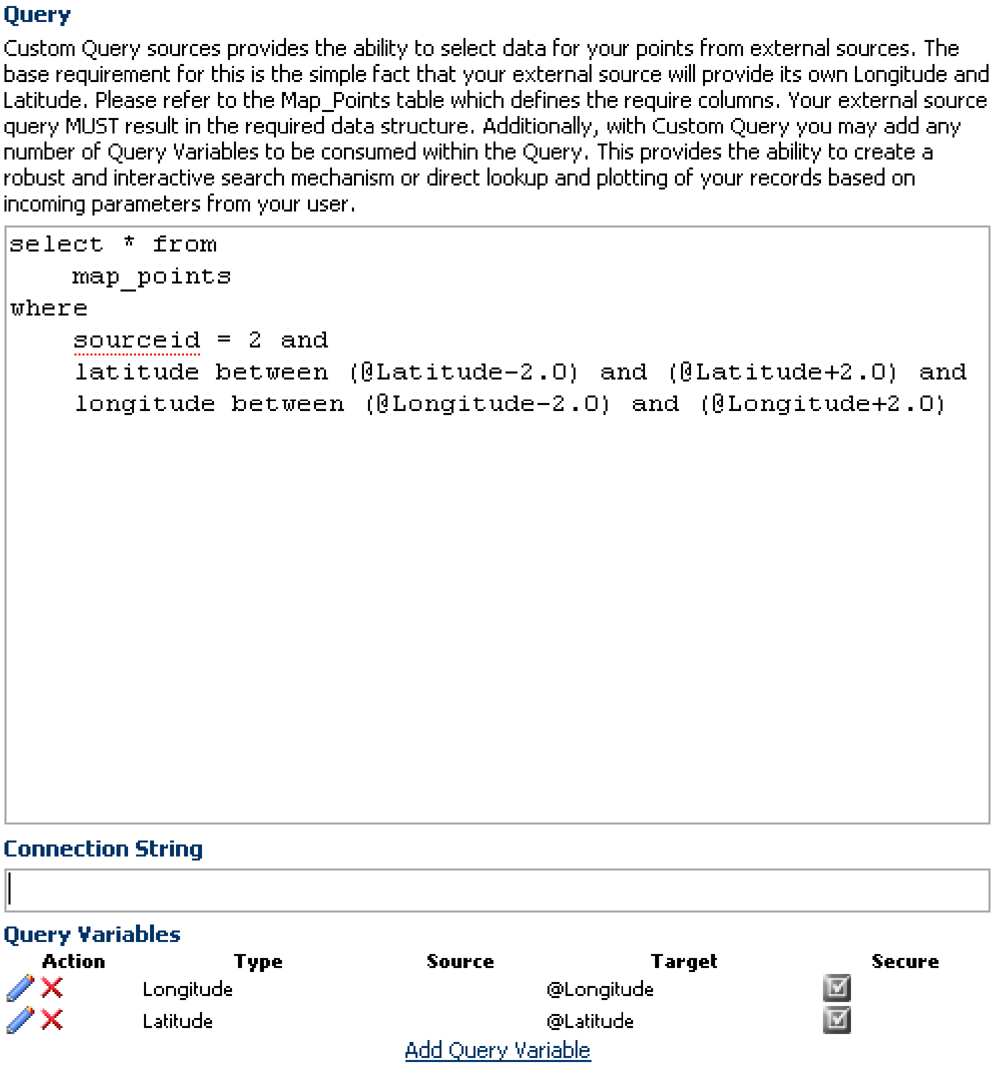
Custom Query sources provides the ability to select data for your points from external sources. The base requirement for this is the simple fact that your external source will provide its own Longitude and Latitude. Please refer to the Map_Points table which defines the require columns. Your external 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.

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 you data source is external, you may use any ODBC or OleDB connection string to connect to that external source.



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 f 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.

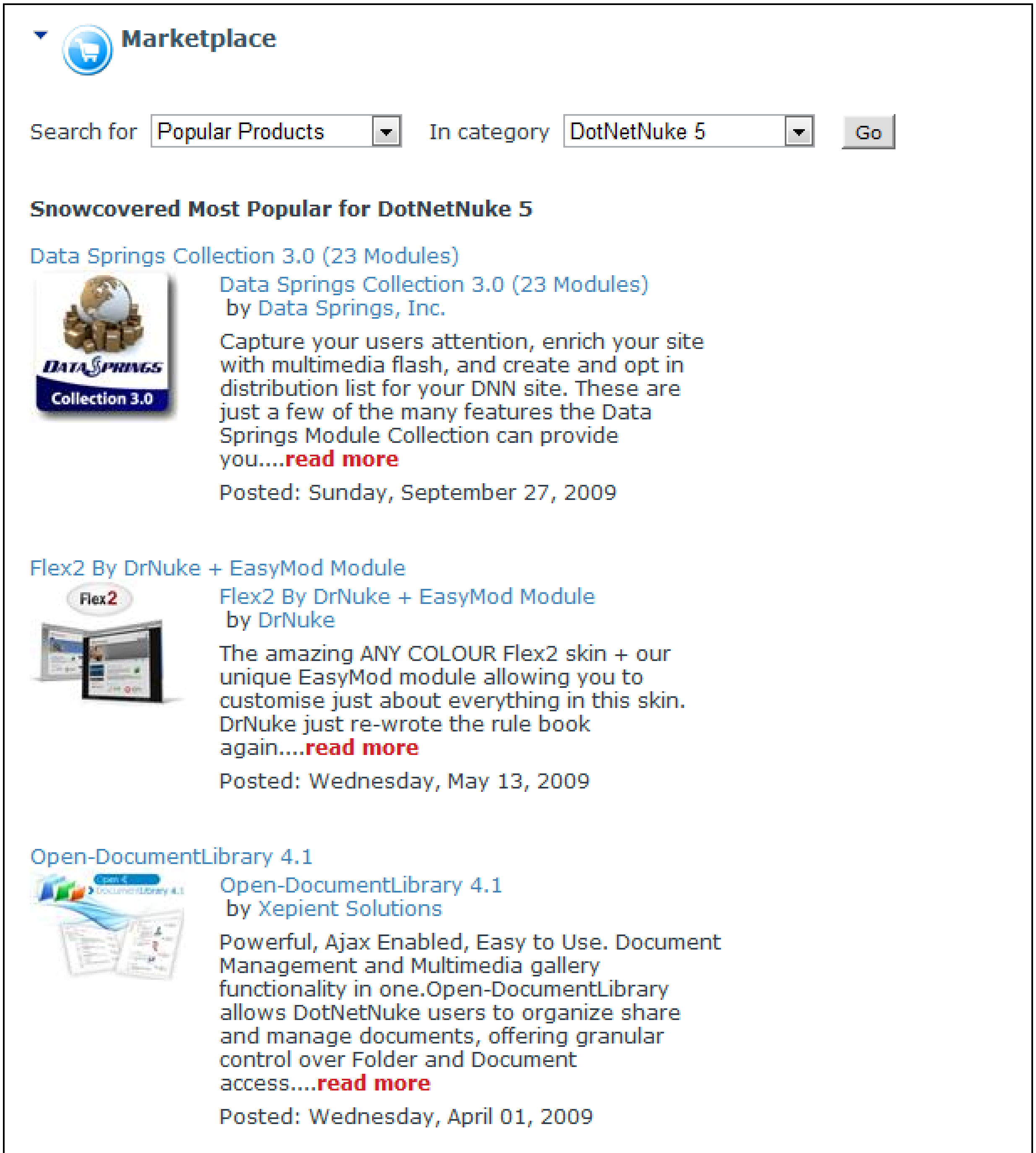
- **Target**: The value that will be replaced within your query with the value bound to your Type/Source. The default use of this is via SQL-like syntax. For example: @Latitude.
- **Left / Right**: If you variable source contains a value - the output of that value will be placed between the Left and 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

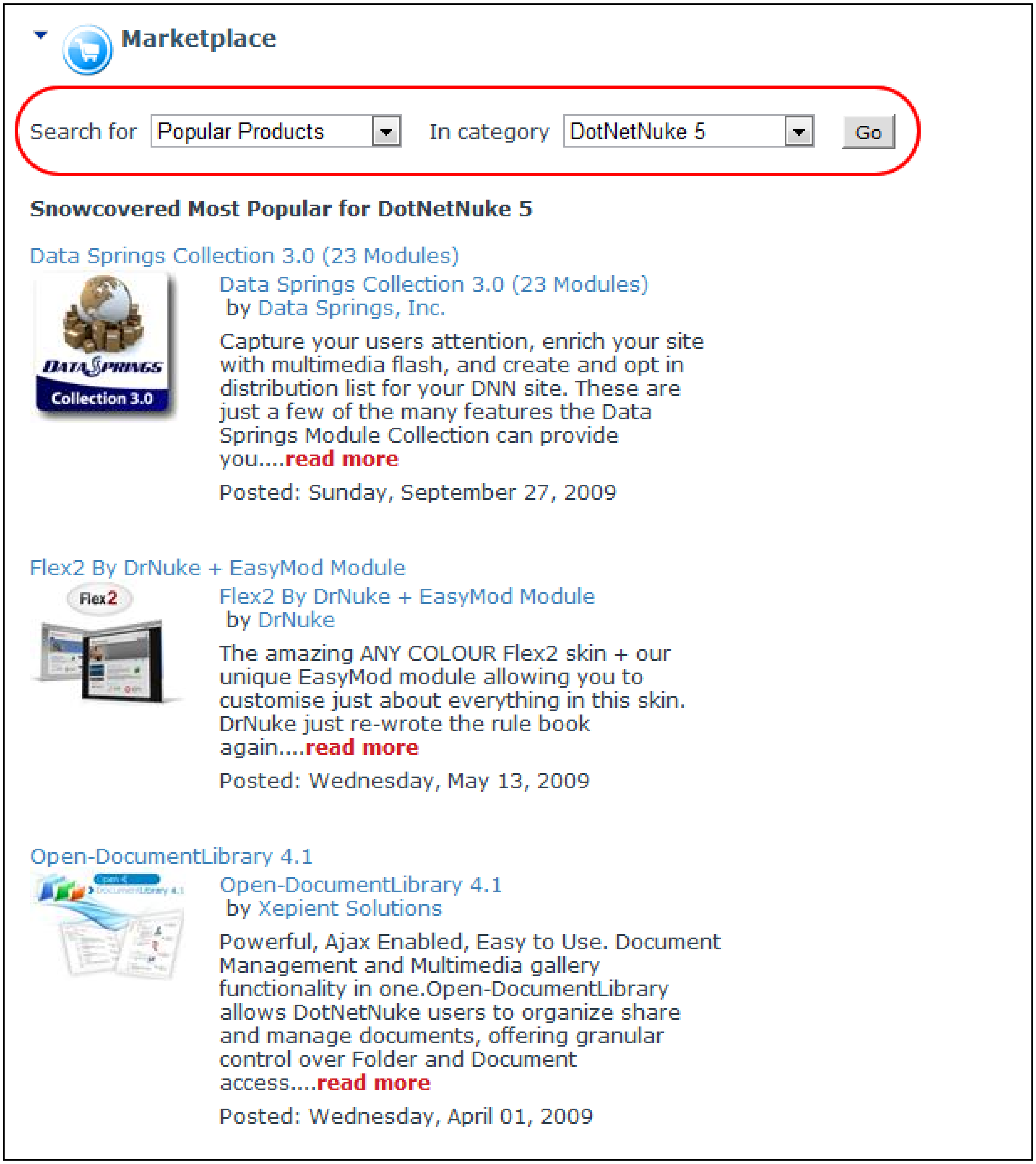


The Marketplace Module

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.



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

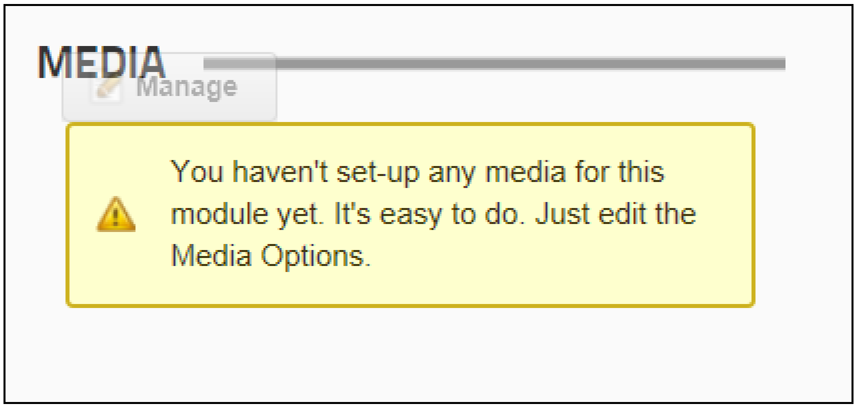
The Media Module

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."



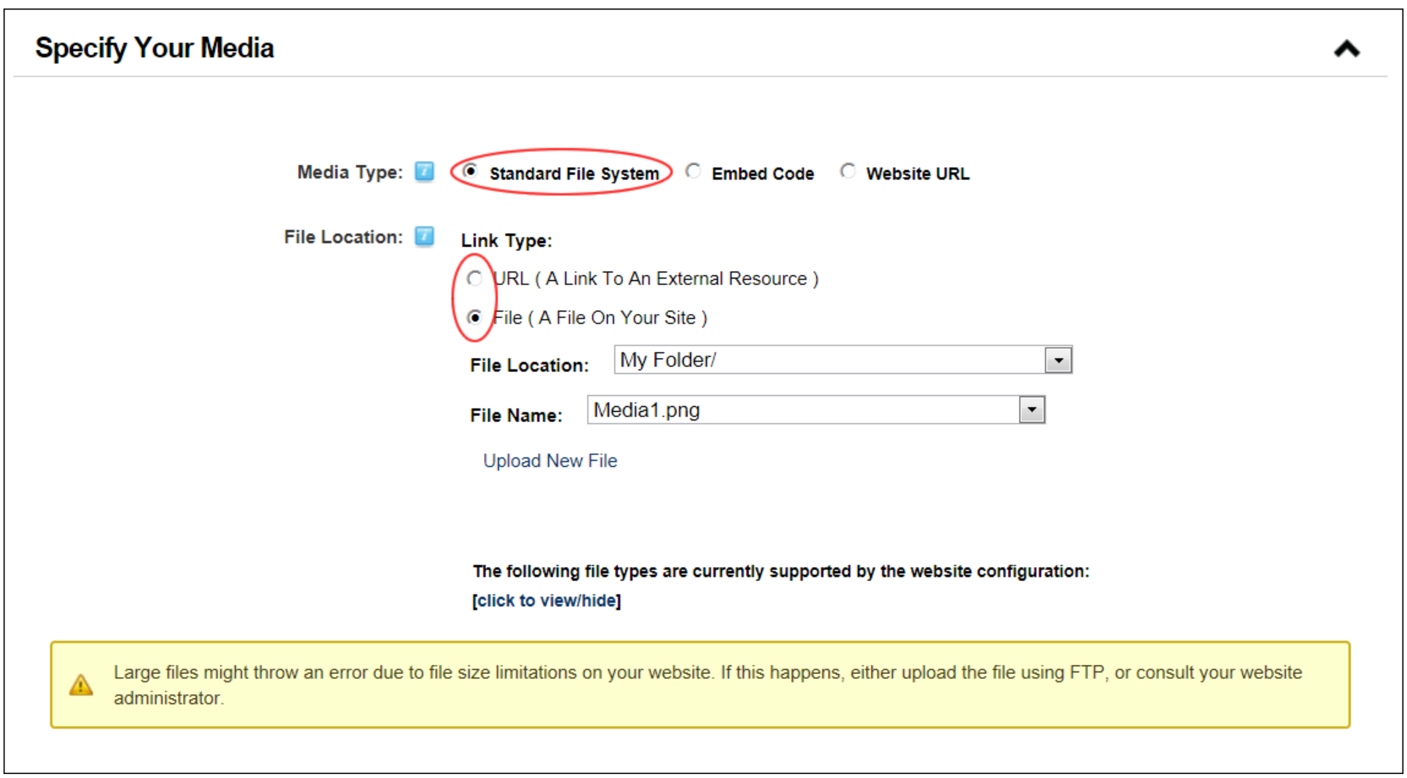
This message will be removed once you select **Edit Media Options** from the module actions menu and set the media for this module.

Module Editors

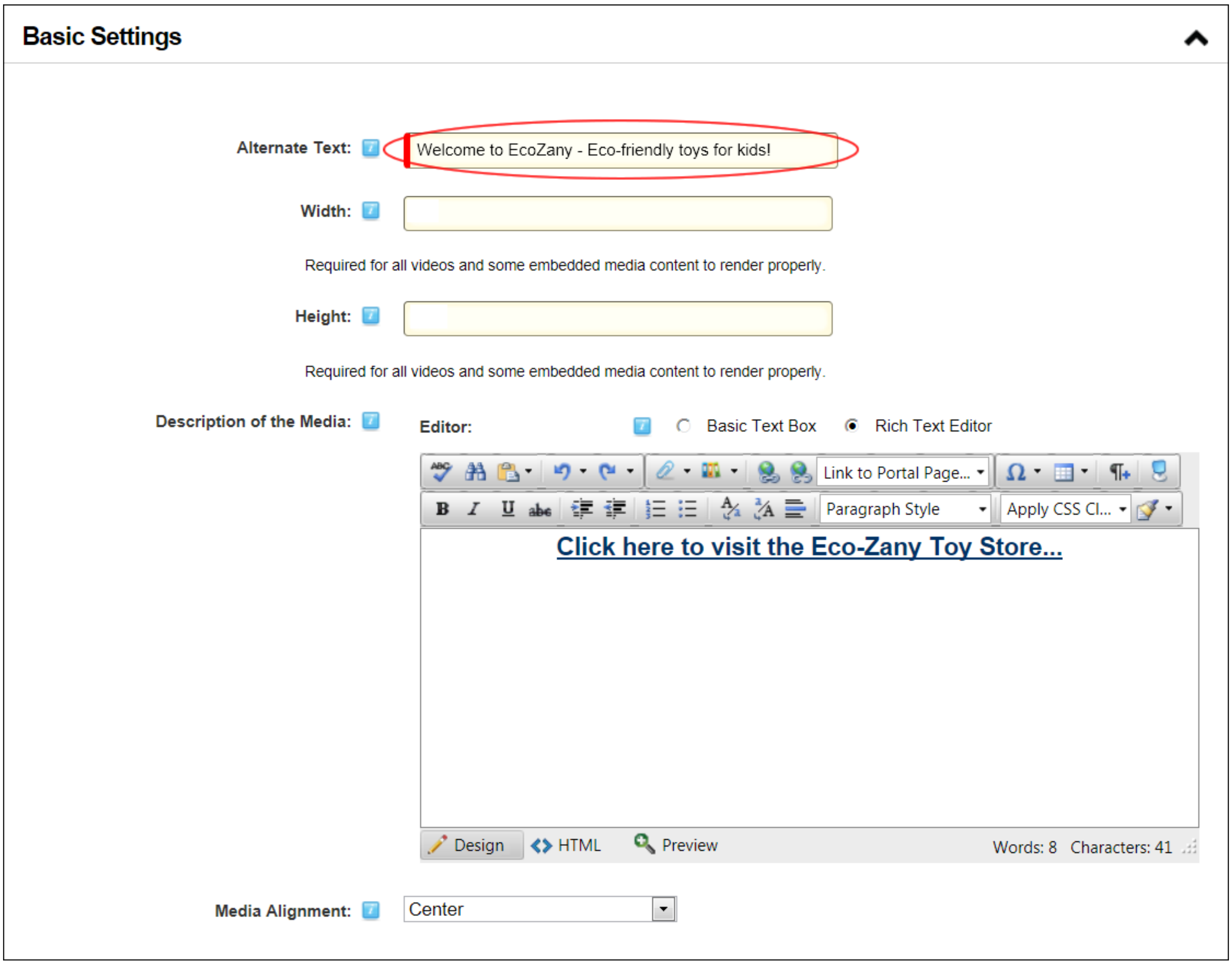
Displaying an Image with an optional Link

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"..



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.



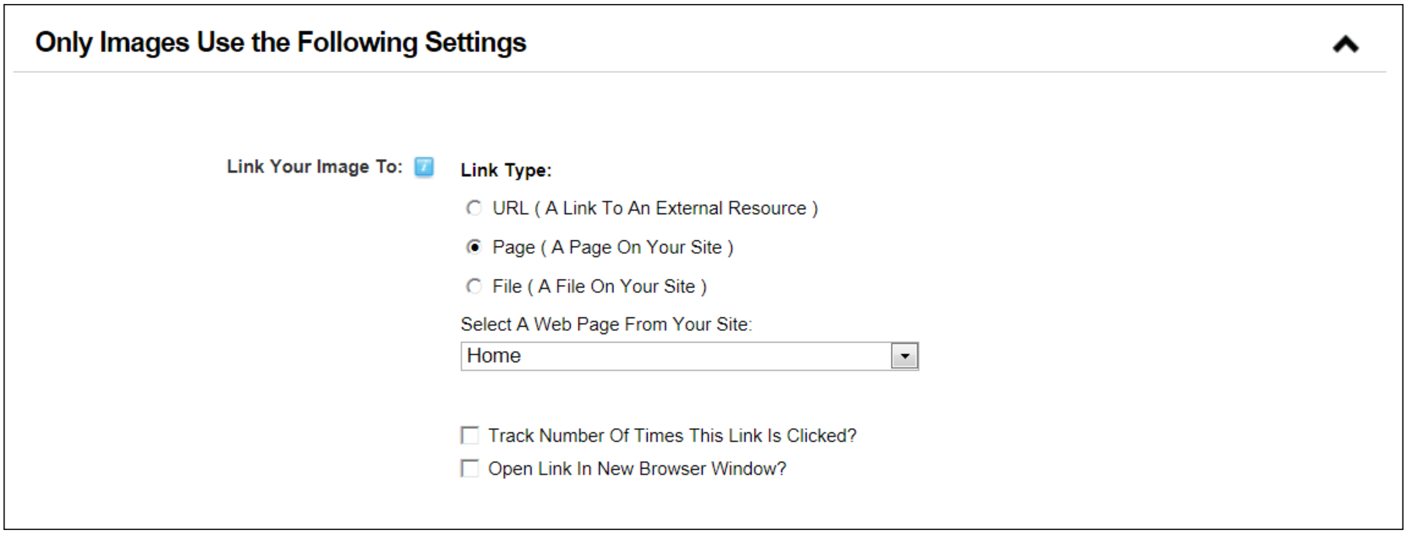
4. **Optional.** Complete the following steps to add a link to this image, or Skip to Step 5 for no link.

    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.



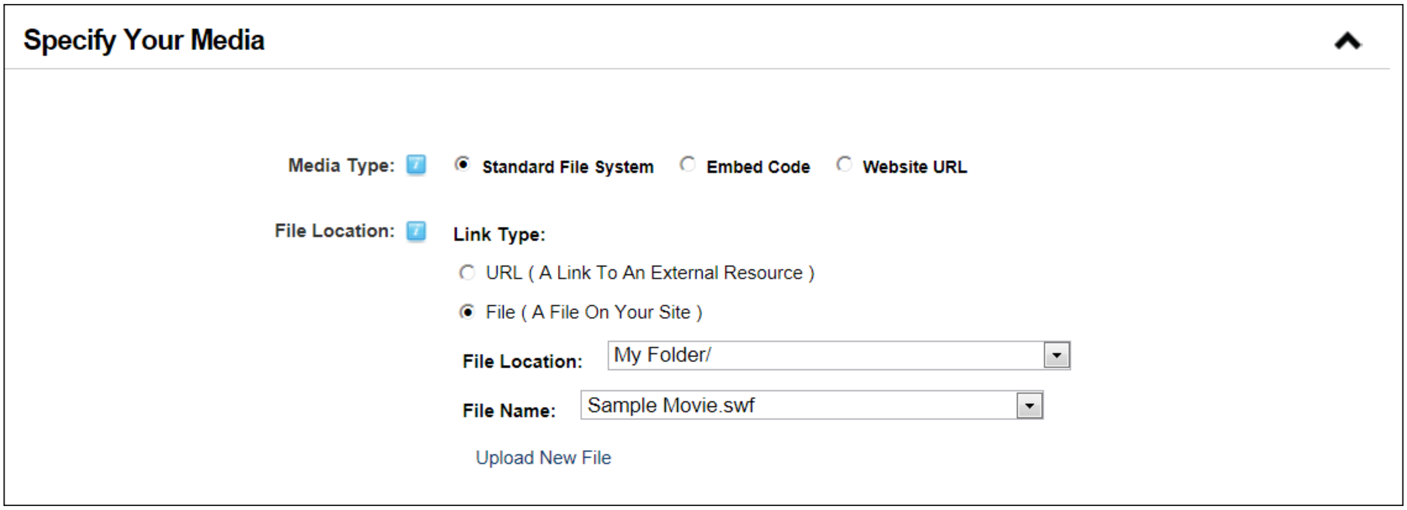
5. Click the Update link.

An image displayed using the Media module

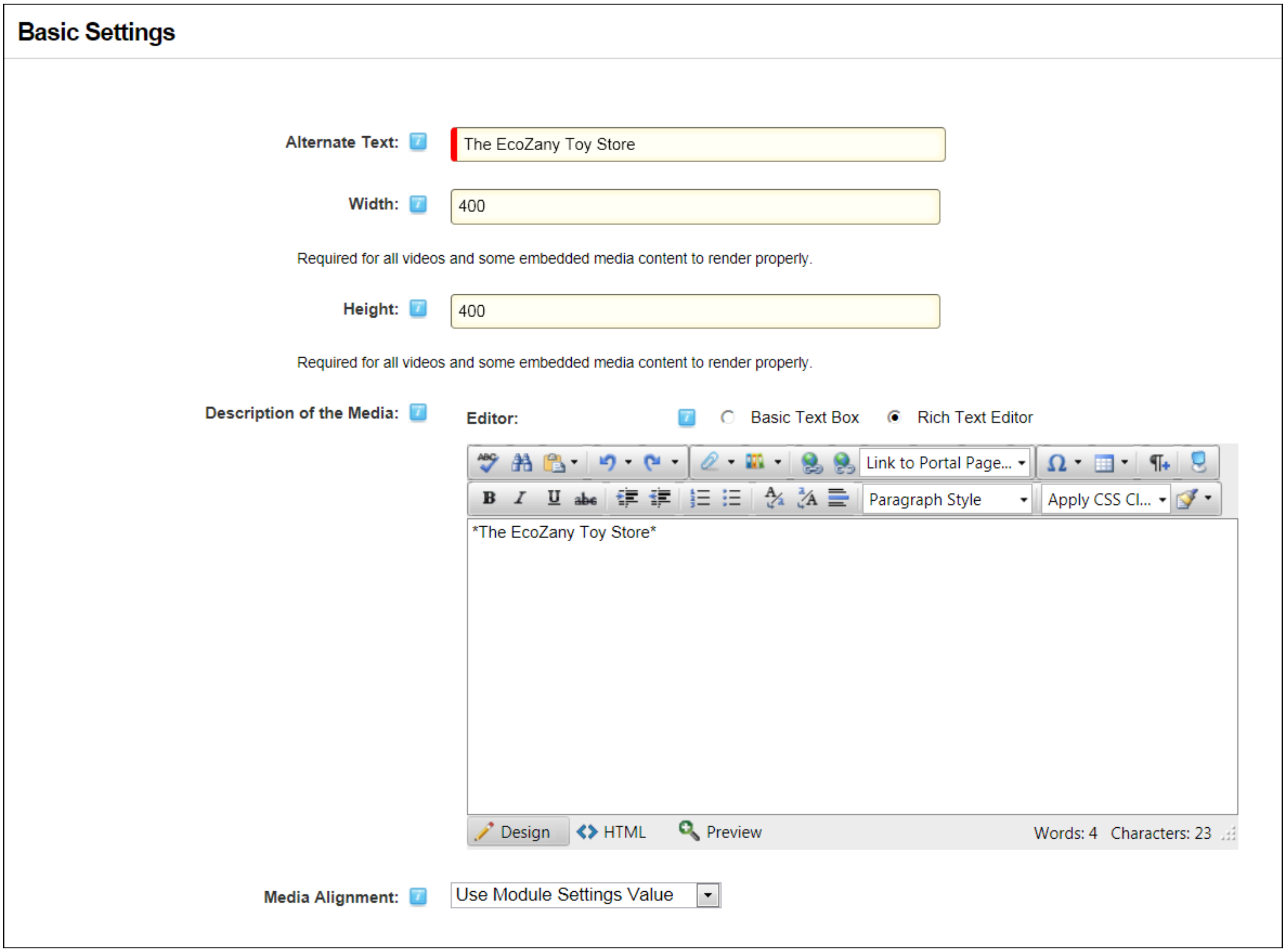
Displaying Video and Flash

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"..



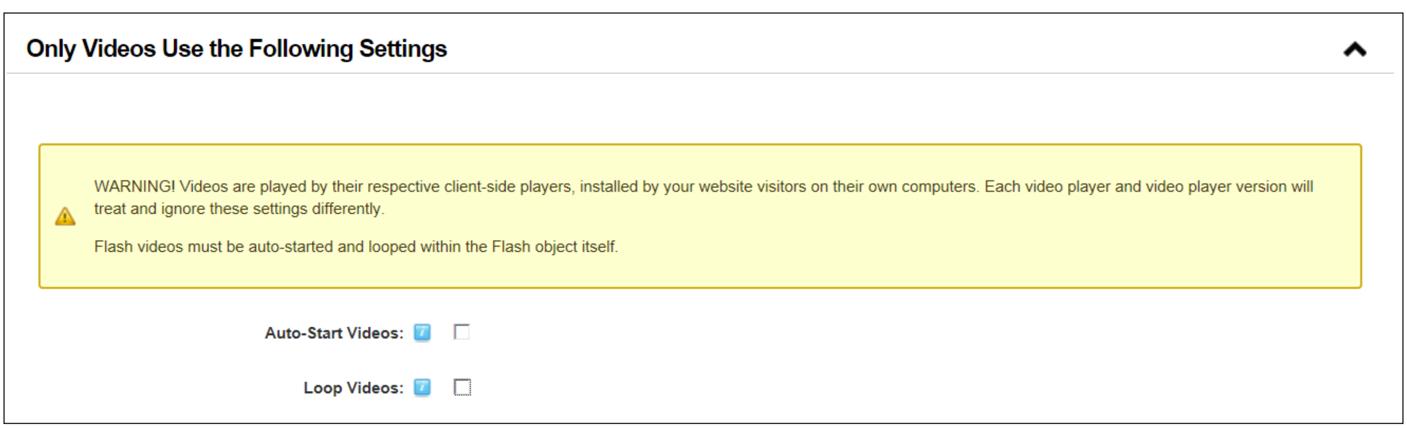
3. Expand the **Basic Settings** section.
    a. **Required.** In the **Alternate Text** text box, enter the text to be displayed when a user places their mouse over the image.
    b. **Required.** In the **Width** text box, enter a width in pixels to override the actual image size.
    c. **Required.** 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.



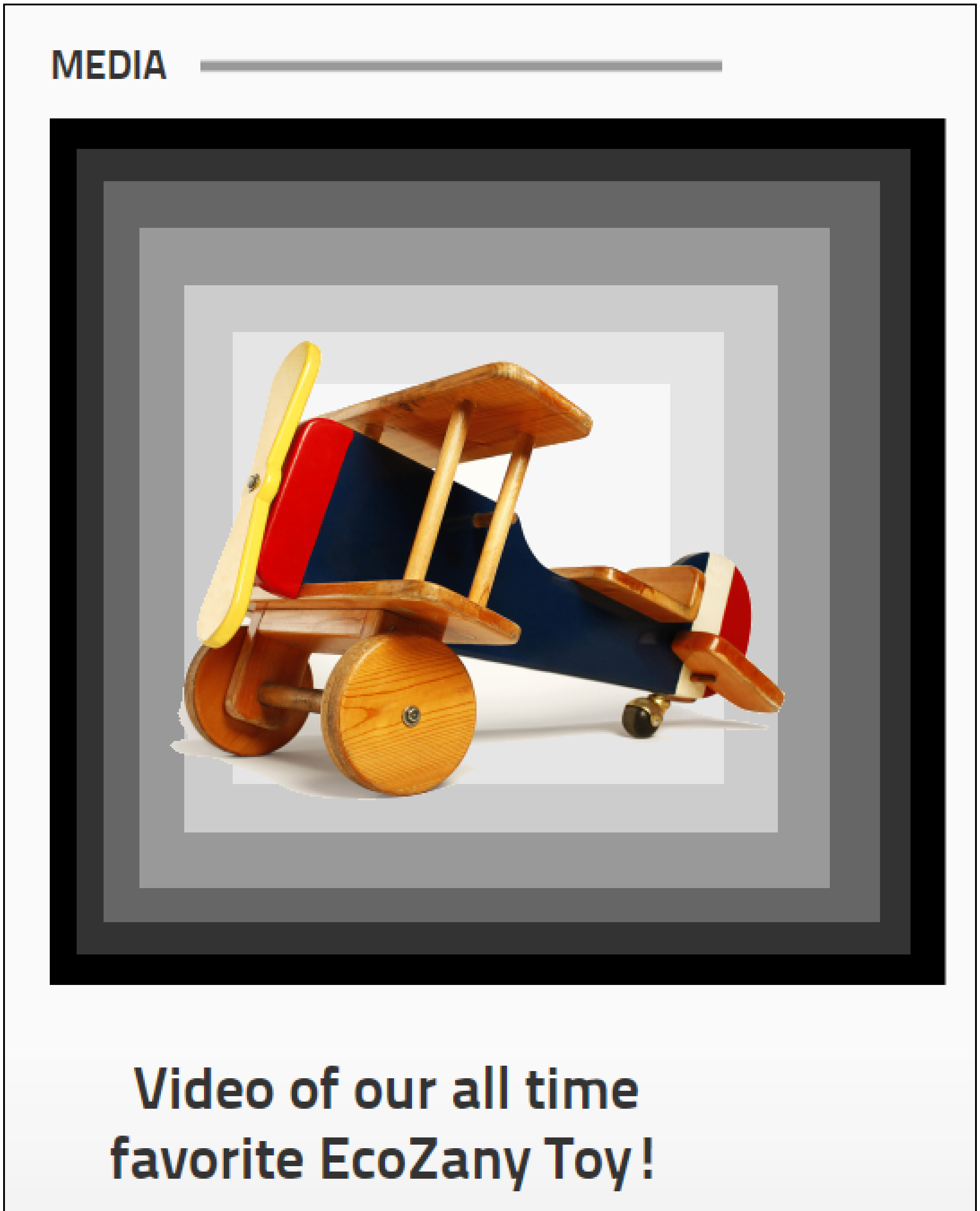
4. In the **Only Videos and Flash Use the Following Settings** section, set the following:

   a. 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. 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.



A movie displayed in the Media module

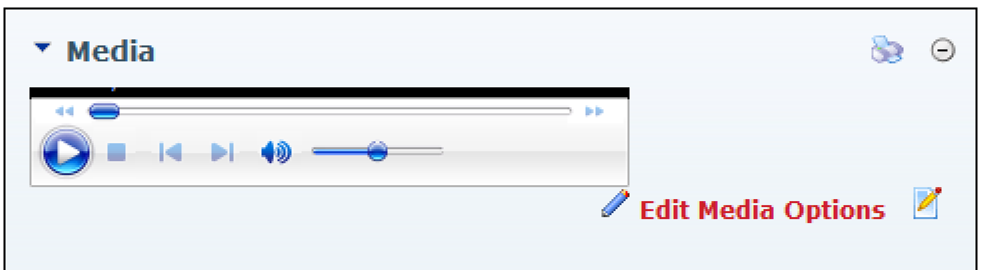
Related Topics:

- 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.



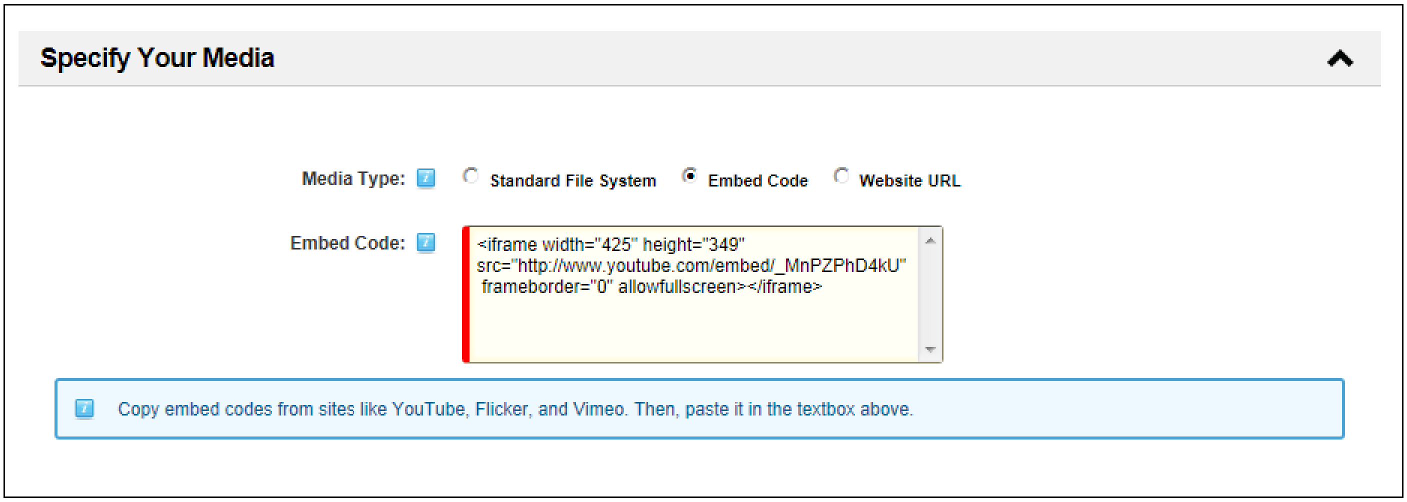
Displaying a Sound File

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.



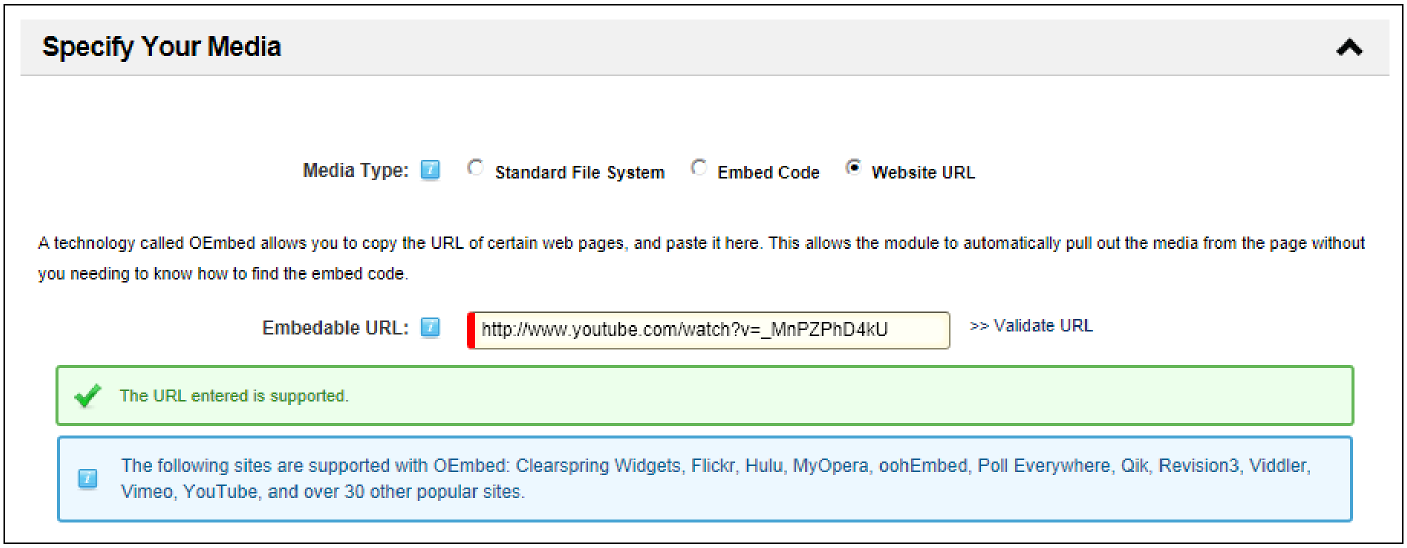
3. Expand the **Basic Settings** section.
    a. **Required.** In the **Alternate Text** text box, enter text describing the video, image, etc. This text is not displayed but is a required field.
    b. **Optional.** In the **Description of the Media** Editor, enter and format text to be displayed below 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"



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

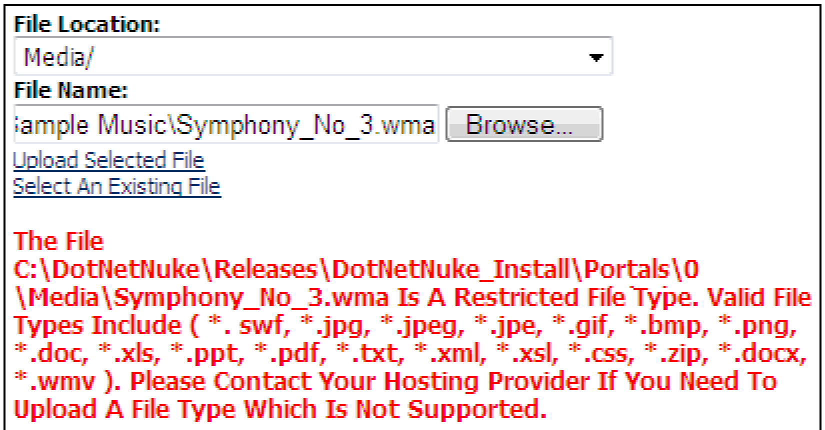
How to edit the type and/or details of media set to display in the media module.

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.



The Restricted File Type warning message

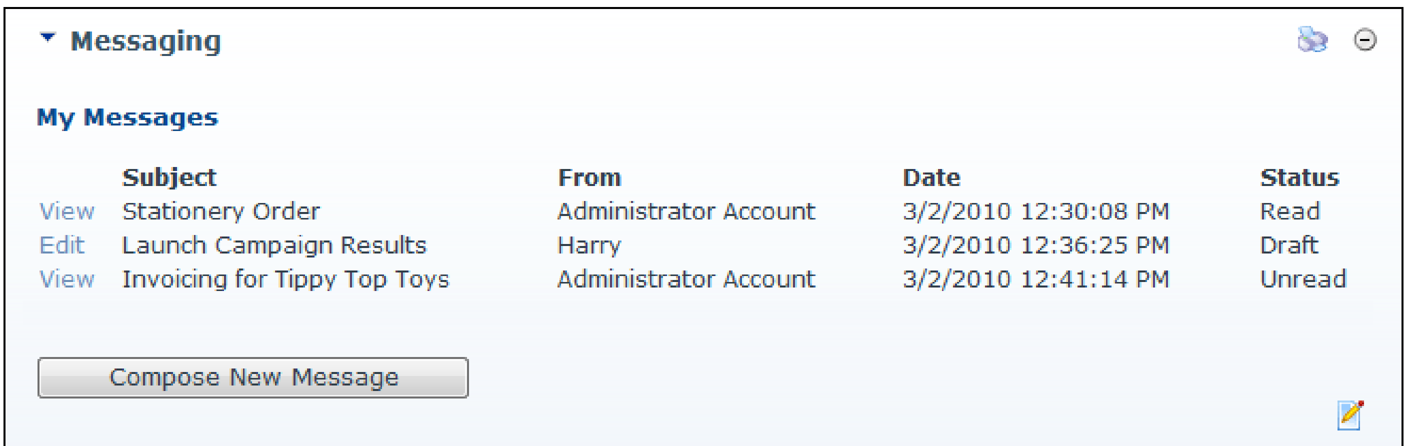
Messaging

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



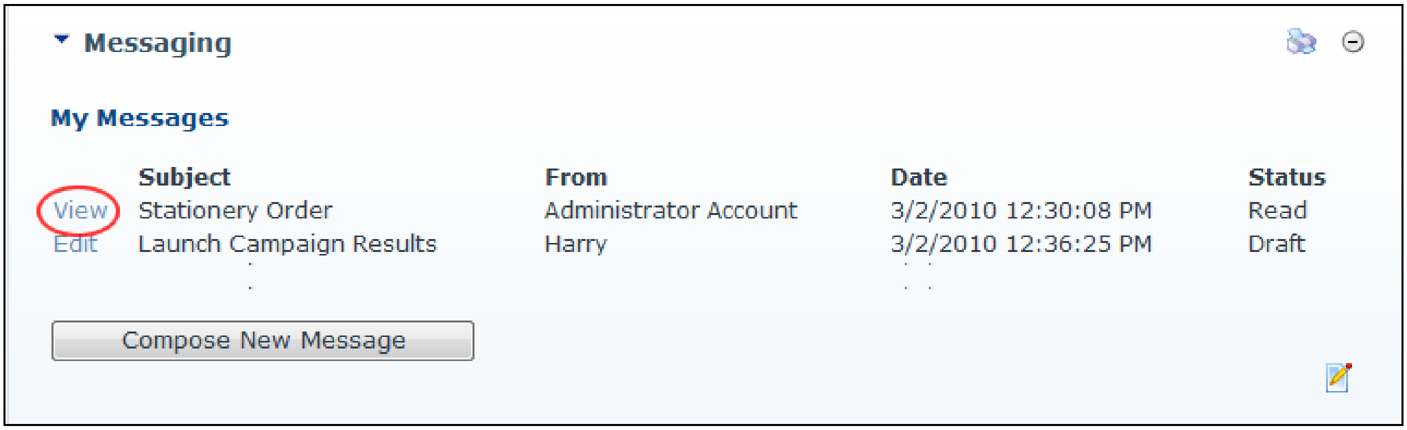
The Messaging Module

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.



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.

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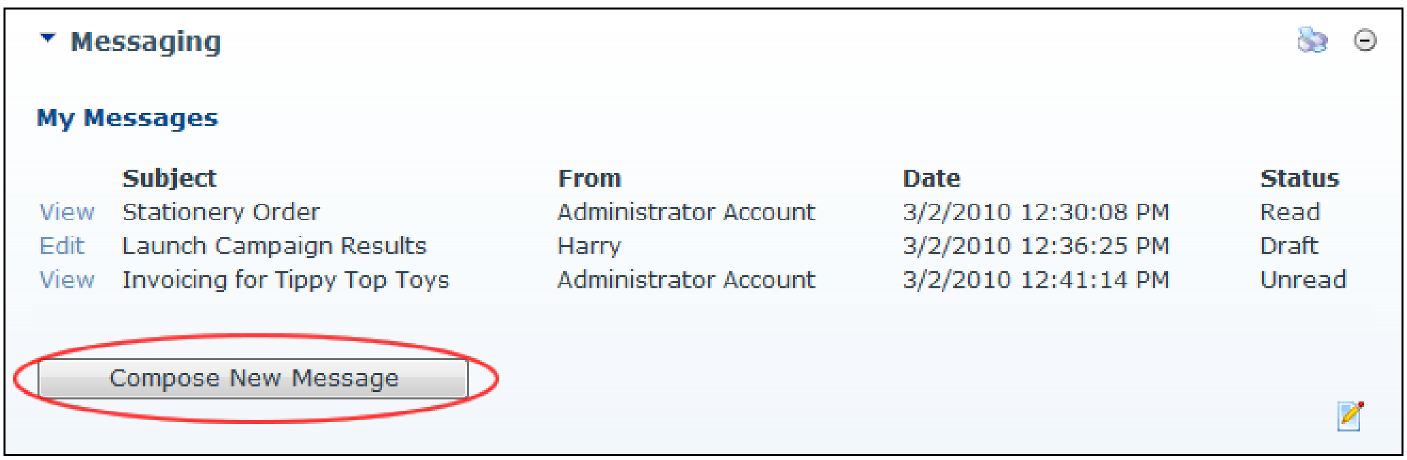
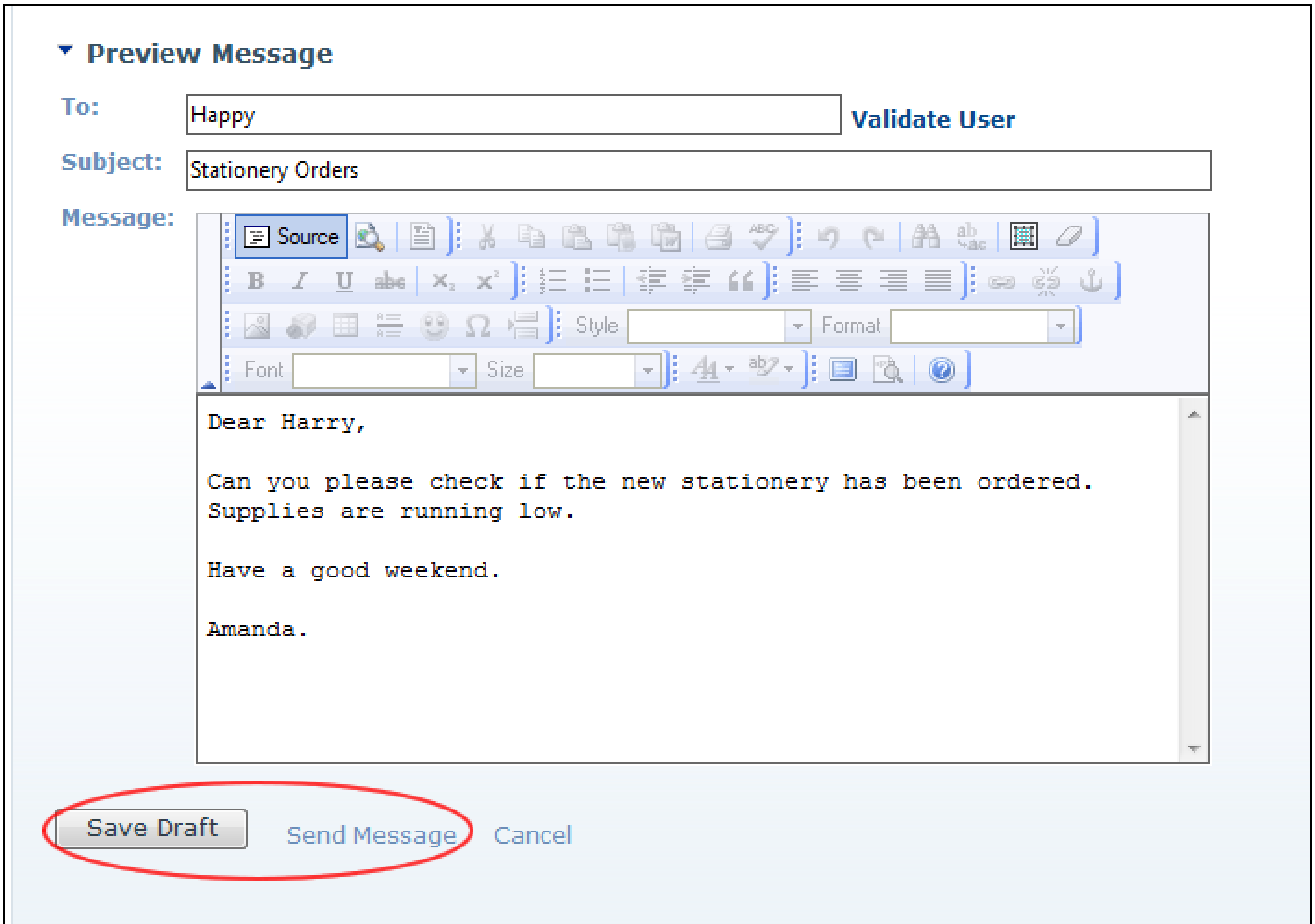
1. Select the **Compose New Message** button located at the base of the Messaging module. This opens the Preview Message page.



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.

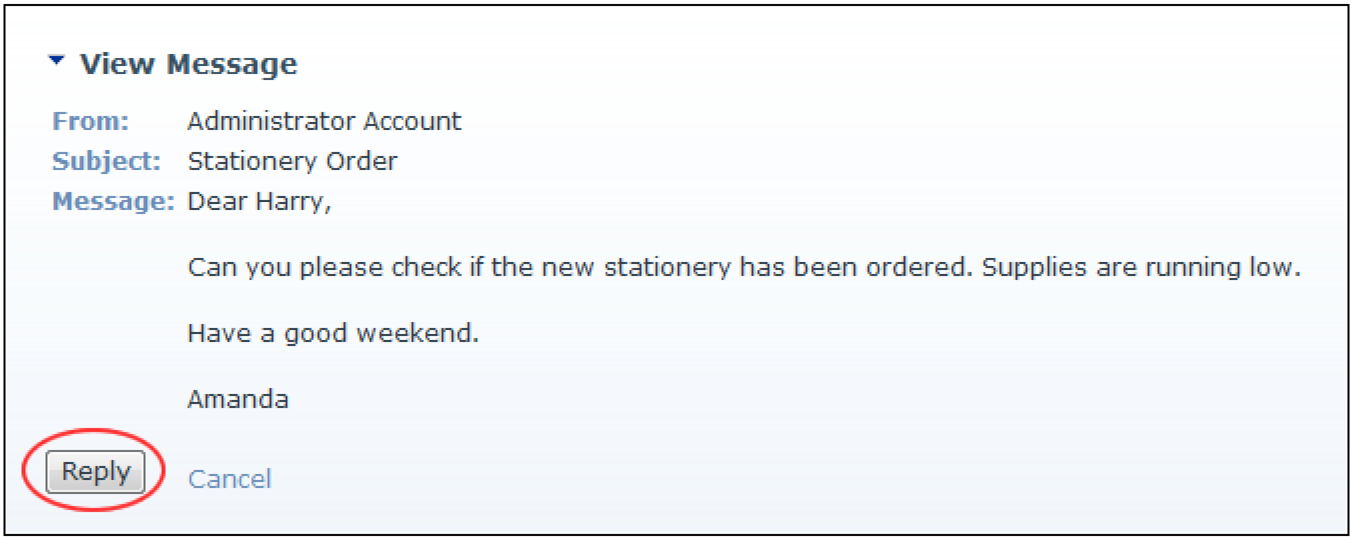


Composing a Message

Replying to a Message

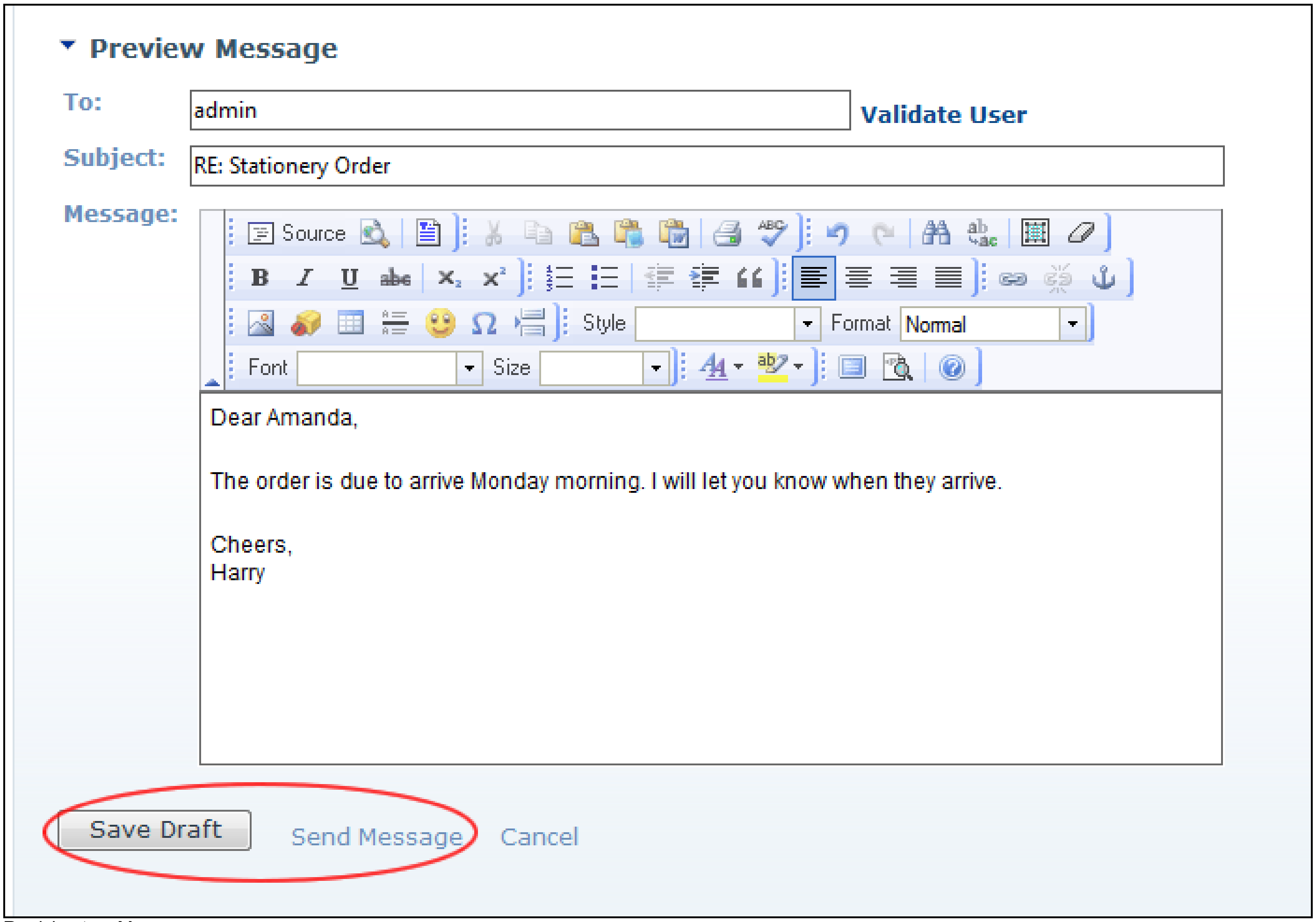
How to view a message sent to you using the Messaging module.

1. View the required message. See "Viewing a Message"
2. Click the Reply button to reply to the message.



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.

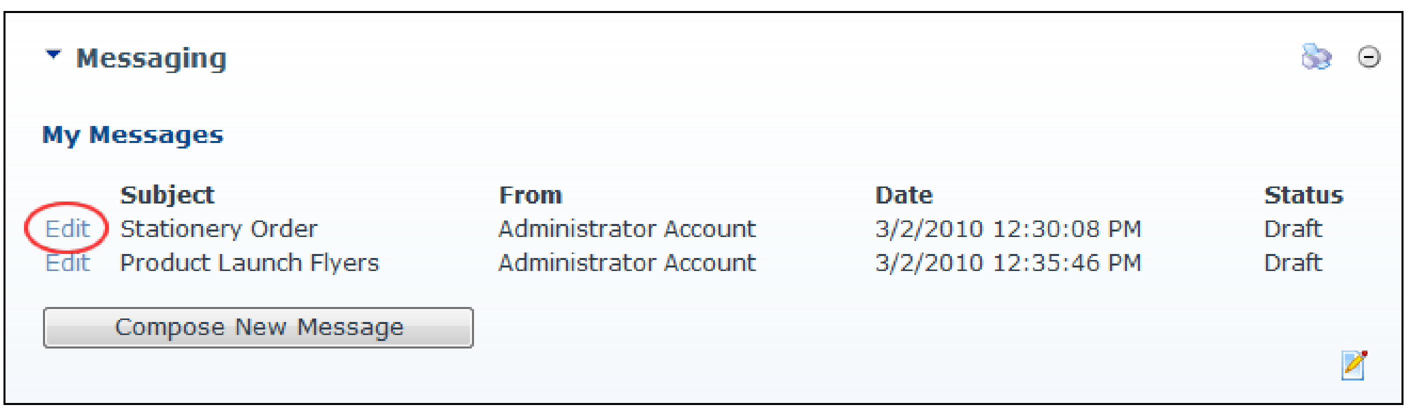


Replying to a Message

Editing/Sending a Draft Message

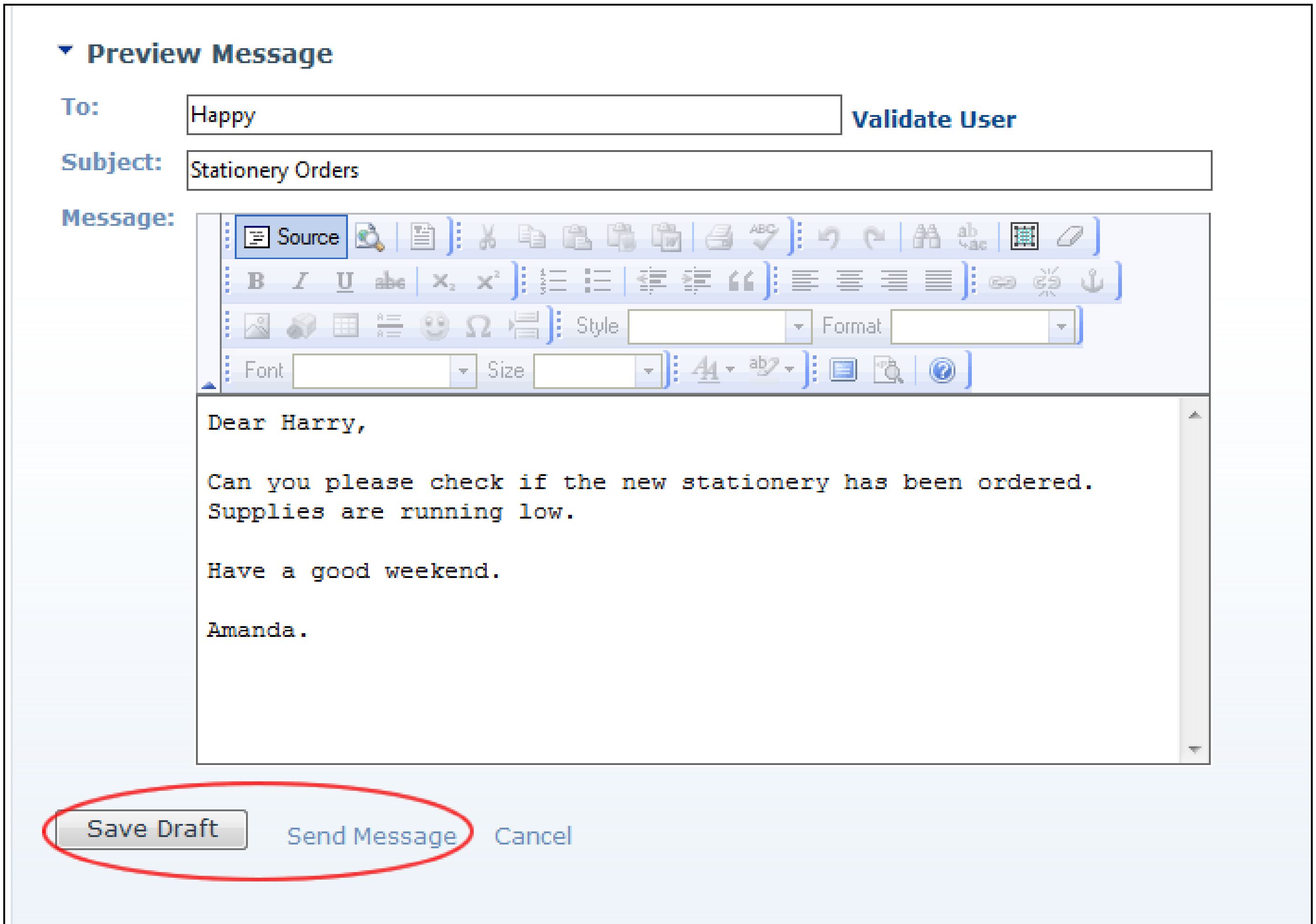
How to edit and/or send a draft message using the Messaging module.

1. Click the Edit link beside the required message.



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.

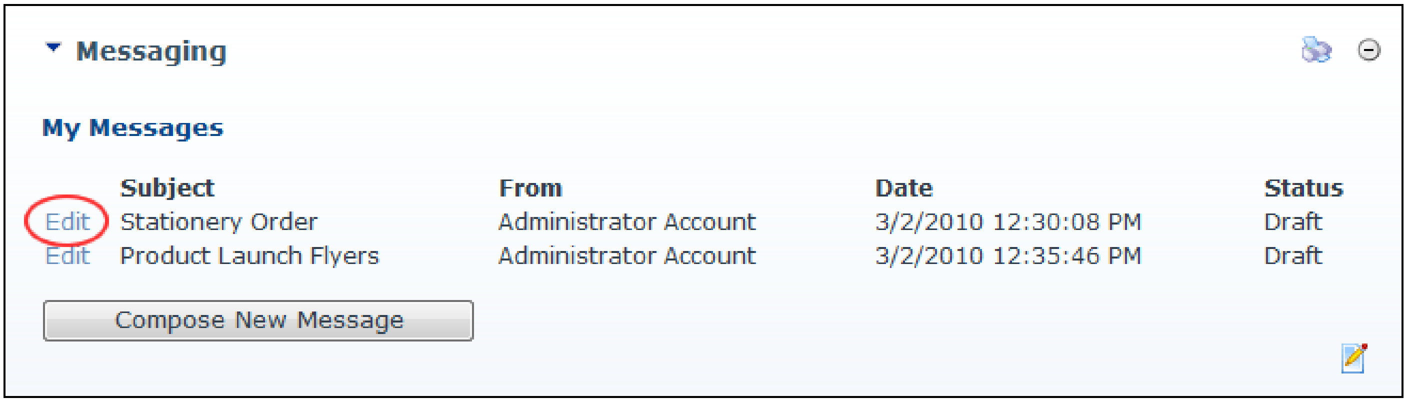


Sending a Draft Message

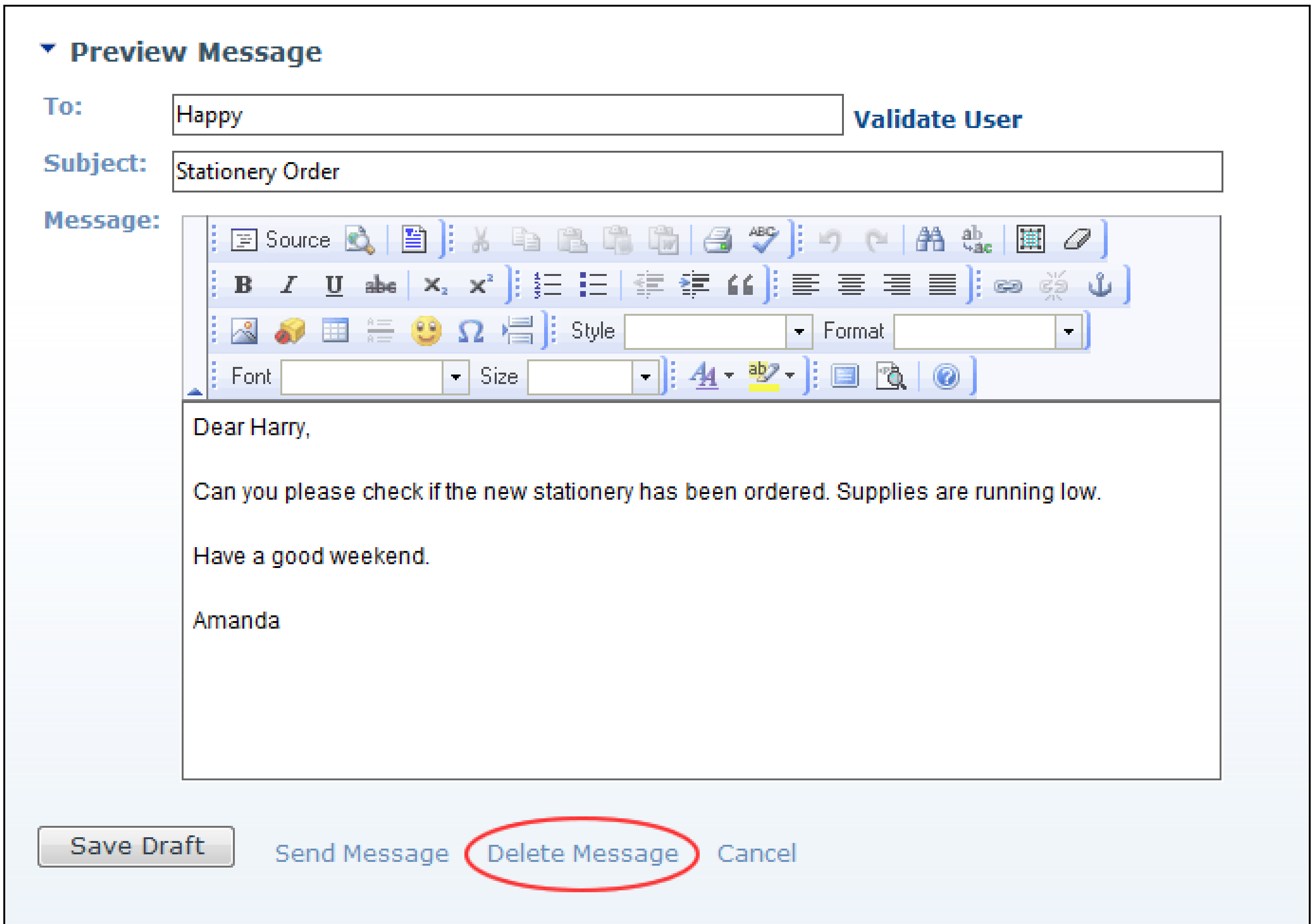
Deleting a Message

How to delete a draft message from the Messaging module.

1. Click the Edit link beside the required message.



2. Click the Delete Message link.



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

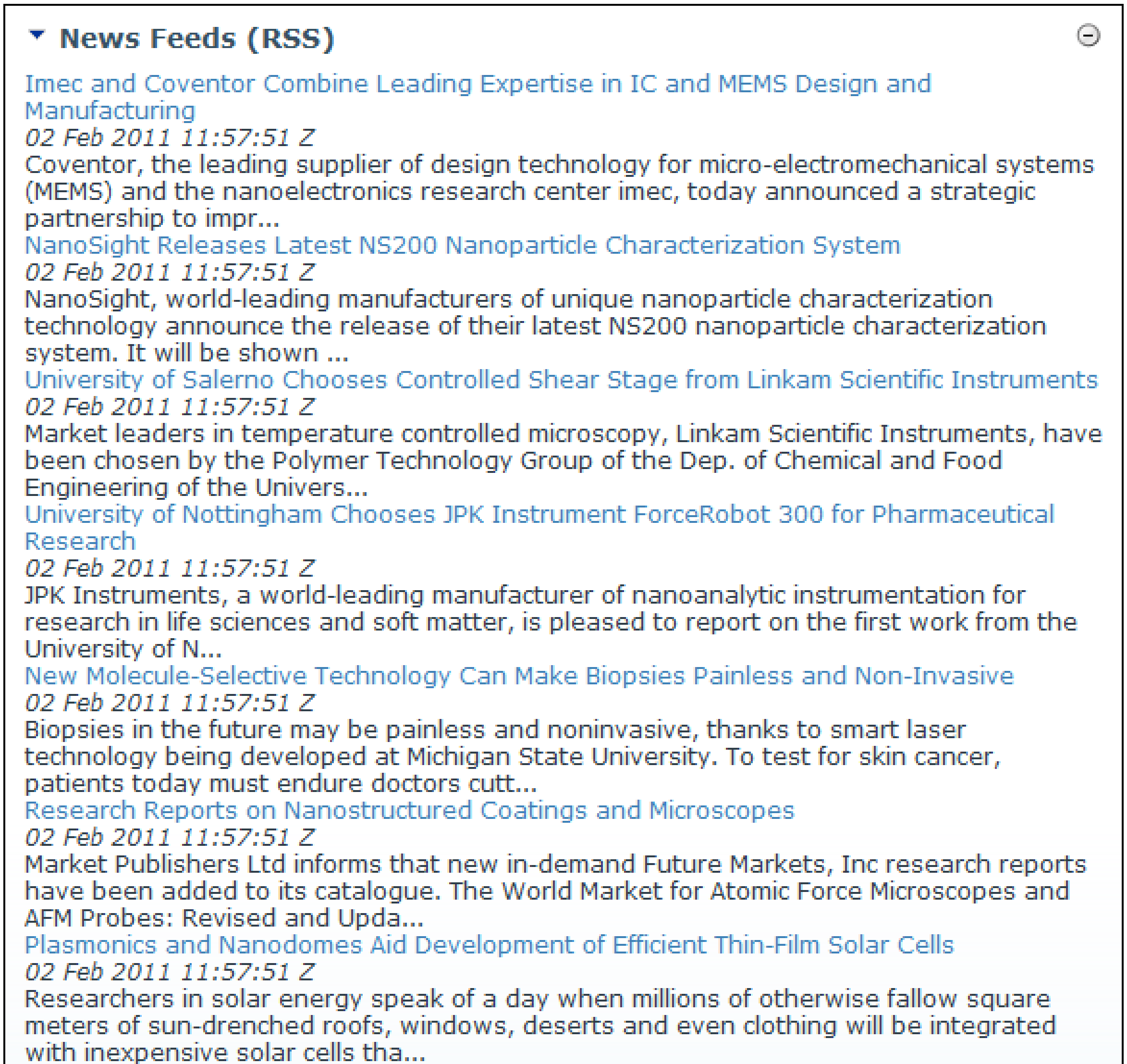
News Feeds (RSS)

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



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

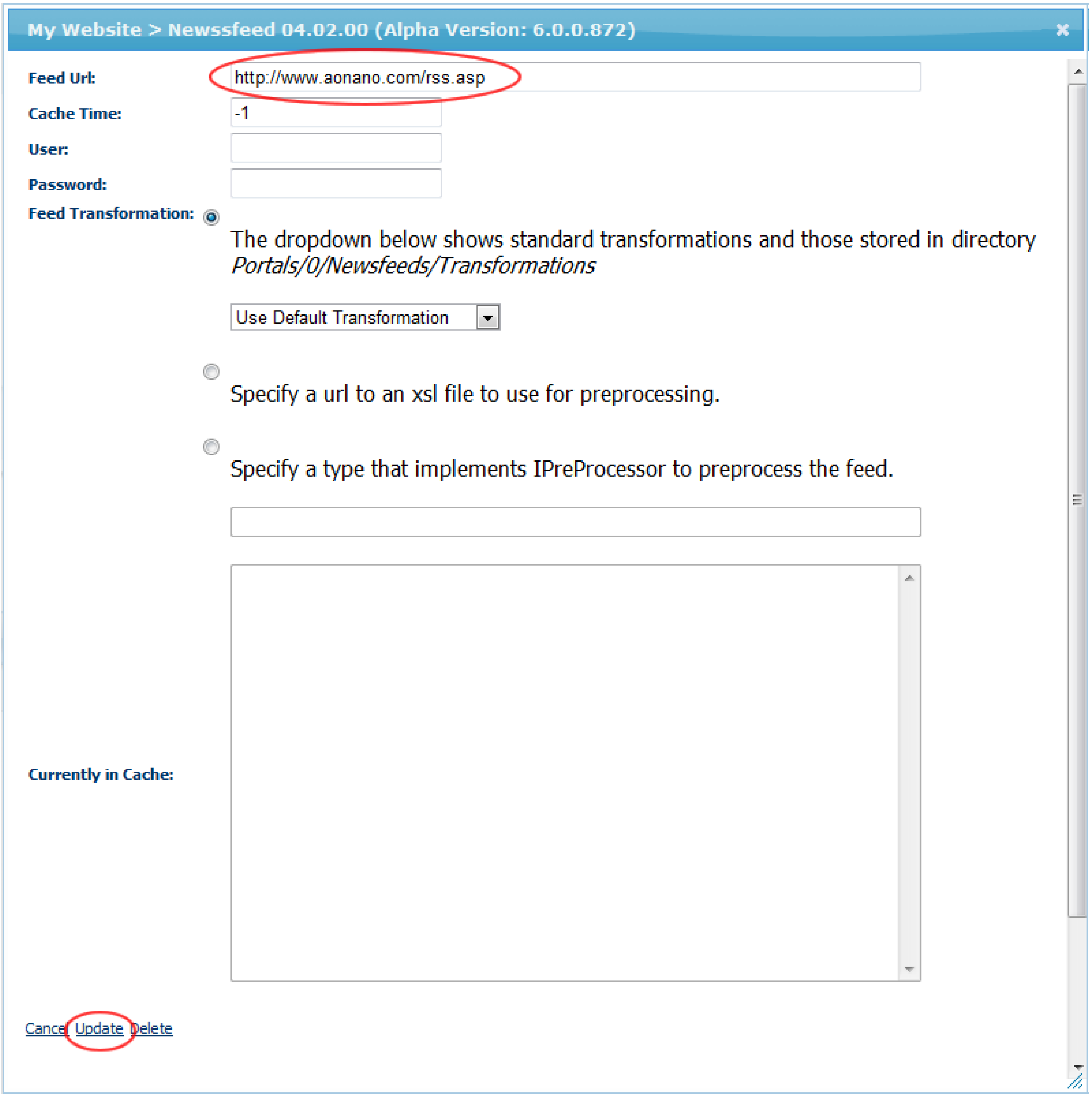
Module Editors

Adding News Feeds

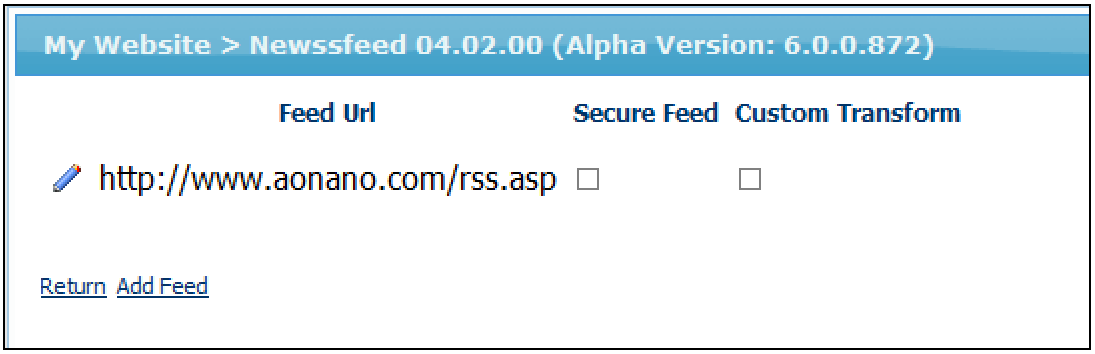
How to add one or more syndicated news feeds to the News Feeds (RSS) module.

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

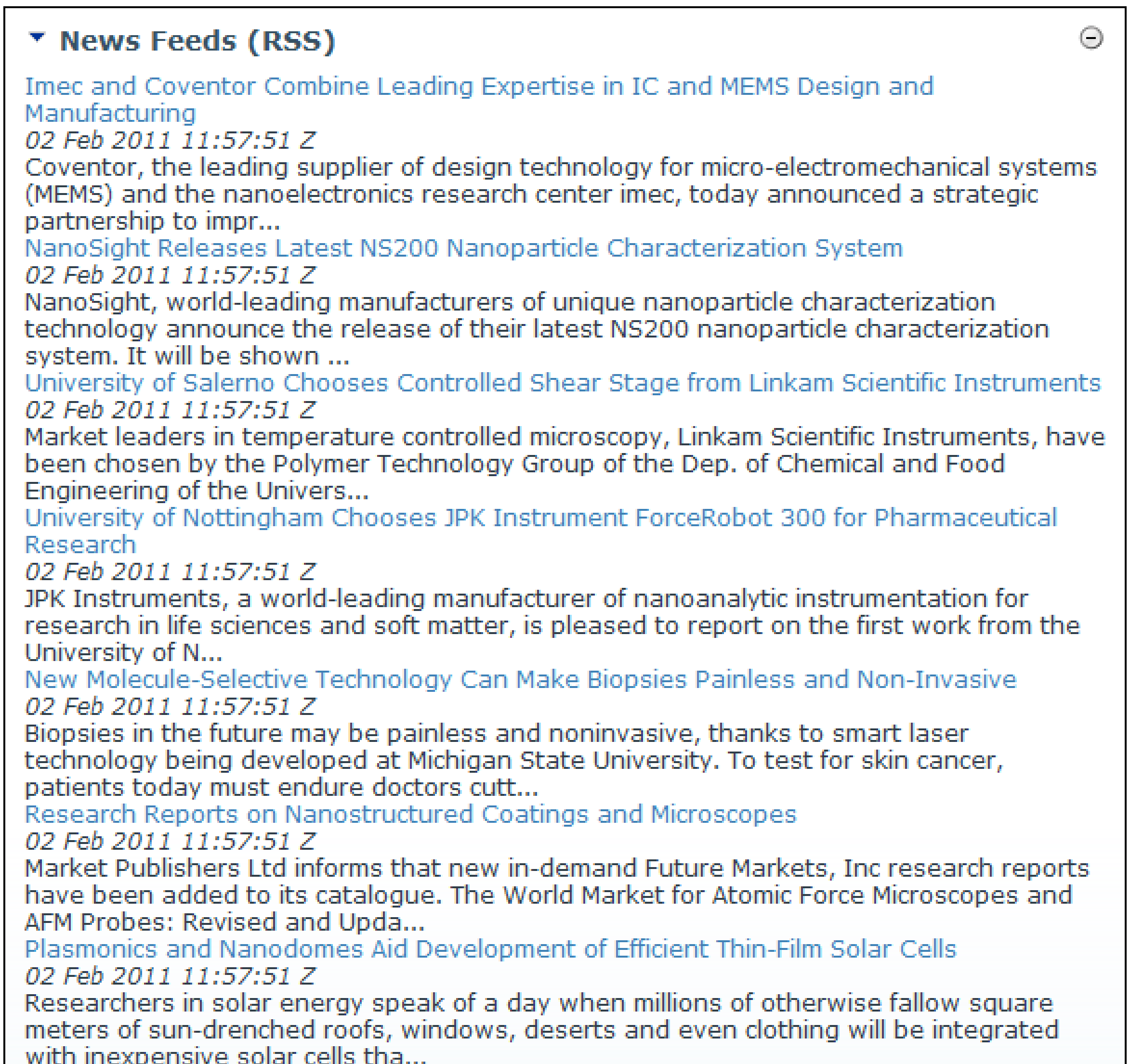


7. Click the Update link. This displays the name of the newly added feed.



8. **Optional.** Repeat Steps 2-7 to add additional feeds.

9. Click the Return link to return to the module.



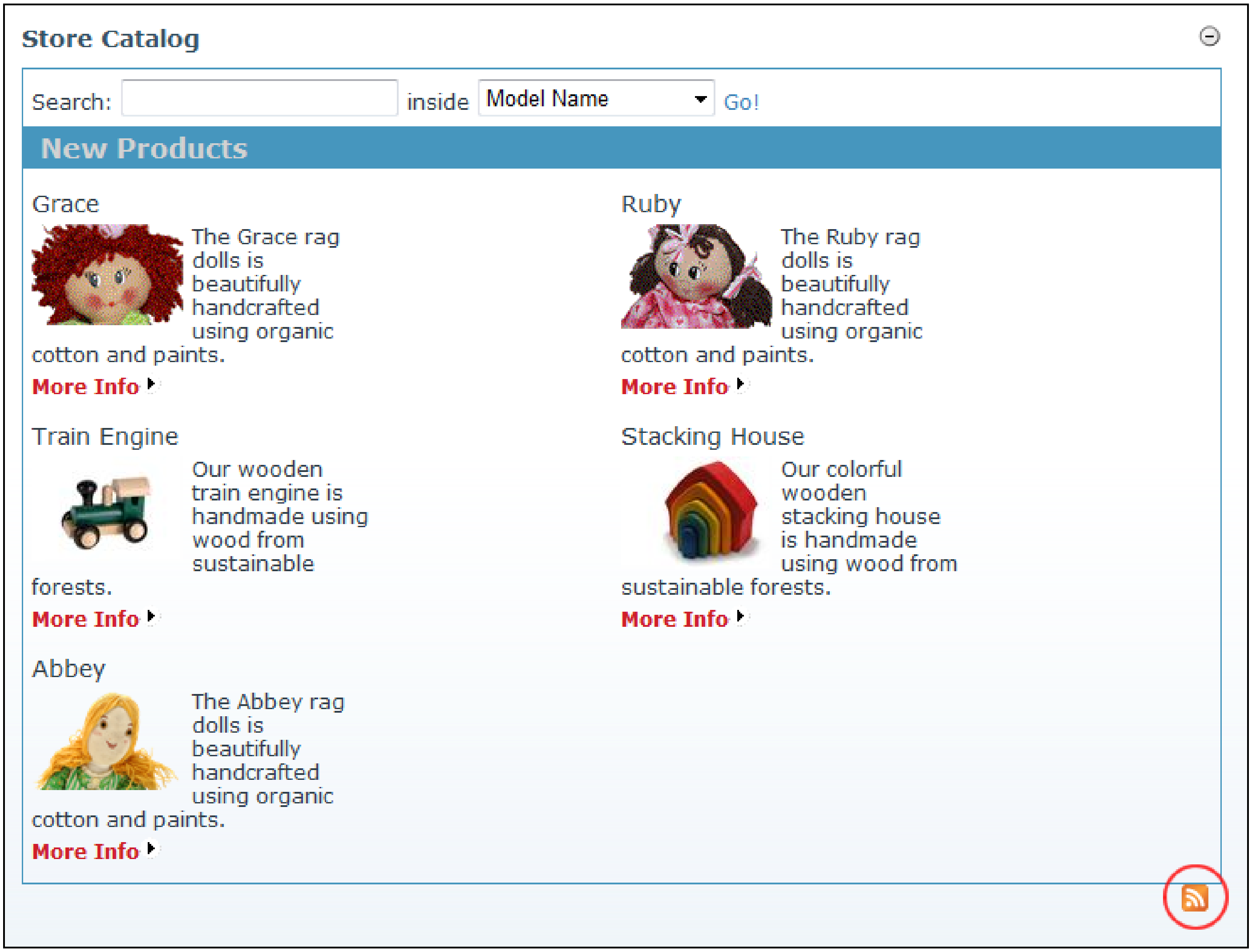
The Newly Added News Feed

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

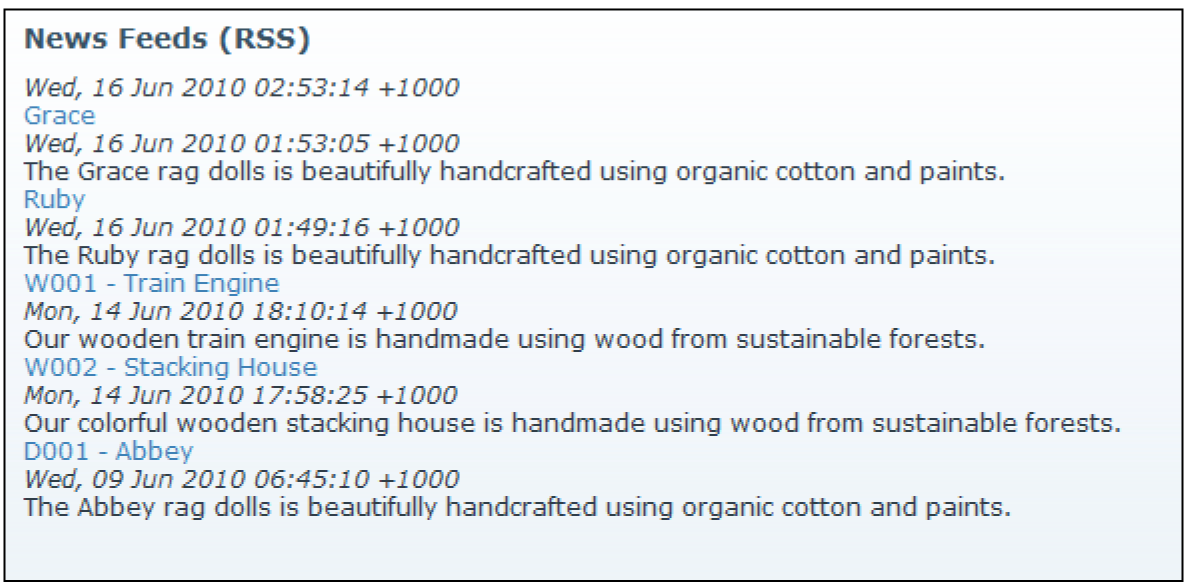
How to add news feeds from syndicated modules on your web site using the News Feeds (RSS) module.

1. Go to the syndicated module.
2. Select **Syndicate** from the module actions menu - OR - Click the **Syndicate** button.



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.

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.



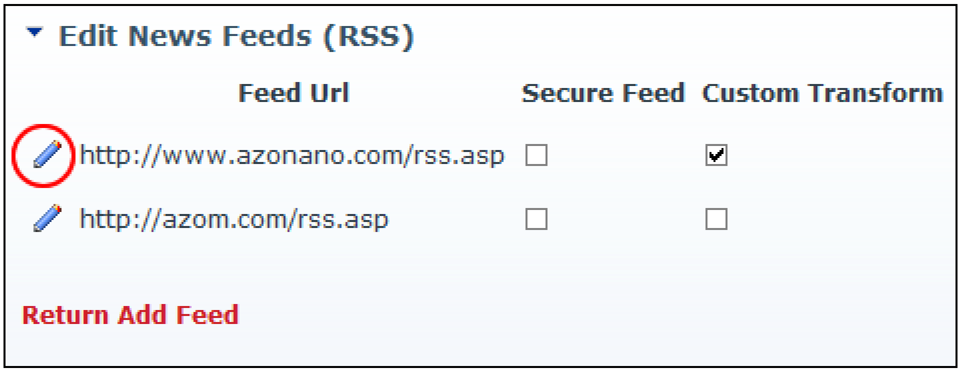
Related Topics:

- 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.

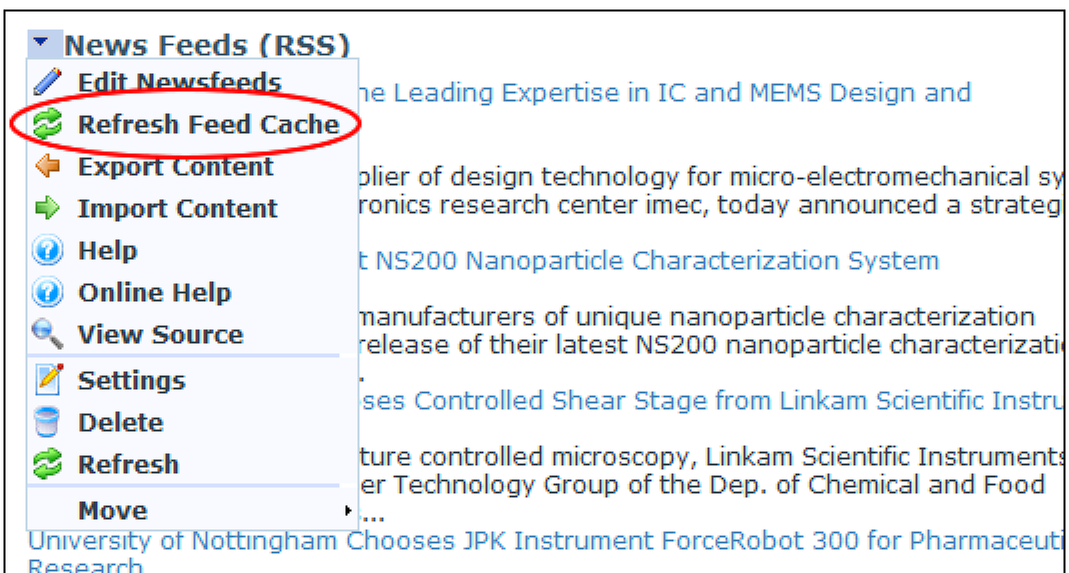


3. Edit the details as required.
4. Click the Update link.
5. Repeat Steps 2-4 to edit additional feeds.
6. Click the Update link.

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.

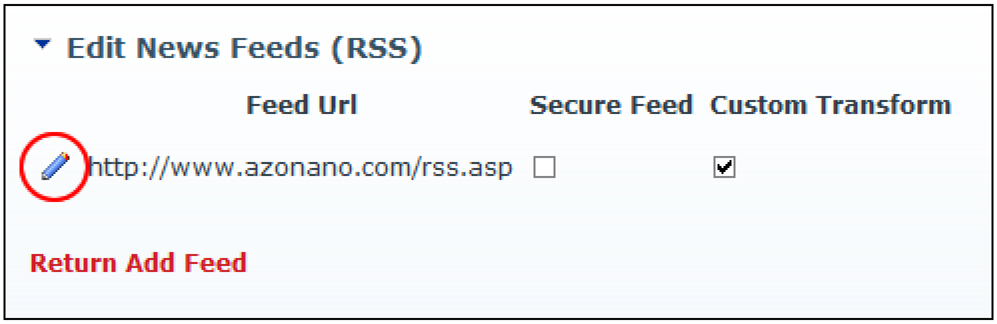


Refreshing the Feed Cache

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.



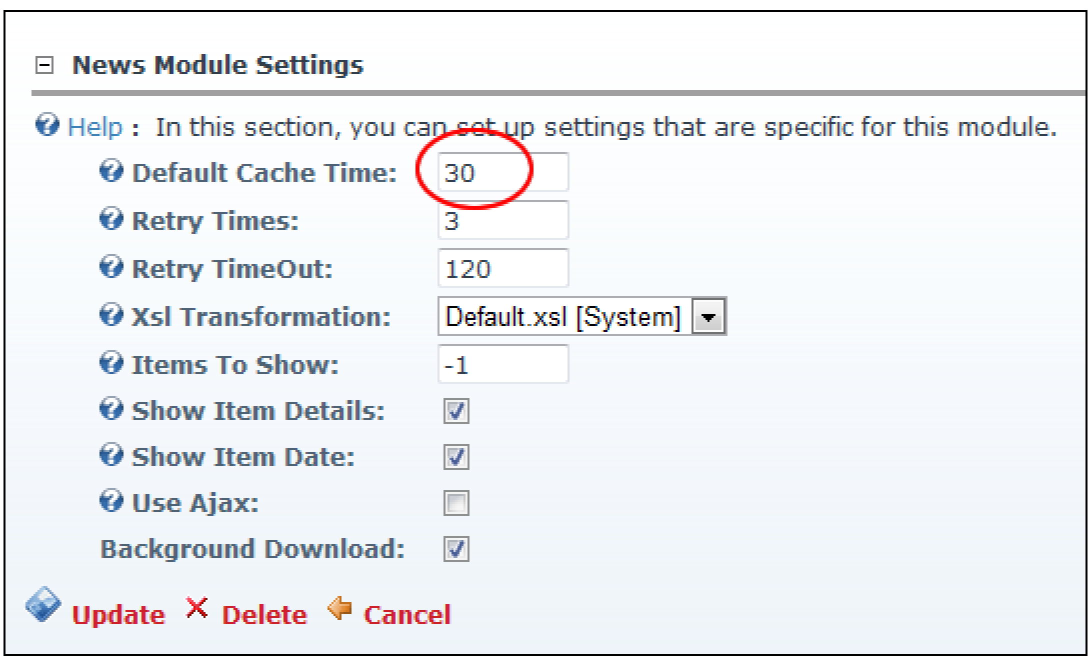
3. Click the Delete link at the base of the page. This displays the message "Do you really want to delete the selected RSS feed?"
4. Click the **OK** button to confirm.
5. Repeat Steps 2-4 to delete additional feeds.
6. Click the Return link to return to the module.

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.

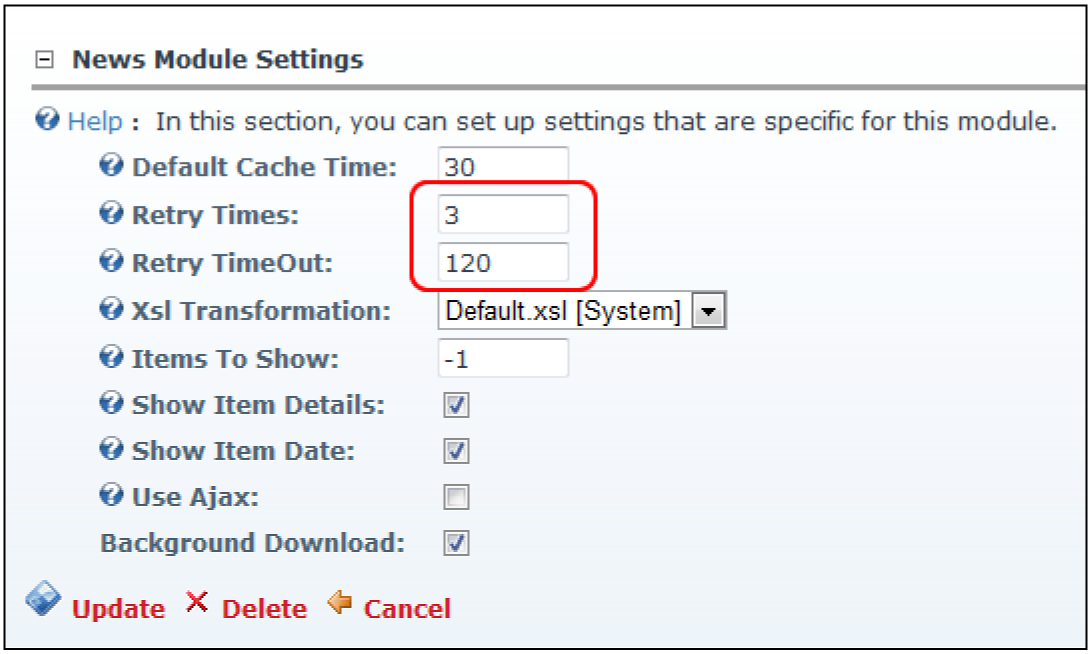


4. Click the Update link.

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.

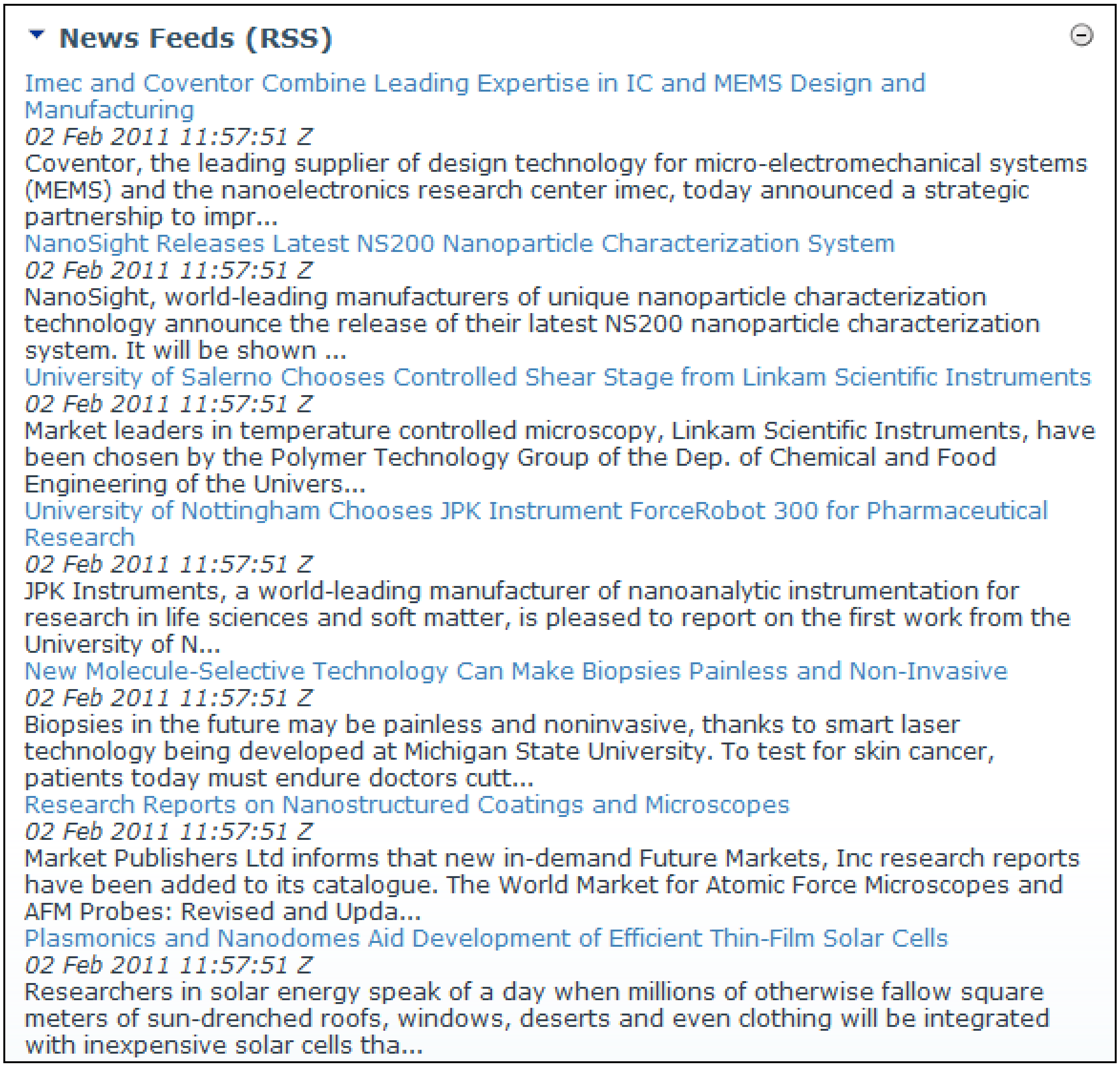


5. Click the Update link.

Setting News Layout

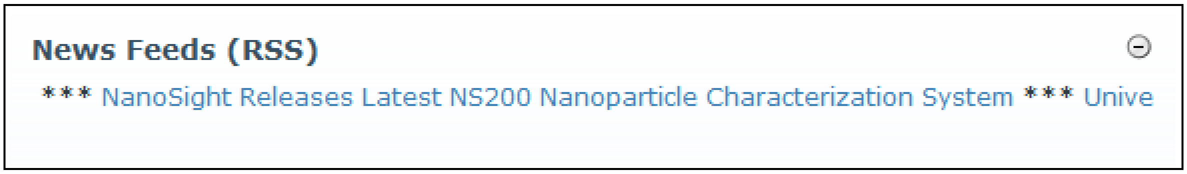
How to set the XSL Transformation file for a News Feeds (RSS) module. This XSL file defines the layout of news items in the module.

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.

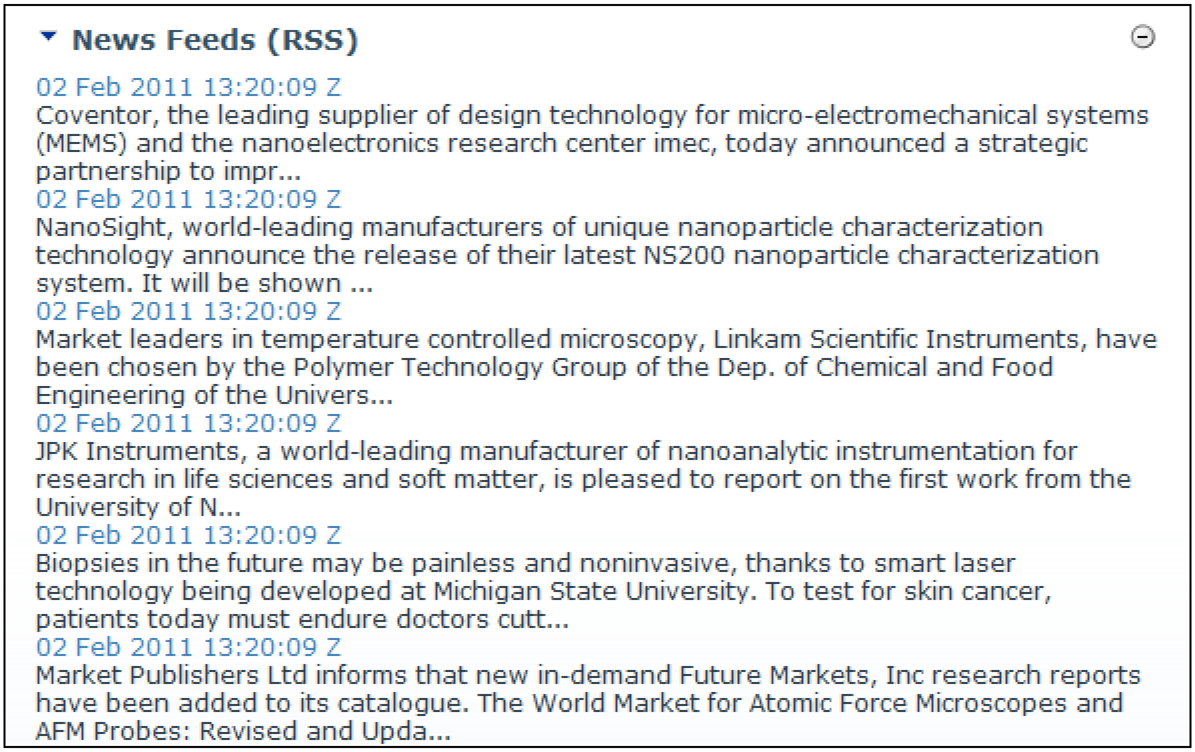


- **Ticker.xsl [System]**: News items display in a single line which repeatedly scrolls from left to right across the module. Item details are Date and Time, and Title.

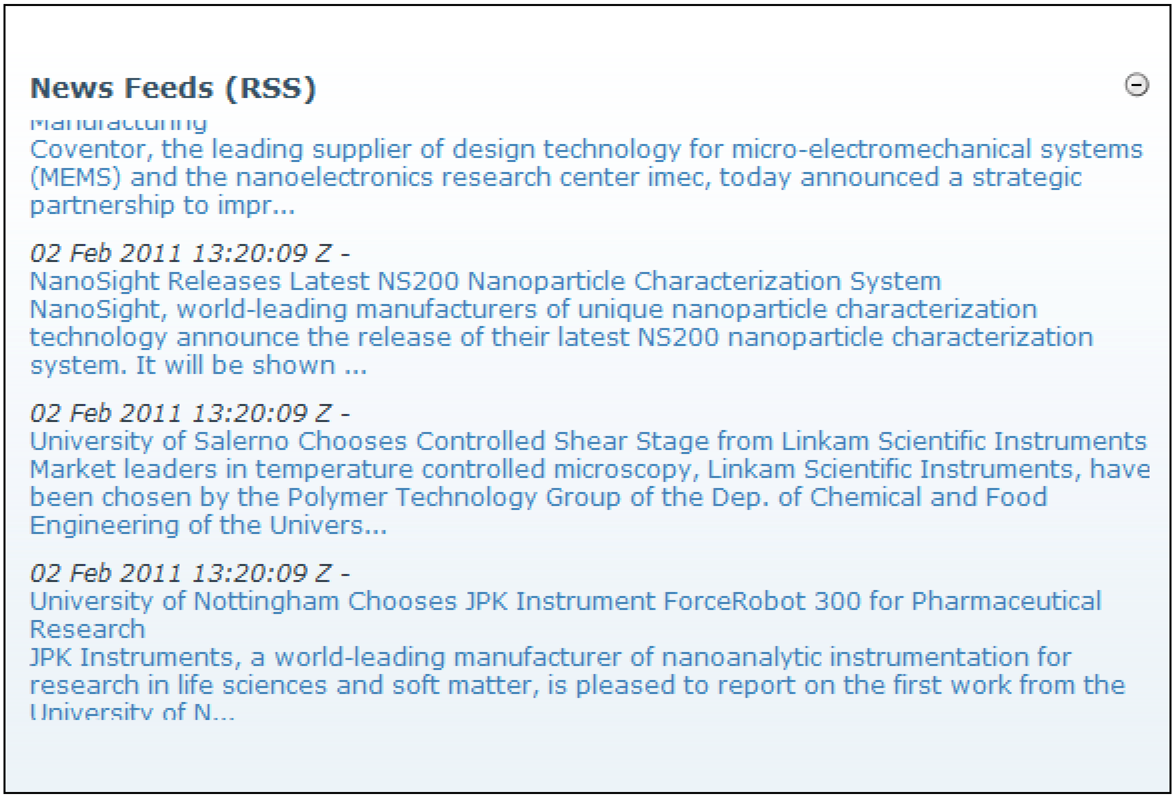
- **Ticker2.xsl [System]**: Suitable for feeds from Twitter. News items display in a static list down the module. Item details are Date and Time, Title and summary.



- **Twitter.xsl [System]**: A ape layout where only the Title of each item is displayed, separated by a series of asterisk.

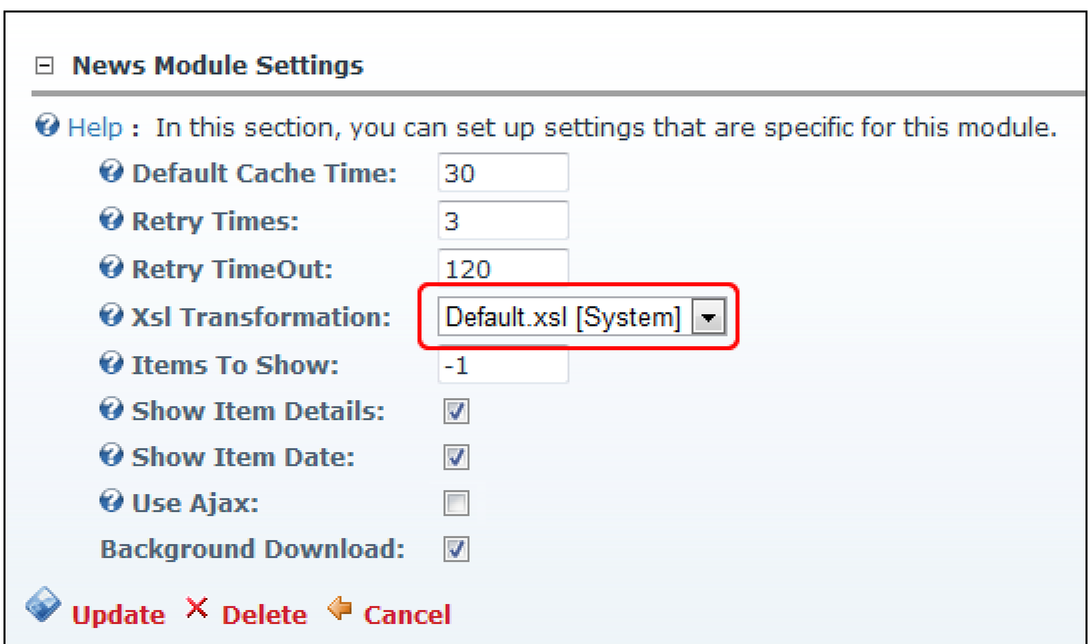


- **VScroll.xsl [System]**: News items display in a list which repeatedly scrolls up from the base to the top of the module.



- **< 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.

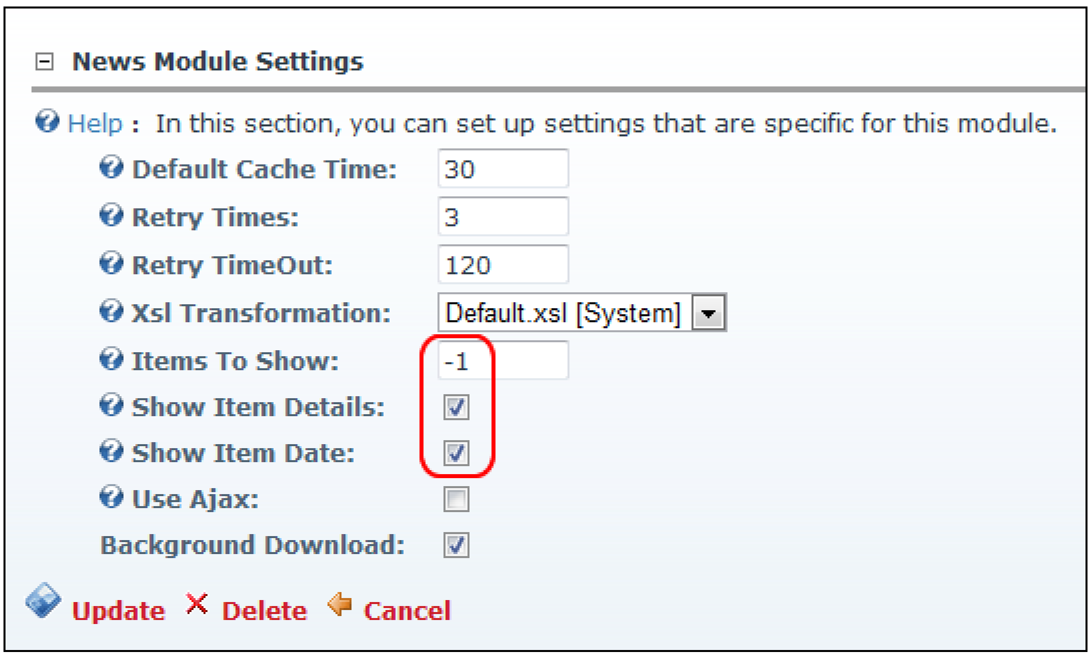


Setting News Layout

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.



6. Click the Update link.

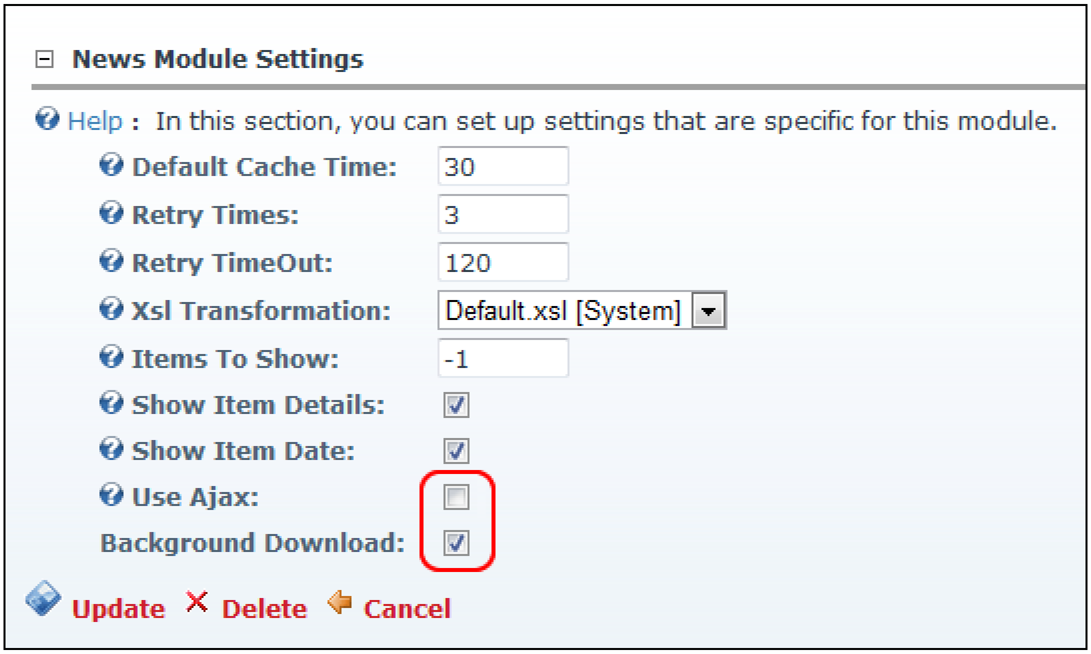
Configuring Feed Retrieval Settings

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.



5. Click the Update link.

Related Topics:

- See "About the Schedule Page"

Newsletters

About the Newsletters Module

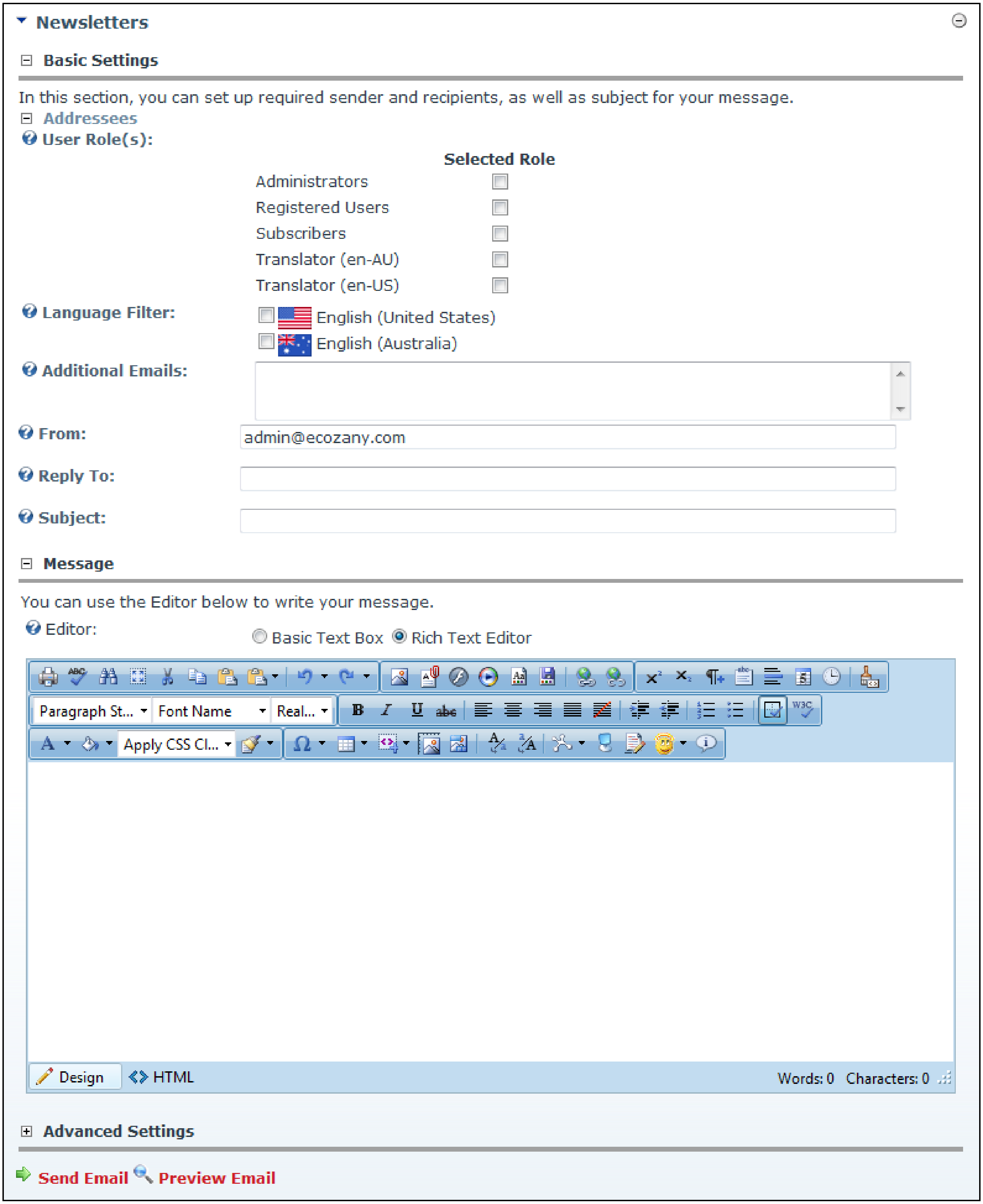
The Newsletters module allows you to send individual or bulk email messages (newsletters). The newsletter can be sent to the members of one or more security roles and/or to one or more email addresses. Messages are sent to each recipient separately to prevent recipients from seeing each other's details. 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:

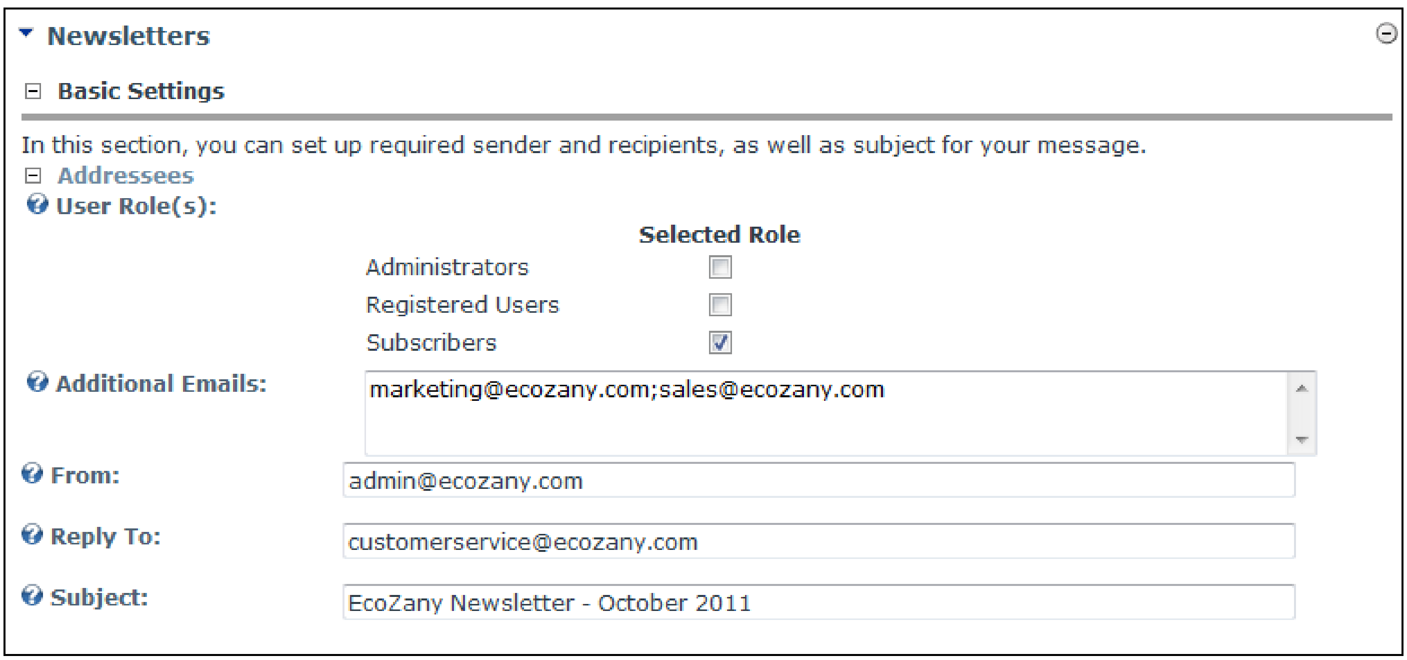
1. Ensure you have a valid email address on your user account. This will be the default email address for newsletters, however you can specify a different from address when required. See "Managing your User Credentials"
2. Ensure your SMTP details are completed and messages can be sent. See "Setting 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
Registered Users
Subscribers
Translator (en-AU)
Translator (en-US)
Language Filter:
English (United States)
English (Australia)
Additional Emails:
From:
admin@ecozany.com
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...
Apply CSS Cl...
Design
HTML
Words: 0
Characters: 0
Advanced Settings
Send Email
Preview Email

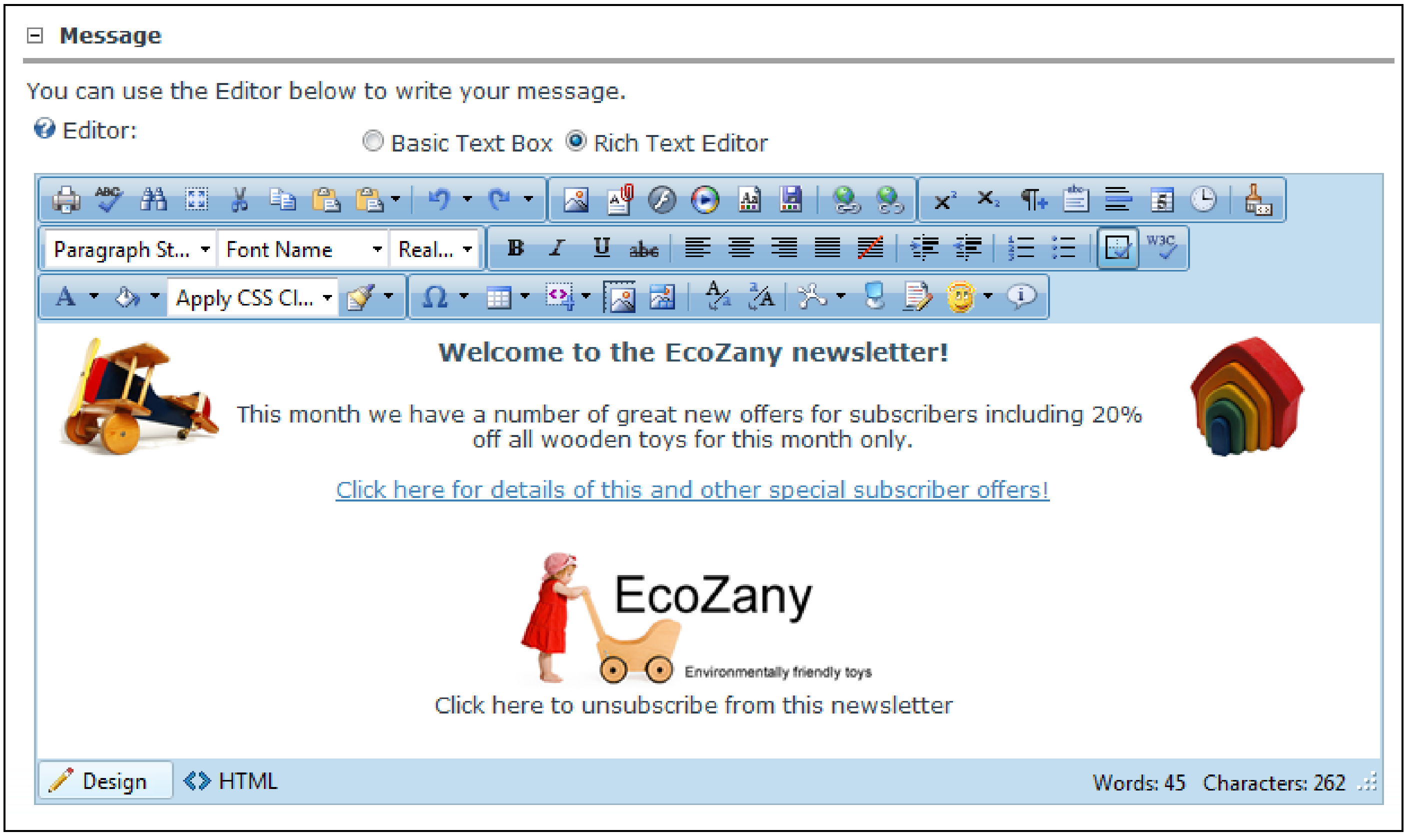
Sending a Basic Newsletter

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.



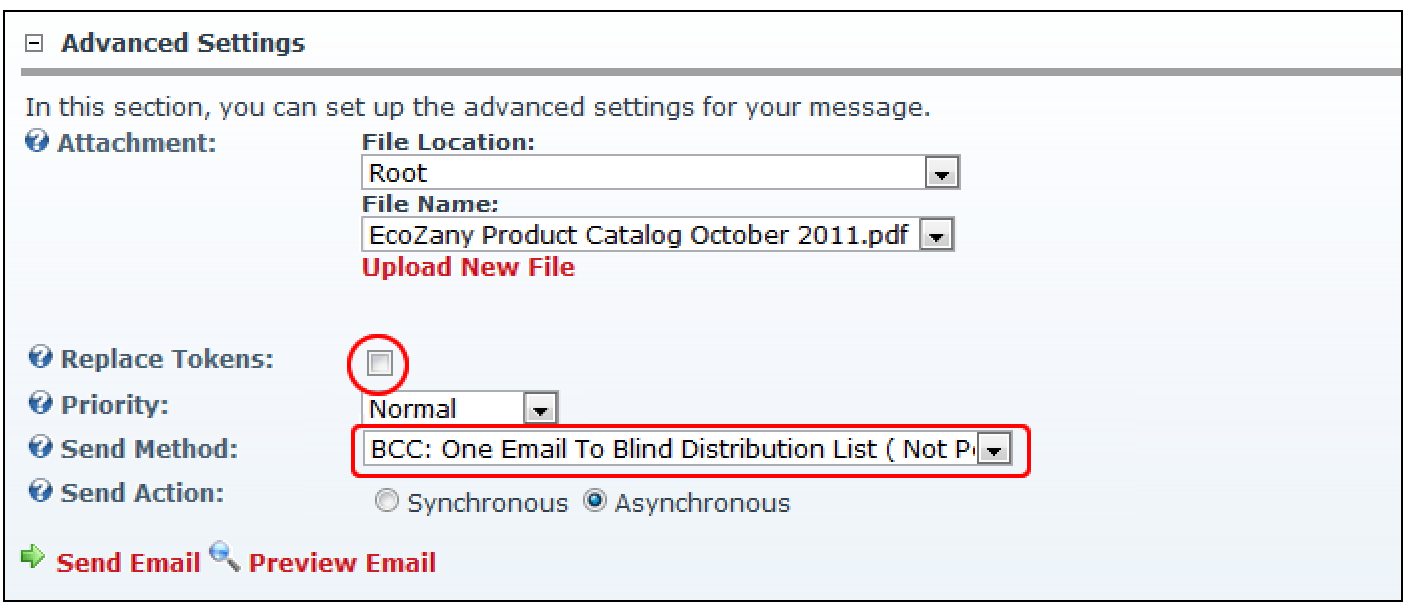
3. Select the **Message** tab and enter the body of the newsletter into the **Editor**. (Select **Basic Text Box**to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images).
4. **Optional.** Click the Preview Email link located at the base of the module if you wish to preview the newsletter before sending it.



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)**.



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.

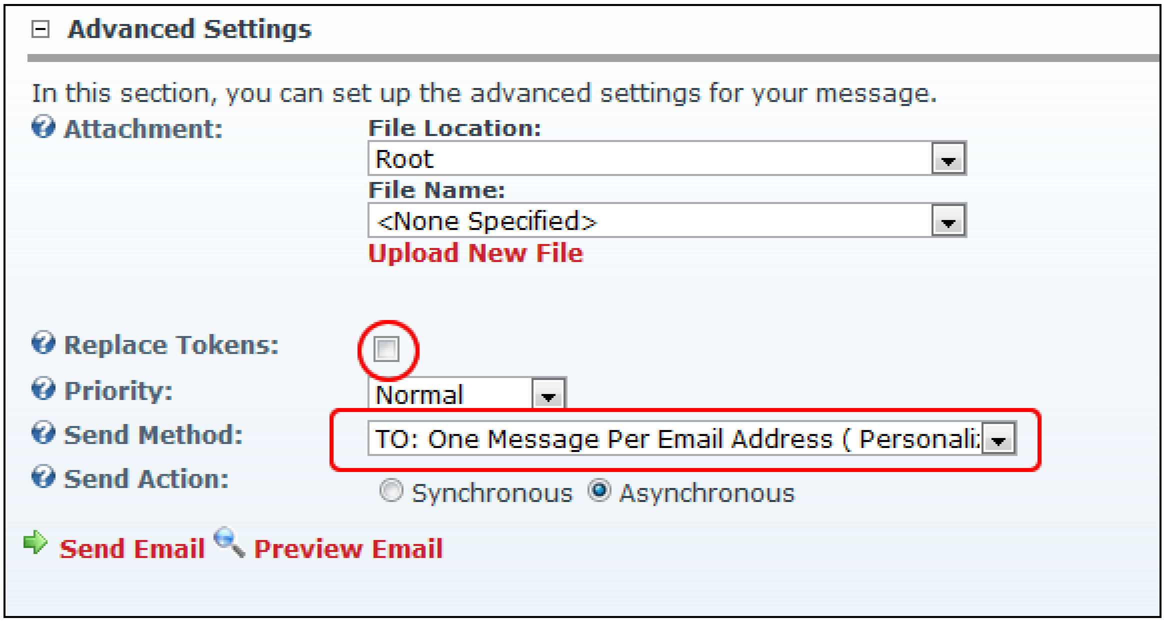
1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Basic Settings** tab and complete the basic settings as required. See "Sending a Basic Newsletter"
3. Select the **Message** tab and enter the body of the newsletter into the **Editor**. (Select **Basic Text Box** 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"



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)**.

---

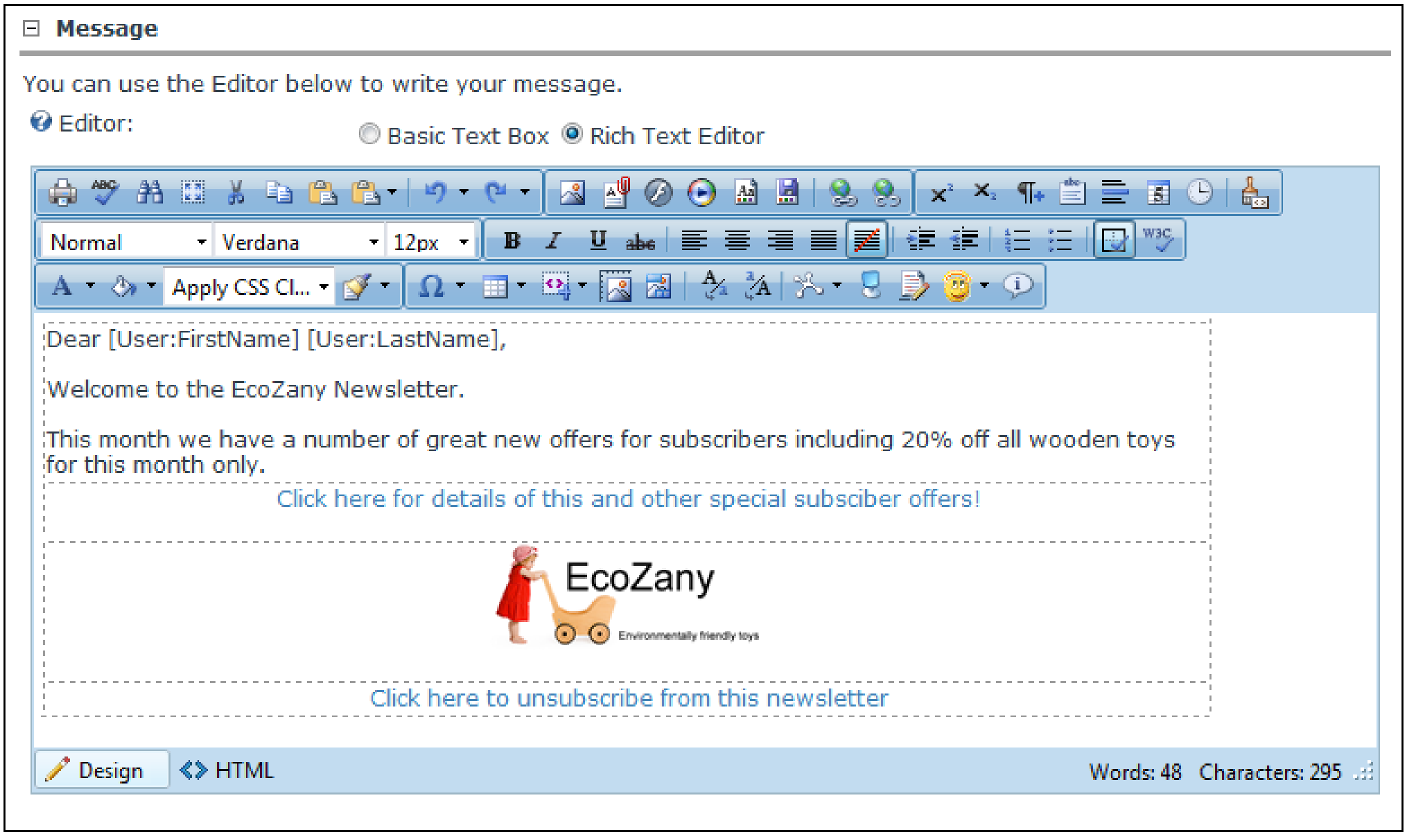
1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.

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.

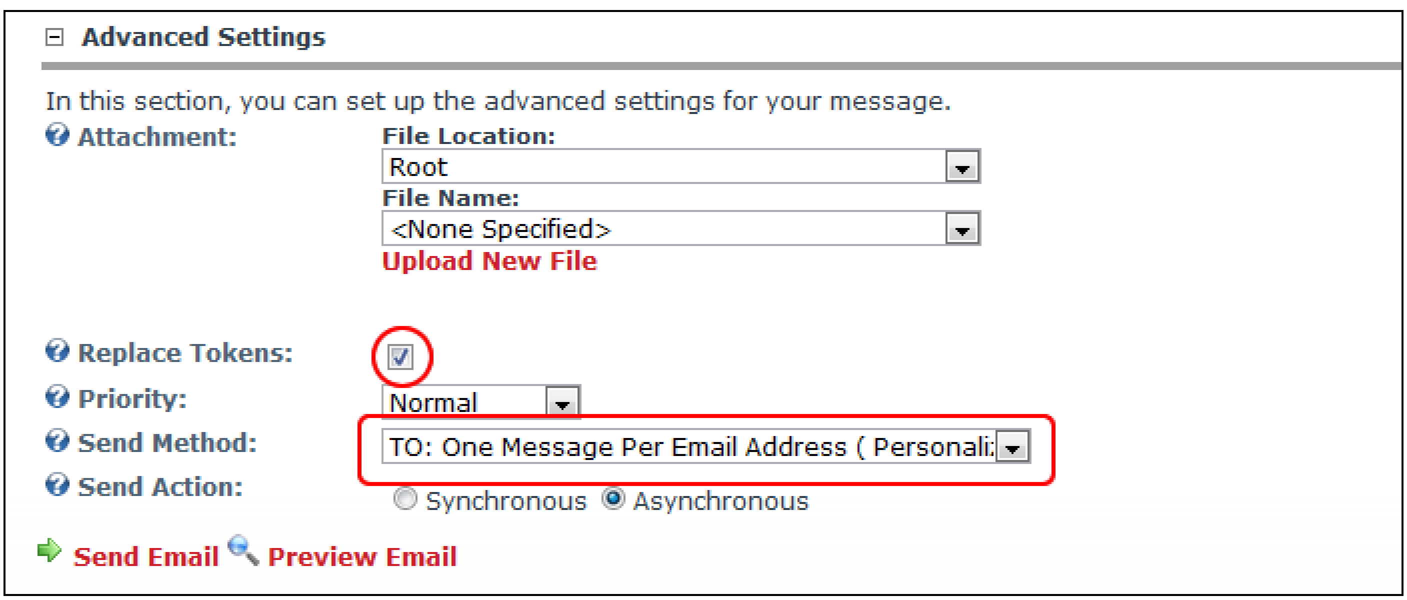
    b. Enter the body of the newsletter including replacement tokens into the **Editor**. E.g. [User:FirstName] [User:LastName]. See "Replacement Tokens"



4. Select the **Advanced Settings** tab and then set these required settings:

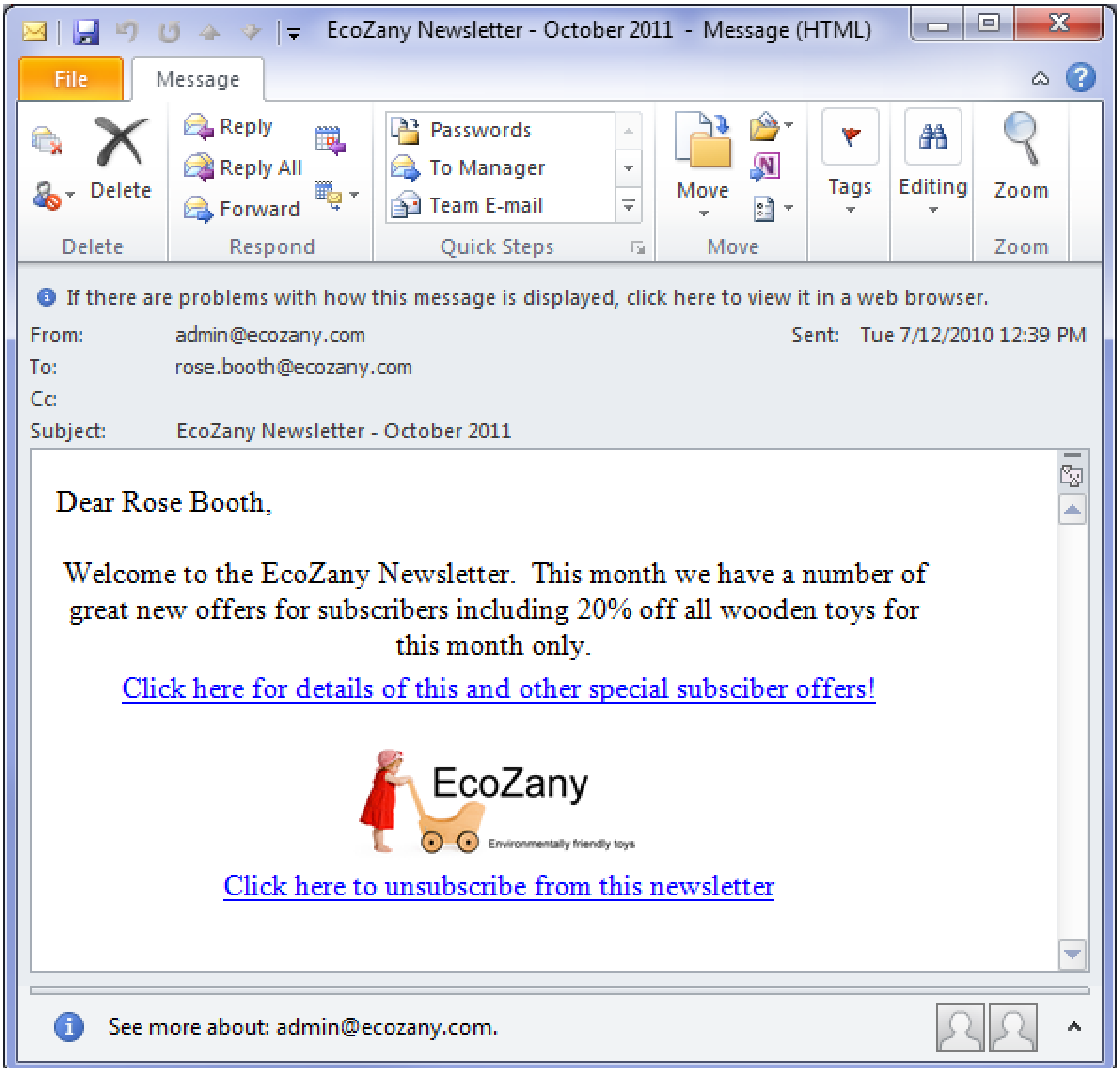
   a. At **Replace Tokens?**, check the check box.

   b. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.



5. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"

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.



The Received Message. Note the recipients first and last name are included

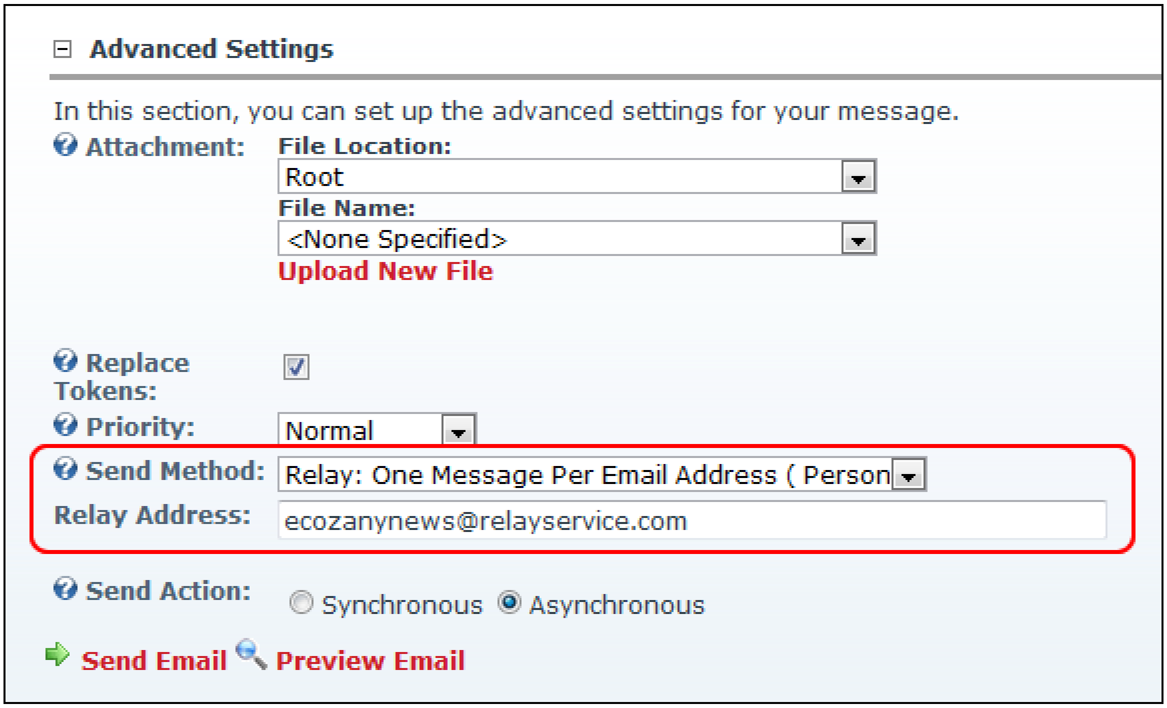
Sending a Newsletter to a Relay Service

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.

1. Navigate to Admin > **Newsletters** - OR - Go to a Newsletters module.

2. 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"



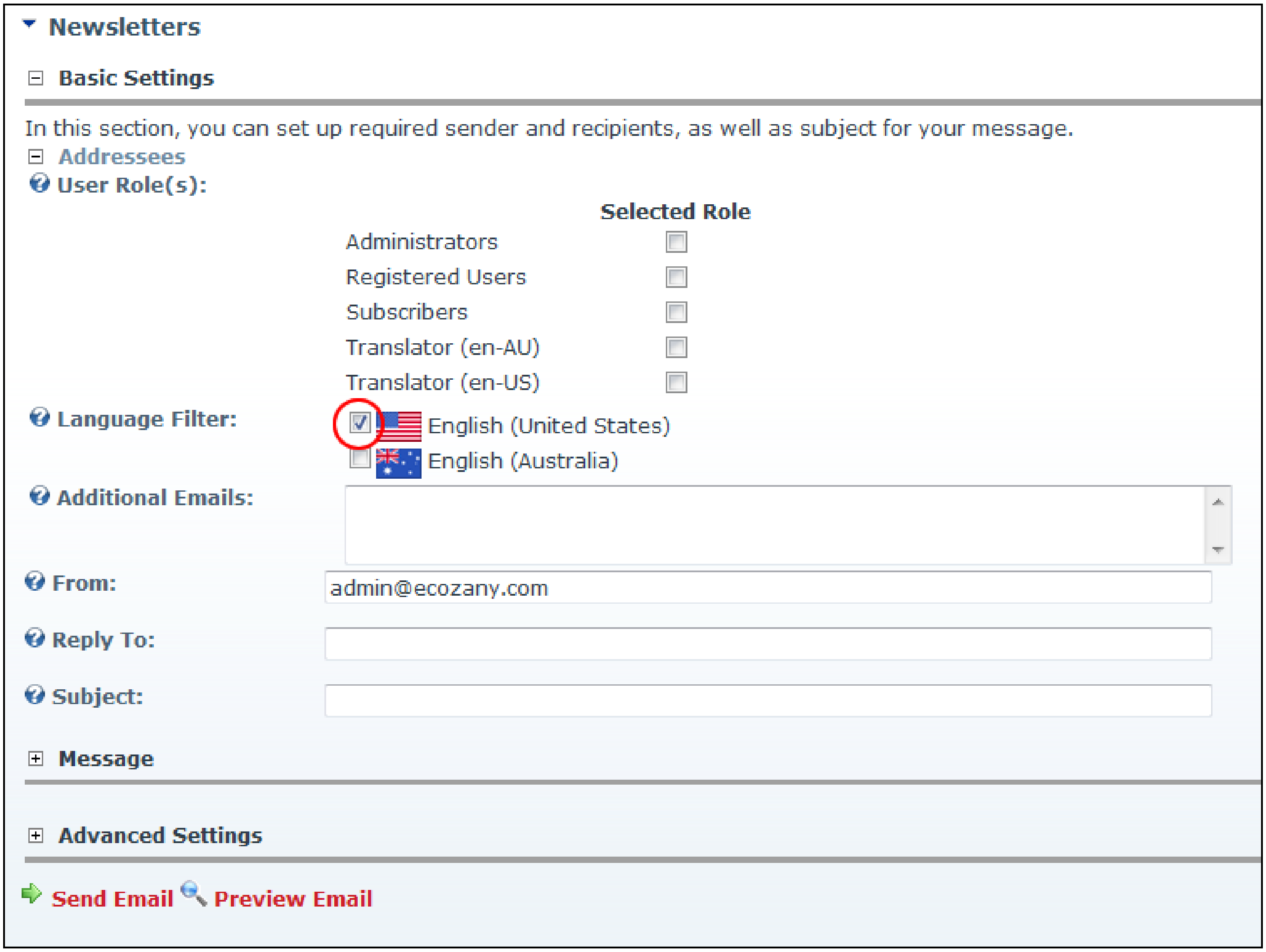
6. Click the Send Email link. A **Successful** or **Not Successful** message is now displayed. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.

Sending Newsletters in a User's Preferred Language

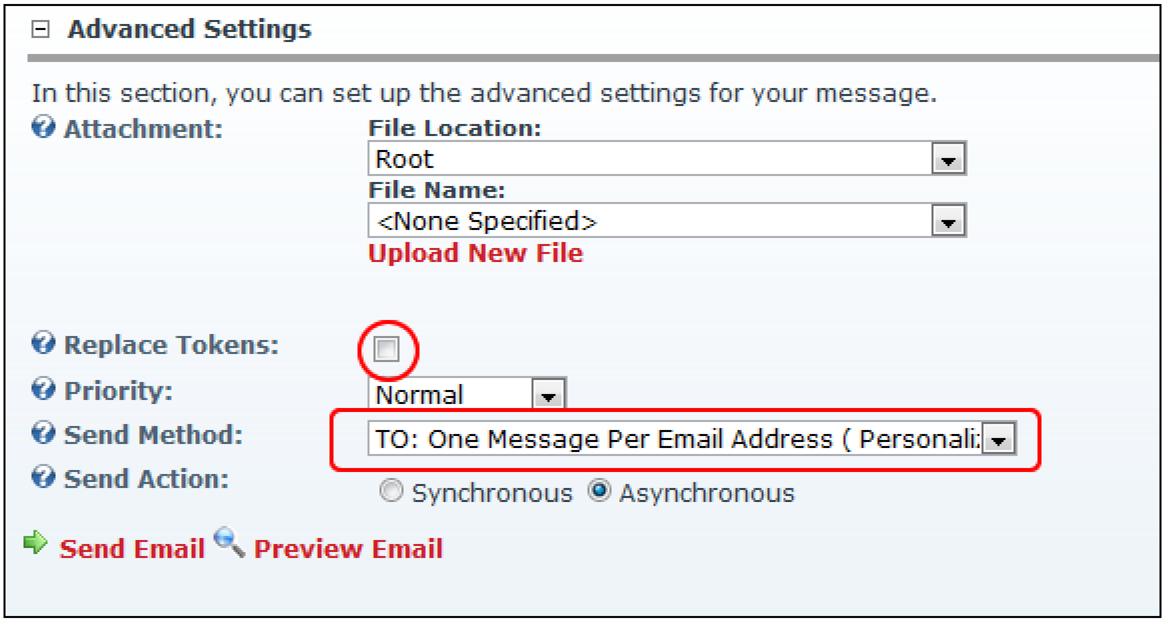
How to send a newsletter to user's in their preferred language using the Newsletter module. Multiple languages must be installed and enabled on this portal to display the Language Filter field.

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.



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)**.

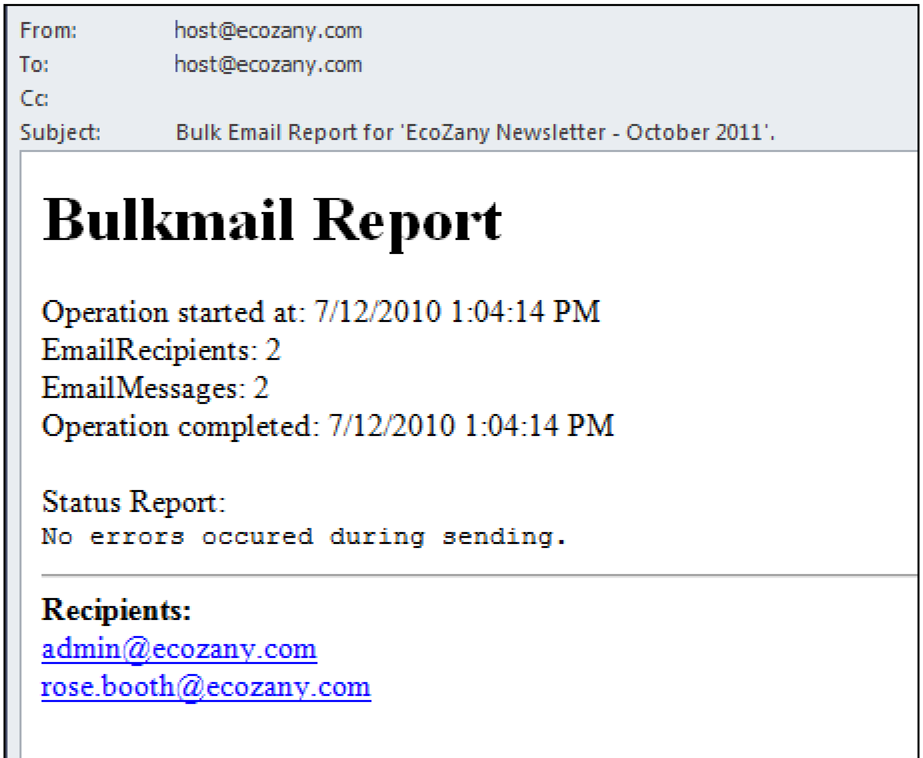


6. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"
7. Click the Send Email link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, 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 occured during sending.`

Recipients:
admin@ecozany.com
rose.booth@ecozany.com

The Bulk Email Report

Pages (Tabs)

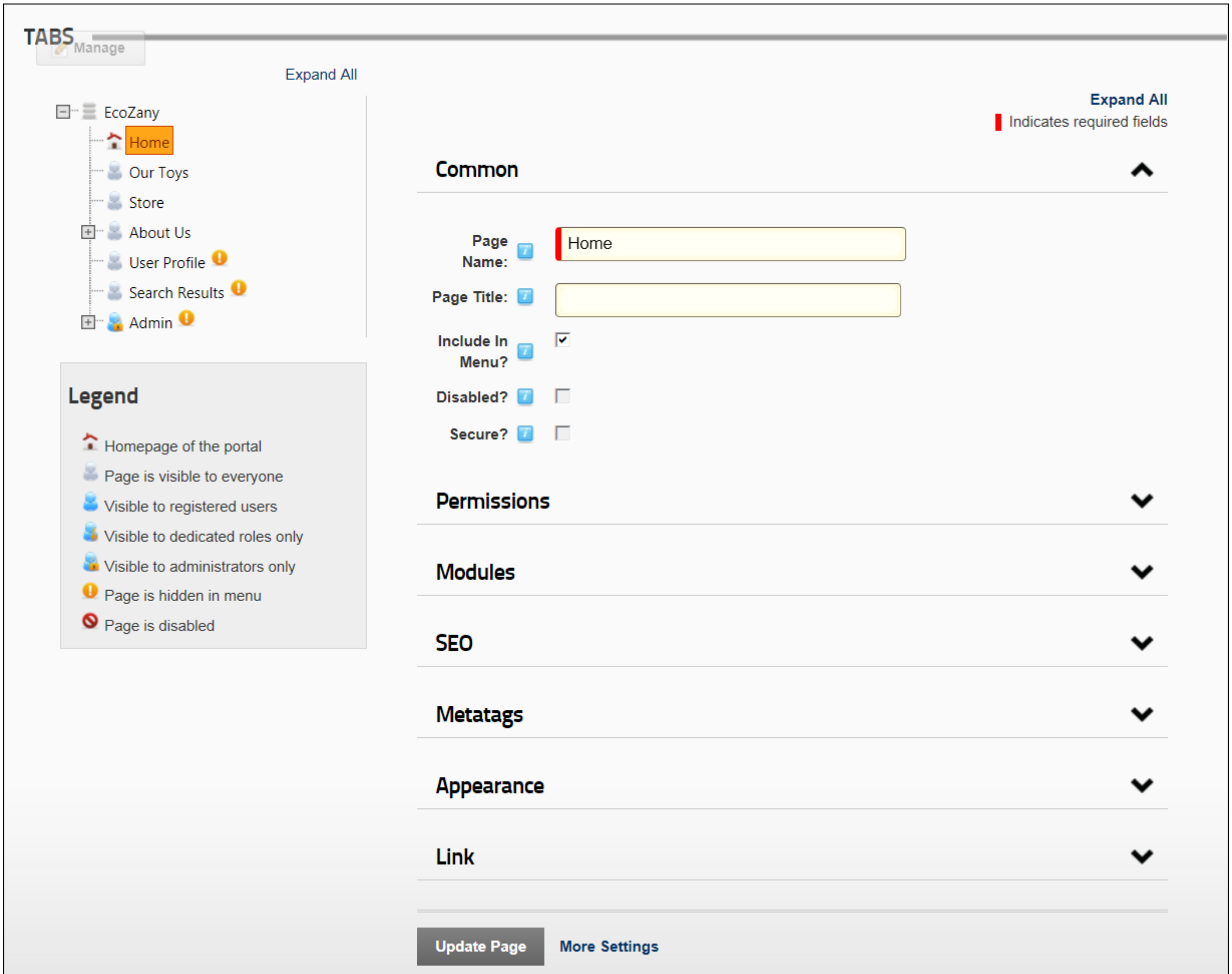
About the Pages (Tabs) module

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.



The Pages Module as viewed by Admin

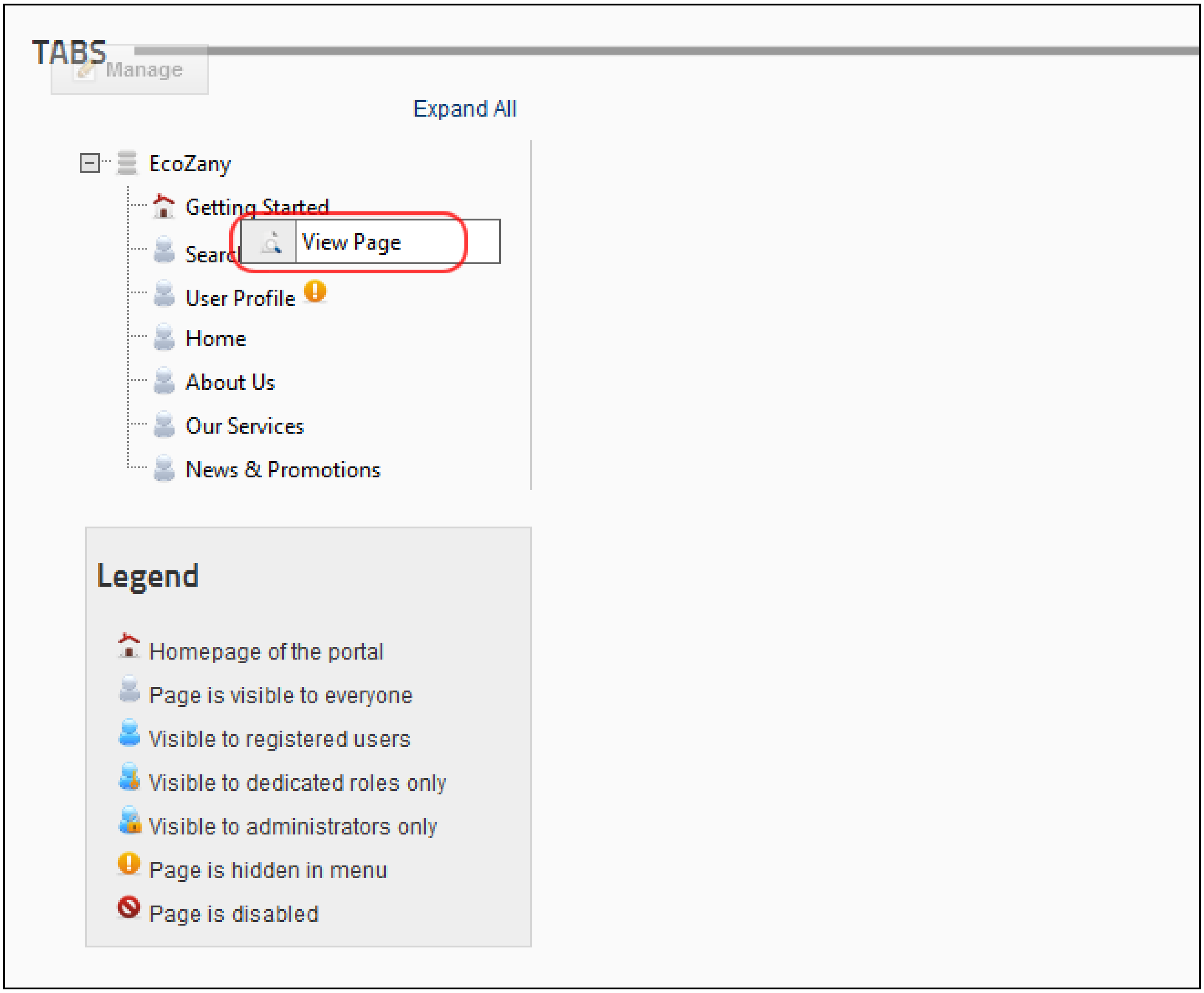
Page Editors

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.



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.

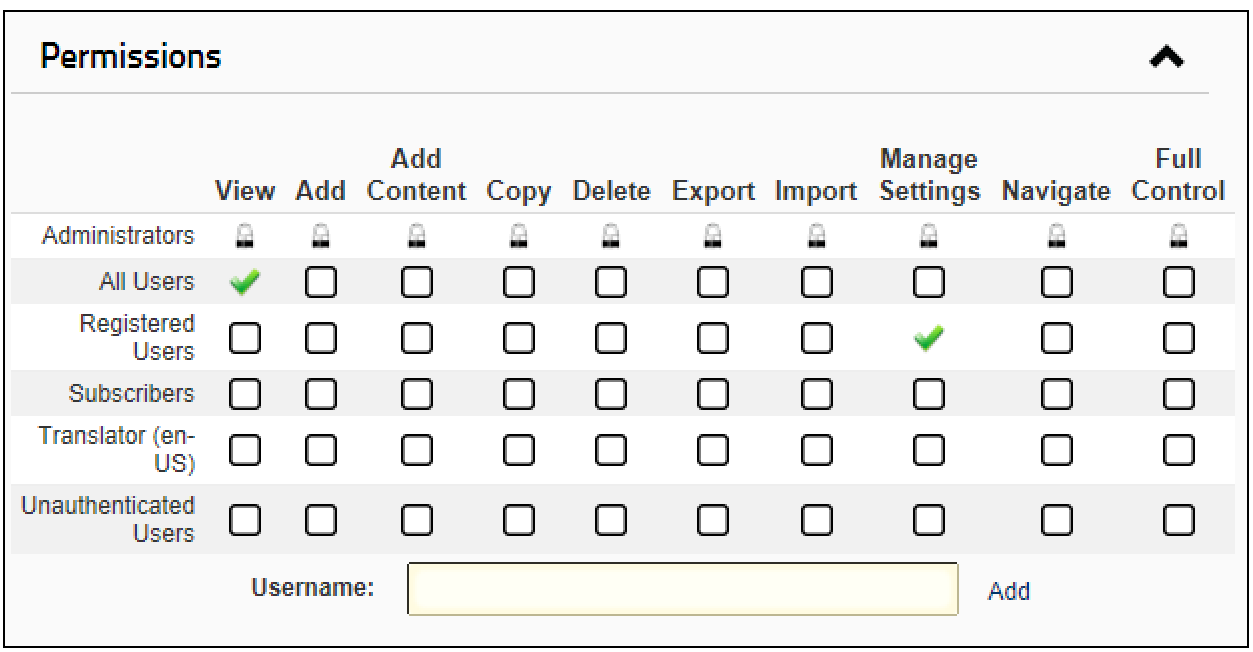
c. At **Include In Menu?**, check the check box to include this page in the menu- OR - Uncheck the check box to hide the page.

d. At **Disabled**, select from these options:

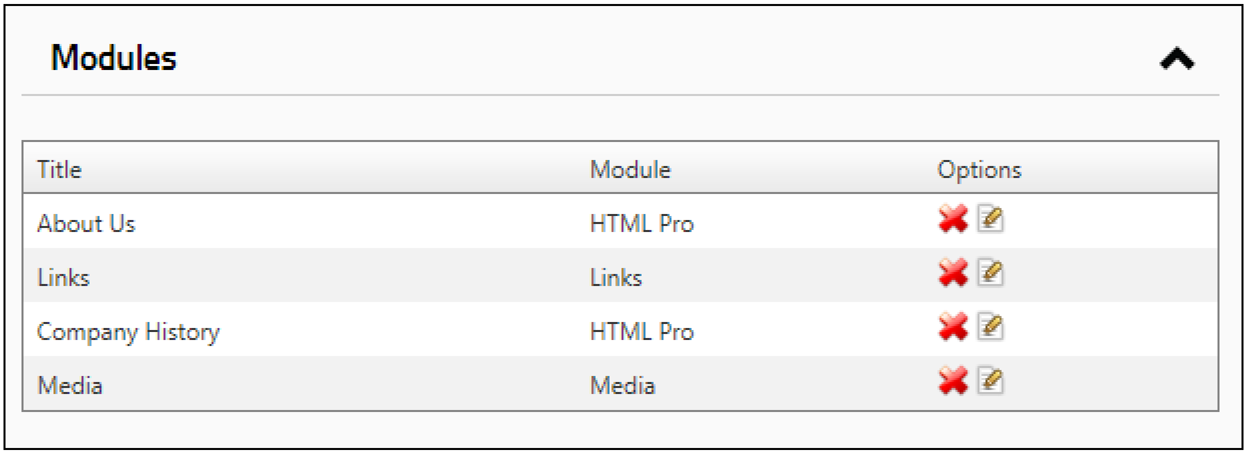
- Check the check box if the page name is not a link. I.e. When you click on the page name in the menu nothing happens. This option is typically selected for a parent page to provide a way for users to navigate to its child pages.
- Uncheck the check box for this page name to be a link to the page. This 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.

3. Expand the **Permissions** section to update permissions. Note: This section is only visible to Administrators and SuperUsers. See "Setting Page Permissions"



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.

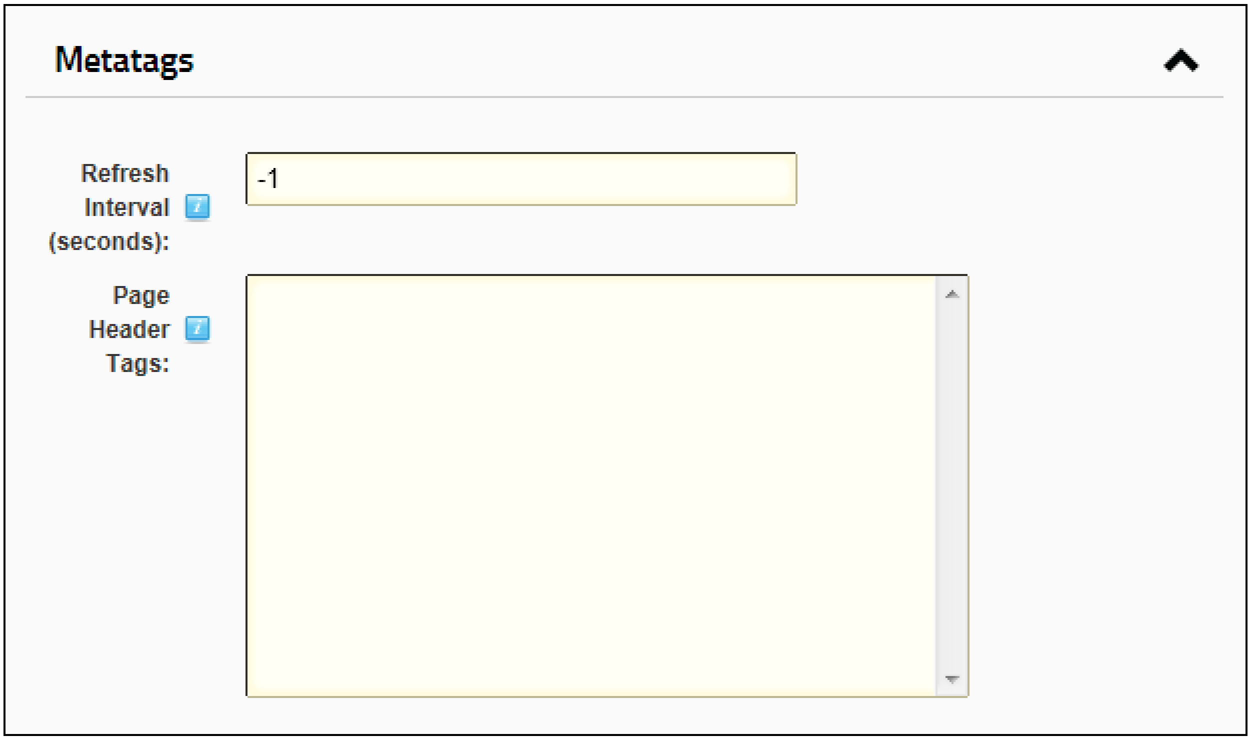


5. Expand the **SEO** section and enter/edit any of the following settings:
    a. In the **Sitemap Priority** text box, enter a number between 0.1- 1.0 that is used to determine the SEO Sitemap priority.
    b. In the **Page Description** text box, enter a description of the page content. The description 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.
    c. In the **Page Keywords** text box, enter key words for this page separated by comma.
    d. 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.

6. Expand the **Metatags** section and enter/edit any of the following settings:

    a. 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.

    b. In the **Page Header Tags** text box, enter any tags that should be rendered in the "HEAD" tag of the HTML for this page.



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:

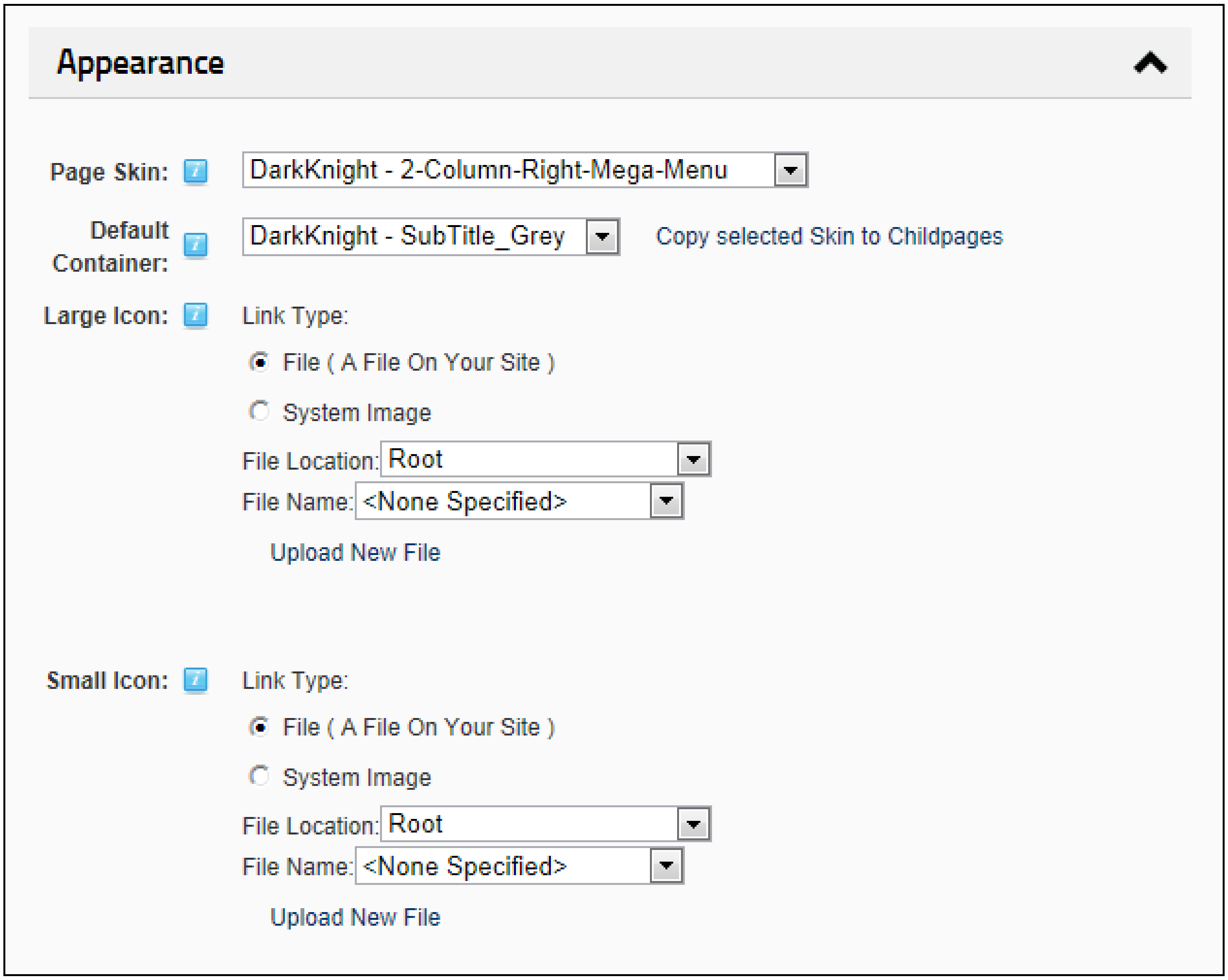
      - **File (A File On Your Site)**, select to choose any imageSee "Uploading and Linking to a File"

         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.



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.

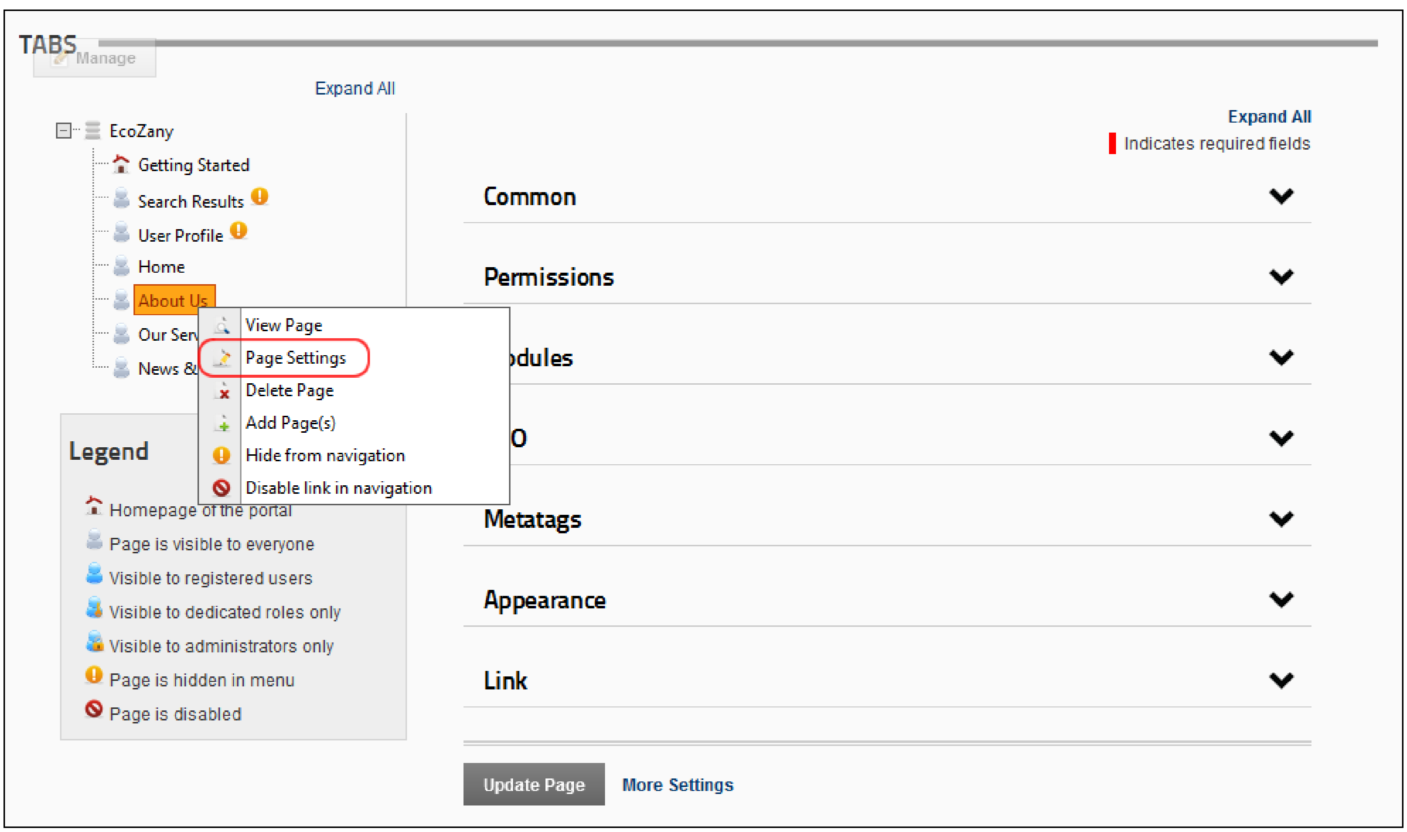
9. Click the Update Page link.

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.



2. Edit page settings as required.

3. Click the Update link. You are now returned to the Pages module.

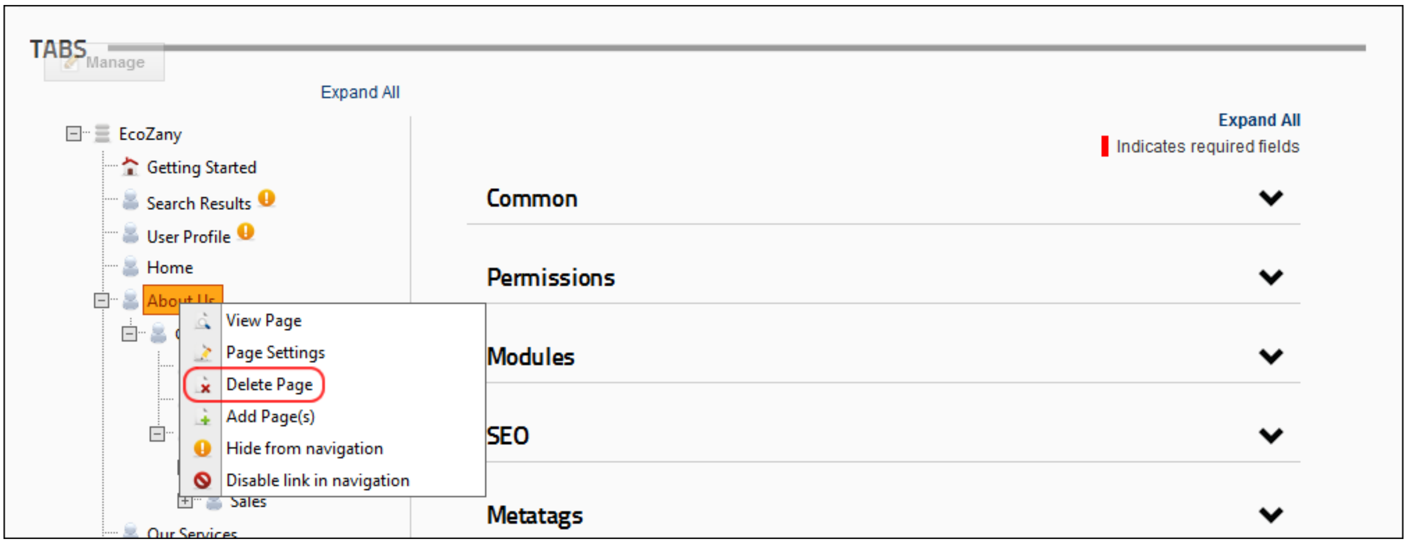
Deleting a Page (Pages Module)

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.



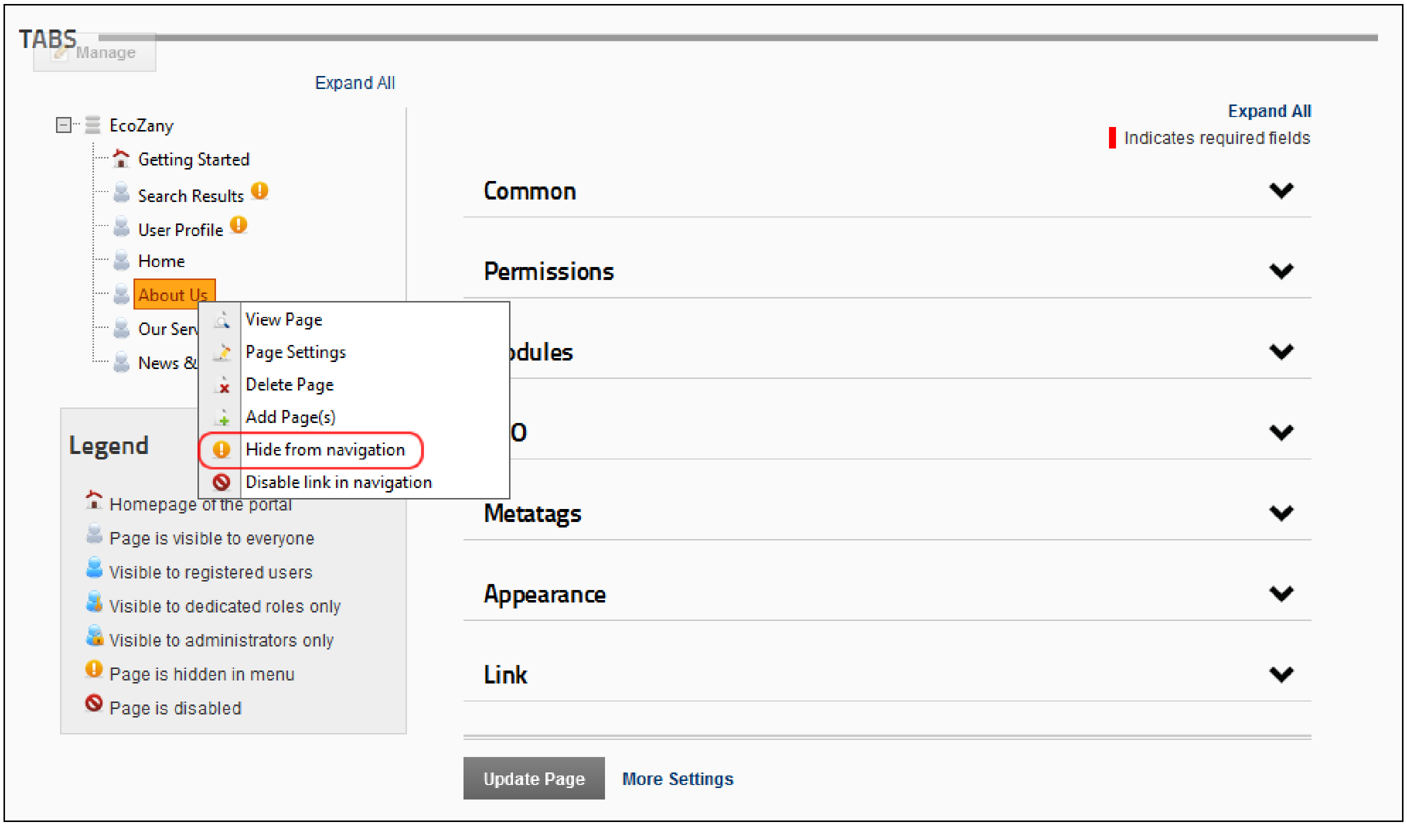
2. This displays the message "This will delete the selected page and all its child pages. Are you sure?"

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

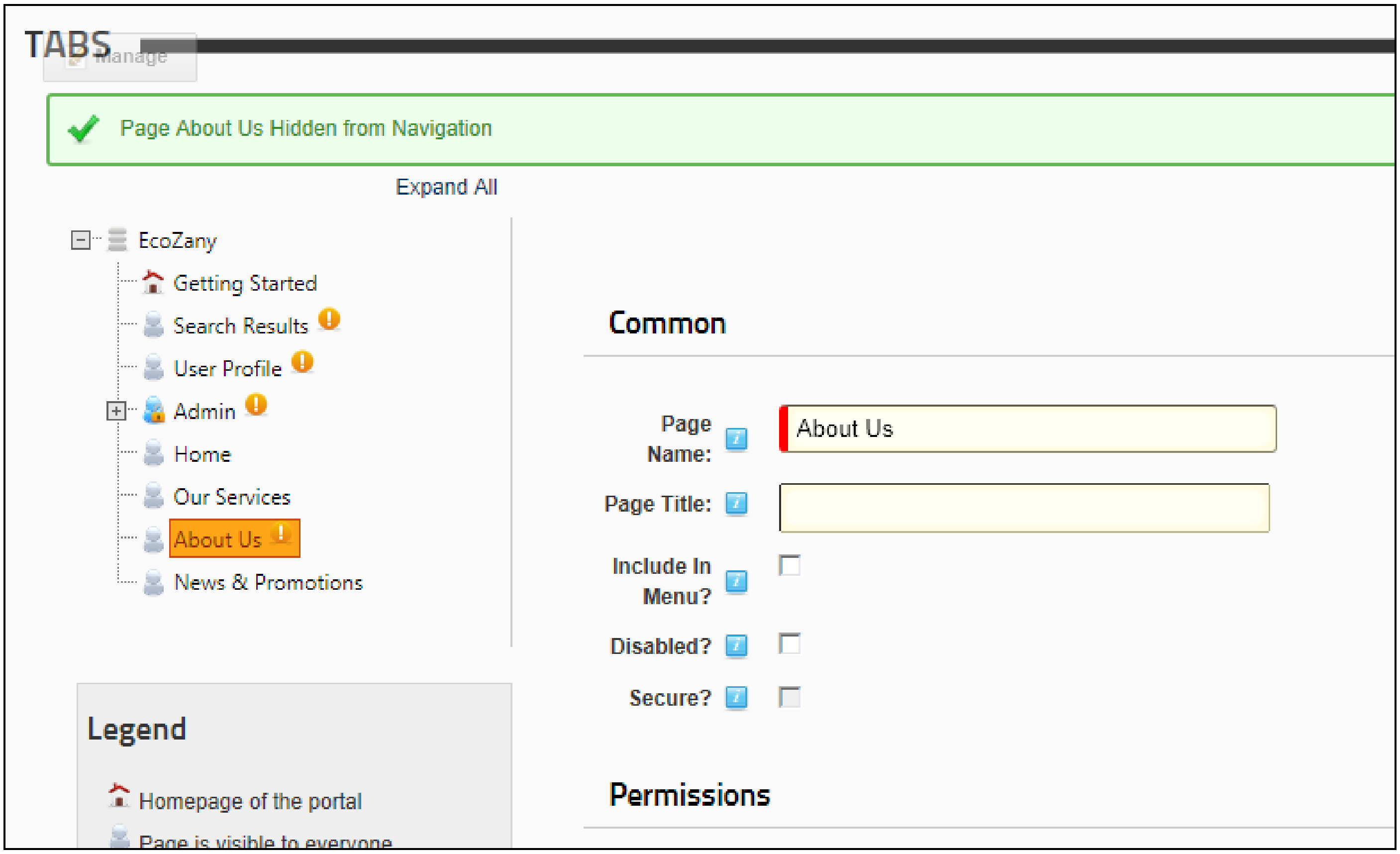
Hiding/Showing a Page in Site Navigation

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.



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 displayed instead.*

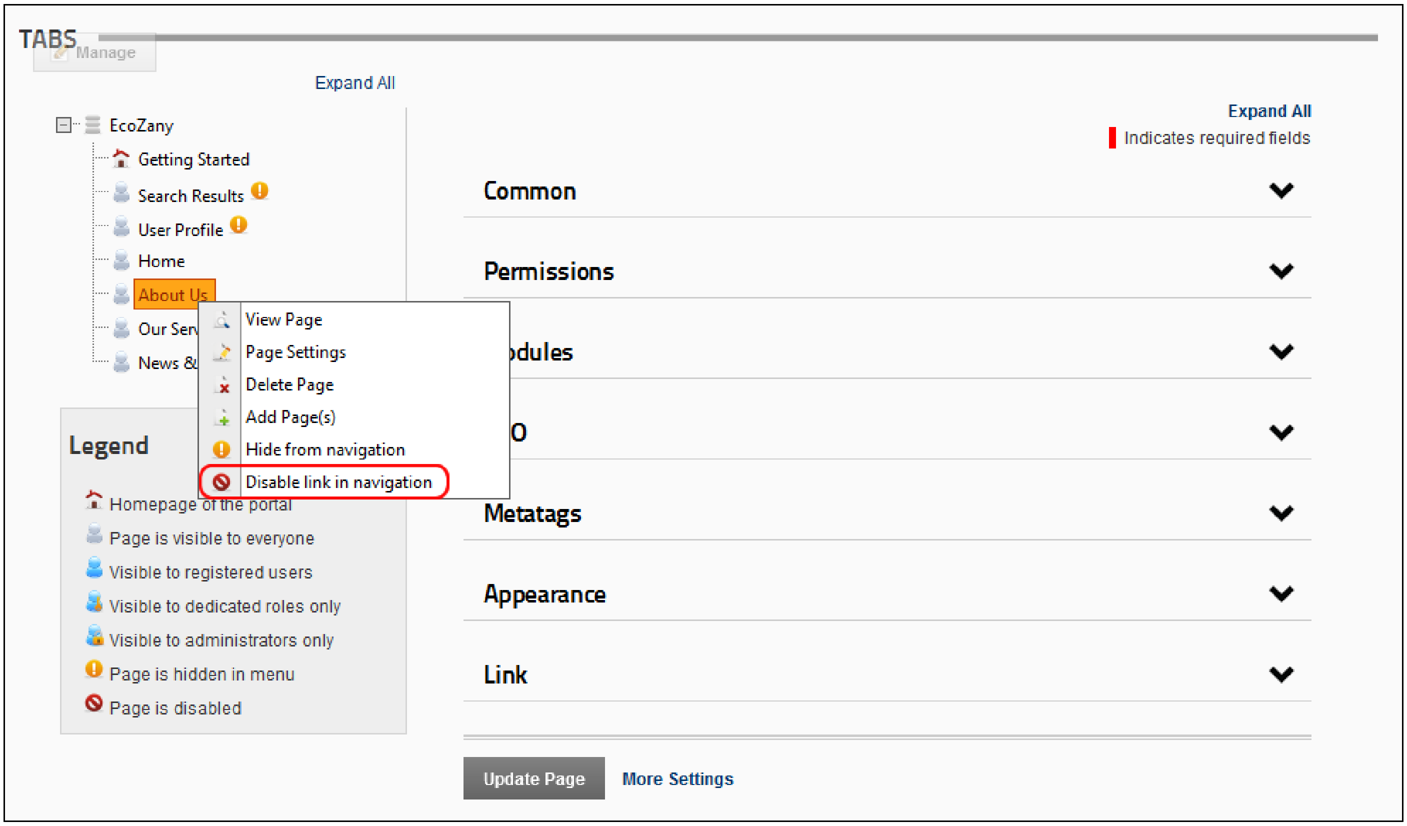


Enabling/Disabling Page Link (Pages Module)

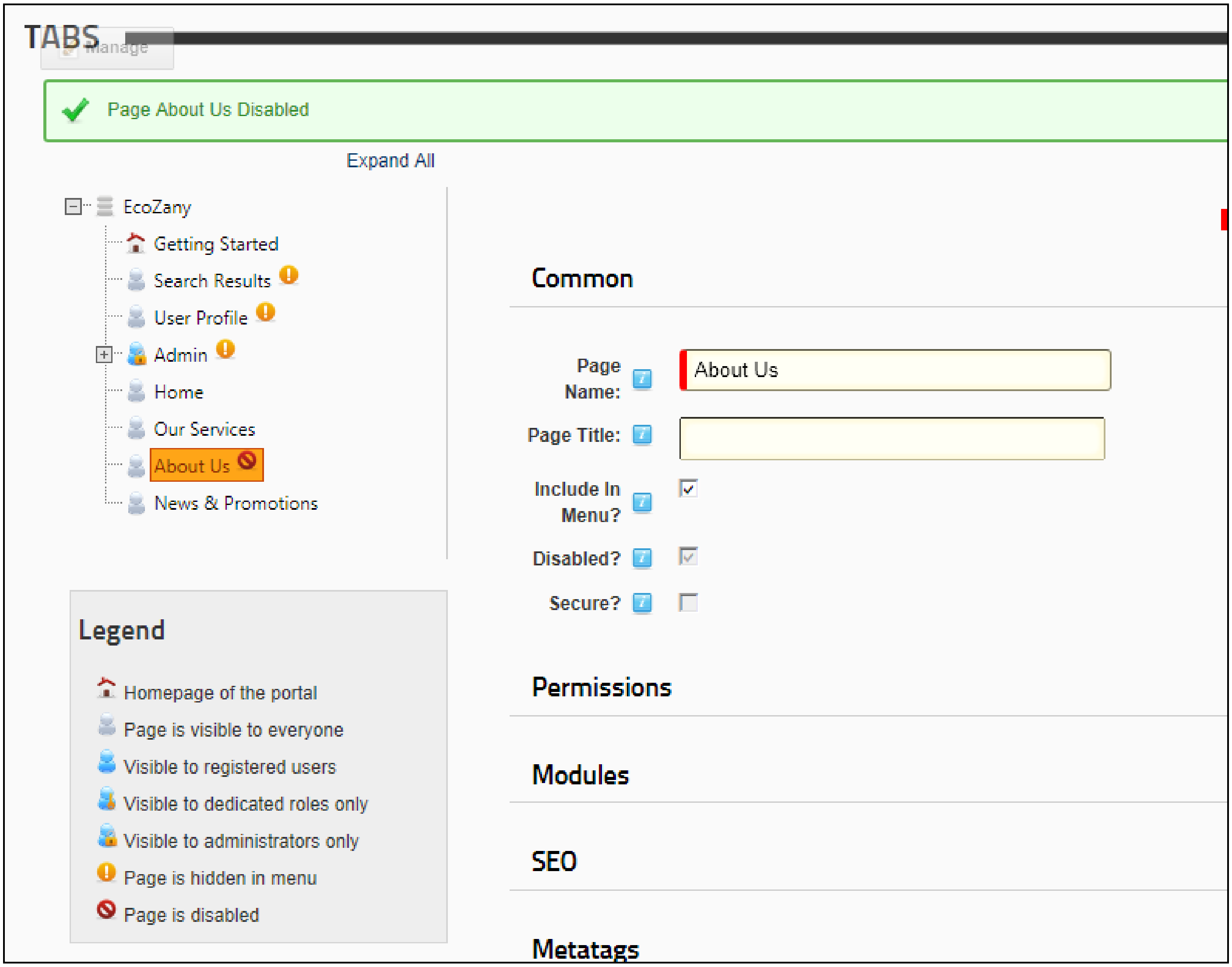
How to prevent or allow a page to function as a link in the site menu using the Pages module. This settings updates the "Disabled?" check box under the settings for this page.

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.



*Tip: Disabled pages display the **Disabled** icon in the Pages module for quick reference.*

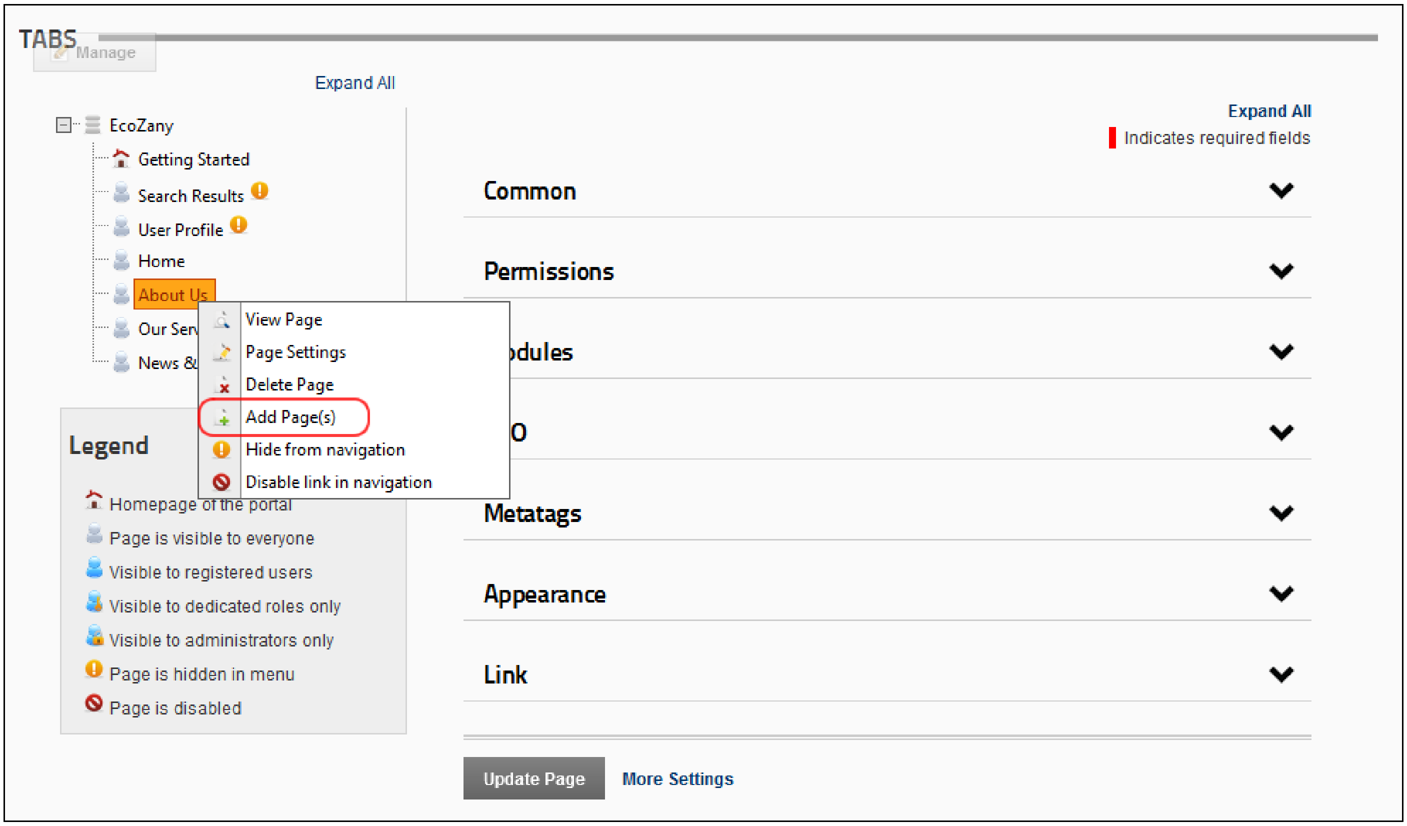


Administrators

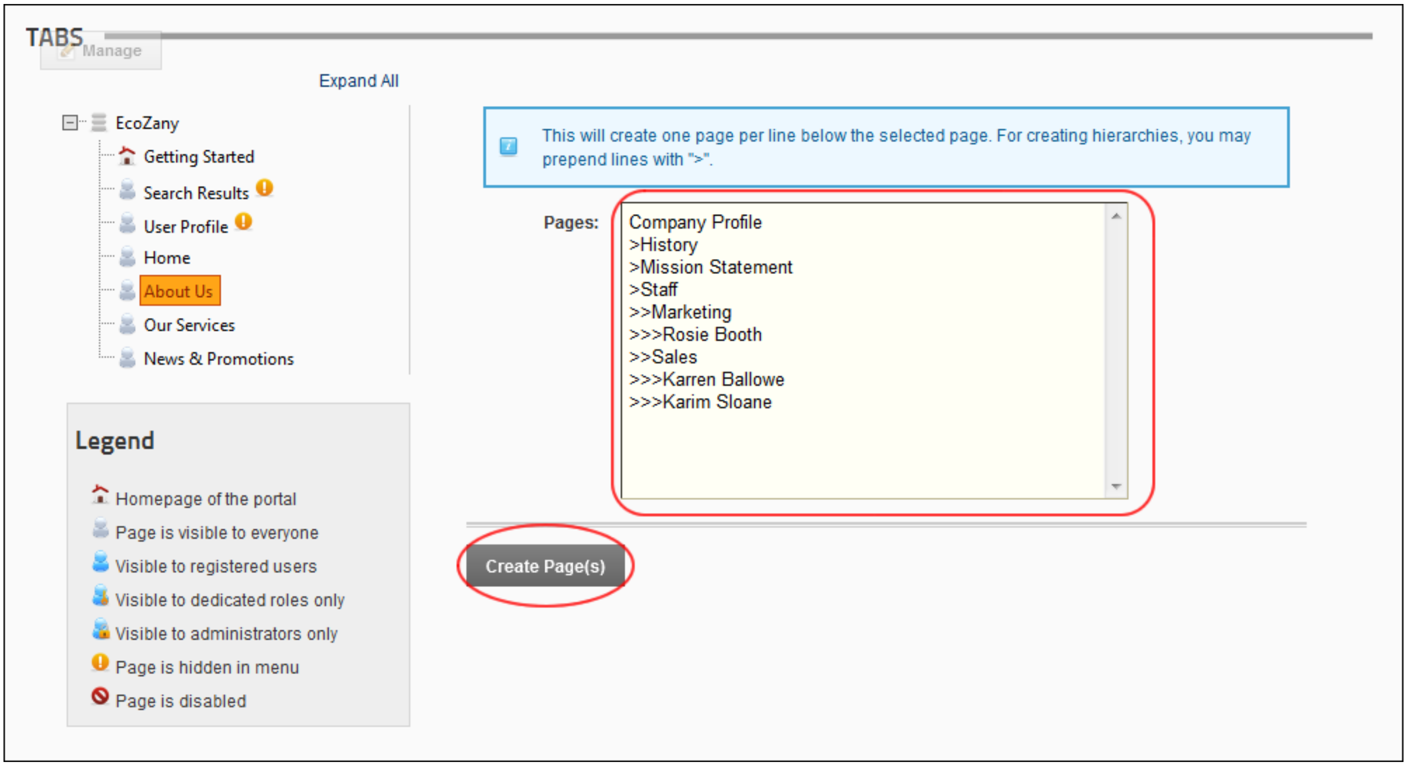
Adding One or More Pages (Pages Module)

How to add one or more new pages to a site using the Pages module.

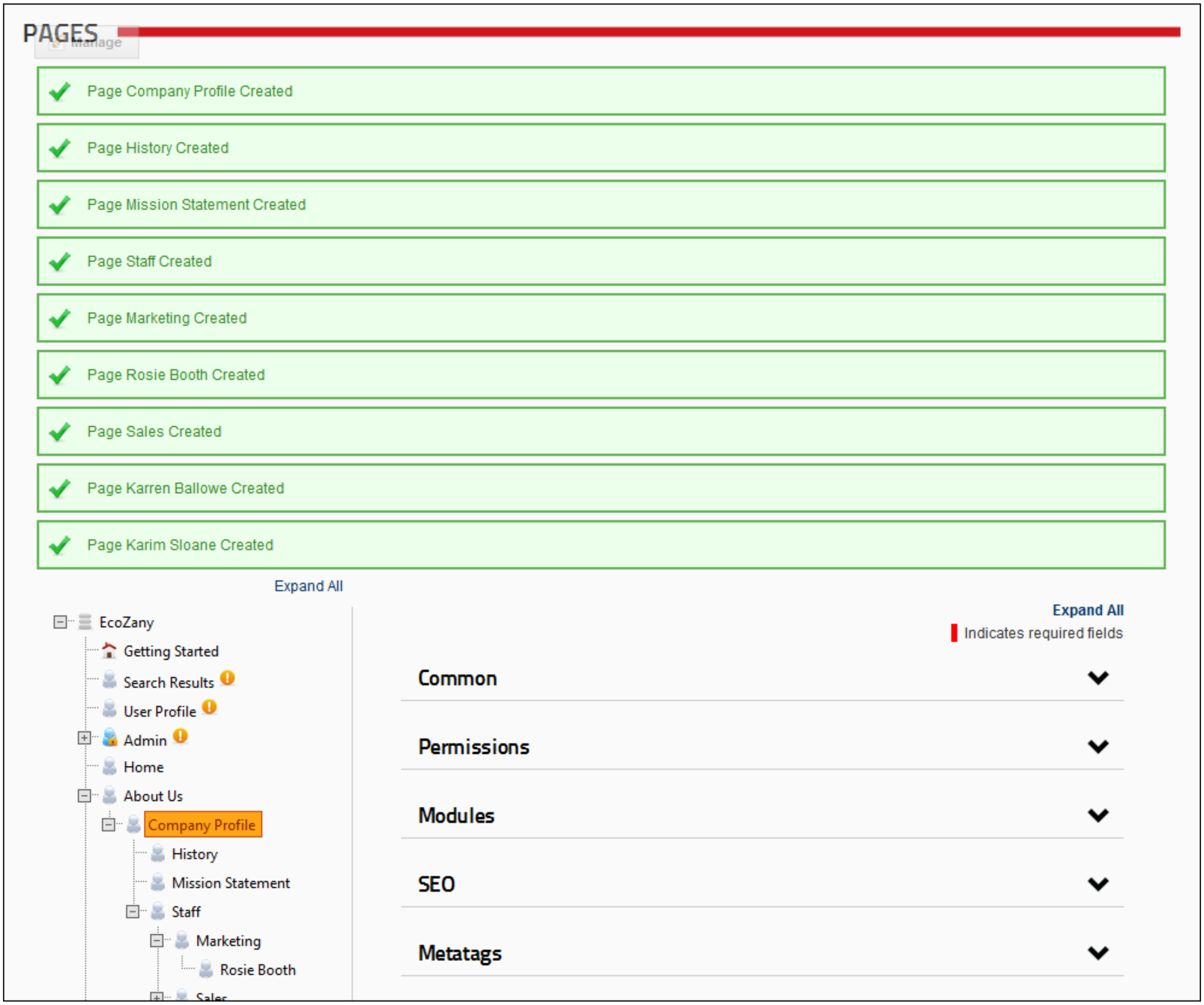
1. In the left-hand navigation tree, right-click on a page name and then select **Add Page(s)** from the drop-down menu.



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.



4. The new pages are now added to the site menu, the Pages module navigation tree.

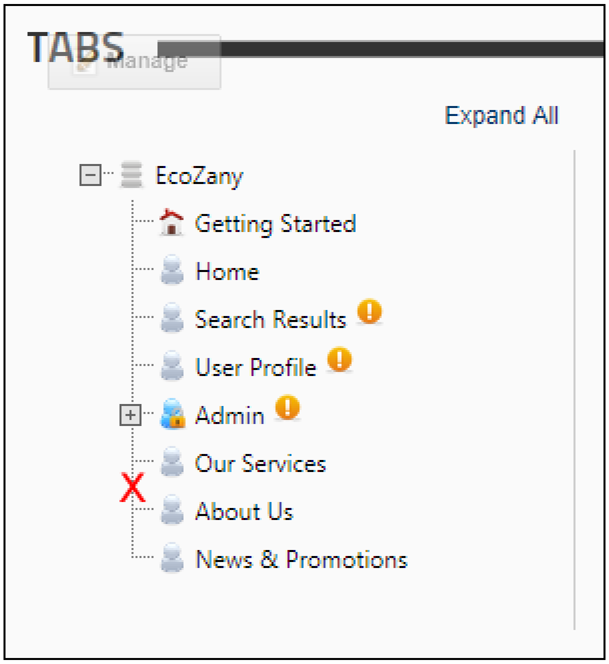


Moving Page Position in Menu

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.

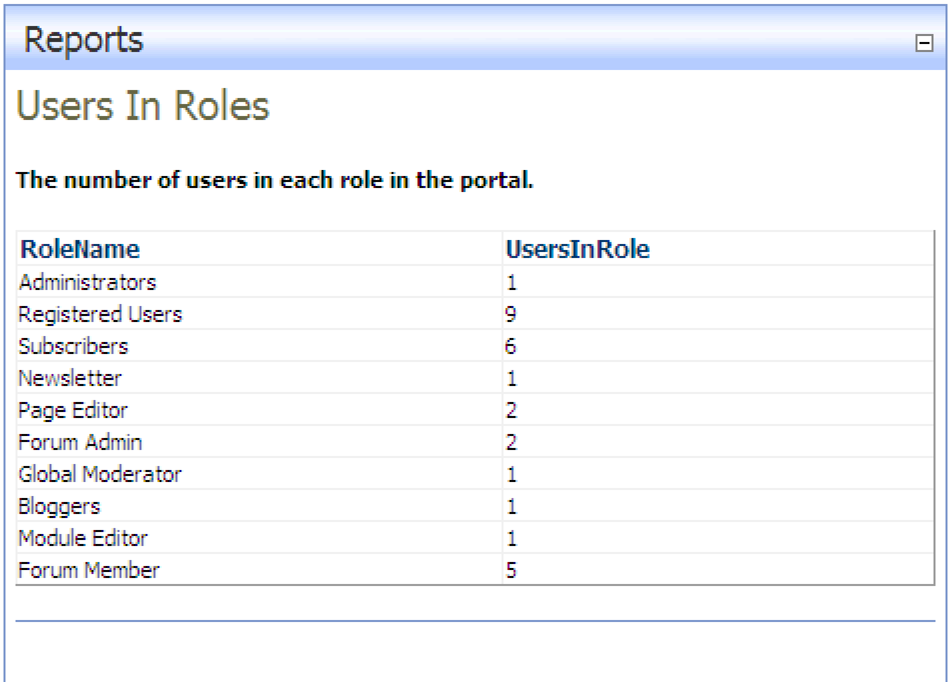
Reports

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

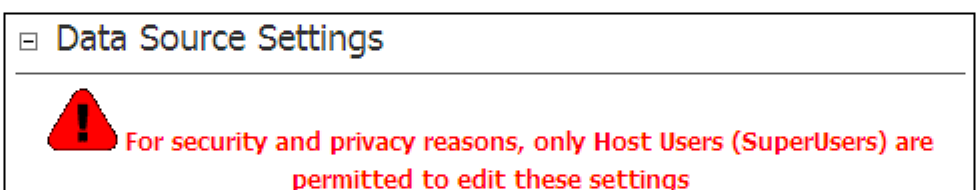
- **Project Home**: http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleReports/tabid/970/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/136/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnreports.codeplex.com/workitem/list/basic

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.

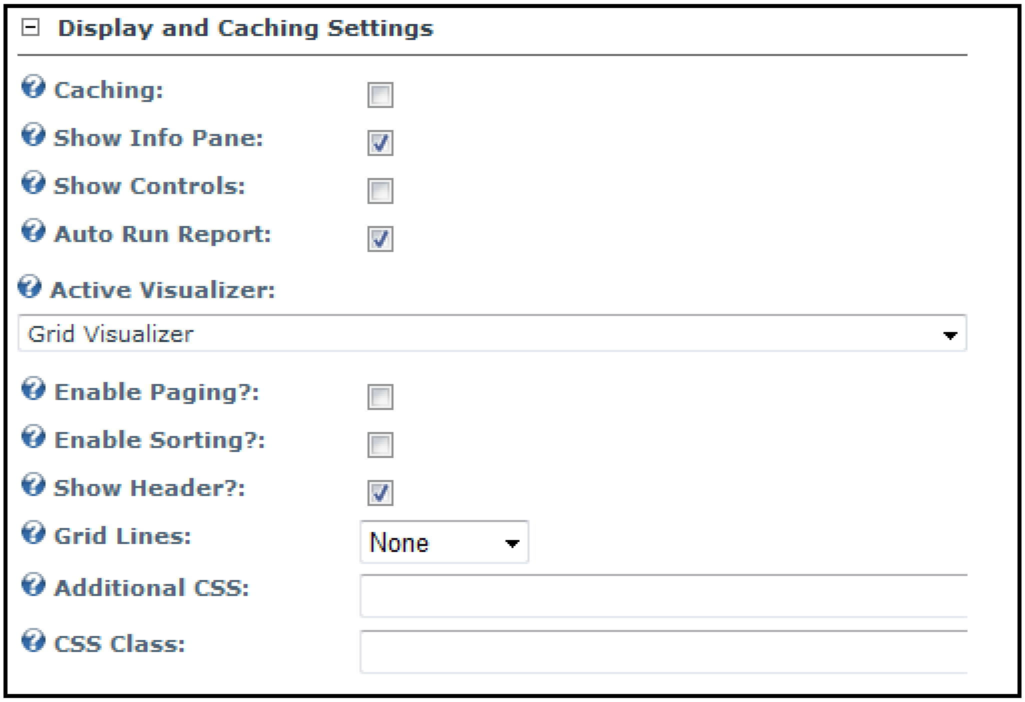


Security warning message

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.

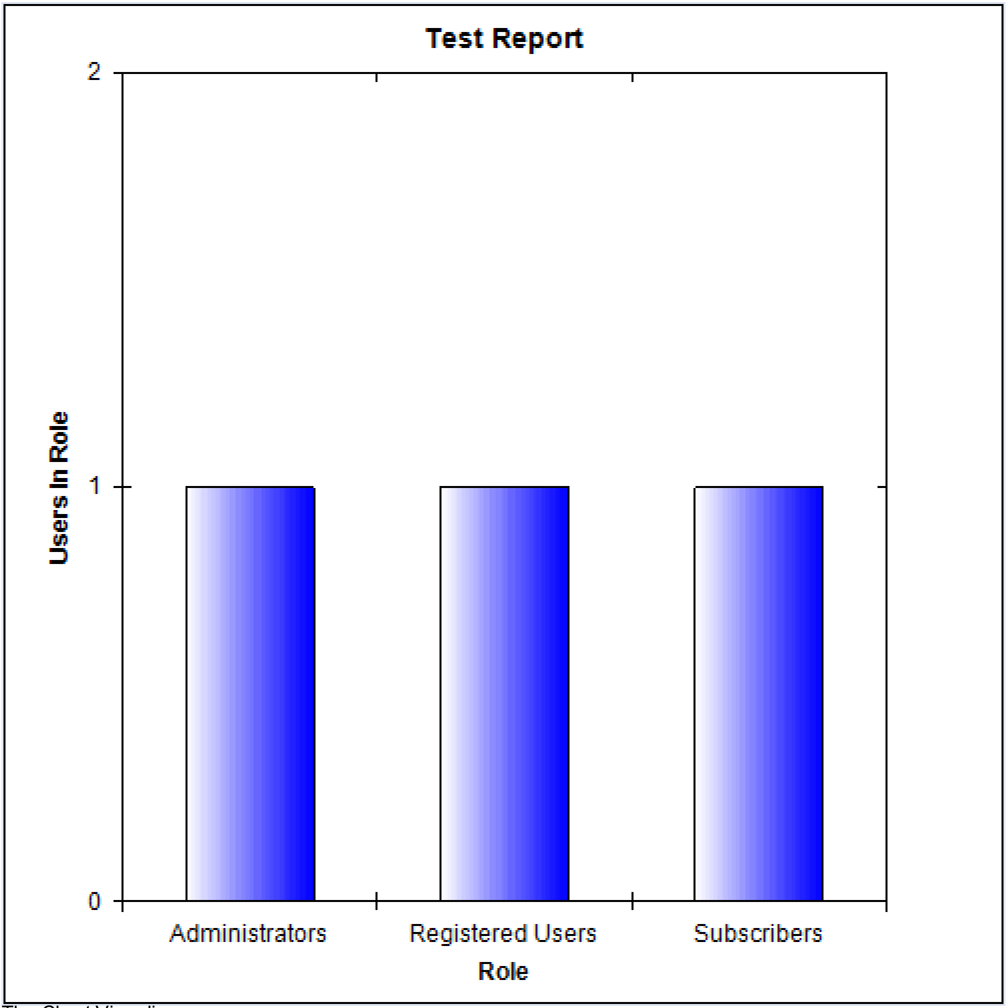
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Report Settings** tab.
3. Go to the **Display and Caching Settings** section.
4. At **Caching**, select from the following options:
   - Check the check box to enable data caching. If checked you 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".



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.

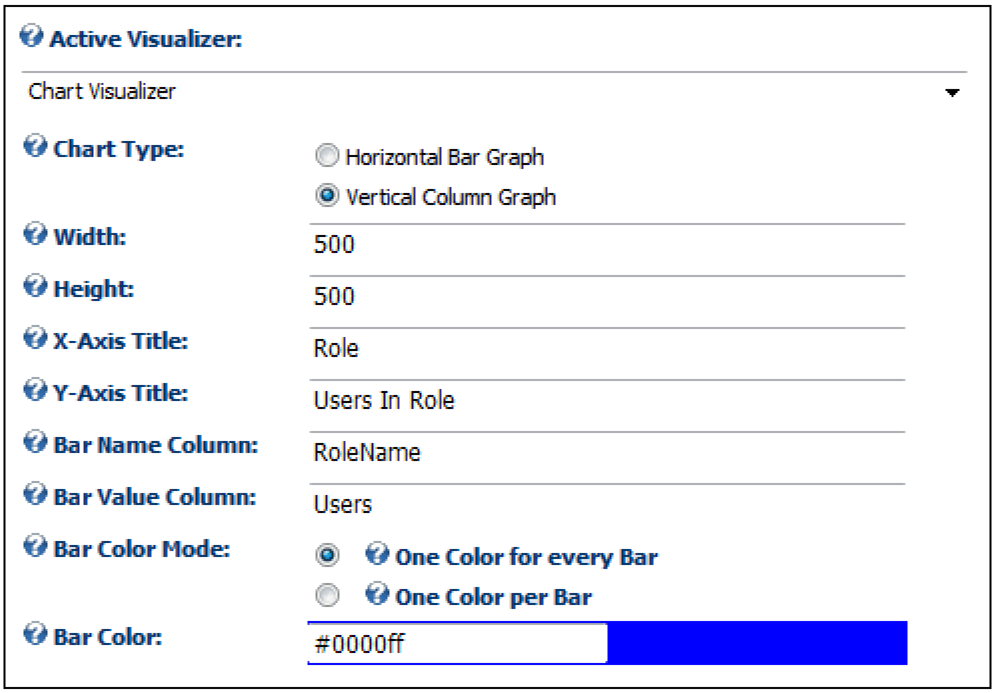


The Chart Visualizer

Here's how to set the Chart Visualizer settings on the Active Visualizer:

1. At **Active Visualizer**, select **Chart Visualizer**. The following additional setting 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: Tthe 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 Colo**r 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.



10. Click the Update link.

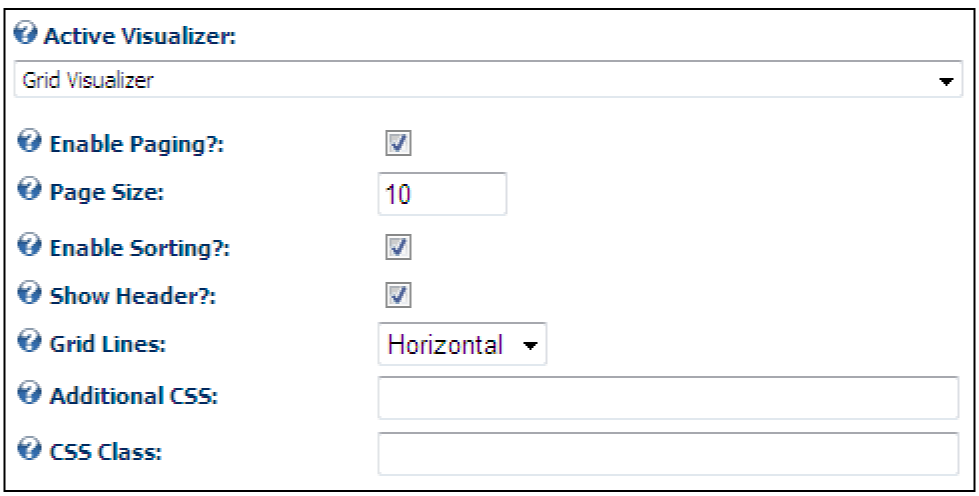
Tip: In its current version, the Chart Visualizer is limited to displaying this form of Bar Chart. It is limited to displaying the value of one column as the height of the bar. The Chart Visualizer is not installed by default. After installing the module, the installation packages can be found in the 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 setting 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.



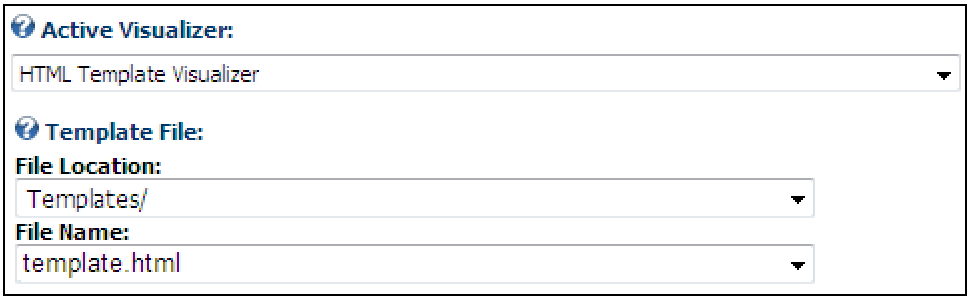
8. Click the Update link.

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.

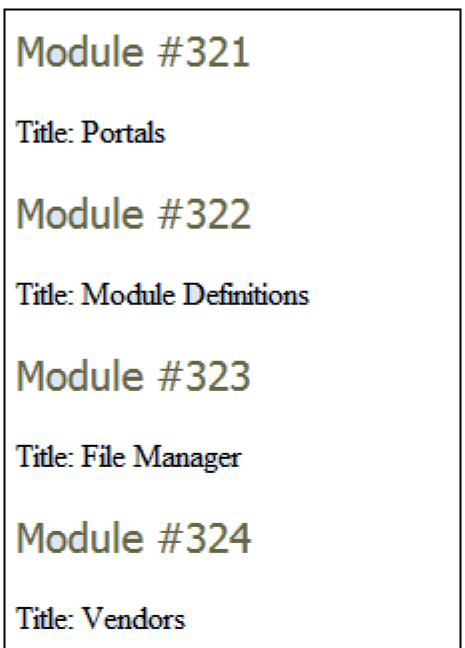


3. Click the Update link.

E.g. The following HTML Template was used to produce the output seen below.

Module #[ModuleID]

Title: [ModuleTitle]



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:

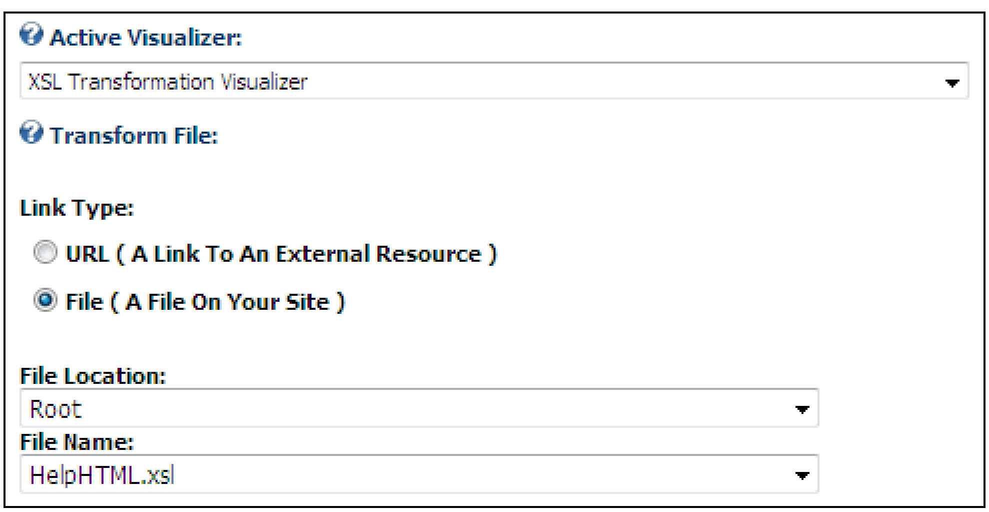
```
<xsl:stylesheet version="1.0" xmlns:xsl="http://www.w3.org/1999/XSL/Transform">

<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".



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.

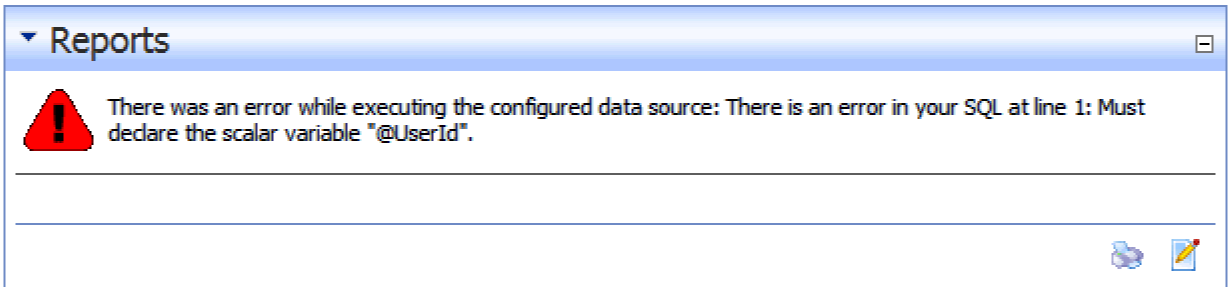
d. **Password**: The password to use when authenticating to the SSRS server.

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.

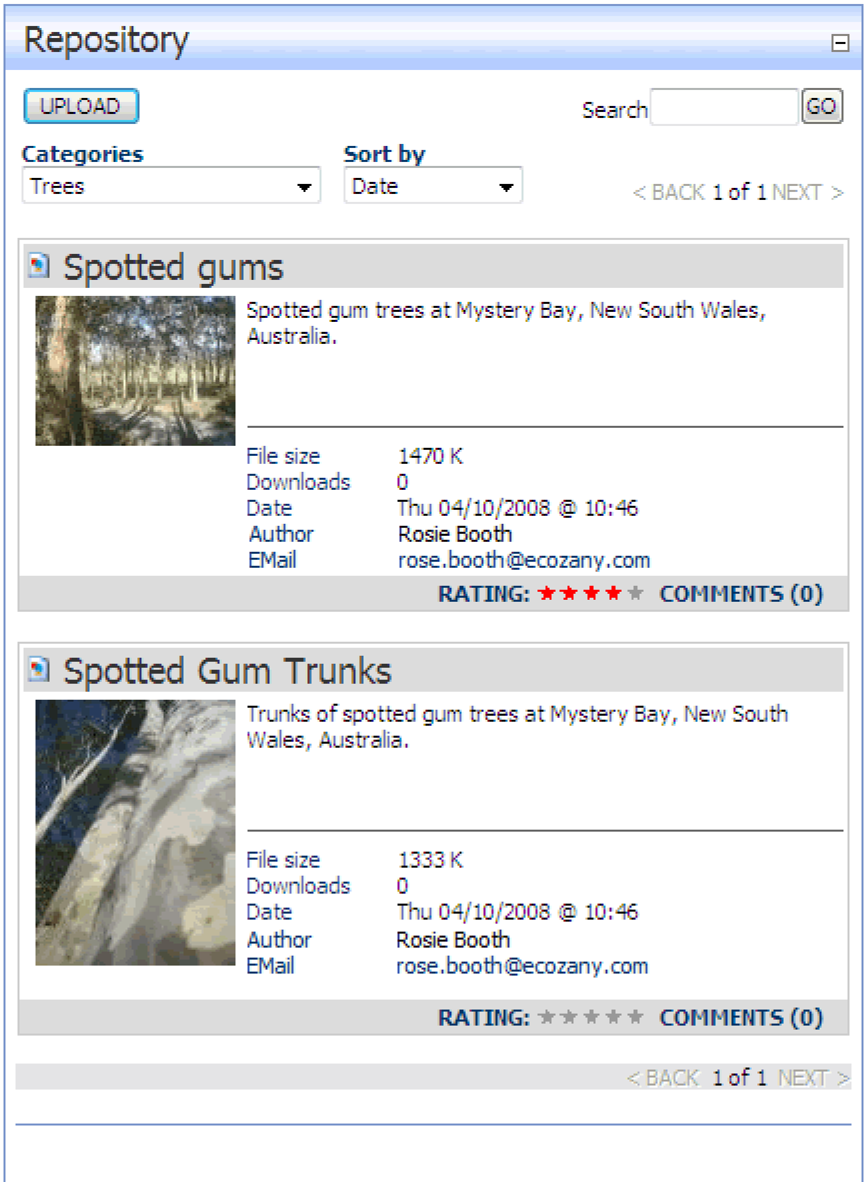
Module Version: 03.05.04

Minimum DNN Version: 05.03.01

Features: ISearchable

Optional settings (not available on all skin designs):

- Category management
- Item ratings
- Item comments



The Repository Module

Project Links

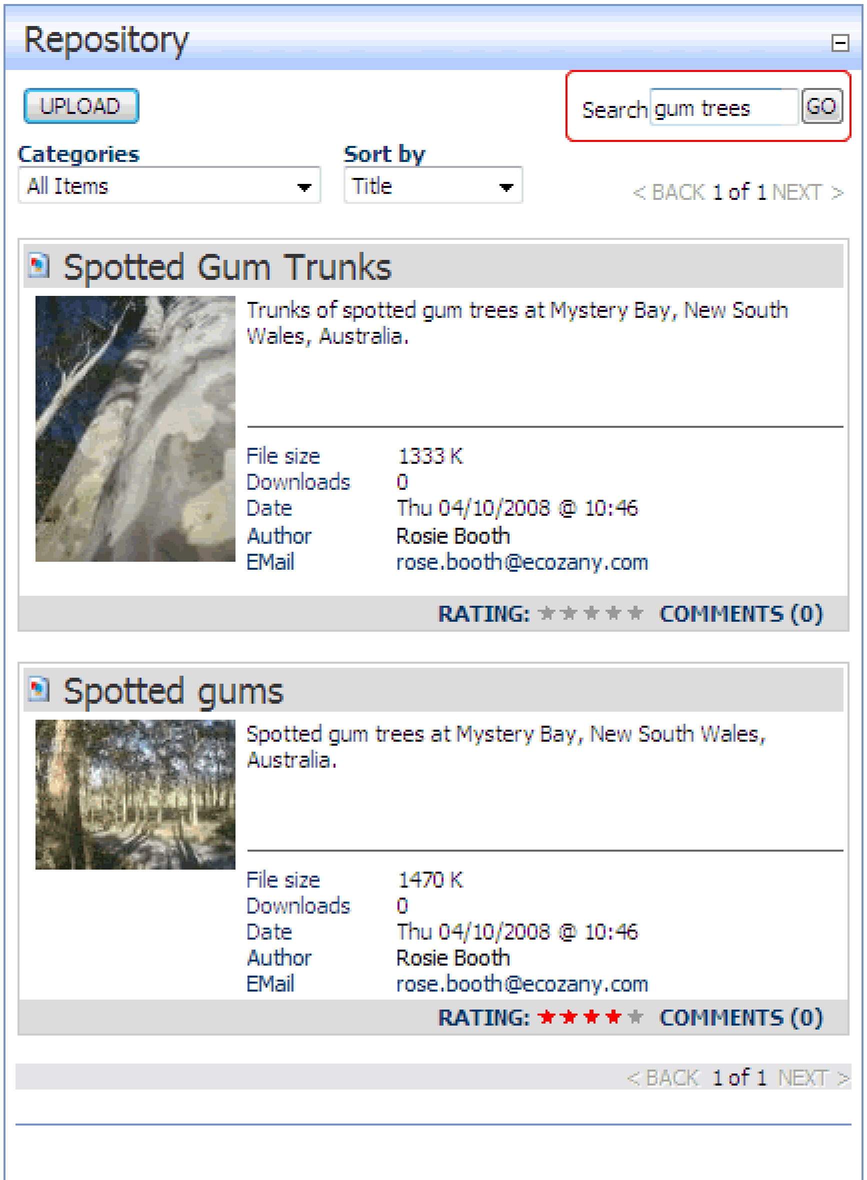
- **Project Home**: http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleRepository/tabid/830/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/54/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnrepository.codeplex.com/workitem/list/basic

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.

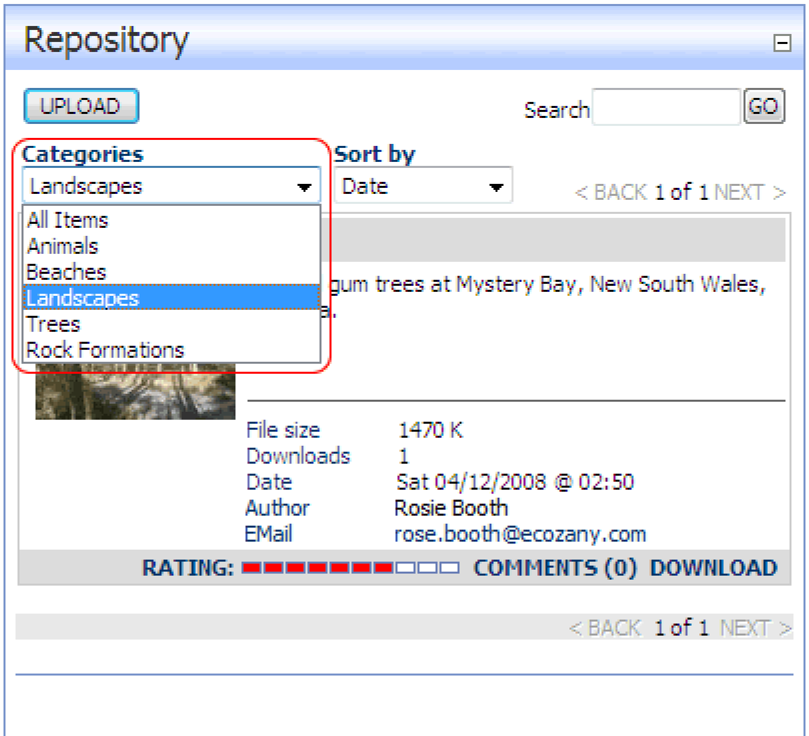


Searching Repository Items

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.

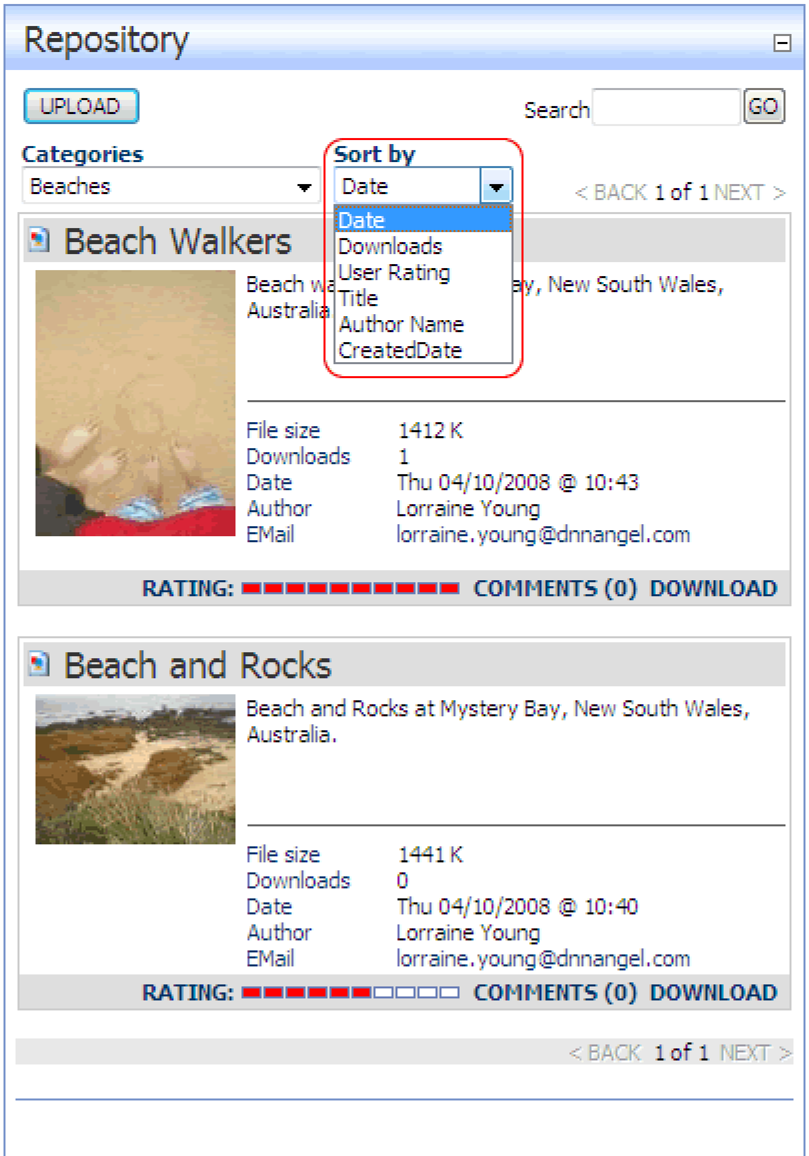


Filtering Items by Category

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.



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.

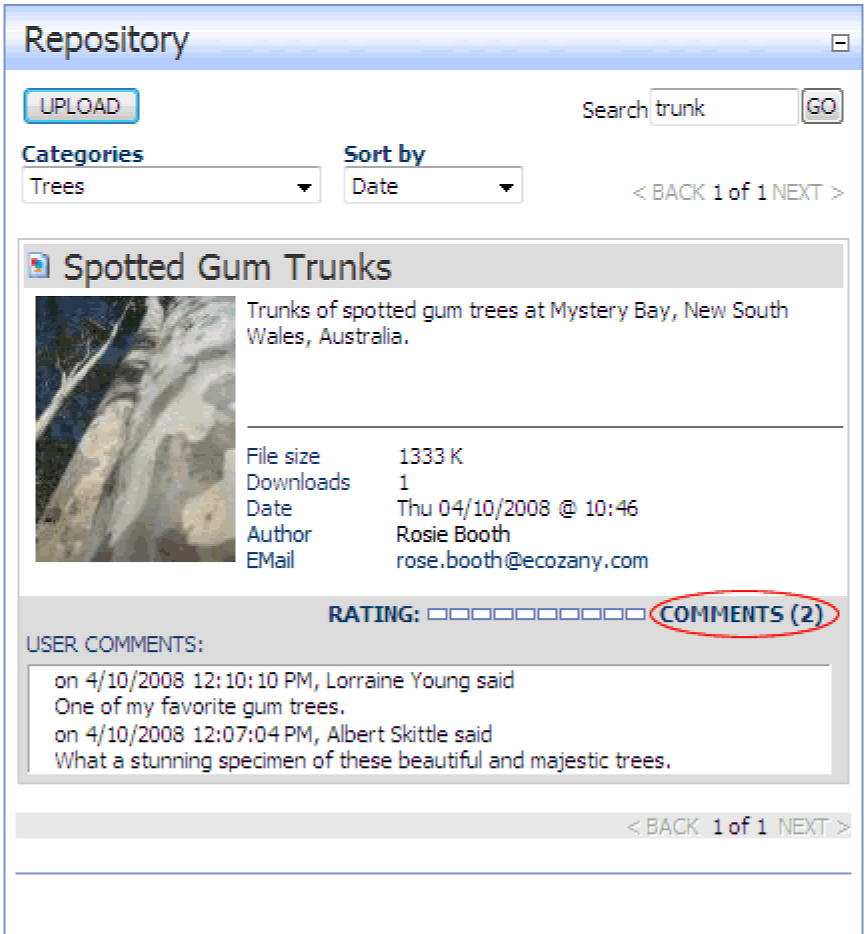
1. Locate the required item.
2. Click on the image displayed to the left. This displays the image in a new Web browser.

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.

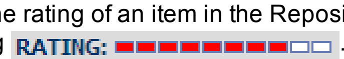
1. Locate required item.
2. Click the COMMENTS link for that item. This displays the comments for this item.



Viewing comments

Viewing Item Ratings

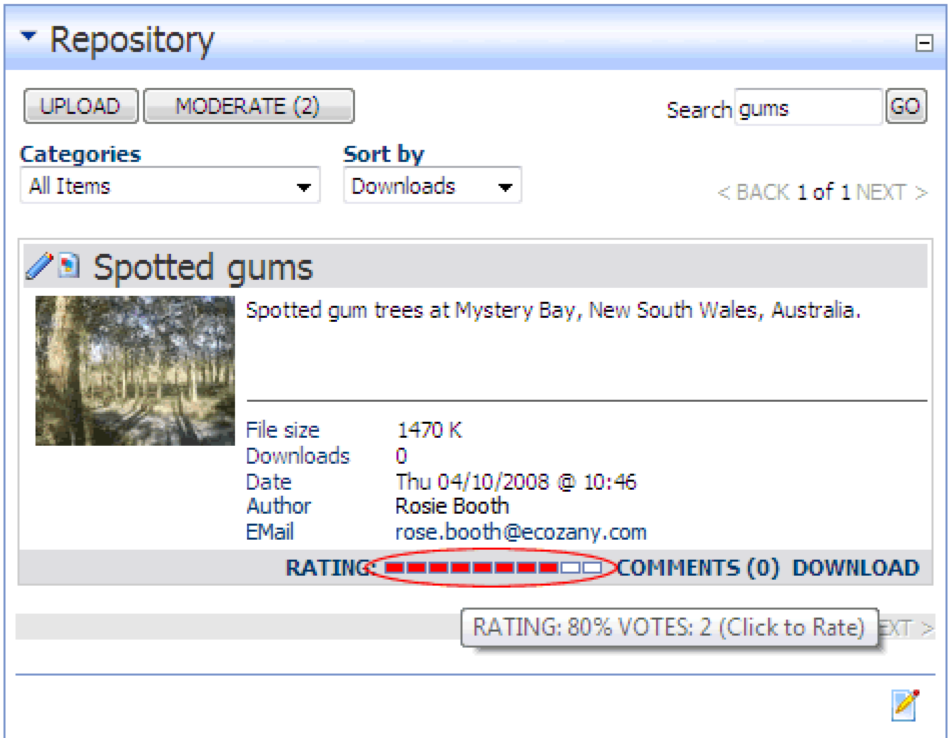
How to view the rating of an item in the Repository module. Ratings can be displayed as either a 5 star rating 

or a 10 Dash 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.



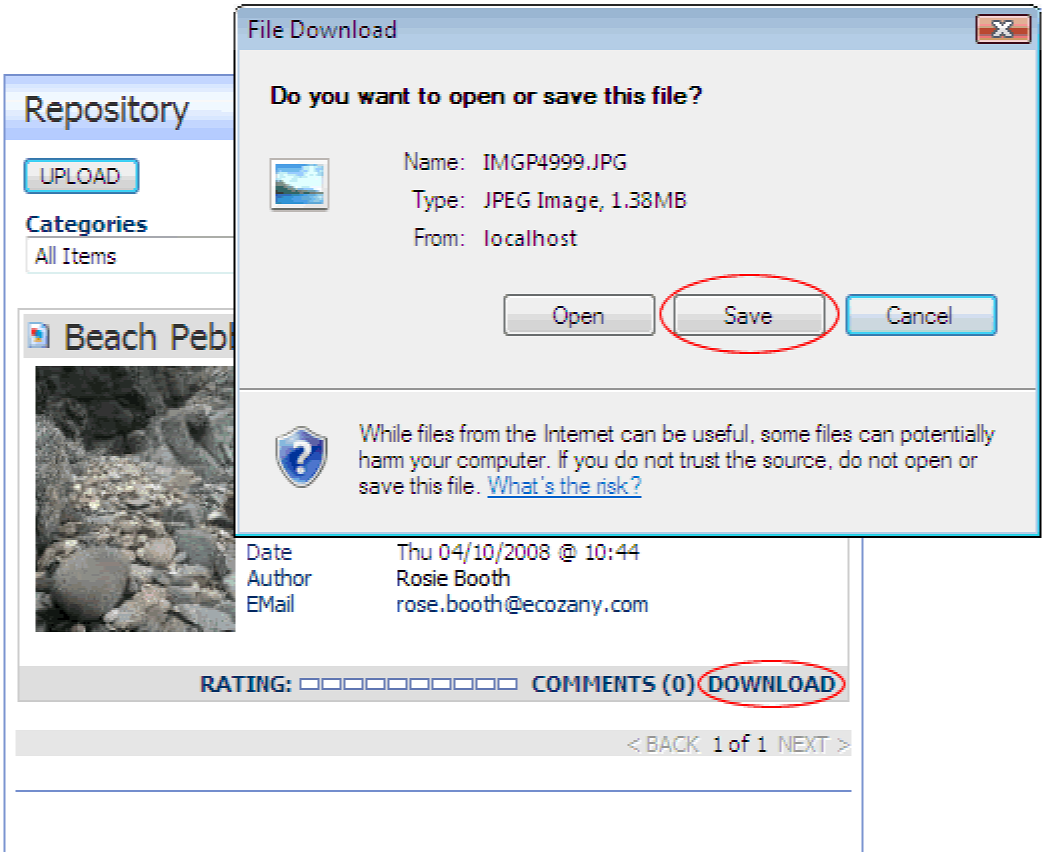
Viewing Ratings

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.

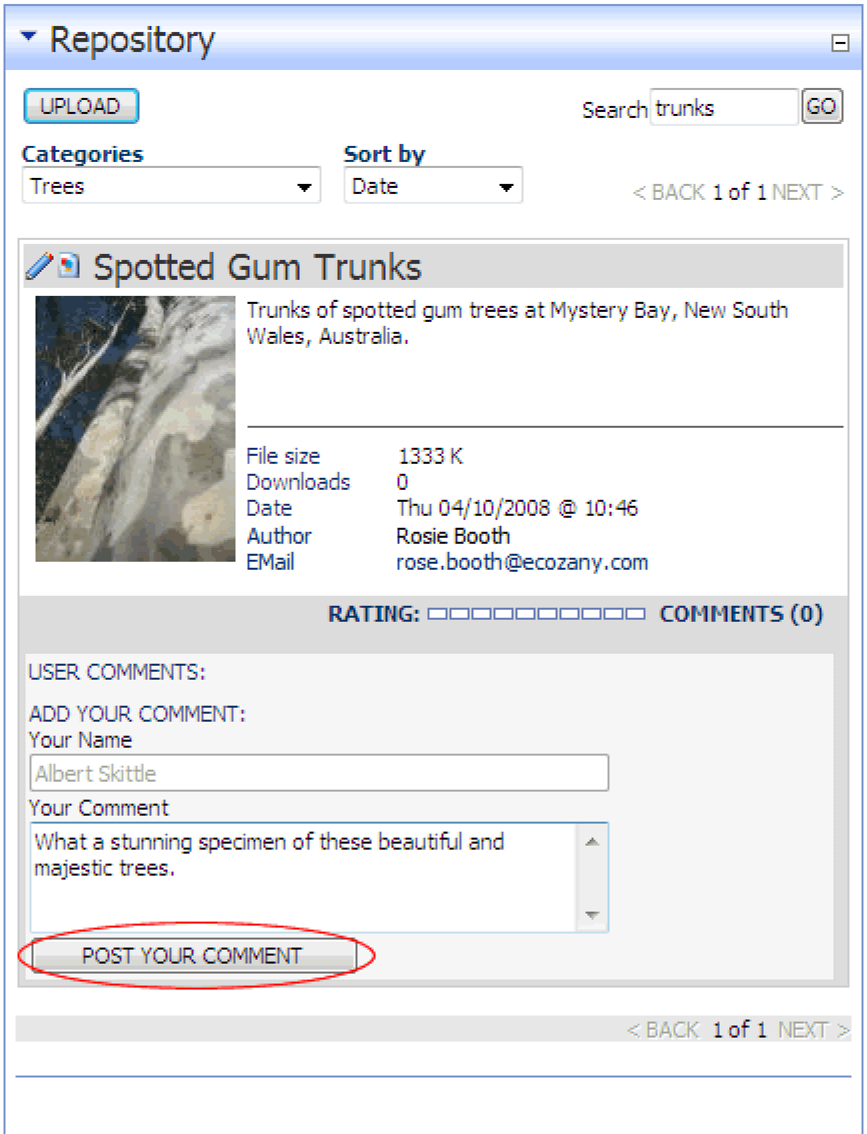


Downloading a File

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.



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 

or Dashes 

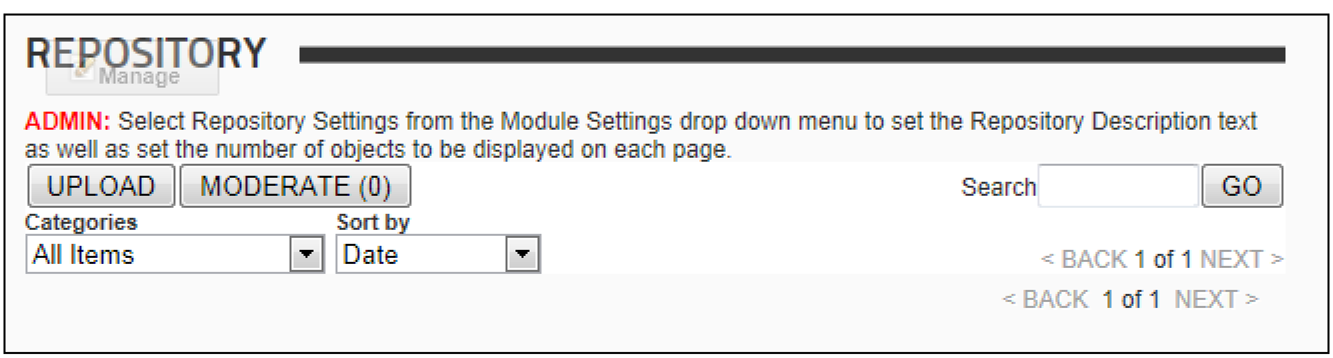
. This displays the User Rating panel below the item. Note: If you are not authorized to add rating the User Rating panel is not displayed.
3. Click inside a radio button to select your rating. Rating options are 0 - 10.
4. Click the **POST YOUR RATING** button. Your rating is now added to the total tally.

Posting your Rating

Configuration

Configuring the Repository Module (Default Settings)

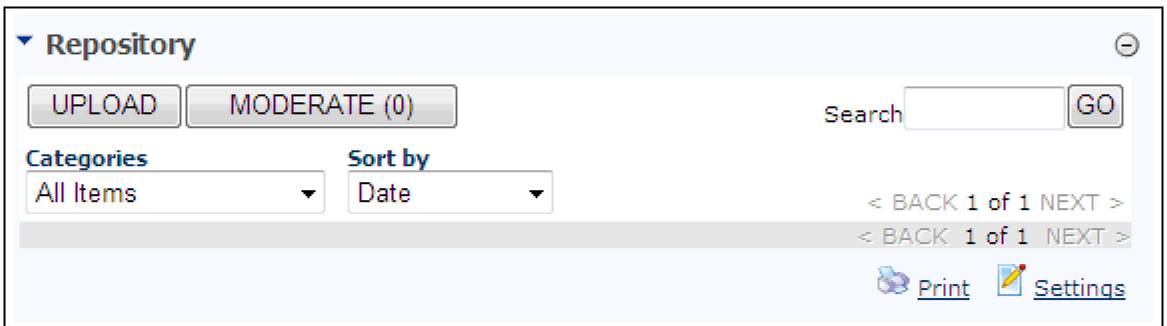
How to configure the Repository module by accepting all of the default settings including the Default skin. Undertaking this configuration will remove the message "ADMIN: Select Repository Settings from the Module Settings drop down menu to set the Repository Description text as well as set the number 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.



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.

---

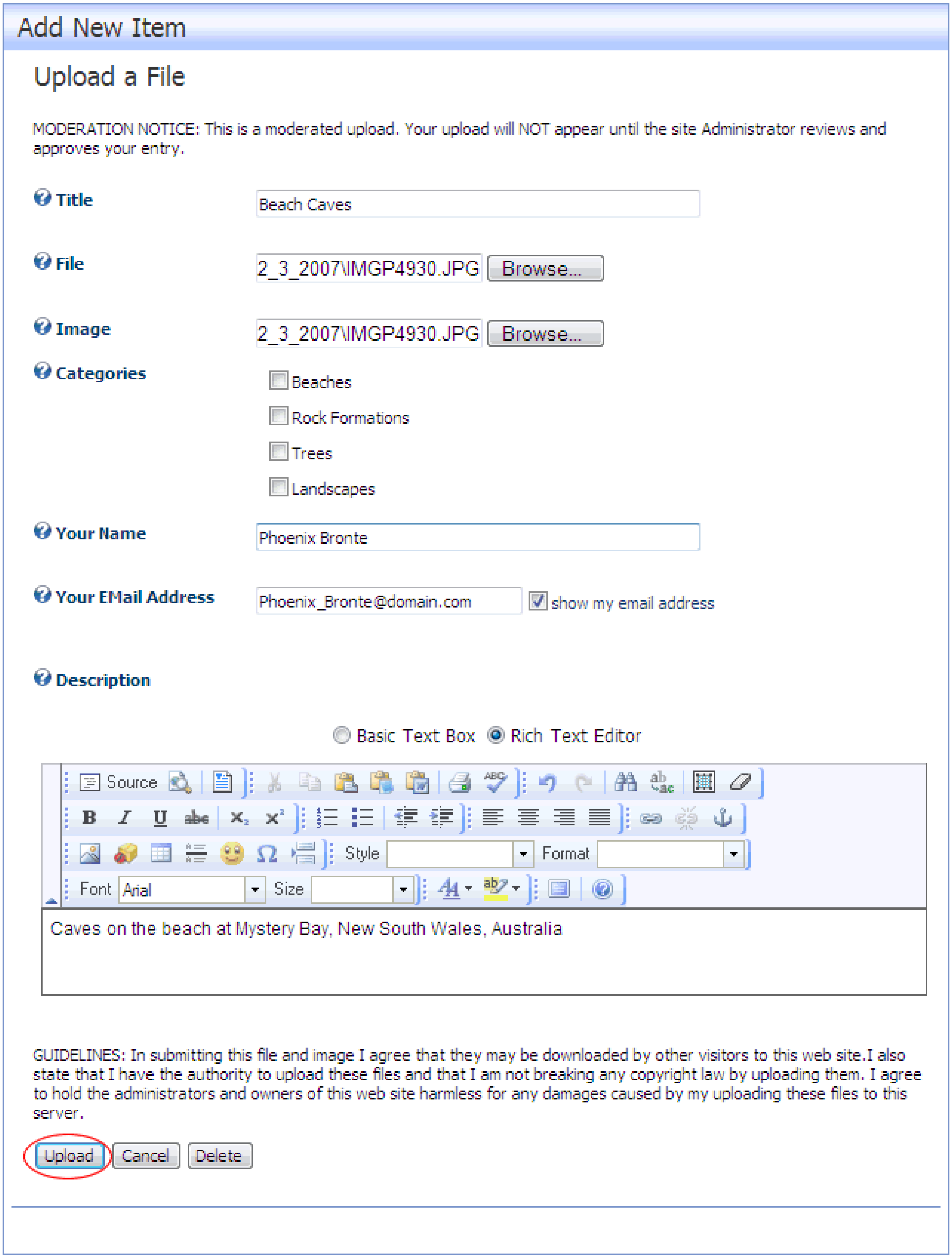
1. Click the **UPLOAD** button.
2. In the **Title** text box, enter the title for the item.
3. At **File**, click the **Browse...** button and then locate and select the file.
4. In the **Description** text editor, enter a description of the file.
5. **Optional.** At **Image**, click the **Browse...** 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
Beach Caves
File
2_3_2007\IMGP4930.JPG
Browse...
Image
2_3_2007\IMGP4930.JPG
Browse...
Categories
Beaches
Rock Formations
Trees
Landscapes
Your Name
Phoenix Bronte
Your EMail Address
Phoenix_Bronte@domain.com
show my email address
Description
Basic Text Box
Rich Text Editor
Source
Style
Format
Font
Arial
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.
Upload
Cancel
Delete

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.

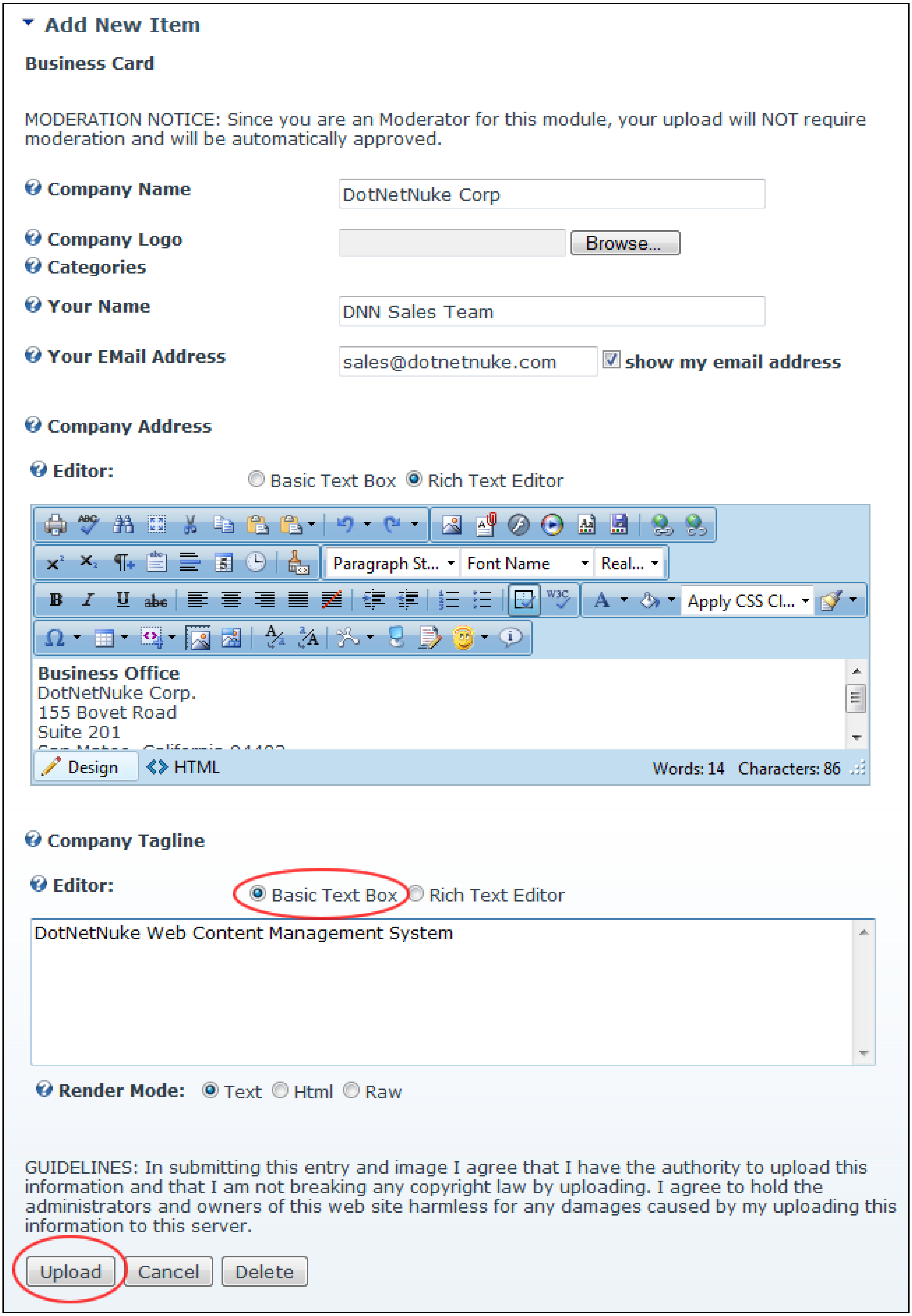
    d. In the **Your EMail Address*** text box, enter your email address. Your email address will be displayed in this text box if you are logged in to the web site, however it can be edited.

    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
DotNetNuke Corp
Company Logo
Browse...
Categories
Your Name
DNN Sales Team
Your EMail Address
sales@dotnetnuke.com
show my email address
Company Address
Editor:
Basic Text Box
Rich Text Editor
Paragraph St...
Font Name
Real...
Apply CSS Cl...
Business Office
DotNetNuke Corp.
155 Bovet Road
Suite 201
Design
HTML
Words: 14
Characters: 86
Company Tagline
Editor:
Basic Text Box
Rich Text Editor
DotNetNuke Web Content Management System
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.
Upload
Cancel
Delete

Uploading a Directory Listing

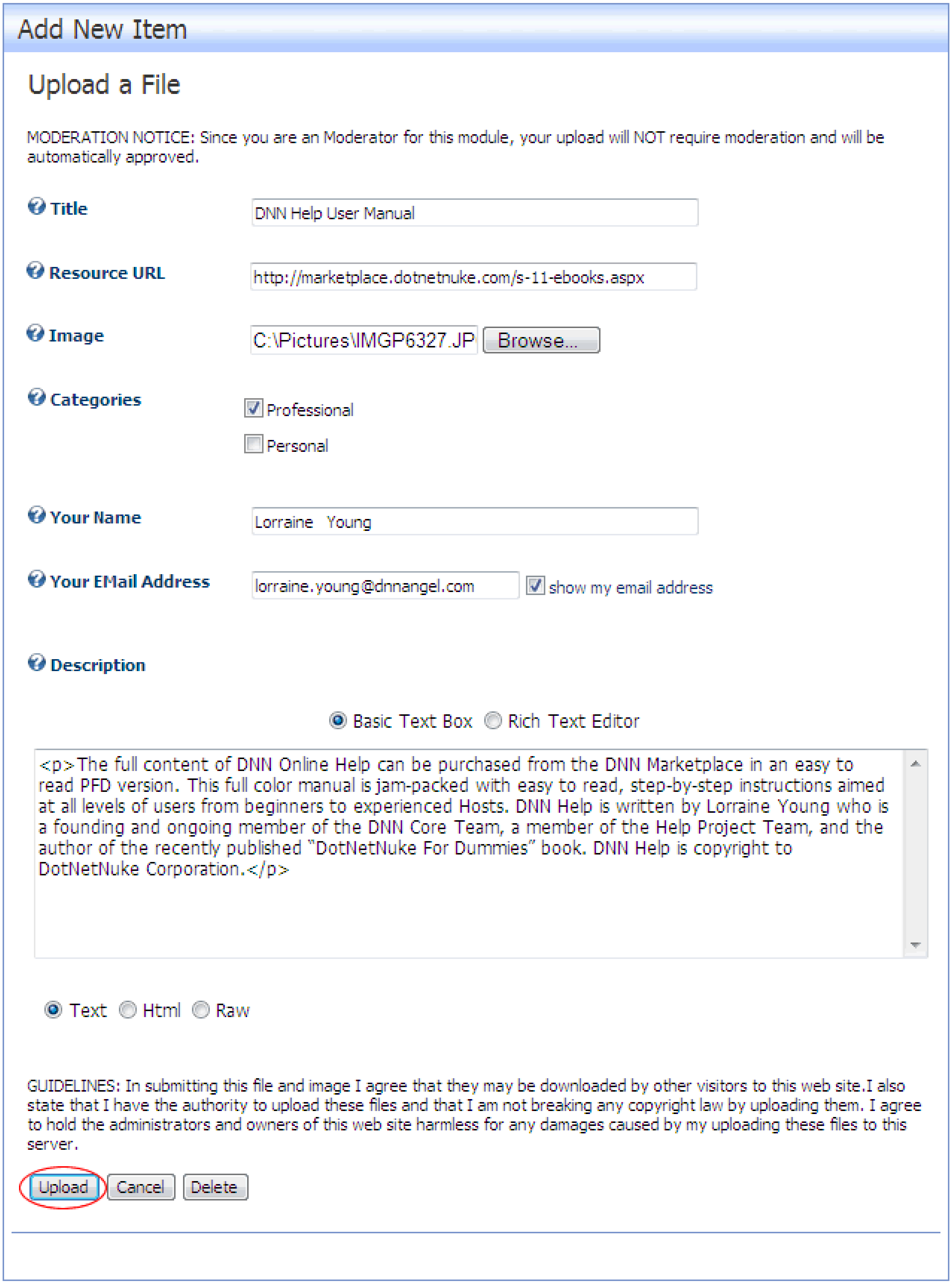
How to upload a directory listing to the Repository module. This tutorial is based on the Directory skin. Note: Upload may not be available to all users.

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
DNN Help User Manual
Resource URL
http://marketplace.dotnetnuke.com/s-11-ebooks.aspx
Image
C:\Pictures\IMGP6327.JP
Browse...
Categories
Professional
Personal
Your Name
Lorraine Young
Your EMail Address
lorraine.young@dnnangel.com
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 PFD 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.
Upload
Cancel
Delete

Uploading a File Listing

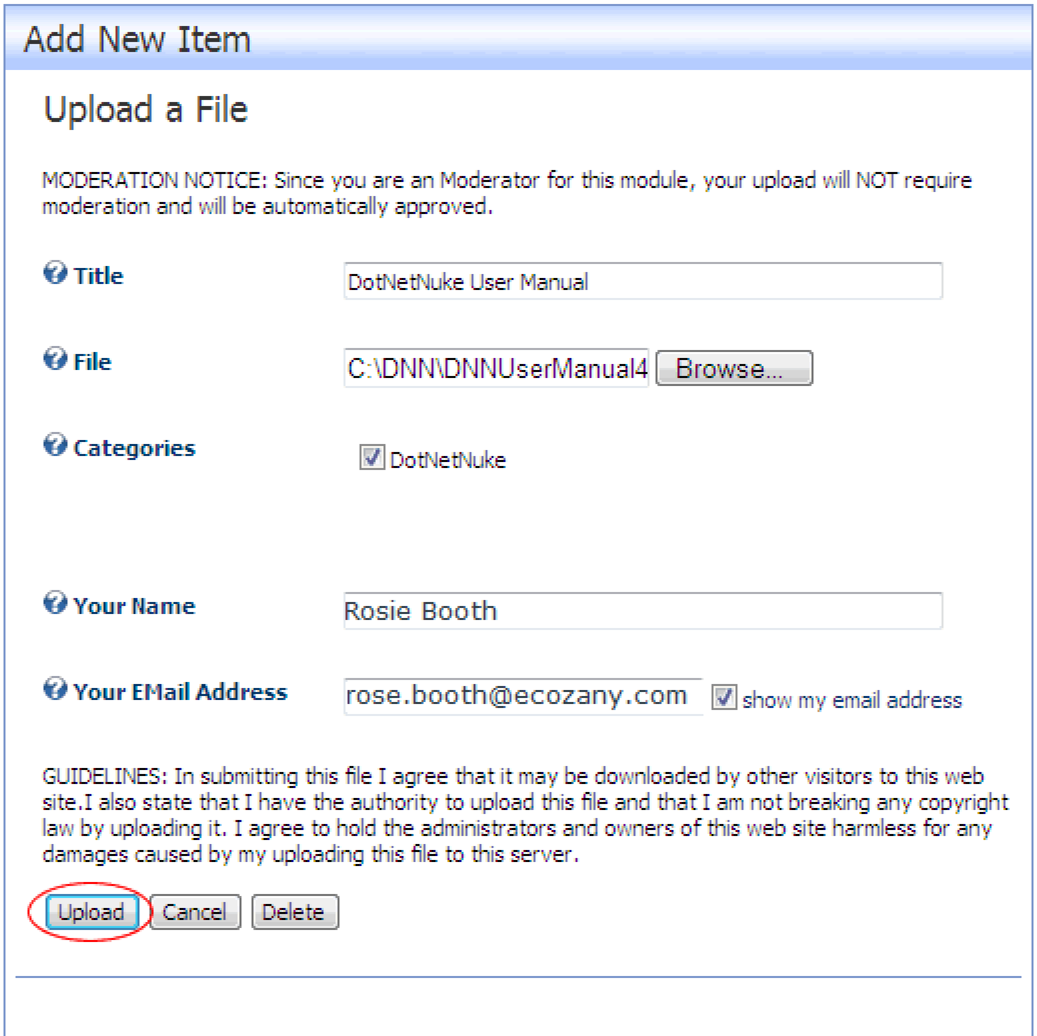
How to upload a file to the Repository module. This tutorial is based on the Default and Nifty skins. Note: Upload may not be available to all users.

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.



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.

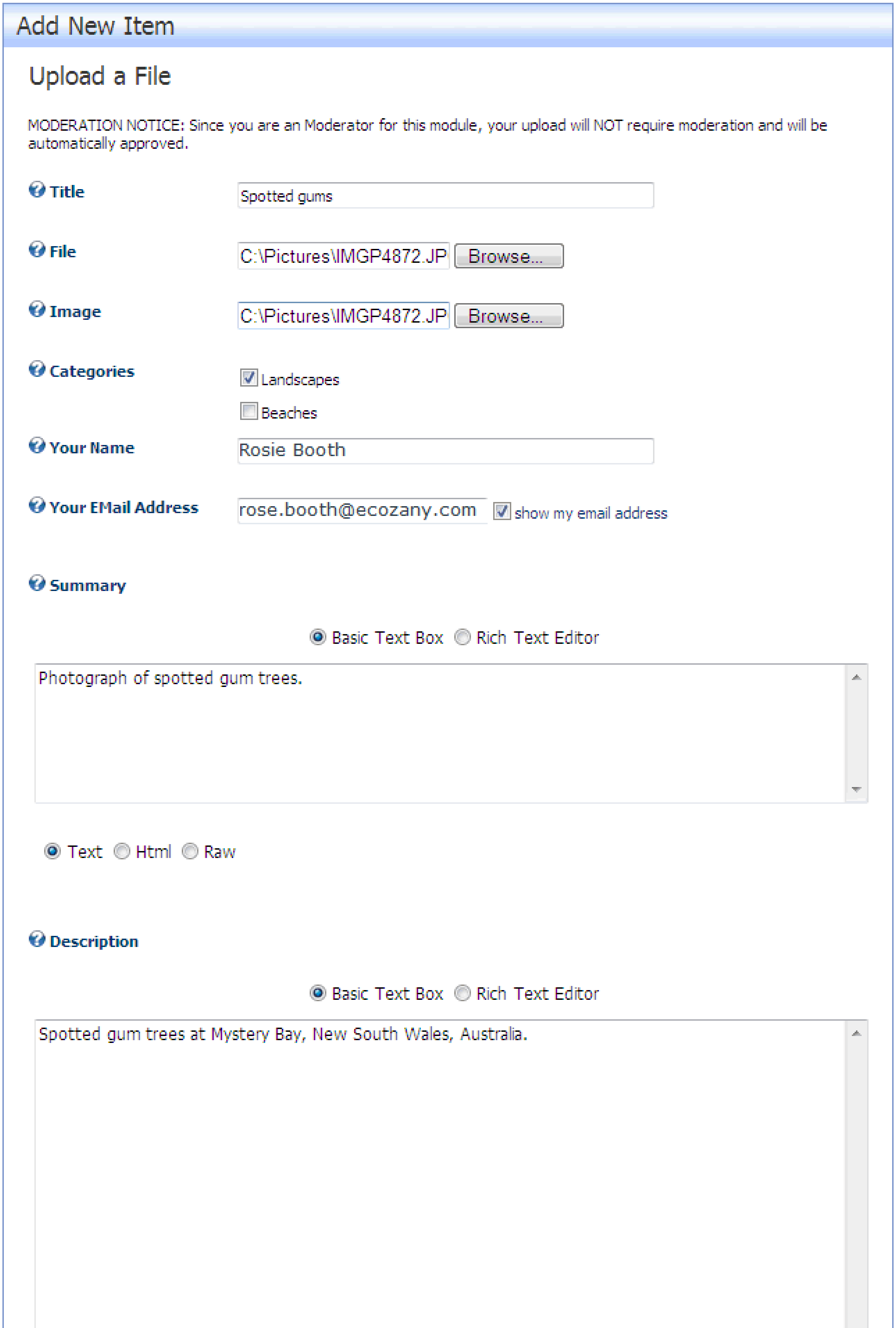
Tip: Switching the Editor from Basic Text Box to Rich Text Editor or back will remove any files you have selected at the File and Image fields. For this reason perform any Editor switches before selecting these files.

---

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
Spotted gums
File
C:\Pictures\IMGP4872.JP
Browse...
Image
C:\Pictures\IMGP4872.JP
Browse...
Categories
Landscapes
Beaches
Your Name
Rosie Booth
Your EMail Address
rose.booth@ecozany.com
show my email address
Summary
Basic Text Box
Rich Text Editor
Photograph of spotted gum trees.
Text
Html
Raw
Description
Basic Text Box
Rich Text Editor
Spotted gum trees at Mystery Bay, New South Wales, Australia.

Uploading a Portfolio Listing

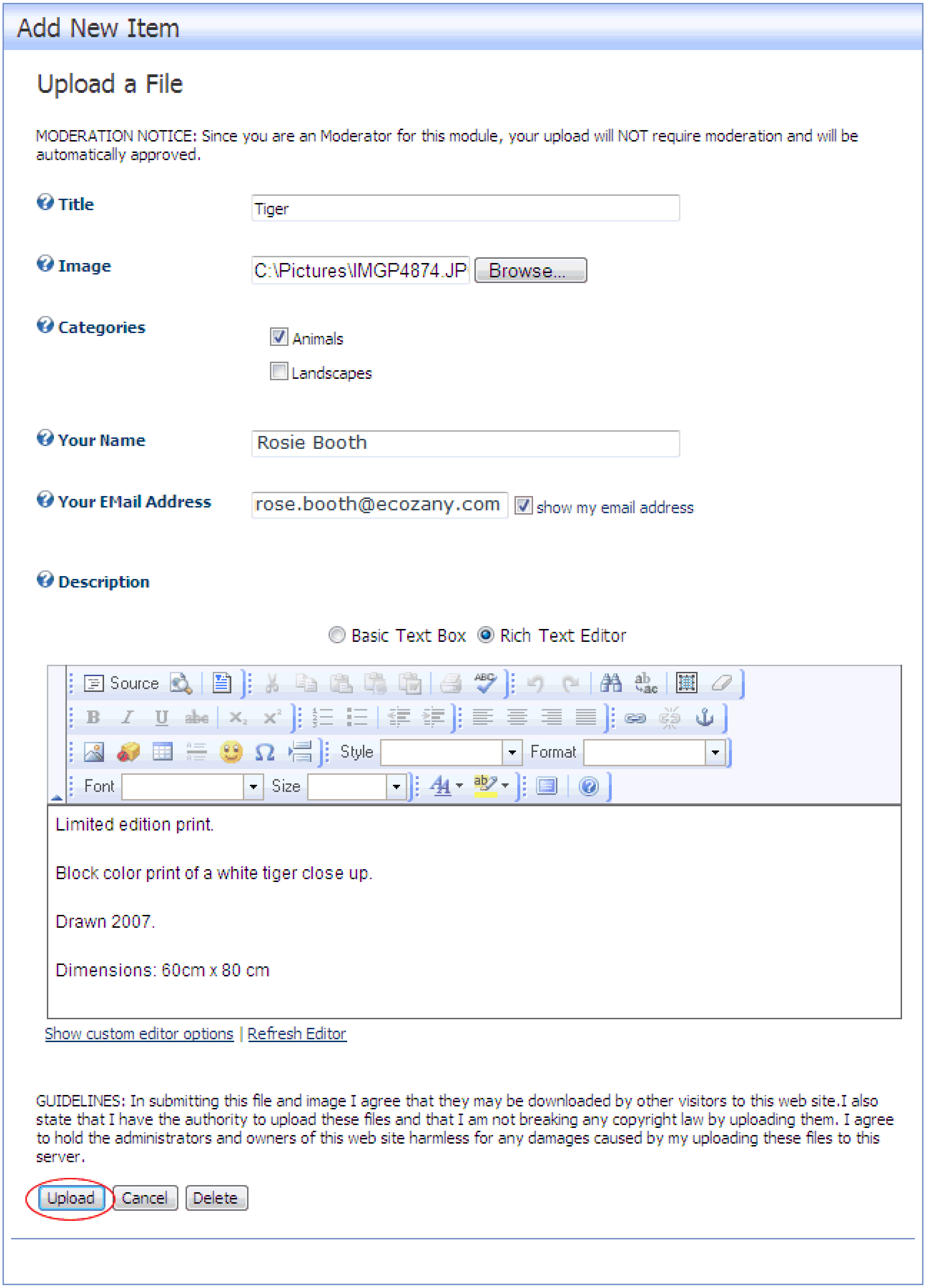
How to upload a portfolio listing to the Repository module. This tutorial is based on the Portfolio skin. Note: Upload may not be available to all users.

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: Tiger

Image: C:\Pictures\IMGP4874.JP Browse...

Categories: ☑ Animals ☐ Landscapes

Your Name: Rosie Booth

Your EMail Address: rose.booth@ecozany.com ☑ show my email address

Description

○ Basic Text Box ◉ Rich Text Editor

Source Style Format Font Size

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.

Upload Cancel Delete

Uploading a Slide Image

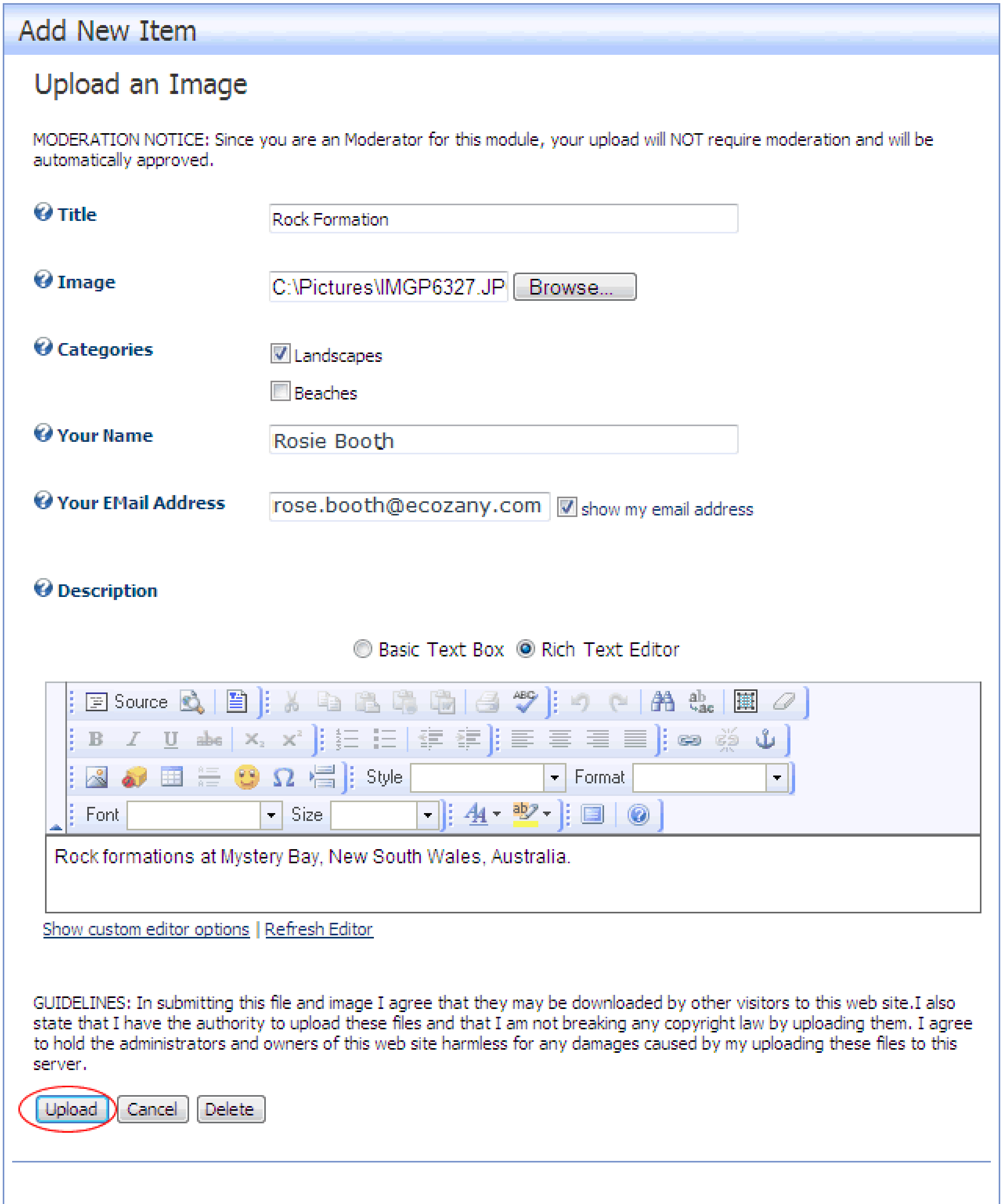
How to upload a slide image to the Repository module. This tutorial is based on the Slides skins. Note: Upload may not be available to all users.

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.



Uploading a Slide Image

Uploading a Video Listing

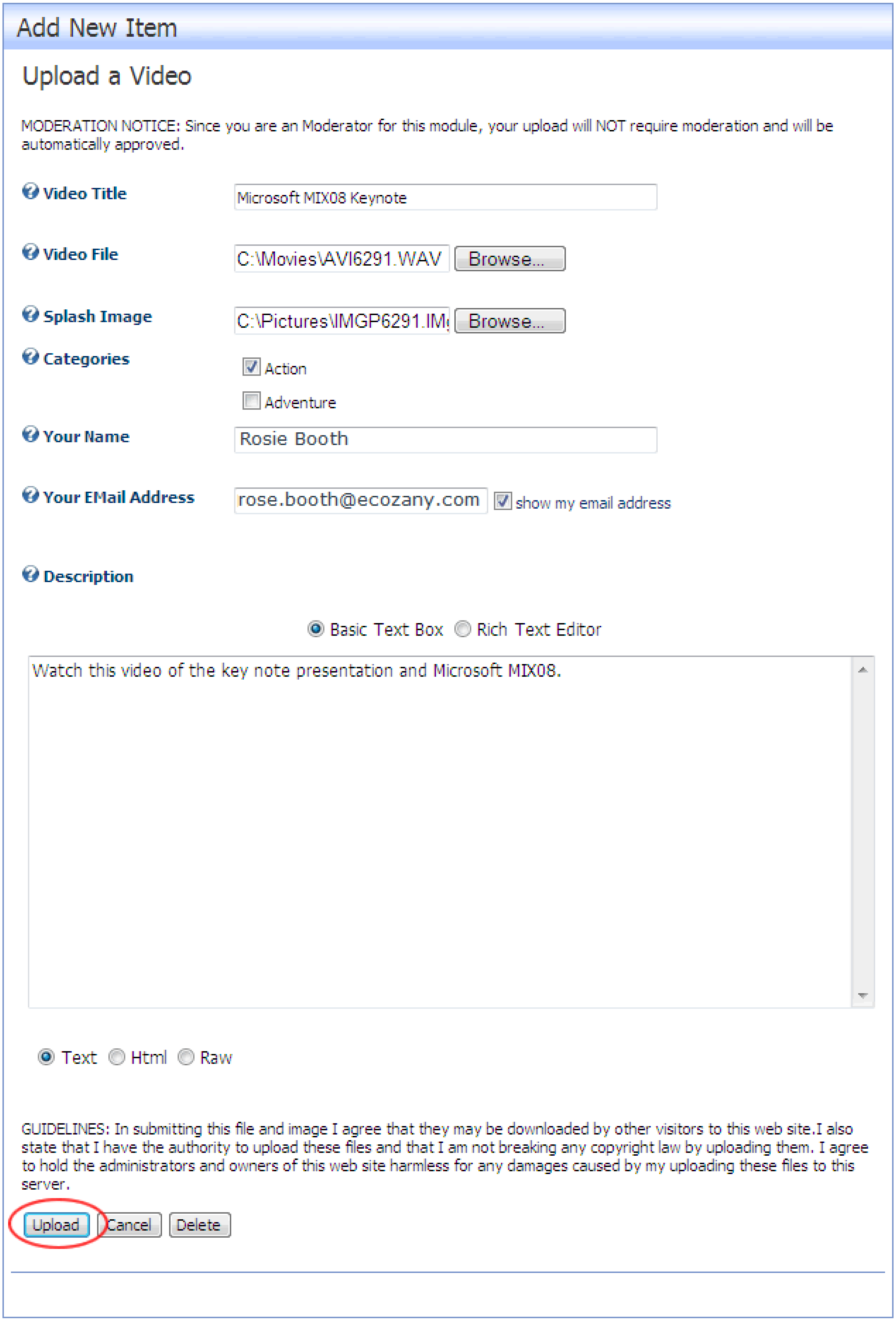
How to upload a video to the Repository module. This tutorial is based on the Nifty Video skin. Note: Upload may not be available to all users.

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
Microsoft MIX08 Keynote
Video File
C:\Movies\AVI6291.WAV
Browse...
Splash Image
C:\Pictures\IMGP6291.IM
Browse...
Categories
Action
Adventure
Your Name
Rosie Booth
Your EMail Address
rose.booth@ecozany.com
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.
Upload
Cancel
Delete

Uploading a Video Listing (Nifty Video Skin)

Uploading an Article

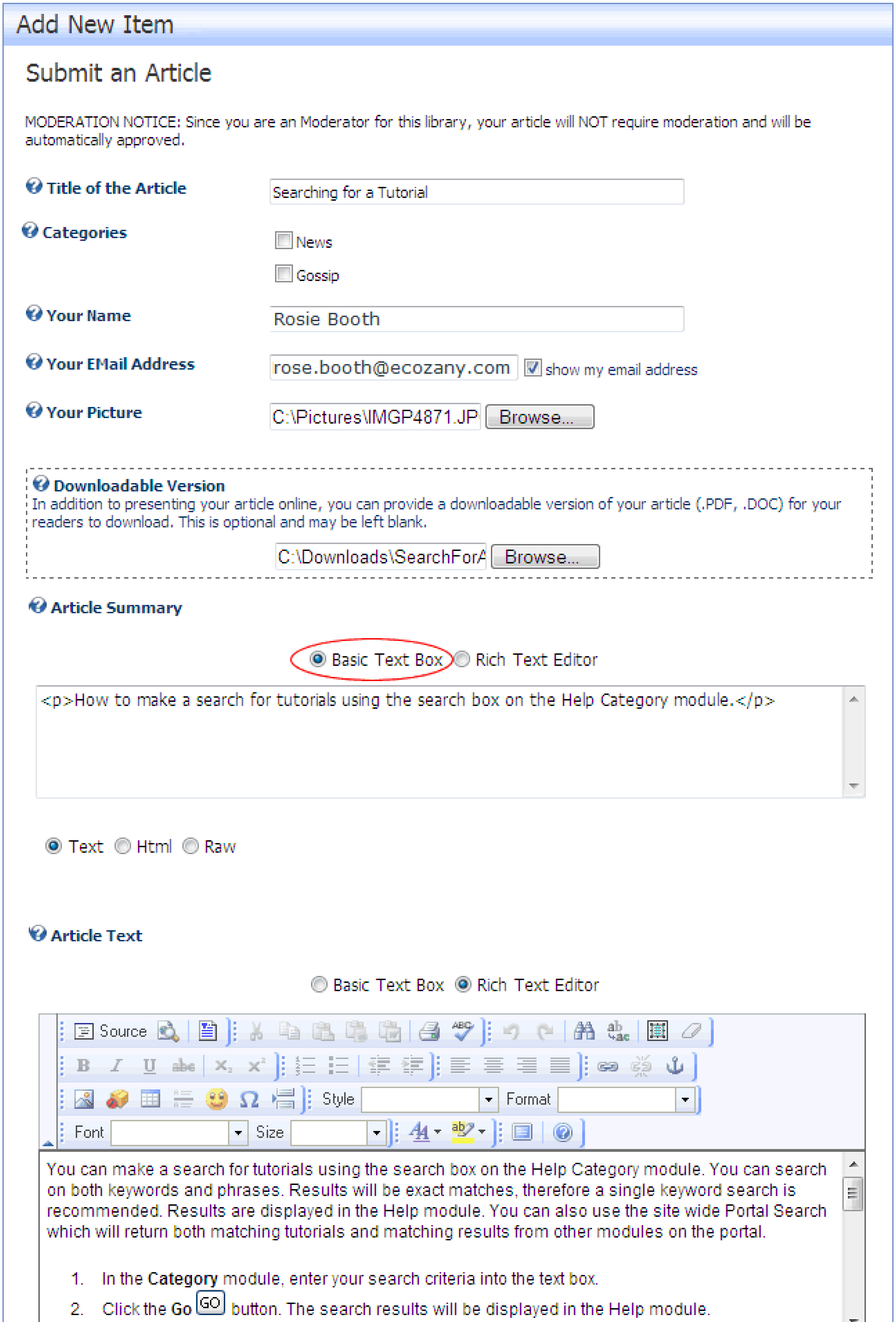
How to upload an article to the Repository module. This tutorial is based on the Articles skin. Note: Upload may not be available to all users.

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
Searching for a Tutorial
Categories
News
Gossip
Your Name
Rosie Booth
Your EMail Address
rose.booth@ecozany.com
show my email address
Your Picture
C:\Pictures\IMGP4871.JP
Browse...
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.
C:\Downloads\SearchForA
Browse...
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
Source
Style
Format
Font
Size
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 GO button. The search results will be displayed in the Help module.

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 user 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.

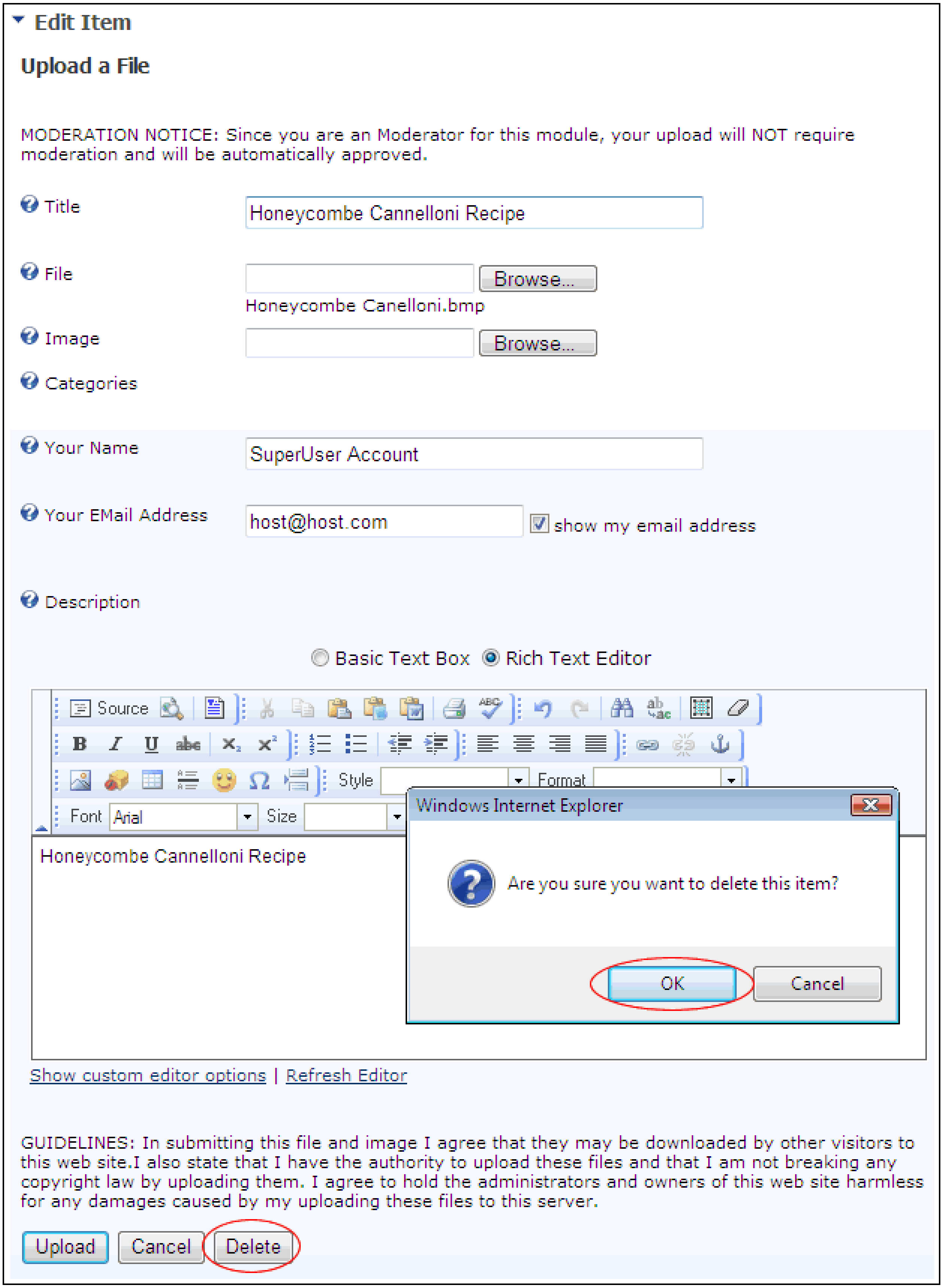
Editing an Item

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.

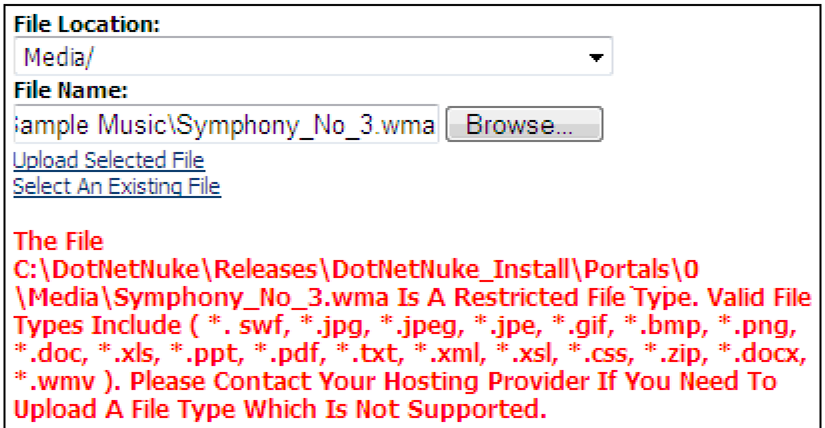
3. Click the **Delete** button. This displays the message "Are You Sure You Wish To Delete This Item?"
4. Click the **OK** button.


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
Honeycombe Cannelloni Recipe
File
Browse...
Honeycombe Canelloni.bmp
Image
Browse...
Categories
Your Name
SuperUser Account
Your EMail Address
host@host.com
show my email address
Description
Basic Text Box
Rich Text Editor
Source
Style
Format
Font
Arial
Size
Honeycombe Cannelloni Recipe
Windows Internet Explorer
Are you sure you want to delete this item?
OK
Cancel
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.
Upload
Cancel
Delete

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.



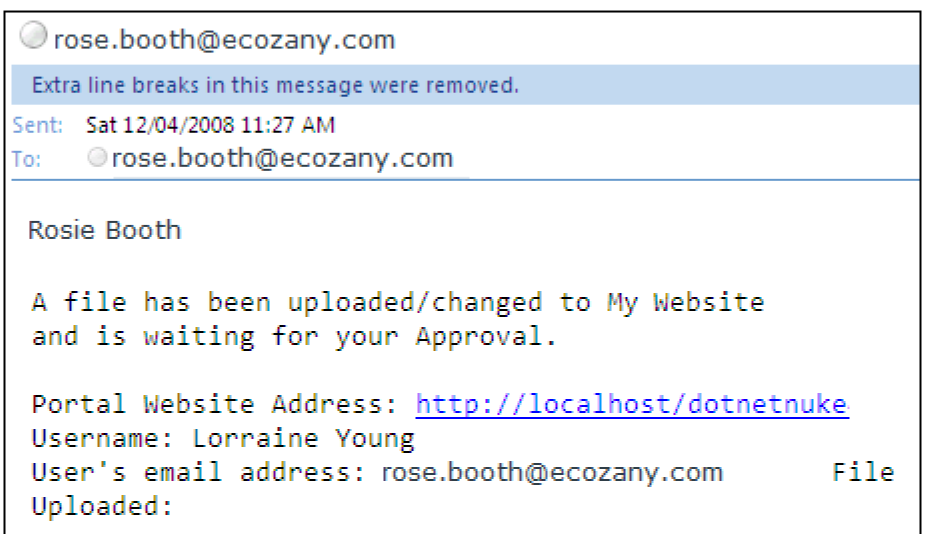
The Restricted File Type Warning Message

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.



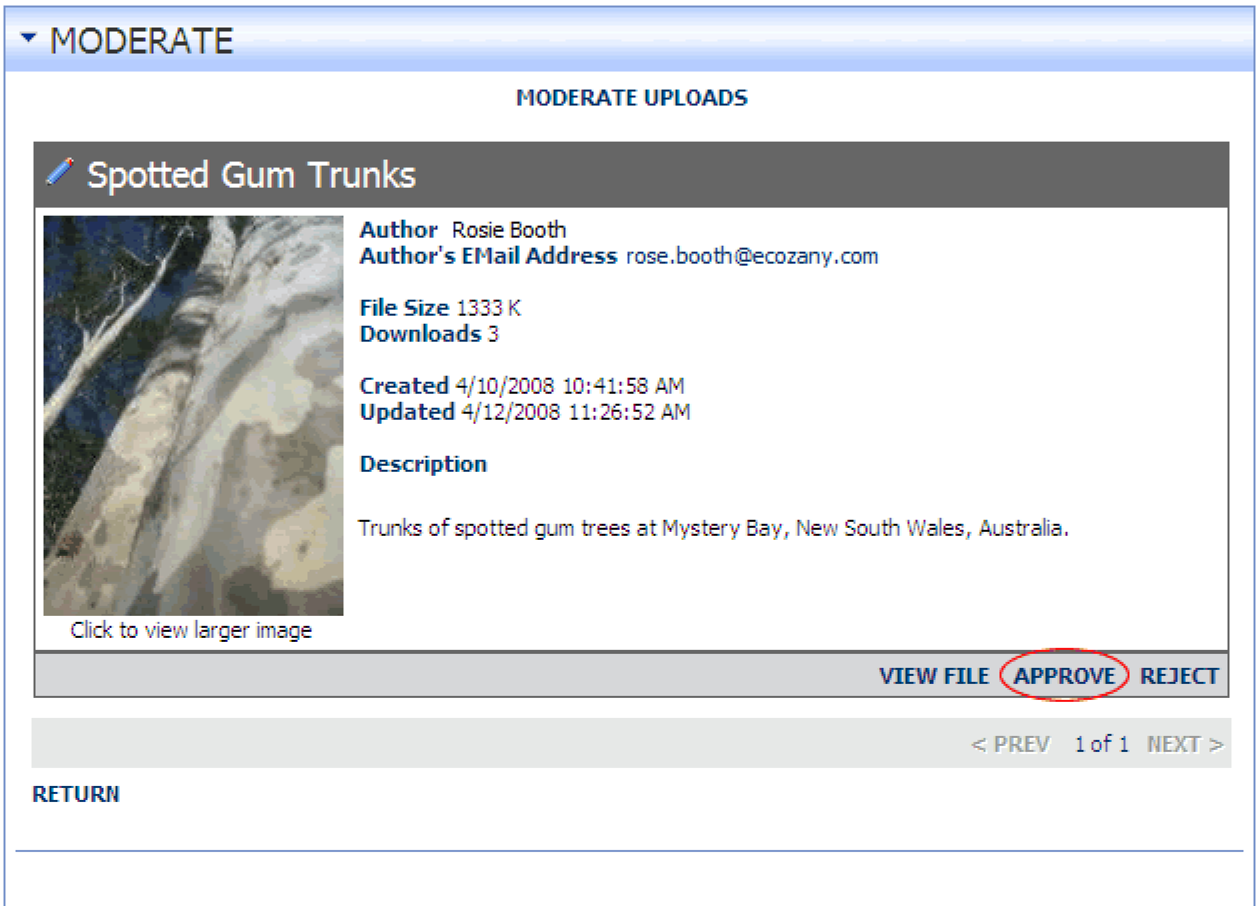
The New/Changed Notification Message

Approving an Item

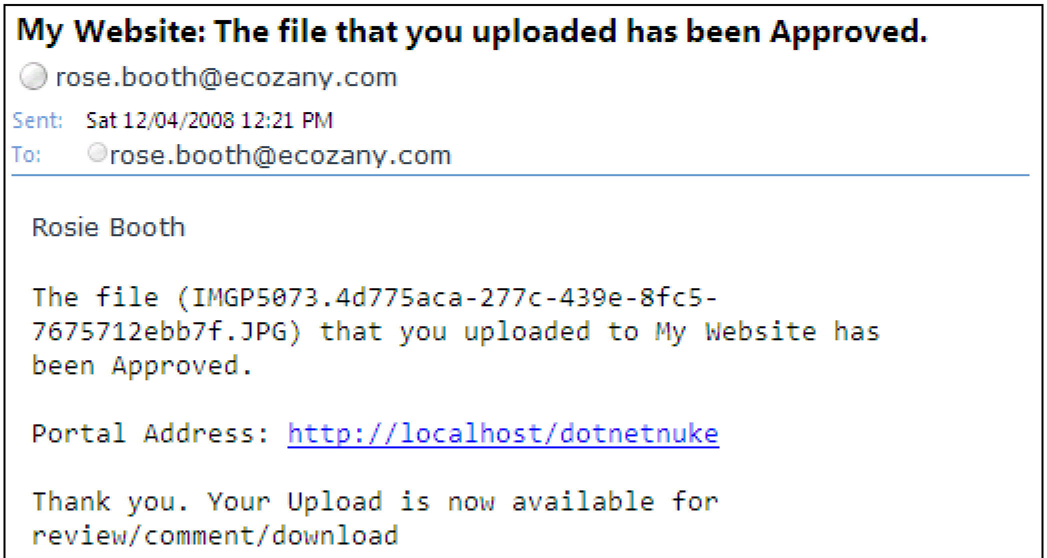
How to approve an item awaiting moderation on the Repository module.

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.



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 (IMGP5073.4d775aca-277c-439e-8fc5-7675712ebb7f.JPG) that you uploaded to My Website has been Approved.

Portal Address: http://localhost/dotnetnuke

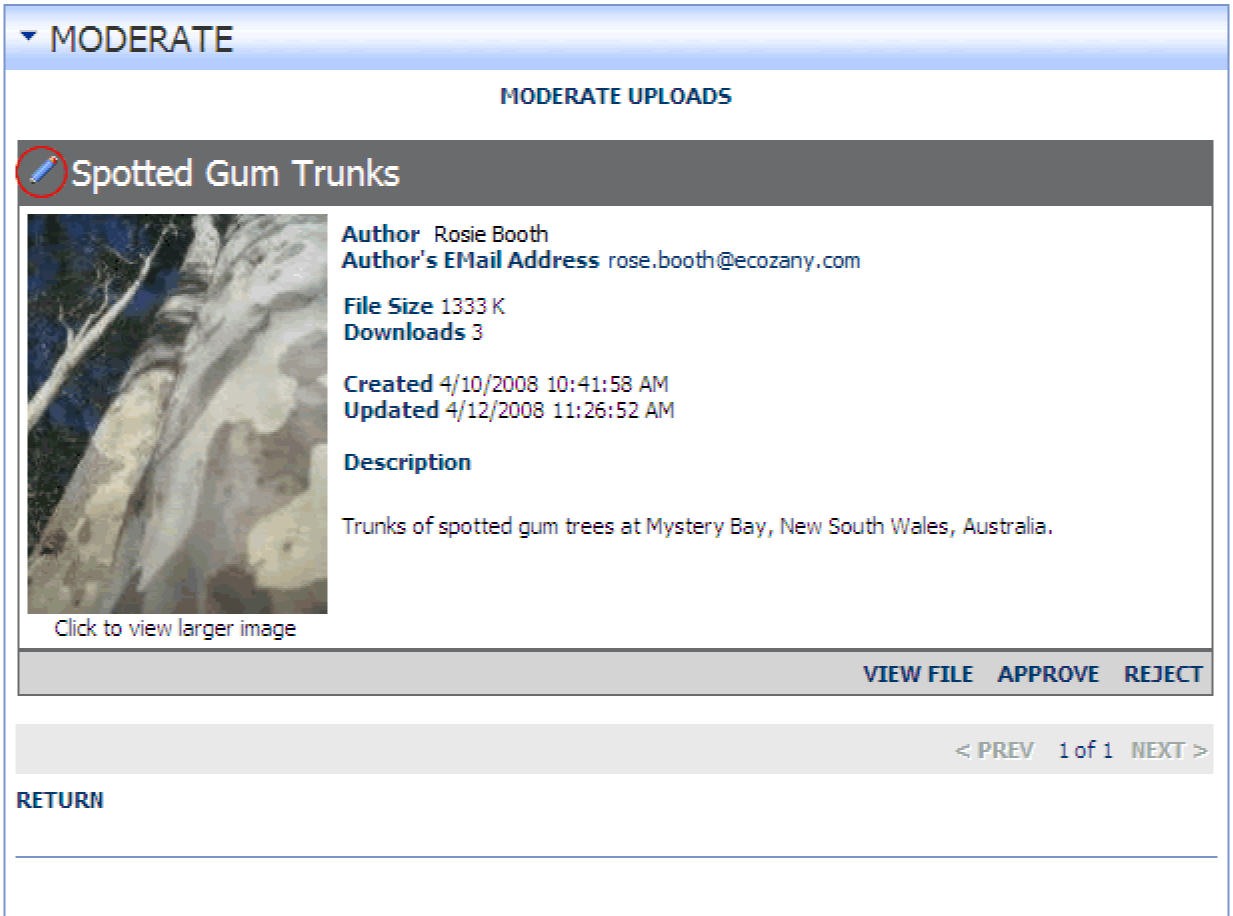
Thank you. Your Upload is now available for review/comment/download

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.

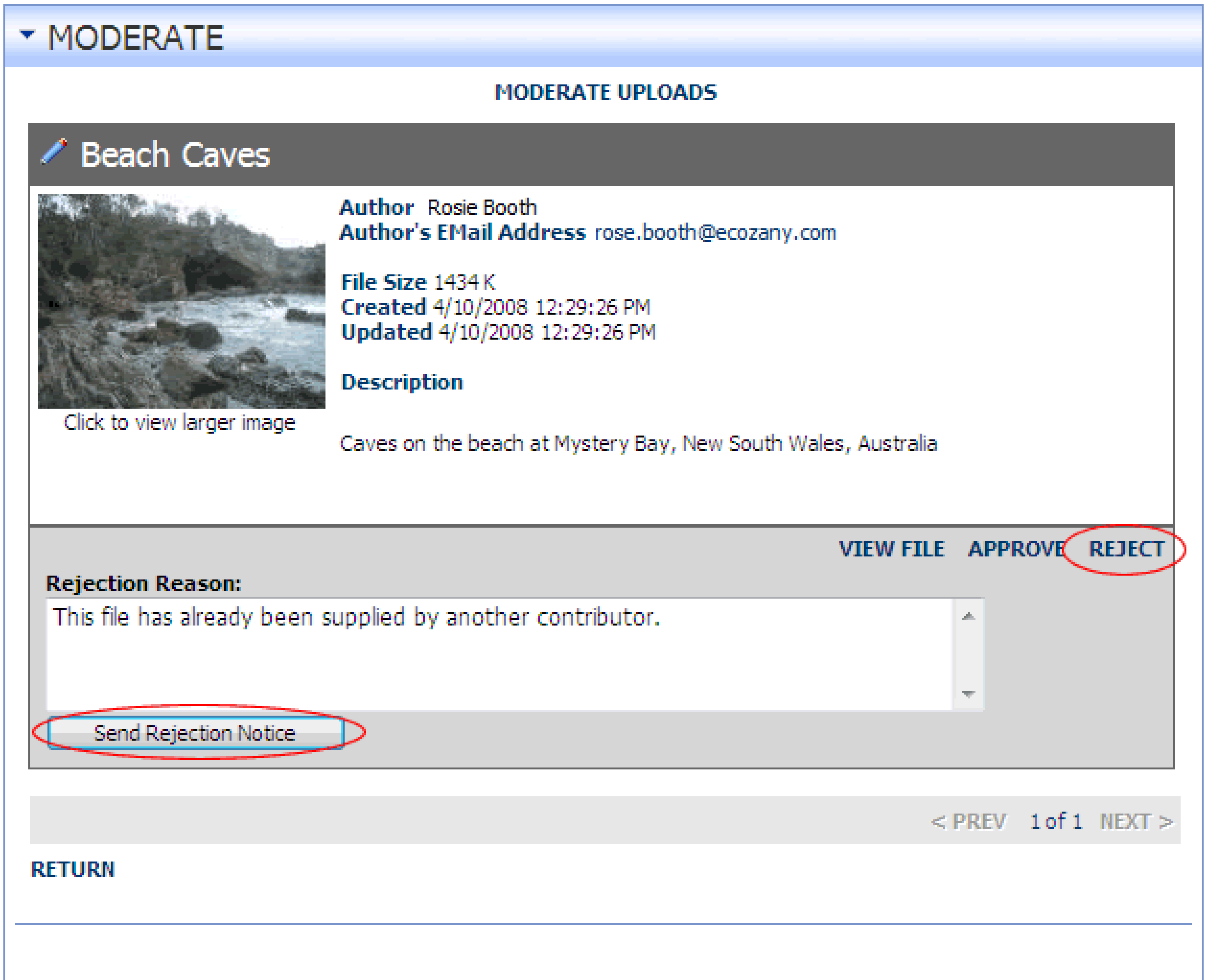


Editing and Approving an Item

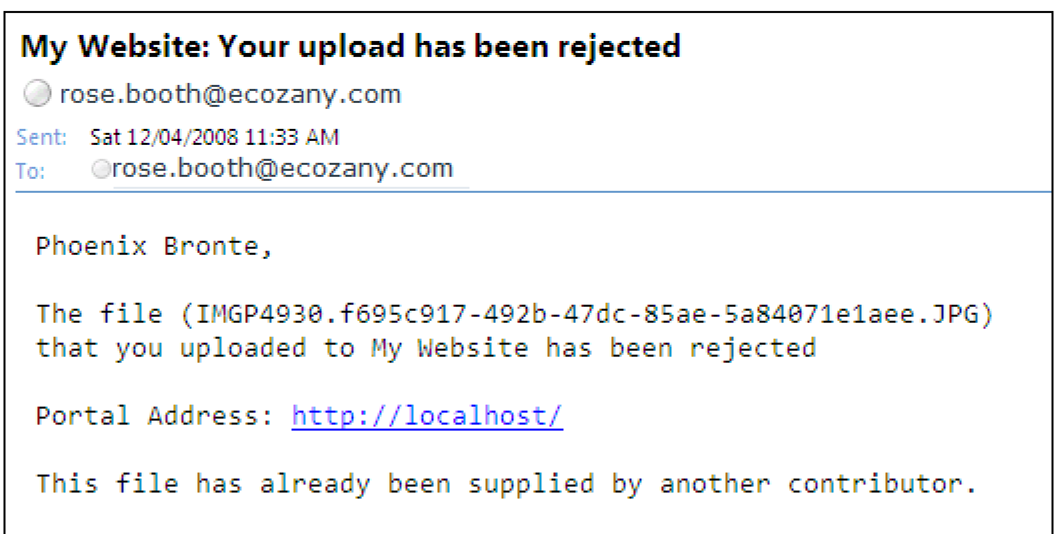
Rejecting an Item

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.



Rejecting an Item



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. 

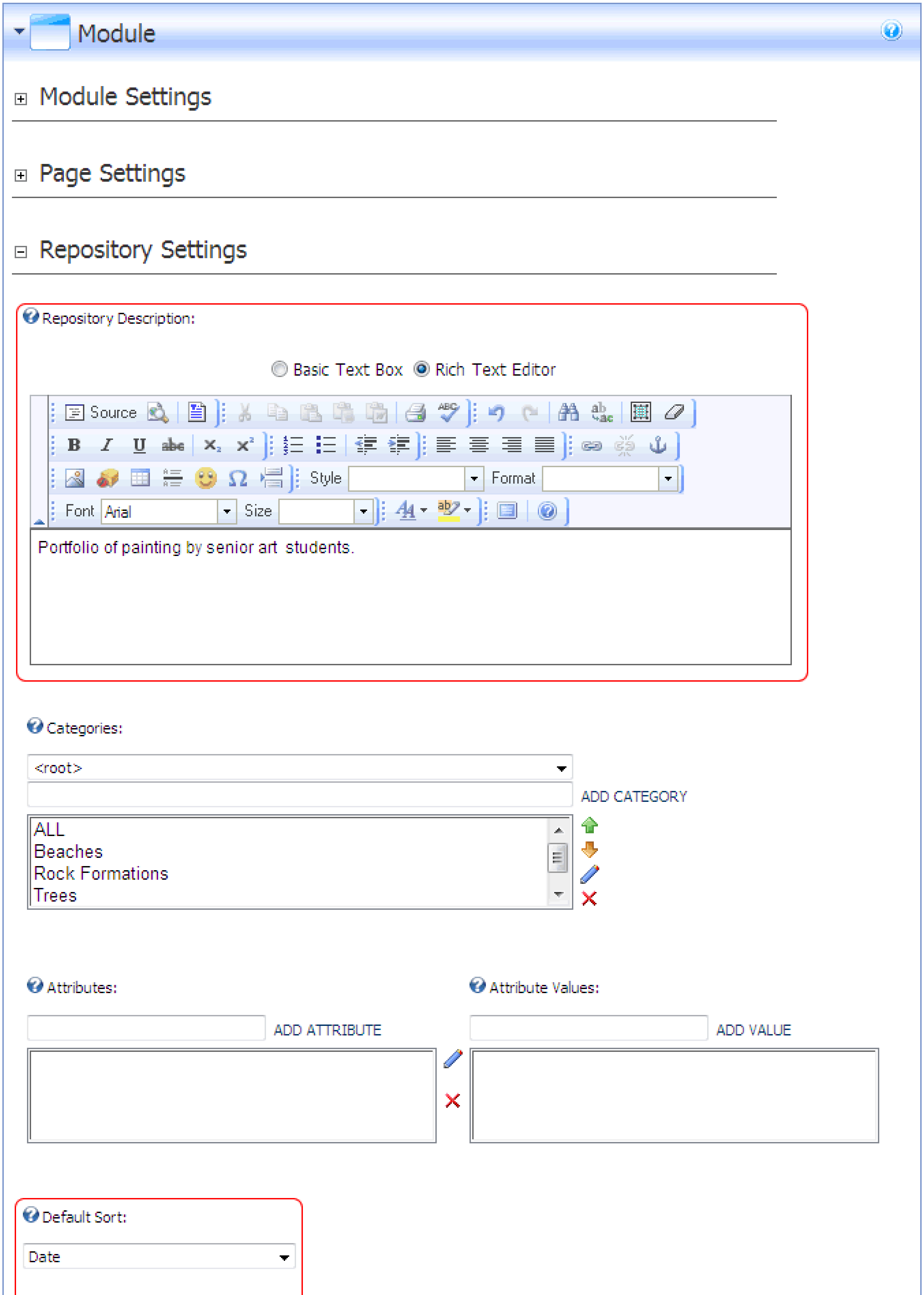
   - **Dashes**: Uses a ten dash rating scale. 

 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.



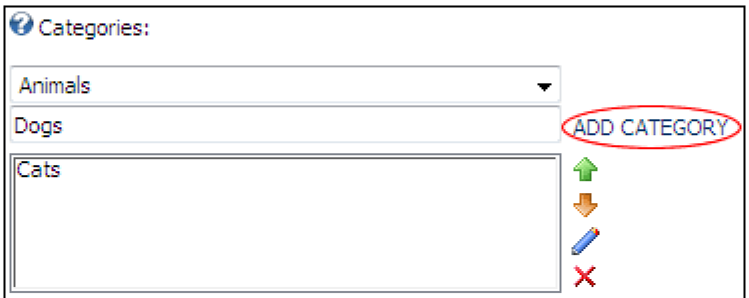
Module
Module Settings
Page Settings
Repository Settings
Repository Description:
Basic Text Box
Rich Text Editor
Source
Style
Format
Font
Arial
Size
Portfolio of painting by senior art students.
Categories:
<root>
ADD CATEGORY
ALL
Beaches
Rock Formations
Trees
Attributes:
ADD ATTRIBUTE
Attribute Values:
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.



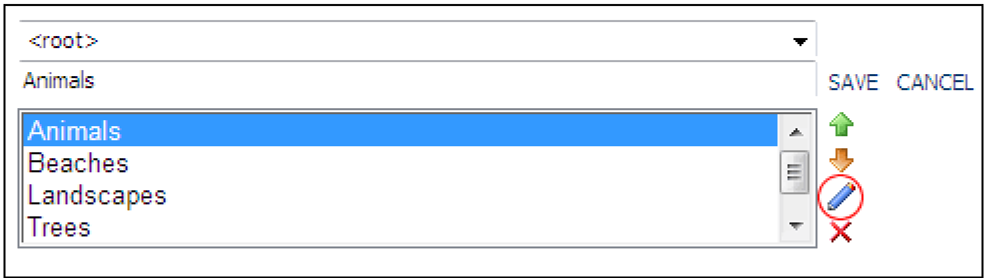
Adding a Category

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.



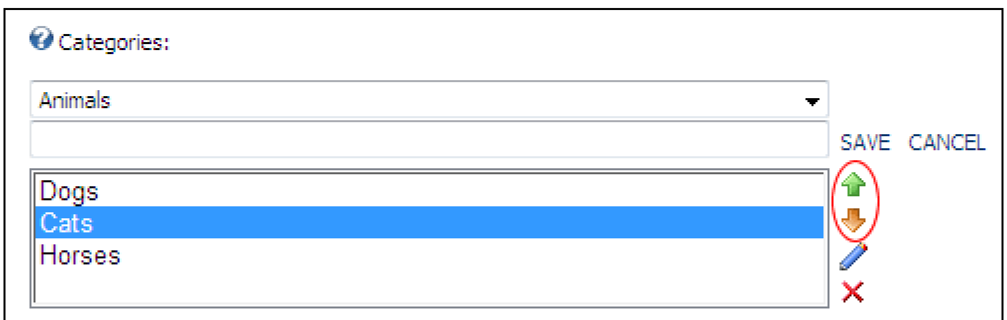
Editing a category

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.



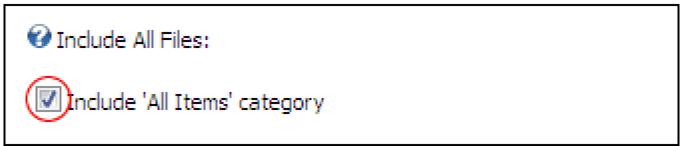
Reordering categories

Enabling/Disabling the All Items Category

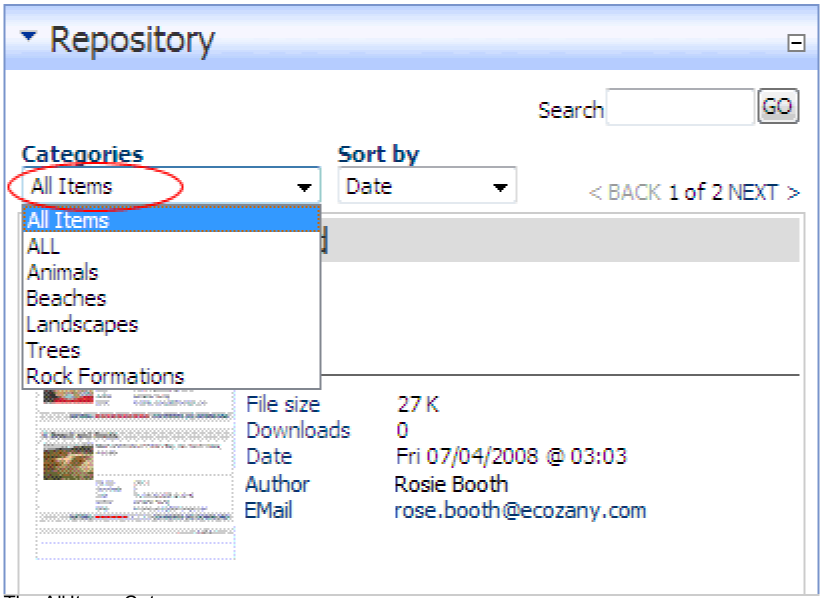
How to enable or disable the All Items category on the Repository module. All items within the Repository are automatically assigned to an All Items category. If this option is enabled, an All Items category is displayed in the Category drop-down list. If this option is disabled, items that are not assigned 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.



Setting the All Files Category



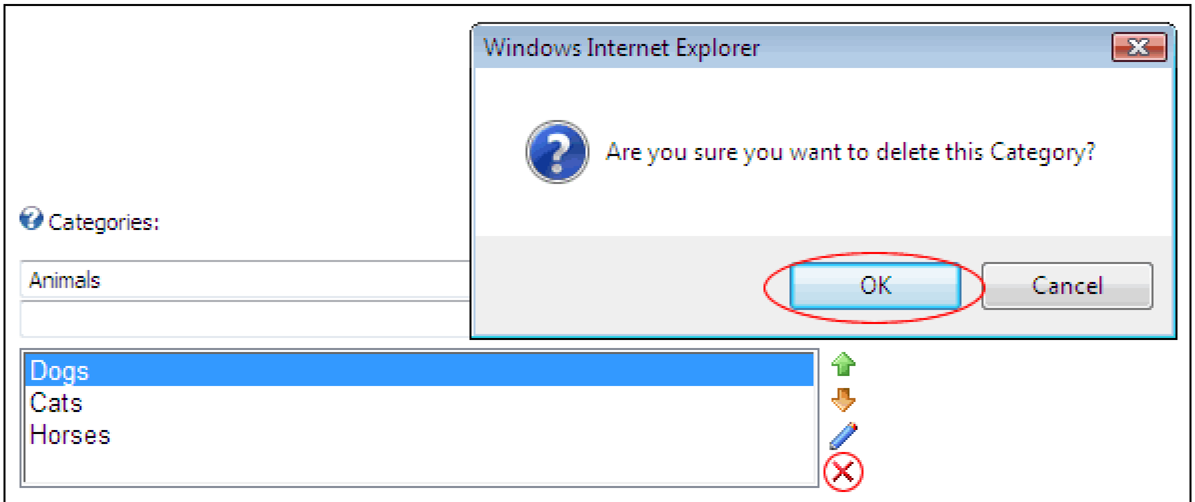
The All Items Category

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.



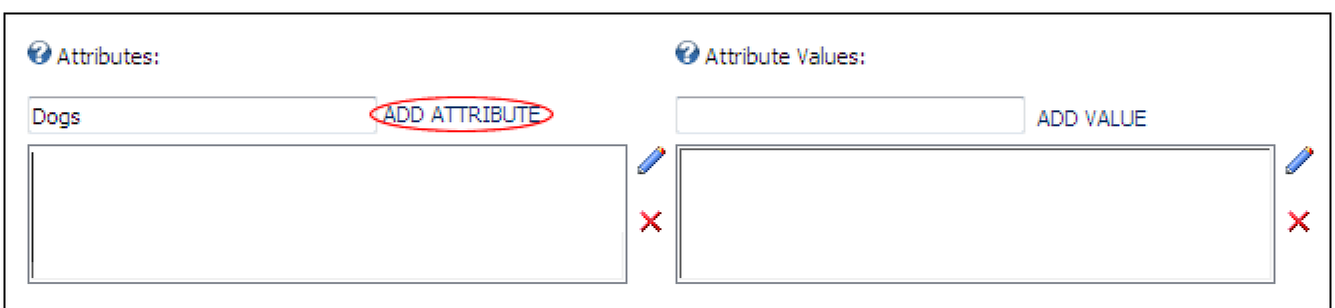
Deleting a category

Adding Attributes

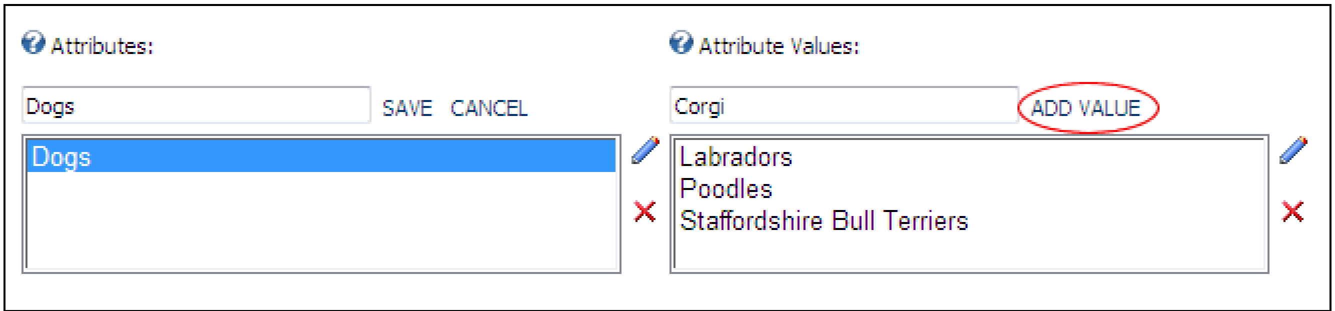
How to add attributes and attribute values to the Repository module. Attributes can be exposed in the Repository by creating a Repository Skin with the [ATTRIBUTES] token.

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



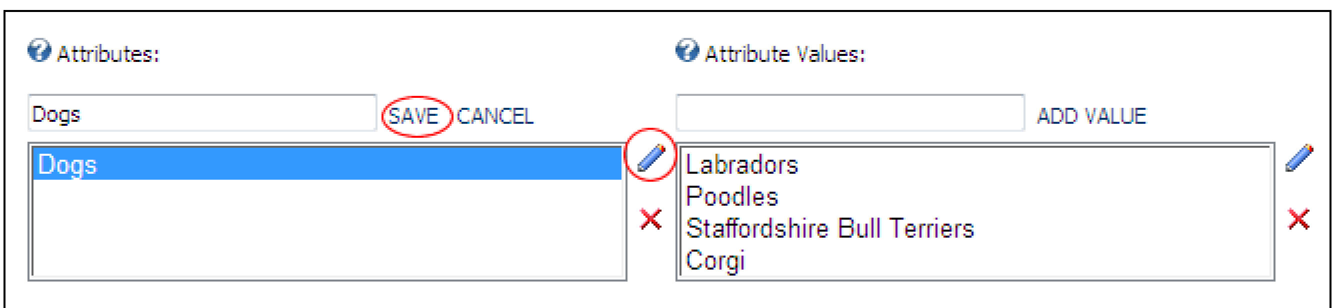
Adding an Attribute Value

Editing Attributes

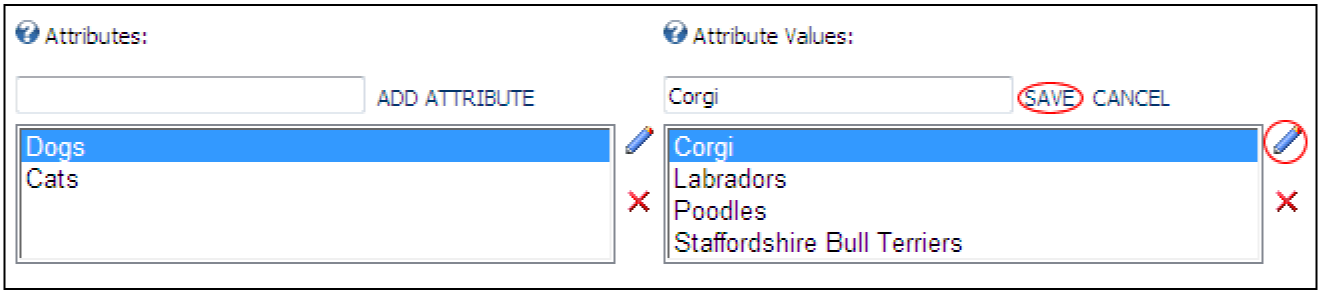
How to edit attributes and attribute values on the Repository module.

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

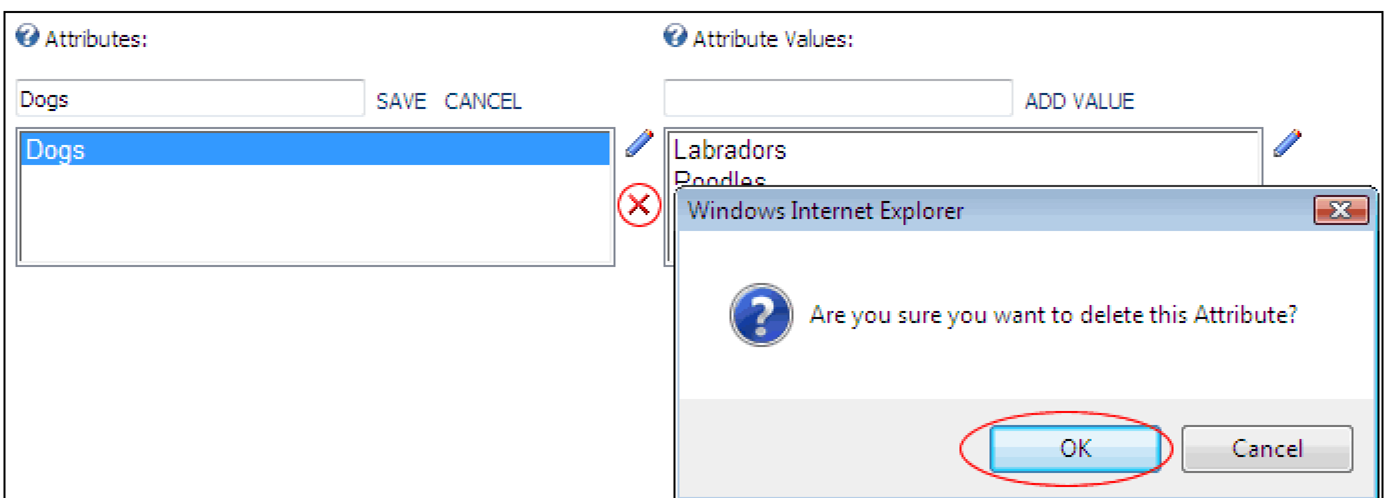


Editing an Attribute Value

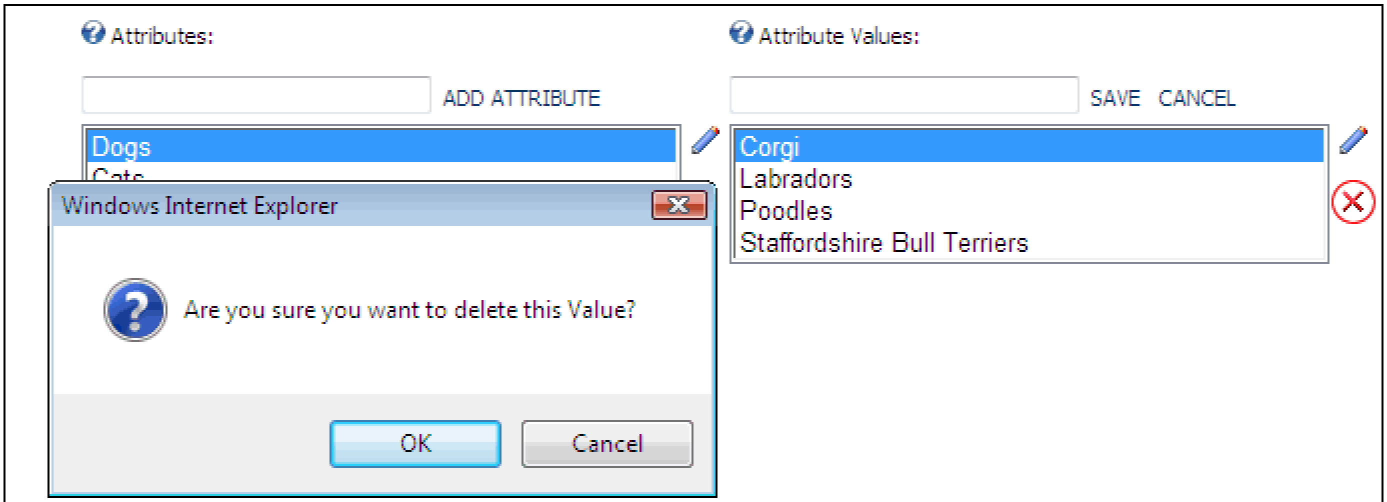
Deleting Attributes

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

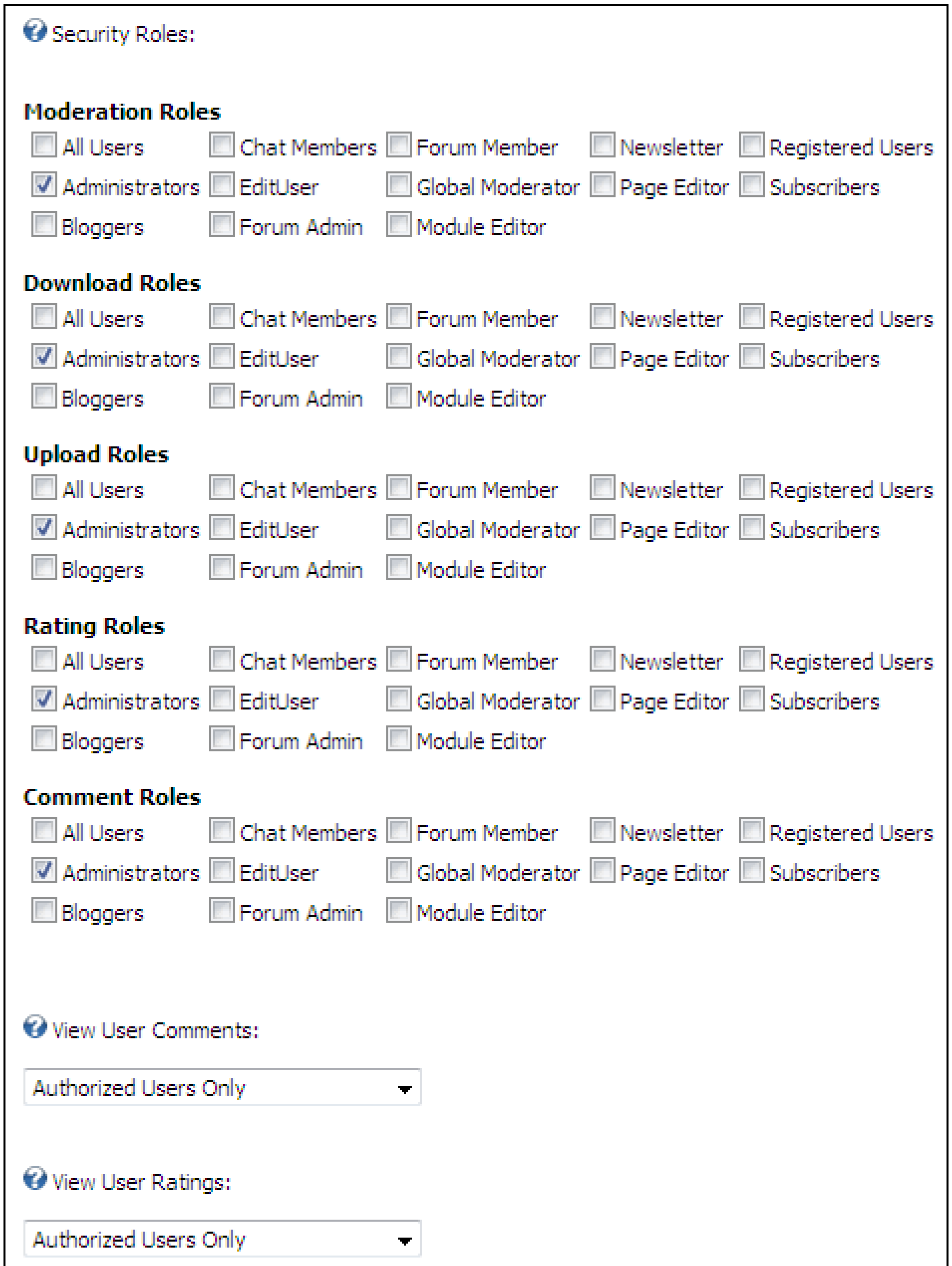


Deleting an Attribute Value

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.



Configuring the Repository Security Roles

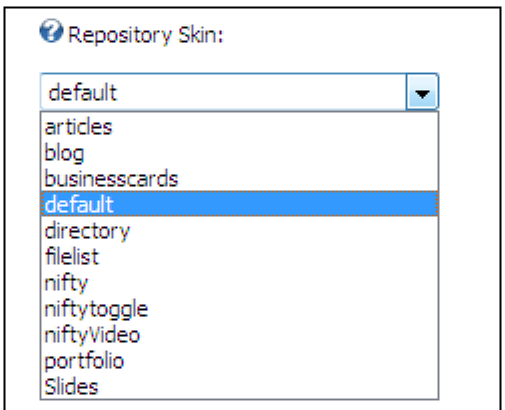
Setting the Repository Skin

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:

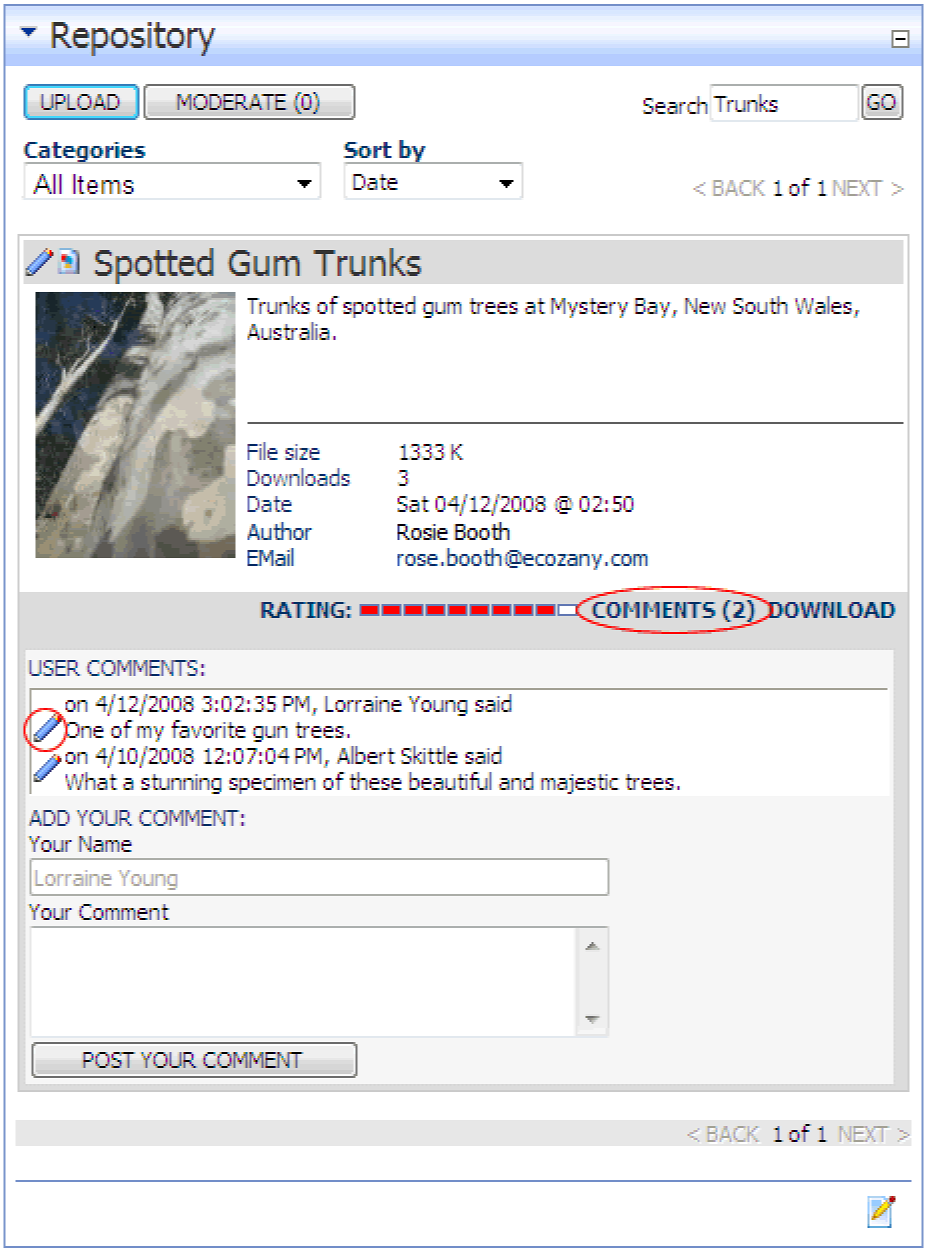
- "Setting the Repository Design".

Administrators

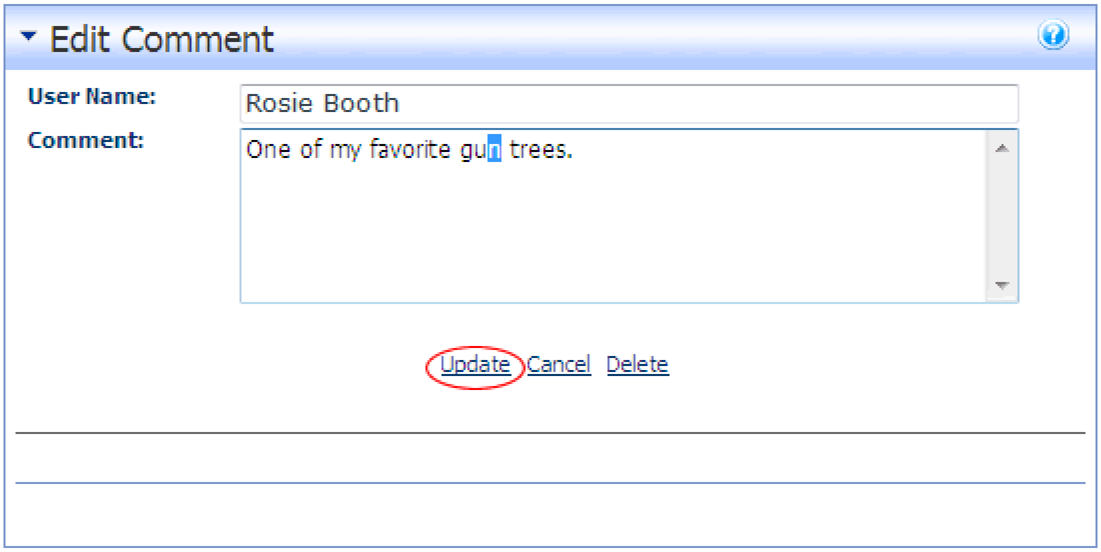
Editing Item Comments

How to edit comments on the Repository module. Note: The COMMENTS link displays the total number of comments for this item.

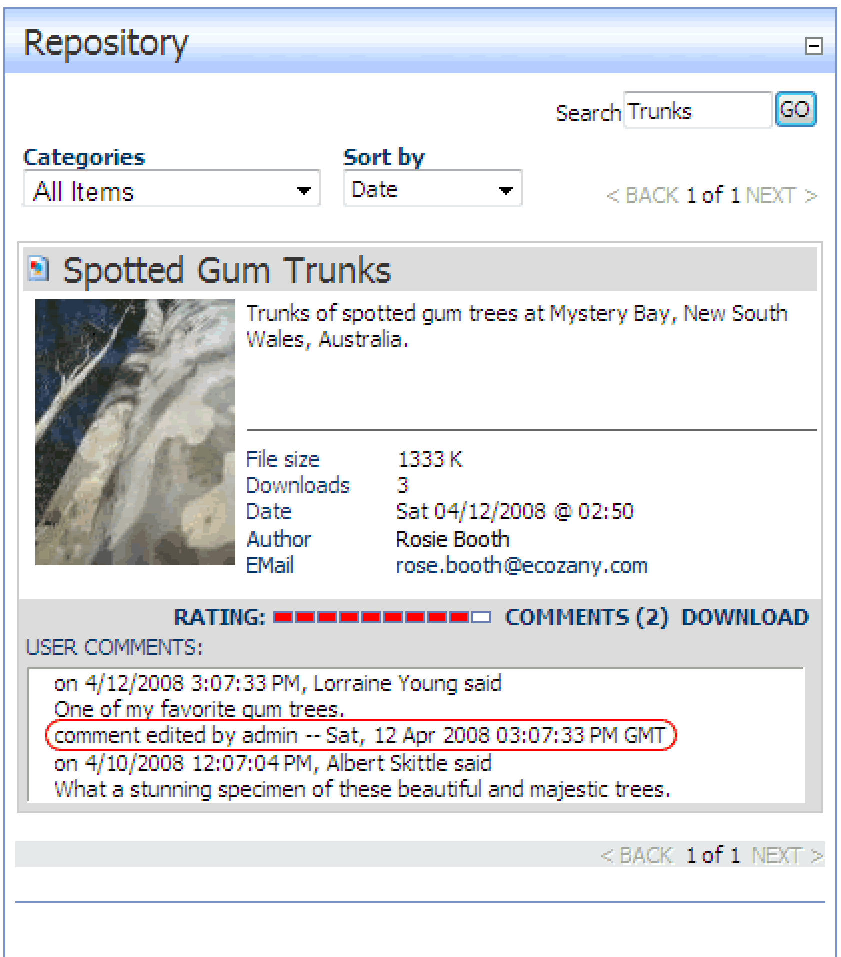
1. Search for the required item.
2. Click the COMMENTS (1) link. Existing comments for this item are now displayed in the User Comments panel.
3. Click the **Edit** button beside the comment to be edited.



4. In the **Comment** text box, edit the comment as required.



5. Click the Update link. The edited comment now displays a Comment edited message

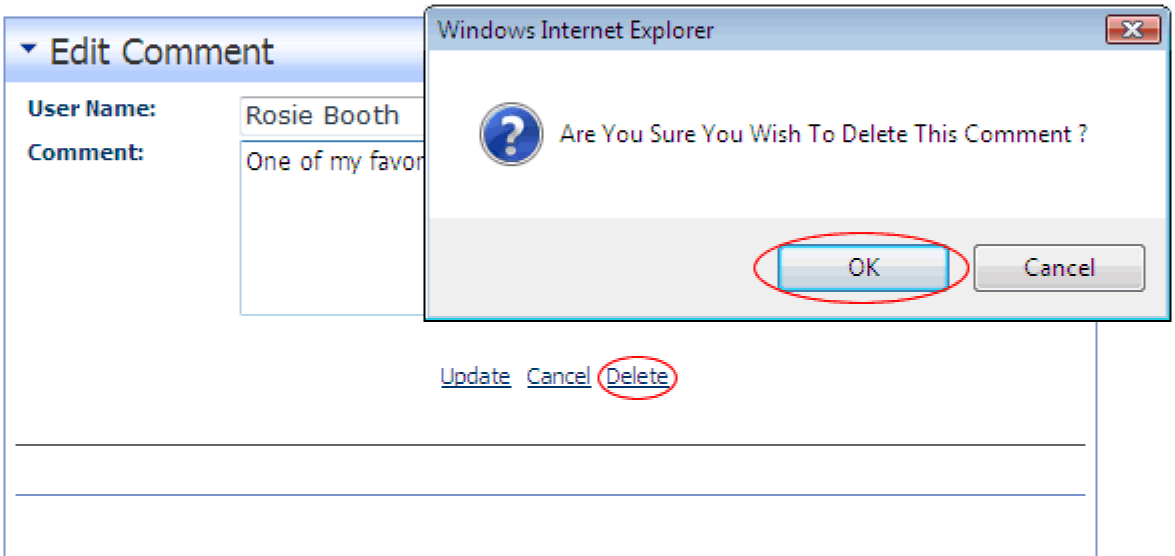


A Repository module displaying an edited Comment

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

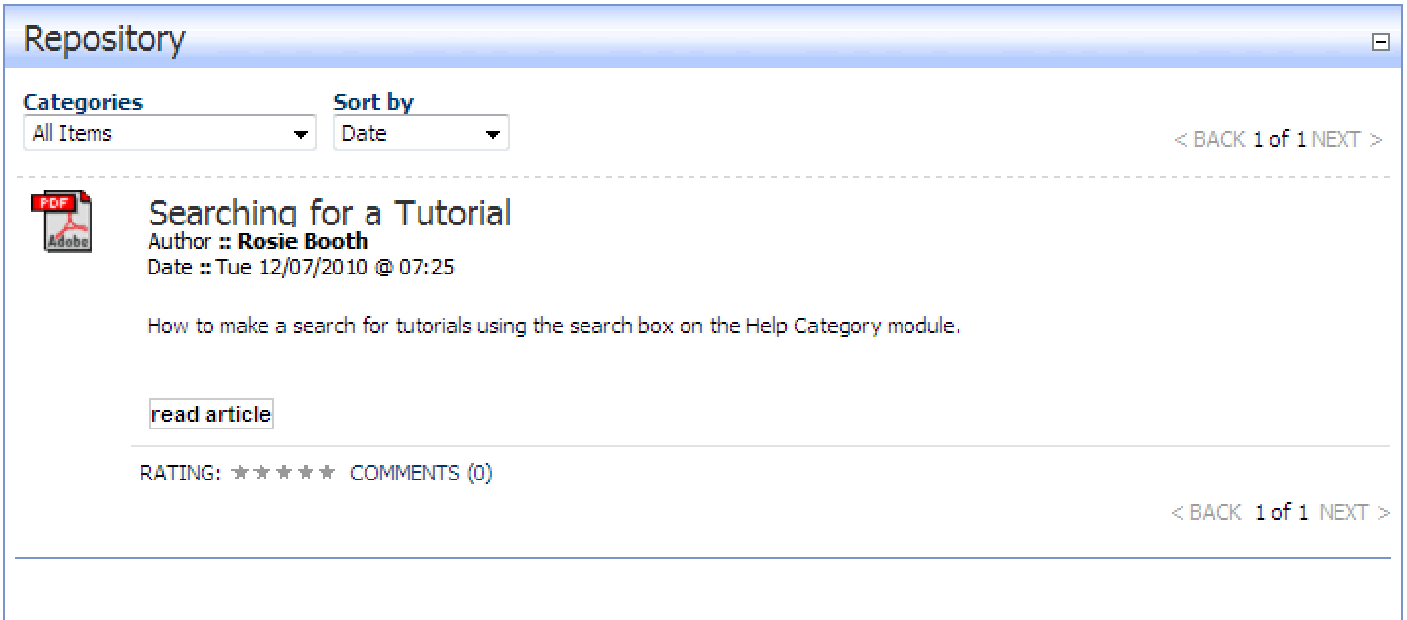
Skin Designs

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.



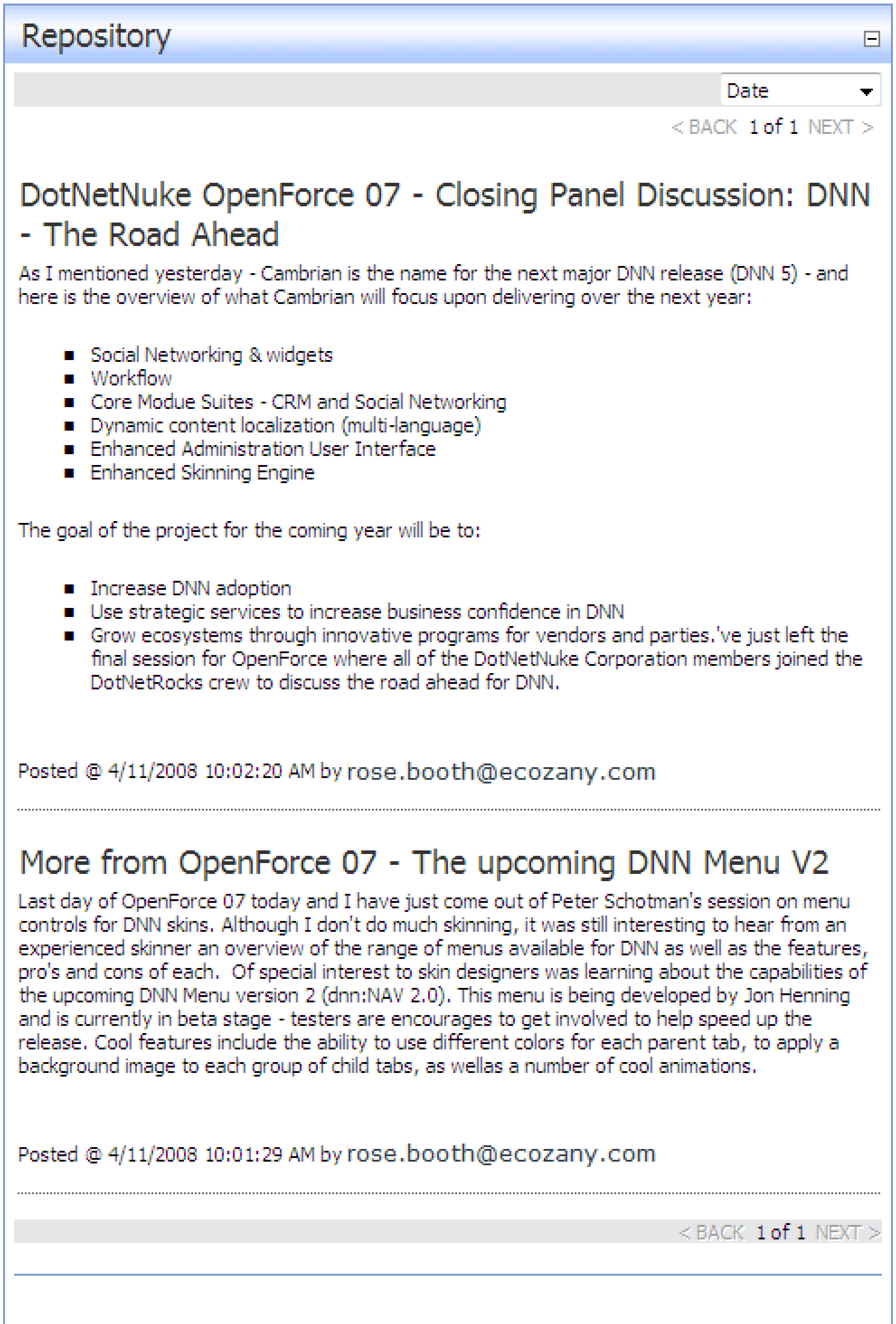
The Articles Repository

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.



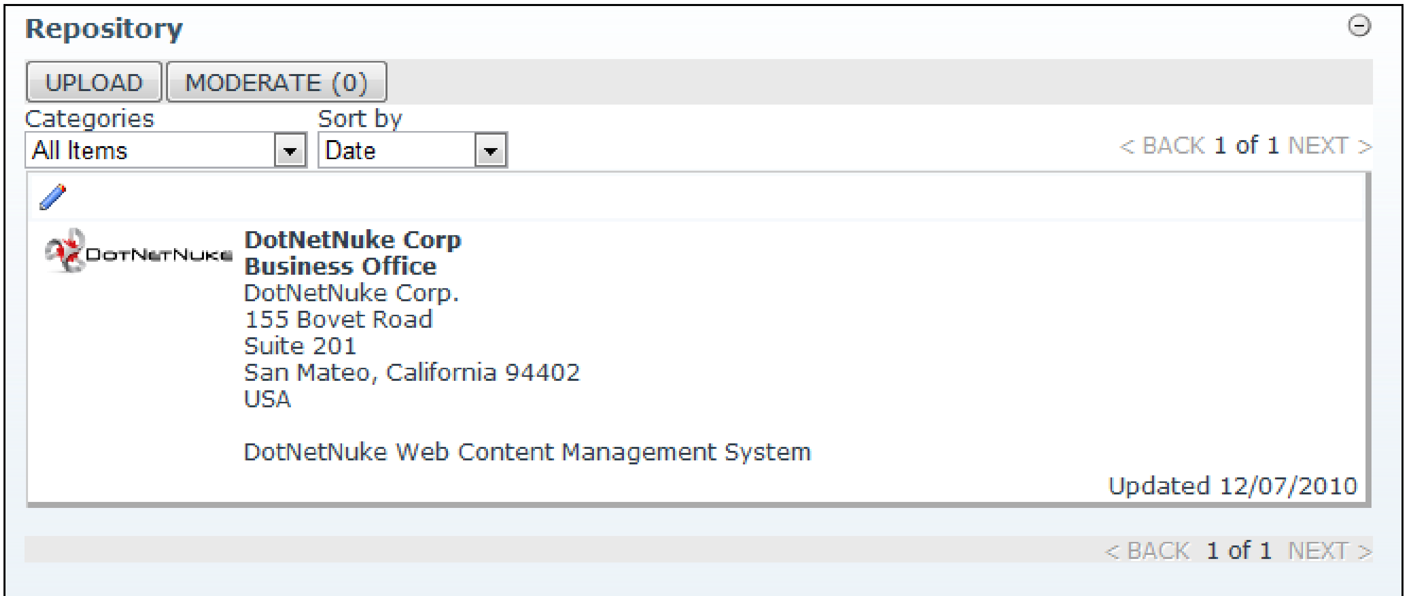
The Blog Repository

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.



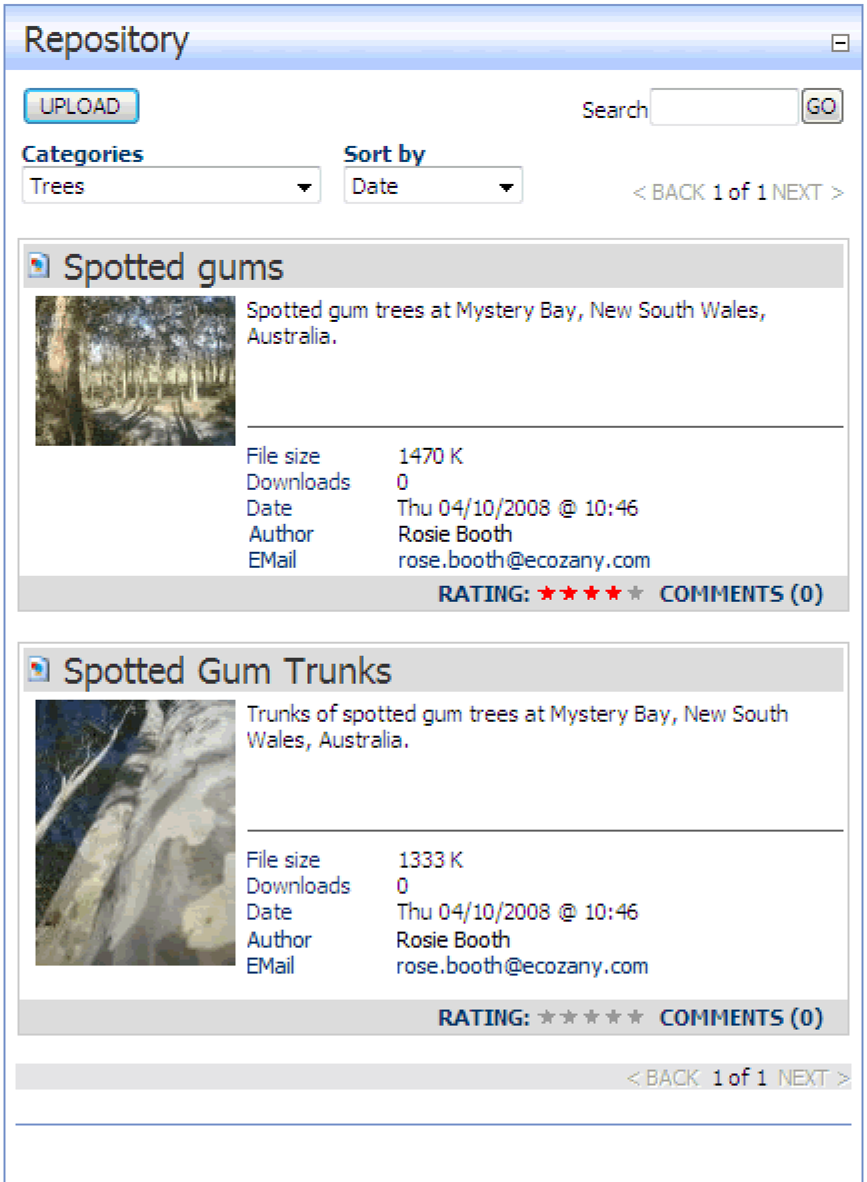
The Business Card Repository

Overview of the Default and Nifty Repositories

By applying either the Default or Nifty skins, the Repository module can be used to display of 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.



The Default Repository

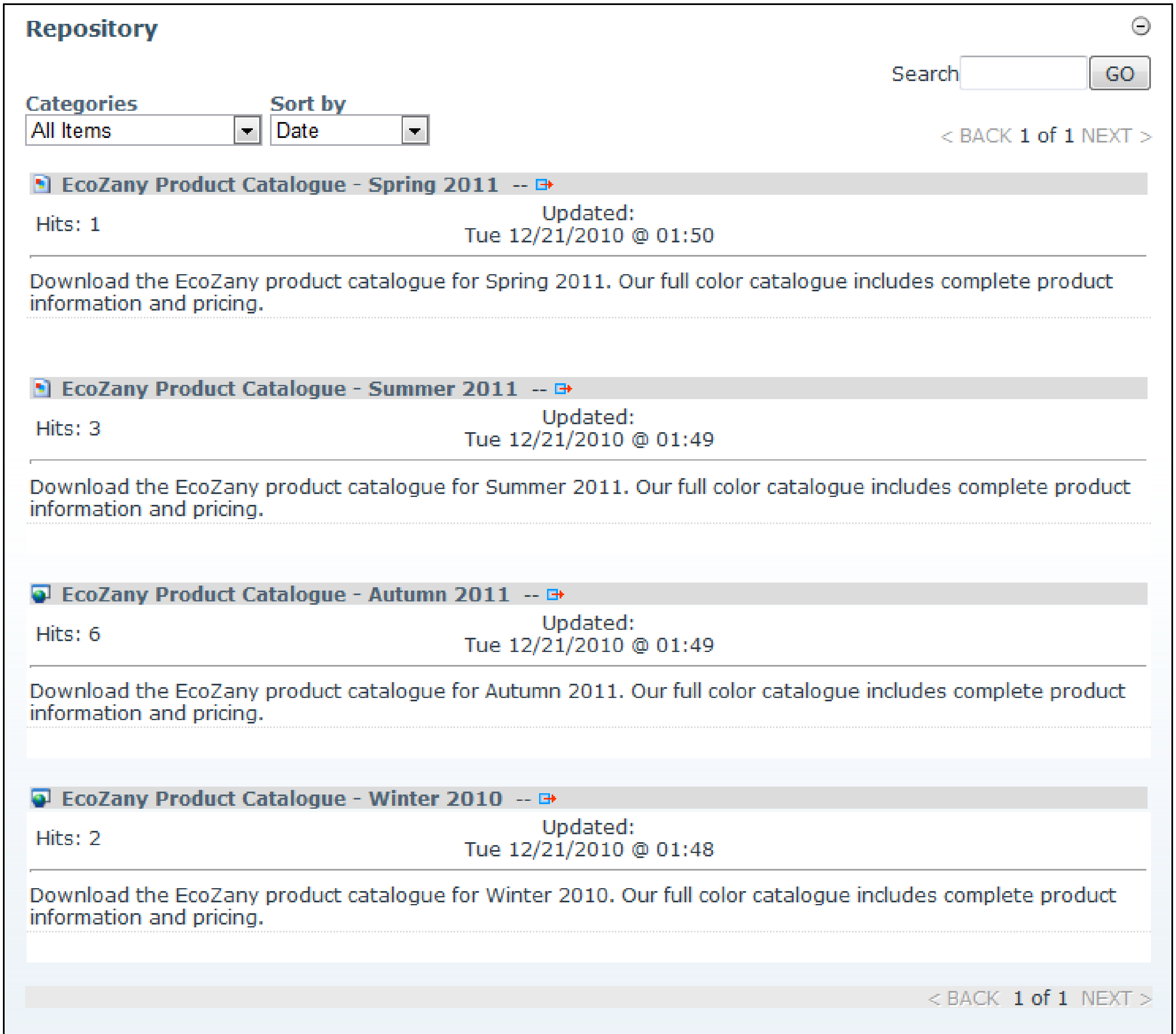
The Nifty Repository

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.



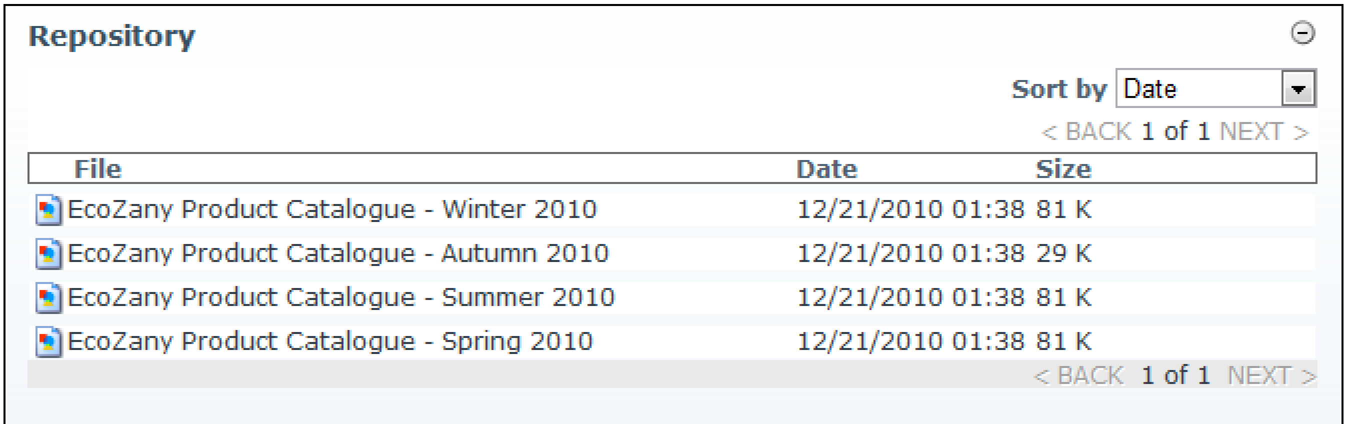
The Directory Repository

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.



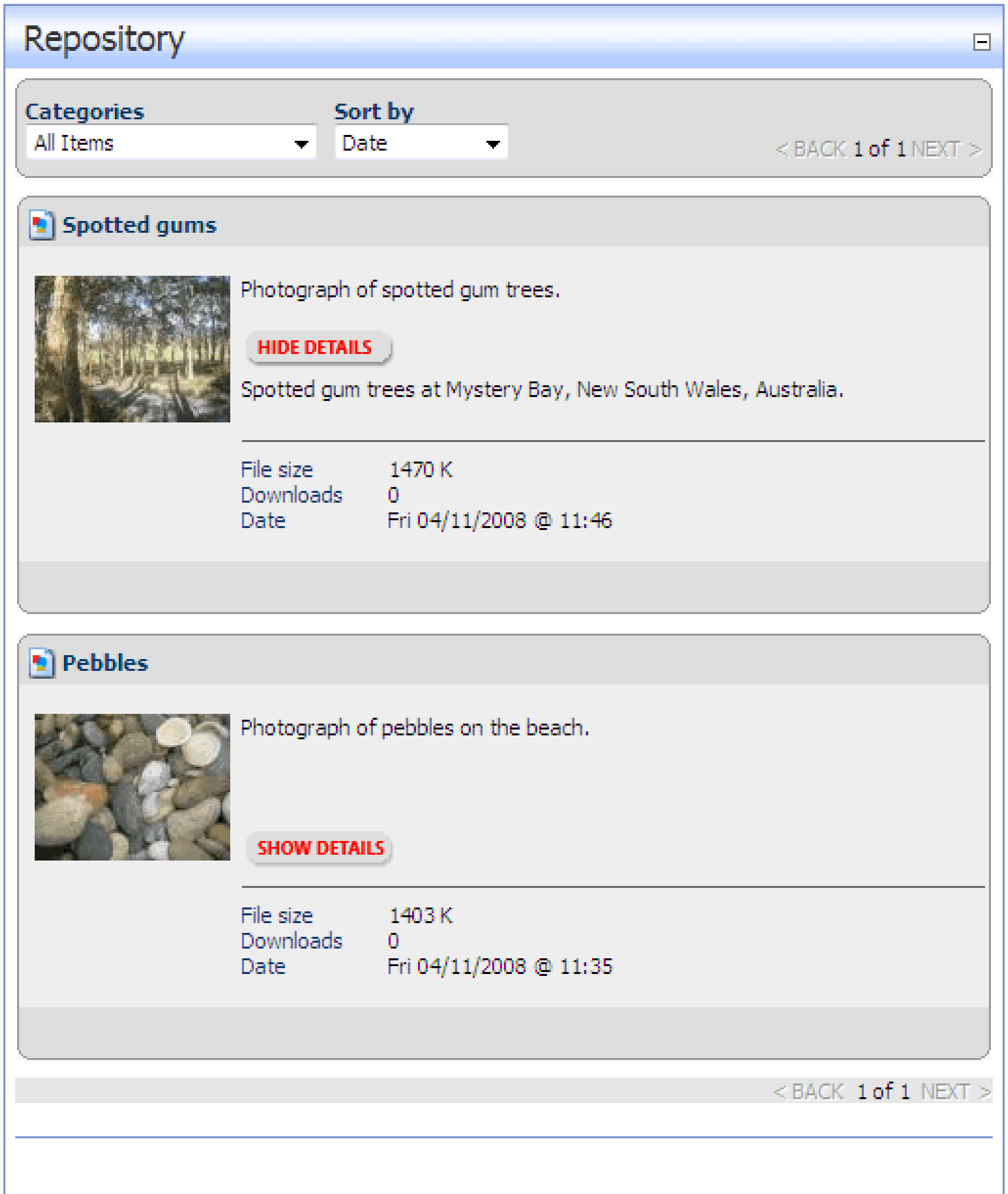
The File List Repository

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.



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.

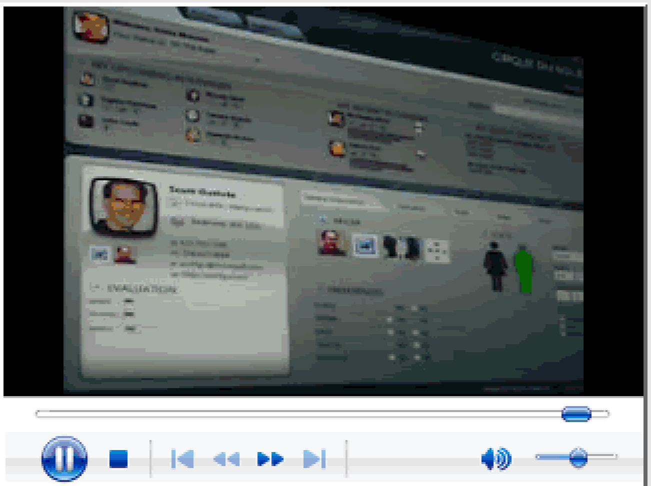
Repository

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 >

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.

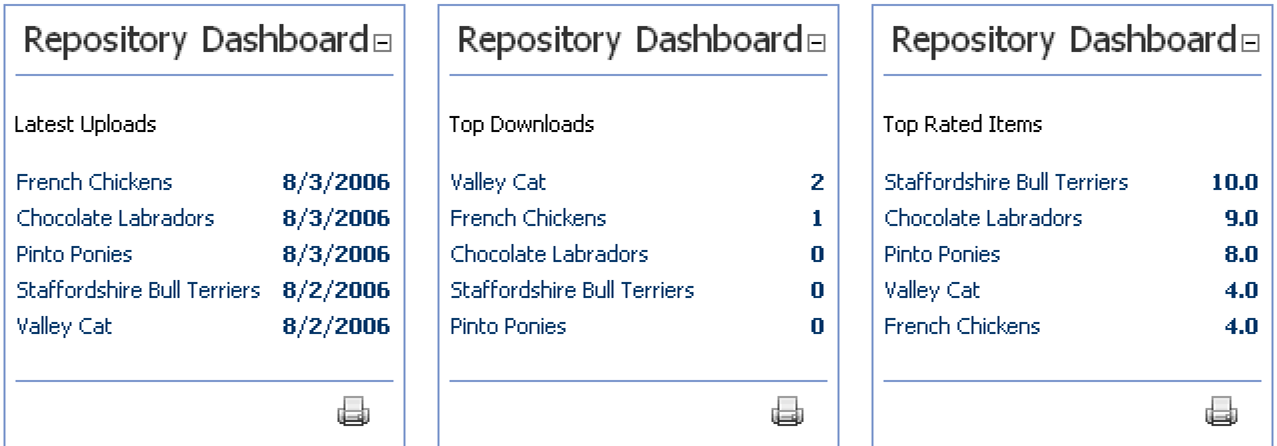
Ratings and comments are enabled on this skin.

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.



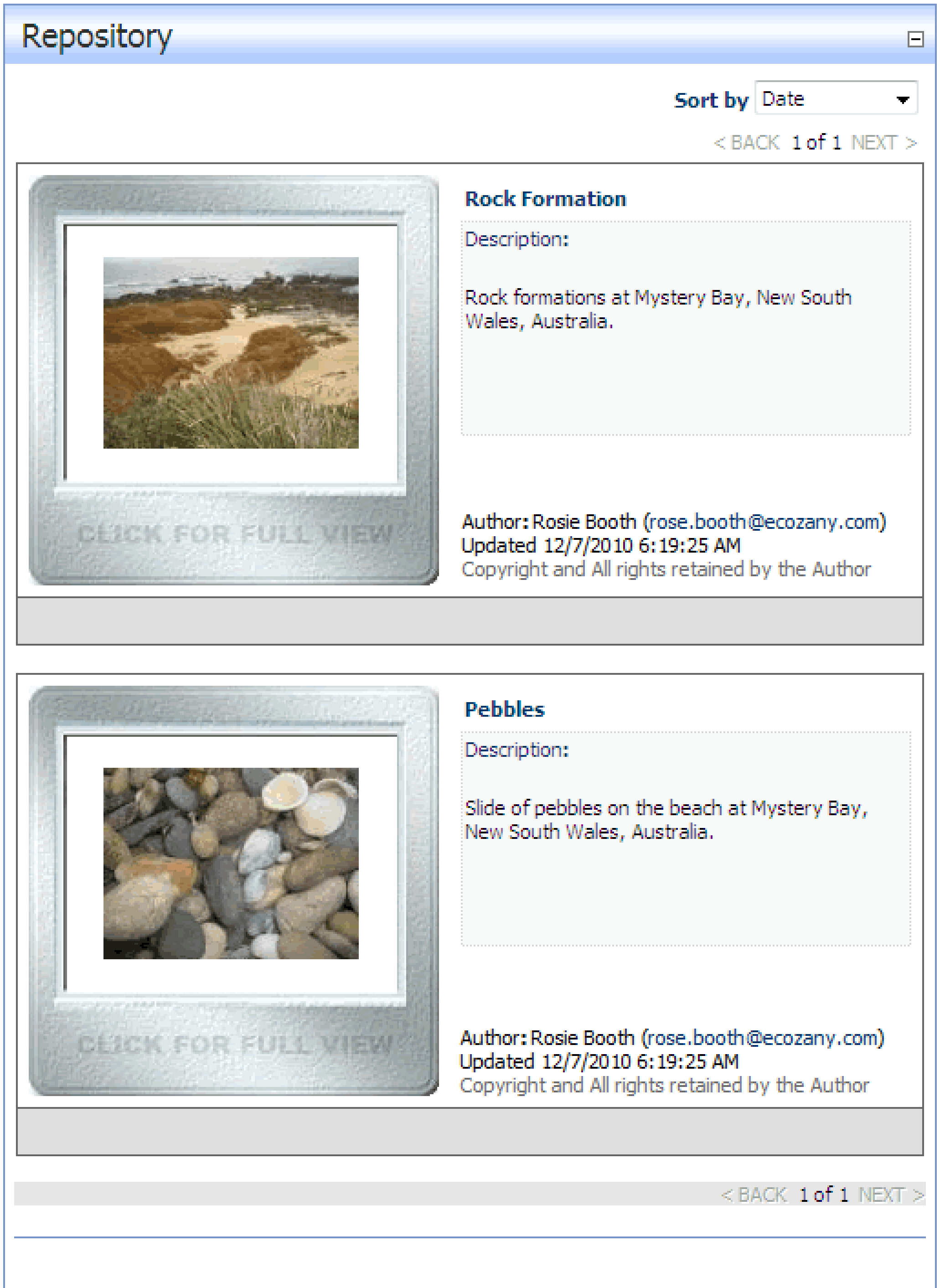
Three different configurations of the Repository Dashboard Module

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.



The Slides Repository

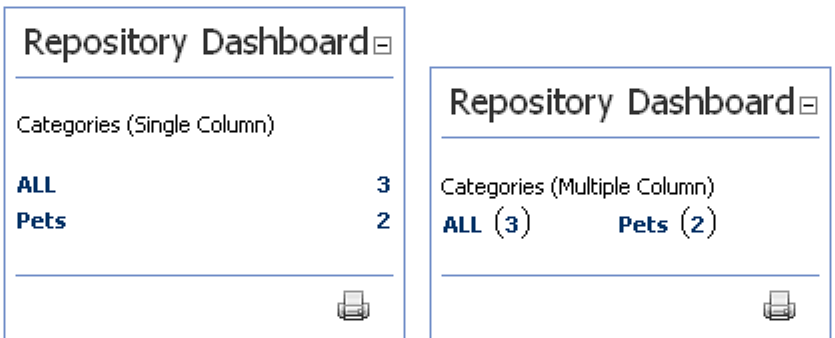
Repository Dashboard

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.



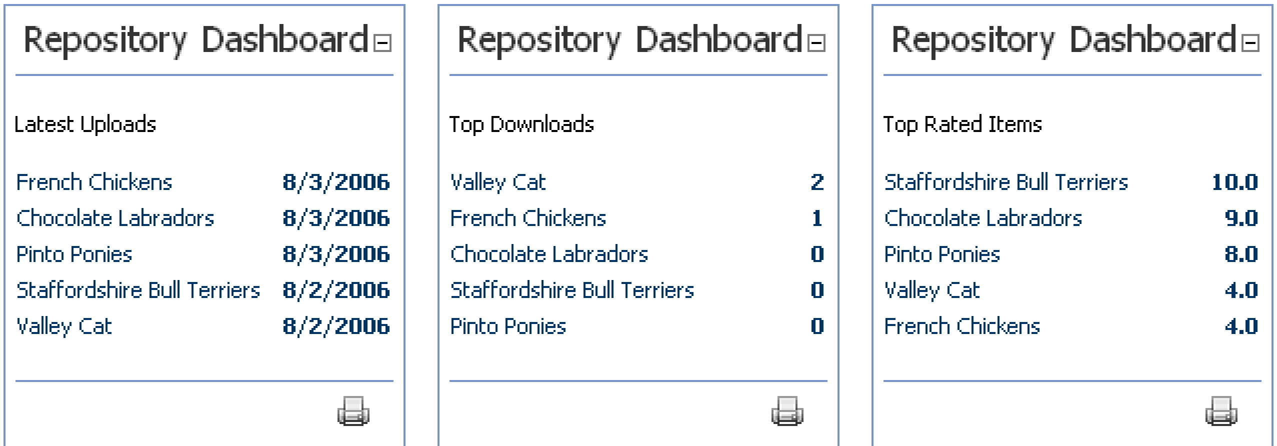
The Repository Module offers two category layouts

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 Dash-board. E.g. 5
6. Click the Update link.

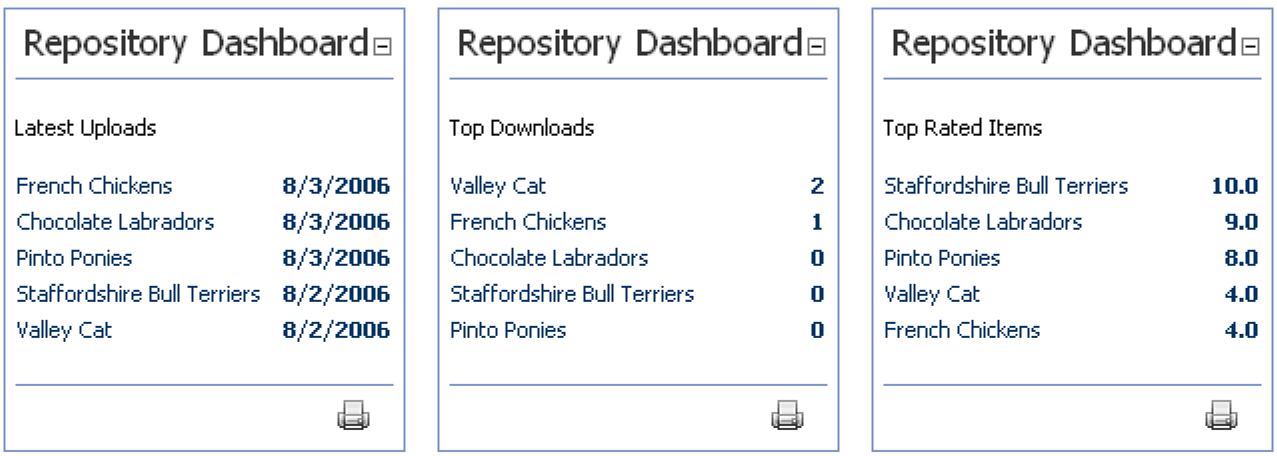
Note: The below example uses the Module Header field to display the information displayed in each module. See Module Settings for more details.



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.



Search Input

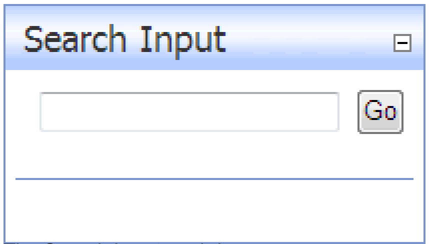
About the Search Input Module

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.



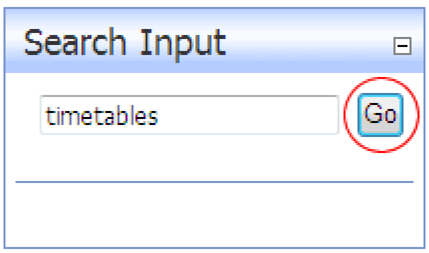
The Search Input module

All Users

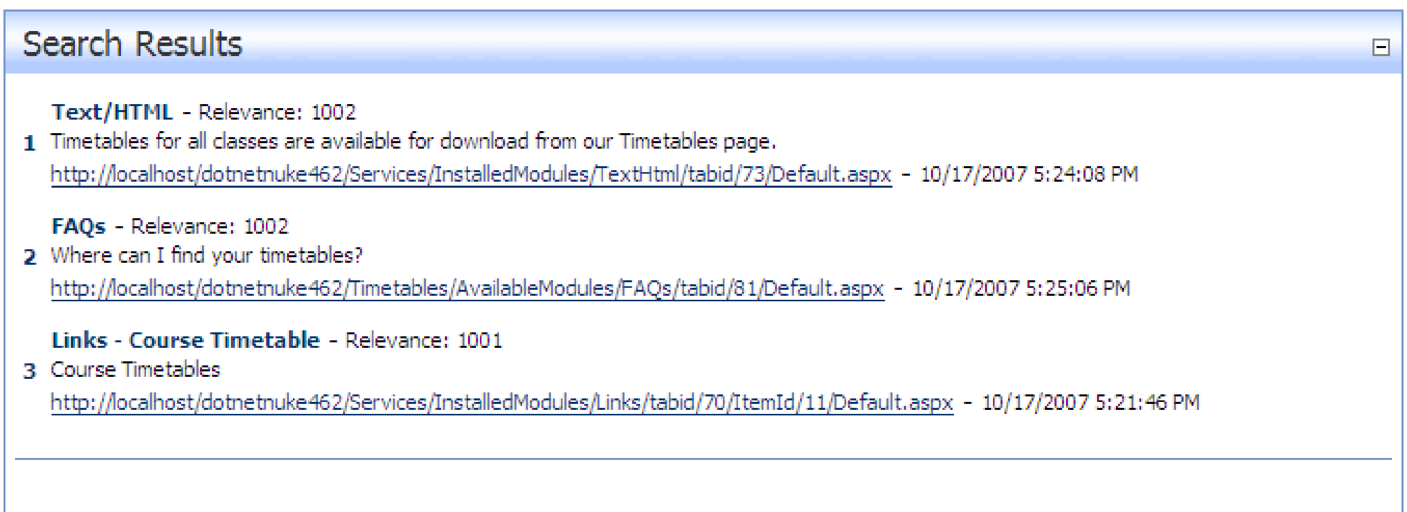
Performing a search using the Search Input module

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.



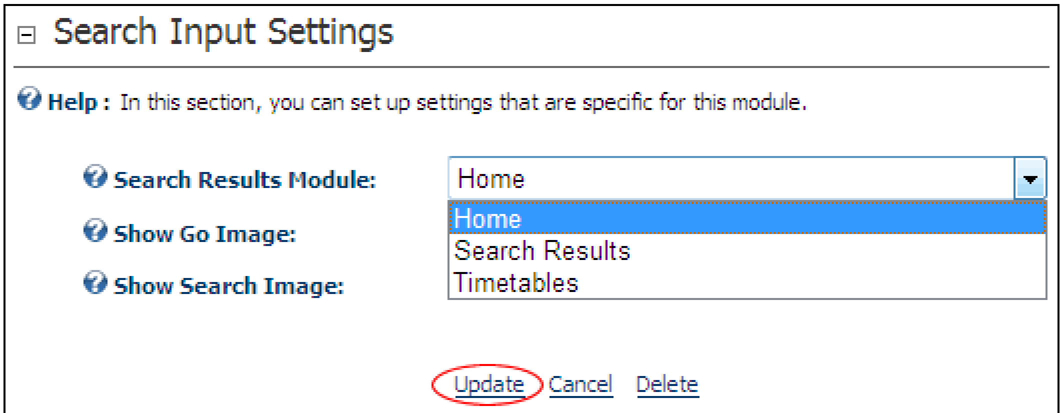
Search Results

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.

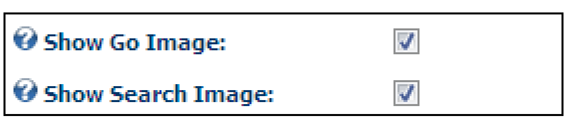


Setting the Search Results module

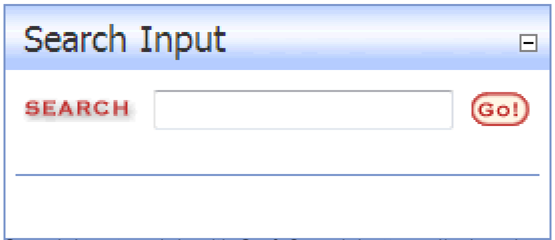
Designing the Search Input Module

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.



5. Click the Update link.



Search Input module with Go & Search buttons displayed

Search Results

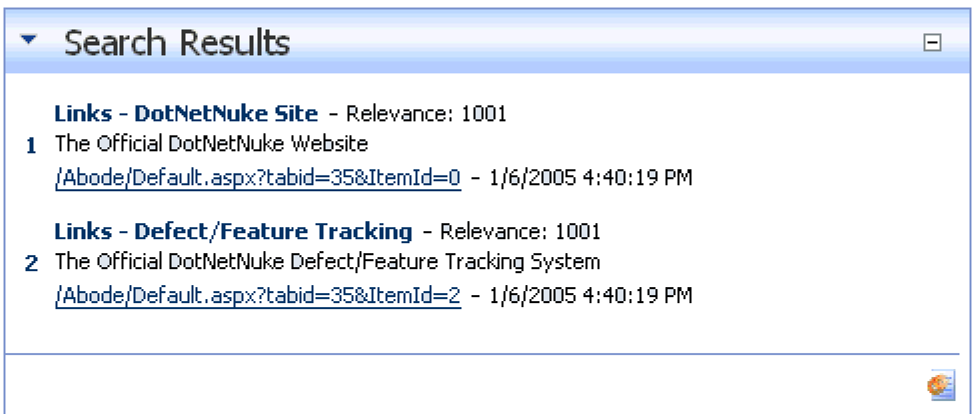
About the Search Results Module

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

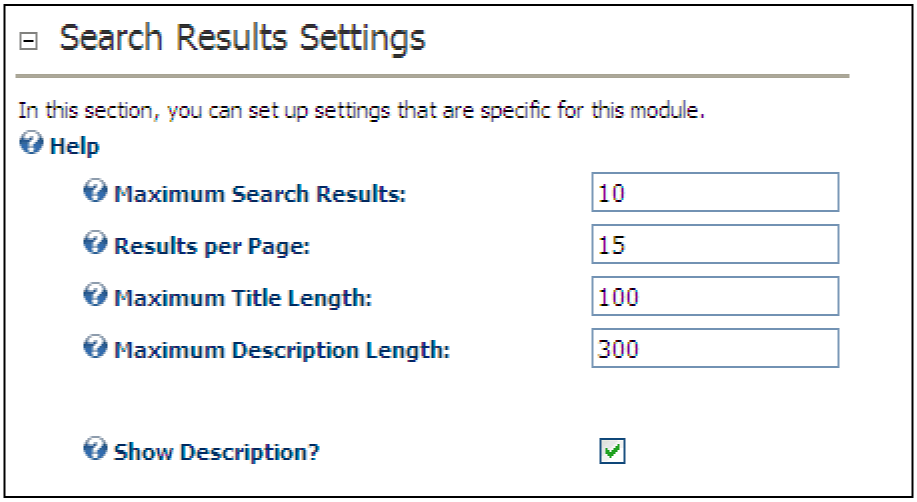
Settings

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.



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.

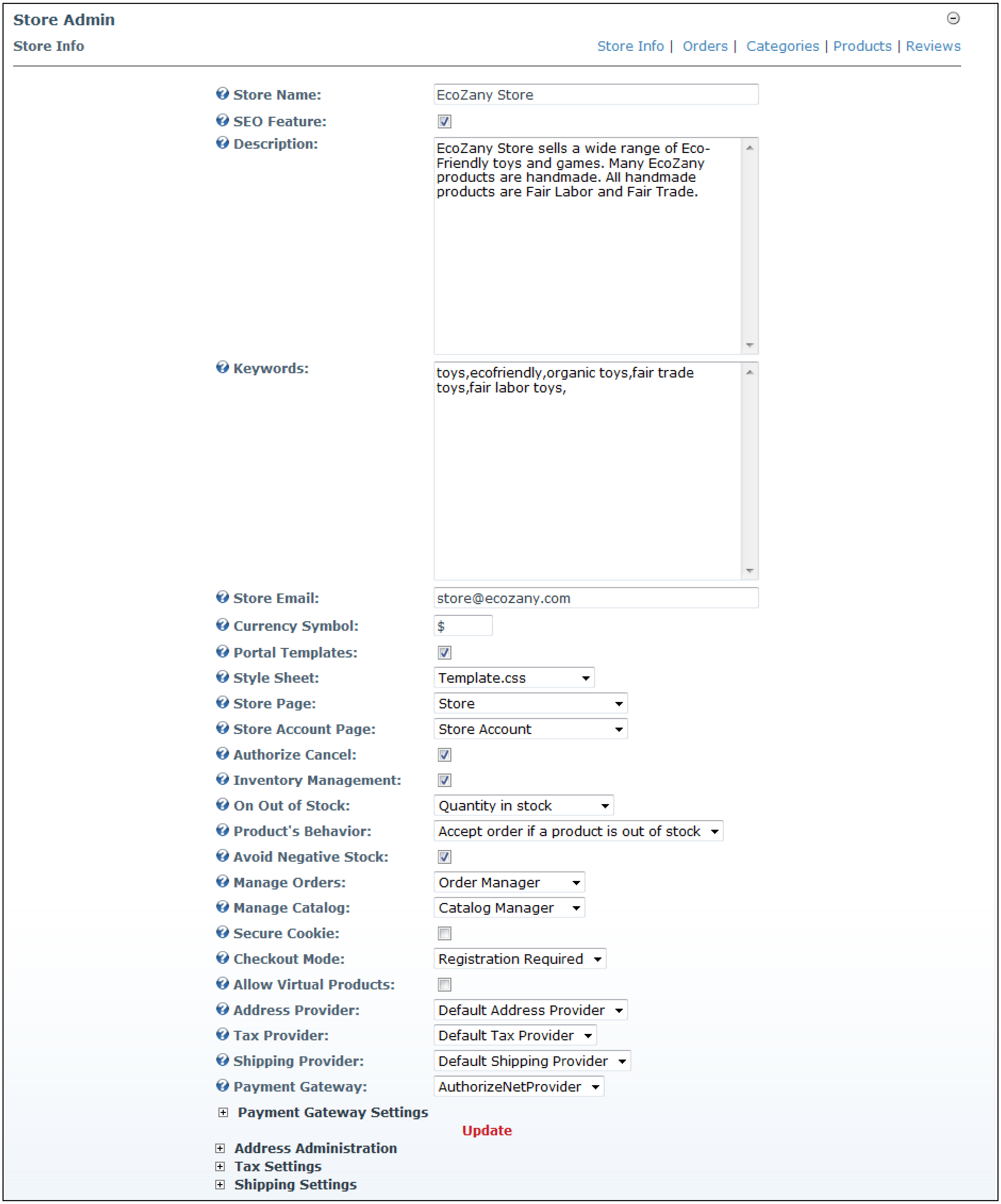
Module Version: 03.00.00

Minimum DNN Version: 4.06.02

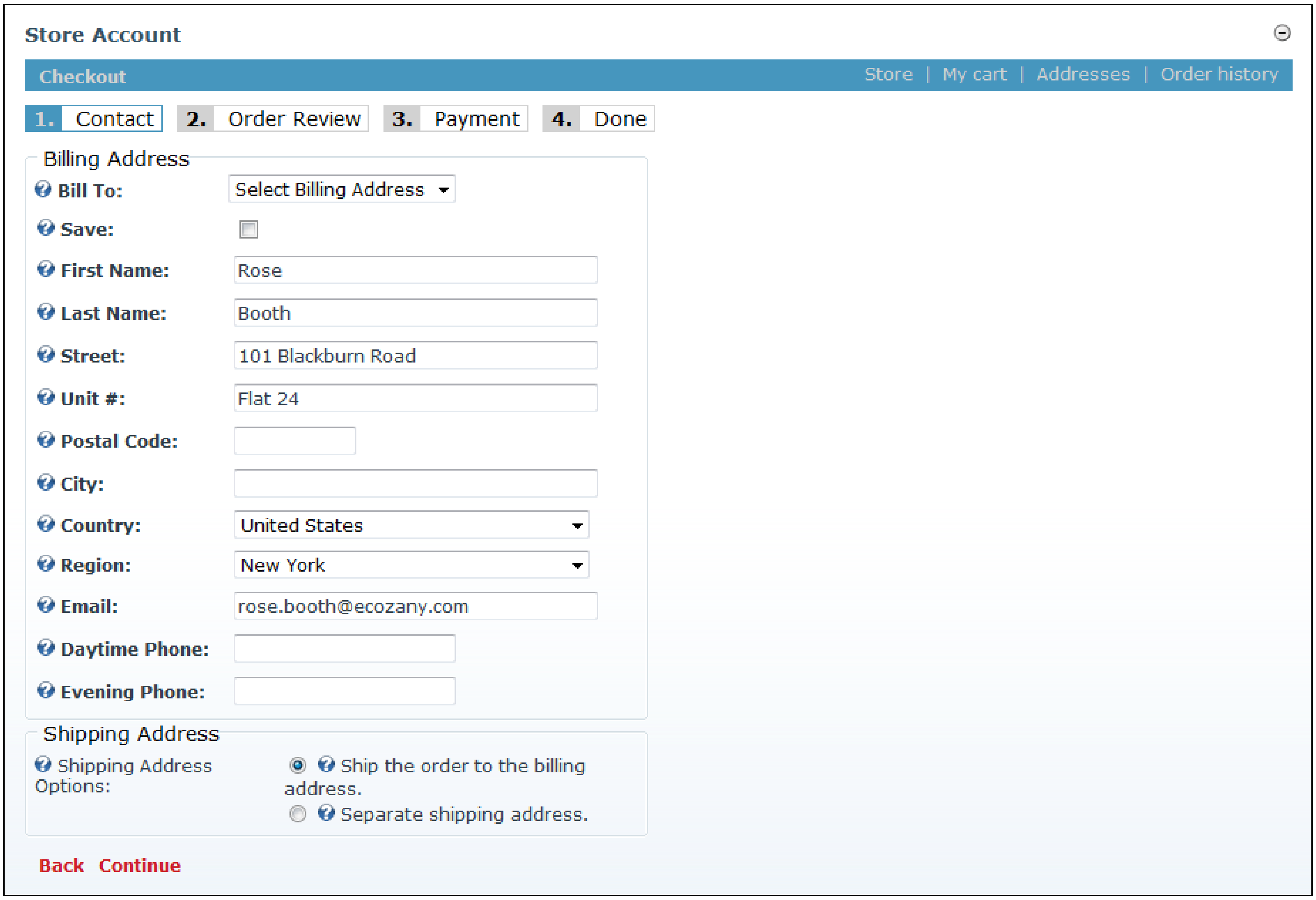
Features: ISearchable

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.

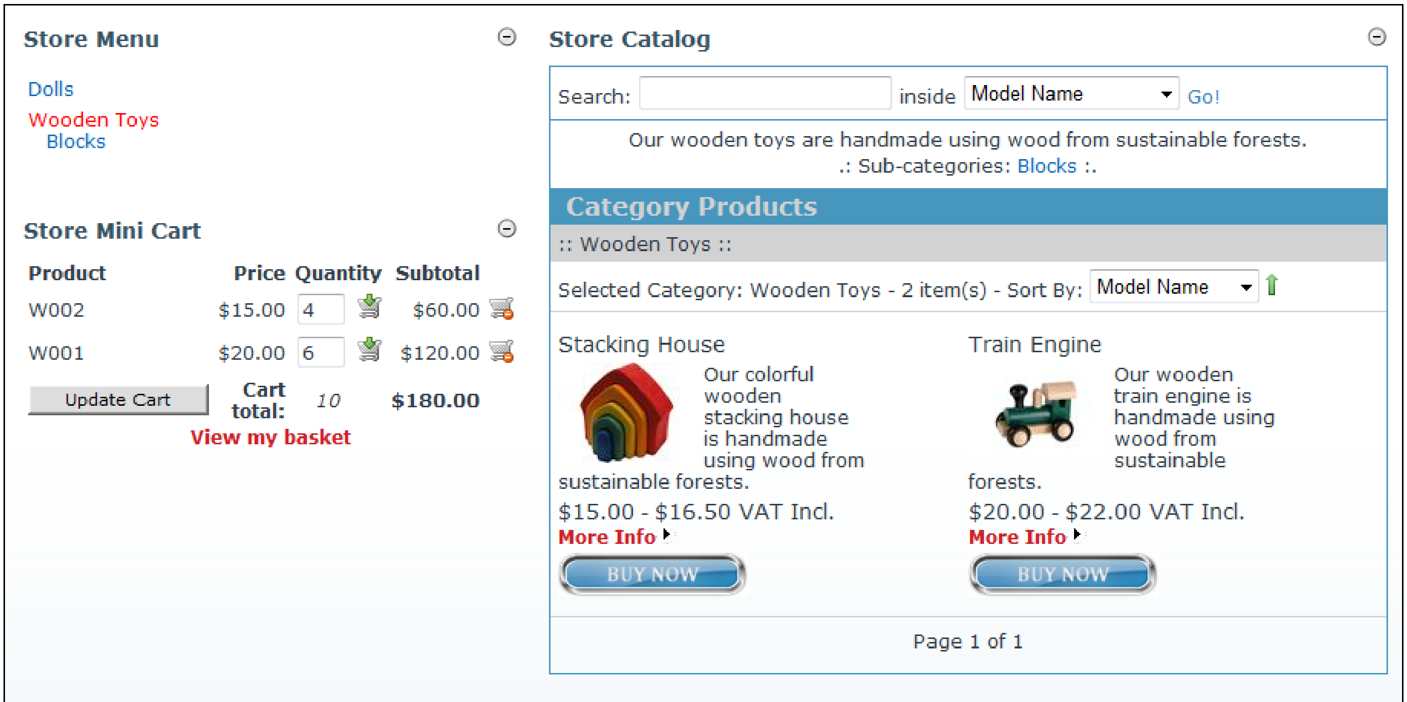

Store Admin
Store Info
Store Info | Orders | Categories | Products | Reviews
Store Name:
EcoZany Store
SEO Feature:
Description:
EcoZany Store sells a wide range of Eco-Friendly toys and games. Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.
Keywords:
toys,ecofriendly,organic toys,fair trade toys,fair labor toys,
Store Email:
store@ecozany.com
Currency Symbol:
$
Portal Templates:
Style Sheet:
Template.css
Store Page:
Store
Store Account Page:
Store Account
Authorize Cancel:
Inventory Management:
On Out of Stock:
Quantity in stock
Product's Behavior:
Accept order if a product is out of stock
Avoid Negative Stock:
Manage Orders:
Order Manager
Manage Catalog:
Catalog Manager
Secure Cookie:
Checkout Mode:
Registration Required
Allow Virtual Products:
Address Provider:
Default Address Provider
Tax Provider:
Default Tax Provider
Shipping Provider:
Default Shipping Provider
Payment Gateway:
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.



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.



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.

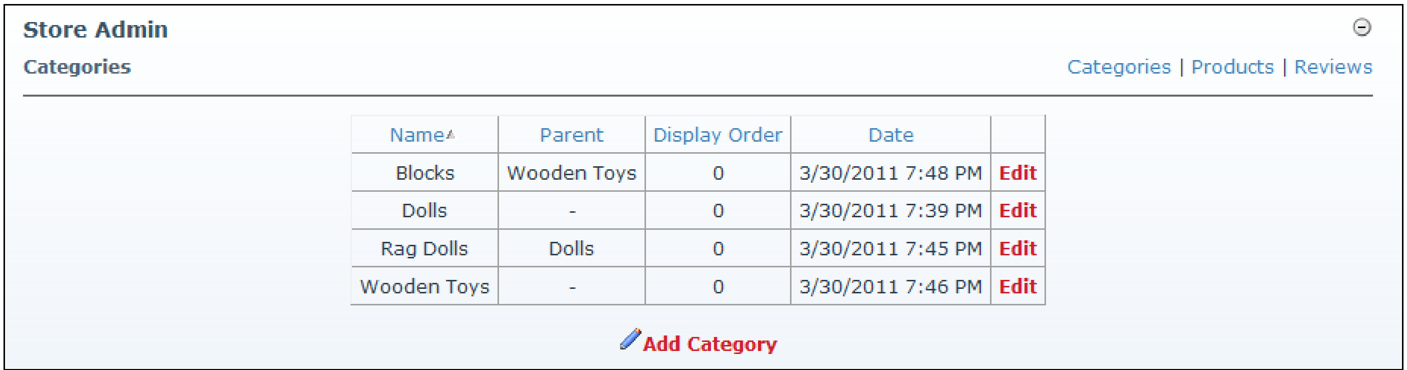
Details on granting page and module permissions for the Store Admin module is covered in this tutorial.

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:

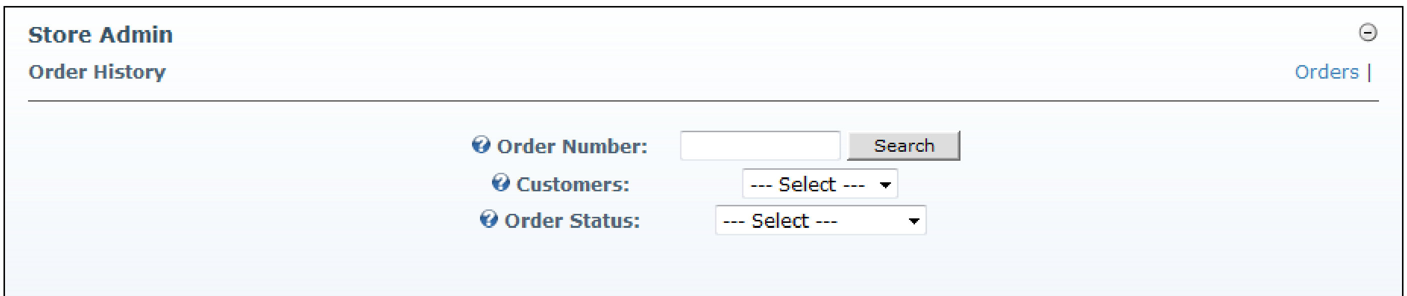
Customers: Users who are members of roles which have been View permissions to the Store page.

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.



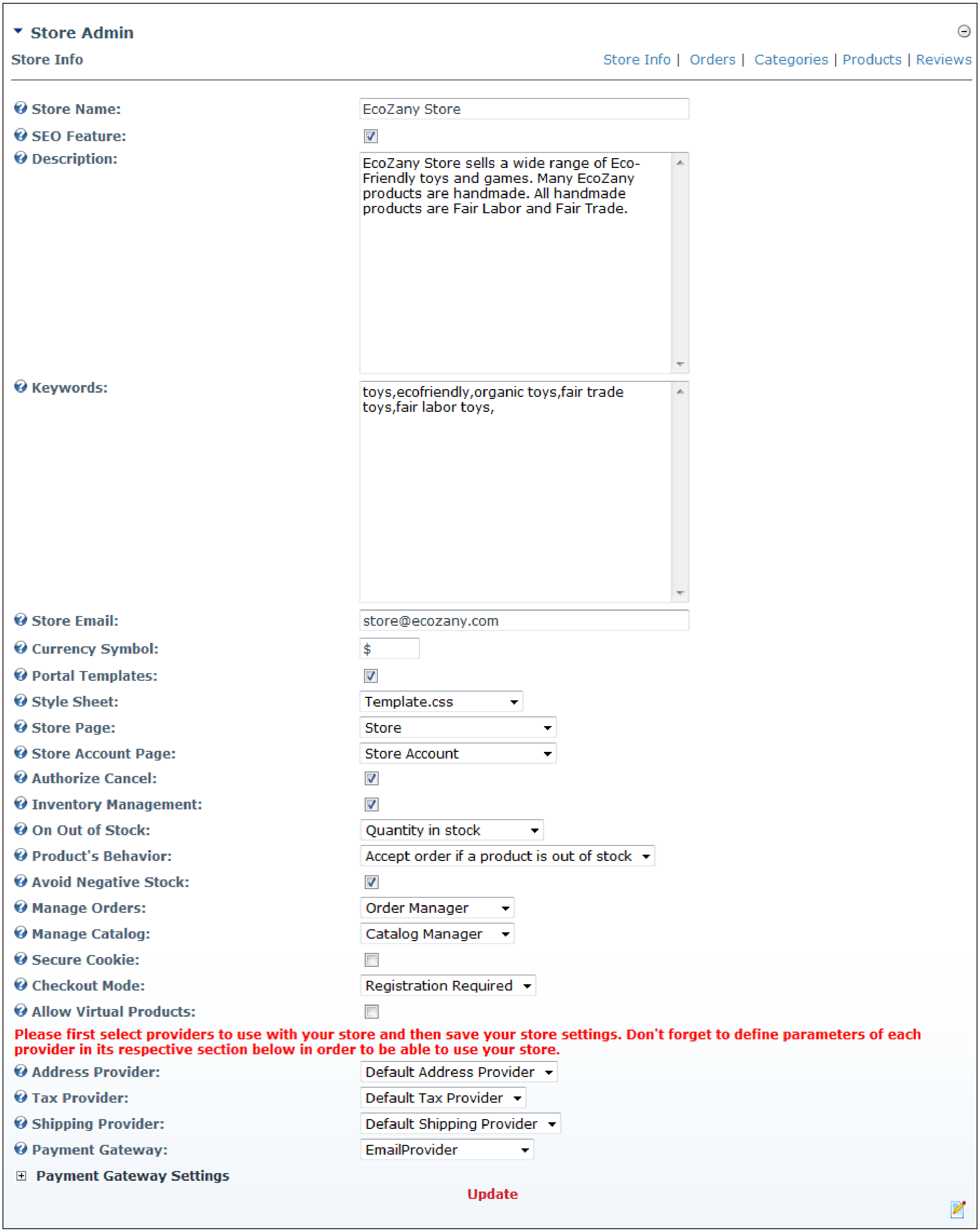
Store Admin module as viewed by a Catalog Manager

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 module as viewed by an Order Manager

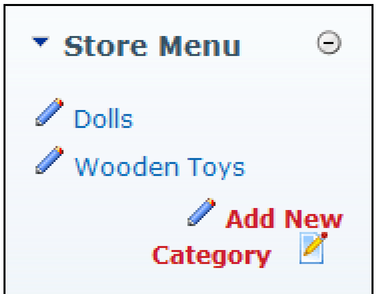
Store Administrators: Users who are members of the Administrator or SuperUser role. These users can access all pages of the Store Admin module.


Store Admin
Store Info
Store Info | Orders | Categories | Products | Reviews
Store Name:
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
Currency Symbol:
$
Portal Templates:
Style Sheet:
Template.css
Store Page:
Store
Store Account Page:
Store Account
Authorize Cancel:
Inventory Management:
On Out of Stock:
Quantity in stock
Product's Behavior:
Accept order if a product is out of stock
Avoid Negative Stock:
Manage Orders:
Order Manager
Manage Catalog:
Catalog Manager
Secure Cookie:
Checkout Mode:
Registration Required
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:
Default Address Provider
Tax Provider:
Default Tax Provider
Shipping Provider:
Default Shipping Provider
Payment Gateway:
EmailProvider
Payment Gateway Settings
Update

Store Admin Module as viewed by a Store Administrator

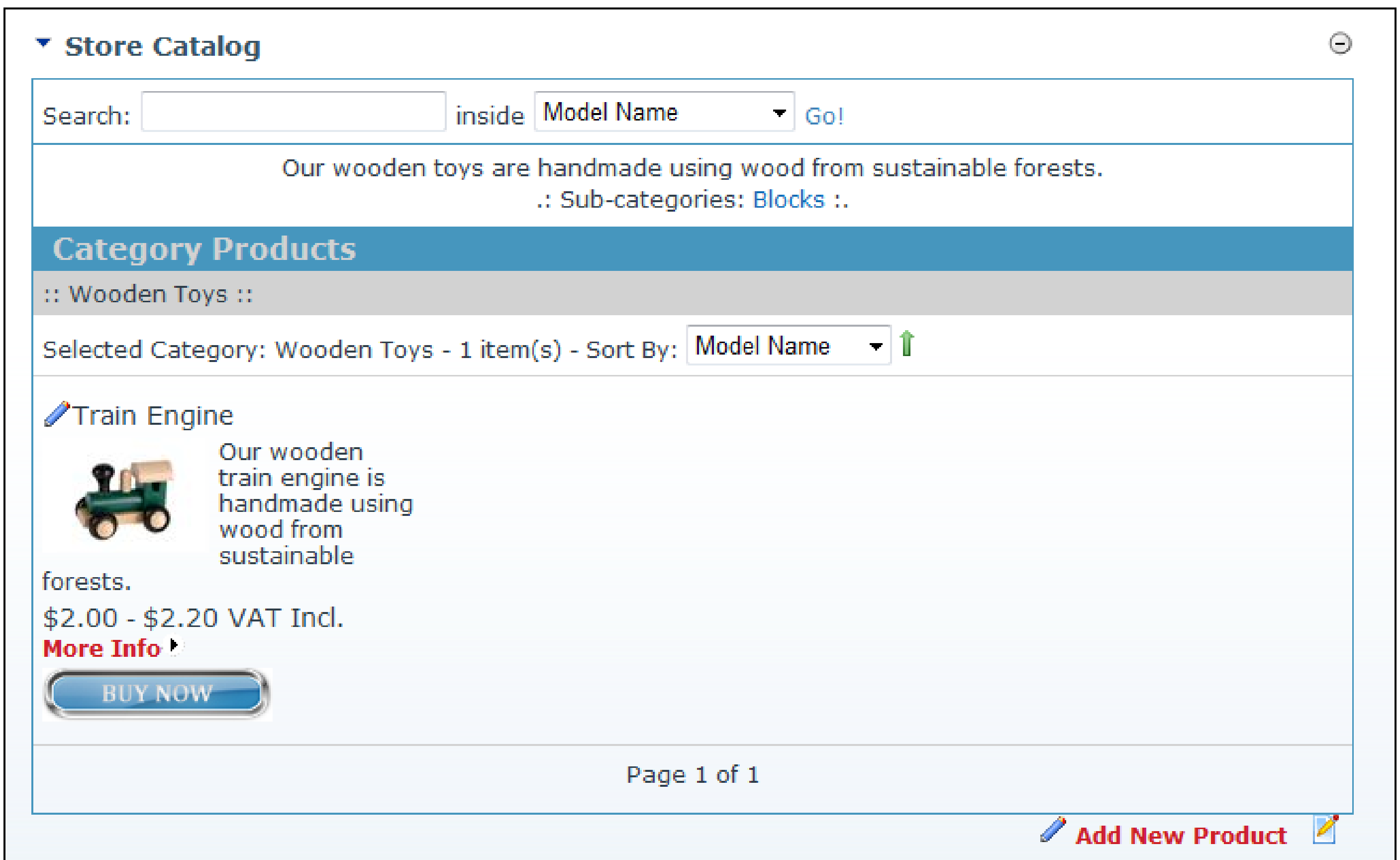
The following additional user groups have been superceded by the Catalog Managers role. They provide limited access to performing category and product management tasks. They are included here to provide details of what tasks are enabled when the below permissions are provided on these modules.

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

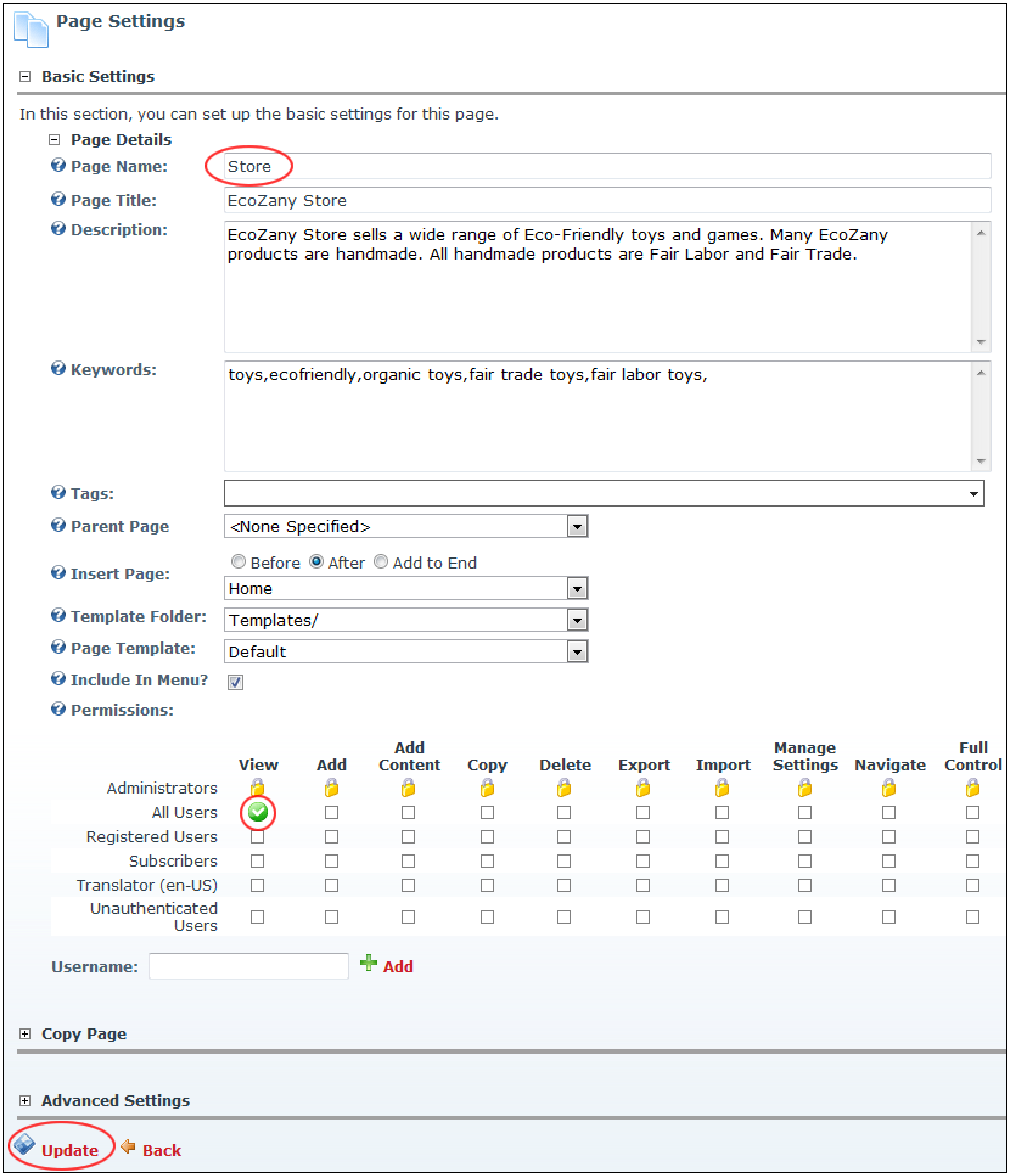
How to configure the five (5) store modules to enable you to begin adding categories and products to the Store modules.

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:
Store
Page Title:
EcoZany Store
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,
Tags:
Parent Page
<None Specified>
Insert Page:
Before After Add to End
Home
Template Folder:
Templates/
Page Template:
Default
Include In Menu?
Permissions:
View Add Add Content Copy Delete Export Import Manage Settings Navigate Full Control
Administrators
All Users
Registered Users
Subscribers
Translator (en-US)
Unauthenticated Users
Username:
Add
Copy Page
Advanced Settings
Update
Back

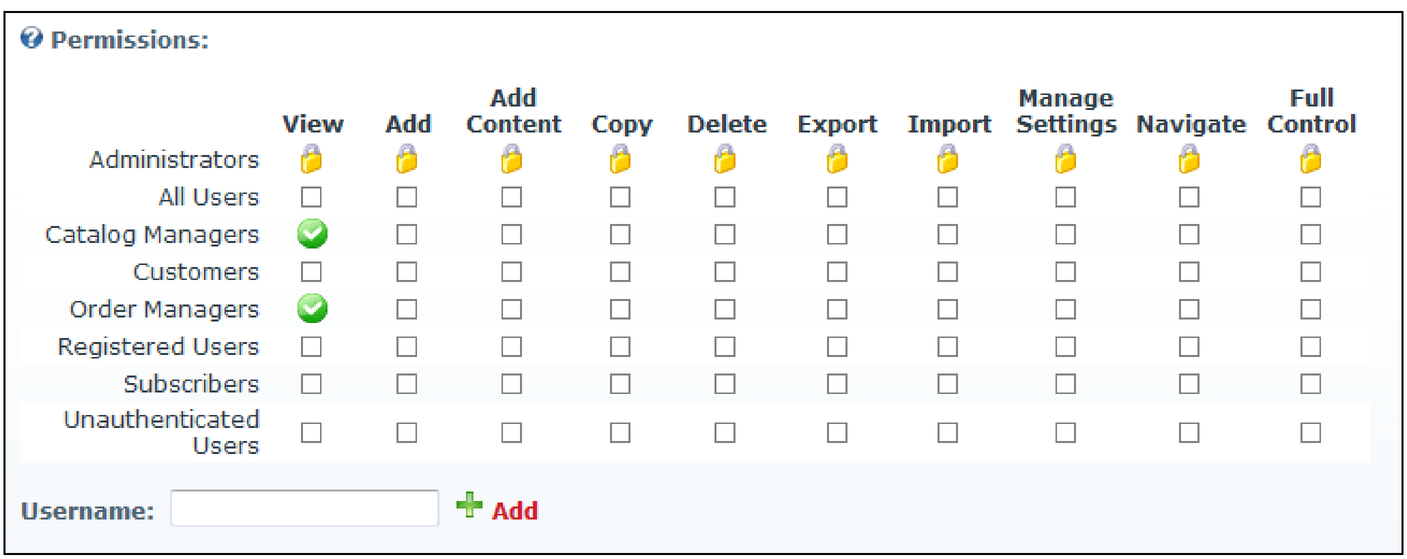
2. Add the Store Catalog module to the content pane.
3. Add the Store Menu to either the left or right pane.
4. Add the Store Mini Cart to the same pane as the Store Menu.

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"

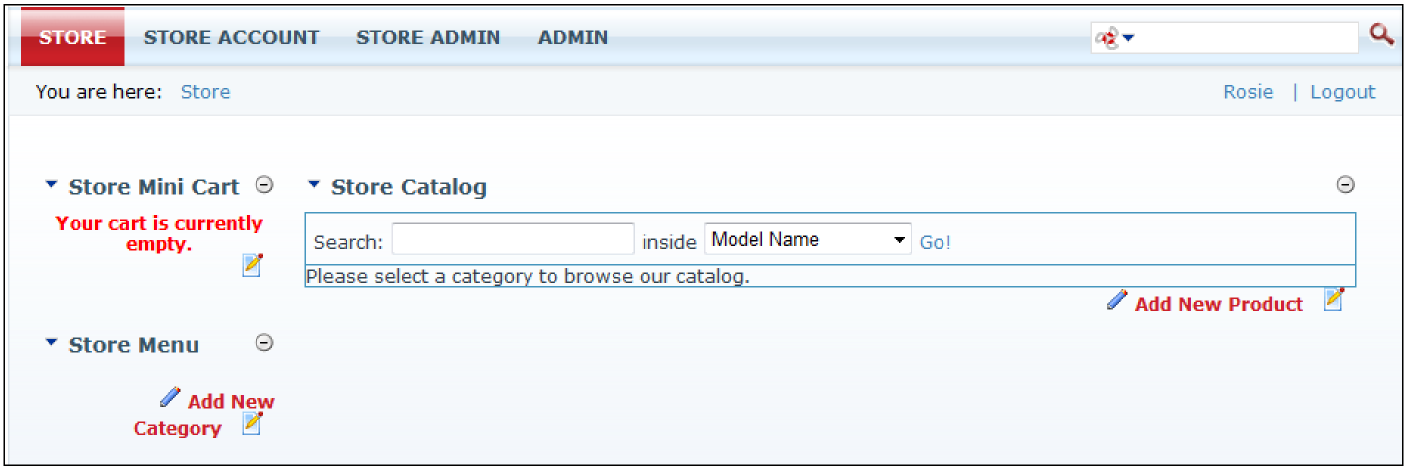


2. Add the **Store Admin** module to the page. See "Adding a New Module (RibbonBar)".

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.

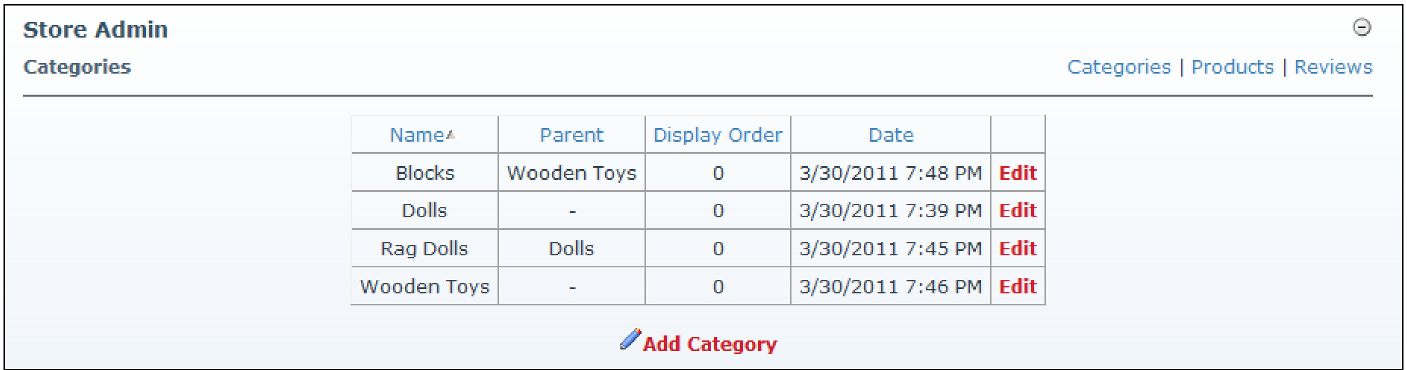
Details on granting page and module permissions for the Store Admin module are covered in this tutorial.

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.

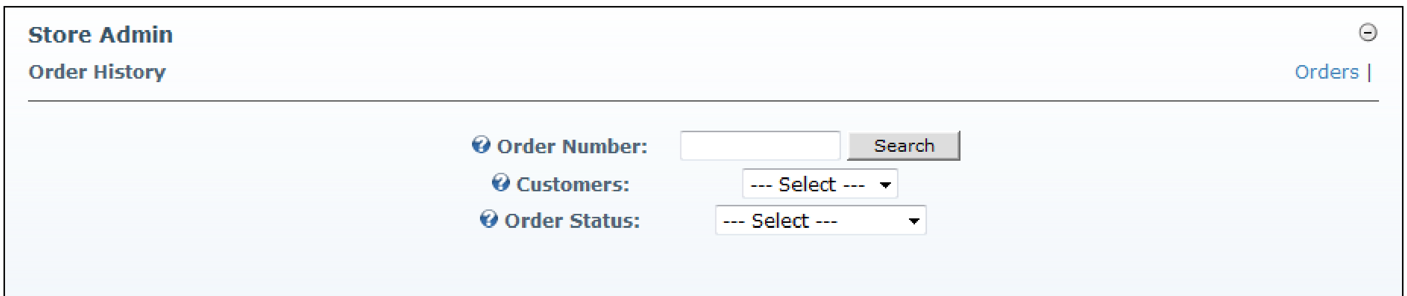
Catalog Managers: Users who are members of the role which has been selected at the Manage Catalog field on the Store Info page of the Store Admin module. These users can access the Categories, Products and Review pages on the Store Admin module. These users don't have access to view and manage orders or Store Info.



Name	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

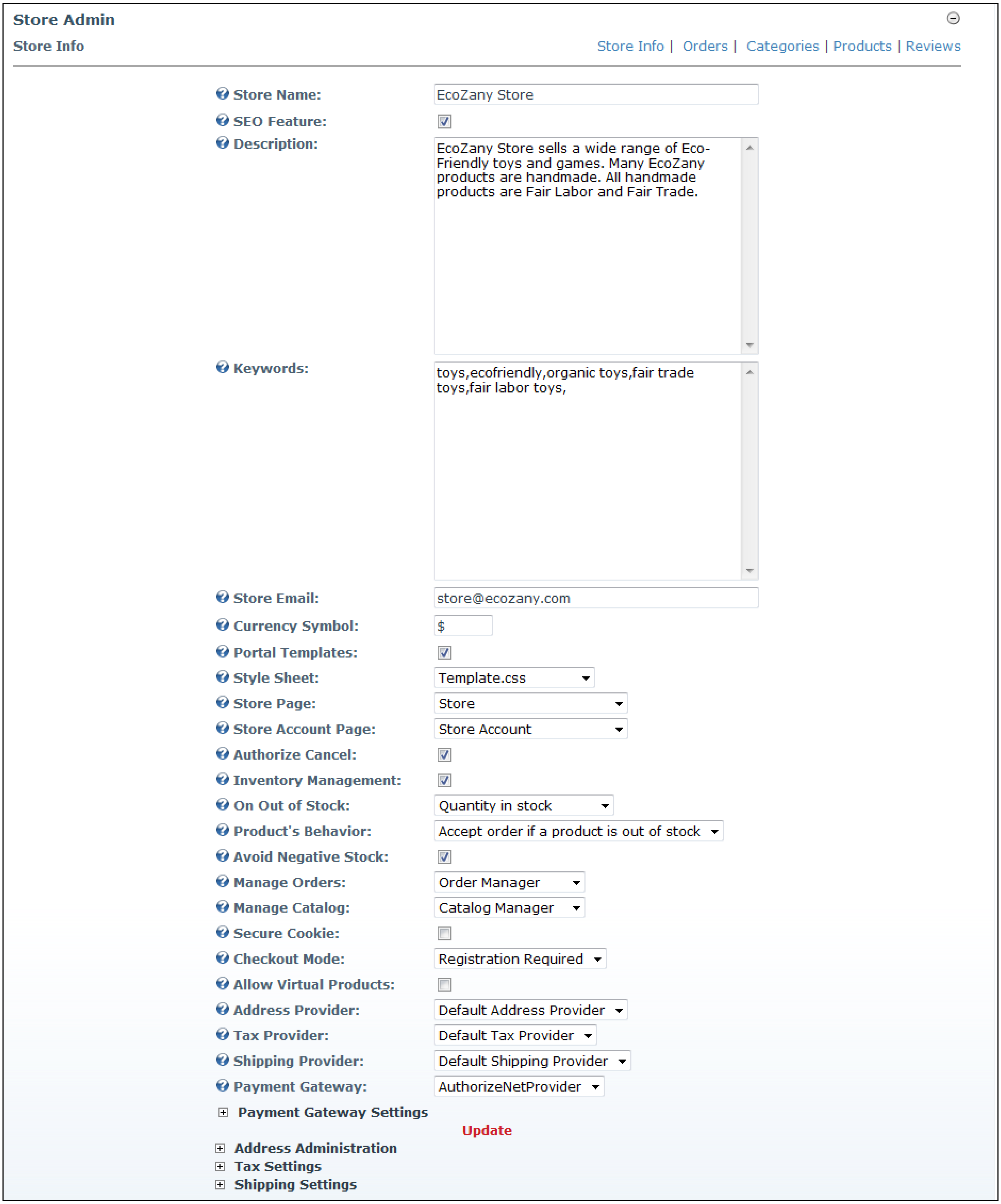
Store Admin module as viewed by a Catalog Manager

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 module as viewed by an Order Manager

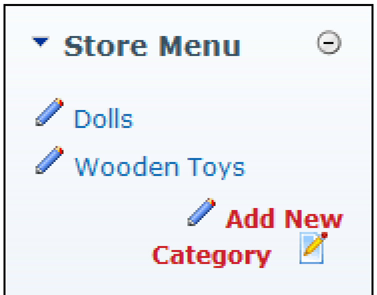
Store Administrators: Users who are members of the Administrator or SuperUser role. These users can access all pages of the Store Admin module.


Store Admin
Store Info
Store Info | Orders | Categories | Products | Reviews
Store Name:
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
Currency Symbol:
$
Portal Templates:
Style Sheet:
Template.css
Store Page:
Store
Store Account Page:
Store Account
Authorize Cancel:
Inventory Management:
On Out of Stock:
Quantity in stock
Product's Behavior:
Accept order if a product is out of stock
Avoid Negative Stock:
Manage Orders:
Order Manager
Manage Catalog:
Catalog Manager
Secure Cookie:
Checkout Mode:
Registration Required
Allow Virtual Products:
Address Provider:
Default Address Provider
Tax Provider:
Default Tax Provider
Shipping Provider:
Default Shipping Provider
Payment Gateway:
AuthorizeNetProvider
Payment Gateway Settings
Update
Address Administration
Tax Settings
Shipping Settings

Store Admin Module as viewed by a Store Administrator

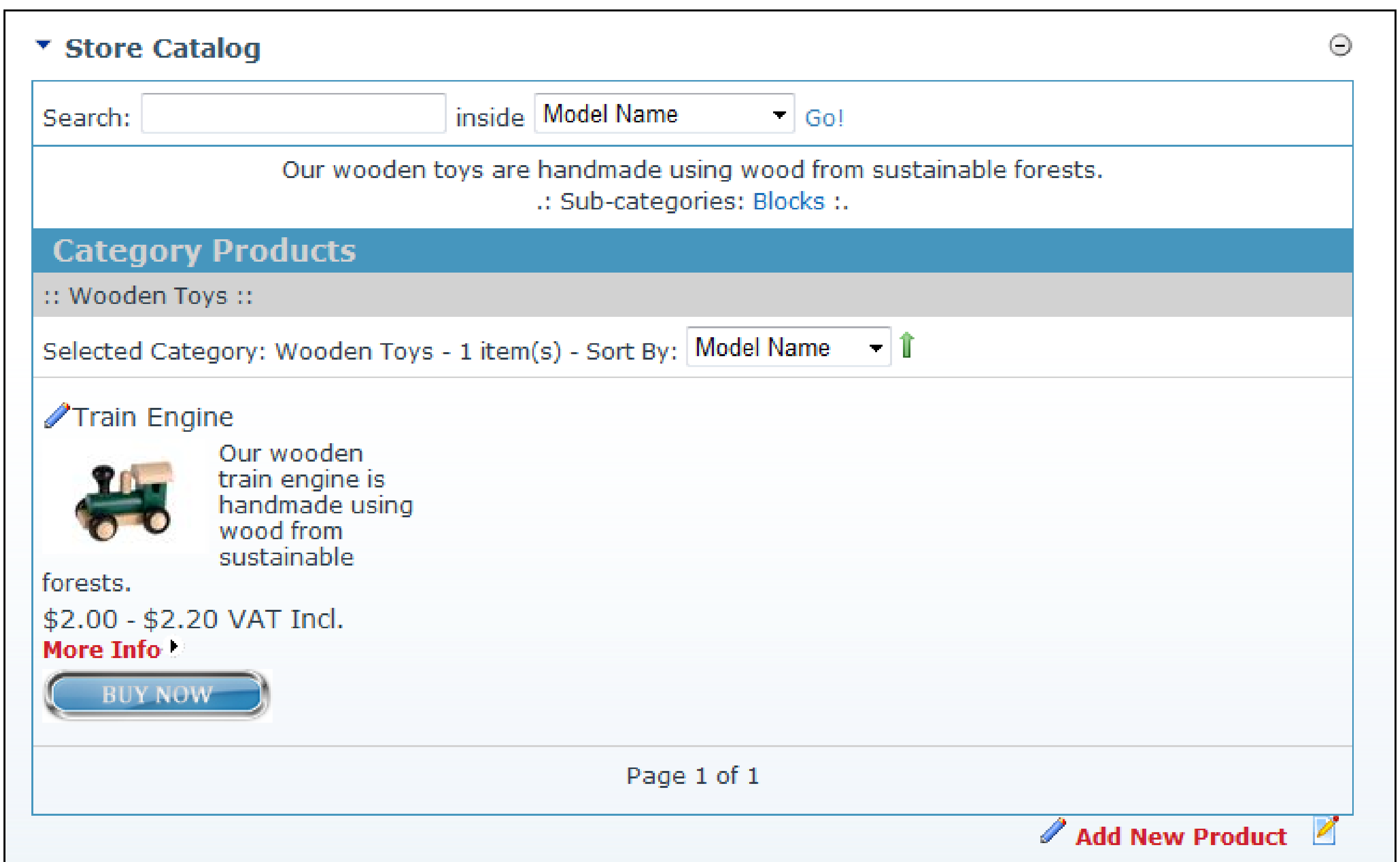
The following additional user groups have been superseded by the Catalog Managers role. They provide limited access to performing category and product management tasks. They are included here to provide details of what tasks are enabled when the below permissions are provided on these modules.

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.

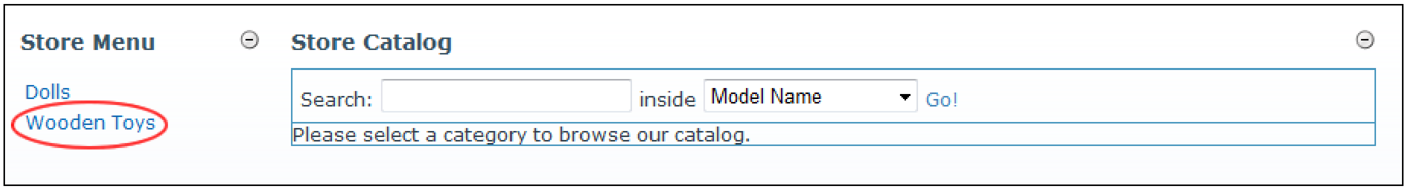
For additional information on setting up portal templates, templates hierarchy, understanding CSS and using store skin objects visit: http://dnnstore.codeplex.com/documentation.

Customers

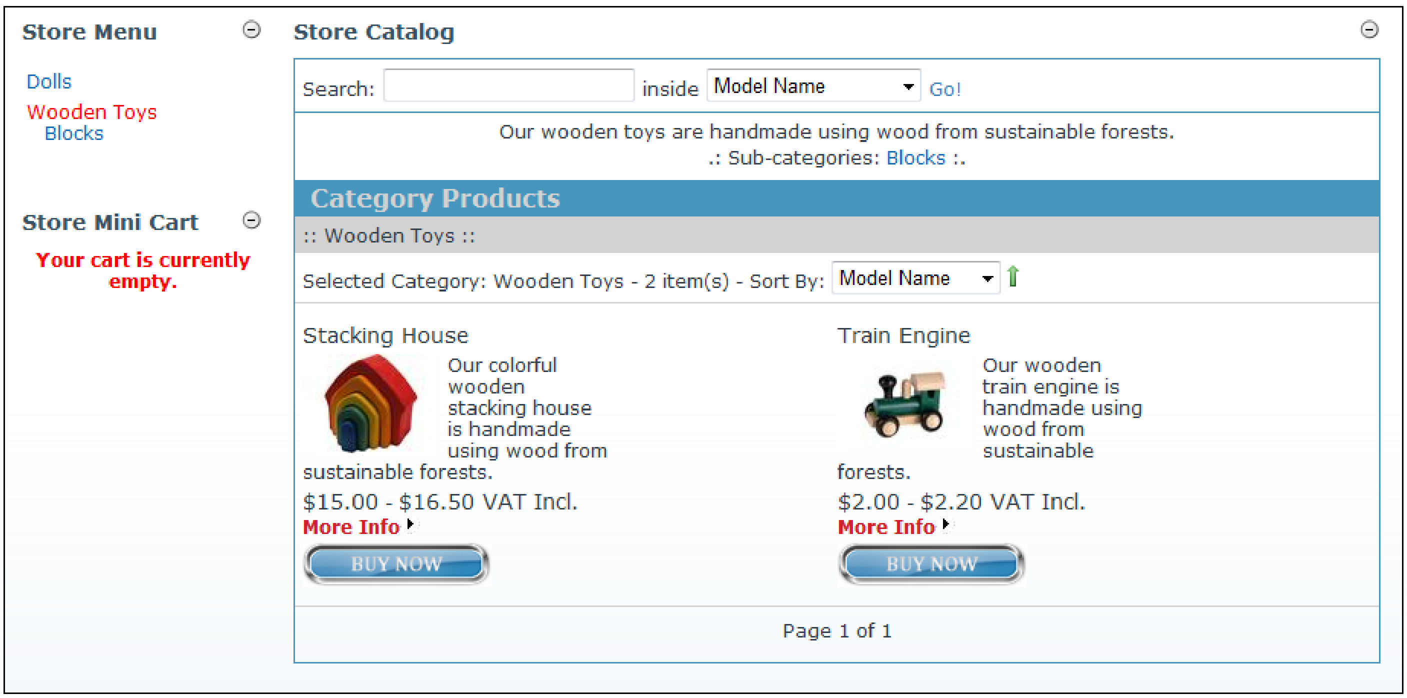
Viewing Products

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.

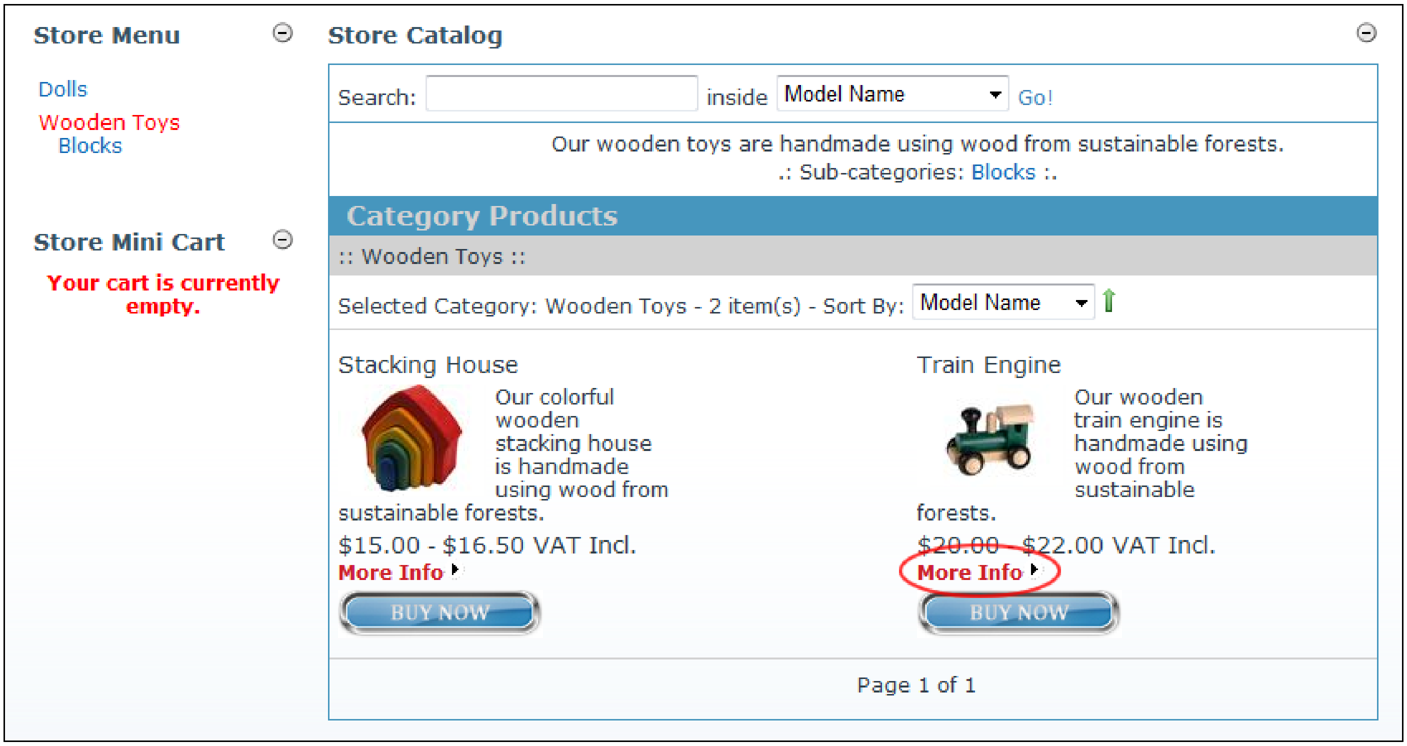
5. **Optional.** At **Sort By**, select to sort products by Manufacturer, Model Number, Model Name, Unit Price, or Date. You can also click the related icon to view product in either **Ascending** or **Descending** order.

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.

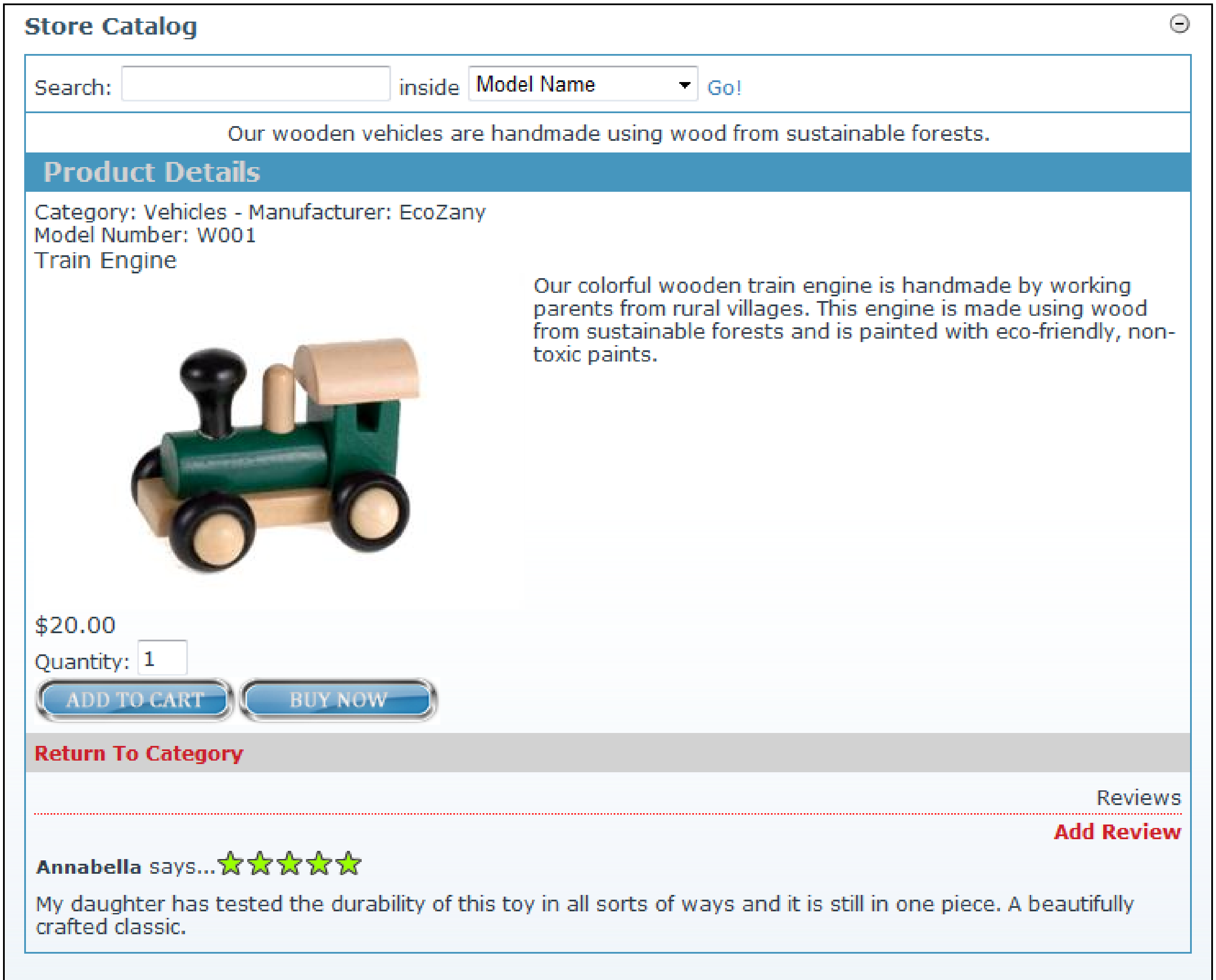


Tip: Click the Return To Category link to return to the category.

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.

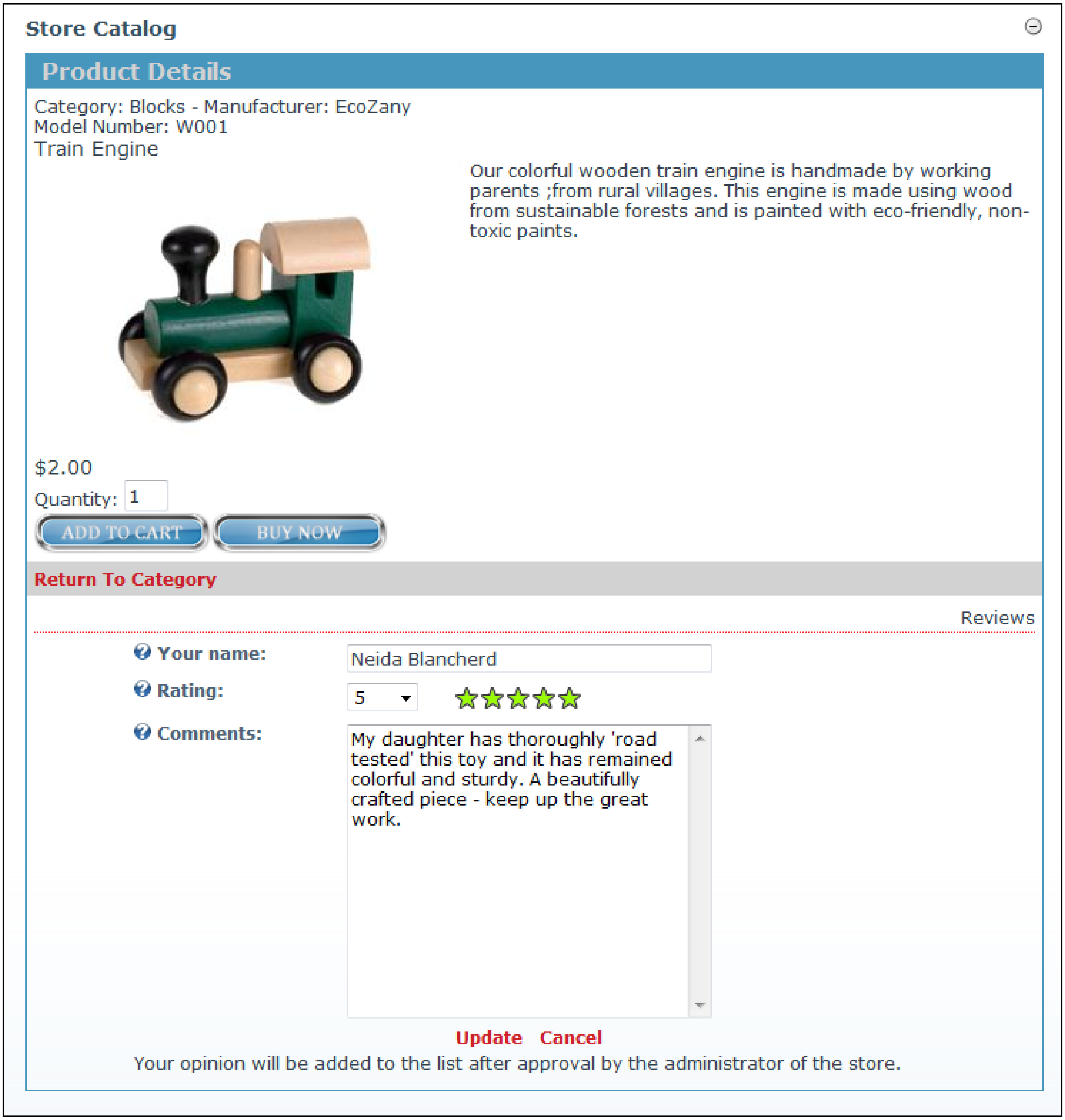


Viewing Product Reviews

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.



7. Click the Update link.

Buying a Product Now

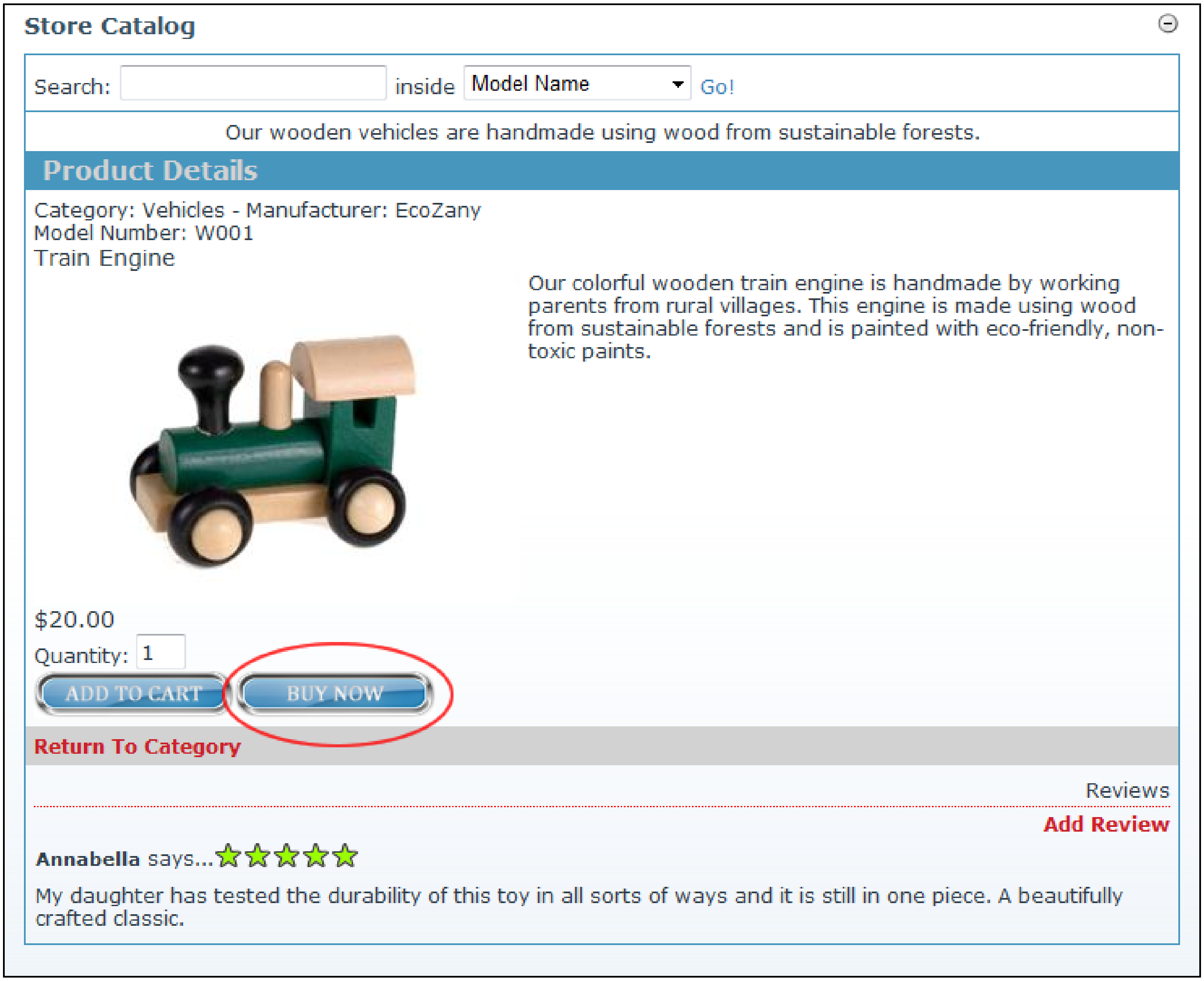
How to select a product and proceed directly to the checkout to purchase it using the Store module. This adds one unit of the item to your cart and displays your Store Account, enabling you to proceed to the checkout.

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.



4. The Store Account module is now displayed, enabling you to proceed to the checkout. See "Completing Checkout - Managing Contact Addresses"

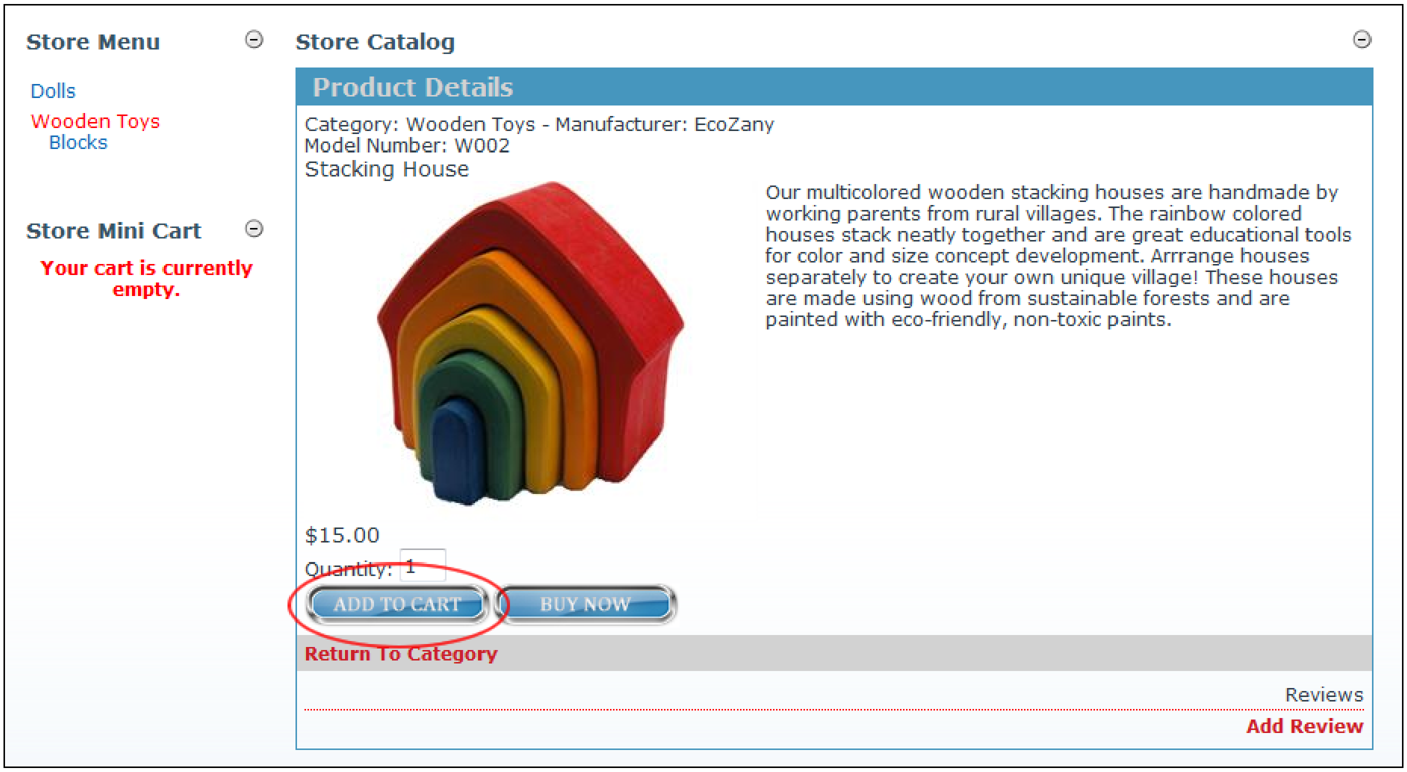
Adding a Product to the Cart

How to add a product to your shopping cart using the Store module.

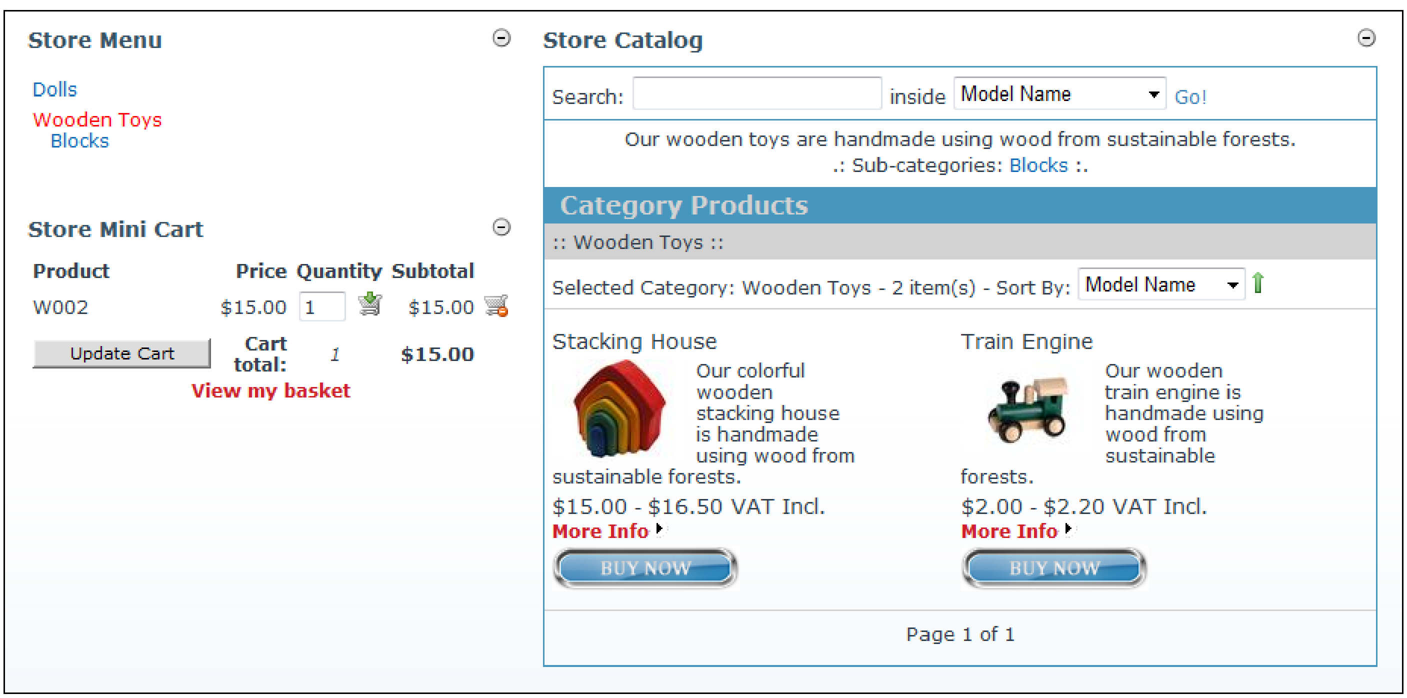
1. Locate and view the required product. See "Viewing Product Details"

2. **Optional**. In the Quantity text box, edit the number of items required.

3. Click the **Add To Cart**  button.



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.

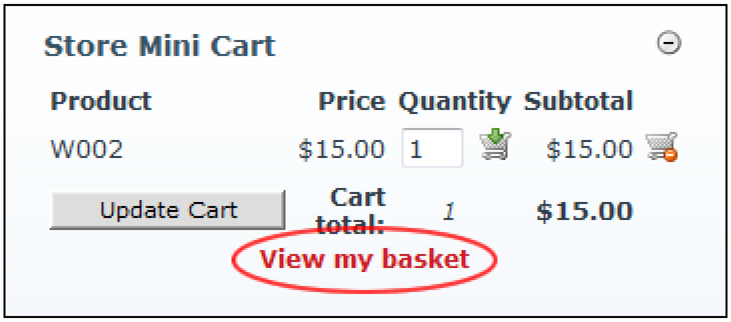


Viewing Products in your Cart

How to view the products in the shopping basket using the Store module suite.

Option One:

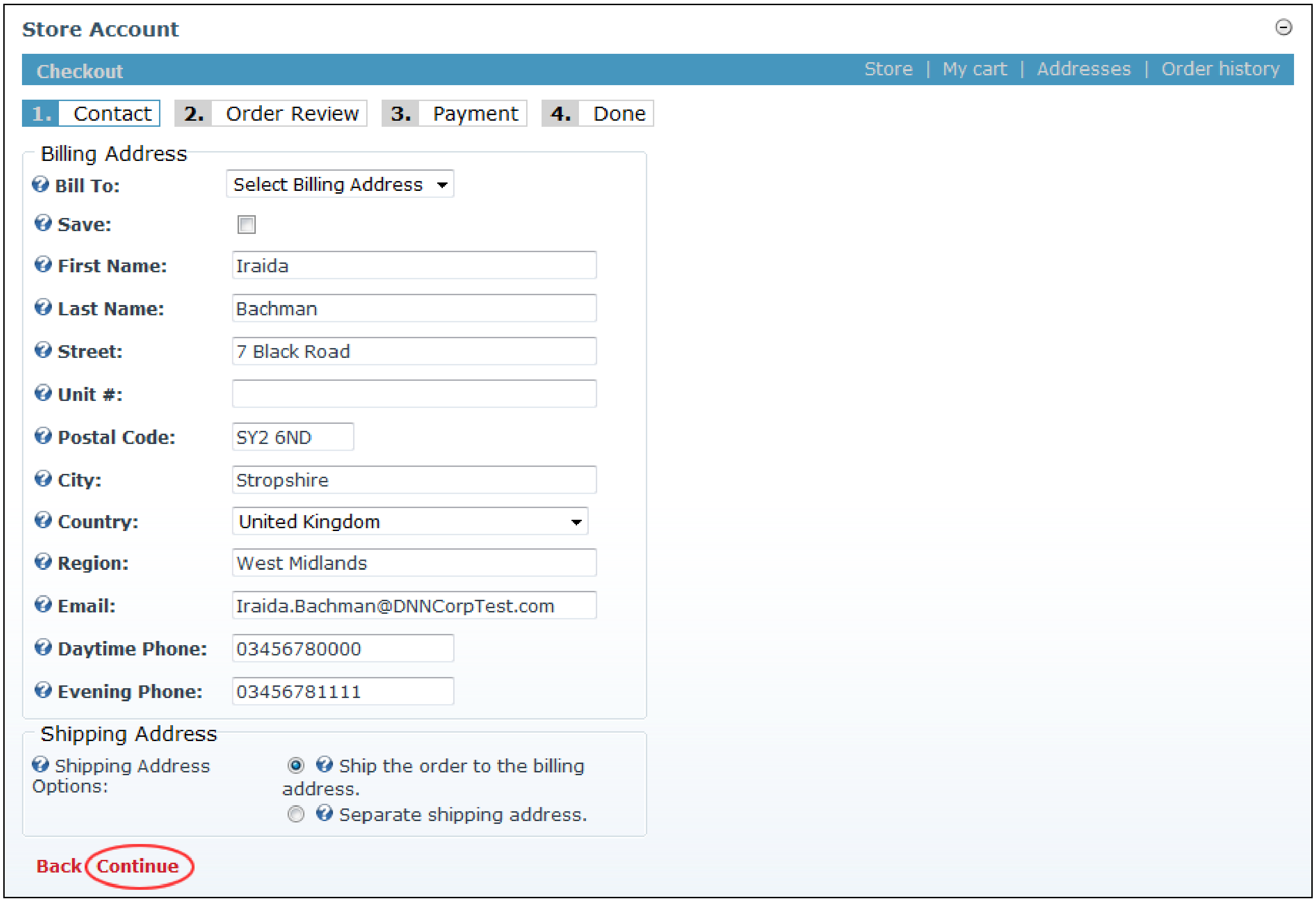
1. Go to the Store Mini Cart module. Her you can view a summary list of products added to your basket.
2. Click the View My Basket link to view additional product details.



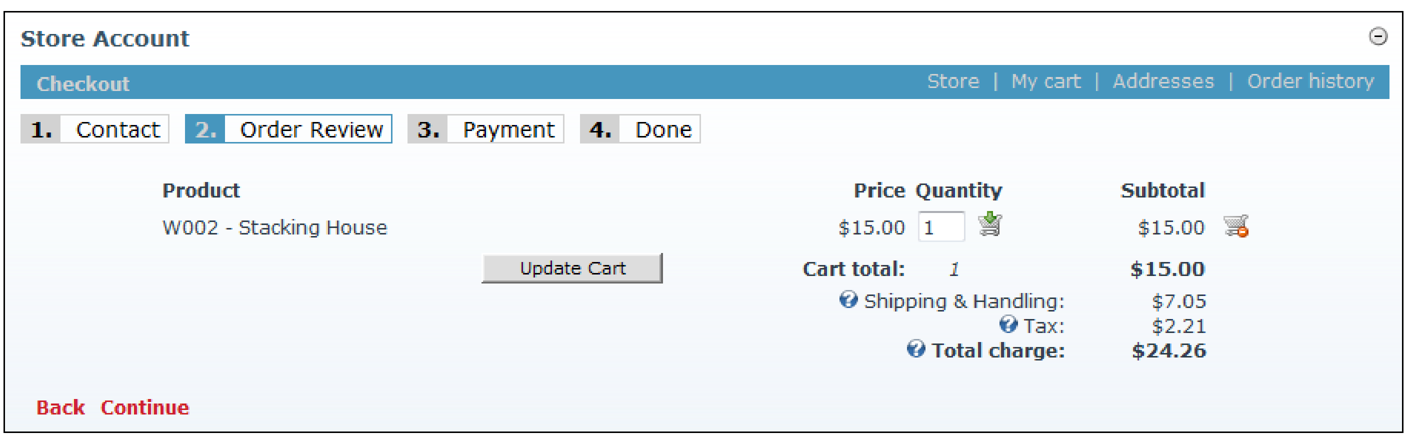
Note: You may need to complete the Contact details before continuing to the Order Review tab where product details are displayed.

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.



4. The Order Review tab now displays product details and any additional costs.

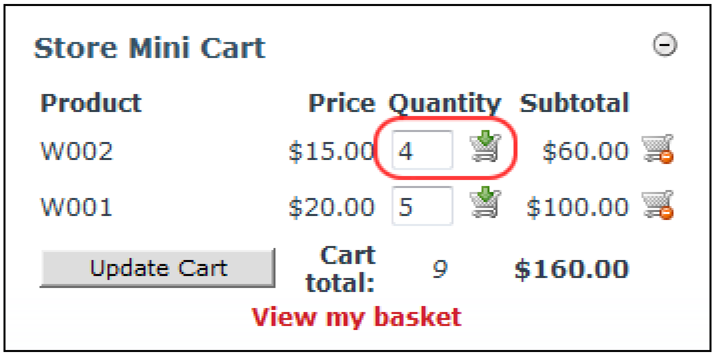


Managing Products in your Cart

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.

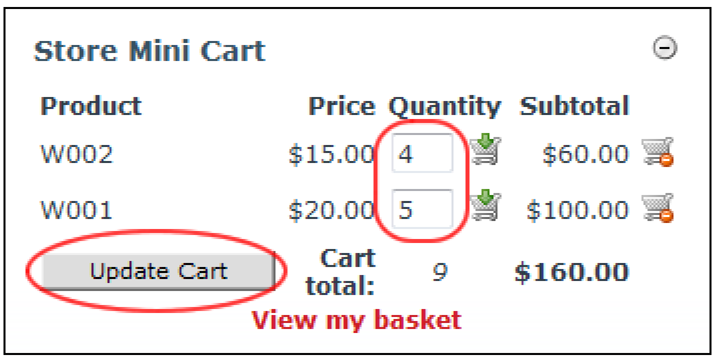
To modify the quantity of a single product:

1. In the **Quantity** text box, the edit the quantity of this product.
2. Click the **Click To Update Entered Quantity** button.



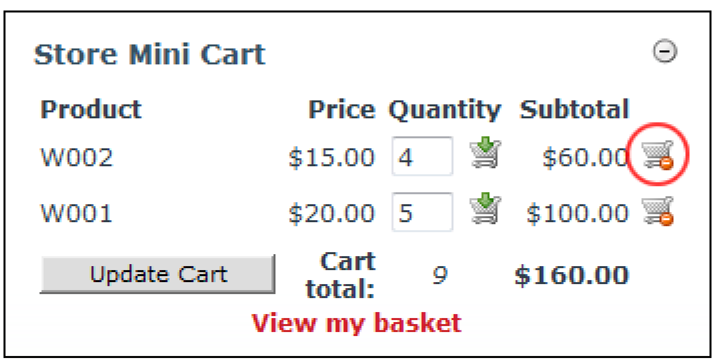
To modify the quantity of multiple products:

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.



To delete a product:

1. Click the **Click To Delete This Product From Your Cart** button.



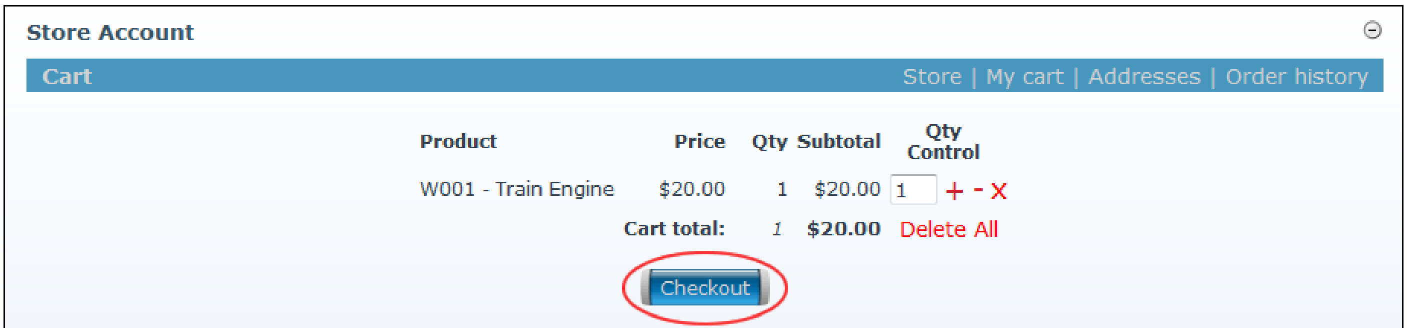
Tip: You can also modify quantities when reviewing your order on the Store Account module.

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** 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.

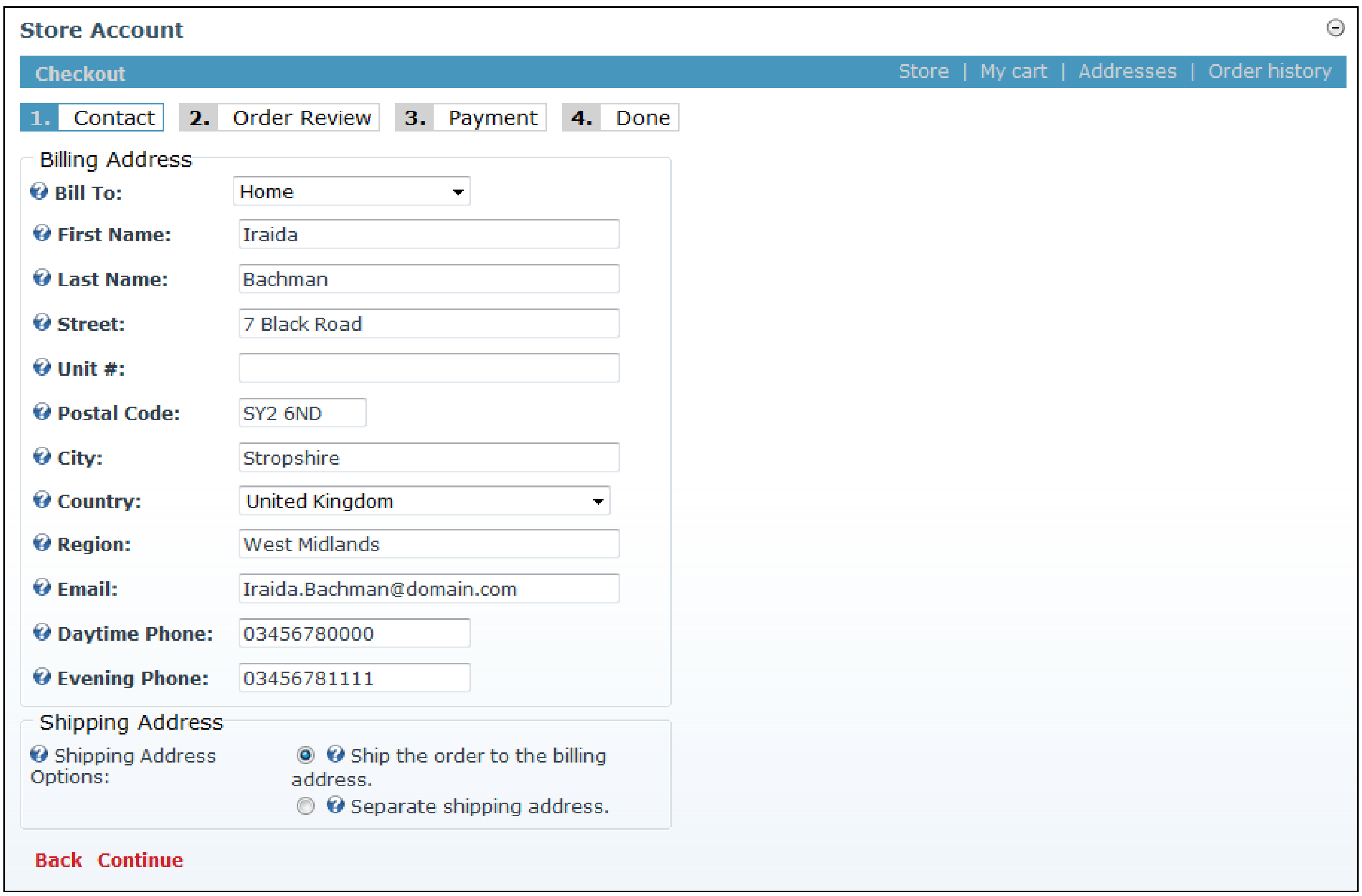
k. In the **Daytime Phone** text box, enter the daytime telephone number for this address.

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.

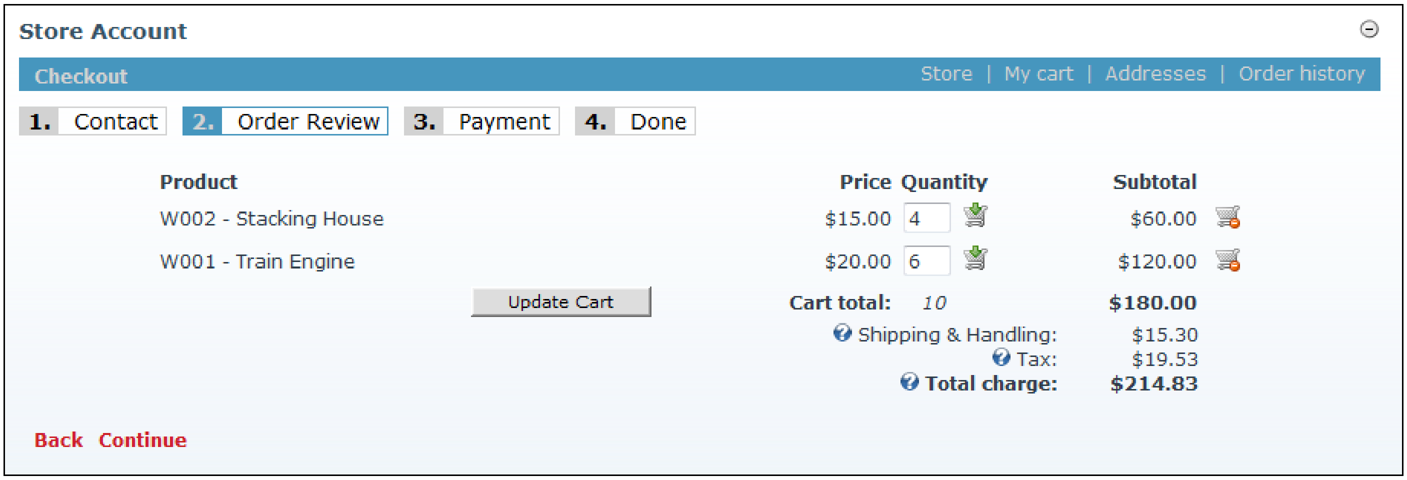


5. Click the Continue link. This will save any changes and advance you to the Checkout - Order Review page. See "Completing Checkout - Order Review"

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"



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.

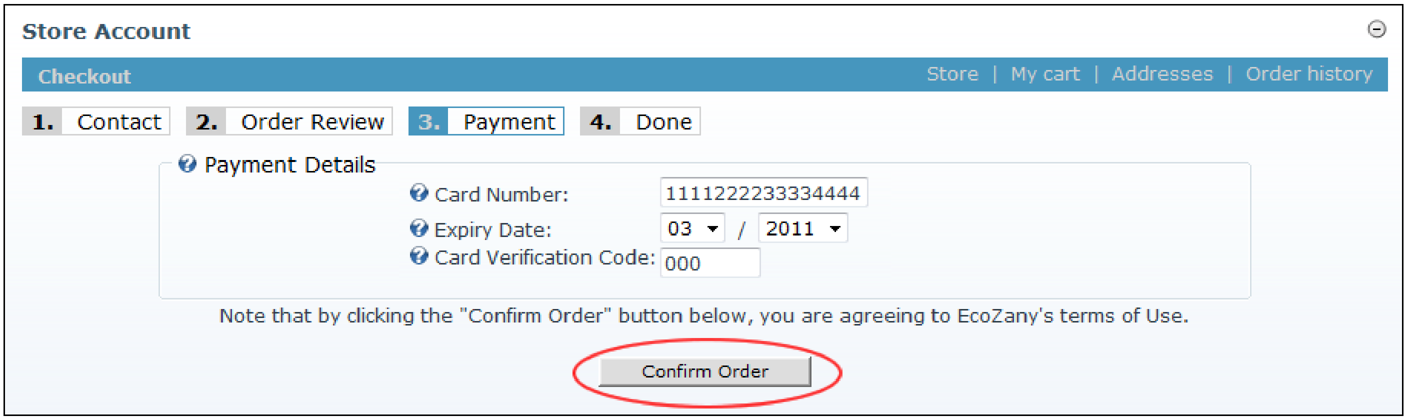
1. Complete "Completing Checkout - Order Review".. Once you complete this step, you will be located on the Payment tab of the Checkout page.

Note: Once the order is complete you will receive confirmation via email.

Completing Checkout - Authorize.Net Payment

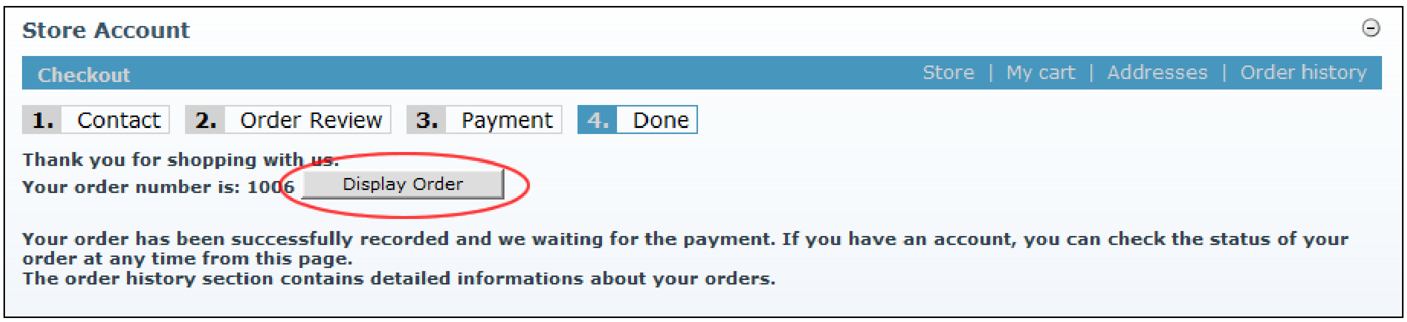
How to complete the checkout process when Authorize.Net is the payment method for the Store.

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.



4. Review the details of the order.

5. **Optional.** You can now choose display details of your order.

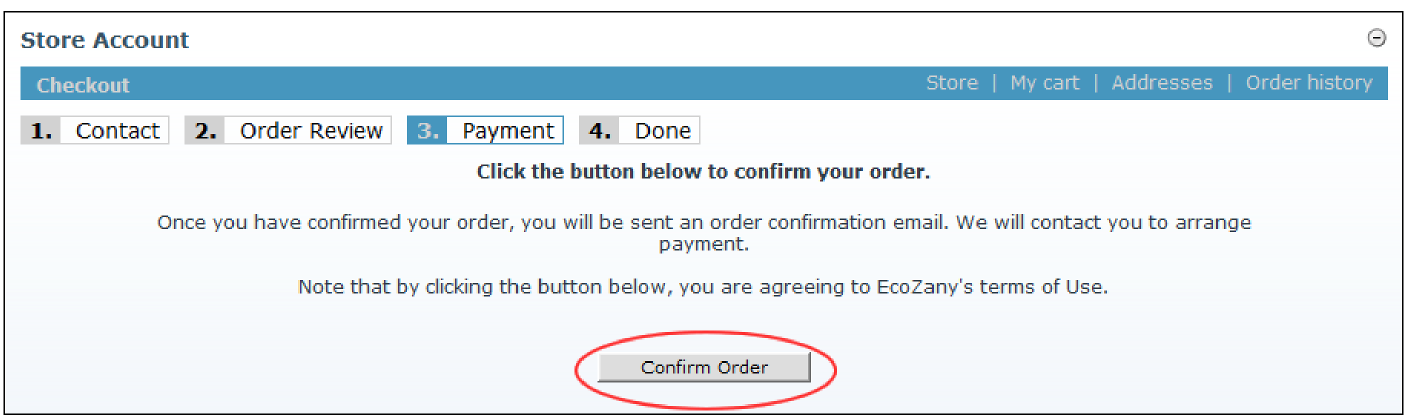


Completing Checkout - Email Payment

How to complete the checkout process when email is the payment method for the Store.

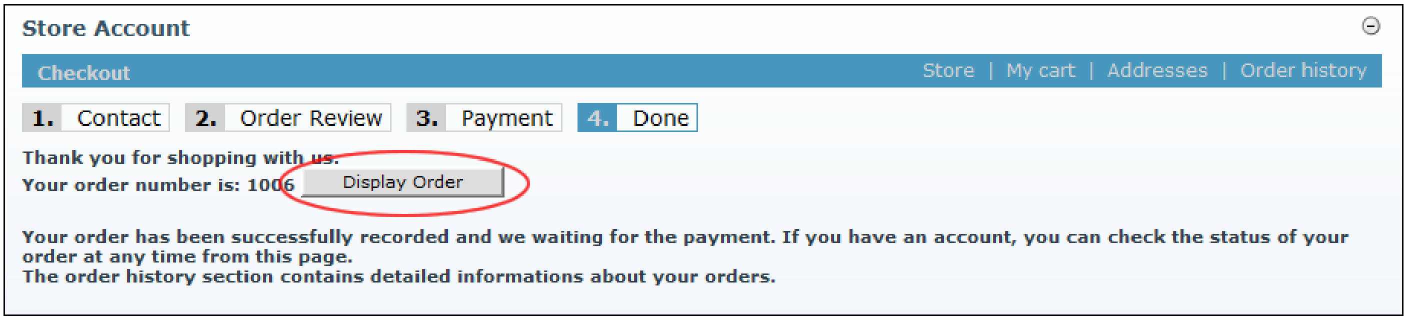
1. Complete "Completing Checkout - Order Review".. Once you complete this step, you will be located on the Payment tab of the Checkout page.

2. Click the **Confirm Order** button to complete this order. You will now receive confirmation via email.

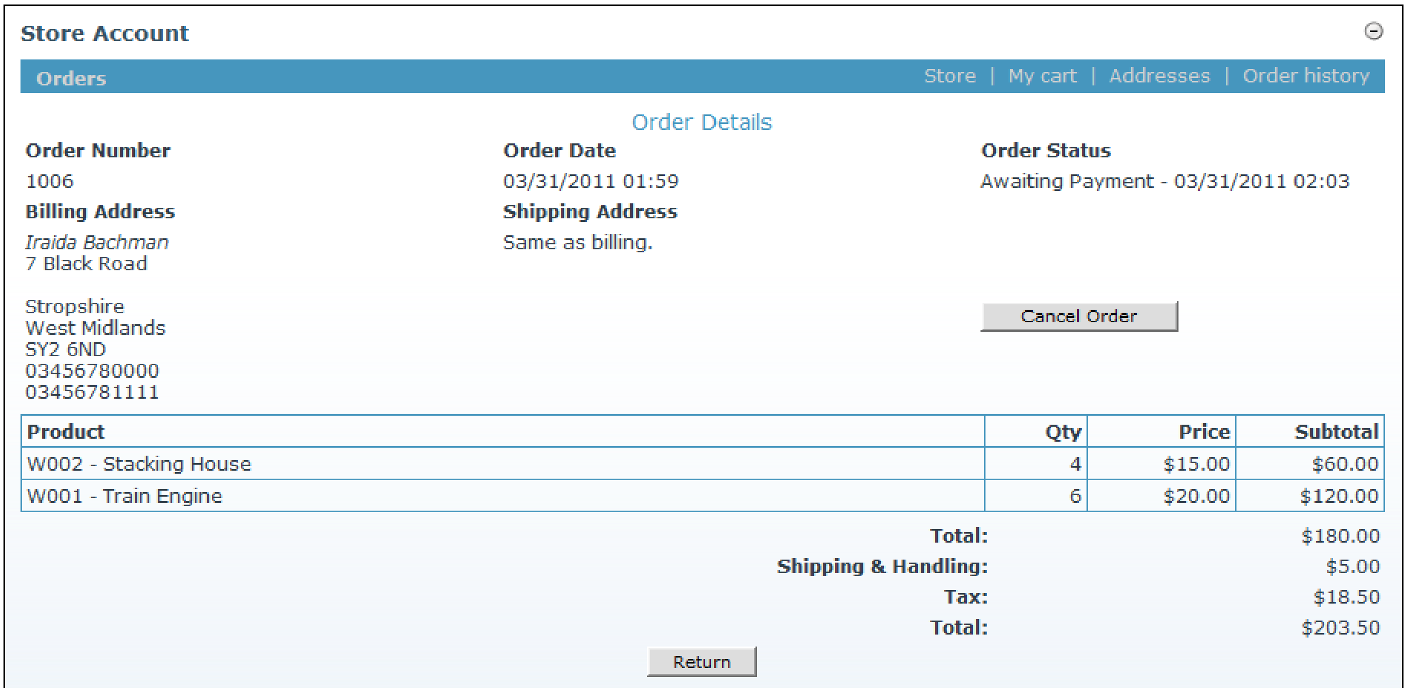


3. Review the details of the order.

4. **Optional.** You can now choose display details of your order.



5. This displays the order in detail.



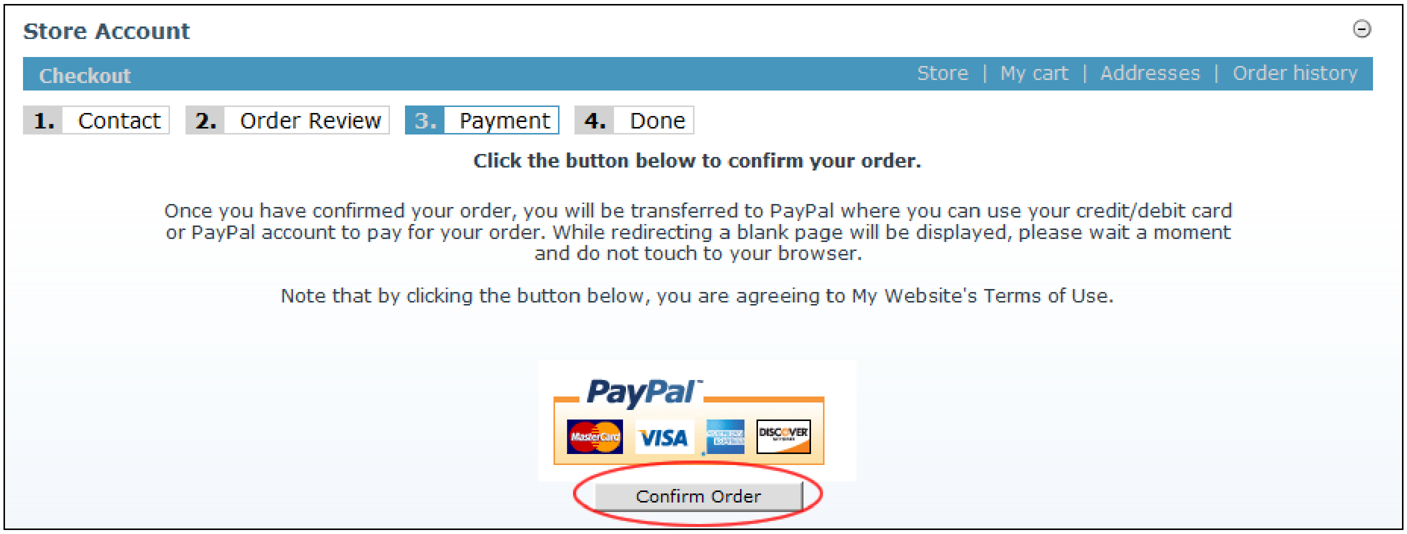
Details of the completed order

Completing Checkout - PayPal Payment

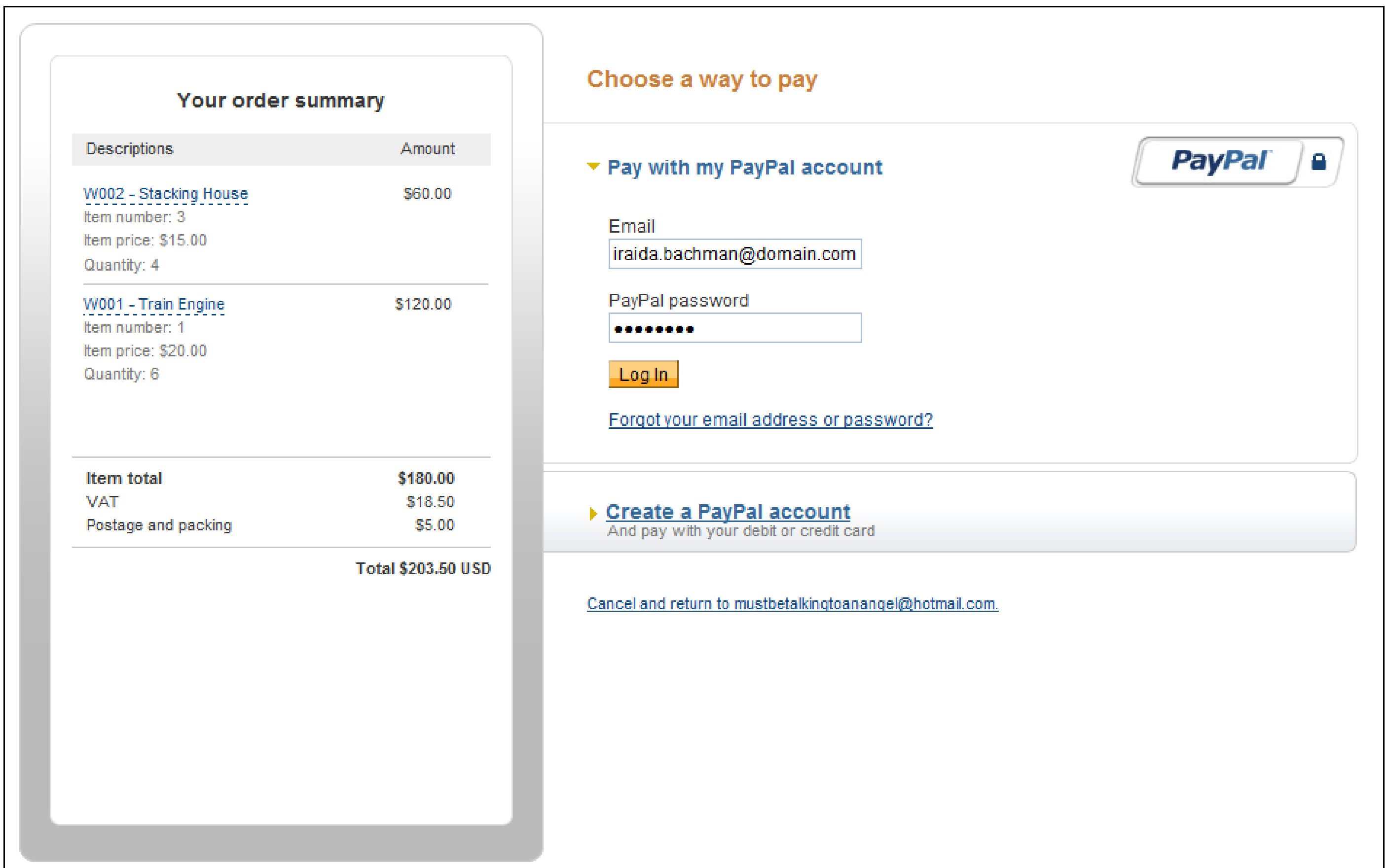
How to complete the checkout process when PayPal is the payment method for the Store.

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.



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.



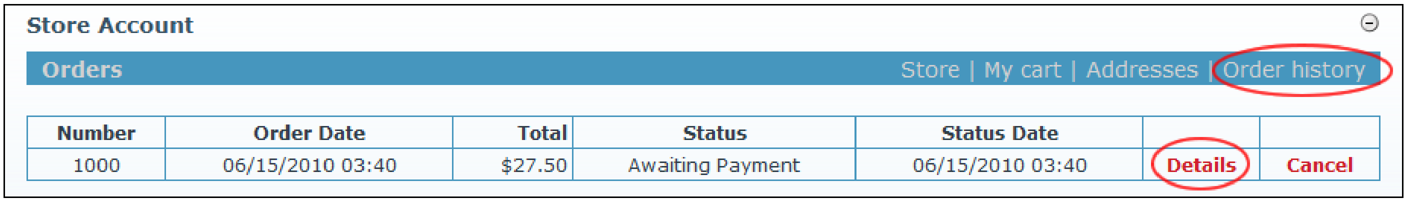
Completing Checkout using PayPal Payment

Canceling an Order

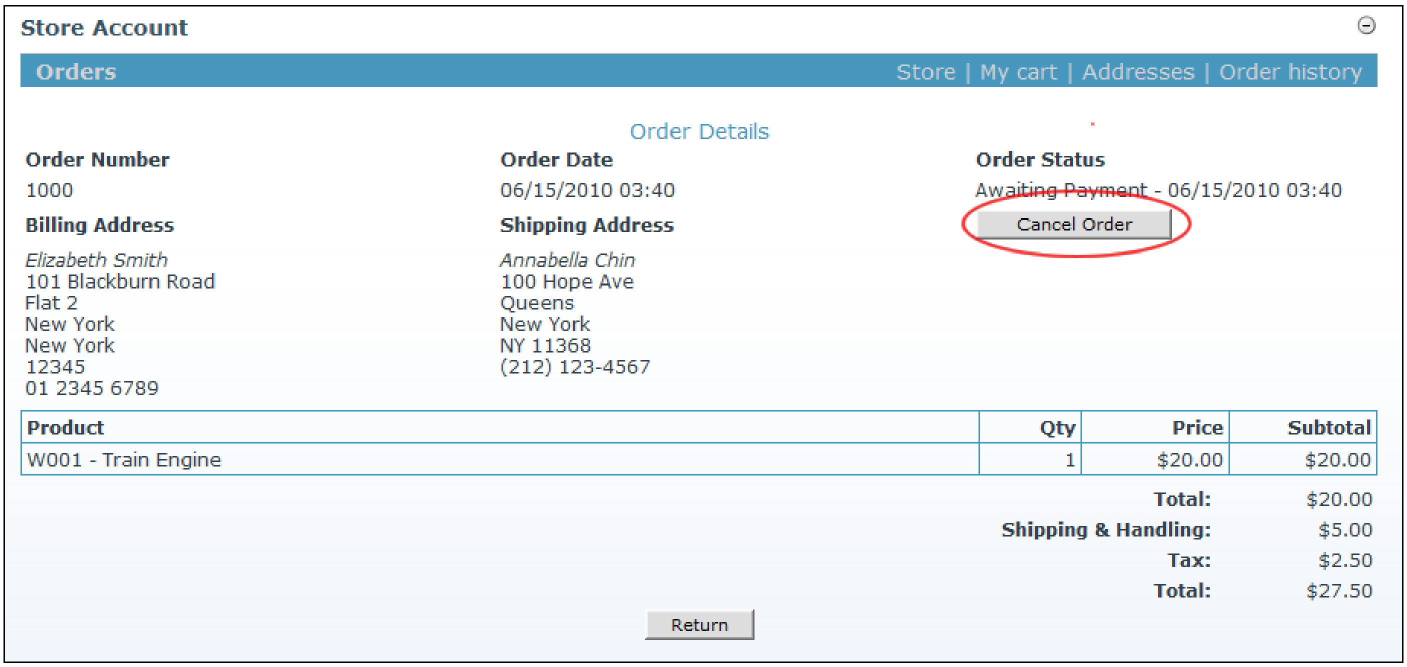
How to cancel an order placed in the Store using the Store Account module. This option may not be available on all stores.

Option One:

1. Go to the Store Account module.
2. Click the Order History link.
3. Click the Details link beside the required order.

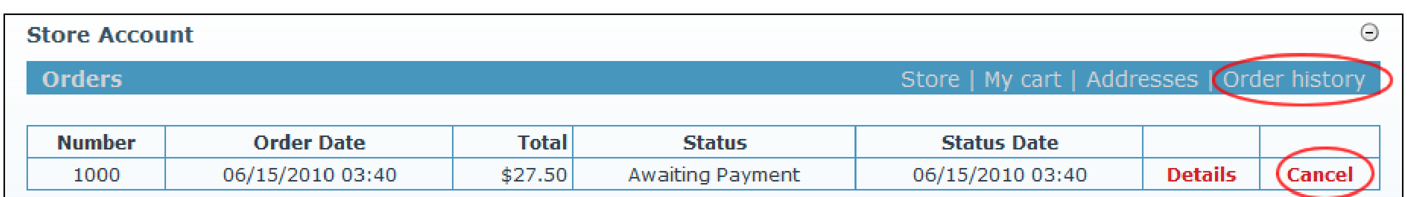


4. Click the **Cancel Order** button. The order status is updated to Canceled.



Option Two:

1. Go to the Store Account module.
2. Click the Order History link.
3. Click the Cancel link beside the required order.

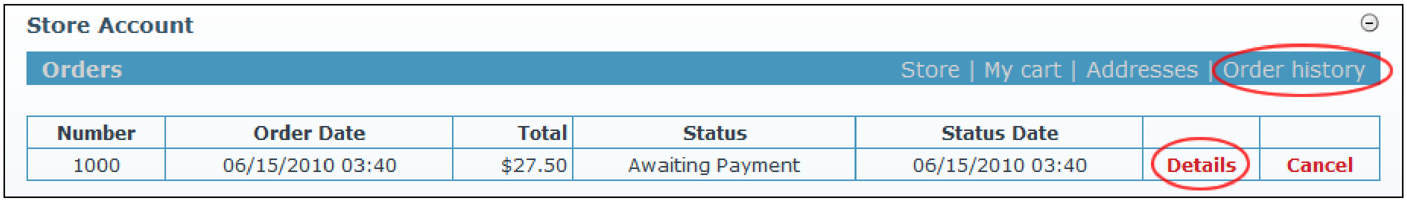


Canceling an Order

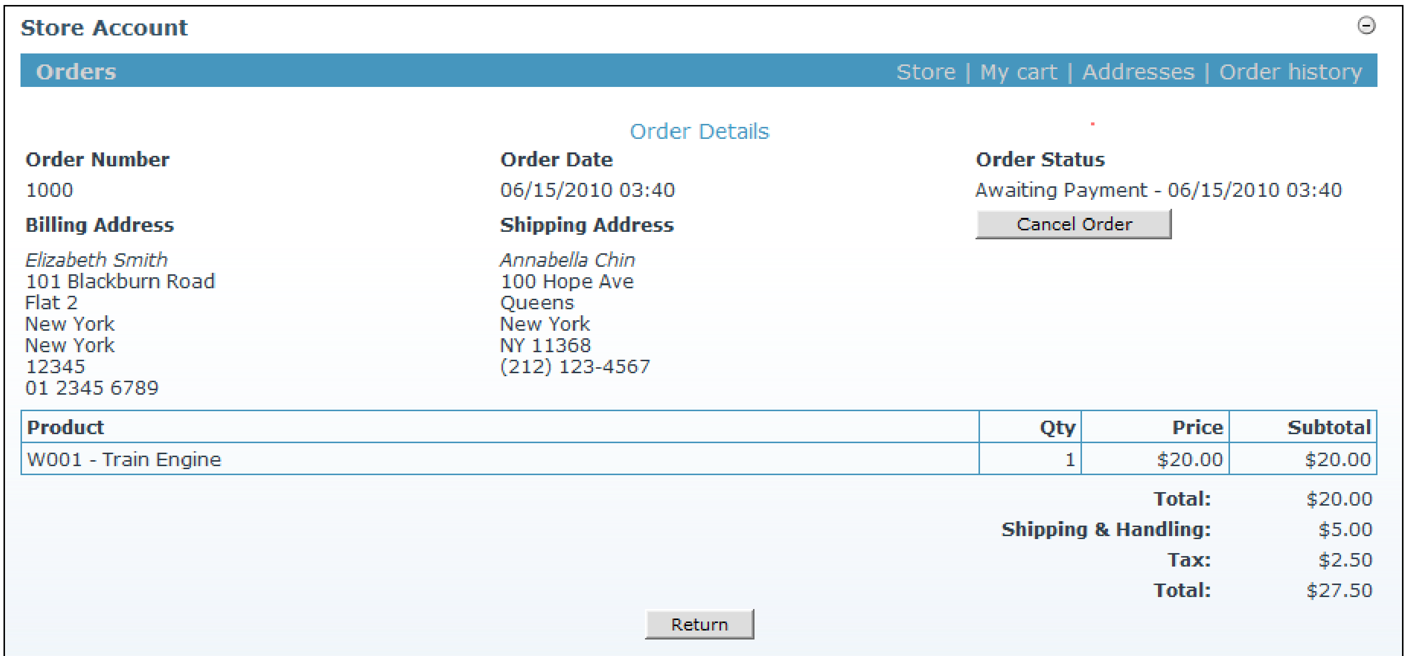
Viewing your Order History

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.



3. **Optional.** Click the Details link to view details of any order.

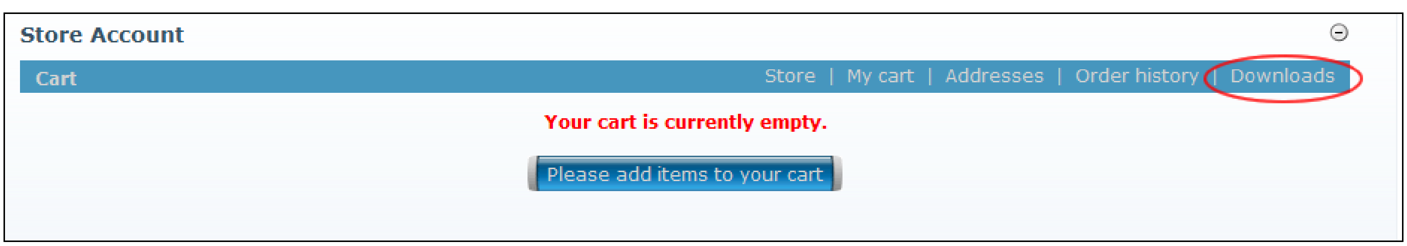


Viewing Order Details

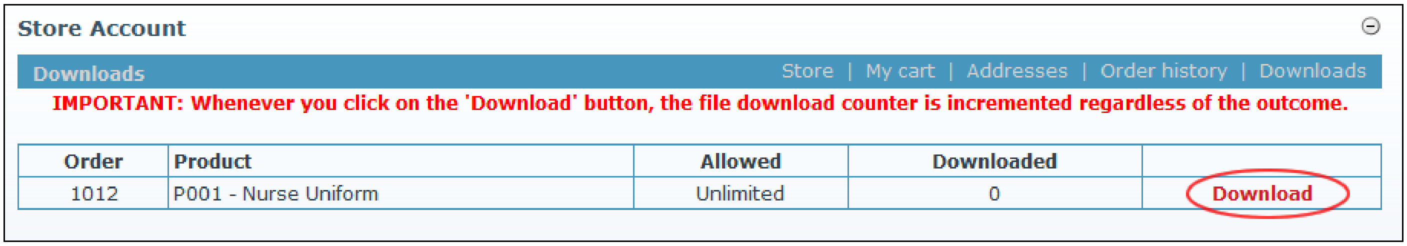
Downloading Virtual Products

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.



3. **Optional.** Click the Download link to download the file and follow the prompts on your computer.



Important. Whenever you click on the 'Download' button, the file download counter is incremented regardless of the outcome.

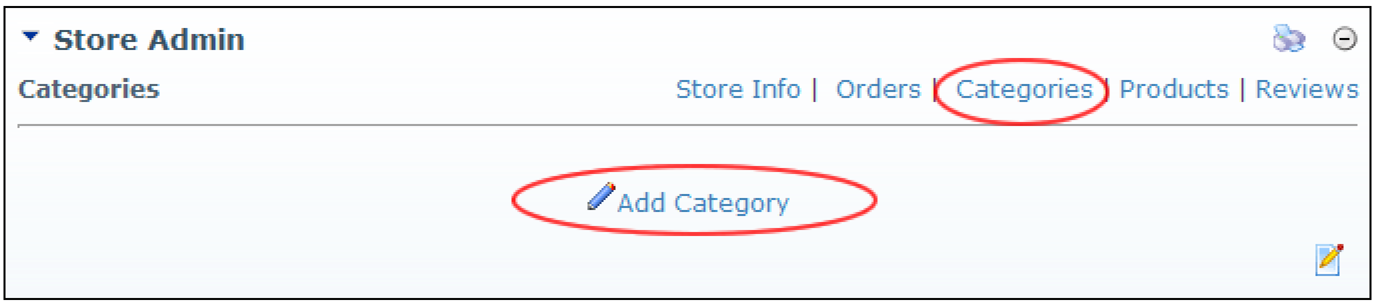
Catalog Managers

Categories

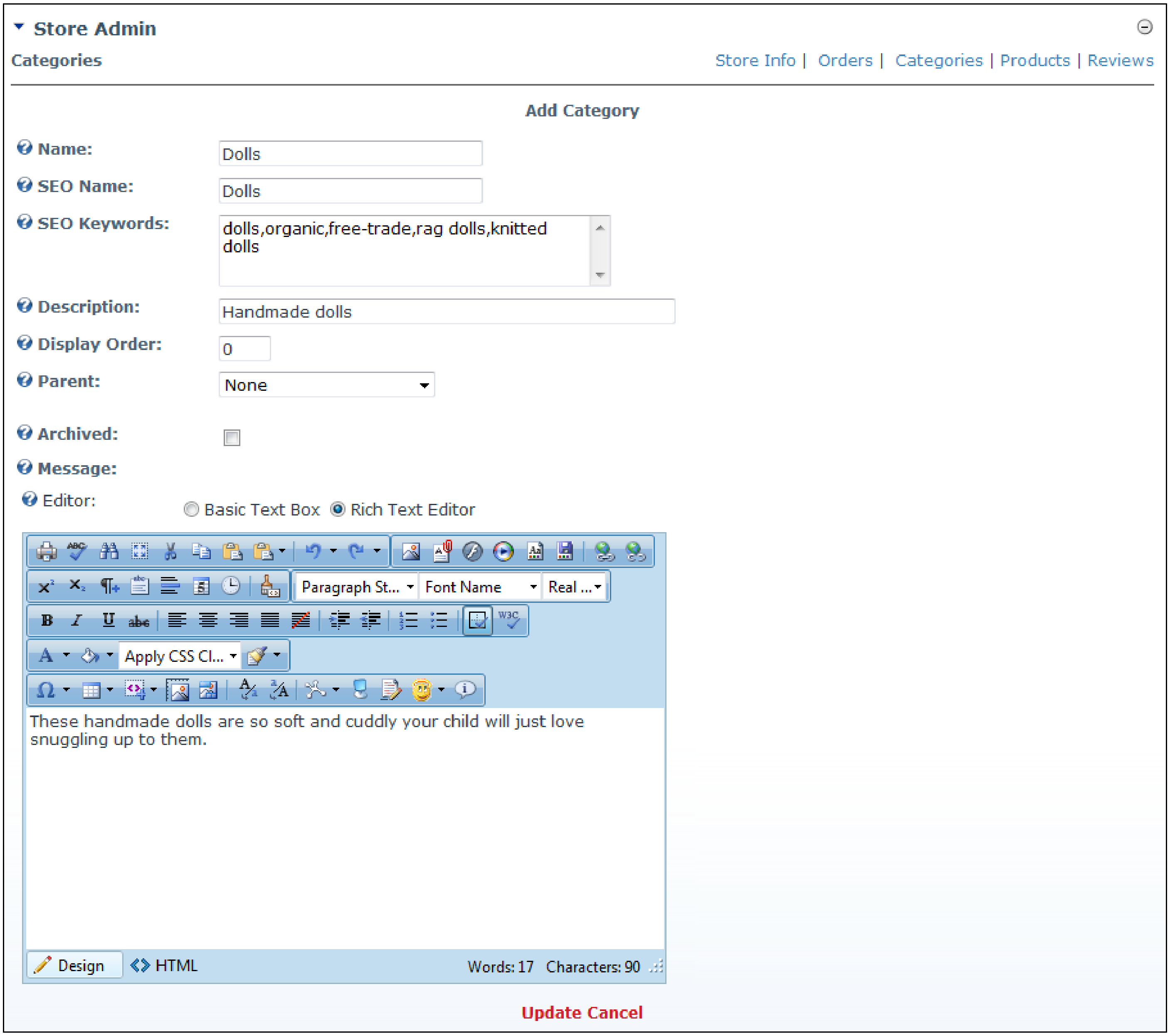
Adding a Product Category

How to add a product category to the store using the Store Admin module.

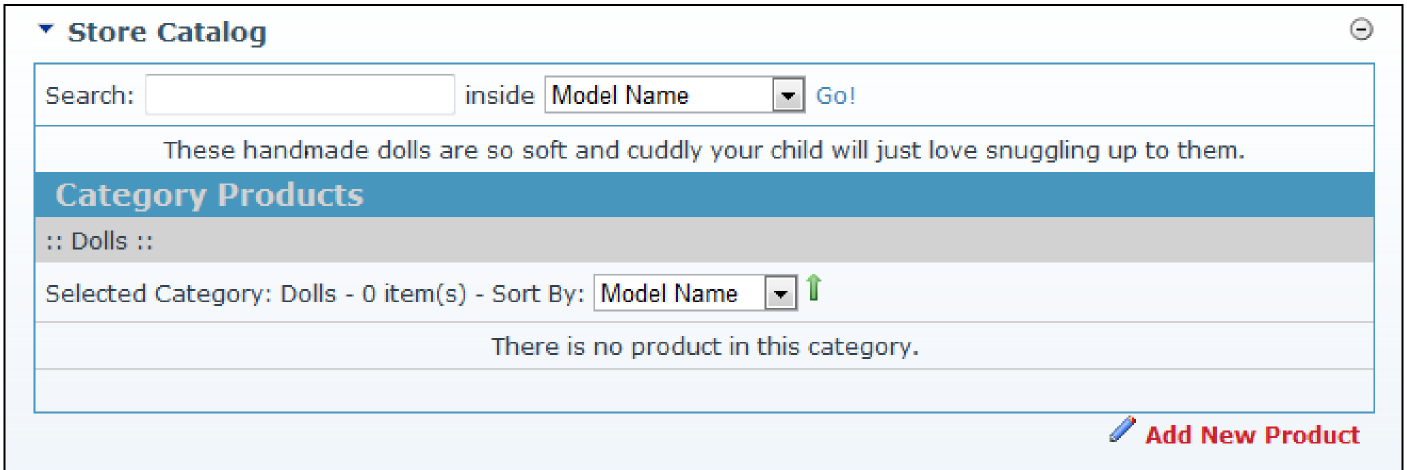
1. On the Store Admin module, click the Categories link.
2. Click the Add Category link.



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.



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.

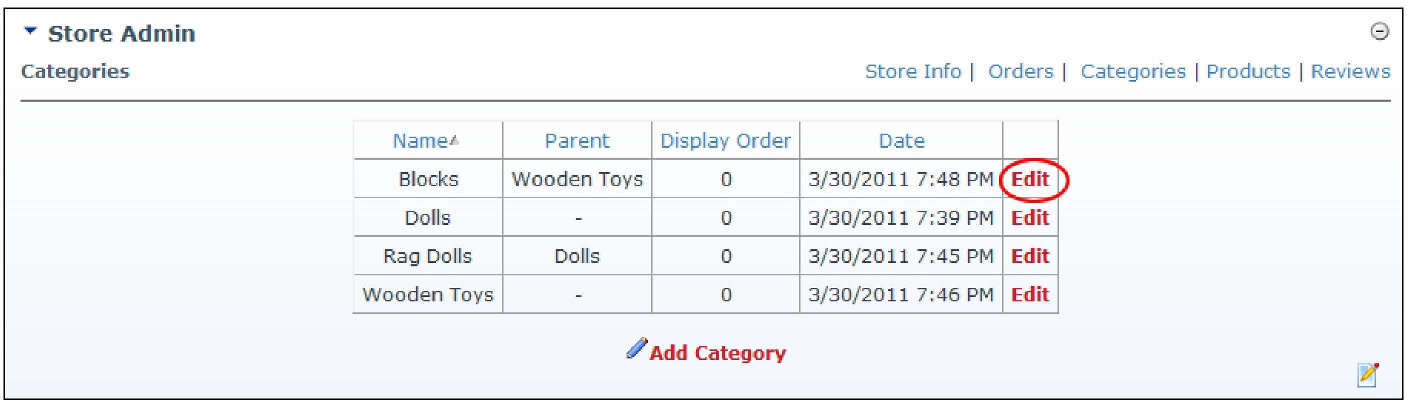


The Newly Added Category

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.



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.

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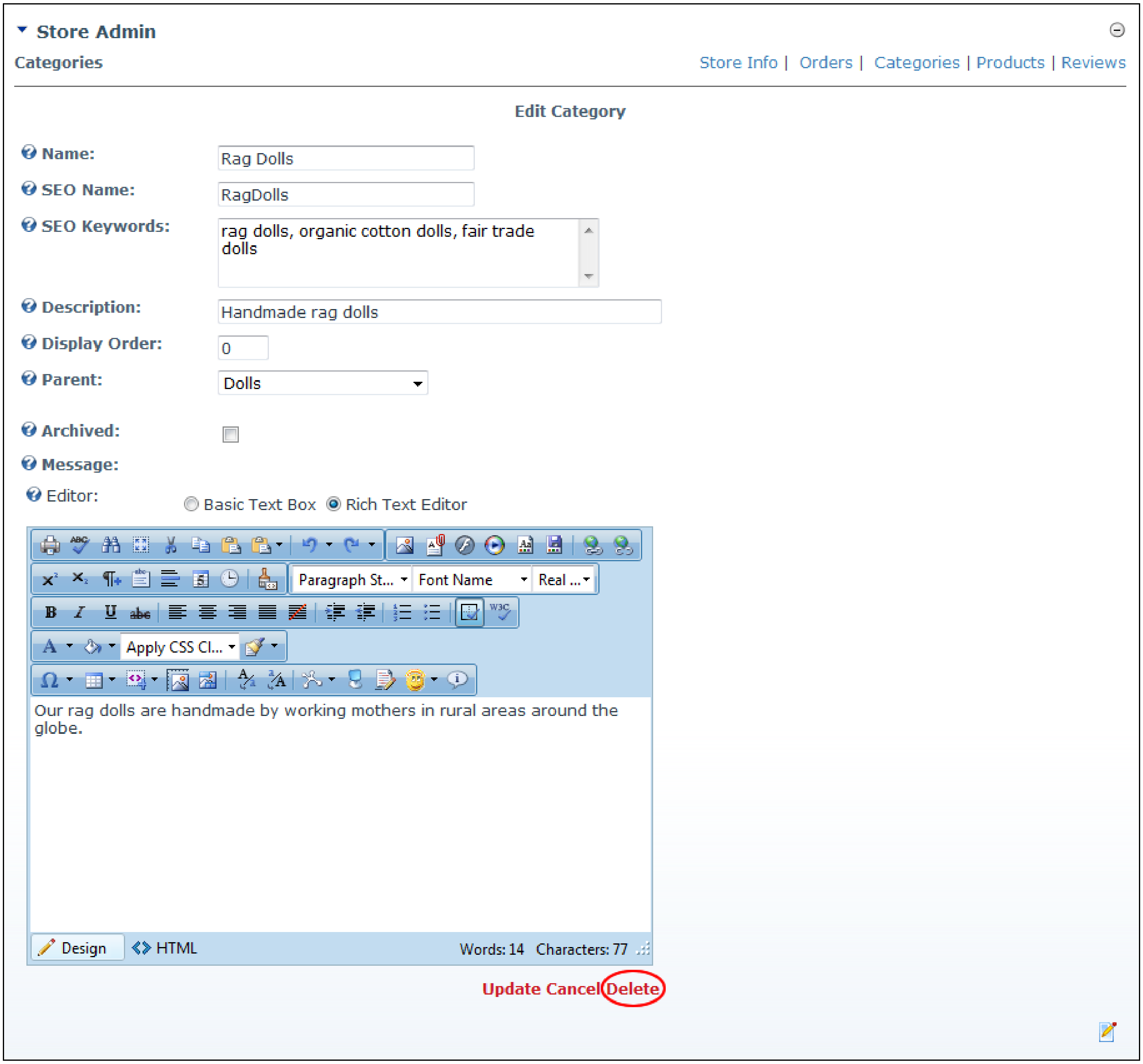
1. On the Store Admin module, click the Categories link.
2. Click the Edit link beside the category to be deleted.
3. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"



4. Click the **OK** button to confirm.
5. Repeat Steps 2-4 to delete additional categories.

Managing Product Category Archiving

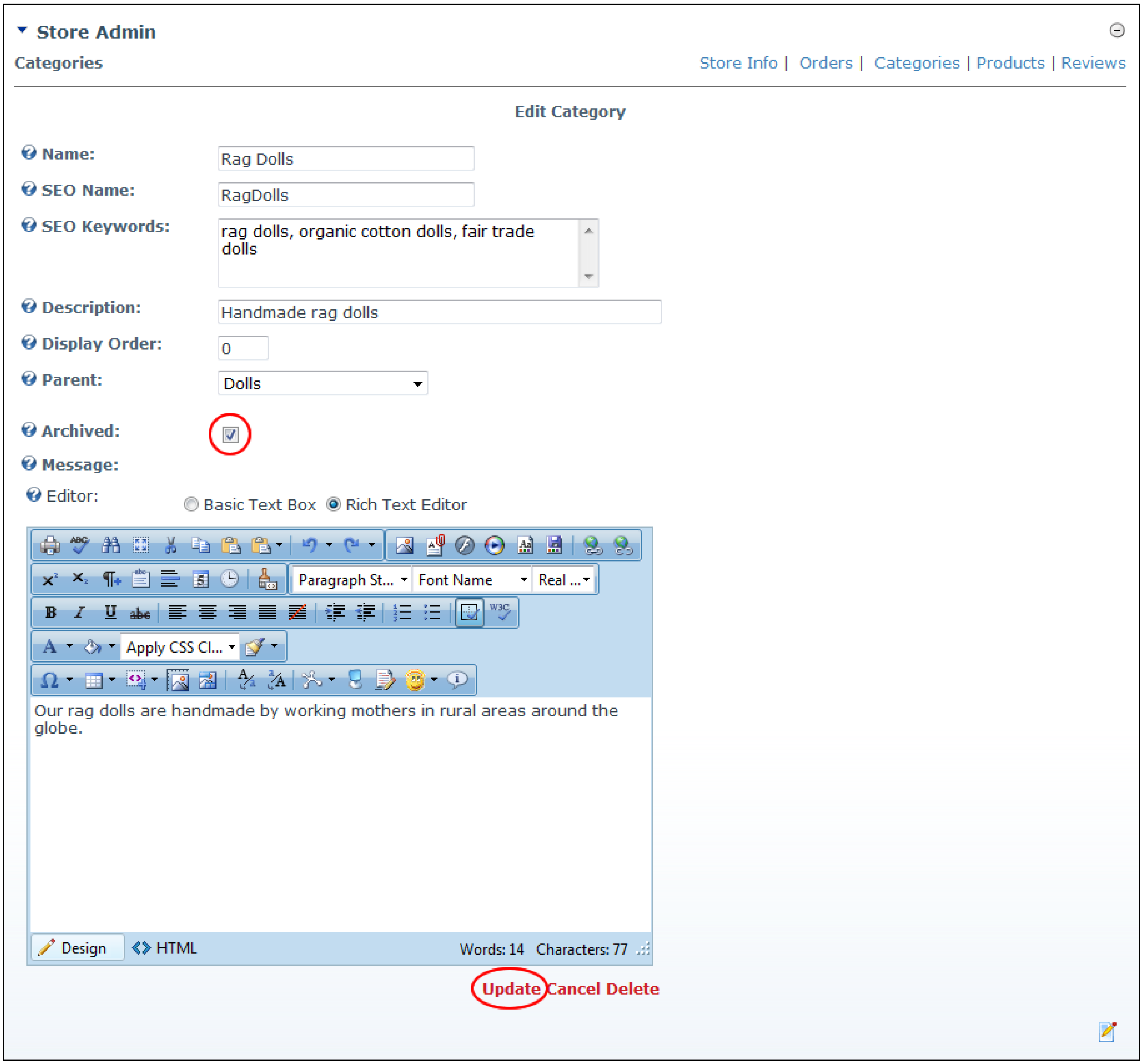
How to enable or disable archiving of a product category on the Store module using the Store Admin module.

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.



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"

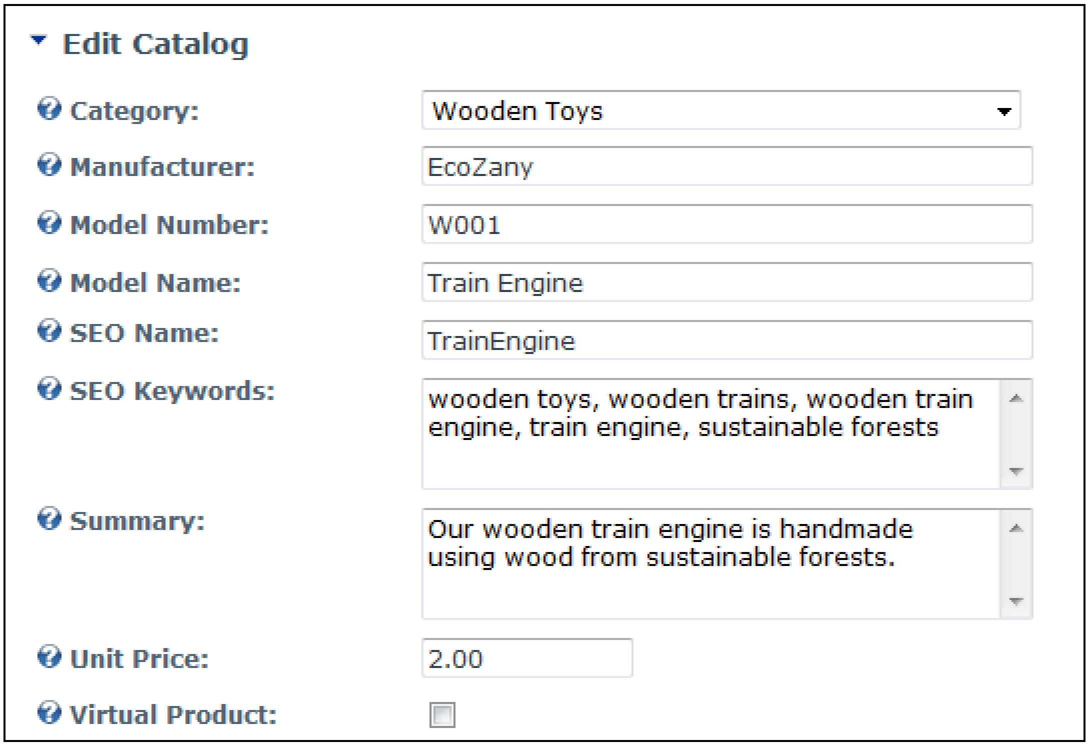
Note 2: Before you begin adding products, consider how you want to manage your product images which are stored in the File Manager. Typically, images are uploaded to the Portal Root/Store folder. If you have a large number of products, consider creating a child folder for each category (See "Adding a 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.



12. In the Product Dimension section, complete the following fields:

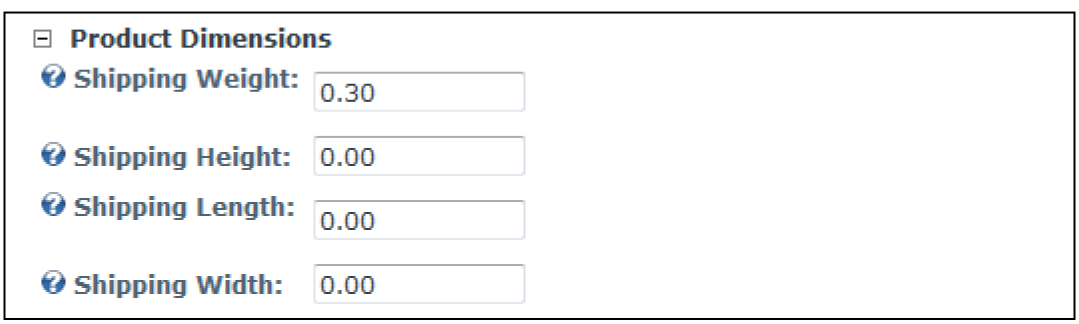
    a. **Recommended.** In the **Shipping Weight** text box, enter the weight of this product. This weight is used for shipping costs by weight range. This is the default shipping provider. See "Adding Shipping Rates"

    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.



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.

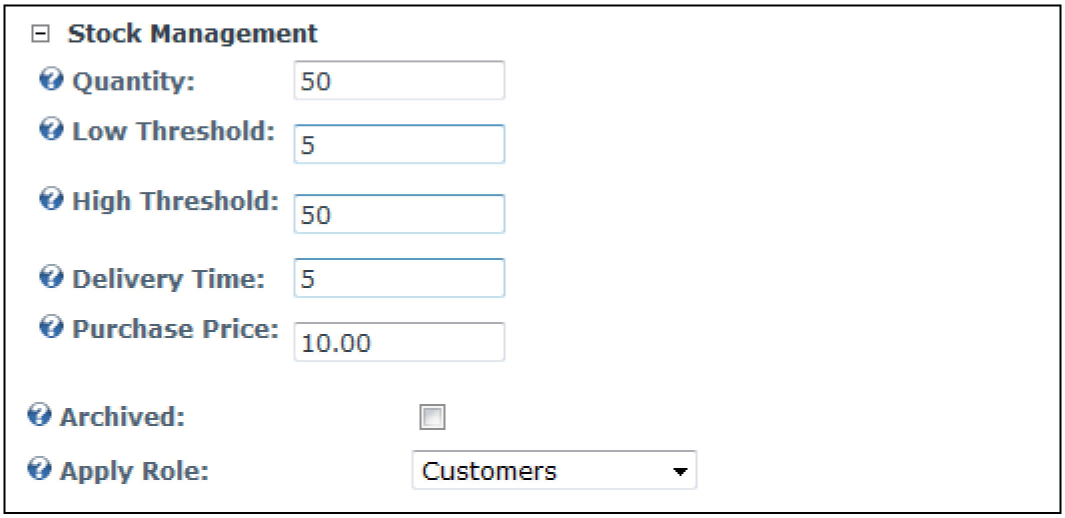
    b. In the **Low Threshold** text box, enter the minimum quantity in stock before reorder.

    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.



15. At **Featured**, select from these option:

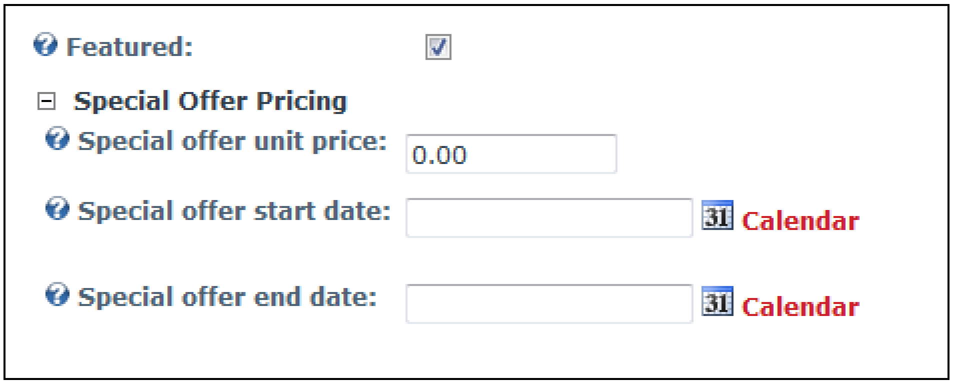
    - Check the check box to set the product as featured. This displays the Special Offer Pricing section.
    - Uncheck the check box to remove the product from the featured list. Skip to Step 17

16. In the Special Offer Pricing section, complete the following fields:

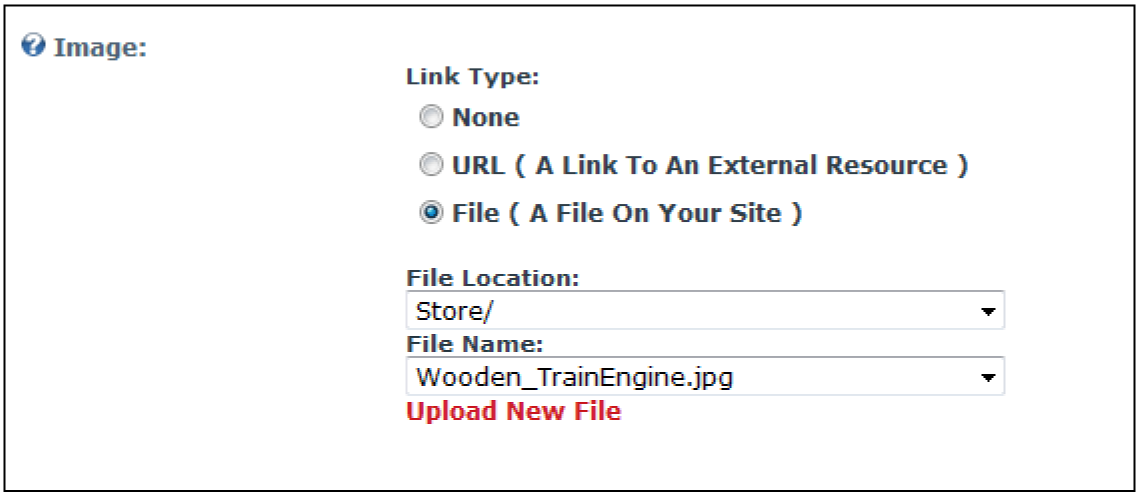
    a. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.

    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.

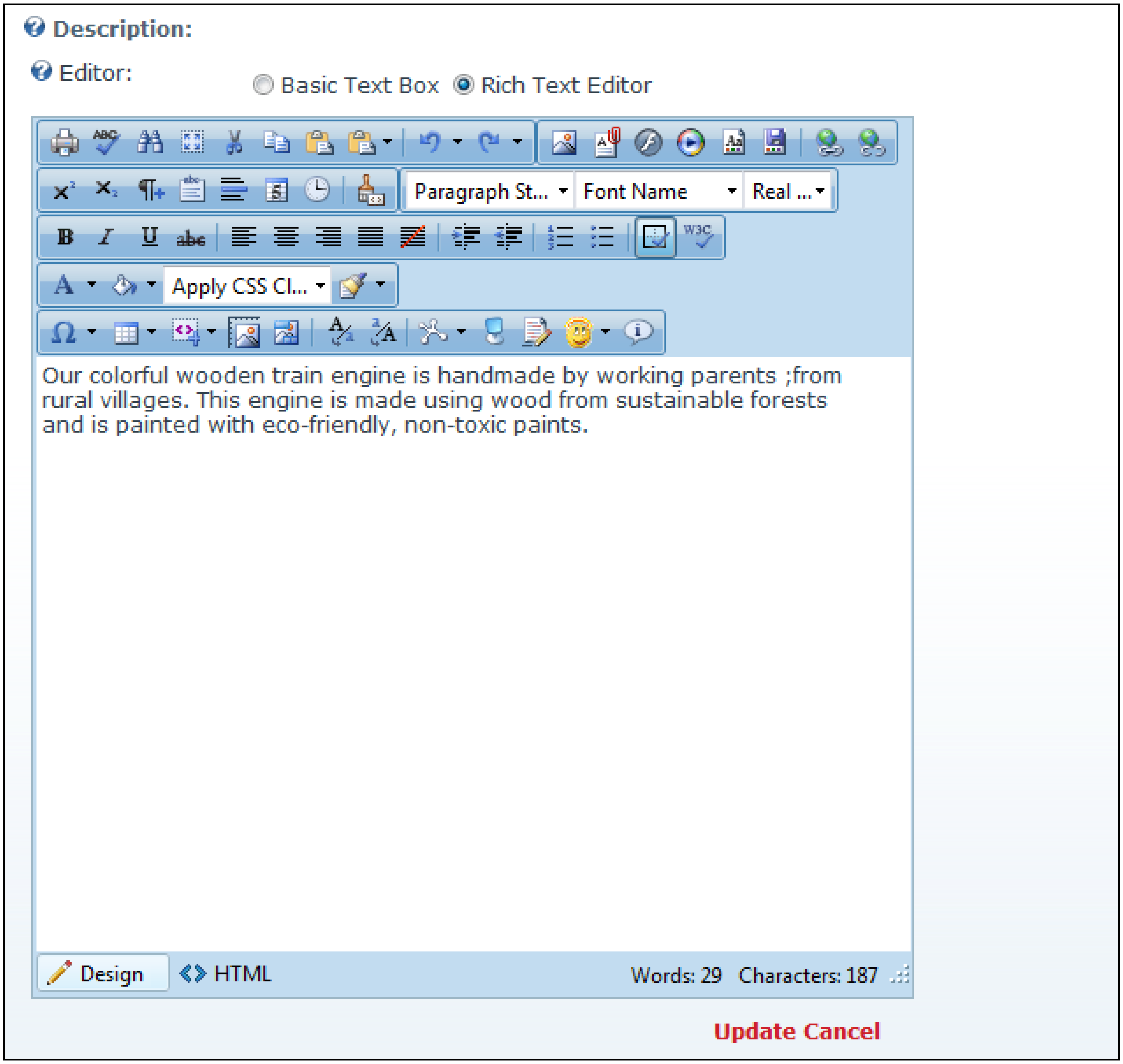
    c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.



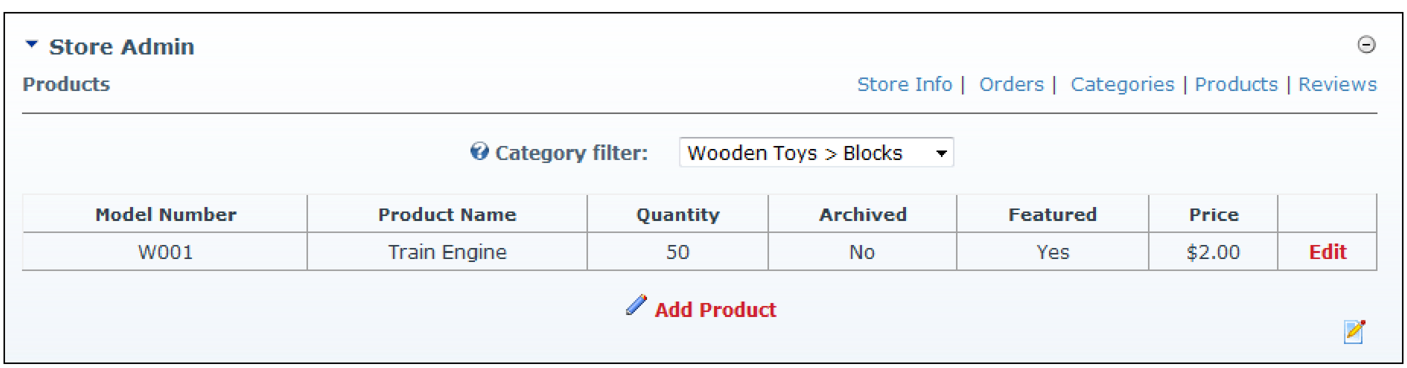
17. **Recommended.** At **Image**, select or upload an image for this product. See "Setting a File Link", "Uploading and Linking to a File". or "Setting a URL Link".



18. **Recommended.** In the **Description** text box, enter the full description of the product including any addition images, etc.



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.



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"

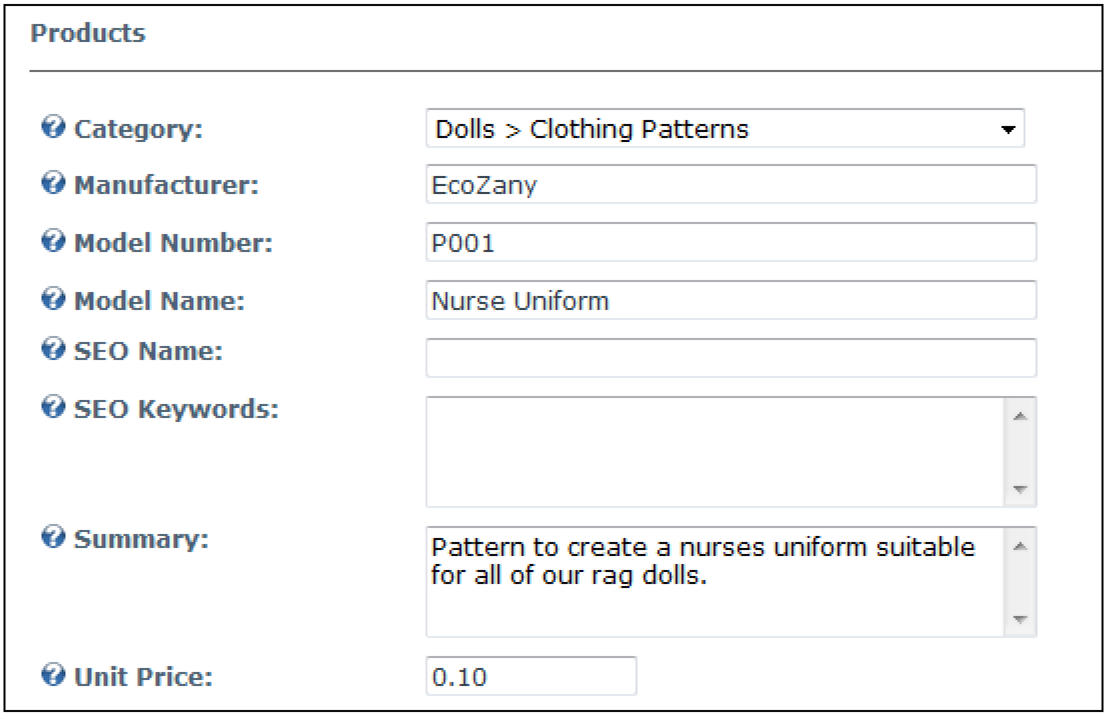
Note 2: Before you begin creating virtual products, consider how you want to manage your product downloads and product images which are stored in the File Manager. Typically, downloads and images are uploaded to the Portal Root/Store folder. However if you have a large number of products, you may want 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.



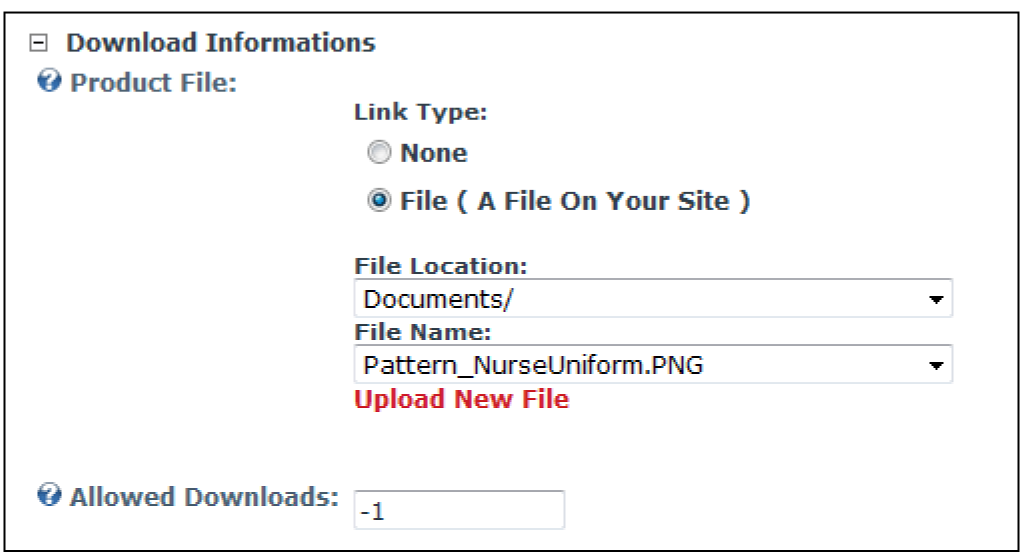
11. At **Virtual Product**, check the check box. This displays the Download Information section.

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.



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.

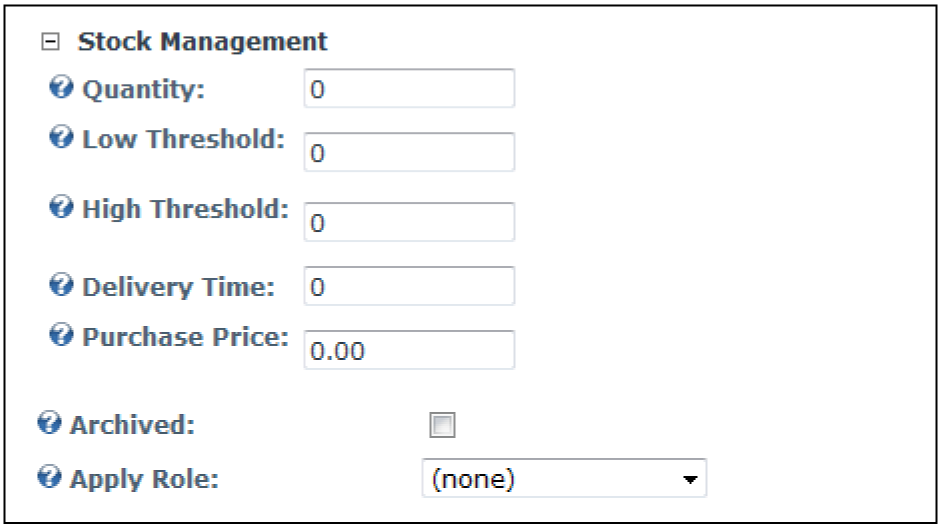
    b. In the **Low Threshold** text box, enter the minimum quantity in stock before reorder.

    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.



15. At **Featured**, select from these option:

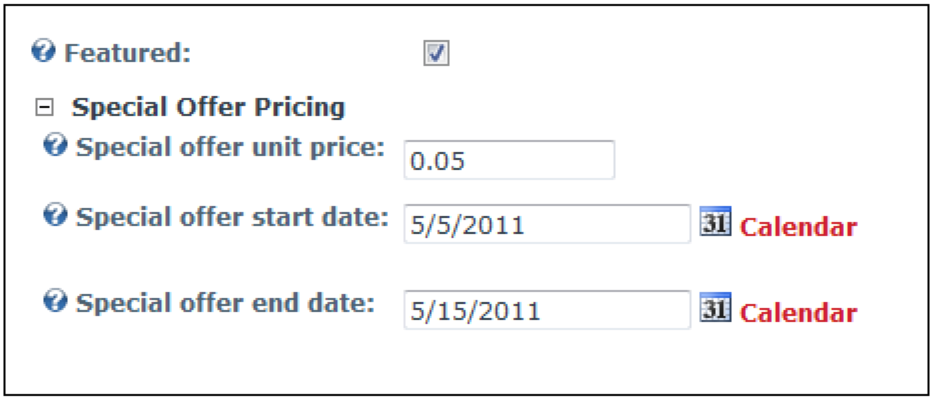
    - Check the check box to set the product as featured. This displays the Special Offer Pricing section.
    - Uncheck the check box to remove the product from the featured list. Skip to Step 17

16. In the Special Offer Pricing section, complete the following field:

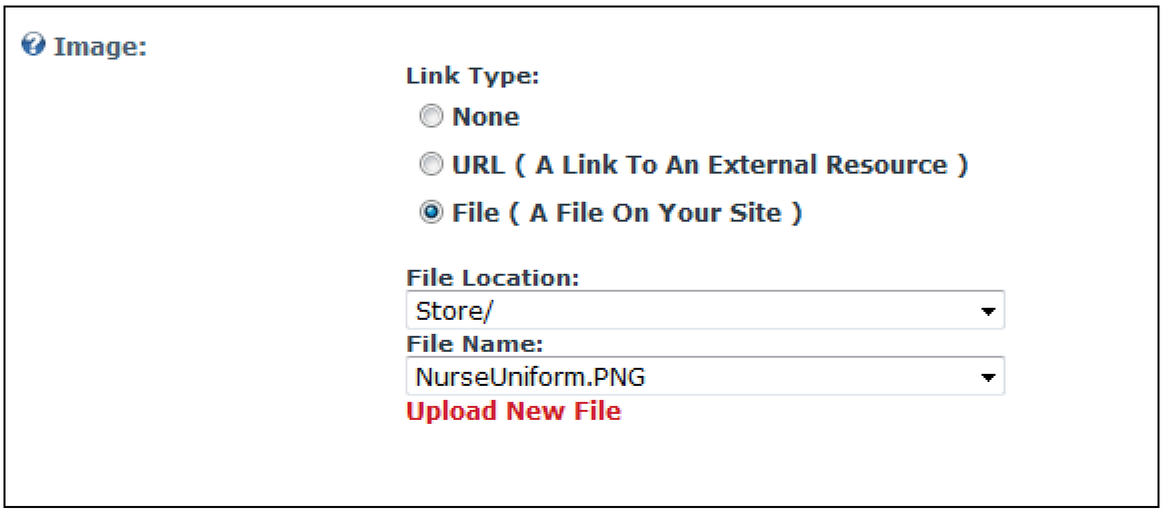
    a. In the **Special Offer Unit Price** text box, enter the offer price - OR - Leave this field blank to remove special offer pricing.

    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.

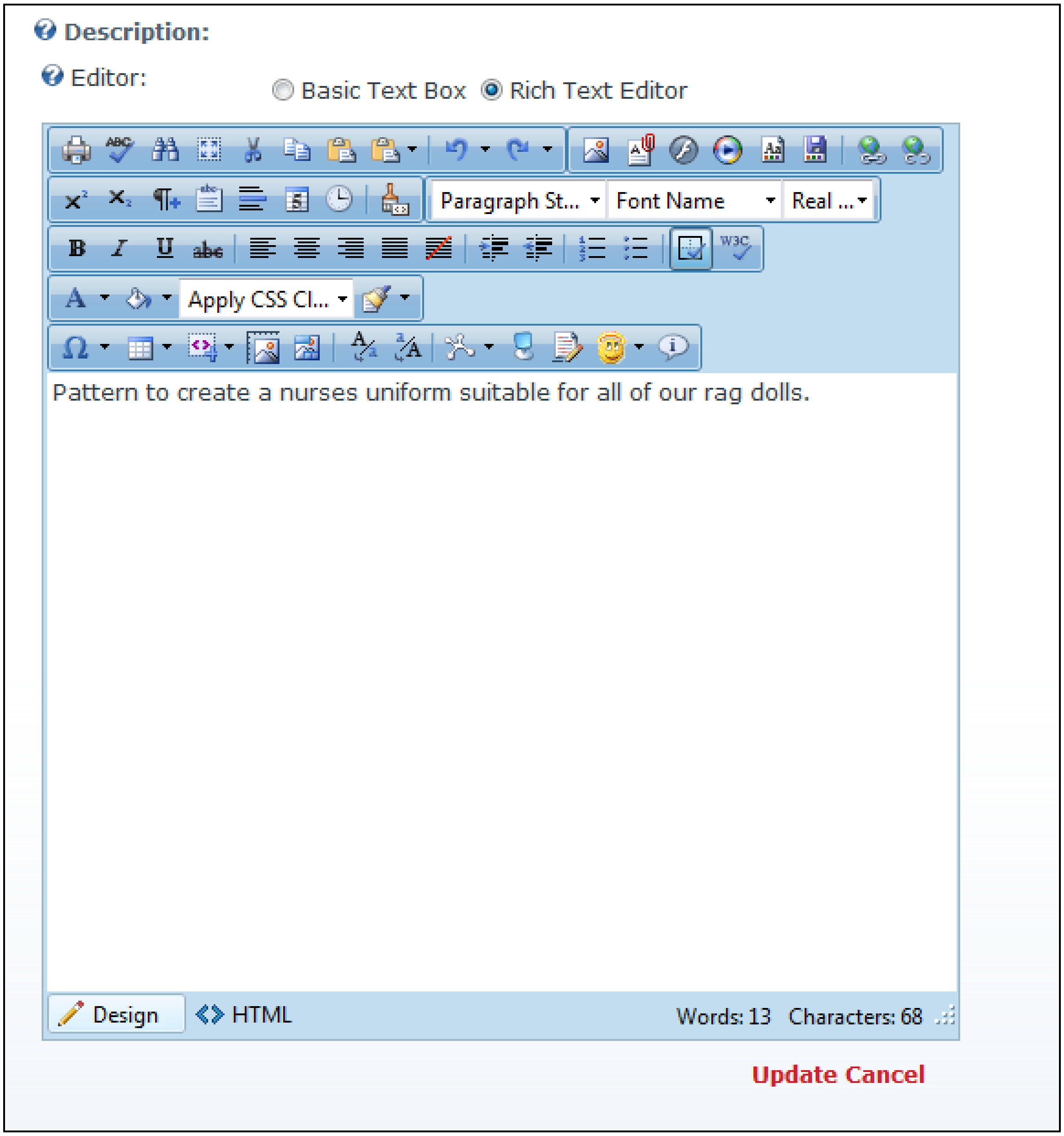
    c. At **Special Offer End Date**, navigate to and select the last date for this offer price. If no end date is selected the offer will be available indefinitely.



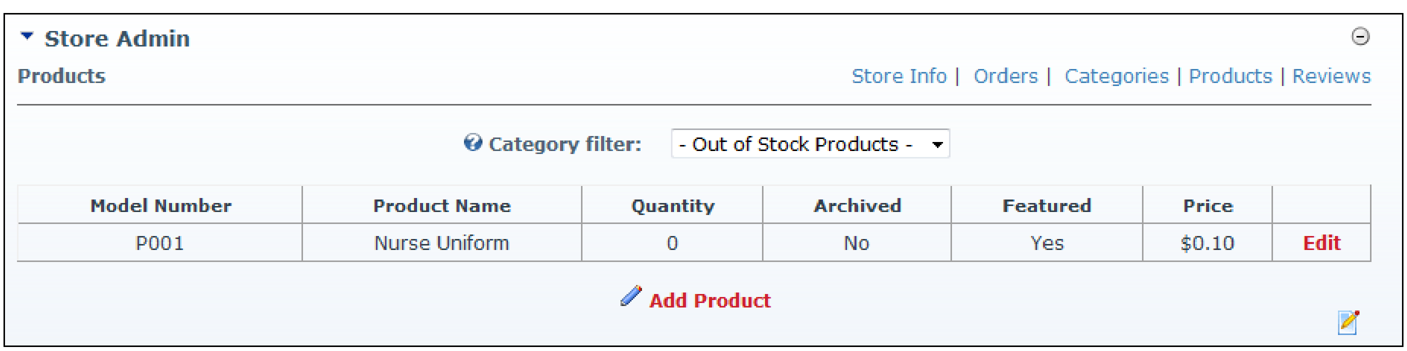
17. **Recommended.** At **Image**, select or upload an image for this product. See "Setting a File Link", "Uploading and Linking to a File". or "Setting a URL Link".



18. **Recommended.** In the **Description** text box, enter the full description of the product including any addition images, etc.



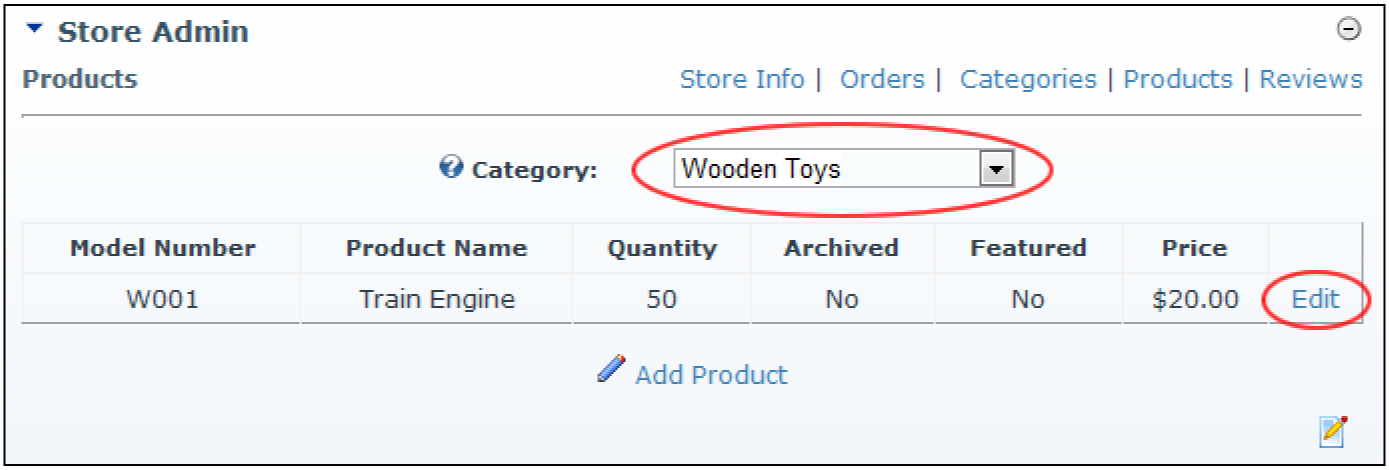
19. Click the Update link. The new product is now displayed in the Store Catalog module and a summary is displayed to Catalog Managers in the Product list.



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.

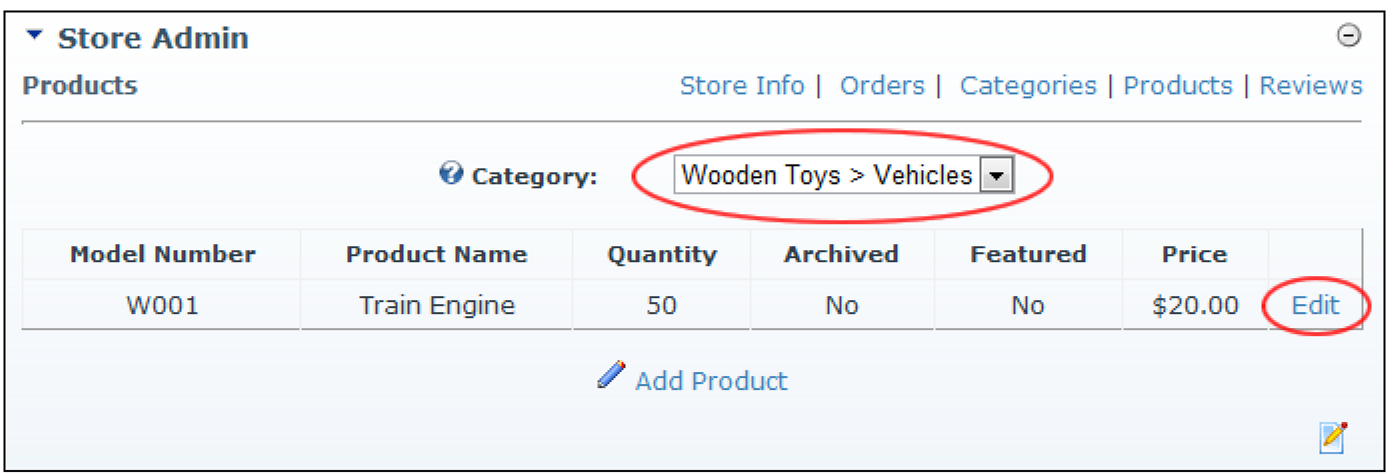


4. Edit the required fields. See "Adding a Product (Product Manager)" for details of available fields.
5. Click the Update link.

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.



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:

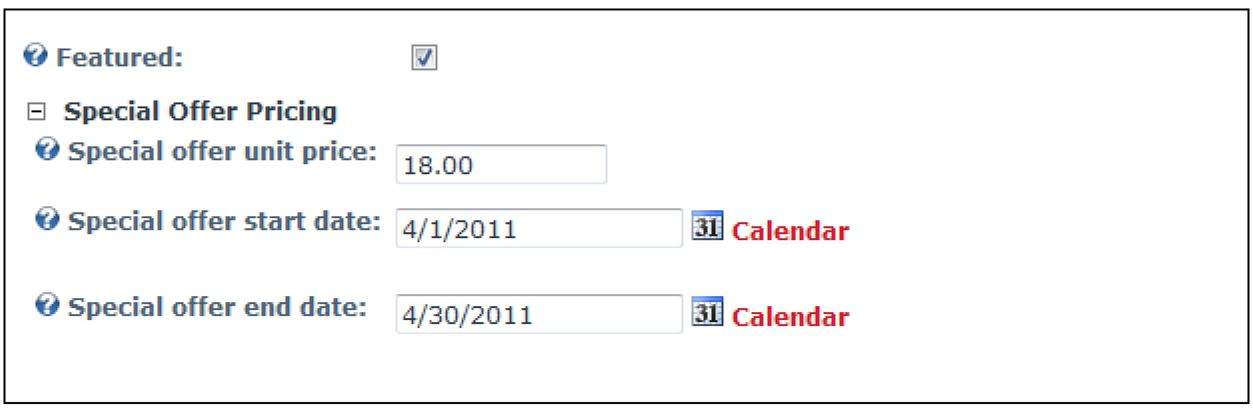
   - Check the check box to set the product as featured. This displays the Special Offer Pricing section.

     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.

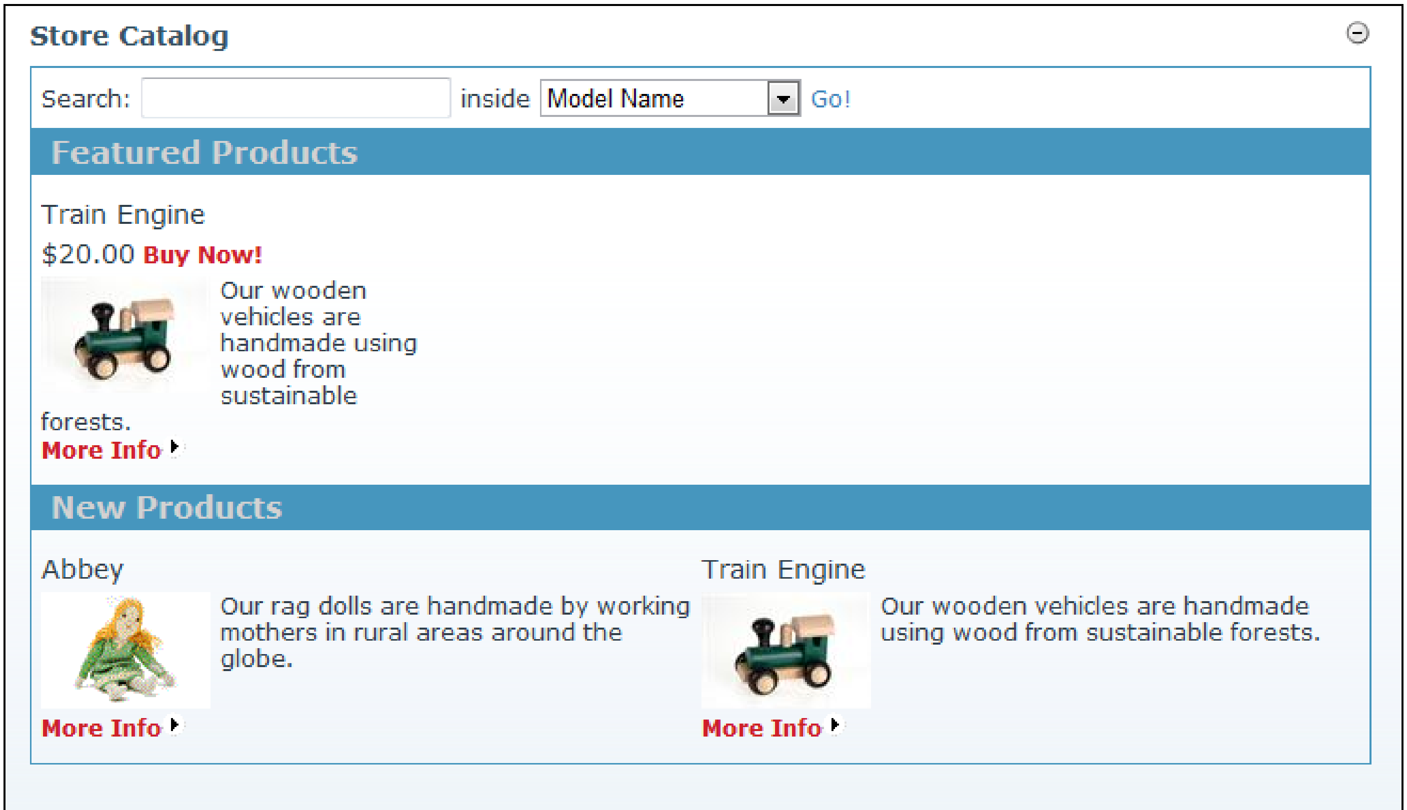
        ii. At **Special Offer Start Date**, click the Calendar link and select the commencement date for this offer price. If no start date is selected the offer will commence immediately.

        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.



   - 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.



Featured Product Displayed in the Store Catalog

Related Topics:

- See "Working with the Calendar"

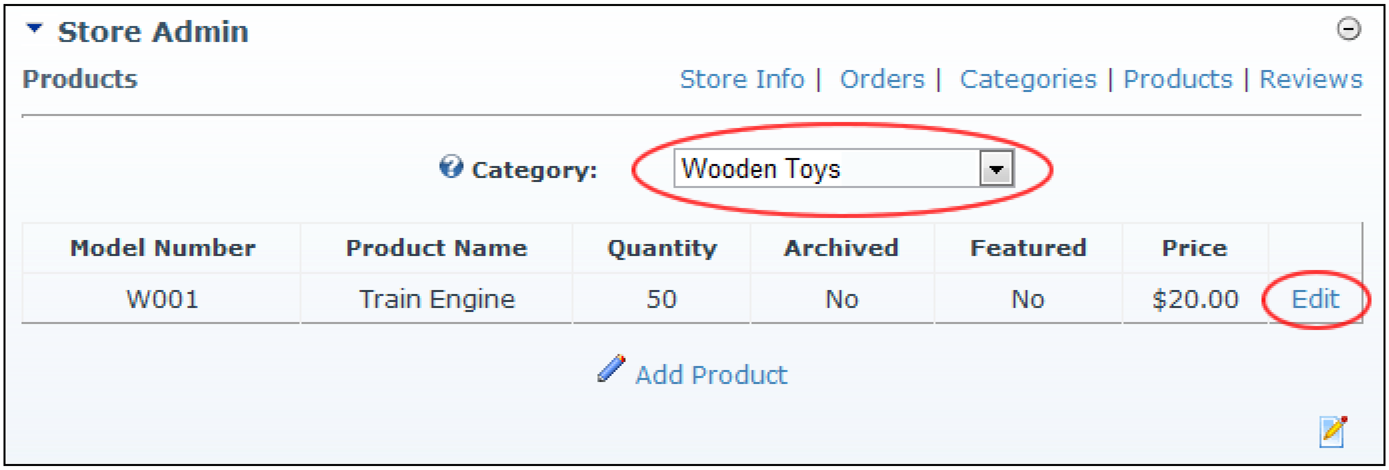
Managing Product Archiving

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"

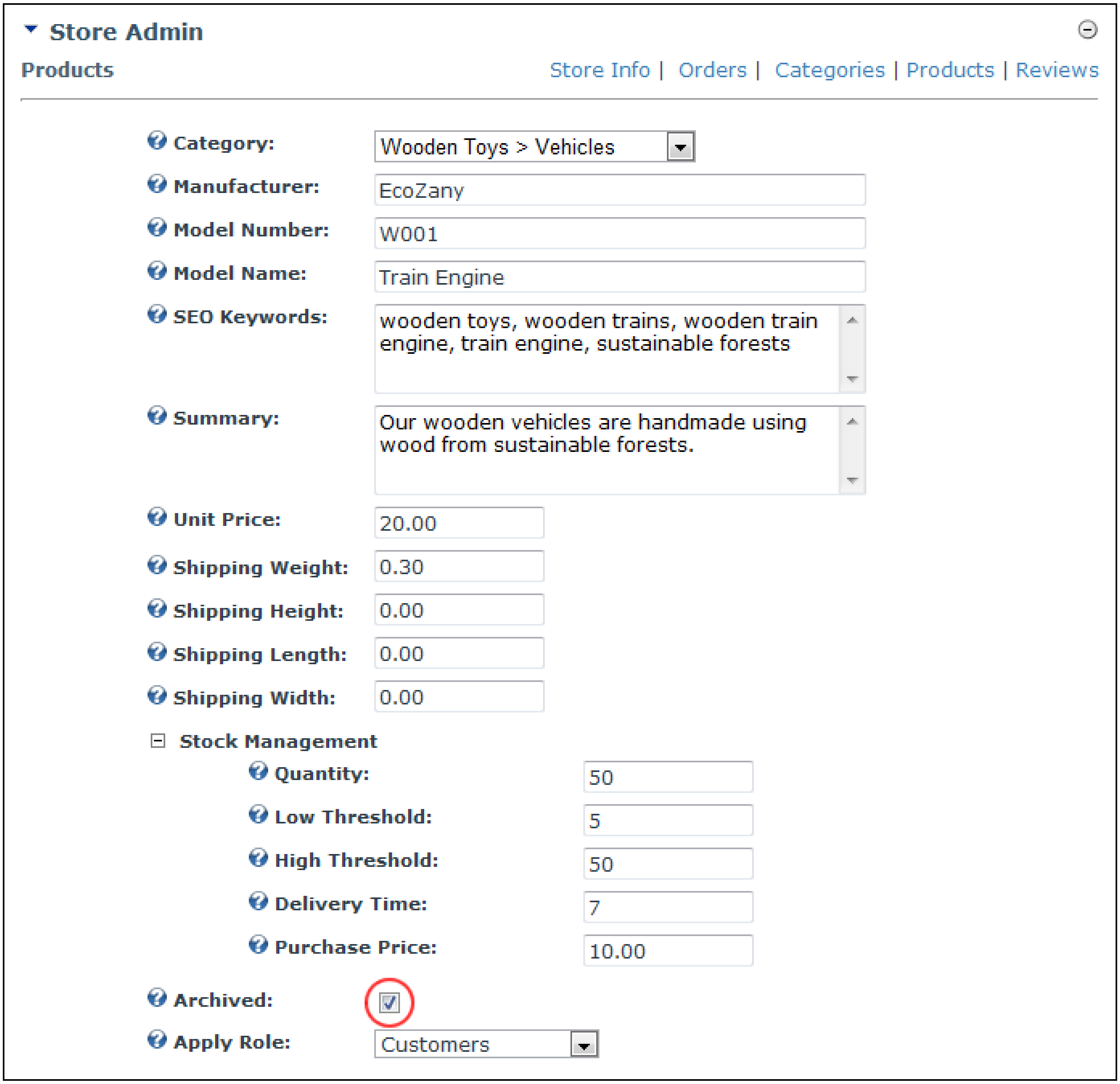
---

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.

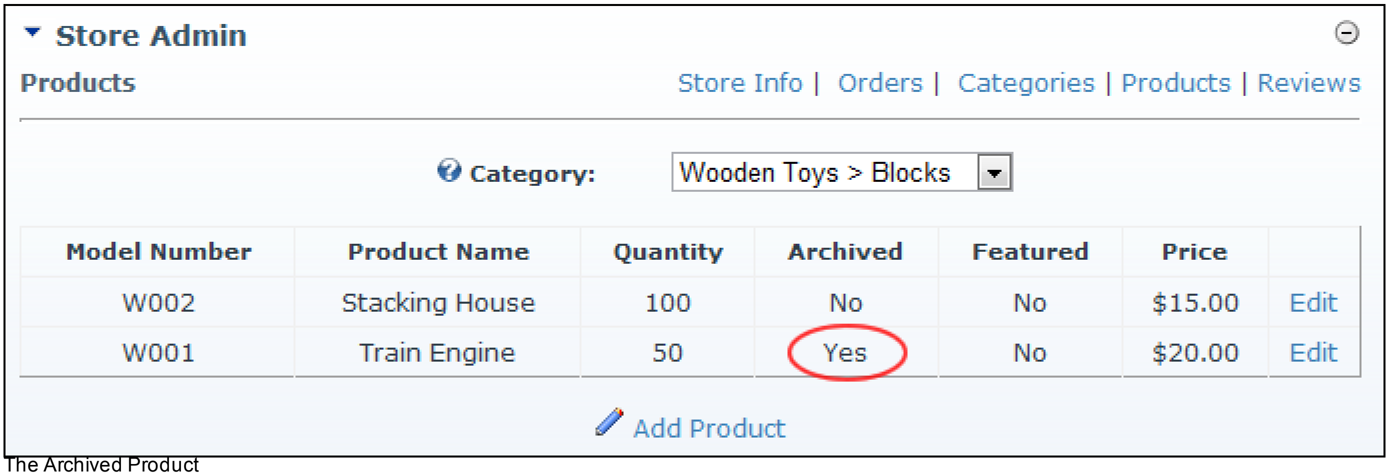


4. At **Archived**, select from these options

- 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.



5. Click the Update link. This displays the Product page with the product marked as archived.

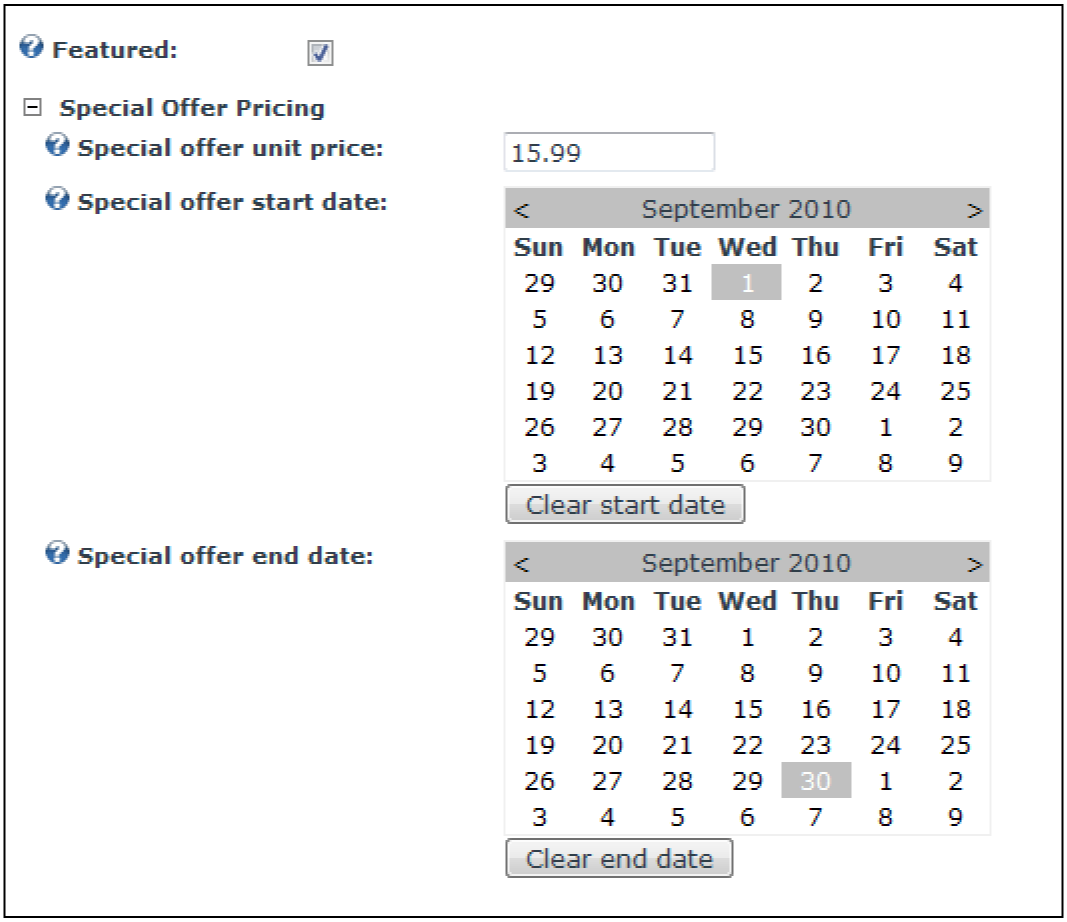


The Archived Product

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.



5. Click the Update link.

Tip: To clear a start or end date, click either the **Clear Start Date** *or* **Clear End Date** *buttons respectivley.*

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.

Filtering Product Reviews

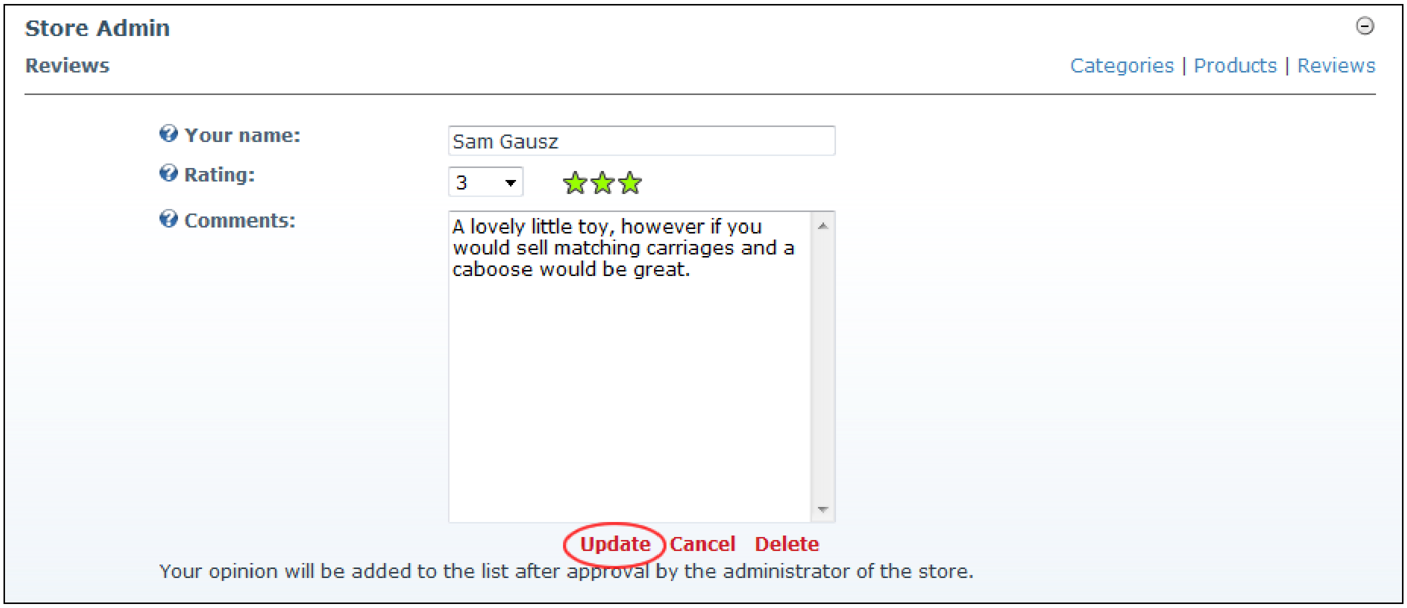
Approving Product Reviews

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.

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.



8. 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.

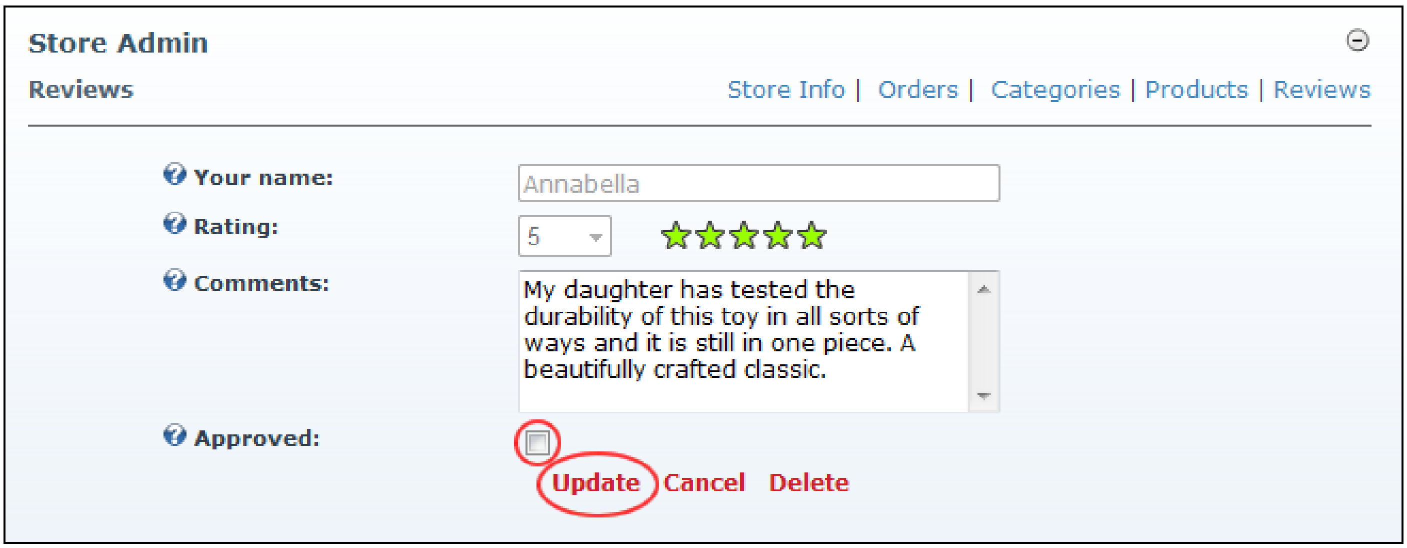
1. On the Store Admin module, click the Reviews link.
2. Filter reviews by Status, Category and/or Product as required. See "Filtering Product Reviews"
3. Click the Edit link beside the required review.
4. In the **Comments** text box, edit the comments as required.
5. Click the Update link.

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.

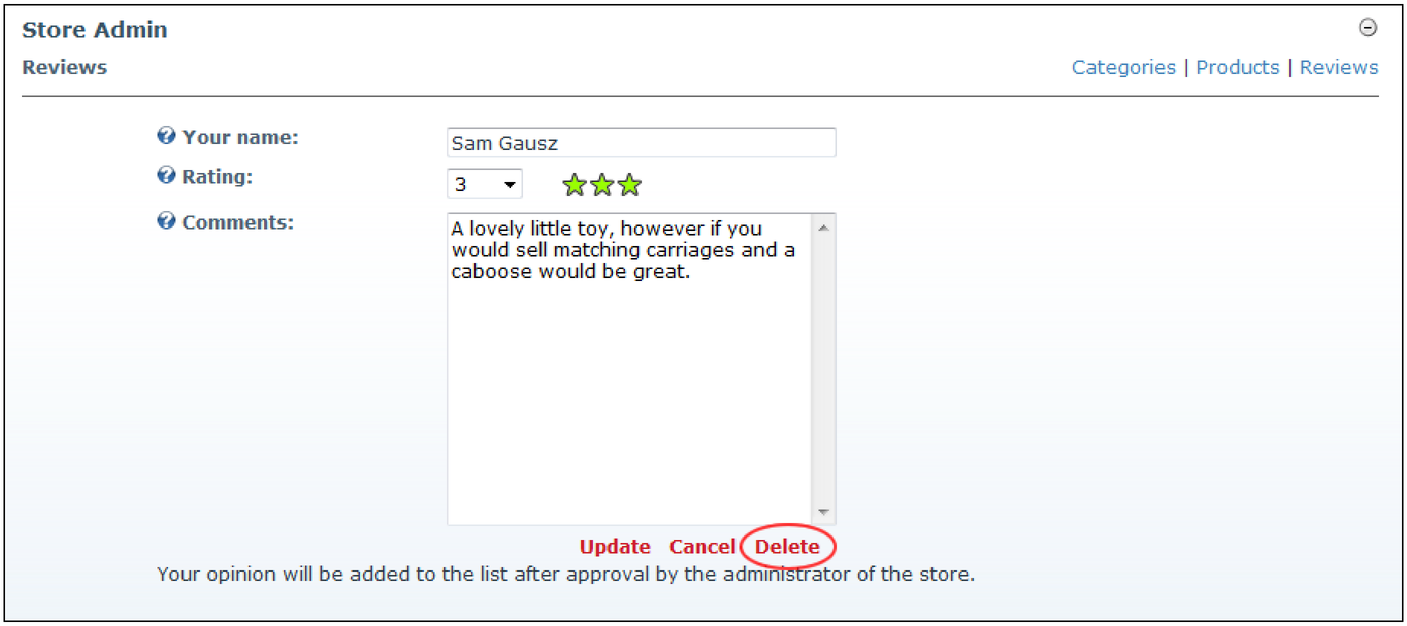


7. Repeat Steps 2-6 to set additional reviews as unapproved.

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?"



5. Click the **OK** button.

6. Repeat Steps 3-5 to delete additional reviews.

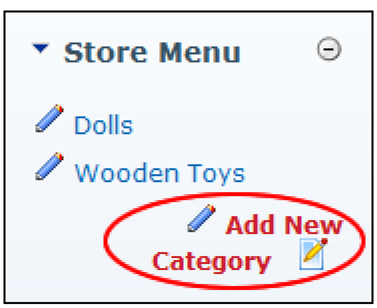
Category Managers

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.

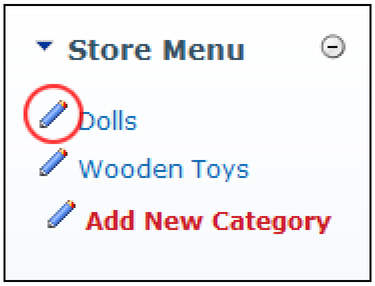


2. Complete Steps 3 onwards in "Adding a Product Category".

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

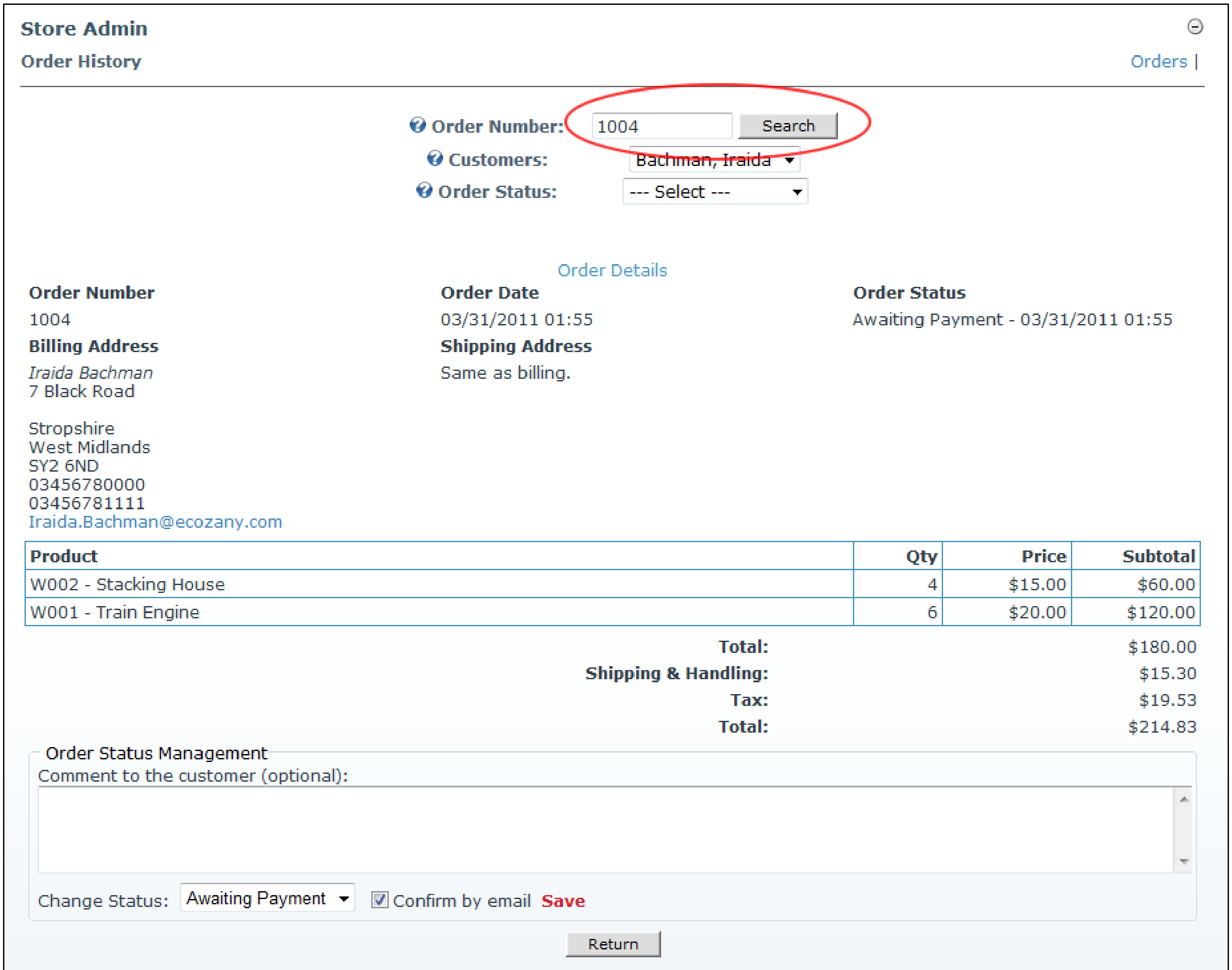
Viewing a Customer Order

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.



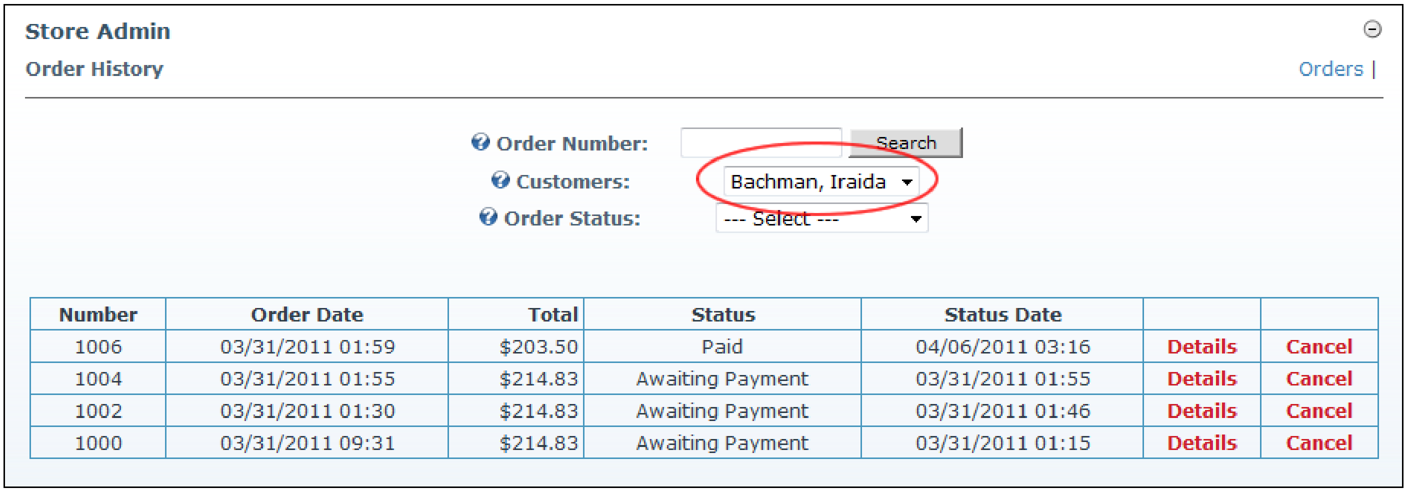
Order Details displayed on the Order History page

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.

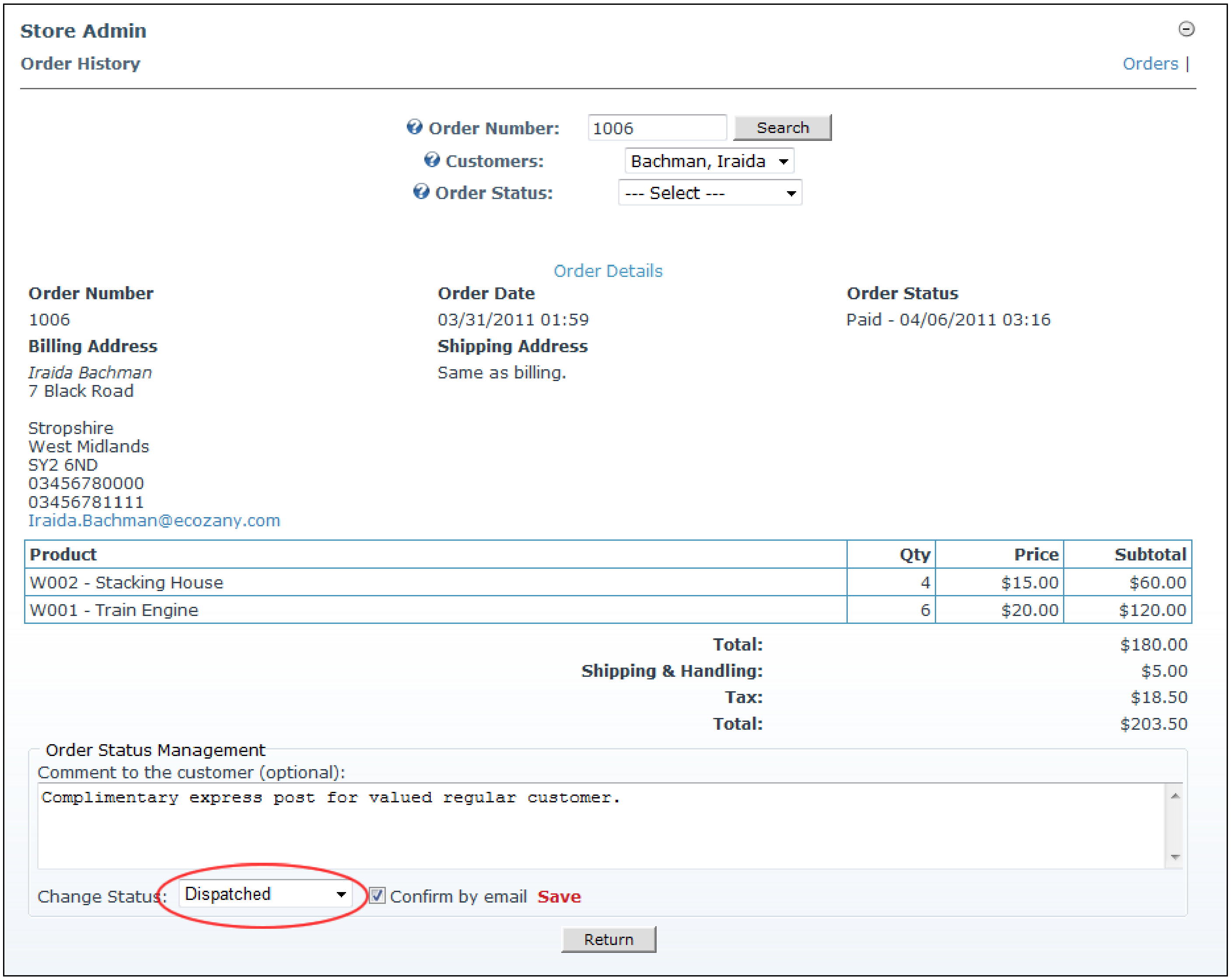


3. **Optional.** Click the Details link beside an order to view more details and/or modify the order.

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.



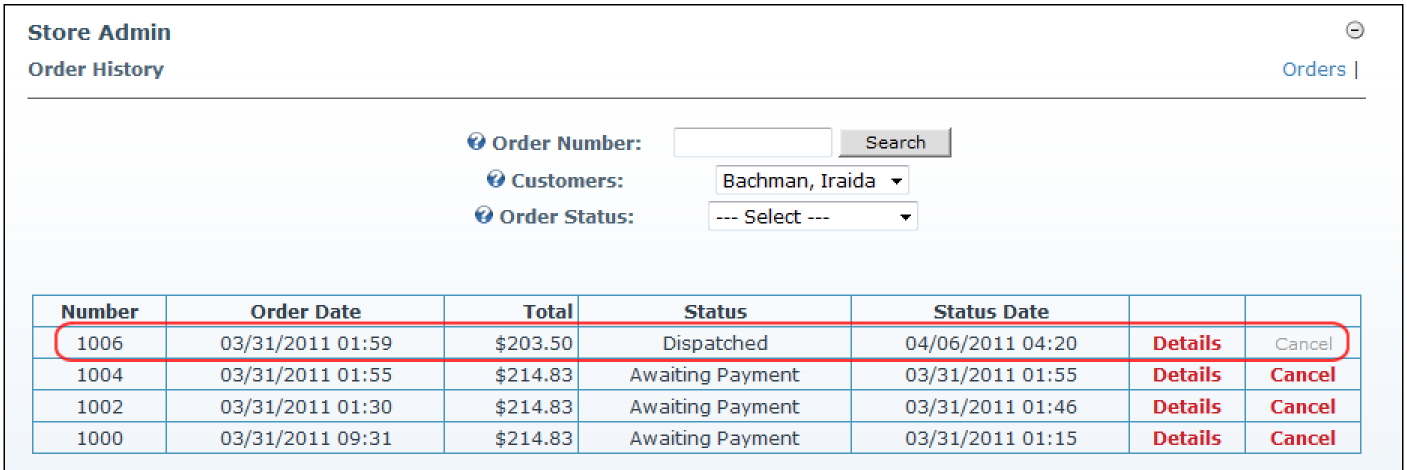
3. At **Confirm By Email**, select from these option:

- 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
Order History
Orders |
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	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

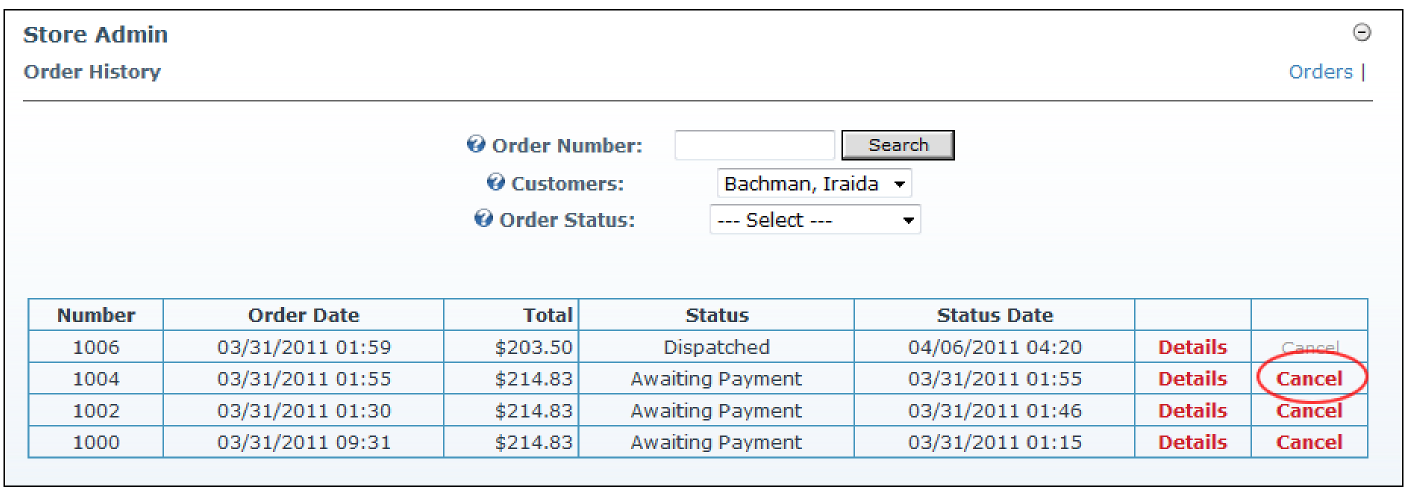
Canceling Customer Orders

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.

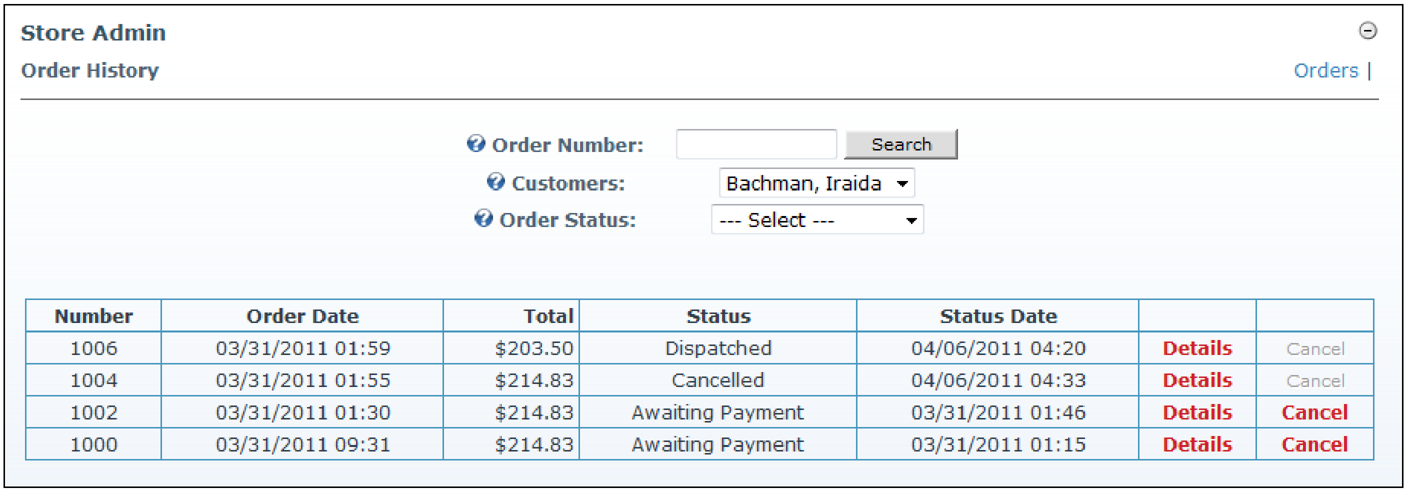
Option One:

1. Filter orders. See "Filtering Customer Orders"
2. Click the Cancel link beside the required order.


Store Admin
Order History
Orders |
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	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.



Option Two:

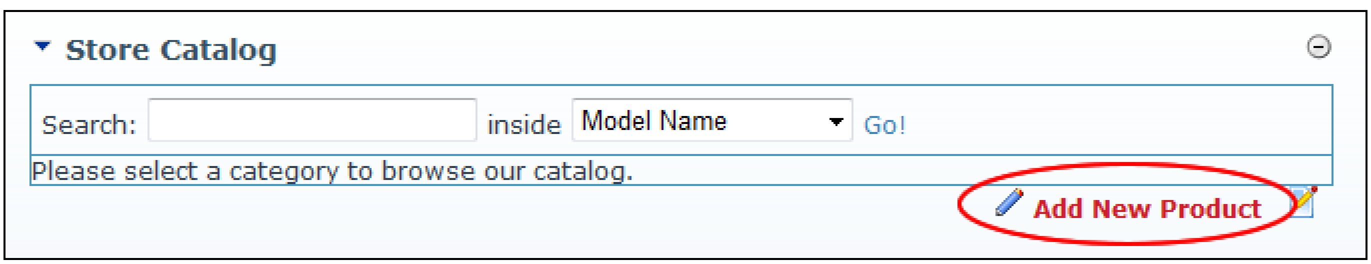
1. Modify order status to Canceled. See "Modifying Order Status"

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.

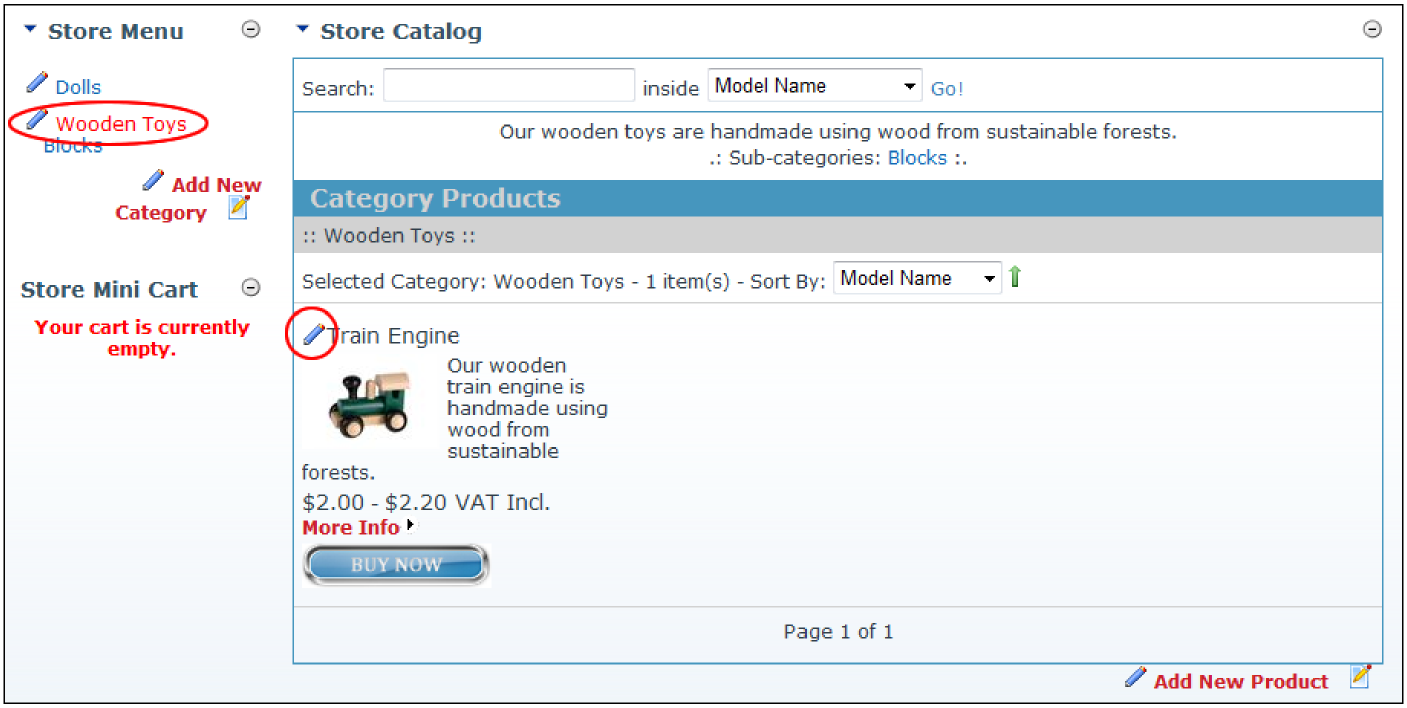


3. Complete Steps 3 onwards in "Adding a Product". or See "Adding a Virtual Product".

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:

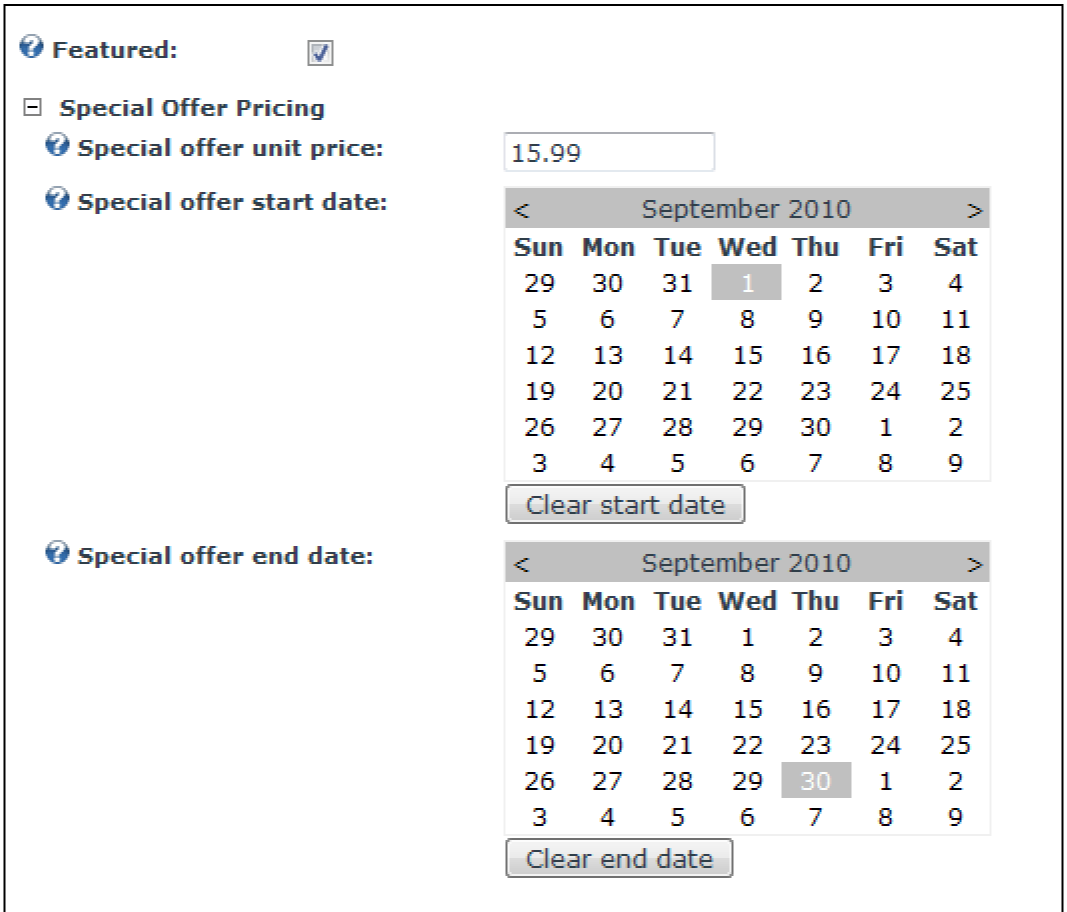
   a. In the **Special Offer Unit Price** text box, enter the offer price. Leave this field blank to remove special offer pricing.

   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.

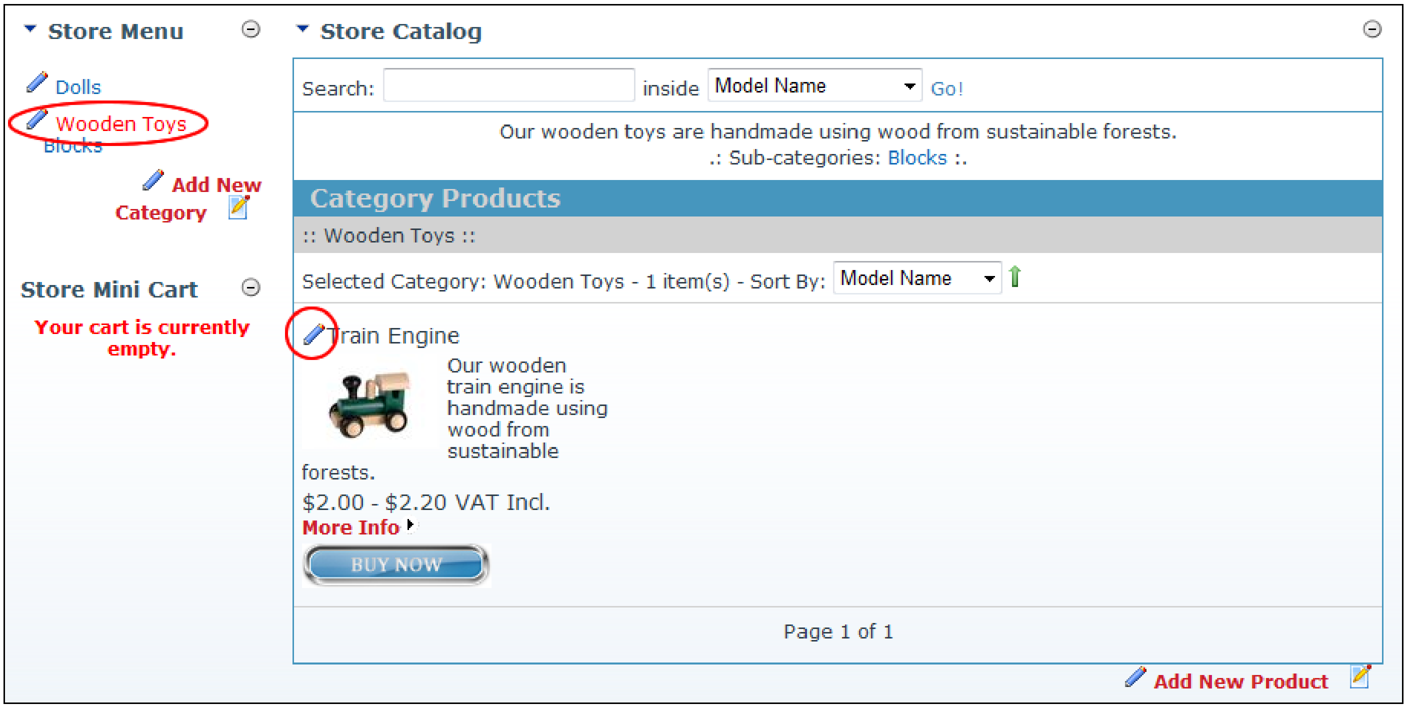


Special offer pricing set from 1 September 2010 - 30 September 2010

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.

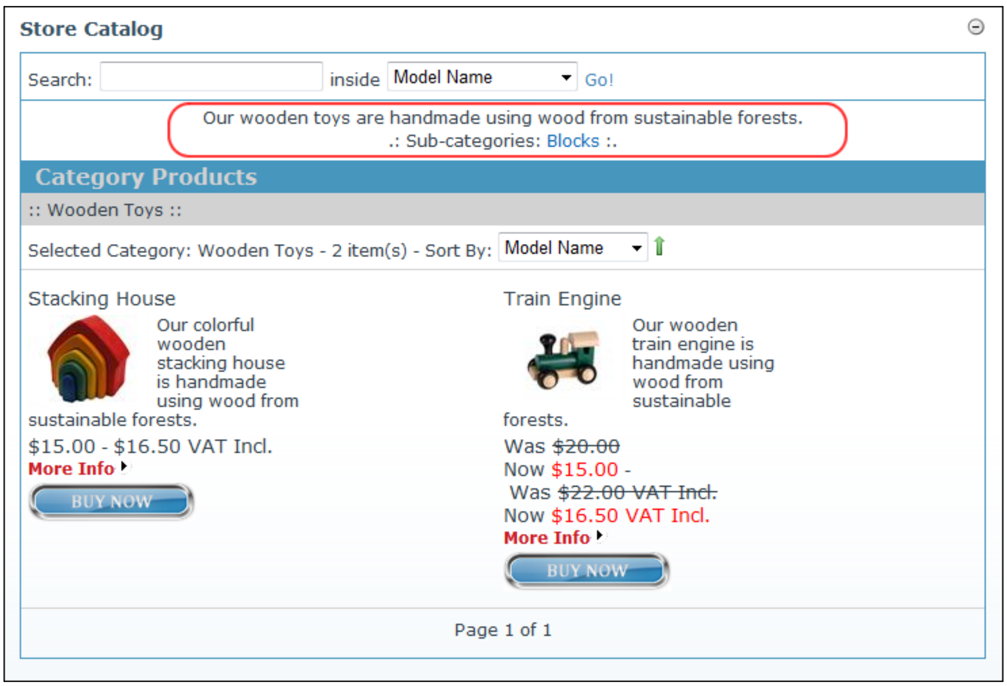
1. Go to the Store Catalog module.
2. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
3. Select the **Catalog Settings** tab.
4. Go to the General Settings section and modify any of the following settings:
   a. At **Catalog Template**, select the template to be 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:

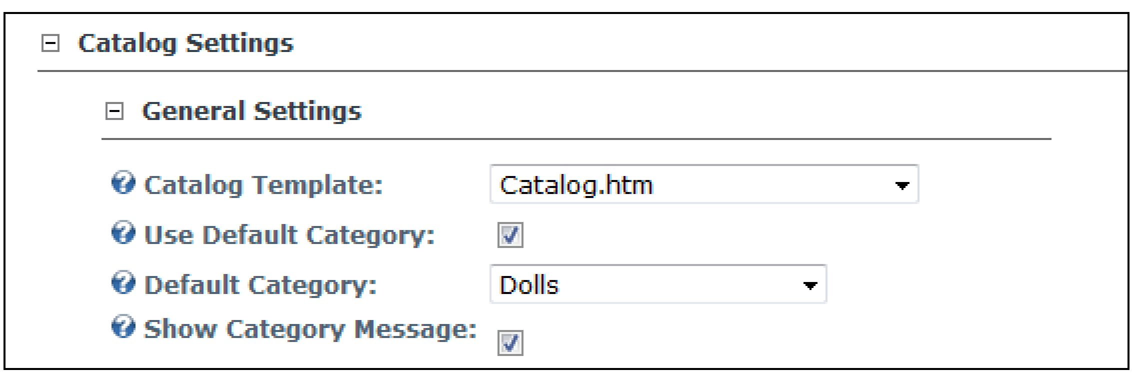
- Check the check box to set a default category to be displayed on the default catalog page.
    i. At **Default Category**, select the default category - OR - Select **None**.
- Uncheck the check box to use the option set in the selected catalog template. By default this will be new products and featured 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.

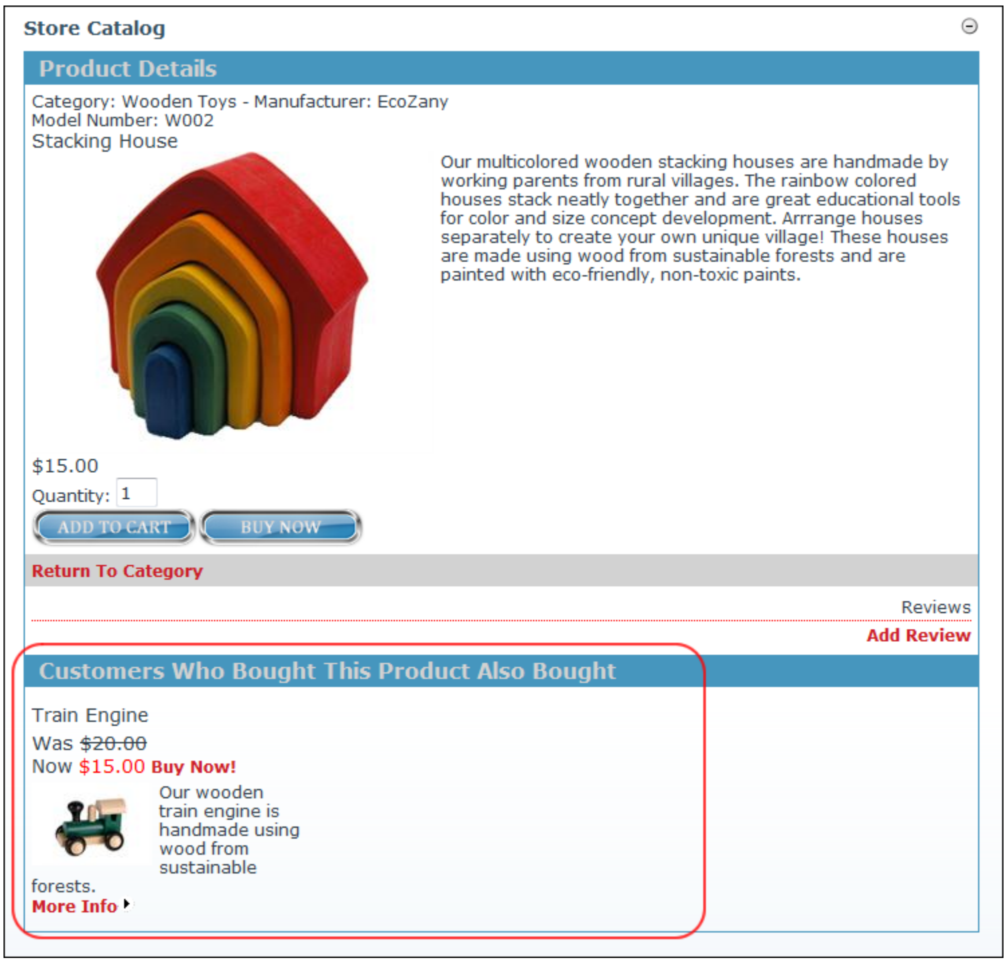


d. At **Show Category Products**, select from these options:

- 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.

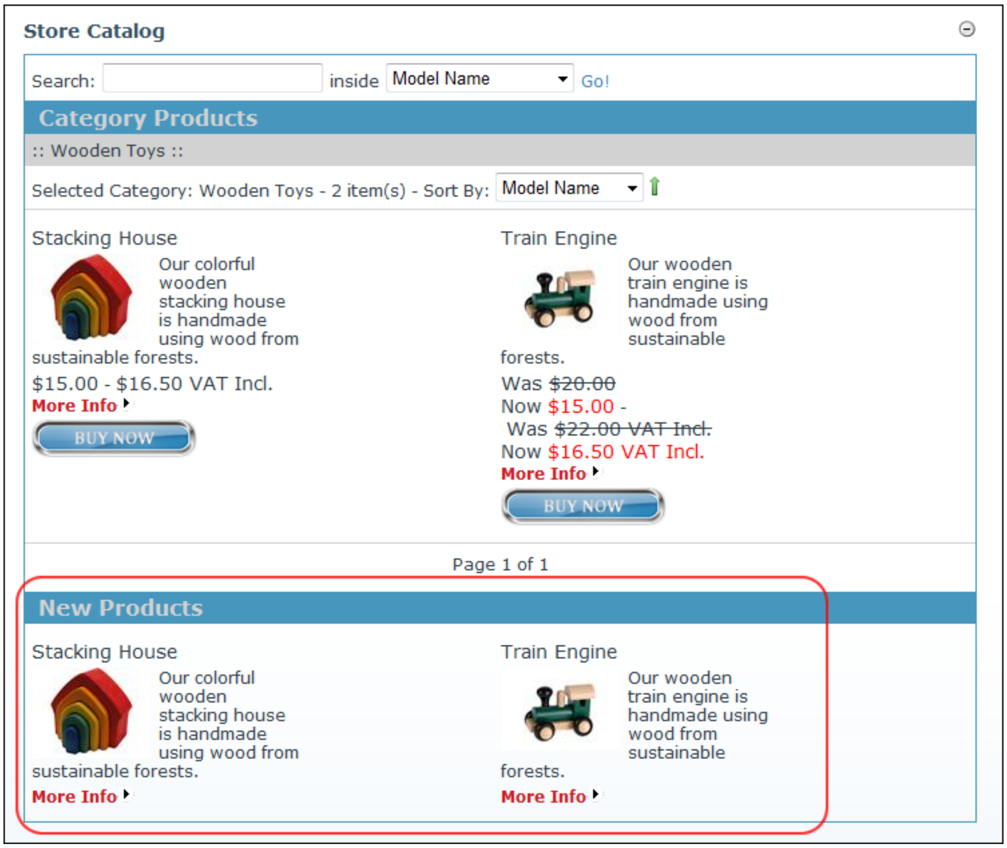


    - Uncheck the check box to disable the Also Bought Products field.

- 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:

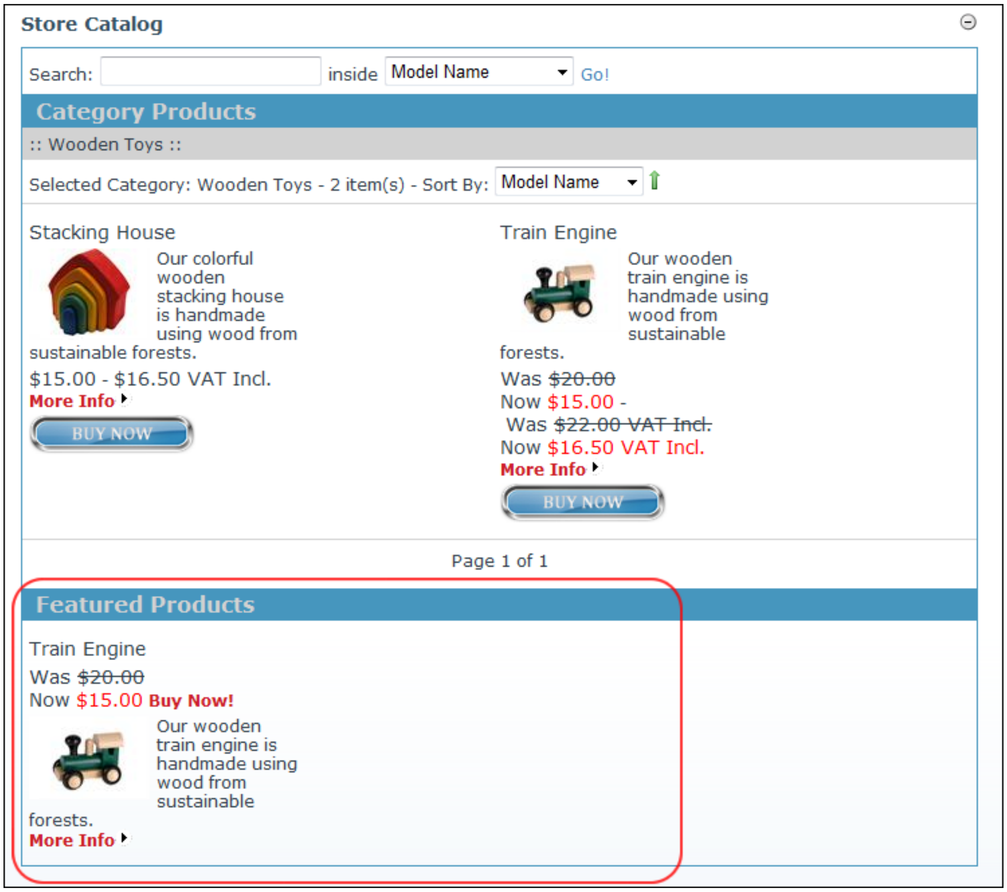
- Check the check box to display the New Products section in the Store Catalog module. See "Managing New Product Settings" to manage the related settings.



- Uncheck the check box to disable the New Products section.

g. At **Show Featured Products**, select from these options:

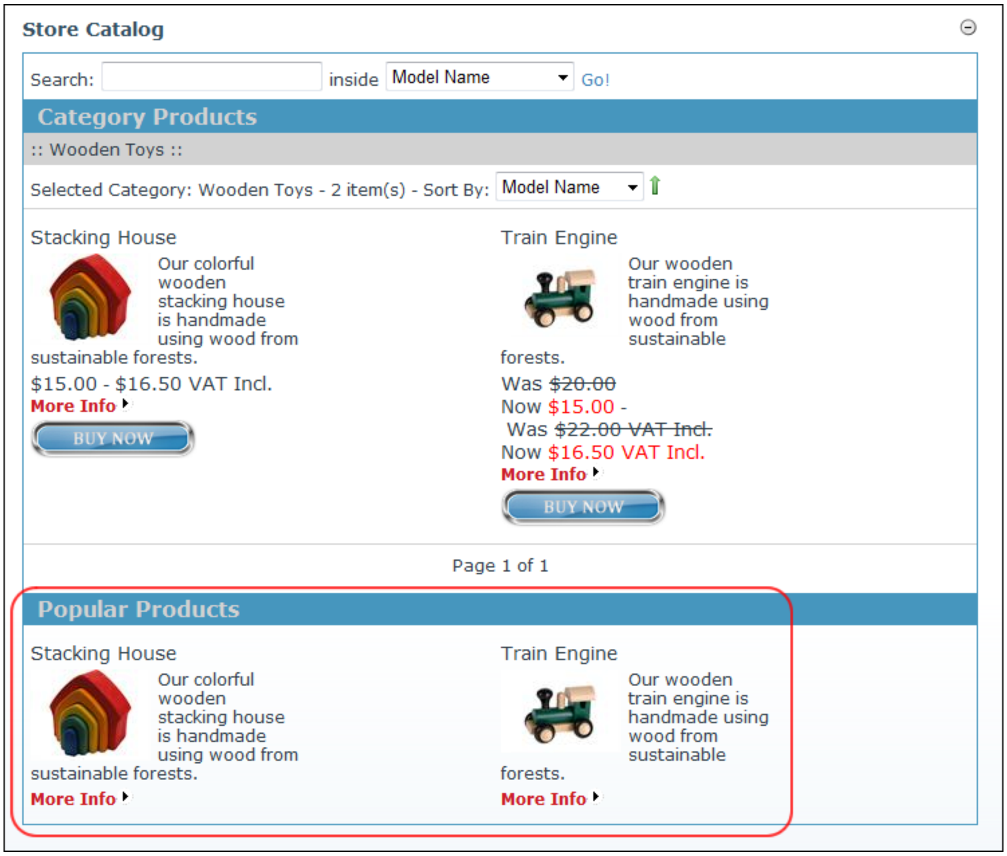
- Check the check box to display featured products in the Store Catalog module. See "Managing Featured Product Settings" to manage the related settings.



- 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.

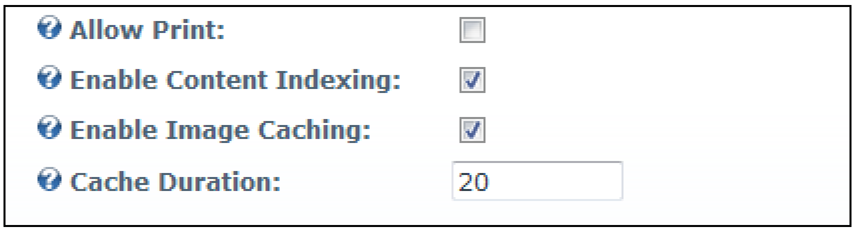
j. At **Enable Content Indexing**, select from these options:

- 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 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 uncheck 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.



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.

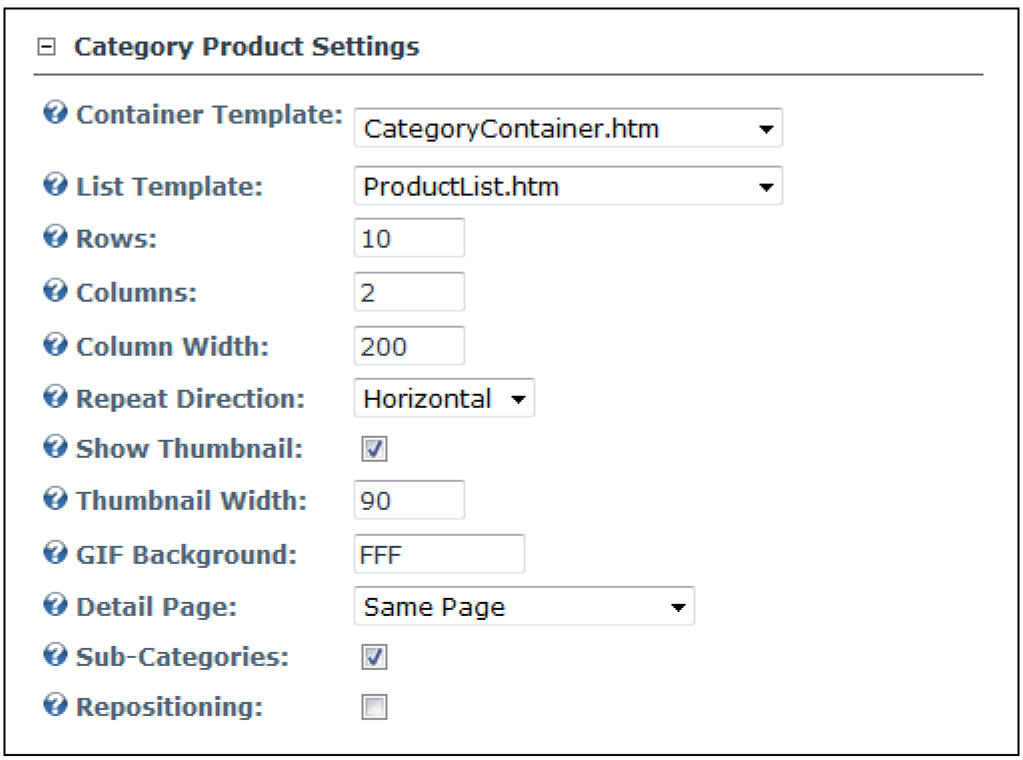
j. At **Detail Page**, select the page where product details are displayed. Choose **Same Page** to open the product details on the same page. This is the typical behavior however if you have multiple Store Catalog modules on your site and you want the product details to be displayed on that page, then 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.



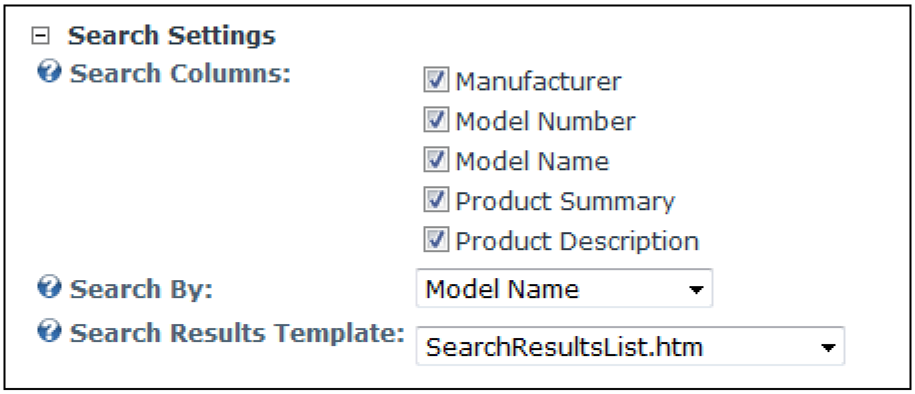
5. Click the Update link.

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.



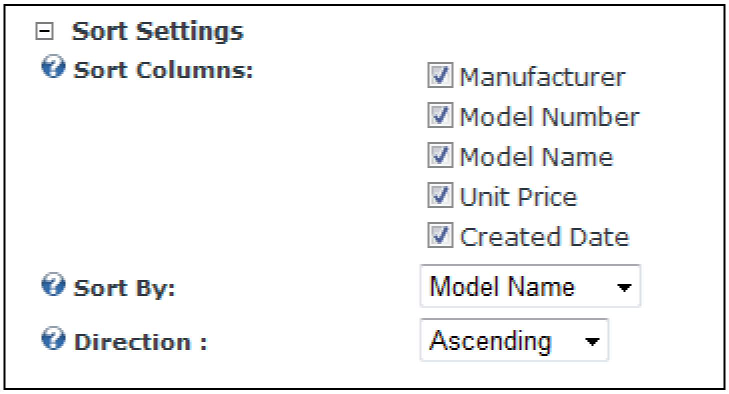
5. Click the Update link.

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.



5. Click the Update link.

Managing Product Details Settings

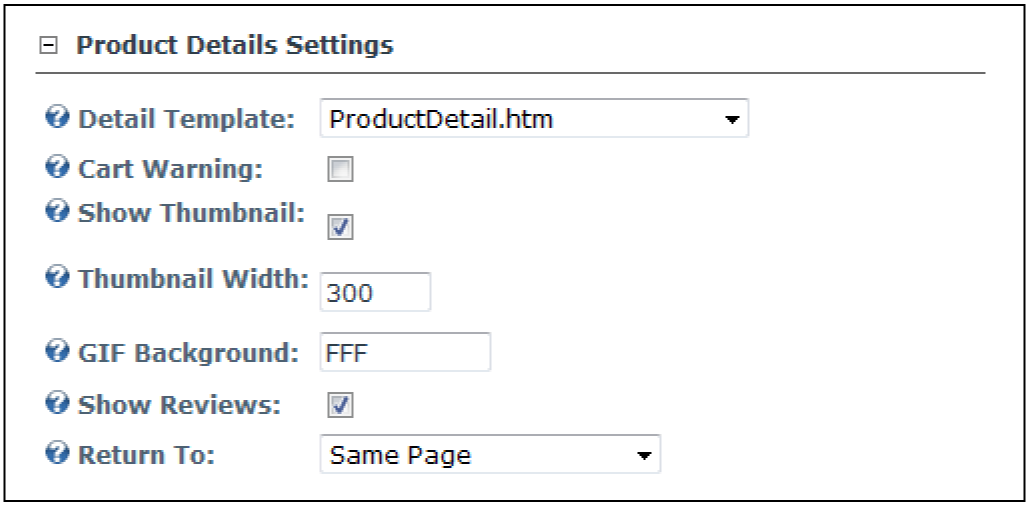
How to manage the layout of product details in the Store Catalog module.

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.



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.

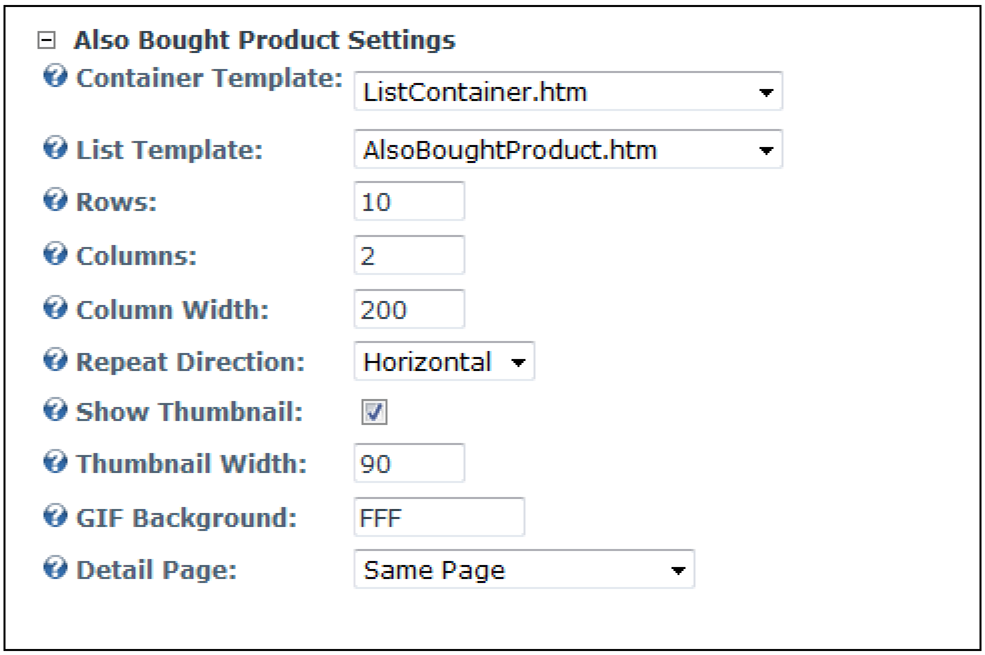
---

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.



5. Click the Update link.

Managing New Product Settings

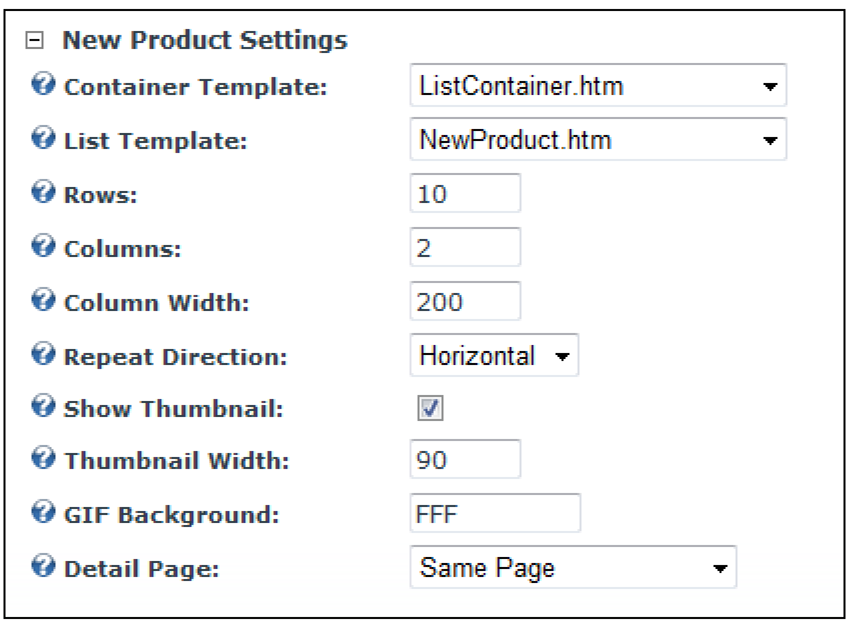
How to set the layout of new product listings in the Store Catalog module.

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:
   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. 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. I.e. Either down or across the page respectively.
   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.



5. Click the Update link.

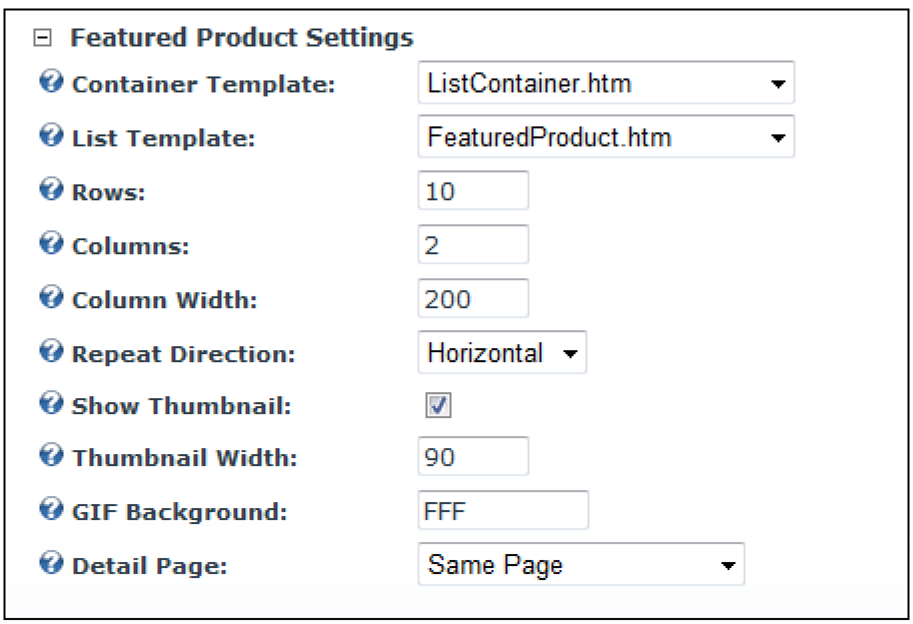
Managing Featured Product Settings

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.



4. Click the Update link.

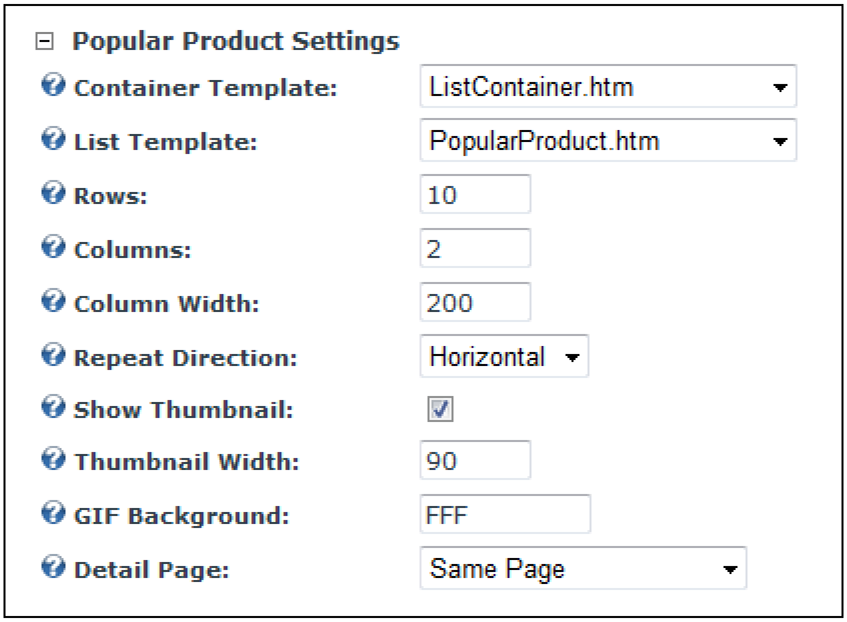
Managing Popular Product Settings

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, #f00, 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.



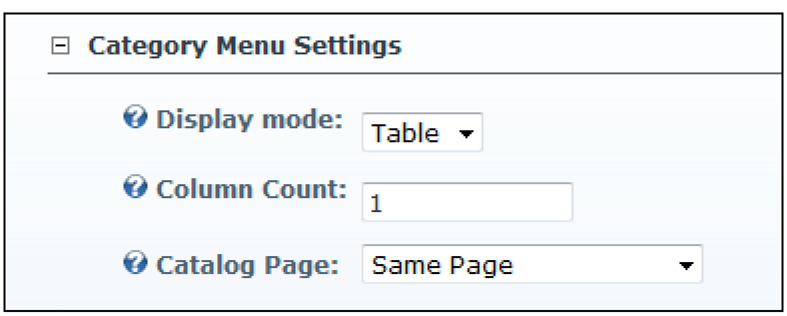
5. Click the Update link.

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.



7. Click the Update link.

Store Administrators

Shipping Settings

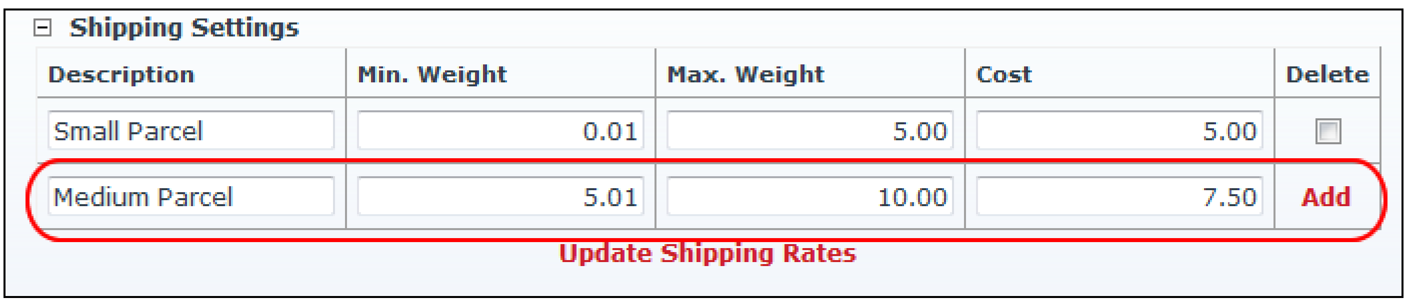
Adding Shipping Rates

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.

---

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. In the **Description** text box, enter a description for this fee. E.g. Light Weight
5. 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
6. In the **Max. Weight** text box, enter the minimum weight of items within this shipping fee range as a decimal value. E.g. 5
7. In the **Cost** text box, enter the cost for this shipping fee range as a decimal value. E.g. 5
8. Click the Add link.

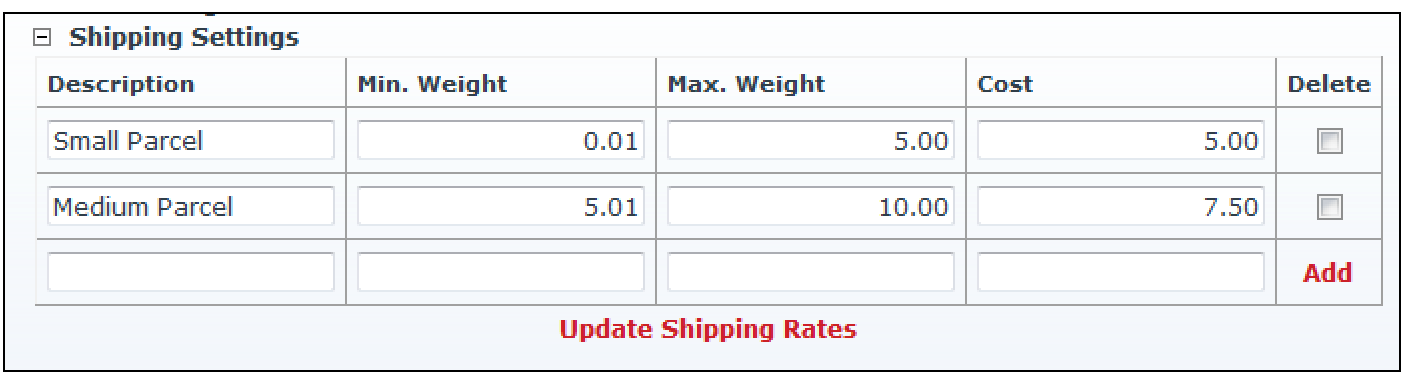


Shipping Settings

Description	Min. Weight	Max. Weight	Cost	Delete
Small Parcel	0.01	5.00	5.00	
Medium Parcel	5.01	10.00	7.50	Add

Update Shipping Rates

9. 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	
Medium Parcel	5.01	10.00	7.50	
				Add

Update Shipping Rates

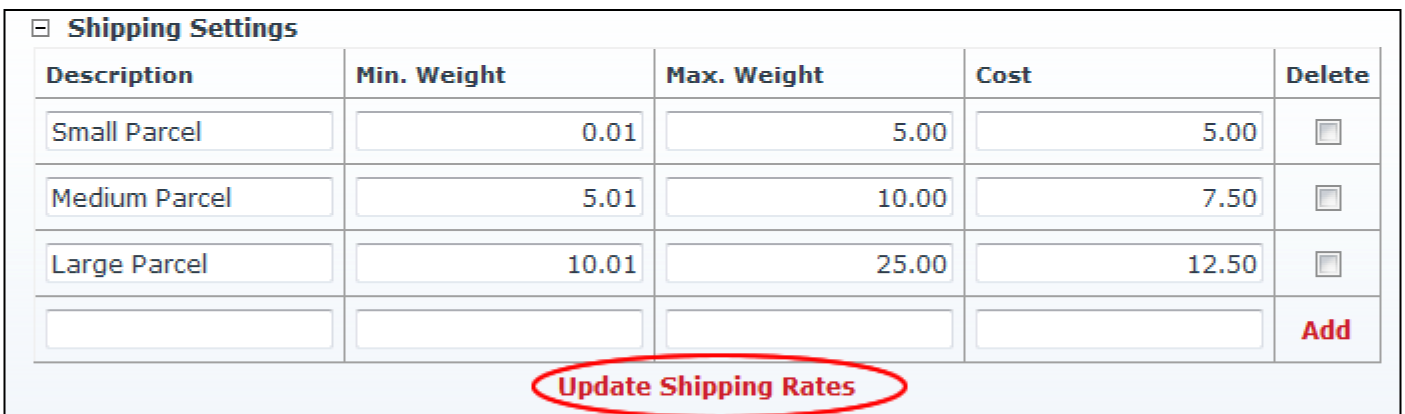
10. Repeat Steps 4-8 to add additional rates.

Important. If virtual products are enabled on your store, you must create a shipping rate for a zero (0) weight range.

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.



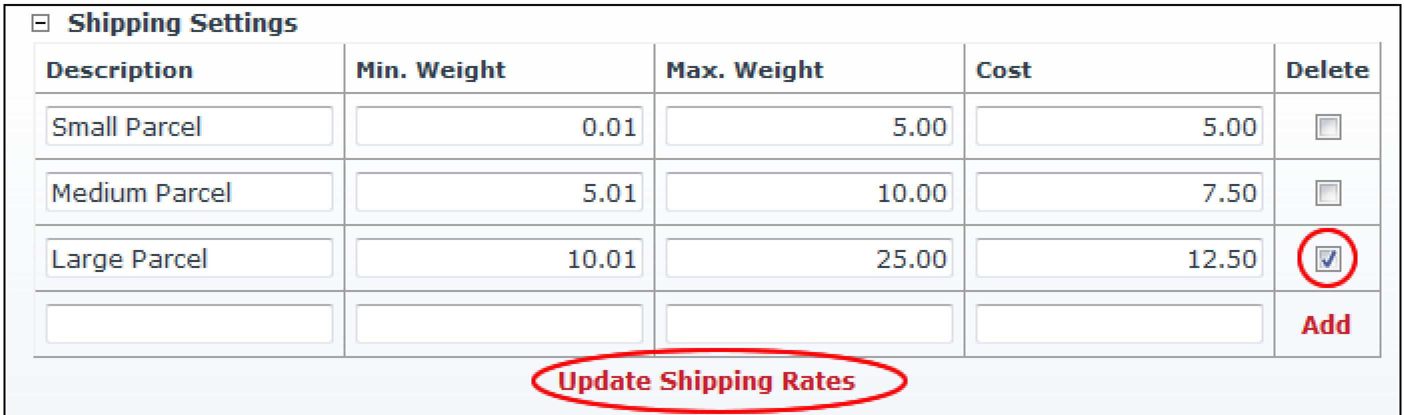
Editing Shipping Rates

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.

4. In the **Delete** column, check the check box beside each shipping rate to be deleted.
5. Click the Update Shipping Rates link.



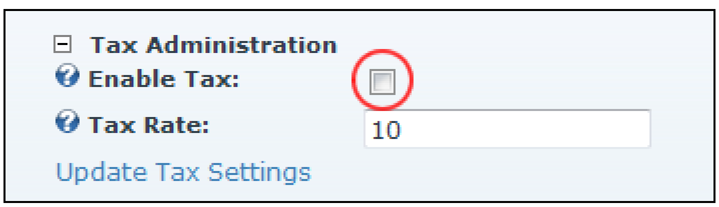
Deleting a Shipping Fee

Tax Settings

Disabling Taxation on Orders

How to disable taxation on orders placed in the Store using the Site Admin module.

1. Go to the Store Admin module.
2. If the Store Info page isn't displayed, click the Store Info link.
3. **Maximize** the **Tax Administration** section.
4. At **Enable Tax**, uncheck the check box.



5. Click the Update Tax Settings link.

Managing Taxation on Orders

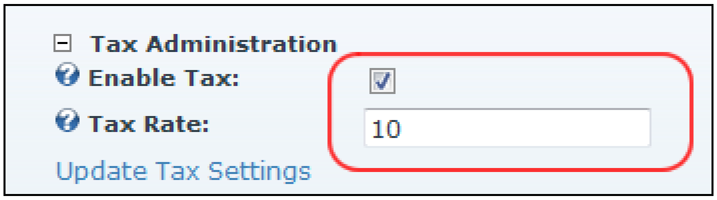
How to enable and set or disable taxation for orders created using the Store module. This tutorial is for the default taxation provider. Taxation is added to an order when the customer proceeds to the checkout.

1. Go to the Store Admin module.
2. If the **Store Info** page isn't displayed, click the Store Info link.
3. **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



    - 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:

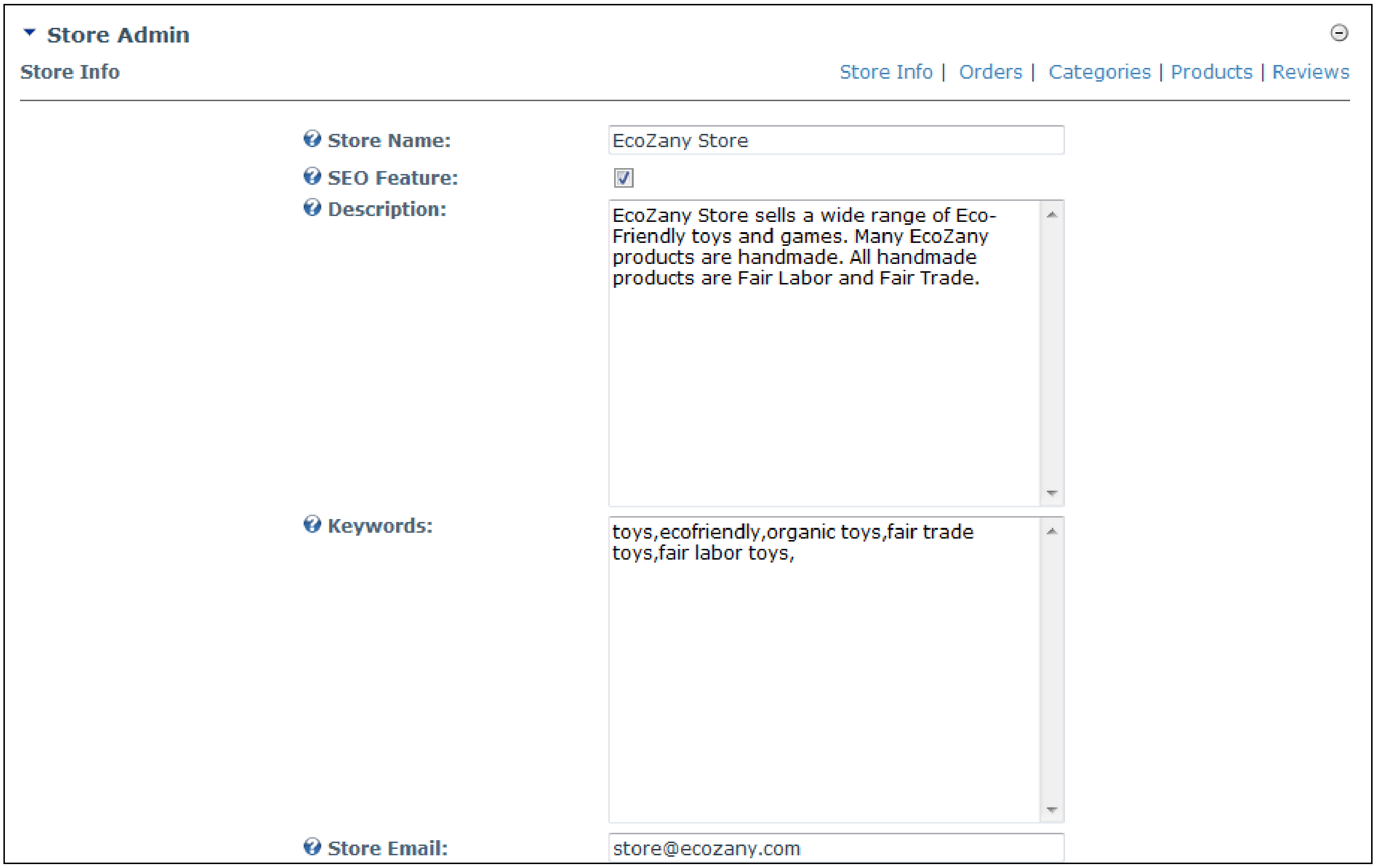
    - Check the check box to inject the Store Name, Description and Keywords into the corresponding META fields of the page where the catalog module is placed. This allows a better indexing by search engines and produces higher ranking. When product details are displayed, the product's fields model name, summary and keywords are used.

        a. In the **Description** text box, enter a description of your store.

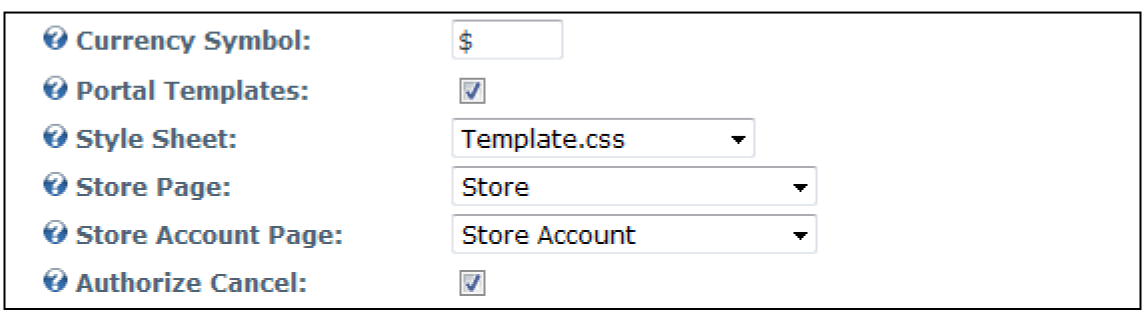
        b. In the **Keywords** text box, enter one or more key words or phrases separated by a comma.

    - 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.



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.



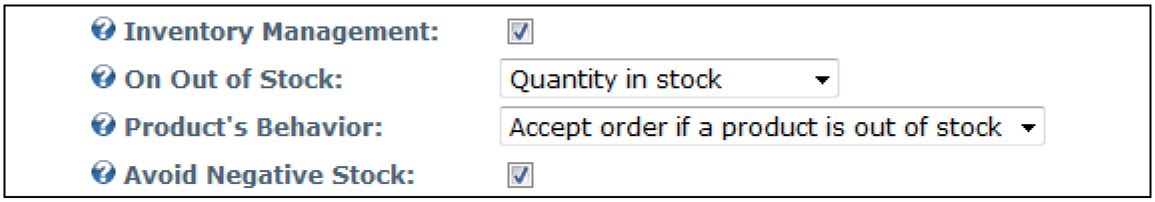
12. **Optional**. At **Inventory Management**, check the check box to enable inventory management. This displays these additional fields:

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.



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:

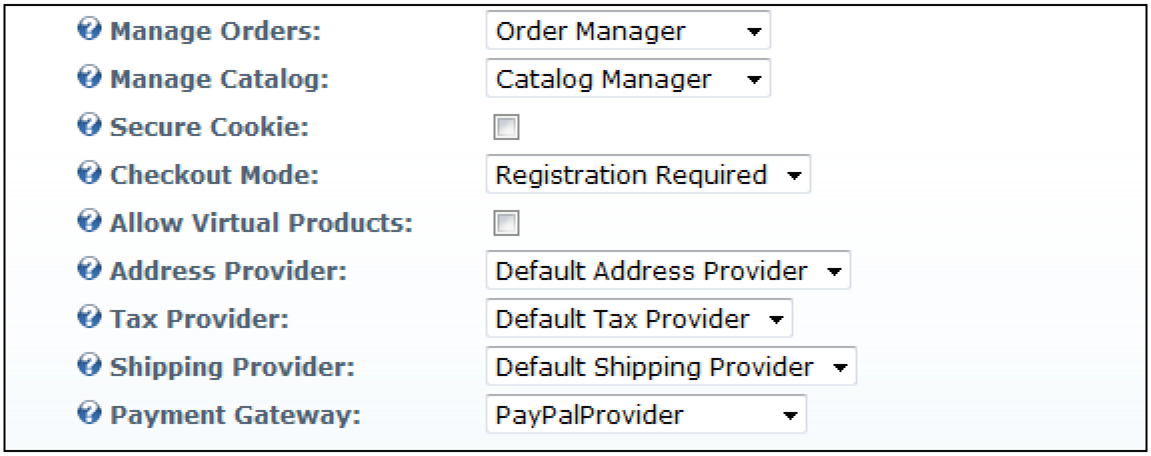
- **Registration Required**: Shopper must be registered users to complete the checkout process.
  a. **Optional**. At **Allow Virtual Products**, check the check box to allow virtual products. Note: Registration is required for virtual products because a user account is required to save the download 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".



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.

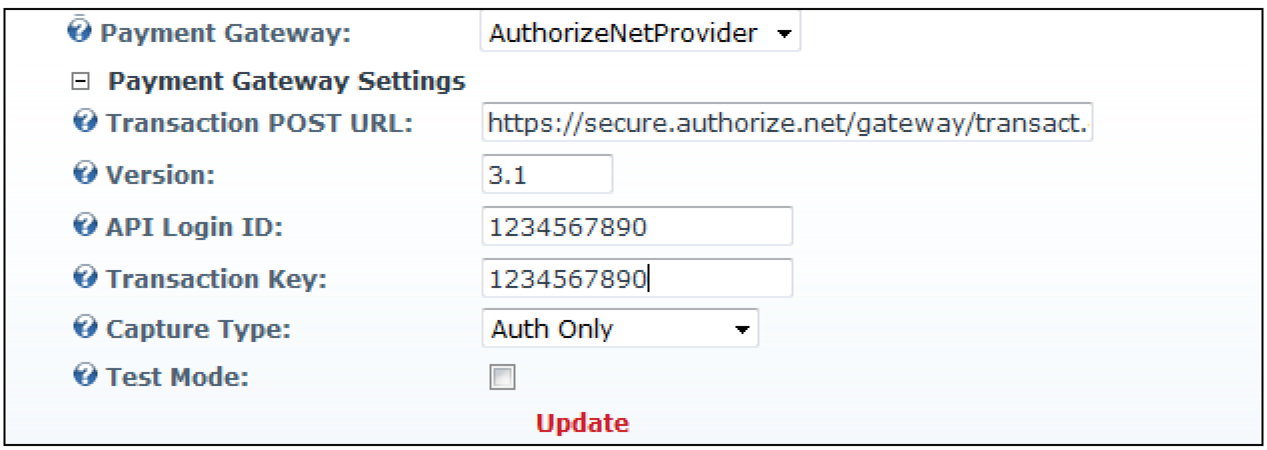
7. In the **Transaction Key** text box, enter the transaction key provided by authorize.Net.

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.



10. Click the Update link.

Enabling/Disabling Authorize.Net Test Mode

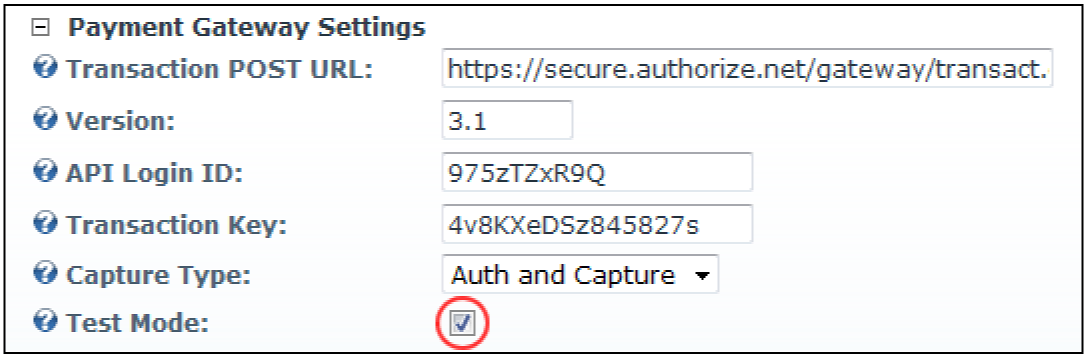
How to enable or disable the Authorize.Net test mode on the Store. Enabling Test mode allows orders to be sent to the payment gateway without taking live transactions. This tutorial assumes Authorize.Net has already been configured as the gateway. See "Configuring Authorize.Net as the Payment Gateway"

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.

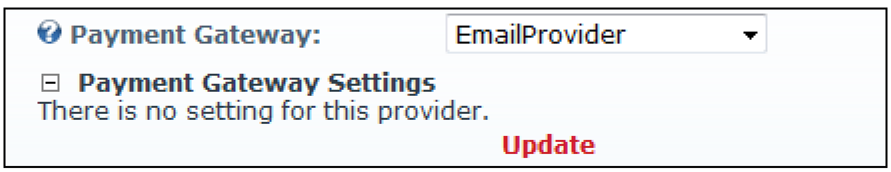


4. Click the Update link.

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**.



4. Click the Update link.

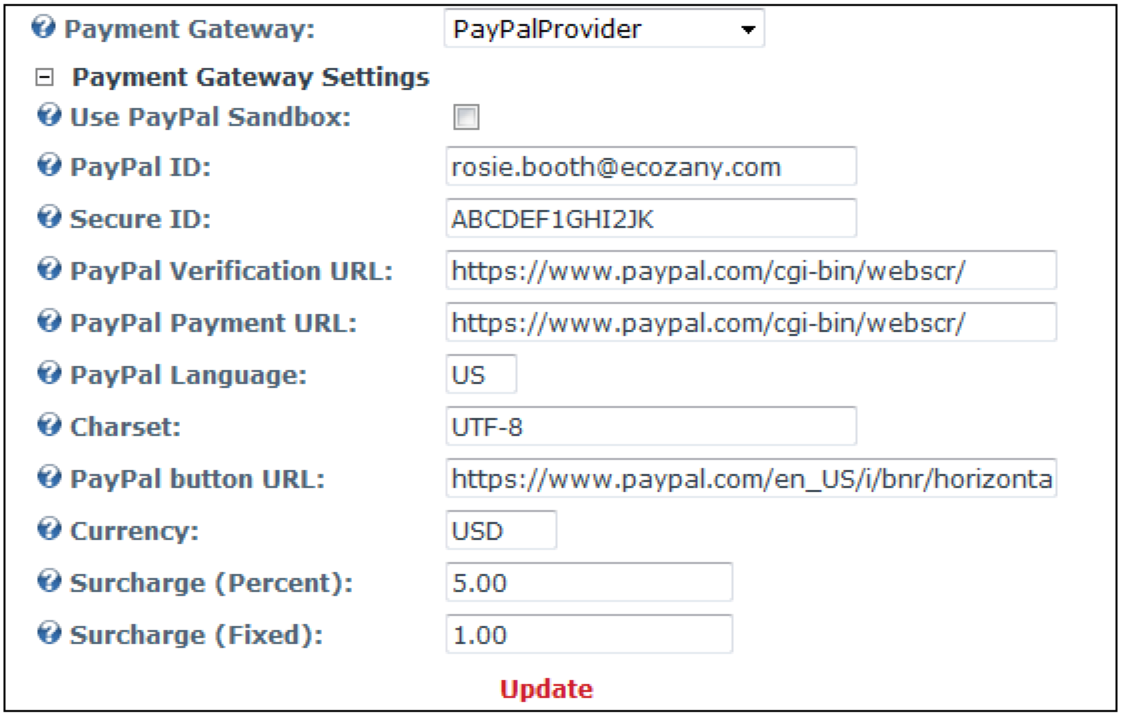
Configuring PayPal as the Payment Gateway Provider

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.



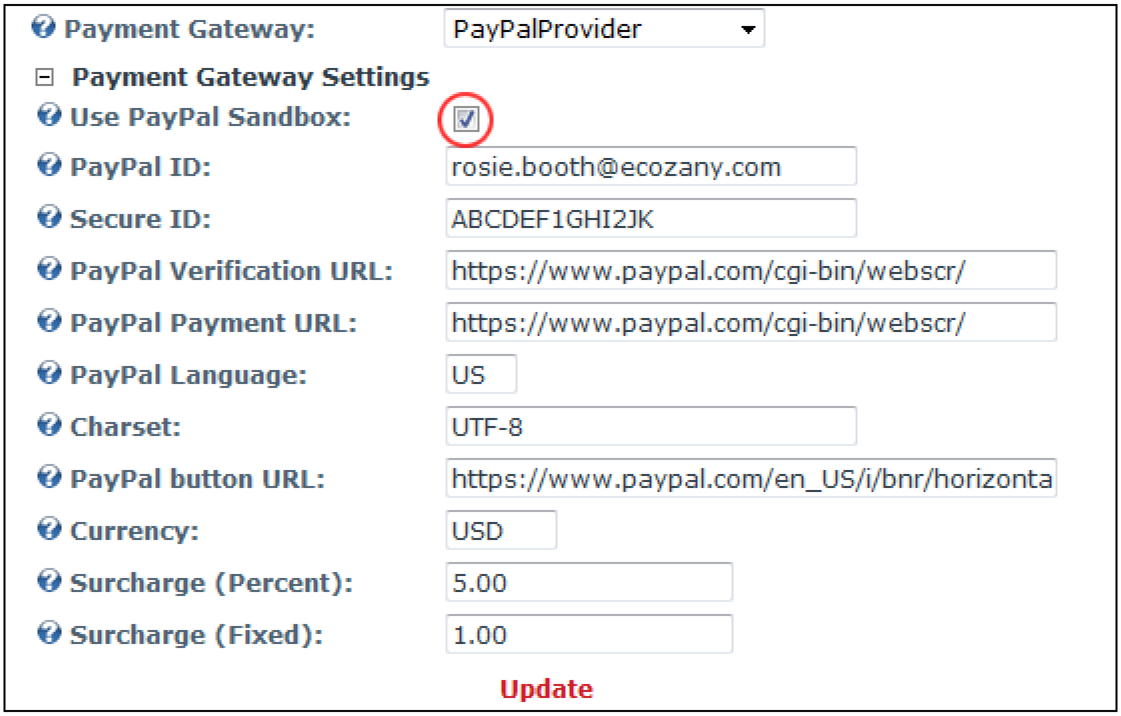
14. Click the Update link.

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.



4. Click the Update link.

Survey

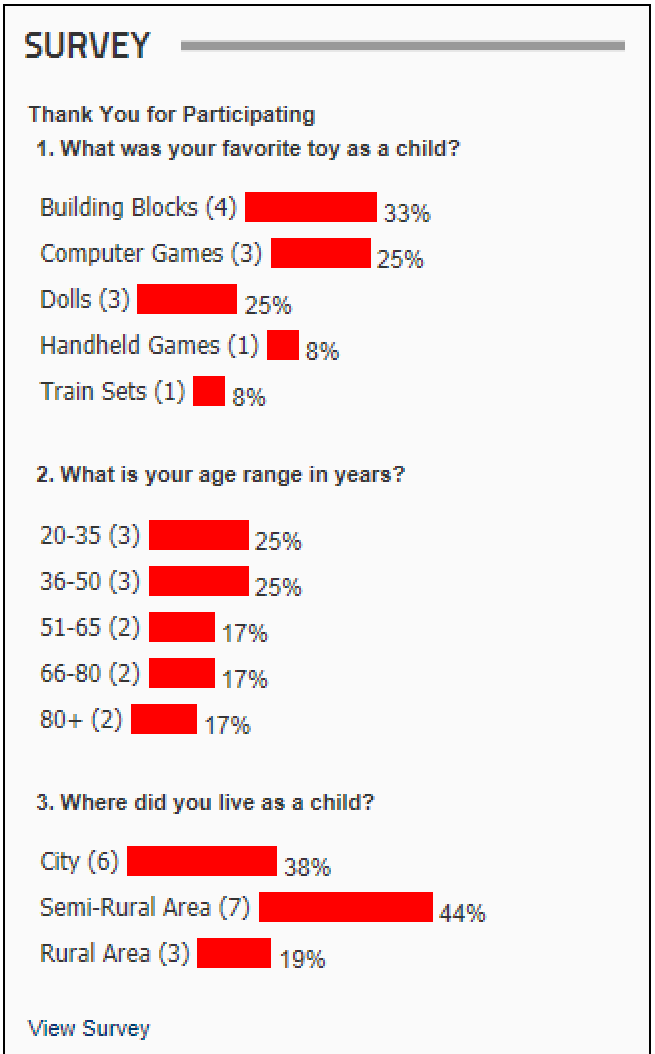
About the Survey Module

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



The Survey Module

Project Links

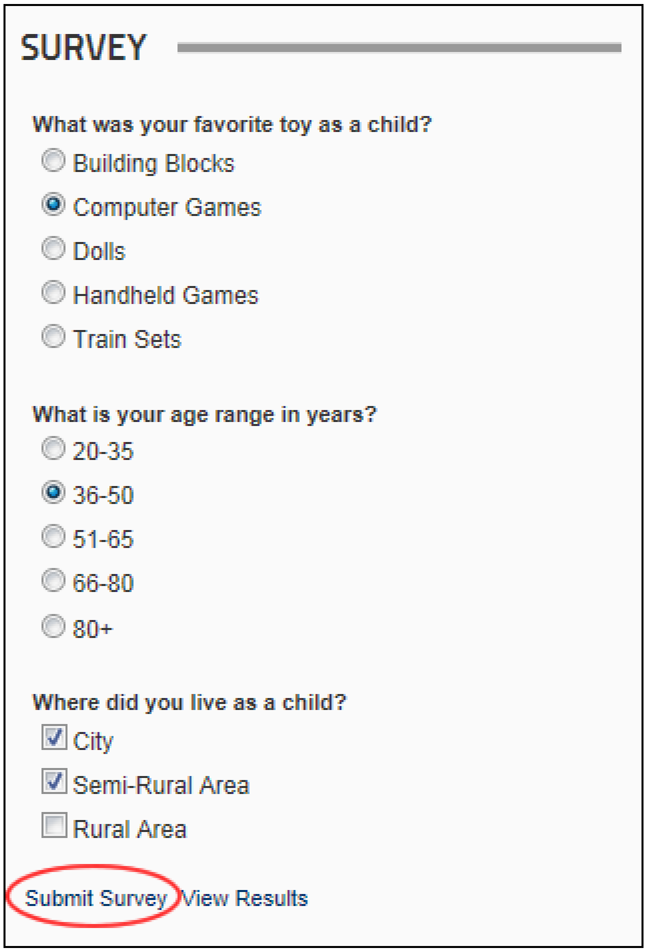
- **Project Home**: http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleSurvey/tabid/837/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/51/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnsurvey.codeplex.com/workitem/list/basic

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.

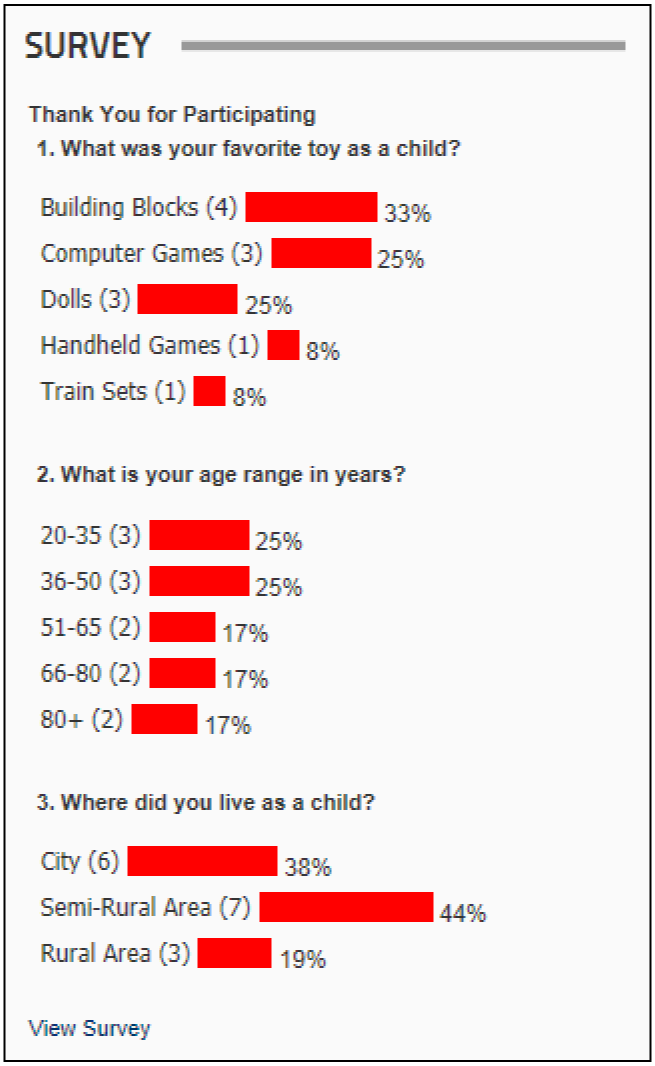


4. If you are authorized to view survey results, the accumulative results are displayed. If you are unable to view results the message "Thank You for Participating" is displayed.

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.



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<.

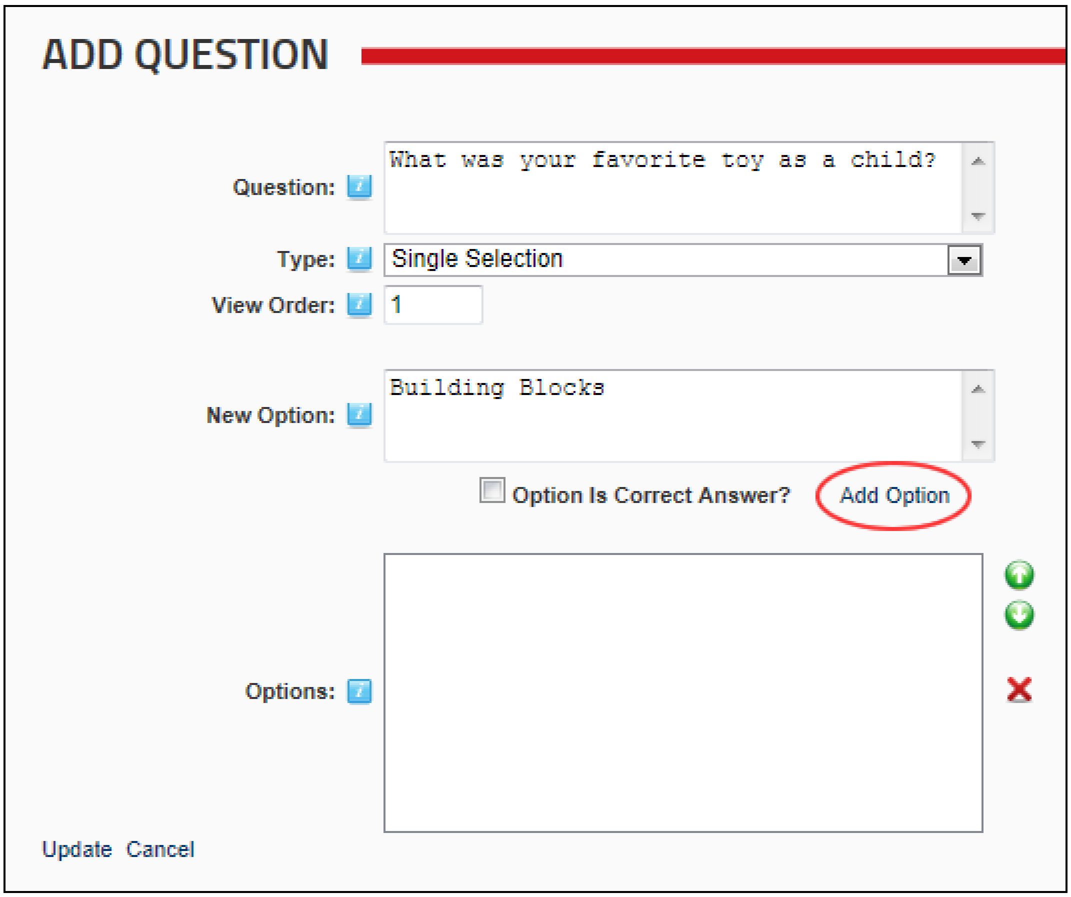
Module Editors

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.



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.

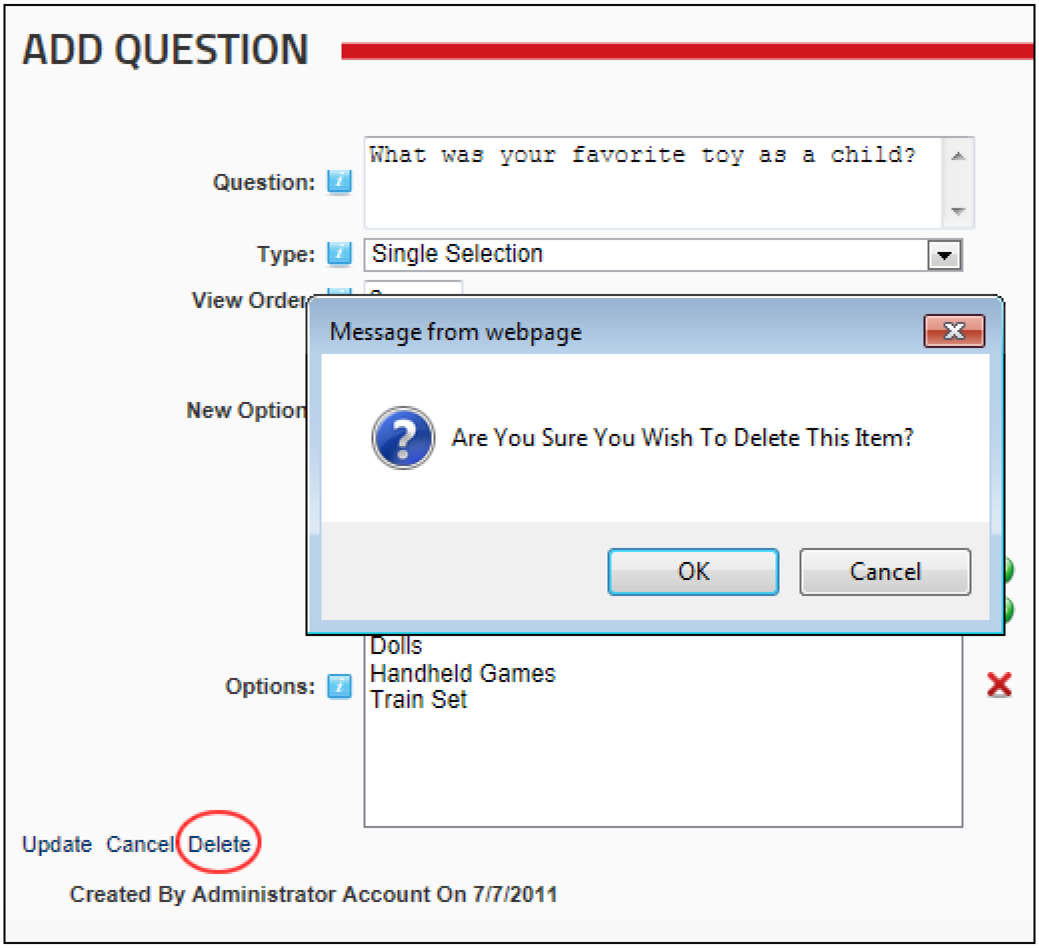
1. Click on the **Edit** button beside the question.

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?"



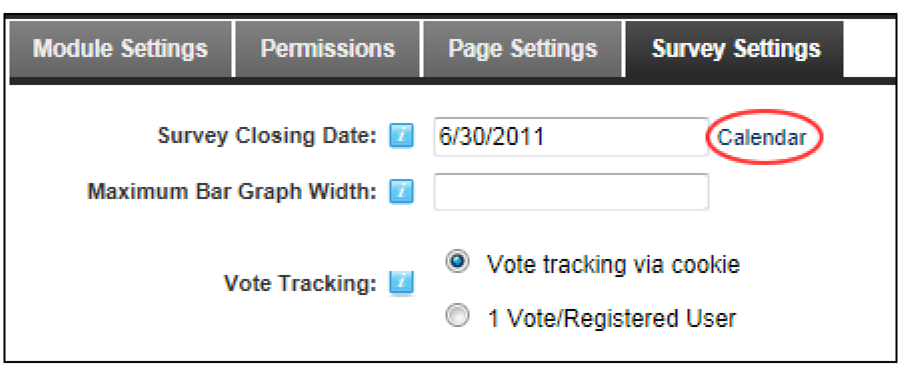
3. Click the **OK** button to confirm deletion.

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.



4. Click the Update link.

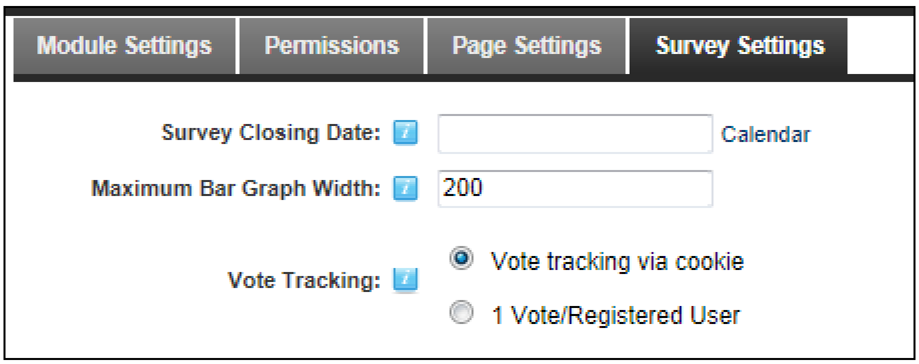
Related Topics:

- See "Working with the Calendar"

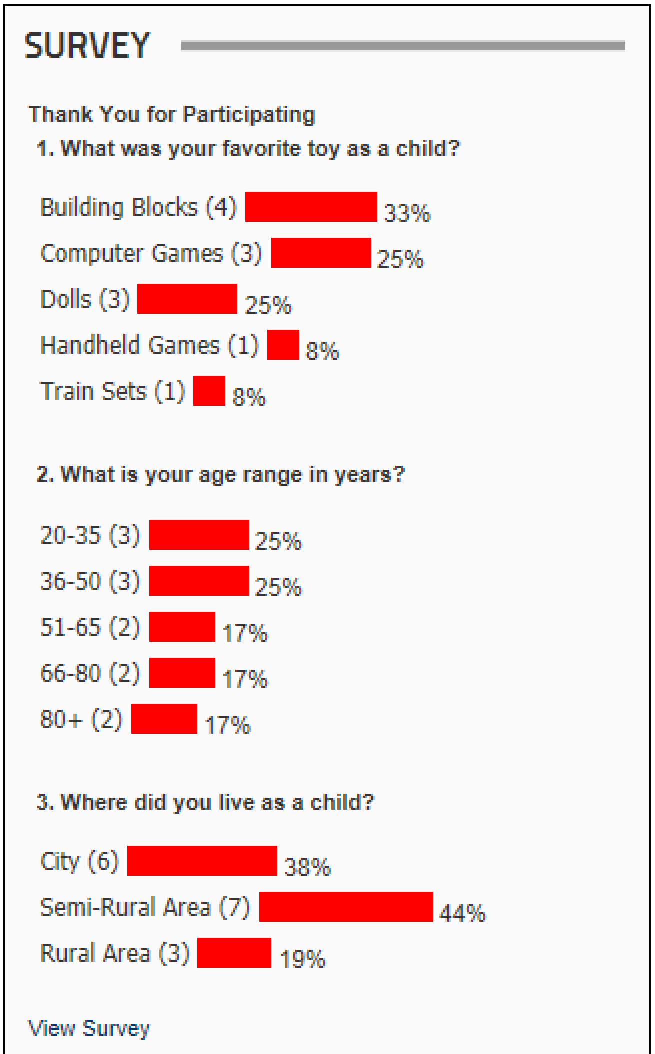
Setting the Maximum Graph Width

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.

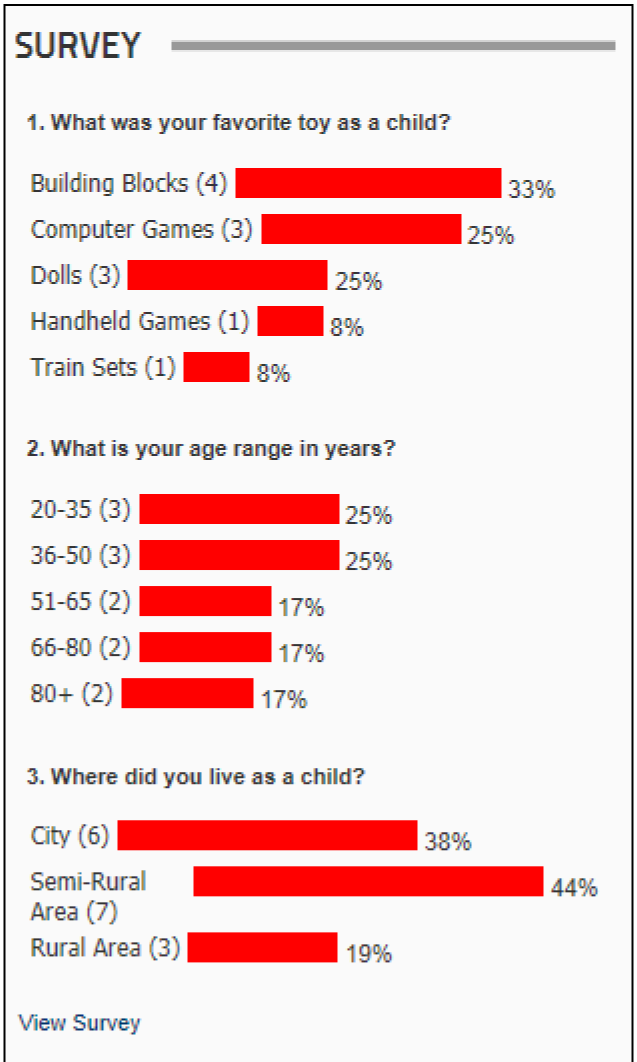
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Select the **Survey Settings** tab.
3. In the **Maximum Bar Graph Width** text box, enter the maximum pixel width for the bar graph.



4. Click the Update link.



Maximum Bar Graph Width set to 200 pixels

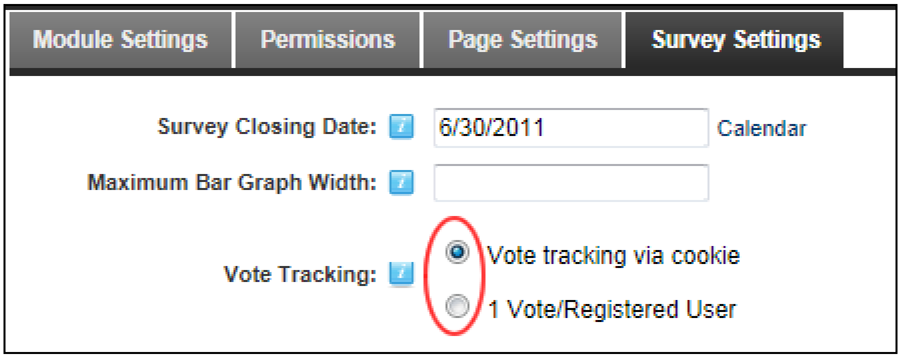


Maximum Bar Graph Width not set

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.

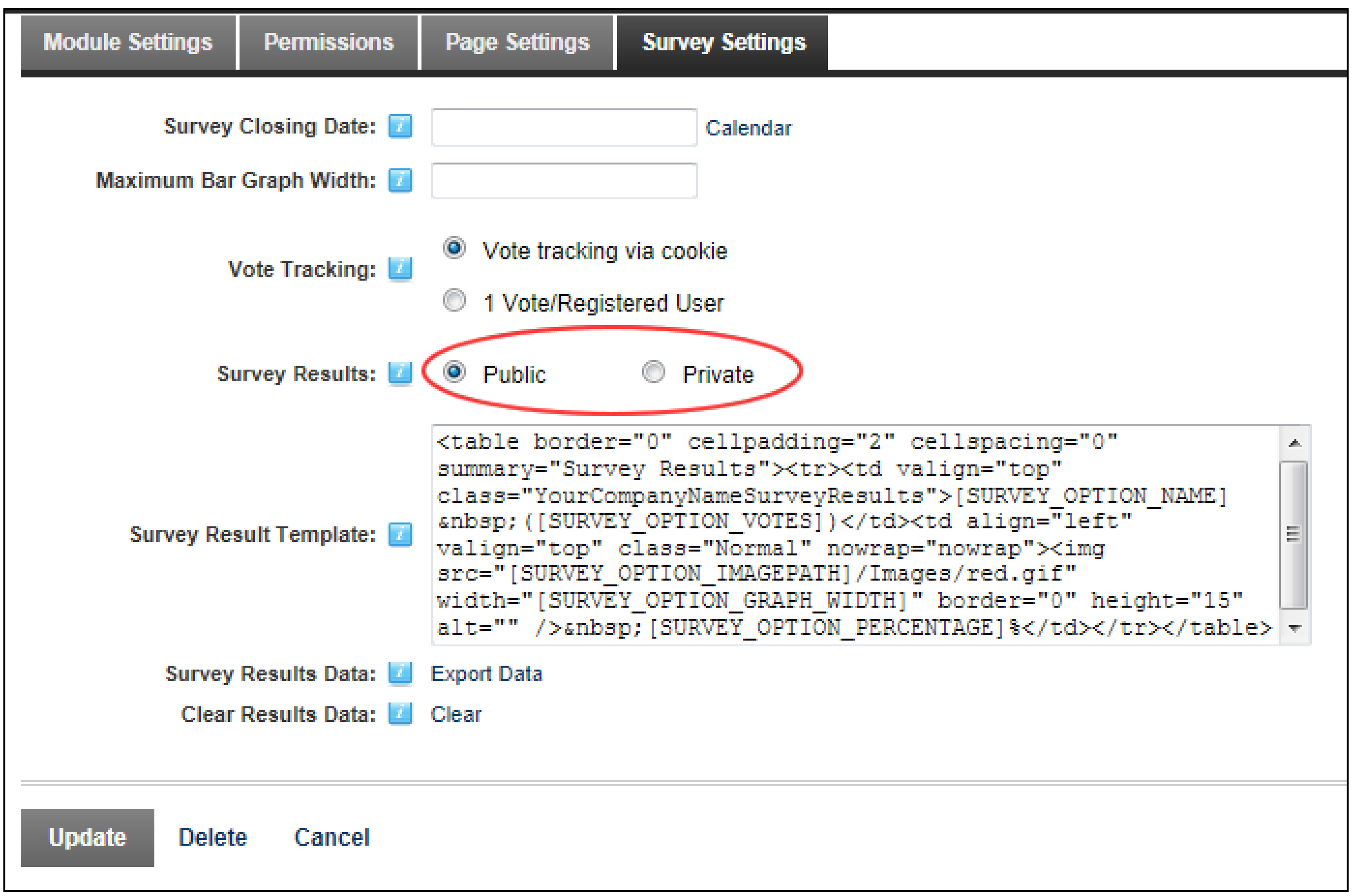


4. Click the Update link.

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.

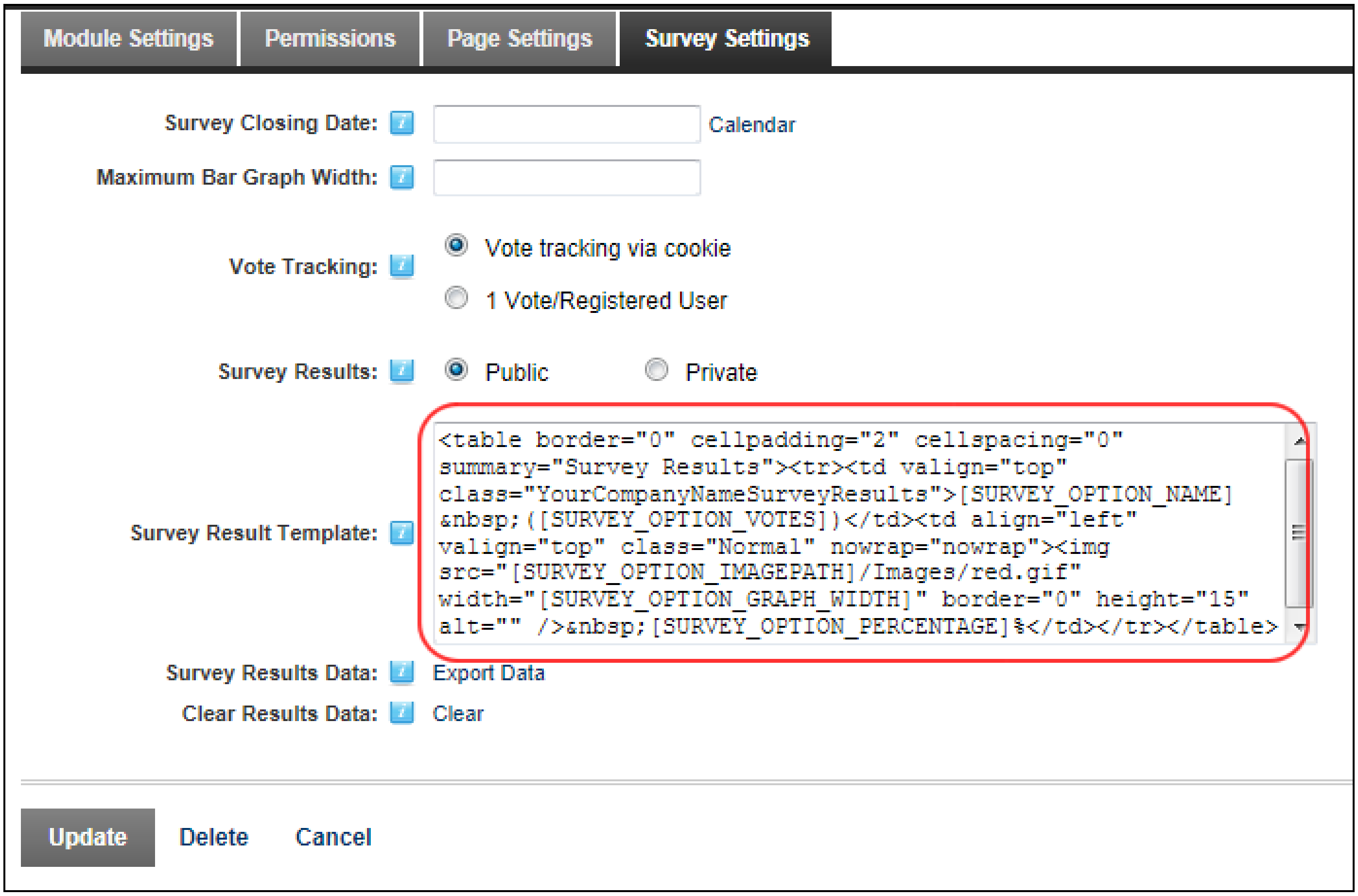


4. Click the Update link.

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.



4. Click the Update link.

List of the Survey Template Tokens

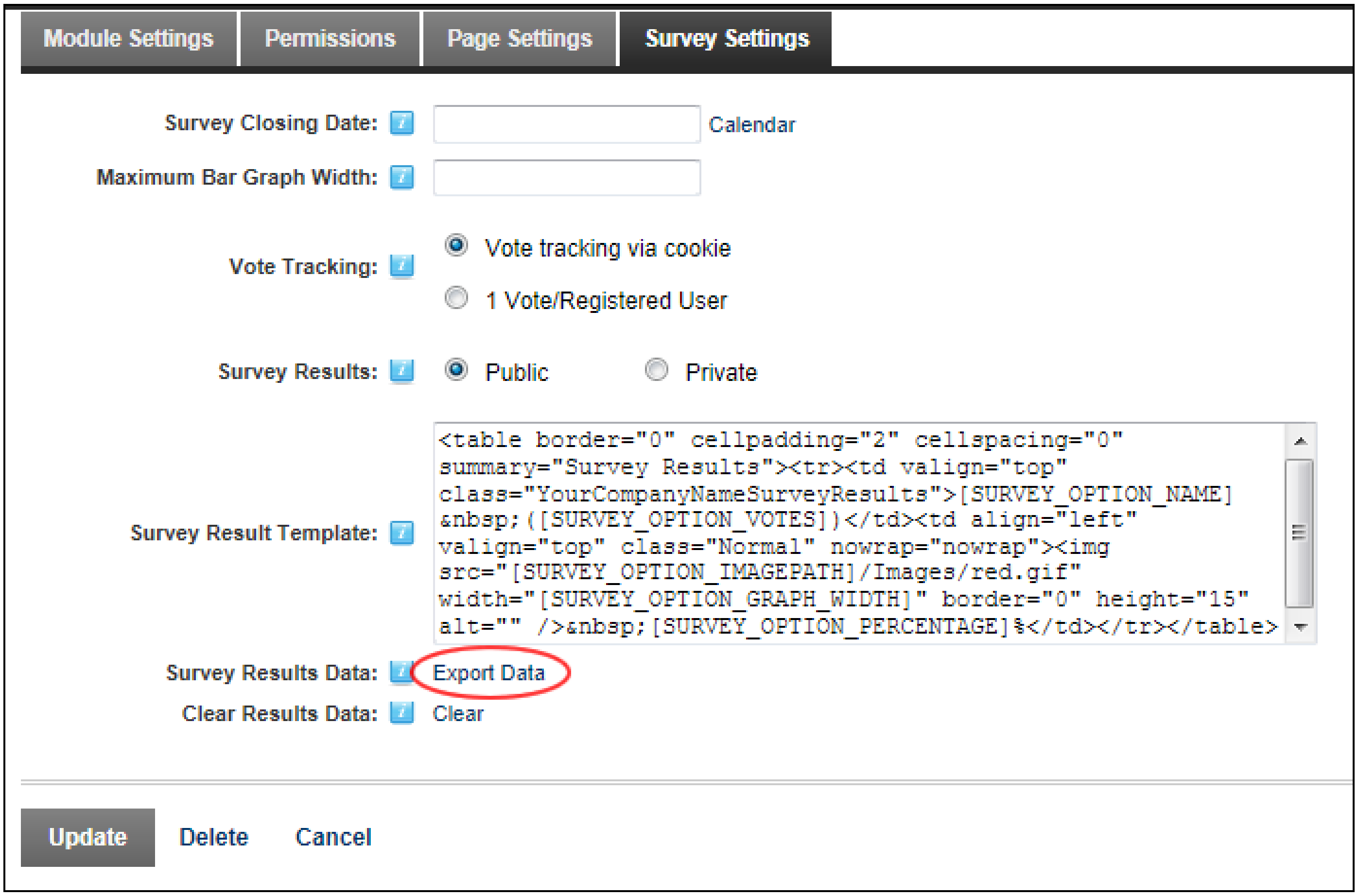
The list of the replacement tokens for the survey results template of the Survey module.

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.

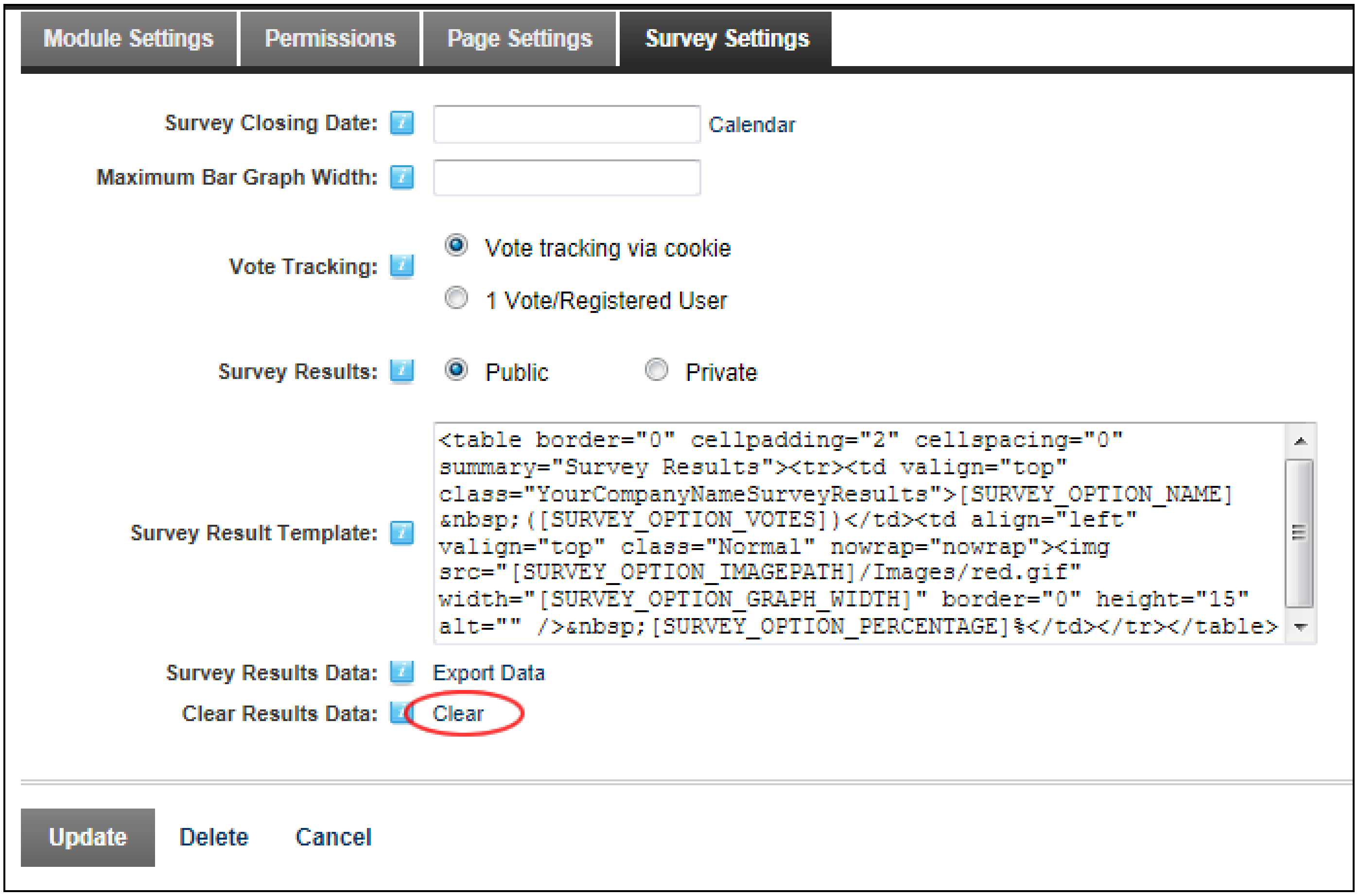


4. Save the file to your computer as required.

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.



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:

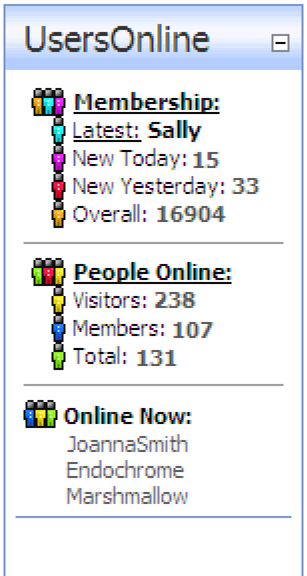
- **Latest**: Displays the username of the latest user to register on the portal.
- **New Today**: Displays the number of users who registered today.
- **New Yesterday**: Displays the number of users who registered yesterday.
- **Overall**: Displays the total number of registered users for this portal.

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

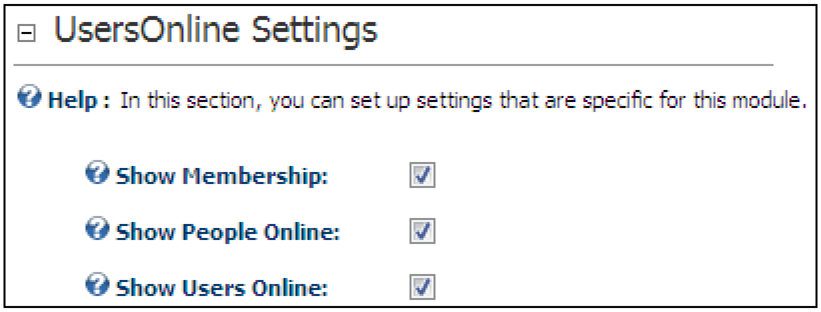
- **Project Home**: http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleUsersOnline/tabid/835/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/36/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnusersonline.codeplex.com/workitem/list/basic

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.



6. Click the Update link.

Vendors

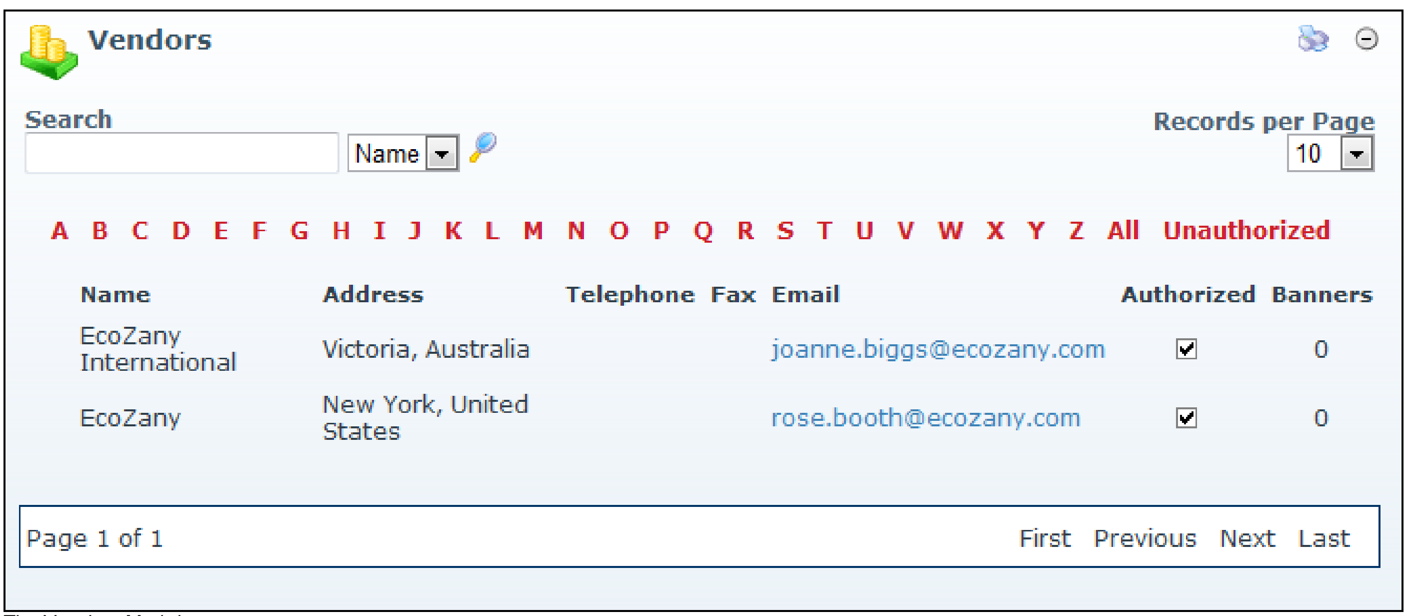
About the Vendors Module

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.



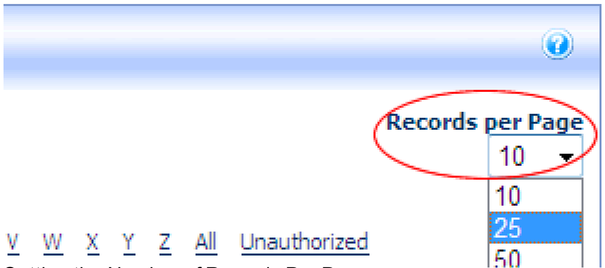
The Vendors Module

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.

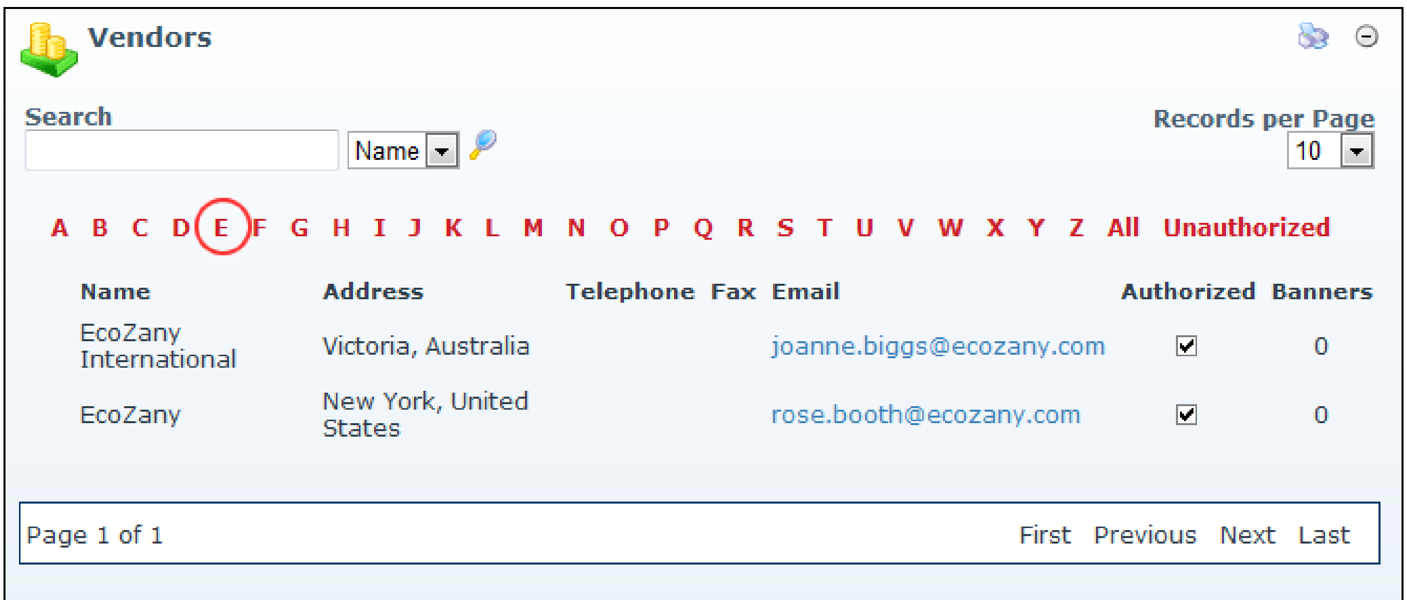


Setting the Number of Records Per Page

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.

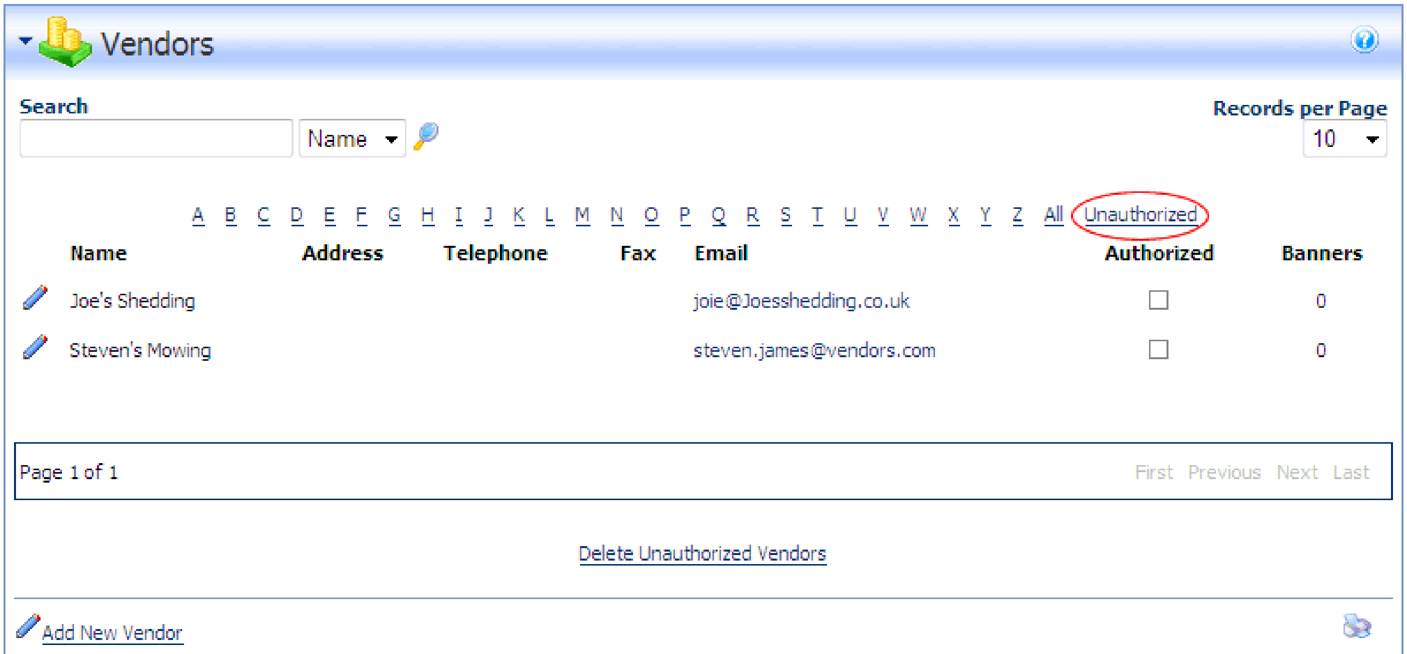


Filtering Vendors by Name

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.

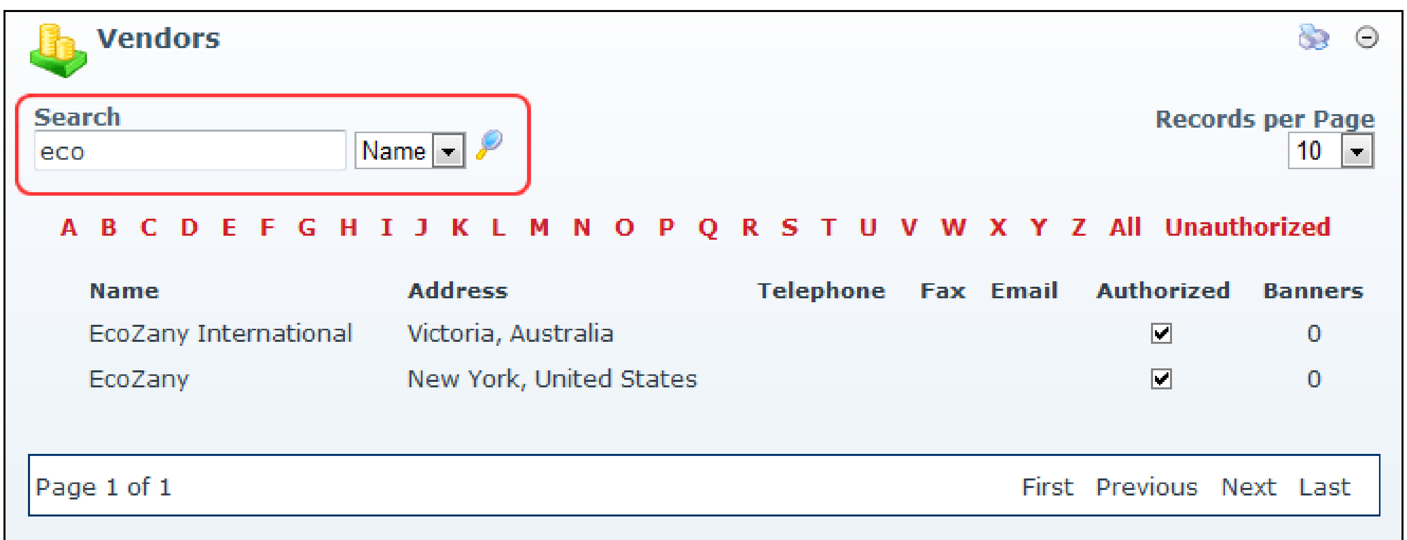


Viewing Unauthorized Vendor Accounts Only

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.



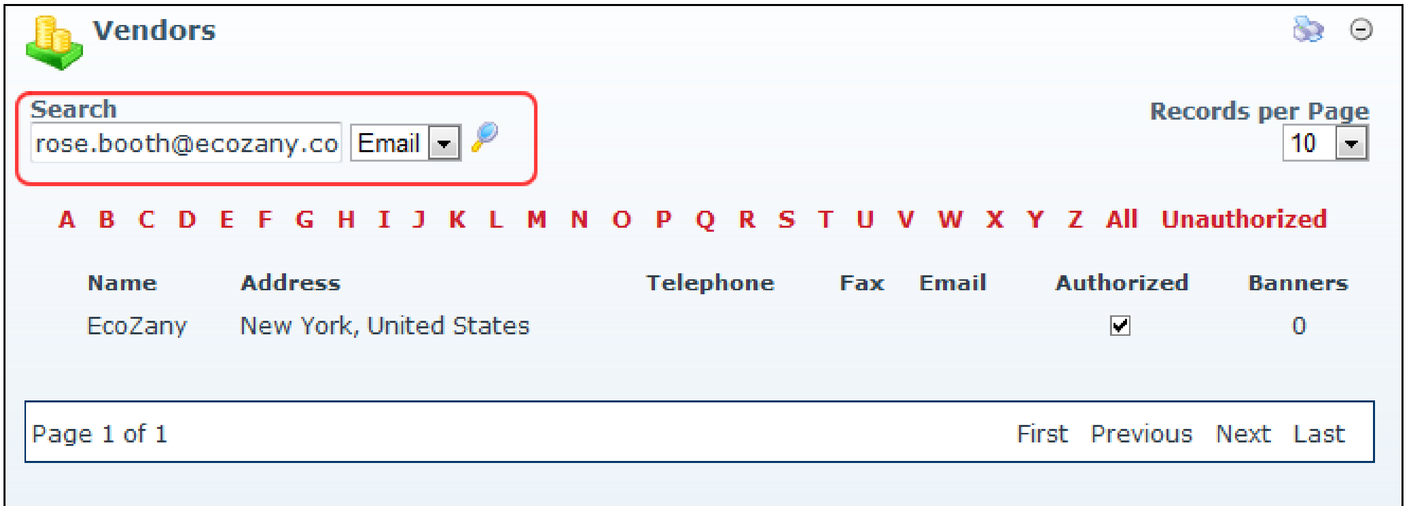
Search for a Vendor by the Company Name

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.



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.

Viewing All Vendor Accounts

Related Topics:

- See "About the Pager"

Module Editors

Affiliate Accounts

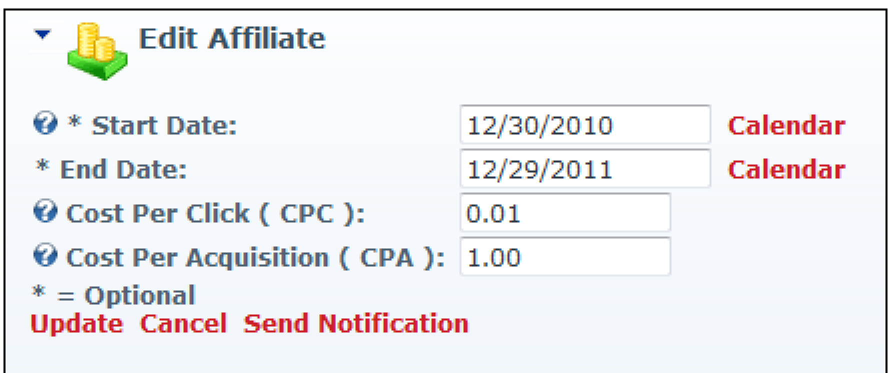
About Vendor Affiliate Accounts

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.



Adding an Affiliate Account

Related Topics:

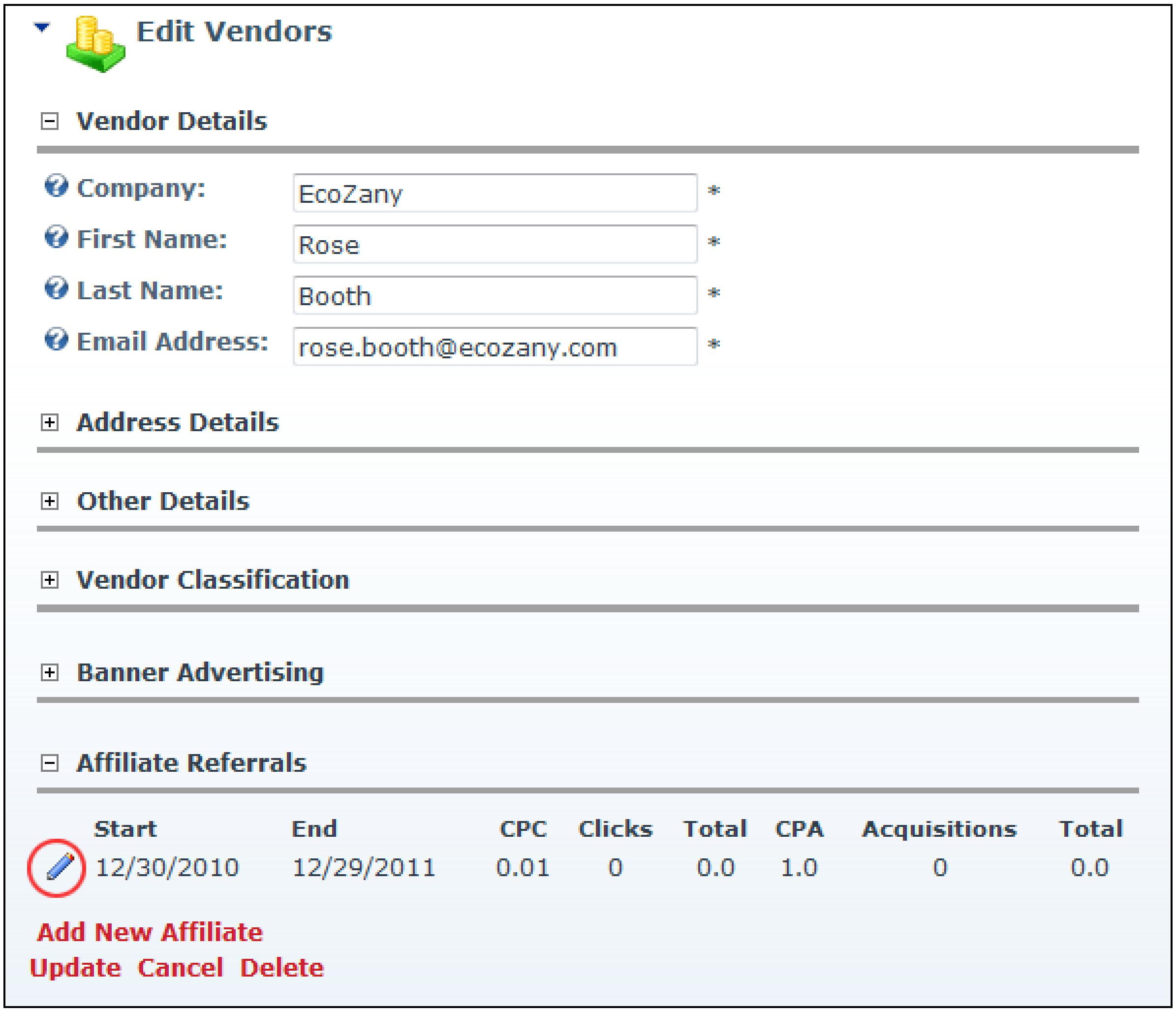
- See "Working with the Calendar"

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.



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.

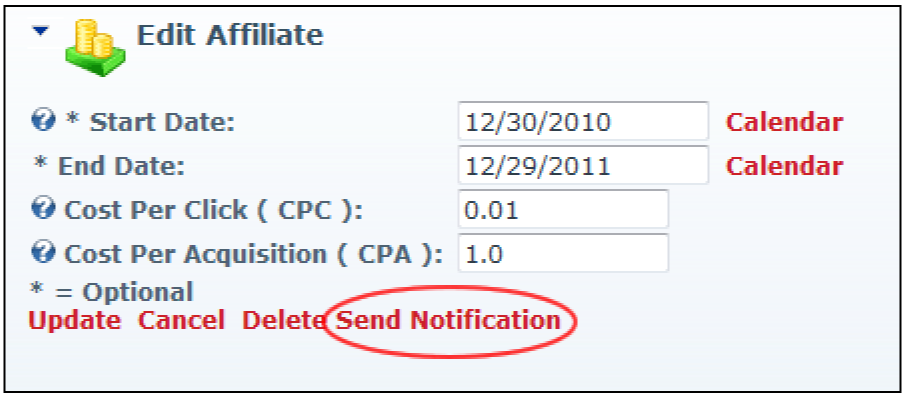
1. Locate the required vendor account by selecting a filter or by doing a search.
2. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
3. **Maximize** the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this 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.



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

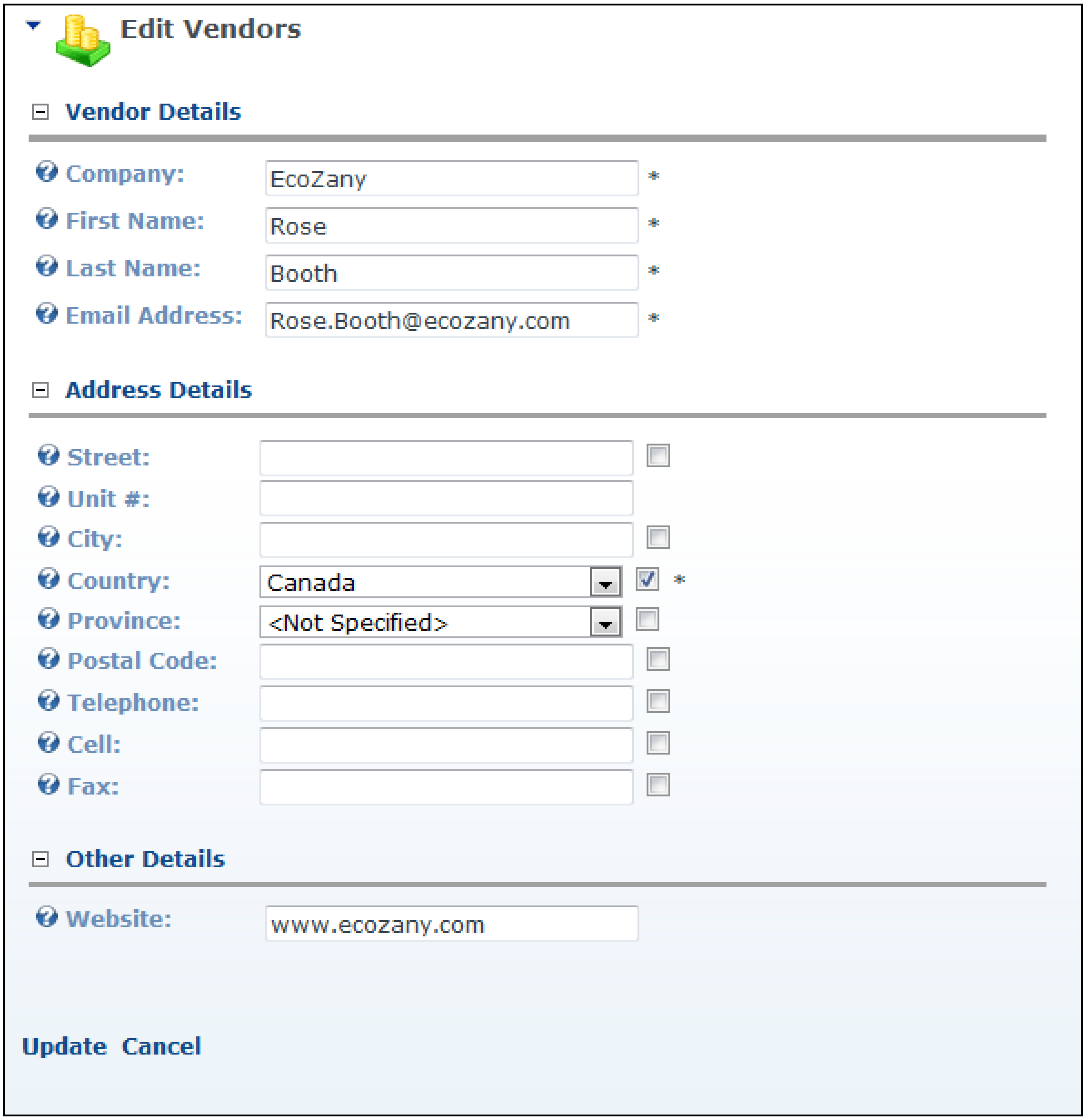
h. In the **Cell** text box, enter the Vendor's cell (mobile) number. E.g. 0400 100 100

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.



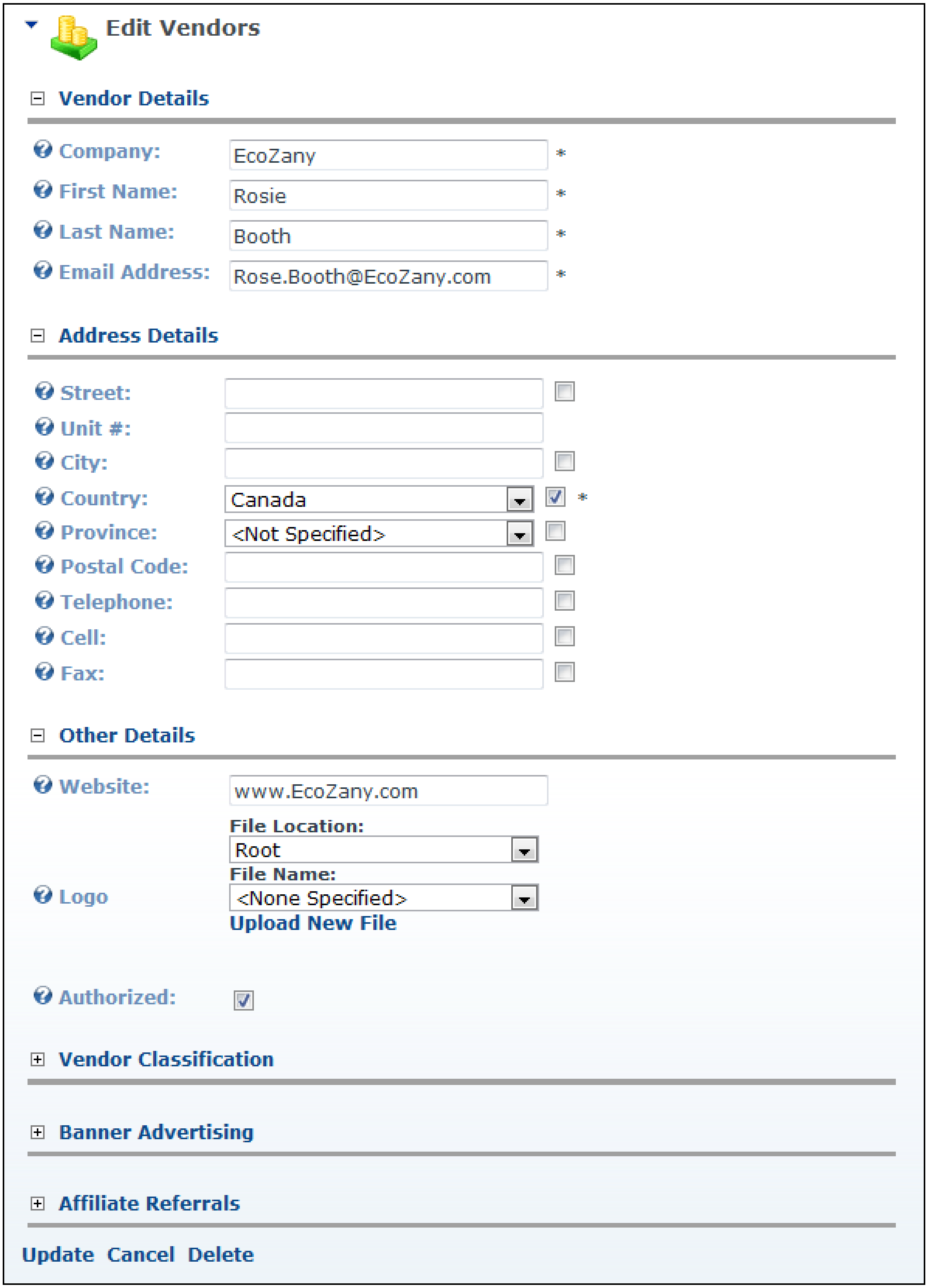
Tip: Once a new vendor is created the following additional settings will be available vendor logo, authorization, classifications, banner advertising, and affiliate referrals. To complete these additional fields, you must edit the vendor record.

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.

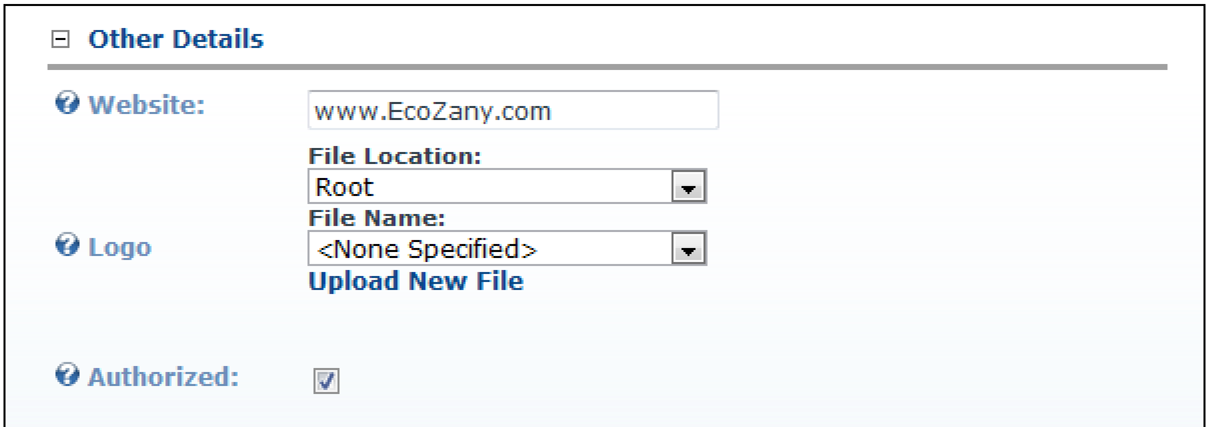

Edit Vendors
Vendor Details
Company:
EcoZany
*
First Name:
Rosie
*
Last Name:
Booth
*
Email Address:
Rose.Booth@EcoZany.com
*
Address Details
Street:
Unit #:
City:
Country:
Canada
*
Province:
<Not Specified>
Postal Code:
Telephone:
Cell:
Fax:
Other Details
Website:
www.EcoZany.com
File Location:
Root
File Name:
<None Specified>
Upload New File
Logo
Authorized:
Vendor Classification
Banner Advertising
Affiliate Referrals
Update
Cancel
Delete

Editing a Vendor Account

Authorizing/Unauthorizing a Vendor Account

How to authorize or unauthorized 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.

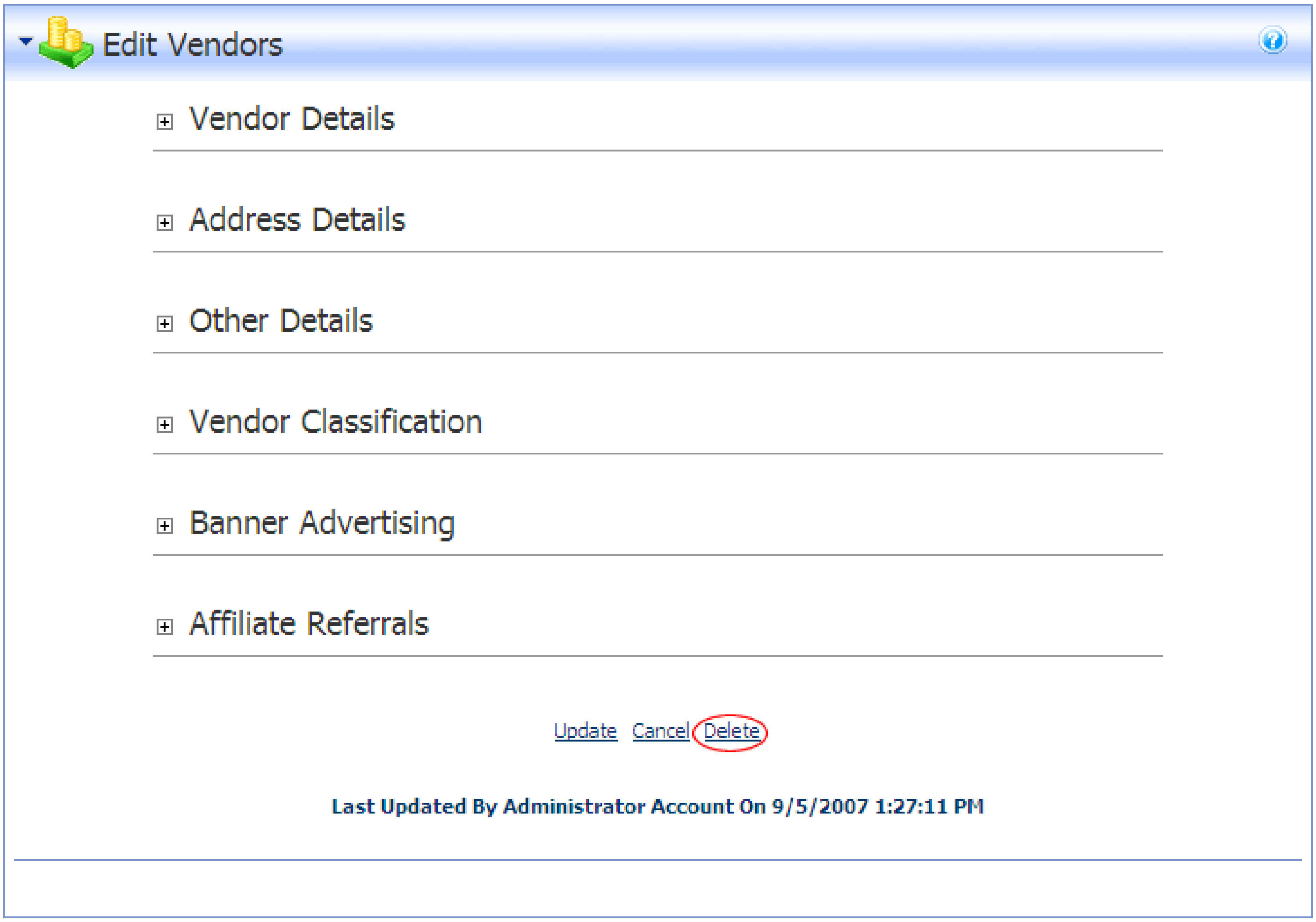


Authorizing a Vendor Account

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?"

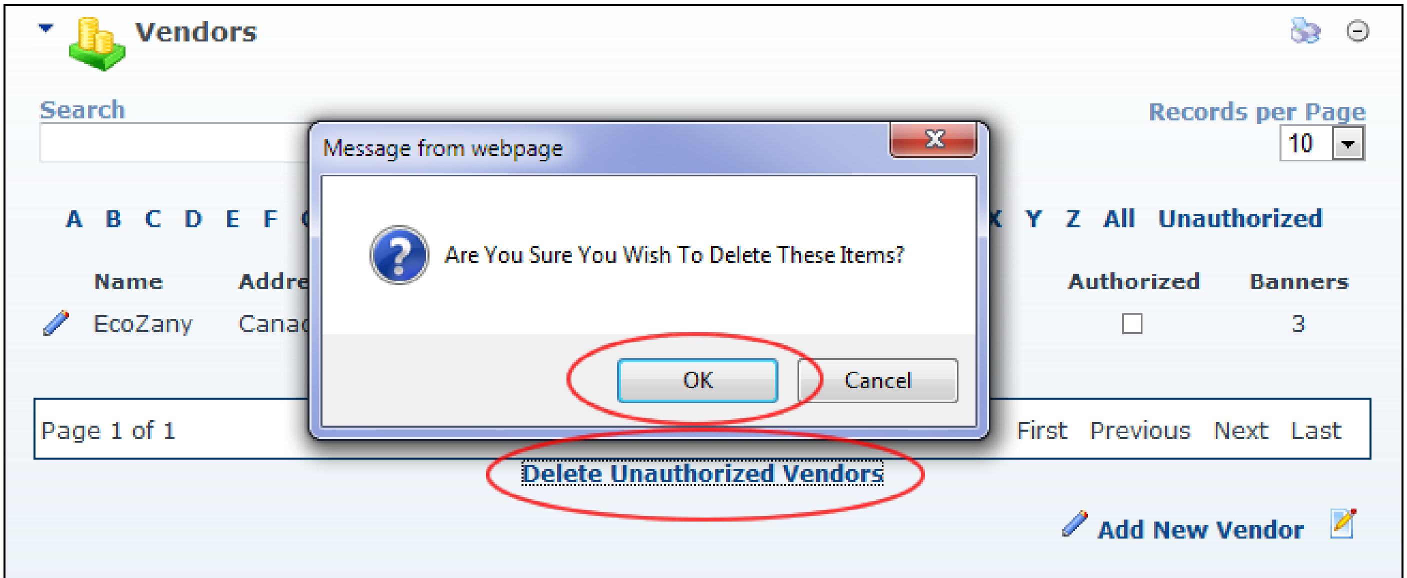


4. Click the **OK** button to confirm deletion.

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.

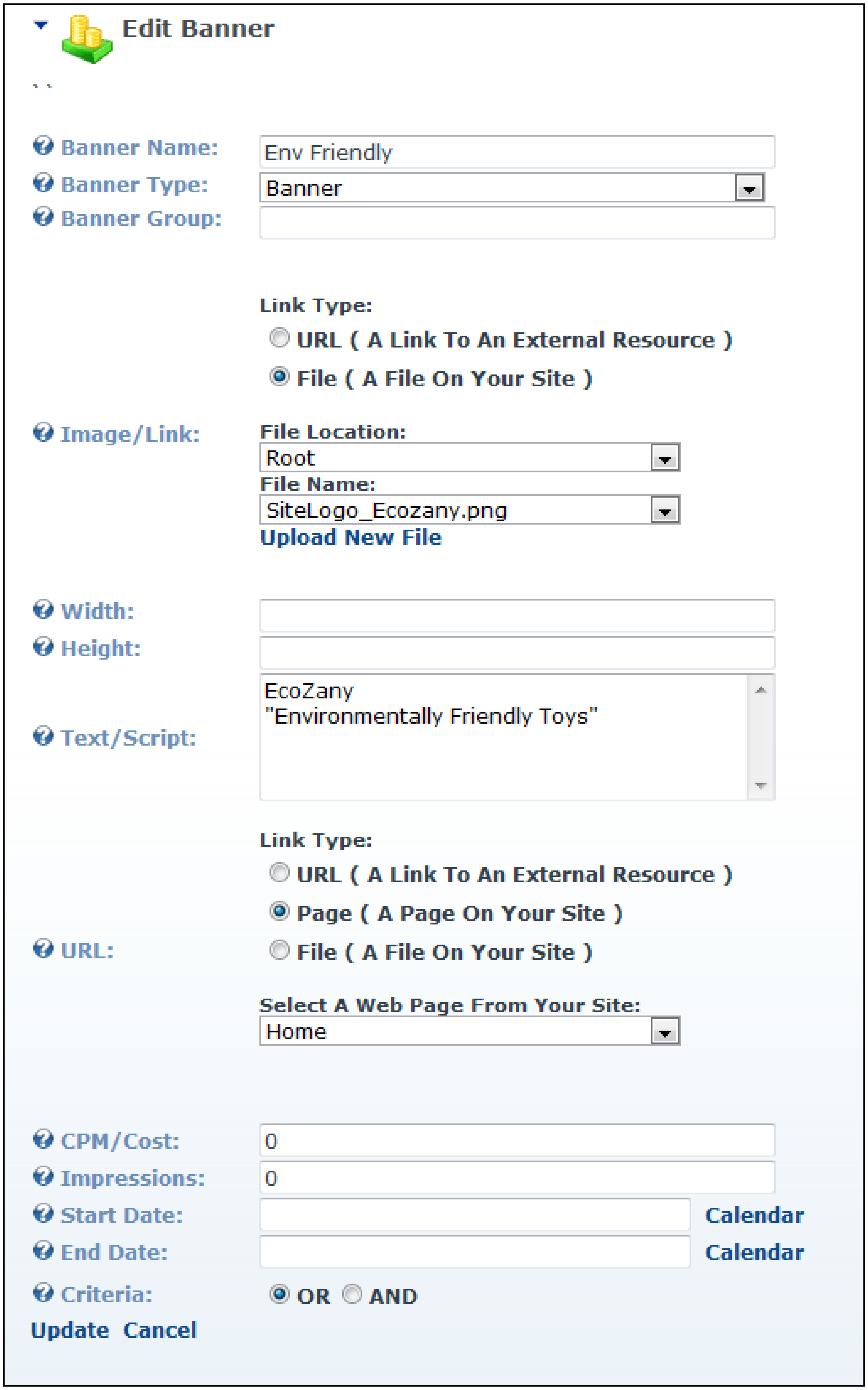
f. At **End Date**, click the Calendar link and select the last date the banner will be displayed.

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:
Env Friendly
Banner Type:
Banner
Banner Group:
Link Type:
URL (A Link To An External Resource)
File (A File On Your Site)
Image/Link:
File Location:
Root
File Name:
SiteLogo_Ecozany.png
Upload New File
Width:
Height:
Text/Script:
EcoZany
"Environmentally Friendly Toys"
Link Type:
URL (A Link To An External Resource)
Page (A Page On Your Site)
URL:
File (A File On Your Site)
Select A Web Page From Your Site:
Home
CPM/Cost:
0
Impressions:
0
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.

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.

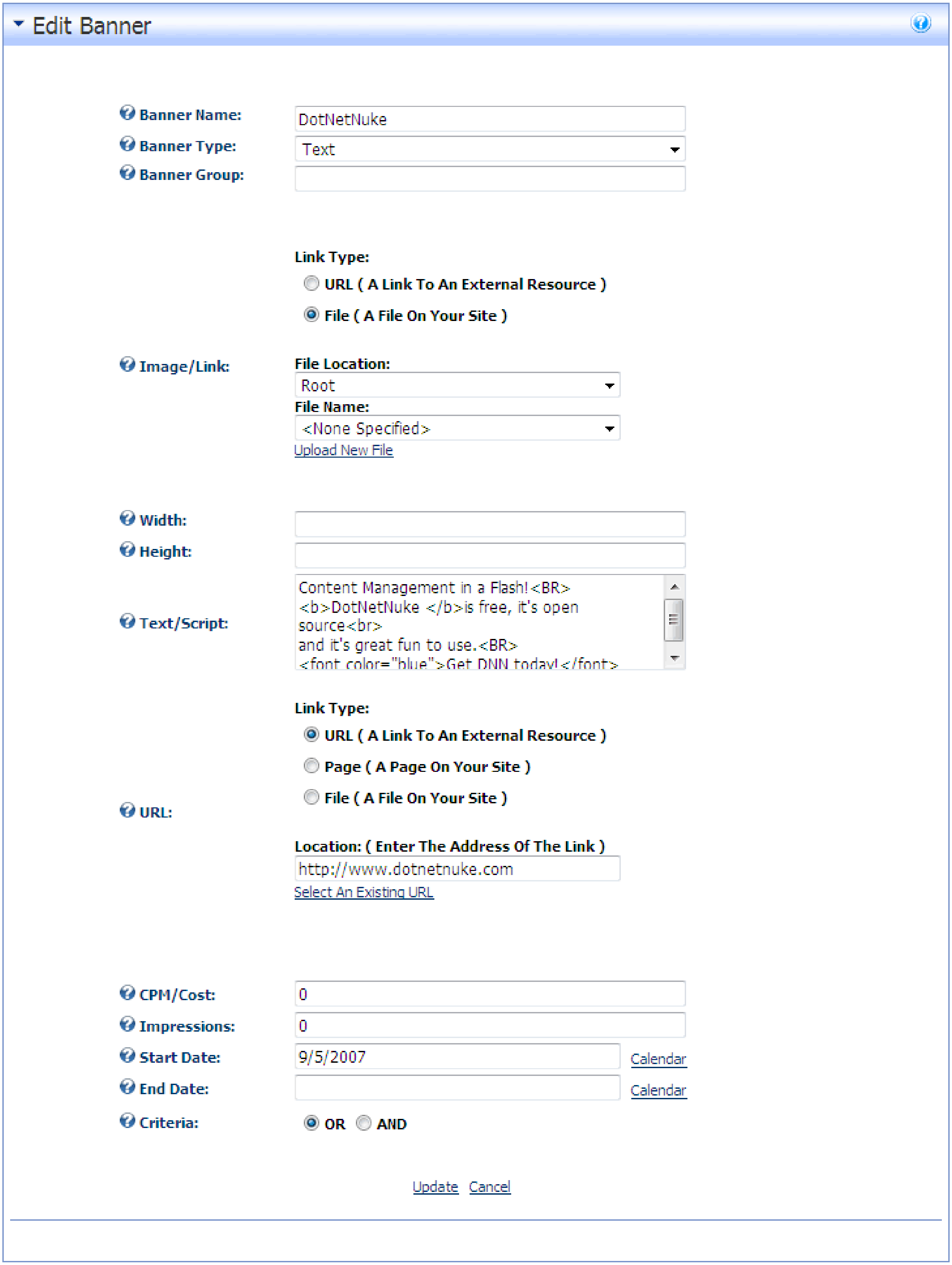
    c. In the **Impressions** text box, enter the number of impressions the banner will display for.

    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.

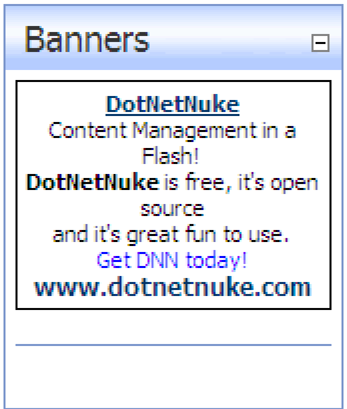
    f. At **Criteria**, select one of the following options:

        - **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:
DotNetNuke
Banner Type:
Text
Banner Group:
Link Type:
URL (A Link To An External Resource)
File (A File On Your Site)
Image/Link:
File Location:
Root
File Name:
<None Specified>
Upload New File
Width:
Height:
Text/Script:
Content Management in a Flash!
DotNetNuke is free, it's open
source
and it's great fun to use.
Get DNN today!
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)
http://www.dotnetnuke.com
Select An Existing URL
CPM/Cost:
0
Impressions:
0
Start Date:
9/5/2007
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.

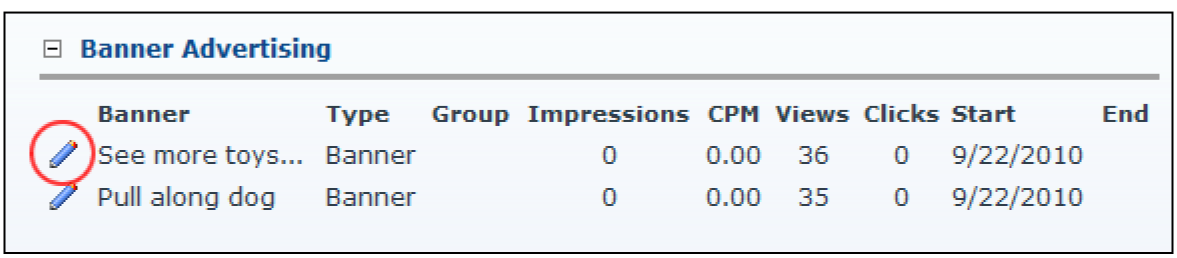
Related Topics:

- 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.

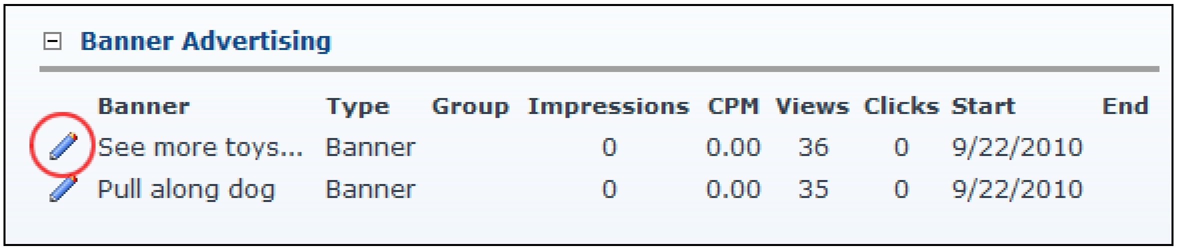


5. Edit the required fields.
6. Click the Update link.

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.

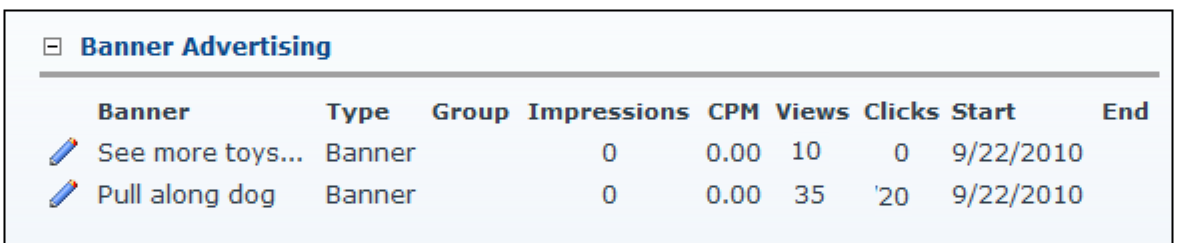


5. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm.

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.



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

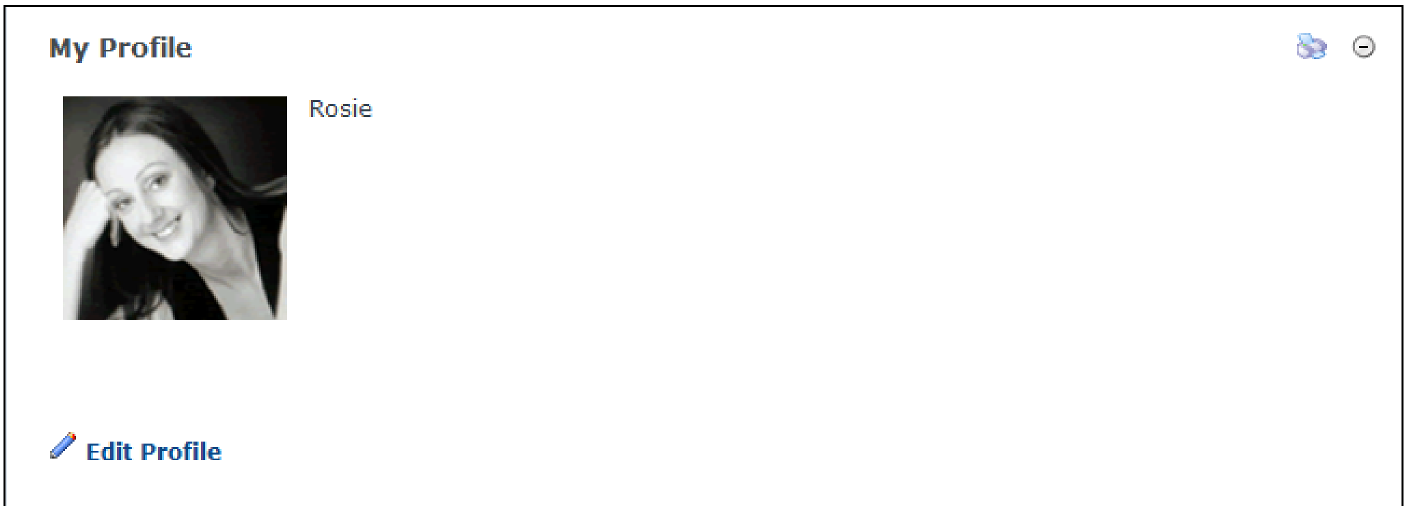
About the View Profile Module

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"



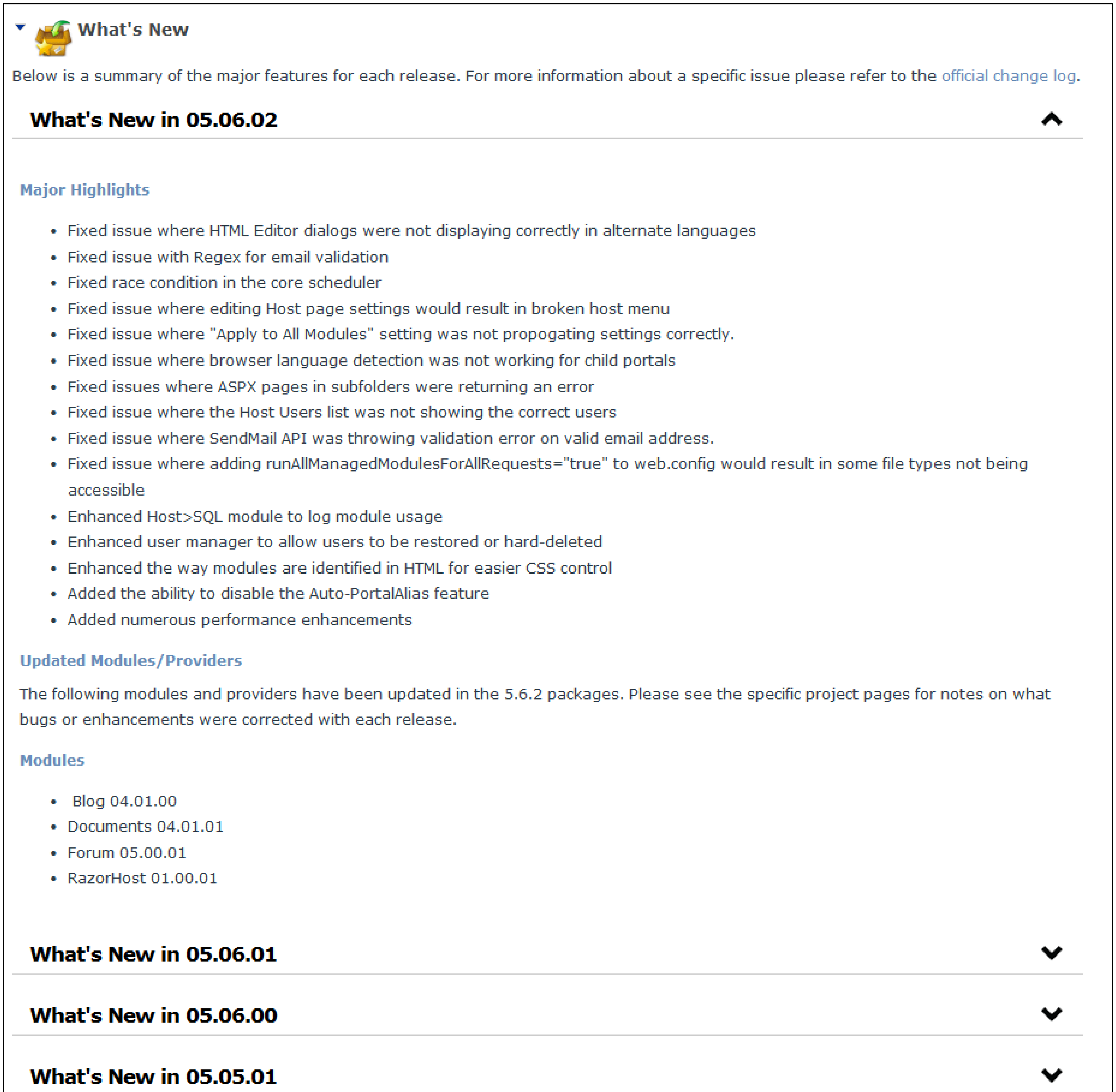
The View Profile or My Profile module

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



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

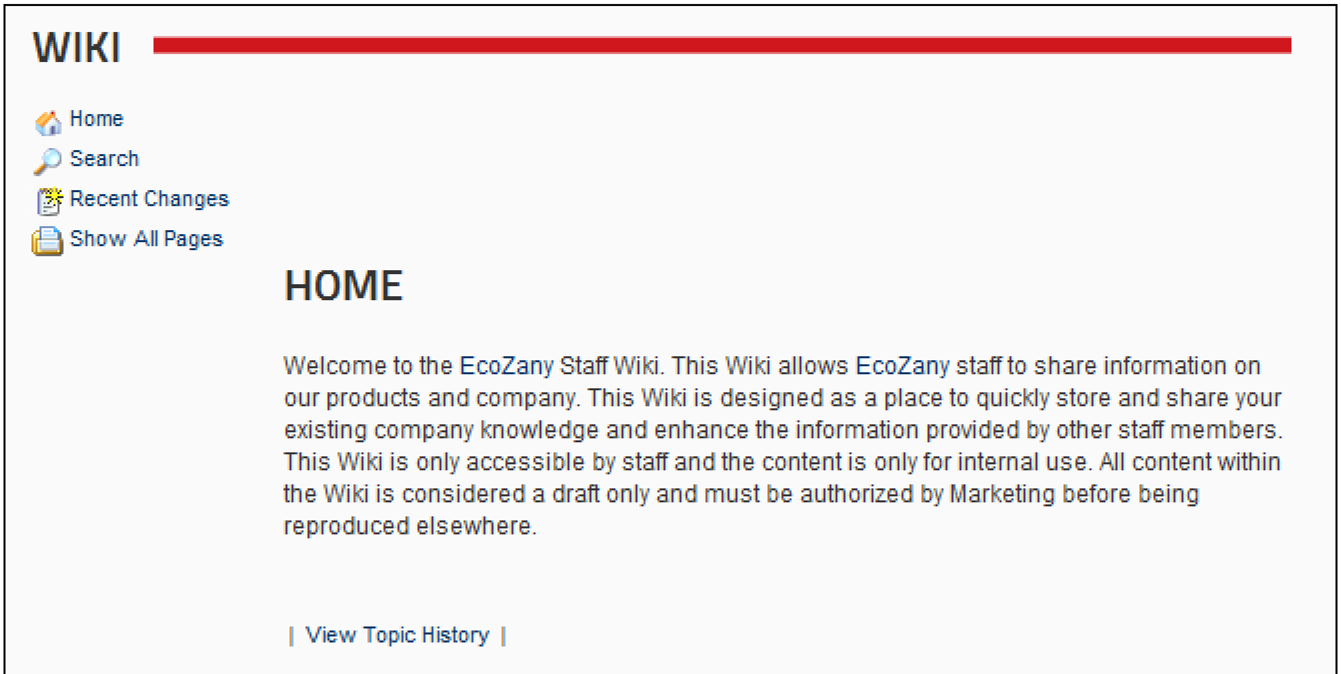
The Wiki module enables authorized users to create and manage a Wiki web site. Wiki's are designed to enable multiple contributors to build a community based information resource. Contributors add new content and update existing information to progressively enrich the caliber of the content. Wiki's are 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

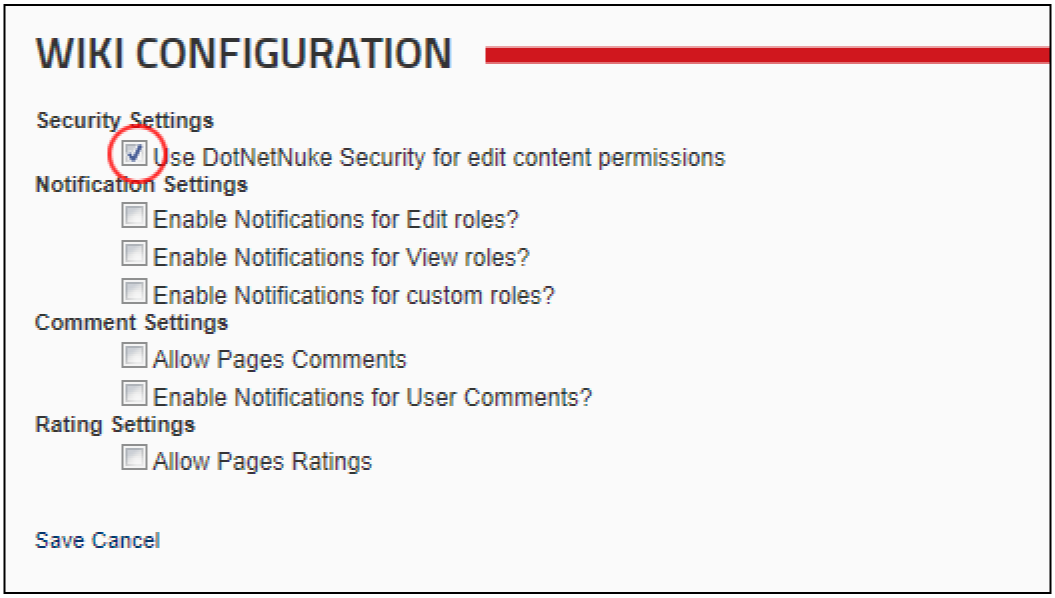
Configuring Wiki Editing Permissions

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.

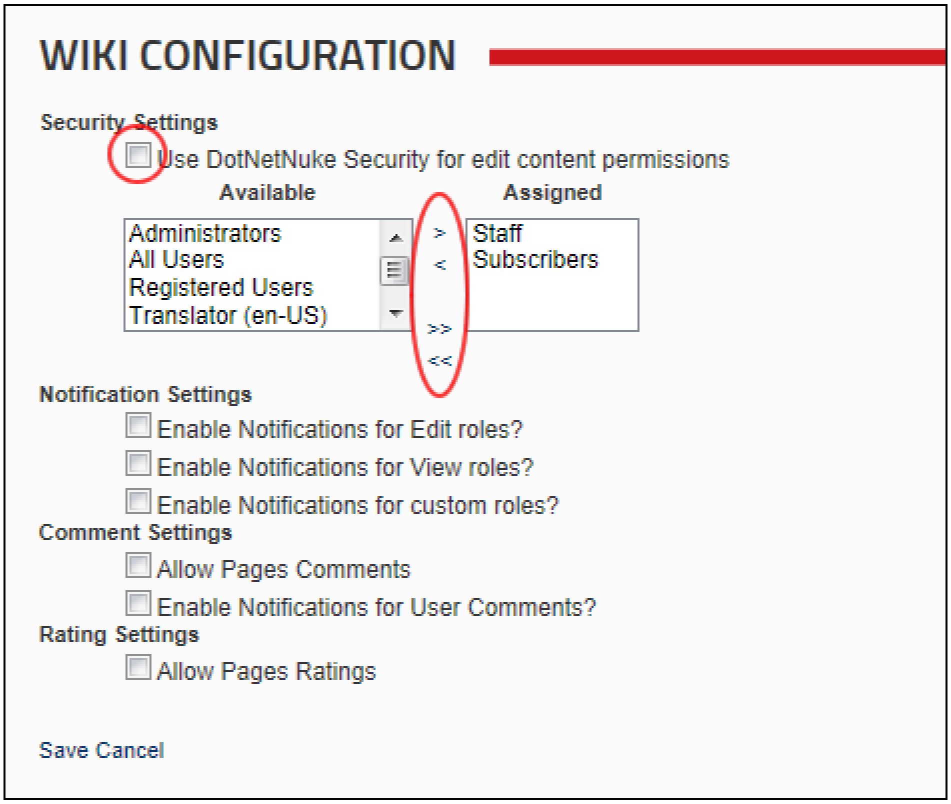
1. Select **Configuration** from the Wiki module actions menu.
2. Go to the **Security Settings** section.

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".



- 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** > 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** >> link.
  - To remove all roles as editors, click the **Remove All Assigned Items** >> link.

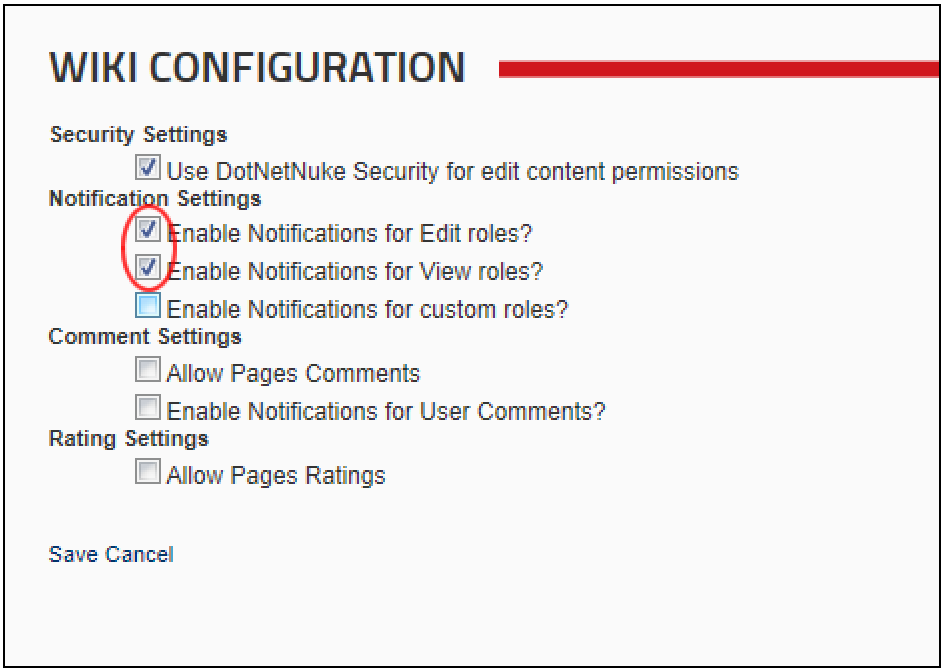


4. Click the Save link.

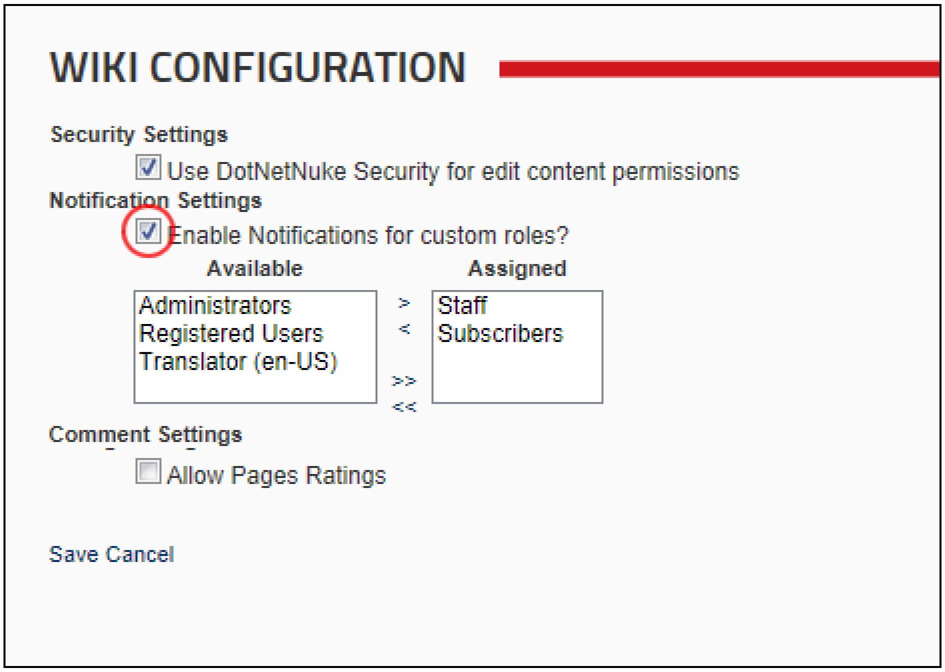
Configuring Notification Settings

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.



- 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** > 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** >> link.
  - To remove all roles as editors, click the **Remove All Assigned Items** >> link.

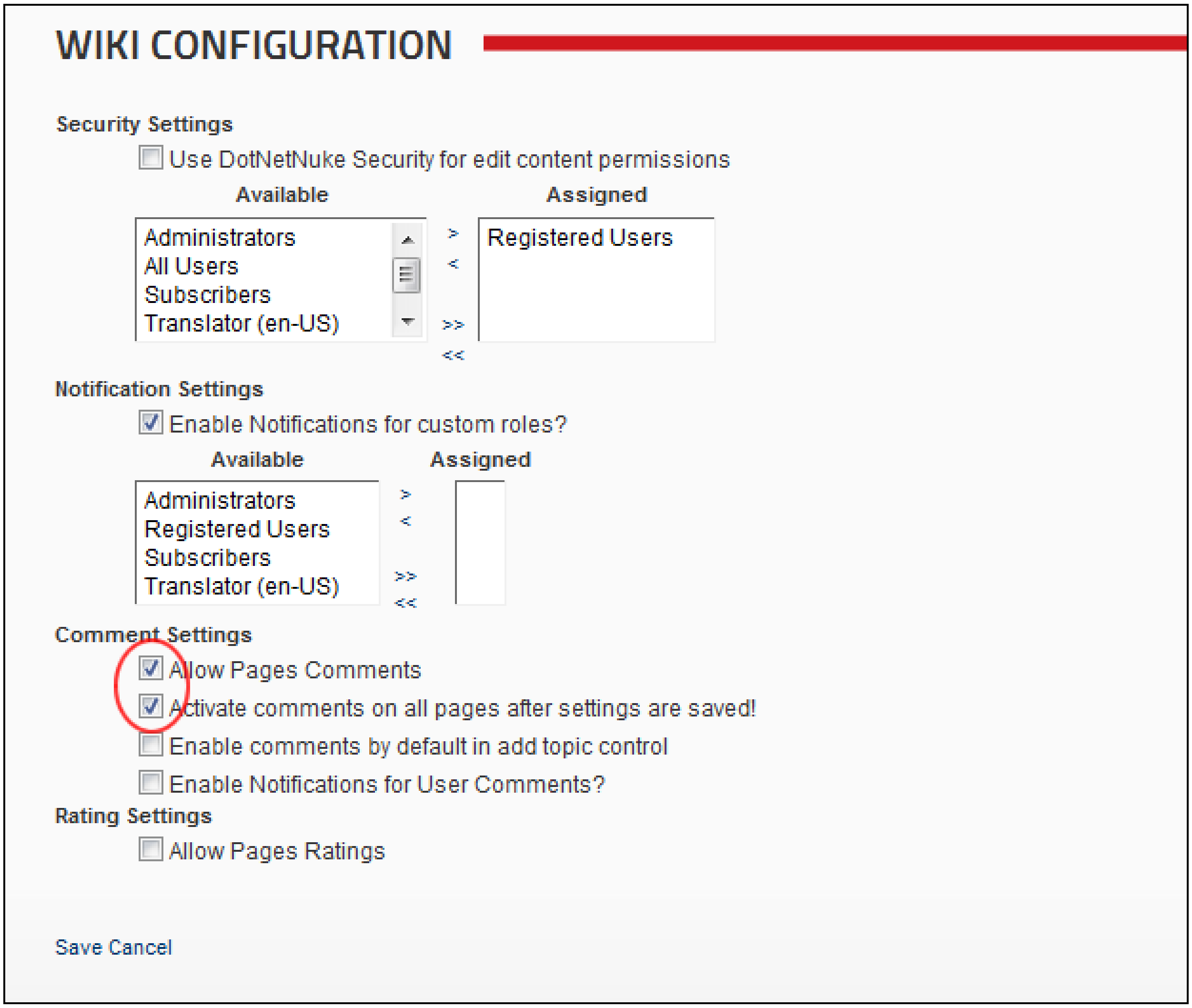


3. Click the Save link.

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.



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.

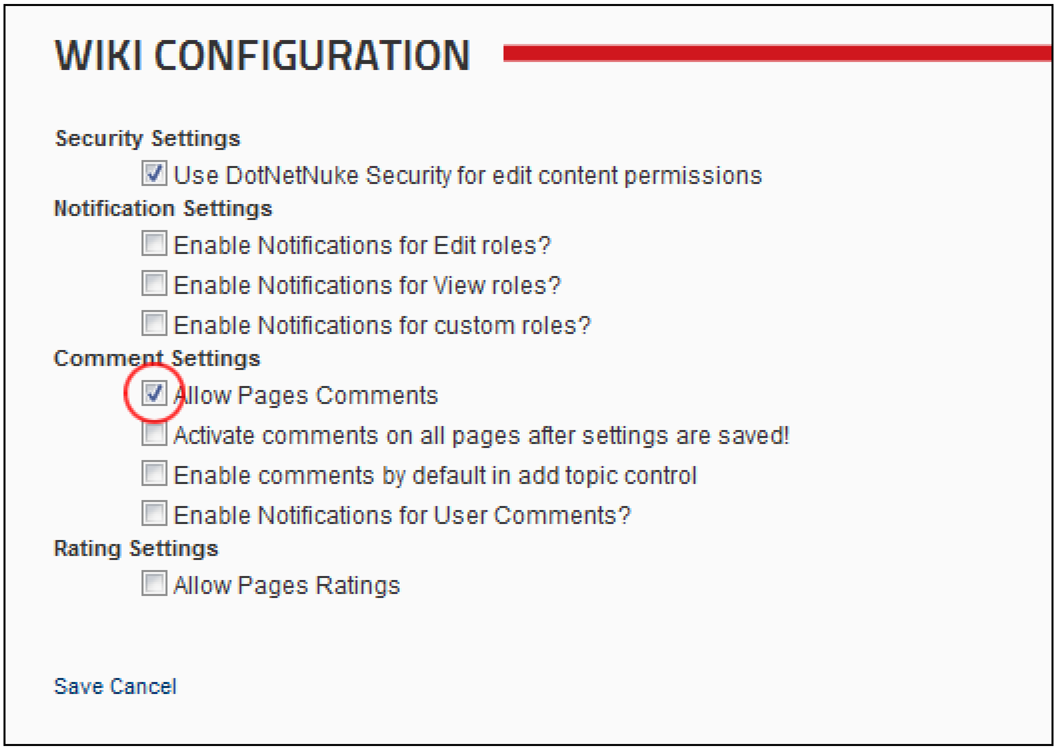
Allowing Wiki Comments for Individual Pages

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.

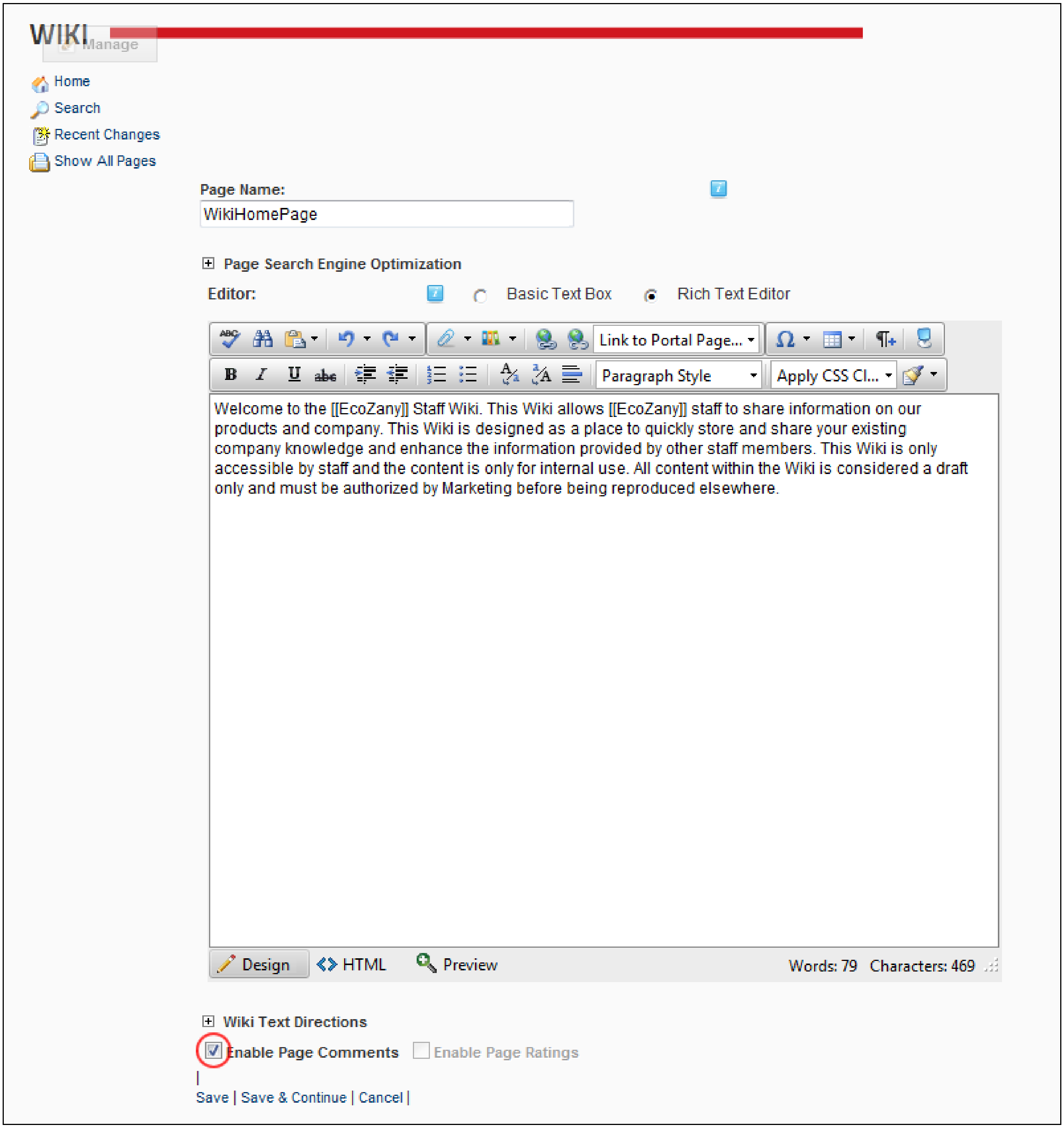


4. At **Activate comments on all pages after settings are saved!**, uncheck the check box.
5. At **Enable comments by default in add topic control**, select from these options:
   - Check the check box to pre-select the "Enable Page Comments" field on both existing and new pages.
   - Uncheck the check 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.

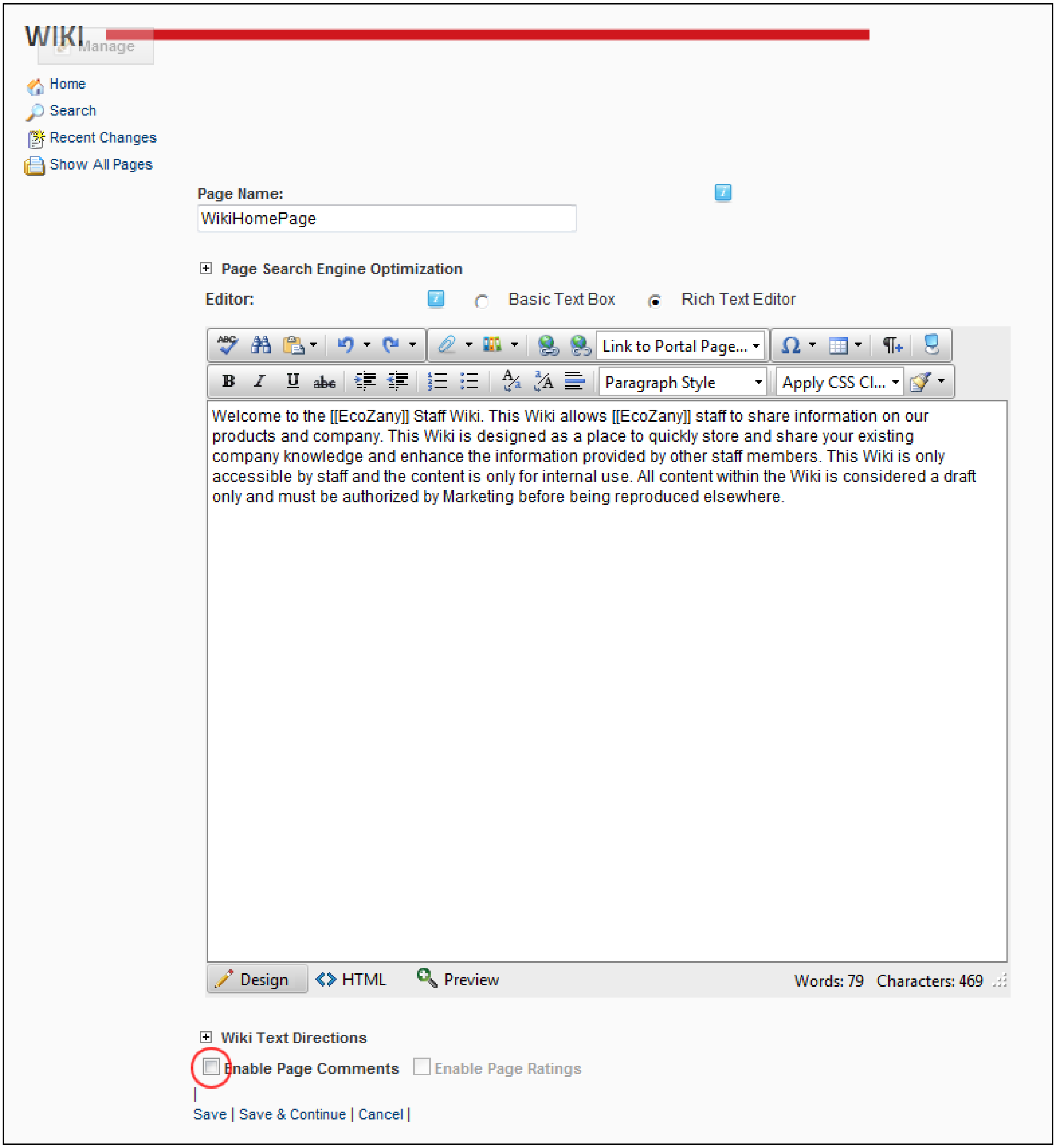


5. Repeat Steps 6-8 to enable comments on other pages.

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.



4. Click the Save link.

5. Repeat Steps 1-4 to disable comments on other pages.

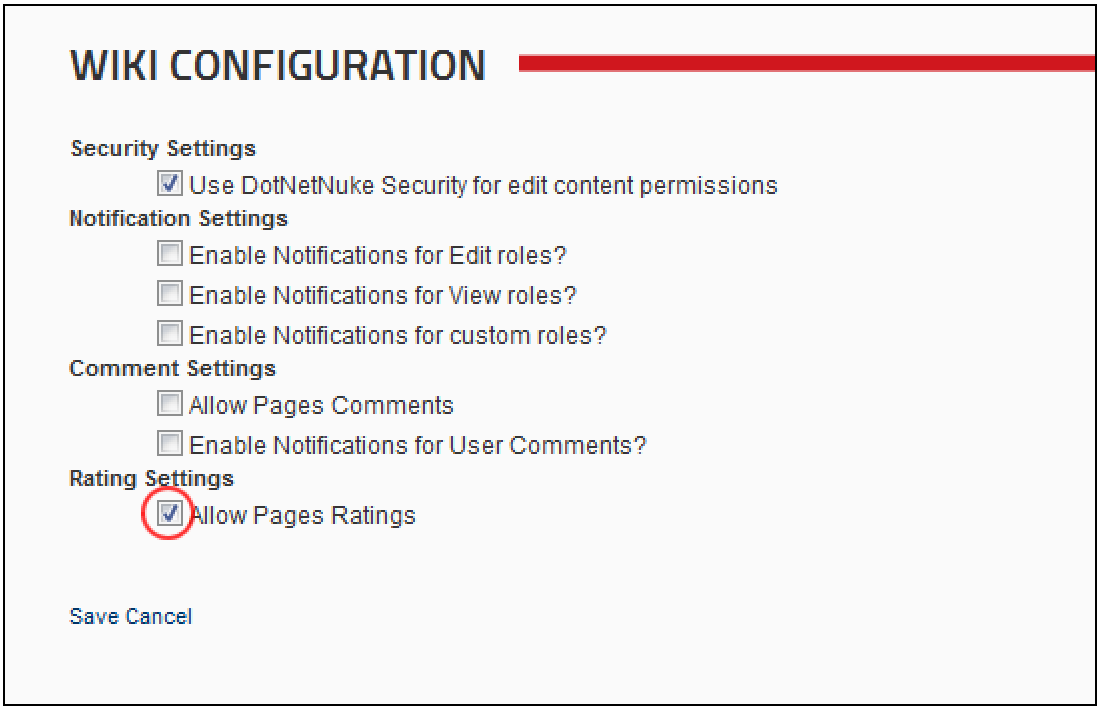
Enabling Ratings on All Wiki Pages

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.



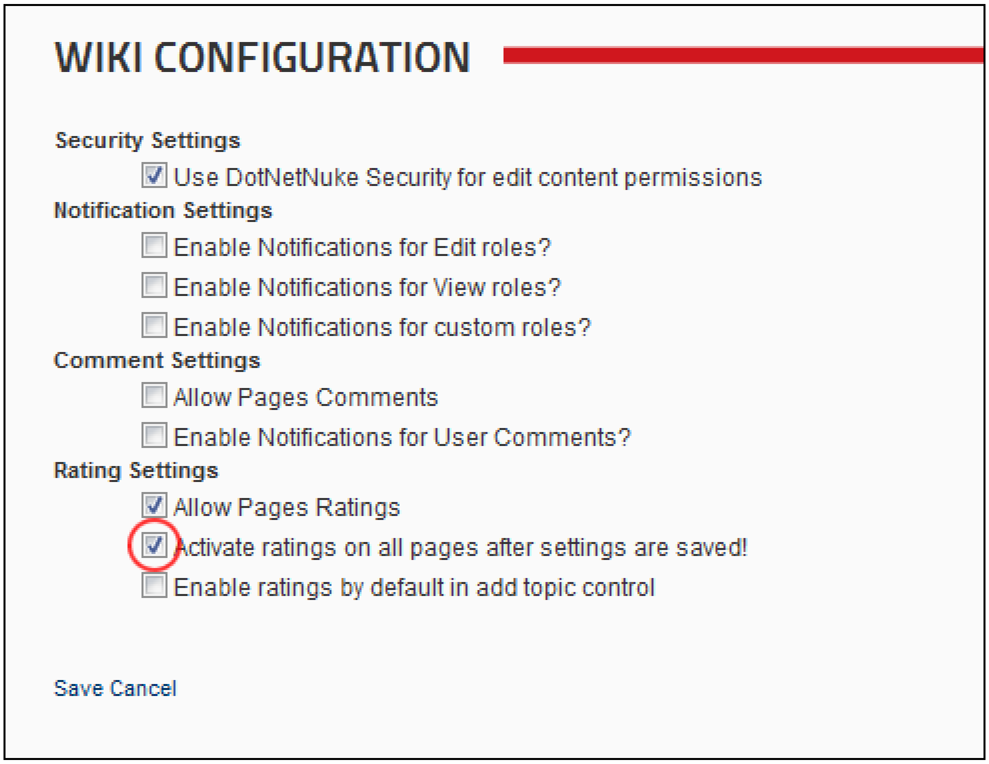
4. Click the Save link.

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.

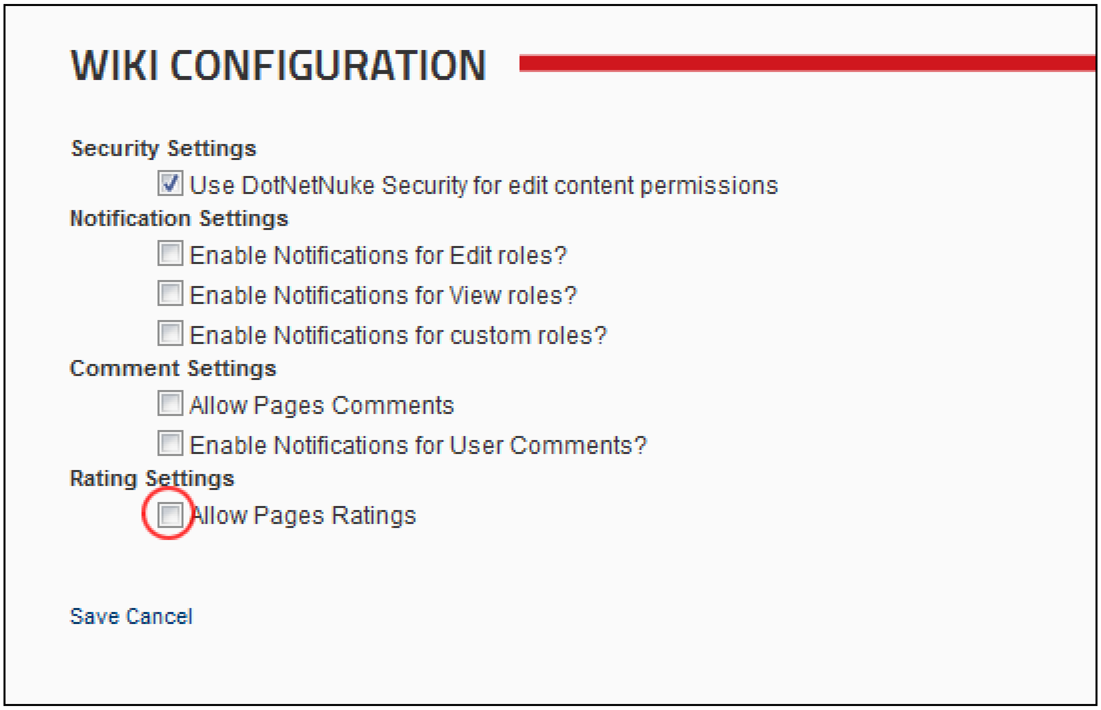


9. Click the Save link.

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.

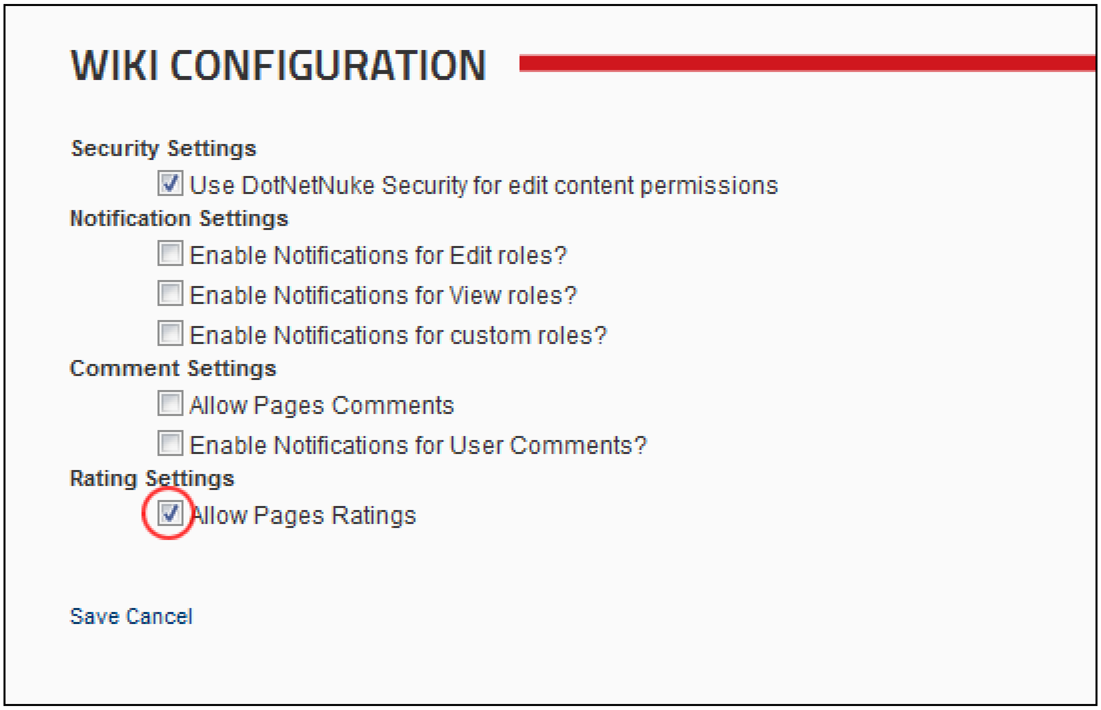


4. Click the Save link.

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.



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.

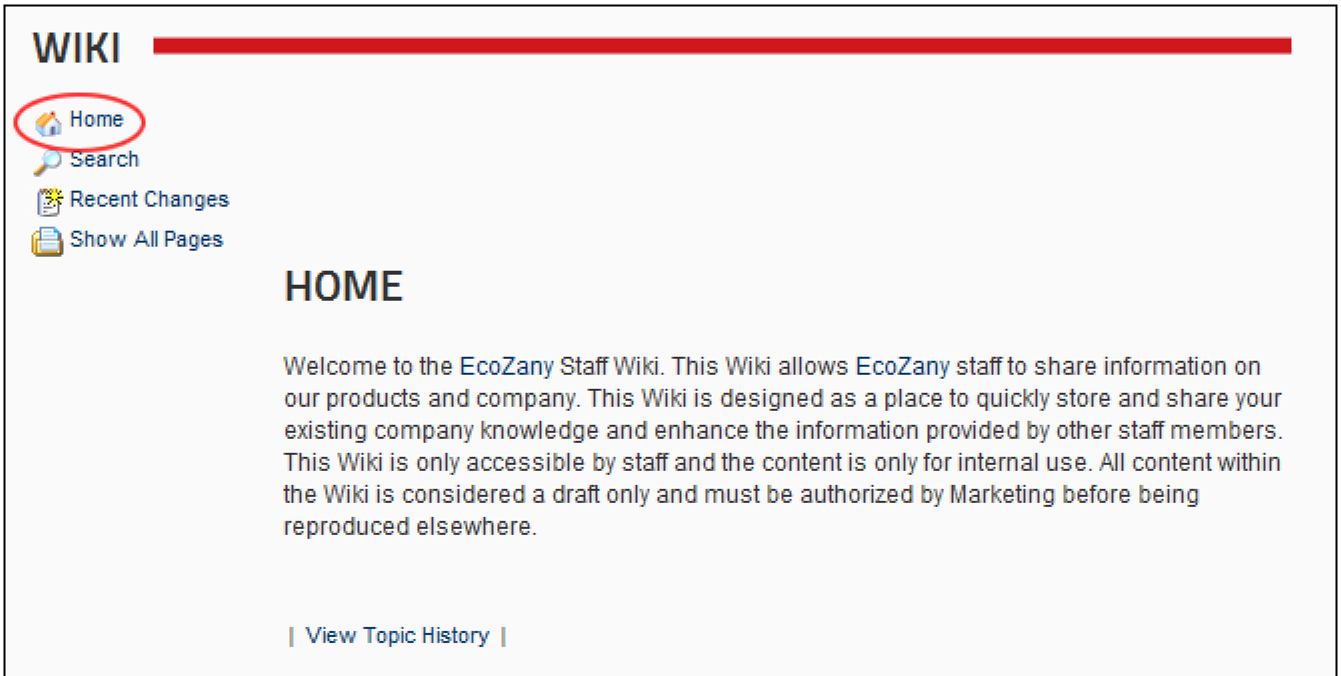
1. Navigate to a page where you want to disable ratings.
2. Click the Edit link.
3. At **Enable Page Ratings**, uncheck the check box.
4. Click the Save link.
5. Repeat Steps 1-4 to disable ratings on other pages.

All Users

Go to Wiki Home

How to go to the Home page of a Wiki module.

1. Click the Home link.



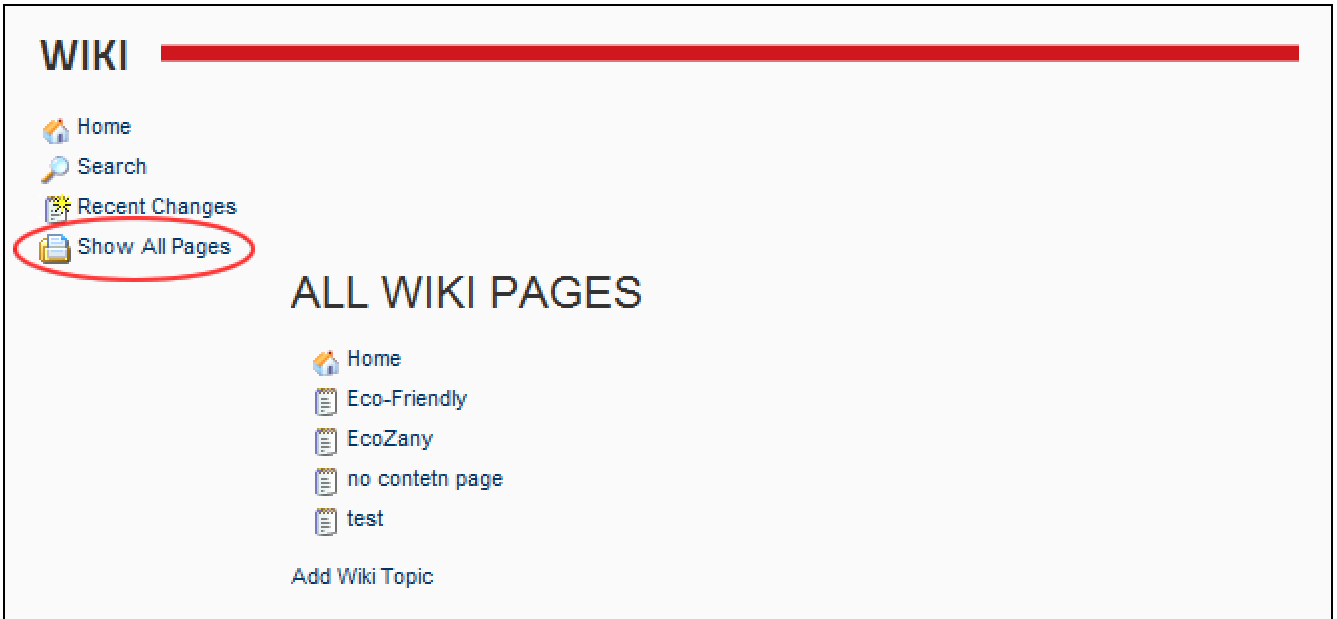
Go to Wiki Home Page

Navigating the Wiki

How to navigate to all pages and locate topics within the Wiki module.

Viewing all Wiki Pages

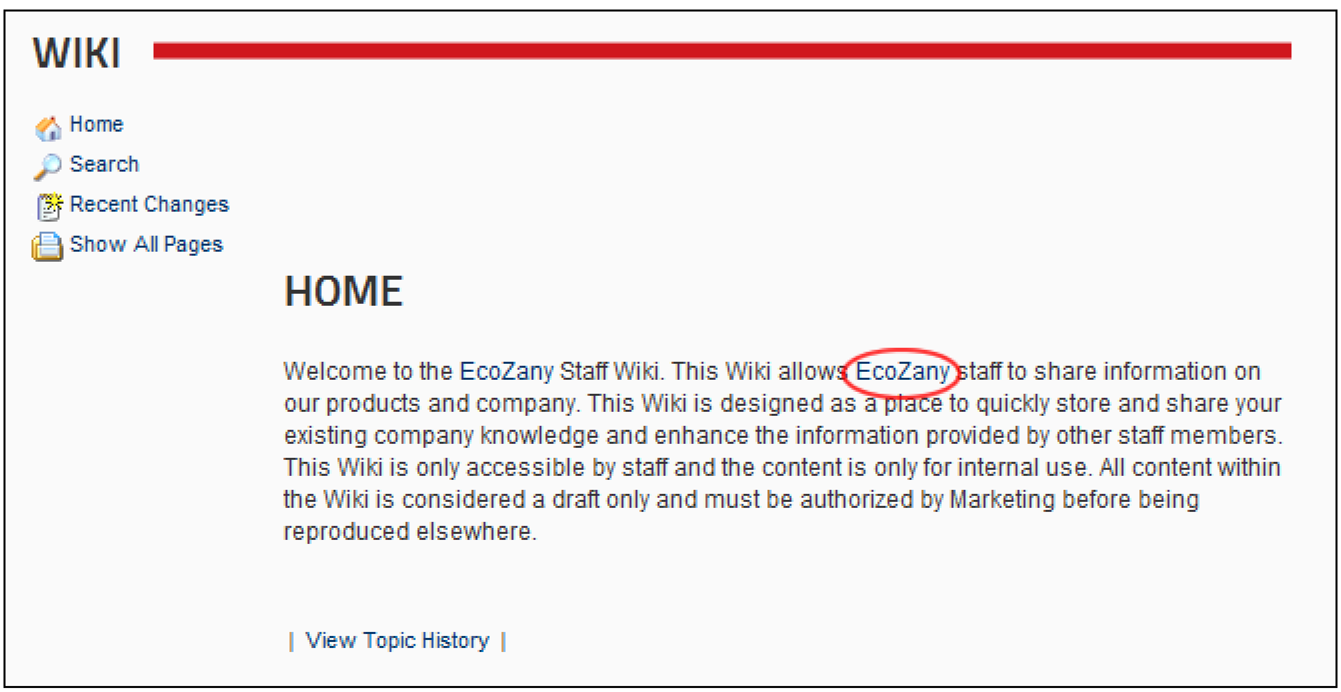
- Click the Show All Pages link to display links to all Wiki pages. Click on a link to visit that page.



Navigating the Wiki Module

Locating Wiki Topics without Pages

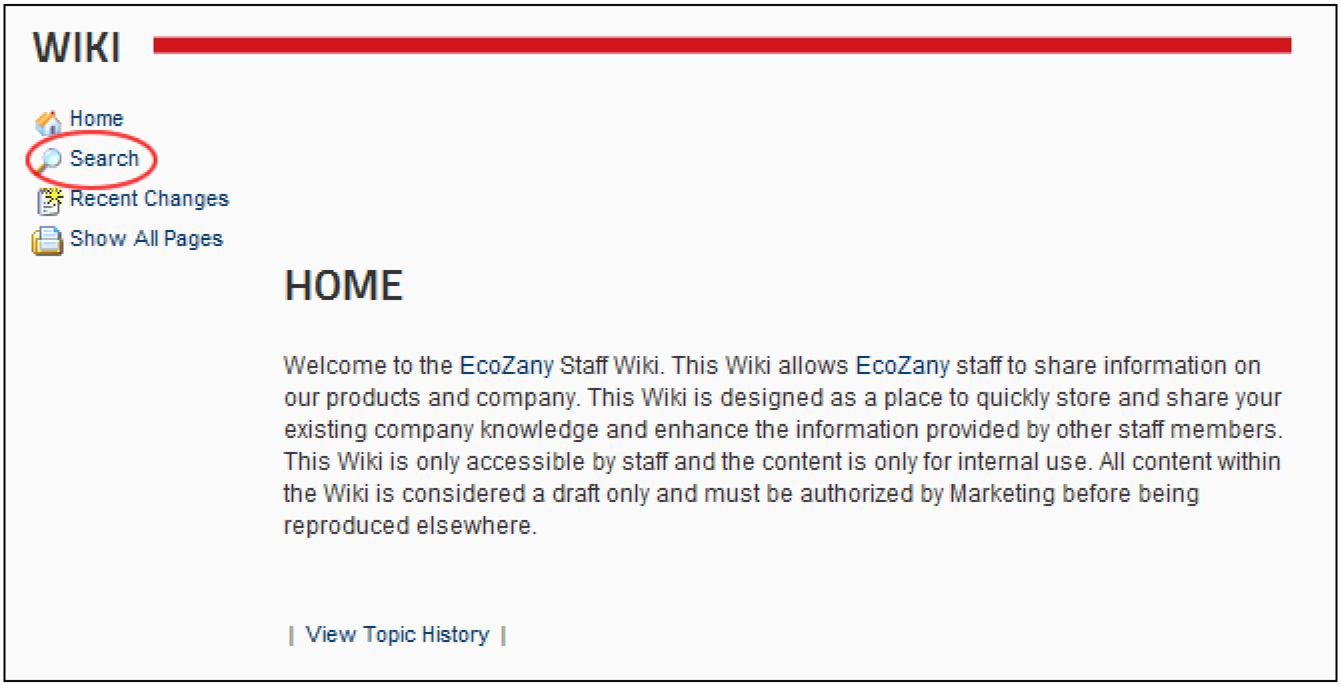
1. Navigate to the page which has a link to the topic.
2. Click on the [Topic Name] link.



Searching the Wiki

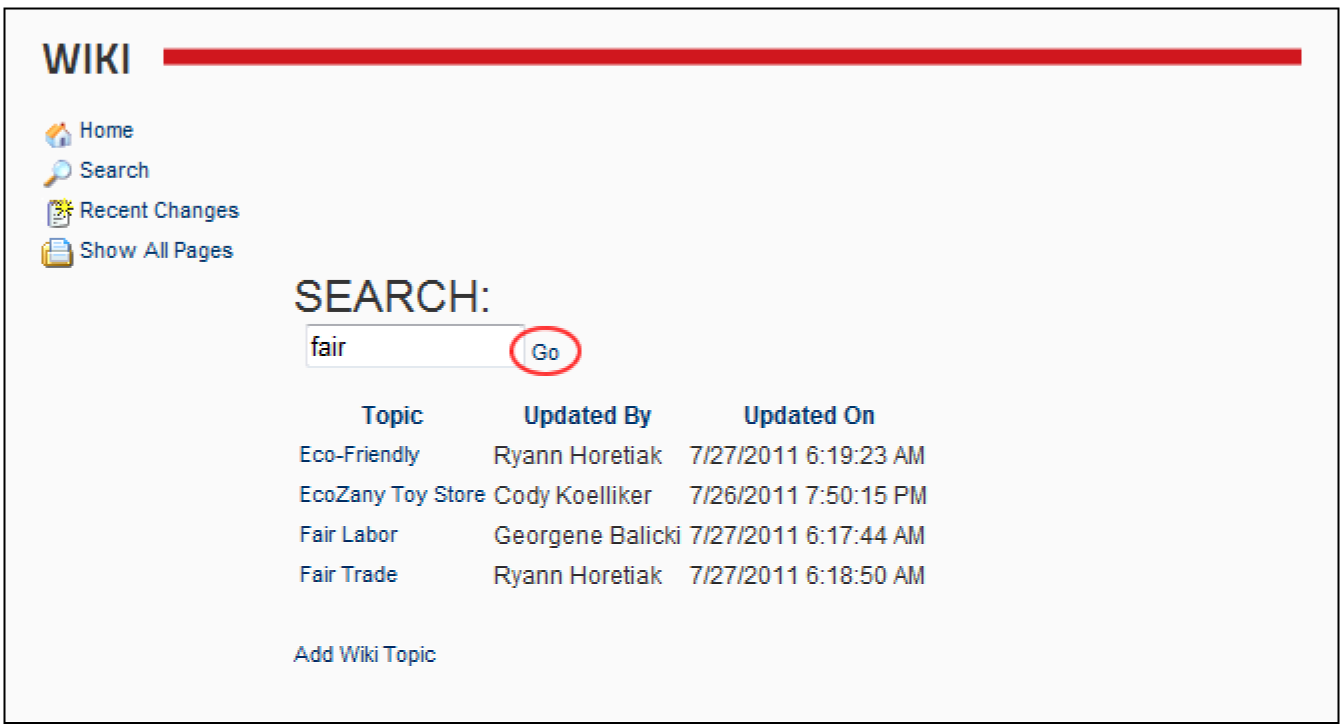
How to search the Wiki module. Searches return results for all or part of the search criteria.

1. Click the Search link.



2. In the **Search** text box, enter your search criteria.

3. Click the Go link. This displays the search results below.



4. To visit a page, click on the linked page name in the Topic column.

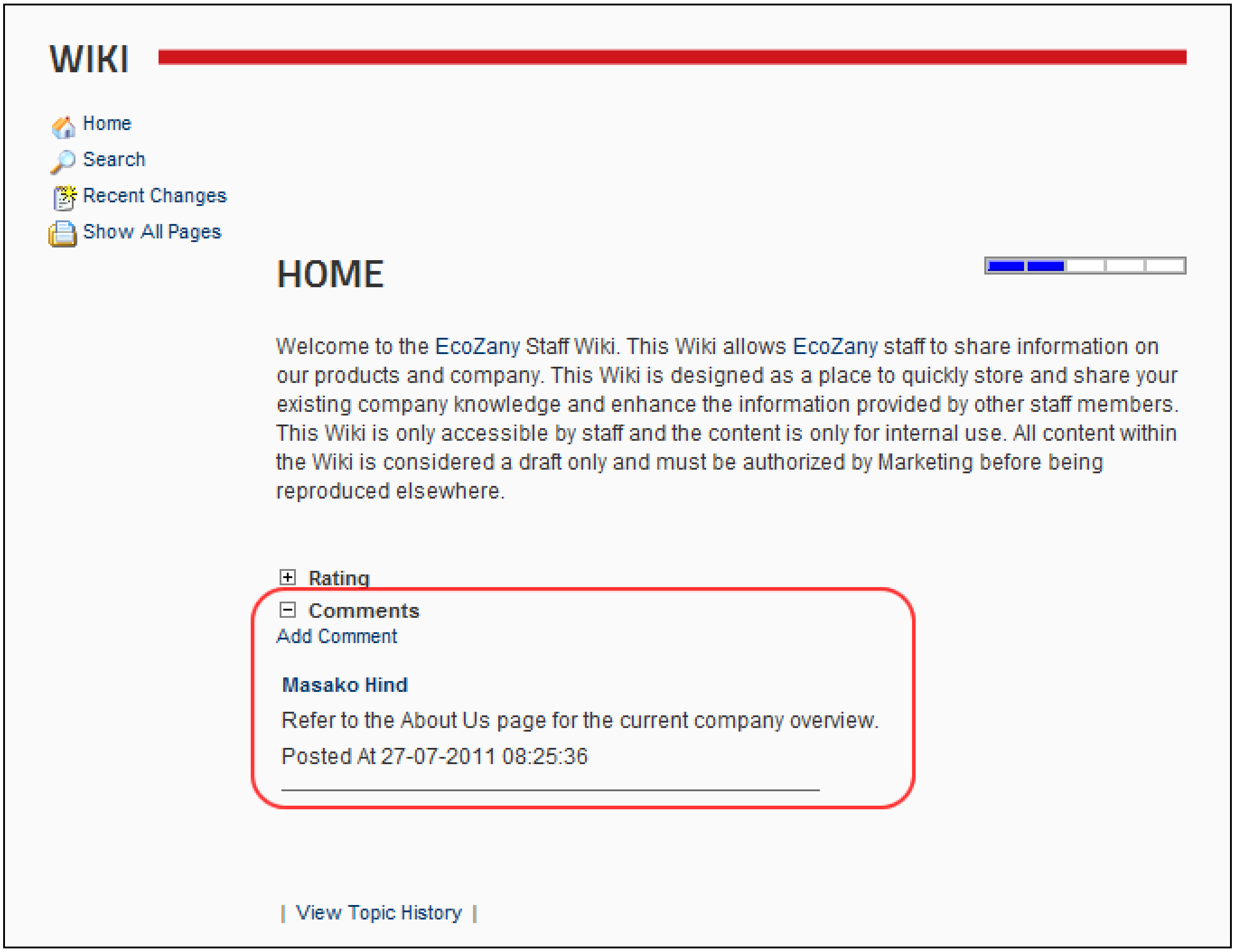
Viewing Comments

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.



Tip: You can send an email to the person who posted a comment by clicking on their name which is displayed above their comment.

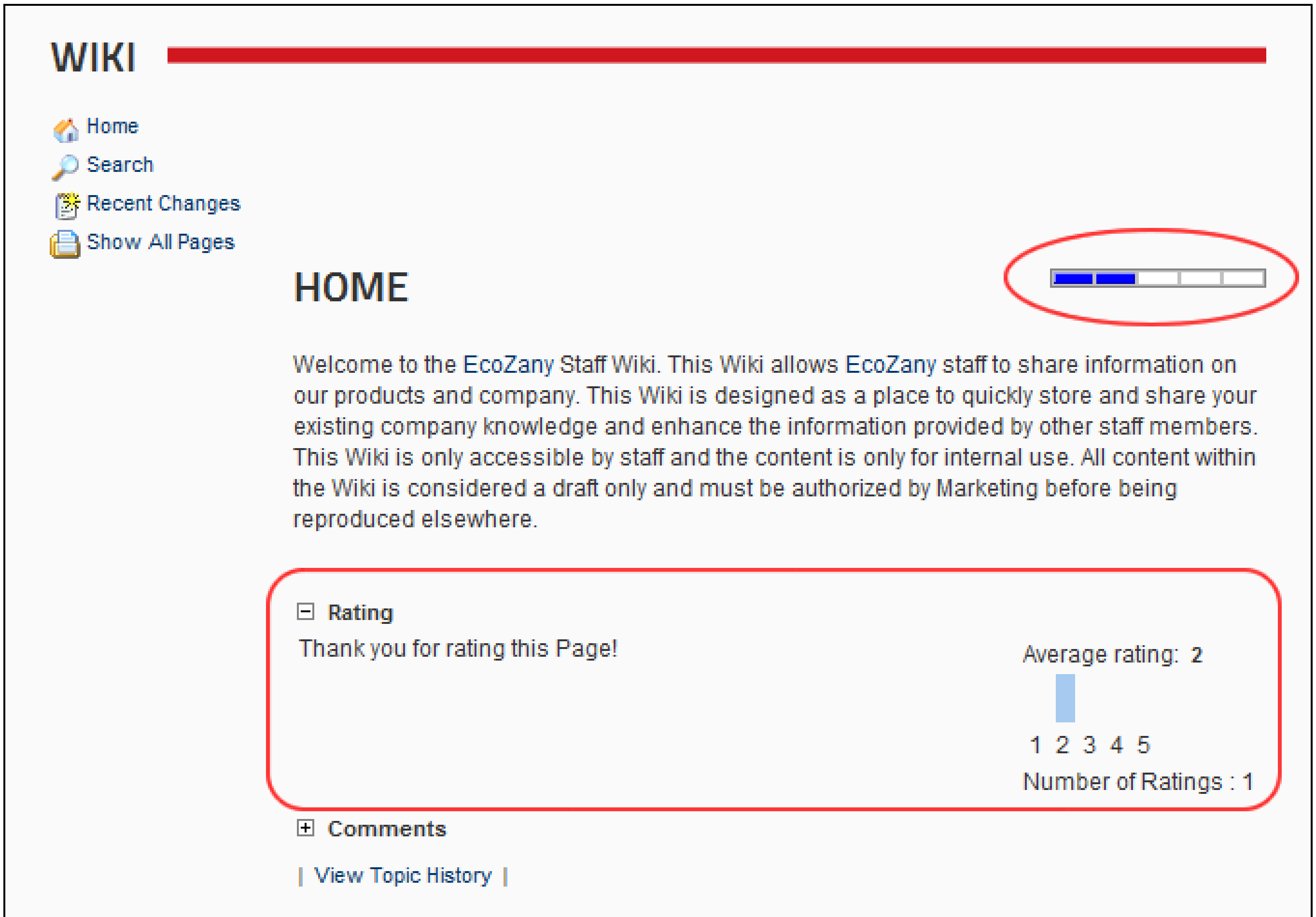
Viewing Ratings

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.

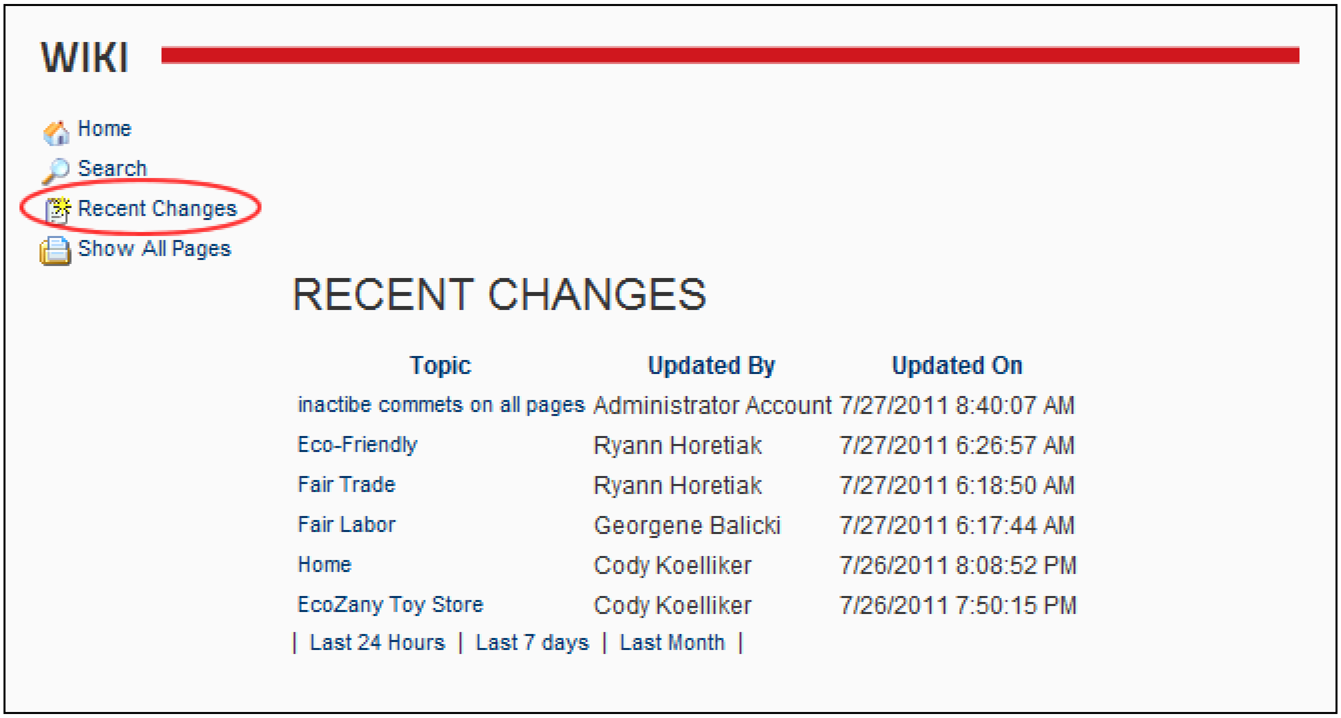


Viewing Page Ratings

Viewing Recent Changes

How to view recent changes to a Wiki module.

1. Click the Recent Changes link. This displays all recent changes.

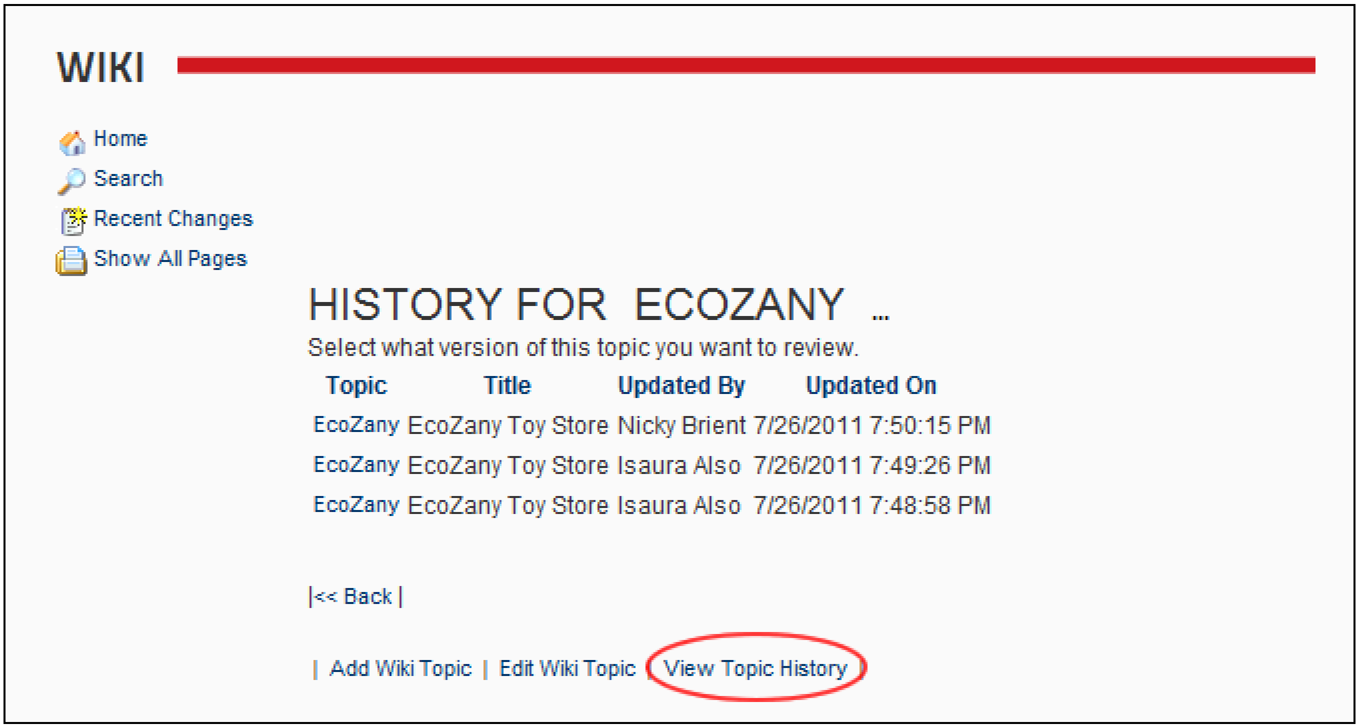


2. **Optional.** Click one of the following links to filter recent changes by that time period:
   - Last 24 Hours
   - Last 7 Days
   - Last Month

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.

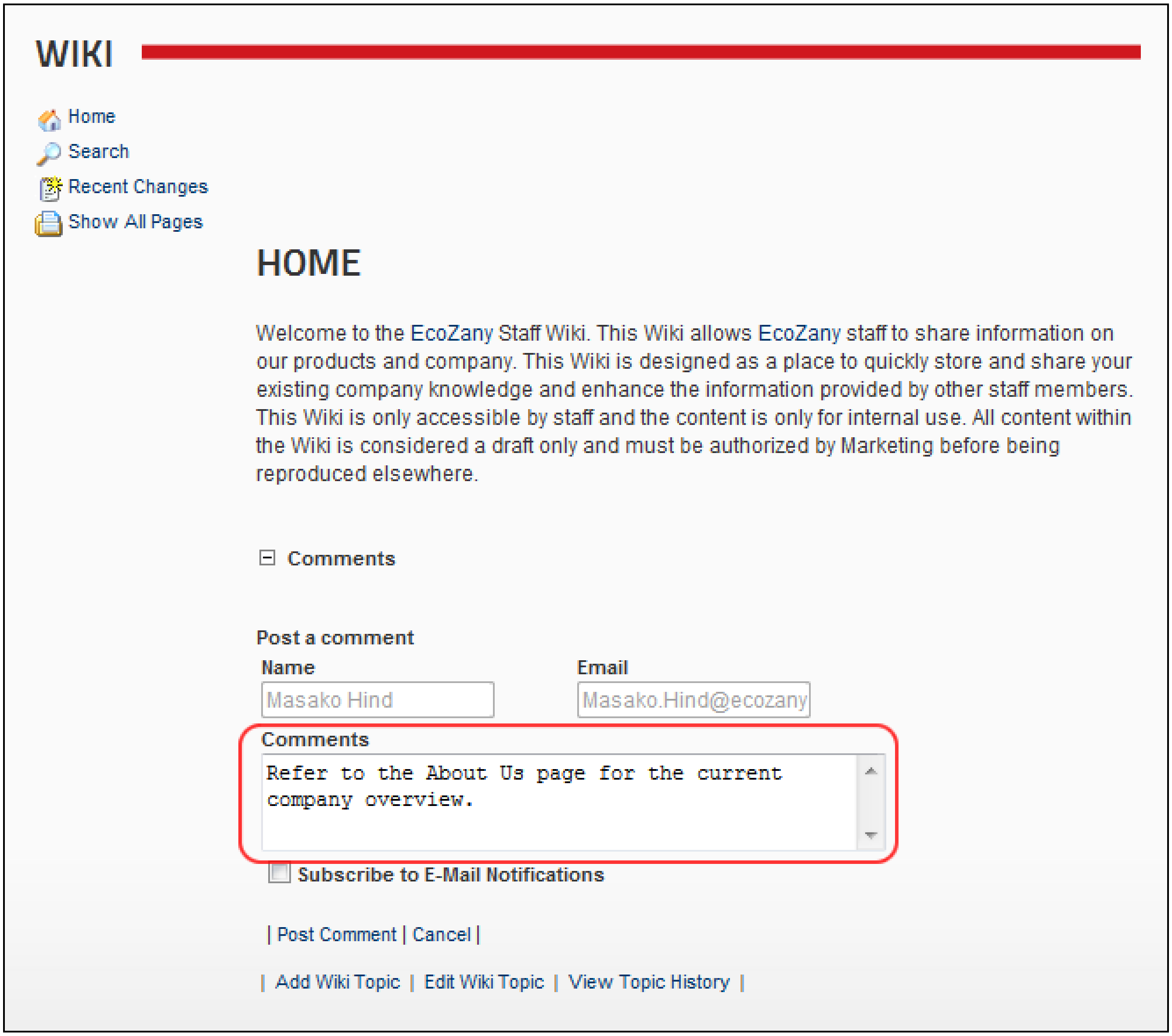


3. In the **Topic** column, click on any version to view the content of that version.
4. Click the << Back to return to the History.
5. Repeat Steps 3-4 to view other versions.

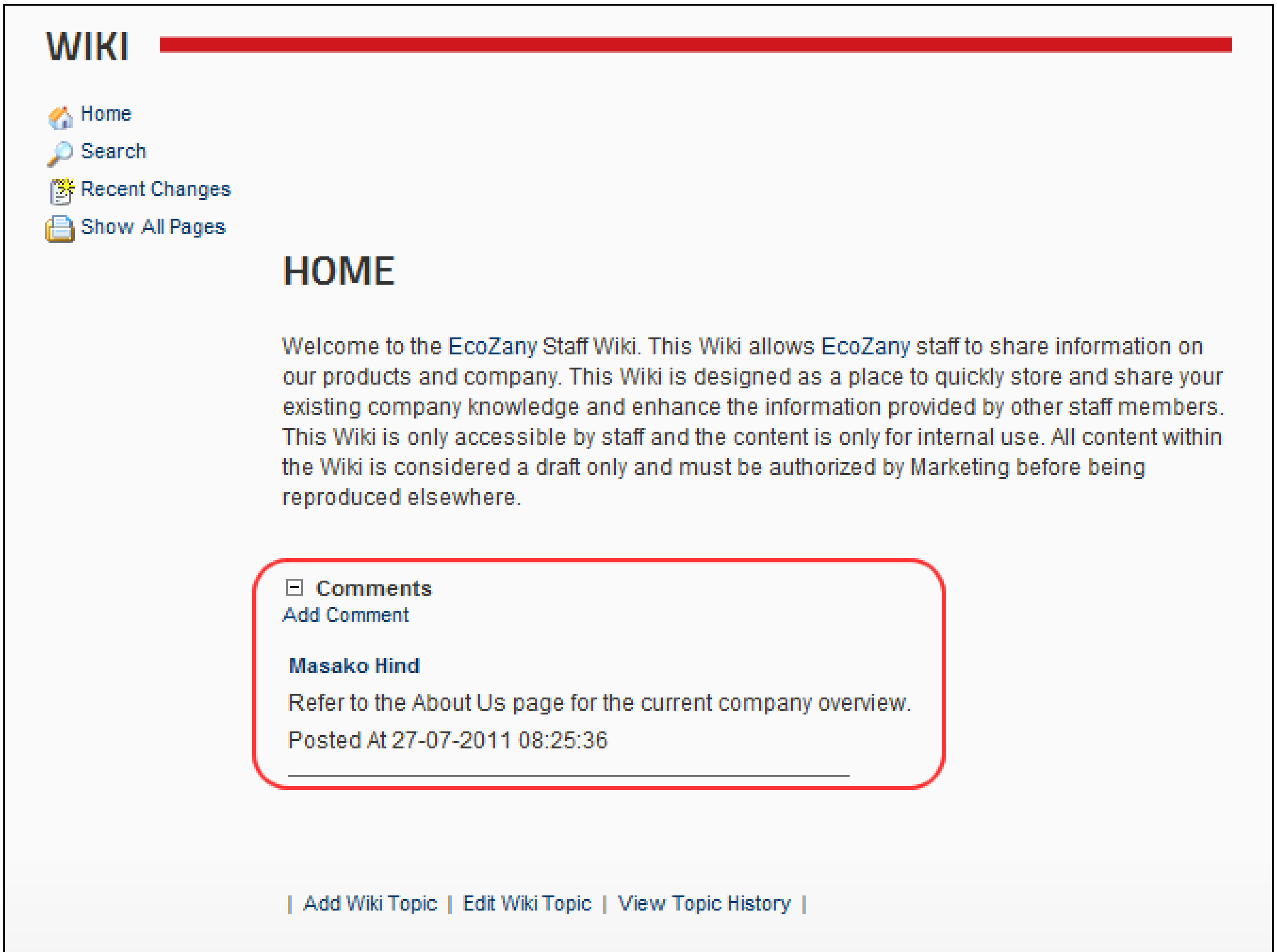
Adding a Comment

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.



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.

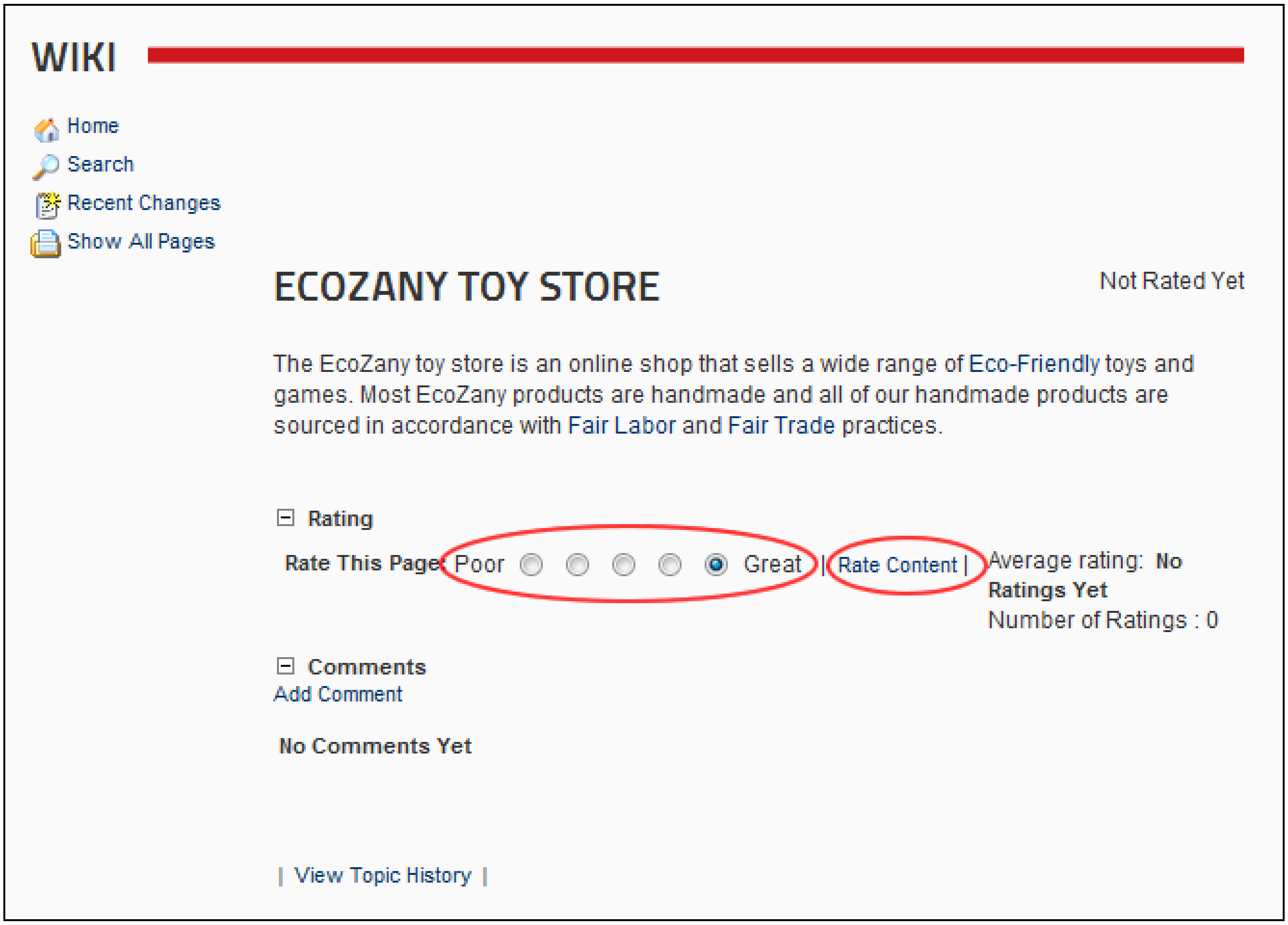


The newly added Comment

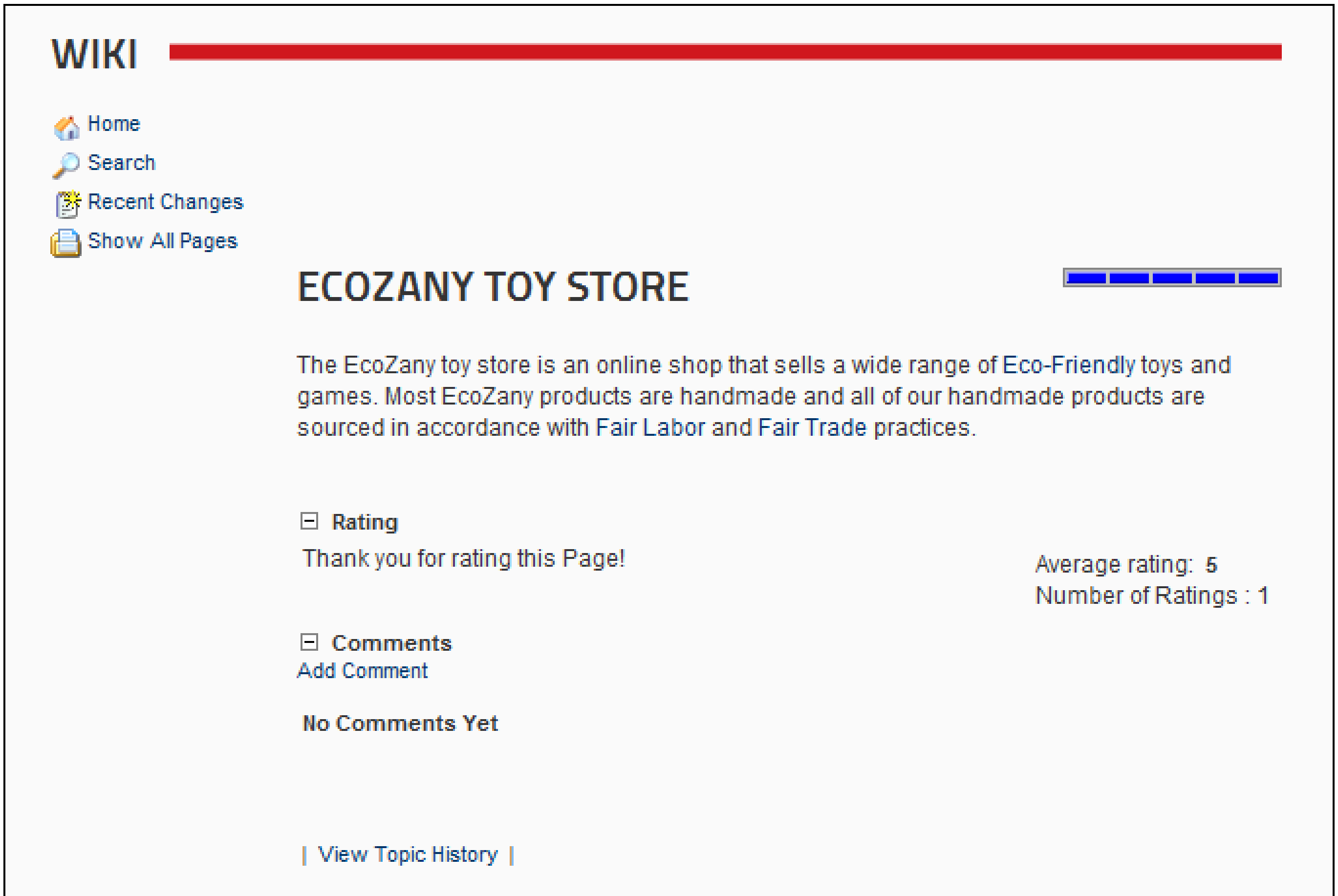
Adding a Rating

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.



3. 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.



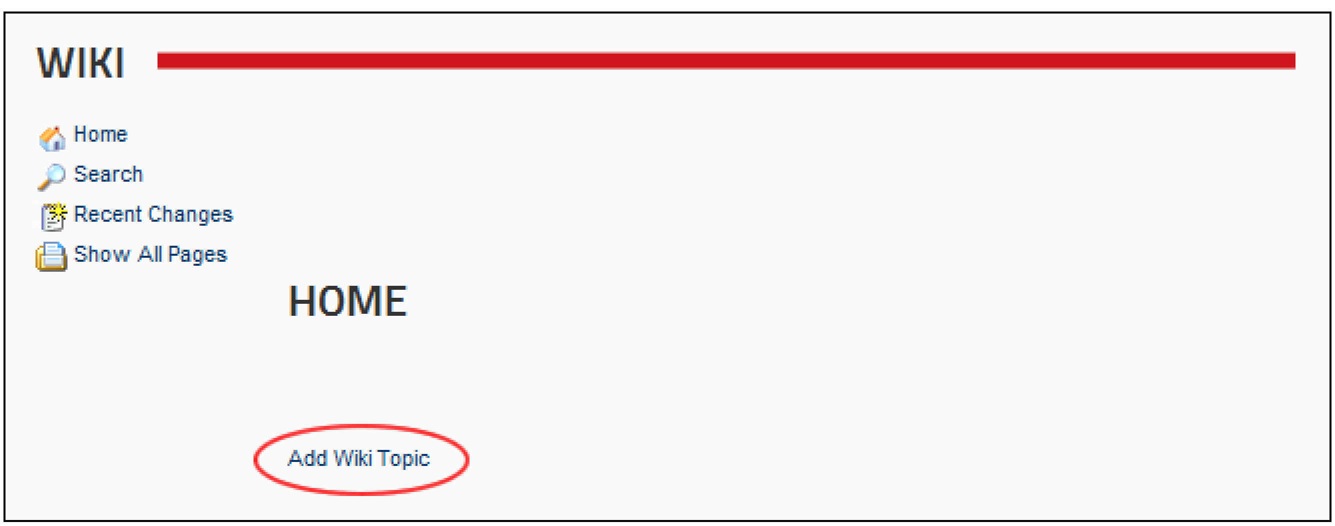
The Rating Thank You Page

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.



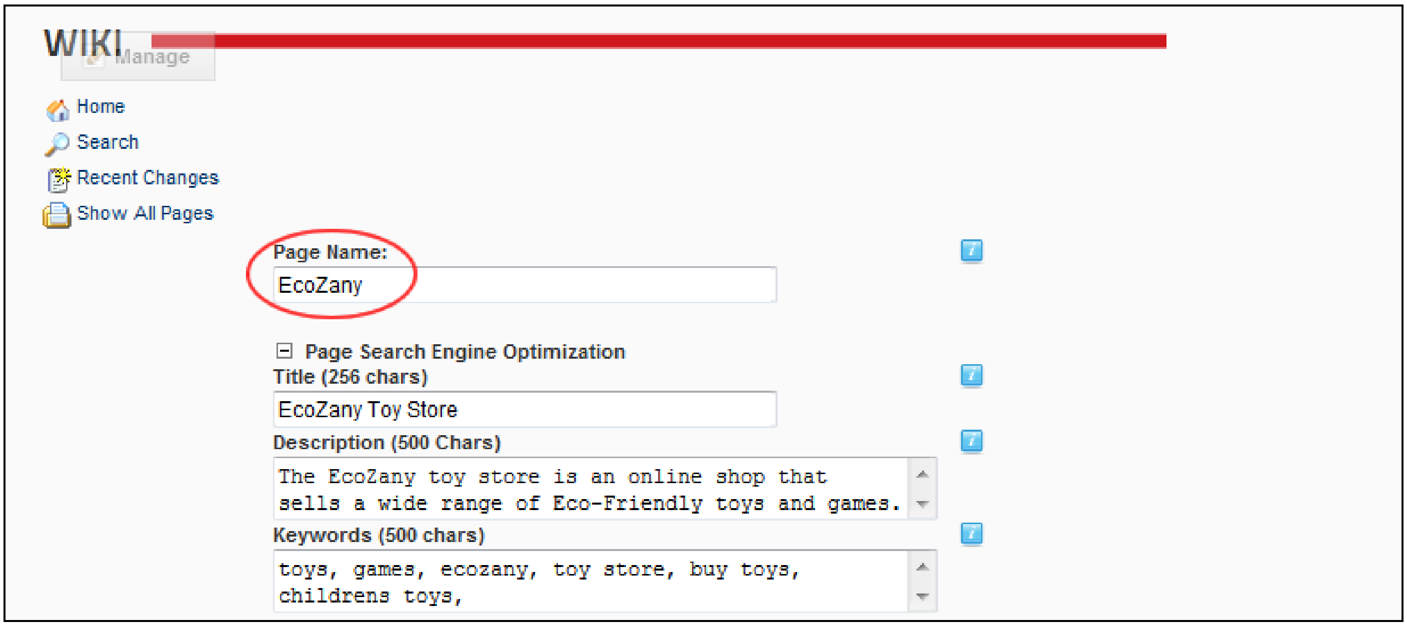
2. In the **Page Name** text box, enter the name for the new page. Note: The page name appears in the Wiki Index using the capitalization entered here. E.g. EcoZany will create a page titled "EcoZany". Note: A maximum of 50 characters is permitted.

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.



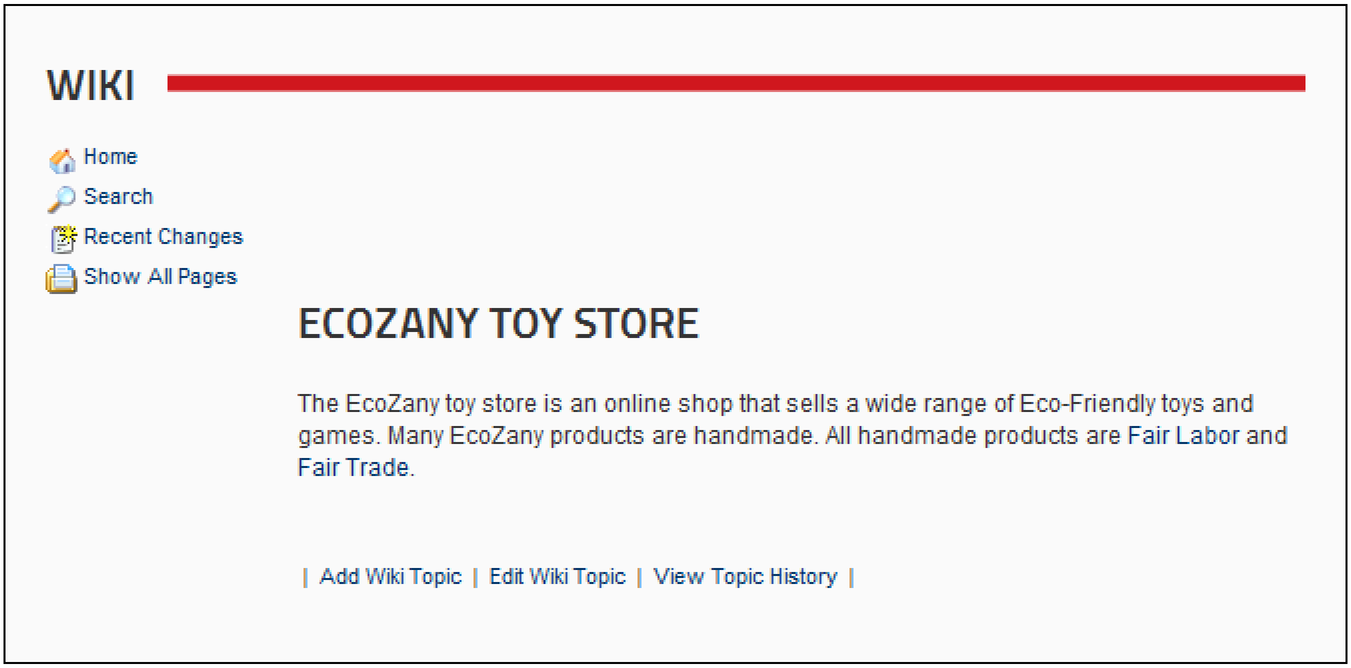
4. In the **Editor**, enter the page content. Note: When you create a link to a page which does not yet exist, the page will not appear in the Wiki Index until content is added to it. For details on adding page links, **Maximize** the **Wiki Text Directions** section.

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:

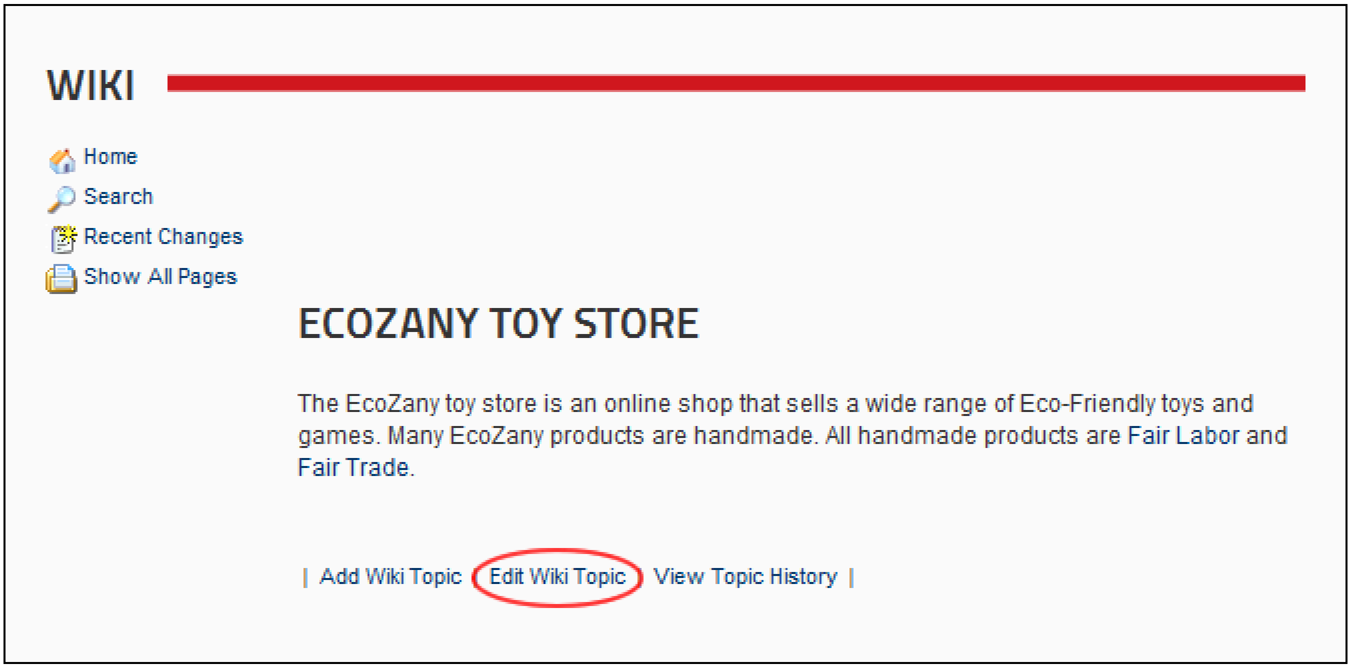
You can also simply add a Wiki page (See "Adding a Wiki Page"), however you need to ensure the spelling of the Page Name is exactly the same as linked Topic Name.

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.



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.

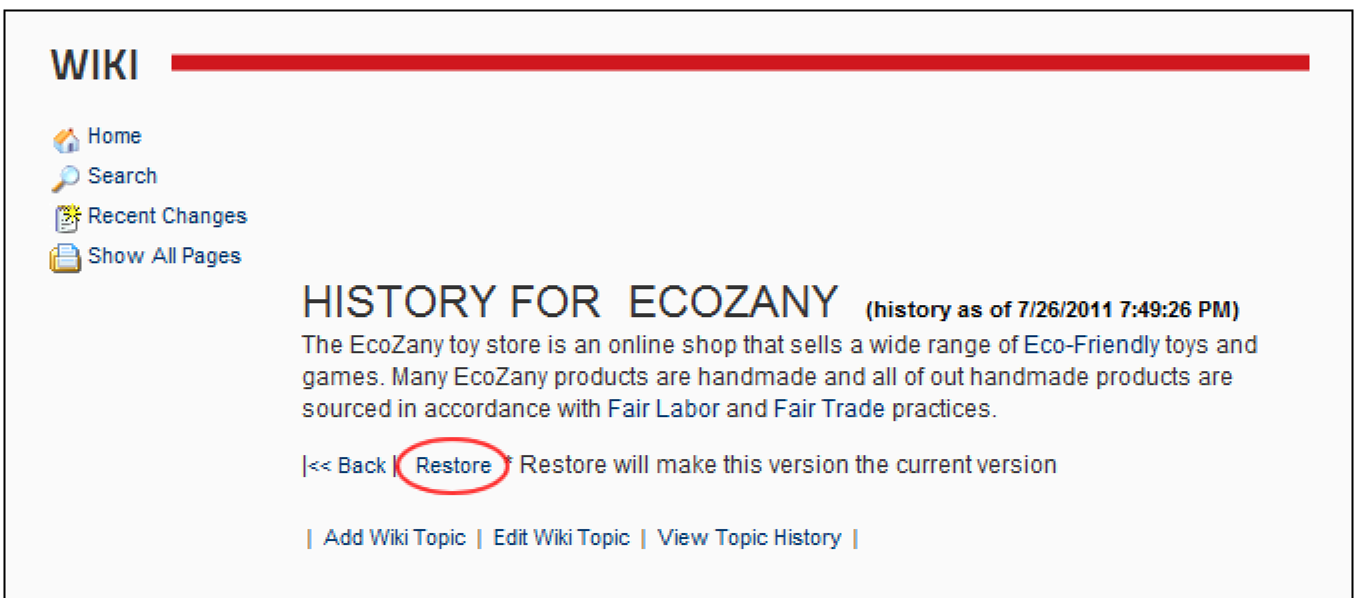
5. Click the Save link to save and view the edited page.

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.

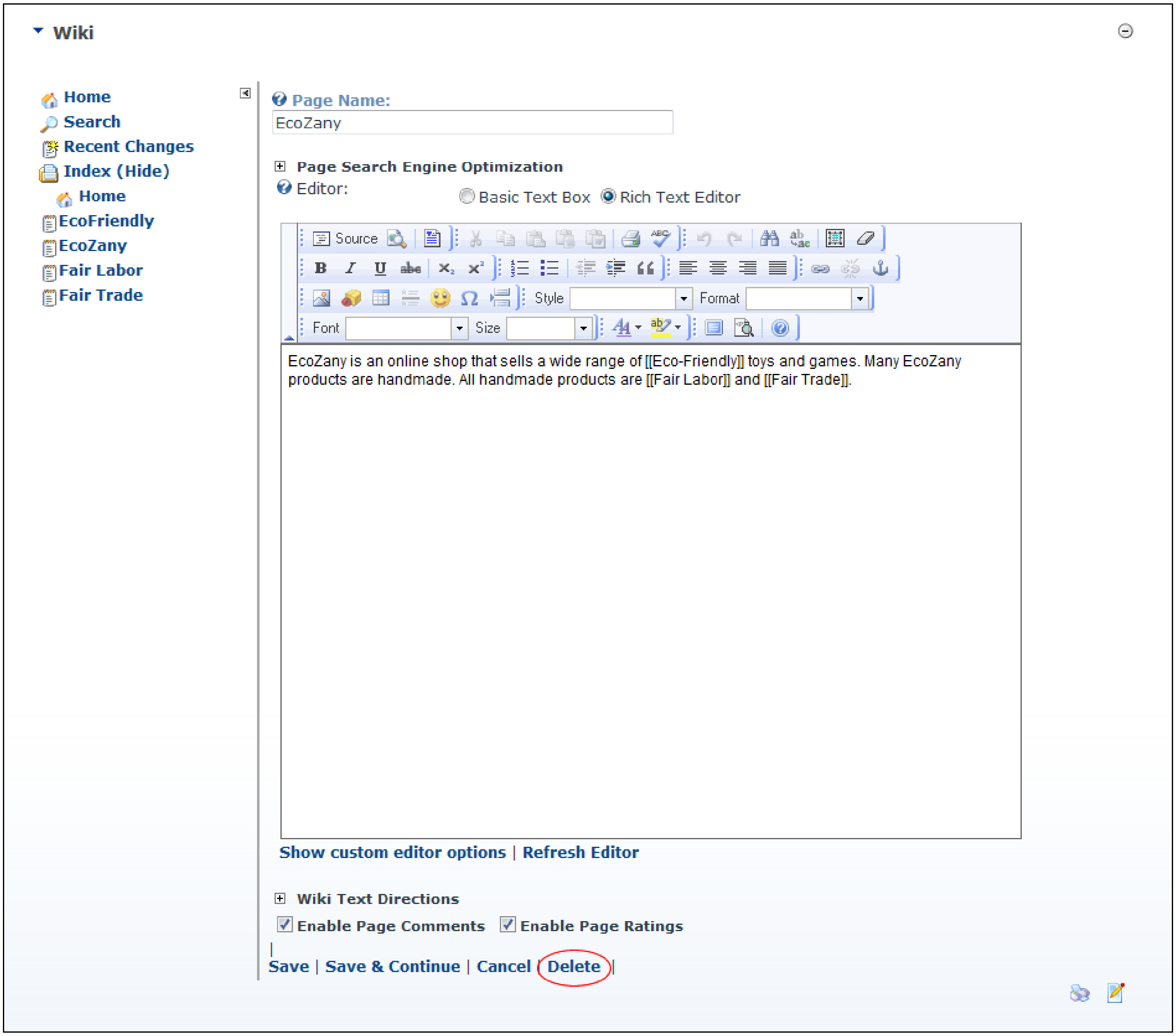


Restoring Previous Page Version

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.

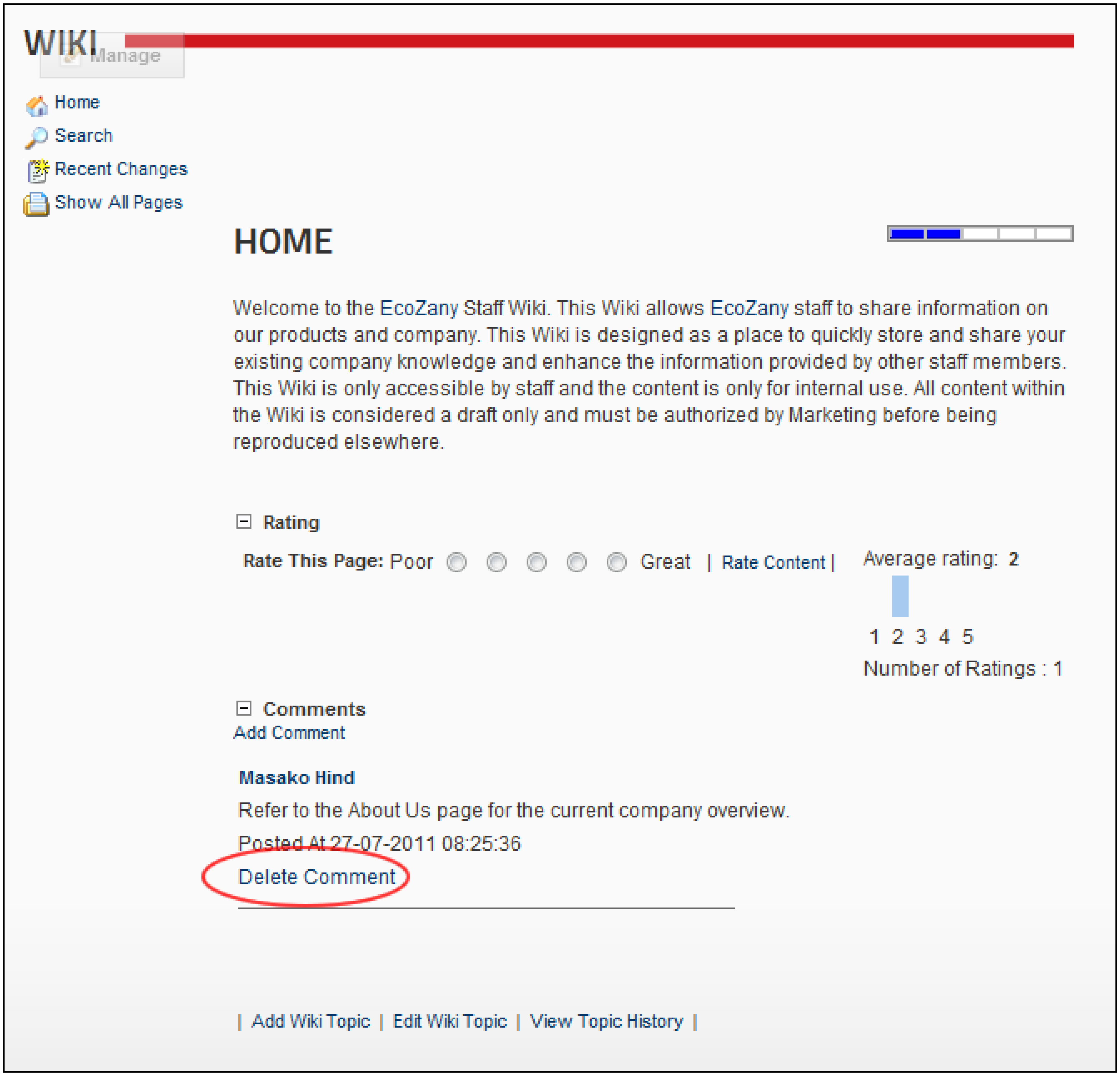


Tip: The Home page cannot be deleted.

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.



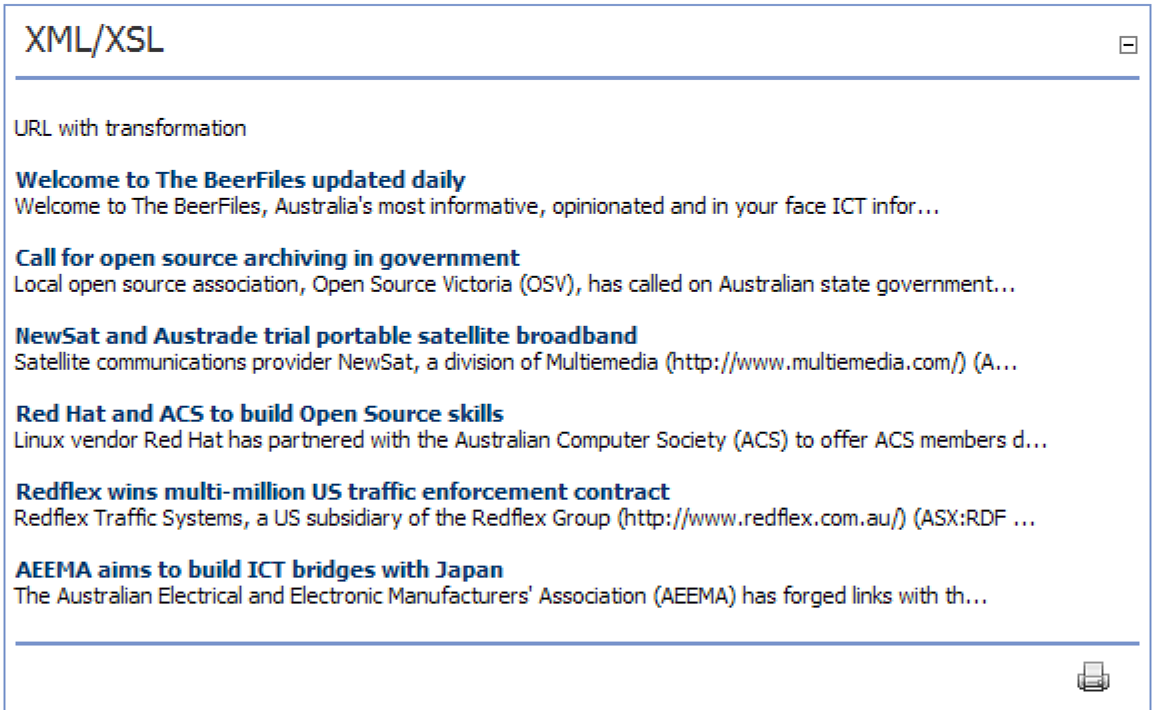
XML

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



The XML/XSL Module

Project Links

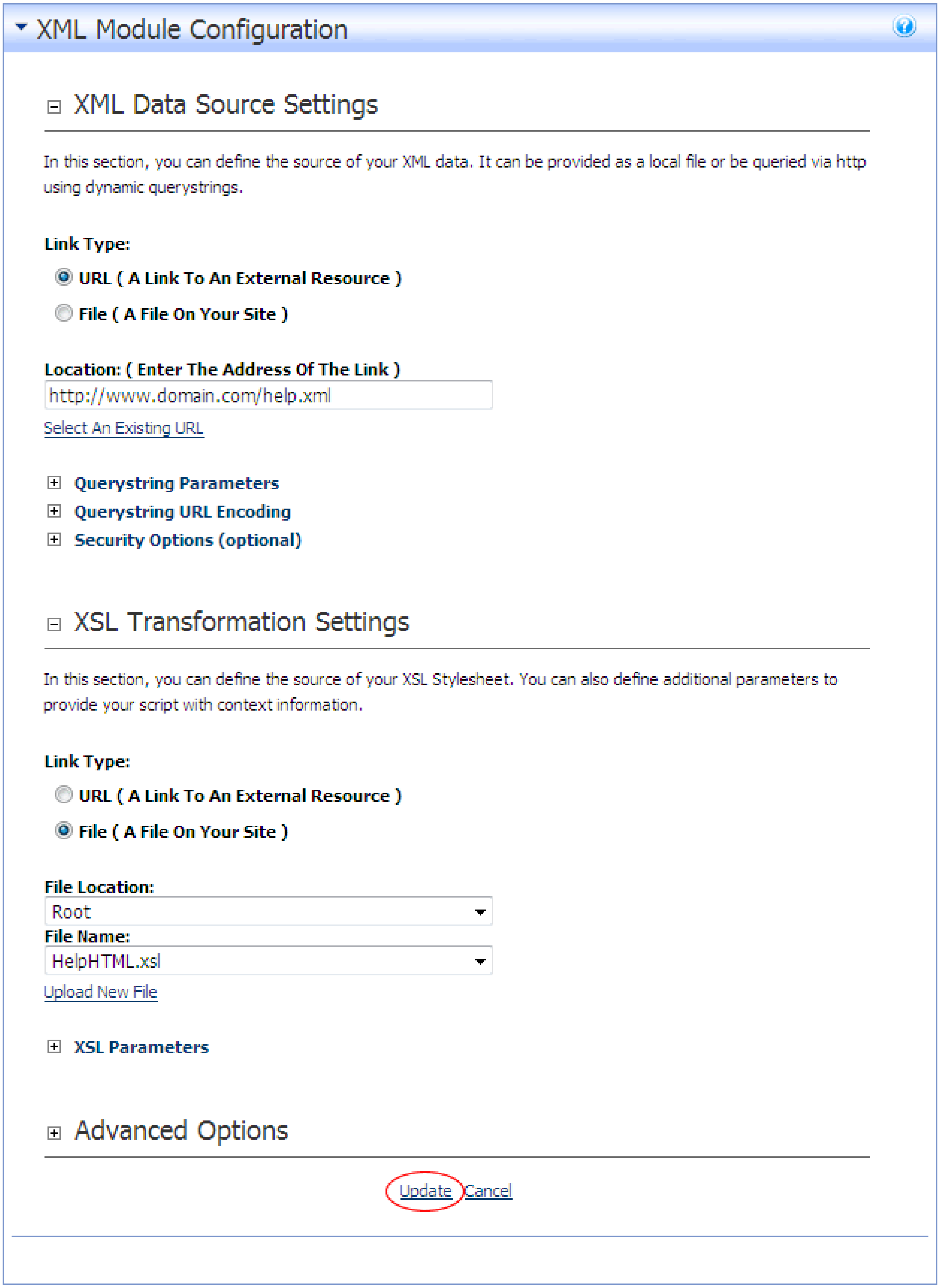
- **Project Home**: http://www.dotnetnuke.com/Community/ExtensionsForge/ModuleXML/tabid/836/Default.aspx
- **Support Forum**: http://www.dotnetnuke.com/Resources/Forums/tabid/795/forumid/59/scope/threads/Default.aspx
- **Issue Tracker**: http://dnnxml.codeplex.com/workitem/list/basic

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)
http://www.domain.com/help.xml
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:
Root
File Name:
HelpHTML.xsl
Upload New File
XSL Parameters
Advanced Options
Update
Cancel

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 **Domain\username** 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.

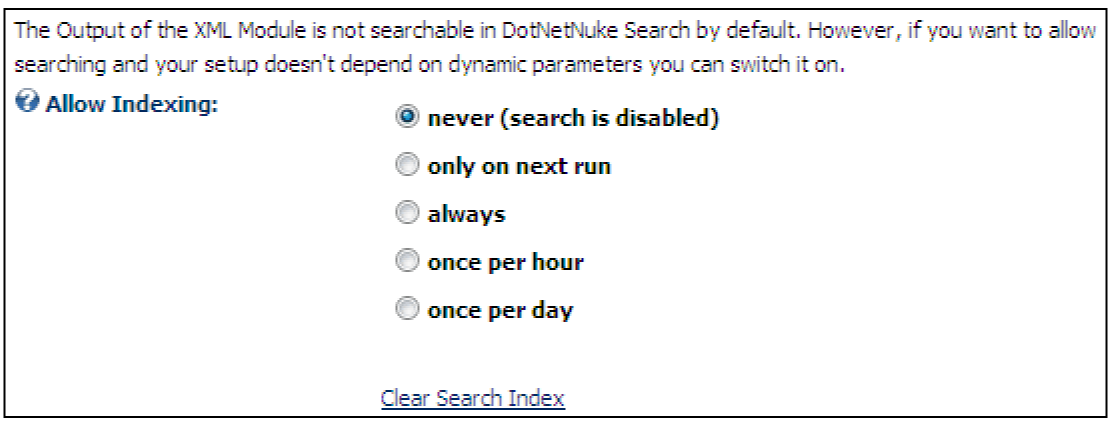
8. Click the Update link.

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

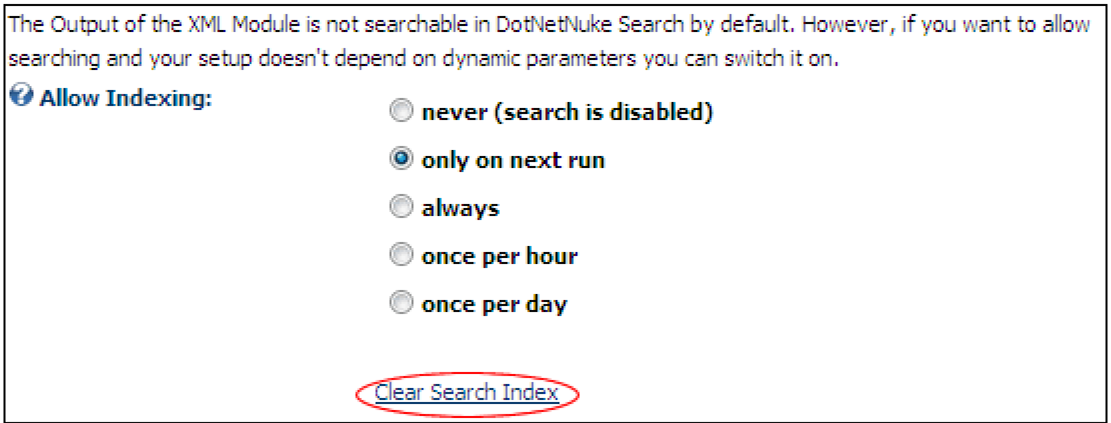


4. Click the Update link.

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.



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.

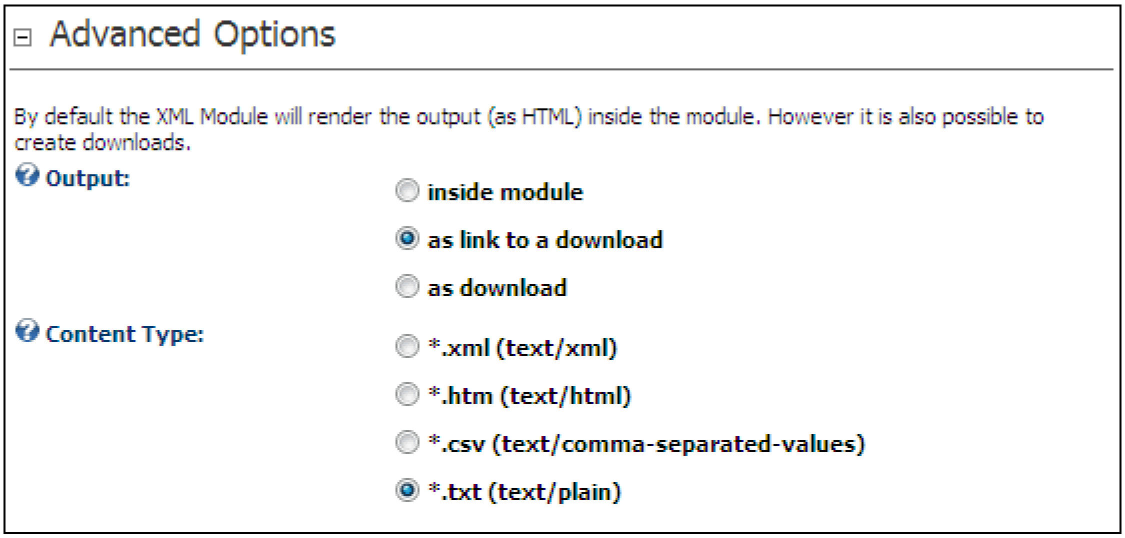
Setting XML Rendering Output

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)



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 "About the Log Viewer Module") and Site Log (See "About the Site Log Module")
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*

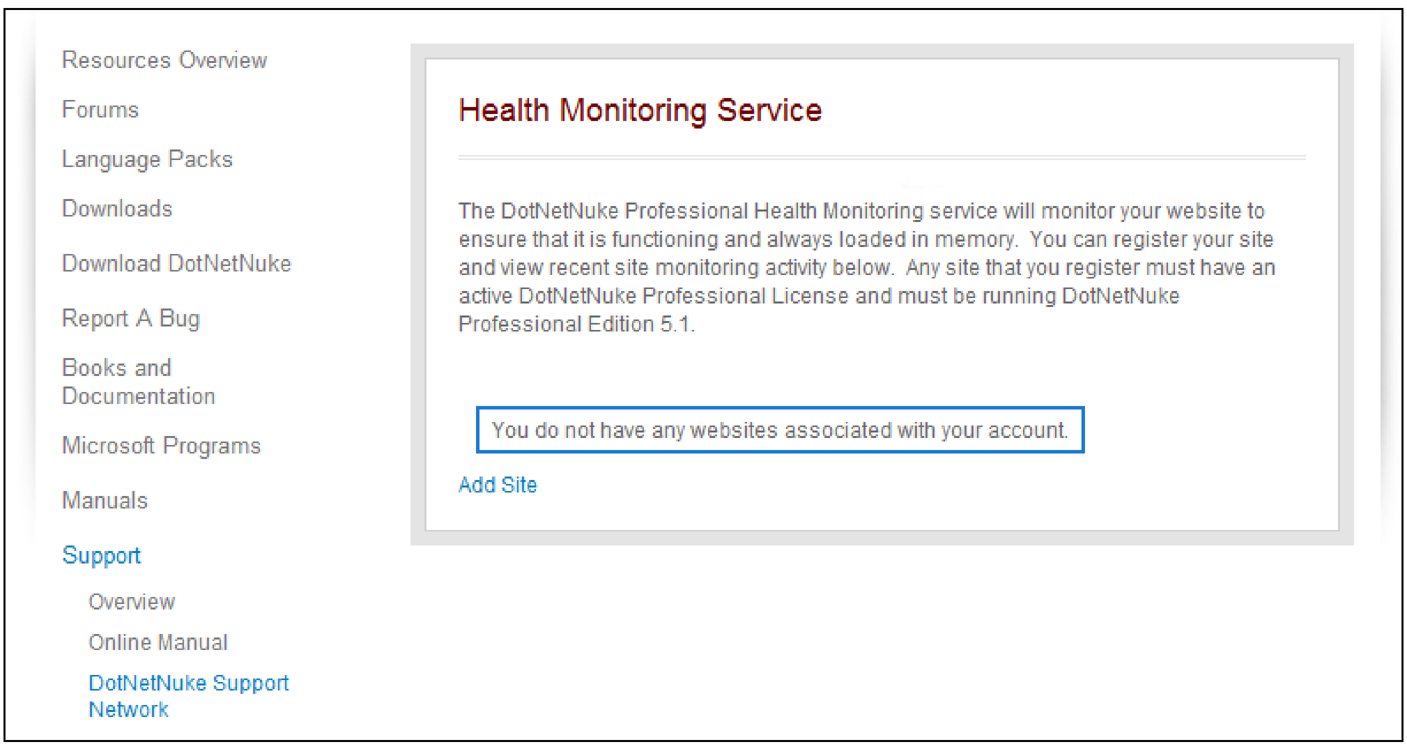
Module Version: 06.00.00

Minimum DNN Version: 06.00.00

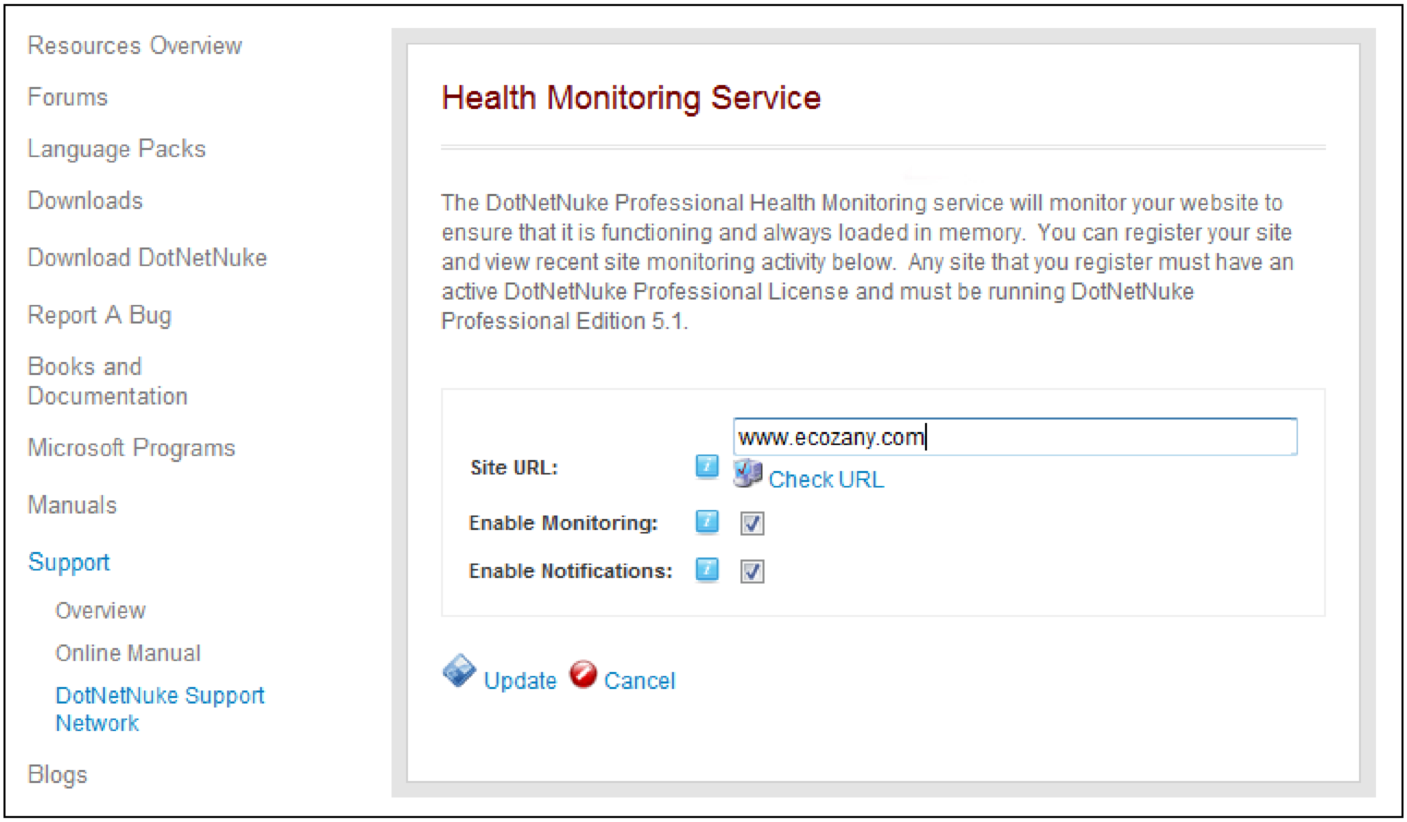
Configuring Health Monitoring

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.



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.

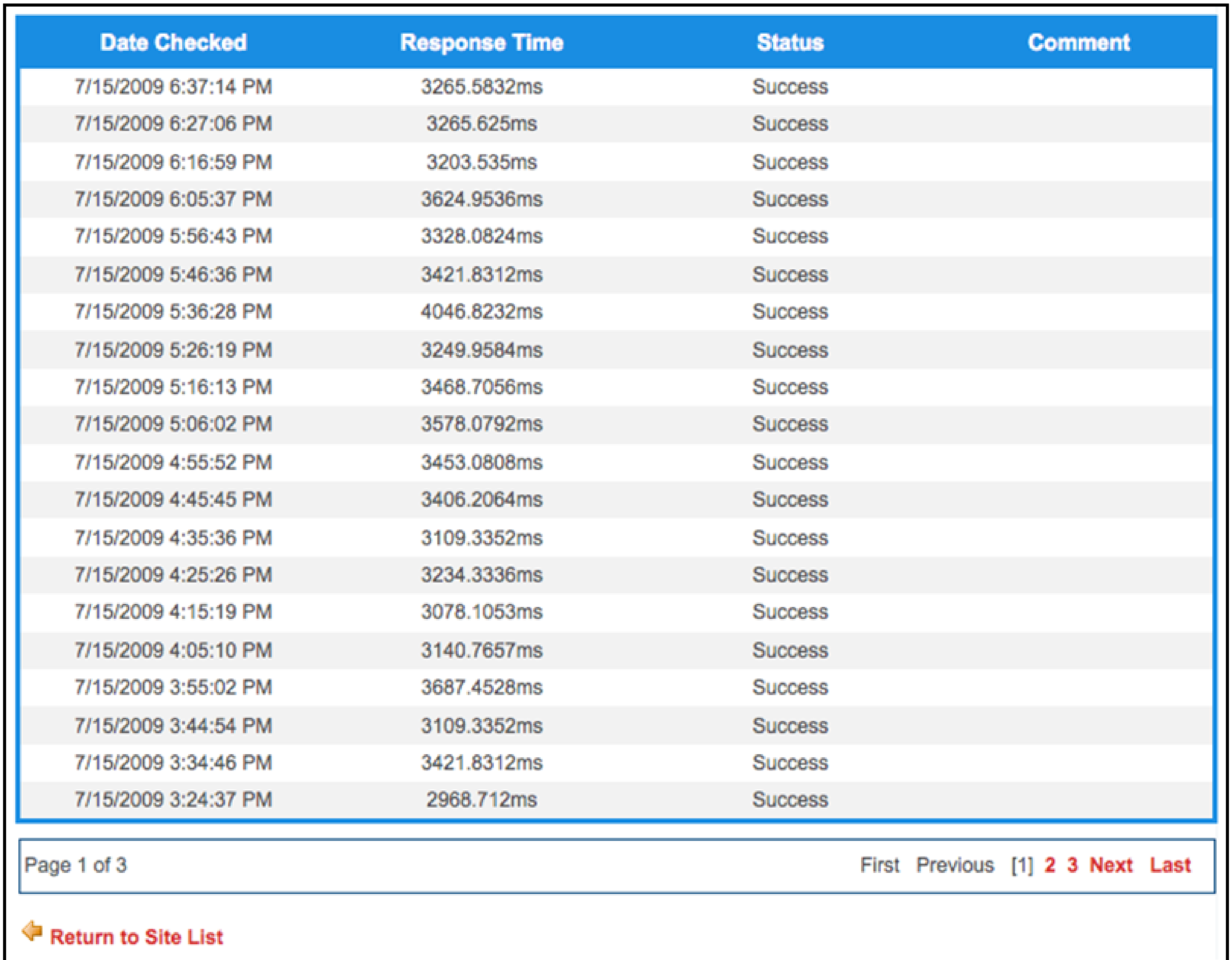


9. Click the Update link to save these settings.

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 you 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

The Security Center Module

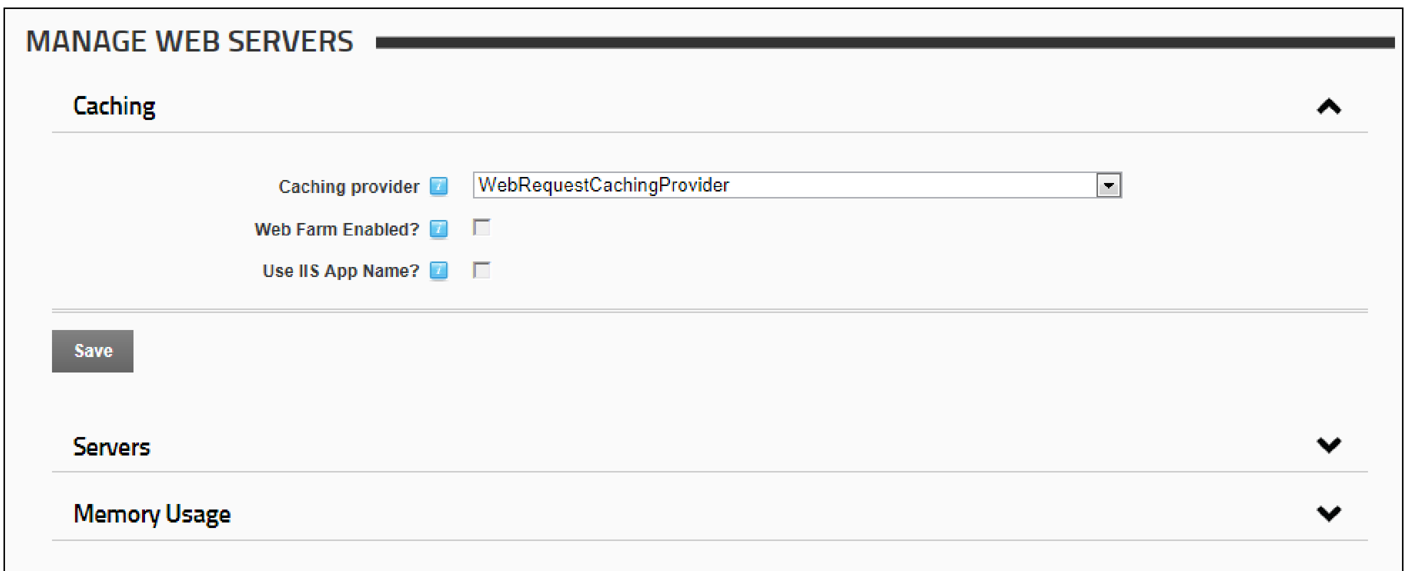
Web Server Manager

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



The Manage Web Servers Module

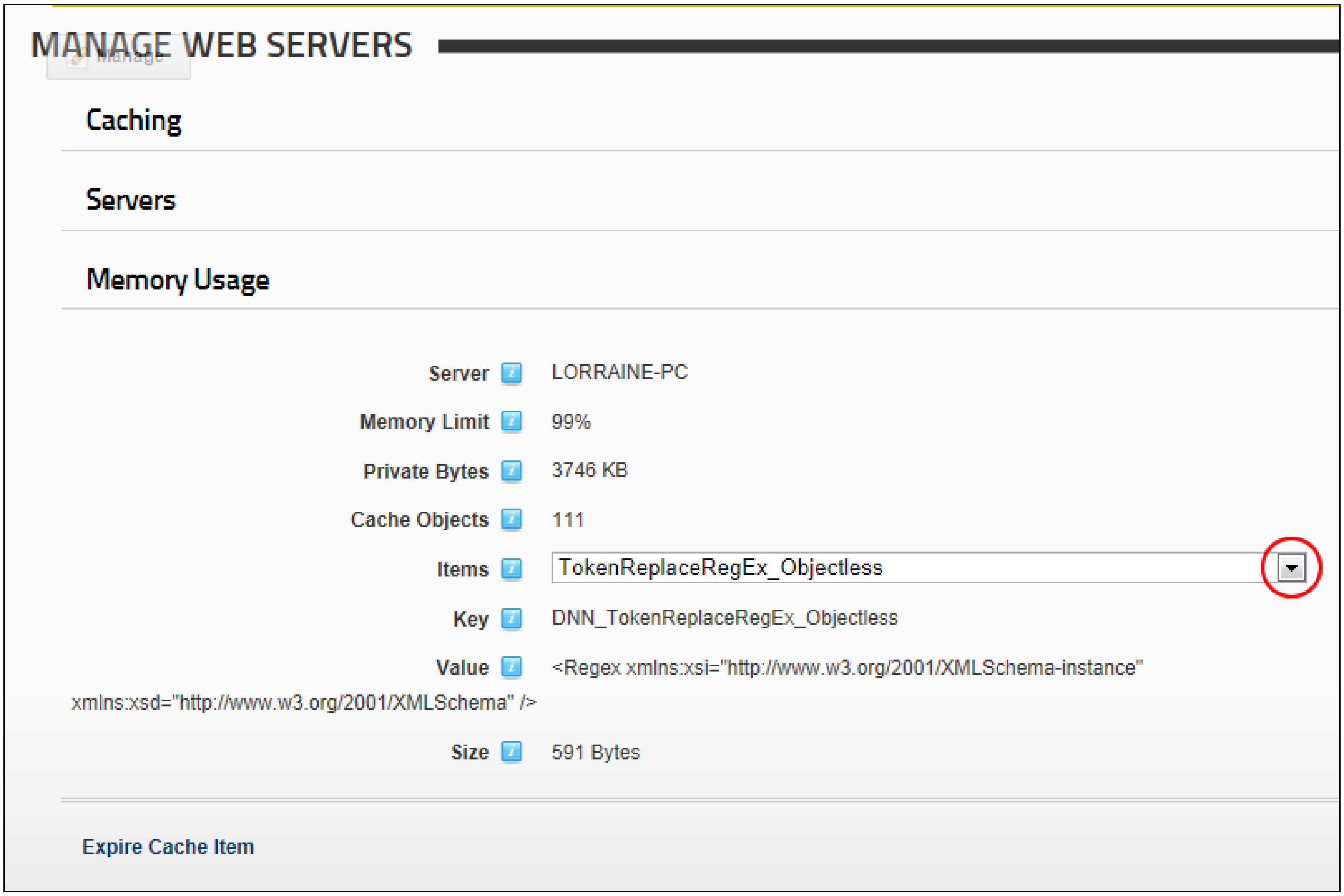
Managing Cache Items

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.



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.

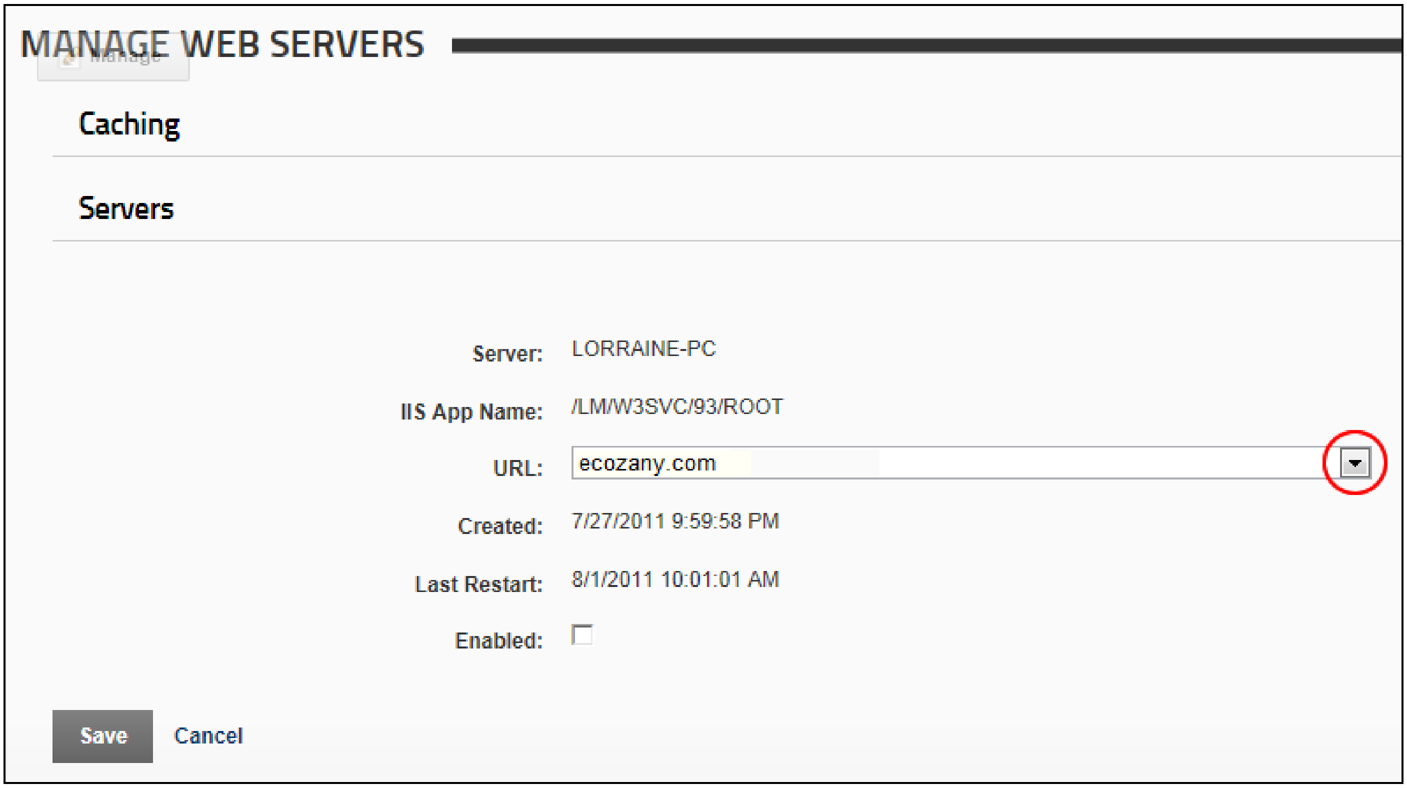
Managing Your Web Server

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.

4. 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.



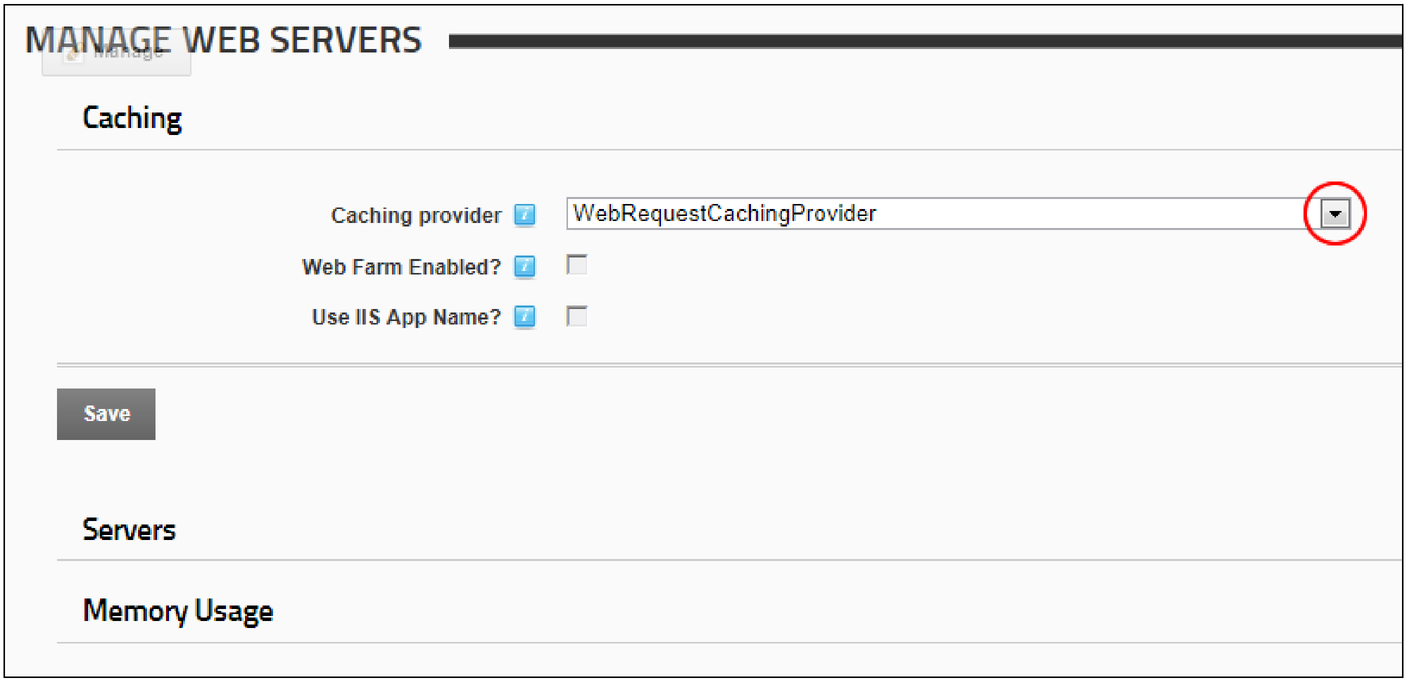
5. At **Enabled**, check the check box to enable the server - OR - Uncheck the check box to disable it.
6. Click the **Save** button.

Setting the Default Caching Provider

How to set the default caching provider for your web server.

Only available in DotNetNuke Professional Edition

1. Navigate to Host > Professional Features > **Manage Web Servers**.
2. Expand the **Caching** section.
3. At **Caching Provider**, select the default caching provider from these options:
    - FileBasedCachingProvider
    - WebRequestCachingProvider

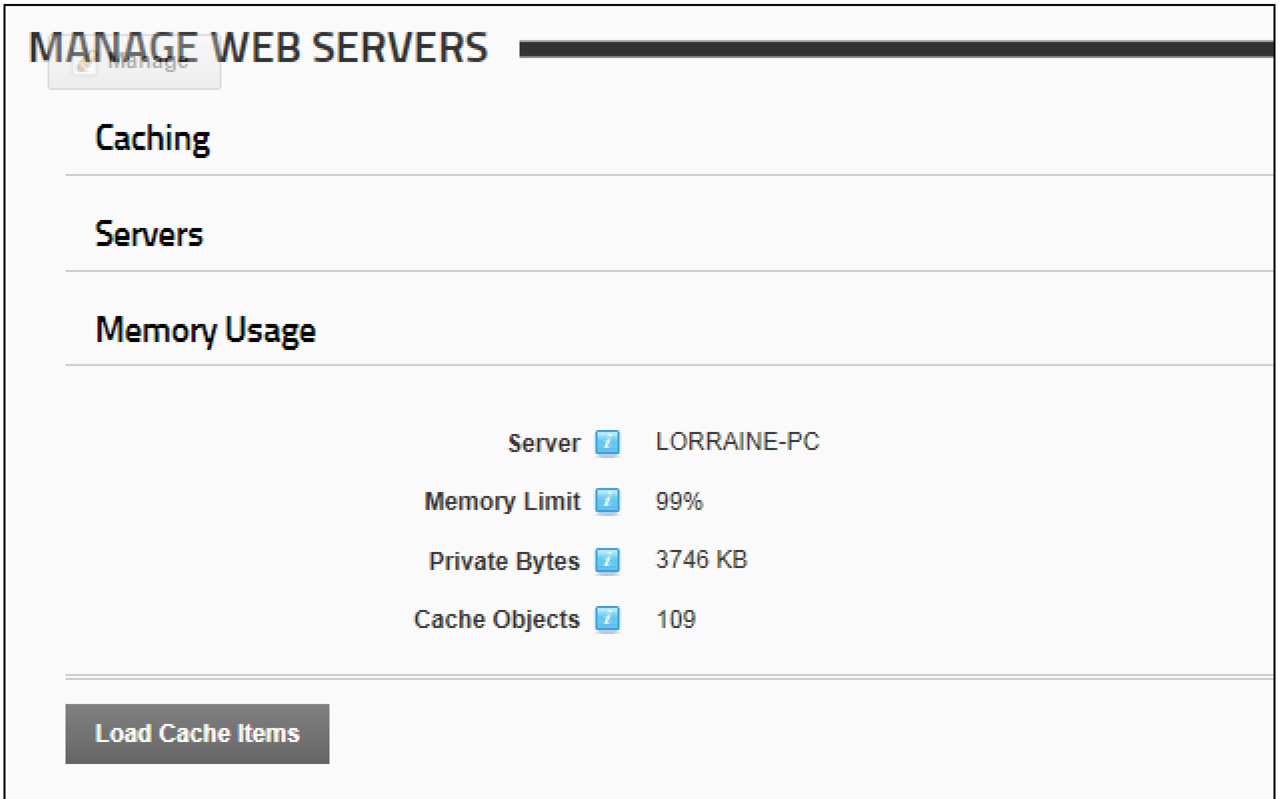


4. Click the **Save** button.

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.



Viewing Memory Usage Information

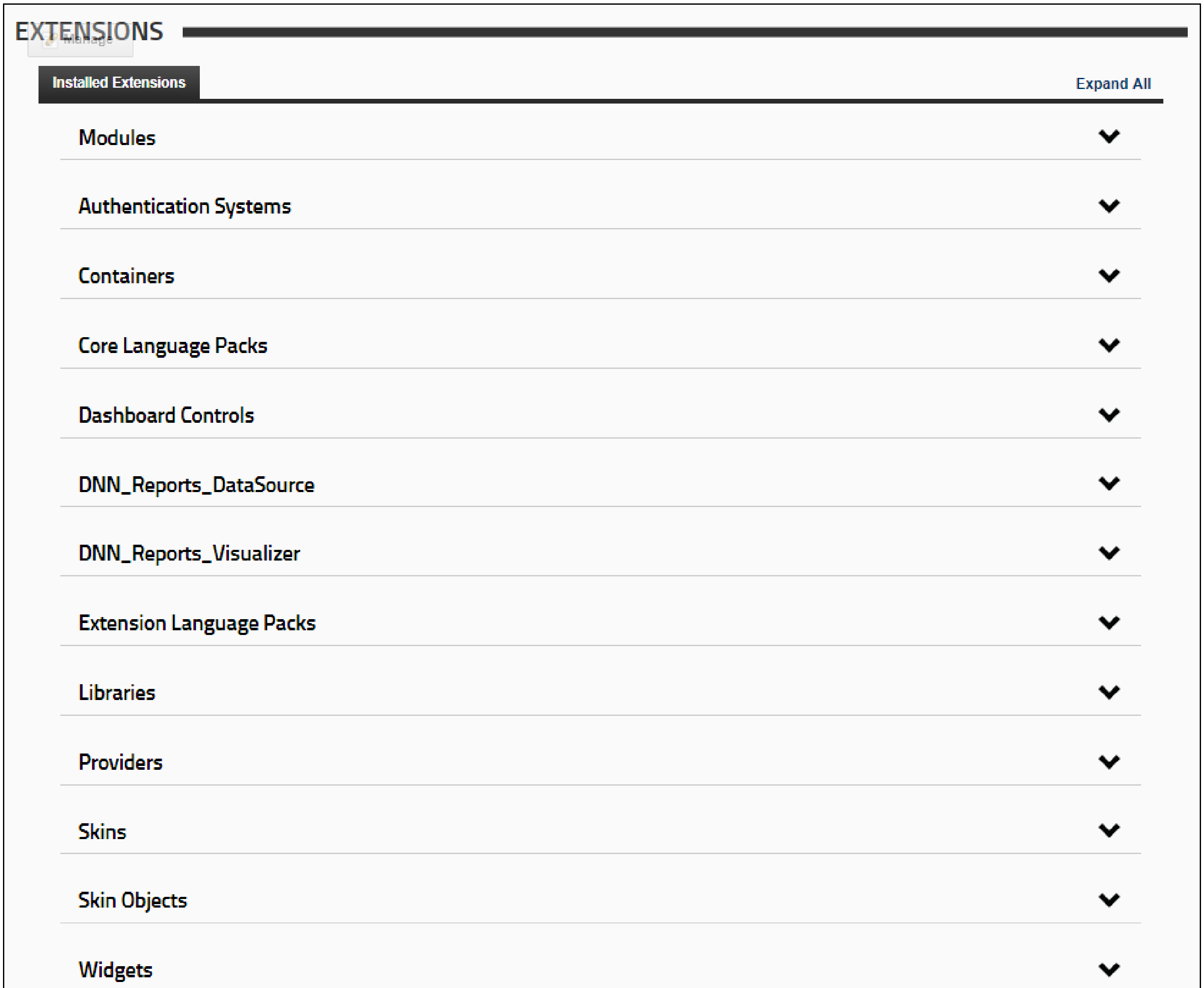
Extensions

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



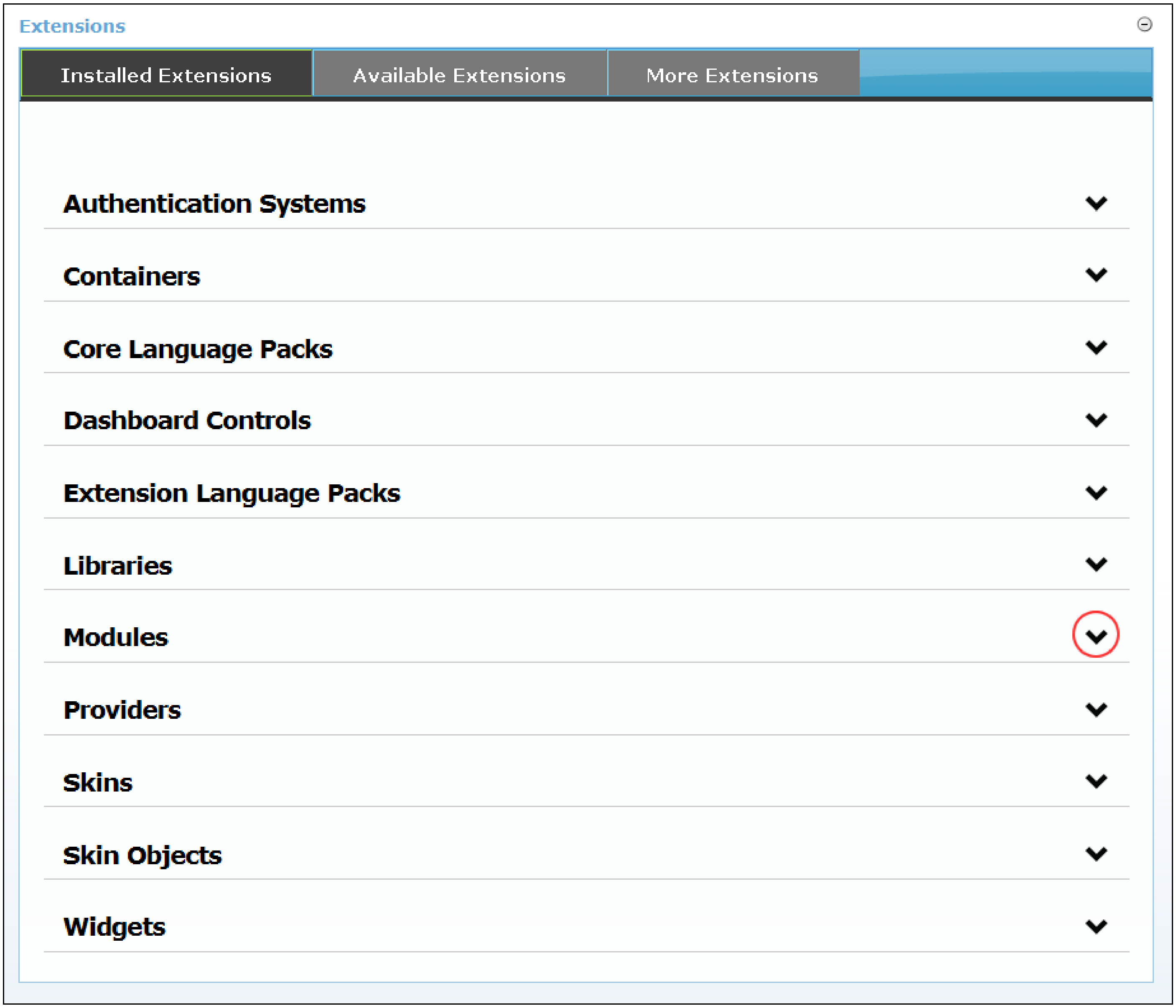
The Extensions Module (as displayed on the Admin page)

All Users

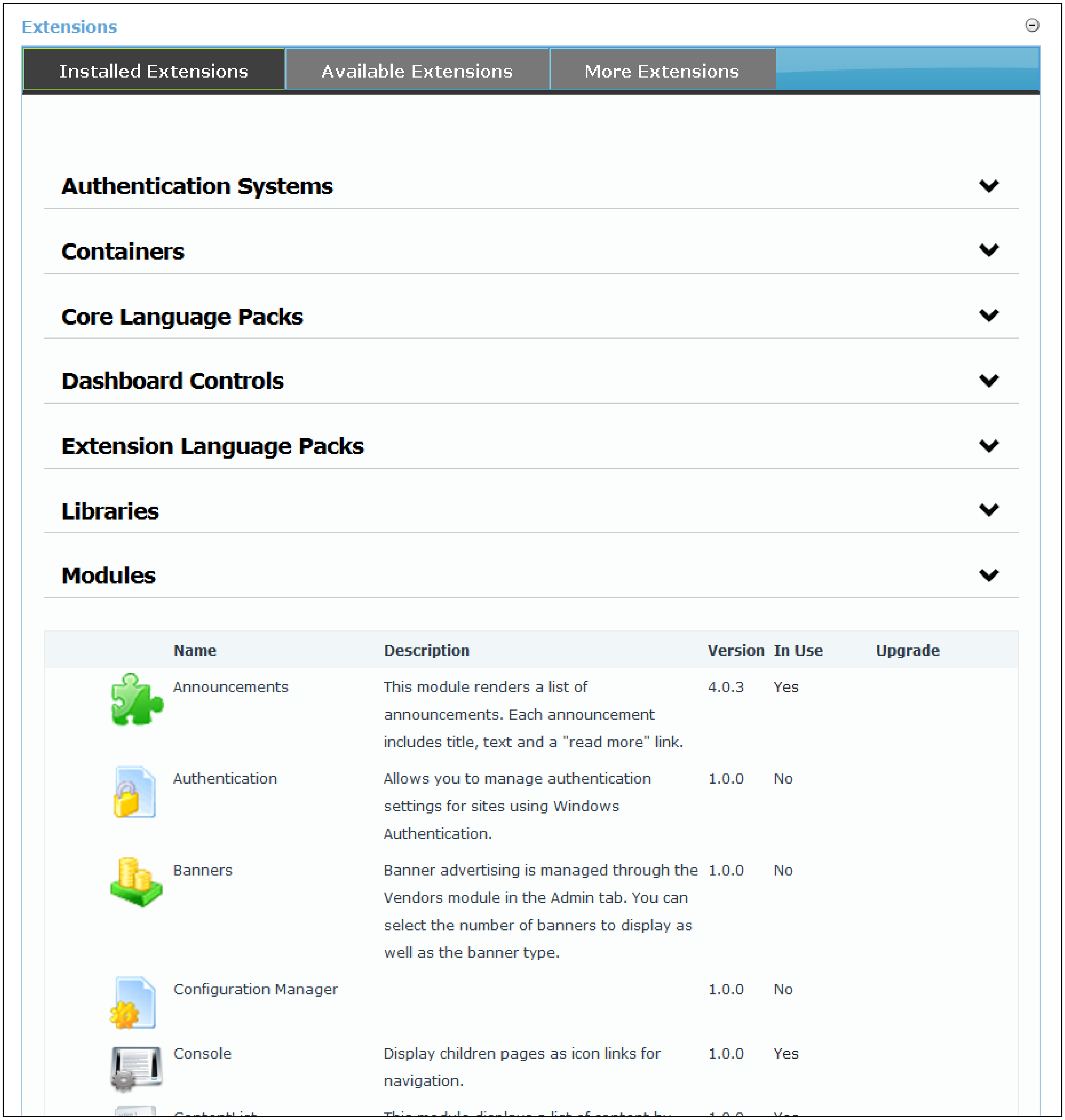
Viewing Extension Information

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.



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.



Related Topics:

- "Viewing Added To Pages Module Settings".

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 recommenced.
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).

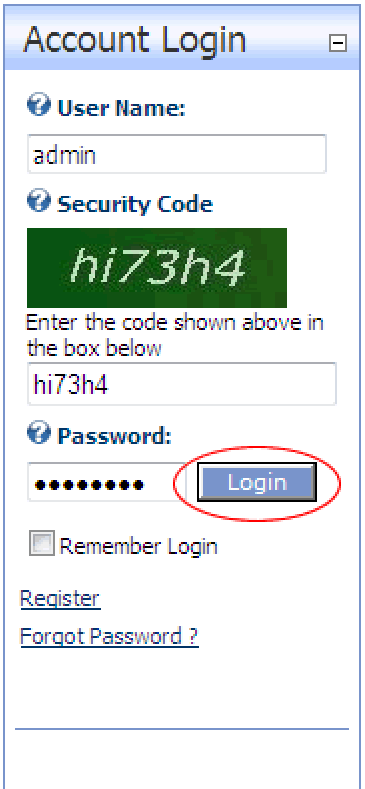
1. Go to an Extensions module - OR - Navigate to Admin > Extensions.
2. At **Filter by Type**, select **Authentication System** from the drop-down box.
3. Click the **Edit** button beside **DNN_LiveIDAuthentication**.
4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these 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.



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.

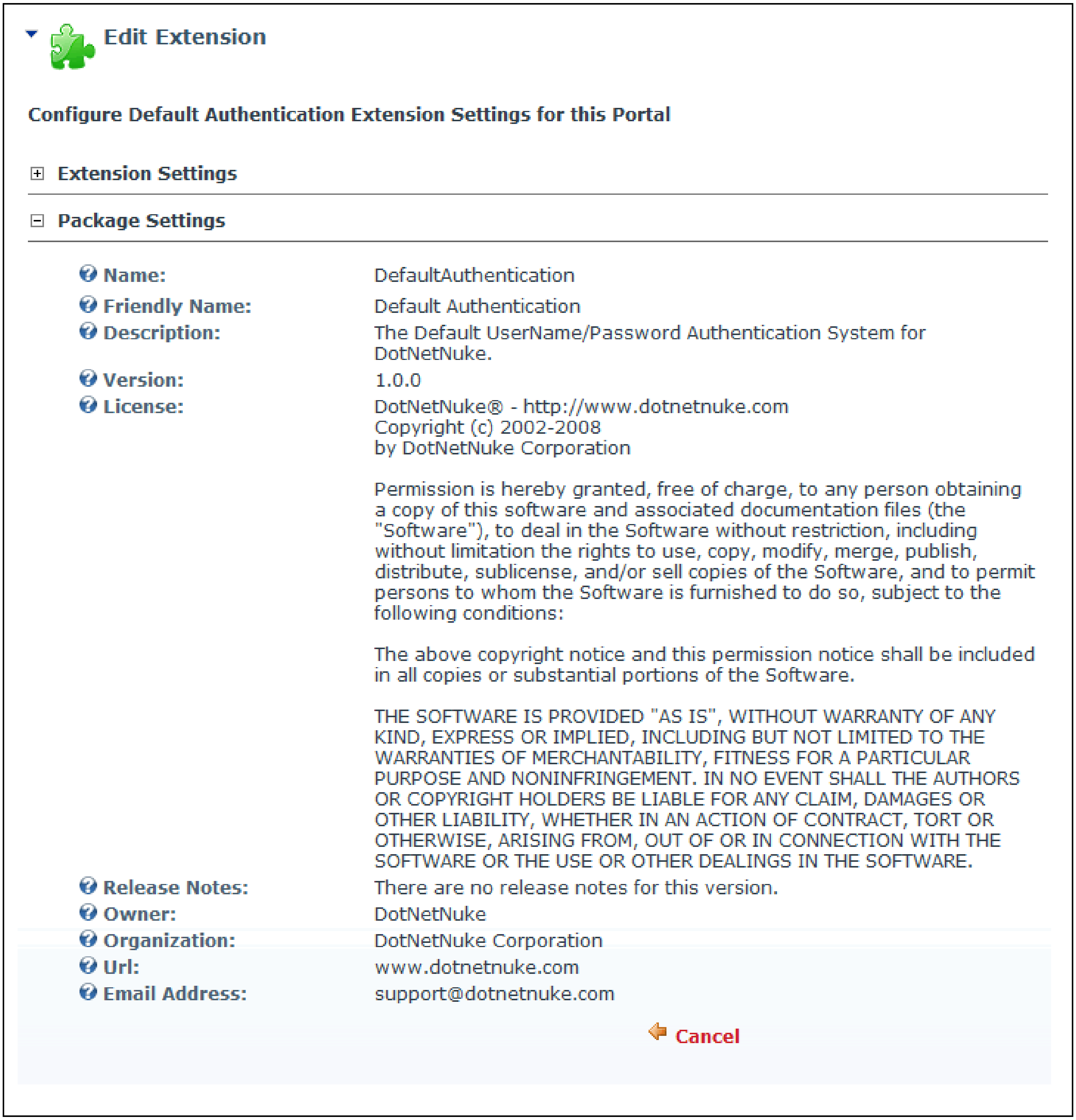
1. At **Filter by Type**, select **Skin** from the drop-down box. This filters the extensions list and displays the Name, Description and Version for each skin package.
2. Click the **Edit** button beside the required skin package.
3. Go to the **Extension Settings** section. The following details are 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.



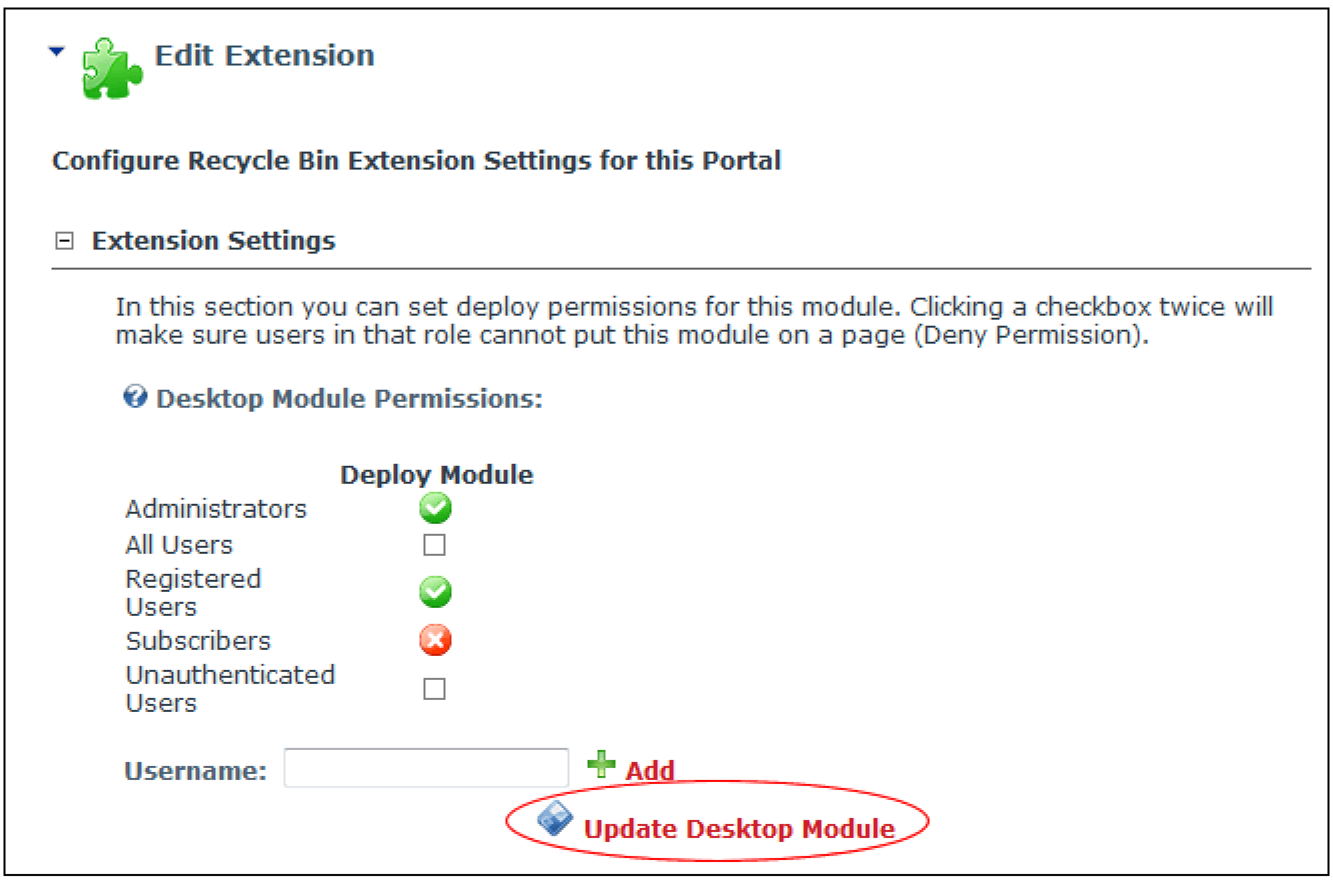
4. Click the Cancel link to return to the module.

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.



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.*

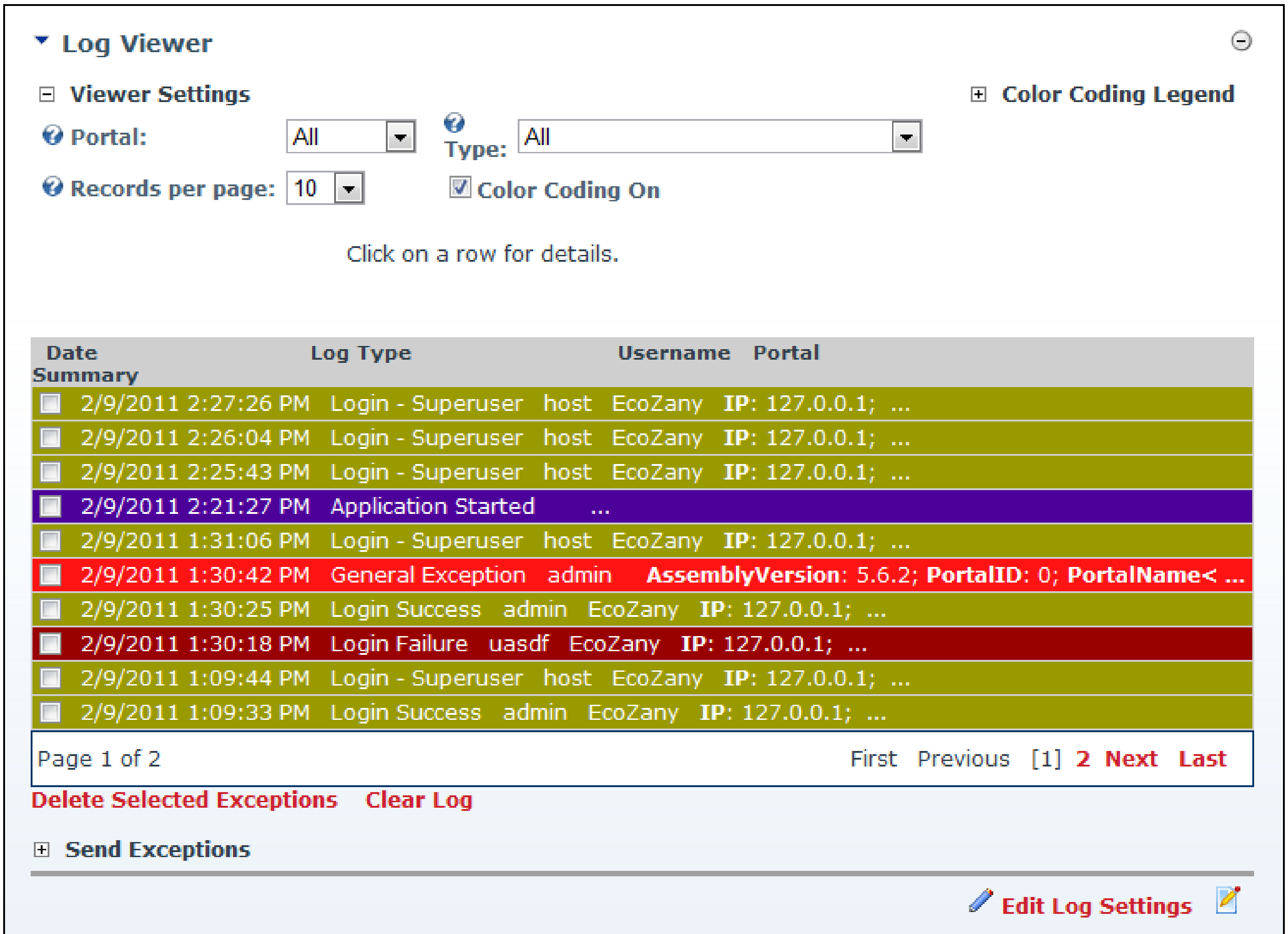
Logs

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.



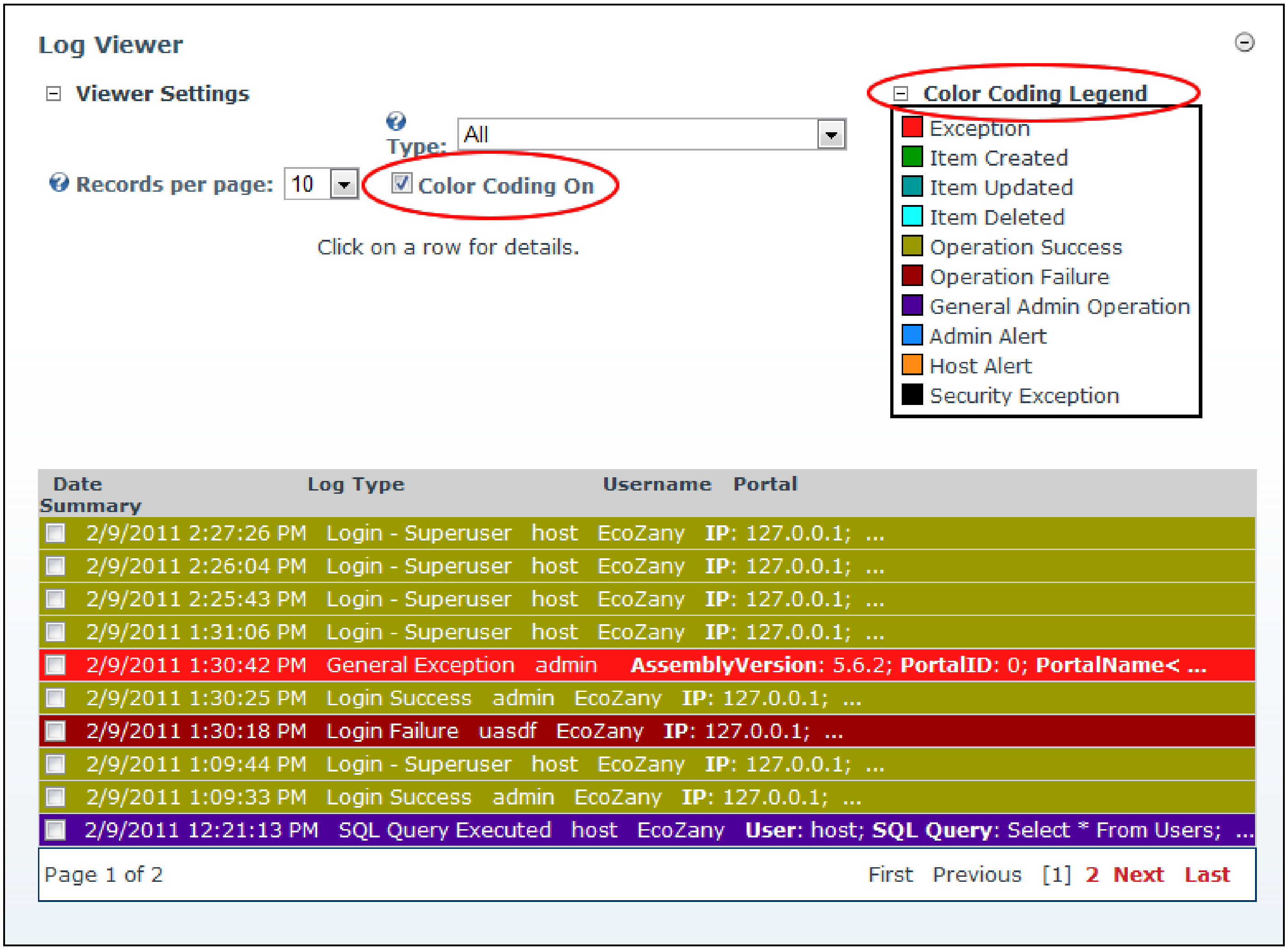
The Log Viewer Module

All Users

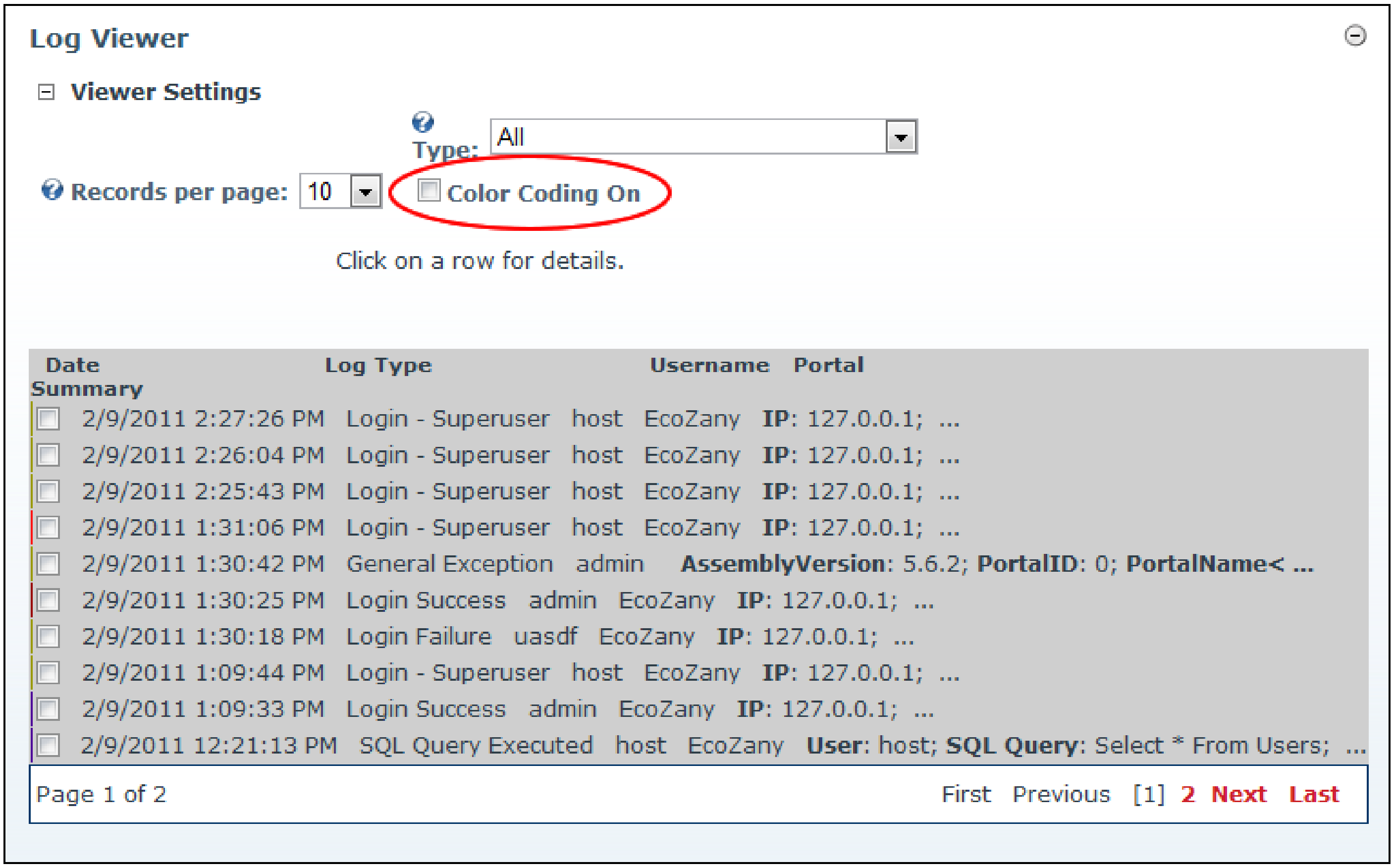
Enabling/Disabling Event Log Color Coding

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.



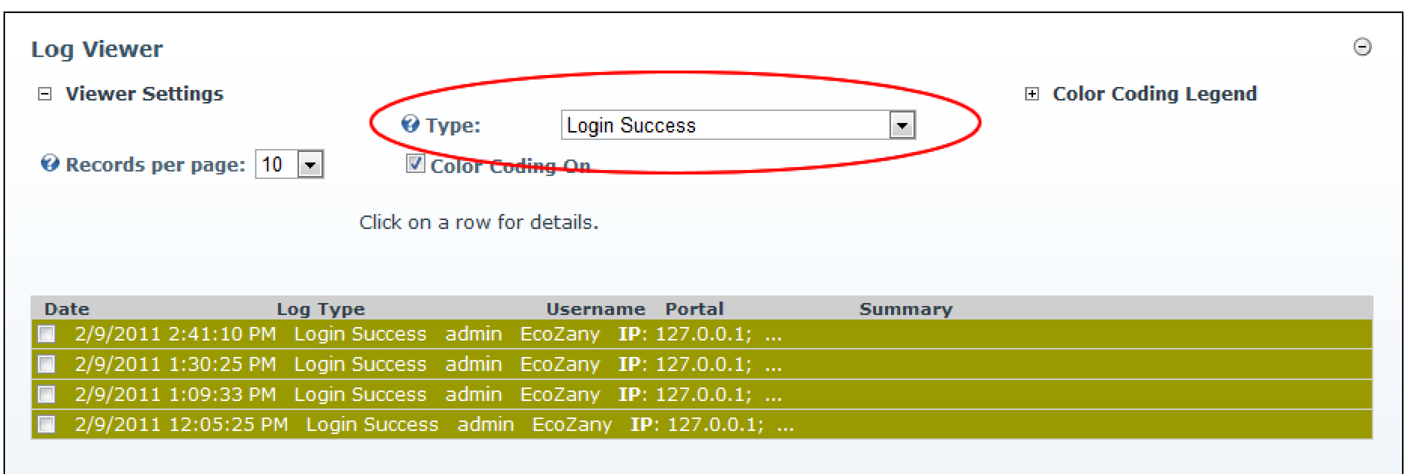
   - Uncheck the check box to disable color coding. This display all log rows in gray and hides the Color Code Legend.



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.

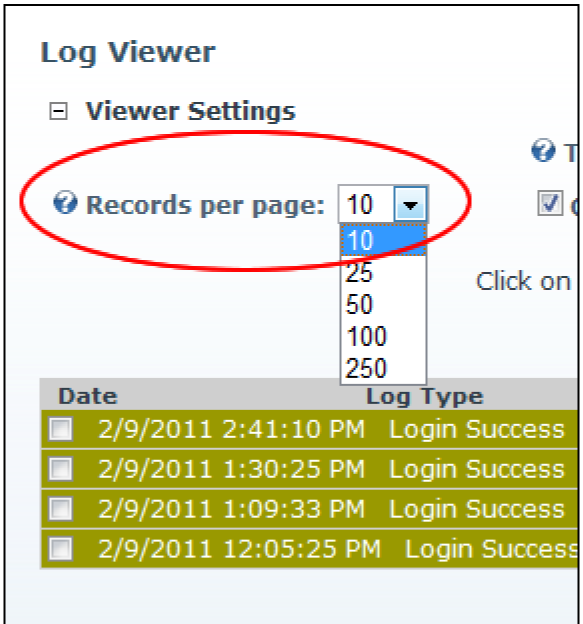


Filtering Events by Type

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.

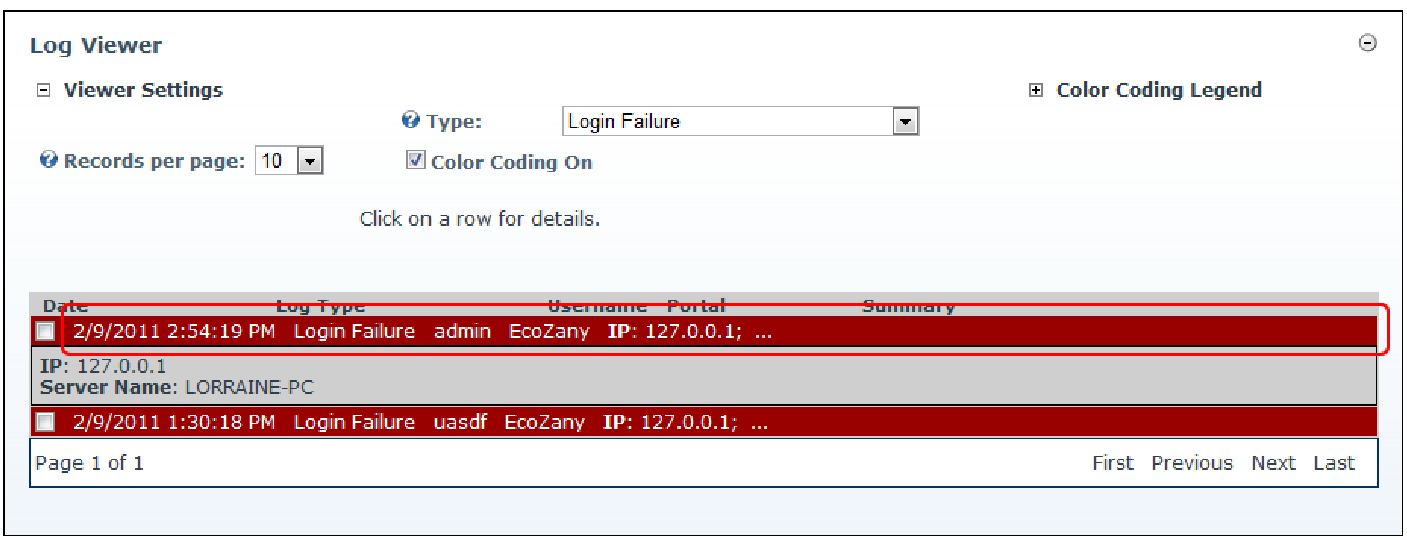


Setting the Records per Page

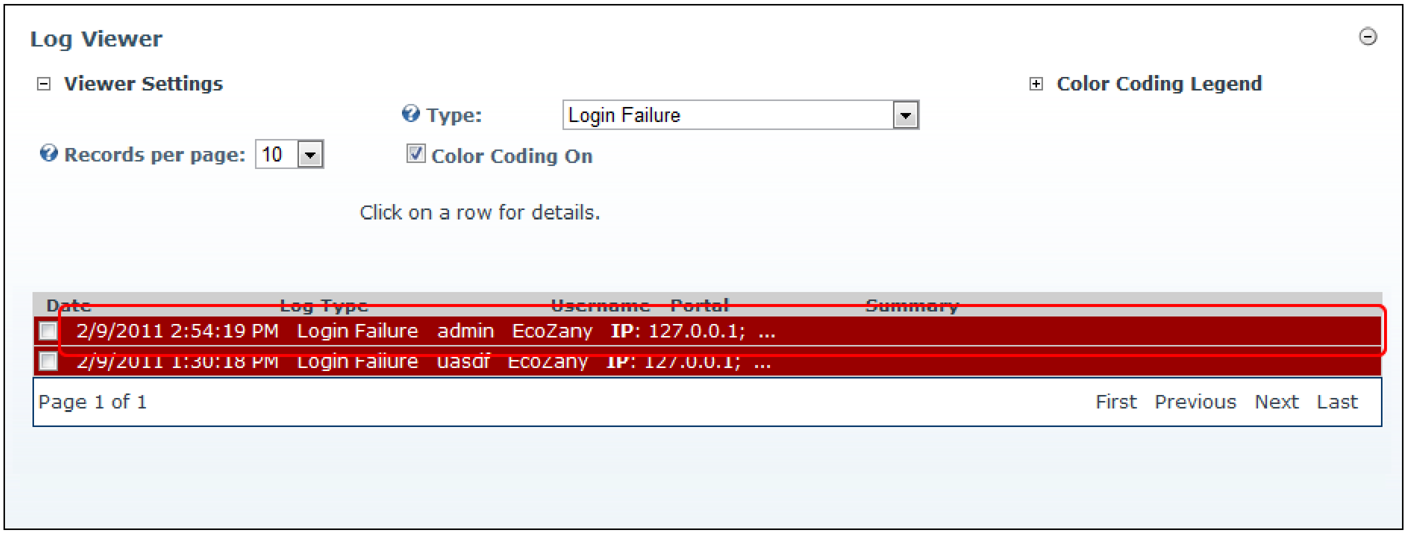
Viewing Event Details

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.



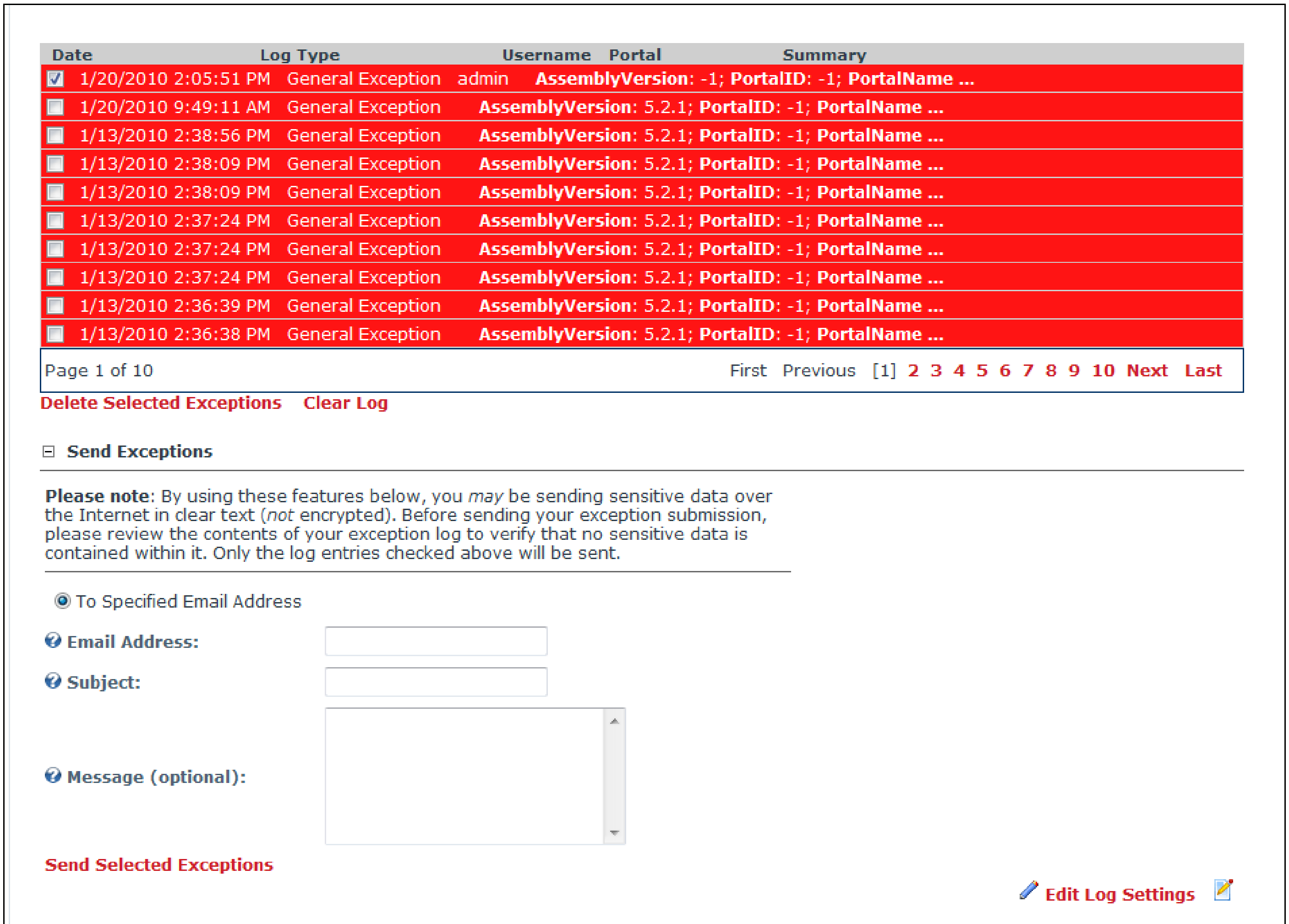
Module Editors

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.

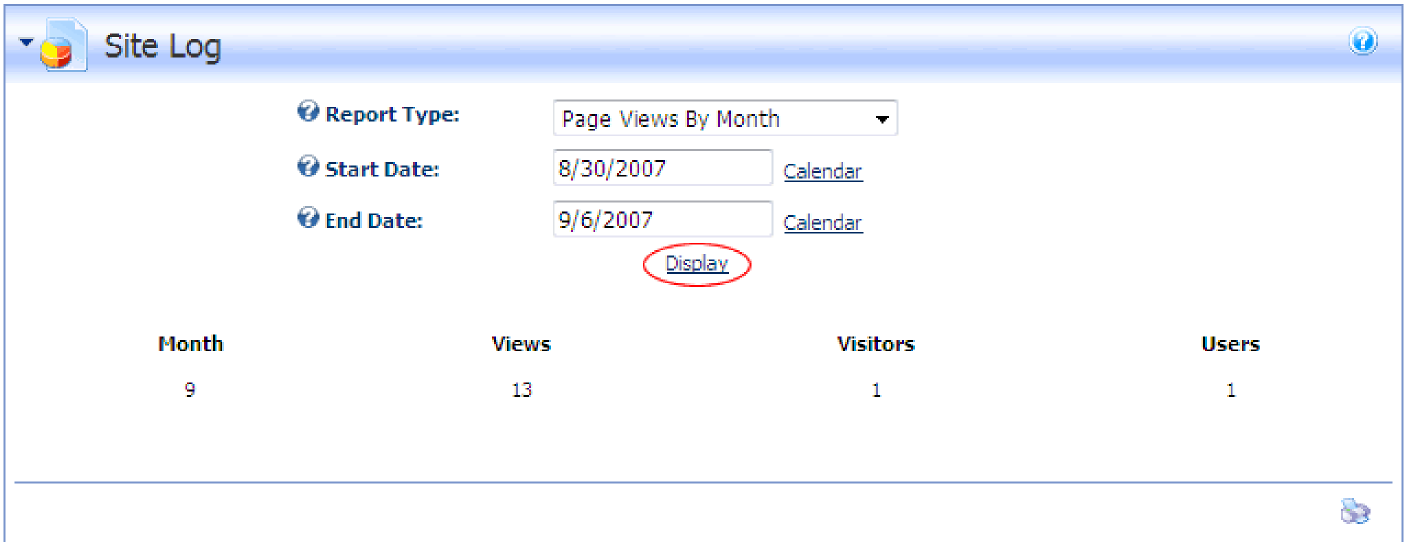


Sending Exceptions by Email

Site Log

About the Site Log Module

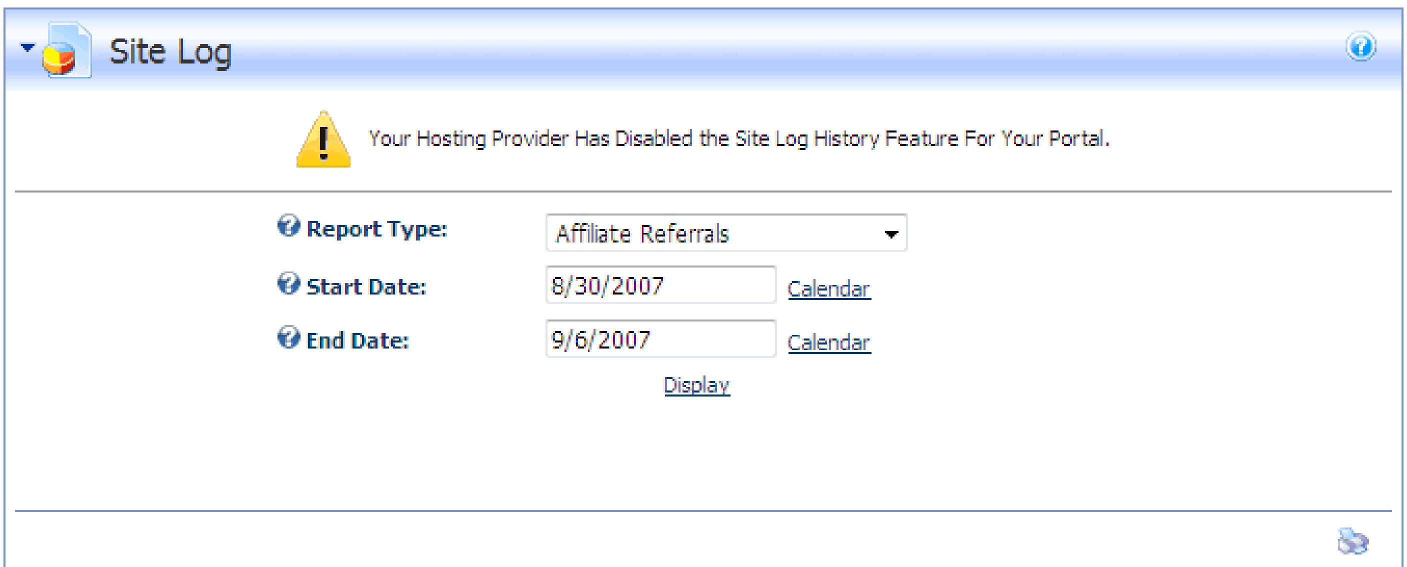
The Site Log module enables users to view statistical reports on site activity. Twelve (12) reports are provided. Each report can be set by date range, with the previous month being the default setting. Any user who has been granted access to view this module can view reports. The Host is able to enable the Site Log and restrict the number of days log history is kept for.



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.



A Disabled Site Log

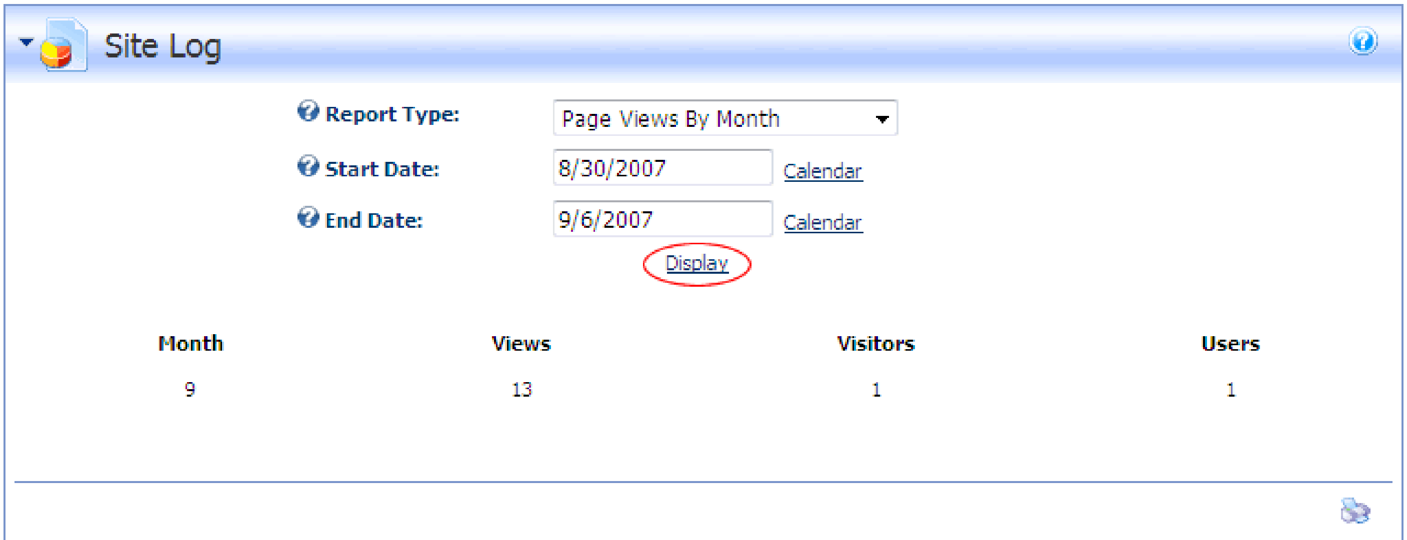
Viewing a Site Report

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.



Viewing a Site Log Report

- See "Working with the Calendar"

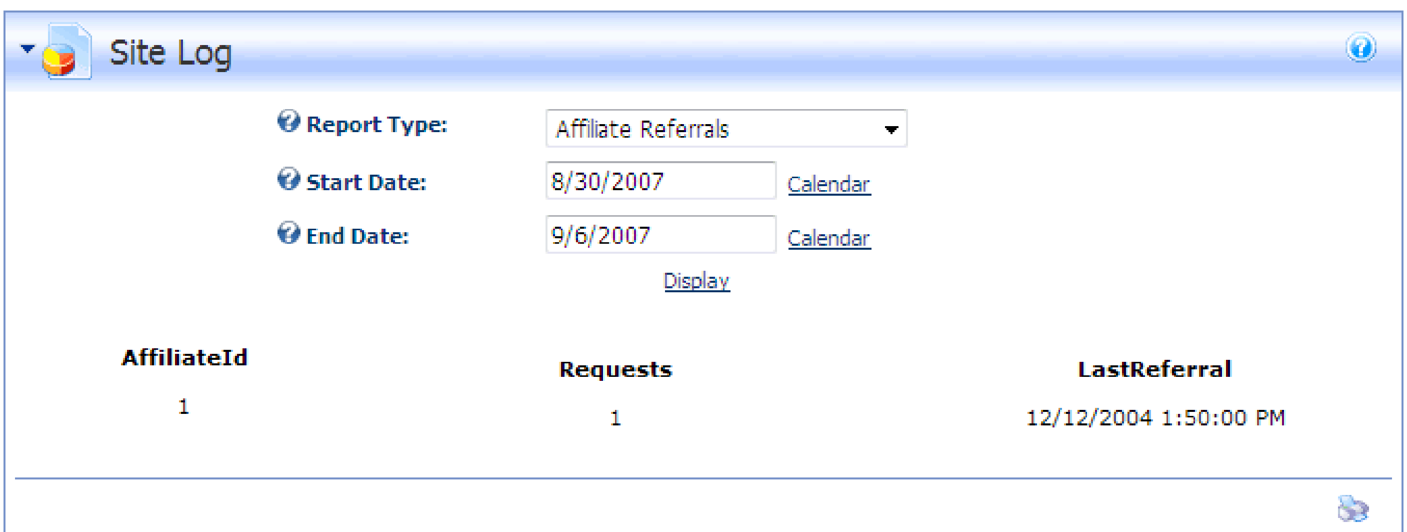
Site Log Reports

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



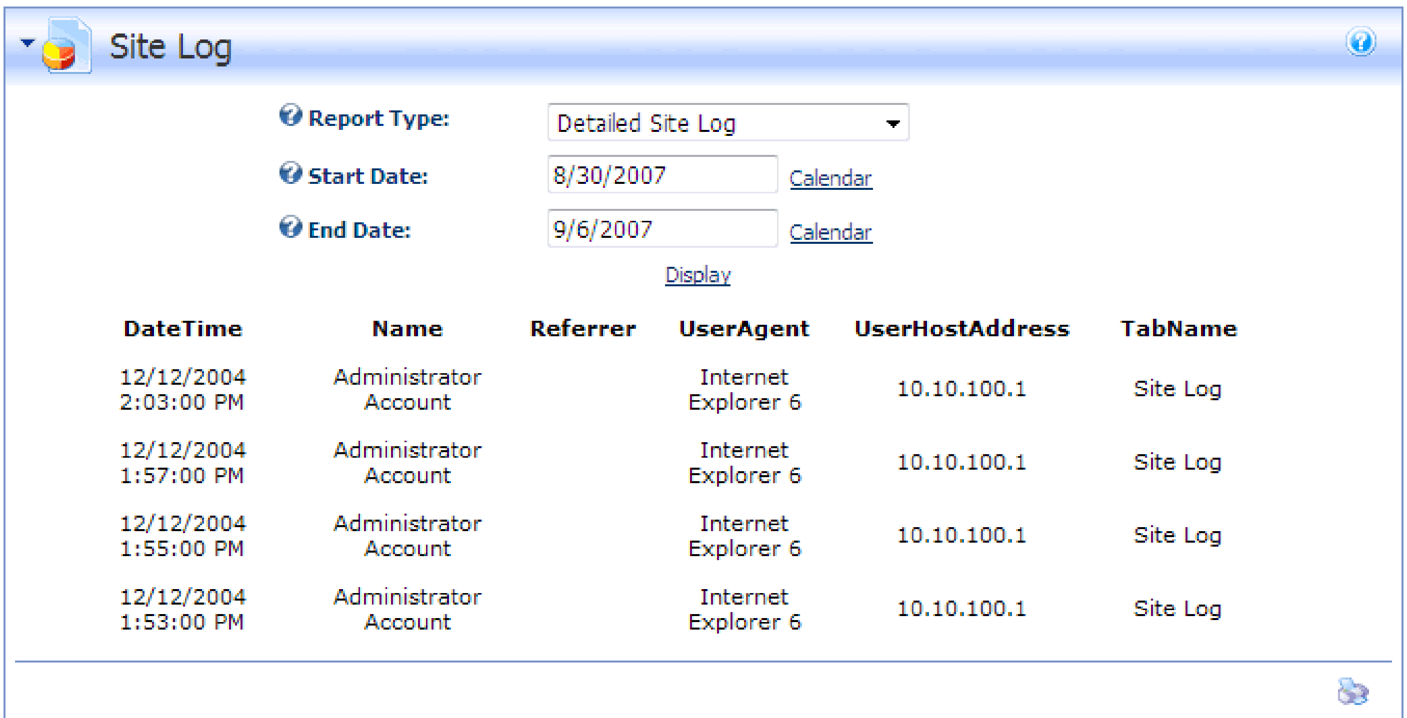
The Affiliate Referrals Report

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



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

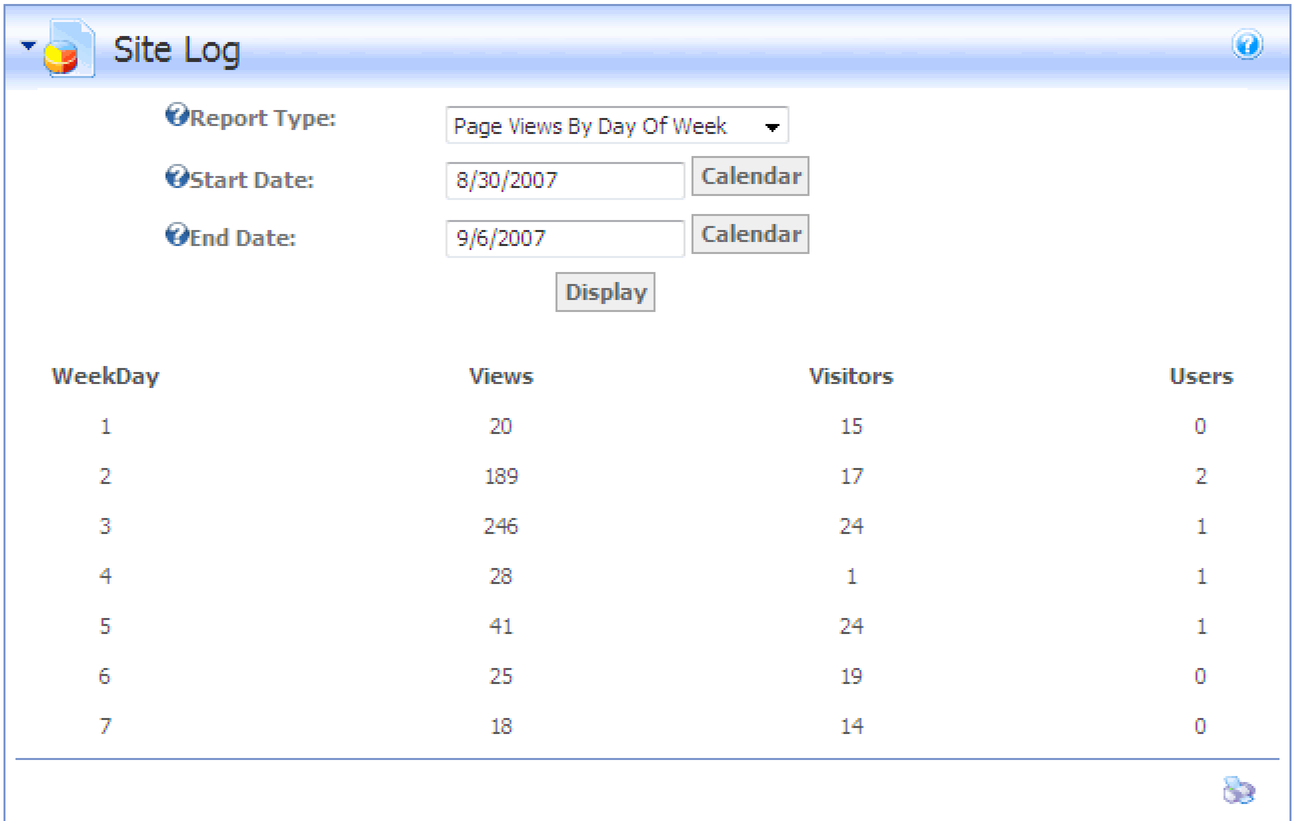
The Page Popularity Report

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



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

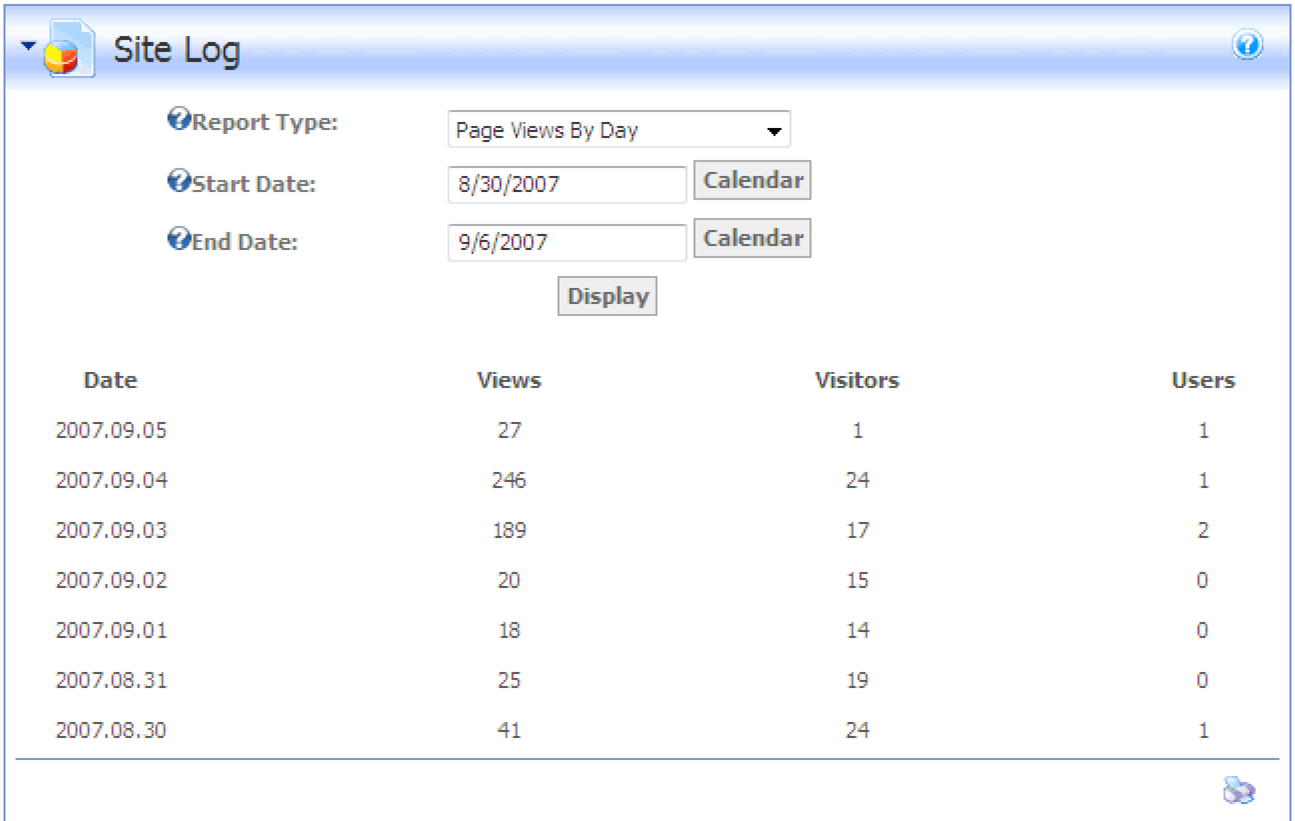
The Page Views By Day Of Week Report

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



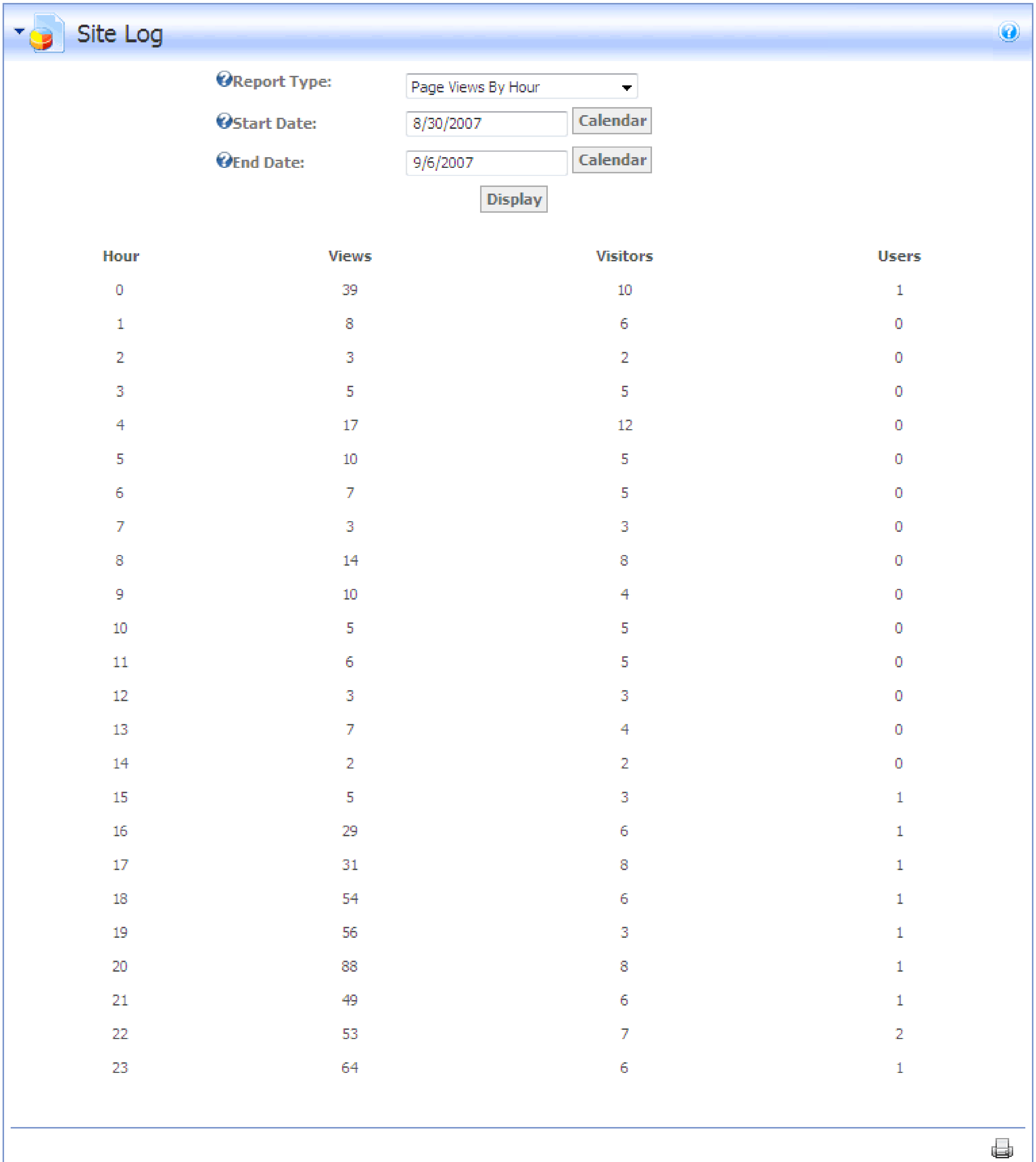
The Page Views By Day Report

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



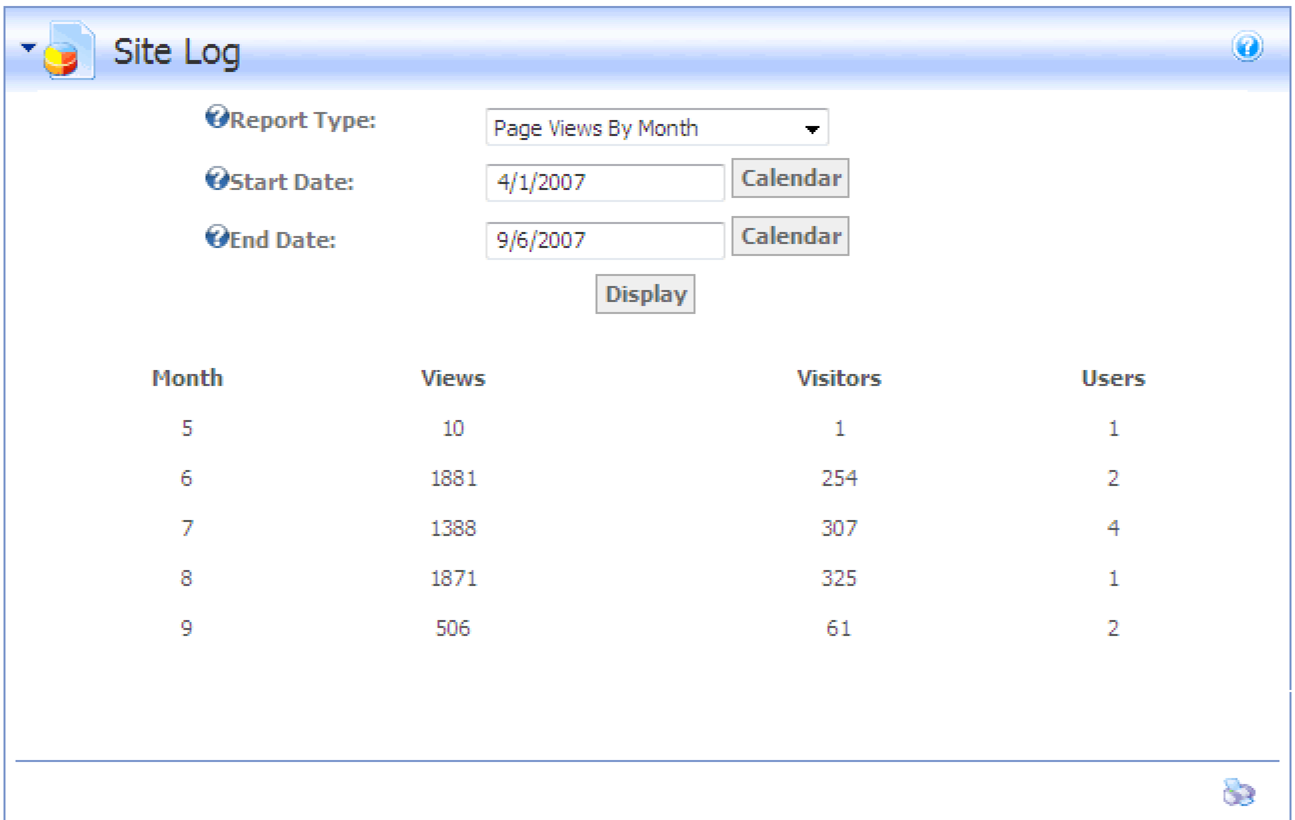
The Page Views By Hour Report

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



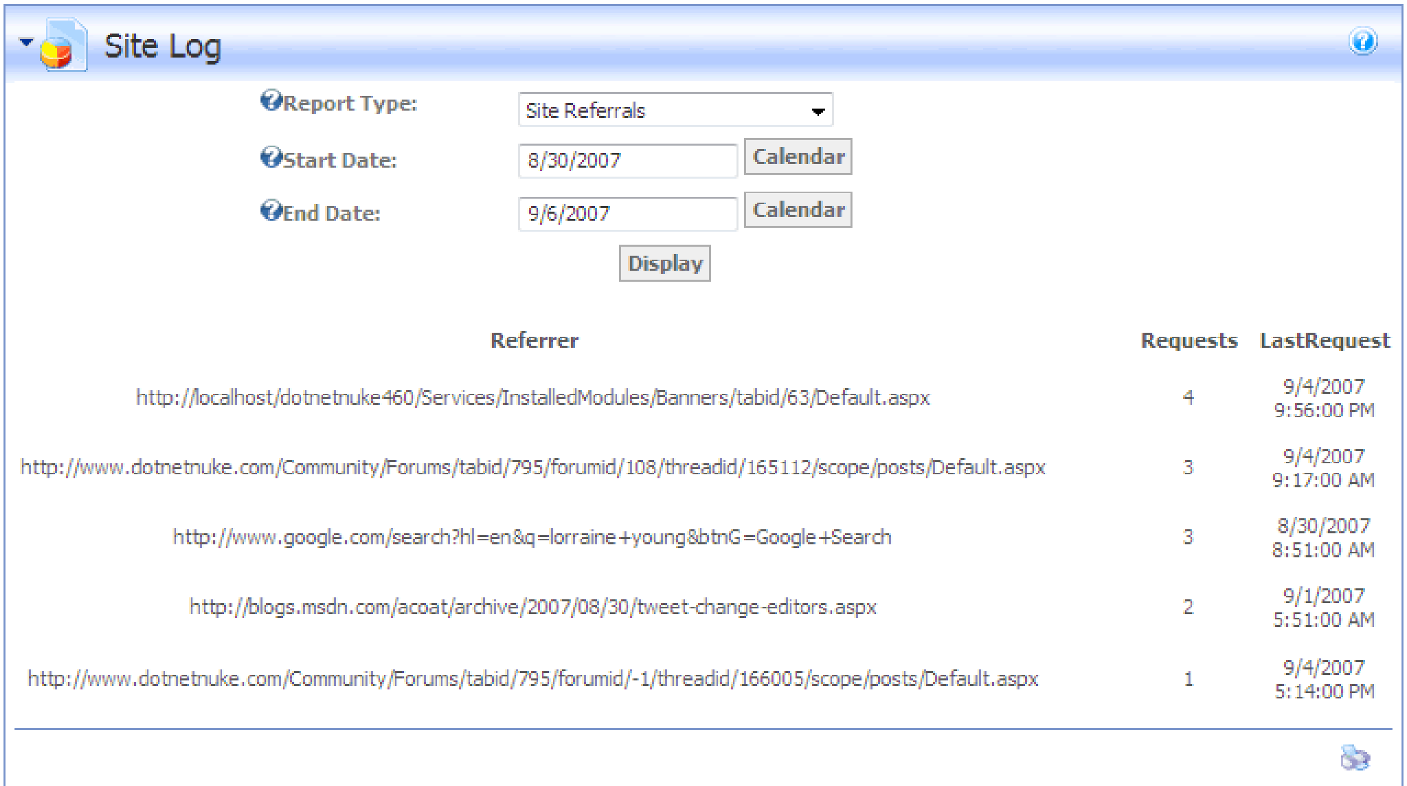
The Page Views By Month Report

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



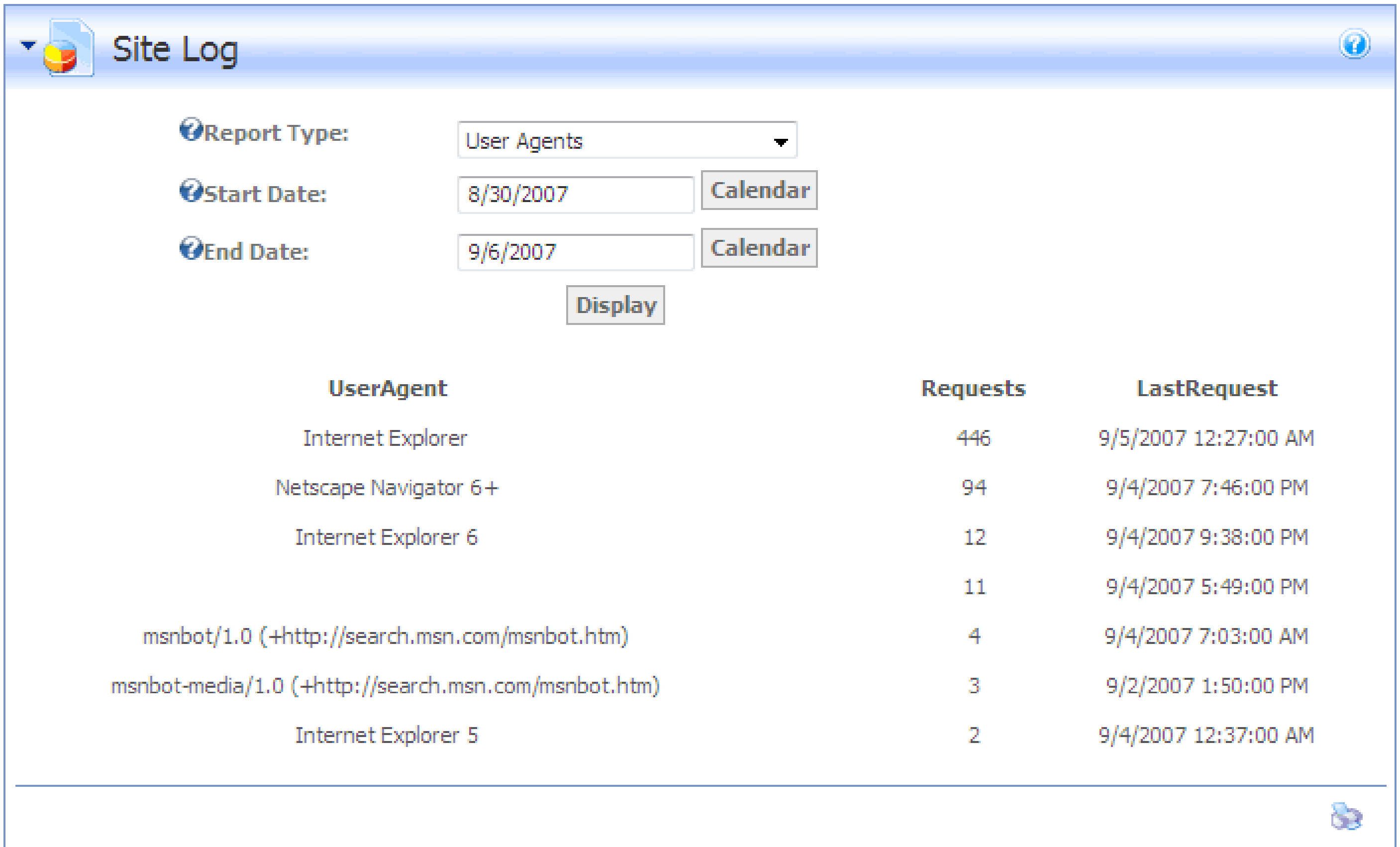
The Site Referrals Report

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



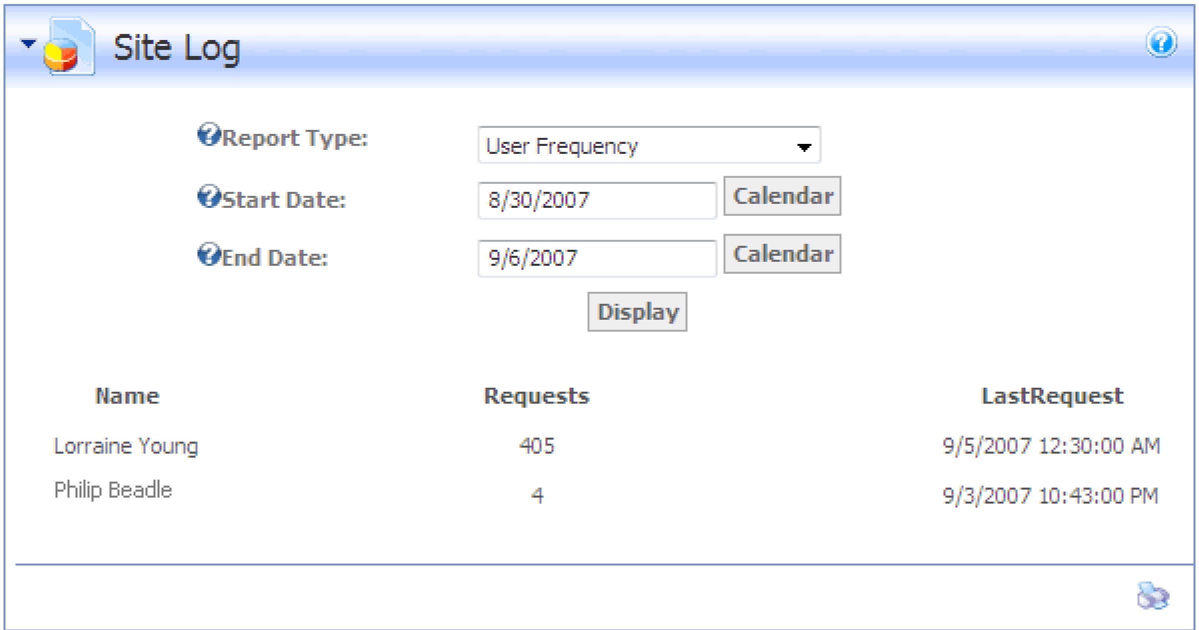
The User Agents Report

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



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.

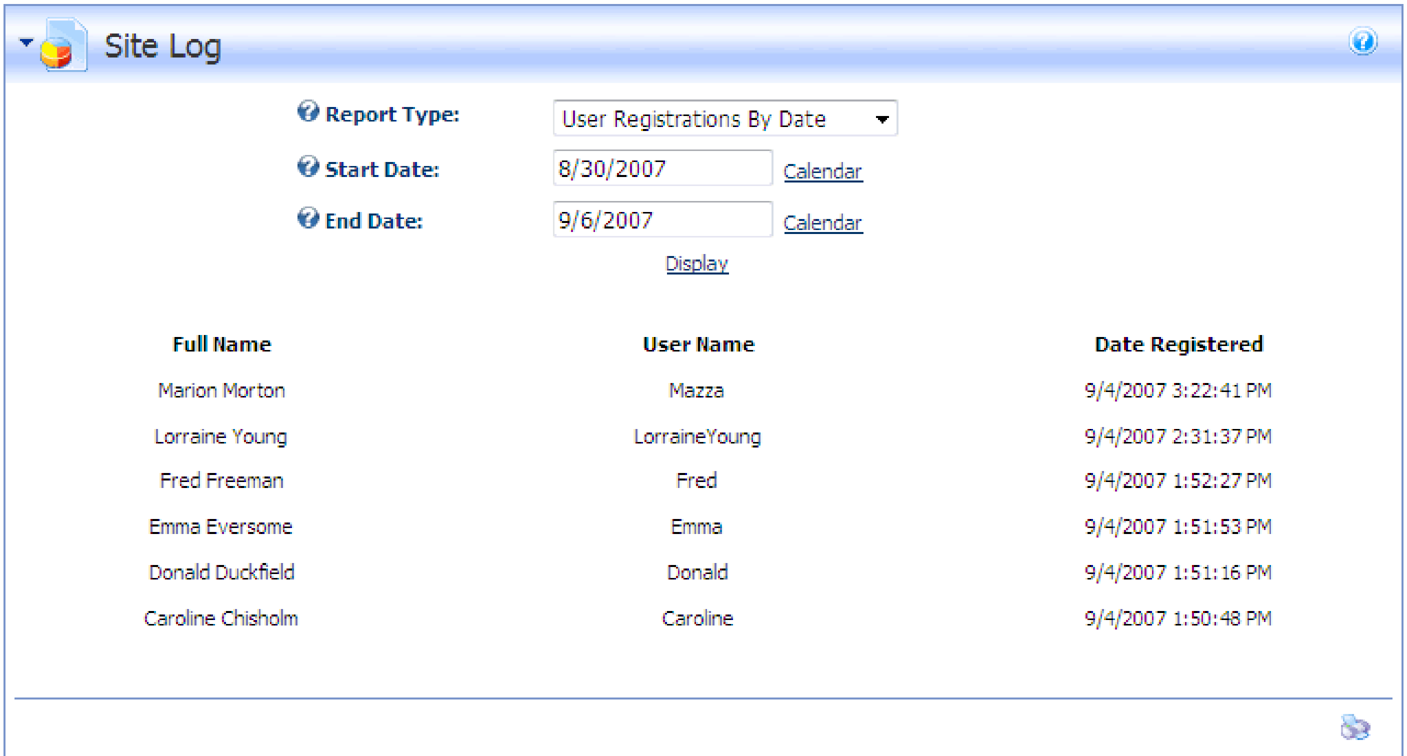
The User Registrations By Country Report

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



The User Registrations By Date Report

Multi Language Sites

Content Localization

About Content Localization

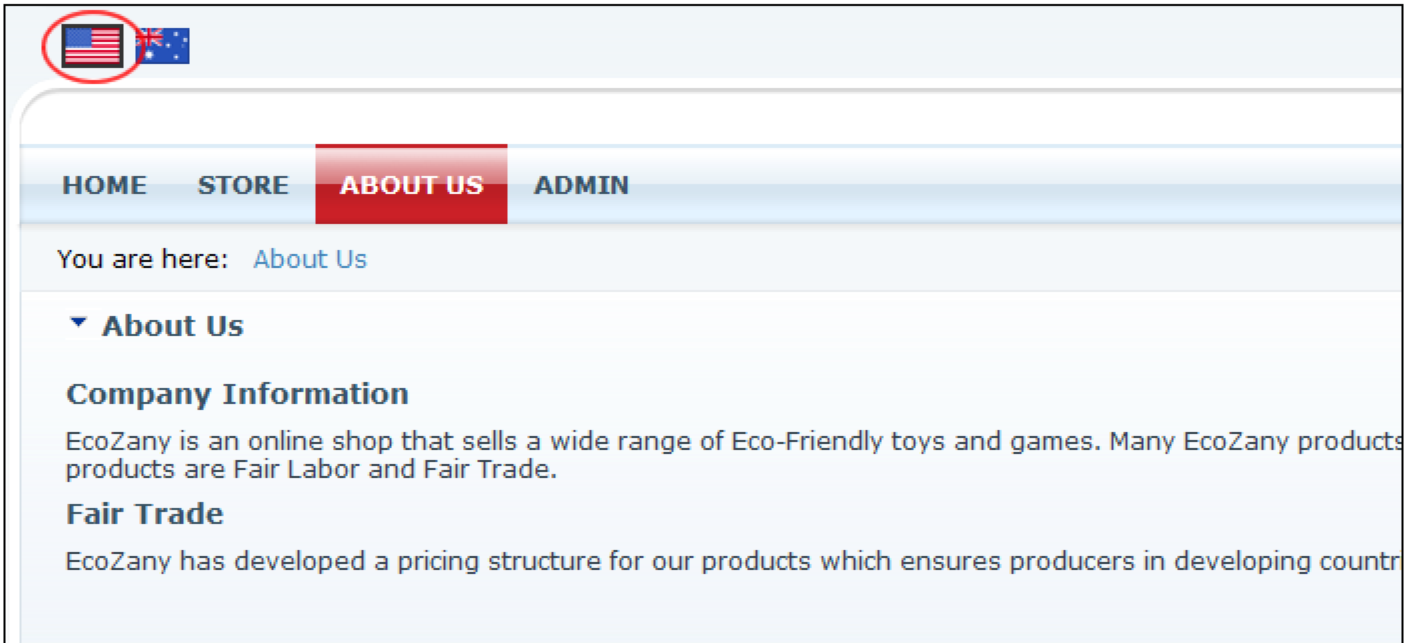
Content Localization allows Administrators or editors to create localized module content in multiple languages (cultures). Content localization requires more than one language to be enabled on the site and localized content to be created. See "About the Languages Module"

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.



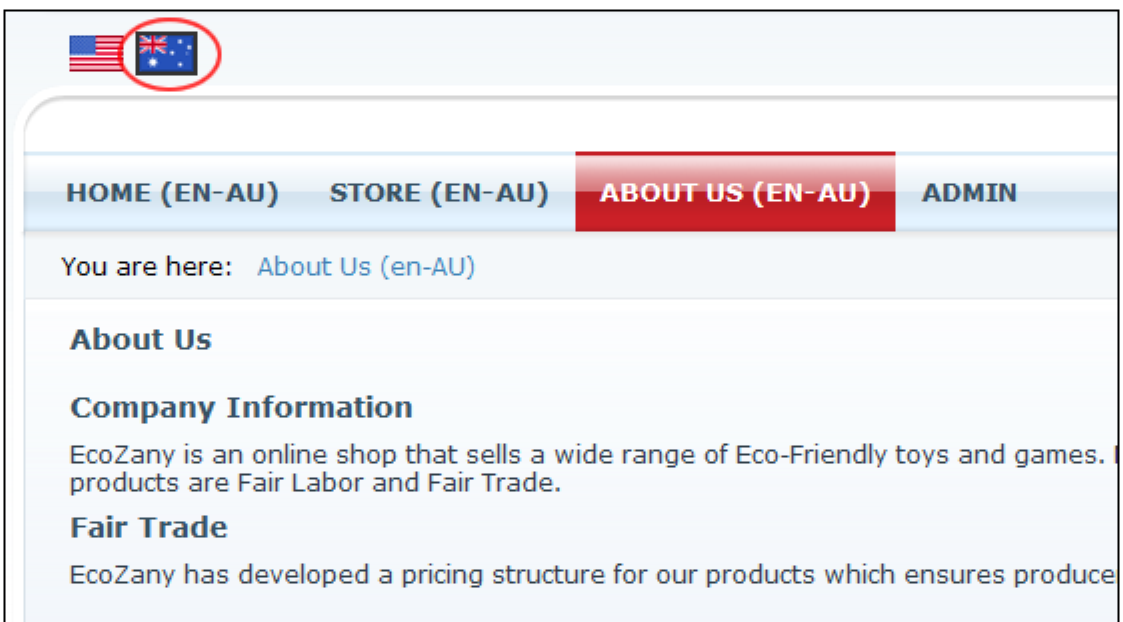
Viewing a Site in the Default Language

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)

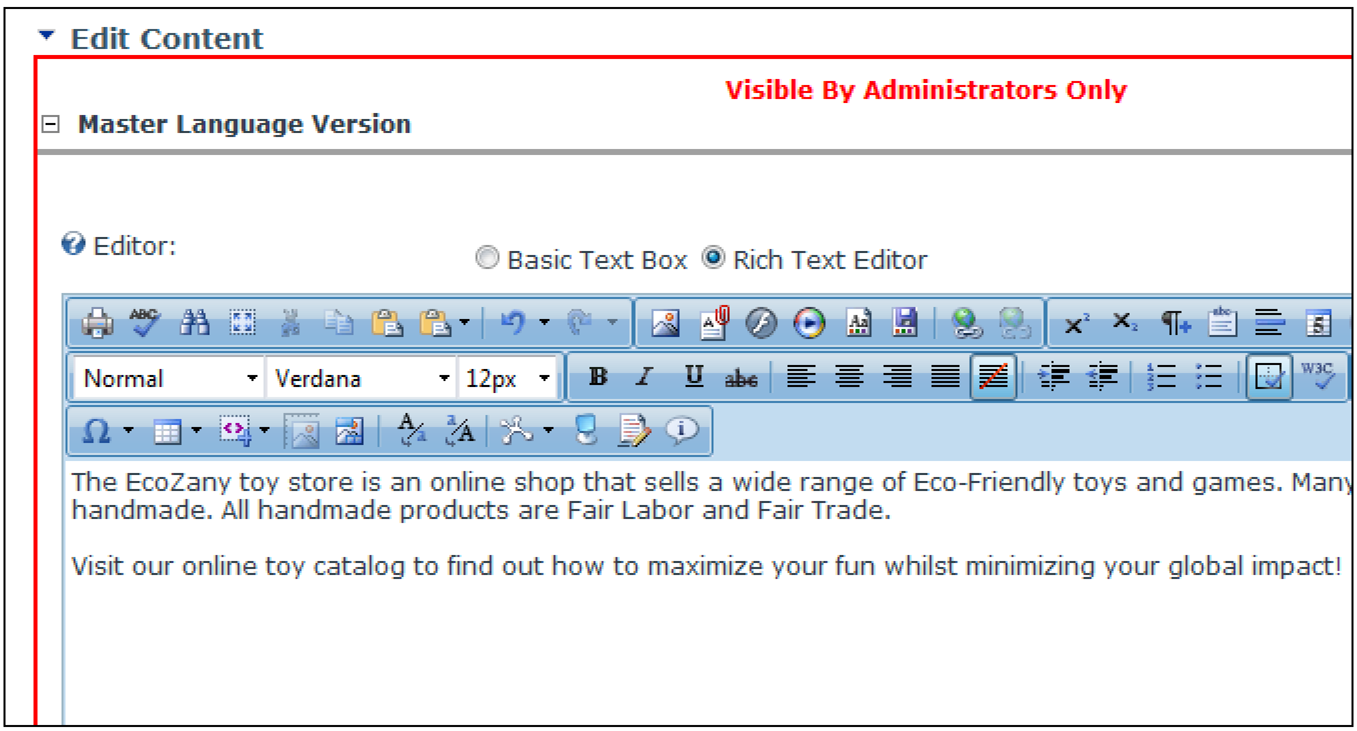
How to add a page to a site once Content Localization is enabled. This adds a new page for the language.

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".



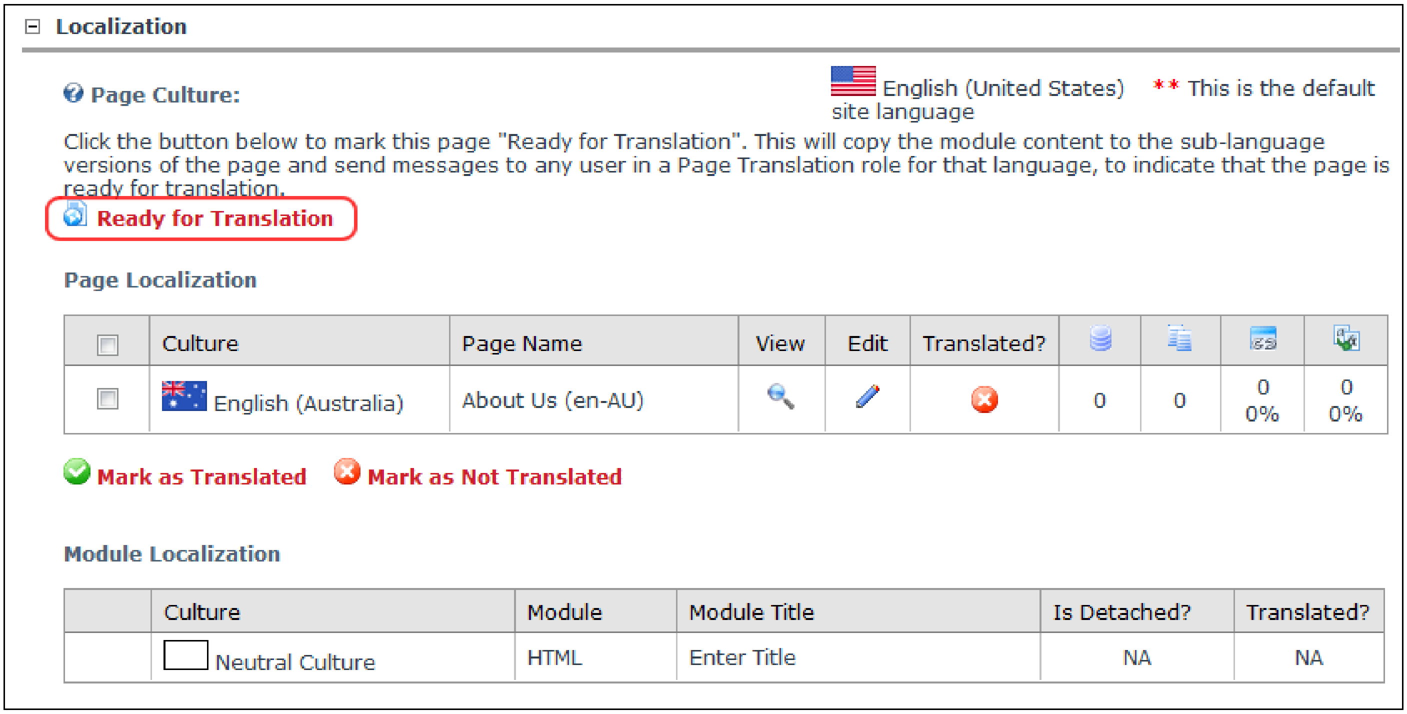
Note: The section name "Master Language Version" is displayed above the Editor.

Setting a Page as Ready for Translation

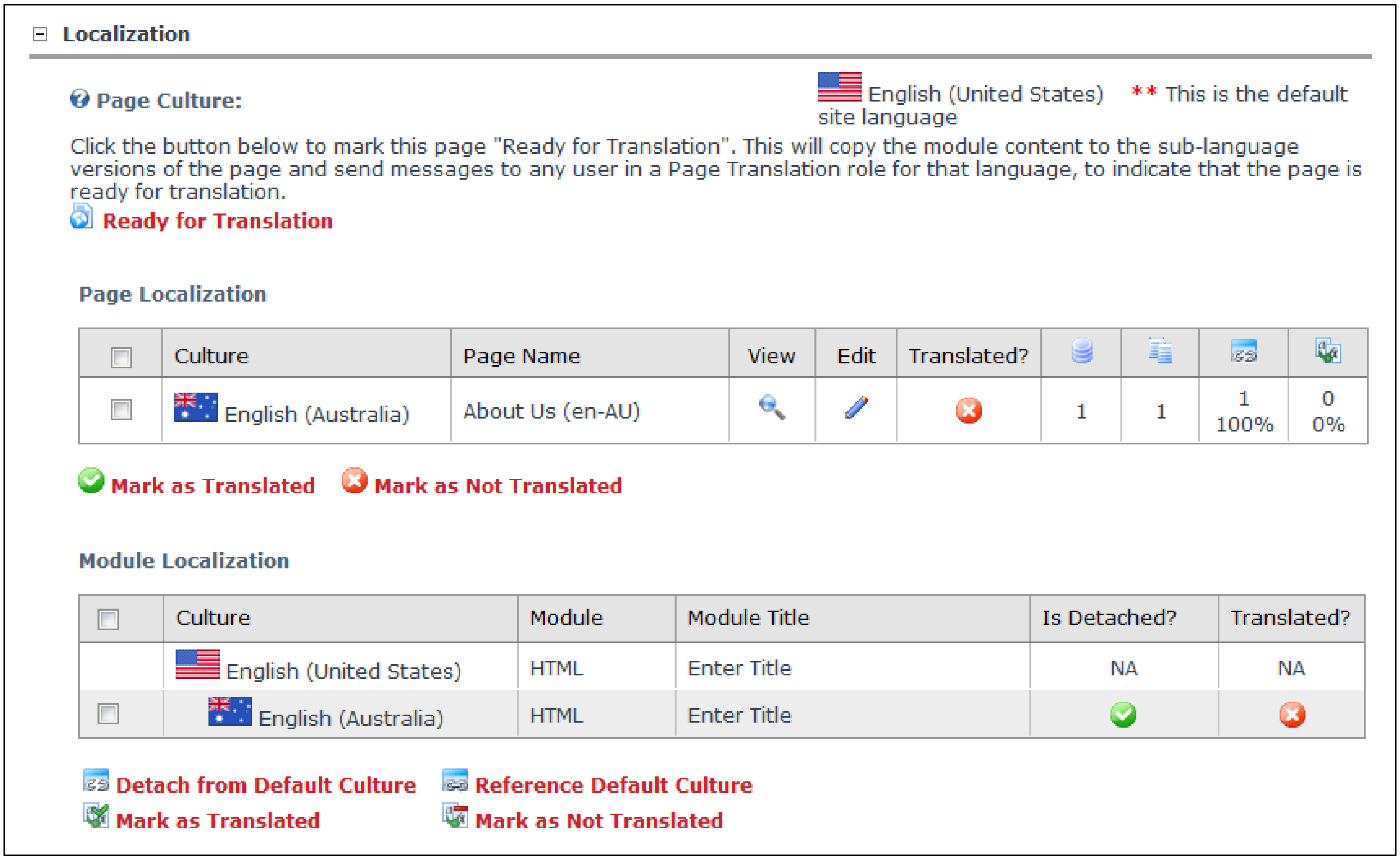
How to set a page as ready for translation using the Languages module. Setting a page as ready for translation creates a copy of the page (including modules and content) for each of the enabled language. This also provides translators with Edit Rights to the page and notifies translators (by sending 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.

3. 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.
4. **Recommended**. If you haven't already done so, you should now set the view rights for this page. E.g. All Users.
5. Go to the **Localization** section. You can view the current localization information on this page, as well as review related notes.
6. Click the Ready For Translation link.



7. **Optional. Maximize** the Location section again to view the updated localization details.



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"

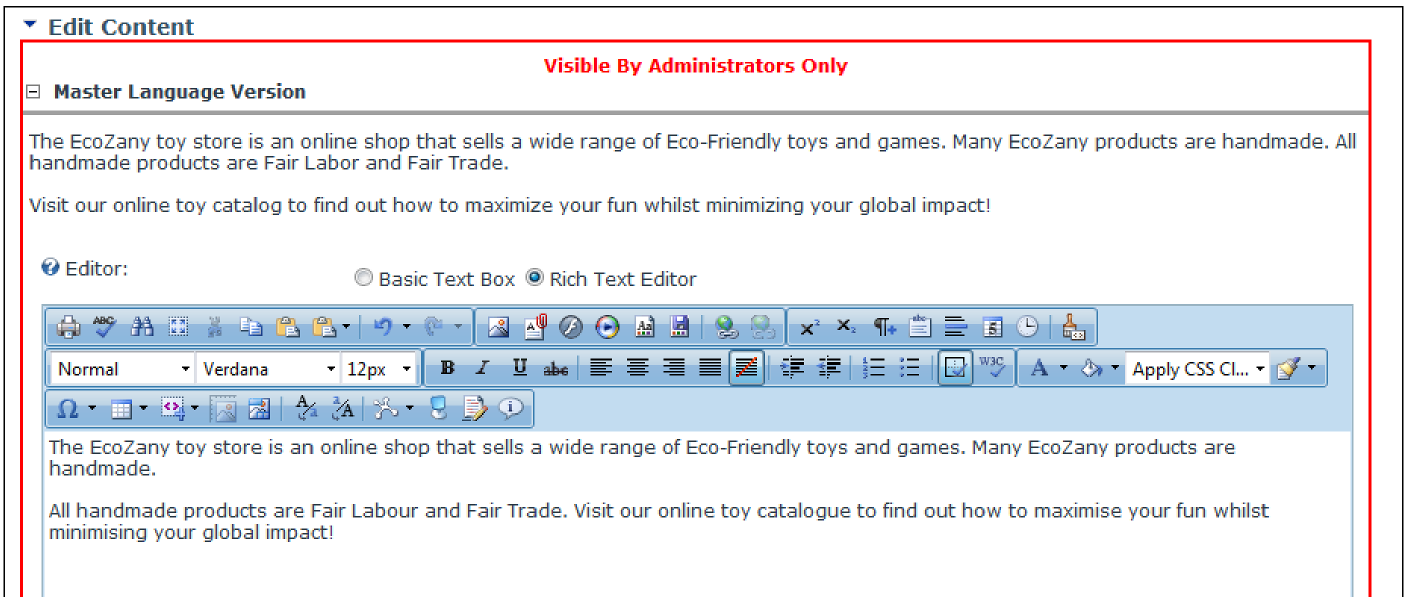
See "Viewing a Message"

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"



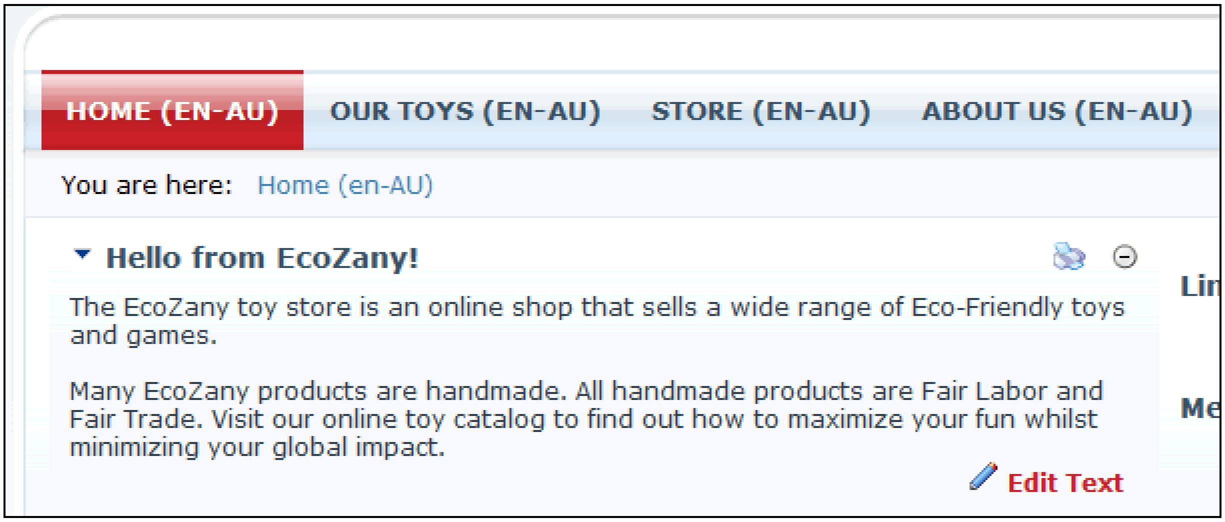
Translating a Page

Translating a Page (Admin)

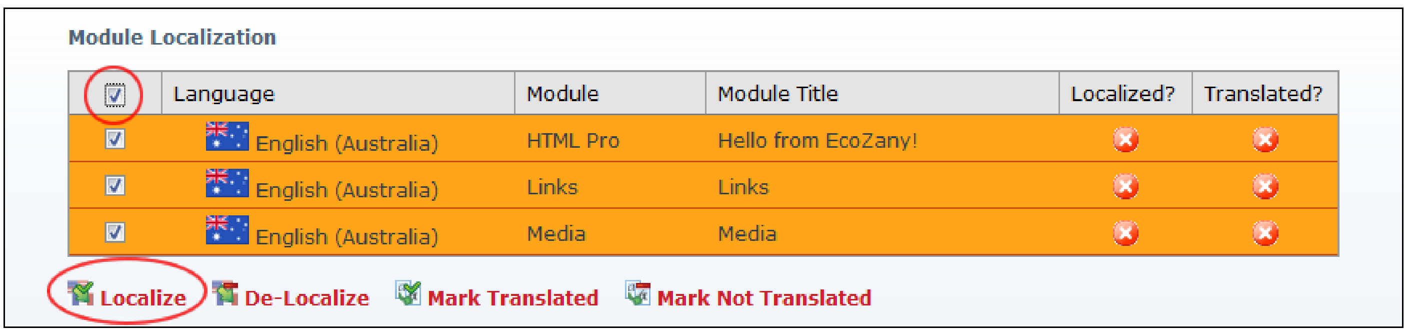
How to translate a page including both the page name and module content into a language other than the default language. You must be either a translator or an administrator to perform this task. Localized content must first be created. See "Enabling Localized Content"

Tip: Administrators and SuperUsers can view Flag buttons for all enabled languages.

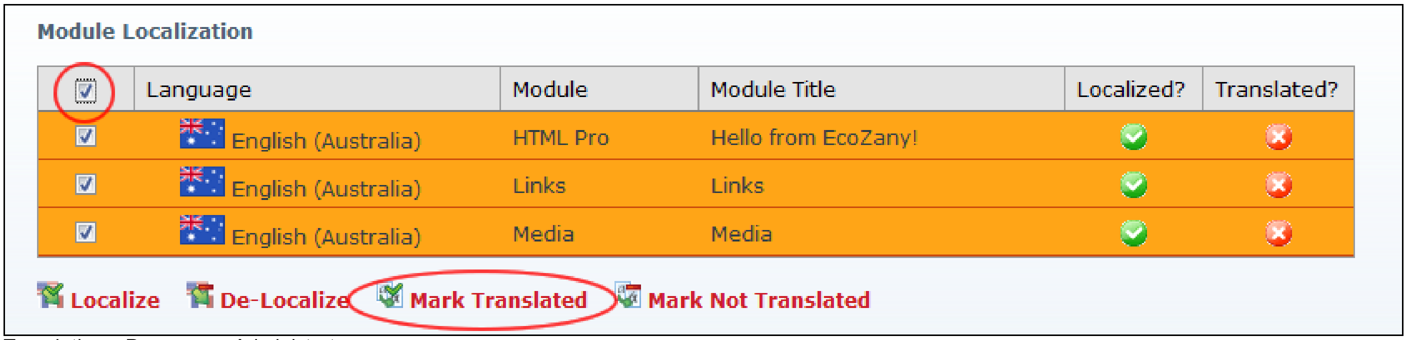
1. Click the Country Flag button associated with the language to be translated. This button is typically located in the top right corner of the site. E.g. The **English (Australia)**  button. This displays the site in the selected language. Page Names are appended with the language code. E.g. Home is now Home (EN-AU)



2. Go to the Page Settings page. See "Editing Page Settings"
3. In the **Page Name** text box, edit the page name as required. E.g. Change it from Home (EN-AU), to Home.
4. See "Page Details Settings for Existing Pages"
5. 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.
6. Click the Localize link.



7. The **Green OK** button is now displayed in the **Localized?** column.
8. Click the Update link.
9. Edit the text of the modules as usual. E.g. For the HTML Pro module.
10. Click the Edit Text link.
11. Return to the Page Settings page.
12. 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.
13. Click the Mark Translated link.

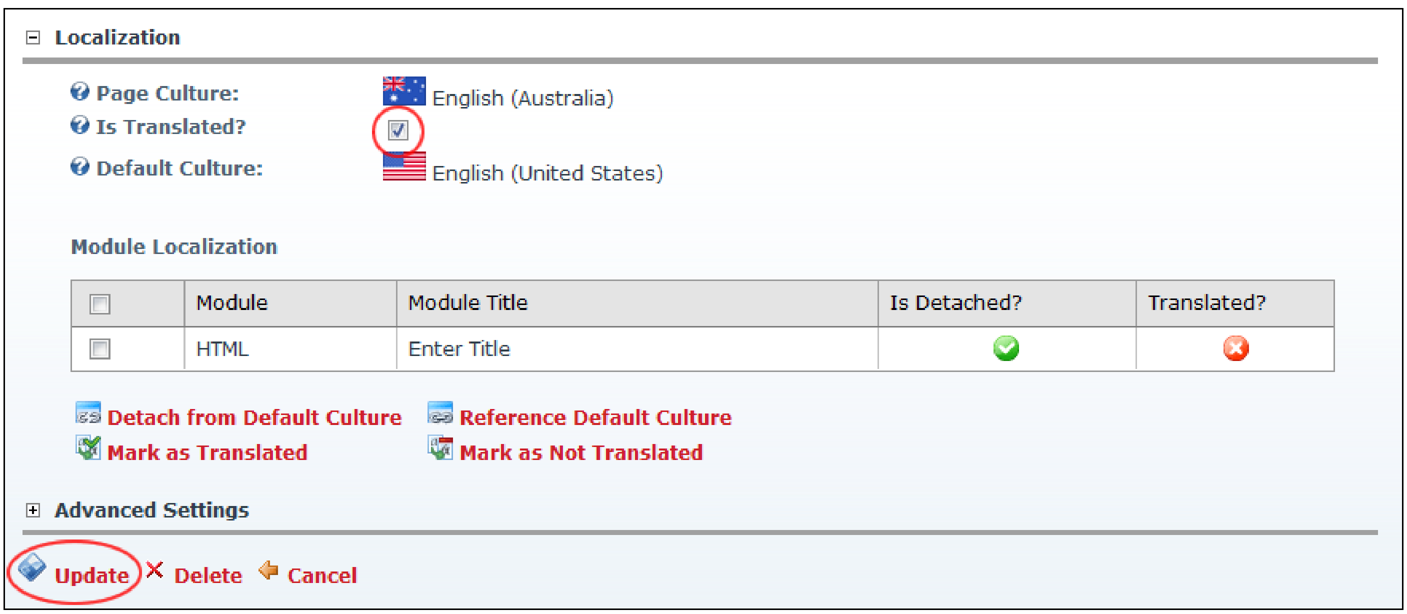


Translating a Page as an Administrator

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.



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.

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.

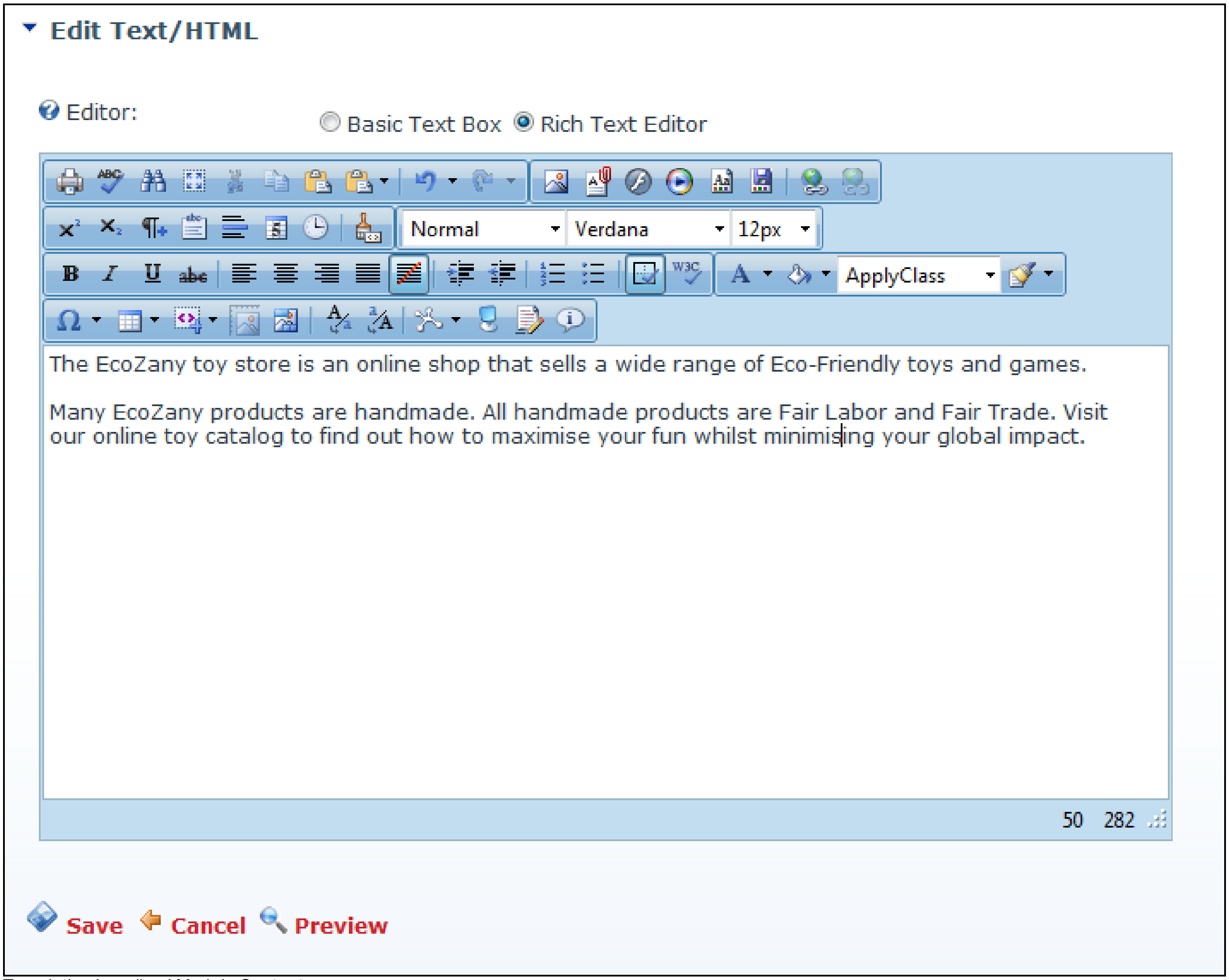
1. View the site in the default language. See "Viewing a Site in the Default Language"
2. Navigate to the page where the shared module is located. See "Viewing Any Page"
3. Edit the module content. See "Editing Module Content"

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.



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

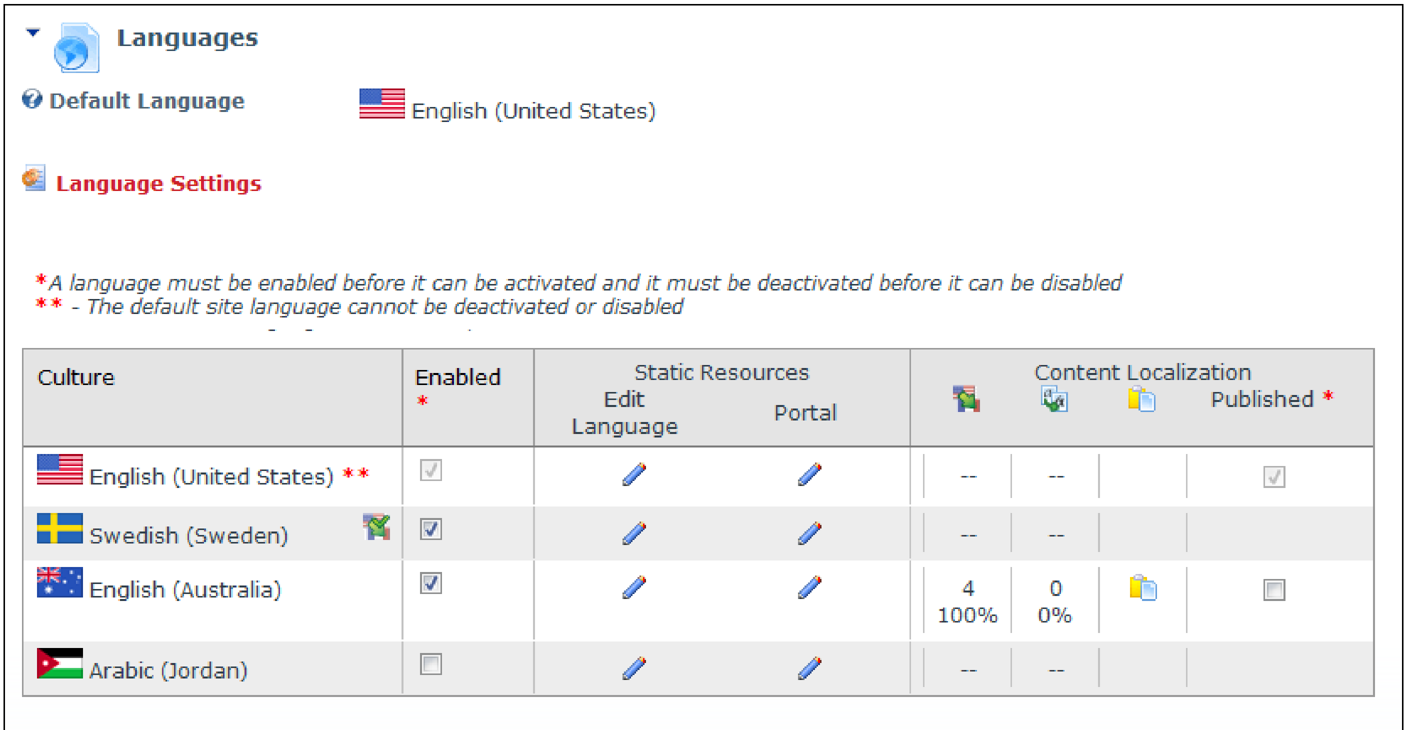
About the Languages Module

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"

Tip: A large section of language packs are available from the DotNetNuke web site and the DotNetNuke Store (Snowcovered.com).



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.

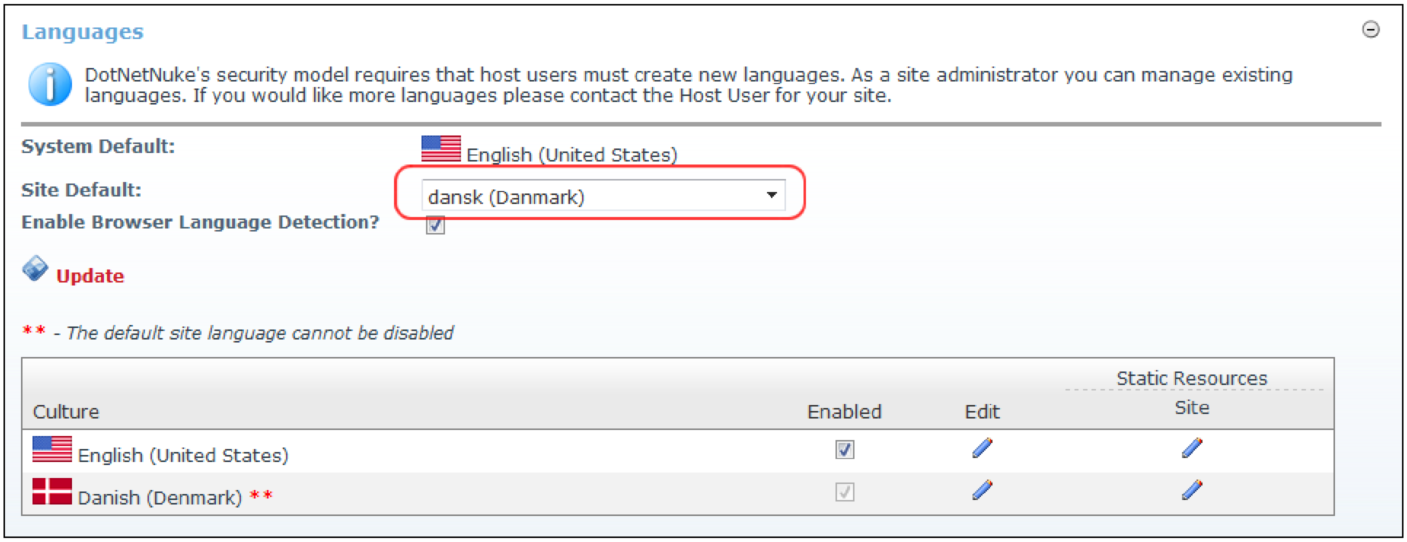
Note 1: A language must be enabled to become the default site language. If it is not enabled, it is automatically enabled when you set it as the default.

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".

1. Using the Control Panel, go to the **Admin** > **Languages** page - OR - Navigate to a **Languages** module. This opens the Languages page.
2. At **Site Default**, select the default language for this site from the drop-down list.



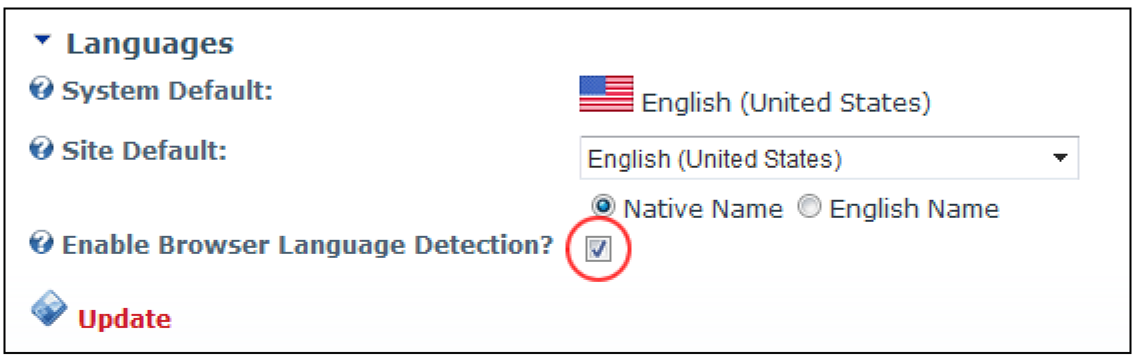
3. Click the Update link.

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.



3. Click the Update link.

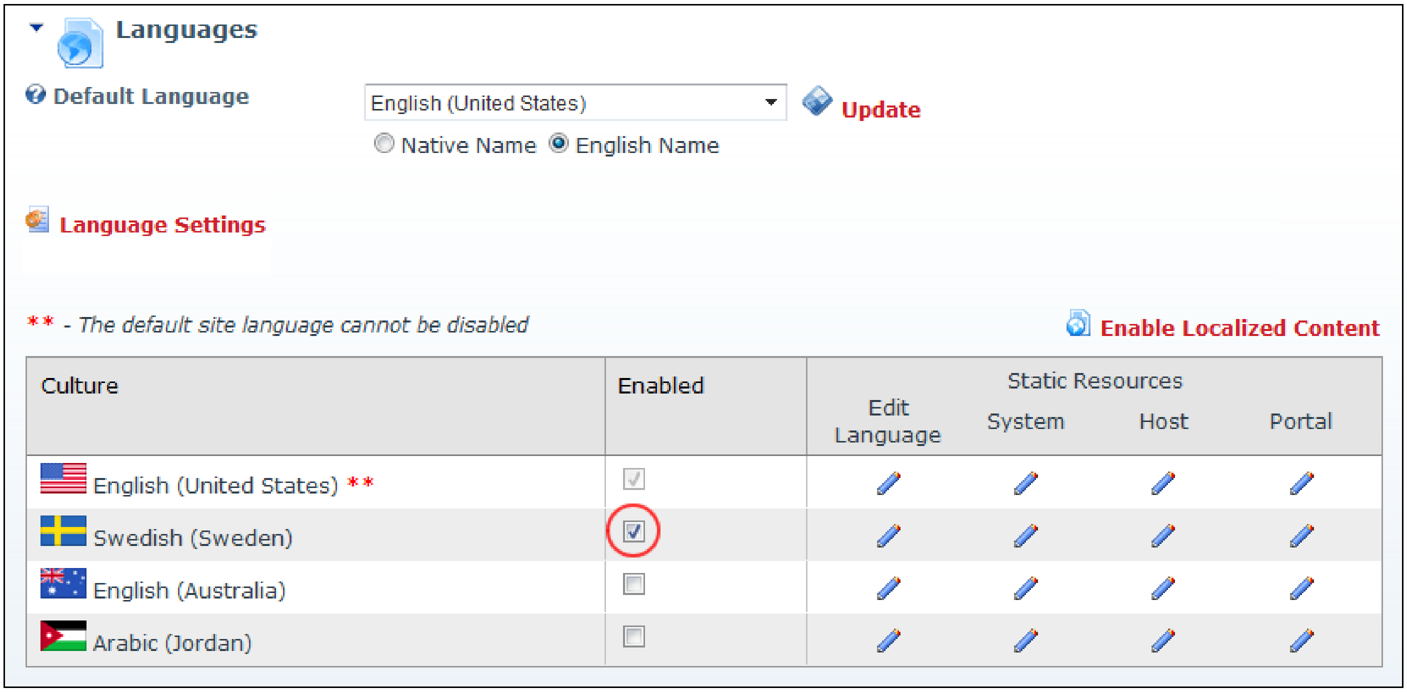
Enabling/Disabling a Language

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.

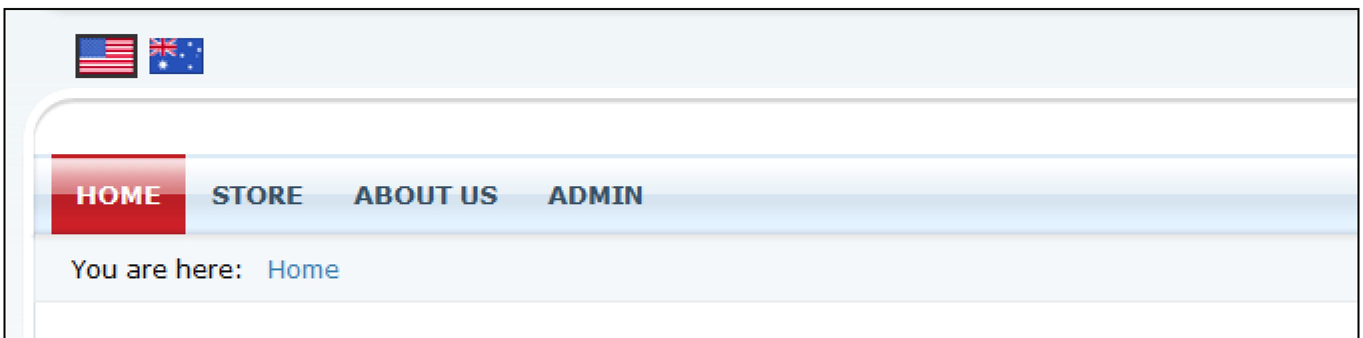
Skin Token: The skin applied to the site (or any individual site pages) must include the Languages skin token to view flag icons on site pages.

1. Go to a Languages module - OR - Navigate to Admin > Languages. This displays the list of available languages.

2. 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.



Tip: Where two or more languages are enabled on a site, different settings can be configured for each language via the Site Settings page.



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.

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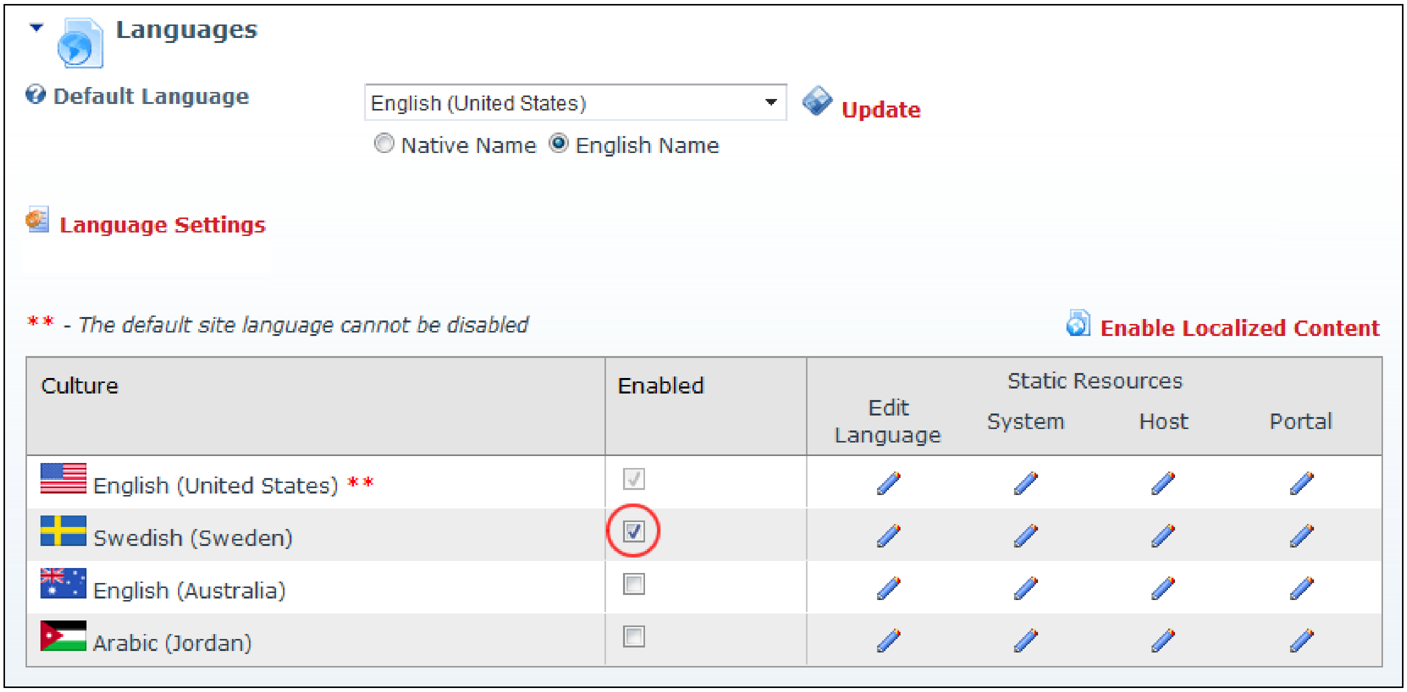
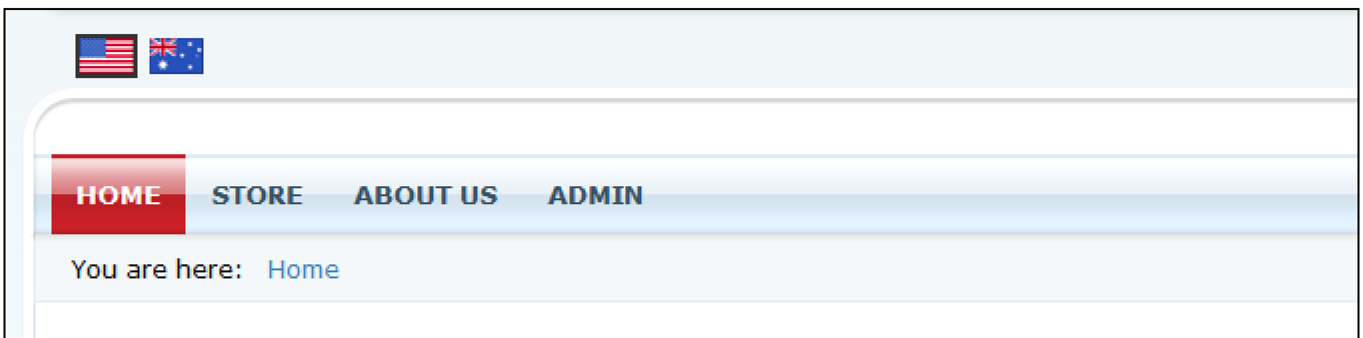


Tip: Where two or more languages are enabled on a site, different settings can be configured for each language via the Site Settings page.



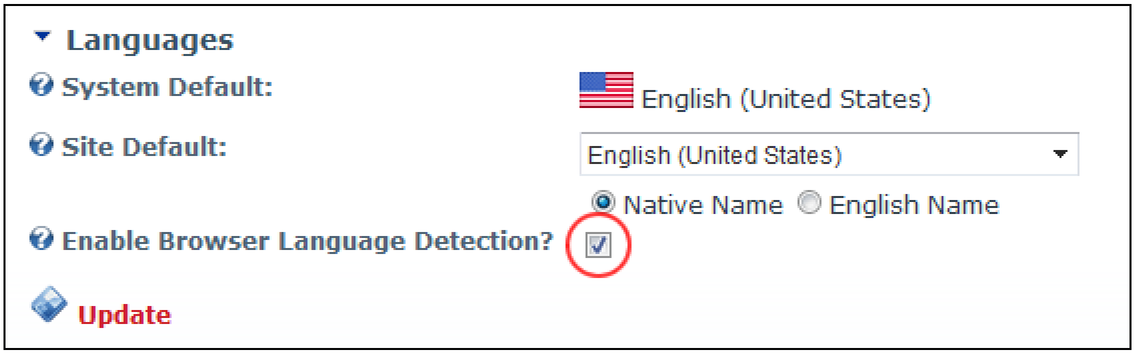
A Country Flag icon is displayed above the menu for each enabled Language. The language the site is currently viewed in is highlighted.

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.

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.

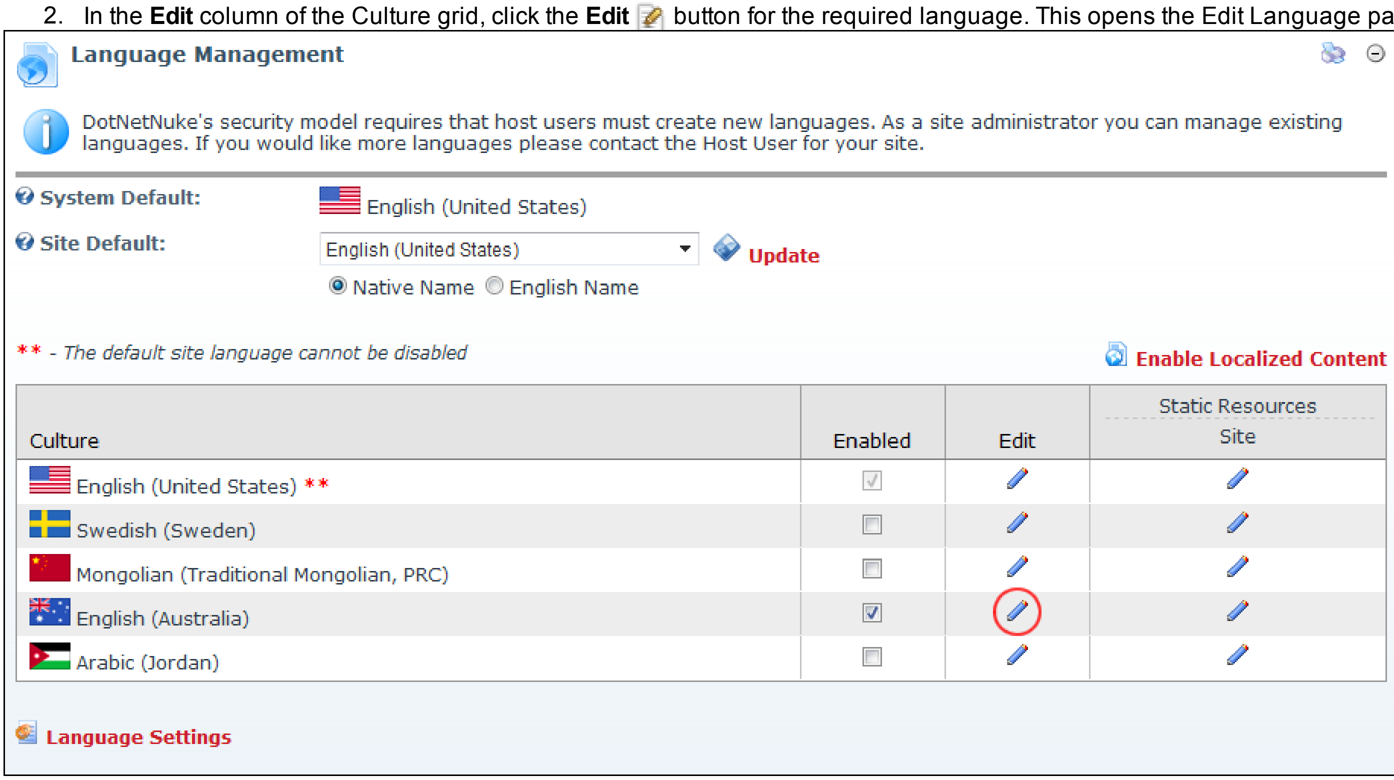


3. Click the Update link.

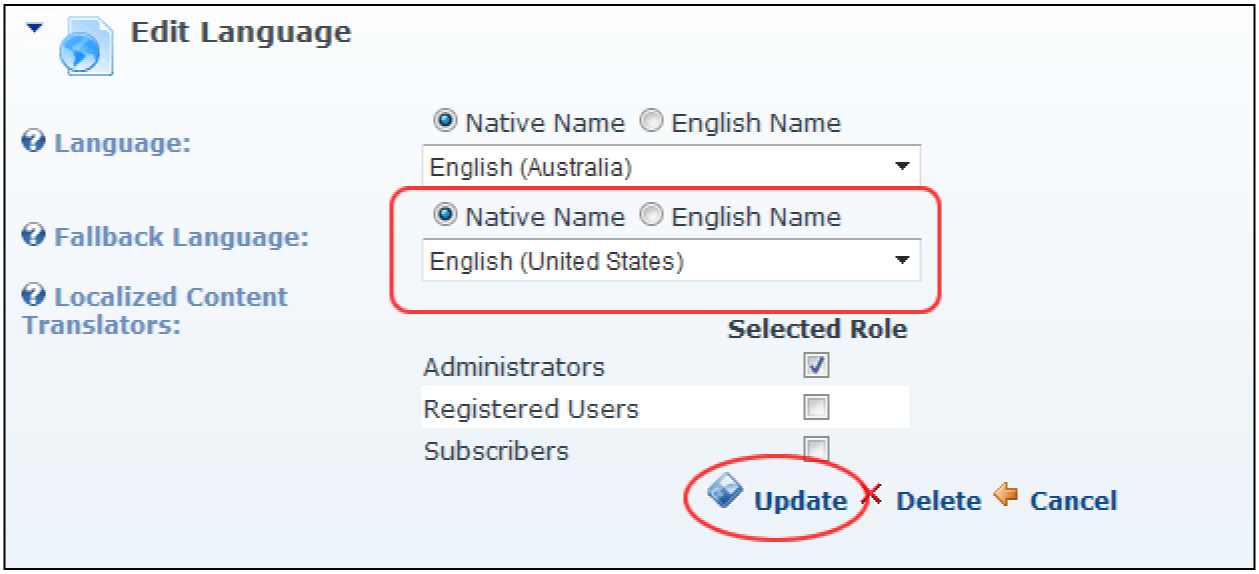
Setting Fallback Languages

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.



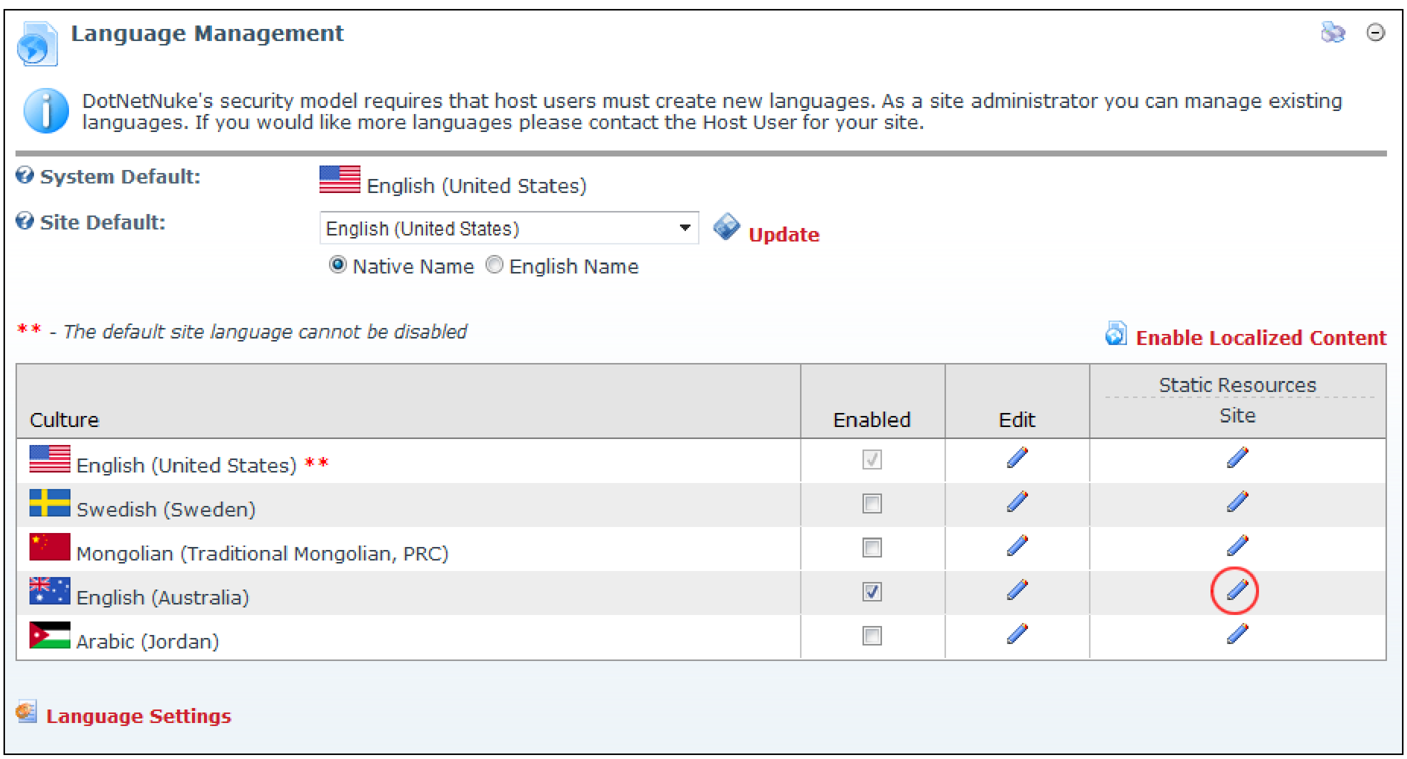
3. **Optional.** At **Fallback Language**, select **Native Name** to view names in their native spelling, or **English Name** to view names in English spelling.
4. At **Fallback Language**, select the fallback language to be used.
5. Click the Update link.



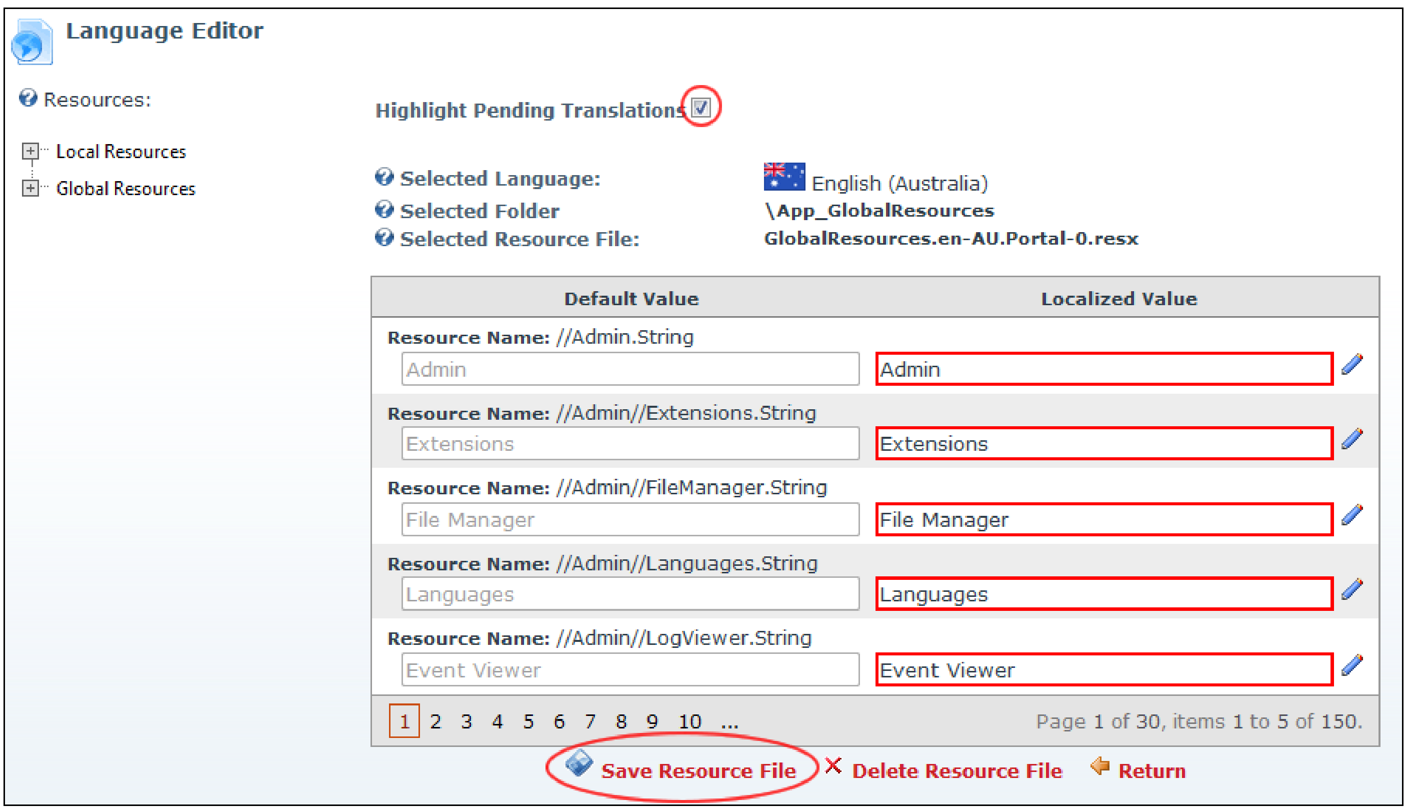
Setting Language Files as Pending Translation

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.



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.



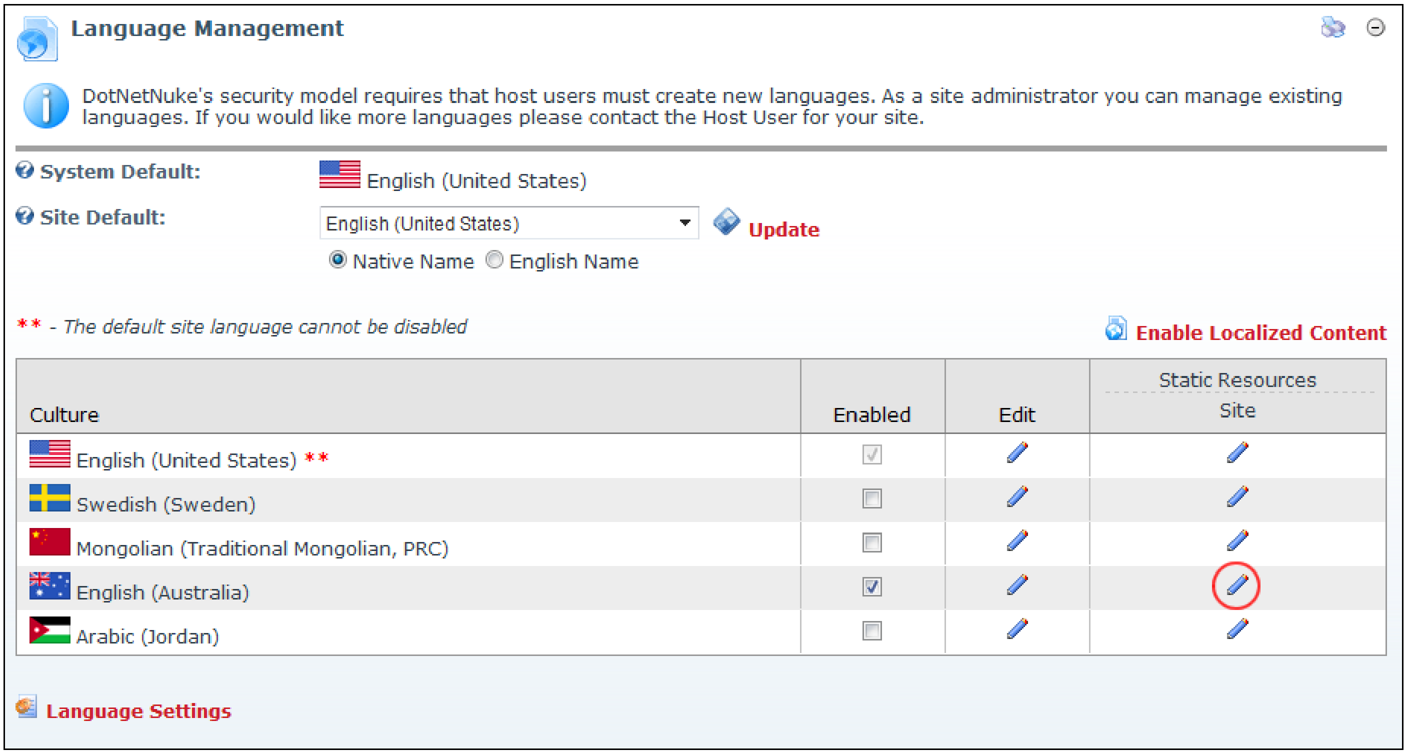
Tip: Whenever you check Highlight Pending Translations, the fields that haven't been translated will once again be displayed.

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.



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.

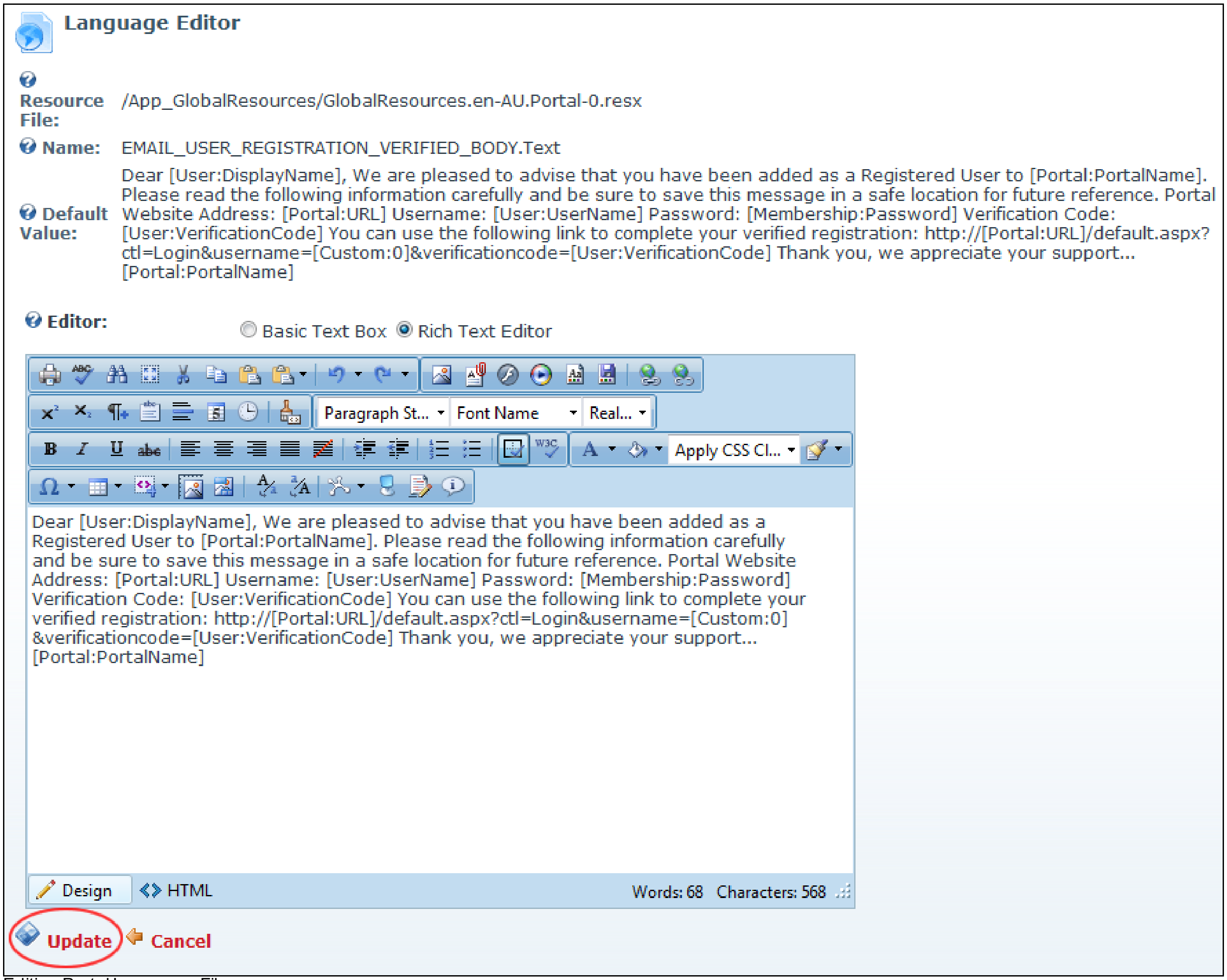
      b. In the Editor, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.

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.

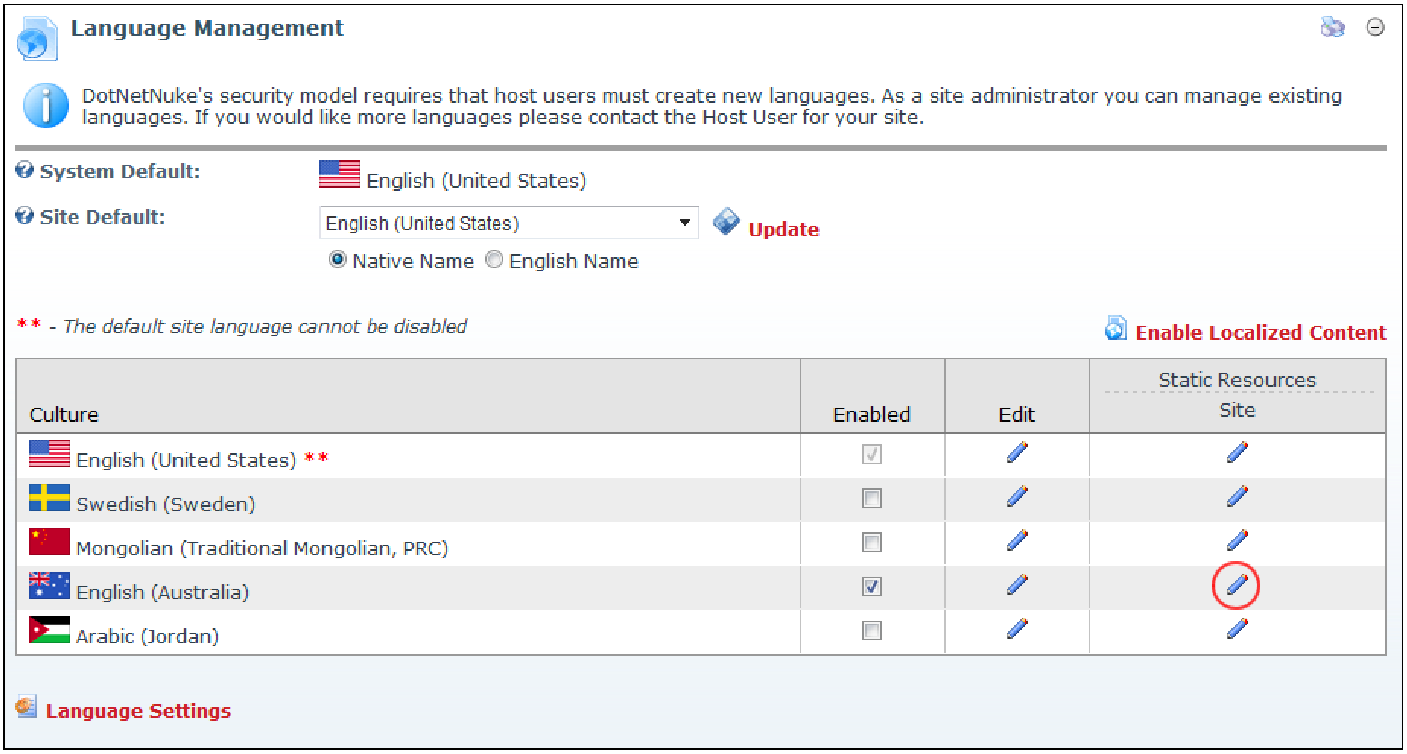


Editing Portal Language Files

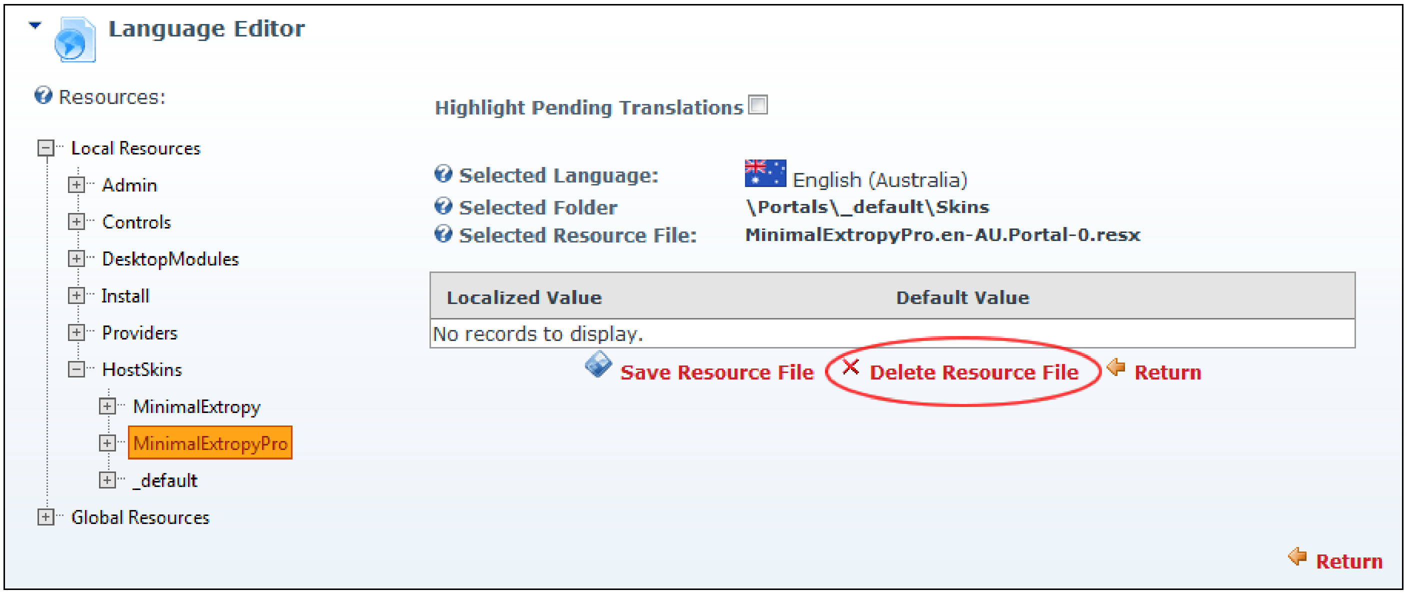
Deleting a Resource File

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.



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.

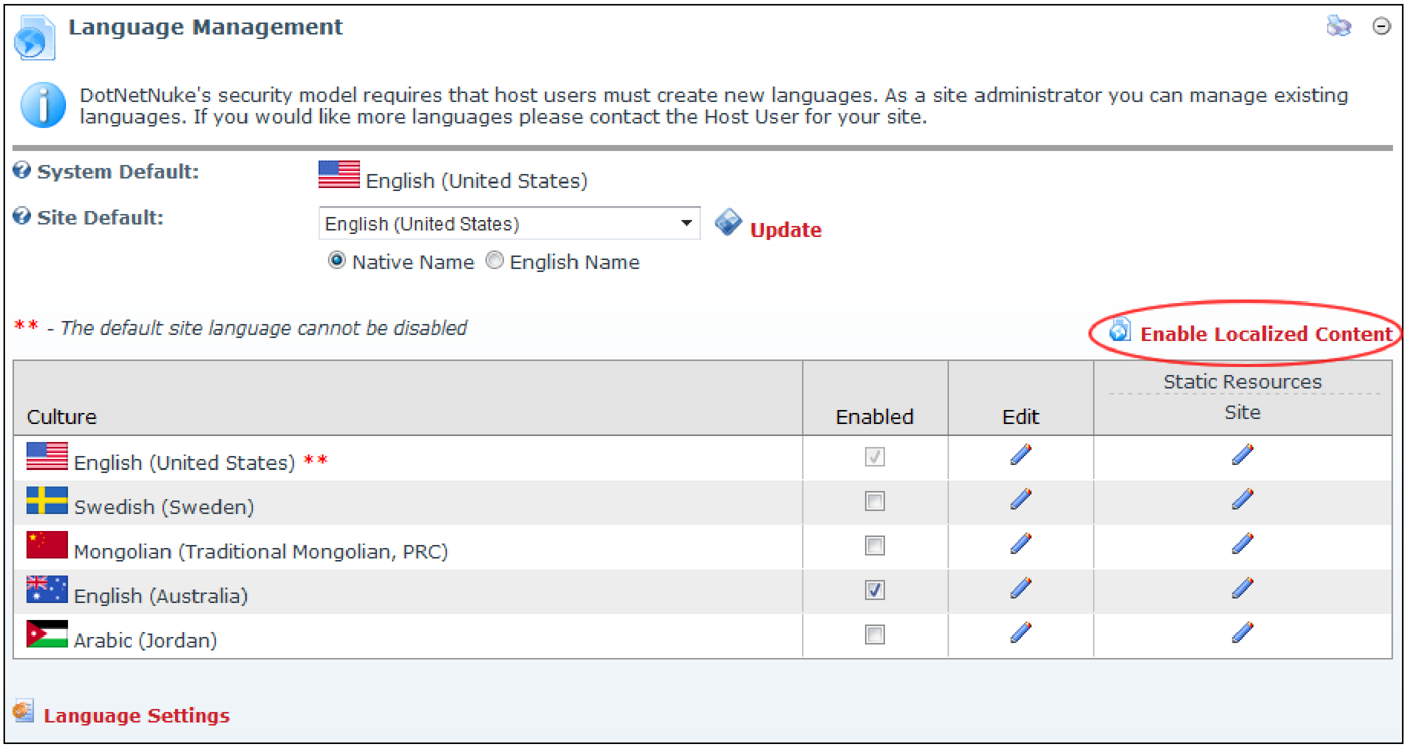
Enabling Localized Content

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.

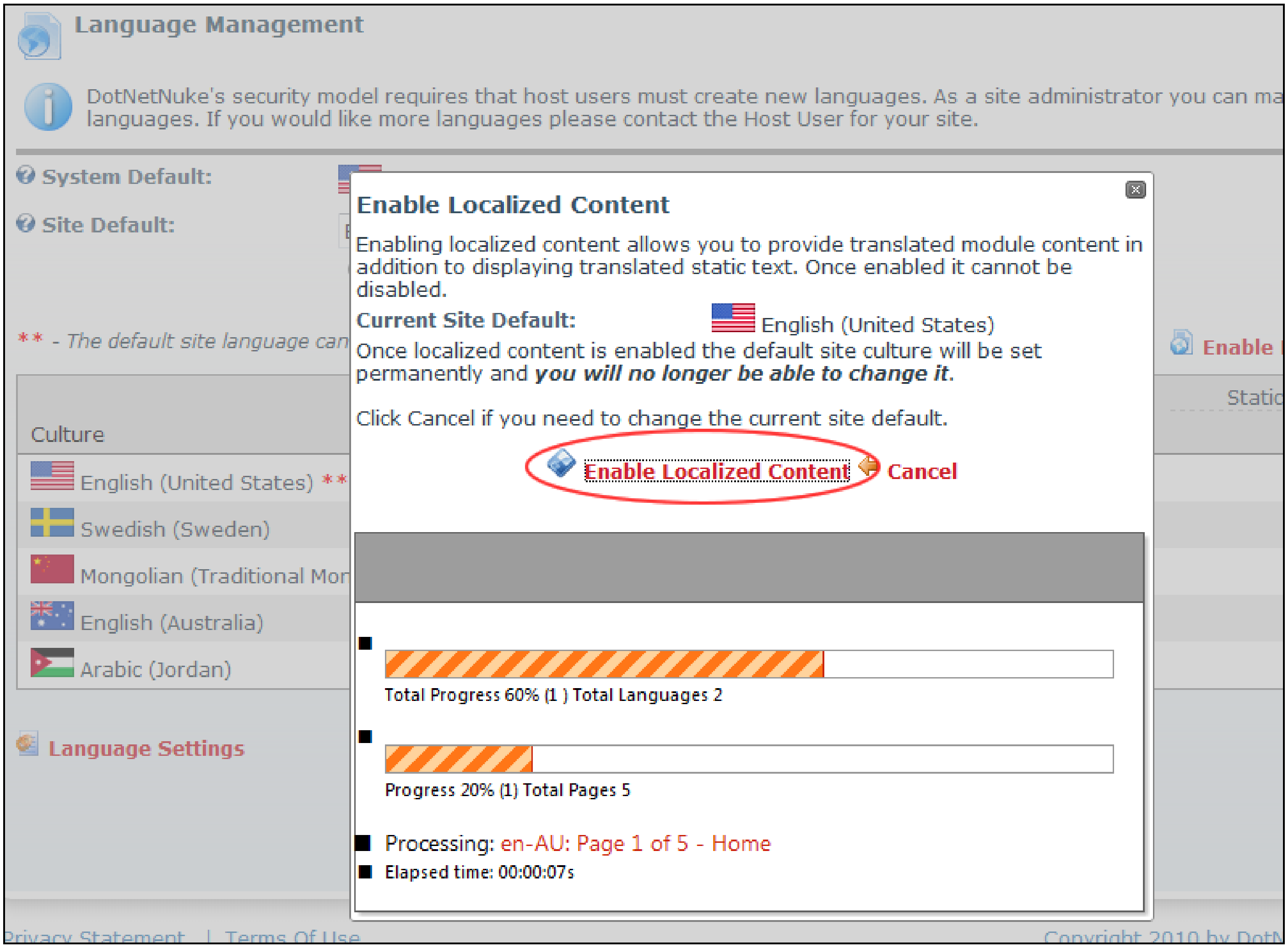
Important. Once localized content is enabled it cannot be disabled.

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.

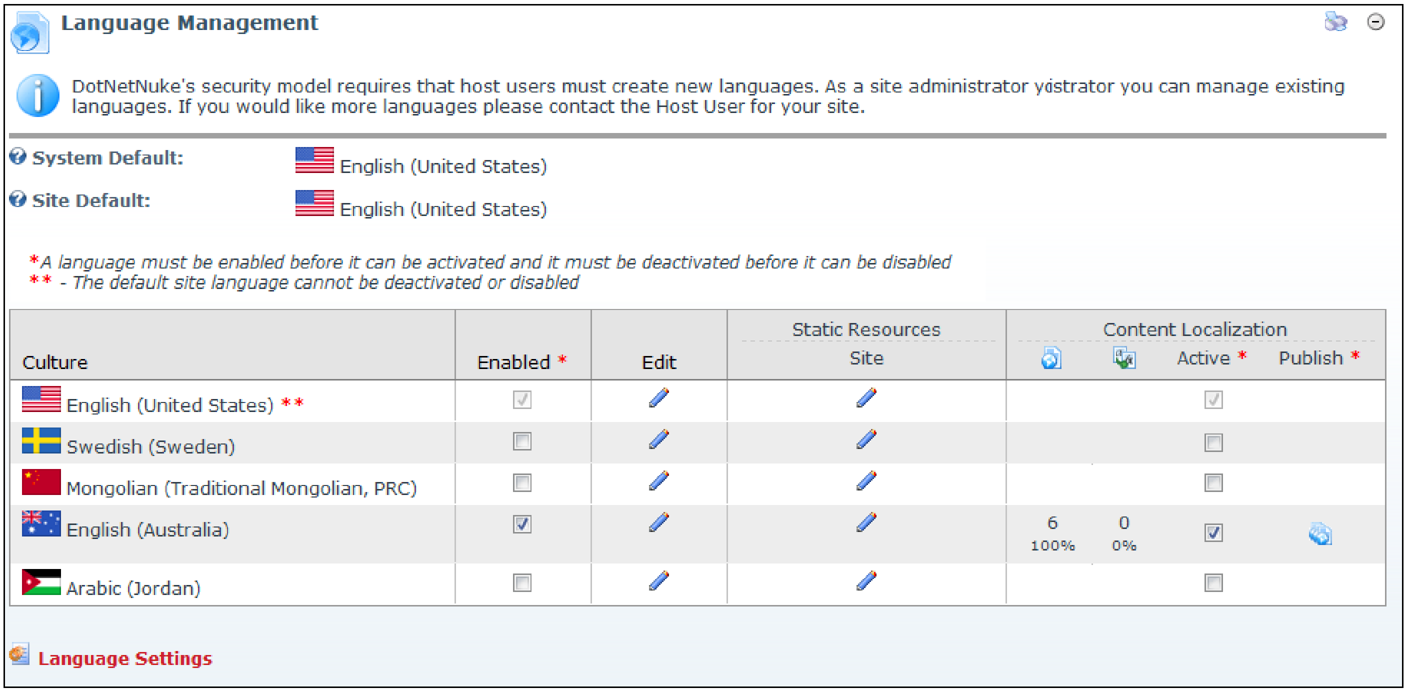


3. The Enable Localized Content message box is now displayed, which shows the Current Site Default language and informs you that this language cannot be changed once localized content is enabled. If you wish to change the default site culture, you must select Cancel now and change the default language.

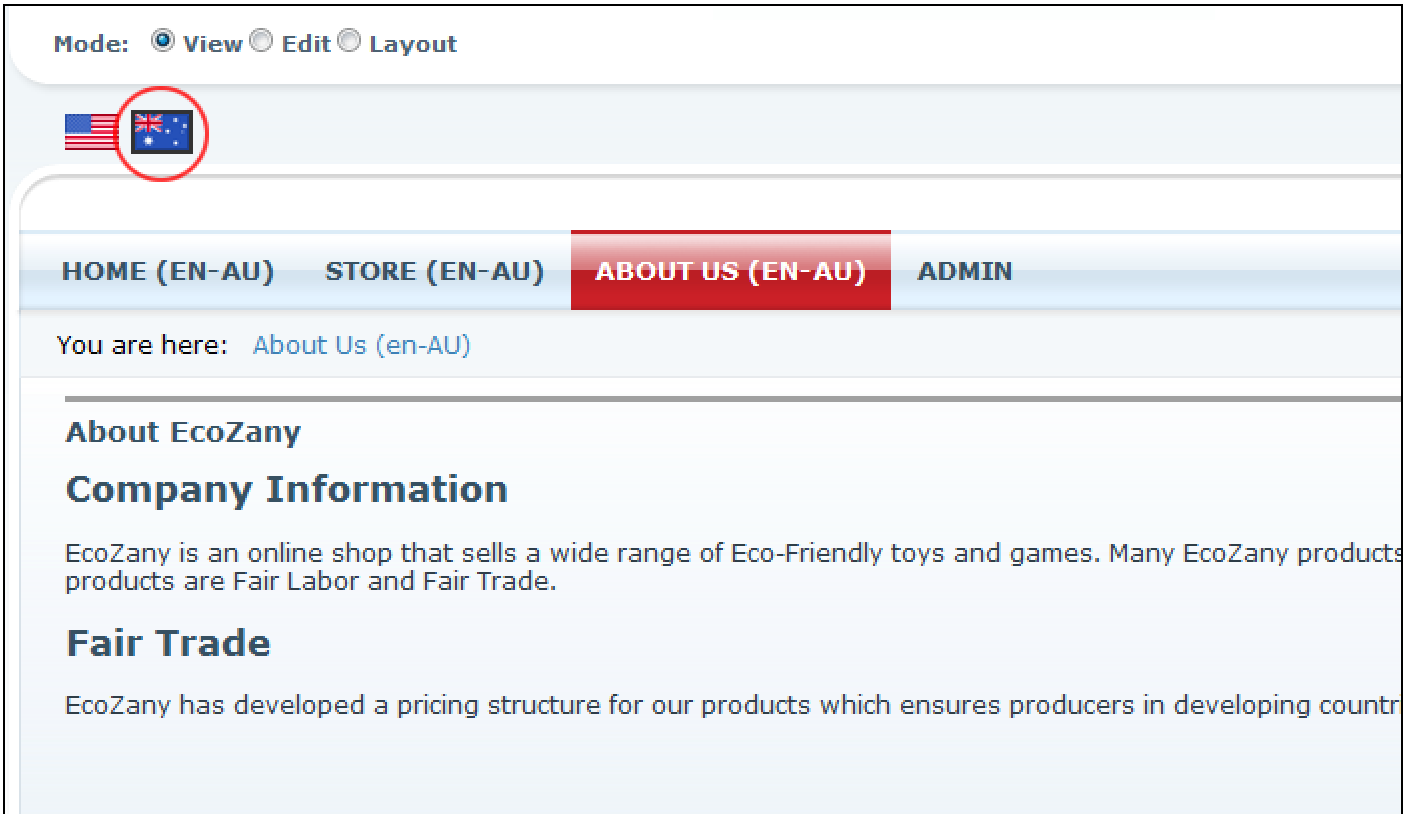


4. Click the Enable Localized Content link. This displays progress bars which show the languages and pages being created for each of the enabled languages. This creates a copy of each of these pages (including the modules and content on these pages) for each language. It also creates a translator role 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.



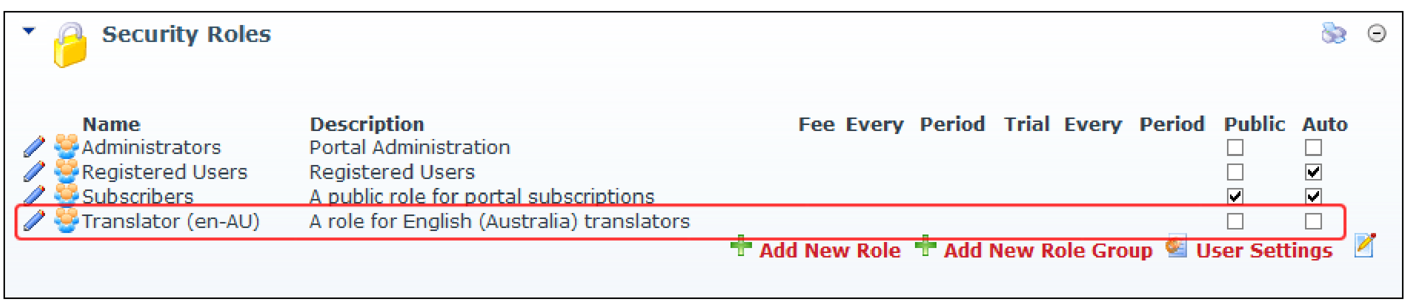
To view the newly created localized copies for this language, click on the country flag for this language (typically located in the top right corner of the site above the menu). This displays the localized copies of these pages in the menu. Note: Page names are appended with the country code. E.g. For 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"



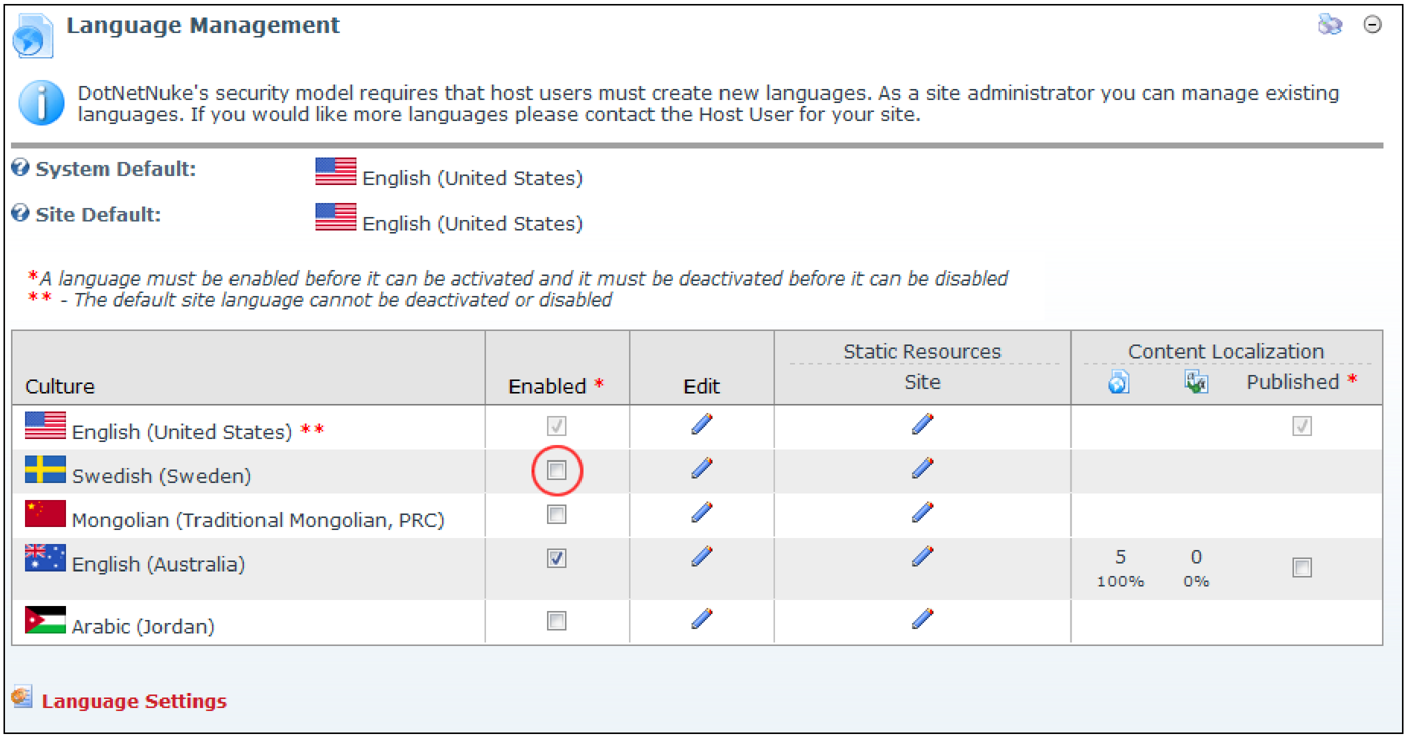
For details on translating content and managing content for multiple languages, See "About Content Localization"

Creating Localized Pages for a Language

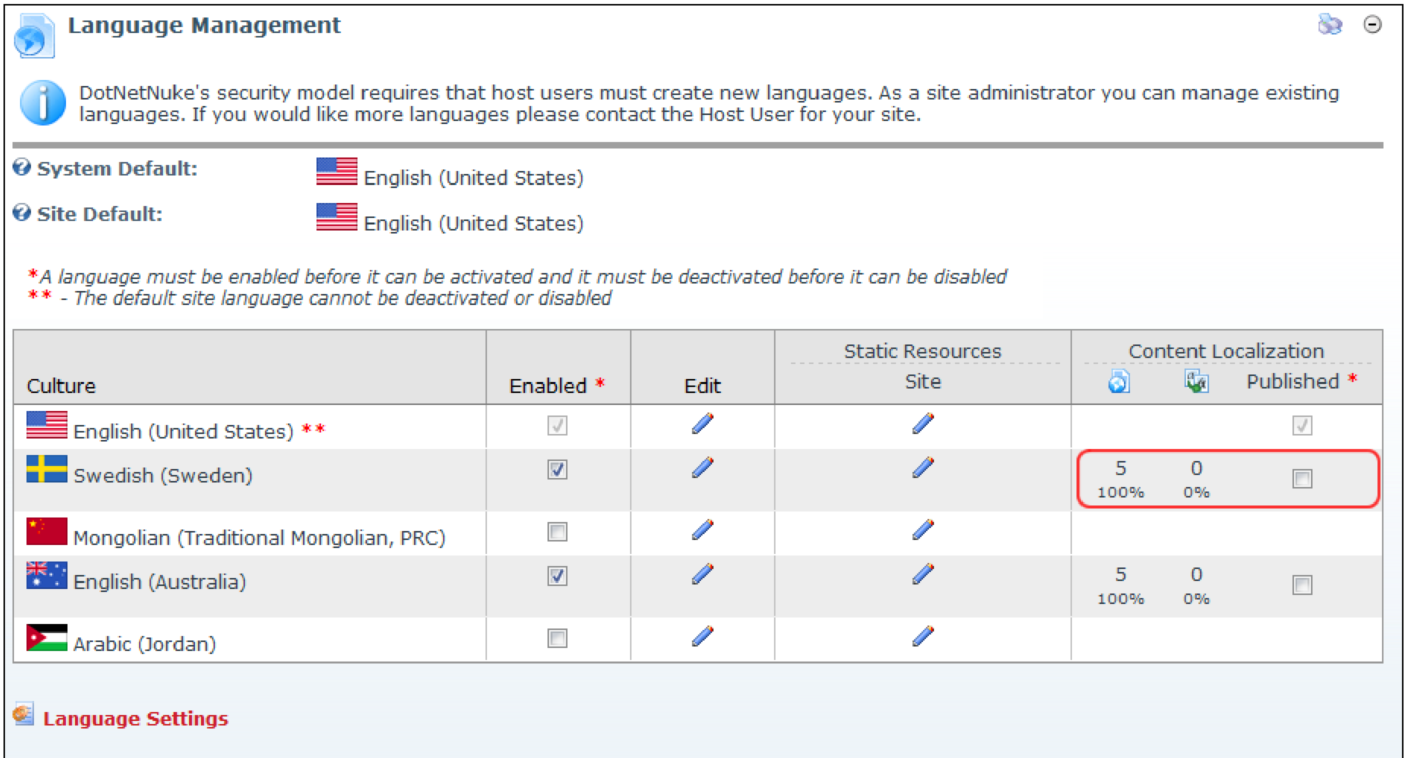
How to create localized pages for a language using the Languages module. This creates a translator role (titled Translator and then appended with the country code. E.g. Translator (EN-AU)) for each enabled language. Users will need to be added to this role. See "Adding a User to a Security Role"

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.



3. This enables the language and creates localized pages.

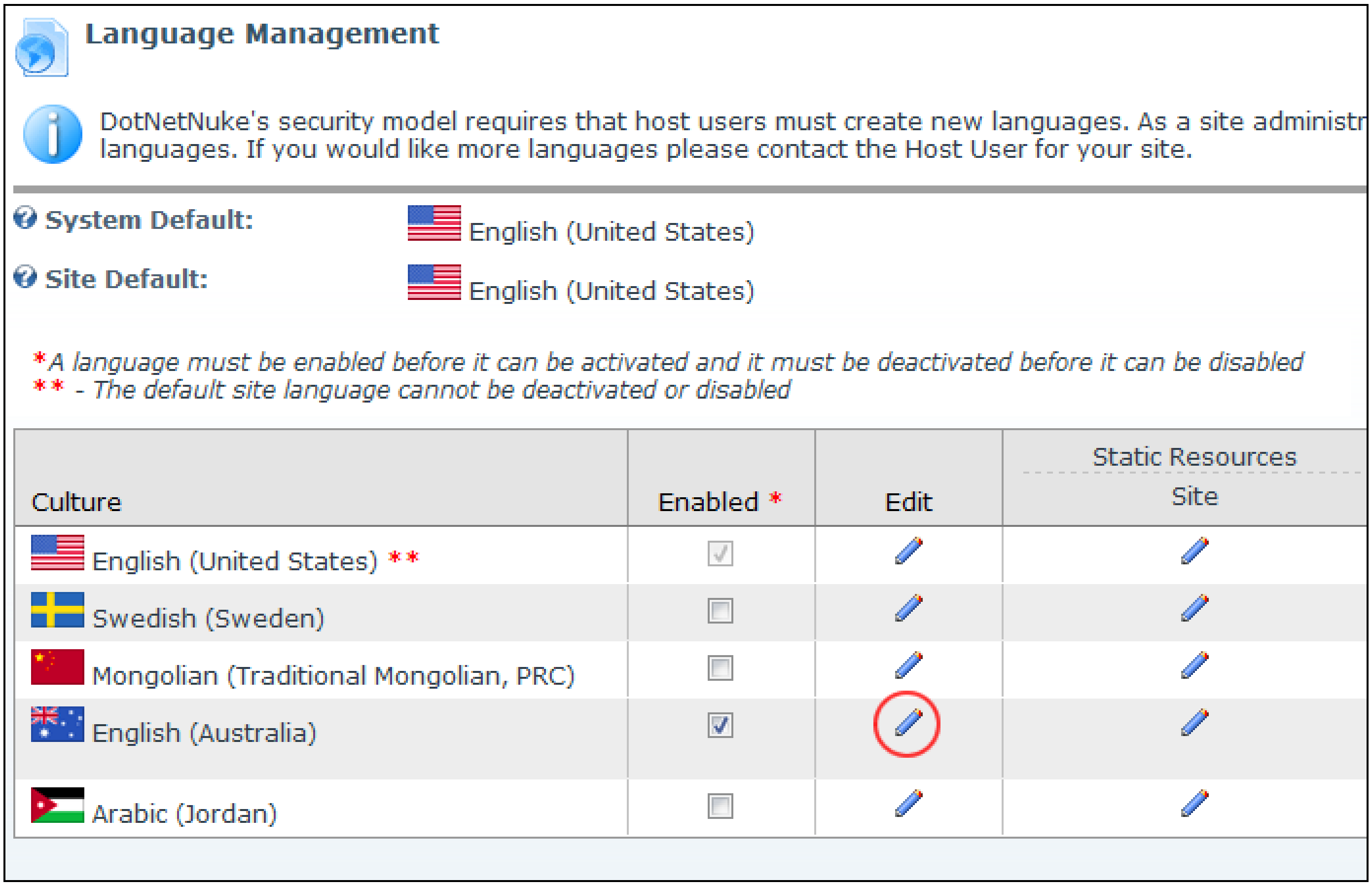


Creating Localized Pages for a Language

Setting Translator Roles

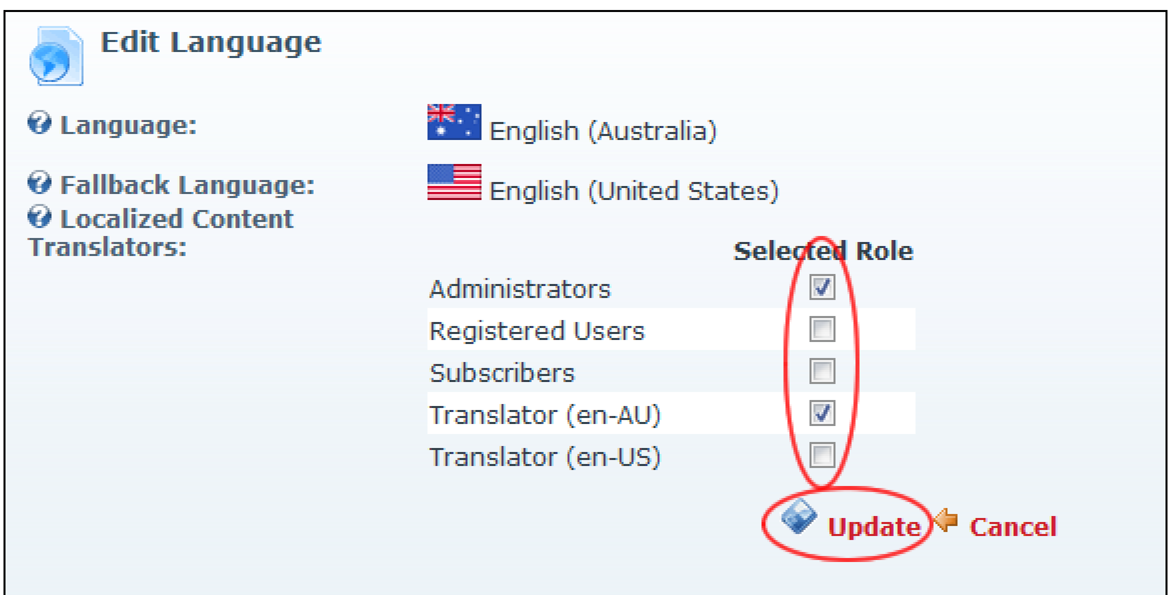
How to enable or disable one or more roles to have Edit Rights to translate all new pages and localized modules for a language using the Languages module. Note: A translator role is automatically created for each language upon creation of localized content. This tutorial explains how to add additional 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.



3. 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 role is checked by default.

4. Click the Update link.

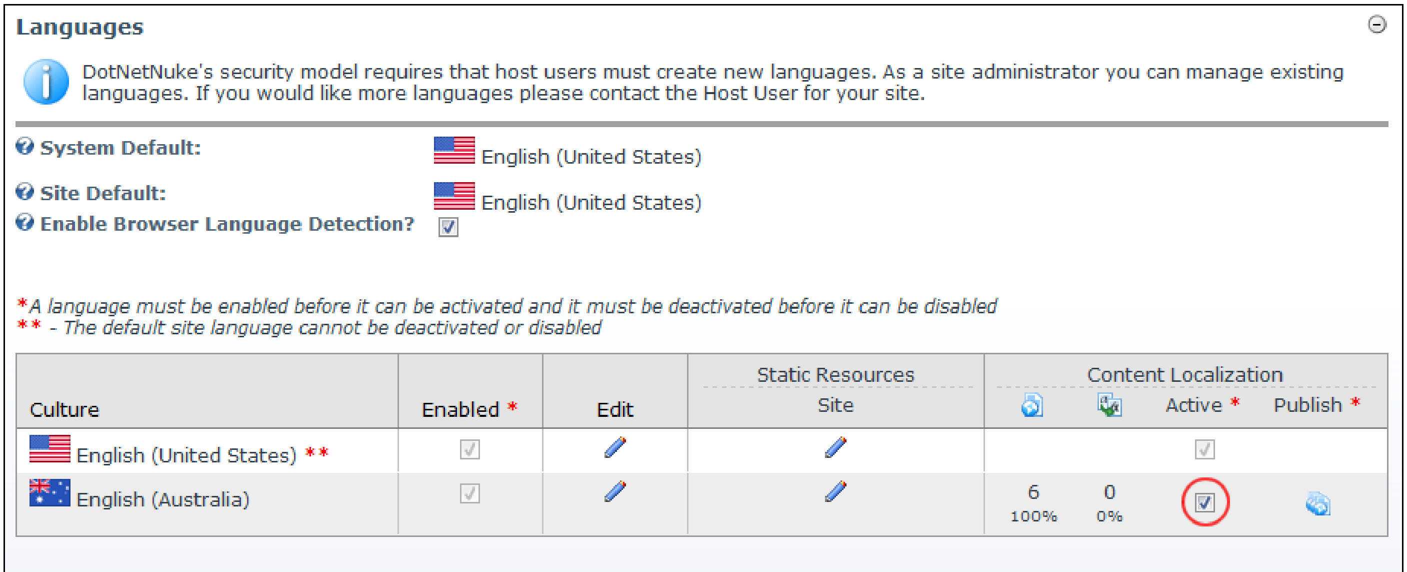


Setting Localized Content Translators

Activating/Deactiving 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.

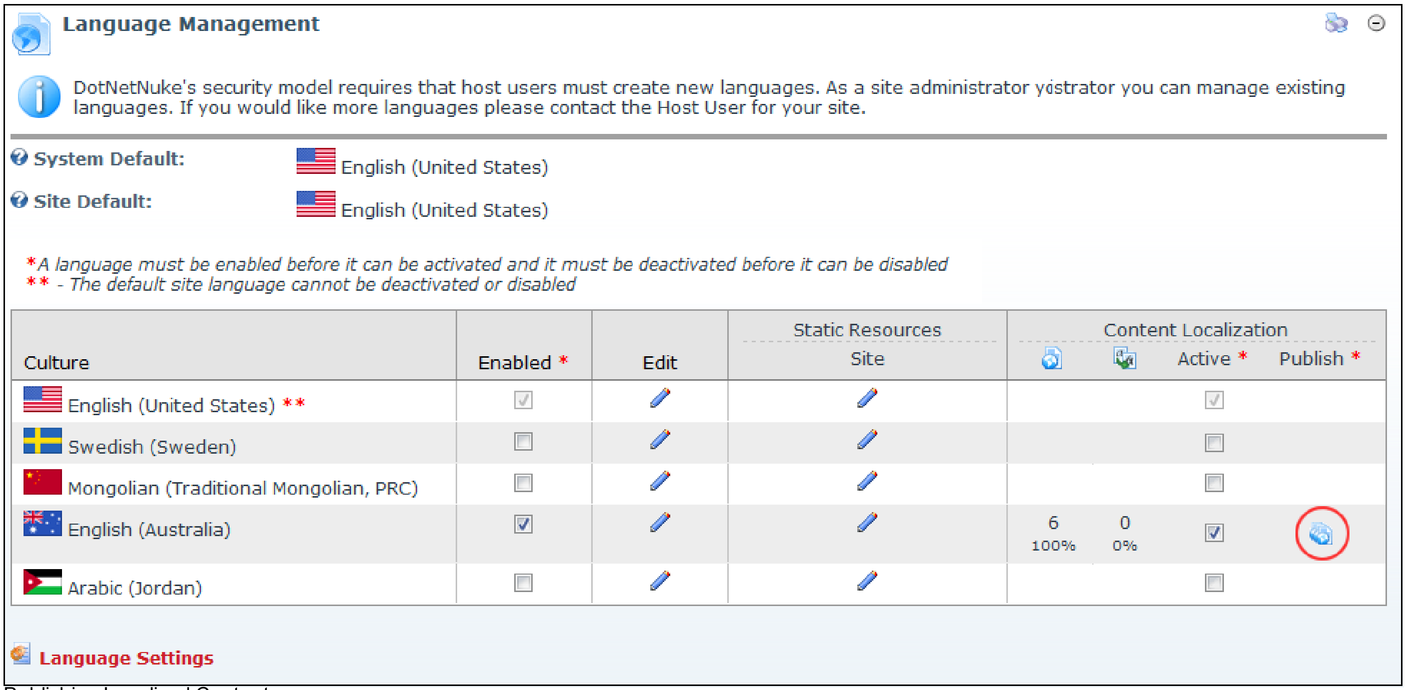


Activating a Language

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.



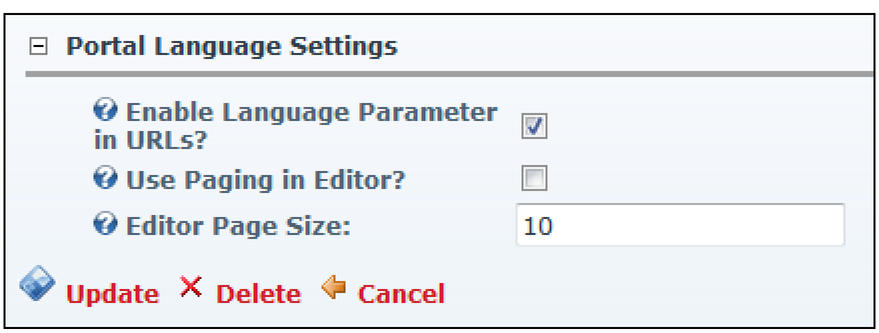
Publishing Localized Content

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.



5. Click the Update link.

Related Topics:

- See "About the Pager"

Language Files

Overview of the Type of Language Files

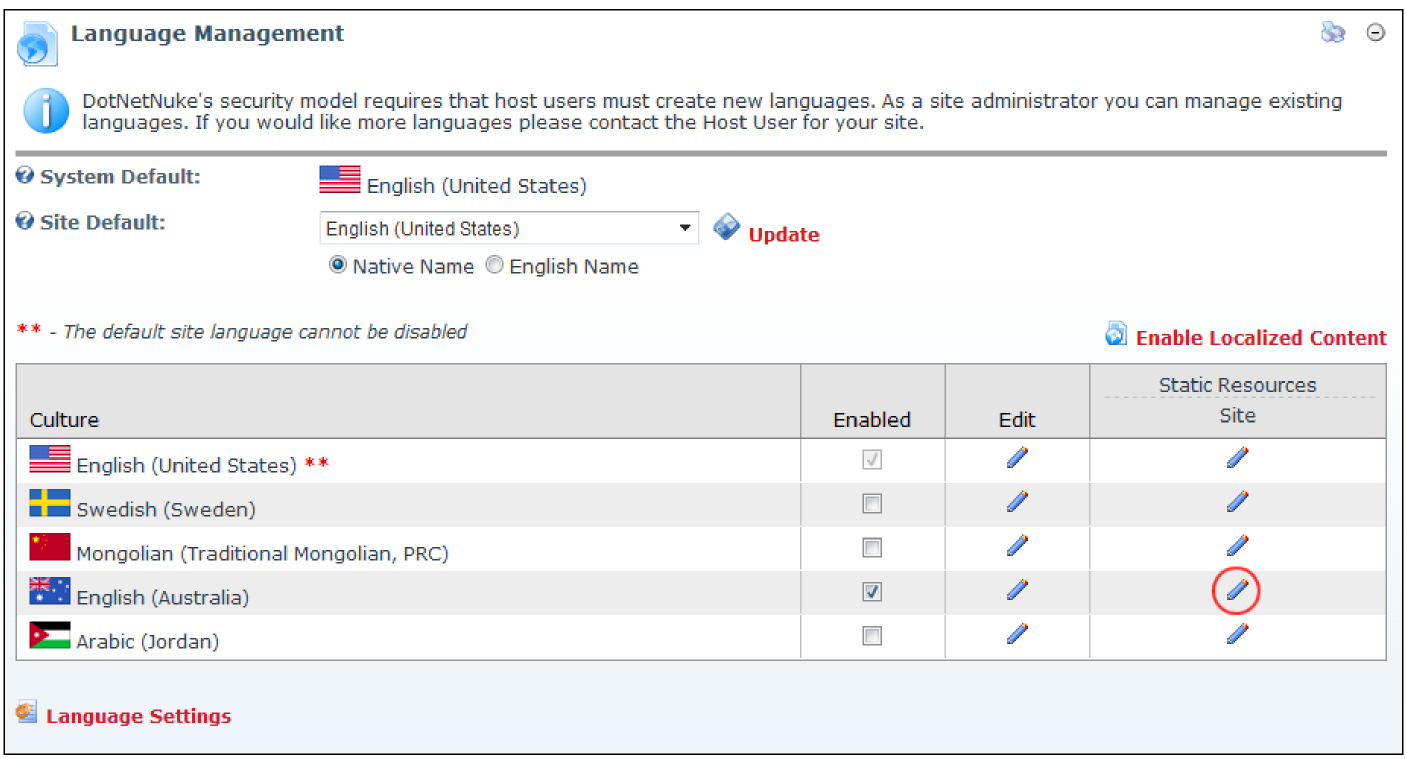
The Core Language Pack included with DNN includes language files which can be modified. Here's a list of the types of language files which can be edited using the Languages module.

- 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.

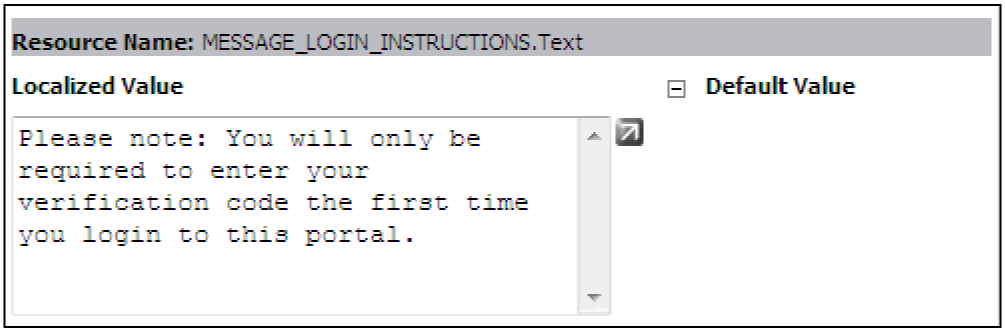
1. Go to a **Languages** module - OR - Navigate to Admin > **Languages**. This displays the Culture grid which lists the available languages.
2. In the **Static Resources** - **Portal** column, click the **Edit** button beside the language file to be edited. This displays GlobalResources.Portal-0.resx 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.



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



   - 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.

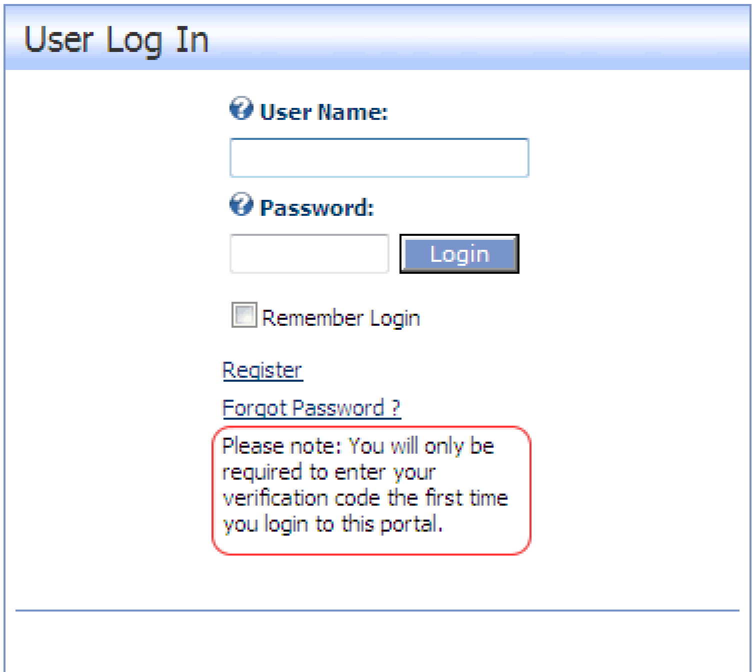
     ii. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.

     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.

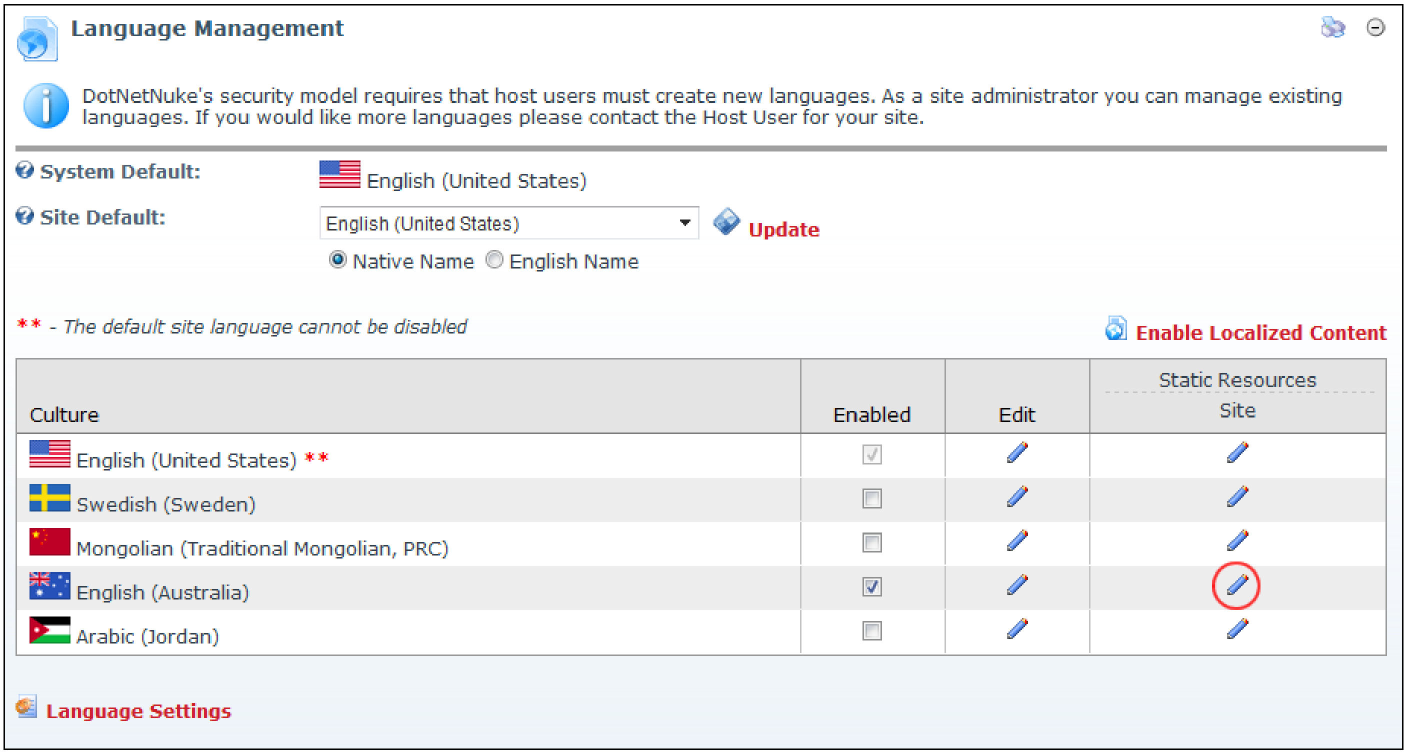


Login Instructions on the User Log In page

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.



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

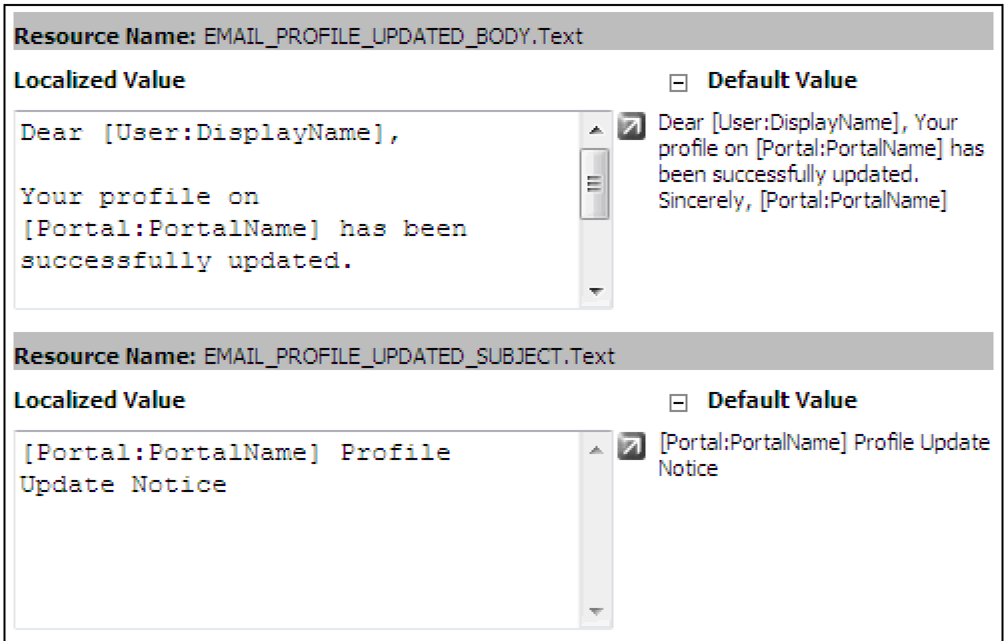
The Profile Updated email message is sent to a user when they update their profile.

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]



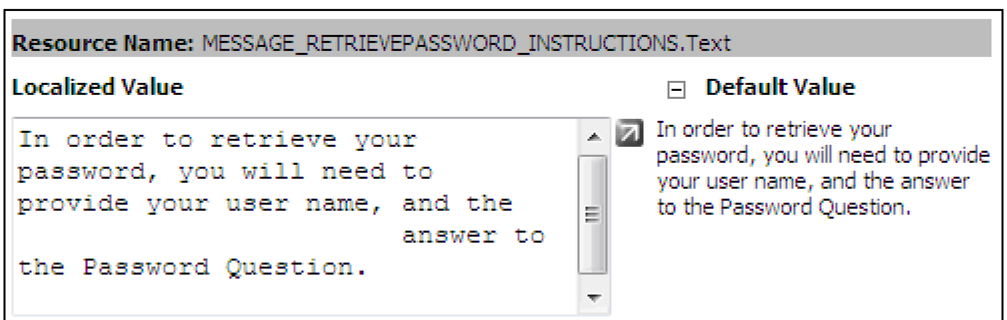
Editing the Profile Updated email

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.



Editing the Retrieve Password Instructions

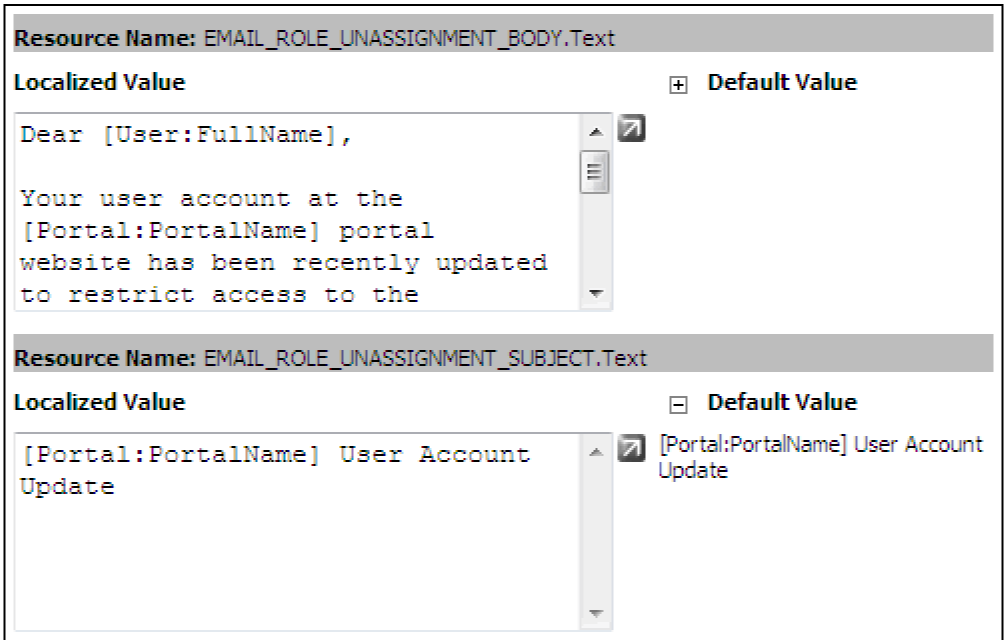
Role Assignment Email Message

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]



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.

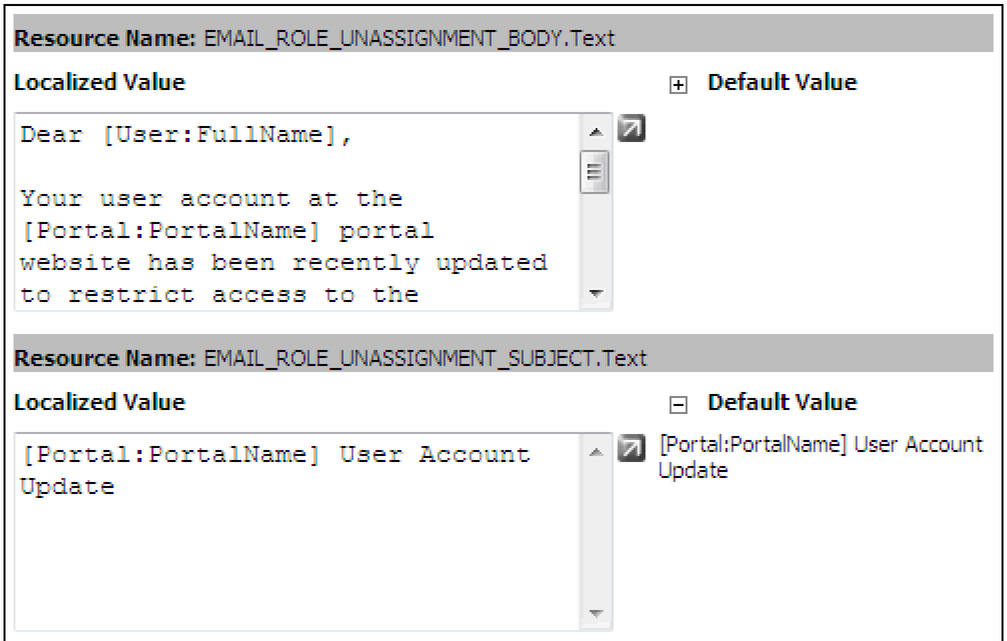
Here is the default value (default text) of this email message in the DNN core language pack:

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]



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:

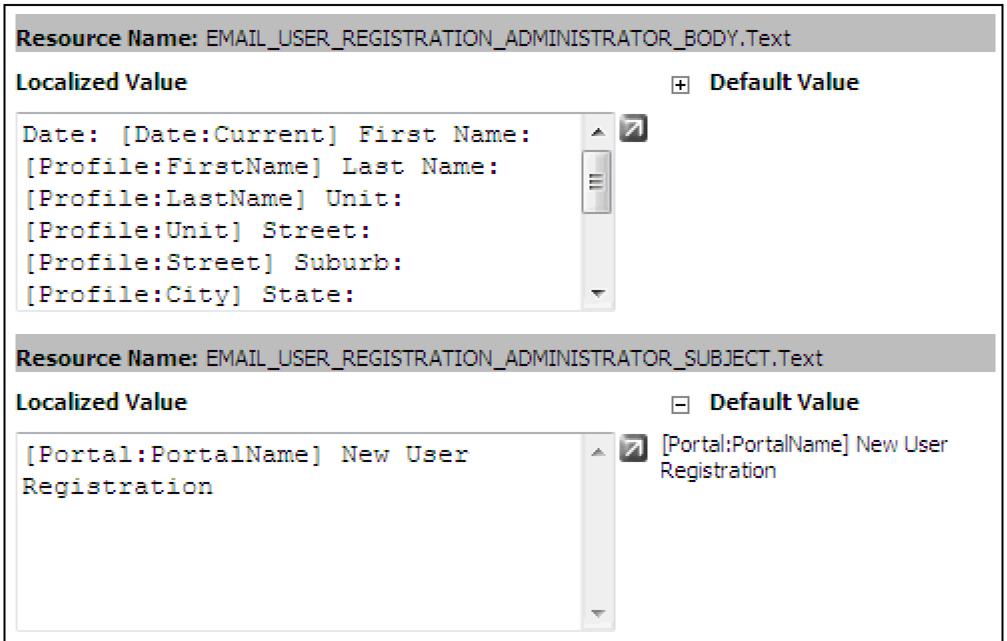
> [Host:HostTitle] SMTP Configuration Test

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]



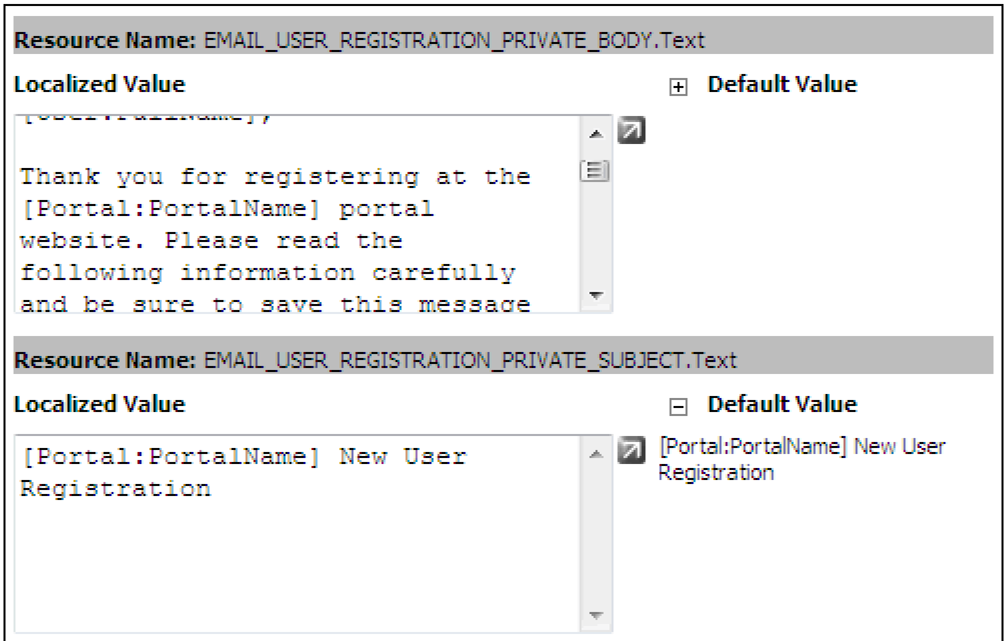
Editing the User Registration Administrator email message body and subject

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]



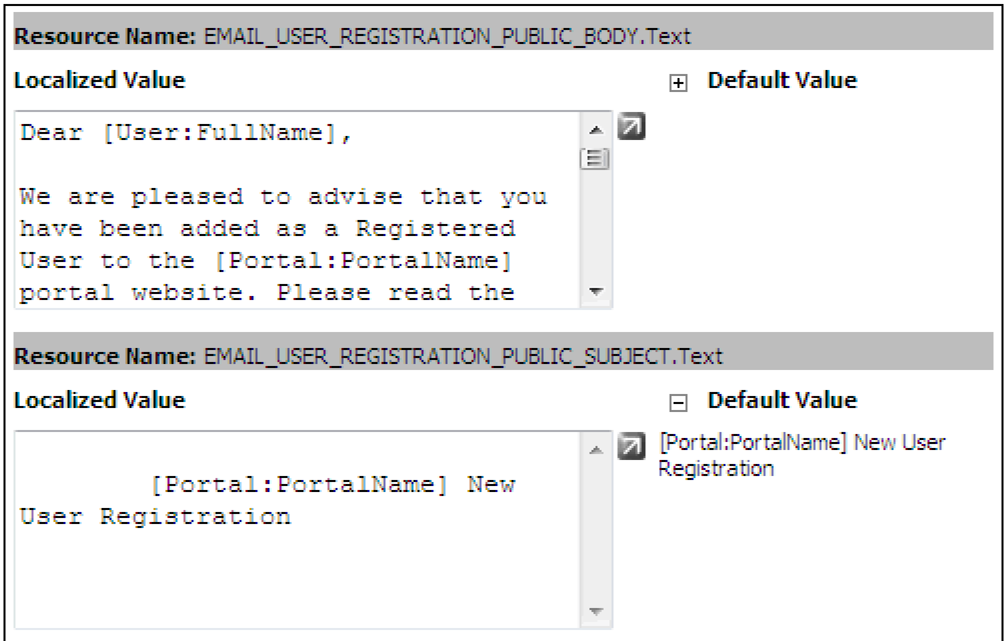
Editing the Private User Registration email

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]



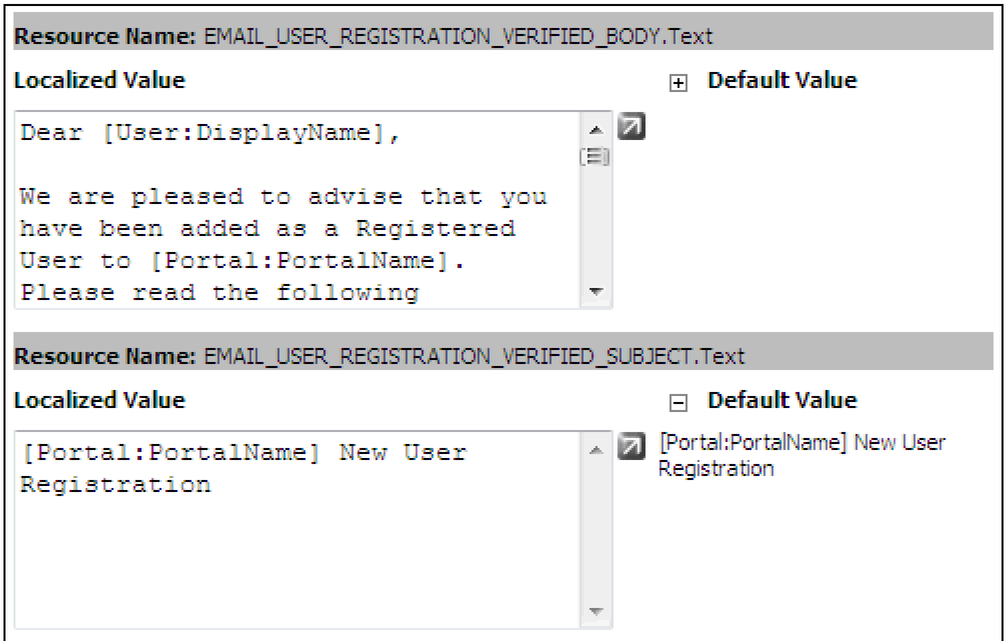
The Public User Registration email message body and subject

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]
>
> 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]



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]

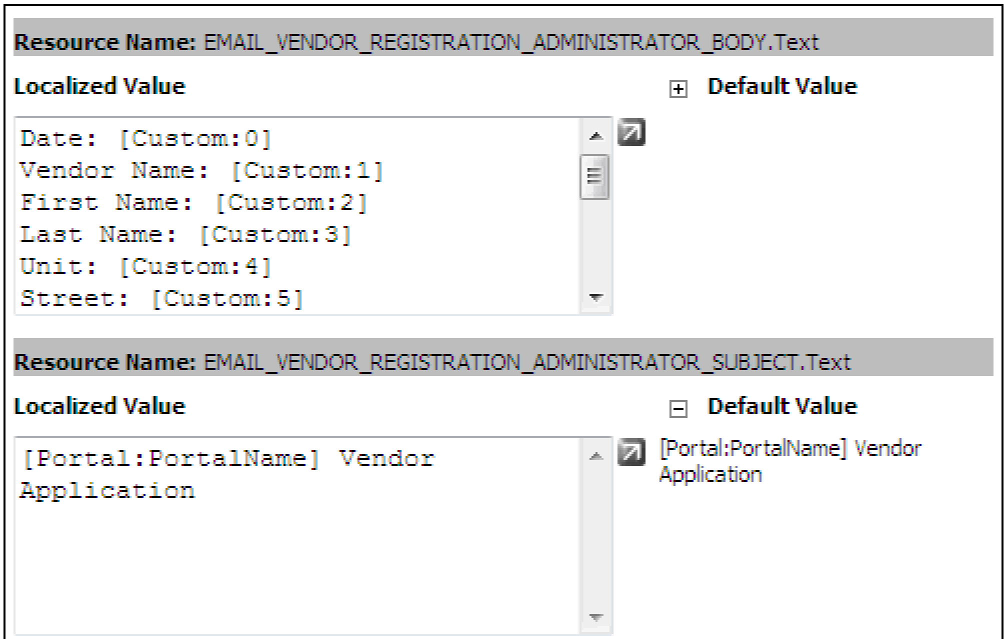
Vendor Registration Administrator Email Message

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]



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.

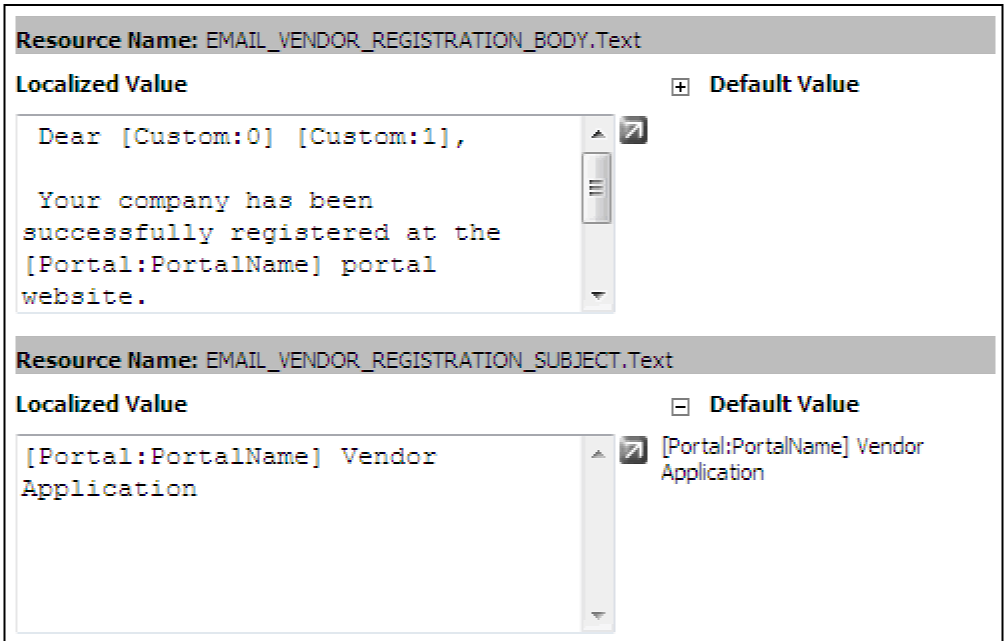
Here is the default value (default text) of this email message in the DNN core language pack:

Dear [Custom:0] [Custom:1],

[Custom:2] company has been successfully registered at [Portal:PortalName].

Thank you,

[Portal:PortalName]



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_Begin-Request.
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 of 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.

[Portal:PortalName] reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in [Portal:PortalName]'s sole discretion.

Always use caution when giving out any personally identifying information about yourself or your children in any Communication Service. [Portal:PortalName] does not control or endorse the content, messages or information found in any Communication Service and, therefore, [Portal:PortalName] specifically disclaims any liability with regard to the Communication Services and any actions resulting from your participation in any Communication Service. Managers and hosts are not authorized [Portal:PortalName] spokespersons, and their views do not necessarily reflect those of [Portal:PortalName].

Materials uploaded to a Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination. You are responsible for adhering to such limitations if you download the materials.

MATERIALS PROVIDED TO [Portal:PortalName] OR POSTED AT ANY [Portal:PortalName] WEB SITE

[Portal:PortalName] does not claim ownership of the materials you provide to [Portal:PortalName] (including feedback and suggestions) or post, upload, input or submit to any [Portal:PortalName] Web Site or its associated services (collectively "Submissions"). However, by posting, uploading, inputting, providing or submitting your Submission you are granting [Portal:PortalName], its affiliated companies and necessary sublicensees permission to use your Submission in connection with the operation of their Internet businesses including, without limitation, the rights to: copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, translate and reformat your Submission; and to publish your name in connection with your Submission.

No compensation will be paid with respect to the use of your Submission, as provided herein. [Portal:PortalName] is under no obligation to post or use any Submission you may provide and may remove any Submission at any time in [Portal:PortalName]'s sole discretion.

By posting, uploading, inputting, providing or submitting your Submission you warrant and represent that you own or otherwise control all of the rights to your Submission as described in this section including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the Submissions.

LIABILITY DISCLAIMER

THE INFORMATION, SOFTWARE, PRODUCTS, AND SERVICES INCLUDED IN OR AVAILABLE THROUGH THE [Portal:PortalName] WEB SITE MAY INCLUDE INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION HEREIN. [Portal:PortalName] AND/OR ITS SUPPLIERS MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE [Portal:PortalName] WEB SITE AT ANY TIME. ADVICE RECEIVED VIA THE [Portal:PortalName] WEB SITE SHOULD NOT BE RELIED UPON FOR PERSONAL, MEDICAL, LEGAL OR FINANCIAL DECISIONS AND YOU SHOULD CONSULT AN APPROPRIATE PROFESSIONAL FOR SPECIFIC ADVICE TAILORED TO YOUR SITUATION.

[Portal:PortalName] AND/OR ITS SUPPLIERS MAKE NO REPRESENTATIONS ABOUT THE SUITABILITY, RELIABILITY, AVAILABILITY, TIMELINESS, AND ACCURACY OF THE INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS CONTAINED ON THE [Portal:PortalName] WEB SITE FOR ANY PURPOSE. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, ALL SUCH INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS ARE PROVIDED "AS IS" WITHOUT WARRANTY OR CONDITION OF ANY KIND.

[Portal:PortalName] AND/OR ITS SUPPLIERS HEREBY DISCLAIM ALL WARRANTIES AND CONDITIONS WITH REGARD TO THIS INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS, INCLUDING ALL IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT.

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 an d 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.

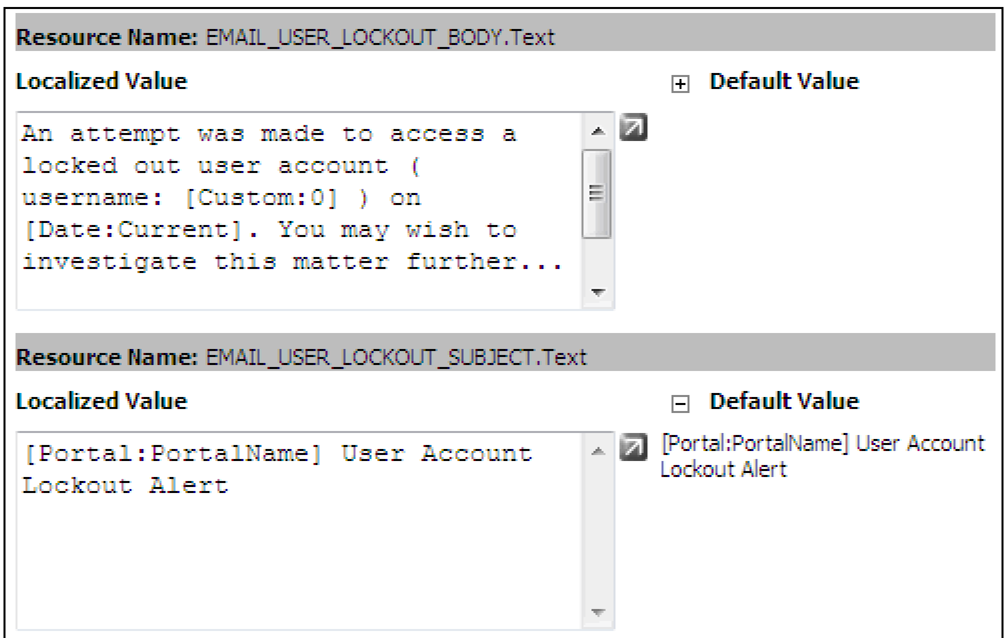
User Lockout Email Message

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]



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.

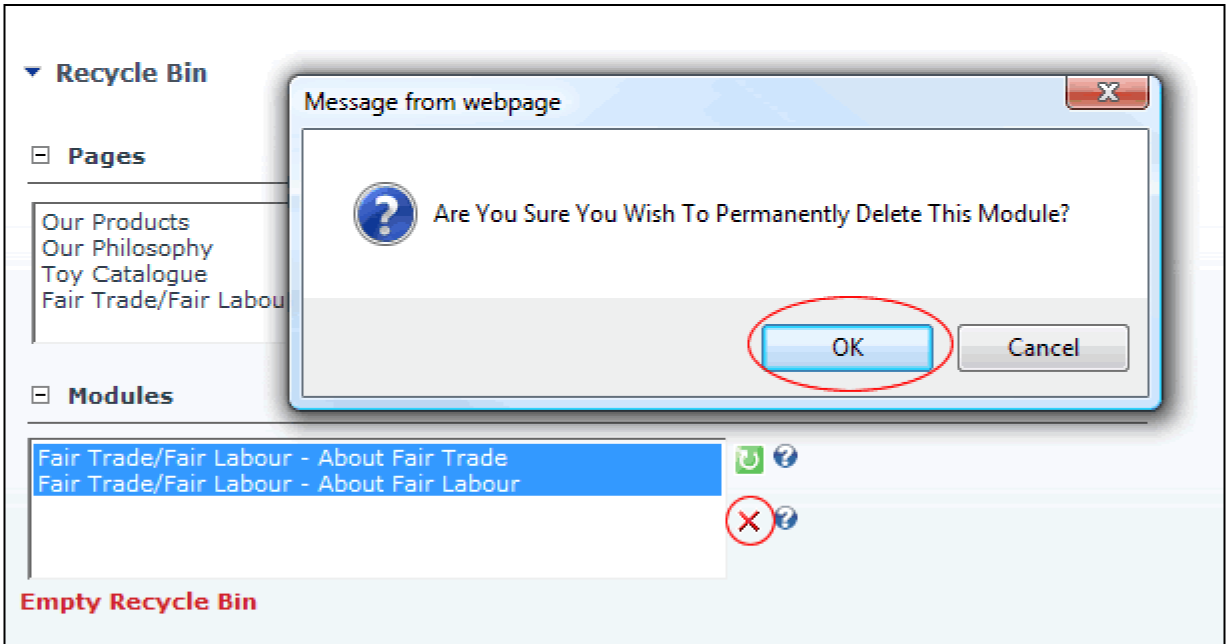
Viewing Pages and Modules in the Recycle Bin

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.

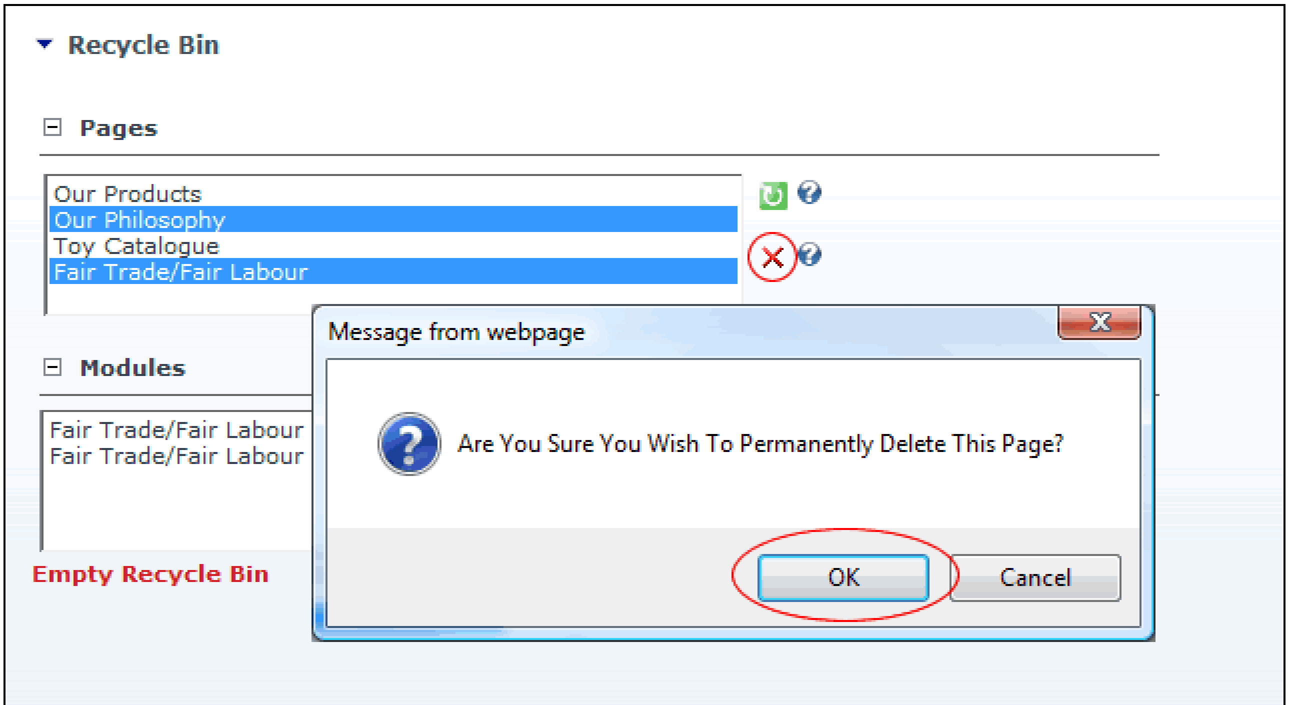


Permanently deleting one or more modules

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.

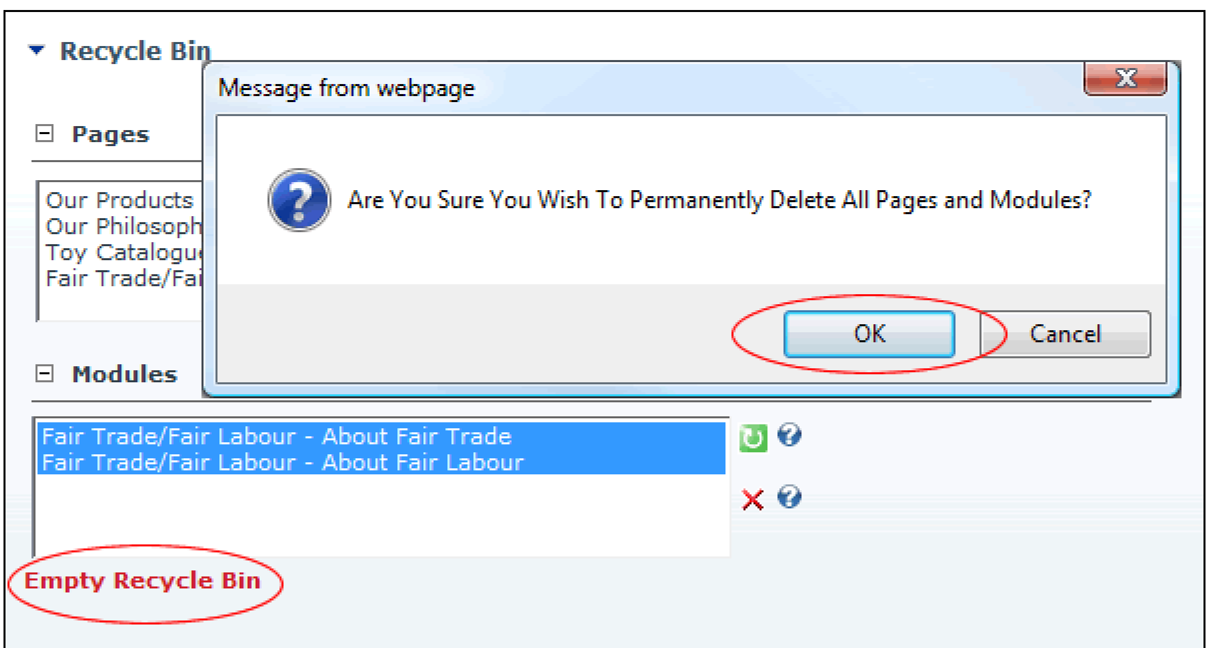


Deleting one or more pages

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.

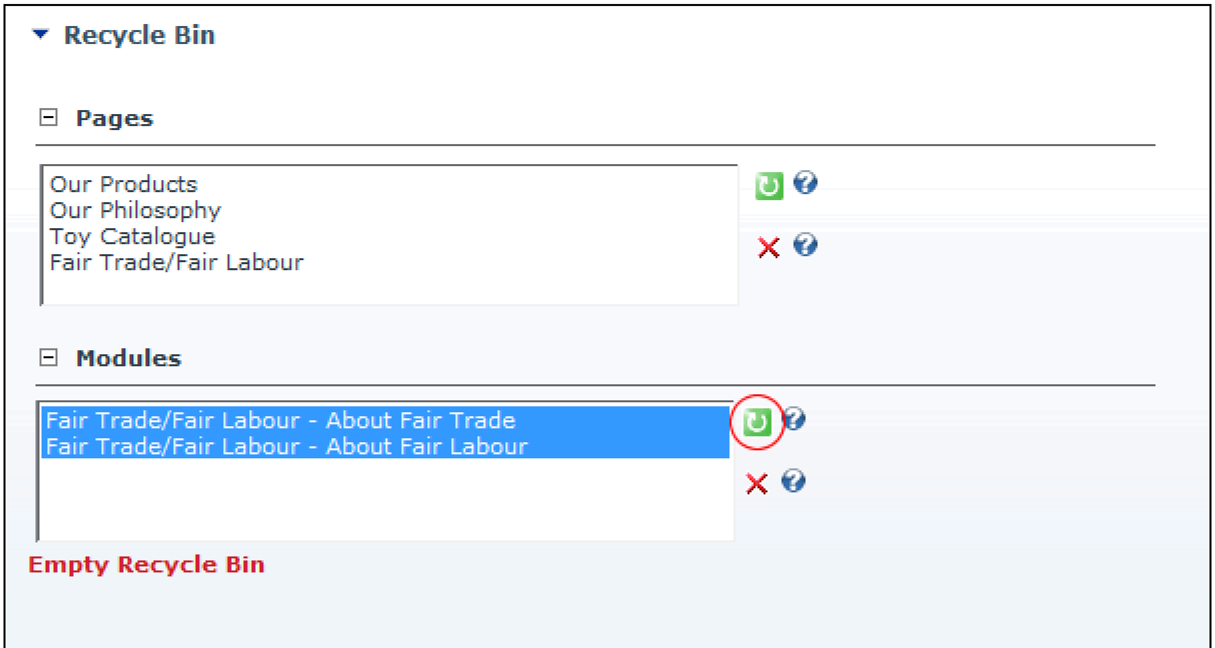


Emptying the Recycle Bin

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.



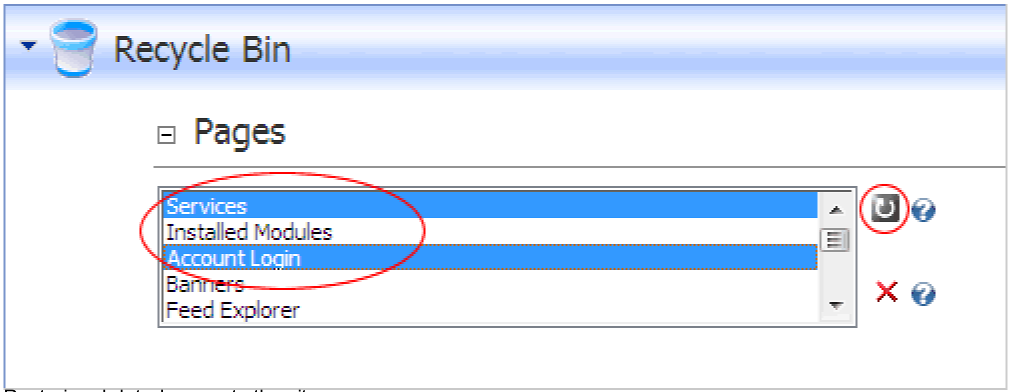
Restoring deleted modules to a page

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.



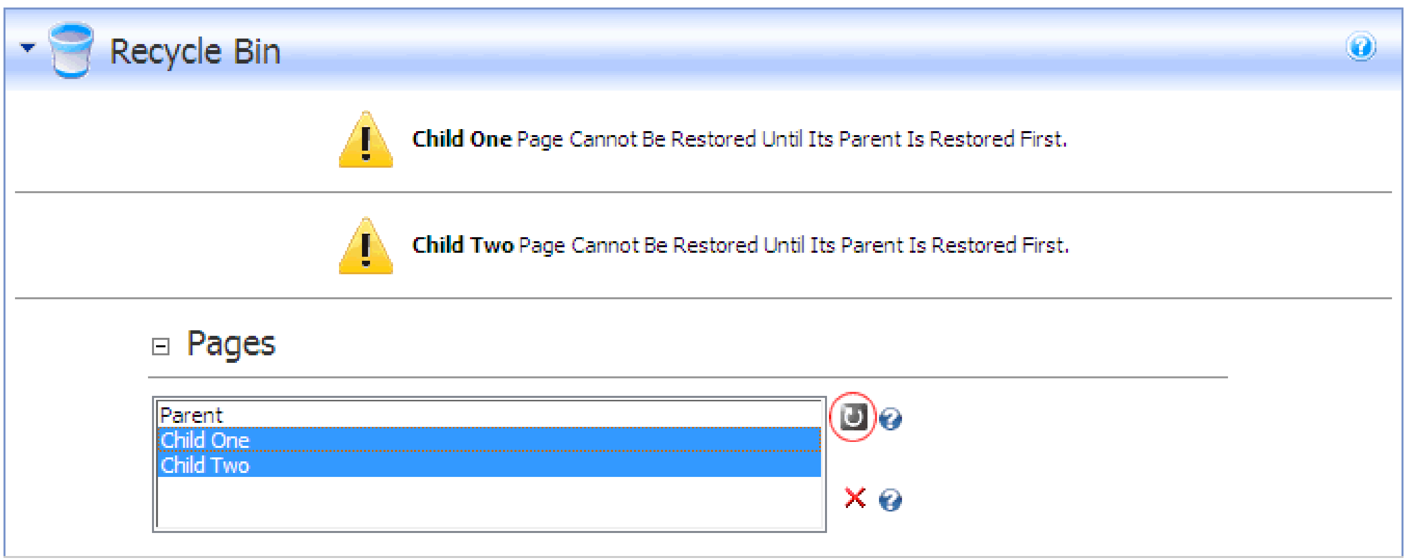
Restoring deleted pages to the site

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.

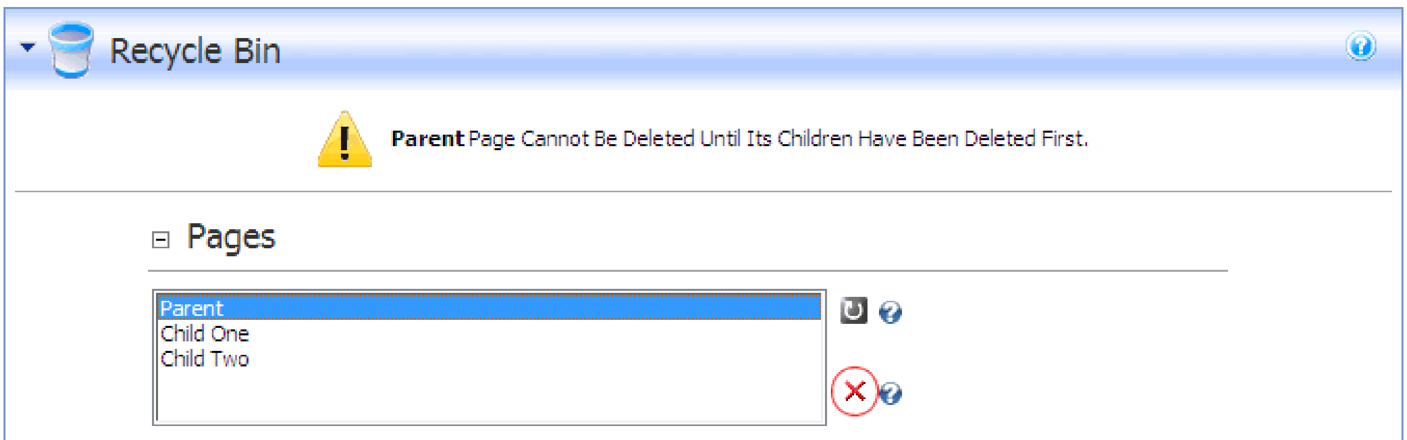
In this case, here's how to delete both the children and parent pages:

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.



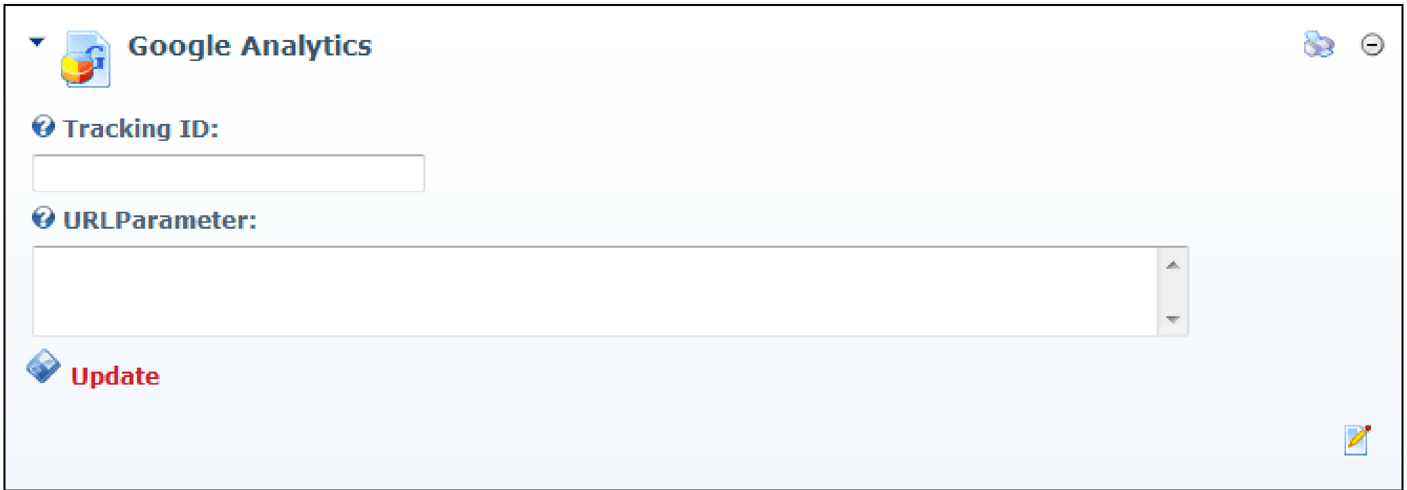
Troubleshooting: Page Cannot Be Deleted Until Its Children Have Been Deleted First

Search Optimization

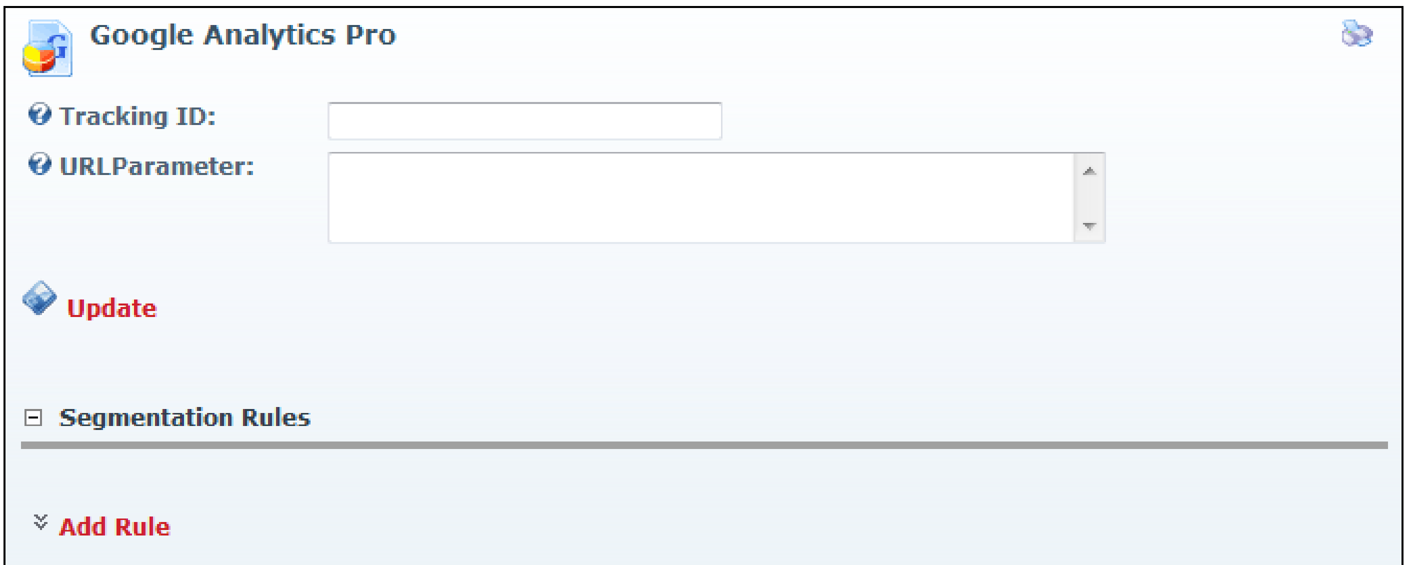
Google Analytics

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-Commence 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.

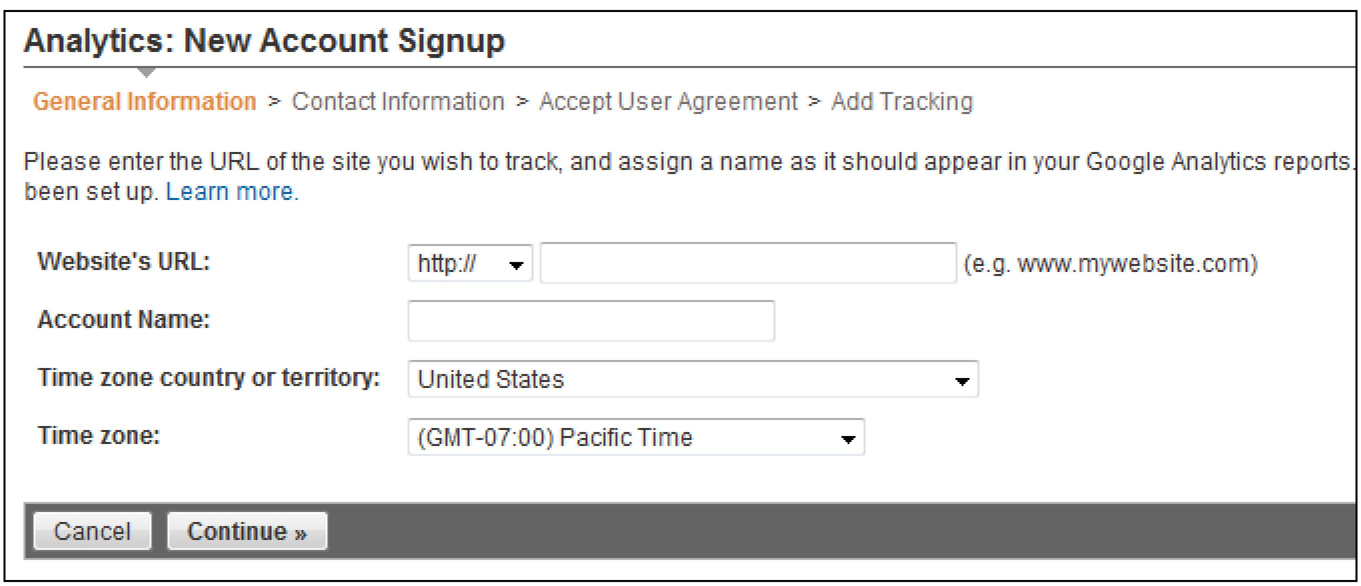
Signing Up for GA

How to sign up for a Google Analytics account.

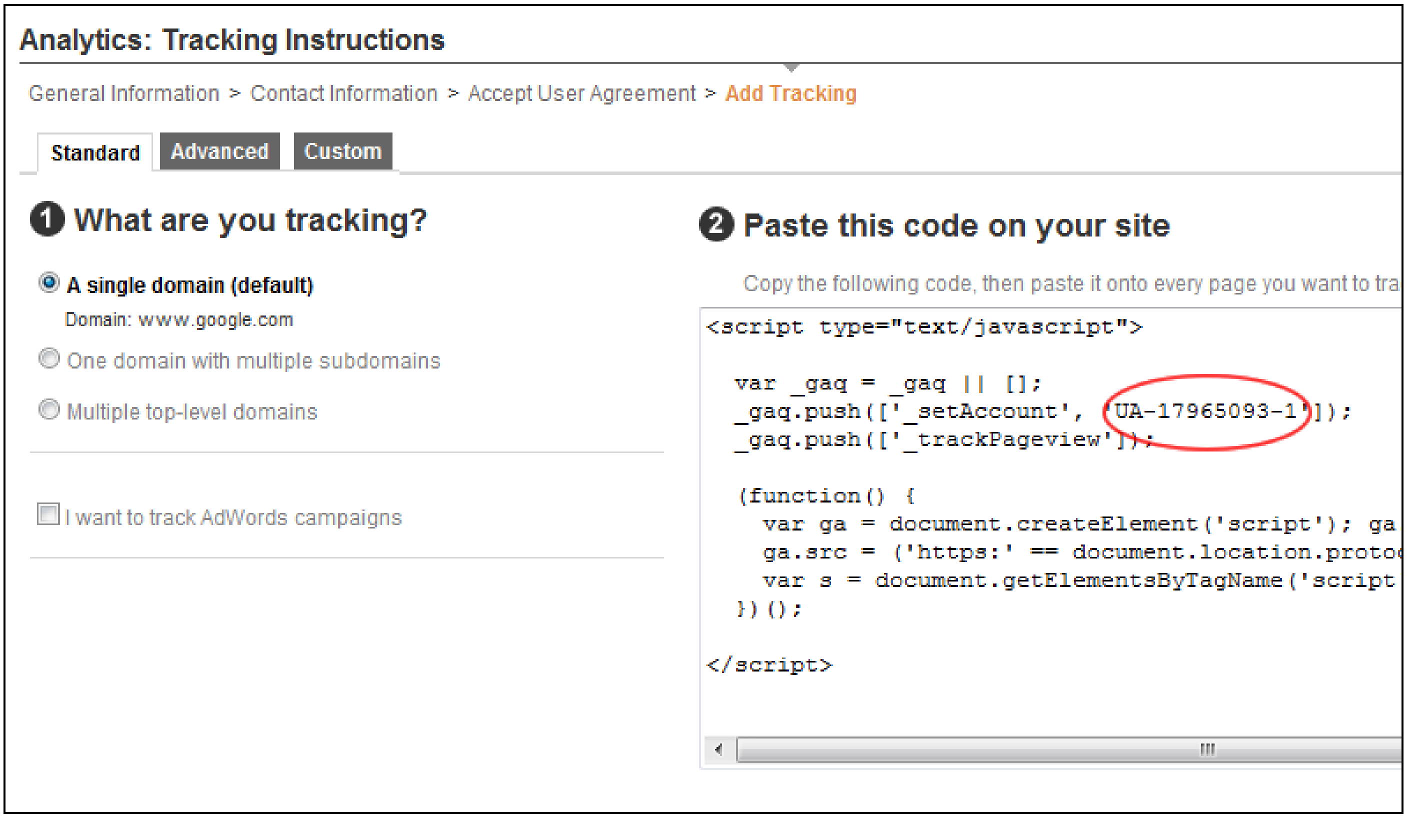
1. Go to http://www.google.ca/analytics/.
2. Click the Sign Up Now link and follow the prompts.
3. Once you gain access to the Google Analytics dashboard, go ahead and create an account for your site. Here are different pathways for new users and existing Google Analytics users.

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.

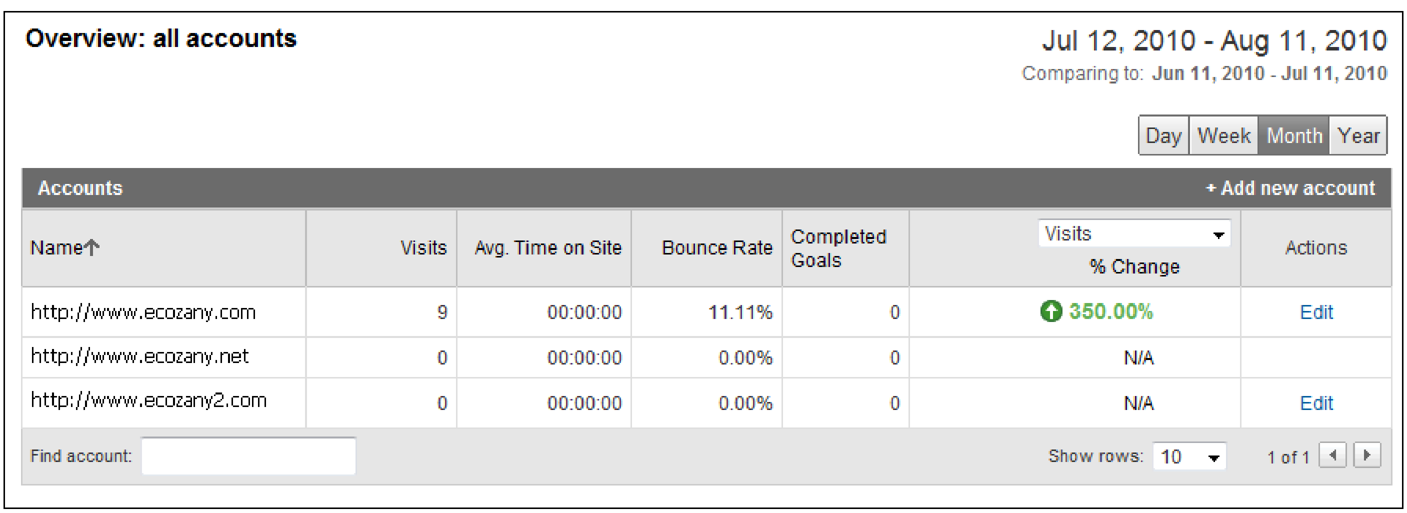


3. Once complete, you will end up on the "Add Tracking" page, which should resemble something similar to the below image. The single most important piece of information on this page is the Tracking ID, based on the above screen shot our new Tracking ID is: “UA-17965093-1”. Copy this down in a safe place.



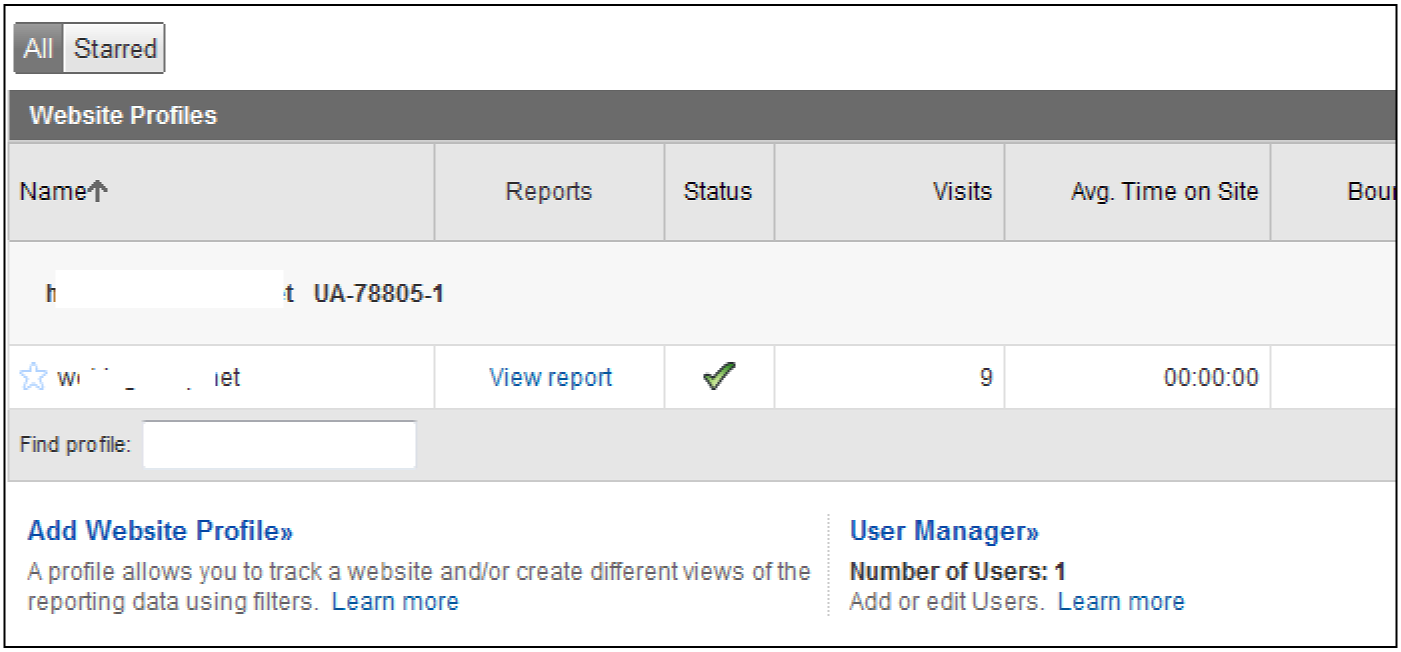
Existing Users

1. Existing Users should see their account on the home page of Google Analytics, something similar to this image:



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

2. 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:



3. 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/

1. Go to a **Google Analytics Pro** or **Google Analytics** module - OR - Navigate to Admin > **Google Analytics Pro** or **Google Analytics**.
2. In the **Tracking ID** text box, enter the web site tracking ID that you obtained from Google when you signed up for an account.
3. **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).

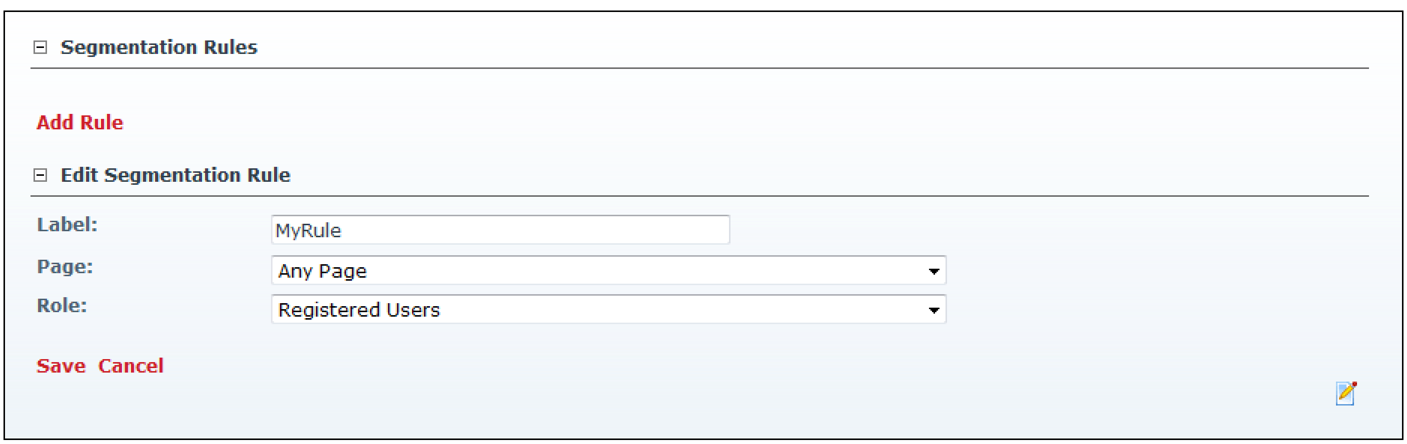
4. Click the Update link.

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.

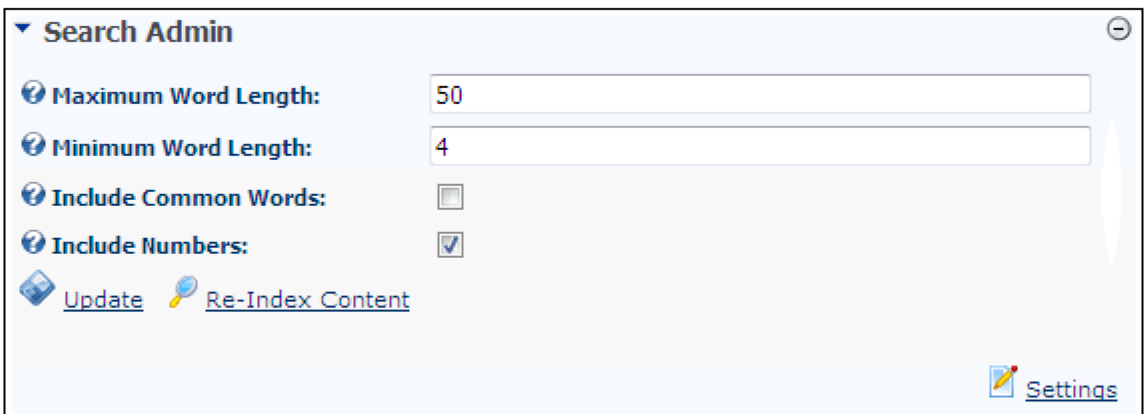
Search Admin

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

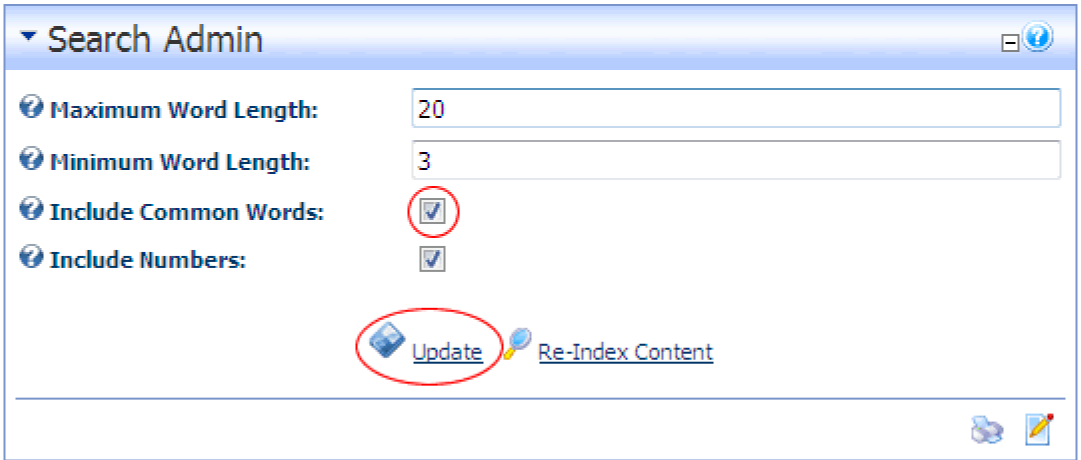


The Search Admin Module

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.

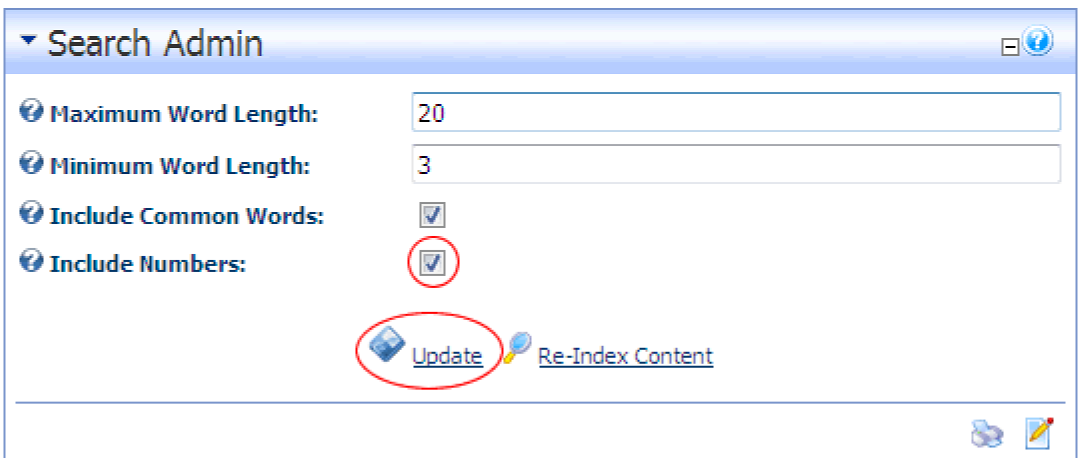


Including Common Words in Searches

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.

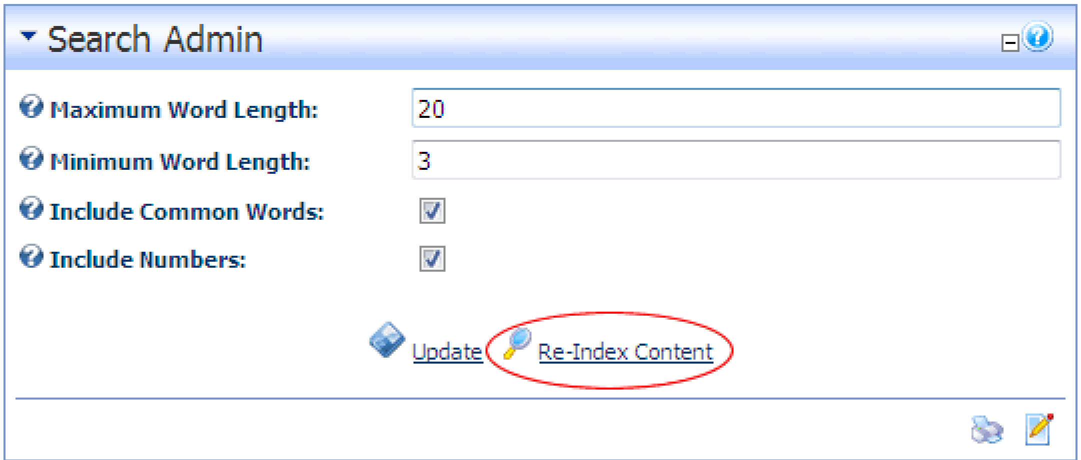


Including Numbers in Searches

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.

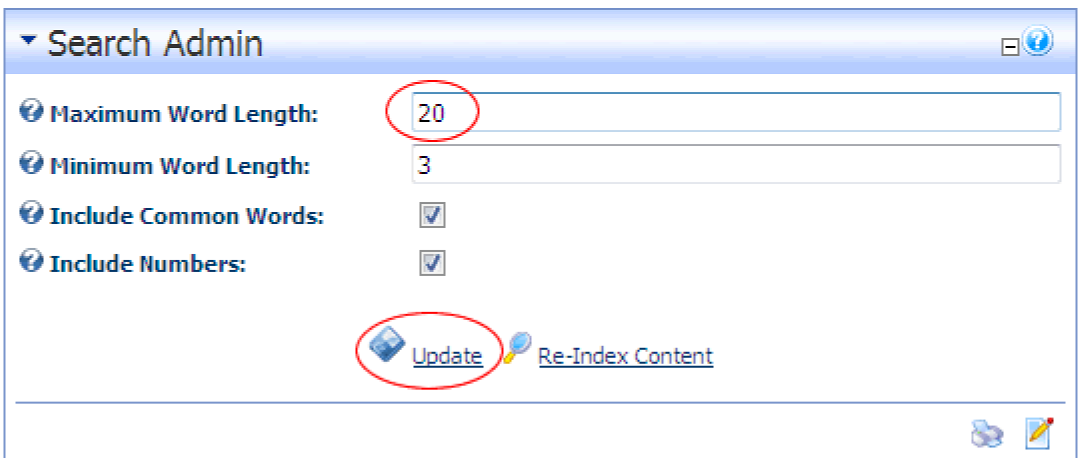


Re-indexing Searchable Content

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.

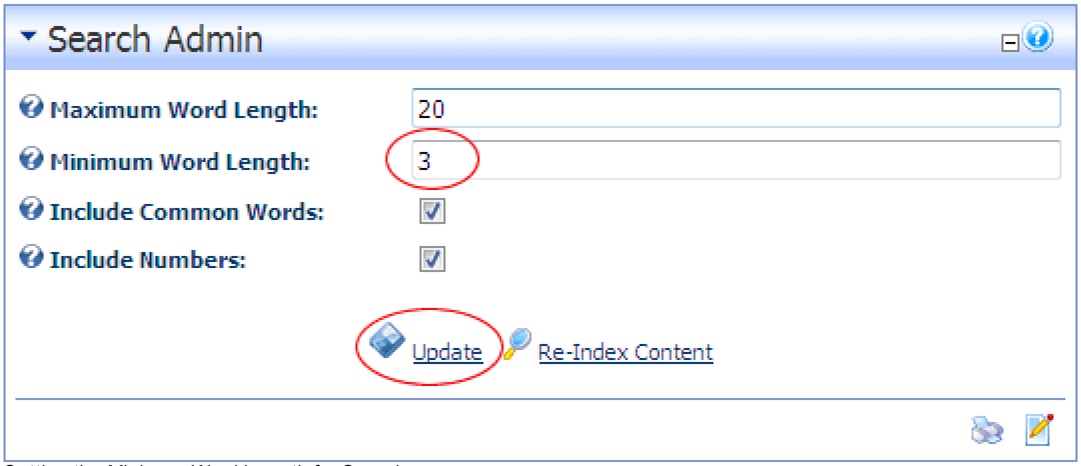


Setting the Maximum Word Length for Searches

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.



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

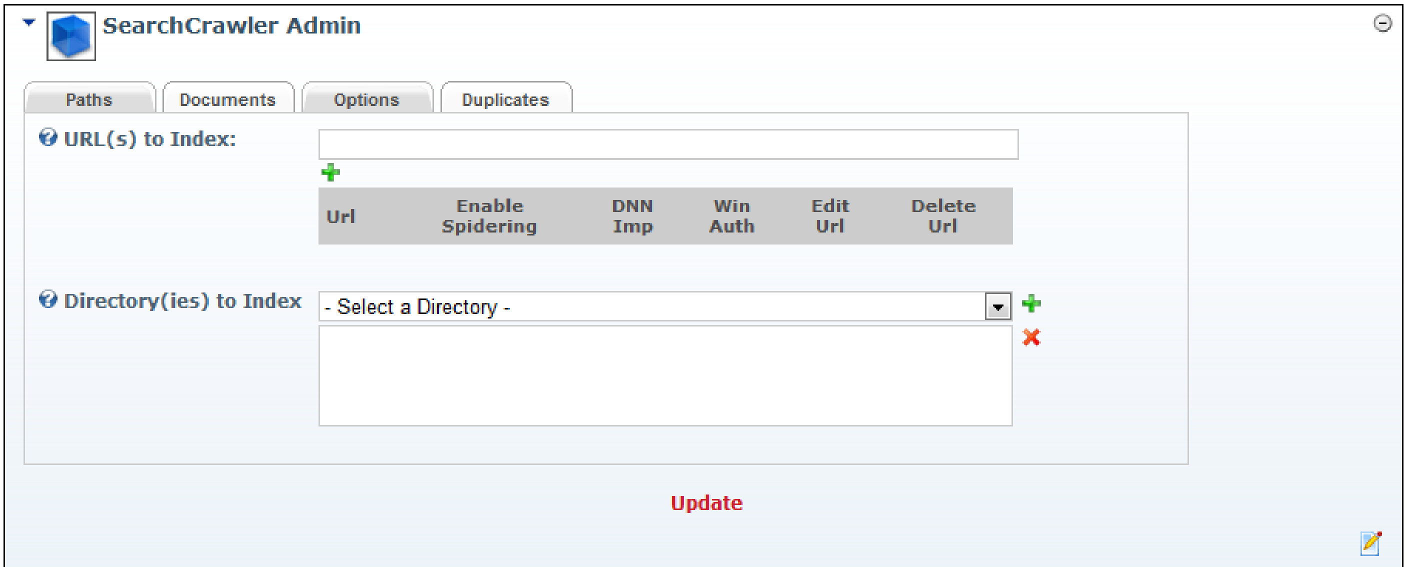
The Search Crawler module suite consists of three modules:

- 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"

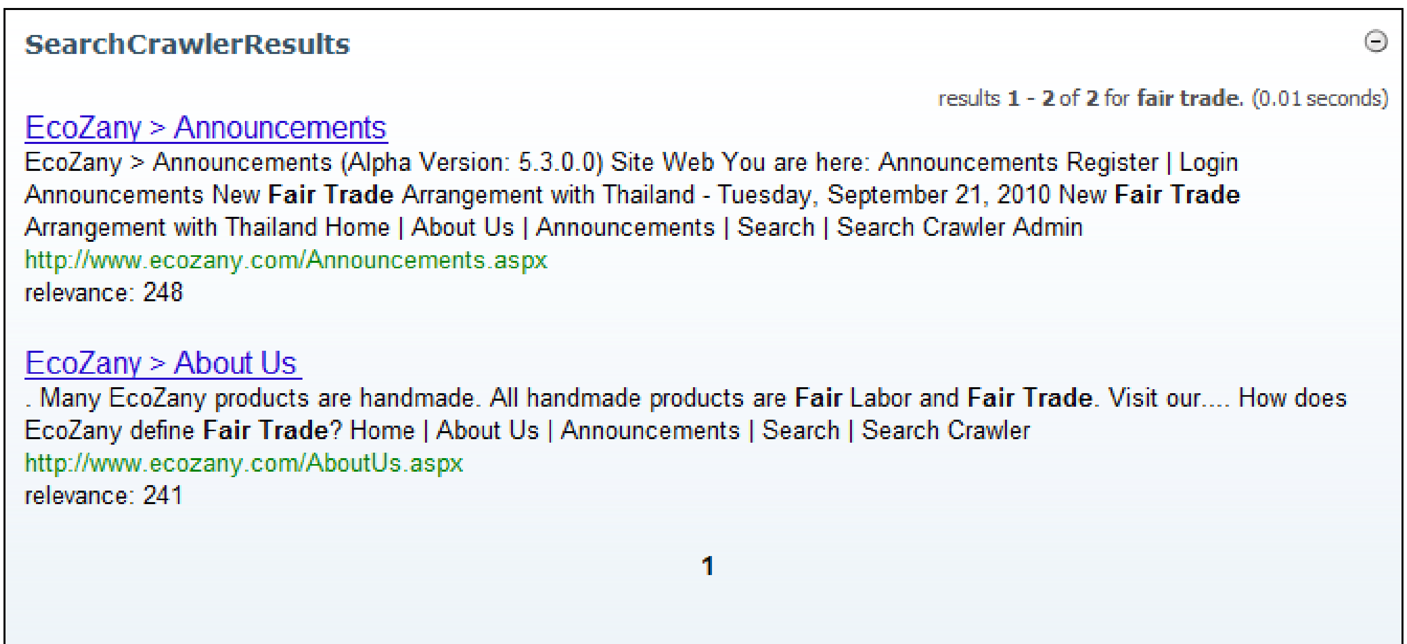
Module Version: 03.00.00

Minimum DNN Version: 05.05.00



The SearchCrawlerAdmin module

The SearchCrawlerInput module



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

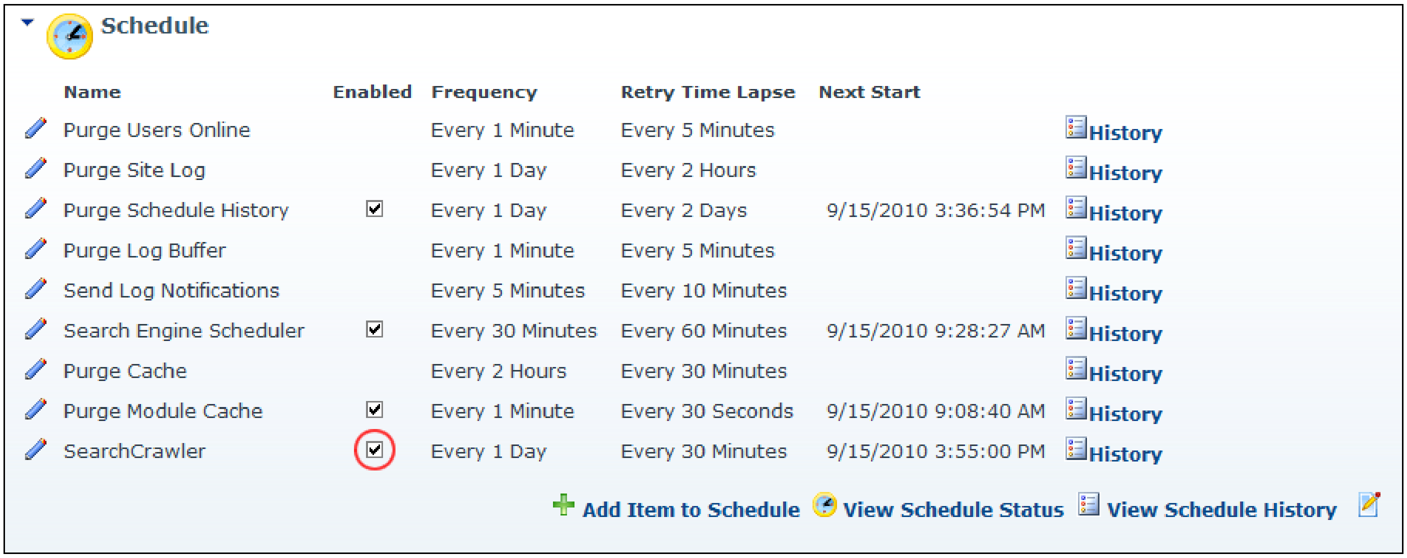
Lucene.net requires your web site to be running on Full Trust. The <trust> element in the web.config, configures the level of code access security (CAS) that is applied to an application. By default, Web applications run with Full trust, or with the trust configured in the web.config or machine.config. 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"



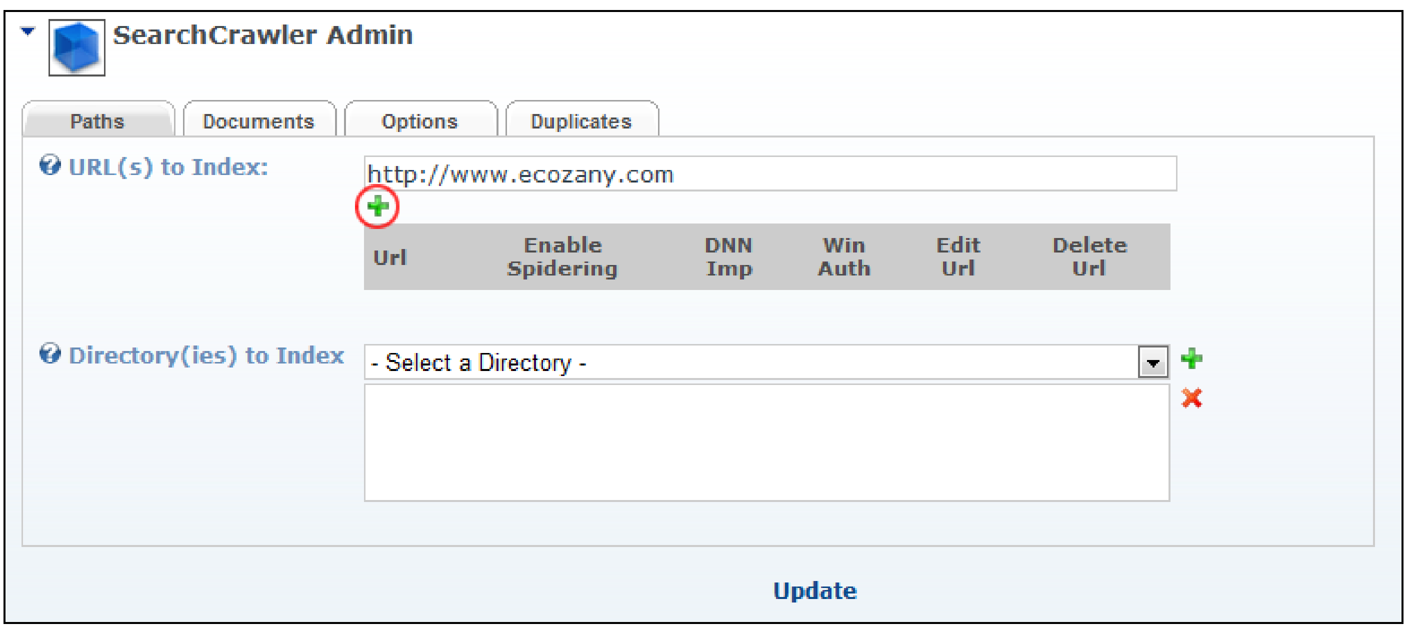
3. Add URL's for Indexing

See "Adding URL's for Indexing"

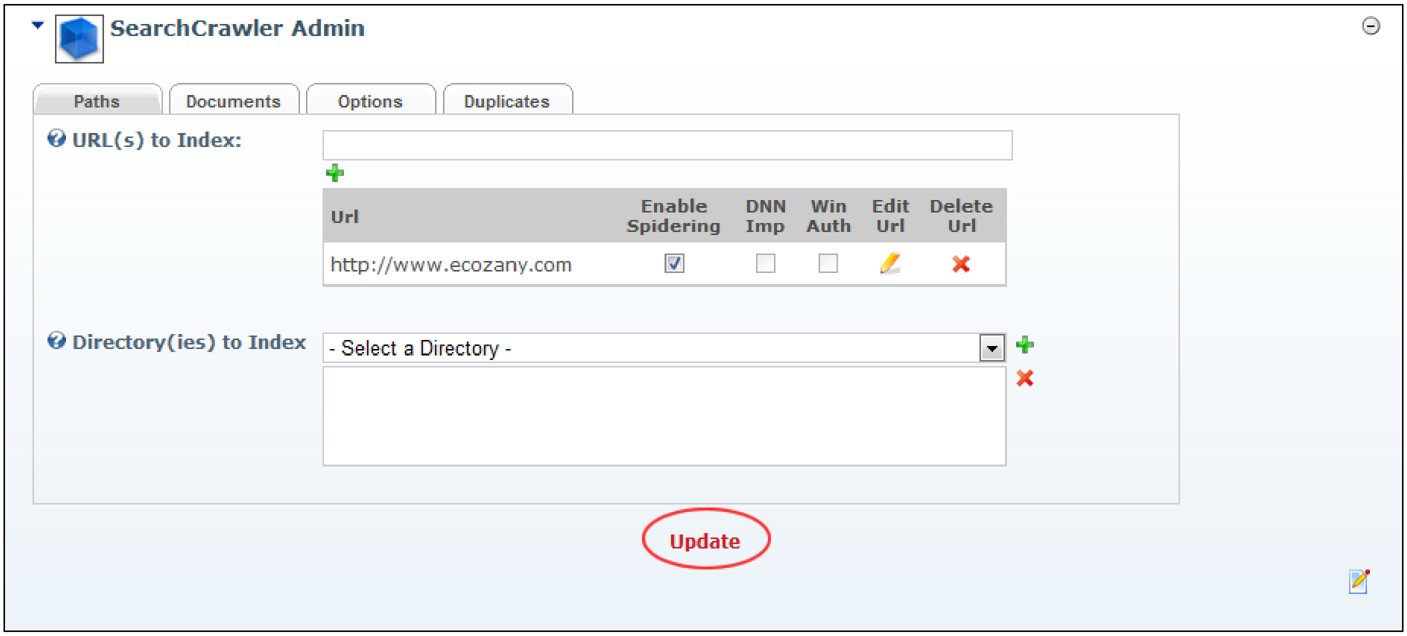
Configuring the SearchCrawlerAdmin module

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 spidermakes 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



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"

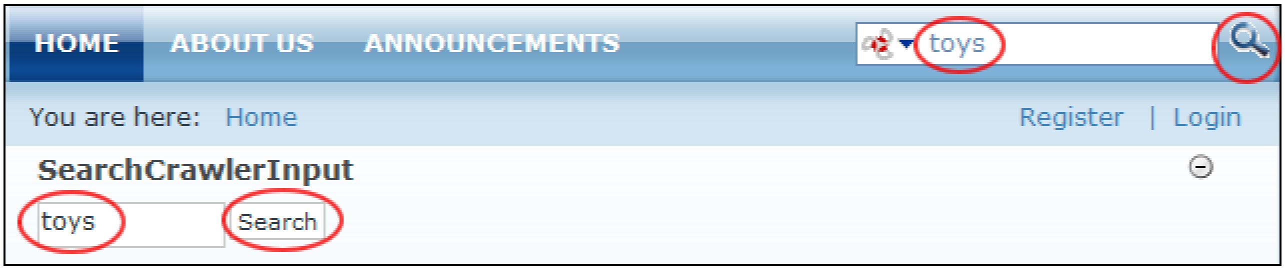
All Users

Performing a Search

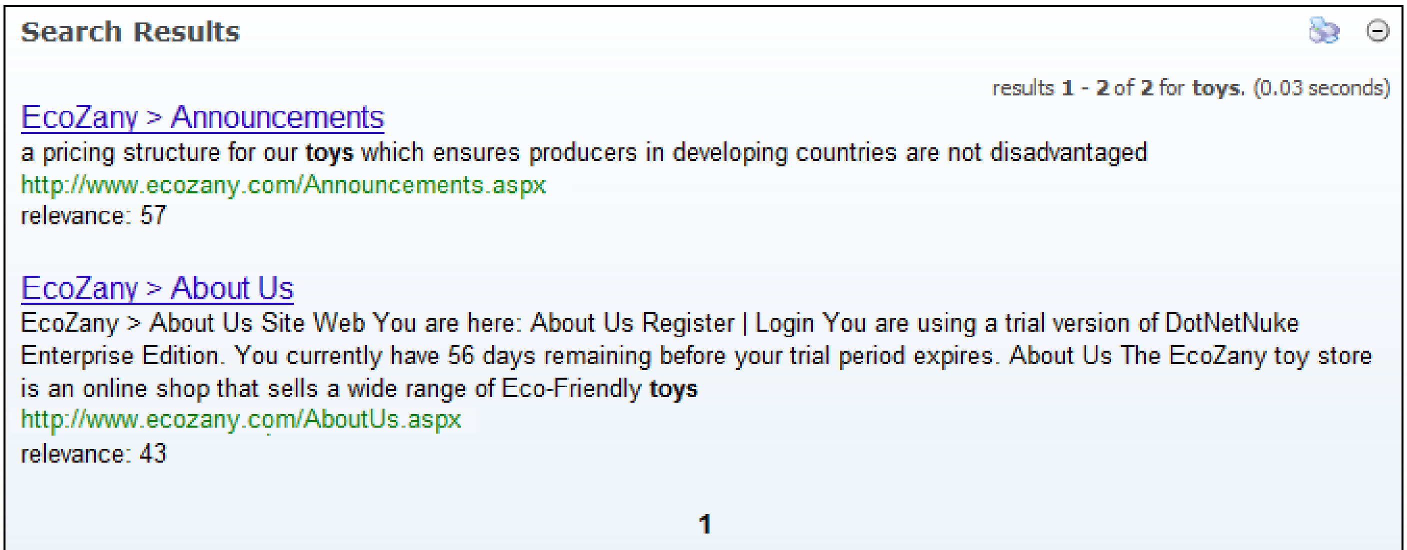
How to perform a search using the SearchCrawlerInput module. Results are displayed using the SearchCrawlerResults module, which may be located on another page.

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.

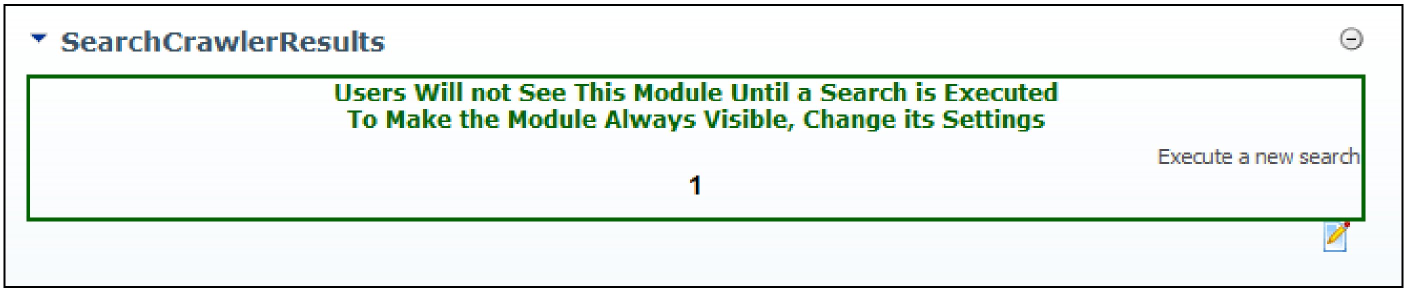
Module Editors

Setting up Search Crawler Searching

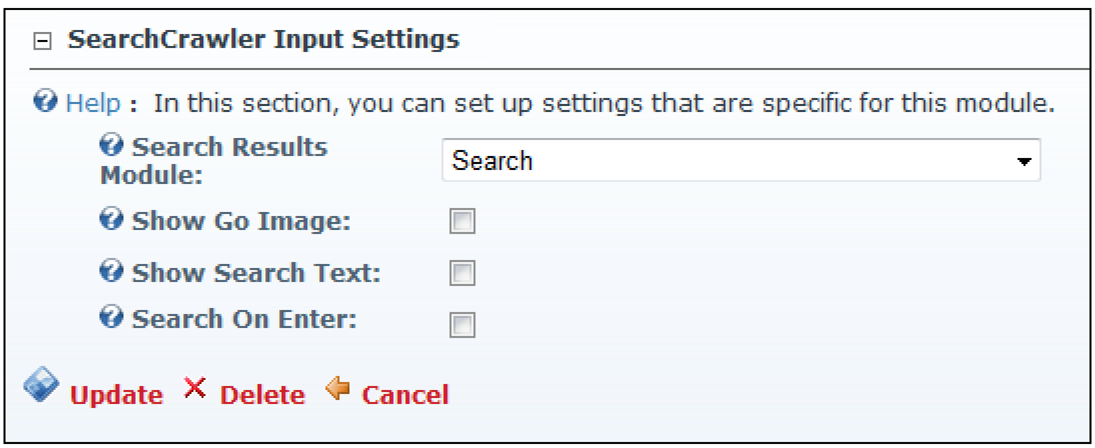
How to add Search Crawler (DNN Search Engine) searching to a page using the SearchCrawlerInput and SearchCrawlerResults modules. Note: User's must be granted Add Content permissions for the required page to undertake this tutorial.

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"

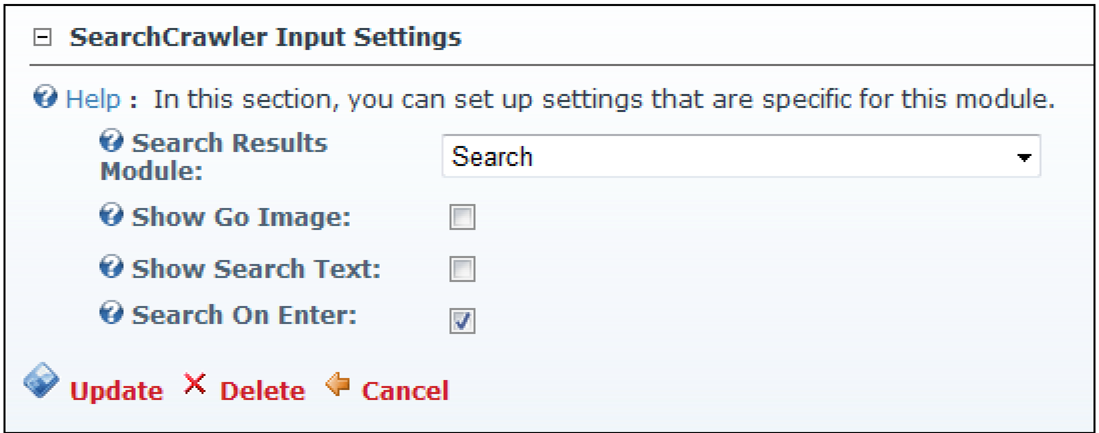
1. Select **Settings** from the module actions menu - OR - Click the **Settings** button.
2. Go to the **SearchCrawler Input Settings** section.
3. At **Search Results Module**, select the SearchCrawlerResults module which will display the results of searches made with this SearchCrawlerInput module 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.



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 ctl=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.

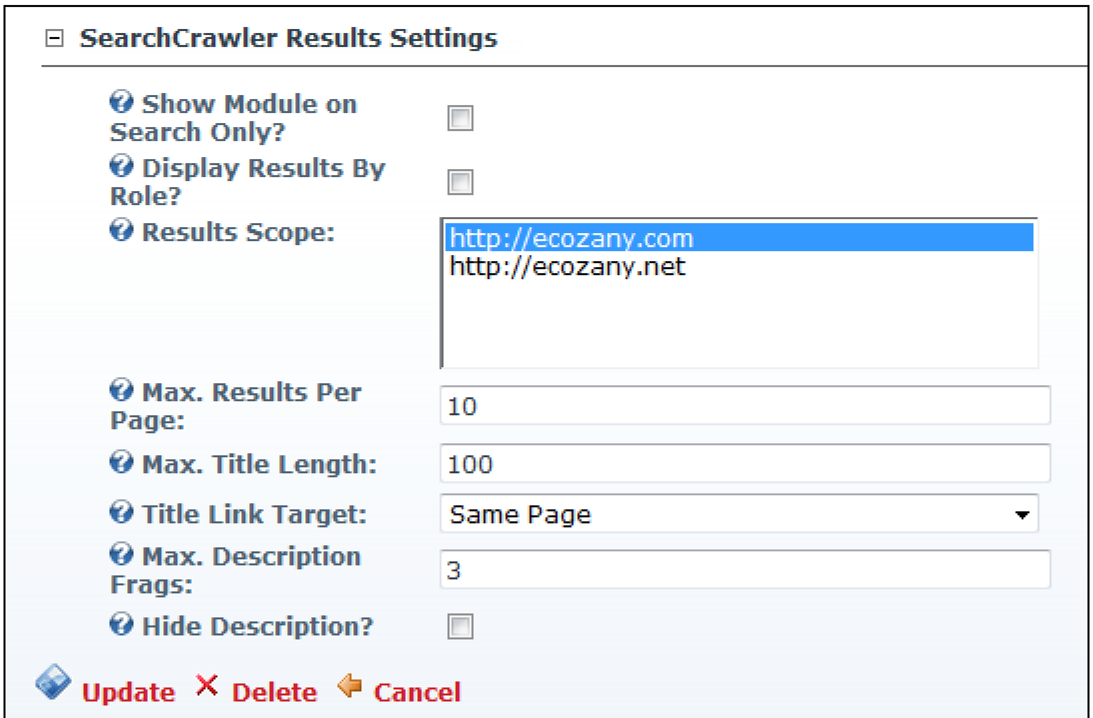
f. At **Title Link Target**, select to open the link associated with a result in either the **Same Page** or a **New Window** (I.e. open a new Web browser).

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.

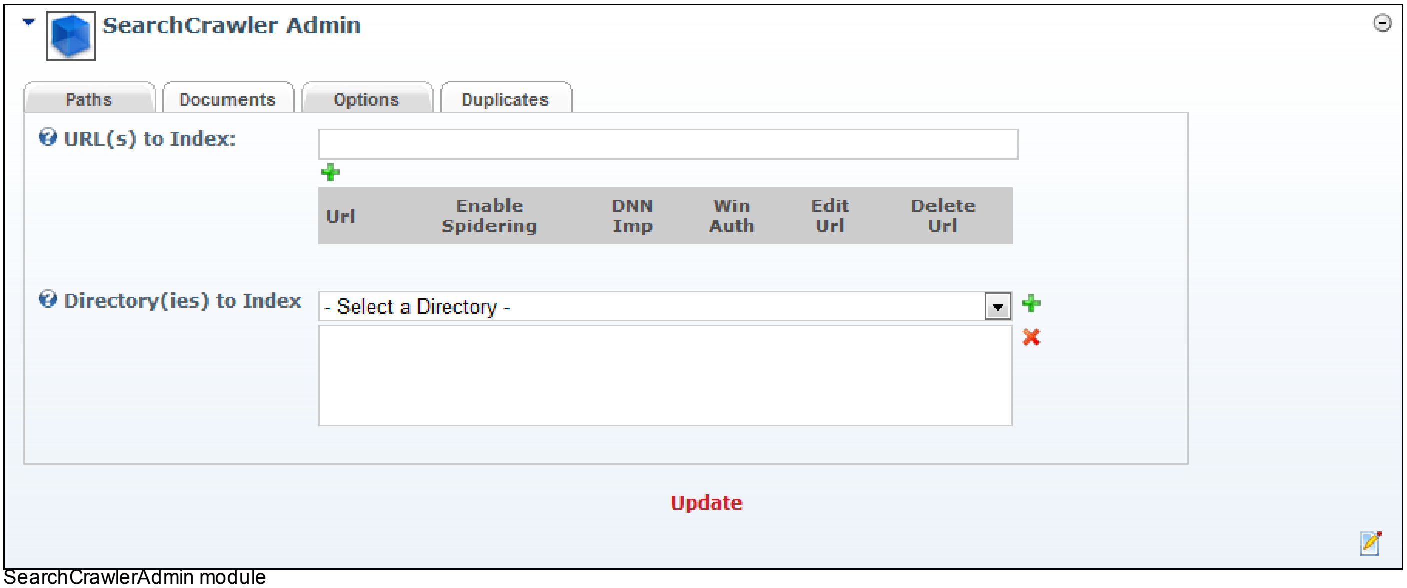


Configuring the SearchCrawler Results Settings

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

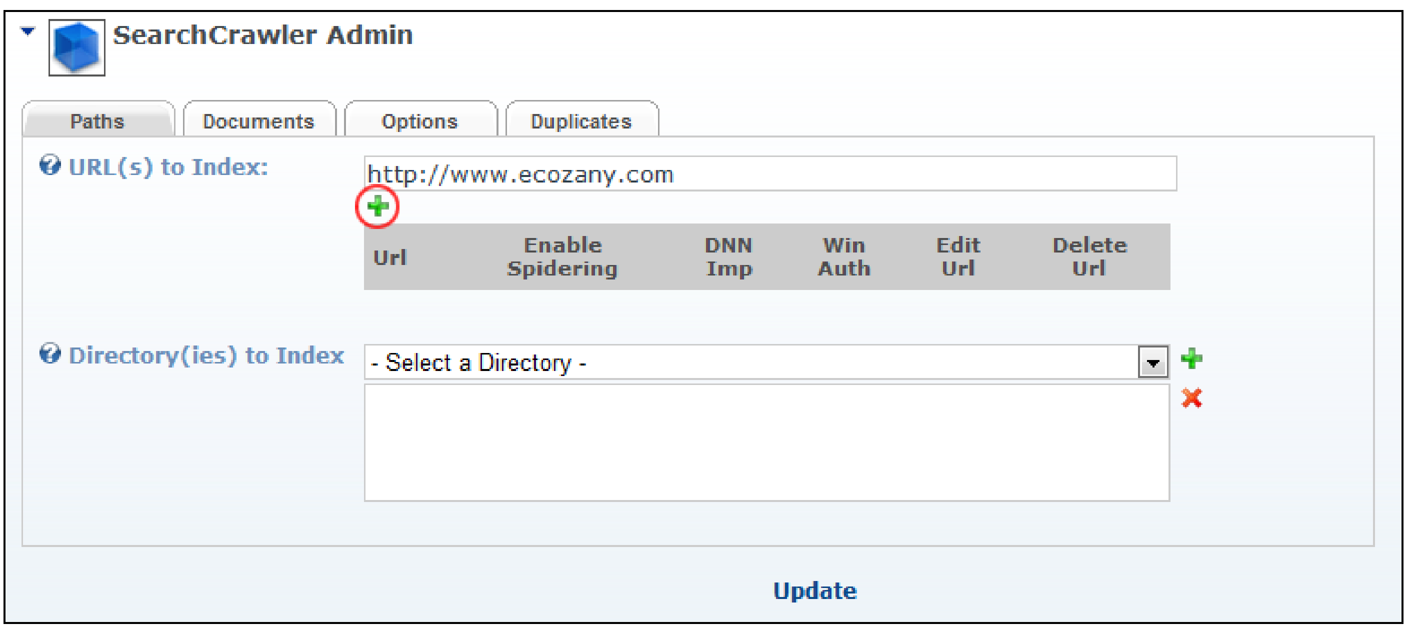
Related Topics:

- See "About the Search Crawler Module Suite"

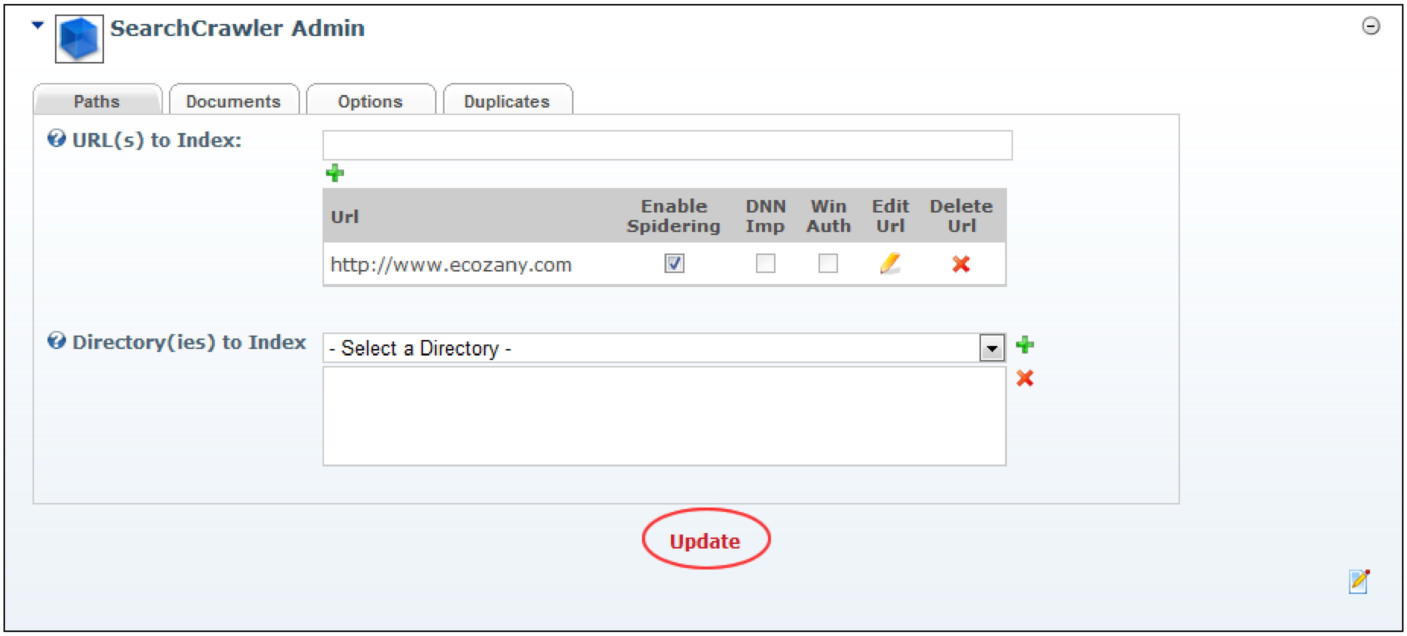
Adding URL's for Indexing

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

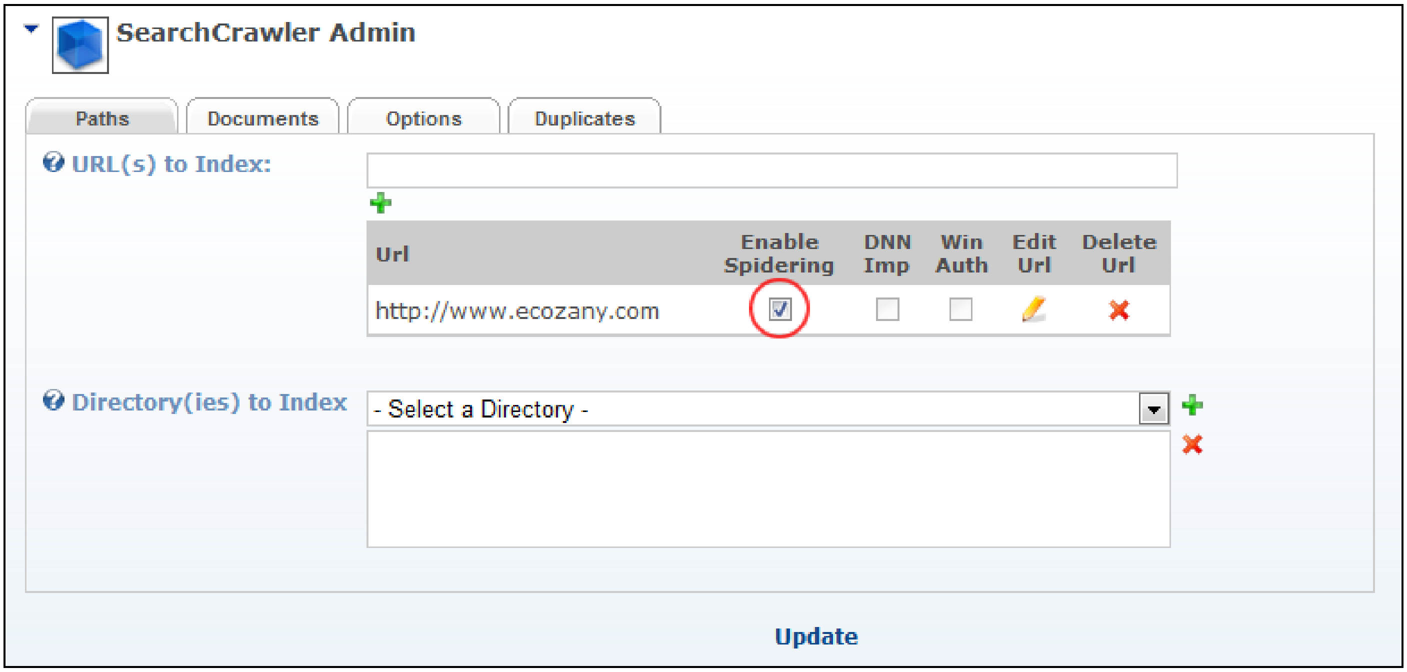
How to enable or disable spidering of one or more URL's set for indexing using the SearchCrawlerAdmin module.

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

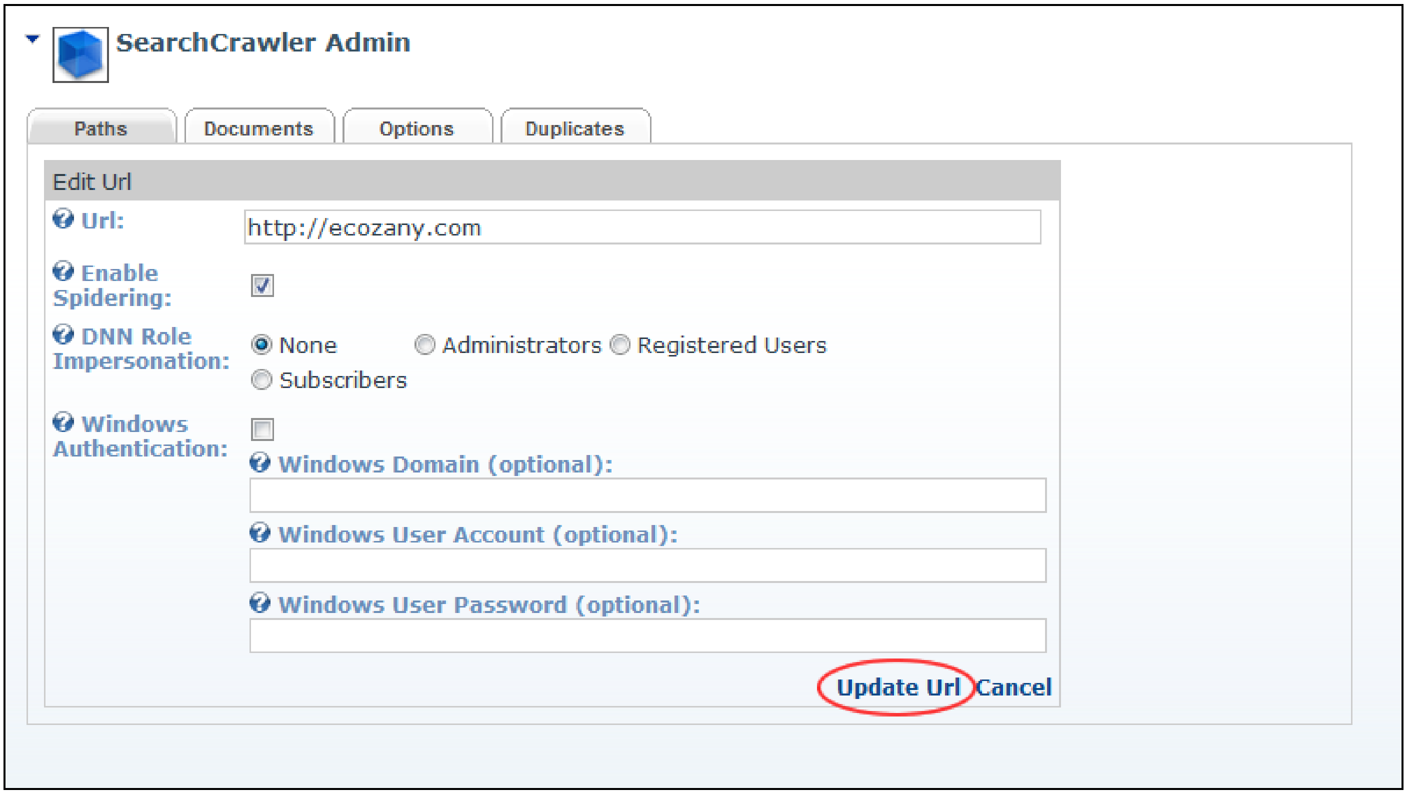
How to manage the URL's and functionality related to the specific sites and/or directories to be indexed using the SearchCrawlerAdmin module.

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:

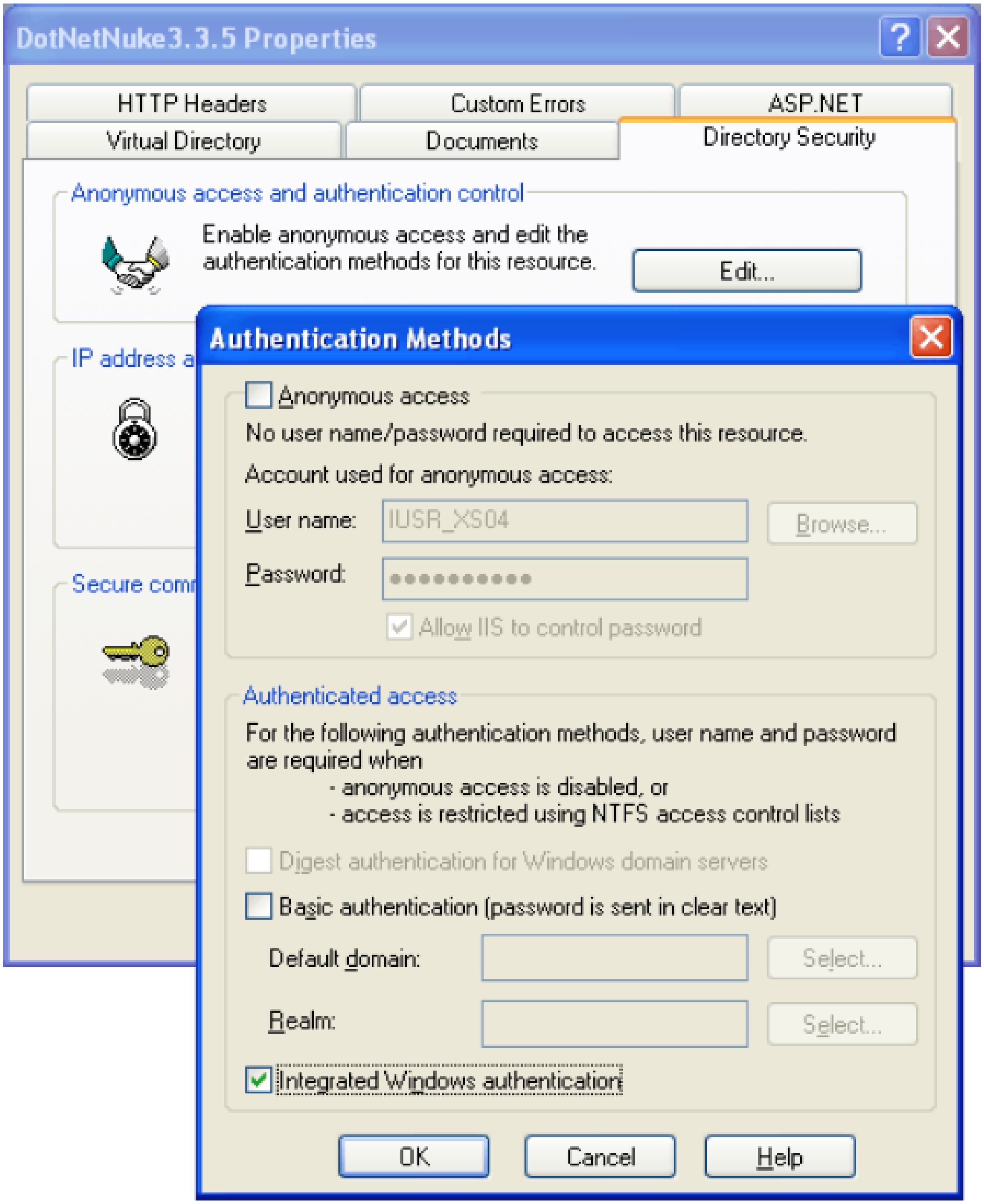
- Check the check box to enable Windows Authentication (See Notes below) and set any of these optional settings:
    a. In the **Windows Domain (optional)** text box, enter the Computer Domain of the user account that will be used.
    b. In the **Windows User Account (optional)** text box, enter Login 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.



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.



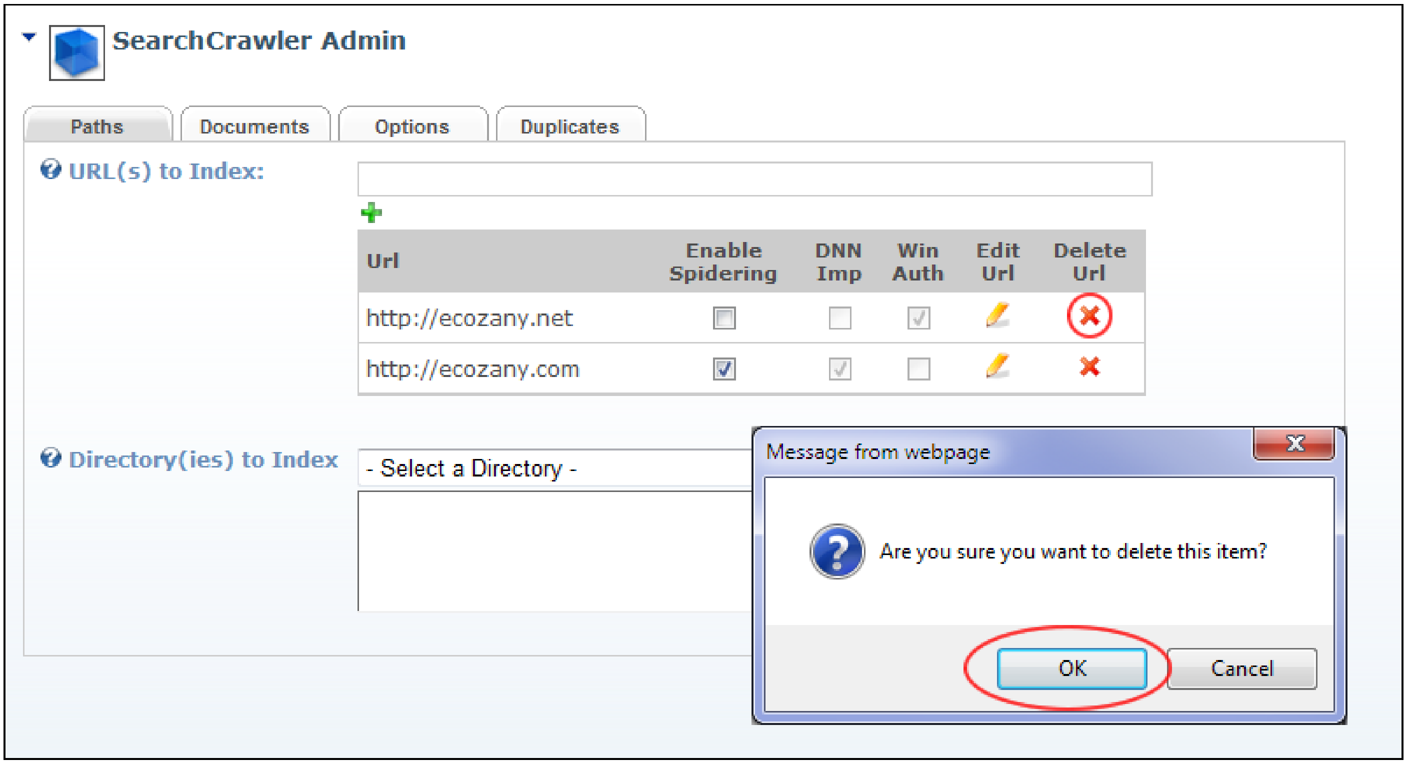
Clicking on the Windows Authentication checkbox of the SearchCrawlerAdmin module, will tell the spider to use the Default User Credentials that are stored on the server where Search Crawler (DNN Search Engine) is installed. This will work in most cases where the Search Crawler (DNN Search Engine) modules 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.



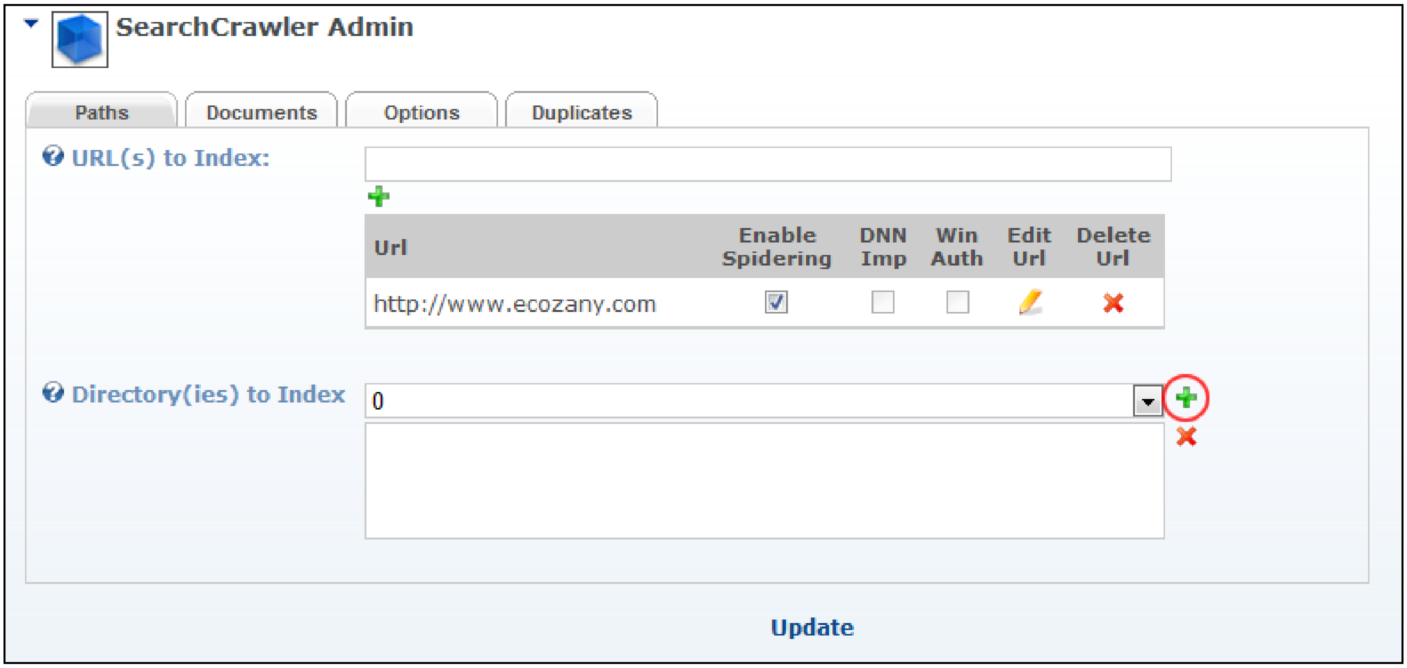
5. Click the Update URL link.

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.

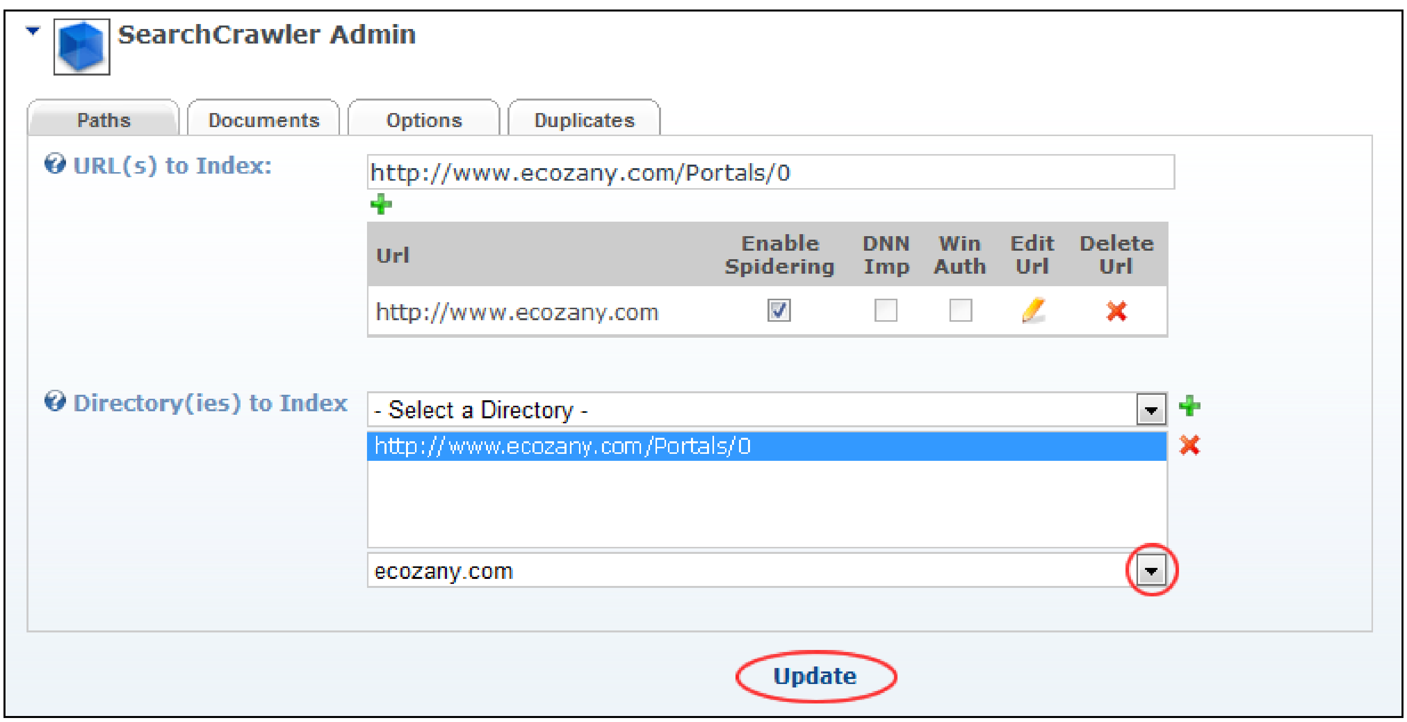
1. Navigate to Host > Professional Features > **SearchCrawler Admin** - OR - Go to a SearchCrawlerAdmin module. This displays the SearchCrawlerAdmin module with the Paths tab selected.
2. At **Directory(ies) to Index**, select the directory that you would like the Search Crawler (DNN Search Engine) to 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.



4. At **Select a new the Portal Alias**, select the required portal alias.

5. Click the Update link.



Tip One: The list of directories that can be indexed is limited to the directories found under the “<dnn_root>/Portals” folder. This folder is where the default portal and all child portals are created.

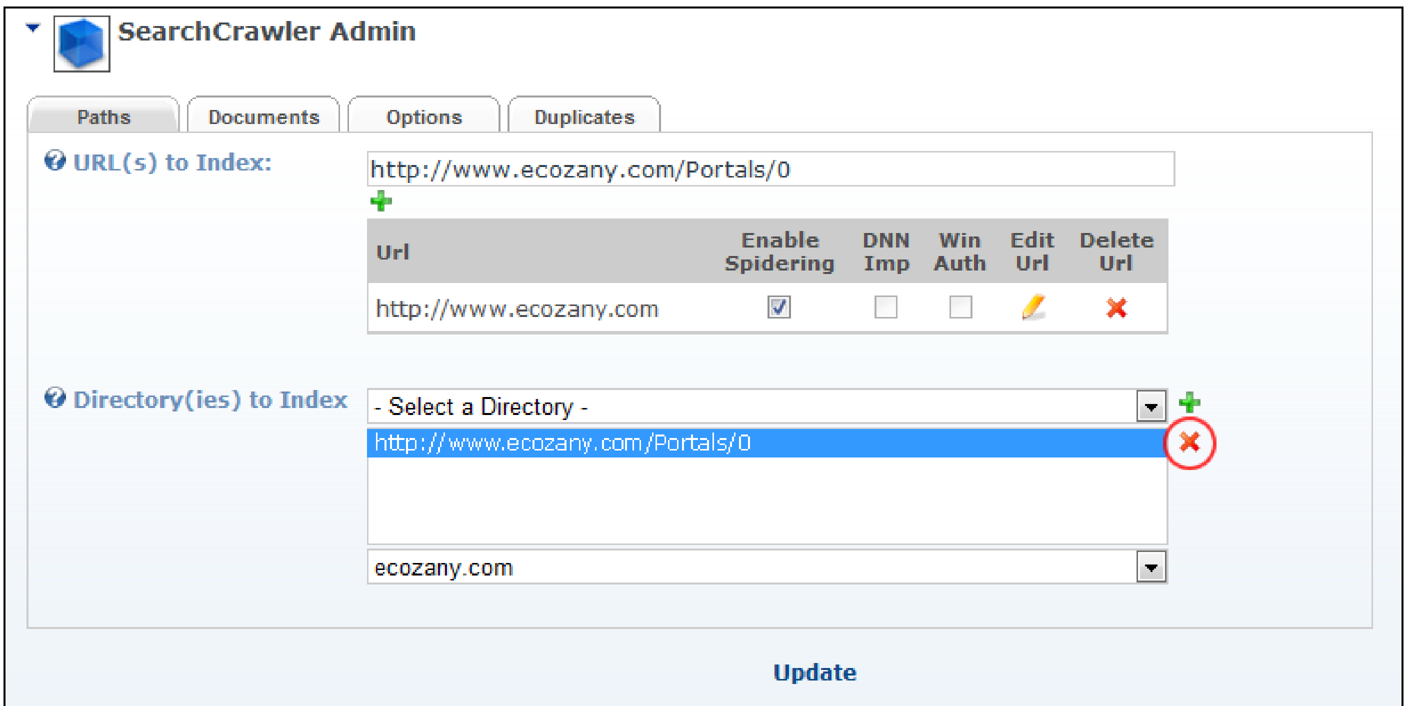
Tip Two: All the files in that directory will be indexed, regardless of any access level you might have assigned through the File Manager.

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.



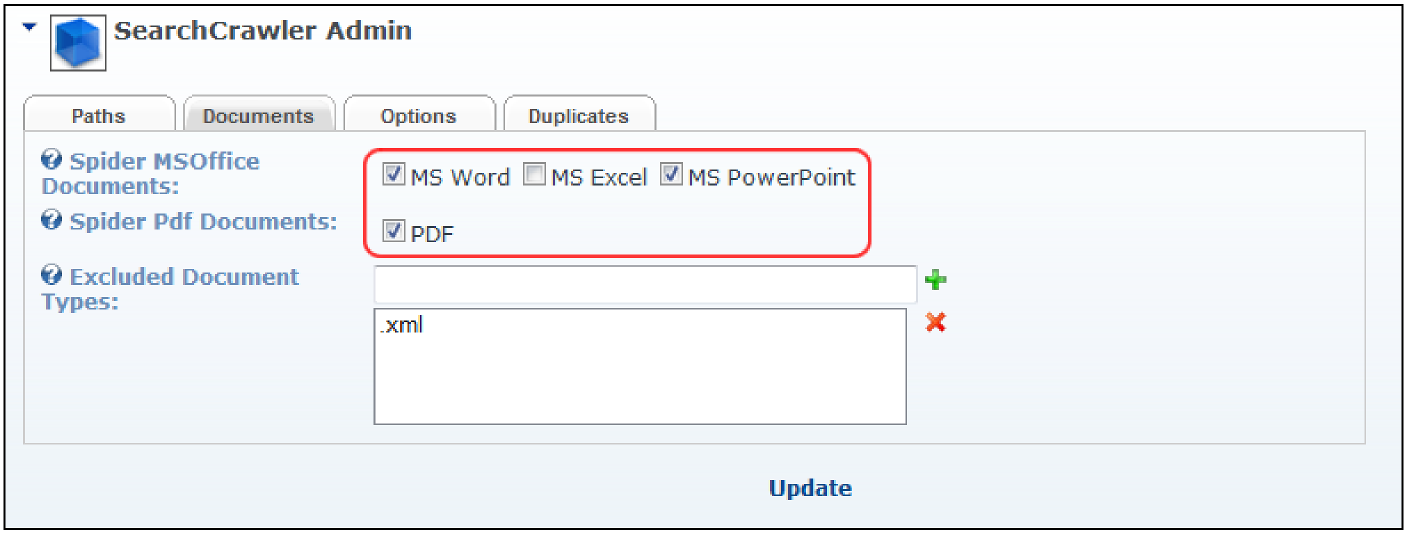
Deleting Directories from the Index

Managing Spidered Documents

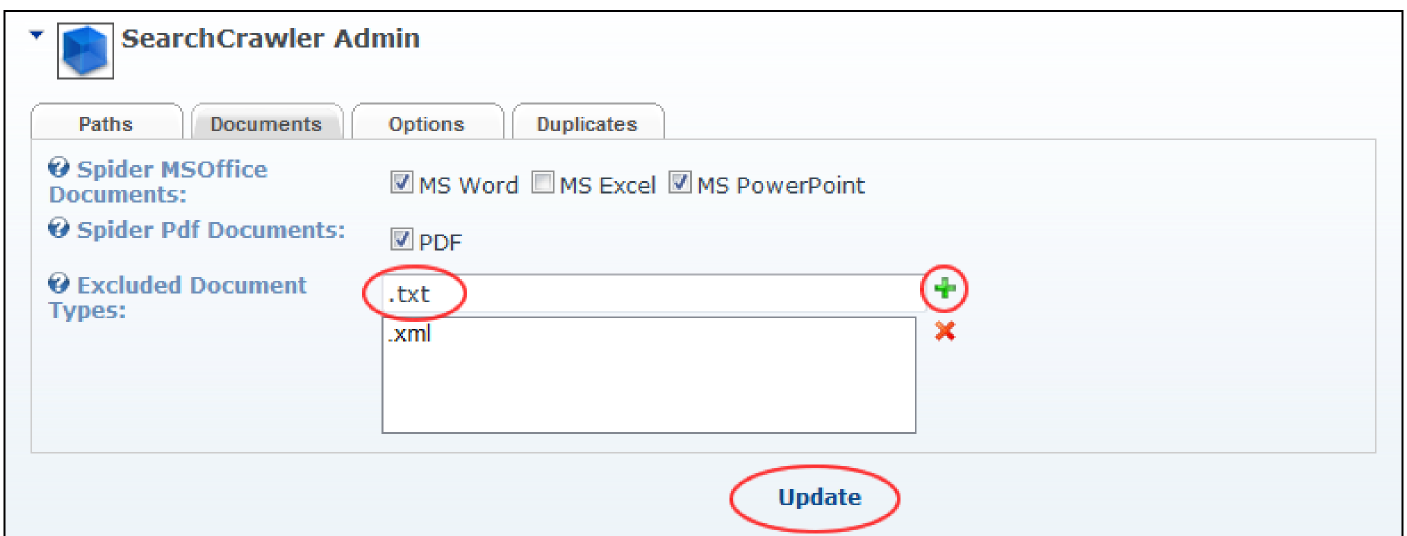
How to select which documents can or cannot be indexed using the SearchCrawlerAdmin module. These settings are global to all sites and/or directories that you will spider.

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.



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.

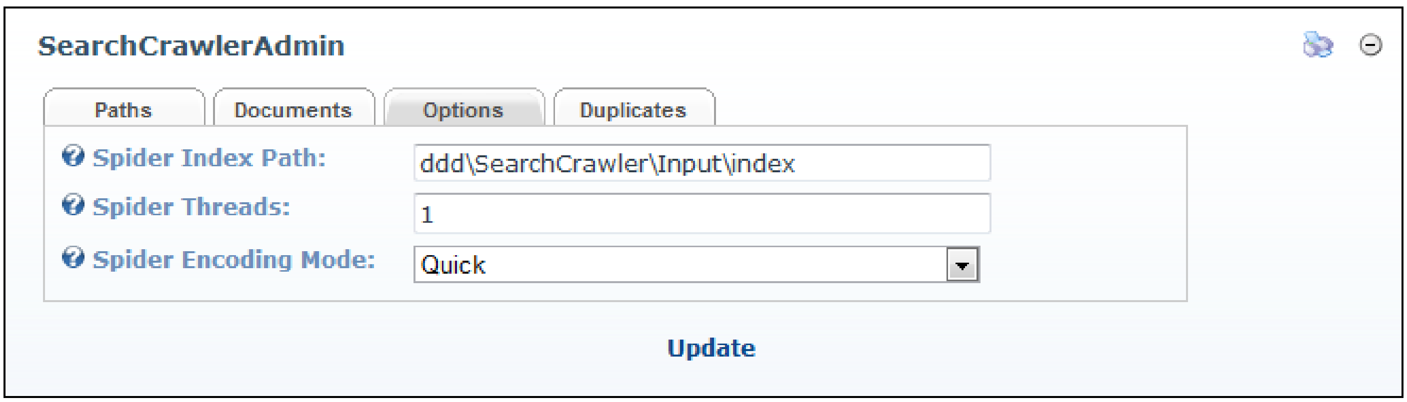


Managing Spidered Documents (Adding an excluded document shown)

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.

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.

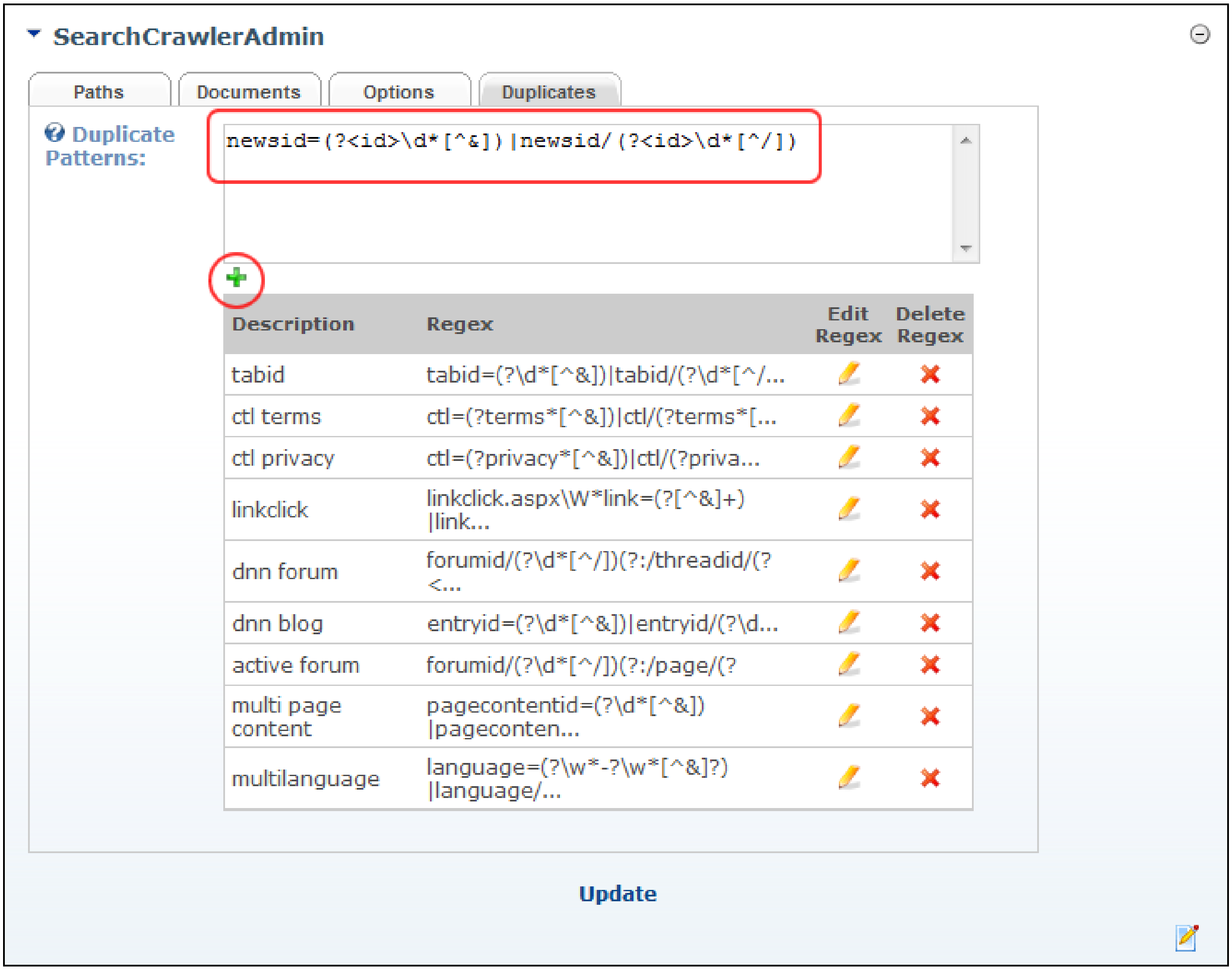
Tip - Encoding: *Text encoding is what allows the spider to read, store and search html text correctly. Since determining the right encoding can be a resources intensive task, Search Crawler (DNN Search Engine) provides two ways of doing it.*

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.

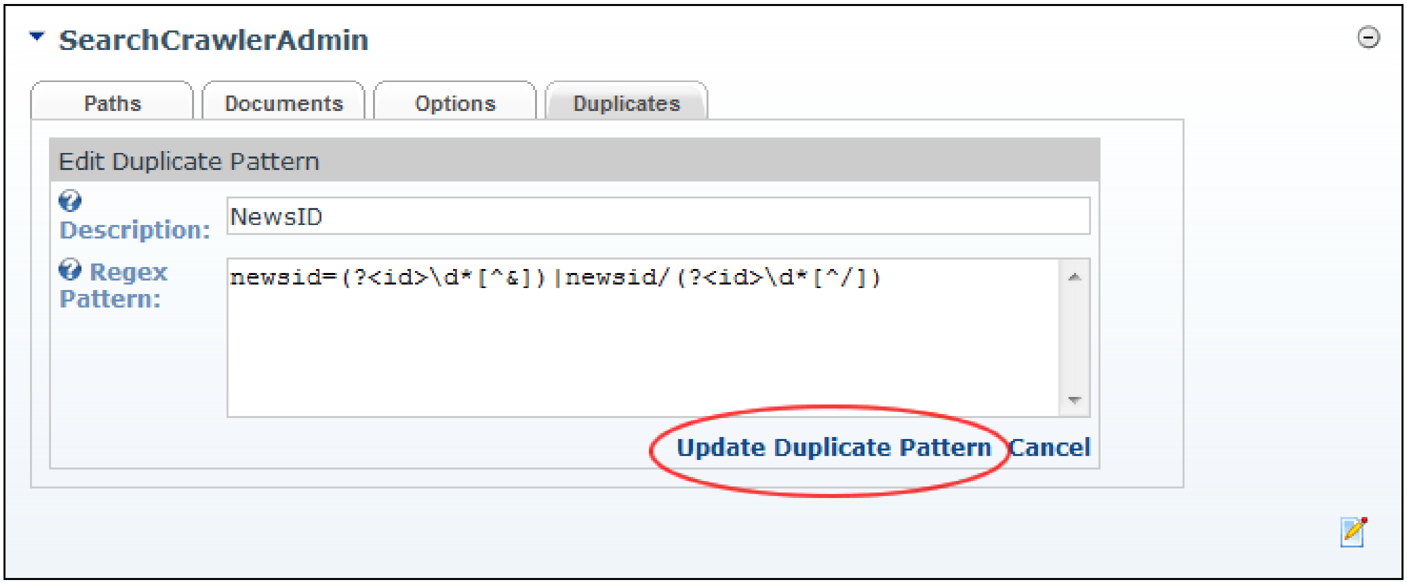
Adding a Duplicate Pattern

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.



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:

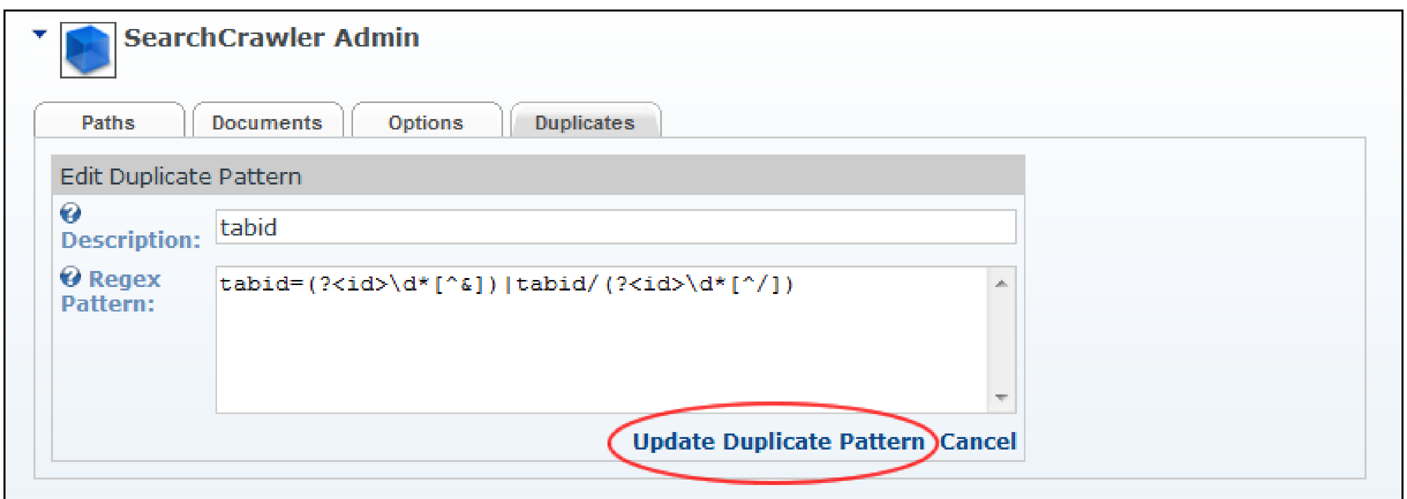
- If the value of newsid had been an alphanumeric instead of a number, then you could have used \w* instead of \d*.
- The name of the variable <id> where you will place the value is irrelevant, as long as it is unique within the same regular expression.

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.

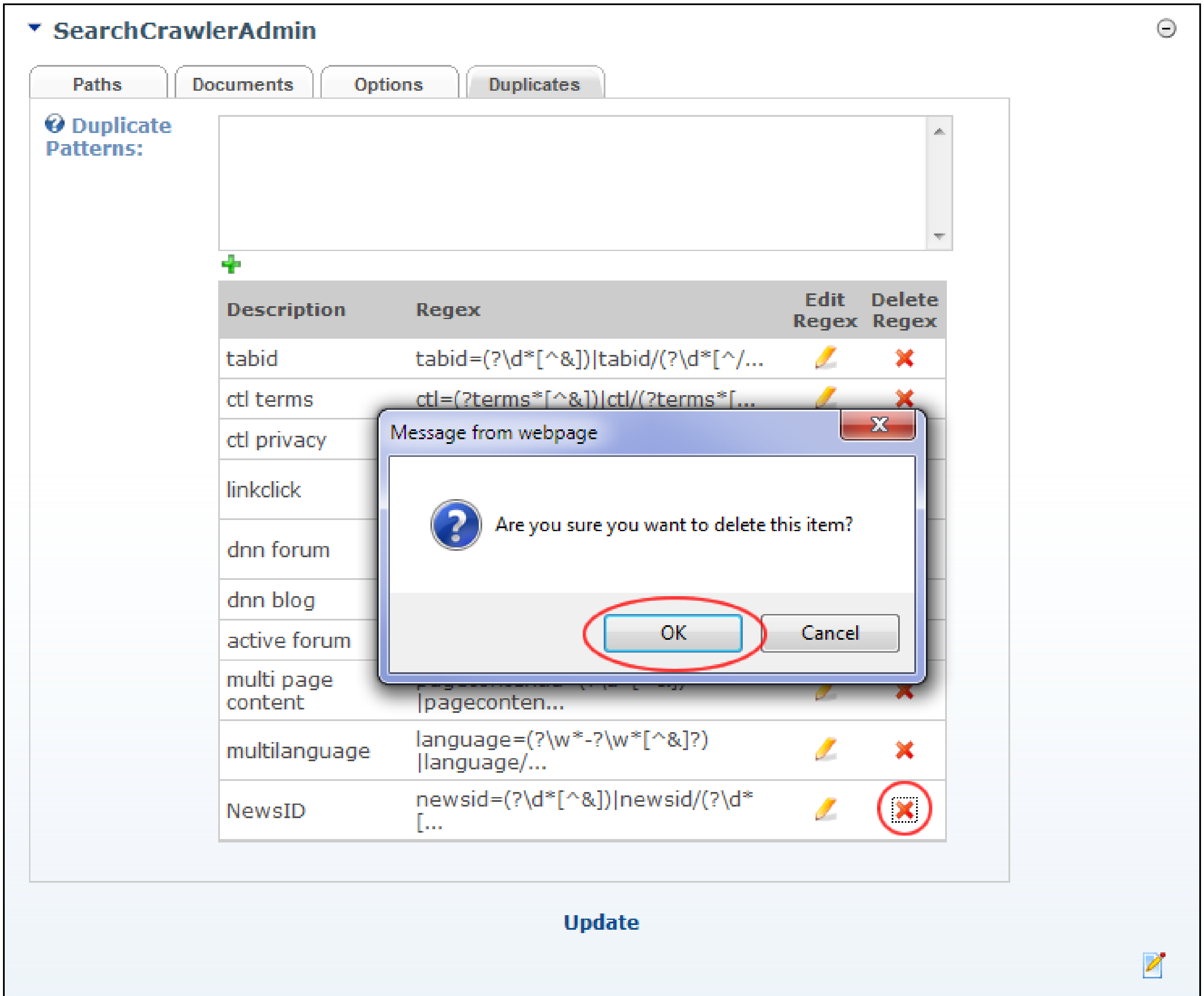


Editing a Duplicate Pattern

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.



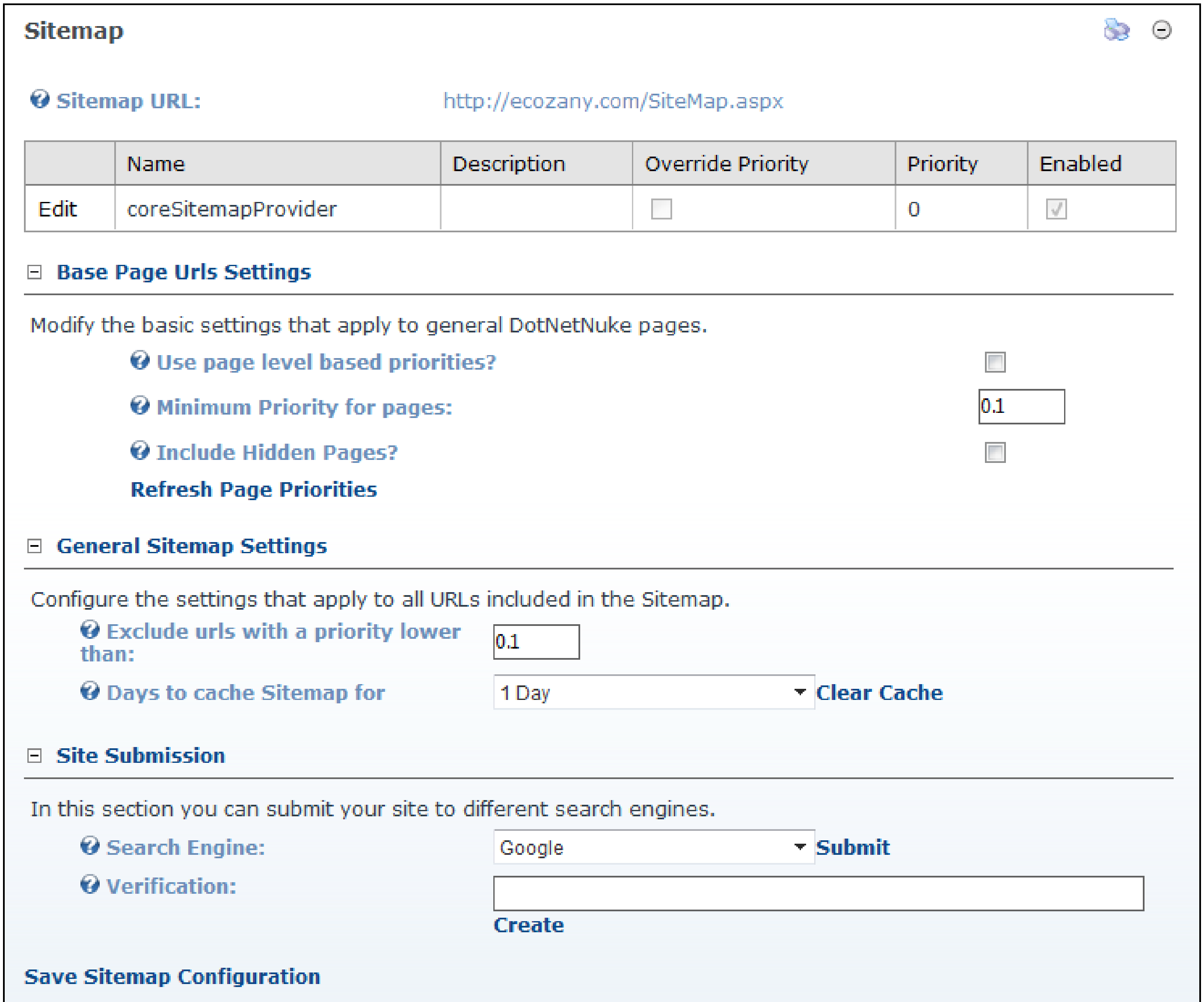
Deleting a Duplicate Pattern

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



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:

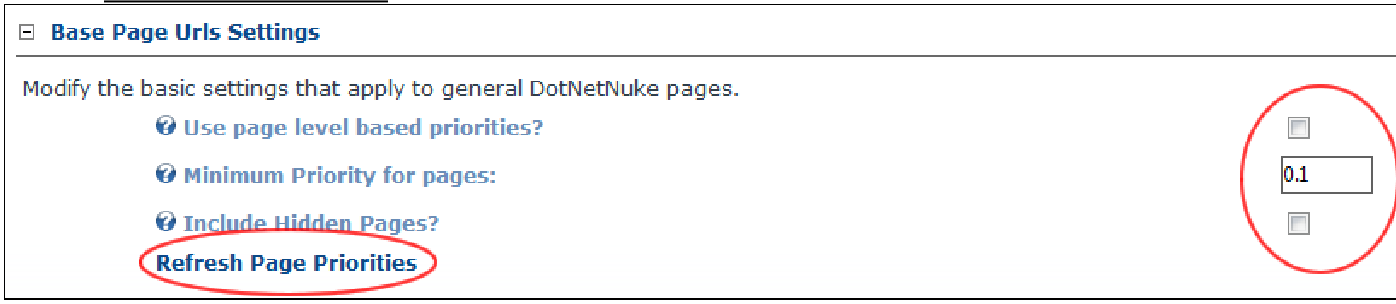
      - Check the check box to set the priority for each page based on the hierarchical level of the page. Top level (parent) pages will have a value of 1, second level (first level child pages) 0.9, third level 0.8, (second level child pages), etc. This setting will not change the value stored in the actual 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.



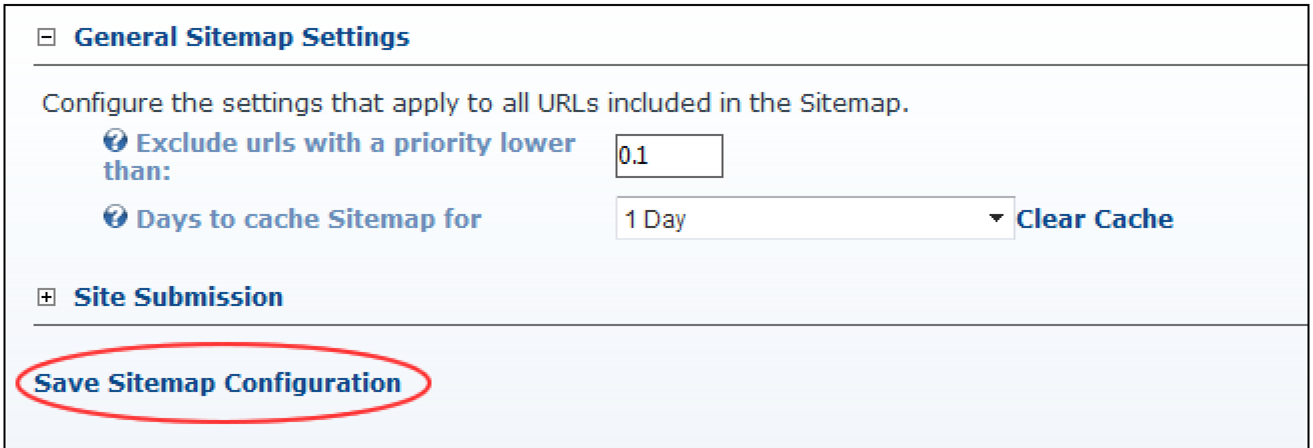
4. **Optional.** Go to the **General Sitemap Settings** section. Here you can configure the settings that apply to all URL's included in the Sitemap.

   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.

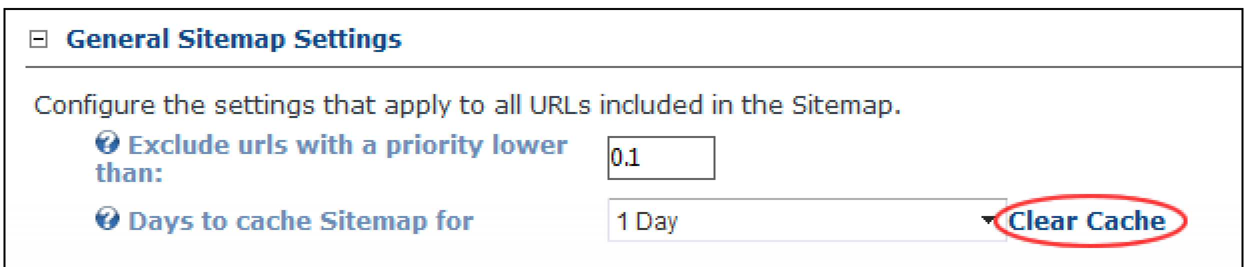


Configuring Sitemap Settings

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.



Purging the cached Sitemap

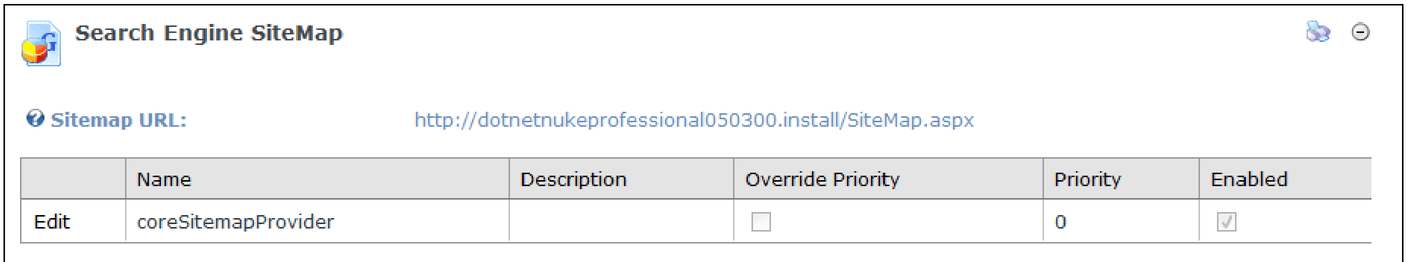
Setting the Sitemap Providers

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.

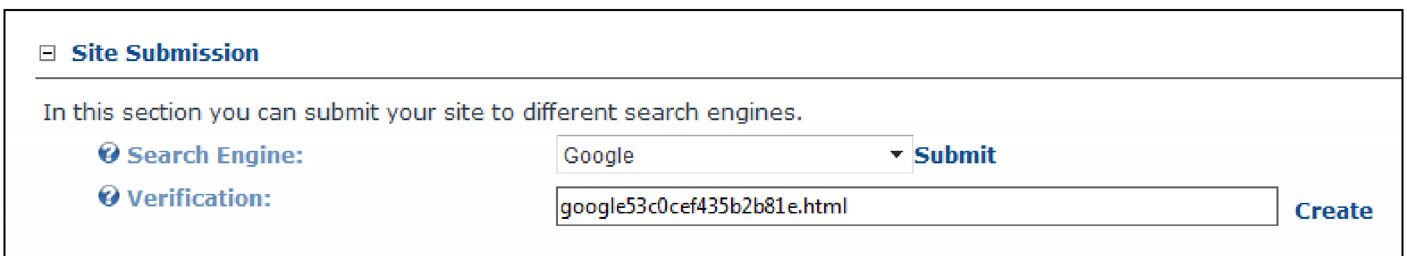


Setting the Sitemap Providers

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.



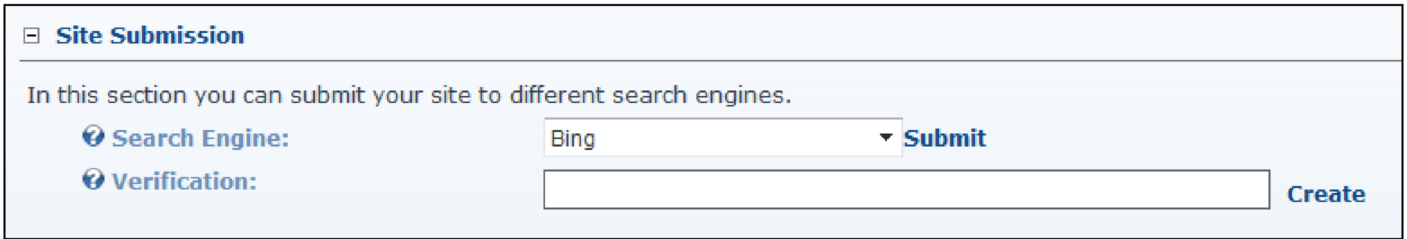
Submitting Site to Google

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.



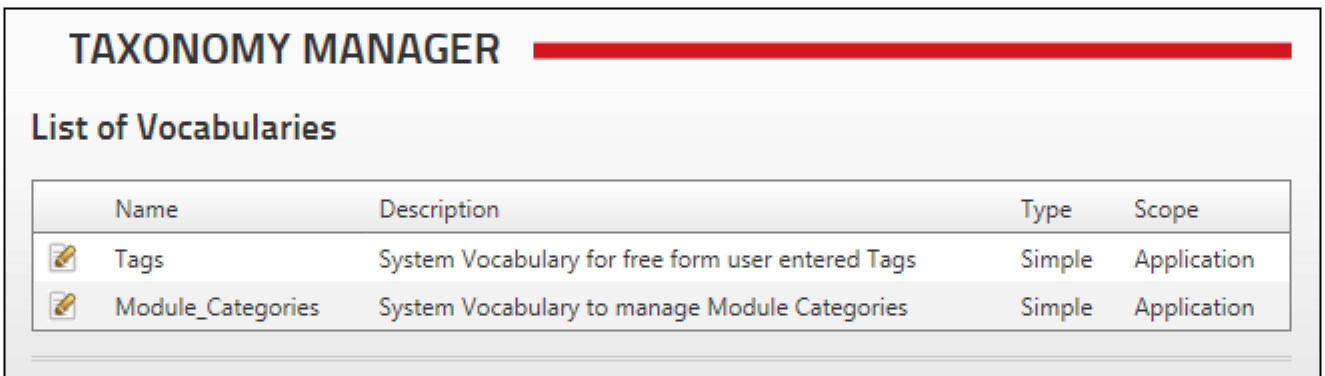
Submitting Sitemap to Yahoo! or Bing

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.



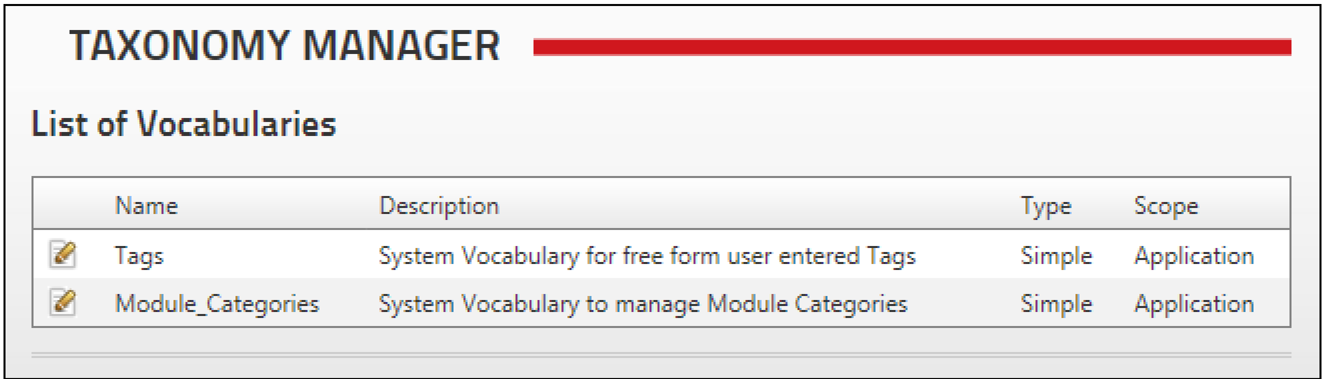
The Taxonomy Manager Module

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).



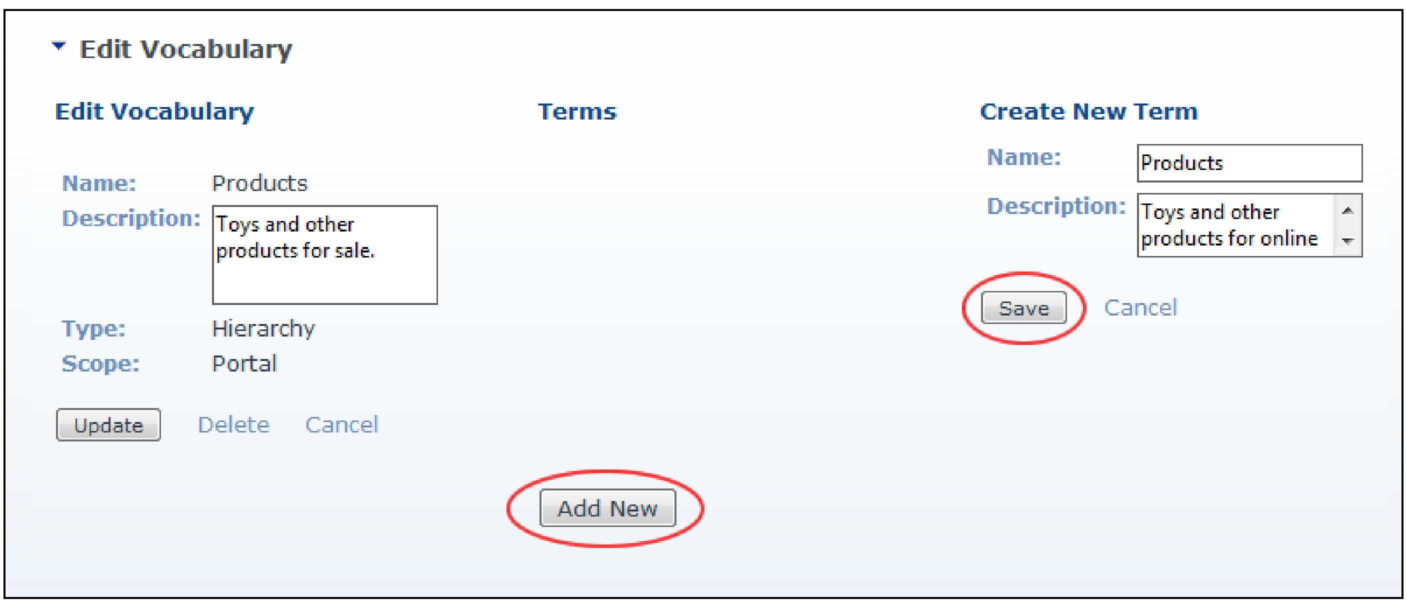
The Taxonomy Module

Module Editors

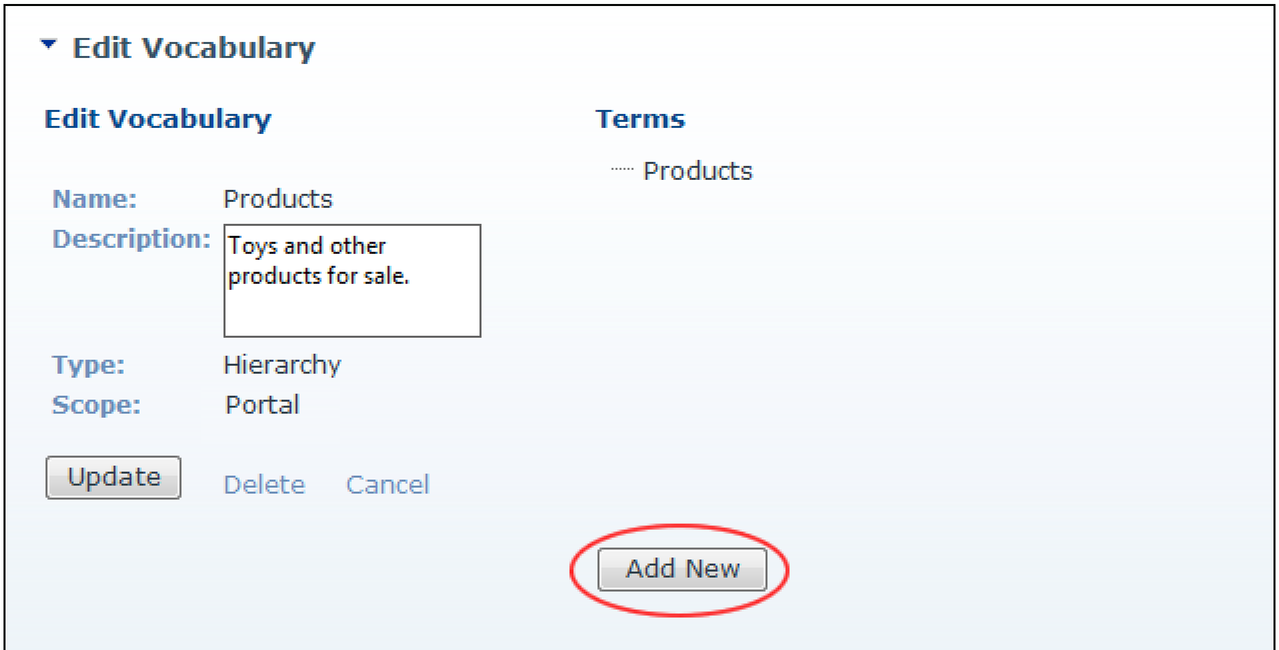
Adding the First Term (Hierarchical Vocabulary)

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.



5. The newly added term is now displayed in the Terms section. You can now add additional terms. See "Adding Additional Terms (Hierarchical Vocabulary)"



The newly added first hierarchical term

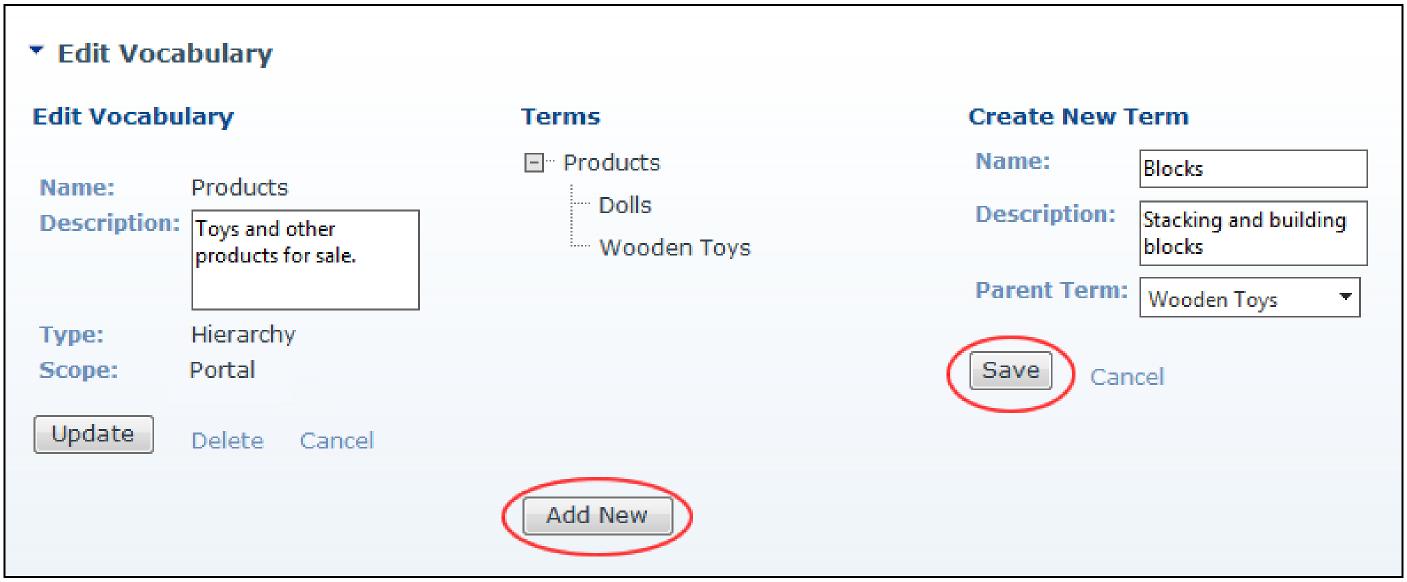
Adding Additional Terms (Hierarchical Vocabulary)

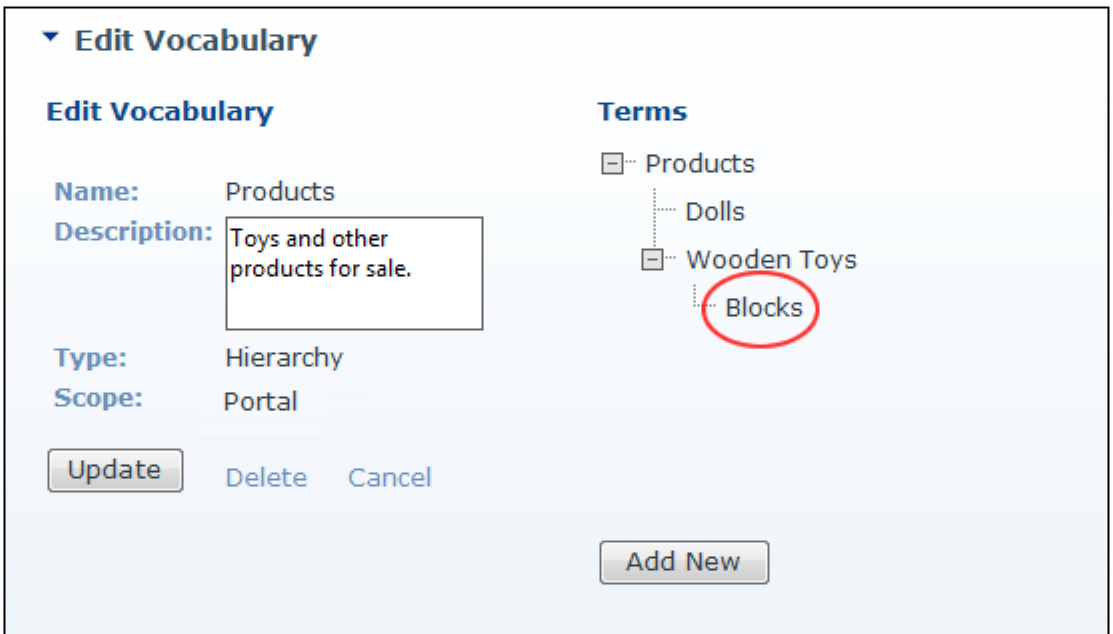
How to add terms to a hierarchical vocabulary using the Taxonomy Manager module.

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.





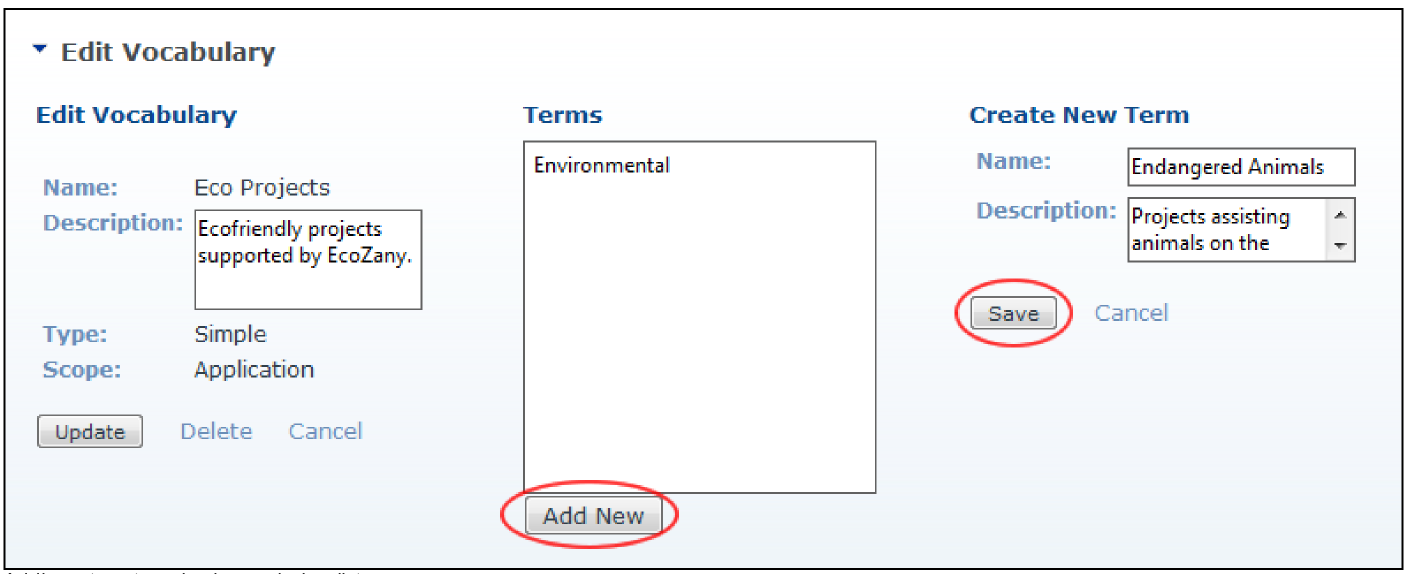
The newly added hierarchical term

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.

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.



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.

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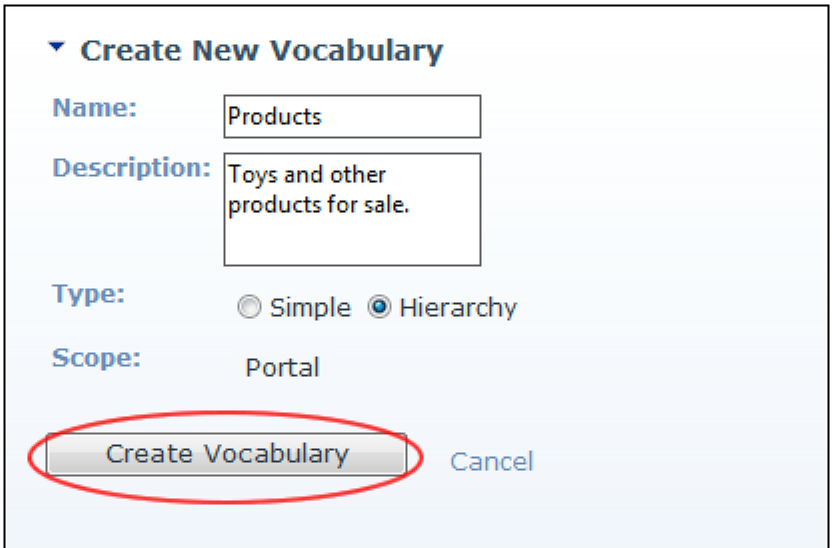
1. Click the **Create New Vocabulary** button located at the base of the Taxonomy Manager module. This opens the Create New Vocabulary page.

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)"

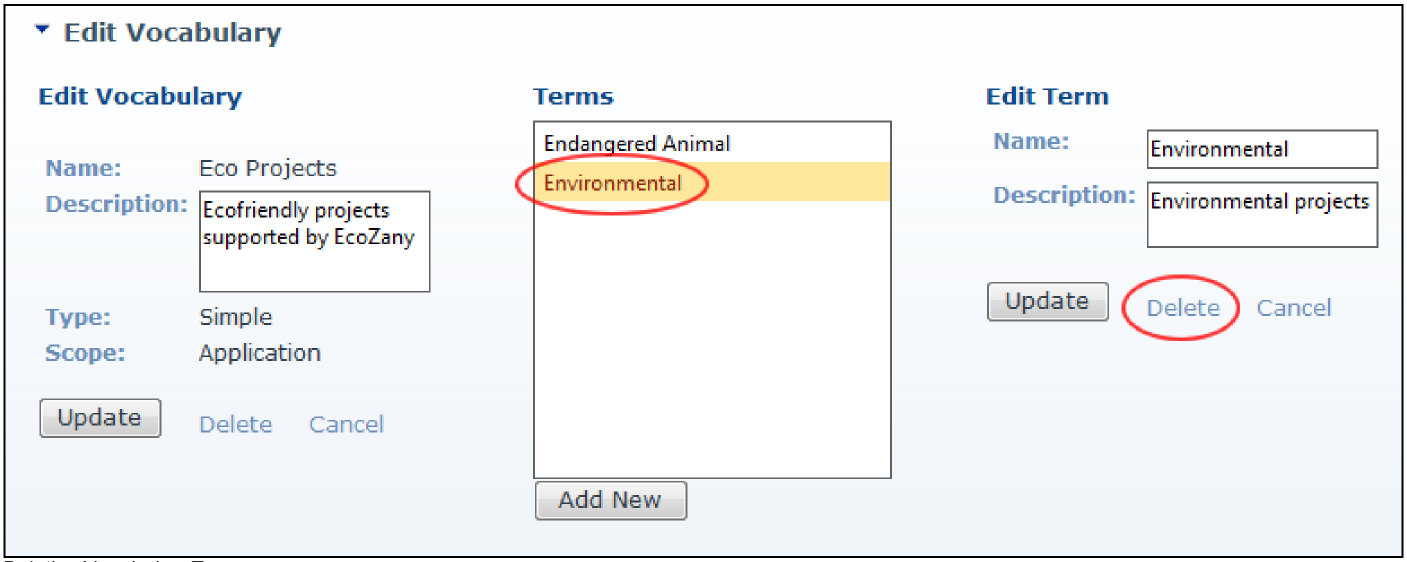


Creating a Vocabulary

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.



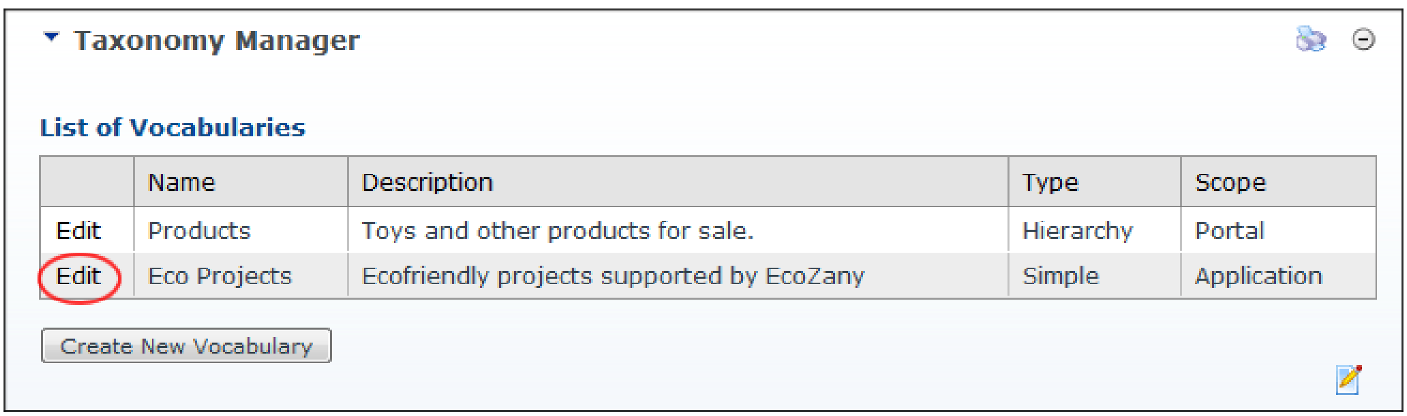
Deleting Vocabulary Terms

Deleting a Vocabulary

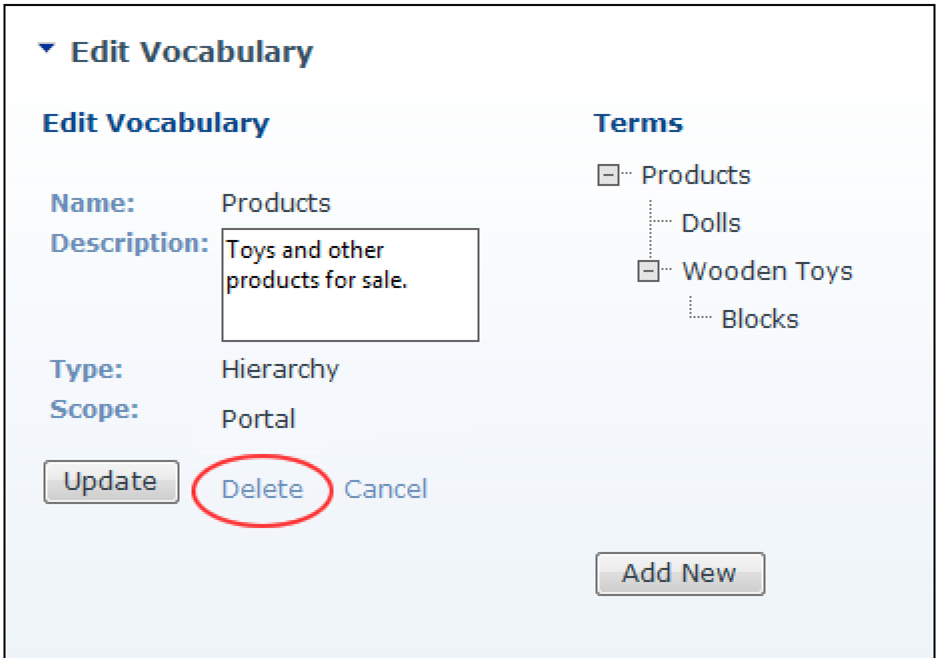
How to delete a vocabulary from the Taxonomy Manager module.

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.



2. Click the Delete link.

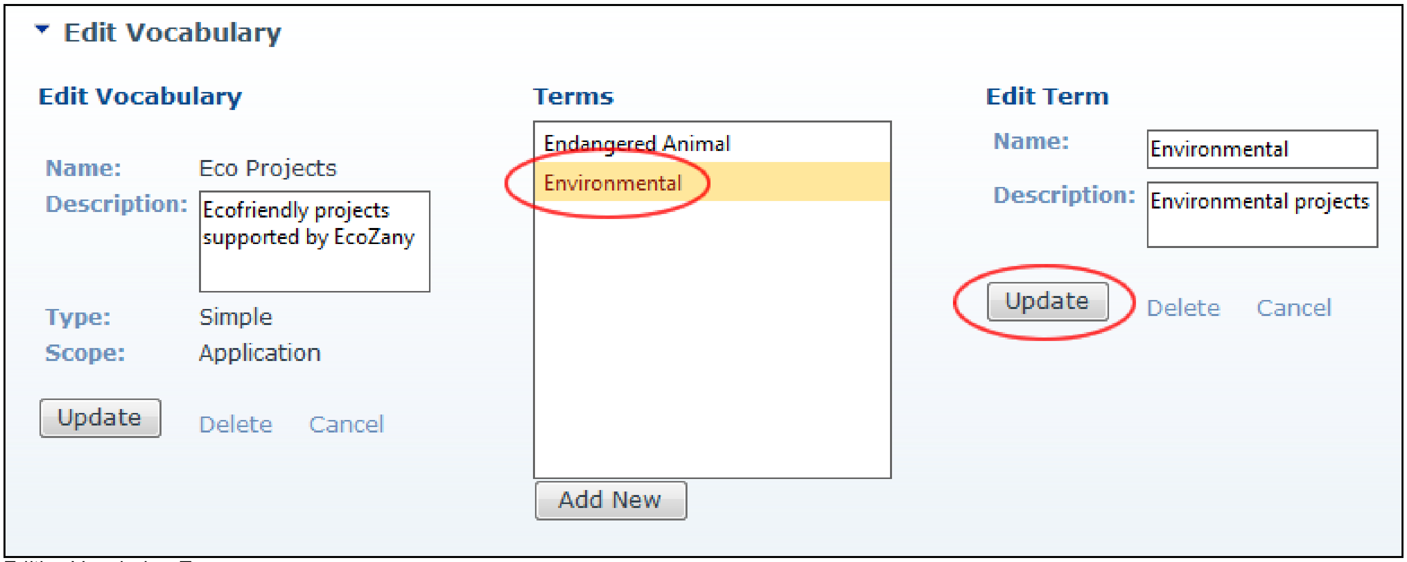


Deleting a Vocabulary

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.



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.

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.

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".

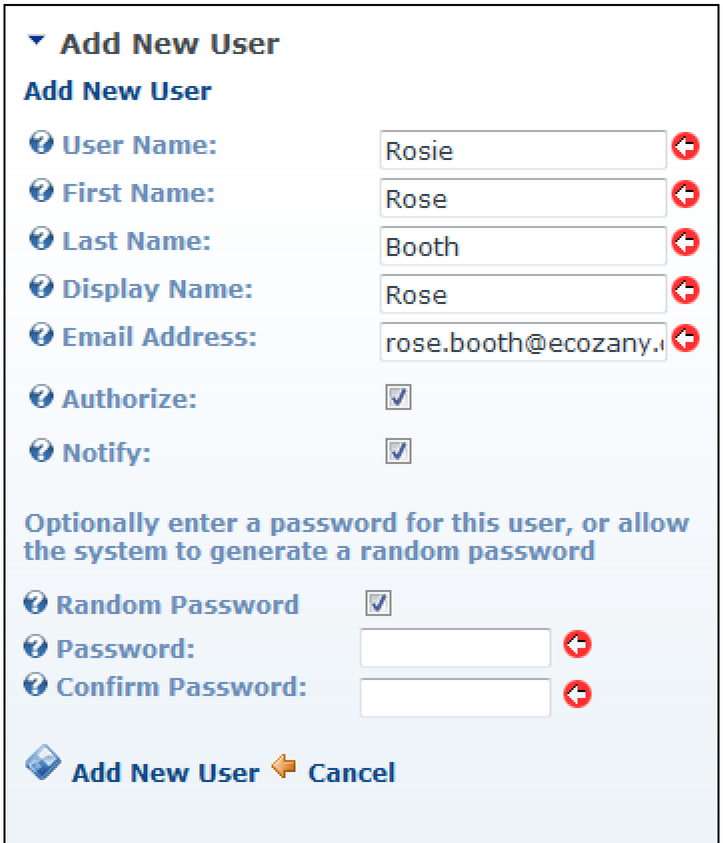
Add New User

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"



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:

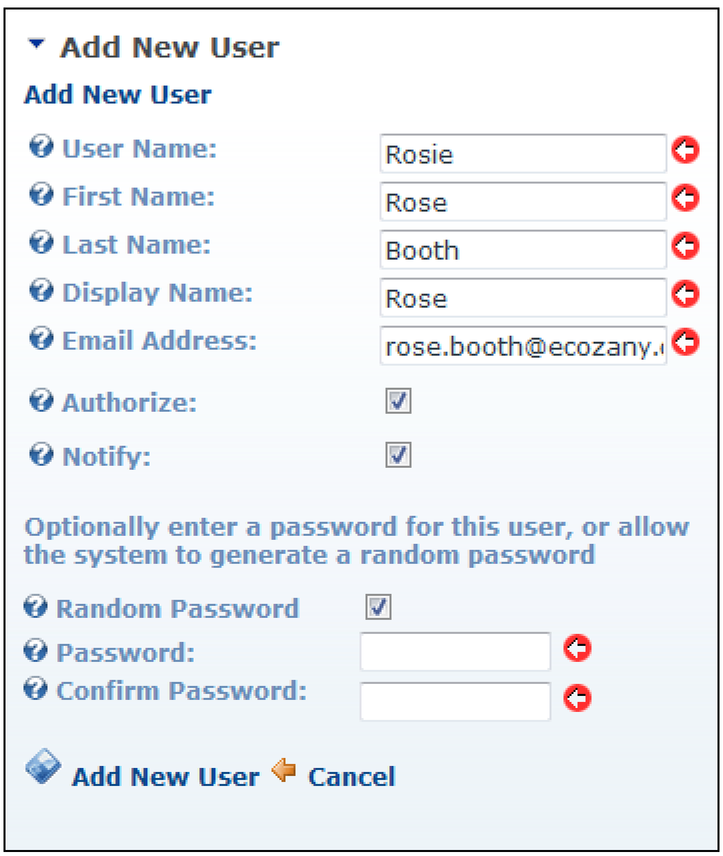
- Check the check box if the user is authorized to access the portal. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
- Uncheck the check box if the new user is not yet authorized to access the portal. The Administrator 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.



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.

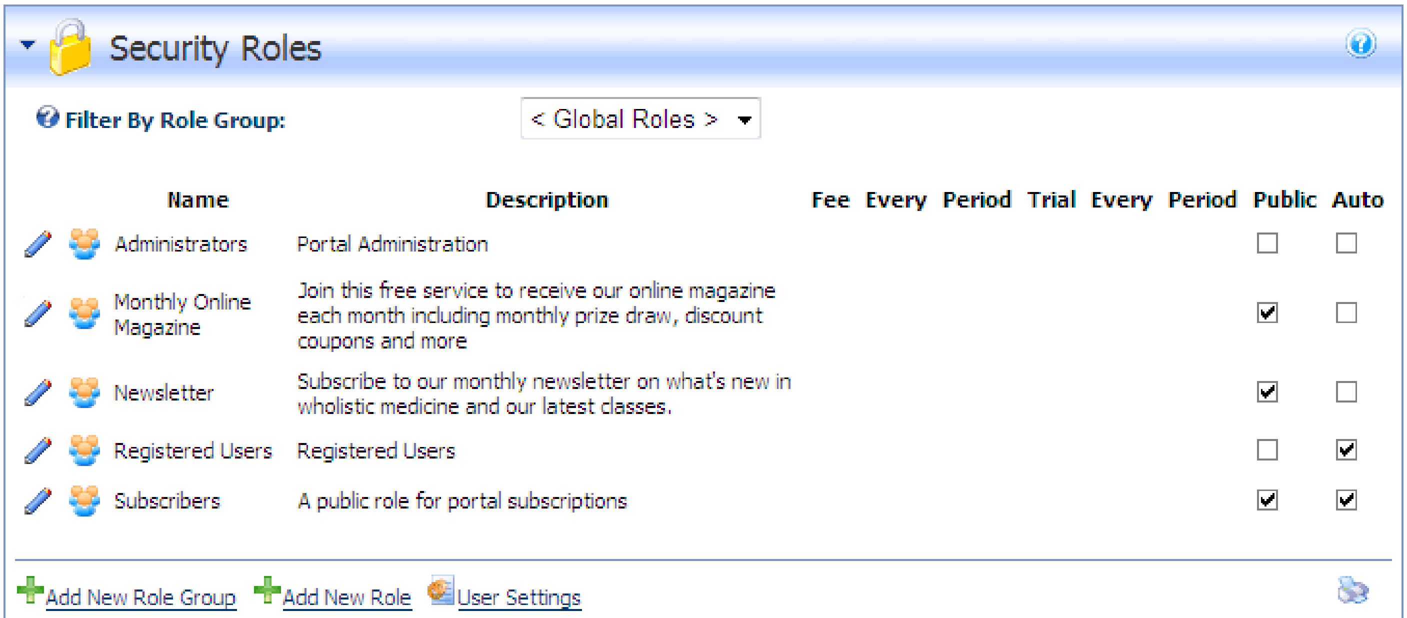
- **Public Role**: Roles set as public enable all registered users to be able to subscribe or unsubscribe to the role. Public Roles are managed by authenticated users under Membership Services on the View Profile (also called the My Profile) module.
- **Private Role**: When a role is not set as public, 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.



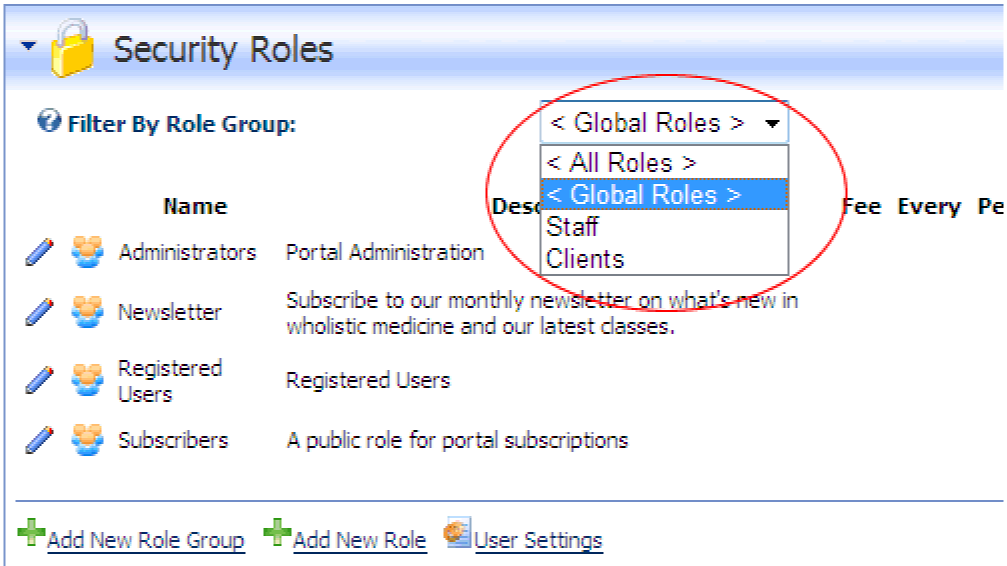
The Security Roles Module

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.



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.

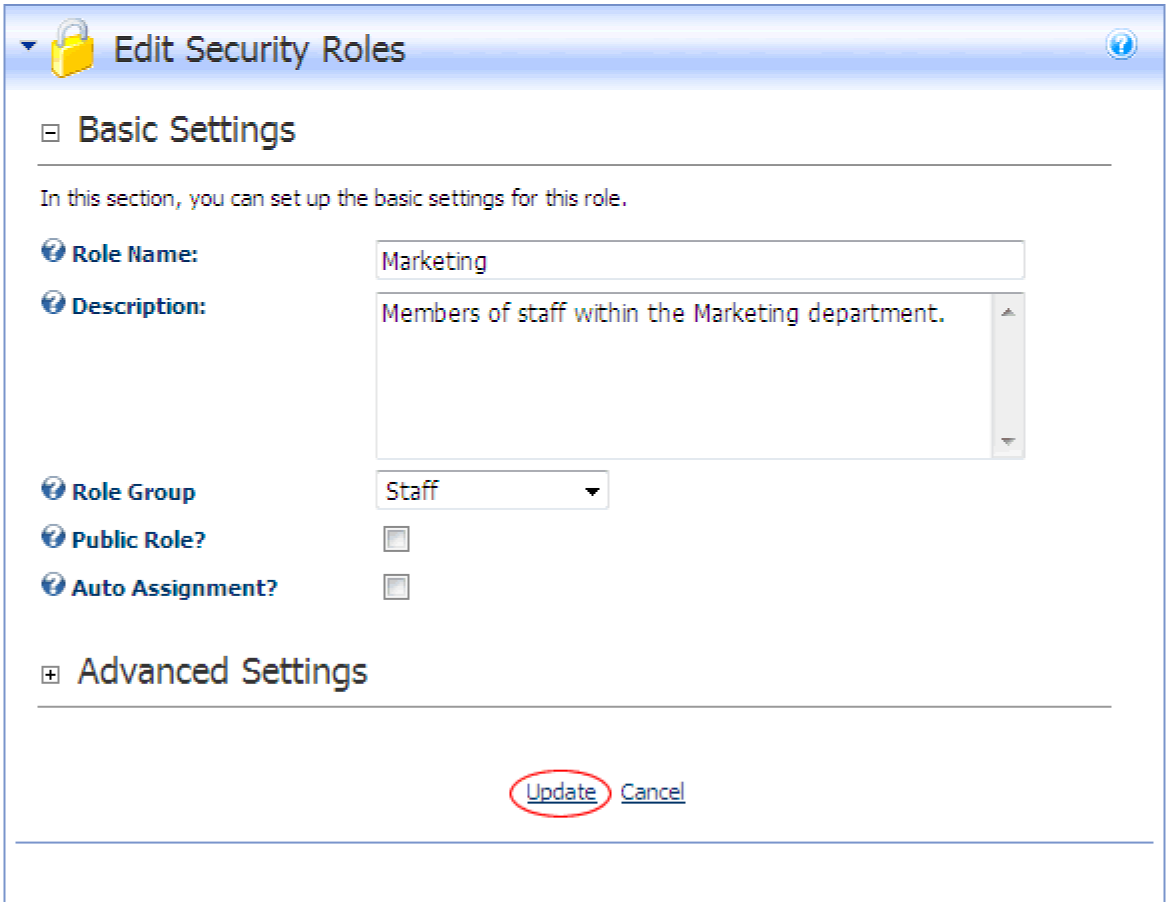
- See "Viewing Membership and Password Settings"
- See "Setting User Registration Options"
- See "Managing User Accounts Settings"
- See "Setting the Login and Logout Options"

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.

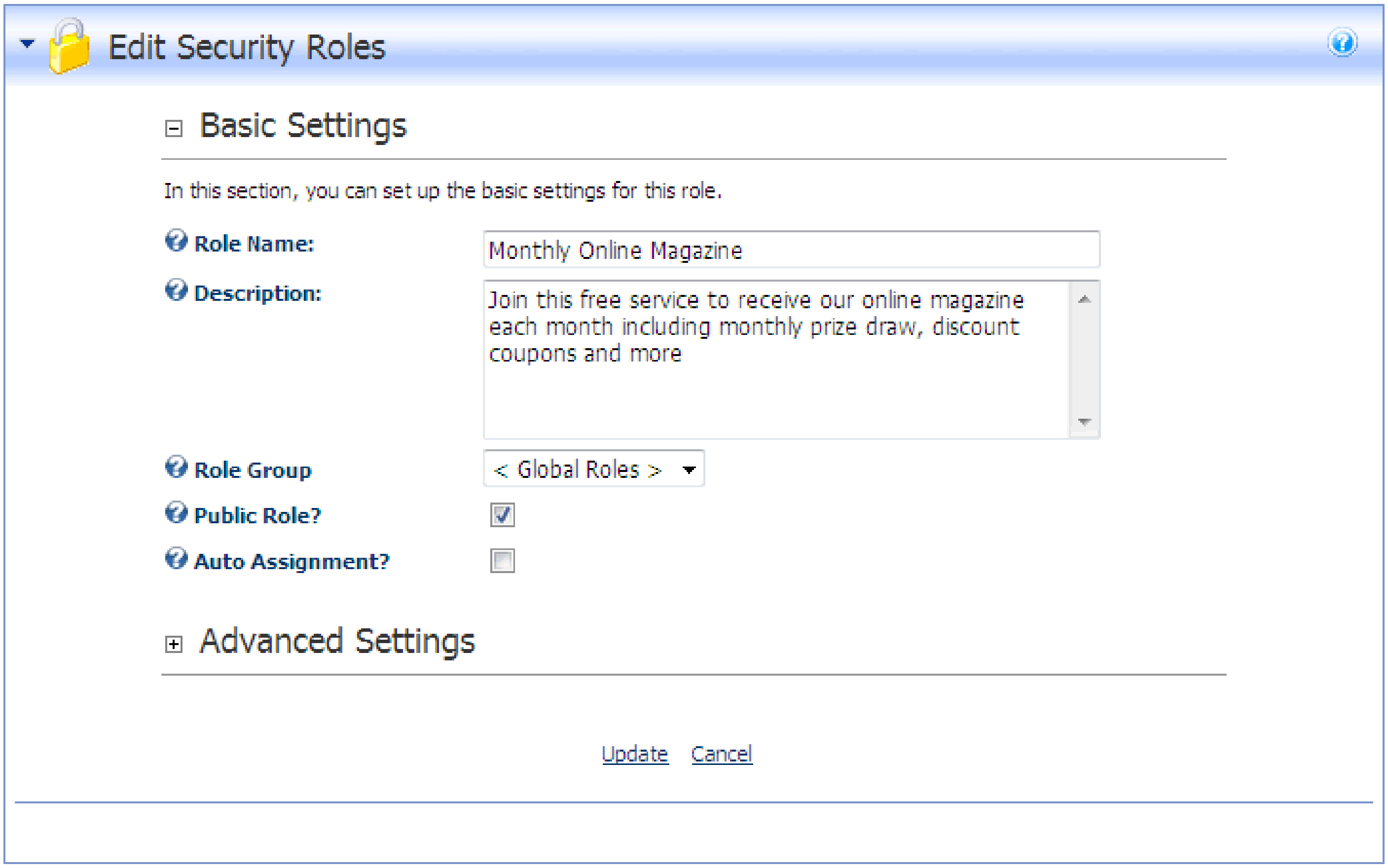


Adding a Security Role - Basic Settings

Creating a Membership Service

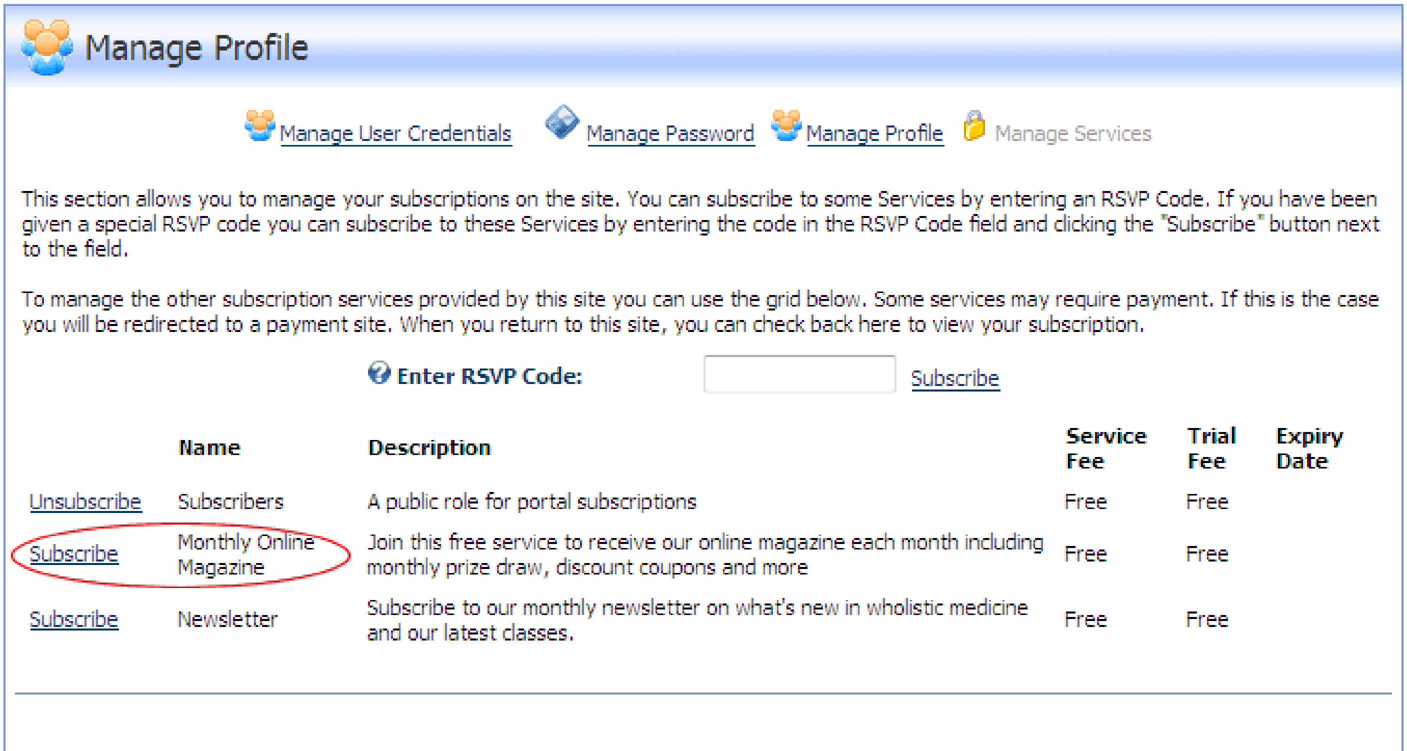
How to create a Membership Service using the Security Roles module. A Membership Service is a security role which is set as Public. These roles are displayed to users when they manage their account under the Manage Services link on the Manage Profile page. For here users can view details of the available 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.



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.



Member Services displayed on the Manage Profile page on the User Profile page

Adding a Security Role with a Fee

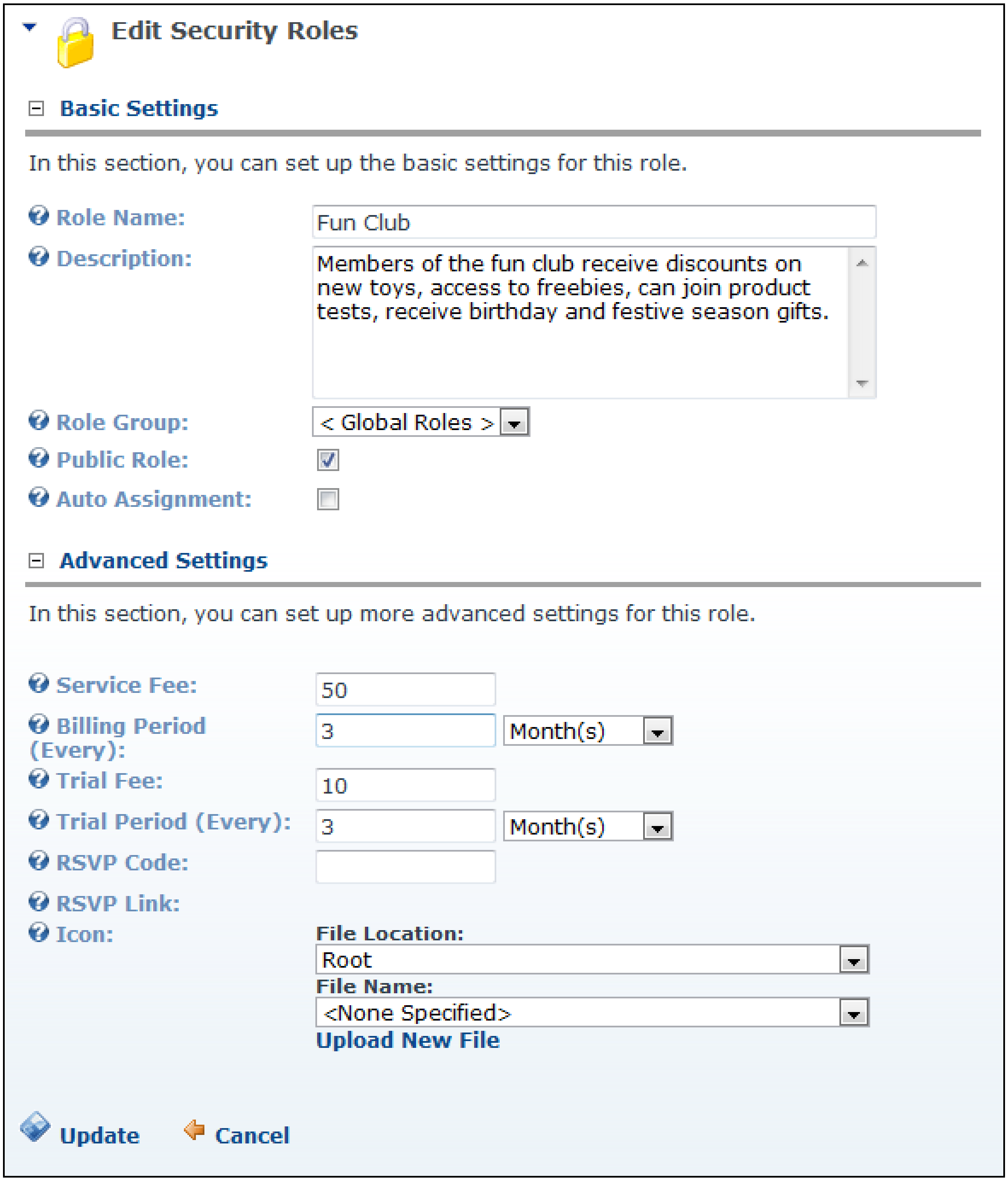
Hoe to can create a security role which charges a subscription and/or a trial fee using the Security Roles module.

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".

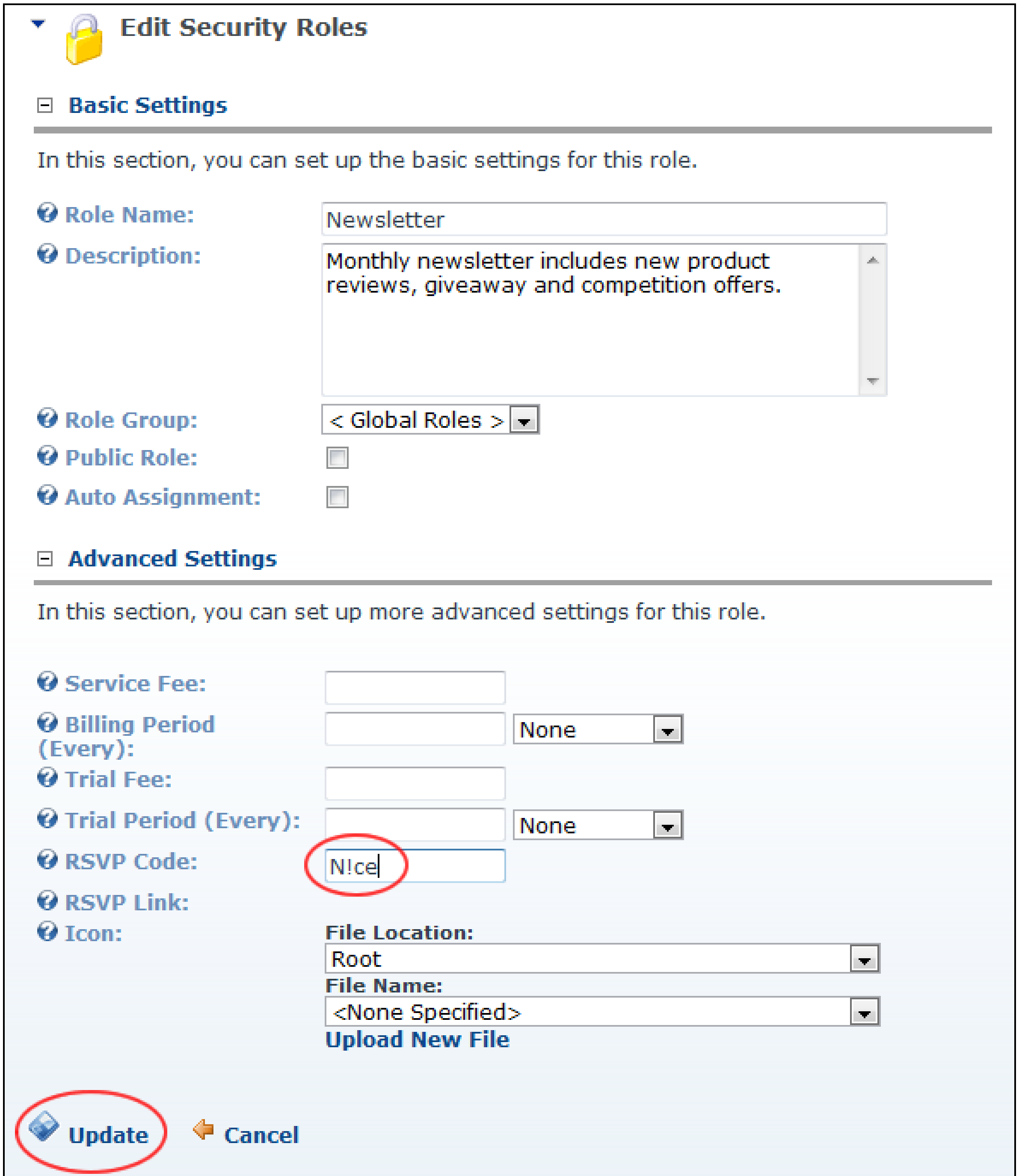


5. Click the Update link.

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"



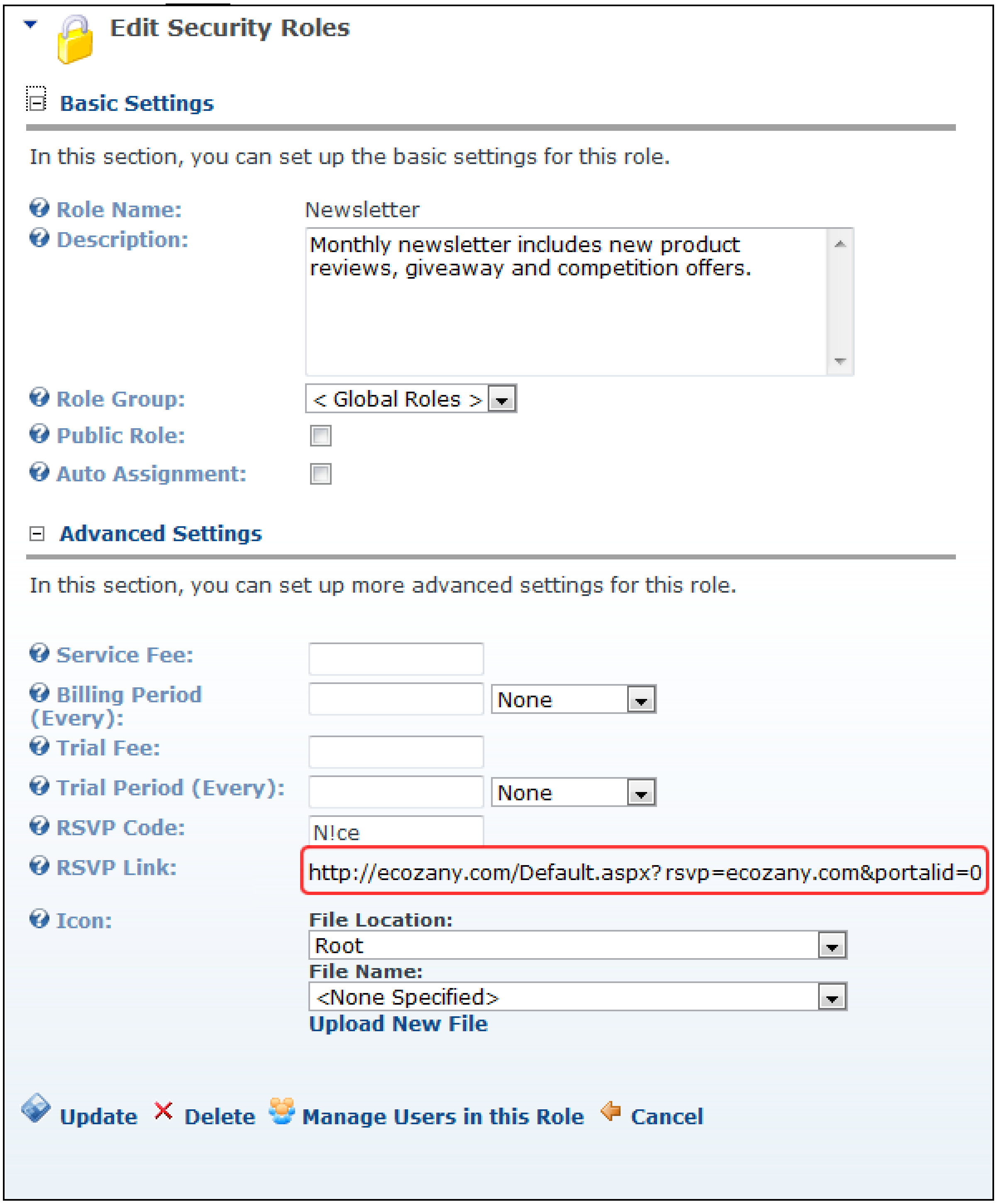
Adding a Security Role with an RSVP Code

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>**.

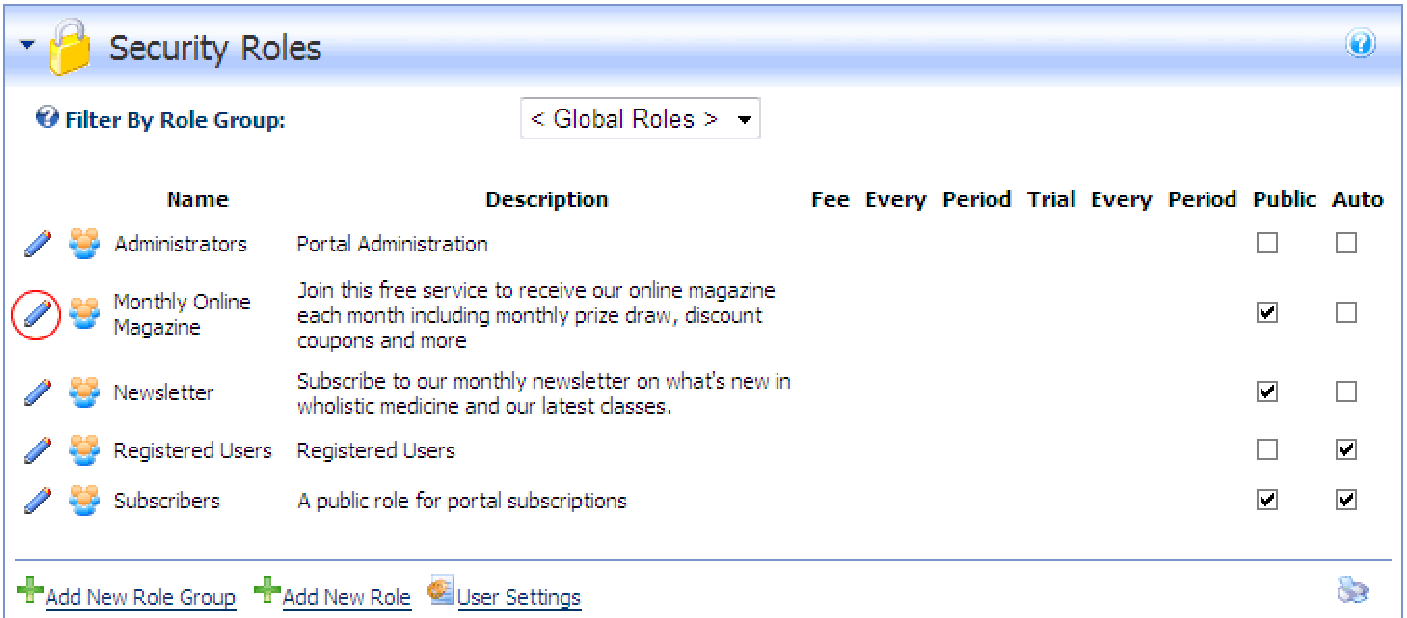
2. Click the **Edit** button beside the required Security Role.
3. **Maximize** the **Advanced Settings** section.
4. At **RSVP Link**, copy the link.
5. Click the Cancel link to return to the module.



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.



Editing a Security Role

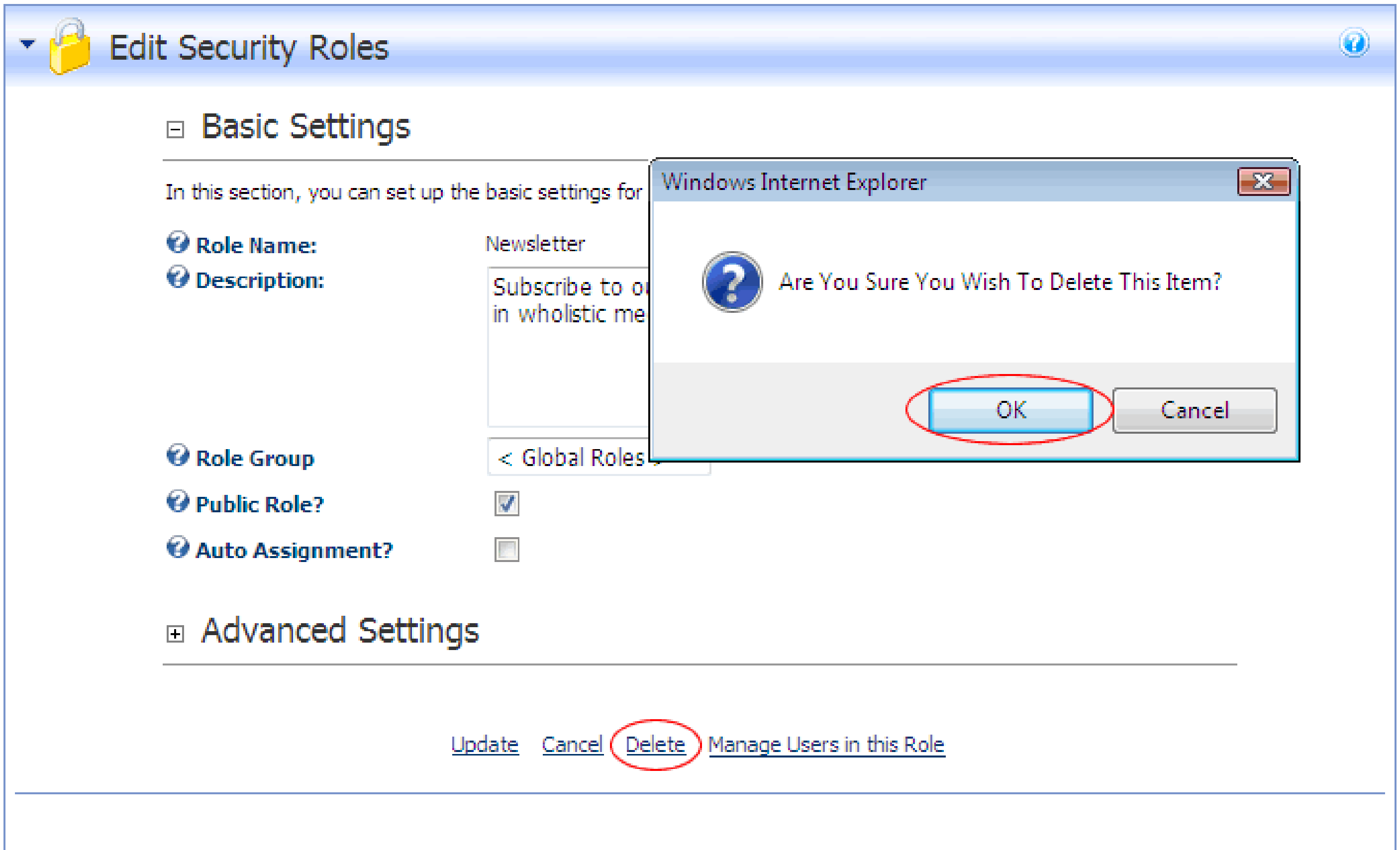
Deleting a Security Role

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.

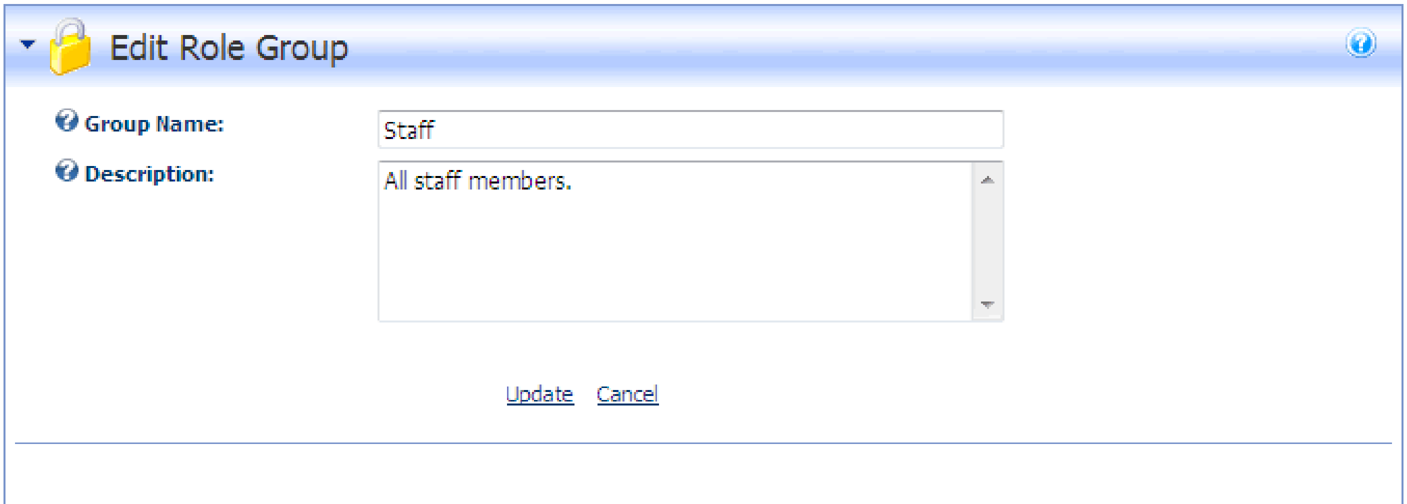


Deleting a Security Role

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, Telemarketing, 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.

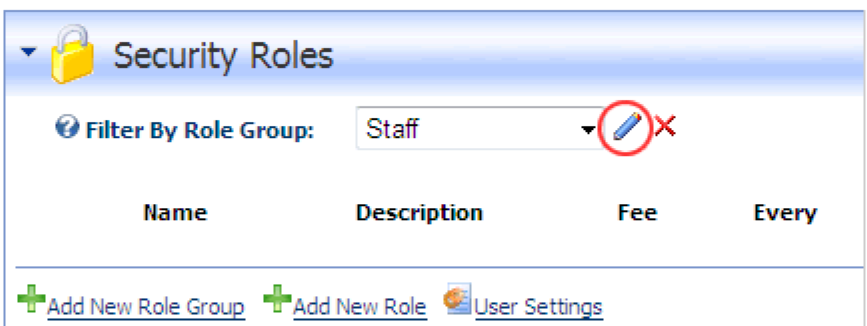


Adding a Role Group

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.



Editing a role group

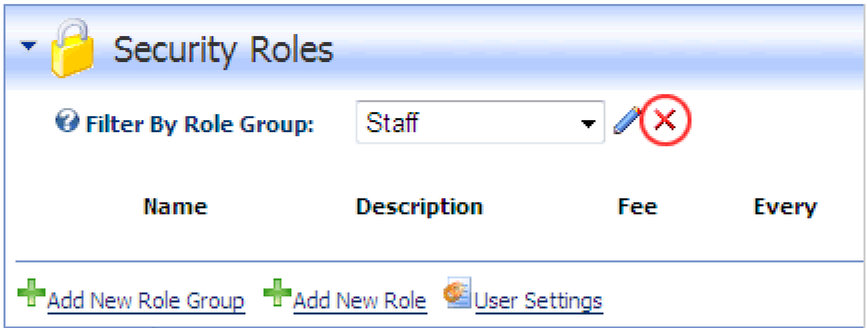
Deleting a Role Group

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.

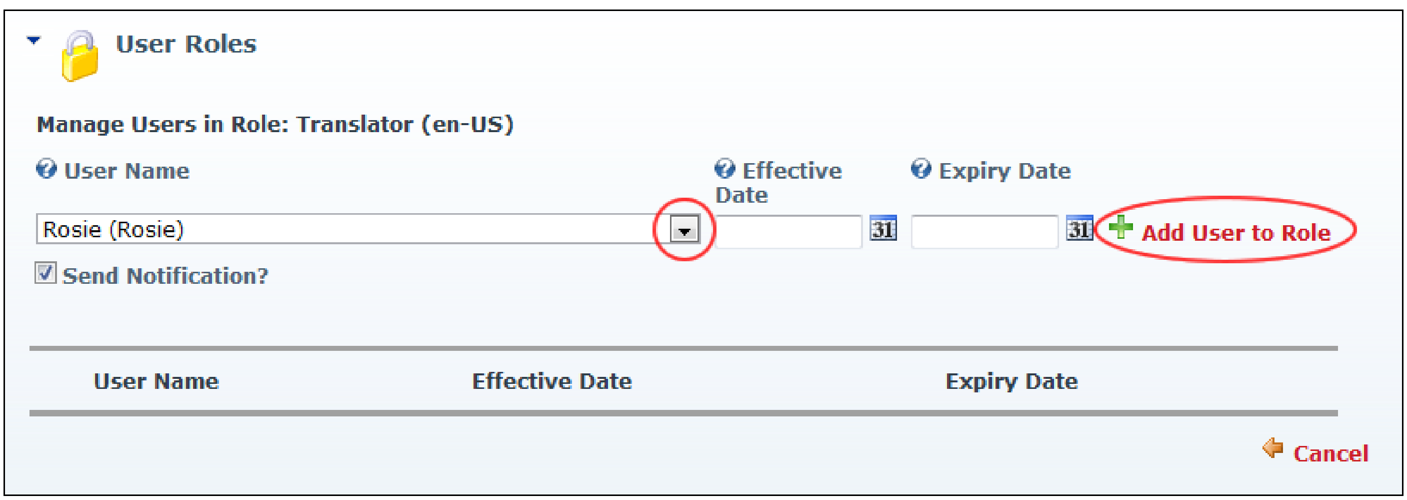


Deleting a Role Group

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.

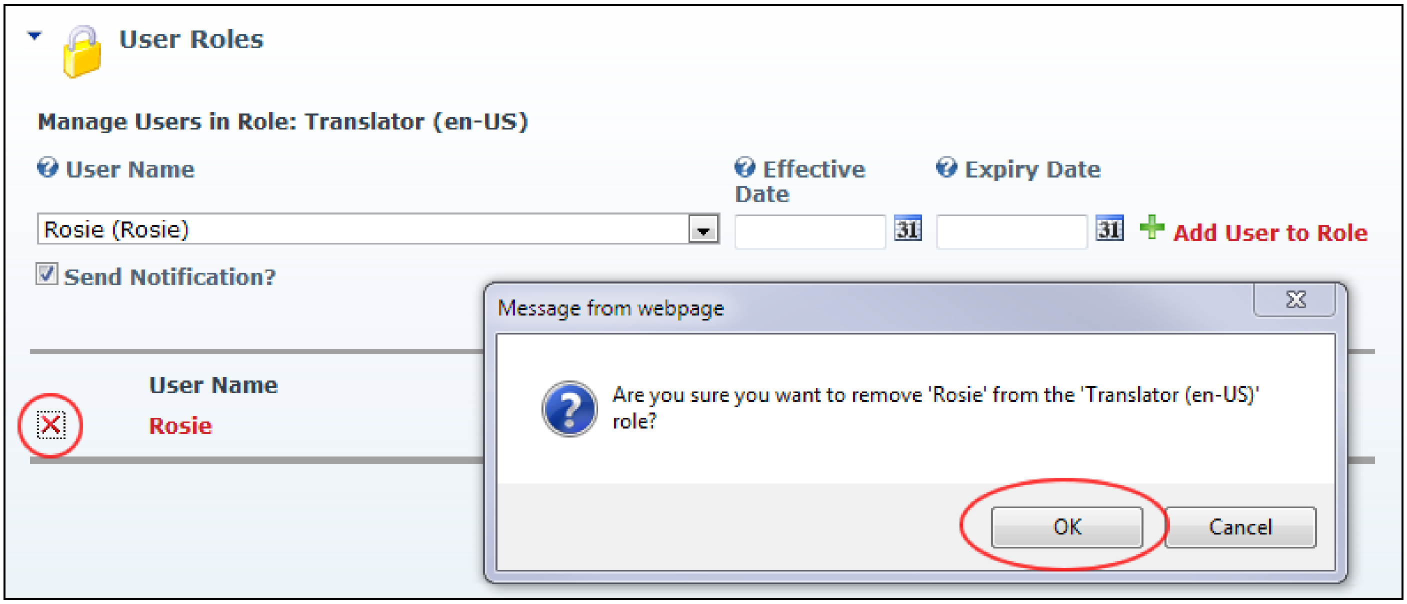
Related Topics:

- 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.



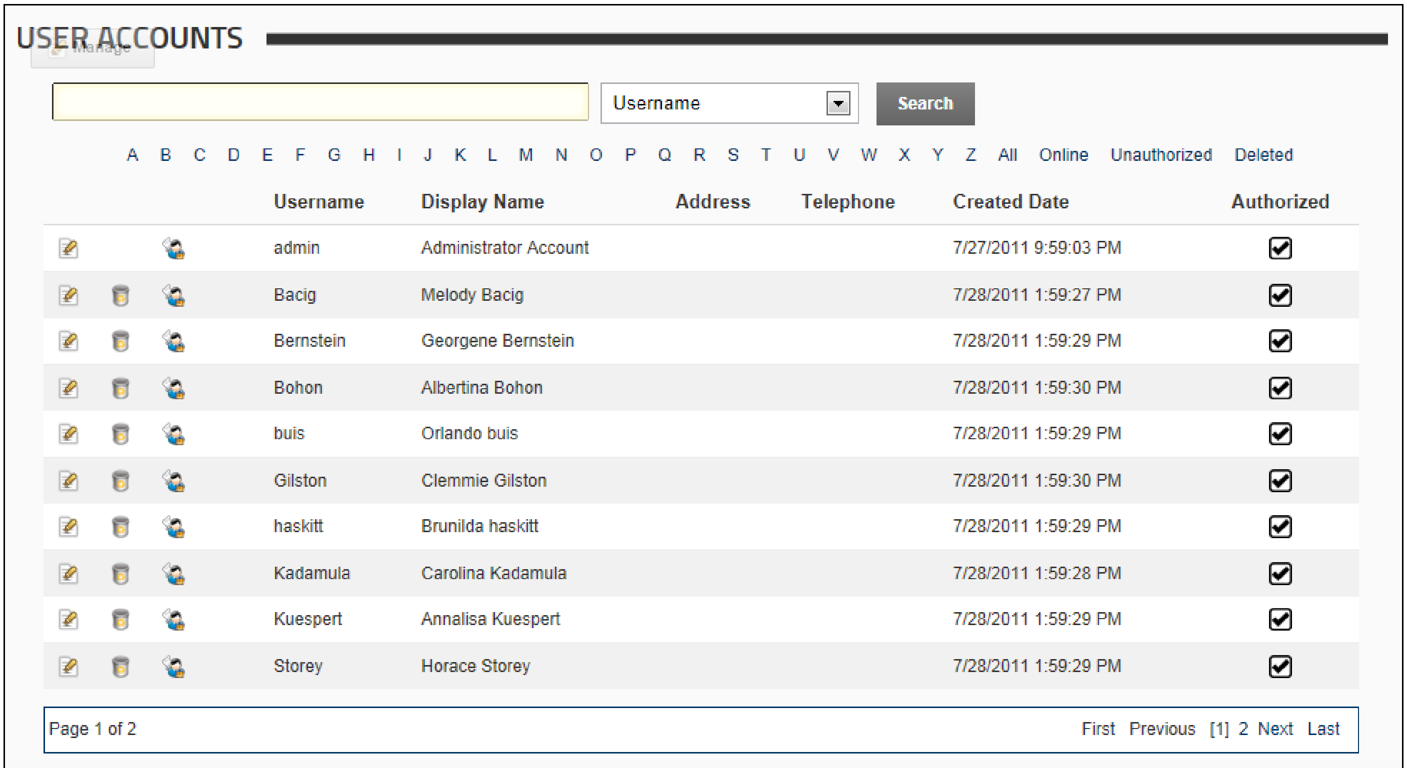
Tip: On the Manage Users In Role page, each user who is a member of the role is listed by Username. Clicking on a linked Username will display their users profile and enable you to check their account details and ensure you have the correct user.

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.



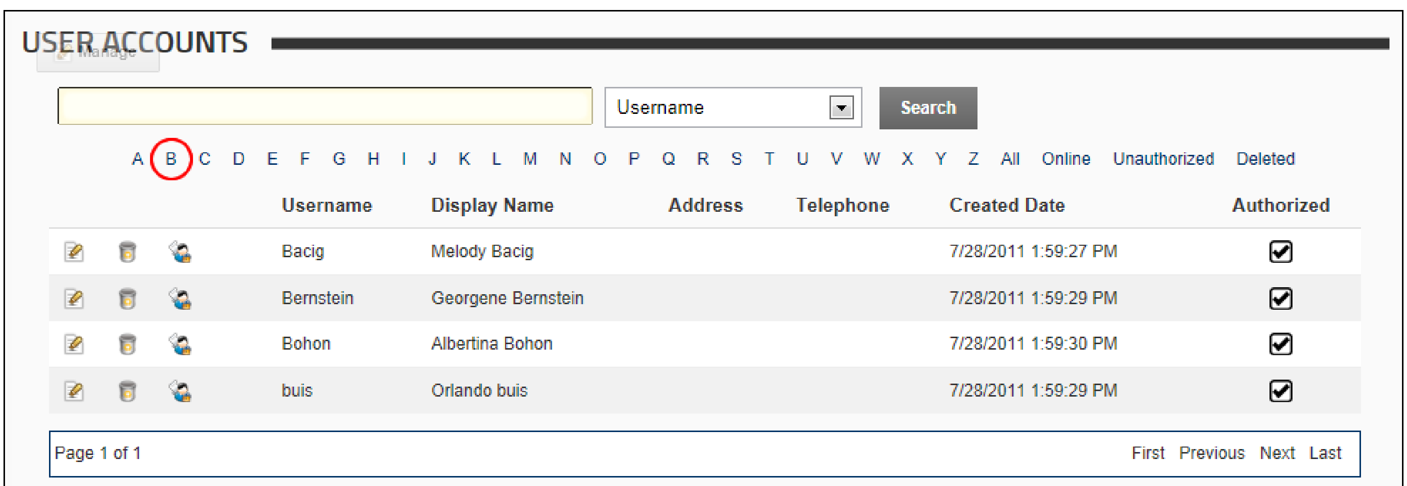
The User Accounts Module

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.

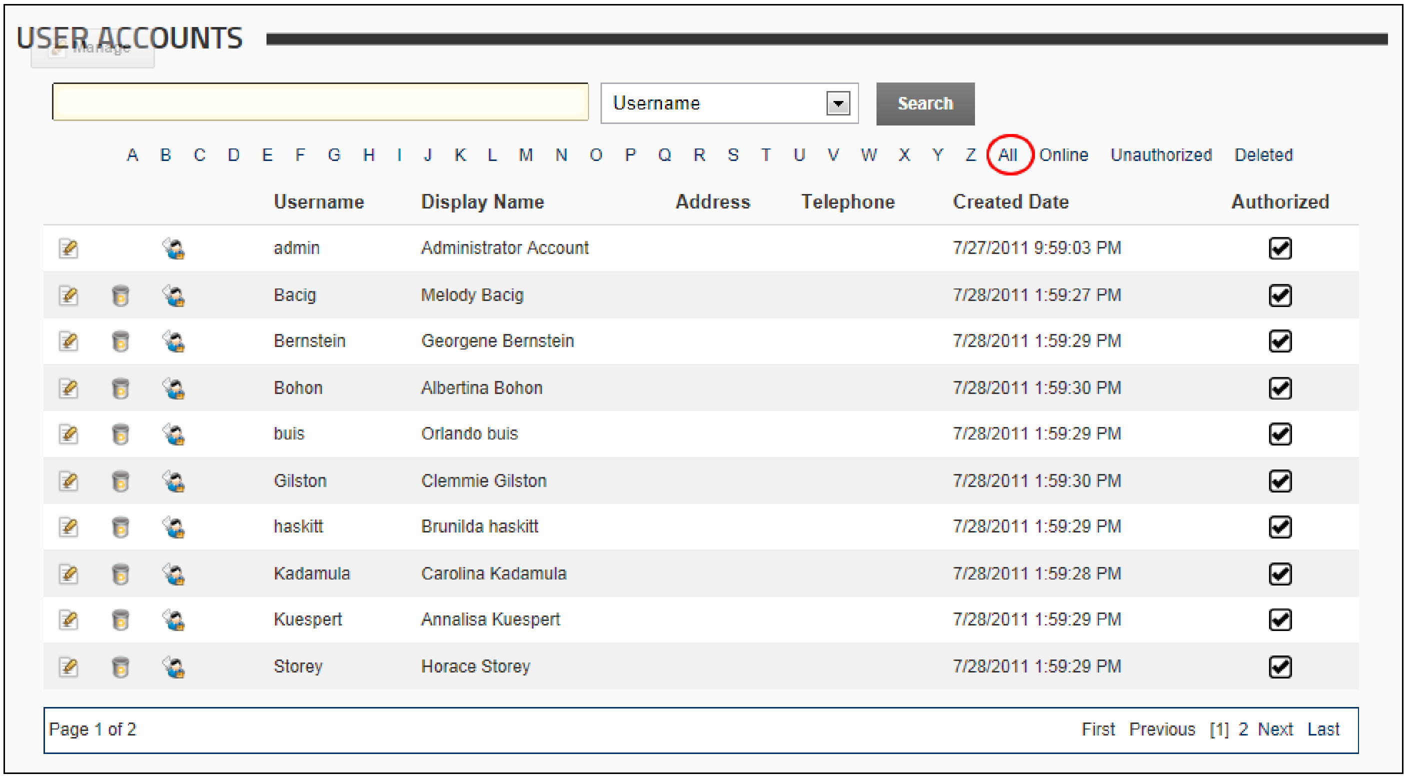


Filtering User Accounts by Username

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".

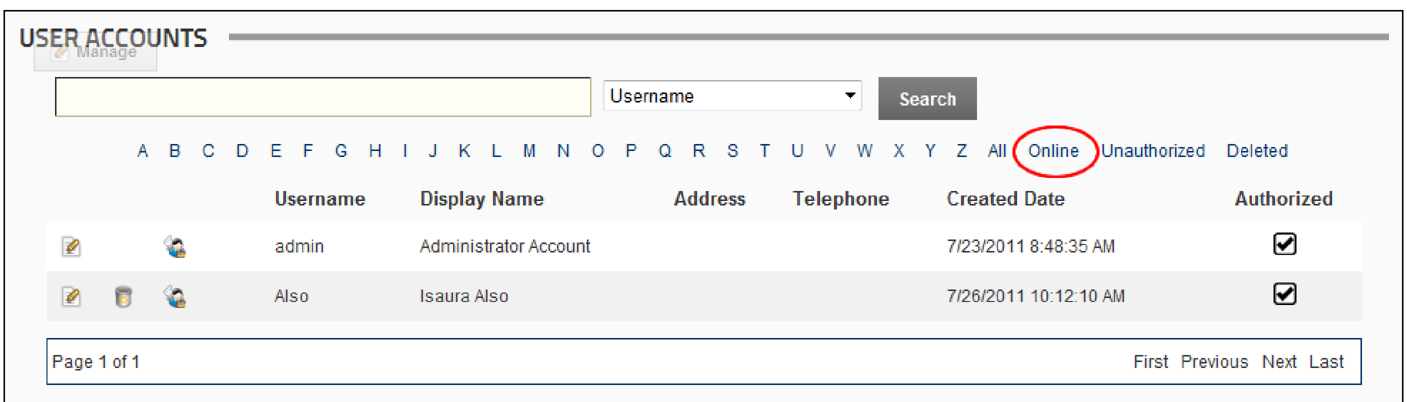


Tip: "Managing User Accounts Settings". to modify the default number of records displayed or to display all records by default

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.

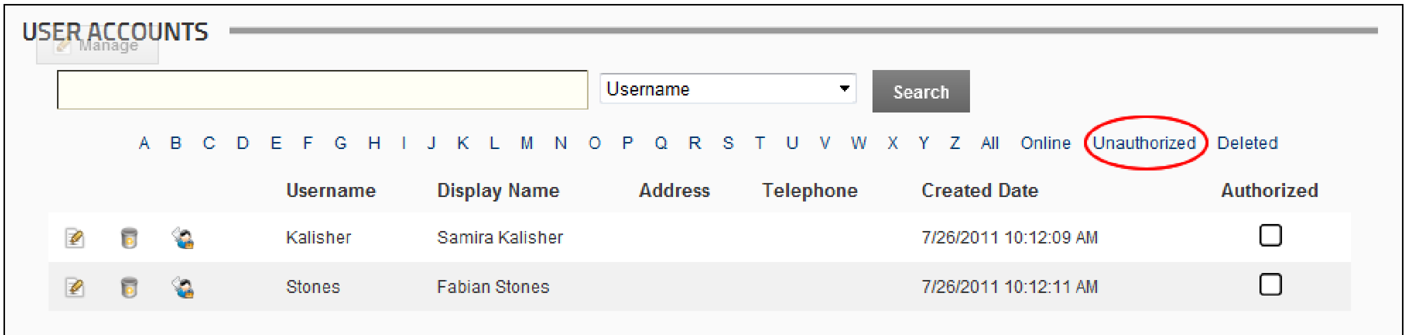


Filtering User Accounts by Online Users Only

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 username. Use the Pager Control to navigate to further records. "About the Pager".



Filtering User Accounts by Unauthorized User Accounts

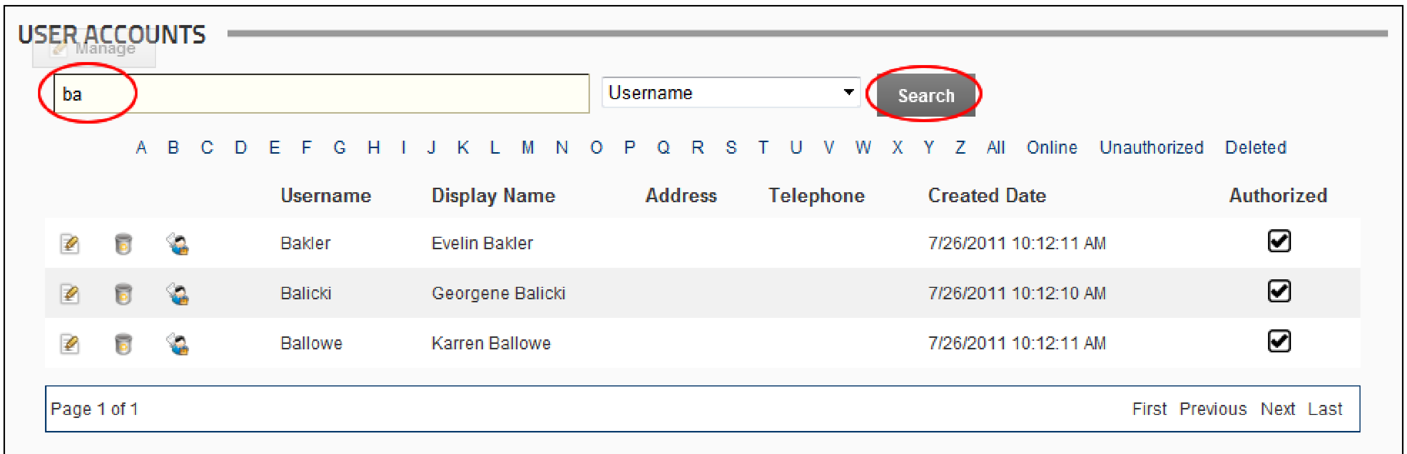
Searching for a User Account

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.



Searching for a User Account

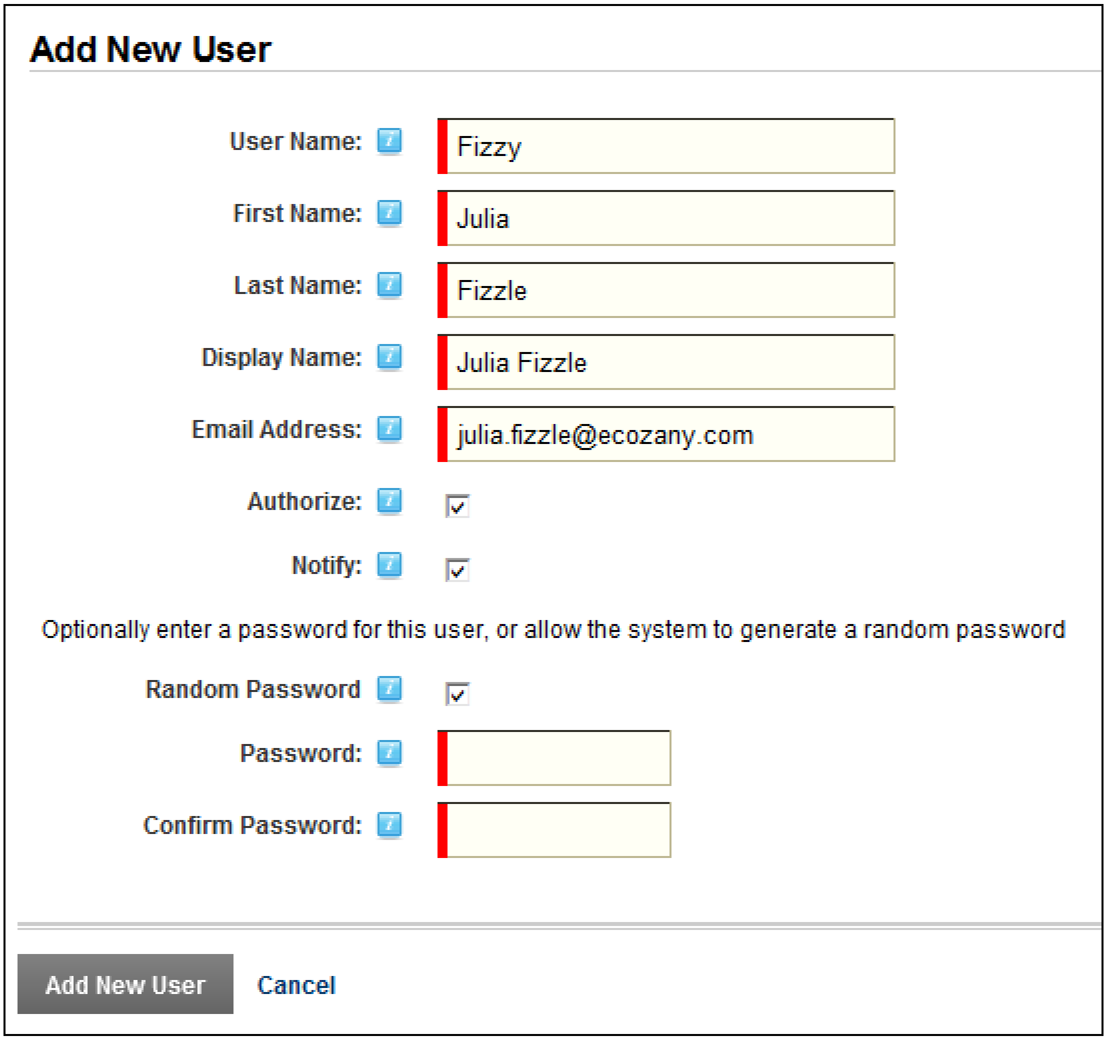
Module Editors

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.



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.

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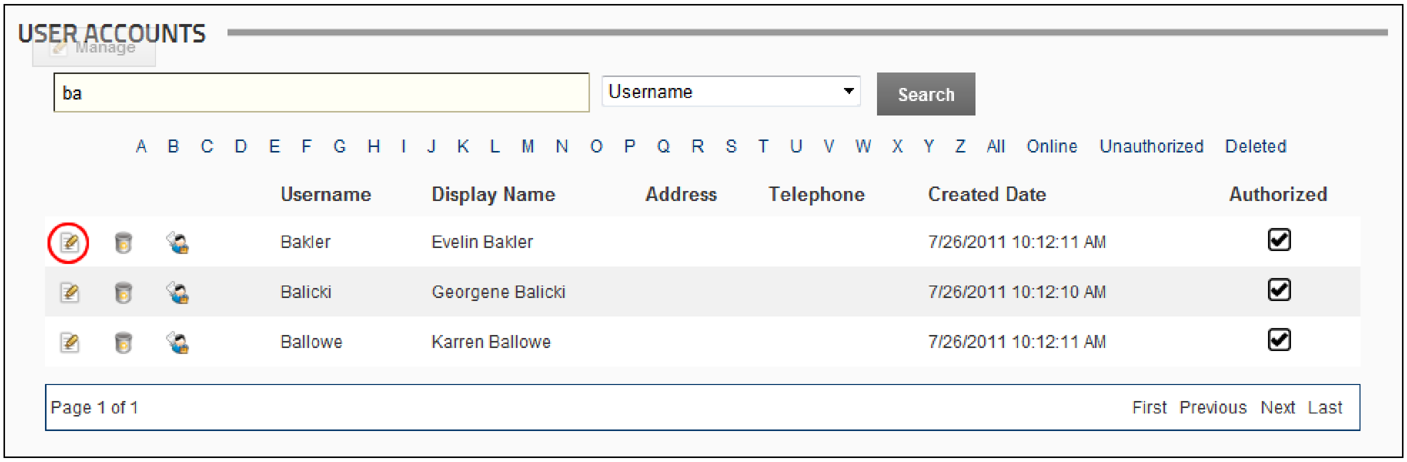
1. Find the user to be edited using a filter or by searching.
2. Click the **Edit** button beside their record. This opens the Edit User Accounts page.

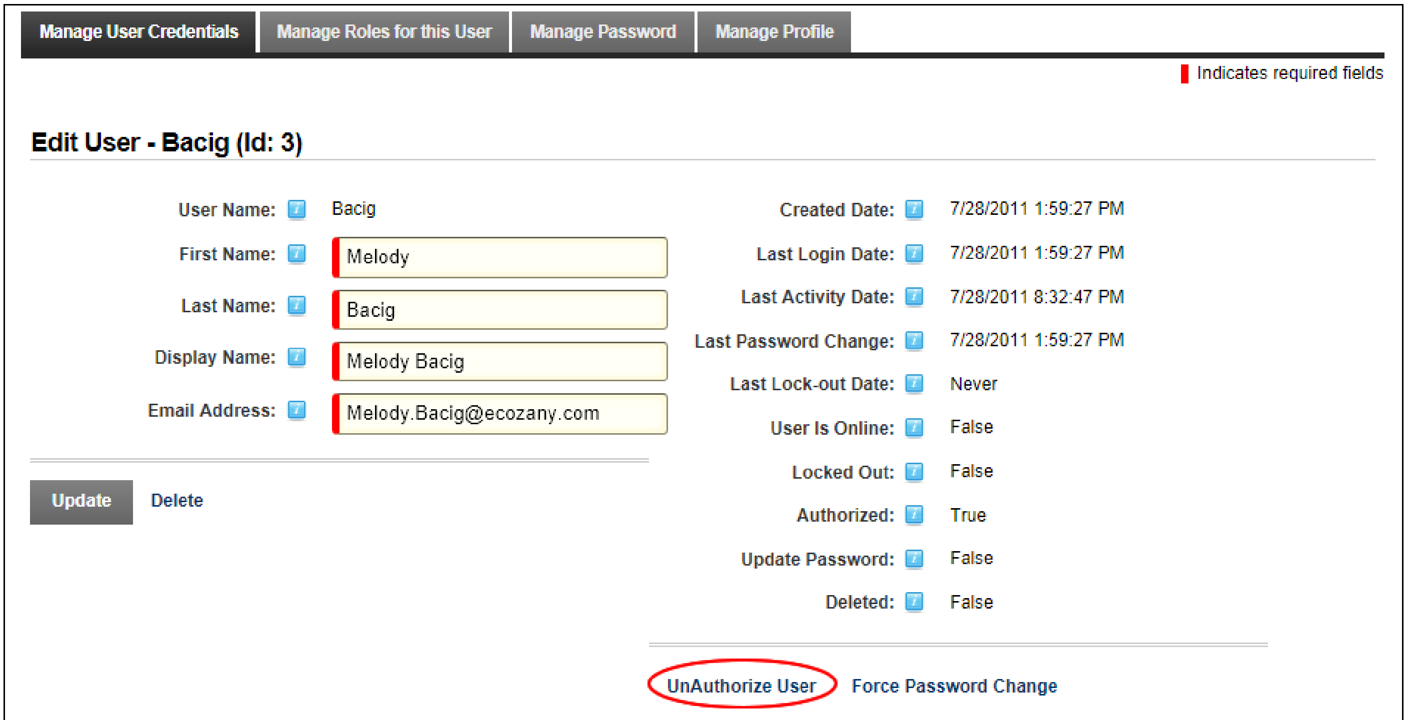


3. Select the **Manage User Credentials** tab.
4. Edit one or more fields as required. Editable fields are the user's first name, last name, display name and email address.
5. Click the Update link.

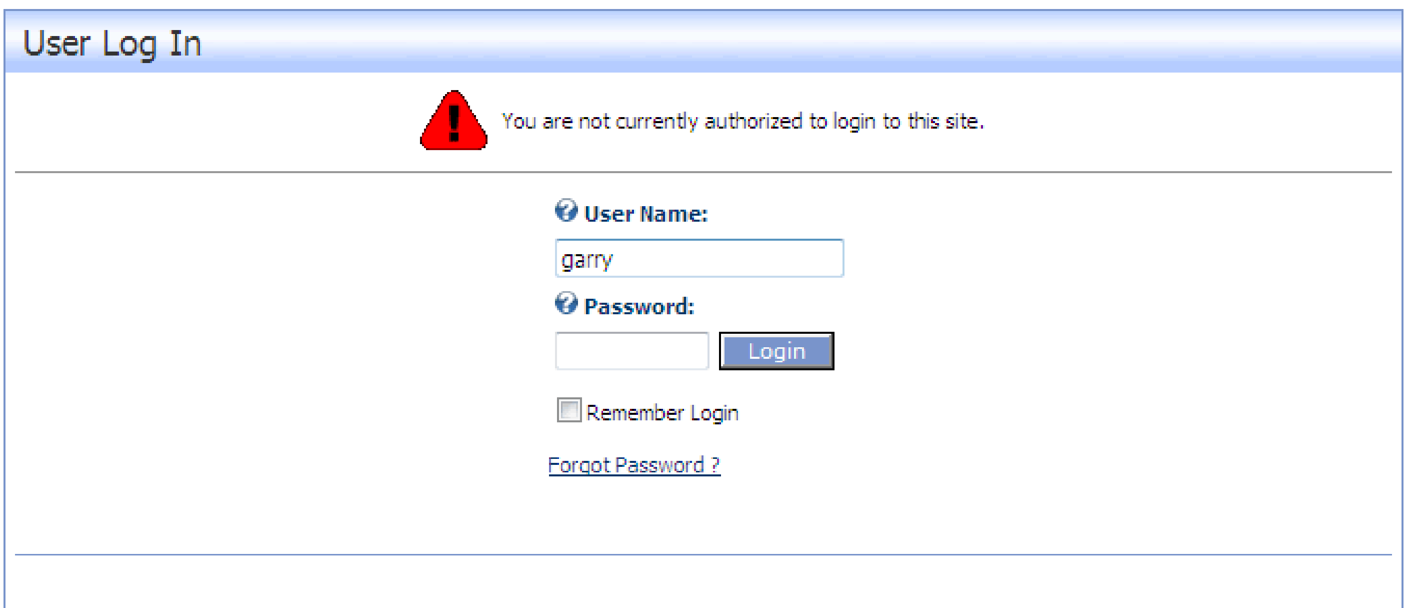
UnAuthorizing a User

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.



Unauthorizing a User Account



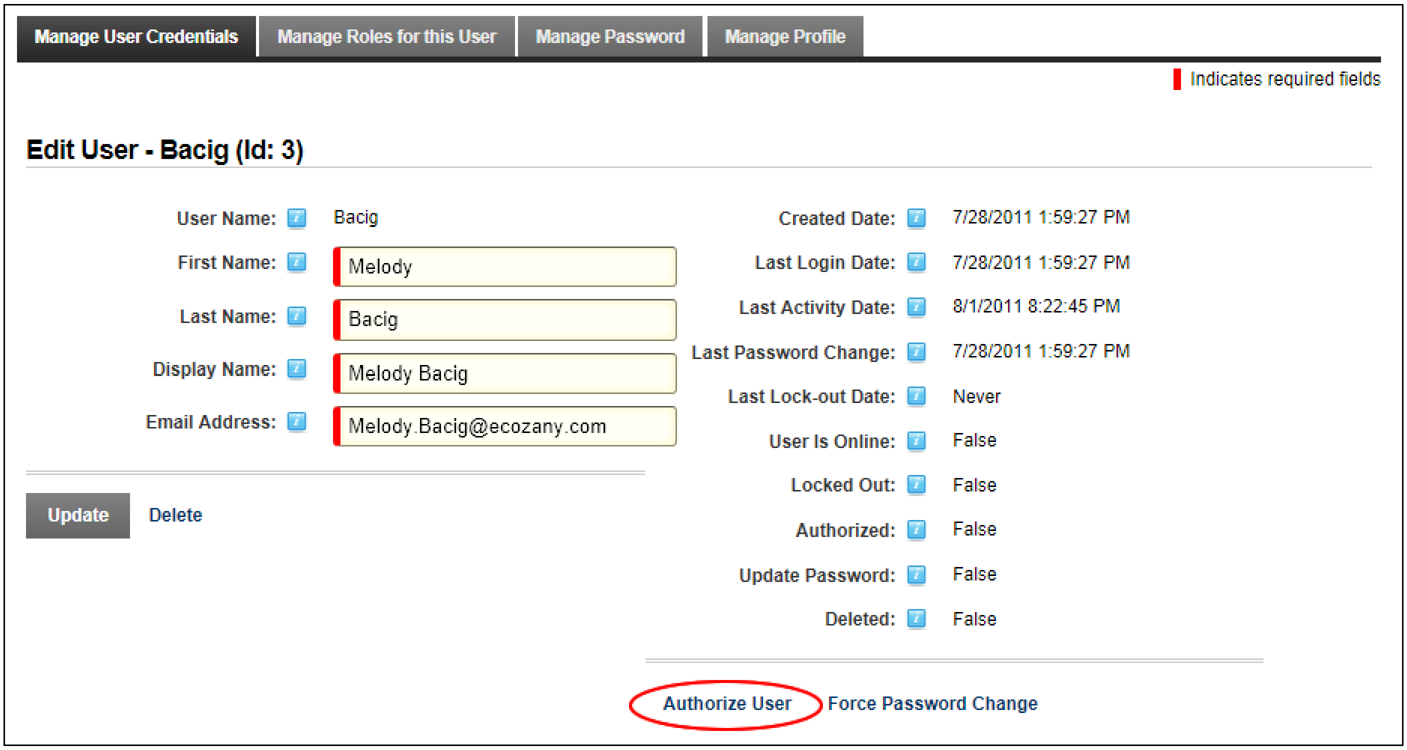
The Message Displayed to an Unauthorized User Attempting Login

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.

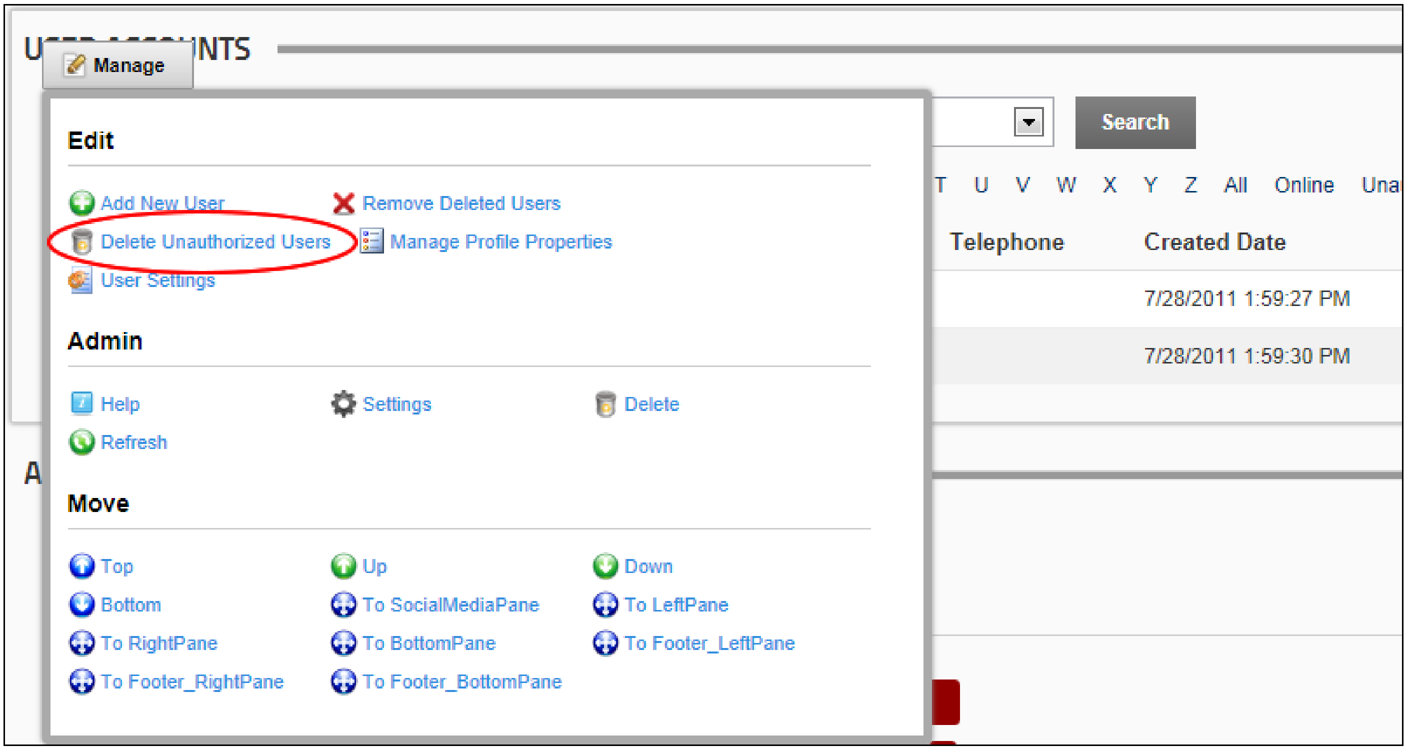
3. Click the Authorize User link. This displays the " User Successfully Authorized" message and sets the Authorized field to True.



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?"

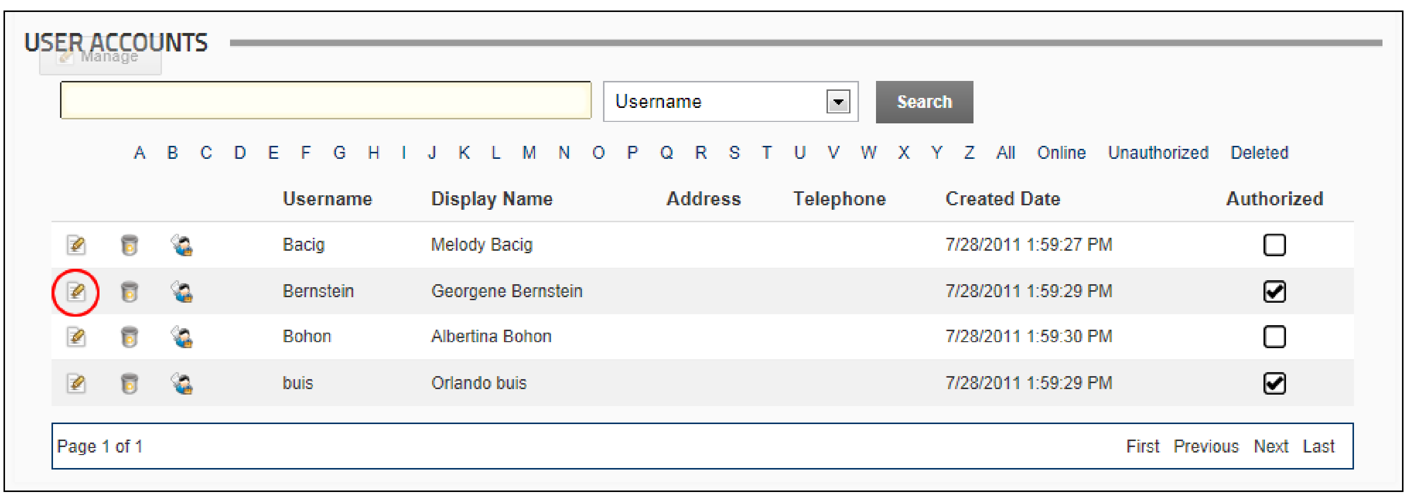


3. Click the **OK** button to confirm deletion.

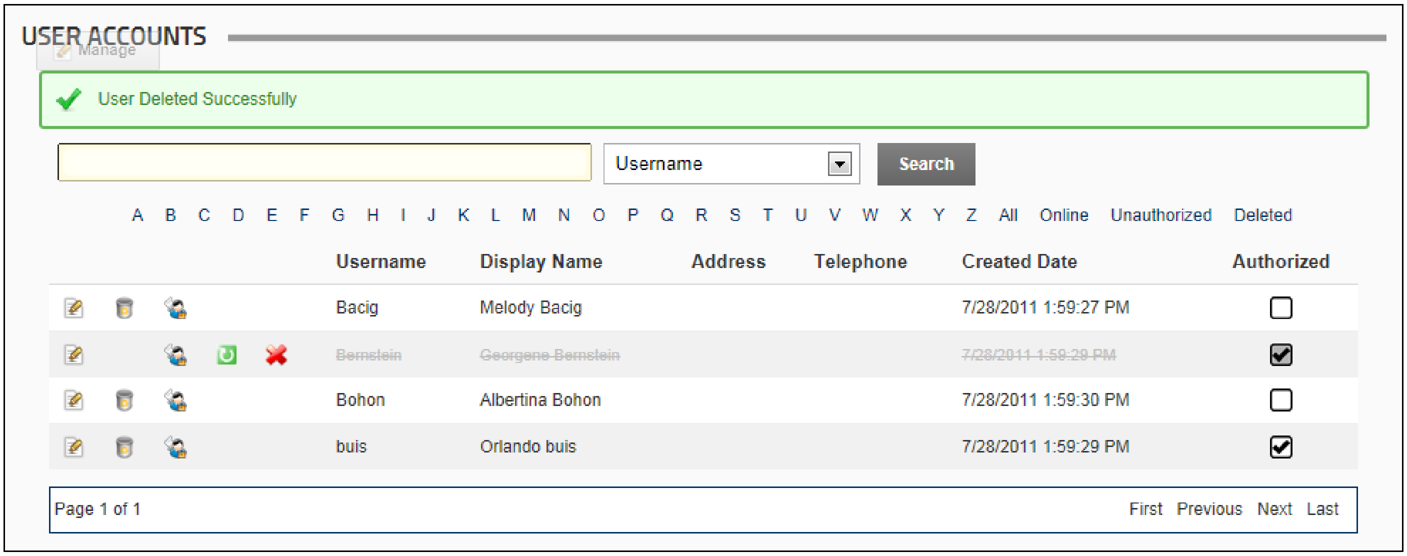
Deleting a User Account

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?"



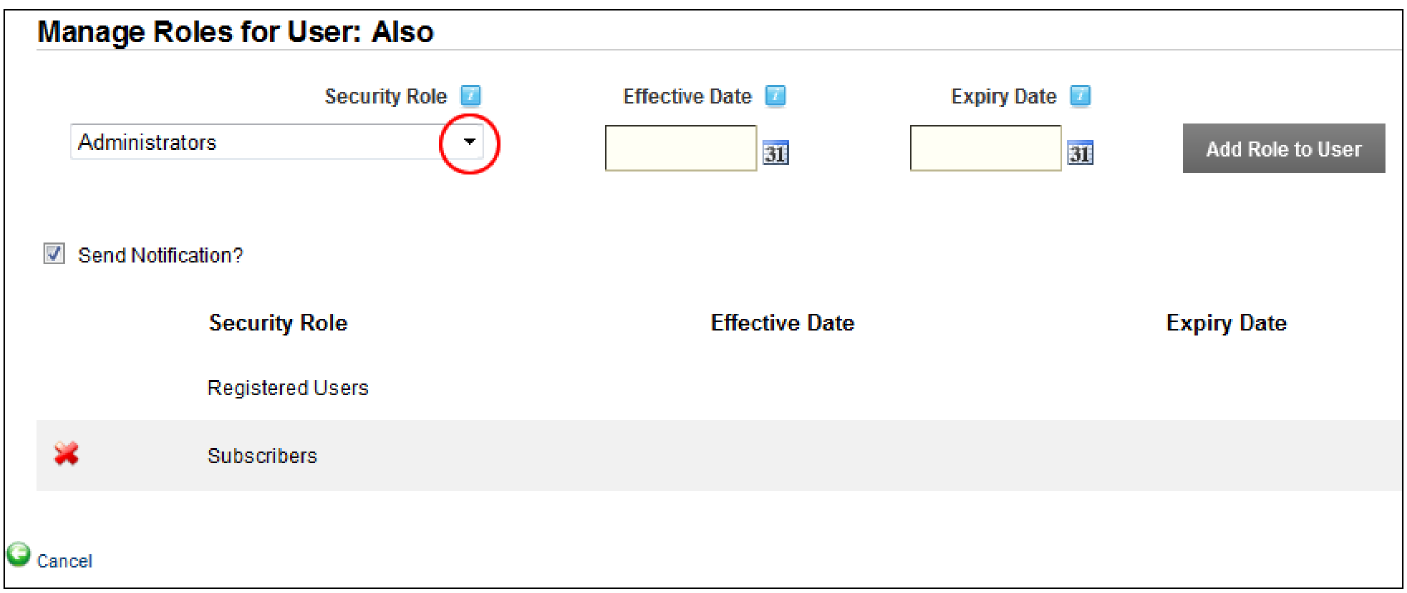
3. Click the **OK** button to confirm.



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.

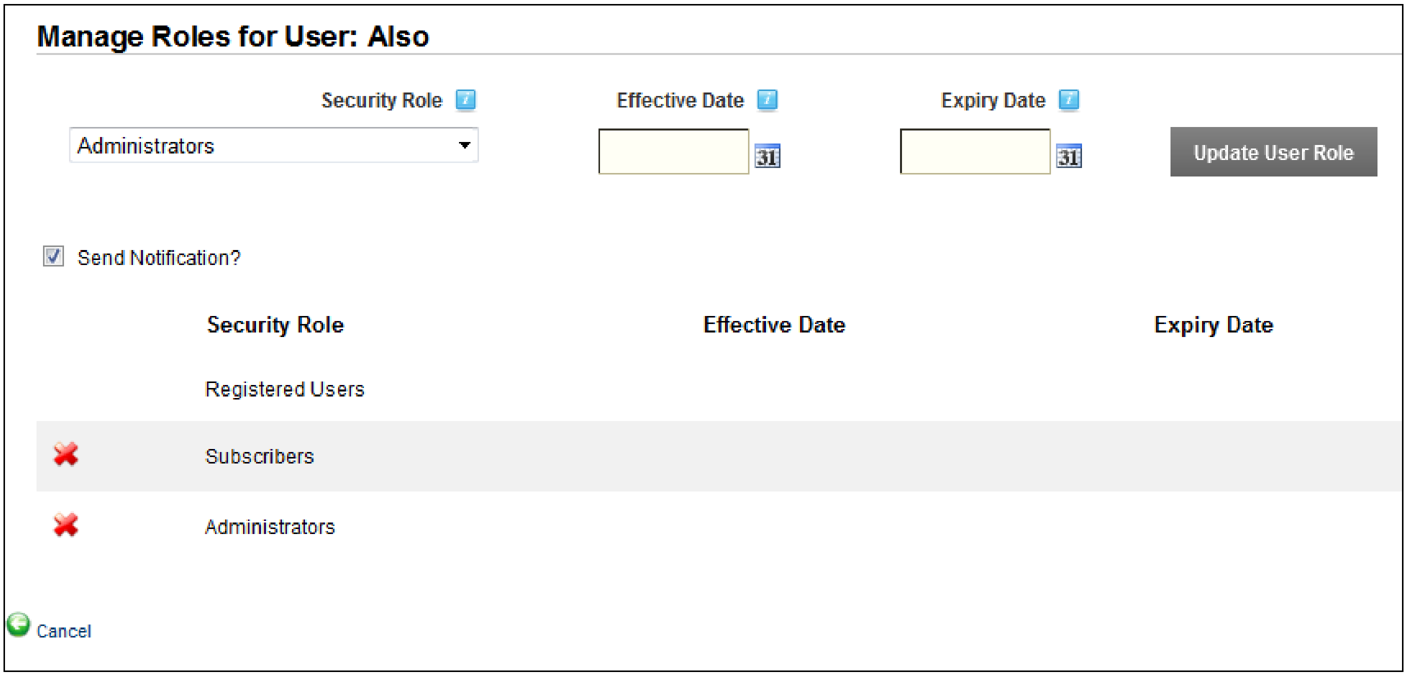


4. **Optional.** At **Effective Date**, click the Calendar link and select the first date the user can access this role. If no date is selected then access to this role is immediately granted.
5. **Optional.** At **Expiry Date**, click the Calendar link and select the last date the user can access this 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.



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?"

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

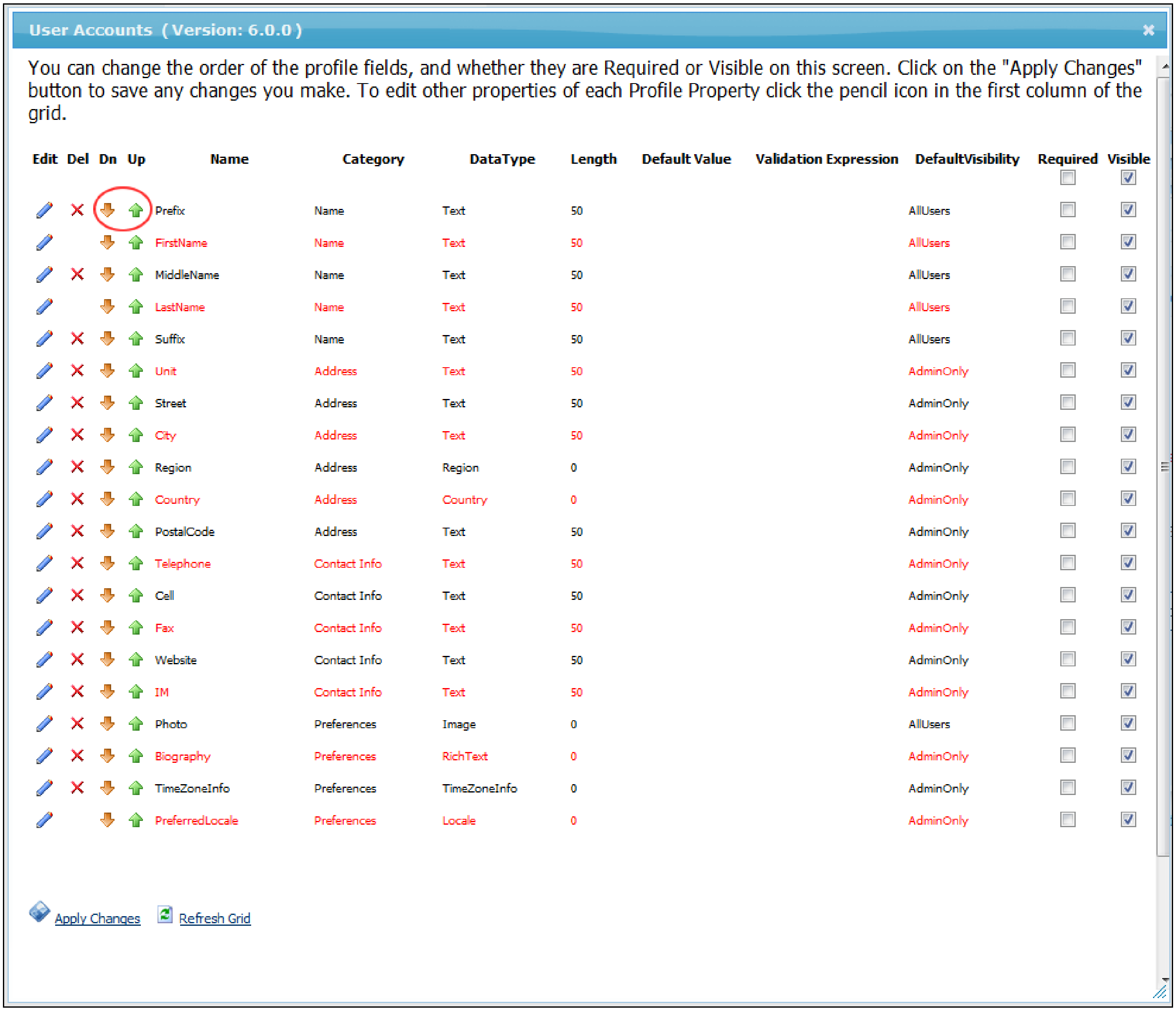
Managing Global User Profile Properties

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

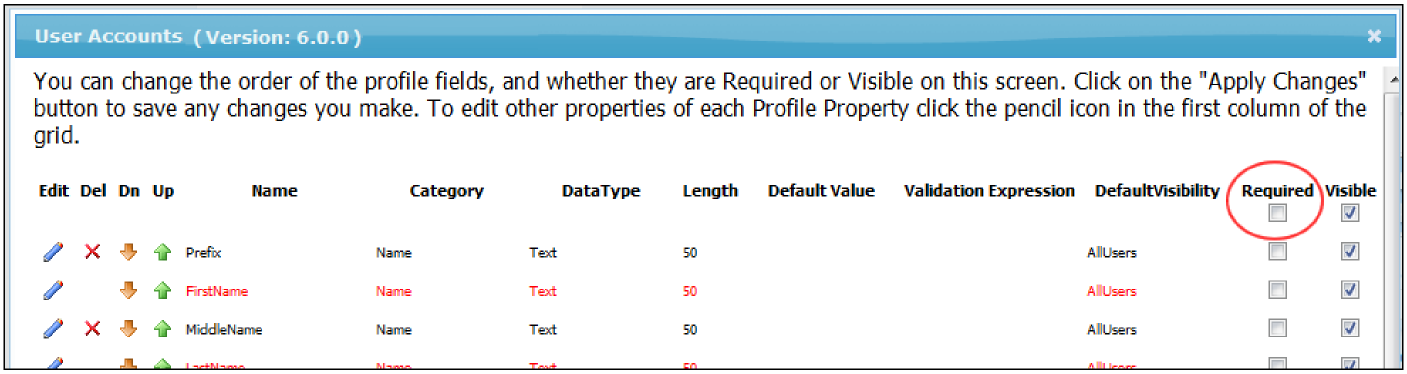
- Click the **Down** button to move a field down one position on the profile page, and then click the Apply Changes link.
- Click the **Up** button to move a field up one position on the profile page, and then click the Apply Changes link.



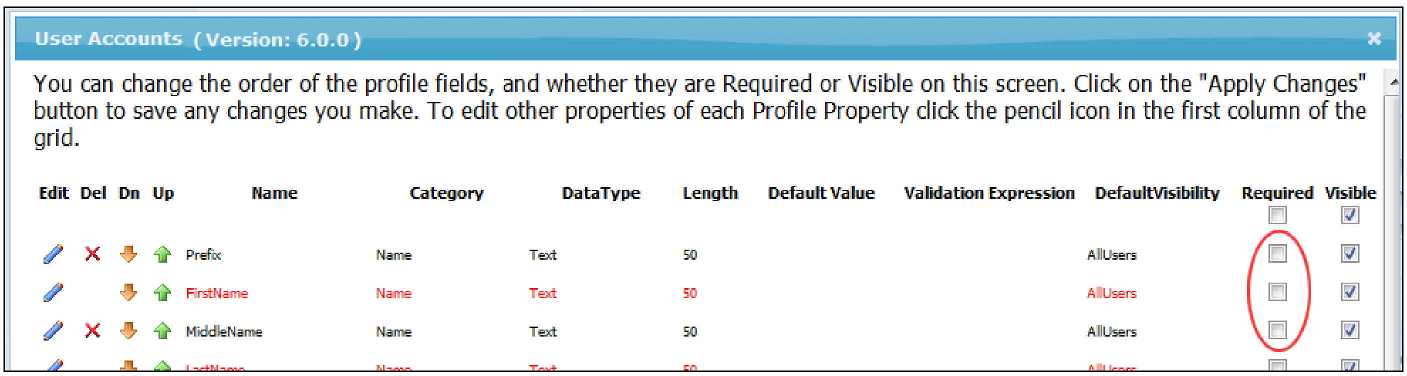
Edit	Del	Dn	Up	Name	Category	DataType	Length	Default Value	Validation Expression	DefaultVisibility	Required	Visible
											☐	☑
				Prefix	Name	Text	50			AllUsers	☐	☑
				FirstName	Name	Text	50			AllUsers	☐	☑
				MiddleName	Name	Text	50			AllUsers	☐	☑
				LastName	Name	Text	50			AllUsers	☐	☑
				Suffix	Name	Text	50			AllUsers	☐	☑
				Unit	Address	Text	50			AdminOnly	☐	☑
				Street	Address	Text	50			AdminOnly	☐	☑
				City	Address	Text	50			AdminOnly	☐	☑
				Region	Address	Region	0			AdminOnly	☐	☑
				Country	Address	Country	0			AdminOnly	☐	☑
				PostalCode	Address	Text	50			AdminOnly	☐	☑
				Telephone	Contact Info	Text	50			AdminOnly	☐	☑
				Cell	Contact Info	Text	50			AdminOnly	☐	☑
				Fax	Contact Info	Text	50			AdminOnly	☐	☑
				Website	Contact Info	Text	50			AdminOnly	☐	☑
				IM	Contact Info	Text	50			AdminOnly	☐	☑
				Photo	Preferences	Image	0			AllUsers	☐	☑
				Biography	Preferences	RichText	0			AdminOnly	☐	☑
				TimeZoneInfo	Preferences	TimeZoneInfo	0			AdminOnly	☐	☑
				PreferredLocale	Preferences	Locale	0			AdminOnly	☐	☑

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.



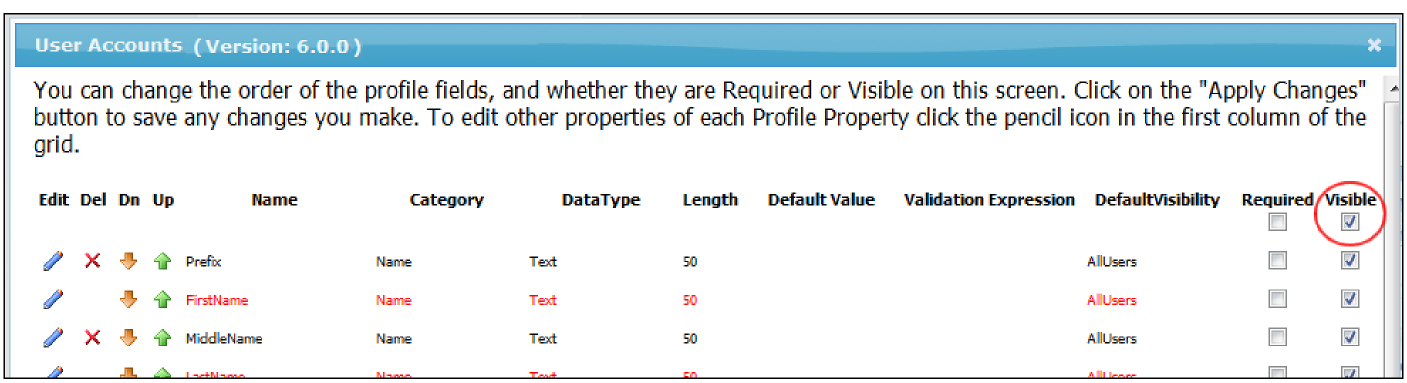
- Check the check box beside a field to set it as mandatory on the User's Profile page. The user will be prompted to update this field when they edit their profile. Note: The field will only be required at Registration if set under User Settings. See "Setting Registration Options"
- Uncheck the check box beside a field to set it as optional.



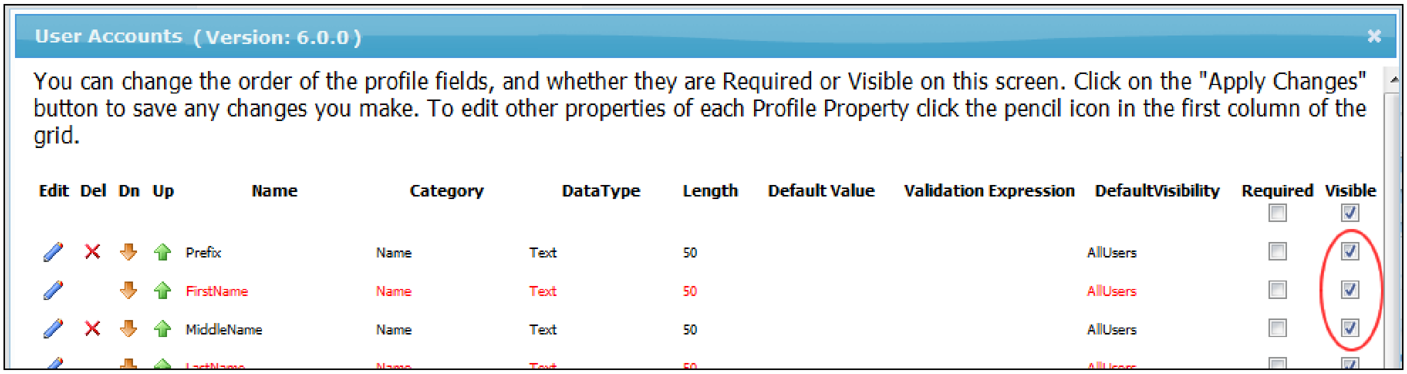
2. Click the Apply Changes link.

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.



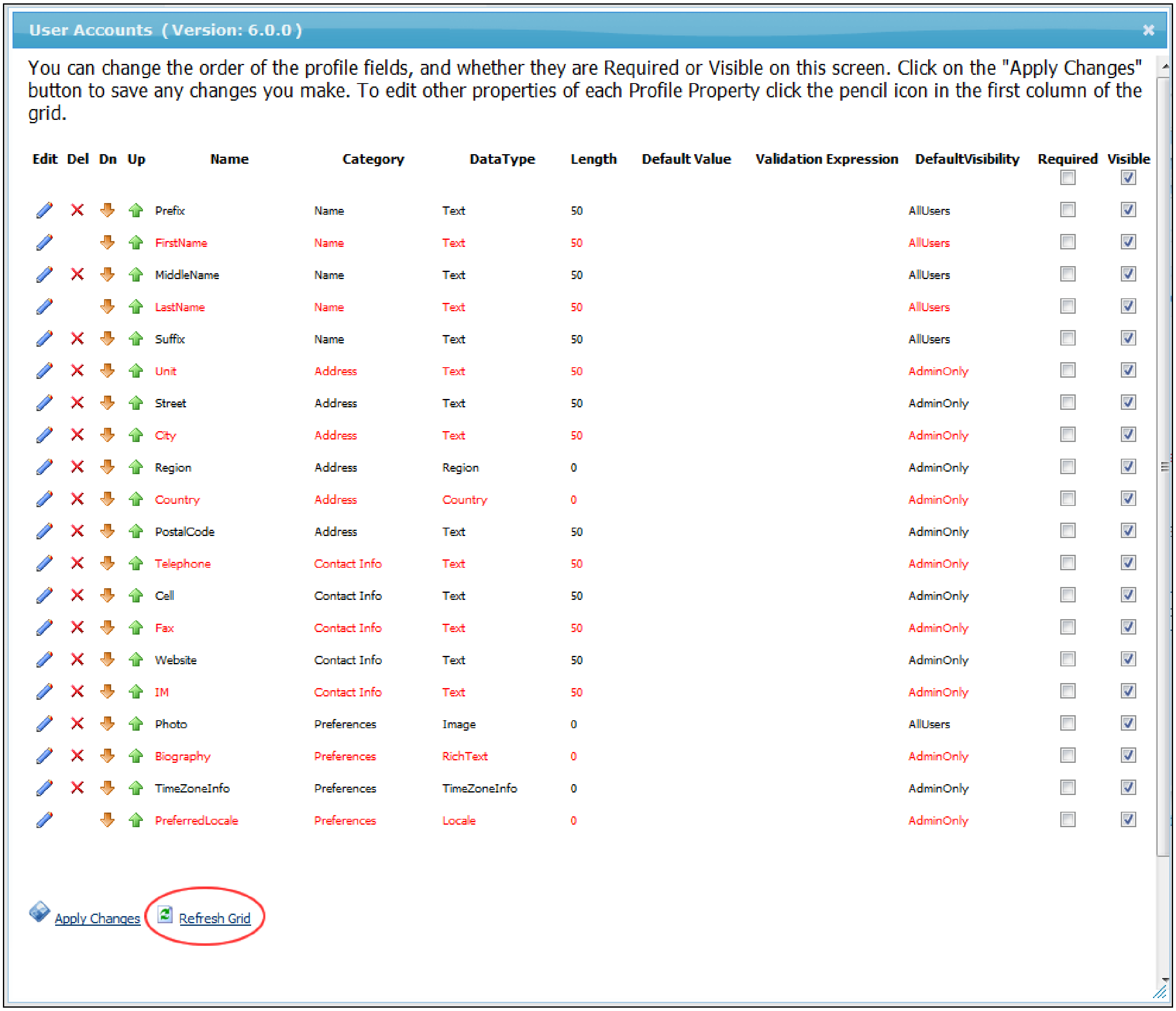
- Check the check box beside a field to set it as visible.
- Uncheck the check box beside a field to set it as not visible.



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	DataType	Length	Default Value	Validation Expression	DefaultVisibility	Required	Visible
											☐	☑
				Prefix	Name	Text	50			AllUsers	☐	☑
				FirstName	Name	Text	50			AllUsers	☐	☑
				MiddleName	Name	Text	50			AllUsers	☐	☑
				LastName	Name	Text	50			AllUsers	☐	☑
				Suffix	Name	Text	50			AllUsers	☐	☑
				Unit	Address	Text	50			AdminOnly	☐	☑
				Street	Address	Text	50			AdminOnly	☐	☑
				City	Address	Text	50			AdminOnly	☐	☑
				Region	Address	Region	0			AdminOnly	☐	☑
				Country	Address	Country	0			AdminOnly	☐	☑
				PostalCode	Address	Text	50			AdminOnly	☐	☑
				Telephone	Contact Info	Text	50			AdminOnly	☐	☑
				Cell	Contact Info	Text	50			AdminOnly	☐	☑
				Fax	Contact Info	Text	50			AdminOnly	☐	☑
				Website	Contact Info	Text	50			AdminOnly	☐	☑
				IM	Contact Info	Text	50			AdminOnly	☐	☑
				Photo	Preferences	Image	0			AllUsers	☐	☑
				Biography	Preferences	RichText	0			AdminOnly	☐	☑
				TimeZoneInfo	Preferences	TimeZoneInfo	0			AdminOnly	☐	☑
				PreferredLocale	Preferences	Locale	0			AdminOnly	☐	☑

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.

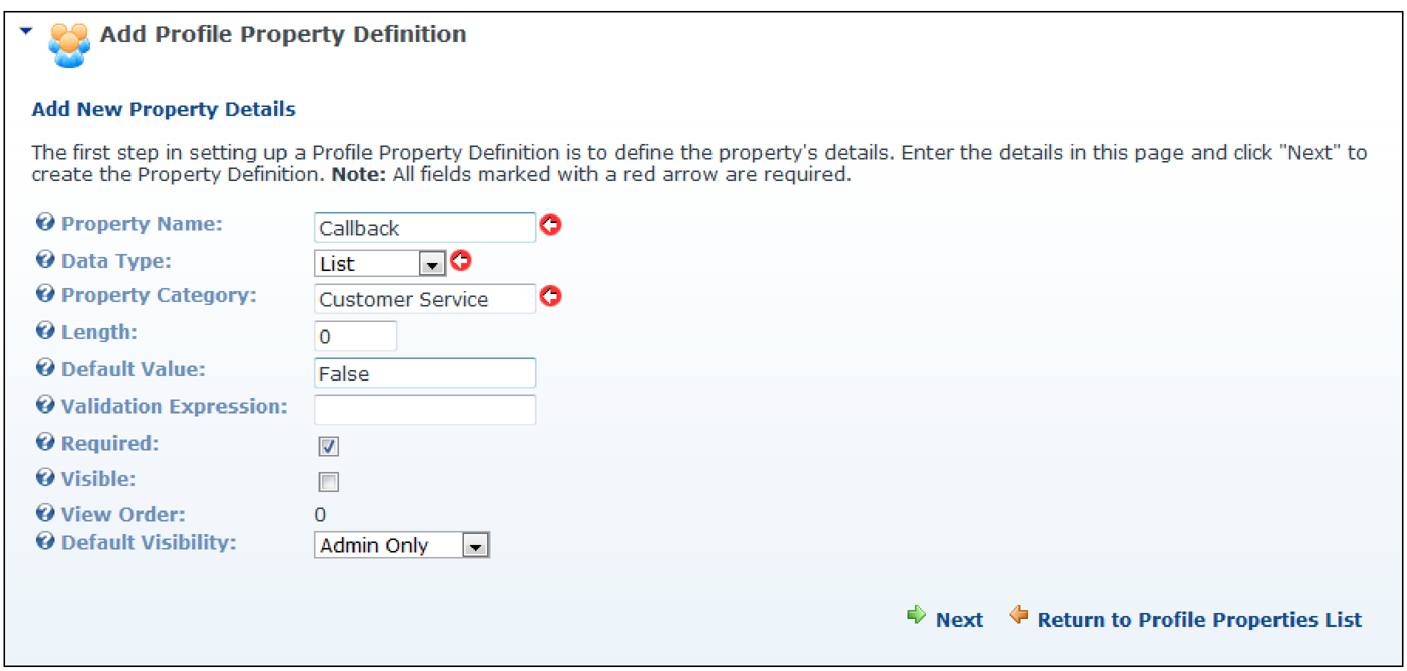
   h. **Optional.** At **Visible**, check the check box to set the field as visible in the User Accounts module - OR - Uncheck the check box to hide it.

   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.



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.

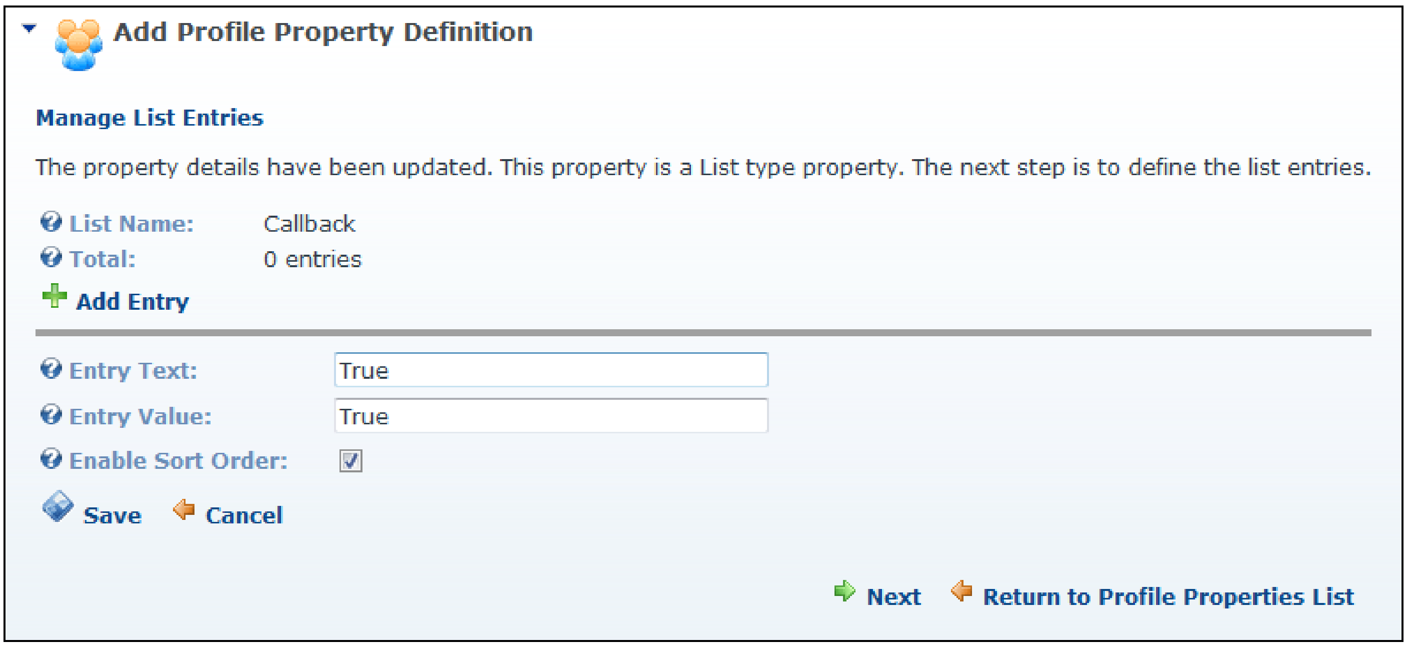
   b. In the **Entry Text** text box, enter the text to be displayed for this entry.

   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.



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.

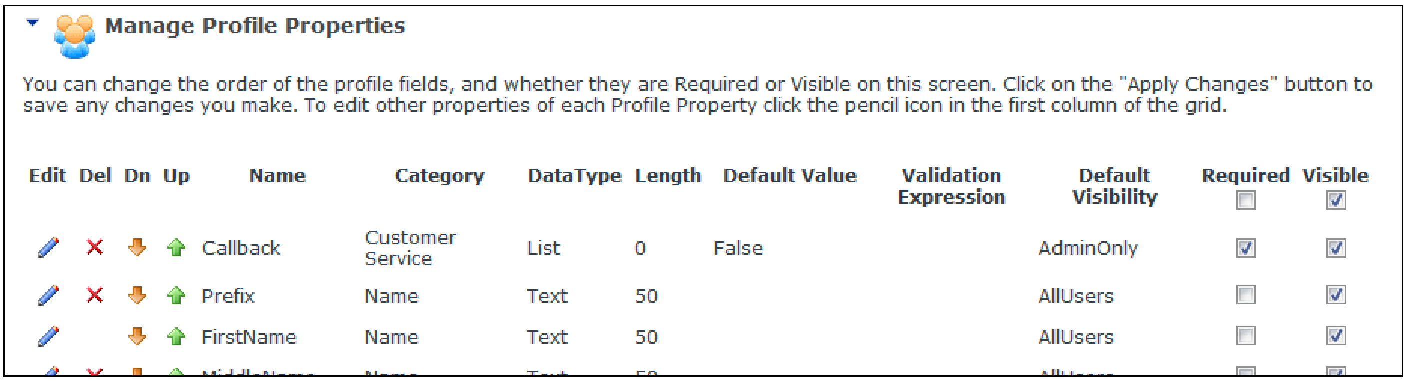
e. In the **Validation Error Message** text box, enter the error message to display for this field when the property fails the Regular Expression Validation.

f. In the **Category Name** text box, enter the category name in the selected language.

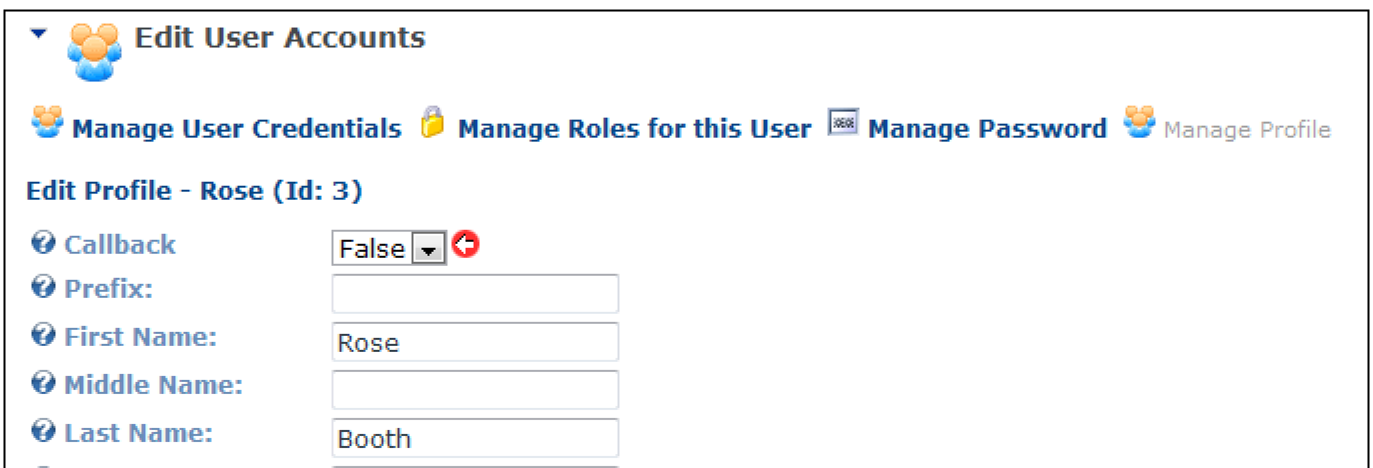
g. Click the Save Localized Text link.

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.



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"



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.

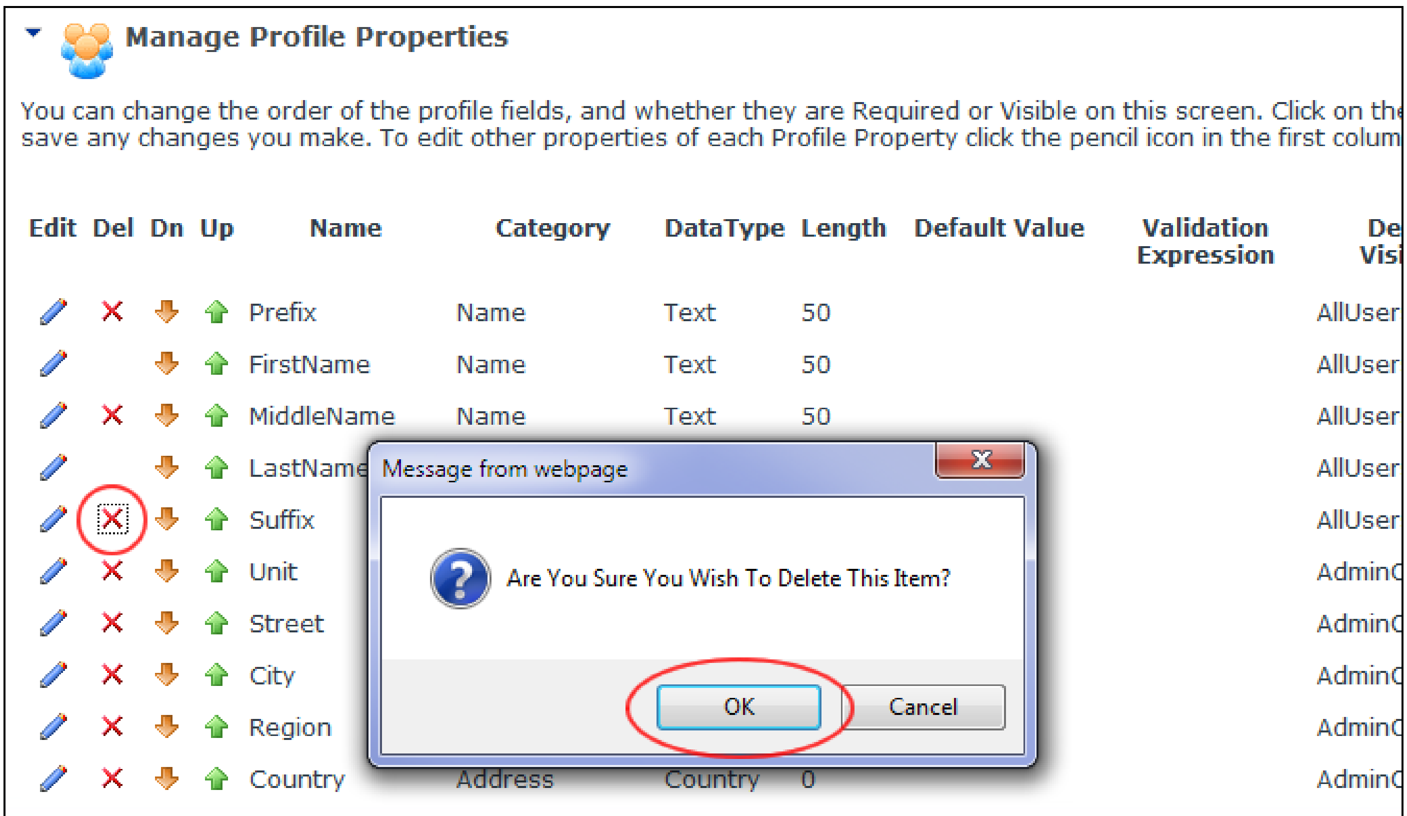
3. On the Edit Property Details page, edit one or more fields as required and then click the Next link.

4. On the Manage Localization page, edit one or more fields as required, and then click the Save Localized Text link.
5. 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.

1. Select **Manage Profile Properties** from the User Accounts module actions menu - OR - Click the Manage Profile Properties link.
2. 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?"
3. Click the **OK** button to confirm.



Deleting a Profile Property

User Settings

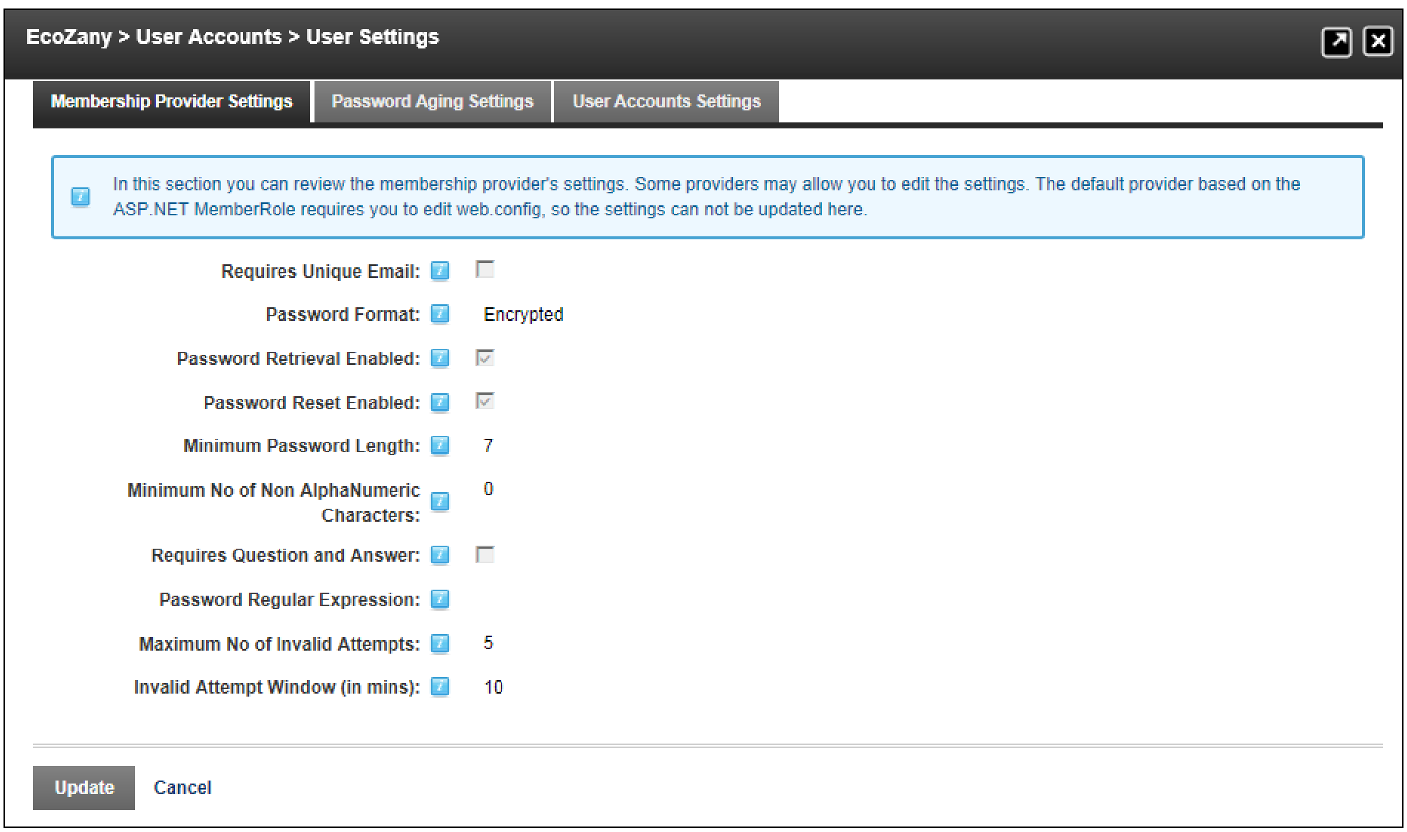
Viewing Membership and Password Settings

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.

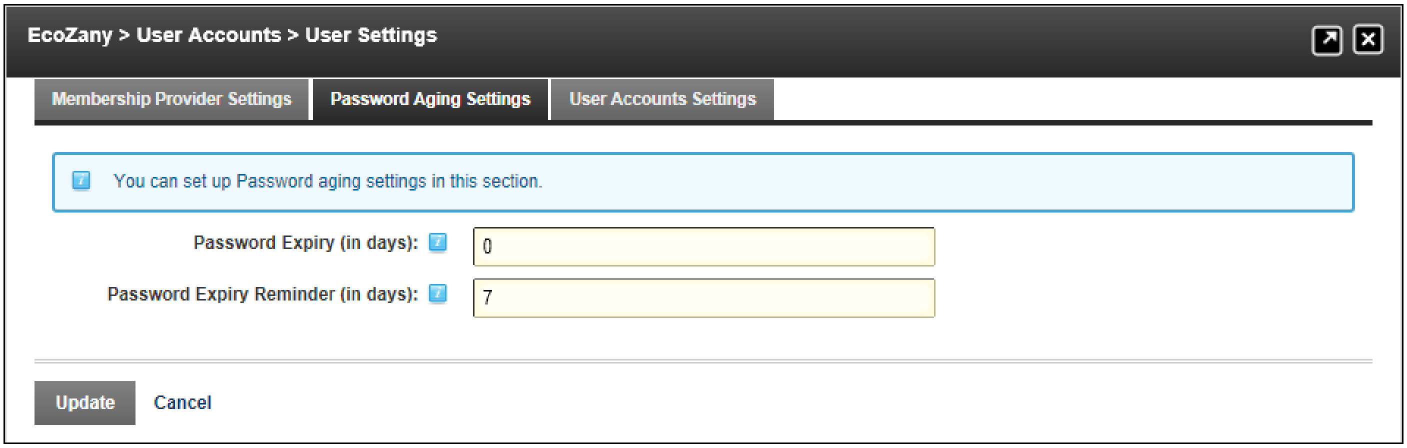
1. Select **User Settings** from the User Accounts or the Security Roles module actions menu - OR - Click the User Settings link.

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.



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.



4. Click the Cancel link to return to the module.

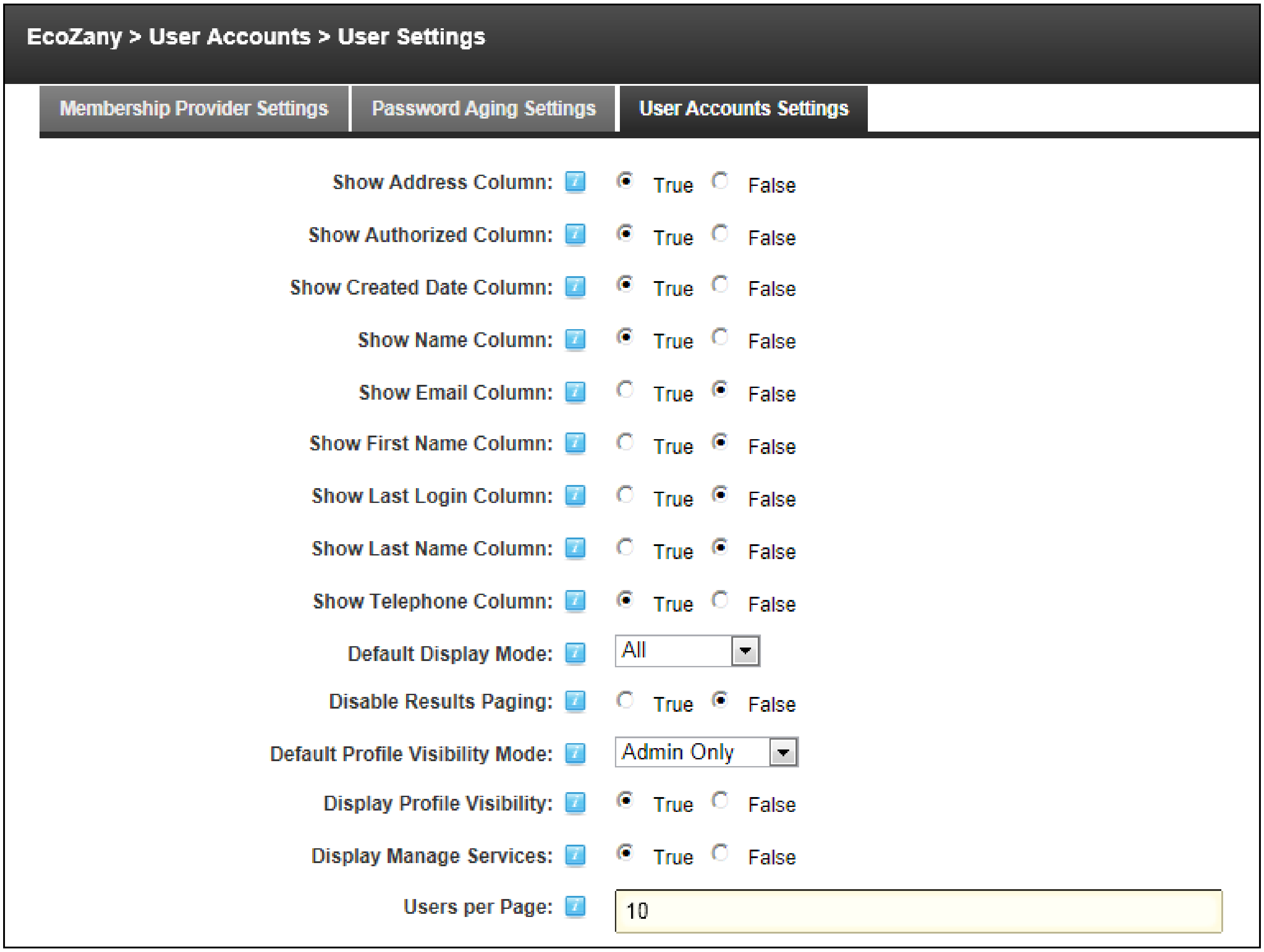
Managing User Accounts Settings

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.

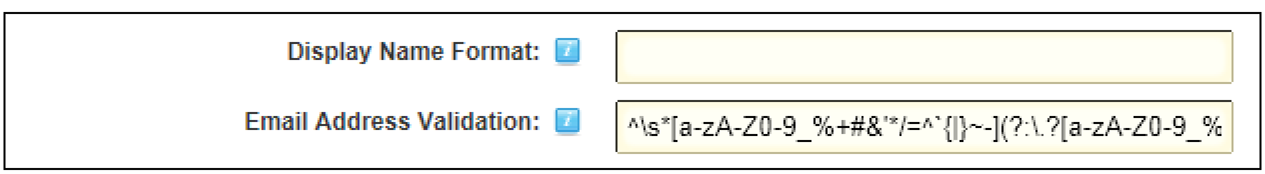
1. Select **User Settings** from the User Accounts or the Security Roles module actions menu - OR - Click the User Settings link.
2. Select the **User Accounts Settings** tab.
3. For each of the below fields, set each column as visible (True) or hidden (False) on the User Account page:
    a. **Show 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.

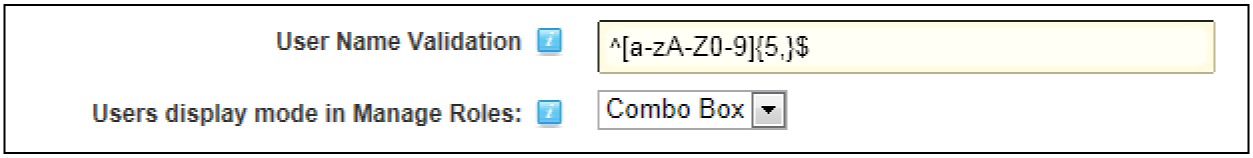


10. In the **Display Name Format** text box, enter tokens to set the format of the users display name. Setting this option will remove the user's ability to edit their display name. Available tokens include [FIRSTNAME], [LASTNAME], [USERNAME].
11. In the **Email Address Validation** text box, modify the provided email validation expression.



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.

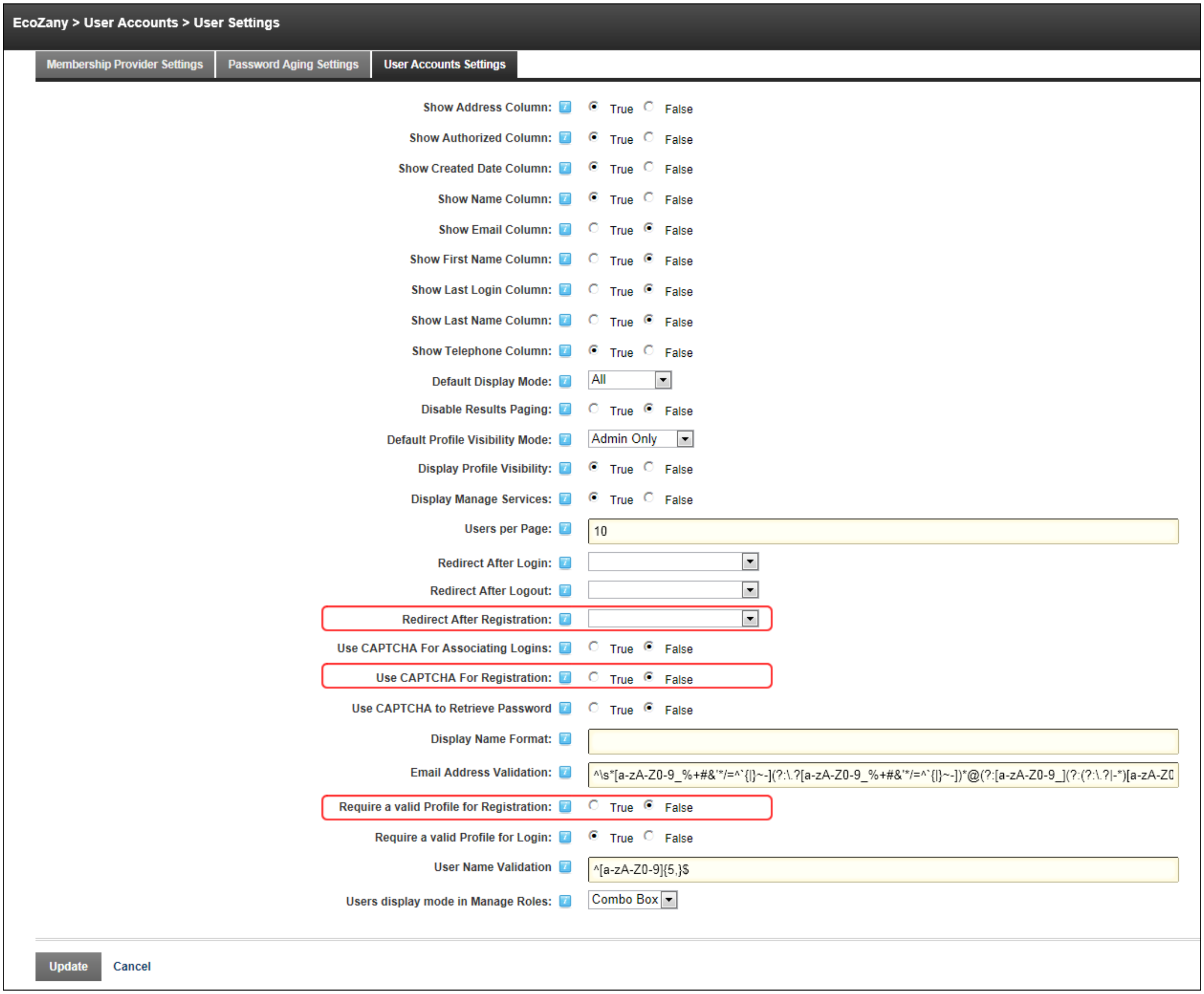


14. Click the Update link.

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.



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 logout 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:

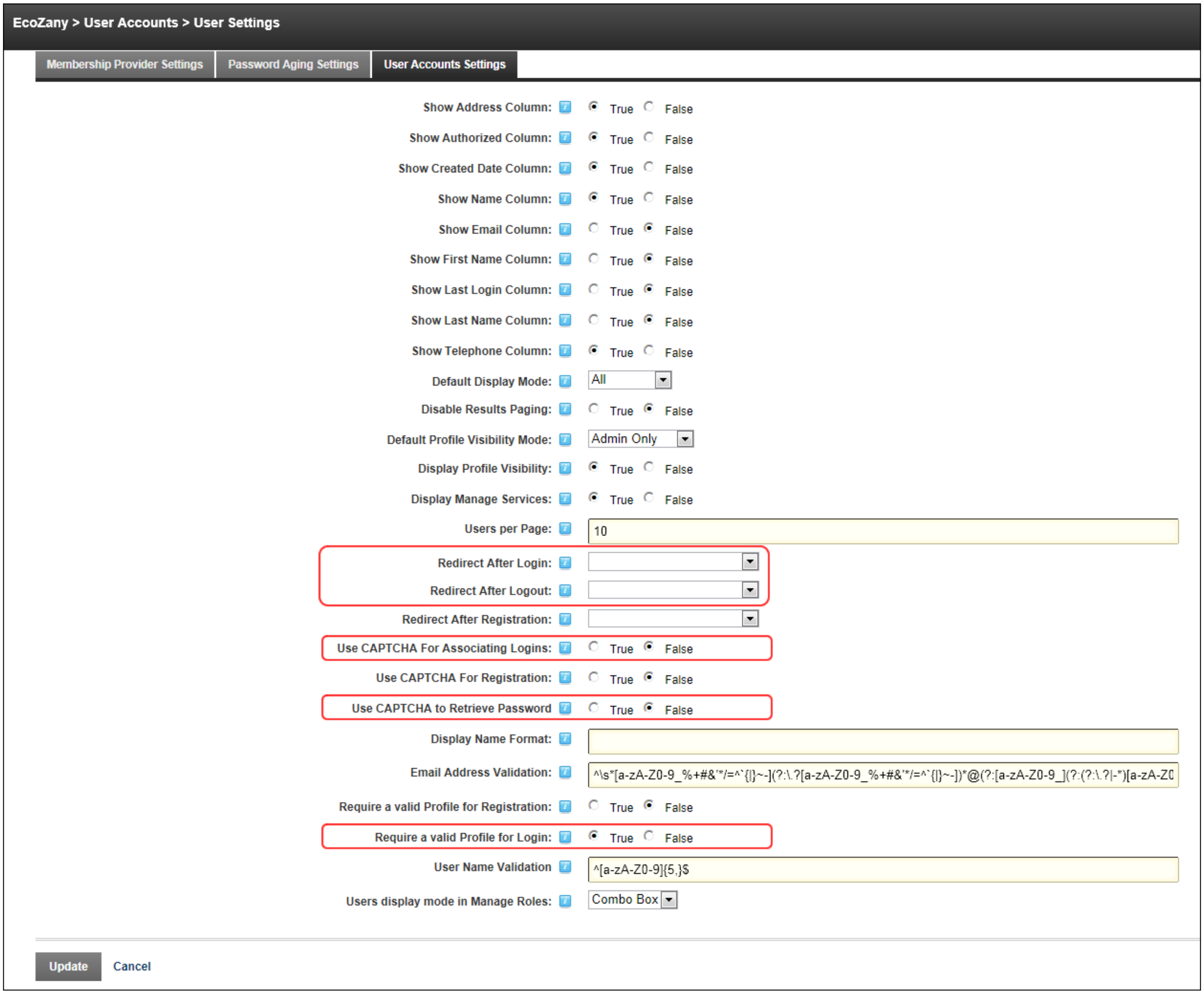
- Select **True** to use the CAPTCHA security code with authentication methods (E.g. LiveID) other than the default DNN authentication method.
- Select **False** to only use CAPTCHA on the default DNN authentication method.

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.



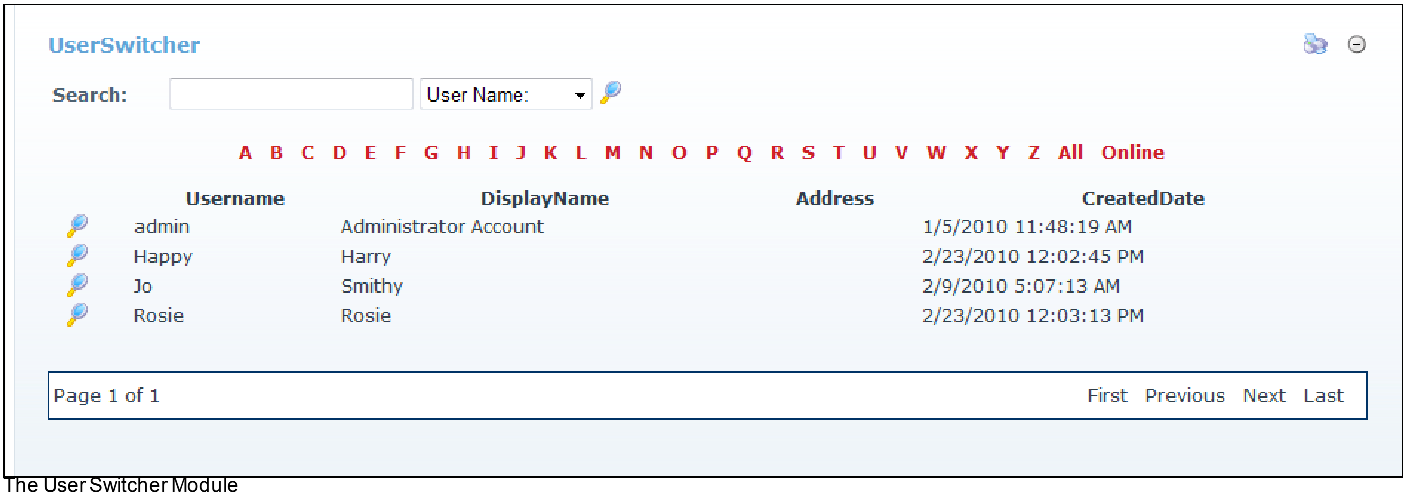
3. Click the Update link.

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



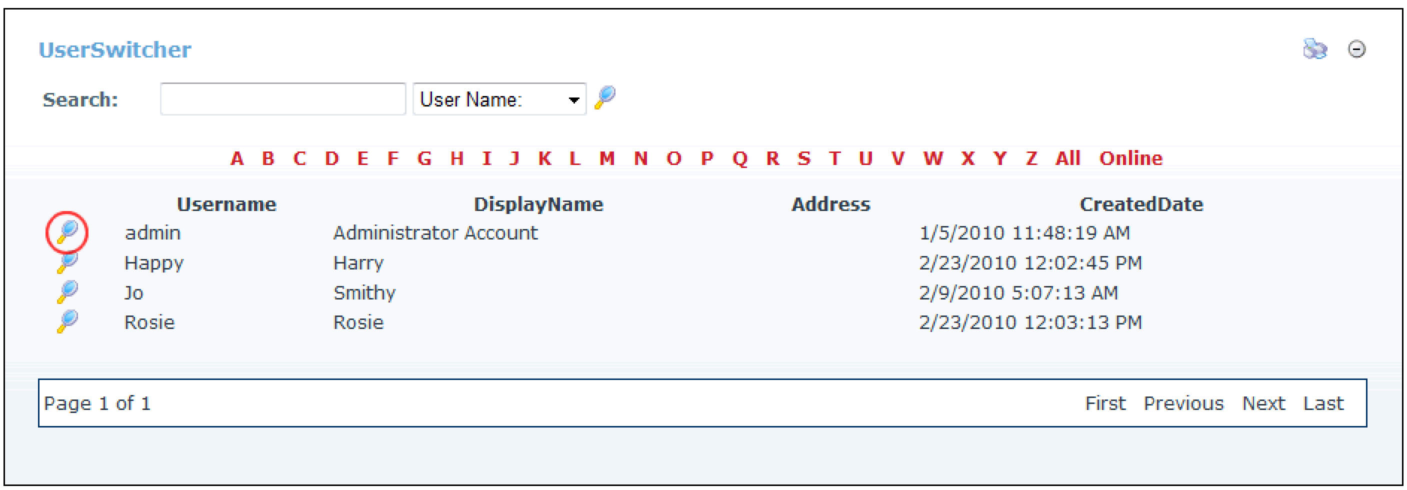
The User Switcher Module

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.



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

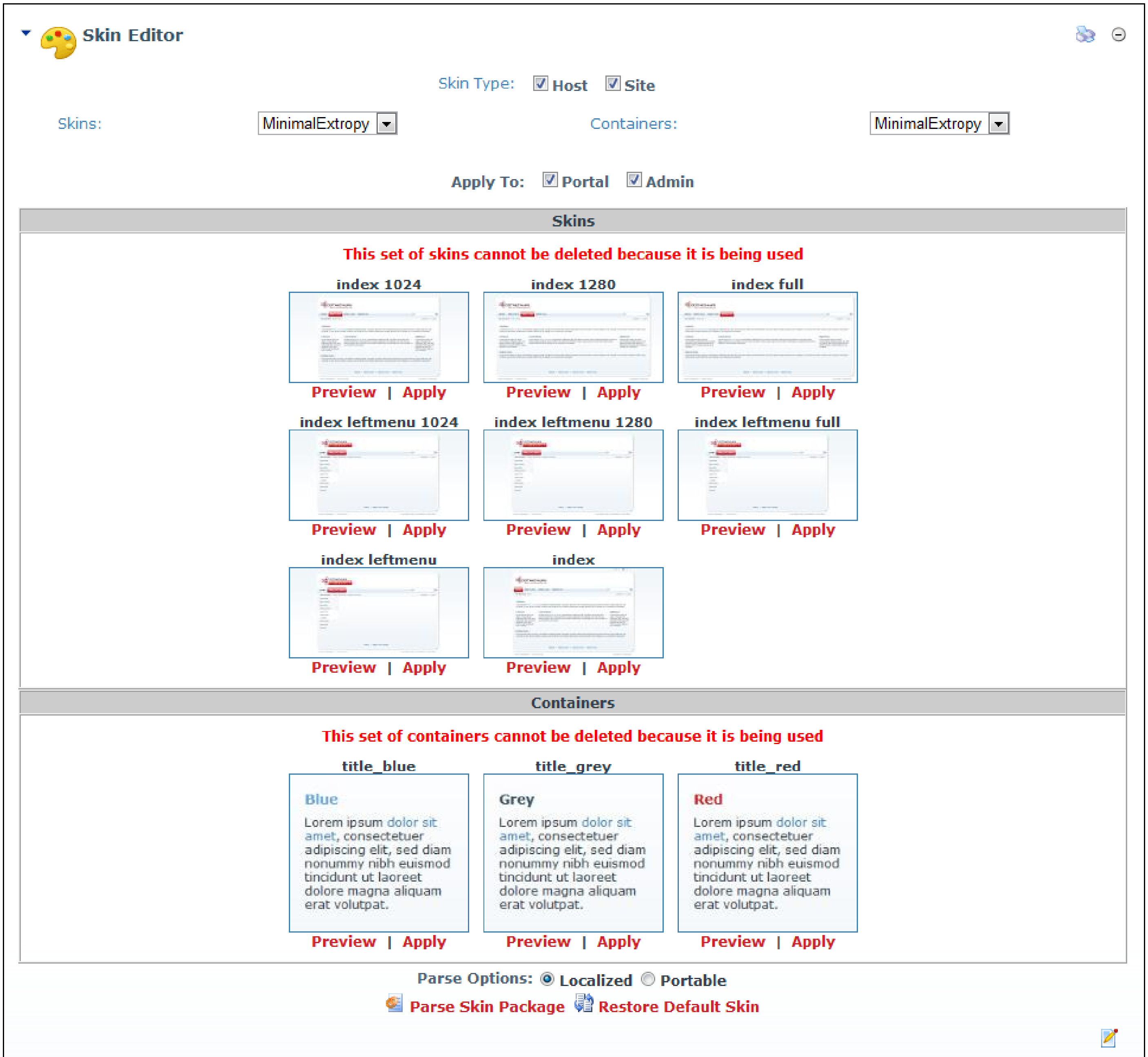
Managing Site Design

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.

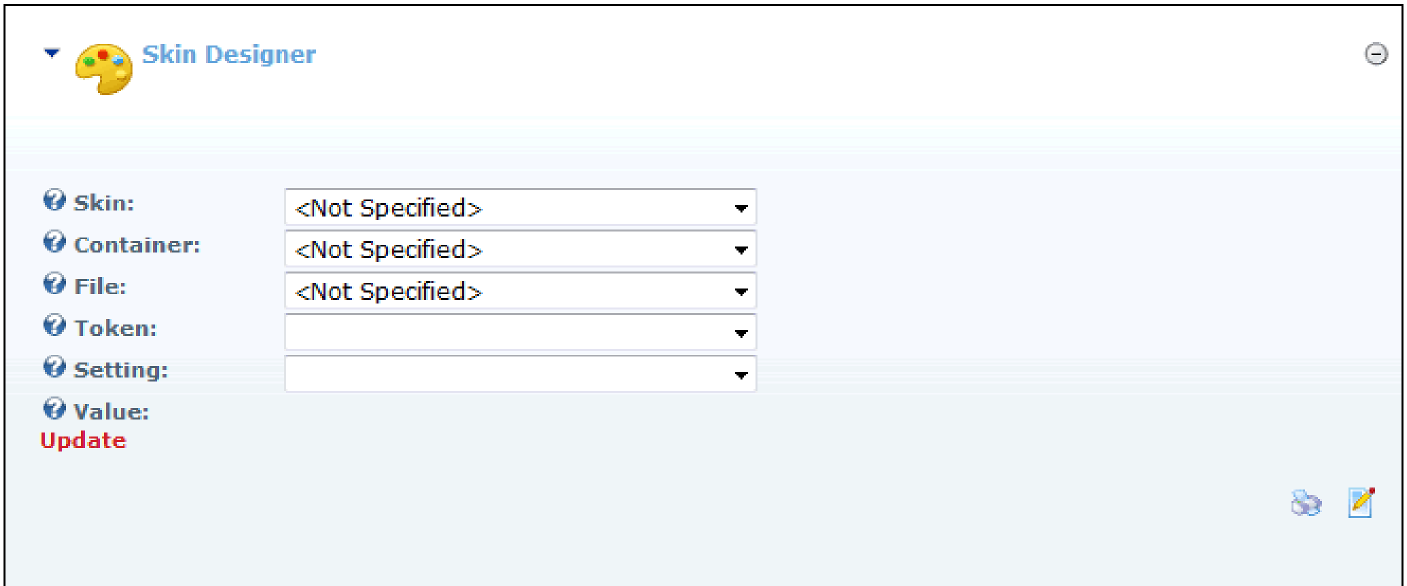


Skins or Skin Editor module

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

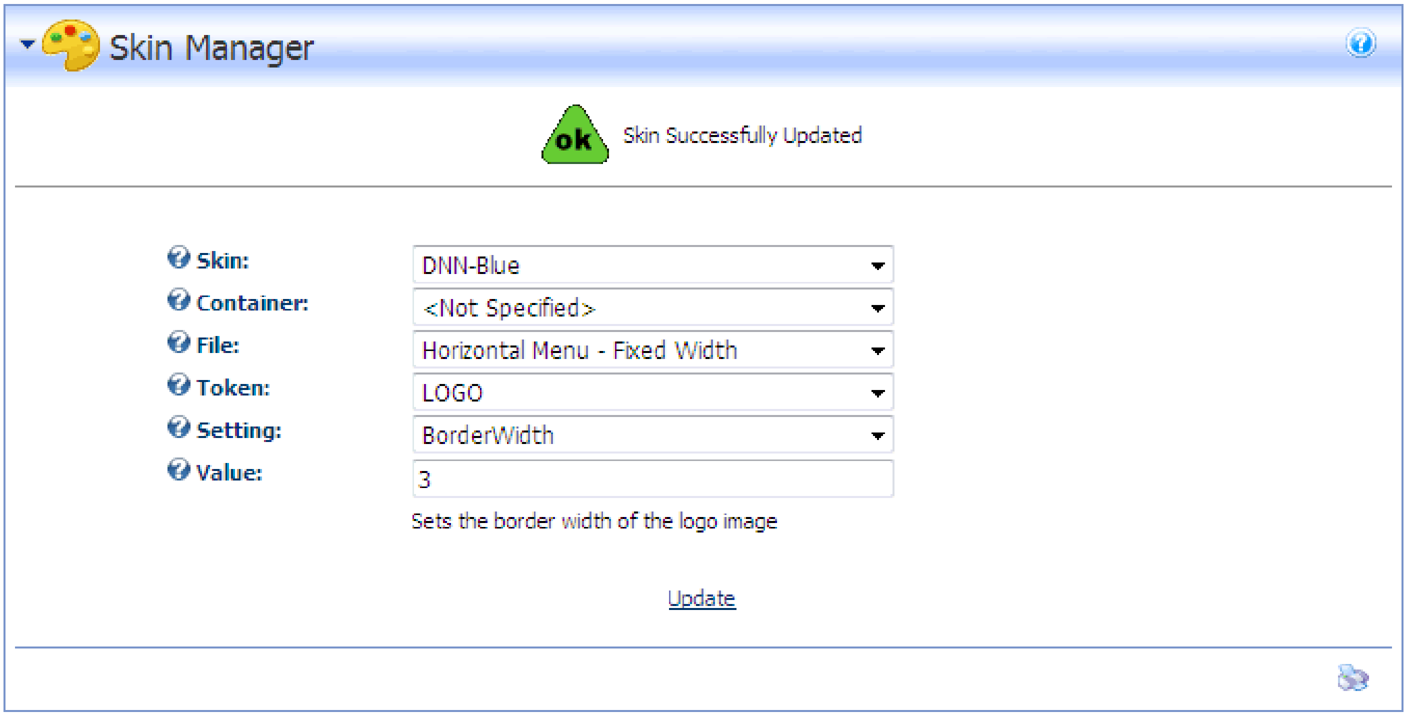
How to set the values of skin tokens using the Skin Designer module.

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.

5. 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.

6. In the **Value** text box, enter the value for the setting.

7. 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.

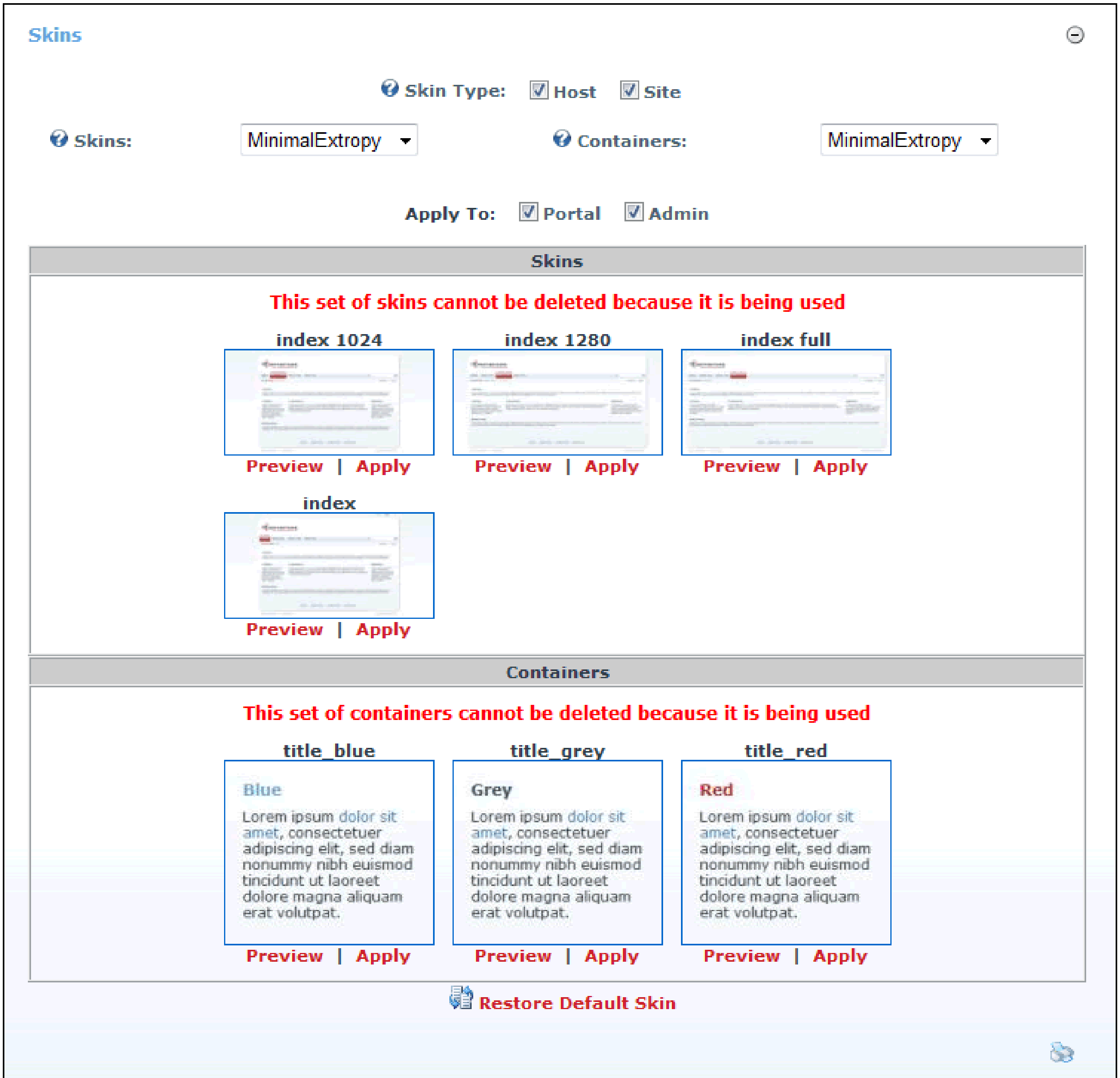
To resolve this error, complete all fields.

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.



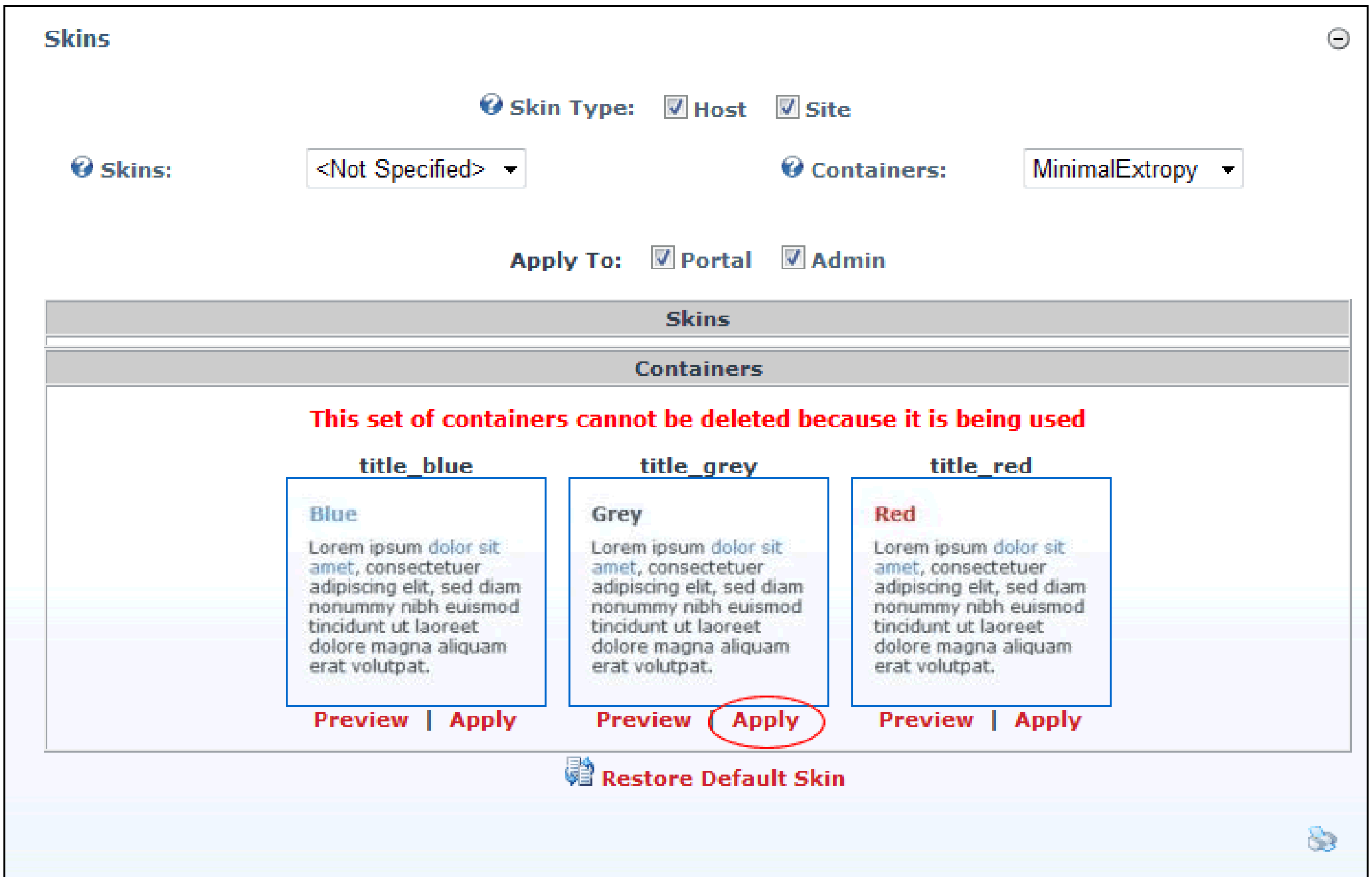
The Skins Module

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.

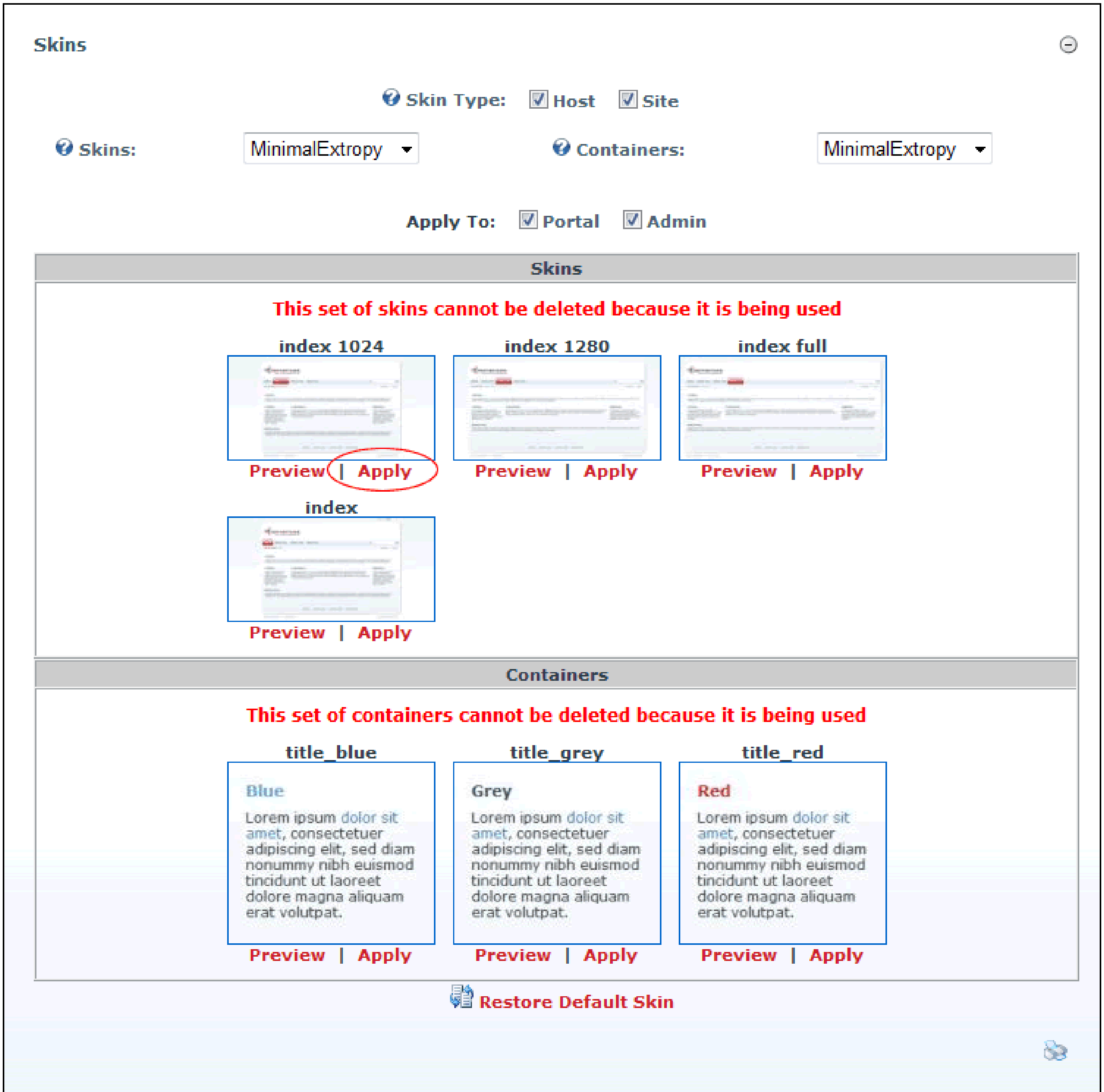


Setting the Default Site Container

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.

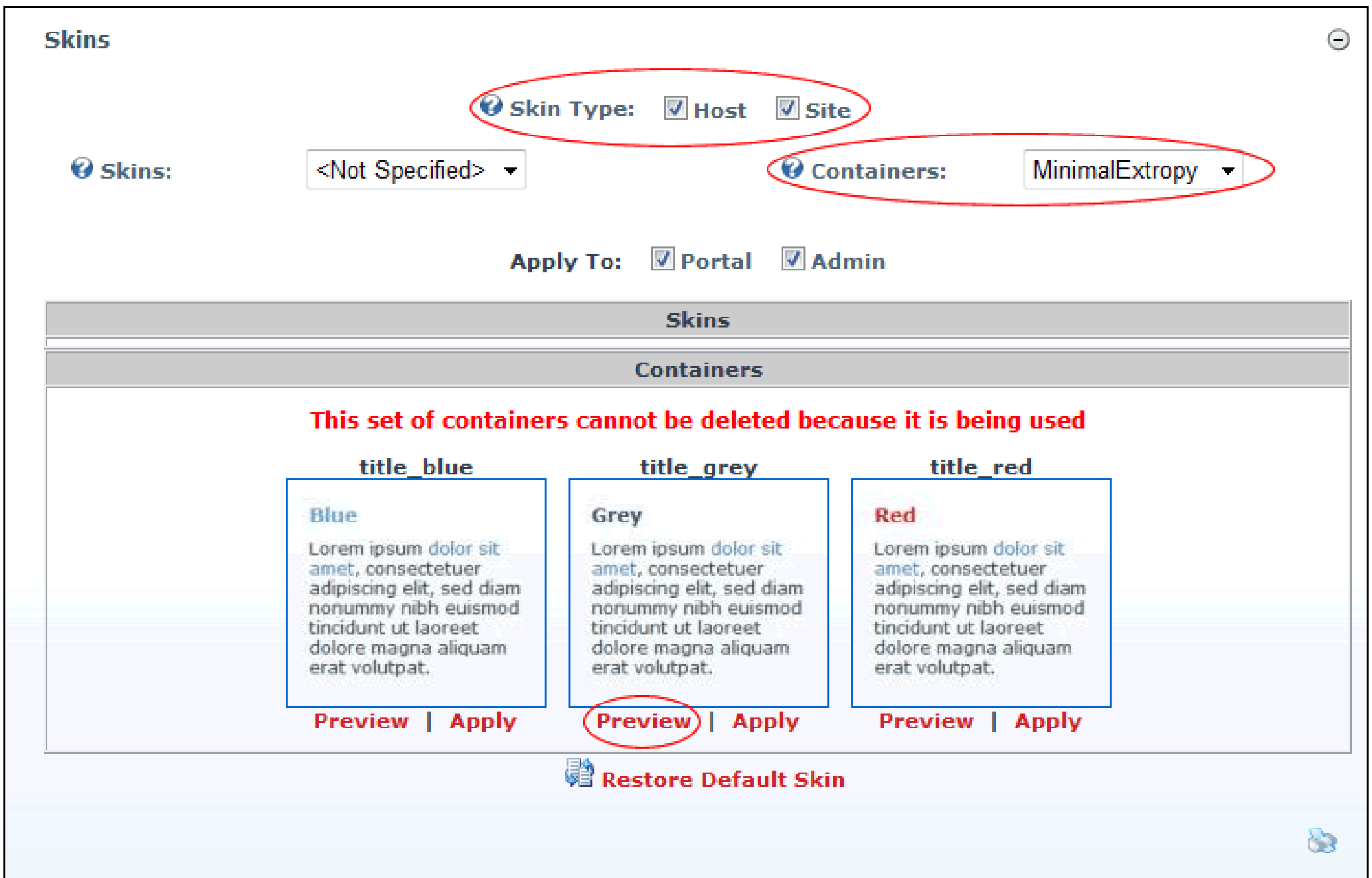


Applying the Default Site Skin

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.



Previewing a Container Package

Previewing a Skin Package

How to preview all skins and containers contained within a skin package.

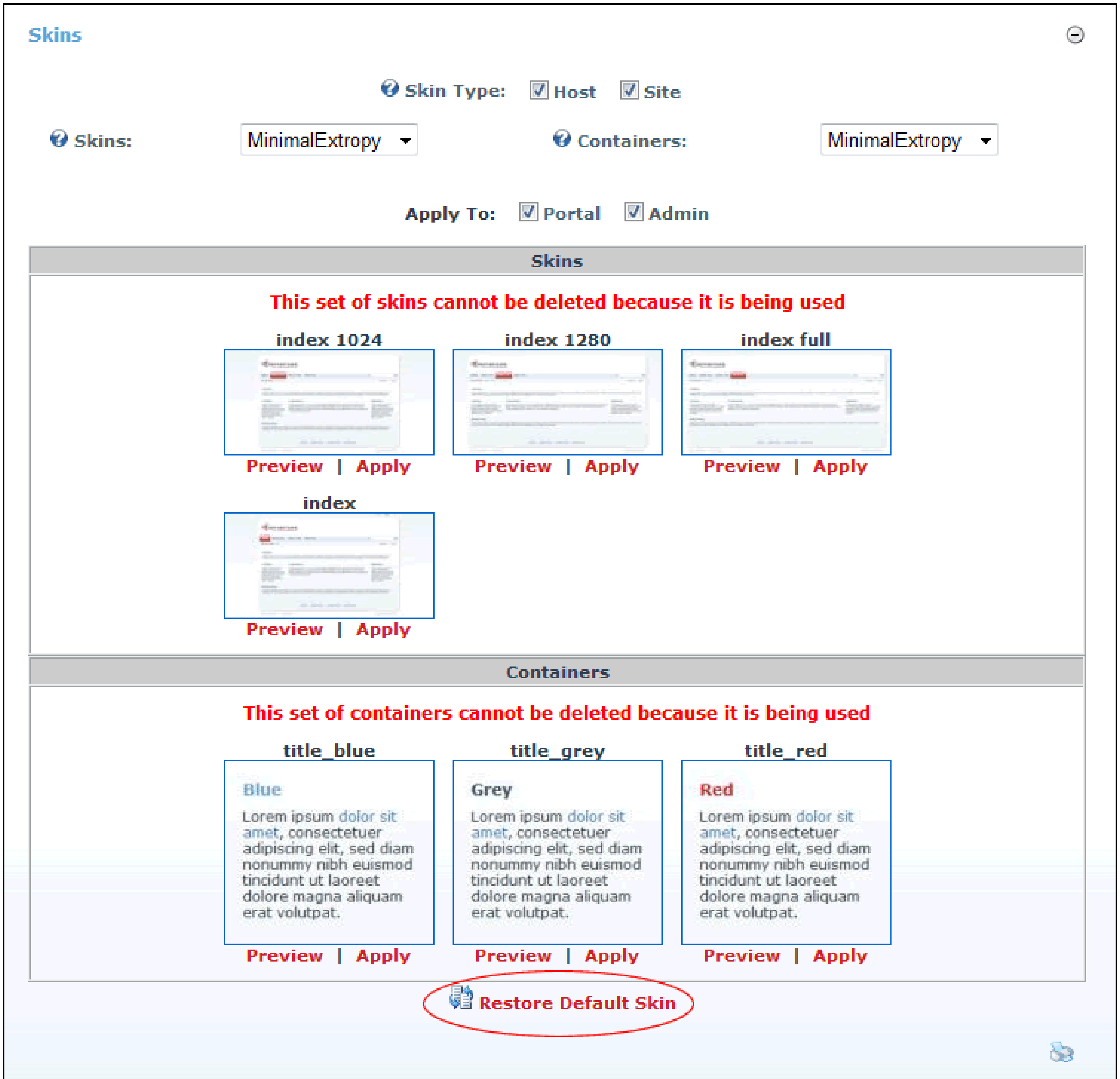
1. Go to the **Skins** module.
2. At **Skin Type**, select one or both of these options:
   - **Host**: Select to view skins which are available to all sites.
   - **Site:** Select to view skins which are only available to this site.
3. At **Skins**, select a skin package from the drop-down list. A thumbnail 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.

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.



Restoring the Default Skin